

Financial Reporting Training

Agenda

1. nVision Financial Reports:

- Variance Analysis
- Available Budget

2. Budget Inquiries & Budget Status Report

3. Overview of some useful Queries

4. Drill down

5. Running Queries & nVision in the Reporting Database

Users

Aggregate level

Report

CFO / BOT

Fund

VA Report

OFP

Fund
Exec Area

E&G and
Non E&G:
AS report*

EABM

Fund
College/Unit

Non Athletics:
AS report
Athletics:
AI Report

ABM

DeptID

E&G : **DI report**
Non E&G: **XA report**

*A modified version of the AS showing subtotals per EA and College is being tested

Reports Inventory: Variance Analysis

The VA Report

Florida International University													
Budget vs. Actual													
All funds													
For the period ended 2009-03-31													
	Annual Budget					Year To Date							
	Peoplesoft Budget		BOT Budget Submission		Variance • fav / (-) unfav		Budget		Current Year Actual *		Variance • fav / (-) unfav		Last Year Actual *
					\$ %						\$ %		
Revenues													
45	E&G	357,764,326	329,164,302	28,600,024	8%	273,618,967	269,017,630	(4,601,337)	-2%	274,725,416			
140	Auxiliary Enterprises	112,499,397	117,229,910	(4,730,513)	-4%	89,078,395	93,262,070	4,183,675	5%	89,315,055			
169	Sponsored Research	85,170,573	85,170,573	0	0%	63,037,986	57,429,278	(5,608,708)	-9%	60,680,394			
191	Student Scholarships	75,998,852	75,878,000	120,852	0%	72,453,006	75,657,228	3,204,222	4%	68,912,041			
200	Student Loans	0	132,700,000	(132,700,000)	100%	0	116,531,092	116,531,092	100%	96,306,149			
208	Concessions	447,201	441,034	6,167	1%	334,567	264,590	(69,976)	-21%	272,868			
229	Intercollegiate Athletics	17,087,439	17,672,439	(585,000)	-3%	13,992,768	14,499,697	506,929	4%	13,414,259			
249	Activities and Service	10,562,766	10,459,043	103,723	1%	8,593,521	8,407,840	(185,681)	-2%	8,729,799			
250	Total University Budgeted Revenues	659,530,554	768,715,301	(109,184,747)	-17%	521,109,210	635,069,425	113,960,216	22%	612,355,981			
Expenses													
513	E&G	357,095,556	336,112,801	20,982,754	6%	276,383,539	249,137,021	27,246,518	10%	256,389,296			
762	Auxiliary Enterprises	106,032,670	99,335,670	6,697,000	6%	75,246,314	86,668,018	(11,421,705)	-15%	73,639,482			
990	Sponsored Research	80,851,284	84,860,573	(4,009,289)	-5%	59,944,746	61,134,627	(1,189,881)	-2%	59,111,212			
997	Student Scholarships	75,178,190	75,058,000	120,190	0%	73,116,889	77,962,617	(4,845,728)	-7%	67,686,715			
1005	Student Loans	0	132,700,000	(132,700,000)	100%	0	7,979,959	(7,979,959)	100%	7,291,625			
1056	Concessions	491,840	435,760	56,080	11%	365,047	258,247	106,800	29%	240,211			
1252	Intercollegiate Athletics	20,522,266	19,019,426	1,502,840	7%	16,608,216	16,283,935	324,280	2%	13,725,646			
1391	Activities and Service ***	5,765,388	10,275,037	(4,509,649)	-78%	4,444,227	3,866,898	577,329	13%	4,398,480			
1392	Total University Budgeted Expenses	645,937,194	757,797,268	(111,860,073)	-17%	506,108,977	503,291,322	2,817,655	1%	482,482,667			

Reports Inventory: Variance Analysis

The AS report

Variance Categories:

Perm. Salaries OPS OCO OOE Total Expenses Revenue

		Permanent Salaries and Wages						OPS Payroll					
		Current Month			YTD			Current Month			YTD		
Department ID	PCS	Budget	Actuals	Variance fav/(unfav)	Budget	Actuals	Variance fav/(unfav)	Budget	Actuals	Variance fav/(unfav)	Budget	Actuals	Variance fav/(unfav)
19	E&G												
20	Total E&G Funds			0			0			0			0
22	Carry Forward												
23	Total Carry Forward Funds			0			0			0			0
25	Auxiliary												
26	Total Auxiliary Funds			0			0			0			0
28	Sponsored Research												
29	Total Sponsored Research Funds			0			0			0			0
31	Financial Aid Scholarships												
32	Total Fin. Aid Scholarship Funds			0			0			0			0
34	Financial Aid Loans												
35	Total Fin. Aid Loans Funds			0			0			0			0
37	Concessions												
38	Total Concessions Funds			0			0			0			0
40	Athletic												
41	Total Athletic Funds			0			0			0			0
43	SGA												
44	Total SGA Funds			0			0			0			0

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Page 2

Reports Inventory: Variance Analysis

The XA report

		VARIANCE REPORT				YTD				
		Annual	Current Month			YTD				
		Original Budget	Original Budget	Actuals	fav/(unfav) Variance	z	Original Budget	Actuals	fav/(unfav) Variance	z
16	FUND BALANCE									
17	BEGINNING FUND BALANCE	0								
19	REVENUES									
32	TOTAL REVENUES	0	0	0	0		0	0	0	
34	TRANSFERS IN									
36	TOTAL TRANSFERS-IN					0				0
38	TOTAL INFLOWS + BEG BALANCE	0	0	0	0		0	0	0	
40	OPERATING EXPENDITURES									
60	TOTAL SALARIES AND BENEFITS	0	0	0	0		0	0	0	
62	TOTAL OTHER PERSONNEL SERVICES					0				0
64	TOTAL OTHER OPERATING EXPENSES					0				0
66	TOTAL OPERATING CAPITAL OUTLAY					0				0
68	DEBT SERVICE									
70	TOTAL DEBT SERVICE					0				0
72	TOTAL OPERATING EXPENDITURES	0	0	0	0		0	0	0	
74	NON-OPERATING/OTHER									
76	Subtotal Transfers Out - Inter Fund					0				0
78	TOTAL NON-OPERATING/OTHER	0	0	0	0		0	0	0	
80	TOTAL OUTFLOWS	0	0	0	0		0	0	0	

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Reports Inventory: Variance Analysis

The DI report

Request Name: %RID%					Request Name: %RID%					Request Name: %RID%				
Report Title: %RTT%					Report Title: %RTT%					Report Title: %RTT%				
Roll Up Level Name or Department: %SFY,%DEPTID%					Roll Up Level Name or Department: %SFY,%DEPTID%					Roll Up Level Name or Department: %SFY,%DEPTID%				
Variance For: %DES,%DESCR1,%DEPTID%					Variance For: %DES,%DESCR1,%DEPTID%					Variance For: %DES,%DESCR1,%DEPTID%				
As of Date: %ASD%					As of Date: %ASD%					As of Date: %ASD%				
Variance Report														
Description	Annual	Current Month			Σ	YTD				Year Over Year				
	Original Budget	Original Budget	Mth Actuals	fav/(unfav) Variance		Original Budget	YTD Actuals	fav/(unfav) Variance	Σ	Last YTD Actuals	YTD Actuals	fav/(unfav) Variance	Σ	
TOTAL SALARIES AND BENEFITS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OTHER PERSONNEL SERVICES				0				0				0		0
TOTAL OTHER OPERATING EXPENSES				0				0				0		0
TOTAL DEBT SERVICE				0				0				0		0
TOTAL OPERATING CAPITAL OUTLAY				0				0				0		0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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¹ Delays/Advances- Represents favorable or unfavorable timing variances with respect to projects and new hires.
² Deficits/Savings- Deficits represent unbudgeted expenditures; Savings represent budgeted expenses that will not be incurred.
³ Savings to Reallocate- Represent expenses that will not be utilized under the original budget category however, they are expected to be a

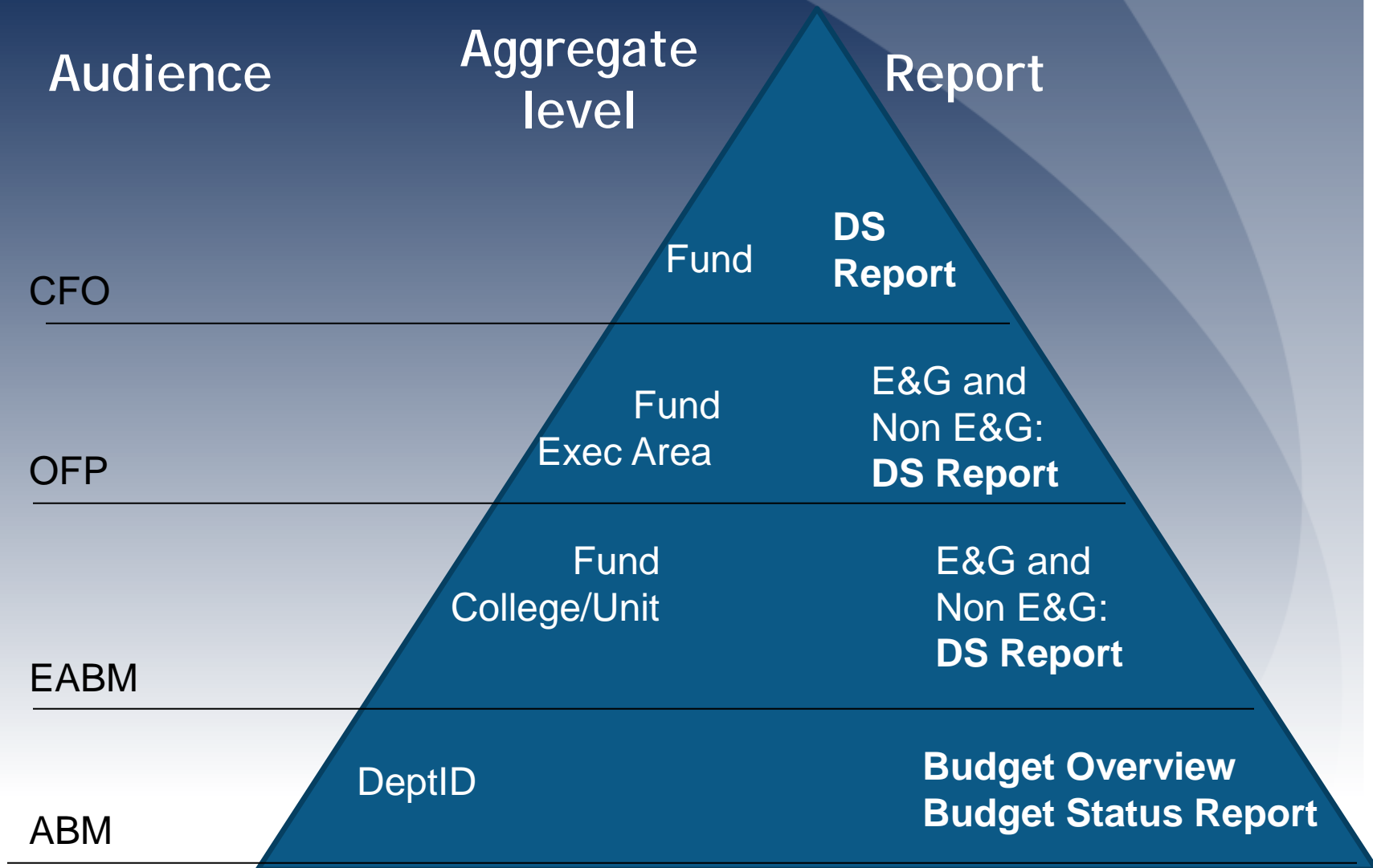
nVision Financial Reports

Type of Report	Before	Now
Detail Transaction Reports	DT	DT
Summary Reports	DI	DI
	DO	
	XA	XA
	AI	AI
Executive Summary	ES	AS
	EC	
	EO	
	EE	
	DS	
	AS	

Agenda - Update

1. nVision Financial Reports:
 - Variance Analysis
 - Available Budget
2. Budget Inquiries & Budget Status Report
3. Overview of some useful Queries
4. Drill down
5. Running Queries & nVision in the Reporting Database

Reports Inventory: Available Balance



Reports Inventory: Available Balance DS Report

		As of Date: %ASD%							
		Executive Area: %SFD,QDEPTID%							
		Available Balance							
	Department ID	Cash Based Budget	Adjusted Budget	Pre Enc	Encumbrance	Expenses	Available Balance	Cash	
5	ALL EXPENSES								
6									
7									
8									
9									
10									
11									
12	E&G								
13	Total E&G Funds						0		
14									
15	Carry Forward								
16	Total Carry Forward Funds						0		
17									
18	Auxiliaries								
19	Total Auxiliary Funds						0		
20									
21	Sponsored Research								
22	Total Sponsored Research Funds						0		
23									
24	Financial Aid Scholarships								
25	Total Fin. Aid Scholarship Funds						0		
26									
27	Financial Aid Loans								
28	Total Fin. Aid Loans Funds						0		
29									
30	Concessions								
31	Total Concession Funds						0		
32									
33	Athletics								
34	Total Athletic Funds						0		
35									
36	SGA								
37	Total SGA Funds						0		
38									
39	Agencies								
40	Total Agencies Funds						0		
41									

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Reports Inventory: Available Balance DS Report Budget Reconciliation

	B	C	E	F	G	H	I	J	K	L	M	N
8	Annual Budget Reconciliation											
9				From OFF		Transfer Original		From OFF		Transfer Adjustment		
10		Department ID	Annual	Permanent/Original		Perm Transfers		Temporary Adjusted		Temp Transfers		
11			Perm Budget	Budgets		Budgets (E&G only)		Budgets		Budgets		
12	E&G											
13	Total E&G Funds		0									
14												
15	Carry Forward											
16	Total Carry Forward Funds		0									
17												
18	Auxiliaries											
19	Total Auxiliary Funds		0									
20												
21	Sponsored Research											
22	Total Sponsored Research Funds		0									
23												
24	Financial Aid Scholarships											
25	Total Fin. Aid Scholarship Funds		0									
26												
27	Financial Aid Loans											
28	Total Fin. Aid Loans Funds		0									
29												
30	Concessions											
31	Total Concession Funds		0									
32												
33	Athletics											
34	Total Athletic Funds		0									
35												
36	SGA											
37	Total SGA Funds		0									
38												
39	Agencies											
40	Total Agencies Funds		0									
41												

Reports Inventory: Available Balance ES Report

5 ALL EXPENSES		As of Date: %ASD%							
6		Executive Area: %SFD,QDEPTID%							
7									
8									
9		Available Balance							
10	Department ID	Cash Based Budget	Adjusted Budget	Pre Enc	Encumbrance	Expenses	Available Balance	Cash	
11	E&G								
12	Total E&G Funds						0		
13									
14									
15	Carry Forward								
16	Total Carry Forward Funds						0		
17									
18	Auxiliaries								
19	Total Auxiliary Funds						0		
20									
21	Sponsored Research								
22	Total Sponsored Research Funds						0		
23									
24	Financial Aid Scholarships								
25	Total Fin. Aid Scholarship Funds						0		
26									
27	Financial Aid Loans								
28	Total Fin. Aid Loans Funds						0		
29									
30	Concessions								
31	Total Concession Funds						0		
32									
33	Athletics								
34	Total Athletic Funds						0		
35									
36	SGA								
37	Total SGA Funds						0		
38									
39	Agencies								
40	Total Agencies Funds						0		
41									

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Type of Report	Before	Now
Detail Budget status Report	DI	Budget Status & Overview (Not nVision)
Salaries Executive Summary	ES	ES
OCO Executive Summary	EC	EC
OPS Executive summary	EO	EO
OOE Executive Summary	EE	EE
Executive Summary	DS	DS

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Reports Inventory: Available Balance Budget Status Report

Ledger Group	Description
CC_DEP (Department Child)	Expense budgets, expenses, encumbrances & pre-encumbrances for departments by detail budget account
CC_PRD (Department Parent)	Expense budgets, expenses, encumbrances & pre-encumbrances for departments by department
CC_REV	Budgeted, collected and recognized revenues
CC_PG (Project Child)	Expense budgets, expenses, encumbrances & pre-encumbrances for project by detail budget account
CC_PRP (Project Parent)	Expense budgets, expenses, encumbrances & pre-encumbrances for projects by projectID

Reports Inventory: Available Balance Budget Overview



Business Unit: FIU01
 Ledger Group: CC_DEP CC Department Control
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated

[Return to Criteria](#) Max Rows: [Display Options](#)

Ledger Totals (13 Rows)

		Net Transfers:	0.00
Budget:	814,829.98		
Expense:	158,577.72		
Encumbrance:	0.00		
Pre-Encumbrance:	0.00		
Budget Balance:	656,252.26		
Associate Revenue:	0.00		
Available Budget:	656,252.26		

Budget Overview Results

	Ledger Group	Account Dept	Class	Fund	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	CC_DEP	E11010 110300101	1	210	61	2010	305.00	0.00	0.00	0.00	305.00	100.00
2	CC_DEP	E11180 110300101	1	210	61	2010	7,000.00	1,588.91	0.00	0.00	5,411.09	77.30
3	CC_DEP	E11200 110300101	1	210	61	2010	20,000.00	3,165.33	0.00	0.00	16,834.67	84.17
4	CC_DEP	E11900 110300101	1	210	61	2010	0.00	306.40	0.00	0.00	-306.40	0.00
5	CC_DEP	E21000 110300101	1	210	61	2010	10,000.00	0.00	0.00	0.00	10,000.00	100.00
6	CC_DEP	E71140 110300101	1	210	61	2010	514,070.49	105,781.77	0.00	0.00	408,288.72	79.42
7	CC_DEP	E71500 110300101	1	210	61	2010	80,122.00	13,337.22	0.00	0.00	66,784.78	83.35
8	CC_DEP	E71517 110300101	1	210	61	2010	0.00	1,500.00	0.00	0.00	-1,500.00	0.00
9	CC_DEP	E71600 110300101	1	210	61	2010	143,332.49	31,150.50	0.00	0.00	112,181.99	78.27
10	CC_DEP	E71651 110300101	1	210	61	2010	0.00	127.50	0.00	0.00	-127.50	0.00
11	CC_DEP	E71950 110300101	1	210	61	2010	0.00	405.00	0.00	0.00	-405.00	0.00
12	CC_DEP	E72000 110300101	1	210	61	2010	30,000.00	0.00	0.00	0.00	30,000.00	100.00
13	CC_DEP	E73000 110300101	1	210	61	2010	10,000.00	1,215.09	0.00	0.00	8,784.91	87.85

Reports Inventory: Reconciliation

Budget Overview: Drill to Activity Log

Budget Details

Hide Chart



Ledger Amounts

Budget:	300,000.00	USD			Attributes
Expense:	1,946,420.00	USD			Parent / Children
Encumbrance:	0.00	USD			Drill to Activity Log
Pre-Encumbrance:	0.00	USD			
Associate Revenue:	0.00	USD			

Available Budget

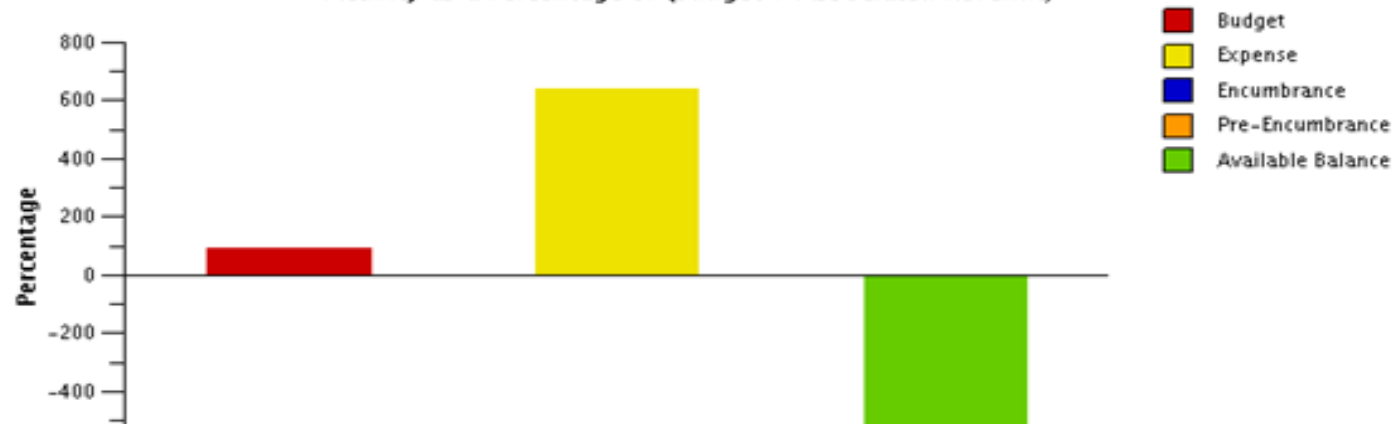
Without Tolerance:	-1,846,420.00		USD	Percent:	(-548.81%)		Forecasts
With Tolerance:	-1,846,420.00		USD	Percent:	(-548.81%)		

Budget Exceptions

Exception Errors: 0 Exception Warnings: 13

Chart

Activity as a Percentage of (Budget + Associated Revenue)



Reports Inventory: Reconciliation Budget Overview: Drill to Activity Log

Activity Log

Order: CC_DEP_EXP

Activity Log

Customize | Find | View All | First 1-13 of 13 | Last

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Dept	Class	Fund	Program	Bud Ref	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Tran ID	Tran Date
1	Journal ID:	0000354770	N	E11010	212000001	1	210	11		2009	2009	10	100.00 USD	100.00 USD	0000972958	04/15/2009
1	Journal ID:	0000354785	N	E11010	212000001	1	210	11		2009	2009	10	1,940,220.00 USD	1,940,220.00 USD	0000972968	04/15/2009
1	Journal ID:	0000354799	N	E11010	212000001	1	210	11		2009	2009	10	100.00 USD	100.00 USD	0000973068	04/16/2009
1	Journal ID:	0000354800	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973071	04/17/2009
1	Journal ID:	0000354801	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973073	04/17/2009
1	Journal ID:	0000354803	N	E11010	212000001	1	210	11		2009	2009	10	-1,000.00 USD	-1,000.00 USD	0000973075	04/17/2009
1	Journal ID:	0000354805	N	E11010	212000001	1	210	11		2009	2009	10	-1,000.00 USD	-1,000.00 USD	0000973080	04/18/2009
1	Journal ID:	0000354806	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973082	04/19/2009
1	Journal ID:	0000354918	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973160	04/21/2009
1	Journal ID:	0000354933	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973173	04/21/2009
1	Journal ID:	0000354934	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973175	04/21/2009
1	Journal ID:	0000354802	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973188	04/21/2009
1	Journal ID:	0000354993	N	E11010	212000001	1	210	11		2009	2009	10	1,000.00 USD	1,000.00 USD	0000973234	04/22/2009

OK

Reports Inventory: Available Balance Budget Status Report

FIU Home | Wo

Menu

- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and Intrastat
- Commitment Control
 - Define Control Budgets
 - Define Budget Security
 - Budget Journals
 - Post Control Budget Journals
 - Review Budget Activities
 - Close Budget
- Budget Reports
 - Activity Log
 - Associated Budgets Report
 - Budgets/Actuals Reconciliation
 - Budget Attributes Report
 - Budget Checking Status
 - Budgetary Control Tree Audit
 - Budget Control Report
 - Budget Key Translations Report
 - Budget Periods Report
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- General Ledger
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Background Processes
- Worklist
- Tree Manager
- Reporting Tools
- FIU Custom
- PeopleTools

Commitment Control Budget Status Report

Run Control ID: AUXOVH [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Report Request Parameters

*Unit: Florida International Univ

*Ledger Group: CC DEPARTMENT

[Refresh](#)

ChartField Selection [Customize](#) | [Find](#) | [First](#) | [1-12 of 12](#) | [Last](#)

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
<input type="checkbox"/>	1 Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2 Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="202600101"/>	<input type="text" value="202600101"/>
<input type="checkbox"/>	3 Budget Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2010"/>	<input type="text" value="2010"/>
<input type="checkbox"/>	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Class Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

Reports Inventory: Available Balance Budget Status

PeopleSoft GL
BUDGET STATUS REPORT

Page No. 1
Run Date 10/21/2009
Run Time 13:37:16

Report ID: GLS8020
Bus. Unit: FIU01--Florida International Univ
Ledger Grp: CC_DEP -- CC DEPARTMENT
Currency : USD
Chartfields Criteria
Dept: 110300101

Account: All values

Budget Period: 2010

<u>Dept</u>	<u>Account</u>	<u>Budget Period</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
110300101	E11010	2010	305.00	0.00	0.00	0.00	0.00	305.00
110300101	E11180	2010	7,000.00	0.00	0.00	0.00	1,588.91	5,411.09
110300101	E11200	2010	20,000.00	0.00	0.00	0.00	3,165.33	16,834.67
110300101	E11900	2010	0.00	0.00	0.00	0.00	306.40	-306.40
110300101	E21000	2010	10,000.00	0.00	0.00	0.00	0.00	10,000.00
110300101	E71140	2010	514,070.49	0.00	0.00	0.00	105,781.77	408,288.72
110300101	E71500	2010	80,122.00	0.00	0.00	0.00	13,337.22	66,784.78
110300101	E71517	2010	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
110300101	E71600	2010	143,332.49	0.00	0.00	0.00	31,150.50	112,181.99
110300101	E71651	2010	0.00	0.00	0.00	0.00	127.50	-127.50
110300101	E71950	2010	0.00	0.00	0.00	0.00	405.00	-405.00
110300101	E72000	2010	30,000.00	0.00	0.00	0.00	0.00	30,000.00
110300101	E73000	2010	10,000.00	0.00	0.00	0.00	1,215.09	8,784.91
	Subtotal for Dept 110300101 :		814,829.98	0.00	0.00	0.00	158,577.72	656,252.26
Grand Total :			814,829.98	0.00	0.00	0.00	158,577.72	656,252.26

Agenda - Update

1. nVision Financial Reports:
 - Variance Analysis
 - Available Budget
2. Budget Inquiries & Budget Status Report
3. Overview of some useful Queries
4. Drill down
5. Running Queries & nVision in the Reporting Database

Useful Queries

Query Name	Description
REQUISITION_WORKFLOW_ROUTING	List of employees involved in approving a requisition by Requisition ID
FIU_DEPT_APPROVERS	Lookup Expense Managers 1 & 2 (Approvers) and Organizational department by deptID
FIU_GL_TRANDATA_BYDATE	Detail transaction data for committed (enc & pre)/ paid expenses as well as budget by deptID
FIU_GL_DEPT_PROJ_LOOKUP	Lookup Fund / PCS/ Class associated with a deptID or Org dept/Fund/Class/PCS/PCBU/Activity for a project

Agenda - Update

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Drill Down

STEP 1 One time : Follow instructions found at http://panthersoft.fiu.edu/faculty_downloads.html

The screenshot shows the FIU PantherSoft website. The header includes the FIU logo and the PantherSoft logo. The navigation menu is at the top, with 'FACULTY & STAFF' selected. The left sidebar contains a menu with 'Faculty & Staff' expanded, showing links like 'Accessing System', 'Financial System Training & Guides', 'Campus Solution Training & Guides', 'Support Services', 'Glossary', 'Frequent Asked Questions', and 'Downloads'. The main content area is titled 'Financials Reporting Downloads' and contains the following text:

The following files are needed to activate the DrillDown functionality on your computer that you learned in your Financials Reporting Class.

- [DrillDown Instructions](#)
- [DrillDown Add-in File \(*\)](#)

(Right Click this link and select "Save Target As" to place the file into the "My Documents" folder on your computer.)

If you have any questions concerning these instructions, please contact us by sending an e-mail to [General FAQ](#)

The footer contains links for 'FIU Home', 'FIU Phonebook', 'Division of IT', 'CIARA', 'ITSO', 'PantherSoft', and 'CE6/WebCT', along with the UTS logo.

Drill Down

Step 2: Open the nVision report and select the cell you would like to get transaction details on

		Request Name: %RID%				Request Name: %RID%				Request Name: %RID%				
		Report Title: %RTT%				Report Title: %RTT%				Report Title: %RTT%				
		Roll Up Level Name or Department: %SFY,%DEPTID%				Roll Up Level Name or Department: %SFY,%DEPTID%				Roll Up Level Name or Department: %SFY,%DEPTID%				
		Variance For: %DES,%FDESCR1,%DEPTID%				Variance For: %DES,%FDESCR1,%DEPTID%				Variance For: %DES,%FDESCR1,%DEPTID%				
		As of Date: %ASD%				As of Date: %ASD%				As of Date: %ASD%				
		Variance Report												
		Annual		Current Month			YTD				Year Over Year			
		Original	Budget	Original	Mth	fav/(unfav)	Original	YTD	fav/(unfav)	Last YTD	YTD	fav/(unfav)	%	
		Budget		Budget	Actuals	Variance	Budget	Actuals	Variance	Actuals	Actuals	Variance	%	
Description														
36	TOTAL SALARIES AND BENEFITS	0	0	0	0	0	0	0	0	0	0	0	0	
38	TOTAL OTHER PERSONNEL SERVICES					0			0				0	
40	TOTAL OTHER OPERATING EXPENSES					0			0				0	
42	TOTAL DEBT SERVICE					0			0				0	
44	TOTAL OPERATING CAPITAL OUTLAY					0			0				0	
46	GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	

Page 1

Page 2

Page 3

¹ Delays/Advances - Represents favorable or unfavorable timing variances with respect to projects and new hires.
² Deficits/Savings - Deficits represent unbudgeted expenditures; Savings represent budgeted expenses that will not be incurred.
³ Savings to Reallocate - Represent expenses that will not be utilized under the original budget category however, they are expected to be

Drill Down

Step 3: Call the drill down Add-in

NOTE: Invalid or incorrect charges must be reported within 30 days to GLMAINT@FIU.EDU

Request Name: DI110300
 Report Title: DI BUDGET
 Roll Up Level Name or Department: 110300101
 Variance For: BUDGET&PLANNING
 As of Date: 2009-09-30

Variance Report

Account	Description	Annual		Current Month			YTD
		Original Budget	Original Budget	Current Mth Actuals	fav(unfav) Variance	%	
	TOTAL SALARIES AND BENEFITS	657,403	55,800	41,164	14,636	26%	124,604
	TOTAL OTHER PERSONNEL SERVICES	80,122	6,677	5,415	1,262	19%	14,604
	Other Operating Expenses						
	Postage	305	0	0			0
	Telephone Equipment	7,000	583	523			523
	Travel	20,000	5,000	0			0
	Miscellaneous	0	0	0			0
	Pro Serv/Officials/Advertising	30,000	0	0			0
	Materials and Supplies	10,000	833	569			569
	Athletic Equipment and Supplie	0	0	0			0
	TOTAL OTHER OPERATING EXPENSES	67,305	6,417	1,092	5,325	83%	6,204
	TOTAL DEBT SERVICE				0		0
	TOTAL OPERATING CAPITAL OUTLAY	10,000	0	0	0		0
	GRAND TOTAL	814,830	68,894	47,671	21,223	31%	145,004

** Delays/Advances- Represents favorable or unfavorable timing variances with respect to projects and res*
** Deficits/Savings- Deficits represent unbudgeted expenditures; Savings represent budgeted expenses that*
** Savings to Reallocate- Represent expenses that will not be utilized under the original budget category how*

Drill Down

Step 4: Select type of drill down

FIU

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Menu

Search: []

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Grants
- Travel and Expenses
- General Ledger
- Worklist
- Tree Manager
- Reporting Tools
- Query
 - PSInVision
 - Define Report Book
 - Register Drilldown Layout
 - Define Report Request
 - Define Scope
 - Report Manager
 - PeopleTools
 - FIU Custom
 - Change My Password
 - My System Profile
 - My Dictionary

Run Drilldown

Report Instance: 24...2320491

Row: 88 Column: 29

*Type: [Web] [Window]

Available Drilldown Layouts: [Customize] [Find] [First] [1-11 of 11] [Last]

Description	*Server Name	Run Drilldown
Account by Department	PSNT	Run Drilldown
Account by Period	PSNT	Run Drilldown
Account by Project	PSNT	Run Drilldown
All by Period	PSNT	Run Drilldown
Department by Account	PSNT	Run Drilldown
Department by Period	PSNT	Run Drilldown
Project by Account	PSNT	Run Drilldown
Project by Period	PSNT	Run Drilldown
Transaction Drill	PSNT	Run Drilldown
FIU02 - Drilldown Revenues	PSNT	Run Drilldown
FIU02 - Drilldown Expenses	PSNT	Run Drilldown

[Notify]

Drill Down

Step 4: Pickup the report

The screenshot displays the FIU reporting system interface. On the left is a navigation menu with categories like 'My Favorites', 'Employee Self-Service', and 'Reporting Tools'. The main content area is titled 'Administration' and contains a 'View Reports For' section with search filters for User ID (1618197), Type, Last (1 Days), Status, Folder, and Instance. Below this is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, and Status. The table currently shows one entry with a 'Report Description' in the Description column. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The bottom of the page features the FIU logo and the text 'FLORIDA INTERNATIONAL UNIVERSITY Office of the Controllor'.

FIU

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

List | Explorer | Administration | Archives

View Reports For

User ID: 1618197 Type: [v] Last: 1 Days Refresh

Status: [v] Folder: [v] Instance: [] to: []

Report List [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>			Report Description			

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

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Office of the Controllor

Running Queries & nVision in the Reporting Database

DEMO