Financial Reporting 101
Running nVision Reports
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.
Debits: an accounting entry indicating an amount that is owed

Credits: an accounting entry indicating an amount received
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.
**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

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget/Account Examples</th>
<th>Modules/Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Sales of Goods and Services</td>
<td>Student Financials</td>
</tr>
<tr>
<td></td>
<td>Rental Income</td>
<td>Smart Internal Billing</td>
</tr>
<tr>
<td></td>
<td>Sponsorship Revenues</td>
<td>Check, Cashier, Wire Transfers</td>
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<tr>
<td></td>
<td>Auxiliary Enterprise Revenues</td>
<td>CC Payments</td>
</tr>
<tr>
<td>Permanent Salaries and Benefits</td>
<td>Faculty, Staff, Administrative Salaries Benefits</td>
<td>HRMS</td>
</tr>
<tr>
<td>Other Personnel Services</td>
<td>Temporary Employees</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Category</td>
<td>Budget/Account Examples</td>
<td>Modules/Transactions</td>
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<tr>
<td>Other Operating Expense</td>
<td>Travel Expenses</td>
<td>Travel and Expense docs</td>
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<td></td>
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<td>University CC (Travel)</td>
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<td></td>
<td></td>
<td>University CC (Dual)</td>
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<td></td>
<td></td>
<td>Travel and Entertainment CC</td>
</tr>
<tr>
<td></td>
<td>Office Supplies</td>
<td>Requisitions</td>
</tr>
<tr>
<td></td>
<td>Repair and Maintenance</td>
<td>Maximo</td>
</tr>
<tr>
<td></td>
<td>Telephone Equipment</td>
<td>Pinnacle</td>
</tr>
<tr>
<td></td>
<td>Shared Services Fee</td>
<td>Allocations</td>
</tr>
<tr>
<td></td>
<td>F&amp;E under $5000</td>
<td>Allocations</td>
</tr>
<tr>
<td></td>
<td>Item Revenue or Expenses</td>
<td>Smart Internal Billing</td>
</tr>
<tr>
<td></td>
<td>Predefined Allowable Expenses</td>
<td>Unencumbered Payments</td>
</tr>
<tr>
<td>Debt Services</td>
<td>Principal and Interest</td>
<td>Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking</td>
</tr>
<tr>
<td>Operating Capital Outlay</td>
<td>Personal Computers</td>
<td>Requisitions, POs,</td>
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<tr>
<td></td>
<td></td>
<td>Asset Management</td>
</tr>
<tr>
<td></td>
<td>Furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repair and Maintenance</td>
<td>Maximo</td>
</tr>
<tr>
<td>Cash Transfers In &amp; Out</td>
<td>Transfers to Construction</td>
<td>Smart Journal</td>
</tr>
</tbody>
</table>
**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.
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 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
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.
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

1. Requisition Submitted
2. Expense/Project Manager Approval
3. Purchase Order Created
4. Procurement Dept. Purchase Order Approval
5. Procurement Dept. Purchase Order Dispatch
6. Receipt Created
7. Invoice Received
8. 3-Way Matching Process Completed
9. Voucher Created
10. Accounts Payable Voucher Approval
11. Payment Staged

Budget Check Pre-Encumbrance Created
Budget Check Encumbrance Created
Budget Check Actuals Created
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.
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.
**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?
Types of nVision Reports

Running 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.*
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.
<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
<th>Scope</th>
<th>Report ID</th>
<th>Layout</th>
<th>As of Date Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>(AS) Budget Variance</td>
<td>This summary report provides budget variance analysis for all Funds by Activity Number with subtotals across columns for Budget Account Categories.</td>
<td>Department ID Number</td>
<td>AS######</td>
<td>AS_EXECDEPTSUM_20## (by fiscal year)</td>
<td>0X/31/YYYY (Last day of last closed month)</td>
</tr>
<tr>
<td>(DI) E&amp;G Budget Variance</td>
<td>This report provides the user with detailed variance analysis by account for expenses only. It is useful for E&amp;G funded Activity Numbers only. It does not provide for inflows or fund balances.</td>
<td>Activity Number</td>
<td>DI######</td>
<td>DI_DEPTSUM_20## (by fiscal year)</td>
<td>0X/31/YYYY (Last day of last closed month)</td>
</tr>
<tr>
<td><strong>(DS) Available Budget Balance</strong></td>
<td><strong>By Activity Number</strong></td>
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<tr>
<td>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.</td>
<td>Contains Adjusted Budget</td>
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</tbody>
</table>

**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
<table>
<thead>
<tr>
<th>(XA) Budget Variance</th>
<th>This detailed report provides budget variance for a <strong>single Activity Number</strong>. Shows beginning fund balance, inflows and outflows, and ending fund balance. This is setup like a typical profit and loss statement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report ID: XA#### (first 6 digits of Dept ID Number)</td>
<td></td>
</tr>
<tr>
<td>Layout: XA_DEPTSUM_20## (by fiscal year)</td>
<td></td>
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<tr>
<td>As of Date Field: Select Specify or Today’s Date.</td>
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<tr>
<td>Scope: Activity #s</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Detail</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>It can be run by Activity Number, Project, or by Employee.</td>
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<tr>
<td><a href="https://hr.fiu.edu/leadership/payroll-compensation/">https://hr.fiu.edu/leadership/payroll-compensation/</a></td>
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<tr>
<td>(DT) Detail Transaction</td>
<td>As Needed</td>
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• 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
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](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