

# Accessing Anyview

## Overview:

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

1. **Actual Current Year**- shows monthly expenses for the current fiscal year, with drill down ability on each account line
2. **Actual Prior Year** – shows monthly expenses for the prior fiscal year, with drill down ability on each account line
3. **Actual vs Budget by Month** – shows budget and expenditures side by side monthly
4. **Budget Current Year** – shows monthly budget for current fiscal year
5. **Budget Prior Year** – shows monthly budget for prior fiscal year
6. **Budget Summary** – shows annual budget amount, expended amount to date, encumbered amount, available amount in summary with drill down ability on each account line
7. **Budget to Actual PY**- shows budget to actual for the prior fiscal year, with drill down ability on each account line
8. **Budget to Actual YTD CY** – shows budget to actual Year to Date for the current fiscal year, with drill down ability on each account line
9. **Encumbered PO**- shows all encumbrances and the balance on the encumbrance.
10. **Payments/Receipts** – shows all payments related to a purchase order or service contract for the current fiscal year.

## 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 to access AnyView.

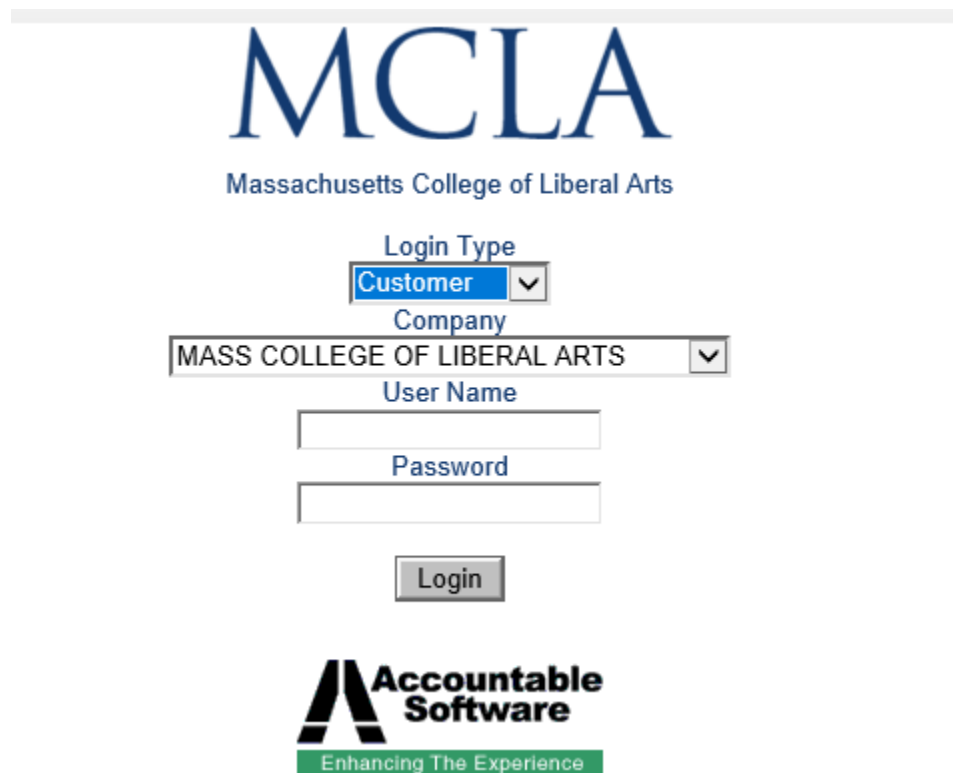
If you need a login and password or have any question about Anyview reports or accessing Anyview please contact Jen Dix in Admin & Finance at 413-662-5272 or [j.dix@mcla.edu](mailto:j.dix@mcla.edu)

# Accessing Anyview

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

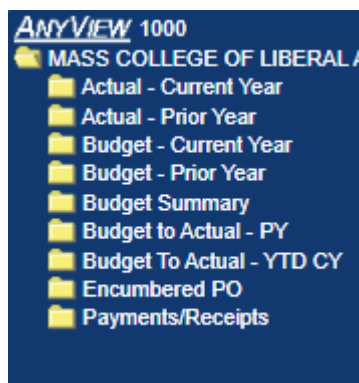
Choose Login type equal to Customer, chose MCLA, type in username and password. (Note both are case sensitive-if you need a login and password contact Jen @ 5272 or j.dix@mcla.edu)

Click Login button



The login screen for MCLA's Anyview system. At the top is the MCLA logo with the text "Massachusetts College of Liberal Arts" below it. The login form includes a "Login Type" dropdown menu set to "Customer", a "Company" dropdown menu set to "MASS COLLEGE OF LIBERAL ARTS", a "User Name" text field, a "Password" text field, and a "Login" button. At the bottom is the "Accountable Software" logo with the tagline "Enhancing The Experience".

From login screen click the




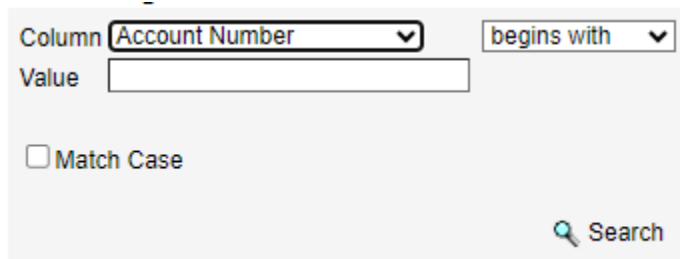
MCLA folder to show report options.

# Accessing Anyview

## Viewing Reports

### Actual Current Year & Actual Prior Year


Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report. The current year report shows the actual expenses as of the current period. The prior year report shows the actuals by month for the previous year. Both reports have the drill down capability to see detail.



Column **Account Number** begins with **begins with**

Value

☐ Match Case

 Search


From here, double click on a line to see the detail.

MASS COLLEGE OF LIBERAL ARTS														
Actual - Current Year - Restricted List														
Account Number #11	Account Description	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total Actual Current Year
T44AA-5080-00-E15-0000	BOTTLED WATER	\$526.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$526.63 3099
Summary:		Total: \$526.63	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$0.00	Total: \$526.63

To navigate back to the menu, click the browser back button.

# Accessing Anyview

## Actual vs Budget by Month


Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report. This report shows side by side budget and actual(expended) amounts by month.

MASS COLLEGE OF LIBERAL ARTS  
Actual vs Budget by Month Quick Search


Column Fund begins with

Value

☐ Match Case

 Search


## Budget Current Year & Budget Prior Year

Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report. Both reports show the monthly budget for either the current year or prior year.

Column Account Number begins with


Value

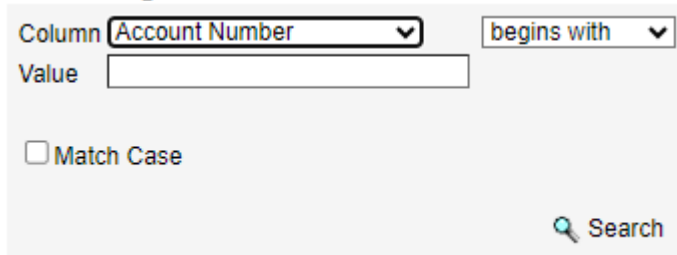
☐ Match Case

 Search

# Accessing Anyview

## Budget Summary

Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report. It is important to note that in the beginning of a fiscal year (July, August, September) this report will not be updated until the finance office has closed the prior fiscal year.

A search box interface with a 'Column' dropdown menu set to 'Account Number', a 'Value' text input field, a 'begins with' dropdown menu, a 'Match Case' checkbox, and a 'Search' button with a magnifying glass icon.


Column **Account Number** begins with  
Value  
☐ Match Case  
Search

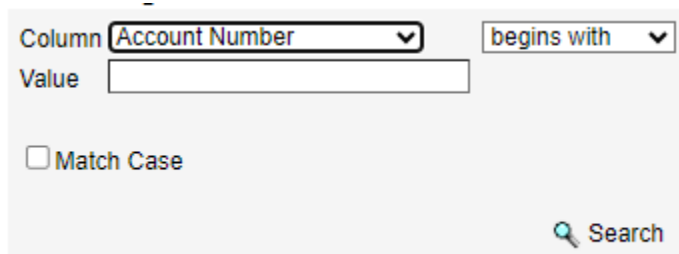
From here, double click on a line to see the detail.

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

To navigate back to the menu, click the browser back button.

## Budget to Actual PY and Budget to Actual YTD CY

Open the folder, a quick search box opens. Use the drop-down choices if desired or click the world button  to view the entire report.

A search box interface with a 'Column' dropdown menu set to 'Account Number', a 'Value' text input field, a 'begins with' dropdown menu, a 'Match Case' checkbox, and a 'Search' button with a magnifying glass icon.

Column **Account Number** begins with  
Value  
☐ Match Case  
Search

# Accessing Anyview

The Budget to Actual PY report shows the prior year total budget and prior year total actuals. You can double click on the account line to see the detail. (This report's current period will default to June of the prior year)

Account Number	Account Description	Current Period	Total Budget	YTD Budget	YTD Actual	YTD Variance	
T44AA-5060-00-E15-0000	BOTTLED WATER	June 2024	\$4,350.00	\$4,350.00	\$4,452.71	(\$102.71)	3999
Summary:			Total: \$4,350.00	Total: \$4,350.00	Total: \$4,452.71	Total: (\$102.71)	

The Budget to Actual YTD-CY report shows the current year total budget, the current year to date budget and current year to date actuals. You can double click on the account line to see the detail. (This report will show expenses/budget through the current period)

Account Number	Account Description	Current Period	Total Budget	YTD Budget	YTD Actual	YTD Variance	
T44AA-5060-00-E15-0000	BOTTLED WATER	July 2024	\$6,000.00	\$260.00	\$526.63	(\$266.63)	3999
Summary:			Total: \$6,000.00	Total: \$260.00	Total: \$526.63	Total: (\$266.63)	

## 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

Column


Account Number


begins with

Value

☐ Match Case

Search

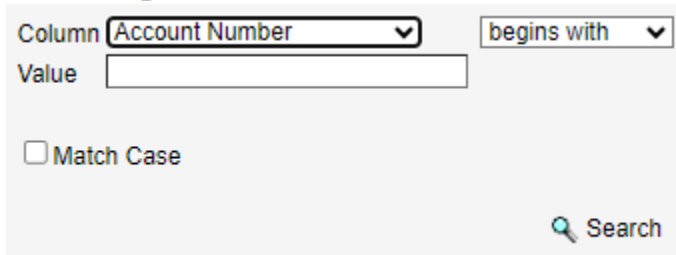
Or click the "world"  button to see all encumbered po's. This may take a few seconds.


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.


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## 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.

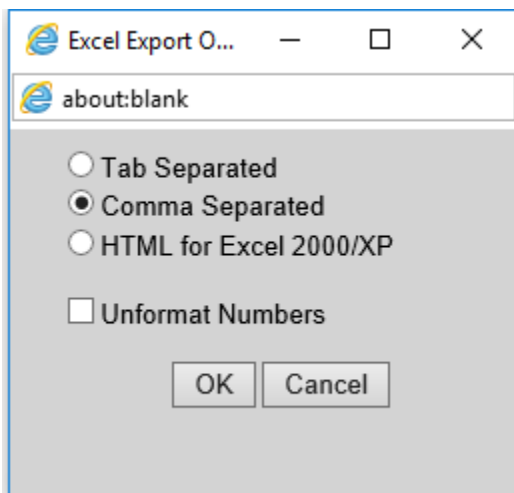
A search interface with a 'Column' dropdown menu set to 'Account Number', a 'Value' text input field, a 'begins with' dropdown menu, a 'Match Case' checkbox, and a 'Search' button with a magnifying glass icon.

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 using a PO or contract number– no journal entries, i.e. payroll, credit card charges, chargebacks, direct payments (payment forms), etc. To navigate back to the main menu, use the browser’s back button.

## Exporting to Excel

Data from any option can be exported to excel by clicking the excel button .

A dialog box titled 'Excel Export O...' with a standard Windows window frame. It contains three radio button options: 'Tab Separated', 'Comma Separated' (which is selected), and 'HTML for Excel 2000/XP'. There is also an unchecked checkbox for 'Unformat Numbers'. At the bottom are 'OK' and 'Cancel' buttons.

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To log out of Anyview click this button

