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## Data Warehouse Financial Reporting & Transaction Inquiry Overview

Sources: Office of Budget & Resource Planning Accounting Services Chancellor's Office

California State University, Fresno - Office of Budget & Resource Planning



- One of the main features of Finance Data Warehouse Phase 2 upgrade is the consolidation of three "Data Warehouse" dashboards Manage My Budget, Operations, and Management Reporting into two streamlined dashboards:
  - Financial Reporting Manage My Budget, Management Reporting, and Operations report pages have been consolidated/relocated here with enhanced functionality.
  - Transaction Inquiry all transaction inquiry pages are now located on this dashboard with a wider arrangement of filters and column selectors.

#### NOTE: Data is one day old!



#### Log in to the Data Warehouse

- Log into My Fresno State Portal
- Select CFS Datawarehouse





#### Log in to the Data Warehouse

• Below is the default screen with Dashboard icons





### Getting Started -Dashboards

Or you can click the Dashboards drop down menu to display a list of available dashboards

**Dashboard Choices:** 

- Financial Reporting
- Firms Gaap
- Sponsored Programs
- Transactions Inquiry
- Tree Reporting

Home		Ho	me Dashboards ▼ Open ▼ S Most Recent(Home - Message)
	CSU The California Business Intelligence	State University ce / Data Warehouse	My Dashboard  Financial Reporting  Financial Reporting
CSUI The California	Financial Reporting	FIRMS GAAP	<ul> <li>✓ FIRMS GAAP</li> <li>➡ FIRMS GAAP</li> <li>✓ Sponsored Programs</li> </ul>
MADE - in the - CSU	Transaction Inquiry	Tree Reporting	<ul> <li>Sponsored Programs</li> <li>Transaction Inquiry</li> <li>Transaction Inquiry</li> <li>Tree Reporting</li> <li>Tree Reporting</li> </ul>

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- Your primary choices:
  - Financial Reporting
  - Transaction Inquiry





#### Getting Started – **Establish Default Settings**

- Select Business Unit ٠
- Select Standard Budget •
- **Click Apply** •

	Select primary business unit for campus FRSNO - Californi	level reporting       Select primary budget ledger       Select original budget scenario only         Actuals Ledger Gr ▼      Select Value       ▼
	Select primary business unit for campus FRSNO - California State Univ, Fresno	evel reporting       Select primary budget ledger       Select original budget scenario only         Actuals Ledger Gr      Select Value       Apply
	FRATH - CSU, Fresno Athletic Corp	
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٦	FRSNO - California State Univ, Fresno	namber of nicelo, including fund, department, decount, project, program, and class characters and the department
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ls,	Search	ance available data based on a wide number of filters which include the chartfields, state and CSU attributes, tre
i n	umber of accounting periods, see Financial	Summary Between Period.

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- 1. Click Options Dropdown
- 2. Save Current Customization

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Man	age my Budget as of Period page is designed to produce reports	of budget, actuals, encumbrances,	pre-encumbrances, and balance availal	ble data based on a limited numb	ber of filters, incl	uding fund, department, ac	count, pr	oject, program, a	Ind cli Edit Saved Customizations	
hiera	rchy. Manage My Budget page defau	lts to account type 50 (revenue) an	d account type 60 (expense).						Clear My Customization	
Fina	ncial Summary AS OF Period									

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- 3. Save as "FRSNO"
- 4. Click the option "Me"
- 5. Check the box "Make this my default for this page"
- 6. Click "OK"



#### Financial Summary Between Periods

Financial Summary Between Period.

Based on the accounting periods indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a broad range of filters which include the chartfields,

javascript:void(0)



## Getting Started – Manage My Budget as of Period

- The Basics: one Dept, one Fund report
- 1. Set Filters:
  - Business Unit- FRSNO
  - Fiscal Year accept default or make your selection
  - Period accept default or make your selection
  - Account Type normally defaults to 50 & 60
  - Budget Ledger normally defaults to Standard Budget
  - > Fund
  - > Department

#### Manage My Budget as of Period

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**FRESN@STATE** 

- Set Business Unit, Fiscal Year, Period, Account Type, and Budget Ledger
- Set Fund and Department
- NOT filters: Fund, Dept, Prog, Class & Not Acct Cat use these filters if you do <u>not</u> want certain items included on the report...603811-603819 benefits
- Click Apply Filters

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Financial Reporting: Home > Financial Reporting:	: Manage My Budget as o	Apply Filters Re	set Filters					1.

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#### Manage My Budget as of Period

- 2. Save your file by clicking the drop-down menu, select "Save Current Customizations", name your file, and select "Me"
- 3. Click "OK"

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Manage My Budget as of Period

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#### **Report Results**

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90000 - TF-CSU Operating Fund 33250 - College of Social Sciences	601888 - Non-Admin Intermit	ttent (Chair)		27,750.27	0.00	(27,750.27)			
	601009 - Non-Admin Internit	nervisory Sals		35 481 00	390 291 00	(425 772 00)			
	601931 - Regular Staff Salar	ies		11.493.00	124,707.00	(136,200,00)			
	601981 - Student Assistant			1,320.00	0.00	(1,320.00)			
	601982 - Bridge Student Ass	istant		5,143.00	0.00	(5,143.00)			
	603829 - Uniform Allowance	(Non-Payroll		0.00	0.00	0.00			
	604812 - Cellular Telephones	S		3,964.00	0.00	(3,964.00)			-
Financial Reporting: Home > Financial Reporting: Manage My Budget a	is of Period								
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#### Enhanced Report Results Features:

- Reports will default to three visible columns
- Hide/unhide columns for up to as many as six columns
- Add/remove subtotals to any and all columns, as needed.
- Just as in the old version, results can be stored as a Saved Customization.

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	601889 - Non-Admin Intermittent (Misc)	3,084.51	0.00 (3,	084.51)
	601921 - Management & Supervisory Sals	35,481.00	390,291.00 (425,	772.00)
	601931 - Regular Staff Salaries	11,493.00	124,707.00 (136,	200.00)
Financial Reporting: Home > Financial Reporting: N	lanage My Budget as of Period			

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#### New Feature: Hide and Display Columns

- To Hide simply click the drop-down menu on that column, click "Hide" and click "OK" for your selections to apply.
- To Display/add column simply click the drop-down menu on the column you want to display and make your selections and click "OK" to apply the column values and generate the report.



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# New Feature: Add/Remove Subtotals

- The first two columns in every report are formatted to display subtotals.
- To add subtotals:
  - Place cursor at the top of column where you want to add subtotals to
  - Right click on yellow column heading to access the Columns shortcut menu.
  - Choose "Show Subtotal" and "> after values"
- To remove subtotals:
  - Place cursor at the top of column where you want to remove subtotals from
  - Right click on yellow column heading to access the Columns shortcut menu.
  - Choose "Show Subtotal" or "None" to remove

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## **Drilldowns Improvement**

- Drill down columns have been reformatted to have priority columns on the left, so they are easier to view.
- Additional fields have been added for Actuals and Budget drilldowns.
- Budget does not include PO or other Actuals specific columns
- Drilldown columns align on the left to the extent possible.

#### **Actuals Drilldown Columns**

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jml ID	Jrnl Descr	CSU Descr	CSU Ref 1	CSU Ref 2	Ledger Fdescr	Doc Date
FLCMP - CSU Fullerton	2014	1	7/31/2014	01- AUG- 14	HCM - HR Accounting Lines	892459652-2 TempHelp10011- G	2,539.00	601302 - Temporary Help	THEFD - CSU Operating Fund	10011 - Admission to Teacher Ed				FTE	1.00	-	-	-	-	HRL0558764	-	-	-	-		7/31/2014

#### **Budgets Drilldown Columns**

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Stat Cd	Stat Amt	Jrnl Ln Nbr	Jml Ln Ref	Jml Rev Cd	Jml ID	Jml Ln Descr	Jrnl Class	Jml Class Descr	Doc Ln #	Scenario
FLCMP - CSU Fullerton	2014	4	10/21/2014	0000596119	MJE - Manual Journal Entry	INITIAL BASELINE - AA	129,972.00	601300 - Support Staff Salaries	THEFD - CSU Operating Fund	10011 - Admission to Teacher Ed				FTE	3.0	0	BI14- AA	N	-	FY 14-15 Initial Baseline - AA	-	-	16	INTL_BASE

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### New Dashboard: Transaction Inquiry

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Home Open PO Reports Open Requisition Reports Actuals Reports Budget Reports Encumbrance Reports Requisition Re 🔌 🗮 🕄
Select primary business unit for campus level reporting       Select primary budget ledger       Select original budget scenario only         FRSNO - Californiz       Standard Budget       UPDATED       Apply       Reset +
Report Index
Open PO Reports
Displays open PO reports and transactions with varying views based on filter selection
Open Requisition Reports
Displays open requisitions reports and transactions with various chartfield views
Actuals Reports
Displays actuals transactions activity
Displays hudget transaction activity
Engineerance Reports
Displays encumbrance ledger activity
Requisition Reports
Displays requisition activity in the ledger



#### Open PO Report: Set your filters and apply

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Business Unit     Fiscal Year     Period (as of)     Account Category       EDSNO_Californit     2015     2015     2015	<u>^</u>
	=
Fund     Dept     Account     Project     Program     Class       90000 - TF-CSU C      84145 - Technolog      -Select Value     -Select Value     -Select Value     -Select Value	
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#### Open PO Report: Results



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- Actuals Transactions
- Actuals Reporting by Attributes





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### New Dashboard: Transaction Inquiry

#### Actuals by Period

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#### Actuals Reporting by Attributes

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California State University, Fresno - Office of Budget & Resource Planning



- Budget Transactions
- Budget Reporting by Attributes





#### Budget Transactions

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#### Budget Reporting by Attributes

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- Encumbrance Transactions
- Encumbrance Reporting by Attributes





#### Encumbrance Transactions

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Discovery. Diversity. Distinction.

## New Dashboard: Transaction Inquiry

#### Encumbrance Reporting by Attributes

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#### **Trial Balance Selections**

- Discovery. Diversity. Distinction.
- This report is best used for Fund only views
- Prompt filter has down arrow. It will default to current period and year unless it is a save selection report. (Hint: Save as Period 12)
- Multiple Funds can be selected for this report. (Departments cannot be filtered in this)
- Click Apply Filters

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✓ Trial Balance (6 Columns)

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## Report Filters – Fund Selection Criteria

- Double-click on any value to move it into or out of the Selected box or use the arrow button.
- Enter first number of Fund to list all with that beginning number.
- Search is available in drop down box for 'Starts', 'Contains', 'Ends', and 'Is Like'. Unselect Match Case for more options. It does not identify the description. There is limited criteria in the selection box. If your search contains more . Remember to select 'Search'.
- When more than 256 results, hit the "More" button to display the next 256 choices. Otherwise, you may not find your choice. It is easier to use the 'Search' than to scroll.



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#### Trial Balance (6 columns)

- Discovery. Diversity. Distinction.
- This report is good to view the available cash balance
- In the 6 Column Trial Balance, various columns can be added to suit different reporting needs

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Time run: 10/8/2015 11:10:11 AM	Show Column 1: Fund Fdescr Column 2: A	Acct Fdescr Fund Fde 40300 - F	Column 3:	Colur Select Report View: Tria Select Report View: Tria Select Report View: Tria Select Report View: Tria Select All Columnia Select All Select Select All Columnia Select Select All Columnia Select All Select Select All Columnia Select All Select Select All Select All Select All Select All Select Select All Select All Select All Select All Select Select All Select All Select All Select All Select All Select Select All Select All Select All Select All Select All Select Select All Select All Select All Select All Select All Select Select All Select All	Dept Fdescr         Image: Constraint of the second se	Column 5: Hide (20,524,22) 18,427,42 625,514.59 623,417.79 1,505,710.34 1,505,710.34 (1,505,710.34) (1,505,710.34) 34,091,305.09 34,091,305.09	τ Co	lumn 6: Hide	<ul> <li>OK</li> </ul>
Time run: 10/8/2015 11:10:11 AM	Show Column 1: Fund Fdescr 💽 Column 2: A	Acct Fdescr Fund Fde 40300 - F	Column 3: Column 3: Accto Perkins Loans 1011 103 103 103 103 104 104 109 109 109	Select Report View: Trie Select Report View: Trie Redesr R71 - Cash-Short Term Investment R77 - Ca	Imm 4:         Hide           Il Balance I         Il           Il Balance I         Il           Bank DEPTID - one space         Il           00000 - Blank Org         Il	▼ Column 5: Hide          Actuals         (20,524.22)         18,427.42         625,514.59         625,514.59         625,510.34         1,505,710.34         1,505,710.34         14,505,710.34         34,091,305.09         (21,988,850.86)	<b>▼</b> Co	lumn 6: Hide	T OK
Time run: 10/8/2015 11:10:11 AM	Show Column 1: Fund Fdescr 💽 Column 2: A	Acct Fdescr Fund Fde 40300 - F	▼         Column 3:         □           scr^	Select Report View: Trie Select Report View: Trie Fdescr 871 - Cash-Short Term Investment 871 - Cash-Short Term Investment 874 - A(R Other 1882 - A/R Other 1895 - A/R - Loans-General 1895 - A/R - Loans-General 1895 - A/R - Loans-General 1051 - Allow Unc Actts-A/R Other 1851 - Allow Unc Actts-A/R Other 1851 - Su Loans-Receivable Tota 101 - Stu Loans-Receivable Tota 102 - Stu Loans-Rec-Collections 1802 - Stu Loans Rec-Collections 100 - Data Methods	Dept Fdescr           - Blank DEPTID - one space           -           -           00000 - Blank Org	▼ Column 5: Hide Actuals (20,524.22) 18,427.42 625,514.59 623,417.79 1.505,710.34 0.00 0.00 (1,505,710.34) 34,091,305.09 34,091,305.09 34,091,305.08 (21,988,850.86) (21,988,850.86) (20,932.92)	<b>v</b> Co	lumn 6: Hide	T OK
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Time run: 10/8/2015 11:10:11 AM	Show Column 1: Fund Fdescr 💽 Column 2: A	Acct Fdescr Fund Fde 40300 - P	Column 3: Column	Select Report View: Triz Select Report View: Triz Fdescr S71 - Cash-Short Term Investment 871 - Cash-Short Term Investment 882 - A/R Other 882 - A/R Other Total 895 - A/R-Loans-General Total 895 - A/R-Loans-General Total 891 - Stu Loans-Receivable 801 - Stu Loans-Receivable 801 - Stu Loans-Receivable 802 - Su Loans-Rec-Collections 802 - Stu Loans-Rec-Collections 802 - Stu Loans-Rec-Collections 803 - Stu Loans-Rec-Adjustments 803 - Stu Loans-Rec-Adjustments 803 - Stu Loans-Rec-Adjustment 803 - Stu Loans-Rec-Adjustment 803 - Stu Loans-Rec-Adjustment 803 - Stu Loans-Rec-Adjustment	Imm 4:         Hide           al Balance *         *           Dept Fdescr         -           - Blank DEPTID - one space         -           - 00000 - Blank Org         *           *         *           •         *           •         *           •         *           •         *           •         *           •         *           •         *           •         *           •         *           •         *           •         *           •         * <td>▼ Column 5: Hide Actuals (20.524.22) 18,427.42 623,514.59 623,417.79 1,505,710.34 1,505,710.34 1,505,710.34 0.00 (1,505,710.34) (34,091,305.09 34,091,305.09 (21,988,850.86) (21,988,850.86) (9,052,223.35) (9,052,223.35) (9,052,223.35) (9,052,223.35)</td> <td><b>v</b> Co</td> <td>lumn 6: Hide</td> <td>CK</td>	▼ Column 5: Hide Actuals (20.524.22) 18,427.42 623,514.59 623,417.79 1,505,710.34 1,505,710.34 1,505,710.34 0.00 (1,505,710.34) (34,091,305.09 34,091,305.09 (21,988,850.86) (21,988,850.86) (9,052,223.35) (9,052,223.35) (9,052,223.35) (9,052,223.35)	<b>v</b> Co	lumn 6: Hide	CK
Time run: 10/8/2015 11:10:11 AM	Show Column 1: Fund Fdescr	Acct Fdescr Fund Fde 40300 - F	▼         Column 3:         □           scr^▲ ∨         Accta           101         103           103         103           103         103           103         103           104         104           109         109	Colur Select Report View: Tria Select Report V	Ide           I Balance           Dept Fdescr           - Blank DEPTID - one space           -           -           00000 - Blank Org           Total           00000 - Blank Org           Total           00000 - Blank Org           * Btank DEPTID - one space           - Stotal	▼ Column 5: Hide Actuals (20,524,22) (18,427,42 623,514,59 623,617,79 1,505,710.34 (3,505,710.34) (1,505,710.34) (1,505,710.34) (21,988,850.86) (9,052,223.35) (9,052,223.35) (3,000) (1,352,001)	τ Co	lumn 6: Hide	<ul> <li>OK</li> </ul>
Time run: 10/8/2015 11:10:11 AM	Show Column 1: Fund Fdescr	Acct Fdescr Fund Fde 40300 - F	Column 3: Column 3: Acct Perkins Loans 1011 103 103 103 103 103 103 103 103 103	Colur Select Report View: Tris Select Report View: Tris Fdescr 71 - Cash-Short Term Investment 871 - Cash-Short Term Investment 882 - A/R Other 882 - A/R Other 885 - A/R Other Conal 880 - Stu Loans Rec-Collections 880 - Stu Loans Rec-Adjustment 880 - Stu Loans 880 - Stu	Hide     Hide     Ideance     Dept Fdescr     Blank DEPTID - one space     O0000 - Blank Org     00000 - Blank Org	▼ Column 5: Hide Actuals (20,524.22) (38,427.42) 625,514.59 622,417.79 1,505,710.34 1,505,710.34 1,505,710.34 (1,505,710.34) (1,505,710.34) 34,091,305.09 (21,988,850.86) (21,988,850.86) (21,988,850.86) (21,988,850.86) (21,988,850.86) (3,052,223.35) (9,052,223.35) (0,00) (1,375.00) (1,375.00)	<b>v</b> Co	lumn 6: Hide	CK
Time run: 10/8/2015 11:10:11 AM	Show Column 1: Fund Fdescr	Acct Fdescr Fund Fde 40300 - F	Column 3:         Column 3:           scr▲✓         Acct           Perkins Loans         101           103         103           103         103           103         103           103         103           103         103           103         103           103         103           103         103           104         104           109         109      <	Select Report View: Trie Select Report View: Trie Resor Rotary Cash-Short Term Investment Rotary Cash-Short Cash-Rotal Rotary Cash-Short Cash-Short Cash-Rotal Rotary Cash-Short Cash-Rotal Rotary Cash-Short Cash-Short Cash-Rotal Rotary Cash-Rotary Cash-Rotal Rotary Cash-	Ide         Ide           al Balance         •           Dept Fdescr         - Blank DEPTID - one space           - 00000 - Blank Org         •	▼ Column 5: Hide Actuals (20.524.22) 18,427.42 625,514.59 622,417.79 1,505,710.34 1,505,710.34 1,505,710.34 34,091,305.09 34,091,305.09 (21,988,850.86) (9,052,223.35) (9,052,223.35) (9,052,223.35) (0,00 (1,375.00)	<b>v</b> Co	lumn 6: Hide	CK

![](_page_32_Picture_0.jpeg)

#### **Cash Balance Report**

• Choose your Fund Number

Financial Reporting					Hom	e   Favorites 😽   Da	shboards 🚽 📋
Home Manage My Budget as of Period Financial Summary As	of Period Financial	Summary Between Perio	ds Financial Summ	nary by Year Trial	Balance Inception	to Date Cash	Fund Balance
Report Filters							
	Business Unit	Fiscal Year	As Of Period				
	Select Value 💌	2015 💌	4 💌				
	Fund CF Status	Fund	NOT Fund				
	Select Value 🗵	X  Please Wait	NOTSelect Value	•			
	Fund Tree	Flease Walt	Fund Level 2	Fund Level 3	Fund Level 4	Fund Level 5	
	Select Value 💌		Select Value 💌	Select Value 💌	Select Value 💌	Select Value 💌	
	Fund CF Attrib		CSU Fund Type	Fund Proc Type	Approp Rev Dt	Approp Avl To Date	2
	Select Value 💌	-	Select Value 💌	Select Value 💌	Select Value 💌	Select Value 💌	
	SCO Fund		CSU Fund	NOT CSU Fund	GAAP NAC		
	Select Value 💌		Select Value 💌	NOTSelect Value	Select Value	•	
		Search					
			Apply Filters	Reset Filters			
⊡ Cash							

![](_page_33_Picture_0.jpeg)

#### **Cash Report**

- Balance will show in Cash column. Report will only show the Cash balance.

Financial Reporting	Home   Favorites 🗸   Dash
Home Manage My Budget as of Period Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception	to Date Cash Fund Balar
Report Filters	
Business Unit Fiscal Year As Of Period	
Select Value 💌 2015 💌 4	
Fund CF Status     Fund     NOT Fund      Select Value     Image: Comparison of the state	
Fund Tree     Fund Level 1     Fund Level 2     Fund Level 3     Fund Level 4	Fund Level 5
Select Value 🔽Select Value 🔽Select Value 🔽Select Value 💌Select Value	<ul> <li>Select Value</li> </ul>
Fund CF Attrib       Fund CF Att Val       CSU Fund Type       Fund Proc Type       Approp Rev Dt        Select Value      Select Value      Select Value      Select Value      Select Value	Approp Avl To Date
SCO Fund SCO Subfund CSU Fund NOT CSU Fund GAAP NAC	
Select Value 🗵Select Value 🗵Select Value 🗵 NOTSelect Value 🗷Select Value	ue 💌
Apply Filters Reset Filters	
⊻ Cash	
Business Unit = , Fiscal Year = [b]2015, Period = 4	
Time run: 10/8/2015 1:30:06 PM	
Show Column 1: SCO Fund Fdescr 🔹 Column 2: CSU Fund Fdescr 🔹 Column 3: Fund Fdescr 💌 Column 4: Hide	Column 5: Hide
Select Report View: Summary View	
SCO Fund Edescr CSU Fund Edescr Fund Edescr Cas 0948 - Calif State University Trust Fund 403 - TF-Perkins Loans 40300 - Perkins Loans 6	n 23,417.79
403 - TF-Perkins Loans Total 62	3,417.79
Grand Total 62	3,417.79

![](_page_34_Picture_0.jpeg)

### Financial Summary As of Period

• You can drill down for detailed information, in any field that shows an underline when you scroll over it

Finan	cial Reporting								1	Home Favorites	- 🛛 Dashboards 🗸
Hon	Manage My Budget as of Period Financial Sun	nmary As of Period	Financial Summary Be	etween Periods	Financial Summary by Yea	ar Trial Bala	ince Ince	ption to Date	Cash Fund	Balance Perfe	ormance Report As
	Deport Filters										
	Report Filters										
		Business Unit F	Fiscal Year	As Of Period	Account Type	Account Cate	gory Budge	et Ledger	Fund CF Status		
		Select Value 🔽	2015 💌	4	Select Value	Select Value-	- <u>-</u> Sele	ct Value 💌	Select Value	•	
		Fund D	Dept	Account	Project	Program	Class				
		90000 - TF-CSU C 💌 4	41406 - Accountir 💌	Select Value	Select Value	Select Value-	Sele	ct Value 💌			
		NOT Fund	NOT Dept	NOT Acc	NOT Pr	niect	NOT Prog	200	NOT Class	NOT A	vet Cat
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		HOT DOUCT PARTY I	- NOT DOROCE VEIDO		NUT -	Groct Fundo -	a nor bac		NOT DOIOCE VAL		
	Advanced Filters										
					Apply Filte	rs Reset Filt	ers				
	Financial Summary - As of Period										
_											
Bu	siness Unit = , Fiscal Year = [b]2015, Period = 4										
Ti	ne run: 10/8/2015 1:37:32 PM										
	Show Column 1: Fund Fdescr	Column 2: Dep	ot Fdescr	Column 3:	Acct Fdescr	Column 4	Hide		Column 5: H	ide	Colum
					• • • • • • •						
				5	elect Report View: Summ	narized		•			
		41.41	OC Annualization Constant	_							
		Fund F	Edeor	Acet Edeser		Current Budget	Actuals	Encumbrances	Balanca Availabla	% Llead Fieral Vaar	1
		90000	) - TF-CSU Operating Fu	und 601921 - Mana	rement & Supervisory Sals	Current Dudger	52,449,00	79,827,00	(132.276.00)	76 USED FISCAL FEAT	
				601931 - Regul	ar Staff Salaries		252,407.42	759,537.00	(1,011,944.42)		
				601933 - Overt	ime		2,167.85	0.00	(2,167.85)		1
				601961 - Temp	orary Help	•	20,175.24	0.00	(20,175.24)		
				601981 - Stude	nt Assistant		2,377.80	0.00	(2,377.80)		1
				601982 - Bridge	e Student Assistant		5,683.50	0.00	(5,683.50)		
				603811 - Oasdi			18,808.85	0.00	(18,808.85)		
				603812 - Retire	ment		77,178.66	0.00	(77,178.66)		
				603813 - Medic	are		4,744.23	0.00	(4,744.23)		
				603814 - Healt	n and Welfare		83,810.25	0.00	(83,810.25)		
				603815 - Flex 0	ash		420.00	0.00	(420.00)		
				603816 - Denta	Insurance		7,604.78	0.00	(7,604.78)		
				603817 - Vision	Care		543.03	0.00	(543.03)		
				603818 - Life Ir	isurance		191.25	0.00	(191.25)		
				602910 Long	torm Disphility Incurance		40.44	0.00	(40.44)		

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![](_page_35_Picture_0.jpeg)

### Financial Summary Between Periods

Report is similar to Financial Summary As of Period, but it allows the user to choose periods to view

Financial Reporting				Home	e   Favorites 🗸   Dashboards 🗸   🔮 Ne
Home Manage My Budget as of Period Financial Sumn	nary As of Period Financial Summary Between Perio	ds Financial Summary by Year Trial E	Balance Inception to Date	Cash Fund Ba	lance Performance Report As of Period
X Papart Filters					
E Report Filters					
	Business Unit Fiscal Year Period From	m Period To Acco	act Value	egory Budget Ledg	er Fund CF Status
	-Schert value- 2013 Detween 2				
	Fund Dept Account	Project Program	Class		
	90000 - TF-CSU C 41406 - AccountirSelect Val	ue 🗴Select Value 🗴Select Valu	e 🔳Select Value 🔳		
	NOT Fund NOT Dept No	OT Account NOT Project	NOT Program	NOT Class	NOT Acct Cat
	NOT Select Value VOT Select Value VOT Select Value	OTSelect Value NOTSelect Value	▼ NOTSelect Value ▼	NOTSelect Value	NOTSelect Value
Advanced Filters					
		Apply Filters Reset I	Filters		
Financial Summary Between Periods					
Puriere Unit Final Year - [L]2015 Desired in between 2.4					
business unit = , riscal fear = [0]2015, Penod is between 2,4					
Time run: 10/8/2015 1:43:13 PM					
Show Column 1: Fund Edescr	Column 2: Dept Fdescr Colum	nn 3: Acct Fdescr 💽 Column	4: Hide	Column 5: Hide	Column 6: Hide
		Select Report View: Summarized	. ▼		
	Fund Fdescr	Acct Fdescr	Current Budget Actuals	Encumbrances Balance	Available % Used Fiscal Year
	90000 - TF-CSU Operating Fund 41406 - Accounting Se	rvices 601921 - Management & Supervisory Sals	35,309.00	(23,213.00) (12	2,096.00)
		601931 - Regular Start Salaries	170,044.42	(100,520.00) (3	(224.76)
		601955 - Overume	12 475 26	0.00 (1)	(337.70)
			12/1/3/20	0.00 (14	(17,5,20)
		601981 - Student Assistant	2 377 80	0.00 (*	377.80)
		601981 - Student Assistant	2,377.80	0.00 (2	2,377.80)
		601981 - Student Assistant 601982 - Bridge Student Assistant 603811 - Oasdi	2,377.80 2,664.00 12,634.84	0.00 (2	2,377.80) 2,664.00) 2,634.84)
		601981 - Student Assistant 601982 - Bridge Student Assistant 603811 - Oasdi 603812 - Retirement	2,377.80 2,664.00 12,634.84 52,153.62	0.00 (; 0.00 (; 0.00 (1; 0.00 (5;	2,377.80) 2,664.00) 2,634.84) 153.62
		601981 - Student Assistant 601982 - Bridge Student Assistant 603811 - Oasdi 603812 - Retirement 603813 - Medicare	2,377.80 2,664.00 12,634.84 52,153.62 3,144.88	0.00 (3 0.00 (3 0.00 (11 0.00 (53 0.00 (3	2,377.80) 2,664.00) 2,634.84) 2,153.62) 1,144.88)
		601981 - Student Assistant 601982 - Bridge Student Assistant 603811 - Oasdi 603812 - Retirement 603813 - Medicare 603814 - Health and Welfare	2,377.80 2,664.00 12,634.84 52,153.62 3,144.88 59,094.11	0.00 (; 0.00 (; 0.00 (1; 0.00 (; 0.00 (; 0.00 (;	2,377.80) 2,664.00) 2,634.84) 2,153.62) 3,144.88) .094.11)

California State University, Fresno - Office of Budget & Resource Planning

![](_page_36_Picture_0.jpeg)

### Financial Summary by Year

- Compares fields year by year. Periods and Department field can also be filtered.
- Select years and periods to compare
- Select Column order for the report
- Shows amounts posted from year to year and it allows the user to drill down

Incial Reporting					Home Tavonices V	Babilboards +
Manage My Budget as of Period	Financial Summary As of Period Financi	al Summary Between Periods Financial Summary	by Year Trial Balance Inception to Da	te Cash Fur	nd Balance Perform	mance Report As c
port Filters						
	Business Unit Fiscal Year	Period From	Period To Account Type	Account Cate	gory Budget Ledg	jer Fund C
	Select Value Setween 2013		-12Select Value	<ul> <li>Select Value</li> </ul>	Select Value	e 💌Select
	Fund Dept	Account Project Prog	ram Class			
	90000 - TF-CSU C 💌 41406 - Accountir	<ul> <li>Select Value</li> <li>Select Value</li> <li>Select Value</li> </ul>	ect Value 💌Select Value 💌			
	NOT Fund NOT Dopt	NOT Account NOT Project	NOT Program NOT (	bee I	IOT Acet Cat	
	NOT	Values NOT Select Values NOT Select Values	aluer NOT Select Valuer NOT	Id55 I Select Value V	NOT ACCL Cal	-
Advanced Filters						
		Ap	ply Filters Reset Filters			
Financial Summary by Year						
r mancial Summary by redf						
iners Unit - Fiscal Year - [b]2013.2	2014 Period - 0.12					
siness Unit = , Fiscal Year = [b]2013,2	2014, Period = 0,12					
usiness Unit = , Fiscal Year = [b]2013,2 me run: 10/(/2015 1:50:41 PM	2014, Period = 0,12					
usiness Unit = , Fiscal Year = [b]2013,2 me run: 10/1/2015 1:50:41 PM Show Column 1: Fur	2014, Period = 0,12 nd Fdescr   Column 2: Dept Fd	iescr 💽 Column 3: Acct Fdescr	Column 4: Hide	▼ Column 5:	Hide	Column
siness Unit = , Fiscal Year = [b]2013,7 me run: 10/0/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12 nd Fdescr   Column 2: Dept Fd	iescr Column 3: Acct Fdescr Select Report \	Column 4: Hide	Column 5:	Hide	Column
Initiation Summary by Tear Isiness Unit = , Fiscal Year = [b]2013,2 me run: 10/1/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12	escr Column 3: Acct Fdescr Select Report V	Column 4: Hide  iew: Summary by Year (Actuals)	▼ Column 5:	Hide	💌 Column
iness Unit = , Fiscal Year = [b]2013,; ne run: 10/1/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12 nd Fdescr   Column 2: Dept Fd	escr  Column 3: Acct Fdescr Select Report V	Column 4: Hide  iew: Summary by Year (Actuals)	Column 5:	Hide	💌 Column
iness Unit = , Fiscal Year = [b]2013,; e run: 10/ 2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12 nd Fdescr   Column 2: Dept Fd	escr Column 3: Acct Fdescr Select Report V	Column 4: Hide  iew: Summary by Year (Actuals)  Acct. Fdescr	Column 5:	Hide	v Column
inescut Summary by For iness Unit = , Fiscal Year = [b]2013; i ne run: 10/1/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12 nd Fdescr   Column 2: Dept Fd	escr Column 3: Acct Fdescr Select Report V Fund Fdescr Dept Fdescr	Column 4: Hide  Fiew: Summary by Year (Actuals)  Acct Fdescr  Acct Fd	Column 5:	Hide 2014 15,641.82 31.188 35	Column
ainess Unit = , Fiscal Year = [b]2013,; ne run: 10/1/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12 nd Fdescr 💽 Column 2: Dept Fo	Iescr Column 3: Acct Fdescr Select Report V Fund Fdescr Dept Fdescr V 90000 - TF-CSU Operating Fund 41406 - Accounting Se	Column 4: Hide  Column 4: Hide  Acct Fdescr  Acct Fdescr  Acct Fdescr  Acct 3: Acct Fdescr  Acct 3: A	Column 5:	Hide 2014 (5,641.82 3,188.35 8,758.67	<b>v</b> Column
merun: 10/1/2015 1:50:41 PM show Column 1: Fu	2014, Period = 0,12 nd Fdescr 💽 Column 2: Dept Fd	Iescr Column 3: Actt Fdescr Select Report V Fund Fdescr Dept Fdescr V 90000 - TF-CSU Operating Fund 41406 - Accounting Se	Column 4: Hide  iew: Summary by Year (Actuals)  Acct Fdescr rvices 601921 - Management & Supervisory Sals 601931 - Regular Staff Salaries 601933 - Overtime 601936 - Terminal Pay	Column 5: 2013 2013 21 817,993.82 7 1,878.86 0.00 5	Hide 2014 15,641.82 33,188.35 8,758.67 0,495.33	💌 Colum
iness Unit = , Fiscal Year = [b]2013,; he run: 10/1/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12	Select Report V Select Report V Pund Fdescr Dept Fdescr V 90000 - TF-CSU Operating Fund 41406 - Accounting Se	Column 4: Hide  Vear (Actuals)  Acct Fdescr  Acct Fdescr  Acct Supervisory Sals  601931 - Regular Staff Salaries  601933 - Overtime  601936 - Terminal Pay  601961 - Temporary Help	Column 5: Actuals 2013 221 817,993.82 75,642.23 5 2 2 2 2 2 2 2 2 2 2 2 2 2	Hide 2014 (5,641.82 33,138.35 8,758.67 90,495.33 52,447.63	💌 Colum
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siness Unit = , Fiscal Year = [b]2013,; me run: 10/0/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12 nd Fdescr 💽 Column 2: Dept Fd	escr Column 3: Acct Fdescr Select Report V Fund Fdescr Dept Fdescr	Column 4: Hide   iew: Summary by Year (Actuals)  Acct Edescr  Acct Edescr  Acct Fidescr  Acct anagement & Supervisory Sals  601931 - Regular Staff Salaries  601933 - Overtime  601936 - Terminal Pay  601961 - Temporary Help  601981 - Student Assistant  603981 - Oasdi  603812 - Retirement  603813 - Medicare	Column 5: 2013 2013 213 817,993.82 75,642.23 275,642.23 9 75,642.23 5 75,642.23 5 75,642.23 5 75,642.23 5 75,642.23 5 75,642.23 5 75,642.23 5 75,642.23 5 75,642.23 5 75,642.23 5 74,000 5 74,000 5 74,000 5 74,000 5 74,000 5 72,000 7 7 7 7 7 7 7 7 7 7 7 7 7	Hide 2014 15,641.82 33,188.35 8,758.67 30,495.33 30,495.33 30,495.33 10,563.30 1,068.00 1,068.00 1,068.00 1,068.00 1,068.05 1,068.95 16,015.70	Column
siness Unit = , Fiscal Year = [b]2013,; me run: 10/0/2015 1:50:41 PM Show Column 1: Fu	2014, Period = 0,12 nd Fdescr 💽 Column 2: Dept Fd	Select Report V Select Report V 90000 - TF-CSU Operating Fund 41406 - Accounting Se	Column 4: Hide  Vear (Actuals) Column 4: Hide  Vear (Actuals) Acct Fdescr Acc	Column 5: 2013 2013 21 817,993.82 75,642.23 50,588.15 50,588.15 6174,500.42 12,53,889.31 2253,889.31 2253,889.31 22 2253,889.31 22 22 22 22 22 22 22 22 22 2	Hide 2014 (5,641.82 33,188.35 8,758.67 90,495.33 22,447.63 10,563.30 1,068.00 32,691.78 46,678.95 16,015.70 11,187.54	Colum

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#### **Export and Print**

#### Example is from Financial Summary As of Period

• Refresh, Print, and Export options are at the bottom of the page

e Manage My Budget as of Period	Financial Summary As of Period	rinaridai Summary between Perior	us in fillian cial Summary by Tea	Apply Filters Reset	Filters	e Performanc	e Report As of Perio	1	
Financial Summary - As of Period									
and Unit - Firstal Year - [b]3015	Deried - 4								
less onit – , riscal rear – [b]2013, r	enou - 4								
run: 10/9/2015 1:43:01 PM									
	Show Column 1: Fund Fdescr	Column 2: Dept Fdescr	▼ Column 3:	Acct Fdescr   Column	4: Hide	▼ Column	5: Hide	▼ Column 6: Hide	•
			9	Summarized	•				
		Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget Actuals	Encumbrances	Balance Available %	Used Fiscal Year	
		90000 - TF-CSU Operating F	und 41406 - Accounting Services	601921 - Management & Supervisory Sals	52,449.	0 79,827.00	(132,276.00)		
				601931 - Regular Start Salaries	252,407.	2 759,537.00	(1,011,944.42)		
				601961 - Temporary Help	2,107.	4 0.00	(2,107.85)		
				601981 - Student Assistant	20,1/5.	0.00	(20,175.24)		
				601982 - Bridge Student Assistant	5.683	0.00	(2,577.00)		
				603811 - Oasdi	18 808	5 0.00	(18 808 85)		
				603812 - Retirement	77,178,	6 0.00	(77,178,66)		
				603813 - Medicare	4,744,	3 0.00	(4,744,23)		
				603814 - Health and Welfare	83.810.	5 0.00	(83.810.25)		
				603815 - Flex Cash	420.0	0 0.00	(420.00)		
				603816 - Dental Insurance	7,604.	8 0.00	(7,604.78)		
				603817 - Vision Care	543.	3 0.00	(543.03)		
				603818 - Life Insurance	191.	5 0.00	(191.25)		
				603819 - Long-term Disability Insurance	40	4 0.00	(40.44)		
				606802 - Travel-In State	137.	0.00	(137.30)		
				613801 - Contractual Services	25,000.	0.00	(25,000.00)		
				616802 - Computer Maintenance	0.	0.00	0.00		
				616822 - Software Maintenance	0.	0.00	0.00		
				616823 - NonCap Inst Software&Licenses	0.	0.00	0.00		
				616841 - Other Computer Svcs & Supplies	0.	0.00	0.00		
				660812 - Non-Capitalized Equip/Furn	2,797.	6 2,690.61	(5,487.77)		
				660814 - Office Supplies	1,786.	3 0.00	(1,786.83)		
				660823 - Miscellaneous Costs	0.	0 0.00	0.00		
				660850 - Repairs & Maintenance	0.	0 0.00	0.00		
				660898 - Prior Year Budget Carry Forwrd	0.1	0.00	0.00		
			ALAOS Asseuth- C	660973 - Merchant Card Fees	34,641.	1 323,840.17	(358,481.28)		
		90000 - TE-CSU Onorstin	41400 - ACCOUNTING SERV	nces rotar	592,964.	0 1,105,894.78	(1,758,850,48)		
		Grand Total	iy rullu rotai		592,904.	0 1 165 894 79	(1,758,859,48)		
					392,904.	1,103,694./8	(1,730,039.48)		
Dept Fdescr is equal to 41406 - Acc	ounting Services								
d Fund Edescr is equal to 90000 - TE-	CSU Operating Fund								
- d Final Van is small to 2015	-								

![](_page_38_Picture_0.jpeg)

#### Print to PDF

• The Print hyperlink located beneath the report will print the individual report in either PDF or HTML formats. Both are similar

		660898 - Prior Year Budget Carry Forwrd	660898 - Prior Year Budget Carry Forwrd		0.00	0.00	
		660973 - Merchant Card Fees		34,641.11	323,840.17	(358,481.28)	
41406 - Accounting Services Total				592,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating F	und Total			592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	
-			-				

	1	Printable PDF
	۲	Printable HTML
Refresh	- Prin	t - <u>Export</u>

![](_page_39_Picture_0.jpeg)

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#### Print to HTML Results

• Printing to HTML provides a printout screen similar to a screenshot. The result is a smaller output which can fit to one page

Business Unit = , Fiscal Year = [b]2015, Period = 4

Time run: 10/9/2015 1:43:01 PM

Fund Fdescr	Dept Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
90000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals		52,449.00	79,827.00	(132,276.00)	
		601931 - Regular Staff Salaries		252,407.42	759,537.00	(1,011,944.42)	
		601933 - Overtime		2,167.85	0.00	(2,167.85)	
		601961 - Temporary Help		20,175.24	0.00	(20, 175. 24)	
		601981 - Student Assistant		2,377.80	0.00	(2,377.80)	
		601982 - Bridge Student Assistant		5,683.50	0.00	(5,683.50)	
		603811 - Oasdi		18,808.85	0.00	(18,808.85)	
		603812 - Retirement		77,178.66	0.00	(77,178.66)	
		603813 - Medicare		4,744.23	0.00	(4,744.23)	
		603814 - Health and Welfare		83,810.25	0.00	(83,810.25)	
		603815 - Flex Cash		420.00	0.00	(420.00)	
		603816 - Dental Insurance		7,604.78	0.00	(7,604.78)	
		603817 - Vision Care		543.03	0.00	(543.03)	
		603818 - Life Insurance		191.25	0.00	(191.25)	
		603819 - Long-term Disability Insurance		40.44	0.00	(40.44)	
		606802 - Travel-In State		137.30	0.00	(137.30)	
		613801 - Contractual Services		25,000.00	0.00	(25,000.00)	
		616802 - Computer Maintenance		0.00	0.00	0.00	
		616822 - Software Maintenance		0.00	0.00	0.00	
		616823 - NonCap Inst Software&Licenses		0.00	0.00	0.00	
		616841 - Other Computer Svcs & Supplies		0.00	0.00	0.00	
		660812 - Non-Capitalized Equip/Furn		2,797.16	2,690.61	(5,487.77)	
		660814 - Office Supplies		1,786.83	0.00	(1,786.83)	
		660823 - Miscellaneous Costs		0.00	0.00	0.00	
		660850 - Repairs & Maintenance		0.00	0.00	0.00	
		660898 - Prior Year Budget Carry Forwrd		0.00	0.00	0.00	
		660973 - Merchant Card Fees		34,641.11	323,840.17	(358,481.28)	
	41406 - Accounting Serv	ices Total		592,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating F	und Total			592,964.70	1,165,894.78	(1,758,859.48)	
Grand Total				592,964.70	1,165,894.78	(1,758,859.48)	

Dept Fdescr is equal to 41406 - Accounting Services

and Fund Fdescr is equal to 90000 - TF-CSU Operating Fund

and Fiscal Year is equal to 2015

![](_page_40_Picture_0.jpeg)

#### **Exporting Data**

- Exports all data on the screen to a variety of file formats including PDF, Excel, & CSV.
- Exporting to PDF results in a file similar to the print to PDF, but it can be saved as a file.
- Exporting to Excel presents the data in Excel along with report formats. Formulas are <u>not</u> transferred to Excel. It is only hardcoded numbers.
- Tab Delimited and CSV files will open in Excel without any formatting and can then be saved as an Excel file. Be sure to save as an Excel file. This export may include more data than shown on the screen.

		and the second s						(	
		660812 - Non-Capitalized Equip/Furi	n		2	2,797.10	2,690.61	(5,487.77)	
		660814 - Office Supplies			1	1,786.83	3 0.00	(1,786.83)	
		660823 - Miscellaneous Costs				0.00	0.00	0.00	
		660850 - Repairs & Maintenance				0.00	0.00	0.00	
		660898 - Prior Year Budget Carry Fo	orwrd			0.00	0.00	0.00	
		660973 - Merchant Card Fees			34	4,641.1	1 323,840.17	(358,481.28)	
	41406 - Accounting Serv	vices Total			592	,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating F	und Total		~	PDF	2	,964.70	1,165,894.78	(1,758,859.48)	
90000 - TF-CSU Operating F Grand Total	und Total			PDF Excel	, ,	,964.70 ,964.70	1,165,894.78 1,165,894.78	(1,758,859.48) (1,758,859.48)	
90000 - TF-CSU Operating F Grand Total	und Total			PDF Excel	>	,964.70 ,964.70	1,165,894.78 1,165,894.78	(1,758,859.48) (1,758,859.48)	
90000 - TF-CSU Operating F Grand Total	und Total		× ×	PDF Excel Powerpoint	> > >	,964.7( ,964.7(	<ul> <li>1,165,894.78</li> <li>1,165,894.78</li> </ul>	(1,758,859.48) (1,758,859.48)	
90000 - TF-CSU Operating F Grand Total	und Total		× ×	PDF Excel Powerpoint Web Archive (.m	> > ht)	,964.7( ,964.7(	1,165,894.78 1,165,894.78	(1,758,859.48) (1,758,859.48)	
90000 - TF-CSU Operating F Grand Total	und Total			PDF Excel Powerpoint Web Archive (.m Data	> > hht)	,964.70 ,964.70	1,165,894.78 1,165,894.78	(1,758,859.48) (1,758,859.48)	
90000 - TF-CSU Operating F Grand Total	und Total		3 % 6 0	PDF Excel Powerpoint Web Archive (.m Data	> > ht) >	,964.7( ,964.7(	1,165,894.78 1,165,894.78	(1,758,859.48) (1,758,859.48)	

## Example of Export to PDF

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- This is a good tool to send the report to a manager
- Select PDF as Export file type
- After selecting the PDF file, a box will pop up asking to either open or save the file. Either option will work.
- Click OK

![](_page_41_Figure_7.jpeg)

![](_page_41_Picture_8.jpeg)

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## Example of Export to Excel

- Select Export to Excel. Then select the Excel 2007+ format.
- After selecting the Excel file as output, a box will either open or save to file. Either option will work.
- Click OK

973 - Merchant Card Fees		I	3	4,64	1.11	323	,84	Ю.17	
Total		5	92	2,96	4.70	1,165	, <mark>89</mark>	4.78	(1
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ouoou2 - Traver-In State		137.30	0.00

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### Example of Export to Excel Data Output

- The data is downloaded into Excel. The formatting can be manipulated from this point and can be saved as an Excel file.
- Formulas do not carry forward. Numbers are hardcoded.

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Fund Edescr	Dept Edescr	Acct Fdescr	Current Budget Act	tuals Enci	umbrances	Balance Available	% Used Fiscal Year
20000 - TF-CSU Operating Fund	41406 - Accounting Services	601921 - Management & Supervisory Sals	9	52,449.00	79.827.00	(132.276.00	
		601931 - Regular Staff Salaries	25	52,407.42	759,537.00	(1.011.944.42)	
		601933 - Overtime		2,167.85	0.00	(2,167.85	
		601961 - Temporary Help	2	20,175.24	0.00	(20,175.24	
		601981 - Student Assistant		2.377.80	0.00	(2.377.80	
		601982 - Bridge Student Assistant		5.683.50	0.00	(5.683.50	
		603811 - Oasdi	1	18.808.85	0.00	(18.808.85	
		603812 - Retirement	7	77.178.66	0.00	(77.178.66	
		603813 - Medicare		4 744 23	0.00	(4 744 23	
		603814 - Health and Welfare	8	83,810,25	0.00	(83,810,25	
		603815 - Flex Cash		420.00	0.00	(420.00	
		603816 - Dental Insurance		7 604 78	0.00	(7 604 78	
		503817 - Vision Care		543.03	0.00	(543.03	
		603818 - Life Insurance		191.25	0.00	(191.25	
		602919 Loop term Disphility Insurance		40.44	0.00	(10.44	
		605813 - Congreen Disability insurance		127.20	0.00	(127.20)	
		612801 Contractual Services		25,000,00	0.00	(25,000,00	
		615802 Computer Maintenance		0.00	0.00	(25,000.00	
		616802 - Computer Maintenance		0.00	0.00	0.00	
		516823 - NonCan Inst Software&Licenses		0.00	0.00	0.00	
		616941 Other Computer Surs & Supplier		0.00	0.00	0.00	
		660912 Non Conjust Fourier		2 707 16	2 690 51	(E 497 77	
		CC0814 Office Succline		1,705,00	2,050.01	(3,767.77	
		660822 Missellaneous Cesta		1,700.85	0.00	(1,786.83	
		COOPED Paperies & Maintenance		0.00	0.00	0.00	
		CCORDS - Repairs & Maintenance		0.00	0.00	0.00	
		CC0072 Merchant Card Free		0.00	0.00	0.00	
		660973 - Merchant Card Fees	3	54,641.11	323,840.17	(358,481.28	
	41406 - Accounting Services Total		59	92,964.70	1,165,894.78	(1,758,859.48	
JUUUU - IF-USU Operating Fund Iotal			59	92,964.70	1,165,894.78	(1,758,859.48	
· · · · ·						14 mm 8 mm 7 mm	

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## Example of Export to Data – CSV Format

- Select Export to Data CSV Format
- Prompt will open the CSV file with Excel. There is also an option to save the file. Opening in Excel is recommended.

				1	
0973 - Merchant Card Fees		3	84,641.11	323,840.17	(358,4
s Total		59	2,964.70	1,165,894.78	(1,758,8
	PDF		2,964.70	1,165,894.78	(1,758,8
	Excel	>	2,964.70	1,165,894.78	(1,758,8
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			MAL XML	Format	

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Open with Microsoft Excel (default)	0.								
	0.								
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OK Cancel	0.								
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606802 - Travel-To State 137.30	0.0								

![](_page_45_Picture_0.jpeg)

### Example of Export to Data – CSV Format Output

- The CSV file opens to Excel as unformatted data. It can be manipulated from this point. Data includes information such as additional fields which may not be seen on the original output screen.
- Remember to save the file as an Excel file when finished formatting

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3	2015	0 0948 - Call 485 - TF-C 90000 - TF 41406 - Ac 6019	31 - R 601300 - Support Staff Salaries		0	0	0	0	0	0	0			
4	2015	0 0948 - Call 485 - TF-C 90000 - TF 41406 - Ac 6019	61 - T 601302 - Temporary Help		0	0	0	0	0	0	0			
5	2015	0 0948 - Cali 485 - TE-C 90000 - TE 41406 - Ac 6168	02 - C 616002 - I/T Hardware		0	0	0	0	0	0	0			
5	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6168	22 - S 616003 - I/T Software		0	0	0	0	0	0	0			
7	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6168	23 - N 616003 - I/T Software		0	0	0	0	0	0	0			
В	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6168	41 - C 616005 - Misc Info Tech Costs		0	0	0	0	0	0	0			
9	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6608	12 - N 660003 - Supplies and Services	5	0	0	0	-2901.5	2901.5	0	-2901.5			
.0	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6608	14 - C 660003 - Supplies and Services	5	0	0	0	0	0	0	0			
1	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6608	23 - N 660003 - Supplies and Services	5	0	0	0	0	0	0	0			
2	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6608	50 - R 660021 - Repairs and Mainten	ance	0	0	0	0	0	0	0			
3	2015	0 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6609	73 - N 660090 - Expenses-Other		0	0	0	0	0	0	0			
4	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6019	21 - N 601201 - Management and Su	pervisory	0 17140		17140	-120180	103040	17140	-120180			
.5	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6019	31 - R 601300 - Support Staff Salaries	,	0 82363		82363	-1008420	926057	82363	-1008420			
.6	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6019	33 - C 601301 - Overtime		0 1833.09		1833.09	-1833.09	0	1833.09	-1833.09			
.7	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6019	61 - T 601302 - Temporary Help		0 7699.98		7699.98	-7699.98	0	7699.98	-7699.98			
.8	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6019	82 - B 601303 - Student Assistant		0 3019.5		3019.5	-3019.5	0	3019.5	-3019.5			
.9	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	11 - C 603001 - OASDI		0 6174.01		6174.01	-6174.01	0	6174.01	-6174.01			
20	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	12 - R 603005 - Retirement		0 25025.04		25025.04	-25025	0	25025.04	-25025			
21	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	13 - N 603012 - Medicare		0 1599.35		1599.35	-1599.35	0	1599.35	-1599.35			
22	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	14 - H 603004 - Health and Welfare		0 24716.14		24716.14	-24716.1	0	24716.14	-24716.1			
23	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	15 - F 603015 - Flex Cash		0 140		140	-140	0	140	-140			
24	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	16 - D 603003 - Dental Insurance		0 2438.62		2438.62	-2438.62	0	2438.62	-2438.62			
?5	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	17 - V 603013 - Vision Care		0 181.01		181.01	-181.01	0	181.01	-181.01			
?6	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	18 - Li 603011 - Life Insurance		0 63.75		63.75	-63.75	0	63.75	-63.75			
27	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6038	19 - L 603014 - Long-Term Disability	Insurance	0 13.48		13.48	-13.48	0	13.48	-13.48			
28	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6068	02 - T 606001 - Travel-In State		0 137.3		137.3	-137.3	0	137.3	-137.3			
29	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6608	12 - N 660003 - Supplies and Service	5	0 123.08		123.08	-123.08	0	123.08	-123.08			
30	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6608	14 - C 660003 - Supplies and Services	5	0 928.87		928.87	-928.87	0	928.87	-928.87			
31	2015	1 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6609	73 - N 660090 - Expenses-Other		0 2157.37		2157.37	-326157	324000	2157.37	-326157			
32	2015	2 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6019	21 - N 601201 - Management and Su	pervisory	0 17140		17140	0	-17140	17140	0			
33	2015	2 0948 - Cali 485 - TF-C 90000 - TF 41406 - Ac 6019	31 - R 601300 - Support Staff Salaries	;	0 85651.42		85651.42	-3524.42	-82127	85651.42	-3524.42			
>.4	2015	2 0040 Cali 405 TE CI00000 TE 41406 AC6010	22 CE01201 Ovortimo		0 172.01		172.01	172.01	0	172.01	172.01			

![](_page_46_Picture_0.jpeg)

![](_page_46_Picture_1.jpeg)

#### **Contact Information**

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