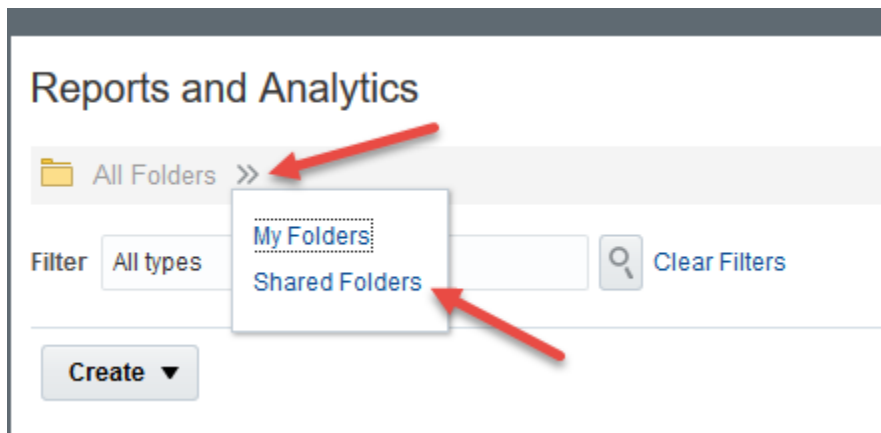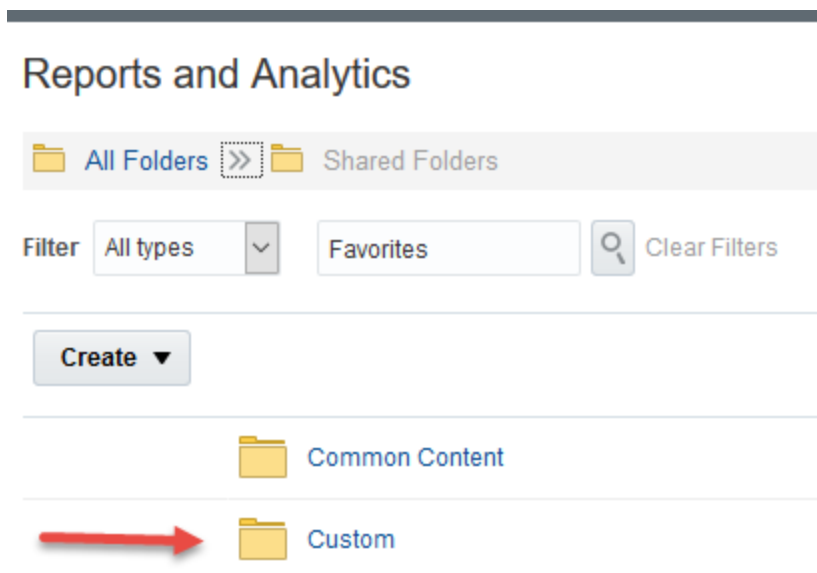# RUTGERS

OVERVIEW

This job aid details how to run the RU Saved Queries reports. Make sure you have completed all your report desktop settings before running the queries.
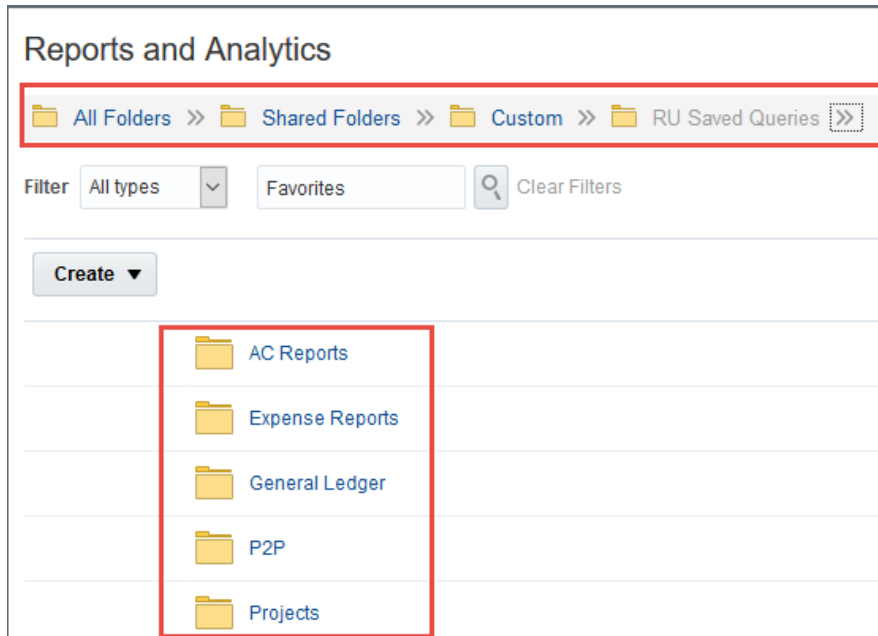
RU SAVED QUERIES

1. Log in to my.rutgers.edu and select the Financial Management System tile.

2. Select the double arrows and **Shared Folders**.

3. Select **Custom>RU Saved Queries**.
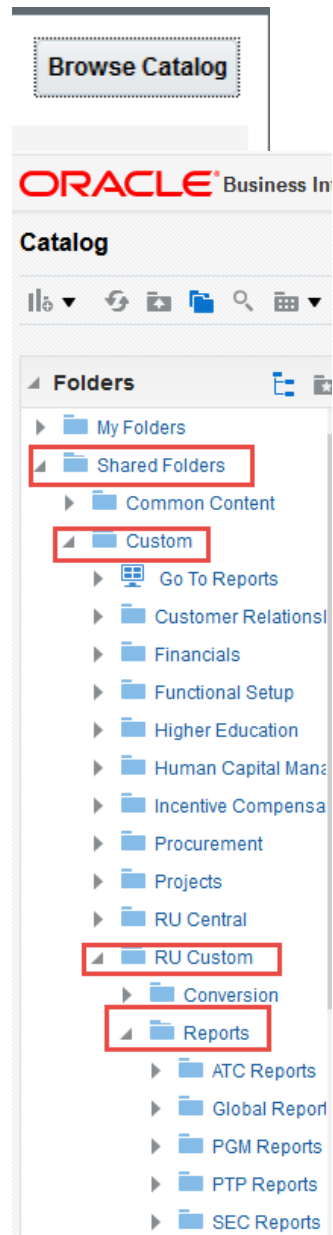
RUTGERS

4. Select one of the queries from the folders.

As an example, under the Projects folder**,** select **RU Saved Query number 202- Project Summary** will provide Revenue, Costs and Net Balance for Projects by month. Click on the **query name.**

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5. You Also can select Browse Catelog on the right hand side of the screen and navigate to you reports that way.

6. Enter the query parameters. For example, enter a **Project Number** or use the drop down arrow to search for one. Click **OK**.

Projects

201 - Project Billing   202 - Projects Summary   203 - Project Costs Summary   204 - Project Costs Details   205 - Project Revenue Details   504

Award Number	--Select Value-- ▼
Project Number	--Select Value-- ▼
Task Number	
Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)	
Accounting Period	--Select Value-- ▼
Fiscal Year	--Select Value-- ▼

OK   Reset ▼

7. The query results display. You can export the report to excel by selecting the **Export link** on the bottom left of the report.

Search   202 - Projects Summary x

Project Summary

Award Name	Project Name	Project Number	Project Organization	Invoice Amount	Revenue Amount	Cost	Net Balance	Current Budget Cost	Task Name	Task Number	Accounting Period Name
	200750-Biochem Micro Service Revenue Account	201140	33050201528		1,283.45		1,283.45		ADMINISTRATION	201	APR-17
					0.00		0.00				MAY-17

Return - Export

- 📄 PDF
- 📄 Excel
- 📄 Powerpoint ▶
- 📄 Web Archive (.mht)
- 📄 Data ▶

The Excel **Auto Sum formula** can be added to see the total Revenue, Cost and Net Balance.

	A	B	C	D	E	F	G	H	I	J
1	Non-Sponsored Project Rev and Costs									
2										
3	Project Name	Project Number	Project Organization	Calendar Month Code	Invoice Amount	Task Name	Task Number	Revenue Amount	Cost	Net Balance
4	289010-Snyder Farm Center	202584	33057258069	2016 / 09		289010-Snyder Farm Center	200	541,712.60	266.78	541,445.82
5				2016 / 10		289010-Snyder Farm Center	200	545,199.10	2,958.63	542,240.47
6				2016 / 11		289010-Snyder Farm Center	200	-536,910.20	2,984.21	-539,894.41
7				2016 / 12		289010-Snyder Farm Center	200	0.00	9,588.05	-9,588.05
8				2017 / 01		289010-Snyder Farm Center	200	31,118.17	47,665.63	-16,547.46
9				2017 / 02		289010-Snyder Farm Center	200	523.00	2,938.69	-2,415.69
10								581,642.67	66,401.99	515,240.68
11										