Kuali Financials

Guide to eThority Monthly Reports

Page 1 of 13
Table of Contents

Monthly Reports in eThority .......................................................................................................................... 3
Access to Monthly Reports .......................................................................................................................... 3
Exporting Data from eThority to PDF or Excel ......................................................................................... 7
Accessing Reports for the Current month ................................................................................................... 9
Filtering in eThority .................................................................................................................................. 10
  Filtering by Account ................................................................................................................................. 10
  Filtering by Fiscal Officer ........................................................................................................................ 12
Monthly Reports in eThority

Financial reports showing Account Status and Transactions are available directly from eThority.

If you have access to eThority you can run these reports on your own using the instructions below.

If you do not have access to eThority, or need help retrieving the reports, please contact Campus Support at finance-support@stevens.edu or call 201-216-8000. We can walk you through the steps or arrange to have the reports mailed to you in paper copy.

Access to Monthly Reports

1. Open Kuali Financials (stevens.kuali.co/fin), and from the menu on the left, select the group

2. Click the link

3. Next, in the new window you will be presented with the eThority main page, (in the sample screen below, folders have been closed).
4. Clicking on the plus sign next to Financial Reports opens the menu of reports available.

5. Opening Folder **04-Monthly Reports** returns the options, by fiscal year.
6. Choose the applicable folder to view the reports contained within, then double click the report you wish to open. The system will return only the accounts for which you have permission to view the financial results.

   a. To view your current Account Status report expand the “FY’16 Account Status Reports by Fiscal Officer” link and double click the appropriate report. (Reports are listed by month)

   b. To view your current “FY’16 Monthly Actuals expand the “FY’16 Monthly actual Transaction Listing” link and double click the appropriate report. (Reports are listed by month)

   Note: The sum of transactions on the “Monthly Actual Transaction Listing” will equal to those on the “Account Status Report” for the closed month. See the examples below:
Most users will want to filter by specific accounts or by certain Fiscal Officers. Users with broader access (college/school budget/financial managers or central University staff) will need to filter the report by “Fiscal Officer” or “Account Number” or another field as desired. (Details for filtering in eThority begin on page 10.)
Exporting Data from eThority to PDF or Excel

Another option to filtering in eThority would be to Export the data to pdf report or a Simple (XLS) Excel spreadsheet.

Once you have the data in Excel you can filter, format, manipulate, pivot, etc. as you deem necessary.

1. From the FILE menu choose Export, as shown below.

   ![Export menu in eThority]

2. Pick the Format of your file from the dropdown menu at the top of the Export DataBook.
3. Choose the Format: pdf or Excel, and the Range to Export in the various sections of this dialog box.

Choose the format into which you would like to have the data exported.
- Simple (XLS), Microsoft Excel 2003 brings an Excel spreadsheet with only data, no totals or subtotals, data limited to 1 million lines
- CSV brings the data with no subtotals or totals, but is a good option if you are exporting in excess of 1 million lines of data

This area shows what will be exported. It defaults to the entire DataBook, but you can choose the Fiscal Officer, Account, etc.

4. Consider the Page Break and Footer options, and click the check boxes as appropriate.
Accessing Reports for the Current month

To view your current month’s financial reports follow the directions below.

To view your Current Account Status Report (data as of the close of previous business day):

1. In the DataBooks window expand the “Financial Reports” link (this is done by clicking the “+” sign to the left of the link.)
2. Expand the very first section titled “01 – Financials.”
4. Follow directions in previous section on exporting.
Filtering in eThority
Filtering by Account

In our example, the first report SIT – Account Status Report by Fiscal Officer, as of 1/31/2016 is being discussed.

1. Shown below is the Data Group and Filter that is applied by default.

2. To filter by a specific account number, click, drag and drop the field heading Acct # - Name into the Filter area. (The field heading is circled in red, the dotted line denotes the drag and drop.)
3. The following Filter Builder screen will present. Here, indicate the specific account number(s) for which you wish to run reports.

4. Click OK.

5. To apply the filter, Click on the button in the upper right, as prompted.

6. If you wish to print the report, got to the FILE menu in the upper right corner and select Print.

7. If you wish to export it as a PDF see the section Exporting Data from eThority to PDF or Excel.
Filtering by Fiscal Officer

In our example, the first report **SIT – Account Status Report by Fiscal Officer, as of 1/31/16** is being discussed.

1. Shown below is the Data Group and Filter that is applied by default.

2. To filter by a specific Fiscal Officer, **click, drag and drop** the field heading **Fiscal Officer** into the Filter area. *(The field heading is circled in red, the dotted line denotes the drag and drop.)*
3. The following Filter Builder screen will present. Here indicate the specific fiscal officer(s) for which you wish to run reports.

4. Click OK.

5. To apply the filter, Click on the button in the upper right, as prompted.

6. If you wish to print the report, got to the FILE menu in the upper right corner and select Print.

7. If you wish to export it as a PDF refer to the section on Exporting Data from eThority to PDF or Excel.