



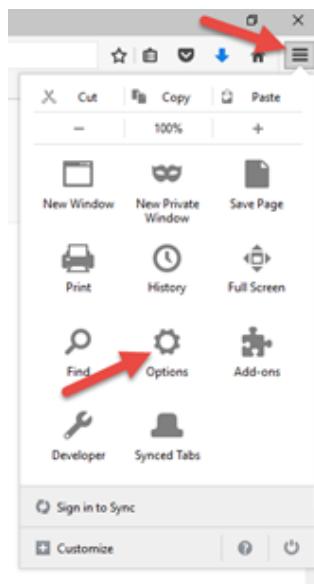
OVERVIEW

This job aid details the desktop set-ups that are needed for running Financial Management System (FMS) Reports and RU Saved Queries. After completing all setups sign out of the financial management system and close your browser so the setting can register. These are one time setups.

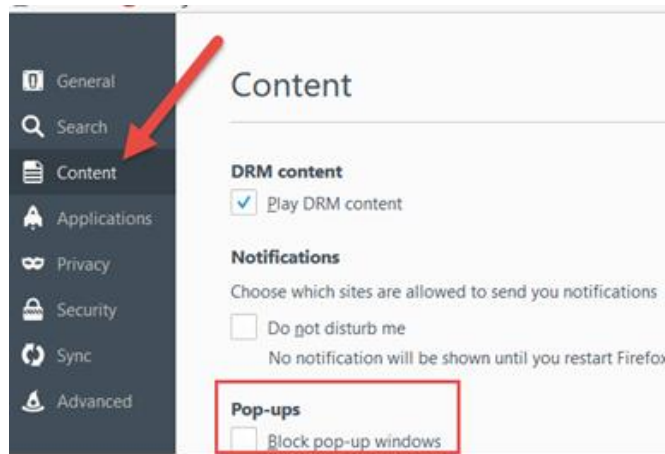
POP UP BLOCKERS - TURN OFF

Pop Up Blockers should be turned off before you run a report.

1. Make sure to use Firefox as your browser. Turn off pop up blockers by: Opening Firefox. Click **Tools**> **Options**.



2. Click on the “**Content**” tab. Remove the check mark in the “Block pop-up windows” box.



SETTING THE POINT OF VIEW (POV) PREVIEW FOR FINANCIAL REPORTING CENTER REPORTS

The Point of View (POV) preview option makes it easier to see the default parameters or select new report parameters for a financial reporting center report.

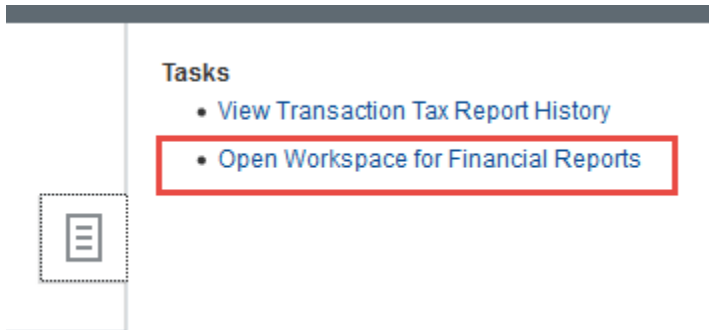
1. After you login to the financial management system, click the **Financial Reporting Center**.



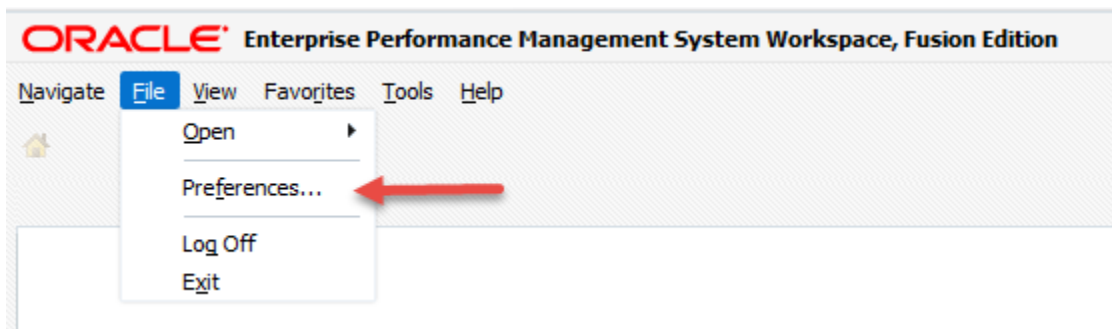
2. In the Financial Reporting Center, click the **Tasks** icon.



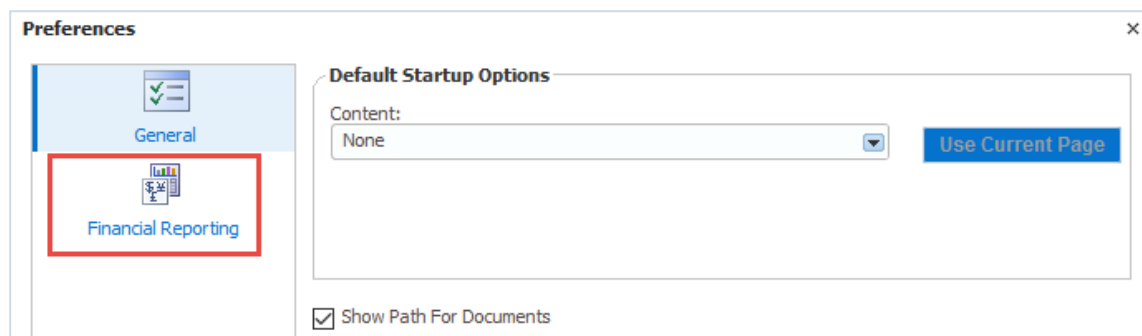
3. Click the link to **Open Workspace for Financial Reports**.



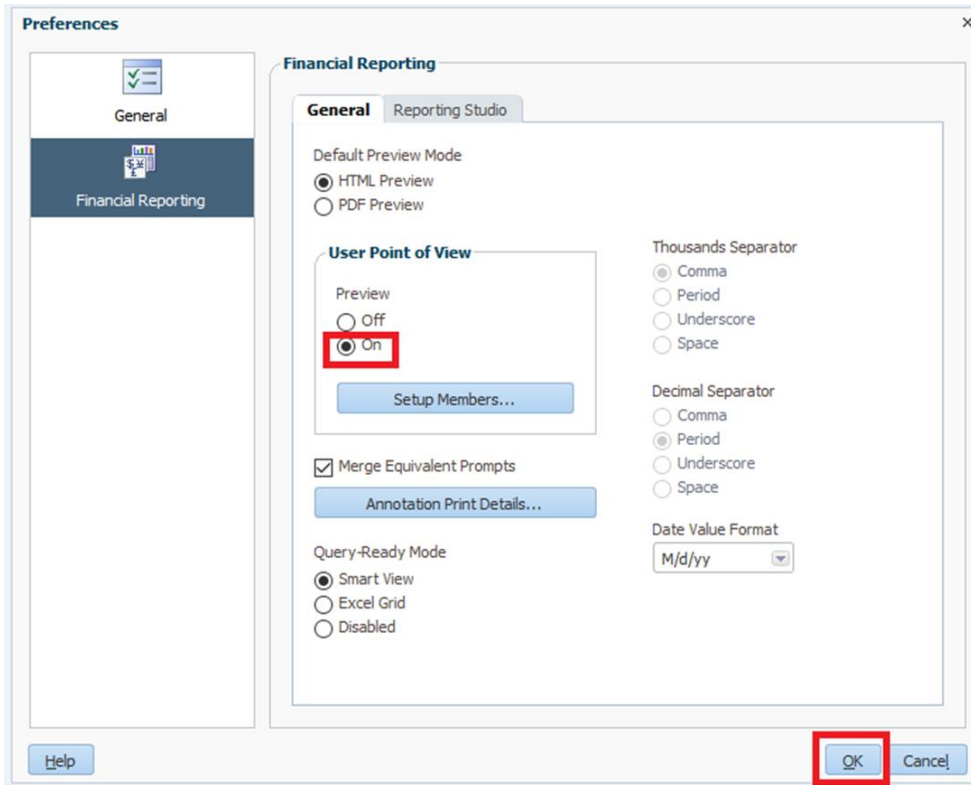
4. Once the workspace for financial reports open, select **File > Preferences**.



5. Click the **Financial Reporting** icon.



6. Select **Preview On** and click **OK**.





With the preview option enabled, when a financial reporting center report is selected, a **point of view (POV) window** will display.

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

AccountingPeriod

Ledger

Unit

Division

Organization

Location

Fund Type

Activity

IntraUnit

Future

Balance Amount

Amount Type

Currency

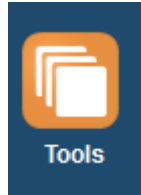
Currency Type



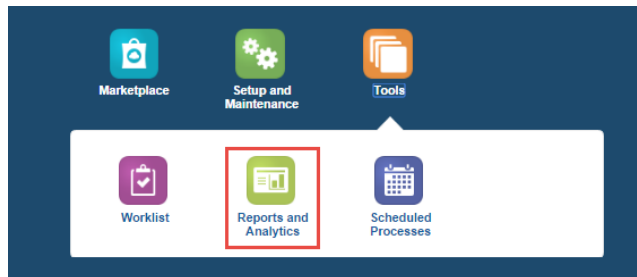
UPDATING LEDGER CURRENCY SETTINGS

In order to see results in the RU Saved Queries, the currency setting must be set to “Ledger Currency”.

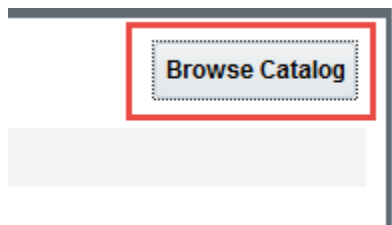
1. After you login to the financial management system, click the **Tools** icon.



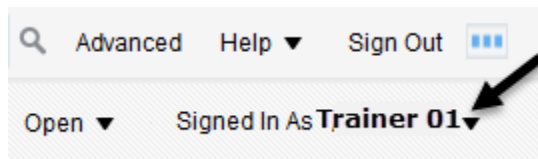
2. Click the **Reports and Analytics** icon.



3. Click the **Browse Catalog** on the right hand side.



4. On the right hand side use the drop down arrow next to your name to select **My Account**.



5. On the **Preferences** tab, select **Ledger Currency** using the drop down arrow in the Currency field. Click **OK**.



My Account [?] [X]

User ID: **Trainer 01**
 Display Name: **Trainer 01**

Preferences | BI Publisher Preferences | Mobile Preferences | Delivery Options | Roles and Catalog Groups

Starting Page: My Dashboard

Locale (location): Default
 Current Session Setting: English - United States

User Interface Language: Default
 Current Session Setting: English

Time Zone: Default
 Current Session Setting: (GMT-05:00) Eastern Time (US & Canada)

Currency: Ledger Currency

Subject Area Sort Order: Default - Sort Z to A

6. When all desktop settings have been completed, logout of the Financial Management System, close your browser, and log back in.

Project Name	Project Number	Project Organization	Calendar Month Code	Invoice Amount	Task Name	Task Number	Revenue Amount	Cost	Net Balance
289010-Snyder Farm Center	502584	53057258069	2016 / 09		289010-Snyder Farm Center	200	541,712.60	266.78	541,445.82
			2016 / 10		289010-Snyder Farm Center	200	545,199.10	2,958.63	542,240.47
			2016 / 11		289010-Snyder Farm Center	200	-536,910.20	2,984.21	-539,894.41
			2016 / 12		289010-Snyder Farm Center	200	0.00	9,588.05	-9,588.05
			2017 / 01		289010-Snyder Farm Center	200	31,118.17	47,665.63	-16,547.46
			2017 / 02		289010-Snyder Farm Center	200	523.00	2,938.69	-2,415.69
									581,642.67