



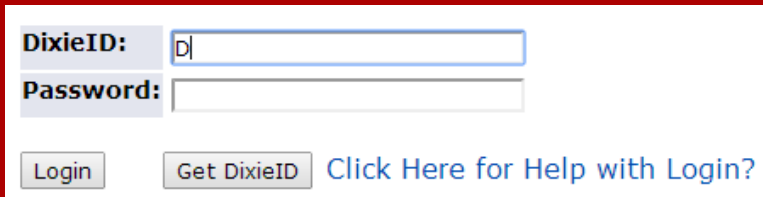
Report Training

Login

Go to www.dixie.edu

Click on  in the top right hand corner.

Use your Dixie ID and password to login

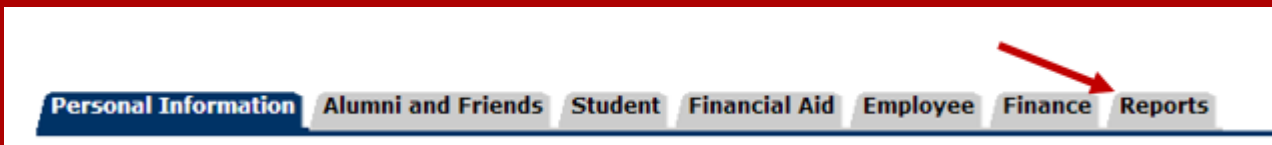


DixieID:

Password:

[Click Here for Help with Login?](#)

Choose the reports tab



Select a Report

Reports are set up as PDF's or CSV's – a CSV can be opened with excel:

Budget Reports

- Active Account Codes ►
- Active Index Codes
- Active Index Codes (CSV)
- Budget Balances
- Budget Balances (CSV)
- Budget Detail
- Budget Detail (CSV)
- Budget Summary
- Budget Summary (CSV)

General Ledger Reports

- GL Detail
- GL Detail (CSV)
- GL Fund Balance
- GL Summary

PCard Reports

- Default Account Code by Budget Administrator
- PCard Transactions by Budget Administrator
- Default Account Code by Coordinator
- PCard Transactions by Coordinator
- No PCard Transactions

Purchasing Reports

- Budget Signer by Index
- Budget Administrators by Admin
- Encumbrances by Administrator
- Encumbrances by Administrator - .csv file
- Encumbrances by Date
- Encumbrances by Date - .csv file

Budget Reports

Active Account Codes ►

Active Account Codes – just click on it to download

Active Index Codes

Active Index Codes (CSV)

Active Index Codes can be run by selecting one, multiple or all Index Codes.

- ❖ To select one – just click on it
- ❖ To select multiple – click on the first one and hold down the Ctrl key while selecting the remaining Index Codes
- ❖ To select all – just click the all Index Codes box All Index Codes

You can also make selections for Index Titles, Fund Codes, and by Budget Administrator

- ❖ *Then click on the Download Report Button*

Budget Reports Cont.

Budget Balances

Budget Balances (CSV)

Budget Balances can be run by selecting the fiscal year and one, multiple or all Index Codes.

- ❖ To select one – just click on it
- ❖ To select multiple – click on the first one and hold down the Ctrl key while selecting the remaining Index Codes
- ❖ To select all – just click the all Index Codes box All Index Codes

You can also make selections for Organization Codes, Account Codes, and by Budget Administrator

- ❖ *Then click on the Download Report Button*

Budget Reports Cont.

Budget Detail

Budget Detail (CSV)

Budget Detail Reports can be run by selecting the fiscal year or a start and end date, and one, multiple or all Index Codes.

- ❖ To select one – just click on it
- ❖ To select multiple – click on the first one and hold down the Ctrl key while selecting the remaining Index Codes
- ❖ To select all – just click the all Index Codes box All Index Codes

You can also make selections for Organization Codes, Types of Transactions, Account Codes, and by Budget Administrator

- ❖ *Then click on the Download Report Button*

Budget Summary

Budget Summary (CSV)

Budget Summary Reports are similar to Budget Detail Reports – if you want to see both revenue & expense accounts be sure to select “All” for the account code range.

General Ledger Reports

GL Detail

GL Detail (CSV)

GL Detail Report can be run by selecting the fiscal year, the beginning and ending fiscal year period range and one, multiple or all Fund Codes.

- ❖ To select one – just click on it
- ❖ To select multiple – click on the first one and hold down the Ctrl key while selecting the remaining Fund Codes
- ❖ To select all – just click the all Fund Codes box All Fund Codes
- ❖ For inactive Fund Codes – just click the Inactive box Inactive Fund Codes

You can also make selections for Account Codes

- ❖ Then click on the Download Report Button

General Ledger Reports Cont.

GL Fund Balance

GL Fund Balance can be run by selecting the fiscal year, the beginning and ending fiscal year period range and one, multiple or all Fund Codes.

- ❖ To select one – just click on it
- ❖ To select multiple – click on the first one and hold down the Ctrl key while selecting the remaining Fund Codes
- ❖ To select all – just click the all Fund Codes box All Fund Codes
- ❖ For inactive Fund Codes – just click the Inactive box Inactive Fund Codes
- ❖ Then click on the Download Report Button

GL Summary

GL Summary Report is run the same as the GL Fund Balance Report

PCard Reports

Default Account Code by Budget Administrator
PCard Transactions by Budget Administrator
Default Account Code by Coordinator
PCard Transactions by Coordinator

Default Account Code and PCard Transactions by Budget Administrator or Coordinator can be run by selecting the individual in the dropdown menu and click on the Download Report Button

Download Report

No PCard Transactions

The No PCard Transactions can be run by selecting the statement month, the coordinator, then click on the Download Report Button

Download Report

Purchasing Reports

Budget Signer by Index

The Budget Signer by Index can be run by selecting All Index Codes or a single Index Code

❖ Then click on the Download Report Button

Budget Administrators by Admin

The Budget Administrators by Admin can be run by selecting one or multiple Budget Administrator(s)

❖ Then click on the Download Report Button

Purchasing Reports Cont.

Encumbrances by Administrator
Encumbrances by Administrator - .csv file

Encumbrances by Administrator can be run by selecting the Fiscal Year, Status, Encumbrance Type, and Budget Administrator

❖ Then click on the Download Report Button 

Encumbrances by Date
Encumbrances by Date - .csv file

Encumbrances by Date can be run by selecting the Fiscal Year, Status, Encumbrance Type, and Index Code

❖ Then click on the Download Report Button 

Select Fiscal Year:
2016 ▼

Select Status:
Open ▼

Select Encumbrance Type:
All Encumbrances ▼

Select the budget administrator(s):
All Budget Administrators ▼

Select Fiscal Year:
2016 ▼

Select Status:
Open ▼

Select Encumbrance Type:
All Encumbrances ▼

Select an index code:
All Index Codes ▼

The End