

ACTIVITY 2: EXPENSE PROJECTION REPORTS

EP05 - Expense Projection by Fund and Department

Division: D21000 - Business Admin Services

Account	Proj Bal	Proj %	Program	Project	Class	Orig Base	Adj Base	Final Bud	Actual	Encumb	YTD Total	YTD Bal	YTD %	Proj
Salaries														
Total Salaries														
Benefits														
Total Benefits														
Operating Expenses														
604 - Communications														
660 - Misc. Operating Expenses														
Operating Expenses														
Total Operating Expenses														
Total Expenses														

ACTIVITY STEPS

Expense Project Reports

1. EP05 - Expense Projection by Fund and College/Area

1. [Screenshot of EP05 report showing filters for Fund and College/Area]

2. [Screenshot of EP05 report showing filters for Department]

3. [Screenshot of EP05 report showing filters for Program and Project Class]

4. [Screenshot of EP05 report showing filters for Class]

Expanding Sections

1. [Screenshot of EP05 report with expanded Salaries section]
2. [Screenshot of EP05 report with expanded Benefits section]
3. [Screenshot of EP05 report with expanded Operating Expenses section]

Searching within a report

1. [Screenshot of EP05 report with search function used]
2. [Screenshot of EP05 report with search results]
3. [Screenshot of EP05 report with search results]
4. [Screenshot of EP05 report with search results]

7. [Screenshot of EP05 report with search results]

Alternate Views

1. EP06 - Expense Projection by Fund and Department

1. [Screenshot of EP06 report showing filters for Fund and Department]

2. [Screenshot of EP06 report showing filters for Program and Project Class]

3. [Screenshot of EP06 report showing filters for Class]

4. [Screenshot of EP06 report showing filters for Class]

Load Program Project Class

CHECK FOR UNDERSTANDING

1. [Screenshot of EP06 report with search function used]
2. [Screenshot of EP06 report with search results]
3. [Screenshot of EP06 report with search results]

ACTIVITY 3: FUND BALANCE REPORTS

FB05 - Fund Balance by Business Unit and Department

Budget Year: 2017-2018
 Business Unit: BKCMP - Campus
 Division: D21000 - Business Admin Services
 College/Area: [REDACTED]

Fund	Beginning Balance	Total Source	Salary Expense	Benefit Expense	Operating Expense	Encumb	Total Use	Transfer In	Transfer Out	Ending Balance
(2,286,792)		(1,992,005)			709,052			294,737		
55,500	(72,492)	BKC03 CF-Cabinet CFO (BAS)			(18,992)				28,000	27,500
Totals may differ due to rounding.										

ACTIVITY STEPS

Fund Balance Reports

1. Click on **Questica**.

FB05 - Fund Balance By Business Unit and College/Area

1. Click on **1 - 17**.

4. Click on **1**.

Drilling Down

1. Click on **1**.

4. Click on **1**.

Drilling Up

4. Click on **1**.

FB06 Department Report

1. Click on **Questica**.

FB06 - Fund Balance by Business Unit and Department

1 - 17

17

1 -

1

1 -

4. Click on **1**.

Save Report Parameter Set

1. Click on **1**.

4. Click on **1**.

CHECK FOR UNDERSTANDING

1. Click on **1**.

ACTIVITY 4: FINANCIAL SUMMARY REPORTS

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ACTIVITY 5: CONNECTING THE DOTS

Budget Year		2017-2018						
Business Unit		BKCOMP						
Fund		BK001						
Division								
College/Area								
Department								
Lead Program/Project/Class/Version								
Original Base	Adjusted Base	Final Budget	Actual Encumbrance	Total	Fav(Unfav)	Budget %	Account	Source of Funds
[Redacted Table Content]								

ACTIVITY STEPS

Using Saved Report Parameters

1. Questica
- FB06 - Fund Balance by Business Unit and Department

4. (/)-

CFS and FDW Connection

1. 1
- \$
- 4

Invoice ID

Activity 5

Document ID

Activity 4

Activity 3

CHECK FOR UNDERSTANDING

1. Activity 2
- Activity 1

ANSWERS