FROSTBURG STATE UNIVERSITY

PeopleSoft Financials

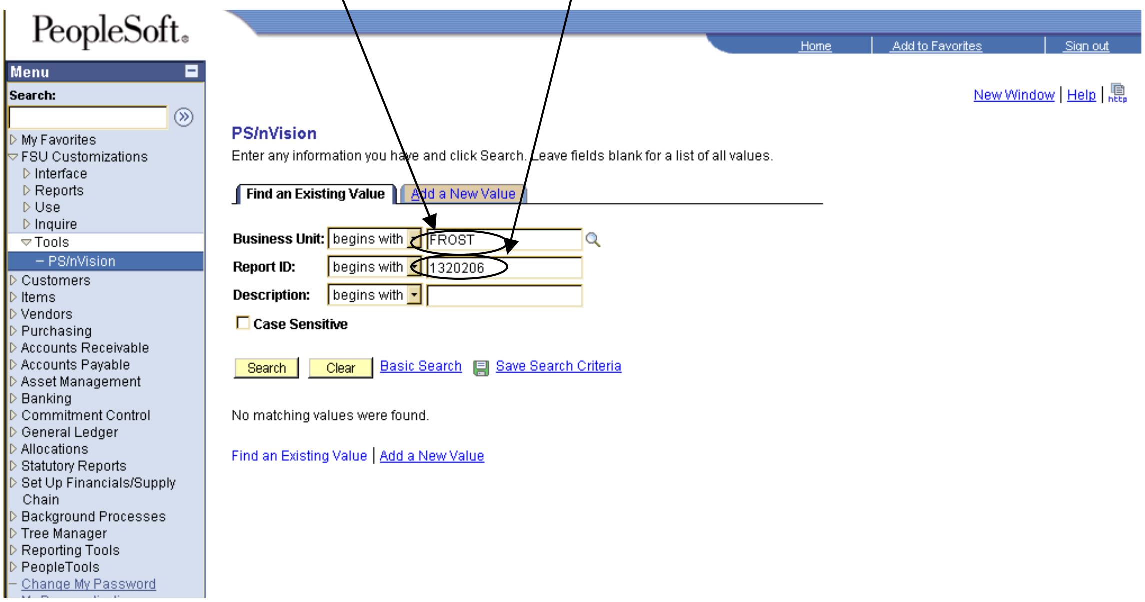
Instructions for Using nVision Reports

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

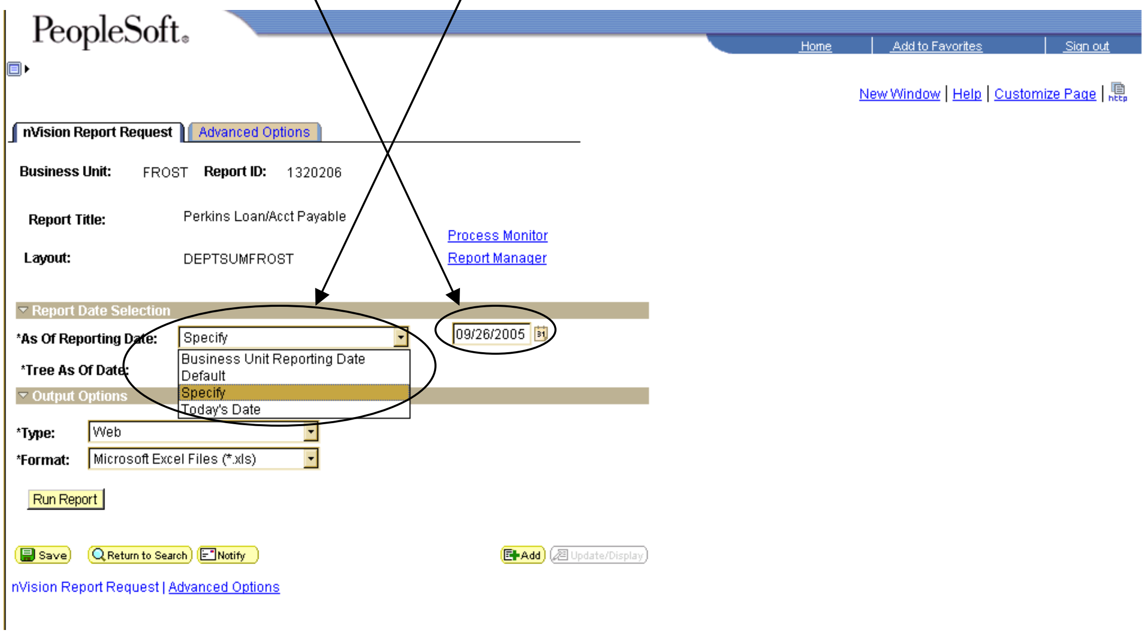
FSU Customizations > Tools > PS/nVision

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

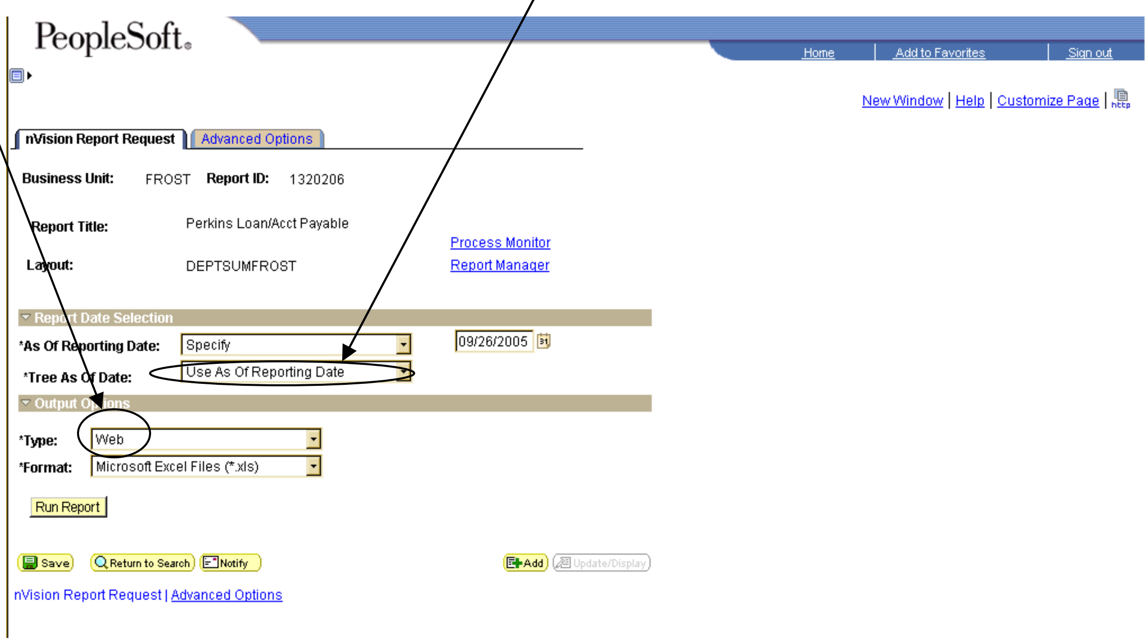
Click the **Search** Button.



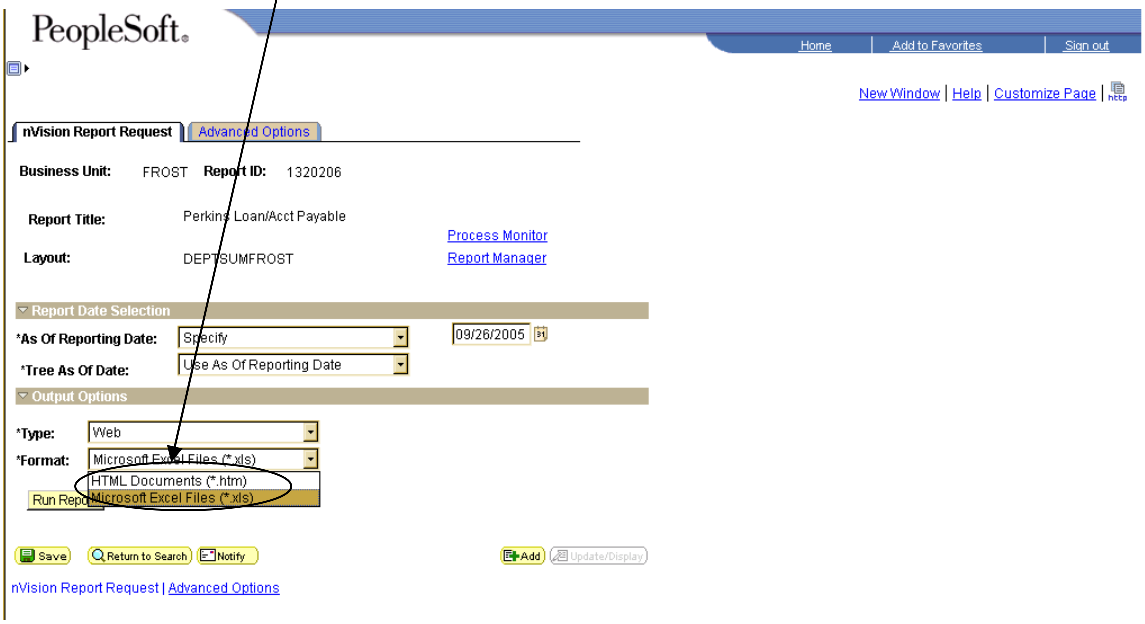
Under the ***As of Reporting Date*** click on the dropdown box and select either ***Today's Date*** or ***Specify***. If selecting specify, fill in the ***date*** to the right. Please note when specifying a date always use the end of a month. If the current date is 6/15/2009 and you specify 5/15/2009 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.



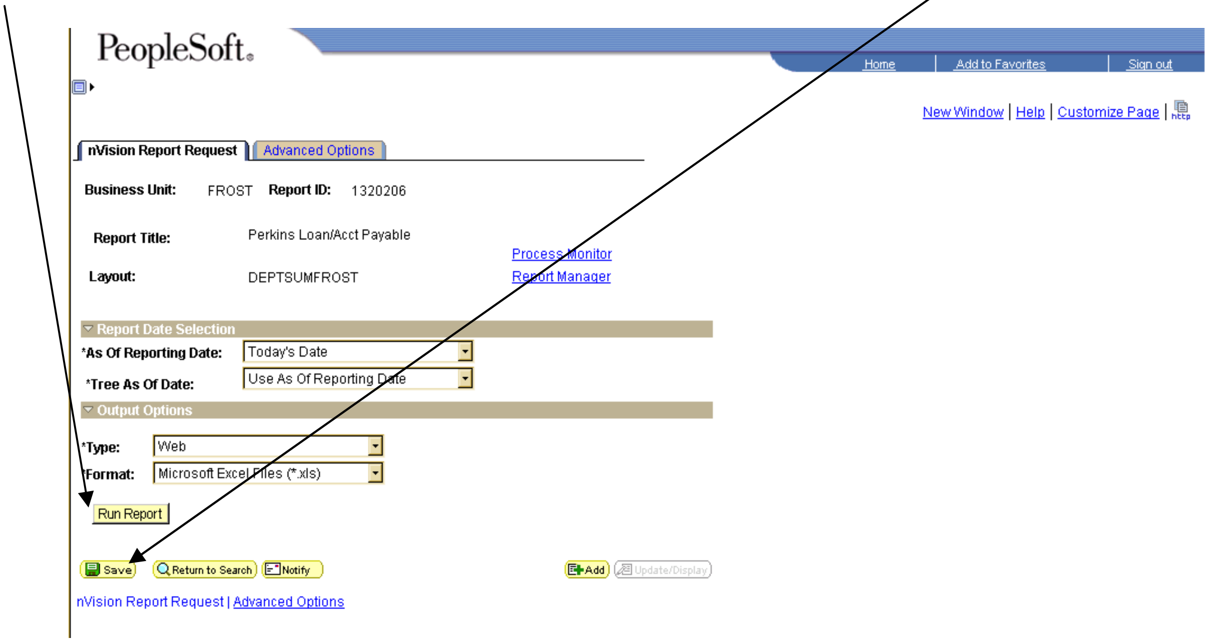
Make sure that the ***Tree As Of Date*** is ***Use As of Reporting Date***. Make sure the output option ***Type*** is ***Web***.



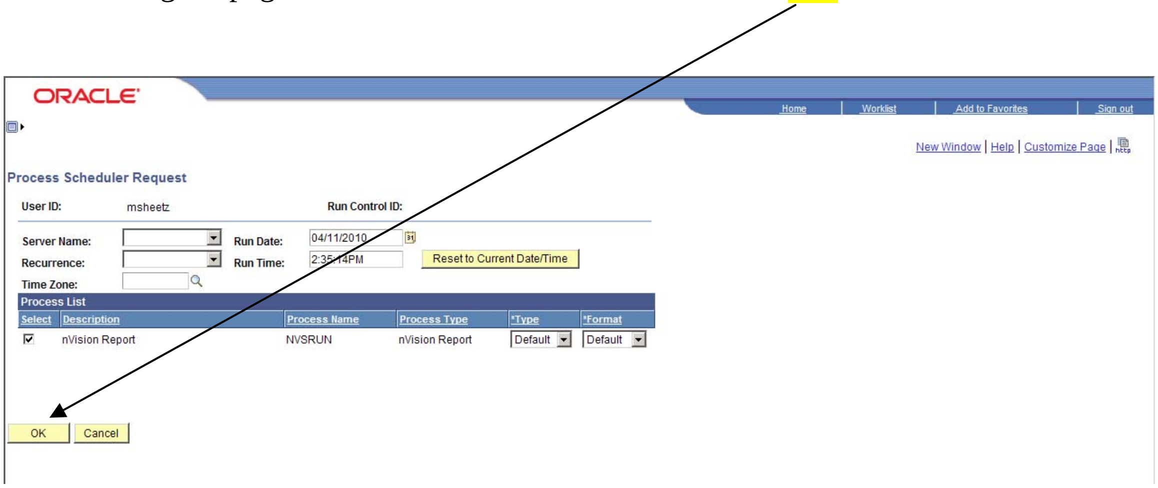
Select a ***Format*** from the dropdown box of either ***HTML Documents (*.htm)*** or ***Microsoft Excel Files (*.xls).*** Use the Excel format if you want to be able to save the report to your PC or network directory.



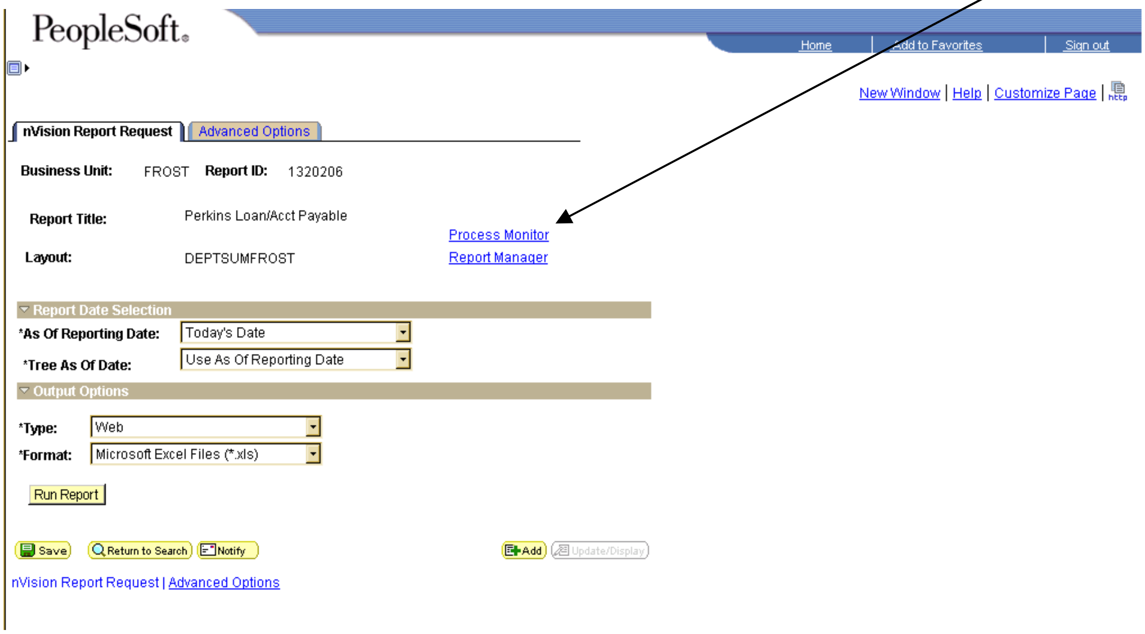
When complete you should get a page that looks similar to this. Click on the **Save** Button and then on the Run **Report** button.



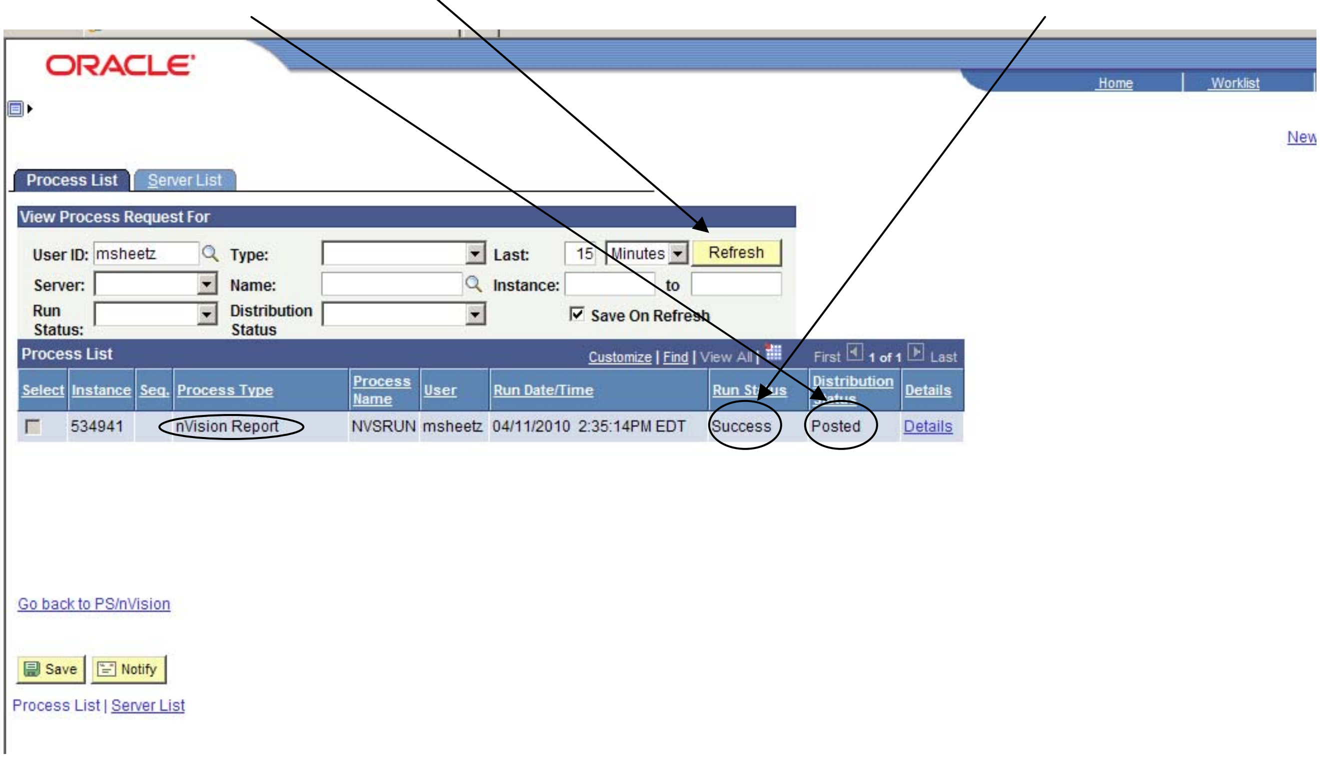
You should get a page that looks similar to this. Click in the **OK** button.



This should bring you back to the ***nVision Report Request*** page. Click on the Process Monitor hyperlink.



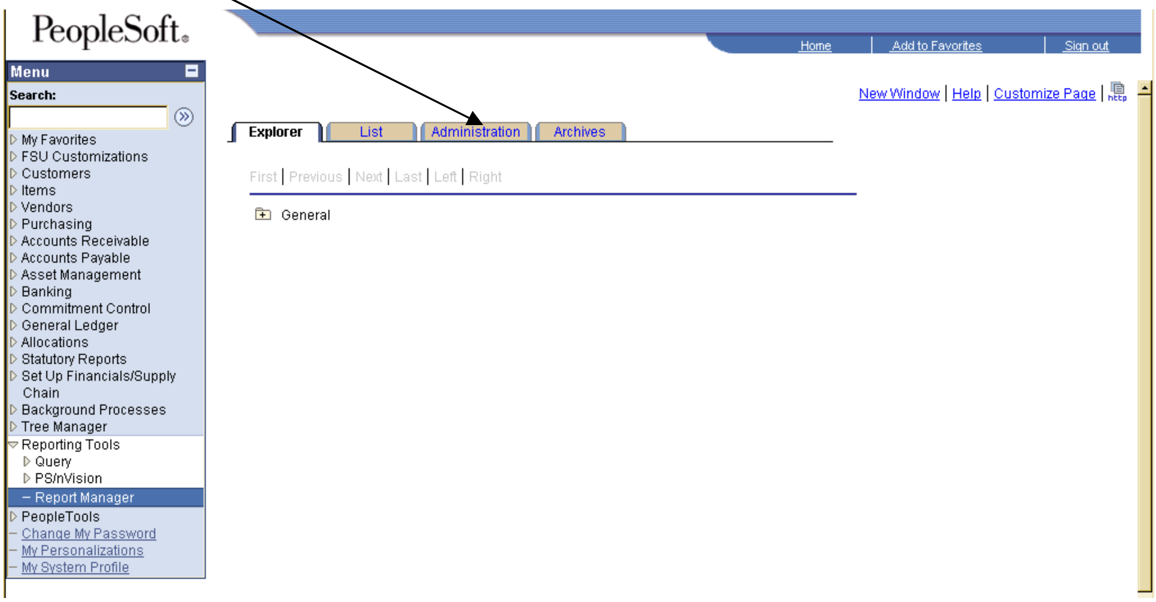
This should bring you to a page that looks similar to this. Note the line with the ***Process Type*** of ***nVision-Report***. Click in the **Refresh** button until the ***Run Status*** for this line says ***Success*** and the ***Distribution Status*** says ***Posted***. This means your report has finished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



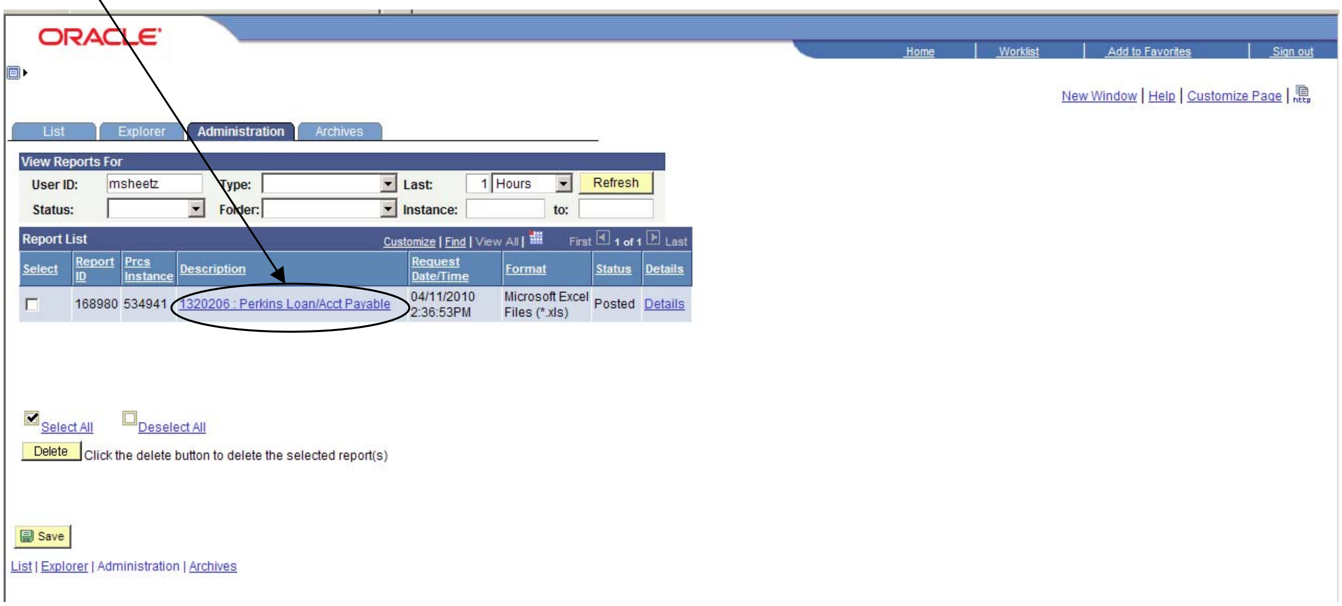
Now to view your report navigate as follows:

Reporting Tools > Report Manager

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



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).



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

FROSTBURG STATE UNIVERSITY

Request Name: 1320206
Report Title: Perkins Loan/Acct Payable
Department ID: 1320206
Department Name: Perkins Loan/Acct Payable
Manager Name: Sheetz,Michael E.
As of Date: 2010-04-11

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

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.