



Month End Reporting Overview

The first month-end reports for PeopleSoft Financials 8.9 are now available. This overview will provide you with some general information and recommendations on how to access them. Please call Kathy Scieszka at x8144 for any questions regarding month end reporting.

NOTE: For this month only, the UMGL7062 and the UMGL7079 are listed under the PI Monthly Package Topic.

- The Report Distribution Tool (RDT) will have the following month-end reports (listed in the table below) available for your use. All listed reports are run by department and organized in the RDT as such. Not every campus runs every report.
- As part of the upgrade, PeopleSoft Financials 8.9 has made it easier for users to obtain their monthly reports without logging into multiple systems and through an improved report topic index. Hopefully, you will rely on the RDT to obtain your monthly reports. We ask that you do not re-run these reports, allowing us to assess how effective improvements have been made. We will give you an opportunity to make improvement suggestions after the month end process.

<u>Report Name</u>	<u>Report ID</u>	<u>Type of Report</u>	<u>Description</u>
Revenue and Expense Activity Report	UMGL7045	Excel	Revenue & Expense detail w/ various Budgets Report with and without projects.
Balance Sheet Report	UMGL7046	Excel	Provides account information for all accounts within the Assets, Liabilities and Fund Balance tree nodes.
Non-Sponsored Project/Grant Activity Report	UMGL7047	Excel	Revenue & Expense detail for Non-Sponsored projects.
Balance Sheet Transaction Detail Report	UMGL7053	RDT Image	Provides detailed transaction data for Balance sheet accounts.
Revenue & Expense Detail Transaction Report	UMGL7062	RDT Image	Detail listing of all Revenue, Expense and Budget Activity for a given time period.
Open Encumbrance Report	UMGL7079	RDT Image	Listing of all Open Encumbrances for a given time period.
Project/Grant Activity Report	UMGM7047	RDT Image	Project budget, expense, and encumbrance and available balance.
Overhead (RTF) Summary Report	UMGM7050	Excel	Research trust fund activity by project including expenses, encumbrances, and balance.
Grants Detail Transaction Report	UMGM7062	RDT Image	Detail listing of all Revenue, Expense and Budget Activity for a given time period.
Grants Open Encumbrance Report	UMGM7079	RDT Image	Listing of all Open Encumbrances for a given time period.

Steps to access the Report Distribution Tool

1. Log into the [e*mpac Finance Reporting v8.9 application](#)
 Note: Access RDT through the Reporting environment, not the Production environment
2. Navigate to either [Report Center → Finance](#) or [Report Center → Grants](#)
 The reports page opens.
3. Click the [Batch Reports \(RDT\)](#) link at the top of the page.

Dartmouth Financial Reports

[Define Scope](#) [Query Viewer](#) [Batch Reports \(RDT\)](#) [Report Manager](#) [Process Monitor](#)

Departmental Reporting Package			
Revenue & Expense w/ Organization Budgets Report	UMGL7045	nVision	?
Revenue & Expense w/ Appropriation Budgets Report	UMGL7045	nVision	?
Non-Sponsored Project/Grant Activity Report	UMGL7047	nVision	?
Revenue & Expense Detail Transaction Report	UMGL7062	SQR	?
Open Encumbrance Report	UMGL7079	SQR	?
Balance Sheet Reports			
Balance Sheet Report	UMGL7046	nVision	?
Balance Sheet Transaction Detail Report	UMGL7053	SQR	?
Fund Balance Reports			
Fund Balance Activity Report	UMGL7036	nVision	?
Fund Balance Detail Report	UMGL7037	nVision	?

The following are examples of how the reports will be organized in the Report Distribution Tool:

The General Ledger Reports:

GL-REPORTS	GENERAL LEDGER REPORTS
Dec 29, 2006 9:18:05 AM	DISK Available
UMAMH	
UMBOS	
UMCEN	
UMDAR	
UMGL7046	Balance Sheet Report
UMGL7053	Balance Sheet Transaction Detail Report

The PI Monthly package:

D102000151	
UMGL7062	Revenue & Expense Detail Transaction Report
UMGL7079	Open Encumbrance Report
UMGM7047	Sponsored Project/Grant Activity Report
UMGM7050	Overhead (RTF) Summary Report
UMGM7062	Grants Detail Transaction Report
UMGM7079	Grants Open Encumbrance Report

The Department Monthly package:

UMDAR-DEPT	DEPARTMENT MONTHLY PACKAGE
Dec 29, 2006 10:41:28 AM	DISK Available
D101000000-11000	
UMGL7045	Revenue & Expense w/ Budgets Report

Note: This is not intended to be a comprehensive list.