

PantherSoft Financials nVision Reports Guide

Financial and Budget Reports

This nVision Reports Guide provides information related to the types of 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.

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Forecast and Budget Reports

Name of Report	Report Description	Important Fields/Columns	When to Run	System Parameters to Run
(FC) Forecast	This report is used as a tool to develop current year forecasts of personnel expenses and to review the current year forecast in PS 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.	by Account includes annual compensation and benefits, and calculated encumbrance amounts by filled position.	As needed during budget development. Run after February month-end close (period 8)	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
(R2) Monthly Requested Budget	This report gives a summary by account and includes the monthly 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.	by Account	As needed during budget development	Report ID: R2##### (executive area) Layout: FIU_BP_REQD2_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
(RQ) Requested Budget	This report is primarily used to review budget entries made within PS Financials during the development of a new fiscal year budget. It contains information by Activity Number for Budget Account Categories.	by Activity Number and Fund	As needed during budget development	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

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Name of Report	Report Description	Important Fields/Columns	When to Run	System Parameters to Run
(BX) Requested Budget	This report provides an overview of the entire forecast and requested 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	As needed during budget development	<p>Report ID: BX##### (executive area)</p> <p>Layout: FIU_BP_XA_FORMAT_20## (use next fiscal year)</p> <p>As of Date Field: should be last day of current fiscal year</p> <p>Scope: Activity Number</p> <p>*Allow macros to run in Spreadsheet</p>
(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	Monthly, after month-end close	<p>Report ID: RF##### (1st 6 digits from Department ID)</p> <p>Layout: FIU_BP_RF_SALFORECAST_SS_20## (use current fiscal year)</p> <p>As of Date Field: 0X/31/YYYY (Last day of closed month)</p> <p>Scope: Activity Number</p>

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Finance and Transactional Reports

<i>Name of Report</i>	<i>Description</i>	<i>Important Fields</i>	<i>When to Run</i>	<i>System Parameters</i>
(AS) Budget Variance	This summary report provides budget variance analysis for all Funds by Activity Number with subtotals across columns for Budget Account Categories.	Variance Analysis by Activity Number	Monthly, Quarterly	<p>Report ID: AS##### (first 6 digits of Dept ID Number)</p> <p>Layout: AS_EXECDEPTSUM_20## (by fiscal year)</p> <p>As of Date Field: 0X/31/YYYY (Last day of last closed month)</p> <p>Scope: Department ID Number</p>
(DI) E&G Budget Variance	This report provides the user with detailed variance analysis by account for expenses only. It is useful for E&G funded activity numbers only. It does not provide for inflows or fund balances.	<p>Variance Analysis for E&G units (expense budgets)</p> <p>Contains Original Budget</p> <p>By account</p>	Monthly Quarterly	<p>Report ID: DI##### (first 6 digits of Dept ID Number)</p> <p>Layout: DI_DEPTSUM_20## (by fiscal year)</p> <p>As of Date Field: 0X/31/YYYY (Last day of last closed month)</p> <p>Scope: Activity Number</p>

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Name of Report	Description	Important Fields	When to Run	System Parameters
(DS) Available Budget Balance	This report provides available budget information for total expenses for a range of activity numbers with a subtotal by activity number and funding source. This is an executive area budget balance report.	By Activity Number Contains Adjusted Budget	Monthly, Quarterly	<p>Report ID: DS##### (first 6 digits of Dept ID Number)</p> <p>Layout: DS_DEPTEXCUSUM_20## (by fiscal year)</p> <p>As of Date Field: should be last day of current fiscal year</p> <p>Scope: Department ID Number</p>
(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	<p>Report ID: DT##### (first 6 digits of Dept ID Number)</p> <p>Layout: DT_TRANSDATA_BUDGET_REPORT</p> <p>(there is no year next to the name of the layout for this report)</p> <p>As of Date Field: Select As of Today's Date ONLY</p> <p>Scope: Department ID or Activity number</p> <p>*Allow macros to run in Spreadsheet</p> <p><u>This report can ONLY be run for the current and previous 2 fiscal years. For data prior to that, please run a TranData Query or Budget Overview.</u></p>

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Name of Report	Description	Important Fields	When to Run	System Parameters
(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 Quarterly	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/

Report FAQs

1. What report can I use to find my year-to-date budget across all my activity numbers?

The AS report using the department as the scope yields all activity numbers

2. Where report can I use to find my annual budget across all my activity numbers?

The DS report using the department as the scope yields all activity numbers

3. Where can I see my open encumbrances?

the DT Report, or Budget Overview drill down

4. What is the best report for E&G variance analysis?

The best report for E&G variance is the DI

5. How can I see if a voucher has been paid?

Inquiry pages or the DT report

6. Which report shows if a voucher has been paid?

Inquiry pages or the DT report

7. Where can I find my available balance?

DT, Budget Overview, DS, or XA report, See Available Balance Resource Sheet

8. What reports show my variance?

AS for variance analysis by Activity Number, XA for revenue generating (auxiliary, A&S...), DI for E&G

9. Who are the employees getting paid from my Activity#/Project?

Payroll Detail Report