



# Business Process Document

## PS FIN General Ledger: Creating nVision Scopes

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<b>Department</b>	
<b>Responsibility/Role</b>	
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### Creating nVision Scopes

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

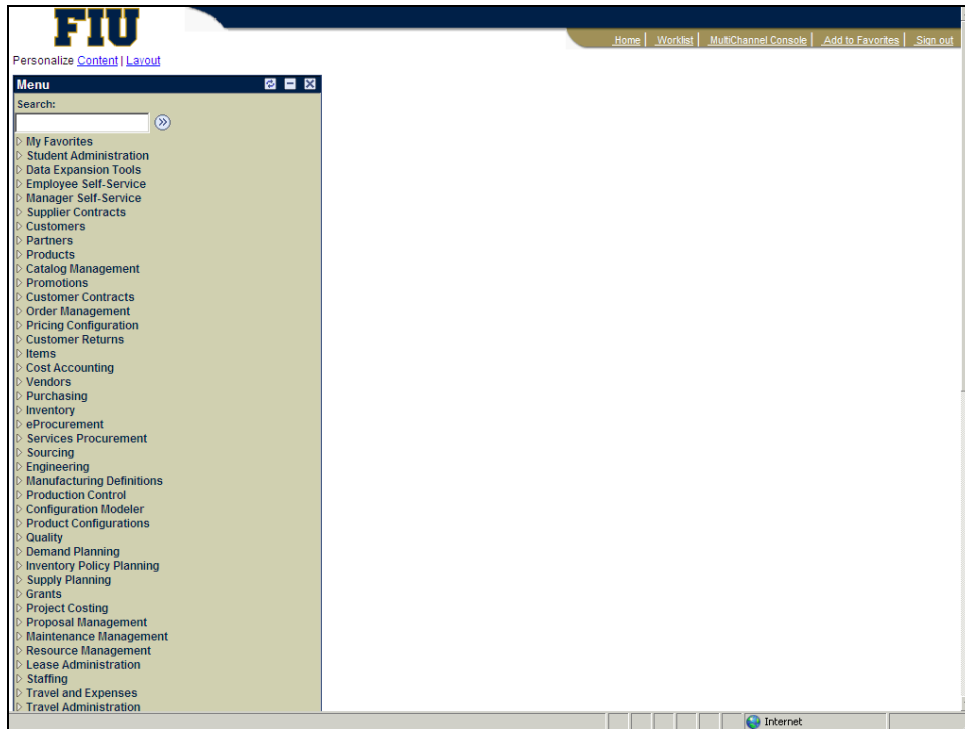
## Procedure



In this topic, you will create nVision Scopes.

nVision scopes allow you to aggregate information in a way that is relevant to your business needs.

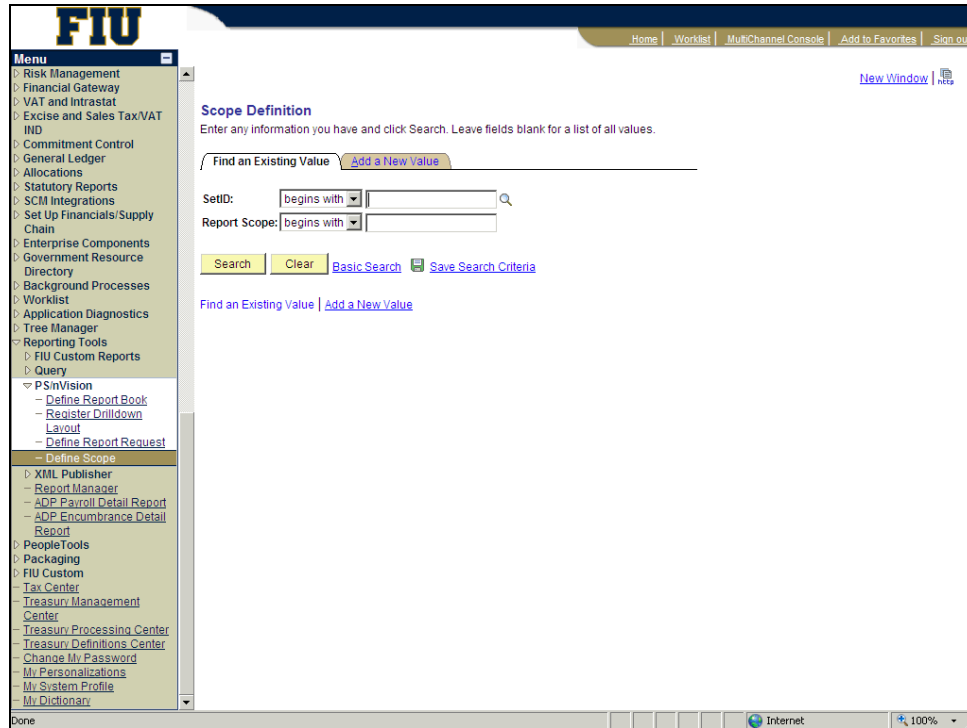
**Examples of scopes are:** By colleges (CBA,COM,COE, etc.)which can be created using the DEPT\_HIERARCHY tree or by fund code as illustrated in this topic.


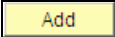
For specific reporting needs related to Departments you may contact the **Office of Financial Systems and Reporting** at 305-348-1128.



Step	Action
1.	Click the <b>Vertical</b> scrollbar.
2.	Click the <b>Reporting Tools</b> link. 
3.	Click the <b>PS/nVision</b> link. 

Step	Action
4.	Click the <b>Define Scope</b> link. <a href="#">Define Scope</a>




Step	Action
5.	Click the <b>Add a New Value</b> tab. <a href="#">Add a New Value</a>
6.	Click the <b>Look up SetID (Alt+5)</b> button. 
7.	Click an entry in the <b>Description</b> column. <a href="#">Florida International Univ</a>
8.	Enter the desired information into the <b>Report Scope</b> field. Enter " <b>FUND240</b> ".
9.	Click the <b>Add</b> button. 



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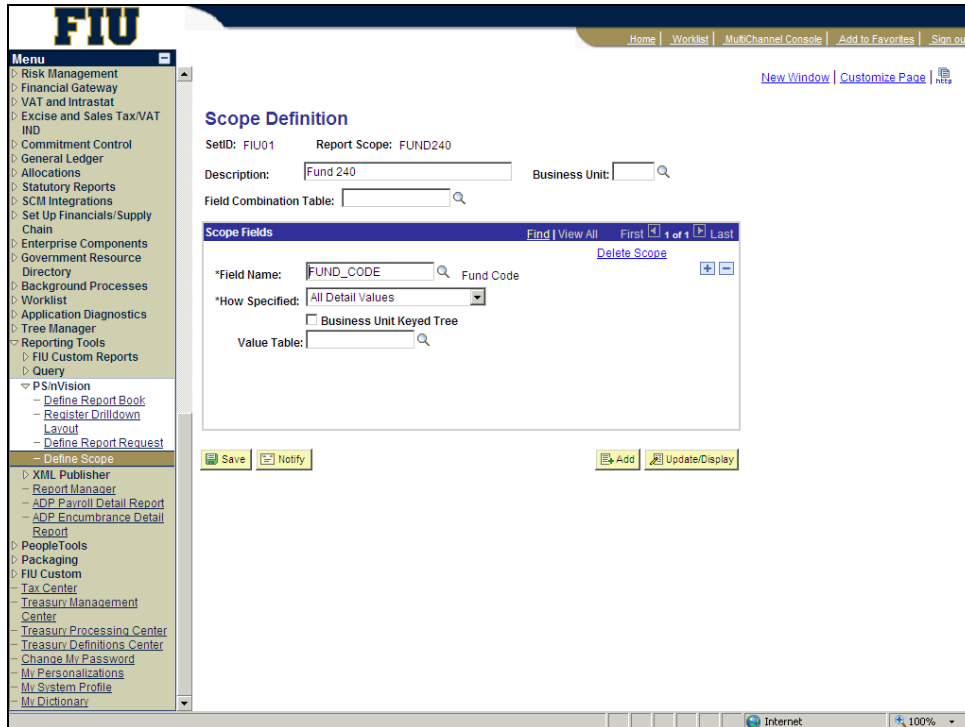
Step	Action
10.	Enter the desired information into the <b>Description</b> field. Enter " <b>Fund 240</b> ".
11.	Click the <b>Look up Field Name (Alt+5)</b> button. 

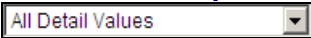


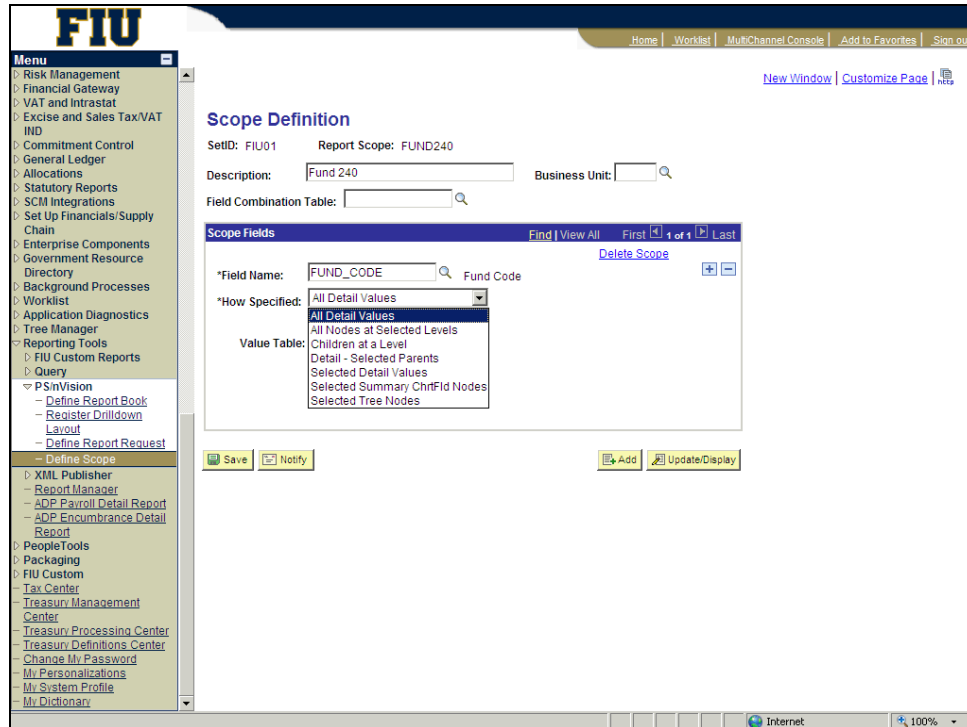
Step	Action
12.	Enter the desired information into the <b>Field Name</b> field. Enter " <b>FUND_CODE</b> ".
13.	Click the <b>Look Up</b> button. 
14.	Click an entry in the <b>Field Name</b> column. 

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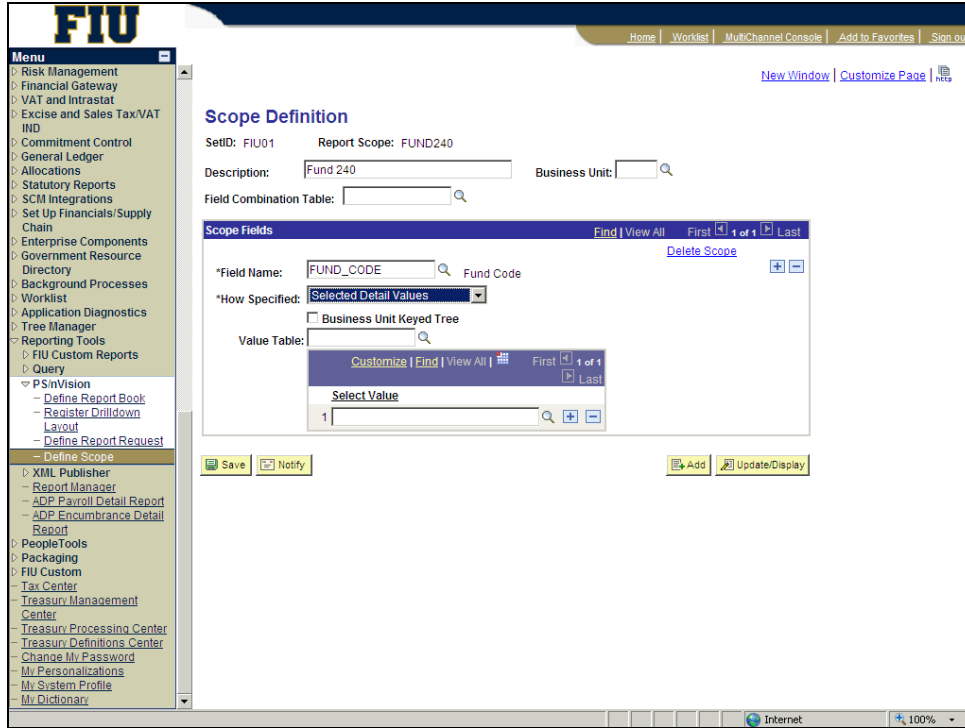
Step	Action
15.	Click the <b>How Specified</b> list. 




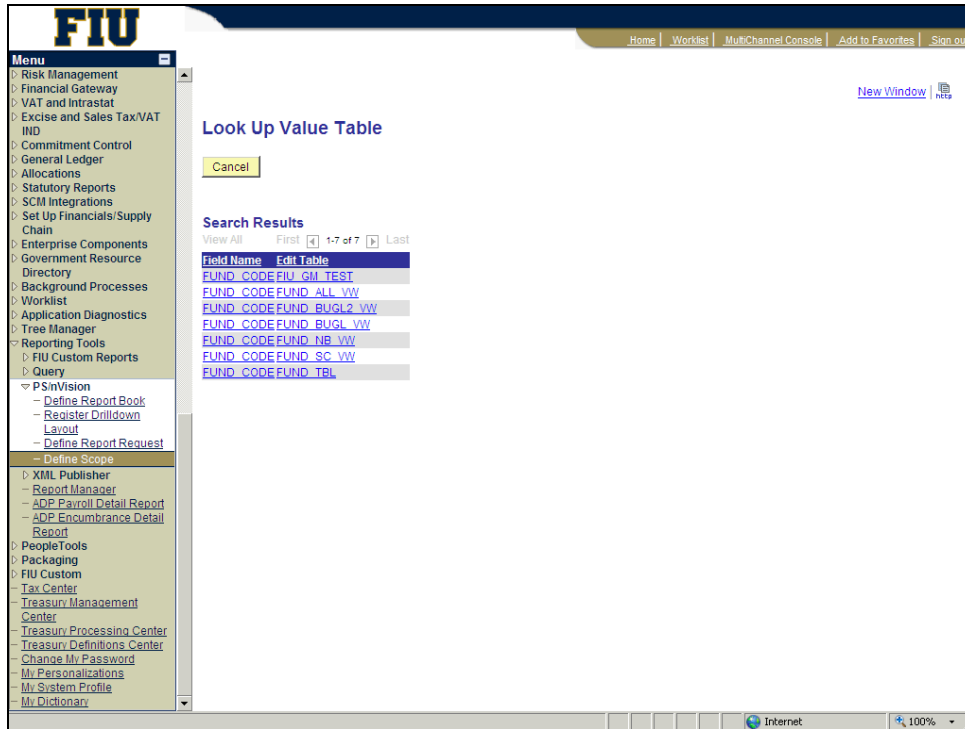
Step	Action
16.	Click the <b>Selected Detail Values</b> list item. <input data-bbox="370 1100 673 1125" type="text" value="Selected Detail Values"/>

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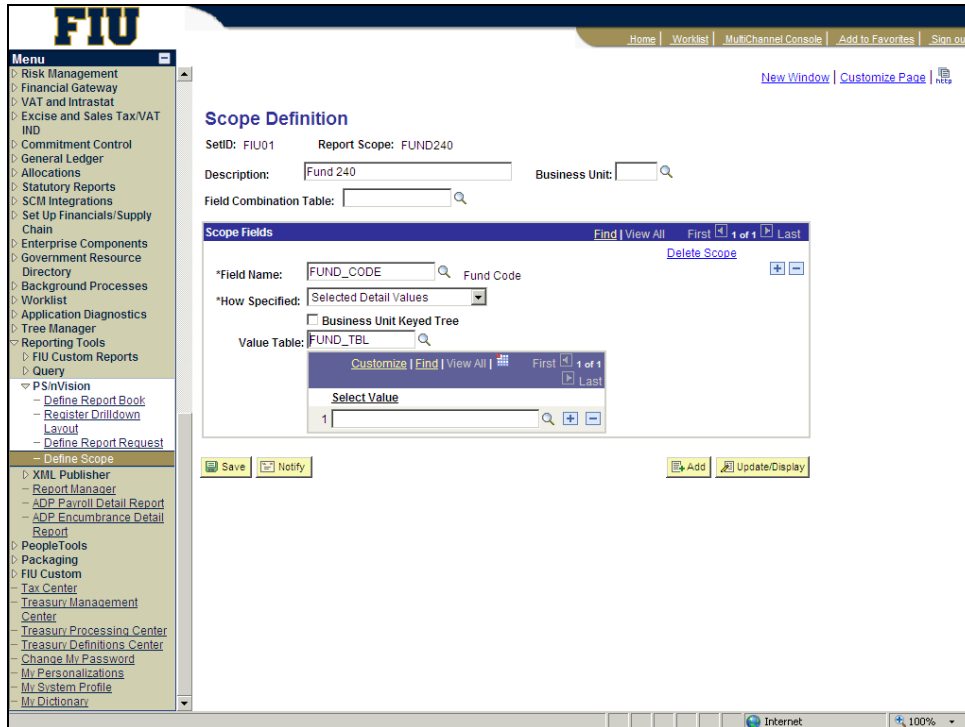
Step	Action
17.	Click the <b>Look up Value Table (Alt+5)</b> button. 




Step	Action
18.	Click an entry in the <b>Edit Table</b> column. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">FUND_TBL</div>

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## PS FIN General Ledger: Creating nVision Scopes



Step	Action
19.	Click the <b>Select Value</b> button. 



**Look Up Select Value**

SetID: FIU01

Fund Code: begins with

Budgetary Only

Look Up Clear Cancel Basic Lookup

**Search Results**

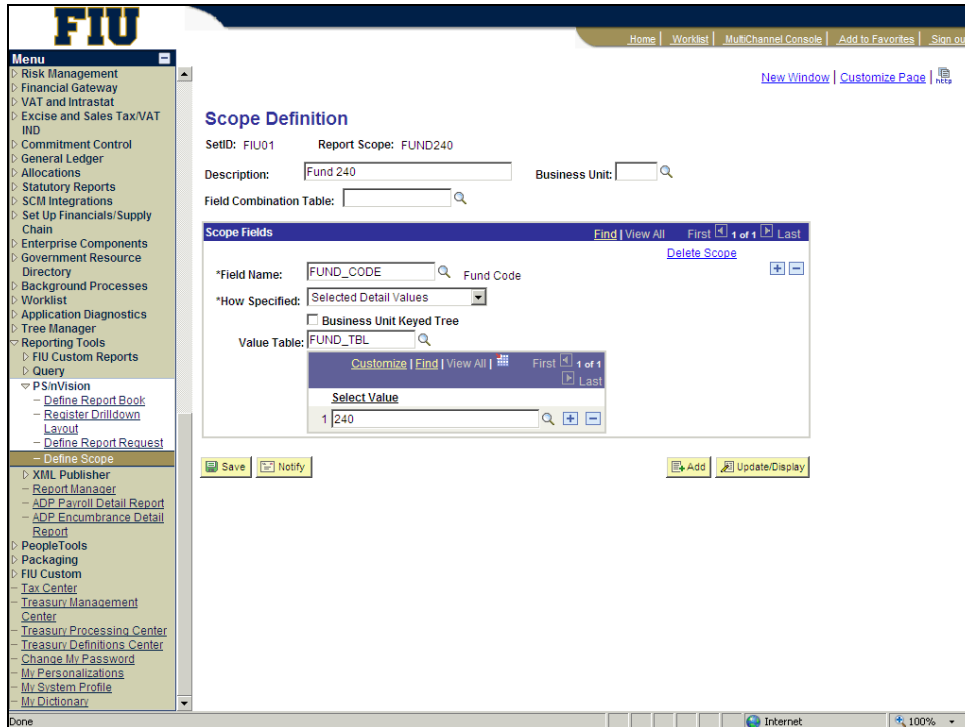
View All First 1-100 of 100 Last



Fund Code	Description	Budgetary Only
064	Building Fee Fund	N
071	Capital Improvement Fee Fund	N
210	General Revenue	N
211	Carry Forward	N
212	General Revenue Strategic Init	N
220	Educational Enhancement	N
230	Student Fee Trust Fund	N
231	COM-Student Fee Trust Fund	N
240	E&G Medical School	N
241	COM - Carry Forward	N
250	Revolving Fund	N
331	Auxiliary Enterprises	N
333	Housing Fund	N
334	Parking Fund	N
335	Continuing Education	N
339	Auxiliary Construction	N
411	Athletics	N
412	Athletics Stadium Financing	N
441	University Wide Pooled Activit	N
451	Student Government (A&S)	N
452	A&S Support	N
461	Concession Fund	N
471	Scholarship - Unrestricted	N
472	Scholarship - Restricted	N
479	Scholarship - Agency	N

Step	Action
20.	Click an entry in the <b>Description</b> column. <a href="#">E&amp;G Medical School</a>

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Step	Action
21.	Click the <b>Save</b> button. 
22.	Click the <b>Home</b> link. 
23.	Congratulations. You have successfully Created nVision Scopes. <b>End of Procedure.</b>