Overview
Brief overview of module processes.
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 Project v6.0 link

The FinSumRpt_Project 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, University)
4. Select LevelId (CSU East Bay)

5. Select Fiscal Year (2009)

6. Select Projects (ADA004 – Pioneer Heights 2 ADA Upgrade)

7. Select Fund Codes (PV003)

8. Select Fund for Chartfield1

9. Select Account for Chartfield2

10. Select Y for “Display Prior Year Carryover?”
11. Click View Report button

The Finance Summary By Project for CSU East Bay 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 BusinessUnit EB005

13. Select Level: Division
   - LevelId: VP Univ Advancement
   - Fiscal Year: 2009
   - ToAcctgPeriod: 12 - June
   - Project: EF000001-Awards Celebration 09-10
   - Fund Codes: EJ010
   - Chartfield1: Fund
   - Chartfield2: Account
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).