

Seeing monthly activity in the GL-

Cornerstone is a system that reports via totals. This can make it frustrating to check monthly expenses.

Report 023 will show you monthly activity based on the string entered in the system.

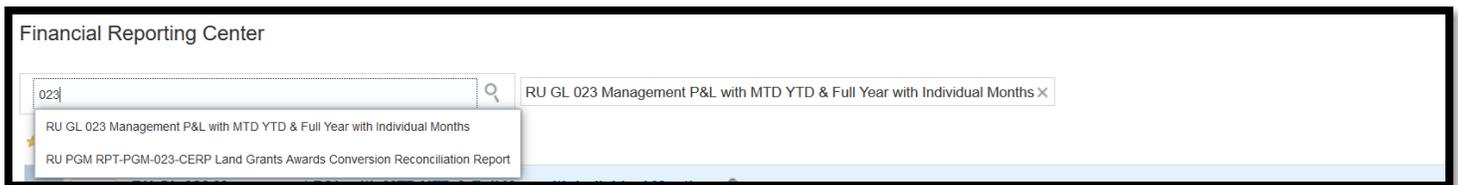


Click on:

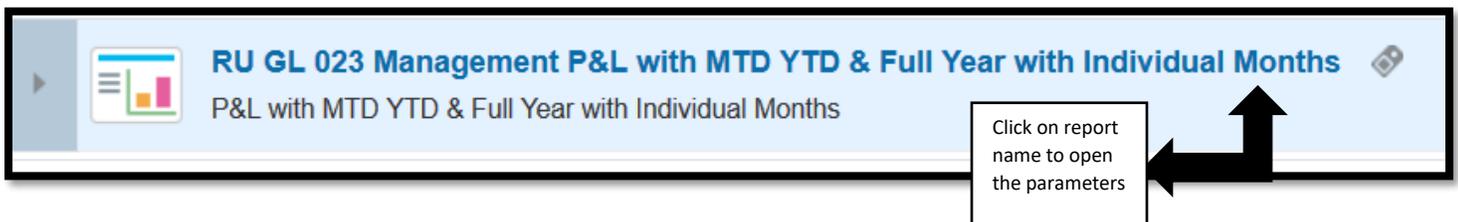


Click on:

This will open up the Financial Reporting Center.



Enter the report number 023 in the search bar. The report will pop up, click on "RU GL 023 Management P&L with MTD YTD & Full Year with Individual Months"



You should have point of preview set up and allow pop up to get to the parameter view for the reports.

Once you enter in the parameters, Cornerstone will keep those parameters in the system, so if you look at subsequent months, all you have to do is update the accounting period.

Also- please note, since the GL string for your area warehouses the entire operation, you should utilize the GL string that you use for your operating expenses.

Point of View:

The screenshot shows a dialog box titled "Preview User Point of View ..." with a URL bar containing "https://ecbg.fa.us2.oraclecl...". The main text reads: "This report/book runs for the members on the user Point of View listed below." Below this, there is a list of parameters, each with a text input field and a "Select..." button. To the left of the dialog, a series of callout boxes with arrows point to each parameter, providing instructions:

- Month and Year of the Accounting Period → AccountingPeriod (MAR-20)
- Select Rutgers Ledger → Ledger (Rutgers Ledger)
- Select your Unit (450) → Unit ([All Unit Values].[450])
- Select the Division → Division (5865)
- Select the Organization → Organization (1297)
- Select the Location (2110) → Location ([All Location Values].[2110])
- Select the Fund Type (what you use for your operation expenses) → Fund Type (All Fund Type Values)
- Select the Business Line (what you use for your operation) → Business Line (All Business Line Values)
- Select All Activity Values → Activity (All Activity Values)
- Select All IntraUnit → IntraUnit (All IntraUnit Values)
- Select All Future Values → Future (All Future Values)
- Select Period Activity → Balance Amount (Period Activity)
- Select USD → Currency (USD)
- Select Total → Currency Type (Total)

At the bottom of the dialog are buttons for "Help", "OK", and "Cancel".

Once you select your parameters and click ok, you will be prompted to select the start of the fiscal year.

The screenshot shows a dialog box with the following content:

The following prompt has been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level [v]

Prompt	Selection	Type	Source
Starting Period:	<input type="text"/>	Report	Report: RU GL 023 Management P&L with MTD YTD & Full Year with Individual Months Grid: All

-Enter in the start of the fiscal year- example "JUL-20" and click on OK to run your report:

This will open the report up in the GGP or Great Grand Parent Level



RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
 Management P&L with MTD, YTD & Full Year with Individual Months
 Period Ending : FY MAR-20
 Unit : NB SAS School of Arts & Sciences
 Division : Humanities
 Business Line : All Business Line Values
 Fund Type : All Fund Type Values
 Location : New Brunswick NonHealth Sciences Campus

Report Run Date : 02-Apr-20-4:09:02 PM

	Month									
	JUL-20	AUG-20	SEP-20	OCT-20	NOV-20	DEC-20	JAN-20	FEB-20	MAR-20	APR-20
	Actual	Budget								
Revenues										
▶ GGP TOTAL EDUCATIONAL & GENERAL REVENUE	-	(152.95)	1,068.18	2,177.17	52.48	4,549.71	(270.86)	(3,675.79)	78.48	1,666.00
Total Education and General Revenues	-	(152.95)	1,068.18	2,177.17	52.48	4,549.71	(270.86)	(3,675.79)	78.48	1,666.00
▶ GGP TOTAL GRANT & CONTRACT REVENUE	-	-	-	-	-	-	-	-	-	2,226.00
Total Grants and Contracts Revenues	-	-	-	-	-	-	-	-	-	2,226.00
Total Healthcare and Professional Services	-	-	-	-	-	-	-	-	-	-
Total Auxiliary Revenues	-	-	-	-	-	-	-	-	-	-
Total Revenues	-	(152.95)	1,068.18	2,177.17	52.48	4,549.71	(270.86)	(3,675.79)	78.48	3,892.00
Expenses										
▶ GGP TOTAL OPERATING EXPENSE	183,993.44	189,386.64	236,790.60	212,587.28	209,523.13	203,224.00	223,560.84	221,903.55	198,819.73	210,059.51
▶ GGP TOTAL NONOPERATING EXPENSE	-	190.04	115.62	86.62	93.07	118.51	91.27	95.59	-	-
▶ GGP TRANSFERS	750.00	-	(0.13)	-	-	(0.13)	-	200.00	500.00	-
▶ GGP COST POOLS	-	-	-	-	-	-	-	-	-	-
Total Expenses	184,743.44	189,576.68	236,906.09	212,673.90	209,616.20	203,342.38	223,652.11	222,199.14	199,319.73	210,059.51
Net Increase/(Decrease)	(184,743.44)	(189,729.63)	(235,837.91)	(210,496.73)	(209,563.72)	(198,792.67)	(223,922.97)	(225,874.93)	(199,241.25)	(206,167.51)

Expenses is where you would need to look for your expenses per month. To do so, you will need to open up the report by clicking on the arrow icon next to the GGP name.

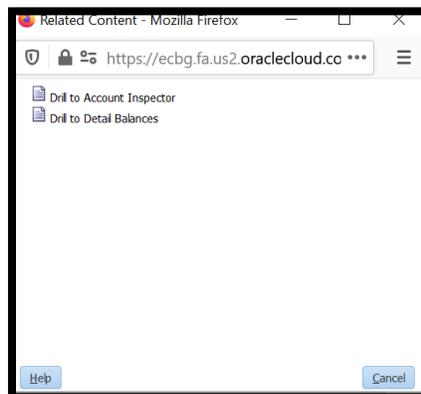


This will open to the GP or Grand Parent level. This will show you your activity and all the purchases that fell under that code.

▶ GP SUPPLIES & MATERIALS	21.16	716.17	4,246.18
▶ GP SERVICES	-	-	908.25
▶ GP PROFESSIONAL SERVICES	-	78.17	9.93

GP Supplies & Materials will show you the total for the month for every activity code underneath that grandparent code

In the above example, when we click on 716.17, it will allow us to go to the Drill to Detail Balances-



The search criteria will automatically be filled out for you-

▲ Search

* Ledger or Ledger Set	Rutgers Ledger ▼	* Unit	450 ▼	* Account	520TT ▼
* From Accounting Period	AUG-20 ▼	* Division	5865 ▼	* Activity	All Activity Values ▼
* To Accounting Period	AUG-20 ▼	* Organization	1297 ▼	* IntraUnit	All IntraUnit Values ▼
* Currency	USD ▼	* Location	2110 ▼	* Future	All Future Values ▼
* Currency Type	Total ▼	* Fund Type	All Fund Type Values ▼		
* Scenario	Actual ▼	* Business Line	All Business Line Value: ▼		

This will also show you the activity under that grandparent code 520TT (which is supplies)

Account	Activity	IntraUnit	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
52020	0000	000	0.00	0.00	0.00
52930	0000	000	0.00	0.00	0.00
52940	0000	000	0.00	0.00	0.00
52950	0000	000	0.99	357.50	358.49
52970	0000	000	0.00	0.00	0.00
53030	0000	000	0.00	0.00	0.00
52970	0000	000	0.00	0.00	0.00
74101	0000	000	0.00	2.80	2.80
53035	0000	000	0.00	0.00	0.00
52950	0000	000	20.17	103.97	124.14
53050	0000	000	0.00	251.90	251.90

If you need to see the exact detail, click on the dollar amount.

Journal Batch	Journal	Line	Source	Category	Entered	
					Debit	Credit
Payables A 36830630000...	AUG-20Purchase Invoices 22-6001086	111	Payables	Purchase Invoices	217.39	USD
Payables A 36903630000...	AUG-20Purchase Invoices 22-6001086	390	Payables	Purchase Invoices	34.51	USD

In the above example, the purchase in activity code 53050 had 2 purchases for the month of August. By clicking on the dollar amount (not the journal line) You can see the detail for each item.

Accounting Date	Transaction Number	Accounting Class	Accounted (USD)		Event Type	Line Description	Attachments
			Debit	Credit			
8/1/19	RBU0158676207	Item expense	217.39		Invoice Validated	Amazon.com book orders for prison art research and course planning Project < 300442 > Task < 300 > PO Number < >	Amazon.com_1

450.5865.1297.2110.160.3415.53050.0000.000.000000: Transaction Information View Transaction

Clicking on View Transaction, to see the detail-

In this example, it is a reimbursement--

Invoice: RBU0158676207

Business Unit	Rutgers BU	Invoice Amount	667.72 USD	Invoice Type	Payment request
Legal Entity Name	Rutgers, The State University of New Jersey	Unpaid Amount	0.00 USD	Intercompany invoice	No
Supplier or Party	Nicole Fleetwood	Payment Currency	USD	Description	California trip and book expenses
Supplier Site		Conversion Rate Type		Funds Status	Reserved
Address		Conversion Rate		Attachment	Amazon.com_11July.pdf (13 more...)
Invoice Date	7/15/19	Conversion Date			

Lines Payments

Items

Line	Amount	Description	Budgetary Control Bu Funds Da Status	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
							Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	80.60	Please note that I am only seeking partial reimbur...	8/1 Reserved											
2	178.73	hertz rental car purchased through Expedia.com.	8/1 Reserved											
3	36.65	Amazon.com book orders for prison art research ...	8/1 Reserved											
4	36.60	per diem for Sunny Vale/Palo Alto region (silicon v...	8/1 Reserved											
5	36.60	per diem for silicon valley. \$61 per day. Breakfast...	8/1 Reserved											

This will open in a new screen, your original report will still be available, so you can toggle back and forth to check your activity.

GP SUPPLIES & MATERIALS	21.16	716.17
P DINING & HOSPITALITY	-	-
P OFFICE SUPPLIES	21.16	464.27
P OTHER SUPPLIES & MATERIALS	-	251.90
Other Supplies Education	-	-
Other Supplies Events & Programs	-	-
Other Supplies General	-	251.90
Other Supplies Labs & Research	-	-
Other Supplies Marketing	-	-
Other Supplies Operational	-	-
Recovery Materials & Supplies COGS	-	-

If you want to see the specific purchases, click on the down arrow and you can go down to the child (or operational) level.

This shows you in our example what the 716.17 was compiled of for the month of August. While the report is opened, you read up, the 716.17 is made up of 251.90 in other supplies and materials and 464.27 in office supplies for the month.