

Current Year Report and Project Report

The Current Year Report and Project Report are both summary reports. Their format is similar to that of the Monthly Reports, SDSU Budget Funds Available report, and the Funds Inquiry. The advantages of running either the Current Year or Project report are:

- The reports are run directly from Oracle Reports, so the data is current (as of the last business day).
- The entire account string appears in the reports, along with the natural account description.
- The reports can be printed directly from Oracle or saved as an Excel file first before printing.
- The reports do not require extensive formatting as the Funds Inquiry does.

The report format presents data in the following order:

1. Current Year General Fund Appropriated.
2. Current Year General Fund Revenue Supported.
3. Current Year General Fund Reimbursed Activities.
4. All other funds, in fund number order. Only funds used by the selected Org, Activity, and/or Endeavor will appear.

Current Year Report

The Current Year Report is designed to provide current fiscal year summary data for all funds and functions within one ORG or a group of ORGs. The parameters can specify a single ORG, an ORG/ACTY combination, a single ENDV, a combination of ORG, ACTY, and ENDV, **or** a Content Set.

Run the Current Year Report to obtain summary data for funds that are funded on a fiscal year basis.

Project Report

The Project Report also provides summary data for all funds and functions, either within an ORG or group of ORGs, but the data is project-to-date. Project-to-date means the data is cumulative, going back to January 1999 when we first implemented Oracle. The parameters can specify a single ORG, an ORG/ACTY combination, a single ENDV, a combination of ORG, ACTY, and ENDV, **or** a Content Set.

To obtain summary data for funds that are continuously funded, run the Project Report.

To run either report for one ORG, define the Segment Override section of the report.

To run either report for a group of ORGs, define the Content Set for the report.

Define either the Segment Override OR the Content Set, not both.

See the following pages for more detailed instructions.

Responsibility: SDSU GL Inquiry

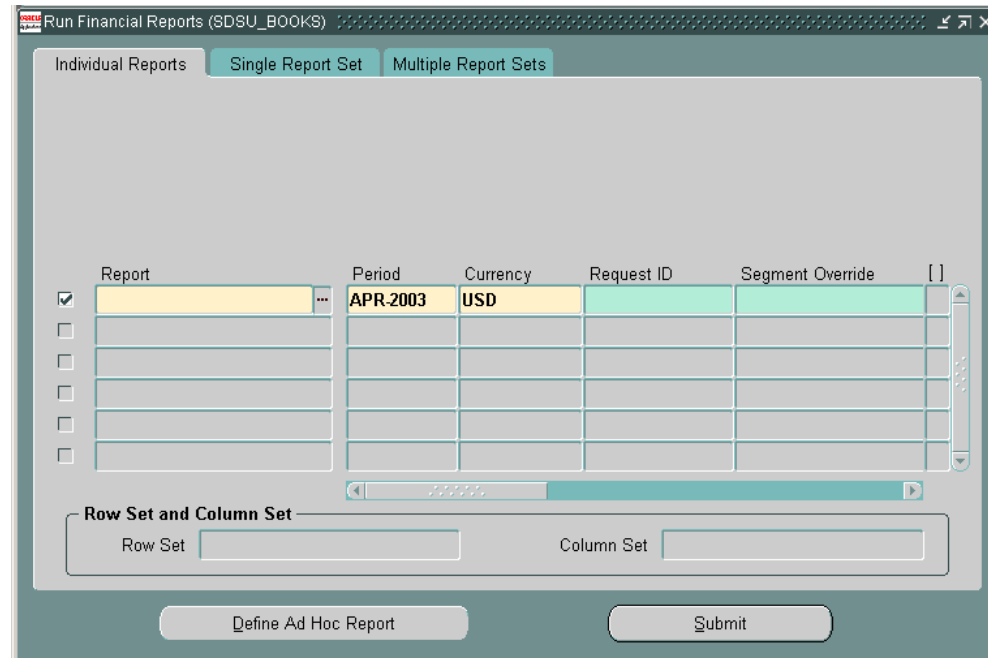
NAV: Reports>Request > Financial > Open

The Run Financial Reports window will open.

1. Report

To run the Current Year Report, type “Curr” in the Report field and press the [TAB] key, or go to the list of values and choose “CURRENT YEAR REPORT”.

To run the Project Report, type “Proj” in the Report field and press the [TAB] key, or go to the list of values and choose “PROJECT REPORT”.



2. Period

The period is the most recent month you would like to be included in your report.

The default value for the Period column is the current month. To run the report for a different month, choose from the list of values.

The range of account numbers for the report is selected in either the Segment Override field or the Content Set field. To run the report for one ORG, choose Segment Override.

To run the report for multiple ORGs choose Content Set.

DO NOT CHOOSE BOTH.

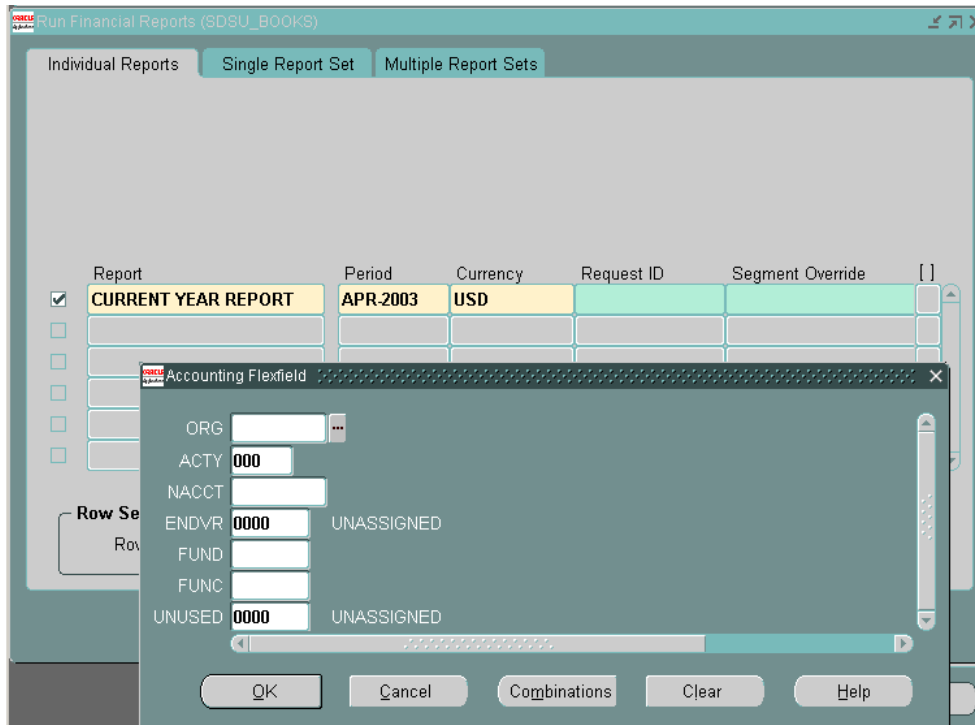
3. Segment Override

In the segment override field, type in only the ORG number you want

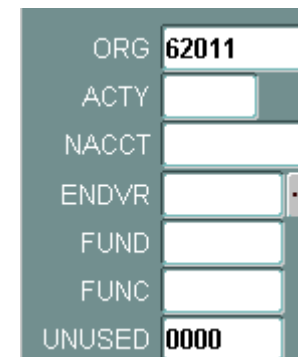
or

Open the list of values for the Segment Override field, and either select each appropriate segment value from the list or type the value.

- To select the entire range of available values (for instance, all ACTIVITIES) leave the field blank.
- Since there is no “from” and “to” field, you must either run the report for one value or for all values within a segment.
- Leave the FUND and FUNC segments blank. These values are already coded into the report.
- Click OK to continue.



Here’s an example of Segment Override parameters. This report will display summary information for all activities, nat’l accounts, endeavors, funds, and functions for ORG 62011 for the current fiscal year.



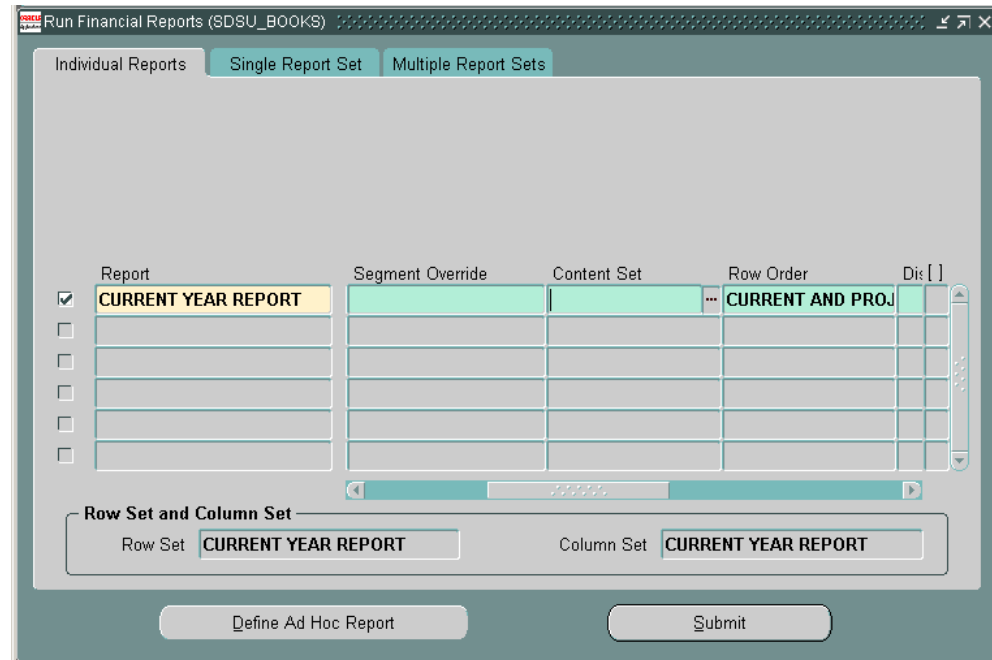
If you enter values in the Segment Override field, do not choose a Content Set.

4. Content Set

To choose to define your account range by Content Set, scroll to right – the Content Set field is just to the right of the Segment Override. Go to the list of values, type a “%” in the Find field and click Find, then choose a Content Set.

NOTE: The list of values includes many Content Sets that should NOT be used. Please choose one of these Content Sets only:

- ACADEMIC AFFAIRS ORGANIZATIONS
- ARTS AND LETTERS
- ATHLETICS
- BUSINESS AND FINANCIAL AFFAIRS
- COLLEGE OF BUSINESS ADMIN
- COLLEGE OF EDUCATION
- COLLEGE OF ENGINEERING
- COLLEGE OF EXTENDED STUDIES
- COLLEGE OF SCIENCES
- GRADUATE DIVISION
- HEALTH AND HUMAN SERVICES
- IMPERIAL VALLEY CAMPUS
- INSTRUCTIONAL TECHNOLOGY
- KPBS
- OFFICE OF THE PRESIDENT
- PROF STUDIES AND FINE ARTS
- SENATE
- STUDENT AFFAIRS DIVISION
- UNDERGRADUATE STUDIES
- UNIVERSITY ADVANCEMENT



If you choose a Content Set, leave the Segment Override field blank.

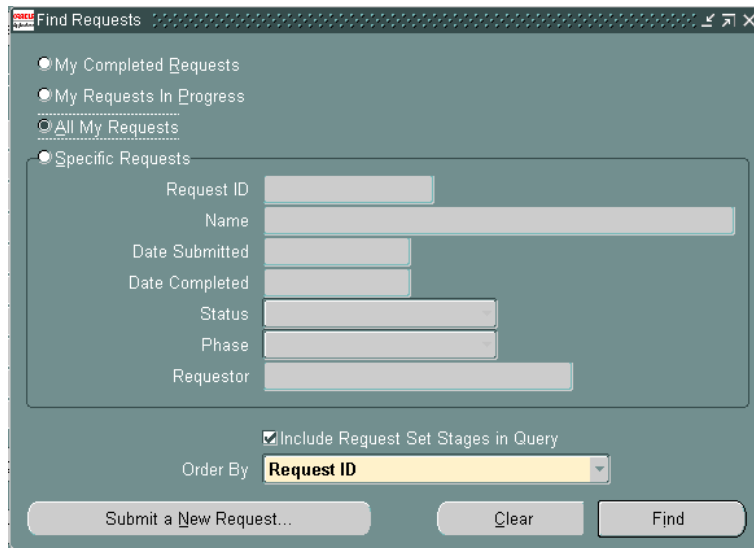
5. Submit Report

Click the Submit button to run the report.

Do not use the Define Ad Hoc Report button.

6. View Report

From the menu, choose View / Requests, then click Find. “All my requests” is selected by default.

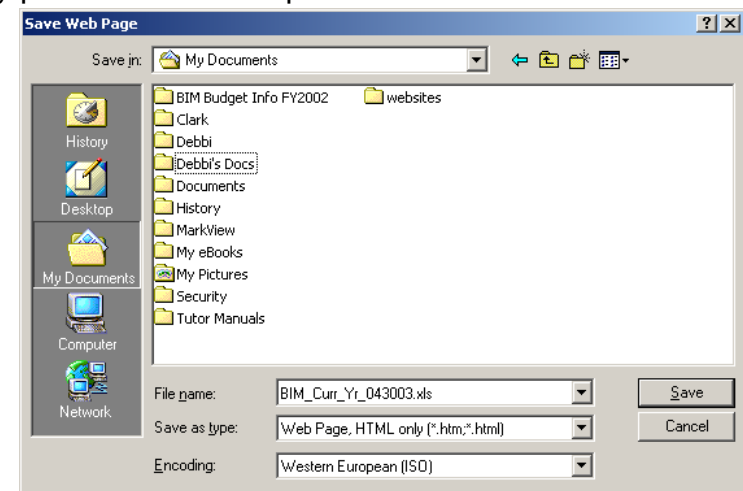


7. Print Report

If you are connected to an Oracle printer, the report will automatically print when it's completed.

If you are not connected to an Oracle printer, follow these steps:

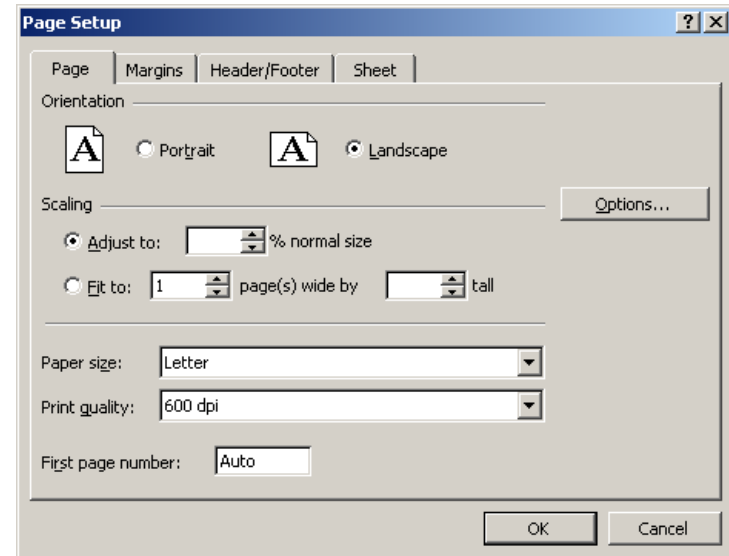
- When the status is Completed, click the View Output button.
- From the menu, choose Tools / Copy File. The report will now display in a browser window.
- Choose File / Save As from the menu.
- Choose the location to save your file.
- Change the file name, adding “.xls” at the end (to save it as an Excel file).
- Choose “Web Page, HTML only” in the Save as type.



To print the file from Excel

- Save the file as filetype = Microsoft xls
- Go to Page Setup
- In the Page tab, select Landscape.
- Under Scaling on the Page tab, check the box next to “Fit to: page(s) wide by tall”.

Be sure to leave the box next to “tall” blank.



To sort the data in the report

Use the Text To Columns function in Excel:

- Highlight column A
- From the menu, choose Data / Text to Columns...
 - Step 1: choose Fixed width and click Next.
 - Step 2: check preview window for correct placement of column separators and click Next.
 - Step 3: choose format option and click Finish.

Add column headings.

Use the Sort function in Excel (Data / Sort).