



North East School Division

Web Portal User Manual

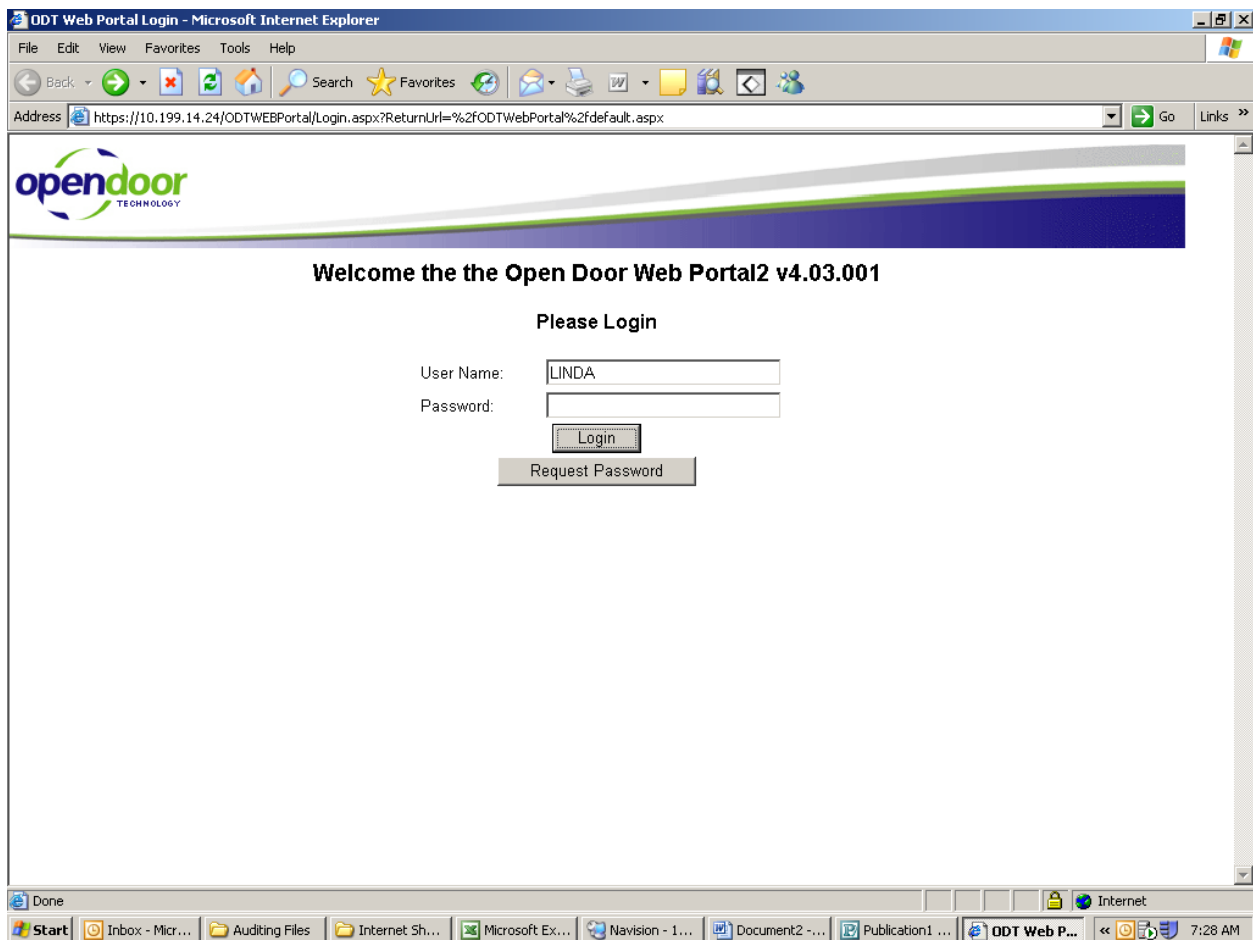
Updated: December 7, 2011

North East School Division

Web Portal User Manual

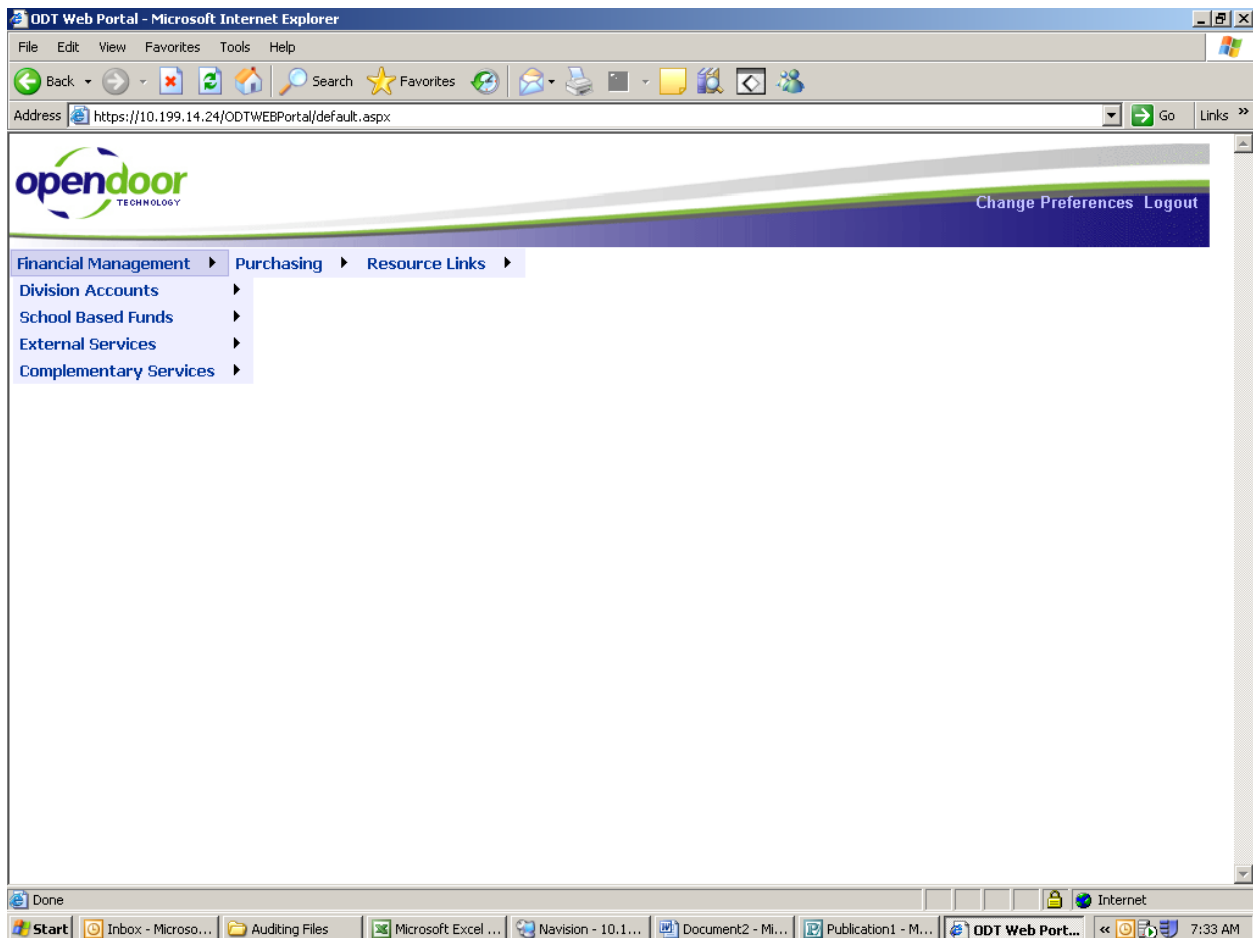
Web portal address for login <https://nav.nesd.local/ODTWEBPORTAL/Login.aspx>. This will bring up a screen indicating there is a problem with this websites security certificate. Just click on continue to this website. The login screen below will now come up. At this point it is recommended that you create a short cut to the web portal on your desk top or your internet favorites.

Your username and passwords were provided to you via email from Tanya Spence, Supervisor of Financial Services; please use them to log on.



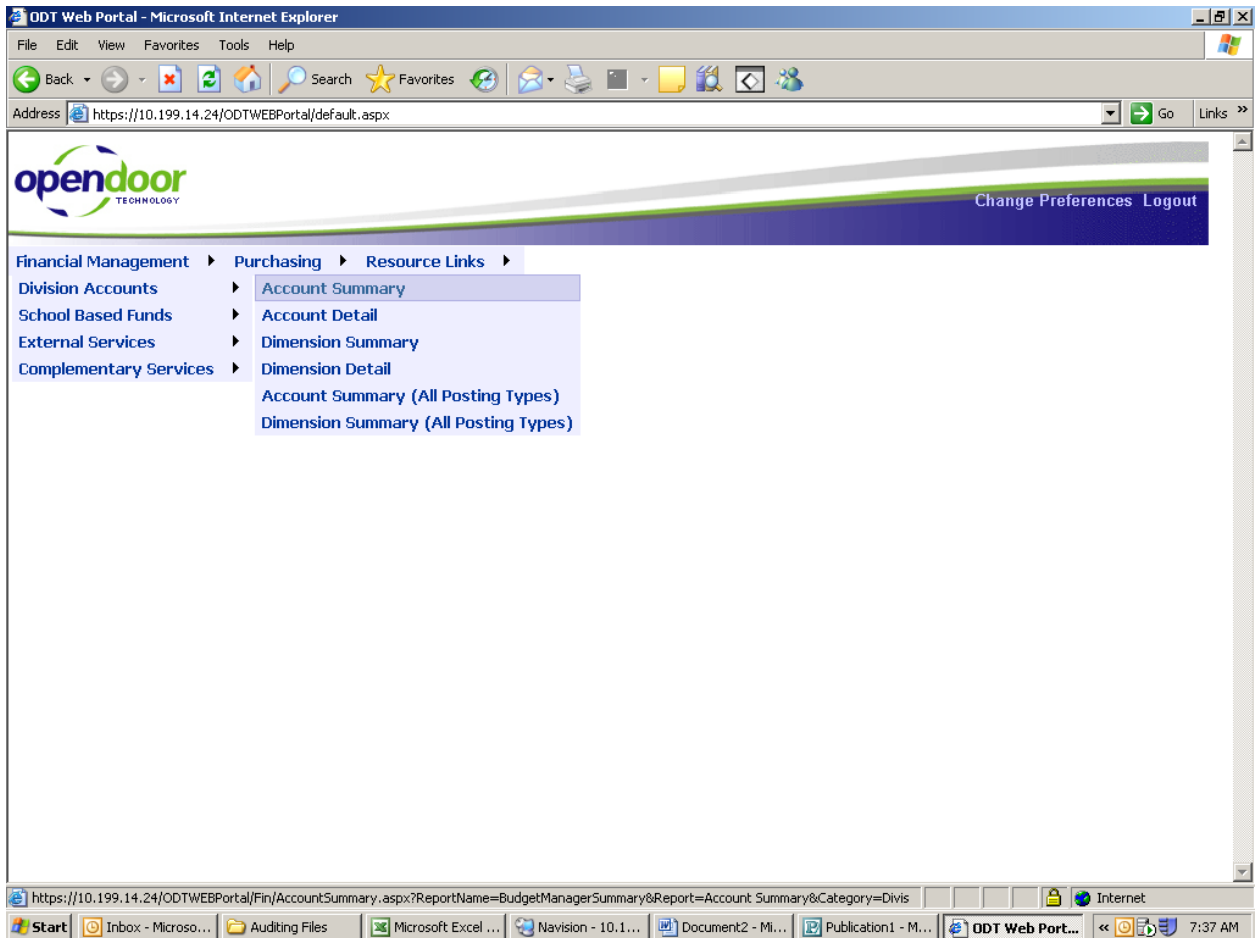
If you need assistance accessing the web portal please contact your school's designated Accounting Clerk.

1. Once you have successfully logged on to the web portal the next screen includes a number of menu options. Move your cursor to Financial Management.

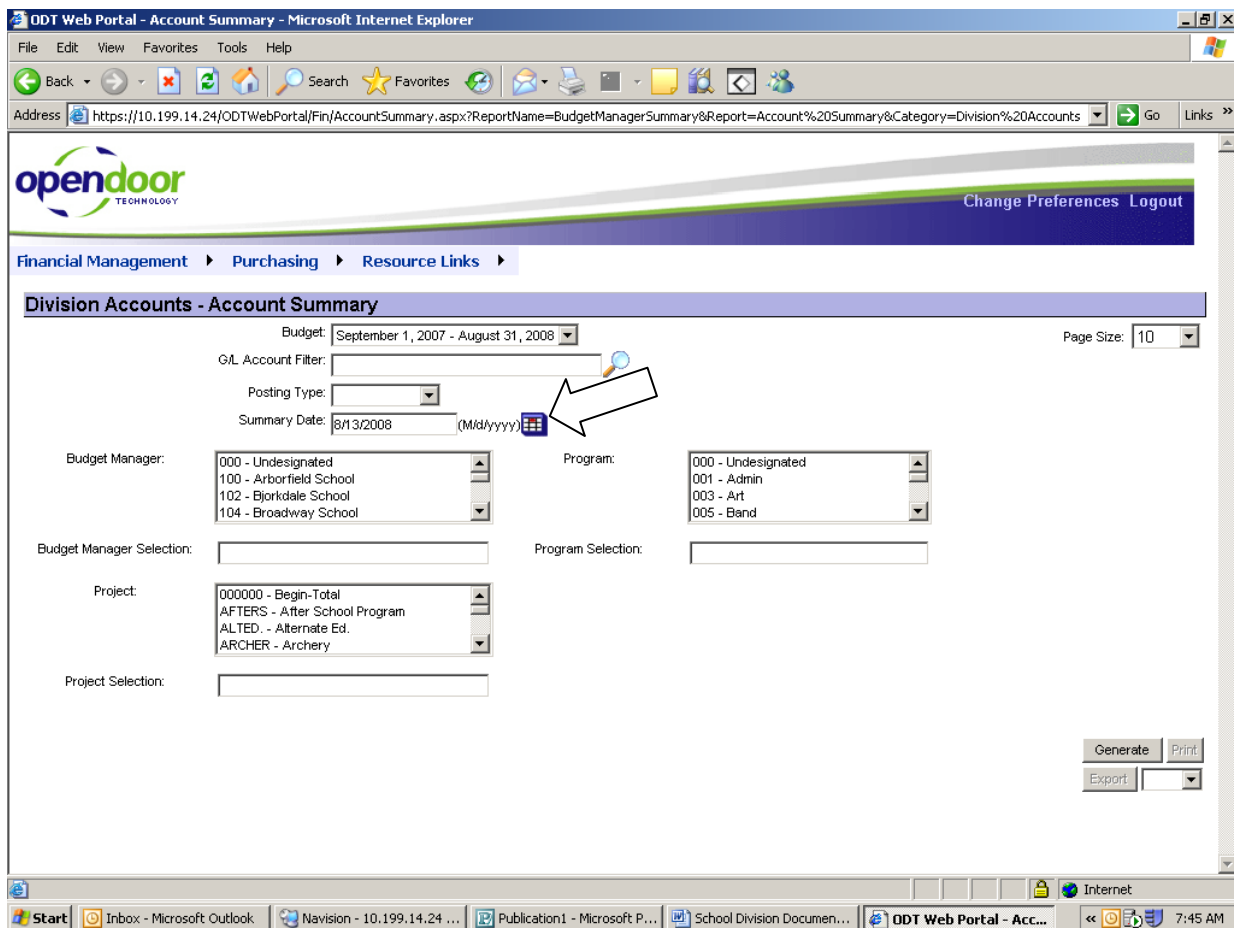


Review the top right hand part of the screen to ensure your username is correct. You can leave the web portal anytime using the Explorer window.

2. Move your cursor to Division Accounts. The next screen that appears allows you to choose which statement type you wish to review. Begin by selecting **Account Summary (this does not include outstanding purchase orders)**.



3. Check to ensure that the proper school or budget manager name(s) are correctly displayed. The account summary allows you to view information at a specific date in time. For this example click on the **Calendar** icon next to the Summary Date field.



4. To select the date, click on the calendar date you wish to view or enter the date manually.

The screenshot shows the Opendoor Technology web portal interface. The main content area is titled "Division Accounts - Account Summary". It features several input fields and dropdown menus for filtering data:

- Budget:** September 1, 2007 - August 31, 2008
- G/L Account Filter:** [Empty text box]
- Posting Type:** [Empty dropdown menu]
- Summary Date:** 8/13/2008 (M/d/yyyy)
- Program:** 000 - Undesignated, 001 - Admin, 005 - Band

A calendar for August 2008 is displayed, with the date 13 highlighted. The calendar shows the following dates:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

At the bottom right of the page, there are buttons for "Generate", "Print", and "Export".

5. With date selected, click on **Page Size 'All'** then click on the **Generate** icon and the information for the date you requested will be displayed. Please note that the information provided will be from Sept 1 – the date you selected.

Division Accounts - Account Summary

Budget: September 1, 2007 - August 31, 2008 Page Size: All

G/L Account Filter:

Posting Type:

Summary Date: 8/13/2008 (Mid/yyyy)

Budget Manager: 000 - Undesignated
 100 - Arborfield School
 102 - Bjorkdale School
 104 - Broadway School

Program: 000 - Undesignated
 001 - Admin
 003 - Art
 005 - Band

Budget Manager Selection:

Program Selection:

Project: 000000 - Begin-Total
 AFTERS - After School Program
 ALTED. - Alternate Ed.
 ARCHER - Archery

Project Selection:

Generate Print
 Export

Account No.	Account Name	Current Month This Year	Same Month Last Year	YTD This Year	YTD Last Year	Budget	Balance Remaining
1-2-12-130-300	Textbooks	0.00	25,276.63	141,099.15	195,888.56	211,200.00	70,100.85
1-2-12-130-301	Computer Supplies & Services -	0.00	-1,214.71	54,396.66	130,093.83	185,800.00	131,403.34
1-2-12-130-302	Resource Center Materials	0.00	0.00	470,306.04	464,074.07	266,000.00	204,276.04

You can print the information by clicking the **Print** button or send the information to an Excel Spreadsheet or PDF file by selecting the file type in the pull down menu and clicking on the **Export** icon.

6. To view transactions for each account line, click on any column where the number is blue and the following screen will appear displaying transaction information by account and posting date.

ODT Web Portal - Account Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ODT Web Portal - Drill Down - Microsoft Internet Explorer

Address

G/L Entries - Account: 1-2-12-130-300

Same Month Last Year
Posting Date: 8/1/2007 to 8/31/2007

Posting Date	Doc Type	Doc No.	Description	Order No.	External Doc No.	Amount	Source Name	Budget Manager	Program	Project	Cheque No.	Mult. Chq.
2007-8-15	Invoice	PI026869	Saskatchewan Learning		APV-070907	70.00	Saskatchewan Learning	122 - MUCC	000 - Undesignated		11824	<input type="checkbox"/>
2007-8-17	Invoice	PI026950	Super Duper Publications	112-220	1152051A	94.52	Super Duper Publications	112 - Central Park School	000 - Undesignated		000160	<input type="checkbox"/>
2007-8-21	Invoice	PI026998	Pearson Education Canada	222-Cl-049	4015801847	673.28	Pearson Canada Inc T46254	000 - Undesignated	000 - Undesignated		12016	<input type="checkbox"/>
2007-8-23	Invoice	PI027132	Book & Brier Patch	222CI016	181930	602.24	Book & Brier Patch	000 - Undesignated	003 - Art		11879	<input type="checkbox"/>
2007-8-24	Invoice	PI027170	Learning Resources Centre	148-2717	1453181	249.50	Learning Resources Centre	148 - TMSS	000 - Undesignated		11904	<input type="checkbox"/>
2007-8-29	Invoice	PI027261	Pearson Education Canada	222C1049	4015879103	8,313.96	Pearson Canada Inc T46254	000 - Undesignated	000 - Undesignated		12016	<input type="checkbox"/>
2007-8-29	GJ-LB00151		Reallocate True Value inv to IMED Sp Programs			-4.90		118 - Hudson Bay Comp	404 - IMED/AEO			<input type="checkbox"/>
2007-8-29	GJ-LB00151		Reallocate Organization of to IMED Sp Programs			-815.36		118 - Hudson Bay Comp	404 - IMED/AEO			<input type="checkbox"/>
2007-8-29	GJ-LB00151		Reallocate Organization of to IMED Sp			815.36		118 - Hudson Bay Comp	404 - IMED/AEO			<input type="checkbox"/>

Generate Print
Export

Account No.	Account Name	Current Month This Year	Same Month Last Year	YTD This Year	YTD Last Year	Budget	Balance Remaining	Bal%
1-2-12-130-300	Textbooks	0.00	25,276.63	141,099.15	195,888.56	211,200.00	70,100.85	33.19
1-2-12-130-301	Computer Supplies & Services -	0.00	-1,214.71	54,396.66	130,093.83	185,800.00	131,403.34	70.72
1-2-12-130-302	Resource Centre Materials	0.00	0.00	170,705.64	151,074.87	242,000.00	20,224.36	17.04

Internet

Start | Inbo... | Navision - 10.19... | Publication1 - Mi... | School Division ... | ODT Web Portal... | ODT Web Portal... | ODT Web Port... | 8:05 AM

7. To view the Purchase Invoice which was posted to the account click on any Document Number highlighted in blue and the following screen will display the Invoice Information.

Purchase Invoice
Purchase Invoice #: APV-070907
Purchase Invoice Date: 2007-7-9

Pay To:
Saskatchewan Learning Correspondence School
1945 Hamilton 14th Floor
Regina S4P 2C6

Ship To:

Ship Via: _____ Confirm To: _____
Receive By: 2007-8-15 Buyer: _____
Terms: Net 30 days P.O. Number: _____
Vendor ID: V02236 P.O. Date: 2007-8-15

Number	Description	Budget Manager	Program	Project	Quantity	Unit Cost	Total Cost
1-2-12-130-300	Textbooks	122 - MUCC	000 - Undesignated		1.00	70.00	70.00
Subtotal:							70.00
Invoice Discount:							0.00
Tax:							4.20
Total:							74.20

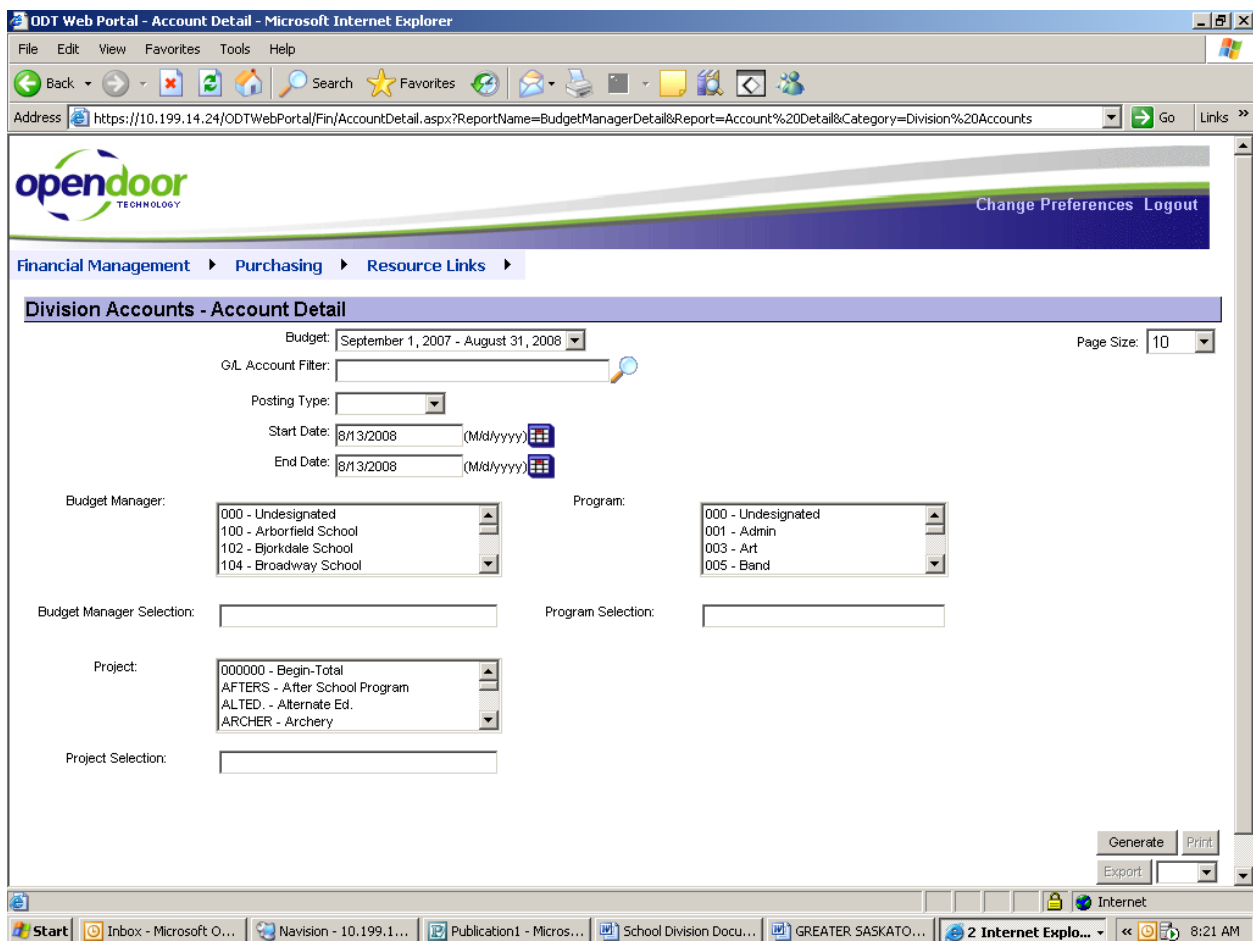
Buttons: Generate, Print, View Documents, Export

Account	Balance Remaining	Bal%
1-2-12	70,100.85	33.19
1-2-12	131,403.34	70.72
1-2-12	36,624.36	17.01
1-2-12	40,831.52	8.71
1-2-12	26,018.75	47.75
1-2-12-135	6,957.98	70.50
1-2-12-135	2,685.68	26.33
1-2-12-135	2,880.95	1.19
1-2-12-135-424 Insurance (Non-Building)	2,678.42	26.78
1-2-12-140-250 Purchase of Furniture & Equip	26,340.83	43.62
1-2-12-140-253 Purchase of Acad.Furn. & Equip	7,572.17	1.37
1-2-12-140-257 Rent/Lease of Equipment - Non-	6,005.00	87.66
1-2-12-140-258 Repair of Equipment	75,589.97	59.71

8. The Division Account Summary will display information up to a specific point in time. To review information over a range of dates we will use the Division **Account Detail** report. Move your cursor to Division Accounts then to Account Detail and the following screen will display.

The screenshot shows a Microsoft Internet Explorer browser window displaying the ODT Web Portal. The address bar shows the URL: <https://10.199.14.24/ODTWebPortal/Fin/AccountDetail.aspx?ReportName=BudgetManagerDetail&Report=Account%20Detail&Category=Division%20Accounts>. The page features the 'opendoor TECHNOLOGY' logo and navigation links for 'Change Preferences' and 'Logout'. A sidebar menu is open, showing the following options: Financial Management, Purchasing, Resource Links, Division Accounts, School Based Funds, External Services, and Complementary Services. The 'Division Accounts' menu is expanded, highlighting 'Account Summary', 'Account Detail', 'Dimension Summary', and 'Dimension Detail'. Below the menu, there is a 'Page Size' dropdown set to '10'. The main content area contains several form fields for report configuration: 'End Date' (8/13/2008), 'Budget Manager' (dropdown with options: 000 - Undesignated, 100 - Arborfield School, 102 - Bjorkdale School, 104 - Broadway School), 'Program' (dropdown with options: 000 - Undesignated, 001 - Admin, 003 - Art, 005 - Band), 'Budget Manager Selection', 'Program Selection', 'Project' (dropdown with options: 000000 - Begin-Total, AFTERS - After School Program, ALTED - Alternate Ed., ARCHER - Archery), and 'Project Selection'. At the bottom right, there are buttons for 'Generate', 'Print', and 'Export'. The taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Microsoft O...', 'Navision - 10.199.1...', 'Publication1 - Micros...', 'School Division Docu...', 'GREATER SASKATO...', and '2 Internet Explo...'. The system clock shows 8:20 AM.

9. Select the range of dates you wish to view by using the calendar option or enter the dates manually and press Generate. The following screen will appear. To view all accounts change the Page Size to 'All' or simply click on the page > option at the bottom of the screen to view each page of the report.



10. Now click on the + symbol that appears next to the account number. For this example we have selected Admin Supplies and Services which displays the transactions for this account.

Start Date: 7/01/2008 (M/d/yyyy)

End Date: 8/13/2008 (M/d/yyyy)

Budget Manager: 000 - Undesignated
 100 - Arborfield School
 102 - Bjorkdale School
 104 - Broadway School

Program: 000 - Undesignated
 001 - Admin
 003 - Art
 005 - Band

Budget Manager Selection:

Program Selection:

Project: 000000 - Begin-Total
 AFTERS - After School Program
 ALTED. - Alternate Ed.
 ARCHER - Archery

Project Selection:

Generate Print
 Export

Posting Date	Vendor/Reference	Description	Amount	Internal Doc Paid No.	Invoice Number	PO #	Budget Manager	Program	Project	Cheque No.	Mult. Chq.
Account 1-2-12-130-300 - Textbooks			815.32								
Account 1-2-12-130-301 - Computer Supplies & Services -			388.67								
2008-7-17	Enchanted Learning	Enchanted Learning	53.12	PI047989	EL, LCC051208	112-00379	112 - Central Park School	000 - Undesignated		000285	<input type="checkbox"/>
2008-7-17	edHelper.com	edHelper.com	335.55	PI047991	6307110497655	112-00389	112 - Central Park School	000 - Undesignated		000282	<input type="checkbox"/>
Account 1-2-12-130-309 - Resource Center Materials - Continued			750.00								

First < Page 1 Of 25 > Last

11. Now click on the Invoice Number and the actual invoice will display.

ODT Web Portal - Account Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [ODT Web Portal - Document - Microsoft Internet Explorer](#) Go Links >>

Purchase Invoice

Purchase Invoice #: EL, LCC051208
Purchase Invoice Date: 2008-5-12

Pay To:
Enchanted Learning
Box 799
Mercer Island 98040

Ship To:

Ship Via: Confirm To:
Receive By: 2008-7-17 Buyer:
Terms: Net 30 days P.O. Number: 112-00379
Vendor ID: V00801 P.O. Date: 2008-7-17

Number	Description	Budget Manager	Program	Project	Quantity	Unit Cost	Total Cost	
1-2-12-130-301	See Attached	112 - Central Park School	000 - Undesignated		100.00	0.53	53.00	
							Subtotal:	53.00
							Invoice Discount:	0.00
							Tax:	0.00
							Total:	53.00

View Documents Print

Generate Print
Export

Cheque No.	Mult. Chq.
000285	<input type="checkbox"/>
000282	<input type="checkbox"/>

Posting D

Account
Account

2008-7-17

2008-7-17

Account 1-2-12-130-309 - Resource Center Materials -
Continued

750.00

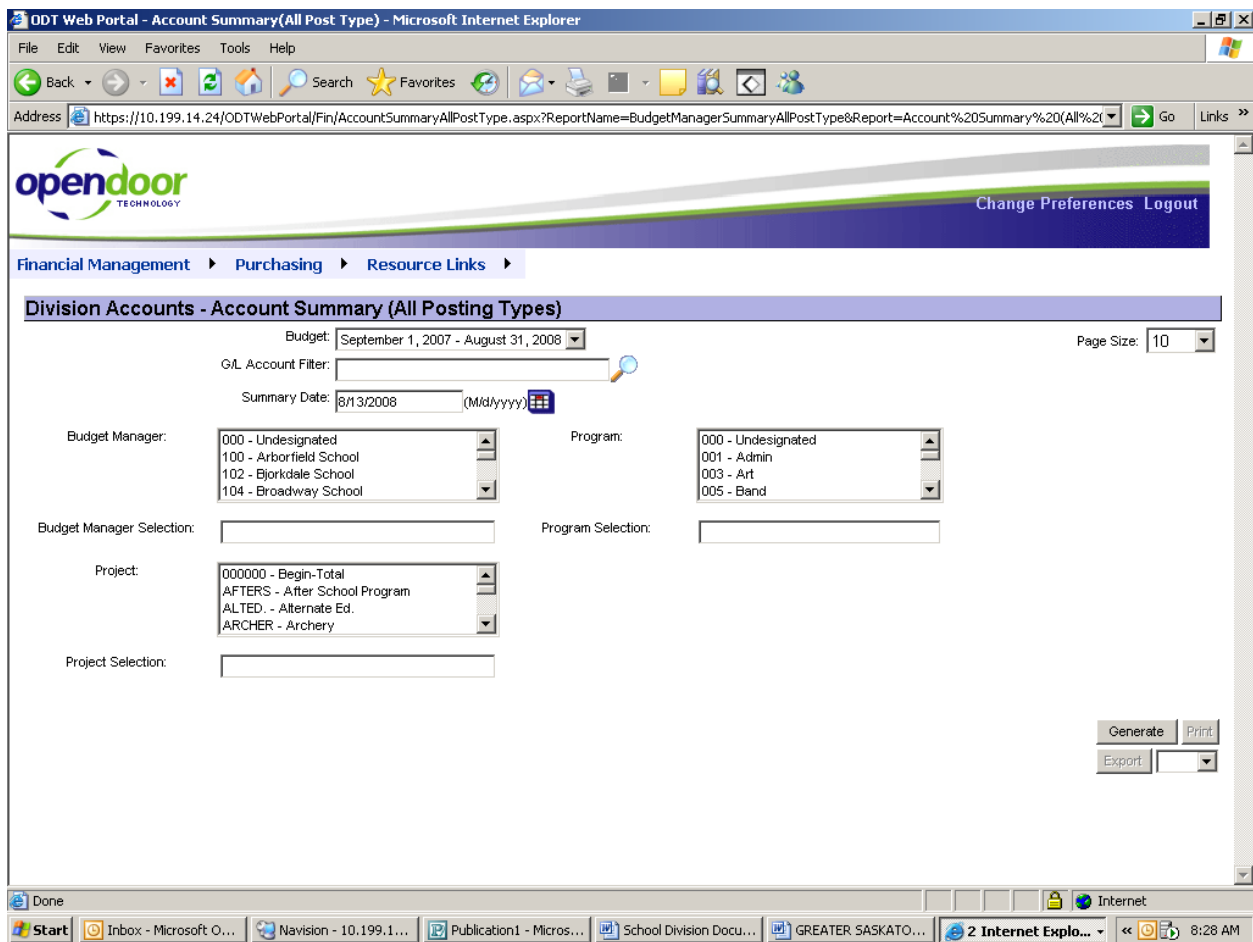
00389 School Undesignated

First < Page 1 Of 25 > Last

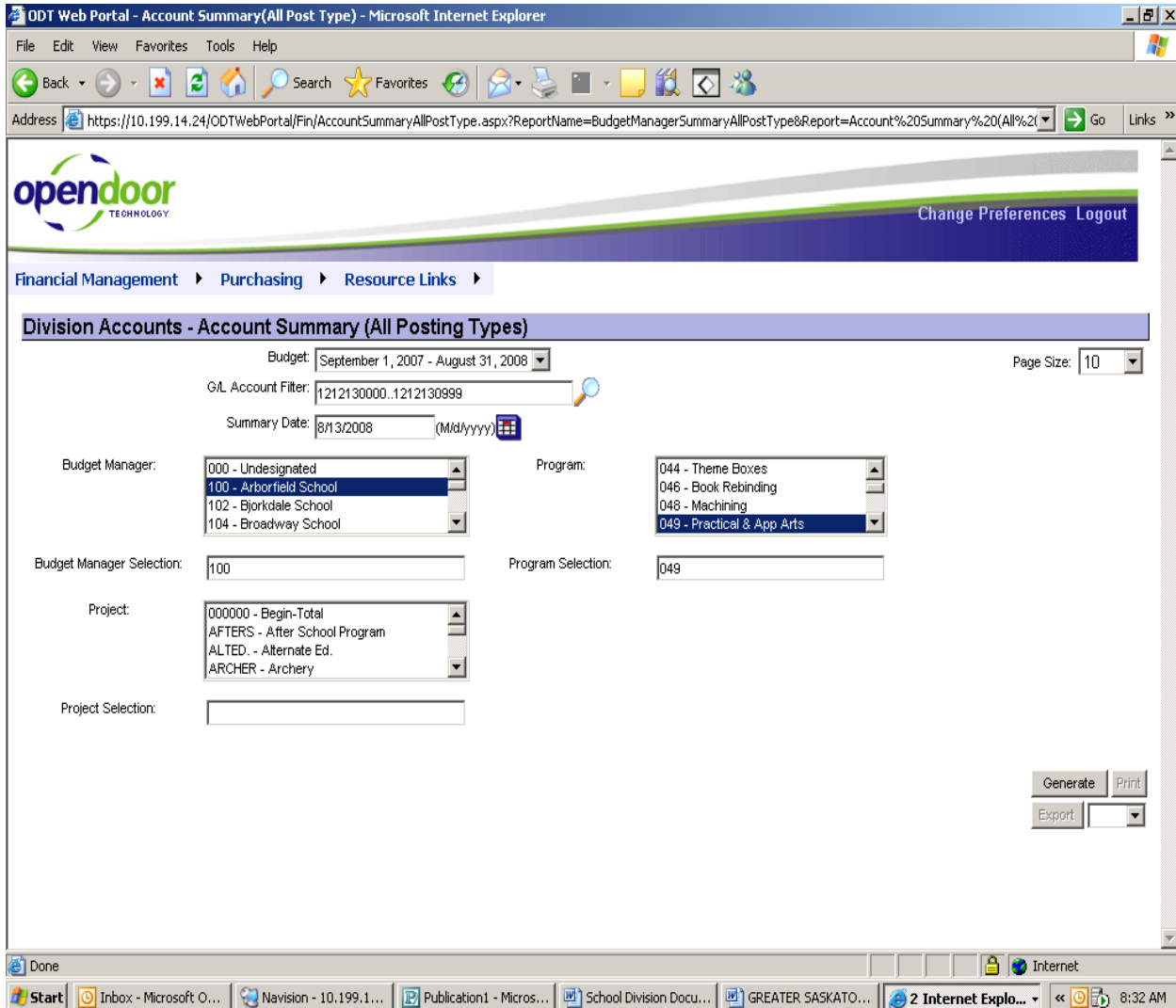
javascript: __doPostBack('ctl00\$ContentPlaceHolder1\$WebGrid1','docno:6')

Start Inbox - Microsoft O... Navision - 10.199.1... Publication1 - Micros... School Division Docu... GREATER SASKATO... 3 Internet Explo... 8:26 AM

12. We will now explore the filter options for displaying information. Begin by moving your cursor to Division Accounts then **Account Summary (All Posting Types)** and the following screen will appear.



13. The **G/L Account Filter** and **Program Filter** or **Project Filter** feature allows you to view and print a range of accounts or specific accounts for either GL Accounts, Programs or Projects. To view a range of accounts insert your first account number then enter the **Range Function** “..” then the next account number. For example 1-2-12-130-000..1-2-12-130-999 will show all instructional aid accounts. Click Generate.



If you are looking at the School Generated Funds you could also choose a project selection to view a specific project i.e.) Y_BOOK — Yearbook

14. With the range selected only the accounts for Instructional Aids will be displayed.

The screenshot shows the Opendoor Technology web portal interface. The main content area is titled "Division Accounts - Account Summary (All Posting Types)". It features several search and filter options:

- Budget:** September 1, 2007 - August 31, 2008
- Page Size:** 10
- G/L Account Filter:** 1212130000..1212130999
- Summary Date:** 8/13/2008 (M/d/yyyy)
- Budget Manager:** 000 - Undesignated, 100 - Arborfield School, 102 - Bjorkdale School, 104 - Broadway School
- Program:** 000 - Undesignated, 001 - Admin, 003 - Art, 005 - Band
- Budget Manager Selection:** 100
- Program Selection:** 049
- Project:** 000000 - Begin-Total, AFTERS - After School Program, ALTED - Alternate Ed., ARCHER - Archery
- Project Selection:** (empty)

At the bottom right, there are buttons for "Generate", "Print", and "Export". Below the filters is a table with the following data:

Account No.	Account Name	Current Month Actual	YTD Actual	YTD Committed	YTD Encumbered	YTD Total	Budget	Balance Remaining	Bal%
1-2-12-130-312	Academic Supplies	0.00	-87.99	0.00	0.00	-87.99	0.00	87.99	0.00
Grand Total		\$0.00	(\$87.99)	\$0.00	\$0.00	(\$87.99)	\$0.00	\$87.99	

The table is displayed on page 1 of 1. The browser's taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft O...", "Navigation - 10.199.1...", "Publication1 - Micros...", "School Division Docu...", "GREATER SASKATO...", and "2 Internet Explo...". The system clock shows 8:35 AM.

If you did not know the account number we could have clicked on the arrow next to G/L Account number and all accounts would be displayed. This option will display all account numbers and program numbers for your reference.

15. You can view the detailed transactions for any account by clicking on the account displayed. The Program Filter function operates in the same way as the G/L Account Filter and allows you to view any range of programs you wish.

G/L Entries - Account: 1-2-12-130-312

Year To Date This Year
 Posting Date: 9/1/2007 to 8/31/2008, G/L Account Filter: 1212130000..1212130999, 06 BUDGET MANAGER Filter:100, 07 PROGRAM Filter:049

Posting Date	Doc Type	Doc No.	Description	Order No.	External Doc No.	Amount	Source	Budget Manager	Program	Project	Cheque No.	Mult. Chq.
2008-3-11	GJ-	LH00165	Arb School Opening Bal- IA Project fees			-143.00		100 - Arborfield School	049 - Practical & App Arts			<input type="checkbox"/>
2008-4-7	Invoice	PI039949	Munden Coates		100-040308	55.01	Munden Coates	100 - Arborfield School	049 - Practical & App Arts		17157	<input type="checkbox"/>
Grand Total						-87.99						

Page Size: 10 First < Page 1 Of 1 > Last Print Export

Account No.	Account Name	Current Month Actual	YTD Actual	YTD Committed	YTD Encumbered	YTD Total	Budget	Balance Remaining	Bal%
1-2-12-130-312	Academic Supplies	0.00	-87.99	0.00	0.00	-87.99	0.00	87.99	0.00
Grand Total		\$0.00	(\$87.99)	\$0.00	\$0.00	(\$87.99)	\$0.00	\$87.99	

Account No. Account Name Current Month Actual YTD Actual YTD Committed YTD Encumbered YTD Total Budget Balance Remaining Bal%

1-2-12-130-312 Academic Supplies 0.00 -87.99 0.00 0.00 -87.99 0.00 87.99 0.00

Grand Total \$0.00 (\$87.99) \$0.00 \$0.00 (\$87.99) \$0.00 \$87.99

16. To look at specific account numbers we will use the **Pipe Function**. The Pipe symbol | allows you to choose a specific account. You can use ranges (..) and specific accounts (|) or any combination you wish within the filter option. In the following example we will view Textbooks and all accounts under Student Related Expense. We do this by entering in the following string to make our selection: 1-2-12-130-300|1-2-12-170-000..1-2-12-170-999 and pressing Generate.

The screenshot shows the 'Division Accounts - Account Summary (All Posting Types)' page in a Microsoft Internet Explorer browser. The page includes a navigation menu with 'Financial Management', 'Purchasing', and 'Resource Links'. The main content area contains several filter fields:

- Budget: September 1, 2007 - August 31, 2008
- Page Size: 10
- G/L Account Filter: 1212130300|1212170000..1212170999
- Summary Date: 8/13/2008 (M/d/yyyy)
- Budget Manager: 000 - Undesignated, 100 - Arborfield School, 102 - Bjorkdale School, 104 - Broadway School
- Program: 000 - Undesignated, 001 - Admin, 003 - Art, 005 - Band
- Budget Manager Selection: 120
- Program Selection: (empty)
- Project: 000000 - Begin-Total, AFTERS - After School Program, ALTED - Alternate Ed., ARCHER - Archery
- Project Selection: (empty)

 At the bottom right, there are buttons for 'Generate', 'Print', and 'Export'. Below the filters is a table with the following data:

Account No.	Account Name	Current Month Actual	YTD Actual	YTD Committed	YTD Encumbered	YTD Total	Budget	Balance Remaining	Bal%
1-2-12-130-300	Textbooks	0.00	808.75	0.00	88.79	897.54	1,000.00	102.46	10.25
1-2-12-170-360	Awards to Students	0.00	819.00	0.00	31.51	850.51	1,500.00	649.49	43.30
1-2-12-170-361	Special Events	0.00	2,913.30	0.00	0.00	2,913.30	5,800.00	2,886.70	49.77
1-2-12-170-362	Special Programs	0.00	1,674.62	0.00	0.00	1,674.62	1,670.00	-4.62	-0.28
Grand Total		\$0.00	\$6,215.67	\$0.00	\$120.30	\$6,335.97	\$9,970.00	\$3,634.03	

At the bottom of the table, there are navigation controls: 'First', '<', 'Page 1', 'Of 1', '>', 'Last'.

17. **Congratulations** you have completed the Web Portal tutorial for Budget Manager Access. All statement types displayed may be accessed using the basic steps outlined above.