# 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
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 in order 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

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-if you need a login and password contact Jen @ 5272 or j.dix@mcla.edu)

Click Login button



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.

# 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.



Once the column is selected click the **Add Criteria** button. Then click process.
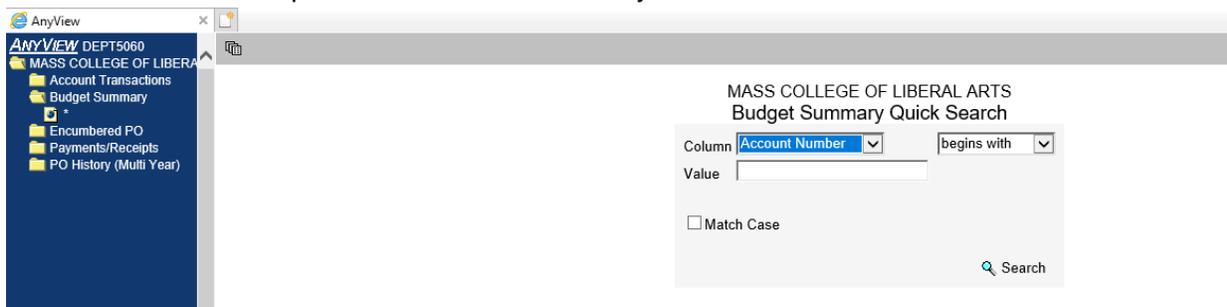
This report can be saved by clicking the favorite button.

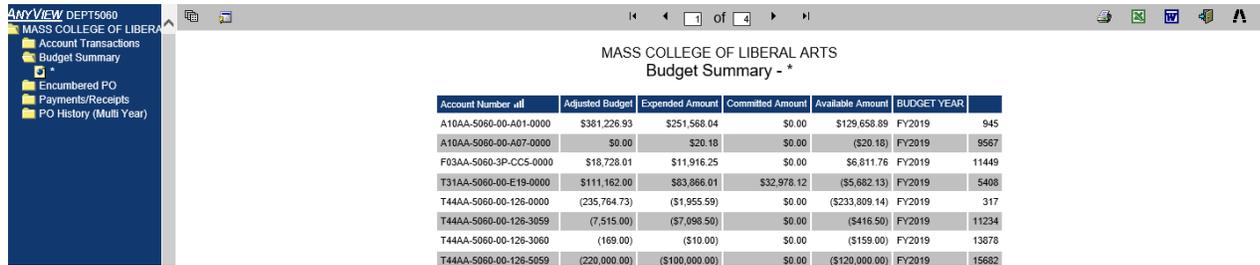Then create the favorite report **Create AnyView Favorite** this report will now be a choice under Account Transactions folder.

## 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.

# Accessing Anyview

Or click the "world" [icon] button to see entire budget. Be sure to click the single page view button [icon] to see results on one page.
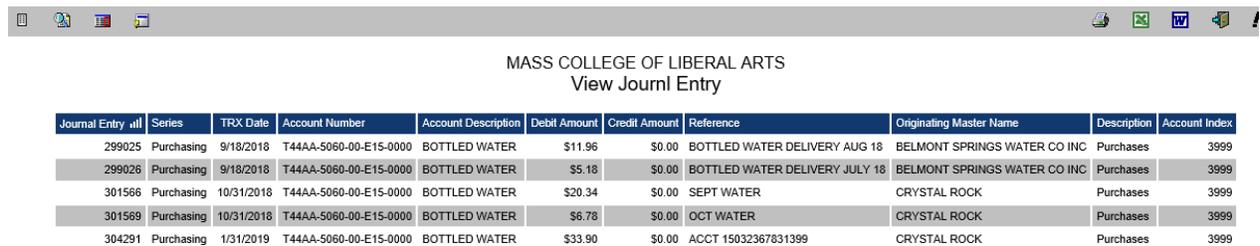


From here you can drill down on any account to see the detail. Do this by clicking on a single line.
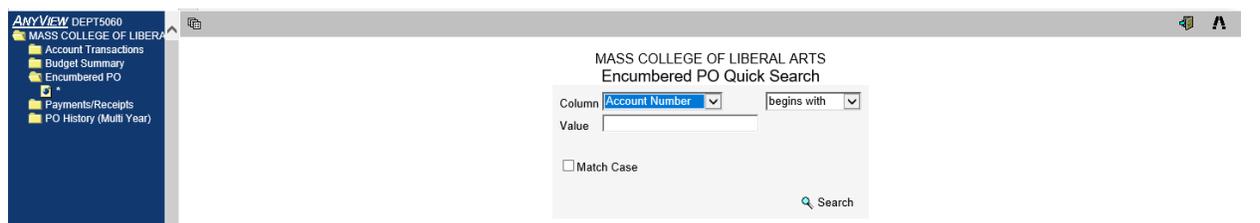


Then double click to show detail. This can be easily exported to excel by clicking the excel button [icon]. To navigate back to the budget summary click the browser back button.



## 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.



Or click the "world" [icon] 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.



## 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.



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, direct payments (payment forms), 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

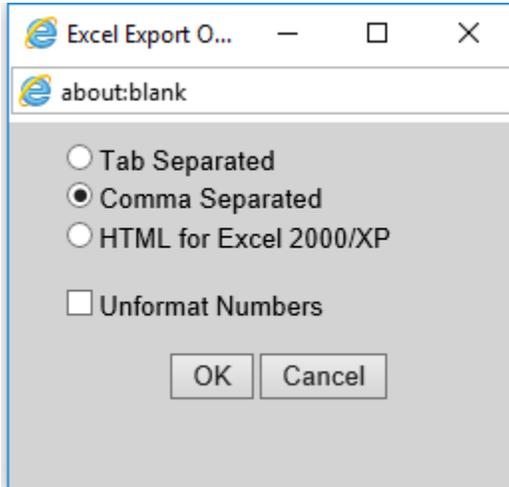| Account Number | PO Number | Document Date | Vendor ID | Vendor Name | Item Number | Total |
|---|---|---|---|---|---|---|
| T31AA-5060-00-E19-0000 | 181061 | 9/11/2017 | 1337904330000 | SPECTRUM BUSINESS | CAMPUS TV SERVICES | $108,877.13 |
| T44AA-5060-00-E01-0000 | 181256 | 9/19/2017 | 1200000000029 | 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 |

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## 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**