Understanding and Running Research Financial Reports in PeopleSoft

Training Guide Contents

Overview

There are two primary excel-based financial reports for tracking awarded research activity in the PantherSoft system; the **Project Financial Report** and the **Departmental Research Summary Report.**

This training guide provides information about the design of the reports. In addition, it provides the steps required to successfully run the reports in PantherSoft.

Note: The reports described in this training guide can only be run for dates greater than or equal to 7/1/2009.

Overview of Research Financial Reports

Below is a detailed description of each report:

 Project Financial Report

The **Project Financial Report** generates within six tabs of one excel file a comprehensive amount of information **about a Project ID.** Below is a description of each tab:

- **'Project Summary' Sheet** – Below is a screenshot of the summary page. Click the buttons in the 'Report Views' section of the page to see multiple levels of detail and additional columns :

o **Project Header Information** – The header contains key demographic fields of information associated with the Project ID.

o **Budget to Actuals Analysis** - The project summary sheet show how the expense accounts being used in transactions relate to their respective budgetary account.

o **Expenses by Month** - Click the 'Additional Columns' button to see this information. Please note that this column shows expenditures amounts as of the actual date that you are running the report, whereas the 'Expenditures to Date' column further left shows the balance of expenditures as of the Reporting Date specified when running the report.

o **2004 SAMAS Conversion Balance** – Click 'Additional Columns button to see this information. There is a 2004 SAMAS balance column for older Grants which displays the expense balances that existed prior to PantherSoft. To understand further the detail of these balances, please review CTL historical information that existed prior to Panthersoft.

- **'Payroll Pivot' Sheet** – The report automatically creates and populates a pivot table in excel of the payroll activity in PantherSoft related to a particular Project ID. Please note that the payroll data is available from calendar year 2012. For payroll detail prior to calendar year 2012, run the PS Payroll Detail report in Financials.

- **'Payroll Detail' Sheet** – The 'Payroll Detail' sheet is automatically populated with all the payroll transaction detail in PeopleSoft related to a Project ID. Please note that the payroll data is available from calendar year 2012. For payroll detail prior to calendar year 2012, run the PS Payroll Detail report in Financials.

- **'Expense Pivot' Sheet** – The report automatically creates and populates a pivot table in excel of the expense activity in PantherSoft related to a particular Project ID. Here you can take advantage of all the pivot features in excel to easily manipulate the pivot table to analyze the expense activity as well as seamlessly drilldown to the details without going back to PantherSoft system.

- **'Expense Detail' Sheet** – The 'Expense Detail' sheet is automatically populated with all the expense transaction detail in PeopleSoft related to a Project ID. Instead of spending time running queries in PantherSoft and then removing columns as well as rows related to pre-encumbrances and encumbrances, this report is designed to show only the expenditures and columns that are most relevant. In addition, the report automatically generates with filters applied as well as a subtotal of the monetary amount column that will adjust the sum based on how you filter the transaction data.

- **'Procard Detail' Sheet –**This tab is populated automatically with transaction details for the Project ID since July 09.   The status of 'Closed' in the tab represents transactions that have been approved and processed completely and the expense should be reflected in the 'Project Summary' sheet as an expense incurred.   The status of 'Approved' displays all transactions that have been approved, but not staged to the General Ledger as an expense yet.   Those in 'Staged' status are pending approval.

Please note that all of the tabs except for the Project Summary tab get populated with data as of the date the report is actually run. The Project Summary tab, however, is populated based on the 'As of Date' of the report request.

Departmental Research Financial Summary Report

The *Departmental Research Summary Report* was created after the implementation of the org department structure within PantherSoft as part of the Grants Suite implementation.   The new report generates a row for each Project ID within an org department. Within each row there are multiple columns of information for each Project ID converted or added after the PeopleSoft Grants suite implementation of July 2009.
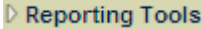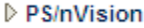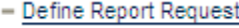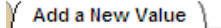
Below are some important notes about this report:

- Department # must be entered when running this report. If the report is run without a value, the excel file will be generated with incorrect amounts for the Project IDs listed. This is due to the fact that it is picking up Project ID balances in the general ledger that did not have an org department prior the grants suite implementation.

- The subtotals at the bottom of the report are not formulas. If you manipulate the number of rows in the results, the totals at the bottom will not be automatically updated.

- The 'Direct Available Balance' column is derived from the following calculation: Life to Date (LTD) Direct Budget – LTD Direct Expenses - LTD Total Encumbrances – LTD Total PreEncumbrances = Direct Available Balance.

- The report should only be run for As of Dates greater than or equal to 7/1/2009.

Steps for Running the Project Financial and Departmental Research Financial Summary Reports

Below are the steps required in PantherSoft to run the reports described above. The steps are very similar to running the existing Burn Rate and other nVision reports. However, the key difference is that you will be creating your own Report ID (I.e. instead of looking up one). Part of the reason for this is because Project IDs are no longer prefixed with the first six digits representing the college/center. Instead, new ORED Project IDs generated in the Grants Suite after June 2009 are auto numbered and start with an '8'.
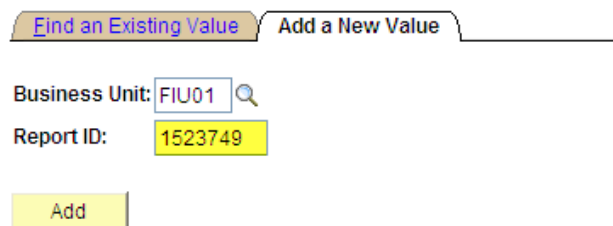
The reports can be run for any Project IDs/org department IDs converted/created in July 09 or added since then.

1. Log into PantherSoft Financials.
2. Click the **Reporting Tools** link.
   ▷ Reporting Tools
3. Click the **PS/nVision** link.
   ▷ PS/nVision
4. Click the **Define Report Request** link.
   – Define Report Request
5. Click the **Add a New Value** tab.
   ⎧ Add a New Value ⎫

   Note: You will only need to Add a New Value for the first time you run the report. After you have created a Report Request ID and completed the steps below, use the Find an Existing Value tab to locate and update the Report Request criteria and run the report.
6. Enter "FIU01" into the Business Unit field.
7. Enter your PantherID in the Report ID (up to 8 characters).

   Report Request

   ⎾ Find an Existing Value ⏌ ⎾ Add a New Value ⏌

   Business Unit: FIU01 🔍
   Report ID: 1523749

   [Add]

   Find an Existing Value | Add a New Value

   Note: The system requires that the Report ID you create be unique. If the report request that you created has already been created by someone else, you will get an error message. Therefore, if you use your PantherID as the Report ID, you should not have any issue.

   Note: Similar to 'My Favorites' and saving the search criteria when using Budget Overview, the

report IDs that you create here are associated with your PantherID and can only be accessed by you.

8. Click the **Add** button.

> Add
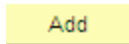
9. Enter a **Report Title**.
For example, enter "Project Financial Report" or "Dept Research Summary"

10. Select in the Layout field one of the following three layouts for the ORED Project Financial Report.
To run the ***Project Financial Report*** select one of the following two layouts:
FIU_GRANT_SLEVEL
FIU_GRANT_PLEVEL

Note: Your Project ID is either budgeted with S or P budgetary accounts. Choose the S or P Level layout corresponding to your budget setup. If you have run the report and found that the budget values are zero, most likely you have selected the incorrect layout.

To run the ***Departmental Research Summary Report*** select one of the following two layouts:
FIU_GRANT_ORG

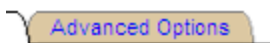11. Select 'Specify' in the **As of Reporting Date** dropdown box.
Note: A date field will be displayed to the right of the dropdown box.
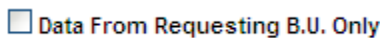12. Enter the date for which you would like to run the report.
13. Select 'Microsoft Excel Files (*.xls)' in the Format dropdown box.

> *Format: Microsoft Excel Files (*.xls)
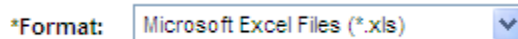
14. Click the Advanced Options tab.

> Advanced Options

15. Uncheck the 'Data From Requesting B.U. Only' checkbox.
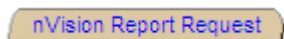
> ☐ Data From Requesting B.U. Only

Note: This step is required for the reports to populate award/project detail information since ORED has a new business unit in the Grants suite of 'FSR01'.
16. Click the nVision Report Request tab to return to the previous tab.

> nVision Report Request

17. Click the Scope and Delivery Templates hyperlink.
18. Enter a **Report Scope**. See the following instructions to determine what scope value to enter.
If you are running the ***Project Financial Report (by Project ID)***, enter the Project ID you would like to run the report for in the **Report Scope** field.

> Report Scope:
> 212000517
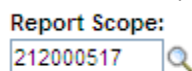
If you are running the ***Departmental Research Summary Report (by department ID)***, enter the org department ID you would like to run the report for in the **Report Scope** field.
19. Enter '%SFV%' at the end of the Content Description Template field (After %RTT%).

> Content Description Template:
> %RTT%%SFV%
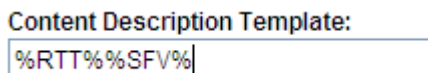
Note: By entering this code, the Project ID will be displayed in the link when you pick up the report in Report Manager.

20. Click the OK button to return to the main tab.

OK
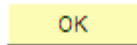
21. Click the Save button.
Note: As mentioned previously, now that you have saved your report request you can use the Find an Existing Value tab to retrieve and run it a later date.

22. Click the Run Report button.

23. Select 'PSNT' in the Server Name dropdown box.
Note: Since this is a Microsoft Excel based report, it must be processed on a Windows based server. For FIU, the PSNT represents the Microsoft NT server.

24. Click the OK button.

Note: The report request is now being processed by the server. You can proceed to picking up the report by following the next steps. However, if you are interested in seeing the status of the process on the server, click the Process Monitor hyperlink. The Process Monitor can also be access at the following navigation: *Peopletools – Process Scheduler – Process Monitor.*

25. Click the Report Manager hyperlink to pick up the report.
**Note:** The Report Manager can also be accessed at the following navigation: *Reporting Tools – Report Manager.*

26. Click the Administration tab of Report Manager.

Administration

27. Click the hyperlink under the Description column for the report you just requested.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2347259	2474052	243100501GRANTP2009-11-13	11/13/2009 2:36:43PM	Microsoft Excel Files (*.xls)	Posted	Details

Note: Most computers have a popup blocker which will restrict the new window from being populated. As a result, Internet Explorer may generate the link below. Click the link and proceed with the steps to allow pop ups from the site.
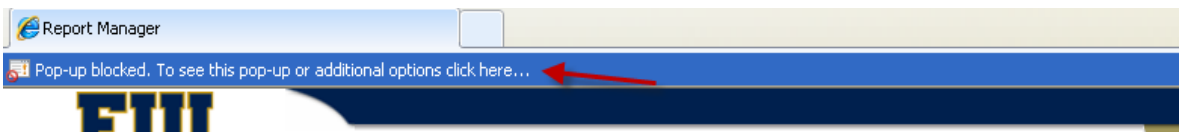
Also, hold onto the Ctrl key on the keyboard when clicking the hyperlink. Let go of the Ctrl key once the dialog box to Open or Save the file is displayed (See image in next step).

28. Click the Open button to open the new report or click the Save button to save to your computer first.
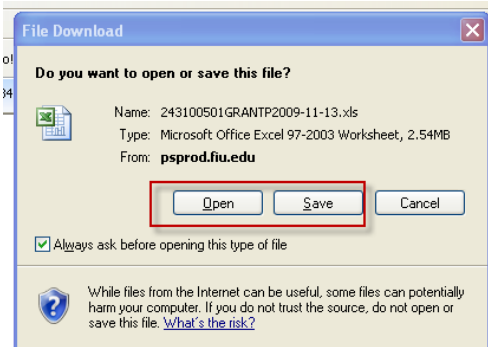
29. The report will be displayed.
End of Procedure