MicroStrategy Finance Reporting
Monthly Reports and Reconciliations

Presented by the Controller’s Office
January 2017
About MicroStrategy

• MicroStrategy is a business intelligence tool which allows you to view and analyze volumes of complex data from multiple perspectives

• The university’s solution for data analysis and reporting, replacing Web Reports which will become obsolete

• Provides greater flexibility than existing reporting tools, improved analytic capabilities, and a better user interface

• Your data is available anywhere you have access to the web!

• Reports can be shared with other users without compromising data security

• Various reports can be combined into one dashboard or multiple documents so all data is synchronized and readily available
Data Security and User Permissions

• MicroStrategy pulls data directly from the Banner finance data warehouse
• The reports you run in MicroStrategy reflect Banner transactions as of the previous day
• Report results are automatically synced with your data access that is defined in Banner
• Log in using CAS authentication
• Your MicroStrategy options and functionality are determined by the role you are assigned
Finance Reporting Roles and Permissions

• Finance Reporting Consumer
  • Automatically granted to VT employees who have Banner Finance access or are defined as financial manager (FTMFUND) or principal investigator (FRAGRNT)
  • Runs canned reports only from the Finance Reporting Menu
  • Can schedule reports for automatic delivery at designated times

• Finance Reporting Analyst
  • All the same permissions as the Finance Reporting Consumer
  • Can also create ad hoc reports and save to a personal or shared folder
  • The Analyst role is granted by request only using the authorization form on the Controller's Office webpage
Login

- URL: https://webapps.es.vt.edu/microstrategy
- CAS login and password
- 2-Factor Authentication
Welcome Penny L Falck. (If you are not Penny L Falck, click here.)

Production
This is the production instance of Microstrategy. Please utilize our confluence page for training, information, and updates https://webapps.es.vt.edu/confluence/display/IWA/MicroStrategy
Server name: BI-PROD-1.DB.VT.EDU

Click the Production folder to open

Projects Page TIPS
- Displays folders for each project on the MicroStrategy server
- Always use a single-click to open folders in MicroStrategy
- You can access the Projects Page by clicking at the bottom of the “ir” in Virginia on the toolbar
Project Home Page TIPS

- **Shared Reports** – contains public reports anyone can access
  - *Note*: we recommend you always run these reports
- **My Reports** – contains reports only you can access
  - *Note*: if you save copies of shared reports, you will not see any future enhancements to the report
- **History List** – stores links to report results you have saved or received as a distribution
- **My Subscriptions** – contains links to subscriptions you have created to run reports automatically

You can access the Project Home Page by clicking the Home icon on the toolbar.
Click the FINANCE folder to open

Shared Reports folder TIPS
- Displays folders for all VT applications you are authorized to access
- Note: your user role should be the same for each application
- You can also access the Shared Reports folder using the link on the left navigation panel
Finance Reporting

Owner: Administrator
Modified: 6/3/16 2:18:23 PM
All Finance Reporting Related Objects and Reports are here.

Click the Finance Reporting folder to open

FINANCE folder TIPS
• Provides links to public objects in an Finance applications you are authorized to access
Finance Reporting Analyst
Owner: Administrator
Modified: 10/10/17 3:42:30 PM
This is a working folder for Analysts in the Finance Reporting to share reports with other Finance Reporting analysts. Finance Reporting Analysts have update access. Finance Reporting Stewards have read access.

Finance Reporting Steward
Owner: Administrator
Modified: 3/29/17 4:24:11 PM
Finance Reporting Report Stewards have update in this folder. Finance Reporting Report Analysts have read access.

Finance Reporting Datasets
Owner: Administrator
Modified: 8/9/16 6:12:35 PM
These are the datasets that are used by the documents in Finance Reporting. These are only visible to analyst and steward level users. Enterprise Systems manages the content of this folder.

Finance Reporting Menu
Owner: Administrator
Modified: 10/27/17 10:12:21 AM
This document provides hyperlinks to the approved enterprise-wide finance reports.

Click the Finance Reporting Menu to open

Finance Reporting folder TIPS
• Consumers will see only the Finance Reporting Menu
• Analysts have links to other shared objects
## Finance Reporting Menu

### Reconciliation
- Fund by Account
- Snapshot by Organization
- Transaction Detail

### Encumbrances
- Encumbrance Summary
- Encumbrance Aging
- HokieMart Encumbrances Detail

### Other Grant Reports
- Department Overhead Earnings
- Department Projections Reports
- OSP Fund Listing by Fund End Date
- Snapshot by Grant

### General Ledger
- Local Cash Balance
- General Ledger Reports

### Destination Area
- Destination Area Fund by Account
- Snapshot by Destination Area
- Destination Area Transaction Detail

### Other Financial Reports
- Account by Fund
- Activity Class by Activity Code
- Activity Code Summary Reports
- Activity Code Transaction Detail
- Expenditure Summary for Specified Periods
- Operating Statement by Account
- Snapshot by Financial Manager
- Snapshot by Fund

### Supporting Detail
- PO Invoice Exception
- Posted Transactions by Document ID

### Listings
- Activity Code Listing by Organization
- Approver Listing by Organization
- Department Head Listing
- Fund Code Listing

### Available thru Banner Job submission
- Department Invoice (fzrdinv)
- Department Invoice with PO Detail (fzrpolhs)
- PO Document History (fzropf)
- Potential OSP Payroll Funding Problems (fzrdpol)
- Revenue Variances (fzrsvrd)

---

**Finance Reporting folder TIPS**
- Consumers will see only the Finance Reporting Menu
- Analysts have links to other shared objects
The Virginia Tech Controller's Office provides fiscal services to the university and serves as an interface with external agencies for fiscal matters. See More About Us...

News

- Destination Areas-Banner Funds
- FY16 Financial Report now available
- More web reports now available in MicroStrategy (11/4/16)
- FY17 Year-End Closing Schedule

The Ledger

- Vol E. No. 132 September 15, 2017
- More...

Related Links

- Banner Finance System Request
- Commonwealth Data Point
- Departmental Business Management Guide
- FY17 Financial and Business Compliance Survey
- HokieMart Access Request
- University Policies

Frequently Visited

- Account Code Listing
- Authorized Approvers
- Payroll
- Travel

Online Systems

- HokieMart
- Labor Redistribution System
- Legacy Web Reports
- Microstrategy Finance
- Online I-9 System
- TimeClock Plus System
- Travel and Expense Management
MicroStrategy Finance

What is MicroStrategy?

MicroStrategy is a business intelligence tool which allows you to view and analyze volumes of complex data from multiple perspectives. It is the university’s solution for reporting and analysis tools that have become obsolete or will be soon, such as EPM 11 and “Web Reports”.

The Controller’s Office has implemented MicroStrategy for finance reporting and analysis. The finance data model went live for ad hoc reporting in the fall of 2015. To date, over 150 individuals have been trained to create and share reports and perform online analytical manipulations.

View the MicroStrategy Finance Overview (with audio).

Who to Contact

<table>
<thead>
<tr>
<th>Web Reports</th>
<th>▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Permissions and Data Security</td>
<td>▼</td>
</tr>
<tr>
<td>Getting Access</td>
<td>▼</td>
</tr>
<tr>
<td>Training</td>
<td>▼</td>
</tr>
</tbody>
</table>
Finance Reporting Menu

TIPS
• Contains links to all standard reports that have been converted to MicroStrategy
• Report documents are grouped by report type
• Documents in gray are not yet complete
• Documents listed in the lower right will only be available using Banner job submission
• Click on the Document name to run the report

Click the document name to run the report

Finance Reporting Menu

Reconciliation
- Fund by Account
- Snapshot by Organization
- Transaction Detail

Encumbrances
- Encumbrance Summary
- Encumbrance Aging
- HeiskelEncumbrancesDetail

Other Grant Reports
- Department Overhead Earnings
- Department Projections Reports
- OSP Fund Listing by Fund End Date
- Snapshot by Grant

General Ledger
- Local Cash Balance
- General Ledger Reports

Destination Area
- Destination Area Fund by Account
- Snapshot by Destination Area
- Destination Area Transaction Detail

Other Financial Reports
- Account by Fund
- Activity Class by Activity Code
- Activity Code Summary Reports
- Activity Code Transaction Detail
- Operating Statement by Account
- Research Expenditures (dataset only)
- Snapshot by Fund

Supporting Detail
- PO Invoice Exception
- Posted Transactions by Document ID

Listings
- Activity Code Listing by Organization
- Approver Listing by Organization
- Department Head Listing
- Fund Code Listing

Available thru Banner Job submission
- Department Invoice (transory)
- Department Invoice with PO Detail (transory)
- PO Document History (transory)
- Potential CSP Payroll Funding Problems (transory)
- Revenue Variances (transory)

Note: Shayed out reports are coming soon
Report Filter TIPS

- Index on the left lists indicates which, if any, filters must be answered
- To change Calendar Month and Year, click the drop-down and make selection
- Optional filters can be left blank – you will get all data that you have defined access
2. Organization Hierarchy Levels
You may qualify on one or more of the attributes of the Organization Hierarchy Levels.

Search for:  [ ] Match case
Available:
- Organization Hierarchy Levels - for EOY Prompt
- FIN L1 - Governing Board EOY for Prompt
- FIN L2 - Executive Level EOY for Prompt
- FIN L3 - Senior Management EOY for Prompt
- FIN L4 - Management EOY for Prompt
- FIN L5 - Department EOY for Prompt
- FIN L6 - Organization EOY for Prompt

Selected:
- FIN L3 - Senior Management EOY for Prompt

3. Budget Available Funds
Choose elements of FIN Budget Available Fund.

Search for:  [ ] Match case
Available:
- 1000:208 E & G Operating Funds
- 1090:Equipment Trust Funds
- 11015:Earned Fed. Institutional Allowance
- 12001:CF Operations

Selected:
- (none)
Report Filter TIPS

- To make selections from a hierarchical tree:
  - Move the desired level from the left to the Selected box on the right
  - Click the Empty link
  - Locate desired element(s) in the list or enter Search criteria to locate
  - Move the element(s) to the Selected box on the right
Report Filter TIPS

- To make selections from a hierarchical tree:
  - Move the desired level from the left to the Selected box on the right
  - Click the Empty link
  - Locate desired element(s) in the list or enter Search criteria to locate
  - Move the element(s) to the Selected box on the right

Click the OK button
Report Filter TIPS
• To make selections from a hierarchical tree:
  • Move the desired level from the left to the Selected box on the right
  • Click the Empty link
• Locate desired element(s) in the list or enter Search criteria to locate
  • Move the element(s) to the Selected box on the right
Report Filter TIPS

- Once all desired criteria are defined, click the Run Document button at lower left.
Wait Page TIPS

- Displays for reports that take more than a few seconds to run
- Most reports don’t take very long
- Click the link to ‘Add to My History List’ if you just want to get the report results later
Document TIPS
• Always opens in a new tab, which allows you to click back on the menu and run another report
• This is a multi-tab document, containing three different layouts of similar data
• The groupings at the top can be used to select the data you want to view
Grouping TIPS
• The document is dynamically refreshed to view the selected data
• Other groupings will change based on selections to the left
• If “All” is selected, remaining groups to the right will also be set to All
## Operating Ledger by Organization

**Virginia Tech - FINANCE Production**

**SNAPSHOT BY ORGANIZATION**

**Fiscal Year 2018 through the period ending October 31, 2017**

---

### SR Management: 000 Central - University Funds

### Department: 0525 Central Insurance Accounts

### Organization: 052500 Insurance Settlement

#### Expenditures

<table>
<thead>
<tr>
<th>Fund</th>
<th>Manager Name</th>
<th>Adopted Budget</th>
<th>Revised Budget</th>
<th>October</th>
<th>Fiscal Year</th>
<th>Commitments</th>
<th>Balance Available</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>110023 Cyber Security Insurance</td>
<td>Not Available</td>
<td>117,705.00</td>
<td>117,705.00</td>
<td>0.00</td>
<td>104,094.71</td>
<td>0.00</td>
<td>13,710.20</td>
<td>88.30</td>
</tr>
<tr>
<td>121008 Insurance Settlement</td>
<td>Not Available</td>
<td>300,900.00</td>
<td>300,900.00</td>
<td>48,012.36</td>
<td>98,208.76</td>
<td>0.00</td>
<td>201,791.24</td>
<td>32.74</td>
</tr>
</tbody>
</table>

**Total Expenditures:**

417,705.00

**Total Expenditures and Transfers:**

417,705.00

---

### SR Management: 050 Central - Univ. Controller

### Department: 0525 Central Insurance Accounts

### Organization: 052557 Recovery-Insurance

#### Expenditures

<table>
<thead>
<tr>
<th>Fund</th>
<th>Manager Name</th>
<th>Adopted Budget</th>
<th>Revised Budget</th>
<th>October</th>
<th>Fiscal Year</th>
<th>Commitments</th>
<th>Balance Available</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>110005 Aux Auto Insurance Recovery</td>
<td>Not Available</td>
<td>(305,638.00)</td>
<td>(305,638.00)</td>
<td>(20,712.83)</td>
<td>(118,870.32)</td>
<td>0.00</td>
<td>(237,758.08)</td>
<td>33.33</td>
</tr>
<tr>
<td>110006 220 Auto Insurance Recovery</td>
<td>Not Available</td>
<td>(117,071.00)</td>
<td>(117,071.00)</td>
<td>(9,405.02)</td>
<td>(32,223.03)</td>
<td>0.00</td>
<td>(78,447.97)</td>
<td>33.33</td>
</tr>
<tr>
<td>121006 Auto Insurance Reo</td>
<td>Not Available</td>
<td>(578,604.00)</td>
<td>(578,604.00)</td>
<td>(85,757.28)</td>
<td>(275,501.35)</td>
<td>0.00</td>
<td>(401,902.65)</td>
<td>33.33</td>
</tr>
<tr>
<td>124000 220 Insurance Recov</td>
<td>Not Available</td>
<td>(88,024.00)</td>
<td>(88,024.00)</td>
<td>(7,169.68)</td>
<td>(28,874.04)</td>
<td>0.00</td>
<td>(57,949.96)</td>
<td>33.33</td>
</tr>
</tbody>
</table>

**Total Expenditures:**

(1,238,637.00)

**Total Expenditures and Transfers:**

(1,238,637.00)

---

### SR Management: 050 Central - Univ. Controller

### Department: 0525 Central Insurance Accounts

### Organization: 052510 Insurance Motor Vehicles

#### Expenditures

<table>
<thead>
<tr>
<th>Fund</th>
<th>Manager Name</th>
<th>Adopted Budget</th>
<th>Revised Budget</th>
<th>October</th>
<th>Fiscal Year</th>
<th>Commitments</th>
<th>Balance Available</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>121008 Insurance Auto</td>
<td>Not Available</td>
<td>1,109,140.00</td>
<td>1,109,140.00</td>
<td>(24,518.00)</td>
<td>1,120,293.00</td>
<td>0.00</td>
<td>(16,114.00)</td>
<td>101.27</td>
</tr>
<tr>
<td>121007 Rental Accidents</td>
<td>Not Available</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>1,072.40</td>
<td>0.00</td>
<td>11,072.40</td>
<td>(10.72)</td>
</tr>
</tbody>
</table>

**Total Expenditures:**

1,119,140.00

**Total Expenditures and Transfers:**

1,119,140.00

---

### Notes:

- **Layout TIPS**
  - Click the tabs to view different layouts
  - The grouping selections are synchronized in all of the layouts
If the layout has no results based on the selected groupings, you may see a message there is no data to report.

Select a different grouping to display applicable data.
Click the options menu to print or export the document

Exporting TIPS
- Use the options menu on the toolbar
- Export > PDF will open the document as a PDF in a new tab
Click the options menu to print or export the document.

Exporting TIPS
- Use the options menu on the toolbar
- Export > PDF will open the document as a PDF in a new tab
Virginia Tech - FINANCE Production
SNAPSHOT BY ORGANIZATION
Fiscal Year 2019 through the period ending October 31, 2017
— Operating Ledger by Budget Available Fund —

<table>
<thead>
<tr>
<th>Fund</th>
<th>Manager Name</th>
<th>Adopted Budget</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>Fiscal Year</th>
<th>Commitments</th>
<th>Budget Balance</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>114071 Work Comp - Instruction</td>
<td>Not Available</td>
<td>1,523,071.00</td>
<td>55,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>88,900.00</td>
<td>0.00</td>
</tr>
<tr>
<td>114072 Work Comp - Research</td>
<td>Not Available</td>
<td>290,208.00</td>
<td>11,599.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11,599.00</td>
<td>0.00</td>
</tr>
<tr>
<td>114073 Work Comp - Public Service</td>
<td>Not Available</td>
<td>34,068.00</td>
<td>1,892.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,892.00</td>
<td>0.00</td>
</tr>
<tr>
<td>114074 Work Comp - Academic Support</td>
<td>Not Available</td>
<td>397,400.00</td>
<td>23,222.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>23,222.00</td>
<td>0.00</td>
</tr>
<tr>
<td>114075 Work Comp - Student Services</td>
<td>Not Available</td>
<td>91,283.00</td>
<td>5,333.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,333.00</td>
<td>0.00</td>
</tr>
<tr>
<td>114076 Work Comp - Instr. Support</td>
<td>Not Available</td>
<td>637,365.00</td>
<td>37,244.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>37,244.00</td>
<td>0.00</td>
</tr>
<tr>
<td>114077 Work Comp - O&amp;M</td>
<td>Not Available</td>
<td>284,562.00</td>
<td>16,826.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>16,826.00</td>
<td>0.00</td>
</tr>
<tr>
<td>114078 Cyber Security Insurance</td>
<td>Not Available</td>
<td>117,785.00</td>
<td>117,785.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>117,785.00</td>
<td>0.00</td>
</tr>
<tr>
<td>121714 Work Comp Premium</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>121828 Insurance Settlement</td>
<td>Not Available</td>
<td>300,000.00</td>
<td>40,893.75</td>
<td>50,132.00</td>
<td>0.00</td>
<td>0.00</td>
<td>201,721.24</td>
<td>32.74</td>
</tr>
<tr>
<td>121839 Insurance - Auto</td>
<td>Not Available</td>
<td>1,192,149.00</td>
<td>1,192,149.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,192,149.00</td>
<td>0.00</td>
</tr>
<tr>
<td>121838 Insurance - Auto</td>
<td>Not Available</td>
<td>10,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>121837 Rental Accounts</td>
<td>Not Available</td>
<td>10,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>121836 Insurance - Property-Casualty</td>
<td>Not Available</td>
<td>1,814,573.00</td>
<td>1,814,573.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>30,439.44</td>
<td>10.11</td>
</tr>
<tr>
<td>170775 VTRC-A-Water Insident Costs</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>170765 Private Fork Building Fire Damage</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>340,404.00</td>
<td>0.00</td>
</tr>
<tr>
<td>170763 Pills Fork Bldg Plus - CAMB Equip</td>
<td>Not Available</td>
<td>225,750.00</td>
<td>10,041.12</td>
<td>10,041.12</td>
<td>0.00</td>
<td>0.00</td>
<td>201,300.42</td>
<td>10.01</td>
</tr>
<tr>
<td>170771 FulsahFUS Dubai Grad Labor</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,250.00</td>
<td>0.00</td>
</tr>
<tr>
<td>170772 Pills Fork Building Fire REPL</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Expenditures 5,319,241.00 7,708,635.00 108,821.66 2,353,028.83 116,261.05 1,960,438.83 76.61
Total Expenditures and Transfers 5,319,241.00 7,708,635.00 108,821.66 2,353,028.83 116,261.05 1,960,438.83 76.61

Click the options menu to print or export the document

Printing TIPS
- Use the options menu on the toolbar
- Like Export, the Print option will open the document as a PDF in a new tab
Printing TIPS

When Printing, an Export Options dialog box will open with two choices:

- Current Sheet (tab) or All Sheets (tabs)
- Expand Page-by: when checked this includes all groupings

To print only the selection you are viewing, choose Current Sheet and uncheck Expand Page-by.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Manager Name</th>
<th>Adopted Budget</th>
<th>Revised Budget</th>
<th>October</th>
<th>Fiscal Year</th>
<th>Actual to Date</th>
<th>Commitments</th>
<th>Budget Balance</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>119071 Worker's Comp - Instruc</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>38,064.71</td>
<td>38,064.70</td>
<td>38,064.70</td>
<td>0.00</td>
</tr>
<tr>
<td>119072 Worker's Comp - Research</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>11,800.00</td>
<td>11,800.00</td>
<td>11,800.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119073 Worker's Comp - Public Service</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>1,992.00</td>
<td>1,992.00</td>
<td>1,992.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119074 Worker's Comp - Academic Support</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>23,222.00</td>
<td>23,222.00</td>
<td>23,222.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119075 Worker's Comp - Student Services</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>5,335.00</td>
<td>5,335.00</td>
<td>5,335.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119076 Worker's Comp - Inst Support</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>37,244.00</td>
<td>37,244.00</td>
<td>37,244.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119077 Worker's Comp - O&amp;M</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>10,926.00</td>
<td>10,926.00</td>
<td>10,926.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119223 Cyber Security Insurance</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>13,716.20</td>
<td>13,716.20</td>
<td>13,716.20</td>
<td>88.38</td>
</tr>
<tr>
<td>121174 Work Comp Premium</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>(185,073.32)</td>
<td>(185,073.32)</td>
<td>(185,073.32)</td>
<td>-N/A-</td>
</tr>
<tr>
<td>121282 Insurance Settlement</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>28,208.78</td>
<td>28,208.78</td>
<td>28,208.78</td>
<td>0.00</td>
</tr>
<tr>
<td>121283 Insurance - Auto</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>32,263.00</td>
<td>32,263.00</td>
<td>32,263.00</td>
<td>0.00</td>
</tr>
<tr>
<td>121287 Rental Accidents</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>21,172.40</td>
<td>21,172.40</td>
<td>21,172.40</td>
<td>0.00</td>
</tr>
<tr>
<td>121290 Int-Property-Casualty</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>1,014,373.00</td>
<td>1,014,373.00</td>
<td>1,014,373.00</td>
<td>100.00</td>
</tr>
<tr>
<td>177776 VTRC-A-Water Incident Costs</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>66,623.28</td>
<td>66,623.28</td>
<td>66,623.28</td>
<td>100.00</td>
</tr>
<tr>
<td>179005 Price's Fork Building ? Fire Damage</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>184,024.00</td>
<td>184,024.00</td>
<td>184,024.00</td>
<td>100.00</td>
</tr>
<tr>
<td>179023 Price's Fork Bldg Fire - CAUS Equip</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>18,964.12</td>
<td>18,964.12</td>
<td>18,964.12</td>
<td>100.00</td>
</tr>
<tr>
<td>177121 FutureHAUS Dubai Grad Labor</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>4,608.00</td>
<td>4,608.00</td>
<td>4,608.00</td>
<td>100.00</td>
</tr>
<tr>
<td>177122 Price's Fork Building Fire Repl.</td>
<td>Not Available</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>1,114,090.00</td>
<td>1,114,090.00</td>
<td>1,114,090.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td>5,319,241.00</td>
<td>5,789,404.00</td>
<td>106,621.66</td>
<td>3,283,098.33</td>
<td>3,283,098.33</td>
<td>3,283,098.33</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td></td>
<td>5,319,241.00</td>
<td>5,789,404.00</td>
<td>106,621.66</td>
<td>3,283,098.33</td>
<td>3,283,098.33</td>
<td>3,283,098.33</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Manager Name</td>
<td>Adopted Budget</td>
<td>Revised Budget</td>
<td>Actuals to Date</td>
<td>Fiscal Year</td>
<td>Commitments</td>
<td>Budget Balance**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-----------------</td>
<td>-------------</td>
<td>--------------</td>
<td>-----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119671</td>
<td>Not Available</td>
<td>1,552,703.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119672</td>
<td>Not Available</td>
<td>234,106.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119673</td>
<td>Not Available</td>
<td>845,194.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119674</td>
<td>Not Available</td>
<td>53,042.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119675</td>
<td>Not Available</td>
<td>540,299.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119676</td>
<td>Not Available</td>
<td>350,068.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119677</td>
<td>Not Available</td>
<td>108,356.00</td>
<td>106,766.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119678</td>
<td>Not Available</td>
<td>583,042.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>119679</td>
<td>Not Available</td>
<td>1,672,908.00</td>
<td>321,695.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditure</td>
<td></td>
<td>3,758,655.00</td>
<td>627,360.00</td>
<td>(20,171.14)</td>
<td>391,853.26</td>
<td>200.00</td>
<td>594,149.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PDF TIPS
- The document opens in a new tab in a printable format
- Print the document using the standard method for your selected browser
PDF TIPS

- For the reconciliation documents, the Certification page will print as the next to last page.
- When you are finished with the print view, it is a good practice to close the tab.
It is a good practice to close the tab when you are finished with the print view.

PDF TIPS
• The last page of all documents will display information including the prompt details, allowing you to see what parameters were used when running the report.
### Hyperlink TIPS

- Some documents might include hyperlinks to other documents
- Hyperlinks can be indicated by underlined data

#### Expenditures

<table>
<thead>
<tr>
<th>Fund</th>
<th>Manager Name</th>
<th>Adopted Budget</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>Fiscal Year</th>
<th>Commitments</th>
<th>Budget Balancea</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>119071 Worker's Comp - Instruction</td>
<td>Not Available</td>
<td>1,523,071.00</td>
<td>36,600.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>36,600.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119072 Worker's Comp - Research</td>
<td>Not Available</td>
<td>200,200.00</td>
<td>11,099.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11,099.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119073 Worker's Comp - Public Service</td>
<td>Not Available</td>
<td>34,096.00</td>
<td>1,602.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,602.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119074 Worker's Comp - Academic Support</td>
<td>Not Available</td>
<td>397,400.00</td>
<td>22,222.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>22,222.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119075 Worker's Comp - Student Services</td>
<td>Not Available</td>
<td>91,283.00</td>
<td>5,533.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,533.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119070 Worker's Comp - Inst. Support</td>
<td>Not Available</td>
<td>91,283.00</td>
<td>5,533.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,533.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119077 Worker's Comp - O&amp;M</td>
<td>Not Available</td>
<td>284,053.00</td>
<td>12,023.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12,023.00</td>
<td>0.00</td>
</tr>
<tr>
<td>119237 Cyber Security Insurance</td>
<td>Not Available</td>
<td>117,705.00</td>
<td>117,705.00</td>
<td>0.00</td>
<td>104,054.71</td>
<td>13,710.29</td>
<td>88.30</td>
<td></td>
</tr>
<tr>
<td>121714 Work Comp Premium</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>5.00</td>
<td>5.00</td>
<td>0.00</td>
<td>185,073.32</td>
<td>0.00</td>
</tr>
<tr>
<td>121826 Insurance Settlement</td>
<td>Not Available</td>
<td>300,000.00</td>
<td>300,000.00</td>
<td>40,538.39</td>
<td>39,208.75</td>
<td>0.00</td>
<td>39,208.75</td>
<td>0.00</td>
</tr>
<tr>
<td>121830 Insurance - Auto</td>
<td>Not Available</td>
<td>1,106,149.00</td>
<td>1,106,149.00</td>
<td>1,123,263.00</td>
<td>(24,114.00)</td>
<td>1,123,263.00</td>
<td>8,805.75</td>
<td>0.00</td>
</tr>
<tr>
<td>121837 Rental Accidents</td>
<td>Not Available</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>(1,072.40)</td>
<td>0.00</td>
<td>(1,072.40)</td>
<td>0.00</td>
</tr>
<tr>
<td>121838 Ins-Property-Casualty</td>
<td>1,814,373.00</td>
<td>1,814,373.00</td>
<td>0.00</td>
<td>1,883,933.58</td>
<td>0.00</td>
<td>1,883,933.58</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>177778 VTRC-A-Water Incident Costs</td>
<td>Not Available</td>
<td>0.00</td>
<td>150,000.00</td>
<td>65,832.38</td>
<td>131,864.75</td>
<td>45,032.38</td>
<td>131,864.75</td>
<td>15.10</td>
</tr>
<tr>
<td>178005 Price's Fork Building ? Fire Damage</td>
<td>Not Available</td>
<td>0.00</td>
<td>940,244.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>940,244.00</td>
<td>0.00</td>
</tr>
<tr>
<td>178223 Price's Fork Bldg Fire - CAUS Equip</td>
<td>Not Available</td>
<td>0.00</td>
<td>225,759.00</td>
<td>19,964.12</td>
<td>19,964.12</td>
<td>0.00</td>
<td>19,964.12</td>
<td>0.00</td>
</tr>
<tr>
<td>177121 FutureHAUS Dubai Grad Labor</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>4,696.80</td>
<td>4,696.80</td>
<td>0.00</td>
<td>4,696.80</td>
<td>0.00</td>
</tr>
<tr>
<td>177122 Price's Fork Building Fire Repl</td>
<td>Not Available</td>
<td>0.00</td>
<td>1,114,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,114,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Expenditures:** 6,316,241.00

**Total Expenditures and Transfers:** 6,316,241.00
<table>
<thead>
<tr>
<th>Fund</th>
<th>Manager Name</th>
<th>Adopted Budget</th>
<th>Revised Budget</th>
<th>Actual to Date</th>
<th>October</th>
<th>Fiscal Year</th>
<th>Commitments</th>
<th>Budget Balance*</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1'0071</td>
<td>Worker's Comp - Instruction</td>
<td>Not Available</td>
<td>1,623,071.00</td>
<td>88,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>88,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1'0072</td>
<td>Worker's Comp - Research</td>
<td>Not Available</td>
<td>200,208.00</td>
<td>11,900.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11,900.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1'0073</td>
<td>Worker's Comp - Public Services</td>
<td>Not Available</td>
<td>34,098.00</td>
<td>1,992.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,992.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1'0074</td>
<td>Worker's Comp - Academic Support</td>
<td>Not Available</td>
<td>397,400.00</td>
<td>23,222.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>23,222.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1'0075</td>
<td>Worker's Comp - Student Services</td>
<td>Not Available</td>
<td>91,203.00</td>
<td>5,333.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,333.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1'0076</td>
<td>Worker's Comp - Inst Support</td>
<td>Not Available</td>
<td>637,305.00</td>
<td>37,244.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>37,244.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1'0077</td>
<td>Worker's Comp - O&amp;M</td>
<td>Not Available</td>
<td>284,953.00</td>
<td>16,528.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>16,528.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1'0823</td>
<td>Cyber Security Insurance</td>
<td>Not Available</td>
<td>117,785.00</td>
<td>117,785.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,710.29</td>
<td>88.39</td>
</tr>
<tr>
<td>121714</td>
<td>Work Comp Premium</td>
<td>Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(185,673.32)</td>
<td>--N/A--</td>
</tr>
<tr>
<td>121828</td>
<td>Insurance Settlement</td>
<td>Not Available</td>
<td>300,000.00</td>
<td>300,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>300,000.00</td>
<td>101.27</td>
</tr>
<tr>
<td>121858</td>
<td>Insurance - Auto</td>
<td>Not Available</td>
<td>1,106,140.00</td>
<td>1,106,140.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(14,114.00)</td>
<td>101.27</td>
</tr>
<tr>
<td>121857</td>
<td>Rental Accidents</td>
<td>Not Available</td>
<td>10,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>121858</td>
<td>Ins Property-Casualty</td>
<td>Not Available</td>
<td>1,614,373.00</td>
<td>1,614,373.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,614,373.00</td>
<td>100.00</td>
</tr>
<tr>
<td>170778</td>
<td>VTCRA-A Water Incident Costs</td>
<td>Not Available</td>
<td>0.00</td>
<td>100,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100,000.00</td>
<td>97.87</td>
</tr>
<tr>
<td>170855</td>
<td>Price's Fork Building ? Fire Damage</td>
<td>Not Available</td>
<td>0.00</td>
<td>940,244.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>940,244.00</td>
<td>0.00</td>
</tr>
<tr>
<td>170823</td>
<td>Price's Fork Bldg Fire - GAUS Equip</td>
<td>Not Available</td>
<td>0.00</td>
<td>225,756.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>225,756.00</td>
<td>10.91</td>
</tr>
<tr>
<td>171211</td>
<td>FutureHaus Dubai Grad Labor</td>
<td>Not Available</td>
<td>0.00</td>
<td>4,808.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,808.00</td>
<td>--N/A--</td>
</tr>
<tr>
<td>171222</td>
<td>Price's Fork Building Fire Repl</td>
<td>Not Available</td>
<td>0.00</td>
<td>1,114,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,114,000.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Total Expenditures: $3,310,241.00
Total Expenditures and Transfers: $3,310,241.00

Hyperlink TIPS
- Mousing over a hyperlink presents an arrow that opens a popup indicating the action that can be taken.

Click the hyperlink to open the supporting document.
In this example, the Transaction Detail report opens in a new tab displaying the exact details of the account total selected on the Snapshot by Org.
Virginia Tech - FINANCE Production

TRANSACTION DETAIL - Month to Date
For the Calendar Month October 31, 2017

Expenditures

<table>
<thead>
<tr>
<th>Account</th>
<th>Date</th>
<th>Transaction Description</th>
<th>Rule Code</th>
<th>Document ID</th>
<th>Reference ID</th>
<th>Encumbrance ID</th>
<th>User ID</th>
<th>Activity Date</th>
<th>Budget Entries</th>
<th>Expenditures</th>
<th>Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>15120</td>
<td>10/02/2017</td>
<td>Auto Comp/Collision Prem 2017-2018</td>
<td>JEP</td>
<td>J0727335</td>
<td>490510</td>
<td>COLLEYP</td>
<td></td>
<td>10/02/2017</td>
<td>0.00</td>
<td>(222.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/05/2017</td>
<td>SW VA 4 H[00449052]</td>
<td>CR2</td>
<td>F0078851</td>
<td>490510</td>
<td>KAYLAS</td>
<td></td>
<td>10/05/2017</td>
<td>0.00</td>
<td>(134.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/06/2017</td>
<td>Auto Comprehensive/ Collision Prem</td>
<td>JEP</td>
<td>J0728536</td>
<td></td>
<td>KAYLAS</td>
<td></td>
<td>10/06/2017</td>
<td>0.00</td>
<td>(181.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/12/2017</td>
<td>Auto Comp/Collision Prem 2017-2018</td>
<td>JEP</td>
<td>J0729037</td>
<td></td>
<td>COLLEYP</td>
<td></td>
<td>10/12/2017</td>
<td>0.00</td>
<td>(128.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/12/2017</td>
<td>Auto Comp/Collision Prem 2017-2018</td>
<td>JEP</td>
<td>J0729038</td>
<td></td>
<td>COLLEYP</td>
<td></td>
<td>10/12/2017</td>
<td>0.00</td>
<td>(201.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/13/2017</td>
<td>Auto Comp/Collision Prem 2017-2018</td>
<td>JEP</td>
<td>J0729283</td>
<td></td>
<td>COLLEYP</td>
<td></td>
<td>10/13/2017</td>
<td>0.00</td>
<td>(575.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/17/2017</td>
<td>Auto Comp/Collision Prem 2017-2018</td>
<td>JEP</td>
<td>J0729891</td>
<td></td>
<td>COLLEYP</td>
<td></td>
<td>10/17/2017</td>
<td>0.00</td>
<td>(3,802.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/20/2017</td>
<td>Auto Comp/Collision Prem 2017-2018</td>
<td>JEP</td>
<td>J0730140</td>
<td></td>
<td>COLLEYP</td>
<td></td>
<td>10/19/2017</td>
<td>0.00</td>
<td>(48.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>15120</td>
<td>10/27/2017</td>
<td>Auto Comp/Collision Prem 2017-2018</td>
<td>JEP</td>
<td>J0731395</td>
<td></td>
<td>COLLEYP</td>
<td></td>
<td>10/27/2017</td>
<td>0.00</td>
<td>(10,125.00)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total for Account - 15120 Automobile Liability Insurance
0.00 (24,516.00) 0.00

Total Expenditures for Fund - 121836 Insurance - Auto
0.00 (24,516.00) 0.00

Total for 052540 Insurance-Motor Vehicles
0.00 (24,516.00) 0.00

Total for 052540 Insurance-Motor Vehicles
0.00 (24,516.00) 0.00

Process Summary

Hyperlink TIPS
- Hyperlinks can also be represented by buttons
- This hyperlink will open the underlying dataset as a report
The report/dataset opens in a new tab reflecting the "raw data" used in the formatted document. This data can be manipulated using the following "ad hoc" techniques:

- Drag column headers right or left to change order
- Drag column headers "off the grid" to the panel on the left to display less detail
- Right-click on a column header and select Move > To Page-by-Axis to group the data
Click the Report Home menu to Export the data to Excel, PDF or other format.
Select the desired export options and click the Export button to proceed.
Open the exported data in Excel using the standard method for your browser.

Be sure to close unused tabs when finished.
Click the options menu to schedule the report for automatic distribution.
Subscription TIPS

- Multiple subscriptions can be set up for the same report
- Change the Name of the subscription to identify your report in your list
The Schedule drop-down includes all delivery times currently available in web job distribution.
Click the To: button to define other recipients for your distribution.
Subscription TIPS

- Only individuals who have signed into MicroStrategy will be included in this list.
- Type a name in the Search box to locate desired user.
Subscription TIPS

- Move the name to the Selected box on the right
- Click OK to proceed
Subscription

History List Subscription

Name: FIN Snapshot by Org 11/17/17 1:21:43 PM

Document: FIN Snapshot by Org

Schedule: Monthly - Day 01 of Month (7:15 AM)

To: Penny L Falck, Stacy A King

Pre-generate export: None

Run subscription immediately

Advanced Options

Delivery

Send a copy of each recipient's email address:

Subscribe TIPS

• Pre-generate export – Select None or PDF to include with the distribution
• Optionally, choose to run immediately which will open the document results but not distribute it immediately
Subscription TIPS

- Select Advanced options as desired
- Check the Delivery Notification box for recipients to receive an email with a link to the distributed document
Scheduled History List Confirmation

Your subscription was created successfully.

FIN Snapshot by Org
Modified 3/9/17 7:13:51 PM

Schedule: Monthly - Day 01 of Month (7:15 AM)

Subscription confirmation notification. Click OK to proceed.
Dear Jeannette M Johnson:

The following History List delivery was successful:
Delivery/Update and Destination Information:
Run at: 12/10/2016 7:03:09 AM

Subscription Information
Subscription Name: FIN Snapshot by Org 10/6/16 3:42:03 PM
Created by: Jeannette M Johnson
Report/Document name: FIN Snapshot by Org
Project name: Production
Schedule: 10th of Each Month (7:00am)

Click the link to view the report results in your history list.

Subscription TIPS
• Notification of the completed distribution should arrive in your inbox at the scheduled time.
• The email includes information about the subscription and a link to the report results in your history list.
• Remember, only you have access to your history list so no one else would be able to use this same link.
Click the home icon to go to the Project Home page

Subscription TIPS
- You will be prompted to login to CAS if you are not already
- MicroStrategy opens directly to your distributed report results
- To view your history list, go to the Project Home page
Click the link to view your History List.
<table>
<thead>
<tr>
<th>Name</th>
<th>Status (mark as &quot;unread&quot;)</th>
<th>Message Creation Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN Snapshot by Org 10/16/16 3:40:05 AM</td>
<td>Ready</td>
<td>12/16/16 10:10:05 AM</td>
<td>d</td>
</tr>
<tr>
<td>MicroStrategy Closed the Almornon of December 16th 12/16/16 1:30:27 PM</td>
<td>Ready</td>
<td>12/16/16 2:30:20 PM</td>
<td>d</td>
</tr>
<tr>
<td>FN Transaction Detail - RTO 12/16/16 2:46:10 PM</td>
<td>Ready</td>
<td>12/16/16 3:46:10 PM</td>
<td>d</td>
</tr>
<tr>
<td>FN Snapshot by Org Distib Test PDF</td>
<td>Ready</td>
<td>12/16/16 4:34:15 AM</td>
<td>d</td>
</tr>
</tbody>
</table>

**History List TIPS**
Displays all report results that you have received as a subscription or saved to your history list within the last XX days:
1. Click the Name of the object to view the results
2. Opens a pre-generated export object
3. Opens a pre-generated PDF
4. Displays information about the saved object
5. Allows you to edit the Name
6. Check the box to remove
7. Click to Remove all checked objects from History List
Click the link to view your subscriptions.
My Subscriptions TIPS
Displays all subscriptions that you have created or added as a recipient
1. Click the Name of the object to view the results
2. Click the plus sign to view recipient list
3. A check indicates that the results include selected parameters
4. Allows you to edit the subscription settings
5. Allows you to change parameters of the subscription
6. Check the box to remove
7. Click button to Remove all checked subscriptions
Logging Out TIPS
• It is best to log out when you are finished with the MicroStrategy session
• Alternatively, you can just close the browser
Thank you for using MicroStrategy Web.

Please be aware that you remain signed into Virginia Tech’s Central Authentication Service (CAS). For security reasons, you should sign out of CAS and/or close your browser when you are finished accessing services that require authentication.


THE END

• Please direct all questions to:
  1. Penny Falck – plfalck@vt.edu
  2. Stacy King – kings@vt.edu

© 2012-2016 Virginia Polytechnic Institute and State University.