

## **Bookmarking Questica Financial Reports**

To save time, you can bookmark your favorite reports. You can run the reports from the Bookmarks. If you click the Graph icon, you can used a saved Report Parameter set

Saving Bookmarks		
<ol> <li>From the Analytics Center,</li> <li>Click the desired re</li> <li>Click the Star icon</li> </ol>	port	EPOG - Expense Projection by Fund and Department     Contom 1996 - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection by Fund and Department report     Categories - Expense Projection - Fund     Categories - Expense Projection - Expense Projection - Expense     Categories - Expense Projection - Expense Projection - Expense Projection - Expense     Categories - Expense Projection - Expense     Expense Projection - Expense Projection - Expense Proj
2. The report will appear wit	h the Star.	Custor 1956 - Expense Projection by Fund and Department Custor 1956 - Expense Projection by Fund and Department report Custor 1956 - Expense Projection by
Using Bookmarks		
1. In the Navigation pane, click	Bookmarks	Q     Browse     >       III     Dashboards       ★     Bookmarks     >
2. From the list, click the desire	d report	EP06 - Expense Projection by Fund and Department       Image: Comparison of the partment         FB06 - Fund Balance by Business Unit and Department       Image: Comparison of the partment         FS06 - Fund Summary by Fund and Department       Image: Comparison of the partment
3. Complete the parameters an	d click <b>Run Report</b>	Auto-Fill:     Custom       Budget Vear:     2017-2018       As of Date:     June 2018       Business Unit:     BKX09 - Campus       Fund:     BKX09 - Campus       Division:     College/Area:       Department:     V
4. Your report opens.		BYS - Express Projection to find and Department with Program. Project and Clean       Set of the colspan="2">Set of the colspan="2">Set of the colspan="2">Set of the colspan="2">Set of the colspan="2"       Set of the colspan="2" <tr< td=""></tr<>
Using Bookmarks with Saved I	Report Parameters	
1. In the Navigation pane, click	Bookmarks	Q Browse >



2. From the list, click **Graph** icon beside the desired report

EP06 - Expense Projection by Fund and Department	
FB06 - Fund Balance by Business Unit and Department	lad.
FS06 - Fund Summary by Fund and Department	<u>lahl</u>

3. From the list, click the desired saved Report Parameter Set

Expense Report
Last Run

4. Your report opens using your saved parameters.

EP06	Expense Pro	ojection b	ry Fund	and De	gertme	nt with F	laðun	n, Proj	ect and	Clave				
Sugar Dar	2012010													
ALCONT.	Jun 19, MA													
Accession in 1977	Arbit - Serper													
Part I	MOLT SITE General-Ment													
- NAME	DATUS - District And Anticipation													
Surveil ex	And Address in the													
LEATER	And in case of the													
		N dest		-	140.0	-		1000	100.044	12144	1114	f against	Page 44	1.55
Maria Maria Maria and Asso														
				-			10.00		10.00	1.10		-	10.0	1.00
Con Balances					-	-	-		-	100	**	10.00	-	-
benden .														
80 Aug (200						10,000	-		10,000		-			-
tend benefits						10.00	10.00		10.00		12.0	19.50		100
Secondary Second														
Child Company of the							116		114	200	10.05	308		100
Statute proving Squares				472	1.75	172	4.94		4.564	1.00	2.55	4,748	1,02	378
CH SHORE CONTINUE				5.56		5.95	N/Ph		1.05	1.93	80	330	10.00	50
fairling and				30,25	30,38	1108	34.62		396.82	1,040	P-35	DOM:	14,260	20.0
dan series and series														
to be about the						1000 10002						1941141		