Bursted vs. Repository Reports At a Glance

Bursted Reports

- Static
- Delivered at a point in time through Secure Burst, i.e. Month End
- Located in your personal folder
- Available in PDF
- Provide secure, easily accessible, and timely delivery of your monthly statements

Bursted Reports – Special Notes

- Have an expiration date after which they are purged. Currently, this date is set to two months
- Can *only* be saved as a pdf outside of the portal
- *Cannot* be limited, modified, or altered
- *Should Not* be housed in your "favorite's folder"

Repository Reports

- They are Dynamic & On Demand
- Data is as of the date you select when you run the report
- Located in FAB folder and/or FAB subfolders such as General Ledger
- Limits can be applied
- Allow for drill down
- Exportable to excel

Repository Reports – Special Notes

- *Cannot* save the query

Remember: All reports are based on your access. Please work with your Information Coordinator to request and gain access to all your web-based financial reporting information.

Need help? Contact the Office of Sponsor Accounting for assistance at 443-2059 or e-mail us at contacct@syr.edu

Bursted vs. Repository Reports Navigation

1. Login to MySlice

2. Click My Reports
3. Change to Browse

Bursted Reports
4. Click on the Personal folder
5. Click on 'your' folder
6. Select the report
7. Save or print the report

Repository Reports
4. Click on the FAB folder and/or FAB subfolders
5. Select the report
6. Work with the report as needed

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