

RAVEN

Financials Inquiry



RAVEN Financials Inquiry

September 2009

Agenda



- What is RAVEN?
- How is RAVEN being used?
- Demo: Creating a RAVEN Inquiry
- RAVEN Security & Access
- Introduction to RAVEN Pages
- RAVEN Inquiries
- Tips for Learning RAVEN

What Is RAVEN?

- **R**etrieving **A**nd **V**iewing **E**Nterprise data
- UMB's dedicated data repository for departmental financial reporting
- Custom reporting system developed by UMB for UMB

What Is RAVEN?

- RAVEN delivers...
 - Summary and transaction level data
 - Budget vs. Actuals comparison
 - Revenues & Expenses
 - Pro Card Inquiry (online or download formats)
 - Statement of Payroll Charges (SPC) Inquiry

What Is RAVEN?



- RAVEN's capabilities include...
 - Flexible reporting
 - Dynamic data selection
 - Multiple display options
 - Drill down from summary to transaction level
 - View online or in print
 - Download to Excel for additional analysis

How is RAVEN Being Used?

- Report financial status for the department
- Reconcile with consolidation systems
- Analyze financial data for department or project
- Monitor balances
- Review specific types of transactions
- Review specific transactions
- Review payroll-related financial data

Learning To Use RAVEN

- Think of this as “layered learning” – like learning to drive or ride a bike
- Learn the basics to start
- Practice on your own
 - Create and launch inquiries
 - Review data
- Talk with other RAVEN users
- Attend other learning events

RAVEN Security

- RAVEN security is based on a combination of Project, Owner Department and Award
- EXCEPT...Pro Card 'By Card' tab is based on eUMB Financials security
- Use [My Security](#) link to view your security access all RAVEN pages

How Do I Request Access to RAVEN?

- Complete and sign RAVEN User Request Form
 - <http://www.fincsvc.umaryland.edu/images/ravenaccess.pdf>
- Fax form to Christy Kopchinski
- Christy creates profile based on request
- Usually completed within 2 business days of receiving request

RAVEN Facts

- Availability: **6 AM – 11 PM** daily (as of 1/28/08)
- Data is updated nightly (during overnight processing)
- RAVEN went live on April 10 , 2006
- For FY-06 ONLY: two reporting sources
 - Mar 1-Jun 30: RAVEN with drill down capability, FAS balances at Account level
 - Jul 1 05 -Feb 28 06: FAS with drill down capability, CPC for Pro Card (neither system updated after Feb 28)

Know How Data Got Into RAVEN

- Understand the **Processes**
 - How is data processed within eUMB?
 - When does data show up in RAVEN?
 - How often is RAVEN updated?
- Know your **Chart of Accounts** [Handout: eUMB Financials Glossary of Terms](#)
 - ALL chartfields
 - Data is organized within Trees, allowing summarization
- Understand **Basic Accounting** [Handout: Basic Accounting for RAVEN Users](#)
 - Debits, credits, effect on balances

Refer to Financials Calendar -
eUMB News pagelet
on Campus Portal

Introduction to RAVEN Pages

- All Activities
- Grants – Standard
- Grants – Deliverable
- Grants Summary
- Transaction Detail
- SPC Inquiry
- Pro Card Inquiry

Handout: Quick Reference Guide
to Using RAVEN Pages

Thinking User's Approach to Inquiring

- **Define Your Question...**What am I trying to do?
What data do I need to retrieve? How will I use the data?
- **Select Appropriate Page**
- **Select Timeframe...**FY, PP, LTD, Current Month, Other?
- **Select Chartfield(s)...**All, Some, Which?
- **Select Display Option...**How do I want to organize the data? (Account, Award, Fund, Owner Dept?)

RAVEN Demo



- All Activities Page
- For Fiscal Year based sources of funds
- View Operating Expenses for a department

Sample RAVEN Inquiries

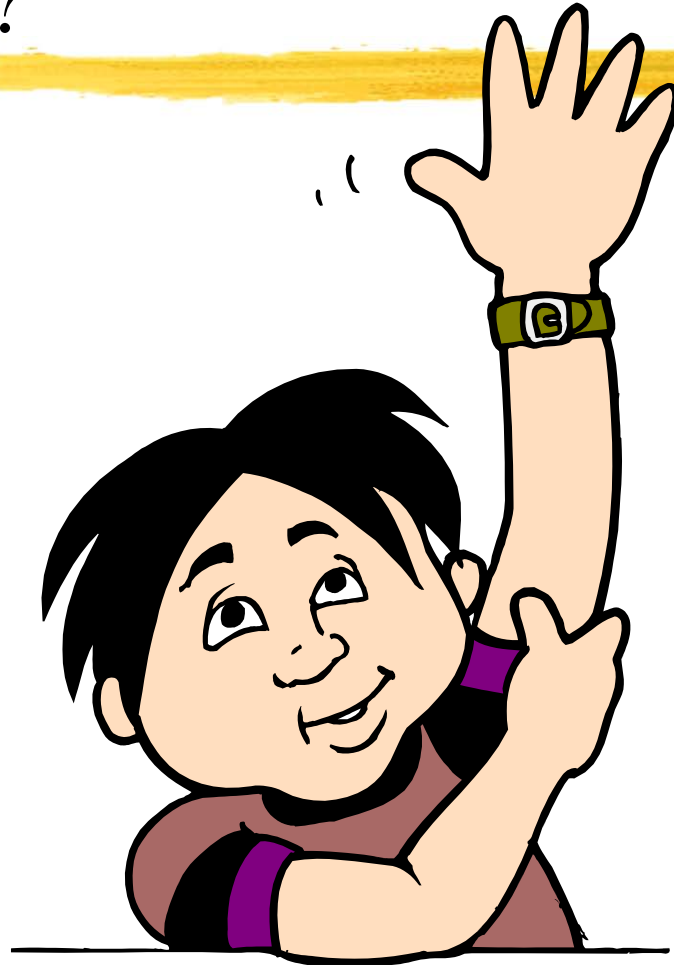
- Using the ADHOC Inquiry on the All Activities Page
- Using Grants – Standard Page
 - View expense only (see revenues on Grants-Summary)
- Using Grants – Deliverable Page
 - No budget on deliverable grants
- Using Transaction Detail Page

Handout: Common Inquiries

Tips for Becoming a Successful RAVEN User

- Understand when data will/will not display in RAVEN
- Understand your department's data
- Follow the Thinking User's Guide when creating RAVEN inquiries
- Practice
- Strengthen Excel skills – especially AutoFilter and PivotTables

Questions?



eUMB Financials – Glossary of Terms

Account	<p>A required field in eUMB Financials; defines business transactions that classify revenues, expenditures, assets, liabilities and related net changes in fund balances. Examples of eUMB Accounts are:</p> <ul style="list-style-type: none">• 3311 – In-State Travel (expense account)• 0110 – Undergraduate In-State Tuition (revenue account)• 7010 – Claim on Cash (balance sheet account) <p>View a list of all Accounts on the Financial Services web site at http://www.fincsvc.umaryland.edu/.</p>
Activity ID	<p>A required field in eUMB Financials for all Non-Appropriated Funds. Activity ID allows users to further breakdown Project ID into various pre-defined activities, e.g. Phases of a project. Activity ID for UMB will always be coded as “00”.</p>
Award	<p>An Award may represent a single grant or a grant that has multiple projects rolling up to it. For instance, one Principal Investigator “A” – may have an award that is divided into five separate Projects that are controlled by Principal Investigators “B through F”. In these cases PI “A” would be given Award level access in RAVEN (able to see all Projects in the Award), while PIs “B through F” would be given Project level access (able to see their individual Project(s) only.)</p>
Chartfield	<p>An independent accounting attribute in eUMB Financials that defines one component of a Chartstring. A Chartstring is used for recording accounting transactions in the system. An example of a UMB chartfield would be Fund.</p>
Chartstring	<p>A grouping of individual chartfields that in combination with each other represent a unique funding identifier where accounting/financial activity is recorded.</p>
Dept ID	<p>Represents a unique level within the organizational hierarchy that has authority and responsibility over budget and employees.</p> <ul style="list-style-type: none">a.) Owner Dept is a required field in eUMB Financials. This field is used to designate the Dept ID of the department that has fiscal and operating authority for the chartstring.b.) Tx (Transaction) Dept is a required field in eUMB Financials. In most cases, Tx Dept will equal Owner Dept. It will differ only when a department other than the Owner Dept initiates a transaction citing a chartstring from another department. For example, Dept A is purchasing a book using funds from a Grant owned by Dept B. In this scenario Dept A is the Tx Dept and Dept B is the Owner Dept.
Fund	<p>A required field in eUMB Financials and represents the source of funding for that chartstring. “Roll up nodes” (e.g. 110, 115) cannot be used on transactions. Within Fund, 181 is used for all activity that flows through ORD. Code 194 is used for other funds that are restricted in their use such as donations,</p>

scholarships and the Common Trust Fund. View a list of all Funds on the Financial Services web site at <http://www.fincsvc.umaryland.edu/>.

GLBU

General Ledger Business Unit is a required field in *eUMB* Financials that represents a single legal entity and has a complete set of books, business practices, and reporting requirements. **GLBU** at UMB is defined as a five character field: **PSUMB**. The system defaults to **PSUMB** on every transaction.

Owner Dept.

A required field in *eUMB* Financials and represents an organizational unit or operational entity within an organization [structure] that has fiscal and operating authority and responsibility over budget and employees. All UMB faculty and staff personnel are either appointed (faculty) or assigned (staff) to **Owner Departments** for administrative management purposes. An example of a UMB **Owner Department** would be the Department of Pathology (SOM). View a list of all Owner or Tx (Transaction) Departments on the Financial Services web site at <http://www.fincsvc.umaryland.edu/> (see Department Tree Structure).

PCBU

Project Costing Business Unit (**PCBU**) is a required field in *eUMB* Financials for all Non-State Appropriated Funds. **PCBU** segregates **Project IDs** into various campus-defined categories of projects. The UMB numbering convention for **PCBU** provides users with some ‘site logic’ as to the type of project, grant or other non state appropriated fund. For example, all Federal Standard Grants & Contracts will have a specific **PCBU** value equal to 00184; all Revolving Funds will have a **PCBU** value of 00135. View a list of all **PCBU**s on the Financial Services web site at <http://www.fincsvc.umaryland.edu/>.

Program

A required field in *eUMB* Financials and is defined as an ongoing, specific, regular activity or event that may cross funds, departments and sources of funds- -the traditional GAAP (Generally Accepted Accounting Principles) expense categories, State of Maryland budgeted expense classifications, Alignment of Activities Categories and/or F&A Proposal Expense Pools. The **Program** code will allow UMB to classify accounting data in accordance with industry-wide standards to facilitate external reporting. Examples of **Program** codes are Instruction – General, Sponsored Research, and Sponsored Training. View a list of all Programs on the Financial Services web site at <http://www.fincsvc.umaryland.edu/>.

Project ID

A required field in *eUMB* Financials. **Project ID** tracks financial activity (revenue, expense) for a specific purpose. Project IDs set up after March 1, 2006 are next-numbered and do not provide users with any ‘site logic’.

Trees

Information in *eUMB* Financials adheres to a “tree” structure. This is a way to represent data in a hierarchical structure so that information can roll up and be summarized into “nodes”. An example of this is the Supplies and Materials account 3900. There are 21 different types of supplies and materials that can be summarized into account 3000, the roll-up node for operating expenses.

Tx Dept.

A required field in *eUMB* Financials. The **Tx Dept** (Transaction Department) code that users must enter on accounting transactions references the

organizational unit (Department) who *originates* the transaction with permission to access the source of funds (**Owner Dept**) for operational reasons. For example, the UMB Telecommunications Dept charges other departments for phone usage on a monthly basis. The **Tx Dept** code referenced on the transaction would be the Department Code for the Telecommunications Department, who may be charging *your* Dept/Project ID. In this scenario *you* would be the **Owner Department**. View a list of all Owner or Tx (Transaction) Departments on the Financial Services web site at <http://www.fincsvc.umaryland.edu/> (see Department Tree Structure).

Workflow

An automatic electronic routing of work within the system from the individual who initiates it to the individual/department who must act on it next. For example, a requisition entered by a *Requisitioner* (once it passes system edits) is transmitted by **workflow** to the *Department Requisition Approver*.

Worklist

An electronic list of items awaiting review/action. For example, in the **Workflow** example above, the Requisition, having been moved by workflow, would appear in the **Worklist** of the Department Requisition Approver (or in a common Worklist shared by several Approvers).

Basic Accounting for RAVEN Users

Accounting Equations	Accounts	Account Types	Debit (+)	Credit (-)
Profit & Loss Statement $(R - E = \Delta RE)$	Revenues	R	Decrease	Increase
	Expenses	E	Increase	Decrease
Balance Sheet $(A - L = Q)$	Assets	A	Increase	Decrease
	Liabilities	L	Decrease	Increase
	Equities (Fund Balance)	Q	Decrease	Increase



Excellence in e-Learning

e-Learning@UMB Accounting & Finance Recommended Learning List eUMB Financials and RAVEN

Major Topic Areas (50 courses available)

- * Accounting 101 (5 courses)
- * Accounting 102 (4 courses)
- * Advanced Business Finance (7 courses)
- * Auditing: A Practical Approach (5 courses)
- * Business Finance for Managers (6 courses)
- * Finance Fundamentals for Non-Finance Professionals (4 courses)
- * Managerial Accounting (4 courses)
- * Practical Budgeting Skills for Business (3 courses)
- * Practical Budgeting for Managers (4 courses)
- * Using Financial Statements (8 courses)

To view course descriptions and objectives without logging into e-Learning@UMB:

Course Descriptions and Objectives: At our web site, course descriptions and outlines for the skill areas noted above are found in the Business Catalog. Once you identify a course you are interested in, click the course # to open a web page containing the course description, target audience, duration, and lesson objectives. The e-Learning web site address is: www.hr.umaryland.edu/e-Learning. Enrollment forms for becoming a registered user of e-Learning@UMB are also available here.

Course Descriptions and Objectives		
Desktop	IT	Business

If you are a registered user of e-Learning@UMB you can search for courses as above. Once logged in, you can search for a course using the catalog, by course number or by key word(s). Additionally, course information is available on the same page as the “Play this Course” option when selected within e-Learning@UMB.

Courses range from 2-5 hours in duration. It’s a good idea to first take the test for a subject. e-Learning@UMB will provide you valuable feedback on the subject areas you do well on, as well as the subject areas you may benefit from additional training. You can start and stop courses at any time, start at any topic in a course, complete a course, or use the course as a reference tool. If you successfully complete a course (with a 75% test threshold), you will receive a certificate of completion the following month. For work-related training, we encourage employees and managers to work together to define course goals and plan the time needed to complete training. Continuing Education Credits (CEU) for the National Association of State Boards of Accountancy (NASBA) are also available and are displayed in the course catalog.

If you have any questions regarding enrollment, courses, or e-Learning@UMB in general, please contact **e-Learning** at **706-3072** or e-Learning@af.umaryland.edu.

Selected course titles*, course numbers and duration of interest to eUMB RAVEN users:

Course Name	Course #	Duration
<i>Accounting Fundamentals</i>	FIN0121	3.5
<i>Analyzing the Income Statement and Balance Sheet</i>	FIN0253	2
<i>Basics of Budgeting</i>	FIN0152	3.5
<i>Building an Operating Budget</i>	FIN0262	3.5
<i>Components of Financial Statements</i>	FIN0252	3
<i>Cost Accounting Decisions</i>	FIN0244	4
<i>Creating and Analyzing an Operating Budget</i>	FIN0161	3.5
<i>Effective Budget Management</i>	FIN0163	3
<i>Financial Statements and Analysis</i>	FIN0144	2.5
<i>Introduction to Finance</i>	FIN0141	2.5
<i>Making Budgets Work</i>	FIN0142	2.5
<i>Managing Budgets Effectively</i>	FIN0264	3
<i>Overview of Managerial Accounting</i>	FIN0241	5
<i>Principles of Financial Management</i>	FIN0151	4
<i>Principles of Financial Statements</i>	FIN0251	3.5
<i>The Basics of Budgeting</i>	FIN0261	4.5
<i>The Income Statement and Balance Sheet Connection</i>	FIN0254	2
<i>Understanding Financial Statements</i>	FIN0154	3.5

**** Control + click the course # to open the link to view course description, target audience, duration and topics**

For a brief overview of fund accounting: http://oaa.osu.edu/handbook/i_fundacct.html

At the bottom of this page is another link that also might be helpful:

<http://www.ctrlr.ohio-state.edu/financial/FundsTypicallyUsedpage1.pdf>

Thinking User's Guide to Creating A RAVEN Inquiry

What are you trying to do? How will you use the data?

Examples include....

- View online or reorganize in Excel to create my own view
- Research and troubleshoot a transaction
- Generate summary of department financials
- To reconcile systems
- To view specific transaction(s), etc.
- To feed a shadow system

What data do you need to retrieve?

For which **timeframe**?

Examples include....

- Fiscal Year
- Life-to-Date?
- By Quarter?
- By Project Period?
- By Month?

For which **Chartfield**?

Examples include....

- PCBU
- Project
- Account
- Fund...etc.

How do you want to **organize** the data? (by chartfield...PCBU, Project, Account, Fund, etc.)

You now have enough information to **select the appropriate page** in RAVEN.

(Continue on next page...)

Thinking User's Guide to Creating A RAVEN Inquiry

Navigate to the appropriate page (selected above).

Add the criteria you defined above:

- **Timeframe**
- **Chartfield** selections (PCBU, Project, Account, Fund, etc.)
- **Display Options** (often By Account)




Click **FETCH**.

Review your results, "stepping out" to more detail as needed.

Quick Reference Guide to Using RAVEN Financials Inquiry Pages					
RAVEN Financials Inquiry Pages	What Can I See Here?	Intended For...	NOT Intended For...	Comments / Cautions	Who will find this page most useful?
All Activities Page	View FYTD - fiscal year to date - financial activity in a Budget Vs. Actuals format. Offers option to organize results by Account, Owner Dept, PCBU, Project ID, Tx Dept, Fund or Program	Retrieving data related to UNRESTRICTED sources of funds (e.g., state-appropriated, DRIF, auxiliary enterprise and revolving funds).	Retrieving data related to Standard Grants (Use Grants-Standard or Grants Summary pages instead.)	Use ONLY for Fiscal Year based sources of funds Standard Grant budgets do not display on this page	User looking for summary level information on UNRESTRICTED projects such as state, DRIF, revolving or auxiliary enterprises
Grants - Standard PCBUs = 00184, 00187, 00191	Users have the option to view Life-to-Date activity or Project Period-to-Date financial activity for one standard grant at a time. Page provides Budget vs. Actual Expense, Open Encumbrances, Pre-Encumbrances and Budget Balance Available only. Grant revenue budgets and actual revenue recorded to date are suppressed on this page.	Retrieving data related to RESTRICTED sources of funds such as standard, cost-reimbursable (NIH-like) grants or any grant that is not defined as a Deliverable-based.		Good for budget analysis: Ideal page for viewing data related to standard grants , especially budget and balance available. Page displays grant-specific information such as Project Status, Start/End Dates, PI, Department, Award and Sponsor information. Also displays a checkbox indicator if "Cost Sharing" has been allocated for the Grant. Appears in the upper right area of the page. To view original chartstring WITHOUT Cost Sharing, enter Fund=182, Standard Contracts & Grants.	User looking for summary level information on a STANDARD contract or grant, including an overview of the basics (e.g., start/end dates, etc.)
Grants - Deliverable PCBUs = 00185, 00188, 00192	Users have options to view Life-to-Date or Project Period financial activity for one deliverable-based grant at a time. NO BUDGET DATA is Displayed; displays Revenue and Expense ONLY .	This is a NEW classification of certain UMB grant activity. Deliverable based grants are defined as those grants that billing the sponsor is based on attaining a certain "milestone" event or production of a project deliverable AND where any residual revenues over expenditure at the termination of the grant remains with the institution. Clinical Trials are typical examples of a Deliverable-based grant. The initial determination for Deliverable-based grants are made by ORD upon official notification by the granting agency.		Ideal page for viewing data related to deliverable-based grants . Also displays a checkbox indicator if "Cost Sharing" has been allocated for the Grant. Appears in the upper right area of the page. To view original chartstring WITHOUT Cost Sharing, enter Fund=183, Deliverable Contracts & Grants.	User looking for summary level information on a DELIVERABLE -based contract or grant, including an overview of the basics (e.g., start/end dates, etc.)
Grants - Summary	View Life-to-Date or Project Period financial activity. View BOTH expense and revenue data. Includes budgets for those Projects that require budgets.	NEW GRANTS VIEW Specialized grant summary page for viewing program project grants or grouping grant financial activity by Sponsor, PI and Award. Allows exception reporting Displays data for BOTH Standard and Deliverable -based contracts and grants.		REMINDER: No budget will display for deliverable-based grants. This page will display BOTH standard and deliverable-based grants. Good for view of all grant activity for a department or school.	User looking for summary level information on Standard, Deliverable-based or BOTH types of contracts or grants

Quick Reference Guide to Using RAVEN Financials Inquiry Pages					
RAVEN Financials Inquiry Pages	What Can I See Here?	Intended For...	NOT Intended For...	Comments / Cautions	Who will find this page most useful?
PCard Inquiry Pages					
By Card Tab	View Staged or Closed Pro Card transactions for specific cards by Billing Cycle(s), including chartstring(s) and Comments.	Retrieve data related to Pro Cards, including results of reallocations completed and saved the previous day. Viewing Pro Card transactions by Employee, Card Number or Status (Open or Closed).	Viewing Pro Card transactions by Department ID. Use Department Tab.	Based on eUMB Financials security; Pro Card Reallocators or Viewers automatically get access to this page.	Pro Card Reallocators or Viewers. RAVEN Financials Inquiry user must also be a designated Proxy on specific Pro Card(s).
By Department Tab	View Staged or Closed Pro Card transactions for a department by Billing Cycle(s), including chartstring(s) and Comments.	Retrieve data related to Pro Cards, including results of reallocations completed and saved the previous day. Viewing Pro Card transactions by Department, Employee or Status (Open or Closed).	Viewing Pro Card transactions by Card Number. Use By Card Tab.	Based on RAVEN Financials Inquiry security; only users with access to departmental data in RAVEN Financials Inquiry will have access to this view.	Users with departmental access in RAVEN Financials Inquiry . RAVEN Financials Inquiry User does not need to be designated as a Proxy on any Pro Card.
SPC Inquiry	Data source: eUMB HRMS; JEs made in Financials ARE NOT reflected on the SPC page (e.g., manual transfers, check cancellations, overpayments, tax adjustments, etc.) Data is updated every 2 weeks , usually the Tuesday following the Friday on which we receive paychecks.	Retrieve bi-weekly payroll charges including options to - retrieve data for one or many <u>Pay Periods</u> (PPs) in a fiscal year, PPs across fiscal years or an exact fiscal year - run by Posted or Affected periods - can be useful for troubleshooting			Users with RAVEN SPC role who need to view payroll data in an "as posted" view. The same data is available from pages associated with RAVEN Inquiry. Can be useful for those troubleshooting payroll-related problems.

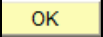

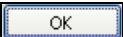

Does My PC Run Excel 2003 or Excel 2007?


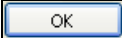

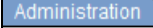
1.	Click the start button.
2.	Click the All Programs button. 
3.	Pointing to the Microsoft Office menu item opens the list of Office applications loaded on your PC. The title of the software - "Microsoft Excel 2007 " - indicates which version is loaded on your computer. Click the Microsoft Excel 2007 menu. 
4.	If you've opened Excel on this PC, you should also find the version on the frequently used applications list under the start button. Click the start button.
5.	Notice that the title of the software - "Microsoft Excel 2007 " - also indicates which version is loaded on your computer. Click to open. Click the Microsoft Office Excel 2007 list item. 
6.	Finally, if you've already opened Excel, you may have noticed one more way to identify which version is running on your computer. In Excel 2007 the Office Button in the upper left corner replaces the File menu from earlier versions of Excel. Click the Office Button .

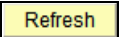



7.	<p>So now you know...there are (at least) 3 quick ways to tell whether you are running Excel 2003 or 2007:</p> <ul style="list-style-type: none">• The Program and Start menus display the entire name and version: "Microsoft Excel 2007".• The frequently used applications on the start menu displays the entire name and version.• With Excel 2007 open, you will see the Office Button - rather than the File menu - in the upper left corner of the page. <p>And if you see something different? The chances are that your work computer is running Excel 2003.</p> <p>End of Procedure.</p>
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RAVEN Performance Options & Excel 2003

1.	<p>RAVEN's four performance options give you the ability to:</p> <ul style="list-style-type: none"> • continue working in RAVEN while inquiries run in the background • elect to run in background each time a particular inquiry is launched • limit inquiry results for the version of Excel running on your computer (2003 or 2007) • narrow inquiry results when needed to fit the version of Excel running on your computer <p>We'll take a quick look at each option before running a sample inquiry.</p>
2.	<p>Performance options that require selection are located behind the Display Options link on most pages in RAVEN Financials Inquiry.</p> <p>Click the Display Options link.</p> <p>Display Options</p>
3.	<p>Two of the four performance options require selection:</p> <ul style="list-style-type: none"> • Always run in background • Limit row count for Excel 2003 <p>NOTE: On the Transactions Detail page these options are displayed just above the Chartfield Selection area.</p>
4.	<p>Selecting Always run in background means that an inquiry you launch from this page will immediately run in background.</p> <p>If you drill from this inquiry to the Transaction Detail page, Always run in background will be selected for that page as well.</p> <p>If you save the inquiry, the setting will also be saved. Each time you launch the saved inquiry, it will run in background mode.</p>
5.	<p>Limit row count for Excel 2003 is used to limit the number of rows returned to fit into an Excel 2003 worksheet.</p> <p>Selecting Limit row count for Excel 2003 will limit results returned to 65,000 rows.</p> <p>If your inquiry returns more than 65,000 rows, RAVEN will suggest narrowing your inquiry.</p> <p>If you have also selected Always run in background, RAVEN will run the inquiry in the background regardless of rows returned. If results exceed 65,000 rows (and will not fit into an Excel 2003 worksheet), the results worksheet displays a message suggesting that you narrow your inquiry.</p>



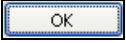


6.	<p>The two default performance options are:</p> <ul style="list-style-type: none">• Run in background only if results exceed 15,000 rows• Limit row count for Excel 2007 (up to 1 million rows) <p>The default performance options are available if you don't check one of the Display Options we've just reviewed.</p> <p>In this example, we want to limit our inquiry results to fit into an Excel 2003 worksheet. We'll run our sample inquiry with the 'Limit row count for Excel 2003' option checked.</p> <p>Click the OK button.</p> 
7.	<p>For our sample inquiry, we've already set up and run an inquiry on the All Activities page. This inquiry looks back at all transactions in a prior fiscal year - all 12 months.</p> <p>We'd like to download detail on all expenses so we'll drill down on All Expenses - YTD Actuals column.</p> <p>Drilling down to detail is similar to submitting an inquiry. RAVEN counts rows before processing the request.</p> <p>Click the YTD All Expenses link.</p> 
8.	<p>Based on RAVEN's row count the sample inquiry will return more than 65,000 rows - more rows than an Excel 2003 worksheet can hold.</p> <p>We need to adjust the inquiry to return fewer than 65,000 rows.</p> <p>Click the OK button.</p> 
9.	<p>To be able to complete the inquiry, we need to make changes that will result in retrieving fewer rows of data.</p> <p>Return to the All Activities page to edit the inquiry.</p> <p>TIP: Edits can be made directly on the Transaction Detail page.</p> <p>Click the All Activities tab.</p> 

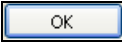

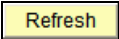

<p>10.</p>	<p>Inquiry results could be narrowed in any number of ways including by</p> <ul style="list-style-type: none"> • shortening the time period or • running for a smaller set of departments or • selecting a more specific Account <p>In this example, we will narrow our search results by choosing a more specific Account - 3000 for Operating Expenses.</p> <p>Click the YTD Operating Expenses link.</p> 
<p>11.</p>	<p>Success! Results will fit into an Excel 2003 worksheet.</p> <p>Inquiries that return more than 15,000 rows of data run in the background. This inquiry will be run in "the background".</p> <p>You can continue working in RAVEN Financials Inquiry even while the inquiry is processing.</p> <p>Click the OK button.</p> 
<p>12.</p>	<p>There are two ways to view results for inquiries that run in the background:</p> <ul style="list-style-type: none"> • Report Manager • Process Monitor <p>You may have used these options as you ran reports in eUMB HRMS or eUMB Financials. The steps to view results are the same in RAVEN Financials Inquiry. In this example, we will use Report Manager to view our results.</p> <p>NOTE: For information on using Process Monitor, please review the Jump-in point titled 'View Results with Process Monitor' within the UPK topic titled RAVEN Performance Options & Excel 2007.</p> <p>Click the Report Manager link.</p> 
<p>13.</p>	<p>The link to inquiry results is located on the Administration tab.</p> <p>Click the Administration tab.</p> 
<p>14.</p>	<p>The Report Manager/Administration tab displays information as soon as an inquiry begins processing.</p> <p>Results are not available until the Status is 'Posted'. A Details hyperlink will display when results are available.</p> <p>NOTE: Inquiries run in the background can be retrieved from Report Manager for <u>7</u> calendar days.</p>

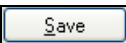
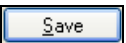
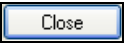

15.	<p>You may need to Refresh this page to update the actual processing status.</p> <p>In this example, Status = Processing and Details (results) are not yet available. Since the inquiry is still processing, results have not been posted and we cannot view results yet.</p> <p>Check the status again. Click the Refresh button.</p> <p></p>
16.	<p>The inquiry has finished processing (Status = Posted) and Details now includes a hyperlink. Use the Details link to navigate to your inquiry results.</p> <p>Click the Details link.</p> <p></p>
17.	<p>The Excel download file displays with the .XLS extension. Clicking the .XLS link launches Excel with the option to Open or Save your RAVEN data to a worksheet.</p> <p>NOTE: The process of downloading to Excel (2003 or 2007) is not affected by the addition of performance options. Follow the steps you usually use for downloading to Excel.</p>
18.	<p>If you run multiple inquiries in background, it can be easy to lose track of which parameters were set for which inquiry. The output (.out) file will help.</p> <p>NOTE: The first time you open an output (.out) file, you may need to associate a program for viewing. Click here for a quick guide to associating the output (.out) file with WordPad.</p> <p>Let's take a look at the output file. Click the Output (.out) link.</p> <p></p>
19.	<p>Click the Close button.</p> <p></p>
20.	<p>RAVEN performance enhancements help you to take advantage of improved desktop tools like Excel more efficiently.</p> <p>In this topic you...</p> <ul style="list-style-type: none"> • learned about the four performance options • ran an inquiry that resulted in more than 65,000 rows • edited the request to reduce the number of rows retrieved • viewed results from RAVEN's Report Manager • reviewed inquiry parameters <p>End of Procedure.</p>

RAVEN Performance Options & Excel 2007

1.	<p>RAVEN's four performance options give you the ability to:</p> <ul style="list-style-type: none"> • continue working in RAVEN while inquiries run in the background • elect to run in background each time a particular inquiry is launched • limit inquiry results for the version of Excel running on your computer (2003 or 2007) • narrow inquiry results when needed to fit the version of Excel running on your computer <p>We'll take a quick look at each option before running a sample inquiry.</p>
2.	<p>Performance options that require selection are located behind the Display Options link on most pages in RAVEN Financials Inquiry.</p> <p>Click the Display Options link.</p> <p>Display Options</p>
3.	<p>Two of the four performance options require selection:</p> <ul style="list-style-type: none"> • Always run in background • Limit row count for Excel 2003 <p>NOTE: On the Transactions Detail page these options are displayed just above the Chartfield Selection area.</p>
4.	<p>Selecting Always run in background means that an inquiry you launch from this page will immediately run in background.</p> <p>If you drill from this inquiry to the Transaction Detail page, Always run in background will be selected for that page as well.</p> <p>If you save the inquiry, the setting will save as well. Each time you launch the saved inquiry, it will run in background mode.</p>
5.	<p>Limit row count for Excel 2003 is used to limit the number of rows returned to fit into an Excel 2003 worksheet.</p> <p>Selecting Limit row count for Excel 2003 will limit results returned to 65,000 rows.</p> <p>If your inquiry returns more than 65,000 rows, RAVEN will suggest narrowing your inquiry.</p> <p>If you have also selected Always run in background, RAVEN will run the inquiry in the background regardless of rows returned. If results will not fit into an Excel 2003 worksheet, you will open the results worksheet to a message suggesting that you narrow your inquiry.</p>

<p>6.</p>	<p>We'll run our sample inquiry with the two default performance options:</p> <ul style="list-style-type: none"> • Run in background only if results exceed 15,000 rows • Limit row count for Excel 2007 (up to 1 million rows) <p>Click the Cancel button.</p> 
<p>7.</p>	<p>For our sample inquiry, we've already set up and run an inquiry on the All Activities page. This inquiry looks back at all transactions in a prior fiscal year - all 12 months.</p> <p>We'd like to download detail on all expenses so we'll drill down on All Expenses - YTD Actuals column.</p> <p>Drilling down to detail is similar to submitting an inquiry. RAVEN counts rows before processing the request.</p> <p>Click the YTD Actuals for All Expenses link.</p> 
<p>8.</p>	<p>In this example - based on RAVEN's row count - this inquiry will return more rows than Excel 2007 can handle.</p> <p>We need to adjust the inquiry.</p> <p>Click the OK button.</p> 
<p>9.</p>	<p>To be able to complete the inquiry, we need to make changes that will result in retrieving fewer rows of data.</p> <p>Return to the All Activities page to edit the inquiry.</p> <p>TIP: Edits could be made directly on the Transaction Detail page.</p> <p>Click the All Activities tab.</p> 
<p>10.</p>	<p>Inquiry results could be narrowed in any number of ways including by</p> <ul style="list-style-type: none"> • shortening the time period or • running for a smaller set of departments or • selecting a more specific Account <p>In this example, we will narrow our search results by choosing a more specific Account - 3000 for Operating Expenses.</p> <p>Click the YTD Actuals for Acct 3000 link.</p> 

<p>11.</p>	<p>Success! Results will now fit into an Excel 2007 worksheet.</p> <p>Inquiries that return more than 15,000 rows of data run in the background. This inquiry will be run in the background.</p> <p>You can continue working in RAVEN Financials Inquiry even while the inquiry is processing.</p> <p>Click the OK button.</p> 
<p>12.</p>	<p>There are two ways to view results for inquiries that run in the background:</p> <ul style="list-style-type: none"> • Report Manager • Process Monitor <p>You may have used these options as you ran reports in eUMB HRMS or eUMB Financials. The steps to view results are the same in RAVEN Financials Inquiry.</p> <p>In this example, we will use Process Monitor to view our results.</p> <p>Click the Process Monitor link.</p> 
<p>13.</p>	<p>The Process Monitor page displays the Run Status for an inquiry as it moves through each phase of processing: Queued, Initiated, Processing, Success.</p> <p>Shortly after Run Status changes to Success, Distribution Status changes to Posted. Inquiry results can be viewed as soon as the Distribution Status = Posted.</p> <p>Inquiries run in the background can be retrieved from Process Monitor for <u>only 7 calendar days</u>.</p>
<p>14.</p>	<p>You will need to Refresh the page to check your inquiry's progress through processing.</p> <p>In this example, Run Status = Processing and Distribution Status = N/A. The inquiry is still processing, results have not been posted and we cannot view results yet.</p> <p>Check the status again.</p> <p>Click the Refresh button.</p> 
<p>15.</p>	<p>The inquiry has finished processing (Run Status = Success) and results have been posted (Distribution Status = Posted).</p> <p>Use the Details link to navigate to your inquiry results.</p> <p>Click the Details link.</p> 

16.	<p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>
17.	<p>The Excel download file displays with a .XLS extension.</p> <p>Click the .XLS link.</p> <p>41425 Txn Dtl Data.XLS</p>
18.	<p>Open or save your inquiry results to Excel. In this example, we'll save them.</p> <p>Click the Save button.</p> <p></p>
19.	<p>Re-name your file as desired.</p> <p>Enter the desired information into the field. Enter a valid value e.g. "FY09_OperatingExpenses".</p>
20.	<p>Be sure to check the Save as Type to make sure your file saves as an Excel worksheet.</p> <p>In this example we are saving a worksheet that can be opened by Excel 2003 or Excel 2007.</p> <p>Click the Save button.</p> <p></p>
21.	<p>When the download completes, close the dialog box.</p> <p>Click the Close button.</p> <p></p>
22.	<p>If you run multiple inquiries in background, it can be easy to lose track of which parameters were set for which inquiry. The output (.out) file will help.</p> <p>NOTE: The first time you open an output (.out) file, you may need to associate a program for viewing. Click here for a quick guide to associating the output (.out) file with WordPad.</p> <p>Let's take a look at the output file. Click the Output (.out) link.</p> <p>umpbtdtl_41425.out</p>
23.	<p>The parameters you used on this inquiry are displayed in WordPad (or similar text editor). Review or print as needed.</p> <p>Click the Close button.</p> <p></p>

24.	<p>RAVEN performance enhancements help you to take advantage of improved desktop tools like Excel more efficiently.</p> <p>In this topic you...</p> <ul style="list-style-type: none">• learned about the four performance options• ran a large inquiry• edited the request to reduce the number of rows retrieved• viewed results from RAVEN's Process Monitor• downloaded results to Excel 2007• reviewed inquiry parameters <p>End of Procedure.</p>
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Common Financial Inquiries

Creating a By Project/By Account Inquiry for Restricted Funds (Using Grants-Standard or Grants-Deliverable pages)

1. Log in to **Campus Portal** at <https://myumb.umaryland.edu>.
2. At the Enterprise Menu pagelet, click the **RAVEN** hyperlink.
3. Navigate to the RAVEN Inquiry page using the menu: **RAVEN > Financials Inquiry**.
4. To start you have only one inquiry, the default inquiry named "**ADHOC**". Click the **Search** button to open the default inquiry.
5. Click on the appropriate Grants tab: "**Grants – Standard**" or "**Grants – Deliverable**".
6. Leave the **Business Unit (BU)** as the default: "PSUMB".
7. On the grants pages, the default **timespan** is "**Life to Date**" and "**Current Month**". If necessary, un-check Current Month to change the timespan.
8. Enter your **PCBU** (e.g., "00184"). Either key in the PCBU if you know it or use the Look Up button to select a PCBU.
9. Enter your **Project ID** (e.g., "00520018"). Either key in the Project ID if you know it or use the Look Up button to select a Project ID. Upon entering or selecting a Project ID, the page will auto-populate with the project details.
10. Select appropriate **Display Option** as follows:
 - For **RAVEN Online Summary View**: Select **Display Option** to display by **Account**.
 - For **Transaction Detail View (Online or Downloadable)**: Select **Display Option** to display by **Account**; on **Drill To** select **Transaction Detail**.
11. Click the **Fetch** button to retrieve project data from RAVEN. View online or download.

Common Financial Inquiries


Creating a By Project/By Account Inquiry for Unrestricted Funds (Using All Activities Page)

1. Log in to **Campus Portal** at <https://myumb.umaryland.edu>.
2. At the Enterprise Menu pagelet, click the **RAVEN** hyperlink.
3. Navigate to the RAVEN Inquiry page using the menu: **RAVEN > Financials Inquiry**.
4. To start you have only one inquiry, the default inquiry named "**ADHOC**". Click the **Search** button to open the default inquiry.
5. Confirm that you are on the "**All Activities**" tab. If not, click on the "All Activities" tab.
6. Leave the **Business Unit (BU)** as the default: "PSUMB".
7. On the **All Activities** pages, the default **time span** is "**Fiscal Year**" 2006 and "**Current Month**". If necessary, un-check Current Month to select another fiscal year and/or month.
8. Enter your **PCBU** (e.g., "00135"). Either key in the PCBU if you know it or use the Look Up button to select a PCBU.
9. Enter your **Project ID** (e.g., "00321030"). Either key in the Project ID if you know it or use the Look Up button to select a Project ID. Upon entering or selecting a Project ID, the page will auto-populate with the project details.
10. Select appropriate **Display Option** as follows:
 - For **RAVEN Online Summary View**: Select **Display Option** to display by **Account**.
 - For **Transaction Detail View (Online or Downloadable)**: Select **Display Option** to display by **Account**; on **Drill To** select **Transaction Detail**.
11. Click the **Fetch** button to retrieve project data from RAVEN.

Common Financial Inquiries


Creating & Downloading a PCard Inquiry

(Using PCard Inquiry Page – By Card Tab)

1. Log in to **Campus Portal** at <https://myumb.umaryland.edu>.
2. At the Enterprise Menu pagelet, click the **RAVEN** hyperlink.
3. Navigate to the **PCard Inquiry** page using the menu: **RAVEN > PCard Inquiry**.
4. To start you have only one inquiry, the default inquiry named “**ADHOC**”. Click the **Search** button to open the default inquiry. (**Hint:** You may need to “add” the ADHOC inquiry the first time you work the PCard Inquiry page. Simply click the “Add a New Value” link, observe ‘ADHOC’ in the inquiry name box and click the Add button.)
5. Confirm that you are on the “**By Card**” tab. If not, click on the “By Card” tab.
6. Leave default **Business Unit (BU)**: “PSUMB”. Leave default **Card Vendor**: “VISA”.
7. On the By Card tab, the default **time span** is the most recent Billing Cycle. If necessary, select different ‘**Billing Cycle Dates**’ and ‘**Thru**’ dates. Use the Lookup button to view and select available dates.
8. Use the Lookup button next to **Employee** to select the **cardholder** whose transactions you wish to retrieve. (**Hint:** You could select by Card Number instead. To select all cards for which you have access, leave Employee and Card Number blank.)
9. Click the dropdown arrow next to **Status** and select either **Staged** (available for reallocation) or **Closed** (not available for reallocation). (**Hint:** To retrieve both Staged and Closed items, leave Status blank.)
10. Click the **Summary Levels** hyperlink. If needed, click the **Deselect All** button to un-check all boxes.
11. **Click on the boxes in this order:** Transaction Date, Merchant, Merchant City, Merchant State, Comments (1-40 chars), PCBU, Project, Fund, Program, Account, Tx Dept. (**Note:** Summary Level selection “builds” your own custom Results Grid. Columns will display from left to right in the order you selected. Example: #1 is first column from the left, #2 is next and so on.)
12. Click the **OK** button. Selections appear in order next to the Summary Levels hyperlink and below in the Results Grid.
13. Click the **Display Options** hyperlink. Select the appropriate option as follows:
 - To **view online in a cascading format** (using step out buttons), skip Step 13. Go on to Step 14.
 - To **download or to view online without cascading**, click the **Excel Download Format** box to add a checkmark. Click the **OK** button.
14. Click the **Fetch** button. Results are displayed in the **Results Grid**.
15. To download to **Excel**, click on the download symbol . (**Hint:** When saving your Excel file, remember to specify Microsoft Excel Worksheet in the ‘Save as type’ box.)


Common Financial Inquiries

Online View: Have Transactions Been Reallocated or Not? (Using PCard Inquiry Page – By Card Tab)

1. Log in to **Campus Portal** at <https://myumb.umaryland.edu>.
2. At the Enterprise Menu pagelet, click the **RAVEN** hyperlink.
3. Navigate to the **PCard Inquiry** page using the menu: **RAVEN > PCard Inquiry**.
4. To start you have only one inquiry, the default inquiry named "**ADHOC**". Click the **Search** button to open the default inquiry. (**Hint:** You may need to "add" the ADHOC inquiry the first time you work the PCard Inquiry page. Simply click the "Add a New Value" link, observe 'ADHOC' in the inquiry name box and click the Add button.)
5. Confirm that you are on the "**By Card**" tab. If not, click on the "By Card" tab.
6. Leave **Business Unit (BU)** as the default: "PSUMB". Leave **Card Vendor** as the default: VISA.
7. On the By Card tab, the default **time span** is the most recent Billing Cycle. If necessary, select different '**Billing Cycle Dates**' and '**Thru**' dates. Use the Lookup button to view and select available dates.
8. Leave Optional Criteria blank to retrieve for all cards. (If retrieving for one card only, use the Lookup button next to **Employee** to select the **cardholder** whose reallocation status you wish to retrieve.)
9. Click the dropdown arrow next to **Status** and select **Staged** (available for reallocation) or
10. Click the **Summary Levels** hyperlink. If needed, click the **Deselect All** button to un-check all boxes.
11. **Click on the boxes in this order:** Owner Department, Card Number, Reallocated (**Note:** Summary Level selection "builds" your own custom Results Grid. Columns will display from left to right in the order you selected. Example: #1 is first column from the left, #2 is next and so on.)
12. Click the **OK** button. Selections appear in order next to the Summary Levels hyperlink and below in the Results Grid.
13. Click the **Display Options** hyperlink. The **Excel Download Format** box should be **UNchecked**. Click the **OK** button.
14. Click the **Fetch** button. Results are displayed in the **Results Grid**.
15. Use the **Step Out** buttons  to view reallocation status online.

Common Financial Inquiries

Creating a Statement of Payroll Charges Inquiry: DOWNLOADABLE Version (Using SPC Inquiry Page)

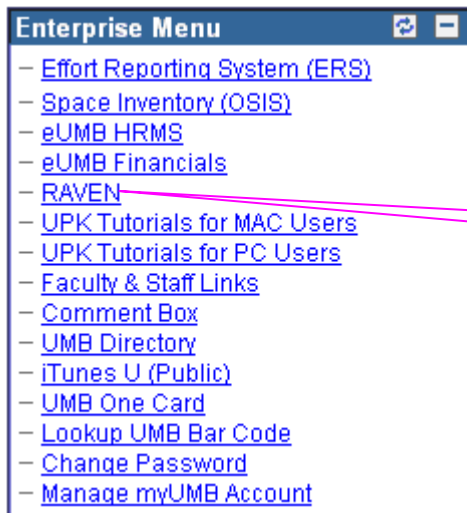
1. Log in to **Campus Portal** at <https://myumb.umaryland.edu>.
2. At the Enterprise Menu pagelet, click the **RAVEN** hyperlink.
3. Navigate to the RAVEN Inquiry page using the menu: **RAVEN > SPC Inquiry**.
4. Click the **Add a New Value** tab.
5. To start do not save inquiries. Keep the default inquiry name of "**ADHOC**". Click the **Add** button.
6. In the white header area, **leave the defaults** (PSUMB, Pay Period Posted, Current Pay Period, blank Empl ID and blank Fiscal Year).
7. In the blue **Chartfield Selection** area- click on the hyperlink under Owner Dept and select the Dept ID of the highest level that you want to view (and have security access to).
8. Click on **Summary Levels** hyperlink- click the **Select All** button. Click **OK**.
9. Click on **Display Options- Uncheck "Show Whole \$\$"** box. Check the Excel **download format** box. Click **OK**.
10. Click the **Fetch** button to retrieve project data from RAVEN.
11. When data is returned, click on the **download** symbol  to download to Excel. By clicking on this button, the results will be downloaded to the web version of Excel. You should click **File-Save As** and save this file as an Excel worksheet to a directory or your desktop where you can easily retrieve it to manipulate the data as you desire.

RAVEN Statement of Payroll Charges (SPC)

The RAVEN SPC Inquiry is the replacement report for the FASWeb Statement of Payroll Charges. There are several general points to note regarding this inquiry:

- Access- Users must complete, sign and submit the **RAVEN Access Request** form located on the Financial Services Forms page at <http://www.fincsvc.umaryland.edu/forms.cfm>.
- SPC inquiry users are not required to have a role in eUMB HRMS.
- Security is not based on employee "ownership"- that is, if you "own" an employee who is funded by a source outside of your department security, you will not see that employee in the SPC inquiry.
- Security is based on Department, Project or Award ownership so you will see employees from other departments who are paid from a funding source that you have permission to view.
- Data was converted into the SPC table for the period 7/1/05-2/18/06.*
- The SPC is run by pay period- either posted or affected. The posted pay period represents when the charges are entered (posted) in the general ledger. The affected period represents the period to which the charges apply. For instance, for current salaries charged to a project, the posted and affected pay periods will be the same. For retroactive salaries charged to a project, the affected pay period will be earlier than the posted pay period.
- The SPC can be run for:
 - o One pay period- ex. 06-21
 - o A range of pay periods during the fiscal year- ex. 06-11 to 06-20
 - o A full fiscal year- ex. 7/1/05-6/30/06
 - o A range pay periods crossing over fiscal years- ex. 06-05 to 07-04
- The SPC can be run for an individual employee but you will only see charges on those chartstrings that you have RAVEN Financials Inquiry security access to see.
- There are two views of the data- one that is primarily used for on-line viewing and one that is primarily used for downloading to Excel. However, you can download the on-line view and you can view the download on-line.
- Data from the SPC is fed from the HRMS system ONLY. If a Journal Entry is done directly to the general ledger it will not appear in the SPC. Therefore, the total amounts per the SPC could be different than the salary amounts you get in the regular RAVEN pages due to any journal entries.

To access the SPC from the myUMB Portal:



Click on the RAVEN hyperlink

New page:

Click on the SPC Inquiry hyperlink



New page:

SPC Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.



Search by: Inquiry Name begins with



Click on the Add a New Value hyperlink (or the same tab above).

Find an Existing Value | [Add a New Value](#)

New page:

SPC Inquiry

[Find an Existing Value](#) | [Add a New Value](#)

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

Inquiry Name value defaults to 'ADHOC' but you can change it to something more meaningful to save a custom set of parameters.

The SPC Inquiry page (after collapsing the main menu):

The screenshot shows the SPC Inquiry page with the following callouts:





- 1:** BU (Business Unit) field
- 2:** Pay Period Posted vs. Affected dropdown menu
- 3:** Pay Period Posted field
- 4:** Thru field
- 5:** Empl ID field
- 6:** Chartfield Selection table
- 7:** Summary Levels (PC Bus Uni > Project > Employee)
- 8:** PC Bus Uni column
- 9:** Project column
- 10:** Employee column
- 11:** Fetch button
- 12:** Hide Fringe Detail Columns checkbox
- 13:** Gross - Actual column
- 14:** Fringe - Total column
- 15:** Save button
- 16:** Refresh button

SPC Page Descriptions:

Item	Field	Description
1	BU	General Ledger Business Unit- will default to PSUMB and should not be changed
2	PP Posted vs. Affected drop down box	Pay Period Posted vs. Affected- Distinguishes between when the charges are posted to the GL vs. when the charges were incurred. When you are creating a download for a shadow system you will want to use the Pay Period Posted. When you are looking at how employees were charged to a grant over the period of the grant you may want to use the Pay Period Affected.

Item	Field	Description
3	Pay Period From and Thru	<p>Enter the range of pay periods starting with the beginning pay period in the format FY-PP (ex. 06-20) in the first box and the ending pay period in the format FY-PP in the Thru box. You can only select pay periods where data has been loaded into RAVEN SPC so the earliest pay period you can use is 06-01 and you cannot enter a future pay period (one that has not been loaded to the SPC). For example, in April 2006 you cannot enter a thru pay period of 06-26. If you want view only one pay period, you enter that pay period in both fields.</p> <p>The pay period fields cannot be blank; it will always default to the most recent pay period. The lookup button will show you all available pay periods.</p>
4	Empl ID	<p>Enter the 6-digit number that uniquely identifies an individual employee that you wish to see. Remember that you can enter any Empl ID but you will only see results for departments, projects or awards that you have security access to. Leave this field blank to retrieve all employees with charges to the selected chartstrings.</p>
5	Fiscal Year	<p>This field is only used in conjunction with pay period #01 in any fiscal year. Since pay period 01 generally crosses over fiscal years, you can isolate the charges for just one of the fiscal years by populating this field. For example- if you want to see the part of pay period 07-01 that pertains to FY06 (i.e. 6/25-6/30/06) you would enter 07-01 in the pay period fields and 2006 in the fiscal year field. If you want to see the part of pay period 07-01 that pertains to FY07 (i.e. 7/1-7/8/06) you would enter 07-01 in the pay period fields and 2007 in the fiscal year field. If you wanted to see both fiscal years (in other words, the entire pay period charges) you would enter 07-01 in the pay period fields and leave fiscal year blank. Another example is if you want to see the entire 2006 fiscal year of charges you would enter 06-01 to 07-01 in the pay period fields and 2006 in the fiscal year field to retrieve the charges from 7/1/05-6/30/06.</p> <p>This field should be left blank if both the from and thru pay periods are not FY-"01".</p>
6	Chartfield Selection Area	<p>This is the area where you select the data that you wish to view. For each of the chartfield selections, you will be presented with a tree of nodes and values. When you select a node on the tree, you will retrieve data from all values under that node. You can be very specific with the inquiry by selecting a number of chartfield values or very broad by selecting only a few. You need to be careful that you don't select incorrect combinations or you may end up with no results that meet your criteria.</p>

Item	Field	Description																																												
7	Sample Chartfield Hyperlink	<p>When you click on a chartfield hyperlink such as Fund you will see a tree such as this:</p> <p>Select or Enter Chartfield Value:</p> <p>Chartfield: Fund Value: <input type="text" value="000"/> Search</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1 000</td><td>All Funds</td></tr> <tr><td>2 [blank]</td><td>.....Blank value</td></tr> <tr><td>3 100</td><td>.....Current Funds</td></tr> <tr><td>4 110</td><td>.....Current Funds Unrestricted</td></tr> <tr><td>5 115</td><td>.....CF-State Appropriations</td></tr> <tr><td>6 116</td><td>.....CF-State Appropriations</td></tr> <tr><td>7 117</td><td>.....CF-Central Accounts</td></tr> <tr><td>8 118</td><td>.....Unrestricted Clearing</td></tr> <tr><td>9 125</td><td>.....CF-Designated Rsrch Initiative</td></tr> <tr><td>10 135</td><td>.....CF-Revolving Funds</td></tr> <tr><td>11 145</td><td>.....CF-Cost Sharing</td></tr> <tr><td>12 146</td><td>.....CF-Standard Cost Sharing</td></tr> <tr><td>13 147</td><td>.....Cost Share "Over the Cap" Sal</td></tr> <tr><td>14 148</td><td>.....Deliverable Cost Sharing</td></tr> <tr><td>15 149</td><td>.....Deliverable Cost Shar Over Cap</td></tr> <tr><td>16 155</td><td>.....Auxiliary Enterprise</td></tr> <tr><td>17 156</td><td>.....AE-Residential Facilities</td></tr> <tr><td>18 157</td><td>.....AE-Bookstore</td></tr> <tr><td>19 158</td><td>.....AE-Parking Facilities</td></tr> <tr><td>20 160</td><td>.....AE-Other Auxiliary Enterprise</td></tr> <tr><td>21 180</td><td>Current Funds Restricted</td></tr> </tbody> </table> <p>In this example, by clicking on fund 110 you would retrieve all state funds, revolving funds, cost-sharing funds, and auxiliary funds (A). By clicking on fund 115 you will retrieve only state funds (B).</p>	Value	Description	1 000	All Funds	2 [blank]Blank value	3 100Current Funds	4 110Current Funds Unrestricted	5 115CF-State Appropriations	6 116CF-State Appropriations	7 117CF-Central Accounts	8 118Unrestricted Clearing	9 125CF-Designated Rsrch Initiative	10 135CF-Revolving Funds	11 145CF-Cost Sharing	12 146CF-Standard Cost Sharing	13 147Cost Share "Over the Cap" Sal	14 148Deliverable Cost Sharing	15 149Deliverable Cost Shar Over Cap	16 155Auxiliary Enterprise	17 156AE-Residential Facilities	18 157AE-Bookstore	19 158AE-Parking Facilities	20 160AE-Other Auxiliary Enterprise	21 180	Current Funds Restricted
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Item	Field	Description																																																
8	Summary levels	<p>The summary levels identify the fields that you will see in the results grid. By clicking on this hyperlink, you will open this page:</p> <p>Select Summary Level Fields</p> <p>Select All Deselect All</p> <table border="1" data-bbox="444 445 1083 1209"> <thead> <tr> <th>Sel</th> <th>Field Name</th> <th>Level #</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Owner Dept</td><td>1</td></tr> <tr><td><input type="checkbox"/></td><td>Tx Dept</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Employee</td><td>4</td></tr> <tr><td><input type="checkbox"/></td><td>EmplID/Rcd</td><td></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>PCBU</td><td>2</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Project</td><td>3</td></tr> <tr><td><input type="checkbox"/></td><td>Award</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Proj ID</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Fund</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Prog</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Acct Code</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Posted PP</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Affectd PP</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Retro</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Acctg Date</td><td></td></tr> </tbody> </table> <p>OK Cancel</p> <p>'Retro' Field returns a value of "Y" if amount is a direct or budget retro or an "N" if it's an original distribution</p> <p>When you are finished and click the OK button, the fields you selected in the order selected will appear next to the Summary Levels hyperlink.</p>	Sel	Field Name	Level #	<input checked="" type="checkbox"/>	Owner Dept	1	<input type="checkbox"/>	Tx Dept		<input checked="" type="checkbox"/>	Employee	4	<input type="checkbox"/>	EmplID/Rcd		<input checked="" type="checkbox"/>	PCBU	2	<input checked="" type="checkbox"/>	Project	3	<input type="checkbox"/>	Award		<input type="checkbox"/>	Proj ID		<input type="checkbox"/>	Fund		<input type="checkbox"/>	Prog		<input type="checkbox"/>	Acct Code		<input type="checkbox"/>	Posted PP		<input type="checkbox"/>	Affectd PP		<input type="checkbox"/>	Retro		<input type="checkbox"/>	Acctg Date	
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9	Chunking buttons	<p>There are 4 chunking buttons used with the on-line view (they are grayed out for the download view)-</p> <ul style="list-style-type: none">  Collapse All  Collapse One Level  Expand One Level  Expand All <p>If you choose more than one summary level, these buttons allow you to expand and collapse the data to higher and lower summary levels.</p>																																																


For the on-line view, you don't want to select too many fields and you must pay attention to the order (level #) in which they are selected. For the download view, you can select them all and it doesn't matter functionally which order they are in.

For the on-line view- if you do not want the defaults, you should click the **Deselect All** button and then select the fields in the order that you want the roll-up summaries to appear.

For the download view- if you do not want the defaults, you should click the **Deselect All** button and then **Select All** button. The fields will appear in the numerical order of your download where you can manipulate them in Excel. If you prefer a more ordered

approach you can check the boxes one by one in the order you want the columns to appear.

Item	Field	Description																																	
10	Display Options	<p>This hyperlink is where you choose the on-line format (default) or the Excel download format. When you click this hyperlink you will see this page:</p> <p>By clicking in the Excel Download Format box, you will get the download view (repeated data will appear on every row). By unchecking the box you will get the on-line view (repeated data will display only in the first row).</p> <p>Display Options</p> <hr/> <p>Show Whole \$\$ <input type="checkbox"/></p> <p>Excel Download Format <input type="checkbox"/></p> <hr/> <p>OK Cancel</p> <p>You also have the option of viewing the amounts with cents or as whole dollars by checking or unchecking the Show Whole \$\$ box.</p>																																	
11	Fetch button	Once you have selected all your parameters you click Fetch to retrieve the results.																																	
12	Hide Fringe Detail Column Checkbox	<p>You can view the fringe details in a columnar display or just as one lump sum for all fringes. If you want to see the detail in columns, this box should be unchecked.</p> <p>Hide Fringe Detail Columns <input type="checkbox"/> Fetch</p> <table border="1"> <thead> <tr> <th colspan="8">View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Encumb</th> <th>Fringe - Retire</th> <th>Fringe - SS</th> <th>Fringe - Med Ins</th> <th>Fringe - Med Sub</th> <th>Fringe - U/C Ins</th> <th>Fringe - Other</th> <th>Fringe - Total</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>If you want to see just the summary column, you should check this box. You can check and uncheck this box after the fetch to alter the display; this change does not require another fetch.</p>	View All								First	1 of 1	Last	Encumb	Fringe - Retire	Fringe - SS	Fringe - Med Ins	Fringe - Med Sub	Fringe - U/C Ins	Fringe - Other	Fringe - Total														
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13	Results Grid	<p>This is the area where you will view the results of the inquiry. The fields you selected as summary levels will appear in the order you designated, starting on the left hand side. The columns on the right side of the grid display dollar amounts: Gross-Actual, Gross- Encumb, and Fringe- Total or detailed fringe columns depending how you checked the box in item #12. The encumbrance amount is for salaries only and only through 6/30 (end of the fiscal year).</p> <p>For the on-line view- note that results are displayed as a summary total for the first level you selected. To get to the next level that you selected you need to click on one of the "expand" chunking buttons (see item #9). By chunking the data you will get a summary total for the next level you selected and it appears as a cascading display.</p> <p>For the download view- note that the results are displayed with no summary totals and the data is not cascading- the fields repeat themselves in each line.</p>																																	
14	Excel download button	The Excel download button is available for the results of either the on-line view or the download view. By clicking on this button () , the results will be downloaded to the web version of Excel. You should click File-Save As and save this file as a Microsoft Excel Worksheet to a directory or your desktop where you can easily retrieve it to manipulate the data as you desire.																																	
15	Save button	If you have a named inquiry that you will want to re-use, don't forget to click the  Save button.																																	

Item	Field	Description
16	Restore Defaults button	If you choose to not save individual inquiries and instead re-use the ADHOC inquiry, you may wish to clear all the values that were used the last time you ran the SPC inquiry. You can go to each field and reset to the roll-up levels or you can click the Restore Defaults button () once and it will be automatically done for you.

Trusted Sites – IMPORTANT!

To download to Excel, you MUST set the Financials/RAVEN web address as a Trusted Site. UPK files will run in Do It! mode (floating over Financials) IF you have set up the UPK web as a Trusted Site.

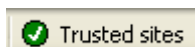
Step-by-step instructions for setting up Trusted Sites are available online in the Best Practices document on the eUMB Financials Training Information page at http://www.umaryland.edu/eumb/training/Courses/Intro_to_Financials/best_practices.doc.

Set up the following links as Trusted Sites

<https://www.finance.umaryland.edu> (Finance and RAVEN)


<https://devfinweb.umaryland.edu> (UPK – training & help files)

An easy visual clue to determine whether Trusted Sites have been set (or not): If a site has been set up as a Trusted Site, the green circle and checkmark will appear in the lower right corner of the web page:



If you do not see this symbol, then add the site as a Trusted Site.

Restoring an Inquiry's Default Settings

Use the Restore Defaults button  to restore the time, chartfield, display options and drill to settings back to the **default level of the inquiry** (all data available for your security setting, Thru Month = current month, Fiscal Year = current fiscal year, Display By = Account, where applicable Drill To = Transaction Detail). The symbol is usually located to the right of the My Security link on each RAVEN page.

Show Me More (Columns and Tabs)!

RAVEN Inquiry > Transaction Details Page – Show All Columns button



IMPORTANT! If you are downloading from the Transaction Details Page to Excel, be sure to Show All Columns (click the button!) before downloading. Clicking the Show All Columns button displays all columns as one very wide page. **Downloading to Excel after clicking the Show All Columns button captures ALL of the transaction detail** (i.e., all columns displayed on Transaction Info, Chartfield Values, Addl Information tabs).

RAVEN Inquiry > Any Page – Show Following Tabs button



Use this button to display tabs – including Transaction Details – at the top of each RAVEN Inquiry page. The Show Following Tabs button is located to right of tabs ('All Activities', 'Grants-Standard', 'Grants-Deliverable', etc.). As an alternate – you could also use the **hyperlinks at the bottom of all RAVEN pages**.

eUMB Financials Tutorials

Using Excel with RAVEN Data

[RAVEN and Excel Basics](#) (Click to View / Total Viewing Time: 29:56)

The first tutorial covers some of Excel's basic features. You will see and hear how to use Excel features that will make your work with RAVEN data easier. Features covered in this tutorial are:

- | | |
|-------------------------|-----------------------------------|
| Freeze Panes | Sort Data |
| Resize Columns and Rows | Format Cells |
| Move and Delete Columns | Highlight Cells to Draw Attention |
| Use Auto Calculate | Page Break Preview |

[Preparing Your Report](#) (Click to View / Total Viewing Time: 9:27)

The second tutorial in the RAVEN-Excel series focuses on preparing your downloaded data for further analysis. Features included in this short tutorial are:

- | | |
|--------------------------------------|--------------------------------------|
| Adjust Columns and Rows | Repeat Row 1 for Multi-Page Printing |
| Change Page Orientation to Landscape | Customize Headers and Footers |
| Locate Online List of eUMB Accounts | |

[Data Analysis and Collaboration](#) (Click to View / Total Viewing Time: 16:12)

The third tutorial will take you through several features that can help you focus on specific data for analysis. Features covered in this tutorial are:

- | | |
|-----------------------------|----------------------------------|
| Apply and Use AutoFilter | AutoSum |
| Apply and Use Custom Filter | Data Snapshots and Collaboration |

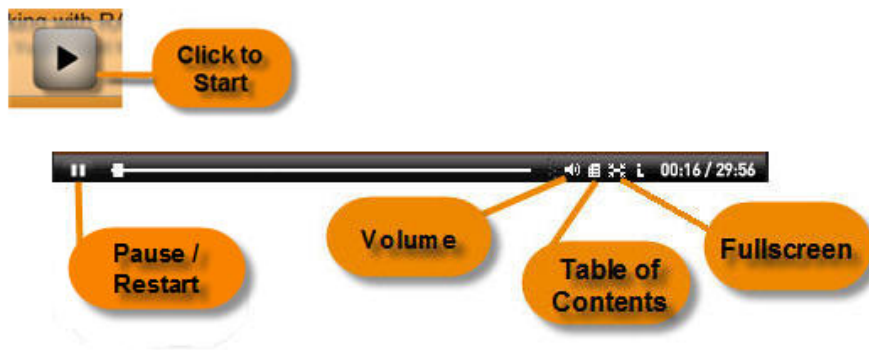
[Pivot Tables in Excel 2003](#) (Click to View / Total Viewing Time: 14:12)

[Pivot Tables in Excel 2007](#) (Click to View / Total Viewing Time: 12:32)

The fourth and fifth tutorials in the RAVEN-Excel series focus on Pivot Tables: what they are and how to build, modify and use them in Excel 2003 or Excel 2007. Features covered in these tutorials are:

- | | |
|---------------------------------------|------------------------------------|
| Creating Pivot Tables | Building Pivot Tables |
| Working with Pivot Tables | Auto Filter and Double Click Trick |
| Adding Fields and Removing Sub-Totals | |

Need help viewing? Here's a key to the control panel for the above tutorials.



We welcome your feedback!

We are always interested in your feedback and your experience. Email [Robin Reid](#) to share your feedback and ideas.



RELATED TOPICS

Campus Information

- Athletic Center
- Campus Alerts
- Campus Map
- Campus Safety
- Directions
- Hotel Information
- Local Attractions
- Public Transportation

Resources

- Answer Book
- Bookstore
- Counseling Center
- Financial Aid
- Residential Life

Communication

- Blackboard
- Campus News
- myUMB
- The VOICE
- Webmail

Department of Financial Services



Susan McKechnie
Director/Controller

Sections:

Accounts Payable
ACSS
Cashier's
General Accounting
Payroll
Student Accounting
Travel
Working Fund

Welcome

[eUMB Financials](#)

[Glossary of Terms](#)

Chartfield Values

- ▶ [Fund](#)
- ▶ [Program](#)
- ▶ [PCBU](#)

eUMB Financials Accounts

- ▶ [Expense Accounts](#)
- ▶ [Revenue Accounts](#)
- ▶ [Balance Sheet Accounts](#)

[Department Tree Structure](#)

[General](#)

[Policies and Procedures](#)

[Announcements](#)

[FAQ](#)

[Forms](#)

[Rates](#)

[Employee of the Quarter](#)

[Training](#)

[Unclaimed Payments](#)

[FAS](#)

[Data Retrieval](#)

[Subcodes](#)

[Reference WebCard](#)

[Applying for Access](#)

RAVEN ACCESS REQUEST

Access should be approved by your department head or their designee and include all of the information presented below. Upon their approval, have them forward the request to:

ASC Help Desk
Health Sciences & Human Services Library
601 W. Lombard Street LL06
Phone: 410-706-HELP (4357) Fax: 410-706-4191

- New** - Create new profile
- Change** - Change an existing profile
- Delete** - Delete an existing profile

User Information		
User Name	Date	School/Department
Employee/Affiliate ID	Campus Email Address	Campus Phone

RAVEN Roles	Assign Role	Remove Role	Description
RAVEN COEUS Inquiry			Allows access to all COEUS Inquiry Pages.
RAVEN Financials Inquiry			Allows access to all pages in RAVEN Financials Inquiry for designated access.
RAVEN PCard Inquiry			Allows access to Pro Card pages for designated access.
RAVEN SPC Inquiry			Allows access to the Statement of Payroll Charges for designated access.

Comments

ACCESS TYPE	Complete Access Type if you are requesting access to RAVEN Financials, PCard or SPC Inquiry. You must indicate Owner Department for each Project ID and/or Award ID.		
Owner Department			
Project ID (1)		Project ID Owner Dept (1)	
Project ID (2)		Project ID Owner Dept (2)	
Project ID (3)		Project ID Owner Dept (3)	
Award ID		Award ID Owner Dept	

Employee Signature	Date	Department Head or Designee Signature
Financial Services Representative Signature RAVEN access has been established.		