



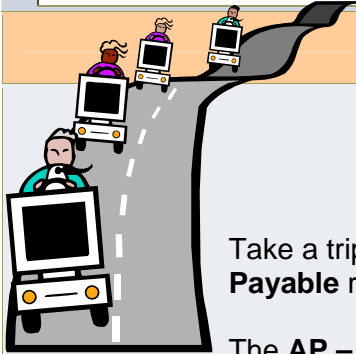
The Official Newsletter of the Controller's Report Library

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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Report Cruising This Summer?

Take a trip down memory lane with the **AP-Accounts Payable** reports.

The **AP – Vendor History Rpt** is just the report to get you moving. To get a list of what payments have been issued to a vendor, select the "checks issued" option from the Invoices section. Did you know that the Vendor's invoice # is on this report?

The **AP – Vendor Payment Summary Rpt** is a good report to use if you need to gather payment information by a particular Vendor or dollar amount.

Have you ever received a call from a Vendor saying they lost the backup to your payment? Did you know that you could quickly get them the information by running the **AP – Payment History on A Check Rpt**? Just enter the check # and away you go!



Put the pedal to the metal with the **AP – Payment History by Pred Org Rpt** when you need the payment information by department or division for all PO and Non-PO invoices.

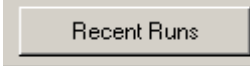
To keep track of your purchase order balances, cruise the **AP – Payment History by PO # Rpt**. Enter your PO # and select "checks issued" to get all the payment information you need.

Get groovin' while you're movin' with the **AP – Payment History by Org Rpt** to get the payment history for your department. You can even generate this report for a particular invoice # or by an account #.

Vendor Invoice #		To		<input type="checkbox"/> All	Or	Account		To		<input type="checkbox"/> All
	<input type="text"/>		<input type="text"/>				<input type="text" value="702201"/>		<input type="text"/>	

Helpful Hints

Did You Know....

that you can click on  to see which reports you recently ran?

that we added the timesheet description to the **HR-Employee Roster by FTE Rpt**?

that you can select from three different report outputs? You can choose print hard copy, Excel data file, and Access database. You can pick any or all of them simultaneously.

Either way you're in the driver's seat!



More Great Tools!

[E-Print](#)

[my.umdni](#)

[Controller's Report Library Manual](#)

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

Enjoy!
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