



# Controller's Report Library Newsletter

## 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.



## Spring Into the Budget Season!

In anticipation of the **FY-2009 Budget Season**, let's review some tools that may assist you and your staff...

Start your "spring cleaning" by running the **GEN - Fin Org Hierarchy Rpt (18)**. Select 'A-Active Only' (Status) with 'Tmd - Terminated Officers Only' (Org Officer Status). This will show what file maintenance is needed as you begin preparing for the **FY 2009 Budget**. At the same time, you can review your Org rollups to ensure that your cost centers are aligned with the correct department and officer.



Now that you have identified and made your Org Officer and Org Hierarchy corrections, "sweep out" your old positions by seeing which employees and positions are still listed on closed indexes/orgs. Run the **HR - Vacant/Filled Position Rpt (208)** by entering a Fin Org, Pred Org and/or Z Org and selecting 'I-Inactive Only' (Fin Org Status) and 'Both Filled and Vacant' (Position Status).



Thanks, Mary Lynn!

To finish your spring-cleaning, "dust off" your department's purchase orders by running the **FIN - FY Encumbrance Listing (65)**. Take the time to identify which PO's should be closed and those in need of Change Orders.



Since your clean-up is complete, you're ready to get started with your budget prep...roll up your sleeves and monitor your operational activity for the current fiscal year by checking out the **FIN- Monthly Operating Rpt (24)**. Enter your Org or Pred Org and retrieve a "trend analysis" comparing current period expenses to prior month and prior year averages. **And....**

Then take a chance on the **FIN - Budget/ Expense by Category Rpt (106)** which will provide you with the difference between your Budgeted Amounts and Actual Expenses by Functional Category (salaries, fringe, supplies, equip, etc) subtotaled by Org.

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

## Some Helpful Hints

### Did You Know....

☞ That there is a **New Feature** on the main menu screen and you can now re-sort your reports and view them in **Report ID#** order. Just check here on the main menu:

Sort By Rpt ID

☞ That if you forgot which report you are looking for you can view the reports you most **recently ran** by clicking this button on the main menu screen:

Recent Runs

☞ That you can create a personal menu. While viewing reports available to you on the main menu, select one and click this button to add to your personal menu:

Favorite List



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