Financial Management Using Compass: Reporting Basics

Participant Guide
Compass Financials Training
Financial Management Using Compass: Reporting Basics

This course provides participants practical knowledge of how to perform daily and monthly financial operations using the Compass financial management system through the query, inquiry, and reporting functions.

Course Objectives

By the end of the course, you will be able to

- Determine the ChartField values for a SmartKey
- Determine an operating unit’s financial status by running inquiries, queries, and reports
- Run and retrieve Standard Reports and nVision Reports
- Run online Inquiries and Queries
- Use available online resources
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Lesson 1: Compass Reporting Tools

The Compass System has three types of reporting tools.

<table>
<thead>
<tr>
<th>Compass Reporting Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquiry</td>
</tr>
<tr>
<td>Inquiries display summary data online, without having to print a report. Numerous inquiries are available within Compass and are organized by module.</td>
</tr>
<tr>
<td>Query</td>
</tr>
<tr>
<td>Pre-defined queries allow you to view Compass table data online or in ad hoc reports, using pre-set search parameters. Data retrieved through a query can be downloaded to Excel for additional manipulation.</td>
</tr>
<tr>
<td>Report</td>
</tr>
<tr>
<td>Standard, delivered system reports are offered through each module. In addition, the Emory Reporting Team has designed numerous special reports based on information frequently needed for financial management and analysis. These reports are available using the Compass nVision tool.</td>
</tr>
</tbody>
</table>

Activity: PowerPoint Presentation
There is often more than one way to retrieve the information you need in Compass; however, some ways are more convenient than others. When deciding which tool to use, think about how you will use the information. For example, do you need the information in print, or do you simply need to view it online?

🎧 Once set up, an inquiry provides a quick answer rather than waiting for a report to run. When using a query or nVision report, always tie the data back to an inquiry.
Lesson 2: Compass Reports

Compass reports allow you to pull data from the system in a presentable format. There are two kinds of Compass reports:

1. Standard Reports
2. nVision Reports

Standard Reports

Standard reports are accessed through each module in Compass.

Activity: Running a Standard Report

The basic steps for running a standard report are the same no matter which report you run.

1. Select a standard report.

   Type something in the Run Control ID field that will remind you of the report setup so you can regenerate it later. For example, RptSK999999 representing Report for SmartKey 0000099999.

2. Enter report parameters.
3. Specify when the report should run.
4. Choose the report output type and distribution method.
5. Retrieve the report.
Follow along as your instructor demonstrates how to run a standard report in Compass.

- [www.finance.emory.edu](http://www.finance.emory.edu) > Finance Training > Take Compass Training > Reporting Basics > Simulations
- Reporting Basics > Lesson 2: Standard Reports > Running the Ledger Summary Report

### Exercise: Run the Ledger Activity Report

Follow the instructions below to run the **Ledger Activity Report** in Compass.

1. From the Compass main menu, use the following navigation path:
   
   **General Ledger > General Reports > Ledger Activity**

2. Click the **Add a New Value** tab.

3. Enter a **Run Control ID** and click **Add**.

4. Set up the search criteria as follows and then click **Save**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>EMUNV</td>
</tr>
<tr>
<td>Ledger</td>
<td>Actuals</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2010</td>
</tr>
<tr>
<td>From Period</td>
<td>Select a unique period from 1 to current period</td>
</tr>
<tr>
<td>To Period</td>
<td>Select a unique period from 1 to current period</td>
</tr>
<tr>
<td>Click</td>
<td>Refresh</td>
</tr>
<tr>
<td>Include CF</td>
<td>SmartKey, Dept, Event, Project</td>
</tr>
<tr>
<td>Oper Unit</td>
<td>Your Operating Unit</td>
</tr>
<tr>
<td>Dept</td>
<td>Your Department</td>
</tr>
<tr>
<td>Fund</td>
<td>Your SK Fund</td>
</tr>
<tr>
<td>Class</td>
<td>Your SK Search Class</td>
</tr>
<tr>
<td>Program</td>
<td>Your SK Search Program</td>
</tr>
<tr>
<td>Event</td>
<td>Your SK Search Event</td>
</tr>
</tbody>
</table>

5. Click the **Run** button.
Notes

Run the Ledger Summary Report (continued)

6. Click the **OK** button.

7. Note and write down the **Process Instance #**.

8. Click the **Process Monitor** link.

9. Click the **Refresh** button until the report displays as “Success” and “Posted”.

10. Click the **Details** link.

11. Click the **View Log/Trace** link.

12. Click the **report PDF** link.

 lehetőségük megtalálni a report name references the system report ID, the unique instance #.pdf
Activity: Sample nVision Reports

In the Compass Reference Guide, review samples of each of the eight reports listed above.
**PS/nVision Where Are The Reports?**

**PROD**
- Retrieve Pre-Run nVision Reports
- PeopleSoft Work (Transactions)
- Run PeopleSoft Delivered Reports
- Run Inquiries
- Run PeopleSoft Queries
- Reports Are Delivered to the University Folder

**RPT**
- Run Your Own nVision Reports
- Run Queries
- Build and Run Your Own Queries
- Reports Are Delivered to the General Folder
- Schedule nVision Reports *
  - To Run At Scheduled Times
  - To Distribute via Email
  
* Near Future Enhancement

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Activity: Retrieve an nVision Report

A number of nVision reports are run for you and placed in the Production environment.

- www.finance.emory.edu > Finance Training > Take Compass Training > Reporting Basics > Simulations
- Reporting Basics > Lesson 2: nVision Reports > Retrieving an nVision Report

1. Follow along as your instructor demonstrates how to retrieve a report in PROD.

2. Work together as a class to complete the simulation in Know It mode.

Reports in PROD are only kept in the repository for seven days. The reports are run at 5 am every Friday. To get older data, you must rerun the report yourself in the RPT environment. In the future, older reports will be stored on a shared network drive each month.

Activity: Run an nVision report

If the nVision reports in PROD do not meet your needs, you can run an nVision report in the Reporting environment.

- www.finance.emory.edu > Finance Training > Take Compass Training > Reporting Basics > Simulations
- Reporting Basics > Lesson 2: nVision Reports > Running an nVision Report

1. Follow along as your instructor explains how to run an nVision report in RPT.

2. Complete the simulation yourself in either Try It or Know It mode.
**Notes**

**Scopes**

### Individual Scopes

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

<table>
<thead>
<tr>
<th>D. Department ID</th>
<th>D:111010</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. Project ID</td>
<td>P:G8510451 P:00001234</td>
</tr>
<tr>
<td>A. Award Number</td>
<td>A:7343</td>
</tr>
<tr>
<td>PI. PI User ID</td>
<td>PI.SJOHNS</td>
</tr>
</tbody>
</table>

### Group Scopes

- Group Scopes Apply Only To Departments
- Used For:
  - Grouping Departments Together
  - Aggregating Data For Multiple Departments
  - Uses the DEPTDIST (Department Distribution) Tree
Scopes (continued)

- Summary Scopes – Single Report with Subordinate Items Aggregated
  - Example: UDPSxxxx (UDPSF1)

- Detail Scopes – Potentially Multiple Report Outputs Produced
  - Example: UDPDxxxx (UDPDF01)
Drill Down

- Drilling Down On a Cell Generates a More Detailed Report
- An Excel Add-In Is Required To Be Installed On Your Computer
- This May Require Desktop Support To Install Using Administrator Rights

Drill Down

- Drill Down Output Is Generated In Excel
- Drill Down Output Is Available In the General Folder In Report Manager

Notes
Other nVision Reports

- Reports Are Being Renamed For Clarity & Categorization
- Use of "CRU" Prefix Will Be Phased Out
- During Phase Out, "CRU" Reports Will Be Renamed Using an Underscore – "_CRU"
Lesson 3: Criteria for Analyzing Financial Activity

SmartKey is a tool for data entry in most, but not all, Compass modules. If you run a report or inquiry on your SmartKey, you could miss information flowing from the modules that do not rely on SmartKey for data entry.

It is not recommended to use SmartKey as a criterion for generating reports or running inquiries. Instead, know what ChartField values your SmartKey represents.

Activity: Find Your ChartField Values

Follow the instructions below to determine what ChartField values your SmartKey represents.

1. From the Compass main menu, use the following navigation path:

   Reporting Tools > Query > Query Viewer

2. Search by Query Name begins with EU_GL_OPER_SMARTKEY

3. Click Search.

4. Click the HTML link.

5. Enter your 5-digit Operating Unit.

   **Academic & Research Units**
   
   | 10000 | Emory College | 18000 | Oxford College |
   | 11000 | Graduate School of Arts & Sci | 20000 | School of Medicine |
   | 12000 | Law School | 22000 | School of Public Health |
   | 14000 | Candler School of Theology | 24000 | School of Nursing |
   | 16000 | Goizueta Business School | 28000 | Yerkes Primate Center |

   **Central Administration Units**
   
   | 60000 | President | 65000 | EVP-Academic Affairs |
   | 62000 | EVP-Finance & Administration | 68000 | EVP-Health Affairs |

6. Optional step: Narrow your search by entering a 6-digit Department Number range.
Make note of your ChartField values in the chart below.

<table>
<thead>
<tr>
<th>SmartKey</th>
<th>SetID (Business Unit)</th>
<th>Dept</th>
<th>Operating Unit</th>
<th>Fund</th>
<th>Class</th>
<th>Program</th>
<th>Event</th>
<th>Project</th>
<th>Notes</th>
</tr>
</thead>
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</tr>
</tbody>
</table>
Lesson 4: Compass Inquiries

Inquiries allow you to track transactions throughout the Compass Financials system. They display summary data online, without having to print a report.

Activity: Running an Inquiry

The basic steps for running an inquiry are the same no matter which inquiry you run.

1. Navigate to the inquiry.
2. Name the inquiry.
   - Type something that will remind you of what you want to analyze. Examples: BudSK99999 (Budget for SmartKey 0000099999) or Bud4Joe (Budget for Joe).
3. Set up the inquiry search criteria.
4. View the inquiry.
Inquiring on Your Available Budget

The Budget Overview inquiry is recommended for answering the question, “What is my available budget?” This inquiry can be set up a number of different ways depending on the outcome you want to achieve.

Activity: Run the Budget Overview Inquiry (Expenses Only)

Follow the instructions below to run the inquiry.

1. From the Compass main menu, use the following navigation path:
   
   **Commitment Control > Review Budget Activities > Budgets Overview**

2. Name the inquiry.

3. Set up the search criteria as follows and then click **Save**.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>EMUNV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group Set</td>
<td>Ledger Group</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>CC_DEP</td>
</tr>
<tr>
<td>Type of Calendar</td>
<td>Detail Budget Period</td>
</tr>
<tr>
<td>Select</td>
<td>Box should be checked</td>
</tr>
<tr>
<td>From Budget Period</td>
<td>Fiscal year you want to review</td>
</tr>
<tr>
<td>To Budget Period</td>
<td>Fiscal year you want to review</td>
</tr>
<tr>
<td>Include Adjustment Period</td>
<td>Box should be checked</td>
</tr>
<tr>
<td>Closing Adjustments</td>
<td>Box should not be checked</td>
</tr>
<tr>
<td>Account</td>
<td>40000 – 99999</td>
</tr>
<tr>
<td>Dept</td>
<td>Your Department</td>
</tr>
<tr>
<td>Oper Unit</td>
<td>Your Operating Unit</td>
</tr>
<tr>
<td>Fund</td>
<td>1000 – 2001</td>
</tr>
<tr>
<td>Class</td>
<td>Your SK Search Class</td>
</tr>
<tr>
<td>Program</td>
<td>Your SK Search Program</td>
</tr>
<tr>
<td>Event</td>
<td>Your SK Search Event</td>
</tr>
</tbody>
</table>

4. Click the **Search** button to view the inquiry.
### Activity: Customize the Inquiry

After running an inquiry, you can hide columns that don’t interest you so the results are more focused on what you want to see.

Customize the inquiry you just ran by hiding the columns that don’t interest you.

Suggested columns to view: SmartKey, Account, Program, Event, Budget, Expense, Encumbrance, Available Budget, and Percent Available.

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IMPORTANT: The results from the Budget (Commitment Control) Inquiries will differ from the results of the Ledger Inquiry you will run later in the class. The Ledger Inquiry only includes transactions that have been posted to the ledger, while the Budget Inquiry also includes transactions that are in the pipeline.
Activity: Run the Budget Overview Inquiry (Revenue and Expenses)

Run the Budget Overview Inquiry again, but this time, set up the criteria to run the inquiry for both revenue and expenses.

Tip: Use the Add a New Value page to give this inquiry a different name from the first inquiry you ran. You can then run either inquiry without making changes to the inquiry criteria.

Follow the instructions below to run the inquiry.

1. From the Compass main menu, use the following navigation path:

   Commitment Control > Review Budget Activities > Budgets Overview

2. Name the inquiry.

3. Set up the search criteria as follows and then click Save.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>EMUNV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group Set</td>
<td>Ledger Inquiry Set</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>DEPTEXPREV</td>
</tr>
<tr>
<td>Type of Calendar</td>
<td>Detail Budget Period</td>
</tr>
<tr>
<td>Select</td>
<td>Box should be checked</td>
</tr>
<tr>
<td>Calendar ID</td>
<td>Leave as defaulted</td>
</tr>
<tr>
<td>From Budget Period</td>
<td>Fiscal year you want to review</td>
</tr>
<tr>
<td>To Budget Period</td>
<td>Fiscal year you want to review</td>
</tr>
<tr>
<td>Include Adjustment Period</td>
<td>Box should be checked</td>
</tr>
<tr>
<td>Closing Adjustments</td>
<td>Box should not be checked</td>
</tr>
<tr>
<td>Account</td>
<td>Leave as defaulted</td>
</tr>
<tr>
<td>Dept</td>
<td>Your Department</td>
</tr>
<tr>
<td>Oper Unit</td>
<td>Your Operating Unit</td>
</tr>
<tr>
<td>Fund</td>
<td>1000 – 2001</td>
</tr>
<tr>
<td>Class</td>
<td>Your SK Search Class</td>
</tr>
<tr>
<td>Program</td>
<td>Your SK Search Program</td>
</tr>
<tr>
<td>Event</td>
<td>Your SK Search Event</td>
</tr>
</tbody>
</table>

4. Click the Search button to view the inquiry.
Notes

Exercise: Run Additional Inquiries

Use the Compass Reference Guide instructions as needed to run one of the inquiries listed below. If possible, use the ChartFields for your department.

- Project Budget versus Actuals (Non-Grant and Non-Capital)
  - Department 881055; Operating Unit 12000

- Project Budget versus Actuals (Capital Projects)
  - Project C8028900

- Project Budget versus Actuals (Sponsored Grant Project)
  - Project G5201900

Activity: Create a Favorite to the Budget Overview Search Page

1. Return to the Budget Overview search page.

2. Click the Add to Favorites link on the upper right side of the screen.

3. Click OK.

To quickly access this page:

4. Click the Home link.

5. Click My Favorites, and then click Budget Overviews.

6. Click the Search button to see a list of your inquiries.
Inquiring on Your Account Balance

The Ledger Inquiry is recommended for answering the question, “What is the balance in each account for my department, project, etc?”

**IMPORTANT:** The results from this inquiry will differ from the Budget (Commitment Control) Inquiry. The Ledger Inquiry only includes transactions that have been posted to the ledger, while the Budget Inquiry also includes transactions that are in the pipeline.

**Exercise: Run the Ledger Inquiry**

1. Use the Compass Reference Guide instructions for Running a Compass Inquiry and the criteria for Ledger Inquiry to run this inquiry.

2. Run the inquiry a second time, changing the criteria to run it for a specific account, such as 62460 – Printing Expense.

   **Tip:** When you rerun the query, use the Find an Existing Value page to search for the query name you previously created, and then enter the value in the Account field.

3. Run the inquiry a third time. This time instead of using a specific Account number, select a ChartField Value Set of Rev_Exp for the Account field.

4. After running the inquiry, select one of the accounts and click the Activity link to drill down.

**Activity: Ledger Inquiries**

Answer the following question on ledger inquiries.

What should you do if you plan to run the same inquiry on a regular basis, but with different criteria?
Lesson 5: Compass Queries

Pre-defined queries allow you to view Compass table data online or in ad hoc reports, using pre-set search parameters. If necessary, you can run the query to Excel for additional manipulation.

Activity: Running a Query

Review the Compass Reference Guide instructions on running a query. The basic steps for running a query are the same no matter which inquiry you run.

1. Locate the query.
2. Run the query.
3. Download the query results. (optional)

Some queries prompt you to specify the search criteria for your query. If you leave the prompt field blank, you will get a “No Matching Values Found” message.

Exercise: Running Compass Queries

1. Run the EU_EXC_GL_WRKFLO_AGING query. Use the Compass Reference Guide as needed.
2. Make this query one of your favorites.

Activity: Review List of Helpful Queries

Review the list of helpful queries in the Compass Reference Guide. Notice that some of the queries were written for Central Finance, but are available to all Compass users.
Notes

The ALLTRANS Query

Within Compass, the various modules operate independently. However, the ALLTRANS table combines data from five different areas into one table.

To view the ALLTRANS query, you must go to the RPT environment. There is a link on the FinWeb Reporting tab and on the Compass home page.

Note: The RPT login page has a gold screen, while the Production login page is blue.

Activity: Run the ALLTRANS query

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

2. Search by Query Name begins with EU_ALLTRANS_DETAIL

3. Click Search.

4. Click the HTML link.

5. Enter your Business Unit.

6. Enter either a Department or a Project.

7. Enter the four-digit Fiscal Year. For example, enter 2010.

8. Enter the Starting Period and Ending Period. Enter a value from 1 to 12 (1 = September and 12 = August).

9. Review the results.

<table>
<thead>
<tr>
<th>ALLTRANS Query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query results include:</td>
</tr>
<tr>
<td>- Expenses and revenues</td>
</tr>
<tr>
<td>- Payroll (as a journal)</td>
</tr>
<tr>
<td>Query results do not include:</td>
</tr>
<tr>
<td>- Any Balance Sheet items</td>
</tr>
<tr>
<td>- Budgets</td>
</tr>
<tr>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
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</table>