

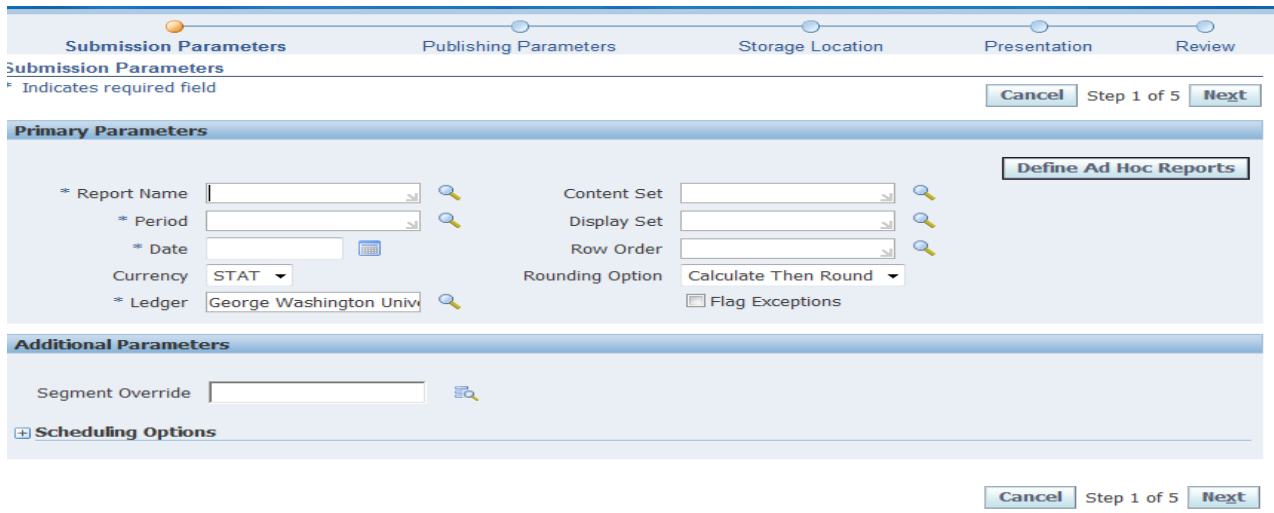
Running FSG Reports

1. Navigate to Report Manager Option under GW GL XXX responsibility, select Financial Report Submission

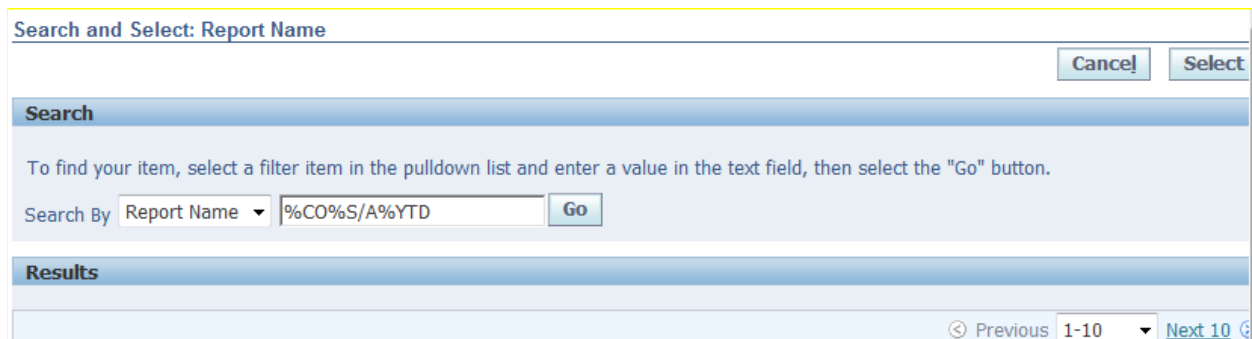


Note: FSG report is based on your security access.

2. The Submission Parameter window appears

A screenshot of the 'Submission Parameters' window. The window has a tabbed interface with 'Submission Parameters' selected. Below the tabs, there are buttons for 'Cancel', 'Step 1 of 5', and 'Next'. The main area is divided into 'Primary Parameters' and 'Additional Parameters'. 'Primary Parameters' includes fields for Report Name, Period, Date, Currency (STAT), Ledger (George Washington Univ), Content Set, Display Set, Row Order, Rounding Option (Calculate Then Round), and a checkbox for Flag Exceptions. There is a 'Define Ad Hoc Reports' button. 'Additional Parameters' includes a Segment Override field. At the bottom, there are 'Scheduling Options' and another set of 'Cancel', 'Step 1 of 5', and 'Next' buttons.

- a. To find report, (example *CO S/A YTD Analysis), at report name field click on the magnifying glass, enter %CO%S/A%YTD%, then click GO. A list of reports meeting the criteria will appear.

A screenshot of a dialog box titled 'Search and Select: Report Name'. It has 'Cancel' and 'Select' buttons. Below the buttons is a 'Search' section with instructions: 'To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.' The 'Search By' dropdown is set to 'Report Name' and the text field contains '%CO%S/A%YTD'. A 'Go' button is next to the text field. Below the search section is a 'Results' section, which is currently empty. At the bottom right, there are navigation buttons: 'Previous', '1-10', and 'Next 10'.

- b. Quick Select report *CO S/A YTD Analysis or Click the radio button under the Select column and press the Select tab.

Search and Select: Report Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Report Name
<input type="radio"/>		*CO S/A Detail 5YRS CYTD
<input type="radio"/>		*CO S/A Detail AYTD v BYTD
<input type="radio"/>		*CO S/A Detail BYTD with Encum
<input type="radio"/>		*CO S/A Sum AYTD BYTD Annualiz
<input type="radio"/>		*CO S/A Summary AYTD v BYTD
<input type="radio"/>		*CO S/A YTD Analysis
<input type="radio"/>		Test - CO S/A YTD Anal 091515

- c. The selected report will populate in the Report Name field. Content set, Row order and currency will automatically default based on the report definition.

Submission Parameters

Indicates required field Step 1 of 5

Primary Parameters

* Report Name	<input type="text" value="*CO S/A YTD Analysis"/>	Content Set	<input type="text"/>
* Period	<input type="text"/>	Display Set	<input type="text"/>
* Date	<input type="text"/>	Row Order	<input type="text" value="1st 7 W/ACCT DESC & FI"/>
Currency	<input type="text" value="USD"/>	Rounding Option	<input type="text" value="Calculate Then Round"/>
* Ledger	<input type="text" value="George Washington Univ"/>		<input type="checkbox"/> Flag Exceptions

Additional Parameters

Segment Override

Scheduling Options

Step 1 of 5

- d. Enter the Period for the report, example Jun-14. You can enter the period value directly (then hit the tab key), or use the magnifying glass to search for the period, similar to the steps in 2a. The Date field will populate automatically with the last day of month for period selected.
- e. Optional: Segment Override parameter page is used to make other report selections to narrow down the results, such as restricting to an account or an organization (parent orgs...) Click Apply, then click Next.

Select Segment Override

Ledger

Entity

Account

Acct Attribute

Organization

Org Attribute

Funding Source

Fund Attribute

Net Asset Class

Function

Location

Activity
DEFAULT

Future
DEFAULT

3. Publishing Parameters

- a. If a template was created for this report it will automatically appear. If not, select the "Generic Template". Use steps 2a to search for the Generic Template. Two options of the Generic Template will appear:
 - i. Generic Template (useable, does not include special GW icon)
 - ii. Generic Template with Drilldown (do not use)
- b. Other parameters will default in
- c. Select Next

Publishing Parameters
 * Indicates required field

Cancel Back Step 2 of 5 Next

Primary Parameters

* Default Template Timeframe

Set Auto Archive? Yes

Security

Availability

Cancel Back Step 2 of 5 Next

4. Storage Location Page

- a. The name of the report will default in. Click the plus (+) sign to see the department folders established to file the report.
- b. Select your Department folder. Click the radial button and then click Next.

Storage Location

Cancel Back Step 3 of 5 Next

Location Select New

Report Name
Enter the name of the report as it will be stored in the Repository

[Expand All](#) | [Collapse All](#)

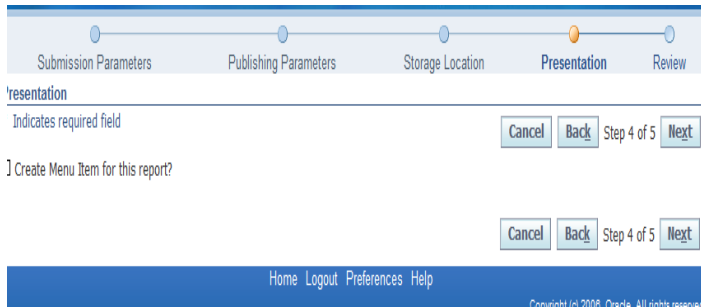
Select	Focus	Name
<input type="radio"/>	<input type="checkbox"/>	Reports Repository
<input type="radio"/>	<input type="checkbox"/>	Comptroller's Office
<input type="radio"/>	<input type="checkbox"/>	Facilities
<input type="radio"/>	<input type="checkbox"/>	UBO
<input type="radio"/>	<input type="checkbox"/>	CPS
<input type="radio"/>	<input type="checkbox"/>	CCAS
<input type="radio"/>	<input type="checkbox"/>	ESIA
<input type="radio"/>	<input type="checkbox"/>	Medical Center
<input type="radio"/>	<input type="checkbox"/>	FSS
<input type="radio"/>	<input type="checkbox"/>	SEAS

- c. If the report has run before, it will appear

**Reports Repository > FSS > *CO S/A YTD Actual
 1111**

- d. Select New and give a new name by adding date, time or version to report.

5. Accept the Presentation Parameters, select Next



6. At Review Parameter page (review the parameter selections for the report), if correct select Next. Otherwise select Back button to make corrections. Click Submit.
 - a. Select Submit.

Submission	
Report Name	*CO S/A YTD Analysis
Period	Jun-14
Date	30-Jun-2014
Flag Exceptions	No
Currency	USD
Ledger	George Washington University
Content Set	None
Display Set	None
Row Order	1st 7 W/ACCT DESC & FUND DESCR
Rounding Option	Calculate Then Round
Segment Override	None
Schedule	Now
Recurrence	

Publishing	
Default Template	GW_*CO S/A YTD Analysis_Template
Timeframe	Jun-14
Security	None
Availability	Now

Storage Location	
Repository Location	Reports Repository > FSS > *CO S/A YTD Analysis

Presentation	
Form Function Name	None
Presentation Location	None
Presentation Template	None

7. Click on Monitor Requests. You will need to click the Refresh button to update the window until the Request called "Publish and Presentation Program" is complete. At Requests window, once process has completed,
 - a. Click the Publish and Presentation program Output icon
 - b. Click View Reports Now
 - c. Click either the Excel (preferred) or PDF options icon to view the report output

Requests

View Last 24 hours Go Search Submit Request

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
18243404	*CO S/A YTD Analysis (Publish and Presentation Program)	Completed	Normal	06-Mar-2016 18:33:53			
18243403	*CO S/A YTD Analysis (Financial Statement Generator)	Completed	Normal	06-Mar-2016 18:33:52			

File Edit View Favorites Tools Help

Protected mode is currently turned off for the Local intranet zone. [Click here to open security settings.](#)

[View Report Now](#)

ORACLE

Navigator Favorites Home

* Indicates required field
 HTML output type will be enabled once the corresponding FO Generator concurrent program completes successfully.
 Timeframe **Sep-14** Output Type

[Home](#) [Logout](#) [Preferences](#)

THE GEORGE WASHINGTON UNIVERSITY		Statement of Activities Account YTD Analysis			
WASHINGTON, DC		George Washington University			
		Jun-14 USD			
		06-MAR-2016 18:41:07			
Organization=XXXXXX (XXXXXXX SCHOOL SUMMARY), Activity=000000 (DEFAULT), Future=000000 (DEFAULT)					
	-----	-----	-----	-----	%
	Jun-14	Jun-13	Change		Chan
	-----	-----	-----		
Requested Accounts					
UN 11921 DEPARTMENTAL PETTY CASH	150.00	150.00	0.00		0%
UN 13111 SPONSORED PROJECTS-BILLED	578.28	17,338.45	(16,760.17)		(97)%
UN 13112 SPONSORED PROJECT-UNBILLED	0.14	0.14	0.00		n/m
UN 13112 SPONSORED PROJECT-UNBILLED	(6,709.50)	(6,709.50)	0.00		0%
UN 13112 SPONSORED PROJECT-UNBILLED	6,709.50	6,709.50	0.00		0%
UN 13112 SPONSORED PROJECT-UNBILLED	0.18	0.18	0.00		n/m
UN 13112 SPONSORED PROJECT-UNBILLED	0.07	0.07	0.00		n/m
UN 13112 SPONSORED PROJECT-UNBILLED	9,112.16	9,632.02	(519.86)		(5)%

EOM