

FORT HAYS STATE UNIVERSITY

IFAS REPORTS

IFAS **REPORTS** folder is located on the HOME-Sungard Bi-Tech screen. To access account or department information click on: **Reports**; then **Departments**; You will have the following choices:

1.) **GL: CUMULATIVE OBJECT SUMMARY BY DEPARTMENT.** This report is a summary listing of activity by object code. Click on the report and in the window to the right of, Enter Department Number, enter any 6 digit department number you are authorized to view. The “**month end date**” date will default to the current month or you may choose a prior month end date. Click on the **Submit** button to run the report.

Report functions: When you move your mouse on top of a receipt, expenditure, or encumbrance amount, a "drill " will appear. Clicking on this drill will allow you to reach additional information pertaining to this amount. Each time you "drill", another screen will appear with additional information. To get back to the original report, click on the X in the upper right corner to cancel the page you are currently on.

Budgeted Accounts: Department numbers (6 digit #) ending in a one (1) will provide you with budgeted information summarized by: a.) **Total Salaries and Wages**, b.) **Total Non Wage Related** (OOE), c.) the sum of the two previous categories appears on the final **Totals** line.

Cash Accounts: Department numbers (6 digit #) ending in a (2) and Activity Accounts (SAXXXX) will add the following to the bottom of the last page of the report:

BEGINNING FUND BALANCE	<u>(Beginning Fiscal Year Balance)</u>
NET CHANGE	<u>(Summary of Activity for the Period Selected)</u>
ENDING FUND BALANCE	<u>(Balance Available for Selected End Date)</u>

2.) **GL: DETAIL TRANSACTION LISTING BY DEPARTMENT.** This report is a detail listing of activity by date range. Click on the report and in the window to the right of, Enter the Department Number, enter any 6 digit department number you are authorized to view. Enter the Start and End date for the month of activity you would like to review (Requesting for more than a month will take an extended period of time for this report to complete). Click on the **Submit** button to run the report.

3.) **GL: DETAIL TRANSACTION LISTING STUDENT PAYROLL EXPENSES BY DEPARTMENT.** This report will list student payroll expenses by pay period. Click on the report and in the window to the right of, Enter Department Number, enter any 6 digit department number you are authorized to view. Enter the desired “as of date”. Click on the **Submit** button to run the report.

4.) **PO: PURCHASE ORDER STATUS (LONG).** This report will show you a Purchase Order and all of the historical information associated with it. Click on the report and in the window to the right of, Enter the PO Number, type in the PO Number you would like to review (P5XXXX). Click on the **Submit** button to run the report. You can only see Purchase Orders you have access to based on security codes and department #'s.

Moving from page to page and printing reports: At the top of the report is a blue bar containing arrows allowing you to move from page to page, depending on the number of pages in the report. Next to the arrows and just left of the abbreviation, **GL:**, is a drop-down box to click on to print the report you have on the screen. **You click on the Adobe Acrobat Icon and create a PDF file.**

Call or email Phil Toepfer with any questions concerning these reports. Phone: 4324.