SAP Business Intelligence (BI) Financial and Budget Reporting

7.0 Edition

(Best Seller – At Least 43 copies Sold)

November 2011
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Log-In Procedures

From the WCU homepage …

Click on the Departments link.
Click on the Employee Self Service (ESS) link.

Enter your WCU user-id in the Username field. Enter your WCU network password in the Password field.

Click the “Enter Portal” button.
The following window will open …

Click the Business Intelligence (BI) tab. The Campus Reports page will open.

Click on the appropriate report link.
I. Fund Centers (Multiple or Single Values)
   ☐ This option allows you to identify an individual fund center or multiple fund centers for the report.

II. Fund Center Hierarchy (Predefined Groups)
    ☐ This option allows you to select a group of fund centers based on our organizational hierarchy. For example: all fund centers controlled by a particular dean or director.

III. SAP User ID
     ☐ This option allows you to select fund centers based on the SAP user-id of the fund center manager. Example: 75JSMITH. Please note that you must use capital letters when entering a user-id.

IV. Fund Type Hierarchy
    ☐ This option allows you to select a group of fund centers by fund type … scholarships, federal grants, endowments … regardless of where the fund centers are assigned in the university organizational hierarchy.

V. Commitment Item Hierarchy
    ☐ This option allows you to limit the data on every report to a specific commitment item or range of commitment items. This would then eliminate the need to set these restrictions on every tab / every view once the reports are run. For example, you can select the commitment item group “Non-Personnel” thereby eliminating all personnel-related data from your review.
VI. Fiscal Year

This report can be used for any fiscal year beginning with 2007, our first year with
SAP.

Please note that transaction detail for July through November of fiscal year 2007 is
not maintained in SAP (and therefore, is not available here). Only account balances
for that time period are included in the SAP Finance system. This detail is in the
PeopleSoft Finance system. Fiscal Year 2007 totals are full year values. It is only the
transaction detail from July to November that is not available.

Notes: It is recommended that you use only one selection method (group hierarchy /
specific fund center number(s) / SAP user-id / fund type hierarchy) at a time. Do not attempt
to mix and match multiple selection methods unless you fully understand the implications of
multiple entries.

Everything you do from this point forward is done with a single click. Do not double
click. Also, do not rush. Make a single selection and then PATIENTLY WAIT.

Do not use the Internet Explorer back button to move within the reports. This will
exit you from the reporting tool. Simply click on any report tab to navigate within the
reporting tool.
**Fund Centers (Multiple or Single Values) Option**

If you know your fund center number, you can simply type the number in the text block. If you want to enter additional numbers, simply type a semi-colon and a space before entering the next fund center number. (Example: 7511001000; 7511002000; 7511003000)

If you do not know the full fund center number, you can have the system help you find the appropriate number. To do this, click on the Selection square located on the right side of the value entry box.
The following window will open. Open the “Show view” drop down list and select “Search.”
When you select the “Search” option, the following window will open.

With “Text” selected as the default search option, you can find your fund center number by searching for part of the fund center name. In this example, the search for fund centers containing the word “Finance” was done by entering the following … *Fin*

Please note that each fund center name is formatted in title case. The first letter of every major word is a capital letter. You must search the same way. Case is important.

Also, the asterisks are needed. They are wildcard symbols. If you do not enter the wildcard in front of your entry ( Fin* ), the system will search for fund centers where the first word of the name begins with the letters Fin. If you do not enter at least one wildcard symbol, the search will not work.
Click the entries you want. This will highlight the entries. Then click the “Add” button to move the entries to the right column. Once you have finished making your selections, click the “OK” button. This will return you to the Initial Variable screen.

The Select All checkbox allows you to select all of the fund centers returned by the search routine.
You can also search for fund centers based on the number. In this example, a search was done for all fund centers ending with 2112 (Biology).

On the Search screen, select “Key” as the search mechanism. Then enter the search string along with the appropriate wildcard symbols (*). To search for fund center numbers ending with a particular string, do not put the wildcard asterisk at the end of your entry. If you enter *2112*, the search routine will search for fund center numbers wherever 2112 is found … not limited to ending with 2112.

After selecting the values you want and adding them to the right column, click the “OK” button.
Funds Center Hierarchy (Predefined Groups) Option
To use this option, click on the Selection square located on the right side of the value entry box.

A window / screen displaying the university organizational structure will open. You can continue to drill down by clicking the triangle / navigation nodes to the left of each entry.
Drilling down … Provost to Dean of Business to Economics Department …

When dots replace the triangle nodes, you have reached the point where you are looking at individual fund centers.
To make a selection, click the appropriate level. In this example, the Economics and Finance department was selected. Your selection will be highlighted. Click the “Add” button and your selection will move to the right column. By selecting the department (identified with the triangle node), you are selecting all of the individual fund centers that it controls. In this case, there are seven individual fund centers in this department.

You can repeat this selection process as many times as necessary to include the needed departments and/or fund centers.

If you make a selection in error, use the “remove” button to eliminate it from your selection.
In this example, the entire Economics and Finance department (8 fund centers) was selected along with one fund center from the Accounting department. Note the “Type” column on the left. There is a tree icon to indicate the selection of a group (Economics and Finance department) and an icon with the equal sign (=) designating one specific fund center.

Once your selections are made, click the “OK” button.
Your selection(s) will automatically be moved to the Variable Entry screen.

Click the “OK” button to execute the report.
SAP User ID (ALL CAPS) Option
You can select all of the fund centers managed by a particular manager. Please note that the determination is made based on who is listed as the specific fund center manager in the SAP Finance system.

You can confirm the manager assignments in your department/division by using the Fund Center Manager view on the Status tab.

If you know the SAP User Id, you can simply type that value in the appropriate text block. If you want to enter additional values, simply type a semi-colon and a space before entering the next user id. (Example: 75KHUSAR; 75DFOGG; 75LKETTLETY) You must type all of the entries using capital letters.
Fund Type Hierarchy Option
This selection option allows you to select a number of fund centers based on the fund type - scholarships, federal grants, endowments, local grants, etc. – regardless of where it falls in the organizational structure.

Click on the Selection box for the Fund Type Hierarchy row.
The following window will open … Note: The triangle / navigation nodes for some of the funds have been expanded in the following printscreen.

Click on the appropriate row(s). The row will be highlighted. Click the “Add” button to move the selected row(s) to the right column.

Click the “OK” button.

*If you make a selection in error, click the row in the right column and then click the “Remove” button.*
Commitment Item Hierarchy Option
Use this option to limit all of the views on all of the tabs to a particular commitment item or range of commitment items.

This example will limit the report results to all of the non-personnel related commitment items.

Click the text portion of the branch that you want. Then click the “Add” button. (This button is currently out of view.

Click the “OK” button. This will return you to the Initial Variable screen with this filter in place.

Note: Selecting a particular commitment item will put this filter in place across all of the tabs.
Fiscal Year Option
You have to select a particular fiscal year on this screen. By default, the current fiscal year is identified.

Note: WCU’s first year with the SAP Finance system was FY 2007. The possible entries for this field begin with FY 2003. This was the first year that PASSHE used the SAP Finance system. WCU has no SAP data prior to FY 2007.
Available Variants

The Initial Variable screen allows you to predefine various sets of variables. For example, a dean’s office could complete the Initial variable screen for a particular department in their division. For example: The Dean of Business and Public Affairs could complete the screen by selecting the Economics and Finance department along with the current fiscal year variable.

Prior to executing the report, click the “Save As …” button and name the entry. The next time that you want to review the reports for the Economics department, you simply open the drop down list for Available Variants and select the appropriate listing. Then click the “OK” button to run the reports.

You also have the option to delete any of the Available Variants that you have defined. Simply select the appropriate variant and click the “Delete” button.
A. The reports are structured in a tab format. The active tab is highlighted in a darker shade compared to the other tabs. To move to another report, simply click on the tab and wait for the screen to refresh.
B. Most report tabs provide a number of different views of the data. These views are included in drop down lists to allow you to change the displayed view.

C. The Fiscal Year that you entered on the Initial Variable screen is displayed. Your selection of fund centers is also displayed.

D. The As of Date for data is displayed. The displayed date indicates that the reported data is through the prior business day. The 08/04/2011 6:20 AM date / time displayed in the print screen means that the data includes all transactions processed through 08/03/2011.

E. A set of Toolbar Buttons are included on each report tab report to provide functionality such as downloading information to Excel or printing reports.

F. This is a drop down list to narrow your report population based on a particular fund type. For example: federal grants, the general fund, scholarships, etc.

G. The Fund Center dropdown box / list allows you to filter the current report by an individual fund center. If you initially selected a group of fund centers, you can then select an individual fund center from the drop down list. The report will be refreshed and will be limited to the specific fund center that you selected. Please note that the drop down list will only be populated with fund centers that were included in your initial parameter selection. You can return to the group report by selecting “All” from the drop down list.

H. The Commitment Item drop down list allows you to filter the current report to a particular commitment item on either the Budget side (2-EXPENSES) or the Actuals side (660100).

I. The Fiscal Period drop down list allows you to narrow your report to a particular fiscal period (month) in the selected fiscal year. The report can also be limited to a particular range of fiscal periods.

J. The CItem Category drop down list allows you to quickly filter your report to see one or more of the following categories: Student Employment, Non-Student Personnel, All Personnel, Non-Personnel, and Total.

After making any selection from a drop down list or when moving from one tab to another, always wait for the page to load before attempting another command or navigation. Multiple clicks before the page has loaded completely may cause errors!
Variable Filters

In order to better diagnose user “issues,” by default, we are displaying the various variables selected on the Initial Variable screen. You can turn off this display by clicking the Display Filters button on the toolbar. Clicking this button again will display the filters. In this example, fiscal year 2011 for the Finance fund center was selected by the user.

Dynamic Filters

We also display the various variables and filters that we invoked by the user on this particular tab view. In this particular example, the Fast Filter limiting the results to fund centers in the 7511 range was selected. Also, the fiscal period was limited to the month of December. You can turn off this display by clicking the Display Filters button on the toolbar. Clicking this button again will display the filters. Please notice that as a result of using these filters, the two drop down lists changed their display to indicate that particular selections were made.

When you click on your selection, the report view will be refreshed. Please note that the report views on the other tabs will NOT be affected. This step will have to be done individually on each report tab.
Toolbar Buttons

A. Open Button
   This will allow you to access any views that you created.

B. Save Button
   This will allow you to save a personal view of the information.

C. Back Button
   This will undo your last navigation or filter selection. You can click the button for
   each step that you would like to undo. Click the button once. Wait until the
   screen refreshes before clicking a second time. You should not use the Internet
   Explorer Back button. Do not use at this time.

D. Back to Start Button
   This will remove all navigation steps and applied filters to return you to the
   default settings for the current view you have selected. Do not use at this time.

E. Variable Screen Button
   This will allow you to return to the Initial Variable Screen where you select either
   the fiscal year or fund centers that you want included in your reports.

F. Display Button
   This will allow you to review the variable and filter selections currently in place.
   Toggle on / off.

G. Display Filters Button
   This will allow you to display your report-wide and tab specific variables selected
   for the report. This can be helpful when printing and/or sharing the report.
   Toggle off / on.
H. Export to Excel Button
   - This will allow you to move the current report to Excel for additional processing. This button now incorporates the “Repeating Text Display” functionality that previously required the user to manually select.

I. PDF Print Button
   - This will convert the current view to pdf format to allow you to either print or save the pdf file.

J. Properties Button
   - This will display the properties of the current view.

K. Drop Down Filters + Navigation Menus Button
   - This will display all drop down filters, menus, and navigation buttons. Toggle off/on.

L. Fast Filters Button
   - This will allow you to select particular ranges of fund centers … 7511xxxxxx, 7512xxxxxx, etc. within your original selection from the Initial Variable screen.

M. Navigation Pane Button
   - This gives you full access to the building blocks of the current view. This is a powerful icon-based analytical tool for drilling down and filtering data. Toggle on/off.

N. Filter Pane Button
   - This allows you full access to apply/remove filters on the data. Toggle on/off.

O. Exceptions Button
   - This allows you to add to/edit the formatting of cells based on the reported value. For example … budget balances less than zero will be shaded the color red.

P. Conditions Button
   - This will allow you to limit the display of data based on particular user-defined criteria. For example … displaying only the top ten vendors.
Q. Full Window View Button
   ⚫ This will open the report detail or chart in a full window to aid scrolling.

R. Documentation Button
   ⚫ This allows you to access the report documentation. While this documentation is
     tab specific, you can access any section of the documentation.

The toolbar buttons have “hover text.” Simply move your cursor over the button to see a short explanation of the command that will be executed.
The Repeating Text Display functionality has been incorporated into the Export routine. This step will occur without intervention on your part.

1) Click on the Export to Excel icon on the toolbar.

2) Click on the Open button.
3) Excel will begin to open and the following window will be displayed. Click the Yes button.

Depending on which version of Excel you are using, you may need to click the Enable Editing button once Excel opens.

You can begin to work on the spreadsheet. However, you need to perform a “File - Save As.” Save the spreadsheet as an Excel file. The Export to Excel functionality has the file type set to “Web Page.” You need to change this to Excel Workbook before you save the file.
You can begin to work on the spreadsheet. However, you need to perform a “File - Save As.” Save the spreadsheet as an Excel file. The Export to Excel functionality has the file type set to “Web Page.” You need to change this to Excel Workbook before you save the file.
This tab provides a set of graphs / charts that represent the expenditures of a fund center(s).

The first chart shows a horizontal bar chart detailing expense transactions by commitment item (account). The expenditures are sorted in commitment item order (highest to lowest). The top twenty-five commitment items are graphed. The chart displays both actual expenses (green) and commitments (shaded yellow).

Buttons are available to filter your selection to a particular type of expense … Operating expenses, Capital expenses Non-Personnel expenses, Personnel expenses, or All expenses.

Buttons are also available to change the left axis of the graph from commitment items to either fund or fund center. A Reset button is also provided to allow you to return to the delivered chart.
With the Fund Center button pushed …

The left axis of the graph changes to show you the top twenty-five fund centers with regard to total expenses and commitment amounts.

Note that the chart title changed to reflect the appropriate button selections.
The next set of charts show the status of your personnel, non-personnel, and total budgets by showing percent of budget used.

Each chart shows the dollar values for budget amount, the expense total, the commitment amount, the remaining dollars (budget – (commitments + expenses)), and % of budget remaining. The dollar amounts are then graphed as a percent of the budget. The percent of the year elapsed is also provided as a benchmark tool. The dashed yellow line shows the percent of the year elapsed. The solid red line notes your expense activity without including commitments. The solid red line notes your expense activity and your commitment activity.
The next set of chart shows a bar graph with a corresponding trend line of expenses on a month by month basis.

The remaining chart shows the variance from the prior year for the various types of expenses: personnel, operating, capital, and total expenses.
Ticker Tape Display

This tab also includes a ticker tape display of recent non-personnel (operating) expense transactions for the selected fund center(s).

Just like the graphs, the ticker will scroll the most recent postings to your funds center(s). Like the other charts, this will change when the fund or funds center filters are used.
This tab provides a set of graphs / charts that note high variances by dollar amount and percentage when comparing the current year to the prior year for either commitment items or fund centers.

The first chart shows a horizontal bar chart identifying the top ten commitment items with the largest variances by dollar amount between the current year and the prior year. The commitment items are listed in variance dollar amount order (highest to lowest).
The second chart shows a horizontal bar chart identifying the top ten commitment items with the largest variances by percentage between the current year and the prior year. The commitment items are listed in variance percentage order (highest to lowest).

When the current year to prior year variance for a particular commitment item ranks in the top ten by both dollar amount and percentage, details will be provided in a table.
The third chart shows a horizontal bar chart identifying the top ten fund centers with the largest variances by dollar amount between the current year and the prior year. The fund centers are listed in dollar amount order (highest to lowest).

![Horizontal bar chart showing top ten fund centers with largest variances by dollar amount.]

The fourth chart shows a horizontal bar chart identifying the top ten fund centers with the largest variances by percentage between the current year and the prior year. The fund centers are listed in percentage order (highest to lowest).

![Horizontal bar chart showing top ten fund centers with largest variances by percentage.]

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When the current year to prior year variance for a particular commitment item ranks in the top ten by both dollar amount and percentage, details will be provided in a table.

<table>
<thead>
<tr>
<th>Fund Centers</th>
<th>Fund Centers</th>
<th>A. YTD 2011</th>
<th>B. YTD 2012</th>
<th>C. Variance $</th>
<th>D. Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>7511002200</td>
<td>Dean - Business &amp; Publ. Affairs</td>
<td>9,458</td>
<td>27,535</td>
<td>18,076</td>
<td>191.1</td>
</tr>
<tr>
<td>7517042200</td>
<td>Graduate Business Programs</td>
<td>44,757</td>
<td>60,870</td>
<td>16,114</td>
<td>36.0</td>
</tr>
<tr>
<td>7511002220</td>
<td>Economics And Finance</td>
<td>2,681</td>
<td>6,314</td>
<td>3,633</td>
<td>135.5</td>
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<tr>
<td>7511012200</td>
<td>Business Dean</td>
<td>136</td>
<td>3,621</td>
<td>3,485</td>
<td>2,563.0</td>
</tr>
<tr>
<td>7517182200</td>
<td>Center for Social and Economic Research</td>
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<td>6,340</td>
<td>2,795</td>
<td>78.8</td>
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<td>7512022210</td>
<td>Accounting - ES</td>
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<td>2,730</td>
<td>2,290</td>
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<td>7511002210</td>
<td>Accounting</td>
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<td>2,887</td>
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<tr>
<td>7517122000</td>
<td>Internet Presentations Group</td>
<td>59</td>
<td>159</td>
<td>101</td>
<td>171.8</td>
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<tr>
<td>7511002240</td>
<td>Political Science</td>
<td>2,856</td>
<td>2,916</td>
<td>60</td>
<td>2.1</td>
</tr>
<tr>
<td>7517172200</td>
<td>IDC WEDNET Indirect Costs</td>
<td>5</td>
<td>10</td>
<td>4</td>
<td>83.3</td>
</tr>
</tbody>
</table>
Balances Tab

This report tab provides six different views of revenue amounts, budget amounts, commitment amounts, expense amounts, and the available budget balance. Each of these dollar amounts are subtotaled by the following categories… Student Employment, Non-Student Personnel, All Personnel, Non-Personnel, and Total.

I. Fund Center Budget Balances View
   🔄 This view lists all fund centers according to the organizational hierarchy within the range of fund centers selected on the Initial Variable screen.

II. Fund Hierarchy
   🔄 This view lists all of the selected fund centers sorted and subtotaled by fund type.

III. General Operating Fnd Cntrs (7511-7515) View
   🔄 This view is limited to fund centers in the 7511xxxxxx through 7515xxxxxx range.

IV. Non-Personnel Budget Balances < $0
   🔄 This view lists all of the fund centers in the selected population where the non-personnel (operating) budget balance is less than $0. This view serves as a warning tool for fund center managers.

V. Non-Personnel Budget Balances <=10%
   🔄 This view lists all of the fund centers in the selected population where the non-personnel (operating) budget balance is less than or equal to 10% of the total budget. This view serves as a warning tool for fund center managers.

VI. Other Fund Centers (7517 – 7582) View
   🔄 This view is limited to fund centers in the 7517xxxxxx through 7582xxxxxx range.
This report tab allows you to show the breakdown between personnel and non-personnel information. The CItem Category drop down list has six options.

a. Show All Values
   - This option will show five rows for each fund center … Student Employment, Non-Student Personnel, All Personnel, Non-Personnel, and Total.

b. Student Employment
   - This option will limit the report to student employment related data.

c. Non-Student Personnel
   - This option will limit the report to non-student personnel related data.

d. All Personnel
   - This option will limit the report to all personnel related data.

e. Non-personnel
   - This option will limit the report to non-personnel (operating) related data.

f. Total
   - This option will display one row per fund center that combines both personnel and non-personnel data.
Fund Center Budget Balances View

<table>
<thead>
<tr>
<th>Fund Centers</th>
<th>Student Employment</th>
<th>Non-Student Personnel</th>
<th>All Personnel</th>
<th>Non Personnel</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>75.122.022</td>
<td>3,055.20</td>
<td>163,708.70</td>
<td>163,708.70</td>
<td>-160,873.59</td>
<td>-6,293.7</td>
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<tr>
<td>75.122.023</td>
<td>12,350.779.83</td>
<td>13,564.758.97</td>
<td>13,564.758.97</td>
<td>-1,300,979.14</td>
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<td>75.122.000</td>
<td>12,305.15</td>
<td>18,818.457.87</td>
<td>18,818.457.87</td>
<td>-1,451,052.64</td>
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<tr>
<td>75.122.022</td>
<td>2,540.105.10</td>
<td>3,945.469.91</td>
<td>13,025.15</td>
<td>2,053,867.16</td>
<td>2,191,852.31</td>
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<td>75.122.023</td>
<td>16,305.303.94</td>
<td>13,805.15</td>
<td>13,805.15</td>
<td>15,572,334.83</td>
<td>16,019,359.99</td>
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<td>75.122.000</td>
<td>2,449.20</td>
<td>150.15</td>
<td>150.15</td>
<td>150.15</td>
<td>150.15</td>
</tr>
</tbody>
</table>

Grand Total Rows

Summary of rows based on last four digits

To see individual fund center rows, click the navigation triangles.
Fund Hierarchy View … with CItem Category set to display only “Totals.”

Any row that includes a SAP wildcard character (+ or *) denotes a summary row. The first row is the grand total row for all of the fund centers included in the particular view. The budget timeline projection shows obligations (commitments and actual expenses) as a percent of budget. This percentage is then compared to the percent of the fiscal year that has passed. If the percent of budget “used” is greater than the percent of the fiscal year that has passed, the row will be highlighted in red.
Budget transactions coded to the 2-EXPENSES commitment item can be a combination of personnel and/or non-personnel (operating) dollars. For these reports, they are included in the Non-Personnel row. This is the case for fund centers in the 7517xxxxxx through 7582xxxxxx range.
Non-Personnel Budget Balances <=10% View

The "Fast Filter" button on the toolbar can be used to further filter the selection ... 7511xxxxxx fund centers only, 7512xxxxxx fund centers only, etc.

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>Budget Year</th>
<th>Budget</th>
<th>Actuals</th>
<th>Budget Year</th>
<th>Actuals</th>
<th>Available Budget Year</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting - ES</td>
<td>2012</td>
<td>101.97</td>
<td>2,730.46</td>
<td>2,730.46</td>
<td>101.97</td>
<td>-2,629.39</td>
<td>-2,629.39</td>
</tr>
<tr>
<td>Council on Social Work Ed - Ebo 6/03/11</td>
<td>2012</td>
<td>73.60</td>
<td>73.60</td>
<td>73.60</td>
<td>73.60</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Creative Fin Group Entrepreneurial</td>
<td>2012</td>
<td>-129.33</td>
<td>-129.33</td>
<td>-129.33</td>
<td>-129.33</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>FO '11 - Buck Page Walker</td>
<td>2012</td>
<td>772.25</td>
<td>128.25</td>
<td>644.00</td>
<td>772.25</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Geography &amp; Planning - ES</td>
<td>2012</td>
<td>216.01</td>
<td>1,057.59</td>
<td>1,057.59</td>
<td>216.01</td>
<td>-640.76</td>
<td>-387.0</td>
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<tr>
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<td>3.88</td>
<td>3.88</td>
<td>-1.92</td>
<td>-5.80</td>
<td>-392.1</td>
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<td>2012</td>
<td>473.45</td>
<td>450.00</td>
<td>450.00</td>
<td>473.45</td>
<td>23.45</td>
<td>5.0</td>
</tr>
<tr>
<td>MBA Support - ADV</td>
<td>2012</td>
<td>1,903.40</td>
<td>1,555.28</td>
<td>1,555.28</td>
<td>1,903.40</td>
<td>-207.86</td>
<td>-199.0</td>
</tr>
<tr>
<td>MIPA - Public Administration Program - SS</td>
<td>2012</td>
<td>9,960.01</td>
<td>5,221.69</td>
<td>5,221.69</td>
<td>9,960.01</td>
<td>-2,289.51</td>
<td>-22.8</td>
</tr>
</tbody>
</table>
Status Tab

This tab provides ten different views of your budget, commitments, expenses, and revenue.

I. Commitment Item Hierarchy View
   - This view provides a breakdown by commitment item (account) for the selected fund center(s). The dollar amounts are also summarized at various levels. Users can drill down to an individual commitment item by continuing to open the hierarchy.

II. Budget Type Summary View
   - This view provides a high level breakdown of overall dollar amounts between Student Employment, Non-Student Personnel, All Personnel, and Non-Personnel (operating) for the selected fund center(s).

III. CItem ^ Fund Center View
    - This view lists commitment items (accounts) down the left side and then each specific fund center as another column.

IV. Commitment Item Listing View
    - This view provides a simple listing of each commitment item (account). If a commitment item is not listed, there has been no activity.

V. Fiscal Period Hierarchy View
    - This view provides a fiscal period breakdown for revenue, budget, commitments, and expenses.

VI. Fnd Cntr Functional Area Comparison
    - This view identifies and subtotals transactions by functional area to readily identify those fund centers with more than one functional area included.

VII. Functional Area (CCARs) Hierarchy
    - This view shows the revenue, budget, commitment, and expense totals organized by our functional area hierarchy.
VIII. Fund Center > Commitment Item Hierarchy View

This view provides a commitment item hierarchy breakdown of revenue, budget, commitment, and expense totals for each fund center. The budget totals can be expanded to show a breakdown by the type of budget transaction (original, supplement, transfer, carry forward / rollover). The commitment totals and expense totals can also be expanded to show more detail.

IX. Fund Center ^ CItem Hierarchy View

This view shows each individual fund center as the first column. The commitment item (account) hierarchy is then displayed on the other columns. As the commitment items are in a hierarchy, specific portions of the structure can be expanded / contracted.

X. Fund Center Managers View

This view provides a listing of the fund center and the associated manager.

Additional Quick Filters

This tab also provides buttons to allow you to quickly (and temporarily) limit your report to a particular type of funds … revenue, budget, commitments, and expenses.
Commitment Item Hierarchy View

Budget Type Summary View

Breakdown of revenue, commitments, expenses, and budget balances by budget type
CIItem ^ Fund Center View

Fund Center breakdown

Commitment Item Listing View

Commitment Item breakdown by Budget Type
Fiscal Period Hierarchy View

Breakdown by fiscal period

Fnd Cntr Functional Area Comparison View

Fund center listing with breakdown by functional area
Functional Area (CCARs) Hierarchy View

Commitment Item hierarchy for each fund center
**Fund Center ^ CItem Hierarchy View**

Commitment Item hierarchy for each fund center

**Fund Center Managers View**

Fund center manager listing
Prior Year Tab

This tab provides seven views that allow you to compare either revenue or expenses for the current fiscal year against the prior fiscal year. The prior year values are as of the same calendar date as the current year. For example, if the report includes data for the 2011 fiscal year as of June 14, 2011, the prior year values will be for fiscal year 2010 as of June 14, 2010.

I. Fund Center Hierarchy View
   This report shows either revenue or expense totals displayed in our fund center hierarchy structure for the selected fund center(s).

II. Budget Type Summary View
    This report shows grand totals for eight different commitment items levels: Student Employment, Non-Student Personnel, All Personnel, Non-Personnel, Operating, Capital, All Expenses & Transfers Out, and Revenue & Transfers In.

III. Commitment Item Hierarchy View
     This report shows commitment item / account totals for either revenue or expense displayed in our commitment item structure for the selected fund center(s).

IV. Fiscal Year Hierarchy View
    This report shows either revenue or expense totals by fiscal period for the selected fund center(s).

V. Functional Area Hierarchy View
   This report shows either revenue or expense totals sorted by functional area (CCAR’s) for the selected fund center(s).

VI. Fund Hierarchy View
    The report provides either expense or revenue totals for the selected fund center(s) subtotaled by the type of fund. This hierarchy can be expanded down to the individual fund level.

VII. Vendor Hierarchy View
     This report provides either expense or revenue totals for the various fund centers organized by our vendor type hierarchy.
This report tab allows you to show the breakdown between personnel and non-personnel information. The CItem Category drop down list has eight options: Student Employment, Non-Student Personnel, All Personnel, Non-Personnel, Operating, Capital, All Expenses & Transfers Out, and Revenue & Transfers In.

Fund Center Hierarchy View

Click navigation triangle to expand summary row to show individual fund centers.
### Budget Type Summary View

The table below shows the budget type summary with summary row expanded to show individual fund centers. The expense comparison across years is broken down by budget type.

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>All Expenses &amp; Transfers Out</th>
<th>YTD 2011</th>
<th>YTD 2012</th>
<th>Difference $</th>
<th>Difference %</th>
</tr>
</thead>
<tbody>
<tr>
<td>75++++22++</td>
<td>Dean - Business &amp; Pub</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75++++2200</td>
<td>Dean - Business &amp; Pub</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75++++2210</td>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75++++2215</td>
<td>Criminal Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7511002215</td>
<td>Criminal Justice - ES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7512032215</td>
<td>Economics And Finance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The prior-current comparison for budget type summary shows detailed data for different categories such as student employment, non-student personnel, all personnel, non-personnel, operating, and capital. The comparison is done across years and shows the difference in dollars and percentages.
Commitment Item Hierarchy View

Fiscal Period Hierarchy View

Select the type of expenses

Fiscal period breakdown for each fiscal year
Functional Area Hierarchy View

- ... with summary row expanded to show individual functional areas.

Fund Hierarchy View

- ... with summary row expanded to show individual fund centers.
Vendor Hierarchy View

… with summary row expanded to show individual vendors.
Operating Tab

This tab provides ten different views of operating (non-personnel) expenses for the selected fund center(s).

I. Commitment Item Sort – Details View
   This view shows all of the detail transaction lines for each commitment item (account). The data is sorted by commitment item and then by posting date (most current date first). A percent of total value is provided within each commitment item as well as for each commitment item as a percent of the total expenses.

II. Commitment Item ^ Fund Center View
   This view lists commitment items (accounts) down the left side and then each specific fund center as another column.

III. Commitment Item ^ Fiscal Period View
   This view lists commitment items (accounts) down the left side and then a fiscal period (month) breakdown across the other columns.

IV. Commitment Item Sort – with Vendor View
   This view shows all of the detail transaction lines for each commitment item (account) as well as providing vendor information when applicable. The data is sorted by commitment item and then by posting date (most current date first). A percent of total value is provided within each commitment item as well as for each commitment item as a percent of the total expenses.

V. Date Order View
   This view shows all of the detail line transactions sorted in reverse date order.

VI. Fund Center ^ Commitment Item View
   This view shows each individual fund center as the first column. The commitment item (account) hierarchy is then displayed on the other columns. As the commitment items are in a hierarchy, specific portions of the structure can be expanded / contracted.

VII. Funds Center > Commitment Item Listing View
   This view lists all of the operating expense account activity for each funds center initially selected. The information is sorted in fund center and then commitment item / account order.
VIII. Funds Center by Period View

This view provides a monthly (period) breakdown of operating expenses at a summary level for each major department. The summary level can be expanded to see each individual fund center.

IX. Vendor Totals View

This view shows all of the dollar totals associated with each vendor for all of the selected fund center(s).

X. Vendor Totals By Fiscal Period View

This view shows the dollar totals associated with each vendor for all of the expenses associated with the selected fund center(s). The expenses are broken down by fiscal period.

**Commitment Item Sort – Details View**

Each line shows the percent of total for the specific commitment item.

The result row shows that this specific commitment item accounts for this percent of the total operating expenses.
Use the Fast Filter button functionality to limit the fund center columns to a particular range of fund centers … just 7511’s or 7512’s or 7514’s …
<table>
<thead>
<tr>
<th>Fiscal Period</th>
<th>Non-Personnel, Trans Out</th>
<th>Overall Result</th>
<th>[</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL</td>
<td>$2,053,807.16</td>
<td>$82,481.10</td>
<td>$120,258.77</td>
</tr>
<tr>
<td>AUG</td>
<td>$42,534.89</td>
<td>$118,468.77</td>
<td>$53,674.52</td>
</tr>
<tr>
<td>SEP</td>
<td>$70,481.10</td>
<td>$118,468.77</td>
<td>$53,674.52</td>
</tr>
<tr>
<td>OCT</td>
<td>$112,258.77</td>
<td>$90,148.85</td>
<td>$90,148.85</td>
</tr>
<tr>
<td>NOV</td>
<td>$91,445.95</td>
<td>$91,445.95</td>
<td>$91,445.95</td>
</tr>
</tbody>
</table>

Commitment Item breakdown by fiscal period

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item Description</th>
<th>Result</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDEX</td>
<td></td>
<td>154.75</td>
<td>3.0</td>
</tr>
<tr>
<td>07/31/2010</td>
<td>Not assigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/29/2011</td>
<td>CAROLINA BIOLOGICAL SUPPLY CO.</td>
<td>31.58</td>
<td>9.7</td>
</tr>
<tr>
<td>03/24/2011</td>
<td>PHONETICS INC DBA SENSAPHONE</td>
<td>7.90</td>
<td>2.4</td>
</tr>
<tr>
<td>11/19/2010</td>
<td>MARKET MEDIA INTRNLT CORP</td>
<td>15.00</td>
<td>4.6</td>
</tr>
<tr>
<td>09/15/2010</td>
<td>ALLIANCE DISPLAY &amp; FIXTURES HDWR</td>
<td>174.51</td>
<td>53.9</td>
</tr>
<tr>
<td>08/30/2010</td>
<td>DOCUSENCE</td>
<td>15.00</td>
<td>4.6</td>
</tr>
<tr>
<td>07/28/2010</td>
<td>E THOMAS BRETT BUSINESS MACHINES</td>
<td>65.00</td>
<td>20.1</td>
</tr>
</tbody>
</table>

Commitment item sort showing vendor (if applicable)
Date Order View

Expense transactions in date order

Fund Center ^ Commitment Item View

Fund center detail
Commitment Item breakdown
**Fund Center > Commitment Item Listing View**

### Commitment Item subtotals for each fund center

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>Commitment Item</th>
<th>Amount ($)</th>
<th>% of Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; Pub Aff</td>
<td>370.64</td>
<td>0.4</td>
</tr>
<tr>
<td>605110</td>
<td>Postage</td>
<td>370.64</td>
<td>0.4</td>
</tr>
<tr>
<td>606125</td>
<td>Telephone Line Rent</td>
<td>4,319.50</td>
<td>4.3</td>
</tr>
<tr>
<td>606155</td>
<td>Cellular Phones</td>
<td>815.07</td>
<td>0.8</td>
</tr>
<tr>
<td>607130</td>
<td>Advert Persni Facsty</td>
<td>650.00</td>
<td>0.7</td>
</tr>
<tr>
<td>609100</td>
<td>Memberships/Dues</td>
<td>2,377.00</td>
<td>2.4</td>
</tr>
<tr>
<td>609110</td>
<td>Memberships</td>
<td>6,050.00</td>
<td>6.1</td>
</tr>
<tr>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>81.82</td>
<td>0.1</td>
</tr>
<tr>
<td>610110</td>
<td>Binding And Preserv</td>
<td>1,952.20</td>
<td>2.0</td>
</tr>
<tr>
<td>615100</td>
<td>General Travel</td>
<td>4,419.28</td>
<td>4.4</td>
</tr>
<tr>
<td>615110</td>
<td>Training/Develop Travl</td>
<td>15,873.62</td>
<td>15.9</td>
</tr>
<tr>
<td>615120</td>
<td>Admin Travel</td>
<td>330.00</td>
<td>0.3</td>
</tr>
</tbody>
</table>

**Fund Center by Period View**

### Fund center breakdown by fiscal period

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>Fiscal Period</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; Pub</td>
<td>42,534.89</td>
<td>78,469.22</td>
<td>120,258.77</td>
<td>53,674.52</td>
<td>91,445.95</td>
<td>137,576.98</td>
<td>164,179.89</td>
<td>83,355.11</td>
<td>110,999.48</td>
</tr>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; Pub</td>
<td>30,131.25</td>
<td>39,193.87</td>
<td>51,214.32</td>
<td>21,513.81</td>
<td>58,144.90</td>
<td>42,243.19</td>
<td>145,121.79</td>
<td>58,230.71</td>
<td>80,051.81</td>
</tr>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; Pub</td>
<td>3,050.59</td>
<td>1,618.84</td>
<td>4,856.29</td>
<td>14,340.62</td>
<td>7,620.56</td>
<td>8,544.79</td>
<td>5,693.83</td>
<td>10,429.96</td>
<td>6,238.42</td>
</tr>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; Pub</td>
<td>132.00</td>
<td>3.96</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7511002200</td>
<td>CBPA Prov Parch Init</td>
<td>60.26</td>
<td>1,560.62</td>
<td>544.83</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; ES</td>
<td>5,850.00</td>
<td>4,934.16</td>
<td>5,648.16</td>
<td>5,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7511002200</td>
<td>Cottrell Center - ES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7511002200</td>
<td>Internet Present Gr</td>
<td>328.50</td>
<td>-30.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7511002200</td>
<td>Graduate Business Pr</td>
<td>13,325.43</td>
<td>11,541.90</td>
<td>32,061.71</td>
<td>16,680.24</td>
<td>22,592.70</td>
<td>25,718.90</td>
<td>133,469.63</td>
<td>34,369.50</td>
<td>43,260.54</td>
</tr>
</tbody>
</table>
Vendor Totals View

Vendor hierarchy with navigation / triangle node expanded to show individual vendors

Vendor Totals By Fiscal Period View

Vendor hierarchy with navigation / triangle node expanded to show individual vendors ... with breakdown by fiscal period
This tab provides six views of the personnel expenses for the selected fund center(s).

I. Commitment Item Detail View
   - This view shows all of the detail transaction lines for each commitment item (account). The data is sorted by commitment item and then by posting date (most current date first). A percent of total value is provided within each commitment item as well as for each commitment item as a percent of the total expenses.

II. Commitment Item ^ Fiscal Period View
    - This view shows all of the detail transaction lines for each commitment item (account). The data is sorted by commitment item with a breakdown by fiscal period.

III. Commitment Item ^ Fund Center View
     - This view lists commitment items (accounts) down the left side and then each specific fund center as another column.

IV. Date Order View
    - This view shows all of the detail line transactions sorted in reverse date order.

V. Fund Center > Commitment Item View
   - This view provides commitment item (account) totals for each selected fund center.

VI. Fund Center ^ Commitment Item View
    - This view shows each individual fund center as the first column. The commitment item (account) hierarchy is then displayed on the other columns. As the commitment items are in a hierarchy, specific portions of the structure can be expanded / contracted.

The CItem Category drop down list allows you to select either Student Employment, Non-Student Personnel, or All Personnel expenses.
Commitment Item Detail View

Commitment Item sort of all budget transactions

Commitment Item ^ Fiscal Period

Commitment Item breakdown by fiscal period

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Commitment Item ^ Fund Center View

Commitment Item breakdown

Fund centers across the columns

Date Order View

Personnel budget transactions sorted in date order
### Fund Center > Commitment Item View

<table>
<thead>
<tr>
<th>Fund Centers</th>
<th>Commitment Item</th>
<th>Amount</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>751002200</td>
<td>Dean - Bus &amp; Pub Aff</td>
<td>2,750.00</td>
<td>0.4</td>
</tr>
<tr>
<td>501125</td>
<td>Fac Sal Dual Emplmnt</td>
<td>22,160.48</td>
<td>56.8</td>
</tr>
<tr>
<td>501200</td>
<td>AFSCME Salaries</td>
<td>44,123.17</td>
<td>6.0</td>
</tr>
<tr>
<td>501310</td>
<td>Management Salaries</td>
<td>804,874.71</td>
<td>736,314.17</td>
</tr>
<tr>
<td>501410</td>
<td>SCUPA Salaries</td>
<td>859,620.27</td>
<td>995,924.41</td>
</tr>
</tbody>
</table>

### Fund Center ^ Commitment Item View

- **Fund center sort with commitment item subtotals**

- **Commitment Item hierarchy across the columns**
Budget Tab

This tab provides four different views of budget transactions that impact the fund center(s).

I. Commitment Item Detail View
   ✿ This view provides a list of all budget transactions that impact the fund center(s) in commitment item order.

II. CI Listing > Budget Transaction Type View
    ✿ This view sorts and subtotals the budget transactions by commitment item (account).

III. Date Order View
     ✿ This view provides a list of budget transactions for the fund center(s) sorted in date order.

IV. Fund Center Listings > CItem Subtotals View
    ✿ This view provides a listing of budget transactions summarized at the commitment item level for each selected fund center.

![Icon] Budget transactions coded to the 2-EXPENSES commitment item can be a combination of personnel and/or non-personnel (operating) dollars. For these reports, they are included in the non-personnel row.

### Budget Transaction Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter</td>
<td>Original budget</td>
</tr>
<tr>
<td>Supplement</td>
<td>Non-recurring adjustments</td>
</tr>
<tr>
<td>Send</td>
<td>One side of transfer</td>
</tr>
<tr>
<td>Receive</td>
<td>Other side of transfer</td>
</tr>
<tr>
<td>RIB Target</td>
<td>Revenue Increasing Budget</td>
</tr>
<tr>
<td>Carry For. Send</td>
<td>Carryforward to make budget balance zero in old year</td>
</tr>
<tr>
<td>Carry For.Recv</td>
<td>Carryforward to add balance to new year</td>
</tr>
</tbody>
</table>
Selections available: Student Employment, Non-Student Personnel, All Personnel, Non-Personnel, and Total (All).

**Commitment Item Detail View**

Individual budget transactions sorted by commitment item and then date.
**CItem Listing > Budget Transaction Type View**

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Transaction Type (BCS)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 Regular Salaries</td>
<td>ENTR Enter</td>
<td>1,102,613.00</td>
</tr>
<tr>
<td></td>
<td>RECV Receive</td>
<td>253,370.00</td>
</tr>
<tr>
<td></td>
<td>Result</td>
<td>1,355,983.00</td>
</tr>
<tr>
<td>513 Other Pay</td>
<td>SUPL Supplement</td>
<td>15,441.00</td>
</tr>
<tr>
<td>FIXED_RATE_BENEFITS Fixed Rate Benefits</td>
<td>ENTR Enter</td>
<td>422,027.02</td>
</tr>
<tr>
<td>NON-PERSONNEL Non-Personnel</td>
<td>SUPL Supplement</td>
<td>3,835.91</td>
</tr>
<tr>
<td></td>
<td>Result</td>
<td>425,862.93</td>
</tr>
<tr>
<td>Overall Result</td>
<td></td>
<td>1,827,788.23</td>
</tr>
</tbody>
</table>

Budget amounts sorted by commitment item and then subtotaled by transaction type.
Date Order View

Budget transactions sorted in reverse date order

Fund Center Listing > CItem Subtotals View

Budget amounts sorted by fund center and then subtotaled by commitment item
POs (Purchase Orders) Tab

This tab provides seven different views of purchase order transactions issued on behalf of the selected fund center(s).

I. PO Number Order View
   This view provides a list of all purchase order transactions issued for the fund center(s) sorted in document order.

II. Commitment Item Order View
    This view provides a list of all purchase order transactions issued for the fund center(s) sorted by commitment item (account).

III. Date Order - All View
     This view provides a list of purchase order transactions for the fund center(s) sorted in reverse date order.

IV. Date Order – Open Orders Only View
    This list provides a listing of the purchase orders that have not yet reached a complete status. The purchase orders are listed in reverse date order. “Old” orders should be reviewed carefully as the commitment process locks up budget dollars even if the order is no longer considered to be valid until either the purchase order is fully expended or it is manually marked as closed. Please contact the Purchasing Department if you would like to have a purchase order closed.

V. Fund Center Order View
   This view provides a list of all purchase order transactions issued for the fund center(s) sorted by fund center.

VI. Requisition Number View
    This view provides a list of purchase orders issued for the fund center(s) sorted in requisition number order.

VII. Vendor Sort View
     This view provides a list of purchase order transactions for the fund center(s) sorted in vendor number order.
Select between purchase orders and funds commitments.

Select a particular PO status to limit the view of information.

PO Number Order View ... Left Side ...
PO Number Order View … Right Side …

... with Original & Carry Forward and Reduction & Adjustments nodes opened ...

```
<table>
<thead>
<tr>
<th>Requisition #</th>
<th>Item #</th>
<th>Item Text</th>
<th>Original &amp; Carryforward</th>
<th>Reductions &amp; Adjustments</th>
<th>Balance (Open Commitments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>1</td>
<td>ELECTRICAL WORK</td>
<td>1,296.00</td>
<td>-1,296.00</td>
<td>1,296.00</td>
</tr>
<tr>
<td>10320927</td>
<td>1</td>
<td>CAULKING REPAIRS</td>
<td>15,171.60</td>
<td>-15,171.60</td>
<td>15,171.60</td>
</tr>
<tr>
<td>#2</td>
<td>2</td>
<td>CHANGE ORDER #1</td>
<td>682.50</td>
<td>-682.50</td>
<td>682.50</td>
</tr>
<tr>
<td>10322277</td>
<td>1</td>
<td>PLUMBING SERVICES</td>
<td>108.00</td>
<td>-108.00</td>
<td>0.00</td>
</tr>
<tr>
<td>#2</td>
<td>2</td>
<td>ELECTRIC POWER</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>#1</td>
<td>1</td>
<td>ELECTRIC CONSTRUCTION</td>
<td>21,252.00</td>
<td>-21,252.00</td>
<td>21,252.00</td>
</tr>
<tr>
<td>10331059</td>
<td>1</td>
<td>AC ROOM 313</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10336703</td>
<td>1</td>
<td>PUMPING COND</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
```

Original & Carry Forward triangle / navigation node

Reductions & Adjustments triangle / navigation node
With the Original & Carry Forward triangle / navigation node opened, you can determine if a purchase order was initiated this year (original) or if it was carried forward from the prior fiscal year.

Original

If a PO line was created with a delivery date in the year of the report, the original column will have the full amount of the PO line. If it was created in a prior year, this column will be blank.

Carryforward

Reports open commitments from a PO line that was rolled into the year of the report from the prior year. If you are running a report for a prior year, it reports the amount of money (as a negative number) rolled into the current year.

Reduction & Adjustments

Reductions

The amount that has been paid on a PO line.

Adjustments

A PO line that has been marked as final invoiced will show a negative adjustment for the non-expended amount. (The associated budget monies are returned to the originating fund center.)

Paid

This field is currently not in use.

Change

A change (+ or -) to the amount field of a PO line. Changes are performed by buyers.
Commitment Item Order View

Purchase orders sorted by commitment item (account)

Date Order - All View

Purchase orders sorted in date order
## Date Order – Open Orders Only View … Left side ...

![Date Order – Open Orders Only View](image)

### Fund Center Order View

![Fund Center Order View](image)

**Purchase orders sorted by fund center**
Requisition Number Order View

Vendor Sort View

Purchase orders sorted by requisition number

Purchase orders sorted by vendor
Reqs (Requisitions) Tab

This tab provides three different views of requisitions generated for the selected fund center(s).

I. Date & Number Order View
   - This view provides a list of all requisitions generated for the fund center(s) sorted in date and document number order. The documents are sorted in both date and number order as SAP issues these numbers sequentially.

II. Commitment Item Order View
   - This view sorts the list of requisitions generated for the fund center(s) in commitment item (account) order.

III. Fund Center Order View
   - This view sorts the list of requisitions generated for the fund center(s) in fund center number order.

Date & Number Order View

[Image of a table showing requisitions sorted in number and date order]

Drop Down list to select a specific status
... All / Reduced / Completed
Requisition Status

Not Complete
- Open Requisition line that is not on hold but has not yet been converted to a purchase order line. The requisition’s funds commitment is active.

Completed
- Requisition line has been marked as complete by a buyer. This means that the line will not be converted into a purchase order line.

Reduced
- Requisition line has been converted to a purchase order. The requisition’s funds commitment has been transferred to the purchase order.

Note: Requisitions that have been created but put on hold are not reported due to the fact that no encumbrance (commitment) is created until the requisition is saved without a hold. Requisition lines that have been canceled are also not included in the report.

Commitment Item Order View
Fund Center Order View

<table>
<thead>
<tr>
<th>Fund Center Order</th>
<th>Fund Centers</th>
<th>Commitment Item</th>
<th>Requisition #</th>
<th>Posting Date</th>
<th>Item #</th>
<th>ItemText</th>
</tr>
</thead>
<tbody>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; Pub Aff</td>
<td>Advert Peran Faculty</td>
<td>10311517</td>
<td>10/07/2010</td>
<td>1</td>
<td>6 MONTH JOB POSTING</td>
</tr>
<tr>
<td>607130</td>
<td>Dean - Bus &amp; Pub Aff</td>
<td>Memberships</td>
<td>10338053</td>
<td>05/19/2011</td>
<td>1</td>
<td>2011-2012 ICPSR MEMB</td>
</tr>
<tr>
<td>615100</td>
<td>General Travel</td>
<td>10304678</td>
<td>08/18/2010</td>
<td>1</td>
<td>HOTEL RESERVATION</td>
<td></td>
</tr>
<tr>
<td>615110</td>
<td>Traing/Develop Travl</td>
<td>10316799</td>
<td>11/17/2010</td>
<td>1</td>
<td>HOLIDAY INN - WEST CHESTER</td>
<td></td>
</tr>
<tr>
<td>615140</td>
<td>Hum Res Recrult Trv</td>
<td>10328686</td>
<td>03/09/2011</td>
<td>1</td>
<td>1 NT. STAY - WC INN</td>
<td></td>
</tr>
<tr>
<td>620230</td>
<td>Software License Fee</td>
<td>10339616</td>
<td>06/02/2011</td>
<td>1</td>
<td>ANNUAL LICENSE FEE RENEWAL</td>
<td></td>
</tr>
<tr>
<td>625100</td>
<td>Professional Servcs</td>
<td>10299557</td>
<td>07/09/2010</td>
<td>1</td>
<td>FILING &amp; PROCESSING FEE</td>
<td></td>
</tr>
</tbody>
</table>

Fund center sort of requisitions
Revenue Tab

This tab provides four views of revenue transactions for the selected fund center(s). A commitment item drop down list allows you to select either all revenue or a particular type of revenue.

I. Commitment Item Listing View
   This view sorts and subtotals revenue transactions by commitment item (account) for each fund center.

II. Commitment Item Hierarchy View
   This view provides dollar amounts displayed in our commitment item (account) hierarchy.

III. Date Order View
   This view sorts and subtotals revenue transactions by date and then commitment item (account).

IV. Fund Center > Commitment Item View
   This view lists each appropriate fund center and then shows revenue subtotaled by commitment item (account) for each fund center.

A Commitment Item drop down list is available on each view to allow you to select a particular type of revenue …
Commitment Item Listing View

CI Hierarchy View
### Date Order View

Here is a screenshot of the Date Order View, which is sorted and subtotaled by date and then commitment item:

![Date Order View Screenshot](image-url)

### Fund Center > Commitment Item View

Similarly, this is the Fund Center > Commitment Item View, also sorted and subtotaled by date and then commitment item:

![Fund Center > Commitment Item View Screenshot](image-url)
Travel Tab

This report tab provides six views of travel related expenditures for the selected fund centers. A commitment item drop down list allows you to select particular travel commitment items (accounts).

I. Fund Center > Vendor View
   This view shows vendor travel totals for each fund center selected.

II. Commitment Item View
    This view shows expense and commitment totals for the various travel commitment items (accounts).

III. Fiscal Period Hierarchy View
     This view shows expense and commitment totals broken down by fiscal period for the selected fund center(s).

IV. Functional Area (CCARs) Hierarchy View
    This view shows expense and commitment totals broken down by functional area (CCARs) codes.

V. Funds Center Hierarchy > Fiscal Period View
   This view shows travel expenses broken down by accounting period (month). The expenses are summarized at the main department level. The summarization can be expanded to show each individual fund center.

VI. Vendor Totals View
    This view provides a list of vendors associated with travel expenses for the selected fund center(s). The vendors are sorted in a vendor hierarchy.

Each view can be further filtered to limit the display to employees only. The display can also be limited to a particular travel commitment item (account) by using the Commitment Item drop down list. Also, if there is a significant amount of travel for a particular fund center, the view can be limited to the top ten (by dollar amount) entries.
A. Employee Vendors Only Button
   This button will limit the display to expenses paid directly to employees.

B. Top 10 Vendors Button
   This button will limit the display to the top 10 vendors.

C. Document Text Button
   This button will display the line item description associated with each expense payment.

D. Commitment Item Drop Down List
   This drop down list allows you to narrow your selection to a particular range of travel related commitment items.
**Fund Center > Vendor View**

Expenses and commitments subtotaled by vendor for each fund center.

```
<table>
<thead>
<tr>
<th>Fund Center ID</th>
<th>Vendor Name</th>
<th>Expenses</th>
<th>Commitments</th>
<th>Total Obligations</th>
<th>Share of Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>7511002200</td>
<td>Dean - Bus &amp; Pub Aff</td>
<td>8,255.00</td>
<td>8,255.00</td>
<td>26.37</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AACSB International En</td>
<td>73.20</td>
<td>73.20</td>
<td>0.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bunch, Sheila</td>
<td>351.89</td>
<td>351.89</td>
<td>1.12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chen, Wan-Yi</td>
<td>2,456.91</td>
<td>2,456.91</td>
<td>7.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Christ, Paul</td>
<td>1,239.87</td>
<td>1,239.87</td>
<td>3.96</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUTU, GARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**Commitment Item Listing View**

Expenses and commitments subtotaled by commitment item (account) for the selected fund centers.

```
<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Description</th>
<th>Expenses</th>
<th>Commitments</th>
<th>Total Obligations</th>
<th>Share of Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>615100</td>
<td>General Travel</td>
<td>30,907.48</td>
<td></td>
<td>30,907.48</td>
<td>21.01</td>
</tr>
<tr>
<td>615110</td>
<td>Training/Develop Travel (attending conferences)</td>
<td>89,550.41</td>
<td></td>
<td>89,550.41</td>
<td>60.88</td>
</tr>
<tr>
<td>615120</td>
<td>Administrative Travel (for all other travel)</td>
<td>7,092.98</td>
<td></td>
<td>7,092.98</td>
<td>4.82</td>
</tr>
<tr>
<td>615130</td>
<td>Teaching Travel (courses in other locations)</td>
<td>6,399.95</td>
<td></td>
<td>6,399.95</td>
<td>4.35</td>
</tr>
<tr>
<td>615140</td>
<td>Human Resources Recruitment Travel</td>
<td>4,838.10</td>
<td></td>
<td>4,838.10</td>
<td>3.29</td>
</tr>
<tr>
<td>616000</td>
<td>Conference/Seminar Registration Fee</td>
<td>8,315.53</td>
<td></td>
<td>8,315.53</td>
<td>5.65</td>
</tr>
<tr>
<td>Overall Result</td>
<td></td>
<td>147,104.45</td>
<td></td>
<td>147,104.45</td>
<td>100.00</td>
</tr>
</tbody>
</table>
```
Fiscal Period Hierarchy View

<table>
<thead>
<tr>
<th>Fiscal Period</th>
<th>Expenses</th>
<th>Commitments</th>
<th>Total Obligations</th>
<th>Share of Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>147,104.45</td>
<td>147,104.45</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>1st Half</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Quarter</td>
<td>13,987.17</td>
<td>13,987.17</td>
<td>9.51</td>
<td></td>
</tr>
<tr>
<td>1 JUL</td>
<td>1,974.08</td>
<td>1,974.08</td>
<td>1.34</td>
<td></td>
</tr>
<tr>
<td>2 AUG</td>
<td>3,291.87</td>
<td>3,291.87</td>
<td>2.24</td>
<td></td>
</tr>
<tr>
<td>3 SEP</td>
<td>8,721.22</td>
<td>8,721.22</td>
<td>5.93</td>
<td></td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>42,633.01</td>
<td>42,633.01</td>
<td>28.98</td>
<td></td>
</tr>
<tr>
<td>4 OCT</td>
<td>9,652.04</td>
<td>9,652.04</td>
<td>6.56</td>
<td></td>
</tr>
</tbody>
</table>

Expenses and commitments for the selected fund center(s) subtotaled by fiscal period.
Functional Area (CCARs) Hierarchy View

Travel expenses and commitments broken down by functional area for the selected fund center(s)

Triangle / navigation node expanded to show detail
### Fund Center Hierarchy

#### Fiscal Period View

<table>
<thead>
<tr>
<th>Fund Centers</th>
<th>Total Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUL</strong></td>
<td><strong>AUG</strong></td>
</tr>
<tr>
<td>750-****-20</td>
<td>1,974.68</td>
</tr>
<tr>
<td>750-****-200</td>
<td>167.40</td>
</tr>
<tr>
<td>7511002200</td>
<td>167.40</td>
</tr>
<tr>
<td>7511022000</td>
<td>167.40</td>
</tr>
<tr>
<td>7517120200</td>
<td>2,076.00</td>
</tr>
<tr>
<td>7511002210</td>
<td>77.02</td>
</tr>
<tr>
<td>7511022110</td>
<td>77.02</td>
</tr>
</tbody>
</table>

- **Fund centers displayed in a hierarchy**
- **Breakdown by fiscal period**

### Vendor Totals View

#### Vendor Totals

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Expenses</th>
<th>Commitments</th>
<th>Total Obligations</th>
<th>Share of Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Result</strong></td>
<td>12,829.52</td>
<td>12,829.52</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td><strong>ACCOUNTS PAYABLE</strong></td>
<td>13,726.95</td>
<td>13,726.95</td>
<td>107.01</td>
<td></td>
</tr>
<tr>
<td><strong>AP Remit to Vendors</strong></td>
<td>769.53</td>
<td>769.53</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td><strong>Employees</strong></td>
<td>12,959.42</td>
<td>12,959.42</td>
<td>101.01</td>
<td></td>
</tr>
<tr>
<td>5012763 NAGGAR, ALI</td>
<td>1,316.90</td>
<td>1,316.90</td>
<td>10.26</td>
<td></td>
</tr>
<tr>
<td>5012764 Naggar, Tanzy</td>
<td>2,911.73</td>
<td>2,911.73</td>
<td>22.70</td>
<td></td>
</tr>
<tr>
<td>5013040 ANDREWS, THOMAS</td>
<td>4,446.75</td>
<td>4,446.75</td>
<td>34.66</td>
<td></td>
</tr>
<tr>
<td>5013551 KARA, ORHAN</td>
<td>2,093.06</td>
<td>2,093.06</td>
<td>16.31</td>
<td></td>
</tr>
<tr>
<td>5013552 KARA, ORHAN</td>
<td>2,093.06</td>
<td>2,093.06</td>
<td>16.31</td>
<td></td>
</tr>
</tbody>
</table>

- **Vendor hierarchy expanded**
This report tab provides seven views of either revenue or expenses trends for the selected fund centers for a maximum of five years. (Note: Fiscal year 2007 was the year we moved to the SAP Finance system.) A commitment item drop down list allows you to select particular ranges of expense or revenue commitment items (accounts). A dollar amount variance and a percentage variance is displayed for the last two closed years. For example, while we are in fiscal year 2012, variances will be reported between fiscal years 2010 and 2011.

I. Commitment Item Hierarchy View
   - This view shows expense or revenue totals based on our commitment item (account) hierarchy for the selected fund center(s).

II. Budget Type Summary View
    - This view shows expense or revenue totals based on the various budget types for the selected fund center(s).

III. Fiscal Period Hierarchy View
     - This view shows expense or revenue totals by fiscal period for the selected fund center(s).

IV. Functional Area (CCARs) Hierarchy View
   - This view shows expense or revenue totals by functional area for the selected fund center(s).

V. Fund Center Hierarchy
   - This view shows expense or revenue totals for all the fund centers selected. The data is displayed in our fund center hierarchy.

VI. Fund Hierarchy
    - This view shows expense or revenue totals for all the fund types based on the selected fund center(s). The data is displayed in our fund hierarchy.
VII. Vendor Hierarchy View

This view shows expense or revenue totals for the selected fund center(s) sorted by our vendor hierarchy.

**Available Budget Type / Commitment Item Categories**
- Student Employment
- Non-Student Personnel
  - All Personnel
  - Non-Personnel
  - Operating
  - Capital
- All Expenses & Transfers Out
- Revenue, Transfers In, & Chargeback Revenue
Commitment Item Hierarchy View ... with “All Expenses & Transfers Out” selected

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Centers</th>
<th>Commitment Item</th>
<th>Fiscal Period</th>
<th>Item Category</th>
<th>Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Current Year values</td>
</tr>
</tbody>
</table>

Commitment Item (account) drop down list

Percent variance of two years to the left of this column ... 2011 and 2010

Dollar amount variance of two years to the left of this column ... 2011 and 2010

Budget Type Summary View

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Centers</th>
<th>Commitment Item</th>
<th>Fiscal Period</th>
<th>Item Category</th>
<th>Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Show All Values</td>
<td>Budget Type summaries</td>
</tr>
</tbody>
</table>

Budget Type summaries

96
### Fiscal Period Hierarchy View

<table>
<thead>
<tr>
<th>Fiscal Period</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>Variance Last 2 Prior</th>
<th>2012 (Partial FY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>1st Half</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Quarter</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>*1 JUL</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*2 AUG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*3 SEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Quarter</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Functional Area (CCARs) Hierarchy View

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>Variance Last 2 Prior</th>
<th>2012 (Partial FY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Institutional Support</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations and Maintenance of Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Public Service</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Student Aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fund Center Hierarchy View

Fund Hierarchy View
## Vendor Hierarchy View

<table>
<thead>
<tr>
<th>Vendor</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>Variance Last 2 Prior</th>
<th>Variance Last 2 Prior</th>
<th>2012 (Partial FY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>458,017</td>
<td>1,004,131</td>
<td>934,615</td>
<td>875,113</td>
<td>967,088</td>
<td>10.51</td>
<td>91,976</td>
</tr>
<tr>
<td>APAY</td>
<td>384,449</td>
<td>884,121</td>
<td>816,975</td>
<td>749,947</td>
<td>827,554</td>
<td>10.35</td>
<td>77,607</td>
</tr>
<tr>
<td>Employees</td>
<td>68,968</td>
<td>116,876</td>
<td>106,773</td>
<td>116,391</td>
<td>135,094</td>
<td>16.07</td>
<td>18,702</td>
</tr>
<tr>
<td>ONET</td>
<td>1,153</td>
<td>3,261</td>
<td>871</td>
<td>2,866</td>
<td>228.87</td>
<td>1,994</td>
<td></td>
</tr>
<tr>
<td>STUD</td>
<td>4,600</td>
<td>1,909</td>
<td>5,605</td>
<td>7,903</td>
<td>1,575</td>
<td>-50.07</td>
<td>-6,328</td>
</tr>
<tr>
<td>PURCHASING</td>
<td>-3,092</td>
<td>3,092</td>
<td>480</td>
<td>-325</td>
<td>-167.61</td>
<td>-805</td>
<td>96</td>
</tr>
<tr>
<td>Not Assigned Vendor(s)</td>
<td>12,241,184</td>
<td>12,441,773</td>
<td>13,318,846</td>
<td>15,191,467</td>
<td>15,124,985</td>
<td>-0.44</td>
<td>-86,482</td>
</tr>
</tbody>
</table>

Vendor hierarchy

Last Data Update: 06/02/2011 06:21:05
Payments Tab

This report tab displays all of the accounts payable check transactions associated with the selected fund center(s). Please note that the way this data is stored in our reporting database, we cannot identify the specific fund center associated with a particular transaction (row). In order to get a listing of all of the checks associated with a particular fund center, you have to run the BI Reports for one / specific fund center. When that is done, this tab will be limited to the selected fund center.

This report tab has two views of the check / payment data.

I. Date Order View
   - This view displays all of the accounts payable check transactions associated with the selected fund center (s) sorted in date order.

II. Vendor Order View
   - This view displays all of the accounts payable check transactions associated with the selected fund center (s) sorted in vendor order.

Select a particular vendor if you want to limit your search / review.

Select a particular check / payment

Click here to view the Payee name. … In rare instances, this will differ from the vendor

Click here to view the line item text associated with the invoice.

Click here to limit the view to outstanding checks.
Date Order View

Vendor Order View

Payments / checks sorted in date order

Payments / checks sorted in vendor order
Check Number and Check Status For a Transaction

To find the check number and status for a particular expense transaction, go / click on the Operating tab.

Select one of the views that lists the individual transactions. This example uses the Date Order view.

Right click on either the commitment item or PO Document # for the particular transaction.

From the right click memo, select Goto … Actual Lines.
The following window will open. Right click on the appropriate FI Doc # entry.

From the right click menu, select Goto … AP Lines.

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>FI Doc #</th>
<th>FI Posting Lines</th>
<th>PO Doc #</th>
<th>Fund</th>
<th>Funds Center</th>
<th>Commitment Item</th>
<th>Doc Text</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2011</td>
<td>5100742381</td>
<td>2</td>
<td>4500327972</td>
<td>GIS Project</td>
<td>General Fund</td>
<td>Geography &amp; Planning</td>
<td>TOSHIBA CANVIO PORTABLE HARD DRIVE</td>
<td>$499</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4500327972</td>
<td>General Fund</td>
<td>Computer Comp/Suppl</td>
<td>TOSHIBA CANVIO PORTABLE HARD DRIVE</td>
<td></td>
<td>$487</td>
</tr>
<tr>
<td>Posting Date</td>
<td>Invoice Date</td>
<td>Vendor</td>
<td>Document No</td>
<td>Reference</td>
<td>Payment Method</td>
<td>Payment Date</td>
<td>Check Number</td>
<td>Check Cleared</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>--------</td>
<td>-------------</td>
<td>-----------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td>06/30/2011</td>
<td>06/22/2011</td>
<td>B&amp;M PHOTO &amp; ELECTRONICS CORP.</td>
<td>5100742361</td>
<td>51336627</td>
<td>Check</td>
<td>07/15/2011</td>
<td>1000155974</td>
<td>07/21/2011</td>
</tr>
</tbody>
</table>

Check number and the date that the check cleared the bank.
Printing Reports

A One-Time Only Step …

a. In Internet Explorer, click on the Tools button.
b. Click on Internet Options.
c. Click on the Advanced Tab.
d. Scroll down to the Printing Options.
e. Check the box for Print background colors and images.
f. Click the Apply button.
g. Click the Ok button.
Click to check Print background colors and images
Click the **Adobe Acrobat pdf** toolbar icon.

The following window will open. You can set your margins, paper size, orientation, etc.

Click the **OK** button.
The following window will open:

![File Download Window](image)

You have the option to either save the output as a pdf file or to print the report. To print the report, click the Open button.
Shut Down / Exit

To shut down / exit the reports, simply close the window by clicking the button in the upper right hand corner of the window.

{ The End … again … at least for now … }