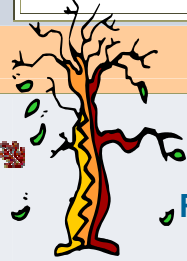




The Official Newsletter of the Controller's Report Library

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.



Fall into the habit of using the Controller's Report Library to assist with your reporting needs!

This month we added two new Purchasing reports to keep you from falling down on the job! 🍁

To get a detailed list of transactions that are potential violations to the UMDNJ Procurement Policies generate the **PURCH – Inv Prior to PO Detail Rpt**. This report details the individual invoice(s) dated prior to the issuance date of the PO. You can run this report by Org or Pred Org, as well as, by Vendor ID.

The **PURCH – Inv Prior to PO Trend Rpt** will provide you with a trend analysis summarized by unit, dept or org for these transactions. To assist you in your review you can compare to prior months and also your prior year average.

To get a list of open and/or closed encumbrances select the **FIN – FY Encumbrance Listing Rpt**. Did you know that you could generate this report by Vendor ID or by Account code?



Having problems reconciling your purchase orders? Not sure if it's time to do a change order? The **AP – Payment History by PO # Rpt** will have you jumping around like a kid again! Why? Because this report has it all. You will be able to identify the original purchase order, change orders and available balance. To include invoices awaiting payment, select the "All" option from the "Invoices" parameter.



Invoices (Click label)

Another excellent report to help you keep track of your spending is the **FIN – Line Item Detail Rpt** that compares the invoice amount to the PO amount by each line item. You could easily keep an eye on freight costs. Yes, it does go against your total availability for that PO. 🍁

I hope you find September's newsletter helpful.

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

Happy fall!
Angela

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Helpful Hints

Did You Know....

🌐 that the Fund Type is now a parameter on the [FIN-Available Balance Rpt?](#)

Thanks, MaryLynn!

🌐 that the Location Code is now an output column on the [FIN-FY Encumbrance Listing Rpt?](#)

Thanks, Doug!

🌐 that new training classes are starting for the Fall?

Stratford – October 31st
Newark - November 8th
New Brunswick – Dec. 8th

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

[Course Registration Form](#)

More Great Tools!

[E-Print](#)

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[Controller's Report Library Manual](#)

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