



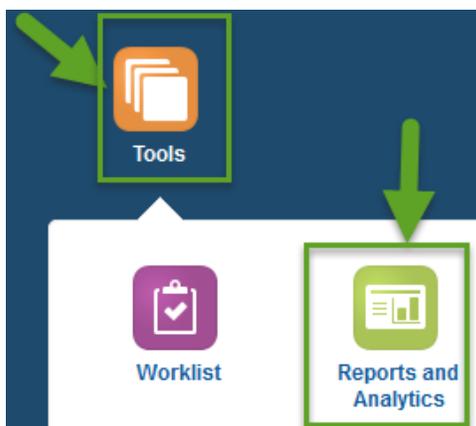
### OVERVIEW

This Job Aid details the process for the OTBI queries to show dollar amount data, by performing form a one-time default currency change in account settings and how to run RU Saved Inquiries.

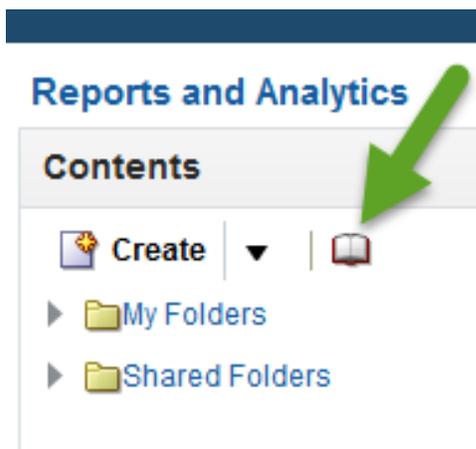
### SET YOUR DEFAULT CURRENCY

You can use the following process to perform a one-time default currency change in account settings.

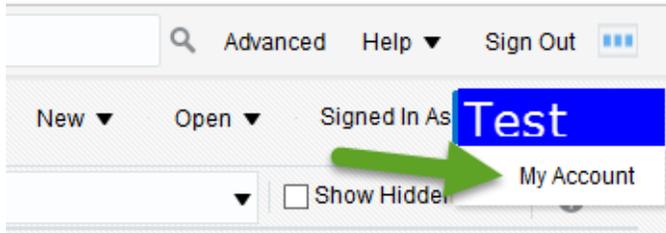
1. Log in to my.rutgers.edu and sign in to Financial Management (Oracle Cloud).
2. Click the **Tools> Reports and Analytics**.



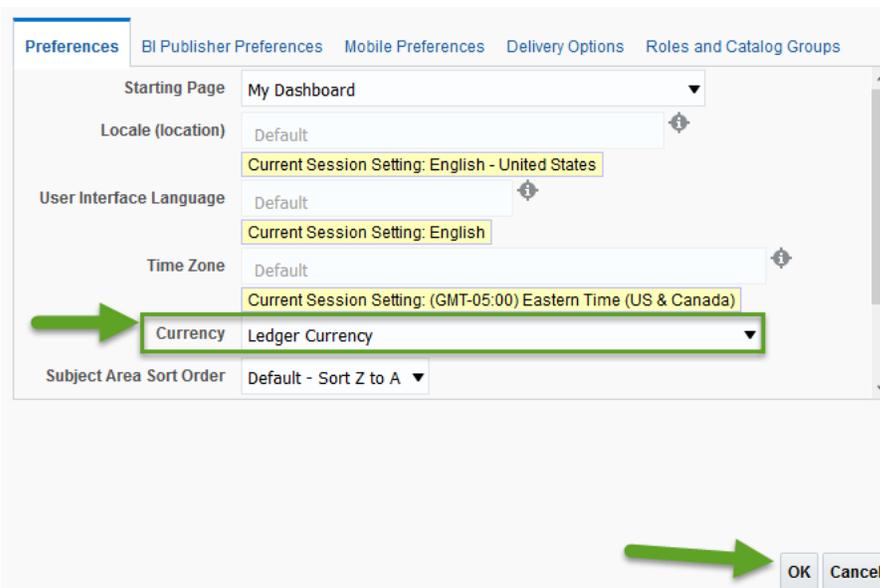
3. Once the Reports and Analytics screen displays, click the **Catalog** icon (looks like an open book).



4. Scroll over your name on the far right-hand side of the Catalog screen and select **My Account**.



5. In the Preferences tab, change the Currency field to **Ledger Currency** and click **OK**.



**NOTE:** In order for the changes to take effect, you must log out of Financial Management and my.rutgers.edu, and you must close your browser. If you do not fully log out and close your browser, the setting changes will not take effect.

**Expenditure Item**

General		Costing	Billing	Borrowed and Lent	Intercompany Billing	Adjustment History
Project Number	200103					Work Type
Task Number	200					User Defined 1
Expenditure Item Date	9/30/16					Transaction Number
Expenditure Type	Conversion Cost Summary					Expenditure Business Unit
Expenditure Organization	40552652067					Project Unit
Contract Number						User Expenditure Batch
Funding Source						Quantity
						1,449.86

## **RU SAVED QUERIES**

How to run RU Saved Inquires.

1. Log in to my.rutgers.edu and the Financial Management system.
2. Navigate to **Shared Folder>Custom>RU Saved Queries>GL and Projects** the relevant query and run it. Dollar amount data will be displayed.

### Reports and Analytics

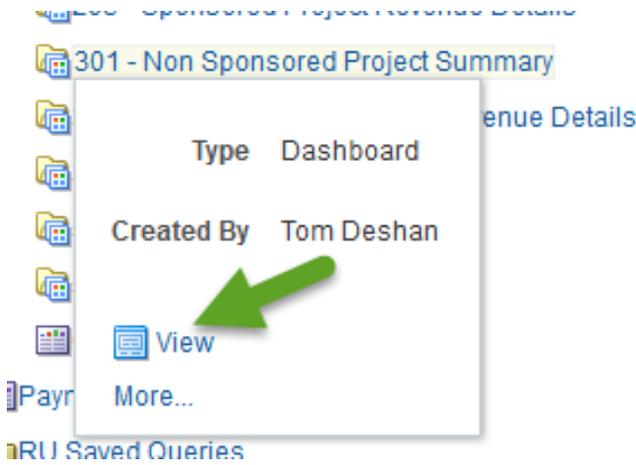
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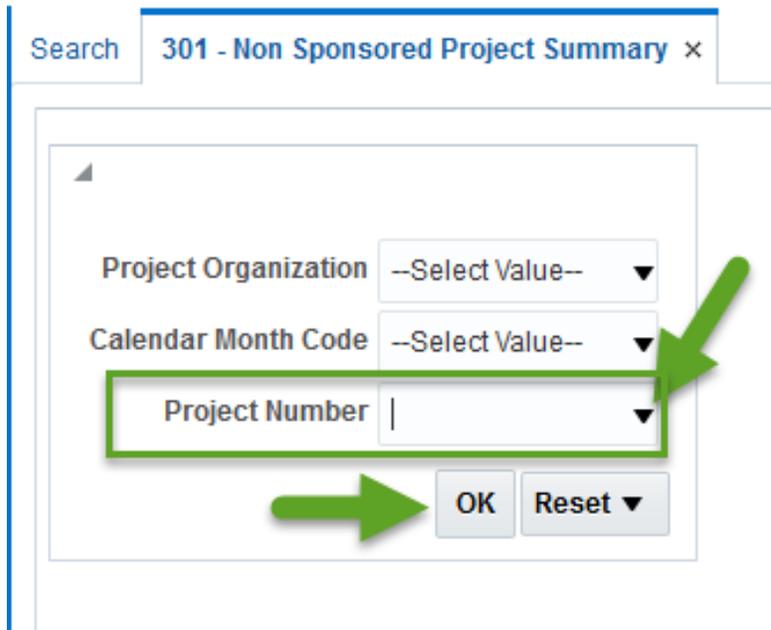
- ▶ My Folders
- ▲ Shared Folders
  - ▲ Custom
    - ▶ Financials
    - ▶ RU Custom
    - ▲ RU Saved Queries
      - ▶ AC Reports
      - GL and Project Beg Act End v2
      - ▲ GL and Projects
        - 201 - Project Billing
        - 202 - Sponsored Projects Summary
        - 203 - Sponsored Costs by Award
        - 204 - Sponsored Project Cost Details
        - 205 - Sponsored Project Revenue Details
        - 301 - Non Sponsored Project Summary



- 3. **RU Saved Query number 301 Non Sponsored Project Summary** will be provided on Revenue, Costs and Net Balance for Non Sponsored Projects by month. Click on the **query** and select **View**.



- 4. **Enter a Non Sponsored Project Number** or use the drop down arrow to search for one. Click **OK**.



- The report displays. You can export the report to excel by selecting the **Export link** on the bottom left of the report.

Search **301 - Non Sponsored Project Summary** ×

**Non-Sponsored Project Rev and Costs**

Project Name	Project Number	Project Organization	Calendar Month Code	Invoice Amount	Task Name	Task Number	Revenue Amount	Cost	Net Balance
289010-Snyder Farm Center	202584	33057258069	2016 / 09		289010-Snyder Farm Center	200	541,712.60	266.78	541,445.82
			2016 / 10		289010-Snyder Farm Center	200	545,199.10	2,958.63	542,240.47
			2016 / 11		289010-Snyder Farm Center	200	-536,910.20	2,984.21	-539,894.41
			2016 / 12		289010-Snyder Farm Center	200	0.00	9,588.05	-9,588.05
			2017 / 01		289010-Snyder Farm Center	200	31,118.17	47,665.63	-16,547.46
			2017 / 02		289010-Snyder Farm Center	200	523.00	2,938.69	-2,415.69

Return - Export

- PDF
- Excel
- Powerpoint
- Web Archive (.mht)
- Data

- Add the **Auto Sum formula** to see the total Revenue, Cost and Net Balance.

	A	B	C	D	E	F	G	H	I	J
1	Non-Sponsored Project Rev and Costs									
2										
3	Project Name	Project Number	Project Organization	Calendar Month Code	Invoice Amount	Task Name	Task Number	Revenue Amount	Cost	Net Balance
4	289010-Snyder Farm Center	202584	33057258069	2016 / 09		289010-Snyder Farm Center	200	541,712.60	266.78	541,445.82
5				2016 / 10		289010-Snyder Farm Center	200	545,199.10	2,958.63	542,240.47
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8				2017 / 01		289010-Snyder Farm Center	200	31,118.17	47,665.63	-16,547.46
9				2017 / 02		289010-Snyder Farm Center	200	523.00	2,938.69	-2,415.69
10								581,642.67	66,401.99	515,240.68
11										