

## Finance Reports Catalog

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## Overview

This job aid details how to navigate through the Reports Catalog designed in SharePoint. The tool provides a central location for listing Finance Reports from various subject areas such as: Sponsored Projects, NonSponsored Projects, General Ledger, Endowment, Procurement, Expense Reports, COA, Payroll, Student Accounting, etc.

## Helpful Tips

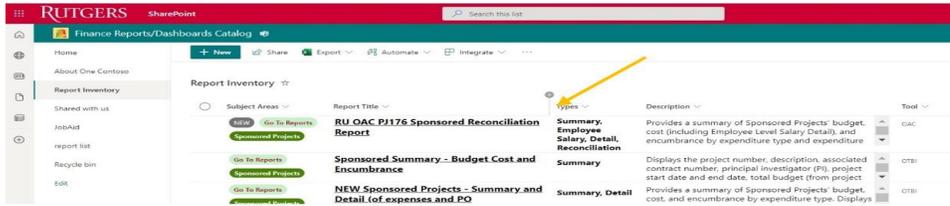
### Catalog Link:

(<https://rutgersconnect.sharepoint.com/:l:/s/FinanceReportsDashboardsCatalog/FDVwzU97s7NEqn5c9Sq4wrQBtZSCP6I3Y8arYIPcFtDJVw?e=3nCFus>)

Subject Areas	Report Title	Types	Description	Tool	JobAid	Preview	Location
Sponsored Projects	<a href="#">Sponsored Summary - Budget Cost and Encumbrance</a>	Summary	Displays the project number, description, associated contract number, principal investigator (PI), project start date and end date, total budget (from project inception	OTB	<a href="#">Job Aid</a>		<a href="#">Location</a>
Sponsored Projects	<a href="#">NEW Sponsored Projects - Summary and Detail (of expenses and PO encumbrances)</a>	Detail, Summary	Provides a summary of Sponsored Projects' budget, cost and encumbrance by expenditure type. Displays further details on expenses and encumbrances, minimizing or	OTB	<a href="#">Job Aid</a>		<a href="#">Location</a>
Sponsored Projects	<a href="#">RU PJ 013B COA Segment Listing for Sponsored Projects Report</a>	Summary	Shows the default project string for each project, old project number, name, project manager, contract, and task numbers.	BI Publisher	<a href="#">Job Aid</a>		<a href="#">Location</a>
Sponsored Projects	<a href="#">RU PJ 002 Sponsored Program Award Termination Report</a>	Awards, Grants	Shows awards expiring within 90-180 days, expired awards, and awards pending close.	BI Publisher	<a href="#">Job Aid</a>		<a href="#">Location</a>
Sponsored Projects	<a href="#">Award Deficit Report Dashboard</a>	Awards, Grants	Shows awards in deficit and all projects within those awards, listing award number, award organization, project number, PI, budget, project status, cost, and	OTB	<a href="#">Job Aid</a>		<a href="#">Location</a>
Sponsored Projects	<a href="#">Sponsored Projects - Summary and Detail (of expenses and PO encumbrances)</a>	Awards, Grants	Shows project and award information, summary by expenditure type, and project details across multiple views.	OTB	<a href="#">Job Aid</a>		<a href="#">Location</a>
Sponsored Projects	<a href="#">F&amp;A Reconciliation Dashboard</a>	Reconciliation, F & A	Provides COA segment and transactional summary/detail information regarding sponsored project F&A expenses and GL F&A Revenue for	OTB	<a href="#">Job Aid</a>		<a href="#">Location</a>
Sponsored Projects	<a href="#">Project Revenue with Accounting Details</a>	Reconciliation	Shows all project-related details including general	BI Publisher	<a href="#">Job Aid</a>		<a href="#">Location</a>

1. The Catalog is compatible with all browsers – Chrome, Firefox, and Microsoft Edge.
2. The Subject Area column displays the financial reports specific to the organization, or description, e.g., Sponsored Projects, General Ledger, Endowment, Procurement, Expense Reports, etc.
3. Click on the Report Title to open and view the report in a separate tab.
4. The Types column displays the categories for each report, such as summary, awards, grants reconciliation, etc.
5. The Tool field identifies the reporting platform.
6. The Job Aid column links to the Job Aid(s) for the report. The material will open in a separate window.
7. The Preview column displays a screenshot of the report.
8. When you mouse over the Location folder, the report path will display.

Please note: The Report Catalog columns will reset to the default size anytime the browser cache is cleared. You can resize the column width by moving the horizontal resizer as shown below.

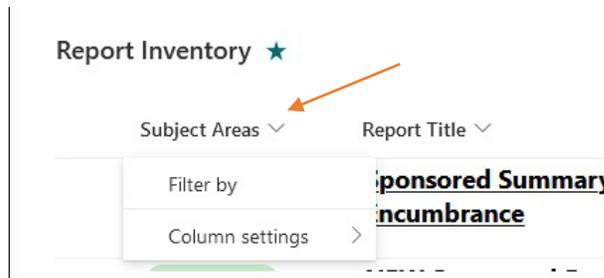


## Navigation Guidelines:

### Filtering

To view specific reports based upon the selected criteria, you can use any of the below methods:

- Click on any column header and choose Filter by from the menu options. This opens a filter pane for that column on the right side to choose the value(s) you wish to filter.

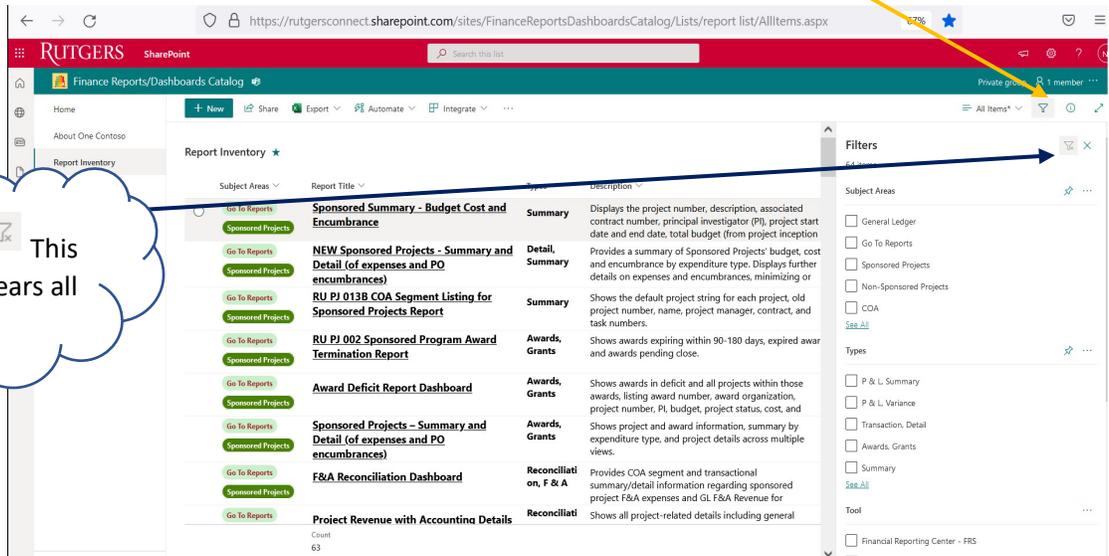


- The second option to filter is by using the filter pane. To open this, select the filter icon (🔍) as seen on the top right of the view.

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- 



Tip: This icon clears all filters



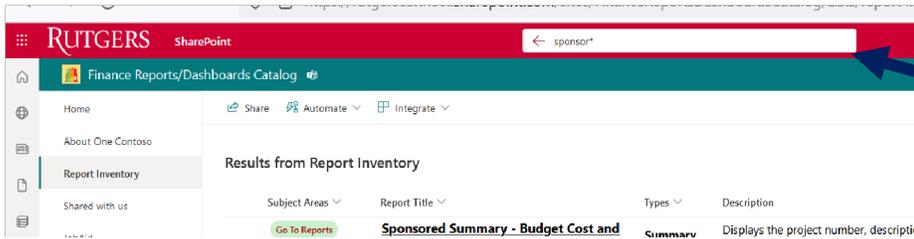
A side window opens to view filters available. Select the value to filter.

Note: To deselect filters click the Clear filters icon (🗑️)

## Search

To Search, type a phrase in the search box and click enter.

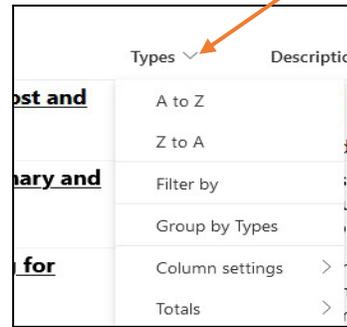
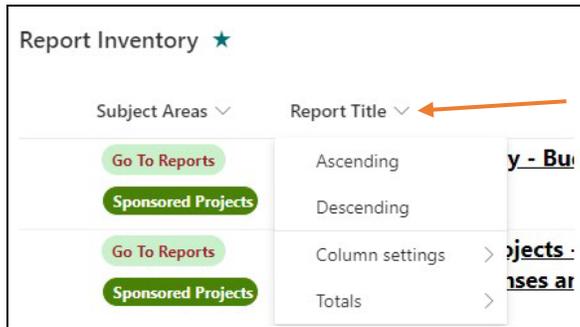
- You can also do a partial word search using an Asterisk (\*) as a wildcard at the end of any word.
- For example, "sponsor\*" finds reports that contain "Sponsor" or "Sponsored" in any of the fields.
- Note: the search is case-insensitive.



Note: The search is case-insensitive!

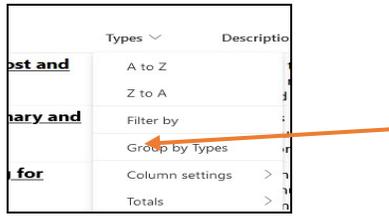
## Sort

You can sort on the Report Title, Types, Tool, and Job Aid columns. To sort click on the right arrow next to the column (highlighted) and you can sort either Ascending, Descending.



## Group By

Organizes the reports together based upon a column value. You can choose to display just the grouping header or expand the selection to show all the items under a group heading.



Results of Grouping by the column Types

Report Inventory ☆

Subject Areas	Report Title	Types	Description
Types : Approval Workflow (1)			
<a href="#">Go To Reports</a> <a href="#">COA</a>	<b>RU GL 081 Finance Approver Lookup Report</b>	Approval Workflow	Lists all employees with access to post journal entries and their email address, approval organization (B, C, G), Award Approver, unit, and division.
Count 1			
Types : Awards, Grants (3)			
<a href="#">Go To Reports</a> <a href="#">Sponsored Projects</a>	<b>RU PJ 002 Sponsored Program Award Termination Report</b>	Awards, Grants	Shows awards expiring within 90-180 days, expired awards, and
<a href="#">Go To Reports</a> <a href="#">Sponsored Projects</a>	<b>Award Deficit Report Dashboard</b>	Awards, Grants	Shows awards in deficit and all projects within those awards. lis budget, project status, cost, and variance.
<a href="#">Go To Reports</a> <a href="#">Sponsored Projects</a>	<b>Sponsored Projects – Summary and Detail (of expenses and PO encumbrances)</b>	Awards, Grants	Shows project and award information, summary by expenditure
Count 3			
Types : Balance Sheet (2)			
<a href="#">Balance Sheet</a>	<b>RU GL 038 Balance Sheet by Fund Type</b>	Balance Sheet	Balance Sheet at GP Account level and FT columns at GGP leve Unrestricted.
<a href="#">Balance Sheet</a>	<b>RU GL 066 Balance Sheet by Unit</b>	Balance Sheet	Displays Assets, Deferred Outflows, Liabilities, Deferred Inflows Camden, New Brunswick, Newark, RBHS and Central

A count will display by the Group you selected

**Support:**

If you require any help, please contact us at [reporting@finance.rutgers.edu](mailto:reporting@finance.rutgers.edu)