



Simpler 3.0 Reporting

Update 10/26/2012



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.

Distributions												
Chartfields Details/Tax Asset Information Statuses												
Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Program	Class	Product	Project
1	100.0000	23.80	USD	PUNIV	515001		UONDA	10040		ISGEN		

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)

Project

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

Product

(user defined) 1000-9999

Class

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

Program

(Academics only)
60345, 80105, etc.

Using Simpler Reporting

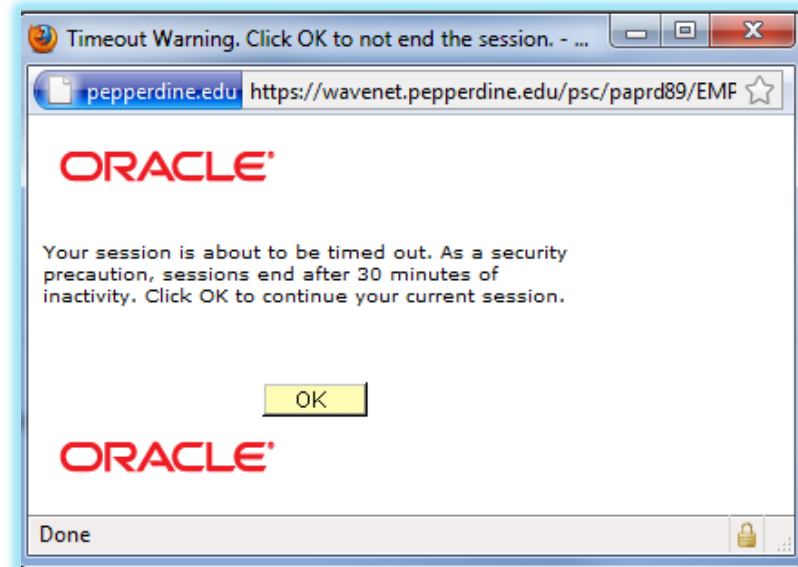
FINANCE CENTER

- Requisitions**
 - Create/Modify Requisitions
 - Copy Requisitions
 - Requisition Inquiry
 - Req Workflow Status - All Reqs
 - Review Requisitions
 - Requisition Status
 - Req Lvl 1 Approvers by Departs
- Travel and Expense**
 - Travel and Expense Center
 - Expense Rpt by Submitter ID
 - Expense Report Approver by Rpt
 - Expense Report Detail by Rpt
 - Expense Report needs Approval
 - ER Level 1 Approvers by Dept
- Purchase Orders**
 - Activity Summary
 - Purchase Order Inquiry
 - Purchase Order Status
 - Category Codes Query
- Receiving**
 - PO Inspection
 - POs That Do Not Need Receiving
- Vouchers**
 - Voucher Regular Entry
 - Voucher Status
 - Payment Inquiry
- Reporting & Queries**
 - Requisition Approval History
 - User Approver List
 - Vendor Address
 - Query Viewer
 - Simpler Systems**
 - Report Manager
- Budget**
 - Budget Overview
 - Budget Details

Rev – Jan 2011
Simpler Reporting

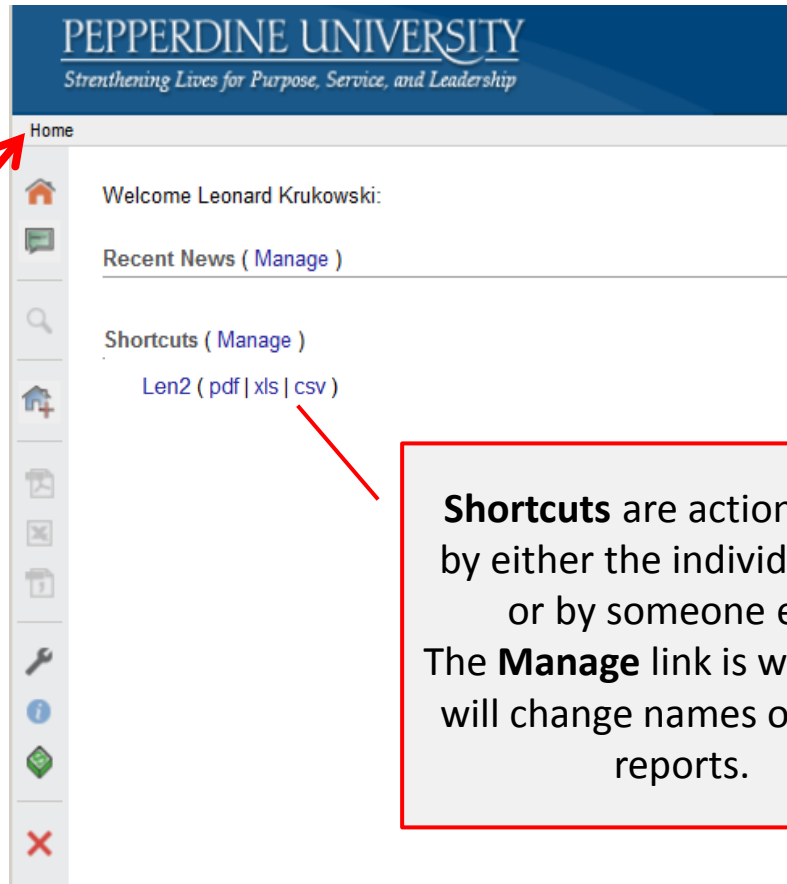
Login into your **WaveNet** account and from the **Finance Center**, locate the **Reporting & Queries** section.

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.

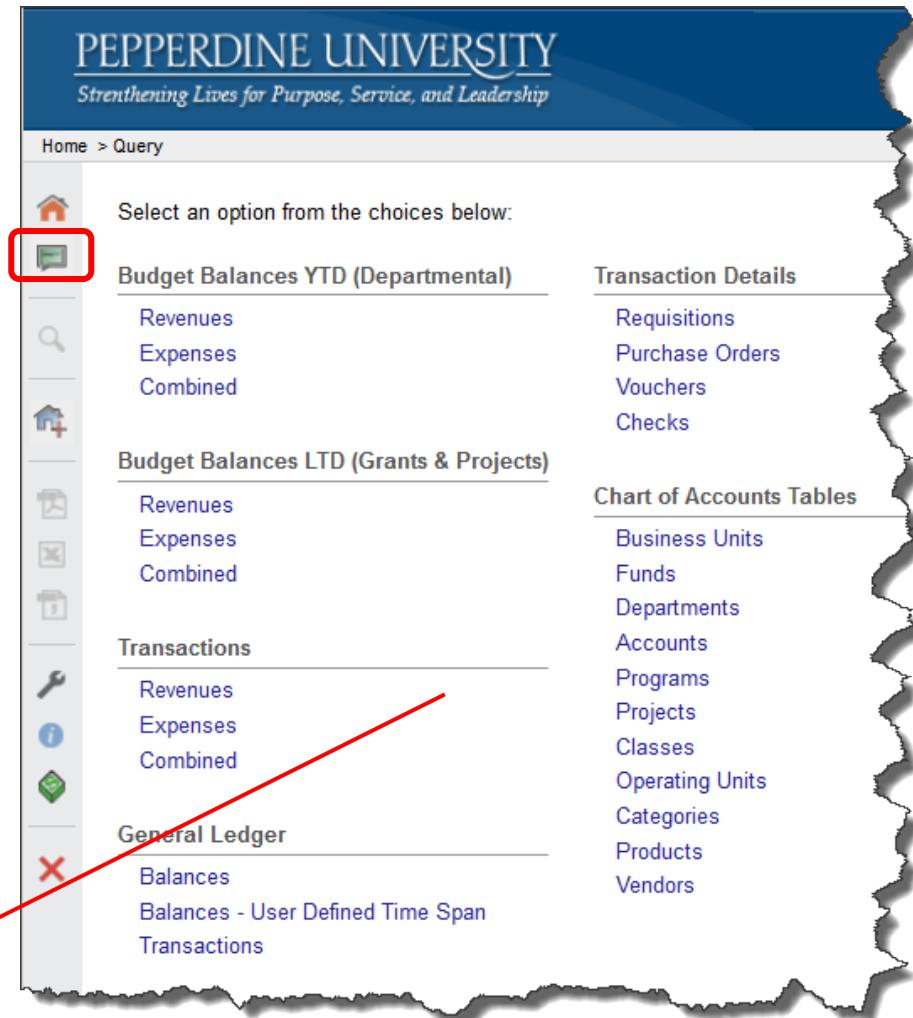
- Each page is bordered with a navigational task bar on the left of the screen.
- The task bar is available at all times from all pages.
- The body of the page will list the available searches or tasks relevant for the particular page that the user is on.
- To go from page to page, the appropriate icon 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



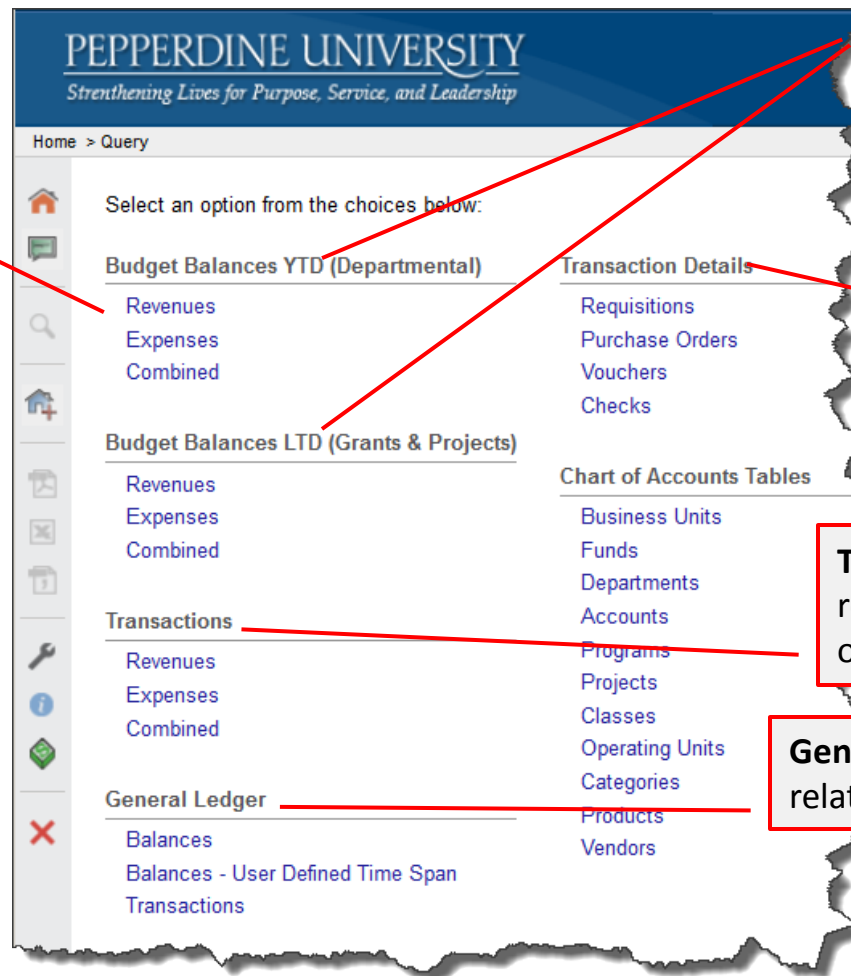
The **Query** page is divided into several areas:

- **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.

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Home

Revenue and Expenditure Balances YTD Go

- As Of: ...
- Summarize By: ...
- Page Break: ▼

▶ Selection Criteria Hide

- Business Unit: ...
- Fund: ...
- Department: ...
- Account: ...
- Class: ...
- Program: ...
- Product: ...
- Project: ...
- Oper Unit: ...

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Home > Query

Select an option from the choices below:

Budget Balances YTD (Departmental)	Transaction Details
Revenues	Requisitions
Expenses	Purchase Orders
Combined	Vouchers
	Checks

Budget Balances LTD (Grants & Projects)	Chart of Accounts Tables
Revenues	Business Units
Expenses	

Query Builder & the Chartfields

Distributions

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Program	Class	Product	Project
1	100.0000	23.80	USD	PUNIV	515001		UONDA	10040		ISGEN		

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Revenue and Expenditure Balances YTD

Go

• As Of: Today

• Summarize By:

• Page Break:

By: at

Selection Criteria

- Business Unit:
- Fund:
- Department:
- Account:
- Class:
- Program:
- Product:
- Project:
- Oper Unit:

Business Unit
Fund
Department
Account
Program
Project
Class
Operating Unit
Product
All

OK Cancel

Use the **Go** button (or "Enter") to start the query.

Use the **ellipses button** to open query builder selections.

The Query Builder allows:

- **Summarize by** single or multiple chartfields.
- **Selection Criteria** for distinct chartfield data using either specific or ranges of data.
- Use of **wildcards** to refine/filter searches.

**Builder
Section**

**Criteria
Section**

Report Options: As Of

The screenshot shows the 'Revenue and Expenditure Balances YTD' report in the Pepperdine University Financial Reporting System. The 'As Of' dropdown menu is open, showing a list of dates from 'Today' down to '7/31/2012'. The 'Today' option is highlighted. A red arrow points from the 'As Of' label to the dropdown menu. Another red arrow points from the 'Today' option in the dropdown menu to the 'Today' button in the 'For' field. The 'For' field is set to '6' and the 'Period' dropdown is set to 'Months'.

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Revenue and Expenditure Balances YTD

- As Of: Today
- Summarize By: Today
- Page Break: For: OK Cancel

Selection Criteria

- Business Unit: Today
- Fiscal Year: Last Fiscal Year End
- Period: For: 6
- Months: Years Quarters Months

Today
Yesterday
This Month End
Last Month End
This Fiscal Year End
Last Fiscal Year End
8/31/2013
7/31/2013
6/30/2013
5/31/2013
4/30/2013
3/31/2013
2/28/2013
1/31/2013
12/31/2012
11/30/2012
10/31/2012
9/30/2012
8/31/2012
7/31/2012

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

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Revenue and Expenditure Balances YTD Go

• As Of: Today

• Summarize By:

• Page Break:

Selection Criteria

• Business Unit:

• Fund:

• Department:

• Account:

• Class:

• Program:

• Product:

• Project:

• Oper Unit:

By: Fund at VALUES

Department MAJOR-AREA

Business Unit

Fund

Department

Account

Program

Project

Class

Operating Unit

Product

All

OK Cancel

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.

By: Fund at VALUES

Department MAJOR-AREA

ALL

VICE-PRES

MAJOR-AREA

DIVISNSUM

AREASUMM

DEPTSUMM

DEPARTMENT

DEPTDETL1

DEPTDETL2

DEPTDETL3

VALUES

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

Rev – Jan 22nd 2013
Simpler 3.0 Reporting

Report Options: Page Break

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Revenue and Expenditure Balances YTD

- As Of: Today ...
- Summarize By: VALUES, DEPARTMENT, LINE-ITEM, VALUES ...
- Page Break:
 - None
 - None
 - VALUES
 - DEPARTMENT
 - LINE-ITEM
 - VALUES
- ▶ Selection Criteria
 - Business Unit: ...
 - Fund: ...
 - Department: ...
 - Account: ...
 - Class: ...
 - Program: ...
 - Product: ...
 - Project: ...
 - Oper Unit: ...

Hide

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

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Revenue and Expenditure Balances YTD

• As Of: Today

• Summarize By: VALUES, MAJOR-AREA, VALUES, CATEGORY, LINE-ITEM, VALUE ...

• Page Break:

By: Fund at VALUES

Department MAJOR-AREA

Department VALUES

Account CATEGORY

Account LINE-ITEM, VALUES

Class VALUES

Product Product

OK

• Selection Criteria

• Business Unit:

• Fund:

• Department:

• Account:

• Class:

• Program:

• Product: 3005

• Project:

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Revenue and Expenditure Balances YTD

Criteria: As Of = 10/30/2012

Product	Title	Year-To-Date Actual	Y P
	VALUES UPJR – UNRESTR PLANT FOR PROJECTS		
	MAJOR-AREA 11140KK – Vice Provost for Research		
	VALUES 11190 – IT ERP		
	All values		
	Expenses		
	VALUES 515130 – SUPPLIES OFFICE		
	VALUES ISGEN – INST SUPPT-GENERAL		
3005	USER DEFINED	103.41	
	Total INST SUPPT-GENERAL	103.41	
	Total SUPPLIES OFFICE	103.41	
	Total Expenses	103.41	
	Total All values	103.41	
	Total IT ERP	(103.41)	
	Total Vice Provost for Research	(103.41)	
	Total UNRESTR PLANT FOR PROJECTS	(103.41)	
	Total	(103.41)	

Query Results View

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

Revenue and Expenditure Balances YTD

Criteria: As Of = 10/30/2012

VALUES	Title	Original Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Pre-Encumb.	Year-To-Date Encumbrances	T & E Encumbrances	Bdgt. to Act. Variance
VALUES UONDA -- UNRESTR OPER-NONDESIG ACTIV									
DEPARTMENT 510115 -- Athletic Extnl Relatns Summary									
Expenses									
516700	TELEPHONE EXPENSE POOL	9,287.00	9,287.00	-	-	-	-	-	(9,287.00)
516705	TELEPHONE EXP LOCAL&LONG DIST	-	-	-	507.00	-	-	-	507.00
516710	TELEPHONE EXPENSE CELLULAR	-	-	-	770.00	-	-	-	770.00
516725	TELEPHONE EXPENSE NETWORK	-	-	-	163.38	-	-	-	163.38
517000	PRINTING POOL	5,500.00	5,500.00	-	-	-	-	-	(5,500.00)
517020	PRINTING BROCHURES	-	-	-	960.31	-	5,000.00	-	5,960.31
517045	PRINTING FORMS	-	-	-	166.84	-	-	-	166.84
517095	PRINTING POSTERS	-	-	-	741.09	-	-	-	741.09
518000	PHOTO/FAX/WORD PROC POOL	2,400.00	2,400.00	-	-	-	-	-	(2,400.00)
518005	PHOTOCOPY EXPENSE	-	-	-	236.82	-	-	-	236.82
518010	FAX SERVICE EXPENSE	-	-	-	-	-	200.00	-	200.00

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

Budget to Actual variance

Submitted Travel Expense Reimbursement

Query Builder w/Selection Criteria → Query Results

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Revenue and Expenditure Balances YTD

• As Of: Today

• Summarize By: ALL, CATEGORY, DETAILITEM, DETLVALUE, VALUES

• Page Break: None

• Selection Criteria

- Business Unit:
- Fund: UONDA
- Department:
- Account:
- Class:
- Program:
- Product:
- Project:
- Oper Unit:

Summarize By combined with the **Selection Criteria** filter will produce a more specific Query result.

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Revenue and Expenditure Balances YTD

Criteria: As Of = 10/30/2012

VALUES	Title	Original Budget	Adjusted Budget	Month-To-Actual
ALL BUDGETS - KK SUMMARY NODE				
Unrestricted				
Unrestricted Operating				
Unrestricted Nondesig General				
UONDA	UNRESTR OPER-NONDESIG ACTV	10/30/2012	10/30/2012	322
Total Unrestricted Nondesig General		10/30/2012	10/30/2012	322
Total Unrestricted Operating		10/30/2012	10/30/2012	322
Total Unrestricted		10/30/2012	10/30/2012	322
Total ALL BUDGETS - KK SUMMARY NODE		10/30/2012	10/30/2012	322
Total		10/30/2012	10/30/2012	322

Selection Criteria/Builder

% or *

!

,

..

Any of the above characters can be 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

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Revenue and Expenditure Balances YTD

• As Of: Today

• Summarize By: ALL, CATEGORY, DETAILITEM, DETLVALUE, VALUES

• Page Break: None

• Selection Criteria

- Business Unit
- Fund
- Department
- Account
- Class
- Program
- Product
- Project
- Oper Unit

Departments

Search: x

Code	Title
11755	SC Orchestra
11760	SC Fine Arts Productions
11762	SC Art Scholarship
11763	SC Drama Scholarship
11764	SC Music Scholarship

Run: 10/30/2012 2:19 PM 1,154 rows in 0.6 seconds

Close

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

The screenshot shows a 'Selection Criteria' form with the following fields and values:

- Page Break: None
- Business Unit: (empty)
- Fund: !*int
- Department: 11190, 11250, 11125
- Account: 511..
- Class: IS*
- Program: (empty)
- Product: 3000..4000
- Project: (empty)
- Oper Unit: (empty)

Red arrows point from the text box to the following fields:

- From 'Fund: !*int' to the '!' symbol.
- From 'Department: 11190, 11250, 11125' to the comma.
- From 'Account: 511..' to the double dots.
- From 'Class: IS*' to the asterisk.
- From 'Product: 3000..4000' to the double dots.

! (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)

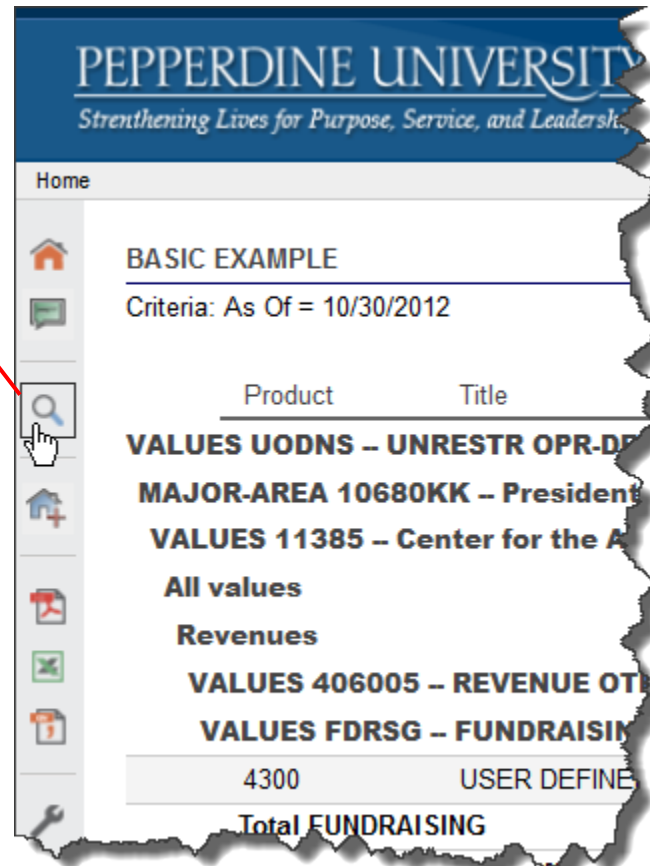
Two dots (..) are used for sequential data between two values. For example: 512000..513000 all *values* including 513000 will be provided. Also .. may be used for greater than and less than: **5..** = greater than 5
..5 = less than 5

(blank)

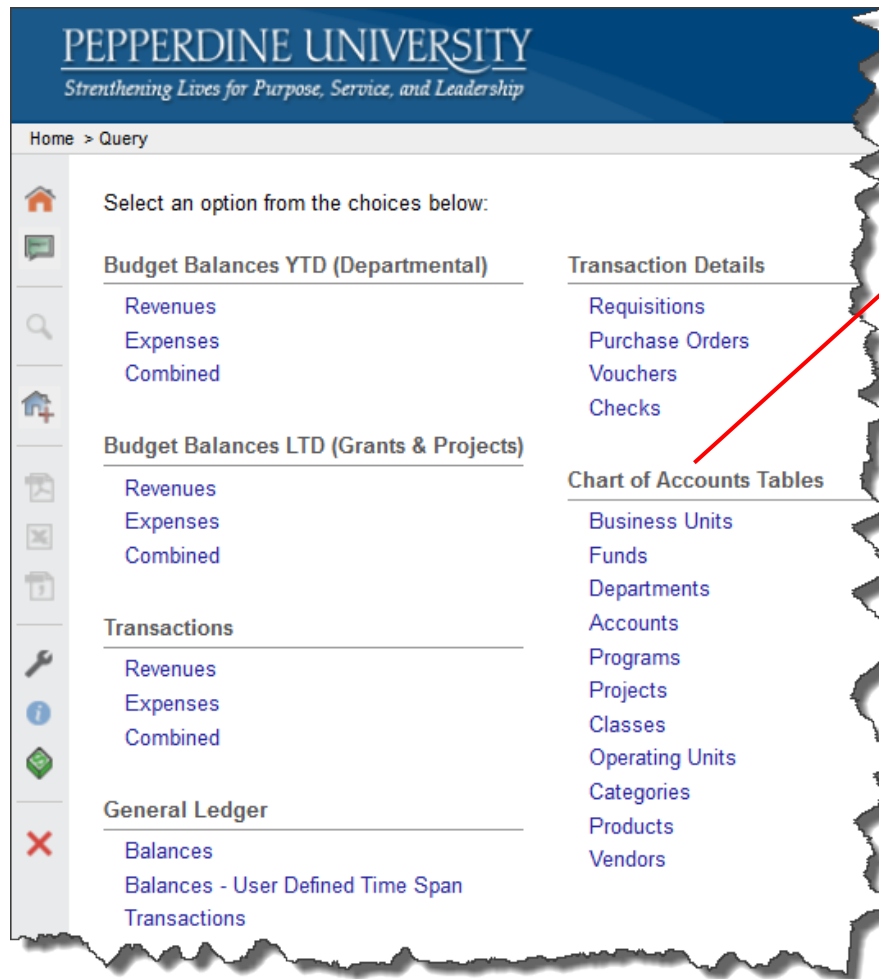
Using **blank** in the Selection Criteria field will include **all** of the requested data.

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

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Business Units

Code

- ELIMS
- MRHGP
- PUARG
- PUEMP
- PUITA
- PULAW
- PULON
- PUNIV
- PUPAY
- PUSRF
- PUSTU
- PUWEI
- PUWPI
- PUWSI

Business Unit is the University Entity

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Funds

Code: U* x

Code	Title
All values	
Unrestricted	
Unrestricted	
Unrestricted	
UNRESTRICTED	Unrestricted
Unrestricted Deferred Gifts	
Unrestricted Deferred Gifts	
UDDAF	UNRESTRICTED DAF
UR-DEFERRED-GIFTS	Unrestricted Deferred Gifts
Unrestricted Endowments	
Unrestricted Endowments	
UEQUA	UNRESTR QUASI ENDOWMENT
UETEN	UNRESTRICTED TRUE ENDOWMENT
UR-ENDOWMENTS	Unrestricted Endowments
Unrestricted Grants	
Unrestricted Grants	
UGCTY	UNRESTRICTED GRANT COUNTY/CITY
UGFED	UNRESTR FEDERAL GRANT
UGINS	UNRESTRICTED INSTITUTIONAL GRANT

Fund is the Source of Funding

Fund Hierarchy Example

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Funds

- Level:
- Summarize By:
- Code:
- Title:

Funds

Code: UO* x

Code	Title
All values	
Unrestricted	
Unrestricted Operating	
Unrestricted Designated	
UODNS	UNRESTR OPR-DESIG NONSCH
UODSC	UNRESTR OPER-DESIG SCHOLARSP
Unrestricted Internal	
UOINT	UNRESTR OPERATING INTERNAL TRA

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.

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Home	
Departments	
Code	Title
Pepperdine University	
Provost	
MAJOR-AREA 10710KK – GSBM	
DIVISNSUM S10820 – GSBM Academic Programs Summary	
AREASUMM S10820 – GSBM Academic Programs Summary	
DEPTSUMM S10820 – GSBM Academic Programs Summary	
DEPARTMENT S10820 – GSBM Academic Programs Summary	
DEPTDETL1 S10820 – GSBM Academic Programs Summary	
10925	GSBM FE Recruitment
S10820	GSBM Academic Programs Summary
S10820	GSBM FE Programs Summary
AREASUMM S10890 – GSBM Fully Employd Pgm Summary	
DEPTSUMM S10890 – GSBM Fully Employd Pgm Summary	
DEPARTMENT S10890 – GSBM Fully Employd Pgm Summary	
DEPTDETL1 S10890 – GSBM Fully Employd Pgm Summary	
S10890	GSBM Fully Employd Pgm Summary
S10890	GSBM Fully Employd Pgm Summary
DEPTSUMM S10893 – GSBM BSM Summary	
DEPARTMENT S10893 – GSBM BSM Summary	

Department Hierarchy Example

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Departments

- Level:
- Summarize By:
- Code:
- Title:

VALUES

ALL

VICE-PRES

MAJOR-AREA

DIVISNSUM

AREASUMM

DEPTSUMM

DEPARTMENT

DEPTDETL1

DEPTDETL2

DEPTDETL3

VALUES

Departments

Code	Title
	Pepperdine University
	Executive Vice President COO
MAJOR-AREA 10405KK	-- Chief Business Officer
DIVISNSUM S10401	-- Chief Business Office Summary
AREASUMM S10405	-- Campus Ops Bus Svc Summary
DEPTSUMM S10440	-- Fac Mgmt and Planng Summary
DEPARTMENT S10490	-- Facility Svcs Summary
DEPTDETL1 S10495	-- Mechanical Svc Summary
10505	CamOps Plumbing

Chart of Accounts: Accounting Codes

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

PEPPERDINE UNIVERSITY <i>Strengthening Lives for Purpose, Service, and Leadership</i>	
Home	
Accounts	
Code: 510500, 5107*, 5110* x	
Code	Title
Expenses	
Depreciation	
Depreciation	
510500	DEPRECIATION EXPENSE
Interest	
Interest	
510700	FINANCE EXPENSE INTEREST
510705	AMORT BOND DISC/PREM/BIC
Travel and staff development	
Travel	
511000	TRAVEL&FCLTY/STF DEVELOP POOL
511001	TRAVEL - T AND E CARD DEFAULT
511005	TRAVEL LODGING
511010	TRAVEL MEALS
511015	TRAVEL MILEAGE
511020	TRAVEL PARKING
511025	TRAVEL AIRFARE
511030	TRAVEL RENTAL CAR
511035	TRAVEL GROUND TRANSPORT OTHER
511040	TRAVEL RELATED SUPPLY/SERVICES
511045	TRAVEL TIPS AND GRATUITIES
511050	TRAVEL FACULTY/STAFF CNVRSN

Accounts Hierarchy Example

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Home

Accounts

- Level:
- Summarize By:
- Code:
- Title:

VALUES
CATEGORY
LINE-ITEM
FUNCTNL CAT
DETLITEM1
DETLITEM2
DETLITEM3
VALUES

Accounts

Code	Title
	All values
	Expenses
	Travel and staff development
	Travel
511015	TRAVEL MILEAGE

Chart of Accounts: Programs

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

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Programs

Code: 6.. x

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
80105	G PSYCHOLOGY PROGRAMS

Programs Hierarchy Example

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Home

Programs

- Level:
- Summarize By:
- Code:
- Title:

Code	Title
All values	
GSEP	
80210	GE MA IN EDUCATION

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.

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Projects

Code	Title
All values	
All values	
PROJDETAIL ALL – All values	
ALL	All values
Capital Projects	
PROJDETAIL CAPITAL-PROJECTS – Capital Projects	
101CARD-SYS	ONE-CARD SYSTEM
10280DORMTRY	280 BED DORMITORY-PLANT
1056PRNCESGT	56 PRINCES GATE
10ACAD-BLDG	ADMIN BUILDING
10ACAD-CMPLX	ACADEMIC COMPLEX
10ACAD-PKLOT	ACAD PKING LOT GCP
10ACCESSCTRL	CAMPUS WIDE ACCESS CONTROL
10ADMIN-HSG	ADMIN. HOUSING
10ADMSYS-RPL	ADM SYSTEM REPLACEMENT
10AHMSON-CTR	AHMANSON F/A CTR
10APPLE-DORM	APPLE DORM PROJECT

Projects Hierarchy Example

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Projects

- Level:
- Summarize By:
- Code:
- Title:

VALUES
ALL
PROJ-CATEG
PROJDETAIL
VALUES

Projects

Code	Title
All values	
Capital Projects	
PROJDETAIL CAPITAL-PROJECTS -- Capital Projects	
10ERP-PSLIC	ERP PS SFTWR LICENSE

Chart of Accounts: Classes

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

PEPPERDINE UNIVERSITY <i>Strengthening Lives for Purpose, Service, and Leadership</i>	
Home	
Classes	
Code: [] x	
Code	Title
All Class	
Instruction & Research	
Instruction & Research	
INSTRUCT-RESEARCH	Instruction & Research
Instruction	
INCOM	INSTRUCTN-COMMUNITY EDUCATION
INGEN	INSTRUCTN-GENERAL
INITS	INSTRUCTN-IT
INMAT	INSTRUCTN-MATRIC COURSES
INNMC	INSTRUCTN-NON-MATRIC CRS-CUSTM
INNMO	INSTRUCTN-NON-MATRIC CRS-OPEN
INSTRUCTION	Instruction
Management & General	
Institutional Support	
INSTIT-SUPP	Institutional Support
ISEXE	INST SUPPT-EXECUTIVE MGMT
ISFIS	INST SUPPT-FISCAL OPERATIONS
ISGEN	INST SUPPT-GENERAL
ISITS	INST SUPPT-ADMINISTRATIVE IT
ISPRD	INST SUPPT-PUB RELATIONS DVPMT

Class Hierarchy Example

The screenshot shows the Pepperdine University website's 'Classes' page. A callout box highlights the class hierarchy for the 'VALUES' level. The hierarchy is as follows:

- VALUES (selected)
- ALL-CLASS
- CLASS-TYPE
- CLASSDETL
- VALUES

Red arrows point from the callout box to the 'Classes' table, which lists the following classes:

Code	Title
All Class	
Management & General	
Institutional Support	
ISGEN	INST SUPPT-GENERAL

Chart of Accounts: Operating Units

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

PEPPERDINE UNIVERSITY <i>Strengthening Lives for Purpose, Service, and Leadership</i>	
Home	
Operating Units	
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

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Operating Units

- Level:
- Summarize By:
- Code:
- Title:

ALL-OP-UNI
ALL-OP-UNI
OPUNI-CATG
OPUNI-OPRL
VALUES

Operating Units

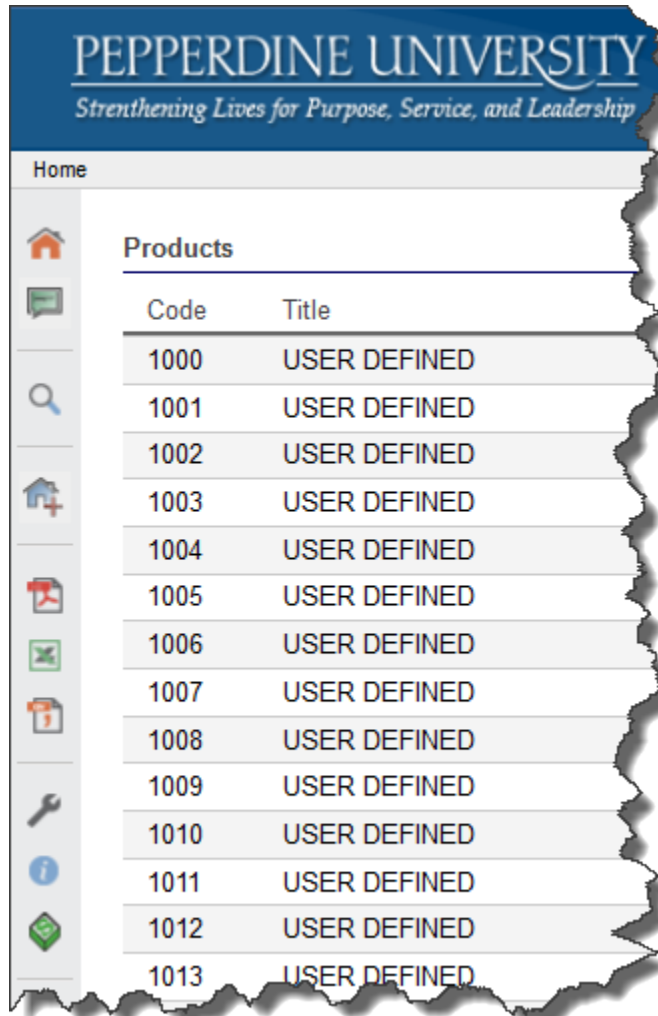
Code	Title
ALL-OP-UNI	All Operating Units
OPUNI-CATG	OpU Operational Funds
OPUNI-OPRL	Ed prgs support
VALUES	OED05165 FOSTER GRANDPARENTS PROGRAM

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 <i>Strengthening Lives for Purpose, Service, and Leadership</i>			
Home			
Categories			
Code	ID	Title	
1ST AID E	34500	FIRST AID/SAFETY EQUIP/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



PEPPERDINE UNIVERSITY <i>Strengthening Lives for Purpose, Service, and Leadership</i>	
Home	
Products	
Code	Title
1000	USER DEFINED
1001	USER DEFINED
1002	USER DEFINED
1003	USER DEFINED
1004	USER DEFINED
1005	USER DEFINED
1006	USER DEFINED
1007	USER DEFINED
1008	USER DEFINED
1009	USER DEFINED
1010	USER DEFINED
1011	USER DEFINED
1012	USER DEFINED
1013	USER DEFINED

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

Chart of Accounts: Vendors

PEPPERDINE UNIVERSITY
Strengthening 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

Home

100334495 | Sign Out

Revenue and Expenditure Balances YTD

Criteria: As Of = 10/30/2012

Page 1 of 1

VALUES	Title	Original Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Pre-Encumb.	Year-To-Date Encumb.
VALUES UPPRJ – UNRESTR PLANT FOR PROJECTS							
VALUES 11190 – IT ERP							
Expenses							
515001	SUPPLES-PURCH CARD DEFAULT	-	-	(6.90)	-	-	-
515040	SUPPLIES BOTTLED WATER&RELATE	-	-	-	9.68	-	-
515060	SUPPLIES COMPUTER ACCESSORIE	-	-	1.04	126.16	-	-
515130	SUPPLIES OFFICE	-	-	-	103.41	-	-
516705	TELEPHONE EXP LOCAL&LONG DIST	-	-	-	1,073.75	-	-
516710	TELEPHONE EXPENSE CELLULAR	-	-	-	375.00	-	-
Total Expenses		-	-	(5.86)	1,688.00	-	-
Total IT ERP		-	-	5.86	(1,688.00)	-	-
Total UNRESTR PLANT FOR PROJECTS		-	-	5.86	(1,688.00)	-	-
Total		(19,042.00)	(19,042.00)	5.86	(2,341.74)	-	-

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.

Criteria: Fund = !*int*; Department = 11190, 11250; Account = 515*..529*; Accounting Period = 10,1999
Run: 10/30/2012 3:59 PM Data Last Updated: 10/30/2012 1:40:42 AM

11 rows in 124.7 seconds

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

Query Save → Create Shortcut & Users

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Revenue and Expenditure Balances YTD
Criteria: As Of = 10/30/2012

VALUES Title

VALUES UPINT – UNRESTR PLANT INTERNAL

VALUES 11190 – IT ERP

All values

Expenses

515040	SUPPLIES BOTTLED WATER&RELAT
Total Expenses	
Total All values	
Total IT ERP	
Total UNRESTR PLANT INTERNAL	

VALUES UPPRJ – UNRESTR PLANT FOR PROJECTS

VALUES 11190 – IT ERP

All values

Expenses

515001	SUPPLIES-PURCH CARD DEFAULT
515040	SUPPLIES BOTTLED WATER&RELAT
515060	SUPPLIES COMPUTER ACCESSORIE
515130	SUPPLIES OFFICE

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Create Shortcut

• Shortcut Name: My Saved Shortcut

• User(s):

- Leila T. Salisbury
- Lela P Love
- Lemlem Getachew
- Lena C Stoops
- Leon R Martinez
- Leonard H Rushfield
- Leonard Hill
- Leonard Krukowski

Create

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.

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Create Shortcut

• Shortcut Name: My Saved Shortcut

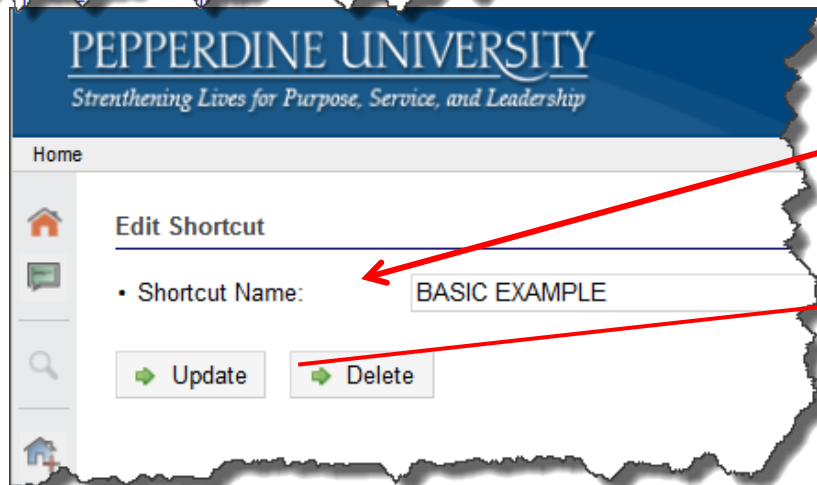
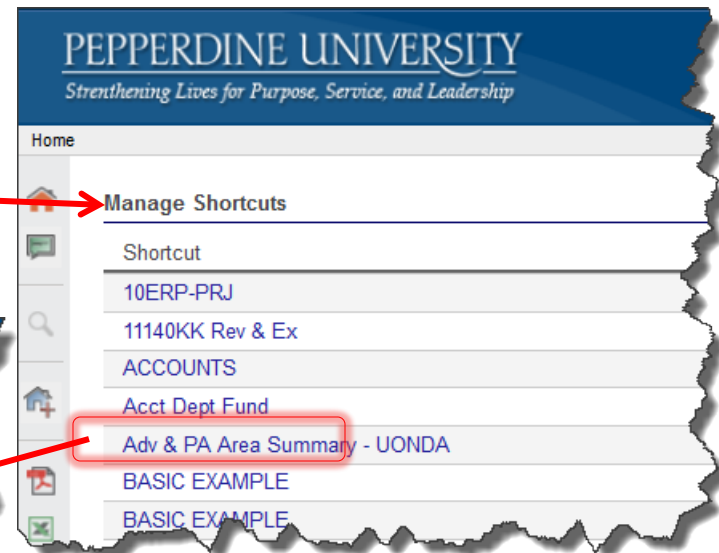
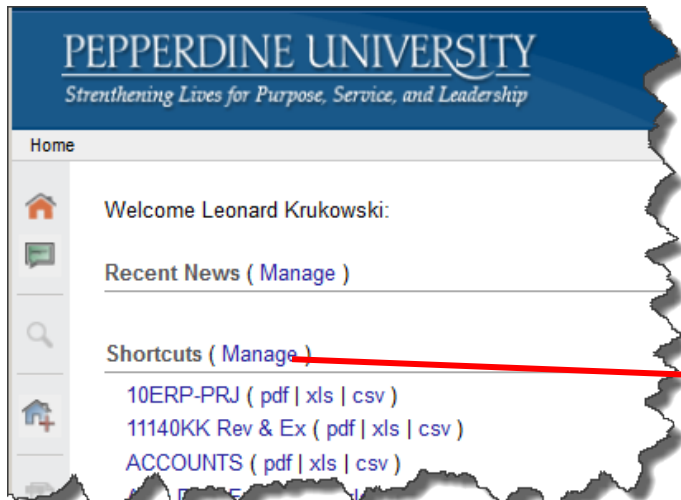
• User(s):

- Leila T. Salisbury
- Lela P Love
- Lemlem Getachew**
- Lena C Stoops
- Leon R Martinez
- Leonard H Rushfield
- Leonard Hill
- Leonard Krukowski

Create

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 = 10/31/2011 1:15PM									
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									

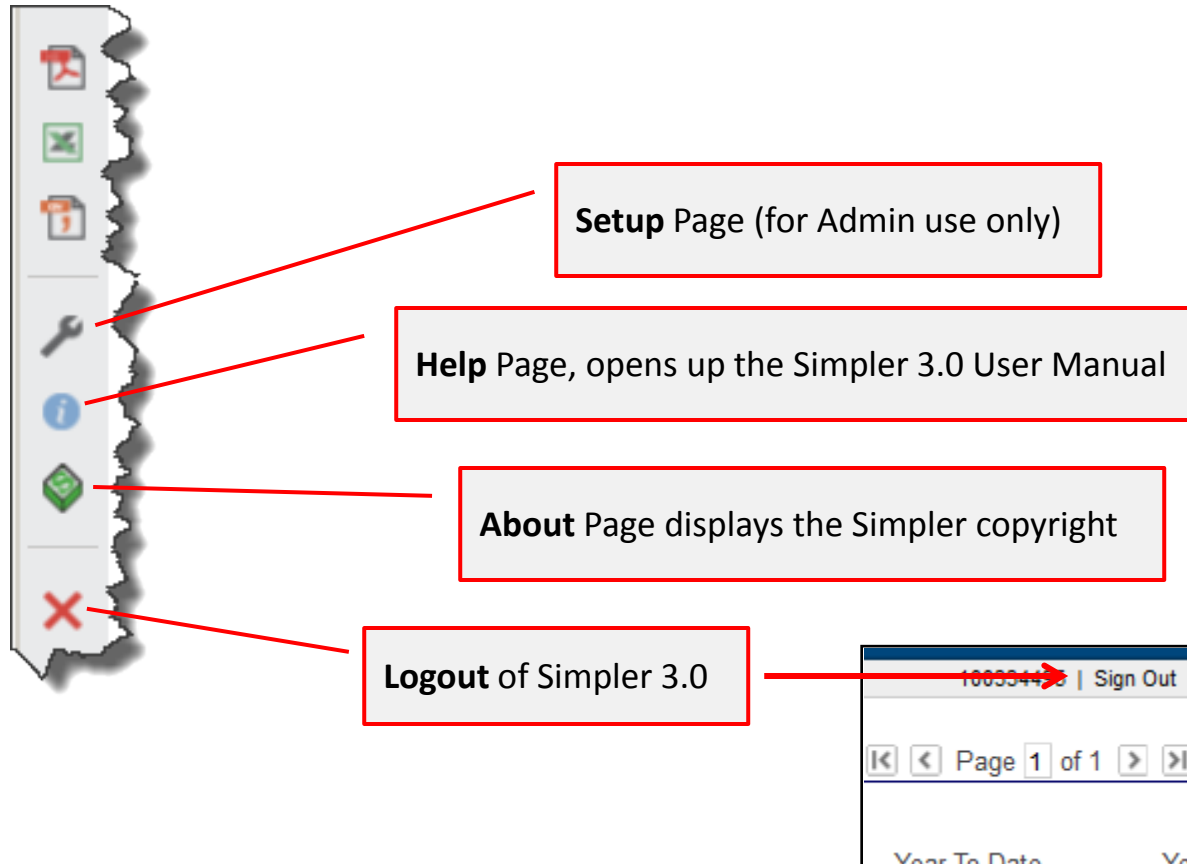
combinedbalances.csv [Read-Only] - Microsoft Excel

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	Department	Title	LINE-ITEM	Department	DataSet	Account7	Title	YTDAdoBu	YTDBudget	MTDActua	YTDActual	YTDPreEn	YTDEncun	BdgtAct	Variance1
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&								
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															
13															

Other Taskbar Functions



Revenue & Expense: Drill Down

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 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	-4
511220	STAFF DEVELOP CONFERENCE FEE	0.00	0.00	0.00	1,215.00	0.00	0.00	-1,2

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

515060	SUPPLIES BOTTLED WATER&REFR	0.00	0.00	31.43	150.22	0.00	0.00	-1
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

Query

Expenditure Transactions

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

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	SOUTHWESTAIRS26211933
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	SOUTHWESTAIRS26216070
Total TRAVEL AIRFARE													2,974.09	
Total Connectns to Community Summary													2,974.09	
Total													3,167.49	

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

Transactions: Query

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Query

Revenue and Expenditure Transactions

- From / To: This Fiscal Year Begin..Today
- Summarize By: DETLVALUE
- Page Break: None
- Transaction Type: ☐ Budget ☐ Org. Budget ☒ Actual ☐ Pre-Encumbrance ☐ Encumbrance
- Accounting Period: 1..12
- Selection Criteria
 - Business Unit: PUNIV
 - Fund: UONDA
 - Department: 11190, 11250
 - Account:
 - Class:
 - Program:
 - Product:
 - Project:
 - Oper Unit:
 - Journal ID:
- Vendor Criteria
 - Business Unit:
 - Vendor ID:
- Voucher Criteria
 - Business Unit:
 - Voucher ID:

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

Revenue and Expenditure Transactions

- From / To: This Month Begin..Today
- Summarize By: From/To Builder
- Page Break:
- Transaction Type:
- Accounting Period:
- Selection Criteria

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	Description
Unrestricted Nondesign General														
8/1/2010	PAY0041146			PUNIV	UONDA	11250	503005	ISGEN					27.14	PS Payroll
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 Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	502016	ISGEN					17.40	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504020	ISGEN					2,498.01	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504025	ISGEN					584.22	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504080	ISGEN					44.97	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504085	ISGEN					104.27	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504090	ISGEN					122.58	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504095	ISGEN					12.25	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504155	ISGEN					233.61	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504173	ISGEN					383.33	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504200	ISGEN					3,663.64	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504205	ISGEN					408.39	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11190	504210	ISGEN					4,088.34	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	502015	ISGEN					31,164.99	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	502016	ISGEN					135.00	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504020	ISGEN					1,930.84	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504025	ISGEN					451.56	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504080	ISGEN					27.79	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504085	ISGEN					60.93	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504090	ISGEN					72.98	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504095	ISGEN					7.30	PS Payroll
8/26/2010	PAY0041962			PUNIV	UONDA	11250	504200	ISGEN					1,777.83	PS Payroll

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

General Ledger Balances: Query

Accounting Period

0 = pulling the balance forward

1-12 = current fiscal year

998 = used for adjusting entries

• Accounting Period:

1..12, 998

• Selection Criteria

• Business Unit

• Fund

List Builder

☐ 0

☒ 1..12

☒ 998

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Query

General Ledger Balances

Go

• As Of:

Today

• Summarize By:

CATEGORY, MAJOR-AREA, VALUES

• Page Break:

• Accounting Period:

Summarize By Builder

By: Fund at CATEGORY

Department MAJOR-AREA

Department VALUES

OK

• Account:

• Class:

• Program:

• Product:

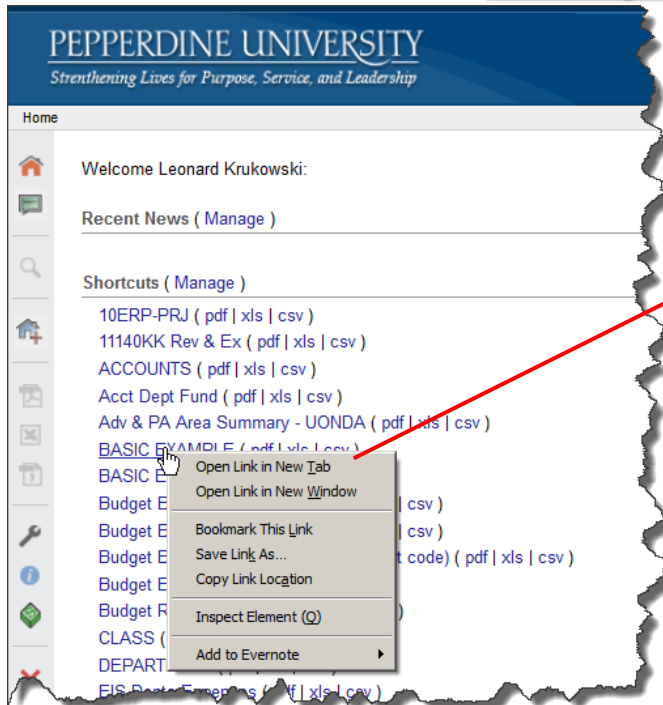
• Project:

• Oper Unit:

General Ledger Balances: Result

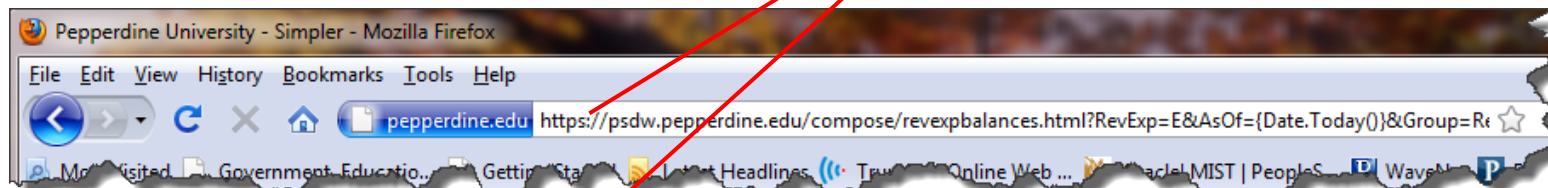
PEPPERDINE UNIVERSITY					
Strengthening Lives for Purpose, Service, and Leadership					
Query					
<div> <div>General Ledger Balances</div> <div>Criteria: As Of = 12/31/2011 12:00:00 AM</div> <div> <div>VALUES</div> <div>Title</div> <div>Beginning Balance</div> <div>Year-To-Date Debits</div> <div>Year-To-Date Credits</div> <div>Ending Balance</div> </div> </div>					
Unrestricted					
MAJOR-AREA 11140KK -- Vice Provost					
11185	IT Connections 2 Community	21,000.00	0.00	0.00	21,000.00
11190	IT ERP	15,000.00	15,000.00	15,000.00	0.00
11195	IT Legacy Applications	20,000.00	0.00	0.00	20,000.00
11200	IT Portal	25,000.00	0.00	0.00	25,000.00
11210	IT Advancement Technical Svcs	25,000.00	0.00	0.00	25,000.00
11250	IT Info Services & Program Mgt	11,000.00	0.00	0.00	11,000.00
11255	IT Data Center Operations	20,000.00	0.00	0.00	20,000.00
11260	IT Card Services	20,000.00	0.00	0.00	20,000.00
11265	IT Systems & Networking	25,000.00	0.00	0.00	25,000.00
11270	IT Information Security	25,000.00	0.00	0.00	25,000.00
Total Vice Provost		150,000.00	15,000.00	15,000.00	135,000.00
Total Unrestricted		150,000.00	15,000.00	15,000.00	135,000.00
Total		150,000.00	15,000.00	15,000.00	135,000.00
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.

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Revenue and Expenditure Balances YTD

• As Of: Today

• Summarize By:

• Page Break:

By: Fund at VALUES

Department DEPARTMENT

Account LINE-ITEM, FUNCTNL CAT

Selection Criteria

• Business Unit:

• Fund:

• Department:

OK

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Revenue and Expenditure Balances YTD

• As Of: Today

• Summarize By: VALUES, VALUES, DEPARTMENT, LINE-ITEM, VALUES

• Page Break:

By: Fund at VALUES

Operating Unit VALUES

Department DEPARTMENT

Account LINE-ITEM, FUNCTNL CAT

Selection Criteria

• Business Unit:

• Fund:

• Department:

Go

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

Home

Revenue and Expenditure Balances YTD

• As Of: Today

• Summarize By: VALUES, DEPARTMENT, PROJDETAIL

• Page Break:

By: Fund at VALUES

Department DEPARTMENT

Project PROJDETAIL

Selection Criteria

• Business Unit:

Go

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/>

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Strengthening Lives for Purpose, Service, and Leadership

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TRAINING FEEDBACK

Class Title

- ☐ Travel & Expense
- ☐ Requisition
- ☐ Credit Card Reallocation
- ☐ Simpler
- ☐ Other

Class Date

Required Entries

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree	Not Applicable	Comments
Overall I would rate this class as a positive experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
The training presentation was well organized and clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>