



## 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.



### Happy Anniversary

#### Did You Know.... turns one!

It's hard to believe that one year has passed since our June 2005 premier issue. Over the last 12 months, we have enrolled 214 new Library users, added 30 new reports and incorporated countless numbers of parameter options.

I must tell you, I am thrilled that we continue to receive feedback from our readers. This month we included two excellent suggestions. Keep your eyes open over the next few months to see who else will submit more outstanding ideas.

Please don't be shy...e-mail your ideas to [fiss-help@umdnj.edu](mailto:fiss-help@umdnj.edu).

#### Now, let's get down to business so you'll be ready for the final close on July 7th!

For a quick look at your "available balances" for FY06 by salary and non-salary select the **FIN – Available Balance Detail Rpt.** You must choose the "Salary/Non Salary" option from the Group parameter. Don't forget, you can also choose the "Acc – Account" option to view your balances by account code.

If your balances are not ending up the way you expected, you may want to check out the **FIN – Transaction Detail Rpt.** Enter the fund, org, and account code(s) as well as any other necessary parameters. To get a detailed list of transactions click the "S/L All Fields" option from the Ledger parameter. You may want to save this report in Excel!


To avoid seeing **red** run the **FIN – Negative Balance Rpt.**

I hope you find June's newsletter informative. Please feel free to contact me at [palumbav@umdnj.edu](mailto:palumbav@umdnj.edu).


Happy Summer!  
*Angela*

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#### Did You Know....

 that the WS-Change in Source of Funds Form now includes the Fund Type?

Thanks, MaryLynn!

 that the FIN-Inception to Date Rpt now includes the description for each account code?

Thanks, John!

 that we offer private training classes for groups of 10 or more?

Call Alexis or myself for details.

#### More Great Tools!



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[Controller's Report Library Manual](#)

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