

Project Titan[Budget System] Communication

Step 1:- Open Internet Explorer and go to <u>http://www.msp.ubc.ca</u>. The following page should appear.

THE UNIVERSITY OF BRITISH COLUMBIA	NEWS EVENTS I		SEARCH UBC	myUBC LOG
	. A			Elemente de la constante de
Please enter your UBC Campus Wide Login (CWL) acco details to access Enterprise Systems Portal. Access to this application is for UBC Faculty, Staff, Student Employees and authorized users.		Security Please Note: the MSP from o the UBC Wirele must be logger	off-campus o ess Network,	you
ENTERPRISE SYSTEMS PORTAL		service first. C setup documer	lick <u>here</u> for	
CWL Login Name: CWL Password:		Watch out		NT!
Continue > Forgot your CWL password?		legitimat your CWL password.		nd
What is CWL? <u>Find out here</u> . Don't have a CWL account? <u>Create one now</u> .		CWL usen password.	name and	w to

Step 2:- Enter your CWL ID & Password and click "Continue". It should present you with the following screen based on access.

THE UNIVERSITY OF BRITISH COLUMBIA	N	IEWS EVENTS DIRECTORIES SEARCH UBC	myUBC LOGIN
Campus-Wide Login	simple and secure		New York
	Please select the service you require ac to and then click on continue: Management Systems Portal Faculty and Staff SelfService Continue >	cess	
<u>© 2010</u>	The University of British Columbia, all rights r	reserved.	
University of British Columbia			Page 1



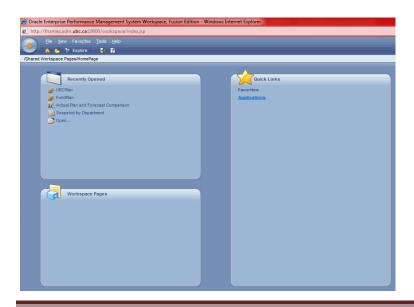
Step 3:- Please select "Management Systems Portal" and click "Continue". It should take you to the following screen.

	Thu, Aug 26, 10	Home Sign out
Applications <u>Recruitment Resources</u> Personalize: Content Layout		My Links Select One:
Support and Troubleshooting	Financial Applications Home 🛛 🗖 🖾	HRMS Applications Home 🛛 🗖 🖾
For links to training materials, access forms and other resources, click on the Resources tab above or click here.	EMS Live Access UBC Financial Management System	HRMS Live Access UBC Human Resources Management System
To enter a work request, please go to the <u>Management Systems</u> work request website.	Ems nouery (FMIS on the Web) Reporting tool for financial administrators	HRMS Reporting Reporting version of the UBC HR system (read-only)
If you're having problems, please visit the <u>Support and FAQs</u> website.	Online Cash Receipts Enter cash deposit information online	
For problems not addressed above, or for more detailed assistance, please send a request to peoplesoft.support@ubc.ca.	Endowment Reports Endowment Reports	
Budgeting Applications Home 🛛 🗖 🗙 Budgeting Live Access UBC enterprise-wide budgeting system.	View overlunder-expenditure reports by department and faculty	
Budgeting Training Env Campus Wide Budgeting Hyperion (Training Application)	Month End Reports Several month end summaries	
	Summary PG Statement Statement of Revenue/Funding, Expenses and Commitments for a Project/Grant (PG)	
	Tricouncil Reports by DeptID NSERC, SSHRC and CIHR reports by Department	
````	Tricouncil Reports by PG NSERC, SSHRC and CIHR reports by PG	
	FMS Reports Library A listing, with detailed descriptions, of queries and nVision layouts that you can use to help manage your day to day operations and reporting.	
	L	
to top   enableIT Systems Development   UBC.ca		Financial and HR Management Systems Group
UNAUTHORIZED USE IS PROHIBITED.		The University of British Columbia 305-2075 Wesbrook Mall Vancouver, BC Canada V6T 121
ALL USERS ARE BOUND BY A NON-DISCLOSURE AGREEMENT AND		e-mail peoplesoft.support@ubc.ca
AGREE TO ADHERE TO UNIVERSITY ACCEPTABLE USE POLICIES.		Copyright The University of British Columbia, all rights reserved.

Note:- The screen might look slightly different based on you access.

Step 4:- Please select the link "Budget System – Training Env" towards the bottom left on the page. It should open the application for you.

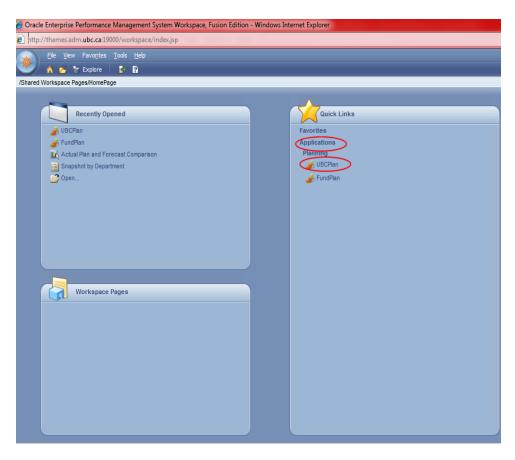
Note:- If you do not see this link – please contact the project team by email at <a href="https://www.budget@finance.ubc.ca">budget@finance.ubc.ca</a>



University of British Columbia



## Step 5:- Click Applications & then UBCPlan



Step 5:- One the application is open select "File  $\rightarrow$  Preferences". The following window should open.

-	//thames.adm.ubc.ca:19000/wo Fie Edit View Favorites Qoen • Close • Close • Close • Print P	Ceneral Ceneral Authentication $\widetilde{C}$ Explore Explore Financial Reporting Web Analysis Veb Analysis Planning	Default Startup Options         Content:         Document         /Shared Workspace Pages/HomePage         Selec:         Show Path For Documents         Your e-mail address:         Accessibility Mode         Enable Screen Reader Support         Select Theme:         Normal
	v the Line items olidated Income Statement Revi	Нер	QK Cancel

University of British Columbia



Step 5:- Navigate to Planning  $\rightarrow$  User Variable. Enter the value "Working" for CurrVersion. Click OK and you are good to go.

Happy Planning!

Preferences	
*=	Application Settings Display Options Printing Options User Variable Options
General	User Variable Options
Authentication	Dimension User Variable Name Selected Member Version CurrVersion Working
2	
Explore	
\$	
Financial Reporting	
Veb Analysis Planning	
Help	<u>O</u> K Cancel

-Project Team budget@finance.ubc.ca