

ACCOUNT TRANSACTION REPORT BY BUDGET AUTHORITY

I. Background:

There is an ability in RogueNet to produce a report by budget authority by selecting the appropriate criteria on the Account Transaction(s) report. The Account Transaction(s) is available in the RogueNet module for Authorization (depending on user level) or in Reimbursement and Purchasing System (RAPS). Using the budget authority codes allows each dean, some directors and the VP's to pull the report showing the accounts "assigned" to them in RogueNet at once instead of by individual department.

The Budget Authority code is one level meaning it cannot be set it up by Dean and Division. However, by utilizing the ability to select the criteria by range, one can essentially accomplish the ability to pull the same report by division.

There are a variety of ways to run and refine the report. For more specific assistance on this please reach out to Natalie Herklotz.

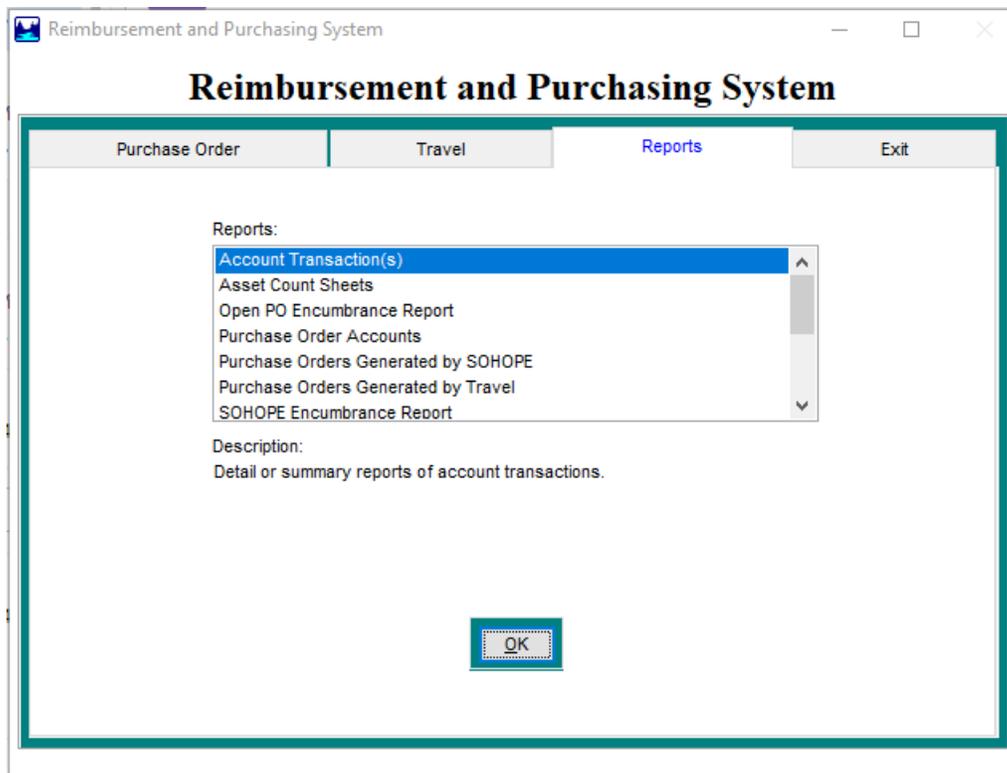
II. Active budget authority codes for FY 22/23:

Code	Description
10	DISTRICT
20	STUDENT LEARNING & SUCCESS
21	HEALTH & PUBLIC SERVICE
22	CURRICULUM & ACADEMIC SUPPORT
23	GENERAL EDUCATION & TRANSFER
24	SCIENCE & APPLIED TECHNOLOGY
25	ENROLLMENT MANAGEMENT
26	STUDENT SUCCESS, COMPLIANCE, TIX
30	GOVERNANCE
31	PEOPLE, CULTURE, SAFETY
40	OPERATIONS & FINANCE
41	FACILITIES MGMT, PLAN, CONSTR

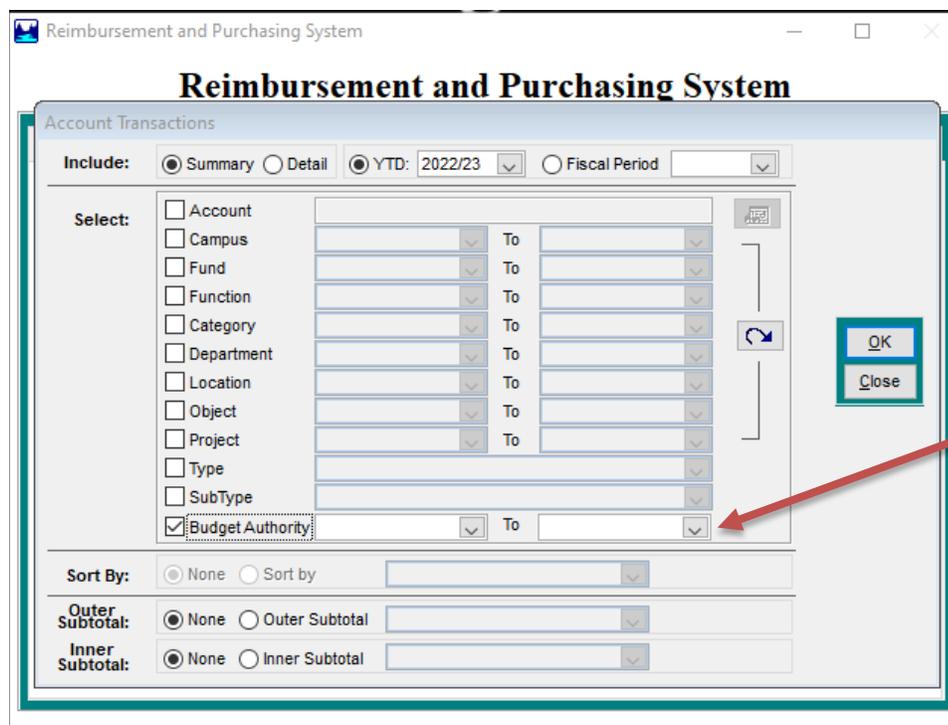
III. Running a report:

1. Open either module in RogueNet – Authorization *or* Reimbursement and Purchasing System (RAPS)
2. Go to the "Reports" tab
3. Select "Account Transaction(s)"

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4. Select the criteria as needed, remembering the more items identified, the narrower the focus of the report outcome. The report can be run by selecting just the Budget Authority code desired. If you only need one code, identify this in the left-hand cell of the Budget Authority criteria range. If you want to select more than one code, and they are numerically sequential, enter the beginning code in the left-hand cell of the Budget Authority criteria range and the ending code in the right-hand or "To" cell of the Budget Authority criteria range.



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5. Unless you are going to export the report to an Excel file, you will want to select outer and inner subtotal criteria. The two main recommendations are:
- a. Outer subtotal by fund; Inner subtotal by department:

Reimbursement and Purchasing System

Reimbursement and Purchasing System

Account Transactions

Include: Summary Detail YTD: 2022/23 Fiscal Period

Select:

<input type="checkbox"/> Account		To	
<input type="checkbox"/> Campus		To	
<input type="checkbox"/> Fund		To	
<input type="checkbox"/> Function		To	
<input type="checkbox"/> Category		To	
<input type="checkbox"/> Department		To	
<input type="checkbox"/> Location		To	
<input type="checkbox"/> Object		To	
<input type="checkbox"/> Project		To	
<input type="checkbox"/> Type		To	
<input type="checkbox"/> SubType		To	
<input checked="" type="checkbox"/> Budget Authority	31	To	

Sort By: None Sort by

Outer Subtotal: None Outer Subtotal Fund

Inner Subtotal: None Inner Subtotal Department

OK
Close

- b. Outer subtotal by department, Inner subtotal by project (this one is useful with non-General Fund accounts):

Reimbursement and Purchasing System

Reimbursement and Purchasing System

Account Transactions

Include: Summary Detail YTD: 2022/23 Fiscal Period

Select:

<input type="checkbox"/> Account		To	
<input type="checkbox"/> Campus		To	
<input type="checkbox"/> Fund		To	
<input type="checkbox"/> Function		To	
<input type="checkbox"/> Category		To	
<input type="checkbox"/> Department		To	
<input type="checkbox"/> Location		To	
<input type="checkbox"/> Object		To	
<input type="checkbox"/> Project		To	
<input type="checkbox"/> Type		To	
<input type="checkbox"/> SubType		To	
<input checked="" type="checkbox"/> Budget Authority	31	To	

Sort By: None Sort by

Outer Subtotal: None Outer Subtotal Department

Inner Subtotal: None Inner Subtotal Project

OK
Close

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- Once you have selected the criteria for the report, click "OK". You will see a messaging that the report is loading data and reflect a completion percentage as it works. Once it is done you will have the option to print to screen, print (PDF can be selected here) or export to Excel. If you select Excel, it will require you to select where to save the file and enter a file name. You can then click "Do Report" to create the export.

