Overview

This is a Training Document for the Finance Summary Report. It will provide the user with the steps to produce the report.

New Source codes:

<table>
<thead>
<tr>
<th>FDR-Cognos</th>
<th>New Rpt</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAO</td>
<td>MIE (manual journal entry), UPL (upload)</td>
</tr>
<tr>
<td>APS</td>
<td>VCH (voucher)</td>
</tr>
<tr>
<td>SFS</td>
<td>SFJ (student financial journal)</td>
</tr>
<tr>
<td>HRS</td>
<td>HCM (HR system)</td>
</tr>
<tr>
<td>BIS</td>
<td>BIL (billing-invoice)</td>
</tr>
<tr>
<td>POS</td>
<td>ENC (encumbrance)</td>
</tr>
<tr>
<td>BUD</td>
<td>MJE (manual journal entry), UPL (upload)</td>
</tr>
</tbody>
</table>
Note:

- The Revenues and Expenditures and balances are setup to look like they are in Cognos.
- Revenues will be shown as Debits on the summary page, but on the drill they will list as Credits (which is the norm).
- Expenses will be shown as Debits in both instances.

Finance Summary

View General Finance Summary Report

Navigate to Report Manager Home page
(http://adhaydbp06/Reports_DWRESVT/Pages/Folder.aspx)

1. Click Financial Reporting

Note: This reporting tool needs to use with Internet Explorer.

The Financial Reporting page displays.

2. Click Finance Summary

The Finance Summary page displays.

3. Click FinSumRpt v5.2

The FinSumRpt v5.2 page displays.

4. Select BU, Level, LevelId, Fiscal Year, and Accounting Period(s)

5. Click the drop down to see all Funds available

6. Select Fund

Fund(s) will Default to EB001.

Note: Auxiliaries do not Default.
7. Select Chartfields to see displayed on Report, and whether to Display Salaries, Benefits, WorkStudy, and Prior Year Carryover

8. Then click “View Report”

Your Report will display.

Note:

- The first line above the header will display the page count. From here you can also export the report (Excel, PDF, etc.) and Print.

- In order to view more of the report on your screen, hit the up arrow on the right below the View Report button. (This will hide your parameters.)

Note: The header will display the Fiscal Year, Period(s), and the Report Level you are viewing.
Your Report will display the info requested by Level and Level Id.

It will Subtotal by Types within those levels.

Type:

- Carryover/Revenue & Expenses.
- Expenses are separated into Salaries, Workstudy, Benefits and OE&E.

A Grand Total for the Report is also provided.

Note: The Run Date of the report is at the bottom.

View Detailed Finance Summary Report

1. You can also view the same report in more detail. By adding a Chartfield(s).

Note: You can add up to 3.
View with Account, Project, and Class Chartfields added.

View Encumbrances Drill

View Encumbrances within an Individual Department.

1. Select
   - Level: Department Individual
   - LevelId: Department ID

2. Click View Report

The Finance Summary for 13750-Accounting & Fiscal Services displays.

Note: You can drill on any amount that is underlined.

The Encumbrance Drill displays.

Note: By clicking on the “+” next to the Header description, more detail will be displayed. In this example, when the “+” sign is clicked on next to “Fund”, the Fund Description will display. The same will display for Account.
View with Fund and Acct expanded.

View Report with Prior Year Carryover

1. Select
   - Fund Codes.
   - “Y” for “Display Prior Year Carryover?”

2. Click View Report

   Note that no Chartfields were requested.

View Actuals & Budget Drill

Actuals Drill View.

1. Click any amount that is underlined under Actuals
Note: Notice the “+” sign next to CSU DOC Source, PO ID and Cust ID. These are other areas in which we can expand to get more data.

2. Click the “+” sign for PO ID

3. You will see 5 more columns of data for the PO ID

Budget Drill View.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).