# General Ledger/Budget

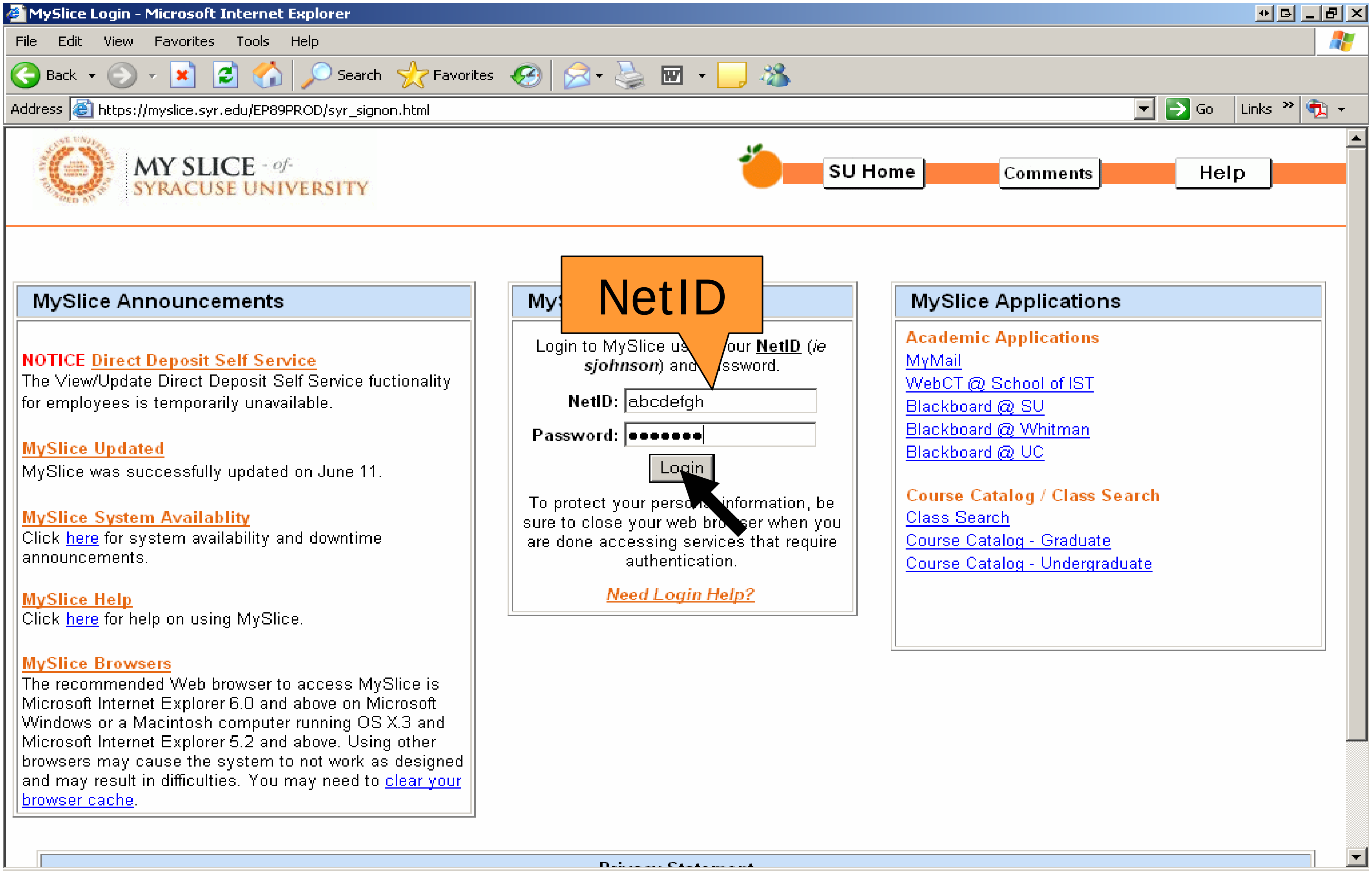
**Spring 2007**

# DAA – Display Available Amount

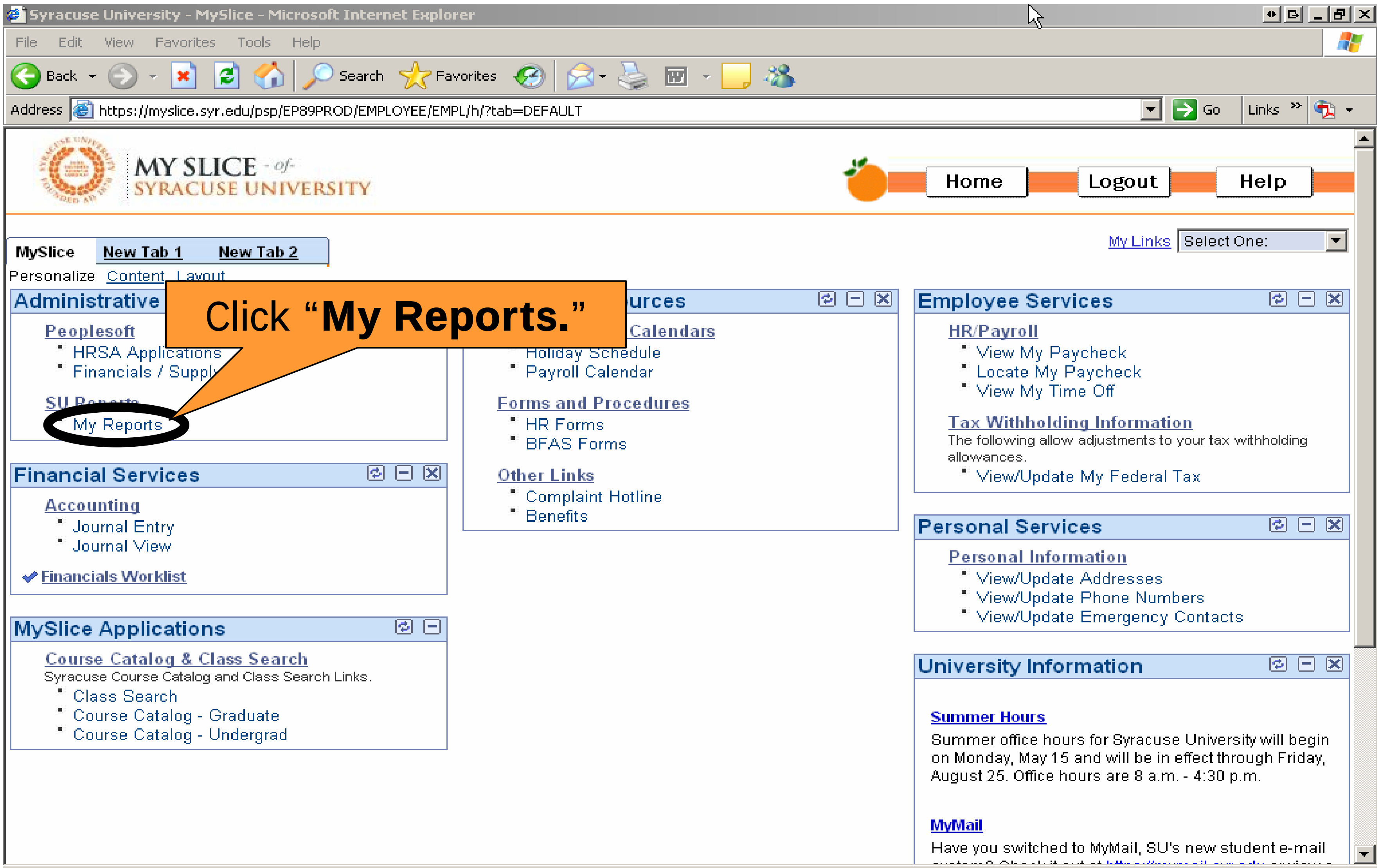
# DAA – Display Available Amount

- How do I use it?
  - Use to see available budget.
  - Use to retrieve Fiscal Year to date comparison of budget versus actuals and commitments for a chartstring by account.
- Where do I find the DAA?
- How do I run the DAA?
- How do I view the results?

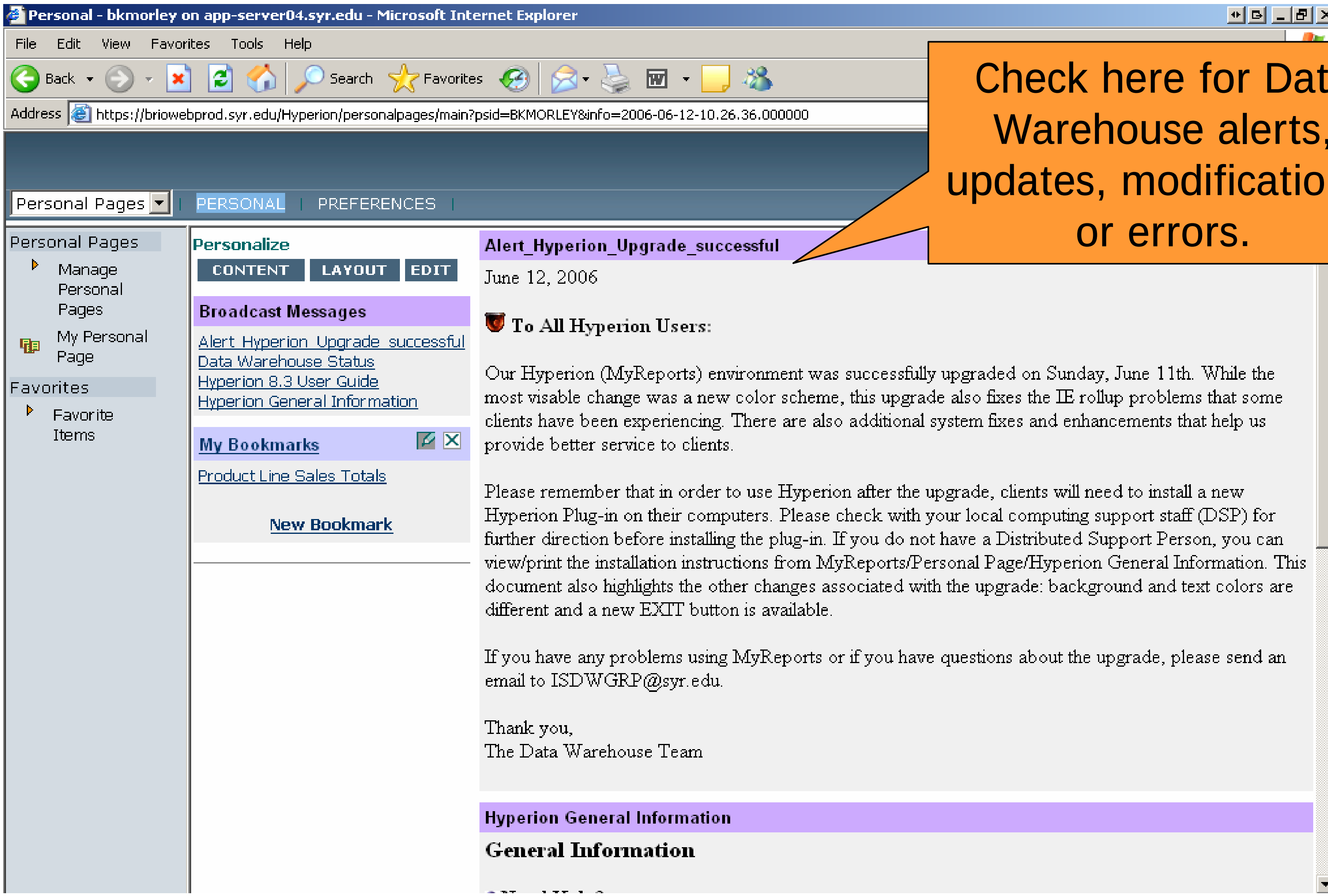
# WHERE DO I FIND DAA?



# WHERE DO I FIND DAA?

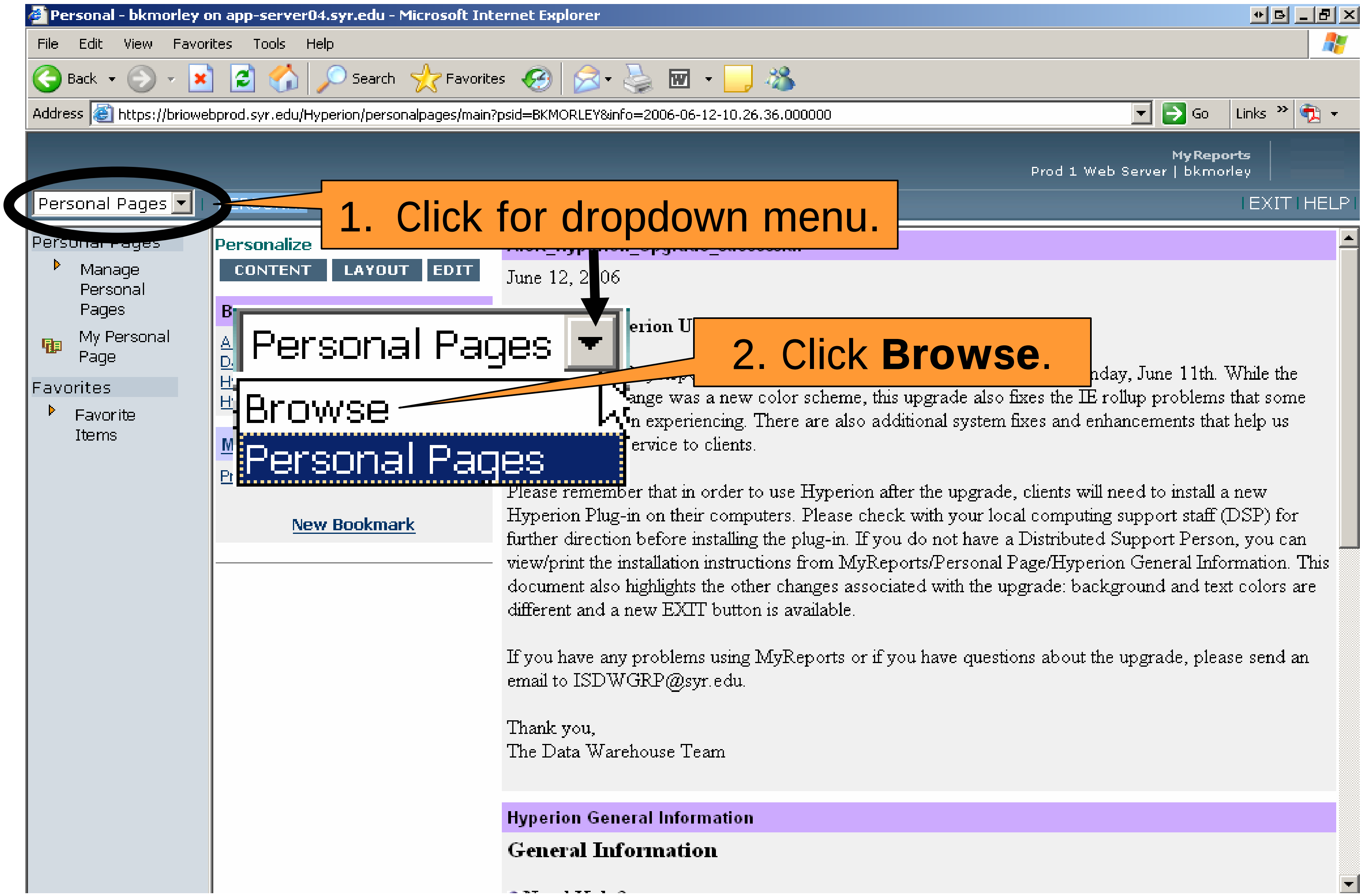


# WHERE DO I FIND DAA?

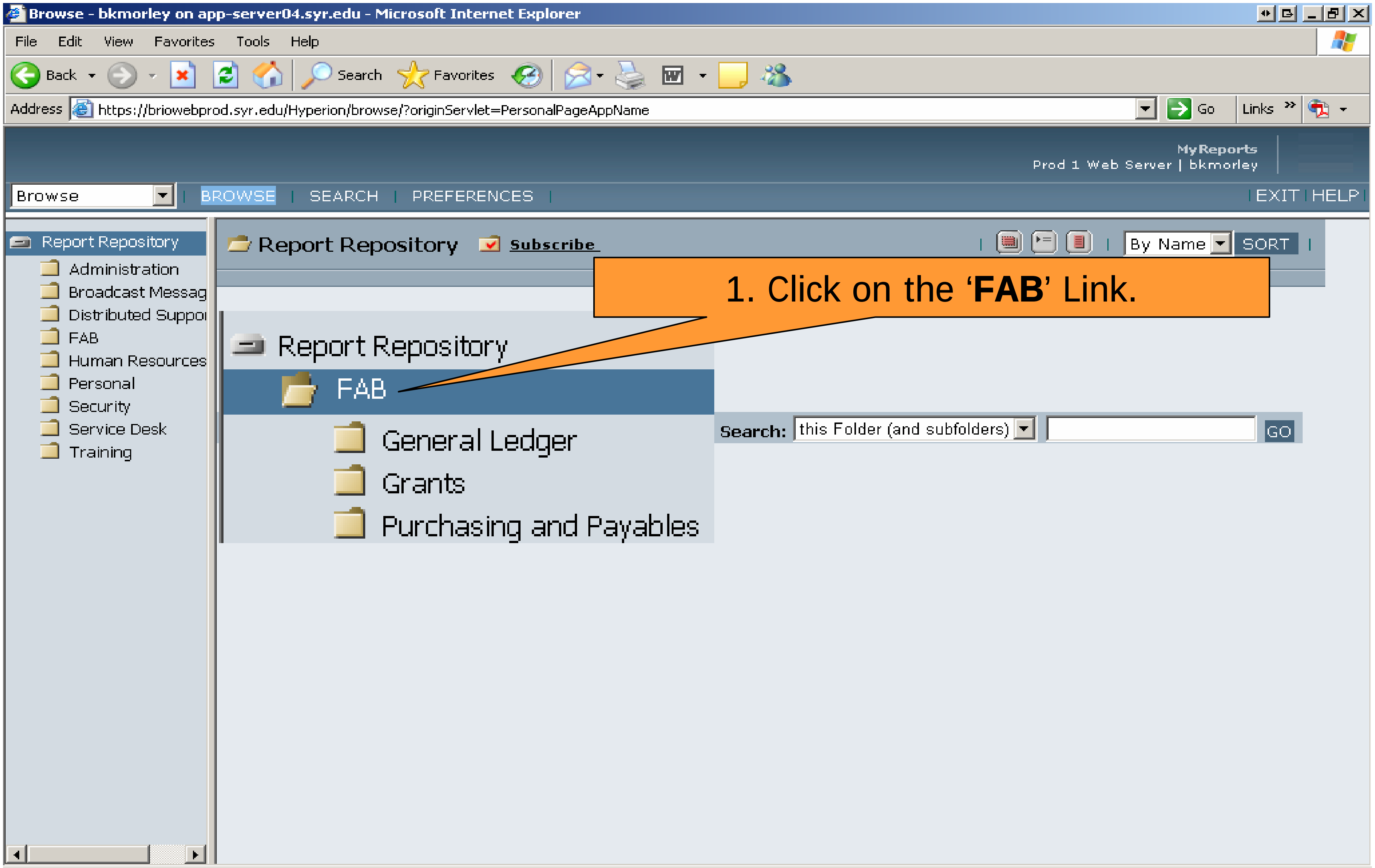



Check here for Data Warehouse alerts, updates, modifications, or errors.

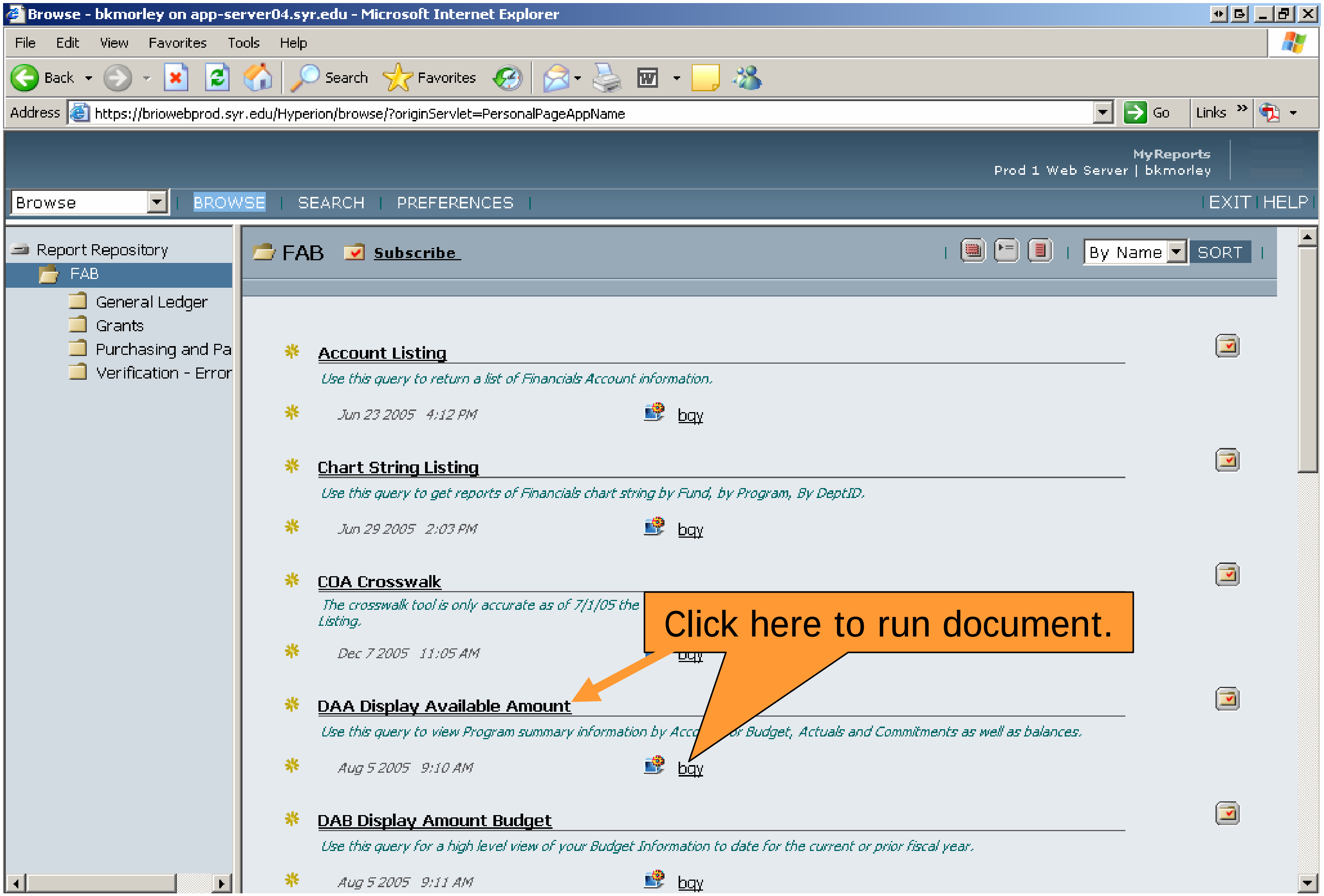
# WHERE DO I FIND DAA?



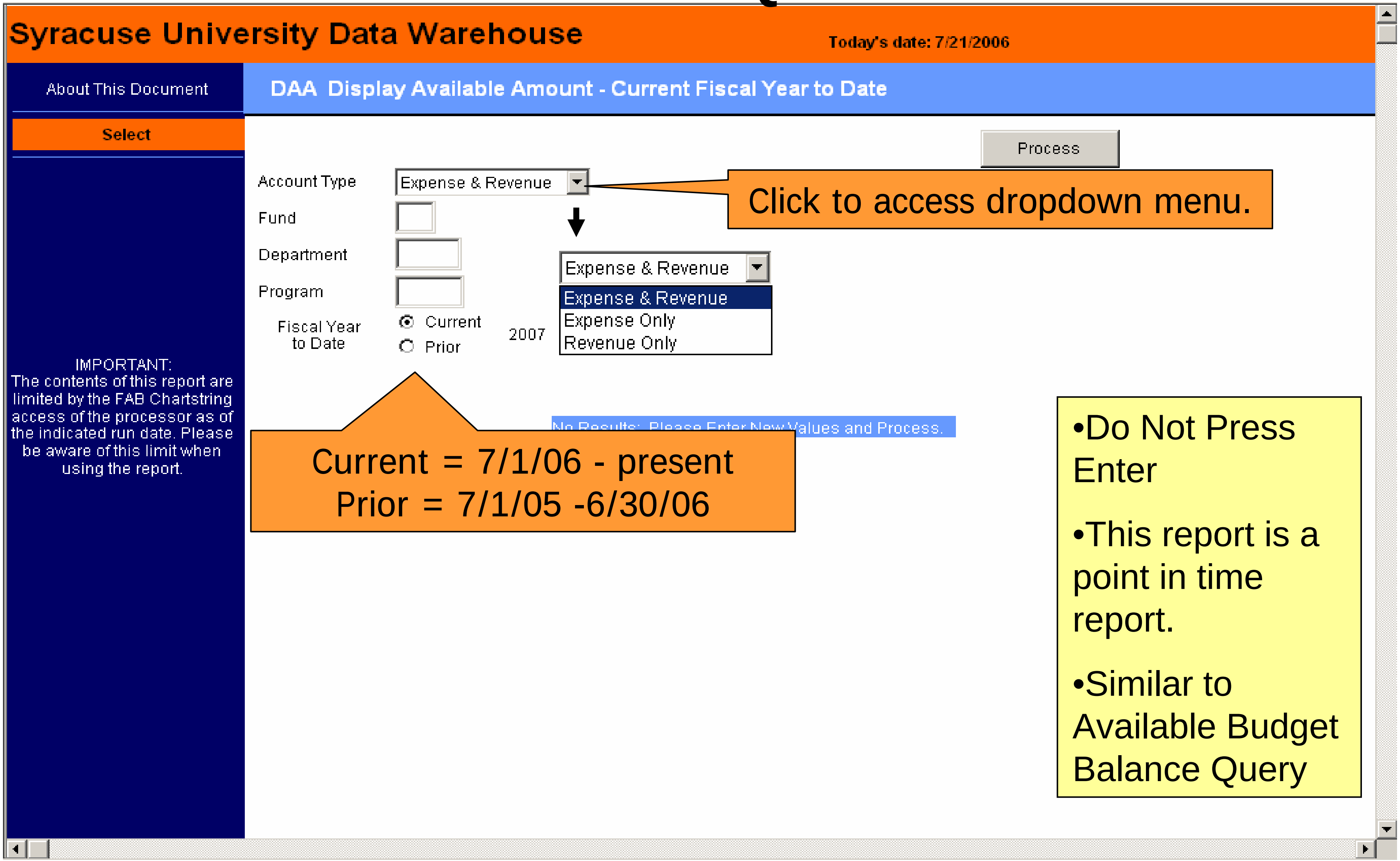
# WHERE DO I FIND DAA?



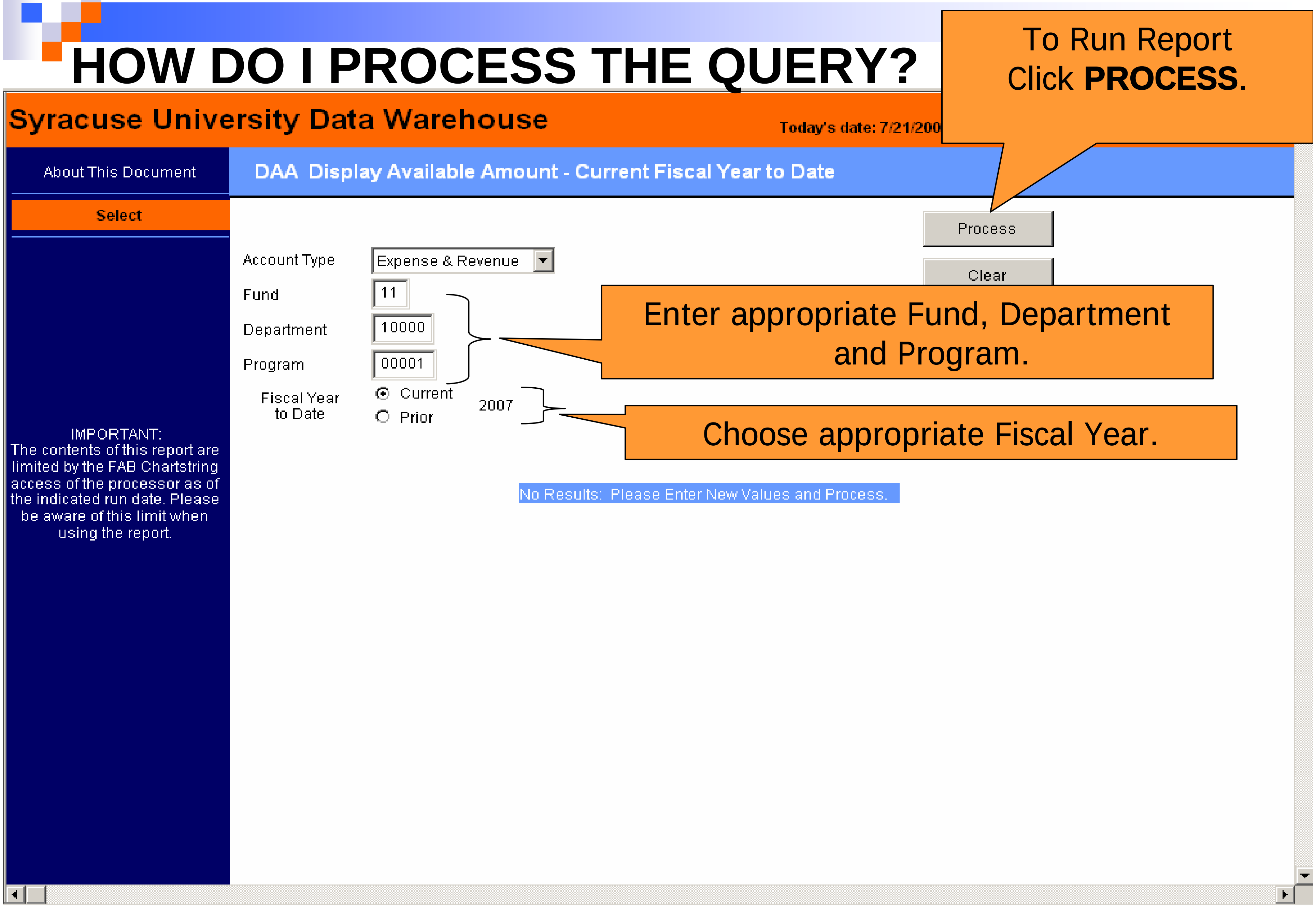
# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?



# HOW DO I VIEW THE RESULTS?

**Syracuse University Data Warehouse**

Today's date: 7/21/2006

About This Document

**Select**

**DAA Display Available Amount - Current Fiscal Year to Date**

Account Type: Expense & Revenue

Fund: 11 — Current Operations

Department: 10000 — General Department

Program: 00001 — General Operations

Fiscal Year to Date: (•) Current ( ) Prior — 2007

Process

Clear

Preview Report

Print Report

Click on Report to have scroll bar appear.

IMPORTANT:
The contents of this report are limited by the FAB Chartstring access of the processor as of the indicated run date. Please be aware of this limit when using the report.

| Account | Account Description | Budget | Actual | Commitment | Balance |
|---|---|---|---|---|---|
| 560000 | General Operating Budget | 158,541.00 | 0.00 | 0.00 | 158541.00 |
| **Sub Total** | | 158,541.00 | 0.00 | 0.00 | 158541.00 |
| 560101 | Supplies - Office | 0.00 | 86.00 | 0.00 | (86.00) |
| 560107 | Supplies - Paper | 0.00 | 96.00 | 0.00 | (96.00) |
| **Sub Total** | | | 180.00 | 0.00 | (180.00) |
| 560201 | Telephone - Tolls | 0.00 | 258.68 | 0.00 | (258.68) |
| 560202 | Telephone - Local Calls | 0.00 | 375.35 | 0.00 | (375.35) |
| 560204 | Telephone Installations | 0.00 | 99.00 | 0.00 | (99.00) |
| 560205 | Telephone - Voice Mail | 0.00 | 0.00 | 456.28 | (456.28) |
| 560206 | Telephone - Line Charges | 0.00 | 0.00 | 653.00 | (653.00) |
| **Sub Total** | | 0.00 | 733.03 | 1,109.28 | (1842.31) |

# HOW DO I VIEW THE RESULTS?

| Account | Account Description | Budget | Actual | Commitment | Balance |
|---|---|---|---|---|---|
| 560000 | General Operating Budget | 158,541.00 | 0.00 | 0.00 | 158541.00 |
| Sub Total | | 158,541.00 | 0.00 | [illegible].00 | 158541.00 |
| 560101 | Supplies - Office | [illegible] | [illegible] | [illegible].00 | (86.00) |
| 560107 | Supplies - Paper | [illegible] | [illegible] | [illegible] | (96.00) |
| Sub Total | | | [illegible]80.00 | 0.00 | (180.00) |
| 560201 | Telephone - Tolls | 0.00 | [illegible]58.68 | 0.00 | (258.68) |
| 560202 | Telephone - Local Calls | 0.00 | [illegible]75.35 | 0.00 | (375.35) |
| 560204 | Telephone Installations | 0.00 | 99.00 | 0.00 | (99.00) |
| 560205 | Telephone - Voice Mail | 0.00 | 0.00 | 456.28 | (456.28) |
| 560206 | Telephone - Line Charges | 0.00 | 0.00 | 653.00 | (653.00) |
| Sub Total | | 0.00 | [illegible]33.03 | 1,109.28 | (1842.31) |

Note additional scroll bars for navigating within the report.

# HOW DO I VIEW THE REPORTS?

**Syracuse University Data Warehouse**

Today's date: 7/21/2006

About This Document

**Select**

**DAA Display Available Amount - Current Fiscal Year to Date**

Process

Clear

Preview Report

Account Type: Expense & Revenue

Fund: 11 — Current Operations

Department: 10000 — General Department

Program: 00001 — General Operations

Fiscal Year to Date: Current / Prior — 2007

Click **Preview Report** to view Printable Version.

IMPORTANT:
The contents of this report are limited by the FAB Chartstring access of the processor as of the indicated run date. Please be aware of this limit when using the report.

| Account | Account Description | Budget | Actual | Commitment | Balance |
|---|---|---|---|---|---|
| 560000 | General Operating Budget | 158,541.00 | 0.00 | 0.00 | 158541.00 |
| Sub Total | | 158,541.00 | 0.00 | 0.00 | 158541.00 |
| 560101 | Supplies - Office | 0.00 | 86.00 | 0.00 | (86.00) |
| 560107 | Supplies - Paper | 0.00 | 96.00 | 0.00 | (96.00) |
| Sub Total | | | 180.00 | 0.00 | (180.00) |
| 560201 | Telephone - Tolls | 0.00 | 258.68 | 0.00 | (258.68) |
| 560202 | Telephone - Local Calls | 0.00 | 375.35 | 0.00 | (375.35) |
| 560204 | Telephone Installations | 0.00 | 99.00 | 0.00 | (99.00) |
| 560205 | Telephone - Voice Mail | 0.00 | 0.00 | 456.28 | (456.28) |
| 560206 | Telephone - Line Charges | 0.00 | 0.00 | 653.00 | (653.00) |
| Sub Total | | 0.00 | 733.03 | 1,109.28 | (1842.31) |

# HOW DO I VIEW THE REPORTS?

Data Function

For previous screen, use back arrow, not browser back button.

Syracuse University FAB Data Warehouse

**DAA Display Available Amount - Current Fiscal Year to Date Report**

**Expense**

Run Through Date: 07/21/2006

| | | |
|---|---|---|
| **Fund:** | **11** | Current Operations |
| **Dept:** | **31025** | Energy & Computing Managemer |
| **Program:** | **10000** | General Department |
| **Fiscal Yr:** | **2007** | Current Fiscal Year to Date |

**Category: 560000 General Operations**

| Account | Account Description | Budget | Actual | Commitment | Balance Total |
|---|---|---|---|---|---|
| 560000 | General Operating Budget | 158,541.00 | 0.00 | 0.00 | 158541.00 |
| | | **158,541.00** | **0.00** | **0.00** | **158541.00** |

**Category: 560100 Supplies**

| Account | Account Description | Budget | Actual | Commitment | Balance Total |
|---|---|---|---|---|---|
| 560101 | Supplies - Office | 0.00 | 86.00 | 0.00 | (86.00) |
| 560107 | Supplies - Paper | 0.00 | 96.00 | 0.00 | (96.00) |
| | | | **180.00** | **0.00** | **(180.00)** |

**Category: 560200 Communiations**

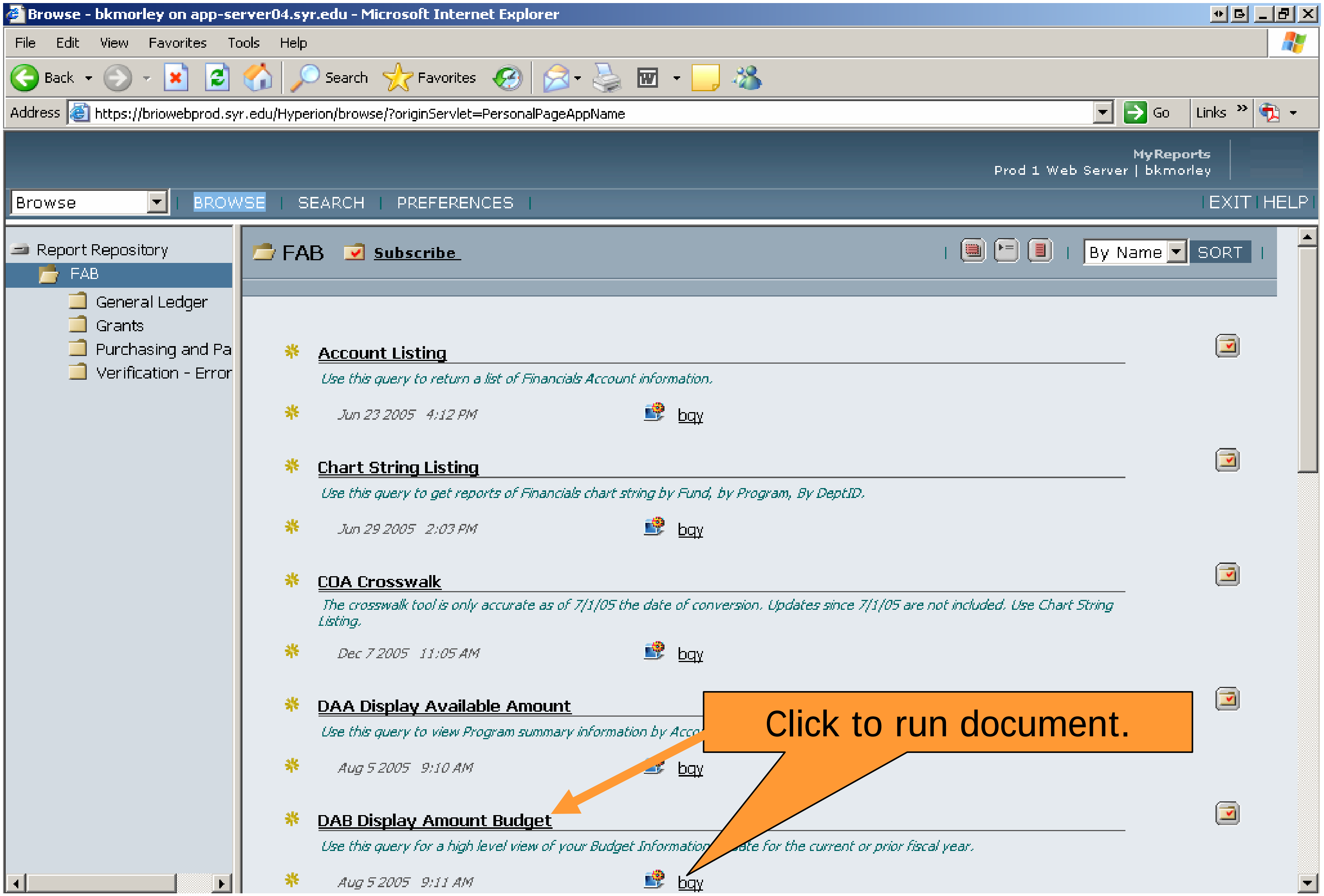
| Account | Account Description | Budget | Actual | Commitment | Balance Total |
|---|---|---|---|---|---|
| 560201 | Telephone - Tolls | 0.00 | 258.68 | 0.00 | (258.68) |
| 560202 | Telephone - Local Calls | 0.00 | 375.35 | 0.00 | (375.35) |
| 560204 | Telephone Installations | 0.00 | 99.00 | 0.00 | (99.00) |
| 560205 | Telephone - Voice Mail | 0.00 | 0.00 | 456.28 | (456.28) |
| 560206 | Telephone - Line Charges | 0.00 | 0.00 | 653.00 | (653.00) |
| | | **0.00** | **733.03** | **1,109.28** | **(1842.31)** |

# DAB – Display Amount Budget

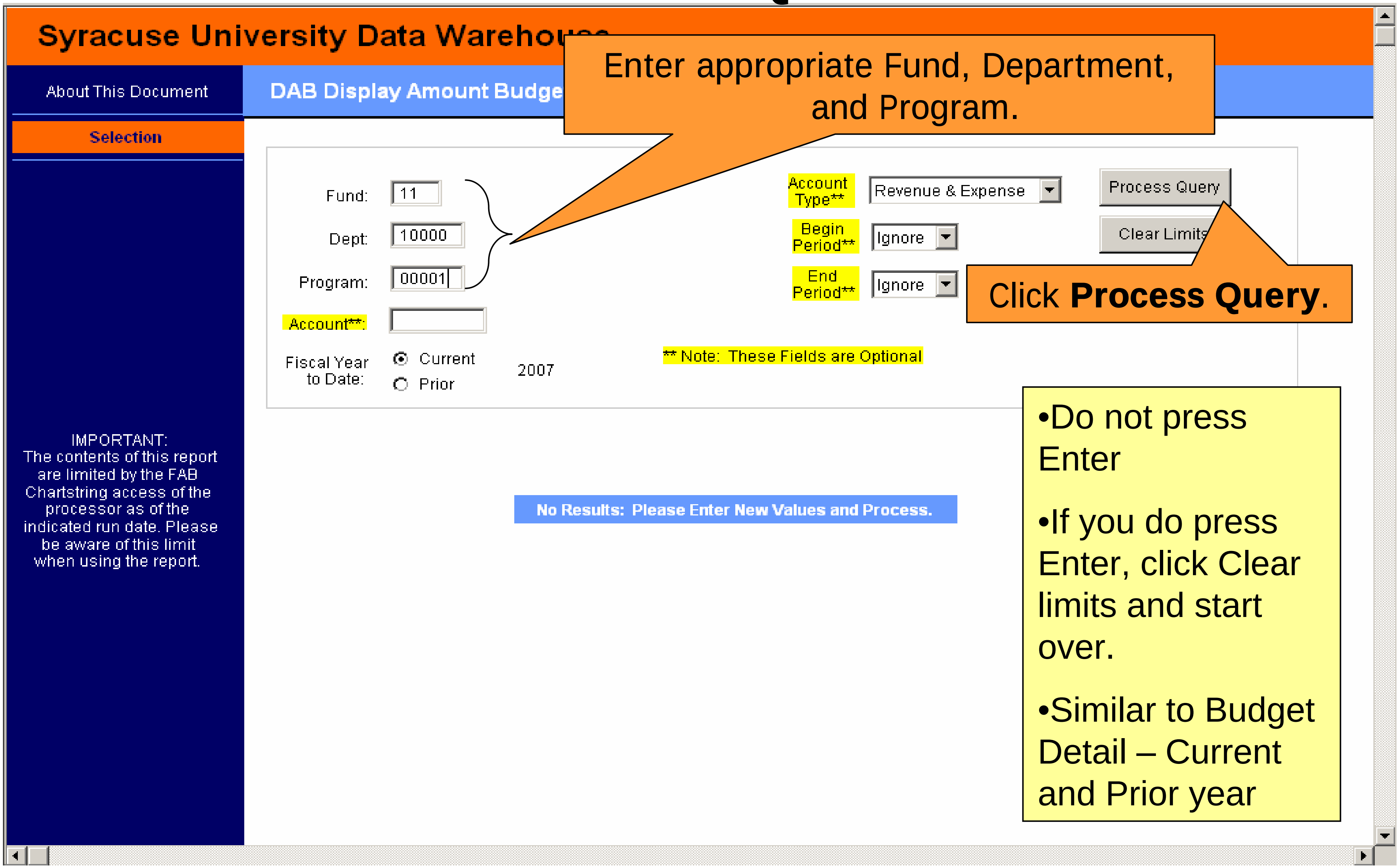
# DAB – Display Amount Budget

- How do I use it?
  - Use to view original budget, base adjustments, carryover, and non-base adjustments.
  - Use to view your Net Budget at a high level for current or prior fiscal year.
- Where do I find the DAB?
- How do I run the DAB?
- How do I view the results?

# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?



# HOW DO I VIEW THE RESULTS?

**Syracuse University Data Warehouse**

**Today's date: 7/21/2006**

About This Document

**Selection**

**DAB Display Amount Budget**

Fund: 11 Current Operations

Dept: 10000 General Department

Program: 00001 General Operations

Account**:

Fiscal Year to Date: (•) Current ( ) Prior 2007

Account Type**: Revenue & Expense

Begin Period**: Ignore

End Period**: Ignore

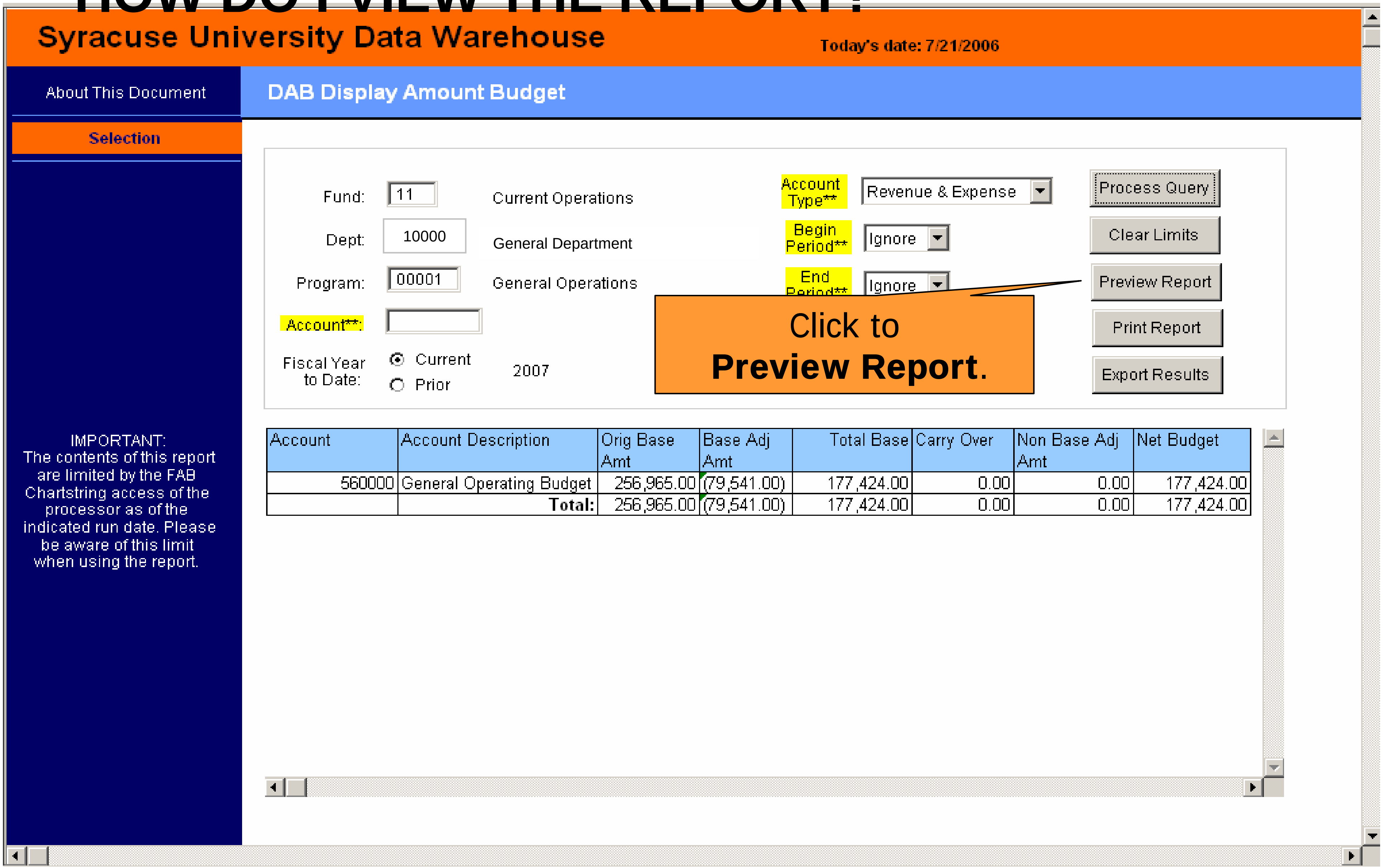
** Note: These Fields are Optional

Process Query | Clear Limits | Preview Report | Print Report | Export Results

| Account | Account Description | Orig Base Amt | Base Adj Amt | Total Base | Carry Over | Non Base Adj Amt | Net Budget |
|---|---|---|---|---|---|---|---|
| 560000 | General Operating Budget | 256,965.00 | (79,541.00) | 177,424.00 | 0.00 | 0.00 | 177,424.00 |
| | **Total:** | 256,965.00 | (79,541.00) | 177,424.00 | 0.00 | 0.00 | 177,424.00 |

IMPORTANT:
The contents of this report are limited by the FAB Chartstring access of the processor as of the indicated run date. Please be aware of this limit when using the report.

# HOW DO I VIEW THE REPORT?




| Account | Account Description | Orig Base Amt | Base Adj Amt | Total Base | Carry Over | Non Base Adj Amt | Net Budget |
|---|---|---|---|---|---|---|---|
| 560000 | General Operating Budget | 256,965.00 | (79,541.00) | 177,424.00 | 0.00 | 0.00 | 177,424.00 |
| | **Total:** | 256,965.00 | (79,541.00) | 177,424.00 | 0.00 | 0.00 | 177,424.00 |

# HOW DO I VIEW THE REPORT?

Click blue error to go back

Data Function

Syracuse University FAB Data Warehouse

**Display Amount Budget - Prior Fiscal Year to Date**

Run Through Date: 07/21/2006

Begin Period: Ignored

End Period: Ignored

**Fund:** 11 Current Operations

**Dept:** 10000 General Department

**Program:** 00001 General Operations

**Fiscal Yr:** 2007 Prior Fiscal Year to Date

Expenses

| Account | Account Description | Orig Base Amt | Base Adj Amt | Total Base | Carry Over | Non Base Adj Amt | Net Budget |
|---|---|---|---|---|---|---|---|
| 560000 | General Operating Budget | 256,965.00 | (79,541.00) | 177,424.00 | 0.00 | 0.00 | 177,424.00 |
| | **Expense Total:** | 256,965.00 | (79,541.00) | 177,424.00 | 0.00 | 0.00 | 177,424.00 |

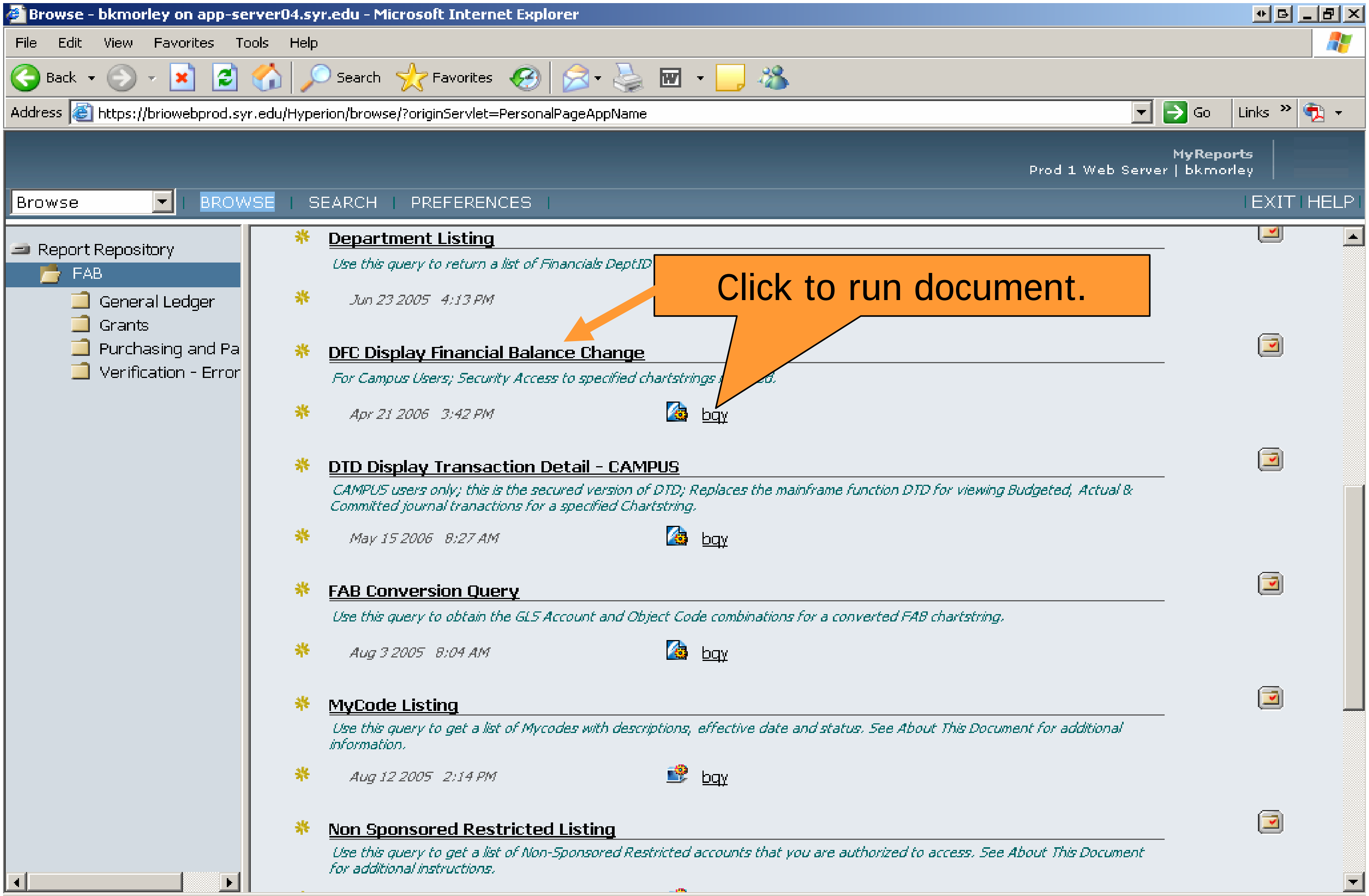
**THE TRANSACTIONS AND AMOUNTS IN THESE MATERIALS ARE FICTITIOUS AND HAVE BEEN CREATED FOR TRAINING PURPOSES ONLY.**

# DFC – Display Financial Balance Change

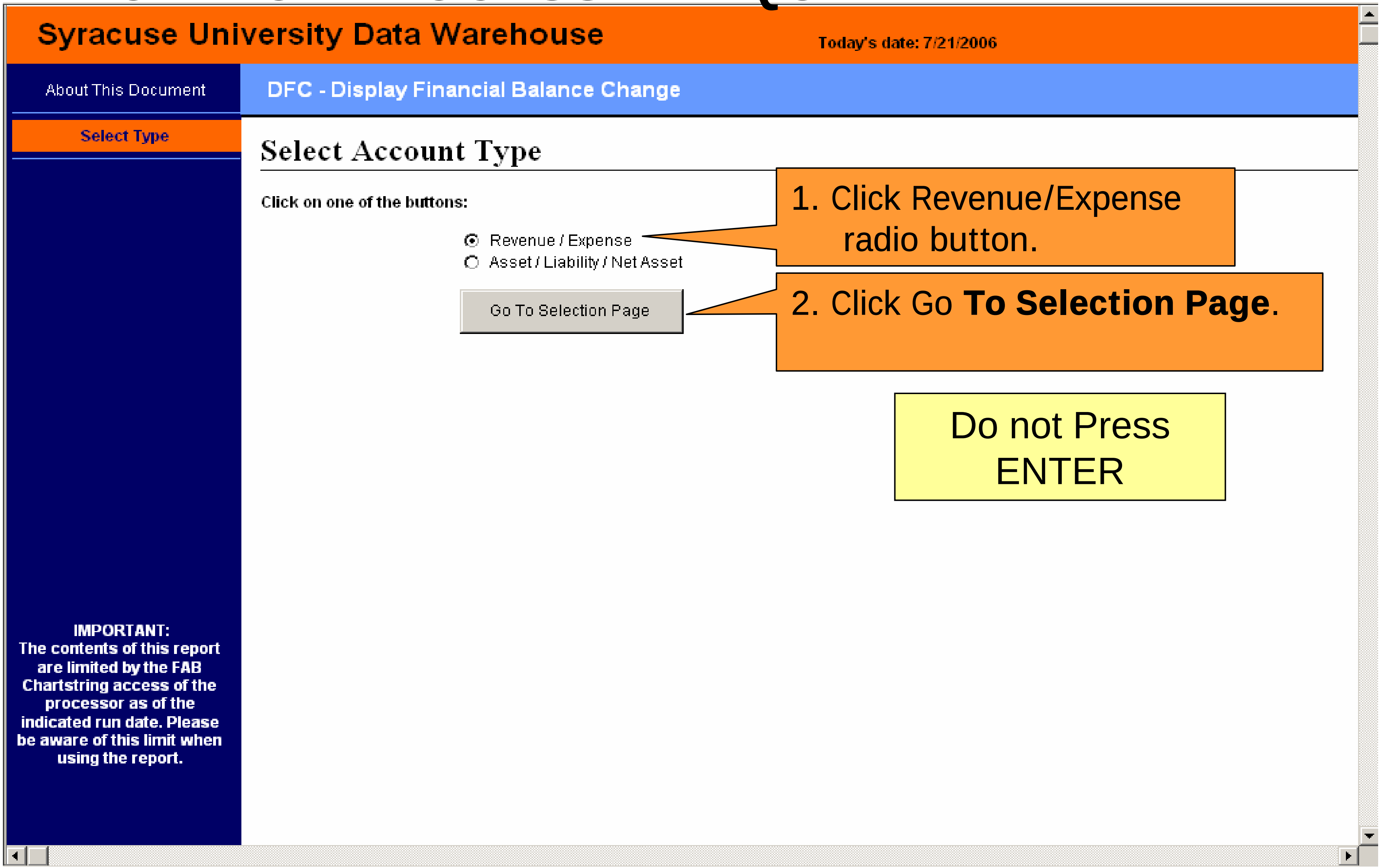
# DFC – Display Financial Balance Change

- How do I use it?
  - Use to view the financial balance at the end of a specified period (details beginning balance, monthly financial activity and ending balance).
  - Use to reconcile your accounts on a monthly basis.
- Where do I find the DFC?
- How do I run the DFC?
- How do I view the results?

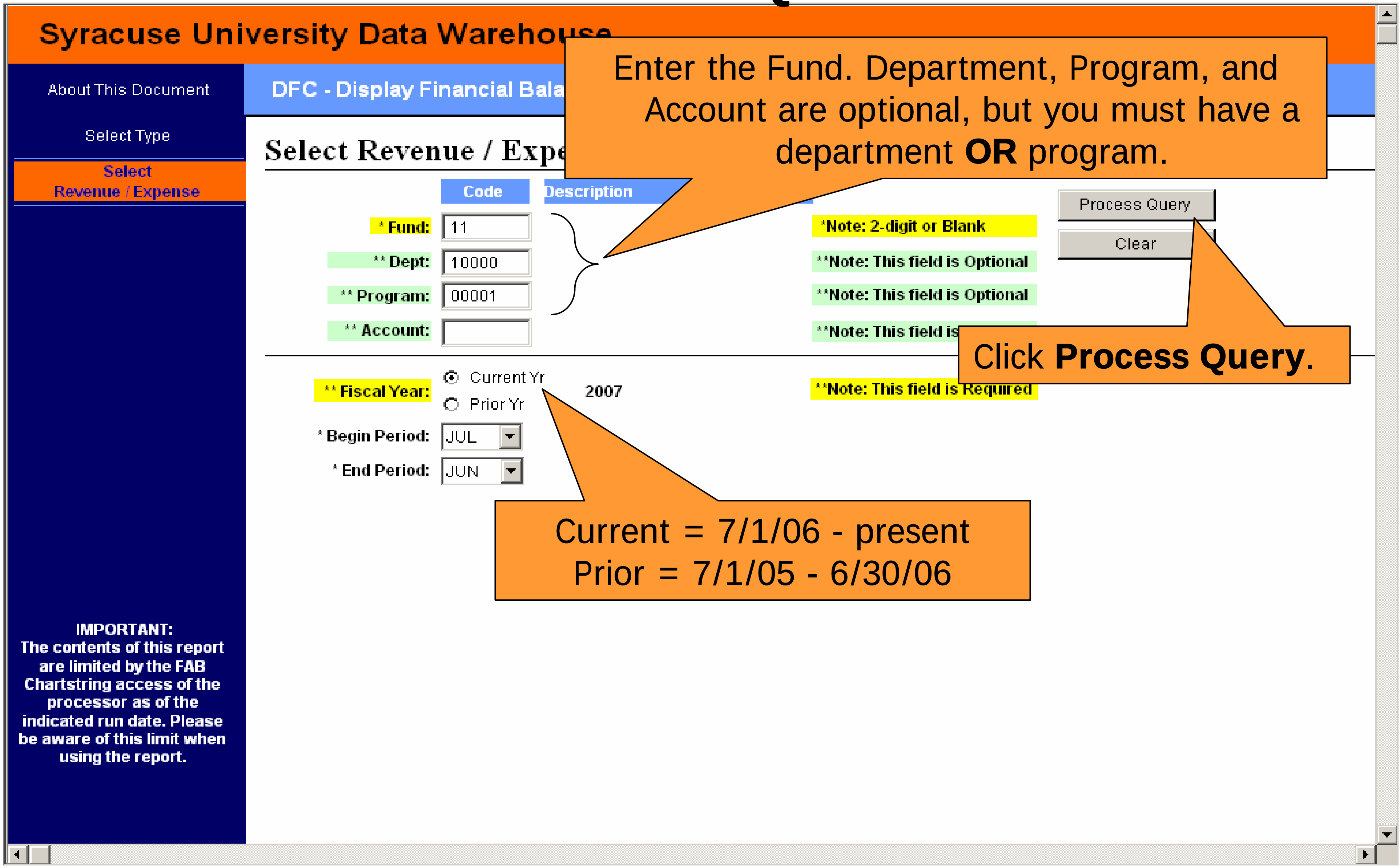
# HOW DO I PROCESS THE QUERY?



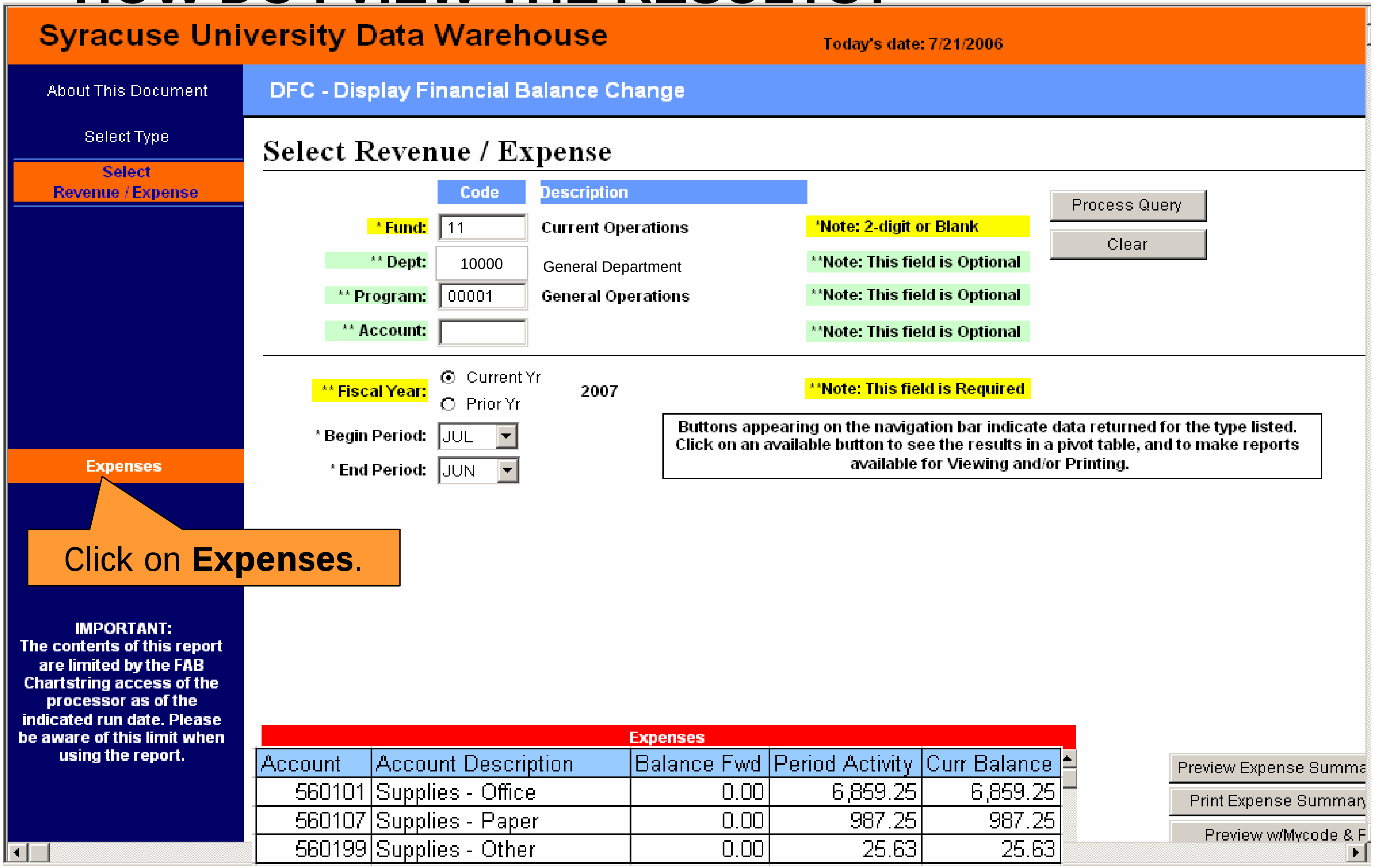
# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?

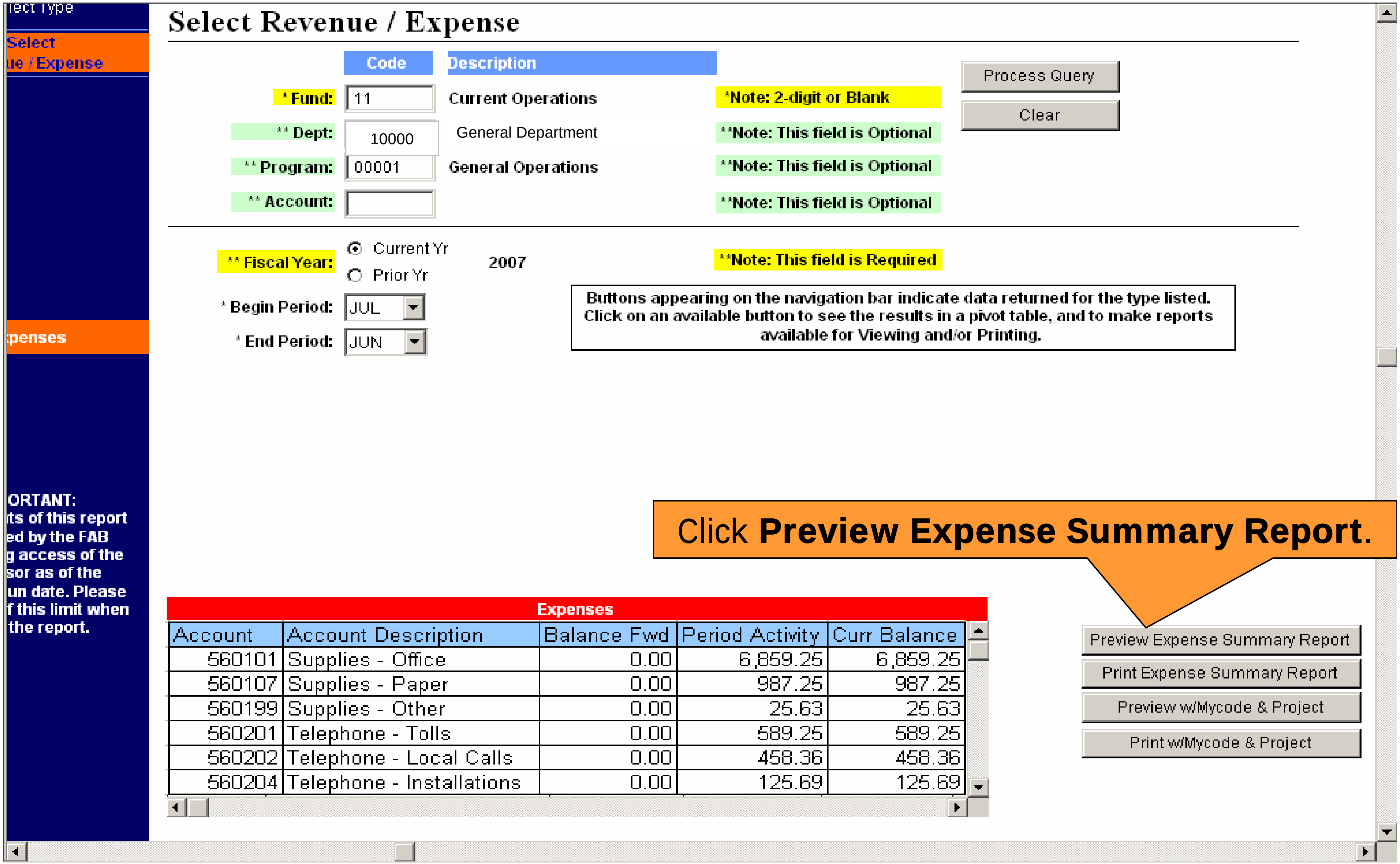


# HOW DO I VIEW THE RESULTS?




| Account | Account Description | Balance Fwd | Period Activity | Curr Balance |
|---|---|---|---|---|
| 560101 | Supplies - Office | 0.00 | 6,859.25 | 6,859.25 |
| 560107 | Supplies - Paper | 0.00 | 987.25 | 987.25 |
| 560199 | Supplies - Other | 0.00 | 25.63 | 25.63 |

# HOW DO I VIEW THE RESULTS?



# HOW DO I VIEW THE REPORT?

Syracuse University FAB Data Warehouse
**Financial Transaction Summary for Selected Period**
**Non - Sponsored Programs**
Run Date: 07/21/06 10:57 AM
*Please Note: if the End Period requested is greater than the Run Date, the data is as of the Run Date*

Expenses

| | | | |
|---|---|---|---|
| Fiscal Year: | 2007 | **Balance at Beginning of Period:** | 0.00 |
| Begin Period: | July | **Net Change for Period:** | 59,587.36 |
| End Period: | June | **Balance at End of Period:** | 59,587.36 |
| Run Date | 07/21/06 10:57 AM | | |

**Fund: 11 Current Operations**
**Dept ID: 10000 General Department**
**Program: 00001 General Operations**

| Account Gl | Account Desc | Balance Fwd | Period Activity | Curr Balance |
|---|---|---|---|---|
| 560101 | Supplies - Office | 0.00 | 6,859.25 | 6,859.25 |
| 560107 | Supplies - Paper | 0.00 | 987.25 | 987.25 |
| 560199 | Supplies - Other | 0.00 | 25.63 | 25.63 |
| 560201 | Telephone - Tolls | 0.00 | 589.25 | 589.25 |
| 560202 | Telephone - Local Calls | 0.00 | 458.36 | 458.36 |
| 560204 | Telephone - Installations | 0.00 | 125.69 | 125.69 |
| 560205 | Telephone - Voice Mail | 0.00 | 549.36 | 549.36 |
| 560206 | Telephone - Line Charges | 0.00 | 3,687.62 | 3,687.62 |
| 560208 | Telephone - Cellular Servic | 0.00 | 6985.22 | 6985.22 |
| 560301 | Freight | 0.00 | 125.36 | 125.36 |
| 560302 | Postage | | 25.36 | 25.36 |

# HOW DO I VIEW THE REPORT?

lect Type
Select
ue / Expense
penses

ORTANT:
its of this report
ed by the FAB
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sor as of the
un date. Please
f this limit when
the report.

## Select Revenue / Expense

| | Code | Description | |
|---|---|---|---|
| * Fund: | 11 | Current Operations | *Note: 2-digit or Blank |
| ** Dept: | 10000 | General Department | **Note: This field is Optional |
| ** Program: | 00001 | General Operations | **Note: This field is Optional |
| ** Account: | | | **Note: This field is Optional |

Process Query
Clear

** Fiscal Year: ◉ Current Yr ○ Prior Yr 2007 **Note: This field is Required

* Begin Period: JUL

* End Period: JUN

Buttons appearing on the navigation bar indicate data returned for the type listed. Click on an available button to see the results in a pivot table, and to make reports available for Viewing and/or Printing.

**Expenses**

| Account | Account Description | Balance Fwd | Period Activity | Curr Balance |
|---|---|---|---|---|
| 560101 | Supplies - Office | 0.00 | 6,859.25 | 6,859.25 |
| 560107 | Supplies - Paper | 0.00 | 987.25 | 987.25 |
| 560199 | Supplies - Other | 0.00 | 25.63 | 25.63 |
| 560201 | Telephone - Tolls | 0.00 | 589.25 | 589.25 |
| 560202 | Telephone - Local Calls | 0.00 | 458.36 | 458.36 |
| 560204 | Telephone - Installations | 0.00 | 125.69 | 125.69 |

Preview Expense Summary Report
Print Expense Summary Report
Preview w/Mycode & Project
Print w/Mycode & Project

Click **Preview w/MyCode & Project**.

# HOW DO VIEW THE REPORT?

Click blue error to go back.

**Syracuse University FAB Data Warehouse**
**Financial Transactions for Selected Period**
**Non - Sponsored Programs**
Run Date: 07/21/06 11:00 AM
*Please Note: if the End Period requested is greater than the Run Date, the data is as of the Run Date*

Expenses

Fiscal Year: 2007
Begin Period: July
End Period: June
Run Date: 07/21/06 11:00 AM

**Balance at Beginning of Period:** 0.00
**Net Change for Period:** 59,587.36
**Balance at End of Period:** 59,587.36

**Fund: 11 Current Operations**
**Dept ID: 10000 General Department**
**Program: 00001 General Operations**

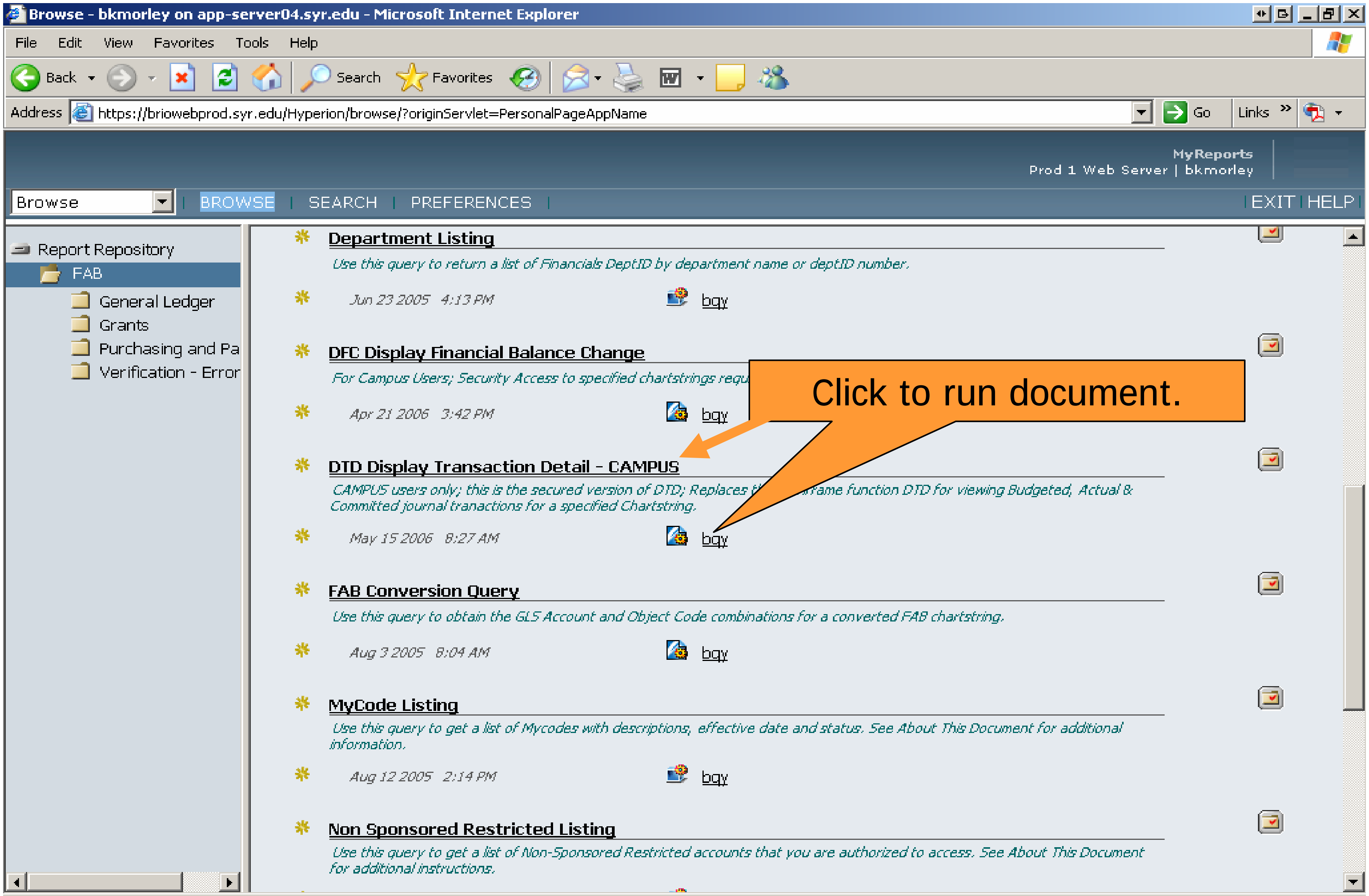
| Account G | Account Desc | MyCode | MyCode Desc | Project ID | Project Desc | Balance Fwd | Period Activity Curr Balance | |
|---|---|---|---|---|---|---|---|---|
| 560101 | Supplies - Office | 167100 | Admin | | | 0.00 | 6,859.25 | 6,859.25 |
| 560107 | Supplies - Paper | 167101 | Comp Proj | | | 0.00 | 987.25 | 987.25 |
| 560199 | Supplies - Other | 167102 | Comp Supp | | | 0.00 | 25.63 | 25.63 |
| 560201 | Telephone - Tolls | 167103 | Comp Syst | | | 0.00 | 589.25 | 589.25 |
| 560202 | Telephone - Local Calls | 167104 | EMS | | | 0.00 | 458.36 | 458.36 |
| 560204 | Telephone - Installations | 167107 | Gen | | | 0.00 | 125.69 | 125.69 |
| 560205 | Telephone - Voice Mail | 167107 | Gen | | | 0.00 | 549.36 | 549.36 |
| 560206 | Telephone - Line Charges | 167107 | Gen | | | 0.00 | 3,687.62 | 3,687.62 |
| 560208 | Telephone - Cellular Service | 167100 | Admin | | | 0.00 | 6985.22 | 6985.22 |
| 560301 | Freight | 167104 | EMS | | | 0.00 | 125.36 | 125.36 |
| 560302 | Postage | 167103 | Comp Syst | | | | 25.36 | 25.36 |

# DTD – Display Transaction Detail

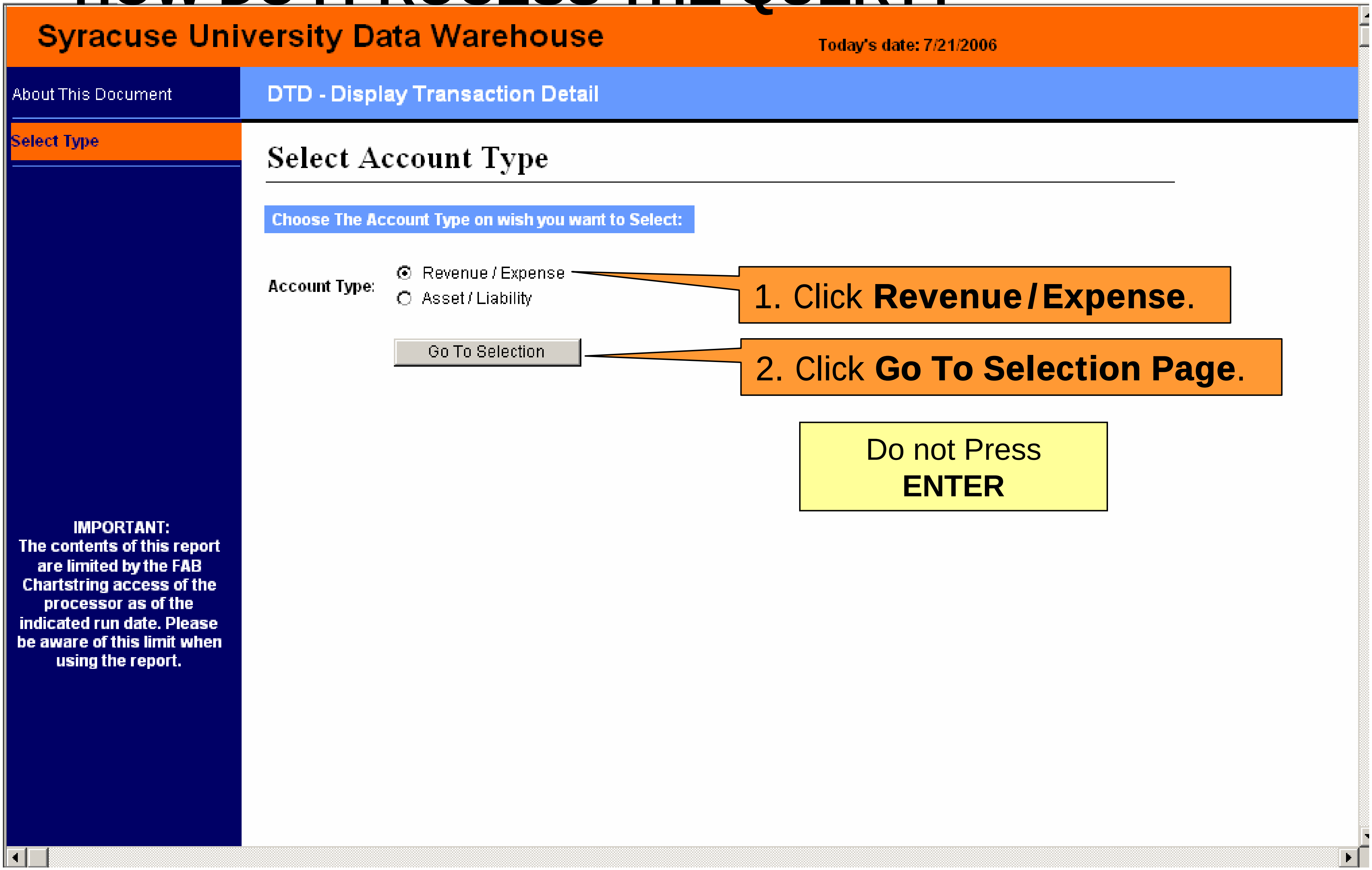
# DTD – Display Transaction Detail

- How do I use it?
  - Use to retrieve the detail budget, actuals, and commitment journal transactions for a specified department.
  - Use for Current and Prior fiscal year.
- Where do I find the DTD Report?
- How do I run the DTD Report?
- How do I view the results?

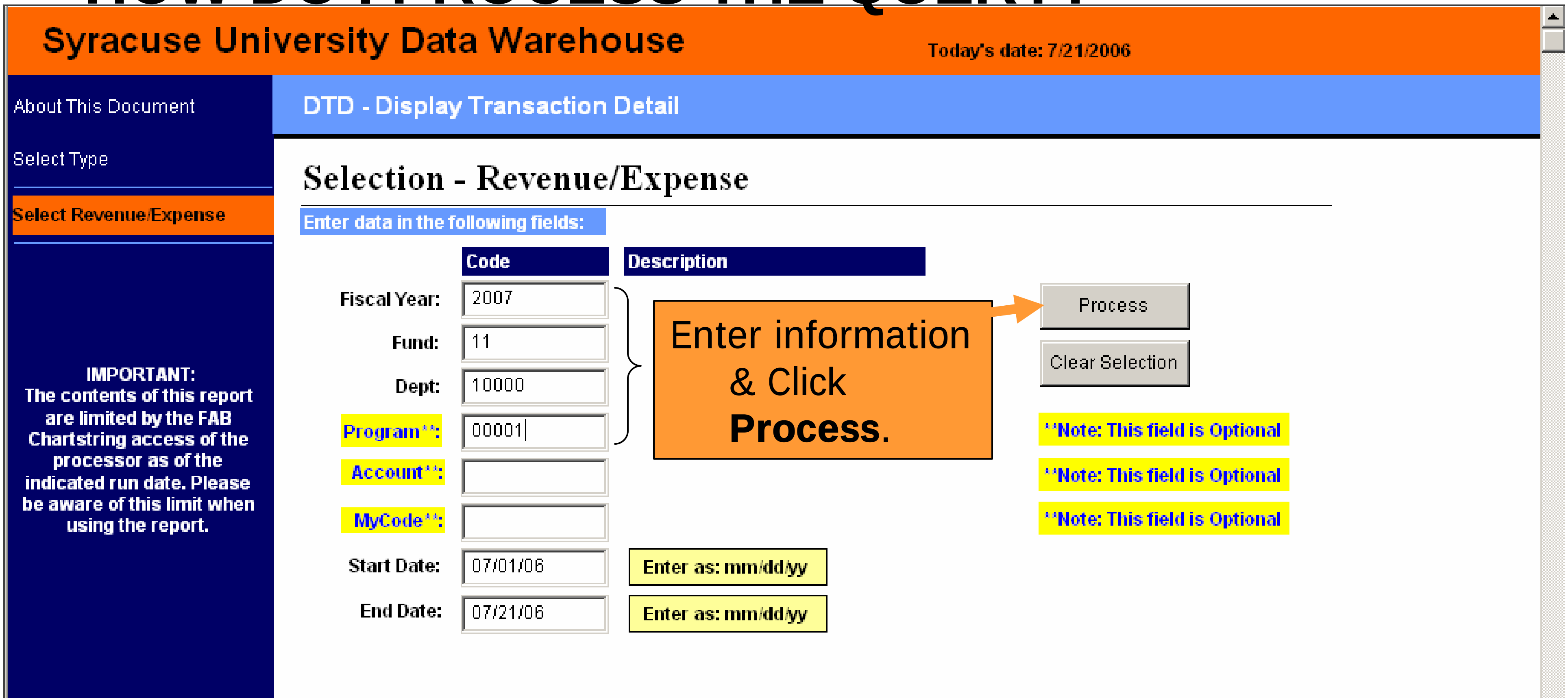
# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?



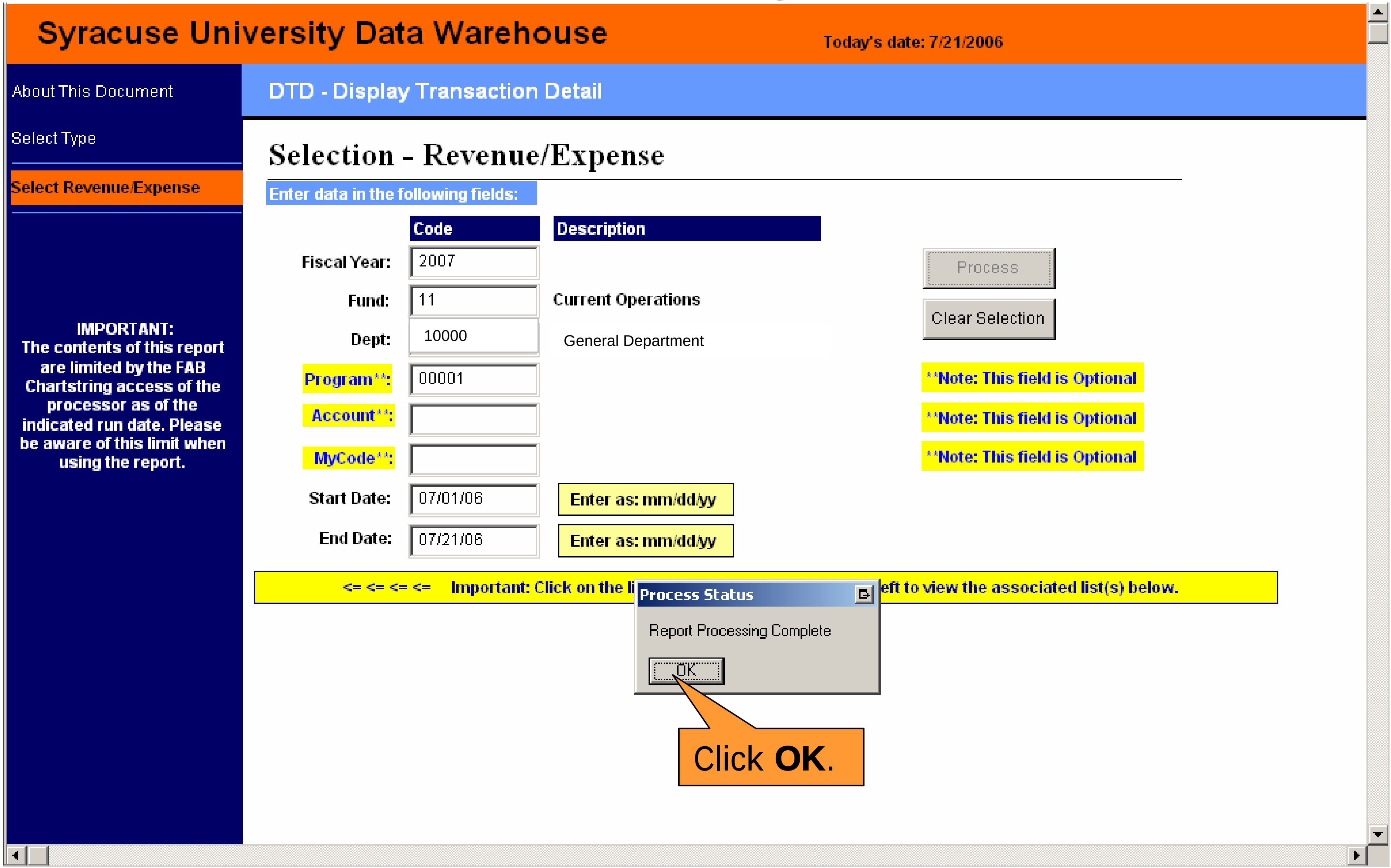
# HOW DO I PROCESS THE QUERY?



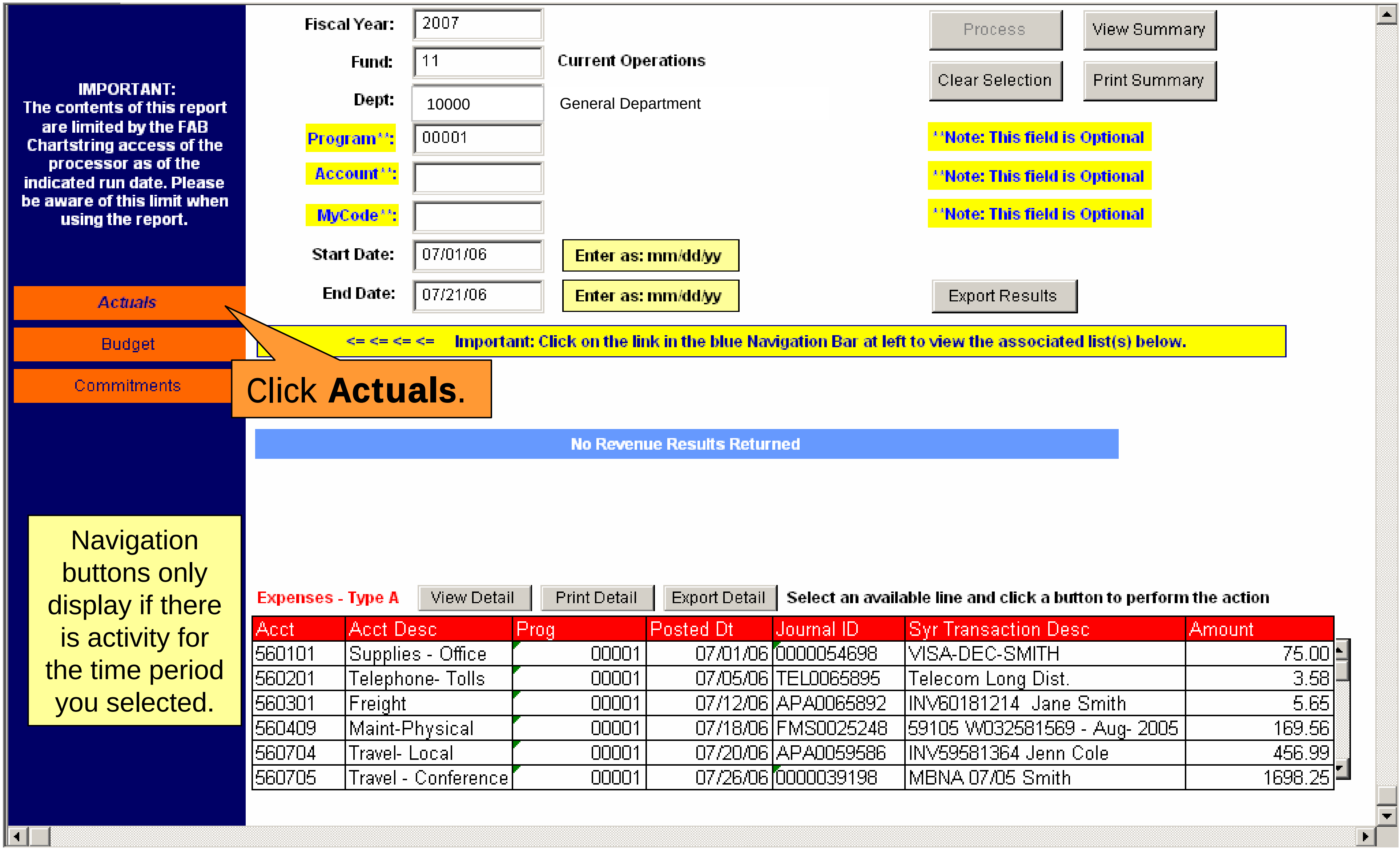

**Note 1: When you type in Fiscal Year, Start Date and End Date automatically populate with the current month. You can change them if necessary.**

**Note 2: Do not press Enter. If you press Enter, click Clear Selection and re-enter data.**

# HOW DO I PROCESS THE QUERY?



# HOW DO I VIEW THE RESULTS?




| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|
| 560101 | Supplies - Office | 00001 | 07/01/06 | 0000054698 | VISA-DEC-SMITH | 75.00 |
| 560201 | Telephone- Tolls | 00001 | 07/05/06 | TEL0065895 | Telecom Long Dist. | 3.58 |
| 560301 | Freight | 00001 | 07/12/06 | APA0065892 | INV60181214 Jane Smith | 5.65 |
| 560409 | Maint-Physical | 00001 | 07/18/06 | FMS0025248 | 59105 W032581569 - Aug- 2005 | 169.56 |
| 560704 | Travel- Local | 00001 | 07/20/06 | APA0059586 | INV59581364 Jenn Cole | 456.99 |
| 560705 | Travel - Conference | 00001 | 07/26/06 | 0000039198 | MBNA 07/05 Smith | 1698.25 |

# HOW DO I VIEW THE RESULTS?

Click **View Summary**.

Select Revenue/Expense

Actuals

Budget

Committments

**IMPORTANT:**
**The contents of this report are limited by the FAB Chartstring access of the processor as of the indicated run date. Please be aware of this limit when using the report.**

| | Code | Description |
|---|---|---|
| Fiscal Year: | 2007 | |
| Fund: | 11 | Current Operations |
| Dept: | 10000 | General Department |
| Program**: | 00001 | **Note: This field is Optional |
| Account**: | | **Note: This field is Optional |
| MyCode**: | | **Note: This field is Optional |
| Start Date: | 07/01/06 | Enter as: mm/dd/yy |
| End Date: | 07/21/06 | Enter a |

Process | View Summary | Clear Selection | Print Summary

Note additional scroll bars for navigating within the reports.

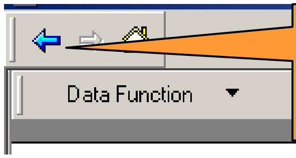
**Expenses - Type A** View Detail | Print Detail | ction

| Acct | Acct Desc | Prog | | | | mount |
|---|---|---|---|---|---|---|
| 560101 | Supplies - Office | 00001 | 07/01/06 | 0000054698 | VISA-DEC | 75.00 |
| 560201 | Telephone- Tolls | 00001 | 07/05/06 | TEL0065895 | Telecom Long | 3.58 |
| 560301 | Freight | 00001 | 07/12/06 | APA0065892 | INV60181214 Jane | 5.65 |
| 560409 | Maint-Physical | 00001 | 07/18/06 | FMS0025248 | 59105 W032581569 - Au | 169.56 |
| 560704 | Travel- Local | 00001 | 07/20/06 | APA0059586 | INV59581364 Jenn Cole | 456.99 |
| 560705 | Travel - Conference | 00001 | 07/26/06 | 0000039198 | MBNA 07/05 Smith | 1698.25 |

**Revenues - Type A** View Detail | Print Detail | Export Detail | **Select an available line and click a button to perform the action**

| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction [ | Amount |
|---|---|---|---|---|---|---|
| 411001 | Course Fees | 21203 | 07/01/06 | PSF0060530 | 1158 Course Fee | 45.00 |
| 411001 | Course Fees | 21203 | 07/08/06 | PSF0060689 | 1158 Course Fee | 25.00 |
| 411001 | Course Fees | 21203 | 07/11/06 | PSF0061589 | 1158 Course Fee | 65.00 |
| 411001 | Course Fees | 21203 | 07/15/06 | PSF0062358 | 1158 Course Fee | -100.00 |
| 411001 | Course Fees | 21203 | 07/19/06 | PSF0066852 | 1158 Course Fee | 75.00 |
| 411001 | Course Fees | 21203 | 07/23/06 | PSF0069851 | 1158 Course Fee | 15.00 |

# HOW DO I VIEW THE REPORTS?




For previous screen, use back arrow, not browser back button.

Syracuse University FAB Data Warehouse
Budget Summary Reports for Expenses

**Budget** Date Range: Between 07/01/06, 01/17/06
Fund: 11
Department: 10000 General Dept.
Program: 00001 General Operations

**Expenses**

| Account GI | Account Desc | Budget Class | Journal Date | Posted Date | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|---|
| 560000 | General Operations | BOR | 07/01/06 | 07/01/06 | BUD10000 | Orig Budget | 159,897.00 |
| 560000 | General Operations | BTR | 07/08/06 | 07/09/06 | 0000032598 | Transfer of Deparment operating | 9,878.00 |
| 560000 | General Operations | BTR | 07/11/06 | 07/12/06 | 0000037098 | FB PIN 78958 John Doe | -5,895.00 |
| 560000 | General Operations | BTR | 07/13/06 | 07/13/06 | 0000045893 | Add balance of $30K position and split a $80K position into two | 70,751.00 |
| 560000 | General Operations | NTR | 07/15/06 | 07/16/06 | 0000047659 | Move FY 06/07 base FB back to dept. for FY | -70,751.00 |
| 560000 | General Operations | NTR | 07/27/06 | 07/27/06 | 0000048956 | Move Operating back to tech budget | -9,878.00 |

**Budget Totals for Program 00001 - General Operations**

| | |
|---|---|
| Expenses | 159,897.00 |

# HOW DO I GET TRANSACTION DETAIL?

**Syracuse University Data Warehouse**

**Today's date: 7/21/2006**

About This Document

Select Type

**Select Revenue/Expense**

**DTD - Display Transaction Detail**

2. Choose option.

1. Highlight line.

**Fiscal Yea** 2007

**IMPORTANT:** The contents of this are limited by the Chartstring access processor as of t indicated run date. P be aware of this limi using the repor

**Actuals**

**Budget**

**Commitments**

**Expenses - Type C** | View Detail | Print Detail | Export Detail | Select an available line and click a button to per ... tion

| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction Desc | ount |
|---|---|---|---|---|---|---|
| 560101 | Supplies - Office | 00001 | 07/01/06 | 0000054698 | VISA-DEC-SMITH | 75.00 |
| 560201 | Telephone- Tolls | 00001 | 07/05/06 | TEL0065895 | Telecom Long Dist. | 3.58 |
| 560301 | Freight | 00001 | 07/12/06 | APA0065892 | INV60181214 Jane Smith | 5.65 |
| 560409 | Maint-Physical | 00001 | 07/18/06 | FMS0025248 | 59105 W032581569 - Aug- 2005 | 169.56 |
| 560704 | Travel- Local | 00001 | 07/20/06 | APA0059586 | INV59581364 Jenn Cole | 456.99 |
| 560705 | Travel - Conference | 00001 | 07/26/06 | 0000039198 | MBNA 07/05 Smith | 1698.25 |

<= <= <= <= **Important: Click on the link in the blue Navigation Bar at left to view the associated list(s) below.**

**Expenses - Type C** | View Detail | Print Detail | Export Detail | Select an available line and click a button to perform the action

| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|
| 560101 | Supplies - Office | 00001 | 07/01/06 | 0000054698 | VISA-DEC-SMITH | 75.00 |
| 560201 | Telephone- Tolls | 00001 | 07/05/06 | TEL0065895 | Telecom Long Dist. | 3.58 |
| 560301 | Freight | 00001 | 07/12/06 | APA0065892 | INV60181214 Jane Smith | 5.65 |
| 560409 | Maint-Physical | 00001 | 07/18/06 | FMS0025248 | 59105 W032581569 - Aug- 2005 | 169.56 |
| 560704 | Travel- Local | 00001 | 07/20/06 | APA0059586 | INV59581364 Jenn Cole | 456.99 |
| 560705 | Travel - Conference | 00001 | 07/26/06 | 0000039198 | MBNA 07/05 Smith | 1698.25 |

# HOW DO I VIEW THE REPORTS?

For previous screen, use back arrow, not browser back button.

SYRACUSE UNIVERSITY FAB Data Warehouse
Actuals: Display Transaction Detail (DTD) Non-Payroll
Account Type: Expenses

*Data Refreshed as of:*

Fiscal Yr: 2007
Journal ID: APA0065892 Journal Date: 07/20/06 Posted Date: 07/20/06
Originator: FINRNCTRL
Budget Class:
Journal Class:
Source: APA
Date Range: Between 07/01/06, 07/21/06

Fund: 11 Current Operations
Dept: 10000 General Operations
Program: 00001 General Operations

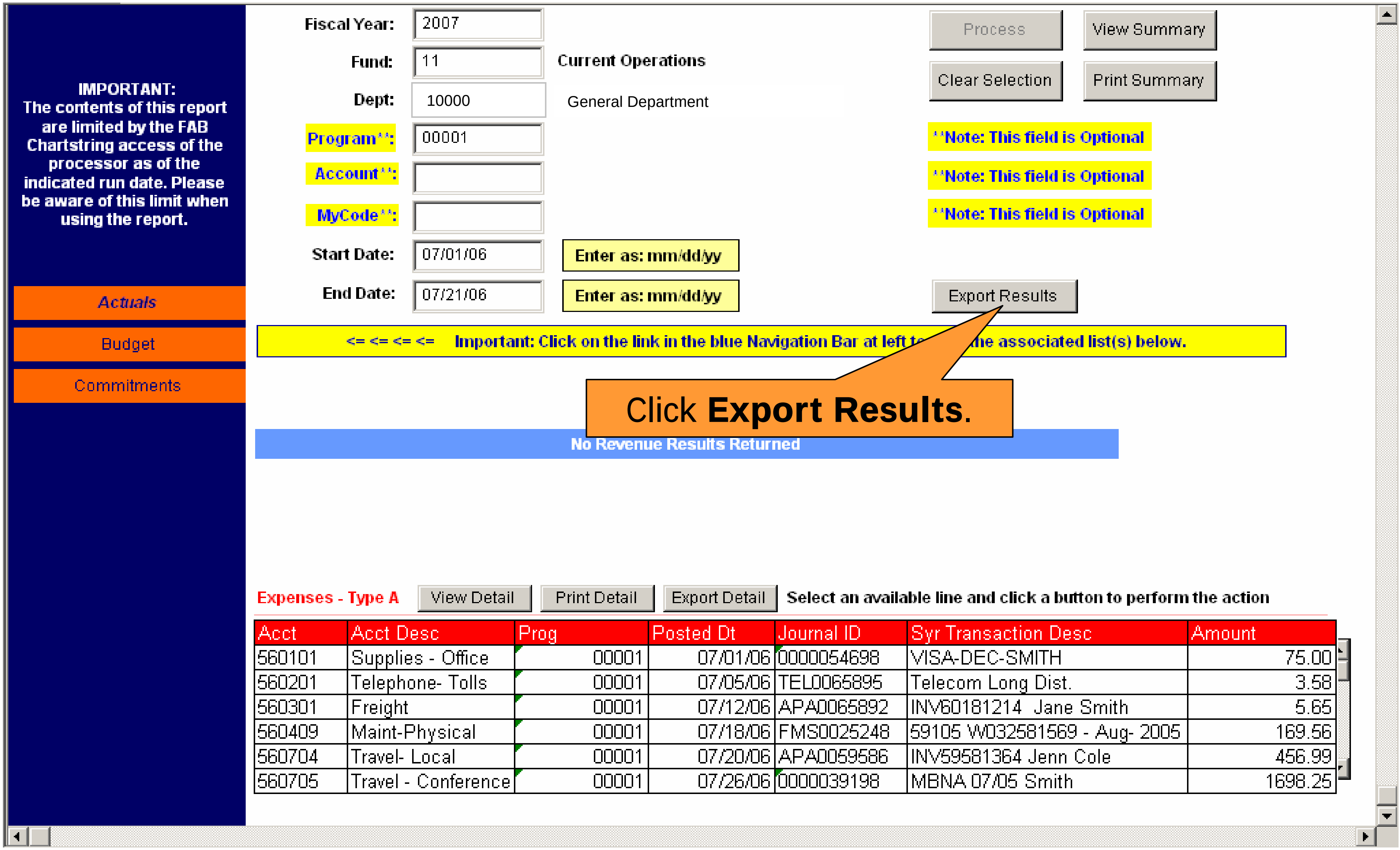
*Transaction Description:*

INV60181214 Jane Smith

**Expenses**

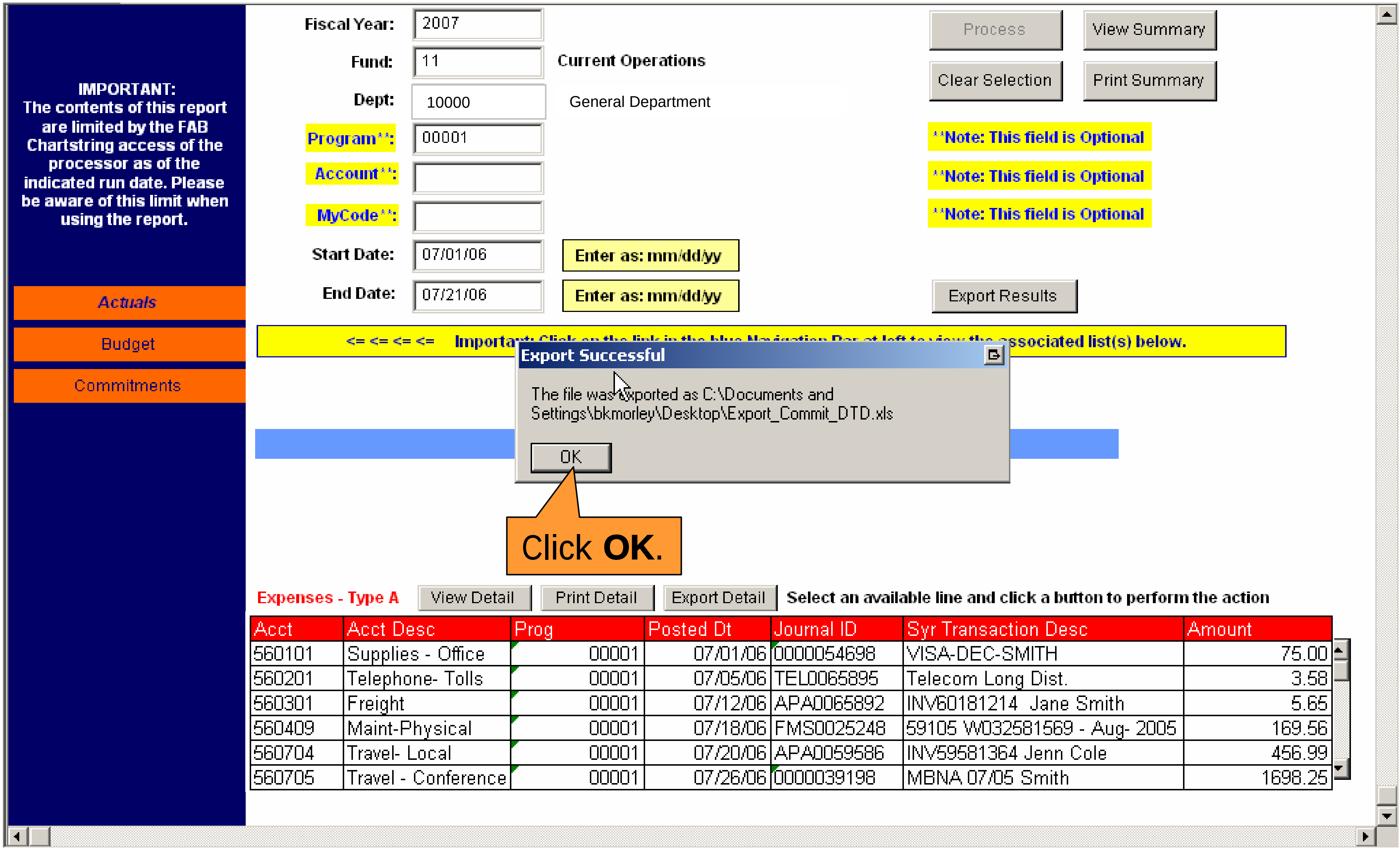
| *Account Gl* | *Account Desc* | *Mycode* | *Mycode Desc* | *Project Id* | *Activity Id* | *Budget Ref* | *A* |
|---|---|---|---|---|---|---|---|
| 560101 | Supplies-Office | 167103 | Comp Syst | | | | |

# HOW DO I EXPORT THE RESULTS?

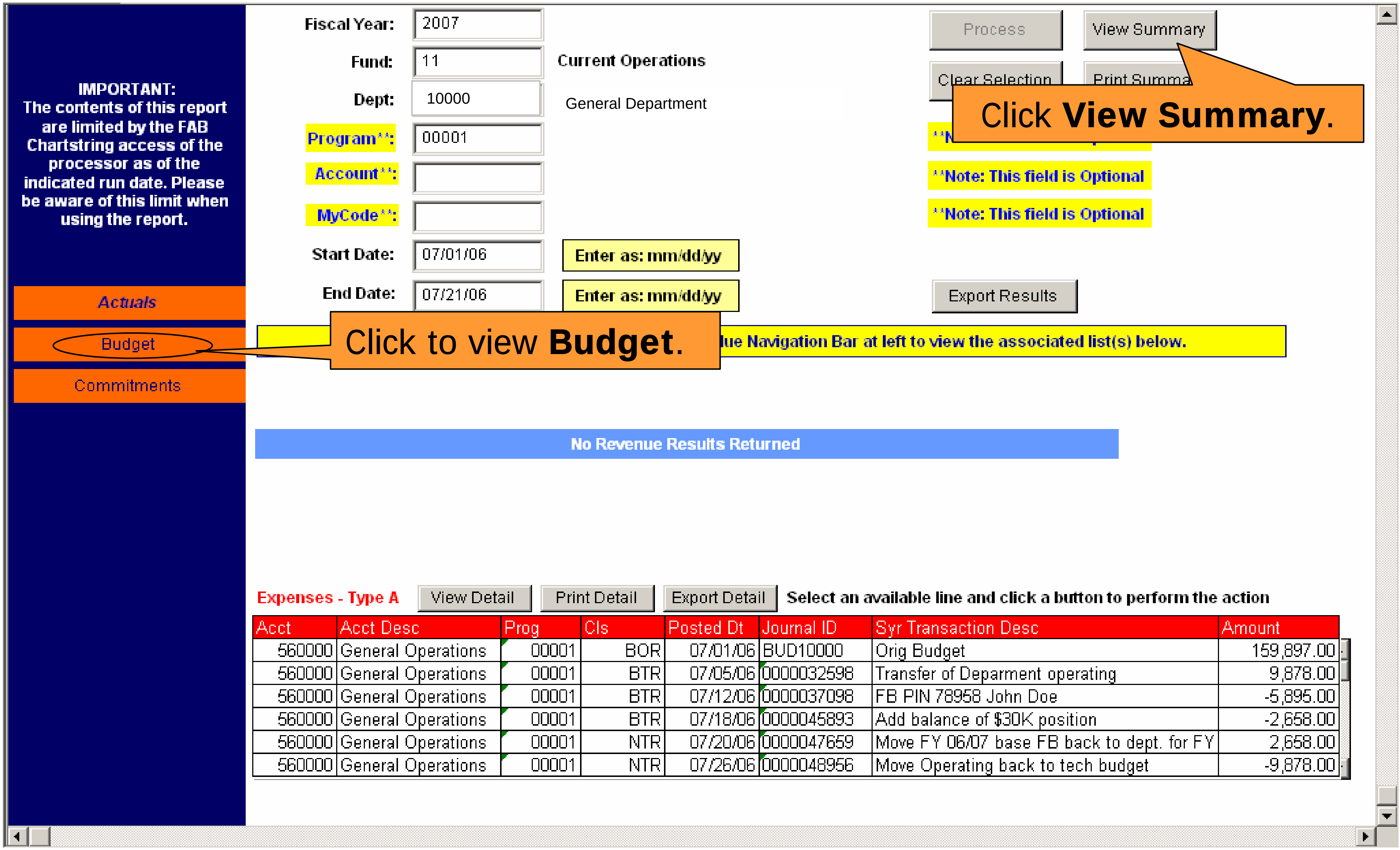



| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|
| 560101 | Supplies - Office | 00001 | 07/01/06 | 0000054698 | VISA-DEC-SMITH | 75.00 |
| 560201 | Telephone- Tolls | 00001 | 07/05/06 | TEL0065895 | Telecom Long Dist. | 3.58 |
| 560301 | Freight | 00001 | 07/12/06 | APA0065892 | INV60181214 Jane Smith | 5.65 |
| 560409 | Maint-Physical | 00001 | 07/18/06 | FMS0025248 | 59105 W032581569 - Aug- 2005 | 169.56 |
| 560704 | Travel- Local | 00001 | 07/20/06 | APA0059586 | INV59581364 Jenn Cole | 456.99 |
| 560705 | Travel - Conference | 00001 | 07/26/06 | 0000039198 | MBNA 07/05 Smith | 1698.25 |

# HOW DO I EXPORT THE RESULTS?



# HOW DO I VIEW THE RESULTS?




| Acct | Acct Desc | Prog | Cls | Posted Dt | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|---|
| 560000 | General Operations | 00001 | BOR | 07/01/06 | BUD10000 | Orig Budget | 159,897.00 |
| 560000 | General Operations | 00001 | BTR | 07/05/06 | 0000032598 | Transfer of Deparment operating | 9,878.00 |
| 560000 | General Operations | 00001 | BTR | 07/12/06 | 0000037098 | FB PIN 78958 John Doe | -5,895.00 |
| 560000 | General Operations | 00001 | BTR | 07/18/06 | 0000045893 | Add balance of $30K position | -2,658.00 |
| 560000 | General Operations | 00001 | NTR | 07/20/06 | 0000047659 | Move FY 06/07 base FB back to dept. for FY | 2,658.00 |
| 560000 | General Operations | 00001 | NTR | 07/26/06 | 0000048956 | Move Operating back to tech budget | -9,878.00 |

# HOW DO I VIEW THE REPORTS?

For previous screen, use back arrow, not browser back button.

## Budget Summary Reports for Expenses

**Budget** Date Range: Between 07/01/06, 01/17/06

Fund: 11

Department: 10000 General Dept.

Program: 00001 General Operations

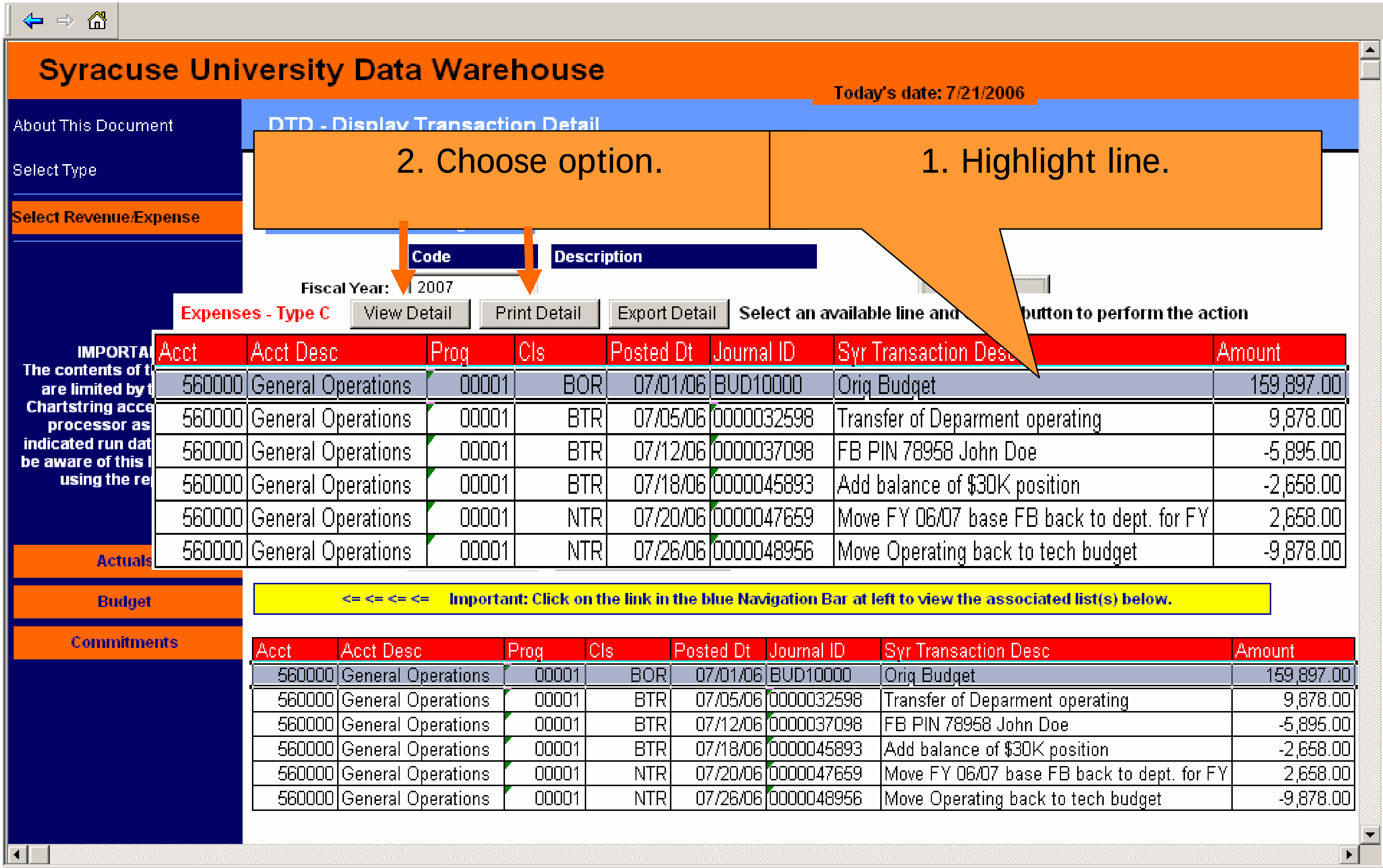
**Expenses**

| Account Gl | Account Desc | Budget Class | Journal Date | Posted Date | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|---|
| 560000 | General Operations | BOR | 07/01/06 | 07/01/06 | BUD10000 | Orig Budget | 159,897.00 |
| 560000 | General Operations | BTR | 07/08/06 | 07/09/06 | 0000032598 | Transfer of Deparment operating | 9,878.00 |
| 560000 | General Operations | BTR | 07/11/06 | 07/12/06 | 0000037098 | FB PIN 78958 John Doe | -5,895.00 |
| 560000 | General Operations | BTR | 07/13/06 | 07/13/06 | 0000045893 | Add balance of $30K position and split a $80K positino into two | 70,751.00 |
| 560000 | General Operations | NTR | 07/15/06 | 07/16/06 | 0000047659 | Move FY 06/07 base FB back to dept. for FY | -70,751.00 |
| 560000 | General Operations | NTR | 07/27/06 | 07/27/06 | 0000048956 | Move Operating back to tech budget | -9,878.00 |

**Budget Totals for Program 00001 - General Operations**

| | |
|---|---|
| Expenses | 159,897.00 |

# HOW DO I GET TRANSACTION DETAIL?



# HOW DO I VIEW THE REPORTS?

For previous screen, use back arrow, not browser back button.

SYRACUSE UNIVERSITY FAB Data Warehouse
**Budgets: Display Transaction Detail (DTD) Non-Payroll**
Account Type: Expenses

*Data Refreshed as of:*

| | | | | | |
|---|---|---|---|---|---|
| Fiscal Year: | 2007 | | | | |
| Journal ID: | BUD10000 | Journal Date: | 07/01/06 | Posted Date: | 06/20/06 |
| OriginatorID: | | | | | |
| Budget Class: | BOR | Base Original | | | |
| Journal Class: | | | | | |
| Source: | EXT | PS/GL External Journal | | | |
| Date Range: | Between 07/01/06, 07/21/06 | | | | |

| | | |
|---|---|---|
| Fund: | 11 | Current Operations |
| Dept: | 10000 | General Operations |
| Program: | 00001 | General Operations |

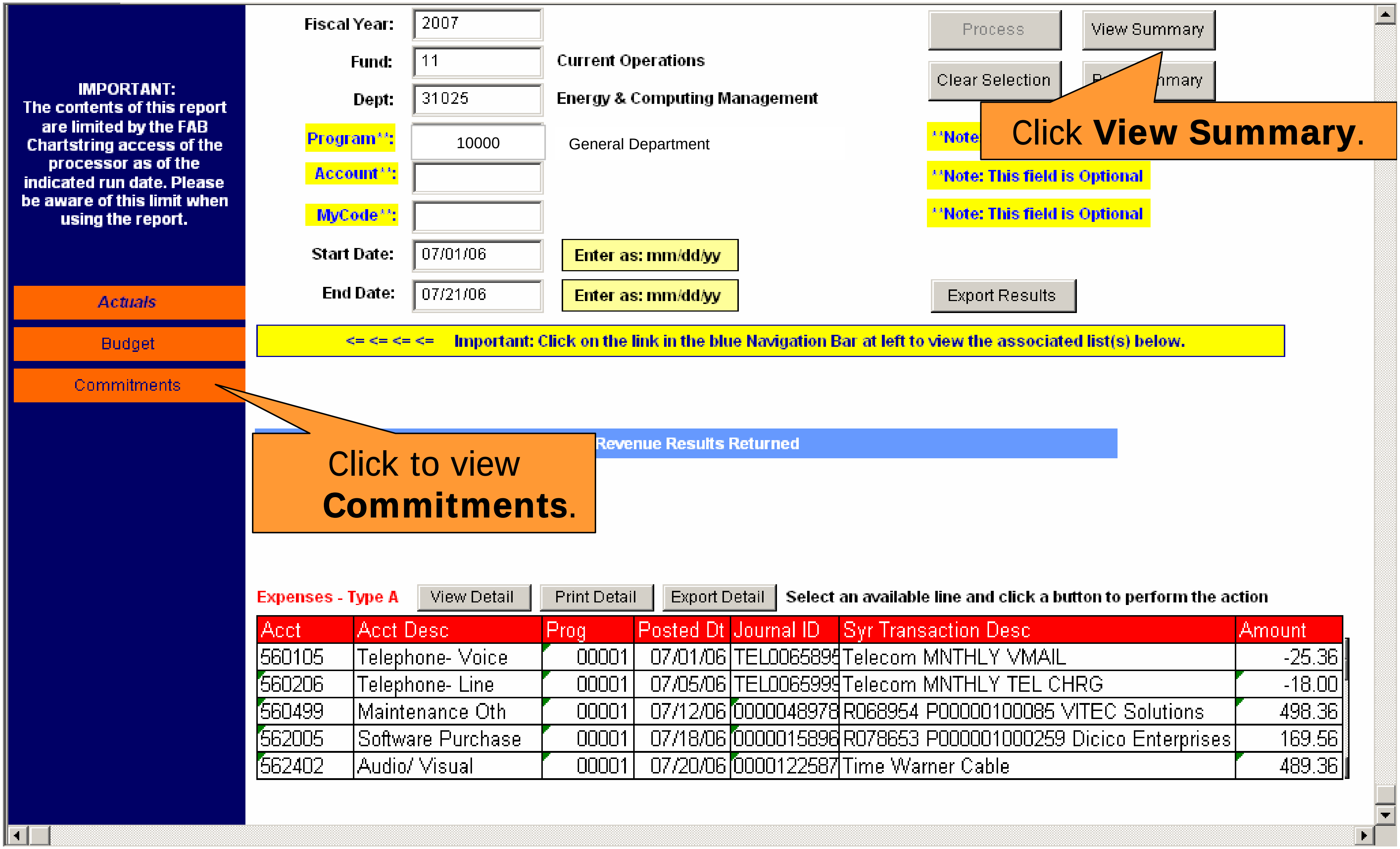
*Transaction Description:*

OrigBudget

**Expenses**

| Account Gl | Account Desc | Mycode | Mycode Desc | Project Id | Activity Id | Budget Ref |
|---|---|---|---|---|---|---|
| 560000 | General Operating Budget | 000000 | No MyCode | 00000 | 000 | 00 |

# HOW DO I VIEW THE RESULTS?




| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|
| 560105 | Telephone- Voice | 00001 | 07/01/06 | TEL0065895 | Telecom MNTHLY VMAIL | -25.36 |
| 560206 | Telephone- Line | 00001 | 07/05/06 | TEL0065999 | Telecom MNTHLY TEL CHRG | -18.00 |
| 560499 | Maintenance Oth | 00001 | 07/12/06 | 0000048978 | R068954 P00000100085 VITEC Solutions | 498.36 |
| 562005 | Software Purchase | 00001 | 07/18/06 | 0000015896 | R078653 P000001000259 Dicico Enterprises | 169.56 |
| 562402 | Audio/ Visual | 00001 | 07/20/06 | 0000122587 | Time Warner Cable | 489.36 |

# HOW DO I VIEW THE REPORTS?

For previous screen, use back arrow, not browser back button.

Syracuse University FAB Data Warehouse
Commitments Summary Reports for Expenses

**Commitment** Date Range: Between 07/01/06, 07/21/06

| | | |
|---|---|---|
| Fund: | 11 | |
| Department: | 10000 | General Dept. |
| Program | 00001 | General Operations |

**Expenses**

| Account Gl | Account Desc | Journal Date | Posted Date | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|
| 560105 | Telephone- Voice | 07/01/06 | 07/01/06 | TEL0065895 | Telecom MNTHLY VMAIL | -25.36 |
| 560206 | Telephone- Line | 07/08/06 | 07/09/06 | TEL0065999 | Telecom MNTHLY TEL CHRG | -18.00 |
| 560499 | Maintenance Oth | 07/11/06 | 07/12/06 | 0000048978 | R068954 P00000100085 VITEC Solutions | 498.36 |
| 562005 | Software Purchase | 07/13/06 | 07/13/06 | 0000015896 | R078653 P000001000259 Dicico Enterprises | 169.56 |
| 562402 | Audio/ Visual | 07/15/06 | 07/16/06 | 0000122587 | Time Warner Cable | 489.36 |

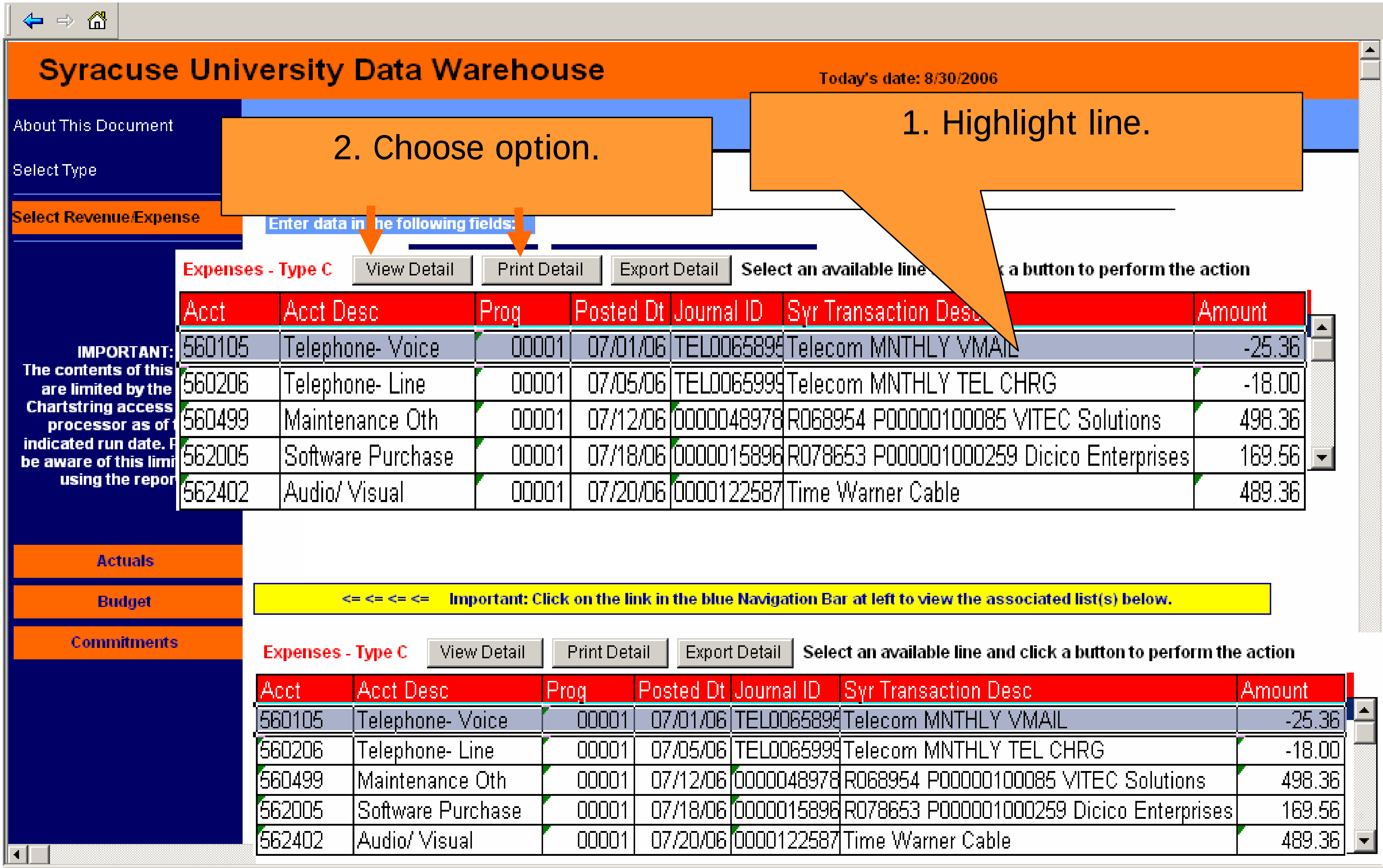
**Commitments Totals for Program 00001 - General Operations**

| | |
|---|---|
| Expenses | 594.37 |

**Commitments Totals for Department 10000 - General Dept.**

| | |
|---|---|
| Expenses | 594.37 |

# HOW DO I GET TRANSACTION DETAIL?

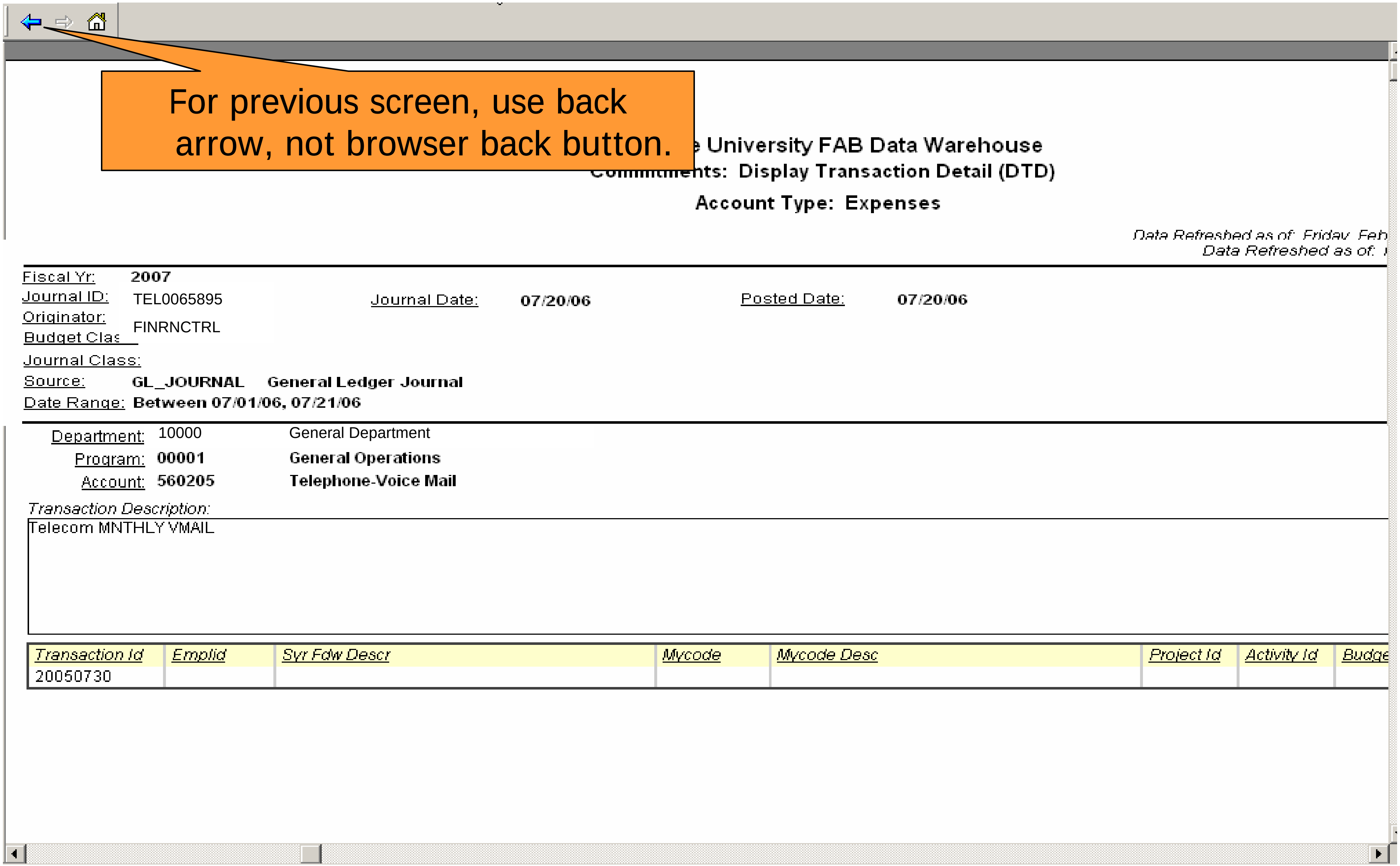



| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|
| 560105 | Telephone- Voice | 00001 | 07/01/06 | TEL0065895 | Telecom MNTHLY VMAIL | -25.36 |
| 560206 | Telephone- Line | 00001 | 07/05/06 | TEL0065999 | Telecom MNTHLY TEL CHRG | -18.00 |
| 560499 | Maintenance Oth | 00001 | 07/12/06 | 0000048978 | R068954 P00000100085 VITEC Solutions | 498.36 |
| 562005 | Software Purchase | 00001 | 07/18/06 | 0000015896 | R078653 P000001000259 Dicico Enterprises | 169.56 |
| 562402 | Audio/ Visual | 00001 | 07/20/06 | 0000122587 | Time Warner Cable | 489.36 |

| Acct | Acct Desc | Prog | Posted Dt | Journal ID | Syr Transaction Desc | Amount |
|---|---|---|---|---|---|---|
| 560105 | Telephone- Voice | 00001 | 07/01/06 | TEL0065895 | Telecom MNTHLY VMAIL | -25.36 |
| 560206 | Telephone- Line | 00001 | 07/05/06 | TEL0065999 | Telecom MNTHLY TEL CHRG | -18.00 |
| 560499 | Maintenance Oth | 00001 | 07/12/06 | 0000048978 | R068954 P00000100085 VITEC Solutions | 498.36 |
| 562005 | Software Purchase | 00001 | 07/18/06 | 0000015896 | R078653 P000001000259 Dicico Enterprises | 169.56 |
| 562402 | Audio/ Visual | 00001 | 07/20/06 | 0000122587 | Time Warner Cable | 489.36 |

# HOW DO I VIEW THE REPORTS?

For previous screen, use back arrow, not browser back button.



University FAB Data Warehouse

Commitments: Display Transaction Detail (DTD)

Account Type: Expenses

Data Refreshed as of: Friday, Feb

Data Refreshed as of:

Fiscal Yr: **2007**

Journal ID: TEL0065895 Journal Date: **07/20/06** Posted Date: **07/20/06**

Originator: FINRNCTRL

Budget Clas

Journal Class:

Source: **GL_JOURNAL General Ledger Journal**

Date Range: **Between 07/01/06, 07/21/06**

Department: 10000 General Department

Program: **00001 General Operations**

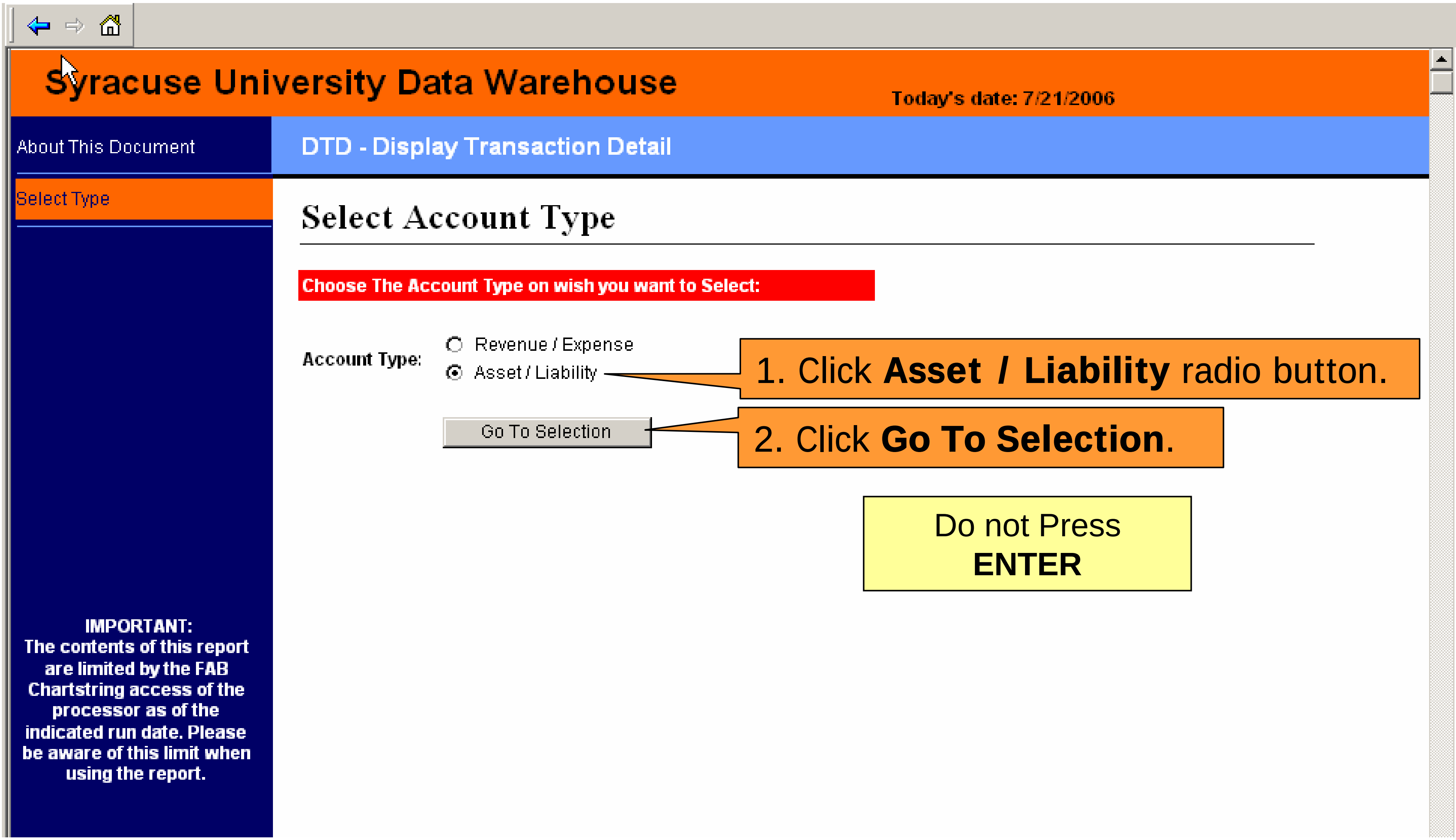
Account: **560205 Telephone-Voice Mail**

*Transaction Description:*

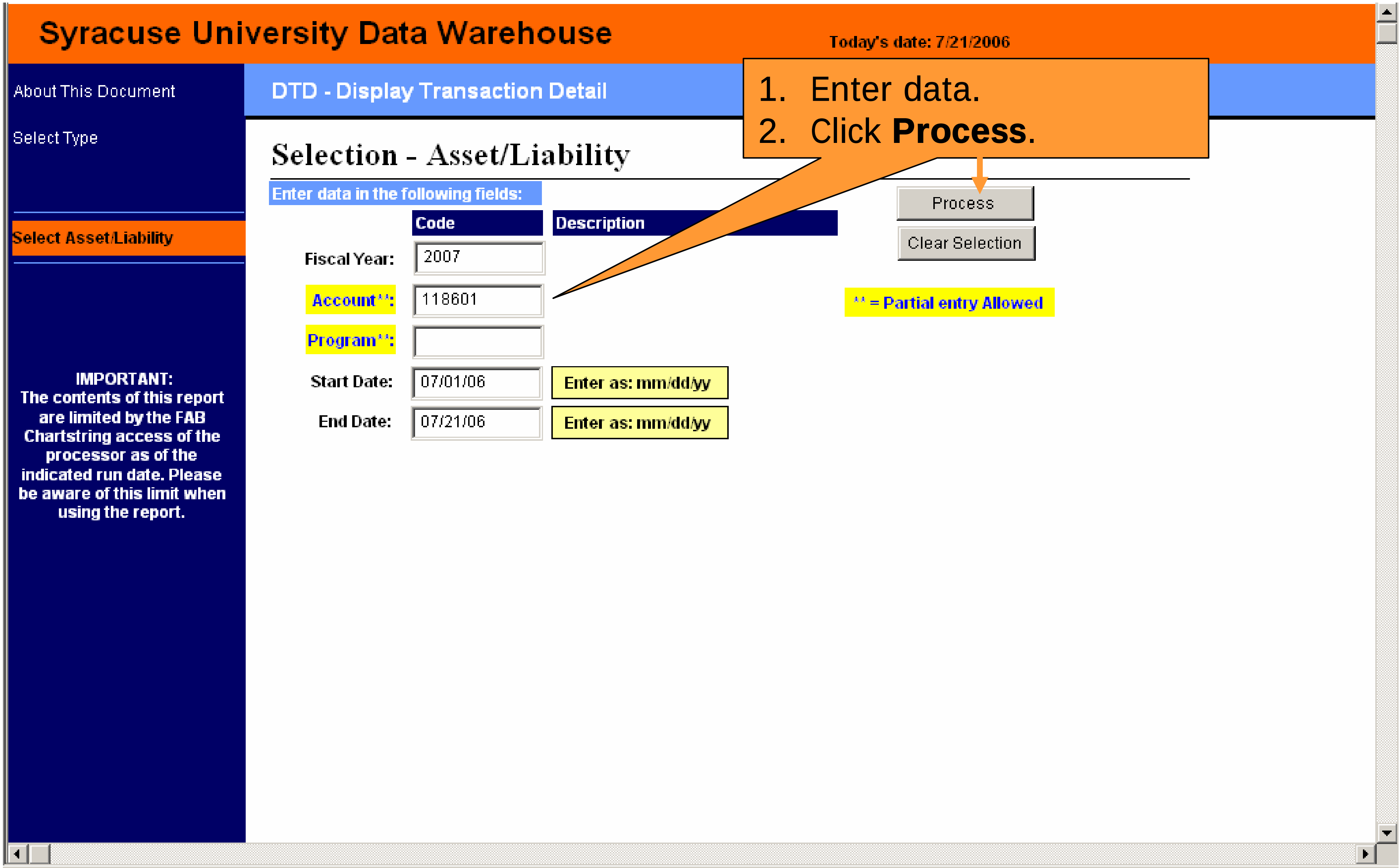
Telecom MNTHLY VMAIL

| *Transaction Id* | *Emplid* | *Syr Fdw Descr* | *Mycode* | *Mycode Desc* | *Project Id* | *Activity Id* | *Budge* |
|---|---|---|---|---|---|---|---|
| 20050730 | | | | | | | |

# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?

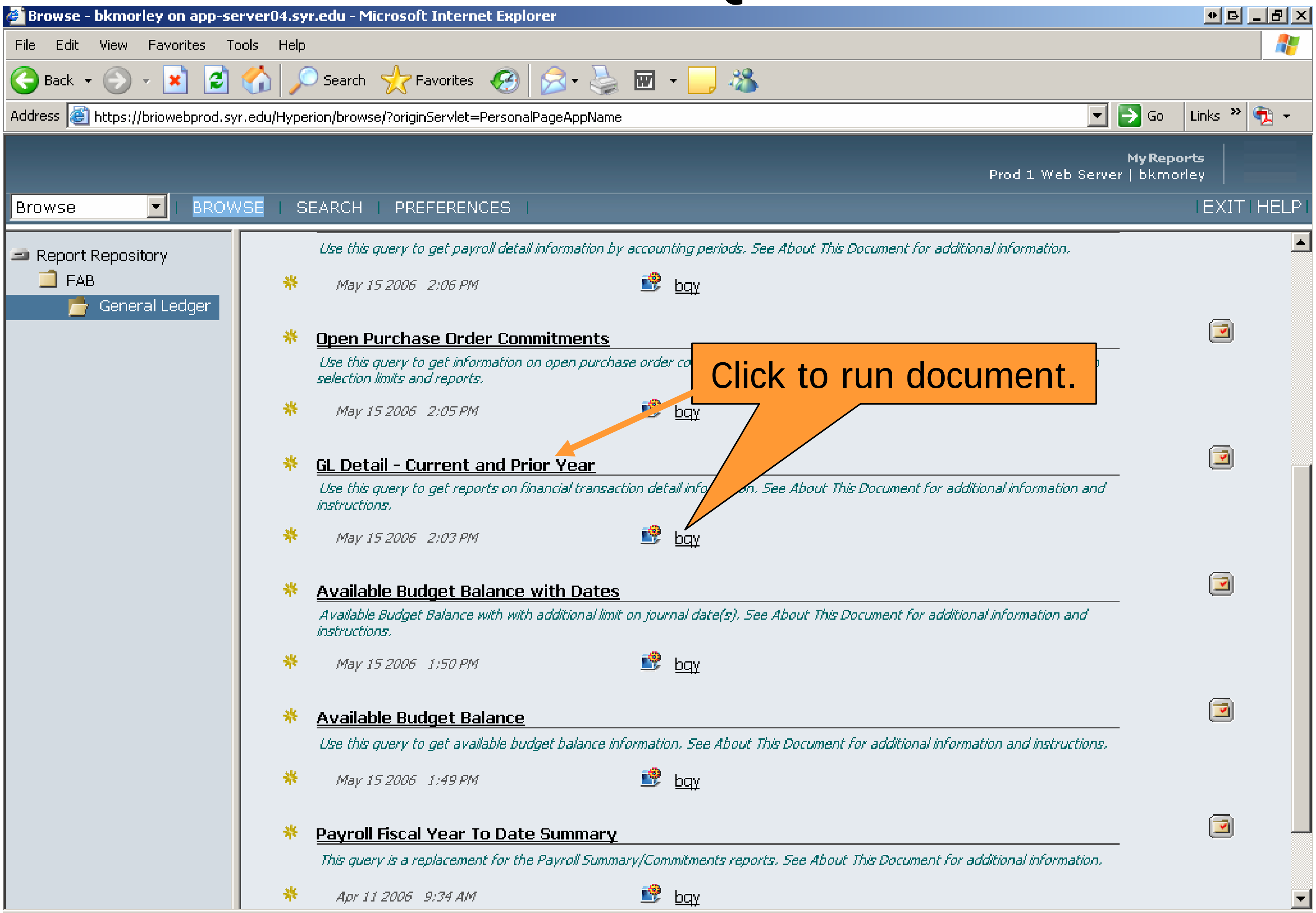


# GL Detail – Current and Prior Year

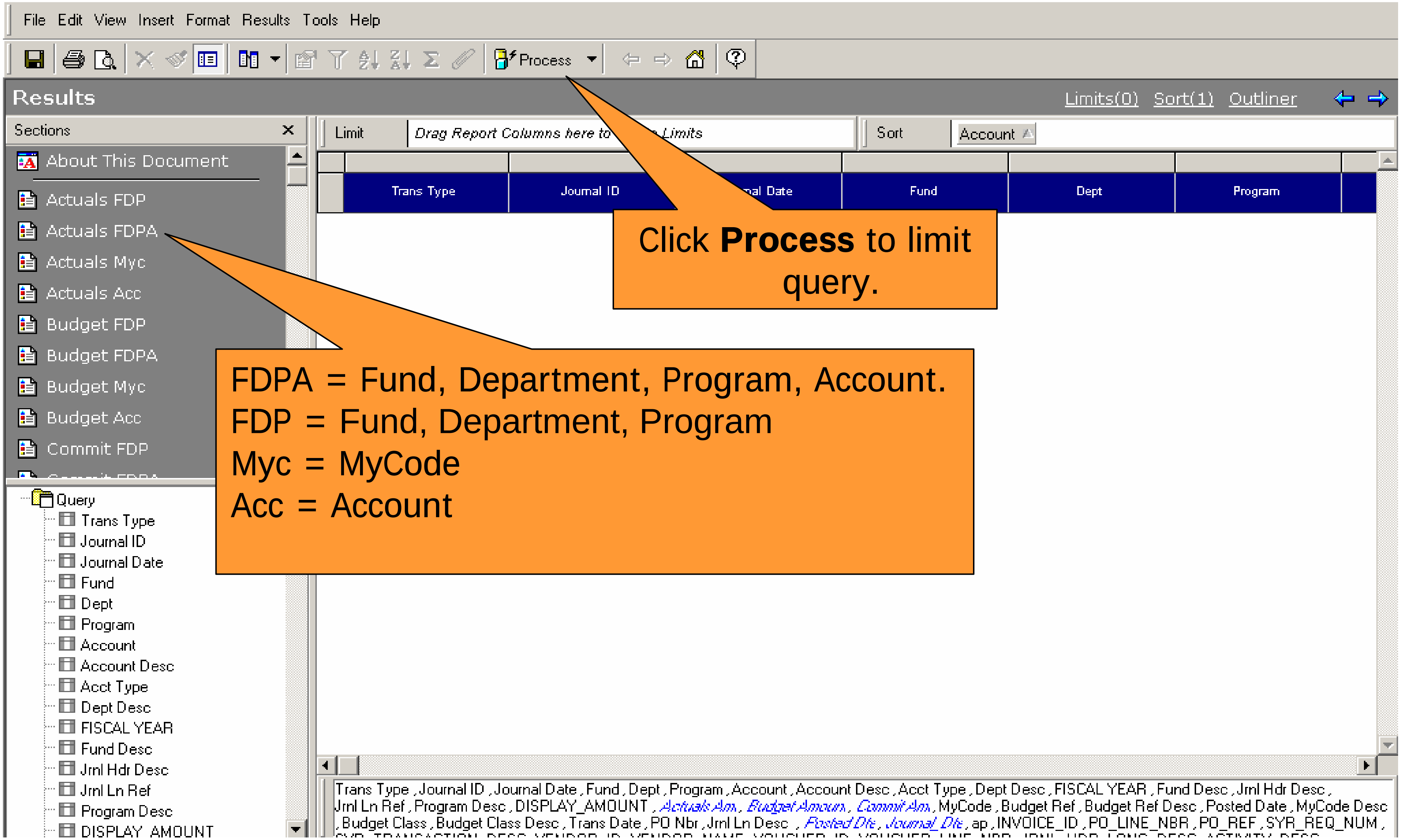
# GL Detail – Current and Prior Year

- How do I use it?
  - Use to retrieve the detail budget, actuals, and commitment transaction for current and prior year.
  - Similar to DTD, but with more flexibility in selection variables.
- Where do I find the GL Detail – Current and Prior Year?
- How do I run the GL Detail – Current and Prior Year?
- How do I view the results?

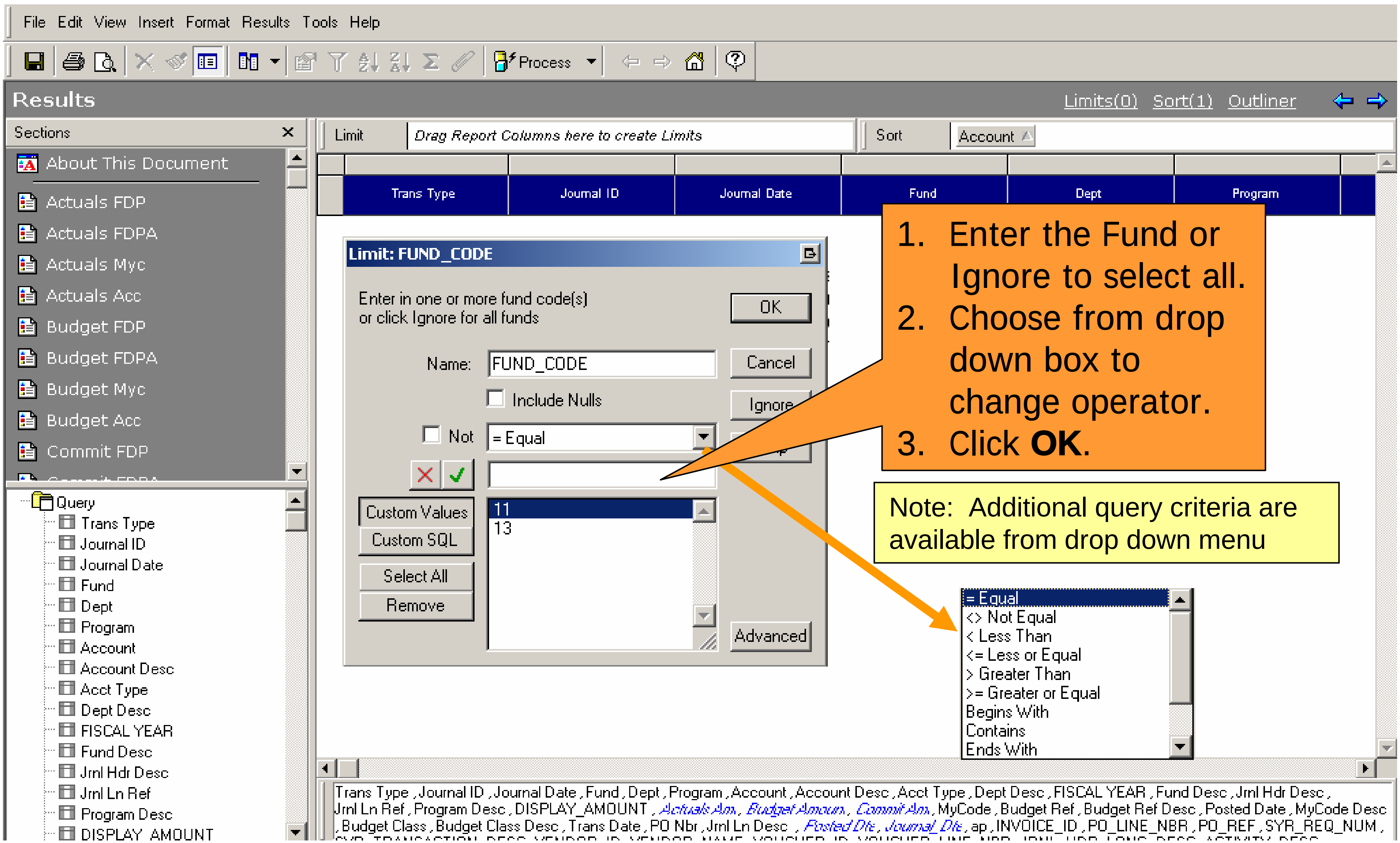
# HOW DO I PROCESS THE QUERY?



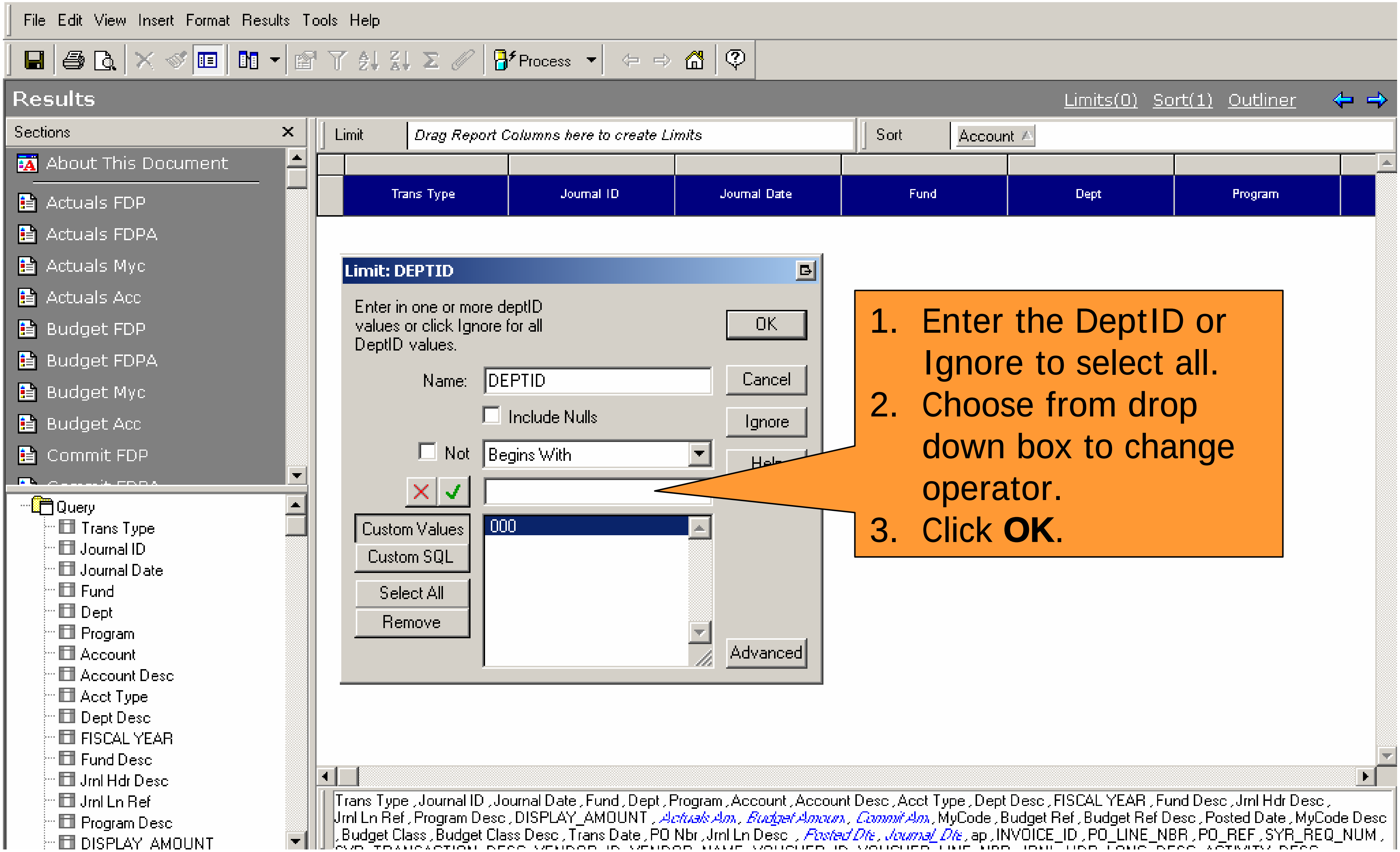
# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?

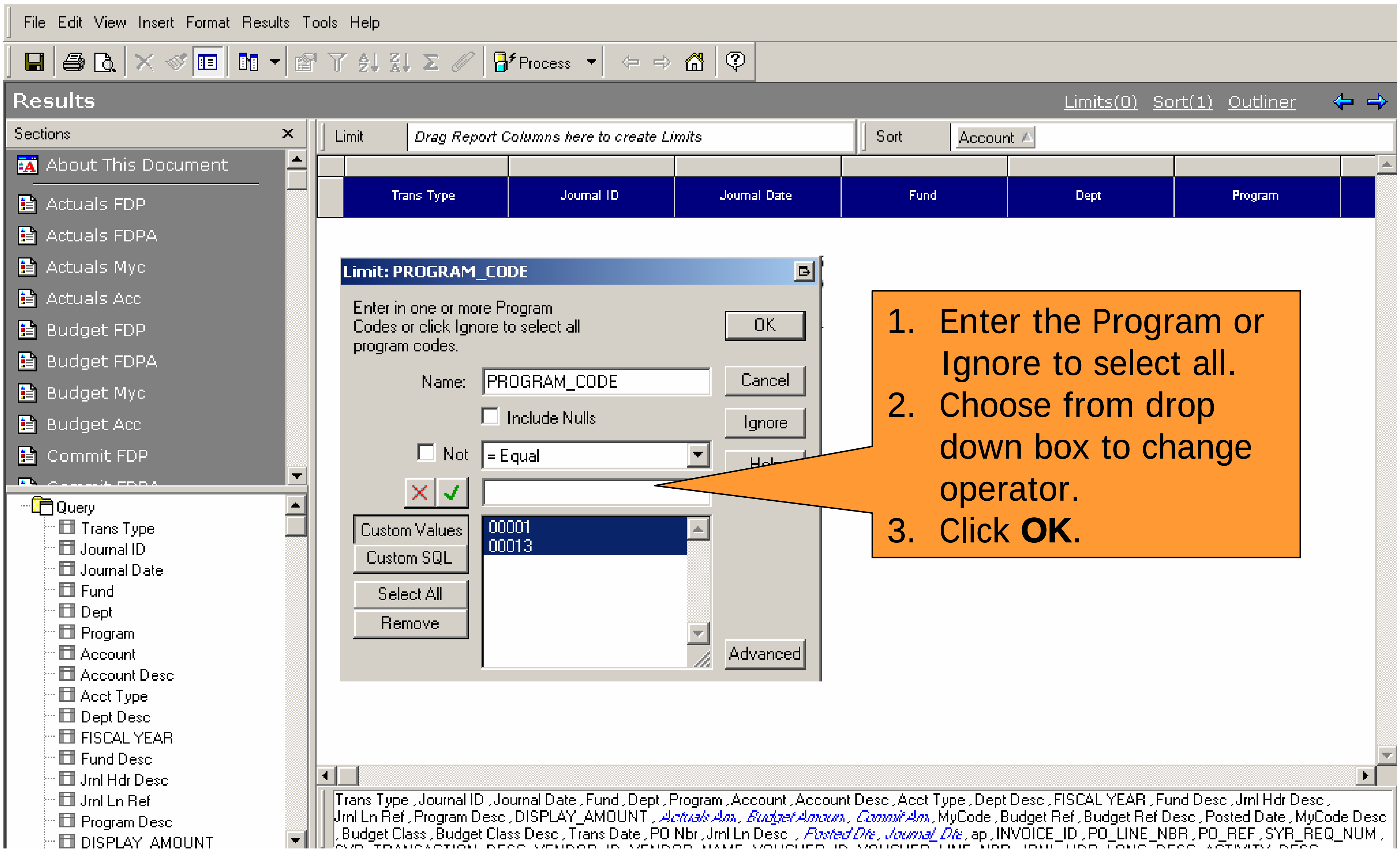


# HOW DO I PROCESS THE QUERY?

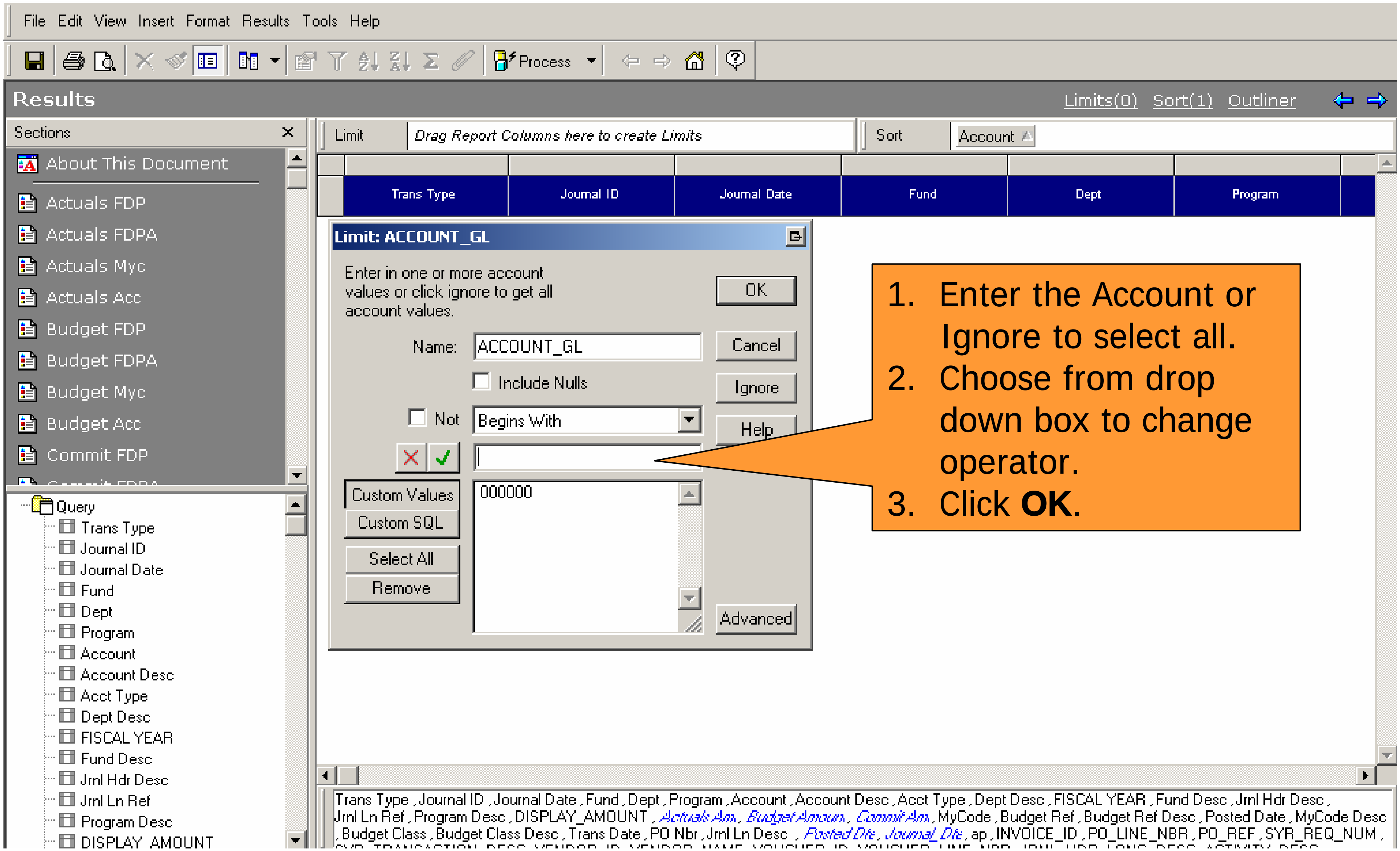



1. Enter the DeptID or Ignore to select all.
2. Choose from drop down box to change operator.
3. Click **OK**.

# HOW DO I PROCESS THE QUERY?

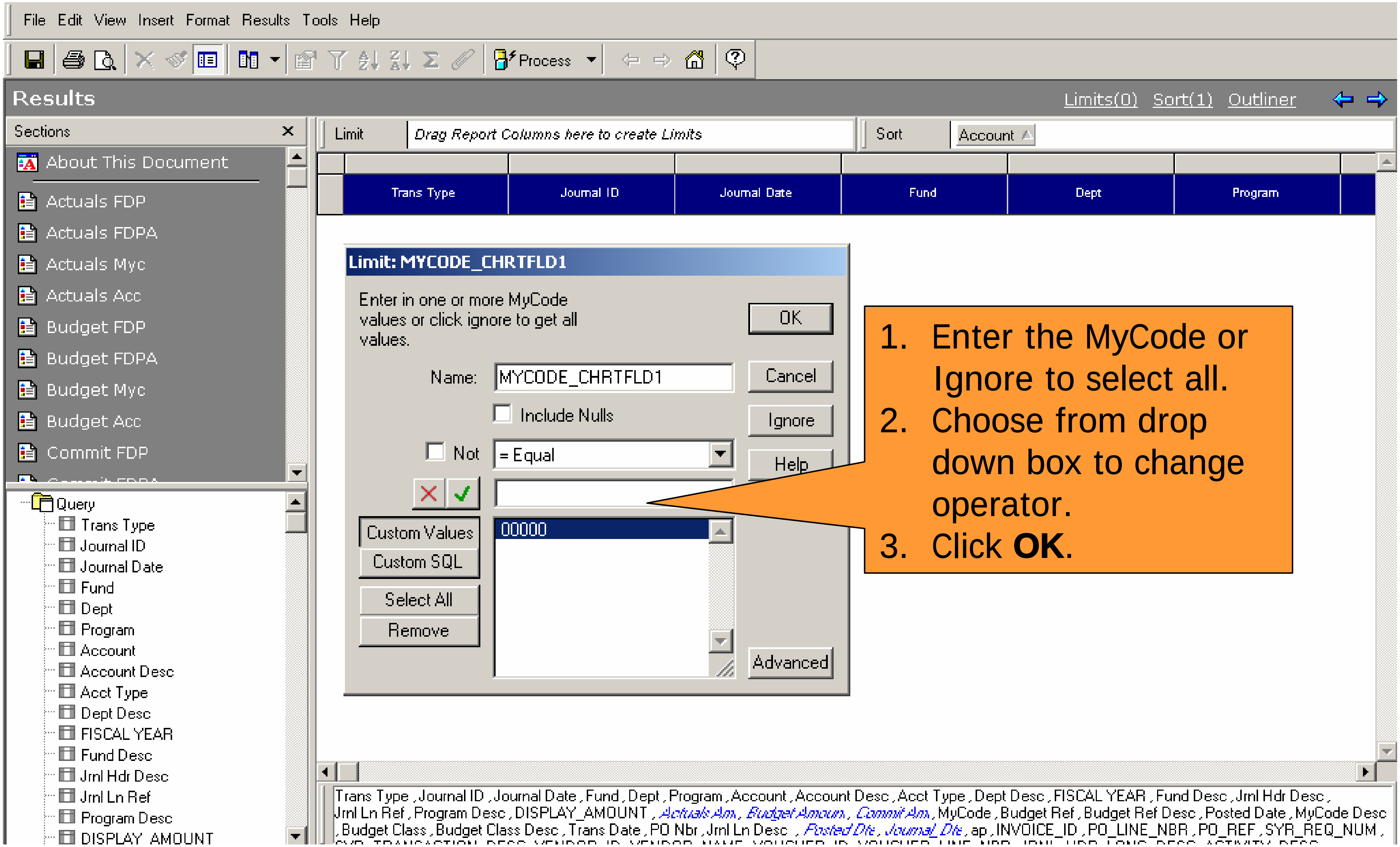


# HOW DO I PROCESS THE QUERY?

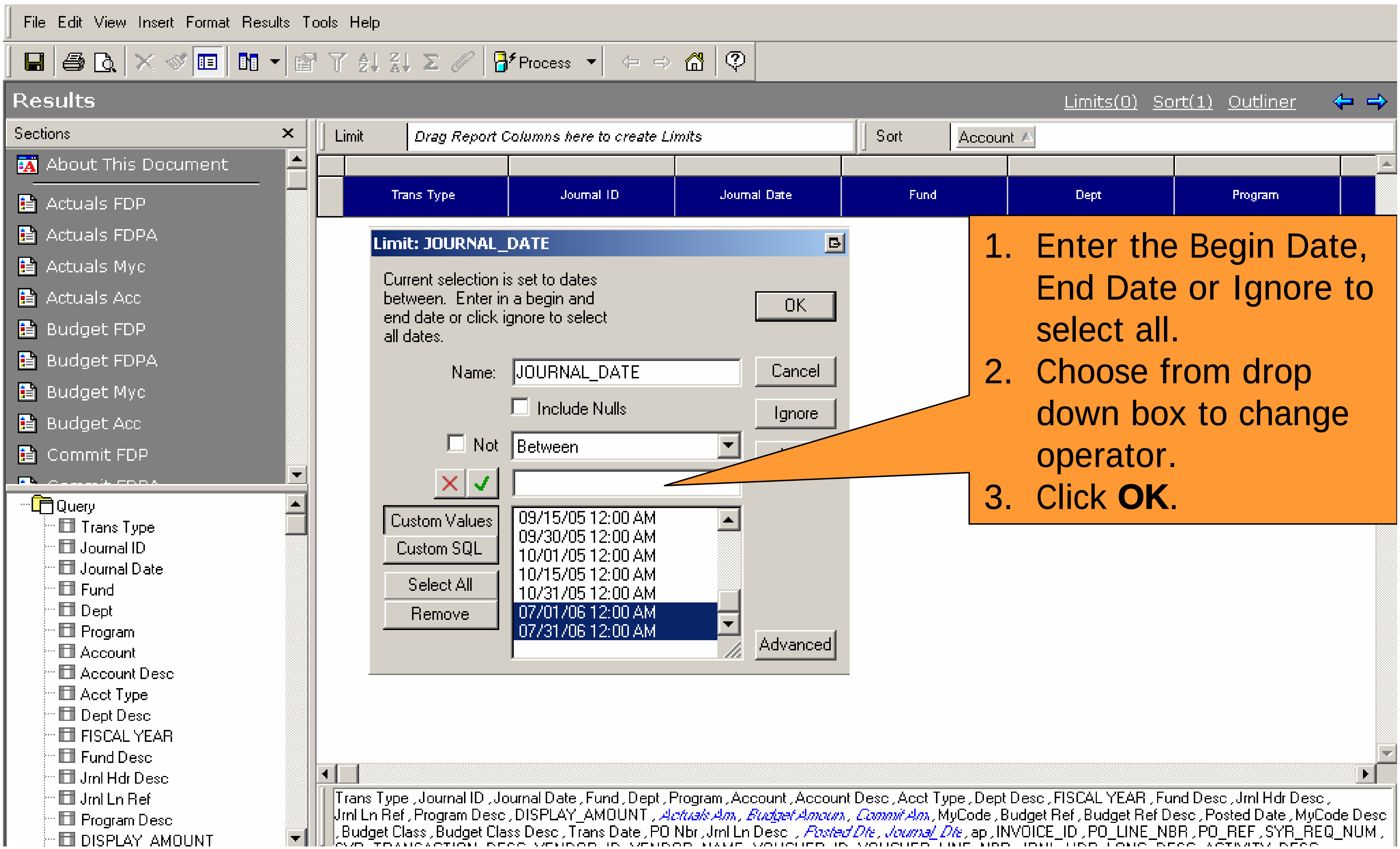



1. Enter the Account or Ignore to select all.
2. Choose from drop down box to change operator.
3. Click **OK**.

# HOW DO I PROCESS THE QUERY?

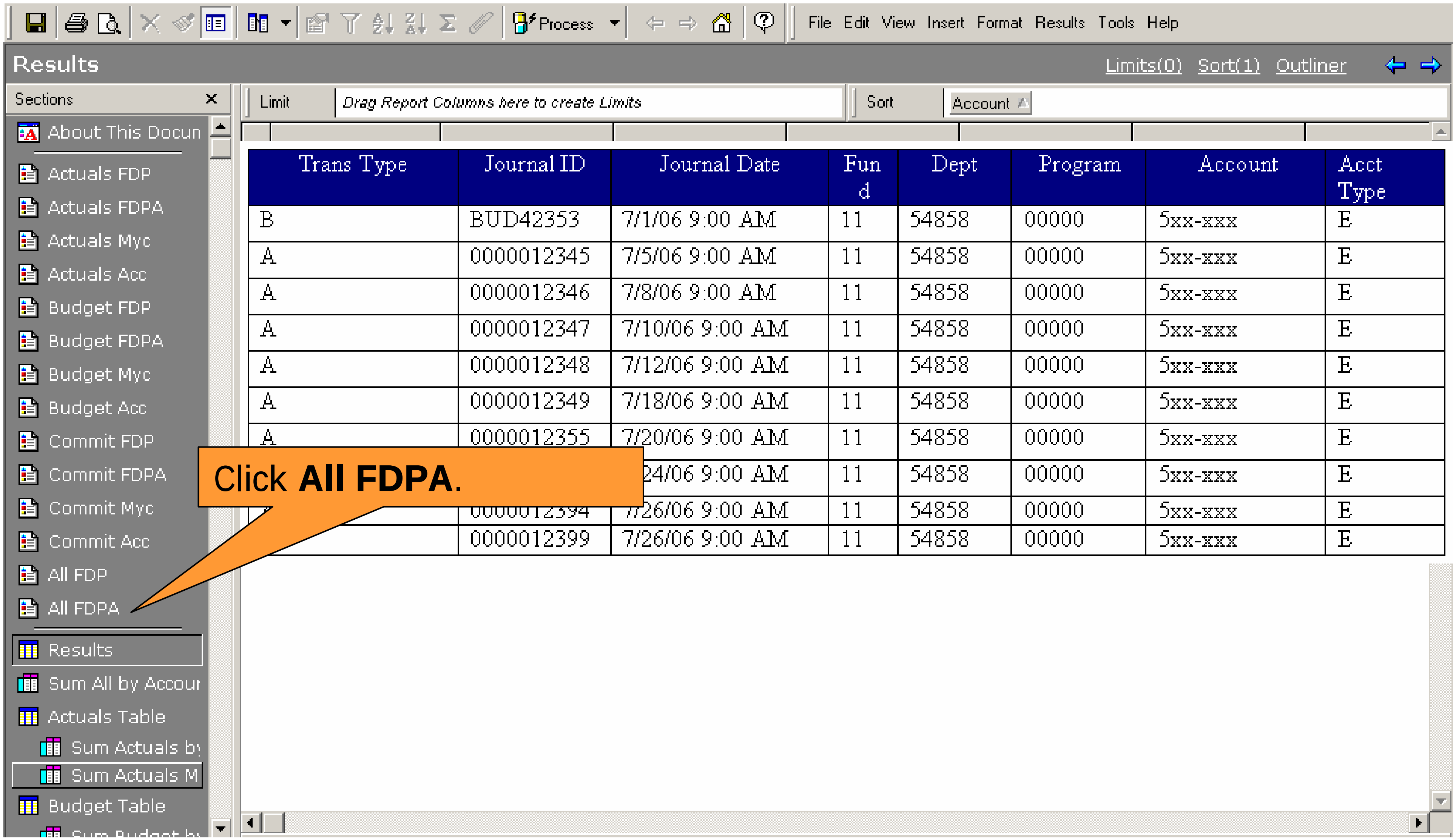


# HOW DO I PROCESS THE QUERY?



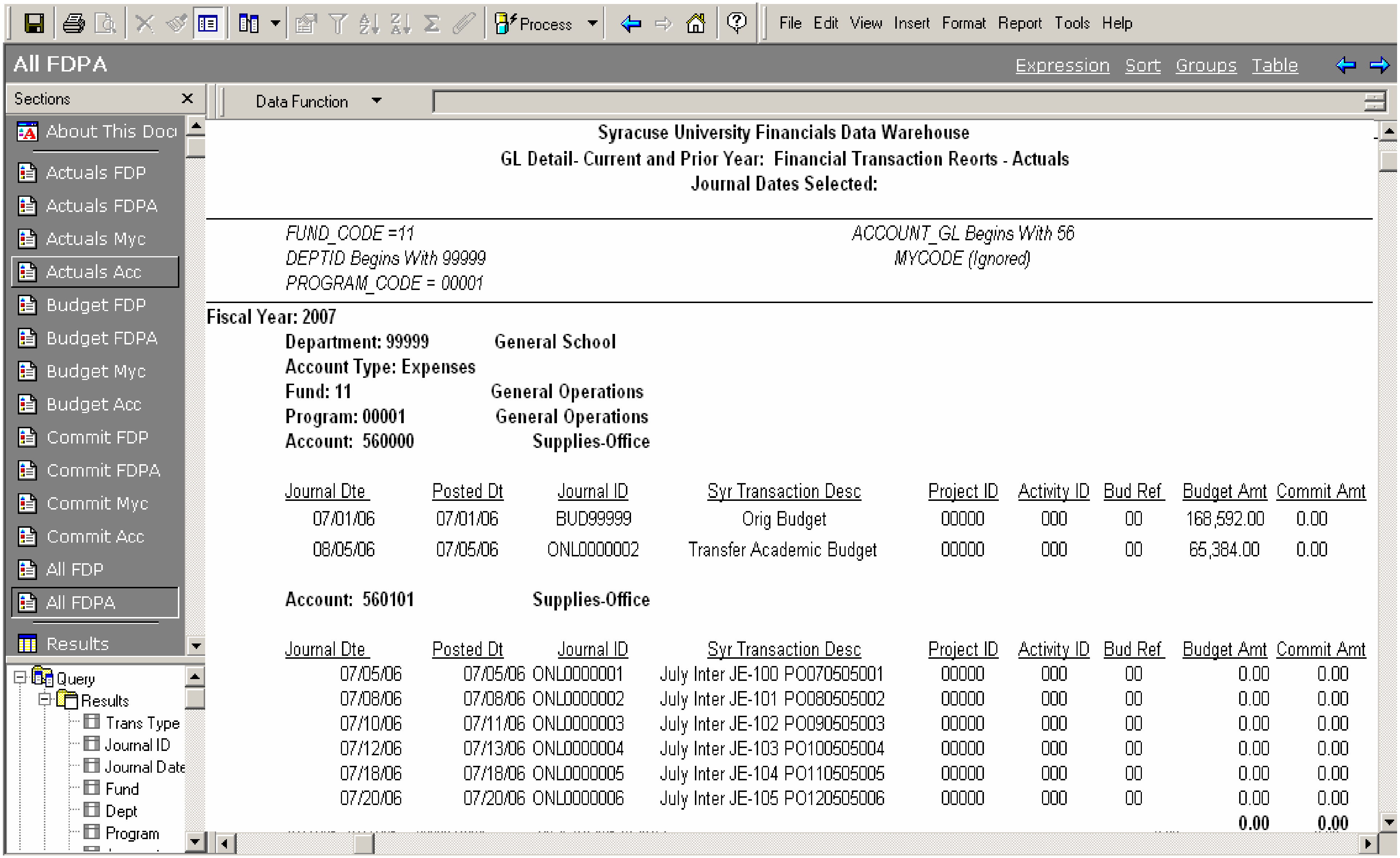

1. Enter the Begin Date, End Date or Ignore to select all.
2. Choose from drop down box to change operator.
3. Click **OK**.

# HOW DO I VIEW THE RESULTS?




| Trans Type | Journal ID | Journal Date | Fund | Dept | Program | Account | Acct Type |
|---|---|---|---|---|---|---|---|
| B | BUD42353 | 7/1/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| A | 0000012345 | 7/5/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| A | 0000012346 | 7/8/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| A | 0000012347 | 7/10/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| A | 0000012348 | 7/12/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| A | 0000012349 | 7/18/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| A | 0000012355 | 7/20/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| [illegible] | [illegible] | 24/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| [illegible] | 0000012394 | 7/26/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |
| [illegible] | 0000012399 | 7/26/06 9:00 AM | 11 | 54858 | 00000 | 5xx-xxx | E |

# HOW DO I VIEW REPORTS?





Syracuse University Financials Data Warehouse
GL Detail- Current and Prior Year: Financial Transaction Reorts - Actuals
Journal Dates Selected:

*FUND_CODE =11* *ACCOUNT_GL Begins With 56*
*DEPTID Begins With 99999* *MYCODE (Ignored)*
*PROGRAM_CODE = 00001*

**Fiscal Year: 2007**

**Department: 99999** **General School**
**Account Type: Expenses**
**Fund: 11** **General Operations**
**Program: 00001** **General Operations**
**Account: 560000** **Supplies-Office**

| Journal Dte | Posted Dt | Journal ID | Syr Transaction Desc | Project ID | Activity ID | Bud Ref | Budget Amt | Commit Amt |
|---|---|---|---|---|---|---|---|---|
| 07/01/06 | 07/01/06 | BUD99999 | Orig Budget | 00000 | 000 | 00 | 168,592.00 | 0.00 |
| 08/05/06 | 07/05/06 | ONL0000002 | Transfer Academic Budget | 00000 | 000 | 00 | 65,384.00 | 0.00 |

**Account: 560101** **Supplies-Office**

| Journal Dte | Posted Dt | Journal ID | Syr Transaction Desc | Project ID | Activity ID | Bud Ref | Budget Amt | Commit Amt |
|---|---|---|---|---|---|---|---|---|
| 07/05/06 | 07/05/06 | ONL0000001 | July Inter JE-100 PO070505001 | 00000 | 000 | 00 | 0.00 | 0.00 |
| 07/08/06 | 07/08/06 | ONL0000002 | July Inter JE-101 PO080505002 | 00000 | 000 | 00 | 0.00 | 0.00 |
| 07/10/06 | 07/11/06 | ONL0000003 | July Inter JE-102 PO090505003 | 00000 | 000 | 00 | 0.00 | 0.00 |
| 07/12/06 | 07/13/06 | ONL0000004 | July Inter JE-103 PO100505004 | 00000 | 000 | 00 | 0.00 | 0.00 |
| 07/18/06 | 07/18/06 | ONL0000005 | July Inter JE-104 PO110505005 | 00000 | 000 | 00 | 0.00 | 0.00 |
| 07/20/06 | 07/20/06 | ONL0000006 | July Inter JE-105 PO120505006 | 00000 | 000 | 00 | 0.00 | 0.00 |
| | | | | | | | **0.00** | **0.00** |

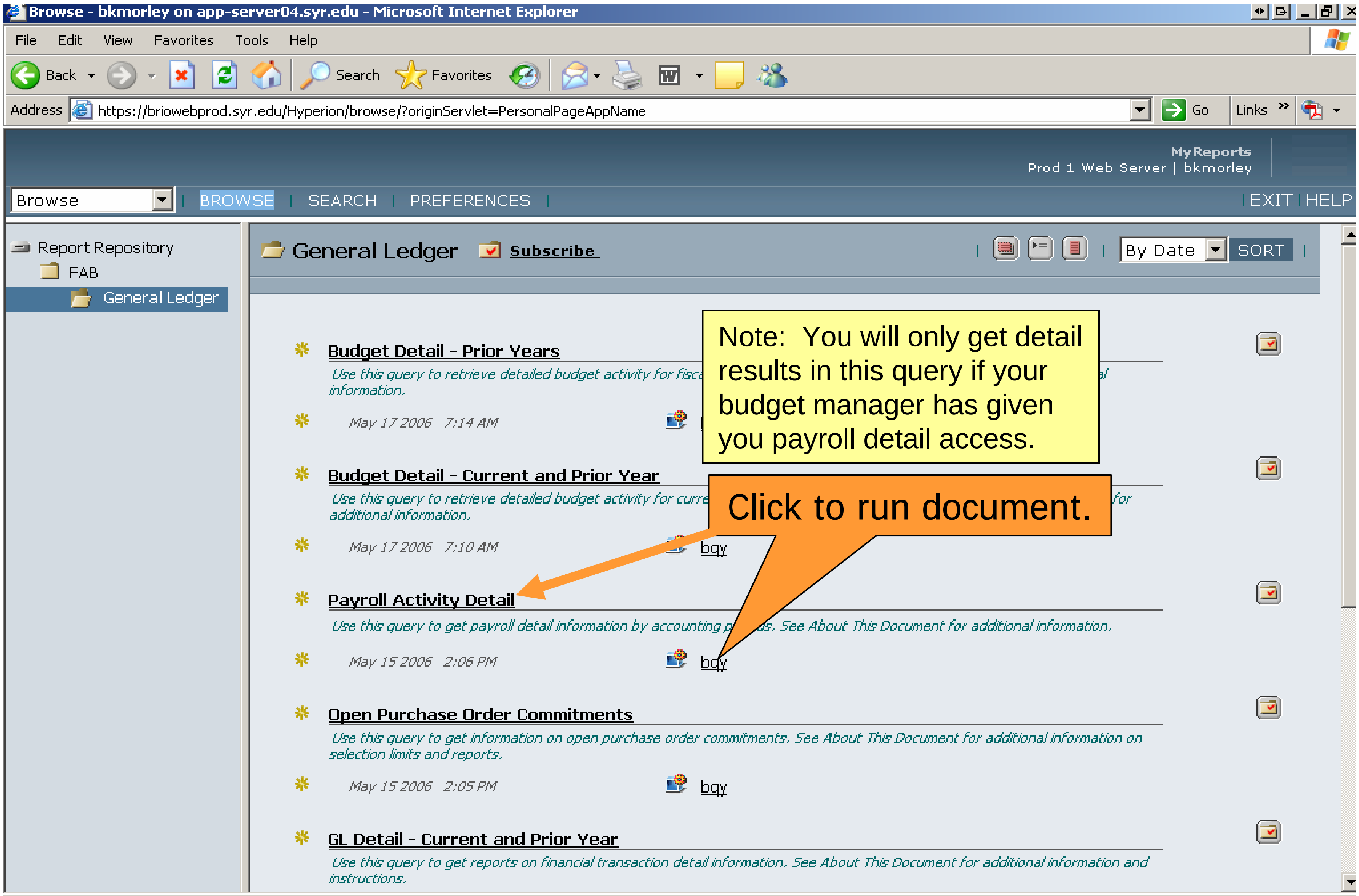
THE TRANSACTIONS AND AMOUNTS IN THESE MATERIALS ARE FICTITIOUS AND HAVE BEEN CREATED FOR TRAINING PURPOSES ONLY.

# Payroll Activity Detail

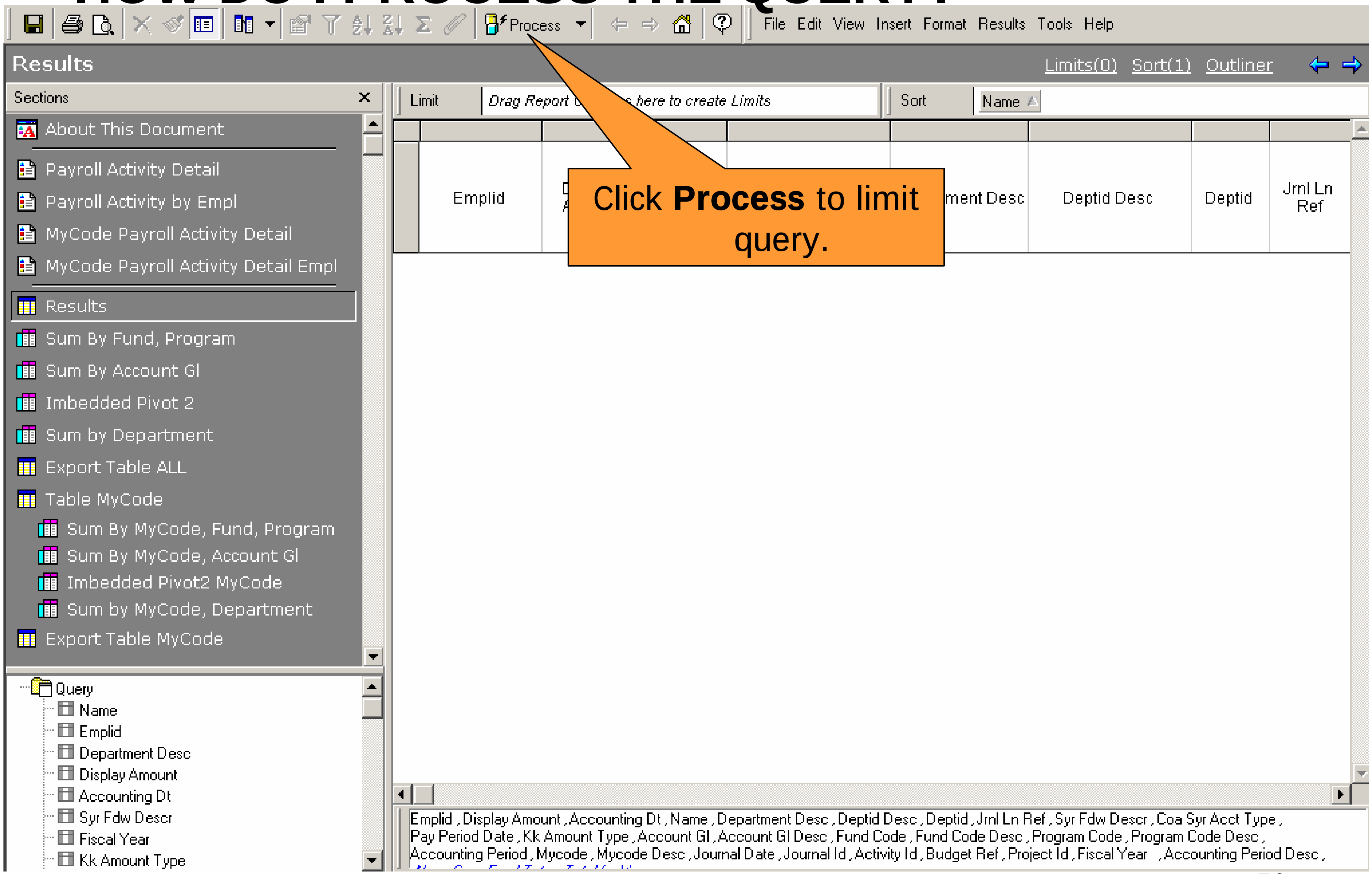
# Payroll Activity Detail

- How do I use it?
  - Use to view payroll transactions for employees.
  - Use to categorize by account, department, category for desired accounting period(s).
- Where do I find the Payroll Activity Detail?
- How do I run the Payroll Activity Detail?
- How do I view the results?

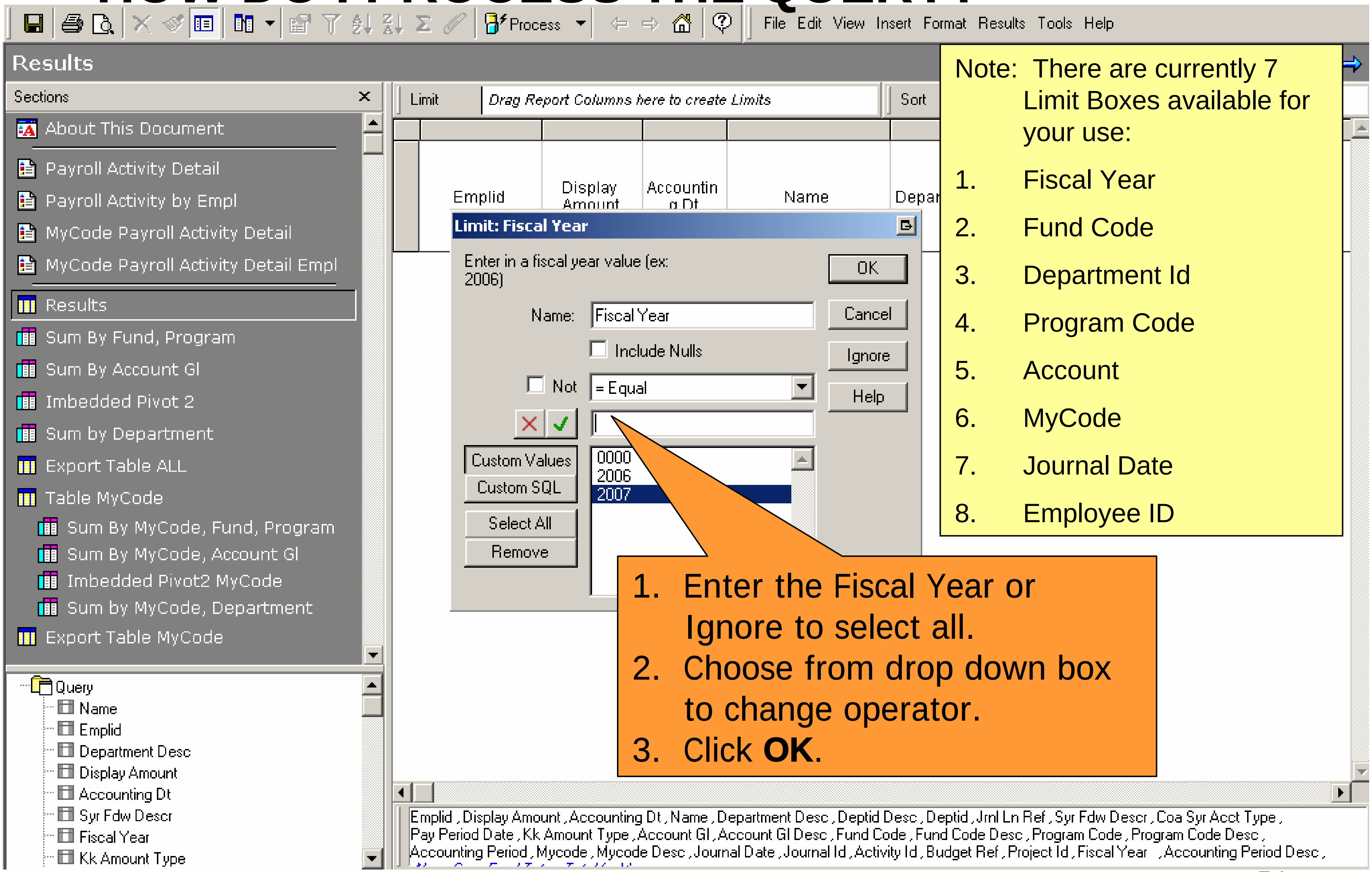
# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?

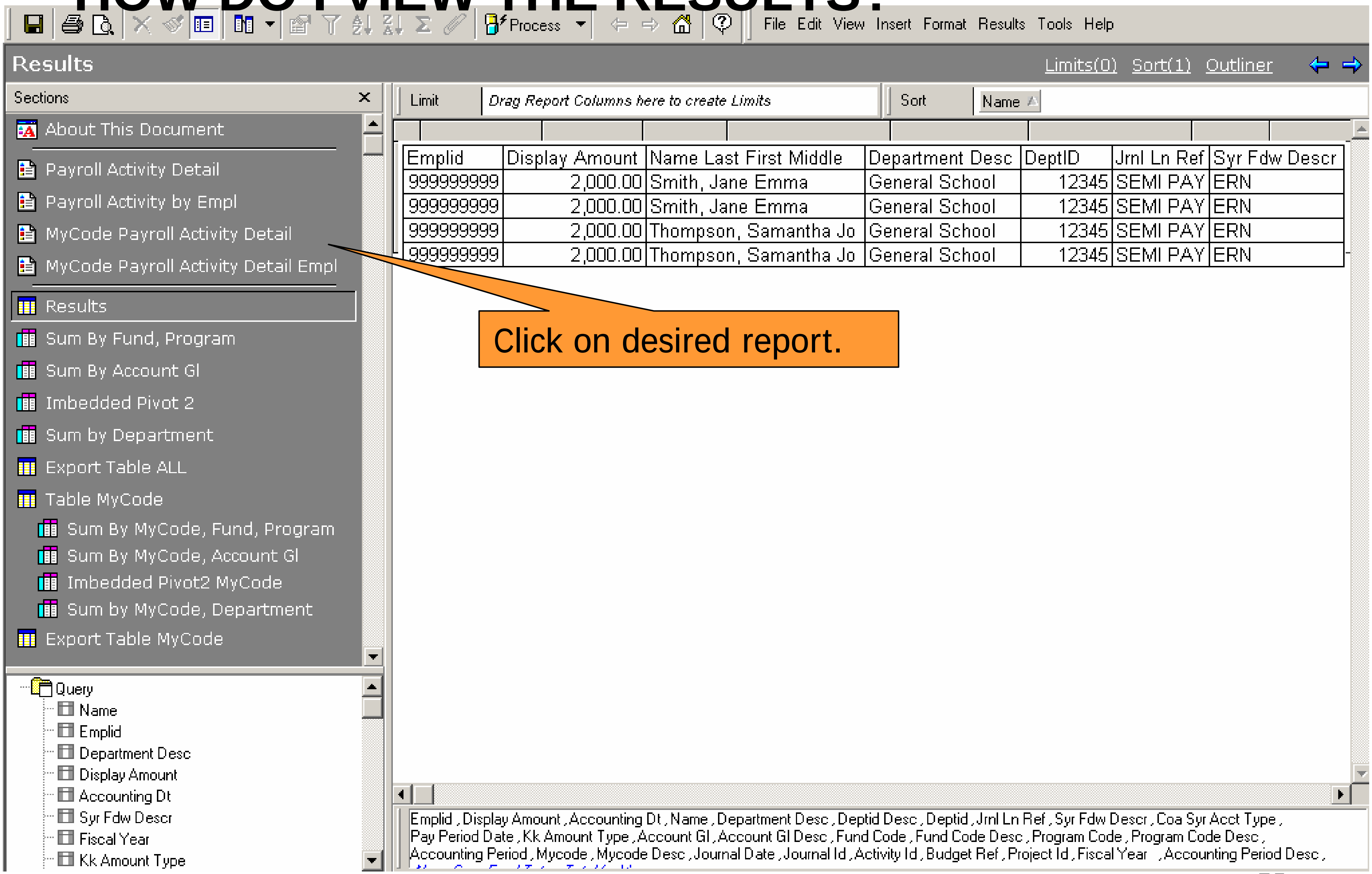



Note: There are currently 7 Limit Boxes available for your use:

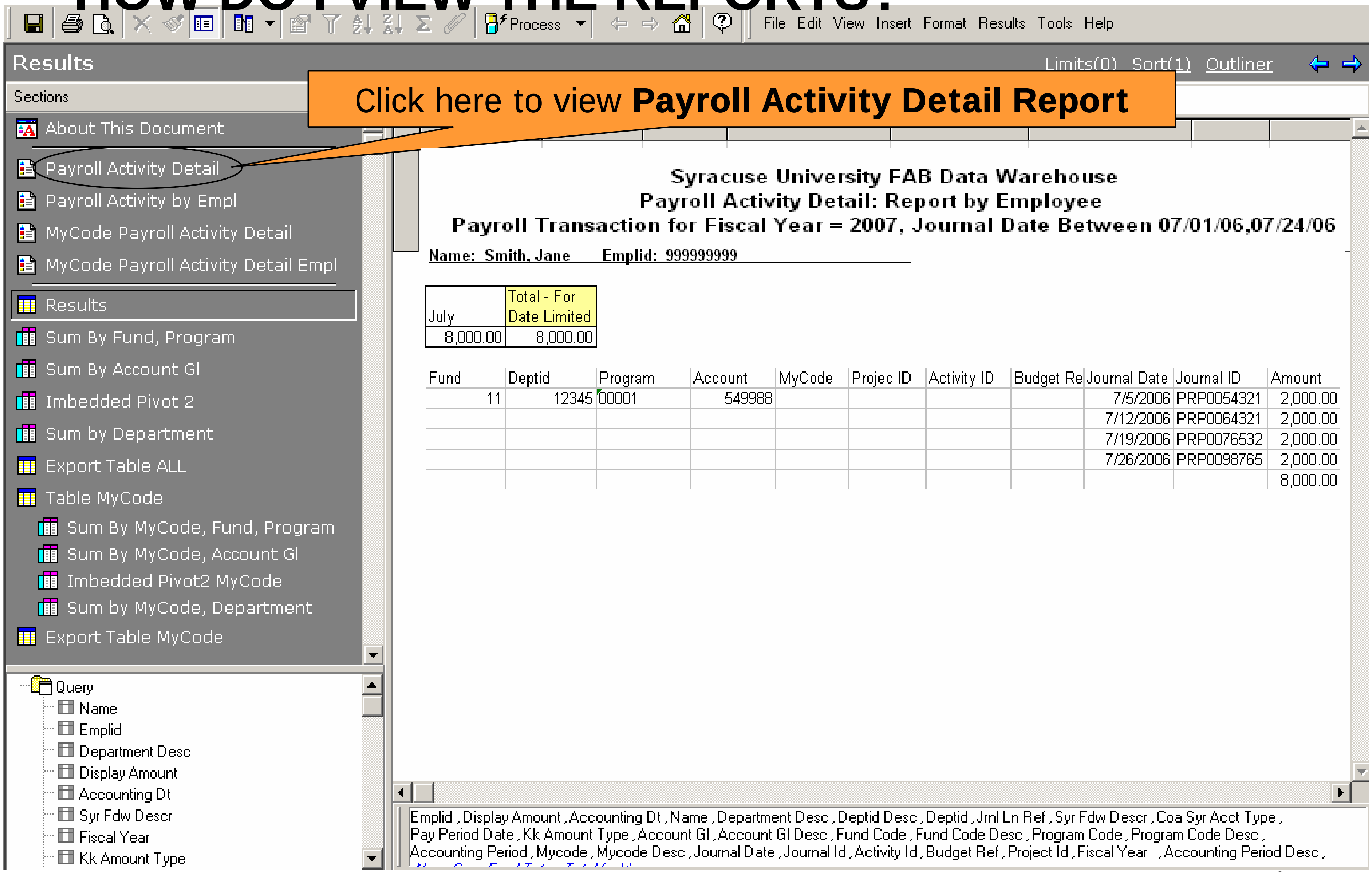
1. Fiscal Year
2. Fund Code
3. Department Id
4. Program Code
5. Account
6. MyCode
7. Journal Date
8. Employee ID

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

# HOW DO I VIEW THE RESULTS?



# HOW DO I VIEW THE REPORTS?

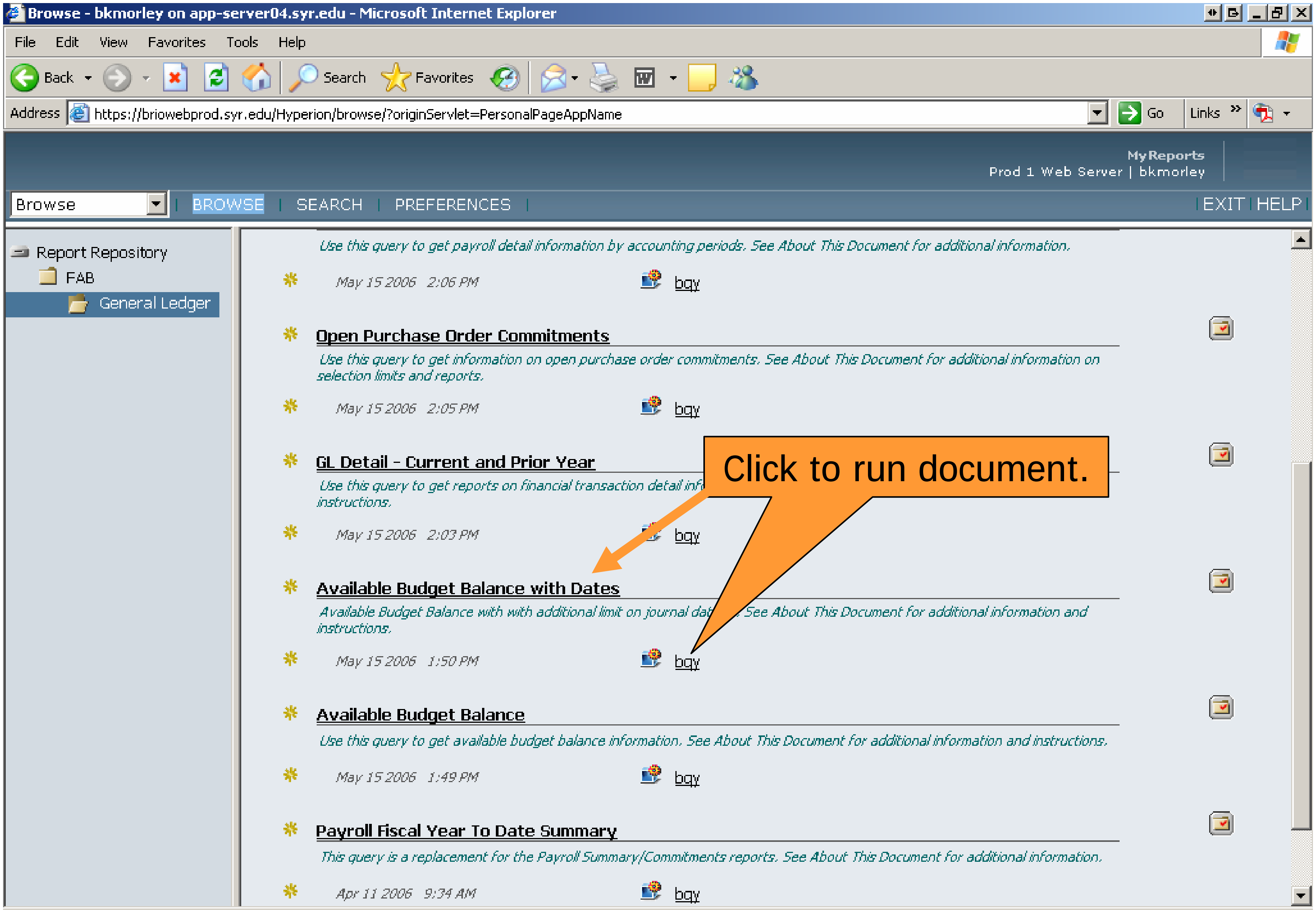


# Available Budget Balance With Dates

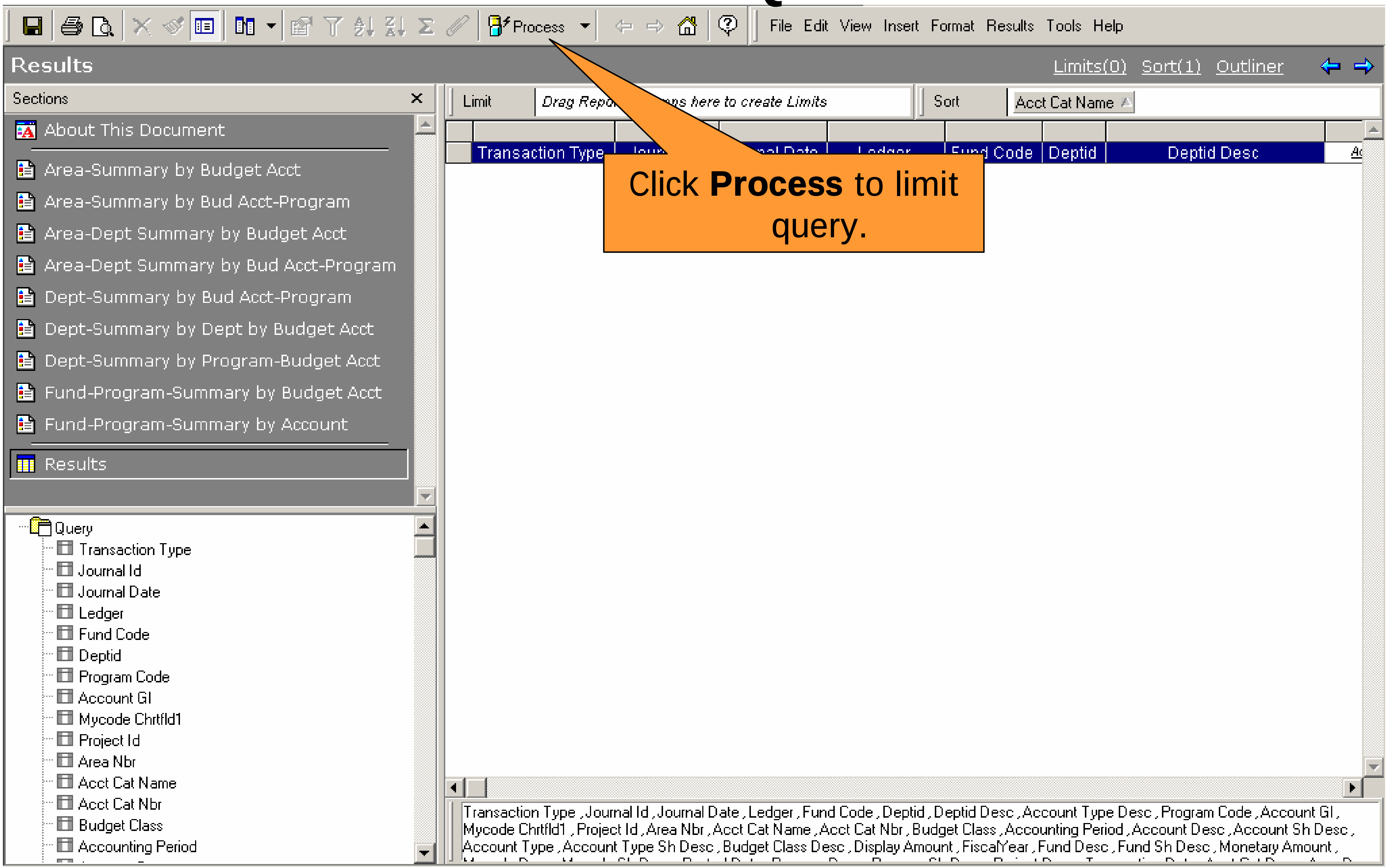
# Available Budget Balance with Dates

- How do I use it?
  - Use to retrieve budget, actual and commitment activity for all unrestricted and nonsponsored restricted funds.
  - View based on journal dates. Similar to DAA.
- Where do I find the Available Budget Balance with Dates?
- How do I run the Available Budget Balance with Dates?
- How do I view the results?

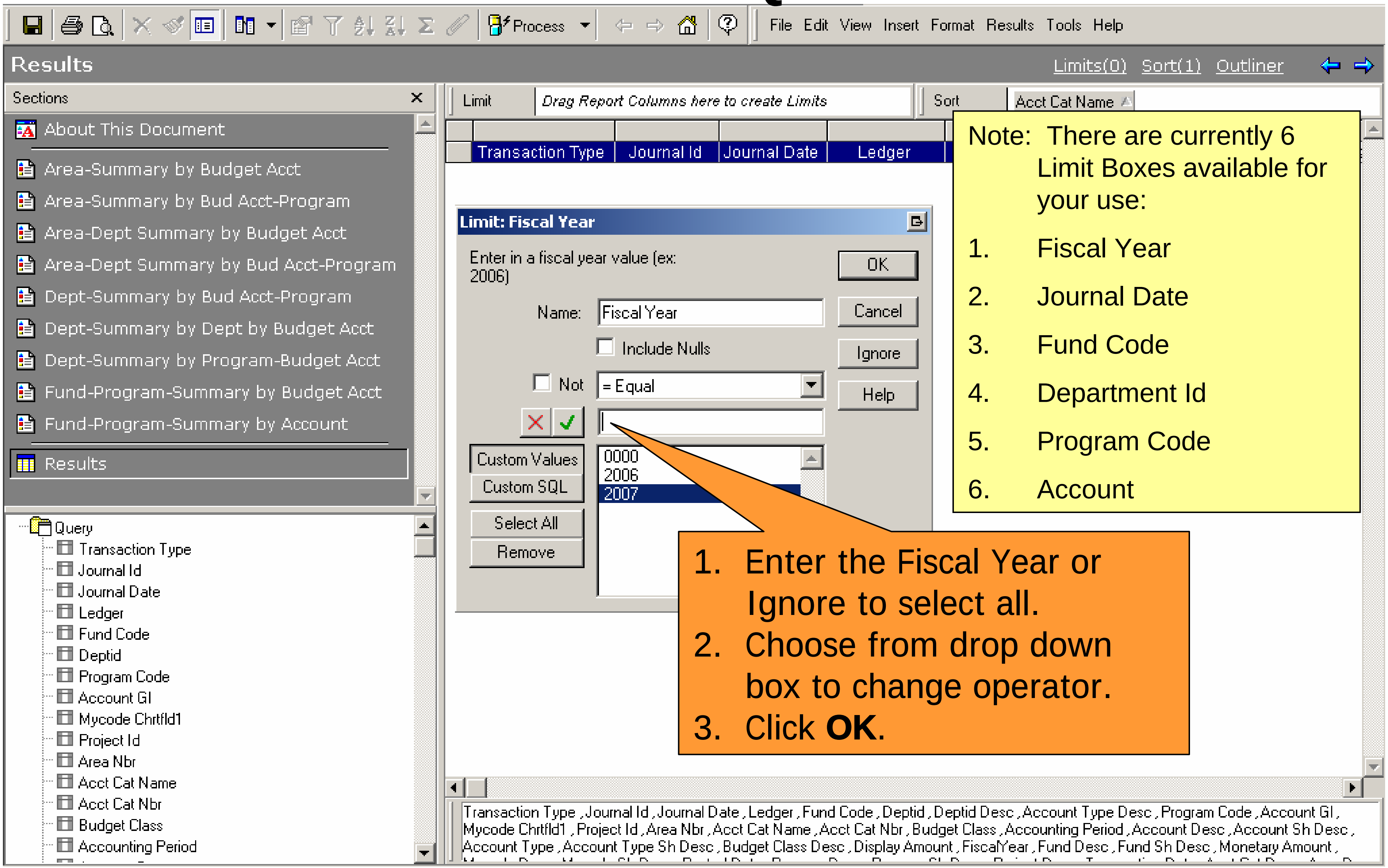
# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?

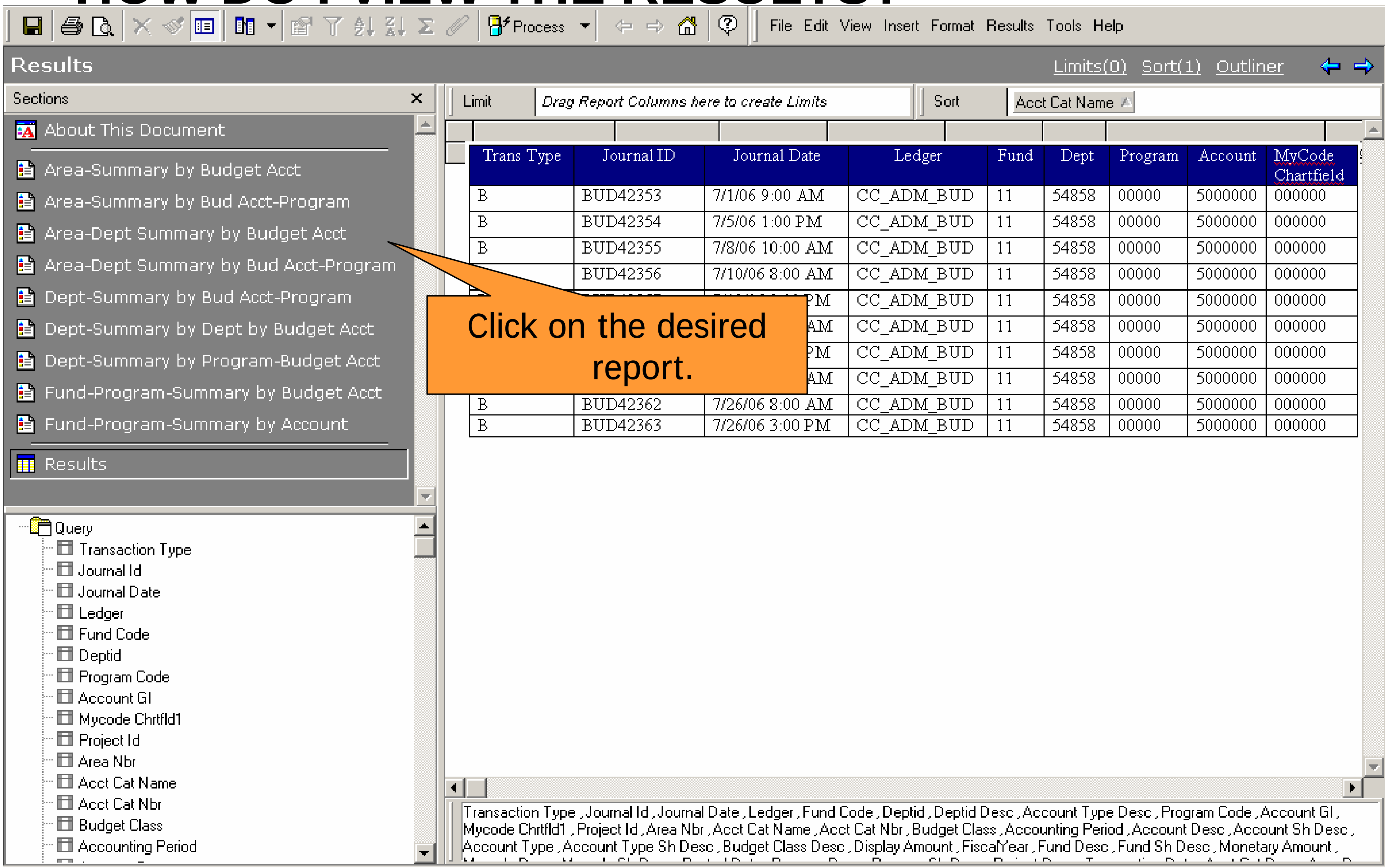



Note: There are currently 6 Limit Boxes available for your use:

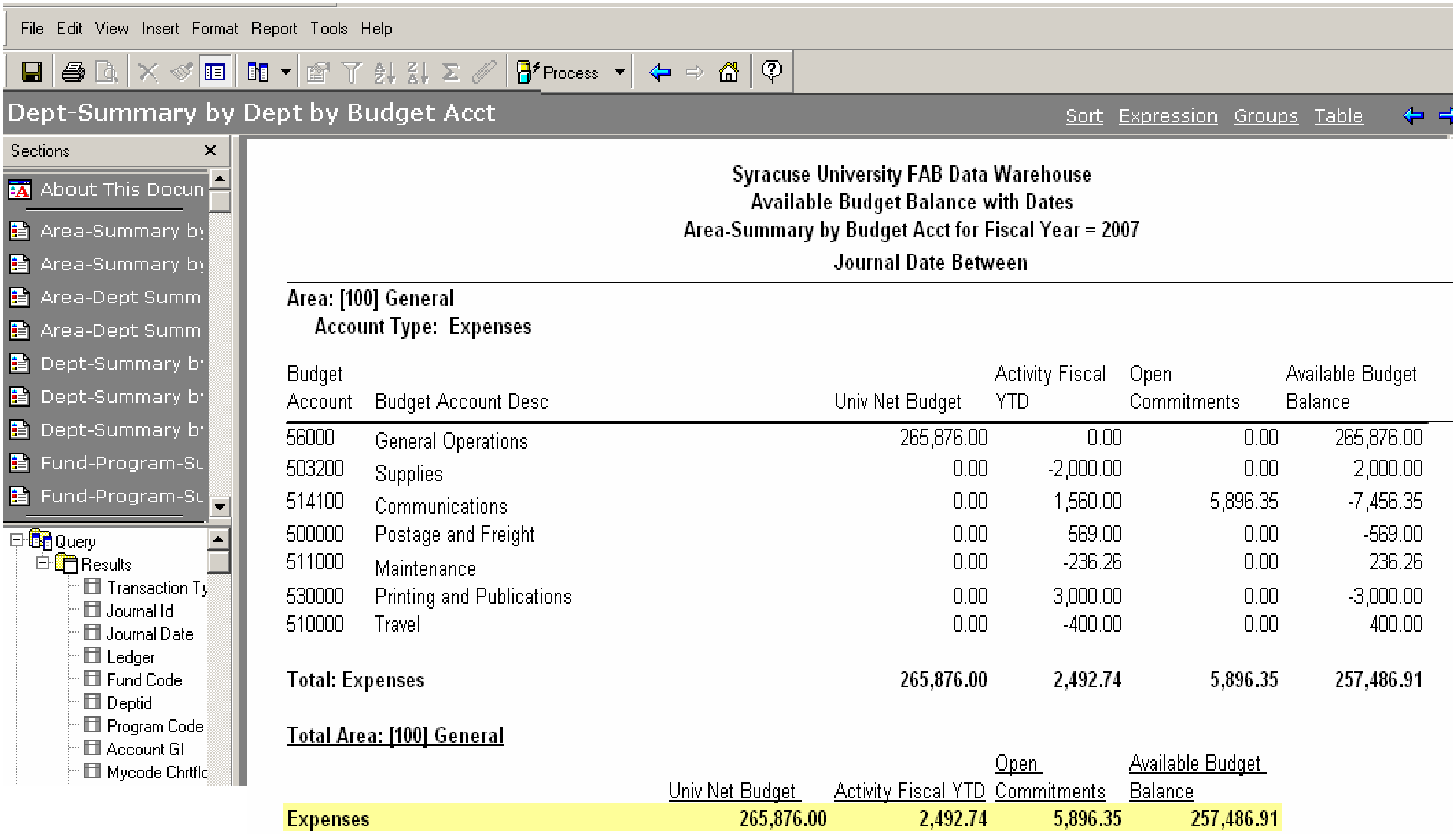
1. Fiscal Year
2. Journal Date
3. Fund Code
4. Department Id
5. Program Code
6. Account

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

# HOW DO I VIEW THE RESULTS?



# HOW DO I VIEW THE REPORTS?




Syracuse University FAB Data Warehouse
Available Budget Balance with Dates
Area-Summary by Budget Acct for Fiscal Year = 2007
Journal Date Between

**Area: [100] General**
**Account Type: Expenses**

| Budget Account | Budget Account Desc | Univ Net Budget | Activity Fiscal YTD | Open Commitments | Available Budget Balance |
|---|---|---|---|---|---|
| 56000 | General Operations | 265,876.00 | 0.00 | 0.00 | 265,876.00 |
| 503200 | Supplies | 0.00 | -2,000.00 | 0.00 | 2,000.00 |
| 514100 | Communications | 0.00 | 1,560.00 | 5,896.35 | -7,456.35 |
| 500000 | Postage and Freight | 0.00 | 569.00 | 0.00 | -569.00 |
| 511000 | Maintenance | 0.00 | -236.26 | 0.00 | 236.26 |
| 530000 | Printing and Publications | 0.00 | 3,000.00 | 0.00 | -3,000.00 |
| 510000 | Travel | 0.00 | -400.00 | 0.00 | 400.00 |
| **Total: Expenses** | | **265,876.00** | **2,492.74** | **5,896.35** | **257,486.91** |

**Total Area: [100] General**

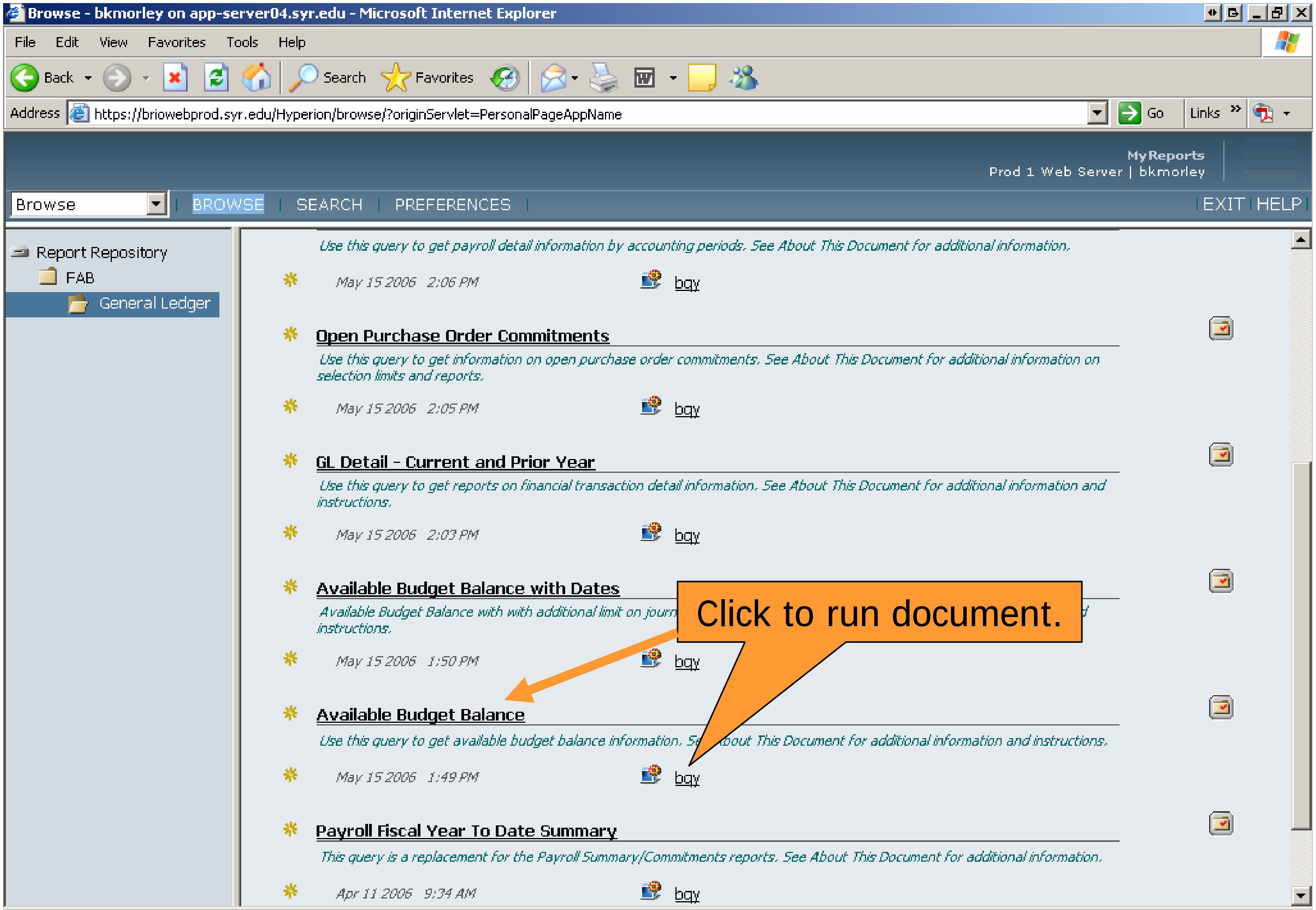
| | Univ Net Budget | Activity Fiscal YTD | Open Commitments | Available Budget Balance |
|---|---|---|---|---|
| **Expenses** | **265,876.00** | **2,492.74** | **5,896.35** | **257,486.91** |

# Available Budget Balance

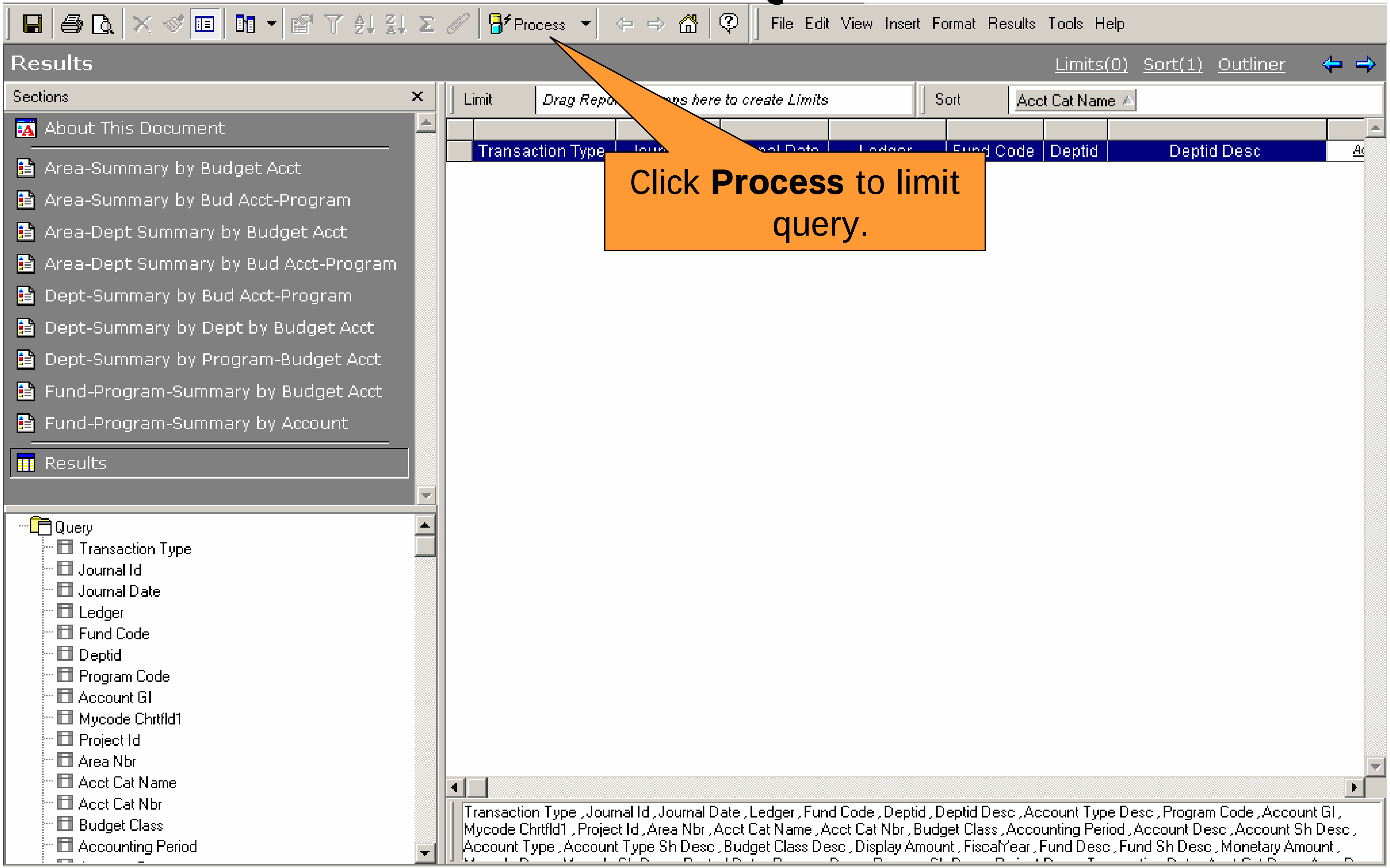
# Available Budget Balance

- How do I use it?
  - Use to retrieve budget, actual and commitment activity for all unrestricted and nonsponsored restricted funds.
  - Use for revenue and expense only. Similar to DAA.
- Where do I find the Available Budget Balance?
- How do I run the Available Budget Balance
- How do I view the results?

# HOW DO I PROCESS THE QUERY?

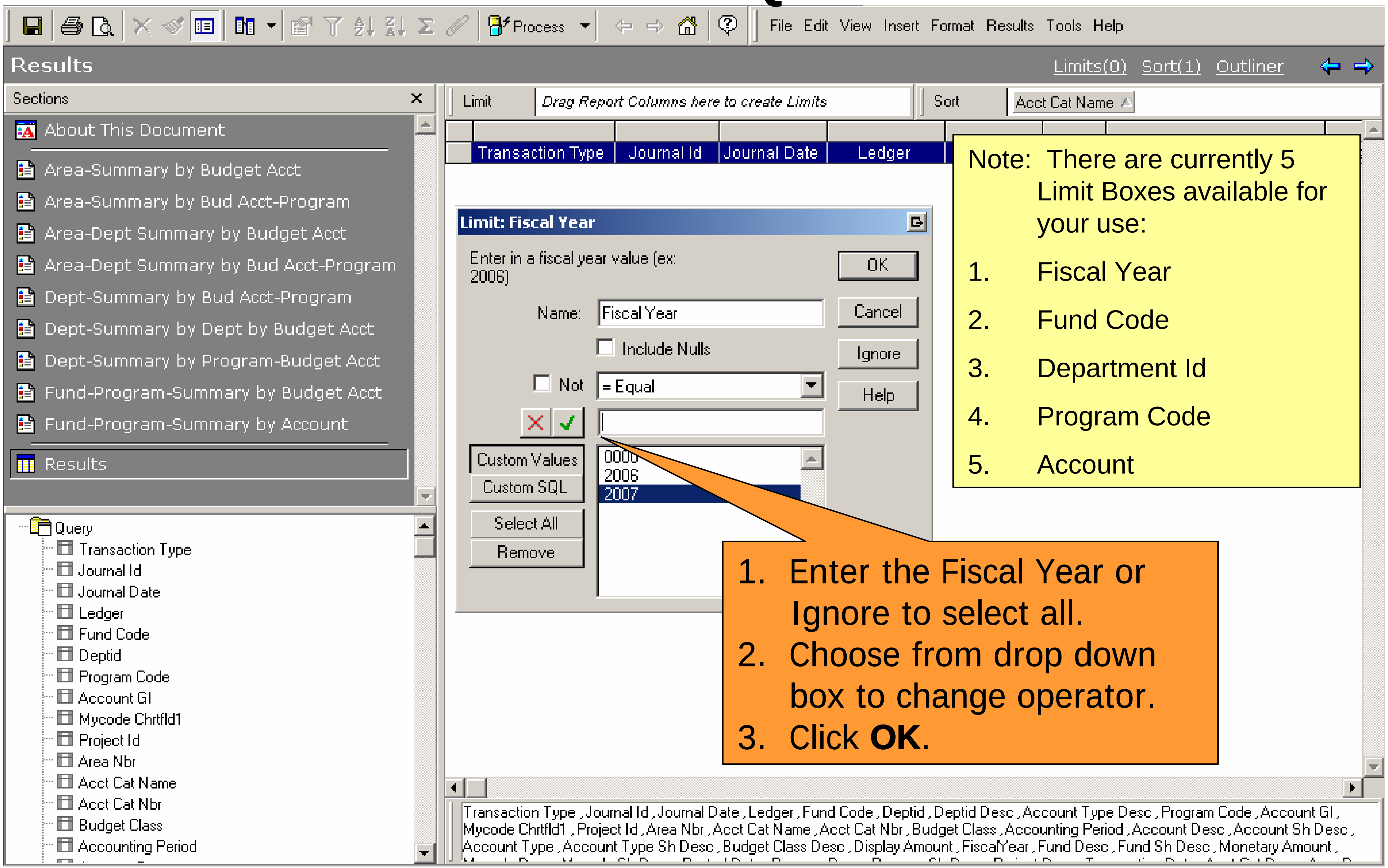


# HOW DO I PROCESS THE QUERY?




THE TRANSACTIONS AND AMOUNTS IN THESE MATERIALS ARE FICTITIOUS AND HAVE BEEN CREATED FOR TRAINING PURPOSES ONLY.

# HOW DO I PROCESS THE QUERY?

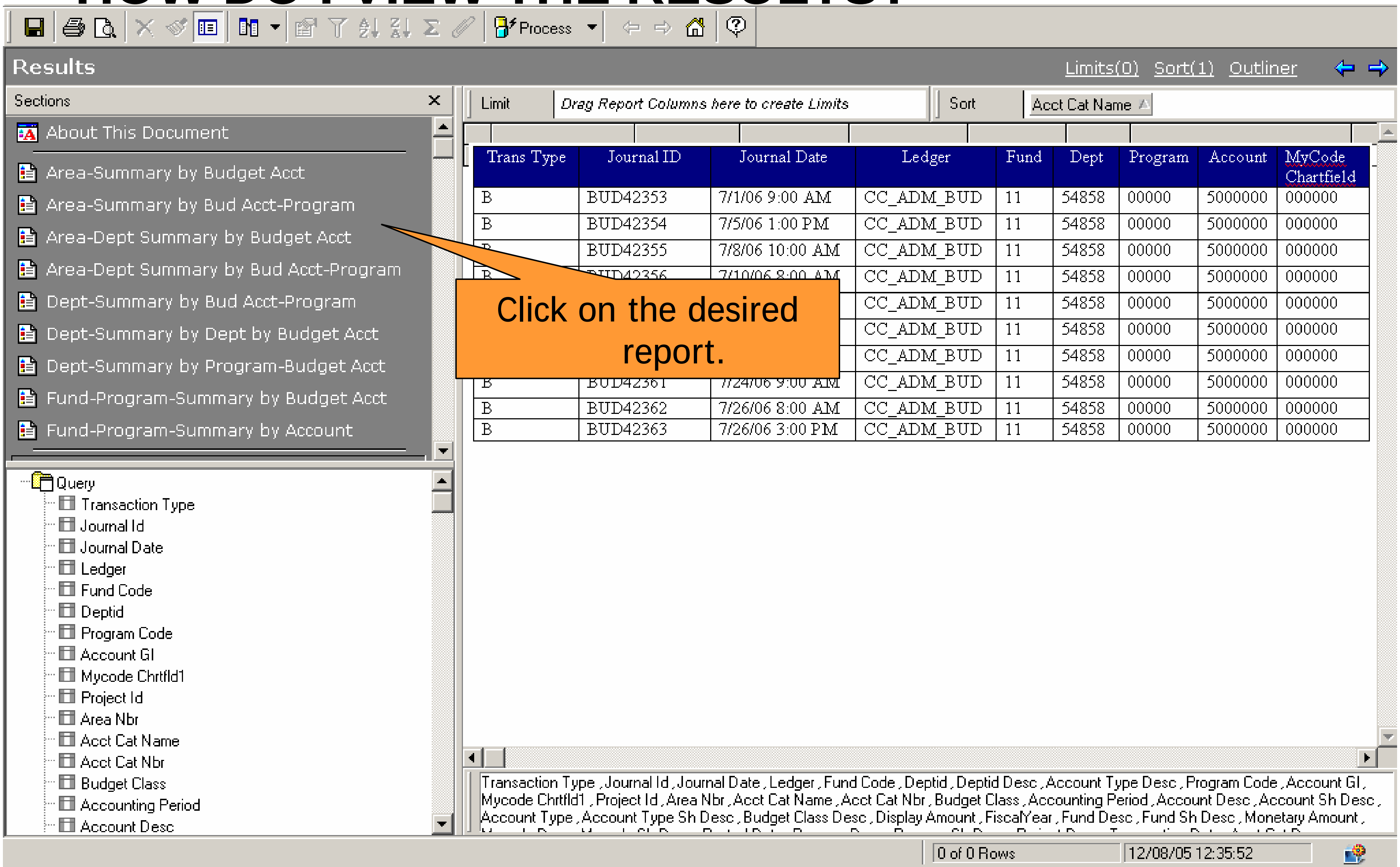



Note: There are currently 5 Limit Boxes available for your use:

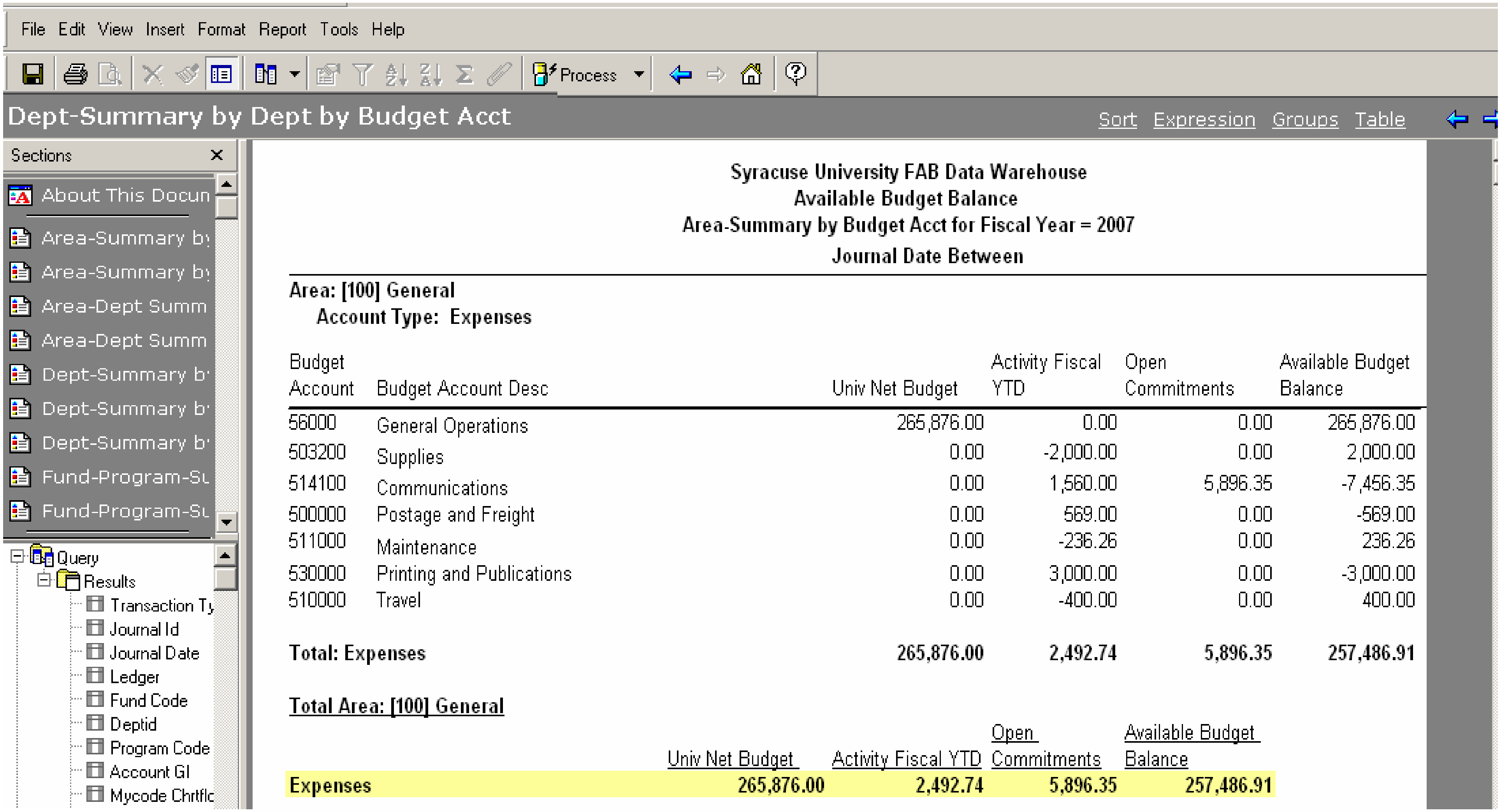
1. Fiscal Year
2. Fund Code
3. Department Id
4. Program Code
5. Account

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

# HOW DO I VIEW THE RESULTS?



# HOW DO I VIEW THE REPORTS?




Syracuse University FAB Data Warehouse
Available Budget Balance
Area-Summary by Budget Acct for Fiscal Year = 2007
Journal Date Between

Area: [100] General
Account Type: Expenses

| Budget Account | Budget Account Desc | Univ Net Budget | Activity Fiscal YTD | Open Commitments | Available Budget Balance |
|---|---|---|---|---|---|
| 56000 | General Operations | 265,876.00 | 0.00 | 0.00 | 265,876.00 |
| 503200 | Supplies | 0.00 | -2,000.00 | 0.00 | 2,000.00 |
| 514100 | Communications | 0.00 | 1,560.00 | 5,896.35 | -7,456.35 |
| 500000 | Postage and Freight | 0.00 | 569.00 | 0.00 | -569.00 |
| 511000 | Maintenance | 0.00 | -236.26 | 0.00 | 236.26 |
| 530000 | Printing and Publications | 0.00 | 3,000.00 | 0.00 | -3,000.00 |
| 510000 | Travel | 0.00 | -400.00 | 0.00 | 400.00 |
| **Total: Expenses** | | **265,876.00** | **2,492.74** | **5,896.35** | **257,486.91** |

**Total Area: [100] General**

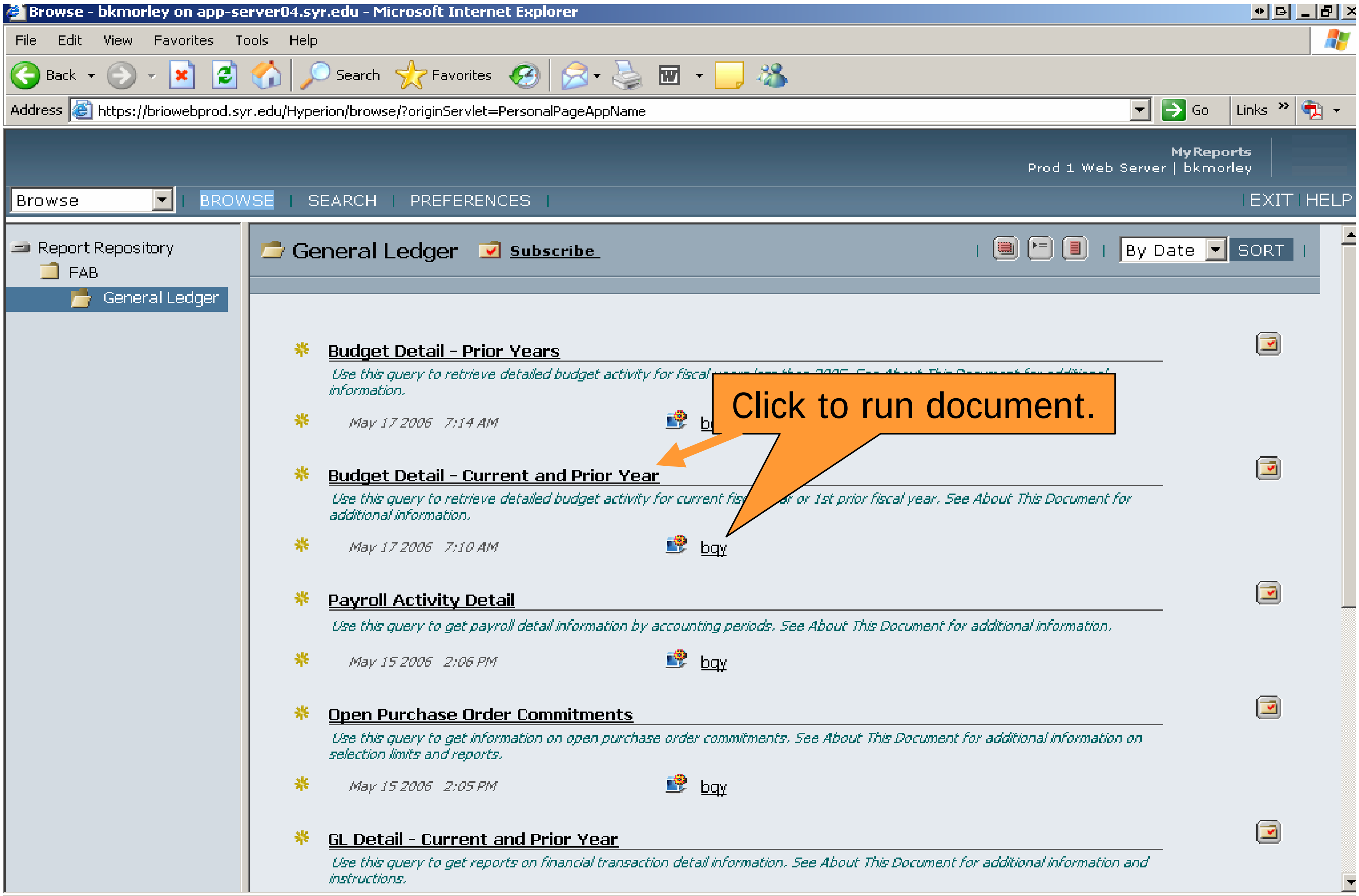
| | Univ Net Budget | Activity Fiscal YTD | Open Commitments | Available Budget Balance |
|---|---|---|---|---|
| **Expenses** | **265,876.00** | **2,492.74** | **5,896.35** | **257,486.91** |

# Budget Detail- Current and Prior Year

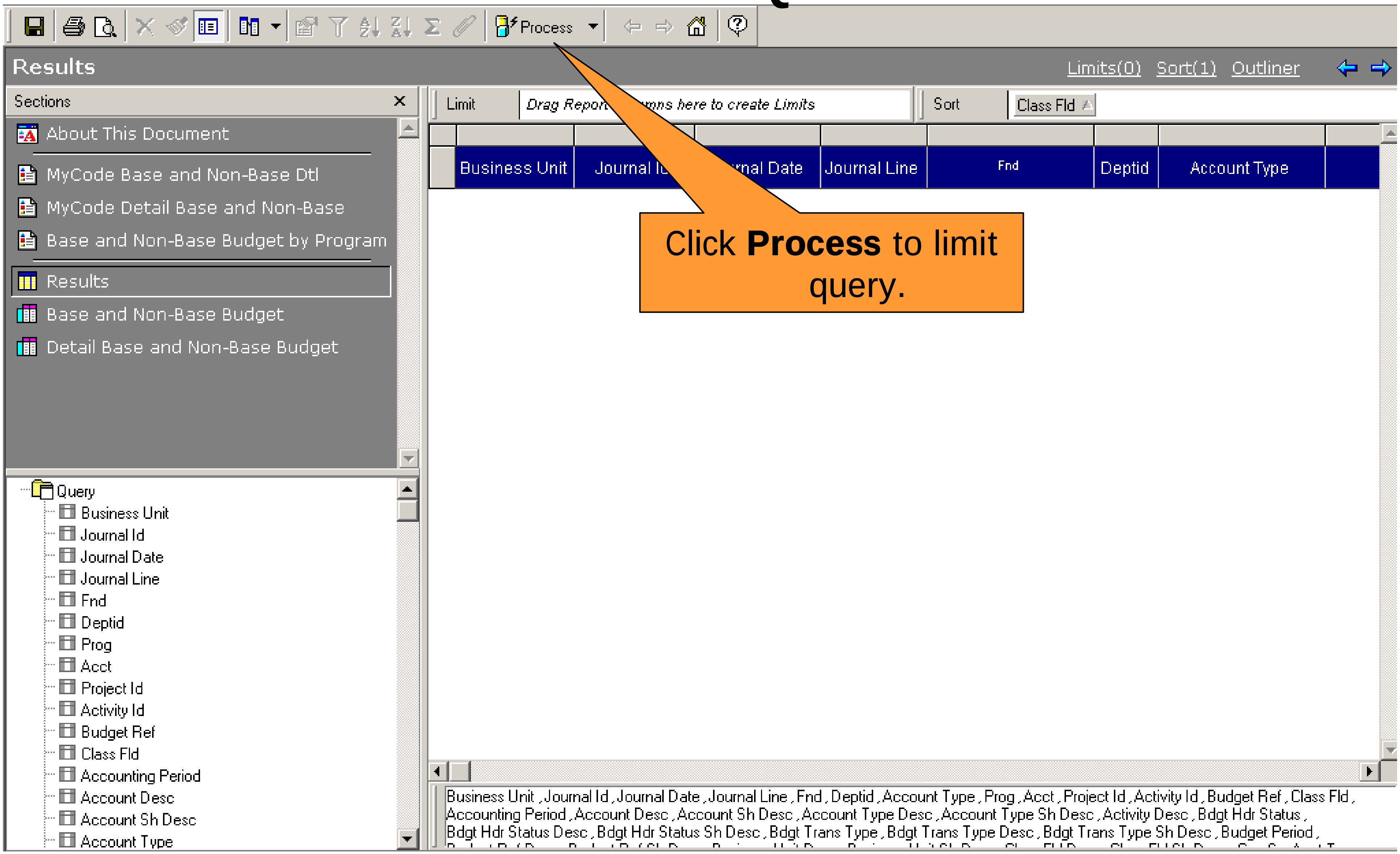
# Budget Detail – Current and Prior Year

- How do I use it?
  - Use to retrieve detail budget activity of unrestricted expenses and revenues.
  - Use only fund 11 and fund 14. Similar to the DAB.
- Where do I find the Budget Detail – Current and Prior Year?
- How do I run the Budget Detail – Current and Prior Year?
- How do I view the results?

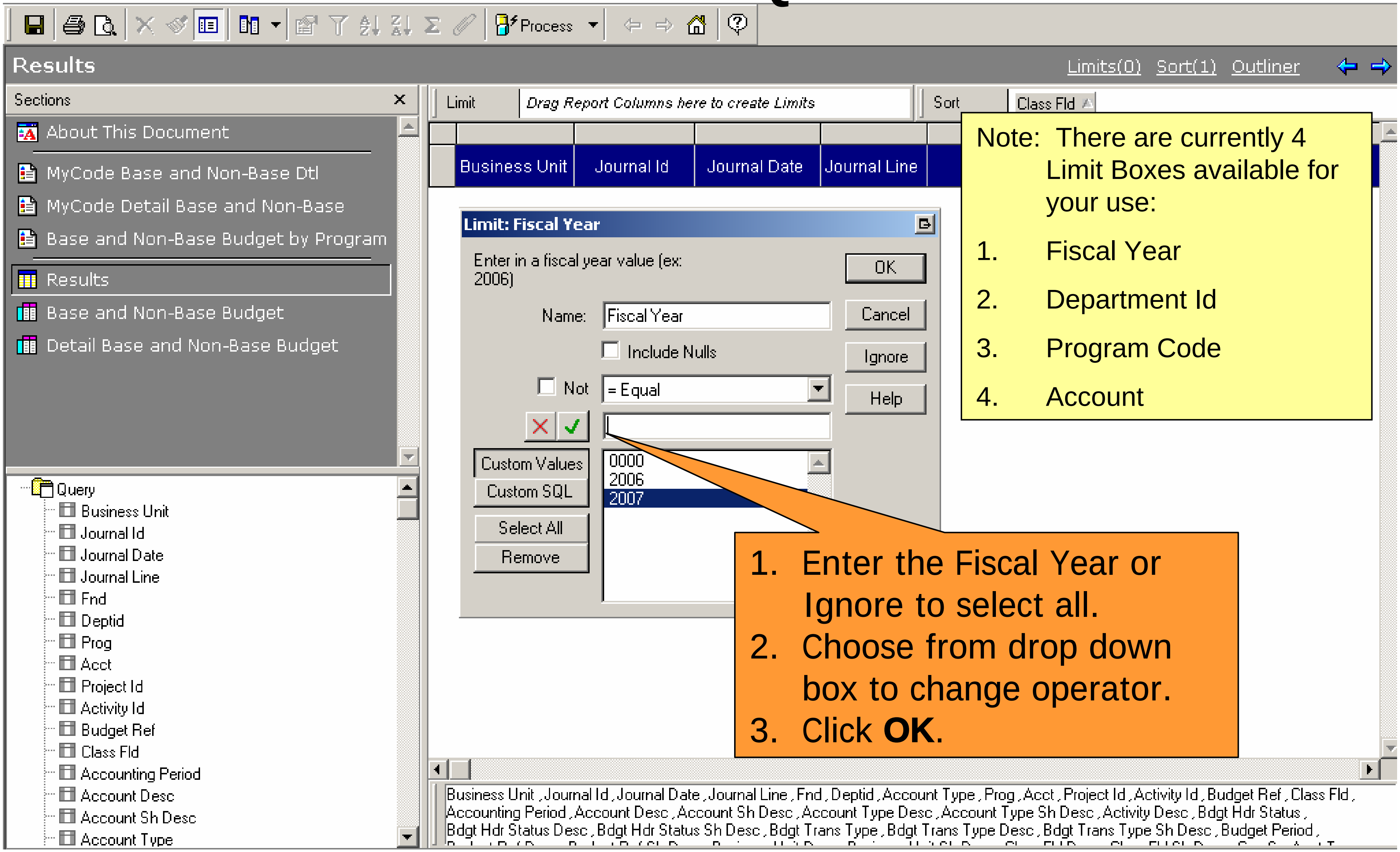
# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?



# HOW DO I PROCESS THE QUERY?

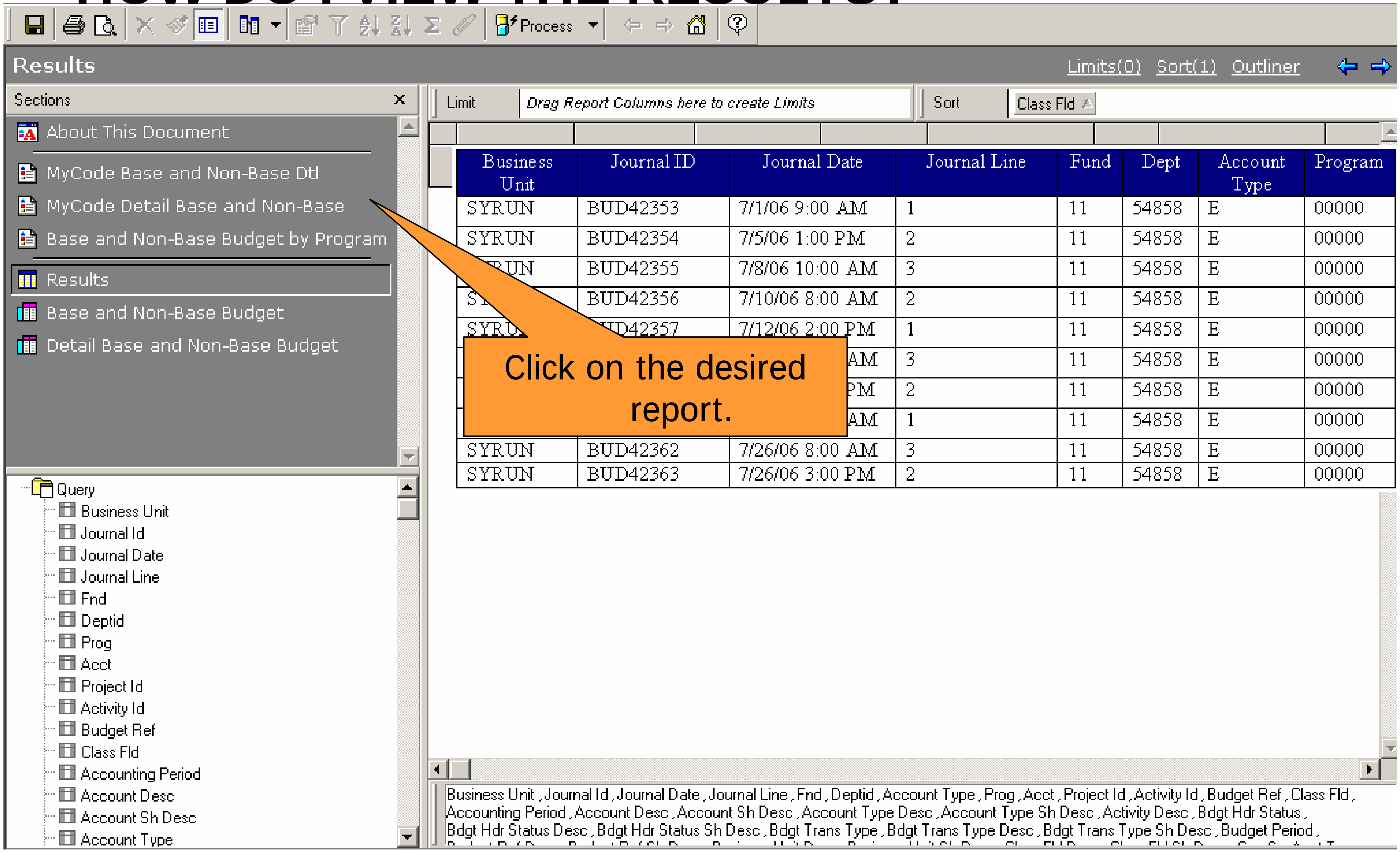



Note: There are currently 4 Limit Boxes available for your use:

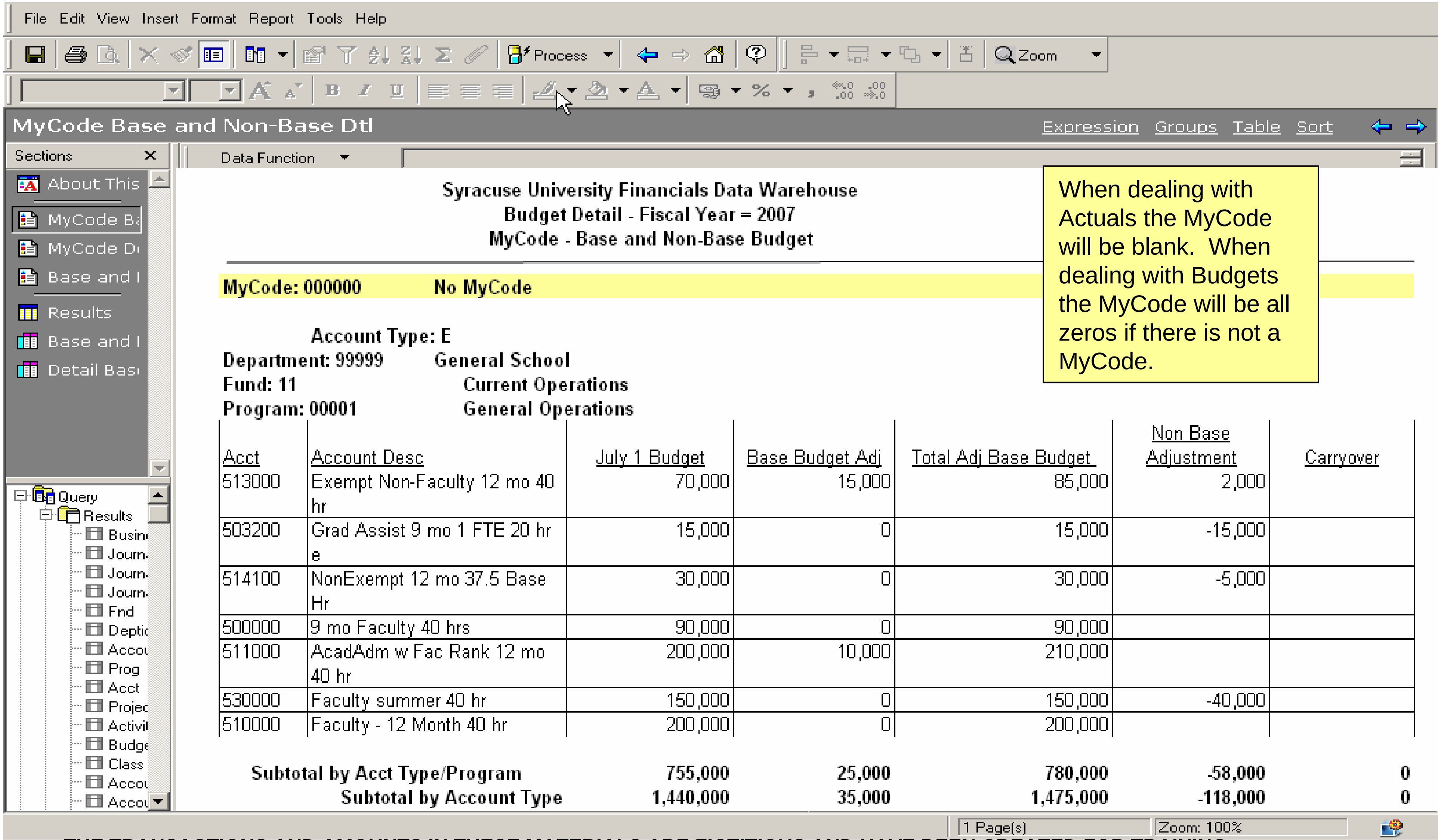
1. Fiscal Year
2. Department Id
3. Program Code
4. Account

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

# HOW DO I VIEW THE RESULTS?



# HOW DO I VIEW THE REPORTS?




Syracuse University Financials Data Warehouse
Budget Detail - Fiscal Year = 2007
MyCode - Base and Non-Base Budget

**MyCode: 000000** **No MyCode**

**Account Type: E**
**Department: 99999** **General School**
**Fund: 11** **Current Operations**
**Program: 00001** **General Operations**

| Acct | Account Desc | July 1 Budget | Base Budget Adj | Total Adj Base Budget | Non Base Adjustment | Carryover |
|---|---|---|---|---|---|---|
| 513000 | Exempt Non-Faculty 12 mo 40 hr | 70,000 | 15,000 | 85,000 | 2,000 | |
| 503200 | Grad Assist 9 mo 1 FTE 20 hr e | 15,000 | 0 | 15,000 | -15,000 | |
| 514100 | NonExempt 12 mo 37.5 Base Hr | 30,000 | 0 | 30,000 | -5,000 | |
| 500000 | 9 mo Faculty 40 hrs | 90,000 | 0 | 90,000 | | |
| 511000 | AcadAdm w Fac Rank 12 mo 40 hr | 200,000 | 10,000 | 210,000 | | |
| 530000 | Faculty summer 40 hr | 150,000 | 0 | 150,000 | -40,000 | |
| 510000 | Faculty - 12 Month 40 hr | 200,000 | 0 | 200,000 | | |
| | **Subtotal by Acct Type/Program** | **755,000** | **25,000** | **780,000** | **-58,000** | **0** |
| | **Subtotal by Account Type** | **1,440,000** | **35,000** | **1,475,000** | **-118,000** | **0** |

When dealing with Actuals the MyCode will be blank. When dealing with Budgets the MyCode will be all zeros if there is not a MyCode.