Release Notes

Below is a summary of the RF BI Service Requests that are in the most recent release of the RF Report Center. This release moved into the production environment on or before Saturday, January 26, 2019

Category	Description	Service Request Numbers
Enhancement	Exclude enrollment status of "backed out" from Human Resources - Benefits Enrollments Subject Area.	355134
Enhancement	**PACS Proposal Number** has been added to the **Award** folder in the below subject areas: Accounts Receivable - Aging Accounts Receivable - Receipts Accounts Payable - Invoice Check Distributions Accounts Payable - Invoice Distributions Award Management - Installments Gants - Monthly Award Summary General Ledger - Balances Grants Snapshot Grants Snapshot - Award Credit Distribution Grants Snapshot - Project Credit Distribution Post Award Management Post Award Management -Award Credit Post Award Management Committed Effort Post Award Management -Project Credit Post Award Management Transaction Controls Pre-Award Management Purchase Order Distribution Grants Snapshot Grants Snapshot - Award Credit Distribution Grants Snapshot - Project Credit Distribution Human Resources - Labor Distributions Requisition Distribution Requisition Line Reporting Center Reconciliation	356760
Performance	Performance issue has been resolved in Post Award Management when using **Project NACUBO** under **Project Classes** folder.	357098
Enhancement	New term and condition **Program Income** has been added to **Terms and Conditions** folder in the below subject areas: Accounts Receivable - Aging	357120

	Accounts Receivable - Receipts Award Management - Installments General Ledger - Balances Grants - Post Award Management Grants - Post Award Management Committed Effort Grants Post Award Management Transaction Controls Grants Snapshot Grants Snapshot - Award Credit Distribution Grants Snapshot - Financial Reporting Grants Snapshot - Project Credit Distribution	

If you have any questions regarding the above-listed release notes, please contact the Data Services team by sending an email to rfreportcenter@rfsuny.org

Thank you for your continued support as we continue to enhance the RF Report Center to provide a robust analytical tool for the user community.
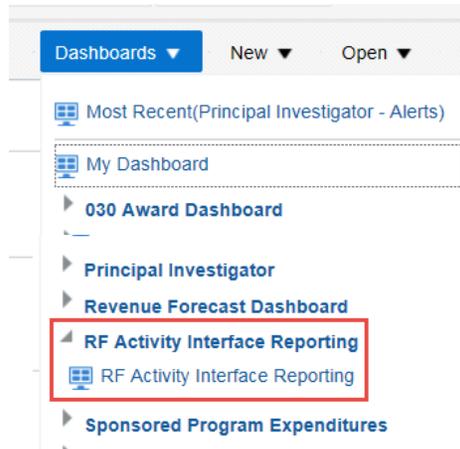
<div style="background:blue;color:white;text-align:center">**Report Center Tip and Tricks**</div>

HOW to Access a Dashboard

Once you are logged in the Report Center, access Dashboards from your Home Page.

Note: Refer to How to Access the RF Report Center for instruction on how to login to the Report Center.

1. Click on Dashboards and then choose a dashboard of your choice. For this example, we will choose the **RF Activity Interface Reporting (RF AIR).**

2. Each dashboard consists of tabs each displaying specific data related to the dashboard. Each tab has sections called portlets in which you can expand to search for specific data.

RF Activity Interface Reporting

| Alerts | Administrative Inquiry | APT Inquiry | PACS Proposals | Accounts Payable Inquiry |

3. Once a portlet is expanded, enter the search criteria to filter or restrict your results.

Expenditure Detail By Monthly Date Range

Award Number	Project Number	Task Number	Expenditure Category
--Select Value- ▼	--Select Value- ▼	--Select Value- ▼	--Select Value- ▼

Select Full Month Dates Only (note when looking for all do not use

Between [   ] 📅 - [   ] 📅

4. The results can be further filtered by view; column data sorted in ascending/descending order; and drilled down to a more granular level of detail when a hyperlink exists.

Direct & Indirect ▼

on	Award Name	Award Status	Award Start Date	Award End Date	Days Remaining	% Spent	Payroll Encumbrance Shortage	Current Budget	Expense Amount	Drill umbrance	Available Balance
RF	Office	ACTIVE	23-Jun-2018	30-Jun-2019	201	90.11	0.00	25,636,527.00	11,773,929.27	11,326,596.51	2,536,001.22
							0.00	25,636,527.00	11,773,929.27	11,326,596.51	2,536,001.22

5. At the footer of each report, you have the options to Refresh, Print, or Export.