

OVERVIEW

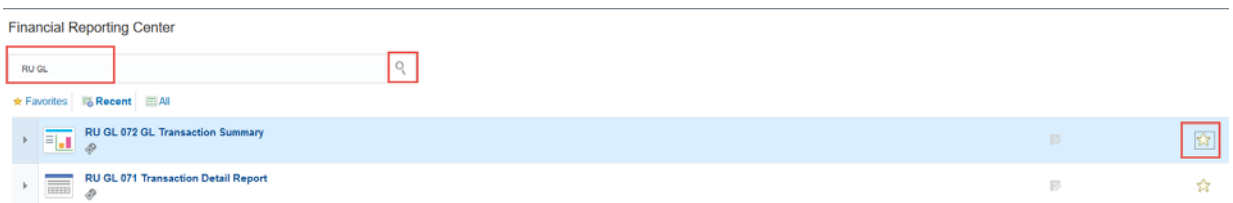
This job aid details how to run a financial management report from the Financial Reporting Center. Ensure you are using Firefox as your browser and you have completed all of the desktop configurations for reports.

NAVIGATION

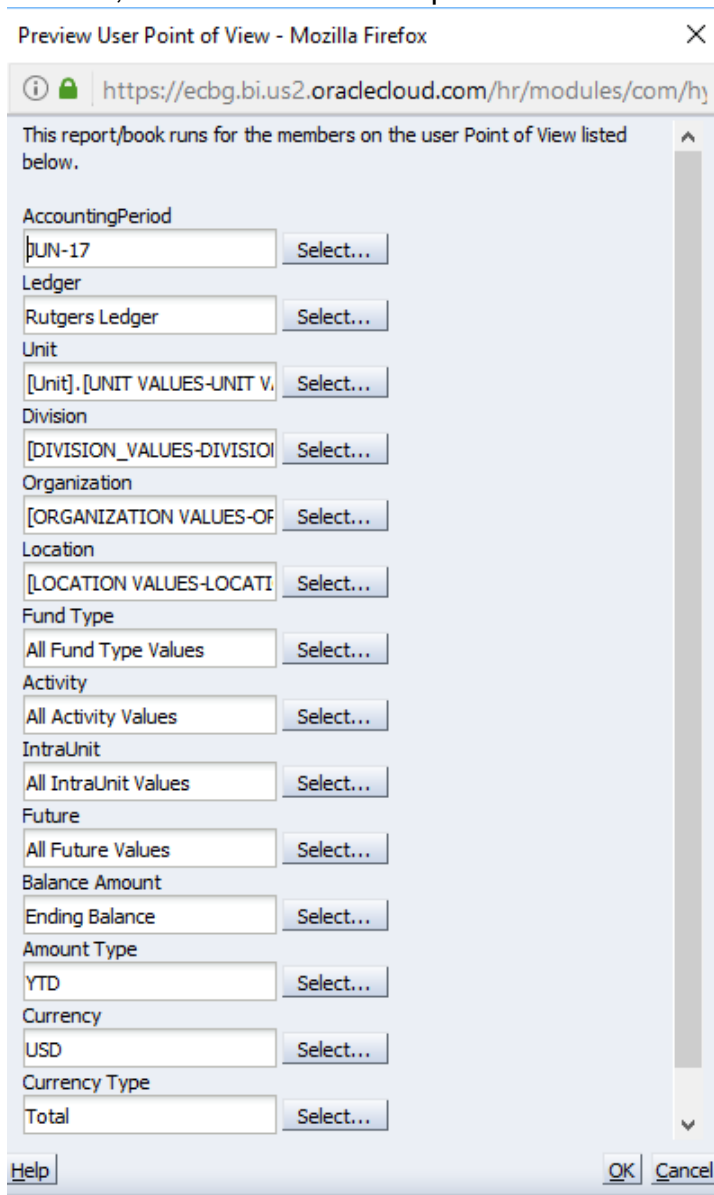
1. Go to my.rutgers.edu and login to the Financial Management System. Select the **Financial Reporting Center**.



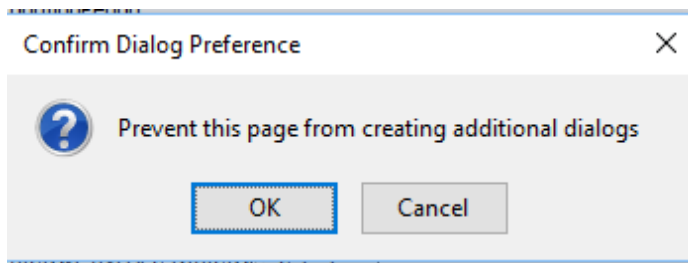
2. In the Search field type **RU GL** and select the **little magnifying glass**. This will display all the custom Rutgers reports. Select the report you want to run. **Tip:** Click the star symbol next to the reports to make them your favorite.



3. Select the **dimensions (parameters)** for the report by clicking the **Select** button. Each parameter must be filled in to get report results. Once all parameters are entered, click **OK** to run the report.



Sometimes when you are selecting parameters you might get this pop up message. Just click **Cancel** to continue selecting your parameters.

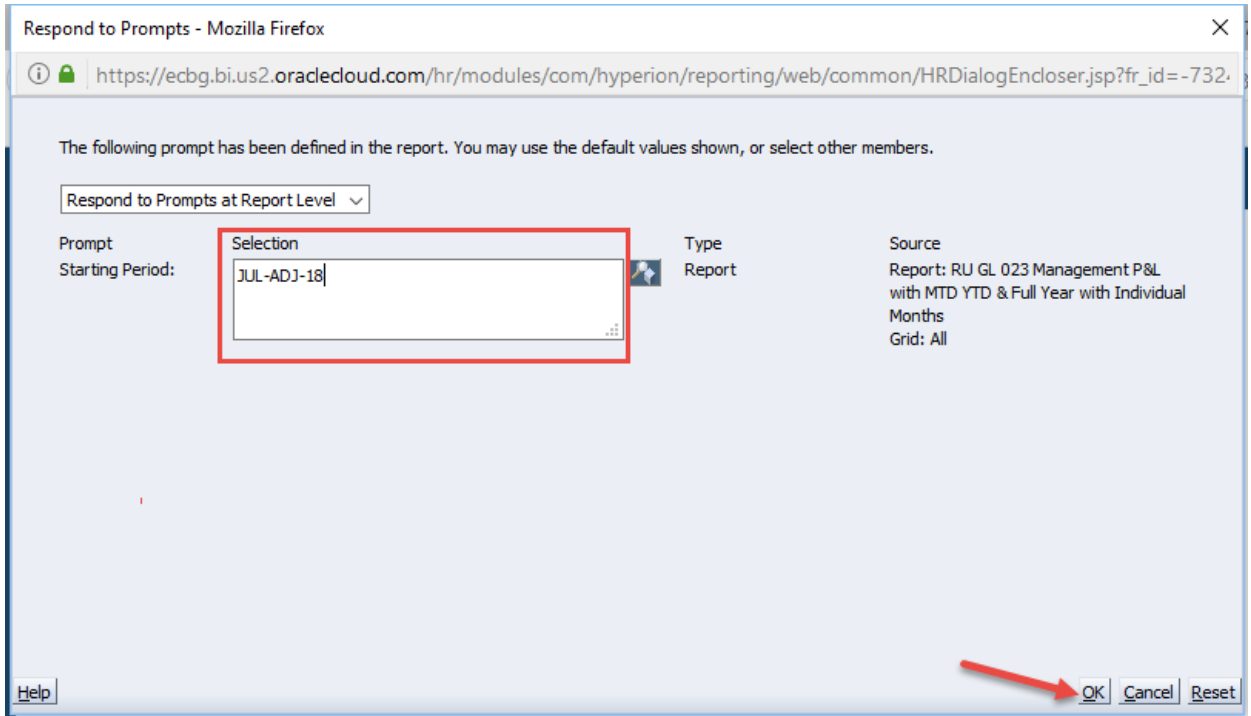


PARAMETER SELECTION

| Parameter | Notes |
|-------------------|--|
| Accounting Period | Fiscal month and year (i.e. JUN-17) |
| Unit | Your Unit |
| Division | Specific Division or All Select from the Current hierarchy |
| Organization | Specific Organization or All Select from the Current hierarchy |
| Location | Specific Location or All Select from the Current hierarchy |
| Fund Type | Specific Fund Type or All Select from the Current hierarchy |
| Activity | Always select All Activity Values |
| IntraUnit | Always select All IntraUnit Values |
| Future | Always select All Future Values |
| Balance Amount | Select Period Activity to see results for that month only Select Ending Balance to see the month's ending balance |
| Amount Type | Use in conjunction with Balance Amount. Select PTD to see results for a particular period Select YTD for year to date results |
| Currency | Always select USD (for US dollars) |
| Currency Type | Always select Total |

PARAMETER SELECTION FOR MONTH/YTD/FULL YEAR P&L REPORT

When you run a Month/YTD/Full Year P&L report the parameter selection is the same as what is listed above with two exceptions. First an additional pop up screen will appear in which you must **enter the first period of a fiscal year**, as an example JUL-ADJ-18 and then click OK.

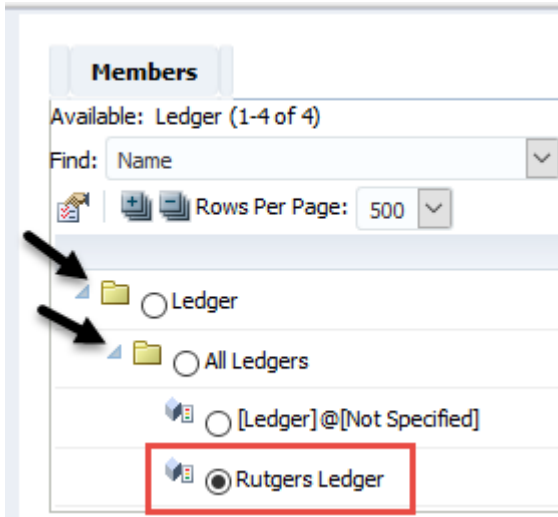


Second, the **Balance Amount** parameter is set to **Period Activity** and the **Amount Type** parameter is **YTD**.

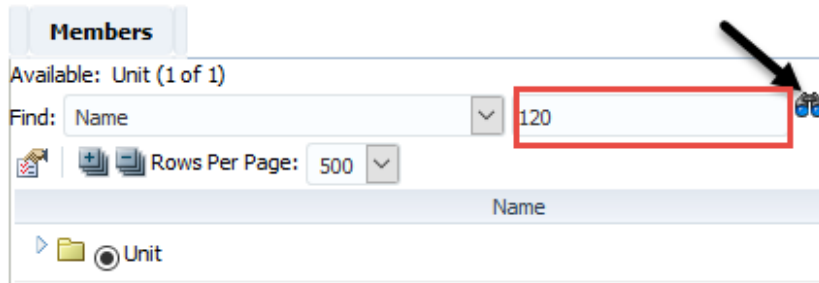
SEARCH FOR PARAMETERS

After you click the select button next to a parameter, there are two ways to search for report parameters.

The first way is to use the folders. As an example, the parameter for Ledger, click on the triangle in front of the folders to expand it and select Rutgers Ledger as the parameter.



The second way is to use the search field. Delete the asterisk (wild card) in the search field, enter your value and click on the binoculars.



Highlight the radio button for the **Unit Values Current**.


Search Result

| | <u>Name</u> |
|----------------------------------|--|
| <input type="radio"/> | [All Unit Values].[120] |
| <input type="radio"/> | [Unit].[UNIT VALUES-UNIT VALUES Base].[ALL].[1TT].[10T].[120] |
| <input type="radio"/> | [Unit].[ALT UNIT VALUES-ALT UNIT VALUES Current].[3TT].[120] |
| <input type="radio"/> | [Unit].[ALT UNIT VALUES-ALT UNIT VALUES Base].[3TT].[120] |
| <input type="radio"/> | [Unit].[RU_GL_ALT_UNIT-RU_GL_ALT_UNIT Current].[0AA].[3AA].[120] |
| <input type="radio"/> | [Unit].[RU_GL_ALT_UNIT-RU_GL_ALT_UNIT Base].[0AA].[3AA].[120] |
| <input type="radio"/> | [Unit].[RU_GL_ALT_B_UNIT-RU_GL_ALT_B_UNIT Base].[BBB].[CMD].[1BB].[10B].[120] |
| <input type="radio"/> | [Unit].[RU_GL_ALT_B_UNIT-RU_GL_ALT_B_UNIT Current].[BBB].[CMD].[1BB].[10B].[120] |
| <input checked="" type="radio"/> | [Unit].[UNIT VALUES-UNIT VALUES Current].[ALL].[1TT].[10T].[120] |

REPORT RESULTS

1. You can expand the report results by **clicking on the black triangles** in the columns and rows. GGP=Great Great Grandparent, GP=Grandparent, P=Parent and C=Child, which has no black triangle and is the lowest level.


Report Run Date : 25-Jul-17-1:54:33 PM



| | ▲GP ACADEMIC & SCHOOL SUPPORT Actual Year-to-Date | ▲GP STUDENT SERVICES Actual Year-to-Date |
|--|---|--|
| Revenue | | |
| ▶GGP TOTAL EDUCATIONAL & GENERAL REVENUE | | <u>582,165.90</u> |
| ▶GGP TOTAL HEALTHCARE & PROFESSIONAL SERVICE | | <u>(249.00)</u> |
| Total Revenue | | 581,916.90 |
| Expenses | | |
| ▶GGP TOTAL OPERATING EXPENSE | | <u>804,916.59</u> |
| ▶GGP TRANSFERS | | <u>182,462.58</u> |
| ▶GGP COST POOLS | <u>(88,599.96)</u> | |
| Total Expenses | (88,599.96) | 987,379.17 |
| Net Increase/(Decrease) | 88,599.96 | (405,462.27) |

2. By expanding line GGP Total Operating Expense, the report displays lines which make up total operating expense such as Salary & Wages, Fringe etc. By expanding column GP Student Services, the report displays columns which make up student services such as student services admin and student services general.

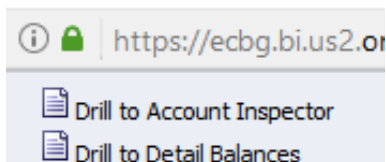
Report Run Date : 25-Jul-17-1:54:33 PM



| | ▲GP ACADEMIC & SCHOOL SUPPORT Actual Year-to-Date | ▶GP STUDENT SERVICES Actual Year-to-Date | ▲P STUDENT SERVICES ADMIN Actual Year-to-Date | ▲P STUDENT SERVICES GENERAL Actual Year-to-Date |
|--|---|--|---|---|
| Revenue | | | | |
| ▶GGP TOTAL EDUCATIONAL & GENERAL REVENUE | | <u>582,165.90</u> | <u>216,522.90</u> | <u>365,643.00</u> |
| ▶GGP TOTAL HEALTHCARE & PROFESSIONAL SERVICE | | <u>(249.00)</u> | <u>(249.00)</u> | |
| Total Revenue | | 581,916.90 | 216,273.90 | 365,643.00 |
| Expenses | | | | |
| ▶GGP TOTAL OPERATING EXPENSE | | <u>804,916.59</u> | <u>785,359.34</u> | <u>19,557.25</u> |
| ▶GP SALARY & WAGES | | <u>477,873.27</u> | <u>477,873.27</u> | |
| ▶GP FRINGE BENEFITS | | <u>213,970.59</u> | <u>213,970.59</u> | |
| ▶GP SUPPLIES & MATERIALS | | <u>14,094.39</u> | <u>11,575.56</u> | <u>2,518.83</u> |

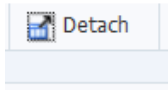
3. When numbers are underlined in the body of the report, that indicates a hyperlink which will allow you to drill down to further details. If you click on a number, a pop up window appear. You can select either Drill to Account Inspector or Drill to Detail Balances.

Related Content - Mozilla Firefox



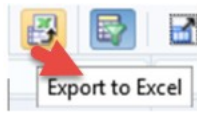
REPORT TIPS

1. When navigating between screens in the Financial Management system never use the browser back or forward arrows. Use buttons such as **Done** or **Cancel** in the system.
2. After running a report, for easier viewing, choose **Detach** (where available)



to display the information in a separate window.

3. Any text or numbers that are in blue [-9,467.00](#) [-23,555.55](#) denote hyperlinks to view additional information.
4. When searching for data be aware of the following:
 - Asterisked fields are required
 - Some searches are case sensitive while others are not
 - Some searches require a wild card (*) while others do not



5. Export to excel is available for Search results.
6. FACES error occurs when your requested search for reporting information returns an excessive amount of data. To fix this issue, close out of the Financial Management System completely, log in again and refine your report search parameters

