FSG Reports

| **PURPOSE**	**TRIGGER**	**ASSISTANCE**
Use this procedure to run a Financial Statement Generator (FSG) report.	Perform this procedure when needing to report on various aspects of the General Ledger.	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 *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*.
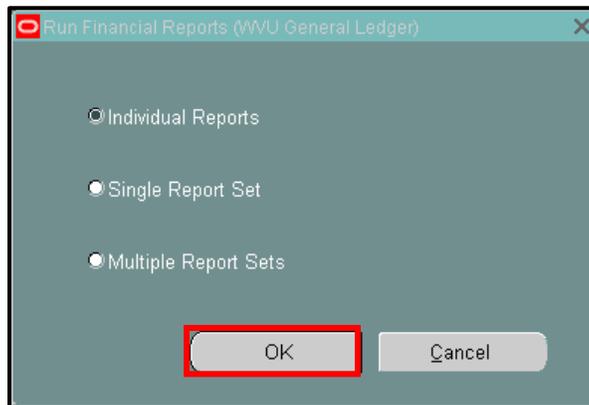
Run Financial Reports

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

Field Name	Description
Report	Select an existing FSG report from the List of Values. **Example:** EBO-03-Sum of Rev & Exp by DA

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:

Field Name	Description
Segment Override	Complete only the necessary section of the WVU Accounting Flexfield. **Example:** Departmental Activity

10. Click in the **Segment Override** field to access the LOV.

WVU ACCOUNTING FLEXFIELD

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

Field Name	Description
Departmental Activity (DA)	9 digits - lowest ORGANIZATIONAL 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. 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

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.

View Request Menu

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

15. Click *Requests*.

Find 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*.

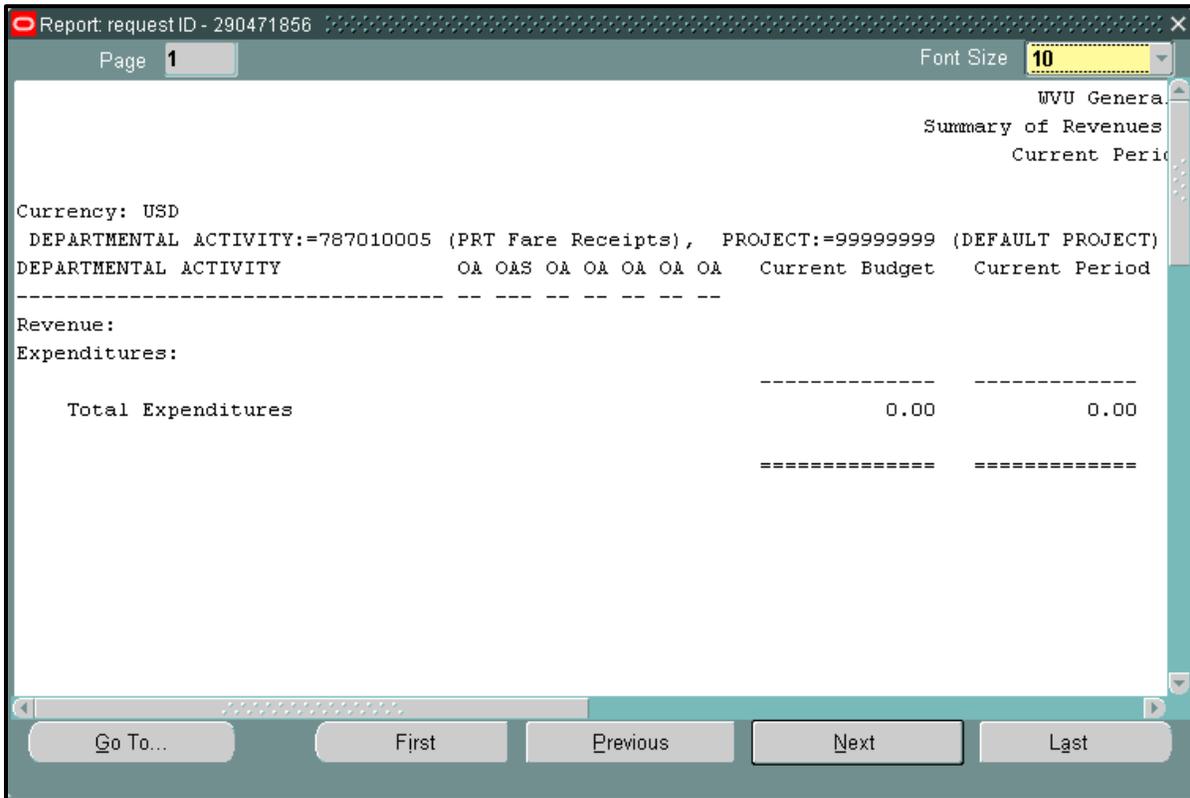**18.** Click the *View Output* button near the bottom right to see the contents of the report.

Report Output

```
Report: request ID - 290471856                                              ×
        Page  1                                            Font Size   10

                                                            WVU Genera
                                                    Summary of Revenues
                                                        Current Perio

Currency: USD
 DEPARTMENTAL ACTIVITY:=787010005 (PRT Fare Receipts),  PROJECT:=99999999 (DEFAULT PROJECT)
DEPARTMENTAL ACTIVITY              OA OAS OA OA OA OA OA   Current Budget   Current Period
--------------------------------- -- --- -- -- -- -- --
Revenue:
Expenditures:
                                                          --------------   --------------
    Total Expenditures                                              0.00             0.00

                                                          ==============   ==============



      Go To...            First           Previous            Next            Last
```

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.