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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.

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

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 [Yes].

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

11. Click the name of the report again.

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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 .

7. The search results are displayed. Click BUDSUMTP.

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**. 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 **OK**.

11. The **Copy 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 Output page is displayed. Click the Scope Definition link.
19. A new window opens and the Scope Definition page is displayed. Click the \textbf{Add a New Value} tab.

20. Enter \textit{BGSUN} in the \textbf{SetID} field.

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

22. Click \textbf{Add}.

23. The scope definition page is displayed. Enter a description of the report in the \textbf{Description} field.

24. Enter \textit{BGSUN} in the \textbf{Business Unit} field.

25. Leave the \textbf{Field Combination Table} field blank.

26. Click the Lookup icon \textbf{ } for the \textbf{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 the Save button.

36. The scope is now defined. Click the close button \( \times \) 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.

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 .

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 **Yes**.

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

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 **Yes**.

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.
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.

   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 EXPDDLTP, which stands for Expense Detail Template. Enter exp in the Report ID field.

6. Click Search.

7. The search results are displayed. Click EXPDDLTP.

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**. If your report is for only one Department Cost Center (DCC), enter the DCC number for the **Report ID** 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 **Report ID**). The Report ID can be up to eight characters long.

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 Output** page is displayed. Click the **Scope Definition** link.

![nVision Web Output](image)

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 **EXBIOLOGY**).

22. Click **Add**.
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. 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.

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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 \( \text{Look Up} \) for the Field Name field.

37. Enter **fiscal** in the **Field Name** field and click \( \text{Look Up} \).
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]

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 

56. The scope is now defined. Click the close button \( \times \) to close the open window.

57. The nVision Web Output page should be displayed. Click the Look Up icon \( \textcolor{blue}{\text{🔍}} \) for Report Scope. Select the Report Scope you just created.
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 .

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, ![Lookup Icon].

![nVision Share Report Request](image)

66. Click ![OK Button].

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 Button].

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.

   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**.

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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 Output page is displayed. Click the Scope Definition link.

![](nVision_Web_Output.png)

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.

![](Scope_Definition.png)

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**.
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 \( \text{Save} \).

35. The scope is now defined. Click the close button \( \times \) to close the open window.

36. The nVision Web Output page should be displayed. Click the Look Up icon \( \text{Q} \) for Report Scope. Select the Report Scope you just created.
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”.

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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.
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.
   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.
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 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 **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.

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

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.

![Success message]

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

![Report Manager]

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

![Excel reports]

11. The drilldown report with AP details is displayed in an Excel spreadsheet.
12. Scroll to the right to see more details.

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 Manager.
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.

<table>
<thead>
<tr>
<th>Naming Convention</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Summary Report-XXXXXX-yyyy-mm-dd (XXXXXX stands for DCC number)</td>
<td>Budget Summary Report-025100-2007-02-28</td>
</tr>
<tr>
<td>Revenue Summary Report-XXXXXX-yyyy-mm-dd (XXXXXX stands for DCC number)</td>
<td>Revenue Summary Report-025100-2007-02-28</td>
</tr>
<tr>
<td>Payroll Expense Details- XXXXXX-yyyy-accounting period (XXXXXX stands for DCC number)</td>
<td>Payroll Expense Details-025100-2007-8</td>
</tr>
<tr>
<td>Grant Budget Summary-XXXXXXXXXXXX-yyyy-mm-dd (XXXXXX stands for Grant ID)</td>
<td>Grant Budget Summary-10100029-2007-02-28</td>
</tr>
</tbody>
</table>

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 **Refresh**.

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

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>DESCRIPTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD0</td>
<td>Conversion - Auto Draft - Check</td>
</tr>
<tr>
<td>ADD</td>
<td>Address Label Charges ITS</td>
</tr>
<tr>
<td>AM</td>
<td>Asset Management System</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>BCT</td>
<td>Bursar Charge Template</td>
</tr>
<tr>
<td>BIL</td>
<td>Billing</td>
</tr>
<tr>
<td>BKS</td>
<td>Bookstore Interface</td>
</tr>
<tr>
<td>BRS</td>
<td>Bursar's Office</td>
</tr>
<tr>
<td>CEE</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>CLK</td>
<td>Cindy L Koontz</td>
</tr>
<tr>
<td>CNV</td>
<td>Conversion records from AFIN</td>
</tr>
<tr>
<td>COC</td>
<td>Campus One Card</td>
</tr>
<tr>
<td>CRL</td>
<td>Cash Receipt - Library</td>
</tr>
<tr>
<td>CS</td>
<td>Campus Solutions Interface</td>
</tr>
<tr>
<td>CTT</td>
<td>Cash Transmittal Template</td>
</tr>
<tr>
<td>CXB</td>
<td>Conv - Check Cancellation</td>
</tr>
<tr>
<td>DDT</td>
<td>Dept to Dept Charge Template</td>
</tr>
<tr>
<td>DIN</td>
<td>Dining Services Interface</td>
</tr>
<tr>
<td>FDJ</td>
<td>Conv - Asset Disposal</td>
</tr>
<tr>
<td>FDK</td>
<td>Conv - Asset Disposal</td>
</tr>
<tr>
<td>FHP</td>
<td>Fall Housing Deposit - Bursar</td>
</tr>
<tr>
<td>FIN</td>
<td>Financial Interface Upload</td>
</tr>
<tr>
<td>FTJ</td>
<td>Conv - Asset Transfer</td>
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<tr>
<td>GM</td>
<td>Grants</td>
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<tr>
<td>HCT</td>
<td>Health Center</td>
</tr>
<tr>
<td>INL</td>
<td>Conv - Customer Invoice - Libr</td>
</tr>
<tr>
<td>IX</td>
<td>Expense Transfer</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>JPM</td>
<td>JP Morgan</td>
</tr>
<tr>
<td>JV$</td>
<td>Conv - Grants Overhead Return</td>
</tr>
<tr>
<td>JV0</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JV2</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVA</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVB</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVC</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVD</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVF</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVJ</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVK</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVL</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVM</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVO</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVR</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVS</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVT</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>JVV</td>
<td>Conv - Journal Voucher</td>
</tr>
<tr>
<td>MW1</td>
<td>Conv - Manual Warrant/Check</td>
</tr>
<tr>
<td>MWA</td>
<td>Conv - Manual Warrant/Check</td>
</tr>
<tr>
<td>OCK</td>
<td>Conv - Over the Counter Invent</td>
</tr>
<tr>
<td>OCP</td>
<td>Conv - Over the Counter Invent</td>
</tr>
<tr>
<td>OCS</td>
<td>Conv - Over the Counter Invent</td>
</tr>
<tr>
<td>OFC</td>
<td>Office Supplies - Office Depot</td>
</tr>
</tbody>
</table>
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

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