RIAS
RUTGERS INTEGRATED ADMINISTRATIVE SYSTEM

Phase II Reports

November Issue
Volume 1, Number 11

In This Issue

Spotlight on Reports in Discoverer Viewer

The November newsletter will concentrate on some of the Reports you can use to help reconcile fund source balances, the benefits of these reports and the report details. You no longer have to wait for month end to obtain reports. You can generate reports as you need them and reconcile your fund source balances when it is convenient for you. A good place to start is to use the Daily Activity report which displays all transactions that hit your account from the previous day. If you need to research a particular transaction further, use some of the reports listed below.

1. **FD Fund Source Report by Period (MAR)**

This report displays prior month balances, activity detail for the fiscal period and new ending balances for that fiscal period.

Purpose: Displays data for Fund Sources by Fiscal Period

Worksheets: Project To Date Summary without Encumbrances and Project To Date Summary with Encumbrances worksheets are for Grant and Plant Fund Sources and the Year To Date Summary with Encumbrances worksheet is for Auxiliary and State Fund Sources.

Old Report: Monthly Account Reports (paper)

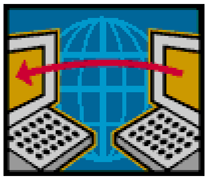
Parameters	**Enter**
Period	Fiscal Period
Fund Source	Six Character Account Number
Accountant Code (assigns accountant under University Controller is responsible for reconciliation of Fund Source)*	2-digit Accountant Code (optional) Used by Central Accounting

***see **Reporting Attributes** in training guide for 2-digit codes

<u>Please Note</u> some queries for this report can take up to 2 minutes to obtain due to combining balances and details in one report.

Report Output

Category Description	Natural Account	Natural Account Description	Supplier/ Category	Po/ Xref	Document Number	GL Posted Date	Prjtd Original Budget Amount	Prjtd Budget Adj Amount	Prjtd Actual Amount	Balance <Deficit>
Consumable Supplies	21000	Supplies Other				01-OCT-2008	$49,398.00	$0.00	$37,889.26	$11,508.74
			Staples Business Advantage	1090605	500236624	08-OCT-2008	$0.00	$0.00	$140.64	<$140.64>
			Staples Business Advantage	1080972	500235609	08-OCT-2008	$0.00	$0.00	$361.84	<$361.84>
			Staples Business Advantage	1090605	500236623	08-OCT-2008	$0.00	$0.00	$375.90	<$375.90>
			W B Mason Co Inc	1090606	1791336	08-OCT-2008	$0.00	$0.00	$329.90	<$329.90>
			Computer Management Corp	1091205	1796123	14-OCT-2008	$0.00	$0.00	$66.00	<$66.00>
	21000						**$49,398.00**	**$0.00**	**$39,163.54**	**$10,234.46**



Creating a Connection to the Data Warehouse

In order to save your report formatting or access Payroll and Budget Status reports, a private connection must be created in Discoverer Viewer. For further information, please use the following link,

http://rci.rutgers.edu/~riasteam/RIASPhaseII/training.html.

Select the online training module, *First Time Connection to the Data Warehouse and Financial Reporting* to help you create your private connection.

2. **FD Departmental Fund Source Balances**
Displays balances, budgets and transaction summary information by fund source type for a given Budget Responsibility (BR) Code or Fund Source. Includes Budgets for state and grant fund sources and beginning balances for all other fund sources.

Purpose: Provides transaction summary and balance information at the highest level about your Fund Sources

Worksheets: By BR Code or By Fund Source

Old Report: Similar to All Account Balances Report

OFIS Screen: N/A

Parameters	**Enter**
Period	Fiscal Period
BR Code	Budget Responsibility Code
Fund Source	Six Character Account Number

**For querying multiple periods, separate the periods by commas or use the wildcard %.

Report Output

Fund Type	Fund Account Type	Fund Source	Fund Source Description	Begin Balance/ Total Budget	Transfers	Revenue	Total Available	Expenses	Current Balance	Encumbrances	Funds Available
Expendable	State	200004	Division Of Accounting	<$1,765,431.10>	$0.00	$0.00	<$1,765,431.10>	$523,232.38	<$1,242,198.72>	$1,157,970.50	<$84,228.22>
	State Total			**<$1,765,431.10>**	**$0.00**	**$0.00**	**<$1,765,431.10>**	**$523,232.38**	**<$1,242,198.72>**	**$1,157,970.50**	**<$84,228.22>**
Grand Total				**<$1,765,431.10>**	**$0.00**	**$0.00**	**<$1,765,431.10>**	**$523,232.38**	**<$1,242,198.72>**	**$1,157,970.50**	**<$84,228.22>**

3. **FD Fund Source Summary by Natural Account (SS, BA)**
Displays summary and transaction totals by Natural Account (sub codes, object codes).

Purpose: Provides summary information on expenses, encumbrances (open commitments), revenue and budget transactions for your Natural Accounts. Use this report to get summary information about transactions for a Natural Account.

Worksheets: YTD Budget & Actuals (Non Grant) and YTD Revenue and Expense worksheets are for Auxiliary and State Fund Sources, (including state cost share), Project To Date Budget & Expense and Project To Date Revenue & Expense worksheets are for Grant and Plant Fund Sources.

Old Report: Similar to the Account Summary by Object Code

Old OFIS Screen: SS (Subsidiary Ledger Expenditure/Revenue Summary) and BA (Balance Available)

Parameters	**Enter**
Period	Fiscal Period
Fund Source	Six Character Account Number

Report Output

Fund Source	Fund Source Description	Natural Account Category	Natural Account	Natural Account Description	Ytd Original Budget Amt	Ytd Permanent Adj Budget Amt	Ytd Temporary Adj Budget Amt	Ytd Total Budget	Ytd Actual Amt	Ytd Encumbrance Amt	<Balance> / Deficit
200004	Division Of Accounting	Personnel	12000	Salaries Regular Employee	$1,830,394.00	$0.00	<$209,116.04>	$1,621,277.96	$543,229.26	$1,078,048.70	$0.00
			12300	Wages of Labor	$2,000.00	$0.00	$0.00	$2,000.00	$2,926.88	$0.00	$926.88
			12500	Student Wages	$10,000.00	$0.00	$0.00	$10,000.00	$8,605.30	$0.00	<$1,394.70>
			12700	Overtime At Premium	$12,000.00	$0.00	$0.00	$12,000.00	$6,185.32	$0.00	<$5,814.68>
			12900	Other Compensation	$1,000.00	$0.00	$0.00	$1,000.00	$3,846.00	$0.00	$2,846.00
		Personnel			**$1,855,394.00**	**$0.00**	**<$209,116.04>**	**$1,646,277.96**	**$564,792.76**	**$1,078,048.70**	**<$3,436.50>**
		Non Personnel	21000	Supplies Other	$16,466.00	$0.00	$0.00	$16,466.00	$4,103.84	$1,313.88	<$11,048.28>
			21200	Computer Supplies	$3,500.00	$0.00	$0.00	$3,500.00	$928.00	$408.79	<$2,163.21>
			30100	Telephone Install	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00	$2.00
			30200	Telephone	$13,300.00	$0.00	$0.00	$13,300.00	$2,276.80	$1.00	<$11,022.20>
			30300	Mobile Phone Charges	$700.00	$0.00	$0.00	$700.00	$0.00	$0.00	<$700.00>
			30400	Telephone Toll Charg	$2,500.00	$0.00	$0.00	$2,500.00	$652.47	$0.00	<$1,847.53>
			30600	Subscriptions	$1,300.00	$0.00	$0.00	$1,300.00	$0.00	$0.00	<$1,300.00>
			30700	Advertising	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$0.00	<$2,000.00>
			31000	Other Services	$1,000.00	$0.00	$1.00	$1,001.00	$14,261.24	$11,418.02	$24,678.26
			31700	Publications Service	$4,000.00	$0.00	$0.00	$4,000.00	$101.54	$0.00	<$3,898.46>
			32100	Postage	$1,000.00	$0.00	$0.00	$1,000.00	$222.39	$409.23	<$368.38>
			34900	Travel Advances	$0.00	$0.00	$0.00	$0.00	$1,212.61	$0.00	$1,212.61
			35000	Travel Other	$4,000.00	$0.00	$0.00	$4,000.00	$246.94	$0.00	<$3,753.06>
			35600	Training	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$0.00	<$2,000.00>
			35900	Registration/Conf Fee	$8,000.00	$0.00	$0.00	$8,000.00	$319.00	$0.00	<$7,681.00>
			41000	Repair & Maint Equipment	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	<$1,000.00>
			41500	Repair & Maint Computers	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	<$1,500.00>
			61000	Rep & Reno Equipment	$0.00	$0.00	$0.00	$0.00	$1,623.58	$3,969.62	$5,593.20
			71000	Add & Improv Equip.	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	<$3,000.00>
			71500	Computer Equipment	$52,963.00	$0.00	$0.00	$52,963.00	$449.95	$304.07	<$52,208.98>
			84200	Stock Merchandise	$0.00	$0.00	$0.00	$0.00	$0.00	$15.00	$15.00
		Non Personnel			**$118,229.00**	**$0.00**	**$1.00**	**$118,230.00**	**$26,398.36**	**$17,841.61**	**<$73,990.03>**
200004					**$1,973,623.00**	**$0.00**	**<$209,115.04>**	**$1,764,507.96**	**$591,191.12**	**$1,095,890.31**	**<$77,426.53>**

Preferences | Exit | Logout | Help

Extra training classes for Journal Creation in the new General Ledger and the RIAS Gateway and Key Features of Discoverer Viewer are in the UHR Enrollment Management system.

Go to the UHR website: **http://uhr.rutgers.edu/profdev/script/login.asp**

After logging in, select **Business/Accounting Courses** and then select **Enroll** next to the class/date you wish to attend.

Busy and can't make class?
Online training for these classes is available on the RIAS Website.

Online Training Link: **http://rci.rutgers.edu/~riasteam/RIASPhaseII/training.html**

Clicking on the **Blue Triangle** in the body of the report will display details about a balance. Clicking on the blue triangle in the YTD Actual Column will display the FD Fund Source Detail (SD) report. Clicking on the blue triangle in the YTD Encumbrance Amount Column will display the FD Encumbrance Detail (CD, CI) report. Clicking on the blue triangle in the YTD Total Budget column will display the FD Budget Detail report.

4. **FD Fund Source Detail (SD)**

The report displays transaction details posted to the General Ledger.

Purpose: Provides transaction details and totals for natural accounts

Worksheets: By Natural Account, By EBRC (Extended Budget Responsibility Code) and By Date Range on GL Posting Date

Old Report: Similar to the Account Detail with Department Activity

Old OFIS Screen: SD (General Ledger Activity Summary Detail) and GD (General Ledger Activity Detail)

Parameters	**Enter**
Period	Fiscal Period
Fund Source	Six Character Account Number
Natural Account	Current 5 digit sub code/ object code
EBR Code	Extended Budget Responsibility Code
From GL Posting Date	Start date of transactions posted to GL
To Posting Date	End Date of transactions posted to GL

Report Output

Natural Account	Natural Account Description	JE Source Name	JE Category Name	GL Posting Date	Document Number	Po Number	Release Number	Cross Reference	Vendor Name	Org Code	Amount Detail	Dept Activity1	Dept Activity2
21200	Computer Supplies	Payables	Purchase Invoices	06-OCT-2008		13	3605		IPO: OIT Authorization SecurID	10469	$228.00		
	Computer Supplies	Payables	Purchase Invoices	06-OCT-2008		13	3617		IPO: OIT Authorization SecurID	10469	$228.00		
	Computer Supplies	Payables	Purchase Invoices	06-OCT-2008		13	3636		IPO: OIT Authorization SecurID	10469	$76.00		
	Computer Supplies	Payables	Purchase Invoices	06-OCT-2008		13	3637		IPO: OIT Authorization SecurID	10469	$152.00		
											$684.00		
											$684.00		

5. **Tracking Invoices and Payments (TP)**

This report displays what has been billed and the payments made against a particular purchase order.

Purpose: Tracks invoices and payment details on Purchase Orders or Tabers

Worksheets: By Invoice, PO and/or Supplier or Payment by Supplier

Old Report: Tracking Invoices and Payments

Old OFIS Screen: TP (Tracking Payments)

Parameters	**Enter**
Invoice Number	Alpha-numeric number assigned once a supplier has billed
Invoice Date From	Start date of invoice search
Invoice Date To	End date of invoice search
PO Number	Purchase Order Number
Release Number	Mainly used with Internal suppliers – combination of Purchase Order Number and Release Number
Supplier Name	Supplier information
PO Date From	Start date of Purchase Order search
PO Date To	End date of Purchase Order search

Report Output

Invoice Number	Invoice Date	Invoice Amount	Amount Paid	Paid Date	Sched Pmt Date	Check Number	Fund Source	Org Code	Natural Acct	Invoice Distribution Amount	Invoice Acctg Date	Voucher Number
RQ 1054427	07-JUL-2008	$130.50	$130.50	10-JUL-2008		1533424	200051	10469	21000	$130.50	09-JUL-2008	1728388
RQ 1055421	10-JUL-2008	$73.50	$73.50	11-JUL-2008		1534215	200051	10469	21000	$73.50	10-JUL-2008	1729411

Department Activity1	Department Activity2	Po Number	Release Number	Invoice on Hold	Latest Hold Name
		1054427			
		1055421			

Did you know that you can move page items (Parameters) into the body of the report by using the Layout link and the More function?

RIAS Phase II is looking for your ideas, shortcuts, or tips when using the new General Ledger and Financial Reports. If you would like to submit tips and techniques to the RIAS Phase II project team for review and possible inclusion in a future newsletter or on the RIAS Phase II website, please send your ideas to the RIAS team at **riasteam@rci.rutgers.edu**.

6. **Document Number Lookup**

This report displays detailed information on a specific transaction such as the Preparer Name, Check Number, Purchase Order Number, Amount

Purpose: Used to get detailed information on a specific transaction that hit your Fund Source.

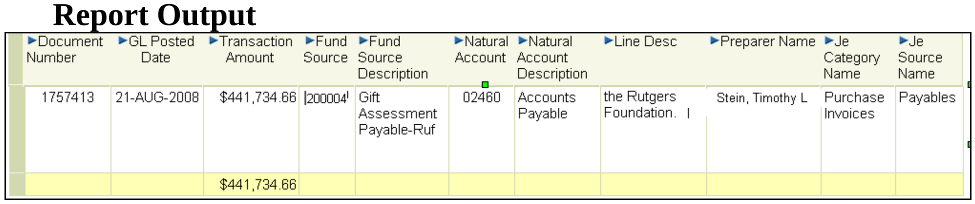
Worksheets: For Actuals and For Budgets

Old Report: N/A

Old OFIS Screen: N/A

Parameters	**Enter**
Fiscal Year	Fiscal Year
Document Number	Journal Number or Purchase Order
Actual Amount	Specific amount for an actual transaction
Budget Amount	Specific amount for a budget transaction
Category Name	Type of transaction generated (i.e. journal, purchase order)
Source Name	How the transaction was generated (i.e. Spreadsheet, Payables)

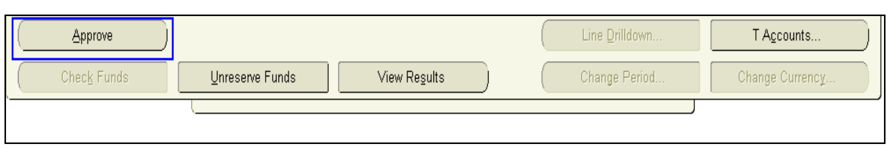
Report Output



Document Number	GL Posted Date	Transaction Amount	Fund Source	Fund Source Description	Natural Account	Natural Account Description	Line Desc	Preparer Name	Je Category Name	Je Source Name
1757413	21-AUG-2008	$441,734.66	200004	Gift Assessment Payable-Ruf	02460	Accounts Payable	the Rutgers Foundation.	Stein, Timothy L	Purchase Invoices	Payables
		$441,734.66								

Removal of the Reverse Button for Journals

The **Reverse** button located in the bottom left-hand corner of the journal screen in the Online Applications has been removed from the system to reduce the number of incorrect reversing journals and to ensure reversing journals are completed properly. The **Approve** button has been relocated to its place.

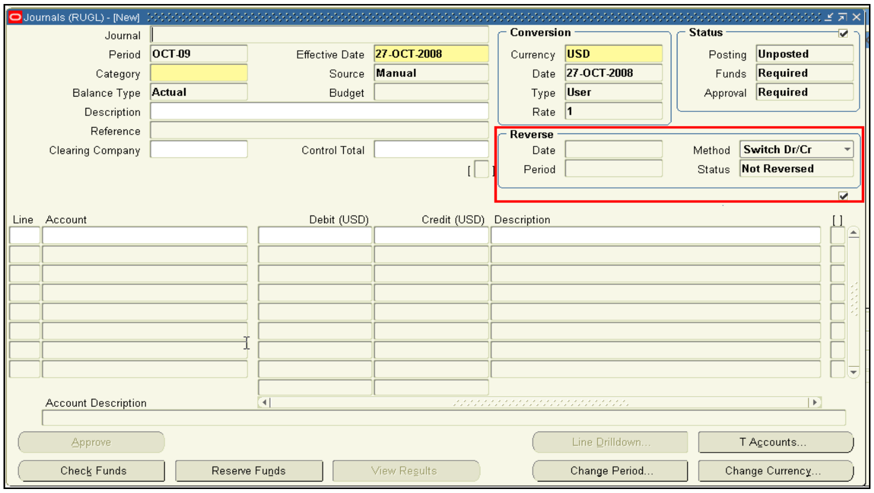


To reverse a journal that has been approved and posted to the General Ledger, a new journal **must** be created.

Some reasons journals are reversed:

- A journal in its **entirety** should have not been entered or has been entered incorrectly
- A journal was duplicated and both the original and duplicate have been posted to the General Ledger

Please note: The Reversal area in the upper-right hand corner of a journal is a future functionality and should only be used during **Trial Balance** time. This future functionality allows you to create a journal and set it for reversal in the next month. Look for this functionality to become active closer to year end.

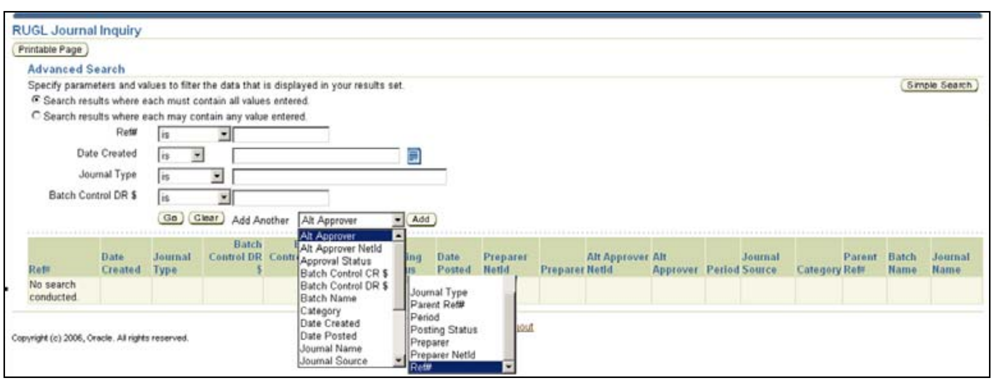


If you need assistance or have questions, please feel free to contact the RIAS Help Desk at 732-445-2100 or email at **rias2gl@rci.rutgers.edu**.

RU Journal Inquiry

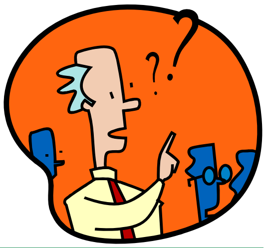
The RU Journal Inquiry is a new feature that has been added to the General Ledger. This feature has easy search functionality to locate a journal in the General Ledger and provides snap shot information about that journal. The RU Journal Inquiry searches for journals that have been created and saved, approved, rejected or in process, and posted or unposted.

Use the RU Journal Inquiry feature to search by Preparer and by a date created range to identify if the journals you created have been approved and posted to the General Ledger or some action still needs to be taken.



The parameters that appear on the Advanced Search screen are:

- **Ref#** - the number assigned to the journal in your notification
- **Date Created –** the date the journal was created
- **Journal Type –** Actual, Budget or Encumbrance
- **Batch Control DR$** - the debit amount of the journal



Do you have questions about RIAS Phase II?

Any of the following resources can assist you in getting your questions answered:

Go to the RIAS website **http://rias.rutgers.edu**

Contact your Business Manager or Central Accounting.

Contact the Help Desk:
email**:**
rias2gl@rci.rutgers.edu
or
call 732-445-2100

In addition, there is the ability to add other parameters to your search by using the drop down box:

- **Alt Approver** – the Alternate Approver's last name
- **Alt Approver NetId** – the Alternate Approver's NetId
- **Approval Status** – Approved, Required, In Process or Rejected
- **Batch Control CR$** - the credit amount of the journal
- **Batch Name** - used by Central Accounting
- **Category** – RU Actuals, RU Budget Permanent or Temporary Adjustment or RU Manual Encumbrance
- **Date Posted** – the date the journal was posted to the General Ledger
- **Journal Name** – used by Central Accounting
- **Journal Source** – *Manual* for a journal created directly in the application, *Spreadsheet* for a journal created using Web ADI, *Budget* for a Budget journal or *Encumbrance* for an Encumbrance journal
- **Parent Ref#** - used by Central Accounting
- **Period** – the fiscal period the journal was created in
- **Posting Status** –Posted or Unposted
- **Preparer** – the Preparer's last name
- **Preparer NetId** – the Preparer's NetId

A journal can be searched on by using one parameter or any combinations of the parameters mentioned above. Try this new feature the next time you need to find a journal.