

# Accessing Anyview

## Overview:

Anyview is a tool used to provide access to your department budget. It is a web based program that requires a user name and password (different from your A#). All data may be exported to Excel easily. Several categories of data are available.

1. Budget Summary – shows budget amount, expended amount, encumbered amount, available amount in summary with an option to drill down on expended amount by account number.
2. Encumbered PO's- shows all encumbrances and the balance on the encumbrance
3. Payments/Receipts – shows all payments related to a purchase order or service contract for the current fiscal year.
4. PO History (multiyear) – shows all payments related to a purchase order or service contract for previous fiscal years.

## Quick Tips:

1. Use the browser's back button to go back
2. To sort by a column click the header title
3. Clicking on folder names opens a search box
4. Clicking on the "world" will display all data in that folder
5. Be sure to click the "single page view" button
6. The Budget Summary report is the most convenient and efficient report to see detail for a single account number.
7. You will need to be logged in to the network in order to access AnyView.

If you need a login and password or have any question about Anyview reports or accessing Anyview please contact Jen Dix in Admin & Finance at 413-662-5272 or [j.dix@mcla.edu](mailto:j.dix@mcla.edu)

# Accessing Anyview

Open Internet Explorer

Go to <https://anyview.mcla.edu/anyview/>

Choose Login type equal to Customer, chose MCLA, type in user name and password. (Note both are case sensitive-if you need a login and password contact Jen @ 5272 or j.dix@mcla.edu)

Click Login button

MCLA  
Massachusetts College of Liberal Arts

Login Type  
Customer

Company  
MASS COLLEGE OF LIBERAL ARTS

User Name  
[Input Field]

Password  
[Input Field]

Login

**Accountable Software**  
Enhancing The Experience

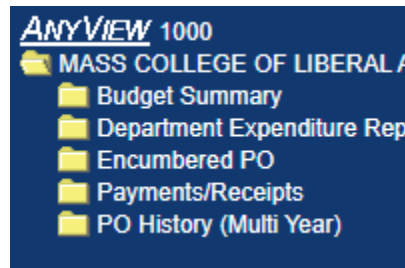
From login screen click the MCLA folder to show options.



# Accessing Anyview

## Viewing Budget Summary

Click to open the Budget Summary folder. A search box will open. Use the drop down choices under column to search for a specific account number or object code.



MASS COLLEGE OF LIBERAL ARTS  
Budget Summary Quick Search

Column: Account Number begins with

Value:

Match Case

Search

Or click the “world” button to see entire budget. Be sure to click the single page view button to see results on one page.

Account Number	all	Adjusted Budget	Expended Amount	Committed Amount	Available Amount	BUDGET YEAR	
A15AA-5060-00-401-0000		\$391,220.00	\$251,590.04	\$0.00	\$129,650.00	FY2019	945
A15AA-5060-00-401-0000		\$0.00	\$20.18	\$0.00	(\$20.18)	FY2019	9941
F03AA-5060-00-CC5-0000		\$10,730.01	\$11,916.25	\$0.00	\$6,011.76	FY2019	11449
T31AA-5060-00-E19-0000		\$111,142.08	\$83,886.01	\$32,879.12	(\$2,842.15)	FY2019	5485
T44AA-5060-00-126-0000		(235,764.73)	(31,995.30)	\$0.00	(\$233,809.14)	FY2019	317
T44AA-5060-00-126-3000		(7,315.90)	(87,999.00)	\$0.00	(\$816.90)	FY2019	31238
T44AA-5060-00-126-3000		(168.00)	(113.00)	\$0.00	(\$158.00)	FY2019	13079
T44AA-5060-00-126-5000		(229,869.80)	(310,069.00)	\$0.00	(\$129,869.80)	FY2019	75482

From here you can drill down on any account to see the detail. Do this by double clicking on a single line.

T44AA-5060-00-E06-0000	\$77,342.00	\$67,329.66	\$37,765.33	(\$27,752.99)	FY2019	3994
T44AA-5060-00-E15-0000	\$78.00	\$78.16	\$71.84	(\$72.00)	FY2019	3999
T44AA-5060-00-E18-0000	\$500.00	\$250.00	\$250.00	\$0.00	FY2019	11315

# Accessing Anyview

This can be easily exported to excel by clicking the excel button on the upper right hand corner



To navigate back to the budget summary click the browser back button.

MASS COLLEGE OF LIBERAL ARTS  
View Journal Entry

Journal Entry #	Series	TRX Date	Account Number	Account Description	Debit Amount	Credit Amount	Reference	Originating Master Name	Description	Account Index
299025	Purchasing	9/18/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$11.96	\$0.00	BOTTLED WATER DELIVERY AUG 18	BELMONT SPRINGS WATER CO INC	Purchases	3999
299026	Purchasing	9/18/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$5.18	\$0.00	BOTTLED WATER DELIVERY JULY 18	BELMONT SPRINGS WATER CO INC	Purchases	3999
301566	Purchasing	10/31/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$20.34	\$0.00	SEPT WATER	CRYSTAL ROCK	Purchases	3999
301569	Purchasing	10/31/2018	T44AA-5060-00-E15-0000	BOTTLED WATER	\$6.78	\$0.00	OCT WATER	CRYSTAL ROCK	Purchases	3999
304291	Purchasing	1/31/2019	T44AA-5060-00-E15-0000	BOTTLED WATER	\$33.90	\$0.00	ACCT 15032367831399	CRYSTAL ROCK	Purchases	3999

## Viewing Encumbered PO's

Click the Description "Encumbered PO's". A search box will open. Use the drop down choices under column to search for a specific purchase order.



Or click the "world" button to see all encumbered po's. This may take a few seconds.

Be sure to click the single page view button to see results on one page. The column titled Extended Cost represents the original amount of the encumbrance. The column titled Committed Amount is the remaining amount on the encumbrance. To navigate back to the main menu use the browser's back button.

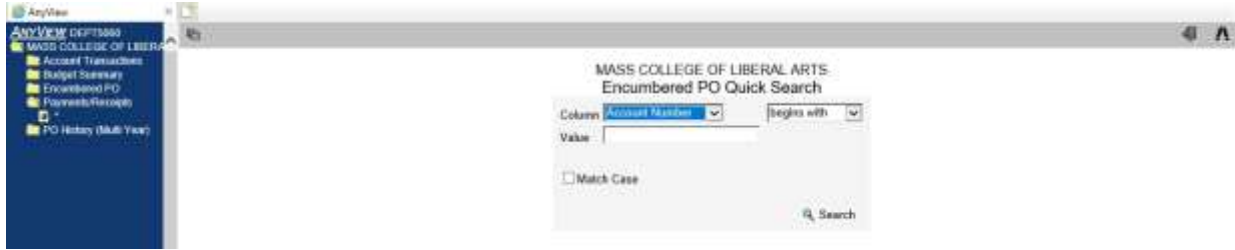
MASS COLLEGE OF LIBERAL ARTS  
Encumbered PO - \*

Account Number #	PO Number	Vendor ID	Vendor Name	Item Number	Extended Cost	Committed Amount	Encumbr Date
T21AA-000-00-E19-0000	180304	2815207120000	BLK TV & INTERNET / MDU ENTERPRISES INC	CGS 10 PHLO TV SERVICE	886,563.68	\$12,978.12	7/1/2015
T4AAA-000-00-E01-0000	181435	2223028280000	JPMORGAN CHASE	OPEN PO FY18	\$500,000.00	\$200,336.21	10/16/2018
T4ALL-000-00-E01-0000	180118	1200000000029	WE MASON	OPEN PO FY18	\$4,500.00	\$2,351.50	7/6/2018
T4ALL-000-00-E02-0000	183204	0470530700000	SEDCS PRINTING	MCLA LETTERHEAD	\$389.00	\$389.00	3/10/2019
T4AAA-000-00-E04-0000	181622	175600290	LIXSON / SPECTRUM EDU SOLUTIONS LLC	AAF ADMISSIONS POSTAGE FOR	\$26,890.00	\$1,257.46	10/11/2018
T4AAA-000-00-E08-0000	180346	0604852590003	FITNEY BOWES RESERVE ACCOUNT	AAF POSTAGE MAILROOM	\$90,000.00	\$70,800.00	7/18/2018
T4ALL-000-00-E04-0000	180347	0421387000000	ZPH SOFT	AAF MAIL PROCESSING FY 18	\$0,000.00	\$4,401.13	7/18/2018
T4ALL-000-00-E04-0000	180376	7342700100000	FEDERAL EXPRESS CORP	AAF SERVICE VENDOR CHARGES	\$1,000.00	\$1,000.00	7/18/2018


## Viewing Payments/Receipts

Click the Description "Payments/Receipts". A search box will open. Use the drop down choices to search for a specific object code or vendor.

# Accessing Anyview

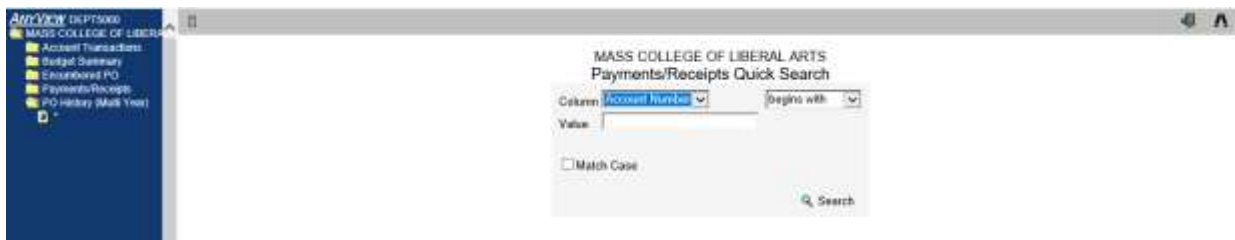


Or click the “world”  button to see all payments/receipts for the current fiscal year. Be sure to click

the single page view button  to see results on one page. Note that this will **only** show payments made on a purchase order – no journal entries, i.e. payroll, credit card charges, chargebacks, direct payments (payment forms), etc. To see total detail by account go to budget summary or account transactions. To navigate back to the main menu use the browser’s back button.

## Viewing PO History (multiyear)

Click the Description “PO History (Multiyear)”. A search box will open. Use the drop down choices to search or click the world button.




Keep in mind the results for PO History are only items that were related to a purchase order - no payroll, credit card charges, payment forms, or journal entries. To navigate back to the main menu use the browser’s back button.

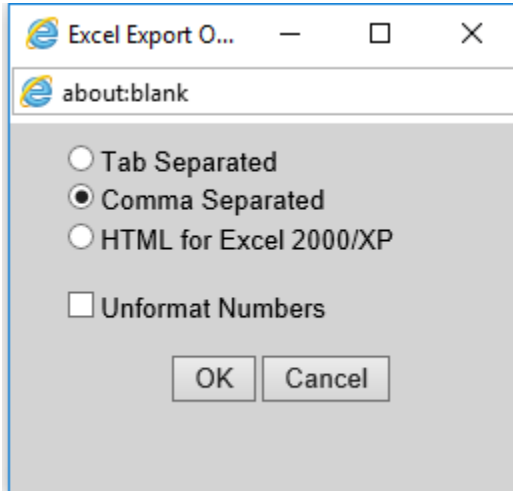
MASS COLLEGE OF LIBERAL ARTS  
PO History (Multi Year) - Restricted List

Account Number	PO Number	Document Date	Vendor ID	Vendor Name	Item Number	Total
T34AA-5060-00-E19-0000	101061	9/15/2017	1337904300000	SPECTRUM BUSINESS	CAMPUS TV SERVICES	\$108,077.13
T44AA-5060-00-E01-0000	101296	8/18/2017	1200000000029	WE MASON	OPEN PO - A&F OFFICE SUPPLIES	\$0.00
T44AA-5060-00-E01-0000	102317	12/6/2017	9435526390000	BECK'S PRINTING	A&F 2 SELF INKING PADS	\$79.99
T44AA-5060-00-E01-0000	100096	8/15/2017	9428901270000	STAPLES BUSINESS ADVANTAGE	A&F OPEN PO FOR A&F	\$0.00
T44AA-5060-00-E01-0000	103294	2/22/2018	9904950500003	PITNEY BOWES INC	MAILROOM INK, EZ SEAL TAPE	\$726.40
T44AA-5060-00-E01-0000	101530	10/11/2017	9834950500003	PITNEY BOWES INC	MAILRM 2 BOXES RED FLUO INK	\$307.88
T44AA-5060-00-E02-0000	104060	5/30/2018	9430560400002	BAY STATE ENVELOPE	WINDOW ENVELOPES & FLATS	\$333.48
T44AA-5060-00-E03-0000	100005	8/31/2017	9434213400000	IMAGE COMMUNICATIONS	COPY CTR 2 CARTONS EL HARRITW	\$311.95
T44AA-5060-00-E02-0000	100226	7/12/2017	1200000000029	WE MASON	OPEN PO - COPY CENTER/MAILROOM	\$4,200.43
T44AA-5060-00-E03-0000	104872	7/15/2018	9435526390000	BECK'S PRINTING	TEST	\$0.00
T44AA-5060-00-E03-0000	102542	1/23/2018	9422834250001	MACFARLANE OFFICE PRODUCTS INC	COPY CTR 2 BOXES, STAPLES	\$79.78
T44AA-5060-00-E06-0000	101612	10/16/2017	1790001299	LIAMSON / SPECTRUM EDU SOLUTIONS LLC	POSTAGE - VIEWBOOKS/POSTCARDS	\$26,000.00

# Accessing Anyview

## Exporting to Excel

Data from any option can be exported to excel by clicking the excel button . Then choosing tab separated or comma separated, click OK.



To log out of Anyview click this button 