

## Purpose and Navigation

**Introduction** - Welcome to SAS Financials Management Reports -What does this mean?

We are introducing a Comprehensive Financial Reports (CFR) online financial reporting system.

*This replaces the KSU Connect Budget and Expense reports.*

All Deans, Department Chairs, Directors and Business Operations Managers have access to these reports; and you will be able to view your reports that belong to your area from this site at any time. You can view your department's aggregate totals at a comprehensive summary display as well as drill down to see the detail of the charges. These reports are updated/refreshed every evening on a 24-hour cycle.

If you do not see a department (on your summary) that you oversee, please notify your Business Operations Manager or the Office of Budget & Planning so this department can be added to your CFR summary. Also, if you see departments that do not belong to your area, please also send a notification so this can be corrected.

Please test your access and report any issues immediately. In addition, please navigate through the reports to become familiar with its contents and features.

If you have any questions, please notify your college's Business Operations Manager or the Office of Budget & Planning at [budget@kennesaw.edu](mailto:budget@kennesaw.edu) .

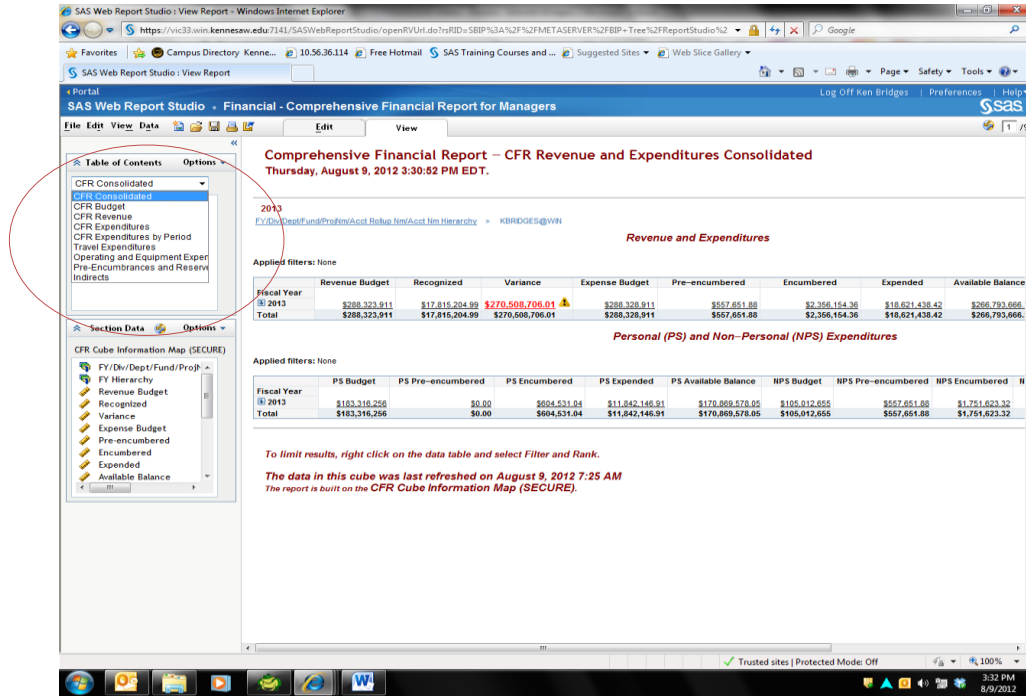
## How to get to my reports?

- Using Mozilla Firefox or Internet Explorer, point your browser to <http://vic.kennesaw.edu/EIMWebApps/vic/home/>
- A list of supported web browsers can be found under the banner "Supported Web Browsers and Plug-Ins"
- Click on the "Log On To Enterprise Reports Button"
- Log in with your NET ID log in and password  
(You will be asked to accept the terms, please check "yes" and then log in).
- Then, click on the "Financial" button on the left hand side of the screen
- You should see your appropriate folder. Then click on the report "Department Comprehensive Financial Report (CFR) Secure." If you are in an academic unit, click on "College Comprehensive Financial Report (CFR) Secure."

**How do I choose an individual report?**

This provides you with several report options on the left hand side via drop down menu under “Table of Contents.” All the reports tabulate according to KSU Fiscal Year (July through June).

**Example of Table of Contents:**



- CFR Consolidated Report – This report shows the budgets, personnel and non- personnel expenditures and remaining balances at the highest summary level with drill-down capability.
- CFR Budget Report – This report shows the original, current, % change, and an estimate next year base budget (taking into consideration any permanent amendments).
- CFR Revenue Report -This report shows the revenue budgeted, recognized and variance.
- CFR Expenditures Report – This report shows the non-personnel expenditures (travel, operating/supplies and equipment) encumbered, expensed and remaining.
- CFR Expenditures Report by Period Report – This report shows the non-personnel expenditures (travel, operating/supplies and equipment) encumbered, expensed and remaining by period (fiscal year runs July – June, July = period 1, June = period 12) .
- Travel Expenditures Report – This report shows the travel encumbrances and expenditures. In addition, on the same screen, there is a detailed listed of all travel encumbrances and expenditures by vendor.
- Operating & Equipment Expenditures Report – This report shows the encumbrances and expenditures (operating and equipment, no travel). In addition, on the same screen, there is a detail listing of all operating and equipment (no travel) encumbrances and expenditures by vendor.

October 12, 2012

- Pre-encumbrances and Reserves Report – This report shows amounts by vendor for fully approved e-Pro requisitions, for un-reconciled purchase card (P-card) charges, and declining balances for set-asides or reserves input and managed by academic business managers. When fully implemented late fall term, travel management system (TMS) request estimates will be included.
- Indirect(s) Report – This report, available only to academic business managers, if applicable to your department or unit, will show all the revenue (budget), expenditures and encumbrance activity on your indirect account (s).

**THESE REPORTS ARE SEPARATE LINKS ON THE PORTAL:**

- Vendor Payments Report – This report shows expenditures and encumbrance activity for non-personal account(s) by vendor. In addition, there is a report with detail showing journal, chart string, and check information.
- Agency Account Report – This report shows all the revenue (budget), expenditures and encumbrance activity on your agency account (s).
- Proposed Budget Schedules – These reports are limited to Deans, Chairs, and department managers and show proposed budget schedules G (department budget summary) and G-1 (detail of personal services) for each department unit.

**Contact and General Information**

**Can't log in or a new SAS user?**

You will need to fill out and submit a "user account form" to be given access to this information. Copy and paste the link below in your browser for the form (The user account form link can also be found highlighted in blue above the logon area).

<http://vic.kennesaw.edu/EIMWebApps/vic/common/documents/pdf/Financial%20Reporting%20Data%20Warehouse%20User%20Account%20Request%20Form.pdf>

**If you need help, who do you contact?**

Please contact your Business Operations Manager if you have questions regarding the content of your reports. If you do not have a Business Operations Manager, please contact the Office of Budget and Planning at [budget@kennesaw.edu](mailto:budget@kennesaw.edu) .

If you have any logon related issues, contact EIM (Enterprise Information Management) at x3609.

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**FYI –**

- **Travel totals-** Since this is an on-line process, any travel authority/expense is not immediately captured. However, all encumbrances and expenditures are typically processed by Business Services w/in 7-10 days. This will be resolved once the on-line travel system TMS is implemented (planned for roll out in FY 2013 mid-fiscal year).
- ***Just a reminder, these reports update/refresh every morning, except weekends, on a 24-hour cycle and are tabulated by KSU Fiscal Year (July –June).***
- Future enhancements or updates to the CFR would be handled on a regular release schedule and communicated as appropriate.