

XI. Oracle FSG & Standard Reports

A. Overview:

Many RIT employees have access to one or more *responsibilities* in the Oracle general ledger, allowing them to view and print reports containing financial information for their department or project.

Objectives:

In this chapter you will learn about:

- the difference between an *FSG report* and a *Standard report*
- what various FSG and Standard reports are used for

Key Words:

Responsibilities

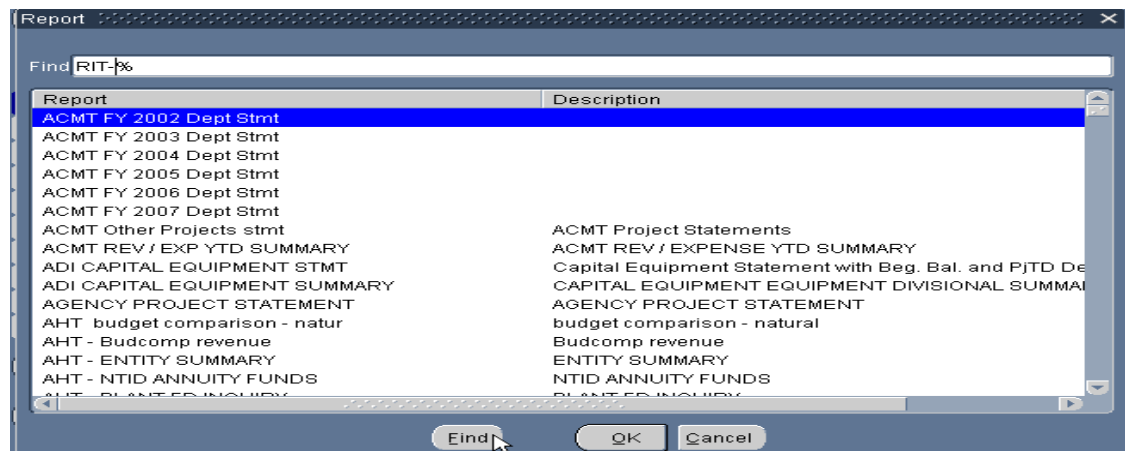
FSG Report

Standard Report

In order to print FSG & Standard Reports, you will need a networked printer. The printer must be set up through [ITS](#) to print Oracle Reports. Contact the ITS Help Desk for assistance at ext. 5-4357.

B. Oracle FSG Reports

1. Accounting has created many custom reports using a reporting tool called Financial Statement Generator (FSG). These reports are available to all users assigned to the Report & Inquiry, Report & Inquiry On-line and Report, Inquiry & Payroll responsibilities.
 - a. All employees who require access to reports should attend Oracle training classes. During training you will learn how to request Oracle FSG and Standard Reports. Note: you must be assigned to a Report & Inquiry responsibility in order to request and print Oracle reports.



2. The financial information that you will obtain on FSG reports is based upon the security assigned to your responsibility in the Oracle general ledger.
 - a. If you manage the budget for one department you may only access information for that department.
 - i. For example, a staff assistant to the chair of Electrical Engineering may only have access to information in department number 63100. When the staff assistant prints a department statement, he/she will receive information for department 63100 only.
 - b. If you manage the budget for several departments you may access information for all of the departments that you are responsible for.
 - i. For example, an assistant to the dean of the College of Engineering may access financial information for all departments in the college (63100-63999). When the dean's assistant requests department statements, he/she will receive a department statement for each department within the entire college, unless he/she uses the "segment override" feature when requesting statements.
 - ii. When the dean's assistant uses "segment override", he/she may request a single department statement within a responsibility.

Refer to Lesson 2: Request an FSG Report in the General Ledger Section of the Oracle Training Manual.

For complete information regarding Oracle training course descriptions and open enrollment dates, visit the [Center for Professional Development's](http://finweb.rit.edu/cpd) web page: <http://finweb.rit.edu/cpd>.

Call Accounting at ext. 5-2237 for information about other Oracle FSG reports.

3. Below is a list of the FSG reports used by most departmental users:

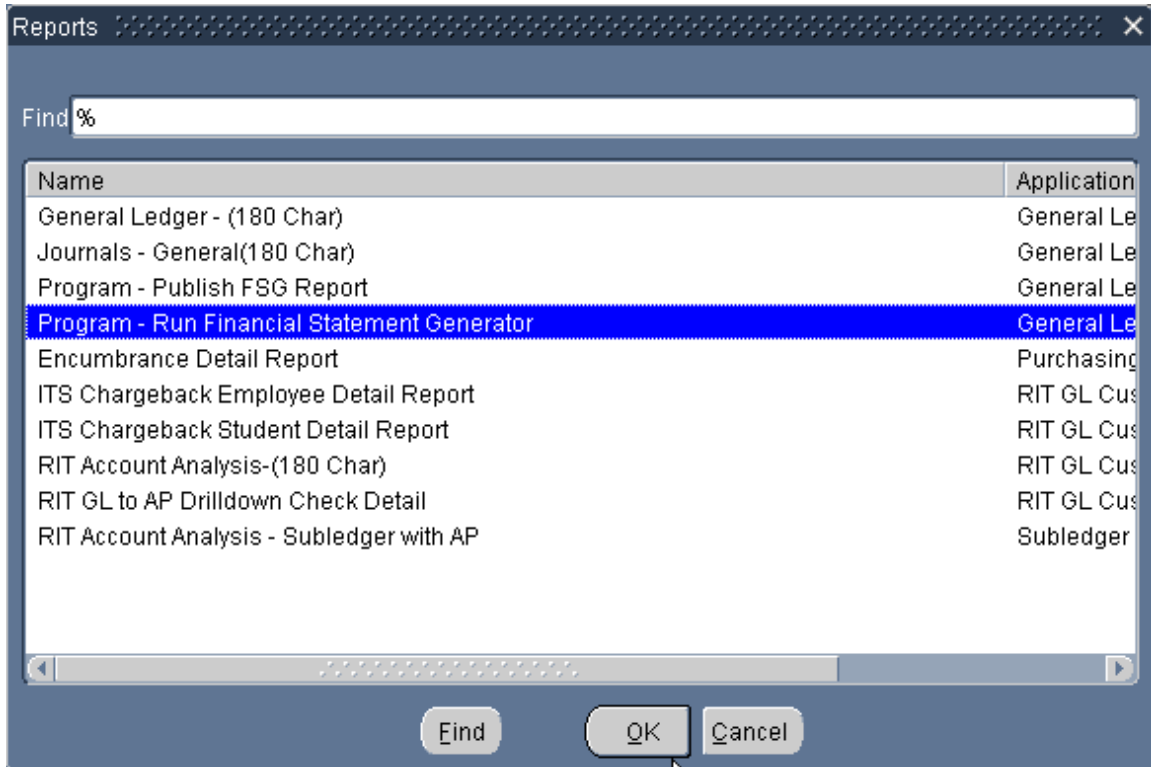
Report Name	Description	Purpose
RIT- DEPT STATEMENT (USE FOR ALL RIT DEPARTMENTS WHEN PROJECT = 00000)	Current fiscal YTD & PTD Budget, Encumbrance, & Actual totals for revenue and expense categories in RIT operating accounts (project = 00000)	To give department managers a high level view of their current YTD RIT operating account expenditures as compared to their budget at a given point in time.
RIT-CAPITAL EQUIPMENT STATEMENT (USE FOR ALL DEPARTMENTS WHEN	YTD & PTD Encumbrance and Actual totals for Capital Equipment Accounts	To give department managers a high level view of their Capital Equipment Account expenditures

PROJECT = 84200)		at a given point in time.
RIT PLANT FD. CAP.- PROJ (USE FOR ALL DEPARTMENTS WHEN PROJECT = 83XXX)	PTD, YTD & PJTD, (project-to-date), Actual totals for revenue and expense categories in Capital projects.	To give department managers a high level view of only their department's Capital project expenditures, not to be used with Physical Plant departments.
SPA GRANTS STATEMENT (USE FOR ALL DEPARTMENTS WHEN PROJECT = 30000-39999; C0000-C9999; P0000-P9999)	PJTD & PTD Budget, Encumbrance, and Actual totals for Grant/Contract Projects.	To give Principal Investigators a high level view of their grant/contract expenditures as compared to their budget at a given point in time.
OTHER PROJECTS STATEMENT (USE FOR ALL DEPARTMENTS WHEN PROJECT = 10000-79999, EXCLUDING 30000-59999)	YTD & PTD Budget, Encumbrance, and Actual totals for Special Project, Designated Fund, Gift, or Endowment Earning Projects	To give department managers a high level view of their Special Project, Designated Fund, Gift, or Endowment Earning project expenditures at a given point in time.
NTID - DEPT STATEMENT (USE FOR DEPARTMENTS 40000-49999, WHEN PROJECT = 02000-02099)	FY 20XX YTD & PTD Budget, Encumbrance, and Actual totals for Revenue and Expense categories in NTID Operating accounts, (XX = 00-99).	To give NTID department managers a high level view of their current YTD operating expenditures as compared to their budget at a given point in time.
AGENCY PROJECT STATEMENT (USE FOR ALL DEPARTMENTS WHEN PROJECT = 90000-99999)	YTD & PTD Budget, Encumbrance, and Actual totals for Agency Fund Projects.	To give department managers a high level view of their Agency Fund project expenditures at a given point in time
HIERARCHICAL - DEPT (USE FOR ALL RIT DEPARTMENTS WHEN PROJECT = 00000)	YTD Budget and Actual totals by revenue and expense categories for a department's operating account.	To give department managers a high level one-page view of their RIT operating revenue and expense categories compared to their budget at a given point in time.
HIERARCHICAL REPORT (USE FOR ALL RIT DEPARTMENTS WHEN PROJECT = 00000)	YTD Budget and Actual totals by revenue and expenses for RIT operating accounts by college or division.	To give Deans and Division heads a high level view of their RIT operating revenue and expense categories for departments reporting in their college or division.
APPROVED BUDGET LIST (USE FOR ALL RIT OPERATING DEPARTMENTS WHEN PROJECT = 00000)	Permanent and Working detail budgets as of the fiscal year run.	To provide Deans and Division heads a detail listing of the Permanent and Working Budgets for their college or division. Unlike the RIT-Dept Statement, this report shows the complete account code combination.
DEPARTMENTAL OPERATING SUMMARY (USE FOR ALL RIT OPERATING DEPARTMENTS WHEN	Reflects YTD Budget to Actual information for salary, non-salary, revenue/chargeback credit and total categories and their variances by department.	To provide Deans and Division heads with a one-page "early alert" to potential budget overruns for their college or division.

PROJECT = 00000)

C. Oracle Standard Reports

1. Several standard reports, written by Oracle, came with the Oracle applications. Accounting has assigned several useful standard reports to each Reporting and Inquiry user's responsibility.



2. As with FSG reports, the financial information that available to you on standard reports is restricted by the security assigned to your responsibility in the Oracle general ledger.
 - a. If you manage the budget for one department you may only access information for that department.
 - i. For example, each time the staff assistant in Electrical Engineering requests a Standard report, he/she will receive information for department 63100 only.
 - b. If you manage the budget for several departments, you may receive one standard report containing information for all departments within your responsibility or you can specify the account(s) you want detail for by entering the account range in the report parameters.
 - i. For example, when the Assistant to the Dean of the College of Engineering requests an RIT Account Analysis report by dept., he/she can receive financial information for all departments in

the college (63100-63999) or for only department 63200. The information will be sorted in object code order by department number (with a page break after each department).

- ii. You may download the RIT Account Analysis report into Excel to further analyze data.

Refer to Lesson 5: Request and Print Standard Reports in the General Ledger Section of the Oracle Training Manual.

Additional information regarding downloading the Account Analysis report to Excel is available on the [Controller's Office](#) web page.

The information in the table below provides a description of each report and tips for using each one:

Report Name	Description	Purpose
RIT Account Analysis - (180 Char)	Detail of account activity by period, sorted first by department or project then by object code. There is a page break after each department or project.	To provide detail of transactions to assist with reconciliation of department or project statements including grants, gifts, capital, etc.
RIT Account Analysis - Subledger with AP	Detail of payments made through Accounts Payable by period, sorted first by department or project, then by object code.	To provide additional information regarding payments made to suppliers including supplier name and invoice number. Expenditures included on this report are also included in the total expenditures on the Account Analysis identified by a Source of "Payables".
General Ledger - Detail Operating	Detail of account activity by period, including beginning and ending balance for each 24-digit account number.	To provide detail information for asset and liability account reconciliations.
General Ledger - Detail Projects	Detail of account activity by period, including beginning and ending balance for each 24-digit account number.	To provide detail information for asset and liability account reconciliations for project accounts.
Journals – General	Detail of all journal entries within a batch in journal entry number order.	To provide journal entry detail to assist with account reconciliation.
Payroll Distribution Report within Dept RIT	Detail of salary payments to employees through Payroll by payroll period, sorted by department.	To provide detail of payroll transactions to assist with reconciliation of department statements.
Payroll Distribution Report within Project RIT	Detail of salary payments to employees through Payroll by payroll period, sorted by project.	To provide detail of payroll transactions to assist with reconciliation of project statements including grants, gifts, capital, etc.

ITS Chargeback Employee Detail Report	Detail of ITS Chargebacks based upon employee FTE, by pay period sorted by department.	To provide detail of employee ITS Chargeback transactions to assist with reconciliation of financial statements.
ITS Chargeback Student Detail Report	Detail of ITS Chargebacks based upon student FTE for each academic program, by college program, sorted by department.	To provide detail of student ITS Chargeback transactions to assist with reconciliation of financial statements.
Encumbrance Detail Report	Detail of encumbrance activity by a range of dates, for a range of accounts and vendors.	To provide detail encumbrance information to assist with account reconciliation

D. Requesting Oracle Reports

1. Oracle users may request FSG and Standard reports at any time throughout the month. However, to obtain complete financial information for a period, you should wait to print reports until you have been notified by Accounting that the period is closed.
 - i. Accounting sends an e-mail message to all Oracle users as soon as all transactions for the month have been processed.

Refer to Lesson 2: Requesting an FSG Report in the General Ledger Section of the Oracle Training Manual.