OVERVIEW

This job aid details how to run the RU Saved Queries reports. Make sure you have completed all your report desktop settings before running the queries.

RU SAVED QUERIES

1. Log in to my.rutgers.edu and select the Financial Management System tile.

2. Select the double arrows and Shared Folders.

3. Select Custom>RU Saved Queries.
4. Select one of the queries from the folders.

As an example, under the Projects folder, select **RU Saved Query number 202- Project Summary** will provide Revenue, Costs and Net Balance for Projects by month. Click on the **query name**.
5. You can also select Browse Catalog on the right hand side of the screen and navigate to your reports that way.
6. Enter the query parameters. For example, enter a **Project Number** or use the drop down arrow to search for one. Click **OK**.

![Image of query parameter input fields and project summary table]

7. The query results display. You can export the report to excel by selecting the **Export link** on the bottom left of the report.

![Image of export button and excel spreadsheet]

The **Excel Auto Sum formula** can be added to see the total Revenue, Cost and Net Balance.