Accessing Anyview

Overview:

Anyview is a tool used to provide access to your department budget. It is a web based program that requires a user name 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. Encumbered PO's- shows all encumbrances and the balance on the encumbrance
3. Payments/Receipts – shows all payments related to a purchase order or service contract for the current fiscal year.
4. 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 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)
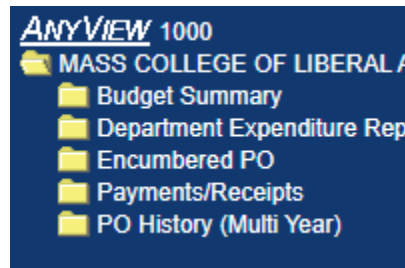
Click Login button

From login screen click the MCLA folder to show options.

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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.

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

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 Journl 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.
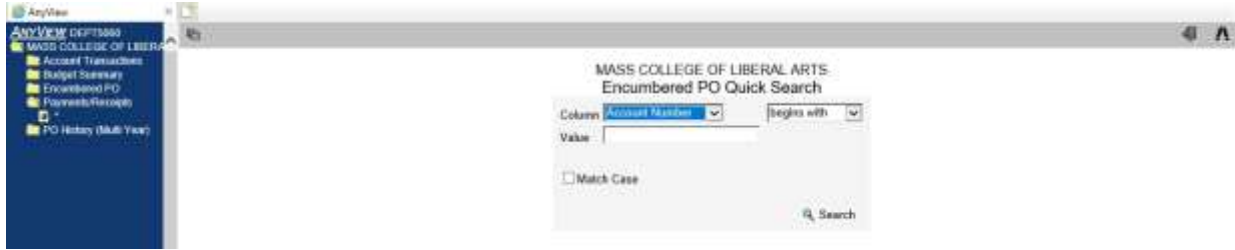

Viewing Payments/Receipts

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

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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.

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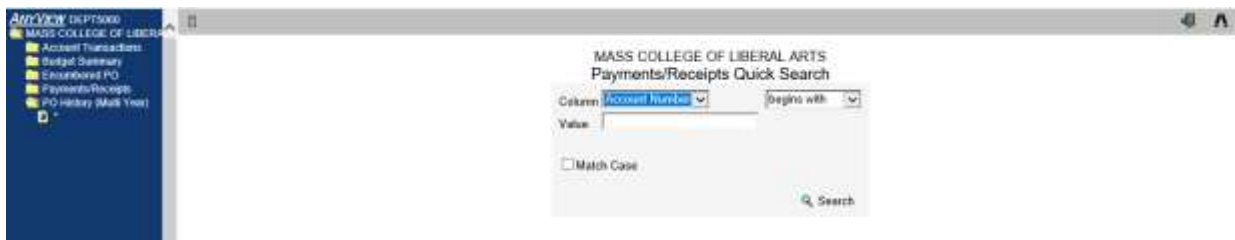
Keep in mind the results for PO History are only items that were related to a purchase order - no payroll, credit card charges, payment forms, or journal entries. To navigate back to the main menu use the browser's back button.
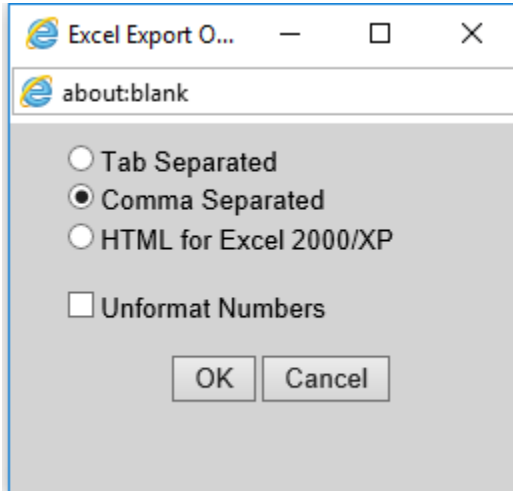
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Exporting to Excel

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