

**Run the Budgeted Funds Report**

- Log on to Sac Vault (Cognos) and navigate to **Financial Reporting > Financial Production > Budgeted Funds Report**
- Set the desired report parameters and click the Finish button and allow the report to run.

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**College/Admin Area Summary Report**

Business Unit: SACST Account: All Accounts  
 College/Admin Area: PC\_COLL\_OF\_EDUC - College of Education Class: All Classes  
 Fund: MDS01 - General Operating Fund Normal Balance of Revenue Accounts is Negative  
 As of Fiscal Year, Period: 2008, 12 - June Normal Balance of Expenditure Accounts is Positive

Department	Type	Category	Account	Budget	Actuals YTD	PreEnc (Req)	Enc (PO)	Budget Balance Available
24600 - College of Education	Expenses	OE&E	604001 - Telephone Usage	0.00	101.36	0.00	0.00	(101.36)
			604809 - Tele Trunk/Equipment Charges	0.00	220.00	0.00	0.00	(220.00)
			606001 - Travel-In State	151.00	2,932.14	0.00	800.00	(3,581.14)
			606002 - Travel-Out of State	0.00	360.60	0.00	0.00	(360.60)
			660003 - Supplies and Services	20,000.00	270.43	0.00	0.00	19,729.57
<b>Total Expenses</b>				<b>20,000.00</b>	<b>579.03</b>	<b>0.00</b>	<b>0.00</b>	<b>19,420.97</b>
<b>24900 - Development Office-Educ TOTAL</b>				<b>20,000.00</b>	<b>579.03</b>	<b>0.00</b>	<b>0.00</b>	<b>19,420.97</b>

Apr 20, 2009 - 1 - 2:51:30 PM  
 Top Page up Page down Bottom

- Click on the **"Bottom"** page link to jump down to the last page of the report.
- Click on the **Summary** total in the **Encumbrance PO** column. The Open Encumbrance Drill will display in a new window.

<b>Total Expenses</b>		<b>105,269.33</b>	<b>9,919.33</b>	<b>1,461.00</b>	<b>1,862.63</b>	<b>92,026.37</b>
<b>26300 - Independent Doctorate TOTAL</b>		<b>105,269.33</b>	<b>9,919.33</b>	<b>1,461.00</b>	<b>1,862.63</b>	<b>92,026.37</b>
PC_COLL_OF_EDUC - College of Education Summary - Revenue		0.00	0.00	0.00	0.00	
PC_COLL_OF_EDUC - College of Education Summary - Expense		5,633,748.98	294,089.37	46,169.71	79,235.19	
<b>PC_COLL_OF_EDUC - College of Education Summary</b>		<b>5,633,748.98</b>	<b>294,089.37</b>	<b>46,169.71</b>	<b>79,235.19</b>	<b>5,214,254.71</b>

The Open Encumbrance Drill will show open PO's and include information such as the PO ID, Vendor ID, Vendor Name, ChartString, Requisition ID and Monetary amount.

The report can be downloaded to Excel and the data can be manipulated according to your needs.

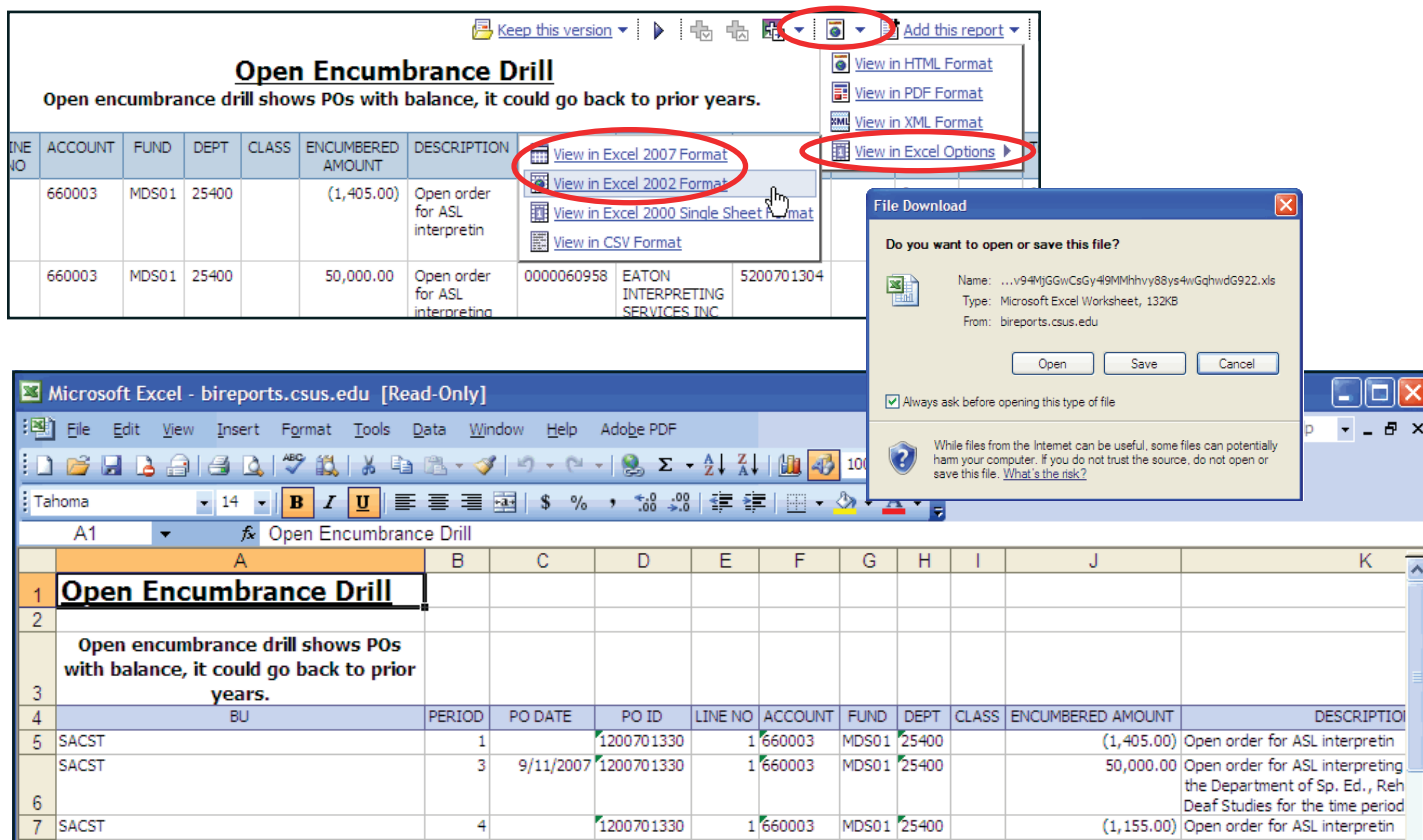
Keep this version | Add this report

**Open Encumbrance Drill**  
 Open encumbrance drill shows POs with balance, it could go back to prior years.

BU	PERIOD	PO DATE	PO ID	LINE NO	ACCOUNT	FUND	DEPT	CLASS	ENCUMBERED AMOUNT	DESCRIPTION	VENDOR ID	VENDOR	REQUISIT ID	Journal Id	Journal Line	Journal Date	Tr
SACST	1		1200701330	1	660003	MDS01	25400		(1,405.00)	Open order for ASL interpretin	0000060958	EATON INTERPRETING SERVICES INC			0		Ju 20 12 AM
SACST	3	9/11/2007	1200701330	1	660003	MDS01	25400		50,000.00	Open order for ASL interpreting for deaf faculty in the Department	0000060958	EATON INTERPRETING SERVICES INC	5200701304		0		Se 20 12 AM

### Download Report to Excel

To download the report to Excel, click on the **Format icon** > **View in Excel Options** > **View in Excel**  
From the File Download window, select the Save button and save the file to your computer.



**Open Encumbrance Drill**  
Open encumbrance drill shows POs with balance, it could go back to prior years.

LINE NO	ACCOUNT	FUND	DEPT	CLASS	ENCUMBERED AMOUNT	DESCRIPTION
	660003	MDS01	25400		(1,405.00)	Open order for ASL interpretin
	660003	MDS01	25400		50,000.00	Open order for ASL interpreting

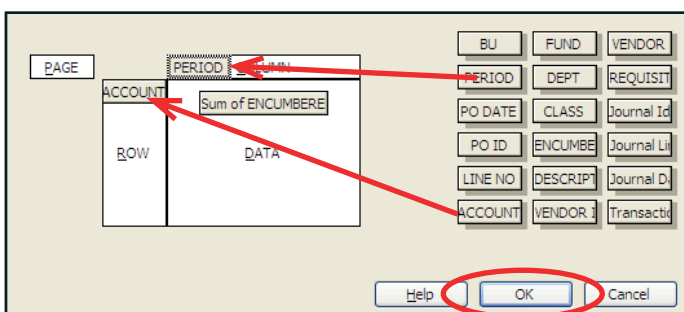
Microsoft Excel - bireports.csus.edu [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Open Encumbrance Drill</b>										
2	Open encumbrance drill shows POs with balance, it could go back to prior years.										
3											
4	BU	PERIOD	PO DATE	PO ID	LINE NO	ACCOUNT	FUND	DEPT	CLASS	ENCUMBERED AMOUNT	DESCRIPTION
5	SACST	1		1200701330	1	660003	MDS01	25400		(1,405.00)	Open order for ASL interpretin
6	SACST	3	9/11/2007	1200701330	1	660003	MDS01	25400		50,000.00	Open order for ASL interpreting the Department of Sp. Ed., Reh Deaf Studies for the time period
7	SACST	4		1200701330	1	660003	MDS01	25400		(1,155.00)	Open order for ASL interpretin

### Create a PivotTable

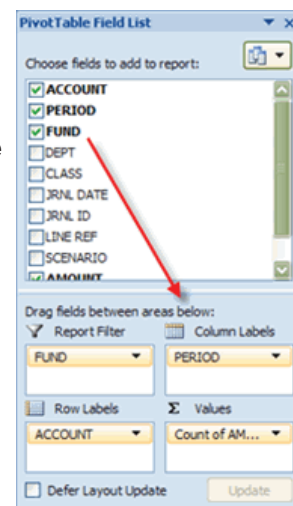
#### Excel 2003

1. Delete the contents of the Header and Footer rows.
2. Select any field within the worksheet that contains data.
3. Select **Data > PivotTable and PivotChart Report**.
4. In the PivotTable wizard select Next.
5. In Step 2 of 3, select Next.
6. In Step 3 of 3, select Layout.
7. Drag desired fields from the right side to the desired Row, Column or Data areas on left side. Click OK. Click Finish.



#### Excel 2007

1. Delete the contents of the Header and Footer rows.
2. Select any field within the worksheet that contains data.
3. Select **Insert Tab > Pivot Table**
4. On the Create PivotTable window select **Next**.
5. Select the desired fields from the **PivotTable Fields List** and drag them into the appropriate field boxes to determine Column, Row Labels and data values.



### Support Information

For more information on PivotTables and Financial Reporting, please visit the CMS website training pages ([www.csus.edu/cms/training](http://www.csus.edu/cms/training)) where you will find interactive online tutorials as well as manuals and additional QuickReference cards. For questions, contact the Service Desk at 278-7337.