

## Cost Center Owner Landing Page



### Cost Center Owner

#### Fund Activity Reports

- Operating Fund Summary (F100, F110, F120, F130)
- Expendable Gifts Fund Summary (F200)
- Temporarily Restricted Fund Summary (F210)
- Discretionary Funds Summary (F220)
- Endowment Fund Summary (F230/F430, F240/F410/F420)
- Agency Fund Summary (F800, F900)

#### Detail Reports

- Journal Entries
- Accounts Payable Detail
- Receipt Detail
- Gift Detail
- Project Detail
- Expense Detail
- Payroll Detail
- Encumbrance
- PO and

**Expendable Gift Fund Summary**

### Cost Center Owner Landing Page



#### Cost Center Owner

##### Fund Activity Reports

[Operating Fund Summary \(F100, F110, F120, F130\)](#)

[Expendable Gifts Fund Summary \(F200\)](#)

##### Detail Reports

[Journal Entries](#)

[-Accounts Payable Detail](#)

[Receipt Detail](#)

[Gift Detail](#)

[Project Detail](#)

[Expense Detail](#)

[Payroll Detail](#)

[Encumbrance Entries](#)

[PO and Requisition Detail](#)

1/13



### Click Expendable Gift Fund Summary

**Note:** Enable **Pop-ups** to view. This report can pull a budget summary for any fund 200. You will pick a different report for the other 2xx Cost Centers (this fund number comes from your segments).

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Year-to-Date through:	<input type="text" value="Jun-21"/>	Report	Report: Fund 200 Report Grid: Grid1
Enter Cost Center:	<input type="text"/>	Report	Report: Fund 200 Report Grid: Grid1

Edit Member Names

2/13 ×

### Select your criteria

**Note:** You can change the **Date** and **Cost Center**, to customize your report.

*Click **Next** to Continue.*

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt  
Year-to-Date through:

Selection

Jun-21



Type  
Report

Source

Report: Fund 200 Report  
Grid: Grid1

Enter Cost Center:

Edit Member Names

3/13



Click the **Search** button to  
Change **Date**

**Note:** search button shows the Year-to-Date  
Through criteria section

*Click **Next** to Continue.*

Report: Fund 200 Report  
Grid: Grid1

Members

Available: AccountingPeriod (1-17 of 17)

Find: Name \*  Use Wildcards  Case-Sensitive

Rows Per Page: 20

4/13

Select to Adjust the Rows Per Page from the default of 20 to view additional dates.

*Click Next to Continue.*

	Default
<input type="checkbox"/> AccountingPeriod	AccountingPeriod
<input type="checkbox"/> [AccountingPeriod].[Not Specified]	Not Specified
<input type="checkbox"/> 2011	2011
<input type="checkbox"/> 2012	2012
<input type="checkbox"/> 2013	2013
<input type="checkbox"/> 2014	2014
<input type="checkbox"/> 2015	2015
<input type="checkbox"/> 2016	2016
<input type="checkbox"/> 2017	2017
<input type="checkbox"/> 2018	2018
<input type="checkbox"/> 2019	2019
<input type="checkbox"/> 2020	2020
<input type="checkbox"/> 2021	2021
<input type="checkbox"/> 2022	2022
<input type="checkbox"/> 2023	2023
<input type="checkbox"/> 2024	2024
<input type="checkbox"/> 2025	2025

Selected: 1 of 1

Rows Per Page: 20

	Name
<input type="checkbox"/>	Jun-21

## Members

Available: AccountingPeriod (1-20 of 28, 31 Total) »

Find: Name   Use Wildcards  Case-Sensitive

Rows Per Page: 20

▶ 2011	2011
▶ 2012	2012
▶ 2013	2013
▶ 2014	2014
▶ 2015	2015
▶ 2016	2016
▶ 2017	2017
▶ 2018	2018
▶ 2019	2019
▶ 2020	2020
▶ 2021	2021
▶ Qtr1-21	Qtr1-21
▶ Qtr2-21	Qtr2-21
▶ Qtr3-21	Qtr3-21
▶ Jan-21	January 2021
▶ Feb-21	February 2021
▶ <input checked="" type="checkbox"/> Mar-21	March 2021
▶ Qtr4-21	Qtr4-21

5/13

×

Select only **one** from the **criteria available** by clicking the **checkbox** next to the **month** and **year**, this will return **fiscal year data** through the **month** selected

**Note:** You'll move criteria from this side to the right side to apply to your report.

*Click Next to Continue.*

Name

Members

Available: AccountingPeriod (1-20 of 28, 31 Total) »

Find: Name \*  Use Wildcards  Case-Sensitive

Selected: 1 of 1

Rows Per Page: 20

Rows Per Page: 20

<input type="checkbox"/> 2011	2011
<input type="checkbox"/> 2012	2012
<input type="checkbox"/> 2013	2013
<input type="checkbox"/> 2014	2014
<input type="checkbox"/> 2015	2015
<input type="checkbox"/> 2016	2016
<input type="checkbox"/> 2017	2017
<input type="checkbox"/> 2018	2018
<input type="checkbox"/> 2019	2019
<input type="checkbox"/> 2020	2020
<input type="checkbox"/> 2021	2021
<input type="checkbox"/> Qtr1-21	Qtr1-21
<input type="checkbox"/> Qtr2-21	Qtr2-21
<input type="checkbox"/> Qtr3-21	Qtr3-21
<input type="checkbox"/> Jan-21	January 2021
<input type="checkbox"/> Feb-21	February 2021
<input checked="" type="checkbox"/> Mar-21	March 2021
<input type="checkbox"/> Qtr4-21	Qtr4-21

	Name
<input type="checkbox"/>	Jun-21

6/13 ×  
Click on **Arrow** to Add to selected criteria on the Right side  
*Click Next to Continue.*



Members

Available: AccountingPeriod (1-20 of 28, 31 Total) >>

Find: Name \*  Use Wildcards  Case-Sensitive

Rows Per Page: 20

2011	2011
2012	2012
2013	2013
2014	2014
2015	2015
2016	2016
2017	2017
2018	2018
2019	2019
2020	2020
2021	2021
Qtr1-21	Qtr1-21
Qtr2-21	Qtr2-21
Qtr3-21	Qtr3-21
Jan-21	January 2021
Feb-21	February 2021
Mar-21	March 2021
Qtr4-21	Qtr4-21

Selected: 1-2 of 2

Rows Per Page: 20

	Name
<input type="checkbox"/>	Jun-21
<input type="checkbox"/>	Mar-21

7/13

**View the Criteria** that are currently selected to be in the report.

*Click Next to Continue.*



Members

Available: AccountingPeriod (1-20 of 28, 31 Total) >>

Find: Name \*  Use Wildcards  Case

Rows Per Page: 20

8/13

Select **Dates** that you don't want in your report by clicking the **check box** next to them

**Note:** There should only be one date in the selected column. You can skip this step if you aren't selecting any criteria

Click **Next** to Continue

Selected: 1-2 of 2

Rows Per Page: 20

	Name
<input checked="" type="checkbox"/>	Jun-21
<input type="checkbox"/>	Mar-21

<input type="checkbox"/>	2011	
<input type="checkbox"/>	2012	
<input type="checkbox"/>	2013	
<input type="checkbox"/>	2014	
<input type="checkbox"/>	2015	
<input type="checkbox"/>	2016	2016
<input type="checkbox"/>	2017	2017
<input type="checkbox"/>	2018	2018
<input type="checkbox"/>	2019	2019
<input type="checkbox"/>	2020	2020
<input checked="" type="checkbox"/>	2021	2021
<input type="checkbox"/>	Qtr1-21	Qtr1-21
<input type="checkbox"/>	Qtr2-21	Qtr2-21
<input checked="" type="checkbox"/>	Qtr3-21	Qtr3-21
<input type="checkbox"/>	Jan-21	January 2021
<input type="checkbox"/>	Feb-21	February 2021
<input type="checkbox"/>	Mar-21	March 2021
<input checked="" type="checkbox"/>	Qtr4-21	Qtr4-21



# Members

Available: AccountingPeriod (1-20 of 28, 31 Total) >>

Find: Name \*  Use Wildcards  Case-Sensitive

Rows Per Page: 20

2011	2011
2012	2012
2013	2013
2014	2014
2015	2015
2016	2016
2017	2017
2018	2018
2019	2019
2020	2020
2021	2021
Qtr1-21	Qtr1-21
Qtr2-21	Qtr2-21
Qtr3-21	Qtr3-21
Jan-21	January 2021
Feb-21	February 2021
Mar-21	March 2021
Qtr4-21	Qtr4-21

Selected: 1-2 of 2

Rows Per Page: 20

	Name
<input checked="" type="checkbox"/>	Jun-21
<input type="checkbox"/>	Mar-21



9/13 ×

**Click Arrow to Remove Selected Criteria**

**Note:** There should only be one date in the selected column. You can skip this step if you didn't select any criteria

*Click Next to Continue.*

Members

Available: AccountingPeriod (1-20 of 28, 31 Total) >>

Find: Name \*  Use Wildcards  Case-Sensitive

Rows Per Page: 20

2011	2011
2012	2012
2013	2013
2014	2014
2015	2015
2016	2016
2017	2017
2018	2018
2019	2019
2020	2020
2021	2021
Qtr1-21	Qtr1-21
Qtr2-21	Qtr2-21
Qtr3-21	Qtr3-21
Jan-21	January 2021
Feb-21	February 2021
Mar-21	March 2021
Qtr4-21	Qtr4-21

Selected: 1 of 1

Rows Per Page: 20

	Name
<input type="checkbox"/>	Mar-21



10/13 ✕  
click **OK** to save desired **Date** and **Criteria** for this report.

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt

Year-to-Date through:

Selection

Mar-21 

Type

Report

Source

Report: Fund 200 Report  
Grid: Grid1

Enter Cost Center:



Report

Report: Fund 200 Report  
Grid: Grid1

Edit Member Names

11/13



Click **Edit Member Names**

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt

Year-to-Date through:

Selection

Mar-21

Enter Cost Center:

123456

Edit Member Names

Type

Report

Source

Report: Fund 200 Report

Grid: Grid1

nd 200 Report

12/13

Enter your Cost Center

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection
Year-to-Date through:	<input type="text" value="Mar-21"/>
Enter Cost Center:	<input type="text" value="123456"/>
	<input checked="" type="checkbox"/> Edit Member Names

Type  
Report

Source  
Report: Fund 200 Report  
Grid: Grid1

Report

Report: Fund 200 Report  
Grid: Grid1

13/13 ×  
Click **OK** to generate report

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Year-to-Date through:	<input type="text" value="Mar-21"/>	Report	Report: Fund 200 Report Grid: Grid1
Enter Cost Center:	<input type="text" value="123456"/>	Report	Report: Fund 200 Report Grid: Grid1

Edit Member Names

You have completed this task.