How to Access Your Fund Report?

- **FIS: Financial Information System (Banner)**

- **FIS Reporting:** [https://www.mcgill.ca/financialservices/reporting](https://www.mcgill.ca/financialservices/reporting)
  Provides menu of reporting options to view financial information.

- **FIS Datawarehouse access is required to view financial reports – as opposed to Minerva Budget Queries, which are automatically accessible to all Fund Financial Managers (FFM’s).**
FIS Reporting and FIS Data Warehouse

• Fund Balances and Profiles Web Report was created and customized for Researchers:
  https://www.mcgill.ca/financialservices/reporting/researchers

• To run this (or any other) report, have the following information is needed:
  ✓ Your McGill ID (email)
  ✓ Your McGill password
  ✓ Your Banner User ID
  ✓ Your Banner password
  ✓ FIS Datawarehouse access
First Step: FIS Data Warehouse Access

Getting Data Warehouse Access & Finding your Banner UserID and Password in Minerva | Financial Services - McGill University

• Access to the data warehouse is granted by submitting an online form on the IT Services site. [Sign-in is required.]

• **Before requesting data warehouse access, you must be:**
  A Fund Financial Manager (FFM) or Principal Investigator (PI)
  OR
  A FIS User - have query access to funds/grants (more information)

TIPS:

• You will need your Banner UserID to submit the form. *(see next slide for more information)*

• **Once processed, you will receive an email from ICS and starting the following day, you will be able to run the reports in this section.**

• Be sure to select "FIS" as the system
Banner User ID and Password (KB0010627)
Knowledge Base - IT Portal (service-now.com)

Main Menu

Finance (Fund) Administration Menu
Query Budget Status or Encumbrances; View Financial Statements; Delegates to approve MMP orders; Reconcile PCards; View Account Receivables.

Reports Menu
System reports; Student Data Warehouse Query.

Personal Menu
Change Minerva PIN or Security Question; Create / Change Canadian Social Insurance Number.
Important Notice for Students: Please read the McGill En

Student Menu
Register for course sections; Add/Drop course sections.

Password for Banner/Imaging/Data Warehouse
Staff Only: Create or change your password used to access Banner/Imaging/Data Warehouse.

Password for Banner/Imaging/Data Warehouse
Enter new Password: 
Re-Enter new Password: 
Submit Reset

By using the password reset facility, you are agreeing to use it in accordance with the Resources. In part, this policy obliges you to: *never share with others.* Any unauthorized use may result in disciplinary and/or legal action.

1. Enter your new Banner/Imaging/Data Warehouse Password:
   - AT LEAST 8 characters in length.
   - First character MUST BE a letter.
   - There MUST BE at least one (digit) number.
   - There MUST BE at least 2 letters.
   - MUST NOT have any spaces.
   - Can contain the following characters: !#$%&()*

The New Password will take effect in a few minutes.
Visit the IT Knowledge Base for more information on the Banner/Imaging/Data Warehouse.
FIS Reporting and FIS Data Warehouse

• Fund Balances and Profiles Web Report was created and customized for Researchers: https://www.mcgill.ca/financialservices/reporting/researchers

Fund Balances and Profiles WEB Report

Running WEB Reports

If you are having issues running WEB reports using IE, please try Chrome or Firefox.

In order to run this report, you must:

Have Minerva query access to funds/grants AND have data warehouse access.

For information on getting data warehouse access & finding your Banner User ID and password in Minerva, go to the Data Warehouse information webpage.

For information on running web reports, go to the Running Web & Crystal Reports webpage.

Researcher Tools Report Templates

Fund Balances and Profiles WEB Report

Description:
A comprehensive report specifically tailored to PIs. It provides a list of all available funds the PI has control of, their balances as of the specified year and month, and the profile information associated with the fund. Certain parts of the report have drill-down capabilities which will provide additional information and more in-depth summarized expenses.
FIS Reporting and FIS Data Warehouse

Step 1:

Login with your McGill Credentials
FIS Reporting and FIS Data Warehouse

Step 2:

Enter Parameters & McGill ID

Year: ex. 2022

Month: ex. 03

ID: your McGill ID #/or FFM ID #

Keep Transaction Date as is.

Click OK
FIS Reporting and FIS Data Warehouse

Step 3:

Enter Banner User ID and Password
### Fund Balances and Profiles v1.03.07

**Financial Fund Manager:** Fakhoury/Johnson

**As of:** December 31, 2021

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Fund Title</th>
<th>Previous Year Balance excl. Commit.</th>
<th>Current Year Budget</th>
<th>Current Year Actuals</th>
<th>Active Commitments</th>
<th>Available Balance</th>
<th>Fund Status</th>
<th>Fund YE Month</th>
<th>Project Start Date</th>
<th>Fund Term Date</th>
<th>HR Flag</th>
<th>PCard Flag</th>
<th>FST Manager</th>
<th>Fund Administrator</th>
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<td>31-Aug-2022</td>
<td>N</td>
<td>N</td>
<td>Geurkova/B.</td>
<td>Travaglini/R.</td>
</tr>
</tbody>
</table>

**Fund Term. Date indicators**

- **Status of the fund (A)ctive, (F)rozen, (T)erminated**

- **Indicates if there is at least one active Pcard that defaults to the fund.** Balances in this column are not included in the Available

- **Signifies at least one active HR appointment on the fund**

- **The last month (period) of the fund's annual financial cycle.**
FIS Reporting and FIS Data Warehouse

Print your data

Export your data: e.g. pdf, excel, & other formats

Refresh your data: enter new parameters (e.g. month 03 = end of March = end of grant year)
Questions?
Bulk FIS Datawarehouse Access

• Please complete the short survey here:

  • [https://forms.office.com/r/UQMvCt9pSY](https://forms.office.com/r/UQMvCt9pSY)
How to Set-Up VPN (KB0010687)

- Knowledge Base - IT Portal (service-now.com)