Commonly Used Reports --- Navigation & Purpose

Balance Sheet...........................................................................................................2
Statement of Operations..............................................................................................5
Transaction Details.......................................................................................................9
Cost Centre Variance Rollup.......................................................................................11
Balance Sheet

Navigation:
Finance>Financial Management>Balance Sheet

Balance Sheet provides a summary of the assets and liabilities at a specific point in time. It shows the amounts of financial resources that your cost centre or financial rollup has and the amounts of financial commitments that are still outstanding.

There are 3 levels to the balance sheet report:

1) Summary by PBA node and Fund – roll ups are available for Operating and Ancillary Services only (Fund 200 and Fund 300)
2) Summary by fund and cost centre
3) Summary by fund, cost centre, activity, time and location

Step 1: Choose to view by:

(1) **Financial Roll-up:** Consolidates the numbers for all the Cost Centres under the selected Financial Roll-up.
(2) **Cost Centre:** View one single Cost Centre, a range of Cost Centres (Enter hyphen between the start and end of range) or multiple Cost Centres (Cost Centres separated by comma).

(3) **Cost Centre (All Details):** View one single Cost Centre combination with Activity-Time-Location Codes selection.

**Step 2:** Select the month and year for the report end date.

**Step 3(a) for Financial Roll-up:**

1. Select the Financial Roll-up by clicking on . (This icon will appear after selecting Financial Roll-up in Step 1).

2. Once you finish clicking on , a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click **OK**.
**Step 3(b) for Cost Centre:** Enter the 6 digits Cost Centre number.

**Step 4:** Enter the 3 digits Fund Code, i.e. 100, 200, 300, 400, 500, 600, 700, 900

**Step 5:** Enter the 6 digits Activity number and/or 5 characters Time Code and/or 5 characters Location Code. This option is available if you have selected to view by Cost Centre (All Details) in Step 1. If you have selected to view by Financial Roll-up or by Cost Centre in Step 1, skip this step.

**Step 6:** Click on **Fetch Report**

The following is the sample of Balance Sheet Report:
Statement of Operations

Navigation:
Finance>Financial Management>Statement of Operations

Statement of Operations reports the revenues and expenses incurred in the period/month selected, the current fiscal year’s budget, the current year-to-date actuals and commitments, the budget to year-to-date actuals variance, prior year-to-date actuals, the carry forward amount from previous year and the balance available. There is also an option to include or exclude salary commitments amounts in this report.

There are 3 levels to the statement of operations:

1) Summary by PBA node and Fund – roll ups are available for Operating and Ancillary Services only (Fund 200 and Fund 300)
2) Summary by fund and cost centre
3) Summary by fund, cost centre, activity, time and location
Step 1: Choose to view by:

(1) **Financial Roll-up**: Consolidates the numbers for all the Cost Centres under the selected Financial Roll-up.

(2) **Cost Centre**: View one single Cost Centre, a range of Cost Centres (Enter hyphen between the start and end of range) or multiple Cost Centres (Cost Centres separated by comma).

(3) **Cost Centre (All Details)**: View one single Cost Centre combination.

Step 2: Select the month and year for the report end date.

Step 3(a) for Financial Roll-up:

1. Select the Financial Roll-up by clicking on ![icon]. (This icon will appear after selecting Financial Roll-up in Step 1).

2. Once you finish clicking on ![icon], a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click ![ok].
**Step 3(b) for Cost Centre:** Enter the 6 digits Cost Centre number.

**Step 4:** Select the Fund Code

**Step 5:** Enter the 6 digits Activity number and/or 5 characters Time Code and/or 5 characters Location Code. This option is available if you have selected to view by Cost Centre (All Details) in Step 1. If you have selected to view by Financial Roll-up or by Cost Centre in Step 1, skip this step.

**Step 6:** Click on [Fetch Report]

**Note:** Statement of Operations can be viewed at 3 different levels, namely: 1) Detail Level, or 2) Summary Level, 3) Monthly Level.

- **Detail Level** lists all individual revenue and expense accounts (e.g. Account # 099500, 030300, 140000, 331100).

- **Summary Level** lists the financial position by showing major revenue and expense account groupings (e.g. OTO Budget Allocations, Support Staff Salary & Benefits, Travel & Hospitality, Telephone & Power).

- **Monthly Level** shows the monthly revenues and expenses for the entire selected fiscal year (i.e. side-by-side comparison of each month’s financial position).

The following is the sample of Statement of Operations Report with Detail Level View:
The following is the sample of Statement of Operations Report with Summary Level View:

![Statement of Operations Report with Summary Level View](image1)

The following is the sample of Statement of Operations Report with Monthly Level View:

![Statement of Operations Report with Monthly Level View](image2)
Transaction Details

Navigation:
Finance>Financial Management>Transaction Details

Transaction Details provides the details of all transactions (Actual Journals, Budget Journals, Purchase Orders, and Vouchers) that occurred in a Cost Centre during a specified period. The report is grouped by report type (i.e. Asset, Liability, Equity, Revenue and Expense accounts).

**Step 1:** Choose to view by:

1. **Summary**-Report is at the Cost Centre Level
2. **Details**-Report is further by Activity, Time, Location Level

**Step 2:** Enter the period range in the format MM/DD/YYYY
**Step 3:** Enter one single Cost Centre number, a range of Cost Centres (Enter hyphen between the start and end of range) or multiple Cost Centres (Cost Centres separated by comma).

**Step 4:** Select the Fund Code

**Step 5:** (Optional) Enter a single account, a range of accounts (Enter hyphen between the start and end of range) or multiple accounts (Accounts are separated by comma).

**Step 6:** (Optional) Enter the 6 digits Activity number and/or 5 characters Time Code and/or 5 characters Location Code. This option is available if you have selected to view by Details in Step 1. If you have selected to view by Summary in Step 1, skip this step.

**Step 7:** (Optional) Enter the source code.

**Step 8:** Click on Fetch Report

The following is the sample of Transaction Details Report:
Cost Centre Variance Rollup

Navigation:
Finance>Financial Management>Cost Centre Variance Rollup

This report provides a summary of the Budget to YTD Actuals Variance of all the Cost Centres within the selected Financial Roll-up. Note: Restricted to Fund 200, & 300.

**Step 1:** Select the month and year for the report end date.

**Step 2:**

1. Select the Financial Roll-up by clicking on .

2. Once you finish clicking on , a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click .
Step 3: Select the Fund Code, i.e. 200 or 300.

Step 4: Click on [Fetch Report]

The following is the sample of Cost Centre Variance Rollup Report: