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**.



 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.

Financial Reporting Center		
RUGL		
* Favorites Recent III All		
RU GL 072 GL Transaction Summary $ $		1
RU GL 071 Transaction Detail Report	P	☆

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.

Preview User Point of View -	Mozilla Firefox	\times
(i)	s2. oraclecloud.com /hr/modules/	ˈcom/hy
This report/book runs for the r below.	nembers on the user Point of View listed	^
AccountingPeriod		
DUN-17	Select	
Ledger		
Rutgers Ledger	Select	
Unit		
[Unit]. [UNIT VALUES-UNIT V.	Select	
Division		
[DIVISION_VALUES-DIVISIO]	Select	
Organization		
[ORGANIZATION VALUES-OF	Select	
Location		
[LOCATION VALUES-LOCATI	Select	
Fund Type		
All Fund Type Values	Select	
Activity		
All Activity Values	Select	
IntraUnit		
All IntraUnit Values	Select	
Future		
All Future Values	Select	
Balance Amount		
Ending Balance	Select	
Amount Type		
YTD	Select	
Currency		
USD	Select	
Currency Type		
Total	Select	~
<u>-</u> elp	<u>O</u> ł	Cancel

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

Confirm Dialog Preference	×
Prevent this page from creating additional dialogs	
OK Cancel	

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.

Respond to Prompts -	Mozilla Firefox		X	
i 🔒 https://ecbg	A https://ecbg.bi.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr_id=-732-			
	ot has been defined in the report. You may use the default valu	ies shown, or sele	ect other members.	
Prompt Starting Period:	Selection JUL-ADJ-18 	Type Report	Source Report: RU GL 023 Management P&L with MTD YTD & Full Year with Individual Months Grid: All	
Help			OK Cancel Reset	

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.

Members		
Available: Unit (1 of 1)		
Find: Name	✓ 120	66
🔊 💾 🗐 Rows Per Page: 500 🗸		
	Name	
🕨 🛅 🖲 Unit		

Highlight the radio button for the Unit Values Current.

Search Result

	Name
0	[All Unit Values].[120]
0	[Unit].[UNIT VALUES-UNIT VALUES Base].[ALL].[1TT].[10T].[120]
0	[Unit].[ALT UNIT VALUES-ALT UNIT VALUES Current].[3TT].[120]
0	[Unit].[ALT UNIT VALUES-ALT UNIT VALUES Base].[3TT].[120]
0	[Unit].[RU_GL_ALT_UNIT-RU_GL_ALT_UNIT Current].[0AA].[3AA].[120]
0	[Unit].[RU_GL_ALT_UNIT-RU_GL_ALT_UNIT Base].[0AA].[3AA].[120]
0	[Unit].[RU_GL_ALT_B_UNIT-RU_GL_ALT_B_UNIT Base].[BBB].[CMD].[1BB].[10B].[120]
0	[Unit].[RU_GL_ALT_B_UNIT-RU_GL_ALT_B_UNIT Current].[BBB].[CMD].[1BB].[10B].[120]
۲	[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.

	GP ACADEMIC & SCHOOL SUPPORT	▲GP STUDENT SERVICES	
	Actual	Actual	
	Year-to-Date	Year-to-Date	
Revenue			
▶GGP TOTAL EDUCATIONAL & GENERAL REVENUE	-	582,165.90	
▶GGP TOTAL HEALTHCARE & PROFESSIONAL SERVICE	-	(249.00)	
Total Revenue	-	581,916.90	
Expenses			
GGP TOTAL OPERATING EXPENSE	=	804,916.59	
GGP TRANSFERS		182,462.58	
GGP COST POOLS	(88,599.96)	:	
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	GP STUDENT SERVICES	▲P STUDENT SERVICES ADMIN	▲P STUDENT SERVICES GENERAL
	Actual	Actual	Actual	Actual
	Year-to-Date	Year-to-Date	Year-to-Date	Year-to-Date
Revenue				
▶GGP TOTAL EDUCATIONAL & GENERAL REVENUE	-	582,165.90	216,522.90	365,643.00
▶GGP TOTAL HEALTHCARE & PROFESSIONAL SERVICE	-	(249.00)	(249.00)	-
Total Revenue	-	581,916.90	216,273.90	365,643.00
Expenses				
GGP TOTAL OPERATING EXPENSE		804,916.59	785,359.34	<u>19,557.25</u>
GP SALARY & WAGES		477,873.27	477,873.27	:
▶GP FRINGE BENEFITS		213,970.59	213,970.59	:
▶GP SUPPLIES & MATERIALS		14,094.39	11,575.56	2,518.83

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.



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 ______ denote hyperlinks to view additional information.

-9,467.00

- 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 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

ADF_FACES-60097:For more information, please see the server	's error log for an entry beginning with: ADF_FACES-60096:Server Exception during PPR, #11
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