



# Financial, Accounting, and Budget System General Overview

**Fall 2009**



# Agenda

- **Obtaining Access**
- **Chart of Accounts**
- **Bursted vs. Repository Reports**
- **Chartstring Related Reports**
- **Training Information**
  - Glossary
  - FAB Website Review
  - Training Courses at a Glance
- **Communications Information**
  - Types of Communications
  - Where They Will Come From
  - Help Information
- **Recap, Feedback and Adjourn**



# Obtaining Access



# Obtaining Access?

- Confirm your access with your Budget Manager and Information Coordinator.
- Share the Access Spreadsheet with them to enter your request in FAST.  
[http://bfasweb.syr.edu/forms/display.cfm?content\\_ID=%23%2BLA%5C%0A](http://bfasweb.syr.edu/forms/display.cfm?content_ID=%23%2BLA%5C%0A)
- **No Access = No Report:** Financial reports are distributed based on your Access.



# Financial Forms Review

## ■ Location, Location, Location

- Bookmark this page to keep it at your finger tips  
<http://bfasweb.syr.edu/forms>

## ■ Go the Distance

- Be sure to fill in all of the chartfields.

## ■ Don't be fooled by the Gray

- Some forms have gray sections highlighting the Sponsored Accounting chartstring. Be sure to fill this in completely.

## ■ Other Forms

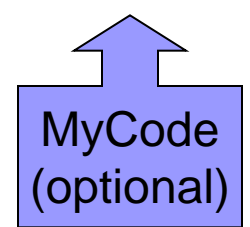
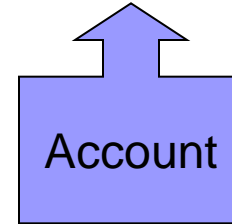
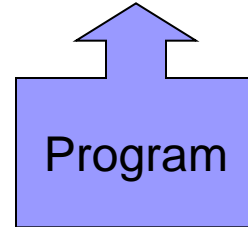
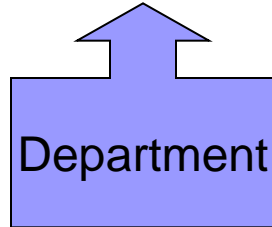
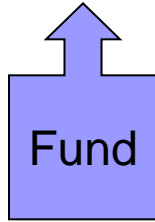
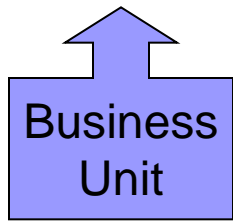
- Travel Voucher
- MBNA Forms
- And much more



# Chart of Accounts

# General Ledger ChartString

SYRUN 11 21801 00001 560109 801000



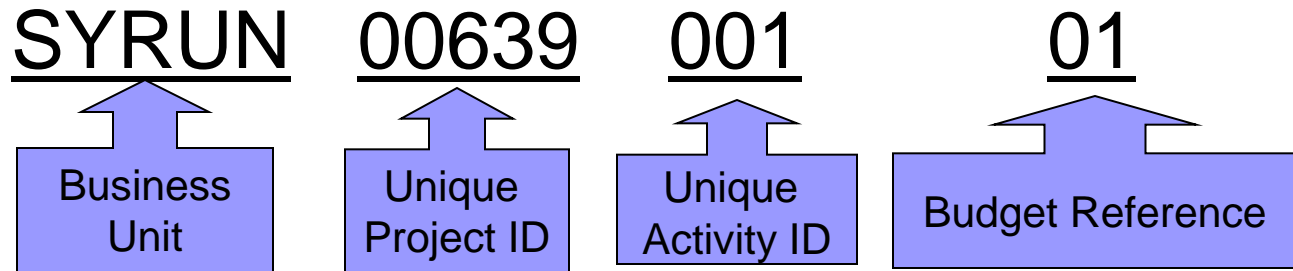
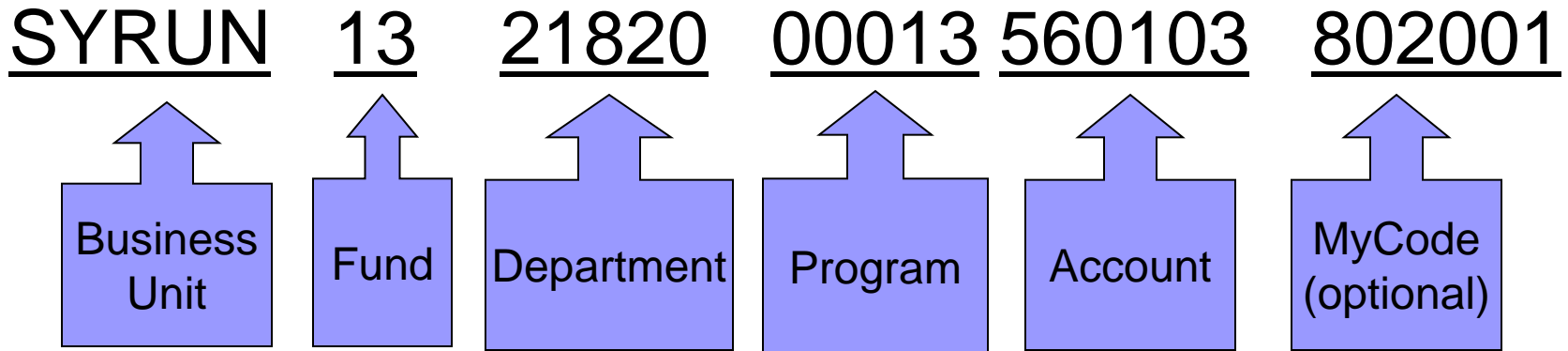


# General Chartfields

Chartfield	Description
<b>Fund</b>	An accounting entity, with a self-balancing set of accounts, established for carrying on specified activities in accordance with regulations or limitations.
<b>Department</b>	An academic or administrative unit that has a common programmatic, operational and fiscal (including budgetary) responsibility.
<b>Program</b>	It is a group of common ongoing activities for which financial activity needs to be tracked. These activities may occur within a single organizational unit or across multiple organizations. Unique activities for which financial information needs to be tracked will also be accommodated by this code. The Program Code field is five numeric characters.
<b>Account</b>	For recording and summarizing financial transactions such as assets, liabilities, net assets, revenue or expenses.
<b>MyCode</b>	Optional Chartfield within the Chartstring used to classify area(s) / department(s) transactions according to their own accounting and reporting needs.



# Grants Management ChartString





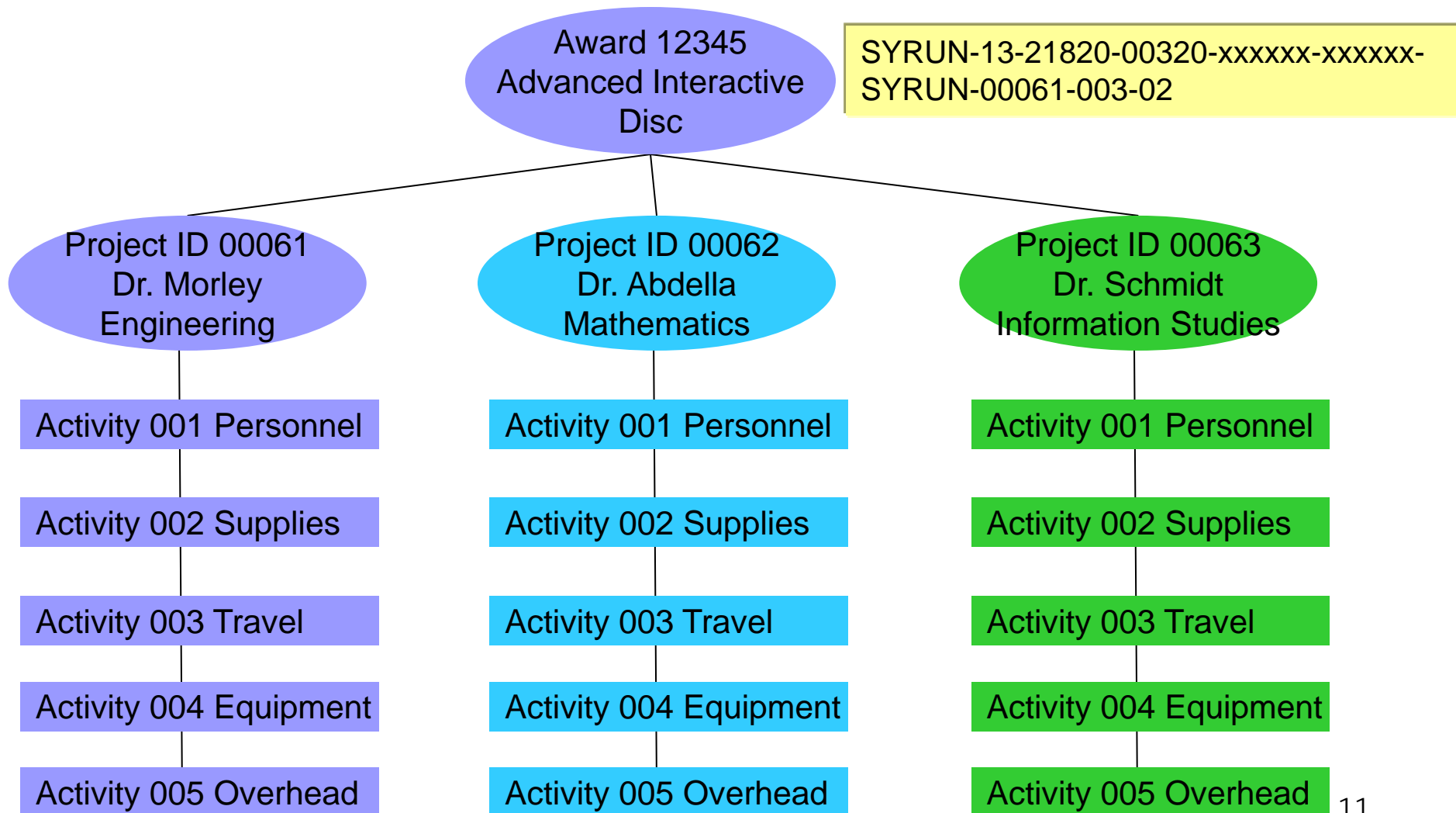
# Sponsored Chartfields

Chartfield	Description
<b>Project ID</b>	The Project ID ChartField is required for transactions to a sponsored award. Each Project ID is a uniquely assigned value. One or more Project ID numbers are assigned to a sponsored award. It is used to track financial, budgetary, and administrative information for the award. The Project ID field is five numeric characters.
<b>Activity ID</b>	Activity ID is a ChartField used for sponsored awards. Every Project ID must have at least one Activity ID, but may include several Activity IDs, allowing for a more detailed level of reporting.
<b>Budget Reference</b>	Budget Reference is a required ChartField for sponsored awards. It identifies the contract/grant year to which the budget or expense entry relates. Its purpose is to group costs for analysis and reporting. The chartfield is two numeric characters.

# Award Setup Multiple Departments and PIs

## Advanced Interactive Discovery Environment

### ACCOUNT STRUCTURE





# Bursted vs. Repository Reports

# 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 FAB Service Center** for assistance at 443-8787 or e-mail us at [fabhelp@syr.edu](mailto:fabhelp@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

**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 FAB Service Center** for assistance at 443-8787 or e-mail us at [fabhelp@syr.edu](mailto:fabhelp@syr.edu)

# Navigating to the Portal

Syracuse University - Windows Internet Explorer

http://syr.edu

File Edit View Favorites Tools Help

Syracuse University

Directories | MySlice | Contact

Search

People Search Advanced

SU HOME ABOUT SU ACADEMICS SU NEAR AND FAR PARTNERSHIPS NEWS

**Type `myslice.syr.edu`**

Faculty and Staff  
Alumni and Friends  
Parents and Families

**University Lectures series to feature founder of Discovery Channel**

Emmy-award winner John S. Hendricks, founder and chairman of Discovery Channel, will speak on October 20 at 4 p.m. in Hendricks Chapel. [lectures.syr.edu](http://lectures.syr.edu)

**Chancellor's Message to the SU Community**

Chancellor and President Nancy Cantor shares reflections on the past year with the Syracuse University community. [Read More](#)

**Frank Bisignano to receive Chancellor's Medal**

Frank Bisignano, chief administrative officer of JPMorgan Chase & Co., will be awarded the Chancellor's Medal for Outstanding Achievement. [Read More](#)

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Sustainability Division • ECM

**HAVE YOU GREENED THE**

# WHERE DO I FIND THE BURSTED AND REPOSITORY REPORTS?

**MySlice Login - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://myslice.syr.edu/EP89PROD/syr\\_signon.html](https://myslice.syr.edu/EP89PROD/syr_signon.html) Go Links

**MY SLICE - of SYRACUSE UNIVERSITY** **SU Home** **Comments** **Help**

### MySlice Announcements

**NOTICE Direct Deposit Self Service**  
The View/Update Direct Deposit Self Service functionality for employees is temporarily unavailable.

**MySlice Updated**  
MySlice was successfully updated on June 11.

**MySlice System Availability**  
Click [here](#) for system availability and downtime announcements.

**MySlice Help**  
Click [here](#) for help on using MySlice.

**MySlice Browsers**  
The recommended Web browser to access MySlice is Microsoft Internet Explorer 6.0 and above on Microsoft Windows or a Macintosh computer running OS X.3 and Microsoft Internet Explorer 5.2 and above. Using other browsers may cause the system to not work as designed and may result in difficulties. You may need to [clear your browser cache](#).

### MySlice Login

NetID

Login to MySlice using your **NetID** (ie *sjohnson*) and password.

NetID:

Password:

To protect your personal information, be sure to close your web browser when you are done accessing services that require authentication.

[Need Login Help?](#)

### MySlice Applications

**Academic Applications**

- [MyMail](#)
- [WebCT @ School of IST](#)
- [Blackboard @ SU](#)
- [Blackboard @ Whitman](#)
- [Blackboard @ UC](#)

**Course Catalog / Class Search**

- [Class Search](#)
- [Course Catalog - Graduate](#)
- [Course Catalog - Undergraduate](#)



# WHERE DO I FIND THE BURSTED AND REPOSITORY REPORTS?

Syracuse University - MySlice - Microsoft Internet Explorer

Address <https://myslice.syr.edu/psp/EP89PROD/EMPLOYEE/EMPL/h/?tab=DEFAULT>

MY SLICE - of SYRACUSE UNIVERSITY

Home Logout Help

MySlice **New Tab 1** New Tab 2

Personalize Content Layout

**Administrative**

- Peoplesoft
  - HRSA Applications
  - Financials / Supply
- SU Reports
  - My Reports**

**Financial Services**

- Accounting
  - Journal Entry
  - Journal View
- Financials Worklist

**MySlice Applications**

- Course Catalog & Class Search
  - Syracuse Course Catalog and Class Search Links.
  - Class Search
  - Course Catalog - Graduate
  - Course Catalog - Undergrad

**Resources**

- Calendars
  - Holiday Schedule
  - Payroll Calendar
- Forms and Procedures
  - HR Forms
  - BFAS Forms
- Other Links
  - Complaint Hotline
  - Benefits

**Employee Services**

- HR/Payroll
  - View My Paycheck
  - Locate My Paycheck
  - View My Time Off
- Tax Withholding Information
  - The following allow adjustments to your tax withholding allowances.
  - View/Update My Federal Tax

**Personal Services**

- Personal Information
  - View/Update Addresses
  - View/Update Phone Numbers
  - View/Update Emergency Contacts

**University Information**

- Summer Hours
  - Summer office hours for Syracuse University will begin on Monday, May 15 and will be in effect through Friday, August 25. Office hours are 8 a.m. - 4:30 p.m.
- MyMail
  - Have you switched to MyMail, SU's new student e-mail system? Check it out at [http://www.mymail.syr.edu](#).

# WHERE DO I FIND THE BURSTED AND REPOSITORY REPORTS?

Hyperion@ Workspace - jmc Castel - Microsoft Internet Explorer

Address <http://testhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-03-15.36.36.000000&dest=HYPERIONRT&db=EP@9RT>

/Broadcast Messages/Hyperion General Information

## General Information

This is a TEST Instance of Hyperion System 9. It is a copy of production from Jan 19. Please save files locally if you wish to retain them for post go-live. At times it may be necessary to restart. Thank you for your patience.

- **Set Your Preferences**  
One of the first things you will need to do is set your preferences. Please read [SettingPreference](#). You can view a demo here: [Demo setting preferences](#). You may also view a demo showing how to open a report: [Demo opening report](#). Finally, a demo showing how to publish documents: [Demo publishing documents](#).
- **Data Warehouse Refresh Down Times**  
The data warehouse is closed for processing from 6:00 pm until 8:00 am the following morning. Attempting to access data before a load is complete will likely return incorrect results and impede the successful processing of related areas.
- **My Reports - Nightly Maintenance Down Time**  
7:30pm to 8:00pm
- **My Reports - Weekly Maintenance Down Time**  
Saturday midnight thru Sunday 8AM
- **Hyperion Intelligence Client Plug-in Instructions**  
Clients that run queries need to install the Hyperion Intelligence Client plug-in. The first time you click on a query document, you will be prompted to install the plug-in.  
  
Full instructions can be found here [Hyperion Intelligence Client Plug-in Instructions](#)

Check here for Data Warehouse alerts, updates, modifications, or errors.

# HOW DO I CHECK THE STATUS OF DATA WAREHOUSE?

**data warehouse**

- [home](#)
- [overview](#)
- [MyReports](#)
- [FAQs](#)
- [status](#)
- [projects](#)
- [access](#)
- [training](#)
- [help](#)

## Data Warehouse Status

Tuesday, September 25, 2007 3:46:27 PM

The data warehouse is closed for processing from 6:00 pm until 8:00 am the following morning. You can check the status of the nightly refresh for specific areas below. Attempting to access data before a load is complete will likely return faulty data and impede the successful processing of related areas.

**Please note that the information on this page may be delayed up to an hour.**

AREA	INFO	STATUS	TIME COMPLETED
Admissions		Processing Complete	09/25/07 06:52 am
APPO		Processing Complete	09/25/07 12:11 am
BSR		Processing Complete	09/25/07 02:38 am
Course/Class		Processing Complete	09/24/07 06:48 pm
FAB		Processing Complete	09/25/07 07:32 am
Financial Aid		Processing Complete	09/25/07 07:44 am
Human Resource		Processing Complete	09/25/07 01:05 am
Payroll		Processing Complete	09/24/07 09:07 pm
Recruit		Processing Complete	09/25/07 01:15 am
Service Desk		Processing Complete	09/25/07 01:55 am
Stdnt Financials		Processing Complete	09/25/07 05:22 am
Stdnt Info (SIS)		Processing Complete	09/25/07 01:30 am

The Status portion will show you what has completed in the Data Warehouse. It will be red if it is still processing

# WHERE DO I FIND THE BURSTED AND REPOSITORY REPORTS?

The screenshot shows the Hyperion workspace interface in a Microsoft Internet Explorer browser. The address bar contains the URL: <http://testhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-03-15.36.36.000000&dest=HYPERIONRT&db=EP89RT>. The main content area displays "Hyperion General Information" and "General Information". A callout box with the text "1. Click for dropdown menu." points to the "Navigate" menu in the top-left corner. A second callout box with the text "2. Click Explore." points to the "Explore" option in the dropdown menu. The page content includes a warning: "This is a TEST Instance of Hyperion System 9. It is a copy of production from Jan 19. Please Note the work done here is Temporary. You should save files locally if you wish to retain them for post go-live. At times it may be necessary to restart the services which may result in you being disconnected. Thank you for your patience." Below this, there is a section titled "Set Your Preferences" with links to "Demo opening report" and "Demo publishing documents".

1. Click for dropdown menu.

2. Click **Explore**.

# WHERE DO I FIND BURSTED REPORTS?

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The address bar shows the URL: <http://testhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-05-08.10.58.000000&dest=HYPERIONRT&db=EP89RT>. The browser window title is "Hyperion@ Workspace - jmc Castel - Microsoft Internet Explorer".

The main content area shows a folder tree on the left and a table on the right. The folder tree includes:

- Report Repository
  - Administration Folder
  - Broadcast Messages
  - Bursar
  - Department
  - FAB
  - Payroll
  - Personal
    - jmc Castel
    - Samples
    - Security
    - Service Desk
    - Training
    - Z\_SUHUG

1. Click on the 'Personal' Link.

2. Click on your 'NETID' Link.

# WHERE DO I FIND BURSTED REPORTS?

Hyperion® Workspace - jmc Castel - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <http://testhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-05-08.10.58.000000&dest=HYPERIONRT&db=EP89RT> Go Links

Navigate File Edit View Favorites Tools Help Explore

/Personal/jmc Castel

Name	Type	Modified	Description
Forward Funded by Specialist	Table	2/1/07 1:53 PM	

1. Click "Report Title" to View Report.
2. Print.

Hyperion Gen... Explore: /P... Internet

# HOW DO I SAVE A BURSTED REPORT?

1. Right Click Report Name To Save Document.
2. Select Save Target As...
3. Click **Save**.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application interface. The browser's address bar shows the URL: `http://testhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-05-08.10.58.000000&dest=HYPERIONRT&db=...`. The main content area shows a report repository with a folder tree on the left and a list of reports in the center. The folder tree includes 'Report Repository', 'Administration Folder', 'Broadcast Messages', 'Bursar', 'Department', 'FAB', 'Payroll', 'Personal', 'jmc Castel', 'Samples', 'Security', 'Service Desk', 'Training', and 'Z\_SUHUG'. The 'jmc Castel' folder is selected. The report list shows a report named 'Forward Funded by Specialist'. A right-click context menu is open over this report, with the 'Save Target As...' option highlighted by an orange arrow. The 'Save As' dialog box is open, showing the 'Save in:' location as 'BkMorley on 'Bfas-data1\Data\Ecmstaff\Sys...'. The dialog box lists various folders and files, including 'BkMorley's Videos', 'Dummy Data', 'Favorites', 'My Wallpapers', 'ps75', 'pstamp', 'user', 'Viewlets', 'Chart of Accounts\_6.pdf', 'FAB\_Service\_Center\_Report.pdf', 'FAB\_Service\_Ctr\_Report.pdf', 'KnownProblems.pdf', 'Service\_Center\_Report.pdf', and 'WBFR-SteveBlock.pdf'. The 'File name:' field contains 'B200B2 Revenues Detail Activity JAN 2006.pdf' and the 'Save as type:' dropdown is set to 'Adobe Acrobat 7.0 Document'. The 'Save' button is highlighted.

# WHERE DO I FIND REPOSITORY REPORTS?

Hyperion@ Workspace - jmc Castel - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Tab

Address <http://testhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-05-08.10.58.000000&dest=HYPERIONRT&db=EP89RT> Go Links

Navigate File Edit View Favorites Tools Help Explore

/Personal/jmc Castel

Folders

- Report Repository
- Administration Folders
- Broadcast Messages
- Bursar
- Department
- FAB
- Payroll
- Personal
- jmc Castel**
- Samples
- Security
- Service Desk
- Training
- Z\_SUHUG

Name	Type	Modified	Description
Forward Funded by Specialist	Interact...	3/1/07 1:52 PM	

Click **Report Repository** to Expand List of Folders.

Hyperion Gen... Explore: /P... Internet



# WHERE DO I FIND REPOSITORY REPORTS?

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application interface. The address bar shows the URL: <http://devhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-26-10.46.00.000000&dest=HYPERIONDEV&db=EP89DEV>. The main content area displays a directory tree for the 'FAB' folder. The tree includes folders like 'Report Repository', 'Administration Folder', 'Broadcast Messages', 'Bursar', 'Department', 'FAB', 'General Ledger', 'Grants', 'Purchasing and Payables', 'Payroll', and 'Personal'. The 'FAB' folder is expanded, showing subfolders: 'General Ledger', 'Grants', 'Purchasing and Payables', 'Payroll', and 'Personal'. A table of reports is visible in the background, with columns for Name, Type, Modified, and Description. Two orange callout boxes provide instructions:

1. Click on the 'FAB' Link.
2. Click on appropriate FAB subfolder link such as General Ledger, Grants and Purchasing and Payables.

# WHERE DO I FIND REPOSITORY REPORTS?

The screenshot shows a Microsoft Internet Explorer browser window displaying a file explorer view of a repository. The address bar shows the URL: <http://devhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-26-10.46.00.000000&dest=HYPERIONDEV&db=EP89DEV>. The file explorer shows a folder structure with 'Report Repository' expanded to 'FAB'. The main pane displays a list of reports with columns for Name, Type, Modified, and Description.

Name	Type	Modified	Description
General Ledger	Folder	2/28/05 11:35 AM	FAB-General Ledger
Grants			
Purchasing and Payables			
Account Listing			
COA Crosswalk			
Chart String Listing			
DAA Display Available Amount			
DAA Display Available Amount - Admin		5/23/07 9:58 AM	
DAA Display Available Amount - Admin Test		5/23/07 10:02 AM	
DAB Display Amount Budget	Interactive Repo...	9/21/06 1:47 PM	Use t...
DAB Display Amount Budget - Admin	Interactive Repo...	9/21/06 1:47 PM	Use t...
DFB Display Financial Balance	Interactive Repo...	10/15/07 10:13 AM	This r...
DFC Display Financial Balance Change	Interactive Repo...	9/21/06 1:48 PM	For C...
DFC Display Financial Balance Change ADMIN	Interactive Repo...	5/23/07 10:25 AM	For F...
DTD Display Transaction Detail - ADMIN	Interactive Repo...	7/17/07 7:55 AM	ADMI...
DTD Display Transaction Detail - CAMPUS	Interactive Repo...	7/4/07 8:18 AM	CAMP...
Department Listing	Interactive Repo...	5/23/07 10:13 AM	Use t...
FAB Conversion Query	Interactive Repo...	8/22/06 9:36 AM	Use t...
MyCode Listing	Interactive Repo...	5/23/07 12:51 PM	Use t...
Non Sponsored Restricted Listing	Interactive Repo...	5/25/07 9:30 AM	Use t...
Non Sponsored Restricted Listing ADMIN	Interactive Repo...	5/23/07 1:17 PM	Use t...
Program Account Combinations	Interactive Repo...	7/2/07 1:22 PM	Use t...

**Click "Report Title" to View Document.**

**Review the Repository Report 'About this Document' regarding utilization.**



# General Ledger/Budget

**Spring 2009**

# FAB Reports (Chartfields Related)

FAB Reports	Effective Dates	Use	Location
Account Listing	Current & Prior Fiscal Year	Generates a list of new Account Codes	FAB Folder
Chartstring Listing	Current & Prior Fiscal Year	Get reports on the new financials Chartstring.	FAB Folder
Department Listing	Current & Prior Fiscal Year	Generates a list of new Departments	FAB Folder
MyCode Listing	Current & Prior Fiscal Year	Active and Inactive MyCode(s)	FAB Folder
Program Account Combinations	Current & Prior Fiscal Year	Valid Program/Account Combinations	FAB Folder



# Account Listing

# HOW DO I PROCESS THE QUERY?

The screenshot shows a Microsoft Internet Explorer browser window displaying the Hyperion Workspace interface. The address bar shows the URL: `http://devhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-26-10.46.00.000000&dest=HYPERIONDEV&db=EP89DEV`. The main content area displays a table of reports under the path `/FAB`. An orange callout box with the text "Click to run document." points to the "Account Listing" report in the table.

Name	Type	Modified	Description
General Ledger	Folder	2/28/05 11:35 AM	FAB-General Ledger
Grants	Folder	2/28/05 11:36 AM	FAB-Grants
Purchasing and Payables	Folder	2/28/05 11:36 AM	FAB-Purchasing and Payables Folder
Account Listing	Interactive Repo		Account information.
COA Crosswalk	Interactive Repo		the date of conversion. Upd...
Chart String Listing	Interactive Repo		string by Fund, by Program,
DAA Display Available Amount	Interactive Repo...	4/25/07 7:03 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin	Interactive Repo...	5/23/07 9:58 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin Test	Interactive Repo...	5/23/07 10:02 AM	Use this query to view Program summary information by Account for Budget,
DAB Display Amount Budget	Interactive Repo...	9/21/06 1:47 PM	Use this query for a high level view of your Budget Information to date for th
DAB Display Amount Budget - Admin	Interactive Repo...	9/21/06 1:47 PM	Use this query for a high level view of your Budget Information to date for th
DFB Display Financial Balance	Interactive Repo...	10/15/07 10:13 AM	This report lists the current year and the prior year total dollar amount by mc
DFC Display Financial Balance Change	Interactive Repo...	9/21/06 1:48 PM	For Campus Users; Security Access to specified chartstrings required.
DFC Display Financial Balance Change ADMIN	Interactive Repo...	5/23/07 10:25 AM	For FAB Admin users
DTD Display Transaction Detail - ADMIN	Interactive Repo...	7/17/07 7:55 AM	ADMIN users only; Replaces the mainframe function DTD for viewing Budgete
DTD Display Transaction Detail - CAMPUS	Interactive Repo...	7/4/07 8:18 AM	CAMPUS users only; this is the secured version of DTD; Replaces the mainfra
Department Listing	Interactive Repo...	5/23/07 10:13 AM	Use this query to return a list of Financials DeptID by department name or de
FAB Conversion Query	Interactive Repo...	8/22/06 9:36 AM	Use this query to obtain the GLS Account and Object Code combinations for i
MyCode Listing	Interactive Repo...	5/23/07 12:51 PM	Use this query to get a list of Mycodes with descriptions, effective date and s
Non Sponsored Restricted Listing	Interactive Repo...	5/25/07 9:30 AM	Use this query to get a list of Non-Sponsored Restricted accounts that you a
Non Sponsored Restricted Listing ADMIN	Interactive Repo...	5/23/07 1:17 PM	Use this query to get a list of non-sponsored restricted accounts and their re
Program Account Combinations	Interactive Repo...	7/2/07 1:22 PM	Use this query to get a list of valid Program Account combinations for Actuals

# WHAT DOES THIS REPORT GIVE ME?

The screenshot shows a Microsoft Internet Explorer browser window displaying a report. The address bar shows the URL: [http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\\_TYPE=GET\\_DOCUMENT&DOC\\_UUID=00000102](http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UUID=00000102). The browser's menu bar includes File, Edit, View, Insert, Format, Results, Tools, and Help. The toolbar contains various icons for navigation and document manipulation. The main content area is titled "Results" and features a table with the following columns: Account, Effdt, Eff Status, Descr, Descrshort, Account Type, and Account Type Sh Desc. The table is currently empty, showing "0 of 0 Rows".

An orange callout box with the text "Click **About this Document**." points to the "About This Document" link in the left-hand "Sections" pane. Below the "Results" section, a "Query" pane lists the following fields: Account, Effdt, Eff Status, Descr, Descrshort, Account Type, Account Type Sh Desc, Setid, and Budgetary Only. The status bar at the bottom of the browser window displays "0 of 0 Rows", the date and time "06/20/05 08:40:25", and the text "Unknown Zone".

# WHAT DOES THIS REPORT GIVE ME?

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: [http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\\_TYPE=GET\\_DOCUMENT&DOC\\_UUID=00000102](http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UUID=00000102). The browser title is "Microsoft Internet Explorer". The page content is titled "About This Document" and provides information about a query. The left sidebar shows a "Sections" pane with the following items: "About This Document", "Account Listing by Account", "Account Listing by Account N", and "Results".

**About This Document** The Information provided as a result of the use of this query is the Property of Syracuse University

**Document Name:** Account Listing

**Document Description:** Use this query to get a list of Financials Accounts.

**Variable Limits on Query:**  
Account Number: enter one or more account numbers. Select value is set to begins with so you can enter in just the first 1 or 2 digits of the code to return all account codes that 'begin with' these values.  
Status: You can select only active account numbers (A) or all (click ignore).

**Limits on Query:**  
There are no static limits on this query.

**Reports / Pivots / Charts / Tables Available:**  
Two reports available:  
Account listing by account description (alpha) or  
Account listing by account number (numeric)

Unknown Zone



# HOW DO I PROCESS THE QUERY?

The screenshot shows a Microsoft Internet Explorer browser window displaying a data access interface. The address bar shows the URL: [http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\\_TYPE=GET\\_DOCUMENT&DOC\\_UUID=00000102](http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UUID=00000102). The browser's menu bar includes File, Edit, View, Insert, Format, Results, Tools, and Help. The toolbar contains various icons, including a 'Process' button. An orange callout box with a white border points to the 'Process' button, containing the text: "Click **Process** to limit query." Below the toolbar, the interface displays a table with the following columns: Account, Effdt, Eff Status, Descr, Descrshort, Account Type, Account Type Sh Desc, and Setid. The table is currently empty. On the left side, there is a 'Sections' pane with a tree view containing: About This Document, Account Listing by A, Account Listing by A, and Results. At the bottom left, there is a 'Query' pane with a tree view containing: Account, Effdt, Eff Status, Descr, Descrshort, Account Type, Account Type Sh, Setid, and Budgetary Only. The status bar at the bottom of the browser window shows "0 of 0 Rows", the date and time "06/20/05 08:40:25", and the text "Unknown Zone".

# HOW DO I PROCESS THE QUERY?

The screenshot shows a web browser window displaying a data access application. A dialog box titled "Limit: Account" is open, prompting the user to enter account codes. The dialog includes a "Name" field with "Account" entered, an "Include Nulls" checkbox, and a dropdown menu currently set to "Begins With". Below the dropdown is a list of "Custom Values" containing the number "0". Buttons for "OK", "Cancel", "Help", "Advanced", "Custom Values", "Custom SQL", "Select All", and "Remove" are visible. An orange callout box with three numbered steps points to the dialog. A yellow callout box with a note points to a dropdown menu showing various query operators like "<= Less or Equal", "> Greater Than", and "Begins With".

1. Enter the Account or Ignore to select all.

2. Choose from drop down box to change operator.

3. Click **OK**.

Note: Additional query criteria are available from drop down menu

<= Less or Equal  
> Greater Than  
>= Greater or Equal  
Begins With  
Contains  
Ends With  
Like  
Between  
Is Null

Account Effdt Eff Status Descr Descrshort Account Type Account Type Sh Desc Setid Budgetary Only *Used for Budget*

# HOW DO I PROCESS THE QUERY?

Limit: Eff Status

To select only active account codes, select A and click OK.  
To select all, click Ignore.

Name: Eff Status

Include Nulls

Not = Equal

Custom Values  
Custom SQL  
Select All  
Remove

A

Advanced

OK  
Cancel  
Ignore  
Help

1. Enter the Effective Status or Ignore to select all.
2. Choose from drop down box to change operator.
3. Click **OK**.

Account	Effdt	Eff Status	Descr	Descrshort	Account Type	Account Type Sh Desc	Setid	Budgetary Only
								Used for Budget

06/20/05 08:40:25  
Unknown Zone

# HOW DO I VIEW THE RESULTS?

http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=0000102 - Microsoft Internet Explorer

@Andale WT 8

File Edit View Insert Format Results Tools Help

Results Filters(0) Sort(1) Data Layout

Sections

- About This Document
- Account Listing by Account
- Account Listing by Account N
- Results

Query

- Account
- Effdt
- Eff Status
- Descr
- Descrshort
- Account Type
- Account Type Sh Desc
- Setid
- Budgetary Only

	Account	Effdt	Eff Status	Descr	Descrshort	Account Type	Account Type Sh Desc	
1	520010	01/01/01 12:00 AM	A	1-Sem Acad Dpt Hds 40 hr base	1-Sem Acad	E	Expenses	SYRUN
2	520013	01/01/01 12:00 AM	A	1-Sem Assist Prof 40 hr base	1-Sem Assi	E	Expenses	SYRUN
3	520012	01/01/01 12:00 AM	A	1-Sem Assoc Prof 40 hr base	1-Sem Asso	E	Expenses	SYRUN
4	520000	01/01/01 12:00 AM	A	1-Sem Fac/Adjunct 40 hr base	1-Sem Fac/	E	Expenses	SYRUN
5	520014	01/01/01 12:00 AM	A	1-Sem Instructor 40 hr base	1-Sem Inst	E	Expenses	SYRUN
6	520015	01/01/01 12:00 AM	A	1-Sem Lecturer 40 hr base	1-Sem Lect	E	Expenses	SYRUN
7	520016	01/01/01 12:00 AM	A	1-Sem Professor 40 hr base	1-Sem Prof	E	Expenses	SYRUN
8	230001	07/23/05 12:00 AM	I	12 Month Payment Plan Fy Even	12 Month P	L	Liability	SYRUN
9	230002	07/23/05 12:00 AM	I	12 Month Payment Plan Fy Odd	12 Month P	L	Liability	SYRUN
10	690002	01/01/07 12:00 AM	A	529 Plan variances	529 Plan v	E	Expenses	SYRUN
11	500010	01/01/01 12:00 AM	A	9-Mo Facul	9-Mo Facul	E	Expenses	SYRUN
12	500011	01/01/01 12:00 AM	A	9-Mo Prof	9-Mo Prof	E	Expenses	SYRUN
13	500012	01/01/01 12:00 AM	A	9-Mo Acad	9-Mo Acad	E	Expenses	SYRUN
14	500013	01/01/01 12:00 AM	A	9-Mo Assoc	9-Mo Assoc	E	Expenses	SYRUN
15	500014	01/01/01 12:00 AM	A	9-Mo Asst	9-Mo Asst	E	Expenses	SYRUN
16	500015	01/01/01 12:00 AM	A	9-Mo Instr	9-Mo Instr	E	Expenses	SYRUN
17	500016	01/01/01 12:00 AM	A	9-Mo Lecturers	9-Mo Lectu	E	Expenses	SYRUN
18	500018	01/01/01 12:00 AM	A	9-Mo Other Faculty	9-Mo Other	E	Expenses	SYRUN
19	500001	01/01/01 12:00 AM	A	9-Month Faculty 1 FTE 40 hr	9-Month Fa	E	Expenses	SYRUN
20	501005	01/01/01 12:00 AM	A	9-month Asst/Assoc Dean	9-month As	E	Expenses	SYRUN
21	211033	05/30/07 12:00 AM	I	A/P Expd Bookstore Gift Certif	A/P Expire	L	Liability	SYRUN
22	211041	07/01/07 12:00 AM	A	A/P Light Work Sales Tax	A/P Light	L	Liability	SYRUN
23	210005	01/01/01 12:00 AM	A	A/P PeopleSoft System 7.5	A/P People	L	Liability	SYRUN
24	210006	01/01/01 12:00 AM	A	A/P PeopleSoft System 8.8	A/P People	L	Liability	SYRUN
25	211036	02/01/07 12:00 AM	A	A/P Unclaimed Funds Other	A/P Unclai	L	Liability	SYRUN
26	220003	06/01/06 12:00 AM	A	A/P-Accrued Payroll - FY Even	A/P-Accrue	L	Liability	SYRUN
27	220002	06/01/07 12:00 AM	A	A/P-Accrued Payroll - FY Odd	A/P-Accrue	L	Liability	SYRUN
28	211002	01/01/01 12:00 AM	A	A/P-Bookstore Sales Taxes	A/P-Bookst	L	Liability	SYRUN
29	211009	01/01/01 12:00 AM	A	A/P-Bursar Sales Tax	A/P-Bursar	L	Liability	SYRUN
30	211018	01/01/01 12:00 AM	A	A/P-Cash Prepay Cobra Benefits	A/P-Cash P	L	Liability	SYRUN
31	211005	01/01/01 12:00 AM	A	A/P-Food Service Sales Tax	A/P-Food S	L	Liability	SYRUN
32	211007	01/01/01 12:00 AM	A	A/P-Misc Student Pgms	A/P-Misc S	L	Liability	SYRUN
33	211008	01/01/01 12:00 AM	A	A/P-Parking Service Sales Tax	A/P-Parkin	L	Liability	SYRUN
34	215000	01/01/01 12:00 AM	A	A/P-Pending Invest Purchases	A/P-Pendin	L	Liability	SYRUN
35	211006	01/01/01 12:00 AM	A	A/P-Printing-Sales Tax	A/P-Printi	L	Liability	SYRUN
36	211010	01/01/01 12:00 AM	A	A/P-Property Manage-Sales Tax	A/P-Prop	L	Liability	SYRUN
37	211004	01/01/01 12:00 AM	A	A/P-Sales Tax Ioe Pavilion	A/P-Sales	L	Liability	SYRUN
38	211044	12/01/07 12:00 AM	A	A/P-Sales Tax-Foodworks	A/P-Sales	L	Liability	SYRUN
39	211014	01/01/01 12:00 AM	A	A/P-Sales Tax-Inn Complete	A/P-Sales	L	Liability	SYRUN

Account Effdt Eff Status Descr Descrshort Account Type Account Type Sh Desc Setid Budgetary Only *Used for Budget*

1725 of 1725 Rows 03/03/08 15:54:05

Unknown Zone

Click on the  
desired report.

# HOW DO I VIEW THE REPORTS?

http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=00000102 - Microsoft Internet Explorer

Account Listing by Account

Expression Groups Table Sort

Sections

- About This Document
- Account Listing by Account
- Account Listing by Account N
- Results

Data Function

Syracuse University Financials Data Warehouse  
Account Listing By Account Description as of 03/03/2008

<u>Setid</u>	<u>Account Description</u>	<u>Account</u>	<u>Status</u>	<u>Type</u>	<u>Type Description</u>	<u>Used for Budget</u>
SYRUN	1-Sem Acad Dpt Hds 40 hr base	520010	A	E	Expenses	
SYRUN	1-Sem Assist Prof 40 hr base	520013	A	E	Expenses	
SYRUN	1-Sem Assoc Prof 40 hr base	520012	A	E	Expenses	
SYRUN	1-Sem Fac/Adjunct 40 hr base	520000	A	E	Expenses	y
SYRUN	1-Sem Instructor 40 hr base	520014	A	E	Expenses	
SYRUN	1-Sem Lecturer 40 hr base	520015	A	E	Expenses	
SYRUN	1-Sem Professor 40 hr base	520011	A	E	Expenses	
SYRUN	12 Month Payment Plan Fy Even	230044	I	L	Liability	
SYRUN	12 Month Payment Plan Fy Odd	230002	I	L	Liability	
SYRUN	529 Plan variances	690002	A	E	Expenses	
SYRUN	9 mo Faculty 40 hrs	500000	A	E	Expenses	y
SYRUN	9- Mo Professors	500011	A	E	Expenses	
SYRUN	9-Mo Acad Dpt Heads	500010	A	E	Expenses	
SYRUN	9-Mo Assoc Prof	500012	A	E	Expenses	
SYRUN	9-Mo Asst Prof	500013	A	E	Expenses	
SYRUN	9-Mo Instructors	500014	A	E	Expenses	
SYRUN	9-Mo Lecturers	500015	A	E	Expenses	
SYRUN	9-Mo Other Faculty	500018	A	E	Expenses	
SYRUN	9-Month Faculty 1 FTE 40 hr	500001	A	E	Expenses	y
SYRUN	9-month Asst/Assoc Dean	501005	A	E	Expenses	
SYRUN	A/P Expd Bookstore Gift Certif	211033	I	L	Liability	
SYRUN	A/P Light W/ork Sales Tax	211041	A	L	Liability	
SYRUN	A/P PeopleSoft System 7.5	210005	A	L	Liability	
SYRUN	A/P PeopleSoft System 8.8	210006	A	L	Liability	
SYRUN	A/P Unclaimed Funds Other	211036	A	L	Liability	
SYRUN	A/P-Accrued Payroll - FY Even	220003	A	L	Liability	
SYRUN	A/P-Accrued Payroll - FY Odd	220002	A	L	Liability	
SYRUN	A/P-Bookstore Sales Taxes	211002	A	L	Liability	
SYRUN	A/P-Bookstore Sales Tax	211000	A	L	Liability	

Query

- Results
  - Account
  - Effdt
  - Eff Status
  - Descr
  - Descrshort
  - Account Type
  - Account Type Sh Desc
  - Setid
  - Budgetary Only
  - Used for Budget
- Graphics
- Fields
- Resources

Report Group 1: Drag columns here to create a category

Table Dimensions: Setid ♦ Descr ♦ Account ♦ Eff Status ♦ Account Type ♦ Account Type Sh Desc ♦ Used for Budget

Table Facts: Drag catalog columns here to create table facts

Shared Members Aggregated | 31 Page(s) | Zoom: 100%

Unknown Zone

# HOW DO I PRINT THE REPORTS?

1. Click to Print Report.

2. Choose printer and click OK.

Syracuse University Financials Data Warehouse  
Account Listing By Account Description as of 03/03/2008

**Print**

Printer Name: \\SYR\_EDU\ecm-office-hp5si-que  
Status: \\SYR\_EDU\ecm\_color\_4550\_que  
Type: \\SYR\_EDU\ecm-office-hp5si-que  
Where: \\SYR\_EDU\ecm-office-hp5si-que;printers:bras:su

Print range:  All  
 Pages from: 1 to:   
 Selection

Copies: Number of copies: 1  
Collate

OK Cancel

Table Dimensions: Setid \* Descr \* Account \* Eff Status \* Account Type \* Account Type Sh Desc \* Used for Budget  
Table Facts: Drag catalog columns here to create table facts

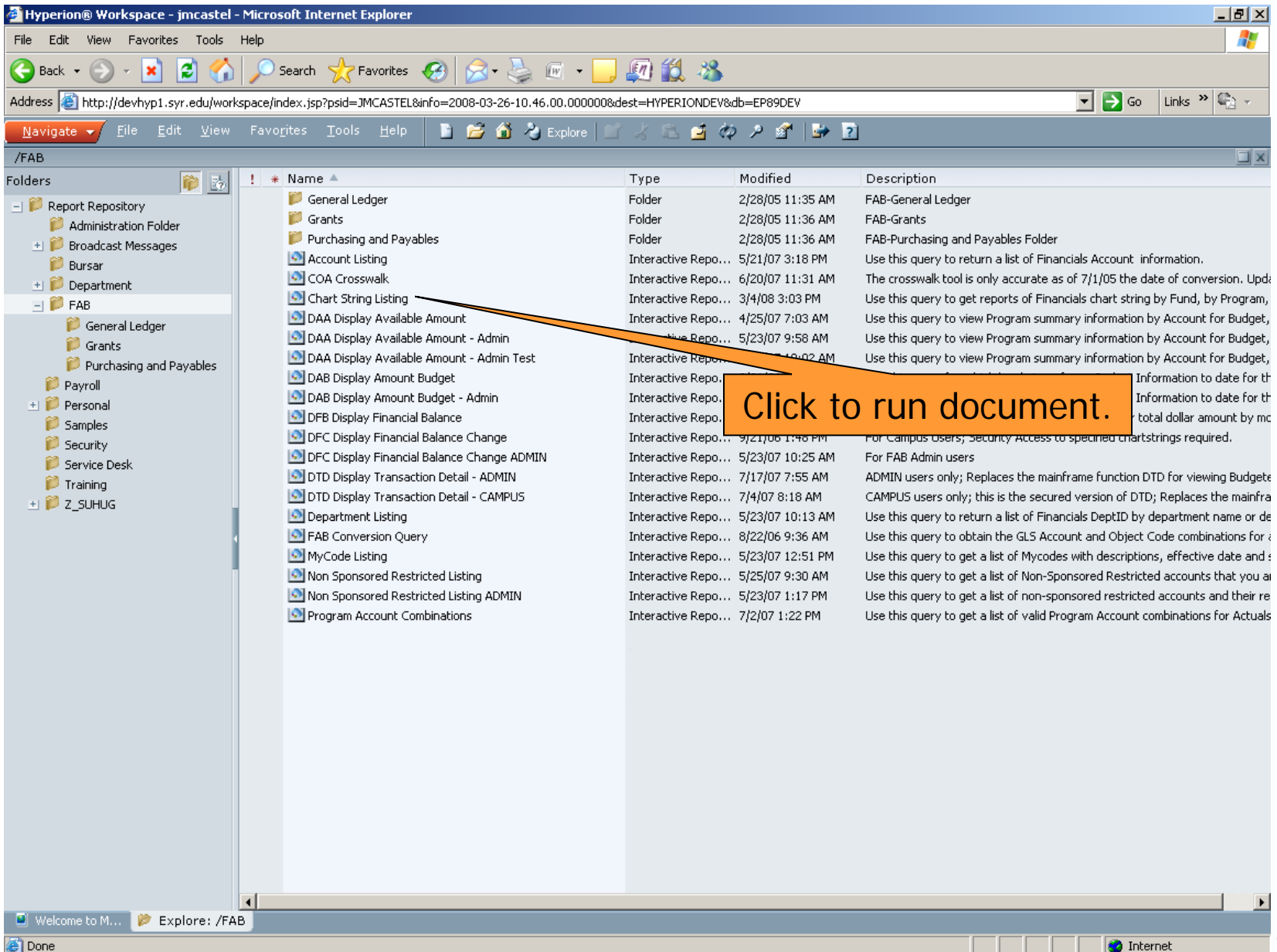
Report Group1: Drag columns here to create a category

Shared Members Aggregated | 31 Page(s) | Zoom: 100%



# Chartstring Listing

# HOW DO I PROCESS THE QUERY?



The screenshot shows a Microsoft Internet Explorer browser window displaying a file explorer interface for a report repository. The address bar shows the URL: <http://devhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-26-10.46.00.000000&dest=HYPERIONDEV&db=EP89DEV>. The file explorer shows a tree view on the left with folders like 'Report Repository', 'Administration Folder', 'Broadcast Messages', 'Bursar', 'Department', 'FAB', 'General Ledger', 'Grants', 'Purchasing and Payables', 'Payroll', 'Personal', 'Samples', 'Security', 'Service Desk', 'Training', and 'Z\_SUHUG'. The main pane displays a table of files and folders.

Name	Type	Modified	Description
General Ledger	Folder	2/28/05 11:35 AM	FAB-General Ledger
Grants	Folder	2/28/05 11:36 AM	FAB-Grants
Purchasing and Payables	Folder	2/28/05 11:36 AM	FAB-Purchasing and Payables Folder
Account Listing	Interactive Repo...	5/21/07 3:18 PM	Use this query to return a list of Financials Account information.
COA Crosswalk	Interactive Repo...	6/20/07 11:31 AM	The crosswalk tool is only accurate as of 7/1/05 the date of conversion. Upd
Chart String Listing	Interactive Repo...	3/4/08 3:03 PM	Use this query to get reports of Financials chart string by Fund, by Program,
DAA Display Available Amount	Interactive Repo...	4/25/07 7:03 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin	Interactive Repo...	5/23/07 9:58 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin Test	Interactive Repo...	5/23/07 9:58 AM	Use this query to view Program summary information by Account for Budget,
DAB Display Amount Budget	Interactive Repo...	5/23/07 9:58 AM	Information to date for th
DAB Display Amount Budget - Admin	Interactive Repo...	5/23/07 9:58 AM	Information to date for th
DFB Display Financial Balance	Interactive Repo...	5/23/07 9:58 AM	total dollar amount by mc
DFC Display Financial Balance Change	Interactive Repo...	9/21/06 1:46 PM	For Campus Users; Security Access to specified chartstrings required.
DFC Display Financial Balance Change ADMIN	Interactive Repo...	5/23/07 10:25 AM	For FAB Admin users
DTD Display Transaction Detail - ADMIN	Interactive Repo...	7/17/07 7:55 AM	ADMIN users only; Replaces the mainframe function DTD for viewing Budget
DTD Display Transaction Detail - CAMPUS	Interactive Repo...	7/4/07 8:18 AM	CAMPUS users only; this is the secured version of DTD; Replaces the mainfra
Department Listing	Interactive Repo...	5/23/07 10:13 AM	Use this query to return a list of Financials DeptID by department name or de
FAB Conversion Query	Interactive Repo...	8/22/06 9:36 AM	Use this query to obtain the GLS Account and Object Code combinations for
MyCode Listing	Interactive Repo...	5/23/07 12:51 PM	Use this query to get a list of Mycodes with descriptions, effective date and
Non Sponsored Restricted Listing	Interactive Repo...	5/25/07 9:30 AM	Use this query to get a list of Non-Sponsored Restricted accounts that you a
Non Sponsored Restricted Listing ADMIN	Interactive Repo...	5/23/07 1:17 PM	Use this query to get a list of non-sponsored restricted accounts and their re
Program Account Combinations	Interactive Repo...	7/2/07 1:22 PM	Use this query to get a list of valid Program Account combinations for Actuals

An orange callout box with the text "Click to run document." points to the document icon next to the "Chart String Listing" file in the table.



# HOW DO I PROCESS THE QUERY?

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The address bar shows the URL: [http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\\_TYPE=GET\\_DOCUMENT&DOC\\_UUID=00000103](http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UUID=00000103). The browser's menu bar includes File, Edit, View, Insert, Format, Results, Tools, and Help. The toolbar contains various icons, including a 'Process' button with a downward arrow. An orange callout box with a pointer to the 'Process' button contains the text: "Click **Process** to limit query." The main content area is titled 'Results' and features a table with the following columns: Fund Code, Fund Code Desc, Fund Code Sh Desc, Deptid, Deptid Desc, Deptid Sh Desc, Program Code, Program Code Desc, Program Code Lg Desc, and Program Code Sh Desc. A left-hand sidebar contains a 'Sections' pane with options: About This Document, Listing By Fund, Listing by Program Name, Listing by DeptID, Listing by DeptID Desc, and Results. Below this is a 'Query' pane showing a tree view of the table's columns. The status bar at the bottom right displays the date and time: 06/29/05 13:57:17, and the text 'Unknown Zone'.

# HOW DO I PROCESS THE QUERY?

1. Enter the DeptID or Ignore to select all.

2. Choose from drop down box to change operator.

3. Click **OK**.

Note: Additional query criteria are available from drop down menu

Begins With  
<= Less or Equal  
> Greater Than  
>= Greater or Equal  
Begins With  
Contains  
Ends With  
Like  
Between  
Is Null

Fund Code	Fund Code Desc	Fund Code Sh Desc	Deptid	Deptid Desc	Deptid Sh Desc	Program Code	Program Code Desc	Program Code Lg Desc	Program Code Sh Desc
-----------	----------------	-------------------	--------	-------------	----------------	--------------	-------------------	----------------------	----------------------

# HOW DO I PROCESS THE QUERY?

File Edit View Insert Format Results Tools Help

Results Limits(0) Sort(0) Outliner

Sections

- About This Document
- Listing By Fund
- Listing by Program Name
- Listing by DeptID
- Listing by DeptID Desc
- Results

Query

- Fund Code
- Fund Code Desc
- Fund Code Sh Desc
- Deptid
- Deptid Desc
- Deptid Sh Desc
- Program Code
- Program Code Desc
- Program Code Lg Desc
- Program Code Sh Desc

Limit: Program Code

Enter in one or more Program Code(s) or click Ignore to select all values.

Name: Program Code

Include Nulls

Not = Equal

Custom Values: 0

Buttons: OK, Cancel, Ignore, Help, Custom Values, Custom SQL, Select All, Remove, Advanced

1. Enter the Program or Ignore to select all.

2. Choose from drop down box to change operator.

3. Click **OK**.

Fund Code , Fund Code Desc , Fund Code Sh Desc , Deptid , Deptid Desc , Deptid Sh Desc , Program Code , Program Code Desc , Program Code Lg Desc , Program Code Sh Desc

0 of 0 Rows 06/29/05 13:57:17

# HOW DO I VIEW THE RESULTS?

http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=00000103 - Microsoft Internet Explorer

@Andale WT

File Edit View Insert Format Results Tools Help

Process

Results Filters(0) Sort(0) Data Layout

Sections

- About This Document
- Listing by Fund
- Listing by Program Name
- Listing by DeptID
- Listing by DeptID Desc
- Results

	Fund Code	Fund Code Desc	Fund Code Sh Desc	Deptid	Deptid Desc	Deptid Sh Desc	Program Code	Program Code Desc	Program Code Lg Desc
1	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00000	No Program	
2	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00001	General Operations	
3	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00003	Research Subsidy	
4	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00012	IDC Sharing	
5	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00014	Salary Holding Account	
6	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00015	Cost Share	
7	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00017	Program Development	
8	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00030	Conference Conducting	
9	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	00049	Graduate Tuition Differential	
10	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06010	RCM - Tuition Revenue	
11	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06011	Off Campus Revenue	
12	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06015	RCM - Offset Dist-FB High	
13	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06020	RCM - Sponsored F&A Rec	
14	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06021	UG Quasi End Offset	
15	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06030	IDC Pool Adjustment	
16	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06031	RCM - FB Recov-Higher G	
17	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06040	RCM - Subvention	
18	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06050	RCM - Academic Initiatives	
19	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06051	Chancellor Funds	
20	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06060	RCM - Other Sources	
21	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06070	RCM - Participation In	
22	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06080	RCM - State Appropriation	
23	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06081	RCM - Tuton Dposit for Fut	
24	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06082	RCM - Quasi End Inc - UG	
25	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06089	Non-Baseline Revenue	
26	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06090	RCM - Academic Plan	
27	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06091	RCM - Academic Plan Dist	
28	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06410	RCM - Financial Aid	
29	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06411	Fellowship Stipends	
30	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06412	Cost Transfer to Admin Poc	
31	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06413	RCM Restricted FA Swap-o	
32	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06419	CO, Reserve & Restricted	
33	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06420	RCM - Admin, Support, Tec	
34	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06430	RCM - Facilities and Group	
35	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06440	RCM - Network Allocation	
36	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06450	RCM - Public Goods	
37	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06460	RCM - Participation	
38	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06470	RCM - Summer Distribution	
39	11	Current Operations	Current Op	21401	Engineering Dean	Engineerin	06471	Subvention Out	

Click on the desired report.

Query

- Fund Code
- Fund Code Desc
- Fund Code Sh Desc
- Deptid
- Deptid Desc
- Deptid Sh Desc
- Program Code
- Program Code Desc
- Program Code Lg Desc
- Program Code Sh Desc

Fund Code Fund Code Desc Fund Code Sh Desc Deptid Deptid Desc Deptid Sh Desc Program Code Program Code Desc Program Code Lg Desc Program Code Sh Desc

246 of 246 Rows 03/03/08 16:19:55

Unknown Zone

# HOW DO I VIEW THE REPORTS?

http://testhyp1.syr.edu/workspace/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=00000103 - Microsoft Internet Explorer

@Andale WT

File Edit View Insert Format Report Tools Help

Listing By Fund

Expression Groups Table Sort

Sections

- About This Document
- Listing By Fund
- Listing by Program Name
- Listing by DeptID
- Listing by DeptID Desc
- Results

Query

- Results
  - Fund Code
  - Fund Code Desc
  - Fund Code Sh Desc
  - Deptid
  - Deptid Desc
  - Deptid Sh Desc
  - Program Code
  - Program Code Desc
  - Program Code Lg Desc
  - Program Code Sh Desc
- Graphics
- Fields
- Resources

Data Function

Syracuse University Financials Data Warehouse  
Chart string Listing by Fund as of 03/03/2008

<u>Fund</u>	<u>Fund Description</u>	<u>Program</u>	<u>Program Description</u>	<u>DeptID</u>	<u>DeptID Description</u>
11	Current Operations	00000	No Program	21401	Engineering Dean
		00001	General Operations	21401	Engineering Dean
				21403	Civil & Environmental Engineer
				21404	Electrical Engineer & Comp Sci
				21407	Bio & Chemical Engineering
		00002	Gen'l Operations-Add'l Release	21406	Mechanical & Aerospace
		00003	Research Subsidy	21401	Engineering Dean
				21403	Civil & Environmental Engineer
				21404	Electrical Engineer & Comp Sci
				21406	Mechanical & Aerospace
				21407	Bio & Chemical Engineering
		00012	IDC Sharing	21401	Engineering Dean
				21403	Civil & Environmental Engineer
				21404	Electrical Engineer & Comp Sci
				21406	Mechanical & Aerospace
				21407	Bio & Chemical Engineering
				21420	Professional Engineering
		00014	Salary Holding Account	21401	Engineering Dean
				21403	Civil & Environmental Engineer
				21404	Electrical Engineer & Comp Sci
				21406	Mechanical & Aerospace
				21407	Bio & Chemical Engineering
		00015	Cost Share	21401	Engineering Dean
				21402	Chem Engineering & Mat Science
				21403	Civil & Environmental Engineer
				21404	Electrical Engineer & Comp Sci

Report Group1: Drag columns here to create a category

Table Dimensions: Fund Code \* Fund Code Desc \* Program Code \* Program Code Desc \* Deptid \* Deptid Desc

Table Facts: Drag catalog columns here to create table facts

Zoom: 107%

Unknown Zone



# Department Listing

# HOW DO I PROCESS THE QUERY?

Hyperion@ Workspace - jmcastel - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://devhyp1.syr.edu/workspace/index.jsp?psid=JMCASTEL&info=2008-03-26-10.46.00.000000&dest=HYPERIONDEV&db=EP89DEV> Go Links

Navigate File Edit View Favorites Tools Help Explore

/FAB

Folders

- Report Repository
  - Administration Folder
  - Broadcast Messages
  - Bursar
  - Department
  - FAB**
    - General Ledger
    - Grants
    - Purchasing and Payables
  - Payroll
  - Personal
  - Samples
  - Security
  - Service Desk
  - Training
  - Z\_SUHUG

Name	Type	Modified	Description
General Ledger	Folder	2/28/05 11:35 AM	FAB-General Ledger
Grants	Folder	2/28/05 11:36 AM	FAB-Grants
Purchasing and Payables	Folder	2/28/05 11:36 AM	FAB-Purchasing and Payables Folder
Account Listing	Interactive Repo...	5/21/07 3:18 PM	Use this query to return a list of Financials Account information.
COA Crosswalk	Interactive Repo...	6/20/07 11:31 AM	The crosswalk tool is only accurate as of 7/1/05 the date of conversion. Upd
Chart String Listing	Interactive Repo...	3/4/08 3:03 PM	Use this query to get reports of Financials chart string by Fund, by Program,
DAA Display Available Amount	Interactive Repo...	4/25/07 7:03 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin	Interactive Repo...	5/23/07 9:58 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin Test	Interactive Repo...	5/23/07 10:02 AM	Use this query to view Program summary information by Account for Budget,
DAB Display Amount Budget	Interactive Repo...	10/15/07 10:13 AM	Use this query to view a high level view of your Budget Information to date for th
DAB Display Amount Budget - Admin	Interactive Repo...	10/15/07 10:13 AM	Use this query to view a high level view of your Budget Information to date for th
DFB Display Financial Balance	Interactive Repo...	10/15/07 10:13 AM	This report lists the current year and the prior year total dollar amount by mo
DFC Display Financial Balance Change	Interactive Repo...	9/21/06 1:48 PM	For Campus Users; Security Access to specified chartstrings required.
DFC Display Financial Balance Change ADMIN	Interactive Repo...	5/23/07 10:25 AM	For FAB Admin users
DTD Display Transaction Detail - ADMIN	Interactive Repo...	7/17/07 7:55 AM	ADMIN users only; Replaces the mainframe function DTD for viewing Budgete
DTD Display Transaction Detail - CAMPUS	Interactive Repo...	7/4/07 8:18 AM	CAMPUS users only; this is the secured version of DTD; Replaces the mainfra
Department Listing	Interactive Repo...	5/23/07 10:13 AM	Use this query to return a list of Financials DeptID by department name or de
FAB Conversion Query	Interactive Repo...	8/22/06 9:36 AM	Use this query to obtain the GLS Account and Object Code combinations for a
MyCode Listing	Interactive Repo...	5/23/07 12:51 PM	Use this query to get a list of Mycodes with descriptions, effective date and s
Non Sponsored Restricted Listing	Interactive Repo...	5/25/07 9:30 AM	Use this query to get a list of Non-Sponsored Restricted accounts that you ar
Non Sponsored Restricted Listing ADMIN	Interactive Repo...	5/23/07 1:17 PM	Use this query to get a list of non-sponsored restricted accounts and their re
Program Account Combinations	Interactive Repo...	7/2/07 1:22 PM	Use this query to get a list of valid Program Account combinations for Actuals

Click to run document.

# HOW DO I PROCESS THE QUERY?

The screenshot shows a software interface with a toolbar at the top. The toolbar includes a 'Process' button, which is highlighted by an orange callout box. The callout box contains the text: "Click **Process** to limit query." Below the toolbar, there is a 'Results' section with a table header. The table header has columns: Deptid, Effdt, Eff Status, Descr, Descrshort, and Setid. The table body is currently empty. On the left side, there is a 'Sections' pane with 'Results' selected. Below that is a 'Query' pane showing a tree view of the query structure with fields: Deptid, Effdt, Eff Status, Descr, Descrshort, and Setid. At the bottom of the window, there is a status bar showing '0 of 0 Rows', the date '06/20/05 08:46:38', and 'Unknown Zone'.

Deptid	Effdt	Eff Status	Descr	Descrshort	Setid
--------	-------	------------	-------	------------	-------



# HOW DO I PROCESS THE QUERY?

The screenshot shows a database query tool interface. The main window displays a table with columns: Deptid, Effdt, Eff Status, Descr, Descrshort, and Setid. A dialog box titled 'Limit: Deptid' is open, allowing the user to specify a filter for the 'Deptid' column. The dialog includes a 'Name' field set to 'Deptid', an 'Include Nulls' checkbox, a 'Not' checkbox, and a dropdown menu currently set to 'Begins With'. The value '0' is entered in the adjacent text field. A dropdown menu is also shown, listing various operators: 'Begins With', '<= Less or Equal', '> Greater Than', '>= Greater or Equal', 'Begins With' (highlighted), 'Contains', 'Ends With', 'Like', 'Between', and 'Is Null'. An orange callout box contains three numbered steps: 1. Enter the DeptID or Ignore to select all. 2. Choose from drop down box to change operator. 3. Click **OK**. A yellow callout box notes: 'Note: Additional query criteria are available from drop down menu'. The interface includes a menu bar (File, Edit, View, Insert, Format, Results, Tools, Help), a toolbar with a 'Process' button, and a sidebar with a 'Query' tree and a 'Results' pane.

File Edit View Insert Format Results Tools Help

Filters(0) Sort(0) Data Layout

Sections

About This Document

Department Listing by Dept Name

Department Listing by Dept ID

Results

Query

- Deptid
- Effdt
- Eff Status
- Descr
- Descrshort
- Setid

Limit: Deptid

Enter in one or more DeptID codes or click Ignore to select all values.

OK

Cancel

Help

Name: Deptid

Include Nulls

Not

Begins With

0

Custom Values

Custom SQL

Select All

Remove

Advanced

Begins With

- <= Less or Equal
- > Greater Than
- >= Greater or Equal
- Begins With
- Contains
- Ends With
- Like
- Between
- Is Null

Deptid Effdt Eff Status Descr Descrshort Setid

06/20/05 08:46:38

Unknown Zone

1. Enter the DeptID or Ignore to select all.
2. Choose from drop down box to change operator.
3. Click **OK**.

Note: Additional query criteria are available from drop down menu

# HOW DO I PROCESS THE QUERY?

The screenshot shows a database application window with a menu bar (File, Edit, View, Insert, Format, Results, Tools, Help) and a toolbar. The main area displays a table with columns: Deptid, Effdt, Eff Status, Descr, Descrshort, and Setid. A dialog box titled "Limit: Eff Status" is open, prompting the user to "Select A for active codes, I for inactive or IGNORE to select all." The dialog includes a "Name" field with "Eff Status", an "Include Nulls" checkbox, a "Not" checkbox, and an operator dropdown menu currently set to "= Equal". A list of values is shown with "A" selected. Buttons for "OK", "Cancel", "Ignore", "Help", "Custom Values", "Custom SQL", "Select All", "Remove", and "Advanced" are present. An orange callout box on the right contains the following instructions:

1. Enter the Effective Status or Ignore to select all.
2. Choose from drop down box to change operator.
3. Click **OK**.

The status bar at the bottom shows the date and time "06/20/05 08:46:38" and the text "Unknown Zone".

# HOW DO I VIEW THE RESULTS?

File Edit View Insert Format Results Tools Help

Process

Results Filters(0) Sort(0) Data Layout

Sections

- About This Document
- Department Listing by Dept Name
- Department Listing by Dept ID
- Results

Query

- Deptid
- Effdt
- Eff Status
- Descr
- Descrshort
- Setid

	Deptid	Effdt	Eff Status	Descr	Descrshort	Setid
1	20009	01/01/01 12:00 AM	A	University Art Collections	University	SYRUN
2	20010	01/01/01 12:00 AM	A	VC/Provost Classm Initiatives	VC/Provost	SYRUN
3	20011	01/01/01 12:00 AM	A	Trustee Professorship	Trustee Pr	SYRUN
4	20012	01/01/01 12:00 AM	A	Institutional Investments	Institutio	SYRUN
5	20013	01/01/01 12:00 AM	A	Admission & Records	Admission	SYRUN
6	20014	01/01/01 12:00 AM	A	Academic Initiatives	Academic I	SYRUN
7	20015	01/01/01 12:00 AM	A	Academic Plan	Academic P	SYRUN
8	20016				Academic P	SYRUN
9	20017				Special Ac	SYRUN
10	20202				VP UG Stud	SYRUN
11	20203				S U Intern	SYRUN
12	20204				Army R.O.T	SYRUN
13	20205				Air Force	SYRUN
14	20206	01/01/01 12:00 AM	A	Registrar	Registrar	SYRUN
15	20207	01/01/01 12:00 AM	A	Project Advance	Project Ad	SYRUN
16	20001	01/01/01 12:00 AM	A	VC/Provost AA - Instruction	VC/Provost	SYRUN
17	20004	01/01/01 12:00 AM	A	Ctr-Public & Community Service	Ctr-Public	SYRUN
18	20311	01/01/01 12:00 AM	A	Ctr Excellence Env & Energy Sy	Ctr Excell	SYRUN
19	20401	01/01/01 12:00 AM	A	Assoc VP Undergrad Programs	Assoc VP U	SYRUN
20	20402	01/01/01 12:00 AM	A	McNair Postbaccalaureate Pgm	McNair Pos	SYRUN
21	20403	01/01/01 12:00 AM	A	Associate VP UG Programs	Associate	SYRUN
22	20404	01/01/01 12:00 AM	A	Supportive Services	Supportive	SYRUN
23	20405	01/01/01 12:00 AM	A	Supportive Services-F/A	Supportive	SYRUN
24	20406	01/01/01 12:00 AM	A	Graduate Preparation Programs	Graduate P	SYRUN
25	20408	01/01/01 12:00 AM	A	College Preparation Programs	College Pr	SYRUN
26	20409	01/01/01 12:00 AM	A	Summer Start	Summer Sta	SYRUN
27	20410	01/01/01 12:00 AM	A	Student S Uccess Initiative Pro	Student SU	SYRUN
28	20411	01/01/01 12:00 AM	A	Summer College	Summer Col	SYRUN
29	20412	01/01/01 12:00 AM	A	Office - Disabilities Services	Office - D	SYRUN
30	20413	01/01/01 12:00 AM	A	HEOP - Main Campus	HEOP - Mai	SYRUN
31	20301	01/01/01 12:00 AM	A	VP for Research	VP for Res	SYRUN
32	20002	01/01/01 12:00 AM	A	VC/Provost AA-Executive Mgmt	VC/Provost	SYRUN
33	20306	01/01/01 12:00 AM	A	NPAC	NPAC	SYRUN
34	20003	01/01/01 12:00 AM	A	VC/Provost AA - Support	VC/Provost	SYRUN
35	20612	01/01/01 12:00 AM	A	Access and Preservation Serv.	Access and	SYRUN
36	20623	01/01/01 12:00 AM	A	Arts and Humanities	Arts and H	SYRUN
37	20640	01/01/01 12:00 AM	A	Special Collect. Research Cen.	Special Co	SYRUN
38	20501	01/01/01 12:00 AM	A	Graduate School	Graduate S	SYRUN
39	20302	01/01/01 12:00 AM	A	Research Support	Research S	SYRUN
40	20303	01/01/01 12:00 AM	A	Research Support & Admin	Research S	SYRUN

Deptid Effdt Eff Status Descr Descrshort Setid

Click on the desired report.

# HOW DO I VIEW THE REPORTS?

File Edit View Insert Format Report Tools Help

Department Listing by Dept Name

Expression Groups Table Sort

Sections

- About This Document
- Department Listing by Dept Name
- Department Listing by Dept ID
- Results

Data Function

Syracuse University Financials Data Warehouse  
Department Listing / Alpha as of 03/03/2008

<u>SetID</u>	<u>Department Name</u>	<u>DeptID</u>	<u>Status</u>
SYRUN	ABS Restricted Fin'l Aid	23641	A
SYRUN	ARC Restricted Fin'l Aid	23640	A
SYRUN	Academic Initiatives	20014	A
SYRUN	Academic Integrity Office	20209	A
SYRUN	Academic Plan	20015	A
SYRUN	Academic Plan - Support	20016	A
SYRUN	Academic Resources	20630	A
SYRUN	Academic Services	21318	A
SYRUN	Academic Services	20620	A
SYRUN	Access and Preservation	20627	A
SYRUN	Access and Preservation Serv.	20612	A
SYRUN	Acquisitions	20631	A
SYRUN	Admission & Records	20013	A
SYRUN	Advancement - A & S	21814	A
SYRUN	African-American Studies	21803	A
SYRUN	Air Force R.O.T.C.	23606	A
SYRUN	Air Force R.O.T.C.	20205	A
SYRUN	Anthropology	22002	A
SYRUN	Architecture	21001	A
SYRUN	Army Comptrollership Program	21204	A
SYRUN	Army R.O.T.C.	23605	A
SYRUN	Army R.O.T.C.	20204	A
SYRUN	Arts & Sciences Dean	21801	A
SYRUN	Arts and Humanities	20623	A
SYRUN	Assoc VP Enrollment Management	23635	A
SYRUN	Assoc VP Undergrad Programs	20401	A
SYRUN	Assoc. Provost Acad Admin	20005	A
SYRUN	Assoc. Provost Acad Programs	20201	A
SYRUN	Associate VP UG Programs	20403	A
SYRUN	Associate VP UG Programs	20655	A

Query

- Results
  - Deptid
  - Effdt
  - Eff Status
  - Descr
  - Descrshort
  - Setid
- Graphics
- Fields
- Resources

Report Group1: Drag columns here to create a category

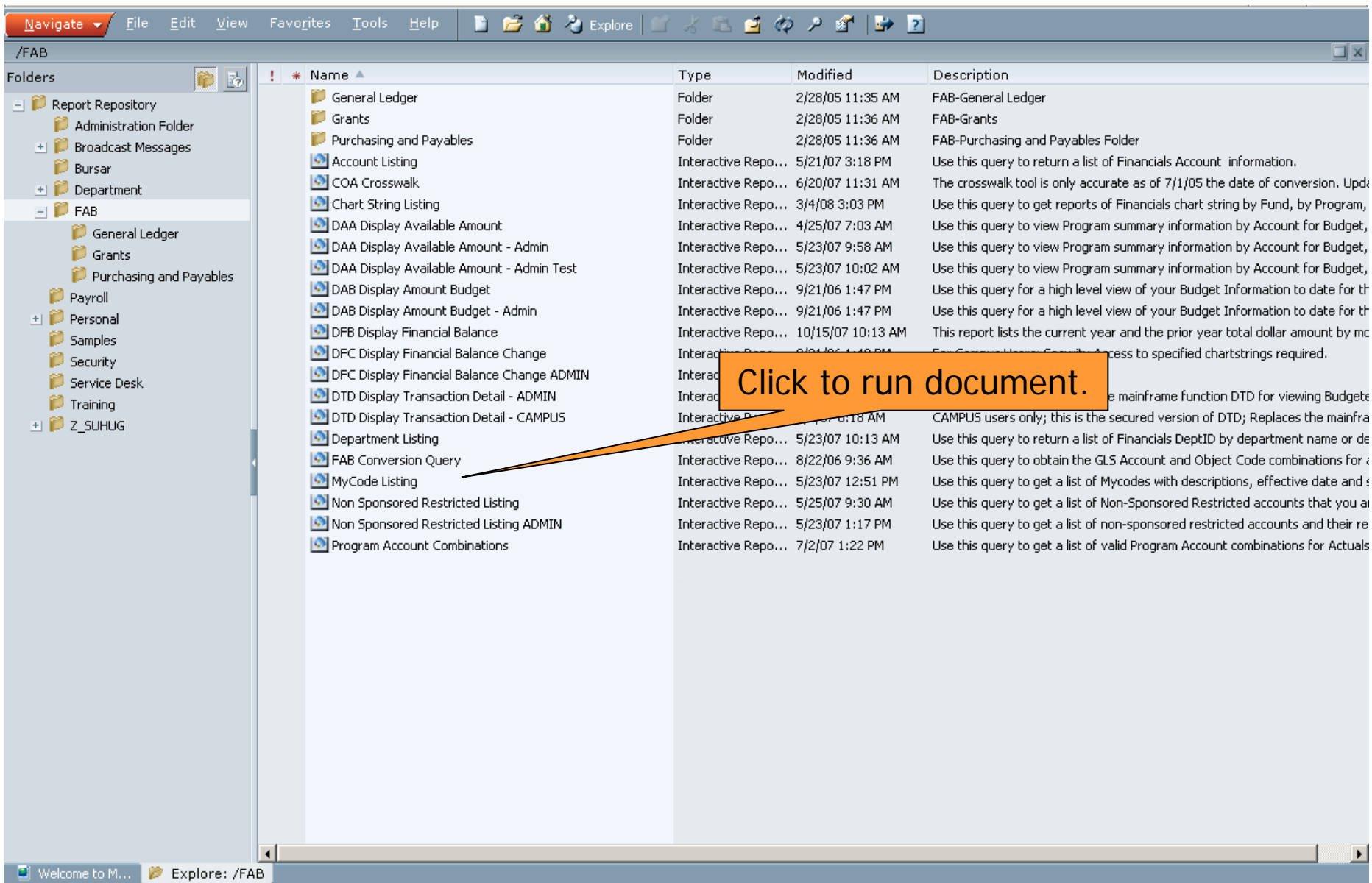
Table Dimensions: Setid ♦ Descr ♦ Deptid ♦ Eff Status

Table Facts: Drag catalog columns here to create table facts



# MyCode Listing

# HOW DO I PROCESS THE QUERY?



The screenshot shows a file explorer window titled "/FAB" with a menu bar (Navigate, File, Edit, View, Favorites, Tools, Help) and a toolbar. The left pane shows a folder tree with "FAB" expanded to show subfolders like "General Ledger", "Grants", and "Purchasing and Payables". The main pane displays a list of files and folders with columns for Name, Type, Modified, and Description. An orange callout box with the text "Click to run document." points to the "FAB Conversion Query" file.

Name	Type	Modified	Description
General Ledger	Folder	2/28/05 11:35 AM	FAB-General Ledger
Grants	Folder	2/28/05 11:36 AM	FAB-Grants
Purchasing and Payables	Folder	2/28/05 11:36 AM	FAB-Purchasing and Payables Folder
Account Listing	Interactive Repo...	5/21/07 3:18 PM	Use this query to return a list of Financials Account information.
COA Crosswalk	Interactive Repo...	6/20/07 11:31 AM	The crosswalk tool is only accurate as of 7/1/05 the date of conversion. Upd
Chart String Listing	Interactive Repo...	3/4/08 3:03 PM	Use this query to get reports of Financials chart string by Fund, by Program,
DAA Display Available Amount	Interactive Repo...	4/25/07 7:03 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin	Interactive Repo...	5/23/07 9:58 AM	Use this query to view Program summary information by Account for Budget,
DAA Display Available Amount - Admin Test	Interactive Repo...	5/23/07 10:02 AM	Use this query to view Program summary information by Account for Budget,
DAB Display Amount Budget	Interactive Repo...	9/21/06 1:47 PM	Use this query for a high level view of your Budget Information to date for th
DAB Display Amount Budget - Admin	Interactive Repo...	9/21/06 1:47 PM	Use this query for a high level view of your Budget Information to date for th
DFB Display Financial Balance	Interactive Repo...	10/15/07 10:13 AM	This report lists the current year and the prior year total dollar amount by mc
DFC Display Financial Balance Change	Interact...	8/22/06 9:36 AM	For Campus Users: Security access to specified chartstrings required.
DFC Display Financial Balance Change ADMIN	Interact...		
DTD Display Transaction Detail - ADMIN	Interact...		
DTD Display Transaction Detail - CAMPUS	Interactive P...	5/23/07 8:18 AM	CAMPUS users only; this is the secured version of DTD; Replaces the mainfra
Department Listing	Interactive Repo...	5/23/07 10:13 AM	Use this query to return a list of Financials DeptID by department name or de
FAB Conversion Query	Interactive Repo...	8/22/06 9:36 AM	Use this query to obtain the GLS Account and Object Code combinations for
MyCode Listing	Interactive Repo...	5/23/07 12:51 PM	Use this query to get a list of Mycodes with descriptions, effective date and
Non Sponsored Restricted Listing	Interactive Repo...	5/25/07 9:30 AM	Use this query to get a list of Non-Sponsored Restricted accounts that you a
Non Sponsored Restricted Listing ADMIN	Interactive Repo...	5/23/07 1:17 PM	Use this query to get a list of non-sponsored restricted accounts and their re
Program Account Combinations	Interactive Repo...	7/2/07 1:22 PM	Use this query to get a list of valid Program Account combinations for Actuals

# HOW DO I PROCESS THE QUERY?

The screenshot shows a software interface with a menu bar (File, Edit, View, Insert, Format, Results, Tools, Help) and a toolbar containing various icons and a 'Process' button. The main area displays a table with columns: Setid, Mycode, Mycode Descr, Descrshort, Effective Date, Eff Status, Status, and Last Updated. The 'Process' button is highlighted by an orange callout box with the text 'Click Process to limit query.' The interface also includes a 'Results' section on the left with options like 'About This Document', 'By Mycode ID Report', 'By Mycode Desc Report', and 'Results'. A 'Query' section at the bottom left lists the columns: Setid, Mycode, Effective Date, Eff Status, Mycode Descr, Descrshort, and Last Updated. The status bar at the bottom shows '0 of 0 Rows', the date '08/12/05 13:12:05', and 'Unknown Zone'.

Setid	Mycode	Mycode Descr	Descrshort	Effective Date	Eff Status	Status	Last Updated
-------	--------	--------------	------------	----------------	------------	--------	--------------

# HOW DO I PROCESS THE QUERY?

File Edit View Insert Format Results Tools Help

Process

Results Filters(0) Sort(1) Data Layout

Sections

Filter *Drag Report Columns here to create Filters* Sort Mycode

Setid	Mycode	Mycode Descr	Descrshort	Effective Date	Eff Status	Status	Last Updated
-------	--------	--------------	------------	----------------	------------	--------	--------------

**Limit: Chartfield1**

Enter in a MyCode value or click IGNORE to select all values. The default is begins with, so you can also enter in the first few characters of a MyCode value and return all values that begin with those characters.

Name: Chartfield1

Include Nulls

Not

Begins With

999999

Custom Values

Custom SQL

Select All

Remove

OK

Ignore

Help

Advanced

1. Enter the MyCode (Chartfield1) or Ignore to select all.

2. Choose from drop down box to change operator.

3. Click **OK**.

Note: Additional query criteria are available from drop down menu

- <= Less or Equal
- > Greater Than
- >= Greater or Equal
- Begins With
- Contains
- Ends With
- Like
- Between
- Is Null



# HOW DO I PROCESS THE QUERY?

File Edit View Insert Format Results Tools Help

Process

Results Filters(0) Sort(1) Data Layout

Sections

Filter *Drag Report Columns here to create Filters* Sort Mycode

Setid	Mycode	Mycode Descr	Descrshort	Effective Date	Eff Status	Status	Last Updated
-------	--------	--------------	------------	----------------	------------	--------	--------------

Limit: Eff Status

Select A for active codes, I for inactive or IGNORE to select all.

OK

Name: Eff Status

Cancel

Include Nulls

Ignore

Not = Equal

Help

Custom Values

Custom SQL

Select All

Remove

Advanced

1. Enter the Effective Status or Ignore to select all.

2. Choose from drop down box to change operator.

3. Click **OK**.

# HOW DO I VIEW THE RESULTS?

File Edit View Insert Format Results Tools Help

Process

Results Filters(0) Sort(1) Data Layout

Sections

Filter *Drag Report Columns here to create Filters* Sort Mycode

About This Document

By Mycode ID Report

By Mycode Desc Report

Results

Query

- Setid
- Mycode
- Effective Date
- Eff Status
- Mycode Descr
- Descrshort
- Last Updated

	Setid	Mycode	Mycode Descr	Descrshort	Effective Date	Eff Status	Status	Last Updated
1	SYRUN	000000	No MyCode	No MyCode	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
2	SYRUN	000001	Office/Custodial Supplies	Office/Cus	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
3	SYRUN	000002	Postage	Postage	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
4	SYRUN	000003	Insurance	Insurance	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
5	SYRUN	000004	Bldg & Equip Gen'l Maint	Bldg & Equ	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
6	SYRUN	000005	Telephones	Telephones	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
7	SYRUN	000006	Computer C	Computer C	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
8	SYRUN	000007	Supplies & Ser	Supplies & Ser	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
9	SYRUN	000008	Equipment	Equipment	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
10	SYRUN	000009	Phys Plnt	Phys Plnt	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
11	SYRUN	000010	Miscellaneous	Miscellaneous	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
12	SYRUN	000011	Electric	Electric	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
13	SYRUN	000012	Steam	Steam	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
14	SYRUN	000013	Water	Water	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
15	SYRUN	000014	G.A.S.	G.A.S.	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
16	SYRUN	000015	Credit Card Fees	Credit Car	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
17	SYRUN	000016	Lock Box Rental	Lock Box R	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
18	SYRUN	000017	FUTURE ITEM	FUTURE ITE	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
19	SYRUN	000018	FUTURE ITEM	FUTURE ITE	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
20	SYRUN	000019	Printing-"201"-Ticket,etc	Printing-"	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
21	SYRUN	000020	Printing-"253"-Football	Printing-"	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
22	SYRUN	000021	Printing-"253"-Basketball	Printing-"	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
23	SYRUN	000022	Printing-"253"-Orange Pac	Printing-"	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
24	SYRUN	000023	Advertising	Advertisin	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
25	SYRUN	000024	Photography	Photograph	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
26	SYRUN	000025	Printg-Schedule Cards-FB	Printg-Sch	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
27	SYRUN	000026	Printg-Schedule Cards-BB	Printg-Sch	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
28	SYRUN	000027	Printg-Schedule Cards-Lax	Printg-Sch	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
29	SYRUN	000028	FUTURE ITEM	FUTURE ITE	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
30	SYRUN	000029	FUTURE ITEM	FUTURE ITE	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
31	SYRUN	000030	Press Box Parties	Press Box	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
32	SYRUN	000031	NSF Fees	NSF Fees	01/01/01 12:00 AM	A	Active	10/20/05 04:09 PM
33	SYRUN	000032	FUTURE ITEM	FUTURE ITE	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
34	SYRUN	000033	FUTURE ITEM	FUTURE ITE	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM
35	SYRUN	000034	FUTURE ITEM	FUTURE ITE	01/01/01 12:00 AM	A	Active	04/29/05 05:18 PM

Setid Mycode Mycode Descr Descrshort Effective Date Eff Status Status Last Updated

Click on the desired report.

# HOW DO I VIEW THE REPORTS?

File Edit View Insert Format Report Tools Help

By Mycode ID Report

Expression Groups Table Sort

Sections

- About This Document
- By Mycode ID Report
- By Mycode Desc Report
- Results

Data Function

Syracuse University FAB Data Warehouse  
Mycode Listing / Mycode Id By Mycode  
run: 03/05/08

<u>Mycode</u>	<u>Mycode Description</u>	<u>Short Desc</u>	<u>Effective Date</u>	<u>Status</u>	<u>Last Updated</u>
000000	No MyCode	No MyCode	01/01/1901	Active	04/29/05 05:18 PM
000001	Office/Custodial Supplies	Office/Cus	01/01/1901	Active	04/29/05 05:18 PM
000002	Postage	Postage	01/01/1901	Active	04/29/05 05:18 PM
000003	Insurance	Insurance	01/01/1901	Active	04/29/05 05:18 PM
000004	Bldg & Equip Gen'l Maint	Bldg & Equ	01/01/1901	Active	04/29/05 05:18 PM
000005	Telephones	Telephones	01/01/1901	Active	04/29/05 05:18 PM
000006	Computer Chrges & Supplys	Computer C	01/01/1901	Active	04/29/05 05:18 PM
000007	Dues & Services	Dues & Ser	01/01/1901	Active	04/29/05 05:18 PM
000008	Equipment Purchases	Equipment	01/01/1901	Active	04/29/05 05:18 PM
000009	Phys Plnt & Other Vendors	Phys Plnt	01/01/1901	Active	04/29/05 05:18 PM
000010	Miscellaneous	Miscellane	01/01/1901	Active	04/29/05 05:18 PM
000011	Electric	Electric	01/01/1901	Active	04/29/05 05:18 PM
000012	Steam	Steam	01/01/1901	Active	04/29/05 05:18 PM
000013	Water	Water	01/01/1901	Active	04/29/05 05:18 PM
000014	G.A.S.	G.A.S.	01/01/1901	Active	04/29/05 05:18 PM
000015	Credit Card Fees	Credit Car	01/01/1901	Active	04/29/05 05:18 PM
000016	Lock Box Rental	Lock Box R	01/01/1901	Active	04/29/05 05:18 PM
000017	FUTURE ITEM	FUTURE ITE	01/01/1901	Active	04/29/05 05:18 PM
000018	FUTURE ITEM	FUTURE ITE	01/01/1901	Active	04/29/05 05:18 PM
000019	Printing-"201"-Ticket,etc	Printing-"	01/01/1901	Active	04/29/05 05:18 PM
000020	Printing-"253"-Football	Printing-"	01/01/1901	Active	04/29/05 05:18 PM
000021	Printing-"253"-Basketball	Printing-"	01/01/1901	Active	04/29/05 05:18 PM
000022	Printing-"253"-Gymnasium	Printing-"	01/01/1901	Active	04/29/05 05:18 PM

Query Results

- Setid
- Mycode
- Mycode Descr
- Descrshort
- Effective Date
- Eff Status
- Status
- Last Updated

Graphics

Fields

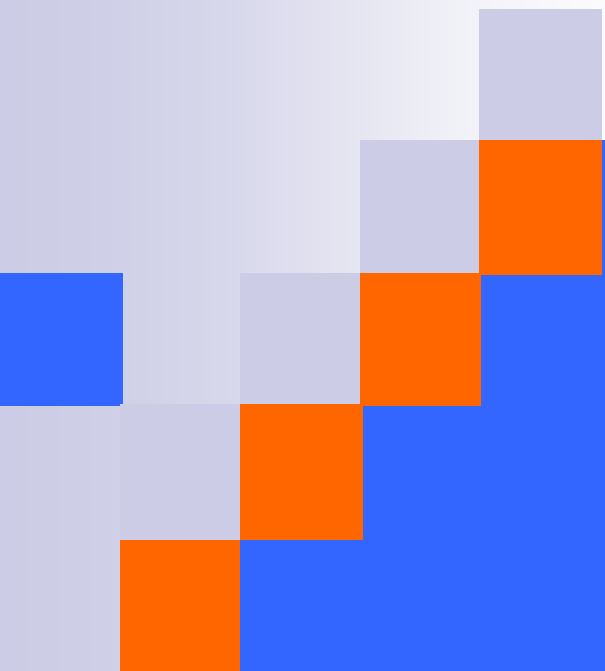
Resources

Report Group 1: Drag columns here to create a category

Table Dimensions: Mycode \* Mycode Descr \* Descrshort \* Effective Date \* Status \* Last Updated

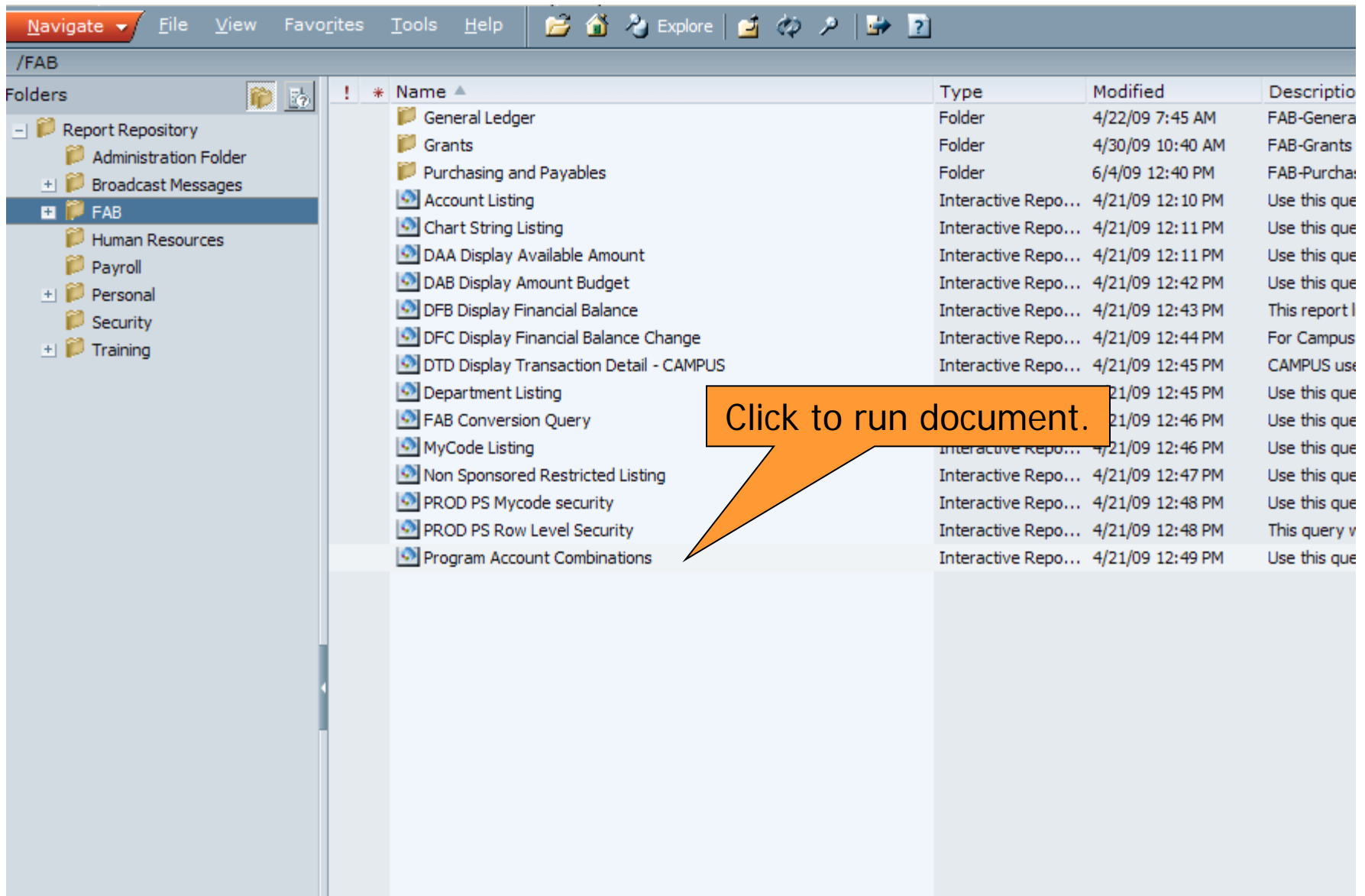
Table Facts: Drag catalog columns here to create table facts

Shared Members Aggregated | 437 Page(s) | Zoom: 100%



# Program Account Combinations

# HOW DO I PROCESS THE QUERY?



The screenshot shows a software interface with a menu bar (Navigate, File, View, Favorites, Tools, Help) and a toolbar. On the left, a 'Folders' pane shows a tree structure with 'FAB' selected. The main area displays a table of reports and folders.

Name	Type	Modified	Description
General Ledger	Folder	4/22/09 7:45 AM	FAB-Genera
Grants	Folder	4/30/09 10:40 AM	FAB-Grants
Purchasing and Payables	Folder	6/4/09 12:40 PM	FAB-Purcha
Account Listing	Interactive Repo...	4/21/09 12:10 PM	Use this que
Chart String Listing	Interactive Repo...	4/21/09 12:11 PM	Use this que
DAA Display Available Amount	Interactive Repo...	4/21/09 12:11 PM	Use this que
DAB Display Amount Budget	Interactive Repo...	4/21/09 12:42 PM	Use this que
DFB Display Financial Balance	Interactive Repo...	4/21/09 12:43 PM	This report l
DFC Display Financial Balance Change	Interactive Repo...	4/21/09 12:44 PM	For Campus
DTD Display Transaction Detail - CAMPUS	Interactive Repo...	4/21/09 12:45 PM	CAMPUS use
Department Listing		21/09 12:45 PM	Use this que
FAB Conversion Query		21/09 12:46 PM	Use this que
MyCode Listing	Interactive Repo...	4/21/09 12:46 PM	Use this que
Non Sponsored Restricted Listing	Interactive Repo...	4/21/09 12:47 PM	Use this que
PROD PS Mycode security	Interactive Repo...	4/21/09 12:48 PM	Use this que
PROD PS Row Level Security	Interactive Repo...	4/21/09 12:48 PM	This query v
Program Account Combinations	Interactive Repo...	4/21/09 12:49 PM	Use this que

# HOW DO I PROCESS THE QUERY?

Syracuse University Data Warehouse

Today's date: 8/30/2005

About This Document

Program Account Combinations

Program:

Account:

Process

Clear

You must enter a value for either program or account before you Process.

Left Navigation is empty.

1. Click radio button for program **OR** account.
2. Enter program (ex// 00001) **OR** account (ex// 560101).
3. Click **Process**.

# HOW DO I VIEW THE REPORTS?

Syracuse University Data Warehouse

Today's date: 8/30/2005

About This Document

Program Account Combinations

Actuals Pivot Report

Budget Pivot Rep

Click **Actuals Report**.

Program:

Process

Account:

Clear

You must enter a value for either program or account before you Process.

# HOW DO I VIEW THE REPORTS?

Click **blue arrow** to go back.

Program	Program Descr	Account	Account Descr
00001	General Operations	411001	Course Fees
		412001	Student Activities Fees
		413001	Application Fees
		414001	Program Fees-No Tuition
		415001	Program Fees-Some/All Tuition
		416001	Instructional / Accessory Fees
		417001	Bursar Fees
		418001	Student Fees-Other Fees
		420006	Contributions - Accrual
		420060	Contributions-Clearing Account
		420955	Contributions - Gift Income
		500010	9-Mo Acad Dpt Heads
		500011	9- Mo Professors
		500012	9-Mo Assoc Prof
		500013	9-Mo Asst Prof
		500014	9-Mo Instructors
		500015	9-Mo Lecturers
		500018	9-Mo Other Faculty
		501005	9-month Asst/Assoc Dean
		503256	Graduate Associates
		503257	Grad Assist 9 mo 1 FTE 20 hr e
		503259	Graduate Assistants exempt
		503288	Grad Assist-Fws 50% -exempt
		504256	GA - semi Floating nonexempt
		504257	GA - weekly nonexempt
		504286	GA FWS Floating Hrly
		504287	GA FWS Weekly



# HOW DO I VIEW THE REPORTS?

Syracuse University Data Warehouse

Today's date: 8/30/2005

About This Document

Program Account Combinations

Actuals Pivot Report

Budget Pivot Report

Program:

Process

Account:

Clear

You must enter a value for either program or account before you Process.

Click Budget Report.

# HOW DO I VIEW THE REPORTS?

Click blue arrow to go back.

Program	Program Descr	Account	Account Descr
00001	General Operations	400000	Distributable Budget Income
		411000	Course Fees
		412000	Student Activities Fees
		413000	Application Fees
		414000	Program Fees-No Tuition
		415000	Program Fees-Some / All Tuitio
		416000	Instructional / Accessory Fees
		417000	Bursar Fees
		418000	Student Fees-Other Fees
		420000	Contributions
		500000	9 mo Faculty 40 hrs
		500001	9-Month Faculty 1 FTE 40 hr
		501000	Acad Adm w/Fac Rank 9 mo 40 hr
		503200	Grad Assist 9 mo 1 FTE 20 hr e
		504200	NonEx Grad Asst/Assoc 20 hr
		504300	Grad Assist 9 mo 1 FTE non ex
		510000	Faculty - 12 Month 40 hr
		511000	AcadAdm w Fac Rank 12 mo 40 hr
		512000	Executive/Admin 12 Mo 40 hr
		513000	Exempt Non-Faculty 12 mo 40 hr
		513100	Exempt Non-Faculty 12 mo 37.5
		514000	Non Exempt 12 Mo 40 Base hr
		514100	NonExempt 12 Mo 37.5 Base Hr
		515000	Union 12 month 40 hr
		515100	Union Library 12 Mo 37.5 hr
		520000	1-Sem Fac/Adjunct 40 hr base
		523000	Exempt non12 mo 40 hr base
		523100	Exempt non 12 mo 37.5 base
		524000	Non Exempt non 12 mo 40 hr

124 rows used 1x124

Unknown Zone

# HOW DO I VIEW THE REPORTS?

Syracuse University Data Warehouse

Today's date: 8/30/2005

About This Document

Program Account Combinations

Actuals Pivot Report

Click **Actuals Report**.

Program:

Process

Account:

Clear

You must enter a value for either program or account before you Process.

1. Select Account Radio button.
2. Enter Account Code.
3. Click Process.

# HOW DO I VIEW REPORTS?

Click blue arrow to go back.

Account	Account Descr	Program	Program Descr
560101	Supplies-Office	00001	General Operations
		00002	Gen'l Operations-Add'l Release
		00003	Research Subsidy
		00004	Holding Account
		00005	Contingency
		00006	Professional Development
		00007	Reserve
		00010	Surveys
		00011	Special
		00012	IDC Sharing
		00013	Sponsored Projects
		00014	Salary Holding Account
		00015	Cost Share
		00016	Deans Discretionary Fund
		00017	Program Development
		00018	Insurance
		00019	Inventory Adjustment
		00022	Power
		00023	Steam
		00024	Water
		00025	Fuel
		00026	Cash Over/Short
		00027	Equipment
		00028	Rotary
		00029	Miscellaneous
		00030	Conference Conducting
		00031	Faculty Travel
		00033	Recruiting
		00034	Credit Card Fees
		00035	Taxes
		00036	Bad Debts

**All the reports are view only.**



# Training

**Spring 2009**



# Glossary

- The FAB Team has created a listing of [frequently used terms](#) that a user may encounter in working with the FAB system. While this list does not purport to be all inclusive, it is an excellent starting point that the Training and Communications Team believes will assist the campus user in better utilizing the FAB system.
- If you have a question about a term that is not listed, please contact the FAB Service Center at 443-8787 or email us at [fabhelp@syr.edu](mailto:fabhelp@syr.edu). We will define the term for you and add it to the glossary. Your feedback is always welcome.
- Location: [fab.syr.edu](http://fab.syr.edu)



# Course Schedule

Course Topics	Course Description
<b>Portal Overview</b>	<b>Offered by ITS:</b> An overview of the PeopleSoft portal as it is implemented at Syracuse University. Portal technology allows us to access information and computer applications based on our role at the University.
<b>Hyperion Overview</b>	<b>Offered by ITS:</b> If you are brand new to using Hyperion/Brio, then this is the place to start. This is an overview of using the new Web-based Hyperion/Brio Repository.
<b>FAB General Overview</b>	This course provides a substantive overview of the Financial, Accounting and Budget (FAB) System. Clients will be introduced to topics ranging from access to where to go for further assistance.
<b>Budget Transfers &amp; MyCode Update</b>	Students will learn to use the FAB system to enter budget transfer transactions. Topics covered include creating and posting budget transfers, correcting common errors, budget transfer notification processes and budget transfer searches.
<b>Journal Entries</b>	<p>This course will provide a thorough overview of how to handle financial transactions using the FAB (Financial, Accounting, and Budget) System. Specifically, participants will learn:</p> <ol style="list-style-type: none"> <li>1. How to identify types of transactions, Journal Entries - vs- ID's</li> <li>2. How to initiate journal entries and make appropriate notifications</li> <li>3. How to use their Financials Work List to approve Journal Entries.</li> <li>4. How to make MyCode Adjustments.</li> </ol>



# Course Schedule

Course Topics	Course Description
<b>General Ledger, Budget, Purchasing &amp; Disbursements</b>	<p>This training course provides a comprehensive overview of General Ledger financial reports.</p> <p>At the end of this training, participants will be able to:</p> <ol style="list-style-type: none"> <li>1. understand how to access your repository reports.</li> <li>2. understand the purpose, function, and benefit of each report</li> <li>3. understand how to process reports i.e. setting limits, modifying reports, etc.</li> </ol>
<b>Sponsored Accounting</b>	<p>This training course provides a comprehensive overview of Sponsored Accounting financial reports.</p> <p>At the end of this training, participants will be able to:</p> <ol style="list-style-type: none"> <li>1. understand how to access your repository reports.</li> <li>2. understand the purpose, function, and benefit of each report</li> <li>3. understand how to process reports i.e. setting limits, modifying reports, etc.</li> </ol>
<b>Best practices for doing business with Disbursements</b>	<p>Employees learn the most efficient way to do business and about the university's policies and procedures with regard to payment requests.</p>
<b>Open Houses</b>	<p>The FAB Open Houses are “Office Hours” for employees where they can meet with experts from General Accounting, Contract Accounting, Budget Office, Purchasing and Payables, Human Resources, ITS, Payroll and the Data Warehouse reporting team to get one on one assistance with a particular problem, additional training and to discuss issues or concerns with the FAB System.</p>



# Registration

Fab Website - Windows Internet Explorer

http://fab.syr.edu/

SU Home | Fab Home | Index | Login

BFAS Accounting, & Budget System

Search:

Type **fab.syr.edu**

Training

- Course Registration
- FAB Glossary
- Calendar
- Training Documentation
- One on One

Communications



- Customer Testimonials
- FAB Reporting Overview

Help

- Additional Resources
- Contact Us

MySlice

[Quick Links](#)

Financial, Accounting, & Budget System

"To provide efficient and effective financial processing and reporting for all campus users at Syracuse University."

For more details please contact the FAB Service Center at 443-8787 or e-mail us at [fabtrain@syr.edu](mailto:fabtrain@syr.edu).

Current training courses:

	Course Name:	Start Date / Time:	End Date / Time:	Location:	Status:
Register	FAB General Overview	10/08/2009 01:30 PM	10/08/2009 03:30 PM	Steele Hall Room 001	OPEN
Register	Advanced Grants Reports	10/15/2009 01:30 PM	10/15/2009 03:30 PM	Steele Hall Room 001	OPEN
Register	Eprocurement	11/03/2009 09:30 AM	11/03/2009 11:30 AM	Steele Hall Room 001	OPEN
Register	FAB General Overview	11/04/2009 01:30 PM	11/04/2009 03:30 PM	Steele Hall Room 001	OPEN
Register	Disbursements Best Practices	11/05/2009 01:30 PM	11/05/2009 03:00 PM	Schine Student Center Room 232	OPEN
Register	Introductory Grants	11/17/2009 09:30 AM	11/17/2009 11:30 AM	Steele Hall Room 001	OPEN

# Registration

Fab Website - Windows Internet Explorer

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**BFAS**  
**FAB – Financial, Accounting, & Budget System**

Search:

**FAB**  
 Financial, Accounting, & Budget System

**1. Click Register for the course and date you wish to attend.**

Current training courses:

	Course Name				
Register	FAB General Overview	10/08/2009 01:30 PM	10/08/2009 03:30 PM	Steele Hall Room 001	OPEN
Register	Advanced Grants Reports	10/15/2009 01:30 PM	10/15/2009 03:30 PM	Steele Hall Room 001	OPEN
Register	Eprocurement	11/03/2009 09:30 AM	11/03/2009 11:30 AM	Steele Hall Room 001	OPEN
Register	FAB General Overview	11/04/2009 01:30 PM	11/04/2009 03:30 PM	Steele Hall Room 001	OPEN
Register	Disbursements Best Practices	11/05/2009 01:30 PM	11/05/2009 03:00 PM	Schine Student Center Room 232	OPEN
Register	Introductory Grants	11/17/2009 09:30 AM	11/17/2009 11:30 AM	Steele Hall Room 001	OPEN

# Registration


FAB - Course Registration - Windows Internet Explorer

http://fab.syr.edu/CourseRegistration.cfm

File Edit View Favorites Tools Help

FAB - Course Registration

SU Home Fab Home Index Login



**BFAS**  
**FAB – Financial, Accounting, & Budget System**

Search:

[Home](#) > [Course Registration](#) > Register Course

Register New Course

Course Name:

Start Date / Time:

End Date / Time:

Email Address:

Phone Extension: (Optional)

Register Class

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MySlice

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Received 30682 Distinct Visits and 42854 Page Loads Since 03/01/2009

Internet Explorer Mozilla Firefox Apple Safari

Enter your Email Address  
and Phone Extension  
**Click Register Class**



# Cancel a Class

- Call x8787 to cancel a class at least 2 days prior to the class. We will be happy to reschedule you for another class.



# Communications

**Spring 2009**



# Types of Communications

- FAB Website
- My Reports Announcements page
- Campus mail
- E-mails via listservs
- SU News, SUToday, Record Article



# Who sends communications?

- Fabinfo@syr.edu
- Fabtrain@syr.edu
- Everyone who has FAB access will receive these communications.
- ITS Listservs
  - Subscribe to listserv at <http://its.syr.edu/downtimes/>



# What if I Need Help with 'MySlice' or Hyperion?

- Look for help in the upper right hand corner of the MySlice home page.
- **ITS Help**
  - [http://its.syr.edu/myslice/help.](http://its.syr.edu/myslice/help)
  - <http://its.syr.edu/myslice/help/brioehelp>
  - ITS Help Desk at 443-2677
- Your school or departmental Help Desk





# Need Assistance?

- **General FAB Questions contact the FAB Service Center:**
  - E-mail us at [fabhelp@syr.edu](mailto:fabhelp@syr.edu)
  - Phone us at 443-8787
- **For General Ledger Related Assistance contact General Accounting:**
  - E-mail us at [genacctg@syr.edu](mailto:genacctg@syr.edu)
  - Phone us at 443-2522
- **For Specific Project Related Assistance contact Sponsored Accounting:**
  - E-mail us at [contacct@syr.edu](mailto:contacct@syr.edu)
  - Phone us at 443-2059
- **For Budget Related Assistance contact The Office of Budget and Planning:**
  - E-mail us at [BPlan@syr.edu](mailto:BPlan@syr.edu)
  - Phone us at 443-4214



# FAB Recap, Feedback and Adjourn

**Spring 2009**



# Recap

- **Obtaining Access**
- **Chart of Accounts**
- **Bursted vs. Repository Reports**
- **Chartstring Related Reports**
- **Training Information**
  - Glossary
  - FAB Website Review
  - Training Courses at a Glance
- **Communications Information**
  - Types of Communications
  - Where They Will Come From
  - Help Information
- **Recap, Feedback and Adjourn**

**Questions?**





# Financial, Accounting, and Budget System Orientation

**Spring 2009**