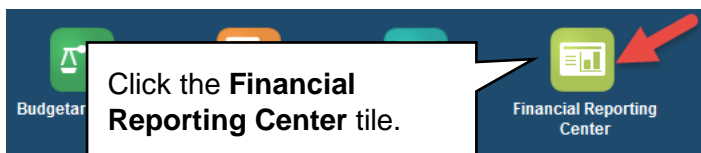# RUTGERS

OVERVIEW

This job aid details the process of creating a favorite in the Financial Report Center.

NAVIGATION

Login to the **Financial Management System** with your NetID and password.

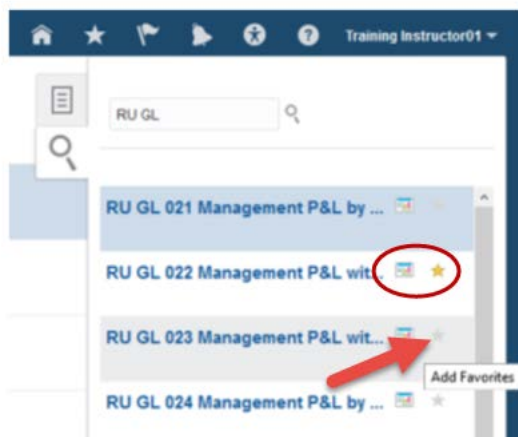Select the Financial Reporting Center tile from the home page.

Type RU GL in the search field and select the search icon (magnifying glass)

A listing of reports matching what was entered in the search field will display. To add these reports to your favorites, click on the star next to the report. Once the star turns gold, it will become a favorite.

RUTGERS

Next time you sign into the Financial Reporting Center, select your favorites to display the RU GL reports.