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 <u>and</u> 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.

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

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

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)"

Reimbursement and Purchasing S Reimbur	ystem esement and Pu	rchasing Syst	em
Purchase Order	Travel	Reports	Exit
Reports: Account Trans Asset Count S Open PO Encu Purchase Ord Purchase Ord SOHOPE Encu Description: Detail or summa	action(s) heets mbrance Report er Accounts ers Generated by SOHOPE ers Generated by Travel mbrance Report ary reports of account transact	tions.	* *

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. 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.

ccount Trar	nsactions					
Include:	Summary O Detail	() YTD: 2022/23	V Fiscal Period			
Select:	Account			屈]	
	Campus	~	То	~ ¬		
	Fund	\sim	То	~		
	Function	~	То	~		
	Category	~	То	<u> </u>	ок	11
	Department	~	То			- 11
	Location	~	То	\sim	<u>C</u> lose	
	Object	~	То	\sim		
	Project	\sim	To			
	Type			\sim		
	SubType		T-			
	Budget Authority	\sim	10	~ -		
Sort By:	None Sort by		\sim			
Outer Subtotal:	None Outer Sub	ototal	~			
Inner	None Olaner Sub	total				

- 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:

Account Trar	nsactions	
Include:	Summary O Detail YTD: 2022/23 S Fiscal Period	
Select:	Account Image: Campus Image: Campus Image: Campus Fund Image: Campus Image: Campus Image: Campus	
	Category To Catego	<u>O</u> K Close
	Object To Project To	2.00
	□ SubType □ SubType □ Budget Authority 31	
Sort By:	None O Sort by	
Outer Subtotal:	O None Outer Subtotal Fund	
	○ None Inner Subtotal Department	

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

ccount Trar	nsactions	
Include:	Summary O Detail YTD: 2022/23 Fiscal Period	
Select:	Account Campus Fund Fund Function Category To Category To Department Location Object Object To Project To SubType Budget Authority 31	K
Sort By:	None O Sort by	
Outer Subtotal:	O None O Outer Subtotal Department	
Inner	None Inner Subtotal Project	

6. 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.

Account Trar	isactions	
Include:	Summary O Detail YTD: 2022/23 Fiscal Period	
Select:	Account Report Output Output to: Printer Excel worksheet File Name: Automatically open spreadsheet Do Report Cancel	<u>O</u> K <u>C</u> lose
Sort By:	None O Sort by	
Outer Subtotal:	O None O Outer Subtotal Department	
Inner	None linner Subtotal Project	