Instructions to access Financial Reports on CNAV

**Step 1.** Select ‘My Finances’ from the left hand drop down menu of CNAV.

**Step 2.** Click on the General Ledger Reports Link.

**Step 3.** At this screen, click on the type of report folder you want to view

   (Department, Fund, or Project/Grant).

**Step 4.** Select the report you want to view by clicking on the Department, Fund, or Project/Grant number.

**Step 5.** Next, the name and date of the report for the individual Department, Fund, or Project/Grant will appear. To open this report in Excel, hold down the shift key and click on the report title.

**Step 6.** Before printing, click on “Preview” to view how the report will print. To prints the entire report including detail, click on ‘Entire Workbook’.
Understanding CNAV budget reports

While this tutorial applies specifically to the departmental Budget Status Summary – Operating Expenses report, the other financial reports listed on CNAV for both Funds and Projects/Grants function in the same manner but with fewer tabs.

Reports are run daily and posted to CNAV. Although the report period on the report does not change throughout the month (the report date on the report is always the last day of the month) the data within the report changes each day to include any transactions posted to the system the prior day. You can tell what time period is included in the report by looking at the last modified date in CNAV. The example below includes all transactions through 3/25/2019.

File name: CHRON01A_PROGRAM51_(2018-03-31)_Budget Summary Status - Exp.xlsm
Last modified date: 03/25/2019 05:15:23 AM
Selecting the ‘+’ button will expand the columns to show additional budget information.

The “Summary View” tab reflects a summary of your Department’s transactions, listing the budget and actual expenditures for each account. See pages 3-6 for detailed information relating to each column on the “Summary View” tab.
**Summary View** Tab – Expanded View

**Budget Status Summary – Operating Expenses**

For the Period Ending August 31, 2009

<table>
<thead>
<tr>
<th>Account#</th>
<th>Account Description</th>
<th>Roll</th>
<th>Board Approved</th>
<th>Beginning Budget</th>
<th>Enrichment</th>
<th>Department Permanent</th>
<th>Permanent Budget</th>
<th>Base Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Staff Wages - Casual</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>14</td>
<td>Staff Overtime</td>
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<td>$-51,731.81</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$-51,731.81</td>
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<tr>
<td>15</td>
<td>Student Wages - Non Workstudy</td>
<td>$6,277.43</td>
<td>$0.00</td>
<td>$6,277.43</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6,277.43</td>
<td>$6,277.43</td>
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<tr>
<td>16</td>
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<td>$0.00</td>
<td>$4,545.62</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
<tr>
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<td>Post Office Charges</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>22</td>
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<tr>
<td>23</td>
<td>Wireless Service</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>24</td>
<td>Contracted Printing and Dup</td>
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<td>$4,769.22</td>
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<td>$4,769.22</td>
<td>$4,769.22</td>
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<tr>
<td>25</td>
<td>Travel &amp; Transportation</td>
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<td>$41,278.00</td>
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<tr>
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<tr>
<td>27</td>
<td>Travel-Other</td>
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<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$15,000.00</td>
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<tr>
<td>28</td>
<td>Registration Fees</td>
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<td>$4,806.00</td>
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<td>$0.00</td>
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<tr>
<td>29</td>
<td>Meals on Campus</td>
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<td>$106,586.00</td>
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<td>$0.00</td>
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<tr>
<td>30</td>
<td>Honoraria Lecturers</td>
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<td>$100.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>31</td>
<td>Rental - Buildings/Land</td>
<td>$41.61</td>
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</tr>
<tr>
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<tr>
<td>33</td>
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<td>$1,585.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,585.00</td>
<td>$1,585.00</td>
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<td>$12,475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12,475.00</td>
<td>$12,475.00</td>
</tr>
<tr>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>36</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>38</td>
<td>Memberships and Dues</td>
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<td>$18,535.00</td>
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<td>$18,535.00</td>
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<td>39</td>
<td>Flower Arrangements</td>
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<td>$74.00</td>
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<tr>
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<td>Other Expenses</td>
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<td>$0.00</td>
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<td>$373,054.15</td>
</tr>
</tbody>
</table>

Total for: Department X $370,099.77 | $7,500.00 | $377,599.77 | $0.00 | $0.00 | $0.00 | $377,599.77
### Summary - Operating Expenses

**Ending: August 31, 2009**

<table>
<thead>
<tr>
<th></th>
<th>One Time</th>
<th>Contingency</th>
<th>Department</th>
<th>Temporary</th>
<th>Adjusted Budget</th>
<th>Actual Activity This Month</th>
<th>Actual YTD This Month</th>
<th>% YTD Used This Year</th>
<th>Balance</th>
<th>Prior Actual YTD This Month</th>
<th>Prior Year</th>
<th>% YTD Total Actual Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$197.25</td>
<td>Not Budgeted</td>
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<td>$3,224.72</td>
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<tr>
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<td>$1,731.31</td>
<td>$1,655.79</td>
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<td>$0.00</td>
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<td>19%</td>
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<tr>
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<td>$6,277.43</td>
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<td>$8,983.86</td>
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<td>$4,545.62</td>
<td>$1,655.79</td>
<td>$1,822.10</td>
<td>40%</td>
<td>$2,723.52</td>
<td>$4,394.83</td>
<td>13%</td>
<td>$34,968.25</td>
</tr>
<tr>
<td>12</td>
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<td>$4,545.62</td>
<td>$1,655.79</td>
<td>$1,822.10</td>
<td>40%</td>
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<tr>
<td>13</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>40%</td>
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<td>13%</td>
<td>$34,968.25</td>
</tr>
<tr>
<td>14</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$4,545.62</td>
<td>$1,655.79</td>
<td>$1,822.10</td>
<td>40%</td>
<td>$2,723.52</td>
<td>$4,394.83</td>
<td>13%</td>
<td>$34,968.25</td>
</tr>
<tr>
<td>15</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,545.62</td>
<td>$1,655.79</td>
<td>$1,822.10</td>
<td>40%</td>
<td>$2,723.52</td>
<td>$4,394.83</td>
<td>13%</td>
<td>$34,968.25</td>
</tr>
<tr>
<td>16</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,545.62</td>
<td>$1,655.79</td>
<td>$1,822.10</td>
<td>40%</td>
<td>$2,723.52</td>
<td>$4,394.83</td>
<td>13%</td>
<td>$34,968.25</td>
</tr>
<tr>
<td>17</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,545.62</td>
<td>$1,655.79</td>
<td>$1,822.10</td>
<td>40%</td>
<td>$2,723.52</td>
<td>$4,394.83</td>
<td>13%</td>
<td>$34,968.25</td>
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<tr>
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<td>$0.00</td>
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<td>$1,655.79</td>
<td>$1,822.10</td>
<td>40%</td>
<td>$2,723.52</td>
<td>$4,394.83</td>
<td>13%</td>
<td>$34,968.25</td>
</tr>
<tr>
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<td>$1,822.10</td>
<td>40%</td>
<td>$2,723.52</td>
<td>$4,394.83</td>
<td>13%</td>
<td>$34,968.25</td>
</tr>
</tbody>
</table>

% YTD Total Actual Used: 33%
1: **Roll:** (only seen when the ‘+’ is selected) – The Base Budget from the previous year.

2: **Board Approved:** (only seen when the ‘+’ is selected) – During the budget process, certain line items may be identified to receive an across the board increase or decrease due to historical spending or trends in the market. These adjustments are approved during the budget process and are applied in the “board approved” column. These entries can be seen on the Budget Ledger tab. The description of the approved change is noted in the Journal Line Description column of this tab.

3: **Beginning Budget:** (only seen when the ‘+’ is selected) – The total of the Roll column plus any Board Approved Budget Adjustments

4: **Enrichment:** (only seen when the ‘+’ is selected) – Additional budget dollars that are approved by the Board during the budget process and are used to fund existing, continual deficits or to fund new programs on an on-going basis.

5: **Department Permanent:** (only seen when the ‘+’ is selected) – These are budget adjustments that are made by budget managers to permanently move existing budget dollars from one area/line within a budget to another area/line.

6: **Permanent Budget:** (only seen when the ‘+’ is selected) – The sum of the Enrichment and Department Permanent budget adjustments.

7: **Base Budget:** The sum of the Beginning Budget plus the Permanent Budget Columns.

8: **One Time:** (only seen when the ‘+’ is selected) – Budget dollars that are applied to your budget on a one-time basis to fund either an expense for a particular year or to fund start-up costs on a trial basis for a new program.

9: **Contingency:** (only seen when the ‘+’ is selected) – Budget dollars that are applied on a one-time basis to fund unforeseen or unpreventable expenses

10: **Department Temporary:** (only seen when the ‘+’ is selected) – These are budget adjustments that are made by budget managers to temporarily move existing budget dollars from one area/line within a budget to another area/line to fund an expense for that year only.

11: **Temporary Budget Adjustments:** The sum of the One Time, Contingency and Department Temporary Budget columns.

12: **Adjusted Budget:** The sum of all “Permanent” and “Temporary” budget adjustments. This column is used in the CNAV reports to calculate the % of budget used and the budget balance.
13: **Actual Activity This Month**: Summary of all transactions made during the current month. The current month is noted in the header of the report. The example report shown is for August 2009.

14: **Actual Y-T-D This Month**: Summary of all transactions made for the fiscal year through the current month.

15: **% Budget Used This Year**: Amount in Actual Y-T-D This Month column divided by Amount in Adjusted Budget column.

16: **Balance**: Budget dollars remaining. Amount in Adjusted Budget column less Amount in Actual Y-T-D This Month column. Amounts presented with red brackets are amounts exceeding the budget.

17: **Prior Actual Y-T-D This Month**: Summary of all transactions made for the prior fiscal year through the current month.

18: **Prior Year End YTD Actuals**: Summary of all transactions made for the entire prior fiscal year.

19: **% YTD Total Actual Used**: Prior Actual Y-T-D This Month column divided by Prior Year End YTD Actuals column.
The “Budget Ledger Journal Entries” tab reflects the detail activity associated with any budget transactions that may be made to your Department’s operating budget.
The “Actuals Ledger Journal Entries” tab reflects the detail activity associated with any expenditure by account number and corresponds directly back to the “Summary View” tab. Please note the transactions are coded by a journal source code to help identify where the transactions originated. See journal source code definitions on the next page.
Journal Source Code Definitions:

- **AP** – Expenses that are processed through the accounts payable process
- **BSR** – Development Gifts
- **CDC** – College Store department charges
- **CSH** – Manual journal made by financial services. These entries are similar to ONL entries except that the entry included a debit or credit to a cash account.
- **CTR** – Dining catering charges
- **DIN** – Dining Services charges (boxed lunches, cookies, etc.)
- **EOY** – End of Year adjustments. These are typically entries made to record expenses in the proper accounting period/year.
- **HRP** – HR/Payroll, Bi-weekly payroll postings for faculty, administrators, staff and students
- **ONL** – On-line entries. These are manual entries made by financial services. These are usually “reclassification” items – or moving an expense from one expense category to another.
- **POS** – Post Office charges
- **PRO** – Purchases made using the college purchasing card
- **PSP** – Print shop charges. Charges for work done in IKON.
- **SFC** – Entries being made through the cashiering office. Generally these represent deposits posted via financial services.
- **TEL** – Telephone charges.
- **TRN** – Transportation department charges (see the Transportation Tab for more information)

Please note:

**Journal Source Code AP:** AP vouchers entered by the AP office on the same day and coded to the same account number will be combined into one entry on the “Actuals Ledger Journal Entries” tab. You will need to look at the “AP Detail” tab to see the individual vouchers that make up this entry.

**Journal Source Code PRO:** Pcard purchases made by the same employee, in the same month, and coded to the same account number will be combined into one entry on the “Actuals Ledger Journal Entries” tab. You will need to look at the “Pcard Detail” tab to see the individual charges that make up this entry.
The “AP Detail” tab supplements the “Actuals Ledger Journal Entries” tab by providing detail of the accounts payable transaction, such as the vendor name, invoice number and amount. Please note the transactions listed on this section corresponds directly back to the “Actuals Ledger Journal Entries” tab, not the “Summary View” tab.
The “Pcard Detail” tab supplements the “Actuals Ledger Journal Entries” tab by providing detail of the purchasing card transaction, such as the vendor name, cardholder who made the purchase and amount. Please note the transactions listed on this section corresponds directly back to the “Actuals Ledger Journal Entries” tab, not the “Summary View” tab.
The “Transportation” tab supplements the “Actuals Ledger Journal Entries” tab by providing detail of Gettysburg College Transportation transactions. The information provided includes the names of passengers, Bill ID, Service Date and the name of the individual requesting the service.