Running an FSG Report with Account Ranges

PURPOSE	TRIGGER	ASSISTANCE
Use this procedure to create a content set in order to run an FSG report for a range of numbers.	Perform this procedure when you need to run an FSG report for a range of account numbers.	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 Content Sets*. The *Content Set* screen will open in a new window.

   ℹ️ If you receive a message that states "The application's digital signature cannot be verified," click *Run*.

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

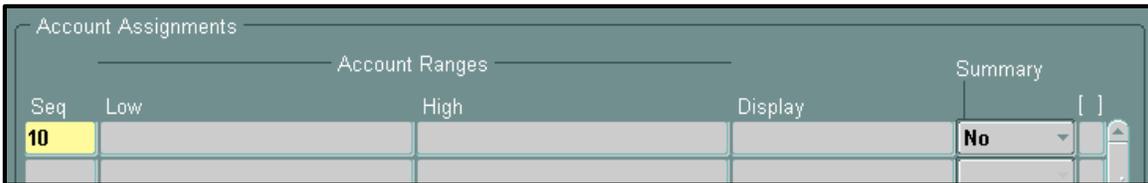| Field Name	Description
Content Set	Give a name to the Content Set. **Example:** Athletics

Content Set

4. Enter a name in the *Content Set* field (for example, *Athletics*).
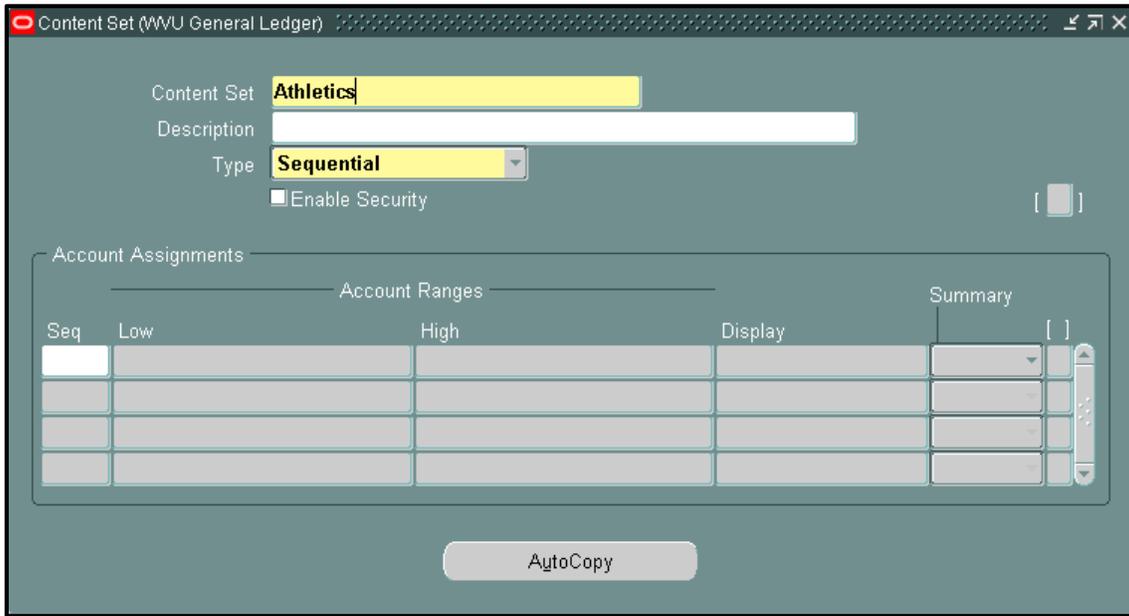
5. As required, complete/review the following fields:

Field Name	Description
Seq	Provide a sequence number for each group of account ranges. **Example:** 10

**6.** In the *Seq* field, enter the appropriate number.

7. Press the *Tab* key on your keyboard to move to the *Low* field. The *Accounting Flexfield* screen appears.

WVU Accounting Flexfield

8. Enter a range for one or more of the six segments of the General Ledger account number in the *Low* and *High* fields.

- For this example, enter *000010002* in the *Low* field and *130010010* in the *High* field for ***DEPARTMENTAL ACTIVITY***.

9. Tab to the **Display** field.
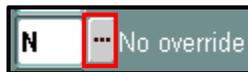
10. Click the **list of values (LOV) button** to see the available choices.

11. Select **RE (Row/Expand)**, and then click **OK**.
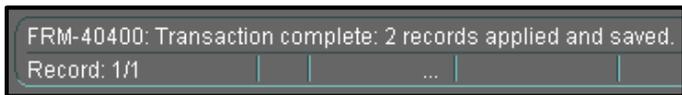
12. Click **OK** on the *WVU Accounting Flexfield* screen to accept the account values and the display options.
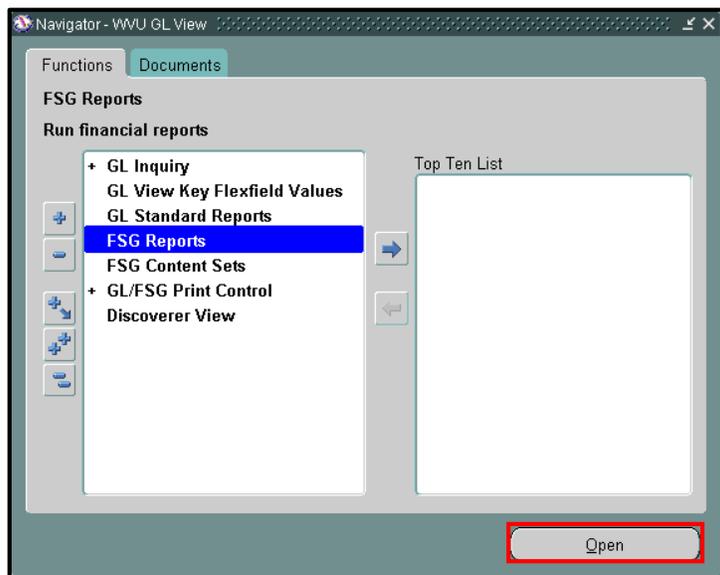
Content Set
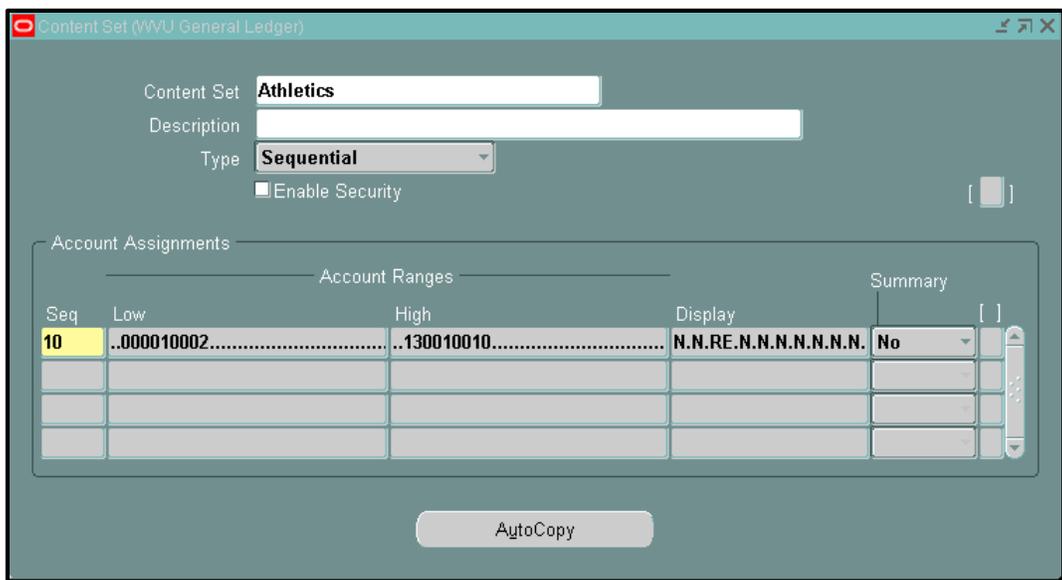
13. Click the ***Save icon*** (🖫) on the menu bar to save the content set.

The status bar at the bottom of the screen will display the following:
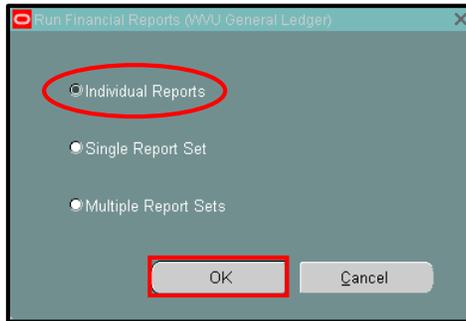

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14. Click the ***X*** in the top right corner of the ***Content Set*** screen to exit the screen.
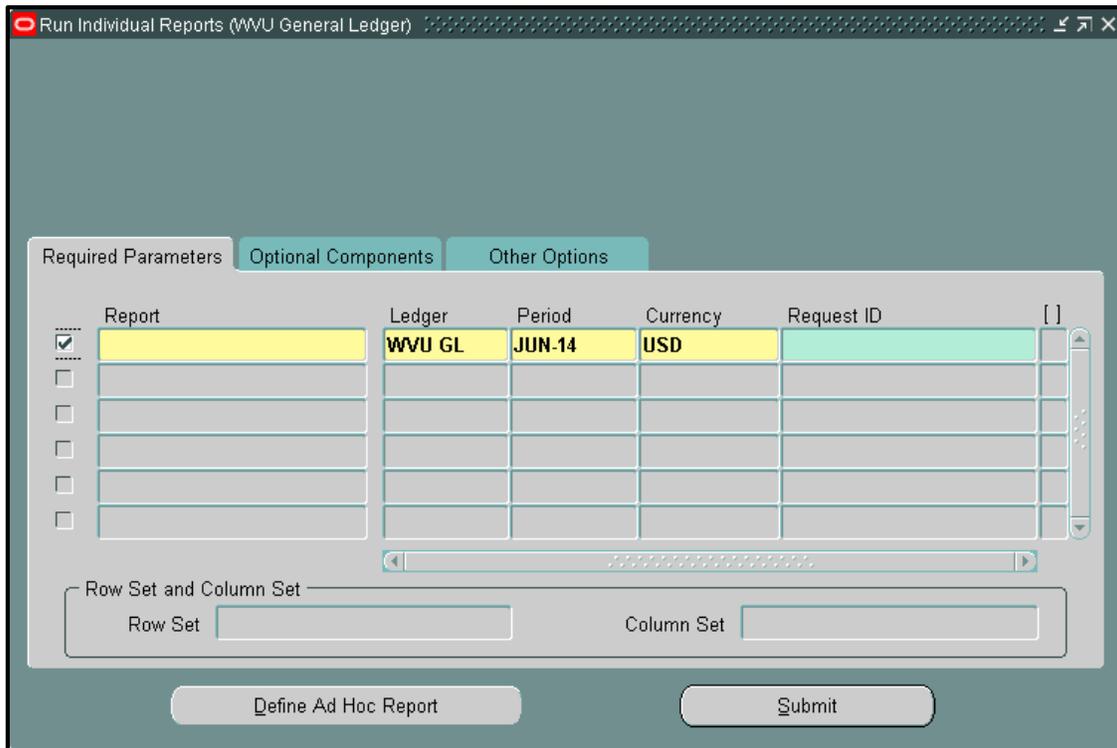
Navigator – WVU GL View

15. Select **FSG Reports**, and then click **Open** (or double-click FSG Reports).

- If you are asked to choose which type of report you wish to view, click **OK** to accept the default of **Individual Reports**.
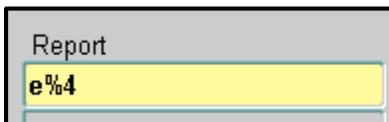

16. Click **OK** to open the process window.

Run Financial Reports

17. To select an EBO report for the current fiscal year:

- Enter *e%* followed by the last digit or two digits of the year.
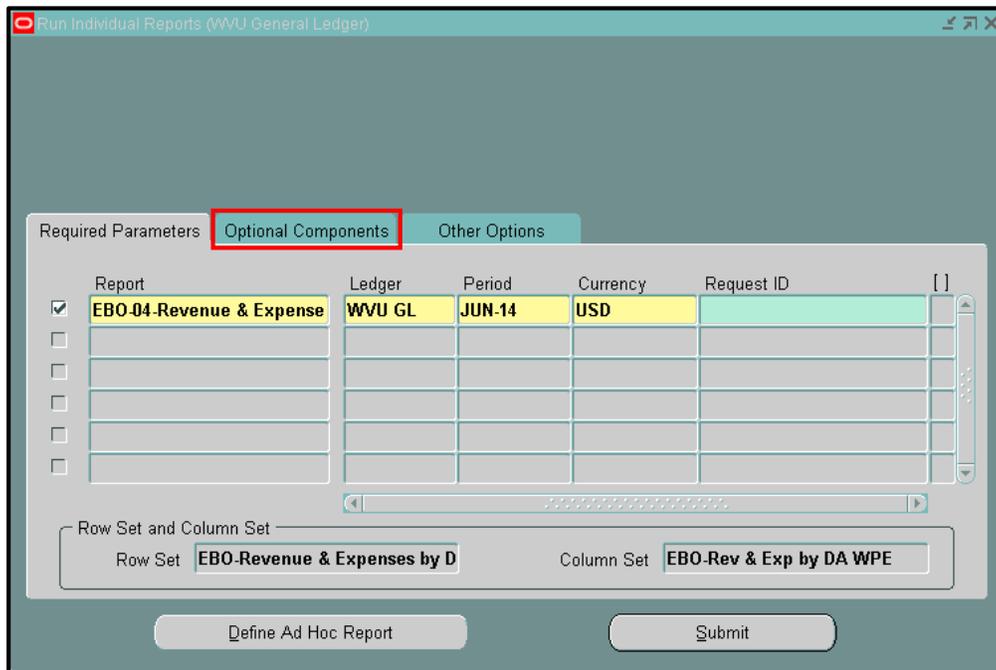- For example, *e%4* will return EBO reports for 2004 and 2014.
- Press the Tab key.

Reports

18. Select the ***EBO-04-Revenue & Expense by DA*** report, and then click ***OK***.

Run Financial Reports

19. Tab to the ***Content Set*** field. You can also go to the ***Option Components*** tab to view the ***Content Set*** field.
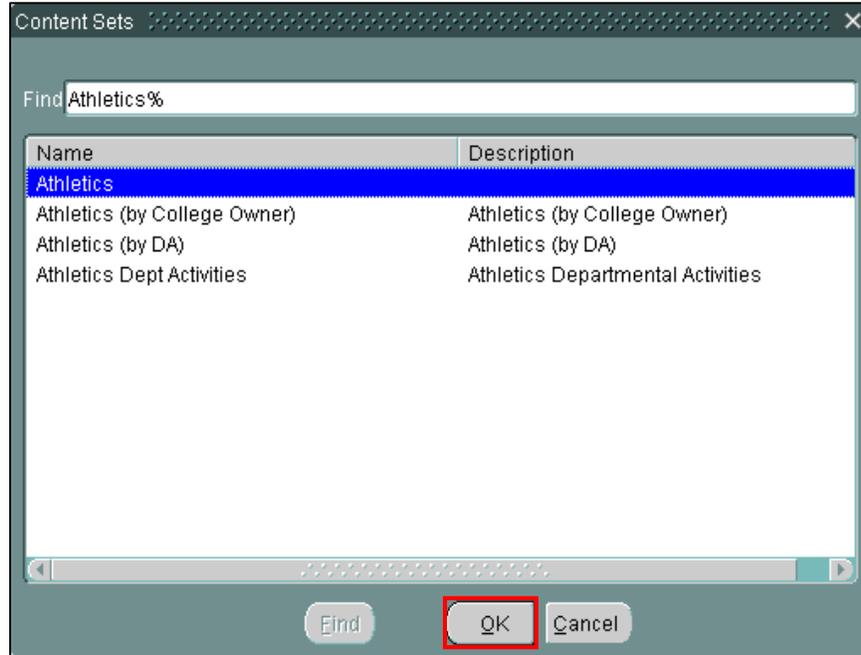

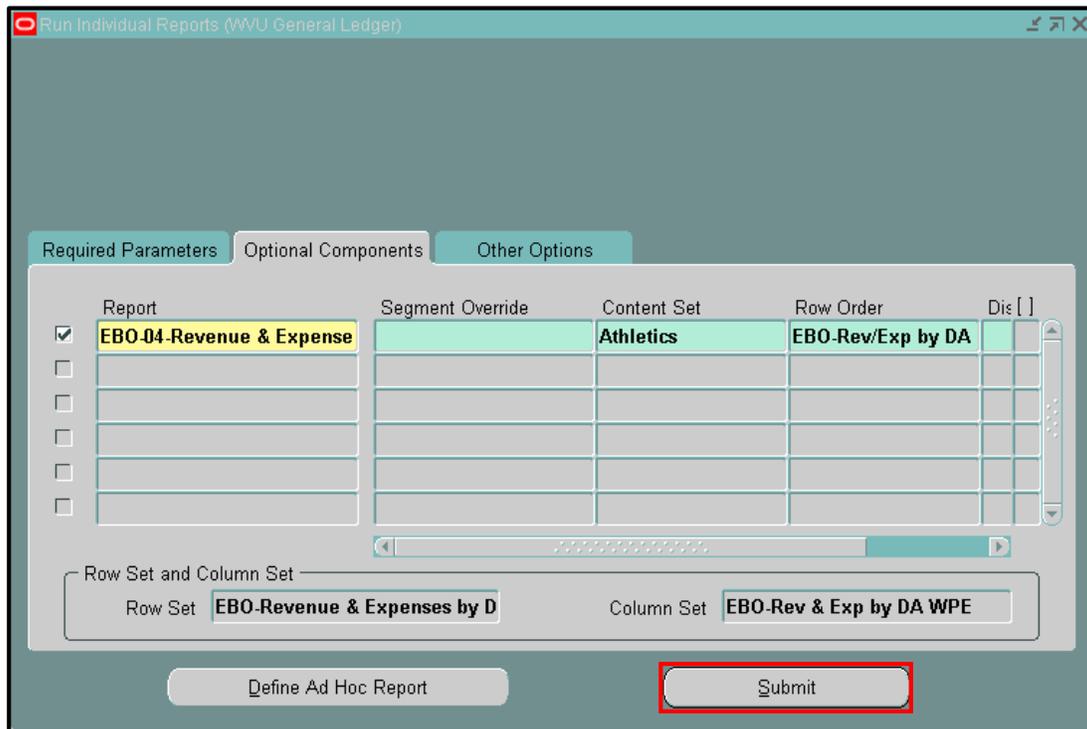**20.** Click the ***LOV button*** in the *Content Set* field.

Content Sets

21. Enter a percent sign or a portion of the name of the content set followed by a percent sign. For this example, enter *Athletics%* in the **Find** field.

22. Click **Find**.

23. Select the **content set you created above**, and then click **OK**.
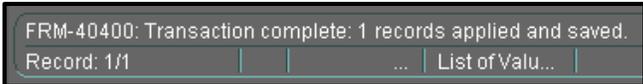
- **Example:** Athletics

Run Financial Reports
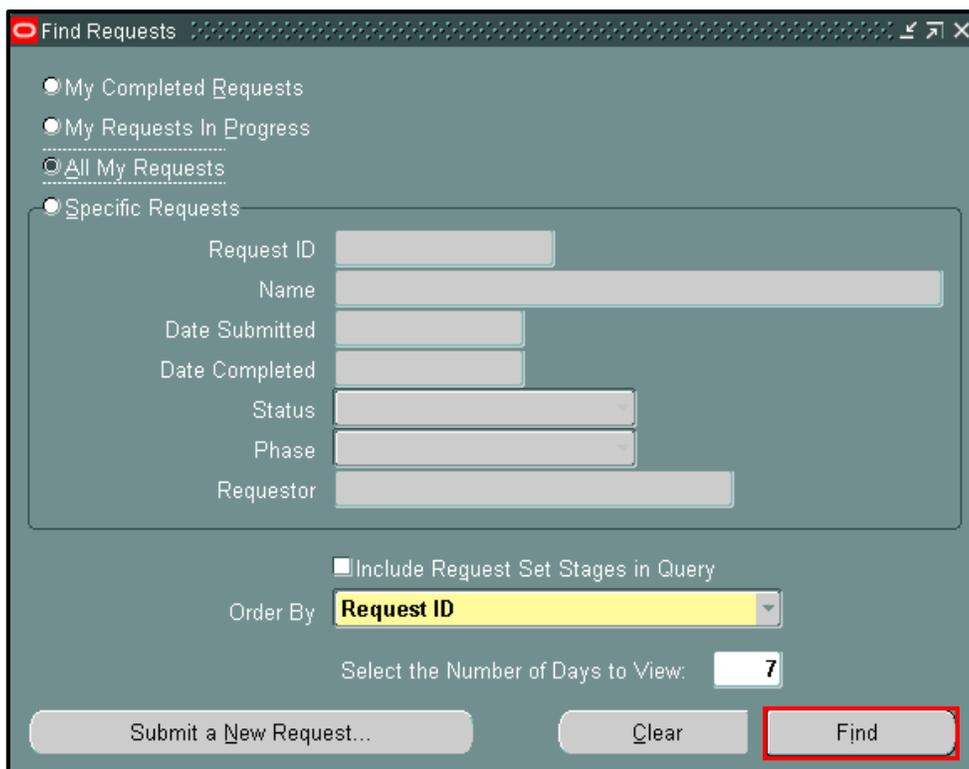
24. Click the **Submit** button.

The status bar at the bottom of the screen will display the following:

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

25. To view the report, click on ***View*** in the menu bar, and then select ***Requests***.

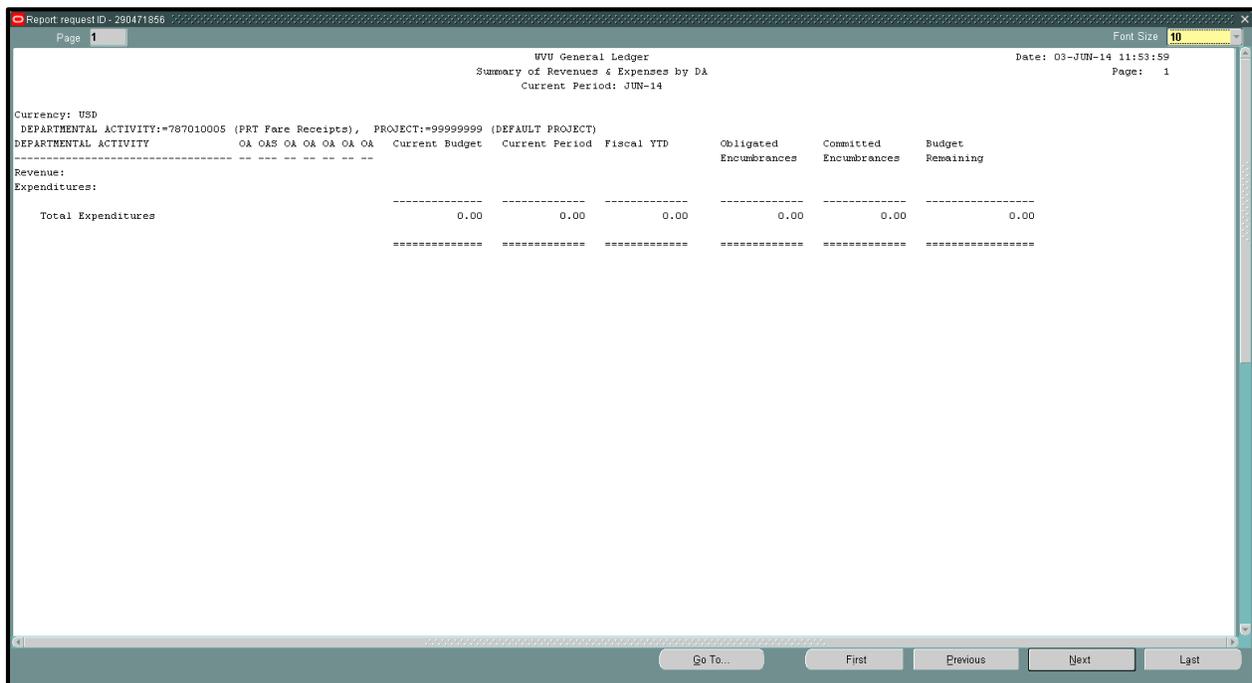**26.** The system defaults to search for all recent requests from your user account. Click ***Find***.

27. Click the ***Refresh Data*** button until the ***Phase*** shows ***Completed***.
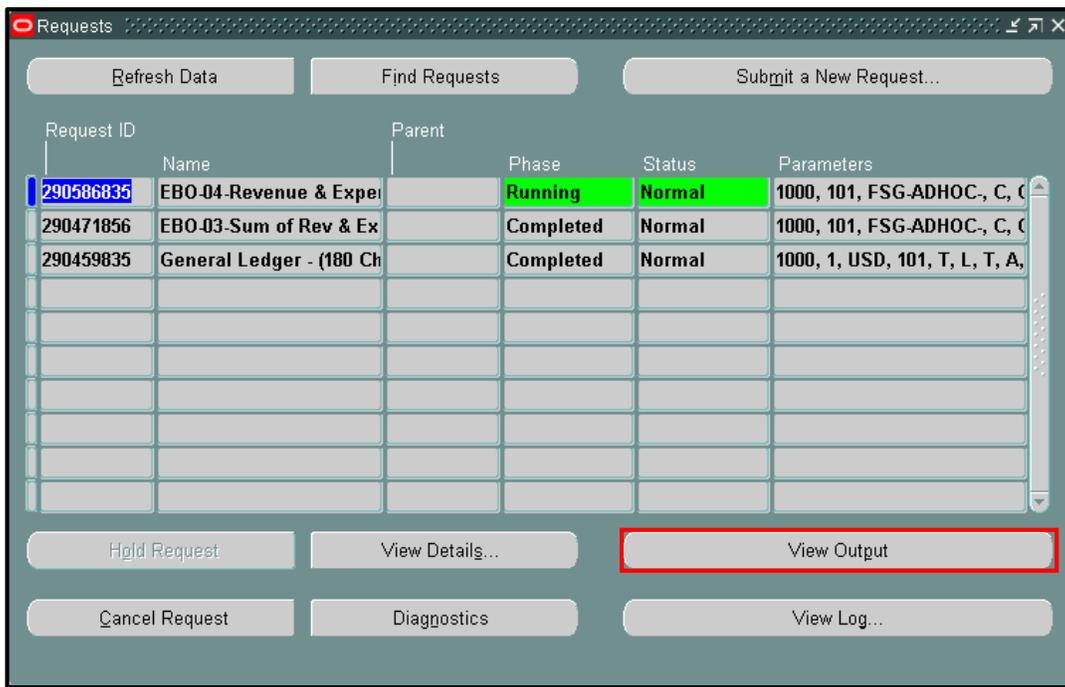
28. Then, click the ***View Output*** button to see the report.

View Output

You can choose this content set when running any FSG report that displays the General Ledger segment you chose in steps 4-12.