



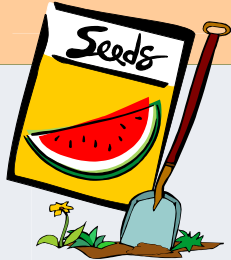
# The Official Newsletter of the Controller's Report Library

## 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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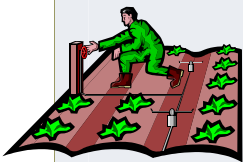


### May is a good time to plant your seeds for the new Fiscal Year.

Before you plant your new FY08 seeds you must pull out those FY07 weeds!

So, go ahead and generate the **FIN – Monthly Operating Rpt** to see a trend analysis comparing current period expenses to prior month and prior year averages. Did you allocate your crop appropriately?

Did you know that after you close an open PO and liquidate the encumbrance the dollars become available? Check out the **FIN – Available Balance Detail Rpt** by org, fund, and account to see how your available balance has grown!



Before you plant new positions in FY08, make sure you can't recycle a prior position number that has never been utilized. The **HR – New Position Rpt** has a harvest worth of information. You will retrieve the org, org description, officer, position #, position budget, and the date the position was created.

If you have never generated the **HR – Termination Rpt** now would be a good time! Why? Because this report will keep your salary dollars from creeping up and spoiling your budget. Has everyone been terminated that should be? Will you be replacing this position in the coming months or fiscal year?

Another report that will keep your FY08 budget healthy and plentiful is the **FIN – Transactions Detail Rpt**. This report will provide you with all of the transactions that take root in your department(s) expenses. Just remember for optimal running time always include the "fund" and "org" and stay away from those "All" buttons whenever possible.



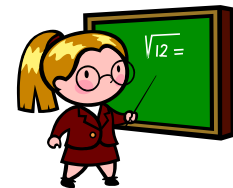
### Helpful Hints

#### Did You Know...

that a new parameter is added to the **AP-Payment History by Org rpt**? You can now search by invoice #.

Thanks, Letice!

that training classes are almost over?



Newark – June 6<sup>th</sup>

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

[Course Registration Form](#)

### More Great Tools!

[E-Print](#)

[my.umdj](#)

[Controller's Report Library Manual](#)

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Enjoy!  
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