

PantherSoft Financials 9.0

Financial Reporting and Budgeting



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- Trouble logging in?
- Which Browser can I use?
- FAQs
- Need additional training guides?



All Flow Charts, Business Processes, and UPKs (User Productivity Kit) can be found for all modules at:

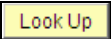


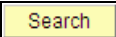

panthersoft.fiu.edu/financials

Contact psfin@fiu.edu for further assistance. For additional information, please continue to visit this website and panthersoft.fiu.edu/financials

Using Commitment Control



Inquiring on Budget Overview Parent Ledger

1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 
3.	Click the Review Budget Activities link. 
4.	Click the Budgets Overview link. 
5.	Click the Add a New Value tab. 
6.	Enter the desired information into the Inquiry Name field. Enter a valid value e.g. " CC_PRD ". For Contracts and Grants: " CC_PRP " for Project IDs
7.	Click the Add button. 
8.	Enter " From and To " period. For Contracts and Grants: This field is not applicable
9.	Enter the desired information into the Description field. Enter a valid value e.g. " CC Parent Ledger ".
10.	Click the Look up Ledger Group (Alt+5) button. 
11.	Click an entry in the Description column. For Contracts and Grants: " CC_PRP " for Project Projects 
12.	Enter the desired information into the ChartField From Value field. Enter a valid value e.g. " 144000102 ".
13.	Click the ChartField To button. 
14.	Enter the desired information into the Department field. Enter a valid value e.g. " 144000102 ".

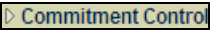
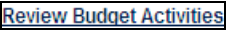



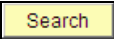




15.	Click the Look Up button. 
16.	Click an entry in the Description column. 
17.	Click the Save button. 
18.	Click the Search button. 
19.	The Budget Balance equals: -The original budget minus(-) expenses, encumbrance and pre-encumbrance +/- net transfers
20.	For cash based departments IDs (Agency dept Ids). Associated Revenue: corresponds to the cash balance.
21.	Available Budget equals: Budget Balance plus (+) Associate Revenue
22.	Click the Home link. 
23.	Congratulations. You have successfully Inquired on a Budget Overview from the Parent Ledger. End of Procedure.





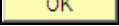


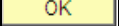

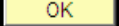

Inquiring on Budget Overview Child Ledger

1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 
3.	Click the Review Budget Activities link. 
4.	Click the Budgets Overview link. 
5.	Click the Add a New Value tab. 
6.	Enter the desired information into the Inquiry Name field. Enter a valid value e.g. " CC_DEP ". For Contracts and Grants: " CC_PG " for Project IDs
7.	Click the Add button. 
8.	Enter the desired information into the Description field. Enter a valid value e.g. " CC Child Ledger ".
9.	Click the Look up Ledger Group (Alt+5) button. 
10.	Click an entry in the Description column. 
11.	Enter the desired information into the From Budget Period field. Enter a valid value e.g. " 2010 ".
12.	Enter the desired information into the To Budget Period field. Enter a valid value e.g. " 2010 ".
13.	Enter the desired information into the ChartField From Value field. Enter a valid value e.g. " 144000102 ".
14.	Click the ChartField To button. 
15.	Enter the desired information into the Department field. Enter a valid value e.g. " 144000102 ".
16.	Click the Look Up button. 
17.	Click an entry in the Description column. 
18.	Click the Save button. 

19.	Click the Search button. 
20.	Ledger Totals: Total budget, expenses, encumbrance, pre- encumbrance and available balance for the inquired department ID.
21.	Budget Overview Results: This section is based on detail amounts by budgetary (roll up) accounts.
22.	<u>Hyperlinks:</u> Clicking on one of these hyperlink amounts will display the detail amounts by transaction lines.
23.	Click the Home link. 
24.	Congratulations. You have successfully Inquired on a Budget Overview on a Child Ledger. End of Procedure.

Inquiring Budget Details

1.	Click the Commitment Control link. 
2.	Click the Review Budget Activities link. 
3.	Click the Budget Details link. 
4.	Click the Look up Ledger Group (Alt+5) button. 
5.	Click an entry in the Description column. For Contracts and Grants: CC_PRP for Projects or CC_PRD for Dept IDs 
6.	You can also enter a budgetary (roll up) account number if you desire to acquire details on a specific type of expenditures. In that case, you will need to select the child ledger (CC_DEP) in Ledger Group . For Contracts and Grants: You can enter 'Department or Project ID' in this field: CC_PG (child), CC_PRP (parent) for projects. Let's continue: Enter the desired information into the Department field. Enter a valid value e.g. "144000102" .
7.	Enter the desired information into the Budget Period field. Enter a valid value e.g. "2009" . For Contracts and Grants: this field is not applicable
8.	Click the Search button. 
9.	You can change the Max Rows number of rows for the inquiry.
10.	Click the Drill to Ledger button. 
11.	Click the Show all columns button. 
12.	Click the Drill Down button. 
13.	Click the Show all columns button. 

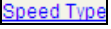
14.	Click the scrollbar to see the entire page.
15.	Click the Show Journal Detail button. 
16.	Click the Budget Lines tab. 
17.	Click the Budget Errors tab. 
18.	Click the Close button. 
19.	Click the OK button. 
20.	Click the Drill to Activity Log button. 
21.	Click the scrollbar to view the entire page.
22.	Click the Drill Down button. 
23.	Click the OK button. 
24.	Click the Attributes link. 
25.	Click the OK button. 
26.	Click the Home link. 
27.	Congratulations. You have successfully Inquired Budget Details. End of Procedure.

Inquiring Budget Exceptions

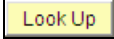


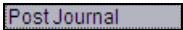
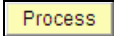
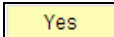

1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 
3.	Click the Review Budget Activities link. 
4.	Click the Budget Details link. 
5.	Enter the desired information into the Ledger Group field. Enter a valid value e.g. " cc_prd ".
6.	Enter the desired information into the Department field. Enter a valid value e.g. " 144000102 ".
7.	Enter the desired information into the Budget Period field. Enter a valid value e.g. " 2010 ".
8.	Click the Search button. 
9.	Click the Budget Exceptions link. 
10.	Click the Vertical scrollbar.
11.	Click the Warning list item. 
12.	Click the Save button. 
13.	Click the Search button. 
14.	Click the Show all columns button. 
15.	Click the Transfer button. 
16.	Click the Close button. 
17.	Click the Home link. 
18.	Congratulations. You have successfully Inquired Budget Exceptions. End of Procedure.

Managing Budget Exceptions

Creating a Budget Transfer





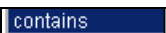
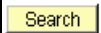


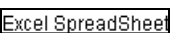
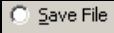
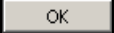
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2.	Click the Commitment Control link. 
3.	Click the Budget Journals link. 
4.	Click the Enter Budget Transfer link. 
5.	Click the Add button. 
6.	Click the Look up Ledger Group (Alt+5) button. 
7.	Click an entry in the Ledger Group column. 
8.	Transfer Adjustment: they are temporary and are only valid for the current Fiscal Year (FY). Transfer Original: they are recurring and will be taken under consideration in the subsequent years.
9.	Click the Parent Budget Entry Type list. 
10.	Click the Transfer Adjustment list item. 
11.	Enter the desired information into the Long Description field. Enter a valid value e.g. " Budget transfer to clear deficit. Your Name Here. ". Always make sure that you type in your name along with the description in this field. This will help identify the initiator of the budget transfer. e
12.	Click the Budget Lines tab. 
13.	Enter the desired information into the Budget Period field. Enter a valid value e.g. " 2010 ".
14.	Click an entry in the Speed Type column. 
15.	Click the Find link. 
16.	Click the Pop-up blocked. To see this pop-up or additional options click button.

17.	Click the Temporarily Allow Scripted Windows menu. 
18.	Click the Find link. 
19.	Enter the desired information into the field. Enter a valid value e.g. " 212003999 ".
20.	Click the OK button. 
21.	Click the SpeedType Flag option. <input type="checkbox"/>
22.	Click the OK button. 
23.	Click the Account button. 
24.	Enter the desired information into the Account field. Enter a valid value e.g. " e ".
25.	Click the Look Up button. 
26.	Click an entry in the Description column. 
27.	Click the Horizontal scrollbar.
28.	Enter the desired information into the Amount field. Enter a valid value e.g. " -5000 ". This field should contain the budget amount that will be transferred out of the given department.
29.	Click the Horizontal scrollbar.
30.	Click the Insert Lines button. This button will add the entered number of new budget lines. 
31.	Click an entry in the Speed Type column. 
32.	Click the Find link. 
33.	Enter the desired information into the field. Enter a valid value e.g. " 212000103 ".
34.	Click the OK button. 
35.	Click the SpeedType Flag option. <input type="checkbox"/>
36.	Click the OK button. 





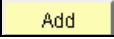



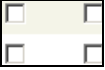
37.	Click the Account button. 
38.	Enter the desired information into the Account field. Enter a valid value e.g. "e".
39.	Click the Look Up button. 
40.	Click an entry in the Description column. 
41.	Click the Horizontal scrollbar.
42.	Enter the desired information into the Amount field. Enter a valid value e.g. "5000". Enter the amount that will be transferred to this department.
43.	Click the Horizontal scrollbar.
44.	
45.	Click the Save button. 
46.	Click the Process list. 
47.	Click the Post Journal list item. 
48.	Click the Process button. 
49.	Click the Yes button. 
50.	Click the Home link. 
51.	Congratulations. You have successfully Created a Budget Transfer. End of Procedure.



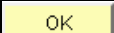
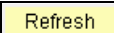

Reporting

Running Queries


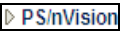


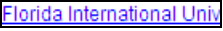
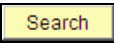

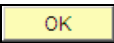



1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the Query link. 
4.	Click the Query Viewer link. 
5.	If you know the query name, you may enter it here; otherwise, you may perform an advanced search. Note: the list of available queries is available in the following web site http://finance.fiu.edu/ofp
6.	Click the Advanced Search link. 
7.	Select the Contains option in the Description drop down menu. 
8.	Enter the desired information into the Description: field. Enter a valid value e.g. " Lookup ".
9.	Click the Search button. 
10.	Click the HTML link. 
11.	Enter the desired information into the field. Enter a valid value e.g. " 144000103 ". Note: some queries do not prompt you for information.
12.	Click the View Results button. 
13.	Click the Excel SpreadSheet link to download the query results to excel (make sure your pop-up blocker is disabled). 
14.	Click the Save File option. 
15.	Click the OK button. 
16.	Click the Home link.
17.	Congratulations. You have successfully ran a Query. End of Procedure.

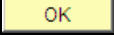


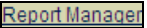

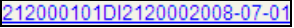


Running Budget Status Reports

1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 
3.	Click the Budget Reports link. 
4.	Click the Budget Status link. 
5.	Click the Add a New Value link. 
6.	Enter the desired information into the Run Control ID: field. Enter a valid value e.g. " Budget_status ". Notice: Spaces are not allowed in the Run Control ID field, instead use "_" .
7.	Click the Add button. 
8.	Click the Look up Ledger Group (Alt+5) graphic. 
9.	Click the CC_PRD link. CC_PRD: To obtain the total remaining balance for a Dept ID. CC_DEP: To obtain subtotals by account roll-ups for a Dept ID. CC_PRP: To obtain the total remaining balance for a Project ID. CC_PG: To obtain subtotals by account roll-ups for a Project ID. 
10.	Click the Refresh button. 
11.	Click the Checkbox options for Account, Department and/or Project. 
12.	Enter the desired information into the From Value field. Enter a valid value e.g. " 144000102 ".
13.	Enter the desired information into the To Value field. Enter a valid value e.g. " 144000102 ".
14.	Enter the desired information into the From Value field. Enter a valid value e.g. " 2009 ". Note: Not Applicable for projects.
15.	Enter the desired information into the To Value field. Enter a valid value e.g. " 2009 ". Note: Not applicable for projects.

16.	Click the Run button. 
17.	Click the Format list and select PDF to display the report as a .pdf You may select CSV to display the report as a Microsoft Excel file instead. 
18.	Click the OK button. 
19.	Click the Process Monitor link. Process Monitor
20.	Click the Refresh button. 
21.	Click the Go back to Budget Status link. Go back to Budget Status
22.	Click the Report Manager link. Report Manager
23.	Click the Administration link. Administration
24.	Click the Budget Status Report link. Budget Status Report
25.	Click the Save button.
26.	Click the Save button. 
27.	Click the Home link.
28.	Congratulations. You have successfully ran a Budget Status Report. End of Procedure.




Running nVision Reports

1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the PS/nVision link. 
4.	Click the Define Report Request link. 
5.	Click the Look up Business Unit (Alt+5) button. 
6.	Click an entry in the Description column. 
7.	Enter the desired information into the Report ID field. Enter a valid value e.g. " DI212000 ". Examples are: XA=Auxiliary Summary Report DI=E & G Summary Report
8.	For Executive Level Reports, examples are: DS = Executive Summary – Department (All expense categories) ES = Executive Summary - Department (Salaries) EO = Executive Summary – Department (OPS) EE = Executive Summary – Department (Expenses) EC = Executive Summary – Department (OCO)
9.	Click the Search button. 
10.	Click the Scope and Delivery Templates link. 
11.	You may enter any Dept Id or Scope ID you desire. Enter the following information into the Report Scope field. Enter a valid value e.g. " 212000101 ".
12.	Click the OK button. 
13.	Click the Save button. 
14.	Click the Run Current Report Request button. 
15.	Select Server Name : Click the PSNT list item. 

16.	Click the OK button. 
17.	Click the Process Monitor link. 
18.	Click the Refresh button. 
19.	Click the Report Manager link. 
20.	Click the Administration tab. 
21.	Press the [Ctrl] key and click an entry in the Description column. 
22.	Click the Open button. 
23.	Click the Enable Macros button.
24.	Click the Vertical scrollbar.
25.	Click the Home link. 
26.	Congratulations. You have successfully ran an nVision Report. End of Procedure.

Creating nVision Scopes

1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the PS/nVision link. 
4.	Click the Define Scope link. 
5.	Click the Add a New Value tab. 
6.	Click the Look up SetID (Alt+5) button. 
7.	Click an entry in the Description column. 
8.	Enter the desired information into the Report Scope field. Enter a valid value e.g. " FUND240 ".
9.	Click the Add button. 
10.	Enter the desired information into the Description field. Enter a valid value e.g. " Fund 240 ".
11.	Click the Look up Field Name (Alt+5) button. 
12.	Enter the desired information into the Field Name field. Enter a valid value e.g. " FUND_CODE ".
13.	Click the Look Up button. 
14.	Click an entry in the Field Name column. 
15.	Click the How Specified list. 
16.	Click the Selected Detail Values list item. 
17.	Click the Look up Value Table (Alt+5) button. 
18.	Click an entry in the Edit Table column. 
19.	Click the Select Value button. 

20.	Click an entry in the Description column. 
21.	Click the Save button. 
22.	Click the Home link. 
23.	Congratulations. You have successfully Created nVision Scopes. End of Procedure.