


Run the FN03 JrnlDetail Report in Business Objects

Important Information

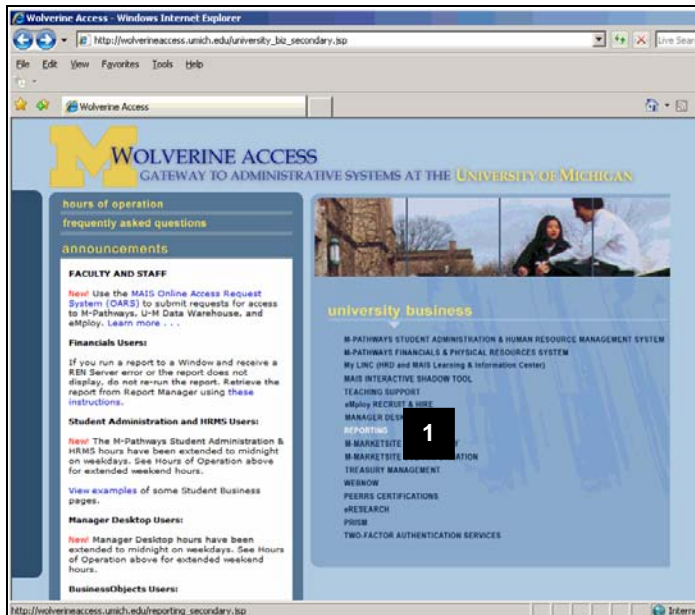
 Run the U-M Maintained **FN03 JrnlDetail Report** to verify your weekly deposit activity using a Business Objects report. This report ensures that your department is properly credited with deposits made during the previous week. It is important to verify deposits weekly. This report has been published into the Business Objects.

Do not access depository detail for any location code other than the code directly related to your job responsibility. Please keep in mind that the policies regarding access to financial data apply to this report. Any misuse of data in or from administrative systems will subject you to disciplinary action as described in Standard Practice Guide 201.12 (Discipline – performance and conduct standards).

Navigation

Main Menu > Wolverine Access > University Business > Reporting > **UM Data Warehouse**

Wolverine Access University Business Page



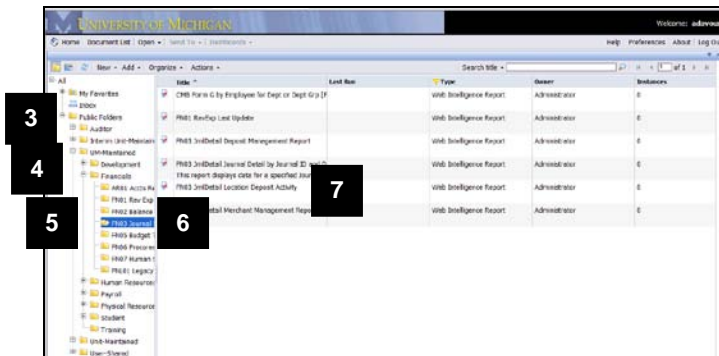
1. Click the **Reporting** link on the University Business page in Wolverine Access.

Wolverine Access Reporting Page



2. Click the **U-M Data Warehouse** link.

Business Objects Home Page



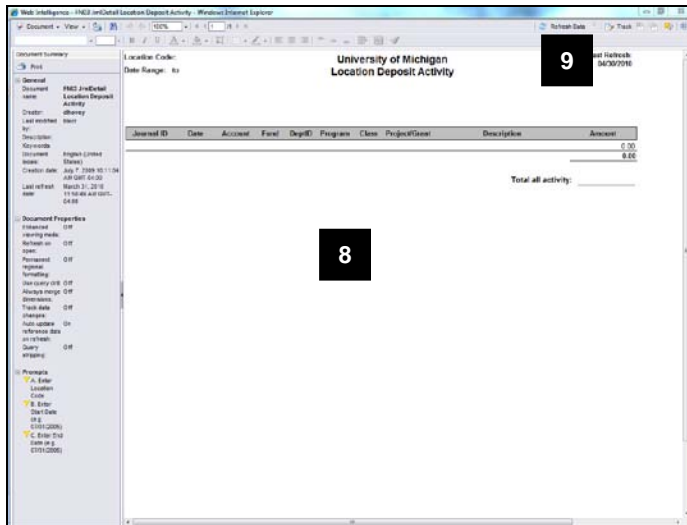
From the left-hand frame, click:

3. Select the next to the **Public Folders** folder.
4. Select the next to the **UM-Maintained** folder.
5. Select the next to the **Financials** folder.
6. Select the **FN03 Journal Detail** link.

From the right-hand frame:

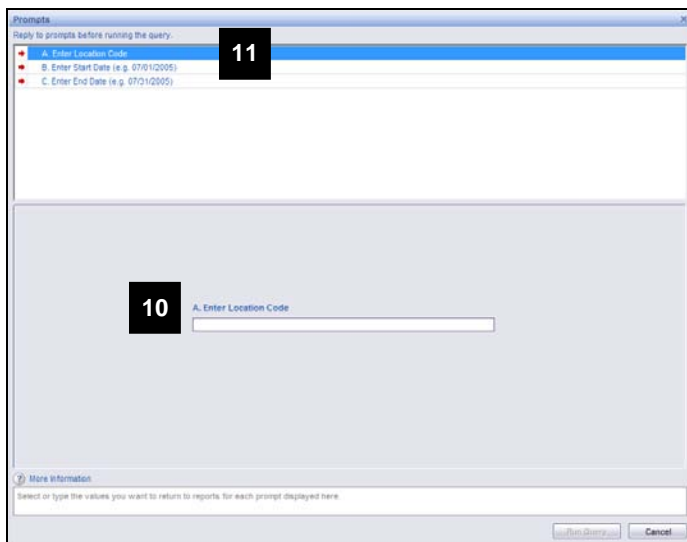
7. Click the **FN03 JrnlDetail Location Deposit Activity** link in the main frame of the browser window.

FN03 JrnlDetail Report Page



- 8. Confirm that the report window appears.
- 9. Click the **Refresh Data** button.

FN03 JrnlDetail Report Page



- 10. When prompted, enter your four-digit location code in the **Location Code** field.
- 11. Click the **Enter Start Date** link.

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12. When prompted, enter start date information in the **Enter Start Date** field.

Note: Use a date format of MM/DD/YYYY.

13. Click the **Enter End Date** link.

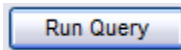
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14. When prompted, enter end date information in the **Enter End Date** field.

Note: Use a date format of MM/DD/YYYY.

15. Click .

FN03 JrnlDetail Report

Document Summary: University of Michigan, Location Deposit Activity, Date Range: 1/1/2011 12:00:00 AM to 5/15/2011, Last Refresh: 05/15/2011

Deposits

Journal ID	Date	Account	Fund	DeptID	Program	Class	Project/Grant	Description	Amount
CR00015642	2/19/2011	111100	99900	303500				Comm. Deposit Tck#00-0015642	2,391.66
CR00015643		111100	99900	303500				Comm. Deposit Tck#00-0015643	160,821.90
		05/15/2011							162,995.74
CR00015644	3/19/2011	111100	99900	303500				Comm. Deposit Tck#00-0015644	8,750.00
CR00015644		111100	99900	303500				Comm. Deposit Tck#00-0015644	26,132.48
CR00015645		111100	99900	303500				Comm. Deposit Tck#00-0015645	2,191,319.69
CR00015646		111100	99900	303500				Comm. Deposit Tck#00-0015646	25,483.55
CR00015647		111100	99900	303500				Comm. Deposit Tck#00-0015647	2,377,851.84
		05/15/2011							4,631,767.49
CR00015648	3/19/2011	111100	99900	303500				Comm. Deposit Tck#00-0015648	20,411.76
CR00015671		111100	99900	303500				Comm. Deposit Tck#00-0015671	2,770,337.29
		05/15/2011							2,744,699.95
CR00015671	3/19/2011	111100	99900	303500				Comm. Deposit Tck#00-0015671	8,587.54
CR00015673		111100	99900	303500				Comm. Deposit Tck#00-0015673	750,342.00
		05/15/2011							863,644.54
CR00015673	3/19/2011	111100	99900	303500				Comm. Deposit Tck#00-0015673	4,530.00
CR00015673		111100	99900	303500				Comm. Deposit Tck#00-0015673	4,387.52
CR00015674		111100	99900	303500				Comm. Deposit Tck#00-0015674	506,398.98
		05/15/2011							334,988.50
CR00015674	3/11/2011	111100	99900	303500				Comm. Deposit Tck#00-0015674	2,933.92
CR00015675		111100	99900	303500				Comm. Deposit Tck#00-0015675	851,739.89
		05/11/2011							484,678.41
CR00015677	3/12/2011	111100	99900	303500				Comm. Deposit Tck#00-0015677	295,352.44
CR00015678		111100	99900	303500				Comm. Deposit Tck#00-0015678	291.02
		05/12/2011							254,423.76
CR00015679	3/13/2011	111100	99900	303500				Comm. Deposit Tck#00-0015679	4,039.30
CR00015686		111100	99900	303500				Comm. Deposit Tck#00-0015686	240,375.74
		05/15/2011							251,095.15

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- 16. The results will appear on the report, grouped by activity (e.g., Deposits, Credits, Debit Adjustments).
- 17. All deposit discrepancies and returned items will be reflected in a separate section of the report.