

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>

PROCEDURE

Navigator – WVU GL View

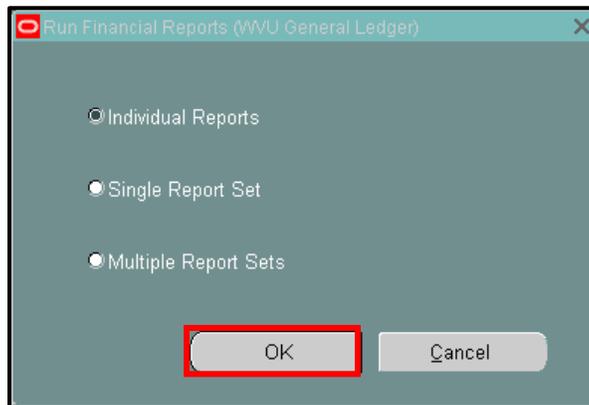
1. Under the **Main Menu**, click on the **WVU GL View** folder.
2. Click on **FSG Reports**. The **Run Financial Reports** screen will open in a new window.



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.

Report	Title	Description
EBO-03-Revenue & Expense by DA	Revenue & Expenses by Departmental Acti...	Revenue & Expenses by D...
EBO-03-Sum of R & E by Fnd, DA	Summary of Revenues & Expenses by DA ...	Summary of Rev. & Exp. by
EBO-03-Sum of R & E w LI & Fnc	Summary of Rev. & Exp. with Fund, DA, an...	Summ. of Rev & Ex w/ LI &
EBO-03-Sum of Rev & Exp by DA	Summary of Revenues & Expenses by DA	Summ. of Rev. & Exp. by D
EBO-03-Summ of Rev & Exp by LI	Summary of Revenues & Expenses again...	Summ. of Rev. & Exp. by LI
EBO-03-Total R & E by DA wLI	Total Rev. & Exp. by Departmental Activity w...	Summary of Revenues & E
EBO-04 Dept Activity Summary	Summary Departmental Activity Report	Summary Departmental A
EBO-04-DA's by Fund	Departmental Expenses by Fund	Departmental Activities by
EBO-04-Fund Control Report	Fund Control Report	Fund Control Report
EBO-04-Rev. & Exp. by College	Revenue & Expense by College	Revenue & Expense by Co
EBO-04-Revenue & Expense by DA	Revenue & Expenses by Departmental Acti...	Revenue & Expenses by D
EBO-04-Sum of R & E by Fnd, DA	Summary of Revenues & Expenses by DA ...	Summary of Rev. & Exp. by
EBO-04-Sum of R & E w LI & Fnc	Summary of Rev. & Exp. with Fund, DA, an...	Summ. of Rev & Ex w/ LI &

- Select a report, and then click **OK**. For this example, we will use **EBO-03-Sum of Rev & Exp by DA**.

Run Financial Reports

- Click the **Optional Components** tab.
- 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

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

WVU ACCOUNTING FLEXFIELD

The screenshot shows a dialog box titled "WVU ACCOUNTING FLEXFIELD" with the following fields and buttons:

- Ledger: [Text Field]
- CAMPUS: [Text Field]
- DEPARTMENTAL ACTIVITY: [Text Field, highlighted with a red box]
- DEPT ACTIVITY CAMPUS: [Text Field]
- DA A PARENT: [Text Field]
- DA B PARENT: [Text Field]
- DA C PARENT: [Text Field]
- DA D PARENT: [Text Field]
- DA F PARENT: [Text Field]
- DA GP PARENT: [Text Field]
- DA BUDGET STATUS: [Text Field]
- FUND: [Text Field]
- NACUBO / GASB FUND: [Text Field]
- OASIS FUND: [Text Field]
- OASIS DEPT/UNIT: [Text Field]
- RANK ACCOUNT: [Text Field]

Buttons at the bottom: OK (highlighted with a red box), Cancel, Combinations, Clear, Help.

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

Field Name	Description
Departmental Activity (DA)	<p>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.</p> <p>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.</p> <p>This level can have multiple funding sources and multiple functions for each Departmental Activity (DA).</p> <p>Example: 787010005</p>

12. Click **OK**.

Run Financial Reports

13. Click **Submit**.

The screenshot shows the 'Other Options' tab in the Oracle Financial Reporting Studio. It features a table with columns: Report, Segment Override, Content Set, Row Order, and Dis []. The first row is selected, showing 'EBO-03-Sum of Rev & Exp by' in the Report column, '..787010005.....' in the Segment Override column, and 'EBO-Summ. of R&E I' in the Row Order column. Below the table, the 'Row Set and Column Set' section shows 'Row Set' as 'Summ. of Rev. & Exp. by DA' and 'Column Set' as 'EBO-Summ. of Rev. & Exp. by I'. At the bottom, the 'Submit' button is highlighted with a red box.

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

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | ... | List of Valu... | <OSC>

View Request Menu

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

15. Click **Requests**.



Find Requests

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

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.

Requests

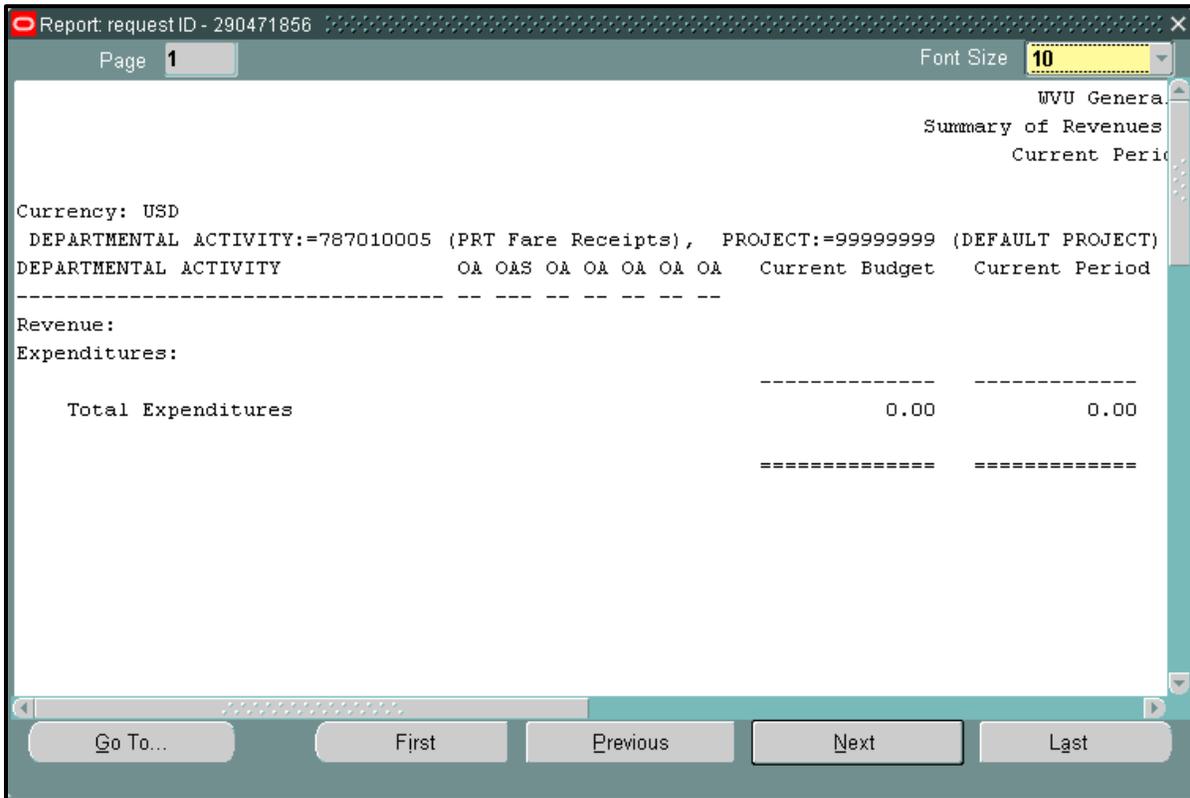
Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
290471856	EBO-03-Sum of Rev & Ex		Completed	Normal	1000, 101, FSG-ADHOC-, C, C
290459835	General Ledger - (180 Ch		Completed	Normal	1000, 1, USD, 101, T, L, T, A,

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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.