UNIVERSITY OF ALBERTA

PeopleSoft
USER TRAINING PROGRAM
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Introduction to Financials Reporting

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Introduction

Purpose and Outcomes

This course provides an opportunity for participants to learn about the basic financial reporting practices and tools used at the U of A. By the end of this course, participants will know when and how to extract financial data from PeopleSoft Financials, by:

- Generating nVision reports and drills
- Running queries
- Using inquiry pages

Audience

This course is intended for staff who use PeopleSoft Financials to access basic financial information on a regular basis, using either reports or queries.

Pre-Requisites

It is important that participants have completed the following PeopleSoft User Training Program courses (or have equivalent knowledge and experience) prior to attending the **Introduction to Financials Reporting** course:

- **PeopleSoft Overview**
- **Financial Basics** (FN.01)

It is also highly recommended that participants:

- Review information about the Chart of Accounts (available via the Financial Services website under the **Guide to Financial Management** section).
- Be experienced Microsoft Excel users, with the ability to sort data, filter information, format a spreadsheet, freeze panes (titles of rows and columns), create formulas, and use subtotals to analyze data.

> Courses on Excel are available on campus from the Technology Training Centre.[1]

About the Learning Guide

This Learning Guide is a document for learners to use in the classroom. It outlines the learning objectives for the course, the supporting information for the objectives (identified as Concepts), and hands-on learning activities. The Instructor will lead the class and bring his/her own package of tools and resources to help learners meet the learning objectives.

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[1] For users interested in receiving basic financial accounting training, courses are available from the Faculty of Extension

Learning Objectives

Upon completion of the training, learners will be able to utilize the PS Financial application to:

1 nVision Reports

    1.1   Explain what is an nVision report

    1.2   Analyze the naming convention for an nVision report description

    1.3   Describe the roles of trees with nVision reports

    1.4   Generate nVision reports

    1.5   Describe the purpose of nVision drills

    1.6   Briefly describe the four types of nVision Drills

    1.7   Process an nVision drill

2 Create efficiency with nVision reporting

    2.1   Generate a Report Book

    2.2   Distribute nVision reports and Report Books

3 PS Query

    3.1   Analyze the name of a query

    3.2   Run a query

    3.3   Schedule a query

4 Use Inquiry Pages to Retrieve Data

5 Other reports used in Financials

Unitized Endowment Pool (UEP)

HR Operational Reports

Pre-assessment

1. Do you have any experience with the PeopleSoft Financials Application

    a. Have you used any specific functionality in the financials modules (example Travel and Expense)?

    b. Are you familiar with the accounting structure used at the U of A?

2. Has anyone run an nVision report?

    a. Have you run drilldowns?

    b. Have you accessed any reports?

    c. What format was used in the report? (example PDF, Excel)

    d. Were these reports run by yourself or distributed to you?

3. Are you familiar with the term query?

    a. Have you used this functionality in any of the other PeopleSoft applications?

4. Have you used an online inquiry page within the PeopleSoft Application?

Concept 1: Using nVision Reports

nVision is a PeopleSoft reporting tool that uses Microsoft Excel spreadsheets to generate financial reports to assist users in reviewing and verifying financial transactions. nVision reports are created by Financial Services for each reporting unit (department, faculty, or Central Unit) at the University. Units can *run* the reports but cannot change the layout of the report.

On an nVision report, data is initially displayed in a spreadsheet at a summary level, but if detailed information is required, users are able to use **DrillDown**[2].

1.1   Explain the naming convention for an nVision report description

The first step in running a report is to select the correct report to run. The type of report is dependent on the information contained in the **Description** field on the **Report Request** page in PeopleSoft Financials. Each description will include a **Department Identifier** (for the department or range of departments), a **Layout ID**, and a minimum of one **Chartfield Combination**. Breaking down the description highlights the type of data the user can expect to see on the report. Here is an example of a **Report Request Description**.

200400_FSGLV12_FP_DD

Dept Identifier   Layout ID   CC1 CC2

Department Identifier
If the report is based on one department ID (Dept ID), then the Dept ID will be the identifier. If the report is based on numerous departments, then a **Tree Node**[3] is used.

Layout ID
Layout ID represents a report based on a fund or group of funds which have similar activities. For example, the reports based on funds 100, 210, and 310 would include budgets. These reports can be used with any combination of chartfields, such as Department ID and Program.

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[2] DrillDown provides underlying details from source tables and is useful when reports are based on summary ledgers. Refer to section 2.5 for more information.
[3] Refer to section 2.3 for more information about reporting trees.

Chartfield Combination

This segment of the report description (identified in the example as CC1, CC2), specifies pairs of letters that indicate the chartfield combinations upon which the report will be based and how the chartfield values are defined. Only the first character in each pair will be addressed in this guide. The first letter in each combination represents the following chartfields:

1st letter	Chartfield
F	Fund
D	Department
P	Program
C	Class
J	Project
A	Account

In analyzing the elements of the previous example for a **Report Request Description**,

200400_FSGLV12_FP_DD

This report will extract data for department 200400 using the FSGLV12 layout ID for operating funds100, 210, and 310.

1.2   Describe the role of trees with nVision reports

A tree is like an organization chart. It is a visual representation of a set of values that are related to each other for the purpose of summarizing and security. A tree is made up of parent and child nodes[4]. An example of a parent node is the ENGINEERING node where department IDs (child nodes) roll up to the faculty node (parent).

One benefit of using trees in reporting is that it helps to create consistency between reports when a number of reports based on the same tree node include the same department IDs. For example, a FSGLV12 report for the ENGINEERING node would include the same departments as the FSFLEX based on the ENGINEERING node.

Analyzing the elements for the **Report Request Description** utilizing a tree node,

ENGINEERIN[5]_FSGLV12_FP_DD,

Data would be extracted for each department and fund code combination under the tree node **ENGINEERING.**

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[4] http://dylanwan.blogspot.com/2008/05/peoplesoft-tree-manager-3-terminology.html

[5] Reports based on a range of departments (or a faculty) rather than one department, are identified by the first 10 characters of the node name in the Report Request Description.

1.3   Generate nVision Reports

There are four steps to generate an nVision report. The details of each step are outlined in the pages that follow.
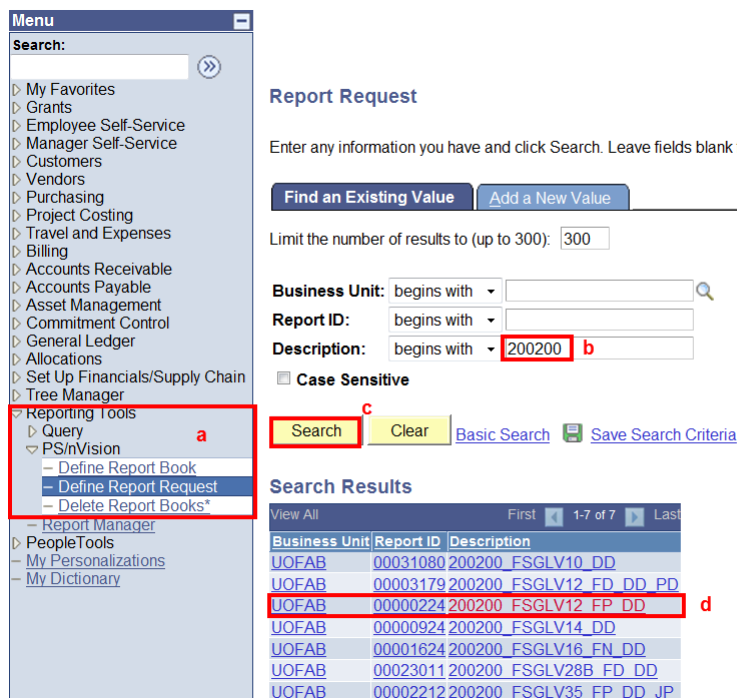
Step 1.   Select a report request.
Step 2.   Enter required parameters for running an nVision report.
Step 3.   Run the report using the Process Scheduler.
Step 4.   Review the output using Report Manager.

Step 1.   Select a **Report Request**

a. Navigate to the **Report Request** page:
    Reporting Tools/PS/nVision/Define Report Request
b. On the **Find an Existing Value** tab, enter an appropriate value (e.g. the user`s **DeptID**) in the **Description** field.
    • Refer to Section 1.1 for more information about Report Request descriptions.
c. Click the **Search** button to produce search results.
d. In the **Search Results** section, click on the correct report selection to open the **nVision Report Request** page.

The letters of the steps (a, b, c, d, etc.) match the letters on the related screen shot.

Step 2.   Enter parameters to run an nVision report
Note: The initial set-up of the **nVision Report Request** page requires users to enter specific parameters in the ***As Of Reporting Date** and ***Tree As Of Date** fields. For subsequent runs, only the dates for these fields need to be updated.

a. For the initial set-up, select *'Specify'* from the ***As Of Reporting Date** drop-down list and select the last day of the month for the previous completed fiscal period.
   d1   *For subsequent runs*, only the date in the ***As of Reporting Date** field would need to be updated to reflect the completed period.
b. For the initial set-up select *'Specify'* from the ***Tree As Of Date** drop-down list and select the date as the first day of the fiscal year *until* a new fiscal year starts.
   • *For subsequent runs*, only the date in the ***Tree As Of Date** field would need to be updated to reflect the completed period.

	When running month end reports, the report should be run on the third business day of the following month. The ***As of Reporting Date** would be the last day of the month completed.

c. Select the **Override Tree As of Date if Specified in Layout** checkbox to ensure the date entered in the previous step is used.
d. Under the **Output Options** section
   d1   The ***Type** field should automatically default to *'Web'*. Select *'Web'* if it does not populate in the field.
   d2   The ***Format** field should default to *'Microsoft Excel Files'*. Select *'Microsoft Excel Files'* if it does not populate in the field.
e. Click the **Save** button to save these parameters.
f. Click the **Run Report** button to initiate the **Process Scheduler** and to proceed to the next step.

Step 3. Run the report using the Process Scheduler

a. On the **Process Scheduler Request** page, click the **OK** button to initiate the process and to return the **nVision Report Request** page to continue with the last step.

Step 4. Review the output using **Report Manager**

Note: When returned to the **nVision Report Request** page, the user can select the **Process Monitor** hyperlink to check the status of a report or go directly to the output by selecting the **Report Manager** hyperlink.

a. Select the **Report Manager** hyperlink to open the **Report Manager** tool.

When running reports for *previous fiscal years*, *always* set the ***Tree As Of Date** to the first day of the current fiscal year.

b. Click on the Administration tab to view reports run by the user.
- **Note:** Some reports may take time to generate. If the report does not appear in the **Report List** section on the **Report Manager**, click the **Refresh** button.

c. Select the hyperlinked name of the report under the **Description** column (in the **Report List** section) to start a download of the Excel file.

List	Explorer	**Administration**	Archives

View Reports For

| User ID: | EDUCHARM | Type: | | ▾ | Last | ▾ | 30 | Days | ▾ | Refresh |
| Status: | | ▾ | Folder: | | ▾ | Instance: | 3092833 | to: | | |

Report List   Customize | Find | View All | 🖉 | 🏢   First ◄ 1 of 1 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	1850903	3092833	200200_FSGLV12_FP_DD/ FUND 210 AT 2011-03-31	13/01/2011 9:52:41AM	Microsoft Excel Files (*.xls)	Posted	Details

Occasionally reports do not appear in the **Report Manager**. The **Process Monitor** tool can be used to determine why the report is not listed.

For more information about the **Process Monitor**, refer to the Learning Resource called: *Running a PeopleSoft Report*.

d. Select **Open** when prompted to **Open or Save** the file to open the report in an Excel spreadsheet.

File Download

Do you want to open or save this file?

Name: ...00_FSGLV12_FP_DD FUND 210 AT 2011-03-31.xls
Type: Microsoft Excel 97-2003 Worksheet, 129KB
From: www.devps.ualberta.ca

[Open] [Save] [Cancel]

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Once the report is opened, users can view the results and use Excel functions to perform analysis or verify the data.

	Similar to Excel files, nVision reports can be saved to local directories by using the **File/Save As** menu options.

Report ID: 00000224
Layout ID: FSGLV12

Run Date/Time: 13-Jan-2011 09:53 AM

Financial Services
Statement of Revenue, Expenditure and Encumbrance Vs Budget
As of March 31, 2011

Fund: 210 - General Operating
Department: 200200 - Engineering Co-op Department

2011-03-31
00000224
FSGLV12
210   General Operating
200200   Engineering Co-op Department
#N/A   #N/A
#N/A   #N/A

				Current Year to Date				Previous Year			
Account Code	Description	Current Month Revenue /Expenditure	Current Year Revised Budget	Revenue /Expenditure	Purchase Order Commitments	Total	Available Funds	Year to Date Revenue/ Expenditure to Mar 31, 2010	Total Year Revenue/ Expenditure to Mar 31, 2010		
REVENUE											
401001	Sales Goods &Serv Misc Int Rev	0.00	0.00	2,400.00	0.00	2,400.00	2,400.00	1,200.00	1,200.00		
	Internal Revenue	0.00	0.00	2,400.00	0.00	2,400.00	2,400.00	1,200.00	1,200.00		
	External Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
403000	Credit Tuition Related Fees-BL	0.00	40,131.00	0.00	0.00	0.00	-40,131.00	0.00	0.00		
	Credit Tuition and Related Fees	0.00	40,131.00	0.00	0.00	0.00	-40,131.00	0.00	0.00		
	Non-Credit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Investment Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Amortization Deferred Capital Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Internal Distribution of Expenses (Distribution Credit)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TC0080	Tsfr fr-Unrestricted Interfund	0.00	0.00	0.00	0.00	0.00	0.00	233,018.91	233,018.91		
	Transfer - In (Credit)	0.00	0.00	0.00	0.00	0.00	0.00	233,018.91	233,018.91		
	Donations Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL REVENUE		0.00	40,131.00	2,400.00	0.00	2,400.00	-37,731.00	234,218.91	234,218.91		

1.4   Describe the purpose of nVision Drills

nVision drills allow users to view more detailed information about summary amounts on the nVision reports. The details can be transaction information or chartfield and accounting period breakdowns. Operating inside of Microsoft Excel, nVision uses the data extracted from the application as the data source. The intersection of columns and rows (cell) marks a point where users can **DrillDown** for detailed information.

| ⚠ | Before running nVision drills, the desktop must be configured. For more information about setting up nVision drills, refer to the **Resources** section of this guide under **Desktop Instructions for nVisionDrills**. |

| 📝 | A drill can only be performed when the user has opened an nVision report from report manager. |

1.5   Briefly describe the four types of nVision Drills:

1. **Actual to Budget Variance**
   Drills are used to compare actual transactions to a budget.

2. **Chartfield by Period**
   Drills break down the amount on the nVision report by accounting period and
   a chartfield value.

3. **Two Chartfield Matrix**
   Drills break down the amount on the nVision report by two chartfields. These drills are
   useful to obtain more information when a unit has a number of chartfield values such
   as multiple programs or classes.

4. **Transaction**
   Drills are used to verify or view actual transactions from all PeopleSoft Financials
   modules. This is the most detailed level for an nVision report.

   The first three types of drills listed above allow users to perform additional drills within
   a drill and users can continue to run drills until a Transaction drill is run.

	Payroll information is *always* summarized in the General Ledger. To get detailed data, HCM offers HR Operational Reports. More information about this can be found in the **Resources** section at the end of this guide.

1.6   Process an nVisionDrill

Users can drill on any intersection in an nVision report that shows a value (*not* a
formula) in a cell. To obtain this granular level of information, the following steps are
required:
   a. Highlight an intersection upon which to drill down.
   b. Select **Add-Ins** from the Excel menu to open the Excel ribbon.

c. Select **nVisionDrill**, then, **Drill** on the Excel ribbon to open the **Run Drilldown** page.

d. On the **Run Drilldown** page, select an option from the ***Type** field. There are two options for the ***Type** field when running a drill:

- **Window**: The drill displays immediate results to the screen.
- **Web**: The drill sends the report to the **Report Manager**.

e. Select the drill type under the **Description** column by clicking on the related **Run Drilldown** button.

Depending on whether the ***Type** chosen is *'Web'* or *'Window'*, the *resulting data* will be displayed differently.

If the *Type chosen is *'Window':

nVision Drill reports run with the ***Type** of *'Window'* will display a status message on the page indicating the processing stage. There are three possible stages and the status is displayed on the page as one status progresses to the next:

- **Queued**: Waiting to be processed
- **Processing**: Report information is being gathered.
- **Success**: Report is complete and is available to view. The user is prompted to open the Excel file.

An example of a processing stage (*Queued*) is displayed below.

Queued

Process Name:	DRILLDWN	nVision Report Drilldown	
Process Instance:	309604	**Process Type:**	nVision-Report

Once the report has run successfully, a message is displayed on the page, **preparing output for viewing** and a dialogue box opens prompting to open or save the file. Click on the **Open** button to open the results in an Excel Spreadsheet.

If the *Type chosen is *'Web':

nVision Drill reports run with the ***Type** of *'Web'* will open the **Report Manager/Administration** tab. These reports are prefixed with a **DR** and the process instance number of the drill is associated with the original process instance number of the initial nVision report. This information is helpful if multiple reports and drills are run.

To open the drill, select the appropriate hyperlink in the **Description** column and select **Open** when prompted.

Select	**Report ID**	**Prcs Instance**	**Description**		**Request Date/Time**	**Format**	**Status**	**Details**
			Original process instance number				
☐	1851674	3093604	DR 3092833_3093604_200200_FSGLV12_FP_DD FUND 210 AT 2011-03-31.xls		17/01/2011 11:04:53AM	Microsoft Excel Files (*.xls)	Posted	Details
				New process instance number			

A full listing of the nVision reports, drills and descriptions is available on the Financial Services website (identified in the **Resources** section of the guide under the topic area Reporting/Financial Reporting).

Written Activity

1. Decipher the name of the report request and list which chartfields will be summarized on the report:

   a. 720350_FSGLV12_FP_DD

   b. 720350_FLGLV25_FD_DD

2. What is the advantage of using a tree node for an nVision report?

3. What are the four types of drills?

   a. Provide an example of each and when it would be most useful.

Hands-On Activity

	Refer to PeopleSoft Function Exercise handout: **PeopleSoft Function Exercise 1 – Generate nVision Reports**

Concept 2: Create Efficiency with nVision Reporting

PeopleSoft offers methods that allow users to run multiple report requests using one Run Control ID and also distribute the output to multiple users. The following explains these methods and how they can be applied to enable users to work more effectively.

2.1 Generate a Report Book

Generating **Report Books** is a method of grouping a number of nVision report requests to run in one step. Report(s) will be generated for each nVision Report Request but the user will only need to submit one request to run all of the reports. It would be practical to set up a **Report Book** for running multiple nVision report requests for some or all departments at one time.

Each **Report Book** is defined by the user. This is started by setting up a Run Control ID on the **Report Book Definition** page and then adding specific parameters to determine the date of the reports and the effective date of the tree, and to identify which reports to include.

There are four steps to define a **Report Book**. The details of each step are outlined on the pages that follow.

Step 1.   Select a report book.
Step 2.   Enter required parameters for running an nVision report book
Step 3.   Run the **Report Book** using the **Process Scheduler**
Step 4.   Review the output using **Report Manager**

Step 1. Select a **Report Book**

For the initial set-up, certain parameters will need to be added one time only.

a. Navigate to the **Define Report Book** page:
Reporting Tools/PS/nVision/Define Report Book

b. For the initial set-up, select the **Add a New Value** tab on the **Report Book Definition** page.
- *For subsequent runs*, use the **Find an Existing Value** tab.

c. For the initial set-up, enter a meaningful name for the **Run Control ID.** An example is Month_end_reports. Do *not* include any spaces in the name.
- *For subsequent runs*, click the **Search** button to display a list of Run Control IDs. Click the Run Control ID to open the **Report Book** page. If only one Run Control ID exists, the **Report Book** page will open automatically.

d. For the initial set-up, click the **Add** button to open the **Report Book** page.
- *For subsequent runs,* select the appropriate Run Control ID listed in the **Search Results** section to open the **Report Book** page.

Step 2. On the **Report Book** page, enter required parameters for running an nVision Report Book

e. Select *'Specify'* from the ***As Of Reporting Date** drop-down list and select the date to end of the completed fiscal period.

f. Select *'Specify'* from the ***Tree As Of Date** drop-down list and select the date as the first day of the current fiscal year.

g. Users can specify the number of days to retain nVision reports on the **Report Manager** in the **Retention Days** field. If left blank, this field will default to 30 days.

h. Enter *'UOFAB'* in the **Business Unit** field (if the field does not automatically populate).

i. Click the look-up icon in the ***Report ID** field to open the **Look Up Report ID** page to search for reports to include in the Report Book.

Report Book

Run Control ID: Month_end_reports   Report Manager   Process Monitor   Run

Run Parameters

As Of Date:	Specify e	▾	31/12/2010
Tree Effective Date:	Specify f	▾	01/04/2010 ☑ Ignore Runtime Errors
Retention Days:	g		

Report Requests   Customize | Find | View All | 🖾 | ⬛   First ◀ 1 of 1 ▶ Last

Seq	Business Unit	*Report ID	View	Run		
10	h 🔍	i 🔍	View	☑	➕	➖

There are two options when adding the Report IDs to the Report Book:

Option 1 Select the Report ID number by performing a look up for each report.

Option 2 Search and record the appropriate Report ID numbers.

Option 1 – Select Report IDs by performing a look up for each report

On **the Look Up Report ID** page, select the **Advanced Lookup** hyperlink to open more look up options

j. In the **Description** field, enter an appropriate value, such as the first few characters of DeptID. Then click the **Look Up** button to produce search results.
k. From the list of reports displayed, select the appropriate report by clicking on the report description. Repeat steps j – k until all reports are added.

Option 2 – Search and record Report IDs

     m. [6]From the **Look Up Report ID** page, manually record the **Report ID** numbers for each report request to be added to the **Report Book**.

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n. Then, on the **Report Book** page, enter each Report ID number by adding new rows in the **Report Requests** section. **Note:** Additional rows can be added by using the add row functionality ('+').

o. To run specific Reports Requests in the Report Books, select the checkbox in the **Run** column next to the relevant Report ID.

p. Once all the **Report IDs** have been entered in the **Report Requests** section, click the **Save** button to save all changes.

q. Click the **Run** button to open the **Process Scheduler** page to run the Report Book.

Report Book

Run Control ID: Month_end_reports   Report Manager   Process Monitor   Run q

Run Parameters

As Of Date:	Specify	▼	31/12/2010
Tree Effective Date:	Specify	▼	01/04/2010 ☑ Ignore Runtime Errors
Retention Days:			

Report Requests   Customize | Find | View All | ⊡ | ▦   First ◄ 1-8 of 8 ► Last

Seq	Business Unit	*Report ID	View	Run		
1	UOFAB	00000221	View	☑ n	+	−
2	UOFAB	00000222	View	☑	+	−
3	UOFAB	00000223	View	o ☑	+	−
4	UOFAB	00000224	View	☑	+	−
6	UOFAB	00000225	View	☑	+	−
7	UOFAB	00000226	View	☑	+	−
8	UOFAB	00000227	View	☑	+	−
9	UOFAB	00000228	View	☑	+	−

p
🖫 Save   🔍 Return to Search   📧 Notify

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Step 3. Run the Report Book using Process Scheduler

    r. On the Process Scheduler Request page change the value in the ***Type** field to 'Web' if this value does not default in from previous runs of the Report Book. The ***Format** will default to 'XLS'.

    s. Click the **OK** button to run the Report Book and return to the **Report Book** page where the user can select the **Report Manager** hyperlink to review successfully run reports.

Process Scheduler Request

User ID: EDUCHARM	Run Control ID: Month_end_reports

Server Name: PSNTD   Run Date: 02/02/2011

Recurrence: Run Time: 11:37:47AM   Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	nVision Report Book	RPTBOOK	nVision-ReportBook	Web	XLS	Distribution

r

s

OK   Cancel

Step 4. Review the output using **Report Manager**

Once the process has run successfully, the reports will be available in **Report Manager** under the **Administration** tab.

New Wind

| List | Explorer | Administration | Archives |

View Reports For

User ID:	EDUCHARM	Type:		Last	1	Days
Status:		Folder:		Instance:		to:

Report List   Customize | Find | View All | First ◄ 1-8 of 8 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	1852636	3094480	200600 FSGLV12_FP_DD/ FUND 210 AT 2010-12-31	19/01/2011 10:37:55AM	Microsoft Excel Files (*.xls)	Posted	Details
☐	1852635	3094480	200500 FSGLV12_FP_DD/ FUND 210 AT 2010-12-31	19/01/2011 10:37:32AM	Microsoft Excel Files (*.xls)	Posted	Details
☐	1852634	3094480	200400 FSGLV12_FP_DD/ FUND 210 AT 2010-12-31	19/01/2011 10:37:01AM	Microsoft Excel Files (*.xls)	Posted	Details
☐	1852633	3094480	200400 FSGLV12_FP_DD/ FUND 100 AT 2010-12-31	19/01/2011 10:36:15AM	Microsoft Excel Files (*.xls)	Posted	Details
☐	1852632	3094480	200300 FSGLV12_FP_DD/ FUND 210 AT 2010-12-31	19/01/2011 10:36:12AM	Microsoft Excel Files (*.xls)	Posted	Details
☐	1852631	3094480	200200 FSGLV12_FP_DD/ FUND 210 AT 2010-12-31	19/01/2011 10:35:32AM	Microsoft Excel Files (*.xls)	Posted	Details
☐	1852630	3094480	200105 FSGLV12_FP_DD/ FUND 210 AT 2010-12-31	19/01/2011 10:35:18AM	Microsoft Excel Files	Posted	Details

2.2 *Distribute nVision reports and Report Books*

Distribution of nVision reports may vary on campus. Some units print the reports, some save reports in directories (network or local), and others email the reports or distribute them to the Report Manager via the Process Scheduler, which will be explained below.

Once the user has selected the **Run** button on the **Report Request** page or **Report Book** page, the **Process Scheduler Request** page will be displayed.

a. Select either *'Email' or 'Web'* as the ***Type** option. The value in the ***Format** field will automatically change to '*XLS'* and the **Distribution** link will be displayed.

b. Click the **Distribution** hyperlink to open the **Distribution Detail** page.

Process Scheduler Request

| User ID: | EDUCHARM | | Run Control ID: | |

Server Name:		Run Date:	02/03/2011	
Recurrence:		Run Time:	11:26:14AM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	nVision Report	NVSRUN	nVision Report	Email ▼	XLS ▼	Distribution b
				Default		
				Email		
				File	a	
				Printer		
				Web		
				Window		

OK   Cancel

If *'Email'* is chosen as the ***Type** option:

    c. Add a subject line in the **Email Only** section on the **Distribution Detail** page.

> Enter your name at the end of the subject line to let the recipient know who has sent the email, because the 'from' address will display as **smste@sms.ualberta.ca** in your email application.

    d. Add a message text.

    e. Specify the recipient's email address in the **Email Address List.** When adding more than one email address, separate each name with a semi colon.

    f. Click the **OK** button to complete this page and return to the **Process Scheduler** page. On the **Process Scheduler** page, click **OK** to submit the process.

Distribution Detail

Process Name: RPTBOOK

Process Type: nVision-ReportBook

Folder Name: [▼]

Retention Days: [0]

Email Only

Email Subject:	Email With Log: ☐	Email Web Report: ☐
Month End Report for December 2010 - run by Elly **c**		

Message Text:

Attached are the month end reports   **d**

Email Address List:

elly.ducharme@ualberta.ca; cw6@ualberta.ca   **e**

Distribute To

*ID Type	*Distribution ID		
User ▼	EDUCHARM	🔍	➕ ➖

f

[OK] [Cancel]

g. An email will be sent to the recipients listed in the **Email Address List**. The screen shot below shows an example of the email that recipients will receive.
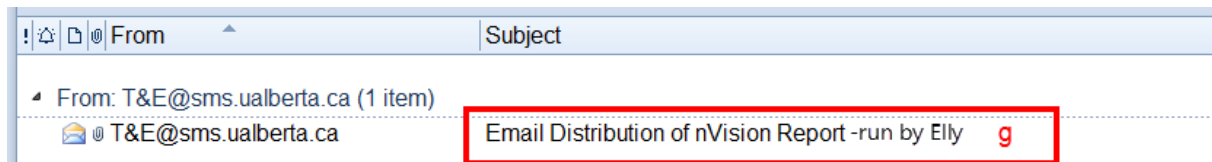
Note	• Drills cannot be run on nVision reports sent via email.
	• If using the email distribution functionality on an nVision report or a Report Book, the reports will *not* be displayed in the **Report Manager**.

If *'Web'* is chosen as the ***Type** option:

> h. Enter the recipient's CCID in the **Distribution ID** field in the **Distribute To** section on the **Distribution Detail** page. **Note:** If the CCID is unknown, use the look up function to find it.

> i. Click the **OK** button to complete this page and return to the **Process Scheduler** page. On the **Process Scheduler** page, click **OK** to submit the process.

Distribution Detail

Process Name:	RPTBOOK
Process Type:	nVision-ReportBook
Folder Name:	
Retention Days:	60

Email Only

Email Subject:		**Email With Log:** ☐	**Email Web Report:** ☐

Message Text:

Email Address List:

Distribute To

*ID Type	*Distribution ID			
User ▾	EDUCHARM	h	🔍 ➕ ➖
User ▾	CW6		🔍 ➕ ➖

i

[OK] [Cancel]

Requesting nVision Reports

It may be necessary to request the creation of a new report, for example, when:

- New chartfield values are created, such as the department IDs.
- A department acquires a new fund, e.g. when a department that has not had endowments in the past acquires an endowment.
- A senior financial officer determines that a report could be useful for their unit.

Before requesting a new nVision Report, users should ensure that a report does not already exist.

More information about requesting nVision reports can be found on the Financial Services Website (identified in the **Resources** section of the guide under the topic area Reporting/Financial Reporting).

Hands-on Activity

	Refer to PeopleSoft Function Exercise handout: **PeopleSoft Function Exercise 2 – Create efficiency with nVision reporting.**

Concept 3: Utilizing PS Query

The PS Query allows users to extract information at a transactional or detail level. Queries can be as simple or as complex as needed and can be one-time queries or saved queries used repeatedly. Financials Services has developed several queries for the various modules in PS Financials to help units inquire on financial transactions.

[notepad icon]	Running a query requires a basic understanding of financial data. More information regarding financial data can be found on the Financial Services Website (identified in the **Resources** section of this guide in the Chart of Accounts (COA) topic area).

3.1 Analyze the name of a query

Similar to nVision reports, the name of the query reveals what information is being extracted from the application. The following diagram breaks down the naming convention of a query.

AAA_GL_TRANSACTION_DETAILS_RE

Prefix   Module or   Description
          Abbreviation

          (example shown
          indicates Module)

Prefix: The most common queries start with AAA and will be the first queries displayed in the list when searching for available queries.

Module/Abbreviation: Two characters are used to define either a Financials module *or* an abbreviation of information provided by the query.

Description: Refers to the information being extracted.

The following table lists the two character combinations used in the naming convention of the query.

Two Characters	Module/Abbreviation Description
AM	Asset Management
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
CS	Cashier
CF *	Chartfield
EX	Travel and Expense
GL	General Ledger
JL *	Journal Line
PO	Purchasing Orders
PC	Project Costing
PG *	Project Chartfield
RE *	Revenue and Expenses
*Represents an abbreviation	

In deciphering the name of the query in the example on the previous page,

AAA_GL_TRANSACTION_DETAILS_RE

the query will extract transaction details from the General Ledger for Revenue and Expenses; it is a common query as indicated by the AAA.

3.2 Run a query

Most queries are developed by Financial Services and users are able to select and run queries from a list displayed on the **Query Viewer** page.

The following diagram represents the steps for extracting data. The details will be explained on the following pages.
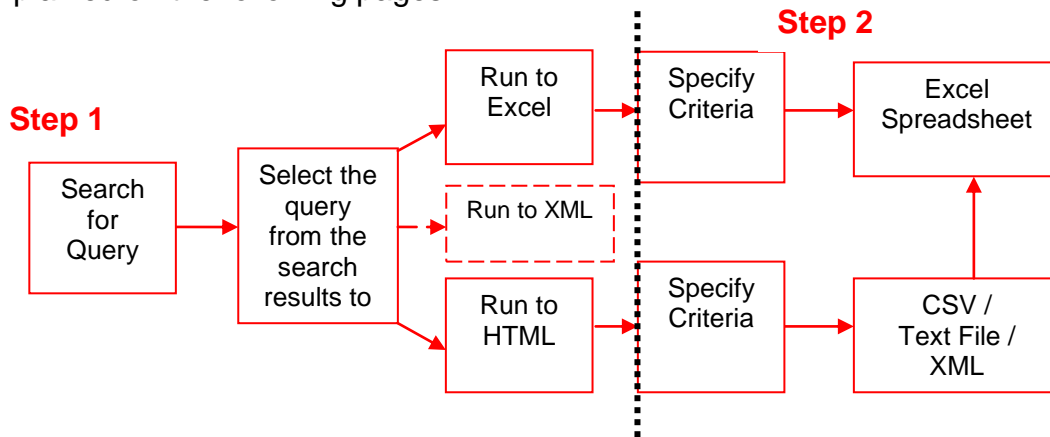
	Extensible Markup Language (XML) is a set of rules for encoding documents in machine-readable form. Using this format is *not* covered in the learning guide.

To run a query, navigate to **Reporting Tools/Query/Query Viewer.** This will open the query viewer page where the user is able to enter criteria in order to search for a query.
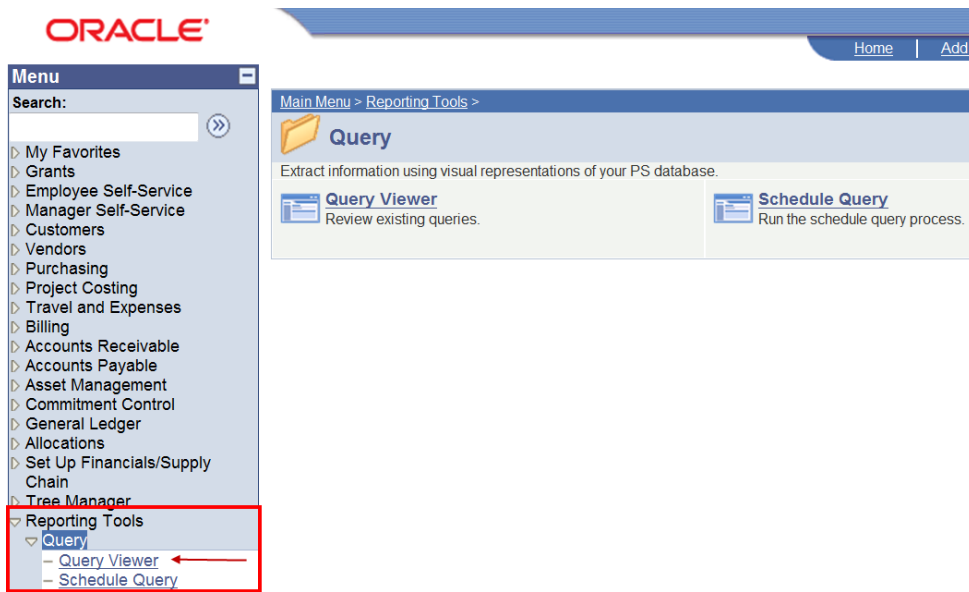
Step 1: Search for a Query

a. Select an appropriate value in the **Search By** field. To list the most commonly run queries, enter **AAA_** in the '**begins with**' field next to the **Search By** field.

b. Click the **Search** button to produce search results.

c. In the Search Results, highlight the query and select the hyperlink for **Run to HTML** (to display results on the page) *or* **Run to Excel** (to display results in an Excel spreadsheet)**.** Examples of each option are shown on the following pages. Selecting either of these hyperlinks will open a series of edit fields to specify criteria.

Step 2: Specify Criteria

d. Enter data in the edit fields to narrow down the results if searching for specific information. Each field must be populated with either an appropriate value or a wildcard character.

AAA_CF_SPEEDCODE - AAA_CF_SPEEDCODE

SpeedCode Status (A, I or %)	A
SpeedCode (%):	%
Fund Code (%):	210
Organization (%):	200%
Program Code (%):	%
Sub-Class (%):	%
Project/Grant (%):	%
Activity ID (%):	%
Resource Type (%):	%
Resource Category (%):	%
Resource SubCategory (%):	%
Sponsor (%):	%

View Results   e

SpeedCode	Speedcode Description	Eff Date	Status	Fund	DeptID	Program	Class	Project/Grant	Activity	Source Type	Category	Subcategory	Sponsor

Queries are generic and can be run for many units on campus; therefore it is important to specify data in the prompt fields to narrow down the results returned when the query is run.

a. Click the **View Results** button to display the query results.

If the user selected the **Run to HTML** option, the search results are displayed on the page directly below the search criteria. Users can close the window or choose to download the results to Excel or a text file.

AAA_CF_SPEEDCODE - AAA_CF_SPEEDCODE

SpeedCode Status (A, I or %): A
SpeedCode (%): %
Fund Code (%): 210
Organization (%): 200%
Program Code (%): %
Sub-Class (%): %
Project/Grant (%): %
Activity ID (%): %
Resource Type (%): %
Resource Category (%): %
Resource SubCategory (%): %
Sponsor (%): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (76 kb)

View All   First ◄ 1-100 of 225 ► Last

	SpeedCode	Speedcode Description	Eff Date	Status	Fund	DeptID	Program	Class	Project/Grant	Activity	Source Type	Category	Subcategory	Sponsor
1	0190C	GS-Kang	01/04/2010	Active	210	200400	20258	20503						
2	0191C	GS-Leung	01/04/2010	Active	210	200400	20258	20504						

If the user selected the **Run to Excel** option, the data is extracted into Excel where it can be used for analysis as displayed below.

AAA_CF_SPEEDCODE	3												
SpeedCode	Speedcode Description	Eff Date	Status	Fund	DeptID	Program	Class	Project/Grant	Activity	Source Type	Category	Subcategory	Sponsor
02224	Engineering Co-op Department	04-02-2010	Active	210	200200	0	0						
202OH	ICR Overhead 200200	04-01-2008	Active	210	200200	202OH	0						
39061	20th Anniversary	04-01-2001	Active	210	200200	20201	0						

3.3   Schedule a query

Users can choose to schedule a query to run at a future point in time, for example at month end or to have the query output listed in the **Report Manager**. There are four steps to schedule and run a query:

      Step 1 – Specify a run control ID
      Step 2 – Select a query
      Step 3 – Specify criteria to schedule
      Step 4 – Save and run query

Step 1 – Specify a Run Control ID

Scheduling queries starts by selecting a **Run Control ID**. To begin, navigate to **Reporting Tools/Query/Schedule Query**.
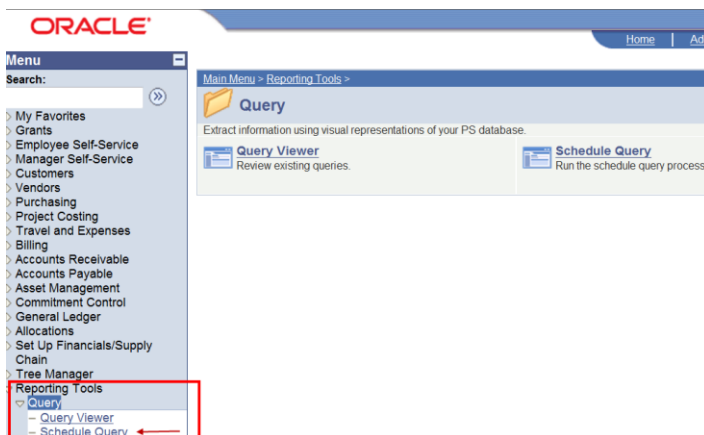
a. When scheduling a query for the first time, select the **Add a New Value** tab on the **Schedule Query** page to set up a Run Control ID.

- *For subsequent runs*, use the **Find an Existing Value** tab.

b. Enter a Run Control ID name that is meaningful to the type of query that is being scheduled*.*

- *For subsequent runs, (on the **Find an Existing Value** tab)* click the **Search** button to display a list of Run Control IDs and then select the appropriate Run Control ID to open the query. **Note:** If only one Run Control ID is defined, the **Schedule Query** page will open automatically.

c. Click the **Add** button to open the **Schedule Query** page.
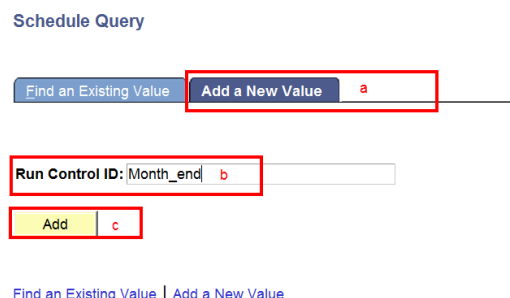
Step 2 - Select the query to schedule

Once the Run Control ID is added, a query must be selected. This query will be associated with the Run Control ID.

- o *For subsequent runs,* the query will open when the Run Control ID is selected and the user will have an opportunity to update and save parameters.

d. On the **Schedule Query** page, enter the first few characters in the **Query Name** field to reduce the number of queries displayed.

e. Click the **Search** button to display the list of available queries.

Schedule Query

Run Control ID:	Month_end

Report Manager   Process Monitor   [Run]

Query Name:	AAA_ d		[Search] e
*Description:			

Update Parameters

Prompt Name	Value

Update Tree Parameters

Tree Prompts	
Field Name	Expression Text

[Save]   [Add] [Update/Display]

f. Select the appropriate query from the list of queries displayed. This will enable the user to specify scheduling criteria for the query.

Scheduled Query Search Page

*Query Type:	Queries ▾
Query:	AAA_ [Search]

Query	Customize | Find | View All | 🗗 | ▦ First ◄ 1-12 of 50 ► Last	
AAA_PO_DETAIL_BY_DEPTID_ED	PO Detail by DeptID	Private
AAA_AM_EQUIP_PURCH	Tracking Equipment purchases	Public
AAA_AP_CUSTOMS_DETAIL	Vchr Details Incl Freight Info	Public
AAA_AP_INVOICE_LOOKUP_BY_DESCR	Inv Lookup - Line Descr with %	Public
AAA_AP_PAYMENTS_BY_DEPTID	Payment History by deptid	Public
AAA_AP_VCHR_DETAILS	Vchr Details Incl extra info f	Public
AAA_AP_VCHR_TRANS_RE	Vchr Details Incl extra info	Public
AAA_AP_VENDOR_PAYMENTS	Payment History by DEPTID	Public
AAA_AR_CUSTOMER_SEARCH	AAA_AR_CUSTOMER_SEARCH	Public
AAA_AR_CUST_PYMNT	AAA_AR_CUSTOMER_PAYMENTS	Public
AAA_AR_DEPOSITS_PAYMENTS	Payments Details	Public
AAA_AR_ITEM_STATUS	AAA_AR_ITEM_STATUS	Public

Step 3 - Specify criteria to schedule a query

g. Most queries contain edit fields where a value must be entered. If the value is known, enter the full value. Partial values may be added by using the first few characters and adding a wild card. The following diagram shows examples of scheduling criteria using:

Eg 1. A full value.
Eg 2. A partial value followed by a wildcard.
Eg 3. A wildcard value only.

AAA_AP_VCHR_DETAILS

Organization (%):	720325	Eg. 1
Program Code (%):	8%	Eg. 2
Project/Grant (%):	%	Eg. 3
From Accounting Period (1-12):	1	g
To Accounting Period (1-12):	1	
Fiscal Year (YYYY):	2011	
Voucher:	%	
Sponsor (%):	%	

h OK   Cancel

h. Click the **OK** button when all fields are populated to return to the **Schedule Query** page to save and run the query.

Step 4 - Save and run the scheduled query

Now that the query is defined with the appropriate parameters, save and run the query from the **Schedule Query** page.

i. Click the **Save** button.

j. Click the **Run** button to open the **Process Scheduler Request** page.

Run Control ID: Month_end   Report Manager   Process Monitor   [Run] [j]

Query Name: AAA_AP_VCHR_DETAILS   [Search]

*Description: Vchr Details Incl extra info

Update Parameters

Prompt Name	Value
DEPTID	720325
PROGRAM_CODE	8%
PROJECT_ID	%
ACCOUNTING_PD_FROM	1
ACCOUNTING_PD_TO	1
FISCAL_YEAR	2011
VOUCHER_ID	%
CHARTFIELD1	%

[Save] [i]   [Add] [Update/Display]

k. On the **Process Scheduler Request** page, edit the **Run Date** field to specify a future date.

l. The ***Format** does not default to 'XLS' in this instance. In order to get results populated in an Excel spreadsheet, select 'XLS' from the ***Format** drop-down list.

m. Click **OK** to schedule the query.

Process Scheduler Request

User ID:	EDUCHARM		Run Control ID:	Month_end

Server Name:	▾	Run Date:	31/03/2012 📅 **k**
Recurrence:	▾	Run Time:	3:10:32PM Reset to Current Date/Time
Time Zone:	🔍		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PSQUERY	PSQUERY	Application Engine	Web ▾	TXT ▾	Distribution
					HTM	
					PDF	
					TXT	**l**
					XLS	
					XML	
					XMLP	

m

OK   Cancel

	• Successfully run queries will appear in the **Report Manager**.
	• The Financial Services website has a listing of queries available (identified in the **Resources** section of this guide under the topic area Reporting/Financial Reporting).

Hands-on Activity

	Refer to PeopleSoft Function Exercise handout: **PeopleSoft Function Exercise 3 – PS Query**

Concept 4 - Use Inquiry Pages to Retrieve Data

In addition to nVision and query, online inquiry pages can be used to extract data. Most online pages are available for users to view single or multiple transactions with more specialized information. Data is retrieved online by entering values into the prompt fields listed on the page. This type of data retrieval is often used for gathering ad hoc information or when looking for very specific information.

As with the other reporting options, adding criteria narrows down the results returned.

The following is an example of retrieving specific Billing data (i.e. information related to a particular invoice) using an online search page.

a. Navigate to **Billing/Review Billing Information/Summary** to open the **Bill Summary Information** pages 1 and 2.
b. Specify the **Limit the number of results to** return.[8]
c. Enter a value in the **Invoice** edit field to narrow down the results returned.
   In the example below, a value of UA%3681 is entered to look for invoices that begin with UA and include a value of 3681.
d. Click the **Search** button to produce a list of values that match the search criteria entered.

---

[8] Users can enter a lower value in the **Limit the number of results to** field on the search page to further reduce the number of search results. If the search retrieves more than the maximum number of listings, the Search Results grid displays only the number of results requested in the Limit the number of results to setting`
PeopleBooks Home/PeopleBooks/ PeopleTools 8.51 PeopleBook: Using PeopleSoft Applications /Using Keys and Search Pages.

e. Select an invoice by clicking on the invoice number. This will open online pages that provide additional information related to the invoice.

Bill Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 50

Field	Operator	Value
Business Unit:	=	UOFAB
Invoice:	begins with	UA%3681
Bill Status:	=	
Customer:	begins with	
Contract:	begins with	
Bills in Business Unit:	=	
Template Invoice Flag:	=	

☐ Case Sensitive

[Search] [Clear] | Basic Search 💾 Save Search Criteria

Search Results

View All   First ◄ 1-20 of 20 ► Last

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
UOFAB	UA083681	Regular	INB	Invoiced	RSO ADMIN	PAB01014	G220180239	UOFAB	No
UOFAB	UA073681	Regular	INV	Invoiced	AFNS	GAR16388	(blank)	UOFAB	No
UOFAB	UA063681	Regular	INV	Invoiced	BUS CEMD	GAR12392	(blank)	UOFAB	No
UOFAB	UA053681	Regular	INV	Invoiced	SSDS	GAR14142	(blank)	UOFAB	No
UOFAB	UA043681	Regular	INV	Invoiced	PARK	GAR11092	(blank)	UOFAB	No
UOFAB	UA036819	Regular	INV	Invoiced	ISTAR	GAR22143	(blank)	UOFAB	No
UOFAB	UA036818	Regular	INV	Invoiced	ISTAR	GAR14525	(blank)	UOFAB	No
UOFAB	UA036817	Regular	INV	Invoiced	ISTAR	GAR22815	(blank)	UOFAB	No
UOFAB	UA036816	Regular	INV	Invoiced	ISTAR	GAR22817	(blank)	UOFAB	No
UOFAB	UA036815	Regular	INV	Invoiced	ISTAR	GAR22818	(blank)	UOFAB	No
UOFAB	UA036814	Regular	INV	Invoiced	ISTAR	GAR22816	(blank)	UOFAB	No
UOFAB	UA036813	Regular	INV	Invoiced	ISTAR	GAR22819	(blank)	UOFAB	No
UOFAB	UA036812	Regular	INV	Invoiced	ISTAR	GAR22820	(blank)	UOFAB	No
UOFAB	UA036811	Regular	INV	Invoiced	ISTAR	GAR22824	(blank)	UOFAB	No
UOFAB	UA036810CR	Cred Bill	INV	Invoiced	ISTAR	GAR22823	(blank)	UOFAB	No
UOFAB	UA036810	Regular	INV	Invoiced	ISTAR	GAR22823	(blank)	UOFAB	No
UOFAB	UA033681	Regular	INV	Invoiced	SSDS	GAR17125	(blank)	UOFAB	No
UOFAB	UA023681	Regular	INV	Invoiced	ONCOL	GAR02044	(blank)	UOFAB	No
UOFAB	UA013681	Regular	INV	Invoiced	FAC MED	GAR12673	(blank)	UOFAB	No
UOFAB	UA003681	Regular	INB e	Invoiced	RSO FINANC	SFR1927	(blank)	UOFAB	No

Proceeding with the Billing example, when the **Header Info 1** hyperlink is selected, another page will open, allowing the user to access specific address information (which is not typically included in queries).

Once the information is reviewed, the user can close the page and proceed with other activities within the application or look up another transaction.

Hands-on Activity

	Refer to PeopleSoft Function Exercise handout: **PeopleSoft Function Exercise 4 – PS Use Inquiry Pages to Retrieve Data**

Concept 5 – Briefly Describe Other Reports Used in Financials

There are other financial reports generated within the PeopleSoft Human Capital Management (HCM) application and outside of PeopleSoft that provide useful information for users on campus. A brief description of these reports is listed below.

UEP (Unitized Endowment Pool)

Financial Services generates UEP reports that contain an endowment's principal book value, market value, units, and spending allocation amounts. As this information does not reside in PeopleSoft, it is generated in-house by Financial Services and can be opened with Excel. This report is generally available by the 15th of the upcoming month and resides on the Samba directory, accessed via the following path:

\\samba\win2000\rptbooks\Reports - Non - PeopleSoft\Uep\<applicable Department ID>

📝	nVision drills cannot be performed on the UEP reports!

HR Operational Reports

Human Resource Services offers a number of financial-related HR Reports that can be run on the PeopleSoft HCM database. Information such as salaries, commitments, position, and budget data are an example of some of the information available on these reports.

📝	For a full listing of financial related HR Operational reports, refer to the Financial Services website (identified in the **Resources** section of this guide).

Conclusion - Accessing PeopleSoft Financials

Access to the information presented in this learning guide must be requested. **Authorized Approvers** within each unit are required to complete a **Request for Access Form** requesting access and ensuring the roles requested are consistent with the employee's role within the unit.

	### Authorized Approvers[9] Certain person(s) of authority within a faculty/department/unit who have been identified to AIS as having the power to approve both user access to the University's AIS applications and specifically what processes that user is to be allowed to do.

	### Obtaining Access • **Request for Access** forms can be found on the AIS website. • A listing of **PeopleSoft Financial Roles** is also available on the AIS website. More information on getting access can be found in the **Resources** section of this guide.

---

[9]UAPPOL - **Administration Information System Access and Maintenance Procedure – Definition of Authorized Approver**
http://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_057473.hcsp

Resources

Information regarding Process Monitor can be found in the Learning Resource: ***Running a PeopleSoft Report*** located on the PeopleSoft User Training Program Website (http://www.psutp.ualberta.ca/) under the section Learning Resources/General PeopleSoft Resources.

The AIS website, http://ais-web.srv.ualberta.ca/ has the following information:

- Request for Access Forms – positioned on the home page under the section **Other Links/Forms Cabinet**

The following two items require users to sign into the AIS Support Site from the left menu.

- A listing of PeopleSoft Financials Roles – found in the section Security.
- nVision settings to be applied to a user's desktop – located in the **Downloads** section

nVision may require settings to be applied to a user's desktop. The user's LAN administrator can access instructions for desktop settings on the AIS website at http://ais-web.srv.ualberta.ca/. This website requires users to sign into the AIS Support Site from the left menu and then click on the LAN Administrator Information under the Downloads section.

The Financial Services website / Guide to Financial Management (http://www.financial.ualberta.ca/) is a great resource for information regarding the following topics:

- Reporting/Financial Reporting – Chapter 5
    - nVision Report Directory – includes commonly used reports and examples of each report.
    - nVision Drill Directory – includes examples of each type of drill.
    - Query Directory – includes commonly used queries and queries used for specific modules.
    - Managing nVision Reports and Queries – includes information on Report Books and scheduling and distribution of reports and queries.
    - nVision Reports - Requesting Reports from Existing Report Templates.
    - Salary and Benefit Financial Reporting
        - Salary and Benefit Financial Report Directory - provides examples of the reports in the HCM application.(HR Operational reports)
- General Financial Information
    - Financial Bulletins

Appendix A: Keeping Current

It is important to stay up-to-date with changes regarding financial information. The Financial Services website offers users an opportunity to subscribe to email list services and websites that provide information to keep administrators current regarding news and information about financial processes.

The monthly bulletins and websites provide information, such as:
- Processing Deadline Extension, for example, during the Christmas vacation when the processing of month-end is extended an extra day due to the holidays.
- Changes to Financial Services website, including items such as:
  - ➢ Improved search capabilities
  - ➢ Updates to the Guide to Financial Management.
- Introduction of new nVision reports.
- Information related to travel such as the UNIGLOBE Geo Relationship Rewards Program for employee staff members.
- Information regarding HR Operations.

	For more information about subscribing to the email list services, refer to the Financial Services website (identified in the **Resources** section of this guide) under the topic General Financial Information.