



FINANCIAL INFORMATION SERVICES

WEB QUICK TIPS

NOVEMBER 2006

Management Reports Obscure Hyperlinks (just click it)

Question	How do I find all transactions posted to an account in a project
Example Solution	<p>CIS > Administrative Financials Pagelet > Management Reports</p> <p>Project: Input a Project number</p> <p>Report: Summary of Revenue & Expense</p> <p>In the PTD Rev/Exp column click the hyperlink of the amount</p> <p>Click Run Report on the Transaction Detail Search (Journal) Page</p> <p>BONUS: Can you use this method to quickly find all transactions posted to a project regardless of account?</p> <p>HINT: Look at the criteria used on the Transaction Detail Search (Journal) Page</p>

Question	How do I see the attributes associated with a Project
Example Solution	<p>CIS > Administrative Financials Pagelet > Management Reports</p> <p>Project: Input a Project number</p> <p>Report: Summary of Revenue & Expense</p> <p>Click the Project number hyperlink</p> <p>BONUS: You can also click the Responsible Person hyperlink or the Award Nbr hyperlink for a different view</p>

Question	How do I create a Payroll Earnings, Benefits, and Taxes report for any Date Range in a Project
Example Solution	<p>CIS > Administrative Financials Pagelet > Management Reports</p> <p>Project: Input a Project number with Payroll Transactions</p> <p>Report: Payroll Earnings, Benefits, and Taxes (Monthly)</p> <p>Click the link that says "For Period MMM DD, YYYY Thru MMM DD, YYYY"</p> <p>Start Date: Enter the Start Date of the Report you want created</p> <p>End Date: Enter the End Date of the Report you want created</p> <p>BONUS: You can also use the Account and Emplid Optional Criteria to further refine the report created</p>

Question	How do I see the payroll detail of a Payroll Encumbrance
Example Solution	<p>CIS > Administrative Financials Pagelet > Management Reports</p> <p>Project: Input a Project number with Payroll Encumbrance</p> <p>Report: Encumbrance Report</p> <p>In the Encumbrance Amounts Current column, click the hyperlink of the amount</p>

Question	How do I see the student financials detail behind an Income Accounting Journal
Example Solution	<p>CIS > Administrative Financials Pagelet > Management Reports</p> <p>Activity: Input an Activity number with Income Accounting transactions</p> <p>Report: Journal Detail</p> <p>In the Transaction Amounts Actual column, click the hyperlink of the amount</p>

Question	How do I see the chartfield detail behind a Journal Entry
Example Solution	<p>CIS > Administrative Financials Pagelet > Management Reports</p> <p>Activity: Input an Activity number with Journal Entry transactions</p> <p>Report: Journal Detail</p> <p>In the Journal ID column, click the Journal ID hyperlink</p> <p>Click Run Report on the Transaction Detail Search (Journal) Page</p>

Application Security

Security to Management Reports is based on a Security Form submitted to General Accounting (see Oct 2006 Quick Tips). Security to Payroll Earnings, Benefits, and Taxes is based on a Security Form submitted to Financial Information Services (see Oct 2006 Quick Tips)