Financial Reporting

nVision
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Overview

Financial Reports are formal records of the financial activities of an entity. Managers need financial information relating to an entity to help make decisions, plan for the business and to exercise control. Panthersoft’s reporting capabilities enable users to access data, analyze results, identify and interpret the transactions that ultimately affect the budget.

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, as well as the Inquiry/View pages. This manual will cover how to use the nVision Reporting Tool as well as provide information on specific reports and analysis.

The **nVision reporting tool** retrieves information from the Panthersoft database and places it into a Microsoft Excel spreadsheet in a form (template) that helps users see the big picture, explore details, and make decisions.

**Query** is a delivered reporting tool that allows users to extract precise data using visual representations without having to write SQL statements. See Query 101 Manual.

The **Inquiry or View functionality** allows users to “drill-down” into the lowest level of detail for summary transactions. Information is provided in this manual, however for specific types of transactions it is recommended to also view their related manuals i.e. Travel and Expense.

**IMPORTANT NOTE:**
To benefit from the information in this manual, users should have a basic understanding of how to use Panthersoft applications and terminology used within the Financials application specifically. Familiarity with navigating the system, adding, updating, and deleting information by using Panthersoft windows, menus, and pages is essential prior to running reports. A strong familiarity with Microsoft Excel is also suggested.
<table>
<thead>
<tr>
<th>Terms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Number:</td>
<td>This is a chartfield value. It is represented as a ten-digit number that identifies a separately budgeted-for activity within an organization. It is used to record financial transactions using distinct fund, program code, site, and department (organization) chartfields.</td>
</tr>
<tr>
<td>Actuals Ledger:</td>
<td>A ledger that stores day to day transactions such as vouchers, expense reports, smart internal bills, journal entries.</td>
</tr>
<tr>
<td>Adjusted Budget:</td>
<td>Original Budget plus or minus any budget transfers.</td>
</tr>
<tr>
<td>Available Balance:</td>
<td>The available balance is calculated as the adjusted budget amount minus the pre-encumbrance amount, minus the encumbrance amount, minus total expenses amount.</td>
</tr>
<tr>
<td>Beginning Fund Balance:</td>
<td>The net financial position at the beginning of the fiscal year.</td>
</tr>
<tr>
<td>Budget Adjustments:</td>
<td>Changes made to the original budget by means of budget transfers that result in an adjusted budget.</td>
</tr>
<tr>
<td>Budget Approver:</td>
<td>Individual responsible to fix budget exceptions</td>
</tr>
<tr>
<td>Budget Authority:</td>
<td>The authorized amount of money against which units can make expenditures during the fiscal year.</td>
</tr>
<tr>
<td>Budget Exception: (aka Budget Error)</td>
<td>A system generated error that represents transactions within the system that fail due to parameters set such as, exceeds available budget amounts, data entry errors, budget setup, or transaction source error.</td>
</tr>
<tr>
<td>Budget Period: (aka Budget Year)</td>
<td>The interval of time which is recognized as a unit for budgetary and reporting purposes. This is equivalent to the fiscal year for operating funds. Projects have one budget period for the life of the project that may span multiple fiscal years.</td>
</tr>
<tr>
<td>Budget Transfers:</td>
<td>The process by which budget amounts are moved from one activity number or cost center to another.</td>
</tr>
<tr>
<td>Budget Types:</td>
<td>This refers to the specific kind of budget a unit has, determined by how the university administers revenues in each fund. There are two types of budgets, Expense-Based Budget and Revenue-Based Budget. See those terms for further explanation.</td>
</tr>
<tr>
<td>Budgetary Account Categories:</td>
<td>This refers to a higher level of aggregation of Budgetary Accounts, e.g. Revenue, Permanent Salaries and Benefits, Other Personnel Services (OPS), Other Operating Expenses (OOE), Operating Capital Outlay (OCO), Cash Transfers.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Budgetary Controls: (aka Control Budgets/Commitment Control (KK))</td>
<td>Systematic regulation of expenditures against predefined, authorized budgets. When a transaction exceeds the available budget, the system either stops the transaction or passes the transaction with a warning notice.</td>
</tr>
<tr>
<td>Cash Transfer:</td>
<td>Movement of cash generated in one department to go to fund activities of another department. This is used within Auxiliaries to fund activities within the same fund and area that do not generate cash themselves.</td>
</tr>
<tr>
<td>Control Totals:</td>
<td>A unit or department’s expense budget amount. This is applicable only to E&amp;G and Concessions funds allocated by the budget process through the Office of Financial Planning.</td>
</tr>
<tr>
<td>Corrective Action:</td>
<td>Steps or actions taken to fix unfavorable variances or to clear budget exceptions.</td>
</tr>
<tr>
<td>Drivers:</td>
<td>The factors and or assumptions used to formulate the budget. Analysis of these factors/assumptions provide information for the explanations of variances.</td>
</tr>
<tr>
<td>Ending Fund Balance:</td>
<td>The net financial position at a fixed point in time. This is calculated as beginning fund balance plus revenues, minus, expenses plus net transfers.</td>
</tr>
<tr>
<td>Expense:</td>
<td>Costs incurred to earn revenue and typically include monies spent in the day-to-day operations of the university such as salaries, travel, materials and supplies, and utilities.</td>
</tr>
<tr>
<td>Expense-Based Budget:</td>
<td>A budget based on centrally collected revenue that has been allocated to units; it is based on pre-defined levels of expenditures known as a control total. There is no revenue in this type of budget. Examples include E&amp;G funded budgets.</td>
</tr>
<tr>
<td>Expense Variance:</td>
<td>The difference between Budget minus Actuals.</td>
</tr>
<tr>
<td>Favorable Variance:</td>
<td>A favorable variance for revenue-based budgets is a positive amount calculated by Actuals subtracted from Budget amounts. A favorable variance for expense-based budgets is a positive amount calculated by the Budgeted amount subtracted from Actual amounts; there is savings.</td>
</tr>
<tr>
<td>Fund Balance:</td>
<td>This is the net financial position at the end of the period or point in time. It represents what resources are left to be spent. It is also understood as Cash plus Receivables minus Payables.</td>
</tr>
<tr>
<td>Fund Code:</td>
<td>This is a chartfield value. It is represented as a three-digit code that identifies major funding sources that the University must report on separately. Each fund has specific rules for types of expenses and sources of revenues that may be recorded in the fund. See further explanation in the fund group description section.</td>
</tr>
<tr>
<td><strong>Fund Group:</strong></td>
<td>This is the grouping of fund codes that the University must report on separately, e.g. Educational and General (E&amp;G), Auxiliary Enterprises, Contracts and Grants (C&amp;G), Agencies, Student Financial Aid/Scholarships, Athletics, Activities &amp; Service, Technology Fee, Board Approved Fee, Concessions and DSO. See further explanation in the <a href="#">fund group description</a> section.</td>
</tr>
<tr>
<td><strong>General Ledger:</strong></td>
<td>The books and records of the University, which contains multiple ledgers. The General Ledger stores the day to day posted transactions for the multiple ledgers.</td>
</tr>
<tr>
<td><strong>Ledger:</strong></td>
<td>A collection or book of financial accounts i.e. FIU01, 03, 04, 05 use Actuals Ledger, FIU06 use Actuals06 Ledger, FIU02,07,08,09,10,11 use Actuals02 Ledger. There are also additional Budget Ledgers i.e. ACTUAL.</td>
</tr>
<tr>
<td><strong>Market Rate Programs:</strong></td>
<td>Programs where the tuition rate is competitively aligned with comparable programs offered by public and independent institutions located both in-state and out-of-state.</td>
</tr>
<tr>
<td><strong>Original Budget:</strong></td>
<td>The budget loaded in Commitment Control (KK) at the beginning of the fiscal year (as of July 1)</td>
</tr>
<tr>
<td><strong>Period:</strong></td>
<td>A unit of time during or throughout a fiscal year or budget period. Typically, period refers to each month. Example: July being the first month of the fiscal year, therefore it is referred to as Period 1.</td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td>Money/Income generated from providing goods or services in the normal course of operations to customers and tied to a specific revenue funding source. Examples could be parking fees, housing fees such as Fund Code 333 or 331.</td>
</tr>
<tr>
<td><strong>Revenue-Based Budget:</strong></td>
<td>A budget based on income that is generated from providing goods or services in the normal course of operations and tied to specific revenue funding sources. Examples include Auxiliary funded budgets.</td>
</tr>
<tr>
<td><strong>Revenue Variance:</strong></td>
<td>The difference between actual revenues and projected (budgeted) revenues.</td>
</tr>
<tr>
<td><strong>Unfavorable Variance:</strong></td>
<td>For Revenues, an unfavorable variance is generated when year-to-date actuals are less than year-to-date projected or budgeted revenue amounts. For Expenses, an unfavorable variance is generated when year-to-date actuals are more than year-to-date budgeted expense amounts.</td>
</tr>
<tr>
<td><strong>Variance:</strong></td>
<td>Any difference between budgeted amount and actuals. Whether favorable or unfavorable, there are different types of Variance: <strong>True “Real” Variance</strong> - A type of variance in which the explanation (cause) of the variance is either deficit amounts (negative amount, unfavorable variance), or surplus/savings amounts. (positive amount, favorable variance).</td>
</tr>
</tbody>
</table>
**Timing/Delays Variance** - A type of variance in which the explanation (cause) of the variance is due to Actual amounts happening either before or after a budgeted period.

**Reallocation Variance** - A type of variance in which the explanation (cause) of the variance is that the Actuals amount will be absorbed or reallocated somewhere else in the university. This includes budgeted funds that are returned to the university or allocated by the university, budget transfers between units, and savings from budgeted expenses which will not occur and then used to cover unbudgeted expenditures.

**No Variance** - The concept where budget amounts and actuals amount to zero.

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**nVision Report Terminology**

**nVision** retrieves information from the Panthersoft database and places it into a Microsoft Excel spreadsheet in a form that helps create a broader view, explore details, and make decisions. There are different components in running an nVision report.

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

- **Report ID**: This is the specific syntax used to find and run reports. It is the first two letters of the report and six digits of the unit or department number. Example: DT122000

- **Layout**: The report layout is an Excel spreadsheet/template that doesn’t include actual Panthersoft data; it defines the structure of the report—query information, criteria, text, formulas, graphics, formatting, or other information. Once a layout has been saved, it can be used repeatedly to run reports. Example: DT_TRANSDATA_BUDGET REPORT.

- **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. Using a scope, each report instance contains data specific to an individual field value, such as a business unit or department, or to a group of values, such as a tree node that summarizes all departments/units in college. In this way, each report instance can share the same layout, while containing data unique to these field values. Users might run three instances of a report that share the same layout but contain the expenses of one department each.

- **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.
Budget Basics

The University operates the fiscal year from July 1 through June 30. Each month within the fiscal year is considered one budget period and is designated a number. For example, July would be period 1. The Office of Financial Planning alongside Auxiliary Enterprise Development assist departments in developing, administering, and monitoring budgets and growing revenue. The Office of Research and Economic Development assists with project and grant budgets. Project and Grant budgets may operate in different cycles and with different reports.

For detailed information about department or university budgets, users can contact either OFP or AED directly (see Appendix for Budget Exception Contact List by Fund Code). For detailed information about grant/project reports and budgets contact the project manager or post-award coordinator within ORED.

Budget Types

The University operates two different kinds of budgets, Revenue-based Budgets and Expense-Based budgets.

<table>
<thead>
<tr>
<th>Revenue-Based Budget</th>
<th>Expense-Based Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues managed by the unit/department</td>
<td>Revenue managed centrally</td>
</tr>
<tr>
<td>Expenses dependent on revenue</td>
<td>No Revenue on reports</td>
</tr>
<tr>
<td></td>
<td>Expenses dependent on budget allocation</td>
</tr>
</tbody>
</table>

In addition to the type of budget a department/unit may have, funding source is also an important factor in understanding how a university budget works. For detailed information on funding sources or groups, see the Fund Group Glossary.

Variance

Throughout the fiscal year, units/departments must monitor and analyze any revenue and expenses based on their budgeted amounts as well as actuals amounts. Finance/Budget Managers are comparing budgeted amounts to actuals amounts on a regular basis through a variety of means, reports, queries, and view screens; in that process they may find variances. A variance is any difference between budgeted amount and actuals. There are many funding sources (state appropriations, public and private funds), as well as controls put on fund codes. Units/departments are required to report variance amounts at quarterly intervals.
Based on the specific Budget Type (Revenue-based or Expense-based) a unit/department has, variance is calculated at the University in one of two ways, see chart below:

<table>
<thead>
<tr>
<th>Variance</th>
<th>Formula</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE VARIANCE</td>
<td>( (\text{Actuals} - \text{Budget}) )</td>
<td>Positive result = FAVORABLE&lt;br&gt;Negative result = UNFAVORABLE</td>
</tr>
<tr>
<td>EXPENSE VARIANCE</td>
<td>( (\text{Budget} - \text{Actuals}) )</td>
<td>Positive result = FAVORABLE (savings)&lt;br&gt;Negative result = UNFAVORABLE (overspending)</td>
</tr>
</tbody>
</table>

Users can view a variety of sources to review data related to their budget, actuals, and variance amounts. There are public queries or Budget Overview within PantherSoft Financials such as a TranData Query to view this kind of information. Further sections will also discuss Reports, and Online Inquiry screens.

Variance Causes and Reporting

It is important for units/departments to understand the causes of a variance (whether favorable or unfavorable) so that it can be reported and accounted for correctly throughout the fiscal year. There are two main causes of variance, Timing/Delays and a True or “Real” variance.

A timing/delay variance would be something that was budgeted to happen in a certain budget period, but it is delayed and may happen in a different budget period. A true or “real” variance is where the budget exists for something, however the assumptions when creating the budget are wrong. Also, a true variance is that something did or did not happen, it was budgeted but something isn’t happening, or something happened and it was not budgeted. An additional cause of variance also includes a reallocation, where Actuals amount will be absorbed or reallocated somewhere else in the university.

1. Budgeted in different periods (Timing/Delays)
2. Budget assumptions incorrect (True “Real”)
3. Something did or did not happen (True “Real”)
4. Incorrect, missing charges (Reallocation)

On a variety of nVision reports, information related to Budget Amount, Actuals, and Variance are included.
## Budget Account Categories

Budget Account Categories are a grouping or classification of the types of accounts within a university budget. This may include: Revenue, Permanent Salaries and Benefits, Other Personnel Services, Other Operating Expenses, Debt Services, Operating Capital Outlay, and Cash Transfers In & Out. These categories are viewed on nVision reports.

The following table displays the types of accounts that correspond to each category. It also includes the modules or types of transactions that relate to the category. The links column provides URL links to additional manuals and resources.

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget/Account Examples</th>
<th>Modules/Transactions</th>
<th>Links/Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Sales of Goods and Services</td>
<td>Student Financials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rental Income</td>
<td>Smart Internal Billing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sponsorship Revenues</td>
<td>Check, Cashier, Wire Transfers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Auxiliary Enterprise Revenues</td>
<td>CC Payments</td>
<td></td>
</tr>
<tr>
<td>Permanent Salaries and Benefits</td>
<td>Faculty, Staff, Administrative Salaries</td>
<td>HRMS</td>
<td>Payroll Detail Manual</td>
</tr>
<tr>
<td></td>
<td>Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Personnel Services</td>
<td>Temporary Employees</td>
<td></td>
<td>Payroll Detail Manual</td>
</tr>
<tr>
<td></td>
<td>Student and Graduate Assistants</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adjunct Faculty/Research Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>Travel Expenses</td>
<td>Travel and Expense docs</td>
<td>Appendix F – Travel and Expense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travel Card</td>
<td>Expense Type Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dual Card (Travel and Commodities)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travel and Entertainment Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office Supplies</td>
<td>Requisitions</td>
<td>Procure to Pay Manual</td>
</tr>
<tr>
<td></td>
<td>Repair and Maintenance</td>
<td>Maximo</td>
<td>Facilities Management (Maximo)</td>
</tr>
<tr>
<td></td>
<td>Telephone Equipment</td>
<td>Pinnacle</td>
<td>IT Billing System (Pinnacle)</td>
</tr>
<tr>
<td></td>
<td>Shared Services Fee</td>
<td>Allocations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F&amp;E under $5000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Item Revenue or Expenses</td>
<td>Smart Internal Billing</td>
<td>Smart Internal Billing Manual</td>
</tr>
<tr>
<td></td>
<td>Predefined Allowable Expenses</td>
<td>Unencumbered Payments</td>
<td>Controller Forms Page</td>
</tr>
<tr>
<td>Debt Services</td>
<td>Principal and Interest</td>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking</td>
<td></td>
</tr>
</tbody>
</table>
### Operating Capital Outlay

<table>
<thead>
<tr>
<th>Budget/Account Examples</th>
<th>Modules/Transactions</th>
<th>Links/Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Computers</td>
<td>Requisitions, POs, Asset Management</td>
<td>Procure to Pay Manual</td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td>Appendix E - FIU Purchasing Item Category List</td>
</tr>
<tr>
<td>Repair and Maintenance</td>
<td>Maximo</td>
<td>Facilities Management (Maximo)</td>
</tr>
</tbody>
</table>

### Cash Transfers In & Out

<table>
<thead>
<tr>
<th>Budget/Account Examples</th>
<th>Modules/Transactions</th>
<th>Links/Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to Construction</td>
<td>Smart Journal</td>
<td>Smart Journal</td>
</tr>
<tr>
<td>Start-up Costs for Other Departments Re-class of expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Transaction Source Flow by Module

When a user initiates a transaction within the system, as that transaction moves along approval workflows and transitions into different types of documents, a department's budget is affected. This section illustrates how different transactions flow and appear from a reporting perspective.

### Revenues

Revenue is money that is being taken in. At the University this comes under what is known as Auxiliaries and is in a variety of forms such as student fees, sale of a good or service such as tickets, and even direct cash or check. The following sections provide more information about how revenue flows into PantherSoft Financials and how it is posted and where it may be found from a reporting perspective.

### Student Financials

Student Financials is the sub-system that captures all financial transactions on the student's account and sends those transactions to the General Ledger. All transactions in Student Financials are driven by an item type. When an item type is defined, chartfield combinations are assigned that includes the applicable account (revenue/contra revenue) and activity number of the school/department. Student Financials transactions are posted in the general ledger via journals with an ‘SF’ prefix.

Departmental Deposits are also captured in the Student Financials module and the journals post in the general ledger with a ‘CS’ prefix.
Smart Internal Billing

Departments often perform services or deliver goods to other departments within FIU. The Smart Internal Billing Module of Panthersoft is used to collect payments for services provided and can be a revenue generating process. Some units/departments may have revenue-based budgets that utilize Smart Internal Billing revenue accounts.

A Smart Internal Bill is created in order for the department providing the service to collect payment from the department receiving the service. The department providing the service initiates the bill, and routes to the billing department’s approvers. After approval, the Smart Bill then routes to the department receiving the services. Once a Smart Bill is fully approved, a journal is posted to the general ledger with the prefix ‘SMB.’

Terminal Credit Card Payments (Merchant Journals)

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

Permanent Salaries and Benefits

Employee salary and benefit information is put under the category Permanent Salaries and Benefits. This includes full-time employees (FTE). The information is inputted and maintained within PantherSoft Human Resources and is then sent to the Financials side. For information and assistance with any employee-specific financial information, users must contact Human Resources directly.

Payroll Detail Report

The Payroll Detail Report provides detailed information on salary and employer-paid benefits. It can run by Activity Number, Project, or by Employee. Users should run this report on a monthly basis to reconcile payroll charges to the financial statements, and review that no inactive employees have been paid in error.

Once user selects to run the report “By Employee” or “By Chartfield”, the instructions on how to run the report and retrieve the report are the same.

Departments pay a fringe benefit rate, while the University-wide fringe benefits pool covers actual benefits. The Payroll Detail Report by Employee shows actual fringe benefits paid on behalf of the employee, in addition to the fringe rate and salary charge to the employee’s funding source.

The results can be viewed either by Excel Spreadsheet or PDF file. Both the Excel and PDF file provide valuable information on wages and benefits paid. Each file has the same sections: Heading, Demographics, Salary and Benefits Details, and Other Earnings. Only the PDF version has a Summary Section which details accounts for amounts in the Other Earning column may be further defined in the Summary Section.
Other Operating Expenses

This category includes the bulk of the expense transactions; travel, purchasing, university credit card, see Budget Account Categories. The following sections provide more information and detail regarding different document types and their relationships to budget account categories.

Travel Module – Travel Authorizations & Expense Reports (TA & ER)

When creating a Travel Authorization (TA) or an Expense Report (ER), 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.

An Expense Report should always be linked to the approved travel authorization. The ER is submitted, budget checked and fully approved by expense managers and the travel team. The budget checking releases the encumbrance from the original linked TA. Any amount being reimbursed to a traveler or being paid out of the budget will appear in Actuals as an expense.

University Credit Card expense lines do not encumber from travel authorizations.

Requisitions/Purchase Orders and Accounts Payable

Product categories within the eProcurement module are mapped to a general ledger expense account. The GL expense account should have a budget associated for the specific Activity Number or Project ID being used.

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.

Three Way Matching: Requester enters a receipt for the goods/services received. Accounts Payable processes applicable invoice which generates a voucher; the encumbrance is released once the voucher is budget checked and a payment expense transaction is created.

University Credit Card Transactions

Credit card transactions are loaded into the Panthersoft Financials via a file received from the University credit card provider, JP Morgan Chase. This occurs on or as close to the 1st business day of every calendar month. Card holders must complete the reconciliation process and attach the necessary support within 10 business days.

Smart Internal Billing Transactions

Departments often perform services or deliver goods to other departments within FIU. The Smart Internal Billing Module of Panthersoft is used to collect payments for goods/services. For the Billing Department, this
can be a revenue (credit) generating process. For the Receiving Department, this generates an expense (debit).

The Billing Department initiates and approves the bill. It then routes to the Receiving Department for approval. Once a Smart Bill is fully approved, a journal generated over night and posts to the General Ledger with a prefix of ‘SMB.’

Maximo

Maximo is a system that Facilities uses to track work order requests; the work is usually completed before the department is billed. The department is allowed one week to review and dispute charges for accuracy before the charge is included in the invoice (file).

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.

Questions on Maximo entries should be sent to Facilities Management for further research. Adjustments will be processed using the same process in future billing cycle.

Pinnacle

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

The system produces a monthly bill by departmental account number with the details of the charges. These bills are made available to designated persons within each department at itbill.fiu.edu.

The system then generates a general ledger file that is processed each month by Panthersoft to transfer the funds automatically.

All Pinnacle journal begin with a 'PIN' journal prefix.

Questions regarding Pinnacle charges should first be addressed to UTS IT Department via their Help Desk, x7-2284.

Event Management System (EMS)

The EMS system is an online space reservation system for the rental of meeting spaces at FIU. The rental of space is processed via journal and will post with a prefix of ‘EMS’.

For more information about EMS contact the Central Reservations Department.

Asset Management

Asset Management is a module that monitors and maintains the University’s assets. Any asset purchased by the University remains the property of the University until the University disposes of it, in accordance to policy.

The title to the asset belongs to the University, regardless of which fund is charged with the asset acquisition, including assets purchased from research accounts, grants, or any other source of University funds. Capital
Assets are items owned by FIU such as land, buildings, equipment, and software that are used over a period of time to provide the service to the University.

The AM Property Master Report can be run by departments for a listing of specific assets, items over $5000, categorized to their Department, Project, Activity Number.

**Cash Transfers In & Out**

Cash Transfers In are monies generated in one department to fund activities of another department. It may often be used for construction related projects. Transfers Out may be from the contributing department and into a receiving department. This is accomplished through the Office of the Controller’s [Cash Transfer Request Form](#).

**Smart Journals**

Smart Journal is a tool that facilitates the cash transfer process for those activities that are allowed to transfer cash. It is limited to only allow a few accounts and is configured to check for available cash of the “Activity” included in the transaction. Access to the Smart Journal tool is limited to those users assigned as Approvers for these types of transactions for their Department, expense or finance managers.

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 (there’s no workflow). The controller’ office posts by the next business day.
There are many nVision Reports used across the University for the purpose of analyzing budget and financial data. This section highlights most of the FIU University-wide nVision reports run in PantherSoft Financials. It includes the name of the report and prefix, a report description regarding what the report shows and why its run, important fields/columns to know, when it is recommended to run the report and the system parameters to enter when running the report. The following sections are divided between Budget-centered reports, reports that are intended to be run for the purpose of viewing budget data and Transactional Reports, reports that are intended to be run for the purpose of reviewing transactions and expense as they relate to budgets.

Note: Some report IDs may be unique to the name of the department or area.

### Forecast and Budget Reports

<table>
<thead>
<tr>
<th>Name of Report</th>
<th>Report Description</th>
<th>Important Fields/Columns</th>
<th>When to Run</th>
<th>System Parameters to Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>(FC) Forecast</td>
<td>This report is used as a tool to develop current year forecasts of personnel expenses and to review the current year forecast in PantherSoft Financials of revenues and expenses by activity number, budgetary account, and month. This report shows (4) months of a current year’s budgetary forecast including payroll combined with (8) months of Actuals. This is sometimes known as 8+4 report.</td>
<td>by Account includes annual compensation and benefits, and calculated encumbrance amounts by filled position.</td>
<td>As needed during budget development. Run after February month-end close (period 8)</td>
<td>Report ID: FC#### (org number) Layout: FIU_BP_SALFORECAST_20## (use current fiscal year) As of Date Field: should be last day of current fiscal year Scope: Activity Number *Allow macros to run in Spreadsheet</td>
</tr>
<tr>
<td>(R2) Monthly Requested Budget</td>
<td>This report gives a summary by account and includes the monthly</td>
<td>by Account</td>
<td>As needed during budget development</td>
<td>Report ID: R2#### (executive area) Layout: FIU_BP_REQD2_EXECSUM_20## (use next fiscal year)</td>
</tr>
<tr>
<td>Name of Report</td>
<td>Report Description</td>
<td>Important Fields/Columns</td>
<td>When to Run</td>
<td>System Parameters to Run</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>--------------------------</td>
<td>-------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Requested Budget along with Annual Total Requested Budget, Annual Total Original Budget, Forecast and the Annual Variance to Forecast. Additionally, the R2 will show the budget build of positions by employee type by position by month.</td>
<td>by Activity Number and Fund</td>
<td>As of Date Field: should be last day of current fiscal year</td>
<td>Scope: Activity Number *Allow macros to run in Spreadsheet</td>
<td></td>
</tr>
<tr>
<td>(RQ) Requested Budget</td>
<td>This report is primarily used to review budget entries made within PantherSoft Financials during the development of a new fiscal year budget. It contains information by Activity Number for Total Revenue, Permanent Salary and Benefits, OPS, OCO, Debt Service, and Total Operating Expenses. This report displays all your departments by fund and their corresponding budgetary data</td>
<td>As needed during budget development</td>
<td>Report ID: RQ#### (executive area) Layout: FIU_BP_REQD_EXECSUM_20## (use next fiscal year) As of Date Field: should be last day of current fiscal year Scope: Activity Number *Allow macros to run in Spreadsheet</td>
<td></td>
</tr>
<tr>
<td>(BX) Requested Budget</td>
<td>This report provides an overview of the entire forecast and requested</td>
<td>By Account</td>
<td>As needed during budget development</td>
<td>Report ID: BX#### (executive area) Layout: FIU_BP_XA_FORMAT_20## (use next fiscal year)</td>
</tr>
<tr>
<td>Name of Report</td>
<td>Report Description</td>
<td>Important Fields/Columns</td>
<td>When to Run</td>
<td>System Parameters to Run</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------</td>
<td>--------------------------</td>
<td>-------------</td>
<td>--------------------------</td>
</tr>
</tbody>
</table>
| entries by account. It includes the Requested Budget along with prior fiscal year actuals, Original and Adjusted Budgets for the previous year, and Forecast for the previous year. It is useful to management for an overall picture of a budget. | By Account | Monthly, after month-end close | As of Date Field: should be last day of current fiscal year  
Scope: Activity Number  
*Allow macros to run in Spreadsheet | |
| (RF) Rolling Forecast | This report shows the current year budgetary forecast. The Rolling Forecast is a tool for forecasting and can be updated monthly to reflect how a department expects to end the current fiscal year. All the closed accounting periods are updated after each monthly close with ACTUALS leaving the rest of the months for you to forecast. This Rolling Forecast data is housed in the ACTUAL ledger and within the DBM through the end of the year. | By Account | Report ID: RF##### (1st 6 digits from Department ID)  
Layout: FIU_BP_RF_SALFORECAST_SS_20## (use current fiscal year)  
As of Date Field: 0X/31/YYYY (Last day of closed month)  
Scope: Activity Number | |
## Finance and Transactional Reports

<table>
<thead>
<tr>
<th>Name of Report</th>
<th>Description</th>
<th>Important Fields</th>
<th>When to Run</th>
<th>System Parameters</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>Variance Analysis by Activity Number</td>
<td>Monthly, Quarterly</td>
<td><strong>Report ID:</strong> AS##### (first 6 digits of Dept ID Number)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Layout:</strong> AS_EXECDEPTSUM_20## (by fiscal year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>As of Date Field:</strong> 0X/31/YYYY (Last day of last closed month)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Scope:</strong> Department ID Number</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>Variance Analysis for E&amp;G units (expense budgets)</td>
<td>Monthly Quarterly</td>
<td><strong>Report ID:</strong> DI##### (first 6 digits of Dept ID Number)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contains Original Budget By account</td>
<td></td>
<td><strong>Layout:</strong> DI_DEPTSUM_20## (by fiscal year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>As of Date Field:</strong> 0X/31/YYYY (Last day of last closed month)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Scope:</strong> Activity Number</td>
</tr>
<tr>
<td>(DS) Available Budget Balance</td>
<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>By Activity Number Contains Adjusted Budget</td>
<td>Monthly, Quarterly</td>
<td><strong>Report ID:</strong> DS##### (first 6 digits of Dept ID Number)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Layout:</strong> DS_DEPTEXECSUM_20## (by fiscal year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>As of Date Field:</strong> should be last day of current fiscal year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Scope:</strong> Department ID Number</td>
</tr>
<tr>
<td>Name of Report</td>
<td>Description</td>
<td>Important Fields</td>
<td>When to Run</td>
<td>System Parameters</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td>------------------</td>
<td>-------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| (DT) Detail Transaction | This report provides detailed transaction analysis on committed/paid expenses, as well as budget detail. It includes actuals, budget, and encumbrances. | Adjusted budget | As Needed | Report ID: DT##### (first 6 digits of Dept ID Number)  
Layout: DT_TRANSDATA_BUDGET_REPORT  
As of Date Field: Select As of Today’s Date ONLY  
Scope: Department ID or Activity number  
*Allow macros to run in Spreadsheet  
This report can ONLY be run for the current and previous 2 fiscal years. For data prior to that, please run a TranData Query. |
| (XA) Budget Variance | This detailed report provides budget variance for a single activity number. Shows beginning fund balance, inflows and outflows, and ending fund balance. This is setup like a typical profit and loss statement. | By account Variance Analysis for Revenue Shows original budget | Monthly | Report ID: XA##### (first 6 digits of Dept ID Number)  
Layout: XA_DEPTSUM_20## (by fiscal year)  
As of Date Field: Select Specify or Today’s Date.  
Scope: Activity #s |
| Payroll Detail | 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. | Actual fringe benefits paid on behalf of the employee, in addition to the fringe rate and salary charge to the employee’s funding source. | Monthly | It can be run by Activity Number, Project, or by Employee.  
https://hr.fiu.edu/leadership/payroll-compensation/ |
Running nVision Reports

PS/nVision is a sophisticated tool for creating business reports in Panthersoft that export automatically to Microsoft Excel, based on a prepared layout. This layout defines both the data to retrieve and the format of the report. Using PS/nVision, users can create and run report layouts that summarize information from the Panthersoft database and use the drill down feature to expose the supporting details. With PS/nVision, time is spent analyzing results rather than summarizing data and entering it into a spreadsheet.

Before running an nVision report, users should know the Report Type, Scope, Layout, and Date range. It can also be helpful to have knowledge of the department’s ID number, activity numbers, projects, and Cost PIDs if applicable. For detailed information on the different Report Types, what data is included, their layouts, and other detailed information related to specific reports, please review the Report Type Resource Guide toward the end of this manual.

IMPORTANT NOTE WHEN RUNNING REPORTS:
Do not use the same Report ID to run multiple reports at once. For example, user runs DT110402 as the Report ID, using one activity number as a scope; the user initiates another report, using the same ID, DT110402, but different scope. This causes backups in the system and may cause a report to error out.

To run reports, it is recommended to be within the PantherSoft Reporting Database. This is a specialized environment just for reporting. However, it produces results and data that is 24hrs behind the usual production environment. It also requires a Virtual Private Network (VPN) connection.

Login to VPN Cisco AnyConnect

Login to the Reporting Database first with a VPN. VPN is a Virtual Private Network and it is installed on University-owned computers through Cisco AnyConnect. For additional assistance with VPN, please contact an IT representative or the Division of Information Technology.

1. In the bottom right system tray of a University PC, click to show hidden icons up arrow and open Cisco AnyConnect.
2. The VPN address is `vpn.fiu.edu` and should be typed into the Cisco AnyConnect Secure Mobility Client box that will appear. Click **Connect**.

3. VPN uses a secondary authentication method (DUO app). Enter in a username, password and the second password is “push” to send to a mobile device already setup with DUO. Press **OK**. For assistance with DUO contact the IT Department.

4. A FIU statement will appear, click **Accept**.

Now the connection to the VPN is established. Continue with entering the Reporting Database.
The Reporting Database is a stand-alone PantherSoft Financials environment used to run nVision reports. Data and information on reports is 24hrs behind the usual production environment. The Reporting Database can be found through the Reporting Database tile as well as a stand-alone URL.

1. Within PantherSoft Financials and from the Employee Self Service homepage, click Reporting Database Tile.

This will take you within the Reporting Database environment, proceed with nVision reports.

Alternatively, users can navigate to the Reporting Database directly through the Databases website. Visit http://go.fiu.edu/fiudatabases Click within the Financials column on the PSFSRPT-Reporting link.
Run Report Request

To run an nVision report, navigate from the **Employee Self Service** homepage to the **nVision** Tile.

1. Click on **Define Report Request**. The screen defaults to the **Find an Existing Value** tab. Use the search criteria to find the report ID.
2. Enter the **Business Unit** as “FIU01” and a **Report ID** such as (DT, XA, DI, AS, AI, etc.) + first 6 digits of the Department ID or users can enter “FIU01” and click **Search**. All the available report requests will appear. Within the search results select the Report link to run.

The screen below appears once a report is selected. It includes the report request information needed to process the nVision report.
3. On the nVision Report Request tab, confirm or select the appropriate values in the following fields:

   **Business Unit**: prefills and defaults to FIU01

   **Report ID**: prefills to the selected Report ID (prefix of report and first six digits of a department).

   **Report Title**: prefills to the prefix of the report and the name of the department. This field can be changed and will reflect the change after selecting the **Save** button at the bottom of the screen.

   **Layout**: ensure the correct layout has populated. To change the layout, select the search glass. Each layout is specific to the fiscal year, except for the DT report. Refer to the [Report Type Section](#) to confirm the correct layout.

   ![Image of report request settings]

4. Under the **Report Date Selection** section, enter or confirm the parameters for the date for which data should be pulled.

   **As of Reporting Date**: Using the drop-down menu, select **Specify** or **Today’s Date**. Specify allows the user to choose the exact date. Refer to the [Report Type Section](#) to confirm when a report should be run.

   **Tree As Of Date (required)**: Use As of Reporting Date Option, it is selected by default.

   **Override Tree As of Date if Specified in Layout**: checkbox is selected by default.

   ![Image of report date selection settings]
5. Confirm the format and how the report is to be delivered under **Output Options**.

**Type**: This field refers to how the report will be delivered. It is defaulted to “File.” The options are Web, Email, File, Printer, Window.

**Format**: This will auto populate to Microsoft Excel Files (*.xls)

6. The **Scope and Delivery Templates** link provides options to define how a report runs more specifically as well as how a report is delivered. Depending on the **Type** chosen, additional fields may appear.

Click the **Scope and Delivery Templates** Under **Report Scope** enter a department number, activity number or unique scope to further refine the data of the report. Click the search glass for options. The **Scope Definition** link can also provide more details about the scope chosen.

**Type**: “Email”
Type: “Window” or “Web”
7. Additional fields of note are on the nVision Web Output screens are:

**Folder Name**: Leave this field blank, PS/nVision will place the finished report in the General folder in Report Manager.

**Retention Days**: Leave it blank

**Directory Name Template**: should be left blank.

**Content Description Template**: This will populate based on the report chosen. Users can review the variables used to ensure the correct description appears in Report Manager, see Appendix B for a list of nVision variables.

**Security Template/Email Template/File Template**: Default is Blank, can enter User ID’s or Variables to distribute the reports to respective users Report Manager.

8. After making all changes to report parameters and options, Click **Save**. Then click **Run Report**.

**IMPORTANT NOTE WHEN RUNNING REPORTS**: Do not use the same Report ID to run multiple reports at once. For example, using DT110402 as a Report ID, using one activity number as a scope; another report cannot be initiated using the same ID but different scope. This causes backups in the system and may cause your report to error out or not completely process.
9. Do not make any changes to the Process Scheduler Request screen except for any specific run date/time changes. See the Schedule an nVision Report to Run section. Click OK to run the report.

10. Click the Process Monitor link on the page or use the Process Monitor Tile from the Employee Self Service homepage.
11. The Process Monitor screen shows the status of the report running. Users can click **Refresh** until status changes to “Success”. Click on **Go back to Report Request** link.

12. Click on **Report Manager** link or use the **Report Manager** Tile from the **Employee Self Service** homepage.
13. Under the Administration tab use the search parameters to find the report. Once the report is found, click on the Description link. The description that appears for the report on the Report Manager comes from the variables on the Content Description Template of the Scope Delivery and Templates.

This particular link reads as follows: 102600000DT1026002018-12-19

Content Description Template = %SFV%%RID%%ASD%
SFV = Scope Field Value = 102600000 (department ID entered)
RID = Report ID = DT102600 (name of report chosen)
ASD = As of Date = 2018-12-19 (date entered by user)

14. A box will appear to Open with Excel or Save File to save the file to your computer. Choose an option and click Ok.
After opening the file in Excel, Click **Enable Editing**.

Another prompt may appear, click **Enable Content**.
The Detail Transaction (DT) Report provides detail information on budgeted revenue and expense, encumbrances, pre-encumbrances, and revenue activity for a range of accounting periods within a fiscal year for selected funds, departments, and accounts by department. This report is built on data found in the TranData query. It is setup as a Pivot Table in Excel.

### Important Information Running a DT Report

When running a DT Report, make sure to run **Today's Date** only. The DT report automatically includes data for the previous two fiscal years. For example, a DT report run with the setting **Today’s Date** during July 1, 2018-June 30, 2019 (for current FY 2019), would also include data from FY 2017 and FY 2018. Users can adjust the report filters within Excel to view specific budget time periods.

If users are looking for data or transaction information two or more years prior to the current fiscal year, user must run the TRANDATA_BYDATE query or Budget Overview, not a DT Report.

**NOTE:** Do not run DT Reports for dates during **FY 2018**. Due to corrective actions made related to pre-encumbrance and encumbrance issues during this fiscal year, data may be inaccurate.

### Understanding the Detail Transaction Report (DT Report) Structure

The DT Report is run by Department Number and may be filtered or use a scope of the Department Number, Activity Number, or a unique Scope. The Pivot Table functionality of the report also allows for a variety of filtering including: Year, Budget Period, Period, Budget type, Fund, and Task_Descr.
Columns across the top are **Budget, Actuals, Encumbrances, Pre-Encumbrances**, and **Balance**. The rows are organized by Activity Number, then Expenses or Revenue and Budget Account Categories which are highlighted in light blue. It is then further broken down by Accounts and the transactions that roll-up to those categories. The below example highlights collapsed or expanded views of these items.

The DT Report clearly shows data and transactions as they move through their life cycle. Users can interpret their budget amounts (future obligation and spending) against Pre-Encumbrances, Encumbrances, and Actuals.

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Pre-Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1026030001~OFFICE OF PUBLICATIONS</td>
<td>$215,144.14</td>
<td>$(348,371.76)</td>
<td>$(236,803.78)</td>
<td>$(25,505.00)</td>
<td>$(395,335.90)</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Salaries</td>
<td>$363,284.11</td>
<td>$(147,981.08)</td>
<td>$215,363.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Personnel Services</td>
<td>$140,430.80</td>
<td>$(53,012.32)</td>
<td>$87,418.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>$577,176.73</td>
<td>$(462,381.24)</td>
<td>$(236,803.78)</td>
<td>$(25,505.00)</td>
<td>$(147,513.29)</td>
</tr>
<tr>
<td>Postage</td>
<td>$1,250.00</td>
<td>$(1,088.87)</td>
<td>$(165.88)</td>
<td>$(0.00)</td>
<td>$(4.75)</td>
</tr>
<tr>
<td>Telephone Equipment</td>
<td>$3,700.00</td>
<td>$(1,497.71)</td>
<td>$(2,202.29)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$10,000.00</td>
<td>$(1,708.45)</td>
<td>$(1,964.08)</td>
<td>$(38.00)</td>
<td>$(38.00)</td>
</tr>
<tr>
<td>Per Diem - In State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage - In State</td>
<td></td>
<td>$(134.85)</td>
<td>$(430.76)</td>
<td>$(565.61)</td>
<td></td>
</tr>
<tr>
<td>Registration Fee - In State</td>
<td>$(5,557.50)</td>
<td>$(5,395.00)</td>
<td>$(2,952.50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental Expenses - In State</td>
<td>$(165.10)</td>
<td>$(100.32)</td>
<td></td>
<td></td>
<td>$(136.42)</td>
</tr>
<tr>
<td>Travel</td>
<td>$10,000.00</td>
<td>$(10,000.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic clothing and uniforms</td>
<td>$40,000.00</td>
<td>$(8,390.98)</td>
<td>$(11,537.00)</td>
<td>$(14,405.00)</td>
<td>$(5,670.62)</td>
</tr>
<tr>
<td>Rental of Buildings</td>
<td>$200.00</td>
<td></td>
<td></td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>Shared Services Fee</td>
<td>$70,234.46</td>
<td>$(41,130.30)</td>
<td>$29,104.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F&amp;E under $5,000</td>
<td>$8,500.00</td>
<td>$(10,845.41)</td>
<td>$(9,398.70)</td>
<td>$(0.00)</td>
<td>$(11,284.11)</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>$7,317.68</td>
<td>$(8,511.84)</td>
<td>$(2,805.84)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pro Serv/Officials</td>
<td>$25,000.00</td>
<td>$(19,122.17)</td>
<td>$(1,000.00)</td>
<td>$(0.00)</td>
<td>$4,877.83</td>
</tr>
<tr>
<td>Advertising/Promotion</td>
<td>$25,000.00</td>
<td>$(134,072.99)</td>
<td>$(13,070.50)</td>
<td>$(0.00)</td>
<td>$(106,143.49)</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$365,666.74</td>
<td>$(246,450.85)</td>
<td>$(193,158.96)</td>
<td>$(4,600.00)</td>
<td>$(58,543.07)</td>
</tr>
<tr>
<td>Other Equipment and Supplies</td>
<td>$18,000.00</td>
<td>$(5,134.63)</td>
<td>$(5,968.66)</td>
<td>$(5,500.00)</td>
<td>$(7,904.89)</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>$7,307.85</td>
<td></td>
<td></td>
<td></td>
<td>$7,307.85</td>
</tr>
<tr>
<td><strong>Revenue Rollup</strong></td>
<td></td>
<td></td>
<td>$(585,747.50)</td>
<td>$(315,003.38)</td>
<td>$(550,744.12)</td>
</tr>
<tr>
<td><strong>Revenue Rollup</strong></td>
<td>$(585,747.50)</td>
<td>$(315,003.38)</td>
<td>$(550,744.12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1026020001~FIU MAGAZINE</td>
<td>$410,270.40</td>
<td>$(238,639.93)</td>
<td>$(104,670.16)</td>
<td>$(0.00)</td>
<td>$66,560.31</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Salaries</td>
<td>$219,576.32</td>
<td>$(75,882.93)</td>
<td>$140,093.39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>$190,254.08</td>
<td>$(158,757.00)</td>
<td>$(104,670.16)</td>
<td>$(0.00)</td>
<td>$(73,133.08)</td>
</tr>
<tr>
<td>Postage</td>
<td>$20.00</td>
<td>$(5,138.17)</td>
<td>$(5,118.17)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$73,274.08</td>
<td>$(54,235.00)</td>
<td>$(31,765.00)</td>
<td>$(0.00)</td>
<td>$(12,725.92)</td>
</tr>
<tr>
<td>Pro Serv/Officials</td>
<td>$(1,500.00)</td>
<td>$(1,500.00)</td>
<td>$0.00</td>
<td>$(0.00)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$117,000.00</td>
<td>$(95,862.88)</td>
<td>$(72,390.16)</td>
<td>$(0.00)</td>
<td>$(51,768.04)</td>
</tr>
<tr>
<td>Other Equipment and Supplies</td>
<td>$(2,020.95)</td>
<td>$(2,020.95)</td>
<td>$(2,020.95)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td>$625,414.54</td>
<td>$(587,011.19)</td>
<td>$(341,473.94)</td>
<td>$(25,505.00)</td>
<td>$(328,575.59)</td>
</tr>
</tbody>
</table>
Drilldown/Show Details within the Detail Transaction (DT) Report

The DT report can be drilled down by double-clicking the data on the lines or right-mouse click on a particular field and choose Show Details. This will open a new Excel tab with lines or rows of data that are included in making up a particular number.

1. Double-click a number.

2. A new Excel tab will appear with rows of data related to the number that was double-clicked. Notice the new tab is named Sheet1. The original tab is titled PivotTable.
3. Every time a transaction is budget checked in the system, a row is created. This indicates whether the transaction is debited or credited. Each row represents the debits and credits of transactions as they move through their appropriate transaction life cycle. Refer to the Transaction Source Flow by Module for more information about this.

Use the Excel filters (drop-down arrows) above each column to sort and filter data so it is more easily interpreted. This example more clearly shows detailed information related to a requisition, its purchase order, and the debits and credits of the pre-encumbrance.

### AS Report

The AS Report is a summary nVision report that provides budget variance analysis for all funds by Activity Number. It includes subtotals across the columns for Budget Account Categories. This is an important report to run on a monthly or quarterly basis to assist expense/budget managers in reviewing variances by activity number.

This report is run using the prefix AS and the first six digits of a department number. The layout is `AS_EXECDEPTSUM_20##` (by fiscal year). It is also important to run this report on the last day of the last closed month. For information on when the Office of the Controller closes an accounting month, see the Office of the Controller posted calendar in the Month End Calendars or the PantherPost.
Understanding the AS Report Structure

The AS Report is run by Department Number and includes all Activity Numbers that roll into that Department. When the AS Report first opens there are rows and columns that are already frozen. That means that scrolling vertically or horizontally will always display certain rows and columns. Many columns and rows are also collapsed.

The report rows are organized by type of Funds (i.e. E&G, Carry Forward, Auxiliary) and the Activity Numbers under those funds.
Across the Excel Columns are the Budget Account Categories beginning with Net Revenue (Net of Bad Debt and Waivers) and ending with Total Expenses (across all categories).

Along the columns, after TOTAL EXPENSES, are columns for Transfers In, Transfers Out, Net Transfers, Beginning Fund Balance and YTD Fund Balance.

Each Budget Account Category includes columns for Org (Original) Budget, Adj Budget, Budget Adjustment(s), Actuals, and Variance Fav(unfav). On this report, Variance amounts are calculated from the Adjusted Budget to Actual amount instead of Original Budget. For information about Variance, how it is calculated and whether it is favorable or unfavorable, see the Variance section. The Adj Budget and Actuals also includes expandable columns by Budget Period (Month).
The AS Report is used to report Variance quarterly to the Office of Financial Planning and/or Auxiliary Enterprise Development. There are expandable/collapsible fields that include a grid for this reporting. Above and to the right of each Budget Account Category are the grids.

**XA Report**

The XA Report is a detailed nVision report that serves two purposes: the first is to provide fund balances and display as a traditional profit and loss statement. The second purpose is to show detailed variance amounts by Account under one Activity Number.
Understanding the XA Report Structure

When the XA Report first opens there are rows and columns that are already frozen. That means that scrolling vertically or horizontally will always display certain rows and columns. Columns and Rows may also be expanded or collapsed. The columns across the top that display are Revenue Annual Budget, Expense Annual Budget, YTD Pre Enc, YTD Encumbrance, YTD Actuals, Balance Available, and % Balance Available. There are additional sections for Annual Original Budget, and then Current Month Original Budget, Actuals, and fav/unfav Variance as well as percent. This is also for YTD, and Year Over Year. Expanded columns are for the current budget periods (months). Rows include Fund Balance and Budget Account Categories.

Upon further investigation, the XA Report layout has expandable/collapsible rows and columns. Look for the plus or minus symbols. After expanding, additional details can be viewed such as e-accounts and accounts and their descriptions. Variance can be viewed by row for each account.
Online Inquiry by Module

Each module has an “Inquiry” and or “View” option in which a user can drill down when doing budget research. Users can view encumbrances, payments, vouchers and even journals to help verify data on a report. Users may need security role 001 Inquiry and Reporting to view inquiry pages related to vendors, vouchers, requisitions, purchase orders, general ledger, assets, grants, and budget data as well as to run or view Queries.

Requisition Inquiry

Requisition Inquiry allows users to verify/view the data included on a DT report and further investigate status and information. It includes functionality that allows the user to research associated PO and Vouchers, chartfield strings attached, etc.

1. Use the NavBar to navigate to the Requisition Inquiry screen by going to, Main Menu>Purchasing>Requisitions>Review Requisition Information>Requisitions.

![NavBar Image]

2. Use the search fields to find a requisition. Click OK.

![Requisition Inquiry Image]
3. Any value highlighted in blue and underlined is a link that allows further drilldown to additional details. The Status tab also provides more information. Click the Requisition ID for requisition details.

4. Requisition Details lists all the requisition line items entered for the requested good(s) or service(s). It shows the Supplier and the Merchandise Amount. Click on the Schedule Details icon to see requisition distribution details.

Click the Distribution Details icon for chartfield information. The Ship To code is also a link to get further description about the shipping location. Click Return to close the screen.
Chartfield information appears with distribution information. Click Return to close the screen.

5. Back on the Requisition Details screen, click on the More tab. This displays the Buyer Panther ID and the category for the line item. (Category is associated to a expense account).

Click Return to close the screen.
6. From the Req Inquiry screen click on the Status tab.

The Status tab provides information about approvals, comments, purchase order, receipt and voucher. The On PO column indicates whether the requisition has sourced to a purchase order. A “Y” indicates that the requisition was fully sourced to a PO. A “P” indicates that some requisition lines, not all, have been processed.

Additional icons show the requisition Document Status, Approval Status, and Comments or Attachments.

Purchase Order Details opens. It provides the PO number and the status of the PO. Click Return to close.
Researching the PO Column

Users can further drill into purchase order details from the **Req Inquiry** screen.

1. Click on the **Status** tab.

2. Click on the “**Y**” in the **On PO** field.

3. Click on the **Purchase Order** number blue link to drilldown to the Purchase Order Inquiry. More than one PO Number may be assigned.
The Purchase Order Inquiry screen appears in a new browser tab. This screen provides an enormous amount of data about the purchase order, specifically the Encumbrance Balance. The Encumbrance Balance equals the Merchandise amount minus what has been invoiced/vouchered in the system.

### Researching the Received Column

Users can further drill into purchase order details from the Req Inquiry screen and view receipt information.

1. Click the Status tab on the Req Inquiry screen.
2. Click on the “Y” in the **Received** column to drilldown to the Requisition Receipt List.

There could be multiple receipts on one Purchase Order due to receiving partial orders, or when receiving against a Blanket Purchase Order. Click on a receipt number under the **Receiver ID Number** field.

3. After clicking the actual Receipt Number, the **Receipts** screen appears in a new browser tab. The **Receipts** screen shows details about what was received, price or quantity. For information about the day it was received, click **Header Details**.
Header Details shows the **Recv Date**, **Receipt Time**, and **User ID**.

![Header Details](image)

**Researching the Voucher Column**

Users can further drill into voucher details from the **Req Inquiry** screen and view voucher and payment information.

1. Click “Y” under **On Voucher** column to drill down.

![Requisitions](image)

2. The **Requisition to Voucher List** page appears. Click a Voucher ID number for more information.

![Requisition to Voucher List](image)
3. The Voucher Inquiry Page opens in a new browser tab. Under the Actions link there are drop-down options for further research of the transaction. Click “Voucher Details.”

4. The Voucher Line Details page opens. The invoice number and date that was sent from the supplier is included as well as additional voucher information.

Close the Voucher Line Details page by clicking the ‘X’ in the corner and returns user back to the Voucher Inquiry Page or click Cancel at the bottom of the screen to return.
Researching the Payment

Users can further drill into purchase order details from the **Req Inquiry** screen and view payment information.

1. Click the **Status** tab on the **Req Inquiry** screen.

![Requisitions Screen](image)

2. Click “Y” under **On Voucher** column to drilldown, even to payment information.

![Requisitions Screen](image)

3. Click a **Payment Information** link for payment information pertaining to that line item.

![Requisition to Voucher list](image)
4. The **Payment Date** and **Payment Status** will display on the **Voucher Payments** screen. Further details are available by clicking the **Payment Reference ID** number link.

**Purchase Order Inquiry**

Users can investigate a purchase order directly as well as the specific activities associated with it such as encumbrance balance, how much has been received, what has been matched and invoiced. This is especially useful for blank purchase orders.

1. Navigate using the NavBar to **Main Menu>Purchasing>Purchase Orders>Review PO Information>Purchase Orders**.
2. Enter a Purchase Order number or other search parameters and click the **Search** button.

![Purchase Order Inquiry](image)

The Purchase Order Inquiry Page appears which shows all of the details associated with the PO. **Header** information provides the PO Date, and associated procurement buyer name. **Amount Summary** includes the original merchandise amount and current encumbrance amount.

Information about receiving, invoices, and matching are found under the **Activity Summary** link.
3. On the Activity Summary link are tabs for Receipt, Invoice, and Matched. There is also a header section that has important amount information, totals of the original merchandise amount, total amount received, total amount invoiced, and total amount matched.

4. Click on the Receipt tab. It includes the total amount or quantity received and any additional open quantity or amounts.
5. Click on the **Invoice** tab. It includes the total amount invoiced or billed by the supplier to FIU and the amount still left to be invoiced based on the original purchase order merchandise amount.

![](image1.png)

6. Click on the **Matching** tab. It includes the total amount that has been fully matched and an icon to further voucher and payment information.

![](image2.png)

### Travel Authorization and Expense Report View

User can research details about a Travel Authorization or Expense Report by going directly in the Travel and Expense module and viewing information. See the below sections for a TA and ER.

**Viewing a Travel Authorization**

In order to view a Travel Authorization in the system a user must use the TA view navigation. User may want to view a travel authorization for its details, status, and accounting details.
1. Navigate using the NavBar to Main Menu>Travel and Expenses>Travel Authorization>View

2. Use the search fields or enter a TA number. User may need to click on Advanced Search for more fields. Click Search.
3. The Travel Authorization screen provides detailed information about the travel include approval history, line details, and header information. If the TA has been approved, it has been budget checked. Budget checked Travel Authorizations create an encumbrance for the total amount of out of pocket expenses listed on the lines.

Information about the lines can be obtained by clicking in the top-right corner on the Travel Authorization Details link.
Viewing an Expense Report

An expense report, once budget checked, shows up in the Actuals column on the DT report because it is an expense that has been approved for payment. Expense report amounts do not show up anywhere else. The Encumbrance generated from a linked TA to an Expense Report should also release upon the Expense Report being budget checked.

Details about an Expense Report can be found on the Expense Report View screen.

1. Navigate using the **NavBar** to **Main Menu>Travel and Expenses>Expense Reports>View.**

![NavBar](image)

2. Enter the Expense Report ID or use the search fields and click **Search.**

![Expense Report](image)
3. The Expense Report screen displays header information regarding the status of the ER as well as amounts being expensed. Click on Expense Details in the top-right corner for detail line information or the linked TA.
Other nVision Functions

Additional features are available for nVision reports as needed and for more advanced reporting and data analysis. The following sections include ways to share reports and to gather more data more efficiently.

Schedule an nVision Report to Run

Users have the ability to schedule when and how to receive a report. Reports can be scheduled for different days, times, and recurring patterns. The following information provides step by step instructions on how to schedule an nVision Report to run.

1. Run a report as usual, for assistance see Run Report Request section. After saving and clicking on the Run Report, different output options will be available.
2. To schedule a different date or time to receive the report, change the date in the **Run Date** field and/or change the time in the **Run Time** field.

3. Users can also set a recurrence pattern for future reports. Select the **Recurrence** drop-down menu to choose a pattern.
4. Once the parameters are set for scheduling, click **Ok** to complete the schedule and processing of the report. Users can check the processing and scheduling of reports within the **Process Monitor** Tile from the **Employee Self-Service** homepage.

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**Share nVision Report Request with Email**

Users have the ability to share an nVision Report with a colleague via email. Navigate on the **Employee Self Service** homepage to the **nVision** Tile.

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Alternatively, users can navigate using the NavBar to **Main Menu>Reporting Tools>PS/nVision> Define Report Book**
1. Enter a **Business Unit** and **Report ID**. Click **Search**.

2. Under **Output Options**, change the type to “Email.”
3. Then, click on **Scope and Delivery Templates** link.

4. Enter the email addresses(s) under the **Email Template** field to share the report. Click **OK**.
5. The screen takes back to the Report Request window. Click **Save**. Click **Run Report**.

The **Process Scheduler Request** screen appears. Click **OK**.
Once the report is posted, a system generated email will be sent to the email addresses entered.

**nVision Drilldown Functionality**

One of the best features of Panthersoft nVision is the ability to drilldown on a value on the report and analyze detailed supporting transactions. This function is used on every report, except the DT Report.

Within Microsoft Excel there is an additional add-in that can be downloaded so that additional analysis and data can be viewed from Panthersoft reports. The add-in has an additional Menu that will appear in Microsoft Excel called 'nVision Drill'. This menu item provides a link back to Panthersoft that allows the ability to generate a request to view additional details behind the cell data within reports. This functionality only works while accessing Excel via Panthersoft and logged into the application.

Please note, that some steps may be different based on browser.

1. To download the **Drilldown Excel Add-in**, navigate to [https://panthersoft.fiu.edu/](https://panthersoft.fiu.edu/). Click on the **Faculty & Staff** menu.
2. Scroll-down the page and click the **Financials** header.

3. Again, scroll-down some and click the link for the **DrillDown File dd in (*)**. Make sure to choose the option to **Save File** or download the file. It may appear in the browser’s download files or a computer’s Download folder. Click **OK**.

4. After the file is downloaded, move or copy/paste the file into the following PC folder (C:\Users\lfotherg\AppData\Roaming\Microsoft\AddIns).
To do this, open the File Explorer on a PC, usually located at the bottom of the screen. Click the Downloads folder. Move, cut, or copy/paste the DrillDown file by right-mouse clicking.

Type the new file location into the file bar and hit enter.

Paste or move the file into this folder.
5. Open Microsoft Excel or click the file name. Then click **File** menu.

6. Click on the **Options** menu on the bottom left.
7. Select **Add-ins**. Click the **Manage** drop-down to be “Excel Add-ins.” Click **Go**….

8. The **DrillToPIA** Add-in should be checked. If not, click the **Browse** button and find the recently downloaded file in the correct folder. See step 4.
9. Make sure that the Add-Ins tab appears on the Ribbon. Go back to the File menu and Options. Click Customize Ribbon. Make sure the Add-ins check box is checked. Click Ok.

The Add-ins menu option should appear at the top of the Excel ribbon.
Performing nVision Drilldowns Using DrillToPIA Add-in Web Output

To use the Drilldown for a report under Web Output, run a report normally through the Reporting Database or Production in PantherSoft Financials.

1. In the **Output Options** section, verify the report output is set to “Web” and run the report.

2. Continue to run the report as normal, opening the excel file in Report Manager.
3. Save the file that was just run in Report Manager. Select a field in which more information is needed to drill-down. Click the Add-ins file menu and nVisionDrill drop-down, choose “Drill.”

If the selected cell is not drillable, you receive a warning message that says: DrillDown only works at the intersection of an amount row and column.

4. The Run Drilldown page appears in a new browser window. Users may be prompted to login to Financials again.
5. Select “Web” from the **Type** drop-down list box. Select the **Run Drilldown** button next to the description of the drill-down that is desired and appropriate for the type of data and specific report.

6. After clicking **Run Drilldown**, the Report Manager opens and the report data drilldown is available under the blue link in the **Description** field. Open the Excel file after being prompted.
7. The Drilldown results will open in Excel
Using WINDOWS output

Use steps 1-7 under Performing nVision Drilldowns on Microsoft Excel Reports Using DrillToPIA Add-in using WEB output.

Image below: Run Drilldown page selecting output type Window from the type drop-down list box.

When you select to run the drilldown, a new browser window opens and displays the processing page. Click the excel DR document at the bottom left.
Image of results

Steps:
1. Click once on any amount/cell that you wish to review supporting details.
2. Click the Excel Add-Ins tab to see Drilldown options
3. Click the Drill object from the toolbar using drop-down arrows.

Type = Web

Server Name = PSNT

4. Click Run Drilldown next to the drilldown layout you wish to run. In this example we are going to drill down into Transaction Drill.

The below screen appears

4. Click Refresh in Report Manager until the report appears
5. Drilldown version of report have ‘DR’ prefix to distinguish from those without drilldown.
6. Click on Details link next to name of report with ‘DR’ prefix.
Running Reports via nVision Report Book

Report Book allows many Report ID Requests to be run at one time. It is a great way to run multiple reports at once. Navigate from the Employee Self Service homepage to the nVision Tile.

1. The page defaults to the Define Report Book menu. Click on Add a New Value tab.

2. Enter a Run Control ID with a name that describes the purpose of the Report Book without spaces. Click Add.
If a Report Book was already created click on the **Find an Existing Value** tab to find the Report Book. Type in the name of the Run Control ID and click **Search**.

After naming a new run control ID, the **Report Book** screen opens.
3. Define the **Report Book** parameters. Select the drop-down options for the **As Of Date** field, “Specify” or “Today’s Date.”

![Report Book parameters screenshot]

**NOTE:** The **As of Date** and **Tree Effective date** on the Report Book run parameters will override the information on a Report ID.

4. Under the **Report Requests** heading, enter information for the **Business Unit** and **Report ID**. Business Unit is “FIU01”. Use the search glass if the Report ID is unknown. Click the **View** button for details about a specific reports request parameters.

![Report Requests screenshot]

After clicking **View**, the **Define Report Request** screen opens in a new browser window. Enter any parameters specific to the Report ID. See the **Run Report Request** section for more information. If any changes are made, click **Save**.

![Define Report Request screenshot]
Navigate back to the **Define Report Book** screen.

5. Add a new row for an additional report by clicking the + button. The − would delete a row. Continue to enter the same report information on the second line as was done on the first line. Click **Save**. Then click **Run**.

**NOTE:** The same Report ID cannot be used multiple times.
The Process Scheduler Request screen appears. Click OK.

6. A Process Instance has been created. Click on Process Monitor link to confirm that the reports have run.

7. Click the Refresh button to update the Run Status. Report Book should run to “Success”. After it completes, click the link to Go back to Report Book Definition.
8. Click on the **Report Manager** link or navigate to the **Report Manager** Tile.

   ![Report Manager Tile](image1)

9. Click on the **Administration** tab and the links under **Description**. Click on the individual **report** links under Description, to see the reports in Excel.

   ![nVision Administration](image2)

   The Excel box opens.

   ![Excel Box](image3)
Appendix

The following supplemental sections provide additional information related to reporting.

**Fund Group Glossary**

Below are basic definitions of the types of funding sources and groups here at the University.

**Activity and Service**

The Activity and Service budget consists of funds from the student Activity and Service (A&S) fee to support student government operations, student activities such as clubs and organizations, student centers, and recreational sports for all campuses.

**Auxiliary Enterprises**

The Auxiliary Enterprises budget consists of university business operations that are self-supporting through user fees, payments and charges; no General Revenue Support. These budgets include: Academic Auxiliary programs, Housing, Parking and Transportation, Student Health Services, and other auxiliaries such as commissions on food services and bookstore sales, rentals, and interdepartmental services.

**Board Approved Fees (Test Preparation Fee)**

Board Approved Fees are fees specific to the university and have been approved by the Board of Governors. This fee currently consists of the Florida Bar Test Preparation Fee and only students in the College of Law are required to pay the fee. The fee is charged to those students in certain programs where licensing to practice requires successful completion of an examination and where FIU provides this preparation through a third-party vendor. Every five years, the Board of Trustees is required to review the fee to determine if the fee has met its intended outcomes.

**Bonded Projects (Capital Funding)**

Includes FIU housing and parking garage debt, and the Athletics Finance Corporation stadium debt.

**Building and Capital Improvement Trust Fund Fee (CITF) (Capital Funding)**

Funded by student fees that are remitted to appropriate funds for distribution as required for debt service or used to fund student related projects approved by the Florida Legislature.

**Carry Forward**

The accumulated ending Education and General (E&G) fund balance. Carry Forward can be used for activities such as, but not limited to, a contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in university operations, and prior year encumbrances. At any time, the unencumbered available balance in the E&G fund of the university board of trustees approved operating budget falls below five (5) percent of the approved total, the president shall provide a written notification and explanation to the Board of Governors.
Concessions
The Concessions fund contains all the commission-based revenues from beverage and pouring, snack vending as well as student housing laundry machines. The commission revenues are used to support the purchase of food and refreshment items at university-wide events, faculty and staff recruitment, commencements, training, lecture series, board of trustees, student housing socials and convocation events.

Contracts and Grants
The Contracts and Grants (C&G) budget consists of funding from federal agencies, state agencies, foundations, and private sources that enables the university to conduct specific research projects or to provide specific non-research services. The C&G budget also includes direct support organization reimbursements for use of university resources.

Expenditures to support research grants include: a) direct costs such as salaries, wages, and benefits of research personnel, materials, supplies, travel, equipment, and rental of space that are directly attributed to the research project, and b) Indirect Costs such as building and equipment use and depreciation, physical plant and maintenance, hazardous waste disposal, libraries, general administration costs (legal, purchasing, accounting), janitorial services, and utilities.

Direct Support Organizations
Per Florida Statute 1004.28 (1)(a), “University direct-support organization” means an organization which is:
1. A Florida corporation not for profit incorporated under the provisions of chapter 617 and approved by the Department of State.
2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university in Florida or for the benefit of a research and development park or research and development authority affiliated with a state university and organized under part V of chapter 159.”

FIU has four Direct Support Organizations: FIU Foundation Inc., FIU Research Foundation, Athletics Finance Corporation, and FIU Academic Health Center Health Care Network Faculty Group Practice, Inc.

Education and General (E&G)
The Education and General (E&G) budget consists of State appropriated General Revenue, Educational Enhancement (lottery) Funding, and Student Tuition and Matriculation Payments. Incremental funding is provided by the following primary mechanisms: Performance-based funding, tuition increases, and special legislative appropriations. State appropriated funding is no longer based on enrollments. E&G funds are used for general instruction, research, public service, plant operations and maintenance, student services, libraries, administrative support, and other enrollment-related and stand-alone operations of the university.

Gifts (Capital Funding)
Another source of capital funding is philanthropy and the Courtelis Facility Matching Grant Program.

Intercollegiate Athletics
The Athletics Operating budget supports the university’s student athletics program. Funding is generated from student athletics fees as well as ticket sales to athletics events, game guarantees, NCAA distributions, sponsorships and private support. Intercollegiate Athletics is also supported by Title IX funding, waivers and scholarships, and a statutory tax on ticket sales to support women’s sports.
Performance-Based Funding

Performance-based funding is a mechanism by which the Florida Board of Governors (BOG) allocates state appropriations to the state universities. The BOG Performance Funding Model (PFM) includes 10 metrics that evaluate institutions on a range of issues. Eight of the 10 metrics are common for all universities; one is selected by the BOG for the university and one is selected by the Board of Trustees. The PFM has been in effect since fiscal year 2014-15.

Public Education Capital Outlay (PECO) (Capital Funding)

Funded by the Gross Receipts Tax, which is a 2.5 percent levy on the gross receipts of electric, gas and telecommunications. This tax is devoted entirely to the Public Education Capital Outlay and Debt Service Trust fund (PECO) and is the major state source of revenue dedicated to repair, renovate and expand public schools (K-12), community colleges and state universities.

Special Legislative Appropriations

These are legislative appropriations tied to specific university requested projects. Funding is based upon the university’s Legislative Budget Request and may be recurring or non-recurring.

Student Financial Aid

The Student Financial Aid budget consists of funding from student financial aid fees, support from federal and state financial aid awards, institutional programs, and private scholarships. Examples of sources of student financial aid are: Pell Grants, Florida Bright Futures Scholarship Program, FIU university-wide and College scholarships, Florida Student Assistance Grant, Federal Work Study, and First Generation Scholarships.

Student Loans

The Student Loans Budget is comprised of loans from federal and private sources. Federal sources include Stafford and Plus, and private sources include Sallie Mae, Discover, and the PNC Financial Services Group Inc. The university acts as an agent with respect to these funds.

Technology Fee

The Technology Fee budget consists of funding from the technology fee which is assessed at 5 percent of resident base tuition. The fee revenues are used to enhance instructional technology resources for students and faculty.

Tuition Increase Funding

The Florida Legislature establishes undergraduate, graduate, and professional tuition as well as non-Florida resident tuition. Tuition differential beyond the base tuition for undergraduate Florida residents, up to 15 percent, was eliminated in fiscal year 2014-15 with the exception of FSU and UF (up to 6 percent) due to their pre-eminent status. The Board of Governors approves tuition for continuing education and market rate programs subject to parameters established by the Florida Legislature.

University Treasury Operations

Treasury operations revenue consists of earnings from the university’s investment portfolio. Earnings include interest income, realized gains and unrealized gains or losses.
### Reporting Related Queries

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## KK Grid for Budget Overview

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*Fund Codes bolded are also controlled at the specific Activity # level

*491 tracked, not controlled,
Last updated 07/03/2018 - 2018-2019 Fiscal Year