To search for Departments select Find Departments from the Main Menu.

*Main Menu*

*Find Departments*

1. Search by department ID, description, or manager name
2. Expand, collapse, or select
3. Quick search still available
4. List of recently searched can be selected

*Find Departments – selection made*

1. Selected
2. Department options
	1. Check all children
	2. Locate in Tree
	3. Remove
3. Select funds by group
	1. Check all
	2. Check GPRs
	3. Check non-GPRs
4. Options for fund selection
	1. Available funds displayed - Toggle/untoggled individual funds
5. Run Query with parameters selected

*Department Summary Report*

1. Funds available for inclusion – select/deselect individually
2. Fund options by group
	1. Select GPR
	2. Select non-GPR
	3. Select All
3. Detail slider
	1. Slide to increase or decrease tree level displayed on report
4. Un-collapse to view Personnel detail
	1. Option to Export to Excel
5. Un-collapse to view Purchasing detail
	1. Option to Export to Excel
6. Un-collapse to view Expense Reports
	1. Option to Export to Excel
7. Department selected options
	1. Scope up to All Funds
	2. View in Dept Tree
8. Export Report to Excel or Pin to Dashboard (Tiles)
9. Period options
	1. YTD
	2. ITD
	3. Period Only
	4. Quarter Only
10. Program Options
	1. All
	2. Available are listed and can be individually selected
11. Project Options
	1. Include
	2. Exclude
	3. Only
	4. All
12. Financials Summary Single Year or Multi Year selector
	1. Multi Year displays a 5 year span
13. Settings
	1. Tree selector
	2. Set to default
	3. Include AJE Ledger
14. Amounts are hyperlinks – select for detail

*Detail displayed after hyperlink selected* 

1. Amount of hyperlink selected for detail currently displayed
2. Page navigation
3. Hyperlinks to further detail
4. Settings
	1. Export to Excel or PDF
	2. Customize columns
		1. Select/deselect columns to include
		2. Reorder column display
		3. Revert to default
5. Detail source
	1. Custom
	2. AP
	3. Standard
	4. Salary/Fringe
6. Minimize/Expand/Close Transaction Detail section