



Month End Reporting Process Overview

In order to prepare for the first month-end reporting process in e*mpac Financials 8.9, we wanted to provide some general information and recommendations.

- 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.
- As part of the upgrade, we have made it easier for users to obtain their monthly reports without logging into multiple systems and through an improved report topic index. We hope that you will rely on the RDT to obtain your monthly reports and ask that you do not re-run these reports – this will allow us to assess how effective our improvements have been and will give you an opportunity to make improvement suggestions after the month end process.

Report Name	Report ID	Type of Report	Description
Revenue and Expense Activity Report	UMGL7045	Excel	Revenue & Expense detail w/ various Budgets Report for with and without projects.
Non-Sponsored Project/Grant Activity Report	UMGL7047	Excel	Revenue & Expense detail for Non-Sponsored projects.
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.

The following job aids will help you to access and print your month-end reports:

Accessing the Report Distribution Tool – provides instructions on accessing the monthly batch report via the Report Distribution Tool.

Setting .xls File Types to Open in Excel – When opening an Excel file from the web, it will open in your browser window. Follow these instructions to make sure it opens in Excel instead.

Setting Macro Security (Microsoft Excel) – describes the process to ensure accessibility and printing of nVision reports.

Report Distribution Tool – provides instructions on navigating the RDT folders to locate specific reports.

Accessing 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.

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	?	

Examples of the Organization of Reports in the Report Distribution Tool

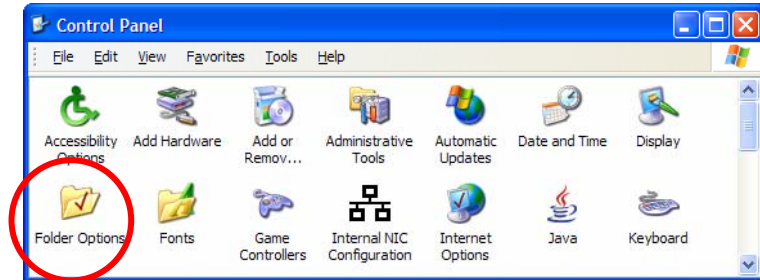
General Ledger Reports	Monthly PI Package
GL-REPORTS GENERAL LEDGER REPORTS Dec 29, 2006 9:18:05 AM DISK Available UAMMH UMGL7010 Daily Cash Transaction Report UMGL7036 Fund Balance Activity Report UMGL7037 Fund Balance Detail Report UMGL7046 Balance Sheet Report UMGL7053 Balance Sheet Transaction Detail Report UMGL7075 Daily Cash Balance Report	UMWOR-PI PI MONTHLY PACKAGE Dec 29, 2006 9:45:41 AM DISK Available W404000000 UMGM7047 Sponsored Project/Grant Activity Report UMGM7050 Overhead (RTF) Summary Report UMGM7062 Grants Detail Transaction Report UMGM7079 Grants Open Encumbrance Report
Monthly Department Package	
UMLW-DEPT DEPARTMENT MONTHLY PACKAGE Dec 29, 2006 10:41:28 AM DISK Available L400200000-51161 L400200000-57326 L400200000-F006000000000006 L400300000-51161 UMGL7045 Revenue & Expense w/ Budgets Report UMGL7062 Revenue & Expense Detail Transaction Report UMGL7079 Open Encumbrance Report L400400000-51161 L400500000-51161	

Note: These are only partial screenshots.

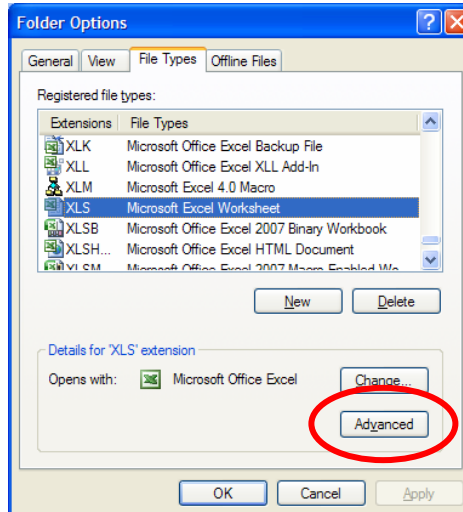
Setting .xls Files to Open in Excel

Note: This procedure will only need to be performed once.

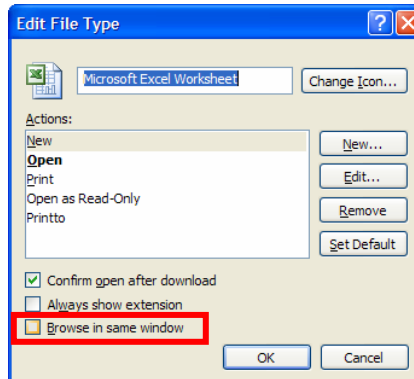
1. From your Windows desktop, click **Start > Control Panel**.
2. From your Windows desktop, click **Start > Control Panel**.
3. When the Folder Options window opens, click the File Types tab.



4. Scroll down and click once on the **XLS Microsoft Excel Worksheet** item then click the Advanced button.



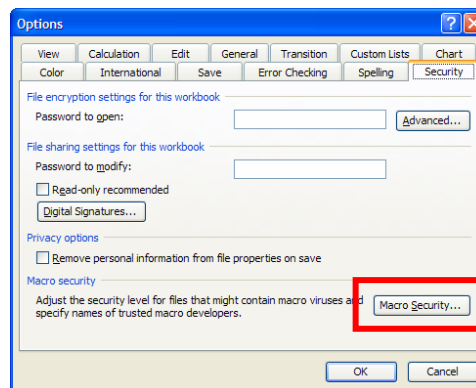
5. Uncheck the Browse in same window checkbox.



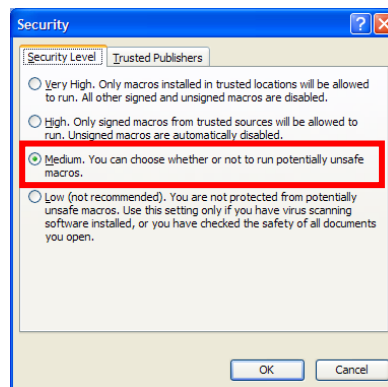
Setting Macro Security in Excel

Note: This procedure will only need to be performed once.

1. Open Microsoft Excel.
2. Select **Tools > Options...**
3. When the Options window opens, click the Security tab.
4. Click the **Macro Security...** button.



5. Click the Medium radio button.



6. Click OK and OK again.
7. Close Excel.



Accessing Your Reports in the Report Distribution Tool

The Report Distribution Tool is where end users currently access reports. In e*mpac Financials version 8.9 this tool will be where end users access **month-end** reports only. This job aid is intended to inform the end user how to access their batch reports but most importantly how to access the Report Distribution Tool **within** the e*mpac Financials application.

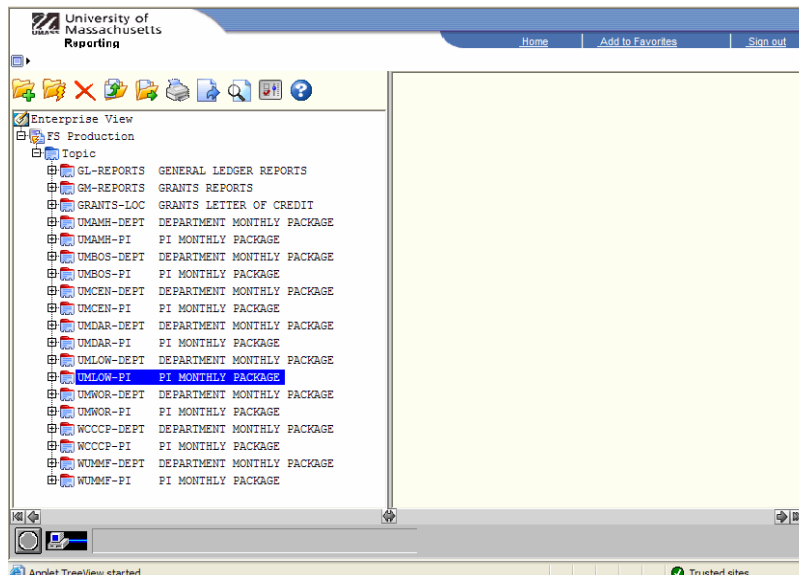
- Step 1.** Log into the e*mpac Finance Application with your FIN username and password.



Report Center → Grants (or Finance) → Batch Reports (RDT)

Define Scope	Query Viewer	Batch Reports (RDT)	Report Manager	Process Monitor
Department Package Reports				
Overhead Summary Report		UMGL7050	nVision	
Revenue & Expense w/ Appropriation Budgets Report		UMGL7045	nVision	?
Revenue & Expense Detail Transaction Report		UMGL7062	SQR	?
Revenue & Expense w/ Organization Budgets Report		UMGL7045	nVision	?
Open Encumbrance Report		UMGL7079	SQR	?
Fund Balance Reports				
Fund Balance Detail Report		UMGL7037	nVision	?
Fund Balance with Net Assets Report		UMGL7036	nVision	?
Project/Grant Reports				
Project/Grant Activity Report		UMGM7047	SQR	

- Step 2.** Click the [Batch Reports \(RDT\)](#) link.





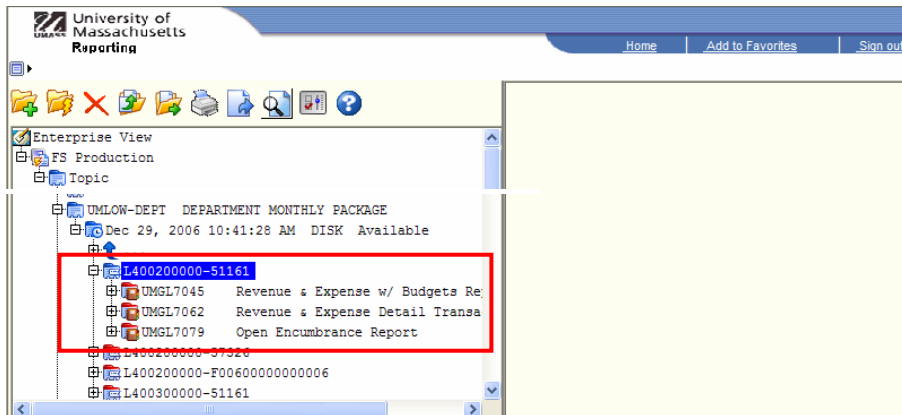



Note: The list of topics is similar to how the reports are currently organized. New Topic Folders are the **Department Monthly Package and the PI Package** folders. This is where you will find your monthly reports.

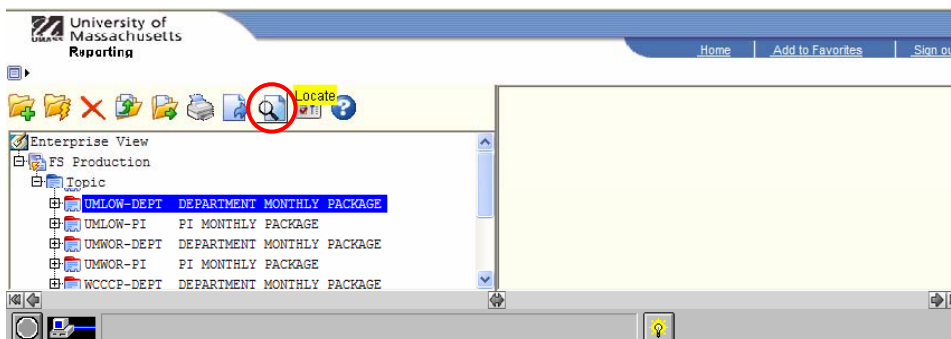
- Step 3.** The reports are sorted by department and fund. For example, if you wish to look at the report for your General Operations Budget, click on the line containing your department number followed by -51161. If you wish to look at a special fund budget, click on your department number followed by that fund number.

You can locate your reports in two ways.

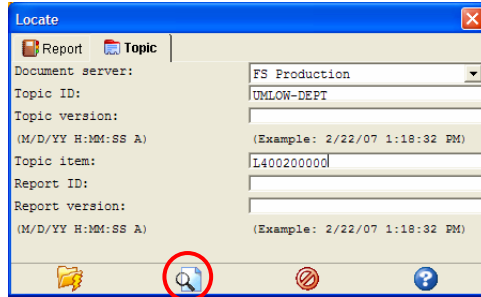
Method 1: Open the UMLow-DEPT folder by clicking the . Locate the appropriate Dept-Fund combination, click  the to show the various reports available.



Method 2: Click once on the UMLow-DEPT folder (to highlight it). Click the  icon along the top.




Click the Topic tab and enter your DepartmentID in the Topic Item field. Click .

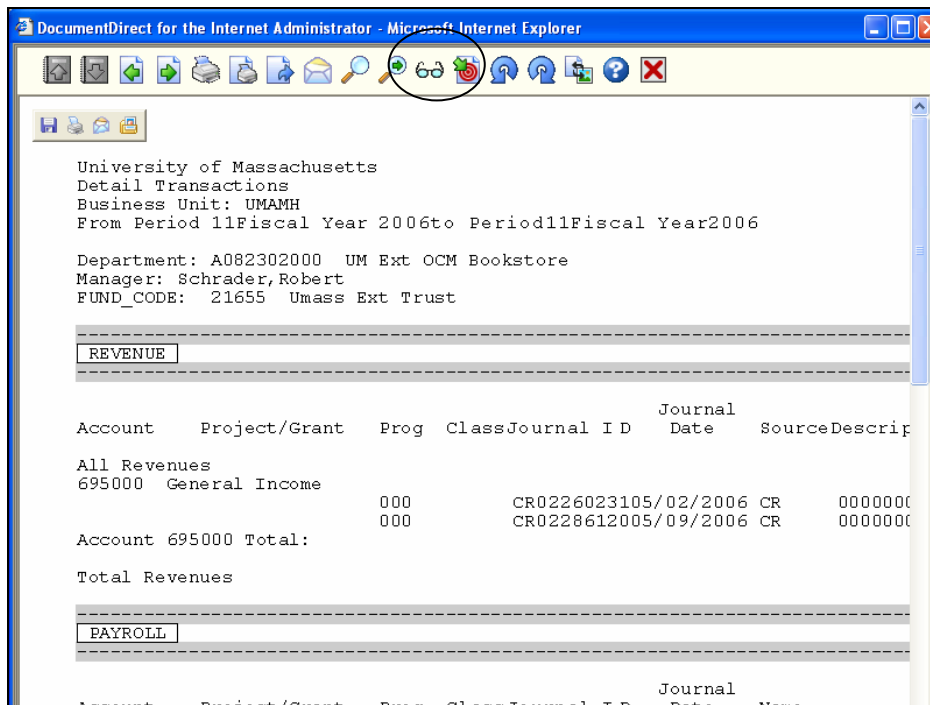


Note: If there is only one report in a folder the report will open automatically. If there are multiple reports in a folder you will see a list of reports to choose. The reports will be time-stamped and the most recent will be on the top of the list.



Note: Click the  button to resize the report.

Step 4.



Revenue/Expense reports are nVision reports and will open in Excel.
 Detail Transaction and Open Encumbrance reports are SQR reports and will open in the RDT tool window.

End of Procedure.