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From the WCU homepage …

Click on the Departments link.
Click on the Administration and Finance Division link.
Click on the Accounting link or the Budget link.
Click on the Financial Reports button on the left.

This will take you to a page listing all of the current financial / budget reporting tools. To access the new SAP Business Intelligence (BI) Reports, click on the BI Report Menu button.

A network login window will open. Enter your network user-id and password. Example: khusar_allstar@wcupa.edu
The following web page will open.

**SAP Business Intelligence (BI) Financial Reporting**

The Finance and Business Services division and the Budget Department have a web-based financial report that was developed with the SAP Business Intelligence (BI) reporting tool. The report allows you to easily view and/or download financial and budget information to Excel. The report provides detailed information about budget, commitment (encumbrance), actual expense, and revenue totals along with the resulting budget balance. You must have an active SAP BI User ID to view these reports.

<table>
<thead>
<tr>
<th>Report Link</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI Report</td>
<td>Specific Fiscal Year</td>
<td>This report works for each fiscal year</td>
</tr>
<tr>
<td>BI Report</td>
<td>Multi-Year Reporting Option</td>
<td>This report is limited to fund centers...</td>
</tr>
<tr>
<td></td>
<td>(Under Development)</td>
<td>753xxxxxxx</td>
</tr>
<tr>
<td></td>
<td></td>
<td>755xxxxxxx</td>
</tr>
<tr>
<td></td>
<td></td>
<td>756xxxxxxx</td>
</tr>
<tr>
<td></td>
<td></td>
<td>757xxxxxxx</td>
</tr>
</tbody>
</table>

Click blue button to link to the Fund Center report for a specific fiscal year.

*This version of the BI Reports will work for all fiscal years. Fiscal year 2007 is the year we moved to the SAP Finance system.*

Click the blue BI Report button to report on a particular fiscal year.

The green BI Report button will be used for a multi-year reporting option that is still under development.
A window titled “Connect to Maximus.sytec.passhe.edu” will open.

Enter your SAP user-id and **SAP BI password**.

*This is the password that you created in the SAP BI class.*

Click the OK button.

---

**Note:** The SAP user-id required here is the same user-id that you use to log in to the SAP Finance system. However, the SAP BI password may not be the same as your Sap Finance system password. The SAP BI password will not change. Passwords are case sensitive. It has to be typed exactly as you created it.
I. 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.

II. Fund Center Hierarchy (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. Fund Centers (Multiple / Single Values)
   - This option allows you to identify an individual fund center or multiple fund centers for the report.

IV. User Id – Multiple - Optional
   - 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.

V. 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.
Notes: 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.

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 Center Hierarchy (Groups) Option
To use this option, click on the Selection icon located to the right of the value entry box. The following window will open.

Click on the navigation node / triangle to begin displaying the organizational structure. If you click the text, you are making a selection. To see additional groupings, you must continue to click the navigation nodes / triangles.

Click navigation nodes / triangles to further expand the structure

Click text only when you are ready to make your final selection
Further expansion of the organizational structure …

Click navigation node / triangle to drill down further into this dean’s area

Further expansion of this dean’s area
If you make a selection in error, click the trash can icon to remove your entry.

*Note: You can select more than one grouping of fund centers. After making your initial selection, click the Insert Row button on the Variable Entry screen. This will allow you to begin the search process again.*
Once you make your selection, click the Execute button to run the report.

An example of multiple hierarchy groups being selected by using the Insert Row button …
**Fund Center (Multiple / Single Values) Option**
If you know the fund center number, simply enter the number in the entry text block. Click the Insert Row button to enter more fund center numbers. If you do not know the fund center number, you can use the search process. Click on the Selection button to open the search process.

You can search by number (key) or name (text).
Select the appropriate radio button for your search.
Click a checkbox to select a particular fund center.
Click the Transfer button to move your selection(s) to the Initial Variable screen.
Searching by fund center number …

Note: You can use the SAP wildcard characters + or * as part of the search process when searching by fund center number (key).

Searching by fund center name …

Note: You can search on any part of the name, not just the first word of the name. In this case, a search on “Finance” found all fund centers with the word “Finance” included in the name. However, THE SEARCH ROUTINE IS CASE SENSITIVE. Typically, the first letter of each main word in a fund center name is capitalized (title case). If a lower case letter f was used for this search, no rows would be found.
SAP User ID (ALL CAPS) Option

With this option, you can select fund centers based on the fund center manager. The selection is done via the SAP user-id … example: 75JSMITH. You have to use capital letters for all user-ids.

Click on the Selection button.

Click on a checkbox to select a particular user-id.

Click the Transfer button to move your selection to the variable screen.

Click the Execute button to run the report.
Searching for a user-id …

Example of multiple user-ids being selected with the Insert Row button …
**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.

To use this option, click on the Selection icon located to the right of the value entry box. The following window will open.
If you do not want to make a selection at the highest level, click on the appropriate navigation / triangle node.

![Choose Nodes: Fund Type Hierarchy](image)

Click the higher level triangle / navigation node to see more detail.

The lack of a triangle / navigation node indicates that this is a particular fund center / scholarship.

If you click the text, you are making a selection. To see additional groupings, you must continue to click the navigation nodes / triangles.

If you make a selection in error, click the trash can icon to remove your entry.

**Note:** You can select more than one grouping of fund centers. After making your initial selection, click the Insert Row button on the Variable Entry screen. This will allow you to begin the search process again.

Once you make your selection, click the Execute button to run the report.
An example of a multiple selection using the Insert Row button …
A. At the top of the report, there is a WCU banner / logo. You can open or close this banner by clicking on the X or O. Closing the banner will allow more data to be displayed on your screen.

B. The reports are structured in a tab format. The first tab – Dashboard - displays by default. To move to another report, simply click on the tab and wait for the screen to refresh. The tab that is highlighted is the current report being displayed.

C. The data is filtered by the values that you entered on the original parameter screen. You can click on any of the four links to return to the parameter screen in order to make changes. After entering new variables, click on the Execute button to re-run the report.
This link and the subsequent parameter changes can be initiated from any tab. When the report is executed with your new variables, you will return to the tab where you started this process.

D. The Fiscal Year that you entered on the parameter screen is displayed.

E. 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 and the report will re-run 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.

F. The Fiscal Year / Period drop down list allows you to limit the data being reported to a particular accounting month. By default, the report is run as a year-to-date report. You have the capability of limiting the displayed data to a particular accounting month (period). Please note the following: The drop down list values are a combination of month and year within the selected fiscal year. A drop down list value of DEC 2009 does not refer to the month of December in calendar year 2009. It refers to the month of December within fiscal year 2009. On the calendar, that would be December 2008.

G. The As of Date for data is displayed. The displayed date indicates that the reported data is through the prior business day. The 02/06/2009 date displayed in the print screen means that the data includes all transactions processed through 02/05/2009.
H. 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.

I. A set of Toolbar Icons is included on each tab report to provide various features such as downloading information to Excel.

J. This is a drop down list to narrow your report population based on a particular fund type. This topic will be covered in more detail in the second level training session.

K. This is a drop down list to further narrow your report population to select a particular fund. This topic will be covered in more detail in the second level training session.

⚠️ 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!
I. Fund Hierarchy Drop Down List
This drop down list allows you to narrow your initially selected reporting population to a particular type of fund or even to one particular fund.
II. Fund Drop Down List
This drop down list allows you to narrow your reporting population to a particular fund. A selection here will override the selection made in the Fund Hierarchy drop down list if the Fund selected here falls outside the selection made from the Fund Hierarchy drop down list.

III. Fund Center Drop Down List
If you selected a group of fund centers from the hierarchy grouping, you can also filter each report view to display data for a particular fund center as long as the identified fund center is contained within the original group.

To select a particular fund center, simply select it from the Fund Center Selection drop down list. You can control the display of the drop down list entries. Click on the “Text” link to limit the display of the drop down list to only the names of the fund centers. After clicking this link, you then click on the drop down list to open it. Then, just click the fund center that you want. The report view will be refreshed.

Click on the “Key” link to display both the fund center number and names. After clicking this link, you then click on the drop down list to open it. Then, just click the fund center that you want. The report view will be refreshed.

Next to the Text and Key links are sort icons that will sort by key or text. Each sort icon will work regardless of which drop down view is selected.

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 will cause errors!
Drop down list with fund center name only.

Drop down list with fund center number and name.

*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.*
IV. Commitment Item Drop Down List
This drop down list allows you to select a particular range of commitment items (Examples: Personnel, Non-Personnel, Other Expenses (This is where our typical expense accounts / commitment items are located.)) to further narrow the reporting range.

Changing Views
To select a different view on any tab, use the drop down list to the left of the tool bar icons.
Report Toolbar Icons

A. 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.

B. 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.

C. Conditions and Exceptions Button
   This will allow you to view and/or create special conditions and/or exceptions for the displayed data. Exceptions will “color-code” the data based on rules such as balances less than zero should be red. Conditions filter the data based on criteria such as display top ten vendors.

D. Display Navigation Block Button
   This is a powerful icon-based analytical tool for drilling down and filtering data. This will be covered in more detail in the second level training session.

E. Broadcaster Icon
   This allows you to send the results of a particular report via e-mail. This will be covered in more detail in the second level training session.

F. Filter Button
   This opens a new set of tools that only applies when you used the Fund Type Hierarchy variable on the Initial Variable screen. This will be covered in more detail in the second level training session.

G. Open / Remove Commitment Item Hierarchy Button
   This will activate or inactivate the commitment Item hierarchy (account structure that summarizes values at different levels) if one is included in the active report.
H. Open / Remove Fund Center Hierarchy Button
   This button will activate or inactivate the fund center hierarchy (organizational structure that summarizes values at different levels) if one is included in the active report.

I. Open / Remove Fund Type Hierarchy Button
   This button will activate or inactivate the fund type hierarchy if one is included in the active report. This will be covered in more detail in the second level training session.

J. Bookmark Button
   This button will allow you to create a bookmark and save it to your list of favorites. This is a two step process. First, create the bookmark. Then add the new page to your browser’s (Internet Explorer) favorites.

K. Reporting Notes
   This button allows you to view a small portion of the training documentation applicable to this particular tab. A web link to the full training document is also included here.

L. Repeating Text Display Button
   This button will help format things as you move the data to Excel. This functionality will ensure that data is repeated in every column / row as appropriate.

M. Remove Results Row Button
   This button will help format things as you move the data to Excel. This functionality will remove all subtotal and total rows as these entries will not be converted to Excel formulas.

N. Export to Excel Button
   This will allow you to move the current report to Excel for additional processing.

O. Sort – Descending Order Button
   This button (if displayed) will sort a specific column in descending order. Typically, this functionality is assigned to a dollar amount column.

P. Sort – Ascending Order Button
   This button (if displayed) will sort a specific column in ascending order. Typically, this functionality is assigned to a dollar amount column.
Icons and text links have “hover text.” Simply move your curser over the icon or text link to see a short explanation of the command that will be executed.

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 will cause errors!
Exporting to Excel

First take advantage of the functionality of the Remove Results Row button and the Repeating Text Display button by clicking on each of these buttons.

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

2) Click on the Open button.

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

4) You can then save the Excel file and use as needed.
Dashboard Tab

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 operating expense transactions by commitment item (account). The expenditures are sorted in commitment item order (highest to lowest). The top twenty commitment items are graphed. The chart displays both actual expenses (green) and commitments (shaded yellow).
The second chart shows the percent of the fiscal year that has passed. It also shows the percentage of the actual expenses and commitments as a percent of the operating budget allowing a comparison of the time / year versus budget already used.

Please note that the Percent of Year Gone graph will always reflect the percentage of the current year completed. For this report, the percentage is determined by calculations based on the number of pay periods in each fiscal year. Once the first pay period is posted in a new fiscal year, this graph will reflect the new percentage completed regardless of which fiscal year you select on the Initial Variable screen. So graphs for the old fiscal years will always show the percent of year gone that is displayed in the current fiscal year.
The third chart shows a trend line of expenses on a month by month basis.

**Ticker Tape Display**

The Dashboard tab also includes a ticker tape display of all non-personnel (operating) expense transactions for the last three days – not the last three calendar days, but the last three days when transactions impacted the particular fund center(s).

Just like the graphs, a ticker will scroll the most recent postings to your funds center(s). Like all other charts, this will change when you use fund or funds center filter.
This tab provides five 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 Status Summary View
   This view provides a high level breakdown of overall dollar amounts between Personnel and Non-Personnel (operating) for the selected fund center(s).

III. Commitment Item / Account Status View
    This view provides a simple listing of each commitment item (account). If a commitment item is not listed, there has been no activity.

IV. Fund Center / Fund Center Manager (FC > FC User/Name) View
    This view provides a listing of the fund center and the associated manager.

V. Fund Center / Commitment Item Hierarchy (FC>CI 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).
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 displayed in the Non-Personnel row.
Opening the hierarchy ... Expenses / Non-Personnel / Other Expenses / Postage – Freight

At the lowest level of the Commitment Item hierarchy there are no navigation nodes / triangles.

Commitment Item Hierarchy turned off …

Icon to turn Commitment Item hierarchy on or off.

Commitment Item hierarchy removed … the account structure has been removed … now just an account by account listing.
Commitment Item Hierarchy with the Budget triangle / navigation node expanded ...

This allows you to look at the budget dollars by the type of budget transaction.
Budget Status Summary View

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 displayed in the Non-Personnel row.
Commitment Item / Account Status View

Individual commitment items
Fund Center / Manager (FC > FC User / Name) View

Fund Center / CI (Commitment Item) Hierarchy View
Hierarchy Tab

This report tab provides four different views of revenue amounts, budget amounts, commitment amounts, expense amounts, and the available budget balance.

I. Fund Center Hierarchy
   - 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 by fund type.

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

IV. Other (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 Select Budget Type drop down list has four options.

   a. All
      - This option will show three rows for each fund center – personnel / non-personnel / total

   b. Personnel
      - This option will limit the report to personnel related data.

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

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

- Grand Total Rows
- Summary of rows based on last four digits
- Individual fund center rows … no triangle / navigation nodes

Fund Hierarchy View

- Budget triangle / navigation node to view budget dollars by budget transaction type
- Triangle / navigation node to expand by Fund
Fund Type expanded …

<table>
<thead>
<tr>
<th>Fund</th>
<th>Revenue Actuals</th>
<th>Budget Actuals</th>
<th>Commitments Actuals</th>
<th>Expenses Actuals</th>
<th>Available Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 West Chester</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Personnel</td>
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<td>$12,237,840</td>
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<td>$-1,253,580</td>
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<tr>
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<td>$5,447,157</td>
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<td>$1,892,949</td>
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<tr>
<td>Total</td>
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<td>$10,684,060</td>
<td>$14,130,589</td>
<td>$14,130,589</td>
<td>$2,234,690</td>
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<tr>
<td>751-E&amp;G Funds</td>
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</tr>
<tr>
<td>Personnel</td>
<td>$1,387,925</td>
<td>$10,725</td>
<td>$20,044</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1,387,925</td>
<td>$10,725</td>
<td>$20,044</td>
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<td></td>
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<tr>
<td>753-Restricted Funds</td>
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<tr>
<td>Personnel</td>
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<td>$2,791,798</td>
<td>$719</td>
<td>$674,354</td>
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<td>Total</td>
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<td>$719</td>
<td>$674,354</td>
<td>$2,116,725</td>
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<td>Total</td>
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<td>7534-Grant - Federal</td>
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<td>$98,845</td>
<td>$98,845</td>
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<td></td>
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<tr>
<td>Total</td>
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<td>$102,247</td>
<td>$98,845</td>
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<td>$3,562</td>
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<td>Small Business Admin.</td>
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<tr>
<td>Non-Personnel</td>
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<td>$20,392</td>
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<td>$31,643</td>
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<td>$20,392</td>
<td>$31,643</td>
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<td>MSPGP NSF CSER</td>
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<tr>
<td>Personnel</td>
<td>$20,082</td>
<td>$20,082</td>
<td>$20,082</td>
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<td></td>
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<tr>
<td>Non-Personnel</td>
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<td>$20,392</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$20,082</td>
<td>$20,082</td>
<td>$20,082</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fund Type 753 / 7534 expanded to show specific fund centers …

Specific fund centers … no triangle / navigation node …
**General Operating (7511-7515) View**

- With budget type set to Non-personnel

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.
General Operating (7511-7515) View

With budget type set to All

Navigation node / triangle to evaluate balance

All Budget Types selected
Other (7517-7582) 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 percentage will be displayed 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.
Prior Year Tab

This tab provides four 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 2009 fiscal year as of February 14, 2009, the prior year values will be for fiscal year 2008 as of February 14, 2008.

I. 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).

II. Category Summary
    - This report shows grand totals for four different commitment items levels: Personnel, Non-Personnel, All Expenses and Transfers Out, and Revenue & Transfers In.

III. Fund Hierarchy
     - 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.

IV. Funds Center Hierarchy
    - This report provides either expense or revenue totals for the various fund centers organized in the fund center hierarchy.

View selection
Commitment Item Category selection
Commitment Item Hierarchy View

Commitment Item Hierarchy can be expanded by clicking on the navigation nodes / triangles.

Category Summary View

Non-Personnel category selected
Fund Hierarchy View

<table>
<thead>
<tr>
<th>Fund Hierarchy</th>
<th>Fund (Text * Key *)</th>
<th>Funds Center (Text * Key *)</th>
<th>Fiscal Period</th>
<th>CI Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 West Chester</td>
<td>7572</td>
<td>-46,191</td>
<td>-373,763</td>
<td>-114%</td>
</tr>
<tr>
<td>7511-General Funds</td>
<td>286,161</td>
<td>-65,174</td>
<td>-351,334</td>
<td>-123%</td>
</tr>
<tr>
<td>7513-Self Support-SS</td>
<td>257,312</td>
<td>-77,520</td>
<td>-334,832</td>
<td>-136%</td>
</tr>
<tr>
<td>753-Restricted Funds</td>
<td>20,840</td>
<td>12,346</td>
<td>-16,502</td>
<td>-57%</td>
</tr>
<tr>
<td>7533-Non-Scholarship</td>
<td>41,412</td>
<td>18,883</td>
<td>-22,429</td>
<td>-54%</td>
</tr>
<tr>
<td>Community Projects</td>
<td>10,378</td>
<td>12,319</td>
<td>1,940</td>
<td>19%</td>
</tr>
<tr>
<td>Appt Res - Weston</td>
<td>140</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Space Program</td>
<td>9,779</td>
<td>4,621</td>
<td>-4,157</td>
<td>-51%</td>
</tr>
<tr>
<td>7534-Grant - Federal</td>
<td>632</td>
<td>566</td>
<td>-67</td>
<td>-11%</td>
</tr>
<tr>
<td>7535-Grant/Cntro-Loc</td>
<td>2,502</td>
<td>2,502</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>7536-Grant - State</td>
<td>27,096</td>
<td>6,099</td>
<td>-21,000</td>
<td>-76%</td>
</tr>
</tbody>
</table>

Funds Center Hierarchy View

<table>
<thead>
<tr>
<th>Fund Center Hierarchy</th>
<th>Fund (Text * Key *)</th>
<th>Funds Center (Text * Key *)</th>
<th>Fiscal Period</th>
<th>CI Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean - Business &amp; Pub</td>
<td>327,572</td>
<td>-46,191</td>
<td>-373,763</td>
<td>-114%</td>
</tr>
<tr>
<td>Business &amp; Pub</td>
<td>56,691</td>
<td>40,387</td>
<td>-16,304</td>
<td>-29%</td>
</tr>
<tr>
<td>Accounting</td>
<td>26,473</td>
<td>26,473</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>59,562</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics and Finance</td>
<td>40,715</td>
<td>-22,424</td>
<td>-63,139</td>
<td>-155%</td>
</tr>
<tr>
<td>Geography &amp; Planning</td>
<td>29,477</td>
<td>-18,468</td>
<td>-47,945</td>
<td>-163%</td>
</tr>
<tr>
<td>Management</td>
<td>6,893</td>
<td>-42,312</td>
<td>-49,205</td>
<td>-714%</td>
</tr>
<tr>
<td>Marketing</td>
<td>33,591</td>
<td>3,278</td>
<td>-30,312</td>
<td>-90%</td>
</tr>
</tbody>
</table>

Navigation / triangle nodes to expand view

Fund center hierarchy expanded to show a specific fund center
Operating Tab

This tab provides seven different views of operating (non-personnel) expenses.

I. Account Order 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. AP Jump View
    This view serves only to allow users to take a specific expense line and drill down to the associated accounts payable / check payment information.

III. Commitment Item > 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.

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

V. Funds Center > CI (Commitment Item) 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.

VI. Funds Center > 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.
VII. Vendor 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). The vendor name is provided when applicable.

Account Order 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.
**AP Jump View**

Right click on the date or the FI Doc # to open the menu lists … Select “GoTo” and then “AP Payment Details.”
Commitment Item > Vendor View

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Posting Date</th>
<th>Vendor</th>
<th>PO Doc #</th>
<th>FL Doc #</th>
<th>Amount</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>605110 Postage</td>
<td>06/30/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101233916</td>
<td>$5.22</td>
<td>8.48%</td>
</tr>
<tr>
<td></td>
<td>05/31/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101211134</td>
<td>$1.49</td>
<td>2.42%</td>
</tr>
<tr>
<td></td>
<td>05/08/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101205216</td>
<td>$2.60</td>
<td>4.22%</td>
</tr>
<tr>
<td></td>
<td>04/30/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101202536</td>
<td>$3.44</td>
<td>5.59%</td>
</tr>
<tr>
<td></td>
<td>03/31/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101189539</td>
<td>$2.86</td>
<td>4.65%</td>
</tr>
<tr>
<td></td>
<td>02/28/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101076423</td>
<td>$9.31</td>
<td>15.12%</td>
</tr>
<tr>
<td></td>
<td>01/31/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101078994</td>
<td>$1.26</td>
<td>2.05%</td>
</tr>
<tr>
<td></td>
<td>12/31/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$1.83</td>
<td>2.97%</td>
</tr>
<tr>
<td></td>
<td>11/30/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$0.42</td>
<td>0.65%</td>
</tr>
<tr>
<td></td>
<td>10/13/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$0.42</td>
<td>0.65%</td>
</tr>
<tr>
<td></td>
<td>09/30/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$0.42</td>
<td>0.65%</td>
</tr>
<tr>
<td></td>
<td>07/31/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$0.42</td>
<td>0.65%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$61.57</td>
<td>9.27%</td>
</tr>
<tr>
<td>600125 Telephone Line Rent</td>
<td>06/25/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101239720</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>06/22/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101239720</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>06/05/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101239720</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>04/30/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101239720</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>02/23/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101239720</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>01/20/2009</td>
<td>Not assigned</td>
<td>#</td>
<td>101189539</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>10/20/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>09/15/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td>07/31/2008</td>
<td>Not assigned</td>
<td>#</td>
<td>10107894</td>
<td>$230.00</td>
<td>10.93%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,110.00</td>
<td>9.32%</td>
</tr>
<tr>
<td>600110 Subscriptions</td>
<td>10/29/2009</td>
<td>DORRIS-CRENNY PATRICIA</td>
<td>#</td>
<td>1900490446</td>
<td>$537.41</td>
<td>100.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$537.41</td>
<td>2.37%</td>
</tr>
</tbody>
</table>

Vendor information when appropriate.
Date Order View

This day’s processing as a percent of total for the entire fiscal year.

This transaction as a percent of total for the day’s processing.

Funds Center > CI (Commitment Item) View
Funds Center > Period View

Monthly breakdown

Higher level summary

Summary level expanded

Triangle / navigation nodes to expand summarization

Vendor Detail View
Personnel Tab

This tab provides three views of the personnel expenses.

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

III. Fund Center > Commitment Item (CI) View
    - This view provides commitment item (account) totals for each fund center selected from the Initial Variable screen.

Account Order View

This line as a percent of total for the specific commitment item (Faculty Salaries).

The result row shows that this specific commitment item accounts for this percent of the total personnel expenses.
## Fund Center > CI (Commitment Item) View

### Personnel Expenses

<table>
<thead>
<tr>
<th>Fund Centers</th>
<th>Commitment Item</th>
<th>Amount</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Faculty Salaries</td>
<td>$712,182.11</td>
<td>63.10 %</td>
</tr>
<tr>
<td></td>
<td>Fac Sal-Dept Chair</td>
<td>$1,799.98</td>
<td>0.16 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Salaries</td>
<td>$12,355.69</td>
<td>1.09 %</td>
</tr>
<tr>
<td></td>
<td>Cheer Advis Obr Sal</td>
<td>$40.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td>Fac Sum Schl Pre6030</td>
<td>$77,630.61</td>
<td>6.80 %</td>
</tr>
<tr>
<td></td>
<td>Fac Sum Schl Pre6030</td>
<td>$14,779.29</td>
<td>1.31 %</td>
</tr>
<tr>
<td></td>
<td>Nontch Sumsch Pre6530</td>
<td>$22,293.57</td>
<td>1.98 %</td>
</tr>
<tr>
<td></td>
<td>Nontch Sumsch Post630</td>
<td>$28,036.17</td>
<td>2.45 %</td>
</tr>
<tr>
<td></td>
<td>Faculty Overload</td>
<td>$11,903.19</td>
<td>1.05 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Indv Instruct</td>
<td>$476.00</td>
<td>0.04 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Annu Leav Pay</td>
<td>$694.80</td>
<td>0.06 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Annu Leave</td>
<td>$58.32</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Medicare</td>
<td>$12,459.82</td>
<td>1.10 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Medicare</td>
<td>$178.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Soc Sec</td>
<td>$50,234.17</td>
<td>4.45 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Soc Sec</td>
<td>$760.91</td>
<td>0.07 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Retire SERS</td>
<td>$3,782.95</td>
<td>0.34 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Retire SERS</td>
<td>$250.60</td>
<td>0.02 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Reti TIAA</td>
<td>$57,025.78</td>
<td>5.05 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Reti TIAA</td>
<td>$262.00</td>
<td>0.02 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Ret Frt(Meth)</td>
<td>$6,268.76</td>
<td>0.56 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Group Life</td>
<td>$908.82</td>
<td>0.08 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Group Life</td>
<td>$32.85</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Hth/Welfare</td>
<td>$10,029.00</td>
<td>0.90 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Hospitization</td>
<td>$56,601.26</td>
<td>5.02 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Hospitalization</td>
<td>$4,063.00</td>
<td>0.36 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF - Annu Hosp</td>
<td>$39,844.13</td>
<td>3.53 %</td>
</tr>
<tr>
<td></td>
<td>AFSCME Annu Hsp Pay</td>
<td>$2,747.92</td>
<td>0.24 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$1,126,582.80</strong></td>
<td><strong>9.22 %</strong></td>
</tr>
</tbody>
</table>

### Appliance - Weston

<table>
<thead>
<tr>
<th>Fund Centers</th>
<th>Commitment Item</th>
<th>Amount</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nontch Sumch Post630</td>
<td>$6,642.75</td>
<td>59.10 %</td>
</tr>
<tr>
<td></td>
<td>APSCUF Medicare</td>
<td>$95.93</td>
<td>1.30 %</td>
</tr>
</tbody>
</table>
Budget Tab

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

I. Detail View
   - This view provides a list of all budget transactions that impact the fund center(s).

II. CI > Trans Type View
    - This view sorts and subtotals the budget transactions by commitment item (account).

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

IV. Fund Centers > CI (Commitment Item) View
    - This view provides a listing of budget transactions summarized at the commitment item level for each selected fund center.

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>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: Personnel / Non-Personnel / Overall / All

CI Category “All” selected …
Triangle / navigation node for Non-Personnel expanded ...

<table>
<thead>
<tr>
<th>Fund Centers</th>
<th>Commitment Item</th>
<th>Personnel</th>
<th>Non-Personnel</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Original</td>
<td>Carryforward Receive</td>
<td>Carryforward Send</td>
</tr>
<tr>
<td>7511002210</td>
<td>Accounting</td>
<td>$631,936</td>
<td>$631,936</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>501</td>
<td>$5,442</td>
<td>$5,442</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td>511</td>
<td>$11,903</td>
<td>$11,903</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td>512</td>
<td>$476</td>
<td>$476</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td>513</td>
<td>$191,447</td>
<td>$191,447</td>
<td>$1.00</td>
</tr>
<tr>
<td>FIXED_RATE_BENEFITS</td>
<td>Fixed Rate Benefits</td>
<td>$1.00</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>NON-PERSONNEL</td>
<td>Non-Personnel</td>
<td>$22,847</td>
<td>$22,847</td>
<td>$1.00</td>
</tr>
<tr>
<td>Result</td>
<td>$895,204</td>
<td>$895,204</td>
<td>$895,204</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Non-Personnel Budget expanded to show budget transaction types
Detail View

Note: Printscreen image not large enough to display dollar amount column on right side of report.

Commitment Item View
Date View

Fund Centers > CI View
POs (Purchase Orders) Tab

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

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

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

III. Date Order (Oldest / Not Complete) 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.

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

V. Vendor Information View
    - This view provides a list of purchase order transactions for the fund center(s) sorted in vendor number order.

Select a particular PO status to limit the view of information.
**All Information View ... Left Side ...**

Limit display to a particular PO status

---

**All Information View ... Right Side ...**

---
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.
All Information View … Right Side … with Reductions & Adjustments triangle / navigation node expanded …

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.
### Date Order (Most Recent) View

<table>
<thead>
<tr>
<th>Date</th>
<th>Doc Date</th>
<th>PO Doc #</th>
<th>Commitment Item</th>
<th>Fund Centers</th>
<th>Requisition #</th>
<th>Vendor</th>
<th>Item #</th>
<th>Item Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/17/2009</td>
<td>4500247580</td>
<td>660100</td>
<td>Office Supplies</td>
<td>7511002250</td>
<td>10249855</td>
<td>HEWLETT PACKARD GEM SALES</td>
<td>1</td>
<td>9CB5094AABBarring HP LASERJET P4015N TONER CARTRIDGES</td>
</tr>
<tr>
<td>06/15/2009</td>
<td>4500247590</td>
<td>660130</td>
<td>Mac Other Curnt Dlg</td>
<td>7511002220</td>
<td>10247910</td>
<td>PONDER, TIM</td>
<td>1</td>
<td>PROVIDED AN ON-LINE SURVEY</td>
</tr>
<tr>
<td>06/15/2009</td>
<td>4500247590</td>
<td>665230</td>
<td>EDP Equip-Noncapital</td>
<td>7511002220</td>
<td>10248856</td>
<td>SOFTMARK</td>
<td>1</td>
<td>SOFTWARE USED FOR THE PROJECT</td>
</tr>
<tr>
<td>06/15/2009</td>
<td>4500248700</td>
<td>7511002245</td>
<td>Freight/Shppng</td>
<td>10249957</td>
<td>STIRFU SEMINARS &amp; CONSULTING</td>
<td>1</td>
<td>1052037 SHIPMENT CHARGES</td>
<td>2</td>
</tr>
<tr>
<td>06/15/2009</td>
<td>4500247590</td>
<td>665230</td>
<td>EDP Equip-Noncapital</td>
<td>7511002200</td>
<td>10248956</td>
<td>LENOVO DIRECT</td>
<td>1</td>
<td>LAPTOP SYSTEMS</td>
</tr>
</tbody>
</table>

### Date Order (Oldest / Not Complete) View ... Left side ...

<table>
<thead>
<tr>
<th>Date</th>
<th>Doc Date</th>
<th>PO Doc #</th>
<th>Commitment Item</th>
<th>Fund Centers</th>
<th>Requisition #</th>
<th>Vendor</th>
<th>Item #</th>
<th>Item Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/28/2007</td>
<td>4500317719</td>
<td>630200</td>
<td>Contracted Services</td>
<td>7511784220</td>
<td>1054444</td>
<td>THE PROTECTION BUREAU</td>
<td>1</td>
<td>SECURITY EQUIPMENT SERVICE</td>
</tr>
<tr>
<td>06/29/2007</td>
<td>4500317730</td>
<td>630110</td>
<td>EDP Proc-MaintRecip</td>
<td>7511784220</td>
<td>10530063</td>
<td>EPLUS TECHNOLOGY OF PA</td>
<td>1</td>
<td>AUTHORIZED INCREASE</td>
</tr>
<tr>
<td>06/29/2007</td>
<td>4500317759</td>
<td>630100</td>
<td>Maintenance/Repairs</td>
<td>7511784220</td>
<td>10497098</td>
<td>OCE INC</td>
<td>2</td>
<td>CONTINUED LEASE PAYMENTS FOR MONTHS</td>
</tr>
<tr>
<td>06/29/2007</td>
<td>4500317769</td>
<td>630100</td>
<td>Maintenance/Repairs</td>
<td>7511784220</td>
<td>10498352</td>
<td>OCE INC</td>
<td>2</td>
<td>CONTINUED LEASE PAYMENTS FOR MONTHS</td>
</tr>
<tr>
<td>12/06/2007</td>
<td>4300000949</td>
<td>630100</td>
<td>Maintenance/Repairs</td>
<td>7511784220</td>
<td>10217867</td>
<td>CENOVA, INC.</td>
<td>2</td>
<td>2ND YEAR OF BLUEBACK CONTRACT</td>
</tr>
<tr>
<td>02/07/2008</td>
<td>45003185773</td>
<td>810120</td>
<td>Copier Svcs Contr Tech</td>
<td>7511992210</td>
<td>1051153</td>
<td>ZZ_DNW_Ikon Office Solutions</td>
<td>1</td>
<td>BLANKET ORDER FOR</td>
</tr>
</tbody>
</table>
Date Order (Oldest / Not Complete) View ... Right side ...

Requisition View
# Vendor Information View

![Vendor Information View](image-url)
Reqs (Requisitions) Tab

This tab provides a view of all requisitions issued for the fund center(s).

Date Order View

Requisition Status
Not Complete
ARIO 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
ARIO 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
ARIO 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.
Revenue Tab

This tab provides two 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. Account Order View
   This view sorts and subtotals revenue transactions by commitment item (account) for each fund center.

II. CI Hierarchy View
    This view provides dollar amounts displayed in our commitment item hierarchy.

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

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

Commitment Item drop down list available on each view …
Account Order View

CI Hierarchy View

Sorted and subtotaled by commitment item

Triangle / navigation nodes to expand commitment item hierarchy
Date Order View

Sorted and subtotaled by date and then commitment item

Fund Center > CI (Commitment Item) View
Travel Tab

This report tab provides four 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. Commitment Item View
   - This view shows expense and commitment totals for the various travel commitment items (accounts).

II. Funds Center > 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.

III. Funds Center > Vendor View
   - This view provides a listing of all travel activity for each fund center. The information is sorted in fund center and then vendor order.

IV. Vendor Only View
   - This view provides a list of vendors associated with travel expenses for the selected fund center(s).

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. Filter Employee Vendors Button
   - This button will limit the display to expenses paid directly to employees.

B. Show All Vendors Button
   - This button will restore the display of expenses for all vendors.

C. Activate Top 10 Condition Button
   - This button will limit the display to the top 10 vendors.

D. Deactivate Top 10 Condition Button
   - This button will restore the display to all vendors.

E. View Document Test Button
   - This button will display the line item description associated with each expense payment.

F. Commitment Item Drop Down List
   - This drop down list allows you to narrow your selection to a particular range of travel related commitment items.
Commitment Item View

Fund Center > Period View with fund center summarization expanded ...
**Funds Center > Vendor View** with Document Text opened ...

---

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Document Text</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Vendor Only View**

---

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This report tab provides three views of either revenue or expenses for the selected fund centers for a maximum of five years. Fiscal year 2007 is the first year displayed as this is the year WCU 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 prior years. For example, while we are in fiscal year 2010, variances will be reported between fiscal years 2009 and 2008.

I. Commitment Item View
   This view shows expense and revenue totals based on our commitment item (account) hierarchy.

II. 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.

III. Fund Hierarchy
     This view shows expense or revenue totals for all the fund types based on the fund centers selected on the Initial Variable screen. The data is displayed in our fund hierarchy. You can drill down to a particular fund.

Available Commitment Item Categories
- All: (All revenue and expenses)
- Personnel: Personnel related expenses
- Operating: Operating expenses
- Capital: Capital expenses
- Transfers Out: Transfer expenses
- Total Expenses: All expenses listed above
- Revenue: Revenue expenses (4xxxxx)
- Transfers-In: Transfer revenue
- All revenue: Revenue and Transfer In revenue
**Commitment Item View** … with “Total Expenses” selected …

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>Variance Last 2 Closed Years %</th>
<th>Variance Last 2 Closed Years $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses</td>
<td>$12,056,549</td>
<td>$12,891,896</td>
<td>$13,521,418</td>
<td>$13,237,840</td>
<td>$13,237,840</td>
<td>7%</td>
<td>$32,723</td>
</tr>
<tr>
<td>Personnel</td>
<td>$10,621,757</td>
<td>$10,621,757</td>
<td>$19,736,779</td>
<td>$12,327,840</td>
<td>$13,237,840</td>
<td>9%</td>
<td>$43,051</td>
</tr>
<tr>
<td>Payroll Suspense</td>
<td>$764,342</td>
<td>$905,678</td>
<td>$934,237</td>
<td>$1,022,361</td>
<td>$1,022,361</td>
<td>5%</td>
<td>$93,158</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>$8,833,114</td>
<td>$8,940,086</td>
<td>$9,400,086</td>
<td>$9,623,587</td>
<td>$9,623,587</td>
<td>2%</td>
<td>$38,500</td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>$7,247,593</td>
<td>$7,642,273</td>
<td>$8,265,560</td>
<td>$8,265,560</td>
<td>$8,265,560</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>Wages</td>
<td>$28,047</td>
<td>$11,454</td>
<td>$35,427</td>
<td>$35,427</td>
<td>$35,427</td>
<td>12%</td>
<td>$4,823</td>
</tr>
</tbody>
</table>

**Fund Center Hierarchy View** … with “Operating Expenses” selected …

<table>
<thead>
<tr>
<th>Fund Center</th>
<th>Operating 2005</th>
<th>Operating 2006</th>
<th>Operating 2007</th>
<th>Operating 2008</th>
<th>Operating 2009</th>
<th>Variance Last 2 Closed Years %</th>
<th>Variance Last 2 Closed Years $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean - Bus &amp; Pub Aff</td>
<td>$69,308</td>
<td>$89,618</td>
<td>$36,502</td>
<td>59%</td>
<td>$53,116</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Dean</td>
<td>$13,942</td>
<td>$6,318</td>
<td>$4,401</td>
<td>47%</td>
<td>$3,916</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean - Business - ES</td>
<td>$42,754</td>
<td>$43,463</td>
<td>$16,911</td>
<td>61%</td>
<td>$28,553</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech Enhanc Stud Suc</td>
<td>$630</td>
<td>$360</td>
<td>$265</td>
<td>33%</td>
<td>$828</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Enhanc Gr</td>
<td>$28,537</td>
<td>$25,056</td>
<td>$18,773</td>
<td>33%</td>
<td>$-8,283</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fund Hierarchy View ... with “All Revenue” selected ...
Until now, we have been unable to provide Accounts Payable / Check information because of the way that this data is stored in our reporting database. Progress is being made in this area. While the current “solution” identified here is not the perfect answer, it is a significant move in the right direction.

This report tab displays all of the accounts payable transactions associated with the fund centers selected from the Initial Variable screen. 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. There are two ways to find the transactions associated with a particular fund center or to find the check details for a particular transaction. The first option is to return to the Initial Variable screen and submit a report for the specific fund center. Then navigate to this tab and the results will be limited to the specific fund center. The other option is to navigate to the Operating tab. Find the transaction you want and identify the transaction date. Then switch to the AP Jump View. Locate the specific transaction using the date and then right click on that row. Using the menu structure that opens, click on GoTo and AP Payment Details. This will display the check information associated with the transaction.

This report tab has one view of the data.

I. Payment Details View
   - This view displays all of the accounts payable transactions associated with the selected fund center(s).

Payment Details View

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

Click here to view the line item text associated with the invoice. … In rare instances, this will differ from the vendor.
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.
Advanced Tab

Click to check Print background colors and images
Click to drop down arrow to the right of the Printer icon to open the Print menu.

Click on the Print Preview … option from the menu that opens.

On the Print Preview screen, select **Only the selected frame** and **Shrink to Fit** from the dropdown boxes.

**Note:** When necessary, switch the page layout to Landscape.

**{The End … again … for now …}**