

# QUESTICA: REPORTING & TIPS

FISCAL SERVICES  
JUNE 2016

# Agenda

- Scenarios
- Report Center
- Advanced Search
  - Programs
  - Change Requests
  - Budget Lines

# Scenarios and Tips (Program)

- Operating---Program---Scenario  
---Copy
- Copy Scenario---Name---
  - Include Position Allocations
  - Include Documents
  - Include Notes
- Display Options
- Tools
- Columns
  - Select Columns
  - Apply Changes

# Report Center

- Program Budget with Notes
- Baseline Comparison By Program
- Program Scenario Comparison
- Program Summary
- Custom Actual vs. Budget Year To Date

# Advanced Search

- Programs
  - Search by BUDGET ENTRY, MANAGER, FINAL LEVEL MANAGER
  - Useful for budgeting, updating information
  - Results can be exported into Excel
  
- Change Requests
  - Useful for status update of budget transfers/budget adjustments
  
- Budget Lines
  - Program Review
  - One Time Expenditures
  - Object

# QUESTIONS??

## CONTACT FISCAL SERVICES

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