



PeopleSoft Financials

Instructions for Using nVision Reports

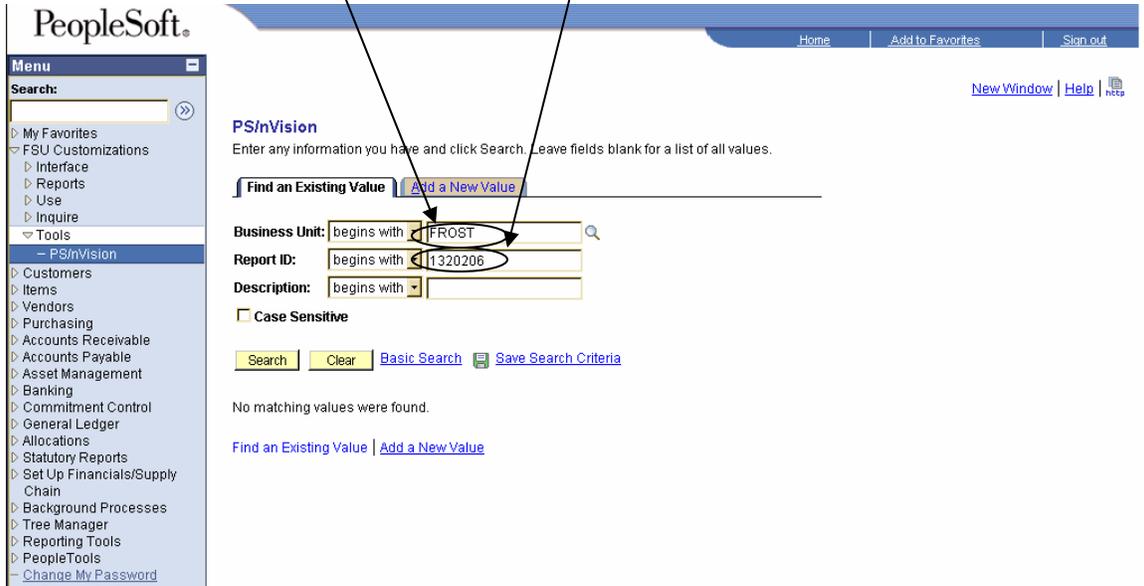
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Instructions for Using nVision

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 6/15/2005 and you specify 5/15/2005 the actual results you will get will be for 5/31/2005 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 open. The menu options are 'Specify', 'Business Unit Reporting Date', 'Default', 'Specify', and 'Today's Date'. The 'Specify' option is selected, and the date '09/26/2005' is entered in the adjacent text box. The 'Output Options' section shows 'Type' set to 'Web' and 'Format' set to 'Microsoft Excel Files (*.xls)'. A 'Run Report' button is visible below the form. Annotations include arrows pointing from the text above to the 'Specify' option and the date field, and a circle around the date field.

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

The screenshot shows the 'nVision Report Request' form in PeopleSoft. The 'Report Date Selection' section is expanded, showing the 'Tree As Of Date' dropdown menu open. The menu options are 'Specify' and 'Use As Of Reporting Date'. The 'Use As Of Reporting Date' option is selected. The 'Output Options' section shows 'Type' set to 'Web' and 'Format' set to 'Microsoft Excel Files (*.xls)'. A 'Run Report' button is visible below the form. Annotations include arrows pointing from the text above to the 'Use As Of Reporting Date' option and the 'Web' option, and a circle around the 'Web' option.

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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 neta

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 B3
*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 **Run Report** button.

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nVision Report Request Advanced Options

Business Unit: FROST Report ID: 1320206

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

Layout: DEPTSUMFROST

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.

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

Process Scheduler Request

User ID: msheetz Run Control ID:

Server Name: Run Date: 09/26/2005

Recurrence: Run Time: 5:46:11 PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	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.

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nVision Report Request Advanced Options

Business Unit: FROST Report ID: 1320206

Report Title: Perkins Loan/Acct Payable
Layout: DEPTSUMFROST

[Process Monitor](#)
[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](#)

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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New Window Help Customize Page help

Process List Server List

View Process Request For

User ID: msheetz Type: Last: 15 Minutes Refresh
Server: Name: Instance: to
Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	177297		nVision-Report	NVSRUN	msheetz	09/26/2005 5:46:11PM EDT	Success	Posted	Details

Go back to PS/nVision

Save Notify

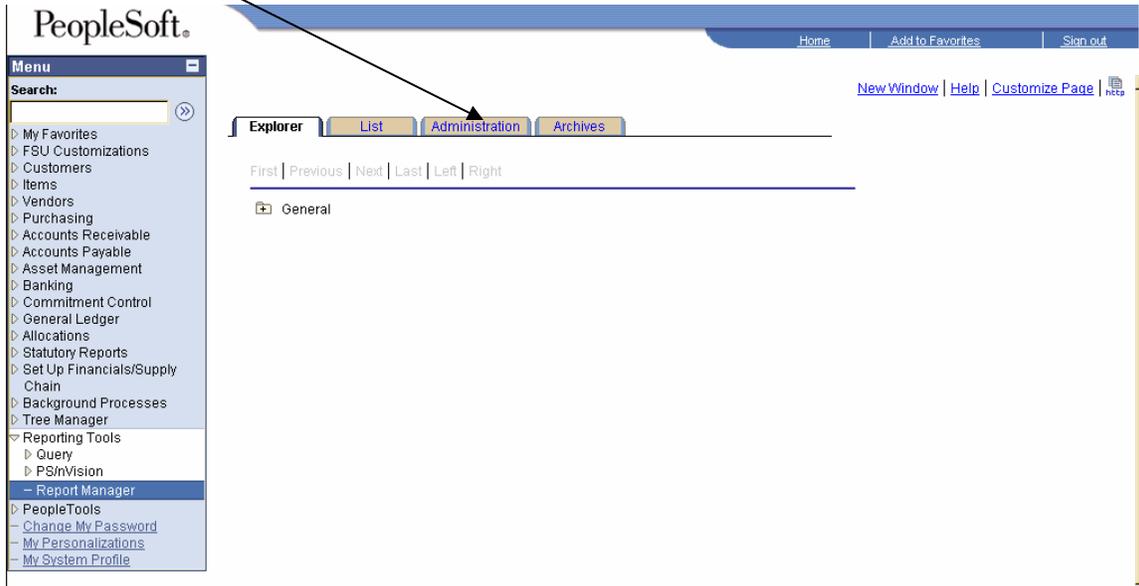
Process List | [Server List](#)

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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.

PeopleSoft. Home Add to Favorites Sign out

Administration Archives

View Reports For
User ID: msheetz Type: Last: 1 Hours Refresh
Status: Folder: Instance: to:

Report List Customize Find View All First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	37905	177257	1320206 - Perkins Loan/Acct Payable	09/26/2005 5:48:39PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	37902	177296	PS/AP Payment Posting	09/26/2005 5:30:45PM	Text Files (*.txt)	N/A	

Select All Deselect All
 Click the delete button to delete the selected report(s)

Explorer | List | Administration | Archives

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

	B	C	D	E	H	I	J	K	L	N	N	P	R
2			Request Name: 1320206										
3			Report Title: Perkins Loan/Acct Payable										
4			Department ID: 1320206										
5			Department Name: Perkins Loan/Acct Payable										
6			Manager Name: Sheetz,Michael E.										
7			As of Date: 2005-09-26										
9			Original Budget	Control Budget	Period 3 Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available				
13	Revenues												
14	Total	Revenues	0	0	0	0	0	0	0				
16	01 Salaries and Wages												
17	010001	Salary & Wages Rollup Level 2	0	96,754	0	0	0	0					
18	010170	NonExempt Staff	0	0	0	9,247	(12,001)	0					
19	010420	Premium Overtime	0	0	0	166	0	0					
20	015100	Social Security Contributions	0	0	0	683	(894)	0					
21	015200	Health Insurance	0	0	0	1,484	(1,484)	0					
22	015400	Retirees Health Insurance	0	0	0	534	(534)	0					
23	016200	Employee Pension System	0	0	0	552	(711)	0					
24	017210	Def Comp Match PEBSO	0	0	0	300	(375)	0					
25	017400	Unemployment Ins Compensation	0	0	0	29	(39)	0					
26	Total	Salaries and Wages	0	96,754	0	12,995	(16,037)	0	99,796				
29	Operating Budget												
30	020001	Operating Budget Rollup	0	50,871	0	0	0	0					
31	Subtotal	Operating Budget Rollup	0	50,871	0	0	0	0					
33	02 Technical & Special Fees												
34	021300	Contractual Social Security	0	0	0	56	(38)	0					
35	021400	Contractual Unemployment Comp	0	0	0	2	(2)	0					
36	022030	Contractual Overtime	0	0	0	37	0	0					
37	022040	Contractual Non-Exempt Staff	0	0	0	694	(495)	0					
38	Subtotal	Technical and Special Fees	0	0	0	789	(534)	0					
40	03 Communications												
41	030110	Postage	0	0	0	151	0	0					
42	030130	Mailing Services	0	0	0	16	0	0					
43	030200	Telephone	0	0	0	329	0	0					
44	Subtotal	Communications	0	0	0	496	0	0					
46	04 Travel												
47	Subtotal	Travel	0	0	0	0	0	0					
49	08 Contractual Services												
50	089915	Fiscal Services	0	0	1,088	895	13,405	0					
51	Subtotal	Contractual Services	0	0	1,088	895	13,405	0					
53	09 Supplies & Materials												
54	099500	ProCard - Supplies & Materials	0	0	483	403	0	0					
55	Subtotal	Supplies and Materials	0	0	483	403	0	0					
57	10 Replacement Equipment												
58	Subtotal	Equipment - Replacement	0	0	0	0	0	0					
60	11 Additional Equipment												
61	Subtotal	Equipment - Additional	0	0	0	0	0	0					
63	12 Grants & Subsidies												
64	Subtotal	Scholarships and Fellowships	0	0	0	0	0	0					
66	13 Fixed Charges												
67	Subtotal	Fixed Charges	0	0	0	0	0	0					
69	Total Operating		0	50,871	1,571	2,583	12,871	0	35,417				
72	06 Fuel & Utilities												
73	Total	Fuel and Utilities	0	0	0	0	0	0	0				
76	07 Vehicles												
77	Total	Motor Pool	0	0	0	0	0	0	0				
80	14 Land & Structures												
81	Total	Land and Structures	0	0	0	0	0	0	0				
84	Grand Total Expenses		0	147,625	1,571	15,578	(3,167)	0	135,214				
87	Net Revenue and Expenses		0	(147,625)	(1,571)	(15,578)	3,167	0	135,214				

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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 5/31/2005 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.