Overview

Brief overview of module processes.
Finance Summary by Class

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

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

1. Click Financial Reporting link

**The Financial Reporting page displays.**

2. Click the FinSumRpt Class v6.0 link

**The FinSumRpt_Class v6.0 page displays.**

*Note that you cannot select LevelId, Projects and Fund Codes; you have to select Level first.*

*Note: Auxiliaries do not Default.*

3. Select Level (In this example, DepartmentIndividual)

4. Select LevelId (14100-Motor Pool)
5. Select Fiscal Year (2009)

6. Select one or all Classes (FCR01)

7. Select one or all Funds Codes (EB001)

8. Select Account for Chartfield1

9. Select Fund for Chartfield2

10. Select Y for “Display Prior Year Carryover?”

The page should look like this after information has been selected.

11. Click View Report
The Finance Summary By Class for 14100-Motor Pool report displays.

Note:

- The header will display the Fiscal Year, Period(s), and the Report Level you are viewing.

- The Run Date of the report is at the bottom.

Your Report will display the info requested by Level and Level Id.

It will Subtotal by Types within those levels.

Type: Carryover/Revenue & Expenses.

Another example is shown.

12. Select

- Level: University
- LevelId: CSU East Bay
- Fiscal Year: 2009
- Class: D5100-Parking
- Fund Codes: EB001
- Chartfield1: Account
- Chartfield2: Fund
- Display Prior Year Carryover?: Y

The Finance Summary By Class for CSU East Bay report displays.

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).