



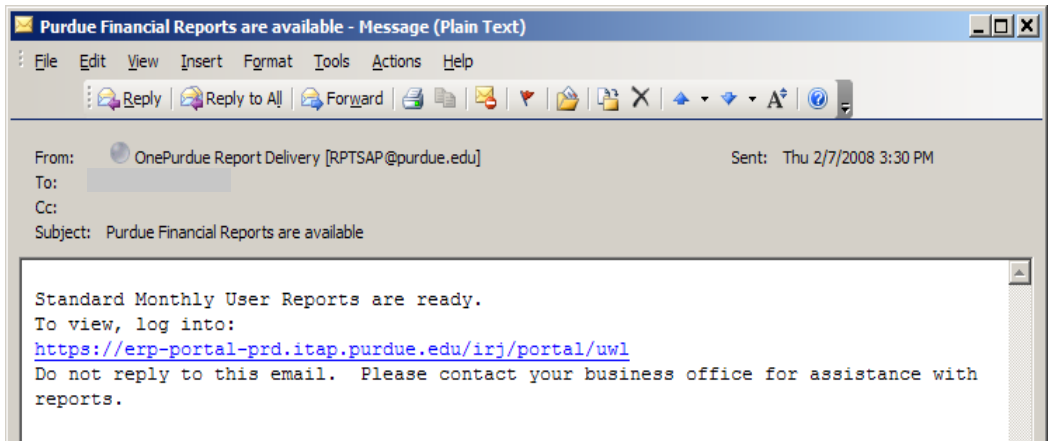
# Accessing Monthly Financial Reports— Monthly Transaction Listings in Excel

## To View Your Monthly Financial Report—Monthly Transaction Listings in Excel

New in September 2008, the three Monthly Transaction Reports (RIO Monthly Transactions, SMUR Monthly Transaction Listing, Project Financial Report Monthly Transactions (shown below as FSSRMONTHTRANS)) will be available in both PDF and Excel format via the portal.

When the report is ready and accessible you will receive an e-mail notification with a link to your reports.

Click on the link. It will take you to the OnePurdue Portal Login page.

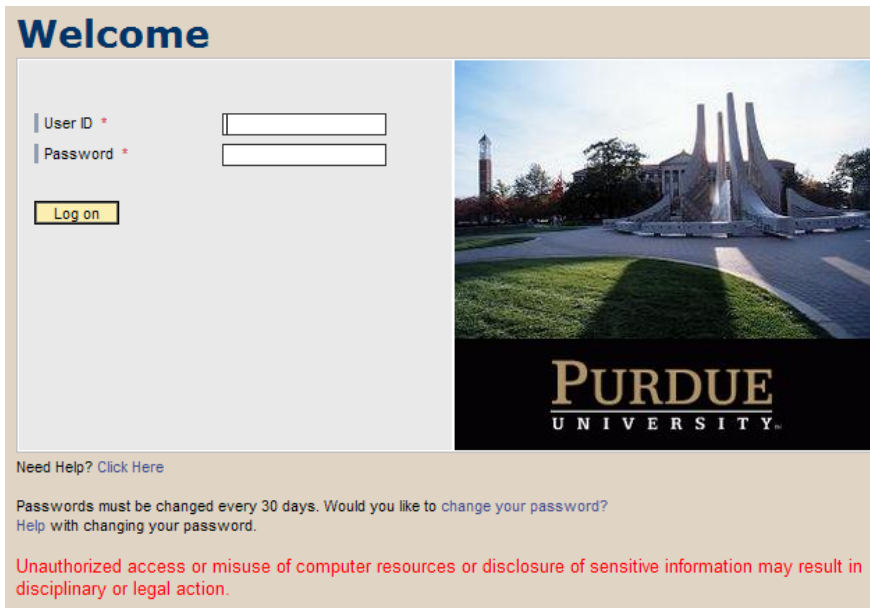


Log into the OnePurdue portal using your career account login and password

Click Log on

(Please ensure Pop-up Blockers allow purdue.edu as an exception.)

**Note:** *If an error message (“User authentication failed”) appears, your OnePurdue Login has expired. You will need to change your career account password. For help call 49-46000.*



To add purdue.edu as an allowable address for the Pop-Up Blocker in Internet Explorer browser:

Click on Tools→Internet Options→Privacy Tab→ and in the *Pop-up Blocker* section click on Settings.

In the *Address of Web site to allow:* section, type *\*.purdue.edu*.

Click on Add → Close → OK

For further information:

<http://help.itap.purdue.edu/viewarticle.php?articleid=2363>



# Accessing Monthly Financial Reports— Monthly Transaction Listings in Excel

To access your Universal Work List:

1. Click on Home on the top level menu bar
2. Click on Work on the second level menu bar.

You will see a list of reports that are assigned to you. Each report will show up twice, one in pdf format, and one in Excel format.

**Note:** the format indication at the bottom of the screen.

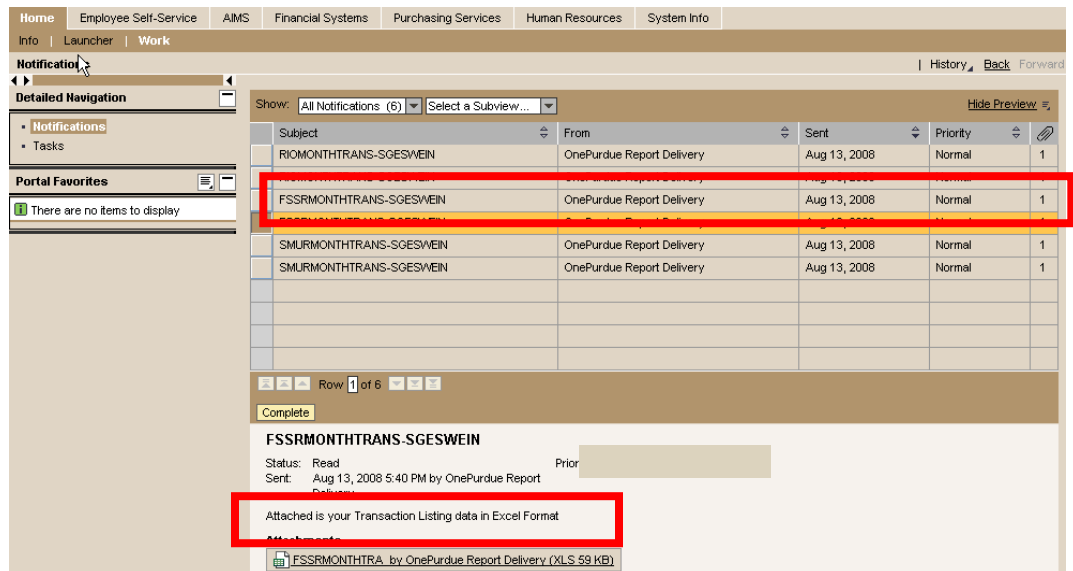
**Note:** Reports are only accessible online for **TWO Months (Current and Prior Month)** from the time they were sent to you. If you want to view these reports beyond two months you will need to save them in a secure location.

To view a report:

1. Click on the line of the report
  - o A link to a PDF or Excel file will appear in the lower part of the window below the list of reports:
2. Select the file in Excel format and click on the link to open up the file.



(Example of FSSR Monthly Transactions in Excel)





# Accessing Monthly Financial Reports— Monthly Transaction Listings in Excel

The report will appear in a separate window similar to this.

1. Save the file to your secure location to begin formatting by clicking File > Save As. Choose the appropriate Excel file format for your machine in Save as Type.

The file will now be available for manipulation from your own secure location.

(Example of Monthly Transaction Listing in Excel)

The screenshot shows a Microsoft Internet Explorer browser window displaying an Excel spreadsheet. The browser's address bar shows the URL: https://erp-portal-qa.itap.purdue.edu/webdynpro/dispatcher/sap.com/tc~kmc~bc.uwl.ui~wd\_ui/UWL/~. The spreadsheet has columns labeled A through N and rows numbered 1 through 18. The data includes grant descriptions, sponsor information, fiscal years, and various expense categories with their corresponding amounts.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grant	Desc	Sponsored A	Sponsor	PI	Co-PI	Sponsor	Fisc Yr	Fisc Perio	Resp Cost	Expense	Expense C	Trans Dat	Amount
2	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Grants & (	Revenue	20070724	31250
3	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Smur Ses; Salaries ar	20070731	9300	
4	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Grad Staff Salaries ar	20070731	1800	
5	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Liab & Fic	Fringe Bei	20070731	20.46
6	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Tisa/Cref	Fringe Bei	20070731	1395
7	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Social Sec	Fringe Bei	20070731	576.59
8	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Medicare	Fringe Bei	20070731	134.85
9	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Workers C	Fringe Bei	20070731	19.53
10	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Staff Fee I	Fringe Bei	20070731	12.09
11	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Other Fee	Fringe Bei	20070731	52.08
12	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Liab & Fic	Fringe Bei	20070731	3.96
13	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Workers C	Fringe Bei	20070731	3.78
14	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Staff Fee I	Fringe Bei	20070731	2.34
15	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Other Fee	Fringe Bei	20070731	10.08
16	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Grad Staff	Fringe Bei	20070731	253.5
17	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Minor Eq- Supplies	20070718	379.8	
18	XXXXXX	Researching t	ABCDXXXX	Rolls-Roy	Jones, Jol	Jones, Jol	800000XX	2008	1	40XXXXX	Indirect C	Indirect C	0	6281.09



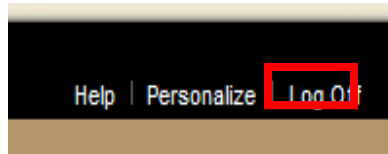
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### How to Exit the Work List Screen

When you are done viewing your Monthly Reports you have the following options:

1. Click the Log Off button, located in the right corner, to log out of the portal but still keep the Browser open
2. Since the Universal Work List is in the OnePurdue Portal you can use any of the other functionalities you have in the portal (i.e. Employee Self-Service, AIMS)

(Your individual menu bar may look different than your colleagues depending upon your security roles)



For further information regarding reporting please go to:

<http://www.purdue.edu/onepurdue/FIHR/reporting.shtml>