The Department FlexCard Transactions Report can be run in three different environments:

A. BRIO Desktop / HYPERION Studio  
B. HYPERION Interactive Reporting Web Client  
C. EZ Access  

The following pages summarize how to access and run the report in the three different environments. If you have worked with Brio or Hyperion before, you will already be familiar with the procedures.
A. BRIO DESKTOP / HYPERION STUDIO

NOTE: The following procedures are taken from the Brio Desktop environment. As of the date of release of this manual, virtually no users of Brio Desktop (including FlexCard Program Administration) had converted to using Hyperion Studio as their means of accessing Data Warehouse information.

1. Under the FILE menu, click OPEN FROM REPOSITORY and then SELECT.

2. When the Select Connection window appears, click BRIODB.OCE and either hit ENTER or click OPEN.

3. Log onto Brio using your User ID and Password:
4. Within the Repository, open the WAREDEPT FOLDER by clicking the + sign in front of the folder name.

![Open from Repository](image1)

5. Open the STANDARD QUERY WITH REPORTS subfolder by clicking the + sign in front of the folder name, and scroll down to the DEPT FLEXCARD TRANSACTIONS report.

![Open from Repository](image2)

6. Double click the report name to open it.

7. Click PROCESS.

![FlexCard Transactions Report](image3)

8. When prompted, enter your User ID and Password:
9. Enter the Ledger Date(s) for which you wish to run the report, either one month, or a range of months (switch the selection criterion from =EQUAL to BETWEEN), and click OK.

10. Enter the Department Code(s) for which you wish to run the report and click OK.

11. When the FLEXCARD TRANSACTION REPORT appears, it is sorted by:
   a. Cardholder
   b. Location-Account-Fund-Sub
   c. Description (i.e. Merchant Name)
   d. Transaction Date
In the following example, where the department has two Cardholders, the second Cardholder has transactions in two different accounts.

If a payment is split between multiple accounts, the portion paid on each account appears separately. In the preceding example, the VERIZON transaction is split between funds 19900 and 75041.

If you run the report for more than one month, the transactions for each Location-Account-Fund-Sub are sorted by Ledger Date.

12. Additional Limits may be added, according to your needs. All results can be exported to Excel, resorted and reformatted.
B. HYPERION INTERACTIVE REPORTING WEB CLIENT

*NOTE: You must use Internet Explorer when working in Hyperion.*

1.a. Double click the Hyperion Workspace shortcut, if you have one saved on your desktop, or


2. Click the HYPERION LOGON button.

3. Enter your User Name and Password and hit ENTER.
4. When the HYPERION WORKSPACE main page appears, open the FINANCIAL (DEPARTMENTAL) folder (either under the root directory at left, or in the main display pane).

5. Within the Financial (Departmental) folder, open the GENERAL LEDGER folder.

6. Within the General Ledger folder, open the DETAIL folder.
7. Locate the FLEXCARD TRANSACTIONS report on the list and double click to open it.

8. When the report appears, click PROCESS.

9. Enter the Ledger Date(s) for which you wish to run the report, either one month:

or a range of months (switch the selection criterion from =EQUAL to BETWEEN):
10. Enter the Department Code(s) for which you wish to run the report.

![Department Code Filter](image)

11. Click OK.

12. When the FLEXCARD TRANSACTION REPORT appears, it is sorted by:

   a. Cardholder
   b. Location-Account-Fund-Sub
   c. Description (i.e. Merchant Name)
   d. Transaction Date

In the following example, where the department has two Cardholders, the second Cardholder has transactions in two different accounts.

**CARDHOLDER: LEVY, JILL M**

LAFS: 8-661514-49505-3
Account Title: BUSINESS SERVICES OFFICE
Fund Title: BE SMART ABOUT SAFETY-WC

| Ledger Date | Debit Code | Ref No | Dept No | Cost Center | Cost Type | Project Code | Description           | Voucher No | DE | T/C | Exp
<table>
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<td>5080</td>
<td>100</td>
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<td></td>
<td>AROUSK WINTER</td>
<td>2005595</td>
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**CARDHOLDER: MANFREDONIA, NICHOLAS DANIE**

LAFS: 8-661514-49505-3
Account Title: BUSINESS SERVICES OFFICE
Fund Title: GENERAL FUNDS

| Ledger Date | Debit Code | Ref No | Dept No | Cost Center | Cost Type | Project Code | Description           | Voucher No | DE | T/C | Exp
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LAFS: 8-661514-70041-3
Account Title: BUSINESS SERVICES OFFICE
Fund Title: WORKERS COMP RESERVE

| Ledger Date | Debit Code | Ref No | Dept No | Cost Center | Cost Type | Project Code | Description           | Voucher No | DE | T/C | Exp
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87.31
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If you run the report for more than one month, the transactions for each Location-Account-Fund-Sub are sorted by Ledger Date.

<table>
<thead>
<tr>
<th>Ledger Date</th>
<th>Object Code</th>
<th>Ref No</th>
<th>Dept Code</th>
<th>Cost Center</th>
<th>Cost Type</th>
<th>Project Code</th>
<th>Description</th>
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<th>Voucher No</th>
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<td>77777</td>
</tr>
</tbody>
</table>

13. Additional Limits may be added, according to your needs.

All results can be exported to Excel, resorted and reformatted.
C. EZ ACCESS

1. Log onto the UCSB Data Warehouse main page at http://wh.isc.ucsb.edu/.

2. Click the EZ ACCESS LOGON button.

3. Log in using your UCSBnetID and Password.

4. On the Main Menu, open the GENERAL LEDGER folder by either clicking the + sign in front of the folder, or the folder name itself.
5. Open the FLEXCARD TRANSACTIONS INQUIRY by clicking its name.

6. When the inquiry appears, set the Criteria (Ledger Date, Employee Name, etc.) and click SUBMIT REQUEST.

7. The results are displayed.

As in Brio and Hyperion, the results may be exported to Excel.