



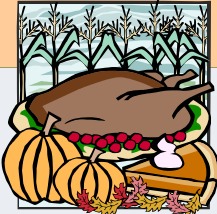
The Official Newsletter of the Controller's Report Library

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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What do the Controller's Report Library manual and a Thanksgiving turkey have in common?

They are both full of good stuff!!!!

The revised manual is stuffed with useful information, samples of reports, and step-by-step instructions for exporting your reports to Excel.

If you are new to the Controller's Report Library, go ahead and feast on the **General** section to get an introduction to the workings of the Library.

Already familiar with the workings of the Library but interested in learning more? Go to the **parameter page** to learn about each of the four sections. Learn how to use a **wildcard** when filling in a field, to generate a report for **non-sequential orgs**, exporting reports to **Excel**, and much more.

Feeling comfortable with your level of knowledge but interested in learning about available reports? I suggest you sit back in your favorite chair and indulge yourself in the **Accounts Payable** section. The **AP – Vendor History Rpt** will help you keep track of payments issued, or in the process of being issued, to a vendor(s). This report includes the vendor's invoice number, invoice amount, PO # and other important information.

Tired of left over turkey and watching football? How about reading up on those **Accounts Receivable** reports you keep meaning to learn more about. Having trouble locating a deposit? Did you know that the **AR – Cash Deposit Rpt** identifies the account distribution and contact information? You can search by cash receipt number, amount or description.

Flip through the **Worksheet** section to see if any new options have been added to your favorite forms. Did you know that the **WS – Travel Advance and Travel Expense forms** have a link to the University's Travel Policy?

I hope you find November's newsletter helpful. Don't forget to check out the rest of the manual and not just the sections I have listed.

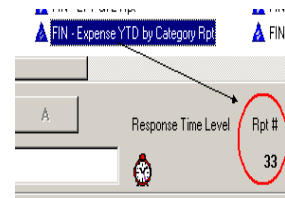
Please feel free to contact me at palumbav@umdnj.edu with any suggestions, comments or concerns.

Happy Holidays!
Angela

Helpful Hints

Did You Know....

that we moved the placement of the report number next to the clock section so you can easily identify each report by number and name?



that space is still available for the upcoming class?

New Brunswick – Dec. 8th

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

[Course Registration Form](#)

More Great Tools!

[E-Print](#)

[my.umdnj](#)

[Revised -- Controller's Report Library Manual](#)

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