



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.

NEWS



VOLUME 12
ISSUED MAY 2006

Extra, Extra... Read All About It!

The Controller's Report Library has an on-line "search" feature.

Now, you don't have to go into Banner to find the Univ ID for any Vendor, Student or Employee. Hooray!!

Simply click the button and select the appropriate Univ ID. Best of all, you don't have to worry about being case sensitive when searching!

There are 37 reports that include this new and exciting option. Is your favorite report among them?

Ready for FY-2006 Year End Close?

As you well know, June 30th is quickly approaching and another Fiscal Year will soon come to an end. *So get moving!!*

To get a list of open encumbrances by Org and Last Transaction Date generate the **FIN – FY Encumbrance Listing Rpt.**

After entering the Org, Fund and various other parameters, select the following parameters:

Status: Open Only
Org: Org, Encum Type
Order By: Last Invoice Trans Date

Once you close the open PO's and liquidate the encumbrances, generate the **FIN – Available Balance Detail Rpt** to see how much you now have available! To generate the report by account, select the "Acc – Account" option from the Group parameter.

I hope you find May's newsletter helpful as you wind down FY06.

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

Angela

Helpful Hints

Did You Know....

that you can request a new report or report enhancement made to an existing report by e-mailing fiss-help@umdnj.edu.

that June 6th is the next training class for the Controller's Report Library?

Dates and Locations:

New Brunswick – June 6th

[Controller's Report Library training course # P677](#)

[Course Registration Form](#)

More Great Tools!

[E-Print](#)

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[Controller's Report Library Manual](#)

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