

Keene State College—Recommended Corporate WebIntelligence Reports  
For End Users

Categories	
0000	Balance Sheet
1000	P & L / Fund Balance
2000	Transaction Detail
3000	Revenue
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9000	Miscellaneous (Descriptive Information can be found in Misc)
	UNH Custom Reports

Report #	Report Title	Information Displayed	Parameters to Enter (In addition to FY, Fiscal Period)	Sort Order
1020 – P&L.FUND	Profit & Loss by Fund	This report provides revenue and expense activity by Account Code for selected Funds. A net amount (revenue - expense) is also calculated. Subtotals are provided by Account Code level 1 and Account Code level 2. Total amounts for revenue and expense are also provided.	Enter one or more Fund code	Primary Sort is by Fund Code; Secondary Sort is by Account Code
1050 – FUNDBAL.FUND	Fund Balance Report by Fund	Beginning Fund Balance, Revenue, Expense, Ending Fund Balance, Encumbrance Total, Unappropriated Fund Balance – one row per fund	Enter one or more Fund and Org codes	By Fund Code
2060 – TRANSDET.R EVEXP	Detail Transaction Report	This report displays detail transactions for a given Fund, Org, Fiscal Year and Fiscal Period for Revenue and Expenditure Activity.	Enter the Fund and Org	Primary Sort is by Account Code, Secondary Sort by Transaction Date
4060 – EXPSUM.ORG .LVL4	Budget and Expenditure Summary Org Level 4/Fund Org Summary	Budget, MTD Expenses, YTD Expenses, Open Commitments, & BBA, and YTD and Final Expenses for Prior Two Years	Enter the Org Level 4 code	Primary Sort is by Fund Code; Within Each Fund, Results for Each Org that Used that Fund is Shown in Org Code Order
6020 – OPNCOMMIT.FO	Open Commitments by Fund Org	Open Requisitions, Purchase Orders, and General Encumbrances through a specific Fiscal Year and Fiscal Period for each Fund/Org combination.	Fiscal Year, Fiscal Period, Fund(s) and Org(s)	
6080 – PCARD	Purchasing Card Activity Report	Purchasing card activity between two selected invoice dates.	Cardholder's full name, starting invoice date and ending invoice date.	Primary Sort is by Invoice date