

# UNION INSTITUTE & UNIVERSITY

440 E. McMillan Street, Cincinnati, Ohio 45206-1925 -- 513.861.6400 -- 800.486.3116 -- FAX  
513.861.9958

---

## Computer Services

### **CAMPUS WEB**

Go into UI&U's web site via internet

Select the Campus Web tab.

Enter in your login and password. It is case sensitive so enter information identical to what has been set up. Always select the LOGIN to complete connection. Selecting enter will only cause a failure to login.

Select the Finances tab.

Select the fiscal year in which you wish to view. Note that the default is the current fiscal year. However, at the end of one fiscal year and the beginning of the next, until the auditors give their 'ok,' you must select the new fiscal year until the old is closed and the new is rolled forward.

You will see two rows of accounts. A beginning account number (0X-000-0XXX-XXXX-0000) and an ending account number (0X-000-0XXX-XXXX-0000).

Note: the X represents numbers that make up the 17 digit department/account number. It is not always necessary to enter this entire number. Depending upon your needs, you have three options to select to view.

At the bottom of the screen, you may change the selection of 'rows per page' which defaults to 'All' and you may select a printer version as well

1. You may enter just the department (beginning account) without any expense account code and leave the ending account blank. This will allow for a full summary of your department that will list all the account codes that are budgeted.

- or -

2. You may enter the department and using your tab key enter one account code (beginning account) and leave the ending account blank. This will allow you to view one account code in your department at a time.

- or -

3. You may enter the department with one account code for the beginning account and then using your tab key go to the ending account and put in another account code in the fourth box. This will allow you to view a range of accounts within the department.

If you have multiple consecutive departments, you may list the beginning department for the beginning account and the last department for the ending account. Any invalid and/or closed accounts will not appear.

Once you have entered your preference for view, you may simply choose enter on your keyboard or you may select 'view accounts' at the bottom.

# UNION INSTITUTE & UNIVERSITY

440 E. McMillan Street, Cincinnati, Ohio 45206-1925 -- 513.861.6400 -- 800.486.3116 -- FAX  
513.861.9958

---

## Computer Services

The 'drop down' boxes are if you are uncertain what fund, department or expense account/code (referred to on this drop down window as Object, click on the question mark (?) to the right of the spaces for the beginning account. Once you have selected the correct numbers, select finish at the bottom. This will automatically insert the information for you.

Next on the GL Inquiry Page,

You will be viewing one of two options:

1. A view of the account summary of the department and specific expense account code that you indicated on the previous screen  
- or -
2. A view of the account summary for the range of expense account codes within the department that you indicated on the previous screen

This page will indicate how many accounts you are viewing. This screen reflects one entire department or multiple departments is selected on the previous screen. This page will provide you with the department name(s), account description, budget, actual (activity), encumbrances, and free balance and/or remaining budget that is available for use in each account.

You can go to the previous page from here at any time, by selecting the Back, key on your tool bar menu at the top.

You may print this page and go no further.

However, you may wish to view the detail of one or more accounts. You can do this by using the Transaction View Options at the top of the page. You may either leave the begin date as the default (beginning of the current fiscal year) and enter in an end date, leave the begin date as the default and change the end date, i.e., the first three months of the year, or you may change both begin and end dates to view a specific time period, i.e., a month, relative to your needs.

Select either to View Encumbrances or not (Y or N). By leaving this blank, you will not be shown encumbrances.

Select the number of Rows Per Page (drop down window).

You must then always remember to go to the actual account and place an X on the account(s) you wish to view in the far left hand column to each account. You then either press enter on your keyboard or you can select View Transactions from either at the top or at the bottom of the page. If you fail to select any account, you will receive a message that indicates that you must select at least one account.

You can go to the previous page from here at any time, by selecting the Back, key on your tool bar menu at the top.

# UNION INSTITUTE & UNIVERSITY

440 E. McMillan Street, Cincinnati, Ohio 45206-1925 -- 513.861.6400 -- 800.486.3116 -- FAX  
513.861.9958

---

## Computer Services

Once you have proceeded to the Transaction screen, you will see a summary across the top that will verify the department and account and will indicate the budgeted amount, the posted amount (actual expenditures applied to department and account), the unposted balance which will be posted when the weekly cycle is run in the Business Office, the current balance which matches the posted amount, the amount of all encumbrances (if selected), and the free balance available. If the free balance is indicating an amount with a minus sign behind it, that is representing a deficit (over expenditure of what was budgeted and available to spend). You may also check this out yourself by taking the budgeted amount minus the posted amount minus the encumbrance amount which will equal the free balance amount. You may print this page.

This page will also indicate how many accounts you are viewing out of a total number available to see (1 of 20 out of 30 etc.). If you did not select to view 'All' on the previous screen, you may select remaining page(s) by scrolling to the bottom and clicking on Next. You also can go to the previous page from here at any time by selecting the Back, key on your tool bar menu at the top.

All transactions are listed in ascending order. For each encumbrance and actual expense, you will see three transactions:

1. For every encumbrance you will see a *Y* on the right hand side next to a *positive* amount.
2. When this is unencumbered, you will see a *Y* on the right hand side but next to a *negative* amount. This must be released prior to cutting a check to the vendor.
3. The same amount encumbered and unencumbered with matching description but *no Y* will appear. This is the actual check that was cut to the vendor for the encumbered amount.

You may view each one of these transactions further by selecting View on the extreme left hand side of any transaction listed. This will show a description, the account number, a date, the amount, vendor name, Invoice number, PO number, check date, and check number. Please note that is this page is not very descriptive but can be used to find a purchase order number or requisition number, a check number, or a check date.

You can continue to go back and forth to view accounts and their detail or if finished, select Logout in the upper right hand corner at any time. This will take you back to the Welcome to Union Institute & University screen and you can click on the close the window by clicking the big X at the top of the screen.

Note:

1. If a screen is left sit inactive for a period of fifteen (15) minutes, your time to view will automatically expire and you will have to re-login. However, if you are actively

# UNION INSTITUTE & UNIVERSITY

440 E. McMillan Street, Cincinnati, Ohio 45206-1925 -- 513.861.6400 -- 800.486.3116 -- FAX  
513.861.9958

---

## Computer Services

working and moving back and forth within the screens available, the system will allow you an unlimited amount of time.