



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 25

ISSUED JUNE 2007



Just like the sand through an hourglass so are the months of the Fiscal Year.

Believe it or not, another Fiscal Year is coming to a close! This year has certainly been a busy one for the Controller's Report Library. Since last June we have enrolled 567 new users making a total of 781 users.

Okay, now for business!

Did you know that you could generate the **AP – Accounts Payable Accruals Rpt** to get a list of invoices dated prior to year-end but paid in FY08. Did you accrue for those invoices?

Have you generated the **FIN – Negative Balance Rpt** lately? Time is running out on FY07, so get busy and make sure you aren't seeing red!



Want to save time? Just run the **HR – Monthly Earnings by Employee Rpt** to check your redistributions instead of going into Banner. Remember to select Transaction Period instead of Fiscal Period from the **Re-Distribution** option, so you can see how the salary redistribution was actually posted to finance. Be sure to note the "Earnings data as of" date when running this report.

Re-Distribn (Click label)

Tr - Transaction Period

Fiscal Period

Transaction Period

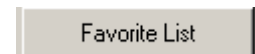


Still using that old fashion Change Source of Funds paper form? Why? You could be utilizing the **WS – Change Source of Funds** form to make your changes and job easier.

Helpful Hints

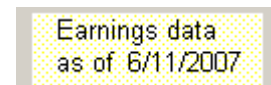
Did You Know....

that the Controller's Report Library has a "Favorite List" button?



that we will be updating the "Earnings data as of" snapshot on the following dates?

July 2nd, July 5th,
July 6th, July 11th,
July 13th, and July 18th



More Great Tools!

[E-Print](#)

[my.umdny](#)

[Controller's Report Library Manual](#)

Points of Contact

Angela Palumbo
5-9064

Alexis Rean-Walker
5-9104

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

Happy Year-End!
Angela