



## 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 9  
ISSUED FEBRUARY 2006

### Featured Reports of the Month

#### Grants

**Did You Know** there are only four months left in FY06? Don't panic, you have plenty of time to review your balances. To insure you don't have any negative balances for restricted or unrestricted orgs, generate the **FIN – Negative Balances Rpt.**

Have you checked out the **GRNT – Calculated Fringe Benefit Rpt** lately? By generating this report you will know how much "fringe benefits" cost per individual on a Grant. You can select from Fin Org, Home Org, Faculty or Staff Summary as your output option.

How are your PI's doing? Are overhead revenues on target? Is your Department receiving the appropriate share of faculty member's overhead? The **GRNT – Overhead Dist by PI Rpt** can assist you in answering these questions.

#### *New Report....*

**Attention all Users!** The **AP – Payment History by Pred Org Rpt** is the newest report added to the Library. You can get a detail history of payments for one account code, a list of account codes, or all account codes by Pred Org.


#### *New Parameter Option....*

You can now generate the **HR – Overtime Trend Rpt** by Univ. ID. Don't know the Univ. ID's for your employees? Just generate the **HR – Employee Roster by FTE Rpt** for your department.


Thanks, MaryLynn for the excellent suggestion!

### Helpful Hints

#### *Did You Know....*

 that the **AP – History by Org Rpt** is now in "alpha" order by vendor name.

Another great suggestion from our users. Thanks, Camden Training Class!

 that training for the Controller's Report Library is available!

#### Dates and Locations:

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

[Course Registration Form](#)

### More Great Tools!

[E-Print](#)

[my.umdj](#)

[Controller's Report Library Manual](#)

I hope you find February's newsletter helpful. Next month's issue will focus on Human Resources and Payroll.

Please feel free to contact me at [palumbav@umdj.edu](mailto:palumbav@umdj.edu) with any suggestions, comments or concerns.

Enjoy!

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