

Running an nVision Report in Cardinal Financials

Note: To get an accurate report, please run the report for the **FUND** associated with your **DEPTID**. If you are unsure of your **FUND** & **DEPTID** combination, please click on this [link](#), which tells you how to view your Department's Budget. On the page where you view your Departments Budget, you will see the **FUND** that is associated with your **DEPTID**.

Below are the names and descriptions of Reports that can be run for Individual DEPTID's. The Scope names are the same as the Report names.

Individual Report Name	Description
1ORG	Gen'l & Budgeted Funds 11 & 12 - Use Scope
1RESERVE	For Reserves 18, 19, 51, 47 - Use Scope
1GRANT	Grant funds 26 & 27 - Use Scope
1ENDOWED	Endowed funds 31, 51, 54 - Use Scope
1AUXENT	Auxiliary Funds 15 - Use Scope
1PROJECT	Plant Project Funds 39, 53 - Use Scope
1F19&F51	Orgs with dual funds. Fund 19 and Fund 51 - Use Scope

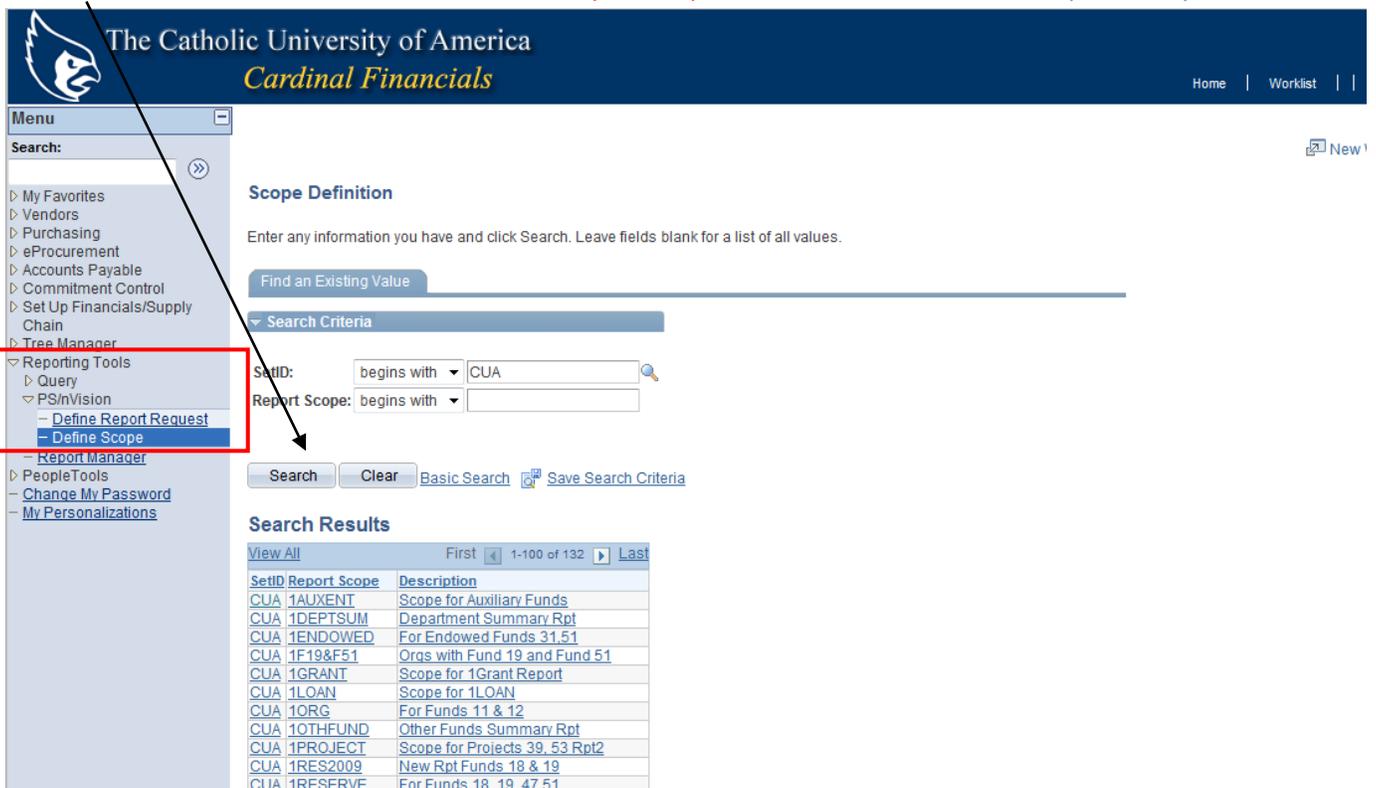
The following reports are run for multiple DEPTID's based on your access. Some of these Reports use Scopes.

Summary Report Name	Description
1DEPTSUM	Dept. Summary Rpt - Use Scope (Use your department name in scope)
1SUMMARY	Dept'l Summary Rpt - No Scope (This report will return all the DEPTID's that you have access to)
1DIVSUM	Division Summary No Grants - No Scope
1GRTSUM	Grant Summary Report - No Scope

The following are instructions for running an nVision Report that uses a Scope. To view instructions for running a report that does not use a scope, click [here](#).

Follow the navigation as seen on the left.

Click **Search**. From the Search results, click on the **Report Scope** that is associated with the report that you want to run.



The screenshot displays the 'Cardinal Financials' web application interface. On the left, a navigation menu is visible, with 'Reporting Tools' expanded to show 'PS/nVision', where 'Define Report Request' and 'Define Scope' are highlighted. The main content area shows a 'Scope Definition' search form. The 'SetID' is set to 'CUA' and the 'Report Scope' is set to 'begins with'. Below the search form, there is a 'Search Results' table with the following data:

SetID	Report Scope	Description
CUA	1AUXENT	Scope for Auxiliary Funds
CUA	1DEPTSUM	Department Summary Rpt
CUA	1ENDOWED	For Endowed Funds 31,51
CUA	1F19&F51	Orgs with Fund 19 and Fund 51
CUA	1GRANT	Scope for 1Grant Report
CUA	1LOAN	Scope for 1LOAN
CUA	1ORG	For Funds 11 & 12
CUA	1OTHFUND	Other Funds Summary Rpt
CUA	1PROJECT	Scope for Projects 39, 53 Rpt2
CUA	1RES2009	New Rpt Funds 18 & 19
CUA	1RESERVE	For Funds 18, 19, 47, 51

On the next page, enter your **DEPTID** (To view a list of DEPTID's that you have access to, click on this icon) and then click **Save**. (If you would like to run multiple reports for different DEPTID's associated with the same **FUND**, you can click on the '+' to add a line and enter a different DEPTID) Then click **Report Request**.

This will take you back to the nVision Report Request screen. If you are running the report for the current fiscal year, ensure that **Today's Date** is chosen in this field. Then click **Run Report**.

Note: If you are running a report for a prior fiscal year, choose **Specify** from the drop-down menu and enter the last day of the fiscal year. For example, if you want to run a report for FY2012, enter the date **04/30/2012**.

It takes about half a minute for your report to generate. Click **Refresh** and you should see your report appear on the list. Then click on the link to view your report in Microsoft Excel.

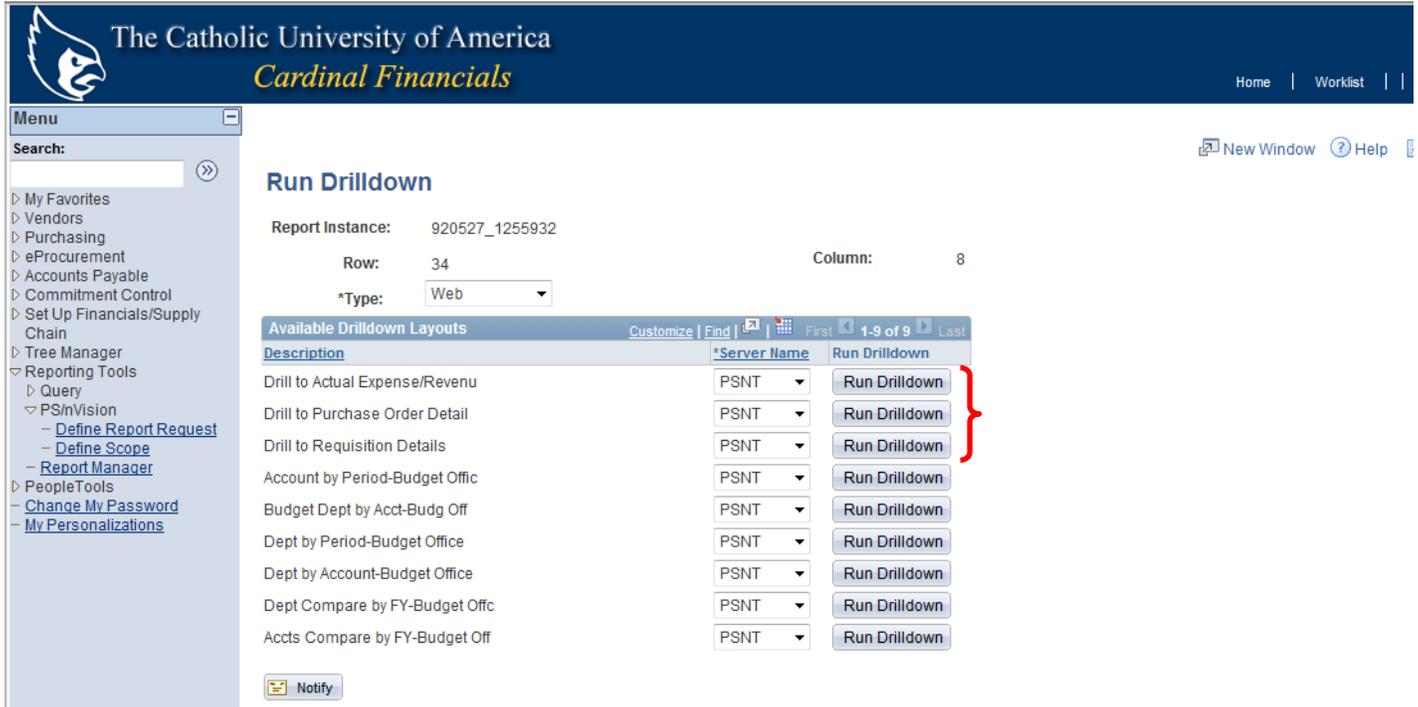
On the Excel file, you will find details of your **Budget, Expenses, Encumbrances and Pre-encumbrances**. The last column displays your available budget. If you want to drill-down and see the detailed expenses that total up to the amounts in each cell, click on the cell and then click **Add-Ins -> nVision Drill -> Drill**.

Note: This screen-shot applies to MS Excel 2010. The navigation to the Drilldown in Excel 2003 and Excel 2007 are slightly different, just look for 'add-ins' or 'nVisionDrill'.

EXPENSES		a	b	c	d = a+b+c	e	f = e-d
		FY 2013 (Requisitions) Pre-Encumbrances	FY 2013 (Purchase Orders) Encumbrances	Actual Expended Amount	Total Pre-Encumb, Encumb and Expended	Budget	Available (Overspent) Funds
21	Subtotal General Exps (Z004)						
22	1510 Telephone Chgs Allocation	-	-	277.20	277.20	2,000.00	1,722.80
23	1590 Long Distance Svc	-	-	0.65	0.65	200.00	199.35
24	2000 Materials & Supplies	-	-	233.51	233.51	3,500.00	3,266.49
25	2910 Catering	-	-	-	-	250.00	250.00
26	5000 Repairs & Maintenance	-	-	-	-	10,910.00	10,910.00
27	5505 Advertising	-	-	-	-	1,500.00	1,500.00
28	8231 Licenses	-	-	-	-	250.00	250.00
29	8903 Interdept'l Charges	-	-	41.68	41.68	-	(41.68)
30	Supplies & General Exps (Z401)	-	-	553.04	553.04	18,610.00	18,056.96
31	1900 Travel	-	-	-	-	6,000.00	6,000.00
32	2900 Entertainment	-	-	-	-	500.00	500.00
33	Travel and Entertainmt (Z402)	-	-	-	-	6,500.00	6,500.00
34	Subtotal General Exps (Z004)	-	-	553.04	553.04	25,110.00	24,556.96
35	Total Expenses	-	284,486.92	100,299.85	384,786.77	412,605.00	27,818.23

Note: The Pre-encumbrances and encumbrances are for Fiscal Year 2013 (5/1/12-4/30/13). Prior year Pre-encumb and Encumb amounts are not available on this report. If you run this report for a fiscal year prior to 2013, you will need to zero out the figures in the Pre-encumbrance and the Encumbrance columns. If you have questions, please contact Laura Sweet (sweet@cua.edu) or Joseph George (georgej@cua.edu).

Depending on the column you are drilling-down on (Requisitions, Purchase Orders or Actual Expenses); click **Run Drilldown** on the appropriate line.



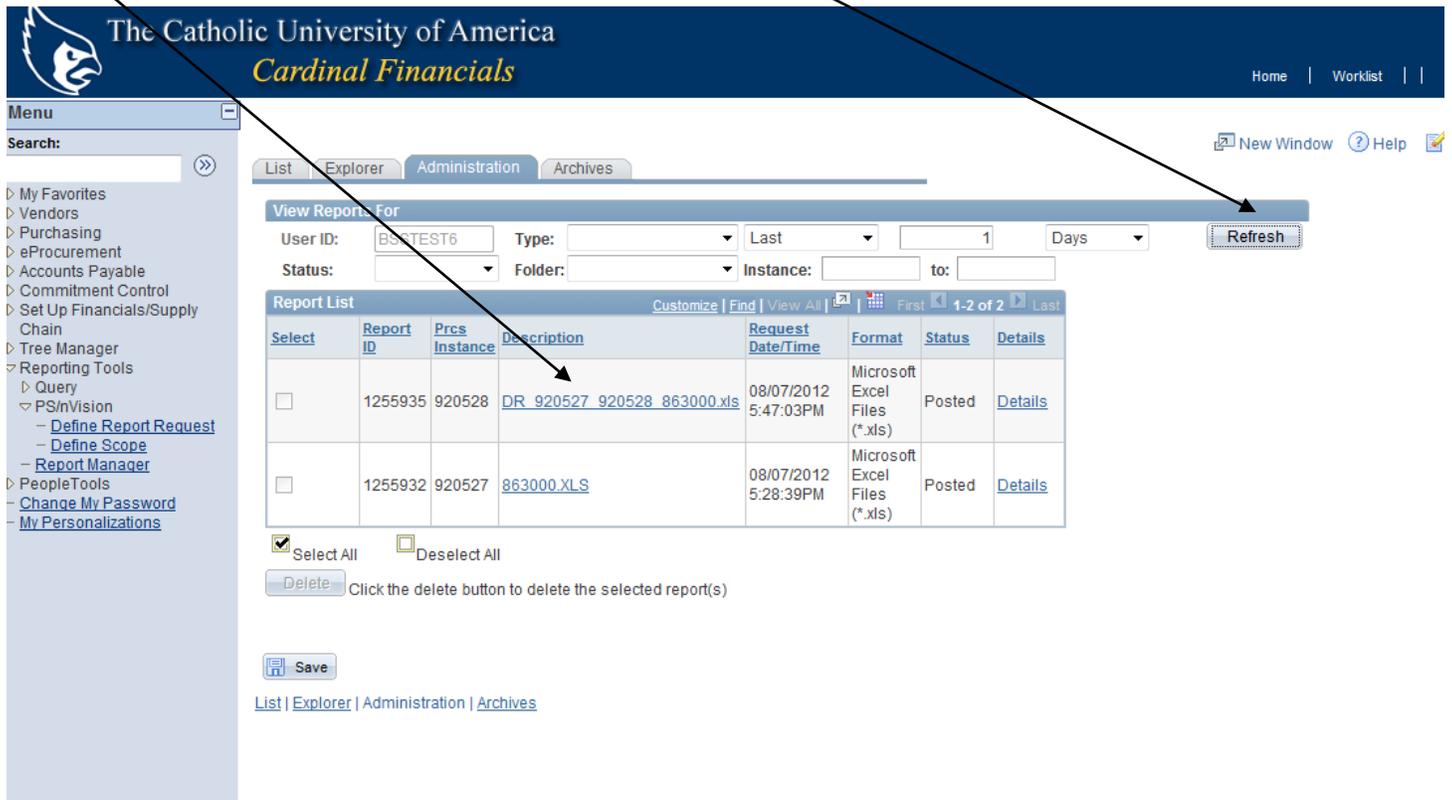
Run Drilldown

Report Instance: 920527_1255932
 Row: 34
 Column: 8
 *Type: Web

Description	*Server Name	Run Drilldown
Drill to Actual Expense/Revenue	PSNT	Run Drilldown
Drill to Purchase Order Detail	PSNT	Run Drilldown
Drill to Requisition Details	PSNT	Run Drilldown
Account by Period-Budget Office	PSNT	Run Drilldown
Budget Dept by Acct-Budg Off	PSNT	Run Drilldown
Dept by Period-Budget Office	PSNT	Run Drilldown
Dept by Account-Budget Office	PSNT	Run Drilldown
Dept Compare by FY-Budget Offc	PSNT	Run Drilldown
Accts Compare by FY-Budget Off	PSNT	Run Drilldown

Notify

This report takes about a minute to generate. Click **Refresh** to see your Drilldown report. You can then click on the Report name to view your drilldown.



View Reports For

User ID: BSRTST6 Type: Last 1 Days
 Status: Folder: Instance: to:

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1255935	920528	DR_920527_920528_863000.xls	08/07/2012 5:47:03PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1255932	920527	863000.XLS	08/07/2012 5:28:39PM	Microsoft Excel Files (*.xls)	Posted	Details

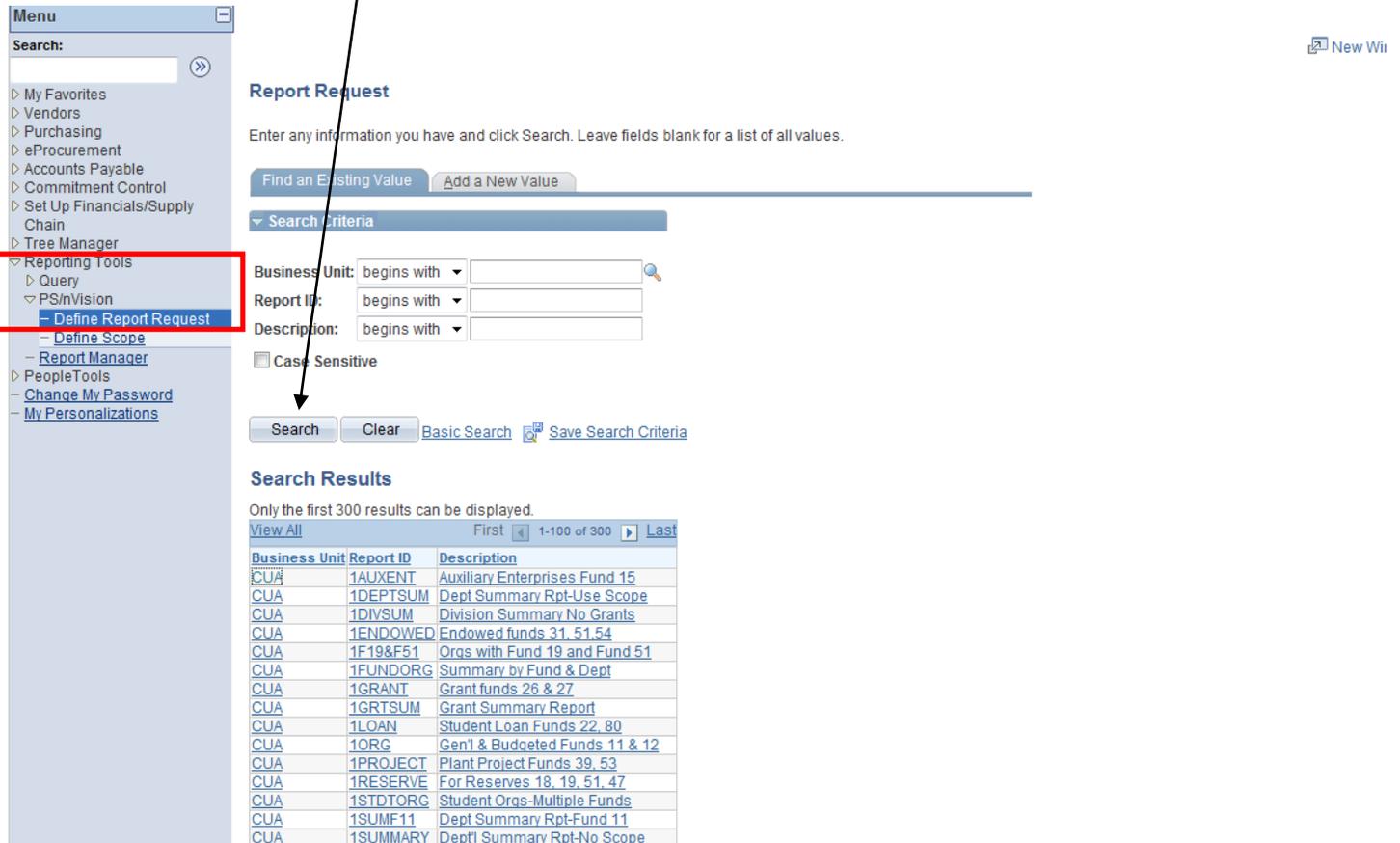
Select All Deselect All
 Delete Click the delete button to delete the selected report(s)
 Save

List | Explorer | Administration | Archives

Running an nVision Report in Cardinal Financials (Without a Scope)

Follow the navigation as seen on the left.

Click **Search**. Then click on the nVision report that you want to run from the list.



Report Request

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit: begins with []

Report ID: begins with []

Description: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

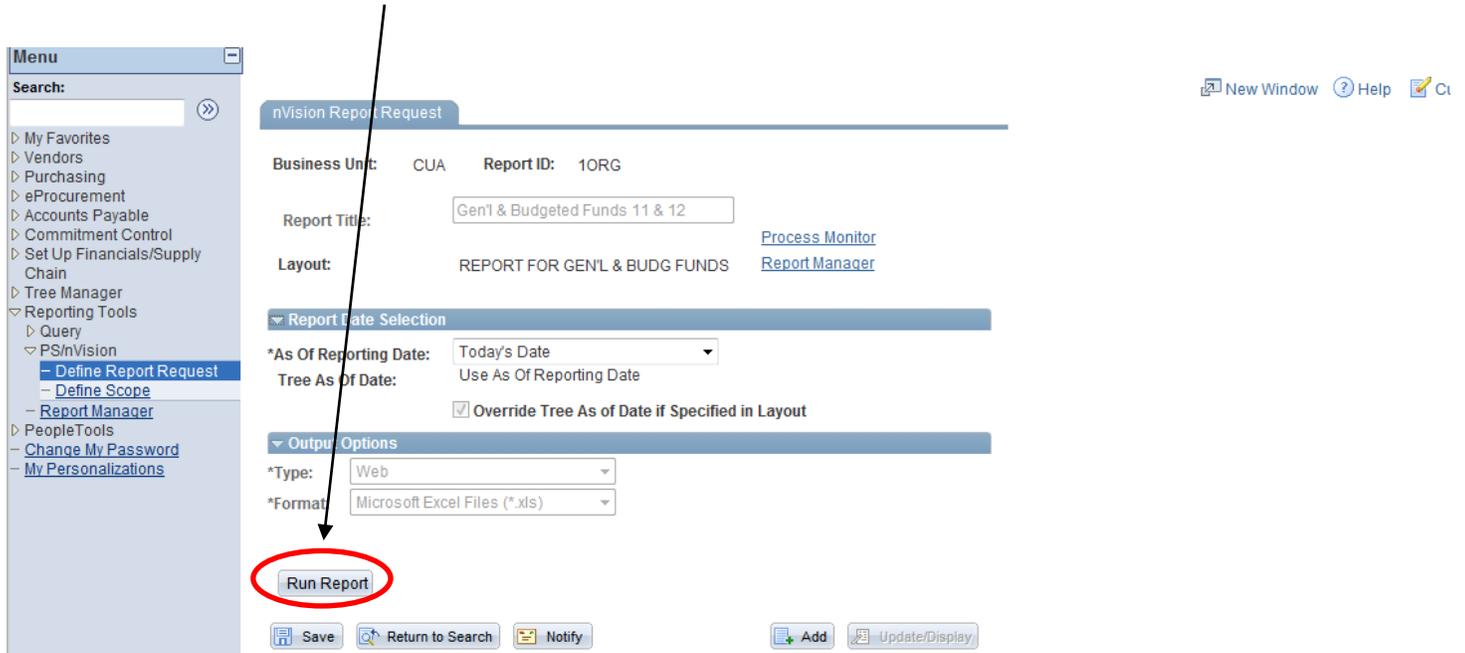
Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Business Unit	Report ID	Description
CUA	1AUXENT	Auxiliary Enterprises Fund 15
CUA	1DEPTSUM	Dept Summary Rpt-Use Scope
CUA	1DIVSUM	Division Summary No Grants
CUA	1ENDOWED	Endowed funds 31, 51, 54
CUA	1F19&F51	Orgs with Fund 19 and Fund 51
CUA	1FUNDORG	Summary by Fund & Dept
CUA	1GRANT	Grant funds 26 & 27
CUA	1GRTSUM	Grant Summary Report
CUA	1LOAN	Student Loan Funds 22, 80
CUA	1ORG	Gen1 & Budgeted Funds 11 & 12
CUA	1PROJECT	Plant Project Funds 39, 53
CUA	1RESERVE	For Reserves 18, 19, 51, 47
CUA	1STDTORG	Student Orgs-Multiple Funds
CUA	1SUMF11	Dept Summary Rpt-Fund 11
CUA	1SUMMARY	DeptI Summary Rpt-No Scope

On the next screen, click on **Run Report**.



nVision Report Request

Business Unit: CUA Report ID: 1ORG

Report Title: Gen1 & Budgeted Funds 11 & 12

Layout: REPORT FOR GEN'L & BUDG FUNDS

Report Date Selection

*As Of Reporting Date: Today's Date

Tree As Of Date: Use As Of Reporting Date

Override Tree As of Date if Specified in Layout

Output Options

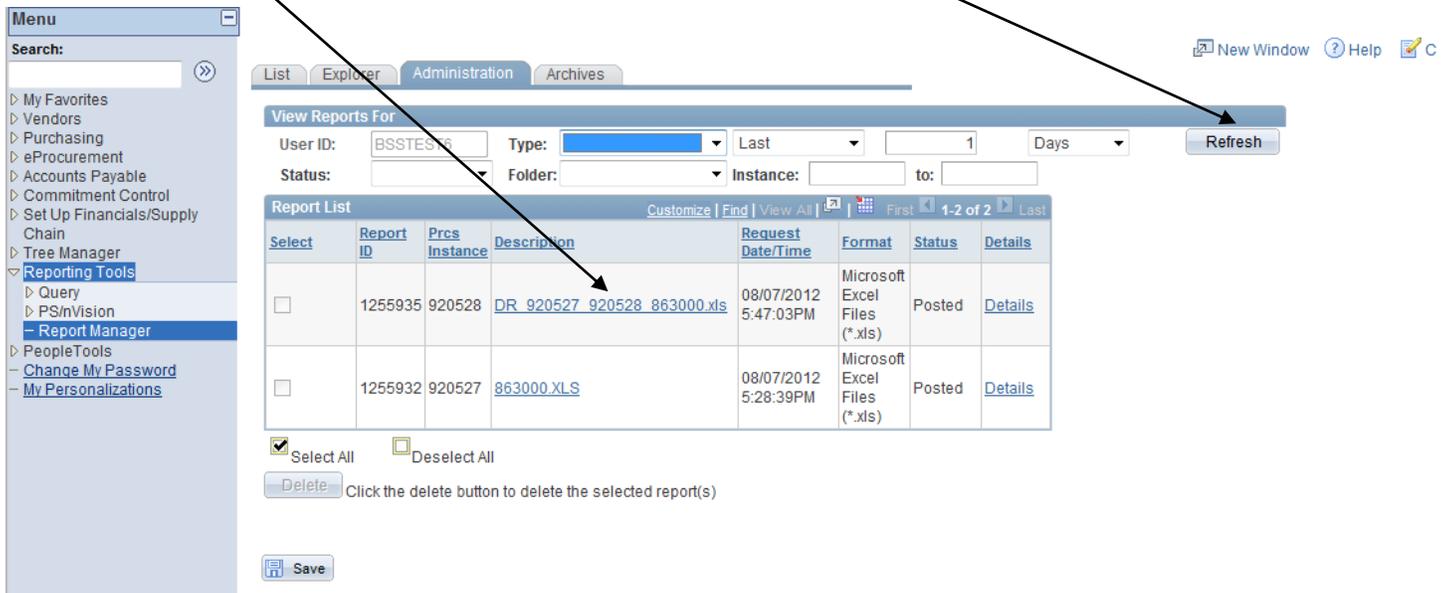
*Type: Web

Format: Microsoft Excel Files (.xls)

Run Report

Save Return to Search Notify Add Update/Display

It takes about half a minute for your report to generate. Click **Refresh** and you should see your report appear on the list. Then click on the link to view your report in Microsoft Excel.



Menu

Search:

- My Favorites
- Vendors
- Purchasing
- eProcurement
- Accounts Payable
- Commitment Control
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools**
 - Query
 - PS/nVision
 - Report Manager**
- PeopleTools
 - Change My Password
 - My Personalizations

Administration Archives

View Reports For

User ID: BSSTES Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1255935	920528	DR 920527 920528 863000.xls	08/07/2012 5:47:03PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1255932	920527	863000.XLS	08/07/2012 5:28:39PM	Microsoft Excel Files (*.xls)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

This will open an Excel sheet with details of all your Expenses, Encumbrances or Pre-Encumbrances, depending on which column you drilled down on.