Run Financial FSG Reports

Financial reports may be run using the Financial Statement Generator (FSG) within the Themis Financials module (other Themis modules contain reports specific to each module). The reports to which you have access are defined by your Themis responsibilities. FSG reports are accessed via UOM GL Inquiry, UOM Data Entry and UOM Manager Responsibilities.

This reference card explains how to run FSG reports immediately or on the same day the report is submitted. It is recommended that you run reports in this manner sparingly and that frequently requested reports should be scheduled to run outside business hours to minimise the load on the system (refer to Schedule Financial FSG Reports reference card for instructions).

Submit a Financial report request

Submit a request is the term used in Themis when you run a report.

1. Navigate to General Ledger Reports > Run Financial Reports.
   The Run Financial Reports dialog box will open.

2. Select Individual Reports and click the OK button.
   The Run Individual Reports screen will display.

3. Select a report from the List of Values (LOV) in the Report field under the Required Parameters tab.
   To search for a particular report or report version, enter the full report name or partial name with the % wildcard, into the Find field. For example, enter %R23% to search for all R23 Budget & Planning report versions available.

4. Click the Find button.
   All available reports based on the report criteria entered will be returned.
5. Select the desired report version and click the OK button.
6. Enter the desired reporting period into the Period field. The report will retrieve data up to the end of the period entered unless the report is run mid-month, then it will return data posted to the General Ledger up until the date and time the report is run.
7. Click the Optional Components tab.
8. Enter the appropriate account details into the Segment Override field and click the OK button.
   - Click on the LOV to open the account string combination box.
   - Enter only those segments appropriate to the report you have selected at step 5 above
   For example, if running a report for an entire budget unit, only the budget unit code is required (for further instructions on the required parameters to use when running particular reports refer to the Finance & Planning, Reporting webpage http://www.fpg.unimelb.edu.au/pcp/internal/reporting/reporting.html).
9. Apply a Content Set if required.
   This field is optional and if used will determine how you want to break down the existing report data to a further summary level. If you want to insert sub totals you can do so by breaking the report data into one of the following options:
   - Cost Centre – use the UOM Cost Centres content set to break the report into separate sub totals for each cost centre within the selected budget unit.
   - Project – use a specific Budget Unit content set to break the report into separate sub totals for each project within the selected budget unit. For example; content set 3160-Economics will return a sub total for each project within Economics.
   Note: the Budget Unit code selected in the Segment Override field must be the same as the project content set.
10. Click the Other Options tab.
11. Select your desired option from the LOV in the Output Option field.
   Choose either:
   - Text – to set the output format as a printable report layout
   - Tab Delimited – to set the output format to an exportable excel format
12. Click the Submit button.
   The submitted report request will run in the background and be stored in your requests queue.

To check the progress of your report request select View > Requests from the menu bar and click the Find button. Once the report has completed and depending on the output option selected at step 11 above, you can either,

- Print the report from your requests queue, if Text was selected (refer to the Print a document or report reference card).
- Export the report to excel from your requests queue, if Tab Delimited was selected (refer to the Export Financial FSG Reports to Excel reference card).