

Advantage Financial 3.11- Basic Introduction

Class Title:

Basic Introduction to Advantage Financial (FIN) 3.11

Creation Date: 02/20/2018

Revised Date: 07/16/2018

Goal & Objectives

Goal: After taking this class, students will know how to navigate in Advantage FIN 3.11.

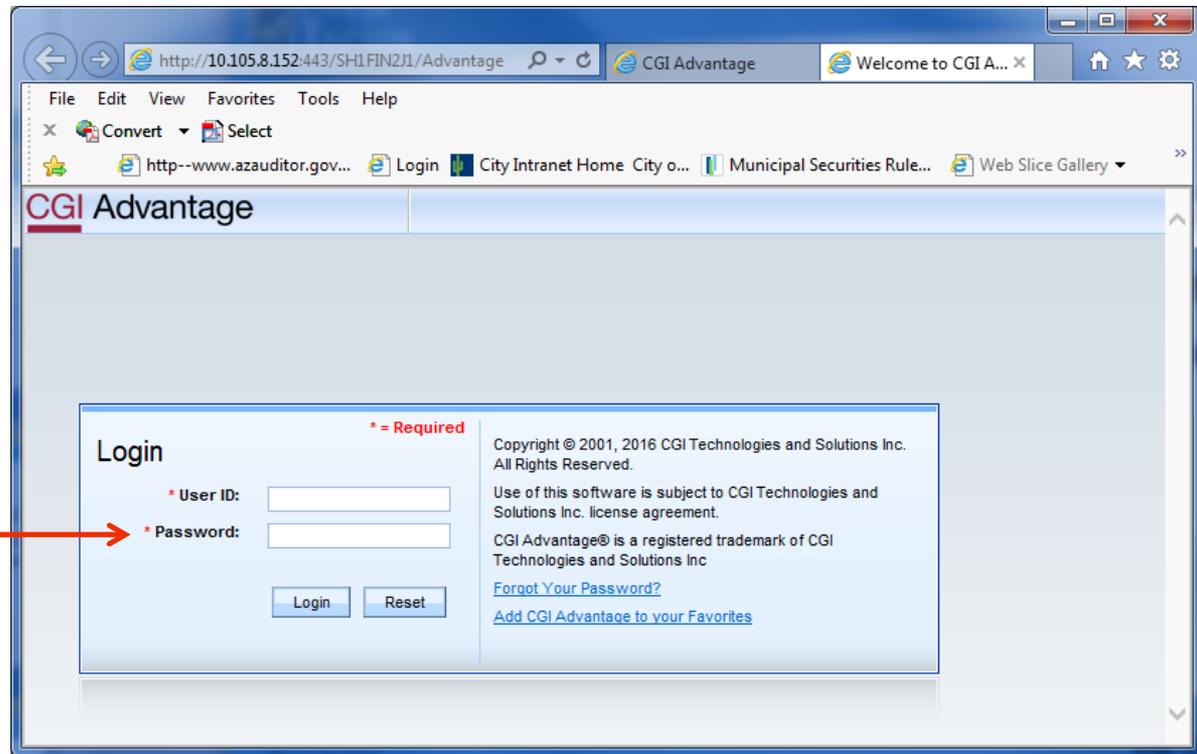
Objectives:

- How to log into Advantage FIN 3.11
- How to navigate in Advantage FIN 3.11
- How to access Help Features
- How to change User Preferences
- How to sign out of Advantage FIN 3.11

How to log into Advantage FIN 3.11

1. Enter the web address for FIN in your internet browser.

2. Enter your **User ID** and **Password** and select **Login** to begin your session.



CGI Advantage

File Edit View Favorites Tools Help

Convert Select

http--www.azauditor.gov... Login City Intranet Home City o... Municipal Securities Rule... Web Slice Gallery

CGI Advantage

Login * = Required

* User ID:

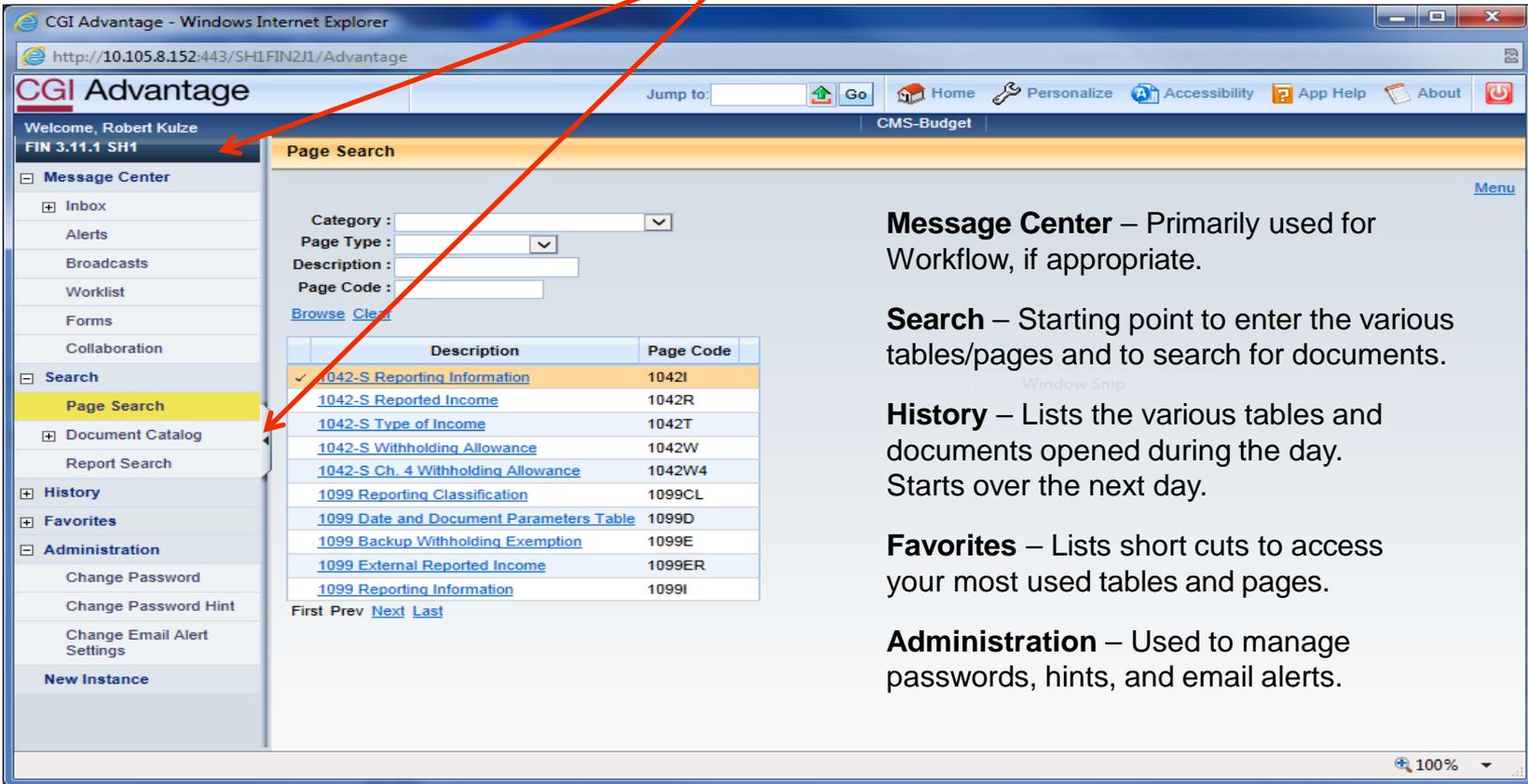
* Password:

Login Reset

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CGI Advantage® is a registered trademark of CGI Technologies and Solutions Inc.
[Forgot Your Password?](#)
[Add CGI Advantage to your Favorites](#)

How to navigate in Advantage FIN 3.11

When you log into Advantage Financial, you will see the home screen. On the left-hand side, you will see a panel with several options. The panel can be opened and closed, depending on your preference.



Message Center – Primarily used for Workflow, if appropriate.

Search – Starting point to enter the various tables/pages and to search for documents.

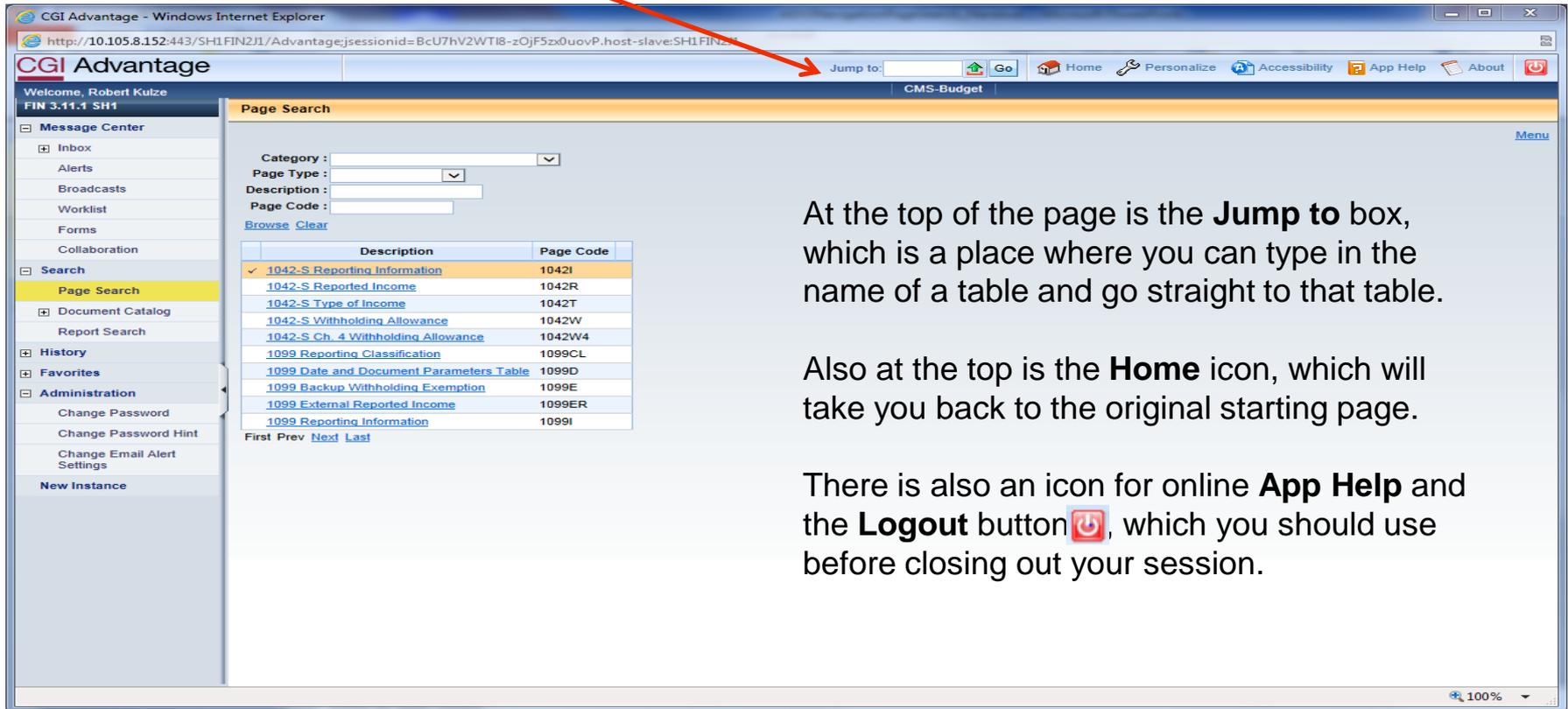
History – Lists the various tables and documents opened during the day. Starts over the next day.

Favorites – Lists short cuts to access your most used tables and pages.

Administration – Used to manage passwords, hints, and email alerts.

Description	Page Code
1042-S Reporting Information	1042I
1042-S Reported Income	1042R
1042-S Type of Income	1042T
1042-S Withholding Allowance	1042W
1042-S Ch. 4 Withholding Allowance	1042W4
1099 Reporting Classification	1099CL
1099 Date and Document Parameters Table	1099D
1099 Backup Withholding Exemption	1099E
1099 External Reported Income	1099ER
1099 Reporting Information	1099I

How to navigate in Advantage FIN 3.11

At the top of the page is the **Jump to** box, which is a place where you can type in the name of a table and go straight to that table.

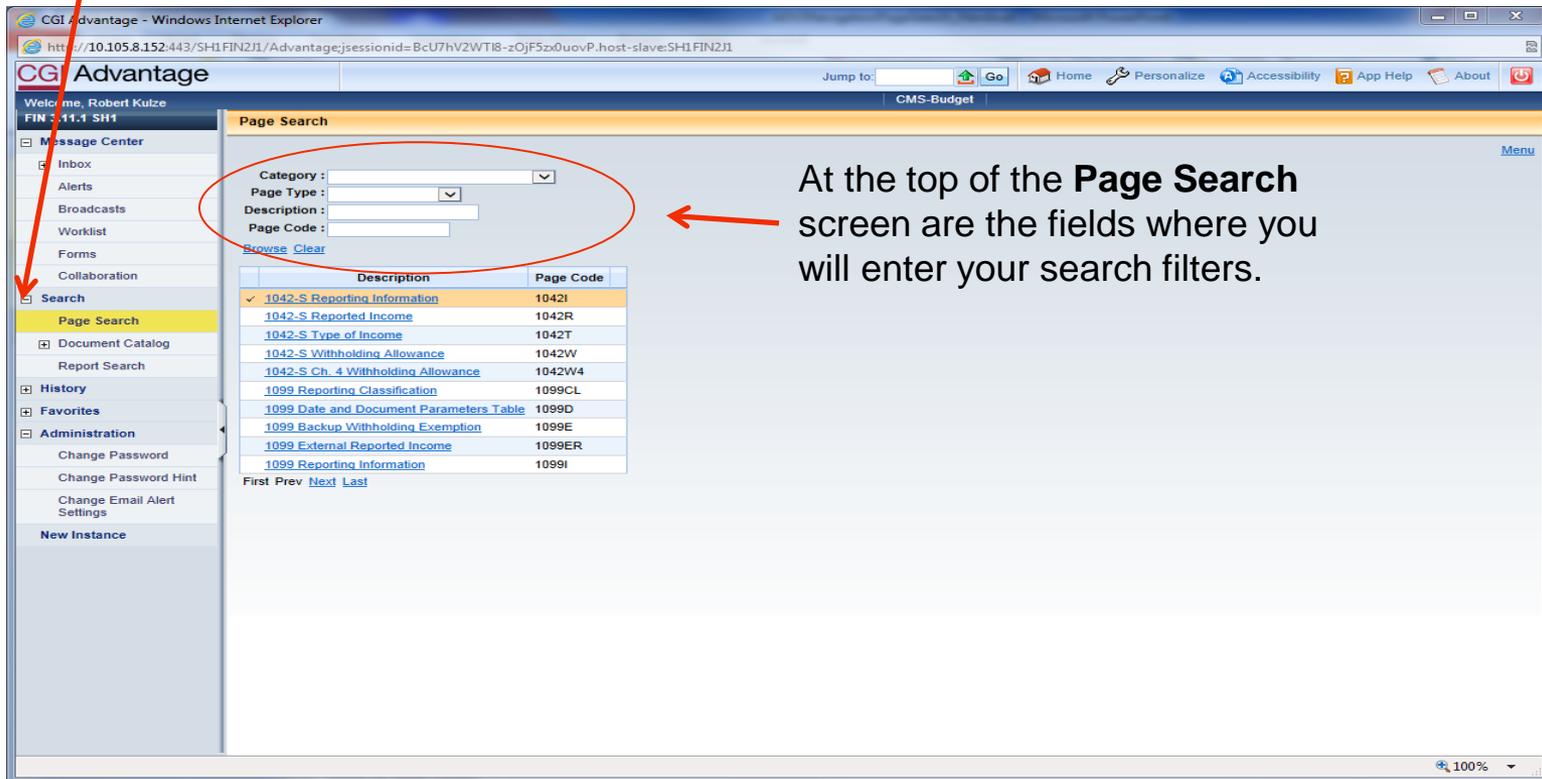
Also at the top is the **Home** icon, which will take you back to the original starting page.

There is also an icon for online **App Help** and the **Logout** button , which you should use before closing out your session.

Description	Page Code
✓ 1042-S Reporting Information	1042I
1042-S Reported Income	1042R
1042-S Type of Income	1042T
1042-S Withholding Allowance	1042W
1042-S Ch. 4 Withholding Allowance	1042W4
1099 Reporting Classification	1099CL
1099 Date and Document Parameters Table	1099D
1099 Backup Withholding Exemption	1099E
1099 External Reported Income	1099ER
1099 Reporting Information	1099I

How to navigate in Advantage FIN 3.11

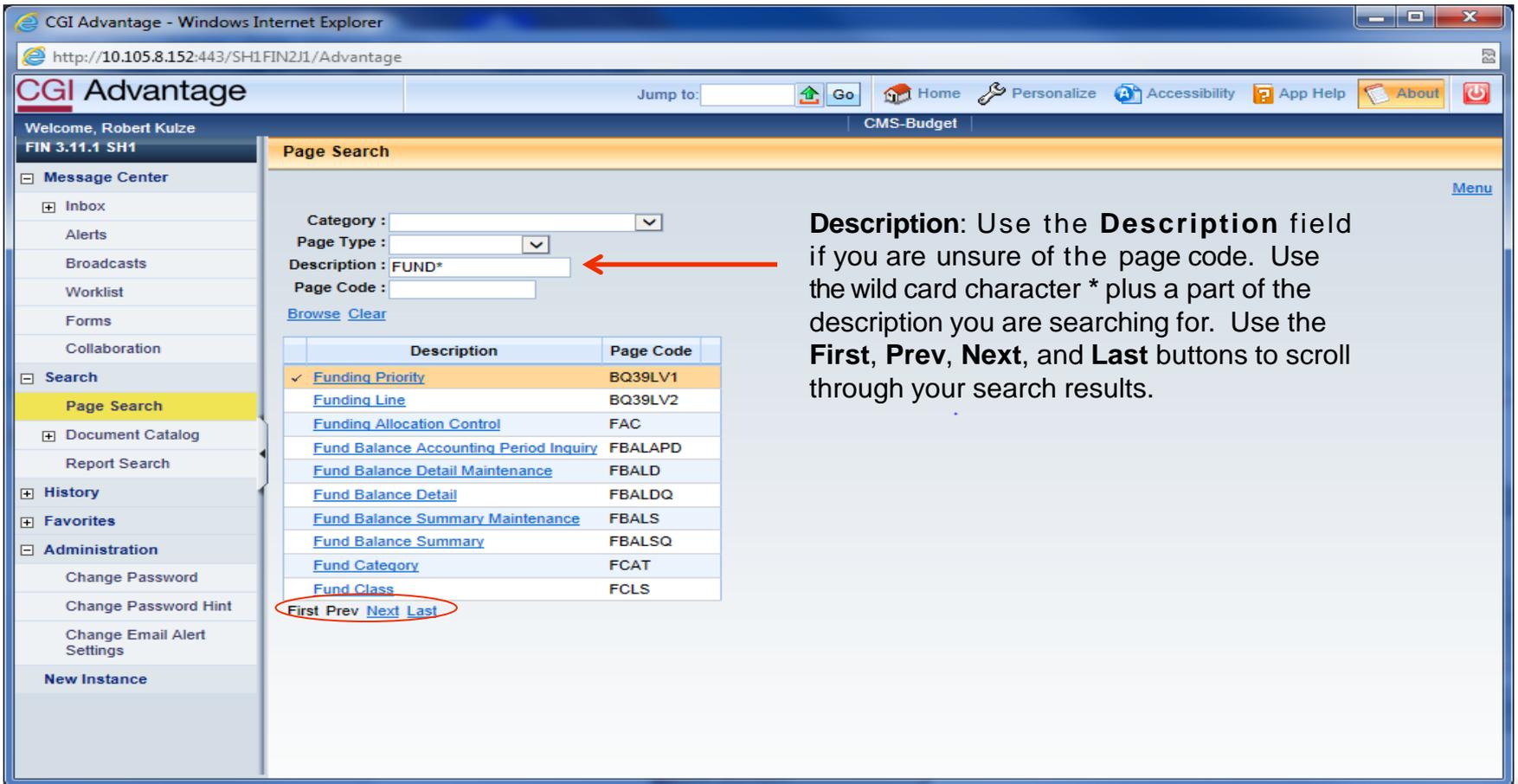
To perform a page search, select **Search** and then select **Page Search**.



At the top of the **Page Search** screen are the fields where you will enter your search filters.

Description	Page Code
1042-S Reporting Information	1042I
1042-S Reported Income	1042R
1042-S Type of Income	1042T
1042-S Withholding Allowance	1042W
1042-S Ch. 4 Withholding Allowance	1042W4
1099 Reporting Classification	1099CL
1099 Date and Document Parameters Table	1099D
1099 Backup Withholding Exemption	1099E
1099 External Reported Income	1099ER
1099 Reporting Information	1099I

How to navigate in Advantage FIN 3.11



CGI Advantage - Windows Internet Explorer
 http://10.105.8.152:443/SH1FIN2J1/Advantage

CGI Advantage
 Jump to:

Welcome, Robert Kulze
 FIN 3.11.1 SH1 CMS-Budget

Page Search

Category :
 Page Type :
 Description : FUND* 
 Page Code :

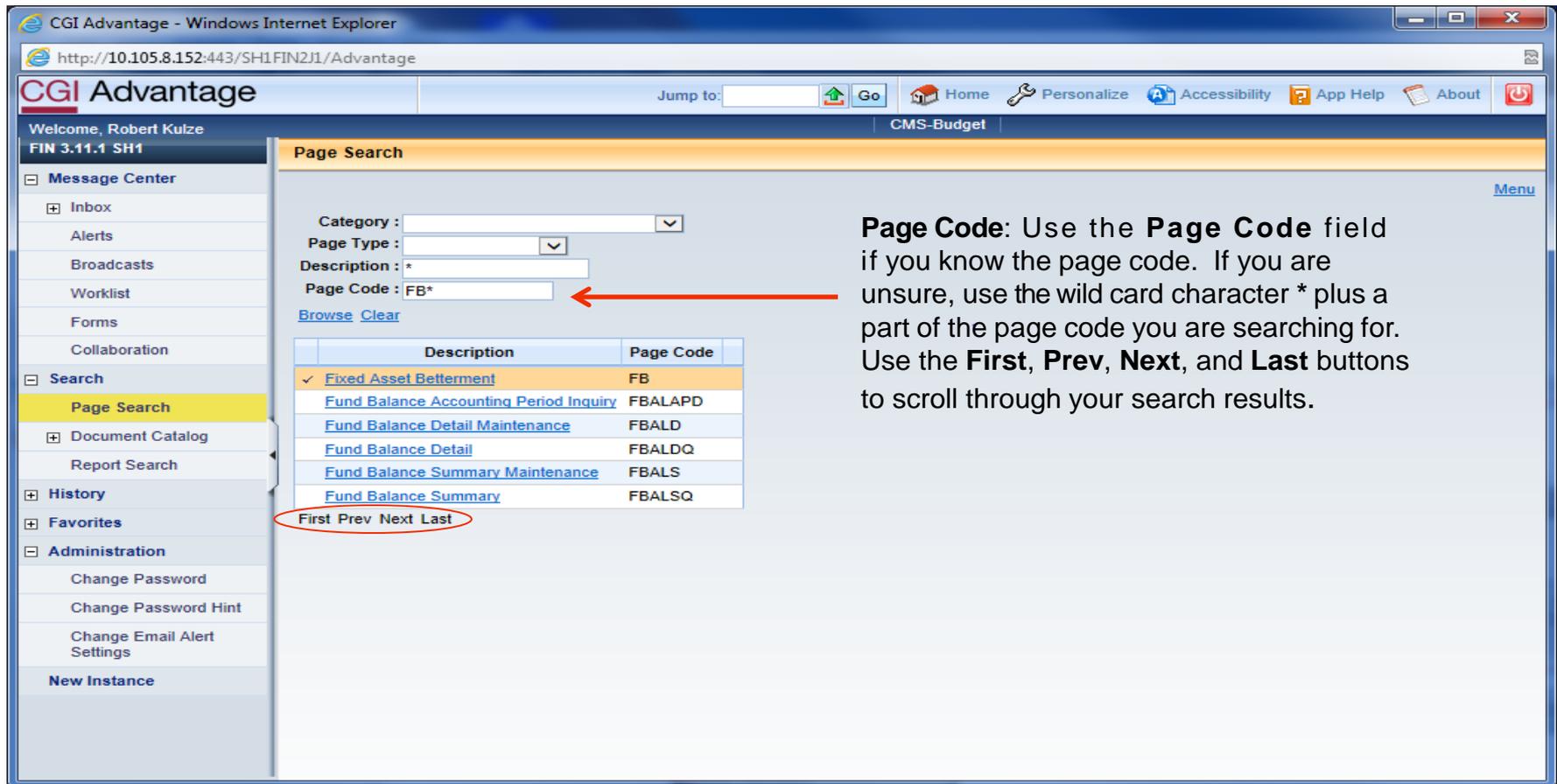
[Browse](#) [Clear](#)

Description	Page Code
✓ Funding Priority	BQ39LV1
Funding Line	BQ39LV2
Funding Allocation Control	FAC
Fund Balance Accounting Period Inquiry	FBALAPD
Fund Balance Detail Maintenance	FBALD
Fund Balance Detail	FBALDQ
Fund Balance Summary Maintenance	FBALS
Fund Balance Summary	FBALSQ
Fund Category	FCAT
Fund Class	FCLS

[First](#) [Prev](#) [Next](#) [Last](#)

Description: Use the **Description** field if you are unsure of the page code. Use the wild card character * plus a part of the description you are searching for. Use the **First**, **Prev**, **Next**, and **Last** buttons to scroll through your search results.

How to navigate in Advantage FIN 3.11



CGI Advantage - Windows Internet Explorer
 http://10.105.8.152:443/SH1FIN2J1/Advantage

CGI Advantage
 Welcome, Robert Kulze
 FIN 3.11.1 SH1
 CMS-Budget

Page Search

Category :
 Page Type :
 Description : *
 Page Code : FB* ←

[Browse](#) [Clear](#)

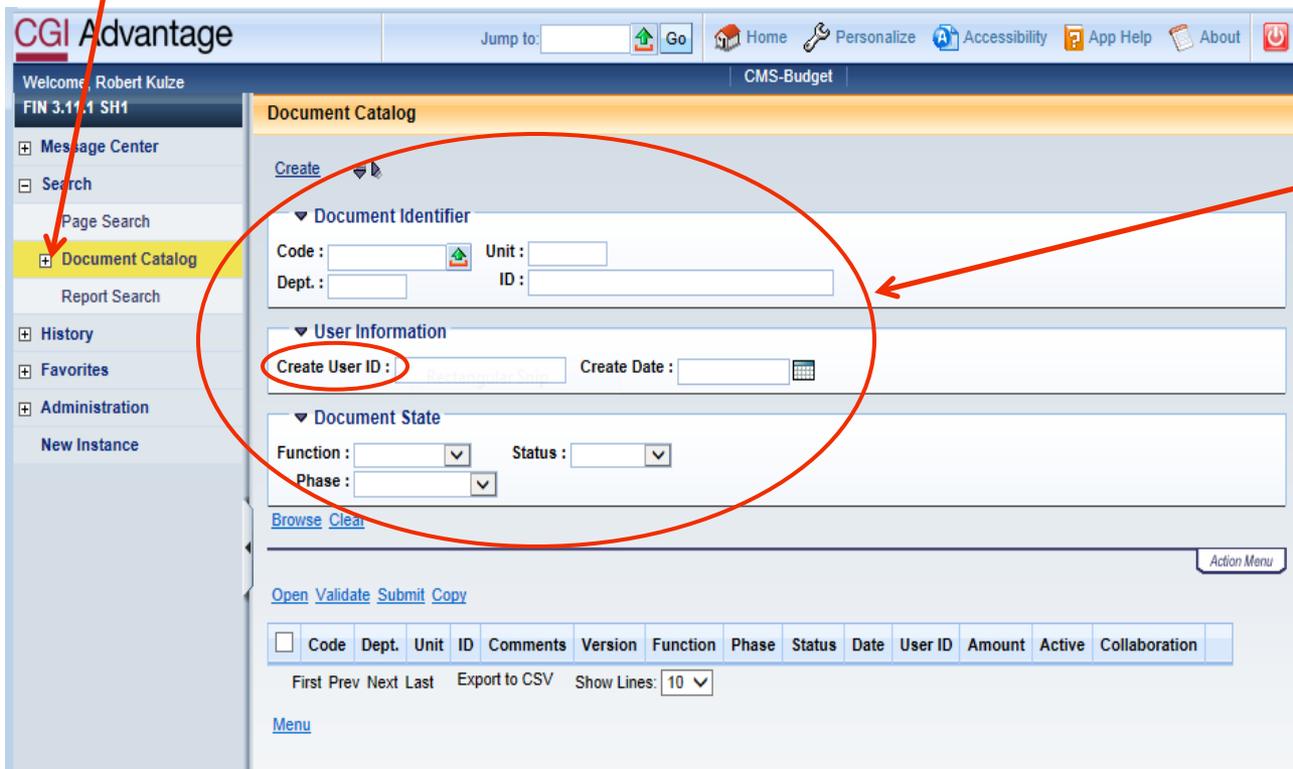
	Description	Page Code
✓	Fixed Asset Betterment	FB
	Fund Balance Accounting Period Inquiry	FBALAPD
	Fund Balance Detail Maintenance	FBALD
	Fund Balance Detail	FBALDQ
	Fund Balance Summary Maintenance	FBALS
	Fund Balance Summary	FBALSQ

[First](#) [Prev](#) [Next](#) [Last](#)

Page Code: Use the **Page Code** field if you know the page code. If you are unsure, use the wild card character * plus a part of the page code you are searching for. Use the **First**, **Prev**, **Next**, and **Last** buttons to scroll through your search results.

How to navigate in Advantage FIN 3.11

To search by document code, select **Search** and then select **Document Catalog**.



CGI Advantage

Welcome, Robert Kulze
FIN 3.11.1 SH1

Document Catalog

Code : Unit :
Dept. : ID :

Create User ID : Create Date :

Function : Status :
Phase :

<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
--------------------------	------	-------	------	----	----------	---------	----------	-------	--------	------	---------	--------	--------	---------------

In addition to searching by **Document Code**, the results can be narrowed by using additional search criteria.

NOTE: The **Create User ID** field allows you to narrow your search results by entering the User ID of the person who created the document.

How to navigate in Advantage FIN 3.11

Here's a list of commonly used pages for general accounting.

FUND	FUND
DEPARTMENT	DEPT
DIVISION	DIV
SECTION	SEC
BUREAU	BURE
UNIT	UNIT
OBJECT	OBJ
ACTIVITY	ACTV
REVENUE	RSRC
SUB-REVENUE	SRSRC
BALANCE SHEET	BSA
SUB-BALANCE	SBSA

How to navigate in Advantage FIN 3.11

Here's a list of commonly used pages for Accounts Payable and Accounts Receivable.

Accounts Payable	
PAGE NAME	CODE
VENDOR CUSTOMER	VCUST
DOCUMENT HISTORY	DHIST
DOCUMENT CATALOG	DOCATLG
DOCUMENT REFERENCE QUERY-FORWA	FWDRF
DOCUMENT REFERENCE QUERY-BACK	BWDRF
VENDOR INVOICE REGISTRY	VIR
DISBURSEMENT MANAGEMENT	DISBM
PCARD PAYMENT REQUEST	PRCC
Accounts Receivable	
PAGE NAME	CODE
DOCUMENT CATALOG	DOCATLG
RECEIVABLE HISTORY & REFERENCE	RDET
RECEIVABLE SEARCH	RESTA

How to navigate in Advantage FIN 3.11

Here's a list of common account codes used for Journals and Queries.

Journals and Queries	
PAGE NAME	CODE
ACCOUNTING JOURNAL	JACTG
COST ACCOUNTING JOURNAL	JCA
ACCOUNTING JOURNAL & LEDGER QUERY	JLACTGQY
EXPENSE BUDGET: LEVEL 1	BQ41LV1
EXPENSE BUDGET: LEVEL 2	BQ41LV2
BUDGET STRUCTURE 41 LEVEL 2 ESUM	ESUM412
REVENUE BUDGET 42: LEVEL 1	BQ42LV1
REVENUE BUDGET 42: LEVEL 2	BQ42LV2
BUDGET STRUCTURE 42 LEVEL 2 RSUM	RSUM422

How to navigate in Advantage FIN 3.11

Here's a list of common account codes used for Cost Accounting.

Cost Accounting	
Chart of Account Pages	
PAGE NAME	CODE
MAJOR PROGRAM	MJPRG
MAJOR PROGRAM CATEGORY	MJPCAT
MAJOR PROGRAM CLASS	MLPCLS
MAJOR PROGRAM GROUP	MJPGRP
MAJOR PROGRAM TYPE	MJPTYP
PROGRAM	PROG
PROGRAM CATEGORY	PCAT
PROGRAM CLASS	PCLS
PROGRAM GROUP	PGRP
PROGRAM TYPE	PTYP
PROGAM PERIOD CODE	PPC
FUNDING PROFILE SELECT	FPRFLST

EXERCISE: How to use Jump To & Search Logic - VTH

You can search for vendor payments that have already been made by using the Vendor Transaction History page code which is VTH and results in:

Jump to   Home  Personalize  Accessibility  App Help  About 

CMS-Budget

Vendor Transaction History

[Menu](#) [Back](#)

[Browse](#) [Clear](#)

Vendor/Customer Code : 

Address ID : 

Vendor Invoice No :

Bank Code : 

Record Date : 

Budget Fiscal Year : 

Accounting Period : 

Department : 

Unit : 

Object : 

Document Type : 

Document Code : 

Event Type : 

Check Number :

Check Description :

Fiscal Year : 

Fund : 

Sub Fund : 

Sub Unit : 

Sub Object : 

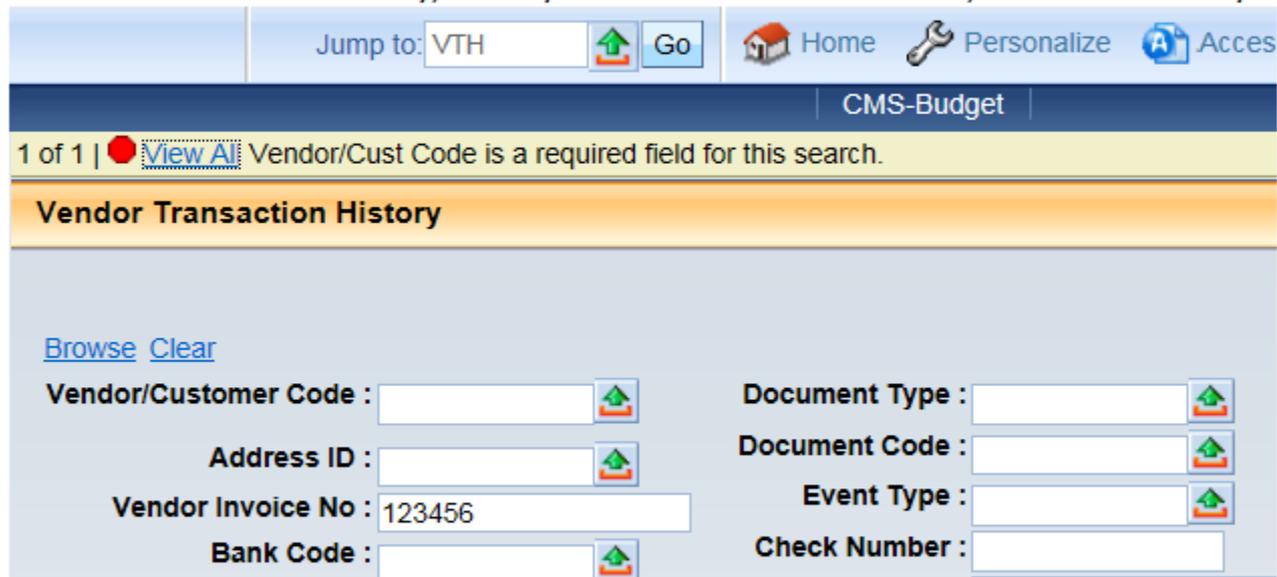
[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice No	Bank Code	Check Number	Check Status	Check Description
First Prev Next Last Download												

[Vendor Invoice Registry](#) [Matching Status](#) [Disbursement Query](#) [Check Reconciliation](#) [Paid Checks](#)
[Customer Information](#) [Lifecycle Inquiry](#) [Vendor Payment History](#)

Some pages have minimum field requirements. The VTH page requires the Vendor Number in order to perform a search.

If you do not enter a value in a required field, you will get an error. For example, if you only enter a vendor number to search by, when you click the [Browse](#) button, this is the result you will get:



Jump to:   Home  Personalize  Access

CMS-Budget

1 of 1 |  **View All** Vendor/Cust Code is a required field for this search.

Vendor Transaction History

[Browse](#) [Clear](#)

Vendor/Customer Code : 

Document Type : 

Address ID : 

Document Code : 

Vendor Invoice No :

Event Type : 

Bank Code : 

Check Number :

If you do not know the vendor number, use page code VCUST to search for the vendor number.

Remember: You can select the  in the error message to get any additional information that may be available to help you resolve the error message(s).

Once you enter a vendor number and click on [Browse](#), all payments associated with that vendor will come up.

Vendor Transaction History

[Menu Back](#)

[Browse](#) [Clear](#)

Vendor/Customer Code :

Address ID :

Vendor Invoice No :

Bank Code :

Record Date :

Budget Fiscal Year :

Accounting Period :

Department :

Unit :

Object :

Document Type :

Document Code :

Event Type :

Check Number :

Check Description :

Fiscal Year :

Fund :

Sub Fund :

Sub Unit :

Sub Object :

[Calculate Total](#)

	Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice No	Bank Code	Check Number	Check Status	Check Description
✓	5/14/08	PO_135.31885	F	1	8	1	\$0.00	RQS_135.0819792					
	12/22/16	PO_135.40003	F	1	1	1	\$0.00						
	7/13/18	GAX_120_TF190000001	F	1		1	\$12,345,678.90			1			

From 1 to 3 of 3 [First](#) [Prev](#) [Next](#) [Last](#) [Download](#)

[Vendor Invoice Registry](#)
 [Matching Status](#)
 [Disbursement Query](#)
 [Check Reconciliation](#)
 [Paid Checks](#)
 [Customer Information](#)

[Lifecycle Inquiry](#)
 [Vendor Payment History](#)

You can “drill down” on these for more information such as accounting lines, additional vendor information, etc.

Welcome, Penny Watts CMS-Budget

[View All](#) 1 of 4 | ⚠ This transaction exceeds the unobligated funds for this budget. (A615)

General Accounting Expense(GAX) Dept: 120 ID: TF190000001 Ver.: 1 Function: New Phase: Final Modified by 053367 , 07/13/2018

Header List View

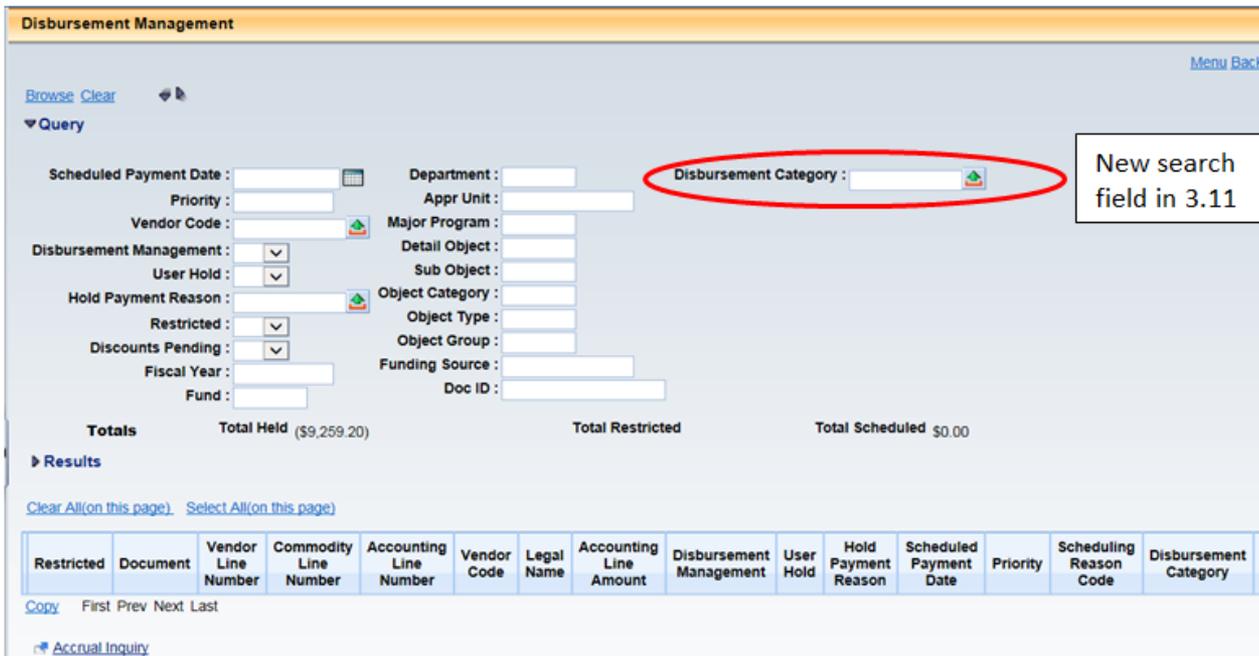
General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

<p>Document Name: <input type="text"/></p> <p>Record Date: 07/13/2018 <input type="text"/></p> <p>Budget FY: 2019 <input type="text"/></p> <p>Fiscal Year: 2019 <input type="text"/></p> <p>Period: 1 <input type="text"/></p> <p>Document Description: <input type="text"/></p> <p>Accounting Profile: <input type="text"/></p> <p>Expected Amount: \$0.00 <input type="text"/></p> <p>Actual Amount: \$12,345,678.90</p> <p>Closed Amount: \$0.00</p> <p>Closed Date: <input type="text"/></p> <p>Open Amount: \$12,345,678.90</p> <p>Referenced Amount: \$0.00</p>	<p>Pre-Processing Allowed: <input type="checkbox"/></p> <p>Bank Account: 1 <input type="text"/></p> <p>Replacement: <input type="checkbox"/></p> <p>Contract Withholding Exempt: <input type="checkbox"/></p> <p>Cited Authority: <input type="text"/></p> <p>Escrow ID: <input type="text"/></p> <p>Vendor Invoice Number: <input type="text"/></p> <p>Vendor Invoice Line: <input type="text"/></p> <p>Vendor Invoice Date: <input type="text"/></p> <p>Tracking Date: <input type="text"/></p> <p>Check Description: <input type="text"/></p>
---	--

Vendor	Vendor Line: 1 Vendor Customer: 0000001 Legal Name: TANJA'S TINKER TOYS
Accounting	Total Lines: 1 Accounting Line: 1 Line Amount: \$12,345,678.90 Line Open Amount: \$12,345,678.90
Posting	Total Lines: 1 Posting Line: 1

EXERCISE: How to use Jump To & Search Logic - DISBM

You can search for pending vendor payments (payments that have been entered for payment and will be paid in a future check run) by using the Disbursement Management page code which is DISBM and results in:



Disbursement Management [Menu](#) [Back](#)

[Browse](#) [Clear](#)

▼ **Query**

Scheduled Payment Date:

Priority:

Vendor Code:

Disbursement Management:

User Hold:

Hold Payment Reason:

Restricted:

Discounts Pending:

Fiscal Year:

Fund:

Department:

Appr Unit:

Major Program:

Detail Object:

Sub Object:

Object Category:

Object Type:

Object Group:

Funding Source:

Doc ID:

Disbursement Category :

New search field in 3.11

Totals **Total Held** (\$9,259.20) **Total Restricted** **Total Scheduled** \$0.00

▶ **Results**

[Clear All](#)(on this page) [Select All](#)(on this page)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<p>Copy First Prev Next Last</p> <p>Accrual Inquiry</p>														

You can search for pending payments by filling in any number of combinations of fields however the DISBM page requires a Scheduled Payment Date.

Scheduled Payment Date :

Once you enter a u, **remember to use > (greater than sign) before the date, i.e. >06/01/2018**, your search will result in all payments scheduled to be paid after the date you entered.

Disbursement Management [Menu Back](#)

[Browse](#) [Clear](#)

▼ Query

Scheduled Payment Date : >06/01/2018

Priority :

Vendor Code : A0002342

Disbursement Management :

User Hold :

Hold Payment Reason :

Restricted :

Discounts Pending :

Fiscal Year :

Fund :

Department :

Appr Unit :

Major Program :

Detail Object :

Sub Object :

Object Category :

Object Type :

Object Group :

Funding Source :

Doc ID :

Disbursement Category :

Totals Total Held \$310.21 Total Restricted Total Scheduled \$310.21

▶ Results

[Clear All \(on this page\)](#) [Select All \(on this page\)](#)

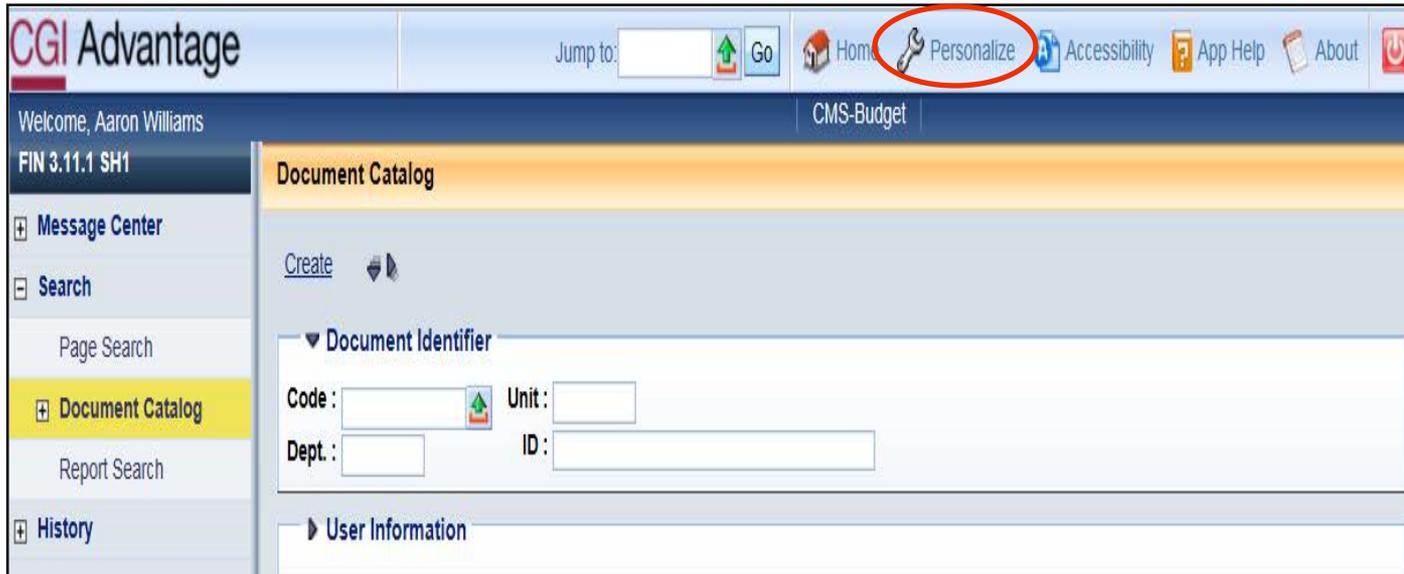
Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	PRLVP.121.1980000000035	1	0	1	A0002342		\$309.68	No	Yes	1	06/13/2018	1		
<input type="checkbox"/> No	PRLVP.121.1980000000035	1	0	2	A0002342		\$0.53	No	Yes	1	06/13/2018	1		

[Copy](#) First Prev Next Last

[Accrual Inquiry](#)

How to Access User Preferences

Select the **Personalize** button; a separate window will appear.

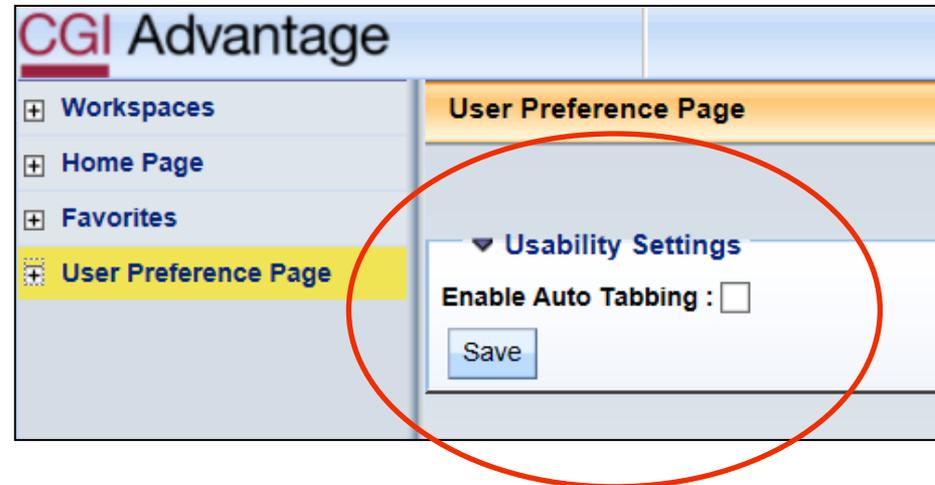
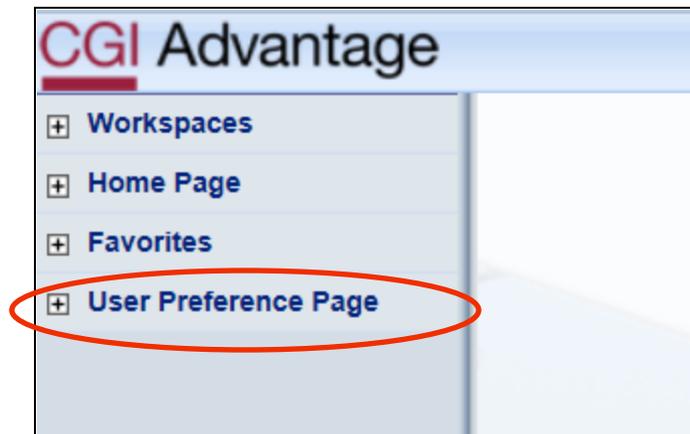


The screenshot shows the CGI Advantage web application interface. The top navigation bar includes a 'Jump to:' field, a 'Go' button, and several icons: Home, Personalize (circled in red), Accessibility, App Help, About, and a power icon. Below the navigation bar, the user is logged in as 'Aaron Williams' and the current page is 'CMS-Budget'. The main content area is titled 'Document Catalog' and contains a 'Create' button and a 'Document Identifier' form. The form has fields for 'Code', 'Unit', 'Dept.', and 'ID'. A 'History' section is visible at the bottom of the page.

The **Personalize** window includes a few personalization options

User Preference Page allows for changes to how keyboard Tab key interacts with Advantage

The default setting is Auto Tabbing Disabled



With Auto Tabbing Disabled, the Tab key selects each field, calendar and drop down on a page

CGI Advantage Jump to: Go Home Personalize Accessibility

Welcome, Aaron Williams CMS-Budget

[View All](#) 1 of 2 | New Budget Line created for the Expense Budget 41 - Fund/Dept Level ...

Advanced Journal Voucher - Tucson **Dept:** 120 **ID:** JT180000030 **Ver.:** 1 **Function:** New **Phase:** Pending Modified by 101677 , 1

Header 1

General Information | Extended Description | Contact | Document Information

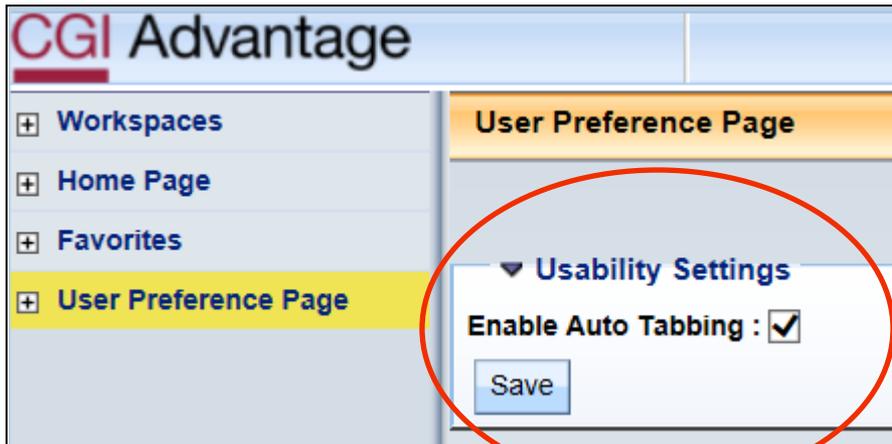
Document Name: test	Budget Control Level <input type="checkbox"/>
Record Date: 11/30/2017	Reduction:
Budget FY: 2018	Fund Balance Control Level <input type="checkbox"/>
Fiscal Year: 2018	Reduction:
Period: 5	Cash Balance Control Level <input type="checkbox"/>
Document Description: test	Reduction:
	Reversal Date: <input type="text"/>
	Create Reversal Document on Hold: <input type="checkbox"/>
	Escrow ID: <input type="text"/>

Total Credits: \$5,000,000,000.00

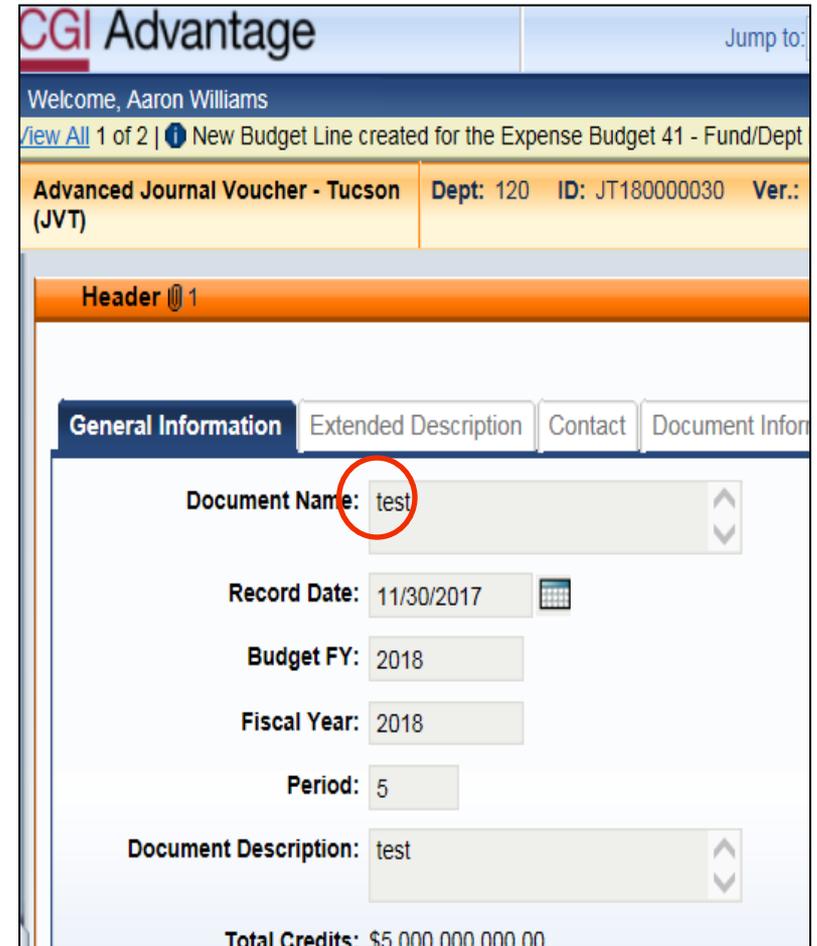
Check the **Enable Auto Tabbing** box and **Save**

Log Out and then Sign In

The Tab key will now select only fields
Calendar and Drop Downs will be skipped

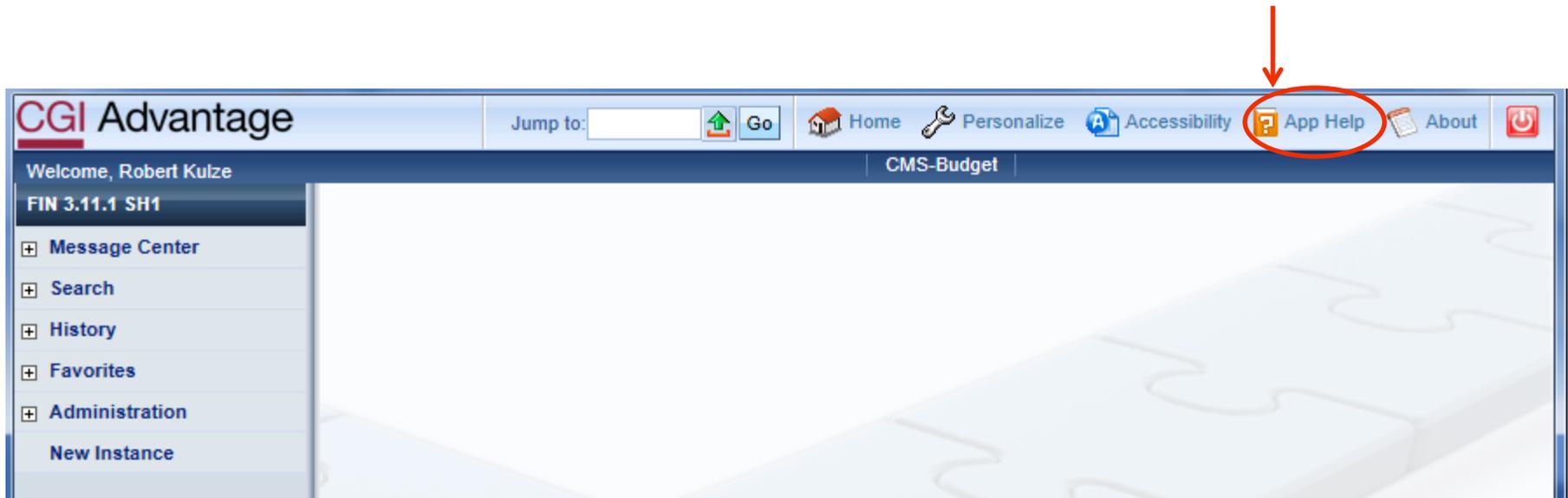


Calendar and Drop Downs can still be selected by
moving the mouse over the icon



How to Access App Help in FIN

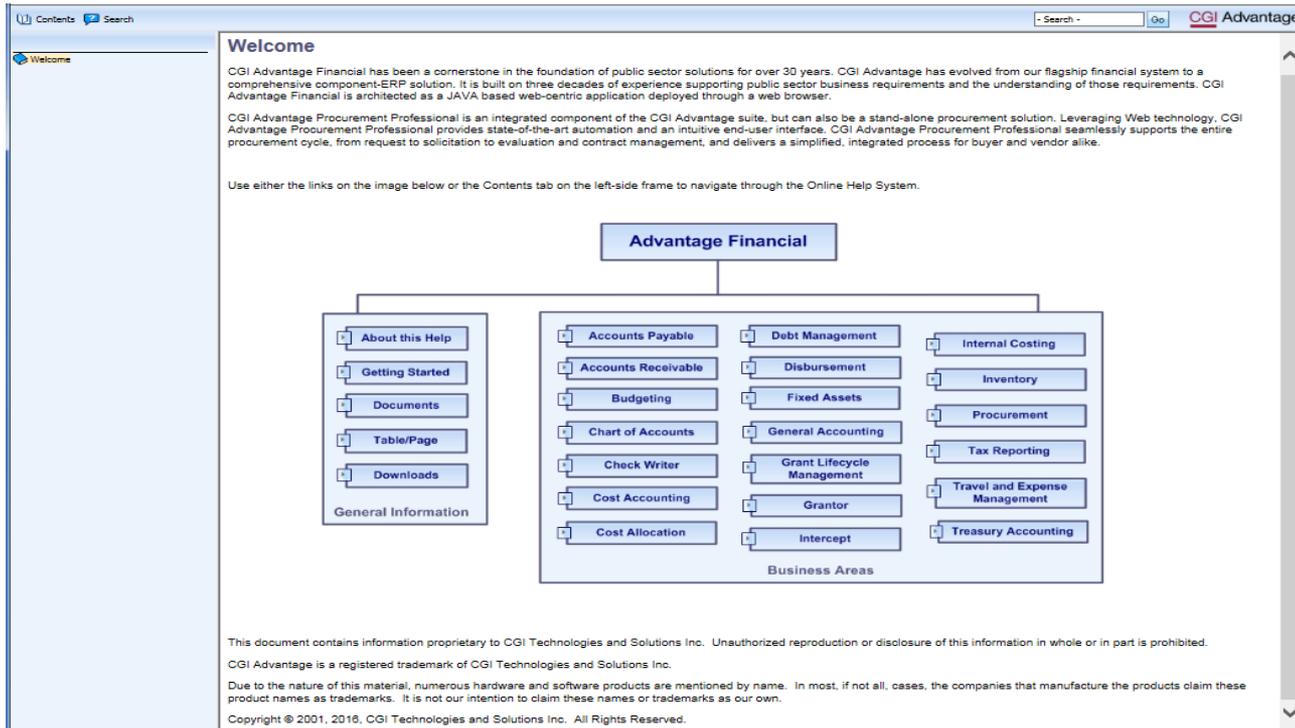
The **App Help** button is a very powerful search tool in FIN.



How to Access App Help in FIN

After selecting **App Help**, a separate window will appear.

NOTE: *The **App Help** feature will have the same structure for FIN and HRM, but DIFFERENT functional area topics.*



Contents Search

Welcome

CGI Advantage

Welcome

CGI Advantage Financial has been a cornerstone in the foundation of public sector solutions for over 30 years. CGI Advantage has evolved from our flagship financial system to a comprehensive component-ERP solution. It is built on three decades of experience supporting public sector business requirements and the understanding of those requirements. CGI Advantage Financial is architected as a JAVA based web-centric application deployed through a web browser.

CGI Advantage Procurement Professional is an integrated component of the CGI Advantage suite, but can also be a stand-alone procurement solution. Leveraging Web technology, CGI Advantage Procurement Professional provides state-of-the-art automation and an intuitive end-user interface. CGI Advantage Procurement Professional seamlessly supports the entire procurement cycle, from request to solicitation to evaluation and contract management, and delivers a simplified, integrated process for buyer and vendor alike.

Use either the links on the image below or the Contents tab on the left-side frame to navigate through the Online Help System.

Advantage Financial

- About this Help
- Getting Started
- Documents
- Table/Page
- Downloads
- General Information

Business Areas

- Accounts Payable
- Accounts Receivable
- Budgeting
- Chart of Accounts
- Check Writer
- Cost Accounting
- Cost Allocation
- Debt Management
- Disbursement
- Fixed Assets
- General Accounting
- Grant Lifecycle Management
- Grantor
- Intercept
- Internal Costing
- Inventory
- Procurement
- Tax Reporting
- Travel and Expense Management
- Treasury Accounting

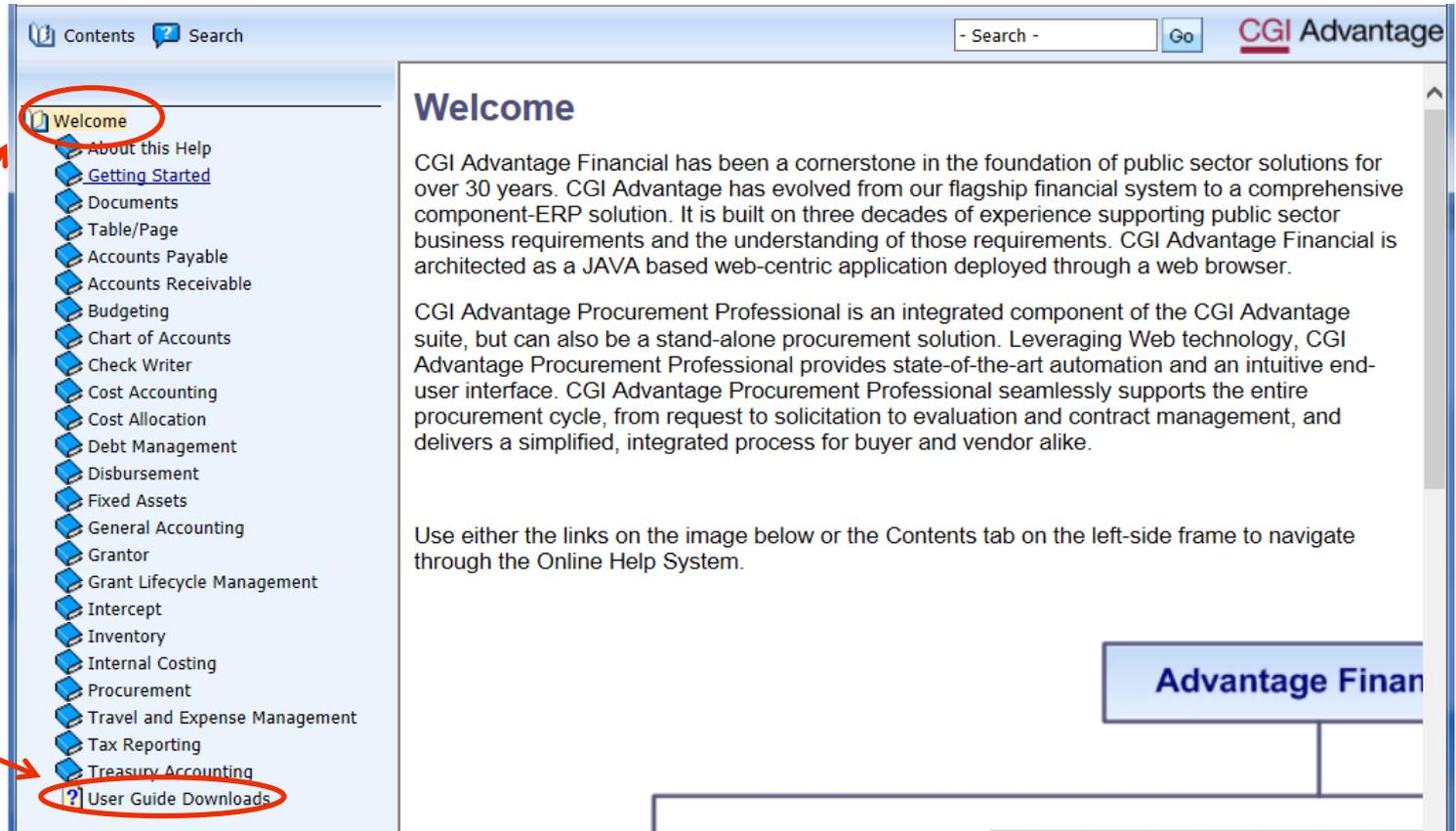
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How to access User Guides in FIN

Within the **App Help** window, select the **Welcome** hyperlink to expand the table of contents. At the bottom of the table, select the **User Guide Downloads** link.



The screenshot shows the CGI Advantage Financial help system interface. The left sidebar contains a table of contents with the following items: Welcome, About this Help, Getting Started, Documents, Table/Page, Accounts Payable, Accounts Receivable, Budgeting, Chart of Accounts, Check Writer, Cost Accounting, Cost Allocation, Debt Management, Disbursement, Fixed Assets, General Accounting, Grantor, Grant Lifecycle Management, Intercept, Inventory, Internal Costing, Procurement, Travel and Expense Management, Tax Reporting, Treasury Accounting, and User Guide Downloads. The 'Welcome' and 'User Guide Downloads' items are circled in red. The main content area displays a 'Welcome' message and a 'User Guide Downloads' button.

Welcome

CGI Advantage Financial has been a cornerstone in the foundation of public sector solutions for over 30 years. CGI Advantage has evolved from our flagship financial system to a comprehensive component-ERP solution. It is built on three decades of experience supporting public sector business requirements and the understanding of those requirements. CGI Advantage Financial is architected as a JAVA based web-centric application deployed through a web browser.

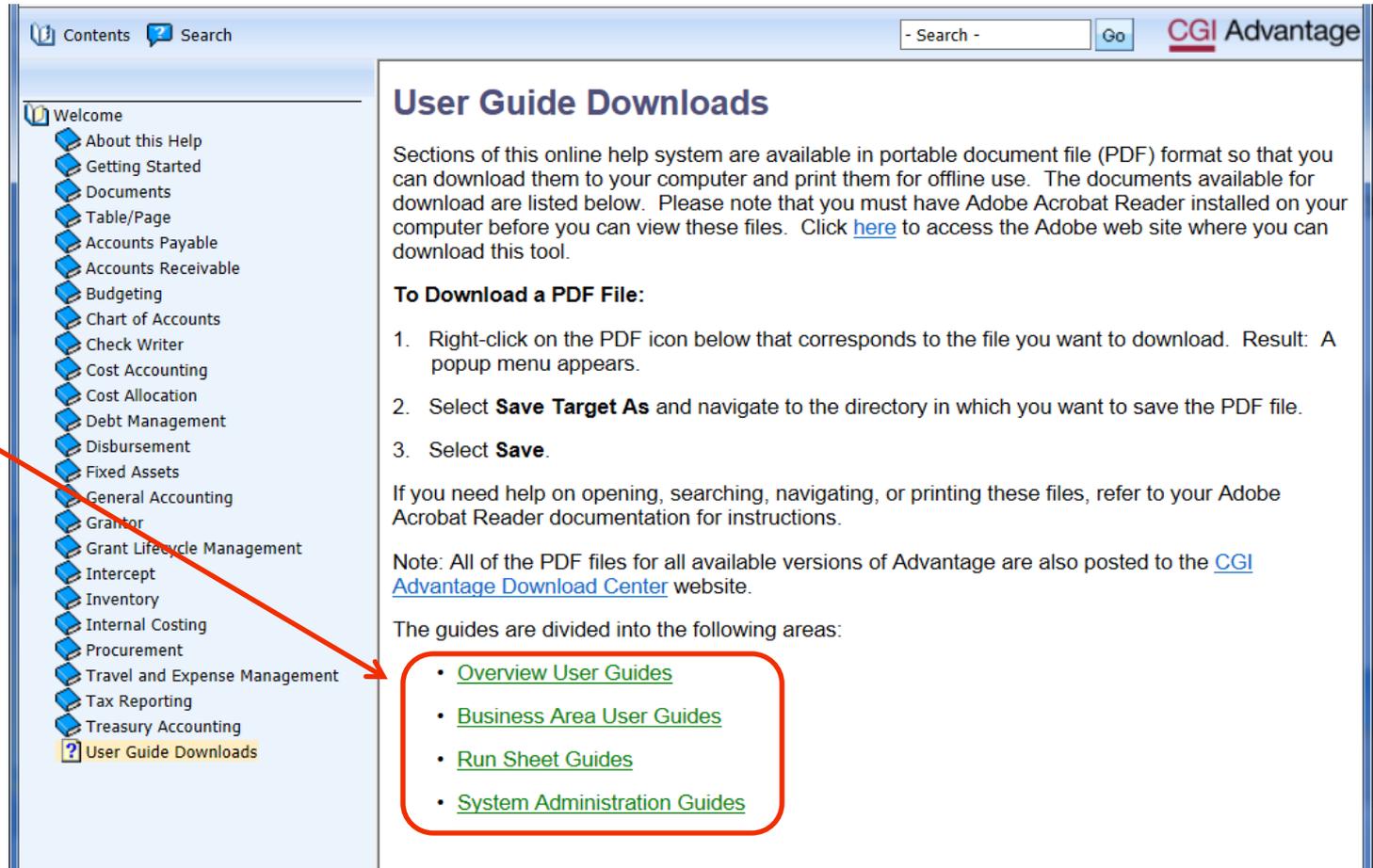
CGI Advantage Procurement Professional is an integrated component of the CGI Advantage suite, but can also be a stand-alone procurement solution. Leveraging Web technology, CGI Advantage Procurement Professional provides state-of-the-art automation and an intuitive end-user interface. CGI Advantage Procurement Professional seamlessly supports the entire procurement cycle, from request to solicitation to evaluation and contract management, and delivers a simplified, integrated process for buyer and vendor alike.

Use either the links on the image below or the Contents tab on the left-side frame to navigate through the Online Help System.

Advantage Finan

How to access User Guides in FIN

Once within the **User Guide Downloads** section, you will see four functional areas that contain PDF user guide documentation.



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- User Guide Downloads**

User Guide Downloads

Sections of this online help system are available in portable document file (PDF) format so that you can download them to your computer and print them for offline use. The documents available for download are listed below. Please note that you must have Adobe Acrobat Reader installed on your computer before you can view these files. Click [here](#) to access the Adobe web site where you can download this tool.

To Download a PDF File:

1. Right-click on the PDF icon below that corresponds to the file you want to download. Result: A popup menu appears.
2. Select **Save Target As** and navigate to the directory in which you want to save the PDF file.
3. Select **Save**.

If you need help on opening, searching, navigating, or printing these files, refer to your Adobe Acrobat Reader documentation for instructions.

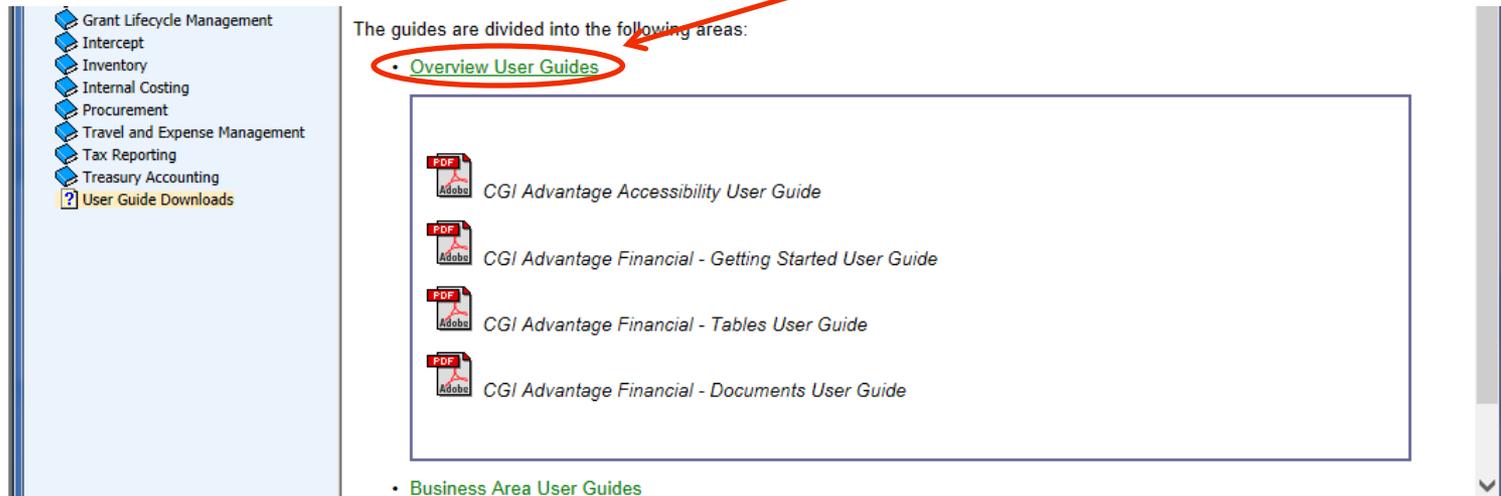
Note: All of the PDF files for all available versions of Advantage are also posted to the [CGI Advantage Download Center](#) website.

The guides are divided into the following areas:

- [Overview User Guides](#)
- [Business Area User Guides](#)
- [Run Sheet Guides](#)
- [System Administration Guides](#)

How to access User Guides in FIN

The user guides within each function area may be accessed by clicking on the **User Guides** link for that functional area.



The guides are divided into the following areas:

- [Overview User Guides](#)

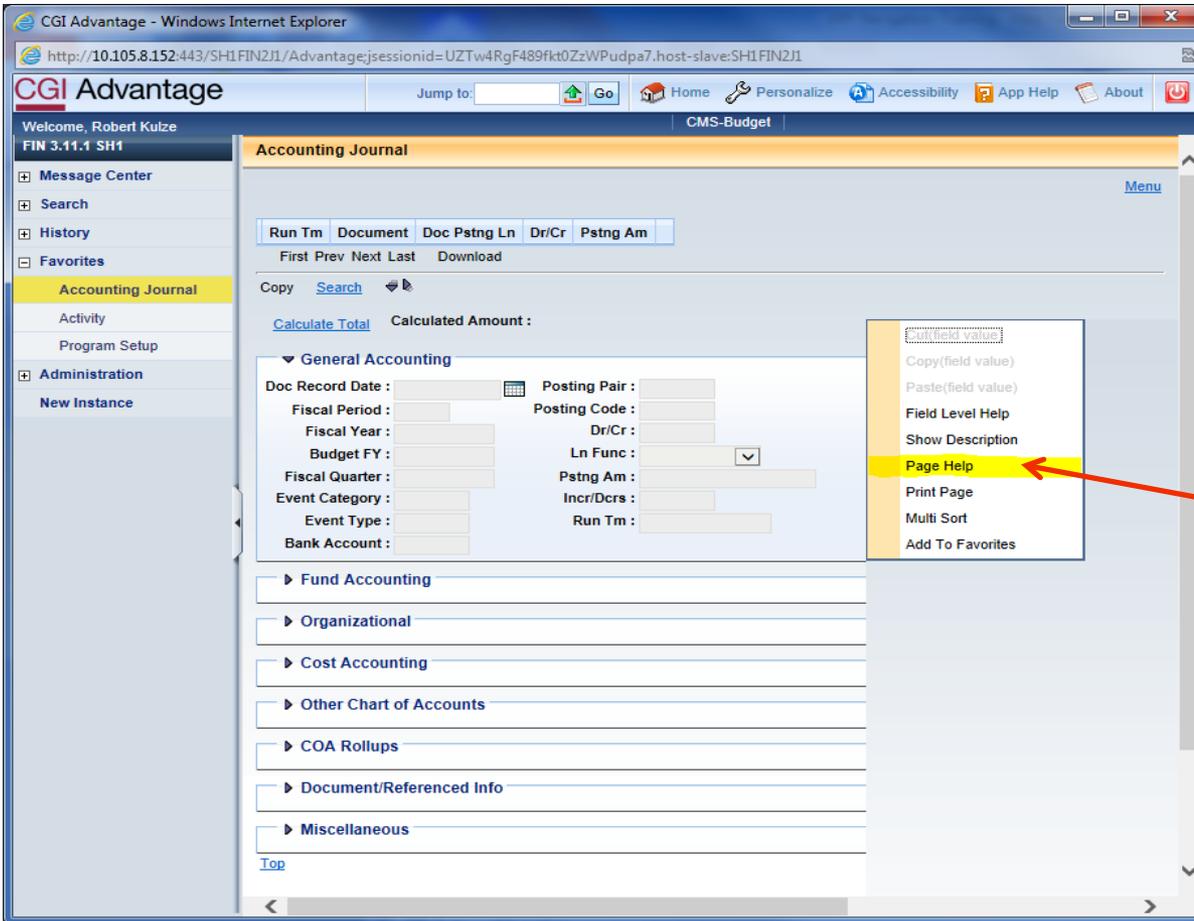
-  [CGI Advantage Accessibility User Guide](#)
-  [CGI Advantage Financial - Getting Started User Guide](#)
-  [CGI Advantage Financial - Tables User Guide](#)
-  [CGI Advantage Financial - Documents User Guide](#)

- [Business Area User Guides](#)

Left sidebar menu items:

- Grant Lifecycle Management
- Intercept
- Inventory
- Internal Costing
- Procurement
- Travel and Expense Management
- Tax Reporting
- Treasury Accounting
- [? User Guide Downloads](#)

How to access Page Help in FIN

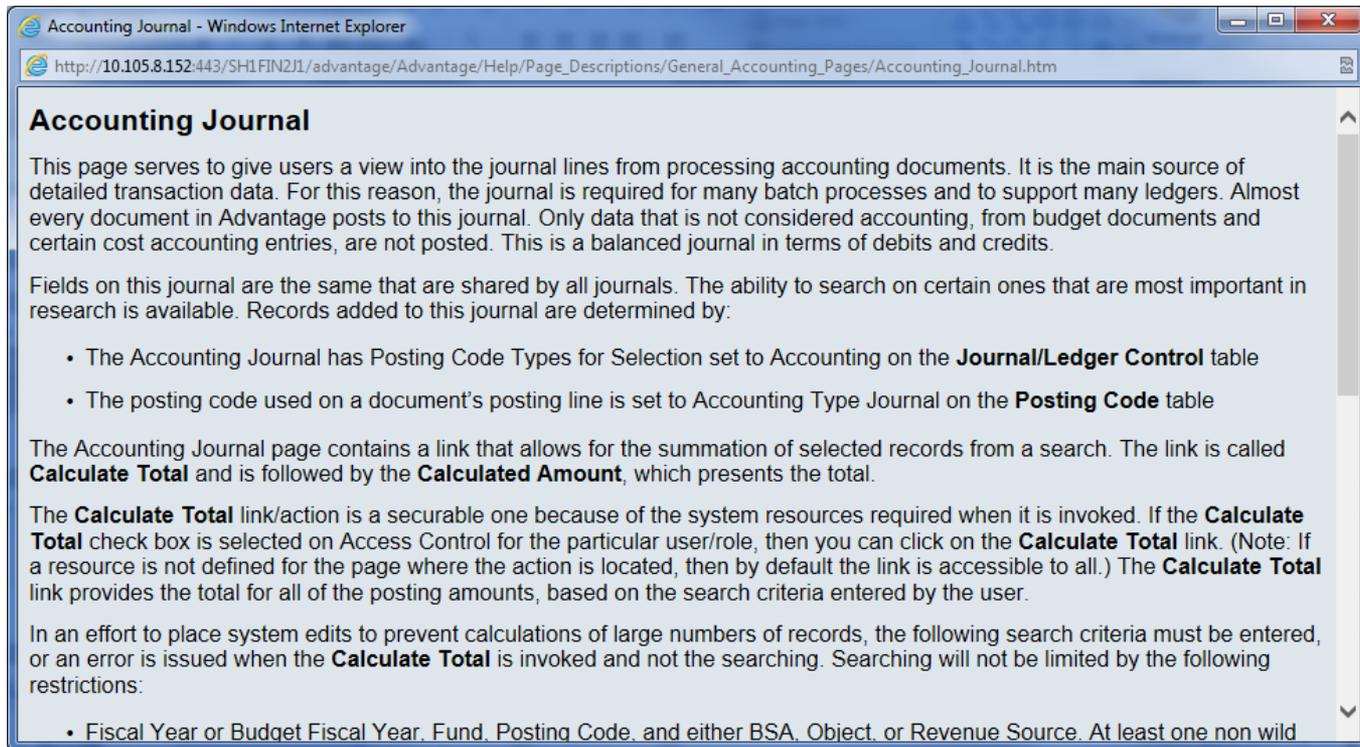


The screenshot shows the 'Accounting Journal' page in the CGI Advantage application. The page contains various data entry fields and navigation options. A right-click context menu is displayed over a blank area, with the 'Page Help' option highlighted in yellow. A red arrow points from the text on the right to this option.

To access the **Page Help** feature, right click anywhere on a page that is blank and is not a data input field. A menu will appear with various options. Select **Page Help**.

How to access Page Help in FIN

After **Page Help** is selected, a pop-up window will display information about the page that the user is currently using within the application.



Accounting Journal - Windows Internet Explorer

http://10.105.8.152:443/SH1FIN2J1/advantage/Advantage/Help/Page_Descriptions/General_Accounting_Pages/Accounting_Journal.htm

Accounting Journal

This page serves to give users a view into the journal lines from processing accounting documents. It is the main source of detailed transaction data. For this reason, the journal is required for many batch processes and to support many ledgers. Almost every document in Advantage posts to this journal. Only data that is not considered accounting, from budget documents and certain cost accounting entries, are not posted. This is a balanced journal in terms of debits and credits.

Fields on this journal are the same that are shared by all journals. The ability to search on certain ones that are most important in research is available. Records added to this journal are determined by:

- The Accounting Journal has Posting Code Types for Selection set to Accounting on the **Journal/Ledger Control** table
- The posting code used on a document's posting line is set to Accounting Type Journal on the **Posting Code** table

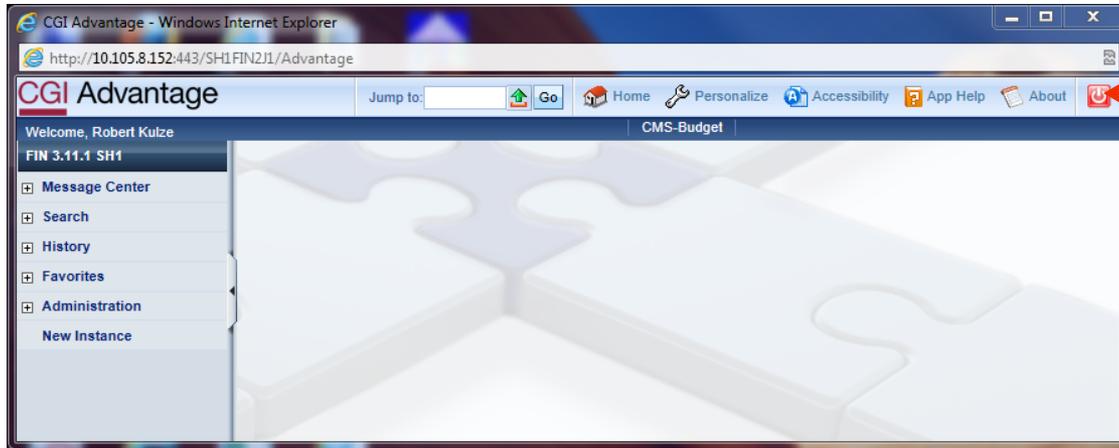
The Accounting Journal page contains a link that allows for the summation of selected records from a search. The link is called **Calculate Total** and is followed by the **Calculated Amount**, which presents the total.

The **Calculate Total** link/action is a securable one because of the system resources required when it is invoked. If the **Calculate Total** check box is selected on Access Control for the particular user/role, then you can click on the **Calculate Total** link. (Note: If a resource is not defined for the page where the action is located, then by default the link is accessible to all.) The **Calculate Total** link provides the total for all of the posting amounts, based on the search criteria entered by the user.

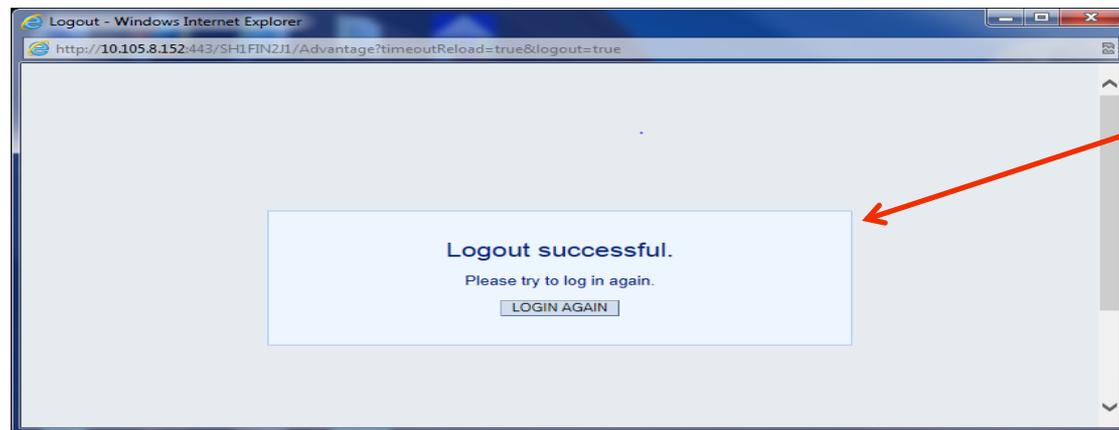
In an effort to place system edits to prevent calculations of large numbers of records, the following search criteria must be entered, or an error is issued when the **Calculate Total** is invoked and not the searching. Searching will not be limited by the following restrictions:

- Fiscal Year or Budget Fiscal Year, Fund, Posting Code, and either BSA, Object, or Revenue Source. At least one non wild

How to sign out of Advantage FIN 3.11



To sign out of FIN, navigate to the **Home** page and select the **Logout** button.



This will take you to the **Logout successful** page.

Thank You!

This concludes the Basic Introduction
to Advantage Financial 3.11