

# **End User Training Guide PeopleSoft nVision Reporting**

# AFD Finance

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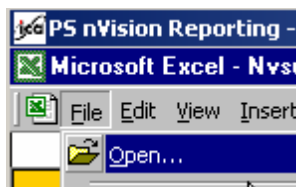
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## nVision Reporting Overview

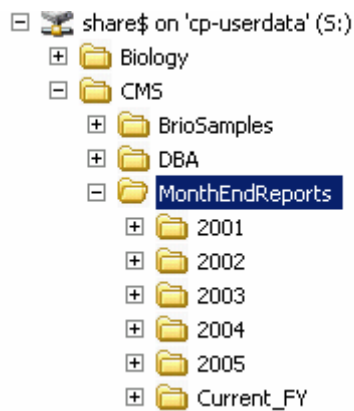
nVision is the primary departmental reporting tool. It is an Excel add-on within the PeopleSoft Finance application. It delivers reports in an Excel spreadsheet and can be opened within the PeopleSoft application to allow for online drill down to the transactions. Cal Poly has designed all of the nVision reports for revenue and expense for end users to view Actuals, Encumbrances and Pre-encumbrances.

Each month the Budget Office runs and stores the Department Summary by Account report on Terminal Services S: drive in folders by Dept id.

To access these reports, select File, Open after logging in to nVision.



The reports are located under CMS, in the Month End Reports folder which defaults. The Month End Reports for the current Fiscal Year are located in folder Current\_FY. At the end of each Fiscal Year the Month End Reports for Period 12 will be copied to the Fiscal Year Folder.



If the month end report does not meet all reporting needs, additional nVision reports are available and can be run by prompt.

CAL POLY		DBROTHWE's Personal PS/nVision HomePage	
	Last Month End (Closed)	Today's Date	
DeptID Prompt	Dept Summary by Account	Dept Summary by Account	
	Dept Summary by Program	Dept Summary by Program	
	Dept Summary by Project	Dept Summary by Project	
	Department Summary	Department Summary	
DeptID Node Prompt	Dept Node Summary	Dept Node Summary	
	Dept Node Summary by Acct	Dept Node Summary by Acct	
Program	Program Summary	Program Summary	
Program Node	Program Node Summary	Program Node Summary	
Project	Project Summary	Project Summary	
Project Node	Project Node Summary	Project Node Summary	
Fund	Trial Balance by Fund	Trial Balance by Fund	
	Profit & Loss by Fund	Profit & Loss by Fund	

The above menu represents all currently supported nVision reports. Each section is separated based on the Chartfield value that is used for prompting, along with whether or not the value is a detail value or a tree node. The two columns indicate the "as of" date of the report. When using the Last Month End (Closed) column, the report delivers data from the most recent month closed, while Today's Date column is current data.

## nVision Drills

Drills allow you to access the detail behind the value in a specific cell. Once you've logged in to nVision and opened or run the report, place your cursor in the field you wish to expand on and select from the options under the Drill menu. The drill you select indicates the type of activity you are viewing: Budget, Actuals, Encumbrances or Pre-Encumbrances. (Ex. from the Actuals column, select Rev/Exp Actuals.)

Drill	Help
Rev/Exp Encumbrance	
Rev/Exp PreEncumbrance	
Rev/Exp Actuals	
Budget Journals	
Trial Balance Expense Journals	
Trial Balance AP Detail	
Trial Balance CSU Accounting	
<b>Account by Period</b>	
Account by Department	
Account by Fund	
Account by Program	
Account by Project	
Account by Class	
Department by Period	
Department by Account	
Department by Fund	
Department by Program	
Department by Project	
Department by Class	
<b>Program by Period</b>	
<b>Program by Account</b>	
Program by Department	
Program by Fund	
Program by Project	
Program by Class	

Use these drills to view transactions for Budget, Encumbrance, Pre-encumbrance and Actuals for revenue and expense (P&L) type reports. They are not to be used for Trial Balance.

Breakdown by Account & Period					
Account	Description	2003-1	2003-2	2003-3	2003-4
601100	Academic Salaries	113,451	116,887	115,290	115,290
601103	Graduate Assistant	1,000	1,000	0	0
601300	Support Staff Salaries	28,218	28,218	28,218	28,218

These views are only helpful when drilling on a Node report.

The views by Program, Project and Class are most useful when drilling on the Dept Summary Report








Breakdown by Program & Account				
Program	Description	601100 Academic Salaries	601300 Support Staff Salaries	603001 OASDI
(None)	(None)	26,262	11,611	2,320
AA001	CAGR College Based Fee	0	0	0
R1017	CDOE-PreService InService	0	0	0
		26,262	11,611	2,320

- Project by Period
- Project by Account
- Project by Department
- Project by Fund
- Project by Program
- Project by Class
- Class by Period
- Class by Account
- Class by Department
- Class by Fund
- Class by Project
- Class by Program
- Scenario by Period
- Scenario by Account**
- Scenario by Department
- Scenario by Fund
- Scenario by Project
- Scenario by Program
- Scenario by Class

Drill from the budget column only. Groups budget transactions by scenario, i.e. initial budget versus budget transfers.

Breakdown by Scenario & Period						
Scenario	Description	2003-1	2003-3	2003-4	2003-7	Total
OPRALD	Operating Ledger Allocation	0	1,087,767	0	0	1,087,767
OPRINI	Operating Ledgr Initial Budget	9,195,235	0	0	0	9,195,235
OPRTRF	Operating Ledger Transfers	0	616,311	(458,253)	56,458	214,516
		9,195,235	1,704,078	(458,253)	56,458	10,497,518

There are short cut buttons to the most popular drills on the right side of your nVision screen. Place your cursor over them to see the drill associated with each button.

-  Return to nVision Home Page
-  Rev/Exp Encumbrance Details
-  Rev/Exp Pre-Encumbrance Details
-  Rev/Exp Actuals
-  View Account by Period
-  View Department by Period
-  View Budget Journals

The drill you have selected is indicated in the upper left corner.



## PreEncumbrance Details

Doc ID	Trans Type	Doc Date	Period	Line	Sched	Distr.	Amount	Line Descr	Vendor
0000017419	GL_JOURNAL	2003-08-01	2	190			4,840.00	Equipment	
0000017420	GL_JOURNAL	2003-09-01	3	4			2,705.00	Equipment	
2002102896	PO_POENC	2003-07-09	1	1	1	1	-327.78		BASSETTS CRICKET RAM
2002102896	REQ_PREENC		1	1	1	1	327.78	27 Shipment of crickets, to be shipped every 2 weeks, 500 crickets p	
2003100060	PO_POENC	2003-07-22	1	1	1	1	-29,000.00		LI COR
2003100060	REQ_PREENC		1	1	1	1	29,000.00	LI6400P Portable Photosynthesis System; includes LI-6400 Photos	
2003100060	PO_POENC	2003-07-22	1	2	1	1	-415.00		LI COR

The color coding on the drill pages indicates the type of transaction you are viewing:

Green – PO

Light Yellow – Requisition

Purple – AP Voucher

Orange – Journal

Blue – Billing (Chargeback, Mustang Graphic, Office Max, P-Card etc. detail)

PS nVision Reporting - Citrix ICA Client										
Microsoft Excel - Drill2										
File Edit View Insert Format Tools Data Window nVision Drill Help										
N28										
B C D F G H I J K L M										
2	KK Actuals Details									
3										
4	<b>Doc ID</b>	<b>Trans Type</b>	<b>Doc Date</b>	<b>Period</b>	<b>Line</b>	<b>Sched</b>	<b>Distr.</b>	<b>Amount</b>	<b>Line Descr</b>	
5	0000016902	GL_JOURNAL	2004-02-10	8	33			122.73	INV#2247112;	
6	0000017225	GL_JOURNAL	2004-02-26	8	5			1,260.00	CP THEATR	
7	0000017352	GL_JOURNAL	2004-02-01	8	148			(407.92)	Supplies and:	
8	00091388	AP_VOUCHER		8	1	1		8.40	TOWEL LAUN	
9	00091640	AP_VOUCHER		8	1	1		407.92	Mustang Gra	
10	00091786	AP_VOUCHER		8	1	1		11.80	2001201182	
11	00092213	AP_VOUCHER		8	1	1		421.96	Office Depot	
12	00092578	AP_VOUCHER		8	1	1		82.98	750 Evergree	
13	00092578	AP_VOUCHER		8	2	1		167.69	700 Evergree	
14	00093266	AP_VOUCHER		8	1	1		85.01	Office Depot	
15	00093519	AP_VOUCHER		8	1	1		4.48		
16	00093520	AP_VOUCHER		8	1	1		53.57		
17	ALR0017234	GL_JOURNAL	2004-02-29	8	20			2.00	Alarm Recha	
18	CPY0017227	GL_JOURNAL	2004-02-29	8	17			2,523.85	Copy Charge	
19	FAC0017228	GL_JOURNAL	2004-02-29	8	118			111.92	Facilities Rec	
20	SLJ0016840	GL_JOURNAL	2004-02-06	8	3			45.00	Training	
21	WHS0017233	GL_JOURNAL	2004-02-29	8	13			21.00	Warehouse C	
22										
23	Total 4,922.39									

## nVision Report Sample – Dept ID

There are four nVision reports that prompt on the detail value of one Department ID and two reports that prompt on the department tree node value. Following is a description of each one:

Dept Summary by Account – This report is run by Department ID value and displays each unique account value used within a fund as a separate and distinct line. This report is run by the Budget Office for every department ID value as part of each month end. Following is a sample of the output:

Department Summary by Account											
For Year to Date through: 2004-06-30											
For Department 100500 -- CAGR-Horticulture & Crop Sci											
Run Date and Time: 07/13/2004 7:43:22											
version 1.0dev											
			Current Period						Year - To - Date		
Fund	Node / Account	Description	Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances	
Revenues											
	580090	Revenue Other	0.00	(1,071.10)	0.00	0.00	(1,071.10)	0.00	1,071.10	0.00	
		Miscellaneous revenues	0.00	(1,071.10)	0.00	0.00	(1,071.10)	0.00	1,071.10	0.00	
MO003		TF-IRA Ag Judging-Flower	0.00	(1,071.10)	0.00	0.00	(1,071.10)	0.00	1,071.10	0.00	
Revenues											
	580090	Revenue Other	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00	
		Miscellaneous revenues	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00	
MX116		TF-MT Glikberg Internship	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00	
		Total Revenues	\$ -	\$ (2,595.10)	\$ -	\$ -	\$ (2,595.10)	\$ -	\$ 2,595.10	\$ -	
Expenditures											
	601100	Academic Salaries	0.00	128,327.46	0.00	0.00	1,323,724.37	0.00	(1,323,724.37)	0.00	
	601103	Graduate Assistant	0.00	1,150.00	0.00	0.00	8,900.00	0.00	(8,900.00)	0.00	
	601300	Support Staff Salaries	0.00	26,984.50	0.00	0.00	327,768.82	0.00	(327,768.82)	0.00	
	601301	Overtime	0.00	0.00	0.00	0.00	632.75	0.00	(632.75)	0.00	
	601303	Student Assistant	0.00	2,446.28	0.00	0.00	34,690.04	0.00	(34,690.04)	0.00	
	601805	Lecturers	0.00	15,218.53	0.00	0.00	134,266.72	0.00	(134,266.72)	0.00	



# AFD Finance



Dept Summary by Program – This report is run by Department ID value and displays each unique program value used within a fund as a separate and distinct line. Following is a sample of the output:

Department Summary by Program										
For Year to Date through: 2004-06-30										
For Department 100500 -- CAGR-Horticulture & Crop Sci										
Run Date and Time: 07/13/2004 8:04:38										
version 1.0dev										
Fund	Node / Program	Description	Current Period			Year - To - Date				
			Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances
	(None)	(None)	0.00	206,300.02	0.00	2,487,929.31	2,458,544.32	0.00	29,384.99	0.00
	AA001	CAGR College Based Fee	3,750.00	61,426.16	(18,867.98)	257,180.00	149,699.63	1,289.74	106,190.63	0.00
	PM001	Miscellaneous Course Fee	0.00	963.61	0.00	15,555.00	9,055.58	0.00	6,499.42	0.00
<b>AD203</b>		<b>2003-2004 General Fund Expense</b>	<b>\$3,750.00</b>	<b>\$268,689.79</b>	<b>(\$18,867.98)</b>	<b>\$2,760,664.31</b>	<b>\$2,617,299.53</b>	<b>\$1,289.74</b>	<b>\$142,075.04</b>	<b>\$0.00</b>
	RI000	Cal Poly Foundation	0.00	1,880.24	0.00	0.00	22,123.23	0.00	(22,123.23)	0.00
<b>BD203</b>		<b>2003-2004 Reimb Activity Exp</b>	<b>\$0.00</b>	<b>\$1,880.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,123.23</b>	<b>\$0.00</b>	<b>(\$22,123.23)</b>	<b>\$0.00</b>
	(None)	(None)	0.00	(1,071.10)	0.00	0.00	2,629.43	0.00	(2,629.43)	0.00
<b>MO003</b>		<b>TF-IRA Ag Judging-Flower</b>	<b>\$0.00</b>	<b>(\$1,071.10)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,629.43</b>	<b>\$0.00</b>	<b>(\$2,629.43)</b>	<b>\$0.00</b>
	(None)	(None)	0.00	0.00	0.00	0.00	3,537.00	0.00	(3,537.00)	0.00
<b>MO016</b>		<b>TF-IRA Assoc Landscape</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,537.00</b>	<b>\$0.00</b>	<b>(\$3,537.00)</b>	<b>\$0.00</b>
	(None)	(None)	0.00	0.00	0.00	0.00	1,725.80	0.00	(1,725.80)	0.00
<b>MO034</b>		<b>TF-IRA AIFD Design</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,725.80</b>	<b>\$0.00</b>	<b>(\$1,725.80)</b>	<b>\$0.00</b>
	(None)	(None)	0.00	0.00	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
<b>MO043</b>		<b>TF-IRA ASHSC Judging</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,875.00</b>	<b>\$0.00</b>	<b>(\$1,875.00)</b>	<b>\$0.00</b>
	(None)	(None)	0.00	(2,622.00)	0.00	0.00	(481.40)	0.00	481.40	0.00
<b>MX081</b>		<b>TF-MT Raffel Internship</b>	<b>\$0.00</b>	<b>(\$2,622.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$481.40)</b>	<b>\$0.00</b>	<b>\$481.40</b>	<b>\$0.00</b>
	(None)	(None)	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00
<b>MX116</b>		<b>TF-MT Glikberg Internship</b>	<b>\$0.00</b>	<b>(\$1,524.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,524.00)</b>	<b>\$0.00</b>	<b>\$1,524.00</b>	<b>\$0.00</b>
	(None)	(None)	0.00	380.41	0.00	0.00	529.67	0.00	(529.67)	0.00
<b>MY001</b>		<b>TF-Lottery Discretionary</b>	<b>\$0.00</b>	<b>\$380.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$529.67</b>	<b>\$0.00</b>	<b>(\$529.67)</b>	<b>\$0.00</b>
	(None)	(None)	0.00	0.00	0.00	0.00	860.52	0.00	(860.52)	0.00
<b>MY011</b>		<b>TF-Lottery CAGR Discretionary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$860.52</b>	<b>\$0.00</b>	<b>(\$860.52)</b>	<b>\$0.00</b>

Dept Summary by Project - This report is run by Department ID value and displays each unique project value used within a fund as a separate and distinct line. Following is a sample of the output:

Department Summary by Project										
For Year to Date through: 2004-07-13										
For Department 100500 -- CAGR-Horticulture & Crop Sci										
Run Date and Time: 07/13/2004 8:59:08										
version 1.0dev										
Fund	Project	Description	Current Period			Year - To - Date				
			Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances
	(None)	(None)	3,750.00	267,991.66	(18,867.98)	2,795,544.31	2,613,721.87	1,289.74	140,532.70	0.00
	FR1200	048-OH Reside Sheds	0.00	14.40	0.00	0.00	306.50	0.00	(306.50)	0.00
	IT0029	ITS-Telecom Line Rate	0.00	0.00	0.00	120.00	0.00	0.00	120.00	0.00
	SF0035	03-04 SFGS S. STEINMAUX	0.00	683.73	0.00	5,000.00	3,271.16	0.00	1,728.84	0.00
<b>AD203</b>		<b>2003-2004 General Fund Expense</b>	<b>\$3,750.00</b>	<b>\$268,689.79</b>	<b>(\$18,867.98)</b>	<b>\$2,760,664.31</b>	<b>\$2,617,299.53</b>	<b>\$1,289.74</b>	<b>\$142,075.04</b>	<b>\$0.00</b>

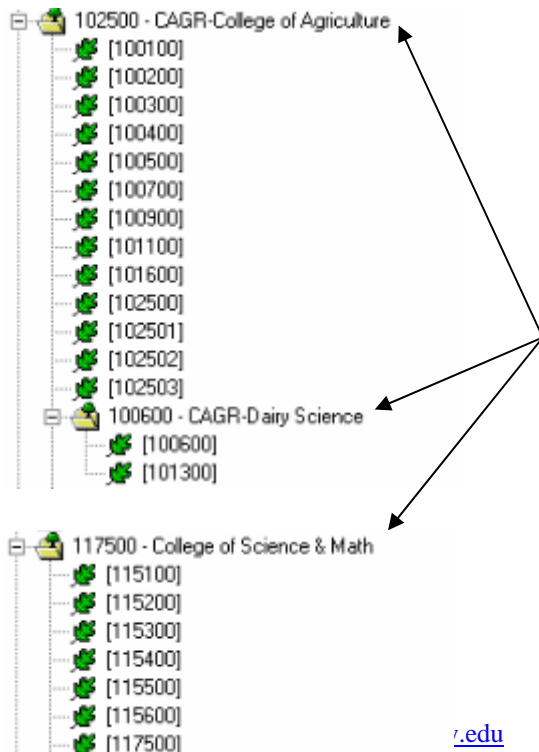
# AFD Finance

Dept Summary – This report is run by Department ID value and displays one line for the department for each fund the department has activity. This report is convenient for departments that like to see all transactions for the department (regardless of the account). With this report the Actuals can be drilled on and will return all transactions. Following is a sample of the output:

<b>Department Summary</b>									
For Year to Date through: 2004-06-30									
For Department 100500 -- CAGR-Horticulture & Crop Sci									
Run Date and Time: 07/13/2004 9:55:50									
version 10dev									
Current Period				Year - To - Date					
Fund	Description	Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances
MO003	TF-IRA Ag Judging-Flower	0.00	(1,071.10)	0.00	0.00	(1,071.10)	0.00	1,071.10	0.00
MX116	TF-MT Glickberg Internship	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00
	<b>Total Revenues</b>	<b>\$0.00</b>	<b>(\$2,595.10)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,595.10)</b>	<b>\$0.00</b>	<b>\$2,595.10</b>	<b>\$0.00</b>
AD203	2003-2004 General Fund Expense	3,750.00	268,689.79	(18,867.98)	2,760,664.31	2,617,299.53	1,289.74	142,075.04	0.00
BD203	2003-2004 Reimb Activity Exp	0.00	1,880.24	0.00	0.00	22,123.23	0.00	(22,123.23)	0.00
MO003	TF-IRA Ag Judging-Flower	0.00	0.00	0.00	0.00	3,700.53	0.00	(3,700.53)	0.00
MO016	TF-IRA Assoc Landscape	0.00	0.00	0.00	0.00	3,537.00	0.00	(3,537.00)	0.00
MO034	TF-IRA AIFD Design	0.00	0.00	0.00	0.00	1,725.80	0.00	(1,725.80)	0.00
MO043	TF-IRA ASHSC Judging	0.00	0.00	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
MX081	TF-MT Raffle Internship	0.00	(2,622.00)	0.00	0.00	(481.40)	0.00	481.40	0.00
MY001	TF-Lottery Discretionary	0.00	380.41	0.00	0.00	529.67	0.00	(529.67)	0.00
MY011	TF-Lottery CAGR Discretionary	0.00	0.00	0.00	0.00	860.52	0.00	(860.52)	0.00
	<b>Total Expenses</b>	<b>\$3,750.00</b>	<b>\$268,328.44</b>	<b>(\$18,867.98)</b>	<b>\$2,760,664.31</b>	<b>\$2,651,169.88</b>	<b>\$1,289.74</b>	<b>\$108,204.69</b>	<b>\$0.00</b>

## nVision Report Sample – Dept ID Node

There are two reports run by Department ID Node. The Node is a value on the PeopleSoft Department Tree which has one or more Department IDs under it. Values displayed with a folder icon represent nodes (102500, 100600 and 117500.) Values displayed with a leaf indicate single Department IDs. These two reports return all data for any department reporting up to the selected node.



Dept Node Summary – This report displays one line for each unique Deptid value within this node. All funds with activity for this node will be included. Following is a sample of the output:

Department Node Summary							
For Year to Date through: 2004-06-30							
For Department 117500 -- CSM-College of Science & Math							
Run Date and Time: 07/12/2004 14:00:38							
version 1.0dev							
		Current Period					
Fund	DEPTID	Description	Budget	Actuals	Encumbrances	Budget	YT
	115200	CSM-Chemistry & Biochemistry	0.00	0.00	0.00	0.00	
<b>MK003</b>		<b>TF-CERF-Col of Science &amp; Math</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	115100	CSM-Biological Sciences	0.00	0.00	0.00	0.00	
	115200	CSM-Chemistry & Biochemistry	0.00	0.00	0.00	0.00	
	117500	CSM-College of Science & Math	0.00	(1,187.53)	0.00	0.00	
<b>MP005</b>		<b>TF-C&amp;G CSUPERB</b>	<b>\$0.00</b>	<b>(\$1,187.53)</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	115400	CSM-Mathematics	0.00	0.00	0.00	0.00	
<b>MR012</b>		<b>TF-SF M-Cat Exam</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	117501	CSM-Advising Center	0.00	(70.00)	0.00	0.00	
<b>MX029</b>		<b>TF-MT Hlth Prof Letter Fee</b>	<b>\$0.00</b>	<b>(\$70.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	115600	CSM-Kinesiology	0.00	0.00	0.00	0.00	
<b>MX037</b>		<b>TF-MT Laundry Oper &amp; Replacemt</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	115600	CSM-Kinesiology	0.00	0.00	0.00	0.00	

Dept Node Summary by Account – This report displays the summary of all transactions with any Department within this node by Account. Following is a sample of the output:

Department Node Summary by Account										
For Year to Date through: 2004-06-30										
For Department 117500 -- CSM-College of Science & Math										
Run Date and Time: 07/13/2004 12:17:27										
version 1.0dev										
		Current Period			Year - To - Date					
Fund	Node / Account	Description	Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances
		Miscellaneous revenues	0.00	0.00	0.00	0.00	(6,907.50)	0.00	6,907.50	0.00
<b>MX037</b>		<b>TF-MT Laundry Oper &amp; Replacemt</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,907.50)</b>	<b>0.00</b>	<b>6,907.50</b>	<b>0.00</b>
		<b>Revenues</b>								
		<b>Gifts Grants Contributions</b>								
	503401	Private Contributions	0.00	0.00	0.00	0.00	(535.00)	0.00	535.00	0.00
		<b>Private Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(535.00)</b>	<b>0.00</b>	<b>535.00</b>	<b>0.00</b>
		<b>Gifts Grants Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(535.00)</b>	<b>0.00</b>	<b>535.00</b>	<b>0.00</b>
<b>MX126</b>		<b>TF MT-PE Home School Prgm</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(535.00)</b>	<b>0.00</b>	<b>535.00</b>	<b>0.00</b>
		<b>Revenues</b>								
	580090	Revenue Other	0.00	(7.46)	0.00	0.00	(46.90)	0.00	46.90	0.00
		<b>Miscellaneous revenues</b>	<b>0.00</b>	<b>(7.46)</b>	<b>0.00</b>	<b>0.00</b>	<b>(46.90)</b>	<b>0.00</b>	<b>46.90</b>	<b>0.00</b>
<b>MX131</b>		<b>TF MT-BioSci Printing</b>	<b>0.00</b>	<b>(7.46)</b>	<b>0.00</b>	<b>0.00</b>	<b>(46.90)</b>	<b>0.00</b>	<b>46.90</b>	<b>0.00</b>
		<b>Revenues</b>								
	506026	Tfr In frm Oth App, Acc, Funds	0.00	0.00	0.00	0.00	(146,443.24)	0.00	146,443.24	0.00
		<b>Transfers In</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(146,443.24)</b>	<b>0.00</b>	<b>146,443.24</b>	<b>0.00</b>
<b>MY016</b>		<b>TF Lottery-COSAM Discretionary</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(146,443.24)</b>	<b>0.00</b>	<b>146,443.24</b>	<b>0.00</b>
		<b>Total Revenues</b>	<b>\$ -</b>	<b>\$(1,264.99)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$(203,808.78)</b>	<b>\$ -</b>	<b>\$203,808.78</b>	<b>\$ -</b>
		<b>Expenditures</b>								
		<b>Personal Services</b>								
		<b>Salaries &amp; Wages</b>								
	601100	Academic Salaries	0.00	961,915.00	0.00	0.00	10,172,042.64	0.00	(10,172,042.64)	0.00

## nVision Report Sample – Program

There is one Program prompt report by the detail program value and another by the program node. The program node report is based on the PeopleSoft Program Tree – a copy is displayed below. The Program prompt report is most commonly used for the College Based Fee Summary or Reimbursed Activity. This report is important for End Users because all charges, including any department ids that use this specific program will be reported.

- BLANK - Blank
- AA - College Based Fees
  - [AA000 - AA999]
- RA - Reimbursed Activity
  - [R0000 - RZZZZ]
- RAM-MONITORS - Reim Activities Monitor Prgms
- WS - Work study
  - [WS000 - WSZZZ]
- PR - Program Regular

Program Summary - The Program Summary report for the unique value for Program AA001 is displayed. All departments within the College of Agriculture's Program Code for the College Based Fee that have had activity are reported.

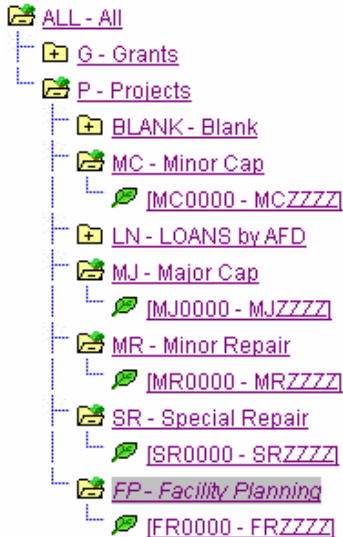
Program Summary						
For Inception to Date through 2004-06-30						
For: AA001 -- CAGR College Based Fee						
Run Date and Time: 07/12/2004 15:19:05						
version 1.0dev						
			Current Period			
Fund	DEPTID	Description	Budget	Actuals	Encumbrances	Budget
<b>Total Revenues</b>			<b>\$0.00</b>	<b>(\$1,789.85)</b>	<b>\$0.00</b>	<b>\$0.00</b>
	100100	CAGR-Agriculture Edu & Comm	0.00	5,760.31	(2,665.31)	223,262.00
	100200	CAGR-BioRes & Ag Engineering	12,378.00	5,162.01	0.00	163,424.00
	100300	CAGR-Agribusiness	0.00	25,343.24	(56.72)	844,798.00
	100400	CAGR-Animal Science	0.00	20,004.31	0.00	353,520.00
	100500	CAGR-Horticulture & Crop Sci	3,750.00	61,426.16	(18,867.98)	257,180.00
	100600	CAGR-Dairy Science	8,620.00	3,176.88	5,807.87	86,013.00
	100700	CAGR-Food Science & Nutrition	11,470.00	49,744.09	(32,999.03)	443,280.00
	100800	CAGR-Natural Resource Mgmt	0.00	39,264.19	(35,589.24)	168,754.00
	100801	CAGR-NRM-Recre,Parks, & Tourism	0.00	19,966.50	(5,362.50)	275,873.00
	100900	CAGR-Natural Resource Mgmt	0.00	0.00	0.00	0.00

Program Node Summary: - The following is the Program node report for the node value "AA" Academic Base Fee. It displays all the Program Codes within that node.

Program Node Summary								
For Inception to Date through 2004-04-23								
For: AA -- College Based Fees								
Run Date and Time: 04/23/2004 10:26:09								
version 1.0dev								
			Current Period			Year - To - Date		
Fund	Program	Description	Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances
		Acad Affair-College Based Fee	0.00	3,859.16	0.00	306,776.00	0.00	0.00
	AA001	CAGR College Based Fee	0.00	40,324.84	68,165.20	3,139,137.00	1,082,449.91	182,892.92
	AA002	CAED College Based Fee	0.00	4,056.33	43,918.88	1,554,834.00	305,999.62	47,142.19
	AA003	CBUS College Based Fee	0.00	62.33	75,884.07	1,904,221.00	362,112.88	76,029.09
	AA004	CENG College Based Fee	0.00	504,730.68	(25,688.51)	2,752,889.00	2,065,604.63	44,495.26
	AA005	CLA College Based Fee	0.00	(736.08)	89.00	1,399,241.00	199,619.64	89.00
	AA006	CSM College Based Fee	0.00	168,890.05	9,243.33	1,176,114.00	737,044.85	67,479.90
<b>AD203</b>		<b>2003-2004 General Fund Expense</b>	<b>\$0.00</b>	<b>\$721,187.31</b>	<b>\$171,611.97</b>	<b>\$12,233,212.00</b>	<b>\$4,752,831.53</b>	<b>\$418,128.36</b>

## nVision Report Sample – Project

There are two reports that prompt on Project. One report prompts on the detail project value and the other by the project node. The project node report is based on the project tree – a copy is displayed below. These reports are used by individuals responsible for Public Works and Capital Outlay.



Project Summary: The following is the Project report for a unique Project value and displays all the departments within this Maintenance and Repair Project Code that have had activity.

<b>Project Summary</b> For Inception to Date through 2004-06-30 For: MRM001 -- Avila Pier - Design Pumping Run Date and Time: 07/13/2004 12:38:58 version 1.0dev										
			Current Period			Year - To - Date				
Fund	DEPTID	Description	Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances
		<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	117506	CMS-Marine Sci Ed & Rsrch Ctr	0.00	0.00	7,601.00	0.00	6,000.00	42,001.00	(48,001.00)	0.00
<b>AD203</b>		<b>2003-2004 General Fund Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,601.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>\$42,001.00</b>	<b>(\$48,001.00)</b>	<b>\$0.00</b>
		<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,601.00)</b>	<b>\$42,001.00</b>	<b>(\$40,400.00)</b>	<b>\$0.00</b>

Project Node Summary: The following is the Project node report for the node value for Maintenance and Repair "MR". It displays all the Project Codes within that node.

<b>Project Node Summary</b> For Inception to Date through 2004-06-30 For: MR -- Minor Repair Run Date and Time: 07/13/2004 12:42:25 version 1.0dev										
			Current Period			Year - To - Date				
Fund	Project	Description	Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances
	MR1243	Pier - Sewer System Replacements	0.00	661.85	(661.85)	0.00	661.85	44,123.06	(44,784.91)	0.00
	MRM001	Avila Pier - Design Pumping	0.00	0.00	7,601.00	0.00	6,000.00	42,001.00	(48,001.00)	0.00
<b>AD203</b>		<b>2003-2004 General Fund Expense</b>	<b>\$0.00</b>	<b>\$661.85</b>	<b>\$6,939.15</b>	<b>\$0.00</b>	<b>\$6,661.85</b>	<b>\$86,124.06</b>	<b>(\$92,785.91)</b>	<b>\$0.00</b>
	MR1015	03-04 Yosemite-Repl back doors	0.00	0.00	0.00	0.00	5,357.90	0.00	(5,357.90)	0.00
	MR1016	03-04 Replace sidewalk	0.00	0.00	0.00	0.00	490.81	0.00	(490.81)	0.00
	MR1025	03-04 No Mtn-Paint Exteriors	0.00	0.00	0.00	0.00	848.19	0.00	(848.19)	0.00
	MR1028	03-04 Exterior Benches	0.00	0.00	0.00	0.00	566.87	0.00	(566.87)	0.00
	MR1156	03-04 UU 220 Storage Room	0.00	0.00	0.00	0.00	391.33	0.00	(391.33)	0.00
	MR1345	04 SM-Homesite panels	0.00	190.23	0.00	0.00	190.23	0.00	(190.23)	0.00
	MR1365	04 PK Facilities Sponsor Guest	0.00	1,703.15	0.00	0.00	1,703.15	0.00	(1,703.15)	0.00
<b>BD203</b>		<b>2003-2004 Reimb Activity Exp</b>	<b>\$0.00</b>	<b>\$1,893.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,538.48</b>	<b>\$0.00</b>	<b>(\$9,538.48)</b>	<b>\$0.00</b>

## nVision Report Sample – Fund

Trial balance and the Profit and Loss Report (if you prefer – revenue and expense) both prompt by Fund.

The Trial Balance Report is based on the Fund Code and is used as a balance sheet.


<b>Trial Balance by Fund</b>			
<b>For Year to Date through 2004-03-31</b>			
<b>For Fund: MX001 -- TF-MT Admin &amp; Fin Trust</b>			
version 1.0 dev			
Account	Description	Current Period	Current Year
101001	General Cash		1,247,435.31
105803	Due From Res- Other Trust Int		97,585.26
105804	Due To-From Rev In Res		(97,585.26)
	<b>Assets</b>		<b>1,247,435.31</b>
	<b>Liabilities</b>		<b>0.00</b>
305002	Fund Balance-Continuing Approp		(1,088,830.07)
	<b>Fund Balance</b>		<b>(1,088,830.07)</b>
506809	Transfer In - Invest Int Dist	0.00	(50,614.62)
508090	Rev from Investments-Others	0.00	(1,992.66)
	<b>Revenues</b>	<b>0.00</b>	<b>(52,607.28)</b>
660003	Supplies and Services	0.00	(105,997.96)
	<b>Expenditures</b>	<b>0.00</b>	<b>(105,997.96)</b>
	<b>Other</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>

Profit and Loss by Fund report displays revenue and expense activity by Fund Code.


Profit & Loss by Fund							
For Year to Date through: 2004-03-31							
For Fund: AD203 -- 2003-2004 General Fund Expense 0:00:40							
Run Date and Time: 04/23/2004 10:43:48							
Account	Description	Current Period			Year - To - Date		
		Budget	Actuals	Encumbrances	Budget	Actuals	Encumbrances
	<b>Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
601030	President's Salary	0.00	21,120.00	0.00	0.00	190,080.00	0.00
601100	Academic Salaries	0.00	3,904,012.87	0.00	5,000.00	35,037,355.40	0.00
601103	Graduate Assistant	0.00	11,270.00	0.00	0.00	63,075.00	0.00
601201	Management and Supervisory	0.00	1,013,035.82	0.00	351,048.00	9,008,094.10	0.00
601300	Support Staff Salaries	0.00	3,279,449.61	0.00	1,377,231.00	29,907,266.86	0.00
601301	Overtime	0.00	38,627.14	0.00	30,700.00	194,207.79	0.00
607004	Preliminary Plans	80,000.00	0.00	0.00	80,000.00	0.00	0.00
607006	Construction Contracts	0.00	0.00	0.00	0.00	790.50	0.00
607800	PP - Consulting Architect	0.00	0.00	0.00	0.00	10,281.10	4,718.90
660003	Supplies and Services	78,784.50	1,417,058.38	(108,483.68)	976,697.75	4,593,242.84	1,175,794.81
660009	Specialized Training	0.00	0.00	0.00	0.00	2,840.26	0.00
660010	Insurance Expense	0.00	13,918.52	0.00	195,360.00	(107,964.38)	339.00
660017	Advertising and Promo Public	0.00	0.00	0.00	0.00	245.76	0.00
660021	Repairs and Maintenance	0.00	115,666.67	(2,815.12)	30,000.00	829,897.98	220,566.92
660024	Overhead - Grants & Contracts	0.00	1,750.00	0.00	0.00	30,173.03	84,690.76
660090	Expenses-Other	0.00	(28,090.08)	0.00	171,513.00	(131,365.07)	121.89
660800	SS - Furniture	0.00	3,557.37	(91.40)	3,150.00	138,962.27	14,987.52
660801	SS - Memberships	0.00	857.40	0.00	1,223.00	52,786.18	0.00
660802	SS - Speaker Honoraria	0.00	0.00	0.00	0.00	2,962.90	0.00
660804	Uniform Allowance	0.00	0.00	0.00	0.00	449.88	0.00
660848	Workers Compensation	0.00	(9,513.59)	0.00	0.00	(41,986.81)	0.00
660849	Unemployment Compensation	0.00	(1,947.88)	0.00	0.00	144,777.66	0.00

## Terminal Services Drives


The three drives that you will access in Terminal Services are the S: (shared), and H: (home). (client.)

 shared on 'cp-userdata\ts\$' (S:)

Month End delivered reports are stored on the 'shared on 'cp-userdata\ts\$' (S:) drive by Dept ID. Budget Specialists are notified monthly via e-mail when they are available. You will only have read access to this drive. Save these reports to your H or C drive for editing.

 lborello on 'cp-userdata\home\$\l' (H:)

The H: drive is the default location for the nVision reports you run on the Terminal Services server. You have read and write access to this drive and can access the files stored in this location from anywhere that you can log in to Terminal Services. The folder will be designated with your username and on 'cp-userdata\home\$\l' (H:).

 C on AFD213061

The C: drive is your local hard drive.

In order for you to access reports outside of Terminal Services, you can save them to your hard drive.

To save a copy of the report on your C: drive, click "Save As" and select C:

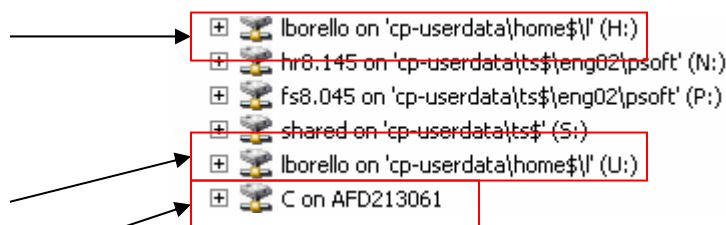
The C: drive will include your local LAN name.

(H:) is the default location for report you run (labeled w your user ID)

Month End deliver reports will be on

(C:) drive is on your local hard drive

Other drives maybe available depending on your security settings and your local LAN.





## Steps to Run an nVision Report

Log on to Terminal Services using the Terminal Services Icon on your desktop.



There will be an nVision icon within Terminal Services click on the icon to launch nVision.

A screenshot of the PeopleSoft Signon dialog box. The title bar says "PeopleSoft Signon". Inside, there is a logo for "PEOPLE Soft" and text: "PeopleTools 8.42.07", "Copyright (c) 1988-2002 PeopleSoft, Inc.", and "All rights reserved." Below this, it says "Enter Signon Information Below:". There are four input fields: "Connection Type:" with a dropdown menu showing "Application Server", "Application Server Name:" with a dropdown menu showing "FSLOPRD", "User ID:" with a text box containing "CLKIDD", and "Password:" with an empty text box. At the bottom, there are "OK" and "Cancel" buttons.

**Enter your User ID in all caps.** Enter your nVision password.

While the nVision Home Page is loading, a blank Excel spreadsheet displays and a message in the left bottom corner says, "PS/nVision Update. Pre-loading data, please wait."

Run a report by selecting the appropriate prompt box in the column for the time period you wish to review.

	Last Month End (Closed)	Today's Date
DeptID Prompt		
	Dept Summary by Account	Dept Summary by Account
	Dept Summary by Program	Dept Summary by Program
	Dept Summary by Project	Dept Summary by Project
	Department Summary	Department Summary

Enter the appropriate Chartfield value for the report you are running. In this example, the Dept Id is required in the prompt field.

Department Number

Please Enter the DEPARTMENT ID for this Report

OK Cancel

While the report is running you will see the retrieving data box. This box will appear and retrieve data two times before the report is complete. The Dept Summary, Trial Balance and P&L reports only require a single query be run, therefore it will only retrieve data once.

PeopleSoft nVision Report...

Retrieving Amounts

50%

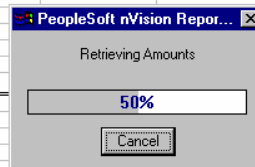
Cancel

**When the first set of data is retrieved, it will appear on the spreadsheet. Wait for the second set of data to be retrieved. This may mean waiting several seconds (sorry to say.)**

# AFD Finance

**Management Summary Report by Account**  
**For Year to Date through: 2003-10-31**  
**For Department 105000 -- CAED-College Arch & Env**  
**Run Date and Time: 01/26/2004 10:40:02**  
 version 1.0dev

Fund	Node / Account	Description	YTD Actuals	PrYr Actuals (Period Zero)	Total Actuals
MY012		TF-Lottery CAED Discretionary			
		<b>Total Revenues</b>			
AD203		2003-2004 General Fund Expense			
BD203		2003-2004 Reimb Activity Exp			
KA002		LTRY-Discretionary			
MX036		TF-MT L Humphrey Internship			
MY012		TF-Lottery CAED Discretionary			
		<b>Total Expenses</b>			



When viewing the completed report, use the scroll bars along the right side and bottom of the spreadsheet if needed.

The Current Period columns contain figures from the current month, while Year-To-Date columns contain figures for the entire Fiscal Year.

**Department Summary by Account**  
**For Year to Date through: 2004-06-30**  
**For Department 100500 -- CAGR-Horticulture & Crop Sci**  
**Run Date and Time: 07/13/2004 7:43:22**  
 version 1.0dev

Fund	Node / Account	Description	Current Period			Year - To - Date				Prs
			Budget	Actuals	Encumbrances	Budget	YTD Actuals	Encumbrances	Balance	
		<b>Revenues</b>								
	580030	Revenue Other	0.00	(1,071.10)	0.00	0.00	(1,071.10)	0.00	1,071.10	0.00
		Miscellaneous revenues	0.00	(1,071.10)	0.00	0.00	(1,071.10)	0.00	1,071.10	0.00
MO003		TF-IRA Ag Judging-Flower	0.00	(1,071.10)	0.00	0.00	(1,071.10)	0.00	1,071.10	0.00
		<b>Revenues</b>								
	580030	Revenue Other	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00
		Miscellaneous revenues	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00
MX116		TF-MT Glikberg Internship	0.00	(1,524.00)	0.00	0.00	(1,524.00)	0.00	1,524.00	0.00
		<b>Total Revenues</b>	\$ -	\$ (2,595.10)	\$ -	\$ -	\$ (2,595.10)	\$ -	\$ 2,595.10	\$ -
		<b>Expenditures</b>								
	601100	Academic Salaries	0.00	128,327.46	0.00	0.00	1,323,724.37	0.00	(1,323,724.37)	0.00
	601103	Graduate Assistant	0.00	1,150.00	0.00	0.00	8,900.00	0.00	(8,900.00)	0.00
	601300	Support Staff Salaries	0.00	26,984.50	0.00	0.00	327,768.82	0.00	(327,768.82)	0.00
	601301	Overtime	0.00	0.00	0.00	0.00	632.75	0.00	(632.75)	0.00
	601303	Student Assistant	0.00	2,446.28	0.00	0.00	34,690.04	0.00	(34,690.04)	0.00

Whether you have opened an existing report, or run a new report, the drill functions are the same as long as you are logged in to Terminal Services and nVision.

# AFD Finance

Year - To - Date				
Budget	YTD Actuals	Encumbrances	Balance	Pre Encumbrances
0.00	(1,071.10)	0.00	1,071.10	0.00
0.00	(1,071.10)	0.00	1,071.10	0.00
0.00	(1,071.10)	0.00	1,071.10	0.00

Unless you are viewing a Trial Balance Report, select from the Drills based on the column you are in.

Drill	Help
Rev/Exp Encumbrance	
Rev/Exp PreEncumbrance	
Rev/Exp Actuals	
Budget Journals	

<b>Encumbrances</b>	(7,132.07)
<b>Pre Encumbrances</b>	(1,037.79)
<b>Actuals</b>	(1,071.10)
<b>Budget</b>	3,750.00

Below the Drills are View options. The first section of Views are shown here.

Account by Period
Account by Department
Account by Fund
Account by Program
Account by Project
Account by Class

These options provide a different view of the data. The first Chartfield value will be displayed along the left and the second across the top. See the example of Account by Period.

Breakdown by Account & Period						
Account	Description	2003-1	2003-2	2003-3	2003-4	2003-5
601100	Academic Salaries	7,615	7,615	7,615	7,615	7,615
601300	Support Staff Salaries	80,614	80,614	52,942	80,614	80,614
601301	Overtime	0	0	0	0	0
601802	Shift Differential	0	0	0	73	220
603001	OASDI	5,085	5,085	3,382	5,089	5,070
603003	Dental Insurance	1,972	1,972	1,331	1,972	2,006
603004	Health and Welfare	10,621	10,621	7,420	10,677	12,547
603005	Retirement	6,540	19,651	8,988	13,107	13,128
603011	Life Insurance	54	54	42	54	54
603012	Medicare	1,189	1,189	791	1,190	1,190
603013	Vision Care	221	221	164	221	221

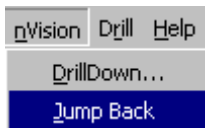
The Drills are available from any View page.

Contact: Laurie Borello [Lborello@calpoly.edu](mailto:Lborello@calpoly.edu)

Last Date Revised: 07/20/2006

Business Process Owner: BABS

Once you have used a Drill or a View, select the Jump Back option under nVision to return to the previous window.



To close nVision, select File and Exit.