FSG Reports

**Purpose**
Use this procedure to run a Financial Statement Generator (FSG) report.

**Trigger**
Perform this procedure when needing to report on various aspects of the General Ledger.

**Assistance**
If you need assistance, please report your issue to the Self Service Help Desk:
- [http://it.wvu.edu/support/service-desk/selfservice](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 *FSG Reports*. The *Run Financial Reports* screen will open in a new window.

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

3. Click *OK* to accept the default of *Individual Reports*. 
4. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Select an existing FSG report from the List of Values. Example: EBO-03-Sum of Rev &amp; Exp by DA</td>
</tr>
</tbody>
</table>

5. Click in the Report field to access the list of values (LOV).

Reports

6. In the Find field, you can enter a complete name of an FSG report or a partial name with the % as the wildcard. For example, enter EBO-% in the Find field, and then click the Find button.
7. Select a report, and then click OK. For this example, we will use EBO-03-Sum of Rev & Exp by DA.

Run Financial Reports

8. Click the Optional Components tab.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segment Override</td>
<td>Complete only the necessary section of the WVU Accounting Flexfield.</td>
</tr>
<tr>
<td>Example: Departmental Activity</td>
<td></td>
</tr>
</tbody>
</table>

10. Click in the Segment Override field to access the LOV.
11. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Activity (DA)</td>
<td>9 digits - lowest ORGANIZATIONAL level possible. This number identifies unit with expenditure control and represents &quot;cost center&quot; providing a connection point with the Oracle Human Resources and Fixed Asset applications. The institution controls first five digits of the number to represent a unit typically headed by a chair or manager. Deans and directors control 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 Departmental Activity (DA). Example: 787010005</td>
</tr>
</tbody>
</table>

12. Click OK.
Run Financial Reports

13. Click **Submit**.

Once the request has been submitted, the following message is displayed at the bottom left corner of the Oracle Applications window.

**FRM-4040C: Transaction complete: 1 records applied and saved.**

Record: 1/1       ... List of Valu...  <O3C>

View Request Menu

14. Click **View** from the top left menu options.

15. Click **Requests**.
16. The Find screen searches for recent requests by your username by default. Click the Find button.

Requests

17. Click the Refresh Data button in the top left until the Phase field shows Completed.
18. Click the View Output button near the bottom right to see the contents of the report.
Report Output

To print a record once it has already run:

Select the report in the Requests window, choose Reprint... from the Tools menu. A window appears allowing you to enter (or select) a printer, number of copies, and style for reprinting of the request.

Choose OK in the Reprint window to reprint the request.