

Financial Reporting Application

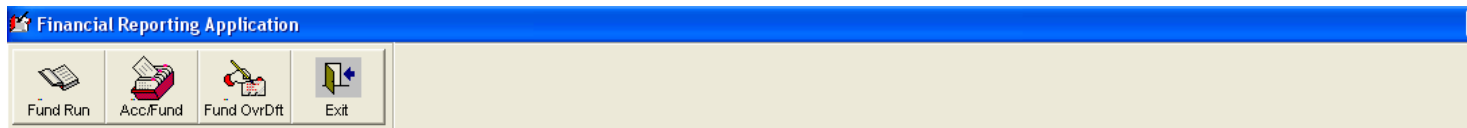
The Financial Reporting Application is a stand alone program that can run from your desktop. It is composed of 3 program components as follows:

The **Fund Run Program** - Recreates the Fund Run (FSO 150) report for a specified time period and up to five funds in one report.

The **Account/Fund Summary Program** - Summarizes account and fund data by selected categories based on a variety of criteria.

The **Fund Overdraft Program** - Summarizes fund information based on a specified overdraft amount.

When you double click on the Financial Reporting Application icon on your desktop and login to the system, the following screen appears. The four buttons at the top left hand side of the screen allow you to select the Fund Run Program, the Account/Fund Summary Program, the Fund Overdraft Program or to Exit the program.



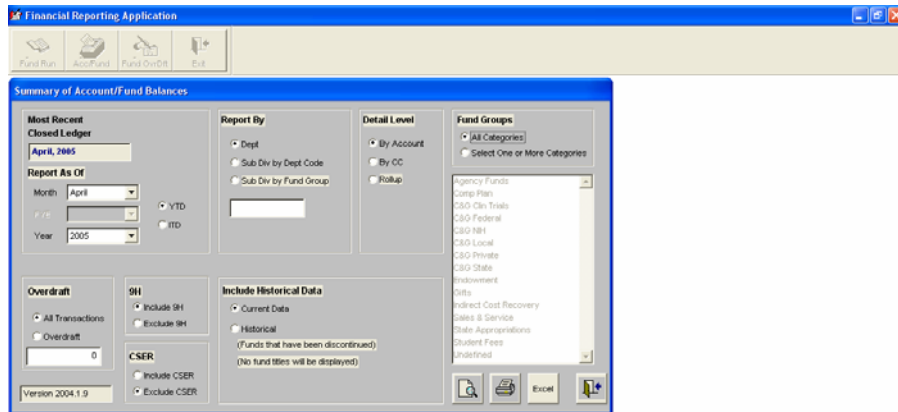
If you select the **Fund Run Program**, the following screen appears.

A screenshot of the "Fund Run" entry screen. The window title is "Financial Reporting Application". Below the title bar is a menu bar with four buttons: "Fund Run", "Acc/Fund", "Fund OvrDft", and "Exit". The main area is titled "Fund Run" and contains several input fields and options. On the left, there is a "Most Recent Closed Ledger" field with a dropdown menu showing "April, 2005". Below this are "Month" (dropdown menu showing "April"), "Year" (dropdown menu showing "2005"), and "FYE Proc Ind" (dropdown menu). On the right, there is an "Enter Fund(s)" field with five empty input boxes. Below these fields is a section titled "Include Historical Data" with two radio buttons: "Current Data" (selected) and "Historical" (unselected). Below the radio buttons is a note: "(Includes Accounts that have been discontinued) (No fund or account titles will be displayed)". At the bottom of the screen, there is a "Version 2004.1.9" label and four buttons: a magnifying glass (preview), a printer (print), "Excel" (send to excel), and a power icon (exit).

The entry screen allows you to enter up to 5 fund numbers and select the "as of" month. It defaults to the mostly recently closed month. For the Month field, if you enter the most recent "Closed" month you will get the data as of the most recent ledger month. If you enter the month after the most recent closed ledger i.e., the most recent closed month plus one, you get the most current information. At the bottom of the screen are buttons that allow you to preview, print, or send to excel the fund summary ledger for the fund(s) you have selected. You also have the option to exit the screen.

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If you select The **Account/Fund Summary Program** on the initial screen, the following screen appears.

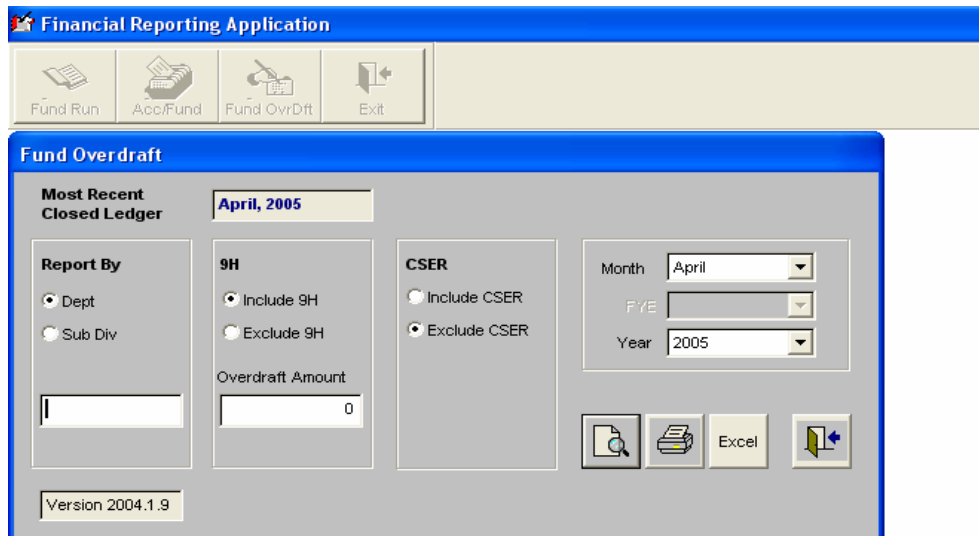


You have various parameters you can set such as the reporting period, the detail level, the fund category (either a selected category or all categories), and whether to include 9H or CSER. The four buttons on the bottom of the screen allow you to view, print, or send the report to Excel. You can also select the button to exit the screen and return to the opening screen.

If you wish to view only those accounts in your department that are in overdraft you can select the appropriate radio button (either "All transactions" or "Overdraft") at the lower left hand side of the screen. You can also specify an overhead threshold level.

The Detail Level is an important parameter. If you select By Account you can determine if individual FAUs are in overdraft while selecting Rollup will tell you if the overall fund has a positive balance. You have the option to run the report with both options and thereby being able to determine if a TOF is necessary to correct an overdraft in an individual FAU.

If you select the **Fund Overdraft** button from the opening screen, the following screen appears.



You can select the reporting month, the department and whether to include or exclude 9H and CSER. You can also input the overdraft amount. You will get a list of funds that have overdrafts (if you haven't entered

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an overdraft amount) or those funds that have an overdraft that exceeds the overdraft amount entered. You can view, print or send the report to Excel and exit the screen from the buttons in the bottom right hand side.

In order to maximize the value of these reports it is important to understand "ownership" of accounts and funds. Accounts and their associated cost centers belong to departments. Funds are owned by the department. When a grant is set up monies can be transferred to other PIs within the home department or to PIs in other departments. It is important for the home department to monitor the financial status of all the FAUs for a grant because an overdraft can exist in another departmental account i.e., a different FAU while the fund overall balance is positive.

In the **Fund Overdraft** Program, you can specify the overdraft amount to filter, e.g., see all funds where the overdraft is greater than \$100. However **ONLY** those funds owned by your department will appear in the report.

Using the **Account/Fund** program you can get a listing of all the accounts in your department. Include the cost center option to include that level of detail.

If you want to see all the FAUs for a particular fund, e.g., those grants that have had monies transferred to other departments, select the **Fund Run** option.