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I. Report Access / Account Security

1. Where can I find the online budget officer reports?

- The budget officer reports are available via <https://reports.calvin.edu> in the Budget Reports folder.
- From the Calvin home page, click the “Me” icon at the top and select Faculty & Staff. Find the link in the list of services under the “Accounts and finances” heading.
- You can create a favorite or bookmark in your preferred browser by using the link <http://www.calvin.edu/go/FSR> .

2. Which accounts can I see?

Budget officers are able to view only the accounts for the departments that they oversee. If your budget officer has requested access to be given to you, and that access has been approved, their accounts will be available to you. Someone who oversees multiple areas (such as a VP) will be able to view the accounts for all of the departments underneath them. The list of people with access to budget officer reports will be reviewed periodically to assure that access to accounts is up-to-date and accurate.

3. How can I find out which other people have access to my accounts?

Contact generalaccounting@calvin.edu to find out who has access to your department accounts.

4. How can I request access for someone else to view my accounts?

Contact generalaccounting@calvin.edu to request access for others (designees) to view your reports. Only a budget officer may request access for someone else to view their accounts. You may not request access for yourself.

5. Can I request access for another user for just one of my accounts?

No. The security access is based on your budget officer code. So when you request additional access for someone else, they will see everything attached to your budget officer code.

6. How do I get details about payroll accounts?

Only a budget officer may request information that contains personally identifiable payroll data. The Employee Earnings Report can be found under the Accounts and finances section of calvin.edu/faculty-staff. Designees who have been granted access to view budget officer reports on behalf of someone else, do not have access to run the report. Proper internet browser selection is critical for the report to general results, Internet Explorer and Edge seem to work the best.

II. Report Functionality

7. How can I access the budget officer reports when I'm off campus?

The budget officer reports are only available through a secure connection to the college's reporting server, warehouse.calvin.edu. To ensure that you connect securely, when you are off campus, you must first establish a VPN connection to Calvin's network before accessing any of the reports. To learn more about why the VPN is required and how to connect to the VPN, please view the instructions available on the [IT website](#).

8. Which browser is best for viewing my report?

Internet Explorer is the best browser for viewing the reports. However, you may view the reports in other browsers. If you have a Mac, the preferred browser is Mozilla Firefox.

Please note: Firefox, Chrome, and Safari - Using the back button to navigate between reports does not always return you to your previous selections, and you may need to set up and re-run your prior report. Printing directly from the report is not available.

9. How can I expand all or collapse all of the detail in a report?

In reports that have groups which expand and collapse, there is a parameter named "Show Details" which will allow you to choose what level of detail is visible. To collapse the entire report up to the top level, choose "None". To expand all departments and show the account detail, choose "Accounts only". To view all departments, accounts, and detail transactions, choose "Accounts and Details". If you do not see the "Show Details" option, use the "show/hide parameters" toolbar to display the report parameters.



10. How can I view only my expenses or only my revenues?

Most of the budget officer reports have a parameter named "Revenue/Expense". This option allows you to view all accounts (which is the default), revenue accounts only, or expense accounts only. If the filters for a report are not visible, use the "show/hide parameters" toolbar to display them. Once you've selected "Revenues only" or "Expenses only", click the view report button to re-display your report.

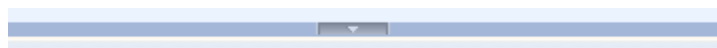
Show/Hide parameters toolbar :



11. How can I view only my non-salary accounts?

The budget officer reports that do not automatically include salary lines have a parameter named "Include Salary Lines". This option allows you to view all accounts (both salary and non-salary) or non-salary only. If the filters for a report are not visible, use the "show/hide parameters" toolbar to display them. Once you've selected "Yes" or "No" to Include Salary Lines, click the view report button to re-display your report.

Show/Hide parameters toolbar :



12. How can I switch between reports?

The very top of each page lists the path for the current report and is made up of links. You can click on the folder name “Budget Reports” to return to the list of all of the reports.

In the Budget vs. Actual report, any amount that is underlined will act as a link to get to more detailed information. For example, clicking on the budget amount on the summary report by department will bring you to a report of budget vs. actual for all of the accounts within that particular department.

To go back to a prior report, use your browser’s back button. You may need to reset the report parameters and select View Report again to run the report.

13. How can I view a different year, department, or fund?

When you first access a report, the current year, the first fund, and all of your accessible departments are selected. To change any of these values, use the drop-down selections and press the View Report button to update the report. If the parameters are not visible above your report, click on the blue Show/Hide Parameters bar below the report name

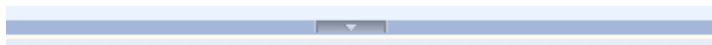
Show/Hide parameters toolbar :



14. How can I make the report parameters (filters) reappear?

When you click a link to drill through to a more detailed report, the parameters bar will disappear, although the parameters are still available to change the report. If the parameters are not visible above your report, click on the blue Show/Hide Parameters bar below the report name.

Show/Hide parameters toolbar :



15. How can I print my report?

Printing is only available in the Internet Explorer browser, and the print icon can be found on the report toolbar. If you are using Internet Explorer, you must first install the SQL Server browser add-on and allow it to make changes to your computer. Once the add-on is installed, you will be able to print. Your other option is to export the report to a PDF or other printable format, and use a different tool to print your report.

16. How can I print my report if I don't have Internet Explorer?

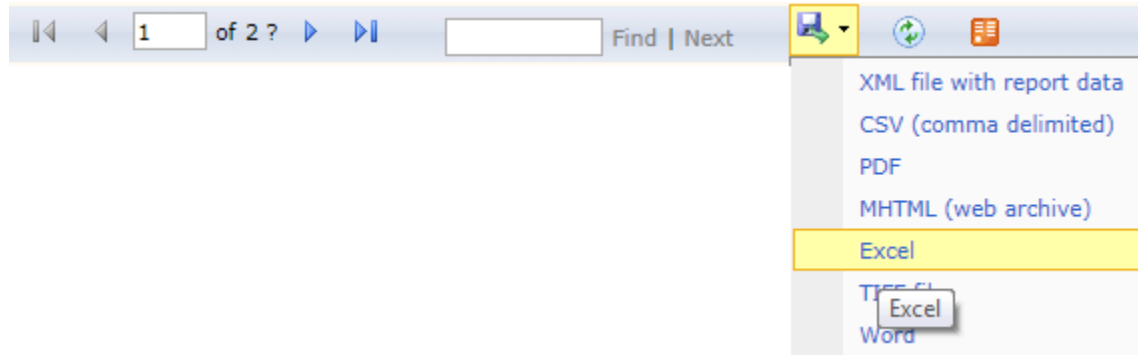
The best way to print your report from other browsers is to export the report to Excel.

If you are using Excel for Macs, choose Layout, then Fit 1 page wide by 2 pages tall. You may also want to decrease your left and right margins to fit the page.

If you are using the PC version of Excel, choose Page Layout. Change the Width in the Scale to Fit box from Automatic to 1 page. You may also want to decrease your left and right margins to fit more of the report on the page.

17. How do I export my report to excel?

To export the data to excel, use the save/export icon on the report toolbar (to the right of the Find box).



The CSV export option will open up the report in excel, with all of the data, but removing the background colors, borders, and other formatting related to appearance. This is best for working with the data if you want to change or add to the information already provided. The Excel Export option will open the report in excel, copying as much of the formatting and appearance as possible.

18. Should I log off when I am finished?

Yes, to ensure that your data stays confidential, please close your browser when you are finished. If you do not close your browser, someone else may gain access to your data if they have access to your computer.

III. Report Analysis

19. Which report should I use?

There are four main Budget Officer reports.

Budget vs. Actual YTD - Use this report to view year to date information for either a department or for all accounts within a department. You can view your balance, account status, budget amount, and actual amount. This report replaces the functionality of the old FSR summary reports, giving you the total for a fiscal year. This report also links to reports containing all detail transactions for a department and detail transactions for a specific account, vendor, or reference number.

Financial Detail by Month - Use this report to view all transactions for your department accounts for a specific month. This report replaces the functionality of the old FSR detail report.

Financial Detail by Date Range - Use this report to research specific transactions within a date range, or to review transactions across fiscal years. This report works much like the Financial Detail by Month report.

Multiple Department report - This report is designed for budget officers who manage more than one department. It allows you to view department totals for a specific type of account and select specific budget officers. For example, a VP can view the total printing services charges for all departments in their division, and see how much each department spent in that category. This report only allows you view departments and accounts that you (the budget officer) oversee.

20. Why doesn't my account appear anymore in the Budget vs. Actual report?

The online Budget vs. Actual reports only show accounts that have either an actual or budget value. When a new fiscal year begins, accounts that do not have a budget value (like 2-1 restricted accounts) will only appear once there is an "actual" entry in the GL for the selected year, for that account. If you want to verify that you have access to the correct accounts, switch the report back to the prior year to see the complete list.

21. Why are some of my accounts missing from the Financial Detail by month report?

The Financial Detail by month report only shows transactions that occur in the month you selected, and the budget and year to date values for those accounts. If there was no activity in the account for that month, it will not show up, even though you may have a budget for that account.

22. Why are some numbers positive and other numbers negative (in parenthesis)?

The budget officer reports represent Colleague General Ledger amounts and transactions. Revenue accounts show as negative numbers and expense accounts show as positive numbers. When looking at totals for a department or group of departments, a negative number would represent a surplus (revenues greater than expense) and a positive number would represent a deficit (expenses greater than revenues).

23. Why is there a red arrow next to my account?

The Budget vs. Actual reports display a visual indicator with each row to enable you to see at a glance that status of each department and account. Each of these reports also shows a target range in the heading area, which is calculated based on the current fiscal month. A green (up) arrow means that the percent of budget used is below the current target range. A yellow (over) arrow means that the percent of budget used is within the current target range. A red (down) arrow means that the percent of budget used is above the current target range. A gray circle is shown beside accounts that have no budget allocated.

NOTE: Accounts with a negative budget may not be accurately represented by the percent of budget used or the amount used indicator.

24. Can I view further details of a transaction in my report?

The budget officer reports do not show detailed information about the identity of the purchaser or what items were purchased. If you need more detail about Calvin corporate credit card purchases, payroll transactions, Campus Store, Mail Services, or other transactions, you must address those questions to the appropriate office on campus. See the Appendix for a table of charges and account descriptions that correspond with particular offices.

IV. Business Process

25. How often is the data updated?

The report data is updated nightly; however, some business processes in finance occur on a quarterly, monthly, bi-weekly, or semi-monthly schedule. For example, credit card charges bills are processed monthly, so they will not appear on your financial reports until three to four days after month end. Campus store, mail, or printing services charges are processed weekly.

26. How often should I review my reports?

Reports should be reviewed monthly if not more frequently. By the 15th of the month all activity submitted for that month will be entered. The only exceptions for this will be the months of June and December.

27. How can I reconcile my accounts?

The best way to do a monthly reconciliation is to use the Financial Detail by Month report. Set it to the month you want to reconcile, run the report, and then export the information to excel, using the CSV or Excel format. Once the information is in excel, you can mark transactions as reconciled as you match them to your own records.

28. Why does the vendor have this listed as an outstanding charge, when it was already listed on my report?

Transactions that appear in the financial reports have been processed for payment by the Financial Services office, but that does not mean that the payment has already occurred.

V. Appendix

29. Contacts outside of Financial Services

Certain questions about financial transactions should go to offices other than Financial Services. These questions should be addressed to the office that is responsible for that information. You can determine which office to contact by looking at the description of the transaction, the GL Source code on the report, or the account description. The following table lists the most common types of transactions, along with the office that should be contacted with questions about specific purchases or details relating to these transactions.

Type	Description	Office to Contact
Account Desc	A-V Chrgs	Audio Visual
Account Desc/Item Desc	Campus Store Charges	Campus Store
Account Desc	Telephone Charges	Information Technology
Item Desc	Teleco	Information Technology
Item Desc	Faculty Copy Card Usage	Library
Account Desc/Item Desc	Mailroom Charges/MAIL CHRGS	Mail Services
Item Desc	Physical Plant Labor Allocation	Physical Plant
Account	PCC & RVW Charges	Prince Conference Center
Item Desc	PCC Inv# or PCC #####	Prince Conference Center
Account/ Item Desc	Print Services Charges	Print Services
Account/ Item Desc	Publishing Services Charges	Publishing Services
Account/ Item Desc	Transportation Charges	Transportation

30. Contacts within Financial Services

There are also specific email addresses to use for your questions to financial services, depending on the type of transaction that you are asking about.

Accounts Payable – accountspayable@calvin.edu	
Item Name	PNC FEB/_____
GL Source – PJ	Purchase Journal Reference Number like V0_____
General Accounting – generalaccounting@calvin.edu	
Item Name	Benefit Allocation QTR FY__
Item Name	MFD Charges
GL Source – JE	Journal Entry Reference Number like J_____
Payroll – payroll@calvin.edu	
Item Name	PRD END: MM/DD/YY A3 Earnings
Item Name	PRD END: MM/DD/YY S2/F1 Earnings
GL Source – PR	Payroll Reference Number like 00_____
Student Accounts – studentaccounts@calvin.edu	
Item Name	Summary for Session _____
GL Source - CR	Cash Receipt Reference Number like A0000_____
GL Source – IV	Invoice Reference Number like 000000_____