

Running or Scheduling an FSG as a Standard Report

PURPOSE

Use this procedure to submit an FSG through the Submit Request window, or to schedule an FSG like a GL Standard Report.

TRIGGER

Perform this procedure when you want to schedule an FSG.

ASSISTANCE

If you need assistance, please report your issue to the Self Service Help Desk:

- <http://it.wvu.edu/support/service-desk/selfservice>

PROCEDURE

Navigator – WVU GL View

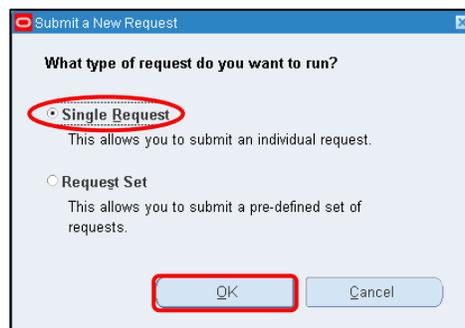
1. Under the **Main Menu**, click on the **WVU GL View** folder.
2. Click on **GL Standard Reports**. The application will launch in a new Java window.



If you receive a message that states “The application’s digital signature cannot be verified,” click **Run**.



3. Select to run a **Single Request**.



4. Click **OK** to view the **Submit Request** screen.

5. As required, complete/review the following fields:

Field Name	Description
Name	Click the LOV button (...) at the end of the Name field to see a list of all reports available in the GL View responsibility.

6. Scroll through the list and select **Program – Run Financial Statement Generator**.
7. Click **OK** to select the report and open the FSG Parameters window.

8. As required, complete/review the following fields:

Field Name	Description
Report	Click the LOV button (...) to see a list of all FSG reports available.

9. Scroll through the list and select the appropriate FSG Report.

Example: BUDG – Available Cash

Report	Description
B&E EBO- Fund Summary3	Fund Summary Report
B&E Summary by Dept.	
B&E-00-Rev by Fund & Exp by DA	B&E-Rev. by Fund & Exp. by DA
B&E-01-Rev by Fund & Exp by DA	B&E-Rev. by Fund & Exp. by DA
BSV Central Fund Balances	
BUDG - 934 Cash Transfers - 46	Dump of 934 Cash Transfers - 4607201 (2 of 2)
BUDG - 934 Cash Transfers - 58	Dump of 934 Cash Transfers - 5801301 (1 of 2)
BUDG - All Encumb on Central	All Encumbrance types on Central funding
BUDG - All Funds	All Funds Cash Balance with College Owners as Identifie
BUDG - All Funds Expenses	All Funds Expenses with College Owner as Reference
BUDG - All Lines	BUDG - All Lines for a particular segment
BUDG - Available Cash	Available Cash Balances
BUDG - Balance Sheet - HSC	
BUDG - Beginning Balance	David's Beginning Balance; select funds; revenues vs exp
BUDG - Bud Prep Cash Balances	Budget Prep Report for David; sent out with workbooks
BUDG - Budget Prep Exp Balances	Budget Prep Report for David; sent out with workbooks

10. Click **OK** to retrieve the selected report and its set of default parameters.

11. Complete *either* the **Segment Override** or **Content Set** parameters for the FSG:

If	Then
Segment Override	<p>Only the Chart of Accounts can be used for the Segment Override.</p> <ul style="list-style-type: none"> Click on the Segment Override field, the WVU Accounting Flexfield window will open. Continue with Step 12.
Content Set	<p>A Content Set allows you to choose a group of accounts based on various criteria.</p> <ul style="list-style-type: none"> Go to Step 14.

12. As required, complete/review any of the following fields.

Field Name	Description
Campus -2 digits-	<p>The LOV contains all WVU campuses.</p> <p>Example: 11</p>

Field Name	Description
Departmental Activity (DA) -9 digits-	<p>Lowest ORGANIZATION level possible. This number identifies unit with expenditure control and represents “cost center” providing a connection point with the Oracle Human Resources and Fixed Asset applications.</p> <p>The institution controls the first five digits of the number, representing a unit typically headed by a chair or manager. Deans and directors control the last four digits to identify the lowest organizational level needed for internal college and division management. This level can have multiple funding sources and multiple functions for each DA.</p> <p>Example: 170170001</p>
Fund -8 digits-	<p>Identifies ownership of assets, liabilities, and fund balance – as opposed to the expenditure authority that is represented by the Campus and DA segments. Represents a combination of the elements of wvOASIS state funds and activities, WVU Research Corporation, and NACUBO/AICPA fund group. Also represents the “balancing segment” required to determine the level at which journal entries are balanced, where debits equal credits. ONLY at this level (or parents of this level) can balanced financial statements (trial balance, balance sheet, statement of changes, statement of current funds, etc.) be obtained.</p> <p>Example: 71252314</p>
Line Item -7 digits-	<p>Primary classification of activity for accounting and budgeting purposes. Captures assets, liabilities, fund balance, revenues, and expenditures at the lowest level possible. Budgeting may be performed at the Line Item level or at a summary level.</p> <p>Example: 5013001</p>
Function -3 digits-	<p>Represents classification of expenditures by purpose as required for financial statements. This number ensures compliance with federal requirements and is closely associated with the ability to effectively negotiate and collect facilities and administration costs related to sponsored agreements.</p> <p>Example: 255</p>
Project -8 digits-	<p>Intended as a means to accumulate costs for sponsored agreements processed through Oracle Grants Management. Multiple funding sources permitted allowing aggregation of externally sponsored costs as well as University matching and cost sharing through the use of Oracle Grants Management. Project values will be assigned by the system in sequential order.</p> <p>Example: 9999999</p>

13. Click **OK** to accept the accounting segments you have entered.

14. If you do not use a *Segment Override*, but choose a *Content Set* instead, click the **LOV button** in the **Content Set** field.

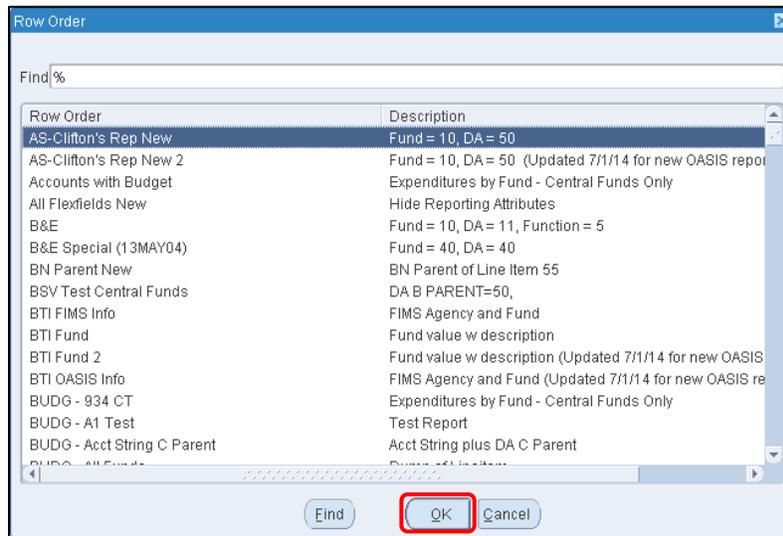
Content Set	Description
BUDG - CAP Monitor 8000 9499	CAP Expense Monitoring Report #4
BUDG - CAP Monitor 9500 Up	CAP Expense Monitoring Report #5
BUDG - Cap Monitor 5001-6499	CAP Expense Monitoring Report #3
BUDG - Central Encumb	Central Funds Encumbrances
BUDG - Central Funds	Central Funds
BUDG - Central Funds 2	Central Funds
BUDG - Encumbrances (Central)	YTD Encumbrances (Obligation) on Central Funds
BUDG - Expenses Only Central	FIMS Funds and Lineitems - Central Only
BUDG - Fringe Funds and LI	Fringes; Funds and lineitems
BUDG - Fund Balance - All	Dumping All Funds for David
BUDG - Fund Balance - Central	Dumping 0344 FIMS Fund for David
BUDG - Fund Balance by LI	Fund Balances by LI where LI are columns
BUDG - Funds Available	Funds Available
BUDG - Indicators - Auxillary	Indicator Report for Scott by VP; Expenses
BUDG - Indicators - Expenses	Indicator Report for Scott by VP; Expenses
BUDG - Indicators - Revenue	Planning Data Report for Revenue

15. Click **OK** to select the chosen Content Set for your FSG report.

16. If necessary for the selected report, click the **LOV button (...)** for the **Row Order** on the Parameters screen.

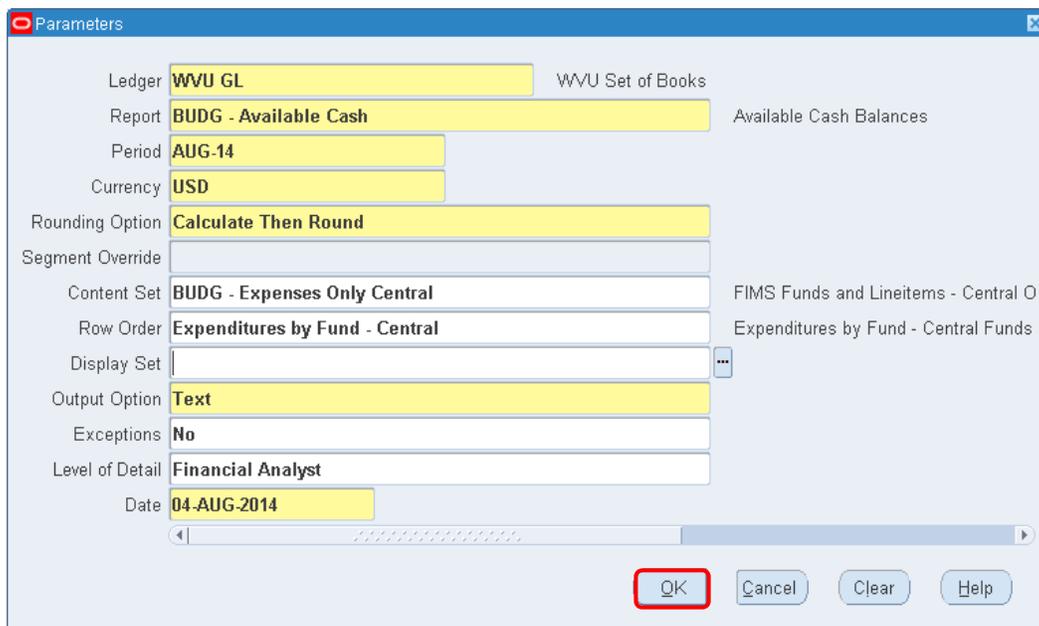
17. Scroll through the list of Row Orders and click the appropriate listing.

18. Click **OK** to populate the parameters field with your selection.



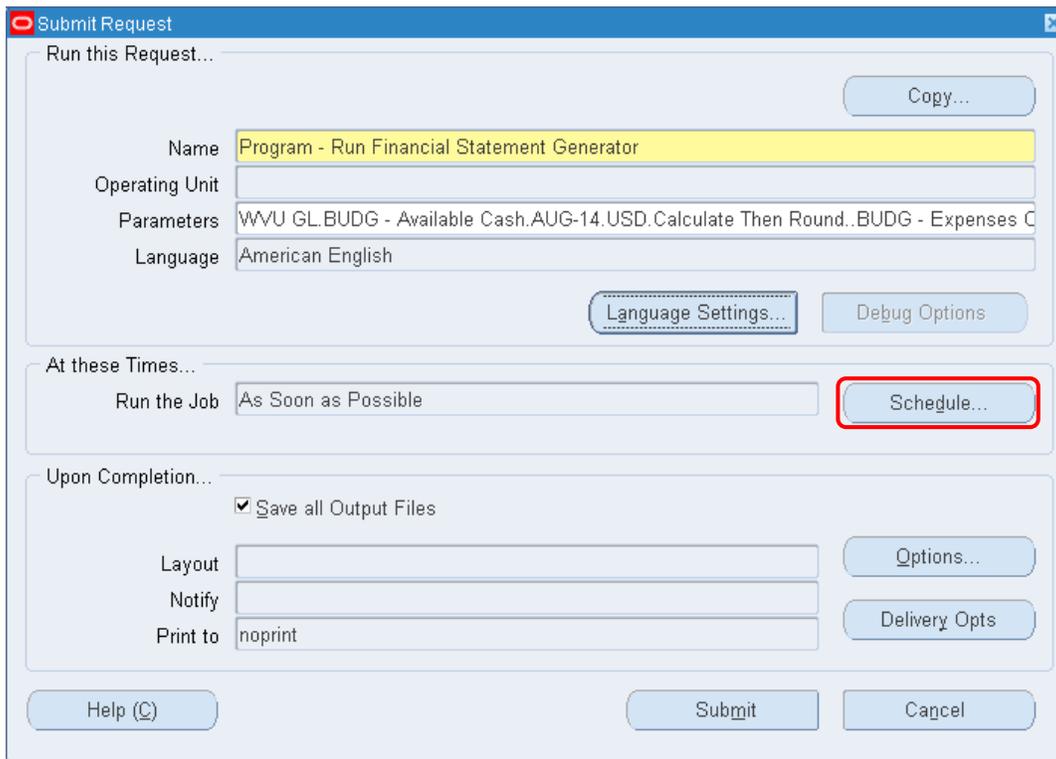
19. If needed for your chosen FSG report, click the **LOV button (...)** for the **Display Set** on the Parameters screen.

20. Scroll through the list of Display Sets and click on the appropriate listing.

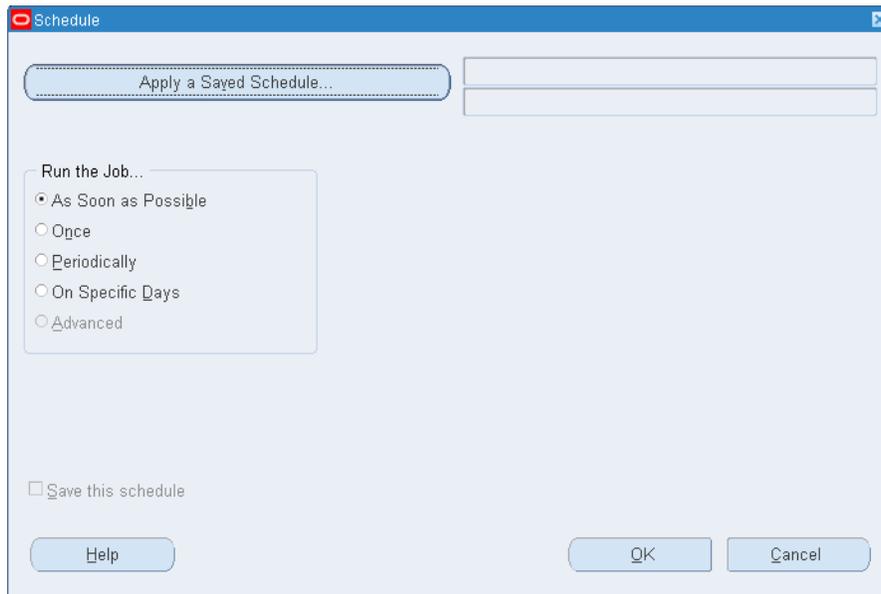


21. Click **OK** to populate the parameters field with your selection.

22. Once you have completed all of the parameters for the selected report, click **OK**.



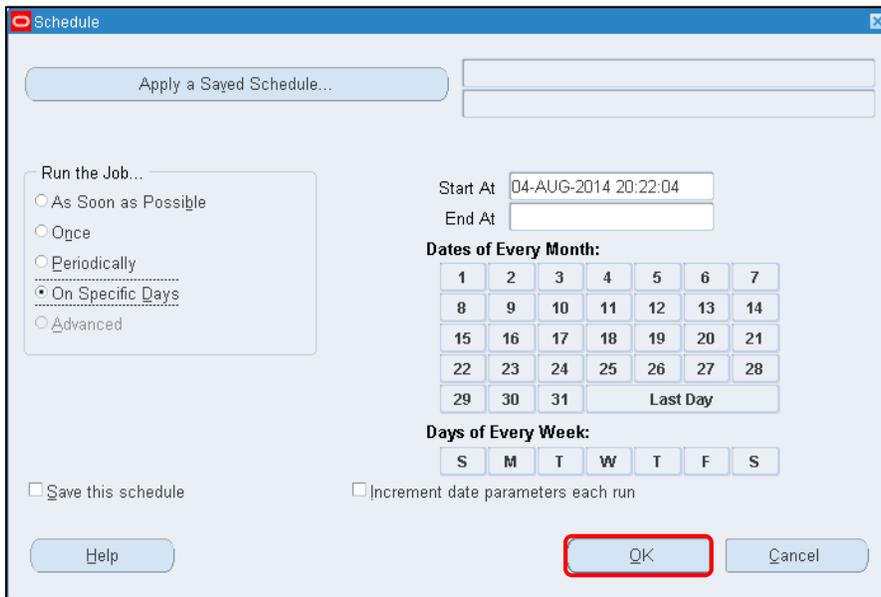
23. If you want to schedule this report to run at a later time, click **Schedule**.



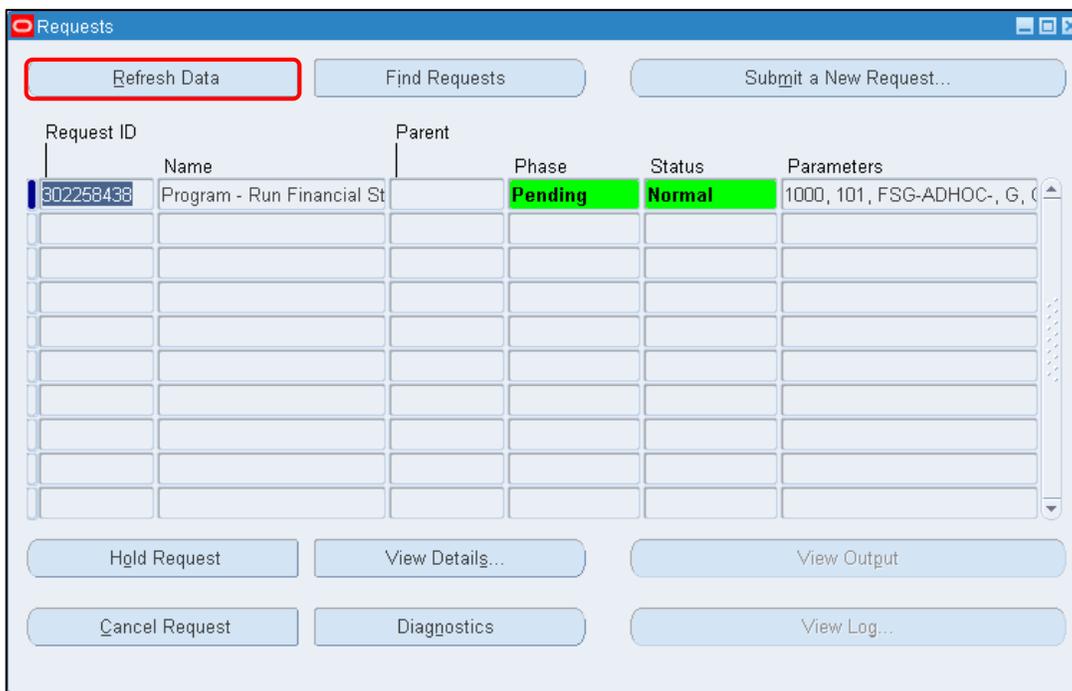
24. Choose the appropriate scheduling option and click the corresponding radio button:

- Apply a Saved Schedule
- As Soon as Possible
- Once
- Periodically
- On Specific Days

25. Click **OK** to accept the selected schedule for this report.



26. Click **Submit** on the **Submit Request** screen to run this report (if you chose to run it as soon as possible), or begin the schedule for this report.



27. If running this report immediately, click **Refresh Data** after a few minutes, and until the report is completed.

28. When the *Phase* field shows *Complete*, you can view the report.

- Click **View Output** to view the report in MAP
- Click **File** → **Print** to print the report.

29. You have completed this task.