Compass Reporting Tools

**Inquiry**
- Always tie reports and queries back to an inquiry

**Query**
- Pulls together different data elements

**Reports**
- Report that looks good and is formatted
- Standard and nVision
1. Daily work conducted in modules.

2. A process generates journals.

3. Journals post to the GL or Budget Ledger.

- General Ledger
- Budget Ledger
- Journals

- AR
- Grants
- Expenses
- GL
- Banking
Compass System

- General Ledger
- Budget Ledger

Queries
- AR
- Grants
- Expenses
- GL
- Banking

nVision drills down using a query

Finance Division
What is PS/nVision
What are the nVision Reports
Where Do You Go To Retrieve the nVision Reports
How Do You Run Your Own 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)
- Emory actively uses 223 nVision reports
  - 40 are available for users
  - 6 are specifically designed for departmental and project use
## PS/nVision Reports

### Prefix Meaning

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BOP</td>
<td>Budget Operating</td>
</tr>
<tr>
<td>NSP</td>
<td>Non-Sponsored Project</td>
</tr>
<tr>
<td>SPP</td>
<td>Sponsored Project</td>
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</table>

### Future/Upcoming

<table>
<thead>
<tr>
<th>Future/Upcoming</th>
<th>Meaning</th>
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<tr>
<td>MGT</td>
<td>Management</td>
</tr>
<tr>
<td>CAP</td>
<td>Capital Project</td>
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<tr>
<td>CRU</td>
<td>Original</td>
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### Report IDs

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
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<tbody>
<tr>
<td>BOP2230</td>
<td>Department Budget Summary</td>
</tr>
<tr>
<td>BOP2232</td>
<td>Department Budget - Detail</td>
</tr>
<tr>
<td>NSP2240</td>
<td>NonSponsored Projects Summary</td>
</tr>
<tr>
<td>NSP2242</td>
<td>NonSponsored Projects-Detail</td>
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<tr>
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<td>Sponsored Projects Summary</td>
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<tr>
<td>SPP2242</td>
<td>Sponsored Projects-Detail</td>
</tr>
</tbody>
</table>

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

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

**Finance Division**

- 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**
**Individual Scopes**

Scopes

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

Department Scopes: D:`department id` (D:111010)
Project Scopes: P:`project id` (P:G8510451)
(P:00001234)
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

**Finance Division**

#### Tree Manager
- **SetID:** EMUNIV
- **Effective Date:** 01/01/1991
- **Status:** Active
- **Tree Name:** DEPTDIST

**Navigation:** Tree Manager > Tree Viewer > DEPTDIST

#### Tree Details

<table>
<thead>
<tr>
<th>Range</th>
<th>SetID</th>
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<th>Manager Name</th>
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<tbody>
<tr>
<td>111010</td>
<td>EMUNIV</td>
<td>Office of the Controller</td>
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<tr>
<td>111020</td>
<td>EMUNIV</td>
<td>Controllers Office: Central Ma</td>
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</tr>
<tr>
<td>111030</td>
<td>EMUNIV</td>
<td>Controllers Office: Capital As</td>
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</tr>
<tr>
<td>111040</td>
<td>EMUNIV</td>
<td>Controllers Office: Trusts</td>
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<tr>
<td>111050</td>
<td>EMUNIV</td>
<td>Controllers Office: Investment</td>
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</tr>
<tr>
<td>111090</td>
<td>EMUNIV</td>
<td>Controllers Office: FIS Adjust</td>
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</tbody>
</table>
Summary Scopes – Single Report with Subordinate Items Aggregated
  - Example: UDP\text{S}xxxx (UDPSFIF1)

Detail Scopes – Potentially Multiple Report Outputs Produced
  - Example: UDP\text{D}xxxx (UDPDFFF01)

(UDPDFFF02)

Produces a Single Report With Data Aggregated From All Departments Within the:
- Controllers Office
- Financial Operations
- Grants & Contracts
- VP For Finance

Produces Multiple Reports – 1 For Each Department In the Controllers Office

Produces Multiple Reports – 1 For Each Department In Financial Operations
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 Output Is Generated In Excel
- Drill Down Output Is Available In the General Folder In Report Manager
Addendum

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”
# PS/nVision Report Requests & Scopes

## Finance Division

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
<th>Summary</th>
<th>Dept Detail</th>
<th>D-xxxxxx</th>
<th>P-xxxxxxx</th>
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*Note: The table above contains a list of report requests and their corresponding scopes for the Finance Division.*
The End