Financial Reports
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Prerequisites

To benefit from the information in this manual, users should have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course. You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages.

Learning Objectives

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

- Select appropriate financial reports
- Understand reporting terminology
- Drill down into values in reports for analysis
- View Reports via Report Manager
- Run desired report(s) successfully
Financial Reports

Financial Report is a formal record 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.

Managers and Organizational leaders need access to compare the performance of the business to earlier plans or other benchmarks. Based on those results, they may also wish to decide whether there should be a change in the organization’s future direction.

PeopleSoft applications include standard reports as well as the reporting tools you can use to customize or create new reports. The nVision reporting tool provides Budget and Operational Managers with real time financial reporting capability.

Our reporting capabilities enable you to access the data you need and present it in the form that is most useful for those who depend on you for financial and management information.

The nVision Reporting Tool

PS/nVision is a sophisticated tool for creating business reports in Microsoft Excel. Working within Microsoft Excel, you create a report layout that 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 PeopleSoft 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.

Reporting Terminology

SetID: Code that is used to group and share configuration data across the application. For example at FIU, we create most of our control records (i.e. Accounts, Department ID, Activity #) under SetID ‘FIU01’ and it allows the entire university to use those values.

Reporting Database: This is the PeopleSoft Database used for reporting either via Query or nVision. The reporting database has the same information as Production, but is one full Production day behind.

Transaction data are data describing an event (the change as a result of a transaction) and is usually described with verbs. Transaction data always has a time dimension, a numerical value and refers to one or more objects. Transaction data changes frequently.

Run Control: When running a report, you must enter the parameters from which the report will be run, and eventually display data for you to view. To aid in running reports, PeopleSoft created a means to allow the user to save search parameters so he/she does not have to perform the same steps each time the report is requested. Run Control ID’s are how PeopleSoft identifies saved search parameters for reports or processes.

Trees: In PeopleSoft, 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 differing ways.

Timespan: Timespan expresses fiscal-year and accounting-period ranges relative to the main as-of date specified in the report request. Timespan controls the periods for which data is extracted from the database.
nVision Report Layout: The report layout is an Excel spreadsheet that doesn't include actual PeopleSoft 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.

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 sales departments. 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.

Query: The ability to extract the precise data you want using visual representations of your PeopleSoft database, without having to write SQL statements.

Record Definitions: The record definitions are the design specifications that determine the structure of your PeopleSoft application data tables and online processing. In the PeopleSoft database, tables are represented as record definitions. In PeopleSoft Query, tables are also called records.

Tables: The table is made up of columns (Fields) and rows (Data). Columns determine how the data will be stored. Rows represent the actual data stored in the database.

Views: A view is a virtual table created from the result of queries run against one or more tables. The FIU_GL_TRANDATA_VIEW is used at FIU to capture data for some of our financial reports.
Available nVision Reports

Detail Transaction Reports

DT - Detail transaction Report

This report provides the user community with data for committed (encumbered and pre-encumbered) paid expenses as well as budget by Dept. ID. The report includes the Approved Budget, Actuals, Encumbrances, Pre-encumbrances and the Available Budget.

**Layout:** DT_TRANSDATA_BUDGET_REPORT.xnv  
**Data Source:** FIU_GL_TRANDATA  
**Use:** Identify variance including Budget Transfers, ProCard Activity and Reconciliation

Using Excel and Pivot Table functionality you can select additional available fields to show in your pivot result and re-arrange the columns. For more information using pivot table please click on attachment below.

Summary Reports

DI – Detail Variance Analysis

This report provides the user community with a Detailed Variance Analysis by account and a sub-total by account rollup (S&B, OCO, OPS, OOE) for a single DEPT ID. In addition to original budget this report contains Actuals, Budget and variance columns for the Current Month, Year to Date and a Year over Year comparison.

**Layout:** DI_DEPTSUM_2016.xnv  
**Data Source:** LEDGER & LEDGER_KK  
**Use:**
**XA – Fund Balance Report**

This report provides the user community with a Detailed Inflow (revenue, fund balance & transfers in) and Outflow (expenses and transfers out) variance with subtotals account and account rollups.

**Layout:** XA_AUXDEPTSUM_2016.xnv, XA_DEPTSUM_2016.xnv  
**Data Source:** LEDGER & LEDGER_KK  
**Use:** Budget by Activity #

![Image](3010020016XA3041_002015-07-31.xlsx)

**AI – Fund Balance Report for Athletics**

This report provides the Athletics Department with a Detail Inflow (revenue, fund balance & transfers in) and Outflow (expenses and transfers out) variance with subtotals account and account rollups for the Athletics Dept.

**Layout:** AI_ATHDEPEXECSUM_2016.xnv, AI_ATHDEPTSUM_2016.xnv, AI_ATHDEPTSUM_2016_FIU05.xnv  
**Data Source:** LEDGER & LEDGER_KK

![Image](1101040031AI11010_02015-08-31.xlsx)

**Executive Summary Reports**

**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  
**Use:** All Activity with 1 scope and variance across all Activity #

![Image](COLL_OF_NURSING ASNURSIN2015-09-31)
DS – Executive Summary by Department provides the Available Balance by Activity # for a Business Area

**Layout:** DS_DEPTEXECSUM_2016.xnv  
**Data Source:** LEDGER & LEDGER_KK
Other Reports

Budget Layouts:

- FIU_BP_REQD_EXECSUM_2016_RQ.xnv
- FIU_BP_REQD2_EXECSUM_2016.xnv
- FIU_BP_XA_FORMAT_2016_BX.xnv
- FIU_BP_XA_FORMAT_2016_BX_WAIVERS.xnv
- BUDGET_REVIEW_REPORT_2016.xnv
- XA_TRANSDATA_BUDGET_REPORT
Running nVision Reports

Pre-Requisite: Know the name of your report & Report Request

1. Make sure you are logged in to the Reporting Database. The Reporting database is a copy of production with 1 day lag.
2. **Navigation to PS/nVision:** Reporting Tools> PS/nVision> Define Report Request.
3. Click on **Find an Existing Value** and enter the following information
4. Enter the Business Unit: FIU01
5. Enter the Report ID (DT, XA, DI, AS, AI, etc.) + first 6 digits of the Department ID
6. Click **Search** - All the available report requests, under that Report ID will appear.
7. Select the Report you wish to run

The below screen appears once you have selected a report. This is the nVision Report Request Tab.

- Verify the pre-populated fields:
  - **Report Title** to ensure this is the report you want to run
  - **Layout** to ensure the correct layout is populated
**Reporting Date Selection** section is used to define the period for the report.

**As of Reporting Date** is required – 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 As Of Date** is also required - Use As of Reporting Date Option

The **Override Tree As of Date if Specified in Layout** box should be selected

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

- **Type** = Web, it will source the report to your Report Manager
- **Or**

- **Email** = will deliver report to specified email address.

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

**Format** = Microsoft Excel

8. Click **Scope and Delivery Templates** link
Report Scope: Is used to further define the criteria of the report

Folder Name: The root folder which specifies the directory in which to place the report instance. If you 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: Specifies the directory in which to place the report instance; review the variables used to ensure your report will be stored in the desired directory. If you leave this field blank, PS/nVision will place the finished report in the default instance directory specified in Configuration Manager. (See Appendix B for a list of nVision variables)

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 – To review the scope definition see Appendix A

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

11. Click on **Run Report**

Server Name = PSNT

12. Click **OK** to run the Report
13. Click on **Process Monitor**.
14. Click Refresh until status changes to “Success” and Distribution Status says “Posted”

15. Click on **Go back to Report Request** link
16. Click on **Report Manager** link
17. 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 12).

In this example, we used the syntax %SFV%%RID%%ASD% in the Content Description Template and the description that appears is 110100000DT1101002015-09-30.
SFV = Scope Field Value = 110100000
RID = Report ID = DT110100
ASD = As of Date = 9/30/2015

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

See sample of reports starting on page 6.
nVision Drilldown Functionality

One of the best features of PeopleSoft nVision is the ability to drilldown on a value on the report and analyze detailed supporting transactions.

Follow instructions below to set up your computer for nVision drilldown functionality http://panthersoft.fiu.edu/wp-content/uploads/2014/02/drill_down_instructions.pdf

When using Excel to view your PeopleSoft 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 PeopleSoft 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 PeopleSoft 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.
Create a Report Request

1. **Navigate to PS/nVision**: Reporting Tools > PS/nVision > Define Report Request.
2. Click on **Add a New Value** and enter the following information
3. Populate the Business Unit and Report ID fields:
   - **Business Unit**: FIU01
   - **Report ID**: (DT, XA, DI, AS, AI, etc.) + first 6 digits of the Department ID

4. Click **Add**
5. Select **Scope and Delivery Templates**

6. Click **OK**
1. Click on the Share This Report Request link

Defauls to Secured. Leave as is.

2. Secured Report Requests can be shared with other users by clicking on the + sign and adding the user ID
Remember to always Save and Save Often when working in PeopleSoft.
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.
Delete a Report Request

4. Click on the Delete This Report Request link.

5. Click Yes
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

![Report Book Definition](image)

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.
Appendix

Appendix A – Review Scope Definition

1. Click on the **Scope Definition** link of the Scope and Delivery Template page

Make sure the SetID = FIU01 and the Report Scope is populated

2. Click on **Search**

In this example the scope is specific to Department 110100000

Note: click the View All link in the Scope Fields window to see all fields and values included in the scope.
Appendix B – Common nVision Variables/Syntax

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

<table>
<thead>
<tr>
<th>Variable</th>
<th>Variable Name</th>
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<tbody>
<tr>
<td>ASD</td>
<td>As of Reporting Date</td>
</tr>
<tr>
<td>BUN</td>
<td>Business Unit Description</td>
</tr>
<tr>
<td>BUV</td>
<td>Business Unit</td>
</tr>
<tr>
<td>LYN</td>
<td>Layout Name</td>
</tr>
<tr>
<td>RBK</td>
<td>Report Book Name</td>
</tr>
<tr>
<td>RIT</td>
<td>Report Name</td>
</tr>
<tr>
<td>RTT</td>
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</tr>
<tr>
<td>SCD</td>
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</tr>
<tr>
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</tr>
<tr>
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<tr>
<td>STN</td>
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