Bowling Green State University

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 re-viewed 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

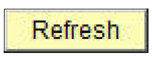
Use the following steps to add a new Budget Summary report request:

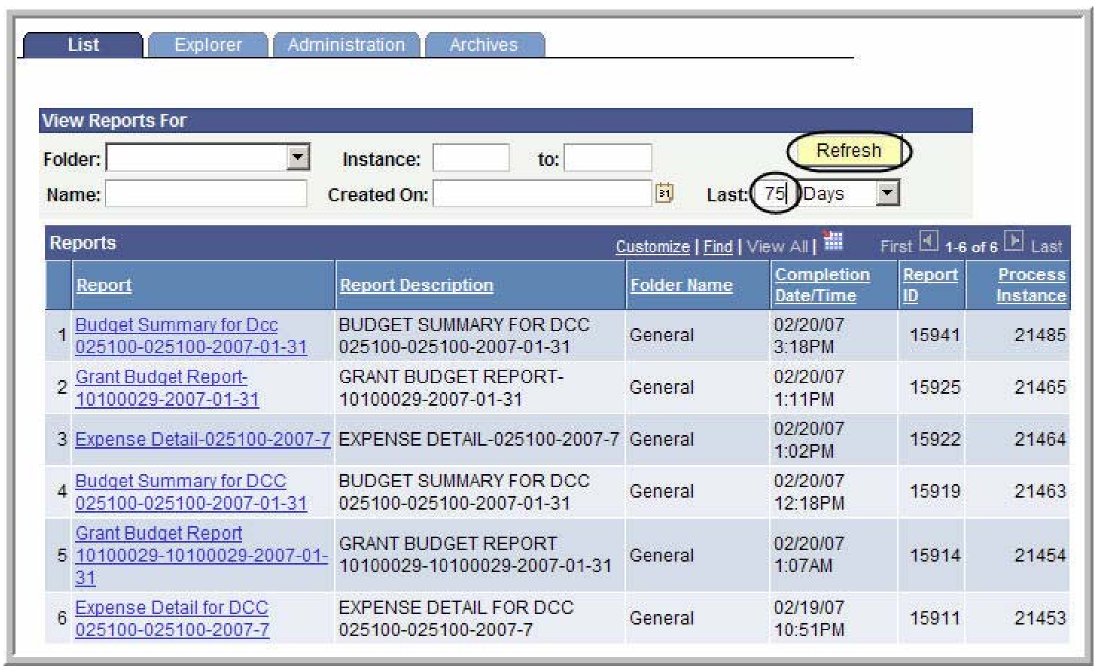
1. Sign in to FMS.

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

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

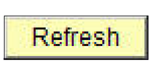
3. All the reports created in the last day which you are eligible to view are displayed. To view reports that were created prior to the last day, change the number of days from 1 to any number up to 75. The greater the number of days, the more reports you will see. Change the number to **75**.

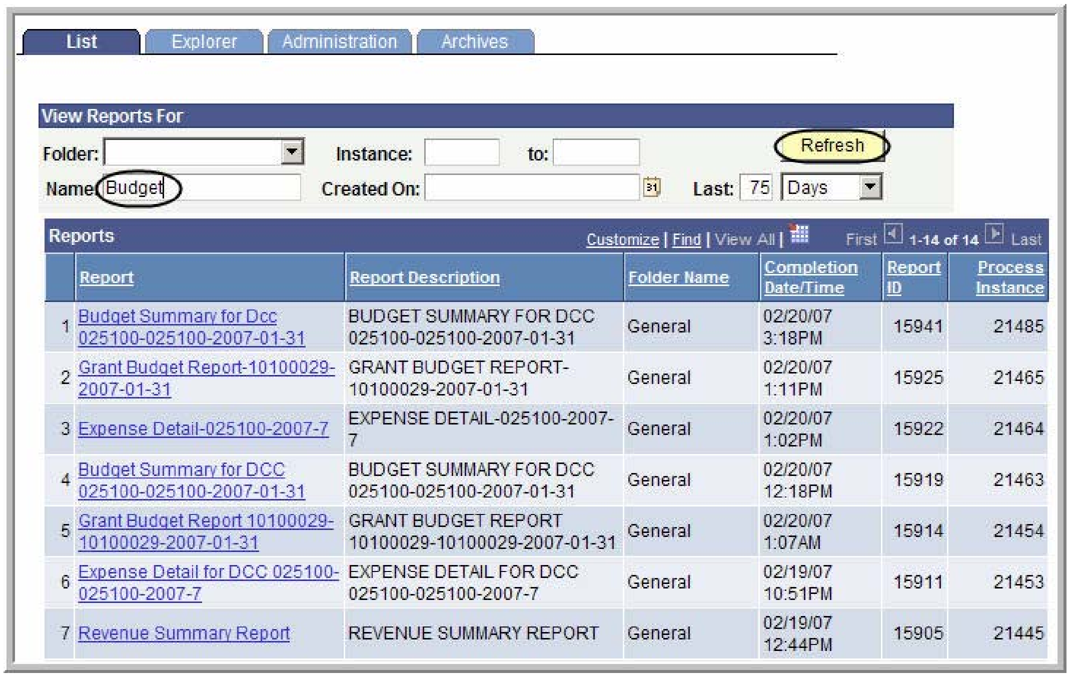
4. Click  .



	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
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	21485
2	Grant Budget Report-10100029-2007-01-31	GRANT BUDGET REPORT-10100029-2007-01-31	General	02/20/07 1:11PM	15925	21465
3	Expense Detail-025100-2007-7	EXPENSE DETAIL-025100-2007-7	General	02/20/07 1:02PM	15922	21464
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	21463
5	Grant Budget Report 10100029-10100029-2007-01-31	GRANT BUDGET REPORT 10100029-10100029-2007-01-31	General	02/20/07 1:07AM	15914	21454
6	Expense Detail for DCC 025100-025100-2007-7	EXPENSE DETAIL FOR DCC 025100-025100-2007-7	General	02/19/07 10:51PM	15911	21453

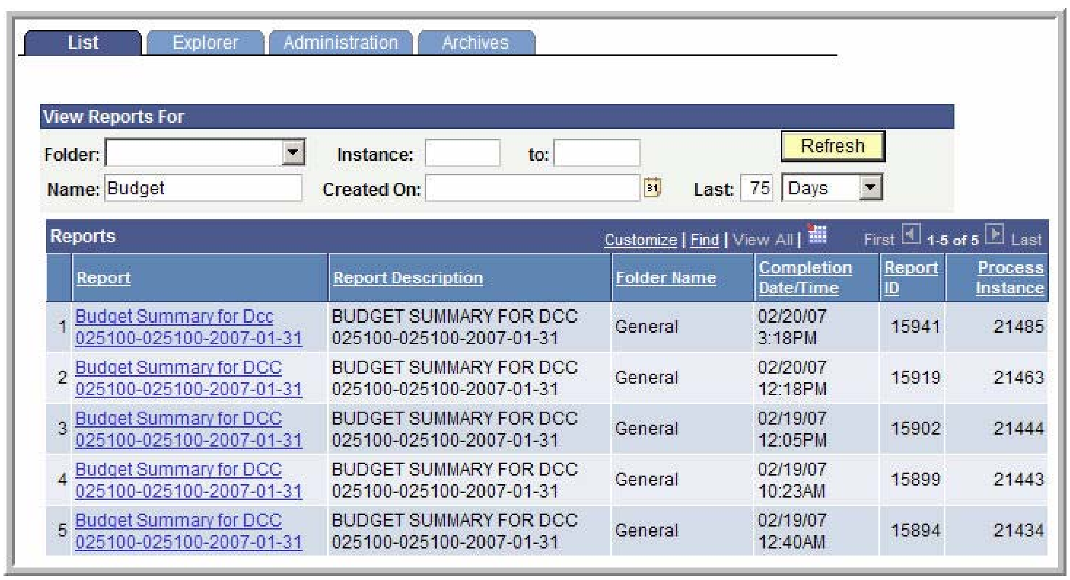
5. To look for a particular report, enter its name or a portion of it in the name field. This is case sensitive. Enter ***Budget*** in the Name field.

6. Click  .



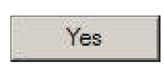
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	Budget Summary for Dcc 025100-025100-2007-01-31	BUDGET SUMMARY FOR DCC 025100-025100-2007-01-31	General	02/20/07 3:18PM	15941	21485
2	Grant Budget Report-10100029-2007-01-31	GRANT BUDGET REPORT-10100029-2007-01-31	General	02/20/07 1:11PM	15925	21465
3	Expense Detail-025100-2007-7	EXPENSE DETAIL-025100-2007-7	General	02/20/07 1:02PM	15922	21464
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	21463
5	Grant Budget Report 10100029-10100029-2007-01-31	GRANT BUDGET REPORT 10100029-10100029-2007-01-31	General	02/20/07 1:07AM	15914	21454
6	Expense Detail for DCC 025100-025100-2007-7	EXPENSE DETAIL FOR DCC 025100-025100-2007-7	General	02/19/07 10:51PM	15911	21453
7	Revenue Summary Report	REVENUE SUMMARY REPORT	General	02/19/07 12:44PM	15905	21445

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



	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
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	21485
2	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	21463
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	21444
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	21443
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	21434

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 

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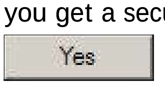
10. If you get a security warning asking if you want to open a site in your Trusted sites list, click 

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11. 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

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 Yes .

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 Update .

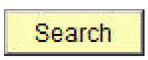
16. If you get a warning saying the workbook contains one or more links that cannot be updated, click Continue .

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 

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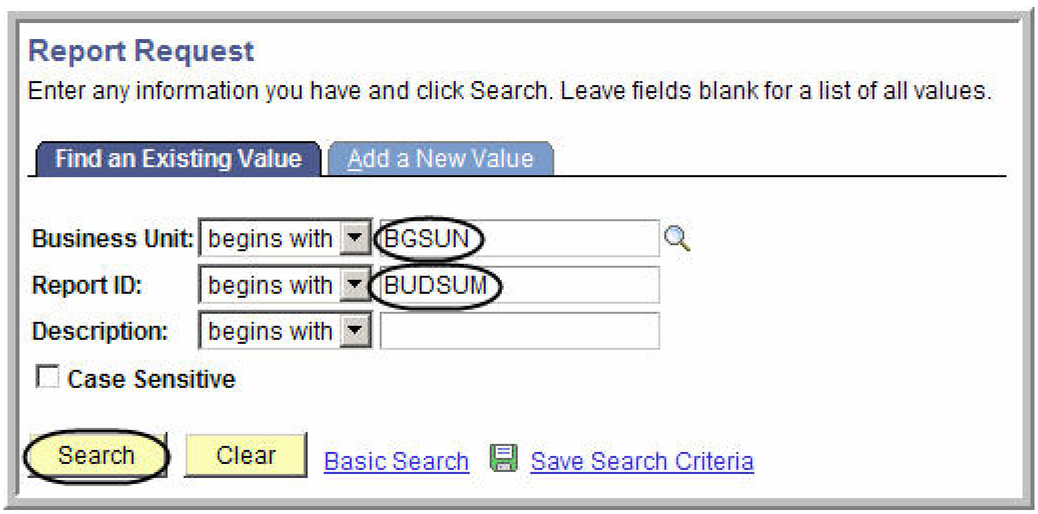
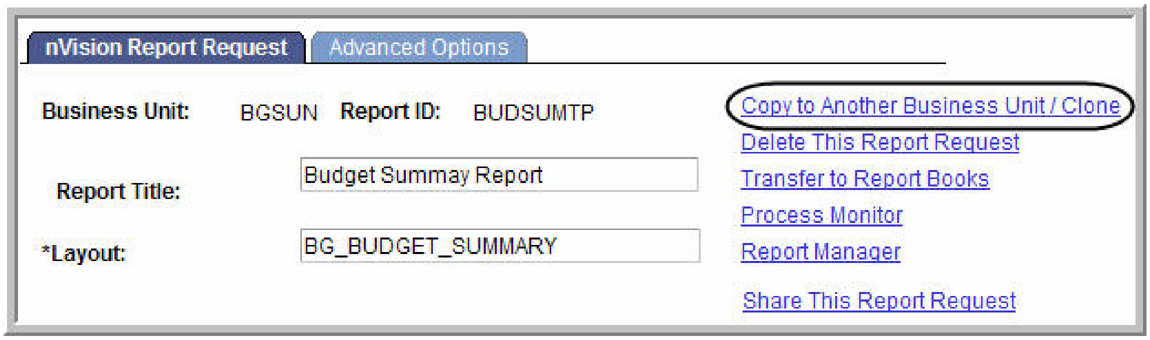
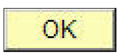


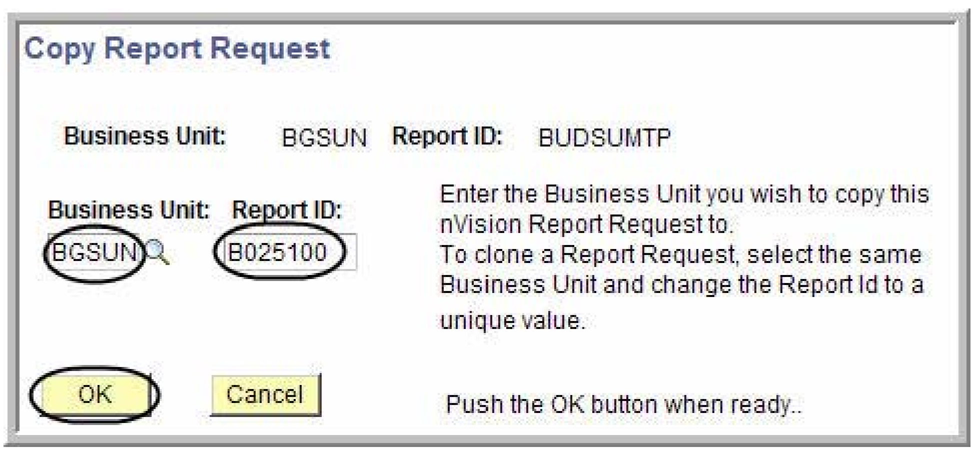
7. The search results are displayed. Click ***BUDSUMTP.***

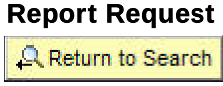
8. The **nVision Report Request** page for the template is displayed. Click the **<u>Copy to Another Business Unit/Clone</u>** link.



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 **Report ID** 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 **Report ID**. The Report ID can be up to 8 characters.

10. Click 



11. The **nVision Report Request** page is displayed. Next you have to find the clone you just created. Click 

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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 

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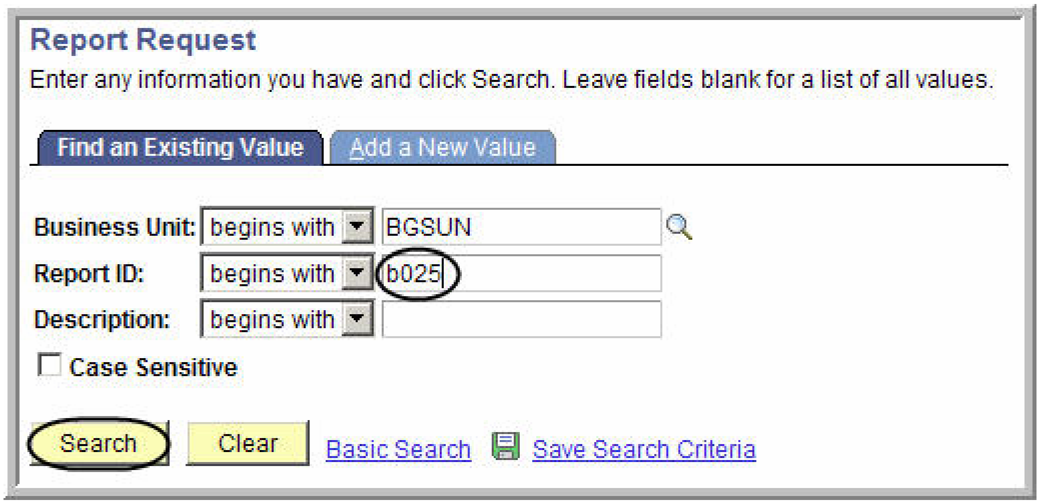
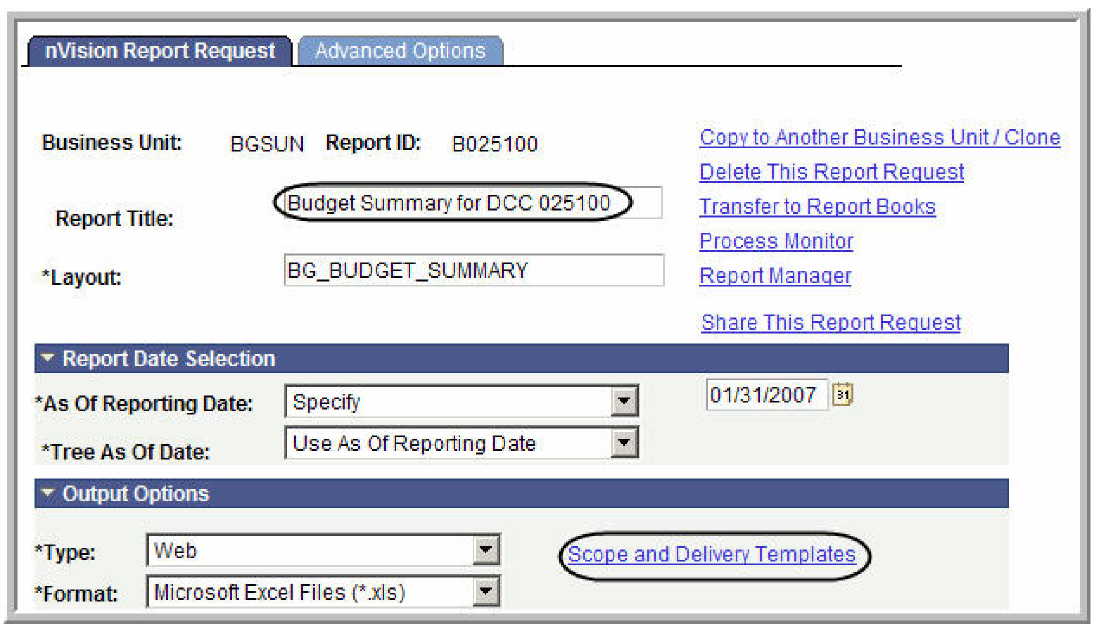


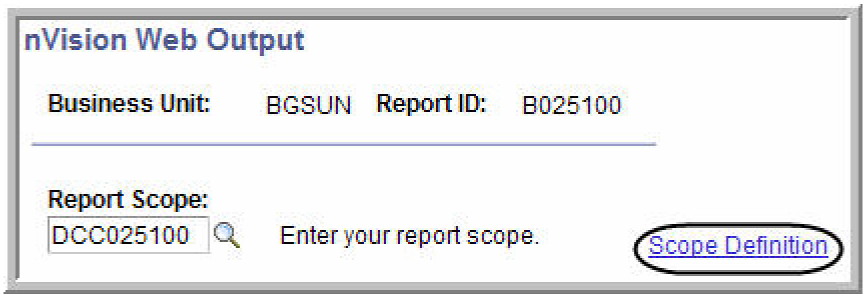
15. Under Search Results, click the name of your Report ID.

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.



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



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.

21. 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***).

22. Click 

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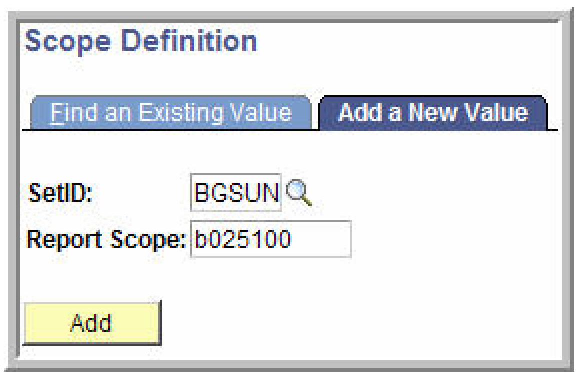
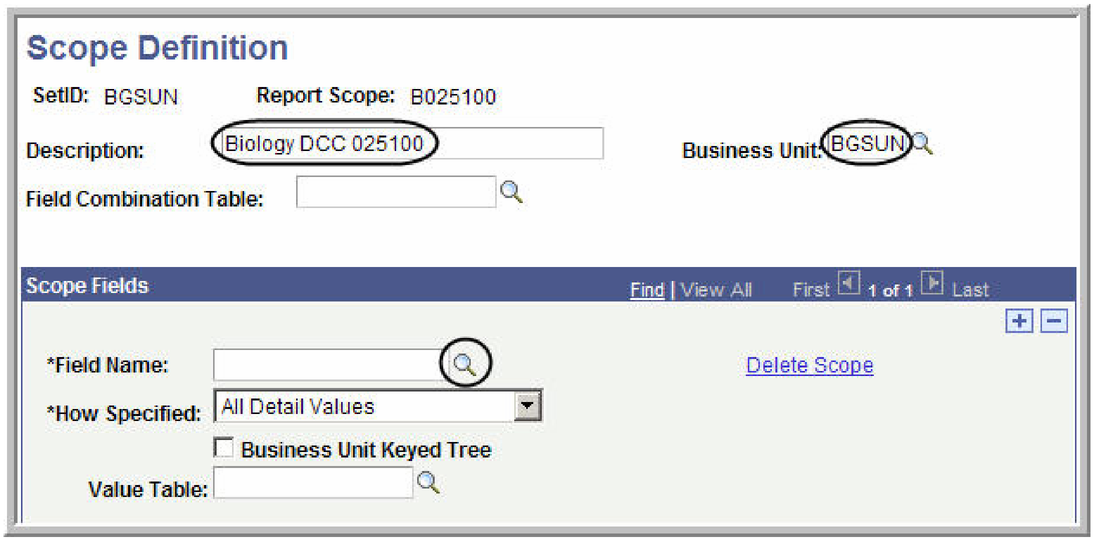


23. The scope definition page is displayed. Enter a description of the report in the **Description** field.

24. Enter ***BGSUN*** in the **Business Unit** field.

25. Leave the **Field Combination Table** field blank.

26. Click the Lookup icon  for the **Field Name** field.



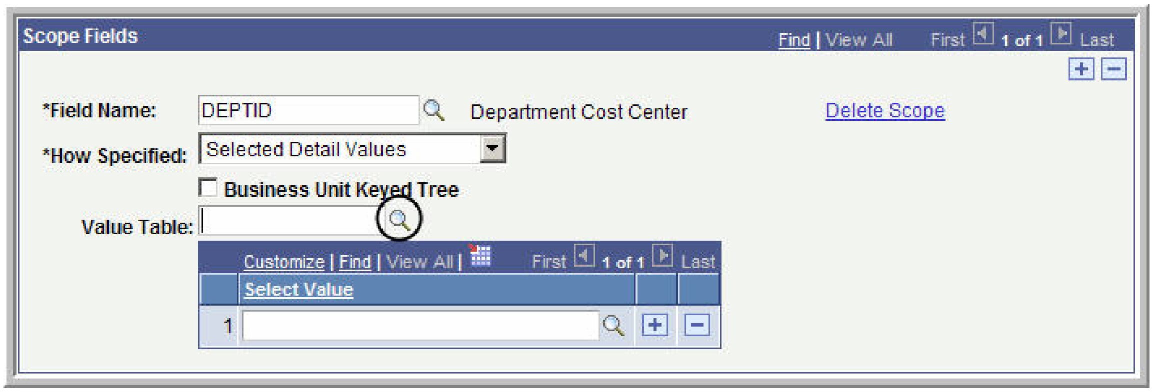
27. Enter **deptid** in the Field Name field.

28. Click Look Up .

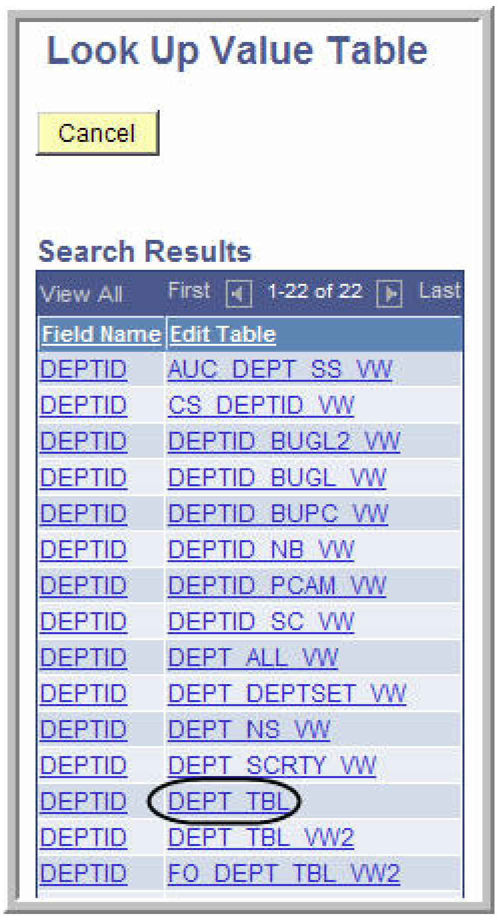
29. In the **Field Long Name** column, click **DEPTID**.

30. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.

31. Click the Look Up icon for the **Value Table** field.

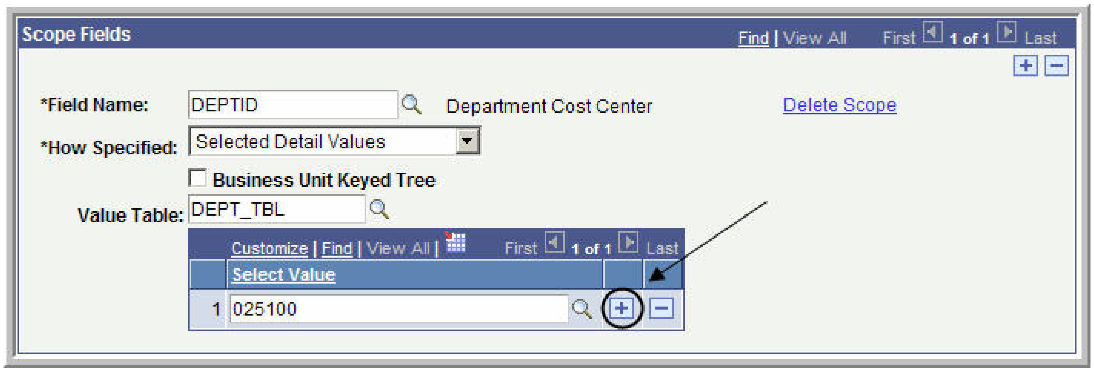


32. From the Look Up Value table, click **DEPT_TBL**.



33. In the **Select Value** field, enter your DCC number.

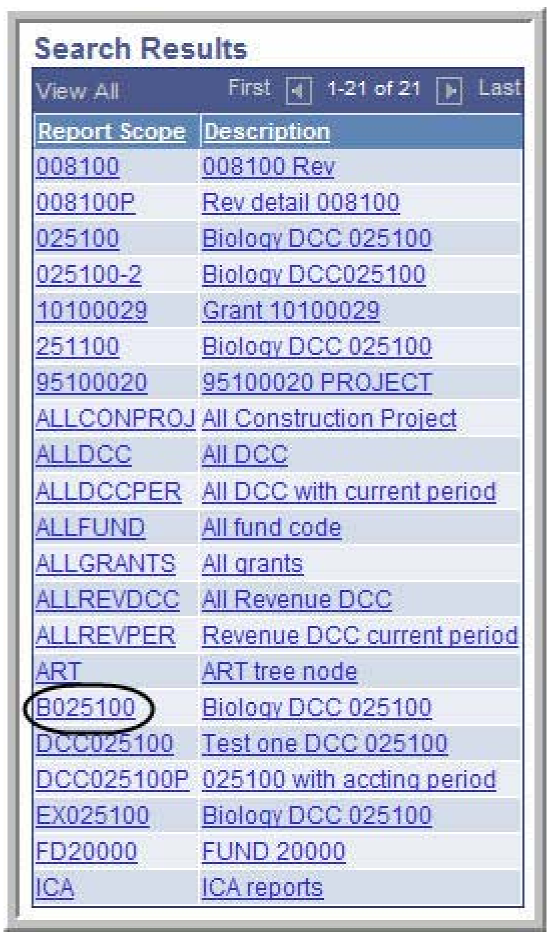
34. If you want to add more DCCs to the report, click the Plus Sign icon next to the **Select Value** field. You can add as many DCCs as you want.



35. Click  .

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  for Report Scope. Select the Report Scope you just created.

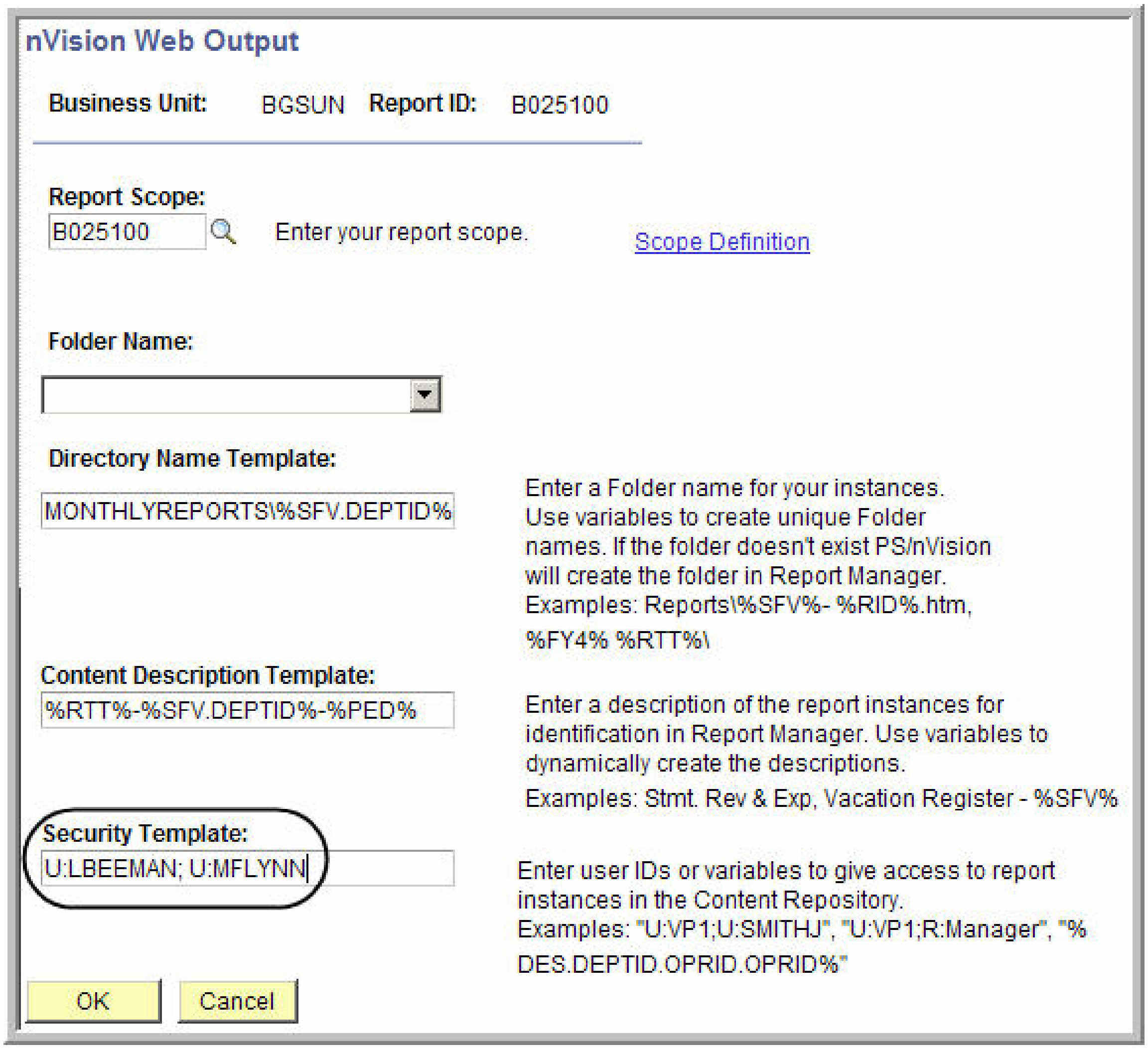

Search Results

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
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
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.



39. Click OK.

40. The nVision Report Request page is displayed. The other links on this page are:

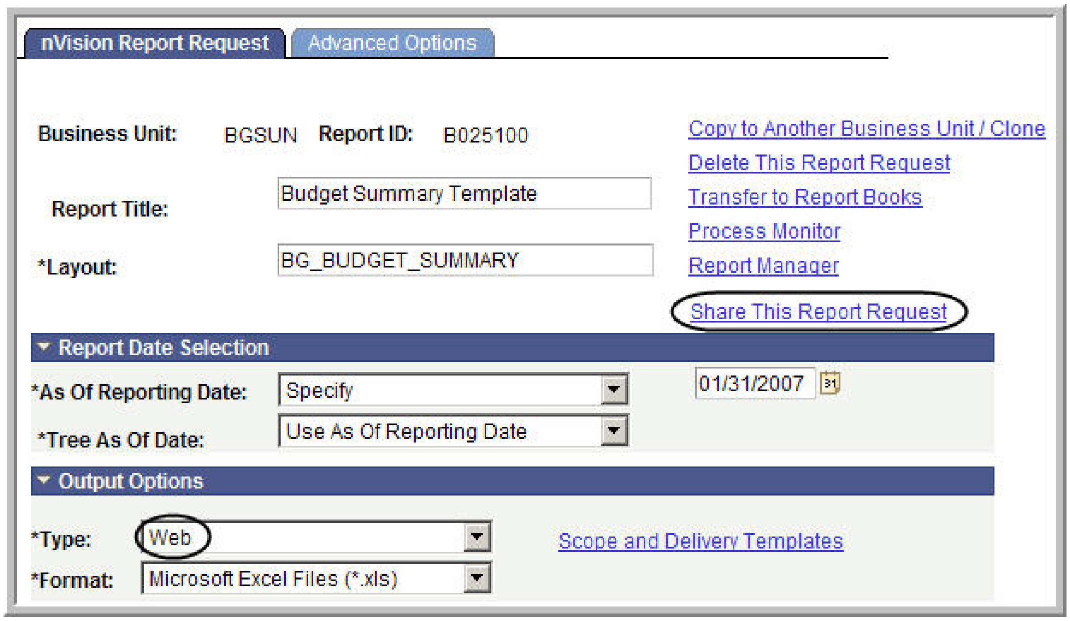
- Delete This Report Request: Deletes the report request
- Transfer to Report Books: The option enables you to place all your report requests into a “book”. You can then run the book which will create all of the reports contained within that book.
- Process Monitor: Monitors the progress for creating the report
- Report Manager: 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 Share This Report Request link and change the access from "Public" to "Secured".

41. Click Save .

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.

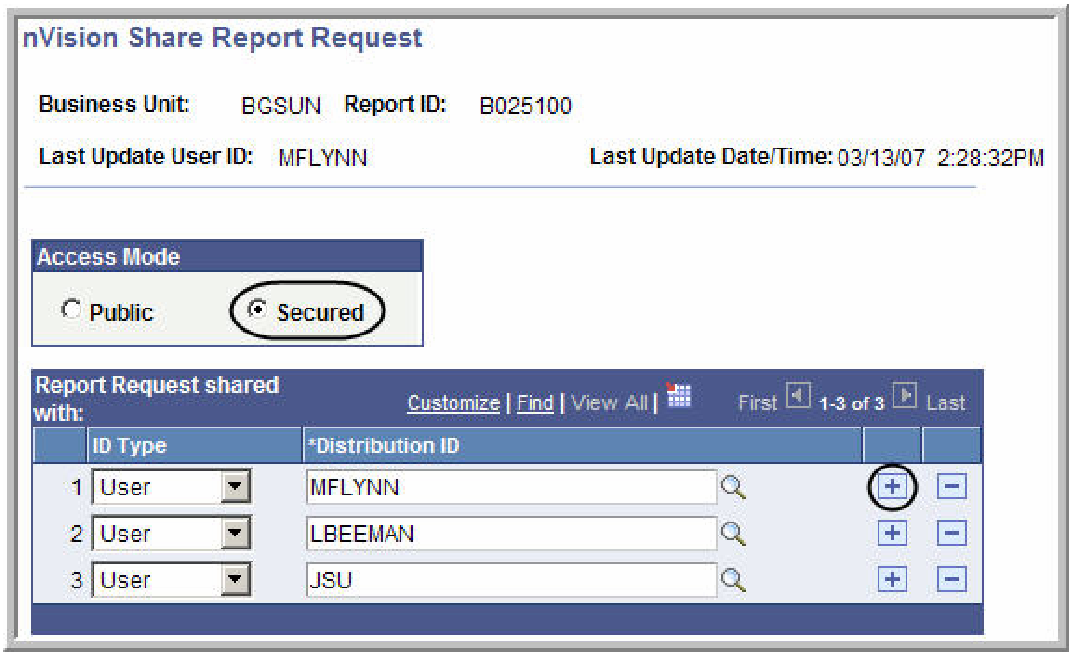
43. Click the **Share This Report Request** link.



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, , to add more rows. You can look up BGNet usernames by clicking the Lookup icon, .

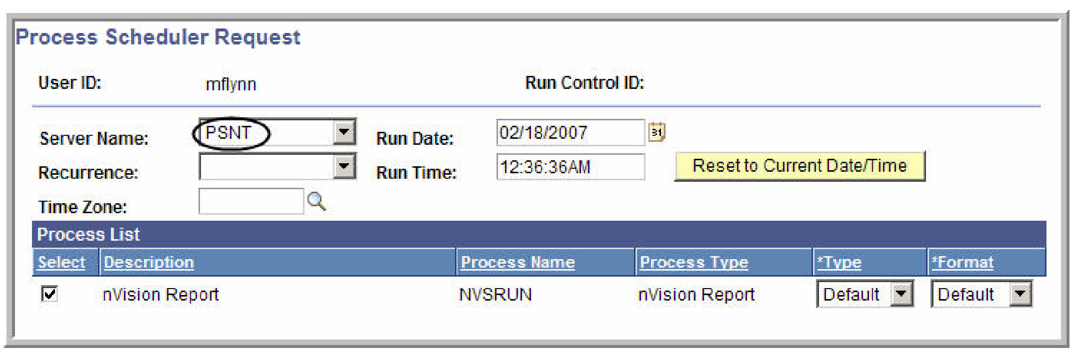


46. Click OK.

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

48. Click Run Report.

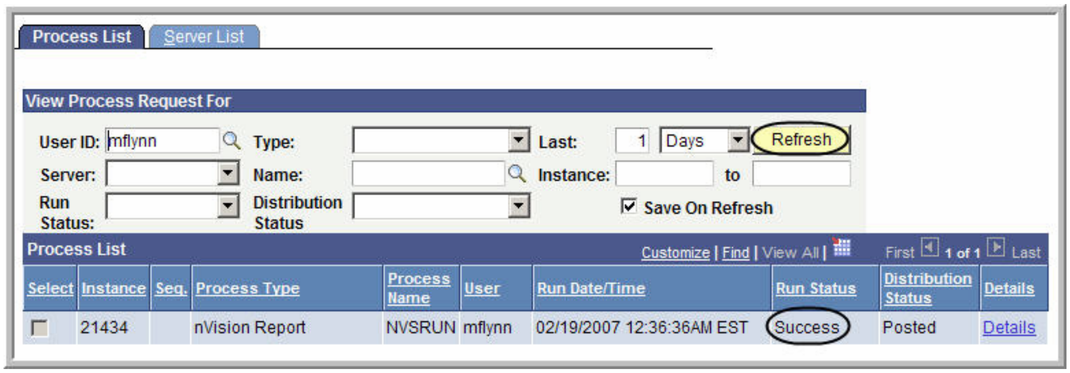
49. The Process Scheduler Request page is displayed. Click the drop-down box for the **Server Name** field and select ***PSNT***.



50. Click OK.

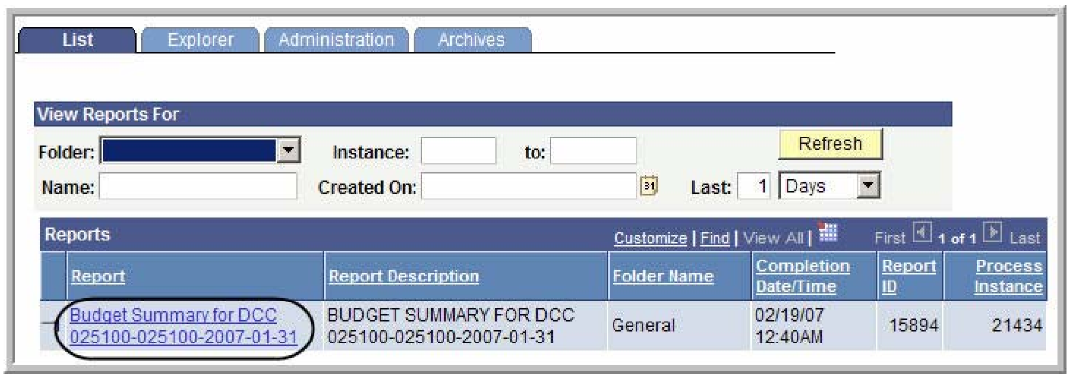
51. Click the **Process Monitor** link.

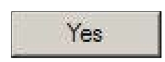
52. Click the Refresh button until the **Run Status** says ***Success***.



53. From the Menu Pagelet click **Report Manager**.

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



55. If you get a warning asking if you want to display nonsecure items, click 

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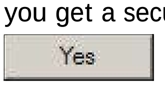
56. If you get a security warning asking if you want to open a site in your Trusted sites list, click 

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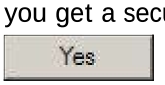
57. Click the name of the report again.

58. If you get a security warning asking if you want to open a site in your Trusted sites list, click 

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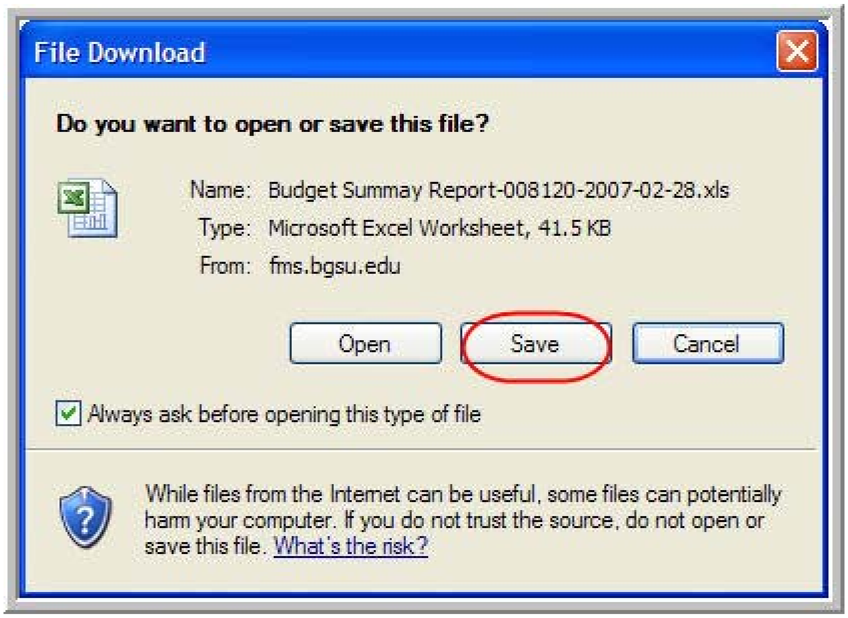
59. If you get a message box asking if you want to open or save the file, click Save.



60. If you get a Security Alert, click Yes .

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

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.

BGSU
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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.

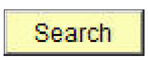
2. Click **Reporting Tools, PS/nVision, Define Report Request**.

   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 

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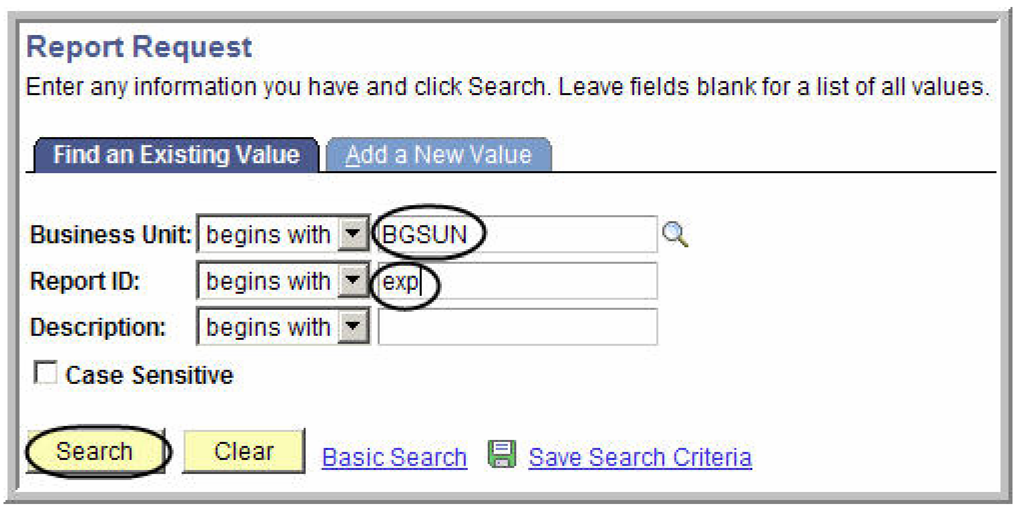
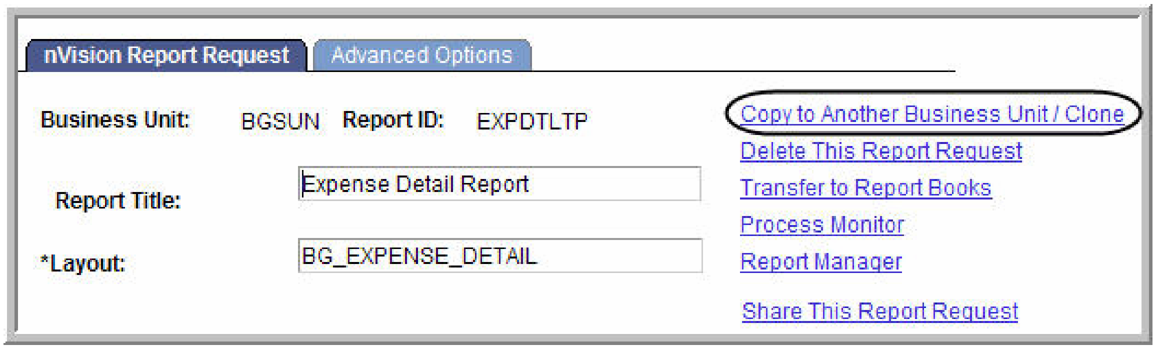
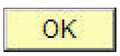


7. The search results are displayed. Click ***EXPDDTLTP.***

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



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 

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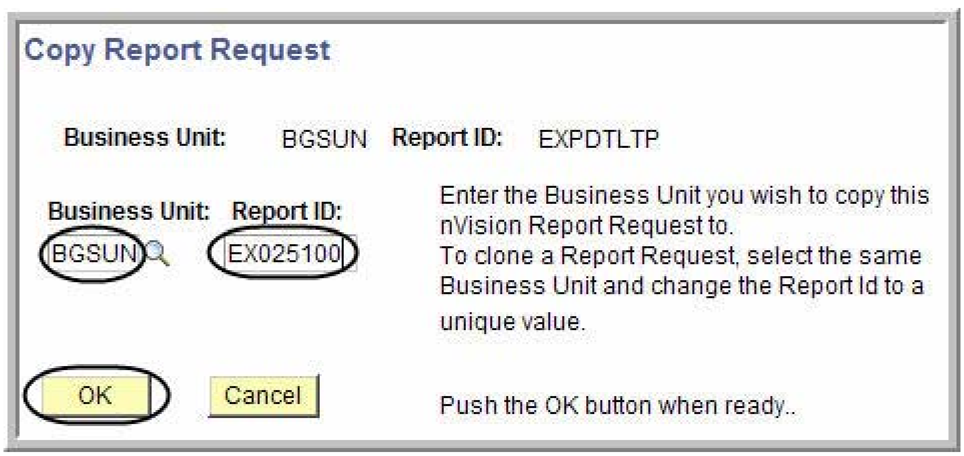
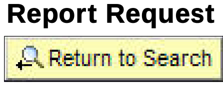


11. The **nVision Report Request** page is displayed. Next you have to find the clone you just created. Click 

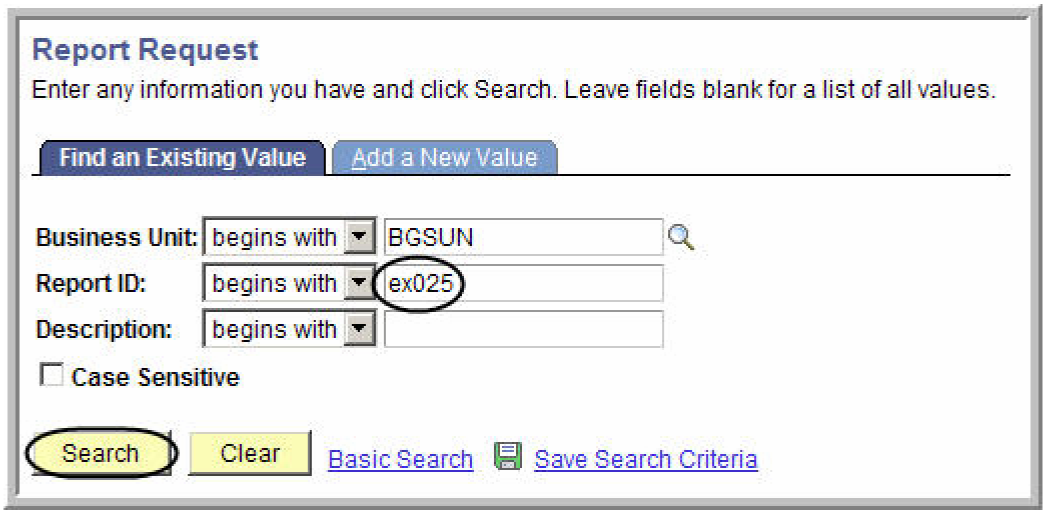
.

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 

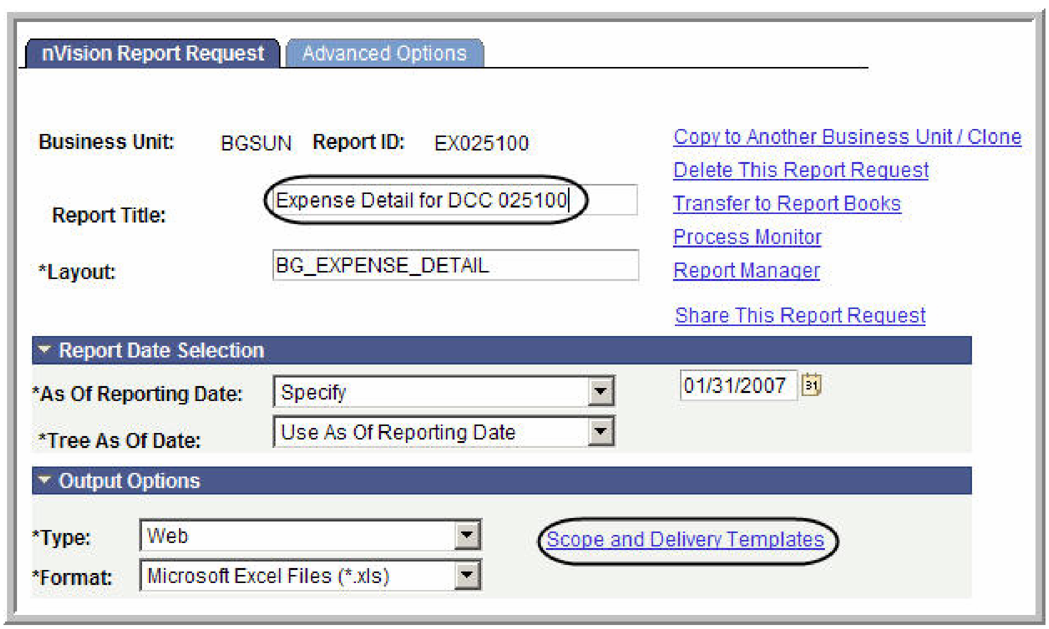
.



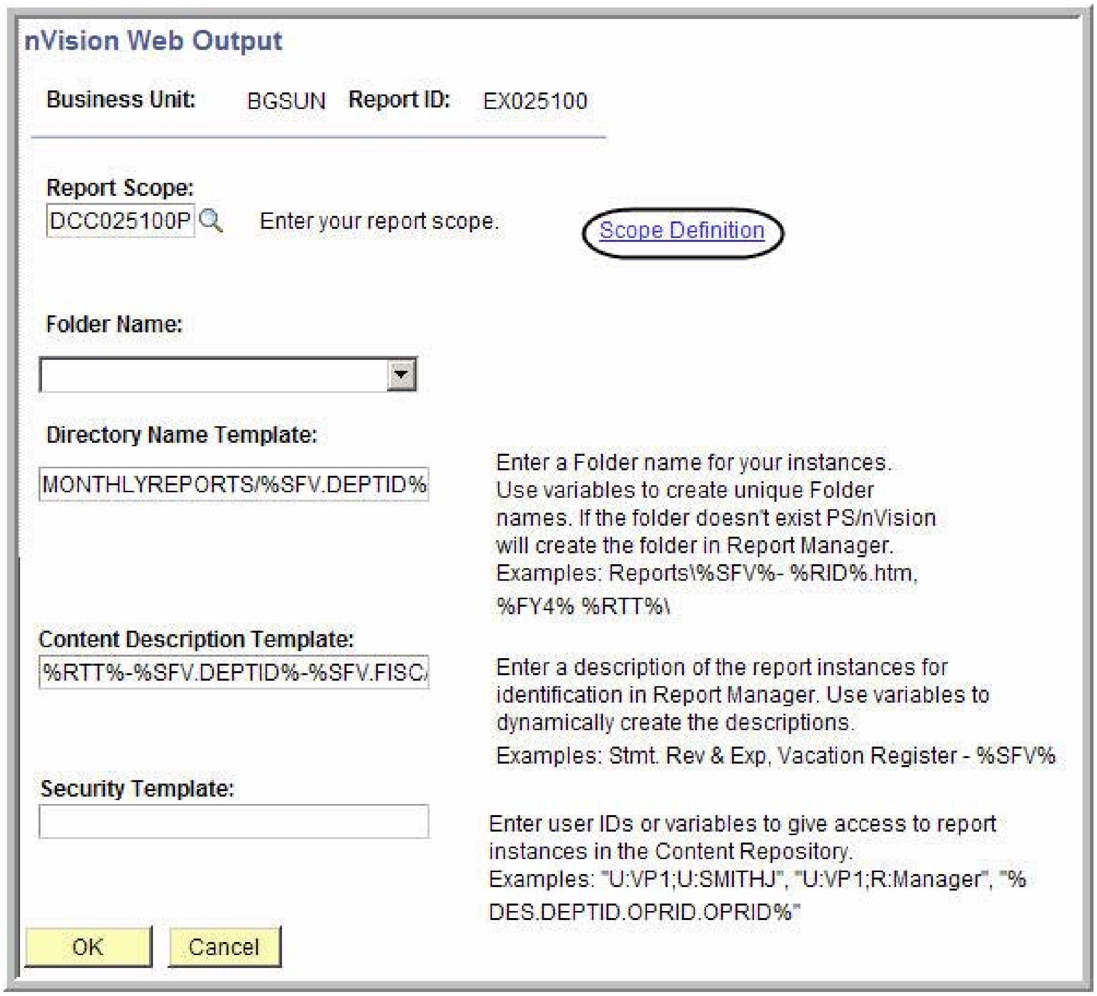
15. Under Search Results, click the name of your Report ID.

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.



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



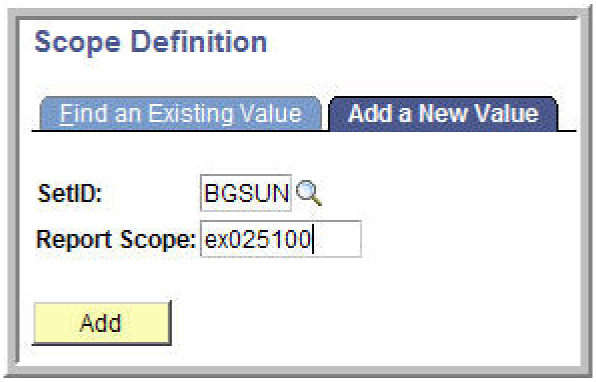
19. A new window opens and the Scope Definition page is displayed. Click the **Add a New Value** tab.

20. Enter ***BGSUN*** in the **SetID** field.

21. 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***).

22. Click 

.



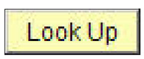
23. The scope definition page is displayed. Enter a description of the report in the **Description** field.

24. Enter ***BGSUN*** in the **Business Unit** field.

25. Leave the **Field Combination Table** field blank.

26. Click the Lookup icon for the **Field Name** field.

27. Enter **deptid** in the Field Name field.

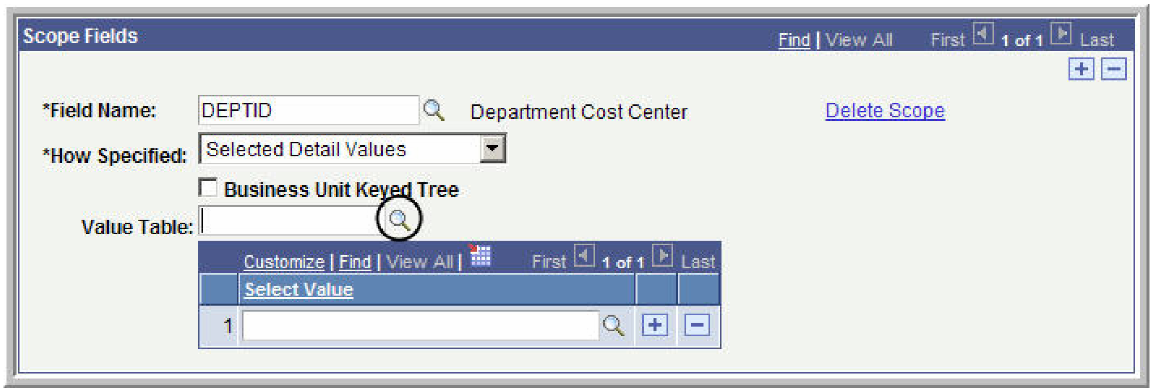
28. Click 

.

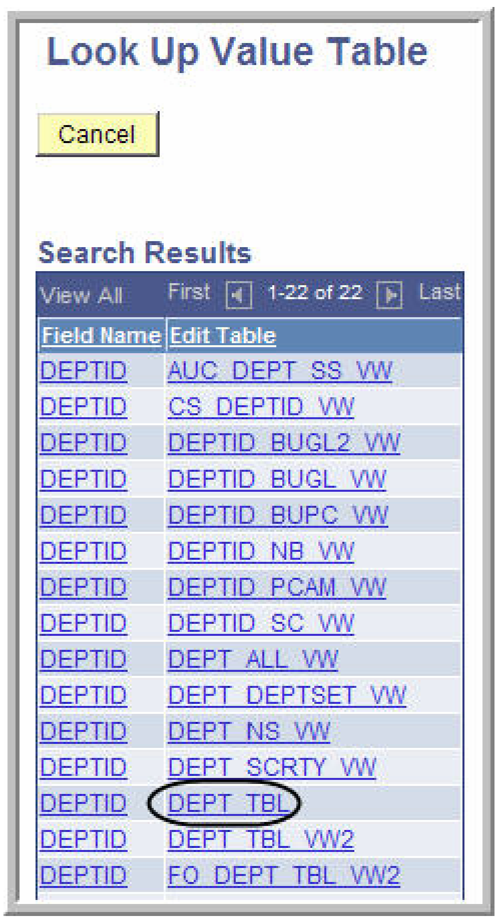
29. The search results for Look Up Field Name is displayed. In the **Field Long Name** column, click **DEPTID**.

30. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.

31. Click the Look Up icon for the **Value Table** field.

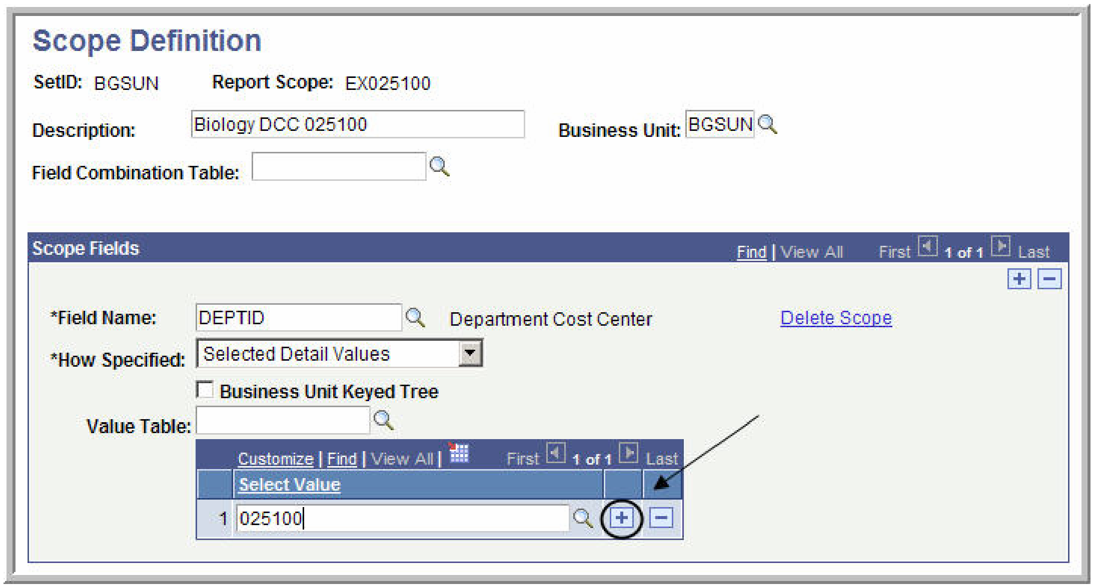


32. From the Look Up Value table, click **DEPT_TBL**.

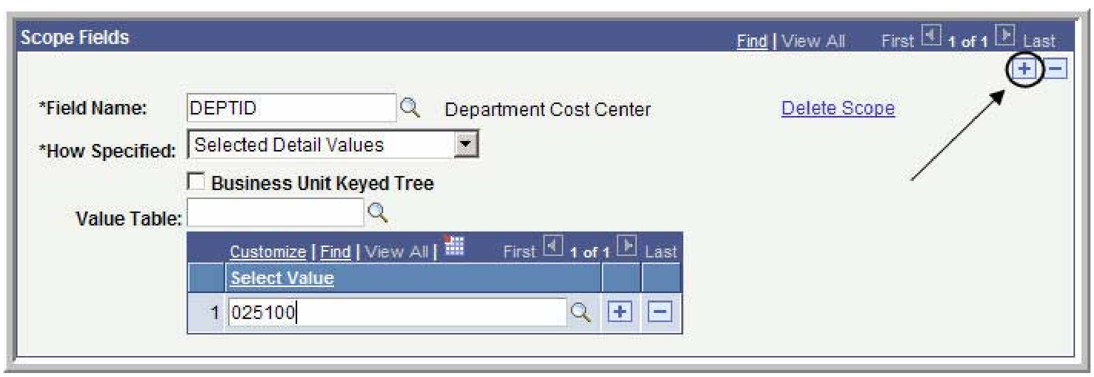


33. In the **Select Value** field, enter your DCC number.

34. If you wanted to add more DCCs to the report, click the Plus Sign icon next to the Select Value field. You can add as many DCCs as you want.



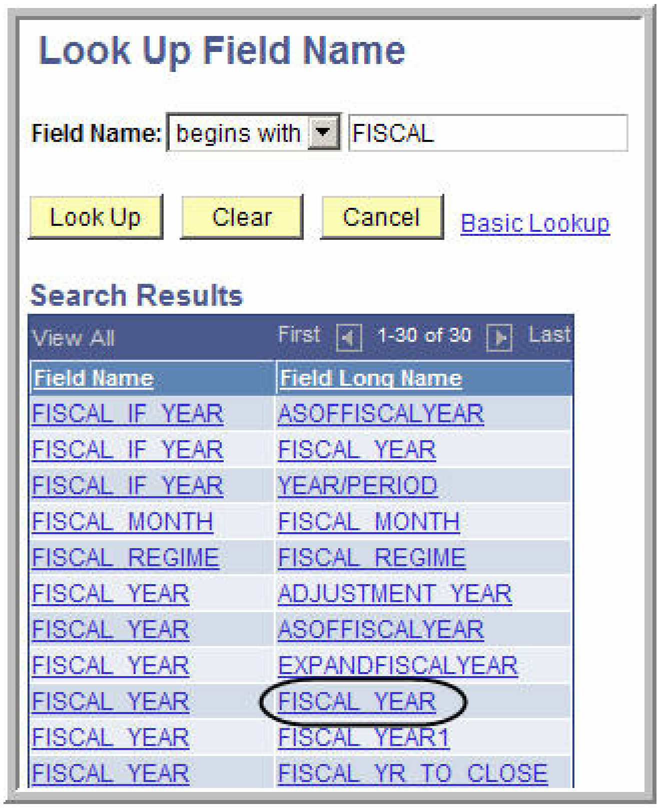
35. When defining the Scope for a Budget Summary report request, you only have to define what DCC's you want included in the report. When creating a report request for the Expense Detail you also must include the fiscal year and the accounting period as part of the scope. Therefore, you need to add two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



36. A new Scope Field is displayed. Notice in the **Scope Field** header it says **2 of 2**. Click the Look Up icon for the Field Name field.

37. Enter ***fiscal*** in the **Field Name** field and click Look Up.

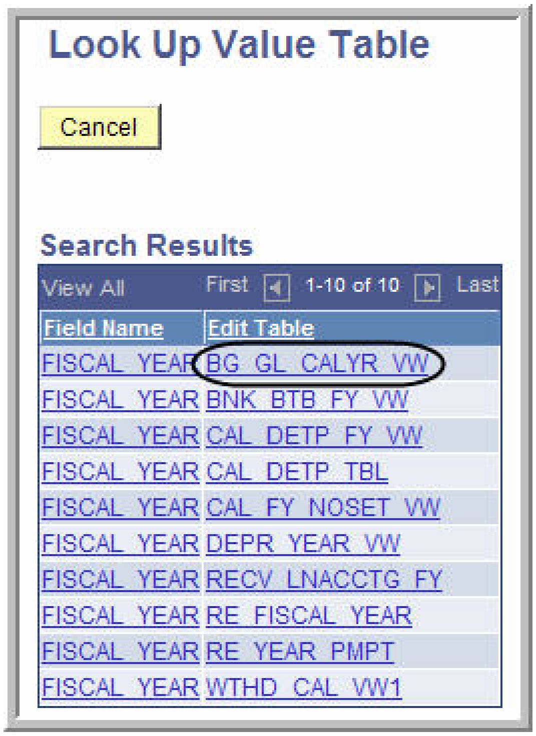
38. Select ***Fiscal Year*** from the Look Up table.



39. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.

40. Click the Look Up icon  for the **Value Table** field.

41. Select **BG_GL_CALYR_VW** from the Look Up table.



42. Click the Look Up icon for the **Selected Value** field.

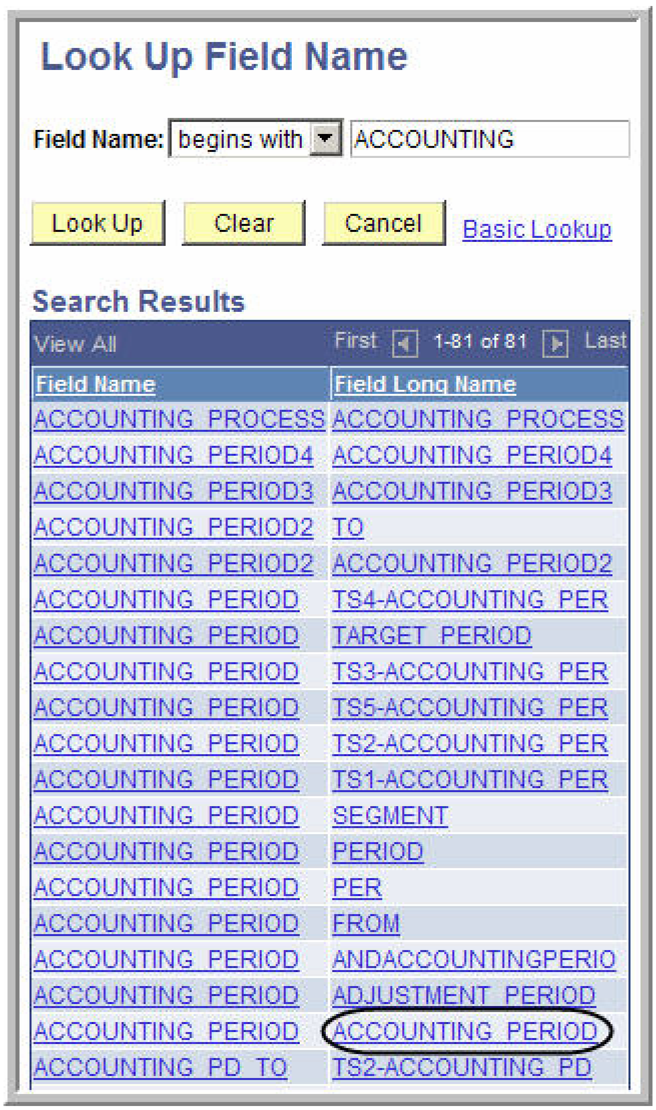
43. Select the appropriate year from the Look Up table (see Appendix B).

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 under 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 for the Field Name field.

46. Enter ***accounting*** in the **Field Name** field and click Look Up .

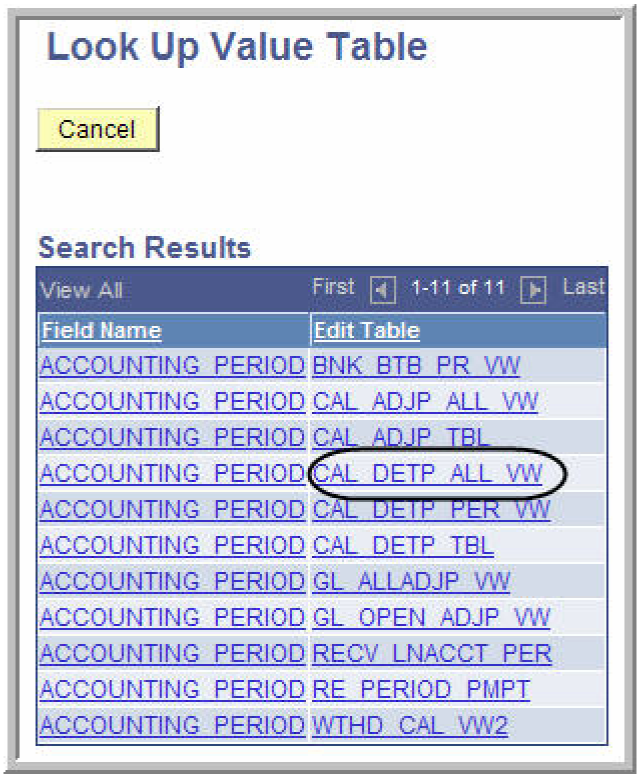
47. Select ***Accounting Period*** from the Look Up table.



48. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.

49. Click the Look Up icon for the **Value Table** field.

50. Select **CAL_DETP_ALL_VW** from the Look Up table.



Look Up Value Table

Cancel

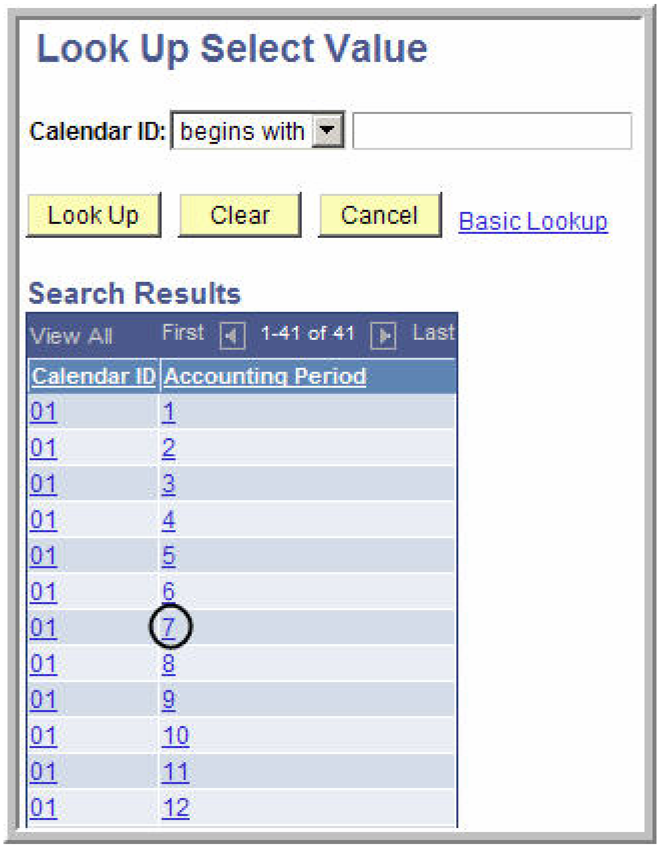
Search Results

View All — First 1-11 of 11 Last

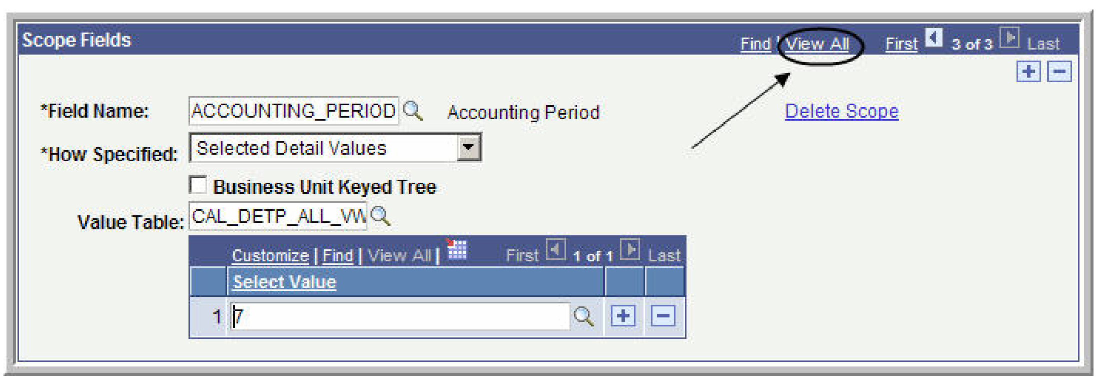
Field Name	Edit Table
ACCOUNTING_PERIOD	BNK_BTB_PR_VW
ACCOUNTING_PERIOD	CAL_ADJP_ALL_VW
ACCOUNTING_PERIOD	CAL_ADJP_TBL
ACCOUNTING_PERIOD	CAL_DETP_ALL_VW
ACCOUNTING_PERIOD	CAL_DETP_PER_VW
ACCOUNTING_PERIOD	CAL_DETP_TBL
ACCOUNTING_PERIOD	GL_ALLADJP_VW
ACCOUNTING_PERIOD	GL_OPEN_ADJP_VW
ACCOUNTING_PERIOD	RECV_LNACCT_PER
ACCOUNTING_PERIOD	RE_PERIOD_PMPT
ACCOUNTING_PERIOD	WTHD_CAL_VW2

51. Click the Look Up icon for the **Selected Value** field.

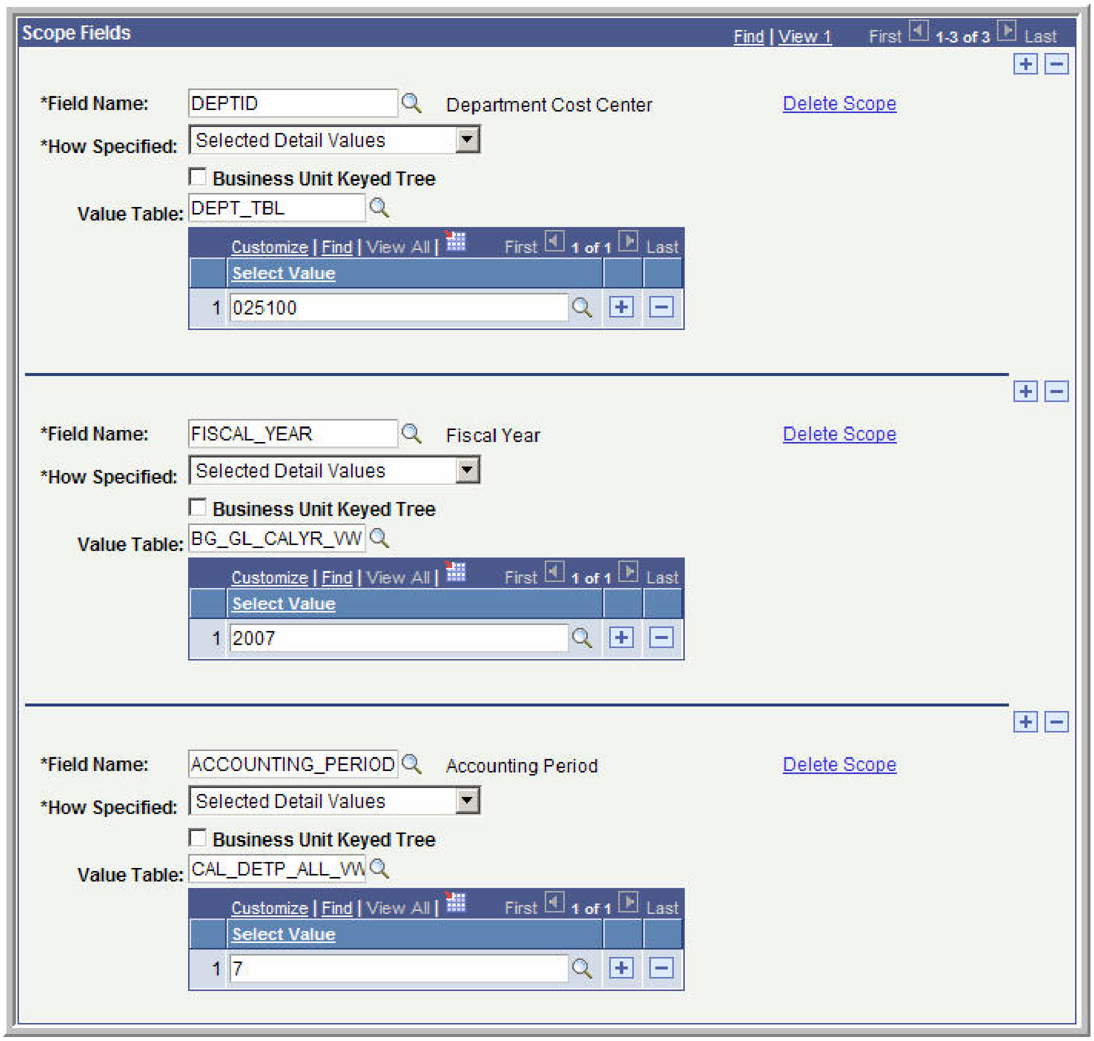
52. Select the appropriate accounting period from the Look Up table (see Appendix B).



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



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



55. Click 

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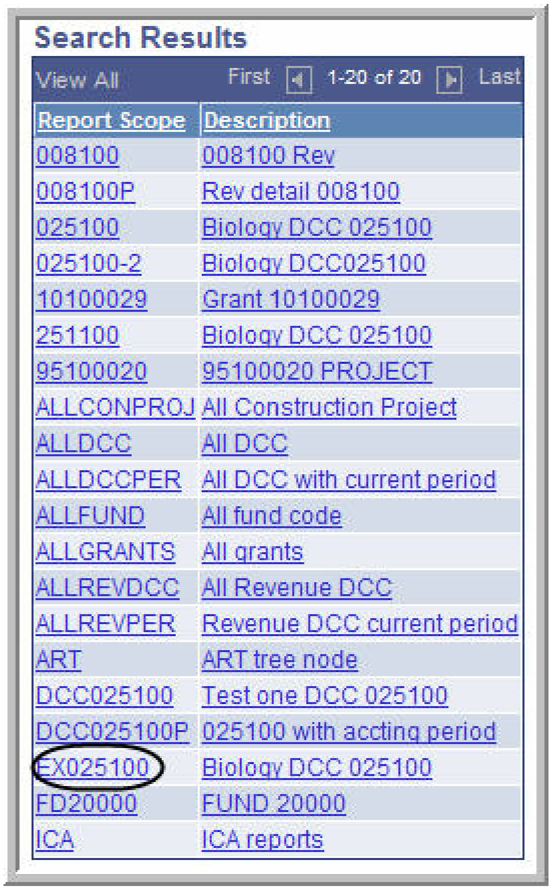
56. The scope is now defined. Click the close button  to close the open window.

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

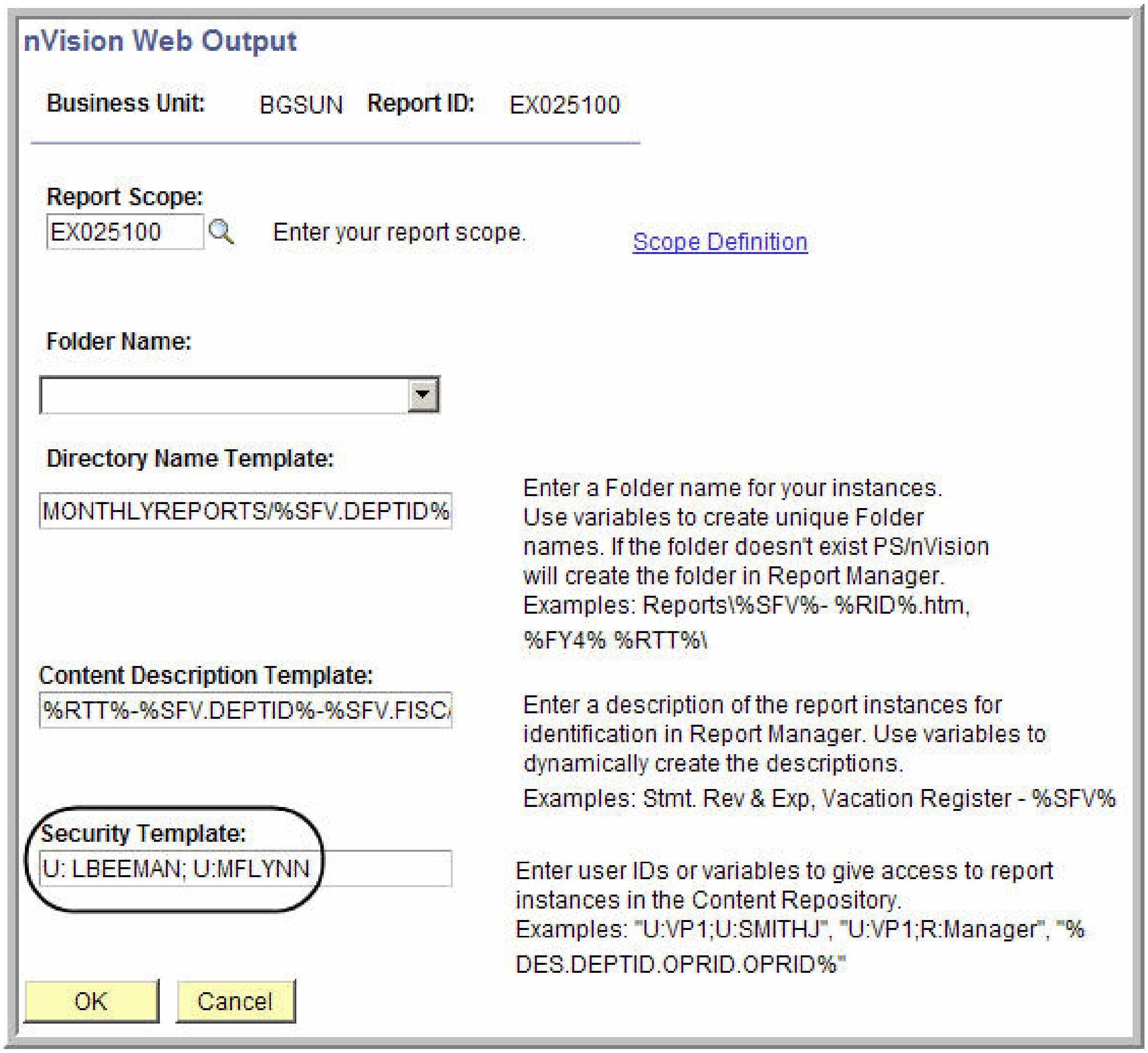


Search Results

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
ICA	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.

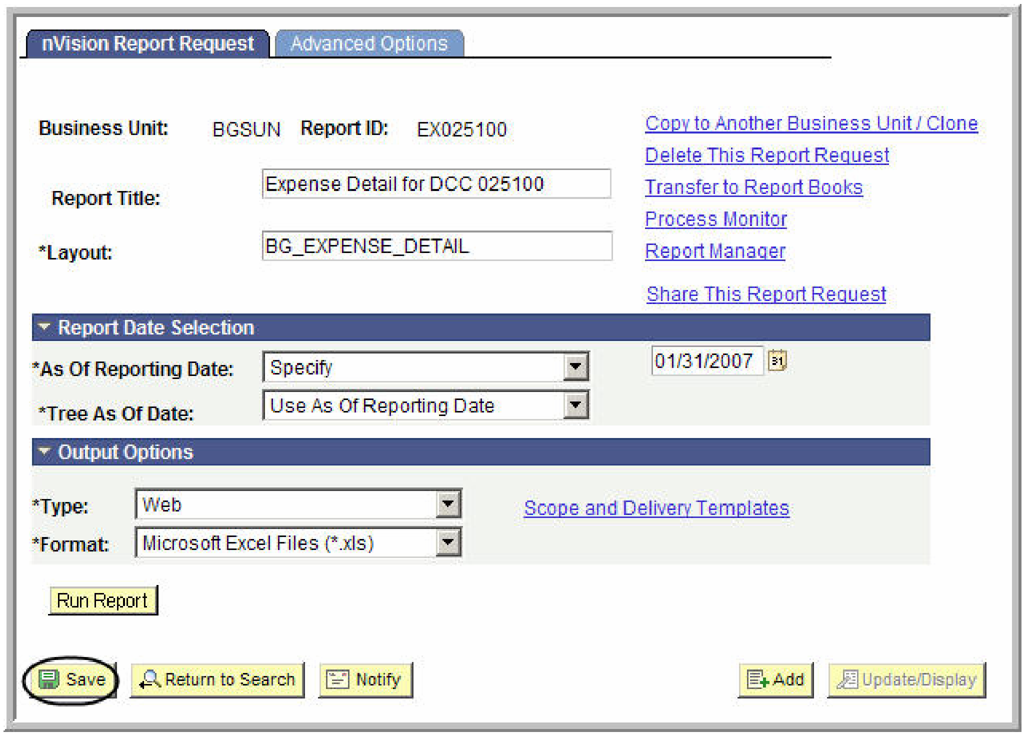


59. Click OK.

60. The nVision Report Request page is displayed. The other links on this page are:

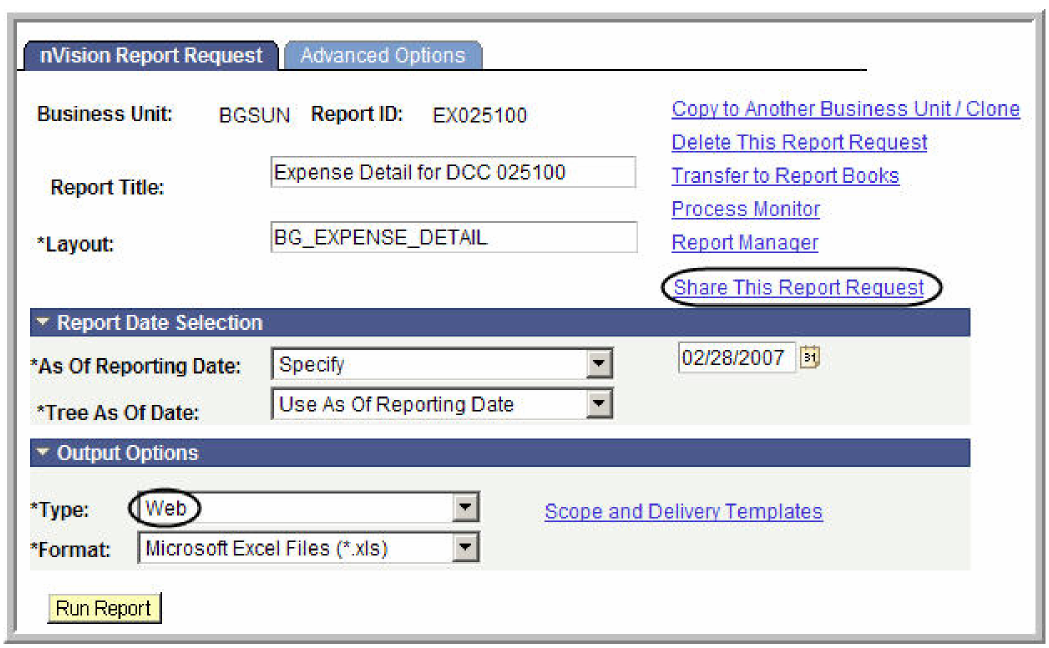
- Delete This Report Request: Deletes the report request
- Transfer to Report Books: The option enables you to place all your report requests into a "book". You can then run the book which will create all of the reports contained within that book.
- Process Monitor: Monitors the progress for creating the report
- Report Manager: 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 Share This Report Request link and change the access from "Public" to "Secured".

61. Click Save.



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.

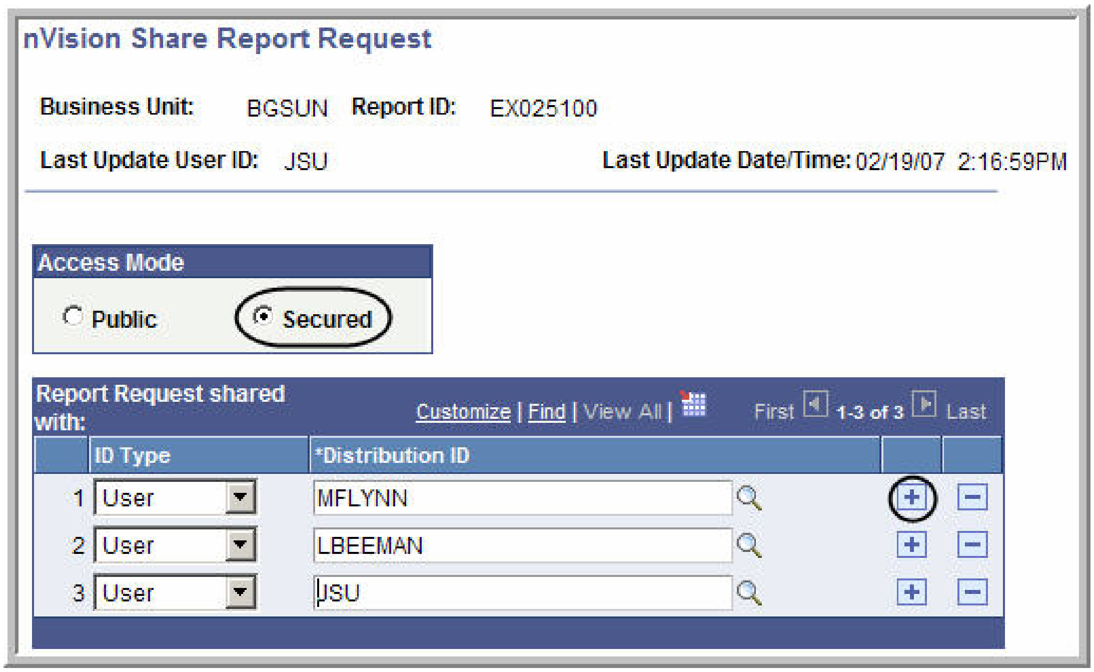
63. Click the **Share This Report Request** link.

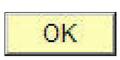


64. The nVision Share Report Request page is displayed. Click the **Secured** button to select it. This means the report request will only be available to those users that you designate. The Public access mode means it would be available to the entire campus.

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, , to add more rows. You can look up BGNet usernames by clicking the Lookup icon, .



66. Click 

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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 

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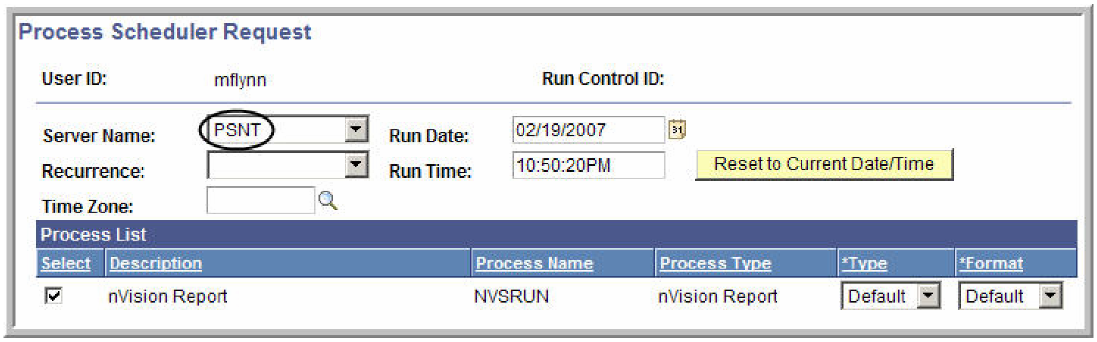
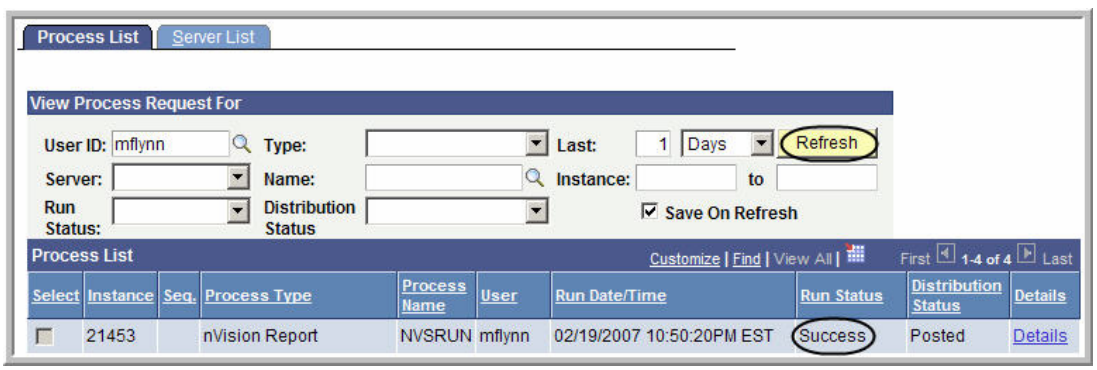
69. The Process Scheduler Request page is displayed. Click the drop-down box for the **Server Name** field and select ***PSNT***.



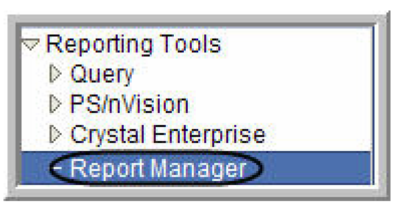
70. Click OK .

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

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



73. From the Menu Pagelet click **Report Manager**.



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

75. If you get a warning asking if you want to display nonsecure items, click Yes.

76. If you get a security warning asking if you want to open a site in your Trusted sites list, click Yes.

77. Click the name of the report again.

78. If you get a security warning asking if you want to open a site in your Trusted sites list, click Yes.

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.

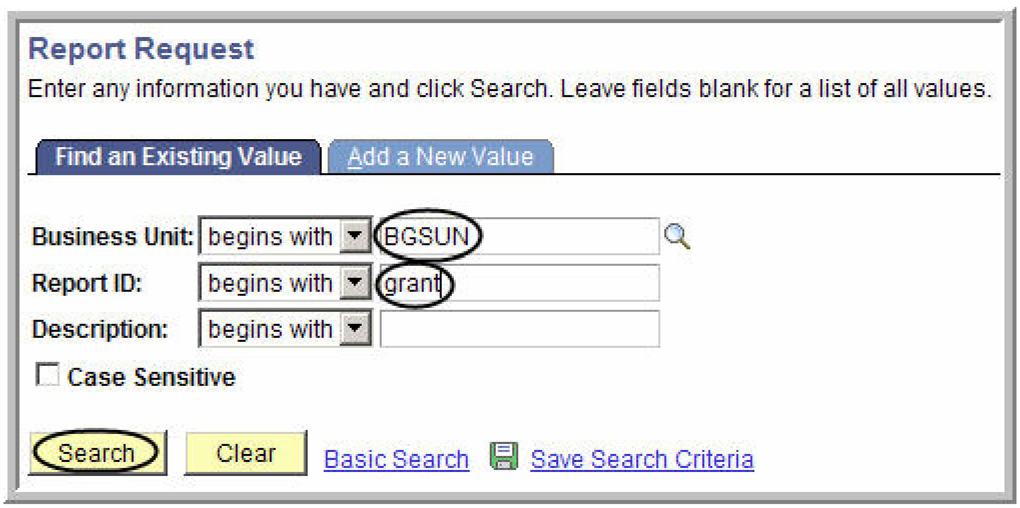
2. Click **Reporting Tools, PS/nVision, Define Report Request**.
   The Report Request page is displayed. To add a new report request, you must start by cloning a template for that request. The first step is to find the template that you are going to clone.

3. If necessary, click the **Find an Existing Value** tab**.**

4. In the Business Unit field, enter ***BGSUN***.

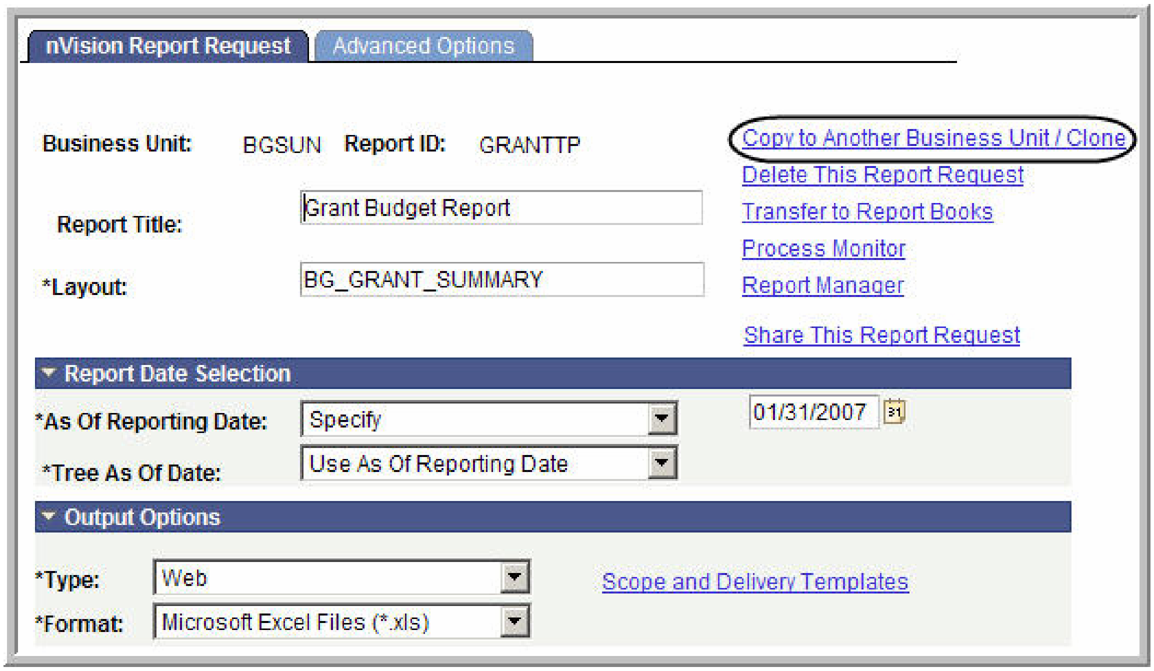
5. The name of the template you want is GRANTTP, which stands for *Grant Template*. Enter ***grant*** in the **Report ID** field.

6. Click Search .



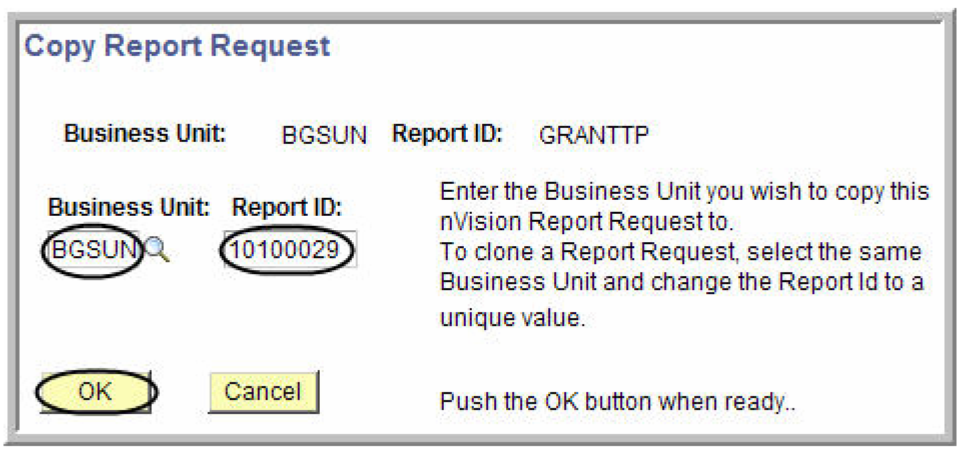
7. The search results are displayed. Click ***GRANTTP.***

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



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

10. Click OK .

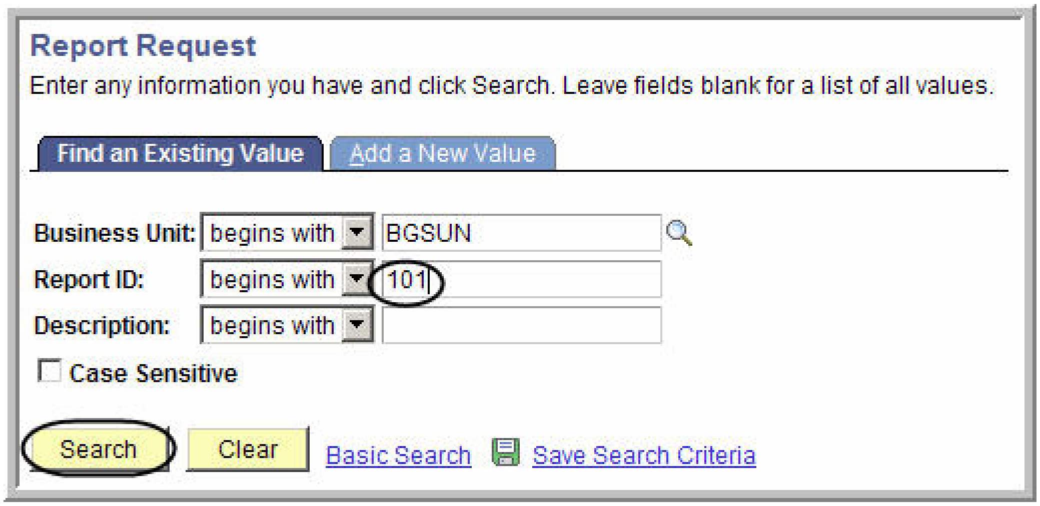


11. The **nVision Report Request** page is displayed. Next you have to find the clone you just created. Click Return to Search .

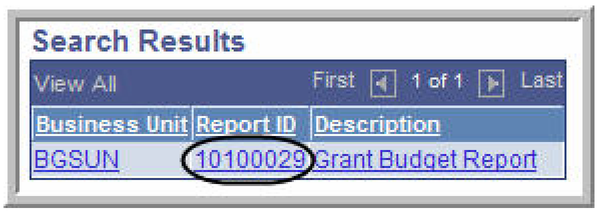
12. The Report Request page is displayed. If necessary, enter ***BGSUN*** as the **Business Unit**.

13. In the **Report ID** field, enter the first few characters of your Report ID name.

14. Click Search .

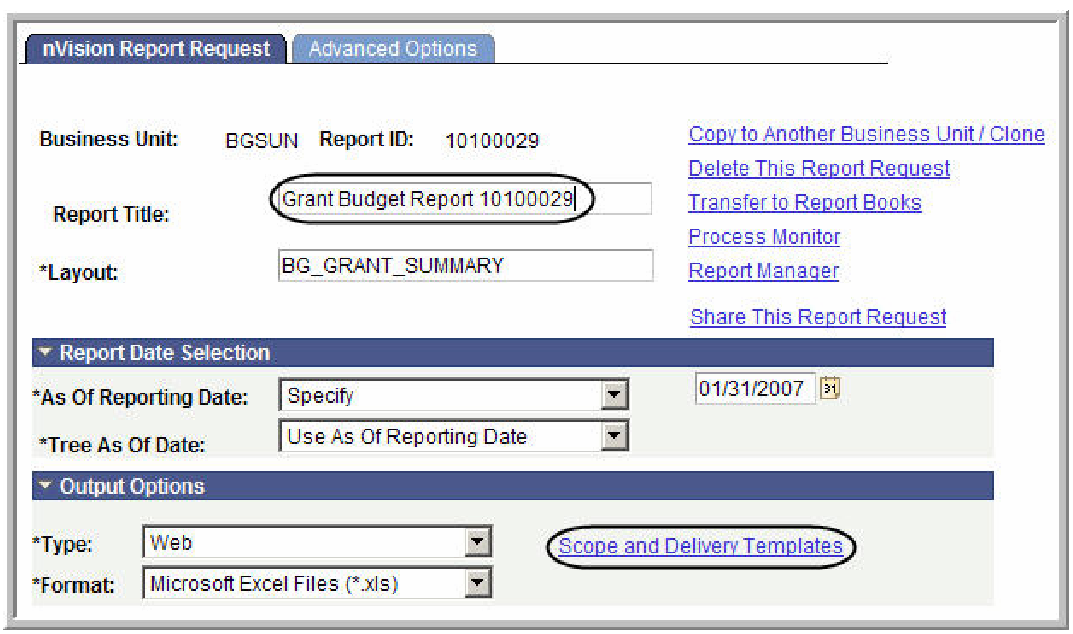


15. Under Search Results, click the name of your Report ID.

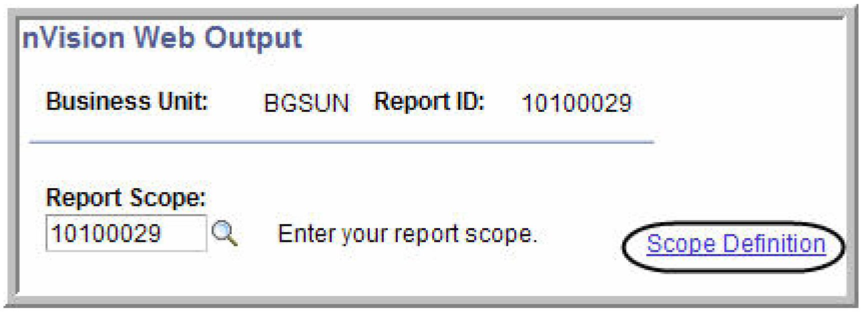


16. The **nVision Report Request** page for your clone is displayed. You can now make changes to define your specific report. Change the **Report Title** to describe your specific report.

17. Next you need to add the DCC number(s) to the scope. Click the ***Scope and Delivery Templates*** link.



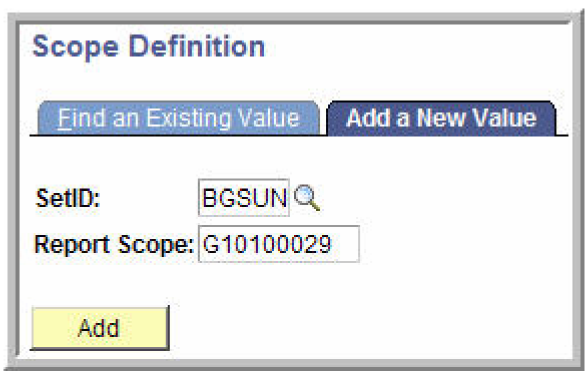
18. The **nVision Web Ouput** page is displayed. Click the **Scope Definition** link.



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.

21. Enter the name of your **Report Scope**. Click Add .



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.

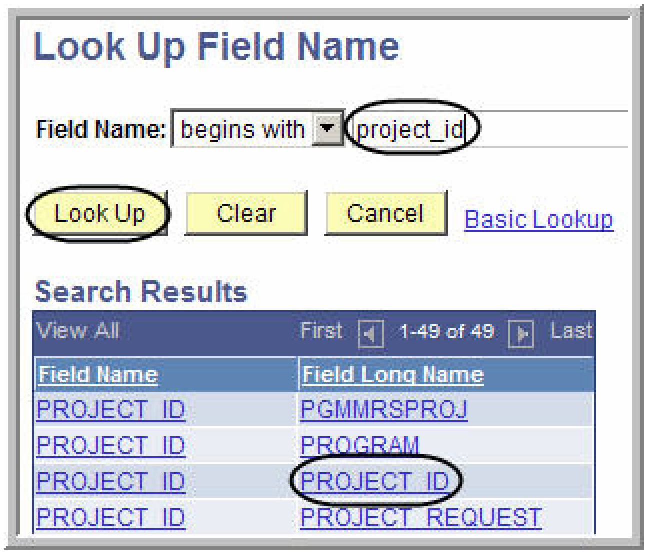
24. Leave the **Field Combination Table** field blank.

25. Click the Lookup icon for the **Field Name** field.

26. Enter ***project_id*** in the **Field Name** field.

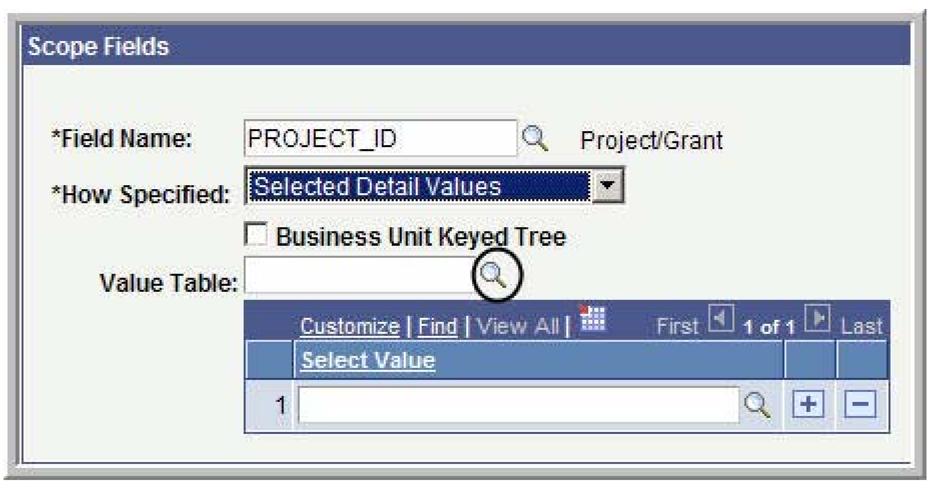
27. Click Look Up .

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



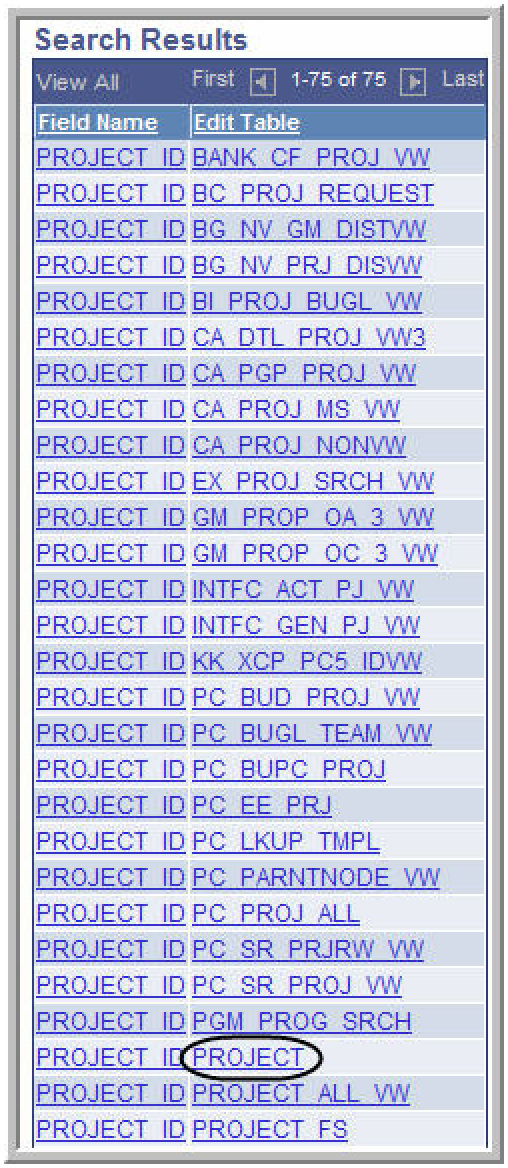
29. Click the drop-down box for the **How Specified** field, and select the **Selected Detail Values** option.

30. Click the Look Up icon  for the **Value Table** field.



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

BGSU
BOWLING GREEN STATE UNIVERSITY

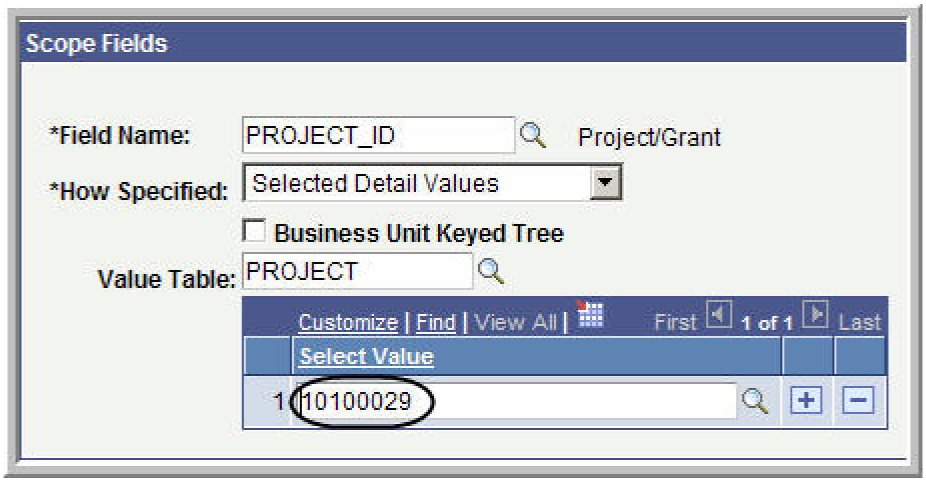


Search Results

View All | First | 1-75 of 75 | Last

Field Name	Edit Table
PROJECT_ID	BANK_CF_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	INTFC_ACT_PJ_VW
PROJECT_ID	INTFC_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
PROJECT_ID	PC_LKUP_TMPL
PROJECT_ID	PC_PARNTNODE_VW
PROJECT_ID	PC_PROJ_ALL
PROJECT_ID	PC_SR_PRJRW_VW
PROJECT_ID	PC_SR_PROJ_VW
PROJECT_ID	PGM_PROG_SRCH
PROJECT_ID	PROJECT
PROJECT_ID	PROJECT_ALL_VW
PROJECT_ID	PROJECT_FS

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



33. If you want to add more Project/Grants to the report, click the Plus Sign icon next 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 to close the open window.

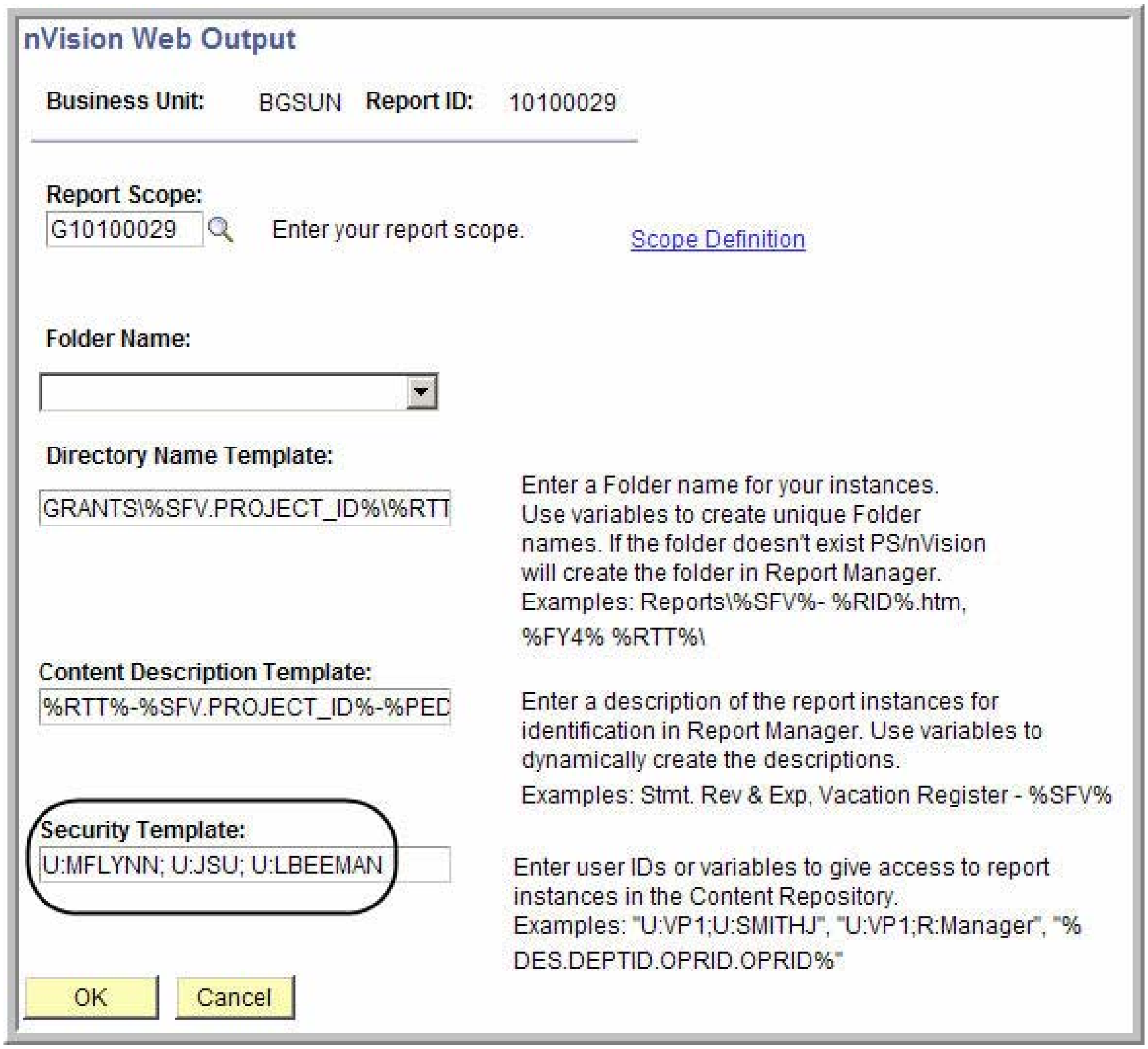
36. The nVision Web Output page should be displayed. Click the Look Up icon for Report Scope. Select the Report Scope you just created.

Search Results

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
B025100	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 OK.

39. The nVision Report Request page is displayed. The other links on this page are:

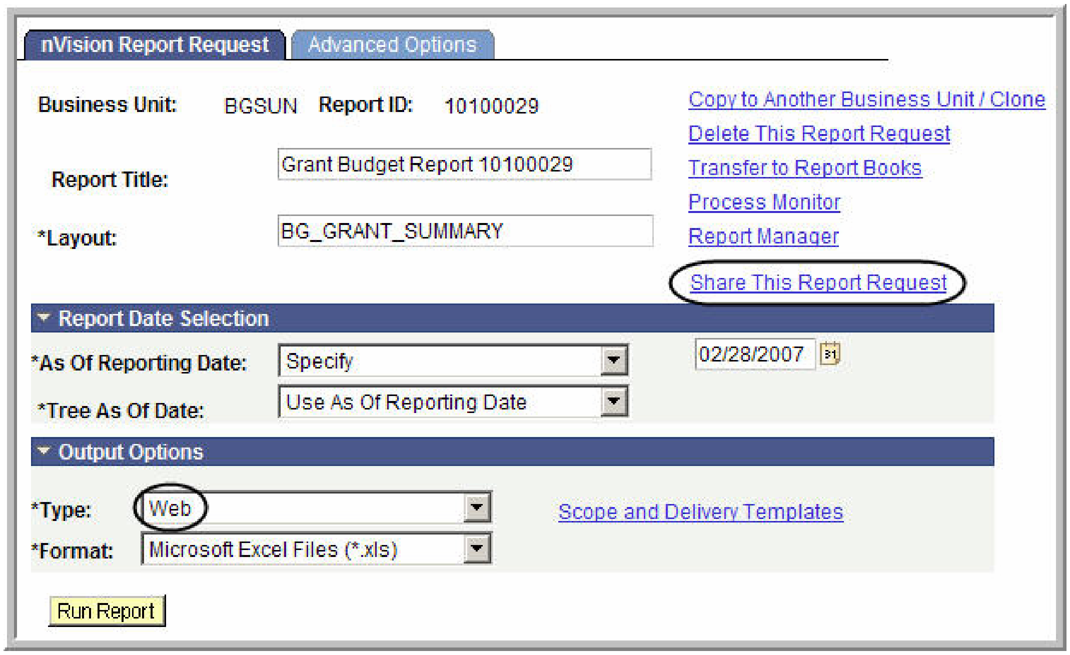
- Delete This Report Request: Deletes the report request
- Transfer to Report Books: The option enables you to place all your report requests into a "book". You can then run the book which will create all of the reports contained within that book.
- Process Monitor: Monitors the progress for creating the report
- Report Manager: 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 Share This Report Request link and change the access from "Public" to "Secured".

40. Click 

.

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.

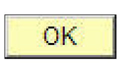
42. Click the **Share This Report Request** link.



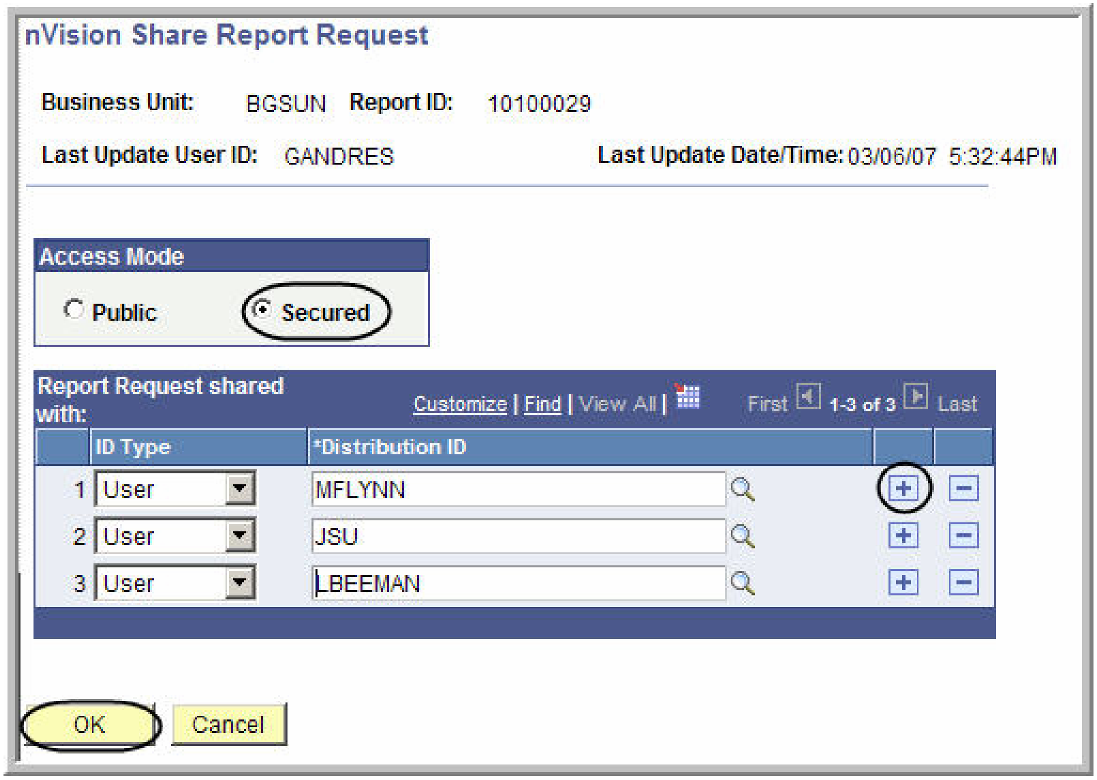
43. The nVision Share Report Request page is displayed. Click the **Secured** button to select it. This means the report request will only be available to those users that you designate. The Public access mode means it would be available to the entire campus.

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,  , to add more rows. You can look up BGNet usernames by clicking the Lookup icon,  .

45. Click 

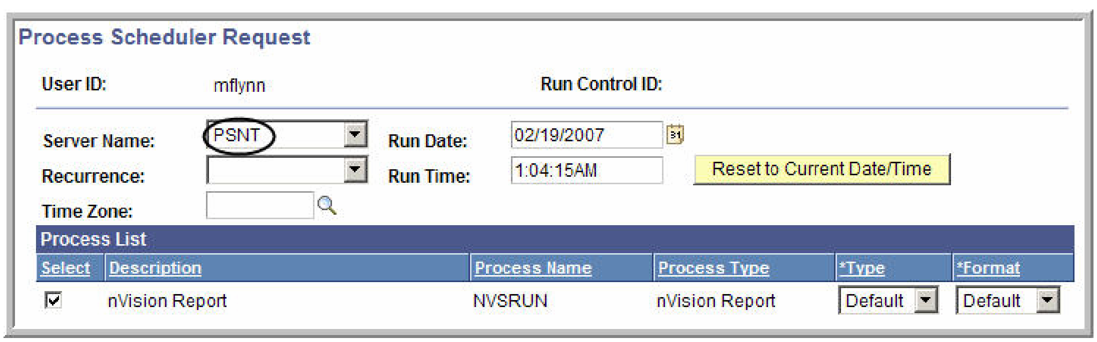
.



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

47. Click Run Report .

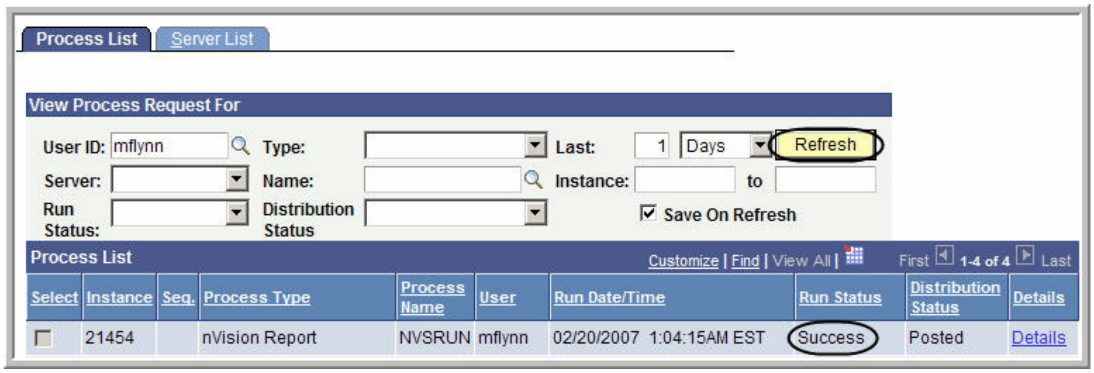
48. The Process Scheduler Request page is displayed. Click the drop-down box for the **Server Name** field and select ***PSNT***.



49. Click OK .

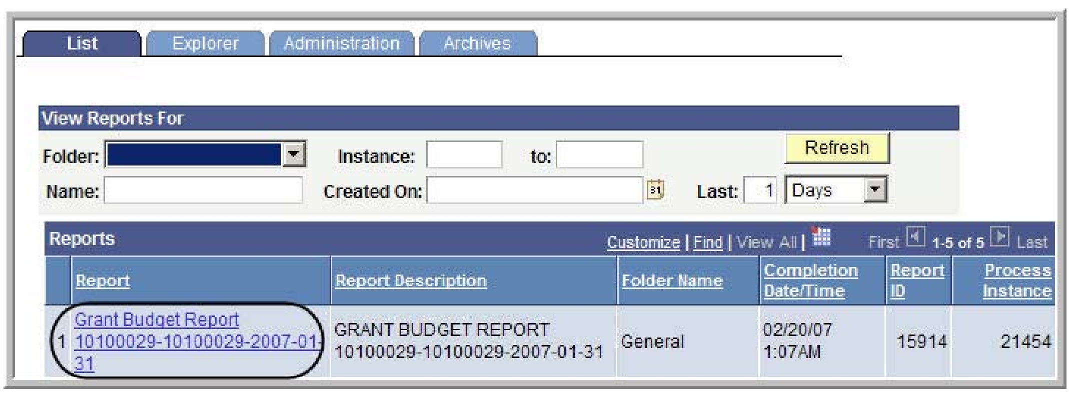
50. Click the **Process Monitor** link.

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



52. From the Menu Pagelet click **Report Manager**.

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



54. If you get a warning asking if you want to display nonsecure items, click Yes.

55. If you get a security warning asking if you want to open a site in your Trusted sites list, click Yes.

56. Click the name of the report again.

File List

Name	File Size (bytes)	Datetime Created
Grant Budget Report 10100029-10100029-2007-01-31.xls	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 Yes .

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 Yes .

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.

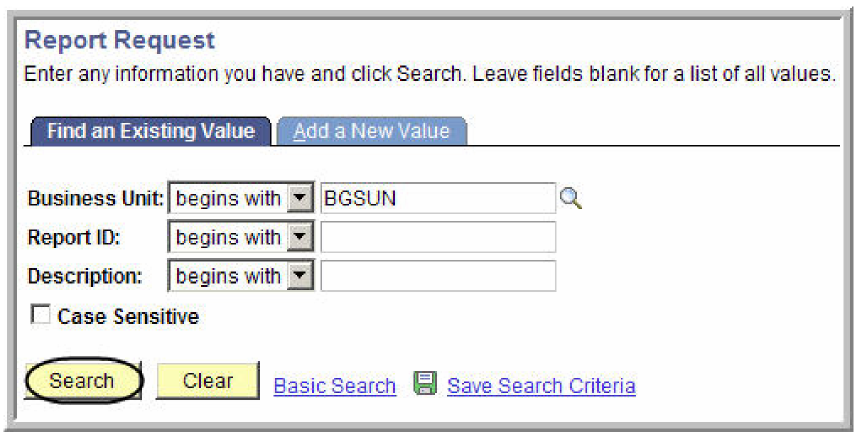
63. If you have not already saved the report, in Excel, click **File** and select Save As. Save the report on your hard drive.

Running Reports

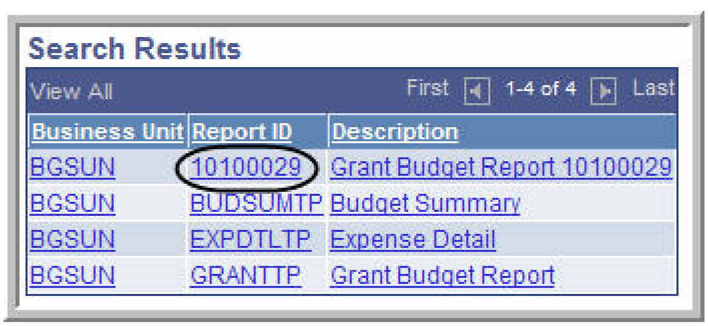
Use the following steps to run a report from Report Manager:

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 

.

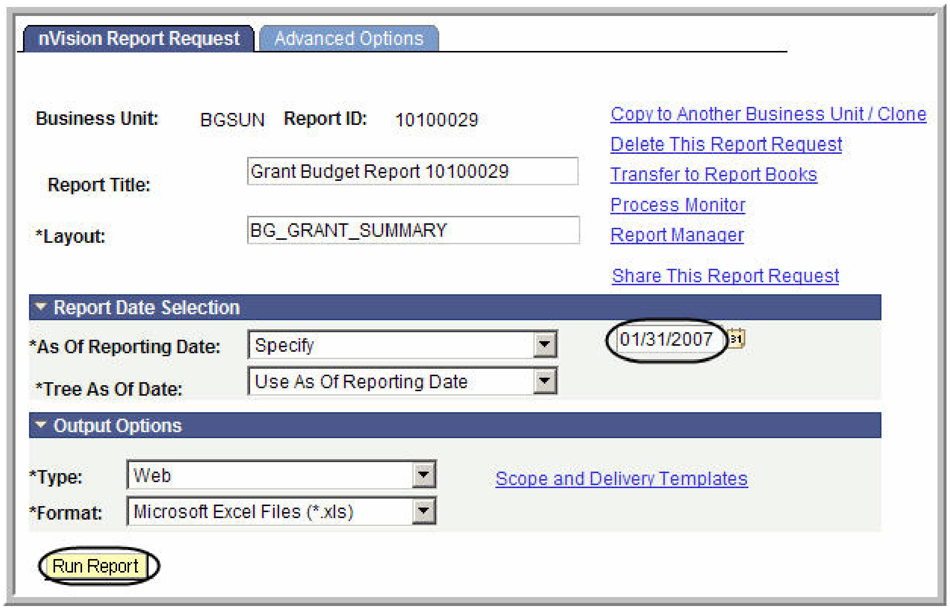


6. Click a report request that you have created.



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 

.



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 Yes.

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 Yes.

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

21. If you get a warning saying the workbook contains one or more links that cannot be updated, click Continue .

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.

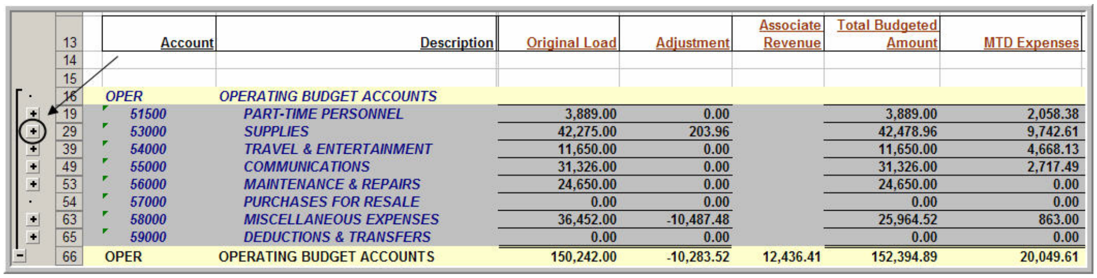
Drilldown to AP Details from Budget Summary Report

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.

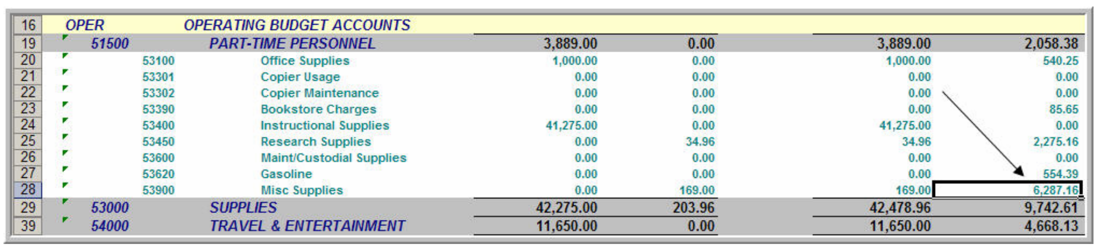
2. From **Report Manager**, open your Budget Summary Report.

3. Click the plus sign to open the row containing the account you want to examine.



	Account	Description	Original Load	Adjustment	Associate Revenue	Total Budgeted Amount	MTD Expenses
13							
14							
15							
16	OPER	OPERATING BUDGET ACCOUNTS					
19	51500	PART-TIME PERSONNEL	3,889.00	0.00		3,889.00	2,058.38
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
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
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.

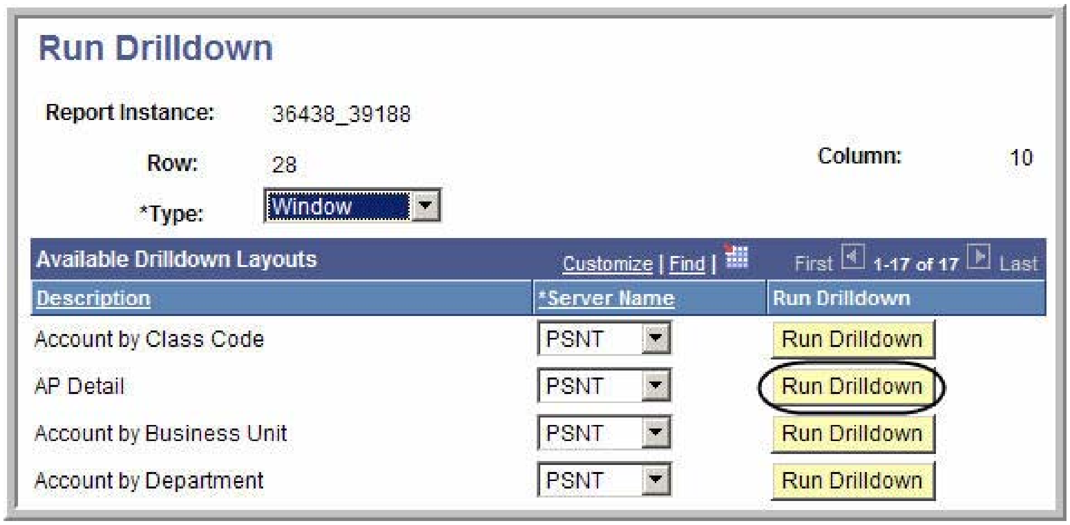


16	OPER		OPERATING BUDGET ACCOUNTS					
19	51500		PART-TIME PERSONNEL	3,889.00	0.00		3,889.00	2,058.38
20		53100	Office Supplies	1,000.00	0.00		1,000.00	540.25
21		53301	Copier Usage	0.00	0.00		0.00	0.00
22		53302	Copier Maintenance	0.00	0.00		0.00	0.00
23		53390	Bookstore Charges	0.00	0.00		0.00	85.65
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**.

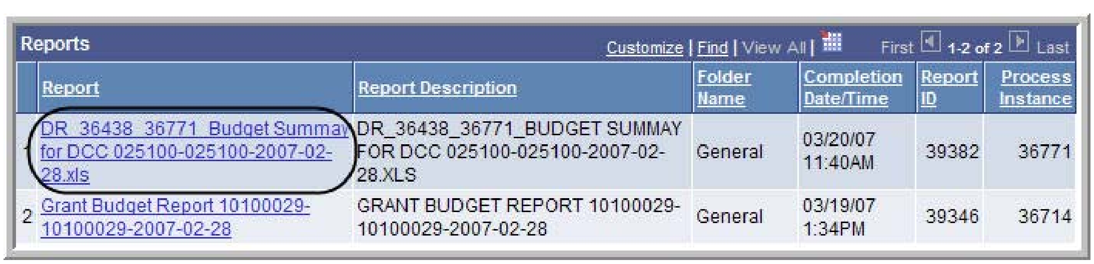
7. A new window opens. Click the Run Drilldown button for **AP Detail**.
   If the FMS sign-in page is displayed in the new open window rather than the Run Drill down page shown below, close the new open window and close the Budget Summary report and start all over again from step 2.



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

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

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



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

Payables Voucher Detail

AP Unit	Voucher	Line	Account	Dept	Product	Project	Affiliate	Fund Affiliate	Oper Unit Affiliate	Budget Reference	Class	Fund
BGSUN	00001394	1	53900	025100								10000
BGSUN	00001905	1	53900	025100								10000
BGSUN	00001908	1	53900	025100								10000
BGSUN	00001395	1	53900	025100								10000
BGSUN	00002104	1	53900	025100								10000
BGSUN	00002105	1	53900	025100								10000
BGSUN	00002555	1	53900	025100								10000

12. Scroll to the right to see more details.

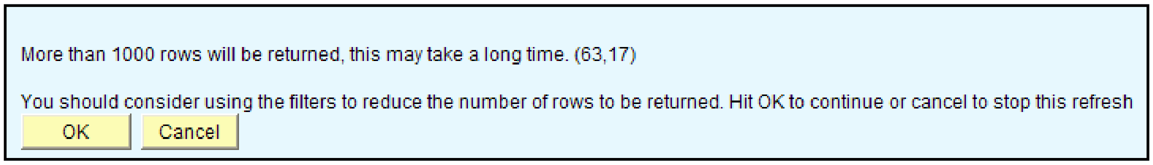
Oper Unit	Program	Currency	Monetary Amount	Description	Invoice #	Vendor ID	Vendor Name	Year	Per	GL Unit
		USD	29.80	Alaskan Pollock	66310	0000006404	ROHR FISH-001	2007	8	BGSUN
		USD	126.50	Conversion - Blanket Purchase	1076230	0000005868	TOLEDO HER-001	2007	8	BGSUN
		USD	120.90	Conversion - Blanket Purchase	1074869	0000005868	TOLEDO HER-001	2007	8	BGSUN
		USD	62.78	Lodging for seminar speaker	237634	0000006489	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.

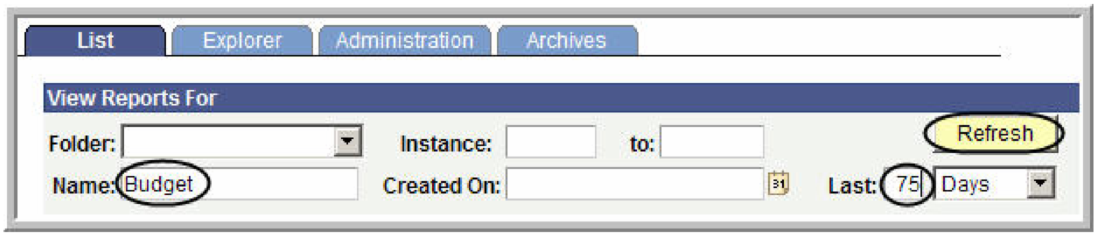


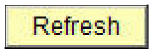
This document will walk you through how to add the filter in your report manager so that you can retrieve needed reports quickly.

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 period (*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 example, 75. Click Refresh . Only the Budget Summary reports will be displayed.



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

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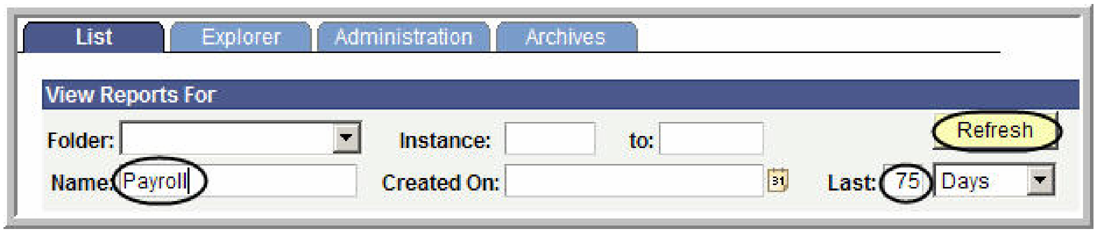
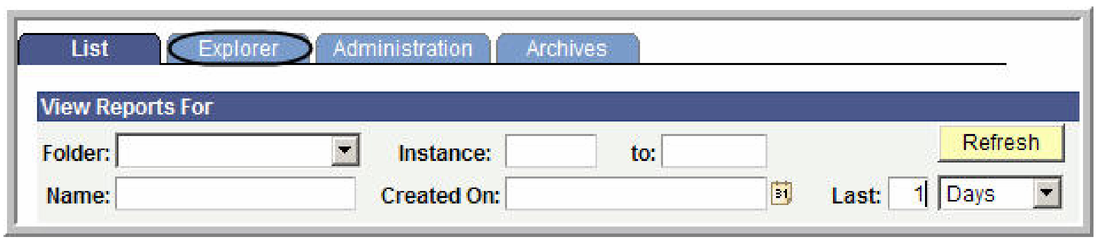


6. Please do not use the Explore tab if you have more than 500 reports in your report manager. Clicking on the tab will freeze your browser window if you have more than 500 reports.



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
HCT	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

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
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
TJ	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	June	06/01 – 06/30