



CAMPUS FINANCIAL REPORTING

What's New – February 2016

Financial Services is pleased to release a fifth phase of reporting capabilities for campus financial reporting users. The new and improved features of this release are listed below. If you have any questions about these new features, please contact us at cfri-feedback@lists.wfu.edu.

New Summary Page

The 'Summary – Operating' and 'Summary – Operating Including Activity & Location' reports come with a new summary page at the very end, just before the Parameters page. This summary page differs from the existing summary page in that it will display data in a crosstab format, displaying either one or two amounts with the accounts down the left-hand side and departments across the top. This is especially useful when you have run a report with multiple departments and want to see the breakdown, by account, for each department.

There is a new prompt (Step 10) on these reports that will ask the user to define the values to display on the new summary page, including: Budget – Full Year, Actual – Current Period, Actual – YTD, Actual – Full Year, Available to Spend Before Encumbrances, Available to Spend After Encumbrances, Budget – Full Year Prior Year, Actual – Current Period Prior Year, Actual – YTD Prior Year and Actual – Full Year Prior Year.

If the user does not select an amount to display, this summary page will not appear in the report output.

Updated 'Summary – Operating Including Activity & Location' Report

This report now includes a drill or shortcut from the Activity and Location code chart elements to the 'Summary – Activity' and 'Summary – Location' reports, respectively. Note that the activity shown on these drills will display the full activity from the particular Activity or Location drilled upon, only inheriting date parameters from the original report. The existing amount drills were not modified and continue to work as they always have.

Corrected Budget Amount Inconsistency on Summary Operating Reports

Several reports were identified to have an inconsistency on the budget amount, when budget adjustments were made during the fiscal year. Previously the reports would

display the original budget and all budget adjustments through the selected fiscal year and period. The budget amounts, both for the current fiscal year and any prior fiscal years displayed, have been updated to display the full year budget amount (the original budget plus all budget adjustments), regardless of the fiscal year and period chosen.

This update impacts the following reports: 'Summary – Operating', 'Summary – Operating Including Activity & Location', 'Summary – Activity', 'Summary – Location' and 'Summary – Account Analysis'.

Updated 'Detail – Accounts Payable' Report

This report was enhanced to include two new columns: Payment Terms, which displays the default supplier terms for the supplier (e.g. Net 45, etc.) and Payment Due Date, which states when the invoice is set to be paid.

The instructions on Step 9, which relates to searching by supplier ID or name, were changed to make it more clear how to use the various options within that prompt.

Updated 'Detail - PO - Invoice Reconciliation' and 'Detail - PO - Invoice Reconciliation with Line Items' Reports

These reports have several enhancements to make the data more useful to those trying to understand differences between what was ordered on a purchase order and paid on an invoice. The existing 'Invoice Amount' column was split into three columns: Invoice Amount (which includes the item/service amount and any discounts), Additional Amount (which typically includes freight) and 'Total Invoice Amount'. Many differences occur due to freight charges, which these changes should help highlight.

Updated 'Detail – Transaction' Report

The 'PCard Transaction #' column was added to the report as part of the optional pcard data set.

Revised Macros

The Excel macros have been updated to accommodate the new summary page in the summary operating reports; the macro will name these sheets 'Departmental Summary'.

Users will need to download and re-install the new macros. Please visit <http://finance.wfu.edu/cognos/> for information and downloads.