

Accessing Anyview

Overview:

Anyview is a tool used to provide access to your department budget. It is a web-based program that requires a username and password (different from your A#). All data may be exported to Excel easily. Several categories of data are available.

1. Budget Summary – shows budget amount, expended amount, encumbered amount, available amount in summary with an option to drill down on expended amount by account number.
2. Dept Transaction Detail – shows all transactions in a selected fiscal year.
3. Encumbered PO's – shows all encumbrances and the balance on the encumbrance.
4. Payments/Receipts – shows all payments related to a purchase order or service contract for the current fiscal year.
5. PO History (multiyear) – shows all payments related to a purchase order or service contract for previous fiscal years.

Quick Tips:

1. Use the browser's back button to go back.
2. To sort by a column, click the header title.
3. Clicking on folder names opens a search box.
4. Clicking on the "world" will display all data in that folder.
5. Be sure to click the "single page view" button.
6. The Budget Summary report is the most convenient and efficient report to see detail for a single account number.
7. You will need to be logged in to the network to access AnyView.

If you need a login and password or have any question about Anyview reports or accessing Anyview please contact Jen Dix in Admin & Finance at 413-662-5272 or j.dix@mcla.edu.

Accessing Anyview

Go to <https://anyview.mcla.edu/anyview/>

Choose Login type equal to Customer, chose MCLA, type in username and password. (Note both are case sensitive-if you need a login and password contact Jen @ 5272 or j.dix@mcla.edu).

Click Login button

MCLA
Massachusetts College of Liberal Arts

Login Type
Customer

Company
MASS COLLEGE OF LIBERAL ARTS

User Name
[Input Field]

Password
[Input Field]

Login

Accountable Software
Enhancing The Experience

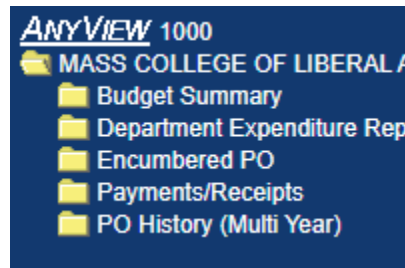
From login screen click the MCLA folder to show options.



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Viewing Budget Summary

Click to open the Budget Summary folder. A search box will open. Use the drop-down choices under column to search for a specific account number or object code.



MASS COLLEGE OF LIBERAL ARTS
Budget Summary Quick Search

Column: Account Number begins with

Value:

Match Case

Search

Or click the “world” button to see entire budget. Be sure to click the single page view button to see results on one page.

Account Number	Adjusted Budget	Expended Amount	Committed Amount	Available Amount	BUDGET YEAR	
A10AA-5060-00-A01-0000	\$381,226.93	\$251,568.04	\$0.00	\$129,658.89	FY2019	945
A10AA-5060-00-A07-0000	\$0.00	\$20.18	\$0.00	(\$20.18)	FY2019	9567
F03AA-5060-3P-CCS-0000	\$18,728.01	\$11,916.25	\$0.00	\$6,811.76	FY2019	11449
T31AA-5060-00-E19-0000	\$111,162.00	\$83,866.01	\$32,978.12	(\$5,682.13)	FY2019	5408
T44AA-5060-00-128-0000	(235,764.73)	(\$1,955.59)	\$0.00	(\$233,809.14)	FY2019	317
T44AA-5060-00-128-3059	(7,515.00)	(\$7,098.50)	\$0.00	(\$416.50)	FY2019	11234
T44AA-5060-00-128-3060	(169.00)	(\$10.00)	\$0.00	(\$159.00)	FY2019	13076
T44AA-5060-00-128-5059	(220,000.00)	(\$100,000.00)	\$0.00	(\$120,000.00)	FY2019	15682

From here you can drill down on any account to see the detail. Do this by double clicking on a single line.

T44AA-5060-00-E06-0000	\$77,342.00	\$67,329.66	\$37,765.33	(\$27,752.99)	FY2019	3994
T44AA-5060-00-E15-0000	\$78.00	\$78.16	\$71.84	(\$72.00)	FY2019	3999
T44AA-5060-00-E18-0000	\$500.00	\$250.00	\$250.00	\$0.00	FY2019	11315

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This can be easily exported to excel by clicking the excel button on the upper right-hand corner.



To navigate back to the budget summary, click the browser back button.

MASS COLLEGE OF LIBERAL ARTS
View Journal Entry

Journal Entry	Series	TRX Date	Account Number	Account Description	Debit Amount	Credit Amount	Reference	Originating Master Name	Description	Account Index
299025	Purchasing	9/18/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$11.96	\$0.00	BOTTLED WATER DELIVERY AUG 18	BELMONT SPRINGS WATER CO INC	Purchases	3999
299026	Purchasing	9/18/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$5.18	\$0.00	BOTTLED WATER DELIVERY JULY 18	BELMONT SPRINGS WATER CO INC	Purchases	3999
301566	Purchasing	10/31/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$20.34	\$0.00	SEPT WATER	CRYSTAL ROCK	Purchases	3999
301569	Purchasing	10/31/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$6.78	\$0.00	OCT WATER	CRYSTAL ROCK	Purchases	3999
304291	Purchasing	1/31/2019	T44AA-5060-00-E15-0000	BOTTLED WATER	\$33.90	\$0.00	ACCT 15032367831399	CRYSTAL ROCK	Purchases	3999

Viewing Encumbered PO's

Click the description "Encumbered PO's". A search box will open. Use the drop-down choices under column to search for a specific purchase order.

Or click the "world" button to see all encumbered po's. This may take a few seconds.

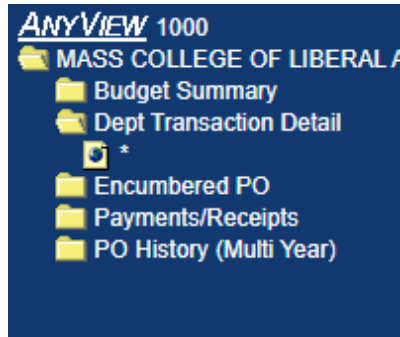
Be sure to click the single page view button to see results on one page. The column titled Extended Cost represents the original amount of the encumbrance. The column titled Committed Amount is the remaining amount on the encumbrance. To navigate back to the main menu, use the browser's back button.

MASS COLLEGE OF LIBERAL ARTS
Encumbered PO - *

Account Number	PO Number	Vendor ID	Vendor Name	Item Number	Extended Cost	Committed Amount	Document Date
T31AA-5060-00-E19-0000	19E004	2015267120000	BULK TV & INTERNET / MDU ENTERPRISES INC	CSS 12 PHILO TV SERVICE	\$86,553.60	\$32,978.12	7/11/2018
T44AA-5060-00-E01-0000	191485	2223820280000	JP MORGAN CHASE	OPEN PO FY19	\$500,000.00	\$208,938.27	10/10/2018
T44AA-5060-00-E01-0000	190116	1200000000029	WB MASON	OPEN PO FY19	\$4,500.00	\$2,351.10	7/6/2018
T44AA-5060-00-E02-0000	193204	0435526390000	BECKS PRINTING	MCLA LETTERHEAD	\$389.00	\$389.00	3/5/2019
T44AA-5060-00-E06-0000	191522	179000299	LIAISON / SPECTRUM EDU SOLUTIONS LLC	A&F ADMISSIONS POSTAGE FOR	\$26,000.00	\$2,357.66	10/11/2018
T44AA-5060-00-E06-0000	190346	0604950500002	PITNEY BOWES RESERVE ACCOUNT	A&F POSTAGE MAILROOM	\$60,000.00	\$30,000.00	7/18/2018
T44AA-5060-00-E06-0000	190347	0422189280000	ZIP N SORT	A&F MAIL PROCESSING FY 19	\$8,000.00	\$4,401.13	7/18/2018
T44AA-5060-00-F06-0000	190370	7104270070006	FFEDRAL EXPRESS CORP	A&F MONTHLY FFEDFX CHARGES	\$1,500.00	\$1,006.54	7/17/2018

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Viewing Departmental Expenditures



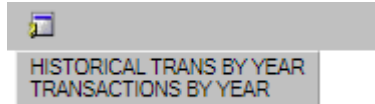
Click the “world” button under Department Expenditure Report to display all Budget Years.

MASS COLLEGE OF LIBERAL ARTS Dept Transaction Detail - *

Budget ID	Year	From Date	To Date
FY2002	2002	7/1/2001	6/30/2002
FY2003	2003	7/1/2002	6/30/2003
FY2004	2004	7/1/2003	6/30/2004
FY2005	2005	7/1/2004	6/30/2005
FY2006	2006	7/1/2005	6/30/2006
FY2007	2007	7/1/2006	6/30/2007
FY2008	2008	7/1/2007	6/30/2008
FY2009	2009	7/1/2008	6/30/2009
FY2010	2010	7/1/2009	6/30/2010
FY2011	2011	7/1/2010	6/30/2011
FY2012	2012	7/1/2011	6/30/2012
FY2013	2013	7/1/2012	6/30/2013
FY2014	2014	7/1/2013	6/30/2014
FY2015	2015	7/1/2014	6/30/2015
FY2016	2016	7/1/2015	6/30/2016
FY2017	2017	7/1/2016	6/30/2017
FY2018	2018	7/1/2017	6/30/2018
FY2019	2019	7/1/2018	6/30/2019
FY2020	2020	7/1/2019	6/30/2020
FY2021	2021	7/1/2020	6/30/2021
FY2022	2022	7/1/2021	6/30/2022

Select the Budget Year by clicking once on the row.

In upper left-hand side of screen click the “GoTos” button and choose the appropriate time period.



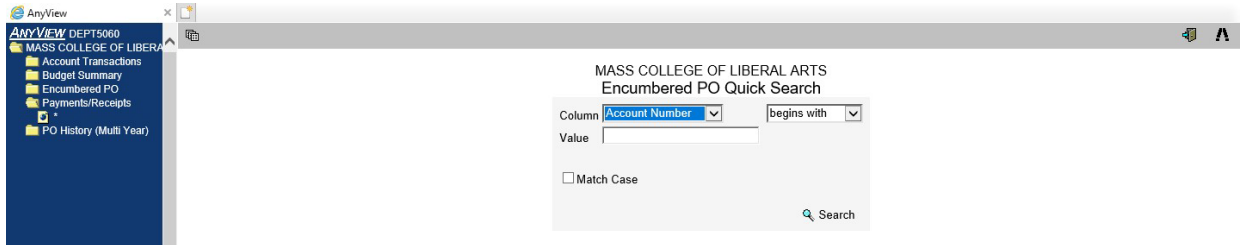
Current = TRANSACTIONS BY YEAR

Historical = HISTORICAL TRANS BY YEAR


Accessing Anyview

Viewing Payments/Receipts

Click the Description “Payments/Receipts”. A search box will open. Use the drop-down choices to search for a specific object code or vendor.

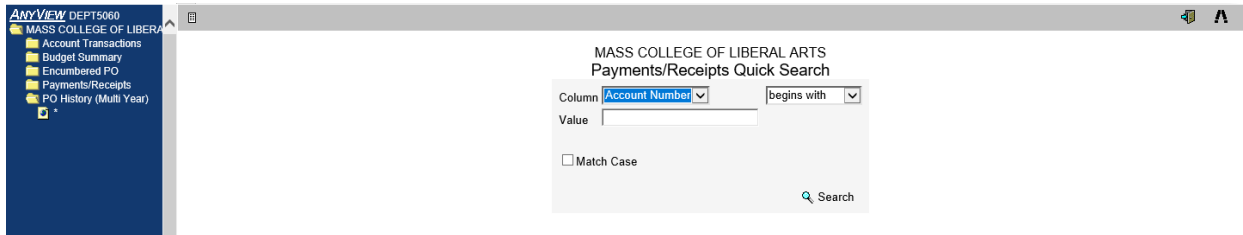


Or click the “world”  button to see all payments/receipts for the current fiscal year. Be sure to click

the single page view button  to see results on one page. Note that this will **only** show payments made using a PO or contract number– no journal entries, i.e. payroll, credit card charges, chargebacks, direct payments (payment forms), etc. To see total detail by account go to budget summary or Dept transaction detail. To navigate back to the main menu, use the browser’s back button.

Viewing PO History (multiyear)

Click the Description “PO History (Multiyear)”. A search box will open. Use the drop-down choices to search or click the world button.




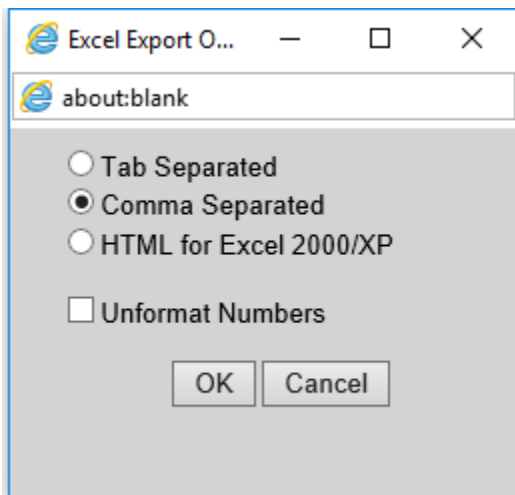
Keep in mind the results for PO History are only items that were related to a purchase order - no payroll, credit card charges, payment forms, or journal entries. To navigate back to the main menu, use the browser’s back button.

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Account Number	PO Number	Document Date	Vendor ID	Vendor Name	Item Number	Total
T31AA-5060-00-E19-0000	181061	9/11/2017	1337904330000	SPECTRUM BUSINESS	CAMPUS TV SERVICES	\$108,877.13
T44AA-5060-00-E01-0000	181256	9/19/2017	1200000000029	WB MASON	OPEN PO - A&F OFFICE SUPPLIES	\$9.99
T44AA-5060-00-E01-0000	182312	12/6/2017	0435526390000	BECK'S PRINTING	A&F 2 SELF INKING PADS	\$29.90
T44AA-5060-00-E01-0000	180698	8/15/2017	0428961270000	STAPLES BUSINESS ADVANTAGE	A&F OPEN PO FOR A&F	\$0.00
T44AA-5060-00-E01-0000	183294	2/22/2018	0604950500003	PITNEY BOWES INC	MAILROOM INK, EZ SEAL, TAPE	\$726.40
T44AA-5060-00-E01-0000	181538	10/11/2017	0604950500003	PITNEY BOWES INC	MAILRM 2 BOXES RED FLU INK	\$307.68
T44AA-5060-00-E02-0000	184668	5/30/2018	0430560480002	BAY STATE ENVELOPE	WINDOW ENVELOPES & FLATS	\$333.40
T44AA-5060-00-E02-0000	180925	8/31/2017	0434212490000	IMAGE COMMUNICATIONS	COPY CTR 2 CARTONS BL NARROW	\$311.95
T44AA-5060-00-E02-0000	180228	7/12/2017	1200000000029	WB MASON	OPEN PO - COPY CENTER/MAILROOM	\$4,280.42
T44AA-5060-00-E02-0000	184872	7/15/2018	0435526390000	BECK'S PRINTING	TEST	\$0.00
T44AA-5060-00-E02-0000	182542	1/2/2018	0422634250001	MACFARLANE OFFICE PRODUCTS INC	COPY CTR 2 BOXES, STAPLES	\$79.78
T44AA-5060-00-E06-0000	181612	10/16/2017	179000299	LIAISON / SPECTRUM EDU SOLUTIONS LLC	POSTAGE - VIEWBOOKS/POSTCARDS	\$26,000.00

Exporting to Excel

Data from any option can be exported to excel by clicking the excel button . Then choosing tab separated or comma separated, click OK.



To log out of Anyview click this button 