Financial Management System

Release 13 - Enhancements and Changes

September 10, 2018
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Known Issues

Expense Reports – Delegates **This issue has been Resolved**

Users designated as delegates are unable to create an expense report. There is no current workaround. Users will need to submit their own expense reports until a solution is worked out with Oracle.

Exporting to Excel

When exporting project costs, project revenue and Inquire on Detailed Balances data to excel, the fields display as text fields. To convert a column of numbers stored as text to just numbers, follow these steps:

1. Highlight the range of text to be converted.
2. Go to Data, Text to Columns.
3. Click Finish. The numbers are no longer considered numbers stored as text.

Financial Reporting Center – Account Inspector and Drill to Detailed Balances

When using the Financial Reporting Center reports, if you click a hyperlinked value in a report and choose either the Account Inspector or Inquire on Detail Balances, you will encounter an error “You can only drill from Smart View into detail balances, but not to the Account Inspector. All chart of accounts segment values must be detail values. (GL-781721)”

You can get to Account Inspector or Inquire on Detail Balances directly by selecting General Accounting>Period Close and use the hyperlinks listed. You can also run the Account Analysis report to view transactional data.
Changes for department users

Journal Excel Spreadsheet Entry – New

With Release 13, there are two minor changes for creating a journal using a spreadsheet. First, the Group ID field will populate after you submit the journal, not before, as it did prior to the upgrade. Second, the Category field is blank. You must select a category that starts with RU.

Bookmark

The URL will be changing in Release 13 from:

https://ecbg.fs.us2.oraclecloud.com to

https://ecbg.fa.us2.oraclecloud.com

Any bookmarks that you have created in your web browser will need to be recreated including URLs saved for reports and queries. Your saved bookmarks will eventually not function if you do not update your bookmarks.

Navigation

The Home page in the Financial Management System is your starting point for navigating to forms, setting favorites, and responding to notifications. The home page navigator menu is now located on the left hand side on the Home page.
Home Page

The Home page has a different look. The tile size has been enlarged and the colors are brighter.

Manage Columns

Manage Columns is used to hide, display or rearrange the order of columns in a search. In the Search Results toolbar, under View>Columns, Manage Columns is now located at the bottom of the drop down list.
<table>
<thead>
<tr>
<th>Raw Cost Rate</th>
<th>Burden Cost Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Price Amount in Receiver</td>
<td>Transfer Price Amount in Provider Lace</td>
</tr>
<tr>
<td>Ledger Currency</td>
<td>Ledger Currency</td>
</tr>
<tr>
<td>Transfer Price Amount in Project</td>
<td>Transfer Price Amount in Transaction</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency</td>
</tr>
<tr>
<td>Net Zero Item</td>
<td>Converted</td>
</tr>
<tr>
<td>Creation Date</td>
<td>Last Updated By</td>
</tr>
<tr>
<td>Last Updated Date</td>
<td>Contract Name</td>
</tr>
<tr>
<td></td>
<td>Contract Number</td>
</tr>
<tr>
<td>Errors Exist</td>
<td>Supplier Name</td>
</tr>
<tr>
<td>Supplier Invoice Number</td>
<td>Comment</td>
</tr>
<tr>
<td>Accounting Period</td>
<td>Supplier Name</td>
</tr>
<tr>
<td></td>
<td>Comment</td>
</tr>
</tbody>
</table>
Financial Management System – Changes to Reports

Listed below are some minor changes to the Financial Reporting Center and Reports and Analytics in the financial management system.

Financial Reporting Center – Search

The magnifying glass on the right hand side, which was used to search for reports, is no longer available.

Instead search for your reports by entering information in the section “Enter Search Terms”.

Reports and Analytics

The Reports and Analytics tile will automatically open to the list of your favorite reports.

The navigation for “My Folders” and “Shared Folders” is now hidden to give more viewing area on screen.
Click the “Clear Filters” link if you want to browse through the “My Folders” and “Shared Folders”. When you browse through the folders, scroll in order to find the folder or report you need.

Use the Favorites feature to save your reports or queries as favorites and quickly display the reports and queries you use most often. Click the star to make a report or query a favorite.
You will now see the report or query in your favorite’s lists upon opening the Reports and Analytics tile.

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**Reports and Analytics**

![Folder icon] All Folders

Filter: All types, Favorites

![Create button]

Go To Reports

🌟 /shared/Custom/ Go To Reports
## Changes to Projects

In the projects module, the Transfer and Split and Transfer features now include a Contract Number and Funding Source fields.

For Sponsored projects, these fields are required and will automatically populate after you select a Sponsored project.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Project Number</td>
</tr>
<tr>
<td>600100</td>
</tr>
</tbody>
</table>

For Non Sponsored projects, these fields will be greyed out.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Project Number</td>
</tr>
<tr>
<td>201140</td>
</tr>
</tbody>
</table>
Expense Management

Expense Location

When completing an expense report, the location must be searched and then selected from the Search results rather than typing the location in directly. Choose the City, County, State and click OK.
Expense Reports Status

When expense reports are submitted for approval, the report status should change from In Progress to In Approval. Currently, the reports are remaining In Progress. The status below the RBU number will indicate the status of the expense report.
Sponsored Projects

Listed below are changes for Manage Awards.

Manage Awards

To search for an Award, select the Tasks icon and Manage Awards on the right hand side of the Awards search screen.

Reports and Analytics

Reports and Analytics can be selected from the Awards screen. Use the reporting icon under Tasks display the Reports and Analytics folder.