



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.

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Our Most Popular Reports/Forms Fiscal Year 06 YTD

Coming in 4th place with a total of 2,505 reports generated is the **HR – New Hire or All Labor Dist Rpt.**

Did you know that by entering a specific date in the "Orig Hire Date" field you would retrieve only the employees hired on or after that date?

Orig Hire Date >= All

Hence, if you select the "All" button you will capture all employees regardless of their hire date. Either way you run it, you will get the employees' salary and labor distribution information.

Orig Hire Date >= All

In 3rd place we have the **WS – Change Source of Funds Form** with a total of 2,510 forms completed. If you haven't completed a **WS – Change Source of Funds Form** and are still hand writing the old paper forms, all I can say is...shame, shame on you!

2nd place is the **HR – Monthly Earnings by Employee Rpt** with a whopping 4,003 reports generated.

Did you know that this report could be run by individual employee as well as finance org or home org?

And the **#1 report** with the amazing amount of 12,960 reports generated is the **FIN – Transaction Detail Rpt!!!**

What can I say about a report that is generated an average of 65 times a day! Remember for optimal running time always include the "Fund" and "Org" and stay away from those "All" buttons whenever possible.

I hope you find April's newsletter helpful. Next month's issue will be "count down to FY07".

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

Angela

Helpful Hints

Did You Know....

that the "View Org Hierarchy" button is customized to display only the Orgs that are included in your Banner Security role?

that there are two Control Report Library training classes in May?

Stratford – May 22nd
Newark – May 25th

Don't delay, sign up today!

Dates and Locations:

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

[Course Registration Form](#)

More Great Tools!

[E-Print](#)

[my.umdnj](#)

[Controller's Report Library Manual](#)

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