Financial Management
Using Compass:
Reporting Basics

Finance Division
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
- Journals
- AR
- Grants
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Inquiries

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

### Department and Project Prefixes

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Meaning</th>
</tr>
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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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### Report ID and Description

<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>
<td>SPP2240</td>
<td>Sponsored Projects Summary</td>
</tr>
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<td>Sponsored Projects-Detail</td>
</tr>
</tbody>
</table>

### Future/Upcoming Prefixes

<table>
<thead>
<tr>
<th>Prefix</th>
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<tr>
<td>MGT</td>
<td>Management</td>
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<tr>
<td>CAP</td>
<td>Capital Project</td>
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<tr>
<td>CRU</td>
<td>Original</td>
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</table>
PS/nVision Where Are The Reports?

Retrieving Pre-Run \textit{nVision} Reports

- \textbf{PeopleSoft Work (Transactions)}
- \textbf{Run PeopleSoft Delivered Reports}
- \textbf{Run Inquiries}
- \textbf{Run PeopleSoft Queries}
- \textbf{Reports Are Delivered to the University Folder}

\textbf{Finance Division}

Report Management System

- Retrieve Pre-Run \textit{nVision} Reports
- \textbf{PeopleSoft Work (Transactions)}
- \textbf{Run PeopleSoft Delivered Reports}
- \textbf{Run Inquiries}
- \textbf{Run PeopleSoft Queries}
- \textbf{Reports Are Delivered to the University Folder}

- Run \textit{Your Own nVision} Reports
- \textbf{Run Queries}
- \textbf{Build and Run Your Own Queries}
- \textbf{Reports Are Delivered to the General Folder}
- \textbf{Schedule \textit{nVision} Reports} *
  - To Run At Scheduled Times
  - To Distribute via Email

* Near Future Enhancement
Advanced Scopes

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

- **Summary Scopes** – Single Report with Subordinate Items Aggregated
  - Example: UDP_Sxxxx (UDPSFIF1)

- **Detail Scopes** – Potentially Multiple Report Outputs Produced
  - Example: UDP_Dxxxx (UDPDFF01)
    - (UDPDFF02)

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

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
<th>Department</th>
<th>Summary</th>
<th>Dept. Detail</th>
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<th>P-xxxxxxx</th>
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The End