# RUTGERS

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**.

Financial Reporting Center

2. Click the **big magnifying glass** to search for custom Rutgers Reports. 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 grey star symbol next to the reports to make them your favorite.

RU GL

RU GL 021 Management P&L by ...
P&L by Business Line
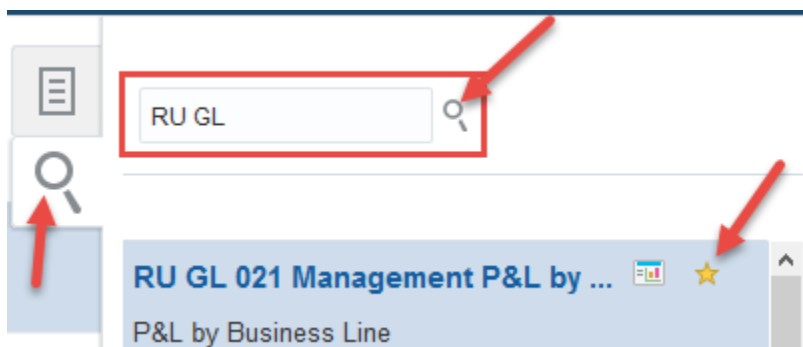
3. Select the **dimensions (parameters)** for the report by clicking the **Select** button. Each parameter must be filled in to get report results. Once all parameters are entered, click **OK** to run the report.

Preview User Point of View - Mozilla Firefox

https://ecbg.bi.us2.oraclecloud.com/hr/modules/com/hy

This report/book runs for the members on the user Point of View listed below.

AccountingPeriod
JUN-17   Select...

Ledger
Rutgers Ledger   Select...

Unit
[Unit].[UNIT VALUES-UNIT V.   Select...

Division
[DIVISION_VALUES-DIVISIOI   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...
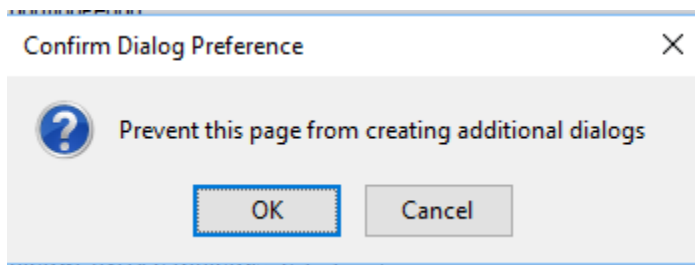
Currency Type
Total   Select...

Help   OK 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.
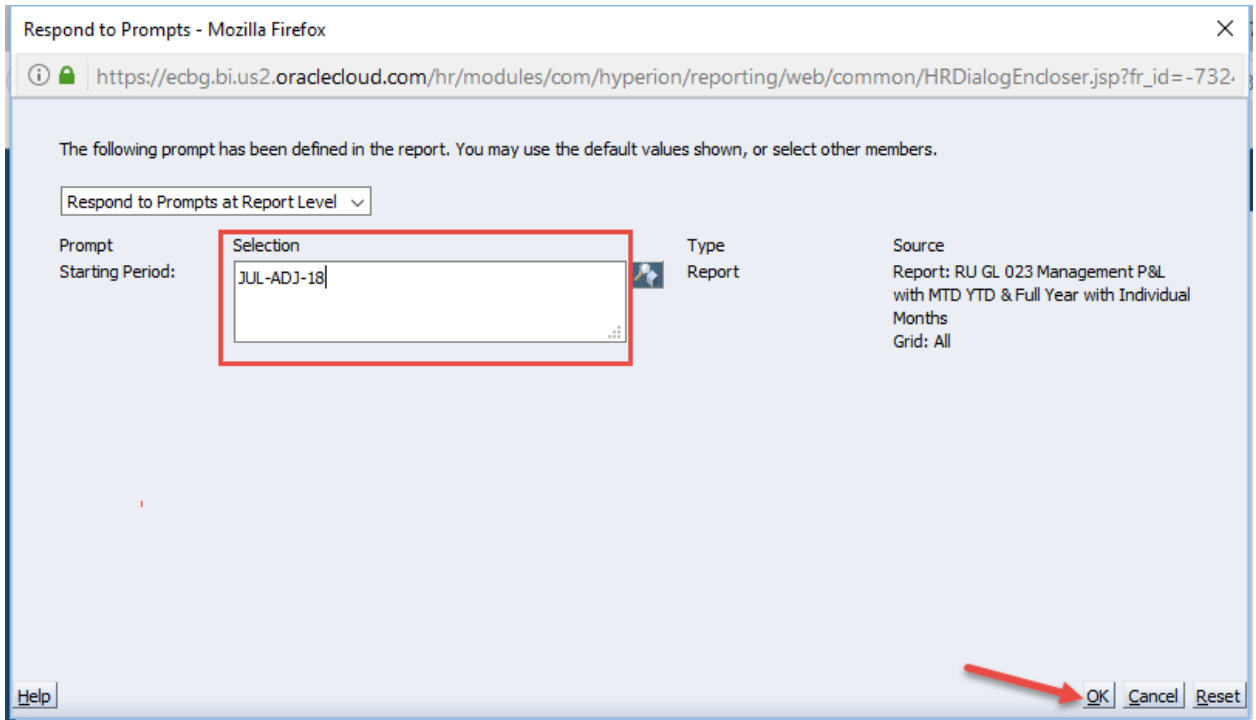

Second, for the **Balance Amount parameter is set to Period Activity** and the **Amount Type parameter is YTD**.

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.
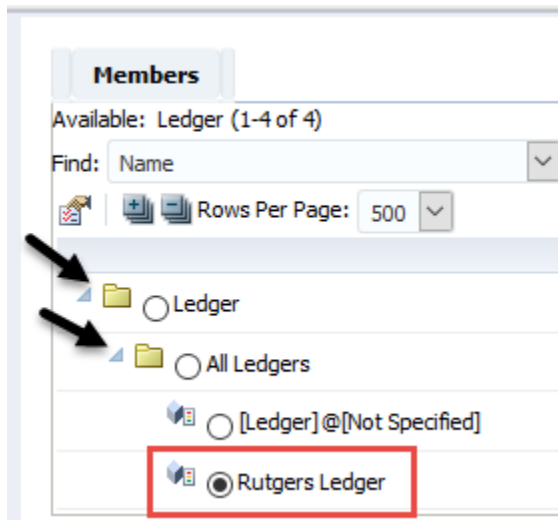
The second way is to use the search field. Delete the asterisk (wild card) in the search field, enter your value and click on the binoculars.
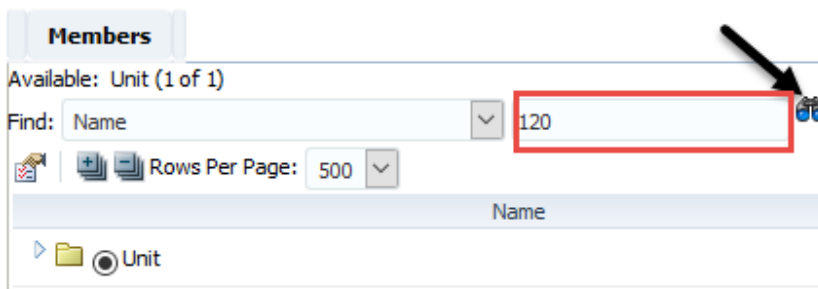
Highlight the radio button for the **Unit Values Current**.

Search Result

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

Report Run Date : 25-Jul-17-1:54:33 PM

|	▲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	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

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.
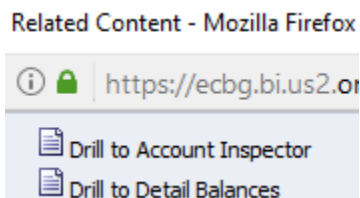
REPORT TIPS

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.

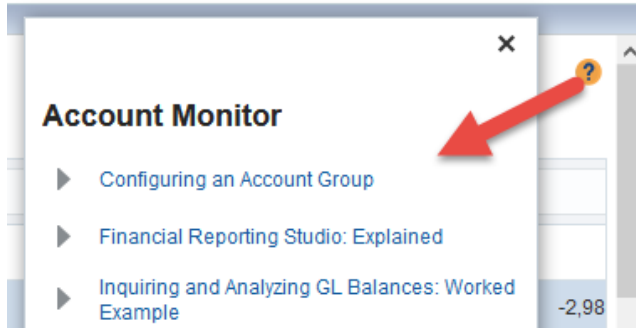2. After running a report, for easier viewing, choose **Detach** (where available)
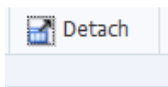
    to display the information in a separate window.

3. Any text or numbers that are in blue denote hyperlinks to view additional information.

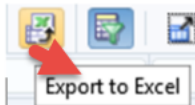4. Enable **Help** throughout the system by clicking on the (?) icon

 in the tool bar for detailed instructions for each section of the screen.

5. 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

6. Export to excel is available for Search results.

7. 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

OK