

# Financials: nVision Financial Reports View Only User's Guide

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#### TABLE OF CONTENTS

. 3
. 3
. 4
. 4
. 6
. 8
. 8
. 9
10
12
14
16

2

# SOLAR Financials nVision Financial Reports View Only User's Guide

The SOLAR Financials system provides a financial reporting tool that includes various pre-formatted reports and is used to track and reconcile financial transactions posted to the general ledger. The SOLAR Financials nVision Financial Reports View Only User's *Guide* provides information on:

- Available Reports
- Retrieving Reports

## Who Do I Call For Help?

The SOLAR Financials group is available to answer your Financial questions such as "How do I view a report?" or "How do I access the Report Manager?" Contact SOLAR Financials at:

solarfin@csun.edu

(818) 677-1000, press 2, press 1

3

# **SOLAR Financials nVision Reporting Tools**

The SOLAR Financials nVision Financial Reports View Only User's Guide provides information on retrieving previously run financial reports using the SOLAR Financials nVision reporting tool.

#### **Available Reports**

The following is a list of the financial reports available:

- **BBA Mgmt Act Stmt** Budget Balance Available Management Activity Statement. This expense report provides previous month-end and cumulative year-to-date data.
- **BBA Month-End Act Stmt** Budget Balance Available Month-End Activity Statement. This expense report contains month-to-date and year-to-date activity for specific periods.
- Budgetary Summary by Department This report provides a year-to-date summary line by department for division and college level areas. Department expenses are categorized as pre-encumbrances, encumbrances, and actual expenses.
- Budgetary Summary by Expense Category This report provides a cumulative year-to-date summary line by department for division and college level areas. Department expenses are categorized as salaries, benefits, and operating expenses.
- **Management Fund Summary** This report provides all current year-to-date activity for the following funds; current year General Fund, Lottery, and prior year Reimbursed Activities and Trust combined with IRA. This report should be used with caution; it combines information on the balances available instead of providing information for each specific chartfield string.

Trust and IRA funds are restrictive in use and are not included in the Total Balance Available. Total Trust Balance Available to Spend is presented separately from the other funds.

- **MTD-Payroll Account** Month-To-Date Payroll Transactions (by period or by quarter). This report is a non-cumulative list of payroll expenditures for the previous pay period (also available for the previous three pay periods).
- **PEAS** Payroll Expenditures Analysis Summary This is a year-to-date cumulative report that summarizes employee's payroll expenditures by account, reported by charge period (not calendar month), and by fiscal year.

- Reimbursed Activities Analysis Snapshot by Department This report provides an analysis of current year GBDxx and GBFxx fund activity by department or area.
- **Trust Bal Sum** Trust Balance Summary Report (also known as the Trust Balance Sheet). The Summary Report balances assets against liabilities, showing the items to be paid against the ability to pay them (the difference between the assets and liabilities is considered equity). This report is a balance sheet for specified Trust chartfield strings.
- Trust Act Stmt Trust Statement of Financial Activity (Trust Income Statement). This report provides a summary of net financial activity for specified Trust chartfield strings at a specific period of time. Net financial activity reported represents revenues minus expenses at the end of a period.
- **Trust JL** Trust Journal Lines (by period or quarter). These reports are no longer available through the nVision tool. Trust Journal Lines are run from the GL Recon query tool.

5

# **Accessing SOLAR Financials**

The following provides instructions on accessing SOLAR Financials from the Campus Portal.

- 1. Open Microsoft Internet Explorer.
- 2. Access the **Campus Web Portal Login Authentication** web page at: <u>https://www.csun.edu/</u> and log into the Campus Portal.
  - Enter your email address in the CSUN User ID field and your campus account password in the Password field of the Campus Web Portal Login Authentication web page.



3. Select the SOLAR Financials link located along the left-hand margin of the page.



- 4. Two options appear for Finance:
  - Financials Inquiry This menu option launches a new window and is used to access version 8.4 of the data warehouse (Chargeback Inquiry, G/L Inquiry, and Purchasing Inquiry) and nVision.
  - Financials Processing This menu option is used to access the Online Requisitions module and Online Budget Transfer module.

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California State Universit Northridg	ty <b>e</b>	myNorthridge H	My Links         Select One:         Image: Comparison of the select One image: Comparison of the
Staff Student	SOLAR Financials Access to SOLAR Financials Pr Budget Transfer	ocesses Chargebacks	Fin Setup Maintenance
<ul> <li>Budget Transfer</li> <li>Chargebacks</li> <li>Fin Setup Maintenance</li> <li>Financials Inquiry</li> <li>Requisition</li> </ul>	Budget Transfer Budget to GL Interface Financials Inquiry	Chargebacks Chargebacks Fin Chbk Process Chbk Scrv Prvdr Process Chargeback Inquiry Requisition Processing	Fin Setup Maintenance Build Cashnet to GL Feed
- CMS Financials - - FNRPRD     SOLAR SA     SOLAR SA     PeopleTools     CSUN Webmail     - CSUN Webmail     - Take a Survey     - Student How To's	Financials Inquiry Chargeback Inquiry GL Inquiry Purchasing Inquiry 2 More	Requisition Processing <u>Requisitions</u> <u>Requisition Inquiry</u>	Financial accounting inquiry and processing

# **Financial Reporting Tools**

#### Accessing nVision

The following provides information on accessing nVision reports.

- 1. Select the Financials Inquiry link.
  - This launches a new window.

Figure 1: PeopleSoft	t Fin Inquiry Link.			
California State Universit	ty		My Links Select One:	<b>V</b>
Northridge	e	myNorthridge Home Sea	arch Portal	Go
Menu SOLAR On-Line			Edit "Einancials I	aquiry" Folder
Training Catalog	Financials Inquiry		Eure maneiais in	iquiry rolder
<ul> <li>▷ SOLAR HR</li> <li>▽ SOLAR Financials</li> <li>▷ Chargebacks</li> <li>▷ Fin Setup</li> <li>Maintenance</li> <li>♥ Financials Inquiry</li> <li>▷ Chargeback Inquiry</li> </ul>	Chargeback Inquiry View chargeback Journal table data <u>Run CBK Recon Queries</u> <u>Chbk Recon - Open Regs</u> <u>Chbk Recon - All Regs</u>	<u>GL Inquiry</u> View GL Summary Data, Run Queries and Reports <u>GL Summary Data</u> <u>Run GL Queries</u>	Purchasing Inquiry Reconcile Requisitions, Purcl and Vouchers Reg Recon - All Reg / PO Reg Recon - Open Reg / PO Run Reg Recon Queries	hase Orders <u>• Only</u>
<ul> <li>GL Inquiry</li> <li>Purchasing Inquiry</li> <li>Financials Inquiry</li> <li>Utilities</li> <li>Query</li> <li>nVision</li> </ul>	Financials Inquiry Utilities Chartfield Lookup, View Trees, Run and View nVision Reports ChartField Lookup View Trees View Applications on File	<u>Query</u> Query <u>Query Manager</u>	<b>nVision</b> nVision <u>Define Report Request</u> <u>Define Report Scope Securi</u>	ty
Process Monitor     Process Monitor     Requisition     Processing     CMS Financials -     FNRPRD	Report Manager Report Manager Report Manager	Process Monitor Process Monitor Process Monitor		
<ul> <li>SOLAR SA</li> <li>Manage Content</li> <li>PeopleSoft</li> <li>Portal Administration</li> <li>Tree Manager</li> <li>Reporting Tools</li> <li>PeopleTools</li> <li>CSUN Webmail</li> </ul>				
- Take a Survey				
- My System Profile				
			📑 😜 Internet	🔍 100% 🔹 💡

Figure 2: New Window

California State University Northridge	My Links Select One: V myNorthridge Home Search Portal Go
Report Request	New Window   Help   🖷
Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value	
Business Unit: = V NRCMP Q Report ID: begins with V Description: begins with V	
Case Sensitive	

# **Report Manager**

The **Report Manager** (the report repository) houses all reports for up to 30 days. Reports can be retrieved or deleted from the report repository.

- 1. To access the **Report Manager**, select the following menu path from the **Campus Portal** menu:
  - SOLAR Financials > Financials Inquiry (a new window opens) > Reporting Tools > Report Manager

Figure 1: Reporting Manager Menu Path

Menu 💻		
Search:		<u>New Window</u>   Help 📥
My Favorites	Fxplorer List Administration Archives	
Reporting Tools	First Previous Next Last	
<ul> <li><u>Report Manager</u></li> <li>PeopleTools</li> </ul>	BBA REPORTS     Reimbursed Activitie	

#### **Explorer Tab**

The **Report Manager** page defaults to the **Explorer Tab**. This is the primary location for retrieving reports. The reports display under the **Explorer Tab**, in a designated folder based on the type of report requested and department. For example, the *Budget Balance Available Reports* are stored in the **BBA REPORTS** folder.

**Note:** There will not be a designated folder, if there aren't any reports of a certain type available (for example, BBA, Payroll, Reimbursed Activities, or Trust).

Figure 1: Explorer	Tab	
	Hone	Add to Favorites Sign out
Menu 🗖		
Search:		<u>New Window</u>   <u>Help</u>
<ul> <li>My Favorites</li> <li>▷ CSUN Financials</li> </ul>	Explorer List / Administration / Archives	
✓ Reporting Tools ▷ Query ▷ PS/nVision	First Previous Next Last	
<ul> <li><u>Report Manager</u></li> <li>PeopleTools</li> </ul>	BEAREPORTS     Reimbursed Activitie	

- 1. Click on the appropriate report folder to view a sub-listing of department folders. These folders contain the reports in the order they were generated.
  - The **Report Manager** may split the reports into multiple folders. This does not affect the reports.

Figure 2: Report Folders

	Home	Add to Favorites	<u>Sign c</u>	out	1.1
Menu 💻					
Search:	]	1	New Window	Help _	1
9	Evelorer List Administration Archives				
My Favorites					
Reporting Tools					
D Query	FIIST FITTINGS MEAT Last Fragm				
▶ PS/nVision					
Report Manager	🔁 Reimbursed Activitie				
People Loois					

2. Click on the desired departmental report folder.

Figure 3: FINANCE\_ACCT\_SERV Report Folder



- 3. Click the desired report to view the report results.
  - The File List name includes the report requestor's ID and the file extension, (HTML or Excel format).
    - HTML Documents: HTML files are static. Information, including rows and columns, cannot be modified.
    - Microsoft Excel: Excel files can be downloaded and have entire Excel functionality, including subtotals, calculations, and data sort.

Figure 4: Report Manager - File List

						<u>New</u>	Window	Window
Report ID:	9067	Process Instance	1215					
Name:	NVSRUN	Process Type:	nVision-Report					
Run Status:	Success							
GAD02 1004	2 2003-09-30 MGMT	FACT.HTM						
File List								
Name		E	<u>ile Size (bytes)</u>	Datetime Created				
GAD02 10042 E0010299.xls	2003-09-30 MGMT	ACT 5	2,224	11/10/2003 9:15:4	8.000000AM PST			
$\checkmark$								

4. Click on the **File List** name link to open the file.

#### **Downloading Reports To Excel**

The following instructions apply to workstations using Windows 2000. For other operating systems the download process may vary slightly.

1. To save a spreadsheet, click on the **Save** button in the **File Download** dialog box.

FIGURE 1. File Download Dialog Box.

File Dowr	nload 🔀
?	Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
	File name:2-31 MGMT ACT E0013234.xls
	File type: Microsoft Excel Worksheet
	From: admnps5.csun.edu
	Would you like to open the file or save it to your computer?
	Open Save Cancel More Info
	Always ask before opening this type of file

- 2. In the Save As dialog box select/enter the following:
  - Select the location where the Excel file will be stored.
    - Enter the file name in the **File Name** field.

• From the Save As Type drop-down list, choose Microsoft Excel Worksheet

Save As		? ×
Save in:		
History History Desktop My Documents My Computer	<ul> <li>JEs</li> <li>nscache</li> <li>nVision 84</li> <li>nVision 84 Reimbursed Act</li> <li>nvision84</li> <li>preprod</li> <li>Queries</li> </ul>	
My Network P	File name:     CCT_SERV 2003-12-31 MGMT ACT E0013234 ▼     Save       Save as type:     Microsoft Excel Worksheet     Ca	ncel

FIGURE 2. The "Save As" Window.

- 3. Click on the **Save** button to save the Excel spreadsheet.
- 4. In the **Download Complete** dialog box, click on the **Open** button to open the file in Microsoft Excel.

FIGURE 3. Download Complete Dialog Box.

Download complete	<u> </u>
Download Complete	
Saved:	
2-31 MGMT ACT E0013234.xls from admnps5.csun.edu	
Downloaded: 32.0 KB in 1 sec	
Download to:\GAD03 FINANCE_ACCT_SERV 2003-12-	-31 MGM
Transfer rate: 32.0 KB/Sec	
Close this dialog box when download completes	
<u>Open</u> Open <u>F</u> older	ose

#### Figure 4: BBA Report Sample

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	2				Cali	fornia State Unive	rsity, Northridg	e
	3				Finance and	Accounting Srvcs	S-FINANCE AC	CT SEF
					Mana	agement Activity	tatement - CAD	03
	4			igement Activity o	Matement - GAD	03		
	5					i		
	6	Fiscal Y	ear: 2003					
	7	Report I	D: CA	Month Er	nding: Decembe	er 31, 2003		c
	8	Scope N	Name: N_FIN&AS_1	Pre-Encumbered	Encumbered			Pre-Encun
	9			Amount	Amount	Actual		Amou
	10	Account	Description	(REQ)	(PO)	Expenses / Revenue	Budget	(REC
	11							
	12		Revenue Collected					
	13		Total Revenues	0.00	0.00	0.00	0.00	
	14							
	15		Salaries, Wages & Adjustments					
F۰	16	601300	Management and Supervisory	0.00	0.00	66,583.23	0.00	
· ·	17	601400	Support Staff Salaries	0.00	0.00	204,401.86	0.00	
·	18	601401	TEMP Support Staff Salaries	0.00	0.00	3,582.00	0.00	
· ·	19	601500	Overtime	0.00	0.00	2,675.70	0.00	
· ·	20	601710	Student Assistant	0.00	0.00	7,079.42	0.00	
	21	601810 IDC04.40	Work Study-Un Campus	0.00	0.00	558.00	6,043.79	
Ľ.	22	660140	Budg Uniy Support Staff	0.00	0.00	204 000 24	2,256,884.00	
_	23		rotar Salaries, wages & Adjustments	0.00	0.00	204,000.21	2,262,921.19	
	24		Bonofite					
г·	26	602110	Oasdi	0.00	0.00	15 730 01	105 474 93	
.	27	602120	Dental Insurance	0.00	0.00	5,134.75	29.038.72	
· .	28	602130	Health Insurance	0.00	0.00	35,334,26	181.545.95	
·	29	602140	Retirement	0.00	0.00	37,858.09	228,664.13	
·	30	602210	Life Insurance	0.00	0.00	312.43	7,792.25	
	01	000000	5.4 U	0.00	0.00	0,000,00	00.075.00	

#### List Tab

A list of generated reports appears under the **List Tab** in the order in which they were run, with the earliest report appearing first. The **List Tab** provides an alternative location for retrieving reports.

The report list includes the report name with date and format type, the report description, folder name, completion date and time, the report ID, and the process instance number.

Figure 1: Report Ma	anager List Tab		Ŀ	tome .	Add to Favo	<u>orites</u>	Sign out	
Menu = Search: D My Favorites D CSUN Financials V Reporting Tools P PS/NVIsion Report Manager D PeopleTools	Explorer List Adminis View Reports For Folder: Ir Name: Cre	stration Archives	E Last: 1	Refresh		New W	<u>/indow</u>   <u>He</u>	
	Reports	Customize   Report Description	Find   View All   1 Folder Name	Eirst Completion Date/Time	1-50 of 56 <u>Report</u> ID	Last Process Instance		
	1 L481U FINANCE_ACCT_SERV 2003-09-30 MGMT ACT.HTM	L481U FINANCE_ACCT_SERV 2003-09-30 MGMT ACT.HTM	BBA REPORTS	11/07/03 8:57AM	8945	1207		
	2 <u>L481U PPM 2003-09-30 MGMT</u> <u>ACT.HTM</u>	L481U PPM 2003-09-30 MGMT ACT.HTM	BBA REPORTS	11/07/03 8:57AM	8943	1207		
	3 L481U FACIL PLAN 2003-09-30 MGMT ACT.HTM	L481U FACIL_PLAN 2003-09-30 MGMT ACT.HTM	BBA REPORTS	11/07/03 8:57AM	8939	1207		

- 1. Select the List Tab to display a list of reports.
- 2. The list may be resorted by clicking on any of the column headings. The list will resort using the selected column heading as the sort criteria.

1			Home	Add to Favorites	<u>  Sign out</u>
Menu     Example       Search:     Image: Constraint of the search of t	Explorer List View Reports For Folder: Name:	Administration Archives	Last: 1 Days ▼	New	Window   Help 🔺
PeopleTools	Reports	Customize	<u>Find</u>   View All   🔠 👘 First 🗹	🖸 1-14 of 14 🕩 Last	
	Report	Report Description	Folder Name Completion Date/Time	Report Process ID Instance	
	1 GAD02 FINANCE ACCT 1 2003-12-31 MGMT ACT.HT	SERV GAD02 FINANCE_ACCT_SERV TM 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:12AM	30041 2450	
	2 GAD02 PURCH CON 200 MGMT ACT.HTM	03-12-31 GAD02 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:12AM	30043 2450	
	3 GAD03 FINANCE_ACCT_3 2003-12-31 MGMT ACT.HT	SERV GAD03 FINANCE_ACCT_SERV TM 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30045 2450	
	4 GAD03 PURCH CON 200 MGMT ACT.HTM	03-12-31 GAD03 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30047 2450	
	5 GBD02 FINANCE_ACCT 3 2003-12-31 MGMT ACT.HT	SERV GBD02 FINANCE_ACCT_SERV TM 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30049 2450	
	6 GBD02 PURCH CON 200 MGMT ACT.HTM	03-12-31 GBD02 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30051 2450	
	7 GBD03 FINANCE_ACCT 3 2003-12-31 MGMT ACT.HT	SERV GBD03 FINANCE_ACCT_SERV TM 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30053 2450	
	8 GBD03 PURCH CON 200 MGMT ACT.HTM	03-12-31 GBD03 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30055 2450	
	9 GBF02 FINANCE_ACCT_8 2003-12-31 MGMT ACT.HT	SERV GBF02 FINANCE_ACCT_SERV TM 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30057 2450	
	10 GBF02 PURCH_CON 200 MGMT ACT.HTM	13-12-31 GBF02 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS 01/22/04 10:14AM	30059 2450	
	GBF03 FINANCE ACCT 8	SERV GBF03 FINANCE ACCT SERV	DD4 DED4 DE 01/22/04		×

Figure 2: Report Manager List Resort

• Click on a column heading to sort the reports in ascending order.

- Click on a column heading a second time to resort the reports in descending order.
- 3. Retrieve and download the reports as outlined in the *Explorer Tab* section.

# **Clearing Cache Files**

Your computer's Internet cache stores temporary and permanent web files on the hard drive and is used to speed up the process of retrieving data and executing the information. It is important that cache files be cleared on a regular basis in order to optimize computer performance. It is recommended that this be done on a daily basis.

- 1. Open Internet Explorer web browser.
- 2. Click on the **Tools** option in the main menu bar. Select **Internet Options** from the drop-down list.



- 3. The Internet Options dialog box opens.
- 4. Click on the **Delete** button (located in the **Browsing History** section of the window). Click on the **Delete** button.



5. Click the **OK** button in the **Internet Options** dialog box when all desired files have been deleted.