

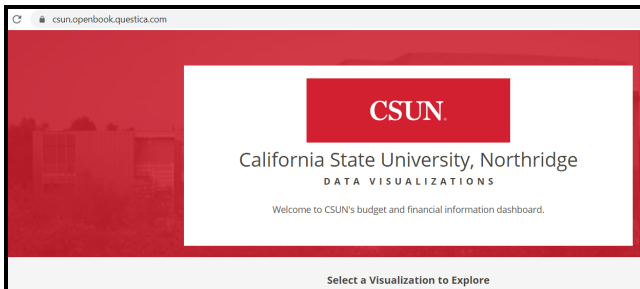
REPORT OF FINANCIAL ACTIVITY OPENBOOK

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INTRODUCTION

This guide is designed to provide information on how to view financial activity for California State University, Northridge (CSUN) using Openbook through Questica.

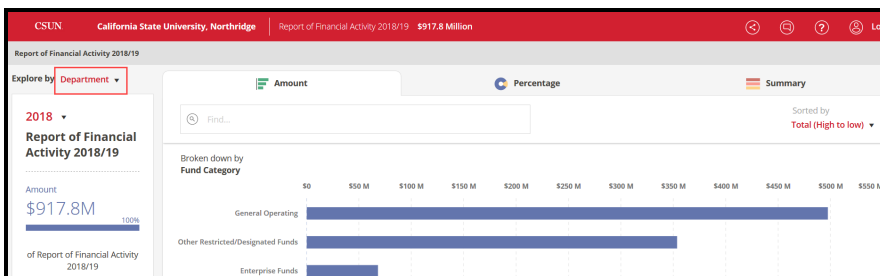
1. Click the link to be directed to the [Openbook](#) website.



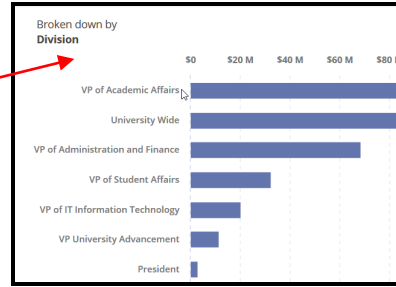
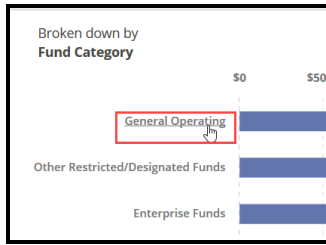
2. Select report of Financial Activity.



3. You will be directed to the main page for Financial Activity, defaulted by department.

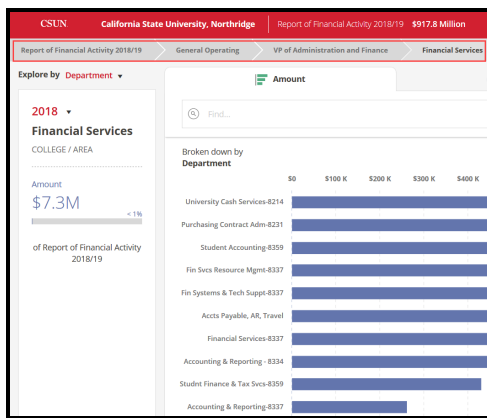


4. You can drilldown into each fund category by clicking on the fund category heading, in this example, select General Operating.

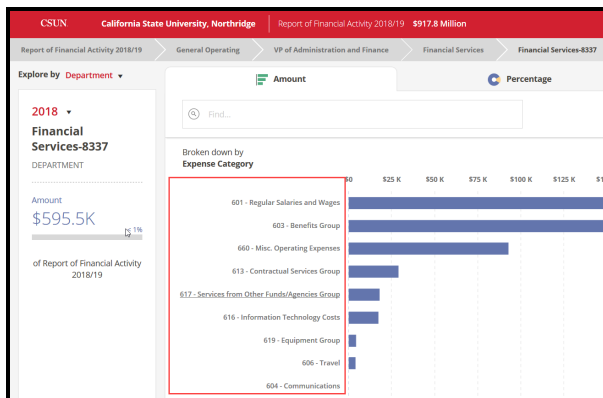


The breakdown changed from “By Fund Category” to “By Division.” You can continue to drilldown through each division to the department level.

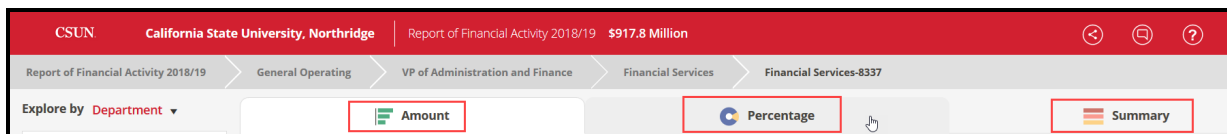
5. Breadcrumbs will appear at the top as you drill through the categories. These can also be used to navigate back to the top.



6. By drilling down to the department level, you can see expenses broken down by category, i.e. Salaries.



7. There are 3 tabs that allow you to change the graphical view of the breakdown, Amount, Percentage and Summary.



- Amount is in bar graph format
- Percentage is in pie chart format
- Summary is in list format, does not contain charts

8. You can also explore by different categories. This will determine how the data is organized in the chart, graph, or table.

