

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. The following categories of data are available.

1. **Actual Current Year**- monthly expenses for the current fiscal year, with drill down ability on each account line
2. **Actual Prior Year** – monthly expenses for the prior fiscal year, with drill down ability on each account line
3. **Actual vs Budget by Month** – monthly budget and expenditures side by side
4. **Budget Current Year** – monthly budget for current fiscal year
5. **Budget Prior Year** – monthly budget for prior fiscal year
6. **Budget to Actual PY**- budget to actual for the prior fiscal year, with drill down ability on each account line
7. **Budget to Actual YTD CY** – budget to actual Year to Date for the current fiscal year, with drill down ability on each account line
8. **Encumbered PO**- shows all encumbrances and the balance on the encumbrance.

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. You will need to be connected to the college network to access AnyView.
7. When exporting to excel be sure to click "Don't Convert"

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, choose 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

Password

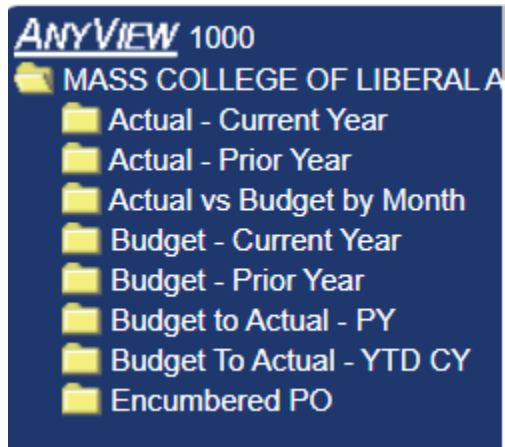
Login



Accountable
Software
Enhancing The Experience

Accessing Anyview

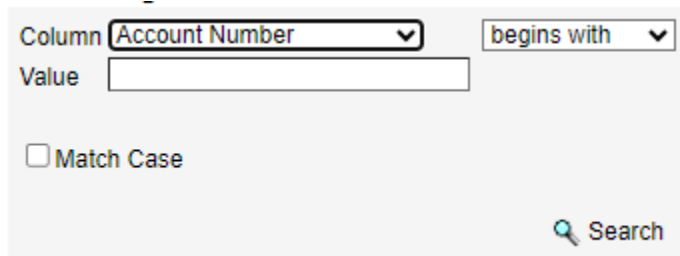
From login screen click the MCLA folder to show report options.



Viewing Reports

Actual Current Year & Actual Prior Year

Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report. The current year report shows the actual expenses as of the current period. The prior year report shows the actuals by month for the previous year. Both reports have the drill down capability to see detail.



From here, double click on a line to see the detail.

MASS COLLEGE OF LIBERAL ARTS														
Actual - Current Year - Restricted List														
Account Number	Account Description	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total Actual Current Year
T44AA-5080-00-E15-0000	BOTTLED WATER	\$526.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$526.63 3099
Summary:		Total: \$526.63	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$526.63

Accessing Anyview

To navigate back to the menu, click the browser back button.

Actual vs Budget by Month

Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report. This report shows side by side budget and actual(expended) amounts by month.

MASS COLLEGE OF LIBERAL ARTS
Actual vs Budget by Month Quick Search

Column

Value

☐ Match Case

 Search

Budget Current Year & Budget Prior Year

Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report. Both reports show the monthly budget for either the current year or prior year.

Column

Value

☐ Match Case

 Search

Accessing Anyview

Budget to Actual PY and Budget to Actual YTD CY

Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button to view the entire report. 

Column Account Number begins with

Value

☐ Match Case

 Search

The **Budget to Actual PY** report shows the prior year total budget and prior year total actuals. You can double click on the account line to see the details. (This report's current period will default to June of the prior year)

Account Number	Account Description	Current Period	Total Budget	YTD Budget	YTD Actual	YTD Variance	
T44AA-5060-00-E15-0000	BOTTLED WATER	June 2024	\$4,350.00	\$4,350.00	\$4,452.71	(\$102.71)	3999
Summary:			Total: \$4,350.00	Total: \$4,350.00	Total: \$4,452.71	Total: (\$102.71)	

The **Budget to Actual YTD-CY** report shows the current year total budget, the current year to date budget and current year to date actuals. You can double click on the account line to see the detail. (This report will show expenses/budget through the current period)

Account Number	Account Description	Current Period	Total Budget	YTD Budget	YTD Actual	YTD Variance	
T44AA-5060-00-E15-0000	BOTTLED WATER	July 2024	\$6,000.00	\$260.00	\$526.63	(\$266.63)	3999
Summary:			Total: \$6,000.00	Total: \$260.00	Total: \$526.63	Total: (\$266.63)	

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.

Column Account Number begins with

Value

☐ Match Case

 Search

Accessing Anyview

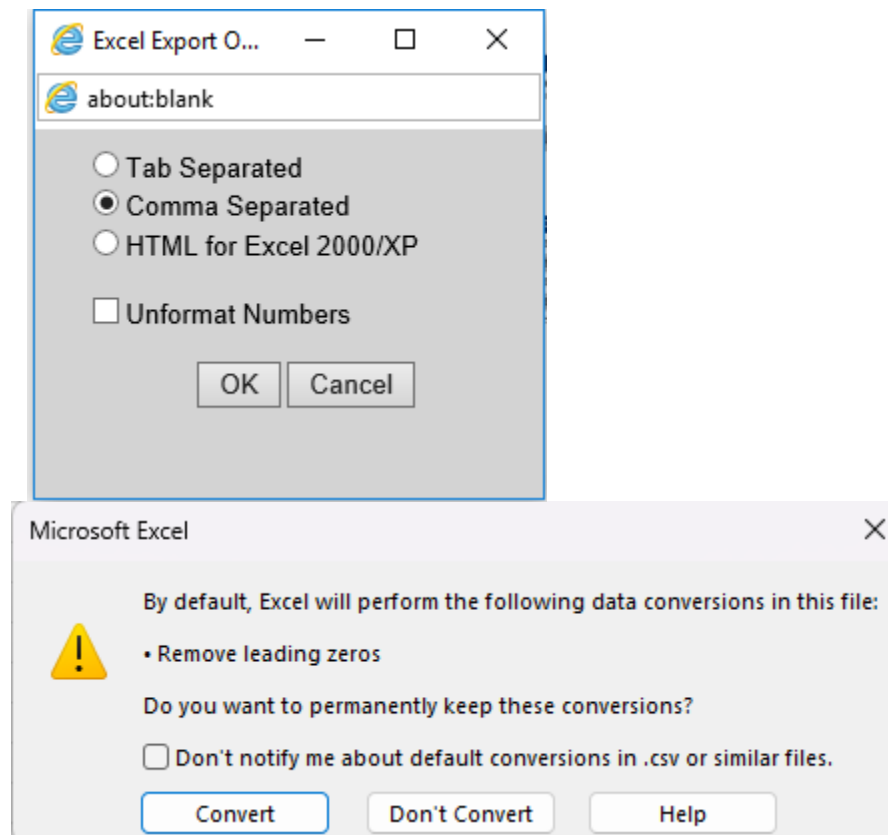
Or click the “world”  button to see all encumbered po’s. This may take a few seconds.

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.

Exporting to Excel

Data from any option can be exported to excel by clicking the excel button 

Be sure to click “Don’t Convert” so that the account codes remain intact.



To log out of Anyview click this button 