

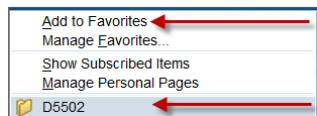
Favorites

Your standard monthly reports are in the right frame, as shown below. Notice your DNode in the report titles.

Name	Type	Modified	Description
glu003os-61-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Fund Group Summary of Assets, Liabilities, and Equity
glu004-007-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Interweave Rev & Exp Budget vs Actual Summary and Transaction Detail
GLU004OS-91-D5502-STNDDEPT.csx	CSX - Delimited File for Excel	8/8/13 5:45 PM	Revenue & Expense Transaction Detail
glu004os-91-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Revenue & Expense Transaction Detail
GLU006OS-91-D5502-STNDDEPT.csx	CSX - Delimited File for Excel	8/8/13 5:45 PM	Balance Sheet Transaction Detail
glu006os-91-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Balance Sheet Transaction Detail
GLU007OS-90-D5502-STNDDEPT.csx	CSX - Delimited File for Excel	8/8/13 5:44 PM	Chartfield Combination Revenue & Expense Budget vs. Actual
glu007os-90-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:44 PM	Chartfield Combination Revenue & Expense Budget vs. Actual
glu009os-45-D5502-D5502_45.pdf	PDF File	8/8/13 5:44 PM	Chartfield Combination Revenue & Expense Budget vs. Actual Summary

Remember your Dnode on the left should be shaded gray by clicking on it.

Click on Favorites at the top of the page.



Click Add to Favorites

To access the next time you enter eReports, simply click on Favorites and choose the D node.

You can also do this with Advanced Reports. It will need to be done again each fiscal year.

Accessing your reports

The reports appear in the right frame.

Name	Type	Modified	Description
glu003os-61-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Fund Group Summary of Assets, Liabilities, and Equity
glu004-007-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Interweave Rev & Exp Budget vs Actual Summary and Transaction Detail
GLU004OS-91-D5502-STNDDEPT.csx	CSX - Delimited File for Excel	8/8/13 5:45 PM	Revenue & Expense Transaction Detail
glu004os-91-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Revenue & Expense Transaction Detail
GLU006OS-91-D5502-STNDDEPT.csx	CSX - Delimited File for Excel	8/8/13 5:45 PM	Balance Sheet Transaction Detail
glu006os-91-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:45 PM	Balance Sheet Transaction Detail
GLU007OS-90-D5502-STNDDEPT.csx	CSX - Delimited File for Excel	8/8/13 5:44 PM	Chartfield Combination Revenue & Expense Budget vs. Actual
glu007os-90-D5502-STNDDEPT.pdf	PDF File	8/8/13 5:44 PM	Chartfield Combination Revenue & Expense Budget vs. Actual
glu009os-45-D5502-D5502_45.pdf	PDF File	8/8/13 5:44 PM	Chartfield Combination Revenue & Expense Budget vs. Actual Summary

Start by downloading a report to PDF.

In this panel you may only download current available months report (usually one month behind the current month). Double click on the report title.

The report will open in the same window.

Download reports monthly:

- 3os-61
- 4os-91
- 6os-91 (some units)
- 7os-90



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Adobe

Click here

Click the adobe icon at the bottom of the page.

Use the "Find" feature at the top of the screen to type in your ORG number, then click Enter.

This will take you to the first page of your reports. Write down or remember the first number.

Then use the arrow to navigate through all of the pages of your reports.

Finally click the print icon.

Print just the page range that applies to your ORG.

Business Unit:	
Fiscal Year:	
Accounting Period:	
Month Ending:	02/28/20

Operator ID:	EWIN1
Report Request:	STNDD

Chartfield	

Business Unit	UNIV
Organization	D5502

Fiscal Year	2014
Accounting Period	08




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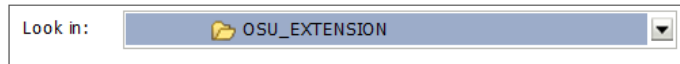
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Past Months Reports

Past Months Reports

Reports are only available in the shortcut menu for one month. If you don't download it in time you will need to download the previous version using the long method. Follow the steps below to do this.

1. Select the Open Document Icon 
2. Use the "Open" dialog box to navigate to your DNode:
OSU >Financials > Standard_Monthly_Reports > FY20xx >FAES

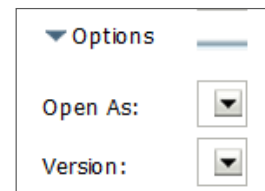


Then find your unit and its Dnode

For OSU Extension:

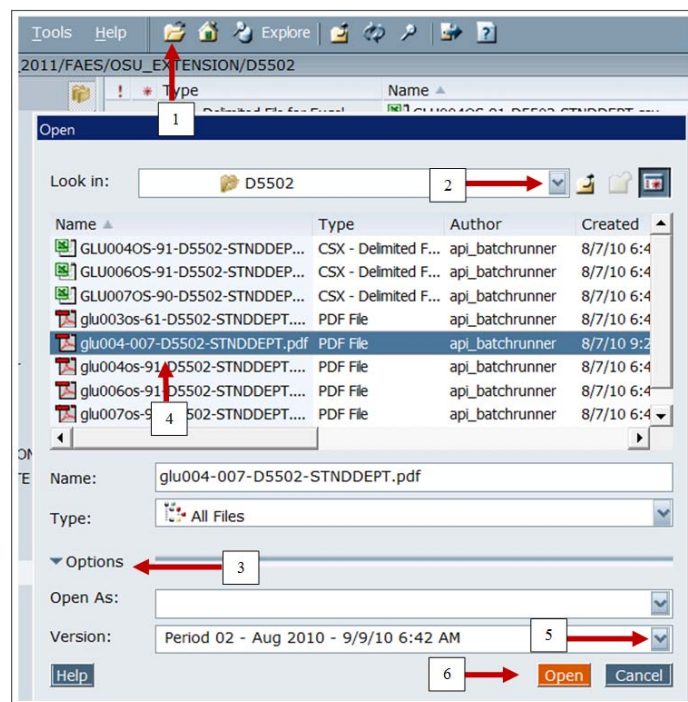
OSU_Extension >D5xxxx (5502 for county orgs, 55xx for state orgs)

3. Expand the Options List to view the Version list
4. Select the report you want to run
5. Use the Versions Drop down to choose the appropriate Month.
6. Click Open. This will open a PDF in the eReports window. Use the Find feature to search for and print only the pages for your org.



Past Months Reports

Note: Sometimes having an open PDF in eReports before coming to this dialog box will prevent you from seeing all versions of the report. If you don't see the version you need, exit the dialog box, click on the explore tab and try again. You just can't open a past report over a pdf report.





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Advanced Month Reports



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Advanced Reports – Want to know more?

In addition to the Standard Monthly Reports you may also need to access some of the Advanced reports available.

Examples: Detail Activity Report for Monthly eReports Reconciliation, Physical Inventory Reports for Capitalized equipment reporting.

Use the menu to navigate to the report you want to run.

 Asset Management Reports
 Earnings Funds Budget Reports
 eRequest Reports
 Flexible Reports
 General Funds Budget Reports
 General Procurement Reports
 Grants_Reports
 Other General Ledger Reports
 PBA_Reports
 Physical_Inventory_YR
 PO_Record_Retention
 Simplified Flexible Reports
 Standard_Monthly_Reports
 Student Financials
 Travel Reports

Advanced Reports – Want to know more?

SQR Production Reporting Job

General eReports have a set of parameters that you enter to let you create flexible reports from the data that is available.

 GLU604DW-91 - Detail Activity Report	SQR Production Reporting Job	4/12/12 7:22 PM
 GLU604DW-91 - Detail Activity Report Output	SQR Production Reporting Output	3/11/14 8:27 AM


The Detail Activity Report is an example of this type.

- Click on the REPORT.
- Enter the parameters for the report.
- Click Run.
- When the item has finished, it will appear underneath the Report on your navigation screen as OUTPUT. You may need to the systems' Refresh button to get it to show.



Advanced Reports – Want to know more?

Interactive Reporting Document

Name	Type	Modified
 ERQ100DW - eRequest Informational Report	Interactive Reporting Document	9/17/12 6:07 AM

Interactive reports have a set of parameters that you enter to let you create pivot table reports that can be manipulated to achieve the data you are looking for. The eRequest report is an example of this type. This type requires you have the Hyperion Plug-in installed on your computer. If you have trouble installing contact your computer tech.

- Click on the REPORT.
- Enter the parameters for the report.
- Click Run.
- When the item has finished preparing it will give you options of printing, editing the pivot table or exporting the report.



Assistance

- **OSU Carmen** <https://carmen.osu.edu>
 - GL 6 eReports
- **Business Office Policies and Procedures** <http://cfaesfinance.osu.edu/training>
 - Accounting at OSU
 - Accessing eReports
 - Reading eReports
 - Reconciling eReports
 - Advanced eReports
- **Business Office Financial Information**
 - <http://cfaesfinance.osu.edu/resources>
 - Common and Full Account Number list
 - Program Value List
- **Business Office Forms**
 - <http://cfaesfinance.osu.edu/forms>
 - Financials Systems Access Form
- Business Office Representative: <http://cfaesfinance.osu.edu/aboutus>