

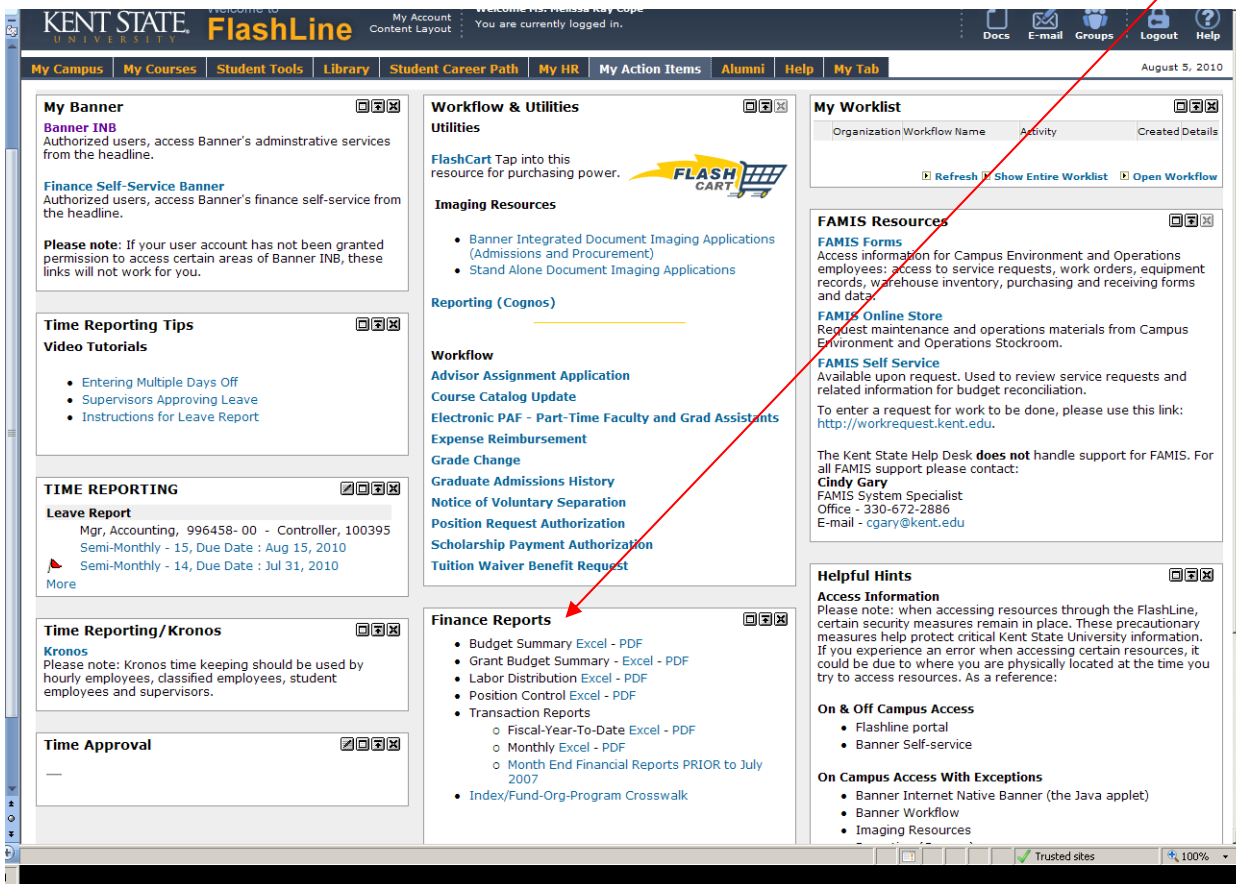
Instructions on running the new Flashline Finance Reports

Includes the Budget Summary, Labor Distribution, Monthly and Year-to-Date Transaction reports

*Please note: These instructions only apply to the NEW Flashline reports.

Flashline Finance Reports Location:

- The Flashline reports can be located by logging in to Flashline and selecting the "My Action Items" tab. The Finance Reports are located in the middle section of the page.

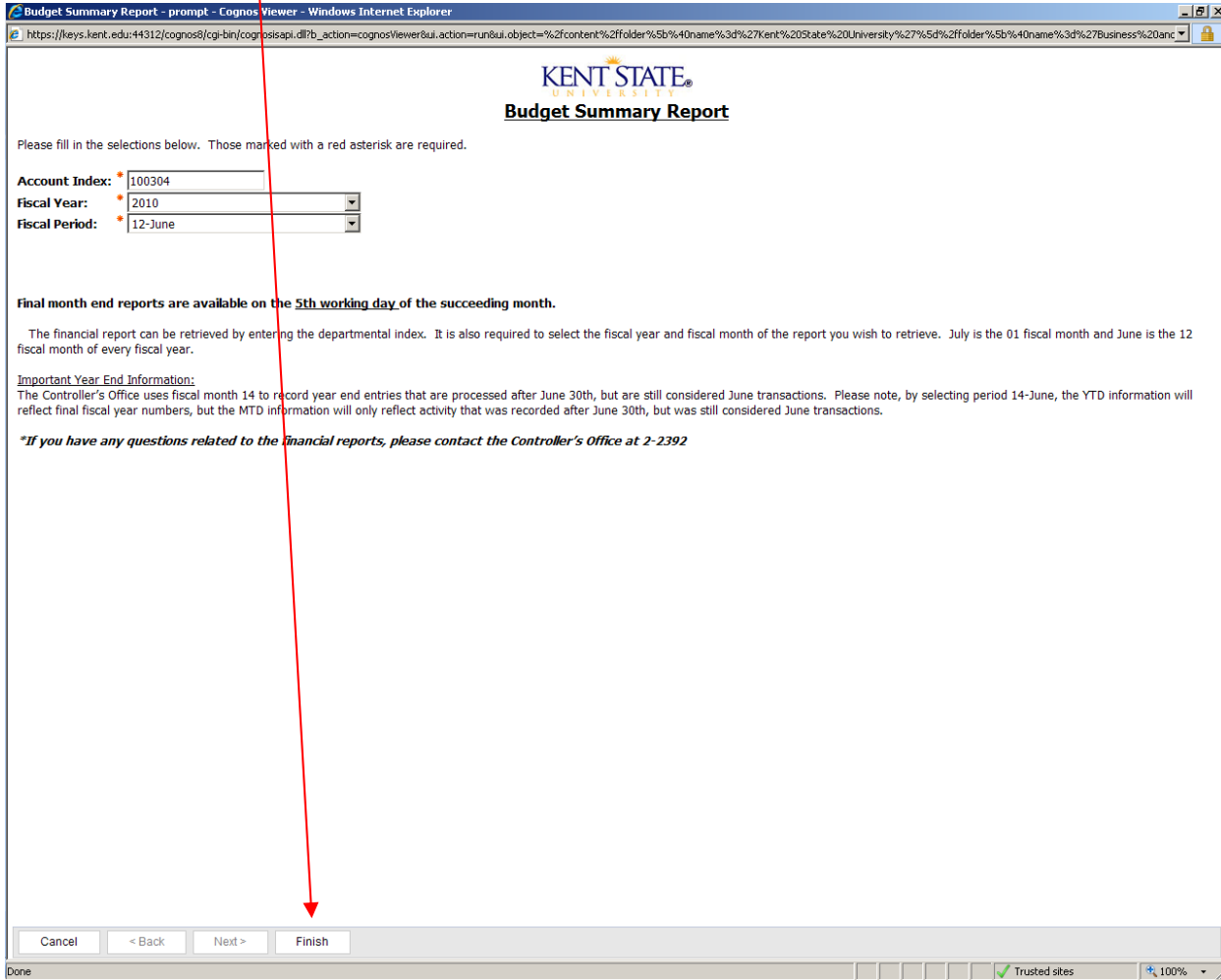


Running the Flashline Reports:

- Select the report in which you wish to run by clicking on the report name.

Prompt Page:

- This will bring up a prompt page. Follow the directions on the prompt page to enter the information needed.
- Once the information has been entered on the prompt page, click the *FINISH* button at the bottom of the page.



Budget Summary Report - prompt - Cognos Viewer - Windows Internet Explorer

https://keys.kent.edu:44312/cognos8/cgi-bin/cognosisapi.dll?b_action=cognosViewer&ui.action=run&ui.object=%2fcontent%2f%5b%40name%3d%27kent%20state%20University%27%5d%2f%5b%40name%3d%27Business%20anc

KENT STATE UNIVERSITY
Budget Summary Report

Please fill in the selections below. Those marked with a red asterisk are required.

Account Index: * 100304
Fiscal Year: * 2010
Fiscal Period: * 12-June

Final month end reports are available on the 5th working day of the succeeding month.

The financial report can be retrieved by entering the departmental index. It is also required to select the fiscal year and fiscal month of the report you wish to retrieve. July is the 01 fiscal month and June is the 12 fiscal month of every fiscal year.

Important Year End Information:
The Controller's Office uses fiscal month 14 to record year end entries that are processed after June 30th, but are still considered June transactions. Please note, by selecting period 14-June, the YTD information will reflect final fiscal year numbers, but the MTD information will only reflect activity that was recorded after June 30th, but was still considered June transactions.

****If you have any questions related to the financial reports, please contact the Controller's Office at 2-2392***

Cancel < Back Next > Finish

Done Trusted sites 100%

Index Page:

- When you click *FINISH*, this will bring up a page listing the departmental index previously entered on the prompt page with the corresponding Fund, Organization, and Program code information.
- Additionally, this page will provide any changes associated with the Fund, Organization, and Program for that index by effective date.
- Select the index with the appropriate Fund, Organization, and Program code combination in which you wish to retrieve financial data.
- This index listing is available if you wish to retrieve financial reports on *old* fund, org., and program combinations made mid-fiscal year.

***Please note: changes in descriptions are also included in the listing. As a result, in a description change, please select the most recent effective date. See the following example.....**

In this example, index 100304 had a change in index description. The most recent effective date was selected by clicking on the first index combination listed.



Budget Summary Report

***Click the "Run" button above and to the right (small blue triangle tipped on one end), to return to the Account Index Prompt page.**

ACCOUNT_INDEX	ACCOUNT_INDEX_DESC	FUND	FUND_DESC	ORGANIZATION_CODE	ORGANIZATION_DESC	PROGRAM	PROGRAM_DESC	EFFECTIVE_DATE
100304	Controller	110118	Fd Bal-Kent	100395	Controller	6100	Institutional Support	3/17/09 ←
100304	Comptroller	110118	Fd Bal-Kent	100395	Controller	6100	Institutional Support	1/1/75

In order to retrieve the financial report, please select the index with the appropriate fund, organization, and program combination.

***Please notice the effective date column. If a departmental index experienced a change associated with their fund, organization, or this page by effective date. Please select the index with the appropriate fund, organization, and program code combination in which**

***If you have any questions related to the financial reports, please contact the Controller's Office at 2-2392.**

Output Report:

- When you click on the index from the index page in which you wish to retrieve financial data, an output report is produced.
- The new reports are formatted to include drill through functionality. Drill through functionality is available where a report field is underlined and in blue text. Click on the field to drill down to more detailed information.

Account Index: 100304 Controller
Fund: 110118 Fd Bal-Kent
Organization: 100395 Controller
Program: 6100 Institutional Support
Fiscal Year / Month: 2010 12 - June
Calendar Year / Month: 2010 June

*** Close this window to go back to the Index Page.**


****Note: Year to date transactional information is available by Account Code. This information can be accessed by clicking on the appropriate Account Code within the report.**

Account Type Level 2	Account Type Description	Account	Account Description	Original Budget	Budget Adjustments	Revised Budget	Current MTD Activity	YTD Activity	Encumbrances	Remaining Balance
61	Salaries & Wages	61011	Administrative,FT	\$627,897.20	\$51,932.75	\$679,829.95	\$52,880.89	\$593,620.03	\$0.00	\$86,209.92
61	Salaries & Wages	61111	Sec&Cler,FT,Non-CBU	\$29,419.92	\$120,701.92	\$150,121.84	\$22,717.50	\$146,382.53	\$0.00	\$3,739.31
61	Salaries & Wages	61116	Sec&Cler,PT,Non-CBU	\$0.00	\$0.00	\$0.00	\$0.00	(\$707.08)	\$0.00	\$707.08
61	Salaries & Wages	61153	Hourly, Overtime	\$41,559.92	(\$10,055.00)	\$31,504.92	\$65.04	\$2,095.56	\$0.00	\$29,409.36
61	Salaries & Wages	61613	Students Regular	\$29,100.00	\$0.00	\$29,100.00	\$6,279.29	\$34,135.55	\$0.00	(\$5,035.55)
61	Salaries & Wages	61616	Students, Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$142.43	\$0.00	(\$142.43)
61 - Salaries & Wages				\$727,977.04	\$162,579.67	\$890,556.71	\$81,942.72	\$775,669.02	\$0.00	\$114,887.69
62	Employee Benefits	62011	PERS Contributions	\$0.00	\$138,243.70	\$138,243.70	\$15,115.48	\$138,243.70	\$0.00	\$0.00
62	Employee Benefits	62012	STRS Contributions	\$0.00	\$1,501.44	\$1,501.44	\$0.00	\$1,501.44	\$0.00	\$0.00
62	Employee Benefits	62013	Group Insurance	\$0.00	\$173,434.10	\$173,434.10	\$21,806.82	\$173,434.10	\$0.00	\$0.00
62	Employee Benefits	62014	Medicare	\$0.00	\$13,856.66	\$13,856.66	\$1,551.89	\$13,856.66	\$0.00	\$0.00
62	Employee Benefits	62015	Workers Compensation	\$0.00	\$7,281.61	\$7,281.61	\$537.25	\$7,281.61	\$0.00	\$0.00
62	Employee Benefits	62017	SRWC Benefit	\$0.00	\$178.01	\$178.01	\$18.78	\$178.01	\$0.00	\$0.00
62	Employee Benefits	62018	P/R Clearing - Opt Out Insurance	\$0.00	\$0.00	\$0.00	(\$145,538.41)	\$0.00	\$0.00	\$0.00
62	Employee Benefits	62019	Life Insurance	\$0.00	\$4,082.37	\$4,082.37	\$456.19	\$4,082.37	\$0.00	\$0.00
62	Employee Benefits	62101	Parking	\$0.00	\$712.36	\$712.36	\$78.75	\$712.36	\$0.00	\$0.00
62	Employee Benefits	62103	Accrued Vacation	\$0.00	\$36,803.44	\$36,803.44	\$36,803.44	\$36,803.44	\$0.00	\$0.00
62	Employee Benefits	62108	Accrued Sick Leave	\$0.00	\$653.65	\$653.65	\$653.65	\$653.65	\$0.00	\$0.00
62	Employee Benefits	62201	Adm Waiver-Employee	\$0.00	\$13,800.00	\$13,800.00	\$0.00	\$13,800.00	\$0.00	\$0.00
62	Employee Benefits	62203	Hrly Waiver-Employee	\$0.00	\$1,152.00	\$1,152.00	\$0.00	\$1,152.00	\$0.00	\$0.00
62	Employee Benefits	62205	Adm Waiver-Dep	\$0.00	\$53,669.80	\$53,669.80	\$0.00	\$53,669.80	\$0.00	\$0.00

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Report Download Instructions:


- When an output report is produced, you have the ability to select a download format.

Selecting a download format: Click on the icon  drop down arrow. There are four options to select from when choosing a report format; HTML, PDF, XML, EXCEL.

- 1) The report output is currently in HTML format; therefore, by selecting HTML there will be no change to the report format.
- 2) By selecting view in PDF format, the report output is formatted to PDF. The drill through functionality of the reports is still available when selecting PDF format.
- 3) By selecting XML, the report is formatted in code and not a readable report format. XML was designed to hold or carry data, not to display data. For the most part, this option will not be beneficial when attempting to view and read your monthly financial reports.
- 4) By selecting view in Excel, there are five options to select from; Excel 2007, Excel 2002, Excel 2000 Single Sheet Format, Excel 2000, and CSV format. **When selecting any of the Excel options, the drill through functionality of the reports is disabled.**

Note: When using the drill through functionality of the finance reports, you can select a new report format at any point when drilling through the data. Just remember, when selecting an Excel format, all drill through functionality is disabled.

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Budget Summary Report

[View in HTML Format](#)
[View in PDF Format](#)
[View in XML Format](#)
[View in Excel Options](#)

[View in Excel 2007 Format](#)
[View in Excel 2002 Format](#)
[View in Excel 2000 Single Sheet Format](#)
[View in Excel 2000 Format](#)
[View in CSV Format](#)

bf-063
V.05/03/2010

Account Index:	100304	Controller
Fund:	110118	Fd Bal-Kent
Organization:	100395	Controller
Program:	6100	Institutional Support
Fiscal Year / Month:	2010	12 - June
Calendar Year / Month:	2010	June

*** Close this window to go back to the Index Page.**


****Note: Year to date transactional information is available by Account Code. This information can be accessed by clicking on the appropriate Account Code within the report.**

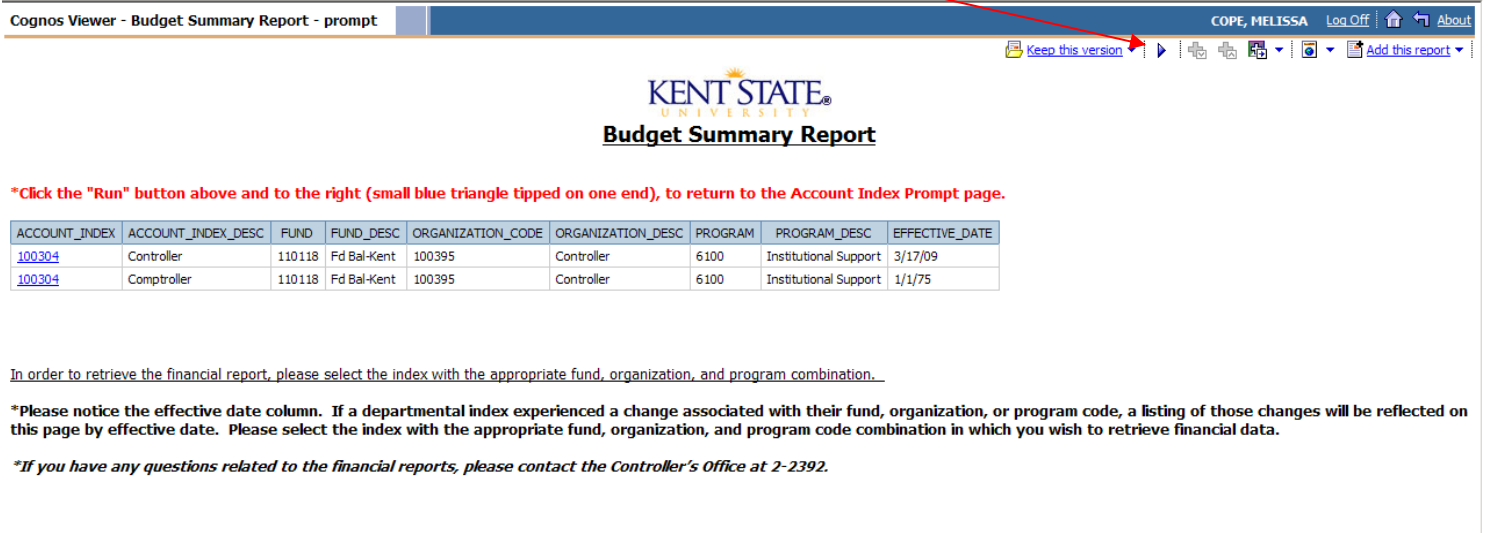
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Top Page up Page down Bottom

Returning to the prompt page:

- When viewing an output report, simply close the current window until you return to the index page.
- To get back to the prompt page from the index page, select the run bottom () in the top, right hand corner of the page.



Cognos Viewer - Budget Summary Report - prompt

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KENT STATE UNIVERSITY
Budget Summary Report

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