Self-Serve Finance

On **CUWeb**

To access Self-Serve Finance via **CUWeb**, visit cuweb.clarku.edu.

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What is CUWeb?

Like the products formerly known as Web for Students and Web for Faculty, it is a web self-service unit that links to Banner for Finance and Budget data. CUWeb Finance and Budgets will allow you to query your current budget information for real-time data at any point in time.

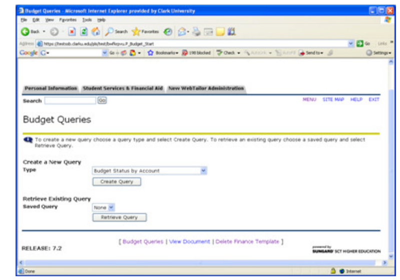
Getting Started

To log on to CUWeb, bookmark cuweb.clarku.edu as a favorite in your internet browser. You will log on using your Clark username and password. There is no need to remember your Banner username and password to use CUWeb.

When you first log on to CUWeb, you will see a menu with all the items that you have access to in CUWeb. By clicking on Finance and Budgets, you will enter the Self-Serve Finance area where you will be able to query your budget. Click Budget Queries to get started.

Budget Queries

There are three types of budget queries you can perform: Budget Status by Account, Budget Status by Organizational Hierarchy, and Budget Quick Query. The most common query used for operational budgets is Budget Status by Account. It provides the most detailed information for operational budgets, and allows you to drill down to get details. Budget Status by Organizational Hierarchy is an ideal query for high-level budget managers that have several orgs that report to them. It provides overview information to each org, with the ability to drill down to detail.



Budget Quick Query only provides summary data – there is no ability to compare against other fiscal years or drill down to detail.

Choose the query you would like to run, then click Create Query. The next screen displays different columns you can show in your report. At a minimum, you would want to see Accounted Budget, Year to Date and Available Balance. For a list of the various columns that you can display, see the table below. Once you have chosen the columns to display, click Continue. The "Save Query As" and Shared textbox features will be discussed later in this document.

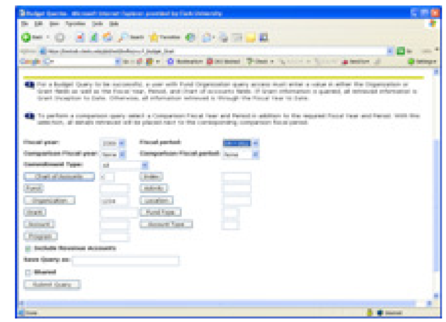
Query Columns

ADOPTED BUDGET The initial budget assigned to you for the fiscal year.	**YEAR TO DATE** Expenses for the current fiscal year.
BUDGET ADJUSTMENT Any line item changes to your adopted budget. This is not your new budget, but only the individual adjustments.	**ENCUMBERANCES** We do not use this feature at Clark.

ADJUSTED BUDGET This is the combination of your Adopted Budget and your Budget Adjustment.	**RESERVATIONS** Not used.
TEMPORARY BUDGET If you have a budget or budget item that is good for only one fiscal year, it will appear here.	**COMMITMENTS** Not used.
ACCOUNTED BUDGET This is the sum of all budget types above. This is probably the best budget column to include.	**AVAILABLE BALANCE** The remaining balance for your budget.

Choosing Your Query Information

This next screen allows you to enter the information about your budget. The current Fiscal Year and current Fiscal Period will default in. To change Fiscal Year or Fiscal Period, simply choose from the drop-down box. Fiscal Period is cumulative; however you can also choose the Accrual Period – 14 ALL to get all activity for that fiscal year. At this point, you can also choose to compare against other fiscal years and fiscal periods. If you choose a Comparison Fiscal Year, you MUST also choose a Comparison Fiscal Period. The Chart of Accounts will always be C and will default in automatically.



Entering Your Org or Grant

For operational budget users, you would need to enter your ORG here. Indexes alone will not work. For Grants, you would enter a GRANT number. If you do not know your ORG or GRANT number, you can click on the ORG or GRANT button to search. Remember that all searches are case sensitive. You may also use the % wildcard in your search for your ORG. In the Title Criteria box, a search might look like: %Philo%. When you Execute Query, all matches will be returned. Find your ORG and click on it. You can also use this screen to limit your query by FUND and/or ACCOUNT. If the Include Revenues box is unchecked, you will not see any of the 5000 level revenue accounts associated with your budget. If you would like to further refine your query to just general expenses, you can put 7A in the Account Type box. This will only return 7000 level expense accounts.

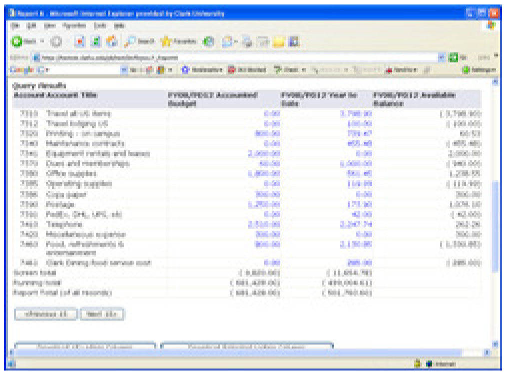
By placing a 7A in the Account Type box, you will see only General Expenses.

Organization Budget Status Report

Your Organization Budget Status Report will start with header information. If will tell you which fiscal year and fiscal period you have chosen to display. It will also show which ORG or GRANT number you have queried (should your office have multiple orgs or grants). Below that you will see your Query Results.

Query Results and Drilling Down for Detail

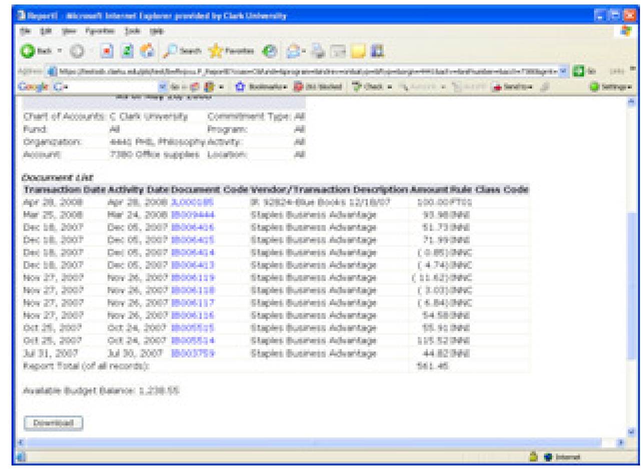
Query results will display individual accounts and the information you selected to see about them: budget, year to date activity, available balance. You will see many rows highlighted in blue. Any item highlighted in blue is a link that you can use to drill down for more detail. For example, to see more detailed information about the Year to Date activity for the Office Supplies account 7380, click in the column Year to Date for the 7380 account line. This will display all invoices or journal entries for that account.



This particular screen can only show 15 rows of accounts at a time, so to see more information, click the Next 15 button. The report will also provide three totals at the bottom of each screen. The screen total shows the sum of just the 15 or less rows currently displayed. The running total will sum all the pages you have already viewed (including the current screen). Report total will sum all screens, including those you have not yet viewed.

Summary Transaction Reports

The Summary Year to Date Transaction Report will provide you with all the transactions that have happened for the particular account that you queried up until the fiscal period you had chosen. Transactions will include both invoices and journal vouchers. The document codes highlighted in blue can be clicked on for more detail.

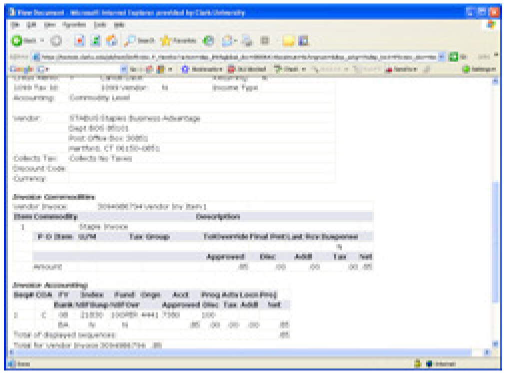


Viewing Documents

When you are in your Summary Transaction Screen and you click a blue highlighted document for more detail, what you see will depend on what type of document it is. Invoices will show check and vendor information. Journal Vouchers will show the accounting information behind the transactions.

Viewing an Invoice

Most often, you are likely to view invoice information. When you clicked on the document from the Summary Transaction page, you will be able to see some limited information about the invoice such as which org it was charged to, and if the check has already been cut, you will see the check number and date. To get even more information, click on the blue highlighted document code again. You will now see the vendor's address. If a PO was issued, you should also be able to find the PO number under the Commodity section. The check number and date will also appear again at the bottom.



Viewing a Journal Voucher

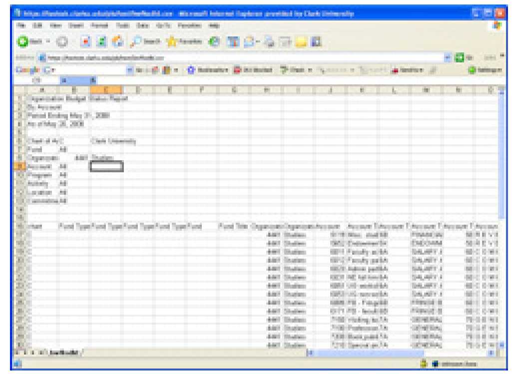
When you view a Journal Voucher, you will be able to see any transactions on the voucher that were applied to the orgs/grants to which you have permissions. There will also be a description about the document which you are viewing that should be able to help you find your transactions.

Downloading Into Excel

Each CUWeb report allows you to download the information into Excel. From the Organization Budget Status Report page, choose either Download All Ledger Columns or Download Selected Ledger Columns. Download all will return all columns from the first Budget Query page, including Adopted Budget, Adjusted Budget, Temporary Budget, etc. Since we do not currently use many of these features, this is not a recommended choice. Download selected just pulls the query columns you had chosen.

Saving in Excel

When you click the Download Selected Columns button, you will be prompted to Open or Save the file. For best results, it is recommended that you click Open. When you do so, your information will appear in an Excel spreadsheet viewed through your internet Browser.



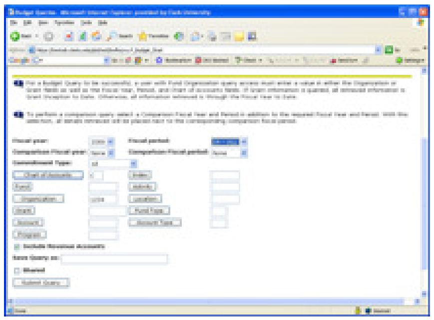
The first thing you should do at this point is SAVE his as an Excel workbook. Go to File and choose Save As. In the Save As Type box at the bottom, choose Microsoft Excel Workbook. Give your file a name and choose a Save In location such as My Documents or a folder system. Once you save your file, you should make sure to hit the BACK button. Clicking the red x will close both your excel file and CUWeb!

Always hit the Back button when you open an Excel spreadsheet in CUWEB

Templates

If you run the same report all the time or have responsibility for multiple fund/org combinations, the template utility will help you retrieve up to the minute information each time with just a few clicks. There are two types of templates: Personal and Shared. Personal templates will be attached to your username, so no one else will see them when they log on to CUWeb. Shared templates are stored and are available for anyone who has access to that particular org or grant. Shared queries sit in a central location, so all of the campus will be able to see your shared query names.

Creating



There are many screens in CUWeb that allow you to create templates. The best place, however, to do this is from the Query screen where your org or grant number is entered. Once you have entered the information you would like to see on your query, create a name for your template and type it in the Save Query As box. If you want to share your query, check the Shared checkbox. If you choose to share your template, remember that it will be saved in a central location. When retrieving shared templates, everyone's shared queries will reside in the same list so you want to create a unique naming convention for your queries. No one will be able to view your queries unless they have access to your org or grant. Fiscal year and fiscal period, however, will not be saved. These two items will always default into the current year/period.

Shared templates can be seen by everyone – remember to create a unique name for your queries.

Retrieving

To retrieve a template, go to the main Budget Queries page. From the Retrieve Existing Query drop box, choose the query

you want to see. All shared queries will appear. Your personal queries will also appear and have personal in parenthesis.

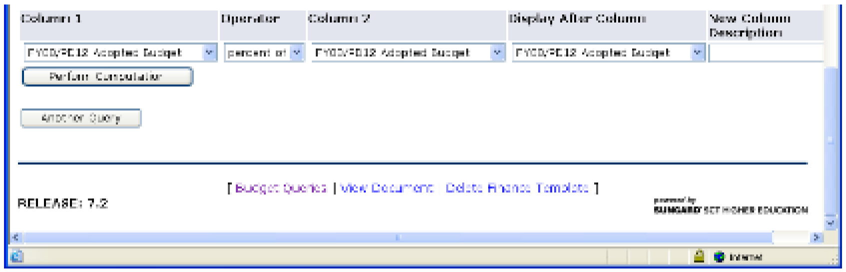
Deleting

You can delete your personal queries by using the Delete Finance Template link from the bottom of any page. Search by your username or the name of the particular query.

Shared queries can only be deleted by Business and Financial Services. If you created a shared query and need it deleted, please contact someone in Business and Financial Services directly.

Other Information

At the bottom of each page, you will find Another Query button. This allows you to start another query from scratch. Each time you do a query, CUWeb saves your information such as ORG or GRANT from the last query. It will not save the Fiscal Year or Fiscal Period from your last query – it ALWAYS defaults to the current year and period. You can also choose Budget Queries from the bottom links to start a new query.



- If you have questions about an invoice, please contact Accounts Payable
- If you have questions about Grants, please contact Grant Accounting
- If you have general accounting questions, please contact Business and Financial Services

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