



Financials Reporting FIN02

PeopleSoft 8.4



Fall 2005

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Overview

This course describes and illustrates how to use the powerful reporting capabilities within the PeopleSoft Financials system.

Since July 1, 2004 Florida International University has been using the reports within PeopleSoft to meet your informational needs. This document is meant to help you throughout this change.

Objectives

By the end of this course, you will be able to:

- Understand the Delivered Financials Reports
- Generate a Report On Demand (ad-hoc) using Specific Criteria
- Locate the folder where your reports will be delivered
- Retrieve and work with the delivered reports from Peoplesoft FIU Month-End Reports Page
- Run a Query using Query Viewer
- Use Peoplesoft Inquiry Tools to gather data

Business Notes

Project leaders must review and reconcile their ledgers each month to verify the validity of charges made to their department and projects.

The PeopleSoft Financials system has a number of controls to prevent the erroneous posting of a transaction. However, there are circumstances under which a charge could erroneously be posted to the wrong account. When this happens, the only way to detect the error is by reviewing the departmental ledgers. The reports introduced within this class should assist you in your investigation.

If you have questions regarding discrepancies in your ledger, contact the Controller's Office within 30 days. Invalid or incorrect charges not reported within this time cannot be corrected.

Chapter 1 – Understanding nVision Reports at FIU

The intention of this chapter is to give you a preview of the available reports as well as a description of their contents.

The following summary month-end reports will be delivered to you electronically via **FIU MONTH-END REPORTS** each month within the PeopleSoft system.

- **Summary Reports by Account** - Summary Reports provide a summary by Account for one specific Department ID or Project ID.
 - Department (i.e. E & G) Summary Report
 - Project Summary Report
 - Auxiliary Summary Report
 - Agency Summary Report
 - Construction Summary Report

The following types of reports will be available for you to run at your convenience.

- **Detailed Transaction Report for a Department/Project** - The transactional report not only provides the amounts that comprise the figures within the summary reports, but also important transaction information from modules outside of the General Ledger, including Purchasing and Accounts Payables.
 - Transaction Details for a Department
 - Transaction Details for a Project
- **Executive Summary Reports** - Summary Reports provide a summary by Account for multiple Department IDs or Project IDs.
 - Department Executive Summary (All expense categories)
 - Department Executive Summary (Salaries)
 - Department Executive Summary (OPS)
 - Department Executive Summary (Expenses)
 - Department Executive Summary (OCO)
 - Project Executive Summary
- **Budget Summary Reports** - The Budget summary reports provide additional detail behind the budgetary activity for a department/project or multiple departments/projects.
 - Executive Budget Summary

Summary Reports

Summary Report for Departments (i.e. E & G)

NOTE: Invalid or incorrect charges must be reported within 30 days to GLMAINT@FIU.EDU

Request Name: DI212000
Report Title: DI ENGDEAN
Roll Up Level Name or Department: 212000101
Roll Up/Department Description: ENGINEERING&APPLIED SCI DEAN'S
As of Date: 2005-08-20

	Annual Adjusted Budget	Pre Enc	YTD		Balance Available	Includes Certified Forward	
			Encumbrance	Expenses - KK		Current Mth Actuals	YTD Actuals *
PERMANENT SALARIES AND WAGES							
771000 Permanent Salaries	48,462	0	0	0		0	0
771141 Salaries - A&P	0	0	0	718		0	2,155
771701 State Retirement	0	0	0	75		0	225
771901 State Health -Employer	0	0	0	0		0	161
771902 State Life - Employer	0	0	0	0		0	3
Subtotal	48,462	0	0	793	47,669	0	2,544
OPS PAYROLL							
771500 Other Personnel Services	60,000	0	0	0		0	0
771501 Clerical Labor	0	0	0	5,569		4,190	7,569
771505 OPS Graduate Assistants	0	0	0	5,558		1,833	5,498
771509 OPS College work Study Matchin	0	0	0	106		0	106
Subtotal	60,000	0	0	11,232	48,768	6,022	13,173
OTHER OPERATING EXPENSES							
Subtotal	291,416	63	19,673	29,763	241,917	12,894	46,079
OTHER CAPITAL OUTLAY							
Subtotal	126,500	0	1,753	1,033	123,714	0	1,033
GRAND TOTAL EXPENSES	526,378	63	21,426	42,821	462,068	18,916	62,828

*Note: The difference between YTD Actuals and YTD Expenses - KK is Certified Forward and transactions that have not yet been posted to General Ledger (GL)

Activity Information
(see table below for Column Descriptions)

Department ID

Account Information

Column Name	Column Description
Annual Adjusted Budget	Original Budget Allocations, plus adjustments to original budgets (i.e. Salary Adjustments)
Pre Encumbrance	Purchase Requisition Allocations Activity entered Year to Date
Encumbrance	Purchase Order Allocations, Travel Authorizations, and Salary Encumbrance activity entered Year to Date.
Expenses- KK	Vouchers, ID Transfers, Journals and other expense allocations from the Year to Date to be posted to Ledger KK.
Balance Available (Calculated Field)	The Total Available Balance. This value is calculated by the following formula: $Balance\ Available = Budget - (Expenses-KK + Encumbrance + Pre\ Enc)$
Current Mth Actuals	Vouchers, ID Transfers, Journals and other expense allocations from the <u>Current Month</u> to be posted to the Actuals Ledger.
YTD Actuals	Vouchers, ID Transfers, Journals and other expense allocations from the <u>Year To Date</u> to be posted to the Actuals Ledger.

Summary Report for Departments (i.e. E & G) Continued...

		Annual					Annual Adjusted Budget	YTD			Balance Available
		From Budget Offices	Transfer Original	From Budget	Transfer Adjustment			Pre Enc	Encumbrance	Expenses - KK	
Annual Perm Budget	Permanent/Original Budgets	Perm Transf	Temporary A	Temp Transfer							
PERMANENT SALARIES AND WAGES											
771000	Permanent Salaries	48,462	48,462	0	0	0	48,462	0	0	0	
771141	Salaries - A&P	0	0	0	0	0	0	0	0	718	
771701	State Retirement	0	0	0	0	0	0	0	0	75	
771901	State Health - Employer	0	0	0	0	0	0	0	0	0	
771902	State Life - Employer	0	0	0	0	0	0	0	0	0	
Subtotal		48,462	48,462	0	0	0	48,462	0	0	793	
OPS PAYROLL											
771500	Other Personnel Services	60,000	60,000	0	0	0	60,000	0	0	0	
771501	Clerical Labor	0	0	0	0	0	0	0	0	5,569	
771505	OPS Graduate Assistants	0	0	0	0	0	0	0	0	5,558	
771509	OPS College Work Study Matchin	0	0	0	0	0	0	0	0	106	
Subtotal		60,000	60,000	0	0	0	60,000	0	0	11,232	
OTHER OPERATING EXPENSES											
Subtotal		299,388	299,388	0	0	(7,972)	291,416	63	19,673	29,763	
OTHER CAPITAL OUTLAY											
Subtotal		151,500	151,500	0	0	(25,000)	126,500	0	1,753	1,033	
GRAND TOTAL EXPENSES											
		559,350	559,350	0	0	(32,972)	526,378	63	21,426	42,821	

* Note: The difference between YTD Actuals and YTD Expenses - KK is Certified Personnel Loan granted to General Ledger (GL)

Column Name	Column Description
Annual Perm Budget	Original budget allocation reflecting all permanent allocations
(BO) Permanent/Original Budgets	Permanent Budget Office allocation
Permanent Transfer Budgets	Permanent <i>budget transfer</i> allocation
(BO) Temporary Adjusted Budgets	Temporary Budget Office allocation
Temporary Transfer Budgets	Temporary <i>budget transfer</i> allocation
Annual Adjusted Budget	Current budget reflecting all permanent and temporary transfers

Project Summary Report

This report layout is consistent with the Department Summary with the exception that the activity is Life to Date instead of Year to Date. In addition, the Project Summary Report contains more Account categorizations than the Departmental Summary.

Request Name: IPDIETET		Report Title: IP Proj by A DIETETICS									
Roll Up/Project/Grant Name: 243100501		Roll Up/Project/Grant Description: HCOP 93.822 HEATH SCI RECRUITM									
Manager: FIU01		Manager: FIU01									
As of Date: 2004-07-31		As of Date: 2004-07-31									
Start/End Dates: FIU01		Start/End Dates: FIU01									
		Budget	Current Mth Actuals	Jun, 2004	July, 2004	LTD Actuals	Encumbrance	Pre Enc	Balance Available		
Revenues											
Total	Operating Revenues	0	38,813	200,155	38,813	238,969	0	0			
Budget for FedDemo	Rollup Grants exc O/H	0	0	0	0	0	0	0			
Permanent Salaries											
771000	Permanent Salaries	179,070	0	0	0	0	0	0			
771121	Salaries - Faculty 12 Month	0	4,025	92,345	4,025	96,371	0	0			
771123	Salaries - Faculty Summer	0	2,421	21,103	2,421	23,523	0	0			
771611	Social Security Matching	0	478	8,436	478	8,914	0	0			
771701	State Retirement	0	420	9,694	420	10,114	0	0			
771704	DRDP DP Plan	0	22	1,922	22						
771801	Pretax Administrative Assessme	0	16		277	16					
771901	State Health - Employer	0	590	11,531	590						
771902	State Life - Employer	0	3	195	3						
Subtotal	Permanent Salaries	179,070	8,179	146,104	8,179	154,283	0	0			24,787
OPS Payroll & Professional Fees											
OPS Payroll											
Subtotal	Temporary Salaries	101,689	1,345	37,239	1,345	38,584	0	0			
Professional Fees											
Subtotal											
Subtotal OPS Payroll & Professional Fees		101,689	1,345			38,584	0	0			63,105
Other Operating Expenses											
Subtotal	Construction Services	40,049	126	7,345	126	8,071	0	0			31,979
Subtotal Operating Expenses (for FedDemo)		320,808	9,649			200,337	0	0			119,871
Other Capital Outlay											
Subtotal	Other Capital Outlay	1,723	0	4,078	0	4,078	0	0			(2,356)
Overhead											
Subtotal	Transfers Out Within Univ	25,802	0	14,006	0	14,006	0	0			11,796
Total		348,333	9,649			219,021	0	0			129,312

Project Life to Date (LTD) Values

Prior Period Activity

Summary Report for Auxiliary Departments

NOTE: Invalid or incorrect charges not reported within 30 days cannot be corrected.		Request Name: AXHOUSIM		Report Title: AXHOUSIMDept Sum by Acct					
		Roll Up/Department Name: 152700604		Roll Up/Department Description: HOUSING CENTRAL OFFICE					
				As of Date: 2004-05-06					
		Revenue Budget	Expense Control Budget	Period 11 Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available	
FUND BALANCE		0							
TOTAL FUND BALANCE		0	0	0	0	0	0	0	
RECEIPTS/REVENUES									
613000	STUDENT TUITION AND FEES	1,000,000	0	0	0	0	0		
	Fees	1,000,000	0	0	0	0	0		
	Miscellaneous Receipts	0							
662000	INTEREST ON LOANS RECEIVABLE	1,000,000	0	0	0	0	0		
	Interest on Loans Receivable	1,000,000	0	0	0	0	0		
	Penalties	0							
	Sales of Goods/Services to State & Non-State	0							
	Sales of Goods/ S&S Aux Enterprises - State	2,000,000	0	0	0	0	0		
	Rent	0	0	0	34,202	0	0		
619000	Other Operating Revenues	1,000,000	0	0	0	0	0		
679100	Other Oper. Rev - Aux Enterpri	1,000,000	0	0	0	0	0		
679114	Late Fees	0	0	0	(875)	234	0		
679115	Commissions	0	0	0	3,010	0	234		
	Other Operating	2,000,000	0	0	2,135	0	0		
TOTAL RECEIPTS/REVENUES		6,000,000	0	0	36,337	468	566	5,962,629	
Transfers-In									
Transfers-In - Intra Fund									
657001	Transfers In - Within Universi	0	0	0	(5,000)	0	0		
Subtotal Transfers In - Property Transfers In		0	0	0	(5,000)	0	0		
Transfers-In - Inter Fund									
Subtotal Transfers-In - Inter Fund		0							
TOTAL FUND BALANCE AVAILAB		6,000,000	0	0	31,337	468	566	5,962,629	
OPERATING EXPENDITURES									
Salaries and Wages									
Subtotal Sala Permanent Salaries			1,000,000	0	232,496	0	0	767,504	
Other Personnel Services									
Subtotal Other Temporary Salaries			1,000,000	0	9,352	0	0	990,648	
Expenses									
Subtotal Expe Contractual Expenses			1,000,000	0	48,176	0	0	951,824	
Operating Capital Outlay									
Subtotal Oper Other Capital Outlay			0	0	25,624	0	0	(25,624)	
Debt Service									
Subtotal Debt Service								0	
Risk Management									
Subtotal Risk Management								0	
TOTAL OPERATING EXPENDITURES		0	3,000,000	0	315,648	0	0	2,684,352	
NON-OPERATING/OTHER									
Transfer Overhead @ 4%		0						0	
Subtotal Transfer Overhead @ 4%		0						0	
Transfers Out - Intra Fund									
Subtotal Transfers Out - Intra Fund		0						0	
Transfers Out - Inter Fund									
Subtotal Transfers Out - Inter Fund		0						0	
TOTAL NON-OPERATING/OTHER		0	0	0	0	0	0	0	
TOTAL EXPENDITURES		0	3,000,000	0	315,648	0	0	2,684,352	
ENDING FUND BALANCE		6,000,000	(3,000,000)	0	(284,311)				

Summary Report for Agency Departments

Charges not reported within 30 days cannot be corrected.		Request Name: AGENGDEA							
		Report Title: AGENGDEADept Sum by Acct							
		Roll Up/Department Name: 212000701							
		Roll Up/Department Description: DR. K. JONES, CONFERENCE ACCT.							
		As of Date: 2004-05-04							
		Revenue Budget	Expense Budget	Control Budget	Period 11 Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available
Revenues									
600000	Revenue Rollup	20,000	0	20,000	0	0	0	0	
Total	Revenues	20,000	0	20,000	0	0	0	0	20,000
Expenses									
711011	Postage	0	0	0	1,002	1,002	3,443	2,332	
711113	Utilities - Water & Sewer	0	0	0	1,000	3,000	1,500	500	
Total	Expenses	0	0	0	2,002	4,002	4,943	2,832	11,777
Net Revenue and Expenses		20,000	0	20,000	2,002	4,002	4,943	2,832	31,777

Detailed Transaction Report

To complement the summary report, a report containing detailed transaction information for each Department/Project will be available.

This same data can also be obtained using the **FIU_GL_TRANDATA_BYDATE** query shown in chapter 5.

Transaction Detail														Transf	Transf
Bus Unit	Account	Alt Acct	Dept	Project	Fund	Program	Monetary	Budget	Budget Type	Actuals	Encumbrance	Pre-Encumbrance	Source	Jnl ID	Jnl Date
FIU01	711000		1104000001	210	61		-1,000,000.00	-1,000,000.00	Original	0.00	0.00	0.00	BUD	0000000002	2004-03-29
FIU01	711000		1104000001	657	61		-100,000.00	-100,000.00	Original	0.00	0.00	0.00	BUD	0000000004	2004-03-29
FIU01	711401	71100	1104000001	657	61		1,530.00	0.00		0.00	0.00	1,530.00	REQ - PRE	0000000539	2004-03-30
FIU01	711401	71100	1104000001	657	61		1,530.00	0.00		0.00	0.00	1,530.00	REQ - PRE	0000000548	2004-03-31
FIU01	711401	71100	1104000001	657	61		5,000.00	0.00		0.00	5,000.00	0.00	PO - ENC	0000000549	2004-03-31
FIU01	711401	71100	1104000001	657	61		-1,530.00	0.00		0.00	0.00	-1,530.00	PO - PRE	0000000566	2004-03-31
FIU01	711401	71100	1104000001	657	61		1,530.00	0.00		0.00	1,530.00	0.00	PO - ENC	0000000566	2004-03-31
FIU01	711401	71100	1104000001	657	61		-1,530.00	0.00		0.00	0.00	-1,530.00	PO - PRE	0000000566	2004-03-31
FIU01	711405	71100	1104000001	657	61		704.00	0.00		0.00	0.00	704.00	REQ - PRE	0000000538	2004-03-30
FIU01	711405	71100	1104000001	657	61		1,150.00	0.00		0.00	0.00	1,150.00	REQ - PRE	0000000538	2004-03-30
FIU01	711405	71100	1104000001	657	61		704.00	0.00		0.00	704.00	0.00	PO - ENC	0000000565	2004-03-31
FIU01	711405	71100	1104000001	657	61		1,150.00	0.00		0.00	0.00	1,150.00	PO - ENC	0000000565	2004-03-31
FIU01	711405	71100	1104000001	657	61		-704.00	0.00		0.00	0.00	-704.00	PO - PRE	0000000565	2004-03-31
FIU01	711405	71100	1104000001	657	61		-1,150.00	0.00		0.00	0.00	-1,150.00	PO - PRE	0000000565	2004-03-31
FIU01	711453	71100	1104000001	657	61		-1,000.00	0.00		0.00	-1,000.00	0.00	AP - ENC	0000000552	2004-03-31
FIU01	772101	77200	1104000001	657	61		-1,000.00	0.00		0.00	-1,000.00	0.00	AP - ENC	0000000552	2004-03-31
FIU01	7721H3	77200	1104000001	657	61		-2,000.00	0.00		0.00	-2,000.00	0.00	AP - ENC	0000000556	2004-03-31
FIU01	772201	77200	1104000001	657	61		-3.00	0.00		0.00	-3.00	0.00	AP - ENC	0000000557	2004-03-31
FIU01	772204	77200	1104000001	657	61		-2.00	0.00		0.00	-2.00	0.00	AP - ENC	0000000557	2004-03-31
FIU01	773208	77300	1104000001	657	61		-50.00	0.00		0.00	-50.00	0.00	AP - ENC	0000000576	2004-03-31
FIU01	773208	77300	1104000001	657	61		50.00	0.00		0.00	0.00	50.00	REQ - PRE	0000000530	2004-03-30
FIU01	773208	77300	1104000001	657	61		50.00	0.00		0.00	50.00	0.00	PO - ENC	0000000561	2004-03-31
FIU01	773208	77300	1104000001	657	61		-50.00	0.00		0.00	0.00	-50.00	PO - PRE	0000000561	2004-03-31
Total							-1,095,621.00	-1,100,000.00		0.00	4,379.00	0.00			

Youch	Vendor Name/ Header	Invoice # /Hdr	Check #	Check Dt	Chck Amt	Youch er Line	Youch er Distrib Line	Gen Template Period	PG Line	PG Sched	PG Distrib	Req ID	Req Line	Req Sched Line	Req Distrib Line	Fisc al Year	Peric	Line Descr
					0.00	0			0	0		0	0	0	0	2004	9	Other Operating Exp
					0.00	0			0	0		0	0	0	0	2004	9	Other Operating Exp
	ACE LAWN MOWER SERVICE				0.00	0			0	0	0	0000000020	1	1	1	2004	9	REQ_PREENC
	ACE LAWN MOWER SERVICE				0.00	0			0	0	0	0000000021	1	1	1	2004	9	REQ_PREENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000023	1	1	1	0000000021	1	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000023	1	1	1	0000000021	1	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000030	1	1	1	0000000020	1	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000030	1	1	1	0000000020	1	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0	0	0	0000000019	2	1	1	2004	9	REQ_PREENC	
	ACE LAWN MOWER SERVICE				0.00	0		0	0	0	0000000019	1	1	1	2004	9	REQ_PREENC	
	ACE LAWN MOWER SERVICE				0.00	0		0000000029	2	1	1	0000000019	2	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000029	1	1	1	0000000019	1	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000029	2	1	1	0000000019	2	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000029	1	1	1	0000000019	1	1	1	2004	9	PO_POENC
00000047	DEVITT TOOL COMPANY INC	chk1	00000026	2004-04-12	0.00	2	1	0000000024	2	1	1	0	0	0	0	2004	9	Test Check Line 2
00000047	DEVITT TOOL COMPANY INC	chk1	00000026	2004-04-12	0.00	1	1	0000000024	1	1	1	0	0	0	0	2004	9	Test Check Line 1
00000049	DEVITT TOOL COMPANY INC	chk3	00000026	2004-04-12	0.00	1	1	0000000024	3	1	1	0	0	0	0	2004	9	Test Check Line 3
00000050	DEVITT TOOL COMPANY INC	chk4	00000026	2004-04-12	0.00	2	1	0000000025	2	1	1	0	0	0	0	2004	9	Test Check 2
00000050	DEVITT TOOL COMPANY INC	chk4	00000026	2004-04-12	0.00	1	1	0000000025	1	1	1	0	0	0	0	2004	9	Test Check 1
00000058	ACE LAWN MOWER SERVICE	hp pay out 1			0.00	1	1	0000000028	1	1	1	0	0	0	0	2004	9	supplies
	ACE LAWN MOWER SERVICE				0.00	0		0	0	0	0000000017	1	1	1	2004	9	REQ_PREENC	
	ACE LAWN MOWER SERVICE				0.00	0		0000000028	1	1	1	0000000017	1	1	1	2004	9	PO_POENC
	ACE LAWN MOWER SERVICE				0.00	0		0000000028	1	1	1	0000000017	1	1	1	2004	9	PO_POENC

This transactional report not only provides the amounts that comprise the figures within the summary reports, but also important transaction information from modules outside of the General Ledger, including Purchasing and Accounts Payables.

Detailed Transaction Report (cont'd.)

The Detailed transaction report contains many columns to identify each transaction for a department or project. Each row in the transaction report corresponds to an individual transaction. In total, the transactions summarized correspond to the balances displayed in the Individual and Executive Summary reports.

The Source field is an important field that you can use to identify the type of transaction.

Transaction Detail													
Dept	Project	Monetary	Account	Monetary	Amount	Source	Actuals	Encumbrance	Pre-Encumbrance	Budget	Budget Type	Vendor ID	Vendor Name
212000101		-350.00	711021	-350.00	00	JRNL - EXP	-350.00	0.00	0.00	0.00			
212000101		108.00	711211	108.00	00	TRV - EXP	108.00	0.00	0.00	0.00		1226391	Kang Yen
212000101		661.65	711211	661.65	55	TRV - EXP	661.65	0.00	0.00	0.00		1226391	Kang Yen
212000101		-100.00	711211	-100.00	00	EXP - ENC	0.00	-100.00	0.00	0.00		1401041	Zhu,Yimin
212000101		-50.00	711211	-50.00	00	EXP - ENC	0.00	-50.00	0.00	0.00		1401041	Zhu,Yimin
212000101		100.00	711211	100.00	00	EXP - ENC	0.00	100.00	0.00	0.00		1401041	Zhu,Yimin
212000101		769.65	711211	769.65	55	JRNL - EXP	769.65	0.00	0.00	0.00			
212000101		450.00	721301	450.00	00	REQ - PRE	0.00	0.00	450.00	0.00		00000051C	OCEAN OPTICS INC

The table below provides a description of the possible transaction sources.

Purchasing	
REQ-PRE	Requisition - Original Pre-Encumbrance (+200)
PO-PRE	Purchasing - Reverse Pre-Encumbrance from Req (-200)
PO-ENC	PO - Original Encumbrance (+200)
AP-ENC	Accounts Payable - Reverse Encumbrance from PO (-200)
Vouchers	
AP-EXP	Accounts Payable - Record Expense (+200)
General Ledger	
JRNL-EXP	Journals (i.e. ID transfers)
JRNL-ENC	Journals – Encumbrance (i.e. Payroll)
Travel Related	
TAR	Travel Authorization - Encumbrance
EXP-REPORT	Travel – Expense Report (i.e. P-cards)
EXP-DENC	Travel Authorization Encumbrance Reversal
Budget	
BUD	Budgetetary Activity (i.e. budget transfers)
Pro-Card	
EXP-REPORT	Pro-Card Expense Report

Executive Summary Reports

The Executive Summary reports are similar to the Summary reports except that they summarize activity for multiple departments or projects/grants. These reports can also be run on an ad-Hoc basis. Refer to Chapter 2 for instructions on running a report with specific criteria.

Department Executive Summary

Multiple Department IDs

Request Name:	SBEHGDEA	Report Title:	SBEHGDEAExec Sum by DT Dept	As of Date:	2004-05-04	Executive Area:	Dean's Office		
Department ID	Permanent Original Budget	Perm Transfer Budget (E&G sum)	Temporary Adj Budget	Temp Transfer Budget	Current Adjusted Budget	Actuals	Encumbrance	Pre Enc	Available Balance
Department Total	From Budget Office	Transfer Origins	From Budget Off	Transfer Adjustment					
212000101	ENGG & APPLIED SCIENCES, DEAN'	1,000,000	4,466	0	0	1,004,466	319,281	0	685,185
212000102	DEAN OF ENGG	1,000,000	3	0	0	1,000,003	490,282	0	509,721
212000103	DEAN'S OFFICE, ENGG	1,000,000	5,553	0	0	1,005,553	15,415	0	990,138
212000113	ENGG OFF-CAMPUS/OVERLOAD	1,000,000	3	0	0	1,000,003	(341)	0	1,000,344
212000114	COENG - AMERIC	1,000,000	444,433	0	0	1,444,433	19,793	0	1,424,640
	General Revenue	0	0	0	0	0	0	0	0
Total E&G Funds	8,000,000	488,250	0	0	8,488,250	1,013,591	0	0	7,474,659
Department Total									
212000603	COLLEGE OF ENGG - SEMINARS	1,000,000	2,333	0	0	1,002,333	5,537	0	996,796
212000607	EVENTS - COLLEGE OF ENGG	1,000,000	0	0	0	1,000,000	30,054	0	969,946
212000612	COMPETITIONS	1,000,000	23	0	0	1,000,023	225	0	999,798
212000613	CTR FOR DIVERSITY IN ENGG - TT	1,000,000	0	0	0	1,000,000	2,944	0	997,056
212000614	CORPORATE AND GLOBAL PROGS	1,000,000	4,543	0	0	1,004,543	27,815	0	976,728
212000621	MAST ACADEMY - ENGG PG	1,000,000	0	0	0	1,000,000	7,576	0	992,424
	Agency Fund	0	0	0	0	0	1,721	0	(1,721)
Total Auxiliary Funds	8,000,000	4,600	0	0	8,004,600	121,816	0	0	7,882,784
Department Total									
Total Ancillary Funds	10,000	0	0	0	10,000	(72)	0	0	10,072
Department Total									
Total Overhead Funds	0	0	0	0	0	149,800	0	0	(149,800)
Department Total									
Total Miscellaneous Funds	0	0	0	0	0	132,047	0	0	(132,047)
Department Total									
Total ALL Funds	16,010,000	492,850	0	0	16,502,850	1,416,382	0	0	15,086,467

Project Executive Summary

Multiple Project IDs

Request Name:	SPFACMAN	Report Title:	SPFACMANExec Sum by Proj	As of Date:	2004-05-04	Executive Area:	FACMANAGEMENT	
Proj/Grant	LTD Budget	Current Mth Actuals	LTD Actuals	LTD Encumbrance	LTD Pre Enc	Balance Available	Revenues	Cash
Project								
(None) (None)	0	0	0	0	0	0	662,873	(266,210)
110900501 GARDEN APARTMENT COMPLE	4,500,000	60,000	94,177	0	40,000	4,365,823	36,751	3,462
110900502 UNIVERSITY PARK TOWERS WES	0	0	1,658	0	0	(1,658)	2,066	408
110900503 UNIVERSITY PARK TOWERS	0	0	3,793	0	0	(3,793)	6,335	2,542
110900504 PANTHER HALL BUILDG	0	0	3,268	0	0	(3,268)	5,288	2,020
Total Project Funds	4,500,000	60,000	102,836	0	40,000	4,357,104	50,440	8,432

Budget Summary Reports

The Budget summary reports provide additional detail behind the budgetary activity for a department/project or multiple departments/projects.

Executive Budget Summary by Department

Executive Budget Summaries display the budgetary activity for multiple department/project IDs.

Request Name:		SBENGDEA									
Report Title:		SBENGDEAExec Sum by BT Dept									
As of Date:		2004-05-04									
Executive Area:		Dean's Office									
Department ID		Permanent/Original Budget	Perm Transfer Budget (E&G sum)	Temporary Adjust Budget	Temp Transfer Budget	Current Adjusted Budget	Actuals	Variance	Pre Enc	Balance	
Department Total		From Budget Office	Transfer Origin	From Budget Off	Transfer Adjustment						
212000101	ENGG & APPLIED SCIENCES, DEAN'	1,000,000	4,466	0	0	1,004,466	319,281	0	0	685,185	
212000102	DEAN OF ENGG	1,000,000	3	0	0	1,000,003	490,282	0	0	509,721	
212000103	DEAN'S OFFICE, ENGG	1,000,000	5,553	0	0	1,005,553	15,415	0	0	990,138	
212000113	ENGG OFF-CAMPUS/OVERLOAD	1,000,000	3	0	0	1,000,003	(341)	0	0	1,000,344	
212000114	COENG - AMERIC	1,000,000	444,433	0	0	1,444,433	19,793	0	0	1,424,640	
		3,000,000	488,250	0	0	3,488,250	1,013,591	0	0	7,474,659	
	General Revenue	0	0	0	0	0	0	0	0	0	
Total E&G Funds		3,000,000	488,250	0	0	3,488,250	1,013,591	0	0	7,474,659	
Department Total											
212000603	COLLEGE OF ENGG - SEMINARS	1,000,000	2,333	0	0	1,002,333	5,537	0	0	996,796	
212000607	EVENTS - COLLEGE OF ENGG	1,000,000	0	0	0	1,000,000	30,054	0	0	969,946	
212000612	COMPETITIONS	1,000,000	23	0	0	1,000,023	225	0	0	999,798	
212000613	CTR FOR DIVERSITY IN ENGG - TT	1,000,000	0	0	0	1,000,000	2,944	0	0	997,056	
212000614	CORPORATE AND GLOBAL PROGS	1,000,000	4,543	0	0	1,004,543	27,815	0	0	976,728	
212000621	MAST ACADEMY - ENGG PG	1,000,000	0	0	0	1,000,000	7,576	0	0	992,424	
		3,000,000	4,600	0	0	3,004,600	121,016	0	0	7,383,584	
Total Auxiliary Funds		3,000,000	4,600	0	0	3,004,600	121,016	0	0	7,383,584	
Department Total											
		10,000	0	0	0	10,000	(72)	0	0	10,072	
Total Concession Funds		10,000	0	0	0	10,000	(72)	0	0	10,072	
Department Total											
	Agency Fund	0	0	0	0	0	1,721	0	0	(1,721)	
Total Agency Funds		0	0	0	0	0	1,721	0	0	(1,721)	
Department Total											
		0	0	0	0	0	149,300	0	0	(149,300)	
Total Overhead Funds		0	0	0	0	0	149,300	0	0	(149,300)	
Department Total											
		0	0	0	0	0	132,047	0	0	(132,047)	
Total Miscellaneous Funds		0	0	0	0	0	132,047	0	0	(132,047)	
Total ALL Funds		16,010,000	492,350	0	0	16,502,350	1,416,383	0	0	15,086,467	

Detailed Budgetary Activity

Chapter 2 – Generating a Report onDemand

In addition to retrieving the standard nVision reports delivered to the **FIU Month-End Reports** page, you will also have the ability to run these report layouts at any time with specific criteria defined in a PeopleSoft report request.

Each report request is a collection of report-specific information such as request name, report title, associated layout, scope, and so on.

The steps below will guide you in running a report with your own criteria.



Generating a Report onDemand (ad-Hoc)

1. Follow the navigation shown below to display the **Find an Existing Value** tab for PS/nVision Report Requests.

Navigation

- [Reporting Tools](#)
- [PS/nVision](#)
- [Define Report Request](#)
- [Find an Existing Value tab](#)

Report Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with

Report ID: begins with **Report ID**

Description: begins with

Case Sensitive

[Basic Search](#)

2. Enter the following information in the **Find an Existing Value** tab.

- **Report ID:** This field defines the type of report you would like to run as well as the area in the University that department corresponds to. Enter the Report ID for the report that you would like to run.

The Report ID Naming Convention is the following:

For Individual Department/Project Reports:

The report prefix (see table below) plus the first 6 digits of the dept/project ID.

Report Prefix (2 Characters) + Dept/Project ID (only first 6 digits)

Report Prefix	Report Type
PI	Project Summary Report
GA	Agency Summary Report
XA	Auxiliary Summary Report
DI	E & G Summary Report
CI	Construction Summary Report
DT	Transaction Detail for Department
PT	Transaction Detail for Project

For example, for E&G Summary Report for Department ID # 110400101 the Prefix would be: "DI110400"

Report ID Naming Convention (cont'd)

For Executive Level Reports

Use the report prefix shown in the table below, plus the first 6 characters of the folder name in the Department Hierarchy tree. (See Chapter 3 on how to locate your Folder Name)

Report Prefix (2 characters) + Folder Name (only first 6 characters)

Report Prefix	Report Description
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)
BS	Executive Summary- Department (Budget)
PS	Executive Summary- Projects/Grants

For example, for an **Executive Summary Report** for all of the departments under the “Academic Affairs” folder in the tree, the prefix would be **“DSACADEM”**

Report Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

Report ID:

Description:

Case Sensitive

Click Search

[Basic Search](#)

3. Once you have entered the **Report ID**, click to retrieve the report request information you would like to run.

The **nVision Report Request** page will be displayed. There are many fields on this page, but you will only need to verify the date and scope for the report request before you run it. The instructions below will guide through this.

nVision Report Request [Advanced Options](#)

Business Unit: FIU01 **Report ID:** DI212000 [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)

Report Title: DI ENGDEAN [Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

***Layout:** FIU_GL_DEPTSUM_2006

Report Date Selection

***As Of Reporting Date:** Specify

***Tree As Of Date:** Use As Of Reporting Date

Output Options

***Type:** Web [Scope and Delivery Templates](#)

***Format:** Microsoft Excel Files (*.xls)

[nVision Report Request | Advanced Options](#)

NOTE: To run reports for a previous fiscal year (Applicable only for Departments) make sure that the **Layout** as well as the “**As of Reporting Date**” reflects the correct fiscal year.

4. Select the following options in the **As of Reporting Date** field:

- **Specify:** Selecting this option creates an **As of Reporting Date** field to enter a specific as of date to run the report.

Note: Projects will have the option of running a detailed transaction report specifying both a Beginning and End date range.

5. Click the [Scope and Delivery Templates](#) link to specify the scope parameters for this report request. If you are creating an Executive Summary Report, you can skip this step and proceed to step 8.

6. Enter your Dept ID or Project ID in the **Report Scope** field. (ex. 212000101)

Note: The **Report Scope** will specify exactly which department or project you would like to create the report for.

nVision Web Output

Business Unit: FIU01 **Report ID:** DI212000

Report Scope:
 Enter your report scope. [Scope Definition](#)

Your Dept/Project ID

Folder Name:
 ACADEMIC_AFFAIRS

Directory Name Template:
 Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager. Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%

Content Description Template:
 Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions. Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

Security Template:
 Enter user IDs or variables to give access to report instances in the Content Repository. Examples: U:VP1, U:SMITHJ, %DES.DEPTID.OPRID.OPRID%

7. Click to return to the **nVision Report Request** tab.

You are now ready to run your report.

- Click **Run Report** to initiate the creation of the report using your report criteria.

nVision Report Request Advanced Options

Business Unit: FIU01 **Report ID:** DI21 2000 [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)

Report Title: [Process Monitor](#)
[Report Manager](#)

***Layout:** [Share This Report Request](#)

Report Date Selection

***As Of Reporting Date:**

***Tree As Of Date:**

Output Options

***Type:** [Scope and Delivery Templates](#)

***Format:**

Run Report (highlighted with callout box)

[nVision Report Request | Advanced Options](#)

The **Process Scheduler Request** page will be displayed.

Process Scheduler Request

User ID: 1315328 **Run Control:** **PSNT** (highlighted)

Server Name: **Run Date:**

Recurrence: **Run Time:**

Time Zone:

Process List

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

- Select **'PSNT'** in the **Server Name** field and click **OK**.

You have now initiated the process to create the report, and you will be returned to the **nVision Report Request** page.

The report will now be available in the appropriate folder within **Report Manager**.

10. Click the [Report Manager](#) link to retrieve the report.

nVision Report Request
Advanced Options

Business Unit: FIU01 **Report ID:** DI21 2000

Report Title:

***Layout:**

[Copy to Another Business Unit / Clone](#)

[Delete This Report Request](#)

[Process Monitor](#)

[Report Manager](#)

[Share This Report Request](#)

Report Manager

Report Date Selection

***As Of Reporting Date:**

***Tree As Of Date:**

Output Options

***Type:** [Scope and Delivery Templates](#)

***Format:**

[nVision Report Request | Advanced Options](#)

The **List** tab of the **Report Manager** will be displayed. This tab includes a link to the reports that you have run as well as the location of the folder within the Explorer tab.

List
Explorer
Administration
Archives

View Reports For

Folder: **Instance:** **to:**

Name: **Created On:** **Last:**

Reports						
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	212000101DI2120002006-01-09	212000101DI21 20002006-01-09	ACADEMIC_AFFAIRS	01/09/06 2:08PM	732164	726773
2	144000101DI1440002006-01-09	144000101DI1440002006-01-09	UTS	01/09/06 1:35PM	732055	726692

11. Click the **Administration** tab to locate the report you have just created.

Administration Tab

View Reports For

User ID: 1315328 Type: [] Last: 1 Days Refresh

Status: [] Folder: [] Instance: [] to: []

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	732164	726773	212000101DI2120002006-01-09	01/09/2006 2:08:46PM	Microsoft Excel Files (*.xls)	Posted	Details

12. Click on the link in the **Description** column for the report you would like to view. The most recent report that you create will be listed at the top.

NOTE: You may need to click the **Refresh** button, until the report status is **Posted**.

13. The report will then load in Excel format.

Chapter 3 – Find your Department/Project Folder Name

Before you can retrieve your delivered reports within the FIU Month-End Reports Page, you will need to know the name of the folder containing your reports.

The **Tree Viewer** in PeopleSoft contains the hierarchical structure for Departments and Projects from which the reports are created. In addition, the **Tree Viewer** contains the exact names of the folders, as they would appear in **FIU Month-End Reports**.

The activity below will describe and illustrate how to use the PeopleSoft **Tree Viewer** to locate your Department or Project folder name.

Process Prerequisites:

- Before you can locate your Department/Project folder name, you must first know the Department/Project ID in PeopleSoft.

If you are not sure what your new PantherSoft Department ID is, you will need to access the following website which contains a crosswalk of SAMAS Account Info to their new PeopleSoft Department ID.

<http://www.panthersoft.fiu.edu/crosswalk.htm>

Use Tree Viewer to Locate your Folder Name

Once you have found your Dept/Project ID, you will be able to complete the steps below to find the corresponding folder name.

1. Follow the navigation shown below to display the **Find an Existing Value** screen.

Navigation

- [Tree Manager](#)
- [Tree Viewer](#)

Tree Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

2. Enter "DEPT" in the Tree Name field and click the button.

The tree displaying the hierarchy of departments will be displayed.

Tree Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Search Results
View All First ◀ 1-2 of 2 ▶ Last

Tree Name	SetID	Set Control Value	Effective Date	Description	Category	Valid Tree
DEPT_HIERARCHY	FIU01 (blank)		01/01/1900	Department Hierarchy	DEFAULT	Valid Tree

Click on the [DEPT_HIERARCHY](#) link.

3. Click the **Find** hyperlink to search the Department Hierarchy tree for your Department or Project.

Note: Both Projects and Departments will share the same first six digits, so you will be able to find the folder name by accessing just the Department Hierarchy tree.


The screenshot shows a web interface for the Department Hierarchy tree. At the top, it displays 'SetID: FIU01', 'Tree Name: DEPT_HIERARCHY', and 'Department Hierarchy'. Below this, it shows 'Effective Date: 01/01/1900' and 'Status: Active'. A callout box with the text 'FIND your Department/Project' points to the 'Find' button in the navigation bar. The navigation bar also includes 'Collapse All', 'Expand All', 'First Page', '22 of 876', and 'Last Page'. The main content area lists various departments and colleges, each with a folder icon and a link: ALL_DEPTS - All Departments, BLANK - Blank, PRESIDENT - President's Executive Area, ADVANCEMENT - Advancement, EXT_RELATIONS - External Relations, STUDENT_AFFAIRS - Div of Student Aff & Human Res, BUSFINANCE - Div of Business & Finance, UTS - University Technology Service, PROVOST - Provost Office, ARCHT - School of Architecture, ARTSCIENCE - College of Arts & Sciences, BUSADMINISTRATION - College of Business Administra, EDUCATION - College of Education, ENGINEERING - College of Engineering, CHUA - College of Health & Urban Aff, GRADSCHOOL - University Graduate School, HONORS - The Honors College, HOSPITALITY - School of Hospitality Mgrmt, JOURNALISM - School of Journalism & Mass Co, LAW - Law, MILITARY - Military Science, and CAPS - CAPS. At the bottom, there is a 'Notify' button.

The **Find Value** page will be displayed once you have clicked the **Find** hyperlink.

4. Enter the first six digits of your department or project in the **Department** field. For example, if you work within the College of Engineering, you will enter "212000".

The screenshot shows the 'Find Value' interface. It is divided into two main sections: 'Find Tree Node' and 'Find Detail Value'. The 'Find Tree Node' section has a 'Tree Node' input field with a search icon and a 'Description' input field. Below this is an 'OR' separator. The 'Find Detail Value' section has a 'Department' input field containing '212000' and a 'Description' input field. Below the input fields are two checkboxes: 'Case Sensitive Search' and 'Exact Matching', both of which are unchecked. At the bottom are 'Find' and 'Close' buttons. Two callout boxes provide instructions: one points to the 'Department' field with the text 'First Six Digits of your Department or Project', and another points to the 'Exact Matching' checkbox with the text 'Exact Matching is Deselected'.

5. Be sure that the **Exact Matching** checkbox is not selected.

6. Click  to initiate the search.

If your search is successful, your Department/Project will be highlighted in the tree.

SetID: FIU01 Tree Name: DEPT_HIERARCHY Department Hierarchy
 Effective Date: 01/01/1900 Status: Active Last Audit: Valid Tree

[Display Options](#) [Print Format](#) [Close](#)

ALL DEPT > ENGINEERING > ENGDEAN > Detail

[Collapse All](#) | [Expand All](#) [Find](#) | [Next](#) [First Page](#) 23 of 888 [Last Page](#)

- [-] [212000000 - 212000999]
- [-] DWTC - Drinking Water Res Ctr
- [-] BIOCHEMENG - Biomedical & Chemical Eng
- [-] BIOMEDENGINST - Biomedical Engineering Inst
- [-] CVEC - Cardiovascular Eng Center
- [-] CIVILENV - Civil & Environmental Eng
- [-] LCTR - Lehman Ctr Transportation Res
- [-] CONSTRUCTMGMT - Construction Management

Be sure to remember the name of your Department/Project because the folder in **FIU Month-End Reports Link** that will contain your reports will have the same name. In this example, the name of the folder is “ENGDEAN”.

Now that you have located your folder name, you will be able to proceed to the **FIU Month-End Reports Link** to pick up your reports.

Chapter 4 – Retrieving and Working with the Official Reports

After each monthend the official reports for your area will be sent to the FIU Month-End Reports page. Within this page, the report will be located in the folder you identified in Chapter 3. In Chapter 2, you went to Report Manager to retrieve the reports you created on your own, however the month-end reports discussed in this chapter will be located at the FIU Month-End Reports page.

The steps below will guide you through the activity of accessing the **FIU Month-End Reports** page to locate your reports. Once the report is opened, you will learn how to work within the reports in order to review additional information.

Retrieve the Delivered Reports from FIU MonthEnd Reports Page

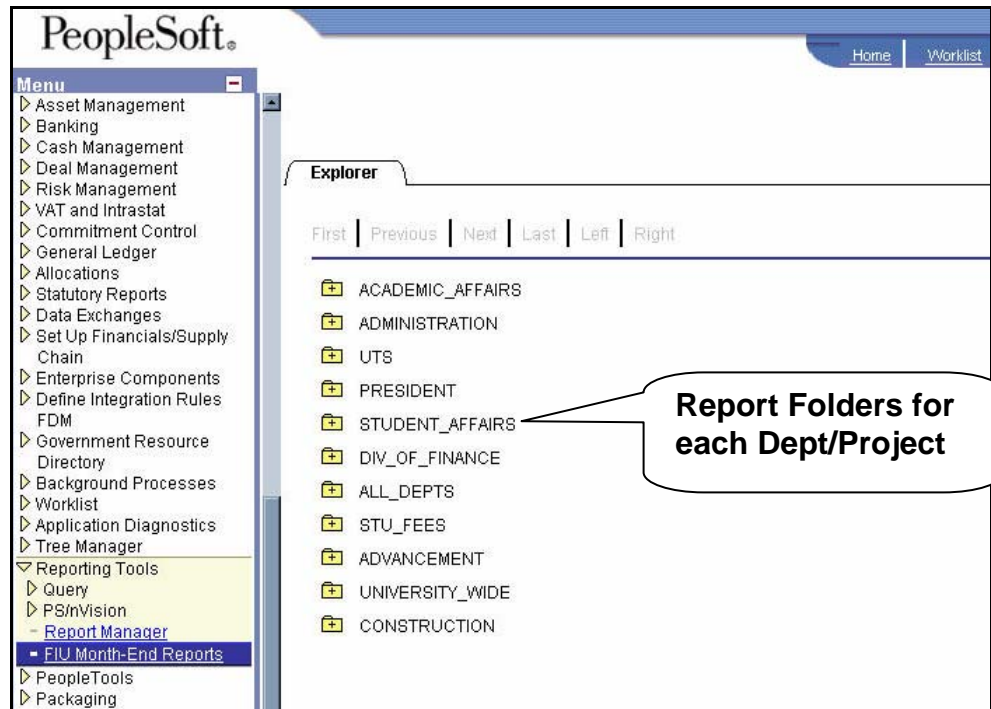
After each months end, the Financials Summary reports described in Chapter 1 will be generated and delivered to the FIU Month-End Reports link. They will be generated to the **FIU Month-End Reports page**. Follow the activity below to retrieve the delivered reports.

Note: After each month-end, the previous month-end reports will be deleted. If you'd like to regenerate a report from a previous period, you can refer to Chapter 2, "**Running a Report OnDemand**" Otherwise, you can save each month's report file to your local computer.

1. Follow the navigation shown below to display the PeopleSoft [FIU Month-End Reports Link](#).

Navigation

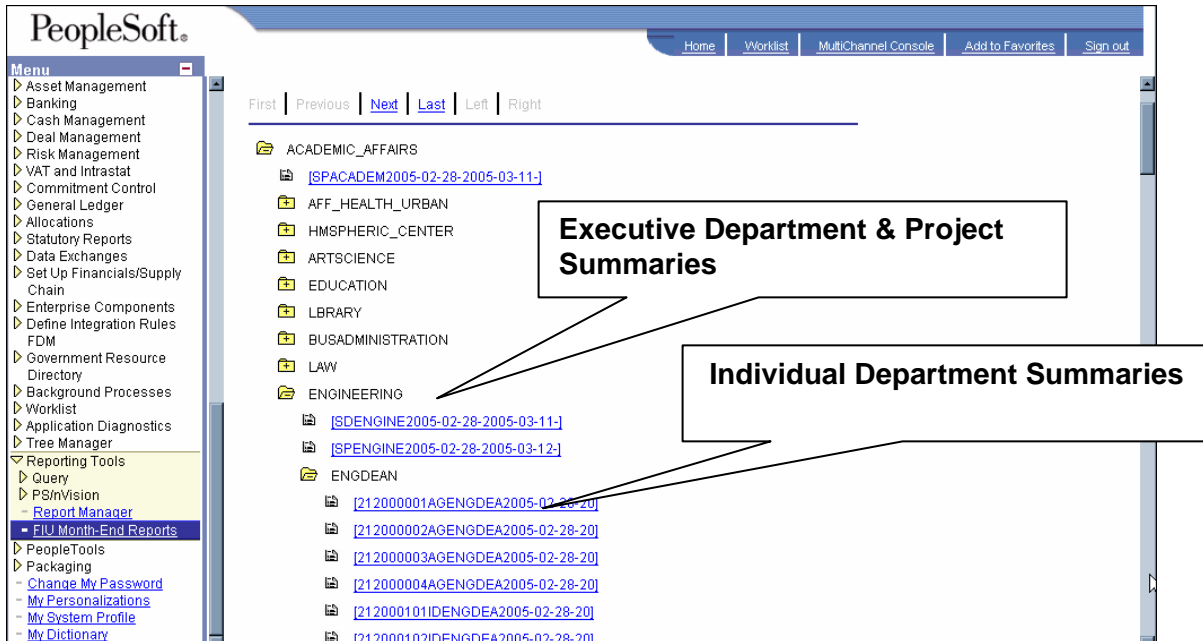
- [Reporting Tools](#)
- [FIU Month-End Reports](#)



The **Explorer tab** will be displayed containing all the report folders for each Department/Project. You will need to know what folder your reports are being generated to. Refer to the Chapter 3 activity of "**Locating your Department/Project Folder Name**"

The **Administration tab** contains the reports that you have run specifically with your PantherSoft ID.

2. Locate your Department/Project folder from the list and click to view the contents of the folder.



The naming convention for the reports links at FIU Month-End Reports will consist of the following:

- 1.) Report Prefix – See table below
- 2.) Individual Department/Project Number - For Individual Summaries
or
Department/Project Folder Name - For Executive Summaries
- 3.) As-of-Date – The Accounting Date for which the report was created.

The table below identifies and describes the Prefixes used for each report delivered each month. Chapter 1 provides a description of the different FIU reports listed in the table below.

Prefix	Description of the Report
Individual Summary Report	
IP	Project Summary Report
AG	Agency Summary Report
AX	Auxiliary Summary Report
ID	E & G Department Summary Report
IC	Individual Construction Summary Report
Executive Summary Report	
SD	Executive Summary by Department
SP	Executive Summary by Project
CS	Executive Summary for Construction

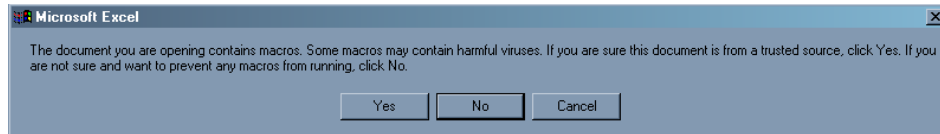
3. Click the link for the report that you would like to open.

The following page will be displayed for the specific report.

Report ID: 267275	Process Instance: 273551	
Name: RPTBOOK	Process Type: nVision-ReportBook	
Run Status: Success		
Status: 212000101IDENGDEA2005-01-31		
File List		
<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
212000101IDENGDEA2005-01-31.xls	372,224	03/12/2005 12:46:07.000000AM EST

4. Click the link for the report generated.

The following message may be displayed. You can choose Yes or No to enable the macros.



Another window containing the report in excel format will be displayed.

Chapter 5- Running a Query Using Query Viewer

PeopleSoft Query is an end-user reporting tool in addition to the delivered Financials Reports, and inquiry tools, which will be described later in the manual. This chapter will guide you through running a sample query. You can use the query in this example to view the transactions that have been posted to your account within a specified time frame.

A query uses specified records (tables) and criteria (fields) based on the users needs. Many queries have already been set up in the system in order for you to access information.

Process Prerequisite: You must know the name of a query you would like to run in order to proceed with the steps below.

Some of the commonly used queries and their descriptions are shown in the table below.

FIU_PO_OPEN_ENCUMBRANCES	Used to query open PO encumbrances By Dept/Proj ID
FIU_GL_TRANDATA_BYDATE	Transactions by date (Detailed Transaction nVision report)
FIU_SF_ACCOUNTING_LINES	Student Financials Accounting Lines (by Account and Run Date)
FIU_SF_ACCOUNTING_LINES_JRNLID	Student Financials Accounting Lines (By Journal ID)
FIU_SF_ACCTG_LN_JRNL_ACT_DEPID	Student Financials Accounting Lines (by Dept ID)
FIU_JRNL_BUDGET_EX	Journal Budget Exceptions by DATE (Includes all journals along with payroll)
FIU_ENCUMB_BUDGET_EX	Journal Encumbrance Budget Exceptions (Includes Dept ID's and Project ID's)
FIU_PO_RECV_BY	Will show you who entered the receipt for a PO
FIU_SEC_ROLES	What roles you have assigned to your User ID

1. Follow the navigation shown below to display the **Query Viewer** component.

Navigation

- [Reporting Tools](#)
- [Query](#)
- [Query Viewer](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name ▼ begins with

[Advanced Search](#)

2. You will have the ability to search for queries using the criteria in the **Search By** drop down menu.
3. Enter your criteria in the **Begins With** name of the query you would like to run in the field and click the button.

In this example, use the query name “**FIU_GL_TRANDATA_BYDATE**” This query will provide the same information as an nVision Transaction Detail report.

The **Search Results** will be displayed.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name ▼ begins with

[Advanced Search](#)

Search Results

*Folder View: -- All Folders -- ▼

Query				Customize Find View All	First ▾ 1-8 of 8 ▾ Last		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA	nVision Transaction Data query	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA1	nVision Transaction Data query	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA_BYDATE	FIU_GL_TransData_byDate	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA_BYDATE_BILLING	FIU_GL_TransData_byDate	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA_BYDATE_DAVE1B	FIU_GL_TransData_byDateDave1	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA_BYDATE_LIA	FIU_GL_TransData_byDate	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA_ENGINEERING	FIU_GL_TransData_Engineering	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites
FIU_GL_TRANDATA_SUM	nVision Tx Summary Data query	Public		Run to HTML	Run to Excel	Schedule	Add to Favorites

4. Click the [Run to HTML](#) hyperlink to view the query in an internet browser window.
5. Click the [Run to Excel](#) hyperlink to export the results into an Excel Spreadsheet.

NOTE: Use the [Add to Favorites](#) link to save your most commonly used queries.

A new window should open up with prompt fields for you to enter the query search criteria.

6. Enter the search criteria in the following fields.

- **Journal Date From:** Enter the beginning date of the transactions you want to view.
- **Journal Date Through:** Enter the ending date of the transactions you want to view.
- **DeptID or Project ID:** Enter your DeptID/Project ID

NOTE: All prompt fields must be fully completed for **Query Results** to appear.

7. Click the View Results button.

The Transactions matching the Search Criteria you entered will be displayed.

FIU_GL_TRANDATA_BYDATE - FIU_GL_TranData_byDate

Journal Date From:

Journal Date Through:

DeptID or Project ID:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (78 kb)

[View All](#)

Project	Proj Descr	Date	Account	Account	Fund	Program	FIU EXP Amt	FIU BUD Amt	Invoice	Vendor Nm	Line Descr	PO	Year	Period
1		07/06/2004	711021	Freight	210	61	10.900	0.000	0000F49A24254	UNITED PARCEL SERVICE	TA3646727494		2005	1
2		07/06/2004	711021	Freight	210	61	11.630	0.000	0000F49A24254	UNITED PARCEL SERVICE	T1ZF49A242210404445		2005	1
3		07/06/2004	711021	Freight	210	61	20.760	0.000	0000F49A24254	UNITED PARCEL SERVICE	T1ZF49A242210404598		2005	1
4		07/16/2004	711021	Freight	210	61	20.760	0.000	0000F49A24264-JUNE 26/2004	UNITED PARCEL SERVICE	1ZF49A242210404605		2005	1
5		07/14/2004	711171	Cellular Phones	210	61	5.120	0.000	3052981618	CINGULAR WIRELESS LLC	300174 CELL PHONE		2005	1

Note: Click [Excel Spreadsheet](#) to open up the query results in Excel (see below).

Address: https://psstage.fiu.edu:8600/psc/psfstg_1/EMPLOYEE/ERP/q/?1CQryName=FIU_GL_TRANDATA_BYDATE


Project	FIU Proj Descr	Date	Account	Account	Fund	Program	FIU EXP Amt	FIU BUD Amt	Invoice	Ven
		7/6/2004	711021	Freight	210	61	10.9	0	0000F49A2	UNITED PARCEL S
		7/6/2004	711021	Freight	210	61	11.63	0	0000F49A2	UNITED PARCEL S
		7/6/2004	711021	Freight	210	61	20.76	0	0000F49A2	UNITED PARCEL S
		7/16/2004	711021	Freight	210	61	20.76	0	0000F49A2	UNITED PARCEL S
		7/14/2004	711171	Cellular Phones	210	61	5.12	0	3052981618	CINGULAR WIRELE
		7/15/2004	711171	Cellular Phones	210	61	5.12	0	3053014300	CINGULAR WIRELE
		7/14/2004	711171	Cellular Phones	210	61	6.99	0	3052976998	CINGULAR WIRELE
		7/19/2004	711171	Cellular Phones	210	61	22.53	0	3052981321	CINGULAR WIRELE
		7/15/2004	711171	Cellular Phones	210	61	30.76	0	3059897641	CINGULAR WIRELE
		7/19/2004	711171	Cellular Phones	210	61	72.91	0	3053029957	CINGULAR WIRELE
		7/28/2004	773906	Other Materials and Supplies	210	61	135.5	0	69888	NATIONAL TIME S
		7/6/2004	711021	Freight	210	61	10.76	0	0000F49A2	UNITED PARCEL S
		7/6/2004	711021	Freight	210	61	10.76	0	0000F49A2	UNITED PARCEL S
		7/6/2004	711021	Freight	210	61	10.76	0	0000F49A2	UNITED PARCEL S
		7/14/2004	711021	Freight	210	61	10.76	0	0000F49A2	UNITED PARCEL S
		7/16/2004	711021	Freight	210	61	10.76	0	0000F49A2	UNITED PARCEL S
		7/16/2004	711021	Freight	210	61	10.76	0	0000F49A2	UNITED PARCEL S
		7/28/2004	773906	Other Materials and Supplies	210	61	0	0	69888	NATIONAL TIME S
		7/23/2004	771901	State Health -Employer	210	61	12208.4	0		
		7/9/2004	771902	State Life - Employer	210	61	140.33	0		
		7/23/2004	771902	State Life - Employer	210	61	154.67	0		
		7/26/2004	773103	Duplicating Services	210	61	115.2	0		
		7/21/2004	711182	Communication Equipment	210	61	-16.56	0		
		7/14/2004	711182	Communication Equipment	210	61	-3.15	0		
		7/30/2004	711182	Communication Equipment	210	61	13.3	0		

Using AutoFilter

Excel has a feature called **AutoFilter**. It allows you to sort columns by the criteria of your choice.

To use the **AutoFilter** tool follow the steps below.

- Click on the number of the row with the spreadsheet title headings. This should highlight the entire row.
- Click on the **Data** option in the Excel toolbar
- Select **Filter**
- Then select **AutoFilter**

This will place a filter button () on each column in that row. This will allow you to sort the information in the column of your choice.

Chapter 6-Using Inquiry Tools to Gather Data

Inquiry tools will provide you with another method, in addition to the reports and queries, to view the activity generated within PeopleSoft. This appendix is intended to give you an overview of the multiple inquiry tools available.

Below are the multiple Inquiry Tools referenced within this appendix.

- Purchase Order Inquiry
- Requisition Inquiry
- Voucher Inquiry
- Asset Management Inquiry
- Journal Inquiry

Purchase Order Activity Summary

Navigation

- [Purchasing](#)
- [Purchase Orders](#)
- [Review PO Information](#)
- [Activity Summary](#)

PO Activity Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = FIU01
Purchase Order: begins with
Purchase Order Date: =
Purchase Order Reference: begins with
Vendor ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-23 of 23 Last

Business Unit	Purchase Order	Purchase Order Date	Purchase Order Reference	Vendor ID
FIU01	000000261	03/03/2004	(blank)	0000001324
FIU01	000000260	03/03/2004	(blank)	0000001324
FIU01	000000259	03/03/2004	(blank)	0000001324
FIU01	000000258	03/03/2004	(blank)	0000001324
FIU01	000000257	03/03/2004	(blank)	0000001324
FIU01	000000256	03/03/2004	(blank)	0000001324
FIU01	000000255	03/03/2004	(blank)	0000001324

The **PO Activity Summary** page will allow you to view PO Information as well as Receipt, Invoice, and Matching Information if these have been entered.

Activity summary

Unit: FIU01 PO: 000000257 Vendor: DELL PO Status: Dispatched

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
1	Laptop Latitude 600	Laptop Latitude 600	EA	5.0000	12500.000	
2	Carving Case for a Latitude 6	Carving Case for a Latitude 6	EA	5.0000	900.000	

Receipt: Qty Rcvtd: 0.0000, Qty Acptd: 0.0000
Invoice: Qty Invctd: 0.00, Amt Invctd: 0.000
Matched: Qty Mtchd: 0.0000, Amt Mtchd: 0.000

Open Qty: 5.0000 Open Amt: 12500.000

Return to Search Next in List Previous in List

If a Receipt or Invoice had been entered or Matching had been done, they would appear as [links](#).

Requisition Inquiry

Navigation

- [Purchasing](#)
- [Requisitions](#)
- [Review Requisition Information](#)
- [Requisitions](#)

Enter your Requisition ID and Click the  button.

- If the Requisition has been assigned to a Purchase Order the [Show PO](#) link would be active, as shown below...
- If a receipt had been entered for the requisition, the [Show Receipts](#) link would be active.
- If a voucher had been created for the requisition the [Show Voucher/Payment](#) link would be active.

Requisitions

Req Inquiry Customize | Find | View All | First 1 of 1 Last

Unit	Requisition	Status	Requester	Req Date	Total Amt	Currency
<input checked="" type="checkbox"/> FIU01	0000000180	Approved	Andrew Gordon	01/08/2004	181 20.000	Dollar

[Search](#) [Approval History](#) Header Comments [Document Status](#)
[Show RFQ](#) [Show PO](#) Show Receipts Show MSR Show Voucher / Payment

Notify

Voucher Inquiry

1. Follow the navigation shown below to display the Voucher Inquiry screen.

Navigation

- [Accounts Payable](#)
- [Review](#)
- [Vouchers](#)
- [Voucher Inquiry](#)

Voucher Inquiry

▼ Search Criteria

From Business Unit: <input type="text" value="FIU01"/>	To Business Unit: <input type="text" value="FIU01"/>	From Voucher ID: <input type="text"/>	To Voucher ID: <input type="text"/>	*Voucher Style: All Vouchers
From Invoice: <input type="text"/>	To Invoice: <input type="text"/>	Post Status: <input type="text"/>	Approval Status: <input type="text"/>	Voucher Balance: <input type="text"/>
SetID: <input type="text" value="FIU01"/>	From Vendor Short Name: <input type="text"/>	To Vendor Short Name: <input type="text"/>	Voucher Date Type: <input type="text"/>	
From Vendor ID: <input type="text"/>	To Vendor ID: <input type="text"/>	Vendor Location: <input type="text"/>	From Date: <input type="text" value="02/17/2004"/>	To Date: <input type="text" value="02/17/2004"/>
*Amount Rule: Any	Voucher Gross Amount: <input type="text"/>	Transaction Currency: <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset Criteria"/>	

Sort Criteria

*Sort By: Voucher ID	*Sort Asc/Desc: Ascending	<input type="button" value="Sort"/>
-------------------------	------------------------------	-------------------------------------

▶ Display Currency Criteria

2. Enter any available search criteria and click the button.

This will retrieve a list of vouchers that meet the criteria you placed on the Search Fields above.

Note: If no data that matches your search criteria is found, the message "No Vouchers Found" appears in the lower-left corner of the page.

The table below lists, with a description, the available search criteria fields on the Voucher Inquiry screen.

From Voucher ID	<p>To search on one voucher ID, enter that voucher ID in both the From Voucher ID field and the To Voucher ID field.</p> <p>To search on a range of voucher IDs, enter the first voucher ID of your range in the From field and enter the last voucher ID of your range in the To field.</p>
From Invoice	To search on one invoice number, enter that invoice number in both the From Invoice field and the To Invoice field.
Post Status	<p>Search for vouchers that have the following post statuses:</p> <p><i>Payment not Applied:</i> Payments that are not applied.</p> <p><i>Posted:</i> Payments that are posted.</p> <p><i>Unposted:</i> Payments that are unposted.</p>
Approval Status	Search for vouchers that have the following approval status: <i>Approved, Denied, or Unapproved.</i>
Voucher Balance	<p>Search by voucher balance. Select from the following:</p> <p><i>Balance Remains:</i> Vouchers with an unpaid remaining balance.</p> <p><i>No Balance Remains:</i> Vouchers that are paid with no remaining outstanding balance.</p>
From Vendor Short Name	<p>Once a name is entered in the From Vendor Short Name field, the To Vendor Short Name field is populated and available for entry.</p> <p>To search on a range of vendor names, enter the first vendor name of your range in the From field and enter the last vendor name of your range in the To field.</p> <p>Once you enter a name in the From Vendor Short Name field, both vendor ID fields are populated but are unavailable for entry.</p> <p>If you search for a range of vendor short names you cannot search on a Vendor Location in the same search.</p>
From Vendor ID	Once a number is entered in the From Vendor ID field, the To Vendor ID is populated and available for entry.
Voucher Date Type	You can search for vouchers by <i>Accounting Date, Due Date, Entered Date, or Invoice Date.</i>
Amount Rule	To search on a particular voucher amount, specify how you are comparing your search to that amount.
Voucher Gross Amount	Enter the voucher amount once you have specified a particular Amount Rule.

Note: If you need to sort the results, use the Sort Criteria drop-down box and click



3. Review the **Voucher Inquiry Result** section for additional information for each voucher displayed from your search.

Voucher Inquiry

Search Criteria

From Business Unit:	To Business Unit:	From Voucher ID:	To Voucher ID:	*Voucher Style:
<input type="text" value="FIU01"/>	<input type="text" value="FIU01"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="All Vouchers"/>
From Invoice:	To Invoice:	Post Status:	Approval Status:	Voucher Balance:
<input type="text"/>	<input type="text"/>	<input type="text" value="Posted"/>	<input type="text" value="Approved"/>	<input type="text" value="Balance Remains"/>

SetID:	From Vendor Short Name:	To Vendor Short Name:	Voucher Date Type:
<input type="text" value="FIU01"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Vendor ID:	To Vendor ID:	Vendor Location:	From Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="02/17/2004"/>
			To Date:
			<input type="text" value="02/17/2004"/>

*Amount Rule:	Voucher Gross Amount:	Transaction Currency:	
<input type="text" value="Any"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset Criteria"/>

Sort Criteria

*Sort By:	*Sort Asc/Desc:	
<input type="text" value="Invoice Number"/>	<input type="text" value="Ascending"/>	<input type="button" value="Sort"/>

Display Currency Criteria

*Currency:	*Rate Type:	As of Date:	
<input type="text" value="USD"/>	<input type="text" value="CRRNT"/>	<input type="text" value="02/17/2004"/>	<input type="button" value="Convert"/>

Show Display Currency

Voucher Inquiry Results

Voucher Details
More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Scheduled Payments	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance
FIU01	00000157	134556	09/30/2003	0000000005	GREENHOLTZ-001	HOME	Regular			USD	230.00	230.00
FIU01	00000088	43543	09/04/2003	0000000007	GRILLO-001	MIAMI	Regular			USD	2,000.00	2,000.00
FIU01	00000114	89898	09/10/2003	0000000019	A & A-001	MAIN	Regular			USD	65.00	65.00
FIU01	00000320	AM 1	01/13/2004	0000000004	HONFURNITU-001	CORPORATE	Regular			USD	20,000.00	20,000.00
FIU01	00000321	AM 2	01/02/2004	0000000004	HONFURNITU-001	CORPORATE	Regular			USD	20,000.00	20,000.00
FIU01	00000322	AM 3	12/29/2003	0000000001	DELL COMPU-001	CORPORATE	Regular			USD	7,500.00	7,500.00
FIU01	00000323	AM 5	01/05/2004	0000000004	HONFURNITU-001	CORPORATE	Regular			USD	26,000.00	26,000.00
FIU01	00000341	AM1	01/12/2004	0000000037	TOSHIBA-001	001	Regular			USD	1,450.00	1,450.00
FIU01	00000342	AM2	01/01/2004	0000000034	INSIGHT-001	MAIN	Regular			USD	11,400.00	11,400.00
FIU01	00000343	AM3	01/05/2004	0000000035	CUSTOMSPEC-001	1	Regular			USD	5,000.00	5,000.00
FIU01	00000344	AM4	01/08/2004	0000000042	ACESUPPLY-001	MIAMI	Regular			USD	10,500.00	10,500.00

The table below lists, with a description, the useful information on the **Voucher Details** tab.

Detail Lines	Click the button to view voucher and detail line information.
Payment Information	Click the button to view more detailed information about a payment voucher.
Scheduled Payments	Click the button to view scheduled payment information for a vendor or a group of vendors.
Voucher Unpaid Balance	The unpaid portion of the voucher.
Total Non-Merch (total non-merchandise)	Total amount of gross invoice amount allocated to sales tax, use tax, freight tax, and miscellaneous tax.
Gross Amount Paid	The actual amount paid on this voucher.

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Net Amount Paid	The gross amount paid on this voucher, less any discount.
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The table below lists, with a description, the useful information on the **More Details** tab.

Post Status	The various statuses of the voucher (post status, Appr Stat (approval status), Match Status , Close Status).
Due Date	The date the voucher is due to be paid.
Acctg Date (accounting date)	The accounting date for this voucher.
Entered on	The date on which the voucher was entered.
Bdgt Hdr Status (budget header status)	The budget header status for this voucher.

4. Click the button to view more detailed information about a payment voucher.

Back To Voucher Inquiry										
Business Unit:	FIU01	Voucher ID:	00000003	Invoice Number:	frg12346					
Vendor Name:	HON Furniture	Vendor Location:	CORPORATE							
Gross Invoice Amount:	1,234.00	Transaction Currency:	USD							
Details										
Customize Find View All										
First 1 of 1 Last										
<u>Bank SetID</u>	<u>Bank Code</u>	<u>Bank Account</u>	<u>Payment Reference ID</u>	<u>Applied Business Unit</u>	<u>Applied Voucher ID</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Currency</u>	<u>Voucher Paid Amount</u>	<u>Payment Status</u>
FIU01	BOA	123	000006			08/07/2003	4,404.00	USD	1,234.00	Paid

Asset Management Inquiry

1. Follow the navigation shown below to display the **Search for an Asset** tool.

Navigation

- [Asset Management](#)
- [Search for an Asset](#)

Search for an Asset
Asset Search Criteria

Unit: <input type="text" value="FIU01"/>	Serial ID: <input type="text"/>	Parent ID: <input type="text"/>
Category: <input type="text"/>	Location: <input type="text"/>	Group ID: <input type="text"/>
Asset ID: <input type="text"/>	Asset Status: <input type="text" value="In Service"/>	Profile ID: <input type="text"/>
Tag Number: <input type="text"/>	Search Type: <input type="text" value="Advanced Search"/>	Chartfield Search Criteria

Acquisition Details	Purchasing Unit/PO	Receiving Unit/ID	Payables Unit/Voucher	Projects Unit/Proj ID
	Unit: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	ID: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Max Rows [View Search Options](#)
(Important for Performance)

2. Enter any available search criteria and click the button.

All assets that meet your search criteria will display on the lower portion of the page.

Search for an Asset
Asset Search Criteria

Unit: <input type="text" value="FIU01"/>	Serial ID: <input type="text"/>	Parent ID: <input type="text"/>
Category: <input type="text" value="EDPRO"/>	Location: <input type="text"/>	Group ID: <input type="text"/>
Asset ID: <input type="text"/>	Asset Status: <input type="text" value="In Service"/>	Profile ID: <input type="text"/>
Tag Number: <input type="text"/>	Search Type: <input type="text" value="Advanced Search"/>	Chartfield Search Criteria

Acquisition Details	Purchasing Unit/PO	Receiving Unit/ID	Payables Unit/Voucher	Projects Unit/Proj ID
	Unit: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	ID: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Max Rows [View Search Options](#)
(Important for Performance)

Go To >>

Search Results - Select One Asset to Continue [Customize](#) | [Find](#) | [View All](#) | First | 1-2 of 2 | Last

[Asset Information](#) | [Asset Cost Information](#) | [Acquisition Details](#) | [More...](#)

Select	Unit	Asset ID	Description	Tag Number	Status	Category	Cost Type	Serial ID
<input type="checkbox"/>	FIU01	000000000034	film history of Balboa	4980001112	In Service	EDPRO		
<input type="checkbox"/>	FIU01	000000000056	scanner	49800011217	In Service	EDPRO		

Note: If no data that matches your search criteria is found, the message "No Assets Found" appears in the lower-left corner of the page.

Journal Inquiry

Once a journal has been entered into the Financials System, you will have the ability to review the status and details of the journal. This chapter has been developed to describe and illustrate the journal inquiry process in PeopleSoft.

1. Follow the navigation shown below to display the Journal Entry screen.

Navigation

- *General Ledger*
- *Review Journal/Ledger Data*
- *Journals*

Journal

[Find an Existing Value](#) | [Add a New Value](#)

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter an **Inquiry Name** and click the button.

Note: Once you have defined and saved the Inquiry, you can run as often as you would like. Use the **Find an Existing Value** tab to retrieve your existing Journal Inquiries.

The Journal Criteria tab for the Journal Inquiry will be displayed.

Journal Criteria Tab

Journal Criteria

Inquiry:	*Unit:	*Ledger:	*Year:	*From:	*To Period:	Suspense Status:	Search
INQUIRY	FIU01						
Journal ID:	Date:	Status:	Source:	Currency:	Stat:	Document Type:	
User:	Max Rows: 100		Sort By: Journal Id				

Save	Notify	Refresh	Add Update/Display
------	--------	---------	--------------------

The following fields are required in order to perform a Journal Inquiry:

- **Business Unit** – Enter “FIU01”
- **Ledger** – Enter “ACTUALS”
- **Year** – Enter the Fiscal Year for the ID Transfer journal created. “2005”
- **From Accounting Period** – Enter the Accounting Period of the ID Transfer journal created. “01”
- **To Accounting Period:** - Enter the Accounting Period of the ID Transfer journal created. “10”

3. Enter Search Criteria into the available fields and click Search.

Journal Criteria

Inquiry:	*Unit:	*Ledger:	*Year:	*From:	*To Period:	Suspense Status:	Search
INQUIRY	FIU01	ACTUALS	2004	1	10		
Journal ID:	Date:	Status:	Source:	Currency:	Stat:	Document Type:	
User:	Max Rows: 100		Sort By: Journal Id				

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
0000000029	02/10/2004	FIU01	Posted	ONL	No Susp	1115898	02/10/2004	gl 2.1 many purchase of DP WO
0000000030	02/10/2004	FIU01	Posted	ONL	No Susp	1115898	02/10/2004	GL 2.1 Aime M
0000000031	02/10/2004	FIU01	Posted	ONL	No Susp	1202473	02/10/2004	BSanchez Script 2.1 line 56
0000000032	02/10/2004	FIU01	Valid	ONL	No Susp	1115898	02/10/2004	Vivian test #113 script 2.1, a
0000000033	02/10/2004	FIU01	Posted	ONL	No Susp	1115898	02/10/2004	gl 2.1 many payment of long d
0000000034	02/10/2004	FIU01	Posted	ONL	No Susp	1115898	02/10/2004	G/L 2.1 AIME M 72100
0000000035	02/10/2004	FIU01	Posted	ONL	No Susp	1166886	02/10/2004	andy12.1
0000000036	02/10/2004	FIU01	Posted	ONL	No Susp	1115898	02/10/2004	G/L 2.1 AIME M 73100
0000000037	02/10/2004	FIU01	Posted	ONL	No Susp	1115898	02/10/2004	G/L 2.1 AIME M 77100
0000000038	02/10/2004	FIU01	Valid	ONL	No Susp	1202473	02/10/2004	BSanchez GL 2.1 line 57
0000000039	02/10/2004	FIU01	Valid	ONL	No Susp	1202473	02/10/2004	BSanchez GL2.1 line 58
0000000052	02/11/2004	FIU01	Posted	ONL	No Susp	FGREEN	02/11/2004	152500101
0000000053	02/11/2004	FIU01	Valid	ONL	No Susp	FGREEN	02/11/2004	152500101
0000000057	02/13/2004	FIU01	Errors	ONL	No Susp	1328837	02/13/2004	
0000000058	02/13/2004	FIU01	Valid	ONL	No Susp	1328837	02/13/2004	
0000000059	02/13/2004	FIU01	Incomplete	ONL	No Susp	1315242	02/13/2004	Test
0000000060	03/01/2004	FIU01	Valid	ONL	No Susp	1202473	03/01/2004	BSanchez GL 2.1 line 57

The journals details (Journal Status, Suspense Status) matching your search criteria will be displayed.

4. Click the **Journal ID** link to review more specific details of a journal.

Inquiry	Unit	Ledger	Year	From	To:	Curr	Source	Journal ID	Status	Sus
INQUIRY	FIU01	ACTUALS	2004	1	10					

Journals Header Details

Go To: [Journal Criteria](#) Header Msg:

Journal ID: 0000000029		Date: 02/10/2004	Schedule:	Source: ONL
Ledger Grp: ACTUALS	Original Date: 02/10/2004	Lines: 2	Occur:	InterUnit BU: FIU01
Status: Posted	Posted: 02/10/2004	Process: No Request	Reversal: None	
Balanced: DR=CR	Controls: Ctrl's OK	Errors: Edits OK	Reversal Date:	
Operator Id: 1115898	Doc Sequence #:			
Long Description:	gl 2.1 manny purchase of DP WORKSTATION			

Totals by Currency							
Currency:	USD	DR:	4,300.00	CR:	4,300.00	Net:	0.00

Show All Lines
 Show From Line: Thru Line:

Journal Line Distributions

Line #	Transaction Amount	Account	Alt Acct	DeptID	Fund Code	Program	Class	Project	Bud Ref	PC Bus Unit	Activity
1	4,300.00	USD 721404	72100		655	22	1	253000517			
2	-4,300.00	USD 112001	11200		655	22	1	253000517			

Click [Journal Criteria](#) to return to the Journal Criteria Screen.

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FIN02 – Financials Reporting

Appendix A – Setting up your Computer for nVision Drilldown

In order to be able to run the drilldown functionality within PeopleSoft, you will need to setup Microsoft Excel on your computer to use DrillDown. The instructions below will instruct you on how to perform this simple setup.

1. Place the Add-In file to a directory your local computer.

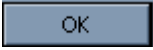
The first step within setup will require that you place the Add-In File (attached to the email) within a directory on your local computer. You may not have access to every directory on your local computer, so this example will show you to place it to your “My Documents” directory.

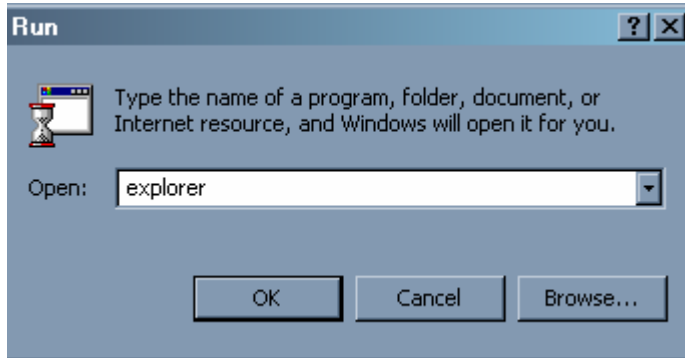
- a. Open Windows Explorer by clicking the following Windows menu command.

Start - Run

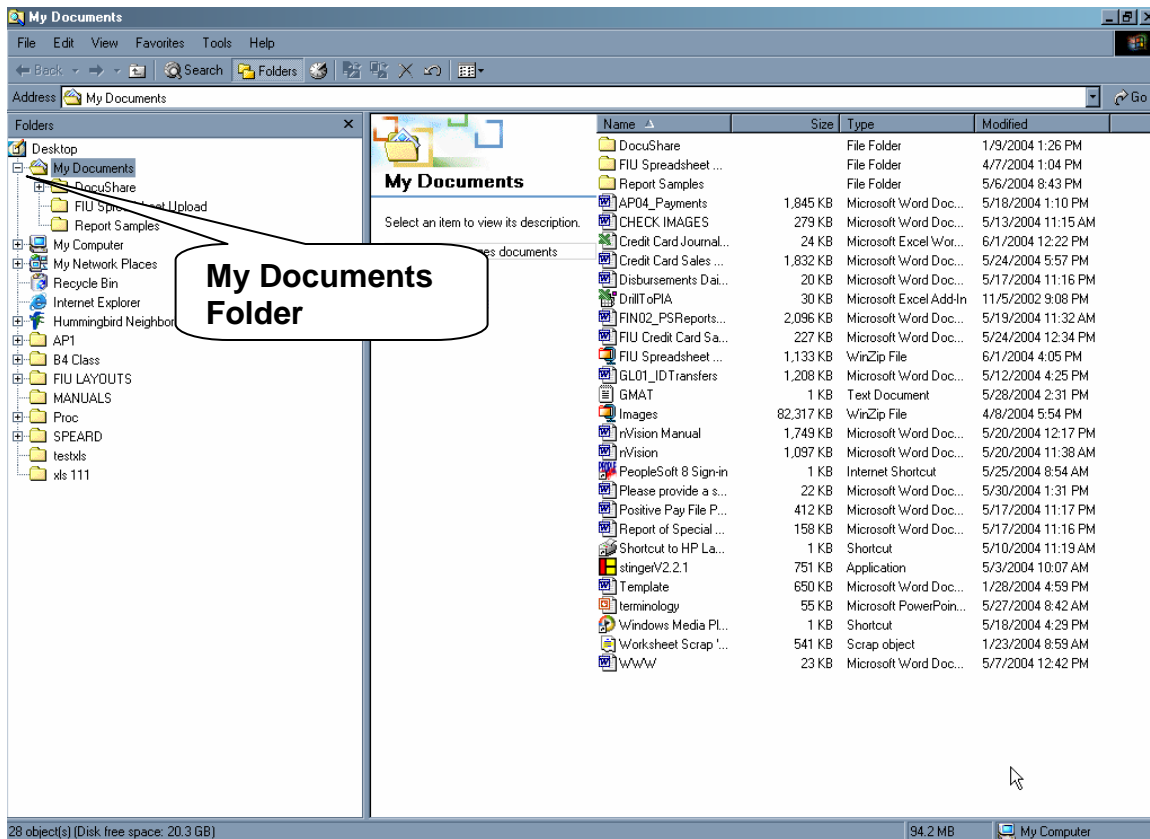


Note: You may also have a My Documents folder on your Desktop.

b. Type in “explorer” within the Run command line and click .



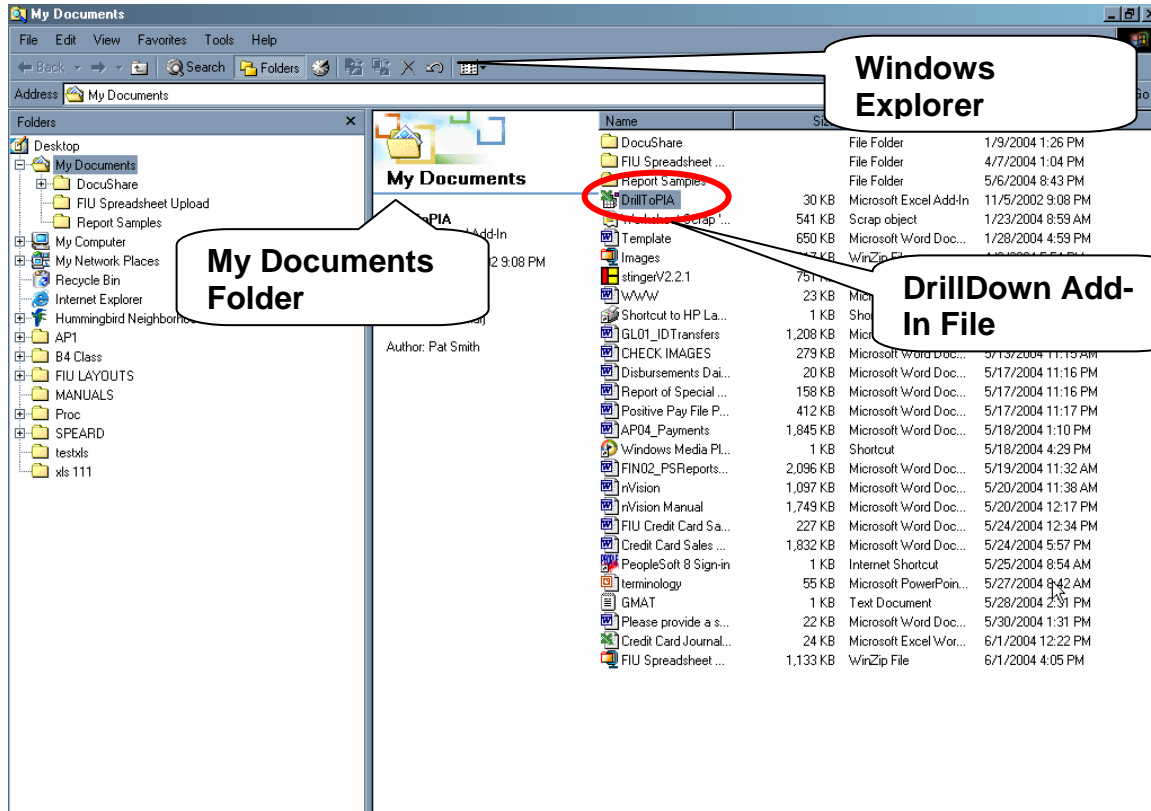
Window Explorer will be displayed.



c. Navigate to the **My Documents** folder and paste in the Add-In file.



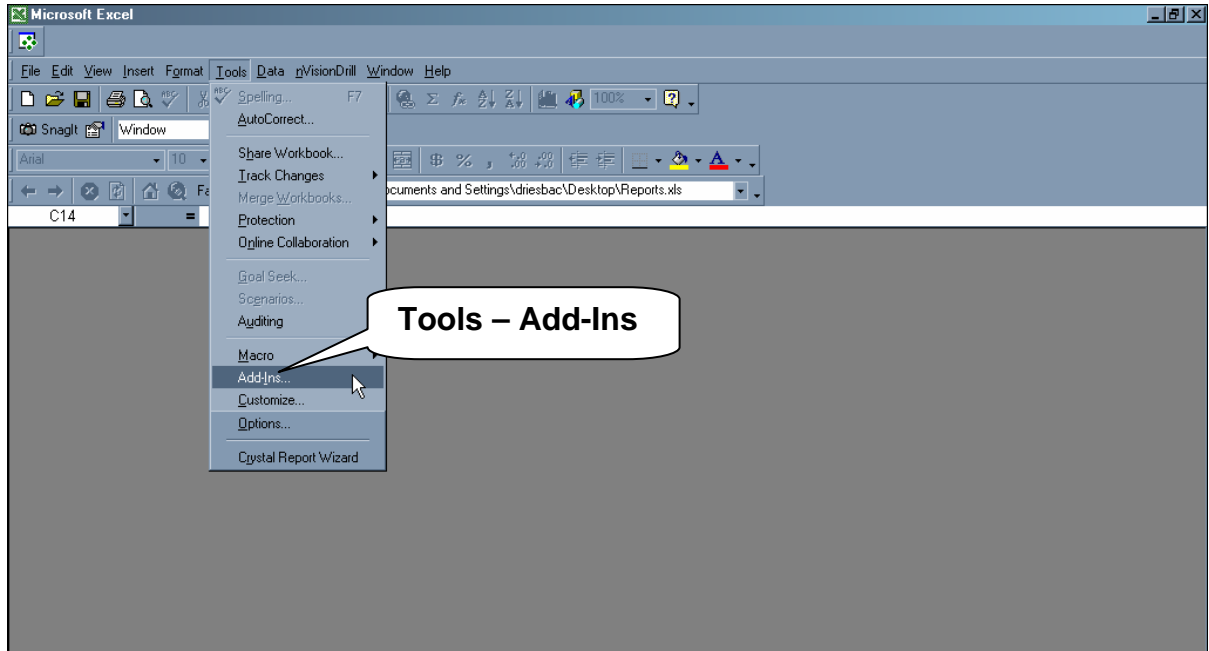
Note: The Add-In file (DrillToPIA) is attached to the email received.



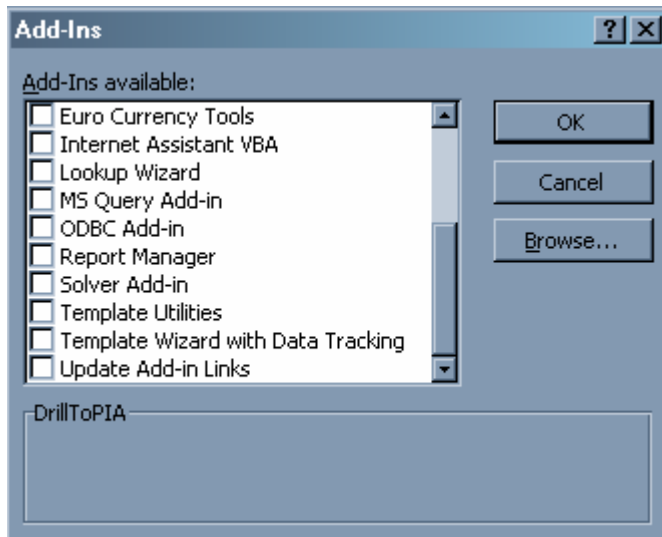
2. Activate the Add-In file within Excel to enable the nVision menu options.

a. Open Microsoft Excel and select the following Menu Navigation:

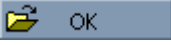
Tools – Add-Ins

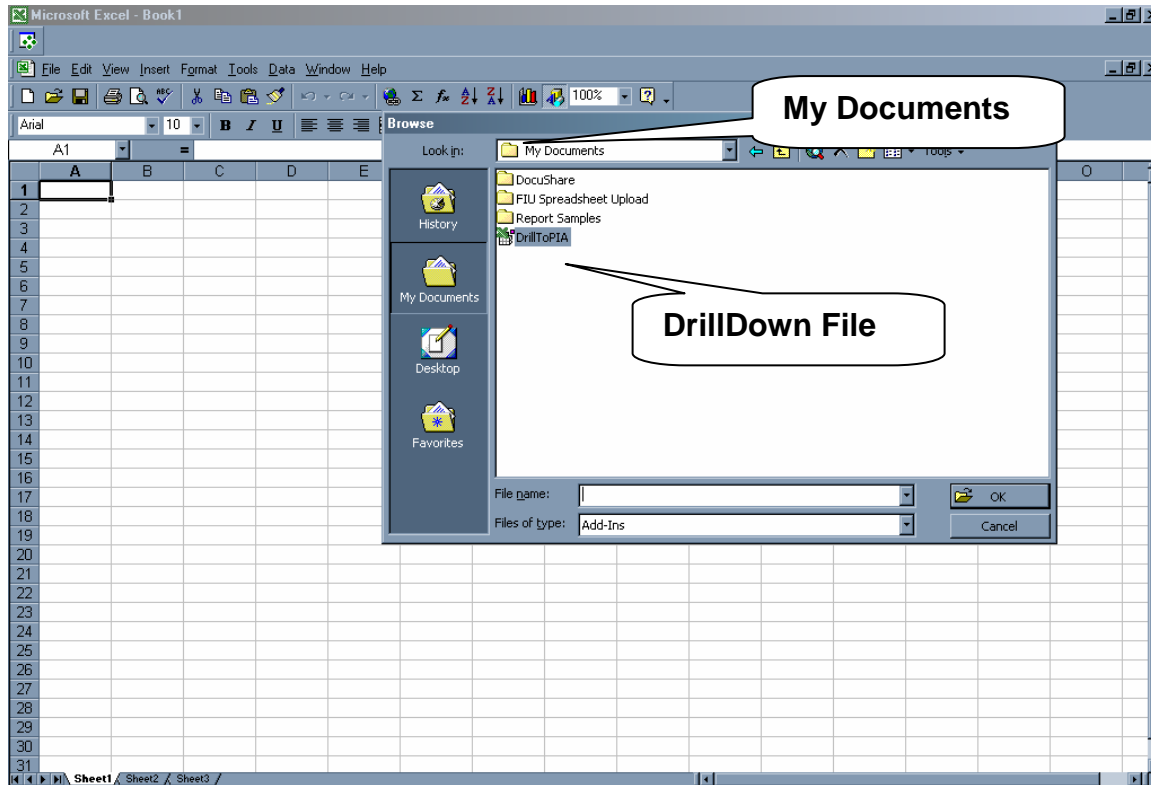


The following Add-Ins box will be displayed.

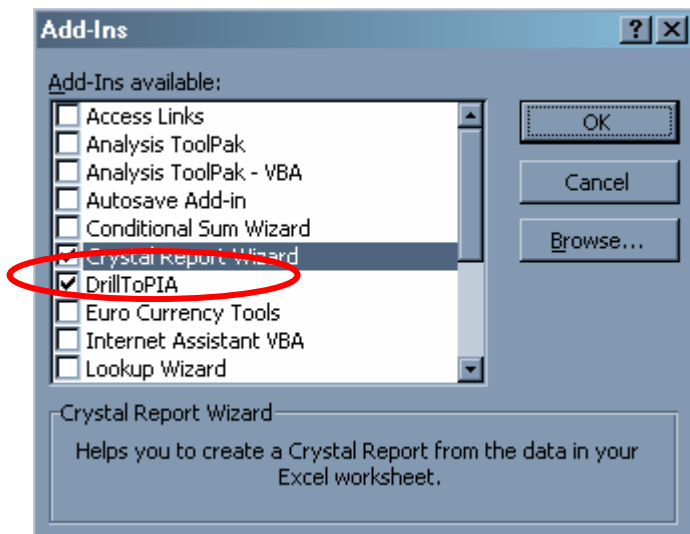



b. Select **Browse...** to locate the Drilldown File you placed on the **My Documents** drive directory (Step 1)

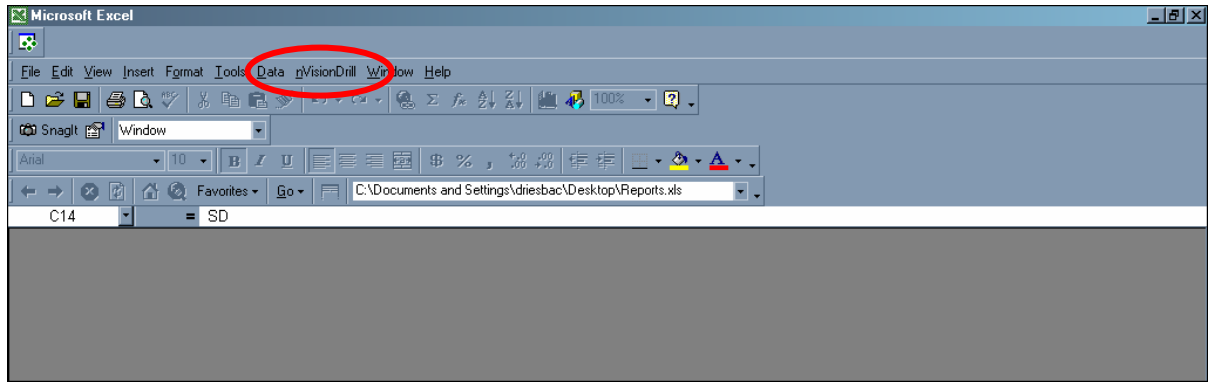
4. Navigate to the **My Documents** folder to select the DrillToPIA file. Click the  button once selected.



The Add-Ins Menu will be displayed with the DrillDown (DrilltoPIA) Add-in selected.



Click  to return to excel with the Drill-Down feature activated. The menu navigation toolbar within excel will be updated to include the nVisionDrill functionality.



Congratulations, you are ready to use nVision Drilldown!

Appendix B- Working with the Reports

Using the nVision functionality within PeopleSoft, the nVision reports that are generated will be in an excel format.

Request Name: DAVE
 Report Title: FIU_GL_DeptSum
 Roll Up Level Name: 11040001
 Roll Up Description: CWSP CONTROLLER'S OFFICE
 As of Date: 2004-03-10

	B	C	E	F	G	I	K	M	N	O	P
	Budget	Crn Mth Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available					
Permanent Salaries and Wages											
14	Total					0					
17	Temporary Salaries										
19	Subtotal	0	0	1,394	0	0	(1,394)				
21	Other Operating Expenses										
31	Subtotal	3,000,000	0	141	57,051	200	2,942,609				
34	Grand Total Expenses	3,000,000	0	1,534	57,051	200	2,941,215				

Zoom on Report

You can adjust the amount of information displayed on the screen by selecting **View – Zoom** from the Menu navigation. (75% is most common) See image below.

Request Name: DO110400
 Report Title: CWSP CNTRLR'S OFFICE
 Roll Up Level Name or Department: 110400101
 Roll Up/Department Description: CNTRLR'S OFFICE
 As of Date: 2004-06-30

	Budget	Crn Mth Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available	
Permanent Salaries and Wages							
15	Total					0	
17	OPS Salaries						
18	Subtotal					0	
Other Operating Expenses							
37	Subtotal	1,000,000	0	123	190,464	24,407	785,006
40	Grand Total Expenses	1,000,000	0	123	190,464	24,407	785,006

Expand Sections of Report

Additional Detail is contained within sections of the report. Click the image to expand section for additional details.

		Request Name: DO110400							
		Report Title: CWSP CNTRLLER'S OFFICE							
		Roll Up Level Name or Department: 110400101							
		Roll Up/Department Description: CNTRLLERS OFFICE							
		As of Date: 2004-06-30							
		Budget	Crt Mth Period 12 - 2004-06-01 2004 Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available		
14	Permanent Salaries and Wages								
15	Total						0		
17	OPS Salaries								
18	Subtotal						0		
20	Other Operating Expenses								
37	Subtotal	1,000,000	0	123	190,464	24,407	785,006		
40	Grand Total Expenses	1,000,000	0	123	190,464	24,407	785,006		

Click to expand a section.

		Request Name: DO110400							
		Report Title: CWSP CNTRLLER'S OFFICE							
		Roll Up Level Name or Department: 110400101							
		Roll Up/Department Description: CNTRLLERS OFFICE							
		As of Date: 2004-06-30							
		Budget	Crt Mth Period 12 - 2004-06-01 2004 Actuals	YTD Actuals	YTD Encumbrance	YTD Pre Enc	Balance Available		
14	Permanent Salaries and Wages								
15	Total						0		
17	OPS Salaries								
18	Subtotal						0		
20	Other Operating Expenses								
21	711000 Other Dept						0	0	
22	711012 Freight						1,950	0	
23	711211 Per Diem - In State						750	0	
24	711231 Per Diem - Foreign			123			0	0	
25	711331 Clothing and Uniforms						4,990	0	
26	711402 Rental of Facilities						0	15,180	
27	711903 F&E Less than \$1,000						36,436	1,856	
28	711916 Plant Equip Under \$1,000						100	0	
29	721201 Furniture & Equip Over \$1,000						0	6,170	
30	721302 Audio Visual Equipment						3,000	0	
31	721404 DP Workstation						20,308	1	
32	721904 Modular Trailers						118,280	0	
33	772103 Consulting Services						2,000	0	
34	772117 Security Services						1,200	1,200	
35	772181 Construction Services						450	0	
36	773906 Other Materials and Supplies						1,000	0	
37	Subtotal	1,000,000	0	123	190,464	24,407	785,006		
40	Grand Total Expenses	1,000,000	0	123	190,464	24,407	785,006		

Additional Details by Account

Note: You can click the button to close a section of information.

Once you have opened your report from the **FIU Month-End Reports** folder, you will have the ability to use the drilldown capability of the reports.

DrillDown offers fast, convenient on-line access to supporting detail in summary reports. This is especially useful when you are reporting at a high level of summarization, since it provides underlying details when and where you need them.

Once a report has been run to the Web and posted to **FIU Month-End Reports**, you can open it and run a **DrillDown** on non-calculated amount fields.

Note: You will need to install and configure your Microsoft Excel Program to be able to run drilldown.

To use the drilldown functionality, follow the steps below.

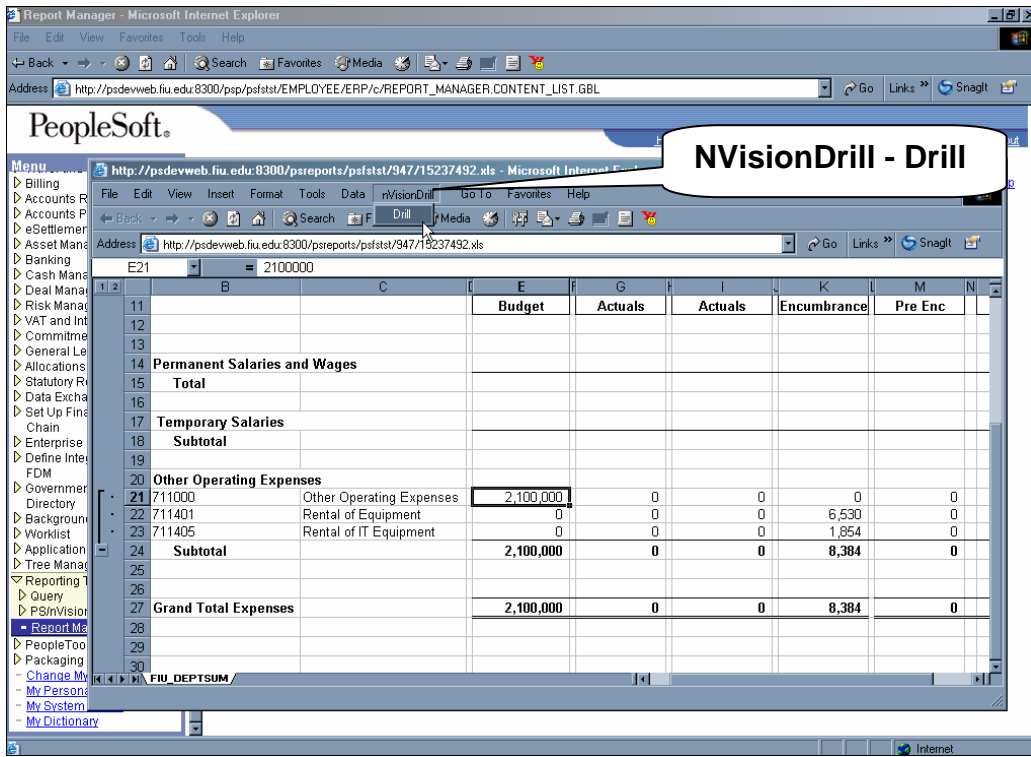
1. Select the cell for the Amount field that you would like to drilldown.

The screenshot shows a web browser window displaying a PeopleSoft report. The report is an Excel spreadsheet with columns for Budget, Actuals, and Encumbrance. A callout box highlights the cell containing the value 2,100,000, which is the Budget for 'Other Operating Expenses'.

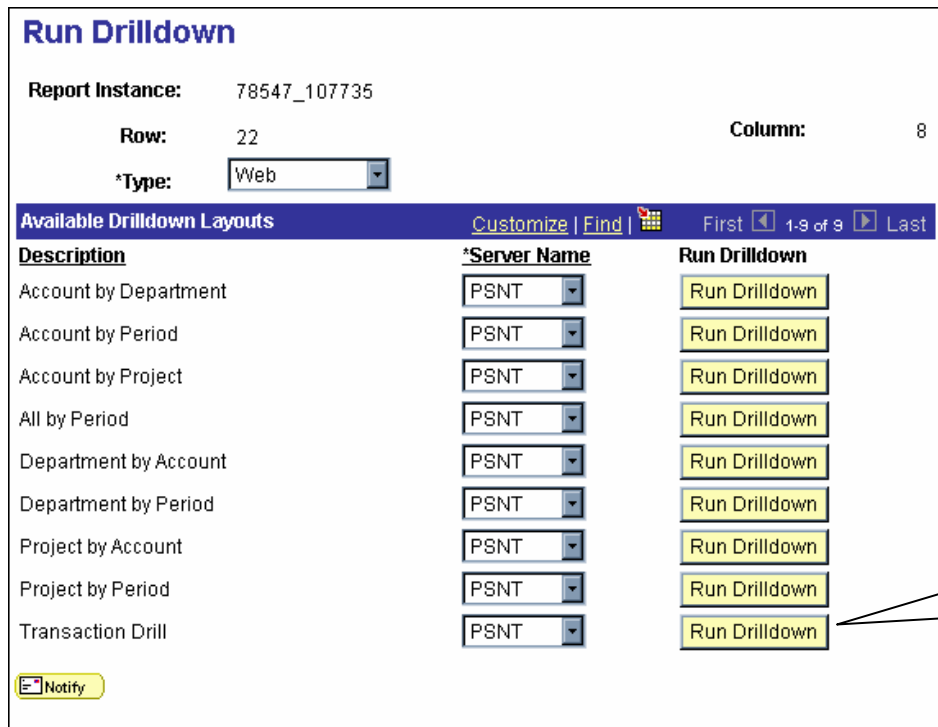
	B	C	E	F	G	I	K	L	M	N
			Budget	Actuals	Actuals	Actuals	Encumbrance	Pre Enc		
14	Permanent Salaries and Wages									
15	Total									
17	Temporary Salaries									
18	Subtotal									
20	Other Operating Expenses									
21	711000	Other Operating Expenses	2,100,000	0	0	0	0	0	0	0
22	711401	Rental of Equipment	0	0	0	0	6,530	0	0	0
23	711405	Rental of IT Equipment	0	0	0	0	1,854	0	0	0
24	Subtotal		2,100,000	0	0	0	8,384	0	0	0
27	Grand Total Expenses		2,100,000	0	0	0	8,384	0	0	0

Note: You can only drill down on non-calculated fields.

2. Select “nVisionDrill – Drill” from the menu navigation to initiate the Drilldown process.



The following PeopleSoft window containing all of drilldown layouts will be displayed.



The following table contains a list of available drilldowns.

DrillDown
Department by Account
Account by Department
Account by Period
Project/Grant by Account
All by Period
Department by Period
Account by Project
Project by Period
Transaction Drill

Note: Drilldown functionality is unable to drill across multiple fiscal years. As a result, for Project/Grant reports, you will need to Drilldown on the LTD (Life to Date) columns first by Period. (I.e. Account by Period) and then drill on the period details.

3. Locate the Drilldown that you would like to use and click **Run Drilldown**.

Once you have selected **Run Drilldown**, you will be taken to the **Administration** tab of **Report Manager (Reporting Tools – Report Manager)**.

The **Administration** tab displays all of the reports (I.e. Drilldown Reports, General Reports) that you have generated with your Panthersoft ID.

It may take a few moments for the report you generated to be displayed.

4. Click the **Refresh** button to refresh the page.

The screenshot shows the 'Administration' tab of the Report Manager interface. At the top, there are navigation tabs: Explorer, List, Administration (selected), and Archives. Below the tabs, there is a 'View Reports For' section with input fields for User ID (1523749), Type, Last (1 Days), Status, Folder, and Instance. A yellow 'Refresh' button is highlighted with a callout box labeled 'Administration Tab'. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. The table contains three rows of report data. At the bottom, there is a 'Delete' button and a 'Save' button. Navigation links for Explorer, List, Administration, and Archives are at the very bottom.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	950	2371	DR_2370_2371_15237492.xls	04/14/2004 1:11:12PM	Microsoft Excel Files (*.xls)	Posted	Details	View
<input type="checkbox"/>	947	2370	110400001Report for Budget Analysis	04/14/2004 12:51:11PM	Microsoft Excel Files (*.xls)	Posted	Details	View
<input type="checkbox"/>	944	2369	Report for Budget Analysis	04/14/2004 12:44:56PM	Microsoft Excel Files (*.xls)	Posted	Details	View

5. Click the **View** link on the **Administration** tab next to the report you would like to view. The most recent report that you create will be listed in the top. Clicking the view link will take you to a page containing a link to the report you created.

Note: To delete a report that you have created, you must select the checkbox next to the report process and then click [Delete](#). This will also remove the report from the Explorer tab.

Once you click on the **View** link, you should have a link for the Drilldown you just generated.

Click on the link and the **Drilldown** for that transaction will be shown in another page in Excel format.