Financial Management Using Compass: Working with nVision Reports

Participant Guide
Compass Financials Training
Financial Management Using Compass:
Working with nVision Reports

This course provides participants with an understanding of the components used to create nVision reporting instances (output) and how to interpret the resulting output.

Course Objectives
By the end of the course, you will have:

- Reviewed high-level transaction flows in the General Ledger and how nVision interacts and uses this information
- Analyzed selected BOP, SPP and NSP report Layouts and been exposed to the imbedded Ledger(s), Timespans, and ChartField field elements
- Discussed PS Tree Manager to determine nodes for Group Scopes
- Discussed the specific relationship between Layouts and Scopes
- Reviewed the step-by-step process of generating nVision reports using nVision Report Manager
- Analyzed nVision report output and discussed how this information compares to other available Compass tools.
Contents

Lesson 1: Set Up and Run nVision Reports ................................................................. 5
Lesson 2: Activity Compare nVision to EU_ALLTRANS_DETAIL query ................ 9
Lesson 3: Overview of nVision Reports ............................................................... 13
Lesson 4: Layouts ....................................................................................... 15
Lesson 5: Scopes ...................................................................................... 19
  Individual Scopes ................................................................................. 19
  Group Scopes .................................................................................... 20
Lesson 1: Set Up and Run nVision Reports

- **PS/nVision**
  - PS/nVision is a Financial Statement and Reporting Tool
  - Generates Output Using Excel
  - Provides Capability to Drill Down From a Cell
  - Applicable to Ledger Tables Only (LEDGER & LEDGER_KK)
  - Integrates With PS Query For Some Drill Downs (AllTrans)
  - 8 Are Specifically Designed For Departmental and Project Use
    - Others exist for testing and development purposes

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**PS/nVision Where Are The Reports?**

- **Retrieve Pre-Run nVision Reports**
  - Reports Are Delivered to the University Folder
  - [wwwfinance.emory.edu](http://wwwfinance.emory.edu) > click the Compass Financials link in the Finance Shortcut grouping

- **Run Your Own nVision Reports**
  - Reports default “Folder Name: General”
  - [wwwfinance.emory.edu](http://wwwfinance.emory.edu) > click the Compass Reporting link in the Finance Shortcut grouping
Set up and Run nVision Reports (continued)

Choose:
- Business Unit (EMUNV)
- Layout (BOP, NSP, SPP, MGT)

After navigating to the appropriate Report Request, users need to also enter the As of Reporting Date and link a scope to the request.
### Set-Up Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>As Of Reporting Date:</td>
<td>Specify End of Particular Month</td>
</tr>
<tr>
<td>Scope and Delivery Templates</td>
<td>Click</td>
</tr>
<tr>
<td>Report Scope</td>
<td>Specify Specific Individual or Group Scope</td>
</tr>
<tr>
<td>Folder Name</td>
<td>GENERAL</td>
</tr>
<tr>
<td>Directory Name Template</td>
<td>Reference to Dept or Date</td>
</tr>
<tr>
<td>Content Description Template</td>
<td>%RID% - %SCD%</td>
</tr>
</tbody>
</table>
Lesson 2: Activity Compare nVision to EU_ALLTRANS_DETAIL query

The purpose of Lesson 1 is to provide participants with tools to reconcile ledger balances. The four components of this lesson are:

1. Run an nVision Report
2. Retrieve the nVision Report
3. Run a related ALLTRANS query
4. Compare the results for the nVision instance to the ALLTRANS query results

Exercise 1: Running nVision Reports

Follow the instructions below to generate an nVision report

1. From the Compass main menu, use the following navigation path:
   Reporting Tools> PS/nVision >Define Report Request

2. Click the Find an Existing Value tab.

3. Enter/Select the business unit EMUNV.

4. Use the dataset provided on the next page to retrieve and set up an appropriate Report Request.

5. Enter/Select the Report ID provided on the data set.

6. Click the Search button.

7. Verify that the value for the *As of Reporting Date field is Specify.

8. Enter the date provided on the data sheet.

9. Click the Scope and Delivery Templates link.

10. Enter/Look up the SCOPE provided on the data sheet.

11. Verify that the value for the Folder Name field is General.
12.*Optional* - In the **Directory Name Template** field enter a reference value (i.e. Date, user initials, departmental/project reference) used later to retrieve the report.

13.*Optional* - In the **Content Description Template** field enter a reference value (i.e. %RID% - %SFD%) used later to retrieve the report.

14.Click the **OK** button.

15.Click the **Save** button.

16.Click the **Run Report** button.

17.Click the **OK** button.

18.Click the **Process Monitor** link to verify the status.

19.Once the Run Status is **Success** and the Distribution Status is **Posted**, the report instance can be viewed.

### Data Sets For Exercise 1

<table>
<thead>
<tr>
<th>Group #</th>
<th>Business Unit</th>
<th>Report Id</th>
<th>As of Reporting Date</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EMUNV</td>
<td>BOP2234</td>
<td>February 28, 2010</td>
<td>D:850070</td>
</tr>
<tr>
<td>2</td>
<td>EMUNV</td>
<td>NSP2244</td>
<td>March 31, 2010</td>
<td>P:R6335420</td>
</tr>
<tr>
<td>3</td>
<td>EMUNV</td>
<td>NSP2240</td>
<td>March 31, 2010</td>
<td>UDPSHYK1</td>
</tr>
<tr>
<td>4</td>
<td>EMUNV</td>
<td>BOP2232</td>
<td>February 28, 2010</td>
<td>UDPDGB01</td>
</tr>
<tr>
<td>5</td>
<td>EMUNV</td>
<td>SPP2242</td>
<td>February 28, 2010</td>
<td>PI:LKOBRYN</td>
</tr>
<tr>
<td>Challenger</td>
<td>EMUNV</td>
<td>BOP2232</td>
<td>March 31, 2010</td>
<td>D:111010</td>
</tr>
</tbody>
</table>
Exercise 2: Retrieving the nVision Instance

Follow the instructions below to view the nVision report from Exercise 1.

1. From the Compass main menu, use the following navigation path:
   
   **Reporting Tools > Report Manager**

2. Click the **Explorer** tab.

3. Expand the **General** folder.

4. Based on entries made in steps 12 and 13 of Exercise 1, further expand folders to find the appropriate report.

5. Click the link for the report you want to open.

6. Click the link ending in `.xls`.

7. In the dialogue box, click **Open**.

Exercise 3: Run EU_ALLTRAN_DETAIL

Follow the instructions below to generate the ALLTRAN query.

1. From the Compass main menu, use the following navigation path:
   
   **Reporting Tools > Query > Query Viewer**

2. Enter the beginning characters of the query name **EU_ALL**.

3. Click the **Search** button.

4. Click the **HTLM** link that corresponds to the **EU_ALLTRANS_DETAIL** query.

5. As related to your assigned group, enter the appropriate values from the data sets provided on the next page.

6. Click **View Results** button.
### Data Set For Exercise 3

<table>
<thead>
<tr>
<th>Grp #</th>
<th>BU</th>
<th>Start Dept</th>
<th>End Dept</th>
<th>Project ID</th>
<th>Fiscal YR</th>
<th>Per Start/End</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EMUNV</td>
<td>850070</td>
<td>850070</td>
<td></td>
<td>FY 2010</td>
<td>Period 6/6</td>
<td>1002</td>
</tr>
<tr>
<td>2</td>
<td>EMUNV</td>
<td></td>
<td></td>
<td>R6335420</td>
<td>FY 2010</td>
<td>Period 7/7</td>
<td>3311</td>
</tr>
<tr>
<td>3</td>
<td>No data Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EMUNV</td>
<td>872010</td>
<td>872090</td>
<td></td>
<td>FY 2010</td>
<td>Period 6/6</td>
<td>1002</td>
</tr>
<tr>
<td>5*</td>
<td>EMUNV</td>
<td>736528</td>
<td>736528</td>
<td>Choose a Combination</td>
<td>FY 2010</td>
<td>Period 6/6</td>
<td>Choose a Combination</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1)G5423600</td>
<td></td>
<td></td>
<td>1)S200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2)G6375290</td>
<td></td>
<td></td>
<td>2)S200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3)G6386260</td>
<td></td>
<td></td>
<td>3)S300</td>
</tr>
<tr>
<td></td>
<td>Challenger</td>
<td>EMUNV</td>
<td>111010</td>
<td>111010</td>
<td>FY 2010</td>
<td>Period 7/7</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* *(use DeptID or ProjID not both)*

### Exercise 4: Compare results from nVision to ALLTRAN Query

Compare the output generated by the ALLTRANS query and the results found on the Monthly Transaction Tab of the nVision report and answer the following questions.

**Q.** What components do you find that are similar between the reports?

**Q.** What components do you find that are NOT similar between the reports?
Lesson 3: Overview of nVision Reports

Activity: Review PowerPoint Presentation

PeopleSoft delivers modules, such as AR, Grants, Expenses, GL, Banking, AP, etc. Customers pick and choose the modules they want to implement; therefore, the modules operate independently of each other, but yet if configured can communicate between themselves. Our daily work is conducted in the modules. A process occurs that generates journals. It assigns dollar amounts to all the transactions and posts them to the Ledger. This is how the daily work gets summarized and recorded in the GL. Compass also has a separate Budget Ledger table.

![Diagram of Compass System](image-url)
Review PowerPoint Presentation (continued)

The slide below incorporates a slightly more detailed look at the diagram from the previous page and the principle components of nVision reporting.

Within each LEDGER and LEDGER_KK table there are multiple Ledgers. When building an nVision layout not only is it important to know which table to draw information from, but what specific Ledger to incorporate into the design of the report.

The layout is constructed using Excel formatting as well as Ledger, Timespan, and ChartField from PeopleSoft.

Since there are only eight layouts for use throughout the university system, scopes are used to differentiate output and to generate reports specifically related to departments or projects.

To run an nVision report, the user accesses a Report Request where the Layout, time reference and scope are identified to produce desired output.

Upon completion the Report Request produces a report instance(s) that is retrieved in the Report Manger tool.
Since PS/nVision enables information to be imported directly from the database into an Excel spreadsheet, time can be spent analyzing results rather than summarizing data and rekeying information into unique spreadsheets.

To specify the data to be brought into the Excel output, a report layout is used. A report layout is an Excel spreadsheet used as a template to define how a report looks and the type of information that goes into the spreadsheet's different cells. A layout does not contain data from the database. Rather, it specifies what data should be mapped directly into a report.

A new layout does not need to be created every time a report is run. From the existing library of report layouts, the appropriate Operating Budget or Project-oriented layouts are selected that best meet reporting needs. PS/nVision keeps track of the layout used in any given report request. To run an existing report, navigate to Reporting Tools > nVision > Define Report Request. As related to the EMUNV business unit, specify the desired Report ID. The correct layout is loaded automatically.
The unique COMPASS nVision reports generally available to the user population are displayed below. The tables display the naming convention of the eight available nVision reports.

The BOP 2230, NSP 2240, and SPP 2240 provide an aggregated summary of a collection of departments.

The reports ending in 32, 34, 42, and 44 provide single or multiple detailed report(s) (depending on the SCOPE) for a specific department or project.

Two different “Detail” reports are available:

- The reports ending in 32 and 42 provide details at an accounting grouping level, for example, Salary & Fringe Benefits or General Operating Expenses. The output from these reports can be expanded to view individual account level information.

- The reports ending in 34 and 44 provide details at an individual account number level, for example, Supplies – Office Exp 53200, Sal-Prof Nonfaculty – 50310, and Travel-Domestic - 56100.
Notes

Layouts (continued)

The nVision utility produces data at the intersection of positioned Time, Ledger and ChartField information. This criterion is placed at any of the Spreadsheet, Column or Row levels of the layout to determine a particular look and feel of a report.

Column A and Row 1 are revealed to display the nVision coding used to produce results. The intersection of these criteria produces financial results. Where blanks are displayed, this is interpreted as no criteria meet those conditions.

Coding is interpreted as:

- F = ChartField
- T = Tree
- N = Tree Node
- Q = Query
- L = Ledger
- S = TimeSpan
**File References**

<table>
<thead>
<tr>
<th>Content Description Template - Definition</th>
<th>Report Name found on Report Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>%RID%%SFV%</td>
<td>MGT4300X006P - Library</td>
</tr>
<tr>
<td>%RIT%%SC0%</td>
<td>Fund Balance - Project007F-Library</td>
</tr>
<tr>
<td>%RSD%%SSV%</td>
<td>MGT4300X856070</td>
</tr>
<tr>
<td>%RSD%%SCN%</td>
<td>MGT4300D0856929</td>
</tr>
<tr>
<td>%RIT%%SFV%</td>
<td>Fund Balance - Project856072</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>R/D</td>
<td>Report Name</td>
<td>ROP2232</td>
</tr>
<tr>
<td>SCD</td>
<td>Scope Description</td>
<td>Office of the Controller</td>
</tr>
<tr>
<td>SCN</td>
<td>Scope Name</td>
<td>0111010</td>
</tr>
<tr>
<td>SFV</td>
<td>Scope Field Name</td>
<td>8560070</td>
</tr>
<tr>
<td>SFD</td>
<td>Scope Field Descr</td>
<td>Oxford Library</td>
</tr>
<tr>
<td>RIT</td>
<td>Report Title</td>
<td>Fund Balance - Project</td>
</tr>
</tbody>
</table>
Lesson 5: Scopes

A report Scope creates either a single targeted output (instance) or multiple instances of a report using a single report layout and report request.

A scope influences each report instance by producing data specific to an individual data set that is contained in each scope definition, such as a project or department, or to a group of values, such as all projects assigned to an individual Principle Investigator. In this way, each report instance can share the same layout, while containing data unique to these field values.

When using one of the eight Compass-specific report requests, a scope must be incorporated to obtain desired output. This is done by selecting the Scope and Delivery Templates link, and then entering the appropriate scope in the Report Scope: field.

Individual Scopes

Scopes
- Determines if the Report is for a Department, Project, Award, or PI
- Specifically “What” Department, Project, Award, or PI

Example

- D: Department ID
- P: Project ID
- A: Award Number (no leading zeros)
- PI: PI User ID (upper case)

Example:

- D: 111010
- P: G8510451
- A: 7343
- PI: JSJOHNS
Group Scopes

- Group Scopes apply only to departments
- Used for:
  - Grouping departments together
  - Aggregating data for multiple departments
  - Uses the DEPTDIST (Department Distribution) tree
Group Scopes (continued)

- **Summary Scopes - Single Report with Subordinate Items Aggregated**
  - Example: UDP$xxxx (UDPSFIF1)

- **Detail Scopes - Potentially Multiple Report Outputs Produced**
  - Example: UDPD$xxx (UDPDDF01)
    - UDPDDF02

---

**Layout to Scope Combinations**

<table>
<thead>
<tr>
<th>Scope Type</th>
<th>Department Scope</th>
<th>Project Scope</th>
<th>Prim. Scope</th>
<th>UDP</th>
<th>Detail Scope</th>
<th>UDP$xxx Group Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP2230</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
<tr>
<td>BOP2232</td>
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<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
<tr>
<td>BOP2234</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
<tr>
<td>NSP2240</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
<tr>
<td>NSP2242</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
<tr>
<td>NSP2244</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
<tr>
<td>SPP2240</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
<tr>
<td>SPP2242</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>¥</td>
<td>×</td>
</tr>
</tbody>
</table>