Café Web General Ledger-Accounting Help Document

Introduction

The Campus Café web accounting interface is designed to allow financial managers, budget managers, and authorized end users real time access to accounting information from the general ledger and all subsidiary ledgers including:
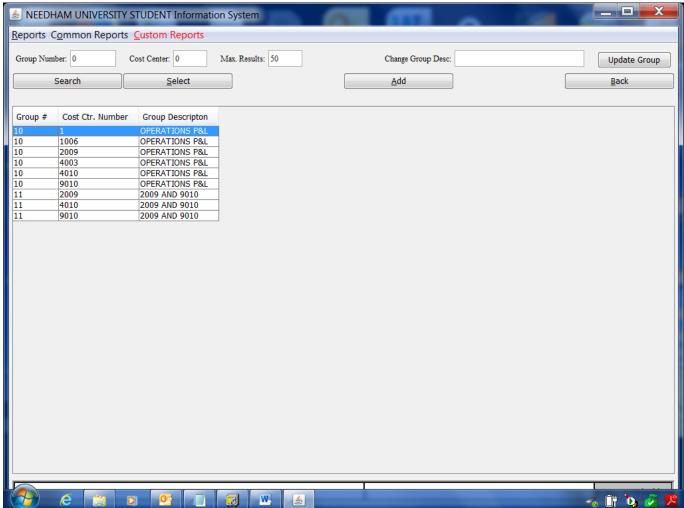
- Cash Receipts Journal
- Cash Disbursement Journal
- Expense Journal
- Sales (billing) Journal
- Gifts Journal (from Campus Café Gift portal or manual entries)

The detail section will include additional information about the transactions including names, dates, descriptions, etc.

The interface allows viewing of individual cost centers in real time and also restricting access to sensitive information such as salary, balance sheet, or revenue accounts based on permissions given.
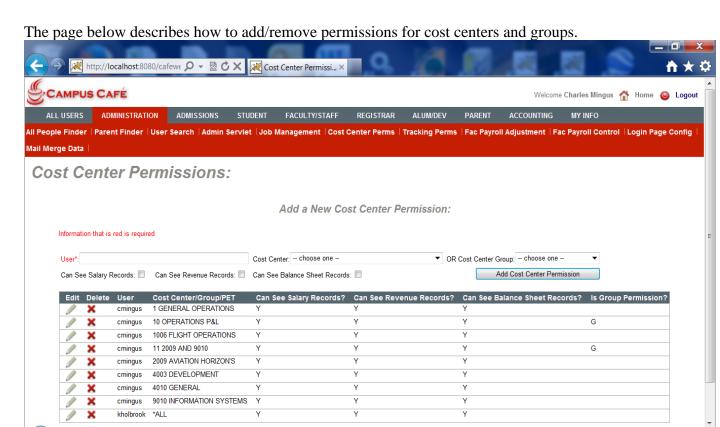
The interface will also allow setting up unlimited cost center in a group which can then be viewed as a consolidated P&L. The examples below will illustrated how to set up access for authorized individuals and how to export results to Excel.

Setting up Cost Center Groups

The cost center group interface is found on the Café general ledger main menu. A group is entered on the first page and the first cost center is assigned to the group. This process can be repeated for as many cost centers as are needed in the group. For an operating P&L, this could be dozens of cost centers or more. **Care should be taken to include all cost centers, and if a relevant new cost center is later added to the general ledger, then it must be added to group in order to appear on the group report.**

Adding Cost Center and Cost Center Group Permissions

The page below describes how to add/remove permissions for cost centers and groups.
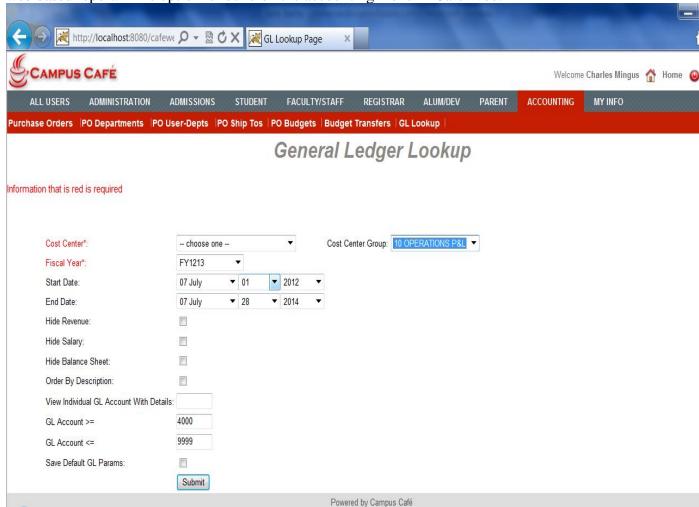

The system administrator can add permissions for cost center or cost center group access on the interface found on the Café Web Administration menu. A user name is specified and the user can be given permission to view cost centers and groups, or *ALL. Boxes can be checked to allow access to Revenues, Salary, or Balance Sheet accounts.

The general ledger control file on the GL main menu in Café is used to designate the starting line number for revenues and salaries and must be properly configured in order for the report to render the correct information.

Web Cost Center Report Interface

The following page shows the interface and the options available to the user in selecting a web based report. This option is found on the accounting menu in Café Web.

You may select a cost center or cost center group but not both. The hide functions are run time and will be overridden to not display if the user has had those functions blocked in the permissions file.

Checking the Save Default will allow individual users to save their preferences for starting and ending GL accounts until they choose to change the settings.

Web Based Report Sample

The following report is for a group selected on the prior drop down.

Cost Center: 10 OPERATIONS P&L   Fiscal Year:FY1213

Hide All Balances

Start Date:07/01/2012
End Date:07/28/2014

Details	Next FY	GL Account	Description	Remaining	Beginning Balance	YTD Total	Encumbered	Grand Total	Rev Budget	Orig Budget
🔍	Justify Next FY	4000	TUITION - REVENUE	-$15,500.00	$0.00	$15,500.00	$0.00	$15,500.00	$0.00	$0.00
🔍	Justify Next FY	4080	WITHDRAWAL	$248.00	$0.00	-$248.00	$0.00	-$248.00	$0.00	$0.00
🔍	Justify Next FY	4090	DEPOSIT FORFEIT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4100	UNRESTRICTED GIFT INCOME	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4105	ANNUAL FUND - PARENTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4120	ANNUAL FUND - CORPORATIONS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4130	CAPITAL GIFTS	-$250.00	$0.00	$250.00	$0.00	$250.00	$0.00	$0.00
🔍	Justify Next FY	4135	RESTRICTED GIFT INCOME	-$500.00	$0.00	$500.00	$0.00	$500.00	$0.00	$0.00
🔍	Justify Next FY	4136	ENDOWMENT INCOME-UNRESTRICTED	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4140	OTHER INCOME	$1,000.00	$0.00	$11,000.00	$0.00	$11,000.00	$12,000.00	$12,000.00
🔍	Justify Next FY	4260	APPLICATION FEES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4262	RE-ENROLLMENT FEE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4264	TECHNOLOGY FEE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
🔍	Justify Next FY	4265	GRADUATION FEE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Individual account details can be viewed by clicking on the magnifying glass next to the account.

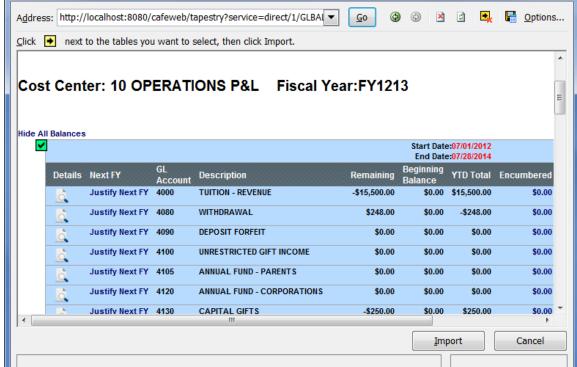# Exporting Data from the Report to Excel

You must start in Excel and open Campus Café for this function to work.

Step 1- click the data tab and then "From Web".

Step 2 - Use the URL for the Campus Café login. Example:
http://localhost:8080/cafeweb/login

Step 3 - Go to the accounting menu and choose the GL Lookup option. You may get Excel scripting errors but just say YES that you wish to continue.
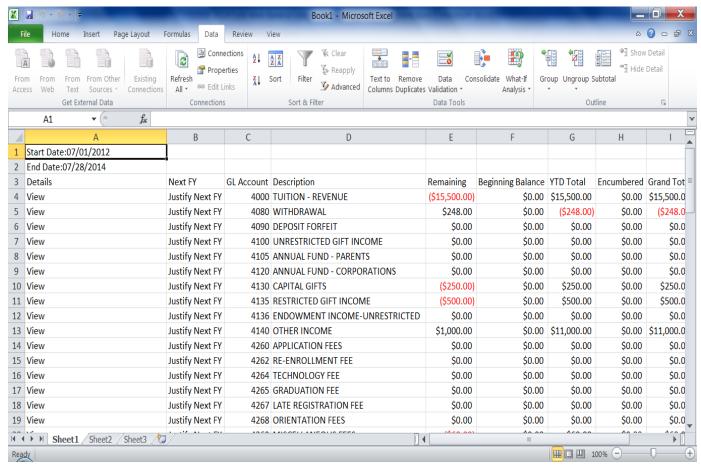
Step 4 – Run the report with the desired parameters.

Step 5 – Click the yellow arrow to highlight all data to be imported and then click the Import. Excel will default to the first cell as a target for the import.

The report will then render as below.

Superfluous columns can be removed as necessary.