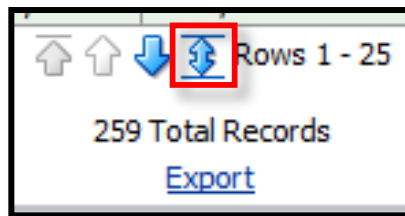


Summit – Tips and Usability

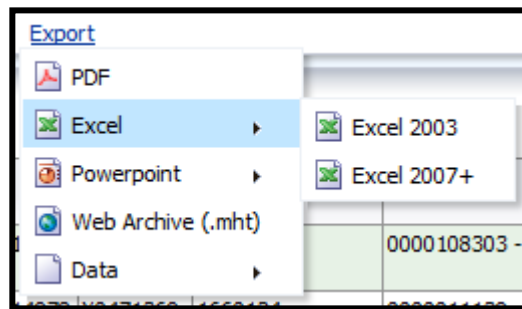
Here are some basic issues of functionality that will make Summit easier.

Expand: Each category will automatically only show the 25 most recent entries. Use the arrow tool at the bottom of the category to expand to show all of the transactions for the time period.

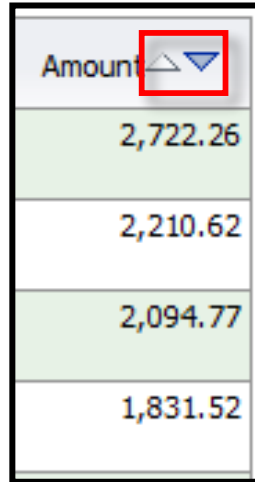
Transaction Type	Account	Account Description	Fund Code	DeptID	Project ID	Program Code	Class	Journal ID	Journal Date	Employee Name	Employee ID	Employee Record	Pay End Date	Earnings Begin Date	Earnings End Date	Earnings Code	Hours Worked	Amount
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3083980	5/8/2015	Add, Sarah Patricia	10160601	2	5/2/2015	4/26/2015	5/2/2015	ASH	14.00	126.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3081311	4/24/2015	Add, Sarah Patricia	10160601	2	4/18/2015	4/5/2015	4/18/2015	ASH	21.00	189.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3078988	4/10/2015	Add, Sarah Patricia	10160601	2	4/4/2015	3/22/2015	4/4/2015	ASH	20.00	180.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3076460	3/22/2015	Add, Sarah Patricia	10160601	2	3/21/2015	3/8/2015	3/14/2015	ASH	18.00	162.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3074000	3/13/2015	Add, Sarah Patricia	10160601	2	3/7/2015	2/22/2015	2/28/2015	ASH	16.00	144.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3071513	2/27/2015	Add, Sarah Patricia	10160601	2	2/21/2015	2/8/2015	2/21/2015	ASH	35.50	319.50
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3069270	2/13/2015	Add, Sarah Patricia	10160601	2	2/7/2015	1/25/2015	1/31/2015	ASH	14.50	130.50
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3061150	12/19/2014	Add, Sarah Patricia	10160601	2	12/13/2014	11/30/2014	12/6/2014	ASH	10.75	86.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3058826	12/5/2014	Add, Sarah Patricia	10160601	2	11/29/2014	11/16/2014	11/29/2014	ASH	16.75	134.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3056718	11/21/2014	Add, Sarah Patricia	10160601	2	11/15/2014	11/9/2014	11/15/2014	ASH	8.50	68.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3054536	11/7/2014	Add, Sarah Patricia	10160601	2	11/1/2014	10/19/2014	11/1/2014	ASH	24.50	196.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3052020	10/24/2014	Add, Sarah Patricia	10160601	2	10/18/2014	10/5/2014	10/18/2014	ASH	28.00	224.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3049649	10/10/2014	Add, Sarah Patricia	10160601	2	10/4/2014	9/21/2014	10/4/2014	ASH	44.00	352.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3047096	9/26/2014	Add, Sarah Patricia	10160601	2	9/20/2014	9/7/2014	9/20/2014	ASH	40.00	320.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3069270	2/13/2015	Bada, Nicole Elizabeth	10158959	2	2/7/2015	1/25/2015	2/7/2015	AWS	25.82	232.37
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3067194	1/30/2015	Bada, Nicole Elizabeth	10158959	2	1/24/2015	1/18/2015	1/24/2015	AWS	2.18	19.58
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3061150	12/19/2014	Bada, Nicole Elizabeth	10158959	2	12/13/2014	11/23/2014	12/13/2014	AWS	10.50	84.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3058826	12/5/2014	Bada, Nicole Elizabeth	10158959	2	11/29/2014	11/16/2014	11/22/2014	AWS	5.85	46.80
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3056718	11/21/2014	Bada, Nicole Elizabeth	10158959	2	11/15/2014	11/2/2014	11/15/2014	AWS	11.70	93.60
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3054536	11/7/2014	Bada, Nicole Elizabeth	10158959	2	11/1/2014	10/19/2014	11/1/2014	AWS	12.75	102.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3052020	10/24/2014	Bada, Nicole Elizabeth	10158959	2	10/18/2014	9/28/2014	10/18/2014	AWS	15.75	126.00
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3049649	10/10/2014	Bada, Nicole Elizabeth	10158959	2	10/4/2014	9/21/2014	9/27/2014	AWS	4.80	38.40
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3083980	5/8/2015	Bada, Nicole Elizabeth	10158959	3	5/2/2015	4/19/2015	5/2/2015	ASH	39.50	355.50
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3081311	4/24/2015	Bada, Nicole Elizabeth	10158959	3	4/18/2015	4/5/2015	4/18/2015	ASH	32.50	292.50
Payroll	730015	Contracted Student Interns-CCS	51119	A713124000	N/A	E07		PAY3078988	4/10/2015	Bada, Nicole Elizabeth	10158959	3	4/4/2015	3/22/2015	4/4/2015	ASH	34.00	306.00



Export: You can export a given category to Excel if you want to manipulate the data, or get rid of some of the superfluous categories.



Sort: You can sort an entire category by a field heading. When you hover your mouse over the heading two arrows will appear. The 'up' arrow sorts from smallest to largest, and the 'down' arrow sorts from largest to smallest.



The image shows a table with a header row and four data rows. The header row is labeled 'Amount' and has two small arrows (one pointing up, one pointing down) to its right. A red rectangular box highlights the 'Amount' text and the arrows. The data rows contain the following values: 2,722.26, 2,210.62, 2,094.77, and 1,831.52. The rows with 2,722.26 and 2,094.77 have a light green background, while the other two are white.

Amount
2,722.26
2,210.62
2,094.77
1,831.52

Other Useful Information:

- The

Journal Date

 heading refers to the date that the transaction **entered Summit** not the date that it occurred. Sometimes transactions take days or months to process, so sorting by Journal Date will not show chronological events.
- For a full description of what each of the headings in each category means, please consult the [Glossary](#).