FSG Department User

Student Guide
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Oracle Financial Statement Generator Reports

Chapter 1
Section Objectives

At the end of this section, you should be able to:

- Describe Financial Statement Generator Reports
- Run Financial Statement Generator Reports
- Copy financial data contained in the reports from PRISM to Excel electronically
Oracle Financial Statement Generator Reports

General Description of Financial Statement Generator (FSG) Reports

- Custom-built reports that provide summary information (i.e., no transaction detail) for a specific period selected by the user.

- Reports are designed to include only those accounts to which the user has access through their online PRISM responsibility.

- Each FSG is pre-defined as to its content, columns and rows.

- A Segment Override feature allows the user to limit a report to a subset of the content, such as a single department value.

- Use the Segment Override feature cautiously, because the use of certain override fields may result in confusing, misleading or unusable output.

- Questions regarding the Segment Override feature should be directed to:
  
  Michael Moran  
  (412) 624-6625
Oracle Financial Statement Generator Reports

Descriptions of Individual FSG Reports Available in the PRISM General Ledger

1. PGL FSG – GL Summary
   - Report Title: General Ledger Summary
   - Displays fiscal year-to-date actual revenues, expenses, and net assets by account for each entity (02, 03, 04, 05, 06, 08, 09, 47, 48).
   - Can take more than an hour to execute.
   - Segment Override: Entity and/or Department

2. PGL FSG – GL Summary (05)
   - Report Title: General Ledger Summary (Entity 05)
   - Displays fiscal year-to-date actual revenues, expenses (direct & indirect), and net assets by account for entity 05.
   - Can take more than an hour to execute.
   - Segment Override: Department

3. PGL FSG – I/S Budget Variance Detail
   - Report Title: Income Statement Budget Variance Detail
   - Compares fiscal year-to-date budget and actual revenues and expenses by department, purpose, subcode and reference code in entities 02 and 03.
   - Segment Override: Entity and/or Department

4. PGL FSG – I/S Budget Variance Summary
   - Report Title: Income Statement Budget Variance Summary
   - Compares fiscal year-to-date budget and actual revenues and expenses by subcode category in entities 02 and 03 for both the current and prior fiscal years.
   - Segment Override: Entity and/or Department
Oracle Financial Statement Generator Reports

5. PGL FSG - I/S Budget Variance Summary (Fin Aid)
   - Report Title: *Income Statement Budget Variance Summary – Financial Aid Accounts*
   - Compares fiscal year-to-date budget and actual revenues and expenses by subcode category for purpose 07xxx accounts entity 02 for both the current and prior fiscal years.
   - Segment Override: Department

6. PGL FSG – I/S Budget Variance Summary by Dept
   - Report Title: *Income Statement Budget Variance Summary by Department*
   - Compares fiscal year-to-date budget and actual revenues and expenses by subcode category for each department in entities 02 and 03 for both the current and prior fiscal years.
   - *Segment Override:* Entity and/or Department

7. PGL FSG – I/S Summary 1.1
   - Report Title: *Income Statement Summary 1.1*
   - Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode category in entities 02, 03, 04, 05, and 09.
   - Segment Override: Department

8. PGL FSG – I/S Summary 1.1 by Dept
   - Report Title: *Income Statement Summary 1.1 by Department*
   - Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode category for entities 02, 03, 04, 05, and 09.
   - This report can take an hour to execute.
   - Segment Override: Department
**Oracle Financial Statement Generator Reports**

9. *PGL FSG – I/S Summary 1.2*
   - Report Title: *Income Statement Summary 1.2*
   - Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode in entities 02, 03, 04, 05, and 09.
   - Segment Override: Department

10. *PGL FSG – I/S Summary 1.2 by Dept*
    - Report Title: *Income Statement Summary 1.2 by Department*
    - Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode for entities 02, 03, 04, 05, and 09.
    - This report can take an hour to execute.
    - Segment Override: Department

11. *PGL FSG – I/S Summary 1.3*
    - Report Title: *Income Statement Summary 1.3*
    - Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode and reference code in entities 02, 03, 04, 05, and 09.
    - Segment Override: Department

12. *PGL FSG – I/S Summary 1.3 by Dept*
    - Report Title: *Income Statement Summary 1.3 by Department*
    - Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode and reference code for entities 02, 03, 04, 05, and 09.
    - This report can take an hour to execute.
    - Segment Override: Department
Oracle Financial Statement Generator Reports

13. PGL FSG – I/S Summary 2.1
   • Report Title: Income Statement Summary 2.1
   • Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode category in entities 06, 08, 47 and 48.
   • Segment Override: Department

14. PGL FSG – I/S Summary 2.1 by Dept
   • Report Title: Income Statement Summary 2.1 by Department
   • Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode category for entities 06, 08, 47, and 48.
   • This report can take an hour to execute.
   • Segment Override: Department

15. PGL FSG – I/S Summary 2.2
   • Report Title: Income Statement Summary 2.2
   • Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode in entities 06, 08, 47 and 48.
   • Segment Override: Department

16. PGL FSG – I/S Summary 2.2 by Dept
   • Report Title: Income Statement Summary 2.2 by Department
   • Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode for entities 06, 08, 47, and 48.
   • This report can take an hour to execute.
   • Segment Override: Department
Oracle Financial Statement Generator Reports

17. PGL FSG – I/S Summary 2.3
   • Report Title: Income Statement Summary 2.3
   • Summarizes all accounts and displays fiscal year-to-date actual revenues and expenses by subcode and reference code in entities 06, 08, 47 and 48.
   • Segment Override: Department

18. PGL FSG – I/S Summary 2.3 by Dept
   • Report Title: Income Statement Summary 2.3 by Department
   • Summarizes all accounts within each department and displays fiscal year-to-date actual revenues and expenses by subcode and reference code for entities 06, 08, 47, and 48.
   • This report can take an hour to execute.
   • Segment Override: Department

19. PGL FSG – Level II I/S (02 & 03)
   • Report Title: Level II Income Statement – Entities 02 & 03
   • Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode and reference code for entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
   • Segment Override: Entity and/or Department

20. PGL FSG – Level II I/S (04 & 06-48)
   • Report Title: Level II Income Statement – Entities 04 & 06-48
   • Provides period-to-date actual and fiscal year-to-date actual by subcode and reference code for entities 04, 06, 08, 09, 47 and 48.
   • Segment Override: Entity and/or Department
Oracle Financial Statement Generator Reports

21. PGL FSG – Level II I/S (05)
   - Report Title:  Level II Income Statement – Entity 05
   - Compares project-to-date budget to actual and fiscal year-to-date budget to actual by subcode and reference code for entity 05. Includes period-to-date actual data.
   - Segment Override: Department

22. PGL FSG – Level II I/S Detail (02 & 03)
   - Report Title:  Level II Income Statement Detail – Entities 02 & 03
   - Compares fiscal year-to-date budget to fiscal year-to-date actual by department, purpose, subcode and reference code for entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
   - Segment Override: Entity and/or Department

23. PGL FSG – Level II I/S Detail (04 & 06-48)
   - Report Title:  Level II Income Statement Detail – Entities 04 & 06-48
   - Provides period-to-date actual and fiscal year-to-date actual by department, purpose, subcode and reference code for entities 04, 06, 08, 09, 47 and 48.
   - Segment Override: Entity and/or Department

24. PGL FSG – Level II I/S Detail (05)
   - Report Title:  Level II Income Statement Detail – Entity 05
   - Compares project-to-date budget to actual and fiscal year-to-date budget to actual by department, project, subcode and reference code for entity 05. Includes period-to-date actual data.
   - Segment Override: Department
Oracle Financial Statement Generator Reports

25. PGL FSG – Level II I/S Summary (02 & 03)
   - Report Title: *Level II Income Statement Summary – Entities 02 & 03*
   - Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode category for entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
   - *Segment Override:* Entity and/or Department

26. PGL FSG – Level II I/S Summary (04 & 06-48)
   - Report Title: *Level II Income Statement Summary – Entities 04 & 06-48*
   - Provides period-to-date actual and fiscal year-to-date actual by subcode category for entities 04, 06, 08, 09, 47 and 48.
   - *Segment Override:* Entity and/or Department

27. PGL FSG – Level II I/S Summary (05)
   - Report Title: *Level II Income Statement Summary – Entity 05*
   - Compares project-to-date budget to actual and fiscal year-to-date budget to actual by subcode category for entity 05. Includes period-to-date actual data.
   - *Segment Override:* Department

28. PGL FSG – Level II I/S Summary (Fin Aid)
   - Report Title: *Level II Income Statement Summary – Financial Aid Accounts*
   - Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode category for purpose 07xxx accounts in entity 02. Includes period-to-date budget and period-to-date actual data.
   - *Segment Override:* Department
Oracle Financial Statement Generator Reports

29. PGL FSG – Level II I/S Summary by Dept (02 & 03)
   - Report Title:  
     Level II Income Statement Summary by Department – Entities 02 & 03
   - Compares fiscal year-to-date budget to fiscal year-to-date actual by subcode category for each department in entities 02 and 03. Includes period-to-date budget and period-to-date actual data.
   - Segment Override:  Entity and/or Department

30. PGL FSG – Level II I/S Summary by Dept (05)
   - Report Title:  
     Level II Income Statement Summary by Department – Entity 05
   - Compares project-to-date budget to actual and fiscal year-to-date budget to actual by subcode category for each department in entity 05. Includes period-to-date actual data.
   - Segment Override:  Department
Running Oracle Financial Statement Generator

You must use an Inquiry responsibility to run a Financial Statement Generator report. Running an FSG from an Entry responsibility will exclude some subcodes and even some accounts.

1. Navigate to the Submit Requests window

Oracle General Ledger
N → Other → Reports→ Run
Submit Requests

2. Determine the type of request you want to run

- Single request

3. Click on OK
Running Oracle Financial Statement Generator

4. Click on the LOV in the Name field to get a list of the available reports
5. Select the desired FSG
   • PGL FSG - I/S Summary 1.1
6. Click on OK
Running Oracle Financial Statement Generator

7. Enter a **Period** for the report

8. **(Optional)** Click on **Segment Override** to further define reporting parameters for the report

9. Enter the appropriate segment restrictions

   - Do not override a segment if specific values of that segment have been used to strictly define the columns or rows of the report. For example, since specific entity values are used to define the columns in the **Income Statement Summary 1.1** report, it is not appropriate to restrict the report to a single entity value as this will result in all columns containing the financial amounts of that one entity.

   - At this time, Entity and Department are the only segments working properly. Use of other segments will result in an empty output file.

   - Certain users may use “area” department values (i.e., ARExx) to limit a report to a single area. For example, if the FAS business administrator wants to run the General Ledger Summary report for the Natural Sciences departments (area 13), he/she may enter “ARE13” in the department field of the segment override.

   - If you use the segment override feature, you must delete the default values in the Reference and Unspecified fields. If you do not, the report will not run properly (i.e., the output will **exclude** all reference values other than 00000.)
Running Oracle Financial Statement Generator

10. Click on **OK** to return to the *Submit Request* window

11. To schedule the run of an FSG during non-working hours, click on the *Schedule* button

   - Normally the default option for running a report is *As soon as Possible*

12. Select **Once**

13. Enter another date/time in the *Run At* field

14. Click on **OK**

   - Although the output of the FSG may be minimal, the actual number of records evaluated can be significant to get that summary data

   - DO NOT run more than two FSG report requests at the same time, since the production of multiple FSGs can overload the system and cause performance problems

   - Running a sizable FSG such as *General Ledger Summary* can take more than an hour to run and during normal working hours that run could slow the overall system down
Running Oracle Financial Statement Generator

15. To change printing options, click on the *Options* button

16. Enter the appropriate information

17. Click on *OK*
18. Click on the Submit button to run the report. The Requests window will automatically display.

19. Click on the Refresh Data button to check on the progress of the request
   - Request is completed when the Phase field says Completed
Running Oracle Financial Statement Generator

20. Click on the View Output button to see the report once it has completed
Running Oracle Financial Statement Generator

21. To copy the output to another application, click on Tools on the Menu Bar

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File Edit View Folder Tools Window Help
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22. Select Copy File from the drop down list
   - This will cause the system to build an html file

23. Select Edit, Select All from the Menu Bar

24. Select Edit, Copy from the Menu Bar

25. Close the Internet Explorer html window
Running Oracle Financial Statement Generator

26. Open a blank Excel spreadsheet

27. Select Edit, Paste from the Menu Bar

28. Select Data, Text to Columns from the Menu Bar to bring up the Text Wizard window

29. Accept the wizard determination of Fixed Width by clicking on the Next button
30. Scroll down to the data rows

31. Set column breaks for each field

32. Click on the Next button
33. Define the data format of the columns

- Change field formats by highlighting the column and then clicking on a format, such as General, Text, Date (Note: The default format is General)

- Fields that contain segment values with leading zeros should be formatted as Text

- Fields that contain amounts should remain formatted as General

34. Click on the Finish button to display the imported text file in Excel format
Running Oracle Financial Statement Generator

35. Select File, Save As from the Menu Bar and save as an XLS file
   - Summary 1.1 JUN-04.xls

36. Eliminate unnecessary rows to get pure data listings; change settings for column widths; redefine total rows, if necessary

37. Re-save the modified file