

nVision for Finance Users

Financial Reports Training Manual

Last Revised: 3/20/2007



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Overview

The PeopleSoft Financials Management System (FMS) provides a financial reporting tool that includes various pre-formatted reports and is used to track and reconcile financial transactions posted to the general ledger. The nVision reporting tool provides Budget Managers with real-time financial reporting capability. It does this by extracting the requested financial data from the PeopleSoft Systems and placing it into an Excel spreadsheet where it can easily be reviewed and manipulated.

This training manual provides information on:

- Viewing Reports
- Creating Report Requests
- Running Reports

Who Do I Call For Help?

The PeopleSoft Campus Support Team is available to answer your PeopleSoft questions such as "How do I view a report?" or "How do I access the Report Manager?" Contact PeopleSoft Campus Support at:

TSC@bgsu.edu (419) 372-0999

You may also refer to the BG@100 web site for additional PeopleSoft information and documentation:

http://www.bgsu.edu/offices/cio/page838.html



Viewing Reports

Use the following steps to add a new Budget Summary report request:

1. Sign in to FMS.

The Menu Pagelet is displayed at the left of the screen.

2. From the Menu Pagelet, click Reporting Tools, PS/nVision, Report Manager.



- 3. All the reports created in the last day which you are eligible to view are displayed. To view reports that were created prior to the last day, change the number of days from 1 to any number up to 75. The greater the number of days, the more reports you will see. Change the number to **75**.
- 4. Click Refresh

	ew Reports For	Instance: to:		Refresh		
		Created On:	B Last:	75 Days	-	
Re	eports	2	ustomize Find \	/iew All 📔 🛛 F	First 🖪 1-6 o	f 6 🗈 Las
	<u>Report</u>	Report Description	Folder Name	Completion Date/Time	Report ID	Proces Instanc
1	Budget Summary for Dcc 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/20/07 3:18PM	15941	2148
2	Grant Budget Report- 10100029-2007-01-31	GRANT BUDGET REPORT- 10100029-2007-01-31	General	02/20/07 1:11PM	15925	2146
3	Expense Detail-025100-2007-7	EXPENSE DETAIL-025100-2007-7	General	02/20/07 1:02PM	15922	2146
4	Budget Summary for DCC 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/20/07 12:18PM	<mark>1</mark> 5919	2146
5	Grant Budget Report 10100029-10100029-2007-01- 31	GRANT BUDGET REPORT 10100029-10100029-2007-01-31	General	02/20/07 1:07AM	15914	2145
6	Expanse Datail for DCC	EXPENSE DETAIL FOR DCC 025100-025100-2007-7	General	02/19/07 10:51PM	15911	2145

5. To look for a particular report, enter its name or a portion of it in the name field. This is case sensitive. Enter *Budget* in the Name field.

6. Click



List Explorer Admini	stration Archives		13		
View Reports For				-44	
Folder:	Instance: to:		Refresh	≥	
Name Budget Ci	reated On:	🗵 Last:	75 Days	•	
Reports	Cust	omize Find Viev	v All 📕 🛛 Firs	t 🗐 1-14 of	14 🕑 La
<u>Report</u>	Report Description	Folder Name	Completion Date/Time	Report ID	Proces Instan
1 Budget Summary for Dcc 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/20/07 3:18PM	15941	2148
2 Grant Budget Report-10100029- 2007-01-31	GRANT BUDGET REPORT- 10100029-2007-01-31	General	02/20/07 1:11PM	15925	2140
3 Expense Detail-025100-2007-7	EXPENSE DETAIL-025100-2007- 7	General	02/20/07 1:02PM	15922	2146
4 Budget Summary for DCC 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/20/07 12:18PM	15919	2146
5 Grant Budget Report 10100029- 10100029-2007-01-31	GRANT BUDGET REPORT 10100029-10100029-2007-01-31	General	02/20/07 1:07AM	15914	214
6 Expense Detail for DCC 025100- 025100-2007-7	EXPENSE DETAIL FOR DCC 025100-025100-2007-7	General	02/19/07 10:51PM	15911	2145
7 Revenue Summary Report	REVENUE SUMMARY REPORT	General	02/19/07 12:44PM	15905	214

7. Only the reports with *Budget* in their title are now displayed.

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Fol	der:	Instance: to:		Refresh		
Na	me: Budget	Created On:	🕅 Last:	75 Days	-	
Re	ports		Customize Find \		First 🗹 1-5 c	NAME AND ADDRESS
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Proces Instanc
1	Budget Summary for Dcc 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/20/07 3:18PM	15941	2148
2	025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/20/07 12:18PM	15919	2146
3	Budget Summary for DCC 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/19/07 12:05PM	15902	2144
4	Budget Summary for DCC 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/19/07 10:23AM	15899	2144
5	Budget Summary for DCC 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/19/07 12:40AM	15894	2143

- 8. Click the link to the report you want to view.
- 9. If you get a warning asking if you want to display nonsecure items, click
- 10. If you get a security warning asking if you want to open a site in your Trusted sites list, click Yes

Yes

- 11. Click the name of the report again.
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File List			
Name	File Size (bytes)	Datetime Created	
Budget Summary for DCC 025100-025100- 2007-01-31.xls	60,928	02/19/2007 12:40:07.000000AM EST	
Distribute To			
Distribution ID Type	*Distribution ID		
User	mflynn		

- 12. You want to be sure to save the report to your hard drive. If you get a dialog box that gives you the option to save the report, be sure to save it to your hard drive.
- 13. If you get a security warning asking if you want to open a site in your Trusted sites list, click

14. If you get a Security Alert, click

Yes



15. If you get a warning saying the workbook contains links to other data sources, click



- 16. If you get a warning saying the workbook contains one or more links that cannot be updated, click Continue
- 17. The report is displayed as an Excel worksheet.
- 18. If you have not already saved the report, be sure to save it. In Excel, click **File** and select Save As. Save the report on your hard drive.



nVision Reports: Creating a Budget Summary Report Request

Use the following steps to add a new Budget Summary report request:

- 1. Sign in to FMS. The Menu Pagelet is displayed at the left of the screen.
- 2. Click **Reporting Tools, PS/nVision, Define Report Request**. *The Report Request page is displayed. To add a new report request, you must start by cloning a template for that request. The first step is to find the template that you are going to clone.*
- 3. If necessary, click the Find an Existing Value tab.
- 4. In the Business Unit field, enter BGSUN.
- 5. The name of the template you want is BUDSUMTP, which stands for *Budget Summary Template*. Enter *budsum* in the Report ID field.
- 6. Click Search

Report Req Enter any inform	uest nation you have and click Search. Lea	ve fields blank for a list of all values.
Find an Exist	ting Value Add a New Value	
Business Unit:	begins with 💌 BGSUN	Q
Report ID:	begins with VBUDSUM	
Description:	begins with 💌	
Case Sensi	tive	
Search	Clear Basic Search 🗐 Save S	Search Criteria

7. The search results are displayed. Click BUDSUMTP.



8. The **nVision Report Request** page for the template is displayed. Click the <u>Copy to Another</u> <u>Business Unit/Clone</u> link.

nVision Report Rec	uest Advanced Options	
Business Unit:	BGSUN Report ID: BUDSUMTP	Copy to Another Business Unit / Clone Delete This Report Request
Report Title:	Budget Summay Report	Transfer to Report Books Process Monitor
*Layout:	BG_BUDGET_SUMMARY	Report Manager
		Share This Report Request

9. The Copy Report Request page is displayed. Enter BGSUN as the Business Unit. If your report is for only one Department Cost Center (DCC), enter the DCC number for the ReportID preceded by B for Budget (for example, B025100). If your report is for all the DCCs associated with a department enter the department name preceded by B for Budget (for example BBIOLGY) for the ReportID. The Report ID can be up to 8 characters.

		OK
10.	Click	0

Copy Report Re	quest		
Business Unit:	BGSUN	Report ID:	BUDSUMTP
Business Unit: Re BGSUNQ BO	25100	nVision To clon	ne Business Unit you wish to copy this Report Request to. e a Report Request, select the same ss Unit and change the Report Id to a value.
ОК Са	incel	Push t	he OK button when ready

- 11. The **nVision Report Request** page is displayed. Next you have to find the clone you just created. Click
- 12. The Report Request page is displayed. If necessary, enter **BGSUN** as the **Business Unit**.
- 13. In the **Report ID** field, enter the first few characters of your Report ID name.

14. Click Search

Enter any infor	mation you have and click Search.	Leave fields blank for a list of all values
Find an Exis	ting Value Add a New Value	
Business Unit	: begins with 💌 BGSUN	Q
Report ID:	begins with 💌 (b025)	
Description:	begins with 💌	
Case Sens	sitive	

15. Under Search Results, click the name of your Report ID.

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- 16. The **nVision Report Request** page for your clone is displayed. You can now make changes to define your specific report. Change the **Report Title** to describe your specific report.
- 17. Next you need to add the DCC number(s) to the scope. Click the <u>Scope and Delivery Tem-</u> plates link.

Business Unit: BGS Report Title: *Layout:	BUN Report ID: B025100 Budget Summary for DCC 025100 BG_BUDGET_SUMMARY	<u>Copy to Another Business Unit / Clon</u> <u>Delete This Report Request</u> <u>Transfer to Report Books</u> <u>Process Monitor</u> <u>Report Manager</u> Share This Report Request
 Report Date Selectio 	n	
As Of Reporting Date: *Tree As Of Date:	Specify Use As Of Reporting Date	01/31/2007 🛐
Output Options		

- 18. The **nVision Web Ouput** page is displayed. Click the **<u>Scope Definition</u>** link.
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Vision Web Ou	tput			
Business Unit:	BGSUN	Report ID:	B025100	t
Report Scope:				
DCC025100 Q	Enter yo	our report sco	ope.	Scope Definition

- 19. A new window opens and the Scope Definition page is displayed. Click the **Add a New Value** tab.
- 20. Enter BGSUN in the SetID field.

Add

22.

Enter the name of your **Report Scope**. If the report is for one DCC, enter that number (for example *B025100*). If the report is for all the DCCs associated with a department, enter the name of the department (for example *BBIOLOGY*).

Scope D	efinition	
<u>F</u> ind an I	Existing Value Add a New	Valu
SetID:	BGSUN	
Depart Co.	ope: b025100	

- 23. The scope definition page is displayed. Enter a description of the report in the **Description** field.
- 24. Enter BGSUN in the Business Unit field.
- 25. Leave the Field Combination Table field blank.
- 26. Click the Lookup icon <a>[for the Field Name field.

SetID: BGSUN Description:	Report Scope: B025100	Rusiness	Unit.BGSUNQ	
ield Combination	Table:			
reid Combination				
cope Fields		<u>Find</u> View All	First 🗐 1 of 1 🕨 Last	
			First 🗐 1 of 1 🕑 Last	Ŧ

- 27. Enter **deptid** in the Field Name field.
- 28. Click Look Up

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29. In the Field Long Name column, click DEPTID.

Look Up Field I	Name
Field Name: begins with	▼ DEPTID
Look Up Clear	Cancel Basic Lookup
Search Results	
View All	First ┥ 1-53 of 53 🕞 Last
Field Name	Field Long Name
DEPTID (DEPTID
DEPTID	EXCPT
DEPTID	GM DEPTID
DEPTID	HIRING DEPTID

- 30. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.
- 31. Click the Look Up icon <a>[for the Value Table field.

Scope Fields		Find View All First I of 1 E Last
*Field Name:	DEPTID Q Department Cost Center	Delete Scope
*How Specified:	Selected Detail Values	
Value Table:	Business Unit Keyed Tree	
	Customize Find View All Hist I of 1 De Last	

32. From the Look Up Value table, click **DEPT_TBL**.

Look	Up Value Table
Cancel	1
	7
Search	Results
View All	First 💽 1-22 of 22 🕞 Last
Field Nam	e Edit Table
DEPTID	AUC DEPT SS VW
DEPTID	CS DEPTID VW
DEPTID	DEPTID BUGL2 VW
DEPTID	DEPTID BUGL VW
DEPTID	DEPTID BUPC VW
DEPTID	DEPTID NB VW
DEPTID	DEPTID PCAM VW
DEPTID	DEPTID SC VW
DEPTID	DEPT ALL VW
DEPTID	DEPT DEPTSET VW
DEPTID	DEPT NS VW
DEPTID	DEPT SCRTY VW
DEPTID	DEPT TBL
DEPTID	DEPT TBL VW2
DEPTID	FO DEPT TBL VW2

- 33. In the Select Value field, enter your DCC number.
- 34. If you want to add more DCCs to the report, click the Plus Sign icon next to the Select Value field. You can add as many DCCs as you want.

Scope Fields				Find View All	First 🛃 1 o
*Field Name:	DEPTID	Q	Department Cost Center	Delete Sc	ope
*How Specified:	Selected Detail Value	s			
	Business Unit Key	ed Tree)		
Value Table:		2	And provide the second	/	
	Customize Find \	/iew All	First 🗹 1 of 1 🕑 Last	/	
	Select Value 1 025100				
	1 025100				

- 36. The scope is now defined. Click the close button 🗵 to close the open window.
- 37. The nVision Web Output page should be displayed. Click the Look Up icon Q for Report Scope. Select the Report Scope you just created.

View All	First 🗃 1-21 of 21 🕞 Last
Report Scope	Description
008100	008100 Rev
008100P	Rev detail 008100
025100	Biology DCC 025100
025100-2	Biology DCC025100
10100029	Grant 10100029
251100	Biology DCC 025100
95100020	95100020 PROJECT
ALLCONPRO.	All Construction Project
ALLDCC	All DCC
ALLDCCPER	All DCC with current period
ALLFUND	All fund code
ALLGRANTS	All grants
ALLREVDCC	All Revenue DCC
ALLREVPER	Revenue DCC current period
ART	ART tree node
B025100	Biology DCC 025100
DCC025100	Test one DCC 025100
DCC025100P	025100 with accting period
EX025100	Biology DCC 025100
FD20000	FUND 20000
ICA	ICA reports

38. If you leave the Security Template field blank the report will only be distributed to you. If you



want to distribute it to other people in addition to yourself, in the **Security Template** field enter *U:BGNET USERNAME;* for each person who should get the report. The BGNet username must be entered using all capital letters. Be sure to include your BGNet username. See the example in the following screen capture.

nVision Web Output	
Business Unit: BGSUN Report ID:	B025100
Report Scope: B025100 Q Enter your report sco	pe. <u>Scope Definition</u>
Folder Name:	
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:	
%RTT%-%SFV.DEPTID%-%PED%	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:	
U:LBEEMAN; U:MFLYNN	Enter user IDs or variables to give access to report instances in the Content Repository.
	Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "% DES DEPTID OPRID OPRID%"
OK Cancel	DES.DEFTID.OFRID.OFRID%

39. Click

0K

- 40. The nVision Report Request page is displayed. The other links on this page are:
 - ✤ <u>Delete This Report Request</u>: Deletes the report request
 - Transfer to Report Books: The option enables you to place all your report requests into a "book". You can then run the book which will create all of the reports contained within that book.
 - ✤ <u>Process Monitor</u>: Monitors the progress for creating the report
 - ✤ <u>Report Manager</u>: Enables you to access reports that have been created



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Share This Report Request: When you create a report, the default is for the report to be "Public", which means the entire campus can view or modify your report request. In order to limit the access to your report request to only the users who you designate, you need to click the <u>Share This Report Request</u> link and change the access from "Public" to "Secured".

	Save
41. Click	

- 42. To share your report request with only those people you specify rather than with the entire campus, make sure the Type filed under Output Options is Web.
- 43. Click the **Share This Report Request** link.

nVision Report Reques	Advanced Options	
Business Unit: BGS	UN Report ID: B025100	Copy to Another Business Unit / Clone Delete This Report Request
Report Title:	Budget Summary Template	Transfer to Report Books Process Monitor
*Layout:	BG_BUDGET_SUMMARY	Report Manager Share This Report Request
Report Date Selection	Ĩ.	
*As Of Reporting Date: *Tree As Of Date:	Specify Use As Of Reporting Date	■ 01/31/2007 1
Output Options *Type: Web *Format: Microsoft Ex	cel Files (*.xls)	Scope and Delivery Templates

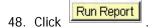
- 44. The nVision Share Report Request page is displayed. Click the **Secured** button to select it. This means the report request will only be available to those users that you designate. The Public access mode means it would be available to the entire campus.
- 45. Enter the BGNet username of anyone you want to be able to view or modify your report request.

If you want more than one person to be able to run the report, click the plus sign, 1, to add more rows. You can look up BGNet usernames by clicking the Lookup icon, 2.

ision Share Repo	rt Request		
usiness Unit: BGS	SUN Report ID: B	025100	
ast Update User ID:	MFLYNN	Last Update Da	te/Time: 03/13/07 2:28:32F
ccess Mode			
	Secured		
Public (0)	secured		
eport Request shared ith:	<u>Customize</u>	Find View All	irst 🖪 1-3 of 3 🕑 Last
ID Type	*Distribution ID		
1 User 💌	MFLYNN	Q	🕒 🖃
2 User 💌	LBEEMAN	٩	E
3 User 💌	JSU	Q	+ -

46. Click

47. You should be on the nVision Report Request page. Check to make sure the date is the correct end date for this report.



OK

49. The Process Scheduler Request page is displayed. Click the drop-down box for the **Server Name** field and select *PSNT*.

User IE): mflyr	In		Run Contro	I ID:			
Server Recurr Time Z			Run Date: Run Time:	02/18/2007 12:36:36AM	- H	Reset to Cu	rrent Date/Time	1
Proces	is List							
Proces <u>Select</u>	s List Description			Process Name	Proces	<u>s Type</u>	*Type	*Format

- 50. Click
- 51. Click the Process Monitor link.

OK

52. Click the Refresh button until the Run Status says *Success*.

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Process List	erver List			84			
View Process Reque	est For						
User ID: mflynn	🔍 Type:			Last: 1 Days	Refresh		
Server:	Name:		Q	Instance: to			
Run Status:	Distribution Status			Save On Refre	sh		
Process List				Customize Find	View All	First 🛃 1 of 1 🕨 l	ast
Select Instance Seg	<u>Process Type</u>	Process Name	<u>User</u>	Run Date/Time	<u>Run Status</u>	Distribution Status	<u>iils</u>
21434	nVision Report	NVSRUN	mflynn	02/19/2007 12:36:36AM EST	Success	Posted Deta	<u>iils</u>

- 53. From the Menu Pagelet click Report Manager.
- 54. Click the name of the report you just created.

List Explore	er Administration Archives				
View Reports For					
Folder:	Instance: to:		Refresh		
Name:	Created On:	🕅 Last	1 Days	•	
Reports		Customize Find	View All 📶	First 🛃 1 o	of 1 🖹 Last
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
Budget Summary fr 025100-025100-20		(conoral	02/19/07 12:40AM	15894	21434

Yes

- 55. If you get a warning asking if you want to display nonsecure items, click
- 56. If you get a security warning asking if you want to open a site in your Trusted sites list, click
- 57. Click the name of the report again.

File List		
Name	File Size (bytes)	Datetime Created
Budget Summary for DCC 025100-025100- 2007-01-31.xls	60,928	02/19/2007 12:40:07.000000AM EST

- 58. If you get a security warning asking if you want to open a site in your Trusted sites list, click
- 59. If you get a message box asking if you want to open or save the file, click Save.

Do you w	ant to open or save this file?	
	Name: Budget Summay Report-008120-2007-02-28.xls Type: Microsoft Excel Worksheet, 41.5 KB From: fms.bgsu.edu Open Save Cancel	
	ask before opening this type of file /hile files from the Internet can be useful, some files can potentia arm your computer. If you do not trust the source, do not open o ave this file. What's the risk?	11. The second

- 60. If you get a Security Alert, click
- 61. If you get a warning saying the workbook contains links to other data sources, click

Yes

- 62. If you get a warning saying the workbook contains one or more links that cannot be updated, click Continue
- 63. The report is displayed as an Excel worksheet.
- 64. If you have not already saved the report, in Excel, click **File** and select Save As. Save the report on your hard drive.



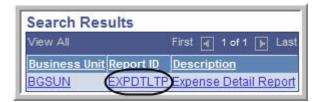
nVision Reports: Creating an Expense Detail Report Request

Use the following steps to add a new Expense Detail report request:

- 1. Sign in to FMS. The Menu Pagelet is displayed at the left of the screen.
- 2. Click **Reporting Tools, PS/nVision, Define Report Request**. *The Report Request page is displayed. To add a new report request, you must start by cloning a template for that request. The first step is to find the template that you are going to clone.*
- 3. If necessary, click the Find an Existing Value tab.
- 4. In the Business Unit field, enter BGSUN.
- 5. The name of the template you want is EXPDDTLTP, which stands for *Expense Detail Template*. Enter *exp* in the **Report ID** field.
- 6. Click Search

Report Req Enter any inform	uest nation you have and click Search. Leave fields blank for a list of all values.
Find an Exist	ting Value Add a New Value
Business Unit:	begins with GGSUN
Report ID:	begins with rexp
Description:	begins with 💌
Case Sensi	tive
Search	Clear Basic Search 🗐 Save Search Criteria

7. The search results are displayed. Click EXPDDTLTP.



8. The **nVision Report Request** page for the template is displayed. Click the <u>Copy to Another</u> <u>Business Unit/Clone</u> link.

nVision Report R	equest Advanced Options	
Business Unit:	BGSUN Report ID: EXPDTLTP	Copy to Another Business Unit / Clone Delete This Report Request
Report Title:	Expense Detail Report	Transfer to Report Books Process Monitor
*Layout:	BG_EXPENSE_DETAIL	Report Manager
		Share This Report Request

- 9. The Copy Report Request page is displayed. Enter BGSUN as the Business Unit. If your report is for only one Department Cost Center (DCC), enter the DCC number for the ReportID preceded by EX for Expense (for example, EX025100). If your report is for all the DCCs associated with a department enter the department name preceded by EX for Expense (for example EXBIOLGY) for the ReportID. The Report ID can be up to eight characters long.
- 10. Click OK .

Business Unit:	BGSUN	Report ID:	EXPDTLTP
Business Unit: Re BGSUNQ EX	eport ID: 025100	nVision To clon	e Business Unit you wish to copy this Report Request to. e a Report Request, select the same ss Unit and change the Report Id to a value.
ОК Са	ncel	Push th	e OK button when ready

- 11. The **nVision Report Request** page is displayed. Next you have to find the clone you just created. Click
- 12. The Report Request page is displayed. If necessary, enter **BGSUN** as the **Business Unit**.
- 13. In the **Report ID** field, enter the first few characters of your Report ID name.

14. Click Search

5 2		earch. Leave fields blank for a list	or an values.
Find an Exis	ting Value Add a New Va	llue	
Business Unit	begins with 💌 BGSUN	Q	
Report ID:	begins with < (ex025)		
Description:	begins with 💌		
Case Sens	itive		

15. Under Search Results, click the name of your Report ID.

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- 16. The **nVision Report Request** page for your clone is displayed. You can now make changes to define your specific report. Change the **Report Title** to describe your specific report.
- 17. Next you need to add the DCC number(s) to the scope. Click the *Scope and Delivery Templates* link.

nVision Report Reques	Advanced Options	
Business Unit: BGS Report Title: *Layout:	Expense Detail for DCC 025100	Copy to Another Business Unit / Clone Delete This Report Request Transfer to Report Books Process Monitor Report Manager Share This Report Request
*As Of Reporting Date: *Tree As Of Date:	Specify Use As Of Reporting Date	01/31/2007 🛐
 ✓ Output Options *Type: Web *Format: Microsoft Ex 	cel Files (*.xls)	and Delivery Templates



18. The nVision Web Ouput page is displayed. Click the Scope Definition link.

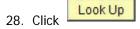
Business Unit: BGSUN Report ID:	EX025100
Report Scope:	
DCC025100P C Enter your report sc	ope. Scope Definition
Folder Name:	
Directory Name Template:	Enter a Folder name for your instances.
MONTHLYREPORTS/%SFV.DEPTID%	Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager. Examples: Reports\%SFV%- %RID%.htm,
	%FY4% %RTT%\
Content Description Template: %RTT%-%SFV.DEPTID%-%SFV.FISC/	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", "U:VP1;R:Manager", "%

- 19. A new window opens and the Scope Definition page is displayed. Click the **Add a New Value** tab.
- 20. Enter **BGSUN** in the **SetID** field.
- Enter the name of your **Report Scope**. If the report is for one DCC, enter that number (for example *EX025100*). If the report is for all the DCCs associated with a department, enter the name of the department (for example *EXBIOLGY*).

Add 22. Click

Scope De	efinition	
<u>F</u> ind an E	xisting Value	Add a New Value
SetID:	BGSUN	
Poport Sco	pe: ex025100	

- 23. The scope definition page is displayed. Enter a description of the report in the **Description** field.
- 24. Enter *BGSUN* in the **Business Unit** field.
- 25. Leave the Field Combination Table field blank.
- 26. Click the Lookup icon \bigcirc for the Field Name field.
- 27. Enter **deptid** in the Field Name field.



J

29. The search results for Look Up Field Name is displayed. In the **Field Long Name** column, click **DEPTID**.

Look Up	Field Name
Field Name: be	gins with 💌 DEPTID
Look Up	Clear Cancel Basic Lookup
Search Resu	ults
View All	First ┥ 1-53 of 53 🕞 Last
PARTICIPATION CONTRACTOR	and the second se
Field Name	Field Long Name
Field Name DEPTID	Field Long Name
	and the second se
DEPTID	and the second se

- 30. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.
- 31. Click the Look Up icon <a>[for the Value Table field.

Scope Fields		Find View All First I of 1 E Last
*Field Name:	DEPTID Q Department Cost Center	Delete Scope
*How Specified:	Selected Detail Values	
Value Table:	Business Unit Keyed Tree	
	Customize Find View All Hist I of 1 De Last	

32. From the Look Up Value table, click **DEPT_TBL**.

Look Up Value Table		
Cancel		
	-	
Search	Results	
View All	First 💽 1-22 of 22 🕞 Last	
Field Nam	e Edit Table	
DEPTID	AUC DEPT SS VW	
DEPTID	CS DEPTID VW	
DEPTID	DEPTID BUGL2 VW	
DEPTID	DEPTID BUGL VW	
DEPTID	DEPTID BUPC VW	
DEPTID	DEPTID NB VW	
DEPTID	DEPTID PCAM VW	
DEPTID	DEPTID SC VW	
DEPTID	DEPT ALL VW	
DEPTID	DEPT DEPTSET VW	
DEPTID	DEPT NS VW	
DEPTID	DEPT SCRTY VW	
DEPTID	DEPT TBL	
DEPTID	DEPT TBL VW2	
DEPTID	FO DEPT TBL VW2	

- 33. In the Select Value field, enter your DCC number.
- 34. If you wanted to add more DCCs to the report, click the Plus Sign icon III next to the Select Value field. You can add as many DCCs as you want.

SetID: BGSUN Description: Field Combination	Report Scope: EX025 Biology DCC 025100	5100	Business Unit: E	IGSUN Q	
Pages Fields				Find View All First	1 of 1 🕨 La
Scope Fields					÷
*Field Name:	DEPTID	Q Departn	nent Cost Center	Delete Scope	
		Q Departr	nent Cost Center		
*Field Name: *How Specified:	Selected Detail Values		nent Cost Center		
*Field Name:	Selected Detail Values Business Unit Keyed	Tree			
*Field Name: *How Specified:	Selected Detail Values	Tree	nent Cost Center		

35. When defining the Scope for a Budget Summary report request, you only have to define what DCC's you want included in the report. When creating a report request for the Expense Detail you also must include the fiscal year and the accounting period as part of the scope. Therefore, you need to add two more Scope Fields to your Scope Definition. To add another Scope Field,

click the 😐 under the Scope Fields line.

cope Fields		Find View All First 🗐 1 of 1 🕑 Last
*Field Name:	DEPTID Q Department Cost Center	Delete Scope
*How Specified:	Selected Detail Values	
	Business Unit Keyed Tree	
Value Table:	Customize Find View All # First 🗹 1 of 1 🗈 Last	
	Customize Find View All First I of 1 E Last	
	1 025100 Q 🛨 🖃	

- 36. A new Scope Field is displayed. Notice in the Scope Field header it says 2 of 2. Click the Look Up icon Q for the Field Name field.
- 37. Enter *fiscal* in the **Field Name** field and click

Look Up Field Name
Field Name: begins with Fiscal
Clear Cancel Basic Lookup

38. Select *Fiscal Year* from the Look Up table.

Look Up Field Name				
Field Name: begins	Field Name: begins with 💌 FISCAL			
Search Results View All	First 🖪 1-30 of 30 🕞 Last			
Field Name	Field Long Name			
FISCAL IF YEAR	ASOFFISCALYEAR			
FISCAL IF YEAR	FISCAL YEAR			
FISCAL IF YEAR	YEAR/PERIOD			
FISCAL MONTH	FISCAL MONTH			
FISCAL REGIME	FISCAL REGIME			
FISCAL YEAR	ADJUSTMENT YEAR			
FISCAL YEAR	ASOFFISCALYEAR			
FISCAL YEAR	EXPANDFISCALYEAR			
FISCAL YEAR	FISCAL YEAR			
FISCAL YEAR	FISCAL YEAR1			
FISCAL YEAR	FISCAL YR TO CLOSE			

- 39. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.
- 40. Click the Look Up icon $\textcircled{\sc lineskip}$ for the Value Table field.
- 41. Select **BG_GL_CALYR_VW** from the Look Up table.

Look U	p Value Table
Cancel	
Search Re	sults
View All	First 🕢 1-10 of 10 🕞 Last
Field Name	Edit Table
FISCAL YEA	BG GL CALYR VW
FISCAL YEA	AR BNK BTB FY VW
FISCAL YEA	AR CAL DETP FY VW
FISCAL YEA	AR CAL DETP TBL
FISCAL YEA	AR CAL FY NOSET VW
FISCAL YEA	AR DEPR YEAR VW
FISCAL YEA	AR RECV LNACCTG FY
FISCAL YEA	AR RE FISCAL YEAR
FISCAL YEA	AR RE YEAR PMPT

- 42. Click the Look Up icon of for the **Selected Value** field.
- 43. Select the appropriate year from the Look Up table (see Appendix B).

Look Up Select Value
Fiscal Year: =
Look Up Clear Cancel Basic Lookup
Search Results
View All First ┥ 1-3 of 3 🕞 Last
Fiscal Year
2006
(2007)
2008

44. You have now defined the scope for the fiscal year. If you want to see all activity from 2007, you can ignore defining the scope for the accounting period. However, if you want to view one or more particular months, you need to define the accounting period as part of the scope. To add

another Scope Field for defining the accounting period, click the *image and the scope Fields* line.



- 45. A new Scope Field is displayed. Notice in the **Scope Field** header it says **3 of 3**. Click the Look Up icon of the Field Name field.
- 46. Enter *accounting* in the **Field Name** field and click

Look Up Field Nam	ne
Field Name: begins with 💌 🧟	ccounting
Look Up Clear Ca	ncel Basic Lookup

47. Select *Accounting Period* from the Look Up table.

Look Up Field Name			
Field Name: begins with ACCOUNTING			
Look Up Clear	Cancel Basic Lookup		
Search Results View All First (1-81 of 81) Last			
View All Field Name	Field Long Name		
Annument and an annument of the	ACCOUNTING PROCESS		
the second s	ACCOUNTING PERIOD4		
ACCOUNTING PERIOD3	ACCOUNTING PERIOD3		
ACCOUNTING PERIOD2	то		
ACCOUNTING PERIOD2	ACCOUNTING PERIOD2		
ACCOUNTING PERIOD	TS4-ACCOUNTING PER		
ACCOUNTING PERIOD	TARGET PERIOD		
ACCOUNTING PERIOD	TS3-ACCOUNTING PER		
ACCOUNTING PERIOD	TS5-ACCOUNTING PER		
ACCOUNTING PERIOD	TS2-ACCOUNTING PER		
ACCOUNTING PERIOD	TS1-ACCOUNTING PER		
ACCOUNTING PERIOD	SEGMENT		
ACCOUNTING PERIOD	PERIOD		
ACCOUNTING PERIOD	PER		
ACCOUNTING PERIOD	FROM		
ACCOUNTING PERIOD	ANDACCOUNTINGPERIO		
ACCOUNTING PERIOD	ADJUSTMENT PERIOD		
	ACCOUNTING PERIOD		
ACCOUNTING PD TO	TS2-ACCOUNTING PD		



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- 48. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.
- 49. Click the Look Up icon <a>[for the Value Table field.
- 50. Select CAL_DETP_ALL_VW from the Look Up table.

Look Up Value Table		
Cancel		
Search Results		
View All	First 🖪 1-11 of 11 🕞 Last	
Field Name	Edit Table	
ACCOUNTING PERIOD	BNK BTB PR VW	
ACCOUNTING PERIOD	CAL ADJP ALL VW	
ACCOUNTING PERIOD	CAL ADJP TBL	
ACCOUNTING PERIOD	CAL DETP ALL VW	
ACCOUNTING PERIOD	CAL DETP PER VW	
ACCOUNTING PERIOD	CAL DETP TBL	
ACCOUNTING PERIOD	GL ALLADJP VW	
ACCOUNTING PERIOD	GL OPEN ADJP VW	
ACCOUNTING PERIOD	RECV LNACCT PER	
ACCOUNTING PERIOD	RE PERIOD PMPT	
ACCOUNTING PERIOD	WTHD CAL VW2	
(1))		

- 51. Click the Look Up icon of for the **Selected Value** field.
- 52. Select the appropriate accounting period from the Look Up table (see Appendix B).

Look Up Select Value		
Calendar	ID: begins with	
Look Up	Clear Cancel Basic Lookup	
Search I	Results	
View All	First 🗃 1-41 of 41 🐌 Last	
Calendar I	D Accounting Period	
<u>01</u>	1	
01	2	
01	3	
01	4	
01	5	
01	6	
<u>01</u> 01		
01	8	
01	9	
01	<u>10</u>	
01	<u>11</u>	
	12	

53. In the Scope Fields header, click the View All link.

Scope Fields	Find View All First 3 of 3 🕨 Last
*Field Name:	ACCOUNTING_PERIOD Accounting Period Delete Scope
*How Specified:	Selected Detail Values
Value Table:	Business Unit Keyed Tree CAL_DETP_ALL_VWQ
	Customize Find View All Hit First I of 1 Is Last Select Value Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" 1 7 Q Image: Colspan="2">Image: Colspan="2"

54. Your Scope Definitions for the DCC, fiscal year, and accounting period are all displayed.

Scope Fields		<u>Find View 1</u> Fir	st 🖪 1-3 of 3
*Field Name: *How Specified:	DEPTID Q Department Cost Center Selected Detail Values	Delete Scop	<u>e</u>
	Business Unit Keyed Tree DEPT_TBL Q Customize Find View All Select Value		
	1 025100 Image: Constraint of the second s	Delete Scop	<u>e</u>
	Business Unit Keyed Tree BG_GL_CALYR_VW Q <u>Customize Find View All First 1 of 1 P</u> Last <u>Select Value</u> 1 2007 Q + -		
	ACCOUNTING_PERIOD Accounting Period Selected Detail Values Business Unit Keyed Tree CAL_DETP_ALL_WQ	Delete Scop	<u>e</u>
	Customize Find View All First 1 of 1 E Last Select Value		

57. The nVision Web Output page should be displayed. Click the Look Up icon Q for Report Scope. Select the Report Scope you just created.

BGSU

Search Res	ults
View All	First 🗃 1-20 of 20 🕞 Last
Report Scope	Description
008100	008100 Rev
008100P	Rev detail 008100
025100	Biology DCC 025100
025100-2	Biology DCC025100
10100029	Grant 10100029
251100	Biology DCC 025100
95100020	95100020 PROJECT
ALLCONPROJ	All Construction Project
ALLDCC	All DCC
ALLDCCPER	All DCC with current period
ALLFUND	All fund code
ALLGRANTS	All grants
ALLREVDCC	All Revenue DCC
ALLREVPER	Revenue DCC current period
ART	ART tree node
DCC025100	Test one DCC 025100
DCC025100P	025100 with accting period
EX025100	Biology DCC 025100
FD20000	FUND 20000
<u>ICA</u>	ICA reports

58. If you leave the Security Template field blank the report will only be distributed to you. If you want to distribute it to other people in addition to yourself, in the Security Template field enter U:BGNET USERNAME; for each person who should get the report. The BGNet username must be entered using all capital letters. Be sure to include your BGNet username. See the example in the following screen capture.

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nVision Web Output	
En company and company and particular	
Business Unit: BGSUN Report ID:	EX025100
Report Scope: EX025100 Q Enter your report sco	ope. <u>Scope Definition</u>
Folder Name:	
Directory Name Template:	
MONTHLYREPORTS/%SFV.DEPTID%	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:	
%RTT%-%SFV.DEPTID%-%SFV.FISC	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:	
U: LBEEMAN; U:MFLYNN	Enter user IDs or variables to give access to report instances in the Content Repository.
	Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "%
	DES.DEPTID.OPRID.OPRID%"
OK Cancel	

59. Click

OK

- 60. The nVision Report Request page is displayed. The other links on this page are:
 - ✤ <u>Delete This Report Request</u>: Deletes the report request
 - Transfer to Report Books: The option enables you to place all your report requests into a "book". You can then run the book which will create all of the reports contained within that book.
 - ✤ <u>Process Monitor</u>: Monitors the progress for creating the report
 - ✤ <u>Report Manager</u>: Enables you to access reports that have been created
 - Share This Report Request: When you create a report, the default is for the report to be "Public", which means the entire campus can view or modify your report request. In order to limit the access to your report request to only the users who you designate, you need to click the <u>Share This Report Request</u> link and change the access from "Public" to "Secured".



61	Click	Save Save
01.	CIICK	

Business (Unit: BGS	SUN Report ID: EX025100	Copy to Another Business Unit / Clone Delete This Report Request
Report Ti	tle:	Expense Detail for DCC 025100	Transfer to Report Books
*Layout:		BG_EXPENSE_DETAIL	Process Monitor Report Manager
			Share This Report Request
	ate Selection		01/31/2007
As Of Rep *Tree As C	orting Date:)f Date:	Specify Use As Of Reporting Date	
• Output C	Options		
Type:	Web	Scope	and Delivery Templates
Format:	Microsoft Ex	cel Files (*.xls)	
	ort		

- 62. To share your report request with only those people you specify rather than with the entire campus, make sure the Type filed under Output Options is Web.
- 63. Click the Share This Report Request link.

nVision Report Request Business Unit: BGS		<u>Copy to Another Business Unit / Clone</u> Delete This Report Request
Report Title:	Expense Detail for DCC 025100	Transfer to Report Books Process Monitor
*Layout:	BG_EXPENSE_DETAIL	Report Manager Share This Report Request
 Report Date Selection *As Of Reporting Date: 	Specify	02/28/2007 🛐
*Tree As Of Date: • Output Options	Use As Of Reporting Date	
*Type: Web *Format: Microsoft Exc	cel Files (*.xls)	nd Delivery Templates
Run Report		



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- 64. The nVision Share Report Request page is displayed. Click the **Secured** button to select it. This means the report request will only be available to those users that you designate. The Public access mode means it would be available to the entire campus.
- 65. Enter the BGNet username of anyone you want to be able to view or modify your report request.

If you want more than one person to be able to run the report, click the plus sign, 1, to add more rows. You can look up BGNet usernames by clicking the Lookup icon, 2.

usiness Unit:	BGSUN Report ID: E	X025100	
ast Update User II	D: JSU	Last Update Date/Tin	ne: 02/19/07 2:16:59
ccess Mode			
eeede mode	\frown		
C Public (• Secured		
	• Secured		
C Public (eport Request sha	arad	≘ <u>Find</u> View All ¹ First ◀	1-3 of 3 🕨 Last
eport Request sha	arad	<u>a Find</u> View All [#] First ◀	1-3 of 3 🕨 Last
eport Request sha ith:	ared <u>Customiz</u>	ᡓ <u>Find</u> View All ^I III First . Q	1-3 of 3 🕨 Last
eport Request sha ith: ID Type	ared <u>Customize</u> *Distribution ID	·····	

66. Click 🗕

- 67. You should be on the nVision Report Request page. Check to make sure the date is the correct end date for this report.
- 68. Click Run Report

OK

69. The Process Scheduler Request page is displayed. Click the drop-down box for the **Server Name** field and select *PSNT*.

Server Name: PSNT Run Date: 02/19/2007 Image: Constraint of the service of the s	User ID): mflynn			Run Contro	I ID:			
Time Zone:	Server	Name: PSNT	-	Run Date:	02/19/2007	31			
Process List	Recurr	ence:	•	Run Time:	10:50:20PM		Reset to Cu	rrent Date/Time	
	Time Z	one:	Q						
Select Description Process Name Process Type *Type *Format	Proces	s List							
	Select	Description			Process Name	Proce	ess Type	*Type	*Format

- 70. Click
- 71. Click the **Process Monitor** link.

0K

72. Click the Refresh button until the Run Status says *Success*.

Process List Ser					-	
User ID: mflynn Server: Run Status:	Q Type: ▼ Name: ▼ Distribution Status		• Q	Last: 1 Day: Instance: ☑ ☑ Save O	to to	
Process List		0.00		<u>Customize</u>	Find View All 📶	First 🛃 1-4 of 4 🕨 La
Select Instance Seq.	Process Type	Process Name	<u>User</u>	Run Date/Time	Run Status	Distribution Status
21453	nVision Report	NVSRUN	mflynn	02/19/2007 10:50:20F	MEST Success	Posted Detail

73. From the Menu Pagelet click Report Manager.

Reporting Tools	
▷ Query	- 11
▷ PS/nVision	- 11
Crystal Enterprise	
Report Manager	

74. Click the name of the report you just created.

List <u>Explore</u>	ar Administration Archives	·	<i>.</i>]);	
View Reports For				
Folder:	Instance:	to:	Refresh	
Name:	Created On:	🗵 La	st: 1 Days	-
Reports		Customize Find	t View All 📶 🕺	First 🖪 1
South Frankline	2	Contraction of the second	Completion	Report
Report	Report Description	Folder Name	Date/Time	<u>ID</u>

Yes

- 75. If you get a warning asking if you want to display nonsecure items, click
- 76. If you get a security warning asking if you want to open a site in your Trusted sites list, click
- 77. Click the name of the report again.

File List				
Name	File Size (bytes)	Datetime Created		
Expense Detail for DCC 025100-025100- 2007-7.xls	62,976	02/19/2007 10:51:38.000000PM EST		

- 78. If you get a security warning asking if you want to open a site in your Trusted sites list, click
- 79. If you get a message box asking if you want to open or save the file, click Save.
- 80. If you get a Security Alert, click Yes .
- 81. The report is displayed as an Excel worksheet.
- 82. If you have not already saved the report, in Excel, click **File** and select Save As. Save the report on your hard drive.



Running nVision Reports: Grant Summary/Detail

Use the following steps to add a new Grant Summary/Detail report request:

- 1. Sign in to FMS. The Menu Pagelet is displayed at the left of the screen.
- 2. Click **Reporting Tools, PS/nVision, Define Report Request**. *The Report Request page is displayed. To add a new report request, you must start by cloning a template for that request. The first step is to find the template that you are going to clone.*
- 3. If necessary, click the Find an Existing Value tab.
- 4. In the Business Unit field, enter BGSUN.
- 5. The name of the template you want is GRANTTP, which stands for *Grant Template*. Enter *grant* in the **Report ID** field.
- 6. Click Search

Report Rec Enter any infor	and a start of the	eave fields blank for a list of all values.
Find an Exis	ting Value Add a New Value	
Business Unit Report ID:	begins with BGSUN begins with Grant	Q
Description:	begins with 💌	
Case Sens	itive	
Search	Clear Basic Search 🗐 Save	e Search Criteria

7. The search results are displayed. Click GRANTTP.



8. The **nVision Report Request** page for the template is displayed. Click the <u>Copy to Another</u> <u>business Unit/Clone</u> link.

Business Unit: BG	SUN Report ID: GRANTTP	Copy to Another Business Unit / Cl Delete This Report Request
Report Title:	Grant Budget Report	Transfer to Report Books Process Monitor
*Layout: • Report Date Selectio	BG_GRANT_SUMMARY	Report Manager Share This Report Request
As Of Reporting Date: *Tree As Of Date:	Specify Use As Of Reporting Date	01/31/2007 🛐

9. The **Copy Report Request** page is displayed. Enter **BGSUN** as the **Business Unit**. Enter the project number for the Report ID.

10	Click	ОК	
10.	CIICK		•

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Copy Report Rec	quest		
Business Unit:	BGSUN	Report ID:	GRANTTP
Business Unit: Re BGSUNQ 10	eport ID: 100029	nVision To clon	ne Business Unit you wish to copy this Report Request to. e a Report Request, select the same ss Unit and change the Report Id to a value.
ОК Са	ncel	Push th	ne OK button when ready

- 11. The **nVision Report Request** page is displayed. Next you have to find the clone you just created. Click
- 12. The Report Request page is displayed. If necessary, enter *BGSUN* as the **Business Unit**.
- 13. In the **Report ID** field, enter the first few characters of your Report ID name.
- 14. Click Search

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Report Req Enter any inform		and click Search.	Leave fields blank for a list of all values.
Find an Exist	ing Value	dd a New Value	
Business Unit: Report ID:	begins with 💌		Q
Description:	begins with 💌		
Search		ic Search 📕 Sa	ave Search Criteria

15. Under Search Results, click the name of your Report ID.



- 16. The **nVision Report Request** page for your clone is displayed. You can now make changes to define your specific report. Change the **Report Title** to describe your specific report.
- 17. Next you need to add the DCC number(s) to the scope. Click the *Scope and Delivery Templates* link.

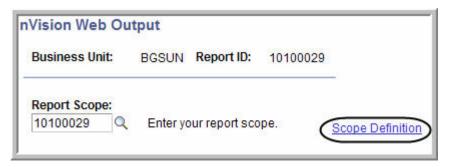
Business Unit: BGS Report Title: *Layout: Report Date Selection	Grant Budget Report 10100029	Copy to Another Business Unit / Clone Delete This Report Request Transfer to Report Books Process Monitor Report Manager Share This Report Request
*As Of Reporting Date: *Tree As Of Date:	Specify Use As Of Reporting Date	01/31/2007 🛐
 ✓ Output Options *Type: Web *Format: Microsoft Exc 	cel Files (*.xls)	d Delivery Templates

BG@100



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18. The **nVision Web Ouput** page is displayed. Click the **<u>Scope Definition</u>** link.



19. A new window opens and the Scope Definition page is displayed. Click the **Add a New Value** tab.

Add

- 20. Enter **BGSUN** in the **SetID** field.
- 21. Enter the name of your **Report Scope**. Click

Scope De	finition
<u>F</u> ind an E	xisting Value Add a New Value
SetID:	BGSUN
Report Sco	be: G10100029
Add	ſ

- 22. The scope definition page is displayed. Enter a description of the report in the **Description** field.
- 23. Enter BGSUN in the Business Unit field.
- 24. Leave the Field Combination Table field blank.
- 25. Click the Lookup icon \bigcirc for the **Field Name** field.
- 26. Enter *project_id* in the Field Name field.
- 27. Click Look Up
- 28. The search results for Look Up Field Name is displayed. In the Field Long Name column, click PROJECT_ID.

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Look Up Field Name						
Field Name: begins with roject_id						
Look Up Cle	ear Cancel Basic Lookup					
Search Results	Search Results					
View All	First 🖪 1-49 of 49 🕟 Last					
Field Name	Field Long Name					
PROJECT ID	PGMMRSPROJ					
PROJECT ID	PROGRAM					
PROJECT ID	PROJECT ID					
PROJECT ID	PROJECT REQUEST					

- 29. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.
- 30. Click the Look Up icon <a>[for the Value Table field.

ROJECT_ID	Q	Proje	ct/Grant	
elected Detail Val	ues			
Business Unit Ke	eyed Tree			
Customize Find	View All		First 🛃 1	of 1 🖿 Last
Select Value				
1			(2 + -
	elected Detail Val Business Unit Ko Customize Find	elected Detail Values Business Unit Keyed Tree	elected Detail Values Business Unit Keyed Tree Customize Find View All	elected Detail Values Business Unit Keyed Tree Customize Find View All Here First 1

31. From the Look Up Value table, click **PROJECT**.



Search Re	sults
View All	First 🔄 1-75 of 75 🕞 Last
Field Name	Edit Table
PROJECT ID	BANK OF PROJ VW
PROJECT ID	BC PROJ REQUEST
PROJECT ID	BG NV GM DISTVW
PROJECT ID	BG NV PRJ DISVW
PROJECT ID	BI PROJ BUGL VW
PROJECT ID	CA DTL PROJ VW3
PROJECT ID	CA PGP PROJ VW
PROJECT ID	CA PROJ MS VW
PROJECT ID	CA PROJ NONVW
PROJECT ID	EX PROJ SRCH VW
PROJECT ID	GM PROP OA 3 VW
PROJECT ID	GM PROP OC 3 VW
PROJECT ID	INTEC ACT PJ VW
PROJECT ID	INTEC GEN PJ VW
PROJECT ID	KK XCP_PC5_IDVW
PROJECT ID	PC BUD PROJ VW
PROJECT ID	PC BUGL TEAM VW
PROJECT ID	PC BUPC PROJ
PROJECT ID	PC EE PRJ
	PC LKUP TMPL
PROJECT ID	PC PARNTNODE VW
and a second second second second	PC PROJ ALL
PROJECT ID	PC SR PRJRW VW
	PC SR PROJ VW
	PGM PROG SRCH
PROJECT ID	
the second s	PROJECT ALL VW
PROJECT ID	PROJECT FS

32. In the **Select Value** field, enter your Project/Grant number.

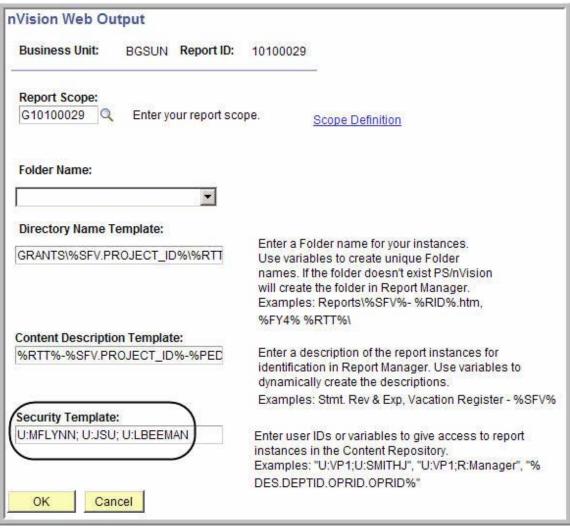
Field Name:	PROJECT_ID Q Project/Grant
How Specified:	Selected Detail Values
	Business Unit Keyed Tree
Value Table:	PROJECT
	Customize Find View All 🛗 First 🗹 1 of 1 🕑 Last
	Select Value
	1(10100029) 🔍 🕂 🖃

- 33. If you want to add more Project/Grants to the report, click the Plus Sign icon ext to the Select Value field. You can add as many Project/Grants as you want.
- 34. Click Save
- 35. The scope is now defined. Click the close button \bowtie to close the open window.
- 36. The nVision Web Output page should be displayed. Click the Look Up icon 🔍 for Report Scope. Select the Report Scope you just created.

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Search Res	ults
View All	First ┥ 1-22 of 22 🕞 Last
Report Scope	Description
008100	008100 Rev
008100P	Rev detail 008100
025100	Biology DCC 025100
025100-2	Biology DCC025100
10100029	Grant 10100029
251100	Biology DCC 025100
95100020	95100020 PROJECT
ALLCONPROJ	All Construction Project
ALLDCC	All DCC
ALLDCCPER	All DCC with current period
ALLFUND	All fund code
ALLGRANTS	All grants
ALLREVDCC	All Revenue DCC
ALLREVPER	Revenue DCC current period
ART	ART tree node
<u>B025100</u>	Biology DCC 025100
DCC025100	Test one DCC 025100
DCC025100P	025100 with accting period
EX025100	Biology DCC 025100
FD20000	FUND 20000
G10100029	Grant 10100029
ICA	ICA reports

37. If you leave the Security Template field blank the report will only be distributed to you. If you want to distribute it to other people in addition to yourself, in the Security Template field enter U:BGNET USERNAME; for each person who should get the report. The BGNet username must be entered using all capital letters. Be sure to include your BGNet username. See the example in the following screen capture.



38. Click

ck OK

- 39. The nVision Report Request page is displayed. The other links on this page are:
 - ✤ <u>Delete This Report Request</u>: Deletes the report request
 - Transfer to Report Books: The option enables you to place all your report requests into a "book". You can then run the book which will create all of the reports contained within that book.
 - Process Monitor: Monitors the progress for creating the report
 - <u>Report Manager</u>: Enables you to access reports that have been created
 - Share This Report Request: When you create a report, the default is for the report to be "Public", which means the entire campus can view or modify your report request. In order to limit the access to your report request to only the users who you designate, you need to click the <u>Share This Report Request</u> link and change the access from "Public" to "Secured".



- 41. To share your report request with only those people you specify rather than with the entire campus, make sure the Type filed under Output Options is Web.
- 42. Click the Share This Report Request link.

nVision Report Request	Advanced Options	
Business Unit: BGS	UN Report ID: 10100029	<u>Copy to Another Business Unit / Clone</u> Delete This Report Request
Report Title:	Grant Budget Report 10100029	Transfer to Report Books Process Monitor
*Layout:	BG_GRANT_SUMMARY	Report Manager
▼ Report Date Selection	L.	Share This Report Request
*As Of Reporting Date:	Specify Use As Of Reporting Date	02/28/2007
*Tree As Of Date: • Output Options		
*Type: Web *Format: Microsoft Exc	cel Files (*.xls)	d Delivery Templates
Run Report		

- 43. The nVision Share Report Request page is displayed. Click the **Secured** button to select it. This means the report request will only be available to those users that you designate. The Public access mode means it would be available to the entire campus.
- 44. Enter the BGNet username of anyone you want to be able to view or modify your report request.

If you want more than one person to be able to run the report, click the plus sign, \blacksquare , to add more rows. You can look up BGNet usernames by clicking the Lookup icon, $\boxed{ extsf{Q}}$.

45. Click



nVision Share Repo	rt Reques	t				
Business Unit: BGS	ON Report	ID: 10100029				
Last Update User ID:	GANDRES		Last Update	Date/Time: 03	3/06/07 5:32	:44PM
Access Mode						
-						
C Public	Secured					
Report Request shared with:	Q	<u>Customize Find</u> Vi	ew Al	First 🛃 1-3	of 3 🕨 Last	
ID Type	*Distributio	on ID				
1 User 💌	MFLYNN			Q	(•) 🖃	
2 User 💌	JSU		1	a,	÷ =	
3 User 💌	LBEEMAN			Q.	+ -	
200 - Contract - Contr					55	
OK Cancel						

46. You should be on the nVision Report Request page. Check to make sure the date is the correct end date for this report.



48. The Process Scheduler Request page is displayed. Click the drop-down box for the **Server Name** field and select *PSNT*.

User IC	: mflynn		Run Contro	ol ID:		
Server	Name: (PSNT)	Run Date:	02/19/2007	31		
Recurr		Run Time:	1:04:15AM	Reset to Cu	irrent Date/Time	
Time Z Proces		~		-0r-		
Select	Description	I	Process Name	Process Type	*Түре	*Format
~	nVision Report		WSRUN	nVision Report	Default 💌	Default

- 49. Click
- 50. Click the **Process Monitor** link.

OK

51. Click the Run Status says *Success*.

Process List	§erver List								
View Process Req	uest For								
User ID: mflynn	C Type:		-	Last:	1 Days	-(Refresh		
Server:	Name:		Q	Instance	:	to			
Run Status:	Distribution Status		-]	Save On	Refres	h		
Process List					Customize	Find V	iew All 🛄	First 🛃 1-4 of	4 🕑 1
Select Instance Se	eq. Process Type	Process Name	<u>User</u>	Run Date/	Time		Run Status	Distribution Status	Deta
21454	nVision Report	NVSRUN	mfluon	02/20/200	7 1:04:15AM	сет	Success	Posted	Deta

52. From the Menu Pagelet click Report Manager.



53. Click the name of the report you just created.

View Reports For				1	
Folder:	Instance: to:		Refresh		
Name: Reports	Created On:	Jeen an	st: 1 Days	- irst 🖪 1-5 c	
Report	Report Description	<u>Folder Name</u>	Completion	Report	Proces Instan
Grant Budget Report 10100029-1010002		General	02/20/07 1:07AM	15914	214

Yes

- 54. If you get a warning asking if you want to display nonsecure items, click
- 55. If you get a security warning asking if you want to open a site in your Trusted sites list, click
- 56. Click the name of the report again.



File List		
<u>Name</u>	File Size (bytes)	Datetime Created
Grant Budget Report 10100029-10100 2007-01-31.xls	029- 718,336	02/20/2007 1:07:04.000000AM EST
Distribute To		
Distribution ID Type	*Distribution ID	
User	mflynn	

- 57. If you get a security warning asking if you want to open a site in your Trusted sites list, click
- 58. If you get a message box asking if you want to open or save the file, click Save.
- 59. If you get a Security Alert, click
- 60. If you get a warning saying the workbook contains links to other data sources, click

Update

- 61. If you get a warning saying the workbook contains one or more links that cannot be updated, click Continue
- 62. The report is displayed as an Excel worksheet.
- 63. If you have not already saved the report, in Excel, click **File** and select Save As. Save the report on your hard drive.



Running Reports

Use the following steps to run a report from Report Manager:

- 1. Sign in to FMS. The Menu Pagelet is displayed at the left of the screen.
- 2. Click **Reporting Tools**, **PS/nVision**, **Define Report Request**. *The Report Request page is displayed.*
- 3. Make sure the Find an Existing Value tab is selected.
- 4. Check to make sure that *BGSU* is entered as the **Business Unit**.

5.	Click	Search
5.	Click	Search

Report Req				
Enter any inform	nation you have a	and click Sear	ch. Leave fie	elds blank for a list of all values.
Find an Exist	ing Value Ad	ld a New Value		
Business Unit:	begins with 💌	BGSUN		Q
Report ID:	begins with 💌]
Description:	begins with 💌			
Case Sensi	tive			
Search	Clear Basi	<u>c Search</u> 🚦	Save Searc	ch Criteria

6. Click a report request that you have created.

Search Res	sults							
View All		First ┥ 1-4 of 4 🕞 La						
Business Unit	Report ID	Description						
BGSUN (10100029	Grant Budget Report 10100029						
BGSUN	BUDSUMTP	Budget Summary						
BGSUN	EXPDTLTP	Expense Detail						
BGSUN	GRANTTP	Grant Budget Report						

- 7. Check the date to make sure it is the end date you want for the report. The date is going to be the date you entered when you first created the report request. This may no longer be the date you want. If necessary, change the date.
- 8. Click Run Report
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nVision Report Request	Advanced Options	
Business Unit: BGS	UN Report ID: 10100029	Copy to Another Business Unit / Clone Delete This Report Request
Report Title:	Grant Budget Report 10100029	Transfer to Report Books
		Process Monitor
*Layout:	BG_GRANT_SUMMARY	Report Manager
		Share This Report Request
Report Date Selection		
*As Of Reporting Date:	Specify	01/31/2007
*Tree As Of Date:	Use As Of Reporting Date	
 Output Options 		
*Type: Web	Scope an	d Delivery Templates
Format: Microsoft Exc	cel Files (.xls)	
Run Report		

- 9. The Process Scheduler Request page is displayed. Click the drop-down box for the **Server Name** field and select *PSNT*.
- 10. Click OK
- 11. Click the Process Monitor link.
- 12. Click the Refresh button until the Run Status says *Success*.
- 13. From the Menu Pagelet click Report Manager.
- 14. Click the name of the report you just created.
- 15. If you get a warning asking if you want to display nonsecure items, click
- 16. If you get a security warning asking if you want to open a site in your Trusted sites list, click Yes
- 17. Click the name of the report again.
- 18. If you get a security warning asking if you want to open a site in your Trusted sites list, click Yes
- 19. If you get a Security Alert, click
- 20. If you get a warning saying the workbook contains links to other data sources, click

Yes

Update

Yes

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- 21. If you get a warning saying the workbook contains one or more links that cannot be updated, Continue click
- 22. The report is displayed as an Excel worksheet.
- 23. In Excel, click File and select Save As. Save the report on your hard drive.



Drilldown to AP Details from Budget Summary Report

Use the following steps to drilldown in a Budget Summary Report:

- 1. Sign in to FMS. *The Menu Pagelet is displayed at the left of the screen.*
- 2. From Report Manager, open your Budget Summary Report.
- 3. Click the plus sign to open the row containing the account you want to examine.

	13	Account	t Description	Original Load	Adjustment	Associate Revenue	Total Budgeted <u>Amount</u>	MTD Expenses
_	14 15	/						
	16	OPER 51500	OPERATING BUDGET ACCOUNTS	3.889.00	0.00		3.889.00	2,058.38
\bigcirc	29	53000	SUPPLIES	42.275.00	203.96		42.478.96	9.742.61
1 Y	39	54000	TRAVEL & ENTERTAINMENT	11,650.00	0.00	-	11,650.00	4,668.13
•	49	55000	COMMUNICATIONS	31,326.00	0.00	-	31,326.00	2,717.49
	53	56000	MAINTENANCE & REPAIRS	24,650.00	0.00		24,650.00	0.00
·	54	57000	PURCHASES FOR RESALE	0.00	0.00		0.00	0.00
	63	58000	MISCELLANEOUS EXPENSES	36,452.00	-10,487.48		25,964.52	863.00
•	65	59000	DEDUCTIONS & TRANSFERS	0.00	0.00	-	0.00	0.00
i	66	OPER	OPERATING BUDGET ACCOUNTS	150,242.00	-10,283.52	12,436.41	152,394.89	20,049.61

4. Select the cell containing the expense for which you want to see the AP details.

16	OPE	ER (PERATING BUDGET ACCOUNTS				
19		51500	PART-TIME PERSONNEL	3,889.00	0.00	3,889.00	2,058.38
20		53100	Office Supplies	1,000.00	0.00	1,000.00	540.25
21		53301	Copier Usage	0.00	0.00	0.00	0.00
22		53302	Copier Maintenance	0.00	0.00	0.00	0.00
23		53390	Bookstore Charges	0.00	0.00	0.00	85.65
24		53400	Instructional Supplies	41,275.00	0.00	41,275.00	0.00
25		53450	Research Supplies	0.00	34.96	34.96	2,275.16
26		53600	Maint/Custodial Supplies	0.00	0.00	0.00	0.00
27		53620	Gasoline	0.00	0.00	0.00	\$ 554.39
28		53900	Misc Supplies	0.00	169.00	169.00	6,287.16
29		53000	SUPPLIES	42,275.00	203.96	42,478.96	9,742.61
39		54000	TRAVEL & ENTERTAINMENT	11,650.00	0.00	11,650.00	4,668.13

- 5. In order to drilldown nVisionDrill menu must be in Excel. If the nVisionDrill menu is not in your Excel menu, call the Technology Support Center (372-0999) for help.
- 6. Click the nVisionDrill menu and then click Drill.

						025100-200			
Eile	<u>E</u> dit <u>V</u> ie	ew <u>I</u> nsert	Format	Tools	Data	<u>n</u> VisionDrill	Window	Help	Adobe PDF
: 🗅 对	🔒 🚨 着) <i>(</i>) ()	1 🍄 🛍	1 🔏 🛙		D <u>r</u> ill)-1	🤰 Σ	Ado <u>b</u> e PDF - Adobe Adoption

7. A new window opens. Click the button for **AP Detail**.

If the FMS sign-in page is displayed in the new open window rather than the Run Drill down page shown below, close the new open window and close the Budget Summary report and start all over again from step 2.

BG	SU			
	BOWLING	GREEN	STATE	UNIVERSITY

Run Drilldov	vn		
Report Instance: Row: *Type:	36438_39188 28 Window		Column: 10
Available Drilldown Layouts		Customize Find 📶	First 🛃 1-17 of 17 🕨 Last
Description		<u>*Server Name</u>	Run Drilldown
Account by Class Co	de	PSNT 💌	Run Drilldown
AP Detail		PSNT 💌	Run Drilldown
Account by Business	Unit	PSNT -	Run Drilldown
Account by Departme	ent	PSNT 💌	Run Drilldown

8. A second new window opens. Eventually the message should change to "Success" as shown below.

Success Preparing outpu	ıt for viewing		
Process Name:	DRILLDWN	nVision Report D	rilldown
Process Instance	: 36780	Process Type:	nVision-Report

9. Return to the Menu Pagelet and click Report Manager.



10. Click the link to the drilldown report in Excel.

Reports	Customize	ustomize Find View All 🛗 🛛 First 🗹 1-2 of 2 🕑 Last .					
Report	Report Description	<u>Folder</u> <u>Name</u>	Completion Date/Time	Report ID	Process Instance		
for DCC 025100-025100-2007-02-	DR_36438_36771_BUDGET SUMMAY FOR DCC 025100-025100-2007-02- 28.XLS	General	03/20/07 11:40AM	39382	36771		
2 Grant Budget Report 10100029- 10100029-2007-02-28	GRANT BUDGET REPORT 10100029- 10100029-2007-02-28	General	03/19/07 1:34PM	39 <mark>34</mark> 6	36714		

11. The drilldown report with AP details is displayed in an Excel spreadsheet.

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	В	C	D	E	F	G	н	1	J	K	L	M	N
2	Payables Voucher Detail												
4	AP Unit	Voucher	Line	Account	Dept	Product	Project	Affiliate	Fund Affiliate	Oper Unit Affiliate	Budget Reference	Class	Func
5	BGSUN	00001394	1	53900	025100		100			1	1990		1000
6	BGSUN	00001905	1.	53900	025100								1000
7	BGSUN	00001908	1	53900	025100								1000
8	BGSUN	00001395	1	53900	025100								1000
9	BGSUN	00002104	1	53900	025100								1000
10	BGSUN	00002105	1	53900	025100								1000
11	BGSUN		1	53900	025100								1000
12													
13													

12. Scroll to the right to see more details.

0	Р	Q	R	Т	U	V	W	X	Y	Z
								an		/
Oper Unit	Program	Currency	Monetary Amount	Description	Invoice #	Vendor ID	Vendor Name	Year	Per	GL Unit
		USD	29.80	Alaskan Pollock	66310	000006404	ROHR FISH-001	2007	8	BGSUN
		USD	126.50	Conversion - Blanket Purchase	1076230	0000005868	TOLEDO HER-001	2007	8	BGSUN
		USD	120.90	Conversion - Blanket Purchase	1074869	0000005868	TOLEDO HER-001	2007	8	BGSUN
		USD	62.78	Lodging for seminar speaker	237634	000006489	BEST WESTE-008	2007	8	BGSUN
		USD	85.15	Gasoline	065141509702	0000005472	SHELL CRED-001	2007	8	BGSUN
		USD	25.98	Feeder fish, Saltwater fish	622454	0000007405	PET SUPPLI-001	2007	8	BGSUN
		USD	11.98	Mussels & Shrimp	A01560L8901KAJS	0000003104	ULA TRISTA-001	2007	8	BGSUN
	Total		463.09							

13. When you have finished viewing the AP details, you can close all the extra open windows in FMS.



Searching for your DCC/Grant Reports

Use the following steps to search for a particular DCC/Grant report:

You may get the following message in report manager when you have budget responsibilities for more than 100 DCCs.

More than 1000 rows will be returned, this may take a long time. (63,17)				
You should consider using the filters to reduce the number of rows to be returned. Hit OK to continue or cancel to stop this refresh				
OK Cancel				

This document will walk you through how to add the filter in your report manager so that you can retrieve needed reports quickly.

- 1. If the above message appears, click
- Cancel
- 2. From the menu pagelet, click **Reporting Tools**, **Report Magager**.
- 3. All monthly reports use the following standard naming conventions. To search for a specific report, all you need to do is search on part of the name for the report you want to access.

Naming Convention	Example	
Budget Summary Report-XXXXXX-yyyy-mm-dd (XXXXXX stands for DCC number)	Budget Summary Report -025100-2007-02-28	
Expense Detail Report-XXXXXX-yyyy-accounting period (XXXXXX stands for DCC number)	Expense Detail Report-025100-2007-8	
Revenue Detail Report-XXXXXX-yyyy-accounting period (XXXXXX stands for DCC number)	Revenue Detail Report-025100-2007-02-28	
Revenue Summary Report-XXXXXX-yyyy-mm-dd (XXXXXX stands for DCC number)	Revenue Summary Report-025100-2007-02-28	
Payroll Expense Details- XXXXXX-yyyy-accounting pe- riod (XXXXXX stands for DCC number)	Payroll Expense Details-025100-2007-8	
Grant Budget Summary-XXXXXXXX-yyyy-mm-dd (XXXXXX stands for Grant ID)	Grant Budget Summary-10100029-2007-02-28	

4. In Report Manager, enter the first word of the report name you want to retrieve, for example enter *Budget* to retrieve your Budget Summary report. Adjust the number of days to, for ex-

ample, 75. Click ______. Only the Budget Summary reports will be displayed.

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List Exp	plorer Administration A	chives	
View Reports For			
Folder:	Instance:	to:	Refresh
Name: Budget	Created On:		🖻 Last: 75 Days 💌

To retrieve only Payroll Expense reports enter Payroll in the Name field, adjust the number of days, and click

List	Explorer Administratio	n Archives		
View Reports	For			
Folder:	▼ Instan	ce: to:		Refresh
Name: Payrol	Created	On:	31	Last: 75 Days

6. Please do not use the Explore tab if you have more than 500 reports in your report manager. Clicking on the tab will freeze your browser window if you have more than 500 reports.

List Exp	lorer Administration Arc	hives			5k
View Reports For					Refresh
Folder: Name:	Created On:	to:	31	Last: 1	1 Days



Appendix A Source Listing

SOURCE	DESCR
AD0	Conversion - Auto Draft -Check
ADD	Address Label Charges ITS
AM	Asset Management System
AP	Accounts Payable
AR	Accounts Receivable
BCT	Bursar Charge Template
BIL	Billing
BKS	Bookstore Interface
BRS	Bursar's Office
CEE	Continuing Education
CLK	Cindy L Koontz
CNV	Conversion records from AFIN
COC	Campus One Card
CRL	Cash Receipt - Library
CS	Campus Solutions Interface
CTT	Cash Transmittal Template
CXB	Conv - Check Cancellation
DDT	Dept to Dept Charge Template
DIN	Dining Services Interface
FDJ	Conv - Asset Disposal
FDK	Conv - Asset Disposal
FHP	Fall Housing Deposit - Bursar
FIN	Financial Interface Upload
FTJ	Conv - Asset Transfer
GM	Grants
НСТ	Health Center
INL	Conv - Customer Invoice - Libr
IX	Expense Transfer

JPM	JP Morgan
JV\$	Conv - Grants Overhead Return
JV0	Conv - Journal Voucher
JV2	Conv - Journal Voucher
JVA	Conv - Journal Voucher
JVB	Conv - Journal Voucher
JVC	Conv - Journal Voucher
JVD	Conv - Journal Voucher
JVF	Conv - Journal Voucher
JVI	Conv - Journal Voucher
JVJ	Conv - Journal Voucher
JVK	Conv - Journal Voucher
JVL	Conv - Journal Voucher
JVM	Conv - Journal Voucher
JVO	Conv - Journal Voucher
JVR	Conv - Journal Voucher
JVS	Conv - Journal Voucher
JVT	Conv - Journal Voucher
JVV	Conv - Journal Voucher
MW1	Conv - Manual Warrant/Check
MWA	Conv - Manual Warrant/Check
OCK	Conv - Over the Counter Invent
OCP	Conv - Over the Counter Invent
OCS	Conv - Over the Counter Invent
OFC	Office Supplies - Office Depot

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PC	Project Costing
PO	Purchasing System
POF	Post Office
PR	Payroll Journal Entry Source
PRK	Parking Services
PRY	Perry Corporation
PV.	Conv - Payment Voucher
PV0	Conv - Payment Voucher
PV0 PV1	Conv - Payment Voucher
PV8	Conv - Payment Voucher
PVA	-
	Conv - Auto Payment Voucher
PVB	Conv - Payment Voucher
PVC	Conv - Payment Voucher
PVF	Conv - Payment Voucher
PVG	Conv - Payment Voucher
PVI	Conv - Payment Voucher
PVJ	Conv - Payment Voucher
PVK	Conv - Payment Voucher
PVL	Conv - Payment Voucher
PVM	Conv - Payment Voucher
PVP	Conv - Payment Voucher
PVS	Conv - Payment Voucher
PVT	Conv - Payment Voucher
PVU	Conv - Payment Voucher
RSP	Recreational Sports
SAR	Student Admin Receivables
SMC	Sallie Mae Conference
SMH	Sallie Mae Housing Deposit
SMO	Sallie Mae for OREG
SMP	Sallie Mae Bursar Payments
TEL	Telecommunications Services
ТJ	Trish Jenkins 2-2208



Appendix B Accounting Dates

Fiscal Year

2005 July 1, 2004 – June 30, 2005	
2006 July 1, 2005 - June 30, 2006	
2007 July 1, 2006 - June 30, 2007	
2008 July 1, 2007 - June 30, 2008	

Accounting Period

1	July	07/01 – 07/31
2	August	08/01 – 08/31
3	September	09/01 – 09/30
4	October	10/01 — 10/31
5	November	11/01 — 11/30
6	December	12/01 — 12/31
7	January	01/01 — 01/31
8	February	02/01 - 02/28(9)
9	March	03/01 – 03/31
10) April	04/01 - 04/30
11	May	05/01 – 05/31
12	2 June	06/01 – 06/30