



Basic ODS for Financial Management

Presented by Campus Services

Campus Services

Campus Services, a financial customer service unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions

Campus Services

Website:

<http://busfin.colostate.edu/cs.aspx>

ODS – Discoverer Plus

- This training and our goal is to provide the basics for using ODS – Discoverer Plus as a tool to retrieve financial information.

WHAT IS – ODS & DISCOVER PLUS
and
WHY SHOULD I USE IT?



ODS – Discoverer Plus

- ODS – Operational Data Store - The ODS data warehouse contains data stored in views.
- Discoverer is a powerful end-user query tool used to create reports and downloadable files. It uses the data in the Operational Data Store (ODS).

Benefits/Capabilities

- Access and analyze data quickly
- View data in a familiar spreadsheet-style
- Prepare reports showing the results of your analysis
- Share data with other people, and in other applications (e.g. Microsoft Excel)

WHERE IS – ODS & DISCOVER PLUS



CAP campus Administrative Portal

Colorado State University

[HOME](#) | [CAMPUS REPORTING](#) | [RESEARCH](#) | [ETHORITY](#) | [ARIESWEB](#) | [LOGOUT](#)

[CAP Home](#)

[KFS Training](#)

Welcome to the Campus Administrative Portal (CAP) web page.

CAP is designed as an entry page to the administrative applications supported by the Information Systems Department.

All available applications are accessed using the region on the right side of the page. The "Quick Applications" provide single sign-on access. The "Links" require a second sign-on using your current application username and password. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related issues. For more information, please contact the Information Systems Department at 505-1615 - 16:15 Mon-Fri.

Regarding the CAP web pages. You can also send comments to the Information Systems Department.

https://secure.colostate.edu and select the CAP

use this page instead of the sign-on page.

Before you can
begin you need
access – Request an
ODS – Discoverer
Plus password from
IT Scheduling

CSU
A-Z
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Quick Applications for DALEATHE

[Human Resources](#)

[ARIES \(not ARIESweb\)](#)

[Discoverer Plus](#)

[Kuali Financial System \(KFS\)](#)

[CAP FAQs](#)

[Help Request or Feedback](#)

[FAMIS Self-Service](#)

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Links (require additional sign-on)

[Applications Manager](#)

[Vista Plus](#)

[Vista Plus Help Desk](#)

Non-production Applications

[TRAINING Kuali Financial System \(KFS\)](#)

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General Applications

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HOW DO I FIND WHAT I NEED AND
WHICH TABLE / REPORT CONTAINS THE
INFORMATION NEEDED





department of **INFORMATION SYSTEMS**

**Colorado
State
University**
Knowledge to Go Places

Our Department

Full Mission Statement
Organization Chart
Department Directory

Sections

Application Development
System Support

Resources

LAN Managers Information
ODS Data Warehouse
User Database Password Change
Security Forms

Application Links

Portal (RamPoint)
Campus Administrative Portal (CAP)

Finding Information

CSU A-Z
Search CSU
CSU Directory

Information Systems

We provide technology leadership, collaboration, best practices, innovative solutions and a commitment to excellence enabling the Colorado State University community to fulfill its mission and goals.

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OPERATIONAL DATA STORE (ODS) HOME

The ODS Data Warehouse contains University data from several sources. Refer to the ODS Data Warehouse Diagram to identify the data sources. These views are defined in the dictionary. Click on the subject area button for a list of views within that subject area then click on the view button to see a column listing.

[ODS Data Warehouse](#)

[ODS Data Warehouse Diagram](#)



department of
INFORMATION SYSTEMS

ODS SUBJECT AREAS

	Subject Area
<input type="checkbox"/>	ARVID
<input type="checkbox"/>	Accounts Receivable
<input type="checkbox"/>	Common
<input checked="" type="checkbox"/>	Finance
<input type="checkbox"/>	Financial Aid
<input type="checkbox"/>	Human Resources
<input type="checkbox"/>	RamCT
<input type="checkbox"/>	Student

Click on the + to view
the reports (tables)
available and a
description of the report

To see what fields are in the report click on the +

ARVID VIEWS

	Schema	View Name	Description
	ARVID	ASSET_COMPONENT	Reporting View - Capital Asset Com
	ARVID	ASSET_DETAIL	Reporting View - Capital Asset Deta
	ARVID	ASSET_PAYMENT	Reporting View - Capital Asset Paym
	ARVID	ASSET_WARRANTY	Reporting View - Capital Asset Warr
	ARVID	GL_BALANCE_SUMMARY_ADJ	Reporting view - GL_BALANCE_SUMMARY_ADJ
	ARVID	GL_ENTRY_ACTUAL	Reporting View - GL_ENTRY_ACT
	ARVID	GL_ENTRY	
	ARVID	GL_ENTRY	

FINANCE VIEWS

	Schema	View Name	Descr
	CSUKFS	CSUF_ACCOUNT_EXT	Base Table - Additional account attributes. These are CSU specific attributes.
	CSUKFS	CSUF_ACCOUNT_EXT_YR	Base Table - Additional account attributes. These are CSU specific attributes.
	CSUKFS	CSUF_ACCOUNT_MONTHLY_SNAP	Base Table -
	CSUKFS	CSUF_AJV	Reporting view.
	CSUKFS	CSUF_BCNSTR_GL	Budget Construction Summary at the Object Code Level.
	CSUKFS	CSUF_BC_EMPL_FND	Summary of Incumbent Funding Lines.
	CSUKFS	CSUF_CA_ACCOUNT	Base Table - Attributes associated with an account. These are the base attributes of the KFS.

ARVID views have been developed combining base table data into user friendly tables and the numbers are converted to show Debit and (Credits)

Useful Tip: ARVID user-friendly tables are recommended when using ACCESS

HOW DO I GET STARTED



Sign In

Enter ENAME and ePassword

ENAME

ePassword

OK

Cancel

[I forgot my ePassword](#)

Log in with your
eName and
ePassword, click ok

CSU
A-Z

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Resources

[Faculty Staff Resources](#)
[Colorado State Homepage](#)
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General Applications

[Help Desk](#)
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The "Help Request or Feedback" link can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related questions, suggestions or issues. The Help Desk is monitored from 7:45 - 16:15 Mon-Fri.

Please use the "Help Request or Feedback" link to provide feedback regarding the CAP web pages. You can also send email to is_help_admin@mail.colostate.edu. We welcome your comments.

To access the CAP web page from off campus, please use the URL <https://secure.colostate.edu> and select the CAP menu item.

To create CAP as a Favorite (Bookmark) for access from on campus, use this page instead of the sign-on page. From off campus you should bookmark <https://secure.colostate.edu>

Access Discoverer Plus by clicking on Discover Plus on the Campus Administrative Portal (CAP)

Quick Applications for DALEATHE

[Human Resources](#)[ARIES \(not ARIESweb\)](#)[Discoverer Plus](#)[Kuali Financial System \(KFS\)](#)[CAP FAQs](#)[Help Request or Feedback](#)[FAMIS Self-Service](#)[Time Clock](#)

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[Connect Directly](#)

Connect to OracleBI Discoverer

To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.

Choose Connection

Details		Connection ▾	Description	Update	Delete
▶ Show	BFS/CS				
▶ Show	Public IS ODS		Public connection to IS ODS		

Create Connection

Connect Directly

Enter your connection details below to connect directly to OracleBI Discoverer.

* Indicates required field.

Connect To

* User Name

* Password

* Database

End User Layer

Locale

Go

[Return to Top](#)

Create a Connection to the ODS System so that you do not need to log in each time

Create Connection

Use this page to enter the details of the connection that you wish to create. Choose a name that is easy to remember, followed by an optional description and locale.
Enter the account details for this connection before proceeding.

Cancel Apply Apply and Connect

Connection Details

* Indicates required field.

Connect To OracleBI Discoverer

* Name

Description

Locale Locale retrieved from browser

Name your connection something that is easy to remember. This connection is just for you.

Account Details

* User Name

* Password

* Database

odsprod

Complete your Account Details by completing the * items – Once completed be sure you ‘Apply’ the Create Connection

TIP You will be prompted to select an End User Layer and/or an Applications Responsibility if more than one exists.

Cancel Apply Apply and Connect

[Connect Directly](#)

Connect to OracleBI Discoverer

To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.

Choose Connection

Details	Connection ▾	Description
▶ Show	BFS/CS	
▶ Show	Public IS ODS	Public connection to IS ODS

Connect Directly

Enter your connection details below to connect directly to OracleBI Discoverer.

* Indicates required field.

Connect To OracleBI Discoverer ▾

* User Name

* Password

* Database

End User Layer

Locale Locale retrieved from browser ▾

Go

Use the Connection
you created (fill in
your information
once upon setup)
or
Connect Directly by
filling in each time:
your User Name,
Password, and
Data base: odsprod

Create Connection		
	Update	Delete

[Return to Top](#)

Getting Started

Workbook Wizard - Step 1 of 5: Create/Open Workbook

Connected to the Database: ODSPROD (EUL:ODS_BUSINESS_AREA_EUL)

What do you want to do?

☐ Open an existing workbook

Recently Used:

There are no recently used workbooks. [Browse...](#)

☒ Create a new workbook

Select the objects to display in the worksheet

☒ Title

☒ Page Items

☐ Crosstab

☒ Table

☒ Graph

Placement: [Graph below Table](#)

☒ Text Area

Example:

[Help](#) [Properties...](#) [Show SQL...](#) [« Back](#) [Next >](#) [Finish](#) [Cancel](#)

If you have already saved workbooks you would simply check ☐ Open an existing workbook

To create a new workbook – you would determine if you want a Title, Page Items, Crosstab, or Table, Graph, and Text

As this is a 'BASIC's Training - Let's go into a basic table with a title. Un-click the green check marks for the other items - then click on

[Next >](#)



Available Items:



Items Conditions Calculations

List: [dropdown]

Workbook Wizard – Step 2

Select Items

Suggestion: use the 'ARVID Views'
ARVID – Advanced Reporting Views in Discoverer

Click on the (+) next
to any folder to reveal
all the fields available

To add items to your worksheet, select them from the Available list and move them to the Selected list.

Available

Items Conditions Calculations

List: Financial Reporting

- + --- ARVID VIEWS---
- + Asset Component
- + Asset detail
- + Asset payment
- + Asset Warranty
- + GI Balance Summary Adj
 - + Univ fiscal yr
 - + Univ fiscal prd cd
 - + Univ Fiscal Prd Nm
 - + Org cd
 - + Org nm
 - + Fin coa cd
 - + Fin Coa Desc
 - + Account nbr
 - + Account nm
 - + Sub acct nbr
 - + Sub acct nm
 - + Fin object cd
 - + Fin obj cd nm
 - + Fin sub obj cd

Selected

New

Edit...

Show...

Delete

Help

Properties...

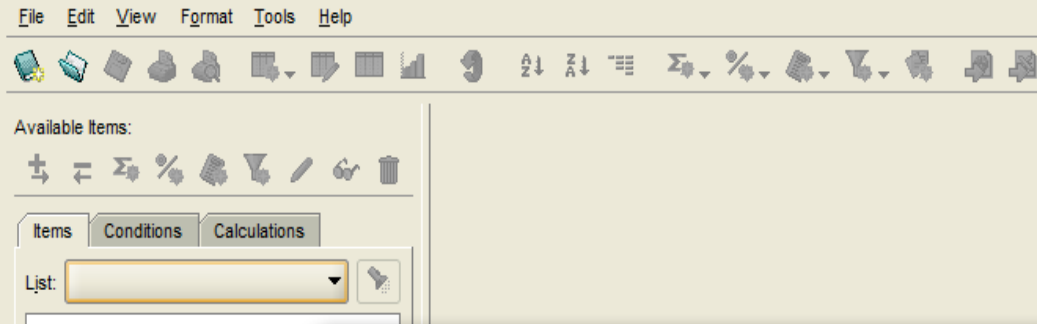
Show SQL...

< Back

Next >

Finish

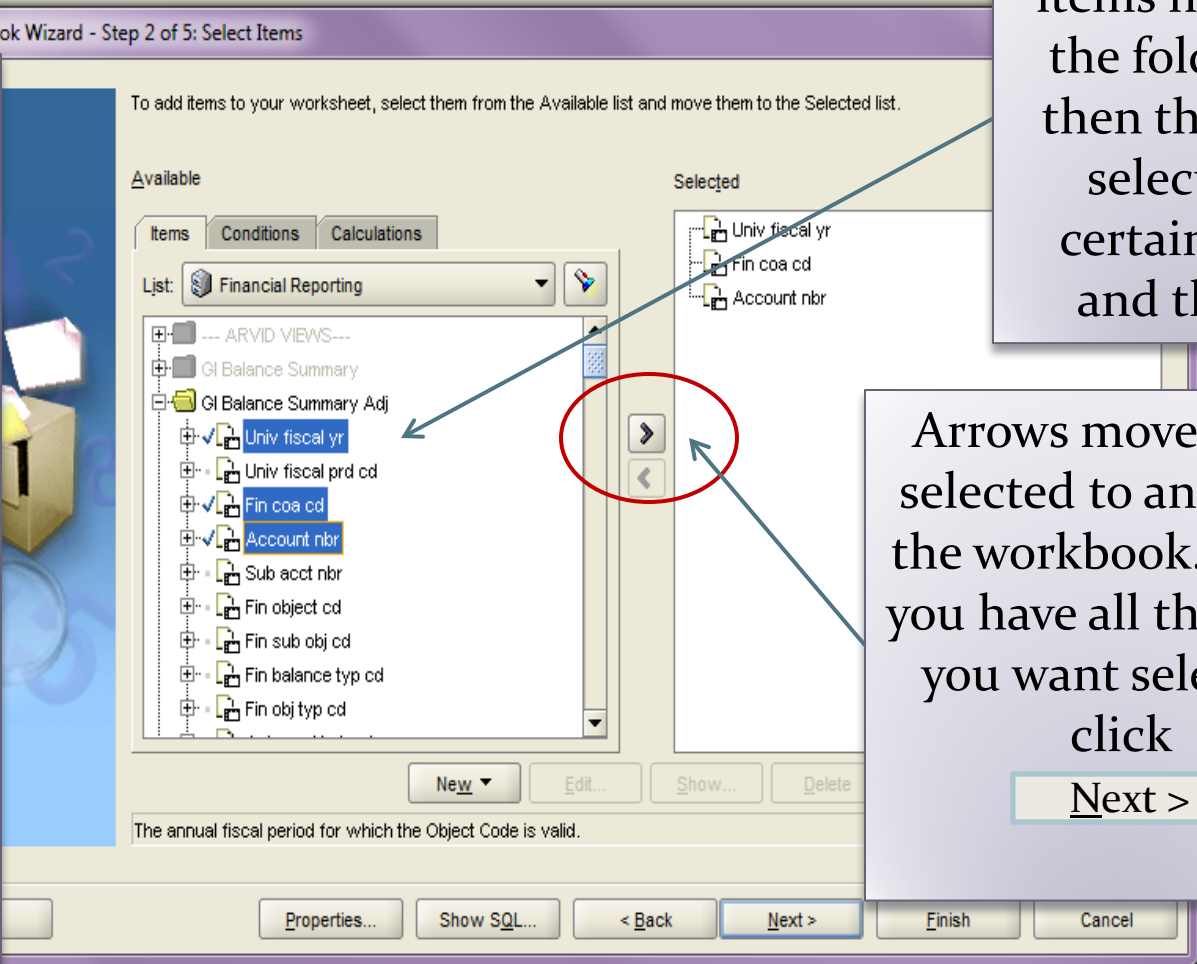
Cancel



Choosing your field(s)

To move ALL items highlight the folder and then the **>** or select only certain items and then **>**

Select the items you wish to have in the worksheet —
Hold down the CTRL key on your keyboard, highlight the items desired and send them to the workbook using the arrow.
You can also deselect items to take them off the worksheet



Arrows move items selected to and from the workbook. When you have all the items you want selected, click **Next >**



Available Items:

Items Conditions Calculations

List:

Workbook Wizard – Step 3 – Table Layout

Move the 'Fin Coa Cd' column before 'Univ Fiscal Yr'

By clicking on the column title 'Fin Coa Cd' and drag the column heading to the left side of 'Univ Fiscal Yr'

Workbook Wizard - Step 3 of 5: Table Layout

To change the layout of information in your worksheet, click and drag the column headings to the location you want. To change format settings, click the 'Properties...' button.

☐ Show Page Items ☐ Hide Duplicate Rows

	Univ fiscal yr	Fin coa cd	Account nbr	Account nm	Sub acct nbr	Sub acct nm
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Let's look at the details of the 'Properties...' button

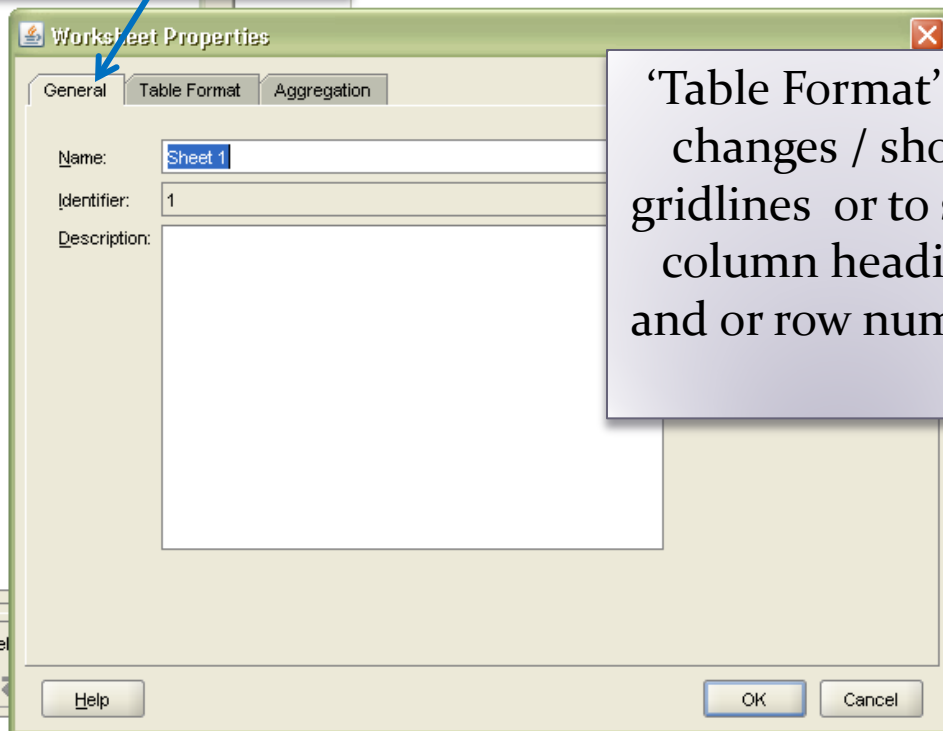
Help Properties... Show SQL... < Back Next > Finish Cancel

Worksheet Properties

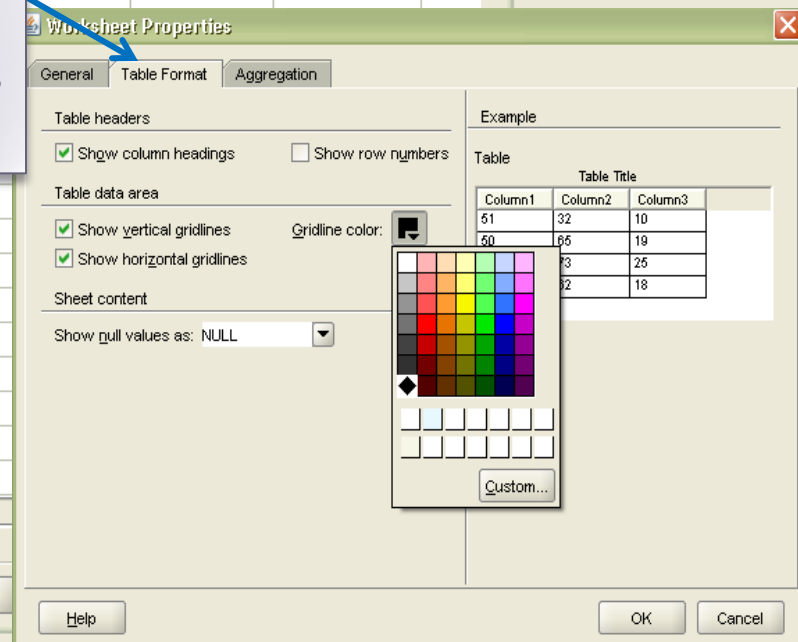
Worksheet Properties, General Tab use to Name the Worksheet

The properties of the worksheet can be changed and adjusted at any time – even after the workbook is saved.

‘Table Format’ tab changes / shows gridlines or to show column headings and or row numbers



Worksheet Properties dialog box, General tab. The Name field is set to 'Sheet 1', Identifier is '1', and Description is empty. The dialog has tabs for General, Table Format, and Aggregation. Buttons for Help, OK, and Cancel are at the bottom.



Worksheet Properties dialog box, Table Format tab. The Table headers section has 'Show column headings' checked and 'Show row numbers' unchecked. The Table data area has 'Show vertical gridlines' and 'Show horizontal gridlines' both checked. The Gridline color is set to black. The Sheet content section has 'Show null values as: NULL'. An example table is shown on the right. A color picker is open over the Gridline color field.

Table Title			
Column1	Column2	Column3	
51	32	10	
50	55	19	
53	25		
52	18		

Workbook Wizard – Step 4 Sort

Available Items:



Items Conditions Calculations

List:

Workbook Wizard - Step 4 of 5: Sort

Click Add and then select a column to sort. Select the Group sort type to hide repeated cell values in a column. Check Hidden to hide a sorted column in the worksheet.

	Column	Direction	Sort Type	Hidden
Sort by	Account nbr	Low to High	Normal	<input type="checkbox"/>

- Account nbr
- Account nm
- Acct ln amt SUM
- Fin coa cd
- Fin obj cd nm
- Fin object cd
- Univ fiscal yr

Buttons: Add, Delete, Move Up, Move Down, Format...

Buttons: Help, Properties..., Show SQL..., < Back, Next >, Finish, Cancel

Sort Options: Add, Delete, Move Up, Move Down, & Format. Once you have them listed above (added), you can re-arrange them by sort preference. Highlight the item and click either 'Move Up' or 'Move Down'

Move Down

Is unavailable as this is at the bottom already

To proceed to the next step in the Workbook Wizard click on

Next >

Workbook Wizard – Step 5 Parameters

File Edit View Format Tools Help



Available Items:



Items Conditions Calculations

List:

Empty list area for available items.

Selected Items:



Empty list area for selected items.

Workbook Wizard - Step 5 of 5: Parameters

Create a parameter to prompt users to select or type a value. Click New to create a new parameter. To change the current value of a parameter, select 'Parameter Values...' from the Tools menu.

Available parameters:

Empty area for available parameters.

New...

Edit...

Delete

Move Up

Move Down

To add a
parameter click
on 'New'

Click New to create a new parameter.

Parameters are the
selection criteria, such as
selecting one to all
departments, selecting on
certain accounts or
certain object codes, etc.

Parameters keep the data
set to just what you need,
not everything available.

Description

No description available

Help

Properties...

Show SQL...

< Back

Next >

Finish

Cancel

Create a New Parameter

Parameter: What do you want to see (account, object code, division, department)?

Condition: Do you want a single item, a range, and/or to exclude an item or a range of items



Step 5 of 5: Parameters

Let users to select or type a value. Click New to create a new parameter. To change the current value of a parameter, select 'Parameter Values...' from the Tools menu.

New Parameter

What do you want to name this parameter?

acct 1

Which item do you want to base this parameter on?

Account nbr

☒ Create condition with operator: =

Condition: > (Account nbr = :a

What prompt do you want to show

What description do you want to show

Do you want to allow different parameter values for each worksheet?

☐ Allow only one set of parameter values for all worksheets.

☒ Allow different parameter values for each worksheet.

Help

What properties do you want to give this parameter?

☒ Require users to enter a value

☒ Enable users to select multiple values

☐ Enable users to select either indexes or values

What default value do you want to give this parameter?

Value

Do you want to filter the list of values for this parameter?

☒ Show all available values

☐ Filter the list of values based on the selected conditions:

Allow different parameter values for each worksheet – You can have more than one worksheet in a workbook

New...

Edit...

Delete

Move Up

Move Down

Cancel

Selected Items:

**Description**

No description available

Help

Properties...

Show SQL...

< Back

Next >

Finish

Cancel

Most queries involve a range of information so you will want to have 'Enable users to select multiple values' checked

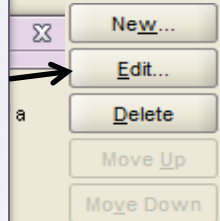
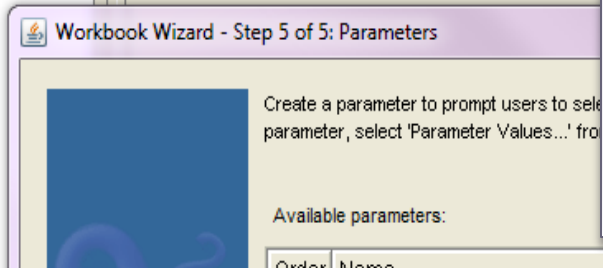
If you type in a default it will show on the users prompt at the end.

Click 'OK' when finished

No description available

Edit an existing Parameter

Once you have created a Parameter, you can edit by clicking on that Parameter and clicking 'Edit'

The image shows the 'Edit Parameter' dialog box. It has a title bar with a wizard icon and the text 'Edit Parameter'. The dialog is divided into two main sections. The left section contains the following fields: 'What do you want to name this parameter?' with the text 'acct`1' entered; 'This parameter is based on the item named:' with the text 'GI Entry Actual.Account nbr' entered; 'What prompt do you want to show for this parameter?' with the text 'Select one or more values for Account nbr:' entered; and 'What description do you want to show for this parameter?' with an empty text box. The right section contains the following options: 'What properties do you want to give this parameter?' with 'Require users to enter a value' and 'Enable users to select multiple values' checked, and 'Enable users to select either indexes or values' unchecked; 'What default value do you want to give this parameter?' with a 'Value' dropdown and an empty text box; and 'Do you want to filter the list of values for this parameter?' with a 'Show all available values' button. At the bottom of the dialog are 'Help', 'OK', and 'Cancel' buttons. A blue arrow points from the 'OK' button to a text box that says 'Click 'OK' when finished making changes'.

Click 'OK' when finished making changes

Click 'Finish' to Complete the Workbook Wizard

Help

Properties...

Show SQL...

< Back

Next >

Finish

Cancel

Entering Parameter Values

★ If you choose 'Require users to enter a value' when you set up your parameter this is the prompt they get before the query runs.

Double-click here to edit the title

Page Items:

Univ Fiscal Yr	Fin Coa Cd	Account Nbr	Account Nm	Sub Acct Nbr	Sub Acct Nm	Fin Object Cd	Fin Obj Cd Nm	Fin Sub Obj Cd	Fin Sub Obj Cd Nm	Fin Balance Typ
----------------	------------	-------------	------------	--------------	-------------	---------------	---------------	----------------	-------------------	-----------------

Edit Parameter Values

Select values for the following parameters:

Select one or more values for Account Nbr: 1308000*

Select one or more values for Account Nbr: 1308050*

Description

* indicates required field.

Help OK Cancel

Click on 'OK'

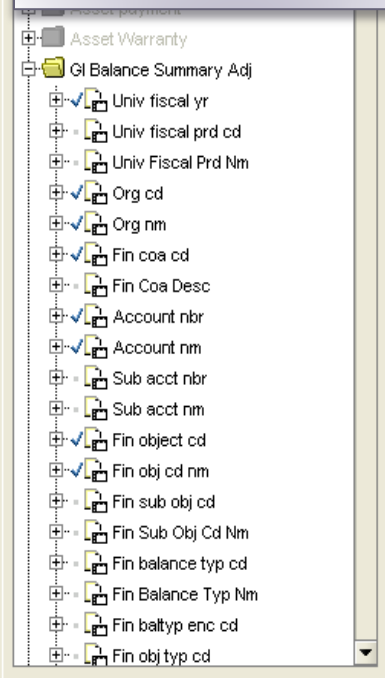


The data for this sheet has not yet been queried. Use the Refresh Sheet command in the Tools menu to run the query.

ONCE THE DATA IS IN A
WORKBOOK – HOW CAN IT BE
CHANGED, ADJUSTED, OR
CALCULATIONS ADDED?



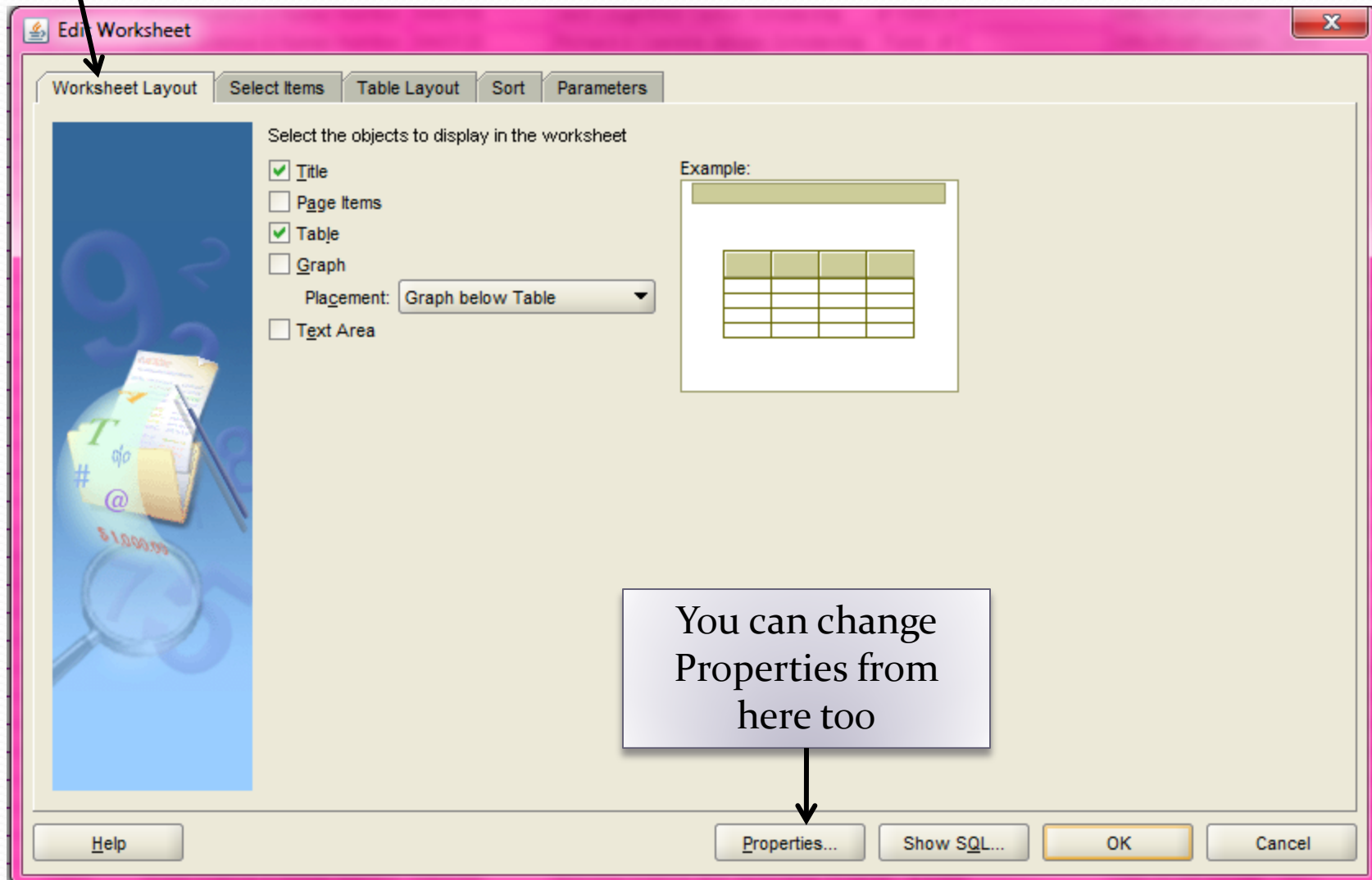
Once you have completed the Workbook Wizard you can add new, edit or delete any layout, item, condition, calculation, sort or parameter that is on your worksheet.



							- \$1,6
CO	1571	Food Science & Human Nutrition	5314190	Cooking With Kids: Integrating Classroom-Usda-Csre	4205	Grants & Contracts f	2010
CO	1571	Food Science & Human Nutrition	5314190	Cooking with Kids: Integrating Classroom		Grants & Contracts f	2010
CO	1571	Food Science & Human Nutrition	5314190	Cooking with Kids: Integrating Classroom		Grants & Contracts f	2011
CO	1571	Food Science & Human Nutrition	5314400	Food Friends And Fun Moves: A Program To-Usta-C		Grants & Contracts f	2010
CO	1571	Food Science & Human Nutrition	5314400	Food Friends and Fun Moves: A program to		Grants & Contracts f	2010
CO	1571	Food Science & Human Nutrition	5314400	Food Friends and Fun Moves: A program to		Grants & Contracts f	2011

You can change the
Worksheet Layout

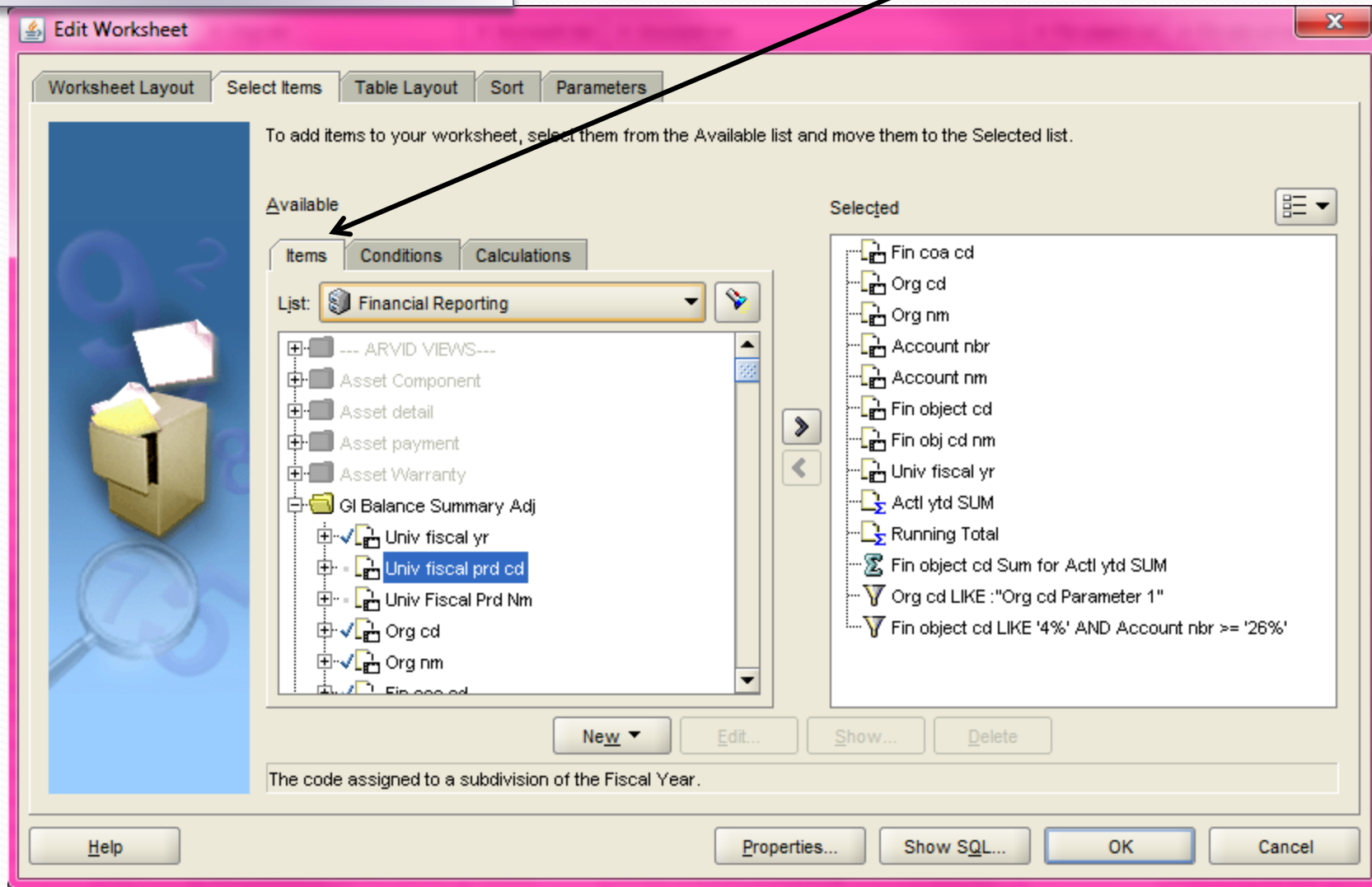
Edit Worksheet Layout and/or
Properties



You can change
Properties from
here too

Items with a blue ✓ are included on the worksheet you can remove it or add it, if it is unchecked

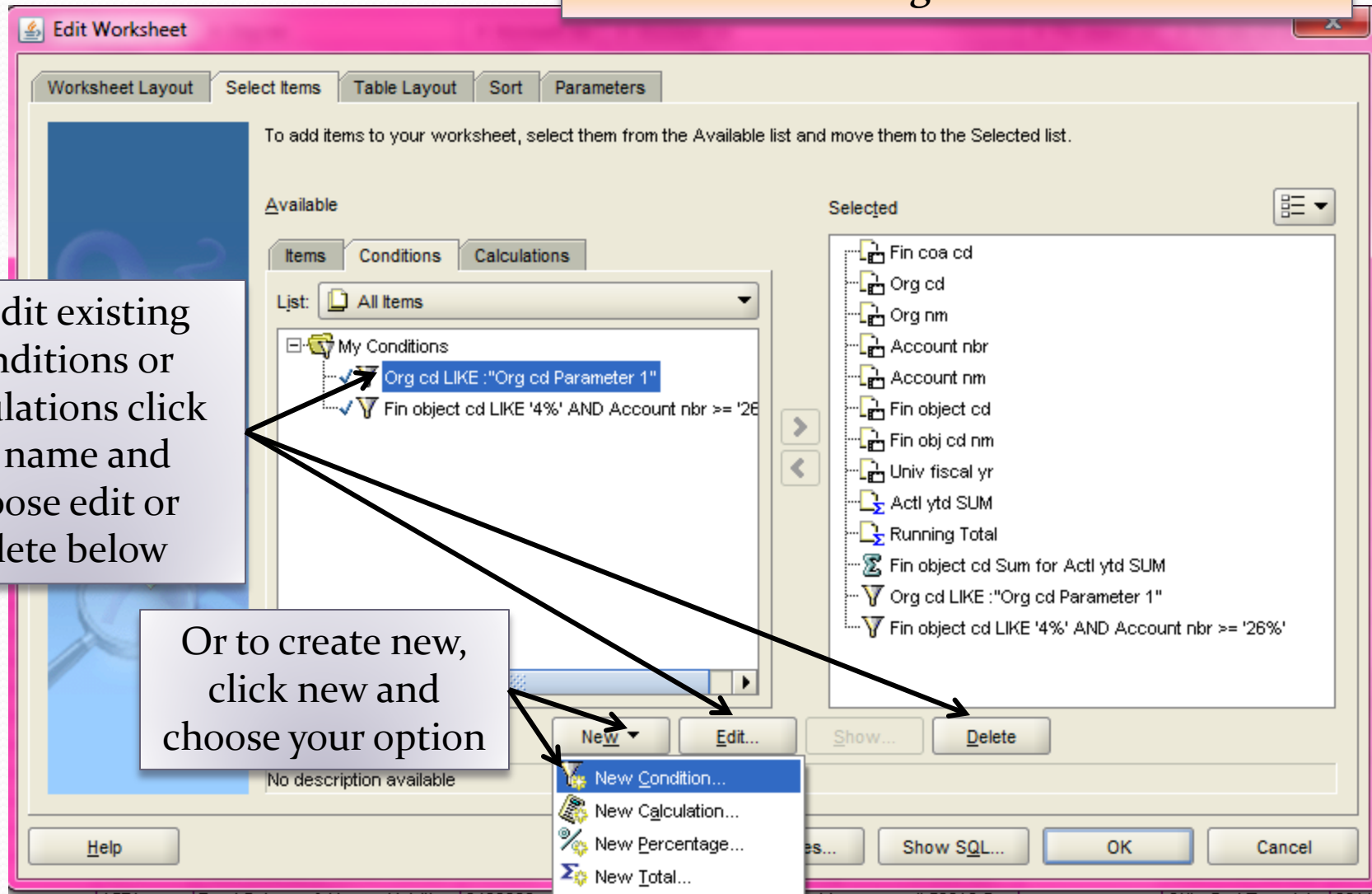
You can add new or remove the Selected Items



**You can add new, edit, remove or delete
Conditions, Calculations
Percentages and Totals**

To edit existing
conditions or
calculations click
on name and
choose edit or
delete below

Or to create new,
click new and
choose your option



Conditions

(Use conditions to retrieve more specific information)

Add a description to the condition: Obj Codes
6618 - 6621
Phone Charges

Type a name or
Generate a name for
the condition

My Conditions
✓ Account Nbr >= : "Account Nbr Para
✓ Account Nbr <= : "Account Nbr Para

Univ Fin: New Condition

What would you like to name your condition?

((Fin Object Cd >= '6618') OR (Fin Object Cd <= '6621'))

☒ Generate name automatically

What description would you like to give your condition?

Formula

Click one of the Insert buttons to create new items or conditions. Shift-click to select multiple items, or drag items to reorder.

Group	Item	Condition	Values
	Csuf GI Entry Actual.Fin Object Cd	>=	'6618'
OR	Csuf GI Entry Actual.Fin Object Cd	<=	'6621'

Insert

New Item

And

Or

Delete

Undo

((Fin Object Cd >= '6618') OR (Fin Object Cd <= '6621'))

ed in the workbook 'Workbook 1'.

OK

Cancel

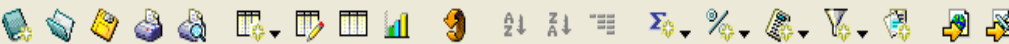
If your condition includes a range or multiple values, click on 'Advanced' and choose an option from the 'Insert' menu

You can always, remove, edit or delete a condition by right clicking on the condition name or using the 'Edit Worksheet' icon

Remember...

Removing from Worksheet allows you to keep the condition and choose to use it again, **DELETE**, removes it from your worksheet.

Click OK to continue



Agency FB 8 B i U [text alignment icons]

Available Items:



Items Conditions Calculations

List: All Items

- My Calculations
 - Running Total
- My Percentages
- My Totals
 - Fin object cd Sum for Actl ytd SUM

Selected Items:



Fin coa cd

Totals
Use "Totals" to get the sums, averages, counts, etc from the data

Fin coa cd	Org cd	Org nm	Account nbr	Account nm	Fin object cd	Fin obj cd nm	Univ fiscal yr	Ac
CO	1571	Food Science & Human Nutrition	6440700	Jack Lough/Dick Carlton Scholarship - # 15993,4	4105	Gifts-Prvt/Foundatn	2010	
CO	1571	Food Science & Human Nutrition	6440700	Jack Lough/Dick Carlton Scholarship - # 15993,4		Gifts-Prvt/Foundatn	2011	

New Total

Which item would you like to create a total on?

Actl ytd SUM

What kind of total do you want?

f(x) Sum

Adds all the values, then applies the calculation to the result.

Where would you like your total to be shown?

☒ Grand total at bottom

☐ Subtotal at each change in:

All Group Sorted Items

☐ Don't display total for a single row

Do you want to calculate totals within each page?

☒ Calculate totals within each page.

☐ Calculate totals across all pages.

Help

OK Cancel

Example

	M1	M2	n1	n2
1	AA	aa1	10	10
2		aa2	10	10
3	BB	bb1	10	10
4		bb2	10	10
5				40

The example above shows a Sum total calculated from sample data.

What label do you want to be shown?

Sum

☒ Generate label automatically

Format Heading... Format Data...

You can Grand total at bottom, or group your data

You can format data

CO	1571	Food Science & Human Nutrition	6469220	Kendall Graduate Scholarship - # 50213,5		Gifts-Prvt/Foundatn	2010	
CO	1571	Food Science & Human Nutrition	6469220	Kendall Graduate Scholarship - # 50213,5		Gifts-Prvt/Foundatn	2011	
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundatn	2010	
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundatn	2011	
CO	1571	Food Science & Human Nutrition	5314190	Cooking With Kids: Integrating Classroom-Usda-Csre	4205	Grants & Contracts	2010	

Note that you can only create a percentage on a data point, no text fields.

Calculate percentage as Grand total or subtotal at each change in a certain field

You can
format and
label the
data

The example above shows a percentage sample data with both totals shown.

Which totals do you want to be shown?

☒ Show grand total and grand total per

Label: Percent

Format Data...

[Help](#)

OK

Cancel

Selected Items:

Fin coa cd

Fin coa cd	Org cd	Org nm	Accou
CO	1574	Food Science & Human Nutrition	6140700

	► Fin object cd	► Fin obj cd nm	► Univ fiscal yr	► Ac
15003.4	4105	Gifts, Prnt/Foundatn	2010	

	M1	M2	n	%
	AA	aa1	30	30%
2		aa2	20	20%
3	BB	bb1	30	30%
4		bb2	20	20%
5				100%

CO	1571	Food Science & Human Nutrition	6469220	Kendall Graduate Scholarship - # 50213,5		Gifts-Prvt/Foundation	2011	
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundation	2010	
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundation	2011	
								-\$1,6
CO	1571	Food Science & Human Nutrition	5314190	Cooking With Kids: Integrating Classroom-Urba-Csr	4205	Grants & Contracts	2010	

You can change the Table Layout

Click on a heading and drag to new location

Edit Worksheet

Worksheet Layout | Select Items | **Table Layout** | Sort | Parameters

To change the layout of information in your worksheet, click and drag the column headings to the location you want. To change format settings, click the 'Properties...' button.

☐ Show Page Items ☐ Hide Duplicate Rows

	Fin coa cd	Org cd	Org nm	Account nbr	Account nm	Fin object cd	Fin obj cd nm	Univ fiscal yr	Actl ytd
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

Help **Properties...** **Show SQL...** **OK** **Cancel**

Add, Delete, Move or Format a Sort Option

Edit Worksheet

Worksheet Layout | Select Items | Table Layout | **Sort** | Parameters

Click Add and then select a column to sort. Select the Group sort type to hide repeated cell values in a column. Check Hidden to hide a sorted column in the worksheet.

	Column	Direction	Sort Type	Hidden
Sort by	Fin object cd	Low to High	Group Sort	<input type="checkbox"/>
then by	Account nbr	Low to High	Normal	<input type="checkbox"/>

Buttons: Add, Delete, Move Up, Move Down, Format...

Format Data

Format | Text | **Breaks**

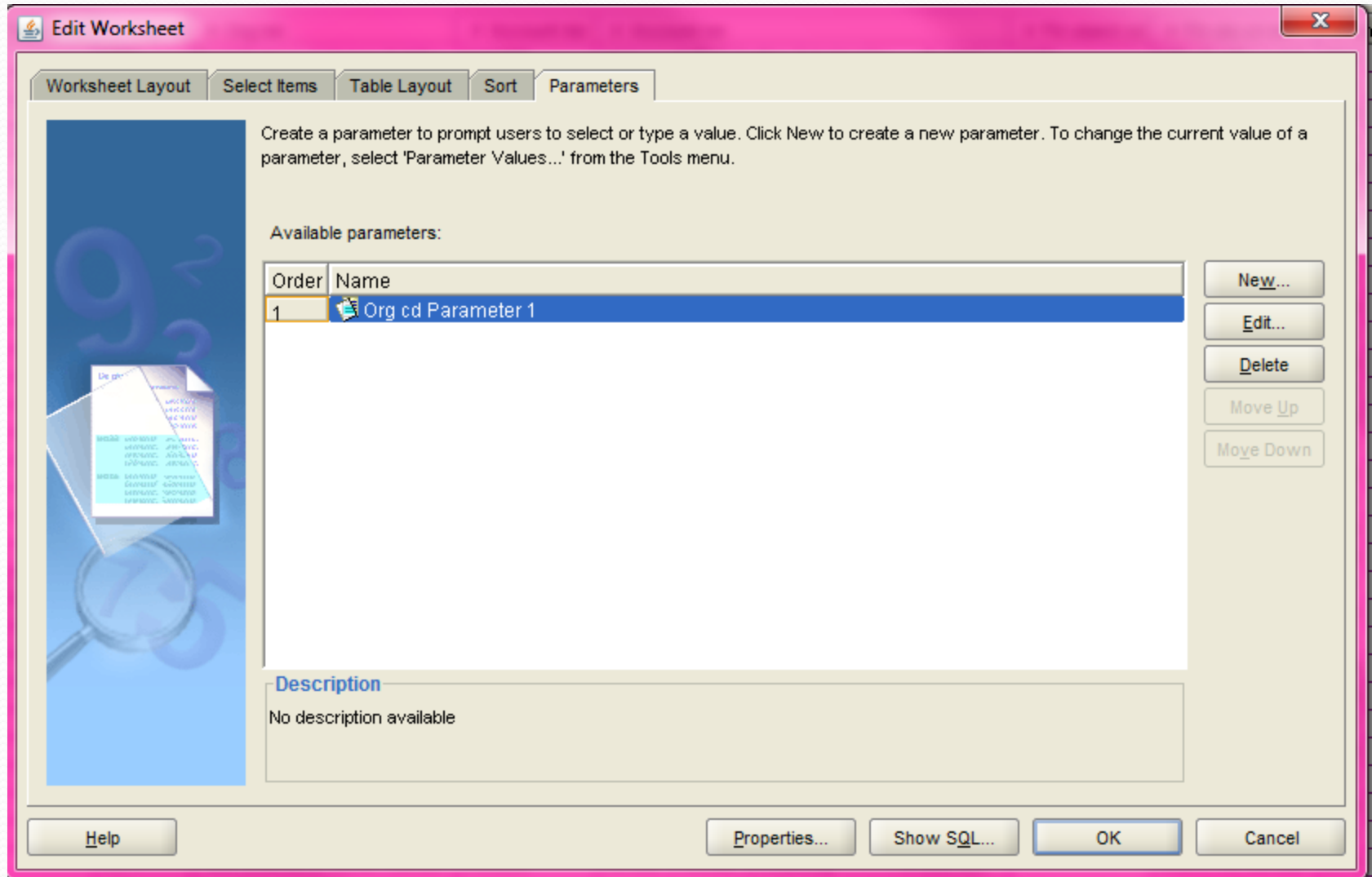
When item is group sorted, at each change in value:

Insert: ☐ Line ☐ Blank Row ☐ Page Break

Buttons: Help, OK, Cancel

1571	Food Science & Human Nutrition	6469220	Kendall Graduate Scholarship
1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology
1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology
1571	Food Science & Human Nutrition	5314190	Cooking With Kids: Integrating Cla
1571	Food Science & Human Nutrition	5314190	Cooking with Kids: Integrating Cla
1571	Food Science & Human Nutrition	5314190	Cooking with Kids: Integrating Cla
1571	Food Science & Human Nutrition	5314400	Food Friends And Fun Moves: A F
1571	Food Science & Human Nutrition	5314400	Food Friends and Fun Moves: A F
1571	Food Science & Human Nutrition	5314400	Food Friends and Fun Moves: A F

Add, Edit or Delete a Parameter



Useful Tips

Available Items:

Items Conditions Calculations

List: All Items

- My Calculations
- My Percentages
- My Totals
- Fin Object Cd Sum for Trn Ldgr Entr

If something seems amiss...you may need to refresh your query.

★ You can always, remove or delete a selected item, condition, calculation, percentage, or total by right clicking on the calculation name or using the icons above.

Remember...

Removing from Worksheet allows you to keep the calculation and choose to use it again, **DELETE**, removes it **PERMANENTLY** from your worksheet.

Double-click here to edit the title

act Nbr	Fin Object	Typ Cd	Fs Origin Cd	Fdoc Nbr	Trn Ent	Fin Obj Typ Cd	Trn Ldgr Entr Desc	Trn Ldgr Entr Amt SUM	Trn Debit Crrt Cd
6618			T1	TEL07240900338	1	EX	CELL PHONE SERVICE	100.79	D
			T1	TEL08250900334	1	EX	CELL PHONE SERVICE	100.79	D
			T1	TEL10300900319	1	EX	CELL PHONE SERVICE	216.15	D
			T1	TEL11250900321	1	EX	CELL PHONE SERVICE	88.99	D
			T1	TEL12290900317	1	EX	CELL PHONE SERVICE	100.74	D
			T1	TEL01281000324	1	EX	CELL PHONE SERVICE	100.89	D
			T1	TEL07240900341	1	EX	CELL PHONE SERVICE	103.49	D
			T1	TEL08250900337	1	EX	CELL PHONE SERVICE	73.41	D
			T1	TEL10300900322	1	EX	CELL PHONE SERVICE	140.56	D
	---	AC 05	CLTR	TEL11250900324	1	EX	CELL PHONE SERVICE	29.21	D
	---	AC 06	CLTR	TEL12290900321	1	EX	CELL PHONE SERVICE	38.42	D
	---	AC 07	CLTR	TEL01281000330	1	EX	CELL PHONE SERVICE	39.28	D
	---	AC 01	CLTR	TEL07240900349	1	EX	CELL PHONE SERVICE	95.66	D
	---	AC 02	CLTR	TEL08250900343	1	EX	CELL PHONE SERVICE	76.53	D
			CLTR	TEL10300900328	1	EX	CELL PHONE SERVICE	178.50	D
			CLTR	TEL11250900331	1	EX	CELL PHONE SERVICE	55.52	D
			CLTR	TEL12290900327	1	EX	CELL PHONE SERVICE	76.47	D
			CLTR	TEL01281000336	1	EX	CELL PHONE SERVICE	76.65	D
			CLTR	TEL07240900357	1	EX	CELL PHONE SERVICE	586.29	D
			CLTR	TEL08250900351	1	EX	CELL PHONE SERVICE	297.85	D
			CLTR	TEL10300900336	1	EX	CELL PHONE SERVICE	580.22	D
			CLTR	TEL11250900339	1	EX	CELL PHONE SERVICE	263.21	D
			CLTR	TEL12290900335	1	EX	CELL PHONE SERVICE	284.47	D
			CLTR	TEL01281000344	1	EX	CELL PHONE SERVICE	278.54	D
			CLTR	TEL01281000349	1	EX	CELL PHONE SERVICE	137.78	D
			CLTR	TEL12290900340	1	EX	CELL PHONE SERVICE	137.44	D
			CLTR	TEL11250900344	1	EX	CELL PHONE SERVICE	101.85	D
			CLTR	TEL10300900342	1	EX	CELL PHONE SERVICE	322.94	D
			CLTR	TEL08250900357	1	EX	CELL PHONE SERVICE	137.55	D
			CLTR	TEL07240900362	1	EX	CELL PHONE SERVICE	137.55	D
							Sum: 4957.74		
			CLTR	TEL12290900320	1	EX	VOICE MAIL	24.00	D
			CLTR	TEL12290900319	1	EX	LABOR	56.00	D
			CLTR	TEL12290900316	1	EX	BASIC SERVICE	209.95	D
			DVCA	502025	1	EX	AT&am&am&am&TMe	308.17	D
			CLTR	TEL11250900323	1	EX	VOICE MAIL	24.00	D
			CLTR	TEL11250900320	1	EX	BASIC SERVICE	209.95	D
			DVCA	451878	1	EX	AT and T Mobility bill/De	267.58	D
			DVCA	429062	1	EX	AT &am& T Mobility	338.22	D
			CLTR	TEL10300900321	1	EX	VOICE MAIL	24.00	D

Selected Item

- Univ
- Fin
- Acc
- Sub
- Fin
- Fin
- Fin
- Univ Fiscal Prd Cd

Double-click here to edit the title

Double-click to bring up edit Title box

- Univ Fiscal Yr
- Fin Coa Cd
- Account Nbr
- Sub Acct Nbr
- Fin Object Cd
- Fin Sub Obj Cd
- Fin Balance Typ Cd
- Univ Fiscal Prd Cd

Type the worksheet title into the area below. Click 'Insert' to add special text codes.

Font: Dialog Size: 16 Color: Background Color:

B *I* U [List of bullet points]

Title: Accounts 1308000 - 1308000 Phone Expenses

Insert

- Workbook Name
- Sheet Name
- Date
- Time
- Page Number
- Conditions

Help OK Cancel

Different options you can insert

Click here to bring up edit title box

Type the worksheet title into the area below. Click 'Insert' to add special text codes.

Font: Dialog Size: 16 Color: [Blue] Background Color: [White]

Title:

Title: Accounts 1308000 - 1308000
Phone Expenses

Insert

- Workbook Name
- Sheet Name
- Date
- Time
- Page Number
- Conditions

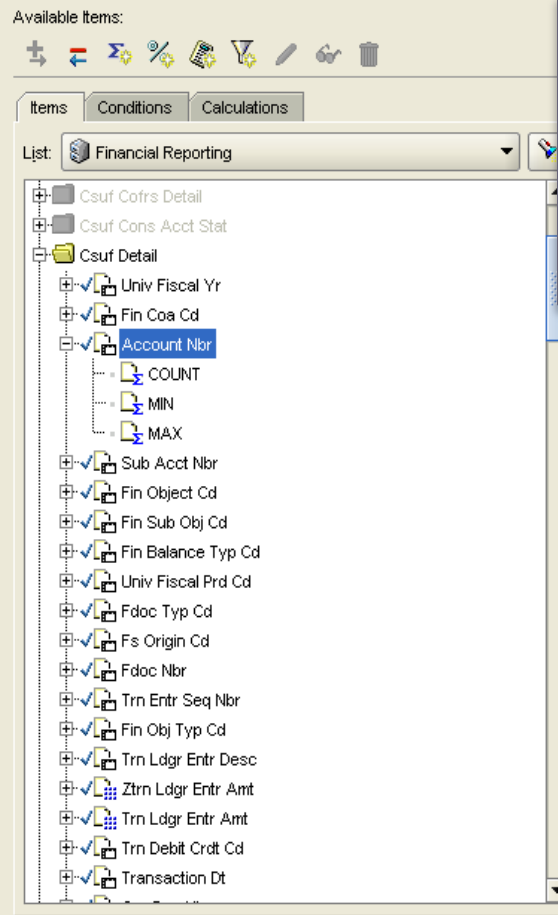
Help OK Cancel

Trn Enr	Fin Obj Typ Cd	Trn Ldgr	Entr Desc	Trn Ldgr	Entr Amt SUM	Trn Debit Crrt Cd
6618			CELL PHONE SERVICE		100.79	D
			CELL PHONE SERVICE		100.79	D
			CELL PHONE SERVICE		216.15	D
			CELL PHONE SERVICE		88.99	D
			CELL PHONE SERVICE		100.74	D
			CELL PHONE SERVICE		100.89	D
			CELL PHONE SERVICE		103.49	D
					41	D
					56	D
					21	D
					42	D
					28	D
			CELL PHONE SERVICE		95.66	D
			CELL PHONE SERVICE		76.53	D
			CELL PHONE SERVICE		178.50	D
			CELL PHONE SERVICE		55.52	D
			CELL PHONE SERVICE		76.47	D
			CELL PHONE SERVICE		76.65	D
			CELL PHONE SERVICE		586.29	D
			CELL PHONE SERVICE		297.85	D
			CELL PHONE SERVICE		580.22	D
			CELL PHONE SERVICE		263.21	D
			CELL PHONE SERVICE		284.47	D
			CELL PHONE SERVICE		278.54	D
			CELL PHONE SERVICE		137.78	D
			CELL PHONE SERVICE		137.44	D
			CELL PHONE SERVICE		101.85	D
			CELL PHONE SERVICE		322.94	D
			CELL PHONE SERVICE		137.55	D
			CELL PHONE SERVICE		137.55	D
					Sum: 4957.74	
6619			VOICE MAIL		24.00	D
			LABOR		56.00	D
			BASIC SERVICE		209.95	D
			AT&M;T Mobility bill/De		308.17	D
			VOICE MAIL		24.00	D
			BASIC SERVICE		209.95	D
			AT and T Mobility bill/De		267.58	D
			AT &M;T Mobility		338.22	D
			VOICE MAIL		24.00	D

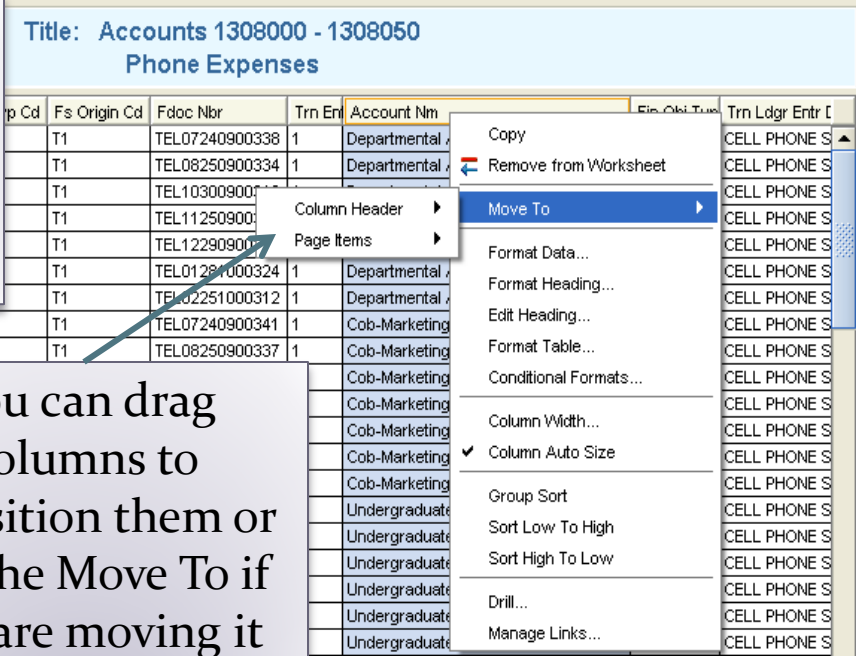
Different options you can insert



Column Formatting or Moving

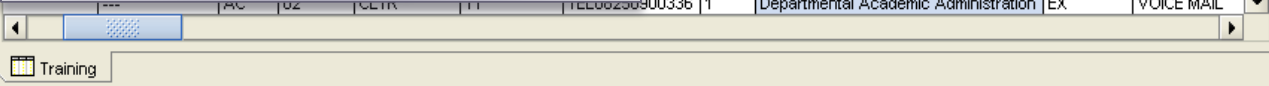
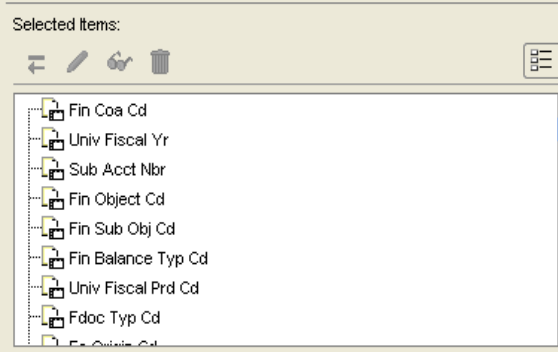


Right click in a column heading and the available action options are listed



You can drag columns to reposition them or use the Move To if you are moving it several columns

Remember you can also use the items in the tool bar above, such as highlighting a column and choosing "Left Align" or Center Align"



Stoplight Formatting

Title: Accounts 1308000 - 1308050
Phone Expenses

Fin Object Cd	Fin Sub Obj Cd	Fin Bal	Univ Fisci	Fdoc Typ Cd	Fs Origin Cd	Fdoc Nbr	Trn Ent	Fin Obj Typ Cd	Trn Ldgr Entr Desc	Trn Ldgr Entr Amt SUM	Trn Debit Crdt Cd	Trn Dt
6618	---								CELL PHONE SERVICE	103.49	D	24-JUL
	---								CELL PHONE SERVICE	73.41	D	25-AUG
	---								CELL PHONE SERVICE	140.56	D	30-OCT
	---								CELL PHONE SERVICE	29.21	D	25-NOV
	---								CELL PHONE SERVICE	38.42	D	29-DEC
	---								CELL PHONE SERVICE	39.28	D	28-JAN
	---								CELL PHONE SERVICE	95.66	D	24-JUL
	---								CELL PHONE SERVICE	76.53	D	25-AUG
	---								CELL PHONE SERVICE	178.50	D	30-OCT
	---								CELL PHONE SERVICE	55.52	D	25-NOV
	---								CELL PHONE SERVICE	76.47	D	29-DEC
	---								CELL PHONE SERVICE	76.65	D	28-JAN
	---								CELL PHONE SERVICE	137.78	D	28-JAN
	---								CELL PHONE SERVICE	137.44	D	29-DEC
	---								CELL PHONE SERVICE	101.85	D	25-NOV
	---								CELL PHONE SERVICE	322.94	D	30-OCT
	---								CELL PHONE SERVICE	137.55	D	25-AUG
	---								CELL PHONE SERVICE	137.55	D	24-JUL
	---								CELL PHONE SERVICE	586.29	D	24-JUL
	---								CELL PHONE SERVICE	297.85	D	25-AUG
	---								CELL PHONE SERVICE	580.22	D	30-OCT
	---								CELL PHONE SERVICE	263.21	D	25-NOV
	---								CELL PHONE SERVICE	284.47	D	29-DEC
	---								CELL PHONE SERVICE	278.54	D	28-JAN
	---	AC	07	CLTR	T1	TEL01281000324	1	EX	CELL PHONE SERVICE	100.89	D	28-JAN
	---	AC	06	CLTR	T1	TEL12290900317	1	EX	CELL PHONE SERVICE	100.74	D	29-DEC
	---	AC	05	CLTR	T1	TEL11250900321	1	EX	CELL PHONE SERVICE	88.99	D	25-NOV
	---	AC	04	CLTR	T1							30-OCT
	---	AC	02	CLTR	T1							25-AUG
	---	AC	01	CLTR	T1							24-JUL
6619	---	AC	01	CLTR	T1							24-JUL
	---	AC	01	CLTR	T1							24-JUL
	---	AC	02	CLTR	T1							25-AUG
	---	AC	02	CLTR	T1							25-AUG
	---	AC	04	CLTR	T1	TEL10080900299	1	EX	BASIC SERVICE	49.24	D	08-OCT
	---	AC	04	CLTR	T1	TEL10080900301	1	EX	VOICE MAIL	9.00	D	08-OCT
	---	AC	04	CLTR	T1	TEL10300900331	1	EX	BASIC SERVICE	49.24	D	30-OCT
	---	AC	04	CLTR	T1	TEL10300900333	1	EX	VOICE MAIL	9.00	D	30-OCT
	---	AC	05	CLTR	T1	TEL11250900334	1	EX	BASIC SERVICE	49.24	D	25-NOV

New Stoplight Format

What would you like to name your stoplight format?

☒ Generate name automatically

Which data point would you like to format?

Trn Ldgr Entr Amt SUM

What are the thresholds for unacceptable and desirable data ranges?

Unacceptable:

Acceptable: Between Unacceptable and Desirable

Desirable: [Edit Colors...](#)

☐ Hide data values for stoplight formats

Description:

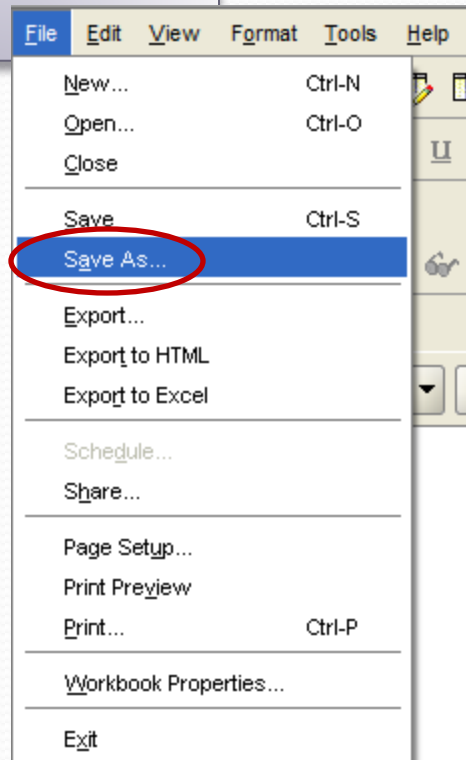
[Help](#) [OK](#) [Cancel](#)

The Stoplight format allows you to color code various ranges in your worksheet

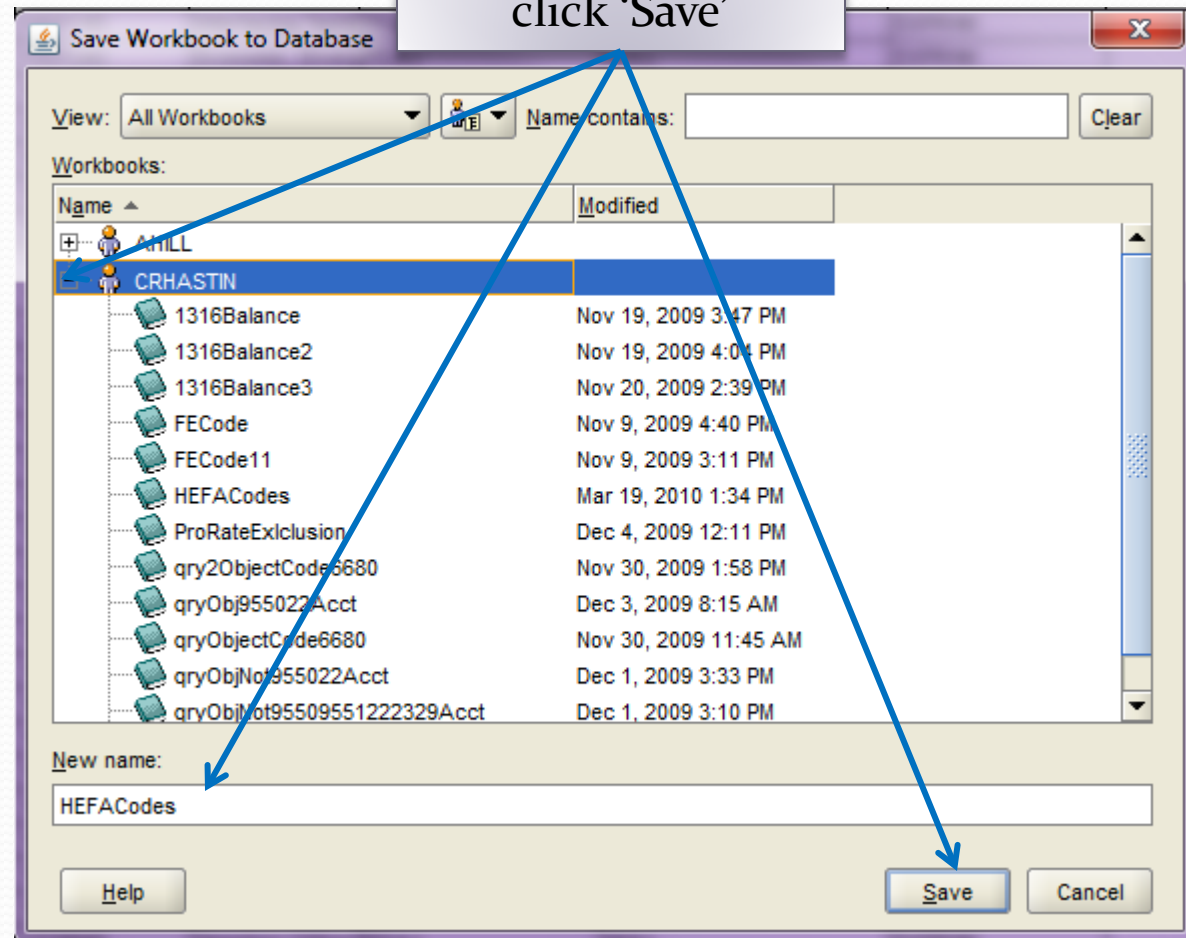
The Stoplight format allows you to color code various ranges in your worksheet

File Save As

Under 'File', choose
'Save As...'



Click (+) sign next
to your name, give
the file a name, and
click 'Save'



File Export – Step 1

New... Ctrl-N
Open... Ctrl-O
Close

Save Ctrl-S
Save As...

Export...
Export to HTML
Export to Excel

Schedule...

Share...

Page

Print...
Print...

Workb...

Exit

*Useful Tip: avoid the temptation to use the **Export to Excel** button in the Oracle Discoverer toolbar. This does NOT give you the option to specify the directory to which you wish to save your file.*

Title: Accounts 1308000 - 1308050
Phone Expenses

If you have more than one worksheet in a workbook, you can choose to export entire workbook, or just the current displayed worksheet.

Export - Step 1 of 3: Select

What do you want to export?

☐ Entire workbook

☒ Current worksheet

☒ Table ☐ Graph

Click

Next >

Help

< Back

Next >

Finish

Cancel

Fin Object Cd	Fin Sub Obj Cd	Fin Bal	Univ Fisc	Fdoc Typ Cd	Fs Origin Cd	F
6618	---	AC	01	CLTR	T1	TE
---	---	AC	02	CLTR	T1	TE
---	---	AC	04	CLTR	T1	TE
---	---	AC	05	CLTR	T1	TE
---	---	AC	06	CLTR	T1	TE

---	---	AC	04	CLTR	T1	TEL10080900301	1	EX	VOICE MAIL	9.00	D	24-JUL
---	---	AC	04	CLTR	T1	TEL10300900331	1	EX	BASIC SERVICE	49.24	D	25-AUG
---	---	AC	04	CLTR	T1	TEL10300900333	1	EX	VOICE MAIL	9.00	D	30-OCT
---	---	AC	05	CLTR	T1	TEL11250900334	1	EX	BASIC SERVICE	49.24	D	25-NOV

Training

Export – Step 2

1. Choose the format

Export - Step 2 of 3: Format and Name

What export format do you want to use?

Table: Microsoft Excel Workbook (*.xls)
Where do you want to save the file? Microsoft Excel Workbook with PivotTable (*.xls)
Destination: Portable Document Format (*.pdf)
What do you want to name the file? Hyper-Text Markup Language (*.htm)
Name: Text (Tab delimited) (*.txt)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Oracle Reports (*.xml)

2. Choose the destination of the export and the name of the file

Export - Step 2 of 3: Format and Name

What export format do you want to use?

Table: Microsoft Excel Workbook (*.xls)

Where do you want to save the file?

Destination: C:\Users\Default

What do you want to name the file?

Name: HEFACodes

Click

Next >

Help

< Back

Next >

Finish

Cancel

Export – Step 3

If you set up parameters in your workbook, you will see this as your step 3.

Export - Step 3 of 4: Edit Parameter Values

Please select values for the following parameters for 'Sheet 1':

Select values for the following parameters:

Select one or more values for Account nbr*: '13%'

Description

Use % as a wildcard

* indicates required field.

Click

Next >

Help

< Back

Next >

Finish

Cancel

---	AC	02	CLTR	T1	TEL08250900346	1	EX	BASIC SERVICE	49.24	D	25-A
---	AC	02	CLTR	T1	TEL08250900348	1	EX	VOICE MAIL	9.00	D	25-A
---	AC	04	CLTR	T1	TEL10080900299	1	EX	BASIC SERVICE	49.24	D	08-O
---	AC	04	CLTR	T1	TEL10080900301	1	EX	VOICE MAIL	9.00	D	08-O
---	AC	04	CLTR	T1	TEL10300900331	1	EX	BASIC SERVICE	49.24	D	30-O
---	AC	04	CLTR	T1	TEL10300900333	1	EX	VOICE MAIL	9.00	D	30-O
---	AC	05	CLTR	T1	TEL11250900334	1	EX	BASIC SERVICE	49.24	D	25-N

Training

Export – Step 3 (or 4 depending on previous step)

Choose supervised or unsupervised export process.
Always opt for supervised as this allows you see if there are any problems encountered while exporting the results

Export - Step 3 of 3: Supervise

Do you want to supervise the export process?

☒ Supervised

You will be asked to resolve any issues that occur during the export process.

☐ Unsupervised

Discoverer will automatically run all queries before worksheets are exported and will ignore all alert messages.

☒ Skip sheets with long running queries

Click

Finish

Help

< Back

Next >

Finish

Cancel

- New... Ctrl-N
- Open... Ctrl-O
- Close
- Save Ctrl-S
- Save As...
- Export...**
- Export to HTML
- Export to Excel
- Schedule...
- Share...
- Page Setup...
- Print Preview
- Print... Ctrl-P
- Workbook Properties...
- Exit

- MAX
- Sub Acct Nbr
- Fin Object Cd
- Fin Sub Obj Cd
- Fin Balance Typ Cd
- Univ Fiscal Prd Cd
- Fdoc Typ Cd
- Fs Origin Cd
- Fdoc Nbr
- Trn Entr Seq Nbr
- Fin Obj Typ Cd
- Trn Ldgr Entr Desc
- Ztrn Ldgr Entr Amt
- Trn Ldgr Entr Amt
- Trn Debit Crdt Cd

Selected items:



- Univ Fiscal Yr
- Fin Coa Cd
- Sub Acct Nbr
- Fin Object Cd
- Fin Sub Obj Cd
- Fin Balance Typ Cd
- Univ Fiscal Prd Cd
- Fdoc Typ Cd



Export – Finish

Export Log – Successful or Unsuccessful

Export Log

Export complete

Files exported to: C:\Users\crhastin\Documents


Sheet Name	File Name	Status
Sheet 1	HEFACodes.xls	Sheet exported success...

☒ Open the first exported sheet

Help OK

Click OK

Export Log – Successful or Unsuccessful

 **Export Log**

Export complete

Files exported to: C:\Users\crhastin\Documents

Sheet Name	File Name	Status
Sheet 1	HEFACodes.xls	Sheet exported success...

☒ Open the first exported sheet

Help

OK

Click

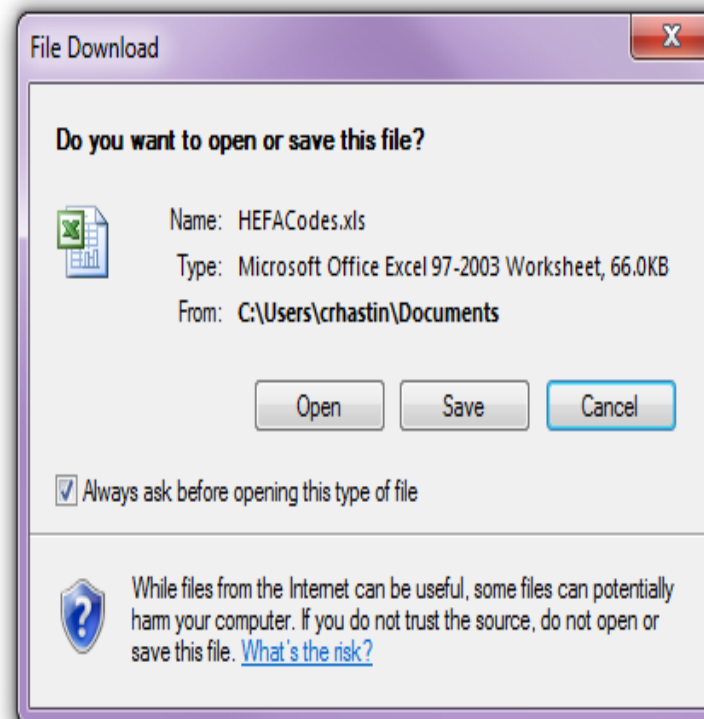
OK

Trn	Ent	Fin	Obj	Typ	Cd	Trn	Ldgr	Entr	Desc	Trn	Ldgr	Entr	Amt	SUM	Trn	Debit	Crdt	Cd	Tr
41	1		EX			CELL			PHONE SERVICE				103.49	D					24-JUL
									PHONE SERVICE				73.41	D					25-AI
									PHONE SERVICE				140.56	D					30-OV
									PHONE SERVICE				29.21	D					25-NO
									PHONE SERVICE				38.42	D					29-DE
									PHONE SERVICE				39.28	D					28-JA
									PHONE SERVICE				95.66	D					24-JUL
									PHONE SERVICE				76.53	D					25-AI
									PHONE SERVICE				178.50	D					30-OV
									PHONE SERVICE				55.52	D					25-NO
									PHONE SERVICE				76.47	D					29-DE
									PHONE SERVICE				76.65	D					28-JA
									PHONE SERVICE				137.78	D					28-JA
									PHONE SERVICE				137.44	D					29-DE
									PHONE SERVICE				101.85	D					25-NO
									PHONE SERVICE				322.94	D					30-OV
									PHONE SERVICE				137.55	D					25-AI
									PHONE SERVICE				137.55	D					24-JUL
									PHONE SERVICE				586.29	D					24-JUL
									PHONE SERVICE				297.85	D					25-AI
									PHONE SERVICE				580.22	D					30-OV
									PHONE SERVICE				263.21	D					25-NO
									PHONE SERVICE				284.47	D					29-DE
									PHONE SERVICE				278.54	D					28-JA
									PHONE SERVICE				100.89	D					28-JA
									PHONE SERVICE				100.74	D					29-DE
									PHONE SERVICE				88.99	D					25-NO
													216.15	D					30-OV
													100.79	D					25-AI
													100.79	D					24-JUL
													Sum: 4957.74						
6619													49.24	D					24-JUL
													9.00	D					24-JUL
													49.24	D					25-AI
													9.00	D					25-AI
													49.24	D					08-OV
													9.00	D					08-OV
													49.24	D					30-OV
													9.00	D					30-OV
													49.24	D					25-NO

Training

Open or Save File

Choose to Open or Save File



File Share

Set up the workbook once – then share it with others in your area. They can use the workbook, but will not be allowed to save the changes , in your workbook. It can be saved as a new workbook.

Title: Accounts 1308000 - 1308050
Phone Expenses

Fin Object Cd	Fin Sub Obj Cd	Fin Bal	Univ Fisc	Fdoc Typ Cd	Fs Origin Cd	Fdoc Nbr	Trn Ent	Fin Obj Typ Cd	Trn Ldgr Entr Desc	Trn Ldgr Entr Amt SUM	Trn Debit Crdt Cd	Tr
6618	---	AC	01	CLTR	T1	TEL07240900341	1	EX	CELL PHONE SERVICE	103.49	D	24-JL
---	---	AC	02	CLTR	T1	TEL08250900337	1	EX	CELL PHONE SERVICE	73.41	D	25-A
---	---	AC	04	CLTR	T1	TEL10300900322	1	EX	CELL PHONE SERVICE	140.56	D	30-O
---	---								SERVICE	29.21	D	25-N
---	---								SERVICE	38.42	D	29-D
---	---								SERVICE	39.28	D	28-JA
---	---								SERVICE	95.66	D	24-JL
---	---								SERVICE	76.53	D	25-A
---	---								SERVICE	178.50	D	30-O
---	---								SERVICE	55.52	D	25-N
---	---								SERVICE	76.47	D	29-D
---	---								SERVICE	76.65	D	28-JA
---	---								SERVICE	137.78	D	28-JA
---	---								SERVICE	137.44	D	29-D
---	---								SERVICE	101.85	D	25-N
---	---								SERVICE	322.94	D	30-O
---	---								SERVICE	137.55	D	25-A
---	---	AC	01	CLTR	T1	TEL07240900362	1	EX	CELL PHONE SERVICE	137.55	D	24-JL
---	---	AC	01	CLTR	T1	TEL07240900357	1	EX	CELL PHONE SERVICE	586.29	D	24-JL
---	---	AC	02	CLTR	T1	TEL08250900351	1	EX	CELL PHONE SERVICE	297.85	D	25-A
---	---	AC	04	CLTR	T1	TEL10300900336	1	EX	CELL PHONE SERVICE	580.22	D	30-O
---	---	AC	05	CLTR	T1	TEL11250900339	1	EX	CELL PHONE SERVICE	263.21	D	25-N
---	---	AC	06	CLTR	T1	TEL12290900335	1	EX	CELL PHONE SERVICE	284.47	D	29-D
---	---	AC	07	CLTR	T1	TEL01281000344	1	EX	CELL PHONE SERVICE	278.54	D	28-JA
---	---	AC	07	CLTR	T1	TEL01281000324	1	EX	CELL PHONE SERVICE	100.89	D	28-JA
---	---	AC	06	CLTR	T1	TEL12290900317	1	EX	CELL PHONE SERVICE	100.74	D	29-D
---	---	AC	05	CLTR	T1	TEL11250900321	1	EX	CELL PHONE SERVICE	88.99	D	25-N
---	---	AC	04	CLTR	T1	TEL10300900319	1	EX	CELL PHONE SERVICE	216.15	D	30-O
---	---	AC	02	CLTR	T1	TEL08250900334	1	EX	CELL PHONE SERVICE	100.79	D	25-A
---	---	AC	01	CLTR	T1	TEL07240900338	1	EX	CELL PHONE SERVICE	100.79	D	24-JL
										Sum: 4957.74		
6619	---	AC	01	CLTR	T1	TEL07240900352	1	EX	BASIC SERVICE	49.24	D	24-JL
---	---	AC	01	CLTR	T1	TEL07240900354	1	EX	VOICE MAIL	9.00	D	24-JL
---	---	AC	02	CLTR	T1	TEL08250900346	1	EX	BASIC SERVICE	49.24	D	25-A
---	---	AC	02	CLTR	T1	TEL08250900348	1	EX	VOICE MAIL	9.00	D	25-A
---	---	AC	04	CLTR	T1	TEL10080900299	1	EX	BASIC SERVICE	49.24	D	08-O
---	---	AC	04	CLTR	T1	TEL10080900301	1	EX	VOICE MAIL	9.00	D	08-O
---	---	AC	04	CLTR	T1	TEL10300900331	1	EX	BASIC SERVICE	49.24	D	30-O
---	---	AC	04	CLTR	T1	TEL10300900333	1	EX	VOICE MAIL	9.00	D	30-O
---	---	AC	05	CLTR	T1	TEL11250900334	1	EX	BASIC SERVICE	49.24	D	25-N

File Share

Available Items:

Items Conditions Calculations

List: Financial Reporting

- Kuala Reporting Views ---
- Csuf Cofrs Detail
- Csuf Cons Acct Stat
- Csuf Detail
 - Univ Fiscal Yr
 - Fin Coa Cd
 - Account Nbr
 - COUNT
 - MIN
 - MAX
- Sub Acct Nbr
- Fin Object Cd
- Fin Sub Obj Cd
- Fin Balance Typ Cd
- Univ Fiscal Prd Cd
- Fdoc Typ Cd
- Fs Origin Cd
- Fdoc Nbr
- Trn Entr Seq Nbr
- Fin Obj Typ Cd
- Trn Ldgr Entr Desc
- Ztrn Ldgr Entr Amt
- Trn Ldgr Entr Amt
- Trn Debit Crdt Cd

Selected Items:

- Univ Fiscal Yr
- Fin Coa Cd
- Sub Acct Nbr
- Fin Object Cd
- Fin Sub Obj Cd
- Fin Balance Typ Cd
- Univ Fiscal Prd Cd
- Fdoc Typ Cd

Title: Accounts 1308000 - 1308050
Phone Expenses

Fin Object 6618

Share Workbook

Workbook: Training

Users

Search: Users only Starts with h Go

Available:

- HADLEYPJ
- HBARCLAY
- HCASPARI
- HESTER
- HILARYTF
- HJLARSEN
- HKERR
- HPROPP
- HRPROD_USER
- HSTAR

Shared:

- VMONAHAN

Share

Description

No description available

Help OK Cancel

---	AC	02	CLTR	T1	TEL08250900334	1	EX	CELL PHONE SERVICE	100.79	D	25-AJ	
---	AC	01	CLTR	T1	TEL07240900338	1	EX	CELL PHONE SERVICE	100.79	D	24-JL	
6619	---	AC	01	CLTR	T1	TEL07240900352	1	EX	BASIC SERVICE	49.24	D	24-JL
---	AC	01	CLTR	T1	TEL07240900354	1	EX	VOICE MAIL	9.00	D	24-JL	
---	AC	02	CLTR	T1	TEL08250900346	1	EX	BASIC SERVICE	49.24	D	25-AJ	
---	AC	02	CLTR	T1	TEL08250900348	1	EX	VOICE MAIL	9.00	D	25-AJ	
---	AC	04	CLTR	T1	TEL10080900299	1	EX	BASIC SERVICE	49.24	D	08-O	
---	AC	04	CLTR	T1	TEL10080900301	1	EX	VOICE MAIL	9.00	D	08-O	
---	AC	04	CLTR	T1	TEL10300900331	1	EX	BASIC SERVICE	49.24	D	30-O	
---	AC	04	CLTR	T1	TEL10300900333	1	EX	VOICE MAIL	9.00	D	30-O	
---	AC	05	CLTR	T1	TEL11250900334	1	EX	BASIC SERVICE	49.24	D	25-NV	

Drop down : Starts with , Contains, or Ends With

Highlight the individual by clicking on the name and then use the arrow to send the name to 'Shared'

ONE SERVICE	263.21	D	25-NV
ONE SERVICE	284.47	D	29-DE
ONE SERVICE	278.54	D	28-JA
ONE SERVICE	100.89	D	28-JA
ONE SERVICE	100.74	D	29-DE
ONE SERVICE	88.99	D	25-NV
ONE SERVICE	216.15	D	30-O
Sum:	4957.74		

CONTACT YOUR CAMPUS SERVICES REPRESENTATIVE
FOR ANY QUESTIONS ON THIS OR ANY OTHER
QUESTIONS AND / OR CONCERNS

Erin Mercurio	491-6752
Barb Gustison	491-4148
David Leathers	491-5509
Summer Leaming	491-2801