

Home Page Reports					
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For Help: Blitz "Financial Reports" (email Financial.Reports@dartmouth.edu)					
Report Section					
Report Name	Report Type	Report Description	Available Filters	Report Security	Comments
GL Reports					
GL Transactions	Transactions	This report contains transactional level detail for specified fiscal year(s) and fiscal period(s). Only Includes actual data unless, budget and encumbrance are added to JE transaction type filter.	Fiscal Year, Fiscal Period, Entity Org, Funding, Activity, Subactivity, Natural Class, JE Source, JE Transaction Type	Org	To include budget transactions, Fiscal Period of July must be included in the fiscal period filter selection or leave fiscal period blank to include all months.
GL Transactions by Date Range	Transactions	This report contains transactional level detail for a specified effective date range. Effective date is the accounting date. The accounting date determines the fiscal period a transaction is posted to. Only Includes actual data unless, budget and encumbrance are added to JE transaction type filter.	Fiscal Year, Fiscal Period, Entity Org, Funding, Activity, Subactivity, Natural Class, JE Source, JE Transaction Type	Org	To include budget transactions, July must be included in the Effective Date range. This report can be run across fiscal years.
GL Rollup Report	Summary	This report shows year to date budget, actual and encumbrance data for fiscal year and fiscal period selected and the corresponding prior year amounts. Amounts are year-to-date through the fiscal period selected.	Fiscal Year, Fiscal Period, Entity, Org, Funding, Activity, Subactivity	Org	For actual amounts to display you must choose the current or a past fiscal period, if you choose a future fiscal period actual amounts will display zeros. Budget amount displayed is the total budget for the fiscal year. To display full year payroll encumbrance amounts, this report must be run through June.
GL Rollup Operating Report	Summary	This report shows year to date budget, actual and encumbrance data for fiscal year and fiscal period selected and the corresponding prior year amounts. Amounts are year-to-date through the fiscal period selected. Report contains Operating Funding and Operating Activity values ONLY.	Fiscal Year, Fiscal Period, Entity, Org, Operating Funding, Operating Activity, Subactivity	Org	For actual amounts to display you must choose the current or a past fiscal period, if you choose a future fiscal period actual amounts will display zeros. Budget amount displayed is the total budget for the fiscal year. Operating Fundings include; Funding L2 = Designated, Designated Endowment, Undesignated Operating (excluding Agencies), Current Use Gift, and Endowment Distribution. Operating Activities include; All Operating L1 Values except BALSHT - Balance Sheet Activity. ENDOWM - Endowment Activities, NONOPS - Non Operating Activities.
GL Budget vs Actual	Summary	This report gives a summary view of budget, actual and encumbrance amounts for current and prior year. Amounts are year-to-date through the fiscal period selected.	Fiscal Year, Fiscal Period, Entity, Org, Funding, Activity, Subactivity	Org	For actual amounts to display you must choose the current or a past fiscal period, if you choose a future fiscal period actual amounts will display zeros. Budget amount displayed is the total budget for the fiscal year. To display full year payroll encumbrance amounts, this report must be run through June.
GL Funding Balances	Summary	This report shows beginning balances as of July 1, summary of changes by category, and ending balances for Funding values (funding available).	Fiscal Year, Fiscal Period, Entity, Org, Funding	Org	Categories include: gifts, endowment distribution, other income, expenses, transfers, and net balance sheet change.

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Report Section					
Report Name	Report Type	Report Description	Available Filters	Report Security	Comments
GL Full Funding Balances	Summary	This report shows beginning balances as of July 1, summary of Changes by category, and ending balances (funding available) for Funding values on which you are the responsible person . This report will show you what Orgs have ben used in combination with the Fundings(s) for which you are responsible but does not contain transactional detail.	Fiscal Year, Fiscal Period, Entity, Org, Funding	Funding Responsible Person	For a list of Fundings and the associated responsible person go to the Segment Lookup Dashboard then select the Funding Tab at top of page. Categories include: gifts, endowment distribution, other income, expenses, transfers and net balance sheet change.
GL Funding by Responsible Person	Summary and Transactions	This report contains summary information and transactional details for selected Funding(s) for which you are the responsible person. Amounts are year to date through the fiscal period selected. The summary report shows beginning balance as of July 1, summary of changes by category, ending balance, encumbrance ending balance and balance after encumbrance (funding available). The detail report contains corresponding transactional data.	Fiscal Year, Fiscal Period, Funding	Funding Responsible Person	For a list of Fundings and the associated responsible person go to the Segment Lookup Dashboard then select the the Funding Tab at the top of the page. Categories include: revenue, expenses, transfers, net balance sheet change and encumbrance.
RFM Funding Report - Summary and Detail	Summary and Transactions	This report is used to do Restricted Funds Management (RFM) analysis. Amounts are year to date through fiscal period selected. The summary report shows beginning balances as of July 1, summary of changes by category and ending balance (funding available). The detail report contains corresponding transactional data.	Fiscal Year, Fiscal Period, Entity, Org, RFM Funding, RFM Category, JE Transaction Type	Org	For more information on restricted funds management goto: www.dartmouth.edu/~fiscalservices/learning/tutorials and review Module 4 Restricted Funds Management. Categories include: gifts, endowment distribution, other income, expenses, transfers, and net balance sheet change.
CIP Project To Date - Summary and Detail	Summary and Transactions	This report will help project managers manage their capital projects. Amounts are year to date through fiscal period selected. The summary report shows project budget, project beginning balance as of July 1, year to date expenditures, project to date ending balance, open encumbrances and budget balance available. The detail report contains corresponding transactional data for the current fiscal year through the fiscal period selected.	Fiscal Year, Fiscal Period, Entity, Funding, Activity	Org (003)	For this report to display data properly, you must choose the current or a past fiscal period; if you choose a future fiscal period results may not display correctly. This reports includes all capital and non-capital costs (do not select any Acticity values to include prior year non-capital costs). All funding transactions are excluded.
Balance Sheet Reconciliation	Summary	This report will help individuals responsible for balance sheet chart string(s) to perform monthly reconciliations. This report shows beginning balance, net debit transactions, net credit transactions, and ending balance for fiscal year and fiscal period selected.	Fiscal Year, Fiscal Period, Entity, Org, Funding, Activity, Natclass	Org	To get transaction detail for net debit and net credit amounts run the GL Transactions Report or the GL Transactions by Date Range Report using the same filters used to run the Balance Sheet Reconciliation report. Hardcoded Filters: Natural Class L6 is between 1001 and 3999 (Balance Sheet Values).

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Report Section					
Report Name	Report Type	Report Description	Available Filters	Report Security	Comments
Budget vs. Actual by Funding	Summary	This report shows a summary of budget and actual amounts grouped by Funding. Amounts are year to date through fiscal period selected.	Fiscal Year, Fiscal Period, Entity, Org, Funding, Activity, Subactivity	Org	Option to view each Org individually or view all Orgs on one page; option to view by Funding L2 or view all on one page
Unrestricted GL Reports					
GL Funding Balances Unrestricted	Summary	This report shows beginning balances as of July 1, summary of changes by category, and ending balances for funding values (funding available).	Fiscal Year, Fiscal Period, Entity, Org, Funding	Report access restricted	This report is available to select individuals ONLY. If you do not see this report on the Home Page you do not have access to it. Categories include: gifts, endowment distribution, other income, expenses, transfers, net balance sheet change.
FASTLook					
My Orgs	List	This Report will list the Orgs that you have permission to view. Includes Org hierarchy, responsible person and responsible person contact information	NA	Org	
PTAEO Balance Summary	Summary	This report shows PTAEO general information, summary period to date budget, actual, and encumbrance amounts for project, task, award and the corresponding data by expenditure type.	Project, Task, Award		Filter must include Project; Task and Award are optional
GL Segment Balance Summary	Summary	This report shows budget, actual and encumbrance amounts for one of the following time periods: 1) Month (budget = annual/12, actual = month selected), 2) Through (Budget = annual/12 x number of months included in filter, actual = YTD through month selected) or 3) Year (Budget = annual, actual = YTD through month selected)	Fiscal Year, Fiscal Period, Org, Funding, Activity	Org	May select Level of detail to display, Natclass (child), Natclass L3, Natclass L4, or String - 5 Segments
GL String Balance Summary	Summary	This report shows budget, actual and encumbrance amounts by natural class for a specified chart string (1st 5 segment values)	Fiscal Year, Fiscal Period, GL String (first 5 segments)	Org	
Segment Lookups					
Segment Lookup Dashboard - Select a tab at top of page to run the individual segment lookup report.					
All Segments	List segment values	Default view, includes a separate report for each Segment listing all available values	Text Search	Unrestricted	
Entity	List segment values	First Segment in Chart String, two digits	Text Search	Unrestricted	
Org	List segment values	Second Segment in Chart String, three digits	Text Search, Org L1, Org L2, Org Responsible Person	Unrestricted	
Funding	List segment values	Third Segment in Chart String, six digits	Text Search, Funding L2, Funding (child), Faculty Member, Responsible Person	Unrestricted	

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Report Section					
Report Name	Report Type	Report Description	Available Filters	Report Security	Comments
Activity	List segment values	Fourth Segment in Chart String, six digits	Text Search, Activity L1, Activity (child)	Unrestricted	
Subactivity	List segment values	Fifth Segment in Chart String, four digits (default value 0000)	Activity, Subactivity	Unrestricted	
Natural Class	List segment values	Sixth Segment in Chart String, four digits	Text Search, Natclass (child), NatClass Category, DC Internal NC	Unrestricted	
COA Lookup Tool	List segment values	Use to determine the Oracle Chart String a FAS Account was mapped to. Use to validate a chart string or PTAE0 string before using.	NA	NA	
Segment Lookup Help	List segment values		NA	NA	If you get "No Results" select the "Clear My Selections" option from the Page Options Menu (Top Right).
OGA Reports					
OGA Balances Rollup Report	Summary	This report summarizes OGA Balances by sponsor hierarchy, personnel hierarchy, and GL org hierarchy.	Entity, Org L1, Org L2, Org L3, Org L4, Sponsor Category, Top-Level Parent, Mid-Level Parent, Sponsor, Award Manager, Dept Grant Mgr, Award PI, Award Status, Award Purpose, Award Type, Project, Award	Key Member	
OGA Budget vs Actuals	Summary	This report summarizes budgeted amounts versus expenditures and encumbrances, by award, project, task and expenditure type. Report includes budget, actual and encumbrance amounts	Award Name, Project Name, Award PI Name	Key Member	
OGA Commitments	List	This report lists commitments by Award and Project	Award Name, Project Display Name, Award PI Name	Key Member	
OGA Actuals by Month	Summary	This report summarizes OGA expenditures by Expenditure Type and Month	Award Name, Project Name, Award PI Name, Period Name	Key Member	
OGA PTA Balance Summary	Summary	This report summarizes budget, actual and encumbrance amounts by Award, Project and Task	Award Manager, Dept Grant Manager, Award PI, Organization	Key Member	
OGA PTA Overdraft Report	Summary	This report lists Project-Task-Award combinations where the Actuals Balance (Budget - Actuals) is negative.	Award Manager, Dept Grant Manager, Award PI, Organization	Key Member	
OGA Transaction Detail - Expenditures	Transactions	This report lists Transactions grouped by award and by project.	Award Name, Project Name, Award PI Name, Period Name, Expenditure Type Description, Transaction Source	Key Member	
OGA Budget vs Actuals by Month	Summary	For a given month this report summarizes current budget versus expenditures through month selected and current encumbrances by award, project, task and expenditure type. Report includes budget, actuals and encumbrance amounts.	Award Name, Project Name, Award PI Name, Period Name	Key Member	

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Report Section					
Report Name	Report Type	Report Description	Available Filters	Report Security	Comments
Arts and Sciences					
IRR Faculty Member (Funding) Report	Summary and transactions	This report contains summary information and transactional details for selected Startup and/or IRR Funding(s). Amounts are year to date through the fiscal period selected. The summary report shows beginning balance as of July 1, summary of changes by category, ending balance, encumbrance ending balance and balance after encumbrance (funding available). The detail report contains corresponding transactional data. Funding Values available on this report are 210000 - 210999 and 226250-228249.	Fiscal Year, Fiscal Period, Funding L5 Description	Funding Attribute - Faculty Member	For a list of Fundings and the associated faculty member go to the Segment Lookup Dashboard then select the Funding Tab at top of page. Categories include; revenue, expenses, transfers and net balance sheet change Hardcoded Filters: Fundings between 210000 - 219999 or 226250 - 228249.
IRR Unrestricted Report	Summary and transactions	This report contains summary information and transactional details for selected Startup and/or IRR Funding(s). Amounts are year to date through the fiscal period selected. The summary report shows beginning balance as of July 1, summary of changes by category, ending balance, encumbrance ending balance and balance after encumbrance (funding available). The detail report contains corresponding transactional data. Funding Values available on this report are 210000 - 210999 and 226250-228249.	Fiscal Year, Fiscal Period, Funding L5 Description	Report access restricted	Categories include; revenue, expenses, transfers and net balance sheet change. Hardcoded Filters: Fundings between 210000 - 219999 or 226250 - 228249.
Facilities Reports					
Work Order Detail	Transactions	This report contains transactional level work order detail for a specified date range and work order number. This report can be run across fiscal years.	Trans Date (between), WO Number	Unrestricted	To return data within a given month, the filter values must include the first day of that month. Also, for this report to run correctly a work order number must be included in the filter selection.