



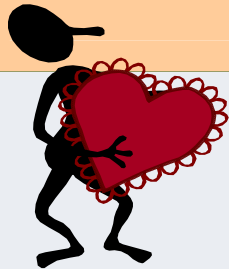
# The Official Newsletter of the Controller's Report Library

## 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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Like your favorite box of Valentine candy, the Controller's Report Library is filled with a variety of goodies!

Calories? Not from these goodies! So, go ahead, get a little nutty, and sample the **AP – Payment History by Org Rpt** when you need to know what PO and non-PO payments have been made against an org, range of orgs or Pred org.

Another treat is to run the **AP – Payment History by PO# Rpt** to retrieve the payment history for a Purchase Order.

**Did you know** that you can view and print the entire Purchase Order from **Banner Self Service – Finance**? Go to View Documents and enter in the PO number and select "view document".

Choose type:

For something delicious, sample some of the General reports. The **GEN – Fin Org Hierarchy Rpt** will provide you with the name of the org officer and ascending or descending org hierarchy information for levels 4 through 8. You also have the option to run this report by active or inactive status.

Or

Try the **GEN – Account Code Hierarchy Rpt** for when you need to know the account code hierarchy information.

Another flavorful selection is the **GEN – Org Listing Rpt**. Why? Because this report can be run for home or timesheet (z-orgs), and by financial org(s). Either way, you will get the title, description, org officer, e-mail address, fund, and fund type.

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

Enjoy!  
Angela

### Helpful Hints

#### Did You Know....

that the description field on the **WS-Request For Checks Form** has increased to 45 characters?

Description (45 char max)

that the **HR-Annual Salary Trend Rpt** now includes the amount of increases or decreases by percentage?

| FY2006 | Pct Chng | FY07   |
|--------|----------|--------|
| 47,542 | 4.55     | 49,705 |

that training classes are starting up again?

Newark – April 25<sup>th</sup>  
Stratford – May 8<sup>th</sup>  
New Brunswick – June 6<sup>th</sup>

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

[Course Registration Form](#)

### More Great Tools!

[E-Print](#)

[my.umdnj](#)

[Controller's Report Library Manual](#)

### Points of Contact

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