

Financial Reporting 101

Running nVision Reports



Financial Reporting 101

PantherSoft applications include standard reports that can be customized and other reporting tools in which new reports can be created.

There are three functionalities that specifically assist with reporting:

- **the nVision reporting tool,**
- **the Query tool, and**
- **Inquiry and View pages.**

Training Agenda

- Terminology Review
- Review Transaction Source Flow
- Types of nVision Reports
- The DT report – interpretation, drilling down
- Researching Expenses, Encumbrances, and Pre-Encumbrances
- Online Inquiry – Procurement and Travel
- Small Group Activities

Learning Objectives

By the end of today's class you will be able to:

- Run nVision Reports within PantherSoft Financials
- Identify budget account categories and investigate transactions that populate the Budget, Actuals, Pre-Encumbrance, and Encumbrance columns on a DT Report.
- Interpret Online Inquiry screens to investigate transactions



Terminology

Terminology

Actuals: transactions that have posted to the GL.

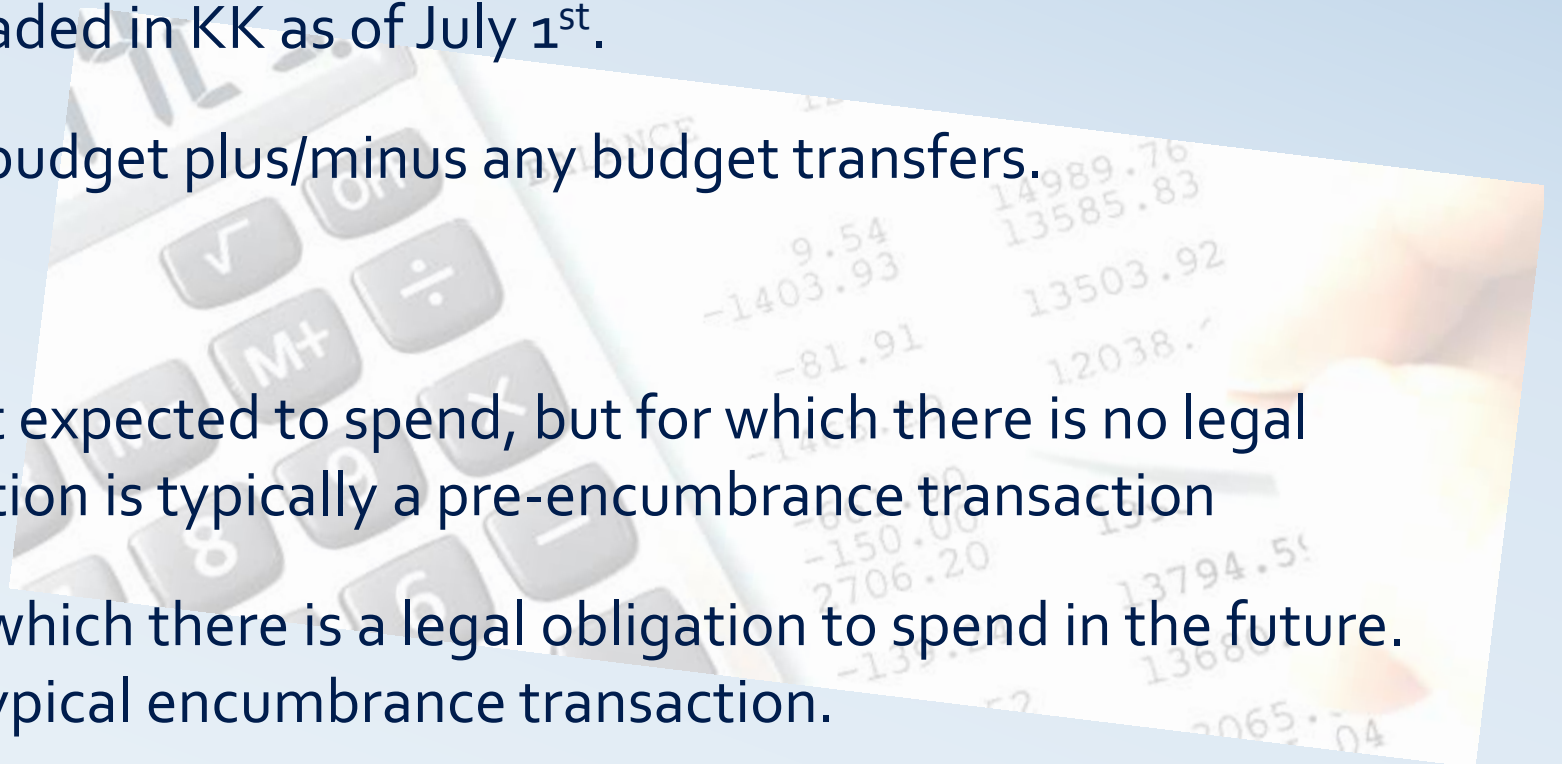
Expense: financial activity when a payment has been processed.

Original Budget: budget loaded in KK as of July 1st.

Adjusted Budget: Original budget plus/minus any budget transfers.

Pre-Encumbrance: amount expected to spend, but for which there is no legal obligation to pay. A requisition is typically a pre-encumbrance transaction

Encumbrance: amount for which there is a legal obligation to spend in the future. A Travel Authorization is a typical encumbrance transaction.



Terminology

Debits: an accounting entry indicating an amount that is owed

Credits: an accounting entry indicating an amount received



nVision Terminology

nVision Report Layout: The report layout is an Excel spreadsheet/template that doesn't include actual Panthersoft data; it defines the structure of the report.

Once a layout has been saved, you can use it repeatedly to run reports.

nVision Report Request: A collection of report-specific information such as request name, report title, associated layout, scope, that can be saved and reused. Similar to a Run-Control.

nVision Variables/Syntax: Variables are used in nVision to display information that might change from report to report and avoid hard-coding.

nVision Terminology

Scope: A scope is functionality used in nVision reports to define the data to include in a report using a single report layout and report request.

Trees: In Panthersoft, a tree is a graphic representation of the hierarchical relationships of data in the database. Trees provide a way to organize related data in a logical manner and give a visual summary of the tremendous amount of detailed data the system stores. Multiple trees may refer to the same data but organize it in different ways.



Transaction Flow

Account Categories

Category	Budget/Account Examples	Modules/Transactions
Revenue	Sales of Goods and Services	Student Financials Smart Internal Billing Check, Cashier, Wire Transfers CC Payments
	Rental Income	
	Sponsorship Revenues	
	Auxiliary Enterprise Revenues	
Permanent Salaries and Benefits	Faculty, Staff, Administrative Salaries	HRMS
	Benefits	
Other Personnel Services	Temporary Employees	Human Resources

Category	Budget/Account Examples	Modules/Transactions
Other Operating Expense	Travel Expenses	Travel and Expense docs
		University CC (Travel)
		University CC (Dual)
		Travel and Entertainment CC
	Office Supplies	Requisitions
	Repair and Maintenance	Maximo
	Telephone Equipment	Pinnacle
	Shared Services Fee	Allocations
	F&E under \$5000	Allocations
	Item Revenue or Expenses	Smart Internal Billing
Predefined Allowable Expenses	Unencumbered Payments	
Debt Services	Principal and Interest	Housing
		Parking
Operating Capital Outlay	Personal Computers	Requisitions, POs, Asset Management
	Furniture	
	Repair and Maintenance	Maximo
Cash Transfers In & Out	Transfers to Construction	Smart Journal

Revenue

Student Financials

Student Financials captures all financial transactions on the student's account and sends those transactions to the General Ledger. These transactions are posted in the general ledger via **journals**.

Smart Internal Billing

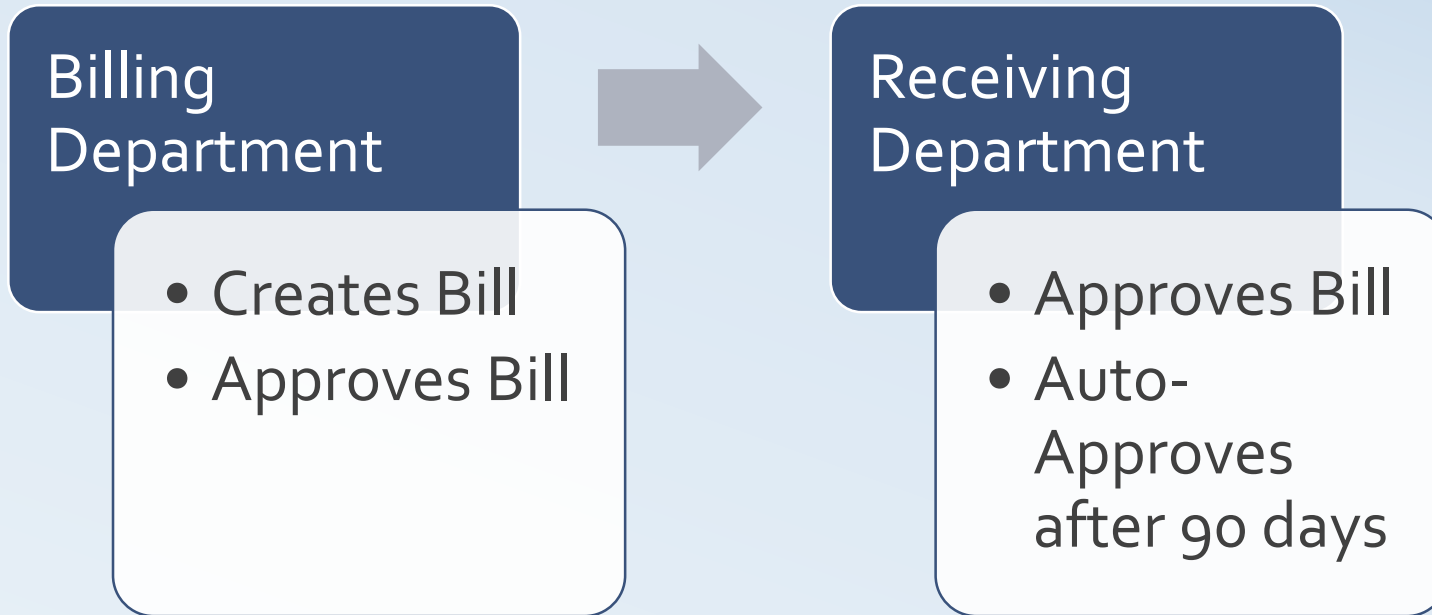
Smart Internal Billing is used for departments to bill other departments for services/goods. These transactions are posted in the general ledger via **journals**.

Credit Card Terminal Payments

There are merchant locations throughout the University that process credit card transactions for various purchases, i.e ticket sales. This revenue is recorded in the General Ledger for these types of transactions via **journals**.



Smart Internal Billing Flow



After a Smart Bill is FULLY APPROVED, an automated process runs that creates the journal.

The Billing Department receives the Revenue (shows in Actuals).

The Receiving Department spends the Expenses (shows in Actuals).

Travel Documents

Travel Authorizations/Expense Reports

The expense type chosen is mapped to a general ledger expense account. Once a TA is **budget checked** in the system an **encumbrance** is created for the specified activity number or project. After an ER is budget checked **and** linked to an approved travel authorization, **payment** is issued and the **encumbrance** is released. The payment then becomes an **expense**.

Travel Transaction Process



TA Submitted

HR Supervisor Approval

Expense/
Project
Manager
Approval

Travel

Expense
Report linked
to TA
Submitted

Expense/
Project
Manager
Approval

Travel Dept.
Approval

Travel Dept.
Stages
Reimbursement
Payment

Budget
Check
Encumbrance
Created

Budget
Check
Encumbrance
Released
Actuals
Posted

eProcurement Process

Product categories within the eProcurement module are mapped to a **general ledger expense account**. Once a **Requisition is budget checked** a **pre-encumbrance** is created for the activity/project.

eProcurement Process

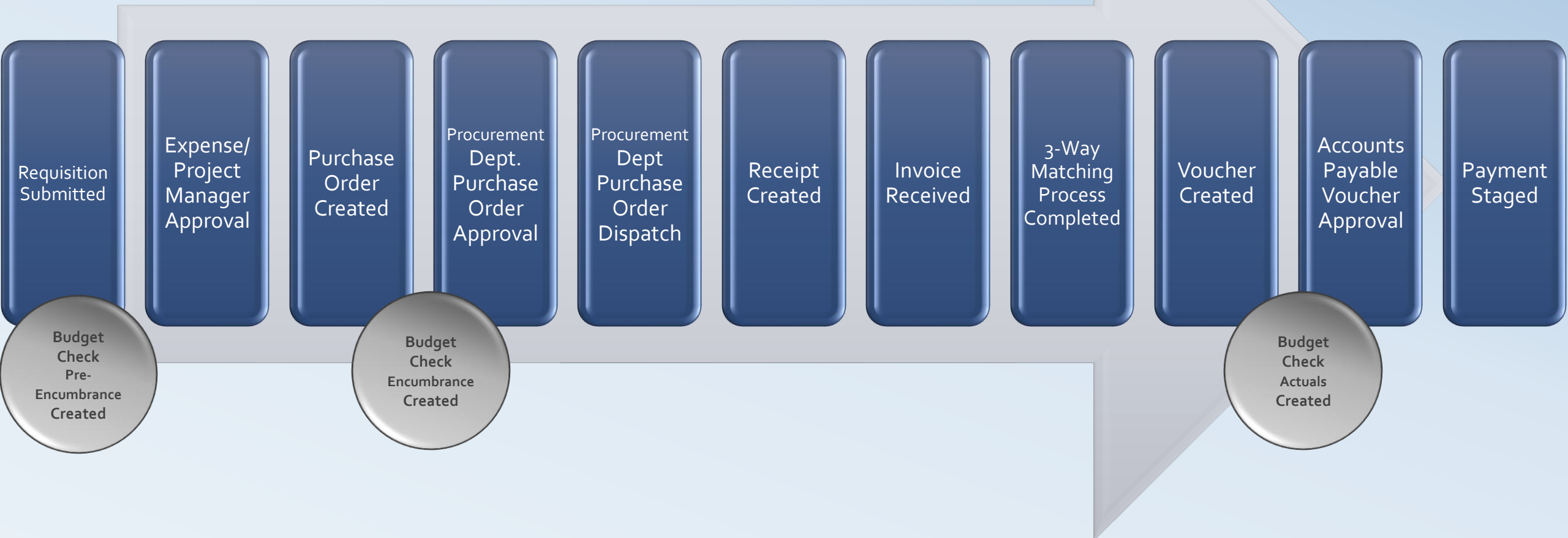
When the Purchase order is budget checked, an encumbrance is created for the activity/project ID, and the pre-encumbrance is released.

Requester enters a receipt for the goods/services received.

Accounts Payable processes the invoice from the vendor, a voucher is generated;

the voucher is budget checked and the encumbrance is released, payment is scheduled, the expense is created. The amount moves to Actuals.

Special Request Requisition Process



myFIUmarket Requisition Process



Other Operating Expenses

Maximo

Maximo is a system that Facilities uses to track work order requests.

On a monthly basis, Maximo sends the data to PantherSoft to create journal entries to charge departments for services rendered. All Maximo journal entries post to account # 761001 (Maintenance and Repairs) of an Activity or Project with a 'MAX' journal prefix.

Other Operating Expenses

Pinnacle

The Pinnacle Billing system is used to bill FIU departments for telecommunications and other services provided by the Division of IT.

The system then creates **journal** entries that are processed each month by PantherSoft to transfer the funds automatically.

Cash Transfers In/Out

Smart Journals

Smart Journal is a tool that facilitates the cash transfer process for those activities that are allowed to transfer cash. Only Expense Managers are able to create Smart Journals. Therefore, once the journal is saved and a Journal ID is created, it's automatically approved.

Give an example of an Account Category:

Which module would feed this Category?

What type of financials transaction would fall into this category?



Learning Check



Types of nVision Reports

Running Reports

Running nVision Reports

Before running an nVision report, users should know the *Report Type*, *Report Request ID*, *Scope*, and *Layout*.

Knowing the Report Type will aid you in locating your Report Request ID

***DO NOT USE THE SAME REPORT ID TO RUN MULTIPLE REPORTS AT ONCE. THIS WILL CAUSE BACKUPS AND YOUR REPORT TO ERROR OUT.**

Report Information

A *scope* defines data the report will contain usually specific to a value such as a department or activity number.

The *layout* determines what fields and rows show up on the eventual excel spreadsheet results.

The **as of date** refers to the time period.

<p>(AS) Budget Variance Report</p>	<p>This summary report provides budget variance analysis for all Funds by <u>Activity Number</u> with subtotals across columns for Budget Account Categories.</p>	<p>Monthly, Quarterly</p>	<p>Report ID: AS##### (first 6 digits of Dept ID Number)</p> <p>Layout: AS_EXECDEPTSUM_20## (by fiscal year)</p> <p>As of Date Field: oX/31/YYYY (Last day of last closed month)</p> <p>Scope: Department ID Number</p>
<p>(DI) E&G Budget Variance</p>	<p>This report provides the user with detailed variance analysis by account for expenses only. It is useful for <u>E&G funded Activity Numbers</u> only. It does not provide for inflows or fund balances.</p>	<p>Monthly, Quarterly</p>	<p>Report ID: DI##### (first 6 digits of Dept ID Number)</p> <p>Layout: DI_DEPTSUM_20## (by fiscal year)</p> <p>As of Date Field: oX/31/YYYY (Last day of last closed month)</p> <p>Scope: Activity Number</p>

**(DS) Available Budget
Balance**

This report provides available budget information for total expenses for a range of Activity Numbers with a subtotal by activity number and funding source. This is an executive area budget balance report.

By Activity Number
Contains Adjusted Budget

Report ID: DS##### (first 6 digits of Dept ID Number)

Layout:
DS_DEPTEXECSUM_20## (by fiscal year)

As of Date Field: should be last day of current fiscal year

Scope: Department ID Number

<p>(XA) Budget Variance</p>	<p>This detailed report provides budget variance for a <u>single Activity Number</u>. Shows beginning fund balance, inflows and outflows, and ending fund balance. This is setup like a typical profit and loss statement.</p>	<p>Report ID: XA##### (first 6 digits of Dept ID Number)</p> <p>Layout: XA_DEPTSUM_20## (by fiscal year)</p> <p>As of Date Field: Select Specify or Today's Date.</p> <p>Scope: Activity #s</p>
<p>Payroll Detail</p>	<p>This report provides detailed information on payroll charges including employee salaries and fringe benefit amounts at the funding source and employee level. This report is run monthly to reconcile payroll charges to the financial statements, and review that no inactive employees have been paid in error.</p>	<p>It can be run by Activity Number, Project, or by Employee.</p> <p>https://hr.fiu.edu/leadership/payroll-compensation/</p>

<p>(DT) Detail Transaction</p>	<p>This report provides detailed transaction analysis on committed/paid expenses, as well as budget detail. It includes actuals, budget, and encumbrances.</p>	<p>As Needed</p>	<p>Report ID: DT##### (first 6 digits of Dept ID Number)</p> <p>Layout: DT_TRANSDATA_BUDGET_REPORT</p> <p>(there is no year next to the name of the layout for this report)</p> <p>As of Date Field: Select As of Today's Date ONLY</p> <p>Scope: Department ID or Activity number</p> <p>This report can ONLY be run for the current and previous 2 fiscal years. For data prior to that, please run a TranData Query or Budget Overview.</p>
--------------------------------	--	------------------	---

Report Information

- View Process Requests (the reports you are running) and whether they have completed successfully
- Find Reports in Report Manager using the Administration tab and search parameters

Process Monitor



Report Manager



Online Inquiry/View Screens



Online Inquiry/View Screens

These are specific navigations within PantherSoft Financials for viewing and researching basic information about a transaction. It includes details, chartfield and accounting distributions.

- **Main Menu> Purchasing> Purchase Order> Purchase Order Information Information> Document Status**
- **Main Menu> Travel and Expense> Travel Authorizations> View**
- **Main Menu> Travel and Expense> Expense Report> View**

Learning Activities



Login to PantherSoft Financials

1. Open Internet Explorer
2. Login to PS Financials <http://financials.fiu.edu>
3. Click nVision Tile



Activity Information

Department Number: 150001000

Scope: 1500120001



Resources



305-347-7200

Monday-Friday 8:30AM-5:00PM

controller@fiu.edu

<http://finance.fiu.edu/controller> > Trainer

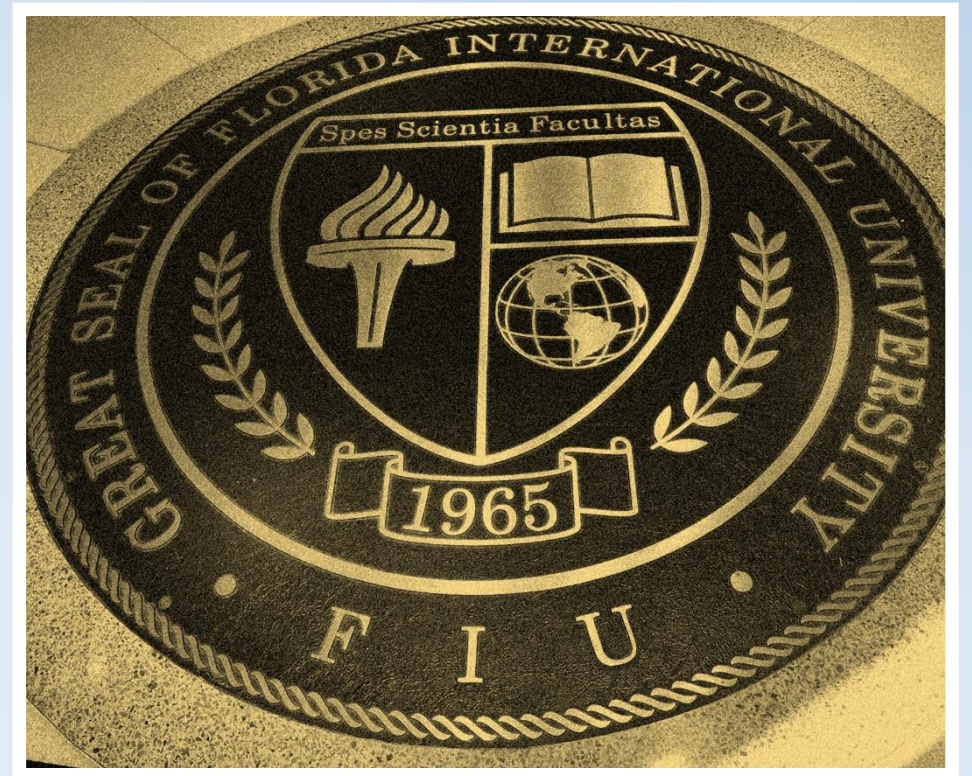
Resources

PPT and Manual online

Thank you for learning with us today!

Training Survey at:

<http://go.fiu.edu/reporting101>



Presented by:

Financial Systems and Support Services
Office of Financial Planning
Auxiliary Enterprise Development