

Scheduling Departmental Cost Center Balance Reports



This Job Aid walks through the process of scheduling the CC Bal – Department Report or CC Bal – Department Report by Fund Category on My Dashboard to be delivered via e-mail.

	Good a	afternoon	, Rachel C	amerc	on!	
<	My Team	Procurement	My Enterprise	Tools	Others	
	APPS					
	My Dashbo	ard Setup Mainter	and Wo	rklist	+	

Step	Action		
1.	Navigate to My Dashboard via the GUS Cloud Home Page or Navigator Menu under 'Others'.		
	My Dashboard Or		
2.	Locate and expand the Cost Center Balances Dashboard Cost Center Balance Dashboard Cost Center Balance Cost Center Balance Cost Center Balance Cost Center Balance This report above cost center balances by fund. Entering both a Fund and Cost Center will display results for that specific fund-cost center combination. To see if a cost center balance Cost		
	Cost Center		

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Step	Action
3.	To view cost center balances choose the CC Bal – Department Report tab.
	Cost Center Balances Dashboard Cost Center Balances CC Bal by Account CC Bal by Dept CC/Acct CC Bal by Budget Category (ODE Report) CC Bal - Department Report CC Bal - Department Report by Fund Category GU CC - Budget vs Actuals
	A New Departmental Cost Center Balance Report
	Al cost centers have been assigned to a department in GUS Cloud. This report shows balances by cost center by fund for the department selected in the drop-down menu. If you believe a cost center is missing from your department or one has been assigned to your department by mistake, please e-mail gus/finance@pittstate.edu.
	* DepartmentSelect Value
	* Accounting PeriodSelect Value-
	Apply Reset -
	To view cost center balances by Fund Category (General Use, Special Use, Foundation) choose the CC Bal – Department Report by Fund Category tab.
	Cost Center Balances Dashboard Cost Center Balances CC Bal by Account CC Bal by Dept CC/Acct CC Bal by Budget Category (ODE Report) CC Bal - Department Report CC Bal - Department Report by Fund Category GU CC - Budget vs Actuals
	New Departmental Cost Center Balance Report by Fund Category Al cost centers have been assigned to a department in GUS Cloud. This report shows cost center balances by fund category (General Use, Special Use, and Foundation). If you believe a cost center is missing from your identifier to report shows cost center balances by fund category (General Use, Special Use, and Foundation). If you believe a cost center is missing from your identifier to report shows cost center balances by fund category (General Use, Special Use, and Foundation).
	* DepartmentSelect Value
	Apply Reset •
4.	Click the Actions button for the desired report.
	Cost Center Balances Dashboard Cost Center Balance CC Bal by Account CC Bal by Digit CC/Acct CC Bal by Budget Category (ODE Report) CC Bal - Department Report by Fund Category GU CC - Budget vs Actuals
	A We Departmental Cost Center Balance Report A cost centers have been assigned to a department of UUS Cloud. This report shows balances by cost center by fund for the department selected in the drog-down menu. If you believe a conterner is mainty inny our department or one has been assigned by your department selected as the drog-down menu.
	A * DepartmentSelect Value-
	* Accounting Period -Select Value- Apply Reset
	·
	Cost Center Balance - Denartment Report
5	Choose Schedule from the menu
5.	Choose Senearie nom die mona.
	A By O O
	Export
	Send
	R Schedule
	Jobs
	Job History



Step	Action				
6.	On the General tab, input the parameters Parent_Cost_Center_Description and Period . Note that the Parent_Cost_Center_Description is the department name.				
	Overview General Created by rcameron@pitIstate.edu Report Name /Custom/Financials/Cost Center Balances/Dashboard Reports/Department Level Reports/Departmental CC Bal by Cost Center.xdo Destination Notification General Output Schedule Notification Diagnostic Report /Custom/Financials/Cost Center Balan Q, rarameters Parent_Cost_Center_Description Controller's Office Fund Cost_Center				
	Period May-19				
7.	On the Output tab under the Output section, choose the desired output format (HTML, PDF, Excel)				
	Name Layout Format Locale Timezone Calendar Save output Output Cost Center Balance - Excel(*xisx) English (United States) (UTC-06:00) Chicago - Central Time (CT) Gregoria Image: Cost Center Balance - Excel(*xisx)				
	Also on the Output tab under the Destination section, click the Add Destination button.				
	Enter the desired e-mail address in the To field and an e-mail subject in the Subject field.				



Step	Action
8.	Click Submit to run the report. A submit box will pop up requiring a report job name. Enter a short name in the Report Job Name Field, and click OK.
	Submit
9.	OK Cancel
	Job "CC Balance May-19" successfully submitted
	ОК
10.	An e-mail with the report will be delivered to the e-mail address entered in step 7. This may take several minutes depending on the size of the report and the number of cost centers included. CC Balance for Department by Fund From: ebyf bi sender To: Rachel Cameron
	E Output LXISX (10.5 Kb) Download Bhelcase Remove



Step	Action
11.	Open the e-mail attachment in the format chosen in Step 7.
12.	You have reached the end of the Scheduling Departmental Cost Center Balance Reports job aid.