OVERVIEW

Rutgers University uses several Oracle tools for financial reporting, including:

- Financial Reporting Center (FR)
- Oracle Transactional Business Intelligence (OTBI)
- Business Intelligence Developer (BI)
- Oracle Analytics Cloud (OAC)

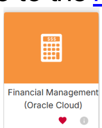
The documentation focuses on how to run a report from the Financial Reporting Center.

Important Note: Before running FR reports, make sure:

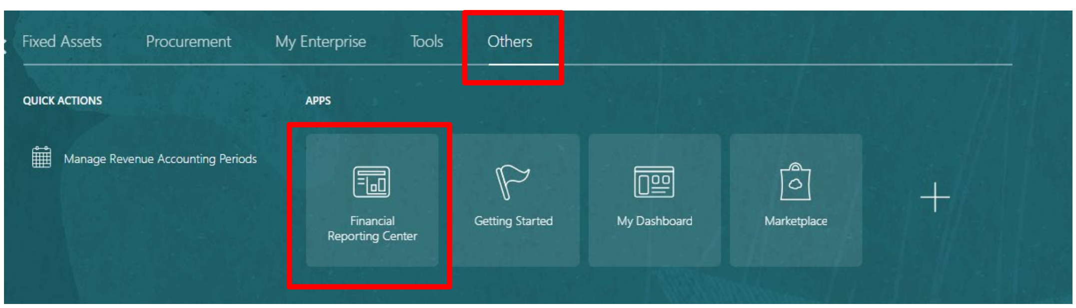
- All desktop configurations are completed.
- Pop-up blockers in your browser are turned off.

NAVIGATION

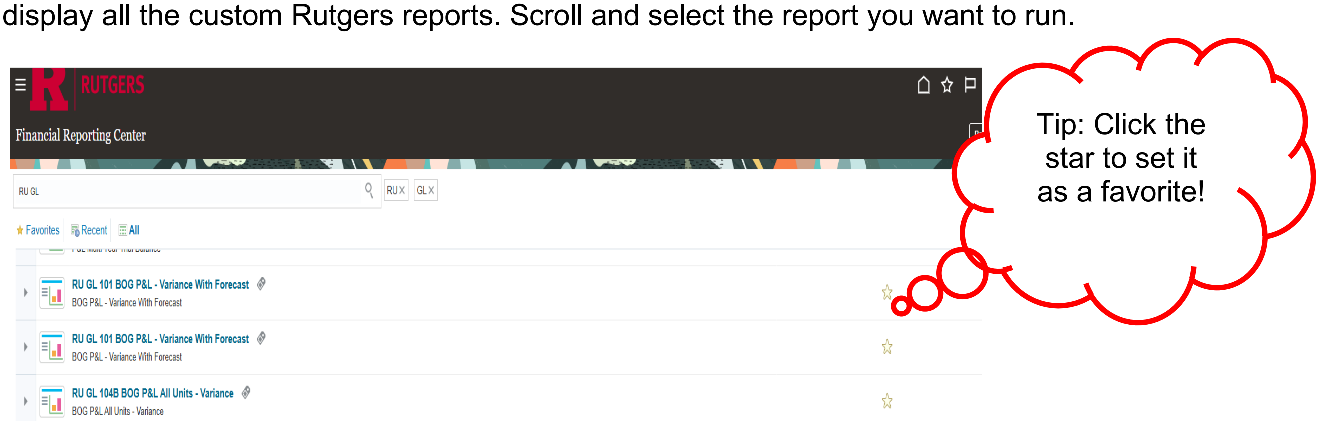
1. Go to the myRutgers Portal, click on the Financial Management (Oracle Cloud) app., and log in to the system.



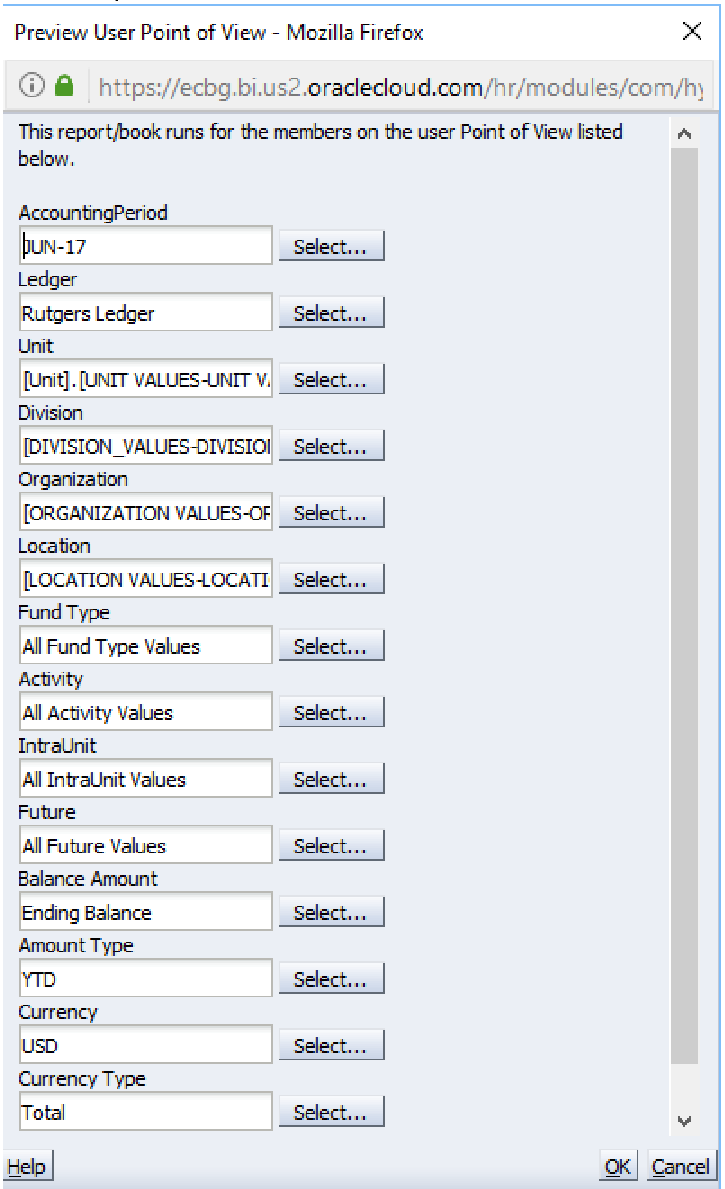
2. Navigate to Others – Financial Reporting Center



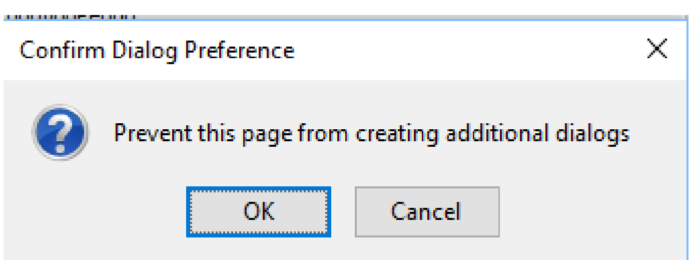
3. In the Search field, select All then enter "RU GL" and select the little magnifying glass. This will display all the custom Rutgers reports. Scroll and select the report you want to run.



4. 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.



When selecting parameters, you might see a pop-up message. Click Cancel to continue selecting your parameters.



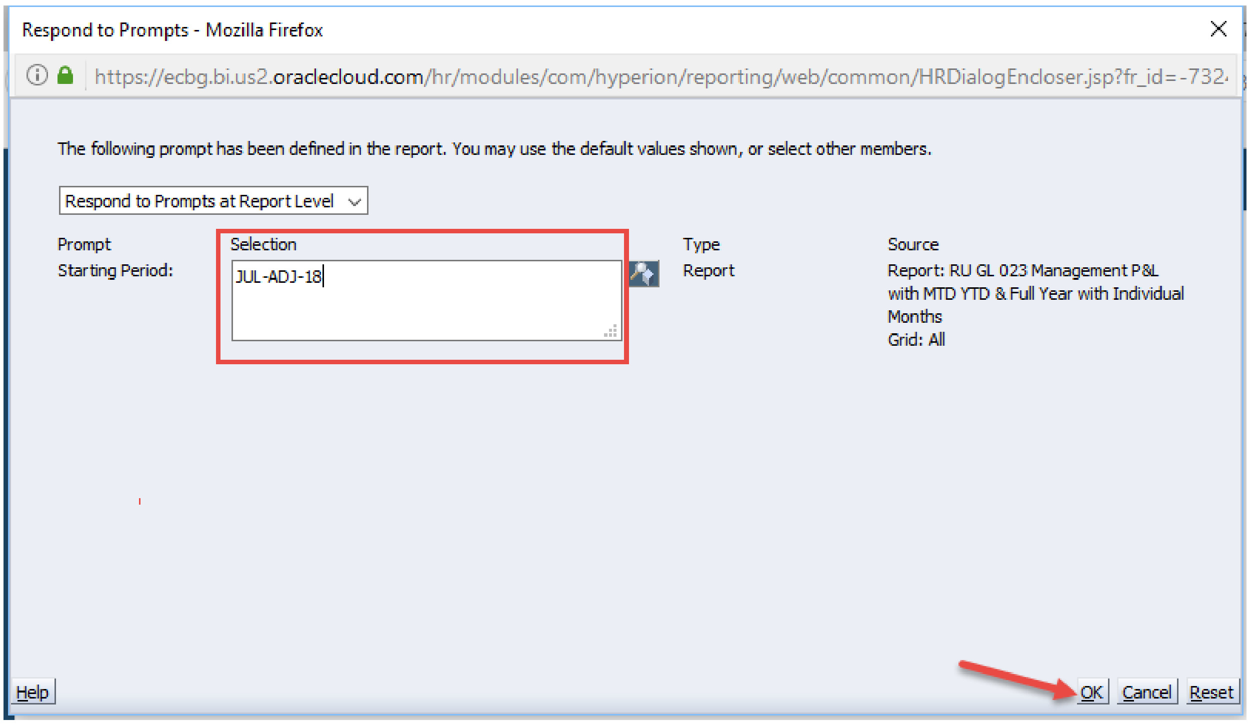
PARAMETER DEFINITIONS

Parameter	Notes
Accounting Period	Fiscal month and year (i.e. Dec-25)
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

Important note: When you run a Month/YTD/Full Year P&L report, the parameter selection is the same as listed above, with two exceptions.

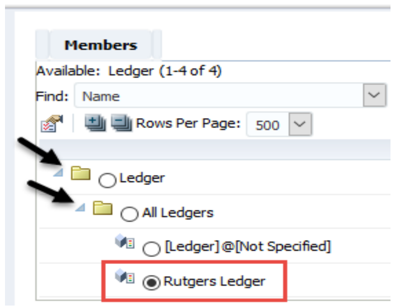
1. An additional pop-up screen will appear in which you must enter the first period of a fiscal year, as an example, JUL-ADJ-18, and then click OK, see image below.
2. The **Balance Amount parameter is set to Period Activity** and the **Amount Type parameter is YTD**.



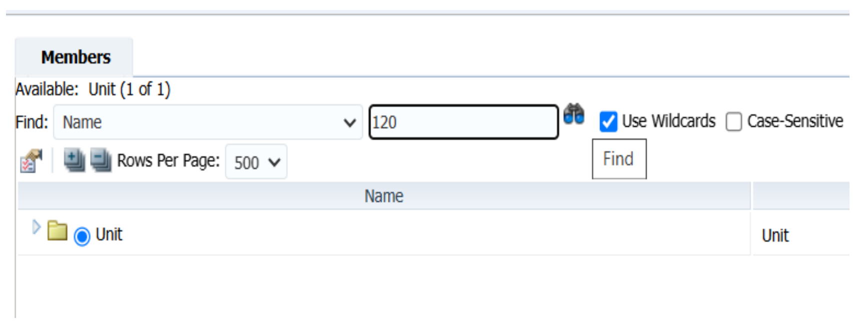
SEARCH FOR PARAMETERS

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

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

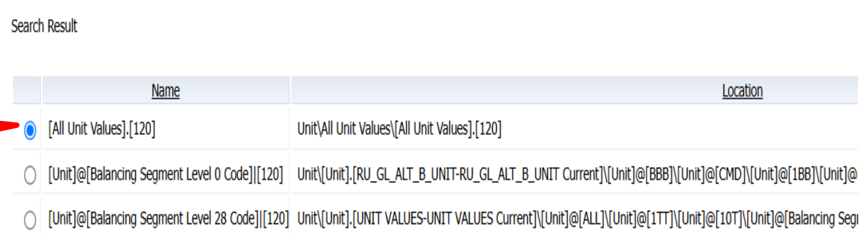


2. The second way is to use the search field.
    a. Delete the asterisk (wild card) in the search field, enter your value and click on the binoculars.



    b. Select the [All Unit Values]

Note: You are at the child level and can select the 'All Units Values'



REPORT RESULTS

1. If the rows and columns have black triangles, you can expand the results to view information at a lower level.

   Hint: The prefix of the row will identify the level. For example:
   - GGP TOTAL EDUCATIONAL & GENERAL REVENUE - Great, Great Grandparent
   - GP STUDENT TUITION & FEES - GP – Grandparent
   - P STUDENT TUITION – Parent
   - Student Tuition – Child (no triangle or prefix)

Report Run Date : 03-Dec-24-3:34:56 PM

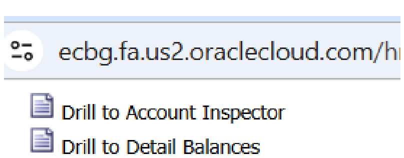
	GP EDUCATION & GENERAL	P EDUCATION & GENERAL	Education & General
	Actual	Actual	Actual
	Year-to-Date	Year-to-Date	Year-to-Date
Revenue			
GGP TOTAL EDUCATIONAL & GENERAL REVENUE	8,103,221.22	8,103,221.22	8,103,221.22
GP STUDENT TUITION & FEES	117,245.73	117,245.73	117,245.73
P STUDENT TUITION	-	-	-
Student Tuition	-	-	-
Tuition Undergraduate In State Fall	-	-	-
Tuition Undergraduate In State Spring	-	-	-
Tuition Undergraduate In State Summer	-	-	-
Tuition Undergraduate In State Winter	-	-	-
Tuition Undergraduate Out of State Fall	-	-	-
Tuition Undergraduate Out of State Spring	-	-	-
Tuition Undergraduate Out of State Summer	-	-	-
Tuition Undergraduate Out of State Winter	-	-	-
Teaching Adjustment Inbound	-	-	-
Teaching Adjustment Outbound	-	-	-
Tuition Graduate In State Fall	-	-	-

2. By expanding line GGP Total Operating Expense, the report displays lines that make up total operating expenses such as Salary & Wages, Fringe, etc. By expanding column GP Student Services, the report displays columns that 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	19,557.25
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

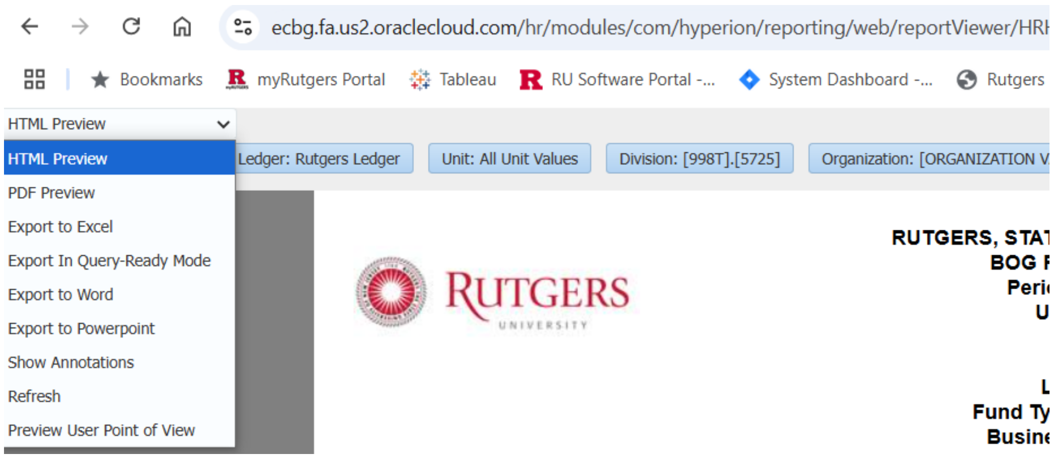
Hint: When numbers are underlined in the body of the report, that indicates a hyperlink that will allow you to drill down to further details. A pop-up window will appear. You can select either *Drill to* *Account Inspector* or *Drill to Detail Balances*.



REPORT TIPS

- 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.

- You can export the report into different formats by selecting the format field on the top left of the report.



- FACES errors occur when your requested search returns excessive amounts of data; see the image below. To fix this issue, close out of the Financial Management System completely, log in again, and refine your report search parameters.