ACTIVITY SUMMARY

To demonstrate what you have learned about working with the Questica Financial Reports.

Objectives Covered

- Run and read the Expense Projection, Fund Balance, and Financial Summary reports
- Expand sections to view detail
- Search within reports
- Save parameter sets
- Drill down and up to other reports
- Download and print reports
- Identify the connection between Questica, CFS, and FDW 5
- Use Autofill
- Use Report Tools to manage parameters

ACTIVITIES

Running Reports

1. Run FS05 Fund Summary by Fund and College Area
2. Enter your chartfields in the parameters and run the report

Drilling down

1. Select a department and write down the department number and dollar amount in Total column
2. Under Use of Funds, drill down on that department
3. Write down the name of the report i.e. FS06
4. Under the Total Use of Funds, write down the dollar amount in the Total Column
5. Do the totals agree?
6. Under Operating Expenses, expand a section ie. Misc Operating Expenses
7. Select an Account and write down the Account Number and dollar amout in the Actual column
8. Click the dollar amount
9. Write down the name of the report i.e. Account Actual

10. On the total line for the department, write down the dollar amount in the Amount column
11. Do the totals agree?
12. Were there any ProCard transactions? If so how many?
13. Where there any Purchase Order activity?
14. Drill up to the FS06
15. Export your report to PDF and save to your desktop
16. Export your report to Excel and save to your desktop
17. Drill up to the FS05

Saving Report Parameters

1. Save your parameters and Name it Training IP
2. Close your browser tab
3. Run FS05
4.