



Finance Reporting Tutorials Overview



PeopleSoft Finance Upgrade and Grants Implementation Reporting Tutorials Overview

The Reporting Tutorials are computer based training tools (CBTs), designed to provide Finance and Grants Managers with an overall understanding of basic navigation specific to reporting within the General Ledger and Grants Modules of the Finance system.

These tutorials consist of topics that cover the following:

- Introduction to Tutorials
- How to Logon
- Introduction to e*mpac Reporting*
- Various Functional Inquiries
- Running Queries*
- SQR User Executed Reports*
- nVision User Executed Reports*
- Batch Reports (Report Distribution Tool)*

* Featuring the **NEW** Report Center

The tutorials take approximately 1 hour each to complete. Please note that these are both audio and visual tutorials, so if you do not have access to speakers or headphones, the overall learning experience is not affected.

The online tutorials may be accessed via the following links:

Grants Accessing Reports and Inquiries

Grants: <http://inside.umassadmin.net/Training/tutorialfinGARI.cfm>

Finance Accessing Reports and Inquiries

Finance: <http://inside.umassadmin.net/Training/tutorialfinFARI.cfm>



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Finance Reporting Tutorials Questions and Answers

What times and days will I be able to access the Reporting Tutorials?

7 days a week, 24 hours a day. If you are not able to access a tutorial, contact the Faculty/Staff IT Service Center, 508-999-8790 or itscenter@umassd.edu, during regular business hours. In addition to accessing the tutorials in the office, you may access them from your home using a VPN connection. You will need to have FlashPlayer on the computer from which you are accessing the tutorials.

What if I want to access a single topic as a refresher?

The reporting tutorials provide the flexibility to review all of the topics from beginning to end, or to access a single topic. This may be useful if you have questions on a particular area. Once you access the reporting tutorials, you will notice the Table of Contents page provides you with individual links for each topic and the flexibility to freely move about from topic to topic.

Is there any paper documentation that I can use for support?

Yes. We recognize that many people feel more comfortable using directions on paper, rather than reading from a computer monitor. Printable step-by-step job aids have been provided in PDF format on the Table of Contents pages.

Why do I need to complete the survey?

After completing a tutorial, it is important to fill out the survey so your feedback can be used to improve and expand our online learning tools for future training.

What should I do if I have a question about using a Reporting Tutorial?

Please contact the Faculty/Staff IT Service Center, 508-999-8790 or itscenter@umassd.edu.