



# 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.



### Work shouldn't be a frightening experience!

Nor should balancing your budget! That's why we added a new report to help take the fright out of keeping track of your budget.

The **FIN – Budget Detail Rpt** will keep you up-to-date with all the latest changes. In addition, you will be able to see your yearly budget broken down by each individual period by account code. Is your monthly budget allocated correctly?



### More Spooktacular Reports...

Are you all wrapped up in trying to keep your restricted funds balanced?



Then you haven't tried the

**FIN – Restricted Fund Availability Rpt!** Why this report even includes the Grant "start" and "end" dates.

**FIN – Monthly Expenses by Program Rpt** will have you rolling up your sleeves and sinking your fangs into your work! Just imagine generating a report by "annual" or "YTD" budget, with or without salary, by Org or Pred Org for your Programs.



How about a report that will give you your YTD budget by faculty salaries, non-faculty salaries, supplies, and travel as well as other functional categories? Go to the **FIN – Budget YTD by Category Rpt** and see for yourself! This report also includes the budget for clinical trial revenues.

Or you can try the **FIN – Budget/Expense by Category Rpt** to see the budget and expenses by faculty salaries, non-faculty salaries, supplies, and travel as well as other functional categories. Of course, this report also includes the budget and expenses for clinical trial revenues.

I hope you find October's newsletter helpful and entertaining.

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

Trick or Treat!

*Angela*



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### Helpful Hints

#### Did You Know....

that the State and Zip fields on the WS-Honoraria Voucher Form have been expanded to accept International addresses?

Thanks, Mary!

that training classes are filling up?



Stratford – October 31<sup>st</sup>  
Newark - November 8<sup>th</sup>  
New Brunswick – Dec. 8<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](#)

### Points of Contact

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