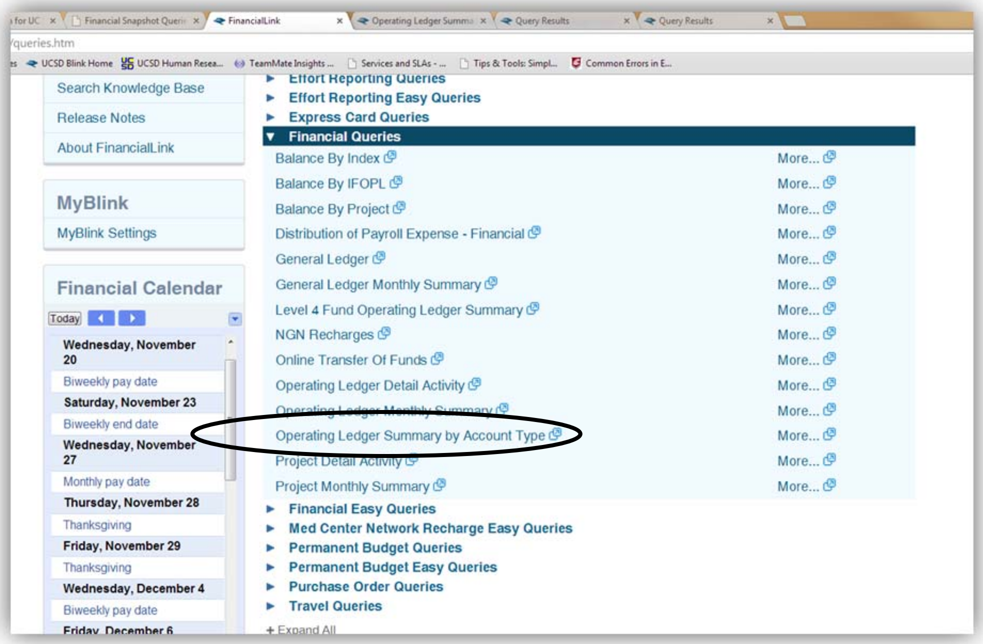
Purpose: to develop updated instructions as to how to run a department financial snapshot.

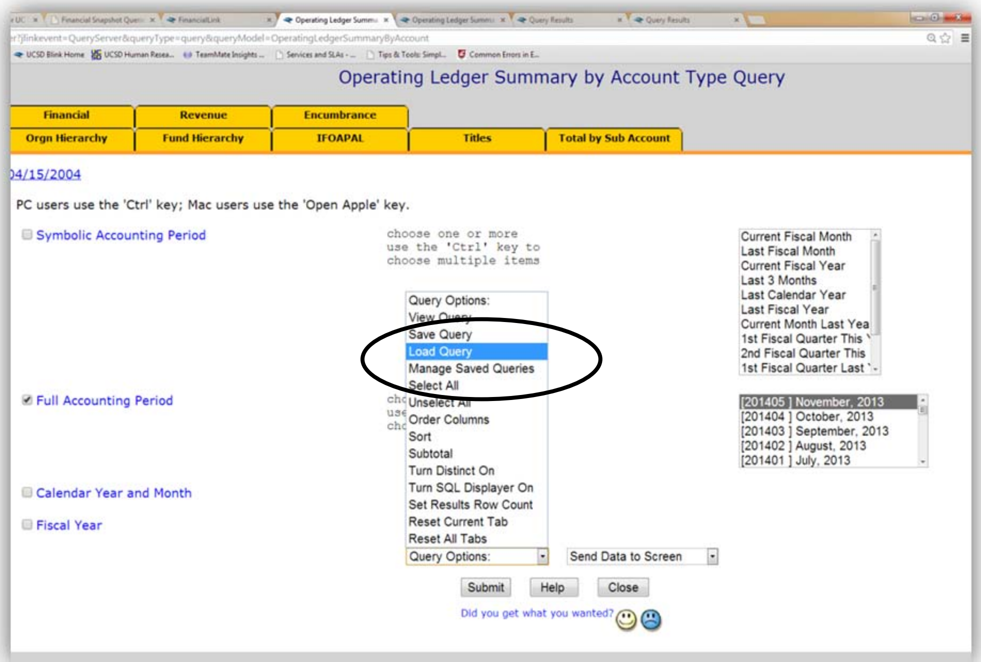
Source/Summary: N/A – Developed in house. Created 12/20/2013

Financial Snapshot Instructions

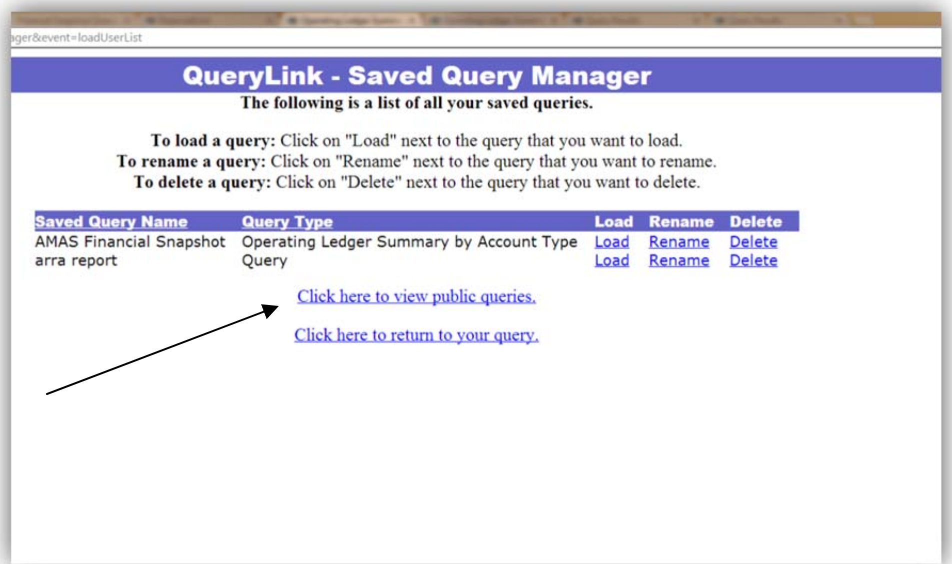
1. Open FinancialLink, Queries, Operating Ledger Summary by Account Type (under Financial Queries)



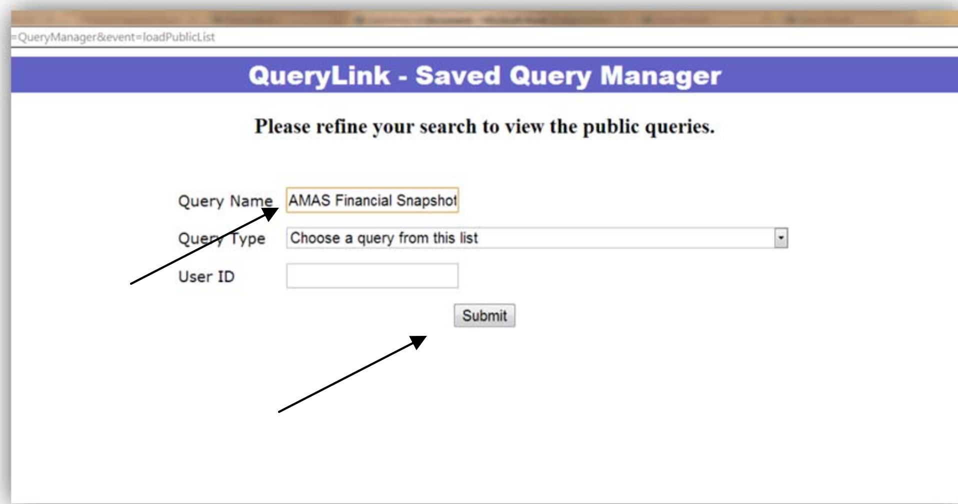
2. Within the query window, select Load Query from the Query Options dropdown box



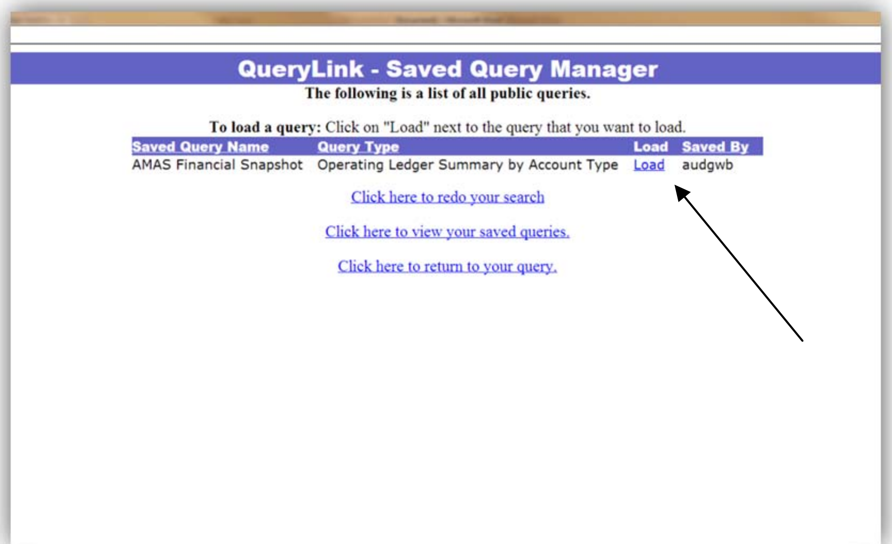
3. On the Saved Query Manager Screen, click to view the public queries.



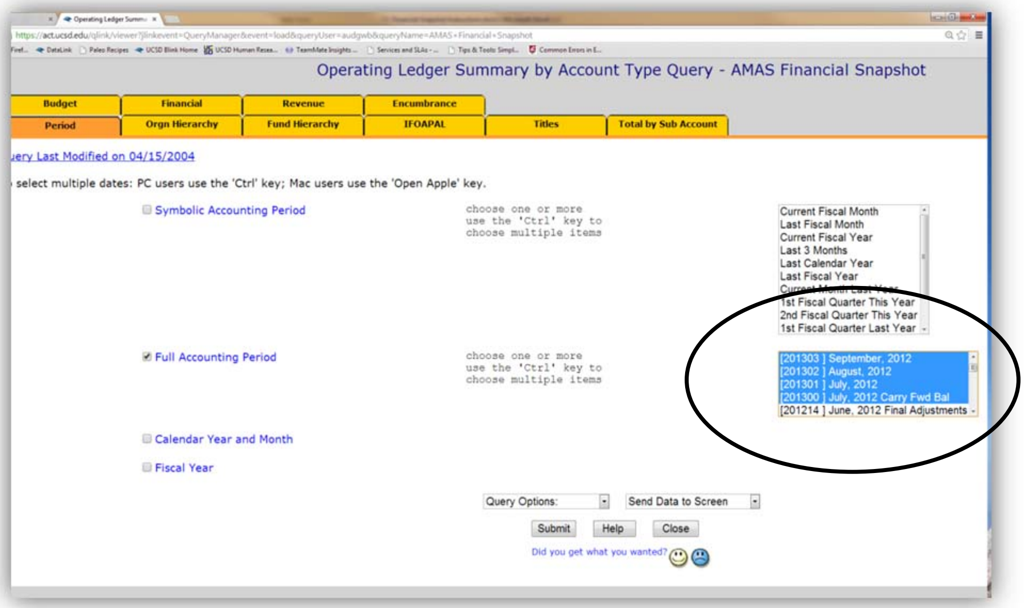
4. In the Query Name field type in “AMAS Financial Snapshot”, and click submit.



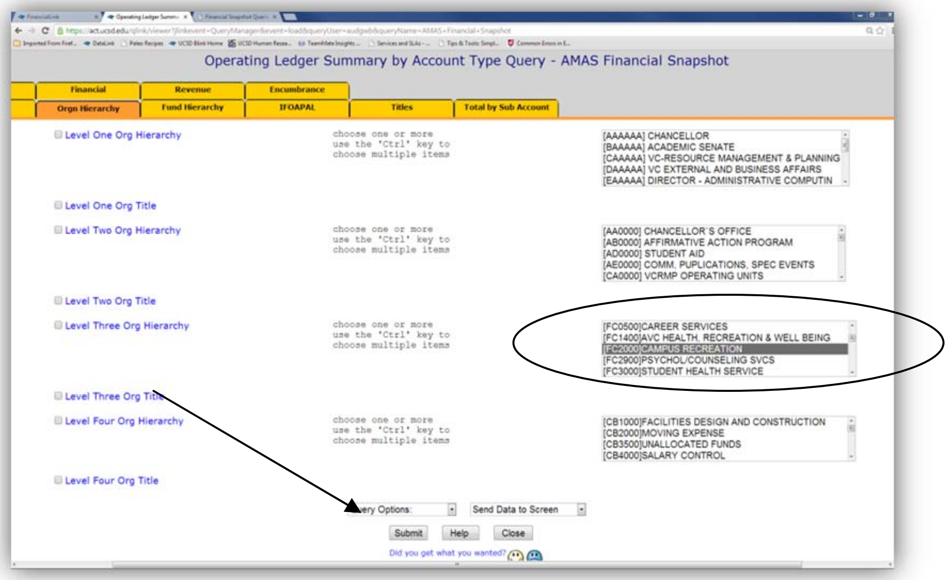
5. Select Load



6. In the Period tab of the query window, select the appropriate accounting period under Full Accounting Period. To get the snapshot on one full fiscal year, select the entire fiscal year (including July carry forward balances and June final adjustments).



7. In the Orgn Hierarchy tab, select the appropriate organizational hierarchy for the area under review. In the below example, we selected Campus Recreation, which has a level three org hierarchy of FC2000. Select Submit to send the data to the screen.



8. The following is an example of a simple financial snapshot. By default, the snapshot provides summary information on actual financial transactions for the period selected (excludes budget and encumbrance transactions).

UCSD

Operating Ledger Summary by Account Type Query - AMAS Financial Snapshot

Query Generated: Wed Nov 13, 2013 at 09:34:06
Prepared by: audgwb

Max Rows set at 250000; Full Accounting Period in list [201314] June, 2013 Final Adjustments, [201312] June, 2013, [201311] May, 2013, [201310] April, 2013, [201309] March, 2013, [201308] February, 2013, [201307] January, 2013, [201306] December, 2012, [201305] November, 2012, [201304] October, 2012, [201303] September, 2012, [201302] August, 2012, [201301] July, 2012, [201300] July, 2012 Carry Fwd Bal; Level Three Org Hierarchy in list [FC2000]CAMPUS RECREATION

+ Fund Assignment	Total Financial Expenditures	Academic Salaries Financial	Staff Salaries Financial	GA Salaries Finl	Benefits Financial	Supplies and Expenses Finl
Student Fees	3,025,227.36	0.00	1,005,510.24	741,666.06	571,683.10	533,708.48
Self-Supporting Activities	3,022,624.57	0.00	579,109.96	1,142,558.81	391,804.74	823,983.68
Federal Funds	60,964.32	0.00	0.00	60,964.32	0.00	0.00
Private Gifts	52,086.20	0.00	0.00	0.00	0.00	5,086.20
	6,160,902.45	0.00	1,584,620.20	1,945,189.19	963,487.84	1,362,778.36

All 1078 rows used in this subtotal

Click here to return to your query.