

Accessing Anyview

Overview:

Anyview is a tool used to provide access to transactional detail for your department. It is a web based program that requires a user name and password. All data may be exported to Excel easily. Several categories of data are available.

1. Account Transactions – shows detail level of all transactions (expenses and revenue)
2. 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.
3. Encumbered PO's- shows all encumbrances and the balance on the encumbrance
4. Payments/Receipts – shows all payments related to a purchase order, travel requisition, or service contract (no payroll or chargeback information) for the current fiscal year.
5. PO History (multiyear) – shows all payments related to a purchase order, travel requisition, or service contract for previous fiscal years. (no payroll or chargeback information)

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

If you have questions about Anyview or accessing Anyview please contact Jen Dix in Admin & Finance at 413-662-5272 or j.dix@mcla.edu

Accessing Anyview

Open Internet Explorer

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

Choose Login type equal to Customer, chose MCLA, type in user name and password. (note both are case sensitive)

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]

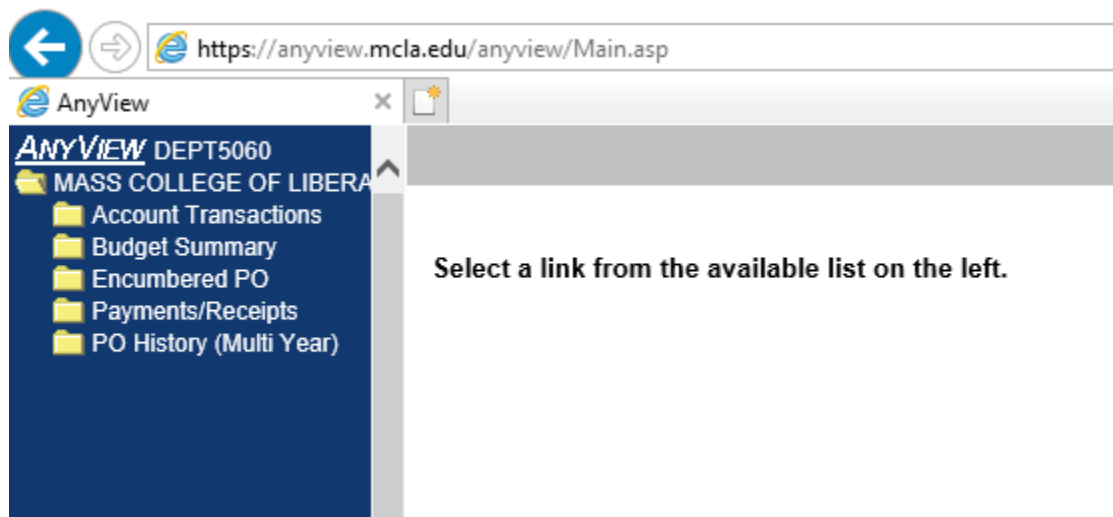
Login

Accountable Software
Enhancing The Experience

From login screen click the MCLA folder to show options.




Accessing Anyview




Accessing Account Transactions

Click the description “Account Transactions”. Here you can run an expense report or a revenue report. Click the “world” icon or the words “Expense Report” (“Revenue Report”) to show all expenses/revenue.

This is a lot of information - data from 2001-current. Click the search icon  to filter the results. This opens a search box.

MASS COLLEGE OF LIBERAL ARTS
Account Transactions Search

Column  contains

Value

Match Case

Selected Search Criteria + Add Criteria - Remove Criteria Remove All

Account Category Number is equal to Expenses

Match: All One or More Process

Accessing Anyview

Click the binoculars to choose the column to search. Suggested search criteria would be date (TRX date) or object code (object), or both.

Column: TRX Date is between

From: Beginning of Fiscal Year

To: End of Fiscal Year


Match Case

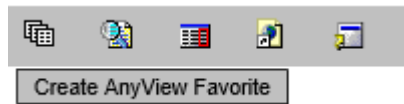
Selected Search Criteria + Add Criteria - Remove Criteria Remove All

Account Category Number is equal to Expenses

Match: All One or More Process

Once the column is selected click the  button. Then click process.

This report can be saved by clicking the favorites button. 



Then create the favorite report
Account Transactions folder.

This report will now be a choice under

Accessing Budget Summary

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

ANYVIEW DEPT5060

- MASS COLLEGE OF LIBERAL ARTS
 - Account Transactions
 - Budget Summary**
 - +
 - Encumbered PO
 - Payments/Receipts
 - PO History (Multi Year)



MASS COLLEGE OF LIBERAL ARTS
Budget Summary Quick Search

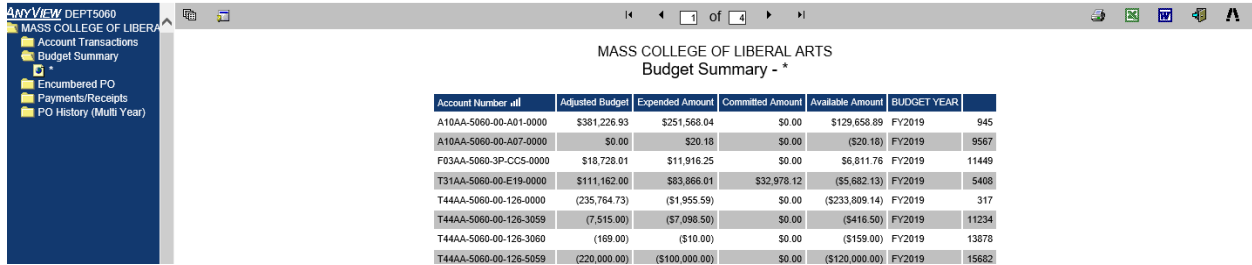
Column: Account Number begins with

Value:

Match Case Search

Accessing Anyview

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




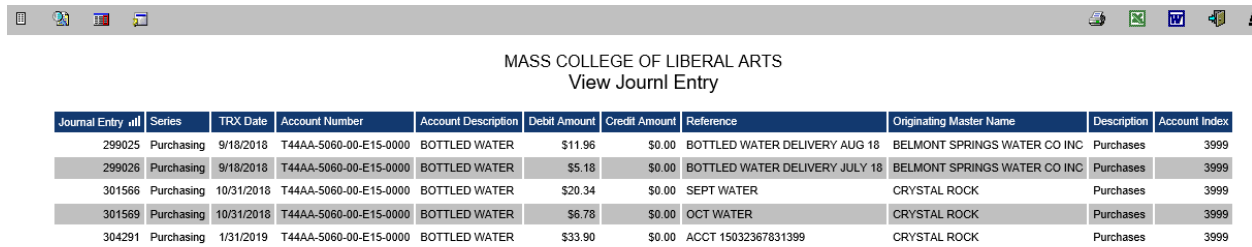
MASS COLLEGE OF LIBERAL ARTS
Budget Summary - *

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-CC5-0000	\$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-5060-00-126-0000	(235,764.73)	(\$1,955.59)	\$0.00	(\$233,809.14)	FY2019	317
T44AA-5060-00-126-3059	(7,515.00)	(\$7,096.50)	\$0.00	(\$416.50)	FY2019	11234
T44AA-5060-00-126-3060	(169.00)	(\$10.00)	\$0.00	(\$159.00)	FY2019	13878
T44AA-5060-00-126-5059	(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 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

Then double click to show detail. This can be easily exported to excel by clicking the excel button . To navigate back to the budget summary click the browser back button.

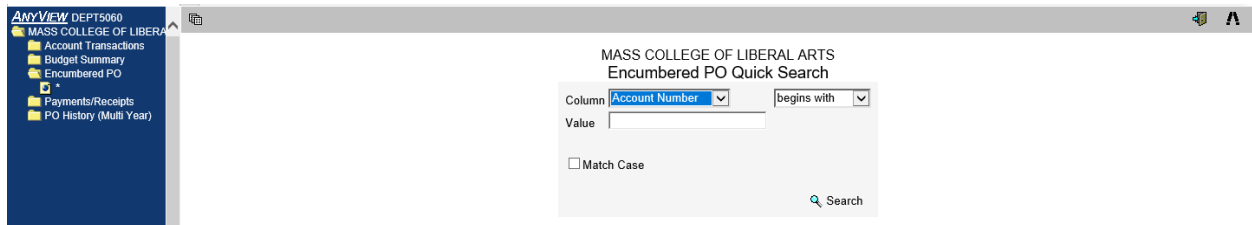


MASS COLLEGE OF LIBERAL ARTS
View Journal Entry

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

Accessing 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.




MASS COLLEGE OF LIBERAL ARTS
Encumbered PO Quick Search

Column: **Account Number** | begins with:

Value:

Match Case

Or click the “world”  button to see all encumbered po’s. This may take a few seconds.

Accessing Anyview



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.

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	7/1/2018
T44AA-5060-00-E01-0000	191485	2223820280000	JP MORGAN CHASE	OPEN PO FY19	\$500,000.00	\$206,938.27	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	0435528390000	BECK'S 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	190320	7104770076006	FEDERAL EXPRESS CORP	A&F MONTHLY FEDFX CHARGES	\$1,500.00	\$1,006.54	7/17/2018

Accessing 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.


MASS COLLEGE OF LIBERAL ARTS
Encumbered PO Quick Search

Column: begins with:

Value:

Match Case

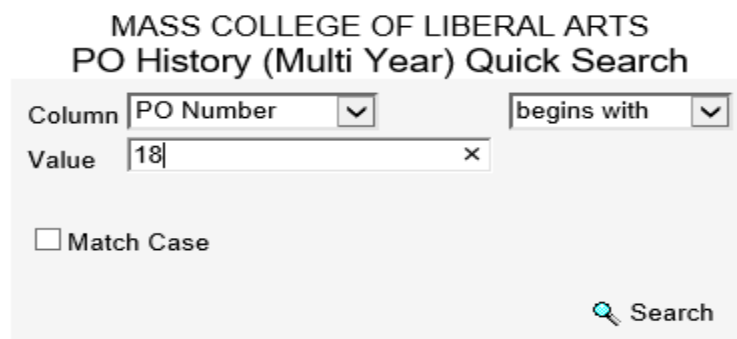
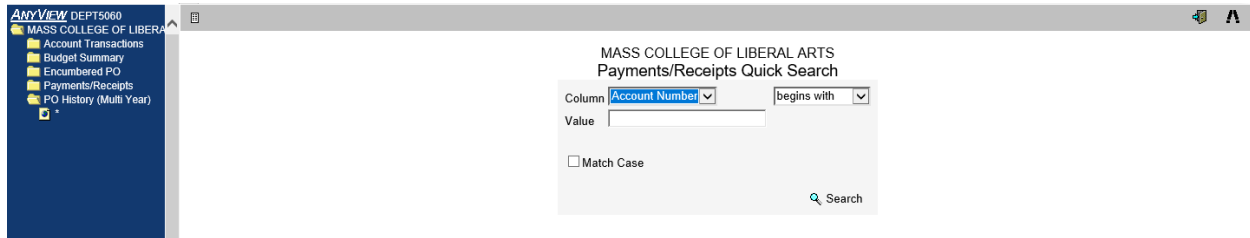
Or click the "world"  button to see all payments/receipts for the current fiscal year. Be sure to click

the single page view button  to see results on one page. Note that this will only show payments made on a purchase order – no journal entries, i.e. payroll, credit card charges, chargebacks, etc. To see total detail by account go to budget summary or account transactions. To navigate back to the main menu use the browser's back button.

Accessing Anyview

Accessing PO History (multiyear)

Click the Description "PO History (Multiyear)". A search box will open. Use the drop down choices to search for a specific fiscal year by using PO number, begins with, 18 for Fiscal year 2018, or 17 for fiscal year 2017, etc.




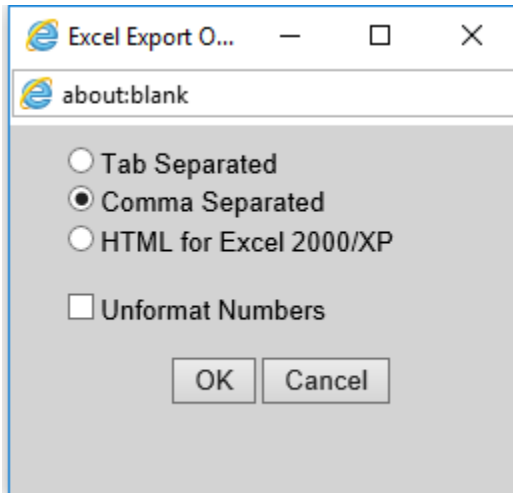
Keep in mind the results for PO History are only items that were related to a purchase order - no payroll, credit card charges, or journal entries. To navigate back to the main menu use the browser's back button.

MASS COLLEGE OF LIBERAL ARTS PO History (Multi Year) - Restricted List						
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

Accessing Anyview

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

