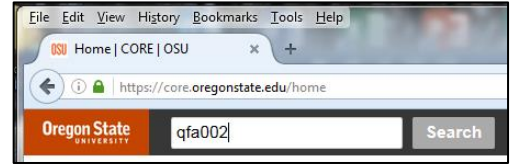


CORE Quick Tips - Finance

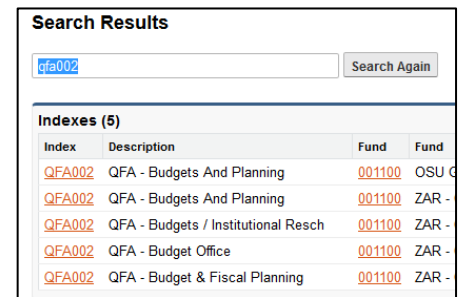
Finding the Balance for an Index

Option 1:

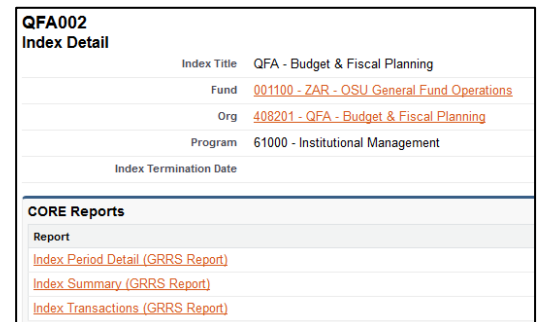
- 1) Type the **Index** (it is not case sensitive) in the **Search Box** at the top of the CORE homepage and click **Search**.



- 2) A list of current and prior Index descriptions will appear. Click one of the **Index hyperlinks**.



- 3) A list of CORE report options will appear. Click on the **Index Summary** option. Note: *GRRS Report* will appear if you have access to the Grant Reporting System (GRS), otherwise CORE Public Report is listed.

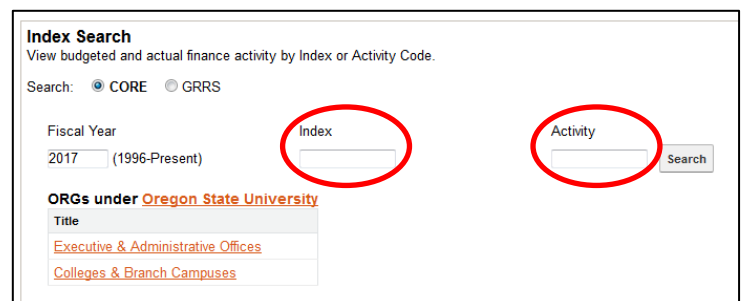


Option 2:

Use the CORE **Index Search** feature located at the bottom of the *uReports* page



- 1) Click **uReports**.
- 2) Scroll to the bottom of the uReports page, locate the CORE **Index Search**.
- 3) Enter the **Index** (and **Activity**, if applicable) search box(es).
- 4) **Change** the Fiscal Year, if applicable.
- 5) Click **Search**.



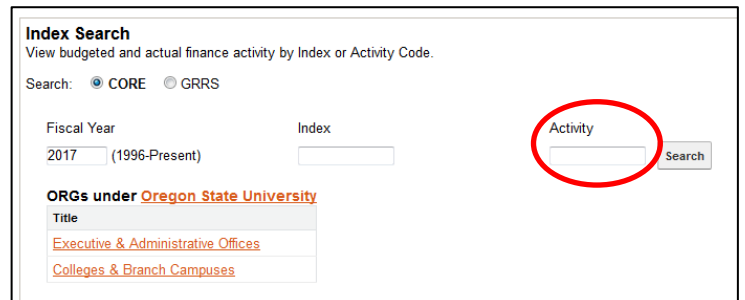
CORE Quick Tips - Finance

Finding the Balance for an Activity Code

Use the **Index Search** feature located at the bottom of the *uReports* page.



- 1) Click **uReports**.
- 2) **Scroll** to the bottom of the *uReports* page, locate **CORE Index Search**.
- 3) Enter the **Activity Code**.
- 4) **Change** the Fiscal Year, if applicable.
- 5) **Click Search**

A screenshot of the "Index Search" form. The title is "Index Search" and the subtitle is "View budgeted and actual finance activity by Index or Activity Code." Below this, there are radio buttons for "CORE" (selected) and "GRRS". There are three input fields: "Fiscal Year" with "2017" and "(1996-Present)" next to it, "Index" (empty), and "Activity" (empty). The "Activity" field is circled in red. To the right of the "Activity" field is a "Search" button. Below the input fields, there is a section titled "ORGs under Oregon State University" with a "Title" label and two links: "Executive & Administrative Offices" and "Colleges & Branch Campuses".

CORE Quick Tips - Finance

Monitoring or Viewing Expense Transactions

Two options for locating expense transactions for 1 Index

- 1) Use the CORE **Index Search** feature.
- 2) Run a **Transaction Ledger Report** to view transaction detail by Fund, Org, Account, Activity Code, Index.

BI Query Users:

BI Query Finance Transaction Ledger Reports - ***DW208**

CORE Transaction Reports:

- By Fund: **FIN1940** Transaction Details by Fund (rank #184)
- By Index: **FIN1909** Transaction Details by Index & Account (rank #6)
***FIN1869** Expense Crosstab by Index (rank #35)
- By Activity Code: **FIN1902** Transaction Details by Activity Code (rank #82)
- By Account: **FIN1903** Transaction Details by Account (rank #40)

Jaspersoft Operating Ledger Reports:

OL-Monthly Expense by Index (CORE FIN1869)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.
Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Finance

Monitoring or Viewing Expense & Payroll Detail Transactions

NOTE: This series of reports allows the user to see the names associated with the payroll transactions.

Two options for locating expense and payroll transactions details:

- 1) Use the CORE **Index Search** feature (GRRS reports only).
- 2) Run a CORE **Transaction/Payroll Ledger Report** to view transactions.

BI Query Users:

Finance Payroll Ledger Reports - ***DW209** (Note: Functionality did not exist in BI Query)

CORE Transaction/Payroll Ledger Reports:

- By Index and Period: **FIN1922** Transaction/Payroll Ledger Detail (*rank #16*)
FIN1905 Transaction & Payroll Detail by Index (*rank #12*)
- By Index and Date Range:
FIN1936 Transaction/Payroll Ledger Detail by Date Range (*rank #640*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Monitoring Open Encumbrances

Do the encumbrances need to be liquidated or canceled?

BI Query Users:

BI Query Finance Encumbrance Reports - ***DW211**

CORE Encumbrance Reports:

- By Index: ***FIN2300** Open Encumbrances by Index *(rank #93)*
- By Org: **FIN2303** Open Encumbrances by Org *(rank #326)*
- By Grant: ***FIN2301** Open Encumbrances by Grant Code *(rank #398)*
- By Doc Code: ***FIN2302** Detail for One Encumbrance Document *(rank #105)*

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Operating Statements

Monitoring Operating Statement Balances

BI Query Users:

BI Query Finance Operating Ledger Reports - ***DW207**

CORE Operating Ledger Reports:

- By Fund: **FIN1803** Consolidated Fund Balance (rank #92)
- By Org: **FIN1853** Operating Statement by Org (rank #132)
FIN1856 Consolidated Org Summary (GRS) (rank #171)
- By Index (by Period): ***FIN1857** Operating Statement by Index (rank #25)
(Year to Date): ***FIN1855** Consolidated Operating Statement (rank #19)
- By Activity Code: ***FIN1858** Operating Statement by Activity Code (rank #32)
- By Category: ***FIN1874** Operating Statement by Category (rank #356)

Jaspersoft Operating Ledger Reports:

- OL-Consolidated Operating Statement by Index (CORE FIN1855)
- OL-Operating Statement by Index (CORE FIN1857)
- OL-Operating Statement by Activity (CORE FIN1858)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.
Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Remaining Balances

Monitoring budget balances

CORE Operating Ledger Reports:

- By Index: **FIN1868** Remaining Expense Budget by Index (*rank #35*)
- By Business Center: ***FIN1859** Remaining Expense Budget by BC Index (*rank #224*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Budget Transactions

Monitoring budget transactions

CORE Transaction Ledger Reports:

- By Single Index: **FIN1900** Transaction Details by 1 Index & Fiscal Period (*rank #7*)
- By Multiple Indexes: ***FIN1901** Transaction Details by Multiple Indexes (*rank #27*)

Jaspersoft Operating Ledger Reports:

- TL- Budget Transaction Details - Index (*CORE FIN1900*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Budget Variance Reports - Multi-year view

Developed for Business Center Monthly Reporting

CORE Operating Ledger Reports:

- By Single Index: **FIN1863** Operating Statement Variance Report for an Index *(rank #24)*
- Multiple Indexes: ***FIN1864** Op. Statement-Year over Year-Variance by Index *(rank #9)*
- By Program Code: **FIN1866** Op. Statement-Yr over Yr-Variance by Pgm Code *(rank #319)*
- By Activity Code: ***FIN1867** Op. Statement-Yr over Yr-Variance by Activ Code *(rank #319)*
- By FOPA Filters: ***FIN1876** Yr over Yr Op. Statement Variance Rpt. by FOPA *(rank #77)*

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Fund Balance Statements

Monitoring Fund Balances and Trial Balances

BI Query Users:

BI Query Finance Operating Ledger Reports - ***DW206**

CORE General Ledger Reports:

- By Multiple Fund: ***FIN1801** Fund Balance Statement (rank #26)
- By Fund Type **FIN1803** Consolidated Fund Balance (GRS Access Required) (rank #92)
- Fund Trial Balance ***FIN1809** Trial Balance for a Fund (rank #55)
- Plant Fund Balance **FIN1752** Fund Inception to Date (rank #235)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Inception to Date Reports

Monitoring Grants and Balances using Multi-Year Reports

BI Query Users:

BI Query Finance Operating Ledger Reports (***DW207**)

CORE Operating Ledger Reports:

- By Fund: ***FIN1752** Fund Inception to Date (rank #236)
- By Grant Code: ***FIN1753** Grant Code Inception to Date (rank #343)
- Use the Grant Reporting System

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Pending Documents

Monitoring Pending (not approved) Invoices/Transactions

BI Query Users:

BI Query Finance Transaction Ledger Reports - ***DW208**

CORE Operating Ledger Reports:

- By Org: ***FIN1916** Pending Docs for an Org (rank #70)
- By Index: ***FIN1917** Pending Docs for an Index (rank #158)
- By User: ***FIN1918** Pending Docs for a User (rank #235)
- By Business Center: **FIN1915** Pending Docs for a Business Center (rank #191)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.
Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Document Lookup

Find Documents, Invoices, or JV's

CORE Operating Ledger Reports:

- Single Document Look Up: **FIN1907** IDoc/JV Detail (rank #4)
- Multiple Documents Look Up: **FIN1908** Invoice/JV Transaction Detail (rank #58)
- Text Search: ***FIN1930** Document Text Search (rank #203)
- Replication of Banner Self-Service: **FIN1906** Transaction & Document Look Up

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Finance

Commodities

Finding Commodity Text in the Operating Ledger

CORE Operating Ledger Reports:

- By Date Range: **FIN1931** Invoice Commodity Text Search (rank #412)
- By Invoice: **FIN1919** Commodities for 1 Invoice (rank #191)
- By Index: ***FIN1914** Transaction Details with Commodities (rank #94)
- By Index & Activity: ***FIN1910** Transaction Details by Index & Activity Code (rank #11)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

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CORE Quick Tips - Finance

Accounts Receivable Detail/Balances

Finding Accounts Receivable Transactions or Account Balances

CORE Operating Ledger Reports:

- By OSU ID: **FIN2000** AR Account Details (rank #84)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

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CORE Quick Tips - Finance

Search by Transaction Amount (\$)

Searching for a specific dollar amount or dollar amount range

- **Use Jaspersoft**

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

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CORE Quick Tips - Finance

Top 15 Finance Reports

FIN1906	Transaction & Document Look Up
FIN1864	Operating Statement – Year over Year Variance by Index
FIN1909	Transaction Details by Index & Account
FIN1863	Operating Statement Variance Report for an Index
FIN1907	IDoc/JV Detail
FIN1900	Transaction Details for 1 Index & Fiscal Period
FIN1910	Transaction Details by Index & Activity Code
FIN1905	Transaction & Payroll Detail by Index
FIN1922	Transaction/Payroll Ledger Detail
FIN1857	Operating Statement by Index
FIN2556	Transaction Ledger Query (Ad Hoc Lite)
FIN1921	Transaction Ledger Detail by Index Activity & Account
FIN1855	Consolidated Operating Statement
FIN1869	Expense Crosstab by Index
FIN1878	Remaining Budget by Index