FROSTBURG
STATE UNIVERSITY

PeopleSoft Financials

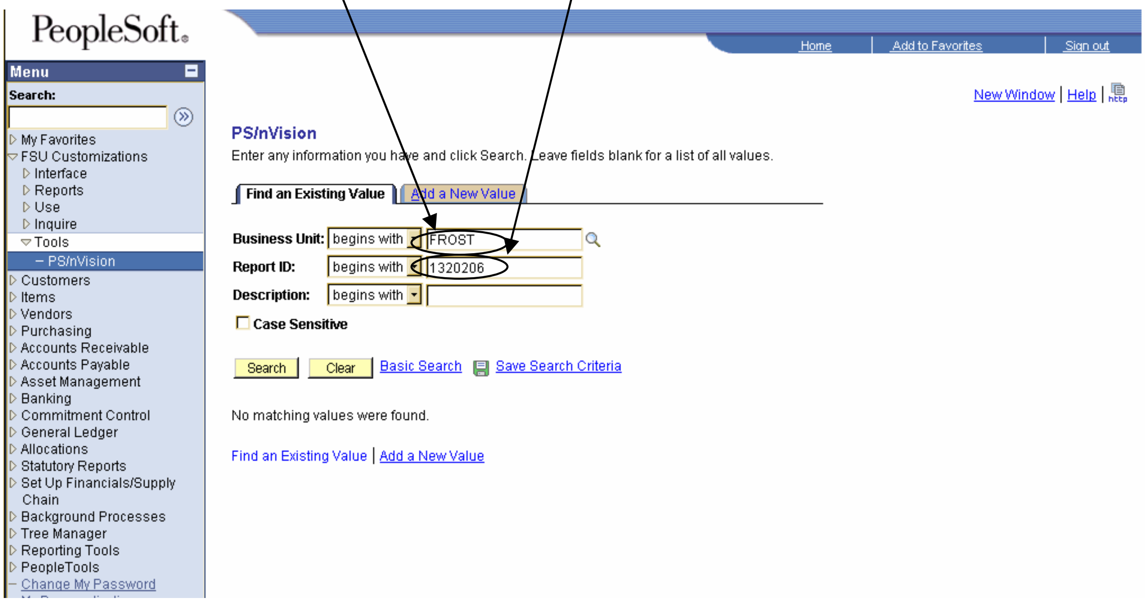
Instructions for Using nVision Reports

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

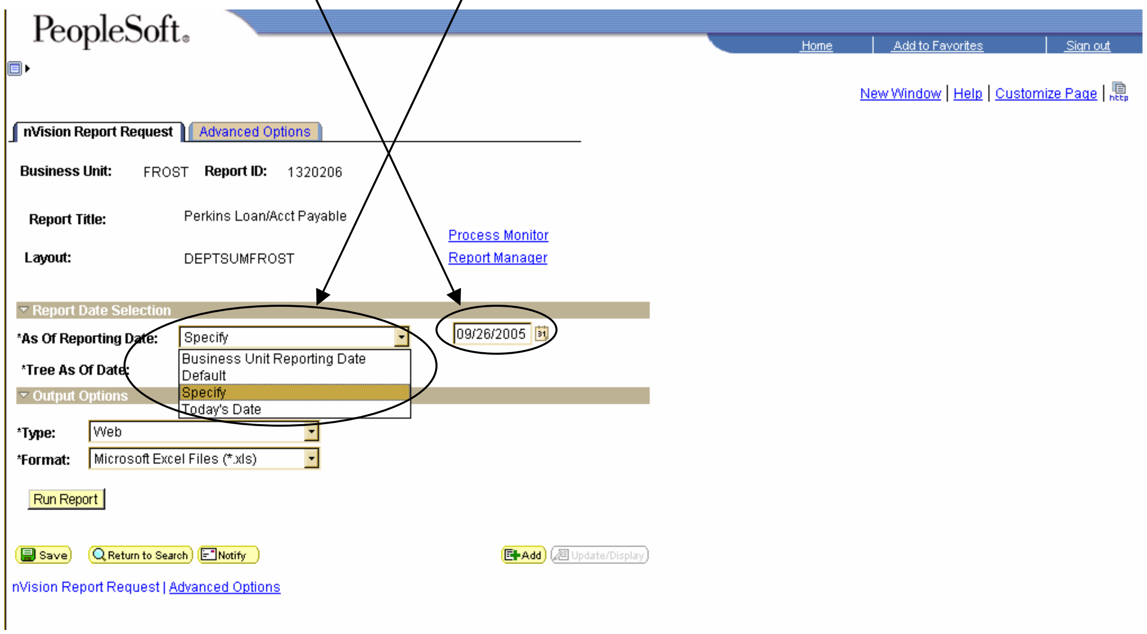
FSU Customizations > Tools > PS/nVision

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

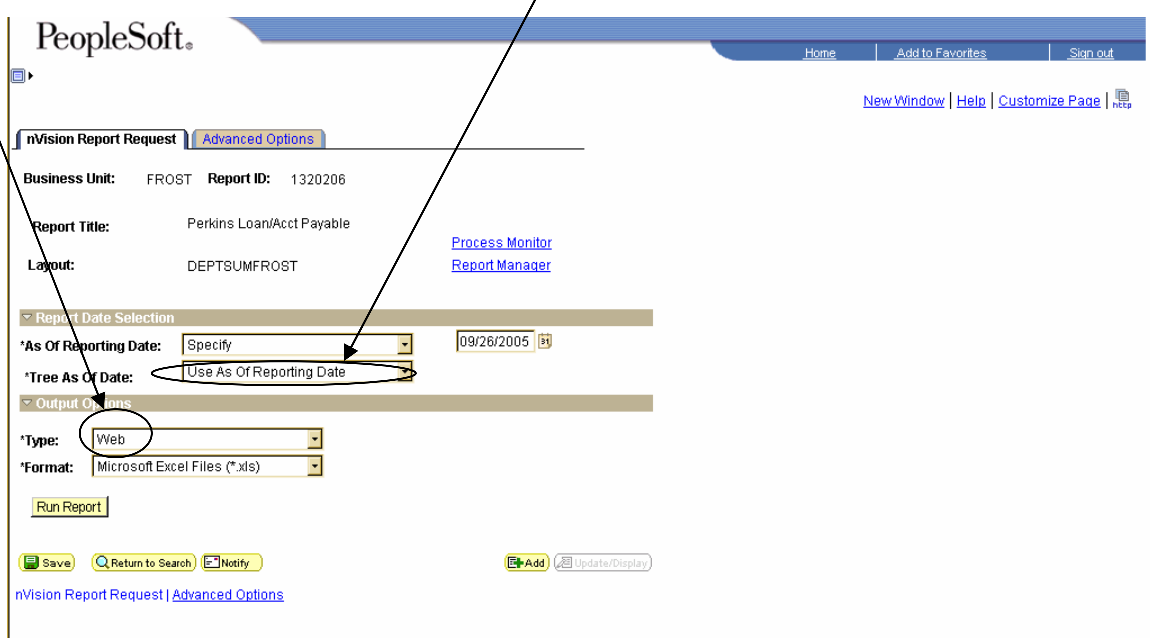
Click the **Search** Button.



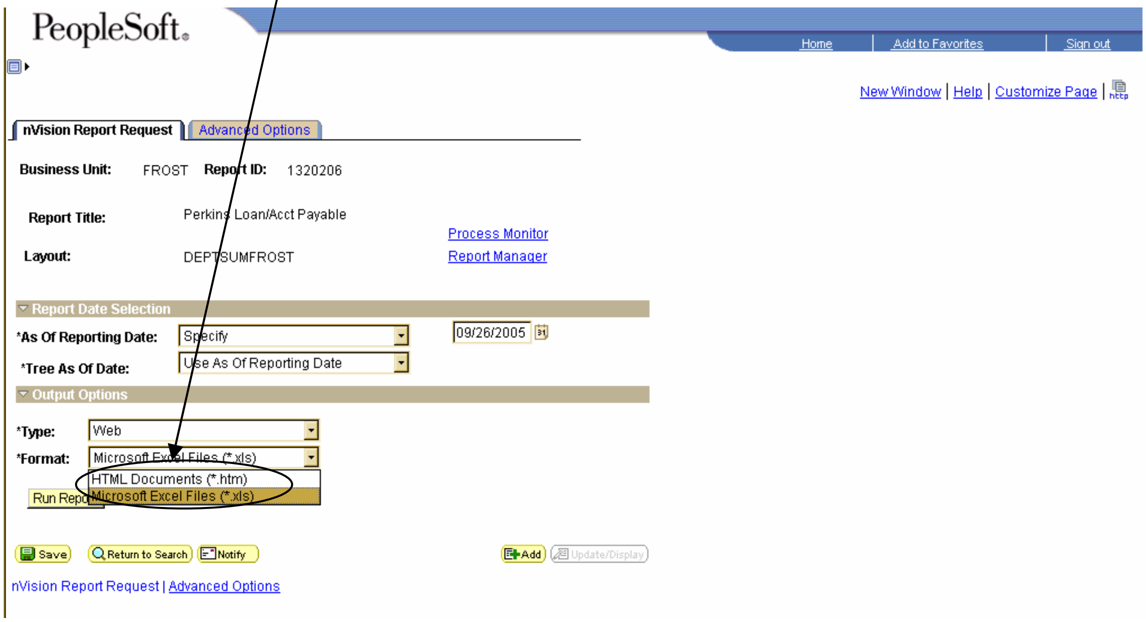
Under the ***As of Reporting Date*** click on the dropdown box and select either ***Today's Date*** or ***Specify***. If selecting specify, fill in the ***date*** to the right. Please note when specifying a date always use the end of a month. If the current date is 6/15/2005 and you specify 5/15/2005 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.



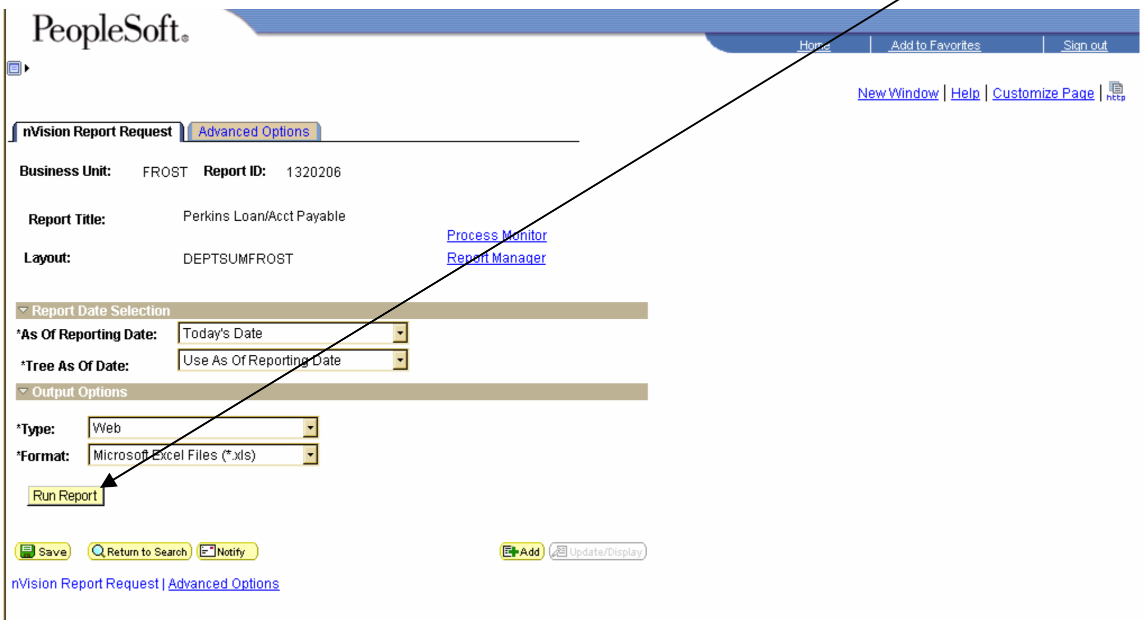
Make sure that the ***Tree As Of Date*** is ***Use As of Reporting Date***. Make sure the output option ***Type*** is ***Web***.



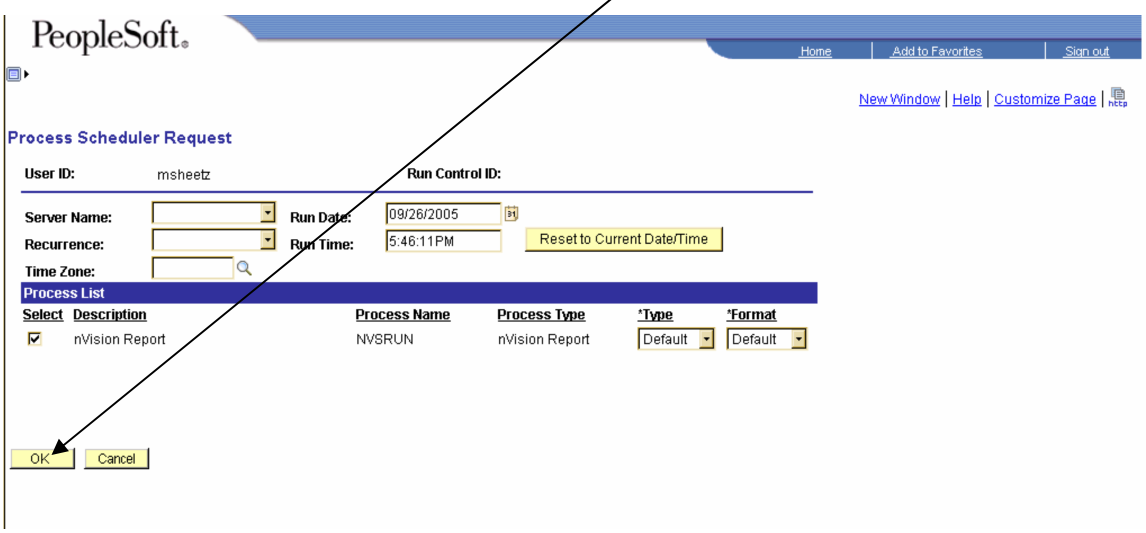
Select a ***Format*** from the dropdown box of either ***HTML Documents (*.htm)*** or ***Microsoft Excel Files (*.xls).*** Use the Excel format if you want to be able to save the report to your PC or network directory.



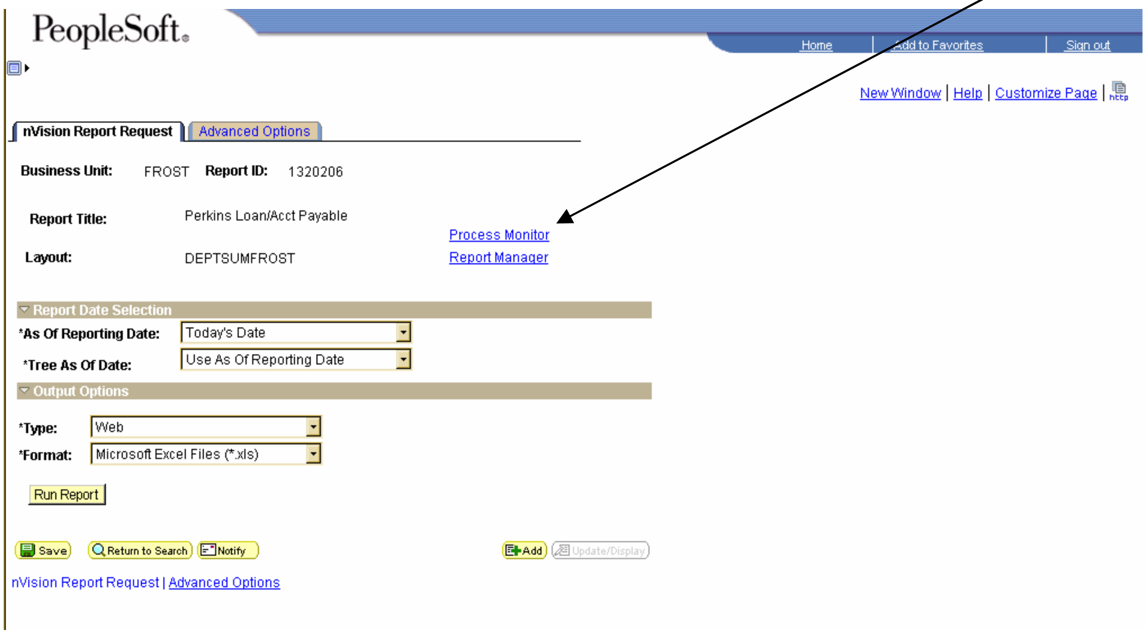
When complete you should get a page that looks similar to this. Click on the **Run Report** button.



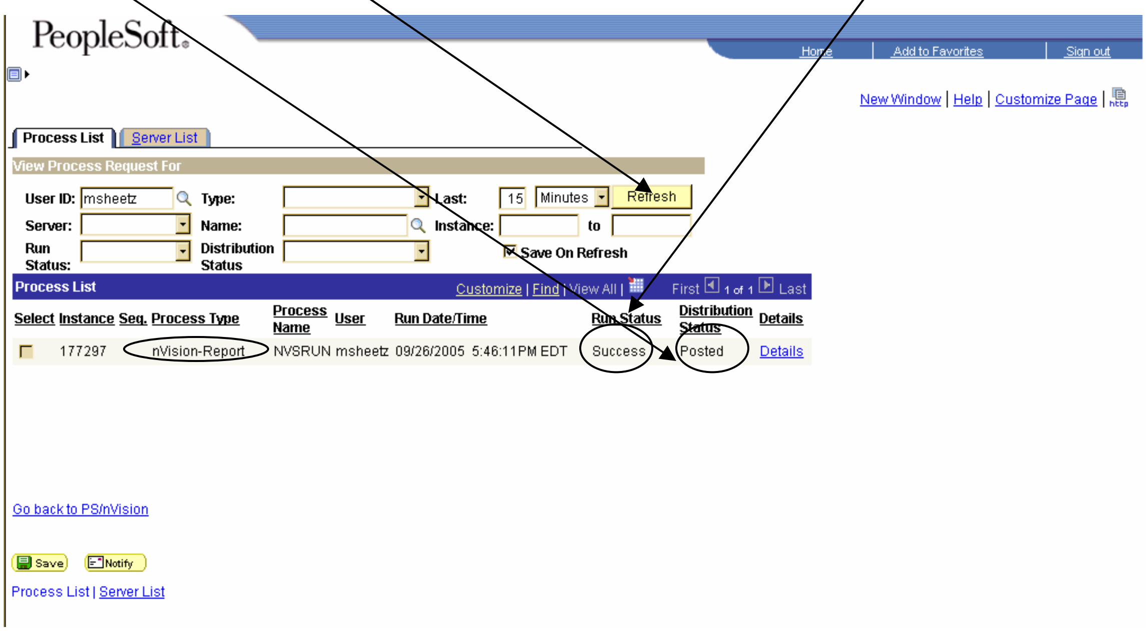
You should get a page that looks similar to this. Click in the **OK** button.



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



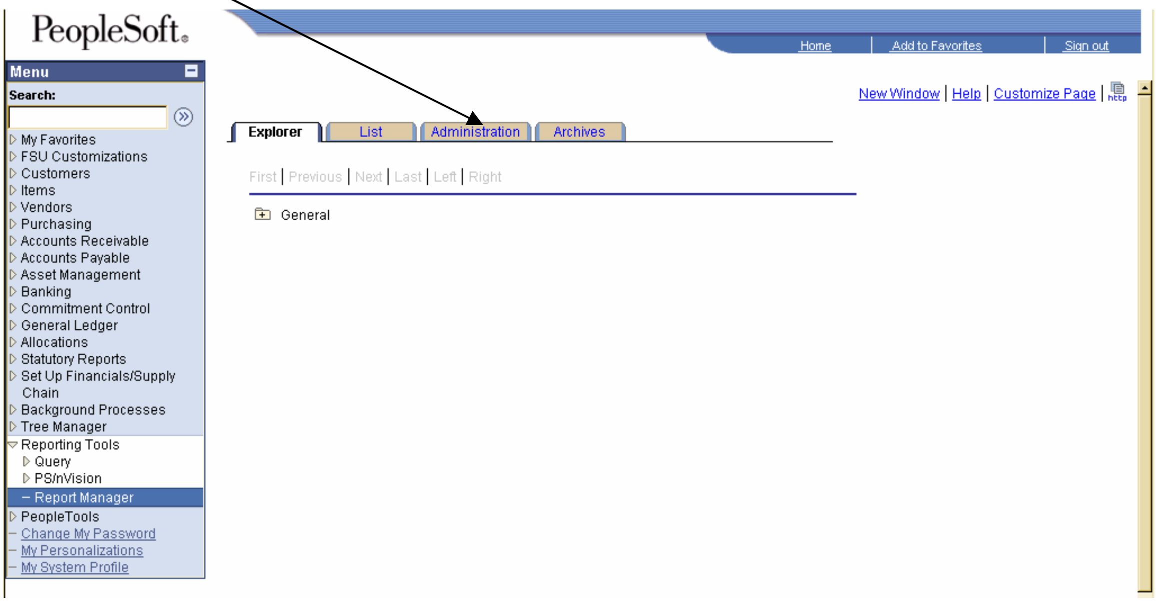
This should bring you to a page that looks similar to this. Note the line with the ***Process Type*** of ***nVision-Report***. Click in the **Refresh** button until the ***Run Status*** for this line says ***Success*** and the ***Distribution Status*** says ***Posted***. This means your report has finished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



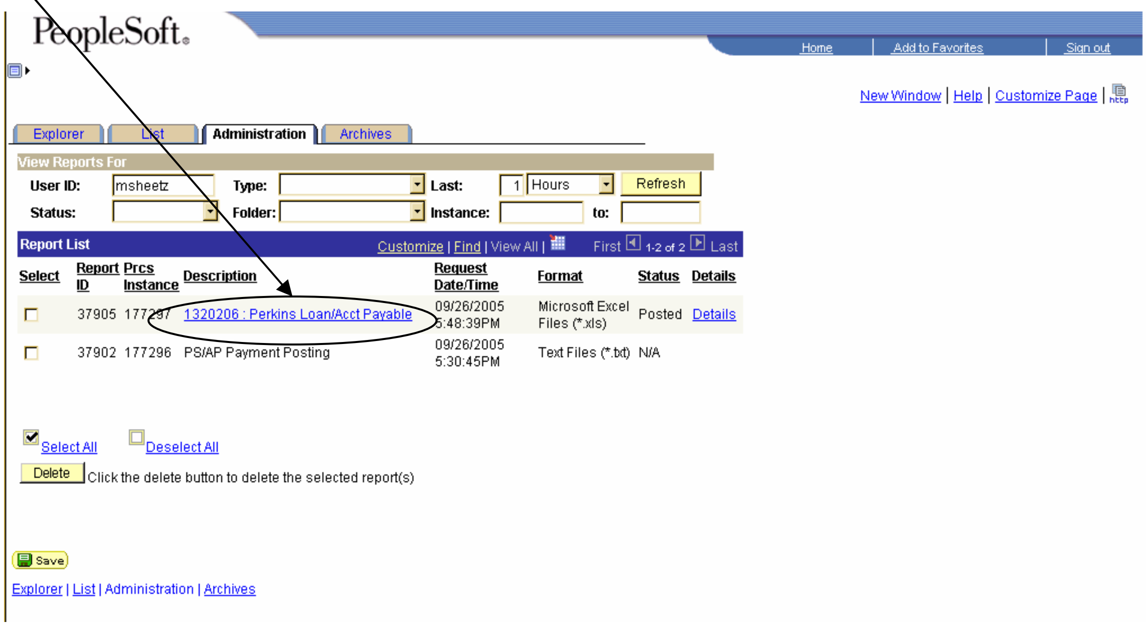
Now to view your report navigate as follows:

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.



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

	B	C	D	H	J	L	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**				
8									
9			**Original**	**Control**	**Period 3**	**YTD**	**YTD**	**YTD**	**Balance**
10			**Budget**	**Budget**	**Actuals**	**Actuals**	**Encumbrance**	**Pre Enc**	**Available**
11									
12									
13	**Revenues**								
14	**Total**	**Revenues**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
15									
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 PEBSCO	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**	
32									
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**	
39									
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**	
45									
46	**04 Travel**								
47	**Subtotal**	**Travel**	**0**	**0**	**0**	**0**	**0**	**0**	
48									
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**	
52									
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**	
59									
60	**11 Additional Equipment**								
61	**Subtotal**	**Equipment - Additional**	**0**	**0**	**0**	**0**	**0**	**0**	
62									
63	**12 Grants & Subsidies**								
64	**Subtotal**	**Scholarships and Fellowships**	**0**	**0**	**0**	**0**	**0**	**0**	
65									
66	**13 Fixed Charges**								
67	**Subtotal**	**Fixed Charges**	**0**	**0**	**0**	**0**	**0**	**0**	
68									
69	**Total Operating**		**0**	**50,871**	**1,571**	**2,583**	**12,871**	**0**	**35,417**
70									
71									
72	**06 Fuel & Utilities**			**0**					
73	**Total**	**Fuel and Utilities**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
74									
75									
76	**07 Vehicles**			**0**					
77	**Total**	**Motor Pool**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
78									
79									
80	**14 Land& Structures**			**0**					
81	**Total**	**Land and Structures**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
82									
83									
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**

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.