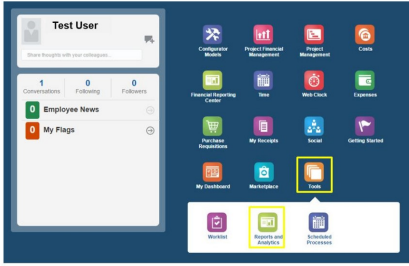


Instructions to set the currency default to "Ledger Currency":

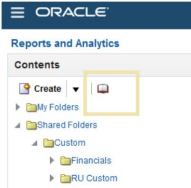
This Job Aid pertains to users who will run Projects reports. In order for the OTBI queries to show dollar amount data, users need to perform a one-time default currency change in their account settings.

Step 1 – Log in to my.rutgers.edu and sign in to Financial Management (Oracle Cloud).

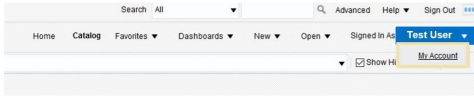
Step 2 – Click the "Tools" tile and then select "Reports and Analytics".



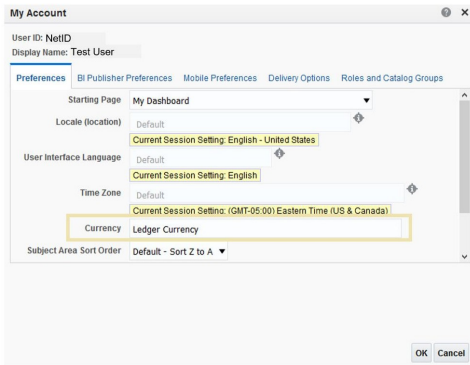
Step 3 – Once the "Reports and Analytics" screen is open, click on the "Catalog" icon (looks like an open book).



Step 4 – Scroll over your name on the far right-hand side of the Catalog screen and select "My Account".



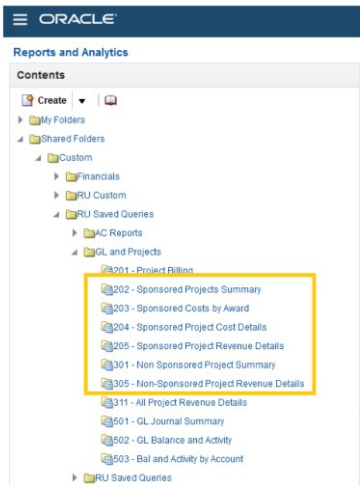
Step 5 – In the "Preferences" tab, change the "Currency" field to "Ledger Currency" and click OK.



Step 6 – Then, in order for the changes to take effect, you must log out of Financial Management and my.rutgers.edu, and you must close your browser. If you do not fully log out and close your browser, the setting changes will not take effect.

Step 7 – Re-open your browser and log in to my.rutgers.edu and the Financial Management system (Steps 1-2 above).

Step 8 – Navigate to the relevant query and run it. Dollar amount data will be displayed.



Note: It is essential that you log out and close your browser after changing the currency default setting in order for the change to take effect.