eMARS Reporting

REPORT REDUCTION – TIPS & TRICKS

NOVEMBER 27, 2017

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Introduction

Each time eMARS Reporting moves to a new computing environment (usually as part of a software upgrade), it presents the best time for review of existing reports to determine how they can be consolidated or condensed. Equally important is determining the process by which duplicate reports will be prevented – particularly where Statewide Reports are modified to address the needs met by existing Agency reports. This document serves to provide suggestions for report review and reduction, as well as first steps toward a process for maintaining a minimal number of Agency reports.

Report Reduction Steps

The following are steps recommended when organizing your agency's report reduction effort. Each will be detailed in later sections with examples to support the explanation. **Page**

Note that for Steps 3-7, it is suggested that printed screen shots of queries and report designs be used. This is the fastest way to compare reports, and it permits important information about each report to be recorded on the printouts as organization is completed.

1. Determine the Level for Report Reduction

Some Cabinets may choose to organize their Report Reduction effort centrally, while others may delegate the effort to the Departments within the Cabinet. Similarly, some Departments may organize a department-wide effort, while others may deem it more appropriate to dole out Report Reduction responsibilities to the areas responsible for the various groups of reports.

It is recommended that organization of the Report Reduction effort for each agency begin at the highest possible level, with specific tasks delegated and tracked at lower levels.

For example, suppose a Cabinet consists of several relatively unrelated Departments. The following is a suggested approach for organization of a Report Reduction effort. It is not a required approach nor the only approach – merely one example of an approach proven to be effective.

A. *Assign a Cabinet-level coordinator to organize the Report Reduction effort at the Cabinet level.* Only by having coordination at the highest level will it be possible to effect Report Reduction by removing duplicate reports across Departments. It is suggested that the Cabinet-level coordinator be the Reporting Lead for the Department having the most significant number of reports in the Cabinet.

B. *At the Cabinet level, identify the best contacts for reports in each Department.* The statewide Agency Contact listing may be of help in this area, as it includes departments Reporting Leads identified via official delegation. (If it is determined that the identified Reporting Lead is no longer the appropriate contact, the Department should submit an updated Delegation Packet with a more appropriate Reporting Lead.)

Area	# Agency Reports	# Favorites/ Inbox	Contact	Email Address
Accounts Payable	2	2	Al Aikens	Al.aikens@ky.gov
Accounts Receivable	1	0	Babs Benton	Baba.benton@ky.gov
Accounting /Reporting	5	0	Cal Carver	Cal.carver@ky.gov
Contracts/Vendors	3	2	Dodi Denver	Dodi.denver@ky.gov
Grants Management	7	0	Eric Early	Eric.early@ky.gov
Indirect Billing	4	0	Farrah Fry	Farrah.fry@ky.gov
Inventory/Receiving	3	1	Greg Galin	Greg.galin@ky.gov
Procurement	4	0	Hannah Hix	Hannah.hix@ky.gov
Secretary's Office	0	1	Justin Jet	Justin.jet@ky.gov
Training/Policy Mgmt.	4	0	Kathy Kelly	Kathy.kelly@ky.gov

C. *Set a schedule by which the Report Reduction effort will be completed.* Document the plan for meeting each milestone in the schedule. The milestones may be set as simply as a percentage of completion or a reduced number of reports, or they may be distinct activities to be completed by specific dates.

Milestone	Description	Target Date
I. Identify Contacts	Identify areas and contacts; develop Contact list	1/5/2018
II. Identify Reports	Get users to move Favorites/Inbox to Agency Reports folders; create report listing; print screenshots of queries and report designs	1/12/2018
III. Determine Cabinet-wide Reports	Identify reports to be replaced by Cabinet-wide reports	1/18/2018
IV. Functional Area Report Groupings	Group remaining reports by functional area; create new folder structure under Agency Reports folder	2/1/2018
V. Assignments	Assign reports to Report Developers; send email with assignments and priorities	2/5/2018
VI. Combine/ Condense Reports	Report Developers incorporate new report tabs into existing reports to eliminate duplication	4/30/2018
VII. Remove Obsolete Reports	Contact Administrator with list of obsolete reports and instructions; Administrator backs up and delete replaced reports	5/11/2018
VIII. Training/ Communication	Send email explaining how new reports are to be handled	5/18/2018

D. *Provide a list of Report Reduction steps to each Department contact.* The list provided in this document may be used as a starting point, but it should be reviewed and updated to list the milestones for the Cabinet's effort and to address the specific circumstances of each Department.

Report Reduction Step	Target Date	Who	Comments
VI. Combine/Condense Reports	**4/30/2018**	**Coordinator**	**Monthly status reports expected**
1. Kick-off meeting	2/5/2018	Report Developers	Review list of report assignments and priorities
2. Restructure folders	2/7/2018	Report Developers with Report Users	Determine best structure and communicate to Administrator
3. Delete obvious duplicate reports	2/16/2018	Administrator	Back up and delete reports identified to be duplicates
4. Develop Priority 1s	2/28/2018	Report Developers	Create Priority 1 reports by combining existing reports.
5. Review Priority 1s	3/16/2018	Report Users	Review new Priority 1 reports and provide feedback to Report Developers
6. Develop Priority 2s	3/30/2018	Report Developers	Create Priority 2 reports by combining existing reports.
7. Review Priority 2s	4/15/2018	Report Users	Review new Priority 2 reports and provide feedback to Report Developers
8. Finalize Priority 1s	4/23/2018	Report Developers	Incorporate Report User feedback into Priority 1 reports and publish to Agency Reports folder.
9. Finalize Priority 2s	4/30/2018	Report Developers	Incorporate Report User feedback into Priority 2 reports and publish to Agency Reports folder.
VII. Remove Obsolete Reports	**5/11/2018**	**Administrator**	**Report completion to Cabinet-level coordinator**
10. Compile list of obsolete reports	5/10/2018	Report Developers with Coordinator	RDs send reports from their list to be deleted; Coordinator compiles list for Administrator
11. Back up and delete reports	5/11/2018	Administrator	Move reports to safe backup location; contact EBI to create .BIAR file; delete folders/reports

E. *Determine the frequency of status reporting and the action to be taken should a Department fall behind schedule.* Schedule regular dates (such as monthly or weekly) on which status must be reported to the Cabinet-level coordinator. Document how Departments falling behind schedule will be brought up to date. Communicate all of this information in a documented manner to the Department-level contacts.

Some Questions Used to Assess Priority	Delay Mitigation Strategies
Can a .PDF reference be used instead?	Export a .PDF version to be used as a reference
Is the data available elsewhere?	Delete report and obtain data elsewhere
Can the frequency be determined?	Combine less frequent reports with more frequent reports
Does the data change frequently?	Combine summary reports with detailed reports
Can the report be replaced using MRDB (or FAS3, etc.)?	Develop alternate source using MRDBs (or FAS3, 35c.)
Is the report too complex to maintain?	Suggest the report become a Statewide Report

2. Collect All Reports

While it has been recommended that all reports necessary for the day-to-day operations of an agency be maintained within the Agency Reports folder for each Cabinet/Department, the reality is that Report Developers and Basic Reporting Users frequently maintain reports in their "Favorites" folder or "Inbox" in EBI. There is currently no way to obtain a list of reports in these folders, so each Report Developer and Basic User must be informed of any need for making sure the reports in their "Favorites" folder or "Inbox" in EBI will be moved to the new computing environment.

In most cases, reports must be (at least temporarily) relocated to an Agency Reports folder. They may be stored permanently in an existing folder structure, or new folders may be created specifically for relocation of reports during the transition (moved back to the users' "Favorites" later). For convenience, users may create Shortcuts in their "Favorites" folders to open and refresh reports without having to navigate through the Agency Folders.
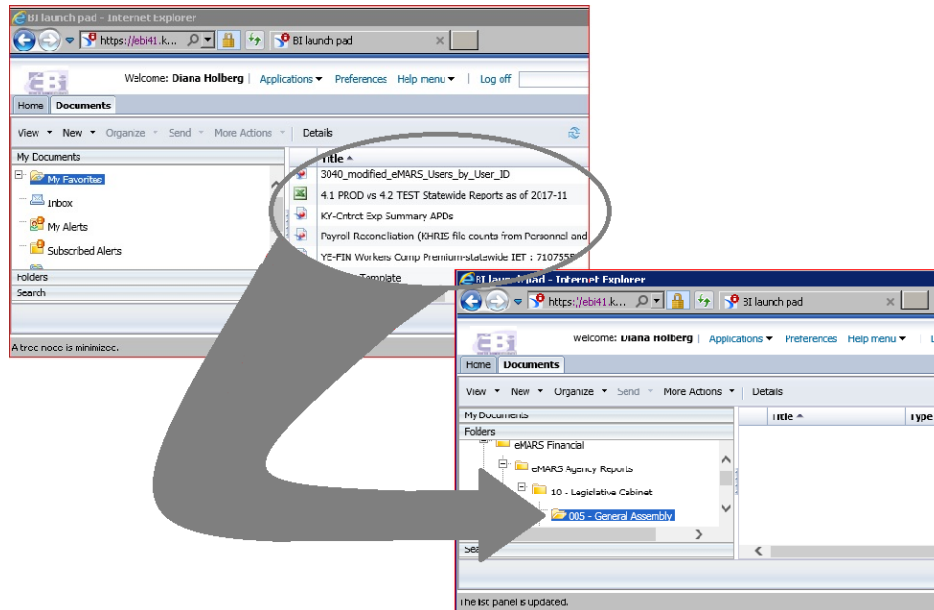
Here are the steps to follow to relocate a report and create a Shortcut to its new location in "Favorites":

CREATING A SHORTCUT TO A REPORT

1. *Navigate to the report and highlight it (without opening it).*
2. *Use the **"Organize"** button at the top of the window to select **"Cut"**.*
   *(Alternatively, right-click on the title of the report and choose **Organize > Cut**.)*
3. *Navigate to the new location for the report (usually within an Agency Reports folder).*
4. *Use the **"Organize"** button at the top of the window to select **"Paste"**.*
5. *With the report highlighted, right-click its title and choose*
   ***Organize > Create Shortcut in My Favorites**.*
6. *Navigate to your "Favorites" folder to confirm the Shortcut creation.*
   (If desired, relocate the shortcut.)

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3. Determine Which Reports Are in Use

It is often the case that reports have fallen out of use over time. For this reason, an initial review should be made to identify which reports are in use, how frequently they are used, for what purposes, and by whom.

Again, for completion of this step and those following, it is suggested that printed screen shots of queries and report designs be used. On each printout, make notes recording the pertinent information. If deemed useful, this information can also be gathered into a tabular format such as this:

Report	Location	Run By	Frequency	Owner	Plan / Notes
Expenditure Object Classification	SW > Chart of Accounts Reports	All Agencies	Ad Hoc	D. Holberg	Combine w/ COA > Revenue Source Classification report
1101-Daily Allotment File Listing	SW > Daily Reports	OSBD; Small Agencies	Daily	D. Holberg	Add current date prompt; combine w/ Monthly > 2540S Allot Summary as new tab; move to new SW > Budget Reports folder
2700-Restricted Fund Expenses – System Assurance	SW > Restricted Fund Reports	SAS	Ad Hoc	D. Holberg	Combine w/ Monthly > 2220 – Exp Analysis Function-Object as new tab; move to new SW > Expenditure & Revenue Reports folder

Relocate reports determined to no longer be in use – either to a folder created specifically to hold these reports, or by contacting an Administrator to back up and delete the reports.

4. Address Infrequently Used Reports

Keep in mind that some reports may be infrequently used. For instance, some reports may only be run every two years for preparation of the biennial budget. Similarly, reports for certain inventory efforts (such as Fixed Asset Building & Property Inventories) may be run even less frequently. Review the reports with these possibilities in mind. (You may even want to review those previously discarded to determine whether they may have been used for these kinds of activities.)

For each set of infrequently used reports, determine how the associated reporting needs will be addressed. For example, could a separate tab within a more frequently used report be used instead? Could an *ad hoc* query be run instead of maintaining a formatted report? How likely is it that the existing report will address a future need? If it is likely that significant changes to the report would be required in the future, determine now whether to keep the existing report or to develop something better when that time comes. (Remember, you can export .PDF versions of the report and print the queries to use as a reference.)

5. Group Reports by Functional Area

For organizational purposes, it is suggested that, preferably at the Cabinet level, the following Functional Areas be used to group reports:

A. ***Annual Close & CAFR Reports*** – These are reports designed to support the Annual Close process or CAFR Reporting. They include the Outstanding Pre-Encumbrance and Outstanding Encumbrance reports. Since these are generally accounting reports, they usually use the **FIN-General Accounting** universe. Queries may pull a variety of codes, depending on the report.

B. ***Budget Reports*** (also called Appropriation or Allotment Reports) – These are reports that include budget amounts as well as other amounts. (Note that reports providing grant, federal project, or Program/Program Period budgets are instead grouped under "Federal Grant Reports.") Budget Reports may or may not include balances. These tend to be the most complex reports, since they require multiple queries and calculations. Budget Reports should be further divided as follows:

a. ***Capital Project Budget Reports*** – These reports are specific to Capital Projects. They should be grouped together since they require queries using Budget Structures 42 and 43, and the budget amounts are assigned by Fund code. These reports usually include a query against the **Budget Execution Universe – KY** universe, and at least one query against the **FIN-General Accounting** universe.

b. ***Operational Budget Reports*** – These reports provide budget amounts and/or balances for Appropriations and Allotments. They should be grouped together since they require queries using Budget Structure 3, and the budget amounts are assigned by Cabinet, CAFR Fund Type, and Function Type/Function Group codes. (General Fund budgets are also set by Object code. Allotment amounts are also defined by Allotment Period = Quarter.) These reports usually include a query against the **Budget Execution Universe – KY** universe, and at least one query against the **FIN-General Accounting** universe.

c. ***Management Budget Reports*** – These reports provide budget amounts and/or balances set within a Cabinet or Department by processing OB1 documents. They should be grouped together since they require queries using the codes making up the budget line, as well as Event Types XMEX (for Monthly budgets), XQEX (for Quarterly budgets), and XYEX (for Yearly budgets). These reports include queries against the **FIN-General Accounting** universe, both for budget data and for accounting data.

C. ***Code Listings*** – These reports provide setup information for Chart of Account codes or other reporting codes. Code Listings are often the simplest reports to develop; they usually require only one query and do not include amounts or calculations. They can therefore be developed and maintained by less experienced Report Developers. Many of these reports can be categorized as follows:

a. ***Chart of Account Code Listings*** – These are listings of Cabinets, Departments, Units, Locations, Funds, Objects, Revenue Sources, Functions/Sub-Functions, Activities, etc. Queries are against the **Univ Kernel – Chart of Accounts** universe.

b. ***Security & Workflow Code Listings*** – These are listings of Users, Document Approvers, Security Groups, Security Roles, Worklists, etc. Queries are against the **OADM-Security and Workflow** universe.

D. ***Disbursement Reports*** – These reports provide information about disbursements: checks or EFT payments. These reports usually provide check/EFT amounts, and may include Intercept amounts. They generally employ queries against **the FIN-General Accounting** universe using Closing Classification 5, although they may also pull data using Document Type AD or Document Codes AD and EFT (if Checkwriters aren't needed).

E. ***Document & Transaction Reports*** – These reports provide listings of documents (also called transactions) processed against a particular Chart of Account code, Vendor, etc. Queries are usually against either the **FIN-Document Catalog** or **OFIN-Financial Document Catalog** universe.

F. ***Expenditure & Revenue Reports*** – These reports provide expenditure or revenue amounts independent of any particular budget. These reports usually provide amounts by Object/Object Type (for Expenditures) or Revenue Source (for Revenues), and they require queries against the **FIN-General Accounting** or **Budget Execution Universe – KY** universes by Closing Classification code (10 or 11 for Expenditures and 14 or 15 for Revenues).

G. ***Federal Grant/Project Reports*** – These reports are specifically designed toprovide information about federal grants, federal projects, job costing, or other activities being tracked using Program and Program Period codes via the Major Program structure in eMARS. These reports generally include a query against the **Budget Execution – KY** universe and at least one query against **FIN-General Accounting**. Also in this category are reports on the eMARS Cost Allocation process, generally built against the **FIN-Cost Accounting** and **KY Cost Accounting** universes.

H. ***Fixed Asset/Inventory Reports*** – These are reports providing information about Fixed Assets, and are built using queries against the **FIN-Fixed Assets** universe.

I. ***Payroll & Personnel Reports*** – These are reports providing information about Personnel or Payroll. They usually include queries against the **PERS** universe, although payroll summary reports may also be built against **FIN-General Accounting** (using Object Type 1).

J. ***Procurement / Contracts Reports*** – These are reports providing information about the Procurement process or about the contracts resulting from that process. There are numerous Procument universes which may be used

to report on the Procurement process; most Contracts reports are built against the **FIN-Procurement Awards** or **FIN-Accounts Payable** universe. The **FIN-Document Catalog**, **KY-Contrct Exp Smry**, and **OFIN-Financial Document Catalog** universes can also be useful for these reports.

K. *Travel Reports* – These are reports providing information about travel and travel reimbursements, and are built using queries against the **Travel Accounting** universe.

L. *Vendor Reports* – These reports provide information about Vendors, and are built using queries against the **Vendor – KY** or **Univ Kernel-Vendor** universe (for current Vendor data), **FIN-General Accounting** (for Vendor data used on documents), or **FIN-Procurement Awards** (for Vendor data used on contracts).

Functional Area	Universe(s)	Codes	Notes
Annual Close & CAFR Reports	**FIN-General Accounting**	Various	Includes Outstanding Encumbrance reports
Budget Reports	See below	See below	
- Capital Project Budget Reports	**Budget execution Universe – KY** (for budget amounts) **FIN-General Accounting** (for other amounts)	Department, Fund	
- Operational Budget Reports	**Budget execution Universe – KY** (for budget amounts) **FIN-General Accounting** (for other amounts)	FY, Cabinet, Fund Type, Function Type, Function Group, Object (for General Fund)	Also by Allotment Period / Quarter (for Allotments)
- Management Budget Reports	**FIN-General Accounting** (for all amounts)	Doc Code OB1, Event Types EMEX, EQEX, EYEX, FY, APD	COA codes will vary depending on Departmental OB1s
Code Listings	**Univ Kernel - Chart of Accounts OADM-Security & Workflow**	Various	
Disbursement Reports	**FIN-General Accounting**	Closing Classification 5 Document Type AD Document Codes AD and EFT	Only queries by Closing Classification 5 will pick up Checkwriter payments
Document & Transaction Reports	**FIN-Document Catalog OFIN-Financial Document Catalog**	Document Code Document Department Document ID Prefix	
Expenditure & Revenue Reports	**FIN-General Accounting**	Closing Classification (10, 11 for Expenditures; 14, 15 for Revenues), FY, Fund, Department, Unit, Function, Object/ Revenue Source	
Federal Grant / Project Reports	**Budget execution Universe – KY** (for budget amounts) **FIN-General Accounting** (for other amounts)	Department, Program, Program Period	Program Period often corresponds to two digit Federal Fiscal Year for grant award
Fixed Asset / Inventory Reports	**FIN-Fixed Assets**	FA Number	Sometimes by Custodian, Location or Building
Payroll & Personnel Reports	**PER FIN-General Accounting**	Various, including Object Type 1	Additional security required for **PER**
Procurement / Contract Reports	**FIN-Accounts Payable FIN-Procurement Awards**	Procurement Folder Document Number	Use FIN-AP for payment details; FIN-PA for contract details
Travel Reports	**Travel Accounting**	Various	
Vendor Reports	**Univ Kernel – Vendor FIN-General Accounting FIN-Procurement Awards**	Vendor Code	

6. PASS 1: Compare Queries and Group Related Reports

The first review pass should be conducted by the Reporting Leads. Reporting Leads have presumably been selected because they have the best understanding of how reports are used within their departments. As previously mentioned, the fastest way to compare reports and queries is to have printed copies – see the Appendix to this document for examples. How the reports will be grouped depends on the goals your department has established for the Report Reduction effort. Here are some examples of different Report Reduction strategies for the groupings:

- **Frequency Emphasis –** Group reports according to frequency, combining daily reports into as few as possible, monthly reports into as few as possible, annual reports, and less frequent reports. The idea here is that users would need to refresh fewer reports daily, monthly, etc. The downside to this approach is that it will not eliminate duplication in queries hitting the same universes for the same type of data.
- **Functional Area Emphasis –** Group reports according to functional area, combining them regardless of frequency. The idea here is to build as many report tabs as possible (within reason) against common queries pulling detailed data that is summarized as needed. The downside to this approach is that the report designs may be more complex requiring a more advanced skill set for report maintenance.
- **Complexity Emphasis –** Group reports by desired complexity, combining those which are simple and run quickly, and grouping complex reports based on WebI features required. The idea is to be able to assign groups to Report Developers possessing different skill sets. One possible downside is that skill sets change over time.

These are only a few examples; there may be many other strategies equally effective for reducing report maintenance.

For this review pass, obviously duplicated reports may be eliminated, but there is no need to spend much time examining report designs – that will be done in Pass 2. Clip reports that are to be consolidated together with a note on top explaining preliminary ideas and reasons for the consolidation. Once these groupings have been set and notated, they can be assigned to Report Developers for a more detailed pass.

> *Exercise:* *For the two report printouts provided in the Appendix, how would the choice of Report Reduction strategy affect their consolidation? How might the strategy affect the design of the consolidated report?*

7. PASS 2: Determine Report Requirements / Eliminate Remaining Duplication

Pass 2 is done by Report Developers who review the initial report groupings and determine the best way to complete consolidation in the time provided. This means setting priorities and looking at alternatives to formatted reports.

- Reports which would benefit the entire Cabinet should be consolidated with that in mind. This may mean simply relocating the report up to the Cabinet folder in EBI, or it may require redesigning the report.
- Similarly, reports which may benefit all Cabinets should be submitted for consideration as Statewide Reports. The eMARS Upgrade Reporting Team determines which reports would be appropriate Statewide Reports.
- Since the Report Reduction time period is limited, be sure to prioritize the reports needed the most. For reports used less frequently or holding lesser priority, consider alternatives:

Some Questions Used to Assess Priority	Delay Mitigation Strategies
Can a .PDF reference be used instead?	Export a .PDF version to be used as a reference
Is the data available elsewhere?	Delete report and obtain data elsewhere
Can the frequency be determined?	Combine less frequent reports with more frequent reports
Does the data change frequently?	Combine summary reports with detailed reports
Can the report be replaced using MRDB (or FAS3, etc.)?	Develop alternate source using MRDBs (or FAS3, 35c.)
Is the report too complex to maintain?	Suggest the report become a Statewide Report

- Examine report designs more thoroughly with the idea of consolidating remaining duplicates. The reports may not be identical, but rather pull data using very similar queries. Combining different reports that are based on similar data will reduce the maintenance required and allow users to see more information at once.
- Look for more subtle duplications. The most common example is Budget reports containing expenditure data, which could be consolidated with Expenditure reports. It is also often possible to consolidate Cash reports with Expenditure and Revenue reports to reduce report refreshes required on a daily basis.

In addition, relaxing Query Filters can often reduce duplicated maintenance:

Query Filter:	Relaxed To:	Allows:
Specific Date	Accounting Period	Daily reports can be combined with Monthly reports, with separate tabs for each view. Current date can be used to filter Daily report, or date can be obtained using other methods.
Accounting Period	Fiscal Year	Monthly reports can be combined with Annual reports, using report filters for Accounting Periods.
Department	Cabinet	Departmental report can be promoted to become a Cabinet-wide report, allowing eMARS Reporting security to control data displayed to users.
Fund	Fund Type	More complete data can be pulled, with report tabs separating it out. (For instance, an Expenditure report could have "General", "Federal", "Restricted", "Capital Projects" and "For Export" tabs.)
Document Code	Document Type	Sections can be used to break out Document Codes.
Event Type	Closing Classification	Moving Event Type filters from the query to the report usually improves performance.

Exercise: *Looking at the two reports in the Appendix, do you see duplication? How could the query filters be relaxed so that the two reports could be combined into one?*

8. Consolidate Report Groups

This step is where actual report modification or redevelopment takes place. This section serves to provide information about the following features in WebIntelligence that have proven helpful in this activity:

- General Recommendations
  - Completing Repeated Activities
  - Using or Bypassing Java Features
  - Copying Elements Between Reports
- Consolidating Reports
  - Changing Query Filters to Prompts
  - Changing Amount Measures
  - Changing Merged Dimensions
- Changing Data Providers

General Recommendations

Completing Repeated Activities

If your agency decides to perform activities during the Report Reduction period which will affect a large number of reports, there may be ways to minimize the effort required to complete those activities. Examples include:

- Renaming reports following a standard naming convention
- Standardizing formatted report headers/footers
- Adding "For Export" tabs to reports
- Using variables with standard names to hold formulas rather than typing them into cells
- Adding totals to sections
- Adding Grand Totals to reports
- Formatting reports following established conventions

Here are some ways these types of activities can be done efficiently:

1. Determine and document naming conventions and formatting standards prior to the effort.
2. Create a "template" report to use as a starting point for new report development, and from which report elements such as headers, footers, etc. can be copied.
3. Assign a Report Developer to make a change to groups of reports, without having to make other changes. This permits Report Developers with less experience to gain experience and reinforce each activity through repetition.

Using or Bypassing Java Features

There are a number of features in WebIntelligence which require the Java Runtime Environment, but most of those features are infrequently used. Since Java takes extra time to load, you may choose to bypass execution of the Java Runtime Environment. This is also handy should you receive Java errors that you have no time to address.

To bypass the Java Runtime Environment execution:

1. In Preferences, choose "HTML" (or "PDF") as the View preference for WebIntelligence documents (located in the Web Intelligence section).
2. Select "View" rather "Modify" when opening the report (or double-click it in the folder to open it).
3. While viewing the report, click the "Design" button (in the toolbar at the upper right of the window).

This will bypass Java, yet allow you access to the report design and all query designs. Note that if you intend to use the Change Data Source tool, custom number formatting options, or query filter nesting (among other features), you must permit the Java Runtime Environment to run by reversing the above steps and using "Modify" when opening the report.

Copying Elements Between Reports

There is a setting in WebIntelligence which controls whether or not you can copy and paste elements of a report between report tabs. While you are modifying a report **with Java features enabled**, you can set this option by clicking the Tools button (near the top right of the window) and choosing "Options…", then activating the "Shared copied elements with other Web Intelligence documents (slower)" option.
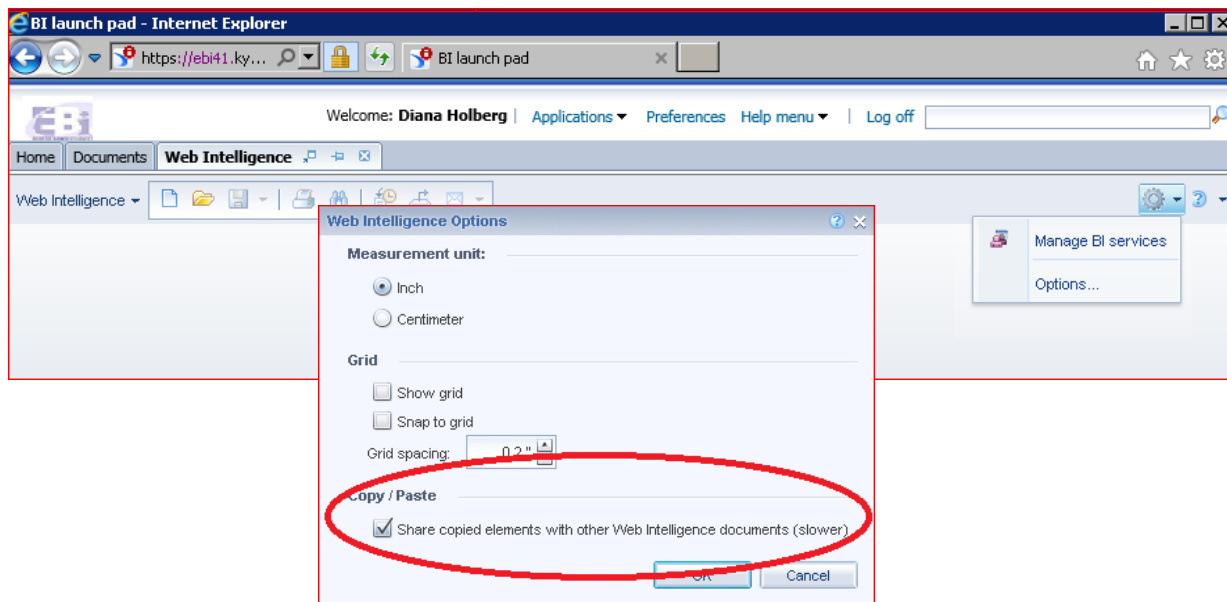
Note that report elements can only be copied between reports by selecting them from the panels on the left. For instance, to copy a table from one report to another:

1. Use the **Document Structure and Filters** section of the left panel to locate the table in the tree. (If you select the table on the report, the table in the tree will also be displayed and selected.)
2. Right-click the table name (e.g., "Vertical Table: Block 1") in the tree in the left panel and choose "Copy".
3. Navigate to the second report and choose "Paste".

This will copy the table – as well as queries and variables required for the cell formulas – to the second report. (Note that the variables may not appear in **Available Objects** until you navigate away from the list and back again.)
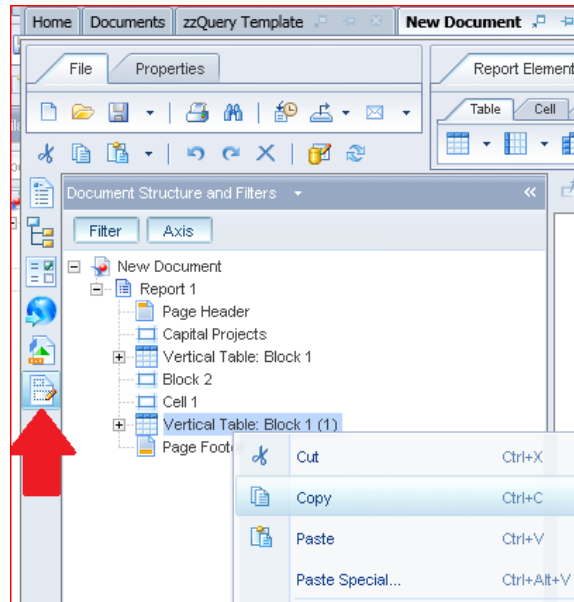

Consolidating Reports

There are a number of activities that are part of report consolidation which may not normally arise when creating new reports. This section describes several of them:

- Changing Query Filters to Prompts
- Changing Amount Measures
- Changing Merged Dimensions

Changing Query Filters to Prompts

Often when a new query or report is designed, the Report Developer updates Query Filters directly to control the data retrieved. For published reports, however, *prompts* provide a more flexible option. A *prompt* is a phrase which is displayed to the user when the report is refreshed. It allows users to specify values for the filter (rather than the developer). For example, suppose the query for a report has the following query filter:

Fund Type   Equal To   **0200**

As designed, this query will pull data for all Capital Projects. But suppose the report takes too long to execute – what then? One option is to allow users to choose the Fund codes for which the report will run. Adding a second Query Filter to prompt for Fund codes makes this possible:

Fund code   In List   *Prompt: "Enter Fund (optional):"*

Making the filter a prompt allows the user to choose the Fund codes when the report is refreshed. Selecting "In List" instead of "Equal To" as the operand allows the user to run for multiple Fund codes at once. Since the query filter prompt is "optional" the user can still run for all Capital Projects simply by not selecting any Fund codes. Let's look at the steps required to make a Query Filter a prompt.

Make the Query Filter a Prompt

When you add a Query Filter to a query, you drag an object to the Query Filters panel, select an operator, and then either enter a constant or choose another option. To make the Query Filter a prompt, select "Prompt" when you click the "Define filter type" button (on the right-most side of the Query Filter; see below).
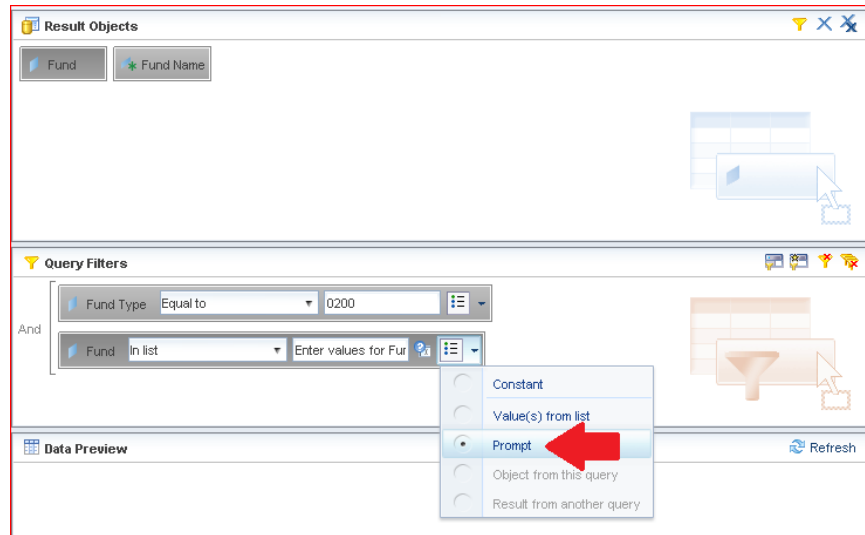
You may notice that the Query Filter changes when you make it a prompt:

- The constant is replaced by default Prompt Text – in this case, "Enter values for Fund:".
- An additional button called "Show prompt properties" appears (to the left of the "Define filter type" button.

Set the Prompt Properties

Click "Show prompt properties" to displaysa window where you can change Prompt Text and set options for the prompt. Selecting "Optional prompt"will make it optional for users to enter values for the Query Filter prompt.
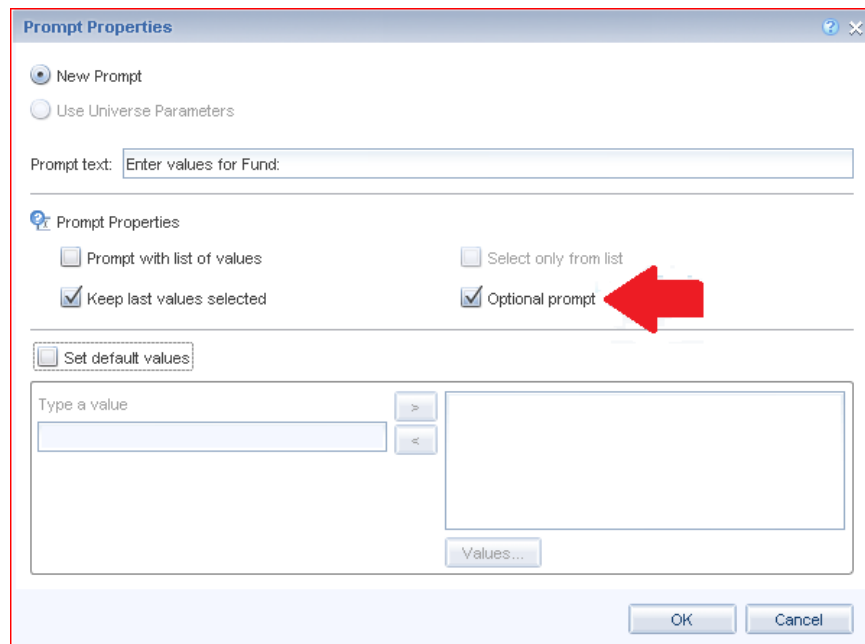
Note that it is also recommended that you deselect "Prompt with list of values" and select "Keep last values selected". You may also choose to set default values (if there are values for which the report will frequently be run).

Set the Order for Prompts

The example query has only one prompt, but for more than one the order in which they appear for the user can be changed. Select the Query Properties button (see below), then change **Prompt order** using the arrow buttons.
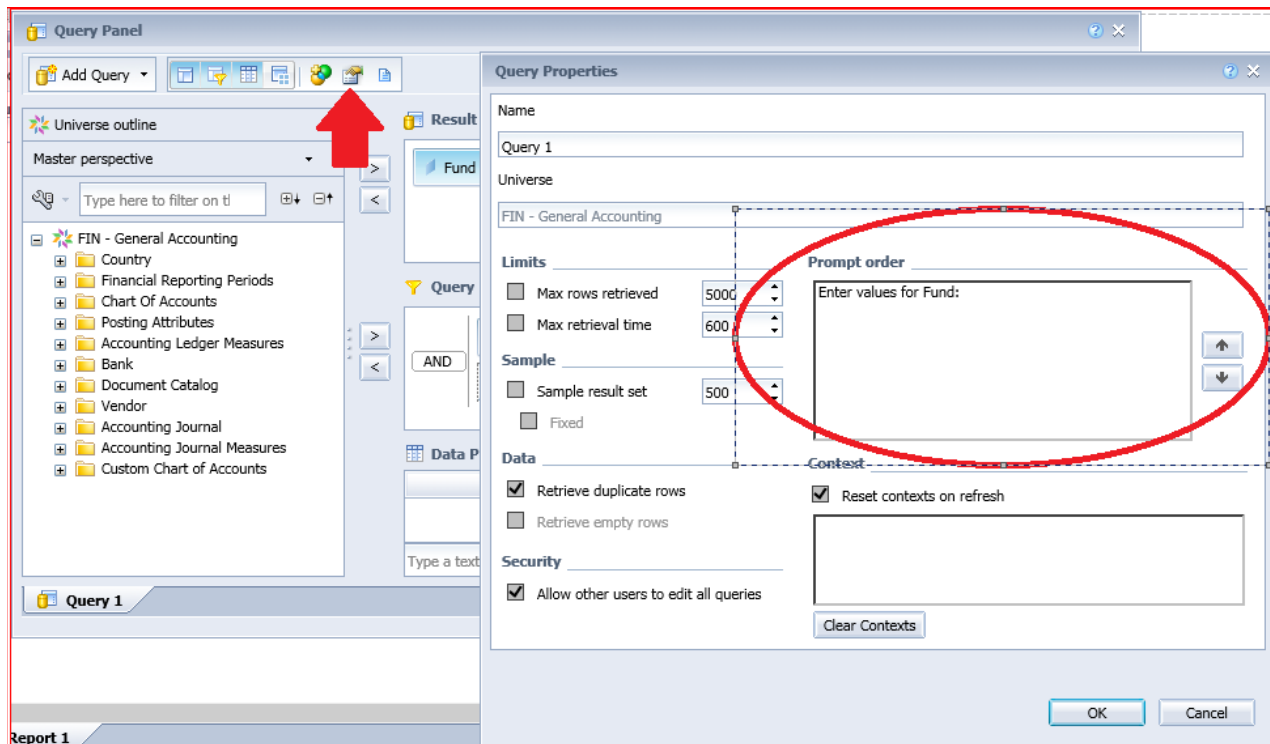
Testing the Prompt

Once you have created the Query Filter prompt and set the options for it, it is always a good idea to test the prompt by refreshing the report. This permits you to see what the users will see when they run the report.
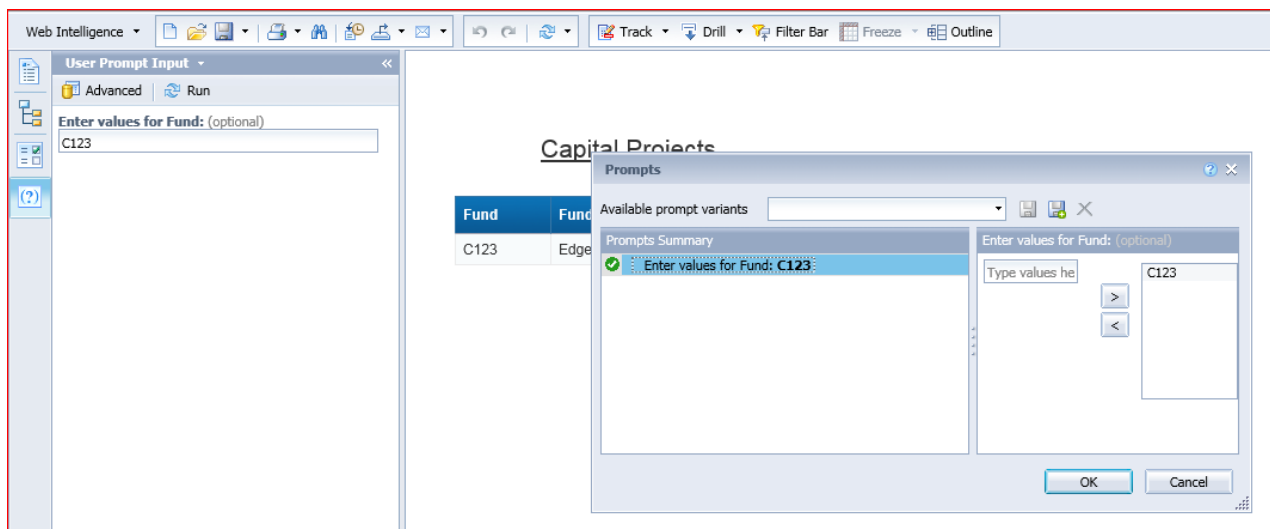
Testing prompts becomes especially important when multiple queries are included in the report design. Check:

- Does only one prompt appear for each object? (If not, make sure the same Prompt Text is used in each query.)
- Do "In List" prompts indicate that multiple values may be entered (e.g., "Enter Fund(s):")?
- Do optional prompts indicate that they are optional (e.g., "Enter Fund(s) (optional):")?
- Are the prompts in right order (i.e., following established conventions)?
- Are the prompt settings correct (e.g., do they show List of Values or Default Values)?

Changing Amount Measures

Suppose one measure was used in the calculation of amounts, but you need to use a different measure. For example, suppose the *Posting Amount* measure from the Basic Accounting Ledger class was used instead of *Jrnl Posting Amt* from the Accounting Journal. This can present several issues:

- If the measure was included in the report tabs, removing it from the query will remove it from those tabs, possibly affecting the arrangement of other elements on the report tabs.
- If the measure was used as part of the formula for a calculation, removing it from the query will cause the calculation to display an error, and may render the formula unreadable to someone wanting to fix it.
- Similarly, if the measure was used as part of a variable, any reports including the variable will display errors, and the formula for the variable may become unreadable.

Here are steps which will minimize the chance of these problems:

1. Add the correct measure object to the query. (Do *not* remove the existing measure object.)
2. Save the query and refresh the report. This should not cause any changes in the results of the report (though the query may run longer since both measures have to be obtained.)
3. Examine each variable object, replacing the old measure object with the new one in each affected formula.
4. Examine the formula for each amount field or column in each report tab, again replacing the old measure object with the new. Be sure to check for totals at the end of each section and at the end of the report.
5. Be sure you have examined all report tabs – it's easy to forget the "For Export" tab.
6. Once you are confident that all formulas have been updated, remove the old measure from the query safely.
7. Examine the report tabs thoroughly to be sure nothing was significantly changed before saving the report.

Changing Merged Dimensions

When a query is added to a report where multiple queries were already in use and dimensions were already merged, it can be awkward to include the dimensions from the new query in the merge:

- Previously merged dimensions cannot be merged with dimensions from the new query.
- If merged objects are included in the report tabs, unmerging will cause them to disappear, possibly affecting the arrangement of other elements on the report tabs.

Follow these steps for each dimension needing to be "re-merged" to minimize the chance of these problems:

1. Examine each variable object, replacing the merged object using the object from the most appropriate query. For example, if the formula includes unmerged objects from one query, use the object from that query which was included in the merge. Note that this may change the results, so make a note of each change you make (so that you can change it back once the merge has been corrected).
2. Examine each report tab for the dimension. Check the formula for every field, again replacing the merged object using the object from the most appropriate query. Again, the results may change, so make a note of each replacement you make.
3. Once you are confident that all formulas have been updated, unmerge the dimension by right-clicking the merged dimension and choosing "Unmerge".
4. Merge the dimension again, choosing the appropriate objects from each query.
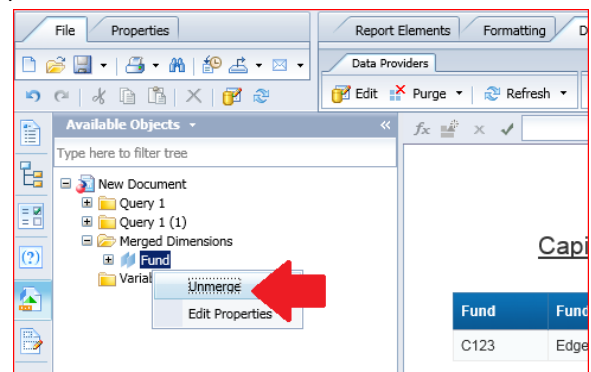
Changing Data Providers

There are times when you may need to change the Data Provider for a report. For example, you may have a report which uses the FIN-Accounts Payable universe, but you need it to use the FIN-General Accounting universe (so that additional data may be included in the report). ***This process can be unpredictable, so make a backup copy first!***

Changing a Data Provider requires use of Java functionality, so be sure you have that enabled:

1. Be sure Java Runtime Environment is installed.
2. In Preferences, choose "Applet" as the Modify preference for WebIntelligence documents (located in the Web Intelligence section).
3. Right-click the report and select "Modify" to open it (instead of double-clicking or selecting "View").

Once the report is open for modification, the tool for changing Data Providers is in the **Tools** section of the Data Access toolbar.

4. Select **Change Source** to display a list of the existing queries so that you can choose the one being switched.
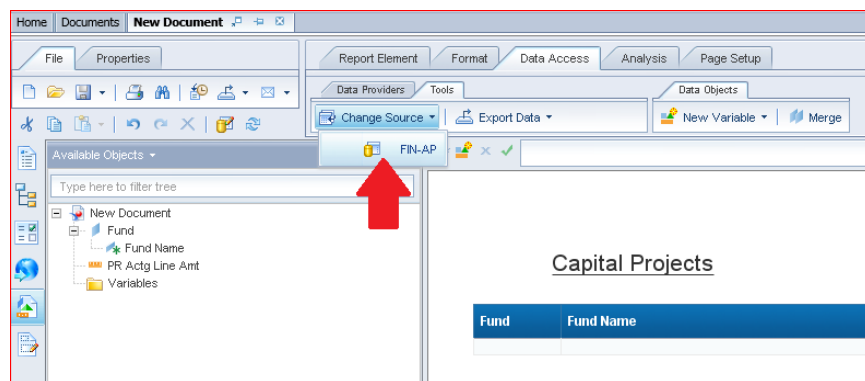
Once you have selected the query, the **Change Source Wizard** will walk you through the steps to make the change in Data Provider.

5. Choose "Universe" as the new data source and select a universe. Click the "Next" button to continue.
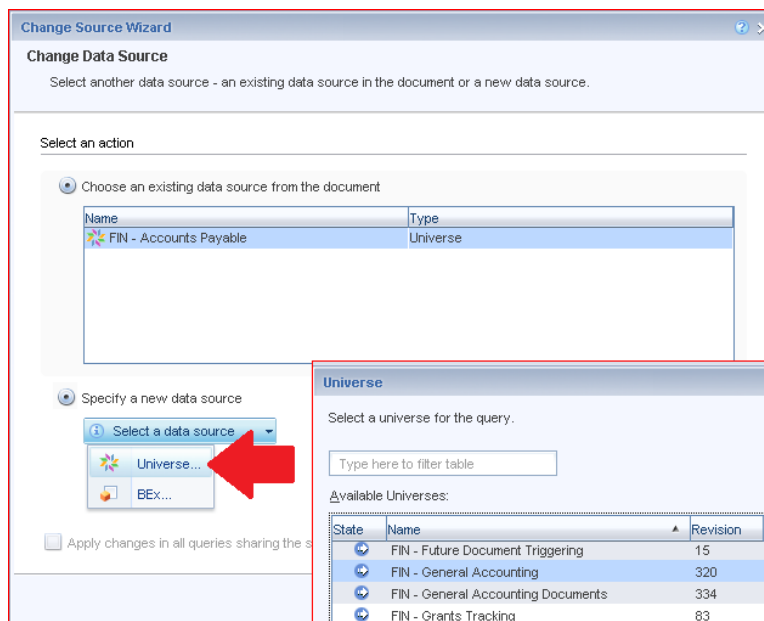
6. When the wizard displays default settings for object mapping, change them as desired. There are also advanced Mapping settings displayed by clicking the Settings button. (If you are uncertain about how to set these, use the defaults. You can always restore from your backup copy and try again.) When ready, click "Next" to continue.
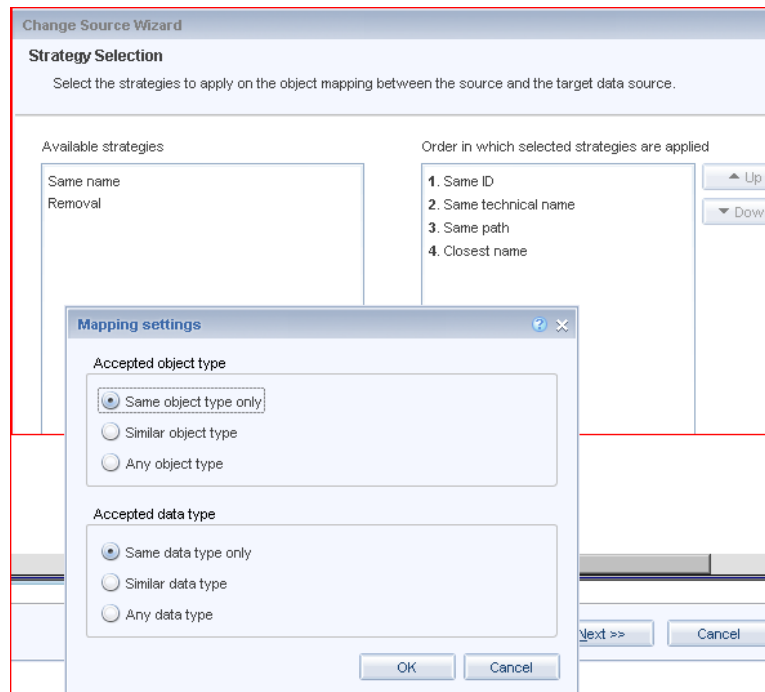
The wizard will attempt to map objects from the existing Data Provider to the new universe (that is, from FIN-Accounts Payable to FIN-General Accounting) using the mapping settings selected. This may take a few seconds or a couple of minutes depending on the report. When complete, the resulting object mappings will be displayed for review.

7. Review the object mappings to see if any of them need to be adjusted. If so, use the buttons on the right to choose a more appropriate object for the mapping. (If there is no appropriate object, you may choose a suitable object at random, but remember that you will have to repair the report after the mapping has been applied.)
8. Click the "Finish" button to permanently apply the mapping to the report.

Be sure to compare the updated report to the original backup copy to make sure there were no significant changes in the results. Repeat the object mapping on a new copy of the original if necessary.

9. Publish According to Folder / Naming Conventions

It is highly recommended that each Cabinet and Department establish naming conventions for reports, as well as a standard folder structure for the agency. (For example, there could be a folder for each functional area, or folders by frequency, etc.) The following report naming conventions are suggested:

- Start reports with Cabinet and Department codes to help identify the origin and responsible party for the report. For reports at the Cabinet level, use "ALL" for the Department code.
- Incorporate a code indicating report frequency into the name. For example, "D" for daily, "M" for monthly, "A" for annual, "B" for biennial, "Y" for year-to-date, "I" for inception-to-date.
- End the name of the report with the Report Developer's User ID and a revision date.

Here are sample report names exemplifying these conventions:

- **53-ALL-Federal Grants (DMAYI, ABC0123, Rev. April 12, 2018)**
  - A grant report run for daily, monthly, annual, YTD, or ITD data; last modified by user ABC0123 on 4/12/2018.
- **39-758-Trial Balance (D, DEF4567, Rev. August 23, 2018)**
  - A daily trial balance report last modified by user DEF4567 on 8/23/2018.
- **31-660-Budget Balances (MAY, GHJ8901, Rev. November 16, 2018)**
  - A budget balance report for monthly, annual, or YTD data; last modified by user GHJ8901 on 11/16/2018.

10. Back Up / Remove Obsolete Reports

While the Report Reduction effort is ongoing, you will probably want to keep original reports intact until testing is complete. For this reason, you may want to create a subfolder to your Cabinet and/or Department Agency Reports folders called "Ongoing Report Reduction" within which to store the consolidated reports as they are in progress. A second subfolder called "Completed Consolidation" could hold the final versions. A third subfolder called "Archive" can be established to hold obsolete reports. This will allow for the following "version control" process during development:

1. Create a folder structure under "Ongoing Report Reduction" to match what you intend to use after the upgrade.
2. Create the same folder structure under "Completed Consolidation".
3. Create copies of the original reports for consolidation in the appropriate "Ongoing Report Reduction" subfolder.
4. Perform consolidation, name the resulting report according to naming conventions, and store it in the same subfolder under "Ongoing Report Reduction". Request review of the report.
5. Once the consolidated report has been sufficiently reviewed/tested, move it from the "Ongoing Report Reduction" subfolder to the corresponding subfolder under "Completed Consolidation".
6. Move the original report *copies* from the "Ongoing Report Reduction" subfolder to an "Archive" subfolder.
7. Arrange a date for the *actual* original reports to be moved from the Department's Agency Reports folder to the "Archive" subfolder (replacing the copies).
8. On (or before) the agreed upon date, help users create shortcuts in their "Favorites" folder to the new consolidated report. (Also be sure they aren't keeping copies of the old reports.)
9. When the new report is meeting needs sufficiently, arrange for backup and removal of the "Archive" reports.
10. After the upgrade, arrange for the folder structure under "Completed Consolidation" to be relocated to the Deparment's Agency Reports folder (and remove the "Completed Consolidation" folder).

An important part of the Report Reduction effort is to remove the reports which have been replaced or eliminated.

- One Report Developer per cabinet may be granted security to move/delete reports from Agency Report folders.
- Members of the eMARS Upgrade Reporting Team and the EBI Support team in COT can also do this.

Conclusion

Report reduction is not a one-time event. Rather, it is something that needs to be addressed each time a change is made which could eliminate the need for reports. Although this document has addressed the organization of a significant Report Reduction effort, it is important for each Cabinet/Department to determine how reports will be eliminated when they become obsolete.

For example, if a Statewide Report has been modified such that Cabinet- or Department-level reports are no longer needed, that information must be communicated to responsible parties who have an understanding of how Report Reduction is done in the Cabinet/Department. Similarly, if a Cabinet-level report makes Department-level reports obsolete, the responsible parties in the Departments must be notified and take action.

It is our hope that this document serves as a starting point in the discussion of how best to facilitate this communication and ongoing maintenance of the reporting library in eMARS Reporting.

Appendix – Sample Report Design Printouts

Expenditures and Revenues by Dept with Cash Balance

Location: Statewide Reports > Monthly Reports > Revenue & Expenditure Reports

Report Tabs

Report Tab 1: Rev/Exp Summary

First Page:

Report ID: REVEXP-SUMM	Commonwealth of Kentucky	Page: 1 of 12
APD: 4	eMARS Financial System	Run Date: 11/26/2017
BFY: 2018	Summary of Revenues & Expenditures By Department - Fund	Run Time: 12:27:32 PM

785   Facilities & Support Services
0100 - General Fund
REVENUES

Rev	Name	Revenues
		0.00
	Sum of Revenues:	0.00

TRANSFERS

Obj	Rev	Name	Transfers
			0.00
		Sum of Transfers:	0.00

EXPENDITURES

Obj	Name	Expenditures
E111	Regular Salaries And Wages	1,134,047.70
E114	Per Diem (Boards And Comms)	4,200.00
E115	Overtime	5,286.67
E121	Employers Fica	85,093.60
E122	Emp Ret-Inc Paymt F/Sick Leave	586,667.52
E123	Employers Health Insurance	191,631.71
E124	Employers Life Insurance	321.00
E132	Unemployment Compensation	5,710.23
E133	Employee Training-St Emp Only	5,043.00
E136	Uniforms, Rental Or Purchase	544.69
E191	Temporary Manpower Services	20,453.58
E219	Cable Services	2,093.76
E223	Rental Of Equipment-1099 Rept	9,328.84
E224	Copy Machine Rental-1099 Rept	8,193.65
E226	Carpool Rental-St Ag	11,566.79
E231	Maint Of Blds & Grnds-1099 Rep	63.66
E232	Maint Of Equipment-1099 Rept	592.10
E241	Postage And Postage Meters	673.30
E243	Oth Parcel Dlvry Srv-1099 Rept	53.87
E251	Printing Paid To St Agency	266.78

Last Page:

Report ID: REVEXP-SUMM	Commonwealth of Kentucky	Page: 12 of 12
APD: 4	eMARS Financial System	Run Date: 11/26/2017
BFY: 2018	Summary of Revenues & Expenditures By Department - Fund	Run Time: 12:33:35 PM

Obj	Name	Expenditures
E333	Motor Vehicle Supplies & Parts	6,358.01
E334	Building Materials & Supplies	167,312.11
E336	Small Tools	10,072.22
E337	Mech Maint Materials & Suppls	124,959.94
E338	Copy Machine Supplies	551.61
E339	Other Supplies And Parts	10,778.92
E340	Procurement Card Purchases	21.65
E341	Food Products	124.21
E343	Motor Fuels And Lubricants	12,946.11
E346	Furn/Fixt/Off Eqp Under $5,000	452.48
E347	Machinery & Implm Under $5,000	9,769.22
E358	Storage Fees At Record Center	1,088.90
E361	In-State Travel	3,253.19
E381	Dues/Subscriptions	2,387.84
E601	Furn/Fixt/Off Eqp-Over $5,000	664,982.84
E611	Lease Purchase-Furn,Fixt,Eqpt	1,172.48
E701	Archit/Eng Fees-1099 Rept	0.00
E703	General Construction	741.00
E801	COT Telephone Charges	35,262.28
E802	Other COT Charges	130,568.57
E814	Telephone Charges - Wireless/Cell	18,257.90
E815	Telephone Charges - Other	6,073.95
E823	Business Applications Software	367.52
E831	Personal Computer Hardware < $5,000	72.00
E833	Networking Hardware < $5,000	126.03
T60C	Op Tr To Capital Projects Fund	282,450.00
	Sum of Expenditures:	12,712,910.36

Report Tab 2: By Dept – Fund – APD

First Page:

Report ID: REVEXP-FUND
APD: 4
BFY: 2018

Commonwealth of Kentucky
eMARS Financial System
Monthly Revenue & Expenditures By Department - Fund - APD

Page: 1 of 13
Run Date: 11/26/2017
Run Time: 12:33:35 PM

785   Facilities & Support Services
0100 - General Fund

REVENUES

Rev Cls	Rev	Name	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	July APD 13
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Sum of Revenues:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TRANSFERS

Obj Cls	Obj	Rev Name	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	June APD 13
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Sum of Transfers:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EXPENDITURES

Obj Cls	Obj	Name	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	July APD 13
110	E111	Regular Salaries /	467,281.11	333,550.33	33,975.13	299,241.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110	E114	Per Diem (Boards	975.00	525.00	1,725.00	975.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110	E115	Overtime	1,114.24	-46.75	1,204.11	3,015.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E121	Employers Fica	34,675.94	24,335.50	1,356.91	24,725.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E122	Emp Ret-Inc Payr	228,937.16	155,161.66	59,929.81	142,638.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E123	Employers Health	94,756.45	47,037.16	6,413.98	43,424.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E124	Employers Life Ins	132.00	68.00	64.00	57.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	E132	Unemployment Co	0.00	5,710.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	E133	Employee Training	585.00	2,960.00	688.00	810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	E136	Uniforms, Rental (	365.78	60.00	0.00	118.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	E191	Temporary Manpc	0.00	11,278.72	1,413.72	7,761.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	E219	Cable Services	523.44	523.44	523.44	523.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	E223	Rental Of Equipm	0.00	6,452.50	0.00	2,876.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	E224	Copy Machine Re	2,565.18	1,269.70	2,488.00	1,870.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	E226	Carpool Rental-St	3,111.70	3,518.92	2,258.36	2,677.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	E231	Maint Of Blds & G	63.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	E232	Maint Of Equipme	145.58	145.47	266.87	34.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240	E241	Postage And Post	0.00	267.04	267.31	138.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Last Page: (Page 13 is blank)

Report ID: REVEXP-FUND
APD: 4
BFY: 2018

Commonwealth of Kentucky
eMARS Financial System
Monthly Revenue & Expenditures By Department - Fund - APD

Page: 12 of 13
Run Date: 11/26/2017
Run Time: 12:33:35 PM

Obj Cls	Obj	Name	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	July APD 13
320	E322	Clothing & Pers S	0.00	0.00	0.00	1,096.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E323	Janitorial & Mainte	3,030.68	20,492.33	3,080.95	3,770.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E324	Medical Supplies	294.00	59.85	338.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E326	Household And Ki	230.91	910.47	58.85	1,554.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E329	Agric & Botanical	1,580.38	6,268.18	21,836.79	3,161.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E332	Drugs And Pharm	34.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E333	Motor Vehicle Sup	167.14	1,423.35	720.40	4,047.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E334	Building Materials	9,555.49	78,856.97	48,602.61	30,297.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E336	Small Tools	2,899.63	2,498.35	3,232.71	1,441.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E337	Mech Maint Mater	24,200.82	35,094.28	38,195.19	27,469.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E338	Copy Machine Su	0.00	0.00	0.00	551.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E339	Other Supplies Ar	521.12	1,403.76	1,701.39	7,152.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320	E340	Procurement Carc	10.00	0.00	11.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	E341	Food Products	97.16	0.00	27.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	E343	Motor Fuels And L	3,145.98	3,001.87	3,385.27	3,412.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	E346	Furn/Fixt/Off Eqp	0.00	192.50	259.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	E347	Machinery & Impl	0.00	447.63	3,545.35	5,776.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	E823	Business Applicat	0.00	0.00	367.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	E831	Personal Compute	0.00	0.00	0.00	72.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	E833	Networking Hardw	0.00	0.00	126.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
360	E361	In-State Travel	1,012.55	625.20	600.40	1,015.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
370	E305	Check Cancellatic	15.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
370	E358	Storage Fees At F	0.00	1,088.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
370	E381	Dues/Subscriptior	410.00	50.00	1,905.20	22.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
601	E601	Furn/Fixt/Off Eqp-	332,491.42	0.00	0.00	332,491.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
611	E611	Lease Purchase-F	0.00	586.24	586.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
701	E701	Archit/Eng Fees-1	0.00	4,560.00	-4,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
703	E703	General Construc	1,750.00	0.00	-1,750.00	741.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
991	T60C	Op Tr To Capital F	0.00	280,000.00	2,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Sum of Expenditures:	4,021,844.38	2,669,865.35	2,906,319.71	3,114,880.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Report Tab 3: By Dept – Fund – with Activity

First Page:

Commonwealth of Kentucky
eMARS Financial System
Monthly Revenue & Expenditures By Department - Fund - APD
with Activity

785   Facilities & Support Services
0100 - General Fund

REVENUES

Rev Cls	Rev	Name	Act	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	July APD 13
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Sum of Revenues:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TRANSFERS

Obj Cls	Obj	Rev	Act	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	July APD 13
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Sum of Transfers:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EXPENDITURES

Obj Cls	Obj	Name	Act	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	July APD 13
110	E111	Regular Sa		467,281.11	333,550.33	33,975.13	299,241.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110	E114	Per Diem (		975.00	525.00	1,725.00	975.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110	E115	Overtime		1,114.24	-46.75	1,204.11	3,015.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E121	Employers		34,675.94	24,335.50	1,356.91	24,725.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E122	Emp Ret-Ir		228,937.16	155,161.66	59,929.81	142,638.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E123	Employers		94,756.45	47,037.16	6,413.98	43,424.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	E124	Employers		132.00	68.00	64.00	57.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	E132	Unemployr		0.00	5,710.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	E133	Employee '		585.00	2,960.00	688.00	810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	E136	Uniforms, F		365.78	60.00	0.00	118.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	E191	Temporary		0.00	11,278.72	1,413.72	7,761.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	E219	Cable Serv		523.44	523.44	523.44	523.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	E223	Rental Of E		0.00	6,452.50	0.00	2,876.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	E224	Copy Mach		2,565.18	1,269.70	2,488.00	1,870.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	E226	Carpool Re		3,111.70	3,518.92	2,258.36	2,677.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	E231	Maint Of Bl		63.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	E232	Maint Of E		145.58	145.47	266.87	34.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240	E241	Postage Ar		0.00	267.04	267.31	138.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Obj Cls	Obj	Name	Act	July APD 1	August APD 2	September APD 3	October APD 4	November APD 5	December APD 6	January APD 7	February APD 8	March APD 9	April APD 10	May APD 11	June APD 12	July APD 13
991	T60C	Op Tr To C		0.00	280,000.00	2,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Sum of Expenditures:		4,021,844.38	2,669,865.35	2,906,319.71	3,114,880.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Report Tab 4: By Dept – Vendor – APD

First Page:

Commonwealth of Kentucky
eMARS Financial System
Monthly Revenues & Expenditures by Dept - Vendor

Run Date: 11/26/2017
Run Time: 12:33:35 PM

| 785 | Facilities & Support Services |
| HVS0164 | TIFFANY M RANK |

	APD	Fund	Dept	Obj/Rev	Expenditures	Transfers	Revenues
	2	0100	785	E361	42.40	0.00	0.00
				TOTALS:	42.40	0.00	0.00

| HWR0017 | SUSAN D WARD |

	APD	Fund	Dept	Obj/Rev	Expenditures	Transfers	Revenues
	3	3700	785	E361	198.40	0.00	0.00
				TOTALS:	198.40	0.00	0.00

| JGW0008 | EDDIE F ROBERTS |

	APD	Fund	Dept	Obj/Rev	Expenditures	Transfers	Revenues
	2	0100	785	E361	273.69	0.00	0.00
				TOTALS:	273.69	0.00	0.00

| JJR0759 | PAUL T CABLE |

	APD	Fund	Dept	Obj/Rev	Expenditures	Transfers	Revenues
	4	0100	785	E361	588.40	0.00	0.00
				TOTALS:	588.40	0.00	0.00

| JMT0049 | BRIAN R COTTONGIM |

	APD	Fund	Dept	Obj/Rev	Expenditures	Transfers	Revenues
	1	0100	785	E361	1,242.83	0.00	0.00
	4	0100	785	E361	1,679.33	0.00	0.00
				TOTALS:	2,922.16	0.00	0.00

| JRS0312 | CHARLES S BAKER |

Last Page:

Commonwealth of Kentucky
eMARS Financial System
Monthly Revenues & Expenditures by Dept - Vendor

Run Date: 11/26/2017
Run Time: 12:33:35 PM

4	3700	785	E162	6,180.60	0.00	0.00
4	3700	785	E218	56,647.92	0.00	0.00
4	3700	785	E226	25,165.01	0.00	0.00
4	3700	785	E241	343.90	0.00	0.00
4	3700	785	E257	960.00	0.00	0.00
4	3700	785	E300	30,323.91	0.00	0.00
4	3700	785	E337	250.00	0.00	0.00
4	3700	785	E801	11,332.88	0.00	0.00
4	3700	785	E802	27,776.83	0.00	0.00
4	3700	785	E814	4,215.37	0.00	0.00
4	3700	785	E815	1,775.09	0.00	0.00
4	3700	785	E831	72.00	0.00	0.00
4	3700	785	N10C	0.00	11,390.25	0.00
4	3700	785	R436	0.00	0.00	4,494.00
4	3700	785	R439	0.00	0.00	28,479.99
			TOTALS:	9,574,342.37	186,238.79	10,346,751.06

Report Tab 5: Cash

First Page:

Report ID: REVEXP-CASH		Commonwealth of Kentucky				Page:	1 of 7
APD: 4		eMARS Financial System				Run Date:	11/26/2017
BFY: 2018		Monthly Cash By Fund - Department				Run Time:	12:33:35 PM

785   Facilities & Support Services
0100 - General Fund

Month	Net Cash Begin	FY	BFY	Acct Period	Monthly Cash	Net Cash Balance
July	0.00	2018	2018	1	-858,330.46	-858,330.46
August	-858,330.46	2018	2018	2	-1,388,178.96	-2,246,509.42
September	-2,246,509.42	2018	2018	3	-138,119.55	-2,384,628.97
October	-2,384,628.97	2018	2018	4	-553,547.69	-2,938,176.66
November						
December						
January						
February						
March						
April						
May						
June						
				BFY 2018 Net Cash Balance:		-2,938,176.66

Last Page:

Report ID: REVEXP-CASH		Commonwealth of Kentucky				Page:	7 of 7
APD: 4		eMARS Financial System				Run Date:	11/26/2017
BFY: 2018		Monthly Cash By Fund - Department				Run Time:	12:33:35 PM

3700 - Property Management Fund

Month	Net Cash Begin	FY	BFY	Acct Period	Monthly Cash	Net Cash Balance
July	0.00	2018	2018	1	-3,953,190.91	3,900,976.98
August	-3,953,190.91	2018	2018	2	7,136,639.29	11,037,616.27
September	3,183,448.38	2018	2018	3	-2,850,616.31	8,186,999.96
October	332,832.07	2018	2018	4	-2,639,997.75	5,547,002.21
November						
December						
January						
February						
March						
April						
May						
June						
				BFY 2018 Net Cash Balance:		-2,307,165.68

Report Tab 6: For Export – Rev/Exp

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Accounting I	BFY	Closing Clas	Department	Department I	Fund	Fund Name	Object	Object Name	Object Class	Activity	Posting Cod	Revenue Sou	Revenue Sou	Revenue Sou	Vendor Code	Vendor Lega	Adjustment I	Posting Amount	Revenues	Transfers	Expen
1	2018	10	785	Facilities & Su	0100	General Fund	E111	Regular Salar	110		D014		NOT ENTERI			NOT ENTERI	No	467,281.11	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E114	Per Diem (Bo	110		D014		NOT ENTERI			NOT ENTERI	No	975.00	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E115	Overtime	110		D014		NOT ENTERI			NOT ENTERI	No	1,114.24	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E121	Employers Fi	120		D014		NOT ENTERI			NOT ENTERI	No	34,675.94	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E122	Emp Ret-Inc I	120		D014		NOT ENTERI			NOT ENTERI	No	228,937.16	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E123	Employers He	120		D014		NOT ENTERI			NOT ENTERI	No	94,035.31	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E123	Employers He	120		D025		NOT ENTERI			NOT ENTERI	No	721.14	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E124	Employers Lif	120		D014		NOT ENTERI			NOT ENTERI	No	132.00	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E133	Employee Tra	130		D014		NOT ENTERI		VC00000836	ASSOCIATIC	No	585.00	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E136	Uniforms, Rei	130		D014		NOT ENTERI		VC00000057!	JCPENNEY	No	151.80	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E136	Uniforms, Rei	130		D014		NOT ENTERI		VS100000346	Aramark Unifi	No	120.00	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E136	Uniforms, Rei	130		D014		NOT ENTERI		ZZMISCINDV	Miscellaneou	No	93.98	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E219	Cable Service	210		D014		NOT ENTERI		VC00001757(	City of Frankf	No	523.44	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E224	Copy Machine	220		D014		NOT ENTERI		VC00000105;	Ricoh USA, Ir	No	1,913.14	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E224	Copy Machine	220		D014		NOT ENTERI		VC00000941;	LYNN IMAGII	No	652.04	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E228	Carpool Rent	220		D025		NOT ENTERI			NOT ENTERI	No	3,111.70	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E231	Maint Of Blds	230		D014		NOT ENTERI		VC00000897(	KENTUCKY L	No	30.21	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E231	Maint Of Blds	230		D014		NOT ENTERI		VC00000983	LYONS DO IT	No	0.60	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E231	Maint Of Blds	230		D014		NOT ENTERI		ZZMISCINDV	Miscellaneou	No	32.85	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E232	Maint Of Equi	230		D014		NOT ENTERI		VC00000040(	GLOBAL IND	No	76.40	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E232	Maint Of Equi	230		D014		NOT ENTERI		VC10000251	Parts Town	No	60.52	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E232	Maint Of Equi	230		D014		NOT ENTERI		VC20000024:	JOSEPH SLC	No	8.66	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E243	Oth Parcel DI	240		D014		NOT ENTERI		VC00000250;	FEDEX	No	8.97	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E251	Printing Paid	250		D025		NOT ENTERI			NOT ENTERI	No	66.78	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E254	Insurance Pre	250		D025		NOT ENTERI			NOT ENTERI	No	2,185.00	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E305	Check Cance	370		D025		NOT ENTERI			NOT ENTERI	No	15.00	0.00	0.00	
1	2018	10	785	Facilities & Su	0100	General Fund	E318	Commercial S	310		D014		NOT ENTERI		VC00000821:	LOWES	No	194.03	0.00	0.00	

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BFY	Closing Clas	Department	Department I	Fund	Fund Name	Object	Object Name	Object Class	Activity	Posting Cod	Revenue Sou	Revenue Sou	Revenue Sou	Vendor Code	Vendor Lega	Adjustment I	Posting Amount	Revenues	Transfers	Expenditures
2018	10	785	Facilities & Su	0100	General Fund	E111	Regular Salar	110		D014		NOT ENTERI			NOT ENTERI	No	467,281.11	0.00	0.00	467,281.11
2018	10	785	Facilities & Su	0100	General Fund	E114	Per Diem (Bo	110		D014		NOT ENTERI			NOT ENTERI	No	975.00	0.00	0.00	975.00
2018	10	785	Facilities & Su	0100	General Fund	E115	Overtime	110		D014		NOT ENTERI			NOT ENTERI	No	1,114.24	0.00	0.00	1,114.24
2018	10	785	Facilities & Su	0100	General Fund	E121	Employers Fi	120		D014		NOT ENTERI			NOT ENTERI	No	34,675.94	0.00	0.00	34,675.94
2018	10	785	Facilities & Su	0100	General Fund	E122	Emp Ret-Inc I	120		D014		NOT ENTERI			NOT ENTERI	No	228,937.16	0.00	0.00	228,937.16
2018	10	785	Facilities & Su	0100	General Fund	E123	Employers He	120		D014		NOT ENTERI			NOT ENTERI	No	94,035.31	0.00	0.00	94,035.31
2018	10	785	Facilities & Su	0100	General Fund	E123	Employers He	120		D025		NOT ENTERI			NOT ENTERI	No	721.14	0.00	0.00	721.14
2018	10	785	Facilities & Su	0100	General Fund	E124	Employers Lif	120		D014		NOT ENTERI			NOT ENTERI	No	132.00	0.00	0.00	132.00
2018	10	785	Facilities & Su	0100	General Fund	E133	Employee Tra	130		D014		NOT ENTERI		VC00000836	ASSOCIATIC	No	585.00	0.00	0.00	585.00
2018	10	785	Facilities & Su	0100	General Fund	E136	Uniforms, Rei	130		D014		NOT ENTERI		VC00000057	JCPENNEY	No	151.80	0.00	0.00	151.80
2018	10	785	Facilities & Su	0100	General Fund	E136	Uniforms, Rei	130		D014		NOT ENTERI		VS100000346	Aramark Unifi	No	120.00	0.00	0.00	120.00
2018	10	785	Facilities & Su	0100	General Fund	E136	Uniforms, Rei	130		D014		NOT ENTERI		ZZMISCINDV	Miscellaneou	No	93.98	0.00	0.00	93.98
2018	10	785	Facilities & Su	0100	General Fund	E219	Cable Service	210		D014		NOT ENTERI		VC00001757	City of Frankf	No	523.44	0.00	0.00	523.44
2018	10	785	Facilities & Su	0100	General Fund	E224	Copy Machine	220		D014		NOT ENTERI		VC00000105;	Ricoh USA, Ir	No	1,913.14	0.00	0.00	1,913.14
2018	10	785	Facilities & Su	0100	General Fund	E224	Copy Machine	220		D014		NOT ENTERI		VC00000941;	LYNN IMAGII	No	652.04	0.00	0.00	652.04
2018	10	785	Facilities & Su	0100	General Fund	E228	Carpool Rent	220		D025		NOT ENTERI			NOT ENTERI	No	3,111.70	0.00	0.00	3,111.70
2018	10	785	Facilities & Su	0100	General Fund	E231	Maint Of Blds	230		D014		NOT ENTERI		VC00000897(	KENTUCKY L	No	30.21	0.00	0.00	30.21
2018	10	785	Facilities & Su	0100	General Fund	E231	Maint Of Blds	230		D014		NOT ENTERI		VC00000983	LYONS DO IT	No	0.60	0.00	0.00	0.60
2018	10	785	Facilities & Su	0100	General Fund	E231	Maint Of Blds	230		D014		NOT ENTERI		ZZMISCINDV	Miscellaneou	No	32.85	0.00	0.00	32.85
2018	10	785	Facilities & Su	0100	General Fund	E232	Maint Of Equi	230		D014		NOT ENTERI		VC00000040(	GLOBAL IND	No	76.40	0.00	0.00	76.40
2018	10	785	Facilities & Su	0100	General Fund	E232	Maint Of Equi	230		D014		NOT ENTERI		VC10000251	Parts Town	No	60.52	0.00	0.00	60.52
2018	10	785	Facilities & Su	0100	General Fund	E232	Maint Of Equi	230		D014		NOT ENTERI		VC20000024:	JOSEPH SLC	No	8.66	0.00	0.00	8.66
2018	10	785	Facilities & Su	0100	General Fund	E243	Oth Parcel DI	240		D014		NOT ENTERI		VC00000250:	FEDEX	No	8.97	0.00	0.00	8.97
2018	10	785	Facilities & Su	0100	General Fund	E251	Printing Paid	250		D025		NOT ENTERI			NOT ENTERI	No	66.78	0.00	0.00	66.78
2018	10	785	Facilities & Su	0100	General Fund	E254	Insurance Pre	250		D025		NOT ENTERI			NOT ENTERI	No	2,185.00	0.00	0.00	2,185.00
2018	10	785	Facilities & Su	0100	General Fund	E305	Check Cance	370		D025		NOT ENTERI			NOT ENTERI	No	15.00	0.00	0.00	15.00
2018	10	785	Facilities & Su	0100	General Fund	E318	Commercial S	310		D014		NOT ENTERI		VC00000821:	LOWES	No	194.03	0.00	0.00	194.03
2018	10	785	Facilities & Su	0100	General Fund	E321	Office Supplie	320		D014		NOT ENTERI		VC00000055:	CARDINAL C	No	298.06	0.00	0.00	298.06

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BFY	Closing	Department	Department I	Fund	Fund Name	Object	Object Name	Object Class	Activity	Posting Cod	Revenue Sou	Revenue Sou	Revenue Sou	Vendor Code	Vendor Lega	Adjustment I	Posting Amount	Revenues	Transfers	Expenditures
2018	14	785	Facilities & Su	132H	Finance Facil		NOT ENTERI			R024	R432	General Rent	430		NOT ENTERI	No	-575.00	575.00	0.00	0.00
2018	14	785	Facilities & Su	132J	Finance Fede		NOT ENTERI	DONE		R003	R401	General Sale	400		NOT ENTERI	No	-11,005.30	11,005.30	0.00	0.00
2018	14	785	Facilities & Su	132J	Finance Fede		NOT ENTERI			R024	R431	Gen Sales Tc	430		NOT ENTERI	No	-16,291.50	16,291.50	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI	DONE		R003	R401	General Sale	400		NOT ENTERI	No	-530.00	530.00	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI	EBAY		R003	R401	General Sale	400		NOT ENTERI	No	-12,491.94	12,491.94	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI	PBAC		R003	R401	General Sale	400		NOT ENTERI	No	-15,230.16	15,230.16	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI	PBAC		R003	R403	General Com	400		NOT ENTERI	No	14,980.00	-14,980.00	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI	PBAC		R003	R433	General Com	430		NOT ENTERI	No	-15,080.00	15,080.00	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI	VDON		R003	R401	General Sale	400		NOT ENTERI	No	-1,800.00	1,800.00	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI	VSLB		R003	R433	General Com	430		NOT ENTERI	No	-12,468.55	12,468.55	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI			R003	R403	General Com	400	ZZMISCINDV	Miscellaneou	No	24.50	-24.50	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI			R003	R433	General Com	430	ZZMISCINDV	Miscellaneou	No	350.00	-350.00	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI			R003	R810	Proceeds Fro	800		NOT ENTERI	No	-319.60	319.60	0.00	0.00
2018	14	785	Facilities & Su	132K	Finance State		NOT ENTERI			R024	R431	Gen Sales Tc	430		NOT ENTERI	No	-5,860.00	5,860.00	0.00	0.00
2018	14	785	Facilities & Su	14DV	Fin-Fm Hist F		NOT ENTERI			R003	R404	General Com	400		NOT ENTERI	No	-2,067.20	2,067.20	0.00	0.00
2018	14	785	Facilities & Su	14S2	Sales Tax Fu		NOT ENTERI	EBAY		R003	R101	Sales & Use	100		NOT ENTERI	No	-48.49	48.49	0.00	0.00
2018	14	785	Facilities & Su	14S2	Sales Tax Fu		NOT ENTERI			R003	R101	Sales & Use	100	VC00000890(	KENTUCKY F	No	14,750.63	-14,750.63	0.00	0.00
2018	14	785	Facilities & Su	14S2	Sales Tax Fu		NOT ENTERI			R003	R101	Sales & Use	100		NOT ENTERI	No	-11.76	11.76	0.00	0.00
2018	14	785	Facilities & Su	3700	Property Man		NOT ENTERI			A018	N10C	Op Tr From C	900		NOT ENTERI	No	-11,390.25	0.00	11,390.25	0.00
2018	14	785	Facilities & Su	3700	Property Man		NOT ENTERI			R003	R439	Rent Of Bldgs	430		NOT ENTERI	No	-28,479.99	28,479.99	0.00	0.00
2018	14	785	Facilities & Su	3700	Property Man		NOT ENTERI			R024	R436	Genl Servs Ta	430		NOT ENTERI	No	-4,494.00	4,494.00	0.00	0.00
															TOTALS:		5,630,931.32	10,321,022.28	186,238.79	16,138,192.39

Report Tab 7: For Export – Cash

Single Page:

Accounting Period	BFY	Department	Department	Fiscal Year	Fund	Fund Name	Posting Amount
1	2018	785	Facilities & S	2018	0100	General Fund	-858,330.46
1	2018	785	Facilities & S	2018	132H	Finance Facil	-6,852.71
1	2018	785	Facilities & S	2018	132J	Finance Fede	8,739.99
1	2018	785	Facilities & S	2018	132K	Finance State	-60,286.68
1	2018	785	Facilities & S	2018	14DV	Fin-Fm Hist F	75.00
1	2018	785	Facilities & S	2018	14S2	Sales Tax Fu	-2,384.66
1	2018	785	Facilities & S	2018	3700	Property Man	-3,953,190.91
2	2018	785	Facilities & S	2018	0100	General Fund	-1,388,178.96
2	2018	785	Facilities & S	2018	132H	Finance Facil	-57,841.60
2	2018	785	Facilities & S	2018	132J	Finance Fede	-1,174.63
2	2018	785	Facilities & S	2018	132K	Finance State	-3,829.63
2	2018	785	Facilities & S	2018	14DV	Fin-Fm Hist F	963.00
2	2018	785	Facilities & S	2018	14S2	Sales Tax Fu	955.71
2	2018	785	Facilities & S	2018	3700	Property Man	7,136,639.29
3	2018	785	Facilities & S	2018	0100	General Fund	-138,119.55
3	2018	785	Facilities & S	2018	132H	Finance Facil	-588.46
3	2018	785	Facilities & S	2018	132J	Finance Fede	-32,510.09
3	2018	785	Facilities & S	2018	132K	Finance State	216,981.73
3	2018	785	Facilities & S	2018	14DV	Fin-Fm Hist F	1,147.00
3	2018	785	Facilities & S	2018	14S2	Sales Tax Fu	14,206.46
3	2018	785	Facilities & S	2018	3700	Property Man	-2,850,616.31
4	2018	785	Facilities & S	2018	0100	General Fund	-553,547.69
4	2018	785	Facilities & S	2018	132H	Finance Facil	5,044.48
4	2018	785	Facilities & S	2018	132J	Finance Fede	-7,085.97
4	2018	785	Facilities & S	2018	132K	Finance State	-18,005.81
4	2018	785	Facilities & S	2018	14DV	Fin-Fm Hist F	2,067.20
4	2018	785	Facilities & S	2018	14S2	Sales Tax Fu	-14,690.38
4	2018	785	Facilities & S	2018	3700	Property Man	-2,639,997.75
						TOTAL:	-5,200,412.39

Queries

Query 1: Summary Query

Result Objects
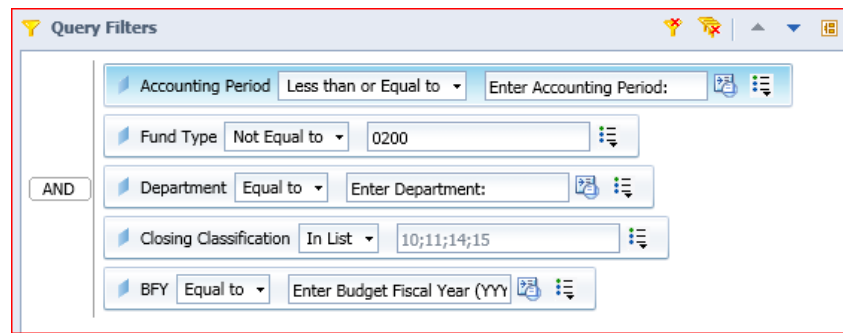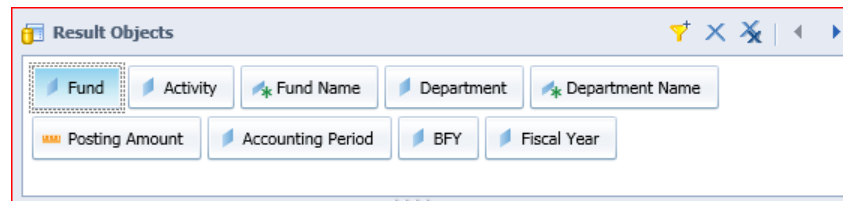
Query Filters

Query 2: Cash

Result Objects

Query Filters

Query 3: KYYECash

Result Objects

Query Filters

Merged Dimensions

Variables

Accounting Period Flag

(Placeholder for variable definitions)

1550 Daily Cash Detail

Location: Statewide Reports > Daily Reports > Cash Reports

Report Tabs

Report Tab 1: Daily Cash Control

First Page:

Report ID:	1550				Commonwealth of Kentucky				Page: 1 of 4
Department:	785				eMARS Financial System				Run Date: 11/26/17
FY:	2018				Daily Cash Detail				Run Time: 1:49:28 PM
As Of Date:	11/22/2017 12:00:00 AM				(Fund Type - Fund - Department)				

Fund Type	Fund	Fund Name / Fund Function	Obj	Revenue Source	Document Identification	Back Ref Doc ID	Vendor Name	Cash
1300	132H	Finance Facilities Services Fund					Fund 132H Beginning Cash Balance:	931,997.15
							Fund 132H Ending Cash Balance:	931,997.15
1300	132J	Finance Federal Surplus Fund					Fund 132J Beginning Cash Balance:	182,597.56
BFY:	2018							
1300	132J	DFFX	E111		CA,785,XR112H1061732504259		NOT ENTERED	(5,050.47)
1300	132J	DFFX	E121		CA,785,XR112H1061732504259		NOT ENTERED	(363.66)
1300	132J	DFFX	E122		CA,785,XR112H1061732504259		NOT ENTERED	(2,498.46)
1300	132J	DFFX	E123		CA,785,XR112H1061732504259		NOT ENTERED	(956.98)
1300	132J	DFFX	E124		CA,785,XR112H1061732504259		NOT ENTERED	(3.00)
							BFY 2018 Cash Transactions:	(8,872.57)
							Fund 132J Ending Cash Balance:	173,724.99
1300	132K	Finance State Surplus Fund					Fund 132K Beginning Cash Balance:	436,998.64
BFY:	2018							
1300	132K	DFSX	E111		CA,785,XR112H1061732504259		NOT ENTERED	(10,844.81)
1300	132K	DFSX	E121		CA,785,XR112H1061732504259		NOT ENTERED	(817.38)
1300	132K	DFSX	E122		CA,785,XR112H1061732504259		NOT ENTERED	(5,364.93)
1300	132K	DFSX	E123		CA,785,XR112H1061732504259		NOT ENTERED	(1,100.07)
1300	132K	DFSX	E124		CA,785,XR112H1061732504259		NOT ENTERED	(5.00)
							BFY 2018 Cash Transactions:	(18,132.19)
							Fund 132K Ending Cash Balance:	418,866.45
1400	14DV	Fin-Fm Hist Properties Fund					Fund 14DV Beginning Cash Balance:	244,172.24
							Fund 14DV Ending Cash Balance:	244,172.24
1400	14S2	Sales Tax Fund					Fund 14S2 Beginning Cash Balance:	1,045.39
							Fund 14S2 Ending Cash Balance:	1,045.39
3700	3700	Property Management Fund					Fund 3700 Beginning Cash Balance:	6,091,994.01
BFY:	2018							
3700	3700	DFCX	E111		CA,785,XR112H1061732504257		NOT ENTERED	(10,119.33)
3700	3700	DFCX	E114		CA,785,XR112H1061732504257		NOT ENTERED	(800.00)

Last Page:

Report ID:	1550				Commonwealth of Kentucky				Page: 4 of 4
Department:	785				eMARS Financial System				Run Date: 11/26/17
FY:	2018				Daily Cash Detail				Run Time: 1:49:28 PM
As Of Date:	11/22/2017 12:00:00 AM				(Fund Type - Fund - Department)				

Fund Type	Fund	Fund Name / Fund Function	Obj	Revenue Source	Document Identification	Back Ref Doc ID	Vendor Name	Cash
3700	3700	DFOX		R436	ITA,531,5311800000139		NOT ENTERED	16.00
3700	3700	DFOX		R436	ITA,531,5311800000140		NOT ENTERED	32.00
3700	3700	DFOX		R436	ITA,531,7851800000527		NOT ENTERED	48.00
3700	3700	DFOX		R436	ITA,531,7851800000528		NOT ENTERED	16.00
3700	3700	DFOX		R439	IET,079,X0000047851121170827		NOT ENTERED	284.70
3700	3700	DFOX		R439	IET,079,X0000047851121170828		NOT ENTERED	14,008.00
3700	3700	DFOX		R439	IET,079,X0000047851121170829		NOT ENTERED	6,562.00
3700	3700	DFOX		R439	IET,079,X0000047851121170830		NOT ENTERED	1,168.85
3700	3700	DFOX		R439	IET,079,X0000047851121170831		NOT ENTERED	684.19
3700	3700	DFOX		R439	IET,079,X0000047851121170832		NOT ENTERED	3,693.58
3700	3700	DFOX		R439	IET,079,X0000047851121170833		NOT ENTERED	1,730.25
3700	3700	DFOX		R439	IET,079,X0000047851121170834		NOT ENTERED	2,800.43
3700	3700	DFOX		R439	IET,079,X0000047851121170835		NOT ENTERED	5,978.12
3700	3700	DFOX		R439	IET,079,X0000047851121170836		NOT ENTERED	4,805.70
3700	3700	DFOX		R439	IET,079,X0000047851121170837		NOT ENTERED	10,258.80
3700	3700	DFOX		R439	IET,079,X0000047851121170840		NOT ENTERED	24,800.50
3700	3700	DFOX		R439	IET,079,X0000047851121170841		NOT ENTERED	52,942.00
3700	3700	DFOX		R439	IET,079,X0000047851121170842		NOT ENTERED	57,121.25
3700	3700	DFOX		R439	IET,079,X0000047851121170843		NOT ENTERED	121,937.58
3700	3700	DFOX		R439	IET,079,X0000047851121171082		NOT ENTERED	2,216.56
3700	3700	DFOX		R439	IET,079,X0000047851121171083		NOT ENTERED	1,038.34
3700	3700	DFOX		R439	IET,079,X0000047851121171091		NOT ENTERED	8,286.46
3700	3700	DFOX		R439	IET,079,X0000047851121171092		NOT ENTERED	816.40
3700	3700	DFOX		R439	IET,115,EEC30018Q2		NOT ENTERED	1,017,116.15
							BFY 2018 Cash Transactions:	(544,991.80)
							Fund 3700 Ending Cash Balance:	5,547,002.21
3700	37ZZ	FOR CAFR USE ONLY					Fund 37ZZ Beginning Cash Balance:	0.00
							Fund 37ZZ Ending Cash Balance:	0.00

Report Tab 2: Export to Excel

First Page:

BFY	Fund Type	Department	Fund	Function	Object	Revenue Source	Doc Header Record Date	Document ID Concat	BackRef Document ID Concat	Jrnl Posting Amt
2018	1300	785	132J	DFFX	E111		11/22/17	#ERROR	#ERROR	(5,050.47)
2018	1300	785	132J	DFFX	E121		11/22/17	#ERROR	#ERROR	(363.66)
2018	1300	785	132J	DFFX	E122		11/22/17	#ERROR	#ERROR	(2,498.46)
2018	1300	785	132J	DFFX	E123		11/22/17	#ERROR	#ERROR	(956.98)
2018	1300	785	132J	DFFX	E124		11/22/17	#ERROR	#ERROR	(3.00)
2018	1300	785	132K	DFSX	E111		11/22/17	#ERROR	#ERROR	(10,844.81)
2018	1300	785	132K	DFSX	E121		11/22/17	#ERROR	#ERROR	(817.38)
2018	1300	785	132K	DFSX	E122		11/22/17	#ERROR	#ERROR	(5,364.93)
2018	1300	785	132K	DFSX	E123		11/22/17	#ERROR	#ERROR	(1,100.07)
2018	1300	785	132K	DFSX	E124		11/22/17	#ERROR	#ERROR	(5.00)
2018	3700	785	3700	DFCX	E111		11/22/17	#ERROR	#ERROR	(10,119.33)
2018	3700	785	3700	DFCX	E114		11/22/17	#ERROR	#ERROR	(600.00)
2018	3700	785	3700	DFCX	E121		11/22/17	#ERROR	#ERROR	(808.92)
2018	3700	785	3700	DFCX	E122		11/22/17	#ERROR	#ERROR	(5,006.03)
2018	3700	785	3700	DFCX	E123		11/22/17	#ERROR	#ERROR	(696.17)
2018	3700	785	3700	DFCX	E124		11/22/17	#ERROR	#ERROR	(3.00)
2018	3700	785	3700	DFDX	E111		11/22/17	#ERROR	#ERROR	(14,591.26)
2018	3700	785	3700	DFDX	E121		11/22/17	#ERROR	#ERROR	(1,091.62)
2018	3700	785	3700	DFDX	E122		11/22/17	#ERROR	#ERROR	(7,218.30)
2018	3700	785	3700	DFDX	E123		11/22/17	#ERROR	#ERROR	(1,925.41)
2018	3700	785	3700	DFDX	E124		11/22/17	#ERROR	#ERROR	(6.00)

Last Page:

2018	3700	785	3700	DFDX	E121		11/22/17	#ERROR	#ERROR	(1,091.62)
2018	3700	785	3700	DFDX	E122		11/22/17	#ERROR	#ERROR	(7,218.30)
2018	3700	785	3700	DFDX	E123		11/22/17	#ERROR	#ERROR	(1,925.41)
2018	3700	785	3700	DFDX	E124		11/22/17	#ERROR	#ERROR	(6.00)
2018	3700	785	3700	DFHX	E111		11/22/17	#ERROR	#ERROR	(4,368.80)
2018	3700	785	3700	DFHX	E121		11/22/17	#ERROR	#ERROR	(317.44)
2018	3700	785	3700	DFHX	E122		11/22/17	#ERROR	#ERROR	(2,161.24)
2018	3700	785	3700	DFHX	E123		11/22/17	#ERROR	#ERROR	(838.12)
2018	3700	785	3700	DFHX	E124		11/22/17	#ERROR	#ERROR	(2.00)
2018	3700	785	3700	DFOX	E111		11/22/17	#ERROR	#ERROR	(228,056.78)
2018	3700	785	3700	DFOX	E115		11/22/17	#ERROR	#ERROR	(2,762.09)
2018	3700	785	3700	DFOX	E116		11/22/17	#ERROR	#ERROR	(1,824.20)
2018	3700	785	3700	DFOX	E121		11/22/17	#ERROR	#ERROR	(17,113.80)
2018	3700	785	3700	DFOX	E122		11/22/17	#ERROR	#ERROR	(114,534.57)
2018	3700	785	3700	DFOX	E123		11/22/17	#ERROR	#ERROR	(49,734.39)
2018	3700	785	3700	DFOX	E124		11/22/17	#ERROR	#ERROR	(154.00)
2018	3700	785	3700	DFOX	E211		11/22/17	#ERROR	#ERROR	(6,642.07)
2018	3700	785	3700	DFOX	E212		11/22/17	#ERROR	#ERROR	(844.44)
2018	3700	785	3700	DFOX	E221		11/22/17	#ERROR	#ERROR	(1,403,059.38)
2018	3700	785	3700	DFOX	E701		11/22/17	#ERROR	#ERROR	(9,050.30)
2018	3700	785	3700	DFOX		R436	11/22/17	#ERROR	#ERROR	288.00
2018	3700	785	3700	DFOX		R439	11/22/17	#ERROR	#ERROR	1,338,249.86

Queries
Query 1: detail
Result Objects

Query Filters

Query 2: Summary
Result Objects

Query Filters

Merged Dimensions

Variables

BackRef Document ID Concat
(Placeholder for variable definitions)