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Prerequisites

To benefit from the information in this manual, users should have a basic understanding of how to use Panthersoft applications, and terminology used within the Financials application specifically. You should be familiar with navigating the system, adding, updating, and deleting information by using Panthersoft windows, menus, and pages.

For the best opportunity to readily apply this information after training, we recommend completion of PantherSoft Fundamentals and Query 101, along with Procure to Pay, Travel and Expense, and Smart Internal Billing as appropriate. A strong familiarity with Microsoft Excel is also suggested.

Learning Objectives

By the end of this training users will be able to:

- Review financial transactions in system and interpret related info on Detail Transaction (DT) report specifically
- Use reporting terminology
- Identify which transactions populate the Encumbrance, Pre-Encumbrance, and Actuals part of the DT report.
- Use the drill-down function within nVision to review transactions
- Explain expense reporting categories including the transactions that fall within
- Interpret inquiry screens for budget purposes
- Run reports and review results via Report Manager
Financial Reporting

Financial Reports are formal records of the financial activities of an entity. Managers need financial information relating to an entity to help make decisions, plan for the business and to exercise control.

Panthersoft applications include standard reports that can be customized, and other reporting tools in which new reports can be created. There are three functionalities that specifically assist with reporting: the nVision reporting tool, the Query tool, as well as the Inquiry/View pages.

The nVision reporting tool retrieves information from the Panthersoft database and places it into a Microsoft Excel spreadsheet, in a form that helps you see the big picture, explore details, and make decisions.

Query is a delivered reporting tool that allows users to extract precise data using visual representations without having to write SQL statements.

The Inquiry or View functionality allows users to “drill-down” into the lowest level of detail for summary transactions.

Panthersoft’s reporting capabilities enable you to access data, analyze results, identify and interpret the transactions that ultimately affect the budget.
**Reporting Terminology**

**Commitment Control Terminology**

Commitment Control (commonly referred to as KK) is a feature of the Panthersoft Financials that enable users to monitor/control expenses and revenues against predefined, authorized budgets. The following are normally recorded in Commitment Control.

**Actuals:** transactions that have posted to the GL.

**Adjusted Budget:** Original plus/minutes any budget transfers.

**Encumbrance:** amount for which there is a legal obligation to spend in the future. A Travel Authorization is a typical encumbrance transaction.

**Expense:** financial activity when a payment has been processed.

**Original Budget:** budget loaded in KK as of July 1st.

**Pre-Encumbrance:** amount expected to spend, but for which there is no legal obligation to pay. A requisition is typically a pre-encumbrance transaction.

**nVision Reporting Terminology**

As stated earlier, nVision retrieves information from the Panthersoft database and places it into a Microsoft Excel spreadsheet, in a form that helps you see the big picture, explore details, and make decisions. There are different components in running an nVision report.

**nVision Report Layout:** The report layout is an Excel spreadsheet/template that doesn’t include actual Panthersoft data; it defines the structure of the report—query information, criteria, text, formulas, graphics, formatting, or other information. Once a layout has been saved, you can use it repeatedly to run reports.

**nVision Report Request:** A collection of report-specific information such as request name, report title, associated layout, scope, that can be saved and reused. Similar to a Run-Control.

**nVision Variables/Syntax:** Variables are used in nVision to display information that might change from report to report and avoid hard-coding.

**Scope:** A scope is functionality used in nVision reports to define the data to include in a report using a single report layout and report request. Using a scope, each report instance contains data specific to an individual field value, such as a business unit or department, or to a group of values, such as a tree node that summarizes all departments/units in college. In this way, each report instance can share the same layout, while containing data unique to these field values. You might run three instances of an expense report that share the same layout but contain the expenses of one division each.
**Trees:** In Panthersoft, a tree is a graphic representation of the hierarchical relationships of data in the database. Trees provide a way to organize related data in a logical manner and give a visual summary of the tremendous amount of detailed data the system stores. Multiple trees may refer to the same data but organize it in different ways.

**Variance:** differences between budgeted dollars and actual spend.
## Revenue, Expense, and Transfer Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget/Account Examples</th>
<th>Modules/Transactions</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>Sales of Goods and Services</td>
<td>Student Financials, Smart Internal Billing, Check, Cashier, Wire Transfers, CC Payments</td>
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<tr>
<td></td>
<td>Rental Income</td>
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<td>Sponsorship Revenues</td>
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<td><strong>Other Personnel Services</strong></td>
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<td>Student and Graduate Assistants</td>
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<td>Adjunct Faculty/Research Faculty</td>
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<td>Travel and Expense docs, Dept. Travel Card, Dual Card (Travel and Commodity), Travel and Entertainment Card</td>
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<td>F&amp;E under $5000</td>
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<td></td>
<td>Re-class of expenses</td>
<td></td>
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</tbody>
</table>

Version 4 June 30, 2017
Transaction Source Flow by Module

When a user initiates a transaction within the system, as that transaction moves, a department’s budget is affected. This section illustrates how the transaction moves in the system.

Revenues

Student Financials

Student Financials is the sub-system that captures all financial transactions on the student's account and sends those transactions to the General Ledger. All transactions in Student Financials are driven by an item type. When an item type is defined, chartfield combinations are assigned that includes the applicable account (revenue/contra revenue) and activity number of the school/department. Student Financials transactions are posted in the general ledger via journals with an ‘SF’ prefix.

Departmental Deposits are also captured in the Student Financials module and the journals post in the general ledger with a 'CS' prefix.

Smart Internal Billing

Departments often perform services or deliver goods to other departments within FIU. The Smart Internal Billing Module of Panthersoft is used to collect payments for services provided. A Smart Internal Bill is created in order for the department providing the service to collect payment from the department receiving the service. The department providing the service initiates the bill, and routes to the billing department’s approvers. After approval, the Smart Bill then routes to the department receiving the services.

Terminal Credit Card Payments

There are merchant locations throughout the University that process credit card transactions for various purchases, i.e ticket sales. The revenue is recorded in the General Ledger for these types of transactions.
Permanent Salaries and Benefits

Payroll Detail Report

The Payroll Detail Report provides detailed information on salary and employer-paid benefits. It can run by Activity Number, Project, or by Employee. Users should run this report on a monthly basis to reconcile payroll charges to the financial statements, and review that no inactive employees have been paid in error.

Once user selects to run the report “By Employee” or “By Chartfield”, the instructions on how to run the report and retrieve the report are the same.

Departments pay a fringe benefit rate, while the University-wide fringe benefits pool covers actual benefits. The Payroll Detail Report by Employee shows actual fringe benefits paid on behalf of the employee, in addition to the fringe rate and salary charge to the employee’s funding source.

The results can be viewed either by Excel Spreadsheet or PDF file. Both the Excel and PDF file provide valuable information on wages and benefits paid. Each file has the same sections: Heading, Demographics, Salary and Benefits Details, and Other Earnings. Only the PDF version has a Summary Section which details accounts for amounts in the Other Earning column may be further defined in the Summary Section.

Other Operating Expenses

Travel Module – Travel Authorizations & Expense Reports (TA & ER)

When creating a Travel Authorization (TA) or an Expense Report (ER), the expense type chosen is mapped to a general ledger expense account.

Once a TA is budget checked in the system an encumbrance is created for the specified activity number or project.

After an ER is budget checked and linked to an approved travel authorization, payment is issued and the encumbrance is released.

The payment then becomes an expense.

Requisitions/Purchase Orders and Accounts Payable

Product categories within the eProcurement module are mapped to a general ledger expense account. The GL expense account should have a budget associated for the specific Activity Number or Project ID being used.

Once a Requisition is budget checked a pre-encumbrance is created for the activity/project.

When the Purchase order is budget checked, an encumbrance is created for the activity/project ID, and the pre-encumbrance is released.
Requester enters a receipt for the goods/services received. Accounts Payable processes applicable invoice which generates a voucher; the encumbrance is released and a payment expense transaction is created.

P-Card Transactions

Credit card transactions are loaded into the Panthersoft Financials on the 1st of every calendar month and card holders must complete the reconciliation process and attach the necessary support within 10 business days. All credit card transactions are validated against the budget to determine if a budget exists for the amount on the Speed Type being charged. The validation process does not encumber any funds, it simply checks if a budget exists for the chartfield distribution selected.

Smart Internal Billing Transactions

The receiving department approves the Smartbill charges. Overnight, Panthersoft generates a journal that transfers the monies between the two departments after approval. All Smartbill journal entries begin with prefix SMB. The expense will reflect in the expenses of the department receiving the service.

Maximo

Maximo is a system that Facilities uses to track work order requests, the work is usually completed before the department is billed. The department is allowed one week to review and dispute charges for accuracy before the charge is included in the invoice (file).

On a monthly basis, Maximo sends the data to PantherSoft to create journal entries to charge departments for services rendered. All Maximo journal entries post to account # 761001 (Maintenance and Repairs) of an Activity or Project with a 'MAX' journal prefix.

Questions on Maximo entries should be sent to Facilities Management for further research. Adjustments will be processed using the same process in future billing cycle.

Pinnacle

The Pinnacle Billing system is used to bill FIU departments for telecommunications and other services provided by the Division of IT.

The system produces a monthly bill by departmental account number with the details of the charges. These bills are made available to designated persons within each department at itbill.fiu.edu.

The system then generates a general ledger file that is processed each month by Panthersoft to transfer the funds automatically.

All Pinnacle journal begin with a 'PIN' journal prefix.

Questions regarding Pinnacle charges should first be addressed to UTS IT Department via their Help Desk, x7-2284.
Asset Management

Asset Management is a module that monitors and maintains the University’s assets. Any asset purchased by the University remains the property of the University until the University disposes of it, in accordance to policy. The title to the asset belongs to the University, regardless of which fund is charged with the asset acquisition, including assets purchased from research accounts, grants, or any other source of University funds. Capital Assets are times owned by FIU such as land, buildings, equipment, and software that are used over a period of time to provide the service to the University.

Cash Transfers In & Out

Smart Journals

Smart Journal is a tool that facilitates the cash transfer process for those activities that are allowed to transfer cash. It is limited to only allow a few accounts and is configured to check for available cash of the “Activity” included in the transaction. Access to the Smart Journal tool is limited to those users assigned as Approvers for these types of transactions for their Department.

Only Expense Managers are able to create Smart Journals. Therefore, once the journal is saved and a Journal ID is created, it’s automatically approved (there’s no workflow). The controller’s office posts by the next business day.
nVision Reports

PS/nVision is a sophisticated tool for creating business reports in Panthersoft that export automatically to Microsoft Excel based on a prepared layout. This layout defines both the data to retrieve and the format of the report. Using PS/nVision, you can create report layouts that summarize information from your Panthersoft database and use the drill down feature to expose the supporting details. With PS/nVision, you spend your time analyzing results rather than summarizing data and entering it into a spreadsheet.

Before running an nVision report, users should know the Report Type, Scope, Data Source, Layout, and expected results. The report type determines the information provided, from detailed encumbrances found on the DT report, to information on high level budget categories found on the AS report. A scope defines data the report will contain usually specific to a value such as a department or activity number. It can also apply to a group of values such as a tree node. The data source is where the data actually comes from. The layout determines what fields and rows show up on the eventual excel spreadsheet results.

The user should also have knowledge of the department’s ID number, activity numbers, projects, and Cost PIDs if applicable they will be responsible for providing reporting information.

Report Types

There are several different report types provided within nVision that provide different information to different levels. These reports differ in information provided from actuals, to details, to variances.

DT – Detail Transaction Report provides data on committed/paid expenses, as well as budget detail by Department ID. It includes actuals, approved budget, available budget, and all encumbrances.

- **Layout:** DT_TRANSDATA_BUDGET_REPORT.xnv
- **Data Source:** FIU_GL_TRANDATA

DI – Detail Variance Analysis provides the user with Detailed Variance Analysis by account for expenses only and the roll-up accounts. Useful for E&G. (Salaries and Benefits, Operating Capital Outlay, Other Personnel Services, Other Operating Expenses)

- **Layout:** DI_DEPTSUM_2016.xnv
- **Data Source:** LEDGER & LEDGER_KK

XA – Fund Balance Report provides data regarding detailed inflow (revenue, fund balance, and transfers in) and outflow (expenses and transfers out) variances with subtotals for accounts and account rollups.

- **Layout:** XA_AUXDEPTSUM_2016.xnv
- **Data Source:** LEDGER&LEDGER_KK
**AS – Actual and Budget information by Funding Source** This report provides the User Community with Actual and Budget information for Salaries and Benefits, Operating Capital Outlay, Other Personnel Services, Other Operating Expenses for a range of Department ID’s with a sub-total by Department ID and Funding Source.

- **Layout:** AS_EXECDEPTSUM_2016.xnv
- **Data Source:** LEDGER & LEDGER_KK

**Payroll Detail Report** – The Payroll Detail Report provides detailed information on salary and employer-paid benefits. Users can choose to run the report by either Activity Number, Project, or Employee. This report is run on a monthly basis to reconcile payroll charges to the financial statements, and review that no inactive employees have been paid in error.

---

### Running nVision Reports

1. **Main Menu>Reporting Tools> PS/nVision> Define Report Request.**
2. Click on **Find an Existing Value**
3. Enter the Business Unit: FIU01
4. Enter the Report ID (DT, XA, DI, AS, AI, etc.) + first 6 digits of the Department ID
5. Click **Search** - All the available report requests, under that Report ID will appear.
6. Select the Report you wish to run. Look for the department number entered and the description to determine the appropriate report.

---

**TIP!** Do not use the same Report ID to run multiple reports at once. For example, you are using DT110402 as your Report ID, using one activity number as a scope; you initiate another report, using the same ID but different scope. This causes backups in the system and may cause your report to error out.
### Report Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
</tr>
<tr>
<td>Report ID:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>

- **Case Sensitive**
- Limit the number of results to (up to 300): 300

**Search Results**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Report ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU01</td>
<td>DT110400</td>
<td>DT.Con</td>
</tr>
<tr>
<td>FIU01</td>
<td>DT110401</td>
<td>DT-Office of the Controller Ad</td>
</tr>
<tr>
<td>FIU01</td>
<td>DT110440</td>
<td>DT.Con</td>
</tr>
<tr>
<td>FIU01</td>
<td>DT110499</td>
<td>DT FS. Adjustments</td>
</tr>
</tbody>
</table>

Find an Existing Value | Add a New Value
The screen below appears once you have selected a report.

![nVision Report Request Tab](image)

**nVision Report Request Tab**

1. **Business Unit and Report ID**: information should prefill
   - *Report Title*: should be populated with the name of the report you want to run.
   - *Layout*: ensure the correct layout has populated. (the DT report uses a specific layout, refer to page 10)

   **Reporting Date Selection** section is used to define the period for the report.
   - **As of Reporting Date (required)**: Select Specify or Today’s Date. Specify allows user to choose the exact date.
   - **Tree As Of Date** is also required: Use As of Reporting Date Option.
   - **The Override Tree As of Date if Specified in Layout**: should be selected.

**Output Options** – Review the desired format and the report output

- **Type**: If **Web** is chosen, it will source the report to your Report Manager
- **Email**: will deliver report to specified email address, in specified format.

(If you choose email enter the email address in the delivery section of the scope.)

- **Format**: Microsoft Excel
7. Click **Scope and Delivery Templates** link
8. Complete the Required Fields.

**Business Unit and Report ID** will come over populated.

**Report Scope**: define the data to include in a report. For example data for a department (enter department ID number), or an Activity (enter activity number). The scopes are usually pre-defined within most Report Requests.

**Folder Name**: Leave this field blank, PS/nVision will place the finished report in the General folder in Report Manager.

**Retention Days**: Leave it blank

**Directory Name Template**: should be left blank.

**Content Description Template**: Review the variables used to ensure the correct description appears in Report Manager (see Appendix B for a list of nVision variables)

**Security Template**: Default is Blank, can enter User ID’s or Variables to distribute the reports to respective users Report Manager.

**Scope Definition**: It is optional to review the scope definition. See Appendix A.

9. Click OK.
10. Click **Save**.

11. Click on **Run Report**.

12. Leave server name blank. System will select the server available to process the request.

   **TIP!**

   Remember to **Save and Save often** when defining the Report Request.
13. Click **OK** to run the report.
15. Click Refresh until status changes to “Success” and Distribution Status says “Posted”

16. Click on Go back to Report Request link

17. Click on Report Manager link
18. Under the Administration tab, Click on the Description link. The description that appears for the report on the Report Manager comes from the variables on the Content Description Template of the Scope Delivery and Templates (see page 13).

![Report Manager screenshot]

This particular link reads as follows: 110401000DT1104012016-05-10.
Content Description Template = %SFV%%RID%%ASD%
SFV = Scope Field Value = 110401000 (department ID entered)
RID = Report ID = DT110401 (name of report chosen)
ASD = As of Date = 2016-05-10 (date entered by user)

19. Choose Open to open the file on screen. Or choose Save or “Save As”, to save the file to your computer.
20. Click **Enable Content** (if prompted, click enable editing first)

A breakdown of reports is available on Page 10. All reports have a Drill down functionality included with the Excel spreadsheet that has to be enabled to identify the transaction source. Steps to enable the Drill down functionality for other reports can be found on page 66 of this manual.
The Detail Transaction Report

The Detail Transaction (DT) Report provides detail information on budgeted revenue and expense, encumbrances, pre-encumbrances, and revenue activity for a range of accounting periods within a fiscal year for selected funds, departments, and accounts by department.

Interpreting the Detail Transaction Report (DT Report)

To access the DT Report, click on the Report title link in the Description field on the Administration Tab; the report will open up in an Excel Spreadsheet as a pivot table.

The data within the report can be drilled-down to the source of such transactions. The DT Report is separated by Activity Number and/or Projects, and then further broken down by Expense Categories and the expenses that roll-up to those categories.

This DT Report example shows transaction data for Department #11040100.

From this report we can view Budget, Actuals, Encumbrances, Pre-Encumbrances, and Balance columns with information. (see definitions in Terminology section)

<table>
<thead>
<tr>
<th>Pre-Encumbrance</th>
<th>Encumbrance</th>
<th>Actuals (expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Requisition</td>
<td>Purchase Order</td>
<td>Voucher</td>
</tr>
<tr>
<td></td>
<td>Travel Authorizations</td>
<td>Expense Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unencumbered Forms</td>
</tr>
</tbody>
</table>
Drilling Down within the Detail Transaction (DT) Report

The DT report can be drilled down by double-clicking the data on the lines.

<table>
<thead>
<tr>
<th>Sum of Amount R</th>
<th>Column Labels</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Pre-Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Labels</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>110401000 - Office of the Controller Admin</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1104120004 - Controllers Office - CF Fund</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Expenses</td>
<td></td>
<td>$277,635.19</td>
<td>($150,353.01)</td>
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<td>$19,844.93</td>
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<tr>
<td>Permanent Salaries</td>
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<td>($539.51)</td>
<td>($539.51)</td>
<td>($539.51)</td>
<td></td>
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<tr>
<td>Fringe Benefits</td>
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<td>($539.51)</td>
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<td>($539.51)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits - Misc Allow</td>
<td>($539.51)</td>
<td>($539.51)</td>
<td>($539.51)</td>
<td>($539.51)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Personnel Services</td>
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<td>($7,052.00)</td>
<td>($7,052.00)</td>
<td>($7,052.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Earnings</td>
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<td>($7,052.00)</td>
<td>($7,052.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Capital Outlay</td>
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<td>($33,005.50)</td>
<td>($33,005.50)</td>
<td>($33,005.50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Capital Outlay</td>
<td>($33,005.50)</td>
<td>($33,005.50)</td>
<td>($33,005.50)</td>
<td>($33,005.50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F&amp;E $5,000 and Over</td>
<td>($6,995.00)</td>
<td>($6,995.00)</td>
<td>($6,995.00)</td>
<td>($6,995.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software $5,000 &amp; Over</td>
<td>($20,750.00)</td>
<td>($20,750.00)</td>
<td>($20,750.00)</td>
<td>($20,750.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DP Workstation</td>
<td></td>
<td>($5,260.50)</td>
<td>($5,260.50)</td>
<td>($5,260.50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>($142,761.50)</td>
<td>($74,431.75)</td>
<td>($74,431.75)</td>
<td>($74,431.75)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td>($346.57)</td>
<td>($346.57)</td>
<td>($346.57)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td></td>
<td>($346.57)</td>
<td>($346.57)</td>
<td>($346.57)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$277,635.19</td>
<td>($10,470.31)</td>
<td>($8,495.00)</td>
<td>($8,495.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of IT Equipment</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software License</td>
<td>($6,821.74)</td>
<td>($6,821.74)</td>
<td>($6,821.74)</td>
<td>($6,821.74)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Charges</td>
<td>($3,648.57)</td>
<td>($8,000.00)</td>
<td>($8,000.00)</td>
<td>($8,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$277,635.19</td>
<td>$277,635.19</td>
<td>$277,635.19</td>
<td>$277,635.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F&amp;E under $5,000</td>
<td>($4,339.55)</td>
<td>($17,525.28)</td>
<td>($17,525.28)</td>
<td>($17,525.28)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F&amp;E under $5,000</td>
<td>($4,339.55)</td>
<td>($17,525.28)</td>
<td>($17,525.28)</td>
<td>($17,525.28)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Equip under $5,000</td>
<td>($3,842.22)</td>
<td>($3,514.00)</td>
<td>($3,514.00)</td>
<td>($3,514.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>($11,531.88)</td>
<td>($5,675.00)</td>
<td>($5,675.00)</td>
<td>($5,675.00)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column Names</th>
<th>Expenses</th>
<th>Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Positive</td>
<td>Negative</td>
</tr>
<tr>
<td>Expense/Revenues (Actuals)</td>
<td>Negative</td>
<td>Positive</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Negative</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Encumbrances</td>
<td>Negative</td>
<td>N/A</td>
</tr>
</tbody>
</table>

A positive number in the column should be read as an expense. A negative number should be read as revenue.
In the below example, we are looking at the Encumbrance data. This activity number has $4150 in encumbrances. We are going to “drill down” the Encumbrance data for the selected line (in yellow) on the below screenshot. Encumbrances are made up of Purchase Orders and Travel Authorizations that have been budget checked. The original report is displayed on the Pivot table tab.

1. Double click the $4150 in the Encumbrance column

<table>
<thead>
<tr>
<th>Sum of Amount R</th>
<th>Column Labels</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Pre-Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Labels</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td></td>
<td>G</td>
</tr>
<tr>
<td>F&amp;E $5,000 and Over</td>
<td>($6,995.00)</td>
<td>$0.00</td>
<td>($6,995.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software $5,000 &amp; Over</td>
<td>($20,750.00)</td>
<td>($20,750.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DP Workstation</td>
<td>($5,260.50)</td>
<td></td>
<td>($5,260.50)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>$277,635.19</td>
<td>($142,761.50)</td>
<td>($74,431.75)</td>
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<td>$60,441.94</td>
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</tr>
<tr>
<td>Postage</td>
<td>($346.57)</td>
<td>$0.00</td>
<td>($346.57)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td>($346.57)</td>
<td>$0.00</td>
<td>($346.57)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
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<td>($8,495.00)</td>
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</tr>
<tr>
<td>Rental of IT Equipment</td>
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<td>$0.00</td>
<td>($7,316.74)</td>
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</tr>
<tr>
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<td>($7,316.74)</td>
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</tr>
<tr>
<td>Miscellaneous Charges</td>
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<td>$0.00</td>
<td>($11,648.57)</td>
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<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$277,635.19</td>
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<td></td>
<td></td>
<td>$277,635.19</td>
<td></td>
</tr>
<tr>
<td>F&amp;E under $5,000</td>
<td>($4,339.55)</td>
<td>($17,525.28)</td>
<td>$0.00</td>
<td>($21,864.83)</td>
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<tr>
<td>F&amp;E under $5,000</td>
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<td>($14,011.28)</td>
<td>$0.00</td>
<td>($14,508.61)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Equip under $5,000</td>
<td>($3,842.22)</td>
<td>($3,514.00)</td>
<td>$0.00</td>
<td>($7,356.22)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>($11,531.88)</td>
<td>($5,675.00)</td>
<td>$0.00</td>
<td>($17,206.88)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>($1,525.00)</td>
<td></td>
</tr>
<tr>
<td>DP Software Maintenance - Serv</td>
<td>($11,531.88)</td>
<td>($4,510.00)</td>
<td>($19,681.88)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pro Serv/Officials/Advertising</td>
<td>($110,784.00)</td>
<td>($42,389.90)</td>
<td>$0.00</td>
<td>($153,173.90)</td>
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<td>Professional Services</td>
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<td>($42,389.90)</td>
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<td>($73,218.90)</td>
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<td>Consulting Services</td>
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<td>(0.00)</td>
<td>($77,320.00)</td>
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<td></td>
</tr>
<tr>
<td>Employment Advertising</td>
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<td></td>
<td>($2,635.00)</td>
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<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>($4,375.76)</td>
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<td></td>
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<td>$0.00</td>
<td>($3,988.80)</td>
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<td></td>
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<tr>
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<td>$0.00</td>
<td>$0.00</td>
<td>($386.96)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Equipment and Supplies</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>($1,260.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Materials and Supplies</td>
<td>($1,260.00)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($1,260.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td>$277,635.19</td>
<td>($107,437.25)</td>
<td>$0.00</td>
<td>$19,844.93</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As you drill down, the information opens as additional sheets within your Excel File enumerating themselves. Sheets can be renamed using normal Microsoft Excel sheet options.
The image below opens as a new sheet after clicking the $4150 in the encumbrance column. From this screen we can verify the information is correct by summing up the information in the Amount column and see the balance equals $4150. To the right of this information should appear the PO number associated with the encumbrance.

Every time a transaction is budget checked in the system, a line is created. The Req is budget checked as well as the PO once dispatched. The -$4150 and the $4150 cancel each other out (lines 8&9). Line 10 remains with a positive $4150.00; this is the amount reflected on the DT report.

Note: The shaded column is the Amount Column.

2. Click the Pivot Table tab to go back to the totals.
3. To verify encumbrances are not included in expenses, click the Actuals column. On page 20, the amount of the line in the Actuals column equals $11,531.88.

If the $4150 is truly an encumbrance (money that has been set aside to be paid but not expensed yet), when we click the $11,531.88 we should not see the $4150.

4. Click on the expense data to drill down ($11,531.88
In the screenshot below, after drilling down the $11,531.88, we see the 4 lines that were expensed. The $4150 is not listed here in Expenses; therefore one could conclude the money is still encumbered and has not yet been expensed.

Let’s look at another example of Drill Down. In looking at that same line, the pre-encumbrance field is blank. In looking at the pre-encumbrances column, one can assume there are either no pre-encumbrances or they have all been released via PO, therefore having netted to zero.

5. Click the blank Pre-Encumbrance data field.

After clicking the blank field in the Pre-encumbrances column, we see the below screen. Line 2 is the Requisition; Line 1 is the PO. The PO released the Pre-encumbrance of the Requisition.

The below screenshot shows the pre-encumbrance turning into a PO (lines 1&2). Lines 3&4 show the PO (encumbrance) being released by an AP expense (line 4). Add all 4 numbers in this column, the sum is zero, which is reflected on our DT report.

After clicking Actuals, we can see the $720 was expensed through AP as it reflects in encumbrances.
Commitment Control is an optional feature of the PeopleSoft (or PantherSoft) Financials system that enables the university to control expenditures actively against predefined, authorized budgets. In particular, Commitment Control enables the following:

- Create and maintain control budgets.
- Check actual transactions against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.
- Check recognized revenue against revenue estimate budgets.

When a transaction exceeds the available budget amount, the system either stops the transaction and issues an error notice or passes the transaction with a warning notice.

This diagram provides a simplified view of Commitment Control budget-checking of source transactions showing warning and error exception handling through the update of Commitment Control ledgers.
Using Budget Overview

Budget Overview is a good place to review budget, encumbrance, and/or expenses. Budget Overview also allows for drilldown by expense category. For example a user can see what affects their Domestic Travel account, or their Materials and Supplies accounts. All of this information helps you understand how the transactions initiated affect the overall budget and cross-reference information found on the DT report.

Budget Overview also allows you to look at your account balances at different levels (parent department, department, activity number etc)

Now that we have viewed our financial information in your DT report, you can see that same information using the system’s delivered functionality Budget Overview. For more detail on the different levels and how to look up the available budget please refer to the next sections.

Retrieving Accurate Balances

Budgetary Controls were implemented on July 3, 2017 to control spending at FIU. Commitment Control has different ledgers for projects and departmental activities (including departmental cost share). Sponsored Research and Construction projects are controlled using the CC_PRP and CC_PG ledgers, while departmental activities are controlled using the CC_PRD ledger. The Office of Research and Economic Development (ORED) and Facilities Management have separate processes to control their respective areas.

The funds in PantherSoft Financials which are controlled in the CC_PRD ledger, are not all controlled at the same budget level. Budget level is the combinations of Chartfields used by the system to calculate the total available balance.

To retrieve accurate balances, go to the Retrieving Account Balances Grid located in the back of this manual, find the fund(s) used in the transaction. Scroll over to the Budget Overview CC_PRD/CC_DEP column and enter the values associated with that fund into your Budget Overview search parameters.

In the below example our Fund is 211, and the search parameters needed for the Budget Overview are the Department and Fund.

1. Main Menu>Commitment Control>Review Budget Activities>Budget Overview
2. If this is your first time creating this inquiry, Click Add a New Value Tab to name the inquiry.
   a. Use Find an Existing Value to retrieve a saved value
3. In the Inquiry Name field, do not include spaces, you may use underscore_
4. Click Add
Budgets Overview

Find an Existing Value  Add a New Value

Inquiry Name: 1104120004

Add
5. Fill out the **Description** field with a brief description of this search.
6. Choose the **Ledger Group** accordingly.
   a. Use CC_DEP for department level info, CC_PRD for Parent Department
7. Ledger Group should populate along with Calendar ID
8. Enter nothing on the first line under Budget Criteria. (see tip on next page)
9. Enter the budget period in the **From Budget Period** and **To Budget Period** fields on the second line under Budget Criteria.
10. Check off the Include Adjustment period box
11. Enter both the **Chartfield From** Value field and **Chartfield To** field and use the fields needed based on the **Retrieving Account Balances Grid**.
12. Click Save to save the search parameters
13. Click Search.

In the next section, Researching Expenses, we take this example even further by drilling down the E11900 account to see the Requisition used in our prior examples.

**TIP!**

If the first box, on the first line, under budget criteria is selected, the system will bring back budget info for multiple budget years. To tailor your results, make sure first box is unchecked, and insert the fiscal year in the From and To fields on the second line only.
1. Click on the Expenses Column.
The Activity Log populates with a list of Vouchers and Journals. Scroll to the right to view additional details like amount, date, etc. To further drilldown to additional detail click on the “Drill Down” icon. (first icon)

2. Click the Drill Down icon
The Payables Voucher Line Drill Down appears. From this screen, a user can see the chartfield information used and drill down further to the “source” of the entry, by clicking the view related links icon next to the Voucher ID number.

3. Click the View Related Links icon next to the Voucher ID number.

The below screen appears. Click Go to Source Entry link.
The below screen should appear with the Summary Tab info displayed. If you are unable to see this screen, after clicking GO to Source Entry, it is due to security access. However, the below page can also be accessed via Purchase Order Inquiry (see page 40).
In the previous section, we researched Expenses to see if the Voucher associated with our Purchase Order was recorded; we saw that it was. Following the logic we have learned, if the expense is there, the encumbrance should not be, because it has turned into an expense. When we research the Encumbrance column, we are going to search for the PO# 142477, which was the PO associated with the Expense.

1. Click on the Encumbrances link on the same E11900 line.

If you see multiple lines on one PO, user can logically assume PO has been partially received or partially paid. Every time a voucher is created, the budget checking process ensues which releases the encumbrance. Every instance of this action is captured on the Activity log. You should see offsetting lines (+/-, debits/credits) especially if a Voucher has been created. Our voucher amount was $6821.74, so we chose that line of the referenced PO.
1. Click the first icon to drill down the Purchase Order line.
2. Click the View Related links icon next to the PO number.

3. Click on Go to Source Entry.
4. After clicking Source Entry, user can see the entire PO and all the lines entered. In following our logic of POs sometimes being partially received, we see that line 3 was paid for via Voucher #537412; the status of that line is closed.
In the previous section, we researched Encumbrances to see if the Voucher associated with our Requisition was recorded. We saw that it was. Following the logic we have learned, if the expense is there, and the encumbrance is also there, the Pre-encumbrance should be released.

When we research the Pre-Encumbrance column, we are going to search for the Req#162077, which was the Requisition associated with the Encumbrance. The Requisition amount should offset (one positive number, and one negative number netting zero) or the Pre-encumbrance should not be there at all.

1. Click on the Pre-Encumbrance column. (the amount is visibly zero). This should lead us to believe the Pre-Encumbrance has been released.
Looking at the below screen, we see the offset. We see a positive and a negative $6821.74 amount. This shows where the Requisition pre-encumbered the money and was released via Purchase Order. Then we see the Purchase Order encumbered the money, and where it was released when the Voucher was created.

2. Click the first icon on the line to drill down.
The Requisition Line Drill Down screen appears.

3. Click the View Related Links icon.

4. Click Source Entry link

5. Source Entry directs you back to Requisition Inquiry.
6. On the below screen. We can see that the Pre-Encumbrance has turned into a PO which was released via Voucher.

7. To verify further, click on the ON PO link to see status.
Online Inquiry by Module

Each module has an “Inquiry” and or “View” option in which a user can drill down when doing budget research. Users can view encumbrances, payments, vouchers and even journals to help verify data on their DT report.

Requisition Inquiry

Requisition Inquiry allows you to verify/view the data included on your DT report. It includes functionality that allows the user to research associated PO and Vouchers, chartfield strings attached, etc.

In this example, we are taking a Requisition from our same DT report that was on the Miscellaneous Charges line. Refer to page with the actual DT report (page #)

To inquire upon the identified Requisition #162007, user would then have to login to Panthersoft and use the Inquiry option.

1. Copy Requisition ID from DT report with preceding zeroes.
2. **Main Menu>Purchasing>Requisitions>Review Requisition Information>Requisitions.**
3. Enter the **Requisition ID**.
4. Click **OK**.

Requisitions>Req Inquiry page appears. **Any value highlighted in blue and underlined is a link that allows you to drill down to additional details.**

1. Click on Requisition to drill down to Requisition Details
Requisition Details lists all the requisition line items entered for the requested good(s) or service(s). It shows the Supplier and the Merchandise Amount which should match the amount associated to the Requisition ID found on the list of entries from the DT Report (as shown on page 26).

2. Click on the Schedule Details icon to drilldown to schedule details and further to the requisition distribution details. (below screenshot)

3. Click on the “More” tab, to view the Buyer ID and the category for the line item. (Category is a associated to a general expense account, which defaults on the requisition line distribution.) Refer to Appendix

The More arrow should be clicked to see the entire line. The schedule details icon is at the end of the line. After clicking on the Schedule Details icon, this window appears. It includes the Ship To location, and a link to the Distribution details.

4. To drilldown to the Requisition Distribution lines click on the “Distribution Details” icon.
Distribution Information window appears showing chartfield used for expenses.

5. Click Return.
6. Click on the **Status** tab.

“Y” in a column indicates that **all** the requisition lines have been sourced to a PO, received, and vouched. “P” in a column indicates that **some** requisition lines, not all, have been processed. The “Y” and “P” are links that allows you to drilldown to the associated PO, Receipt and Voucher.

Reseaching the PO Column

1. Click on the “Y” in the PO Column.
Requisition to Purchase Order List appears, with a list of associated Purchase Order IDs per each Requisition Line, the PO line number associated to the Requisition ID line and the status of the PO.

2. Click on the link under the Purchase Order column to drill down to the Purchase Order Inquiry.

The below screen appears.

The Pre-Encumbrance Balance is the PO Total minus what has been received in the system. The Merchandise is the closed amount.
Researching the Received Column

1. Click the “P” under the Received column to drilldown to the Requisition Receipt List.

There could be multiple receipts on one Purchase Order due to receiving partial orders, or when receiving against a Blanket Purchase Order.

The Requisition Receipts List appears.

2. Click on the link under the Receiver ID Number column to drilldown to the Receipt and view the details.

After clicking the actual Receipt Number, the information appears in a new window. This screen shows the “Description” that was entered on the Requisition itself, the Receipt Status, Receipt No., Price, and Receipt Quantity (Recv Qty).

The quantity “received” is in the Price column. If the PO was entered to receive by amount only, the amount only check box would be selected and greyed out.

3. Click Header details above to get date and time of receipt entry.
4. **Click Optional Input tab to see invoice associated with Receipt.**

5. **Click Return to Search.**
Researching the Voucher Column

1. Click “P” under On Voucher column to drilldown.

   ![Requisition to Voucher List page]

   The Requisition to Voucher List page appears.

2. Click on the link under the Voucher ID column to drilldown to the Voucher Inquiry page.

   ![Voucher Inquiry Page]

   The Voucher Inquiry Page appears, where the Actions link allows user to further research the transaction.
Review Accounting Entries

Accounting Entries window appears. The Chartfield tab displays the Accounting entry lines created for the Requisition.

1. Click the Chartfields Tab to view the Account string that was charged.

2. From this screen, user can click the journal tab to view the Journal ID associated with the actual payment. This journal ID can be also be found by drilling-down the Actuals column on the DT report.
3. Close the Accounting Entries window by clicking the ‘X’ in the corner and returns user back to the Voucher Inquiry Page.

Payment Information

1. Click on link under Payment Reference ID column to drilldown to the Payment Inquiry page
2. Click **Back to Voucher Payments**
Voucher Details

Important information on this screen: voucher ID, Invoice number associated, Supplier info, the Distributions line and the PO and Receipt numbers.

Close the Voucher Line Details window by clicking the ‘X’ in the corner and returns user back to the Voucher Inquiry Page, or click Cancel to return.

Researching the Payment

Since Payments are associated with Vouchers, as the user drills-down, you may arrive at the same screens you arrive when choosing Payment Information from the Actions link.

1. Click “P” under On Voucher column to drilldown to The Requisition to Voucher List page.
The Requisition to Voucher List appears.

2. Click the link under Payment Information column to drilldown to the Payment detail page; from this page the user can also see the amount of each voucher issued for payment from that Requisition.

![Requisition to Voucher List](image)

Important information on this screen is the supplier name, Voucher ID, invoice number, date, payment amount, and payment status.

3. Click on the link under Payment Reference ID column to drilldown to the Payment Inquiry page.

![Payment Inquiry](image)

The Payment Inquiry page appears and user can view details like check number for payment. (screenshot on page 37)
**Purchase Order Inquiry**

1. Navigate to **Main Menu>Purchasing>Purchase Orders>Review PO Information>Activity Summary**
2. Enter your PO number
3. Click **Search** button

The Purchase Order Inquiry Page appears which shows the Encumbrance Balance and the lines associated to the Requisition. One PO can be associated to many Requisitions.

From this page user can drill down to the PO Activity Summary by clicking on “Activity Summary” link

User can also drill down to the PO Line Schedules by clicking on Schedule Details icon to further drill down to the PO Distribution lines.
4. Click Activity Summary

You can also view the amount that the PO was created for and the amount received (by user) and matched & invoice (by accounts payables)

By Clicking on the individual tabs, you can view their pertaining information or extend all tabs at once.

5. If you click on the Receipt tab, you can view the receipt #, by clicking on the icon at the end of the line.
The below screen appears.

6. Click **Go Back to Activity Summary** to return to the Activity Summary Page.

7. Click on the Invoice tab, click on the icon highlighted to view the voucher.
The below screen appears.

8. Click on the link in the Voucher column

Voucher Inquiry window appears on a new page.
To go back to previous PO pages, click on the **Activity Summary** page tab.

9. From the Activity Summary tab, click on the **Activity Summary** link.
10. To review the matched tab, click on the Puzzle icon, to be routed to the Voucher information as well as the receipt tab.

The below screen appears.
Travel Authorization and Expense Report View

Viewing a Travel Authorization

In order to view a Travel Authorization in the system a user must use the TA view navigation. User may want to view a travel authorization for its details, status, and accounting details. In this example, we are looking at TA #0000105133 that was a part of the DT report.

1. Main Menu>Employee Self Service>Travel and Expenses>Travel Authorization>View
2. Enter and select the TA number.

On the above screen, one piece of important information is the Status of the TA. If the TA has been approved, it is safe to assume it has been budget checked. Budget checked Travel Authorizations create an encumbrance. Once the Expense Report has been budget checked and posted, an expense is created.
3. The TA opens up for review. Click Accounting Defaults to see Chartfield information.
After clicking Accounting Defaults, the below screen appears showing the Chartfield associated with this particular TA.

4. Click Return to Search
5. Click Detail next to Line 1

6. Click Accounting Detail to see if the Activity/Project used may be different.
Viewing an Expense Report

An expense report, once budget checked, shows up as in the Actuals column on the DT report because it is an expense that has been approved for payment. Expense report amounts do not show up anywhere else. If there is a linked Travel Authorization involved, that TA incurred the Encumbrance. Expense Reports show up as Actuals.

1. Main Menu>Travel and Expenses>Expense Reports>View
2. Enter the Expense Report ID. If you do not recall the Report ID, click Search to see all Expense Reports you’ve generated.

Since Expense Report numbers are unique, when entering the number system takes you directly to the report.
The screen below appears.

3. Click on Expense Details in the top right corner
Important on this screen is a link to the linked TA. Clicking on the link and following the directions in the TA View section will allow user to drill down the TA without having to navigate again.

4. Click Summary to return.
nVision Drilldown Functionality

One of the best features of Panthersoft nVision is the ability to drilldown on a value on the report and analyze detailed supporting transactions. This function is used on every report, except the DT Report. Refer to page 14 for NVision Report Overview information.

Follow instructions below to set up your computer for nVision drilldown functionality

When using Excel to view your Panthersoft reports, you will notice that an additional Menu item will appear in Microsoft Excel called ‘nVision Drill’. This menu item provides a link back to Panthersoft that allows you to generate a request to view additional details behind the cell data that you have selected. This functionality only works while you are accessing Excel via Panthersoft and are logged into the application.

Steps:

1. Click once on any amount/cell that you wish to review supporting details.
2. Click the Excel Add-Ins tab to see Drilldown options
3. Click the Drill object from the toolbar using drop-down arrows.
Type = Web
Server Name = PSNT

4. Click **Run Drilldown** next to the drilldown layout you wish to run. In this example we are going to drill down into Transaction Drill.

The below screen appears

4. Click Refresh in Report Manager until the report appears
5. Drilldown version of report have ‘DR’ prefix to distinguish from those without drilldown.
6. Click on Details link next to name of report with ‘DR’ prefix.

7. Click on Report Name link to see the result of the drilldown detail requested.
Share nVision Report Request

1. Click on the Share This Report Request link

Defaults to Secured. Leave as is.

2. Secured Report Requests can be shared with other users by clicking on the “+” sign and adding the user Panther ID.

3. Click “OK” button.

Remember to always Save and Save Often when working in Panthersoft.
Copy or Clone Report Request

1. Click on the Copy to Another Business Unit / Clone link

2. To Copy to another Business Unit, enter the new Business Unit, the Report ID does not change

3. To copy a Report Request within the Same Business Unit leave the Business Unit same and change the name of the Report ID.

4. Click OK.
Delete a Report Request

1. Click on the **Delete This Report Request** link.

2. Click **Yes** button.
Running Reports via nVision Report Book

Report Book allows many report requests to be run at one time.

1. **Navigate to Define Report Book menu:** Reporting Tools> PS/nVision> Define Report Book
2. Click on **Add a New Value** and enter the following information
3. Populate the Run Control ID:
   - **Run Control ID:** Enter Name that describes the purpose of your Report Book without spaces

4. Click **Add.**
   If a Report Book was already created click on the ‘**Find an Existing Value**’ tab to find the Report Book you want to use. That’s why it is important to use names on your Run Control that describe the purpose of your Report Book.

Note: Run Controls are User Specific.
Update the Run Parameters:
- **As of Date** – Select Specify or Today’s Date. If you select ‘Specify’ it will ask you to choose the exact date, we normally use the last day of the month.
- **Tree Effective Date** - Use As of Reporting Date
- **Retention Days** – Leave Blank

And Report Requests:
- **Business Unit** - Enter the Report Business Unit for which the report was created (FIU01, FIU02, etc.)
- **Report ID** – Select the Report ID to include in the Report Book. You can select ‘View’ next to the Report ID selected to review or update the Report ID. For more information about Reviewing and Updating Report ID’s please see the ‘Running nVision Report’ section. Please note the As of Date and Tree Effective date on the Report Book will override the information on your Report ID.

5. Click on the + or - sign to **insert or remove** more Report ID’s in the Report Book.
6. Click on **Save** to keep the report book parameters.
7. Click on **Run**.

The above screen appears first.
Server Name = PSNT

Make sure nVision Report Book is selected.

8. Click OK.

9. Click on Process Monitor link above.
10. Click on the Go Back to Report Book Definition page.

11. Click on the Report Manager link.
12. Click on the Administration tab to view the reports.
Refresh periodically until Run Status = Success and Distribution Status = Posted

13. Click on the individual report links under Description, to see the reports in Excel.
## Frequently Used Queries

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
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<tbody>
<tr>
<td>FIU_SPEEDTYPE_COSTPID</td>
<td>enter act Nbr get cost PID</td>
</tr>
<tr>
<td>FIU_CF1_DEPT_EXPMGR</td>
<td>activity nbrs w/ expense mgrs</td>
</tr>
<tr>
<td>FIU_ACTIVITIES_IN_DEPT</td>
<td>activity nbrs rolling into dpt</td>
</tr>
<tr>
<td>FIU_GL_ACTIVE_SPDTP_CF1_PROJ</td>
<td>SpeedTp / active CF1 &amp; Project</td>
</tr>
<tr>
<td>FIU_GL_ACCOUNT_LIST</td>
<td>List of FIU Accounts</td>
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# Retrieving Account Balances Grid

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<th><strong>Controlled at</strong></th>
<th><strong>Budget Overview CC_PRD/CC_DEPT</strong></th>
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*Funds marked with an asterisk (*) have special budgetary requirements.*