



# Vista Plus Reports

Presented by Campus Services



# Campus Services




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

Website:

[http://busfin.colostate.edu/Depts/Campus\\_Svcs.aspx](http://busfin.colostate.edu/Depts/Campus_Svcs.aspx)



# Documents/Basics Covered

- How to log on to Vista Plus
  - What data is included in widely used reports
  - Accessing and understanding the reports
  - Tips to navigate within the reports
  - How to view old (offline) reports
- 

# Log into Vista Plus (found in the Administrative Applications and Resources)

## Administrative Applications and Resources

Home Reporting Research



### ▸ System Updates

#### Welcome to AAR

AAR is designed to provide links 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 (side menu). Click the pointer next to each section to reveal additional choices. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu 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 7:00 - 16:30 Mon-Fri by phone at 970-491-1375 or email at [is\\_support\\_scheduling@mail.colostate.edu](mailto:is_support_scheduling@mail.colostate.edu). We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Favorite (Bookmark) for access from on campus, use this page.


When accessing the AAR web page from off campus, please use the URL <https://secure.colostate.edu> and select the AAR menu item.

### ▸ Application Systems


- Applications Manager
- ARIES/Banner
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request
- ETHORITY
- FAMIS Self-Service
- HR System
- I-9 System
- Kuali Financial System (KFS)
- Kuali Research (KR)
- Talent Management System
- Time Clock
- Vista Plus**

\*\*\*Do not use Internet Explorer for your browser

# Log in



**Vista Plus**

 Please enter your user name and password, then click the "Sign in" button.

User Name:

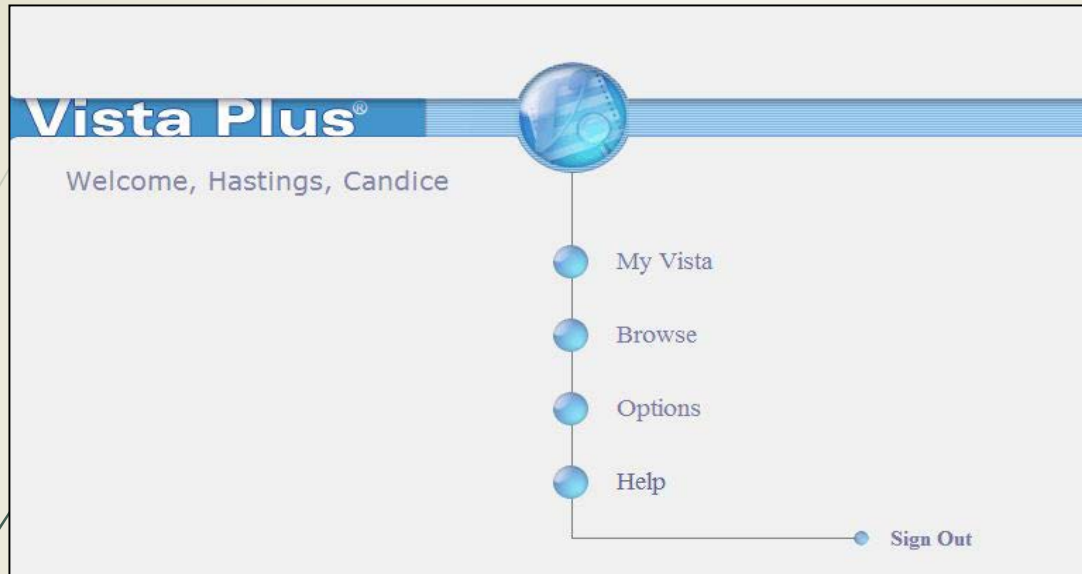
Password:

Host:

Port:

Enter User  
Name & Vista  
Plus Password

# Main Screen Options



Once you go into an option, the choices will be available at the top of the screen. Lets click on "Browse".



# Change Vista Plus Options

My Vista **Browse** Find Options About Help Sign Out

**Browse**

KFSX\_Campus

Name	Description
KFSX_Campus	
FRS_Reports	FRS Reports
KFSX_Account_Balance_94	KFSX_Account Balance ('94) Reports
KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
KFSX_Account_Statement_92	KFSX_Account Statement ('92)
KFSX_Banner	Banner Based Reports
KFSX_Budgets_70	Budget Group Reports ('70)
KFSX_CAM	Capital Asset Management Reports
KFSX_HR_Reconciliation	HR to KFS comparison reports
KFSX_Trans_Detail_91	Transaction Detail
CSUFR040 (20 Generations)	Chart of Accounts by Account
CSUFR040_ORG (20 Generations)	Chart of Accounts by Organization
CSUFR043_sum_obj (20 Generations)	Actuals by object code for object types AS and LI
CSUFR097_CO (20 Generations)	Object Code List for CSU
CSUFRCAM_Equipment (52 Generations)	By organization, capital asset listing showing found and not found assets. Excel version
CSUFRPCRD_trans (12 Generations)	PCARD Statement Master
CSUFR_Report_Rerun_Changes (6 Generations)	List report reruns and recent report changes

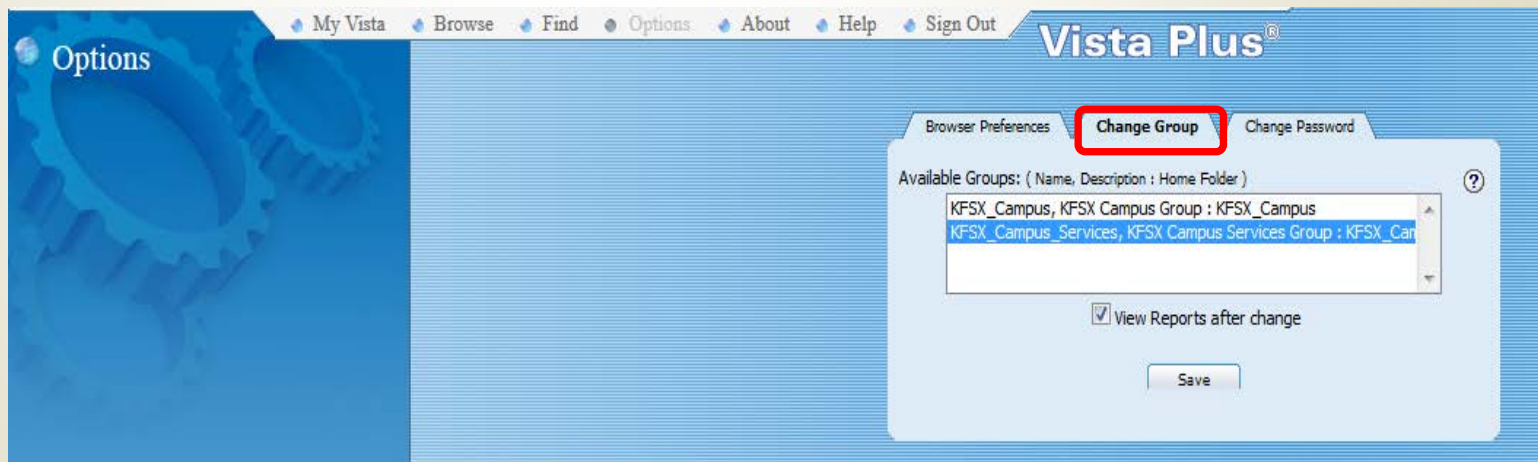
If your Vista Plus does not look similar to the above when you click "Browse", your "Options" need to be changed.

## Change Vista Plus Options

To change Vista Plus Options, Click "Options" at the top



Change to the "Available Group" that currently is NOT already selected and click "save" afterwards. In the below screenshot, I need to highlight the "Campus Group" option.

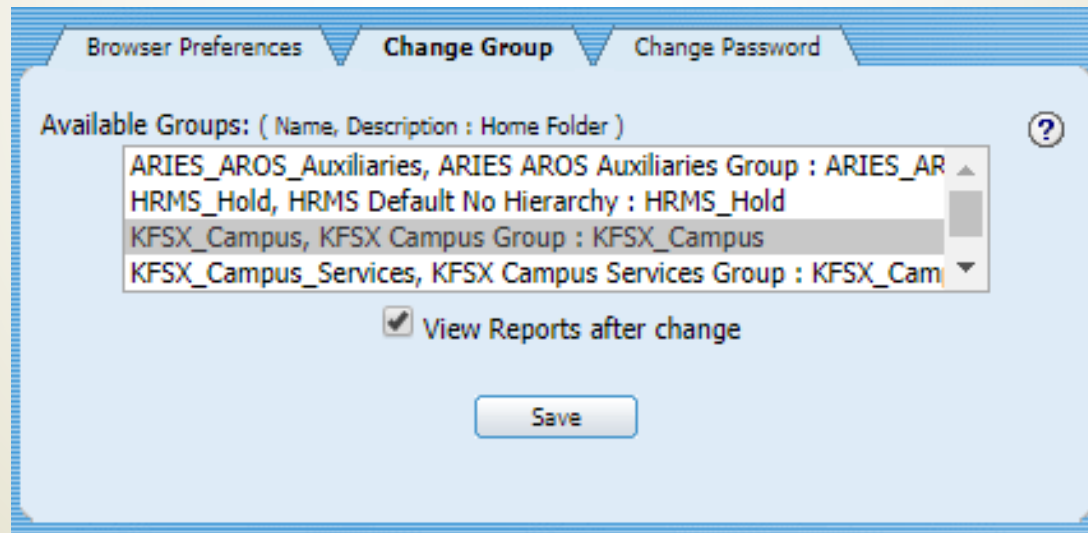


To make this group your default, email IT Scheduling at  
[is\\_dl\\_it\\_scheduling@mail.colostate.edu](mailto:is_dl_it_scheduling@mail.colostate.edu)



# Change Vista Plus Options

- If you don't have the tabs at the top to select "change group" use Chrome or Firefox, as IE does not show the tabs.



# Report Listing

My Vista Browse Find Options About Help Sign Out

Browse

KFSX\_Campus

Vista Plus®

Name	Description
KFSX_Campus	
FRS_Reports	FRS Reports
KFSX_Account_Balance_94	KFSX_Account Balance ('94) Reports
KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
KFSX_Account_Statement_92	KFSX_Account Statement ('92)
KFSX_Banner	Banner Based Reports
KFSX_Budgets_70	Budget Group Reports ('70)
KFSX_CAM	Capital Asset Management Reports
KFSX_HR_Reconciliation	HR to KFS comparison reports
KFSX_Trans_Detail_91	Transaction Detail
CSUFR040 (20 Generations)	Chart of Accounts by Account
CSUFR040_ORG (20 Generations)	Chart of Accounts by Organization
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# Summary of Reports

- ▶ FRS Reports - FRS was the system used before Kuali was implemented in FY10. No reports can be viewed in here. Email Campus Services for reports needed prior to FY10
- ▶ Account Balance 94 - reports that were created per request and are mostly self funded reports such as:
  - ▶ Student Organizations, Auxiliary Operation Statement, Weekly Auxiliary Operation Statement, Account Balance by Financial Statement Code 01, Auxiliary sub-fund balances, 8026 and 8040 balances, ARRA and SPONPR balances, Extension balances, etc.
  - ▶ Really useful reports for self-funded areas
- ▶ FAF010 – Summary of account’s revenue and expense
  - ▶ These are organized by College->Dept. Number->sub-fund->account number
- ▶ Account Statement 92 – Summary of account’s revenue and expense, then after summary is detail of all transactions for the month (showing Kuali document number)
  - ▶ Organized by college->department number-> account number
  - ▶ The most commonly used Vista Report
- ▶ Banner
  - ▶ Need have student access to view report
- ▶ Budgets 70
  - ▶ This shows budget by higher education function code for specific sub-funds



# Summary of Reports

- ▶ CAM - Capital Asset Management
  - ▶ Need to have CAM access to view reports, however, using Property's website should give you all the information you need
- ▶ HR Reconciliation – Contains Payroll Reconciliation reports
- ▶ Trans Detail 91 – shows the detail level transactions by account
  - ▶ This is what is at the end of each account summary in the 92 reports
- ▶ CSUFR040 - shows full listing of open and closed accounts in Kualu (organized by account number)
- ▶ CSUFR040\_ORG - shows full listing of open and closed accounts in Kualu (organized by organization number)
- ▶ CSUFR043\_sum\_obj – shows the total University balance in object codes 1xxx-2xxx



# Summary of Reports

- ▶ CSUFR097\_CO – this gives the list of all object codes in Kualu
- ▶ CSUFRCAM\_Equipment – excel document by Tag Number for each piece of equipment
- ▶ CSUFRPCRD-trans – Pcard Precycle Transaction listing by department number and cardholder
- ▶ CSUFR\_Report\_Rerun\_Changes – this lists the most recent re-runs of Vista reports due to errors



# Reports Covered in Detail

- FAF010 - Account Rev/Exp
  - CSUFR092 – Account Statement
  - CSUFR091 – MTD Detail
  - Account Balance 94
- 



# FAF010 Reports

- ▶ Shows Budget, Actuals, Project to Date, Encumbrances, and Balance Available by Account for a specific Organization and Sub-Fund for a particular month
- ▶ Breaks the Revenue and Expenses into major categories
- ▶ Positive values represent the category's normal balance
  - ▶ Revenue's normal balance is a credit
  - ▶ Expense's normal balance is a debit
- ▶ Negative values represent the category's abnormal balance



# FAF010 Reports (cont.)

- ▶ Three types of FAF010 Reports
  - ▶ FAF = Medium ~ Object level is the lowest level
  - ▶ FAFD = Detail ~ Object code is the lowest level
  - ▶ FAFS = Summary ~ Object consolidation is the lowest level



# Main Report Screen

My Vista Browse Find Options About Help Sign Out Vista Plus®

Browse

KFSX\_Campus

Name	Description
KFSX_Campus	
FRS_Reports	FRS Reports
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KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
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# Finding the Report You Want

Clicking on report title brings up most current report

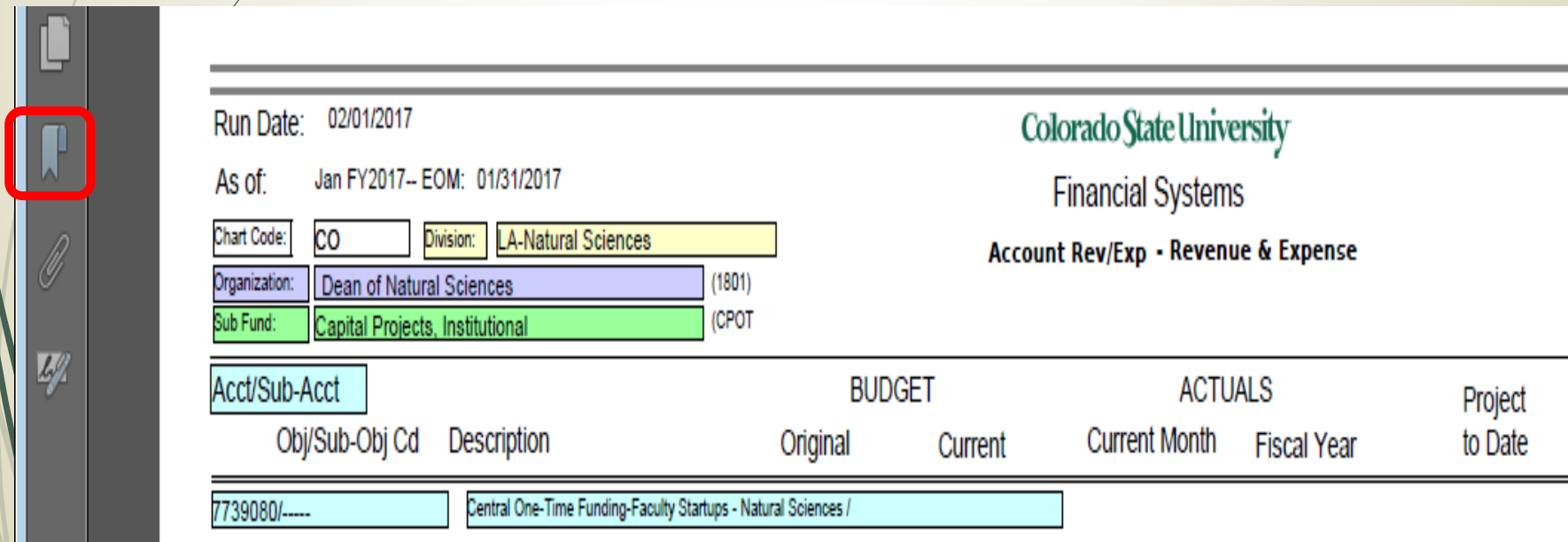
Clicking on (Generations) brings up all past month's reports and the current month

KFSX_Account_Revenue_and_Expense_FAF010 : KFSX_Account	
Name	Description
<a href="#">KFSX_Account_Revenue_and_Expense_FAF010</a>	<a href="#">CSUFR010_FAF</a>
<a href="#">CSUFR010_FAF (19 Generations)</a>	<a href="#">CSUFR010_FAF.OCT_2010.5288789.pdf</a> <a href="#">CSUFR010_FAF.SEP_2010.5136377.pdf</a> <a href="#">CSUFR010_FAF.AUG_2010.4989766.pdf</a> <a href="#">CSUFR010_FAF.JUL_2010.4961134.pdf</a> <a href="#">CSUFR010_FAF.JUL_2010.4878164.pdf</a> <a href="#">CSUFR010_FAF.FYE10.4806401.pdf</a> <a href="#">CSUFR010_FAF.FYE10.4735365.pdf</a> <a href="#">CSUFR010_FAF.FYE10.4702331.pdf</a> <a href="#">CSUFR010_FAF.JUN_2010.4659741.pdf</a> <a href="#">CSUFR010_FAF.JUN_2010.4628897.pdf</a> <a href="#">CSUFR010_FAF.JUN_2010.4589958.pdf</a> <a href="#">CSUFR010_FAF.JUN_2010.4550341.pdf</a> <a href="#">CSUFR010_FAF.JUN_2010.4511405.pdf</a> <a href="#">CSUFR010_FAF.MAY_2010.4489479.pdf</a> <a href="#">CSUFR010_FAF.APR_2010.4325105.pdf</a> <a href="#">CSUFR010_FAF.MAR_2010.4148575.pdf</a> <a href="#">CSUFR010_FAF.FEB_2010.4001141.pdf</a> <a href="#">CSUFR010_FAF.JAN_2010.3877992.pdf</a> <a href="#">CSUFR010_FAF.DEC_2009.3761269.pdf</a> <a href="#">CSUFR010_FAF.NOV_2009.3637003.pdf</a> <a href="#">CSUFR010_FAF.OCT_2009.3520330.pdf</a>
<a href="#">CSUFR010_FAFD (19 Generations)</a>	
<a href="#">CSUFR010_FAFD_LA (15 Generations)</a>	
<a href="#">CSUFR010_FAFS (19 Generations)</a>	
<a href="#">CSUFR010_FAFS_LA (12 Generations)</a>	
<a href="#">CSUFR010_FAF_LA (12 Generations)</a>	

# Navigating A Report

- **Bookmark Tool**

- Most common tool to use
- Each '+' drills down to further detail
- Use them to easily find the division/organization/account



Run Date: 02/01/2017

As of: Jan FY2017-- EOM: 01/31/2017

Colorado State University  
Financial Systems  
Account Rev/Exp - Revenue & Expense

Chart Code: CO Division: LA-Natural Sciences

Organization: Dean of Natural Sciences (1801)

Sub Fund: Capital Projects, Institutional (CPOT)

Acct/Sub-Acct	Obj/Sub-Obj Cd	Description	BUDGET		ACTUALS		Project to Date
			Original	Current	Current Month	Fiscal Year	
7739080/-----		Central One-Time Funding-Faculty Startups - Natural Sciences /					

# Let's Find FAF010:

College: HHS, Org: 1582, Sub-fund: EG, Acct. 1346400

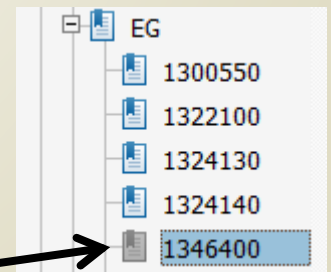
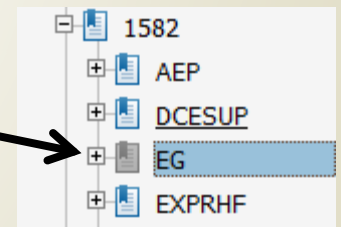
1. Click on the Bookmark Tool and expand Chart Code

2. Find your college or VP and Click on the (+) next to the name

3. Find your Org and Click on the (+) next to it

4. Find your SubFund and Click on the (+) next to it

5. Find your Acct and Click on the Acct Number





Click on "CSUFR010\_FAF"



# What you should see...

(College: HHS, Org: 1582, Sub-fund: EG, Acct. 1346400)

Run Date: 02/01/2017

Colorado State University  
Financial Systems

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As of: Jan FY2017-- EOM: 01/31/2017

Account Rev/Exp - Revenue & Expense

Program ID: CSUFRR010\_FAF.14

Chart Code: 00 Division: IA-Health and Human Sciences  
Organization: Health + Exercise Science  
Sub-Fund: Education & General

Acct/Sub-Acct	Description	BUDGET		ACTUALS		Project to Date	Open Encumbrances	Variance	Perc Used
		Original	Current	Current Month	Fiscal Year				
1345000/	PCRL III Central Loan Account /								
	Supplies	0.00	598,171.00	0.00	0.00	0.00	0.00	598,171.00	0 %
	<b>General Expense</b>	0.00	598,171.00	0.00	0.00	0.00	0.00	598,171.00	0 %
	Transfer NonMandatory-	0.00	-598,171.00	0.00	0.00	0.00	0.00	-598,171.00	0 %
	<b>Transfer of Funda-</b>	0.00	-598,171.00	0.00	0.00	0.00	0.00	-598,171.00	0 %
1345000/									
	Total Rev. w/o Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Exp. w/o Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Net w/o Transfers:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 %
1346400/	Departmental Academic Administration /								
	Faculty	0.00	0.00	0.00	-16,110.84	-16,110.84	0.00	16,110.84	0 %
	Administrative Professional	130,863.00	130,863.00	14,320.59	79,752.03	79,752.03	73,276.20	-22,165.23	117 %
	Student Hourly	0.00	0.00	0.00	1,890.13	1,890.13	0.00	-1,890.13	0 %
	State Classified	76,152.00	76,152.00	8,037.72	53,329.60	53,329.60	37,990.00	-15,167.60	120 %
	<b>Compensation</b>	207,015.00	207,015.00	22,358.31	118,860.92	118,860.92	111,266.20	-23,112.12	111 %
	Services	0.00	0.00	0.00	3,269.00	3,269.00	0.00	-3,269.00	0 %
	Personal Services	0.00	0.00	0.00	200.00	200.00	0.00	-200.00	0 %
	Supplies	0.00	109,696.00	2,994.46	24,888.11	24,888.11	1,648.46	83,159.43	24 %
	<b>General Expense</b>	0.00	109,696.00	2,994.46	28,357.11	28,357.11	1,648.46	79,690.43	27 %
	Equipment	0.00	0.00	0.00	9,960.00	9,960.00	0.00	-9,960.00	0 %
	<b>Capital</b>	0.00	0.00	0.00	9,960.00	9,960.00	0.00	-9,960.00	0 %
1346400/									
	Total Rev. w/o Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Exp. w/o Transfers:	207,015.00	316,711.00	25,352.77	157,178.03	157,178.03	112,914.66	46,618.31	
	<b>Net w/o Transfers:</b>	-207,015.00	-316,711.00	-25,352.77	-157,178.03	-157,178.03	-112,914.66	-46,618.31	85 %
	Transfer NonMandatory-	0.00	0.00	0.00	-972.16	-972.16	0.00	972.16	0 %
	<b>Transfer of Funda-</b>	0.00	0.00	0.00	-972.16	-972.16	0.00	972.16	0 %
1346400/									
	Total Rev. w Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Exp. w Transfers:	207,015.00	316,711.00	25,352.77	156,205.87	156,205.87	112,914.66	47,590.47	
	<b>Net w Transfers:</b>	-207,015.00	-316,711.00	-25,352.77	-156,205.87	-156,205.87	-112,914.66	-47,590.47	85 %
1346420/	RES RI Salary Account /								
	Faculty	1,775,493.00	1,838,973.66	159,903.41	852,766.37	852,766.37	593,786.35	392,420.94	79 %

# Account Detail

A screenshot of an account hierarchy tree. The tree is displayed in a light blue box. The root level includes accounts 1501, 1570, 1571, and 1573. Under 1573, there are sub-accounts DCESUP and EG. Under EG, there are sub-accounts 1323600, 1323610, 1323620, 1324160, and 1324170. The account 1324170 is highlighted with a blue dotted border. Below 1324170 is the account GENOP. A black arrow points from a callout box to the highlighted account 1324170.

+ [icon]	1501
+ [icon]	1570
+ [icon]	1571
- [icon]	1573
+ [icon]	DCESUP
- [icon]	EG
[icon]	1323600
[icon]	1323610
[icon]	1323620
[icon]	1324160
[icon]	1324170
+ [icon]	GENOP

Remember:  
Summary located at the  
end of report for all  
revenues/expenses for that  
particular Sub-Fund.

# Sub-Fund Detail

- 1582
  - AEP
  - DCESUP
  - EG
    - 1300550
    - 1322100
    - 1324130
    - 1324140
    - 1346400
    - 1346420
    - 1346430
    - 1346610

Remember:  
Sub-Fund detail located on last account within a sub-fund set

Run Date: 11/01/2010  
As of: Oct FY2011-- EOM: 10/29/2010

Colorado State University  
Financial Systems  
Account Rev/Exp - Revenue & Expense

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Program ID: CSUFR010\_FAF.8

Division: CO-Applied Human Sciences (09)  
Organization: 1582  
Sub Fund: Education & General

Acct/Sub-Acct	Obj Level	Description	BUDGET		ACTUALS		Project to Date	Open Encumbrances	Balance Available	Perc Used
			Original	Current	Current Month	Fiscal Year				
1346430		Department Expense								
		Total Rev. w/o Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Total Exp. w/o Transfers:	200,139.00	200,139.00	38,117.46	81,912.74	81,912.74	27,863.81	90,362.46	
		Net w/o Transfers:	-200,139.00	-200,139.00	-38,117.46	-81,912.74	-81,912.74	-27,863.81	-90,362.46	55 %
1346610/-----		Summer Sess bi Odd Year /								
	Faculty		6,052.00	6,052.00	0.00	8,682.50	8,682.50	0.00	-2,630.50	143 %
	Misc Salary		85,526.00	85,526.00	0.00	0.00	0.00	0.00	85,526.00	0 %
	COMPENSATION		91,578.00	91,578.00	0.00	8,682.50	8,682.50	0.00	82,895.50	9 %
1346610/-----		Total Rev. w/o Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Total Exp. w/o Transfers:	91,578.00	91,578.00	0.00	8,682.50	8,682.50	0.00	82,895.50	
		Net w/o Transfers:	-91,578.00	-91,578.00	0.00	-8,682.50	-8,682.50	0.00	-82,895.50	9 %
		Education & General								
		Total Rev.:	60,000.00	60,000.00	0.00	22,606.00	22,606.00	0.00	37,394.00	
		Total Exp.:	2,031,316.00	2,090,174.00	222,211.76	626,186.71	626,186.71	1,246,984.02	218,003.27	
		Net:	-1,971,316.00	-2,030,174.00	-222,211.76	-603,580.71	-603,580.71	-1,246,984.02	-180,609.27	91 %



# Organization Detail

Remember:  
Organization Detail is located on the last account within a Organization set

- 1582
  - AEP
  - DCESUP
  - EG
  - EXPRHF
  - EXPSTA
  - GENOP
  - GIFT
  - RECHAR
  - RARSP
  - SPONPR
  - COURSE
  - SUSPEN

Run Date: 11/01/2010  
As of: Oct FY2011-- EOM: 10/29/2010

Colorado State University  
Financial Systems  
Account Rev/Exp - Revenue & Expense

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Program ID: CSUFR010\_FAF 8


Acct/Sub-Acct	Obj Level	Description	BUDGET		ACTUALS		Project to Date	Open Encumbrances	Balance Available	Perc Used
			Original	Current	Current Month	Fiscal Year				
2001582/.....		Contrib Acct - Health & Exercise Science /								
	Services		0.00	0.00	22.22	22.22	22.22	0.00	-22.22	0 %
		GENERAL EXPENSE	0.00	0.00	22.22	22.22	22.22	0.00	-22.22	0 %
2001582/.....		Total Rev. w/o Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Total Exp. w/o Transfers:	0.00	0.00	22.22	22.22	22.22	0.00	-22.22	
		Net w/o Transfers:	0.00	0.00	-22.22	-22.22	-22.22	0.00	22.22	0 %
		Suspense								
		Total Rev.:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Total Exp.:	0.00	0.00	22.22	22.22	22.22	0.00	-22.22	
		Net:	0.00	0.00	-22.22	-22.22	-22.22	0.00	22.22	0 %
1582		Total Rev.:	486,900.00	486,900.00	332,073.27	1,208,850.01	0.00	0.00	-1,824,896.74	
		Total Exp.:	2,519,626.00	8,205,020.61	349,729.89	1,555,057.43	4,561,949.80	2,001,498.35	1,641,572.46	
		Net:	-2,032,726.00	-7,718,120.61	-17,656.62	-346,207.42	-2,250,153.00	-2,001,498.35	-3,466,469.20	55 %






































# 92 Reports

- ▶ 92 Reports are separated by College/VP due to the size of the reports
- ▶ There are three main reports
- ▶ Focus is on the account
- ▶ Scrolling down shows the “Transaction Report” for the account
  - ▶ **CSUFR\_Encumbrance\_IA – Acct. Encumbrance Detail**
  - ▶ **CSUFR092\_YTD\_RevExp – By Org or Acct.**
  - ▶ **CSUFR092\_YTD\_bal (Balance Sheet or Net Assets) – By Org or Acct.**

# Main Report Screen

 **KFSX\_Campus : KFSX Campus Reports**

Name	Description
  KFSX_Campus ▼	
  FRS_Reports	FRS Reports
  KFSX_Account_Balance_94	KFSX_Account Balance ('94) Reports
  KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
  KFSX_Account_Statement_92	KFSX_Account Statement ('92)
  KFSX_HR_Reconciliation	HR to KFS comparison reports
  KFSX_Trans_Detail_91	Transaction Detail
  CSUFR040 (12 Generations  )	Chart of Accounts by Account
  CSUFR040_ORG (12 Generations  )	Chart of Accounts by Organization
  CSUFR043_sum_obj (13 Generations  )	Actuals by object code for object types AS and LI
  CSUFR097_CO (12 Generations  )	Object Code List for CSU
  CSUFRCAM_Equipment (1 Generations  )	By organization, capital asset listing showing found and not found assets. Excel version
  CSUFRPCRD_trans (13 Generations  )	PCARD Statement Master
  CSUFR_Report_Rerun_Changes (22 Generations  )	List report reruns and recent report changes

# Click on the Health & Human Sciences Folder

















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Browse **KFSX\_Campus ->**

Name	Description
KFSX_Account_Statement_92	
KFSX_Account_Pools_Central_Other_XA	Account Pools, Central, Other(XA)
KFSX_Admin_Communications_Y4	Admin Communications(Y4)
KFSX_Agricultural_Sciences_Academic_Units_E1	Agricultural Sciences-Academic Units(E1)
KFSX_Agricultural_Sciences_Ag_Experiment_Stat_EZ	Agricultural Sciences-Ag Experiment Stat(EZ)
KFSX_Board_Of_Governors_AA	Board Of Governor's(AA)
KFSX_Business_FA	Business(FA)
KFSX_Engineering_GA	Engineering(GA)
KFSX_Graduate_School_RA	Graduate School (RA)
<b>KFSX_Health_and_Human_Sciences_IA</b>	Health and Human Sciences(IA)
KFSX_International_Programs_UB	International Programs(UB)
KFSX_Liberal_Arts_KA	Liberal Arts(KA)
KFSX_Libraries_MA	Libraries(MA)
KFSX_Natural_Resources_Academic_Units_H1	Natural Resources-Academic Units(H1)
KFSX_Natural_Resources_Colo_State_Forest_Svc_HZ	Natural Resources-Colo State Forest Svc(HZ)
KFSX_Natural_Sciences_LA	Natural Sciences(LA)
KFSX_Ofc_Equal_Opprtnty_Divers_B3	Ofc-Equal Opprtnty & Divers(B3)
KFSX_Pres-Office_Climate_Initiatives_Carb_B6	Pres Office-Climate Initiatives & Carb(B6)
KFSX_Presidents_Office-Alumni_Relations_B4	President's Office-Alumni Relations(B4)
KFSX_Presidents_Office-Athletic_Compliance_B9	Presidents_Office-Athletic_Compliance (B9)
KFSX_Presidents_Office-Athletics_B2	President's Office-Athletics(B2)
KFSX_Presidents_Office-General_Counsel_B5	President's Office-General Counsel(B5)
KFSX_Presidents_Office-President_B1	President's Office-President(B1)
KFSX_Presidents_Office-Real_Estate_Office_B8	Presidents_Office-Real_Estate_Office (B8)
KFSX_Presidents_Office-VP_Diversity_B7	President's Office - VP Diversity(B7)
KFSX_Provost_Executive_Vice_President_NA	Provost/Executive Vice President(NA)

Page: [1](#) [2](#) [3](#) [Next](#)

# Encumbrance Report

KFSX_Applied_Human_Sciences_IA		
i	 CSUFR092_YTD_ACCT_IA_RevExp (19 Generations  )	Account Statement YTD by Account From 11/09 on, only revenue and expense
i	 CSUFR092_YTD_ACCT_IA_bal (16 Generations  )	Account Statement YTD by Account. Net Assets (Balance) only
i	 CSUFR092_YTD_ORG_IA_RevExp (19 Generations  )	Account Statement YTD by Organization - From 11/09 on, only revenue and expense
i	 CSUFR092_YTD_ORG_IA_bal (16 Generations  )	Account Statement YTD by Organization. Net Assets (Balance) only
i	 CSUFR_Bal_Sum_EG_IA (12 Generations  )	Appropriated funds rev/exp bdtg, YTD, and balance amounts for the EG sub-fund
i	 CSUFR_Bal_Sum_RARSP_IA (12 Generations  )	Appropriated funds rev/exp bdtg, YTD, and balance amounts for the RARSP sub-fund
i	 CSUFR_Bal_Sum_SelfF_IA (6 Generations  )	A listing of account balance amounts for the Self Funded fund group sorted by division and sub-fund
i	 CSUFR_Encumbrance_IA (8 Generations  )	By document open encumbrances for an account within an organization and division



# Let's Find Encumbrance:

College: HHS, Org: 1584, Acct. 1258700

1. Click  
on the  
Bookm  
ark Tool



2. Find Org  
and Click on  
the (+) next  
to the name



3. Find your  
Acct and  
Click on the  
Acct  
Number



# What you should see...

Encumbrance (College: HHS, Org: 1584, Acct. 1258700)

Run Date: 02/01/2017

Colorado State University

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As of: Jan FY2017-- EOM: 01/31/2017

Financial Systems

Program ID: CSUFR091\_enc.13

Org: 1584 Div: A Chart Codes: CO, BG, GC

Account Encumbrance Detail

Acct: 1258700/---- Denver Certificate Program

Obj Cd/	Transaction Description	Last Trans Date	Doc Type	Document Number	Original Amount	Adjusted Amount	Paid Amount	Open YTD Encumbrance
5011 / --	Holt, Ronald J	01/24/2017	PAYE	20391-3	0.00	0.00	4,340.55	4,340.55
5011 / --	Obj-Sub Obj Code Total:				0.00	0.00	4,340.55	4,340.55
5012 / --	Holt, Ronald J	01/24/2017	PAYE		0.00	0.00	1,072.12	1,072.12
5012 / --	Obj-Sub Obj Code Total:				0.00	0.00	1,072.12	1,072.12
Faculty	Object Level Total:				0.00	0.00	5,412.67	5,412.67
Compensation	Cons. Obj Total:				0.00	0.00	5,412.67	5,412.67
6611 / --	Studio Tector	01/10/2017	PO	510353	13,000.00	0.00	0.00	2,000.00
6611 / --	Obj-Sub Obj Code Total:				13,000.00	0.00	0.00	2,000.00
Personal Services	Object Level Total:				13,000.00	0.00	0.00	2,000.00
General Expense	Total:				13,000.00	0.00	0.00	2,000.00
1258700/----	Total:				13,000.00	0.00	-5,587.33	7,412.67
1258700	Account Total:				13,000.00	0.00	-5,587.33	7,412.67

Paid Amt. if any

Original YTD Enc Amt.

Adjusted Amt. if any

Open YTD Enc






































# 92 Rev/Exp Report

- ▶ Year to date (YTD) totals will appear in the transaction details
- ▶ YTD totals should tie to your 091 Reports (Monthly Transaction Detail Report)
- ▶ 092\_YTD\_RevExp – Two Choices to navigate:
  - 092\_YTD\_Acct\_IA\_RevExp will breakdown by account only.
  - 092\_YTD\_ORG\_IA\_RevExp will breakdown by organization, then account.



# Main Report Screen

KFSX_Campus : KFSX Campus Reports	
Name	Description
  KFSX_Campus ▼	
  FRS_Reports	FRS Reports
  KFSX_Account_Balance_94	KFSX_Account Balance ('94) Reports
  KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
  KFSX_Account_Statement_92	KFSX_Account Statement ('92)
  KFSX_HR_Reconciliation	HR to KFS comparison reports
  KFSX_Trans_Detail_91	Transaction Detail
  CSUFR040 (12 Generations  )	Chart of Accounts by Account
  CSUFR040_ORG (12 Generations  )	Chart of Accounts by Organization
  CSUFR043_sum_obj (13 Generations  )	Actuals by object code for object types AS and LI
  CSUFR097_CO (12 Generations  )	Object Code List for CSU
  CSUFRCAM_Equipment (1 Generations  )	By organization, capital asset listing showing found and not found assets. Excel version
  CSUFRPCRD_trans (13 Generations  )	PCARD Statement Master
  CSUFR_Report_Rerun_Changes (22 Generations  )	List report reruns and recent report changes

Click on the Applied Human Sciences Folder






















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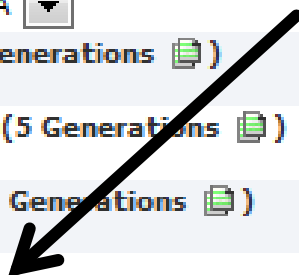
Browse **KFSX\_Campus ->**

Name	Description
KFSX_Account_Statement_92	
KFSX_Account_Pools_Central_Other_XA	Account Pools, Central, Other(XA)
KFSX_Admin_Communications_Y4	Admin Communications(Y4)
KFSX_Agricultural_Sciences_Academic_Units_E1	Agricultural Sciences-Academic Units(E1)
KFSX_Agricultural_Sciences_Ag_Experiment_Stat_EZ	Agricultural Sciences-Ag Experiment Stat(EZ)
KFSX_Board_Of_Governors_AA	Board Of Governor's(AA)
KFSX_Business_FA	Business(FA)
KFSX_Engineering_GA	Engineering(GA)
KFSX_Graduate_School_RA	Graduate School (RA)
<b>KFSX_Health_and_Human_Sciences_IA</b>	Health and Human Sciences(IA)
KFSX_International_Programs_UB	International Programs(UB)
KFSX_Liberal_Arts_KA	Liberal Arts(KA)
KFSX_Libraries_MA	Libraries(MA)
KFSX_Natural_Resources_Academic_Units_H1	Natural Resources-Academic Units(H1)
KFSX_Natural_Resources_Colo_State_Forest_Svc_HZ	Natural Resources-Colo State Forest Svc(HZ)
KFSX_Natural_Sciences_LA	Natural Sciences(LA)
KFSX_Ofc_Equal_Opprtnty_Divers_B3	Ofc-Equal Opprtnty & Divers(B3)
KFSX_Pres-Office_Climate_Initiatives_Carb_B6	Pres Office-Climate Initiatives & Carb(B6)
KFSX_Presidents_Office-Alumni_Relations_B4	President's Office-Alumni Relations(B4)
KFSX_Presidents_Office-Athletic_Compliance_B9	Presidents_Office-Athletic_Compliance (B9)
KFSX_Presidents_Office-Athletics_B2	President's Office-Athletics(B2)
KFSX_Presidents_Office-General_Counsel_B5	President's Office-General Counsel(B5)
KFSX_Presidents_Office-President_B1	President's Office-President(B1)
KFSX_Presidents_Office-Real_Estate_Office_B8	Presidents_Office-Real_Estate_Office (B8)
KFSX_Presidents_Office-VP_Diversity_B7	President's Office - VP Diversity(B7)
KFSX_Provost_Executive_Vice_President_NA	Provost/Executive Vice President(NA)

Page: [1](#) [2](#) [3](#) [Next](#)

# Let's Find 092\_YTD\_Acct\_RevExp:

Name	Description
 KPSX_Health_and_Human_Sciences_IA <input type="text" value="▼"/>	
 CSUFR092_FYE_ORG_IA_bal (5 Generations  )	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year
 CSUFR092_FYE_ORG_IA_RevExp (5 Generations  )	Fiscal Year End: Last Rev/Exp Account Statement by Organization report run for a fiscal year
 CSUFR092_YTD_ACCT_IA_bal (21 Generations  )	Account Statement YTD by Account. Net Assets (Balance) only
 CSUFR092_YTD_ACCT_IA_RevExp (21 Generations  )	Account Statement YTD by Account From 11/09 on, only revenue and expense
 CSUFR092_YTD_ORG_IA_bal (21 Generations  )	Account Statement YTD by Organization. Net Assets (Balance) only
 CSUFR092_YTD_ORG_IA_RevExp (21 Generations  )	Account Statement YTD by Organization - From 11/09 on, only revenue and expense
 CSUFR_Bal_Sum_EG_IA (22 Generations  )	Appropriated funds rev/exp bdgt, YTD, and balance amounts for the EG sub-fund
 CSUFR_Bal_Sum_RARSP_IA (21 Generations  )	Appropriated funds rev/exp bdgt, YTD, and balance amounts for the RARSP sub-fund
 CSUFR_Bal_Sum_SelfF_IA (21 Generations  )	A listing of account balance amounts for the Self Funded fund group sorted by division and sub-fund
 CSUFR_Encumbrance_IA (21 Generations  )	By document open encumbrances for an account within an organization and division





Let's Find


092\_YTD\_ACCT\_IA\_RevExp:

College: HHS, Acct. 1258000

1. Click on  
the  
Bookmark  
Tool



2. Find your Acct  
and Click on  
the Acct  
Number



# What you should see...

092\_YTD\_ACCT\_RevExp (College: HHS, Acct. 1258000)

Colorado State University												
Financial Systems												
Account Statement - Revenue & Expense				FSC: Carpenter,David								
College Of Applied Human Sciences				Spvsr: McCubbin,Jeffrey								
				Dean of Health and Human								
				1501 Campus Delivery								
Account:	1258000											
Sub Acct:	-----											
Chart Code:	00	Org:	1501									
Div:	IA	CO-Health and Human Sciences										
Sub-Fund:	DCESUP											
Account Statement			Revenue & Expense		IA		1501		1258000 / -----		CSUFR092_BER.46	
Obj Cd	Description	BUDGET		ACTUALS		Open Encumbrances	Variance	Perc Used				
		July 1st	Current	Current Month	Fiscal Year							
4800	Interdepartment	0.00	0.00	0.00	7,016.44	0.00						
	Interdepartment Credits	0.00	0.00	0.00	7,016.44	0.00	-7,016.44	0 %				
	Other Revenue	0.00	0.00	0.00	7,016.44	0.00	-7,016.44	0 %				
5331	Grad Support	0.00	0.00	0.00	432.87	0.00						
5332	Grad Support	0.00	0.00	0.00	36.78	0.00						
	Graduate Support	0.00	0.00	0.00	469.45	0.00	-469.45	0 %				
5581	Non-Student Hourly	0.00	0.00	0.00	580.81	0.00						
5582	Non-Student Hourly	0.00	0.00	0.00	120.81	0.00						
	Temporary Other Staff	0.00	0.00	0.00	701.62	0.00	-701.62	0 %				
5611	Student Hourly Salary	0.00	0.00	4,805.57	23,615.02	0.00						
5612	Student Hourly Fringe	0.00	0.00	14.42	70.85	0.00						
5613	Student Hourly Salary	0.00	0.00	0.00	0.98	0.00						
	Student Hourly	0.00	0.00	4,819.99	23,686.85	0.00	-23,686.85	0 %				
5651	Workstudy Salary	0.00	0.00	25.36	814.78	0.00						
	Workstudy	0.00	0.00	25.36	814.78	0.00	-814.78	0 %				
	Compensation	0.00	0.00	4,845.35	25,672.70	0.00	-25,672.70	0 %				

# What you should see...

092\_YTD\_ACCT\_RevExp (College: CAHS, Acct. 1258000)

Account Statement		Revenue & Expense		IA	1501	1258000 / -----		CSUFR092_BER.46			
Obj Cd	Description	BUDGET		ACTUALS		Open Encumbrances	Variance	Perc Used			
		July 1st	Current	Current Month	Fiscal Year						
Account	1258000										
	Total Off Cmp Rev. w/o Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	Total On Cmp Rev. w/o Transfers:	0.00	0.00	0.00	0.00	7,016.44	0.00	-7,016.44			
	<u>Revenue</u>										
	Total Rev. w/o Transfers:	0.00	0.00	0.00	0.00	7,016.44	0.00	-7,016.44			
	Plant Fund Transfers:	0.00	0.00	0.00	0.00	0.00					
	Other Transfers:	0.00	0.00	0.00	0.00	132,843.00					
	Total Rev. w Transfers:	0.00	0.00	0.00	0.00	139,859.44	0.00	-139,859.44			
	<u>Expense</u>										
	Total Exp. w/o Transfers:	0.00	0.00	11,659.61	75,098.11	11,322.49	-86,420.60				
	Plant Fund Transfers:	0.00	0.00	0.00	5,917.31						
	Other Transfers:	0.00	0.00	0.00	150,000.00						
	Total Exp. w Transfers:	0.00	0.00	11,659.61	231,015.42	11,322.49	-242,337.91				
	<u>Balance Available</u>										
	Beginning Fund Balance/Net Assets			244,091.32							
	YTD Change at month end (Revenue - Expense)			-91,155.98							
	Month End Balance/Net Assets			152,935.34							
	Encumbrances			-11,322.49							
	Month End Balance Available w/o adj.			141,612.85							
	Adjustment to Net Assets			0.00							
	Month End Balance Available			141,612.85							

This section only appears on Self Funded type accounts







































# 92 Balance Sheet Report

- ▶ Separated by College
- ▶ Year to date (YTD) totals will appear in the transaction details
- ▶ YTD totals should tie to your 091 Reports (Monthly Transaction Detail Report)
- ▶ **092 Balance Sheet – Two Choices to navigate:**
  1. 092\_YTD\_ACCT\_IA\_bal will breakdown by account only.
  2. 092\_YTD\_ORG\_IA\_bal will breakdown by organization, then account.

# Main Report Screen

## KFSX\_Campus : KFSX Campus Reports

Name	Description
  <input type="text" value="KFSX_Campus"/>	
  FRS_Reports	FRS Reports
  KFSX_Account_Balance_94	KFSX_Account Balance ('94) Reports
  KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
  <b>KFSX_Account_Statement_92</b>	KFSX_Account Statement ('92)
  KFSX_HR_Reconciliation	HR to KFS comparison reports
  KFSX_Trans_Detail_91	Transaction Detail
  CSUFR040 (12 Generations  )	Chart of Accounts by Account
  CSUFR040_ORG (12 Generations  )	Chart of Accounts by Organization
  CSUFR043_sum_obj (13 Generations  )	Actuals by object code for object types AS and LI
  CSUFR097_CO (12 Generations  )	Object Code List for CSU
   CSUFRCAM_Equipment (1 Generations  )	By organization, capital asset listing showing found and not found assets. Excel version
  CSUFRPCRD_trans (13 Generations  )	PCARD Statement Master
  CSUFR_Report_Rerun_Changes (22 Generations  )	List report reruns and recent report changes
























# Click on the Health & Human Sciences Folder

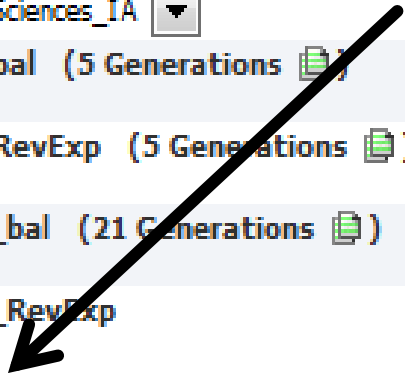
My Vista Browse Find Options About Help Sign Out Vista Plus®

Browse KFSX\_Campus ->

Name	Description
KFSX_Account_Statement_92	
KFSX_Account_Pools_Central_Other_XA	Account Pools, Central, Other(XA)
KFSX_Admin_Communications_Y4	Admin Communications(Y4)
KFSX_Agricultural_Sciences_Academic_Units_E1	Agricultural Sciences-Academic Units(E1)
KFSX_Agricultural_Sciences_Ag_Experiment_Stat_EZ	Agricultural Sciences-Ag Experiment Stat(EZ)
KFSX_Board_Of_Governors_AA	Board Of Governor's(AA)
KFSX_Business_FA	Business(FA)
KFSX_Engineering_GA	Engineering(GA)
KFSX_Graduate_School_RA	Graduate School (RA)
<b>KFSX_Health_and_Human_Sciences_IA</b>	Health and Human Sciences(IA)
KFSX_International_Programs_UB	International Programs(UB)
KFSX_Liberal_Arts_KA	Liberal Arts(KA)
KFSX_Libraries_MA	Libraries(MA)
KFSX_Natural_Resources_Academic_Units_H1	Natural Resources-Academic Units(H1)
KFSX_Natural_Resources_Colo_State_Forest_Svc_HZ	Natural Resources-Colo State Forest Svc(HZ)
KFSX_Natural_Sciences_LA	Natural Sciences(LA)
KFSX_Ofc_Equal_Opprtnty_Divers_B3	Ofc-Equal Opprtnty & Divers(B3)
KFSX_Pres-Office_Climate_Initiatives_Carb_B6	Pres Office-Climate Initiatives & Carb(B6)
KFSX_Presidents_Office-Alumni_Relations_B4	President's Office-Alumni Relations(B4)
KFSX_Presidents_Office-Athletic_Compliance_B9	Presidents_Office-Athletic_Compliance (B9)
KFSX_Presidents_Office-Athletics_B2	President's Office-Athletics(B2)
KFSX_Presidents_Office-General_Counsel_B5	President's Office-General Counsel(B5)
KFSX_Presidents_Office-President_B1	President's Office-President(B1)
KFSX_Presidents_Office-Real_Estate_Office_B8	Presidents_Office-Real_Estate_Office (B8)
KFSX_Presidents_Office-VP_Diversity_B7	President's Office - VP Diversity(B7)
KFSX_Provost_Executive_Vice_President_NA	Provost/Executive Vice President(NA)

Let's Find 092\_YTD\_ORG\_IA\_bal:


	Name	Description
i	 KFSX_Health_and_Human_Sciences_IA <input type="text" value="▼"/>	
i	 CSUFR092_FYE_ORG_IA_bal (5 Generations  )	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year
i	 CSUFR092_FYE_ORG_IA_RevExp (5 Generations  )	Fiscal Year End: Last Rev/Exp Account Statement by Organization report run for a fiscal year
i	 CSUFR092_YTD_ACCT_IA_bal (21 Generations  )	Account Statement YTD by Account. Net Assets (Balance) only
i	 CSUFR092_YTD_ACCT_IA_RevExp (21 Generations  )	Account Statement YTD by Account From 11/09 on, only revenue and expense
i	 CSUFR092_YTD_ORG_IA_bal (21 Generations  )	Account Statement YTD by Organization. Net Assets (Balance) only
i	 CSUFR092_YTD_ORG_IA_RevExp (21 Generations  )	Account Statement YTD by Organization - From 11/09 on, only revenue and expense
i	 CSUFR_Bal_Sum_EG_IA (22 Generations  )	Appropriated funds rev/exp bdgt, YTD, and balance amounts for the EG sub-fund
i	 CSUFR_Bal_Sum_RARSP_IA (21 Generations  )	Appropriated funds rev/exp bdgt, YTD, and balance amounts for the RARSP sub-fund
i	 CSUFR_Bal_Sum_Self_IA (21 Generations  )	A listing of account balance amounts for the Self Funded fund group sorted by division and sub-fund
i	 CSUFR_Encumbrance_IA (21 Generations  )	By document open encumbrances for an account within an organization and division




Let's Find 092\_YTD\_ORG\_IA\_bal:

College: HHS, Dept: 1586, Acct. 2207200

1. Click  
on the  
Bookm  
ark Tool




2. Click on the  
(+) next to  
Health and  
Human  
Sciences



3. Click on the  
(+) next to the  
dept



4. Find your  
account and  
click on the  
account  
number



# What you should see...

092\_YTD\_ORG\_IA\_bal (College: HHS, Dept: 1586, Acct. 2207200)

Colorado State University

Financial Systems

Account Statement - Balance Sheet

Habic

Account:   
 Sub Acct:   
 Chart Code:  Org:   
 Div:  CO-Health and Human Sciences  
 Sub-Fund:

FSC: Kelly,Karmen  
 Spvsr: Shillington,Audrey  
 School of Social Work  
 1586 Campus Delivery

Account Statement		Balance Sheet	IA	1586	2207200 / -----	CSUFR092_BER.46
Obj Cd	Description	FY Begin Balance	Prior Month Balance	Current Month Changes	Current Balance	
<small>Obj Cd</small> 1100	Claim On Cash	43,306.56	54,981.87	-1,908.06	53,073.81	
<small>Obj Lvl</small>	Cash	43,306.56	54,981.87	-1,908.06	53,073.81	
<small>Conts Obj</small>	Asset	43,306.56	54,981.87	-1,908.06	53,073.81	
<small>Obj Cd</small> 2100	Accounts Payable	0.00	23.03	-23.03	0.00	
<small>Obj Cd</small> 2103	Yearend Payables	346.43	0.00	0.00	0.00	
<small>Obj Lvl</small>	Accounts Payable	346.43	23.03	-23.03	0.00	
<small>Conts Obj</small>	Liability	346.43	23.03	-23.03	0.00	
<small>Conts Obj</small> 3000	Net Assets(calc)	42,960.13	54,958.84	-1,885.03	53,073.81	



Assets – Liabilities =  
 Net Assets (Fund Balance)

# What you should see...

092\_YTD\_ORG\_IA\_bal (College: HHS, Dept: 1586, Acct. 2207200)

TRANSACTION REPORT

Transaction Report		2207200 / -----	Balance Sheet			Actual		CSUFR091_BER.32
Obj Cd/ Sub Obj	Description	Transaction Date	Document Number	Original Doc Nbr	Ref ID	MTD	YTD	
1100	Claim On Cash							
-	BEG BAL BROUGHT FORWARD FROM	06/30/2016	AC2207200				43,306.56	
-					(Prior months' amounts not shown)		11,675.31	
	GENERATED OFFSET	01/03/2017	469259			-23.03		
	GENERATED OFFSET	01/04/2017	18577001			-9.87		
	GENERATED OFFSET	01/10/2017	470026			-141.12		
	GENERATED OFFSET	01/12/2017	13230001			-10.50		
	GENERATED OFFSET	01/24/2017	3688-2			-1,065.00		
	GENERATED OFFSET	01/26/2017	1028470			-280.00		
	GENERATED OFFSET	01/30/2017	19723001			-1.47		
	GENERATED OFFSET	01/31/2017	2114876-130			-165.42		
	GENERATED OFFSET	01/31/2017	2150184-219			-180.81		
	GENERATED OFFSET	01/31/2017	TEL01311701			-25.76		
	GENERATED OFFSET	01/31/2017	TEL01311701			-2.08		
	GENERATED OFFSET	01/31/2017	TEL01311701			-3.00		
-	Sub-Obj Totals:					-1,908.06	53,073.81	
1100	Obj Cd Totals:: Claim On Cash					-1,908.06	53,073.81	
2100	Accounts Payable							
-					(Prior months' amounts not shown)		23.03	
	LAUREN KAUFMAN	01/03/2017	469259	T-37428		-23.03		
	TP Generated Offset	01/06/2017	10993146	T-37750		141.12		
	JASMINE MARIE	01/10/2017	470026	T-37750		-141.12		
	KSGHRINK LLC	01/26/2017	1028470			-280.00		

# What you should see...

092\_YTD\_ORG\_IA\_bal (College: HHS, Dept: 1586, Acct. 2207200)

Transaction Report		2207200 / -----		Balance Sheet		CSUFR091_BER.32	
Obj Cd/ Sub Obj	Description	Transaction Date	Document Number	Original Doc Nbr	Ref ID	Actual MTD	YTD
2100	Accounts Payable						
	KSSHRINK LLC   TP Generated Offset	01/26/2017	11175620			280.00	
—	Sub-Obj Totals:					-23.03	0.00
2100	Obj Cd Totals:: Accounts Payable					-23.03	0.00
2103	Yearend Payables						
	BEG BAL BROUGHT FORWARD FROM	06/30/2016	AC2207200				346.43
—					(Prior months amounts not shown)		-346.43
—	Sub-Obj Totals:					0.00	0.00
2103	Obj Cd Totals:: Yearend Payables					0.00	0.00
Sub-Acct Totals:						-1,908.06	53,073.81
-----						-23.03	0.00
Acct Totals: 2207200						-1,908.06	53,073.81
					<b>Assets</b>		
					<b>Liabilities</b>		
					Adj. to Net Assets		0.00
					Total Net Asset		53,073.81







































# CSUFR091 MTD RevExp

- ▶ Sorted by College, Organization, then Account
- ▶ Report shows transaction detail for Revenue and Expenses broken down by Object Code
- ▶ YTD budget includes original budget plus prior month's budget adjustments
- ▶ Prior month's amounts in total will be shown in the YTD column
- ▶ Encumbrances YTD will also show prior month's encumbered totals

# Main Report Screen

## KFSX\_Campus : KFSX Campus Reports

Name	Description
  <input type="text" value="KFSX_Campus"/>	
  FRS_Reports	FRS Reports
  KFSX_Account_Balance_94	KFSX_Account Balance ('94) Reports
  KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
  KFSX_Account_Statement_92	KFSX_Account Statement ('92)
  KFSX_HR_Reconciliation	HR to KFS comparison reports
  KFSX_Trans_Detail_91	Transaction Detail
  CSUFR040 (12 Generations  )	Chart of Accounts by Account
  CSUFR040_ORG (12 Generations  )	Chart of Accounts by Organization
  CSUFR043_sum_obj (13 Generations  )	Actuals by object code for object types AS and LI
  CSUFR097_CO (12 Generations  )	Object Code List for CSU
   CSUFRCAM_Equipment (1 Generations  )	By organization, capital asset listing showing found and not found assets. Excel version
  CSUFRPCRD_trans (13 Generations  )	PCARD Statement Master
  CSUFR_Report_Rerun_Changes (22 Generations  )	List report reruns and recent report changes



# Click on the Health & Human Sciences Folder

My Vista Browse Find Options About Help Sign Out Vista Plus®

Browse

KFSX\_Campus ->

Name	Description
KFSX_Account_Statement_92	
KFSX_Account_Pools_Central_Other_XA	Account Pools, Central, Other(XA)
KFSX_Admin_Communications_Y4	Admin Communications(Y4)
KFSX_Agricultural_Sciences_Academic_Units_E1	Agricultural Sciences-Academic Units(E1)
KFSX_Agricultural_Sciences_Ag_Experiment_Stat_EZ	Agricultural Sciences-Ag Experiment Stat(EZ)
KFSX_Board_Of_Governors_AA	Board Of Governor's(AA)
KFSX_Business_FA	Business(FA)
KFSX_Engineering_GA	Engineering(GA)
KFSX_Graduate_School_RA	Graduate School (RA)
<b>KFSX_Health_and_Human_Sciences_IA</b>	Health and Human Sciences(IA)
KFSX_International_Programs_UB	International Programs(UB)
KFSX_Liberal_Arts_KA	Liberal Arts(KA)
KFSX_Libraries_MA	Libraries(MA)
KFSX_Natural_Resources_Academic_Units_H1	Natural Resources-Academic Units(H1)
KFSX_Natural_Resources_Colo_State_Forest_Svc_HZ	Natural Resources-Colo State Forest Svc(HZ)
KFSX_Natural_Sciences_LA	Natural Sciences(LA)
KFSX_Ofc_Equal_Opprtnty_Divers_B3	Ofc-Equal Opprtnty & Divers(B3)
KFSX_Pres-Office_Climate_Initiatives_Carb_B6	Pres Office-Climate Initiatives & Carb(B6)
KFSX_Presidents_Office-Alumni_Relations_B4	President's Office-Alumni Relations(B4)
KFSX_Presidents_Office-Athletic_Compliance_B9	Presidents_Office-Athletic_Compliance (B9)
KFSX_Presidents_Office-Athletics_B2	President's Office-Athletics(B2)
KFSX_Presidents_Office-General_Counsel_B5	President's Office-General Counsel(B5)
KFSX_Presidents_Office-President_B1	President's Office-President(B1)
KFSX_Presidents_Office-Real_Estate_Office_B8	Presidents_Office-Real_Estate_Office (B8)
KFSX_Presidents_Office-VP_Diversity_B7	President's Office - VP Diversity(B7)
KFSX_Provost_Executive_Vice_President_NA	Provost/Executive Vice President(NA)

# Let's Find 091\_MTD\_RevExp:

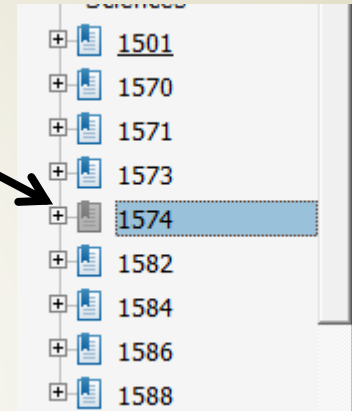
College: HHS, Org: 1574, Acct. 1306740

1. Click on the Bookmark Tool

2. Find your college or VP and Click on the (+) next to the name

3. Find your Org and Click on the (+) next to it

4. Find your Acct and Click on the Acct Number



# What you should see...

091\_MTD\_RevExp (College: HHS, Org: 1574, Acct. 1306740)

02/01/2017 Page 1287 of 2683

As of: Jan FY2017-- EOM: 01/31/2017 Program ID: CSUFR091.MTD.29  
VISTA ID: CSUFR091\_MTD

Account: 1306740 FSC: Forkel,L  
 Organization: 1574/D Spvrs: Miller,Nancy  
 Division: IA/Health Design + Merchandising  
 Chart Code: CO 1574 Campus Delivery

**Colorado State University**  
**Financial Systems**  
**MTD Transaction Report**  
 SSI: Academic Support Coordinators - D&M

Transaction Report		Revenue & Expense									
Obj Cd/ Sub Obj	Description	Document Number	Original Doc Nbr	Ref ID	Budget		Actual		Encumbrances		
					MTD	YTD	MTD	YTD	MTD	YTD	
5100/—	Budget Admin Professional Salary										
	Beginning Budget Load	07/27/2016	9242614			41,800.00		0.00	0.00	0.00	
	Sub-Obj Totals for:				0.00	41,800.00	0.00	0.00	0.00	0.00	
	Obj Cd Totals for: 5100			Budget Admin Professional Salary	0.00	41,800.00	0.00	0.00	0.00	0.00	
5111/—	Admin Professional Salary										
				(Prior months' amounts not shown)		0.00		20,899.98		20,899.98	
	Chisholm, Sandra				0.00		0.00		-3,483.33	0.00	
	Chisholm, Sandra				0.00		0.00		3,483.33	0.00	
	Chisholm, Sandra				0.00		0.00		-3,483.33	0.00	
	Chisholm, Sandra			370	0.00		3,483.33		0.00	0.00	
	Sub-Obj Totals for:				0.00	0.00	3,483.33	24,383.31	-3,483.33	17,416.65	
	Obj Cd Totals for: 5111			Admin Pro	0.00	0.00	3,483.33	24,383.31	-3,483.33	17,416.65	
	Sub-Acct Totals:				0.00	0.00	0.00	0.00	0.00	0.00	
	-----				0.00	41,800.00	3,483.33	24,383.31	-3,483.33	17,416.65	
					0.00	0.00	0.00	0.00	0.00	0.00	
				On Cmp Rev:	0.00	0.00	0.00	0.00	0.00	0.00	

Sub-Obj.  
Totals and  
Object Cd  
Totals MTD  
& YTD




































Sub-Acct Total.  
Account Total is  
also listed on the  
next page of the  
Vista Report

# CSUFR091 MTD Balance Sheet

- ▶ Sorted by College, Organization, then Account
- ▶ Report shows Balance Sheet detail, Month to Date (MTD)
  - Assets: Cash, Account Receivable (A/R)
  - Liabilities: Accounts Payable (A/P)
- ▶ Only displays the current month's balances, prior month's balances are not shown

# Main Report Screen

## KFSX\_Campus : KFSX Campus Reports

Name	Description
  KFSX_Campus ▼	
  FRS_Reports	FRS Reports
  KFSX_Account_Balance_94	KFSX_Account Balance ('94) Reports
  KFSX_Account_Revenue_and_Expense_FAF010	KFSX_Account Revenue and Expense (FAF010) Reports
  KFSX_Account_Statement_92	KFSX_Account Statement ('92)
  KFSX_HR_Reconciliation	HR to KFS comparison reports
  KFSX_Trans_Detail_91	Transaction Detail
  CSUFR040 (12 Generations  )	Chart of Accounts by Account
  CSUFR040_ORG (12 Generations  )	Chart of Accounts by Organization
  CSUFR043_sum_obj (13 Generations  )	Actuals by object code for object types AS and LI
  CSUFR097_CO (12 Generations  )	Object Code List for CSU
  CSUFRCAM_Equipment (1 Generations  )	By organization, capital asset listing showing found and not found assets. Excel version
  CSUFRPCRD_trans (13 Generations  )	PCARD Statement Master
  CSUFR_Report_Rerun_Changes (22 Generations  )	List report reruns and recent report changes

# Click on the Health & Human Sciences Folder

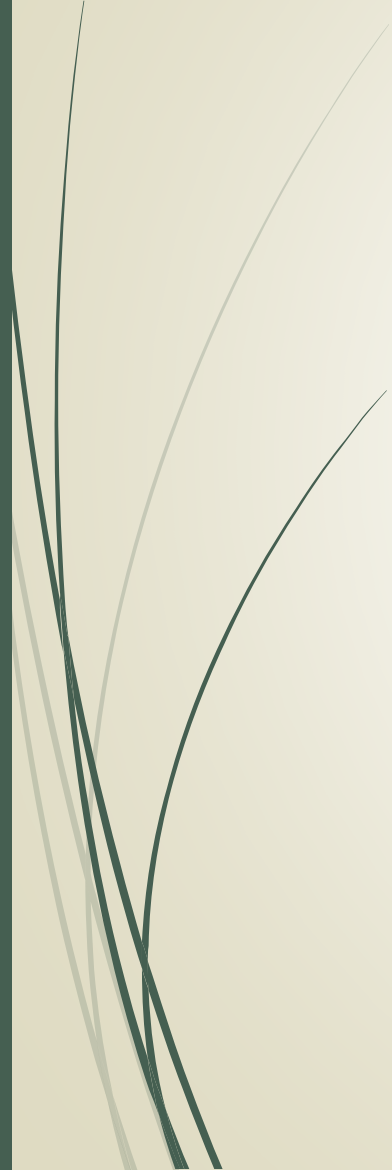
My Vista Browse Find Options About Help Sign Out Vista Plus®

Browse KFSX\_Campus ->

Name	Description
KFSX_Account_Statement_92	
KFSX_Account_Pools_Central_Other_XA	Account Pools, Central, Other(XA)
KFSX_Admin_Communications_Y4	Admin Communications(Y4)
KFSX_Agricultural_Sciences_Academic_Units_E1	Agricultural Sciences-Academic Units(E1)
KFSX_Agricultural_Sciences_Ag_Experiment_Stat_EZ	Agricultural Sciences-Ag Experiment Stat(EZ)
KFSX_Board_Of_Governors_AA	Board Of Governor's(AA)
KFSX_Business_FA	Business(FA)
KFSX_Engineering_GA	Engineering(GA)
KFSX_Graduate_School_RA	Graduate School (RA)
<b>KFSX_Health_and_Human_Sciences_IA</b>	Health and Human Sciences(IA)
KFSX_International_Programs_UB	International Programs(UB)
KFSX_Liberal_Arts_KA	Liberal Arts(KA)
KFSX_Libraries_MA	Libraries(MA)
KFSX_Natural_Resources_Academic_Units_H1	Natural Resources-Academic Units(H1)
KFSX_Natural_Resources_Colo_State_Forest_Svc_HZ	Natural Resources-Colo State Forest Svc(HZ)
KFSX_Natural_Sciences_LA	Natural Sciences(LA)
KFSX_Ofc_Equal_Opprtnty_Divers_B3	Ofc-Equal Opprtnty & Divers(B3)
KFSX_Pres-Office_Climate_Initiatives_Carb_B6	Pres Office-Climate Initiatives & Carb(B6)
KFSX_Presidents_Office-Alumni_Relations_B4	President's Office-Alumni Relations(B4)
KFSX_Presidents_Office-Athletic_Compliance_B9	Presidents_Office-Athletic_Compliance (B9)
KFSX_Presidents_Office-Athletics_B2	President's Office-Athletics(B2)
KFSX_Presidents_Office-General_Counsel_B5	President's Office-General Counsel(B5)
KFSX_Presidents_Office-President_B1	President's Office-President(B1)
KFSX_Presidents_Office-Real_Estate_Office_B8	Presidents_Office-Real_Estate_Office (B8)
KFSX_Presidents_Office-VP_Diversity_B7	President's Office - VP Diversity(B7)
KFSX_Provost_Executive_Vice_President_NA	Provost/Executive Vice President(NA)



Click CSUFR091\_MTD\_bal



# Let's Find 091\_MTD\_bal:

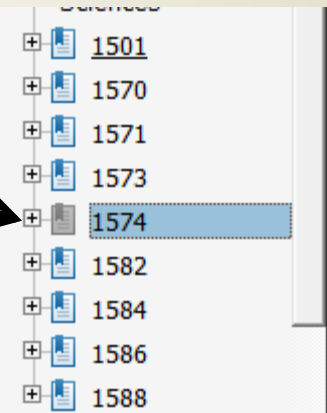
College: HHS, Org: 1574, Acct. 1258200

1. Click  
on the  
Bookm  
ark Tool

2. Find your  
college or  
VP and Click  
on the (+)  
next to the  
name

3. Find your Org  
and Click on  
the (+) next to it

4. Find your  
Acct and  
Click on the  
Acct  
Number









Account Balance 94



# How to retrieve older reports

- ▶ Click into the report section you want (i.e. 092 report), then click on the “generations” next to the report



# How to retrieve older reports

➤ Click on "offline"



Online: 5 | **Offline: 3** | Permission: View/Distribute

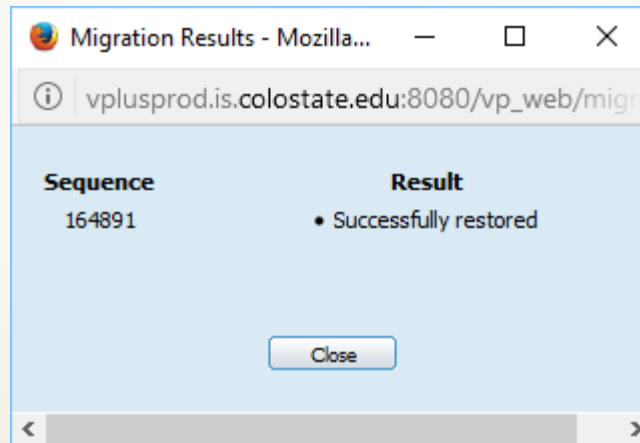
File Name	Description	Created Time	File Time	Pages	Size
<input type="checkbox"/> CSUFR092_FYE_ORG_EZ_bal					
<input type="checkbox"/> CSUFR092_FYE_ORG_EZ_bal.FYE17.23276932.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/31/2017 02:28 PM	07/31/2017 02:28 PM	0	1066938
<input type="checkbox"/> CSUFR092_FYE_ORG_EZ_bal.FYE16.19922143.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/28/2016 02:28 PM	07/28/2016 02:28 PM	0	1029026
<input type="checkbox"/> CSUFR092_FYE_ORG_EZ_bal.FYE15.16721552.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/29/2015 01:59 PM	07/29/2015 01:59 PM	0	1034174
<input type="checkbox"/> CSUFR092_FYE_ORG_EZ_bal.FYE14.13816680.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/25/2014 04:14 PM	07/25/2014 04:14 PM	0	1093395
<input type="checkbox"/> CSUFR092_FYE_ORG_EZ_bal.FYE13.11059889.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/26/2013 01:56 PM	07/26/2013 01:56 PM	0	1102154

➤ Check the box next to the report you want and then click the "Restore Generations"



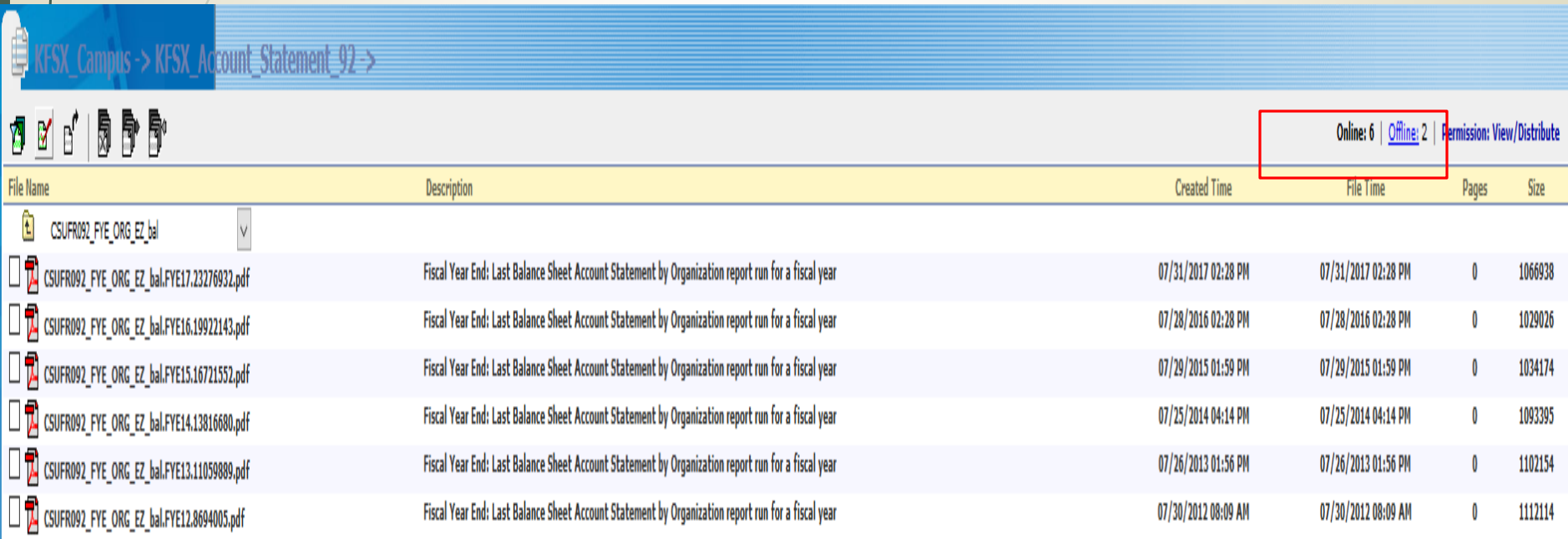
# How to retrieve older reports

- ▶ A new window will pop up letting you know it was successfully restored, and then it will appear in your Online reports



# How to retrieve old reports

➔ Now it shows 6 Online reports instead of 5.



The screenshot shows a report viewer interface with a toolbar at the top and a table of reports below. The toolbar includes icons for home, back, forward, print, and refresh. The table has columns for File Name, Description, Created Time, File Time, Pages, and Size. A red box highlights the status 'Online: 6 | Offline: 2 | Permission: View/Distribute' in the top right corner.

File Name	Description	Created Time	File Time	Pages	Size
CSUFR092_FYE_ORG_EZ_bal					
CSUFR092_FYE_ORG_EZ_bal.FYE17.23276932.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/31/2017 02:28 PM	07/31/2017 02:28 PM	0	1066938
CSUFR092_FYE_ORG_EZ_bal.FYE16.19922143.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/28/2016 02:28 PM	07/28/2016 02:28 PM	0	1029026
CSUFR092_FYE_ORG_EZ_bal.FYE15.16721552.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/29/2015 01:59 PM	07/29/2015 01:59 PM	0	1034174
CSUFR092_FYE_ORG_EZ_bal.FYE14.13816680.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/25/2014 04:14 PM	07/25/2014 04:14 PM	0	1093395
CSUFR092_FYE_ORG_EZ_bal.FYE13.11059889.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/26/2013 01:56 PM	07/26/2013 01:56 PM	0	1102154
CSUFR092_FYE_ORG_EZ_bal.FYE12.8694005.pdf	Fiscal Year End: Last Balance Sheet Account Statement by Organization report run for a fiscal year	07/30/2012 08:09 AM	07/30/2012 08:09 AM	0	1112114



# Questions?

- ▶ Erin Mercurio (970) 491-6752
- ▶ Publina Meldrum (970) 491-4148
- ▶ Summer Leaming (970) 491-2801

Campus Services Website:

[http://busfin.colostate.edu/Depts/Campus\\_Svcs.aspx](http://busfin.colostate.edu/Depts/Campus_Svcs.aspx)