Finance How-To Guide

WORKDAY PROCEDURES

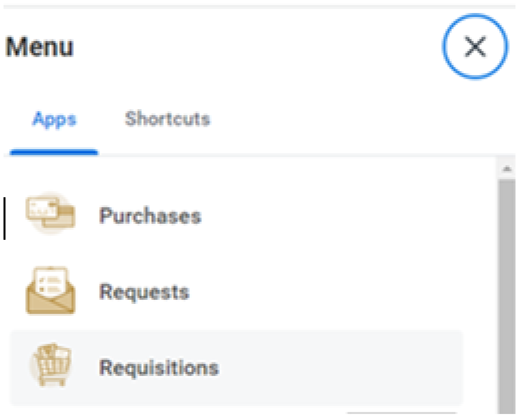
Business Office
ANDERSON UNIVERSITY |

Table of Contents

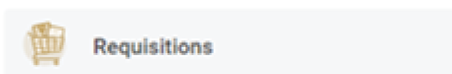
Requisition/Purchase Order/Invoice Process

Create Requisition from Supplier Website (The ONLY Supplier Catalogs available are Amazon and FSI).

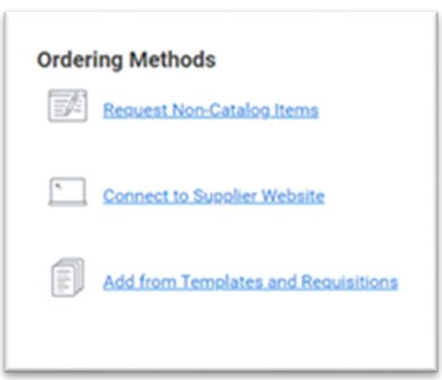
1. Select **Menu** (top left) to View All Apps



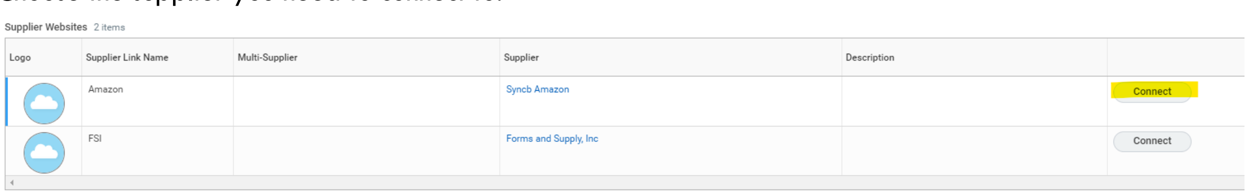
2. Select Requisitions App



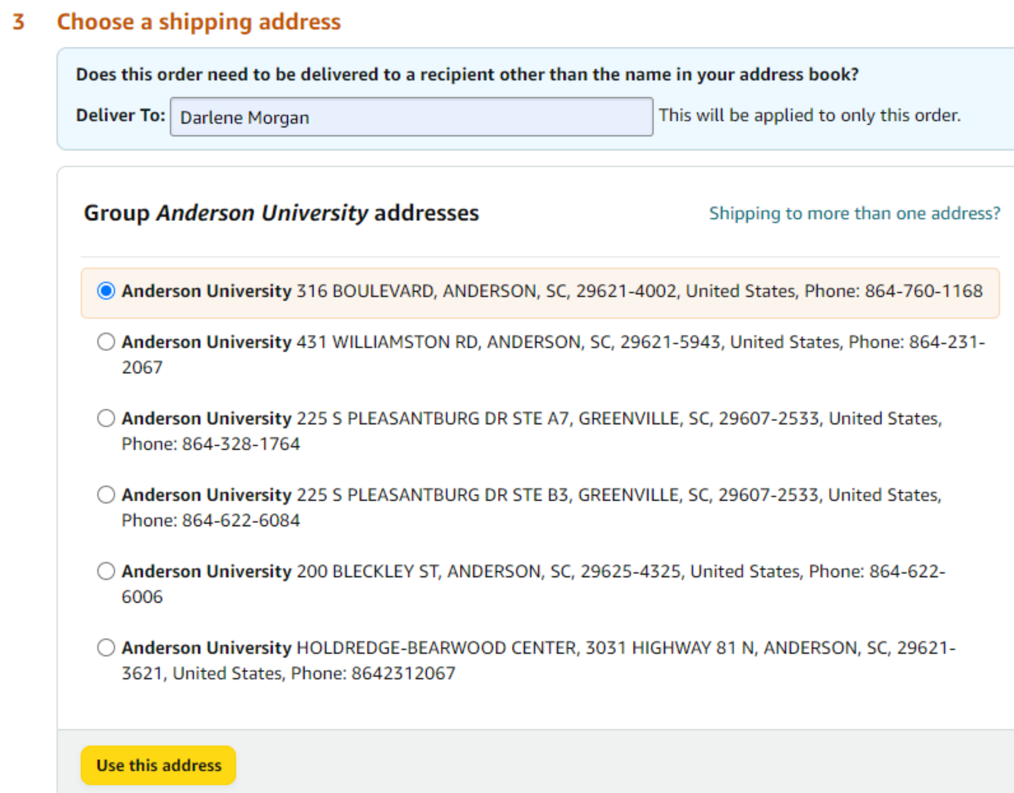
3. Select Connect to a Supplier Website



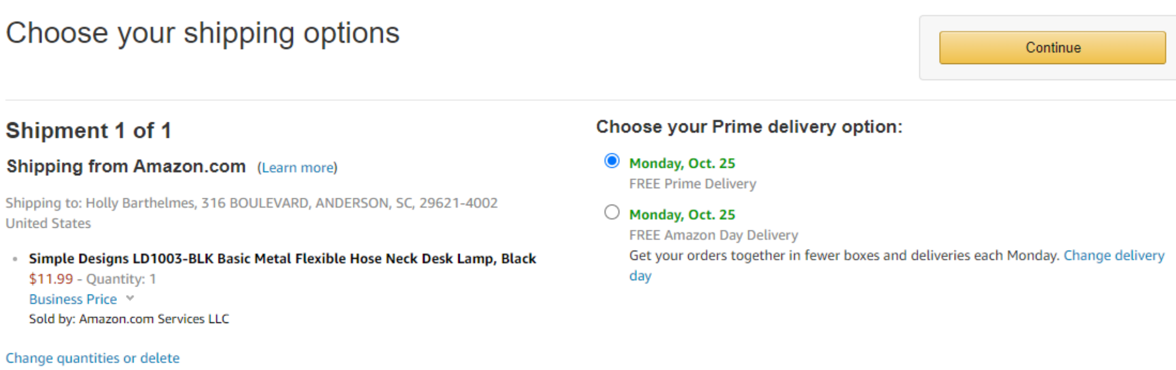
4. Choose the supplier you need to connect to.

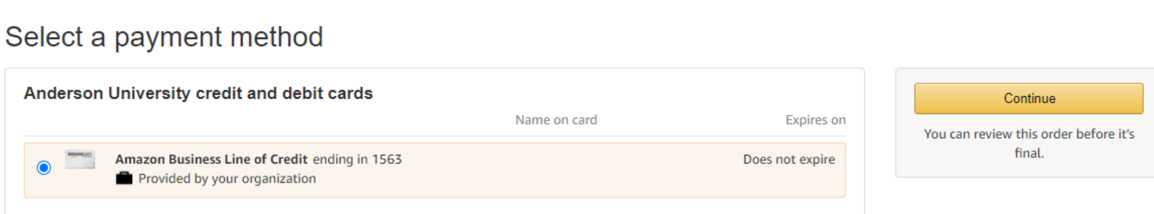


5. Search for and find the item(s) you want to purchase and add to cart.
6. Select Proceed to Checkout when you have placed all items in cart.
7. Type your name in Deliver To: field and select the applicable address. (Do not add a new address. All purchases should be routed to one of the preloaded addresses. Per Fiscal Policy and Procedures, items may not be shipped to employee homes without approval from applicable Senior Vice President.) After selecting address, click deliver to this address.

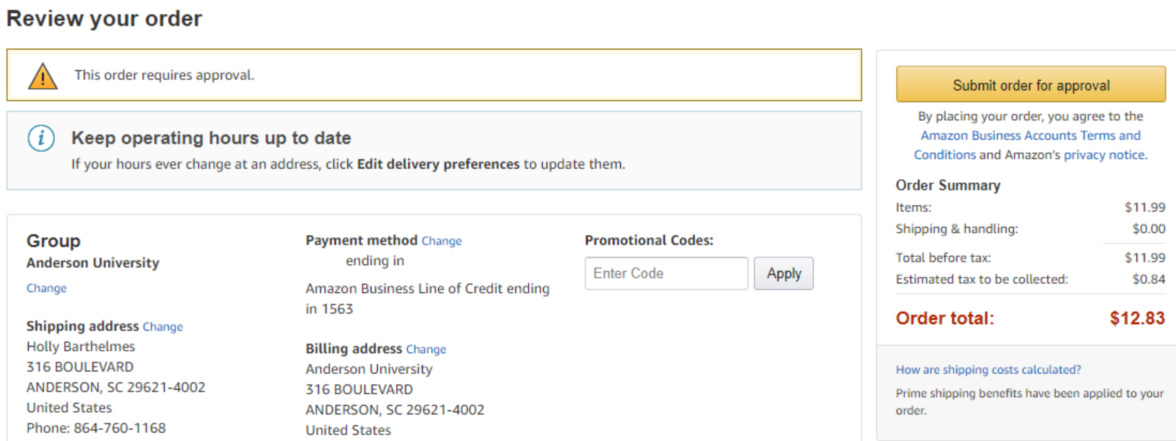


8. Choose Pay by Invoice as Payment Method.
9. All employees have access to Prime shipping through Anderson University's Business account. If Prime shipping is available for the order you are placing, you may choose that delivery option at no additional cost. After selecting shipping option, click continue.

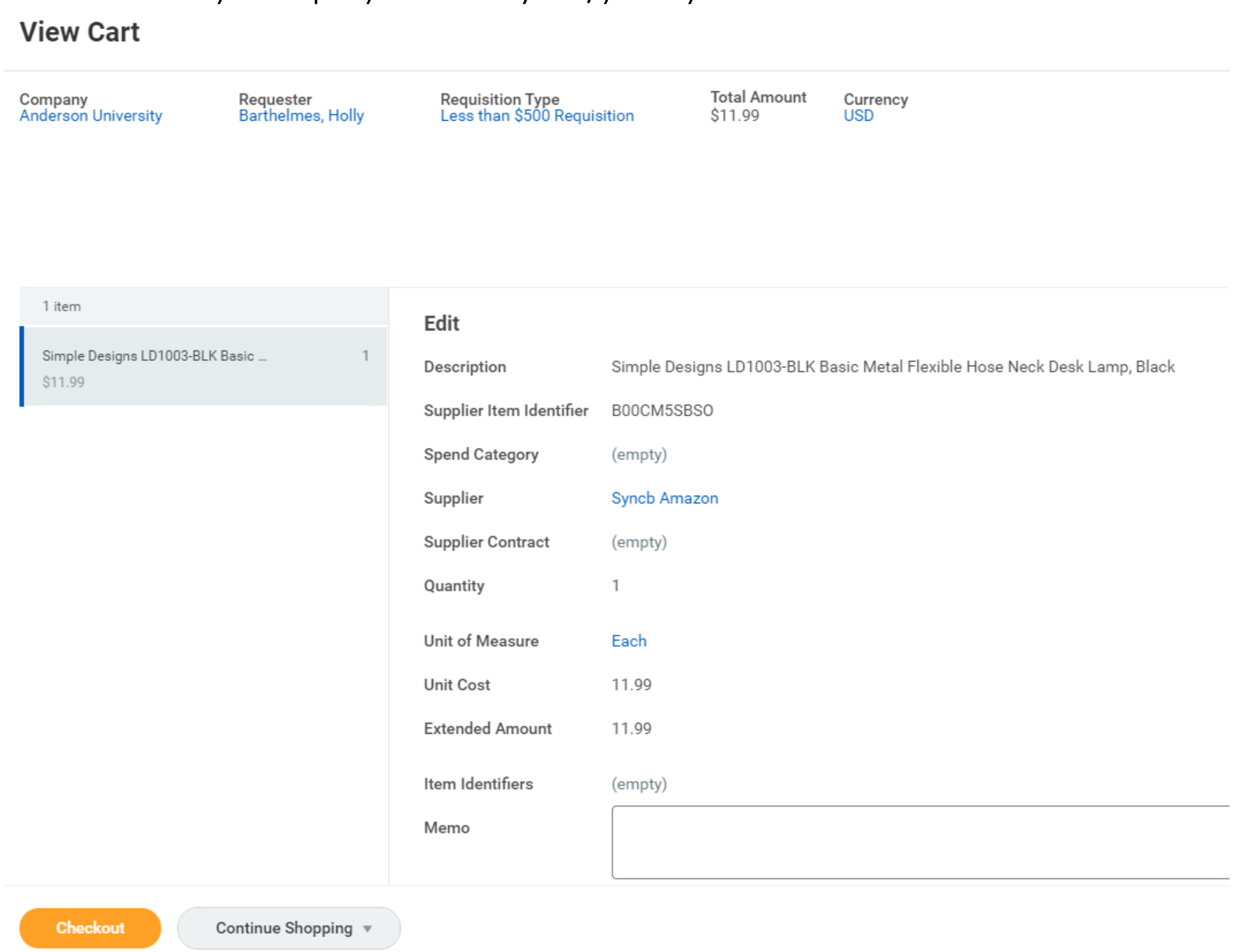




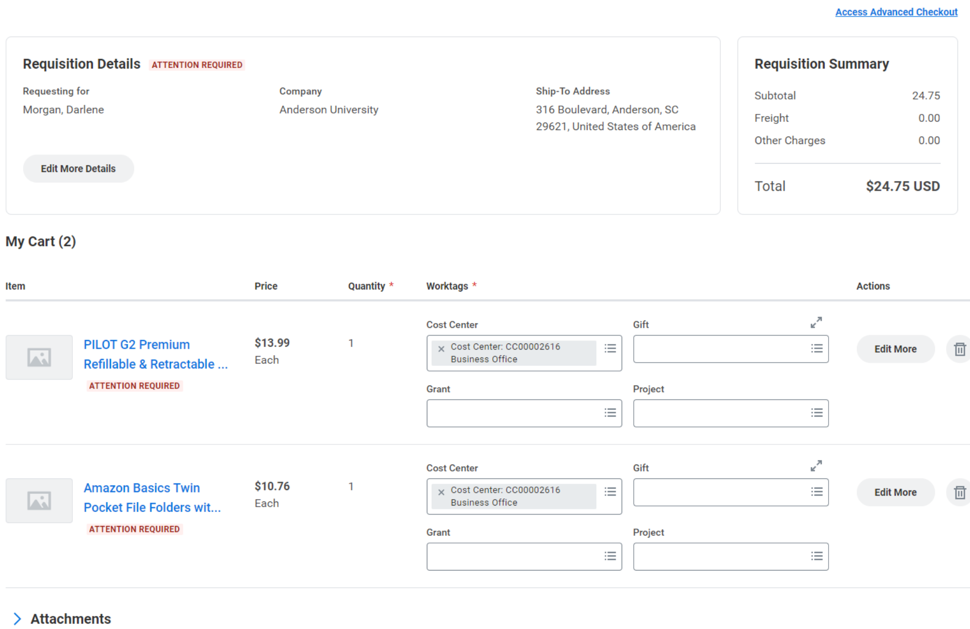
10. After reviewing your order information, click submit order for approval to be taken back to Workday to complete placing your order. **Order will not be placed with Amazon until you have finished filling everything out in Workday.



11. If all items correctly show up in your Workday cart, you may "checkout".



12. In your checkout screen, you can review the goods lines. Information will default from the supplier's website. You can click on Edit More Details/Edit More to complete the information that is required. You may also utilize "Access Advanced Checkout" (top right blue link) if you prefer this layout for entering the required information.



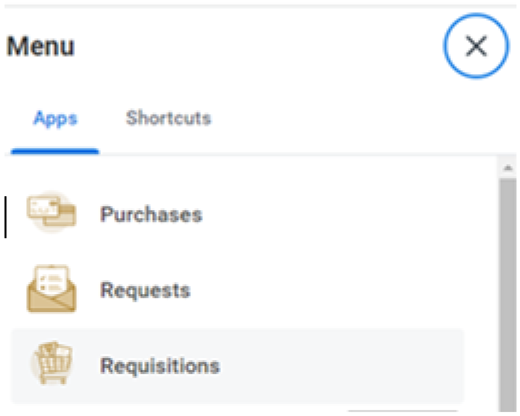
You must fill in:

a. Freight Amount (optional): should not be applicable to most Amazon and FSI charges
b. Other Charges (optional): tax may be entered in this field
c. Memo to Suppliers (required for FSI): ***For FSI, please type in the building and room number you would like you order to be delivered to. Character count in this field should not exceed 25 characters to ensure the driver can see the full message.
d. Internal Memo (optional): This field may be used to provide any information you would like the Business Office to know.
e. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.
f. Memo (preferred): Type anything that may be helpful for the Business Office/Supplier to know, such as a business purpose for the purchase.
g. Driver Worktags (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
    i. ***Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.
    ii. If the good line needs to be split between multiple driver worktags, select the number under the splits column and choose to split by amount or quantity. Click the plus sign to add a line for the number of ways you want to split the transaction. *Note: only the driver worktags may be selected. You cannot select multiple spend categories per line.

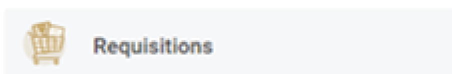
13. When finished filling in applicable information, click submit. If the order is less than $3000, the order will automatically be placed with Amazon or FSI. If the order is greater than $3000, the requisition will be routed to your Cost Center Manager, Dean/Director, Vice President, and the Business Office for approval.

Create Requisition for Non-Catalog Items

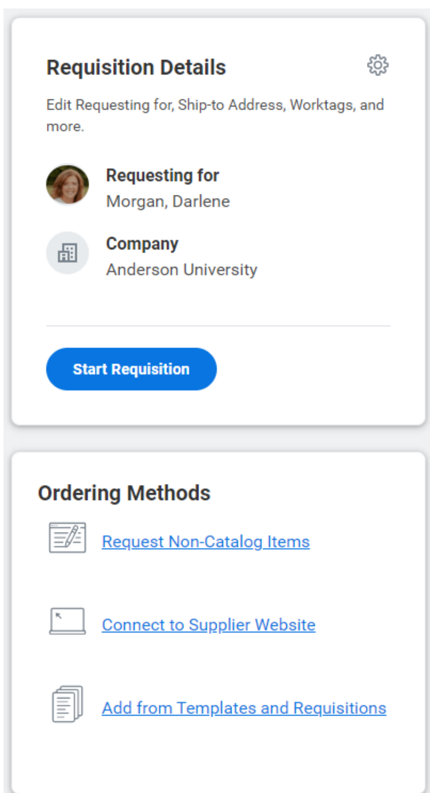
1. Select **Menu** to View All Apps



2. Select Requisitions App



3. Select Request Non-Catalog Items OR "Start Requisition"



4. Give a good description of what you are ordering and choose if this is a goods or service. If service, click "other details to add" and enter supplier and total cost of service. If goods, enter quantity, unit of measure, and price as well as the supplier. Do not include taxes on any goods or services lines. Tax amounts go in the field "Other Charges." This will be entered upon checkout.

a. For Goods:

i. Request Type: select "request goods"

ii. Item Description: general description of one specific item you are requesting. *If purchasing multiple types of items, each will need to be entered separately.

iii. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.

iv. Supplier (required): select the supplier you are wanting to purchase from. You may type in the supplier name or search by one of the subcategories

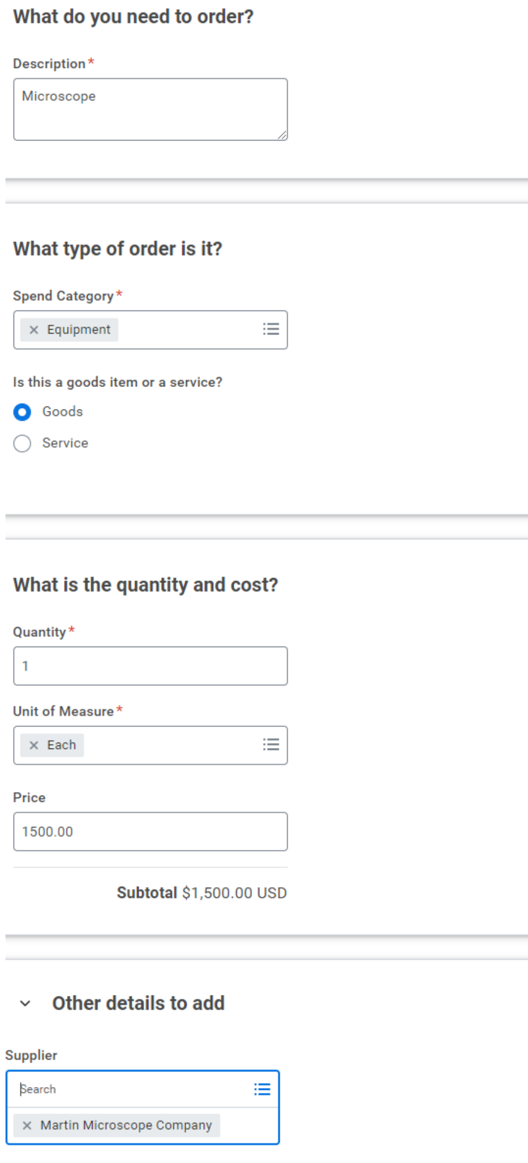
v. Quantity (required for good request type): number of each type of item you are requesting.

vi. Unit Cost (required for good request type): amount for one item

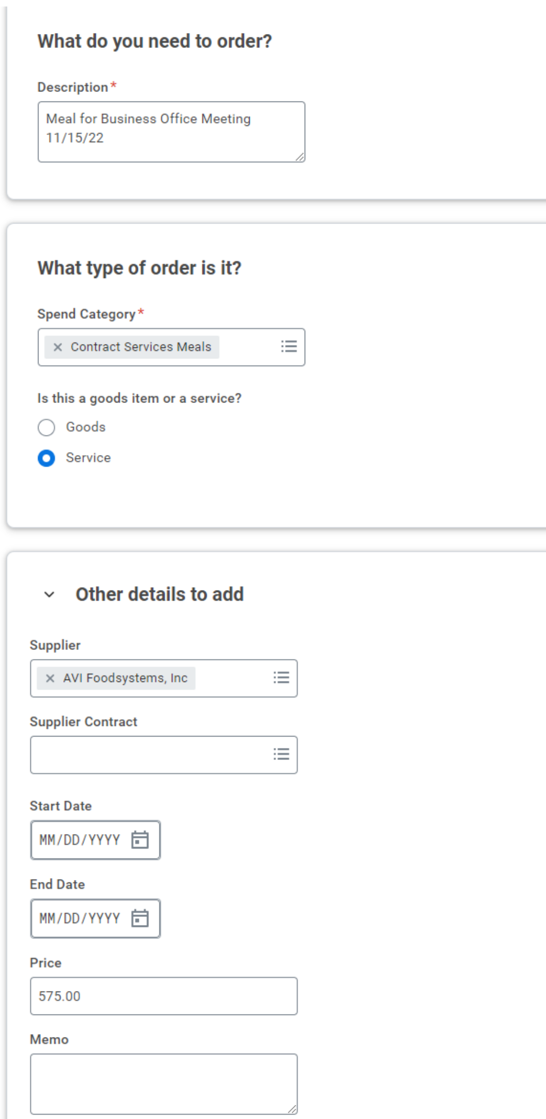
vii. Unit of Measure (required for good request type): select the most applicable. If unsure which one to select, choose "each".

viii. Memo (optional): information applicable to charge

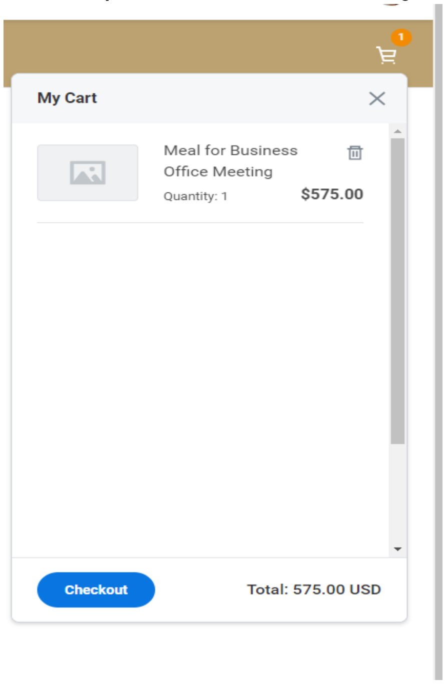
ix. Select Add to Cart



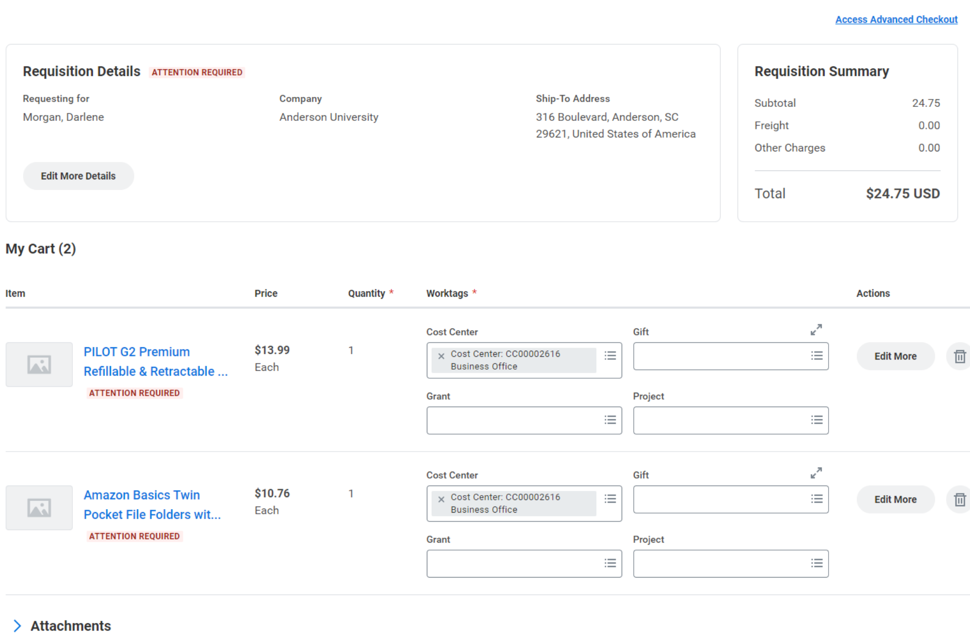
b. For Services:
   i. Request Type: select "request services"
   ii. Item Description: general description of one specific item you are requesting. *If purchasing multiple types of items, each will need to be entered separately.
   iii. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.
   iv. Supplier (required): select the supplier you are wanting to purchase from. You may type in the supplier name or search by one of the subcategories
   v. Start Date: start date of the service
   vi. End Date: end date of the service
   vii. Extended Amount: total amount of the service
   viii. Memo (optional): information applicable to charge
   ix. Select Add to Cart



5. Enter each goods or service you are ordering on a separate line by clicking Add to Cart after entering each item. A new screen will appear each time you click Add to Cart so that you can enter the next item description/spend category/price etc… This is important for receipting in Workday and Fixed Asset tracking. Once all items are entered, click Checkout.



6. In your checkout screen, you can review the goods/services lines. Click on Edit More Details/Edit More to complete the information that is required. You may also utilize "Access Advanced Checkout" (top right blue link) if you prefer this layout for entering the required information.

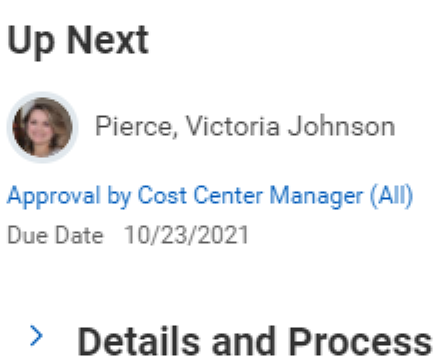


You must fill in:

a. Freight Amount (optional)
b. Other Charges (optional): tax may be entered in this field

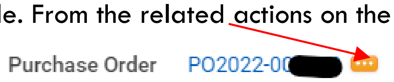
  c. Memo to Suppliers (optional)
  d. Internal Memo (optional): This field may be used to provide any information you would like the Business Office to know.
  e. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.
  f. Memo (preferred): Type anything that may be helpful for the Business Office/Supplier to know, such as a business purpose for the purchase.
  g. Driver Worktags (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
     i. ***Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.
     ii. If the goods line needs to be split between multiple driver worktags, select the number under the splits column and choose to split by amount or quantity. Click the plus sign to add a line for the number of ways you want to split the transaction. *Note: only the driver worktags may be selected. You cannot select multiple spend categories per line.
  h. If your order is >$500, you must attach a document from the supplier that shows the price of the goods/services. Documents that may be attached include:
     i. Quote
     ii. Invoice
     iii. Order Form
     iv. Approval Email for External Services from Business Office
     v. Email correspondence from the Supplier regarding pertinent purchasing information.

7. When finished filling in applicable information, click submit. The order will be routed automatically to the applicable approvers.



Obtaining your Purchase Order

After a requisition has been fully approved, the purchase order will automatically be created and issue overnight. At this time, the requestor will receive a notification in Workday that the purchase order is available. From the related actions on the purchase order, a printable version of the PO may be obtained



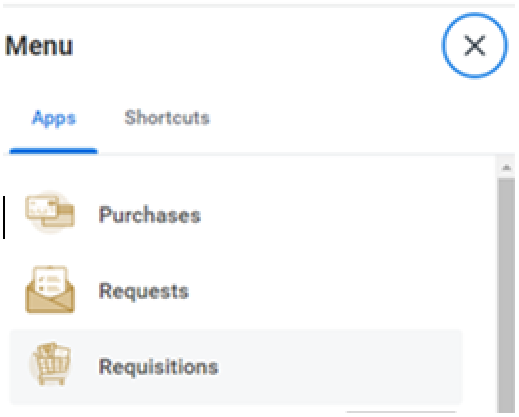
to be sent to the supplier by the requestor (email or mail). It is up to the requestor to send the purchase order to the supplier if needed. The Business Office will not be sending purchase orders to suppliers.

View Progress of Requisition/Create Receipt

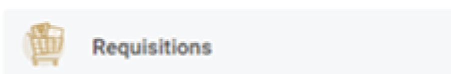
After the purchase order has been created, it MUST be issued before a receipt can be created. PO issuance will occur every night. Therefore, the receipt may be submitted the next day.

**Receipts should not be submitted until goods have been received or services have been performed. Any exceptions needed should be addressed with the Business Office prior to creating the receipt.

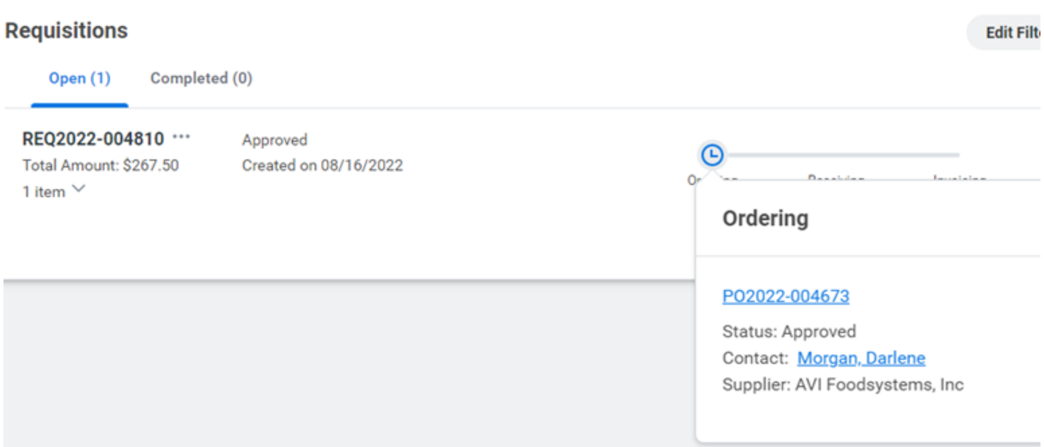
1. Select Menu to View All Apps

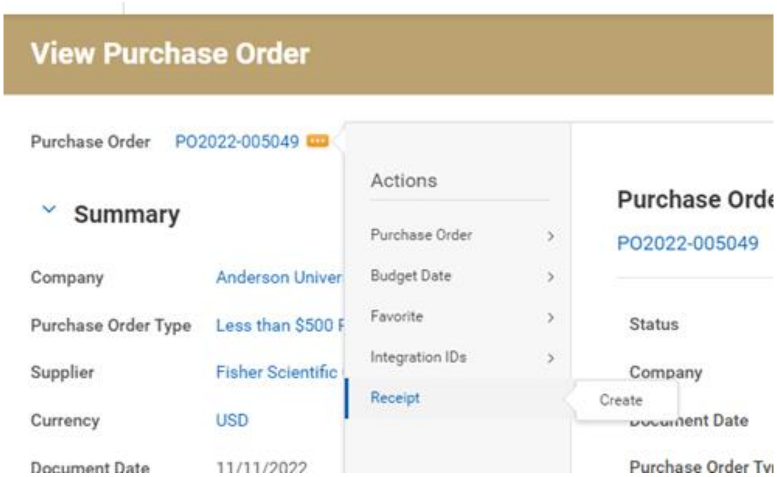


2. Select Requisitions App



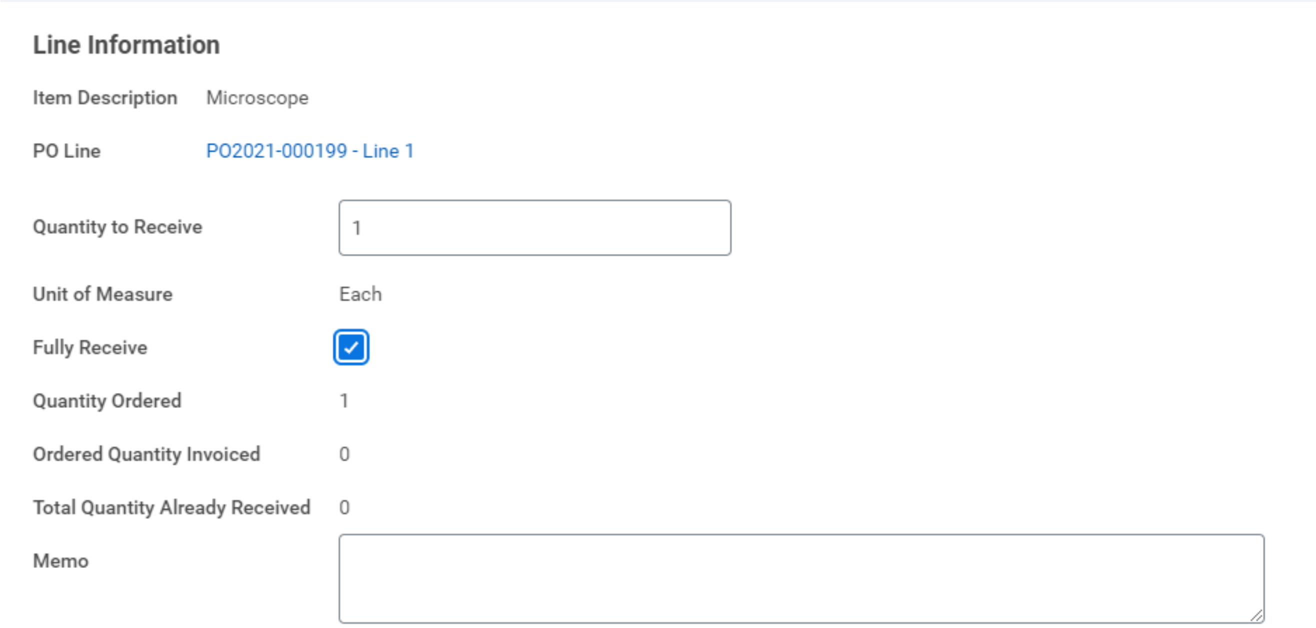
3. From this requisition dashboard, you can view the progress of all requisitions by clicking the small icons that will appear above the words Ordering/Ordered, Receiving/Received, and Invoicing/Invoiced. The words will change and icons will appear as the requisition moves along in process.
4. To create the receipt, find the requisition number and above the word Ordered, click on the small icon to view the PO number. Click on the PO# to view it and go off the related actions button to create receipt.



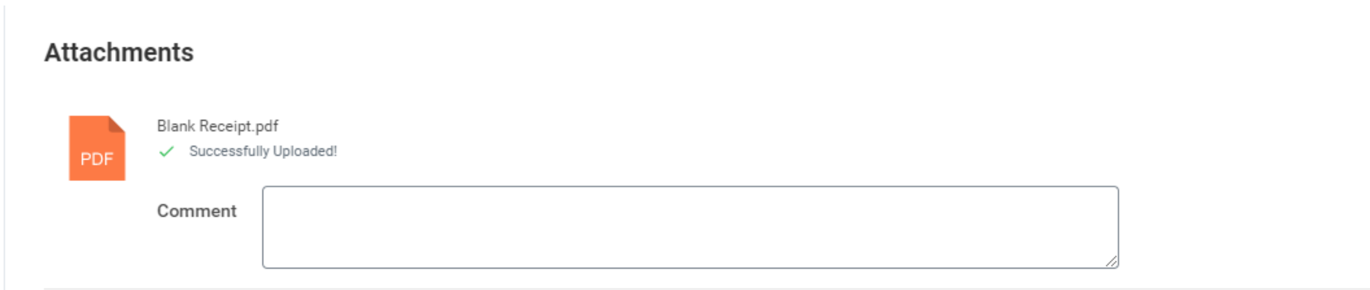


5. The purchase order number will default in the next screen and will have all the information from your requisition defaulted in to your receipt. Select ok.
6. Review your purchase order information. Amounts in line items may not contain shipping or tax. These amounts will be reviewed and added by Accounts Payable if not defaulted. Toggle between all lines to receive each applicable one. **<u>Only receive items that match to the invoice</u>**
    a. For Goods: select the quantity to receive (should match to invoice). If all items are being received, select “receive in full” check box
    b. **<u>For Services: enter the dollar amount to receive</u>** (should match to invoice). If the full amount is being received, select “receive in full” check box

***If you have multiple invoices for one purchase order, please create separate receipts for each invoice. This will ensure that suppliers can easily see which invoices we are paying.



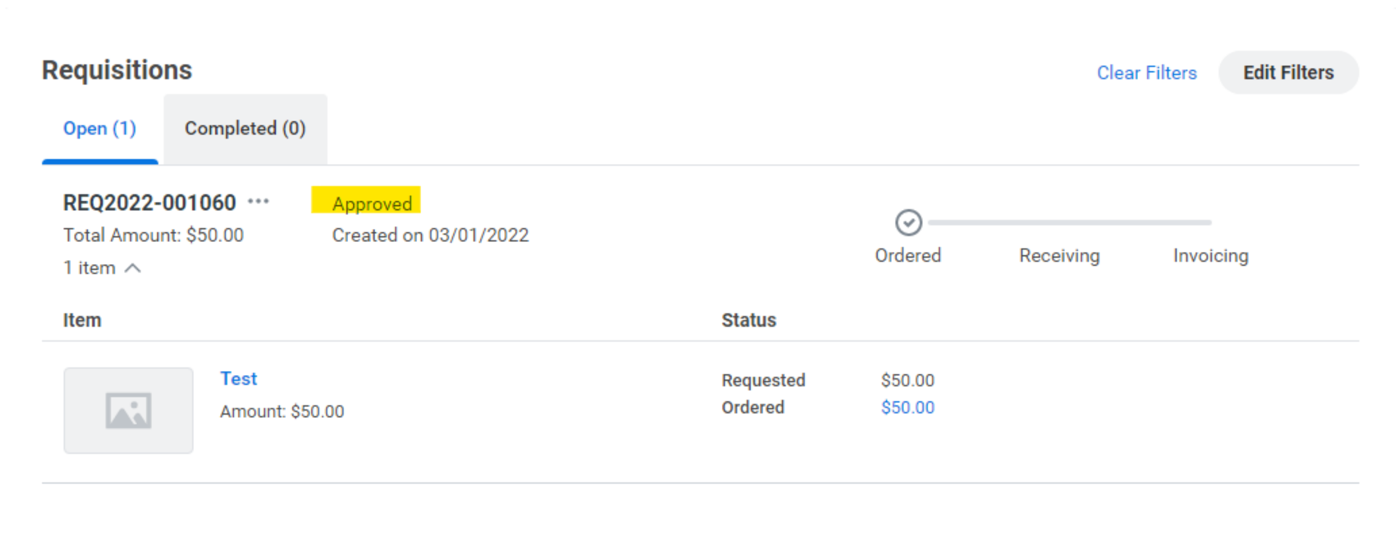
7. In the attachment section, attach your invoice for Accounts Payable to review. (File type cannot be Live Photo - .HEIC)



8. Select Submit which will route your receipt to accounts payable for the invoice to be created in Workday and paid.

Find Where Requisition is in Process

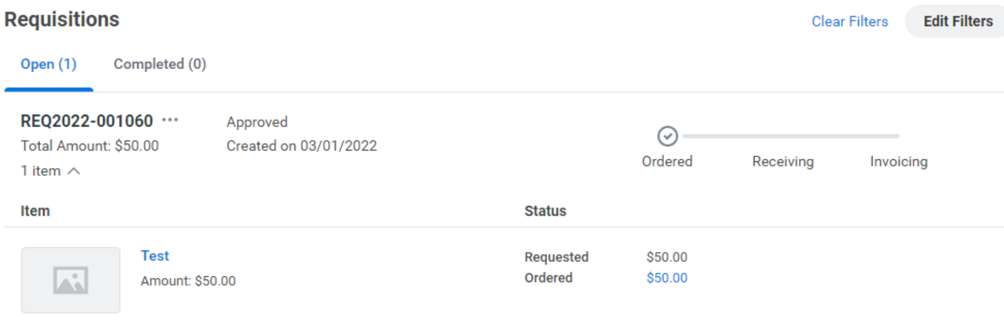
1. Requisition status will show up beside the requisition number on the requisition dashboard.



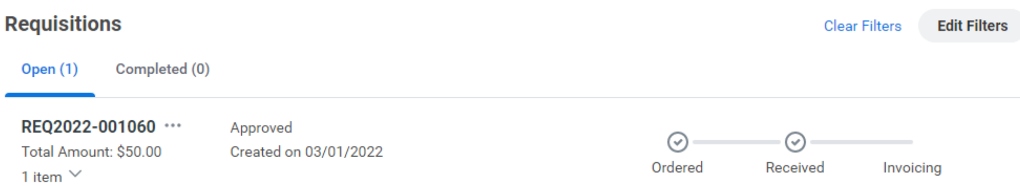
2. Once the requisition is approved and purchase order is issued, a small icon will appear above the word Ordered. This is where the PO # can be found.
3. When items/service is received and a receipt has been created (see above for instructions), a small icon will appear above the word Received. You can click on the icon to see if the receipt has been denied/approved or is still in progress.
4. When the receipt is approved and a supplier invoice has been created by accounts payable in Workday, a small icon will appear above Invoicing/Invoiced. You can click into this icon to see the payment status.

Invoice Payment Status

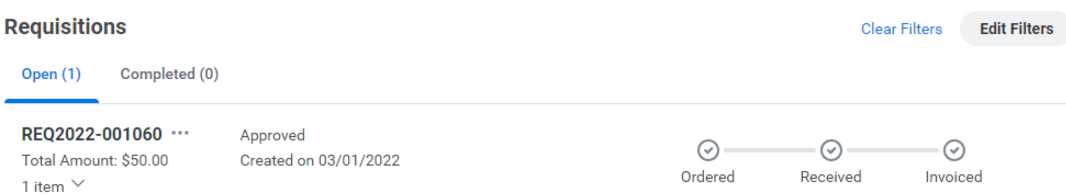
1. If the requisition has been submitted but not received, status will show as ordered.



2. If the requisition has been submitted and received against but not paid, status will show as received.



3. If the requisition has been submitted, received, and payment is processing, status will show as invoiced.

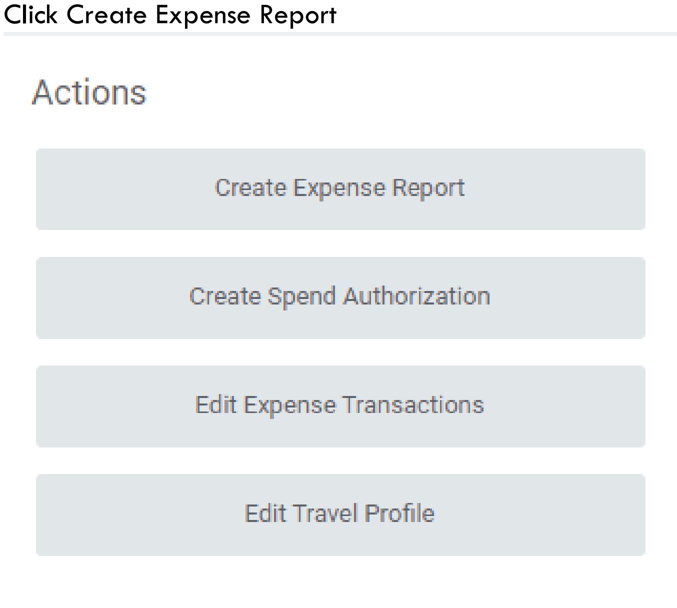


Expense Reports

Credit Card Transactions

1. Select **Menu** to View All Apps
2. Select Expense App

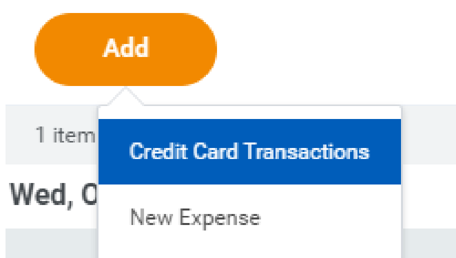
3. Click Create Expense Report



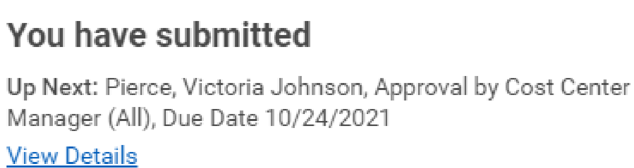
4. On the header page, complete the following fields and then select ok.
    a. Creation Option: Use Create New Expense Report. Copy Previous Expense Report should only be used if your expenses are reoccurring each month.
    b. Memo: This should be a short description of what your expense report is for (ie football recruiting trip in Columbia, SC on 6/1-6/5/21
    c. Expense Report Date: select the last day of the month for the charges you are completing (ie. If your charges are all in June, the date should be 6/30)
    d. Business Purpose: select the most applicable business purpose that summarizes your charges. ***Only one business purpose may be selected for each expense report. Therefore, if your credit card transactions consist of multiple types of business purposes, create an expense report for each business purpose.
    e. Cost Center, Agency, Gift, Grant, Project, Additional Worktags: Leave these values defaulted. You will be able to change these values on a later screen, if needed.
    f. Credit Card Transactions: select the credit card transactions at the bottom of the screen that relate to the business purpose selected.

5. Complete the following fields for each transaction listed on the left side of the screen and select submit.
    a. Select Files: attach a copy of your receipt. If your receipt is missing, indicate "MISSING RECEIPT" in the memo field and include an explanation for why the receipt is missing.
    b. Expense Item: select what is most appropriate to the item description. *Budget funds are allocated at the cost center level, not the expense item level. All food and beverages for groups should be Group Meal/Food.
        i. Item detail fields may appear to the right based on the expense item selected.
    c. Memo: include the business purpose for the charge
    d. Driver Worktags (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
        i. ***Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.
        ii. If the expense needs to be split between multiple driver worktags, select the add button under Itemization. The full amount of the charge must be allocated.
    e. Personal Charge: If you made a personal charge on the credit card that needs to be reimbursed to the University, select this check box.
    f. Receipt Included: this check box is not required to be checked to submit your report but may be checked for tracking purposes.

***If you forgot to select a credit card transaction to add to the expense report, select the orange add button and select credit card transactions.



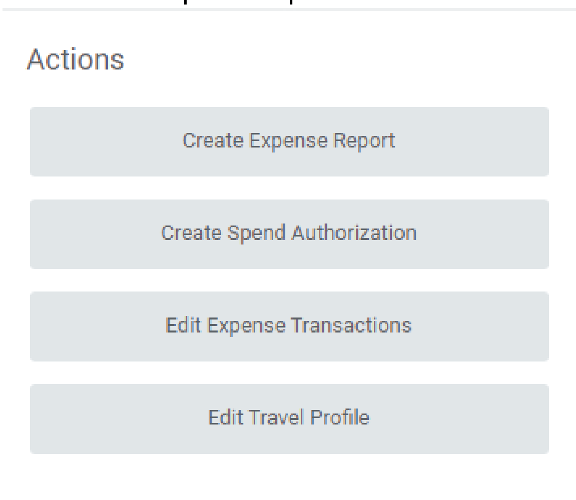
6. Select Submit. The request will then be routed to applicable approvers.



Employee Reimbursement

1. Select **Menu** View All Apps
2. Select Expense App

3. Click Create Expense Report



4. On the header page, complete the following fields and then select ok.
    a. Creation Option: Use Create New Expense Report. Copy Previous Expense Report should only be used if your expenses are reoccurring each month.
    b. Memo: This should be a short description of what your expense report is for (ie football recruiting trip in Columbia, SC on 6/1-6/5/21
    c. Expense Report Date: select the last day of the month for the charges you are completing (ie. If your charges are all in June, the date should be 6/30)
    d. Business Purpose: select the most applicable business purpose that summarizes your charges. ***Only one business purpose may be selected for each expense report.
    e. Cost Center, Agency, Gift, Grant, Project, Additional Worktags: Leave these values defaulted. You will be able to change these values on a later screen, if needed.
5. Click the orange Add button for each new expense you need to add. Each receipt should be listed as a separate expense. **You may have many lines on a single report.

6. Complete the following fields for each transaction listed on the left side of the screen and select submit.
    a. Select Files: attach a copy of your receipt.
    b. If you have an AU credit card, there will be a check box that is checked which says, "Paid with Corporate Card." Please uncheck this box if you made the purchase some other way.

    c. Date: Select the date the transaction occurred.

d. Expense Item: select what is most appropriate to the item description. *Budget funds are allocated at the cost center level, not the expense item level.
    i. Item detail fields may appear to the right based on the expense item selected.

e. Amount: enter the amount of the charge that you are requesting reimbursement for

f. Memo: include the business purpose for the charge

g. Driver Worktags (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
    i. ***Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.
    ii. If the expense needs to be split between multiple driver worktags, select the add button under Itemization. The full amount of the charge must be allocated.

h. Itemization: Only itemize if multiple driver worktags will be used. See Driver Worktag bullet for details.

i. Receipt Included: this check box is not required to be checked to submit your report but may be checked for tracking purposes.

7. Select Submit. The request will then be routed to applicable approvers.

You have submitted

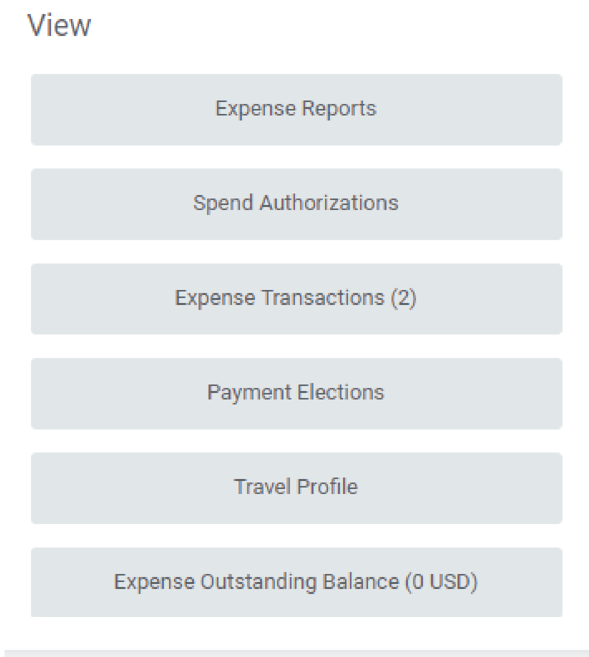
Up Next: Pierce, Victoria Johnson, Approval by Cost Center Manager (All), Due Date 10/24/2021

View Details

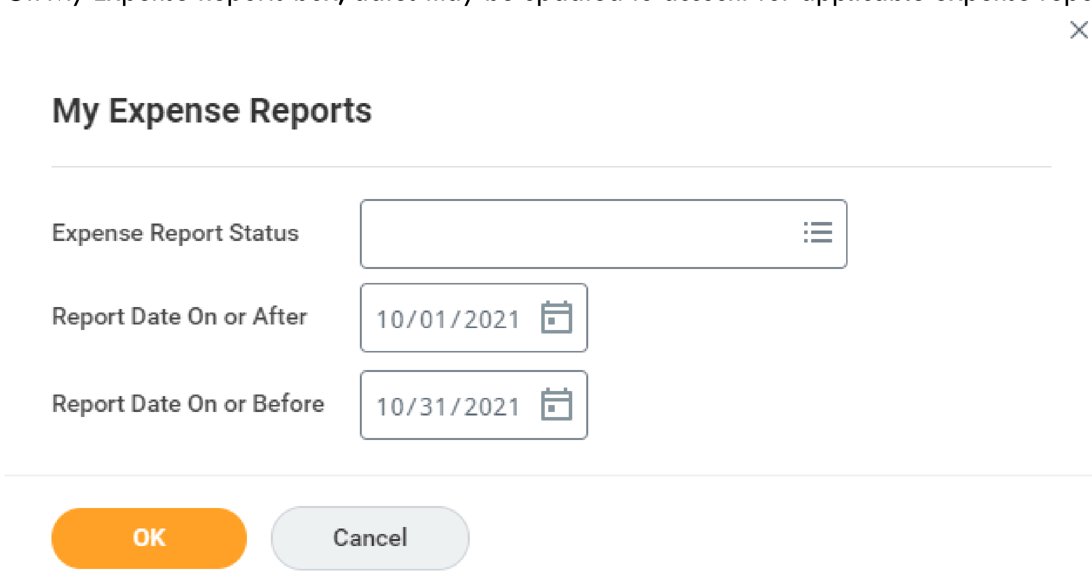
Viewing your Expense Report Status

1. Select **Menu** to View All Apps
2. Select Expense App

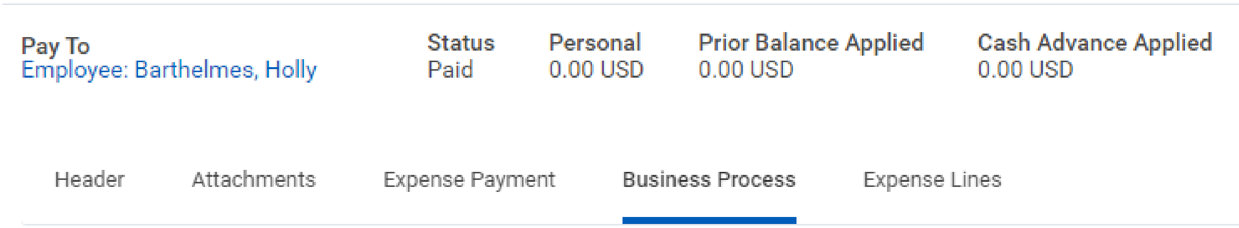
3. Select View Expense Report



4. On My Expense Reports box, dates may be updated to account for applicable expense report.

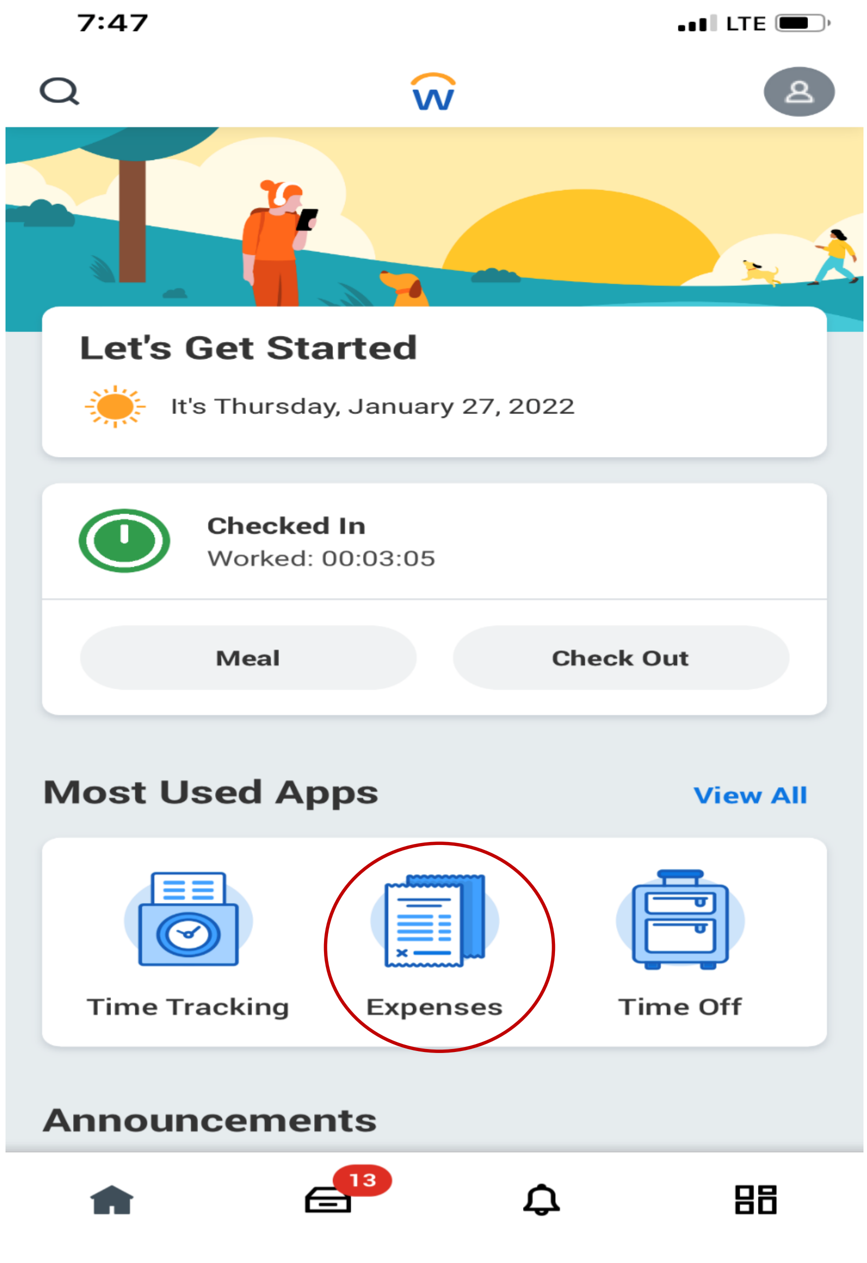


5. Expense Report information will show up. In the status column, it will have 1 of 4 statuses:
    a. Draft: this expense report has not been submitted yet.
    b. In Progress: this expense report is in the approval process but has not completed approvals yet.
    c. Approved: this expense report has been fully approved but not paid yet.
    d. Paid: this expense report is complete and the funds should show in your bank account.
6. To see whose inbox an In Progress expense report is in, click on the magnifying glass to the left of the expense report.
7. View the Business Process tab. Here you can scroll through the approvals to find which name has “awaiting approval” beside it.

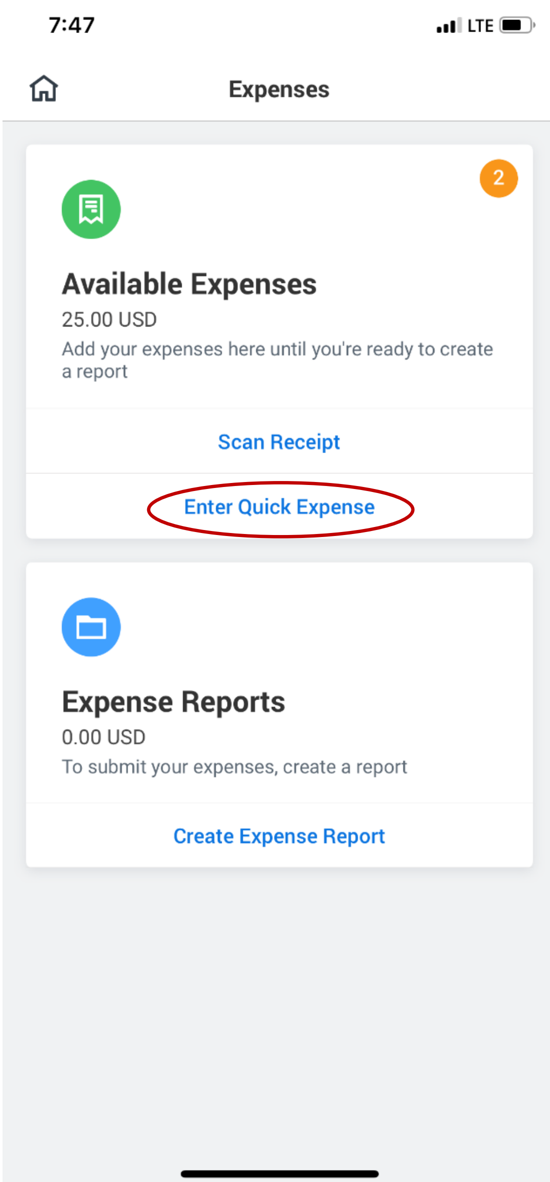


Expense Reporting and Workday App

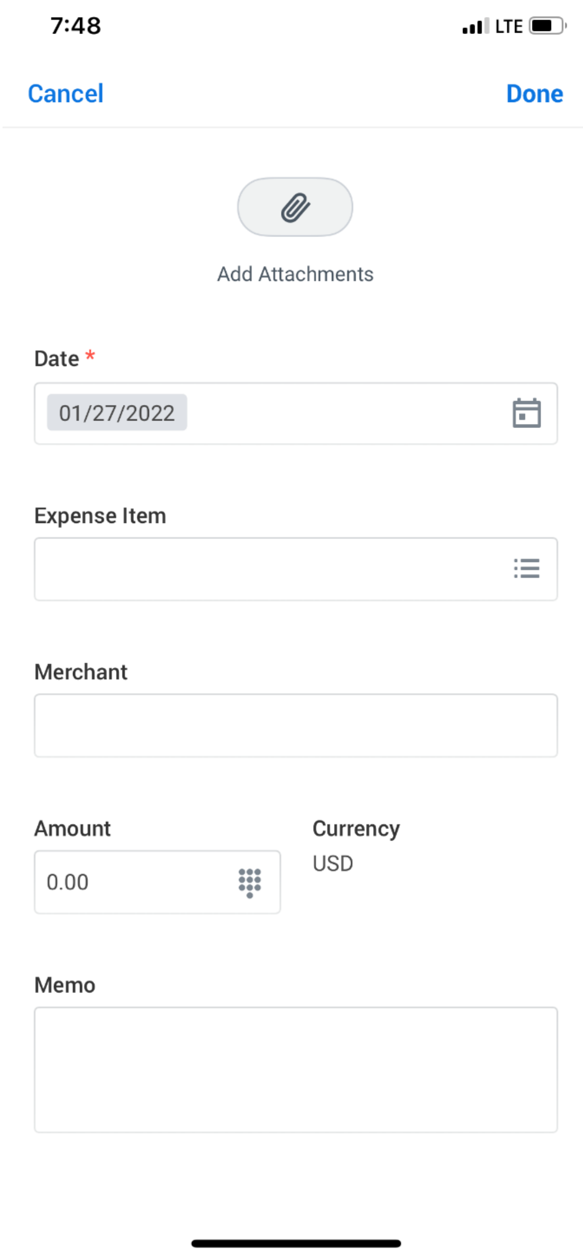
1. Use the Workday App on your phone. If your Expenses app doesn't show up in the Most Used Apps, pick View All and locate the Expense app.



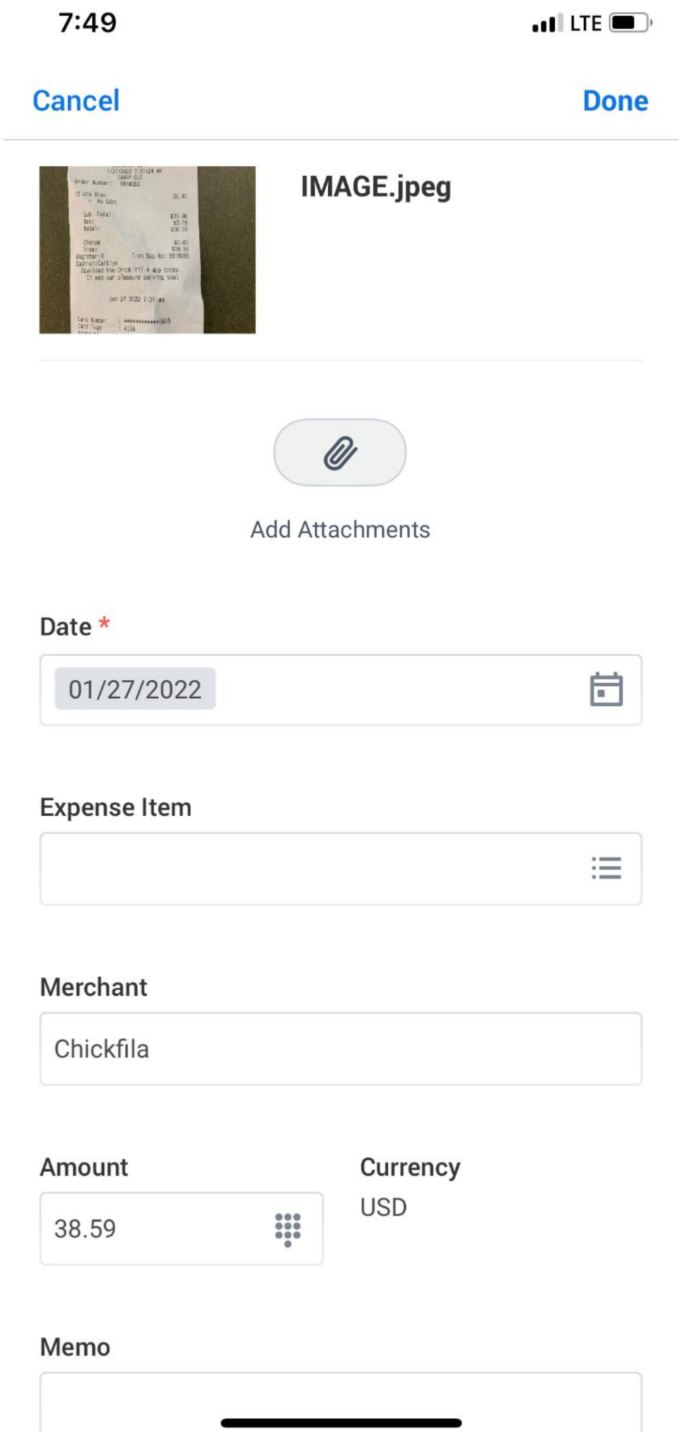
2. Select the Expenses app. When the app opens, select Enter Quick Expense.



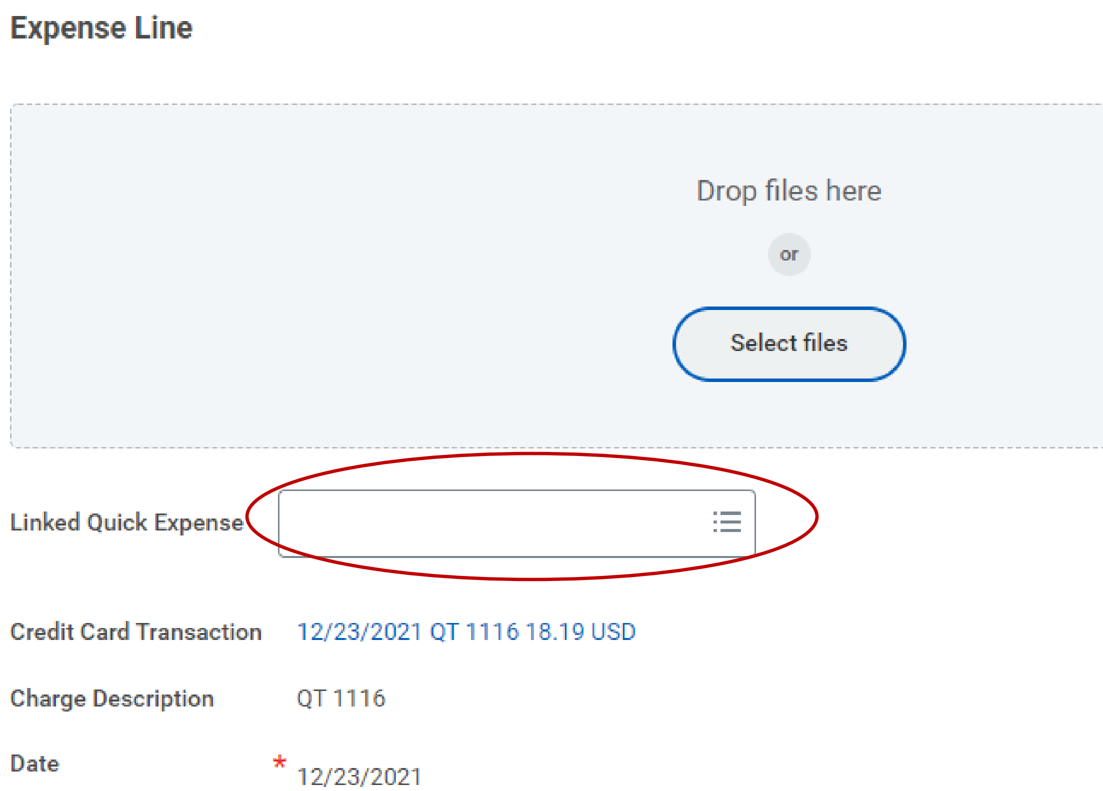
3. The Quick Expense screen will open. Select Add Attachments. You will have the option here to take a photo of your receipt. You can also choose a photo that was taken earlier. Make sure your photo captures the complete receipt – merchant name, date, purchase details and totals. All other information is optional but I would complete at the least the merchant name and the amount of the receipt so you can distinguish between your quick expenses when you add them to your expense report



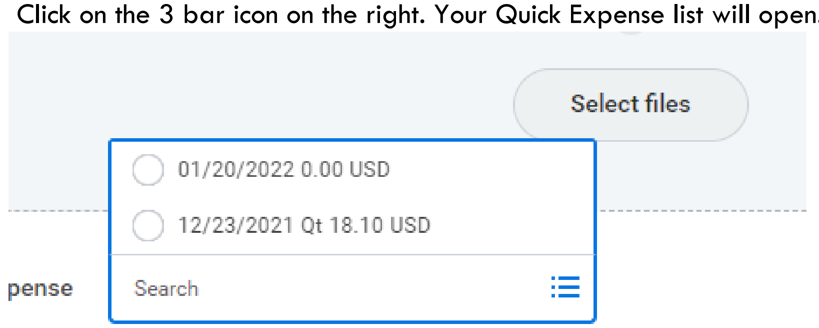
4. This is the Quick Expense with the receipt attached and additional info filled in. Select Done. You can add as many of these Quick Expense records as you like. You will be able to use these Quick Expense records on your Expense Report.



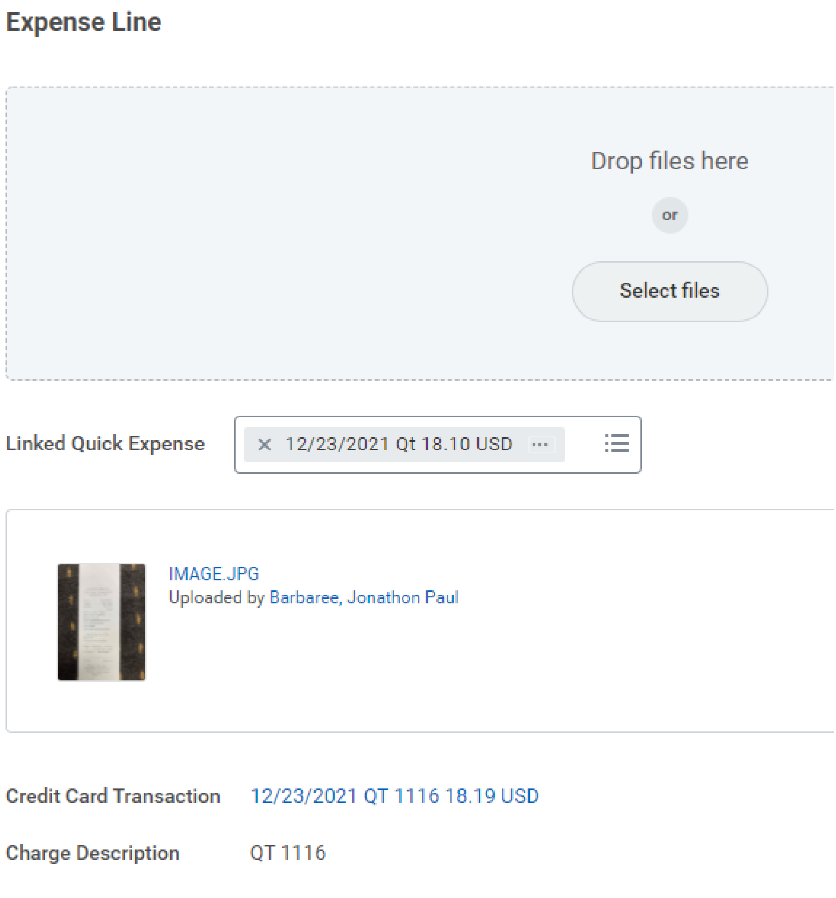
5. Create your expense report. Attach the credit card transactions to the report. When you select an individual transaction to work on, this is how it will look. You will see a field for Linked Quick Expense.



6. Click on the 3 bar icon on the right. Your Quick Expense list will open. It looks like this.



7. Pick the Quick Expense record to attach to the credit card transaction line. This is what it looks like after you attach the Quick Expense. The Quick Expense attaches the receipt to the transaction on the expense report.



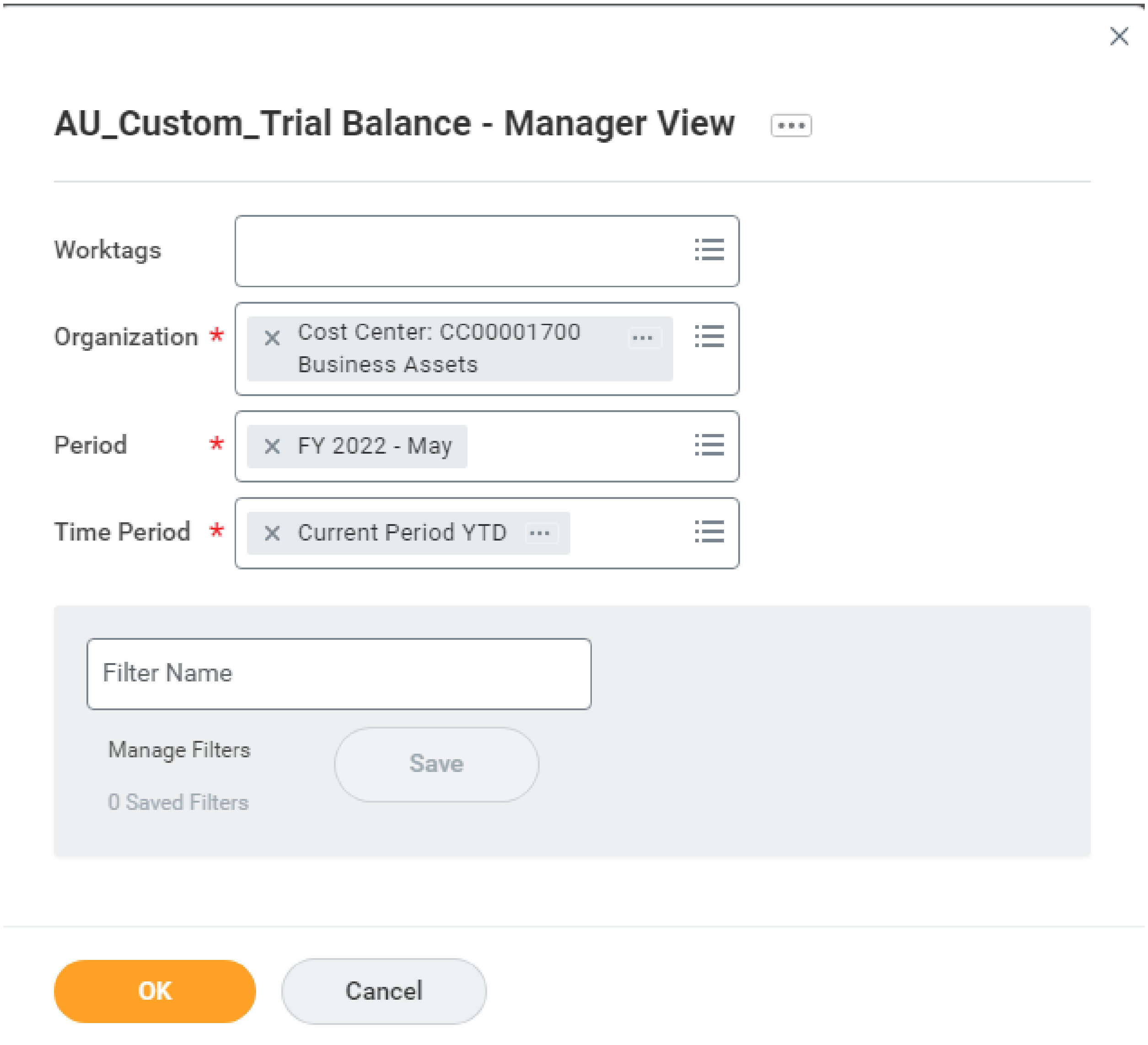
8. Once you use the Quick Expense it is removed from the list of available transactions. If you attach the wrong Quick Expense, click the small x on the left to remove it and then pick another one.

You don't have to do an "all or nothing" expense report – you can have transactions that you need to attach a Quick expense and you can have transactions that you need to attach a receipt from another source like an email or scanned document.

Reporting

Trial Balance

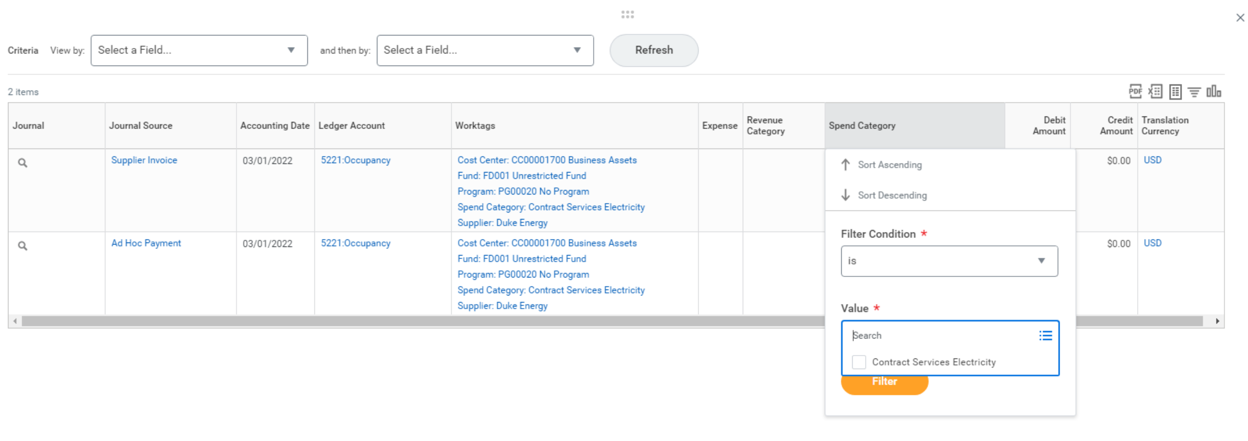
1. Search for Trial Balance in the search bar. Click on AU_Custom_Trial Balance – Manager View
2. In the filter box, select your driver worktag (cost center, project, grant, gift, and agency) or any combination of available worktags. Select the most recent period to view all activity year to date.



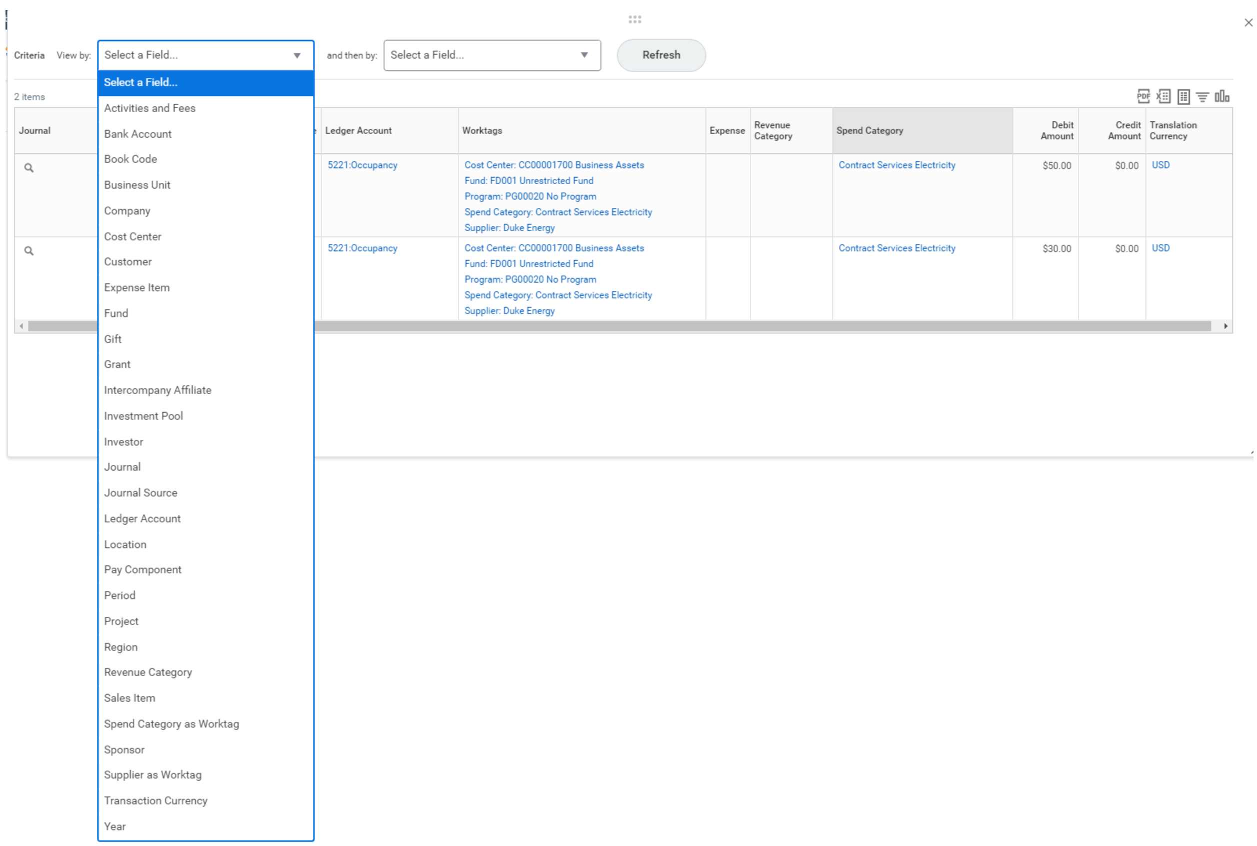
3. Every ledger account with activity will populate. Click on the applicable ending balance amount for the ledger account you are wanting to see activity for.

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
5221:Occupancy	0	80.00	0.00	80.00

4. In the pop-up box, you can filter in a variety of ways.
    a. Filter on the column by clicking the header and changing the conditions.



    b. Filter by specific criteria (such as supplier, spend category, journal source)



Criteria View by: Journal Source and then by: Select a Field... Refresh

3 items

Journal Source	Total		
	Amount	Translated Debit Amount	Translated Credit Amount
Ad Hoc Payment	30.00	30.00	0.00
Supplier Invoice	50.00	50.00	0.00
Total	80.00	80.00	0.00

c. Filter by 2 specific criteria (such as journal source and spend category)

Criteria View by: Journal Source and then by: Spend Category as Worktag Refresh

3 items

Journal Source	Contract Services Electricity			Total		
	Amount	Translated Debit Amount	Translated Credit Amount	Amount	Translated Debit Amount	Translated Credit Amount
Ad Hoc Payment	30.00	30.00	0.00	30.00	30.00	0.00
Supplier Invoice	50.00	50.00	0.00	50.00	50.00	0.00
Total	80.00	80.00	0.00	80.00	80.00	0.00

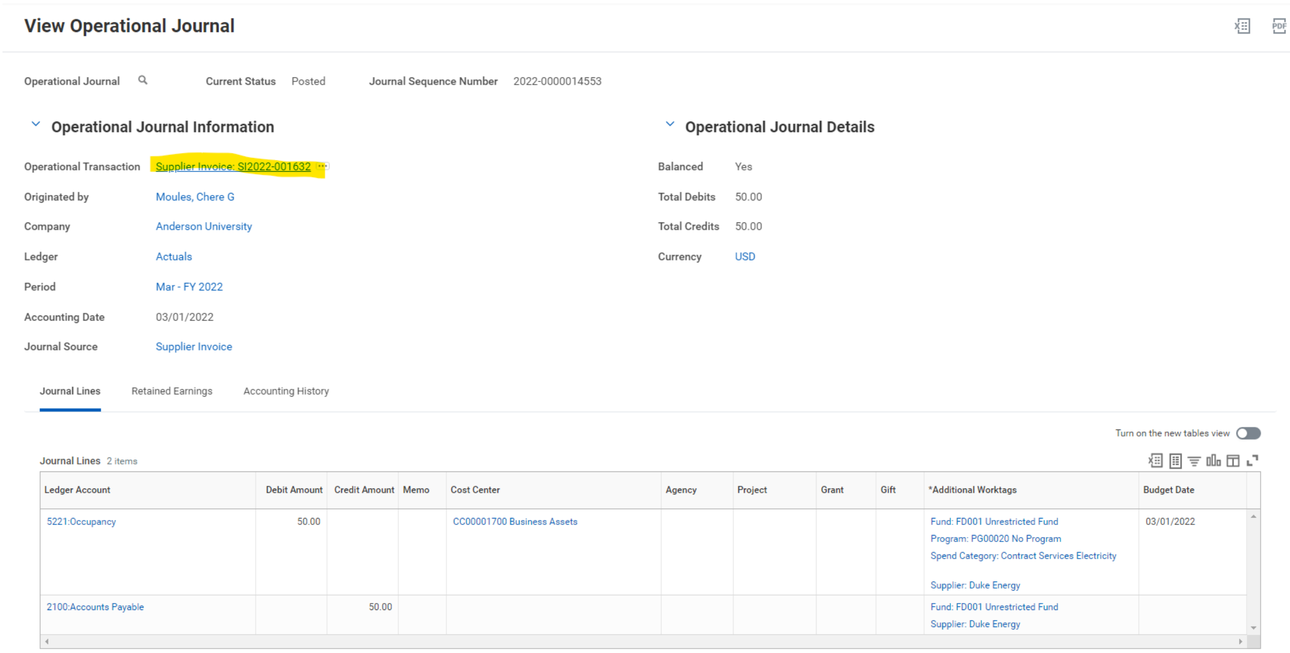
5. Continue to click on blue fields and filter until you get the reporting you are looking for.
6. To view specific transactions, click on the magnifying glass under the journal column.

Criteria View by: Select a Field... and then by: Select a Field... Refresh

1 item

Journal	Journal Source	Accounting Date	Ledger Account	Worktags	Expense	Revenue Category	Spend Category	Debit Amount	Credit Amount	Translation Currency
	Ad Hoc Payment	03/01/2022	5221:Occupancy	Cost Center: CC00001700 Business Assets Fund: FD001 Unrestricted Fund Program: PG00020 No Program Spend Category: Contract Services Electricity Supplier: Duke Energy			Contract Services Electricity	$30.00	$0.00	USD

7. Click on the operational transaction to see the original transaction.



View Operational Journal

Operational Journal | Current Status Posted | Journal Sequence Number 2022-0000014553

Operational Journal Information

Operational Transaction	Supplier Invoice: SI2022-001632
Originated by	Moules, Chere G
Company	Anderson University
Ledger	Actuals
Period	Mar - FY 2022
Accounting Date	03/01/2022
Journal Source	Supplier Invoice

Operational Journal Details

Balanced	Yes
Total Debits	50.00
Total Credits	50.00
Currency	USD

Journal Lines | Retained Earnings | Accounting History

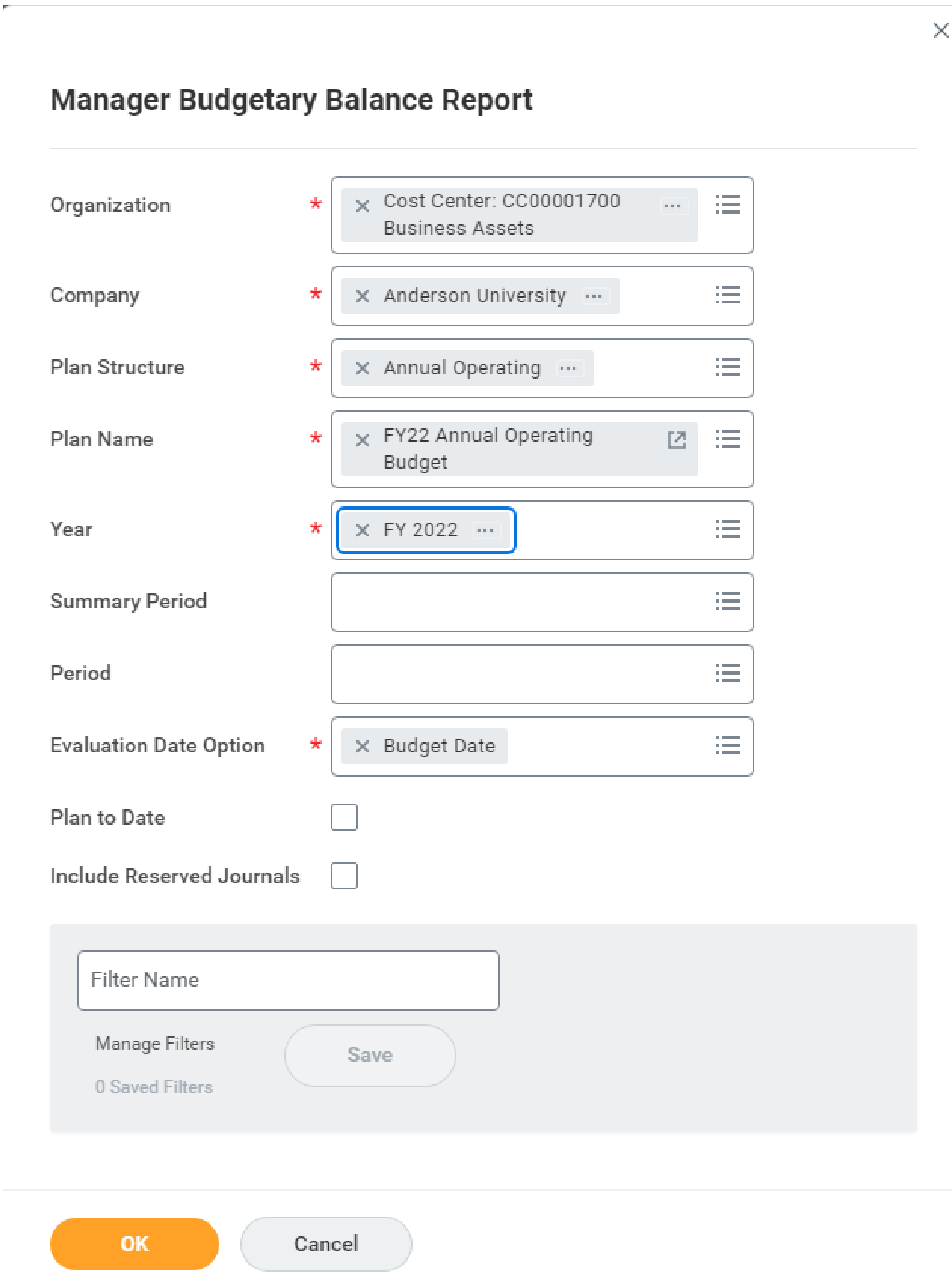
Turn on the new tables view

Journal Lines 2 items

Ledger Account	Debit Amount	Credit Amount	Memo	Cost Center	Agency	Project	Grant	Gift	*Additional Worktags	Budget Date
5221:Occupancy	50.00			CC00001700 Business Assets					Fund: FD001 Unrestricted Fund Program: PG00020 No Program Spend Category: Contract Services Electricity Supplier: Duke Energy	03/01/2022
2100:Accounts Payable		50.00							Fund: FD001 Unrestricted Fund Supplier: Duke Energy	

Budgetary Balance

1. Search for Manager Budgetary Balance Report and click on it.



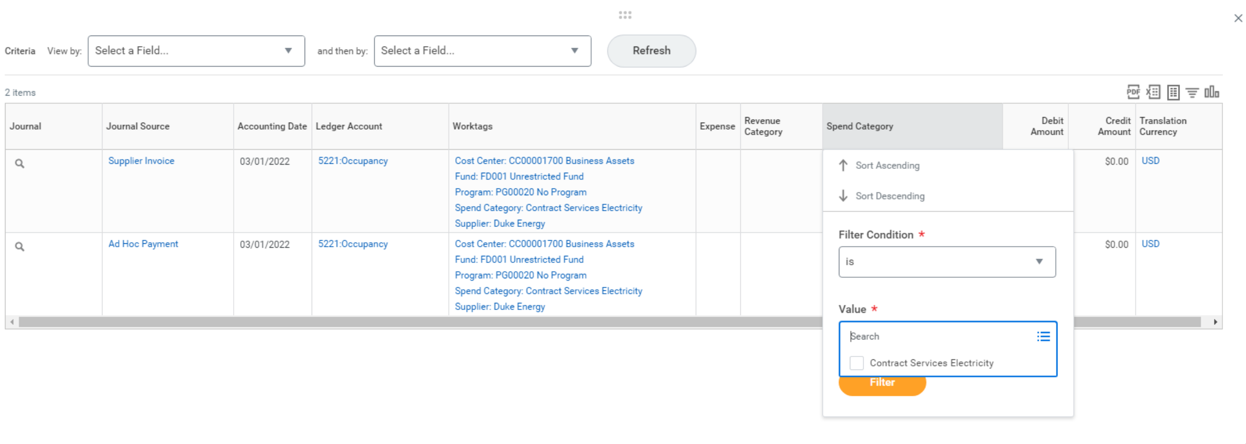
2. In the filter box, select your driver worktag (cost center, project, grant, gift, and agency). Fill in remaining information (should only be one option for each required field).
3. You will see the following screen. (Below are explanations of each heading.)

1 item

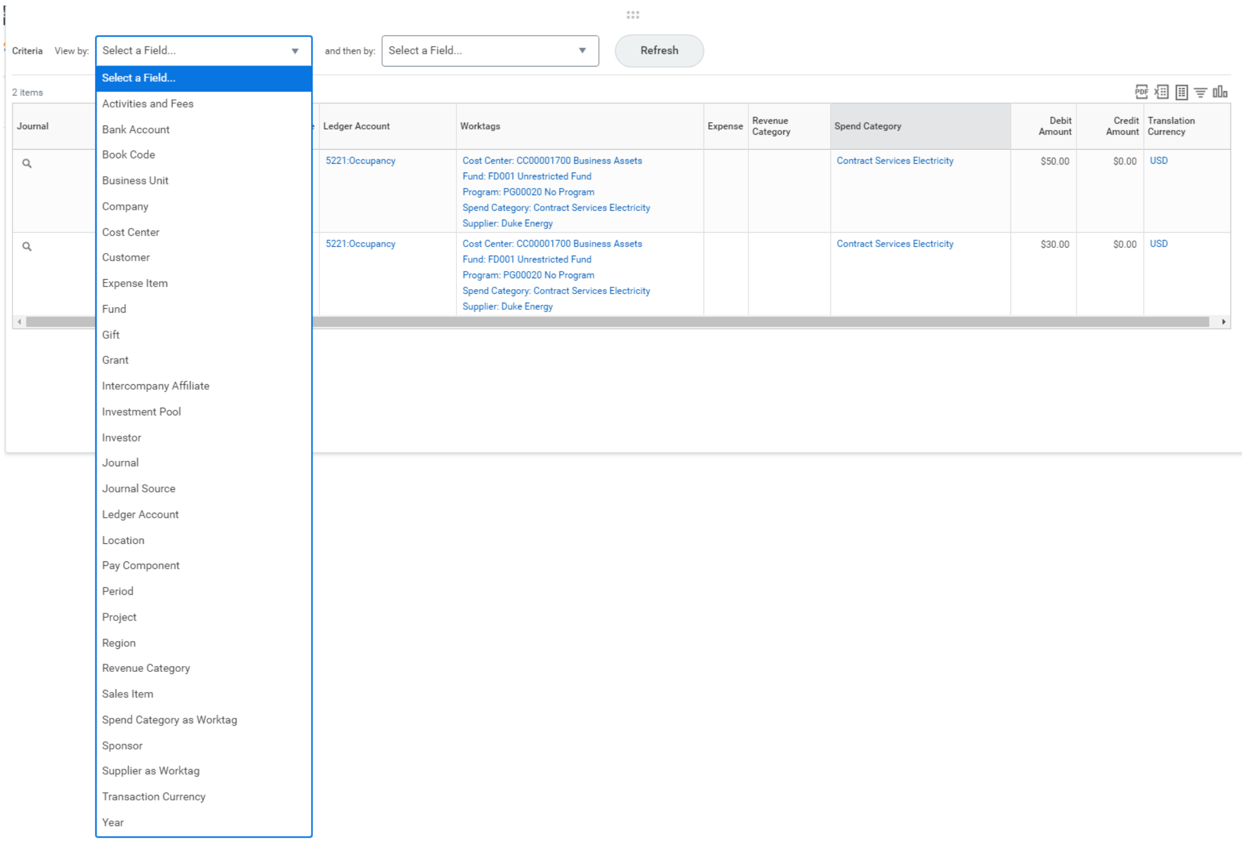
Ledger Account/Summary		Annual Operating	Commitment	Obligation	Actuals	Balance
5221:Occupancy		0.00	0.00	0.00	80.00	(80.00)
	Total:	0.00	0.00	0.00	80.00	(80.00)

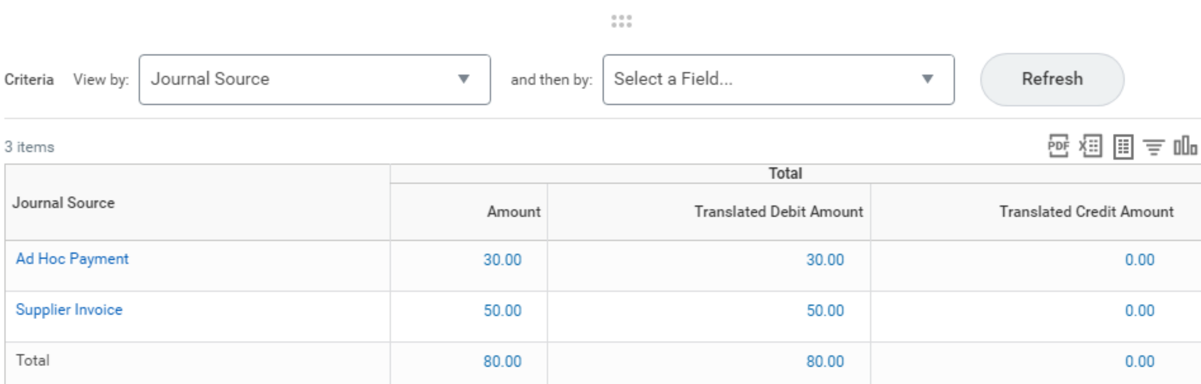
a. Annual Operating: overall operating budget for the fiscal year
b. Commitment: includes any requisitions that have been created but are not fully approved for the Purchase Order to be created and any unreconciled spend authorizations (cash advance).
c. Obligations: any purchase orders that have not been paid.
d. Actuals: actual amount of spending year to date.
e. Balance: difference of annual operating budget less commitments, obligations, and actuals.

4. Click on any blue numbers to see details.
5. In the pop-up box, you can filter in a variety of ways.
    a. Filter on the column by clicking the header and changing the conditions.



    b. Filter by specific criteria (such as supplier, spend category, journal source)





c. Filter by 2 specific criteria (such as journal source and spend category)

Criteria View by: Journal Source and then by: Spend Category as Worktag Refresh

3 items

Journal Source	Contract Services Electricity			Total		
	Amount	Translated Debit Amount	Translated Credit Amount	Amount	Translated Debit Amount	Translated Credit Amount
Ad Hoc Payment	30.00	30.00	0.00	30.00	30.00	0.00
Supplier Invoice	50.00	50.00	0.00	50.00	50.00	0.00
Total	80.00	80.00	0.00	80.00	80.00	0.00

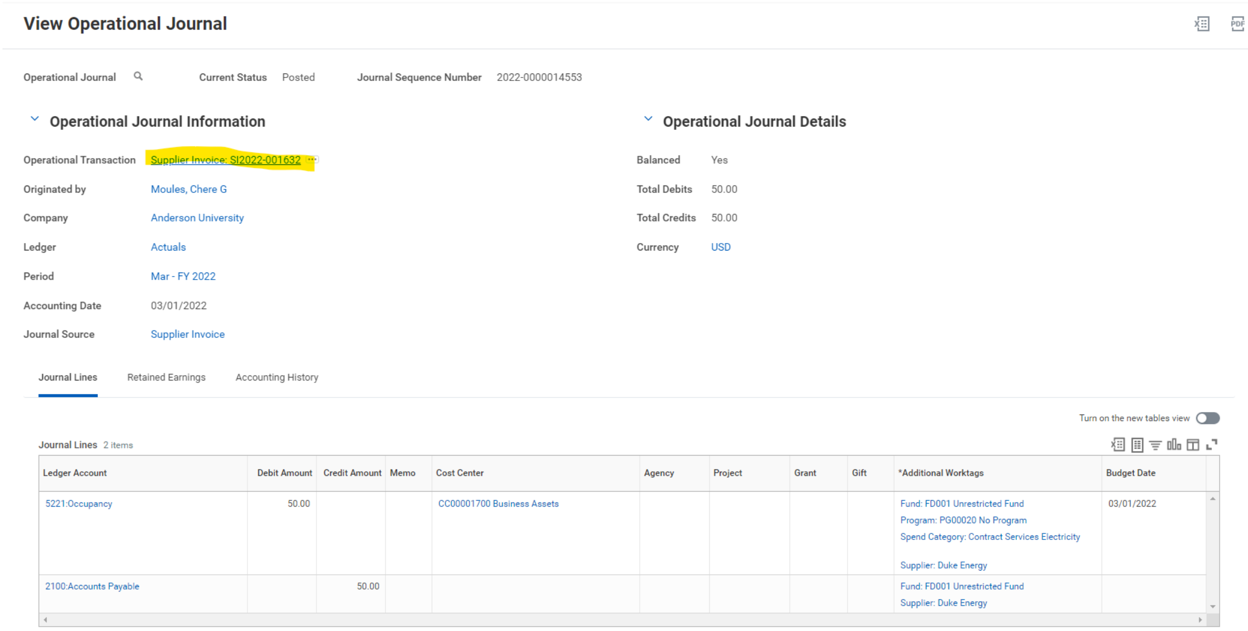
6. Continue to click on blue fields and filter until you get the reporting you are looking for.
7. To view specific transactions, click on the magnifying glass under the journal column.

Criteria View by: Select a Field... and then by: Select a Field... Refresh

1 item

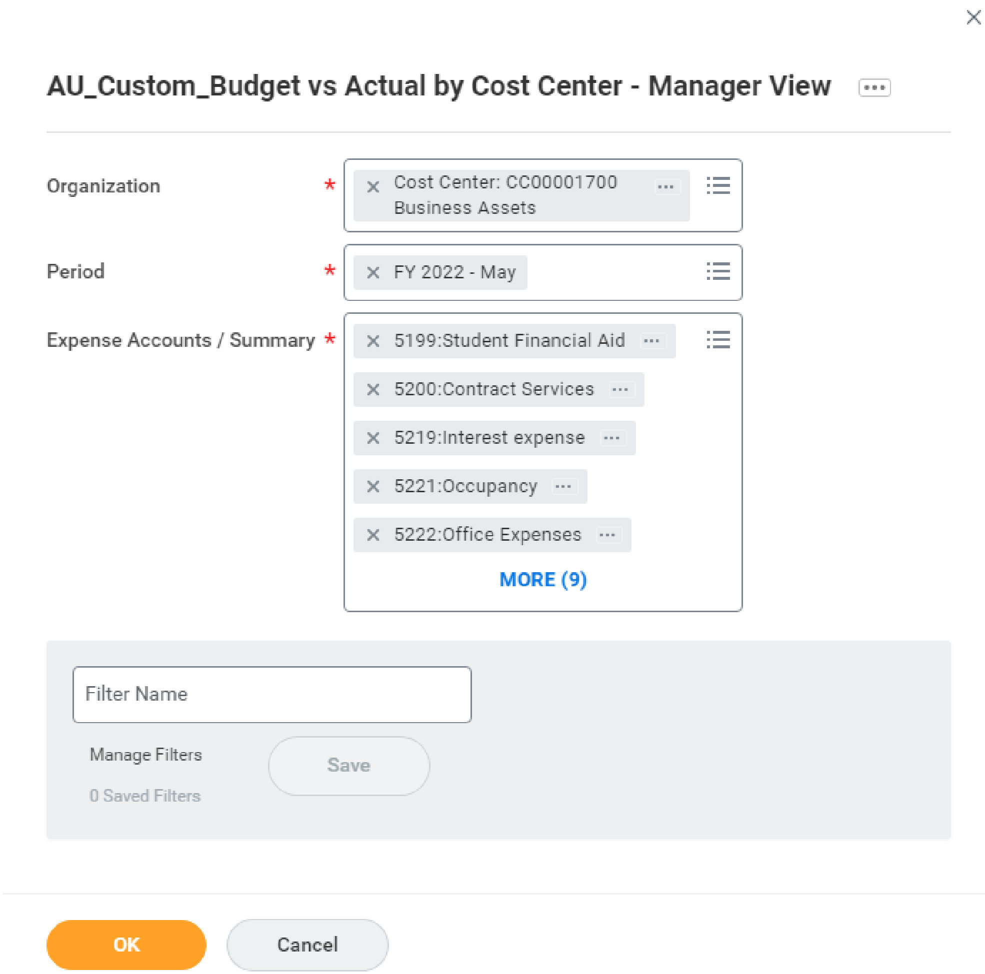
Journal	Journal Source	Accounting Date	Ledger Account	Worktags	Expense	Revenue Category	Spend Category	Debit Amount	Credit Amount	Translation Currency
	Ad Hoc Payment	03/01/2022	5221:Occupancy	Cost Center: CC00001700 Business Assets Fund: FD001 Unrestricted Fund Program: PG00020 No Program Spend Category: Contract Services Electricity Supplier: Duke Energy			Contract Services Electricity	$30.00	$0.00	USD

8. Click on the operational transaction to see the original transaction.



Budget vs Actual

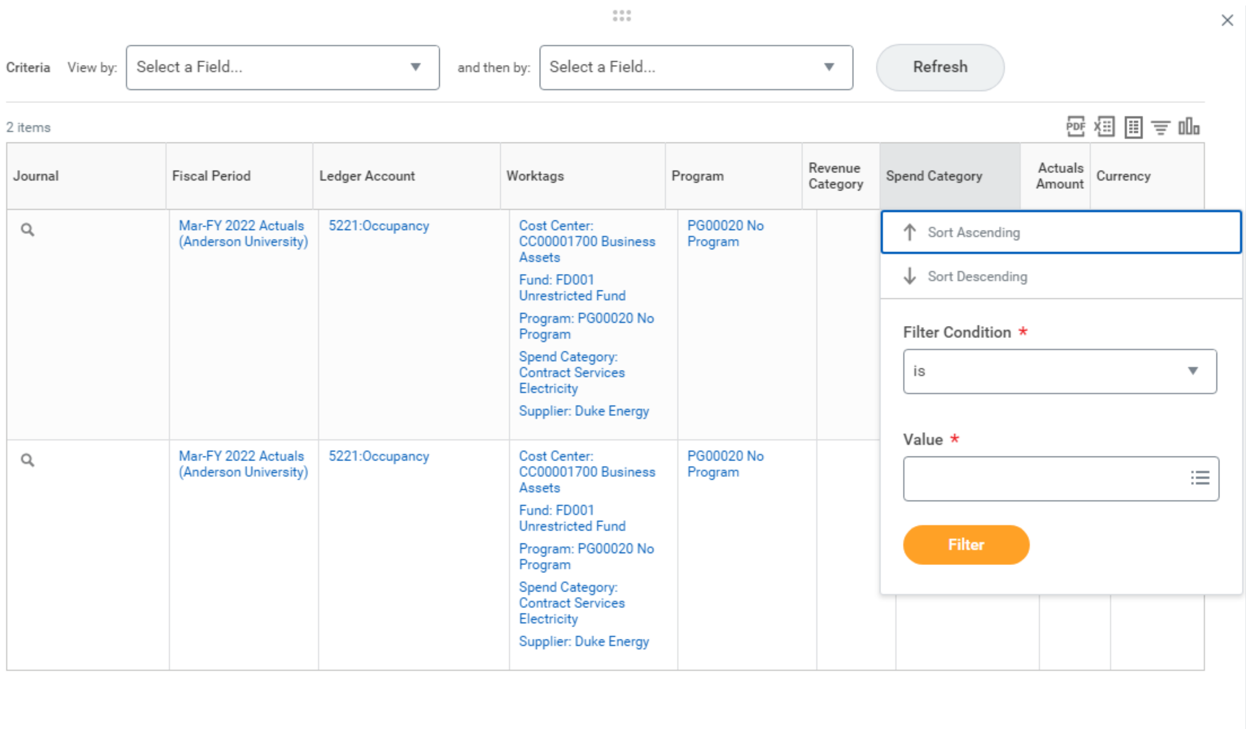
1. Search for Budget vs Actual in the search bar. Click on AU_Custom_Budget vs Actual by Cost Center – Manager View



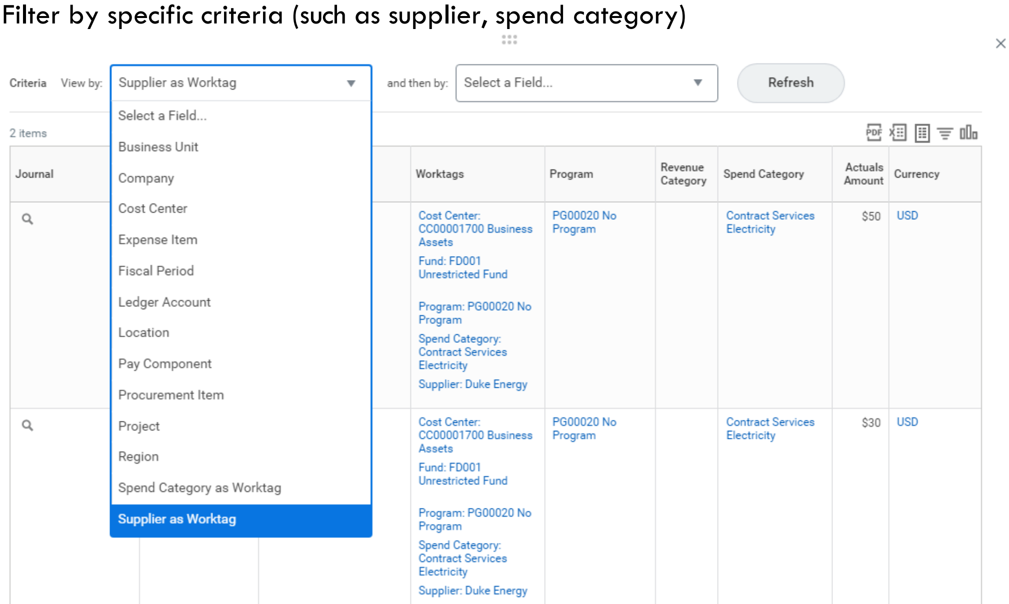
2. In the filter box, select your driver worktag (cost center, project, grant, gift, and agency) or any combination of available worktags. Select the most recent period to view all activity year to date.
3. Every cost center with activity will populate. (Below are explanations of each heading.)

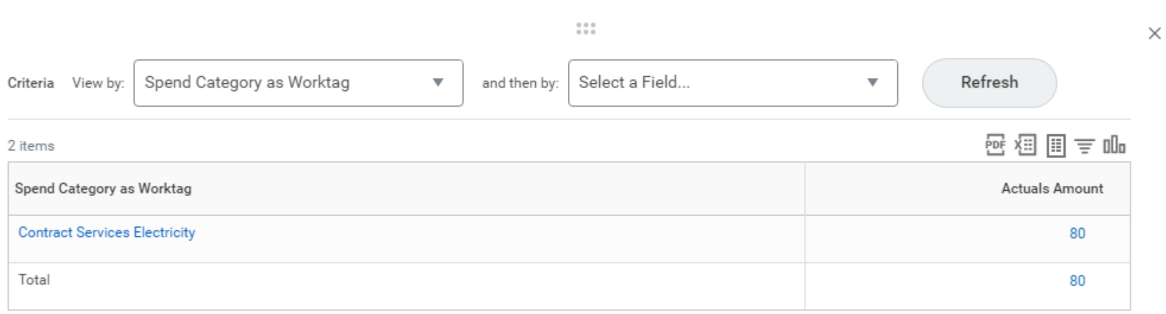
Cost Center	Budget YTD	Actuals YTD	YTD Variance	Budget Used %		FY Budget	Commitments	Obligations	Projected Variance
CC00001700 Business Assets	0	80	(80)	0.0%		0	0	0	(80)
Total	0	80	(80)	0.0%		0	0	0	(80)

   a. Budget YTD: based on budget allocated by 12 months, this is an estimate of how much budget might be used up
   b. Actuals YTD: amount of budget spent through period selected
   c. YTD Variance: difference between Budget YTD and Actuals YTD
   d. Budget Used %: Variance in percentage form
   e. FY Budget: Fiscal year budget amount
   f. Commitment: includes any requisitions that have been created but are not fully approved for the Purchase Order to be created and any unreconciled spend authorizations (cash advance).
   g. Obligations: any purchase orders that have not been paid.
   h. Projected Variance: Fiscal Year budget less Actuals, Commitments and Obligations
4. Click on any blue numbers to see details.
5. In the pop-up box, you can filter in a variety of ways.
   a. Filter on the column by clicking the header and changing the conditions.

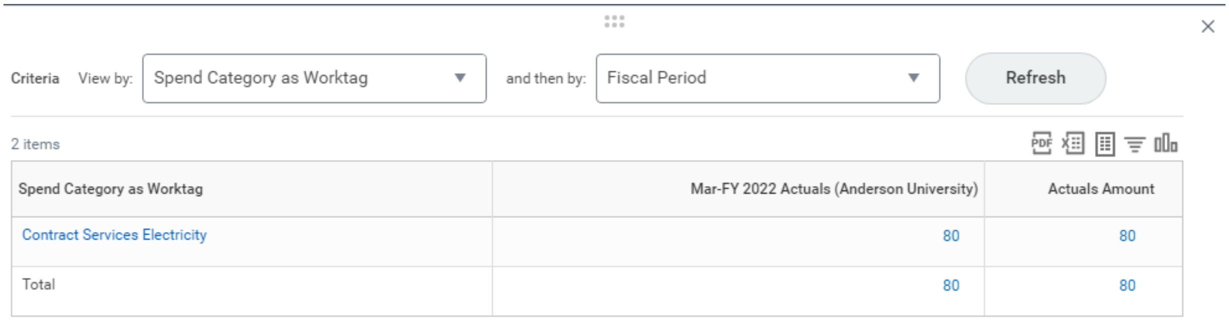


b. Filter by specific criteria (such as supplier, spend category)

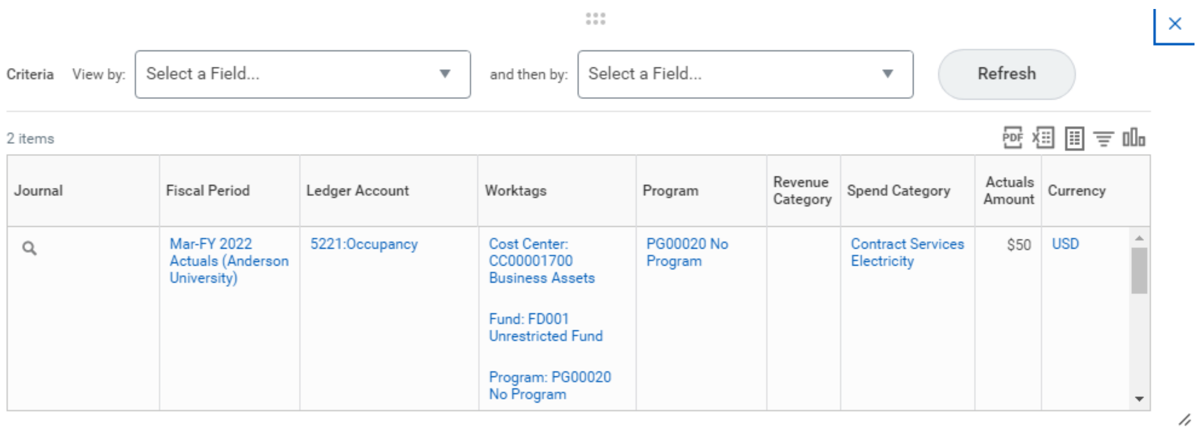




c. Filter by 2 specific criteria (such as journal source and spend category)



6. Continue to click on blue fields and filter until you get the reporting you are looking for.
7. To view specific transactions, click on the magnifying glass under the journal column.



8. Click on the operational transaction to see the original transaction.