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

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 FinSumRpt Program v6.0 link

**The FinSumRpt_Program v6.0 page displays.**

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

*Note: Auxiliaries do not Default.*

3. Select Level (In this example, DepartmentIndividual)
4. Select LevelId (10200-Art)

5. Select Fiscal Year (2009)

6. Select FromAcctgPeriod

7. Select ToAcctgPeriod (11-May)

8. Select Program(s) (R0012-ART BRONZE SCULPTURE)

9. Select Fund Codes (Select All)
10. Select Fund for Chartfield1

11. Select Account for Chartfield2

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

The page should like this after information has been selected.

13. Click View Report button

The Finance Summary By Program for 10200-Art report displays.

Note:

- The header will display the Fiscal Year, Period(s), and the Program(s) 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.

14. Select BusinessUnit equals EB005

15. Select

- Level: University
- LevelId: CSU East Bay
- Fiscal Year: 2009
- ToAcctgPeriod: 12 - June
- Programs: ENOTH-Expendable Endowment Others
- Fund Codes: ED049
- Chartfield1: Fund
- Chartfield2: Account

The Finance Summary By Program 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).