Simpler 3.0 Reporting

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What is Simpler Reporting?

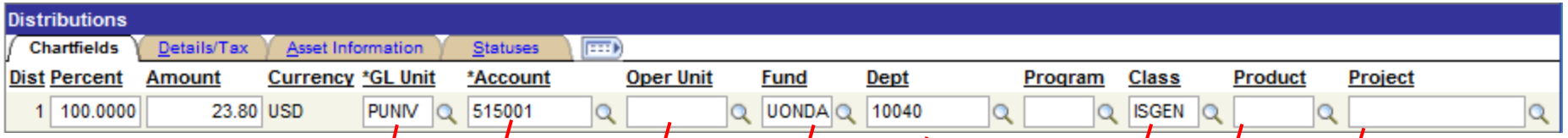
- Simpler Reports is a management information system which is designed to allow a wide-range of users to retrieve financial information in a user-friendly and easy to read format using a **query application** that's not much different than a web browser search engine.

- The user query's the application, using **chartfield** elements for capturing budget balances, transactions or general ledger information. This is accomplished through one or more report options using multiple selection criteria, and quickly obtains a **report customized to your specific inquiry and your given authorization level.**

- Simpler Reports is used in conjunction with the PeopleSoft ERP system and receives data securely from PeopleSoft, posts the transactions and then **synchronizes every 10 minutes** with PeopleSoft by automatically checking to ensure both systems are reporting the same results.

Chartfields that can be queried in Simpler

Pepperdine uses an accounting method commonly referred to as fund accounting. A chartfield (which is an important element of reporting) is the basis of fund accounting and describes what is occurring in an accounting transaction.



Business Unit
(major division)
PUNIV, PUWEI, etc

Account Code
4xxxxx = Revenue
5xxxxx = Expenses

Operating Unit
(non-designated endow.)
DAF09175, END00090

Fund
(type & source of money)
UONDA, UGFED, etc

Department
(who – expense/rev)
11190, 11250, etc

Fund codes: 160+
Department codes: 1100+
Account codes: 1600+
Program codes: 140+
Project codes: 1600+
Class codes: 150+
Operating Units: 1800+

(all date back to FY 2004)

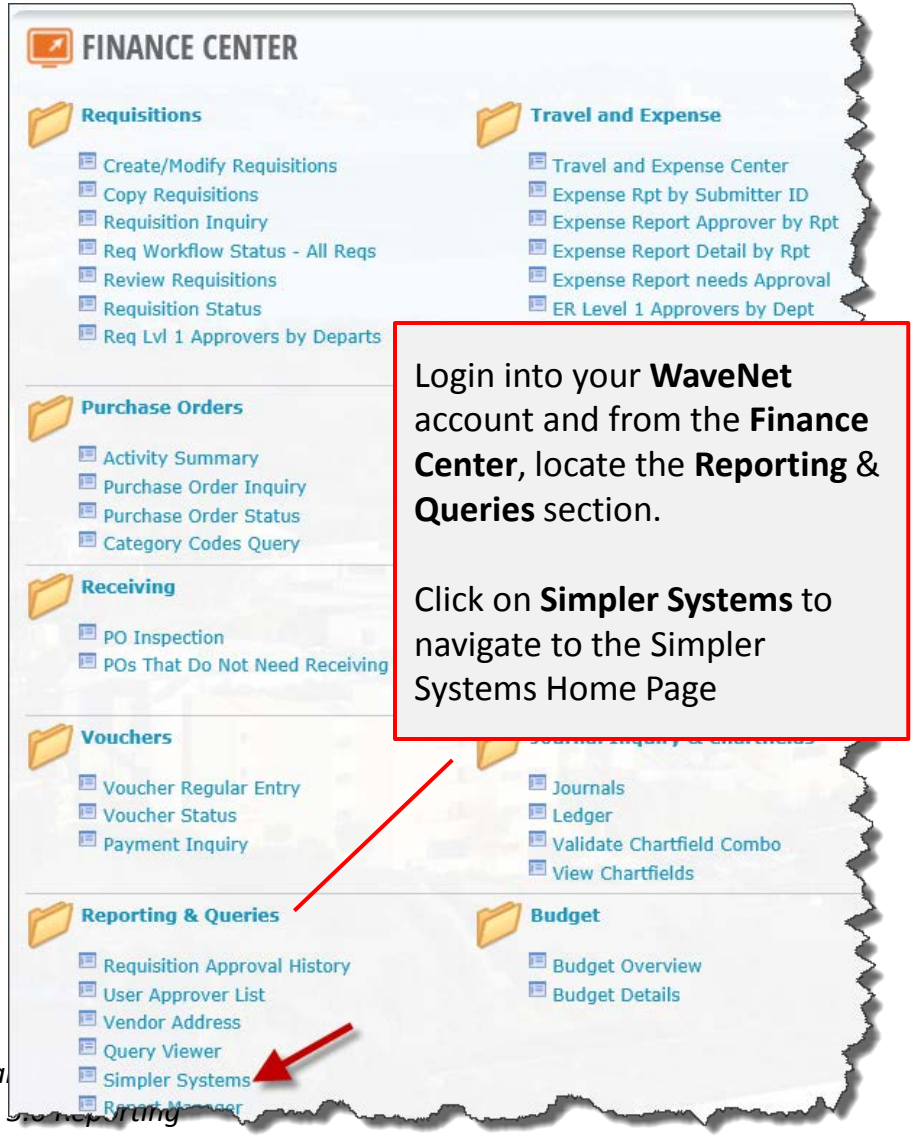
Program
(Academics only)
60345, 80105, etc.

Class
(why dept. is incurring expense)
ISGEN, AEGEN, etc

Product
(user defined) 1000-9999

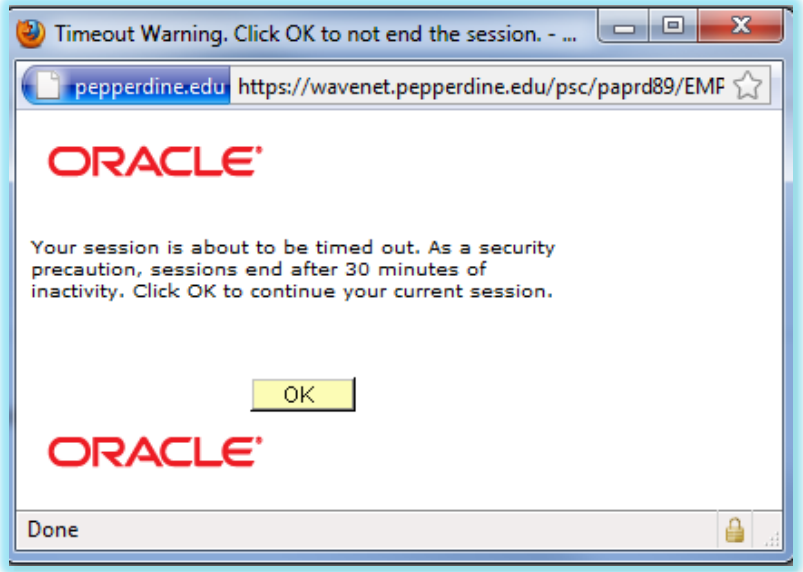
Project
(only for defined projects)
10ERP-PSLIC, etc

Using Simpler Reporting



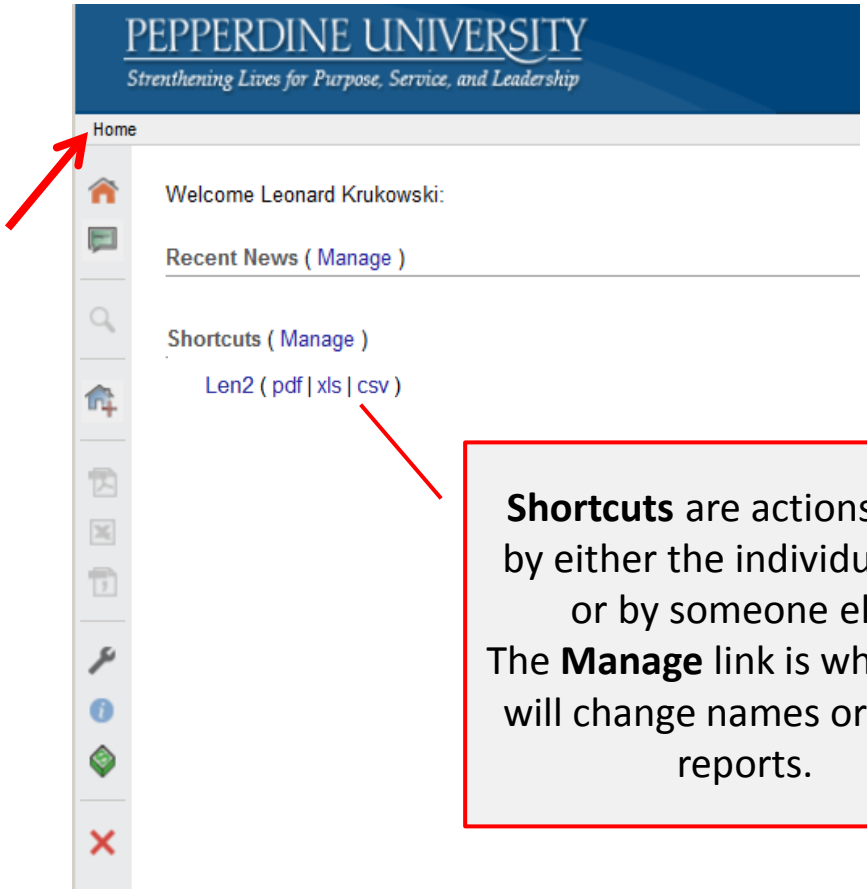
Login into your **WaveNet** account and from the **Finance Center**, locate the **Reporting** & **Queries** section.

Click on **Simpler Systems** to navigate to the Simpler Systems Home Page



Note: WaveNet will automatically log you out after 30 minutes of inactivity, however Simpler will continue to remain active.

Simpler Home Page



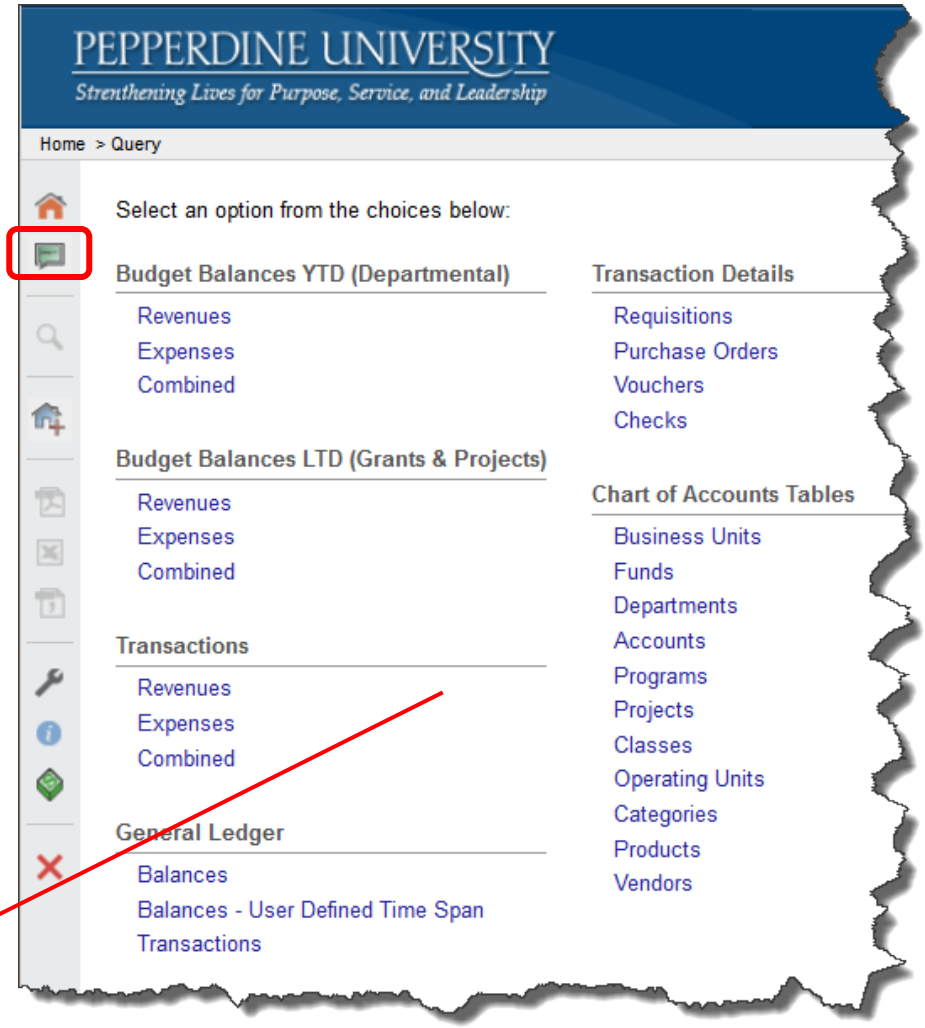
Shortcuts are actions saved by either the individual user or by someone else.
The **Manage** link is where you will change names or delete reports.

- Each page is bordered with a navigational task bar on the left of the screen.
- The task bar is available at all times from all pages.
- The body of the page will list the available searches or tasks relevant for the particular page that the user is on.
- To go from page to page, the appropriate icon on the task bar should be selected.
- A user will know which page they are on by the title on the top left of each page.

Query Page

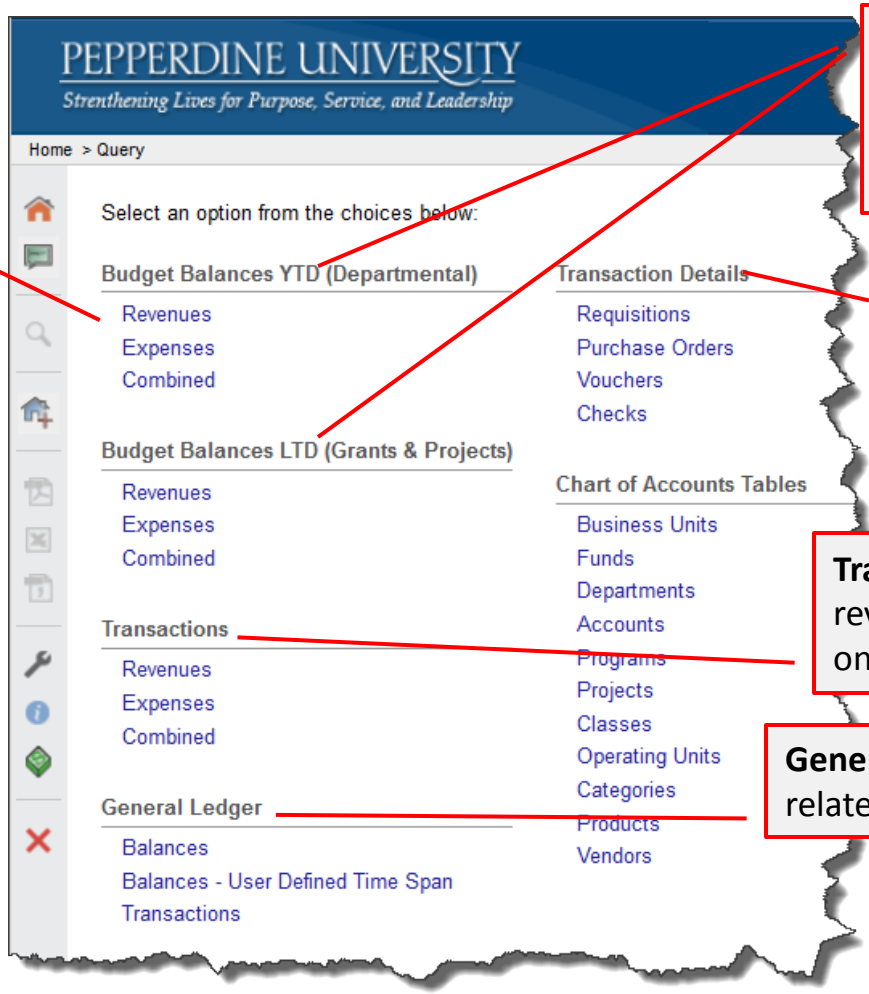
The **Query** page is divided into several areas:

- **Budget Balance** reports for revenues, expenses and combined
  - ***Year-to-date YTD*** for departmental reporting
  - ***Life-to-date LTD*** *for* grants and projects
  - The **Revenue** and **Expenditure** pages generally relate to income statement information
  - **Combined** refers to reports that include both Revenues and Expenses
- **Transactions** are reports that list the specific revenue or expense postings that have been entered during a specified period.
- **General Ledger** pages generally relate to information on the balance sheet.
- **Transaction Details** are used for purchasing and accounts payable information
- **Payroll Expenses** provide (for only authorized users) a summary or detail report for payroll
- **Chart of Accounts Tables** provides detailed accounting codes



Query Page: Budget Balances/Transactions/GL

Click on any of the blue links to start a query builder



Budget Balances can be reported on a fiscal year basis for current operations or for longer periods for projects and grants.

Transaction Details this report lists the PO's generated, invoices entered, payments made and checks issued. **Note**: Transaction detail can also be reached by "drilling down" from balance reports

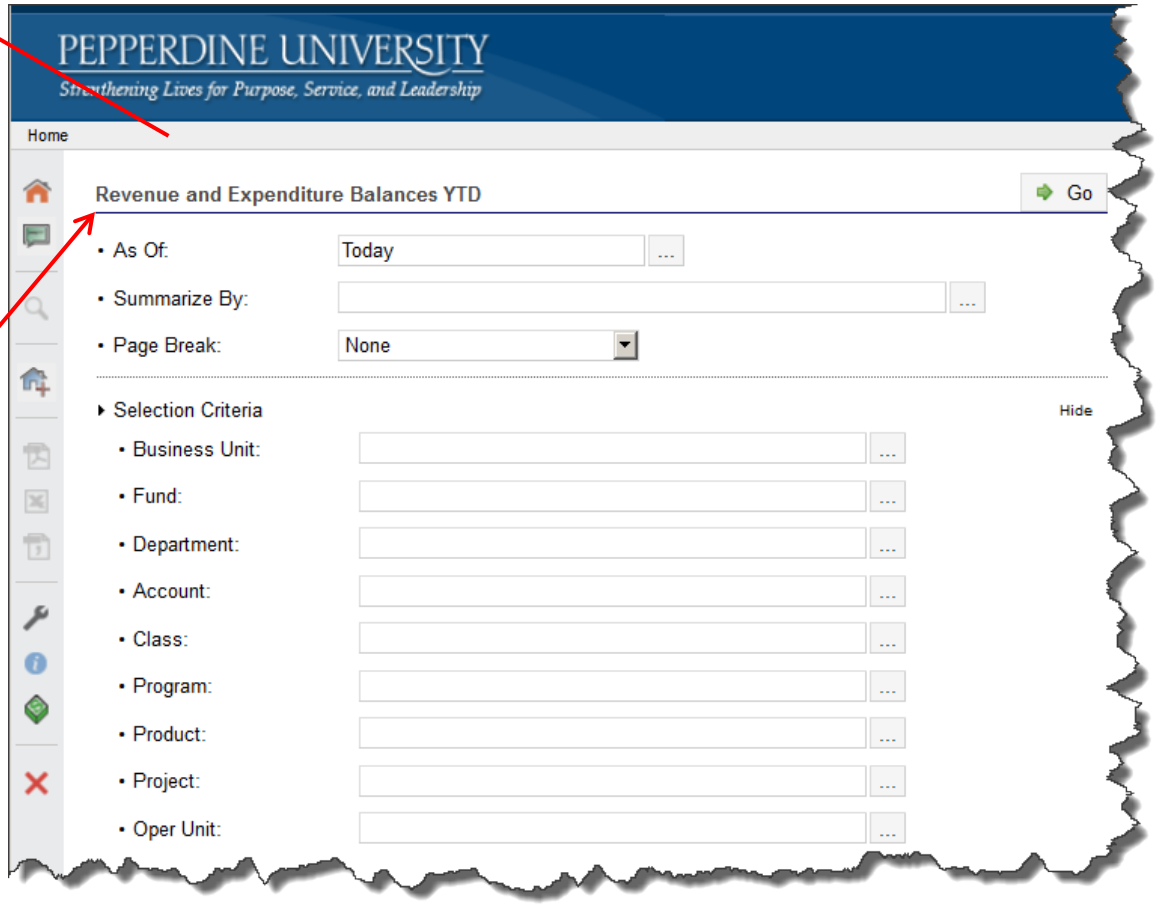
Transactions can be reported for revenues, expenses or combined on one report

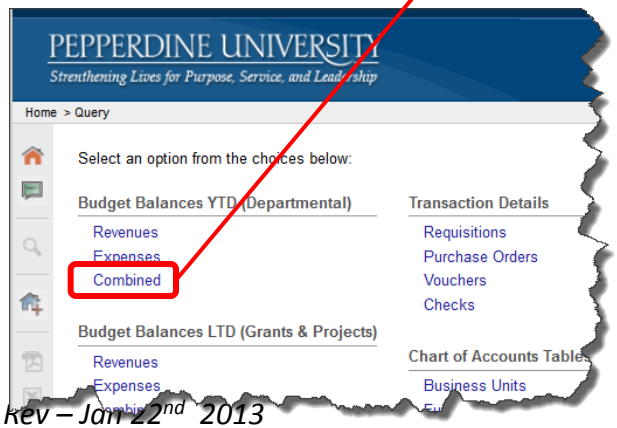
General Ledger pages generally relate to balance sheet information

Query: Report Options & Selection Criteria

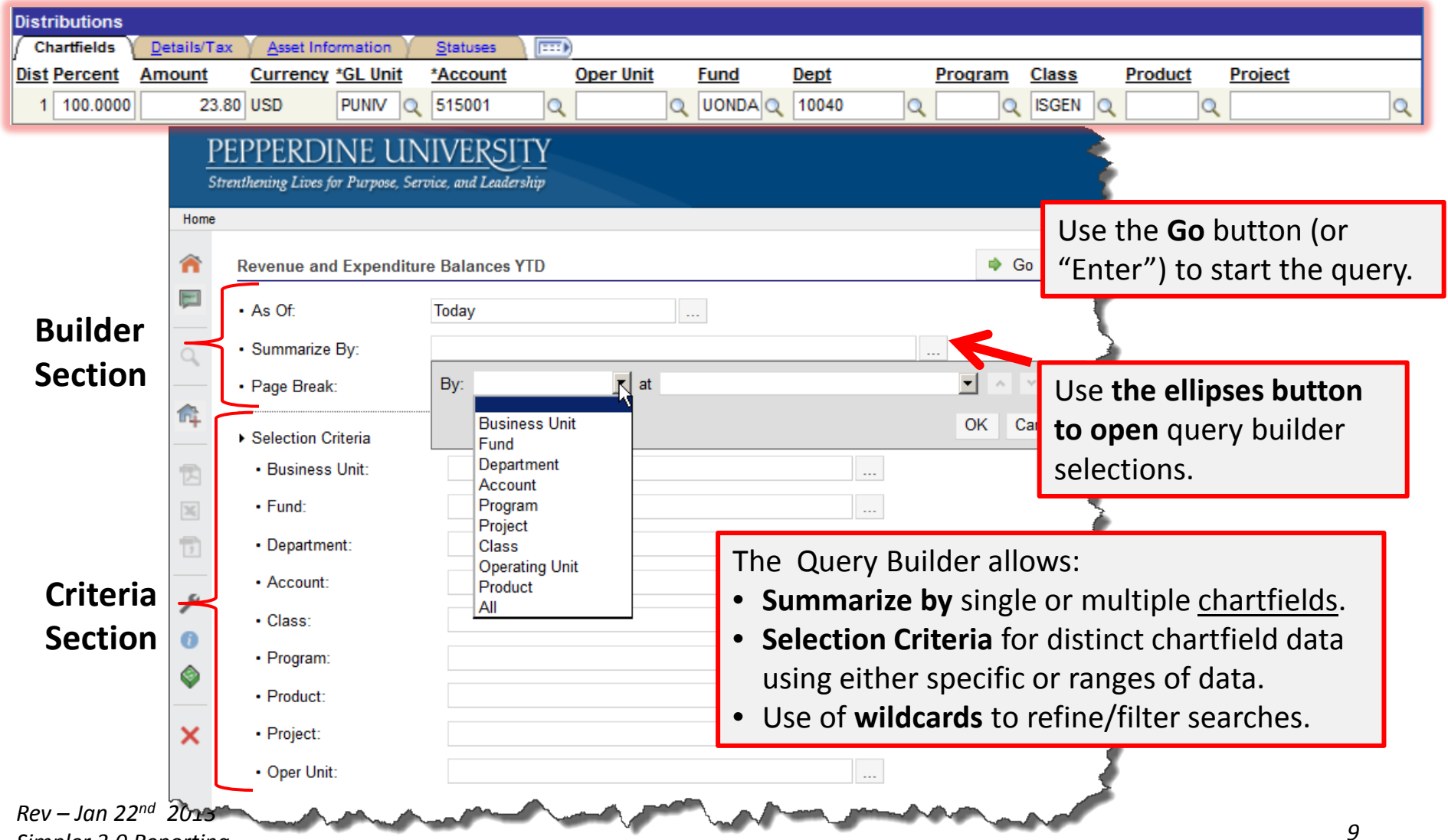
Report Option Fields:

As Of: specifies a date,
Summarized By: shows that expenses and revenues can be reported at different levels for each of the chart of account fields.
Page Break: creates a designated page break in the report
Selection Criteria: makes each resulting report somewhat unique by specifying Chartfield values and using the Simpler **Wildcard** options.

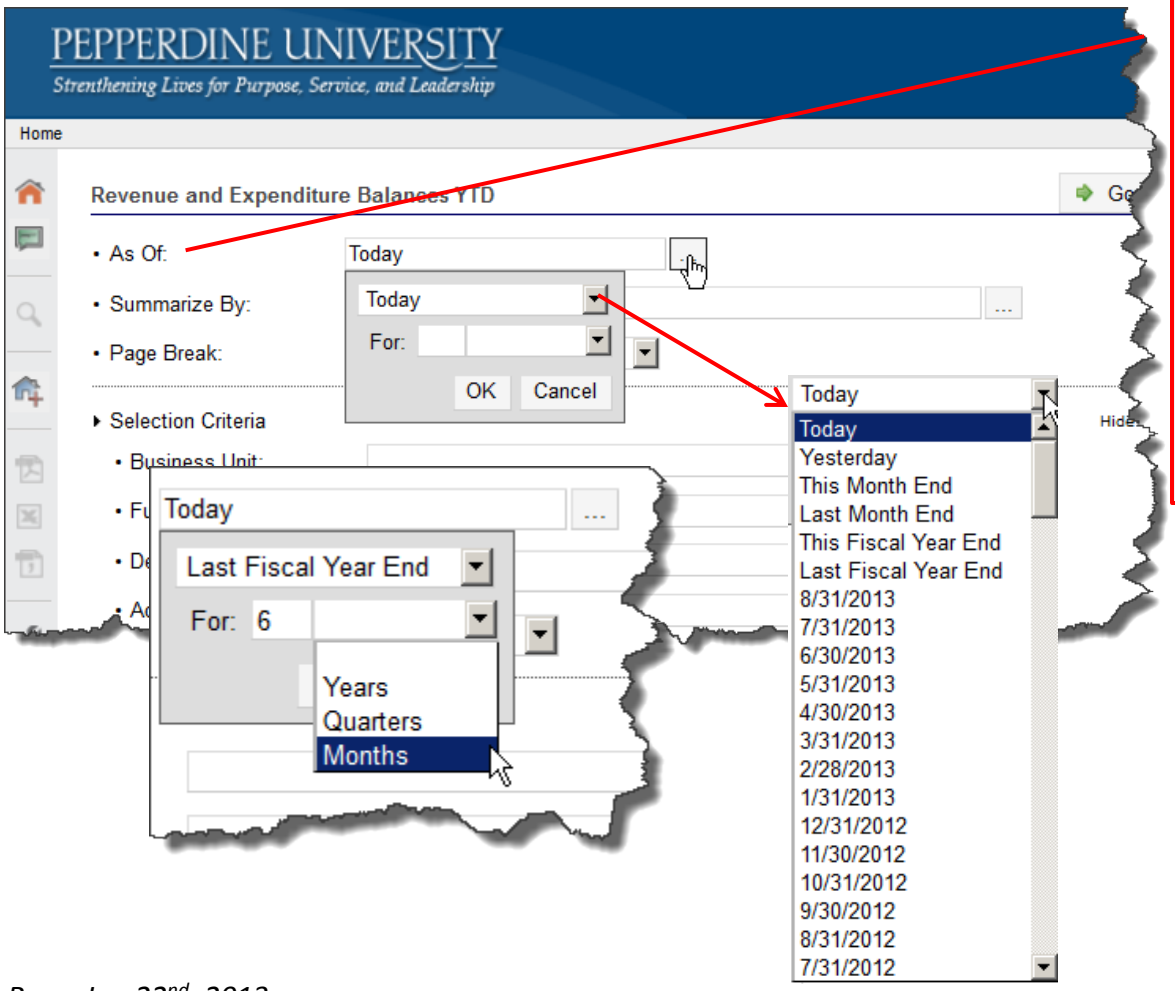




Query Builder & the Chartfields

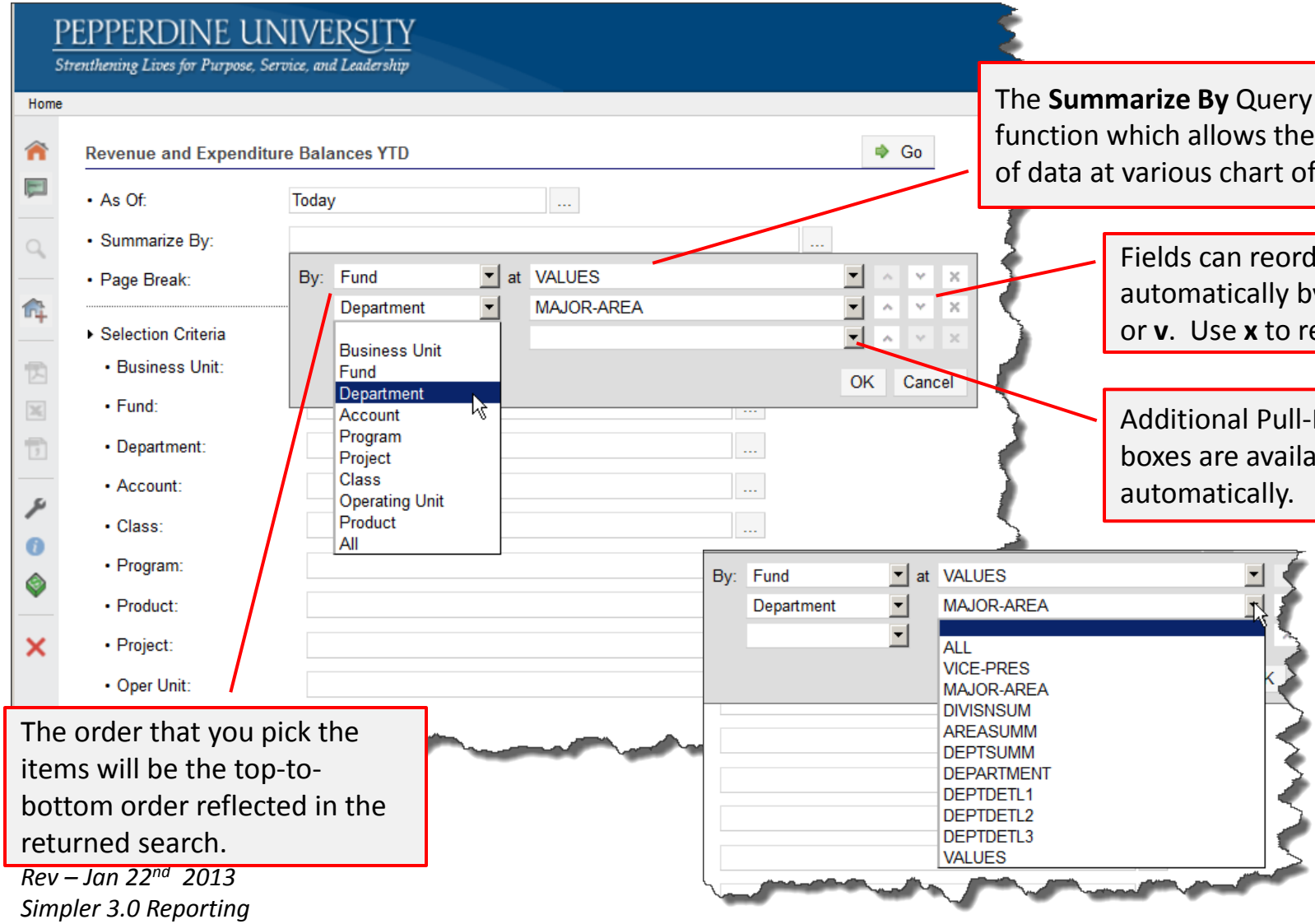


Report Options: As Of



As Of: dates can be specified as the current date, a month-end of a previous period or a specific date in the past. Since financial information within a month can change throughout that month, month-end figures are normally the most reliable. The current open month is also reported as a year-to-date or month-to-date amount.
As of: **Today** is the default

Report Options: Summarize By



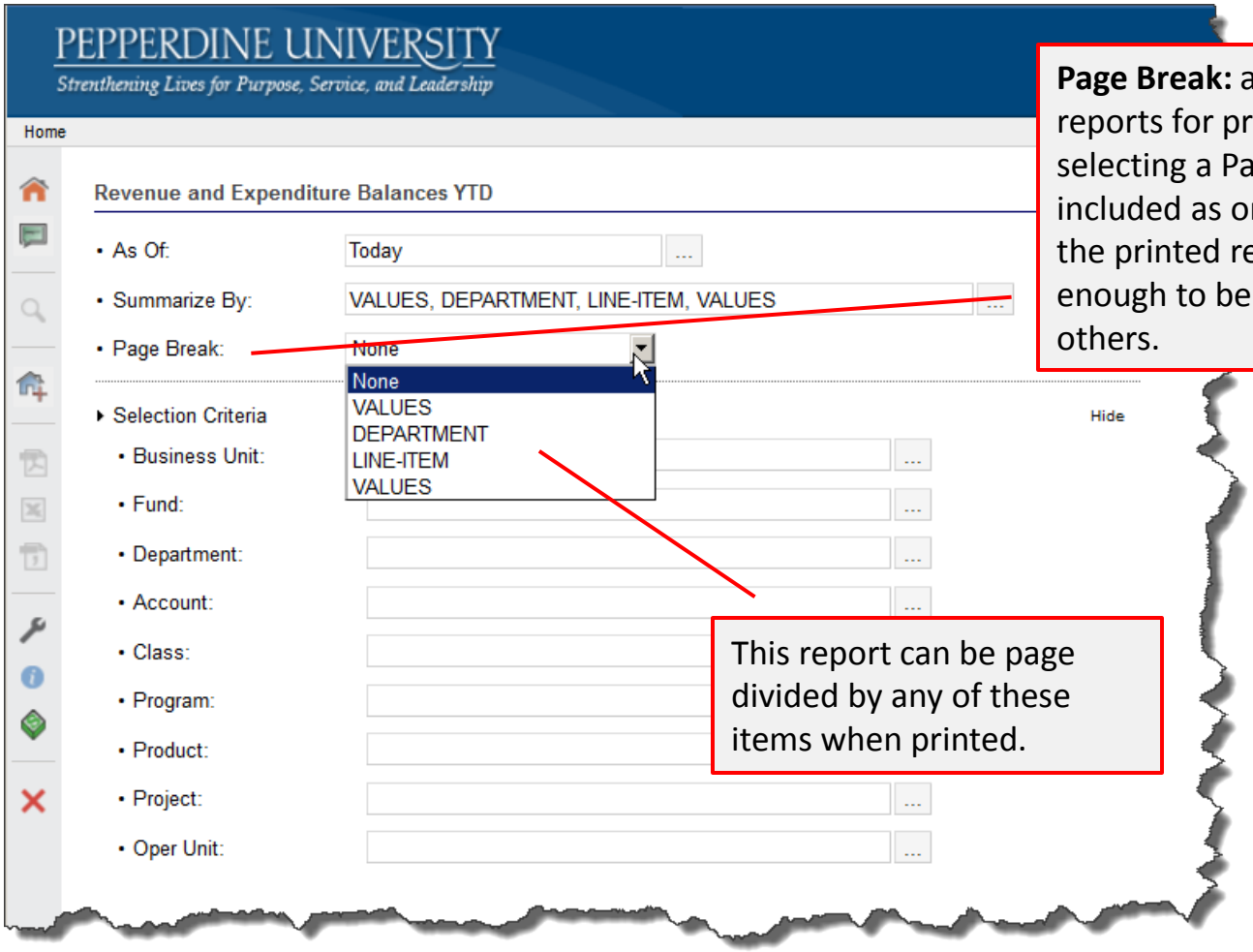
The **Summarize By** Query Builder is the function which allows the summarization of data at various chart of account levels.

Fields can reordered automatically by using **^** or **v**. Use **x** to remove.

Additional Pull-Down boxes are available automatically.

The order that you pick the items will be the top-to-bottom order reflected in the returned search.

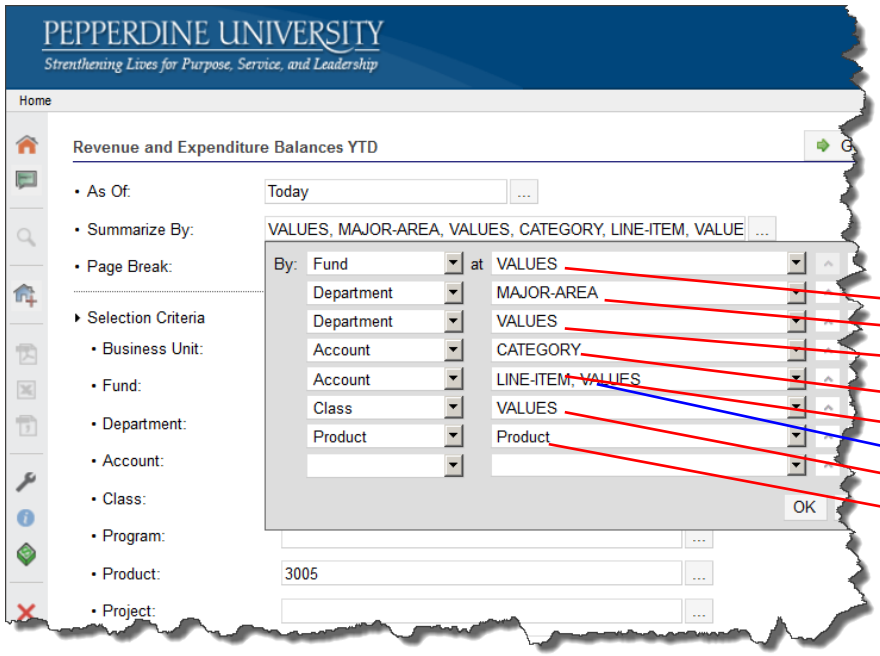
Report Options: Page Break

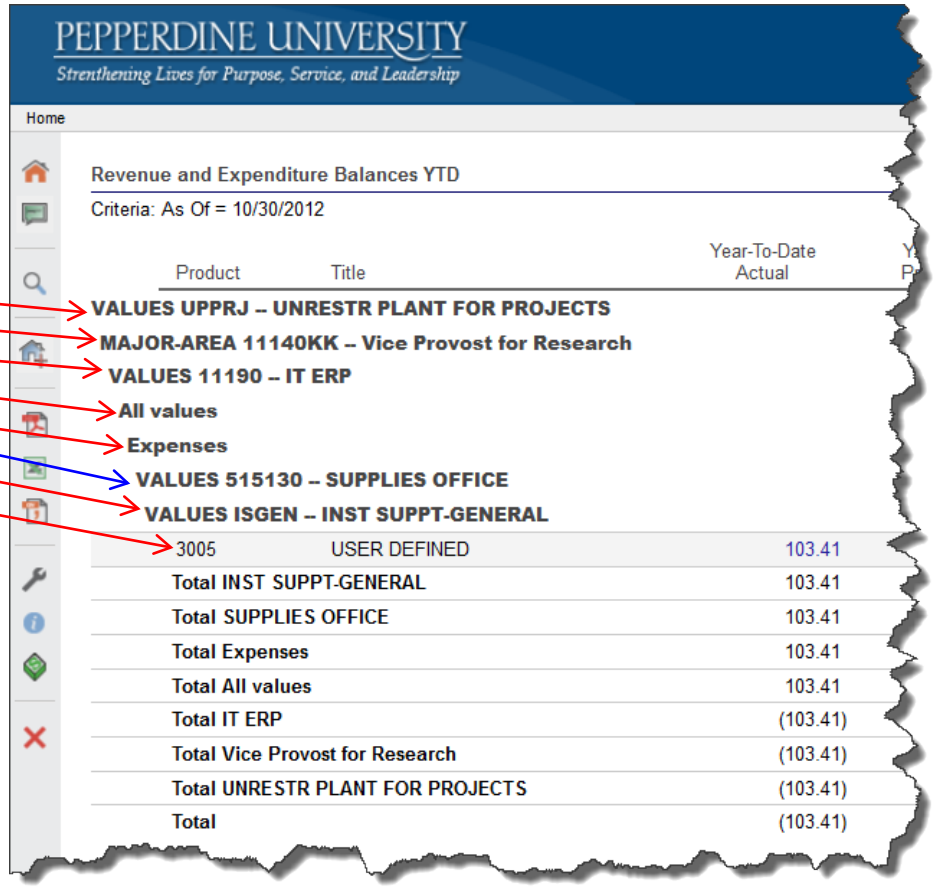


Page Break: allows the user to tailor the reports for presentations or distribution. By selecting a Page Break at "element" that is included as one of the Summarize By options, the printed report can be tailored well enough to be ready to hand out or email to others.

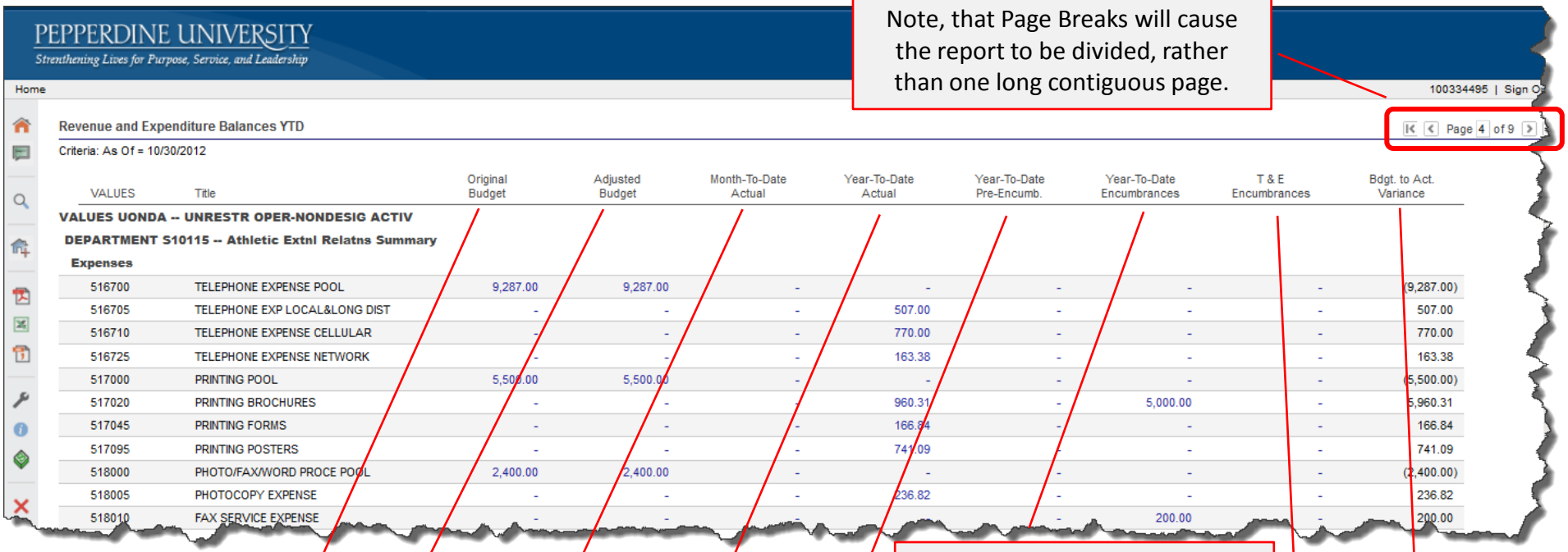
This report can be page divided by any of these items when printed.

Query Builder → Query Results





Query Results View



Note, that Page Breaks will cause the report to be divided, rather than one long contiguous page.

Original budget approved by the board

Any budget adjustments are shown here

Current month expenses (or revenue) shown here.

Point to date expenses (or revenue) shown here.

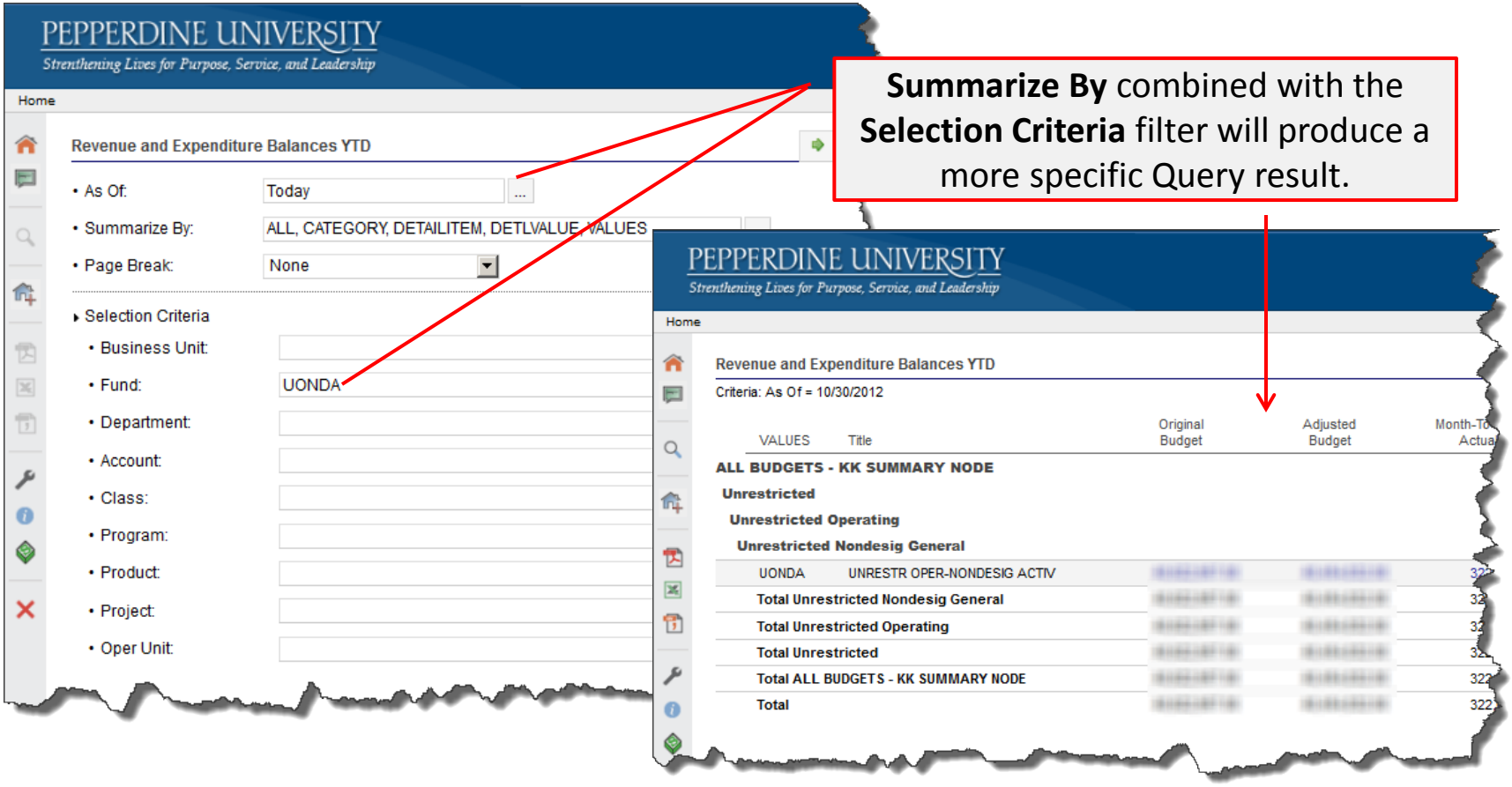
Intent to purchase (Req. submitted)

A purchase order has been issued, the item ordered has not yet been received or recorded but a hold is placed on the department's budget

Submitted Travel Expense Reimbursement

Budget to Actual variance

Query Builder w/Selection Criteria → Query Results



Selection Criteria/Builder

% or *

!

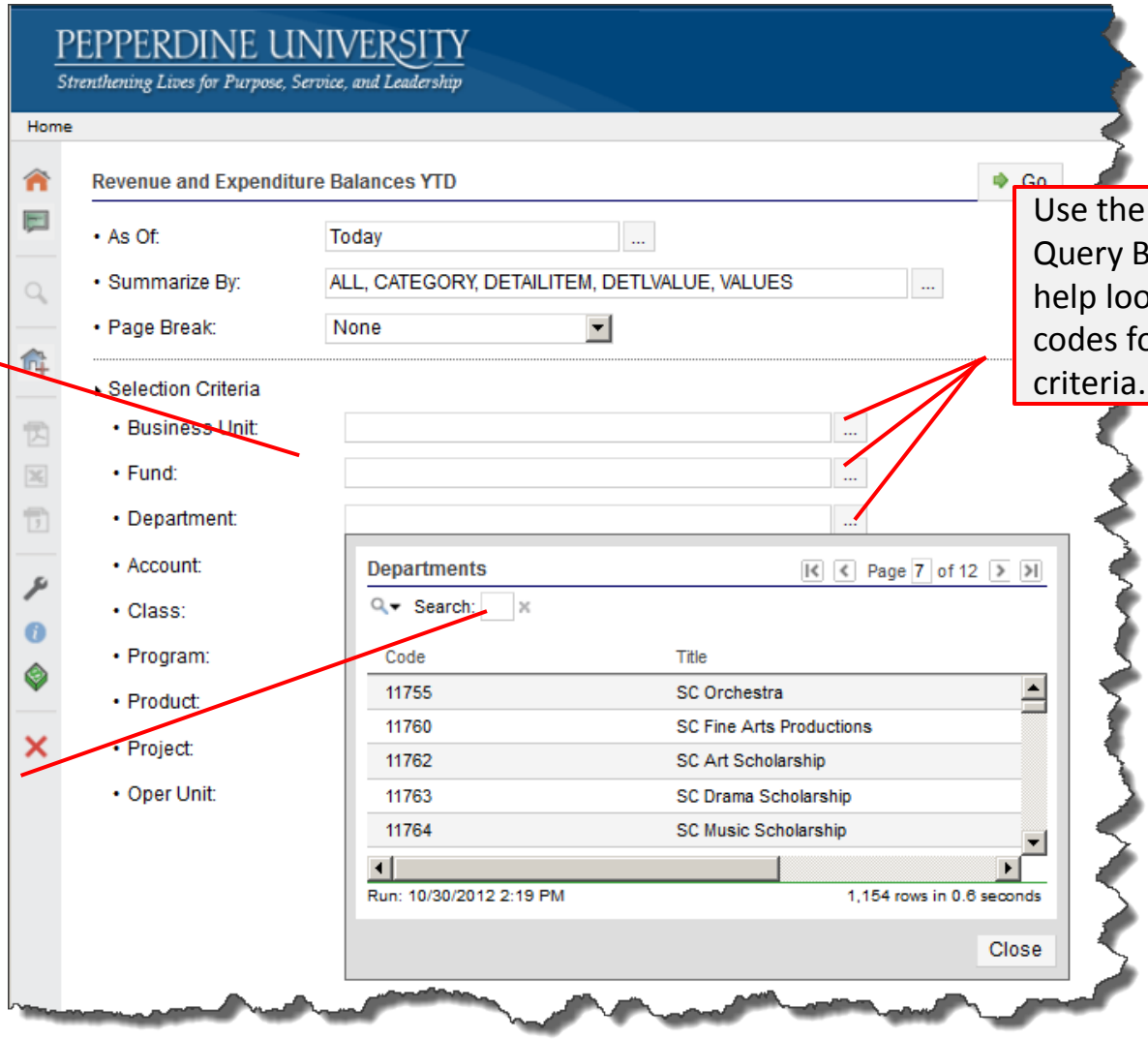
,

..

Any of the above characters can used as part of a search string to be entered into the **Selection Criteria** fields

% or *

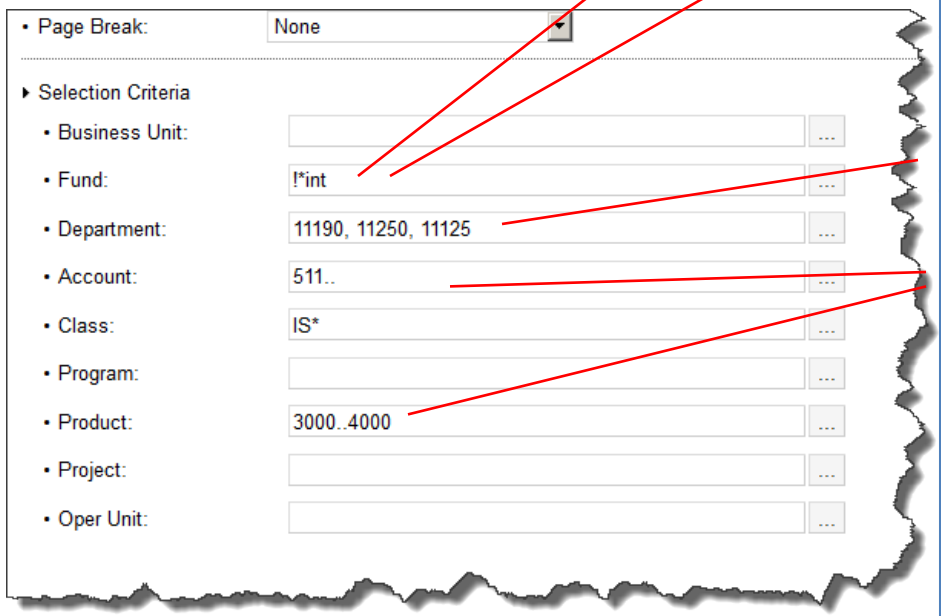
Only the percent and asterisk can be entered in the **Builder** search field for a wildcard match



Use the Lookup Query Builder to help look up the codes for that criteria.

Search Criteria & Wildcards

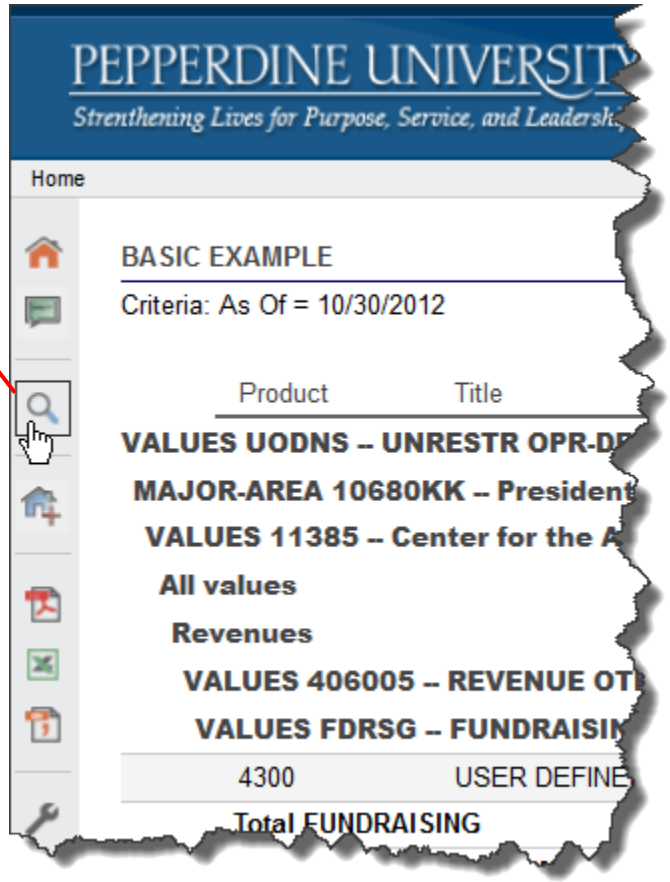
Search Criteria & **Wildcard** characters enables the user to request a wide variety of information from accounting segments that filter/refine the search used to narrow down the query results to specific values within each segment



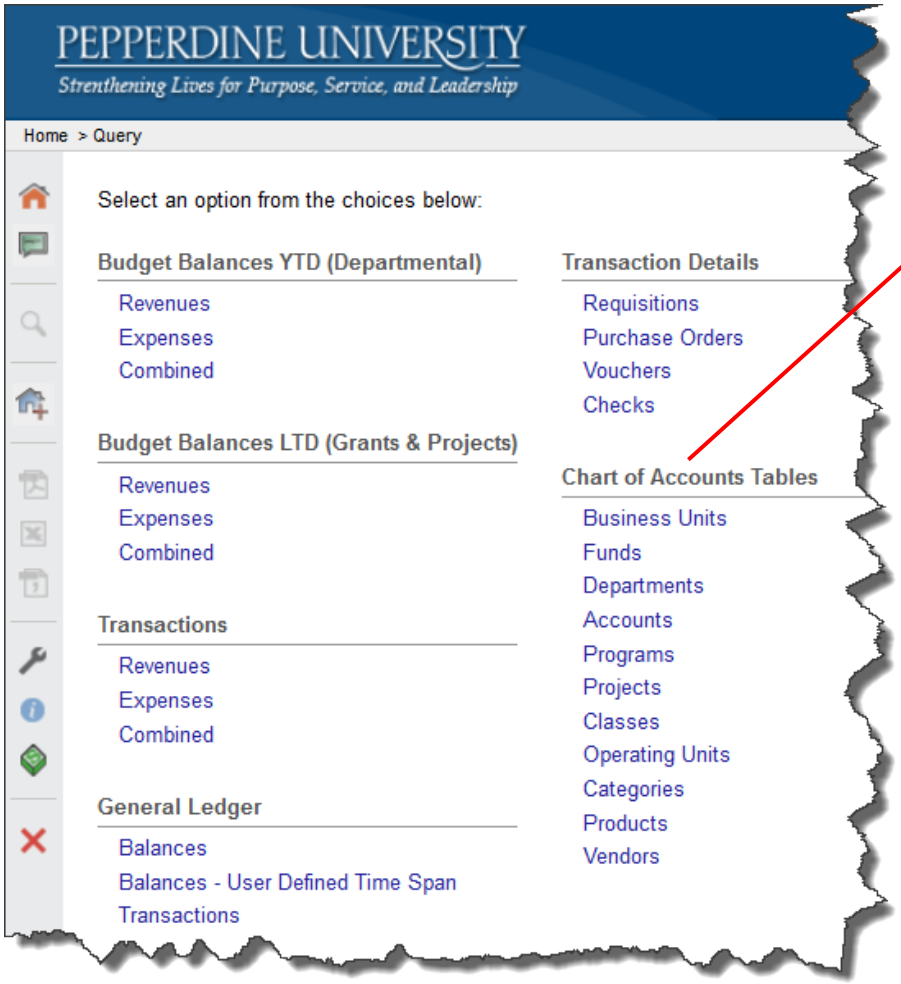
! (not or exclude)	The **exclamation** mark signifies "**not**" or "**not in**" and can be used to exclude items.
* Or % (wildcard match)	Either a **percent** sign (**%**) or the asterisk (*) is used to replace or match one or more characters in an alpha or numeric string.
, (separate data)	The **comma** is used to separate two or more different items for a non-sequential list.
.. (sequential data)	Two dots (**..**) are used for sequential data between two values. For example: 512000..513000 all *values* including 513000 will be provided. Also **..** may be used for greater than and less than: **5..** = greater than 5 **..5** = less than 5
(blank)	Using **blank** in the Selection Criteria field will include **all** of the requested data.

Search (Re-query)

Search allows the user to modify (re-query) the report criteria without starting over.

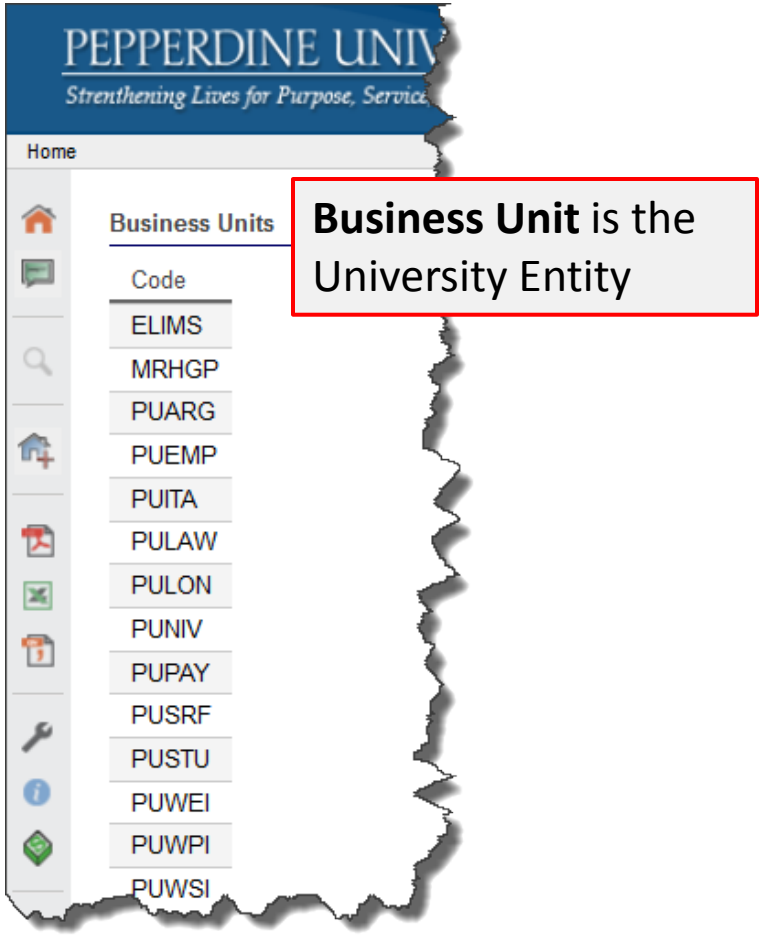


Query Page: Chart of Account Tables

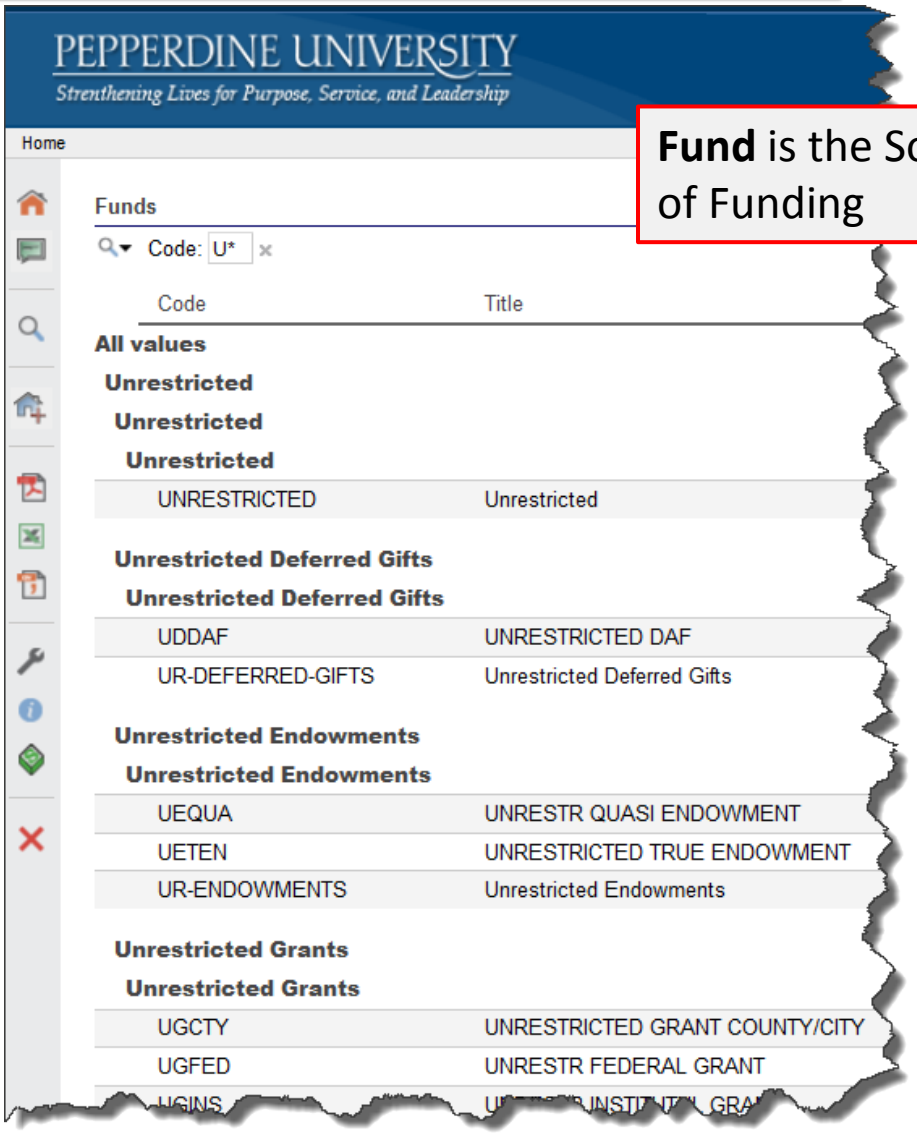


- The **Chart of Accounts Tables** display the detailed accounting codes used in the University accounting system.
- Each table is useful in looking up a specific code or title (name) of an accounting segment or helpful in narrowing a query.
- Each accounting segment can be queried by an accounting level and summarized by a list builder.

Chart of Accounts: Business Unit & Fund



Business Unit is the University Entity



Fund is the Source of Funding

Fund Hierarchy Example

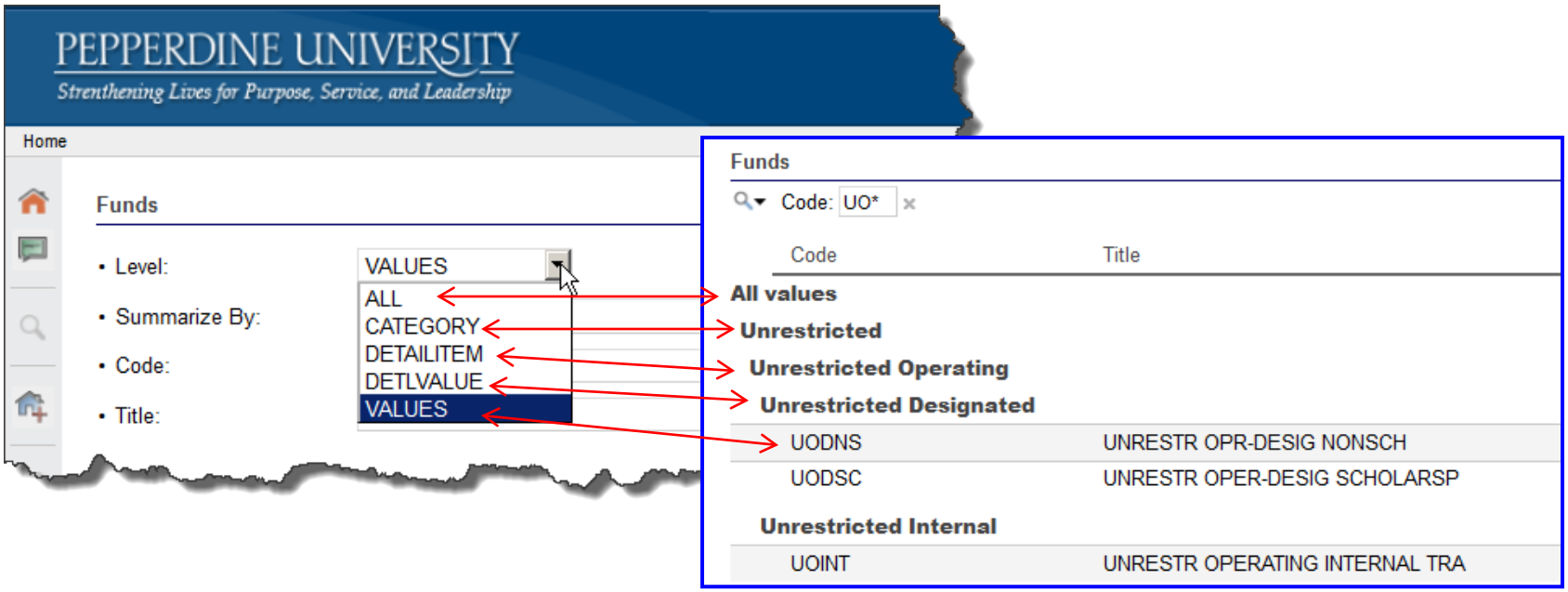
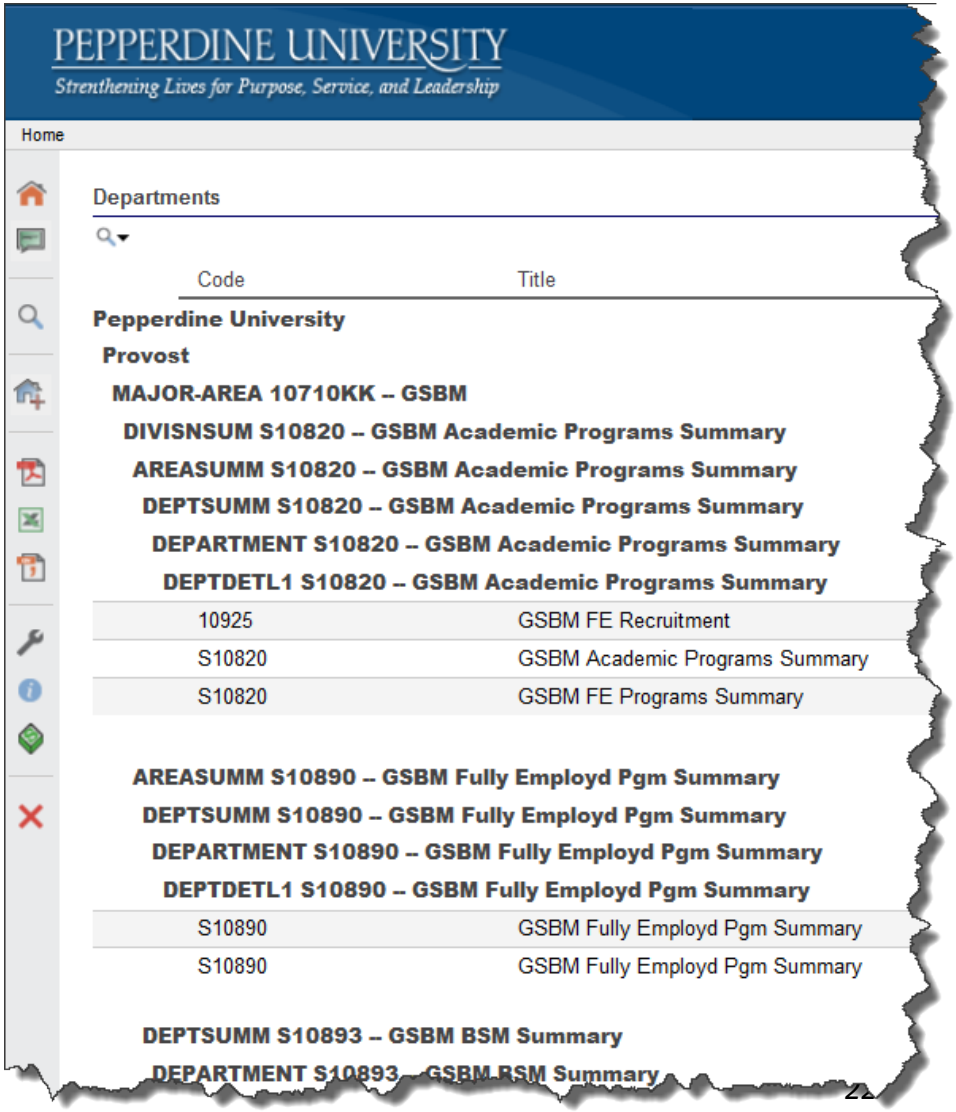


Chart of Accounts: Departments

Department is a academic area, research units, admin offices, with an appointed manager, that have a programmatic, operational, fiscal and/or budgetary responsibility for a specific set of activities.



Department Hierarchy Example

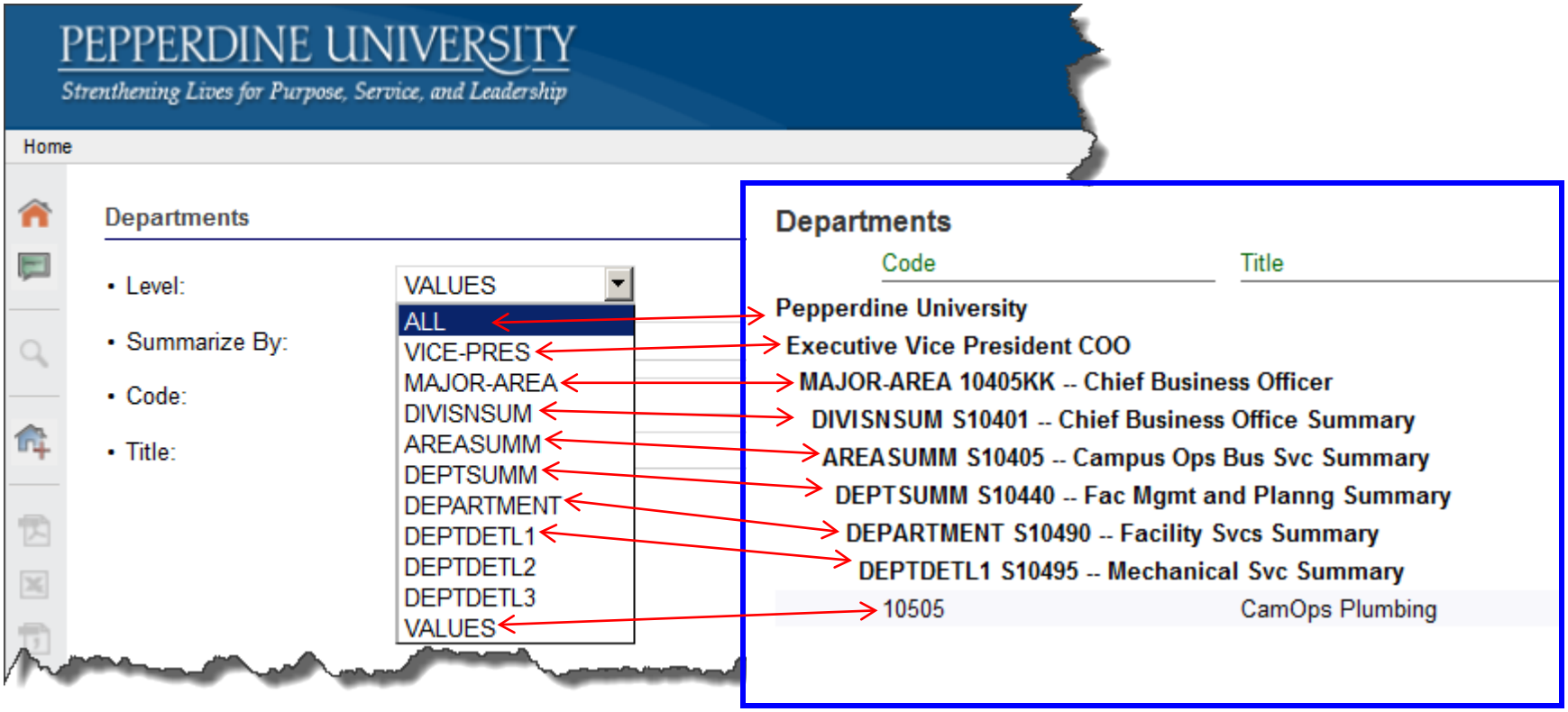
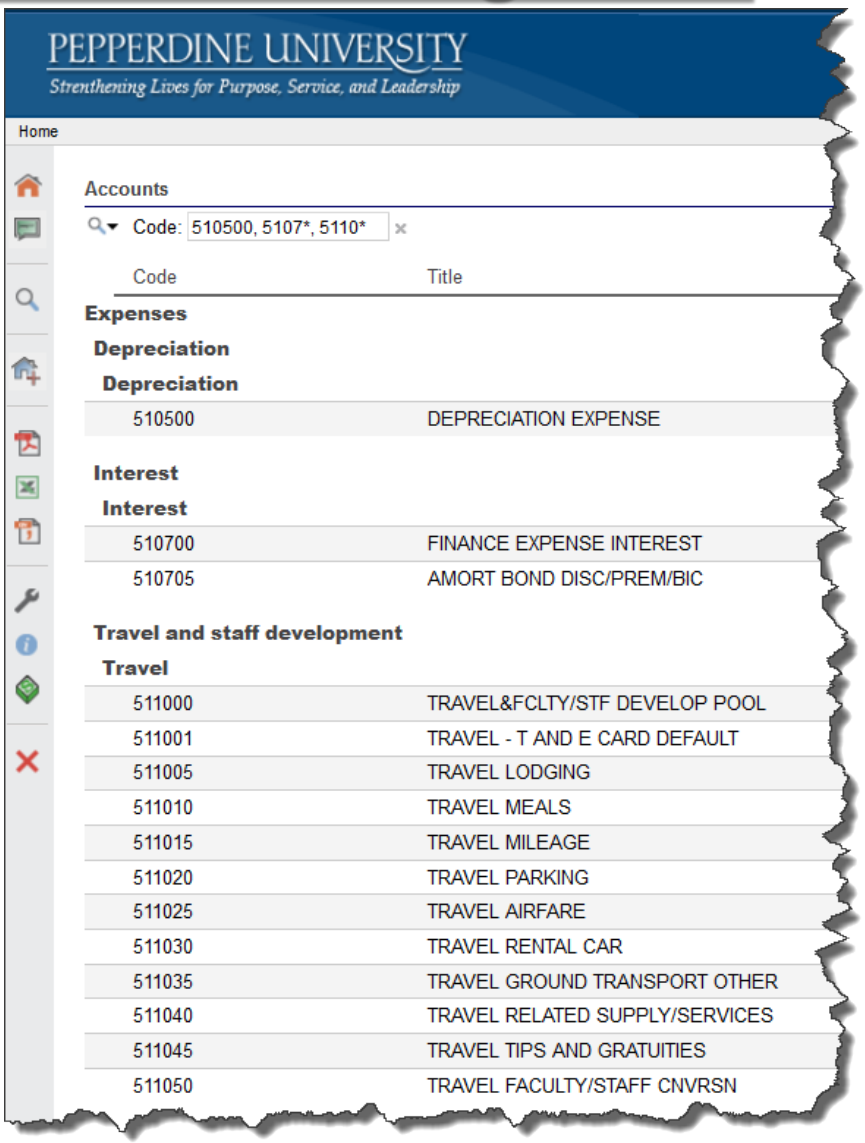


Chart of Accounts: Accounting Codes

Account is a classification of each transaction Assets, Liabilities, Equity (Fund Balance) Revenues, Expenditures (FRS subcodes and account controls)



Accounts Hierarchy Example

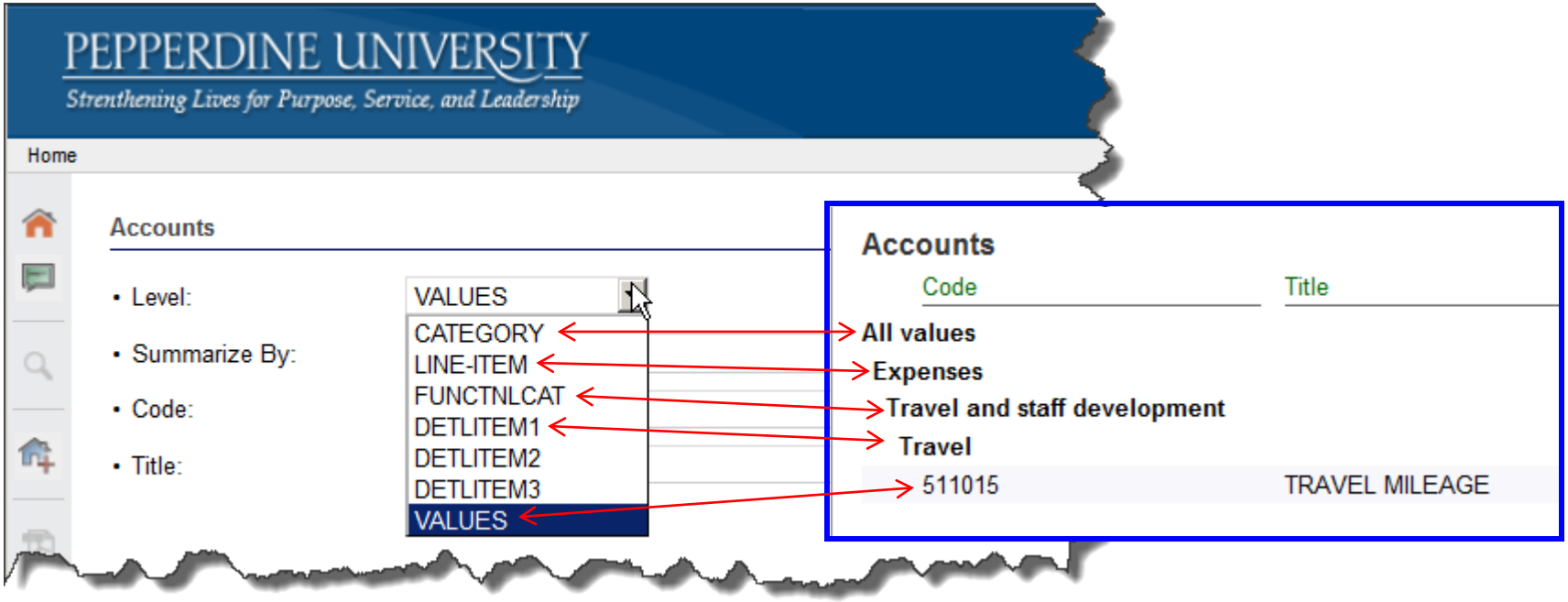
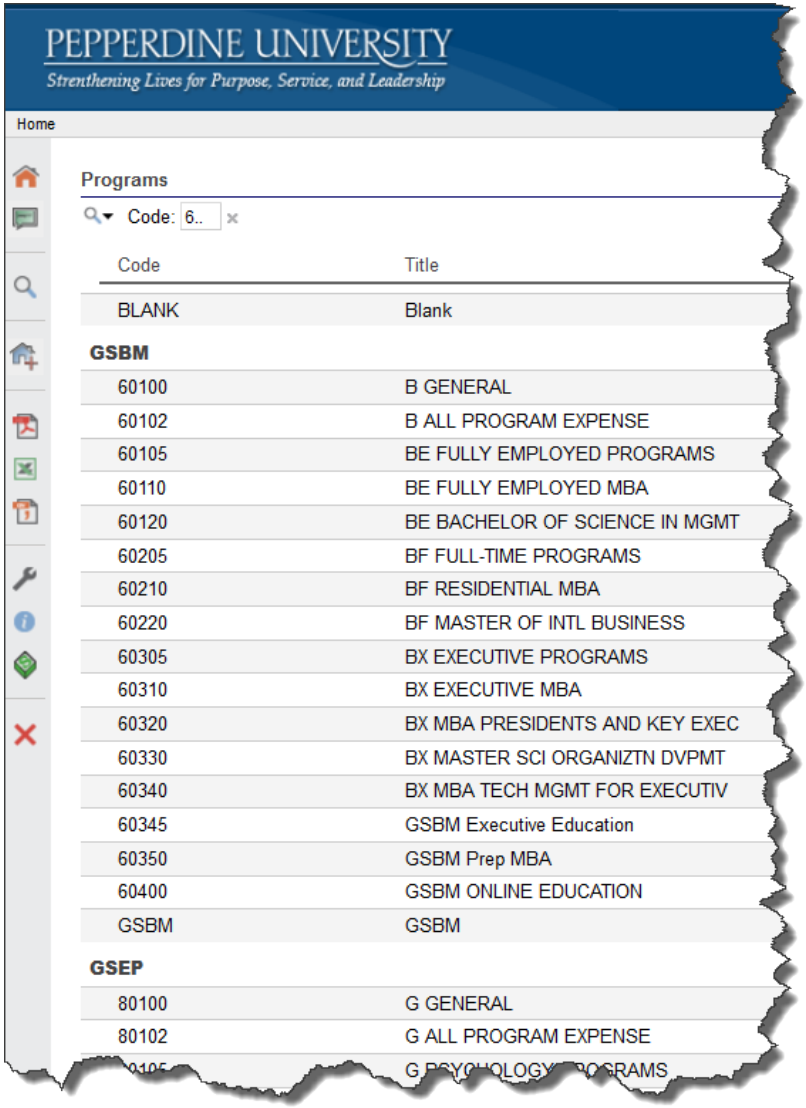


Chart of Accounts: Programs

Program is the academic activities for which costs must be tracked within the educational departments.



Code	Title
BLANK	Blank
GSBM	
60100	B GENERAL
60102	B ALL PROGRAM EXPENSE
60105	BE FULLY EMPLOYED PROGRAMS
60110	BE FULLY EMPLOYED MBA
60120	BE BACHELOR OF SCIENCE IN MGMT
60205	BF FULL-TIME PROGRAMS
60210	BF RESIDENTIAL MBA
60220	BF MASTER OF INTL BUSINESS
60305	BX EXECUTIVE PROGRAMS
60310	BX EXECUTIVE MBA
60320	BX MBA PRESIDENTS AND KEY EXEC
60330	BX MASTER SCI ORGANIZTN DVPMT
60340	BX MBA TECH MGMT FOR EXECUTIV
60345	GSBM Executive Education
60350	GSBM Prep MBA
60400	GSBM ONLINE EDUCATION
GSBM	GSBM
GSEP	
80100	G GENERAL
80102	G ALL PROGRAM EXPENSE

Programs Hierarchy Example

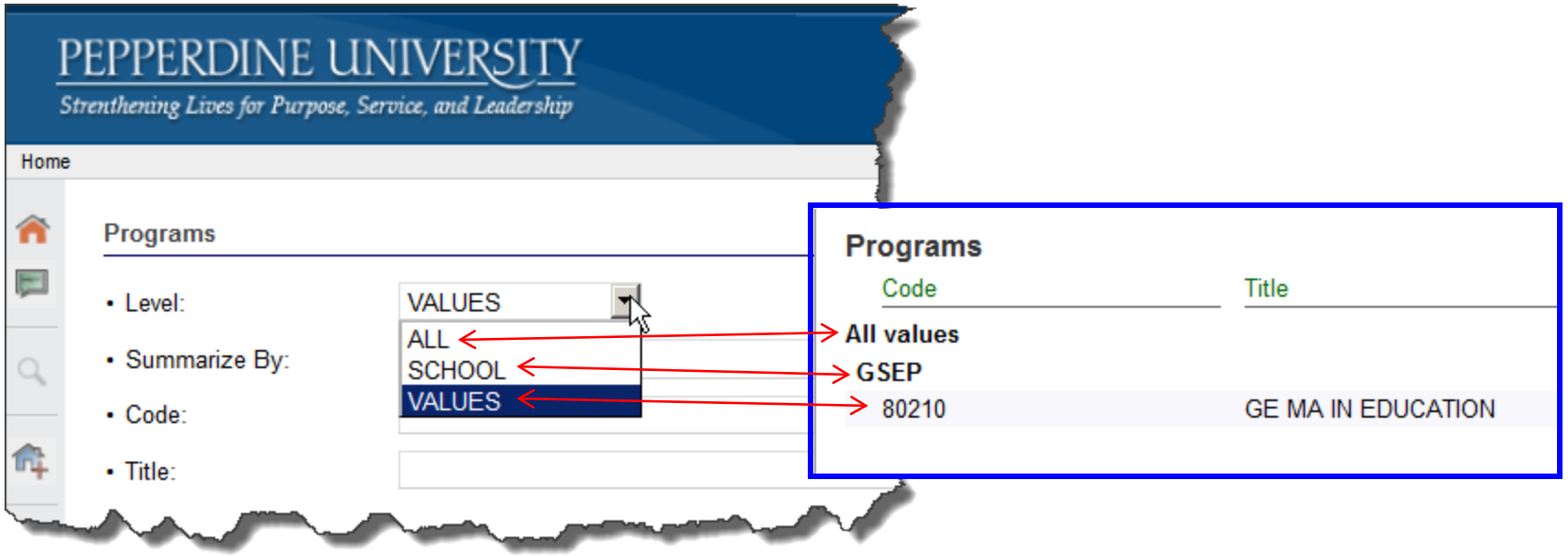
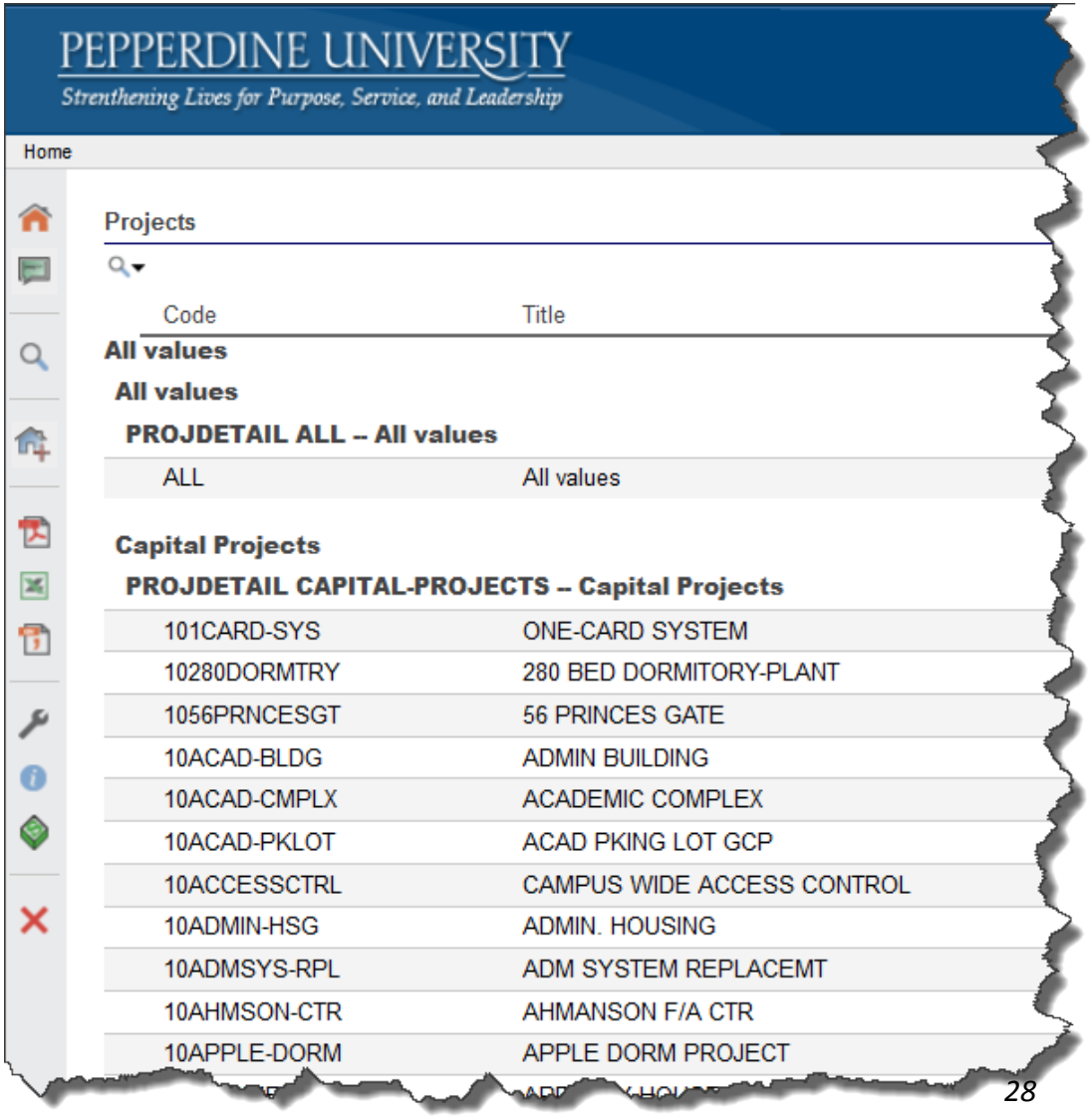


Chart of Accounts: Projects

Project is the individual projects that have a defined lifetime or activities for which activity is tracked within or across departments.



Projects Hierarchy Example

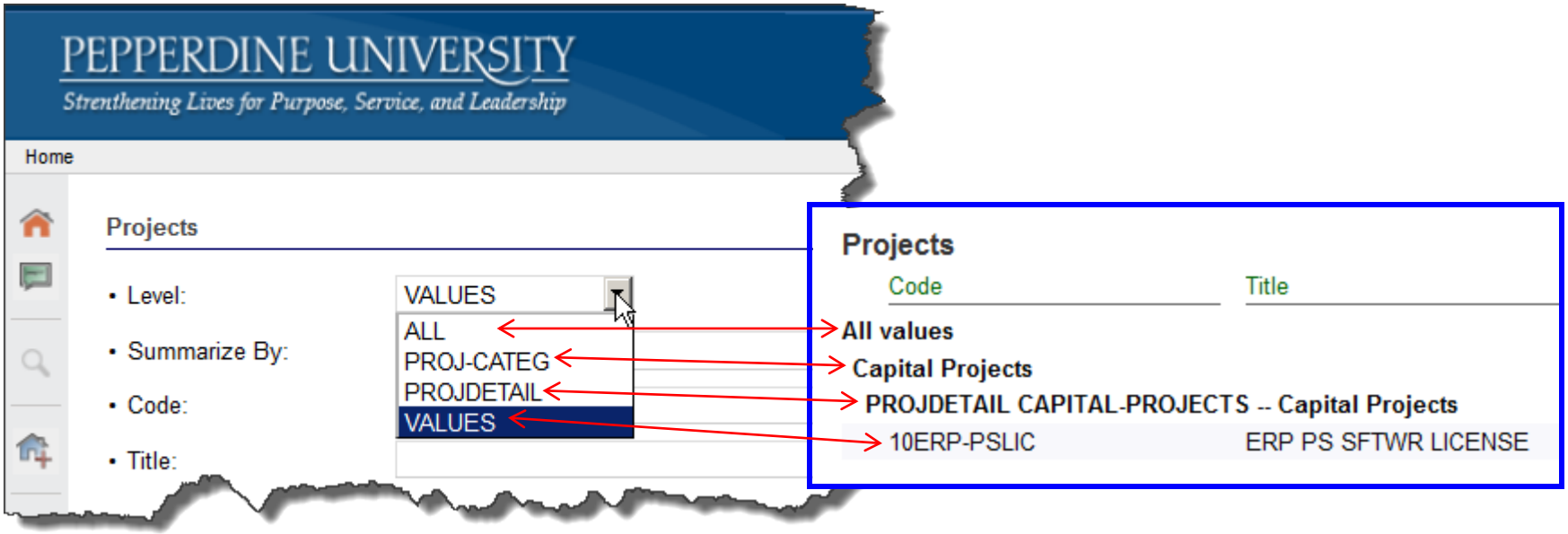
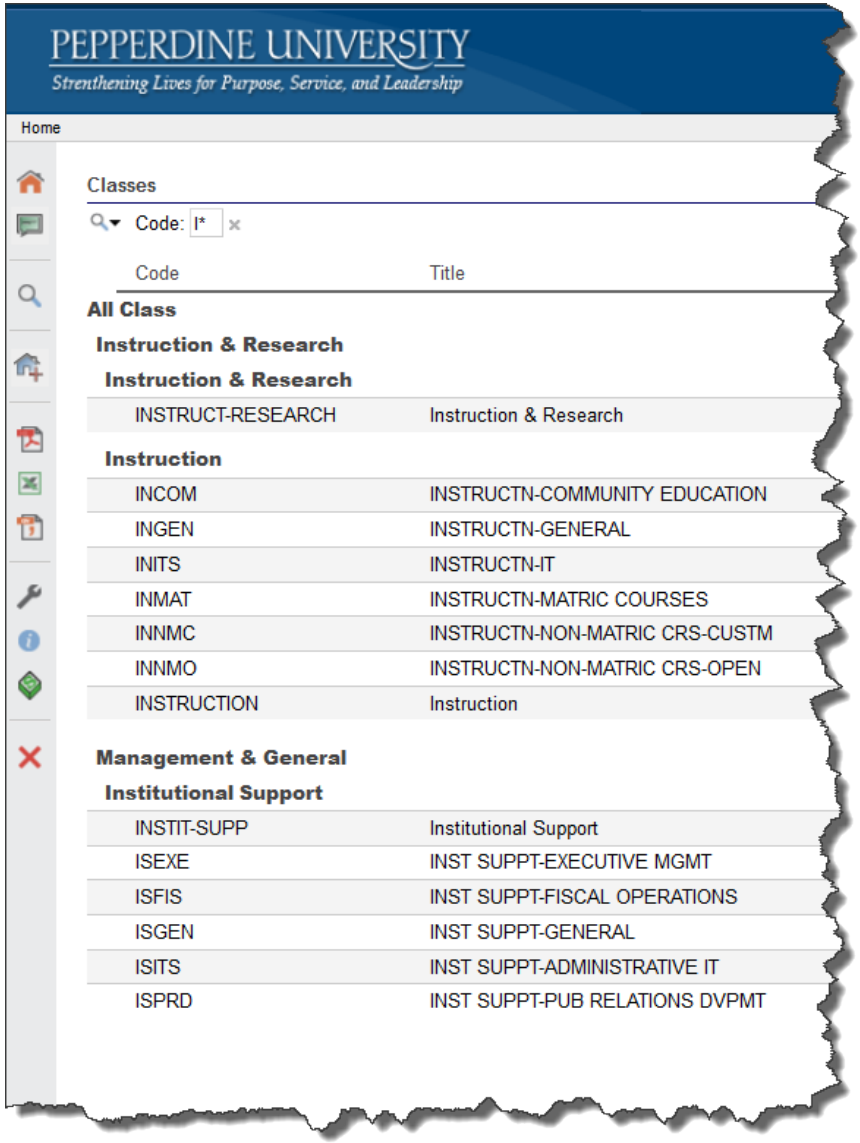


Chart of Accounts: Classes

Class is what kind of money that is used for research, instruction, scholarships, operations etc.



Class Hierarchy Example

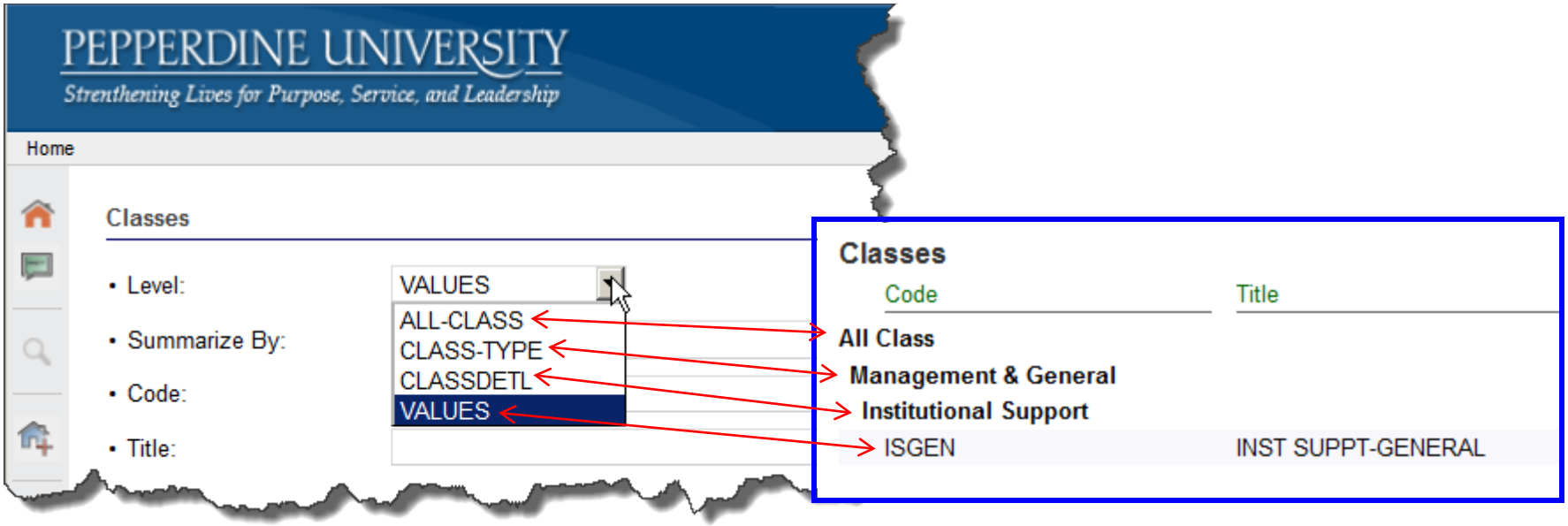
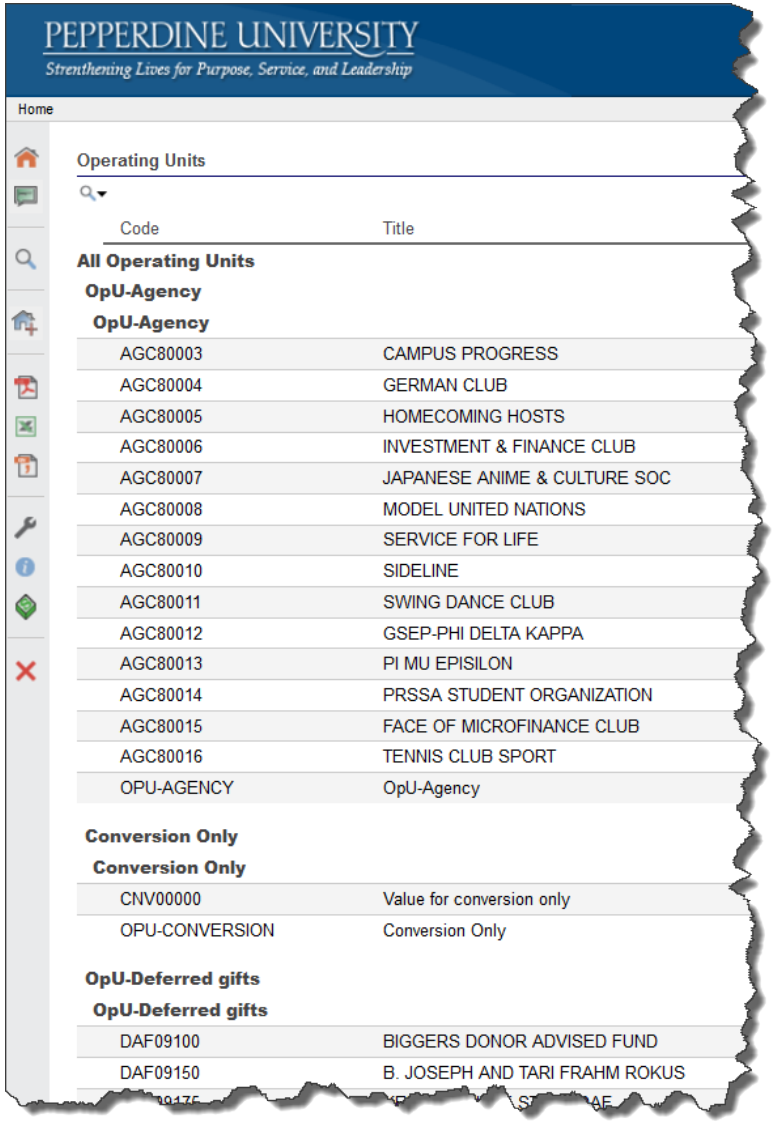


Chart of Accounts: Operating Units

Operating Unit is the individual non-grant values within restricted funds (endowments, loans, etc)



Code	Title
All Operating Units	
OpU-Agency	
OpU-Agency	
AGC80003	CAMPUS PROGRESS
AGC80004	GERMAN CLUB
AGC80005	HOMECOMING HOSTS
AGC80006	INVESTMENT & FINANCE CLUB
AGC80007	JAPANESE ANIME & CULTURE SOC
AGC80008	MODEL UNITED NATIONS
AGC80009	SERVICE FOR LIFE
AGC80010	SIDELINE
AGC80011	SWING DANCE CLUB
AGC80012	GSEP-PHI DELTA KAPPA
AGC80013	PI MU EPISILON
AGC80014	PRSSA STUDENT ORGANIZATION
AGC80015	FACE OF MICROFINANCE CLUB
AGC80016	TENNIS CLUB SPORT
OPU-AGENCY	OpU-Agency
Conversion Only	
Conversion Only	
CNV00000	Value for conversion only
OPU-CONVERSION	Conversion Only
OpU-Deferred gifts	
OpU-Deferred gifts	
DAF09100	BIGGERS DONOR ADVISED FUND
DAF09150	B. JOSEPH AND TARI FRAHM ROKUS

Operating Units Hierarchy Example

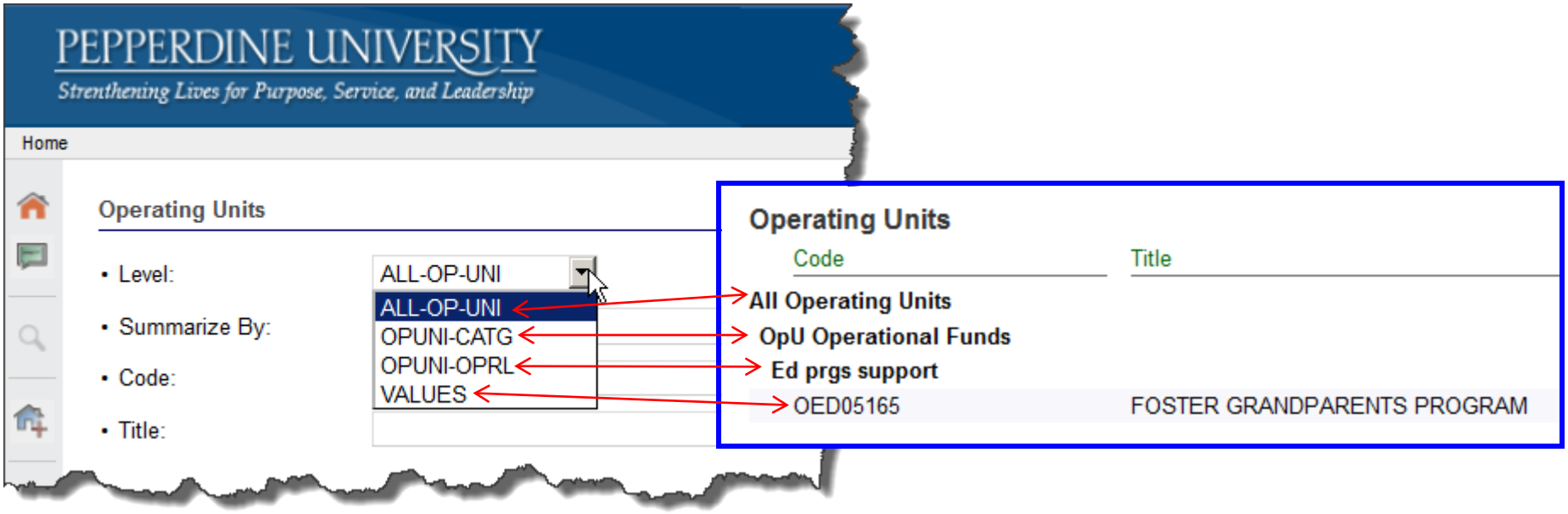
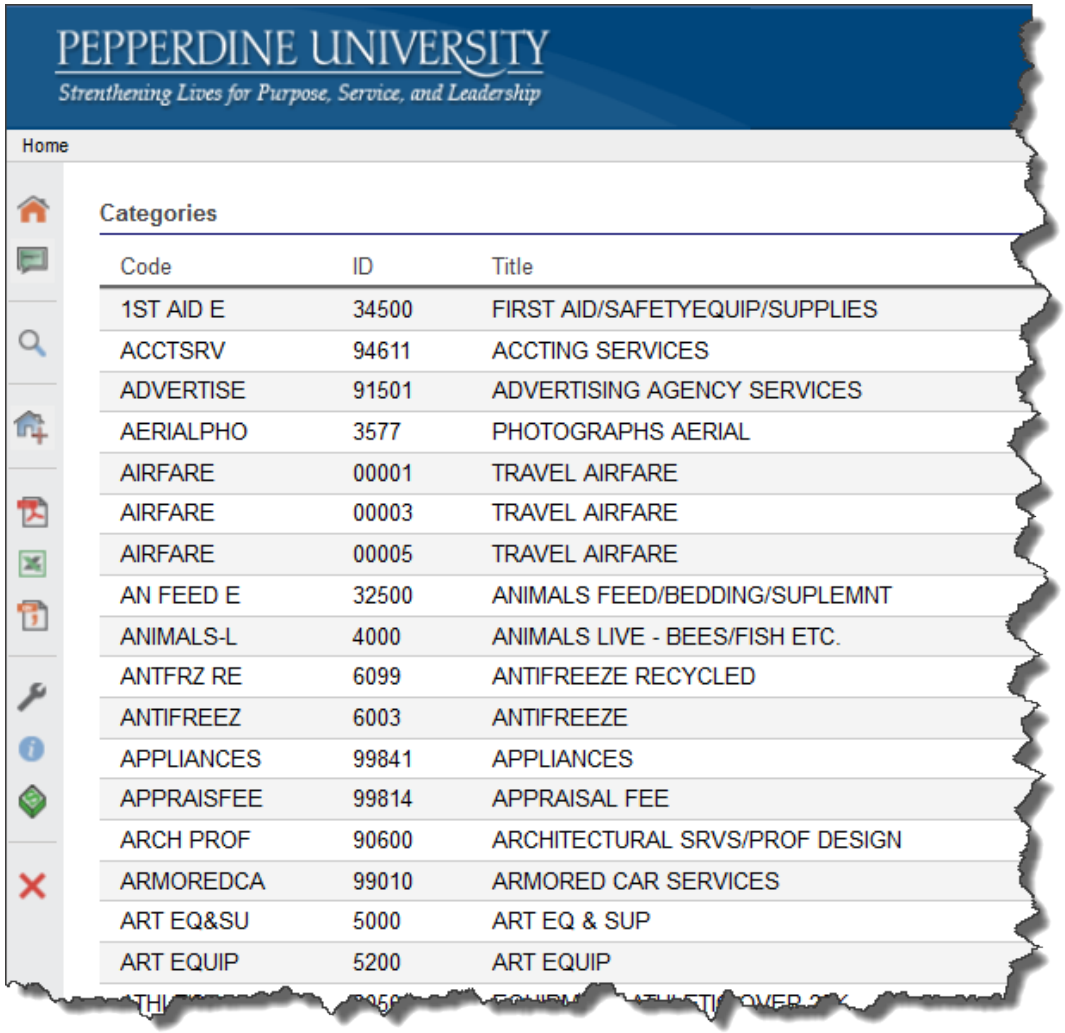


Chart of Accounts: Categories

Categories are used for further defining and grouping of General Ledger subaccounts for reporting purposes in a Balance Sheet.

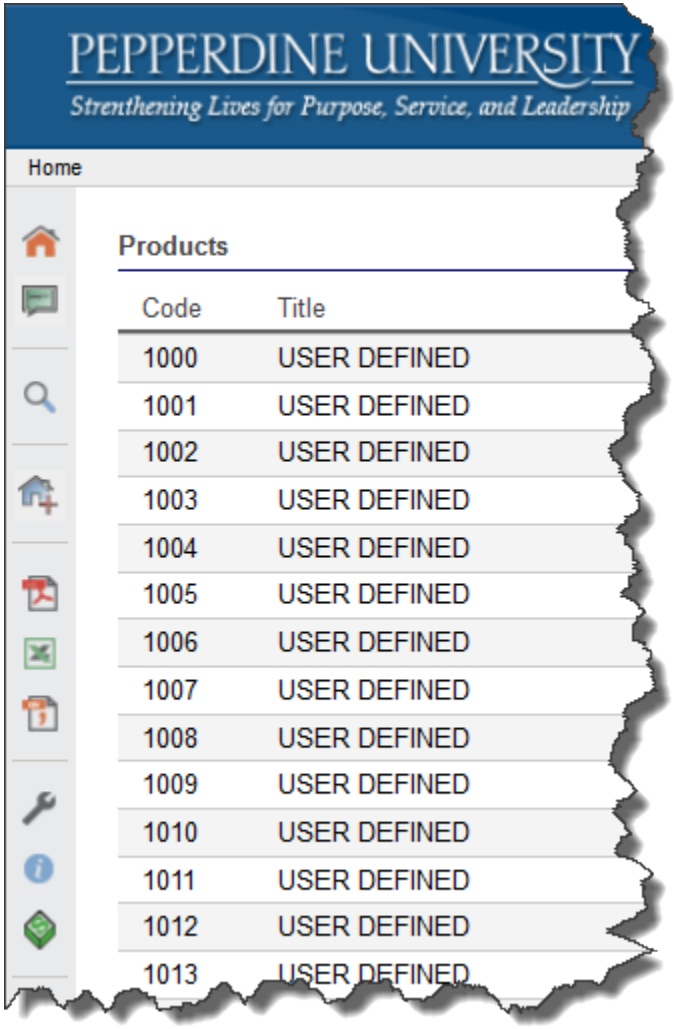

PEPPERDINE UNIVERSITY
Strenthening Lives for Purpose, Service, and Leadership

Home

Categories

Code	ID	Title
1ST AID E	34500	FIRST AID/SAFETYEQUIP/SUPPLIES
ACCTSRV	94611	ACCTING SERVICES
ADVERTISE	91501	ADVERTISING AGENCY SERVICES
AERIALPHO	3577	PHOTOGRAPHS AERIAL
AIRFARE	00001	TRAVEL AIRFARE
AIRFARE	00003	TRAVEL AIRFARE
AIRFARE	00005	TRAVEL AIRFARE
AN FEED E	32500	ANIMALS FEED/BEDDING/SUPLEMNT
ANIMALS-L	4000	ANIMALS LIVE - BEES/FISH ETC.
ANTFRZ RE	6099	ANTIFREEZE RECYCLED
ANTIFREEZ	6003	ANTIFREEZE
APPLIANCES	99841	APPLIANCES
APPRAISFEE	99814	APPRAISAL FEE
ARCH PROF	90600	ARCHITECTURAL SRVS/PROF DESIGN
ARMOREDCA	99010	ARMORED CAR SERVICES
ART EQ&SU	5000	ART EQ & SUP
ART EQUIP	5200	ART EQUIP

Chart of Accounts: Products



Product is a set of sequential values intended for departmental use.

Chart of Accounts: Vendors

PEPPERDINE UNIVERSITY
Strenthening Lives for Purpose, Service, and Leadership

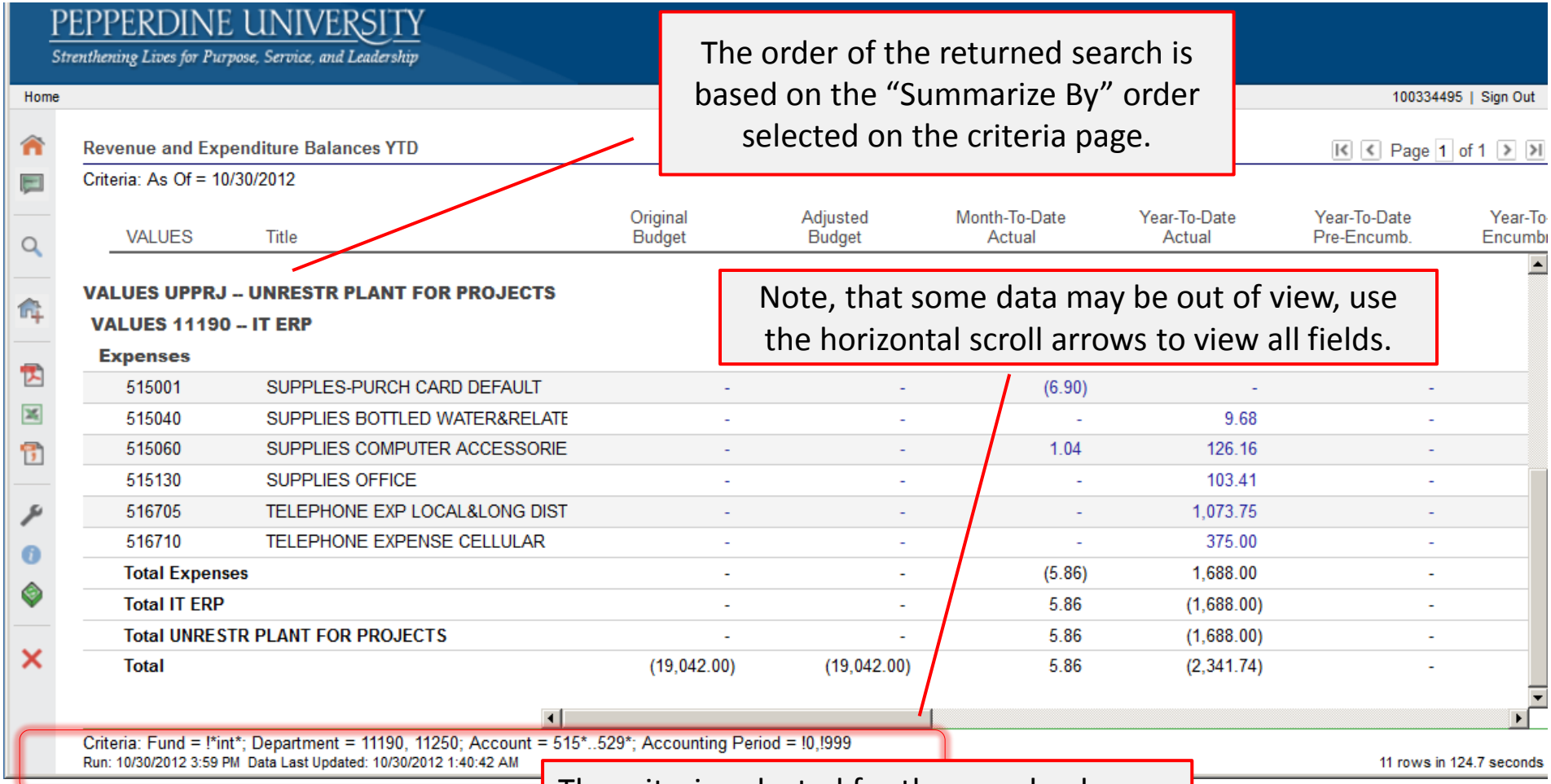
Home

Vendors

Bus. Unit	Code	Title
PUNIV	0000000001	INTERNAL REVENUE SERVICE
PUNIV	0000000002	FRANCHISE TAX BOARD
PUNIV	0000000003	BAKER,MARY BETH
PUNIV	0000000004	IPARADIGMS LLC
PUNIV	0000000005	STYLUS WRITING & EDITING
PUNIV	0000000006	SPINELLI,WILLIAM
PUNIV	0000000007	DEPT OF CHILD SUPPORT SVCS CNTY SB
PUNIV	0000000008	DIVISION OF CHILD SUPPORT
PUNIV	0000000009	OSI EDUCATION SVCS INC
PUNIV	0000000010	UNITED STATES TREASURY
PUNIV	0000000011	SCS FLOORING SYSTEMS
PUNIV	0000000012	ZHONE TECHNOLOGIES INC
PUNIV	0000000013	BIO REV ENVIRONMENTAL ENGINEERING
PUNIV	0000000014	ADVANCED SEWER TECHNOLOGIES
PUNIV	0000000015	CONTAINER OUTLET
PUNIV	0000000016	ACCURATE CONCRETE SAWING INC

Vendor is a set of merchant codes intended for General Ledger transaction use.

Query Results View

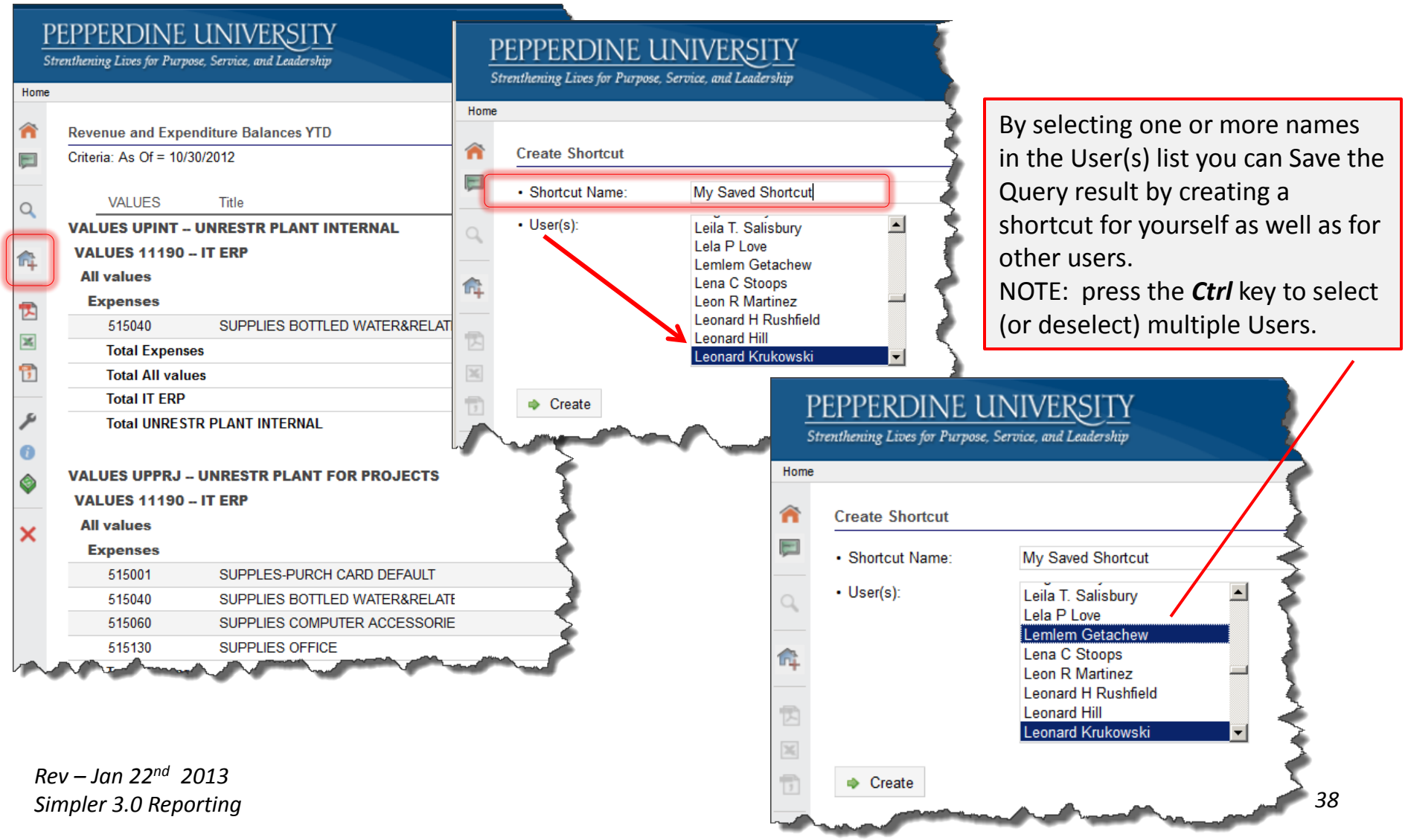


The order of the returned search is based on the "Summarize By" order selected on the criteria page.

Note, that some data may be out of view, use the horizontal scroll arrows to view all fields.

The criteria selected for the search when the search was run is shown here in the bottom left corner.

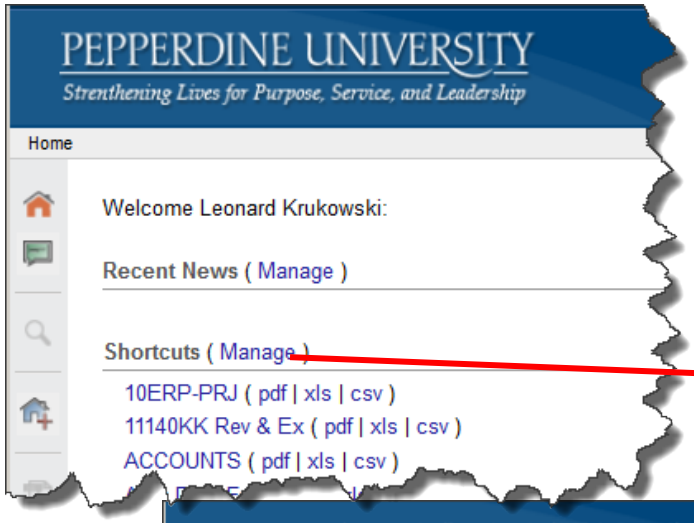
Query Save → Create Shortcut & Users

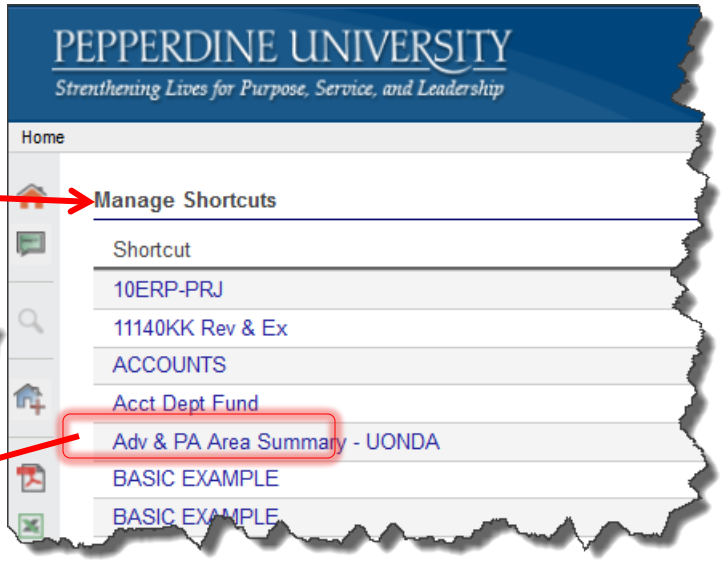


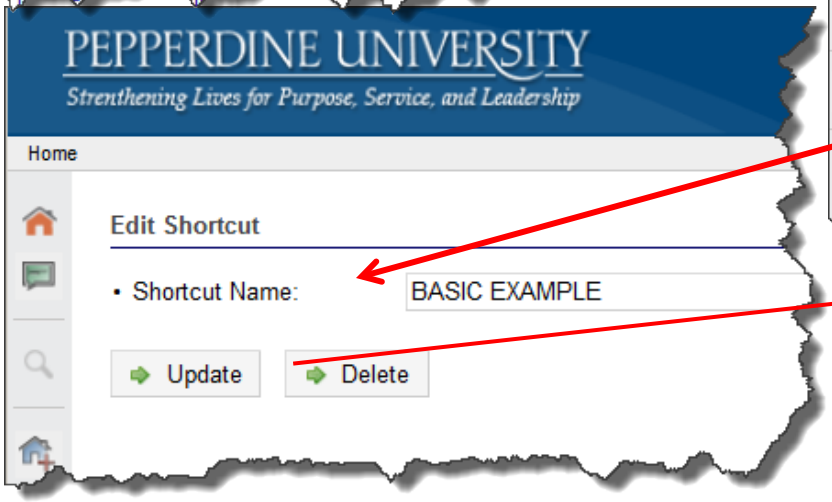
By selecting one or more names in the User(s) list you can Save the Query result by creating a shortcut for yourself as well as for other users.
NOTE: press the ***Ctrl*** key to select (or deselect) multiple Users.

Manage Shortcuts

Note: that any **Shortcut** that you create and send to another user belongs to them. They may delete it or rename and update it. If you delete your shared shortcut it will not affect any other user.







Save to a new Shortcut name by changing the name and selecting **Update**. Or select **Delete** to delete the Shortcut

Query Results Views: PDF, XLS & CSV

Adobe PDF

combinedbalances-1.xls [Read-Only] - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View | Add-Ins

R1

	A	B	C	D	E	F	G	H	I	J
1	**Revenue and Expenditure Balances YTD**									
2	Criteria: As Of =									
3		VALUES	Title	Original Budget	Adjusted Budget	Month-To-Date	Year-To-Date Actual	Year-To-Date Pre-Encumb.	Year-To-Date Encumbrance	Bdgt. to Act. Variance
4	**DEPTDETL2 S11185 -- Connectns to Community Summary**									
5		**Expenses**								
6		511005	TRAVEL LODGING							
7		511015	TRAVEL MILEAGE							
8		511025	TRAVEL AIRFARE							
9		511035	TRAVEL GROUND TRANSPORT OT							
10		511220	STAFF DEVELOP CONFERENCE F							
11		511260	STAFF DEVELOP TRAINING							
12		**Total Expenses**								
13		**Total Connectns to Community Summary**								

combinedbalances.csv [Read-Only] - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View | Add-Ins

G17

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Departmer	Title	LINE-ITEM	Departmer	DataSet	Account7	Title	YTDAdoBu	YTDBudge	MTDActua	YTDActual	YTDPreEn	YTDEncun	BdgtActVariance1	
2	S11185	Connectns	Expenses	S11185	Expenditur	511005	TRAVEL L								
3	S11185	Connectns	Expenses	S11185	Expenditur	511015	TRAVEL M								
4	S11185	Connectns	Expenses	S11185	Expenditur	511025	TRAVEL A								
5	S11185	Connectns	Expenses	S11185	Expenditur	511035	TRAVEL G								
6	S11185	Connectns	Expenses	S11185	Expenditur	511220	STAFF DE								
7	S11185	Connectns	Expenses	S11185	Expenditur	511260	STAFF DE								
8	S11250	Data Ctr In	Expenses	S11250	Expenditur	511000	TRAVEL&I								
9	S11250	Data Ctr In	Expenses	S11250	Expenditur	511001	TRAVEL -								
10	S11250	Data Ctr In	Expenses	S11250	Expenditur	511015	TRAVEL M								
11	S11250	Data Ctr In	Expenses	S11250	Expenditur	511025	TRAVEL A								
12															

CSV (Comma Separated Value) files are unformatted text documents

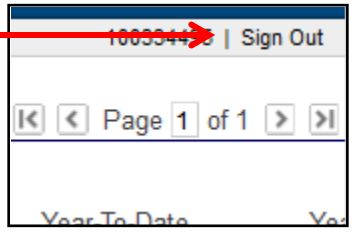
Other Taskbar Functions

Setup Page (for Admin use only)

Help Page, opens up the Simpler 3.0 User Manual

About Page displays the Simpler copyright

Logout of Simpler 3.0



Revenue & Expense: Drill Down

The blue entries are available for **drill-down**, by selecting the transaction value links to the transaction report. Clicking on the entry will open the Transactions view for that entry

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Query

Revenue and Expenditure Balances YTD

Criteria: As Of = 4/22/2011

VALUES	Title	Original Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Pre-Encumb.	Year-To-Date Encumbrances	Bdgt. to A Variance
511015	TRAVEL MILEAGE	0.00	0.00	0.00	112.00	0.00	0.00	-1
511025	TRAVEL AIRFARE	0.00	0.00	0.00	2,974.09	0.00	0.00	-2,9
511035	TRAVEL GROUND TRANSPORT OTH	0.00	0.00	0.00	88.00	0.00	0.00	-1
511220	STAFF DEVELOP CONFERE	0.00	0.00	0.00	1,215.00	0.00	0.00	-1,2
515060	SUPPLIES COMPUTER ACCESSORIE	0.00	0.00	0.00	150.22	0.00	0.00	-1
516705	TELEPHONE EXP LOCAL&LONG DIS	0.00	0.00	0.00	7,572.87	0.00	0.00	-7,5

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Query

The **drill-down** allows the user to view the details of the transaction

Expenditure Transactions

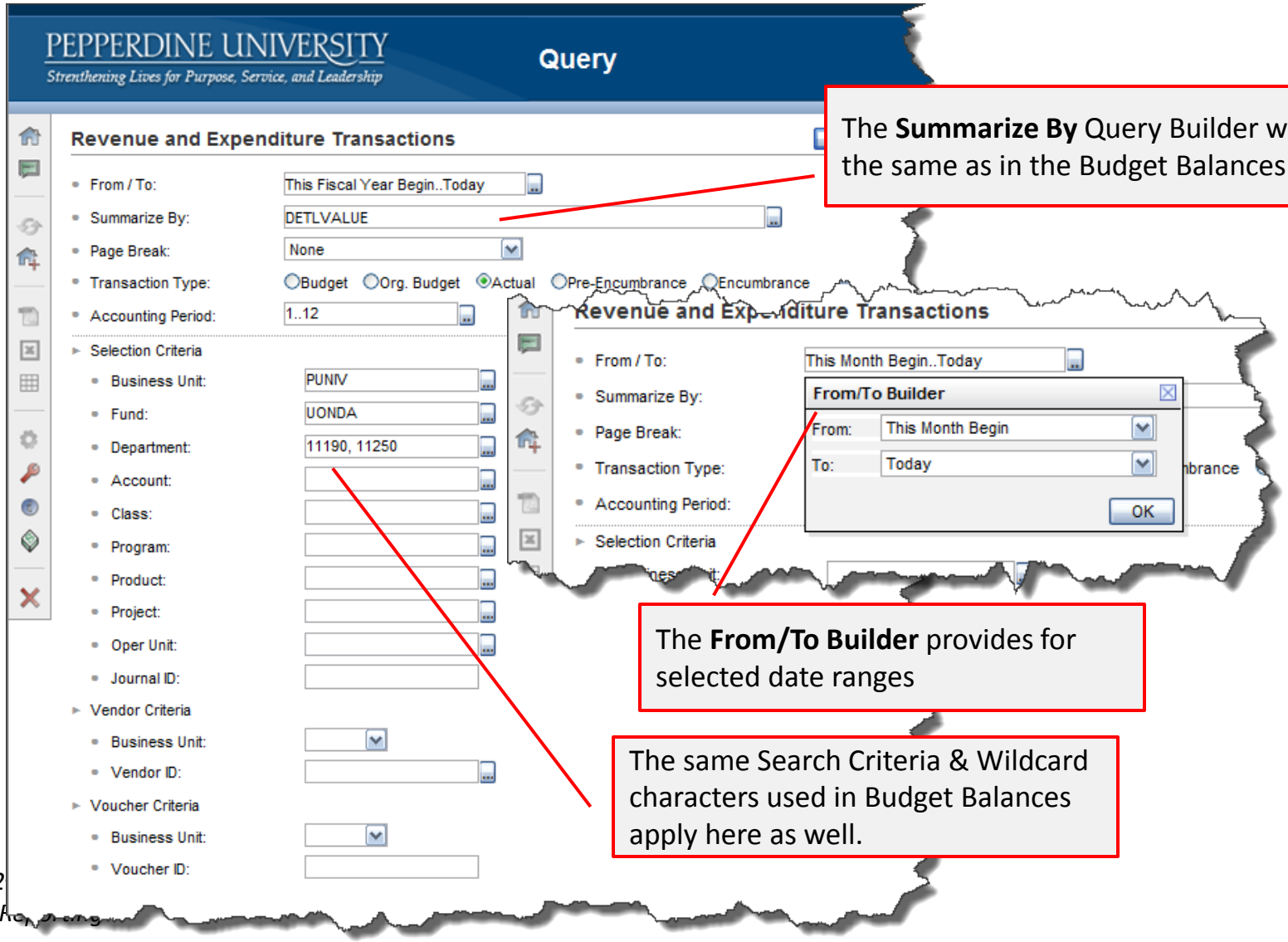
Criteria: Post On = 8/1/2010..4/22/2011

Page 1 of 1

Journal Date	Journal ID	Doc Type	Document ID	Business Unit	Fund	Department	Account	Class	Program	Product	Project	Oper Unit	Amount	Description
DEPTDETL2 S11250 -- Data Ctr Info Security Summary														
VALUES 511025 -- TRAVEL AIRFARE														
8/25/2010	APV0042110			PUNIV	UONDA	11250	511025	ISGEN		4300			193.40	SOUTHWESTAIR526211933
Total TRAVEL AIRFARE													193.40	
Total Data Ctr Info Security Summary													193.40	
DEPTDETL2 S11185 -- Connectns to Community Summary														
VALUES 511025 -- TRAVEL AIRFARE														
1/25/2011	APV0046354			PUNIV	UPPRJ	11190	511025	ISGEN		4300	10ERP-MTGS		471.30	USAIRWAYS 03777563186
1/25/2011	APV0046354			PUNIV	UPPRJ	11190	511025	ISGEN		4300	10ERP-MTGS		363.40	AMERICAN AI 00179491245
1/25/2011	APV0046354			PUNIV	UPPRJ	11190	511025	ISGEN		4300	10ERP-MTGS		363.40	AMERICAN AI 00179491245
1/25/2011	APV0046354			PUNIV	UPPRJ	11190	511025	ISGEN		4300	10ERP-MTGS		363.40	AMERICAN AI 00179491245
3/25/2011	APV0048186			PUNIV	UPPRJ	11190	511025	ISGEN			10ERP-PRJ		1,028.19	VIRGIN AMER 98400000000
3/25/2011	APV0048186			PUNIV	UPPRJ	11190	511025	ISGEN			10ERP-PSCONF		384.40	SOUTHWESTAIR526216070
Total TRAVEL AIRFARE													2,974.09	
Total Connectns to Community Summary													2,974.09	
Total													3,167.49	

Rev – Ja
Simpler

Transactions: Query



The **Summarize By** Query Builder works the same as in the Budget Balances Query

The **From/To Builder** provides for selected date ranges

The same Search Criteria & Wildcard characters used in Budget Balances apply here as well.

Transactions: Results

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Query

Revenue and Expenditure Transactions

Criteria: Post On = 8/1/2010..4/4/2011

Page 1 of 2

Journal Date	Journal ID	Doc Type	Document ID	Business Unit	Fund	Department	Account	Class	Program	Product	Project	Oper Unit	Amount	Descriptic
Unrestricted Nondesig General														
8/1/2010	PAY0041146			PUNIV	UONDA	11250	503005	ISGEN					27.14	PS Payrc
8/11/2010	APV0041381			PUNIV	UONDA	11250	513760	ISGEN		4200			14,438.62	FY11: Ar
8/12/2010	EXACC41725			PUNIV	UONDA	11250	511015	ISGEN					53.00	S
8/17/2010	APV0041580			PUNIV	UONDA	11250	513760	ISGEN		4200			11,311.65	FY11: Ar
8/25/2010	APV0042110			PUNIV	UONDA	11250	511001	ISGEN					118.34	CAFE HA
8/25/2010	APV0042110			PUNIV	UONDA	11250	511001	ISGEN					97.55	BUDGET
8/25/2010	APV0042110			PUNIV	UONDA	11250	511025	ISGEN		4300			193.40	SOUTHV
8/25/2010	APV0042110			PUNIV	UONDA	11250	515001	ISGEN					778.37	DMI* DE
8/25/2010	APV0042110			PUNIV	UONDA	11250	515001	ISGEN					1,607.89	DMI* DE
8/25/2010	APV0042110			PUNIV	UONDA	11250	515001	ISGEN					1,607.89	DMI* DE
8/25/2010	APV0042110			PUNIV	UONDA	11250	515001	ISGEN					1,284.41	DMI* DE
8/26/2010	PAY0041962			PUNIV	UONDA	11190	502015	ISGEN					40,882.99	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	502016	ISGEN					17.40	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504020	ISGEN					2,498.01	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504025	ISGEN					584.22	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504080	ISGEN					44.97	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504085	ISGEN					104.27	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504090	ISGEN					122.58	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504095	ISGEN					12.25	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504155	ISGEN					233.61	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504173	ISGEN					383.33	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504200	ISGEN					3,663.64	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504205	ISGEN					408.39	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504210	ISGEN					4,088.34	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	502015	ISGEN					31,164.99	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	502016	ISGEN					135.00	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504020	ISGEN					1,930.84	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504025	ISGEN					451.56	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504080	ISGEN					27.79	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504085	ISGEN					60.93	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504090	ISGEN					72.98	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504095	ISGEN					7.30	PS Payrc
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504200	ISGEN					1,777.83	PS Payrc

Criteria: Business Unit = PUNIV; Fund = UONDA; Department = 11190, 11250; Transaction Type = Actual; Accounting Period = 1..12

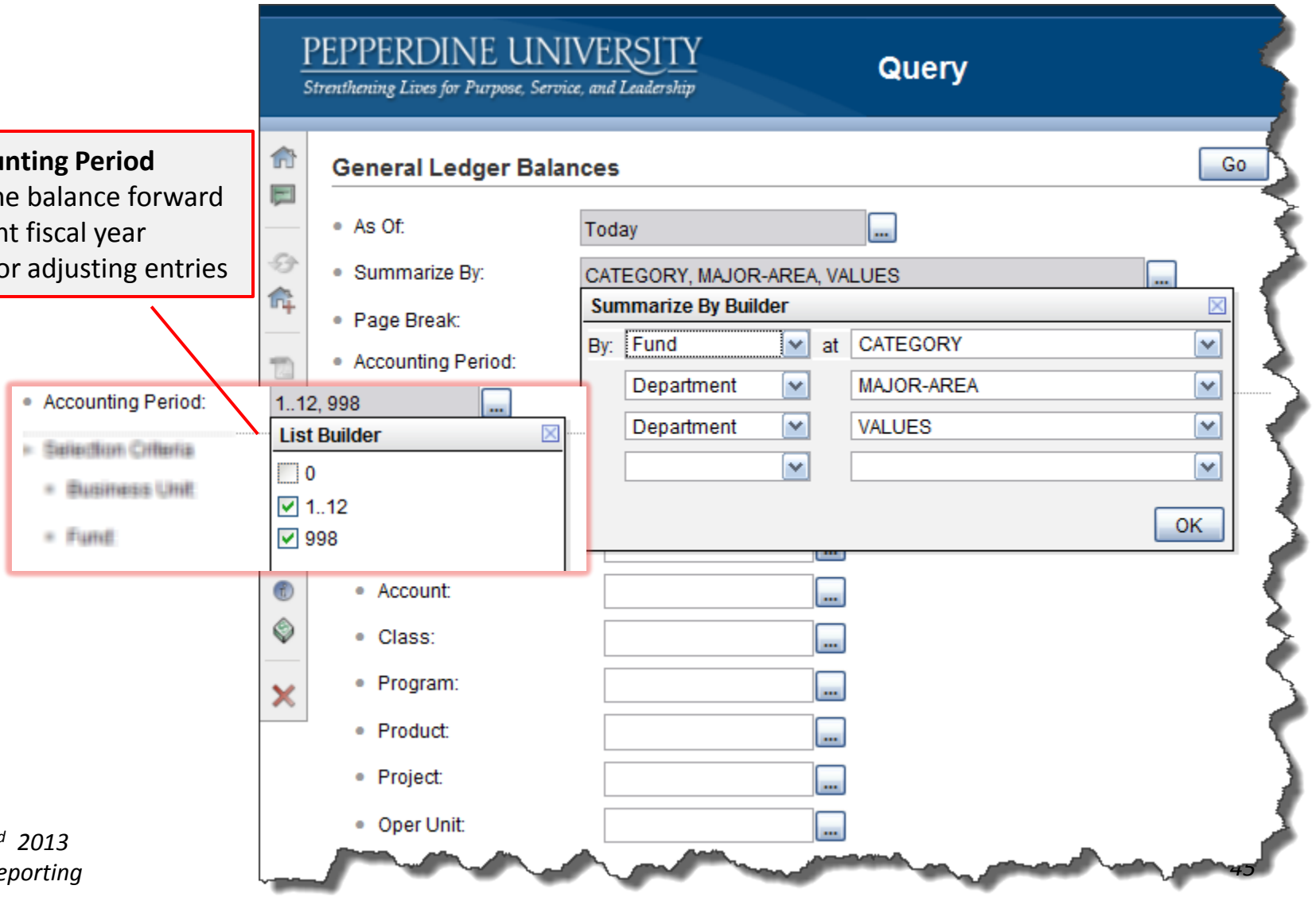
Run: 4/4/2011 2:48 PM Data Last Updated: 4/4/2011 2:46:44 PM

373 rows in 0.6 seconds

Re
Sir

General Ledger Balances: Query

Accounting Period
0 = pulling the balance forward
1-12 = current fiscal year
998 = used for adjusting entries



General Ledger Balances: Result

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Query

General Ledger Balances

Page 1 of 1

Criteria: As Of = [redacted]

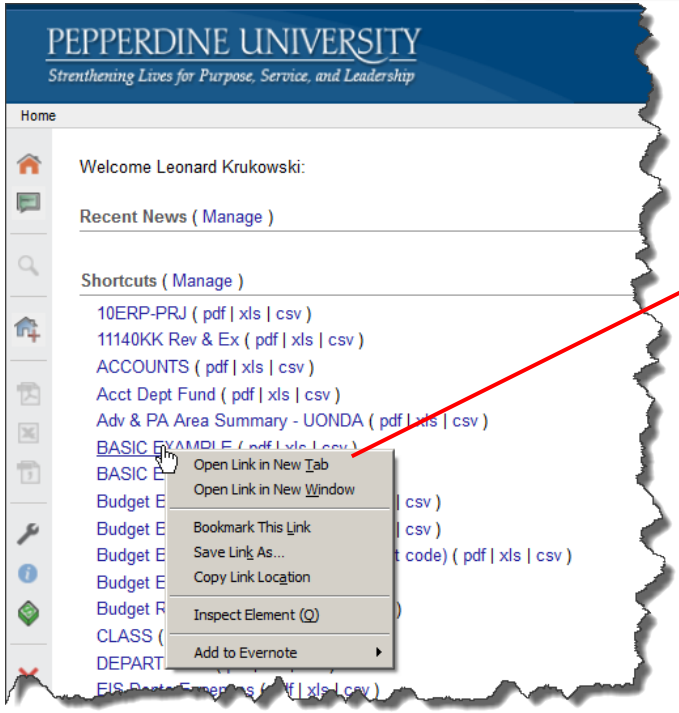
VALUES	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Unrestricted					
MAJOR-AREA 11140KK -- Vice Provost					
11185	IT Connections 2 Community	[redacted]	[redacted]	[redacted]	[redacted]
11190	IT ERP	[redacted]	[redacted]	[redacted]	[redacted]
11195	IT Legacy Applications	[redacted]	[redacted]	[redacted]	[redacted]
11200	IT Portal	[redacted]	[redacted]	[redacted]	[redacted]
11210	IT Advancement Technical Svcs	[redacted]	[redacted]	[redacted]	[redacted]
11250	IT Info Services & Program Mgt	[redacted]	[redacted]	[redacted]	[redacted]
11255	IT Data Center Operations	[redacted]	[redacted]	[redacted]	[redacted]
11260	IT Card Services	[redacted]	[redacted]	[redacted]	[redacted]
11265	IT Systems & Networking	[redacted]	[redacted]	[redacted]	[redacted]
11270	IT Information Security	[redacted]	[redacted]	[redacted]	[redacted]
Total Vice Provost		[redacted]	[redacted]	[redacted]	[redacted]
Total Unrestricted		[redacted]	[redacted]	[redacted]	[redacted]
Total		[redacted]	[redacted]	[redacted]	[redacted]

Criteria: Accounting Period = 1..12,998
Run: 4/27/2011 2:42 PM Data Last Updated: 4/27/2011 2:37:33 PM

13 rows in 1.9 seconds

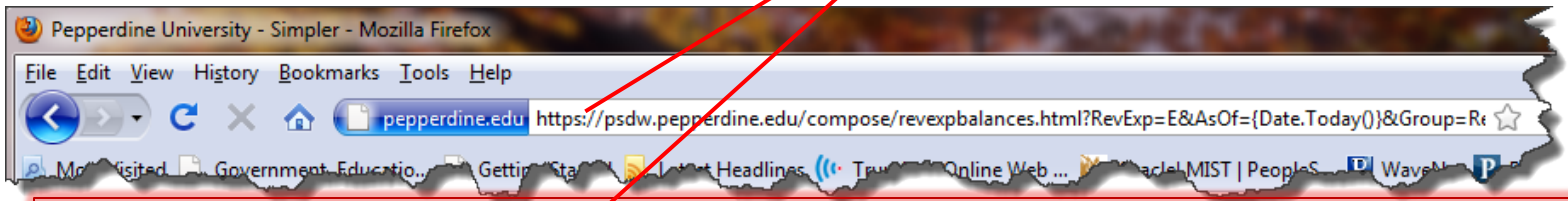
Done

Simpler Tips and Tricks



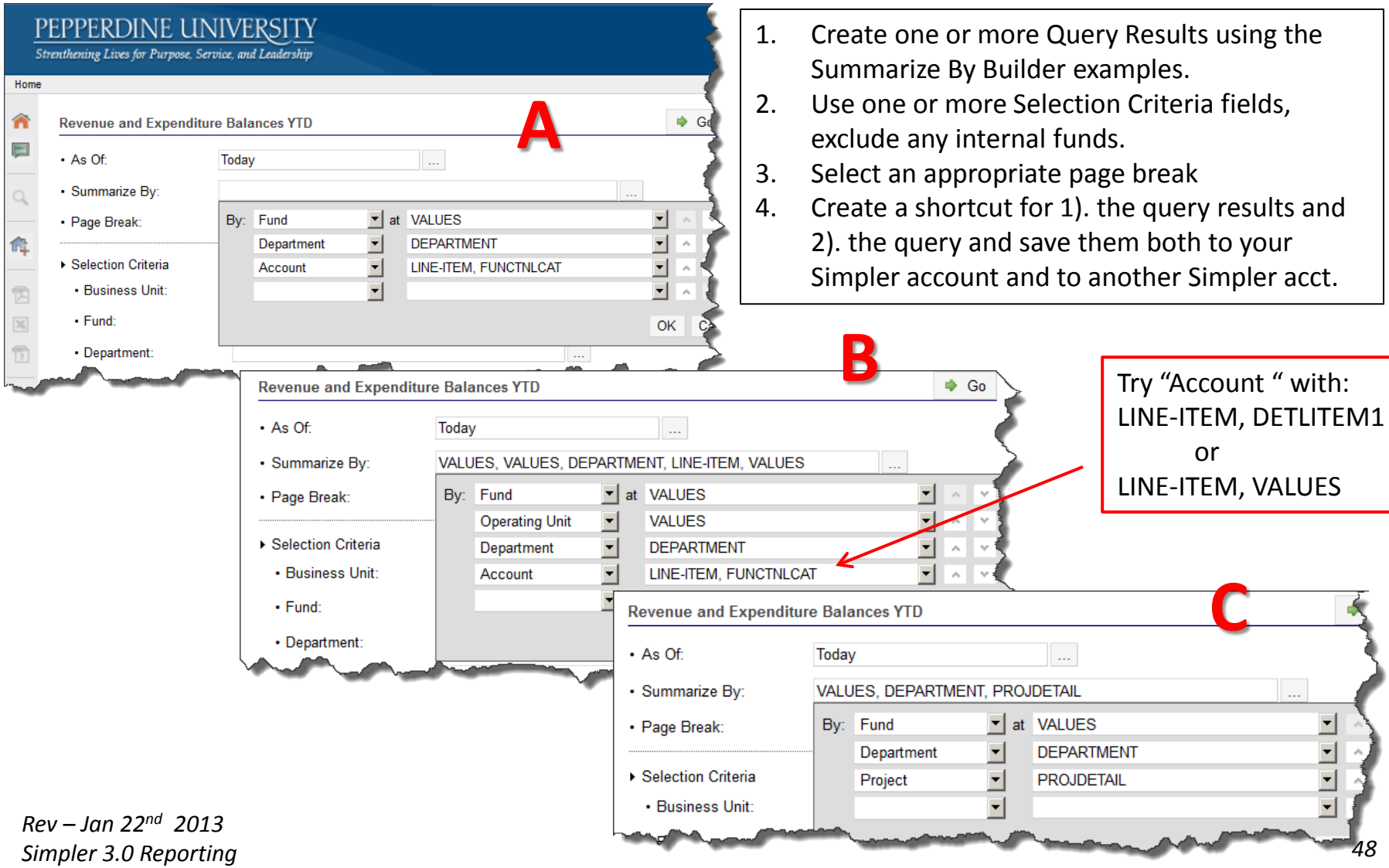
Use **Open Link in New Tab** so that additional queries can be displayed in other web browser tabs allowing query results to be easily compared.

The query URL may be copied and pasted into another browser window or into an Outlook email to send for analysis.



https://psdw.pepperdine.edu/compose/revexpbalances.html?RevExp=E&AsOf={Date.Today%28%29}&Group=Report,Project4,Account2,Account3,Account2,Account7,Department3,Department11&AccountingPeriod=!0,!999&Project=10ERP-PRJ&Requery=/query/revexpbalances.html?RevExp%3dE&_Shortcut=10ERP-PRJ

Budget Balances Exercise

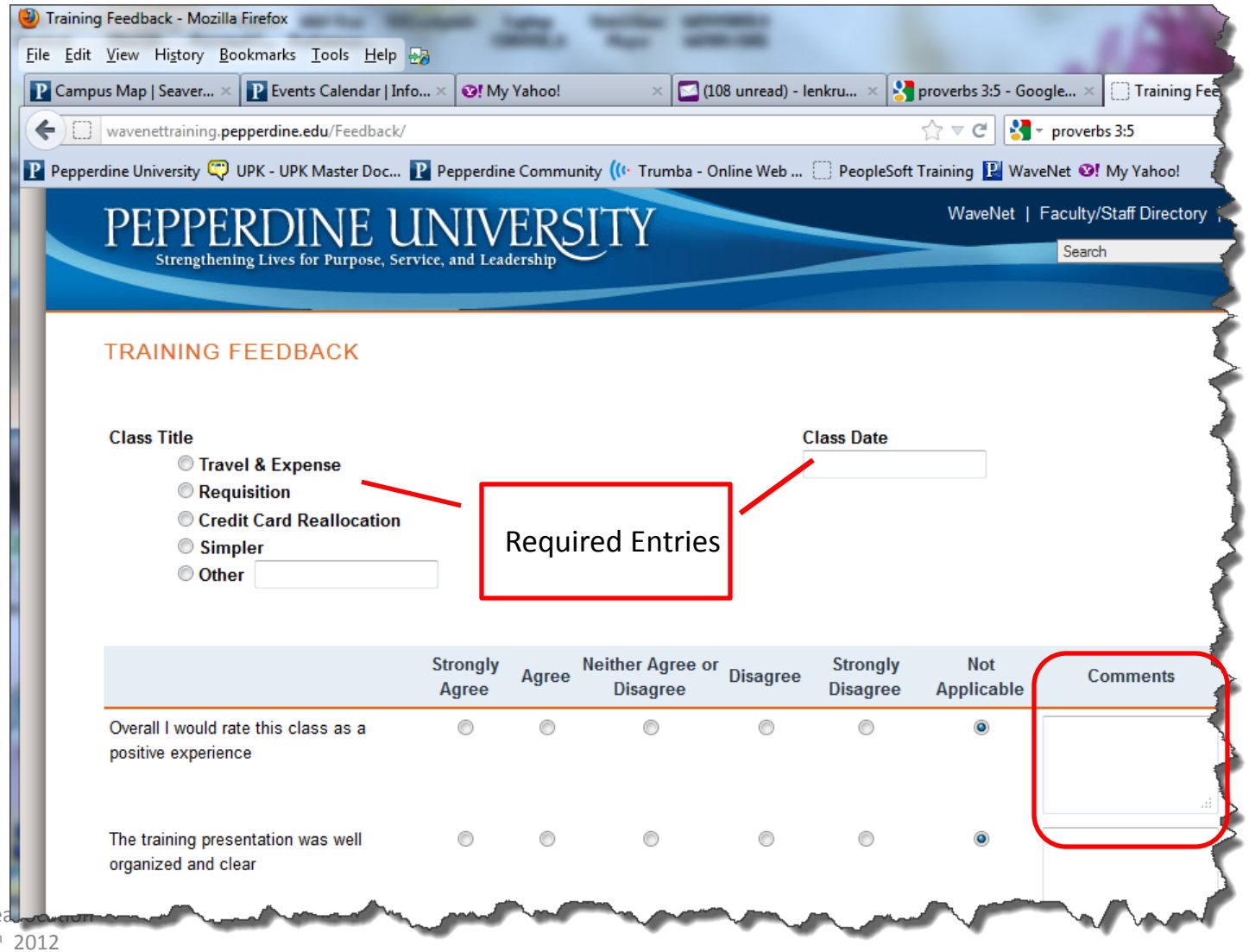


1. Create one or more Query Results using the Summarize By Builder examples.
2. Use one or more Selection Criteria fields, exclude any internal funds.
3. Select an appropriate page break
4. Create a shortcut for 1). the query results and 2). the query and save them both to your Simpler account and to another Simpler acct.

Try “Account “ with:
LINE-ITEM, DETLITEM1
or
LINE-ITEM, VALUES

Contact Info

- Len Krukowski x6807
  - PeopleSoft/Simpler Training
- Tim Bodden x7368
  - Simpler system usage or issue
- Finance: Abrash Khanmalek x4042
  - Finance business issues related to Simpler

Please Provide Your Feedback:

http://wavenettraining.pepperdine.edu/Feedback/