Standard Reports in eThority

Various financial reports are available to you 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 kualisupport@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.

This guide provides information for retrieving and working with the various standard financial reports. Please note there are several sections to this guide. They include:

Monthly Reports … previous months that are closed … information starting on page 1
The standard monthly reports include Account Status and Transactions. This section takes a user step by step through the process of accessing these two standard monthly reports for the previous months of this fiscal year and past fiscal years.

Current Month’s Reports … activity month-to-date through the last nightly update … starting on page 5
This section takes the user step by step through the process of accessing the month-to-date information which is as current as the last nightly update. Please note payroll information is posted (expenses applied and encumbrances liquidated) each time a payroll is run. The actual monthly salaries post once each month, and the bi-weekly salaries 2 or three times depending on the number of paychecks in a given month.

Exporting Data … starting on page 3
This section shows the user how to export data from eThority to one of several formats for further data manipulation, formatting and reporting.

Filtering Data … starting on page 4
This section details for the user filtering the data by account, fiscal office or other filed of the report.

Monthly reports available in eThority

1. Open KFS (kfs.stevens.edu), and from the Departmental Tab, under the Reports section choose eThority (bottom right of screen).
2. If you have not already signed in, you will need to use your myStevens sign in credentials. Next, in the new window you will be presented with the eThority main page, (in the sample screen below, folders have been closed).

3. In the sub-window labeled DataBooks, you will expand the *Financial Reports* folder (click the “+” sign to the left of the folder names to expand them) then expand the folder *04-Monthly Reports*. When that folder is expanded you will see folders for the past and current fiscal years:
4. Choose the applicable folder to view the reports contained within, then double click the report you wish to open.
   a. To view your current Account Status report expand the “FY’14 Account Status Reports by Fiscal Officer” link and double click the appropriate report. (Reports are listed by month)
   b. To view your current “FY’14 Monthly Actuals expand the “FY’14 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:

5. 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 6.)
Exporting Data from eThority

Another option to filtering in eThority would be to Export the data to a Simple (XLS) Excel spreadsheet. And work with the data there.

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

To export data:

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

b. Pick the Format of your file from the dropdown menu at the top of the Export DataBook.

c. Choose the Range to Export by clicking on the title you desire from the section at the bottom of the Export DataBook.

d. Consider the Page Break and Footer options, and click the check boxes as appropriate.

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 64,000 lines
-CSV brings the data with no subtotals or totals, but is a good option if you are exporting in excess of 64,000 lines

This area shows what will be exported. It defaults to the entire DataBook, but you can choose the Fiscal Officer, Account, etc.
Current monthly reports are also available in eThority

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

1. To view your Current Account Status Report (data as of the close of previous business day):
   a. In the DataBooks window expand the “Financial Reports” link (this is done by clicking the “+” sign to the left of the link.)
   b. Expand the very first section titled “01 – Financials.”
   c. Now double click the report titled: “SIT – Acct Status Report by Fiscal Officer, and Object Code”
   d. Follow directions in previous section on exporting.
Filtering Data in eThority

Filtering by Account

In our example, the first report **SIT – Account Status Report by Fiscal Officer, as of 7/31/12** is being discussed.

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

![Data Group and Filter](image1)

b. 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.)*

![Filtering by Account in eThority](image2)

c. The following Filter Builder screen will present. Here, indicate the specific account number(s) for which you wish to run reports.

![Filter Builder](image3)

d. Click OK.
e. An alternative way to set the filter (instead of steps b, c, d above) for a specific account number is to the drag the row name from the far left of the eThority report screen into the Filter area. This would be the row that begins the data for that specific **Acct# - Name**: not a “Total for...” row.

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

g. If you wish to print the report, got to the **FILE** menu in the upper right corner and select **Print**. If you wish to export it as a PDF see the step #6 on page 3.

Filtering by Fiscal Officer

In our example, the first report **SIT – Account Status Report by Fiscal Officer, as of 7/31/12** is being discussed.

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

b. 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.)
c. The following Filter Builder screen will present. Here indicate the specific fiscal officer(s) for which you wish to run reports.

![Filter Builder Screen](image)

- All Fiscal Officers in your access will be listed. Select them individually by clicking on the box to the left of their name or use the Select ALL button.


d. Click OK.

e. An alternative way to set the filter (instead of steps b, c, d above) for a specific fiscal officer is to drag the row name from the far left of the eThority screen into the Filter area. This would be the row that begins the data for that specific Fiscal Officer: not a “Total for Fiscal Officer...” row.

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

g. If you wish to print the report, got to the FILE menu in the upper right corner and select Print. If you wish to export it as a PDF see the step #6 on page 3.