CORE Quick Tips - Finance

Finding the Balance for an Index

**Option 1:**

1) Type the Index (it is not case sensitive) in the Search Box at the top of the CORE homepage and click Search.

2) A list of current and prior Index descriptions will appear. Click one of the Index hyperlinks.

3) A list of CORE report options will appear. Click on the Index Summary option. Note: GRRS Report will appear if you have access to the Grant Reporting System (GRS), otherwise CORE Public Report is listed.

**Option 2:**

Use the CORE Index Search feature located at the bottom of the uReports page

1) Click uReports.

2) Scroll to the bottom of the uReports page, locate the CORE Index Search.

3) Enter the Index (and Activity, if applicable) search box(es).

4) Change the Fiscal Year, if applicable.

5) Click Search.
Finding the Balance for an Activity Code

Use the **Index Search** feature located at the bottom of the uReports page.

1) Click uReports.

2) **Scroll** to the bottom of the uReports page, locate CORE **Index Search**.

3) Enter the **Activity Code**.

4) **Change** the Fiscal Year, if applicable.

5) Click Search
Monitoring or Viewing Expense Transactions

*Two options for locating expense transactions for 1 Index*

1) Use the CORE Index Search feature.
2) Run a Transaction Ledger Report to view transaction detail by Fund, Org, Account, Activity Code, Index.

**BI Query Users:**

BI Query Finance Transaction Ledger Reports - *DW208*

**CORE Transaction Reports:**

- By Fund: **FIN1940** Transaction Details by Fund (rank #184)
- By Index: **FIN1909** Transaction Details by Index & Account (rank #6)
  *FIN1869* Expense Crosstab by Index (rank #35)
- By Activity Code: **FIN1902** Transaction Details by Activity Code (rank #82)
- By Account: **FIN1903** Transaction Details by Account (rank #40)

**Jaspersoft Operating Ledger Reports:**

OL-Monthly Expense by Index (CORE FIN1869)

**Tips:** Go directly to the report by entering the Report ID in the CORE Search Box and click Search.
Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.
*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Monitoring or Viewing Expense & Payroll Detail Transactions

**NOTE:** This series of reports allows the user to see the names associated with the payroll transactions.

Two options for locating expense and payroll transactions details:

1) Use the CORE **Index Search** feature (GRRS reports only).
2) Run a CORE **Transaction/Payroll Ledger Report** to view transactions.

**BI Query Users:**

Finance Payroll Ledger Reports - *DW209* (Note: Functionality did not exist in BI Query)

**CORE Transaction/Payroll Ledger Reports:**

- By Index and Period: **FIN1922** Transaction/Payroll Ledger Detail (*rank #16*)
  
  **FIN1905** Transaction & Payroll Detail by Index (*rank #12*)

- By Index and Date Range:
  
  **FIN1936** Transaction/Payroll Ledger Detail by Date Range (*rank #640*)

**Tips:** Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**. Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Monitoring Open Encumbrances

Do the encumbrances need to be liquidated or canceled?

BI Query Users:

BI Query Finance Encumbrance Reports - *DW211

CORE Encumbrance Reports:

- By Index: *FIN2300 Open Encumbrances by Index (rank #93)
- By Org: FIN2303 Open Encumbrances by Org (rank #326)
- By Grant: *FIN2301 Open Encumbrances by Grant Code (rank #398)
- By Doc Code: *FIN2302 Detail for One Encumbrance Document (rank #105)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
CORE Quick Tips - Finance

Operating Statements

Monitoring Operating Statement Balances

BI Query Users:

BI Query Finance Operating Ledger Reports - *DW207

CORE Operating Ledger Reports:

- By Fund: FIN1803 Consolidated Fund Balance (rank #92)
- By Org: FIN1853 Operating Statement by Org (rank #132)
  FIN1856 Consolidated Org Summary (GRS) (rank #171)
- By Index (by Period): *FIN1857 Operating Statement by Index (rank #25)
  (Year to Date): *FIN1855 Consolidated Operating Statement (rank #19)
- By Activity Code: *FIN1858 Operating Statement by Activity Code (rank #32)
- By Category: *FIN1874 Operating Statement by Category (rank #356)

Jaspersoft Operating Ledger Reports:

- OL-Consolidated Operating Statement by Index (*CORE FIN1855)
- OL-Operating Statement by Index (*CORE FIN1857)
- OL-Operating Statement by Activity (*CORE FIN1858)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Remaining Balances

Monitoring budget balances

CORE Operating Ledger Reports:

- By Index: FIN1868 Remaining Expense Budget by Index (rank #35)
- By Business Center: *FIN1859 Remaining Expense Budget by BC Index (rank #224)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
CORE Quick Tips - Finance

Budget Transactions

Monitoring budget transactions

CORE Transaction Ledger Reports:

- By Single Index: FIN1900 Transaction Details by 1 Index & Fiscal Period (rank #7)
- By Multiple Indexes: *FIN1901 Transaction Details by Multiple Indexes (rank #27)

Jaspersoft Operating Ledger Reports:

- TL- Budget Transaction Details - Index (CORE FIN1900)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Budget Variance Reports - Multi-year view

Developed for Business Center Monthly Reporting

CORE Operating Ledger Reports:

- By Single Index: **FIN1863** Operating Statement Variance Report for an Index (rank #24)
- Multiple Indexes: *FIN1864* Op. Statement-Year over Year-Variance by Index (rank #9)
- By Program Code: **FIN1866** Op. Statement-Yr over Yr-Variance by Pgm Code (rank #319)
- By FOPA Filters: *FIN1876* Yr over Yr Op. Statement Variance Rpt. by FOPA (rank #77)

**Tips:** Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**. Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Fund Balance Statements
   Monitoring Fund Balances and Trial Balances

BI Query Users:
   BI Query Finance Operating Ledger Reports - *DW206

CORE General Ledger Reports:
   • By Multiple Fund: *FIN1801 Fund Balance Statement (rank #26)
   • By Fund Type FIN1803 Consolidated Fund Balance (GRS Access Required) (rank #92)
   • Fund Trial Balance *FIN1809 Trial Balance for a Fund (rank #55)
   • Plant Fund Balance FIN1752 Fund Inception to Date (rank #235)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search.
   Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
CORE Quick Tips - Finance

Inception to Date Reports
  Monitoring Grants and Balances using Multi-Year Reports

BI Query Users:
  BI Query Finance Operating Ledger Reports (*DW207)

CORE Operating Ledger Reports:
  - By Fund: *FIN1752 Fund Inception to Date (rank #236)
  - By Grant Code: *FIN1753 Grant Code Inception to Date (rank #343)
  - Use the Grant Reporting System

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search.
  Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
CORE Quick Tips - Finance

Pending Documents

Monitoring Pending (not approved) Invoices/Transactions

BI Query Users:

BI Query Finance Transaction Ledger Reports - *DW208

CORE Operating Ledger Reports:

- By Org: *FIN1916 Pending Docs for an Org (rank #70)
- By Index: *FIN1917 Pending Docs for an Index (rank #158)
- By User: *FIN1918 Pending Docs for a User (rank #235)
- By Business Center: FIN1915 Pending Docs for a Business Center (rank #191)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
CORE Quick Tips - Finance

Document Lookup

*Find Documents, Invoices, or JV’s*

**CORE Operating Ledger Reports:**

- Single Document Look Up: **FIN1907** IDoc/JV Detail (rank #4)
- Multiple Documents Look Up: **FIN1908** Invoice/JV Transaction Detail (rank #58)
- Text Search: **FIN1930** Document Text Search (rank #203)
- Replication of Banner Self-Service: **FIN1906** Transaction & Document Look Up

**Tips:** Go directly to the report by entering the **Report ID** in the CORE Search Box and click **Search**.  
Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*
CORE Quick Tips - Finance

Commodities

*Finding Commodity Text in the Operating Ledger*

**CORE Operating Ledger Reports:**

- **By Date Range:** FIN1931 Invoice Commodity Text Search (rank #412)
- **By Invoice:** FIN1919 Commodities for 1 Invoice (rank #191)
- **By Index:** *FIN1914 Transaction Details with Commodities (rank #94)*
- **By Index & Activity:** *FIN1910 Transaction Details by Index & Activity Code (rank #11)*

**Tips:** Go directly to the report by entering the Report ID in the CORE Search Box and click **Search**. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Accounts Receivable Detail/Balances

Finding Accounts Receivable Transactions or Account Balances

CORE Operating Ledger Reports:

- By OSU ID: FIN2000 AR Account Details (rank #84)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Search by Transaction Amount ($)

Searching for a specific dollar amount or dollar amount range

- Use Jaspersoft

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search.

Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
Top 15 Finance Reports

FIN1906  Transaction & Document Look Up
FIN1864  Operating Statement – Year over Year Variance by Index
FIN1909  Transaction Details by Index & Account
FIN1863  Operating Statement Variance Report for an Index
FIN1907  IDoc/JV Detail
FIN1900  Transaction Details for 1 Index & Fiscal Period
FIN1910  Transaction Details by Index & Activity Code
FIN1905  Transaction & Payroll Detail by Index
FIN1922  Transaction/Payroll Ledger Detail
FIN1857  Operating Statement by Index
FIN2556  Transaction Ledger Query (Ad Hoc Lite)
FIN1921  Transaction Ledger Detail by Index Activity & Account
FIN1855  Consolidated Operating Statement
FIN1869  Expense Crosstab by Index
FIN1878  Remaining Budget by Index