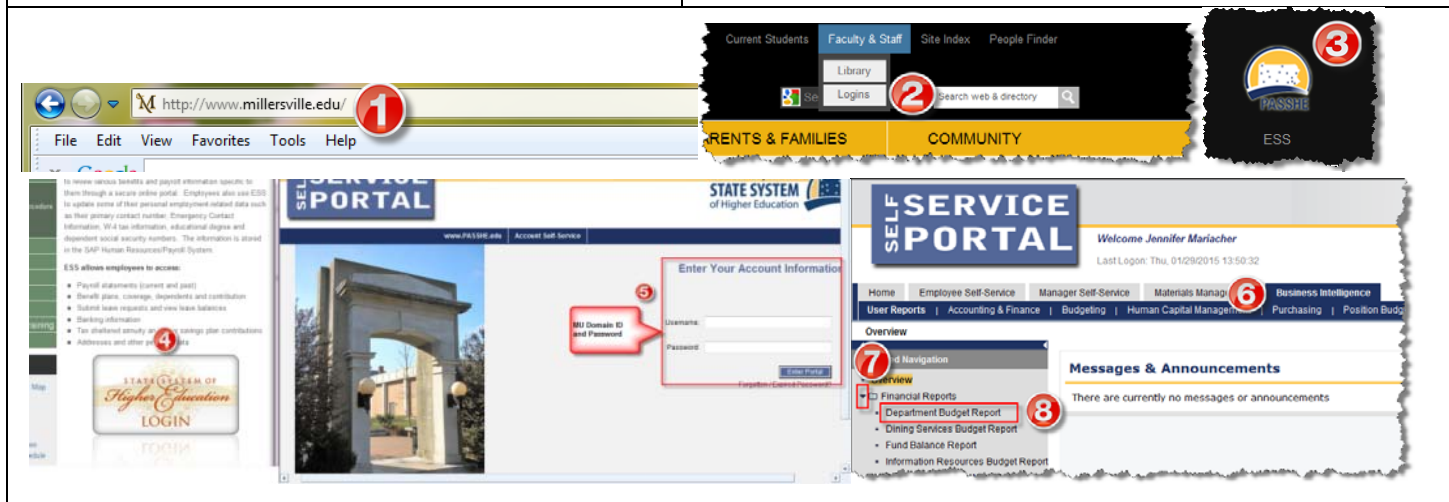


QUICK REFERENCE Actual Transactions

How to look at your actual transactions for funds centers beginning with 601

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Go to MU Home Page 2. Hover over Faculty & Staff link; select Logins 3. Click ESS button 4. Click ESS Login 5. Enter MU Domain ID and Password (FirstName.LastName@millersville.edu) | <ol style="list-style-type: none"> 6. Click the Business Intelligence tab 7. Click the black arrow to open the Financial Reports 8. Select report <ol style="list-style-type: none"> a. Department Budget Report (NOTE: This report is for all Funds Centers beginning with 601) |
|---|---|



Department Budget Report – Actual Transactions

<ol style="list-style-type: none"> 1. Once the selection is made, the report will process and an entry form will appear 2. Enter appropriate fiscal year 3. Click OK 4. Summary will default to *Bud 1-A Pool Budget 5. Click the Actual w/o St Emp Trans tab 	
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NOTE: The transaction report will show the transactions by commitment item then by date.

Fund	Funds Center	Commitment Item	Fiscal Period	Vendor
601100000	6011272000	BIOL Dept Operating 605100	07/16/2012	1900851331
			07/30/2012	1900854375
			07/31/2012	102107054
			08/31/2012	102149549