

Coordinated Finance Report – Detail report

A new detailed report was created to aid with analysis and reconciliation of the Coordinated Finance Reports.

Note: It is recommended that you use the Coordinated Finance Statement for presentation and printing as it has been formatted (although it is possible to export the detail report to PDF for printing). This report is distributed by leadership.

Access to Report

You may access the report two ways:

- The ORI Data Reporting Page: <https://medschool.duke.edu/research/research-support-offices/office-research-informatics/ori-data-reporting>
 - Scroll down and open the Finance Reports section to see the available reports.
- Directed by the link below.

<https://maestro-insight.dhe.duke.edu:8443/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=AYYvKLFWx8JFgDg5zntF9zY>

- You will log-in with your NetID (User Name) and Password (standard Duke password).

Duke Medicine
Maestro Insight

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

System: @BOEPROD

User Name: mws40

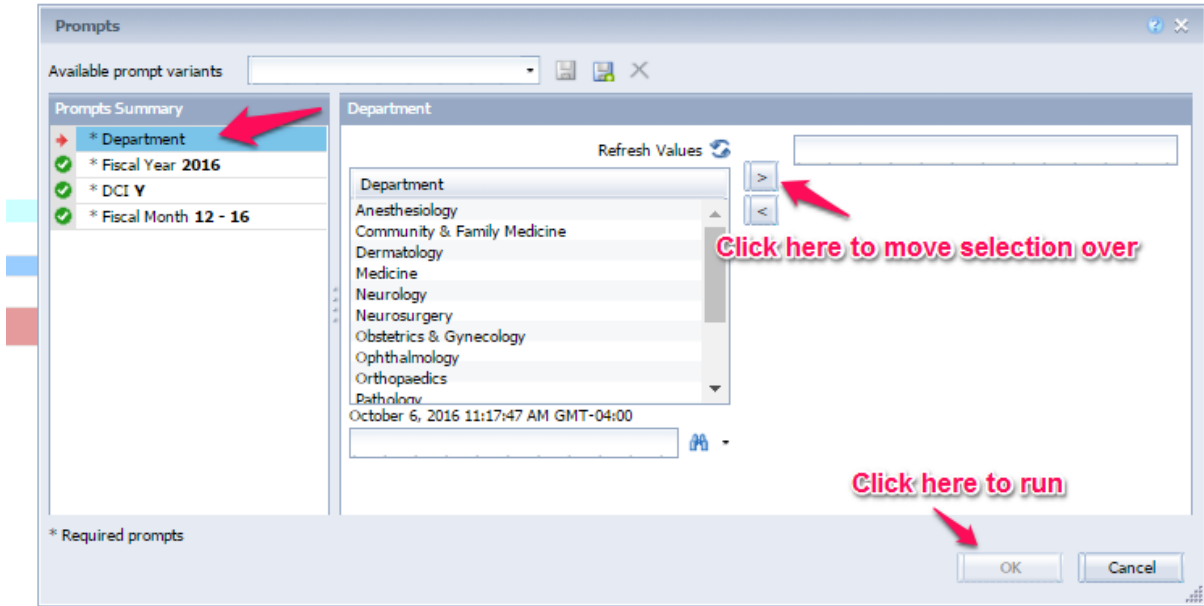
Password:

Log On

 Help

Running the Report


- From the report parameter selection screen, you will have three required parameters. You should select for each and move your selection to the right:
 - Department - preloaded based on security which is managed centrally
 - Fiscal Year
 - DCI - You will have two options for DCI: **Y** or **N**. Selecting 'Y' (Yes) will include DCI activity in the results displayed. If your department does not have any DCI activity, your values will be the same regardless of your selection here.
 - Fiscal Month



- When all required prompts are chosen, click on **Ok** to generate the report for the selected parameters. The report will send the query to database and a progress bar will appear.
- Note: For running new reports, you should use the 'refresh' button WITHIN the Business Objects pane, as opposed to the browser refresh or forward and backward buttons.

Report Navigation

The report will appear as below:



Department of Medicine
Variance Report
 Fiscal Year : 2016
 Fiscal Month : 03
* Activity for DCI Included in Calculations

Information on your parameter selections will be included in the header

	Current Month				Year-to-Date			
	Actual	Prior Yr Month Actual	Variance	Variance Pct	Actual	Prior Yr Actual	Variance	Variance Pct
Private Diagnostic Clinic								
PDC Clinical Operations								
PDC Revenue								
Gross PDC Collections	1	2			3	4		

Within the body of the report, each line item will have four hyperlinks that will take you to a detail report

Within the body of the report, each report item will have four out-going hyperlinks to another, detail report. The hyperlinks are available for:

1. Current Month, Actual

2. Prior Year, Month Actual
3. Current Year, Year to Date Actual
4. Prior Year, Year to Date Actual

When you click on any one of these four outgoing links, the report will open a detail report in a new window:

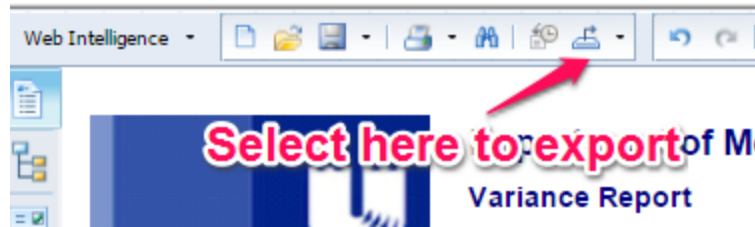
Detail Report for PDC Clinical Overhead
Details shown below

Group Level 1	Group Level 2	Group Level 3	Report Item	Department	Month	GL Code	Posting Date	Document Number	Fiscal Year	Charge Amount	Full Dollar Category	Journal Entry	Department	Department Description	Division	Division De
PDC 1																
PDC 1																
PDC 1																
PDC 1																

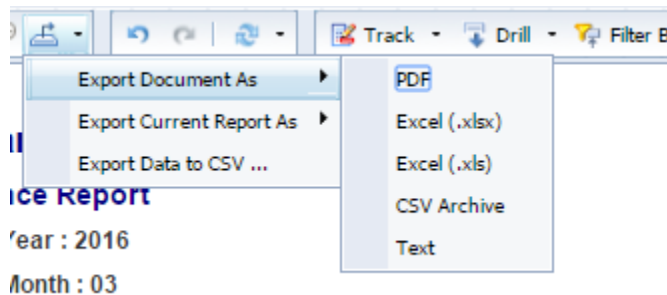
For both the master and detail report, you may save to your desk in a PDF or Excel format; the hyperlink functionality will continue to work after export for the master report. **We recommend exporting to Excel for better navigation and ease of use.**

Export:

- Click on Export icon



- After clicking on the Export button, select the format for the export:




- Example: PDF: As shown below, the main report has been exported to a PDF. The hyperlinks here will open up an instance of Business Objects, allowing you to view the report detail.

Finance_variance_Master_200616.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Finance_variance_... x

1 / 6 100%

 **Department of Medicine**
Variance Report
Fiscal Year : 2016
Fiscal Month : 03
* Activity for DCI Included in Calculations

	Current Month				Year-to-Date			
	Actual	Prior Yr Month Actual	Variance	Variance Pct	Actual	Prior Yr Actual	Variance	Variance Pct
Private Diagnostic Clinic								
PDC Clinical								
PDC Revenue								
Gross PDC Collections								

Exported as PDF - these hyperlinks will re-open Business Objects, taking you to the detail report