



PeopleSoft Financials

Instructions for Using nVision Reports

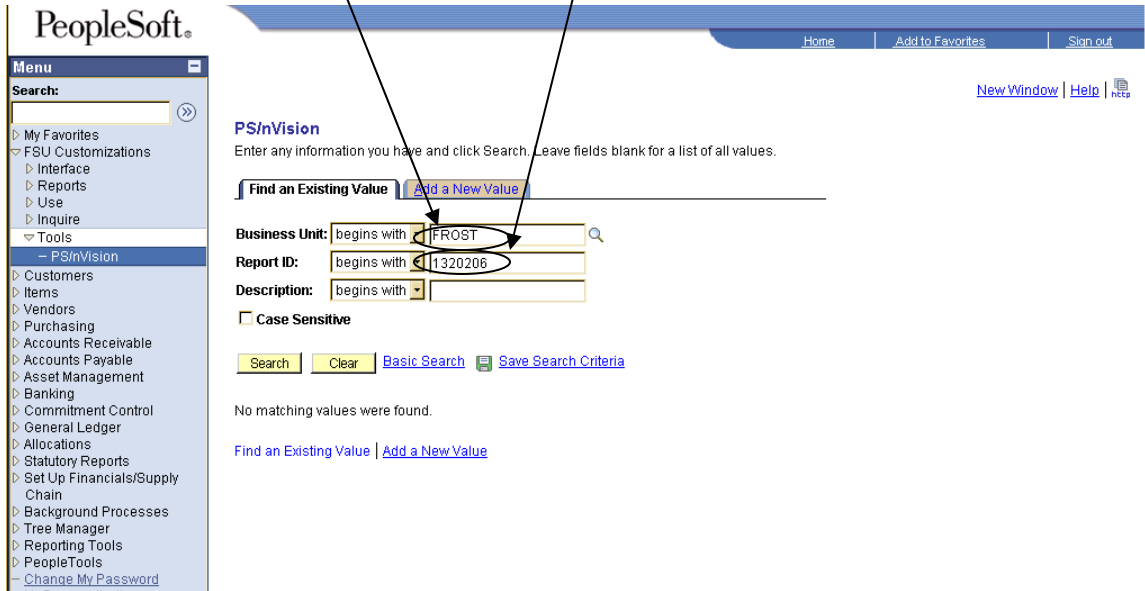
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Instructions for Using nVision

To run an nVision report for a department or project, navigate as follows:

FSU Customizations > Tools > PS/nVision

Type **FROST** in for the ***Business Unit*** and your **Department ID** or **Project ID** for the ***Report ID***

Click the **Search** Button.



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Under the **As of Reporting Date** click on the dropdown box and select either **Today's Date** or **Specify**. If selecting specify, fill in the **date** to the right. Please note when specifying a date always use the end of a month. If the current date is 6/15/2009 and you specify 5/15/2009 the actual results you will get will be for 5/31/2009 because the data is stored by accounting period (fiscal month) and not by day.

The screenshot shows the 'nVision Report Request' form in PeopleSoft. The 'Report Date Selection' section is expanded, showing the '*As Of Reporting Date:' dropdown menu. The menu is open, displaying options: 'Specify', 'Business Unit Reporting Date', and 'Default'. The 'Specify' option is selected, and the date '09/26/2005' is entered in the adjacent text box. The 'Output Options' section is also expanded, showing the '*Type:' dropdown menu with 'Web' selected. Other fields include 'Business Unit: FROST', 'Report ID: 1320206', 'Report Title: Perkins Loan/Acct Payable', and 'Layout: DEPTSUMFROST'. Buttons for 'Run Report', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' are visible at the bottom.

Make sure that the **Tree As Of Date** is **Use As of Reporting Date**. Make sure the output option **Type** is **Web**.

This screenshot is similar to the one above, but with different annotations. In the 'Report Date Selection' section, the '*Tree As Of Date:' dropdown menu is open, showing the option 'Use As Of Reporting Date' selected. The '*Type:' dropdown menu in the 'Output Options' section is also open, showing 'Web' selected. The date '09/26/2005' remains in the text box next to the '*As Of Reporting Date:' dropdown.

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Select a **Format** from the dropdown box of either **HTML Documents (*.htm)** or **Microsoft Excel Files (*.xls)**. Use the Excel format if you want to be able to save the report to your PC or network directory.

PeopleSoft. Home Add to Favorites Sign out
New Window Help Customize Page nVision

nVision Report Request Advanced Options

Business Unit: FROST Report ID: 1320206

Report Title: Perkins Loan/Acct Payable Process Monitor
Layout: DEPTSUMFROST Report Manager

Report Date Selection

*As Of Reporting Date: Specify 09/26/2005 B1
*Tree As Of Date: Use As Of Reporting Date

Output Options

*Type: Web
Format: Microsoft Excel Files (.xls)
HTML Documents (*.htm)
Microsoft Excel Files (*.xls)

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | Advanced Options

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When complete you should get a page that looks similar to this. Click on the **Save** Button and then on the Run **Report** button.

PeopleSoft. Home Add to Favorites Sign out
New Window Help Customize Page

nVision Report Request Advanced Options

Business Unit: FROST Report ID: 1320206

Report Title: Perkins Loan/Acct Payable Process Monitor
Layout: DEPTSUMFROST Report Manager

Report Date Selection
*As Of Reporting Date: Today's Date
*Tree As Of Date: Use As Of Reporting Date

Output Options
*Type: Web
Format: Microsoft Excel Files (*.xls)

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | Advanced Options

You should get a page that looks similar to this. Click in the **OK** button.

ORACLE Home Worklist Add to Favorites Sign out
New Window Help Customize Page

Process Scheduler Request

User ID: msheetz Run Control ID:

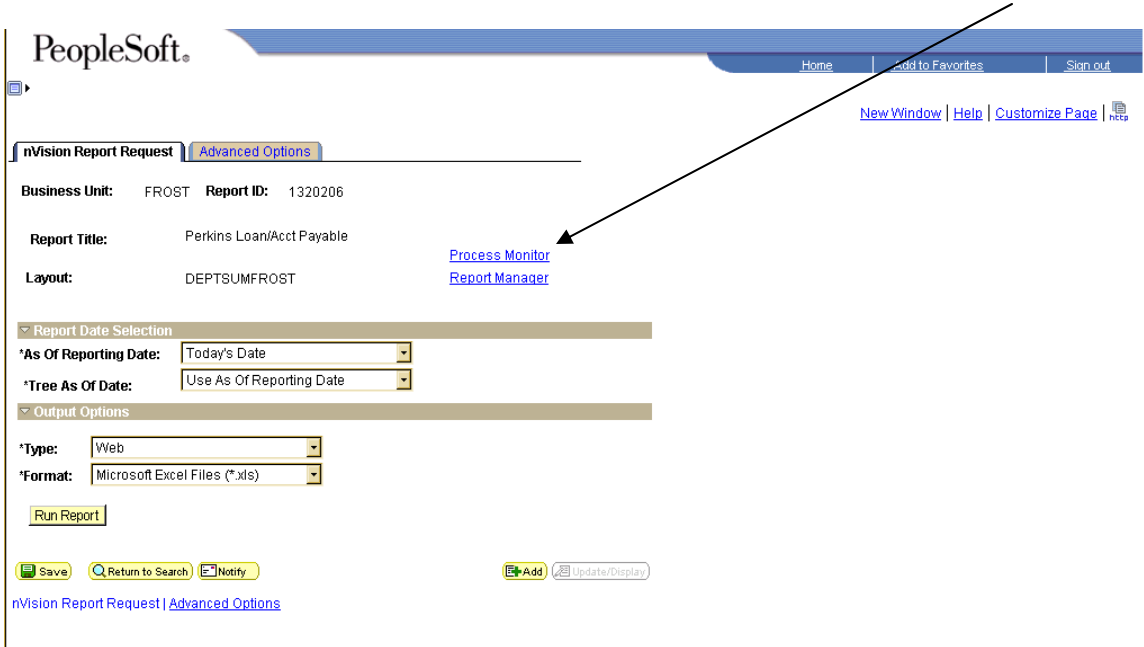
Server Name: Run Date: 04/11/2010
Recurrence: Run Time: 2:35:14PM Reset to Current Date/Time
Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	nVision Report	N\SRUN	nVision Report	Default	Default

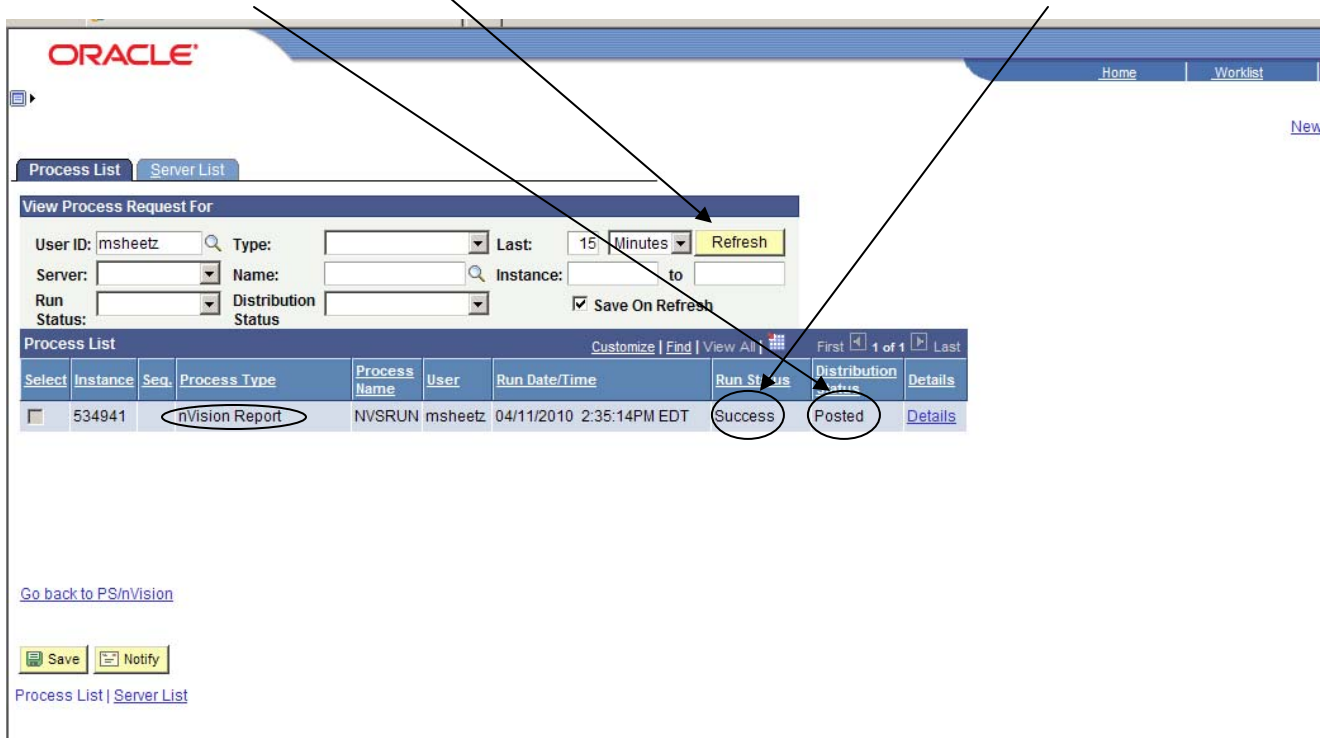
OK Cancel

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This should bring you back to the *nVision Report Request* page. Click on the [Process Monitor](#) hyperlink.



This should bring you to a page that looks similar to this. Note the line with the *Process Type* of *nVision-Report*. Click in the **Refresh** button until the *Run Status* for this line says *Success* and the *Distribution Status* says *Posted*. This means your report has finished running.

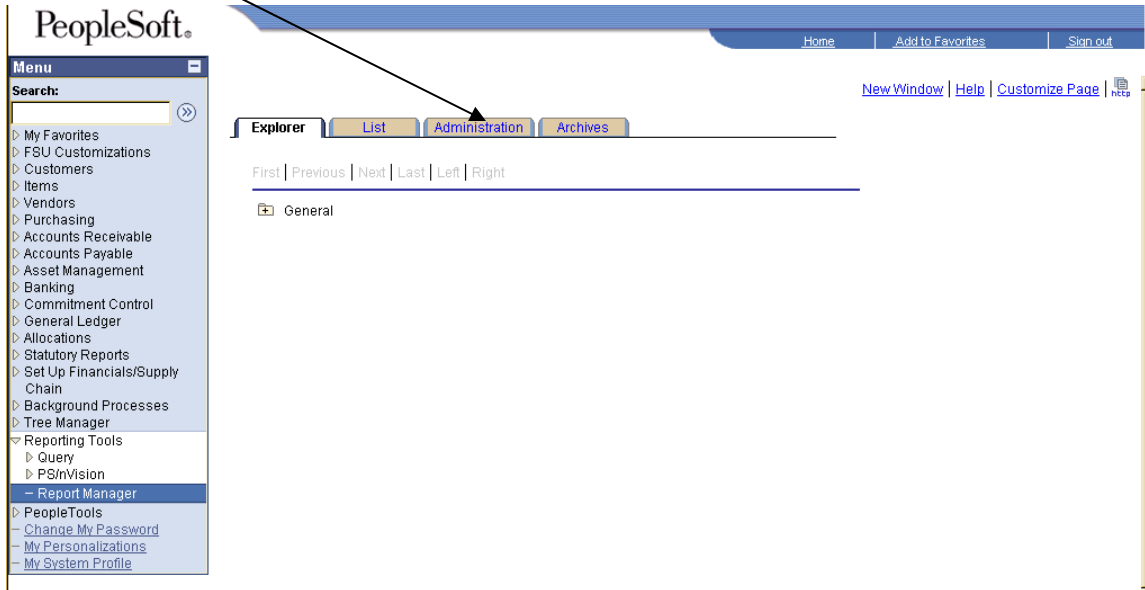


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Now to view your report navigate as follows:

Reporting Tools > Report Manager

Click on the ***Administration*** tab.



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Look under the column **Description** and you should see the report you just ran. Click on the [report hyperlink](#) under the Description to open your report (Note: you may need to hold down the control key until your report opens if you have pop-up blocker on your computer).

The screenshot displays the Oracle PeopleSoft Financials nVision interface. At the top, the Oracle logo is visible on the left, and navigation links for Home, Worklist, Add to Favorites, and Sign out are on the right. Below the navigation bar, there are tabs for List, Explorer, Administration, and Archives. The main content area is titled 'View Reports For' and includes fields for User ID (msheetz), Type, Last (1 Hours), Status, Folder, and Instance, along with a Refresh button. Below this is the 'Report List' table, which has columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one row with the following data: Report ID 168980, Prcs Instance 534941, Description '1320206 - Perkins Loan/Act Payable', Request Date/Time 04/11/2010 2:36:53PM, Format Microsoft Excel Files (*.xls), and Status Posted. The description cell is circled in red, and an arrow points from the text above to it. Below the table, there are 'Select All' and 'Deselect All' buttons, a 'Delete' button with the text 'Click the delete button to delete the selected report(s)', and a 'Save' button. At the bottom, there are navigation links for List, Explorer, Administration, and Archives.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	168980	534941	1320206 - Perkins Loan/Act Payable	04/11/2010 2:36:53PM	Microsoft Excel Files (*.xls)	Posted	Details

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Here is a sample of what a report would look like for a department.

		Original Budget	Control Budget	Period 10 Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available
Revenues								
14	Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 Salaries and Wages								
17	010000 Salary & Wages Rollup Level 3	137,999.00	0.00	0.00	0.00	0.00	0.00	
18	010001 Salary & Wages Rollup Level 2	0.00	137,999.00	0.00	0.00	0.00	0.00	
19	010170 NonExempt Staff	0.00	0.00	0.00	78,935.26	30,979.74	0.00	
20	015100 Social Security Contributions	0.00	0.00	0.00	5,942.07	2,466.43	0.00	
21	015200 Health Insurance	0.00	0.00	0.00	4,774.68	1,610.32	0.00	
22	015400 Retirees Health Insurance	0.00	0.00	0.00	1,671.12	563.88	0.00	
23	016200 Employee Pension System	0.00	0.00	0.00	7,976.01	2,938.54	0.00	
24	017400 Unemployment Ins Compensation	0.00	0.00	0.00	103.30	8.57	0.00	
25	017500 Workers Compensation	0.00	0.00	0.00	412.79	0.00	0.00	
26	Total Salaries and Wages	137,999.00	137,999.00	0.00	99,815.23	38,567.48	0.00	(383.71)
Operating Budget								
30	020001 Operating Budget Rollup	0.00	18,111.00	0.00	0.00	0.00	0.00	
31	Subtotal Operating Budget Rollup	0.00	18,111.00	0.00	0.00	0.00	0.00	
02 Technical & Special Fees								
34	Subtotal Technical and Special Fees	0.00	0.00	0.00	0.00	0.00	0.00	
03 Communications								
37	030000 Communications Rollup	2,984.00	0.00	0.00	0.00	0.00	0.00	
38	030110 Postage	0.00	0.00	0.00	1,061.10	0.00	0.00	
39	030200 Telephone	0.00	0.00	0.00	826.55	0.00	0.00	
40	Subtotal Communications	2,984.00	0.00	0.00	1,887.65	0.00	0.00	
04 Travel								
43	Subtotal Travel	0.00	0.00	0.00	0.00	0.00	0.00	
08 Contractual Services								
46	080000 Contract Services Rollup	15,127.00	0.00	0.00	0.00	0.00	0.00	
47	089915 Fiscal Services	0.00	0.00	0.00	8,593.80	2,378.12	0.00	
48	Subtotal Contractual Services	15,127.00	0.00	0.00	8,593.80	2,378.12	0.00	
09 Supplies & Materials								
51	090200 Office Supplies	0.00	0.00	0.00	35.10	0.00	0.00	
52	099500 ProCard - Supplies & Materials	0.00	0.00	0.00	2,461.76	0.00	0.00	
53	Subtotal Supplies and Materials	0.00	0.00	0.00	2,496.86	0.00	0.00	
10 Replacement Equipment								
56	Subtotal Equipment - Replacement	0.00	0.00	0.00	0.00	0.00	0.00	
11 Additional Equipment								
59	Subtotal Equipment - Additional	0.00	0.00	0.00	0.00	0.00	0.00	
12 Grants & Subsidies								
62	Subtotal Scholarships and Fellowships	0.00	0.00	0.00	0.00	0.00	0.00	
13 Fixed Charges								
65	Subtotal Fixed Charges	0.00	0.00	0.00	0.00	0.00	0.00	
67	Total Operating	18,111.00	18,111.00	0.00	12,978.31	2,378.12	0.00	2,754.57
06 Fuel & Utilities								
71	Total Fuel and Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 Vehicles								
74	Total Motor Pool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14 Land& Structures								
79	Total Land and Structures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	Grand Total Expenses	156,110.00	156,110.00	0.00	112,793.54	40,945.60	0.00	2,370.86
85	Net Revenue and Expenses	(156,110.00)	(156,110.00)	0.00	(112,793.54)	(40,945.60)	0.00	2,370.86

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The first column (B) is the account number.

The second column (C) is the account description.

The third column (D) is the Original Budget. This is the budget that was originally submitted to the State. This column would normally not change.

The fourth column (H) is the control budget. This is the budget by pool. Your operating budget is in one pool. This gives departments more spending flexibility between objects. This column would change if budget were transferred in or out of the budget pool or department.

The fifth column (J) is the period actual for the department (i.e. if the report is as of 5/31/2009 then the actuals for period 11 – May would be shown here).

The sixth column (L) is the department's YTD actuals. This is the cumulative amount from the beginning of the fiscal year to the end of the report period.

The seventh column (N) is the YTD Encumbrances. These are the current Payroll and Purchase Order Encumbrance balances as of the end of the report period.

The eighth column (P) is the YTD Pre-Encumbrances. These are the current requisition balances as of the end of the report period.

The ninth column (R) is the Balance Available. This is the control budget minus YTD Actuals, YTD Encumbrances, and YTD Pre-Encumbrances.

A report for a Project would look a little different because projects are on a life to date basis versus a fiscal year basis. Also the budget structure for projects is at a lower level (object) than those of departments because they have less spending flexibility.