Cross Validation Rules Monitoring Reports

As a complement to the new cross validation rules (CVR) that will be implemented on July 1, 2018, there are several new reports to help you find and correct current transactions that violate these rules. Each report will provide the name of the cross validation rule violated. For further details on CVRs, see the Cross Validation Rules section of the COA Initiative Resources Page.

Reports:

- RU GL 094 Transactions with CVR Violations
- RU GL 095 GL Balances with CVR Violations
- RU P2P 009 Open Purchase Orders with CVR Violations
- RU P2P 010 Requisitions with CVR Violations

If you have further questions about how to run these reports, please contact the Financial Help Desk:

Email: finance_helpcenter@finance.rutgers.edu
Phone: (848) 445-2100
RU GL 094 Transactions with CVR Violations Report

This audit report is used to monitor when new transactions violate cross validation rules, including, but not limited to, journals, expense reports, Accounts Payables invoices, project cost journals, payroll charges, purchase orders, and requisitions. Further details for purchase orders and requisitions are available via RU P2P 009 Open Purchase Orders with CVR Violations and RU P2P 010 Requisitions with CVR Violations.

Parameters

- **Accounting Period** and **Unit** are required parameters to run this report and do not have default values that will produce results; you must select values for each of them.

- **Actual/Encumbrance** will allow you to switch between transactions featuring Actuals (A) or Encumbrances (E).

- All other parameters can be customized to refine your query for general ledger and project transactions that violate cross validation rules. These default to **All**.

- Follow the included instructions for scheduling a report. Any parameters selected before selecting **Schedule** will persist in the scheduling interface.
Sample Output

**Chart of Accounts Initiative for FY19**
**Monitoring reports for cross validation rules**

**Note:** Output has been cropped into two images for readability.
RU GL 095 Balances with CVR Violations

This report will display general ledger account strings with cross validation rule violations and their year-to-date balances. The output will show the beginning balance, period activity (debits and credits), and ending balance for the period selected.

Parameters

- **Accounting Period** and **Unit** are required parameters to run this report and do not have default values that will produce results; you must select values for each of them.

- **Unit**, **Division**, and **Organization** can be customized to refine your query.

- Follow the included instructions for scheduling a report. Any parameters selected before selecting **Schedule** will persist in the scheduling interface.
# Chart of Accounts Initiative for FY19

*Monitoring reports for cross validation rules*

## Sample Output

![Chart of Accounts Initiative for FY19](image)

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit</th>
<th>Division</th>
<th>Organization</th>
<th>Location</th>
<th>Fund Type</th>
<th>Business Unit</th>
<th>Account</th>
<th>Activity</th>
<th>Intranet</th>
<th>RUR</th>
<th>iRule Name</th>
<th>Beginning Balance</th>
<th>Period Net Diff</th>
<th>Period Net CF</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>5025</td>
<td>6428</td>
<td>1000</td>
<td>100</td>
<td>9993</td>
<td>12110</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UD 100</td>
<td>-351259.47</td>
<td>0.00</td>
<td>0.00</td>
<td>-351259.47</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>5025</td>
<td>2935</td>
<td>1000</td>
<td>380</td>
<td>9999</td>
<td>20010</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UD 100</td>
<td>1500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1500.00</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>5025</td>
<td>3300</td>
<td>1000</td>
<td>380</td>
<td>6200</td>
<td></td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UD 100</td>
<td>0.01</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>3610</td>
<td>7569</td>
<td>1000</td>
<td>100</td>
<td>5415</td>
<td>70900</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UDO 100.3610</td>
<td>-2380.52</td>
<td>0.00</td>
<td>0.00</td>
<td>-2380.52</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>3610</td>
<td>4993</td>
<td>1000</td>
<td>100</td>
<td>5310</td>
<td>53110</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UDO 100.3610</td>
<td>-0.01</td>
<td>0.00</td>
<td>0.00</td>
<td>-0.01</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>3610</td>
<td>1066</td>
<td>1000</td>
<td>100</td>
<td>5320</td>
<td>60090</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UDO 100.3610</td>
<td>35.36</td>
<td>0.00</td>
<td>0.00</td>
<td>35.36</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>5025</td>
<td>6428</td>
<td>1000</td>
<td>100</td>
<td>9993</td>
<td>12150</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UD 100</td>
<td>-13555.50</td>
<td>0.00</td>
<td>0.00</td>
<td>-13555.50</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>4050</td>
<td>8325</td>
<td>3010</td>
<td>100</td>
<td>9999</td>
<td>25252</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UD 100</td>
<td>-618453.95</td>
<td>0.00</td>
<td>0.00</td>
<td>-618453.95</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>5025</td>
<td>6428</td>
<td>1000</td>
<td>100</td>
<td>9999</td>
<td>12110</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UD 100</td>
<td>-424292.09</td>
<td>0.00</td>
<td>0.00</td>
<td>-424292.09</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>5025</td>
<td>6428</td>
<td>1000</td>
<td>100</td>
<td>9999</td>
<td>12150</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UD 100</td>
<td>-363164.15</td>
<td>0.00</td>
<td>0.00</td>
<td>-363164.15</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>3610</td>
<td>7569</td>
<td>1000</td>
<td>100</td>
<td>5415</td>
<td>70170</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UDO 100.3610</td>
<td>-13751.40</td>
<td>0.00</td>
<td>0.00</td>
<td>-13751.40</td>
</tr>
<tr>
<td>FEB-18</td>
<td>100</td>
<td>3610</td>
<td>4993</td>
<td>1000</td>
<td>100</td>
<td>5310</td>
<td>58900</td>
<td>0000</td>
<td>00</td>
<td>000000000000000000</td>
<td>CVR UDO 100.3610</td>
<td>396.00</td>
<td>0.00</td>
<td>0.00</td>
<td>396.00</td>
</tr>
</tbody>
</table>
RU P2P 009 Open Purchase Orders with CVR Violations Report

This report will list the purchase order details, associated project details, and general ledger account string on purchase order distributions for purchase orders that violate cross validation rules. This report should be run regularly to monitor purchase orders that violate cross validation rules.

Parameters

- **Unit** is a required parameter to run this report and does not have a default value that will produce results; you must select your own value.

- **Unit**, **Division**, and **Organization** can be customized to refine your query.

- Follow the [included instructions](#) for scheduling a report. Any parameters selected before selecting **Schedule** will persist in the scheduling interface.
Sample Output

**Note:** Output has been cropped into two images for readability.
RU P2P 010 Requisitions with CVR Violations Report

This report lists additional relevant information related to requisitions that violate cross validation rules.

Parameters

- **Unit** is a required parameter to run this report and does not have a default value that will produce results; you must select your own value.

- The other GL Account String parameters can be customized to refine your query.

- Follow the included instructions for scheduling a report. Any parameters selected before selecting **Schedule** will persist in the scheduling interface.
Sample Output

**Note:** Output has been cropped into two images for readability.

```
<table>
<thead>
<tr>
<th>Parameters</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>ALL</td>
<td>Location</td>
<td>Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>Fund Type</td>
<td>Rule Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Business Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creation Date</th>
<th>Supplier</th>
<th>Req Number</th>
<th>Line Number</th>
<th>CVR Rule Name</th>
<th>Account</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Line Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-11-2018</td>
<td>Hannah Norris</td>
<td>2220688</td>
<td>1</td>
<td>CVR UDO 100.350C100.3500.1290.2220.150.3425.50110.0000.0000.0000EA</td>
<td></td>
<td>100.00</td>
<td>1</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>04-11-2018</td>
<td>Hannah Norris</td>
<td>2220628</td>
<td>1</td>
<td>CVR UDO 100.350C100.3500.1290.2220.150.3425.50110.0000.0000.0000EA</td>
<td></td>
<td>100.00</td>
<td>1</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>01-19-2018</td>
<td>Barnes and Noble</td>
<td>98218942</td>
<td>1</td>
<td>CVR UD 100</td>
<td></td>
<td>100.5025.6428.1000.390.9999.24130.0000.0000.0000EA</td>
<td>1.00</td>
<td>150304.9</td>
<td>150,304.92</td>
</tr>
</tbody>
</table>
```

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Task Number</th>
<th>Expenditure Org</th>
<th>Project Org</th>
<th>Location</th>
<th>Fund Type</th>
<th>Business Line</th>
<th>Expenditure Type</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scheduling Reports

If you encounter errors when running these reports due to querying a large amount of data, we recommend that you run them via Job Scheduling.

**Scheduling a Report:**

1. From the report, click on the gear icon and select **Schedule**.
2. Select parameters.
3. Output
   a. Select the **Output** tab
   b. Add Email Destination
   c. Complete the **To** and **Subject** fields
Chart of Accounts Initiative for FY19

Monitoring reports for cross validation rules

4. Schedule
   a. Select the **Schedule** tab
   b. Select **Frequency** (reports can be scheduled to automatically run daily/weekly/etc. with the same parameters)
   c. Select **Runtime**
5. Notification – Delivers a notification if the job ran successfully or not. This is optional.
   a. Select the **Notification** tab
   b. Check the **Notify by Email** box
6. Submit
   a. Click the **Submit** button
   b. Enter a Report Job Name
   c. Click **OK**

After the process has completed, you will receive an email with the report attached.