



The Official Newsletter of the Controller's Report Library

DID YOU KNOW?

The purpose of "Did You Know?" is to provide you with the latest information on new reports, new reporting parameter options, as well as helpful hints to make utilizing the Controller's Report Library a breeze.



VOLUME 27

ISSUED AUGUST 2007

Are the Dog Days of Summer Getting you Down?

If so, I have some really cool reports that are a breeze to run!

The **FIN – IDT Transaction Rpt** provides the detail or summary information you need to make tracking and monitoring your IDT charges feel like a cool breeze on a hot, sunny day!

The **FIN – Inception to Date Rpt** is just the report you need to review and stay on top of your multi-year budgets and expenses. You can enter in the dates for a "slice-of-time" or "inception-to-date". In addition, you can choose a fund status and output option that meets your needs.

Fund Status	Output
<input checked="" type="radio"/> All <input type="radio"/> Active Only <input type="radio"/> Inactive Only	<input type="radio"/> Summary <input checked="" type="radio"/> Detail

Another cool idea is to select the previous parameter button when completing the **WS – Request for Check Form**. Why? So you don't have to keep entering in your requestor's information over and over again! Don't forget to change the other fields accordingly.

Prev Parameter

Requestor's Name *	Department *	Building / Campus *	Room No. *	Phone No. *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you generated the **PURCH – Inv Prior to PO Detail Rpt** lately? This report details the individual invoice(s) dated prior to the issuance date of the PO. You also have the option to run this report by org, pred org, or by vendor.

Helpful Hints

Did You Know....

that you should always exit the Controller's Report Library by clicking the "exit" button in the lower right hand corner of the main page? This will ensure that you have completely exited out of the Library.



that you can get Banner Security forms from the Controller's Report Library?

SEC – Confidentiality Statement

SEC – Department Access Request Form

SEC – General Access Request Form

More Great Tools!

[E-Print](#)

[my.umdj](#)

[Controller's Report Library Manual](#)

Points of Contact

Angela Palumbo
5-9064

Alexis Rean-Walker
5-9104

Please feel free to contact me at palumbav@umdj.edu with any suggestions, comments or concerns.

Stay Cool!
Angela

