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IFAS – CDD Reporting Guide

Last updated: November 21, 2005

CDD Reports

CDD reports will allow you to obtain information regarding departmental budgets, actuals and encumbrances. Additionally you can inquire to the status of Purchase Orders/Purchase Requests. Please see Appendix for complete list of reports.
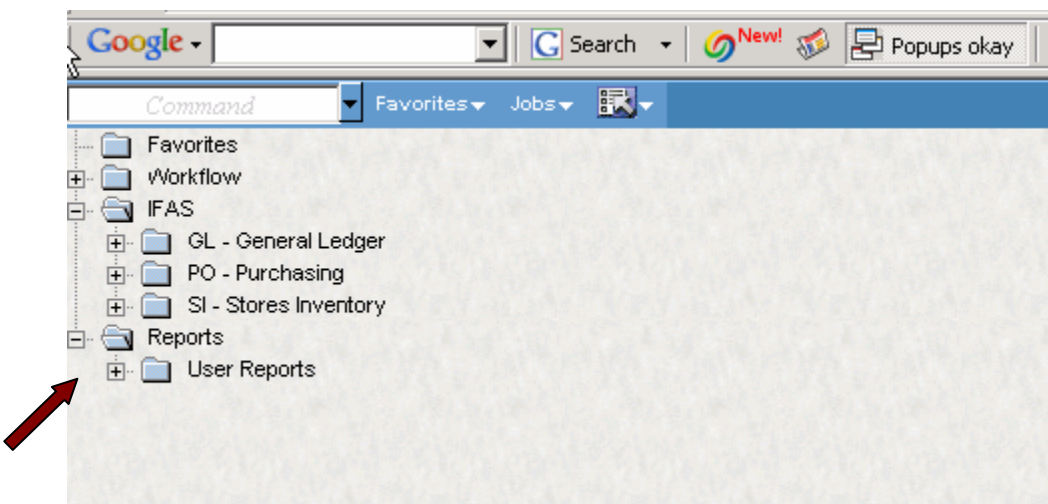
Accessing the CDD reports:

Open Internet Explorer and navigate to the web address http://ifasweb/ifas7.   Enter in your user name and password and click 'Login'.
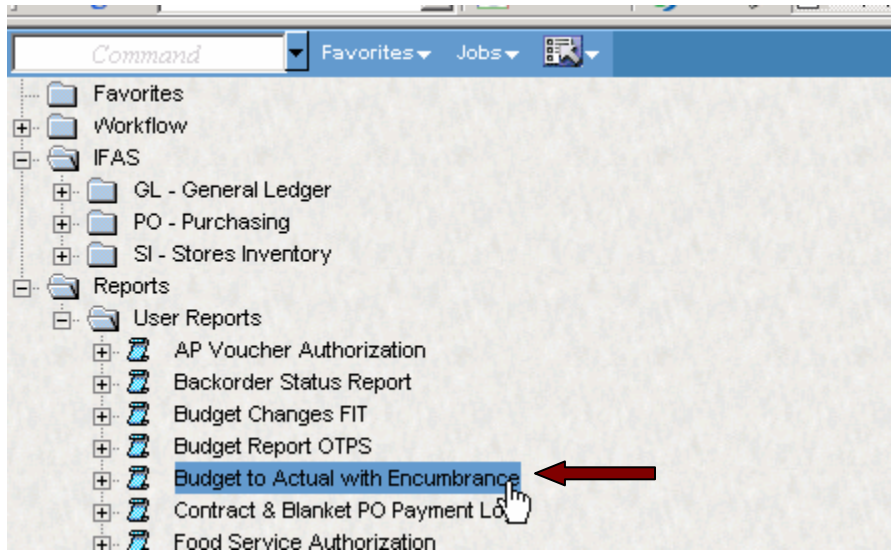
To open the <**Reports**> module, click on the ⊞ beside it…
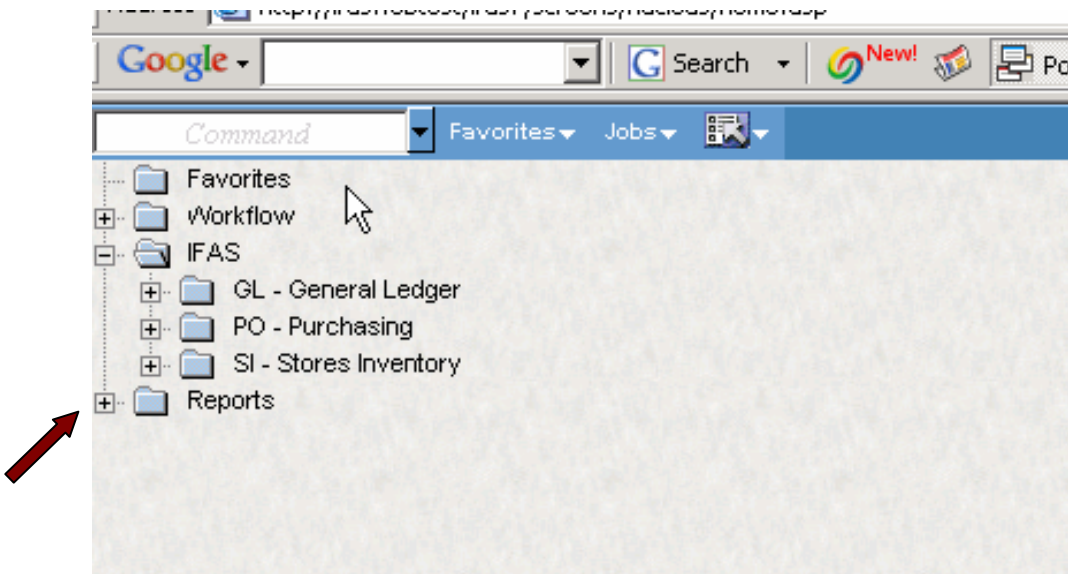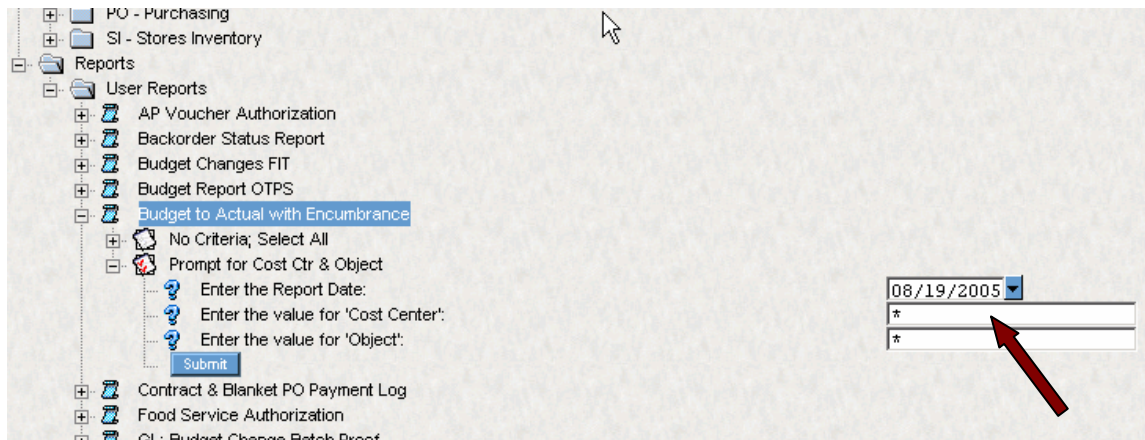

To open the <**User Reports**> module, click on the ⊞ beside it…

To run the report you would like to use, click on the report name;

After a few seconds a report prompt (search criteria and options) will appear. Depending upon the report you requested the prompts will vary. This example will illustrate the report prompts for the "**Budget to Actual with Encumbrance**" report.
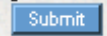

You will enter the information for the prompts that are provided (these will vary depending on which CDD report you are running)

The "Budget to Actual Encumbrance" report shown here has 3 prompts:
- Report date;
- Cost Center (Department); and,
- Object Code.

The report will only return the information you request and what is defined by your security parameters. For this request we are asking for cost center 11110 with information through 08/19/2005. (Note – if you enter a cost center, make sure you delete the '*' from the Cost Center field.)
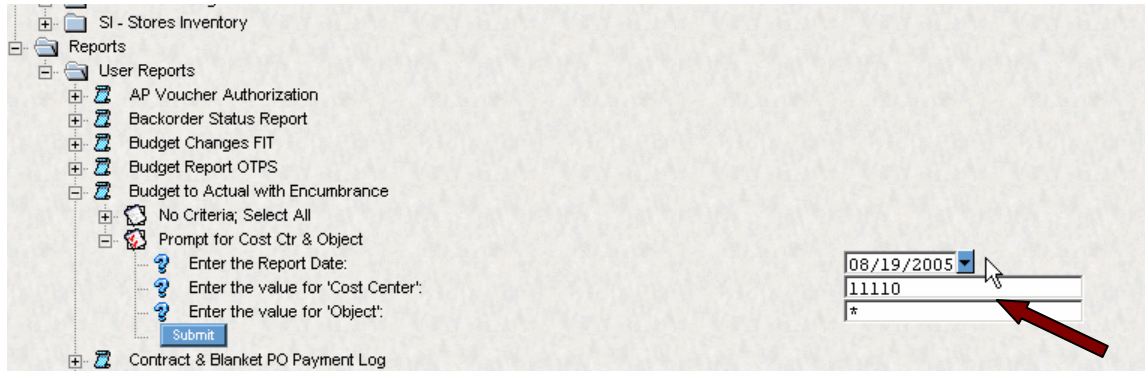
After you enter your selection information click the submit button with your mouse or press enter. Wait for the report to run. While the report is running, a Report Status pop up window will open.
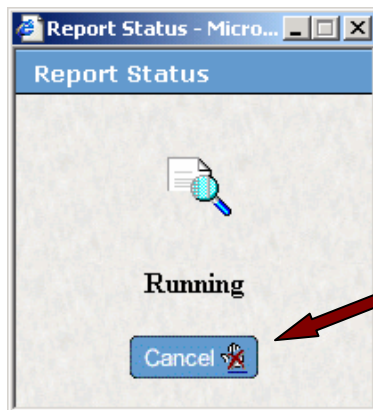
NOTE: If you need to cancel the report while it is loading/running click on the Cancel button.   Do NOT cancel the report by closing the Report status window using the .

The information that was returned for this example is shown below.

Budget to Actual with Encumbrances

NOTE: If you are unable to view the report and you are using a popup blocker on your internet browser, the popup blocker must be set to allow popups. If the popup blocker is blocking pop ups, the report will run, however the report will not be displayed on the screen. The example below is from the Google Toolbar, a commonly used pop blocker. For more information on how to use Popup blockers call the FIT Helpdesk at x 7-8911.
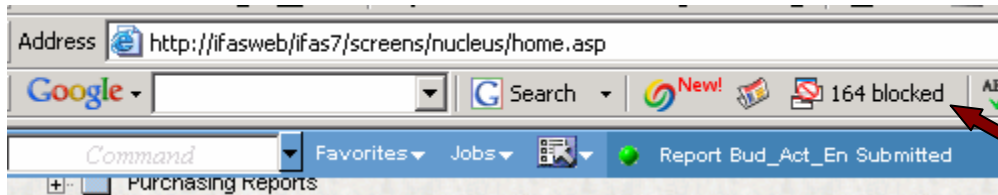
Will not see the report with the popup blocker set to block
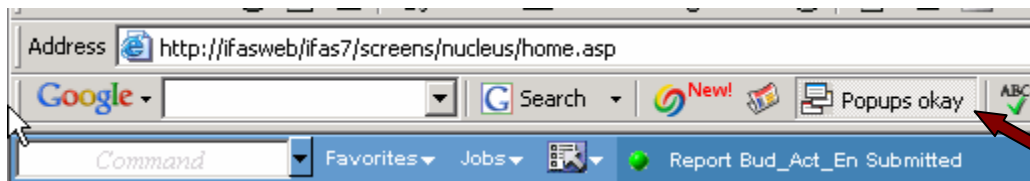
User will see the report with the popup blocker set to "Popups okay"

"Drilling Down" on the CDD reports:

From within this report you have the ability to "Drill Down" to the detail of the actual amount from budget to actual with encumbrance. To do this move your mouse over the value you want to "Drill Down" on (your mouse will change from an arrow to a "Drill") and double click with your mouse.

Other Than Personnel Services				
Supplies				
70 Supplies Budget	18,836.00	0.00	0.00	18,836.00
70003 Instructional Supplies	0.00	199.50	103.25	(302.75)
Total Supplies	18,836.00	199.50	103.25	18,533.25
Communication				
71 Communication Budget	302.00	0.00	0.00	302.00
Total Communication	302.00	0.00	0.00	302.00

An additional report will appear with the detail behind the information you "Drilled Down" on.

Close Active Window (CDD Report)

Fashion Institute Prod
GL Transactions by Object Code within Org. Key

GL Ledger Code: GL
Fiscal Year: 2006

Cost Center: 11110   Display & Exhibit
Object: 70003   Instructional Supplies

Post Date	Reference	PEID	CK ID #	SS	Misc			
2nd Date	Sec Ref/PO#	PE Name	Batch ID	Job #				
Orig FY	Work Order #	Description		Prep	Trn Tp	Debit	Credit	Net
8/16/2005	23706	V01555	AP 00105609	OH		199.50	0.00	199.50
7/20/2005	P030435	DESIGN PARTNERS	SG081505	302694				
2006		DESIGN PARTNERS 50 sheets of 3	GREEN	ST				
			Object 70003	Total:		199.50	0.00	199.50
			Org. Key 11110	Total:		199.50	0.00	199.50
			Grand Total:			199.50	0.00	199.50

Printing the CDD report.

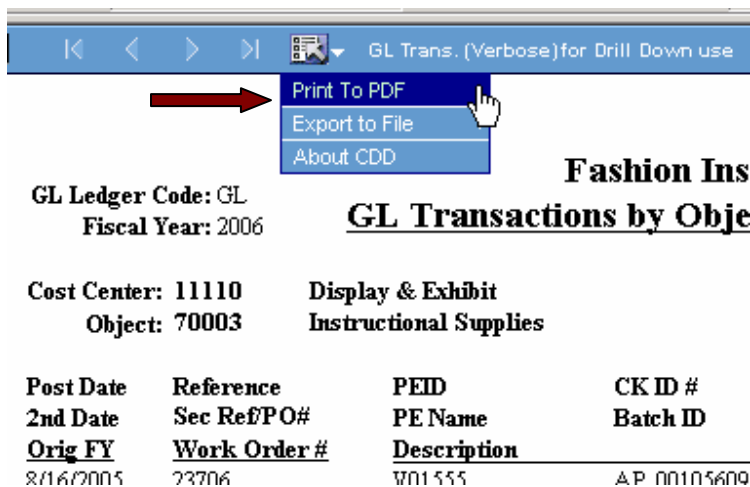After running the report you can view it on your screen. You also have the option to print the report to your default windows printer. First you need to print the report to a PDF file and then to the windows printer.
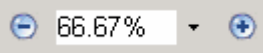
To print the report, click on the Options button on the header of the report.
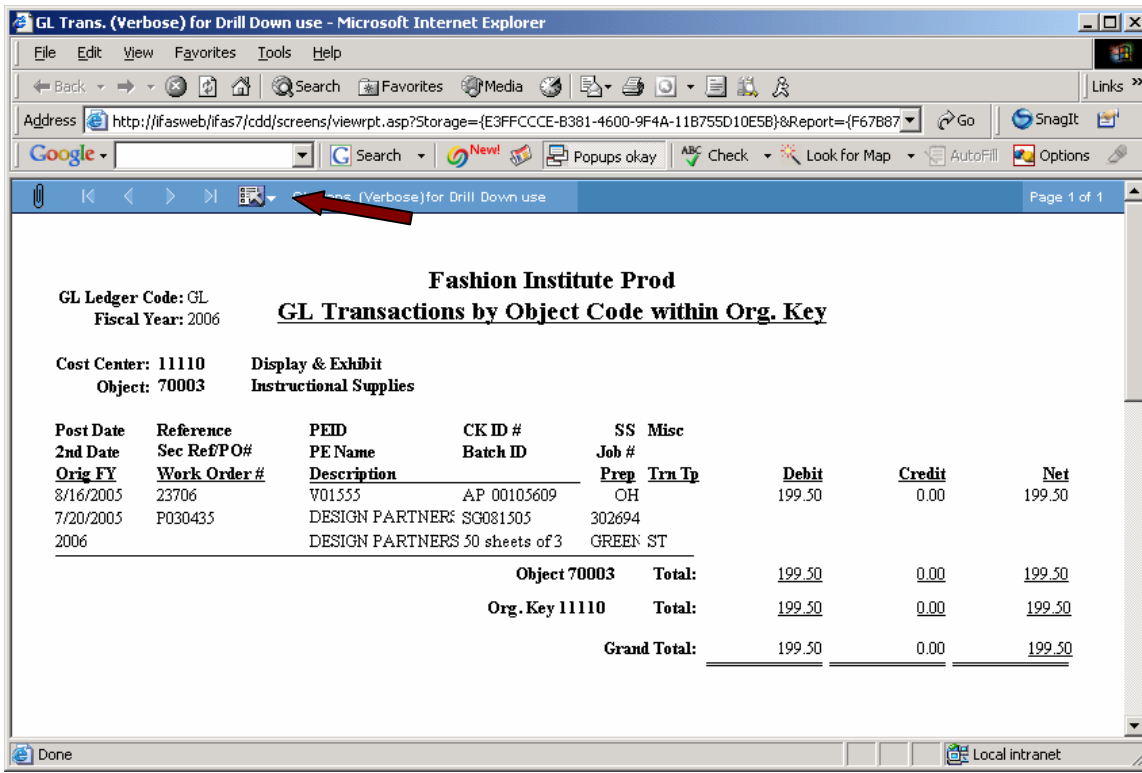
Select the "Print to PDF" option from the options menu.
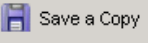
An additional window will open in Adobe Acrobat, which is the report you will be printing.

Use the zoom in and zoom out buttons 66.67% to make the report larger or smaller on the screen. The report will print the same size regardless of the percentage zoomed in or out.

To Print the PDF to your windows printer, click the "Printer" icon and then print the report as you would normally print a file.
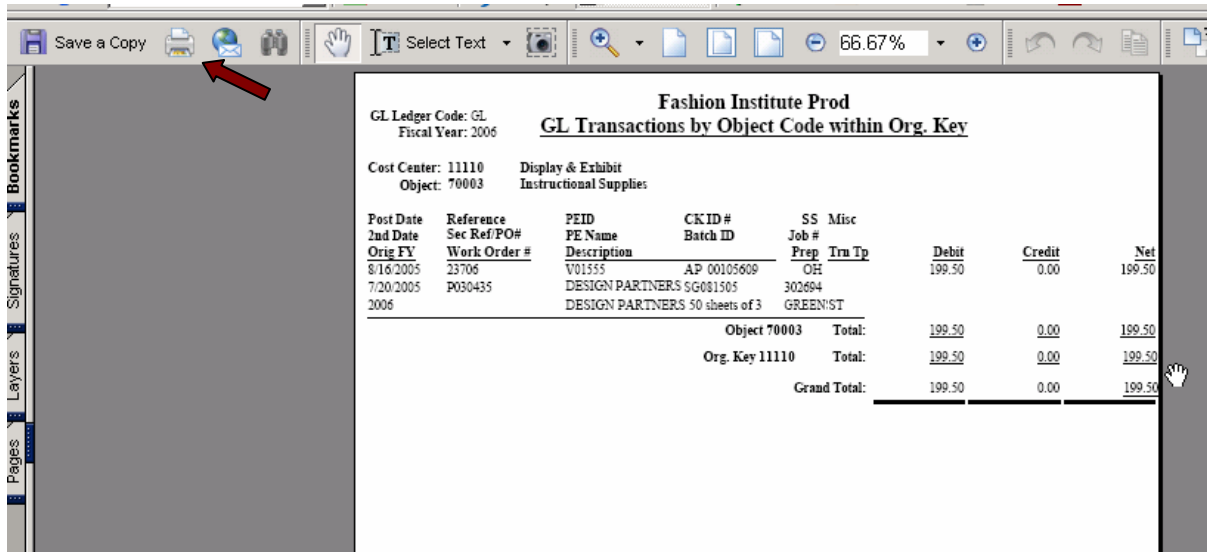
Additionally, you can save a copy of the report to your desktop.   To save the PDF to your

desktop, click the "Save a Copy" icon and then save the report as you would normally save a file.
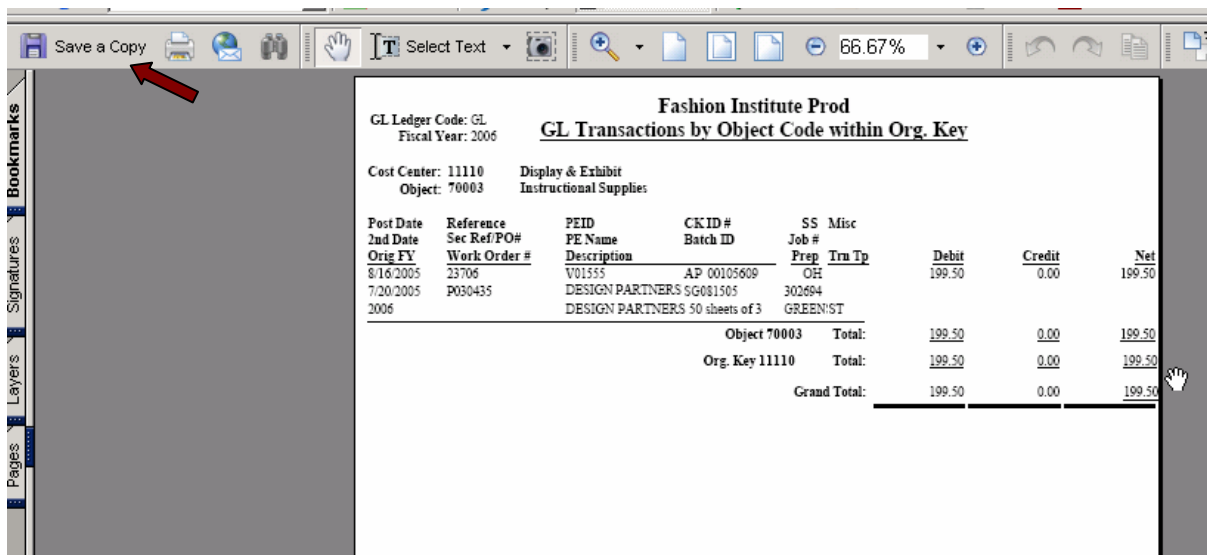
To close the report click on the lower "X" (Close active window) in the upper right hand corner.

APPENDIX

Standard CDD User Reports as of 8/2005

1. AP Voucher Authorization – This report is an approval form that shows the voucher detail. It must be printed so that the voucher can be signed and sent to Accounts Payable.
2. Backorder Status Report
3. Budget Changes FIT (Budget)
4. Budget Reports OTPS (Budget)
5. Budget to Actual with Encumbrances - This report shows Budget, Actual, and encumbrance transactions for a Cost Center with a calculation for available budget. Drill down capabilities exist on Actual and Encumbrances amounts to the detail that comprises the amount. The 'Actual' drill down will show the payments that have been made against purchase orders (PO's) and posted to your account.
6. Contract & Blanket PO Payment Log – This report is used to track Contract and Blanket POs and payments made to a purchase order.   Additionally, this report should be printed, completed and submitted to Accounts Payable when an invoice needs to be paid against the Contract or Blanket PO.
7. Food Service Authorization – This report is an approval form that shows the requisition detail associated a with food services requisition.
8. GL: Budget Change Batch Proof
9. GLBA: Restricted/ Grant Account Summary Inception to Date
10. GLBA: Restricted/ Grant Account Summary by Fiscal Year
11. List of Endowed Accounts
12. List of FITSA Accounts (AP/GL)
13. List of Restricted Accounts (AP/GL)
14. Payment Inquiry
15. Purchase Requisition Authorization - This report is an approval form that shows the requisition detail. It must be printed so that requisitions can be signed and sent to the Purchasing Department. It can also be used to reprint a copy of an updated requisition.
16. Rental Services Authorization – This report is an approval form that shows the requisition detail with associated rental services.
17. Requisitions Report (Purchasing)
18. Requisition/PO Status Report – Inquire on either a PR or a PO depending on the status – Allows "Drill Down" capability to virtually all Requisitions/Purchase Order information including payments made against a PO that has been issued and the status of receiving.
19. Stores Inventory Approval Form (Purchasing) - This report is an approval form that shows the order detail associated a with Stores Inventory order.
20. Stores Inventory Product Listing (Purchasing) – This report shows the products within the Stores Inventory internal warehouse.   The report includes product ID, description and price.
21. Transactions by Contract Number (Purchasing)
22. Transactions by Object Code - FIT