# CDD.Net Instructions

Note:  The recommended browser is Internet Explorer 9.0 (or later) for the PC and Explorer 5.2 (or later) for the Mac. You may need to set your popup blocker to allow popups on Emerald. If you are using the Google toolbar, you can click on the blocked counter to allow popups.

**Go To Website:   https://emerald.aschico.com/**

**GENERAL INSTRUCTIONS:**

l.      Log in using your user name and password.

2.      The first time you log in, you may get the question: "This page is accessing information that is not under its control. This poses a security risk. Do you want to continue?" Please answer Yes to this question.

**WHAT'S AVAILABLE:**

After logging in, on the next screen, click on the "**+**" **button next to CDD.Net** to view available reports:

> Budget to Actual Comparison - gives you a cumulative comparison of budget to actual expenses for a grant or contract.  Gives a cumulative total of expenses and income for a non-grant/contract account for the fiscal year.  With this report you can also "drill down" to view any transactions or encumbrances.
>
> Detailed Transaction Report for a Single Year - gives you transactions for an object code or multiple codes for a project for a single fiscal year.
>
> Detailed Transaction Report for Multiple Years - gives you transactions for an object code or multiple codes for a project for multiple fiscal years.

**ACCESSING SPECIFIC REPORTS:**

1.      Budget to Actual Comparison:
   a.  Click on the plus sign (+) next to the title to expand.
   b.  Please **NEVER** select the No Criteria, Select all option.
   c.  Report prompts:
       1)  Enter the report date to the right of the screen
       2)  Delete the (none) to the right of the screen and enter the desired Project # or #'s separated by a comma.
   d.  Click on Submit
       Note - You can "drill down" on any line item in the object code, actual expenditures or encumbrance columns to view the individual transactions that compose the balances. If you drill down to the "multi-year transactions" report, you will need to enter your desired date range selection criteria if wish transactions prior to the start of the fiscal year.

e. For MAC users with Explorer as a browser, after the magnifying glass spins for a while, click on cancel and your report will come up.

2. <u>Detailed Transaction Report for a Single Year/Month</u>:

   a. Click on the plus sign (+) next to the title to expand.
   b. Please **NEVER** select the No Criteria, Select all option.
   c. Report prompts:

      1) Enter the starting date desired for the report.
      2) Enter the ending date desired for the report.
      3) Delete (none) and Enter Project #
      4) Delete * and Enter Object Code (this can be left as * to give all codes). You may enter more than one object code, i.e. 8080,8151.

   d. Click on Submit to run the report

3. <u>Detailed Transaction Report for a Multi Years</u>:

   a. Click on the plus sign (+) next to the title to expand.
   b. Please **NEVER** select the No Criteria, Select all option.
   c. Report prompts:

      1) Enter the starting date desired for the report.
      2) Enter the ending date desired for the report.
      3) Delete (none) and Enter Project #
      4) Delete * and Enter Object Code (this can be left as * to give all codes). You may enter more than one object code, i.e. 8080,8151.

   d. Click on Submit to run the report

## <u>PROGRAM HINTS</u>

1. The report date defaults to current date, but may be changed to any date using the drop down feature. Click on the down arrow to display a calendar. Using the down arrow select the desired month and year, then click on the day desired.

2. If your report does not come up after clicking "submit," hold down the "control" key when selecting "submit," continuing to hold until the report appears. Once the report appears, click again on the popup blocker button in your web browser toolbar to allow popups to this window.  You should only have to do this initially.

3. If your report is for multiple projects or has multiple pages, click on the left or right arrows in the blue bar at the top of the window to move between the pages.

4. Once you have a selected report, to the right of the arrows is an OPTIONS button with a small down arrow. Click on the down arrow to get the following selection choices:

Print (prints your report on your default printer)
Print Preview (gives you a screen shot of what the document will look like printed)
Export to file (allows you to export the report to an Excel spreadsheet. If you click on the "export to Excel," it will automatically open Excel and fill with the data requested. You will then have open on your computer the data in both formats, Excel and CDD.
About CDD

5. You can "drill down" (view additional information) on any line where your cursor arrow changes to a picture of a drill (PC) or a hand (MAC).

6. To request another report close the window with your report data; this will take you back to the main CDD.net page.

7. To log out close the window with your report data. On the main page click the Options button (the icon with the down arrow in the blue CDD toolbar). Logout will be one of your options.

8. Although "change password" appears as an option, you must call the Help Desk (898-5402) to change your password.