

## CAMPUS FINANCIAL REPORTING

### What's New – August 2011

The Finance Division is pleased to release a second phase of reporting capabilities for campus financial reporting users. Please see what is new and improved in this new release. If you have any questions about these new features, please contact us at [cfri-feedback@lists.wfu.edu](mailto:cfri-feedback@lists.wfu.edu).

### New Reports

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There are three new reports available:

- **Summary – Account Analysis:** this report can be used for research or answering specific questions for business units that have several operating and reserve funds or departments. Choose specific accounts and see which funds, departments, activities, or locations have some type of budgeted, encumbered, or actual activity for a given time period.
- **Detail – Reserve Funds:** this report displays beginning and ending balances as well as transaction detail for reserve funds (funds that begin with 11%).
- **Detail – Agency Funds:** this report displays beginning and ending balances as well as transaction detail for agency funds (funds that begin with A%).

### New Summary Page

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All summary reports (except the ‘Summary – Budget Officer’) come with a new summary page at the very end, just before the Parameters page. This summary page is especially useful when you have run a report with multiple funds, departments, activities, or locations and want to see a grand total for all of the data returned in the report.

### Drilldown Capabilities

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The ability to drill down to a detail report from any summary report is finally here! Here is what the reports are able to do:

- **Drilling from the ‘Summary – Budget Officer’ report:** Since this is a high level report, drilling from this report launches the ‘Summary – Operating’ report.
- **Drilling from a personnel account (50010 through 50599):** Drill on any summary report from a salary account and either the ‘Detail – Salary & Fringe’ or ‘Detail – Salary & Fringe Encumbrance’ report will launch depending on whether you have drilled in an actual activity or encumbrance column, respectively.

- Drilling from a non-personnel account (50600 through 99999): Drill on any summary report from an expense or revenue account and either the 'Detail – Transaction' or 'Detail – Encumbrance' report will launch depending on whether you have drilled in an actual activity or encumbrance column, respectively.

Remember that **the drilldown feature only works when using the HTML output option** inside of Cognos wherever you see a blue underlined field.

## **Updated 'Summary – Projects' Report**

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The 'Summary – Projects' report has been completely redesigned based upon input from the CFRI user group. You will be able to see project spending data based on budgets or funding. In addition, a new 'budget officer' style report option has been added which will allow users with many projects to see a one-line summary of all his/her projects at one glance.

## **Updated 'Detail – Accounts Payable' Report**

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Users can now search for invoices based on the supplier's invoice number.

## **Revised Macros**

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The Excel macros have been updated to accommodate the new report changes as well as renaming the summary page tab to 'Summary.' Reports that contain drill down options export to Excel with blue numbers and a blue underline. Since the drill capability is not able to be used in Excel, the coloring and underlying can be a chore to remove. The macros will remove the blue hyperlinks from all of the cells in the Excel workbook.

Users will need to download and re-install the new macros. Please visit [http://www.wfu.edu/fas/monthly\\_reports/index.html](http://www.wfu.edu/fas/monthly_reports/index.html) for information and downloads.

Please note that Excel 2003 macros are no longer supported as of this new release. Excel 2007 and 2010 macro versions will continue to be supported.