

Understanding and Running Research Financial Reports in PeopleSoft

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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. It also provides the steps to 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 :

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		Project ID	899999999	As of Date:	2022-11-30	
Project Financial Report		Title	Integration of Health Informat			
Project Start Date	2020-09-15	Department	Knights Found School of CIS	F&A Rate Basis	MTDCS	
Project End Date	2025-05-31	Contract Type	CR_LOC	F&A Rate Percent	47.5	
Principal Investigator	Smith, John	Post Award Financial Manager	Suarez, Juliette Marianne	Project Type	FED	
FIU Award Number	AWD000000009999	Sponsor Name	National Institute on Aging	<div>Report Views</div> <div>Summary</div> <div>Additional Columns</div> <div>Budget Category</div> <div>Detail</div>		
Award Description	Sample Award Description	Sponsor Award #	1R01AG06999-01			
		Cost Share on Award	No			
Account	Budget Obligated to Date	Expenditures Current Month	Expenditures to Date	PreEncumbrances/Encumbrances	Available Balance	Available Percentage
Salary & Wages	\$ 44,070.30	\$ -	\$ 38,528.36	\$ -	\$ 5,541.94	12.58
Temporary Employment	\$ 103,453.93	\$ 9,123.84	\$ 81,725.76	\$ -	\$ 21,728.17	21.00
Fringe	\$ 20,870.20	\$ 228.94	\$ 19,257.52	\$ -	\$ 1,612.68	7.73
Total Salary & Wages, Temporary Employment, Fringe	\$ 168,394.43	\$ 9,352.78	\$ 139,511.64	\$ -	\$ 28,882.79	17.15
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Scholarships, Stipends and Tuition	\$ 8,013.15	\$ -	\$ 7,978.95	\$ -	\$ 34.20	0.43
Subcontracts	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Professional Fees	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Other Operating Expenses and Materials & Supplies	\$ 974.98	\$ -	\$ 1,094.98	\$ -	\$ (120.00)	N/A
Restricted/Transfer Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Equipment and Other Capital Outlay	\$ 8,056.00	\$ -	\$ 8,056.00	\$ -	\$ -	N/A
Total Operating Expenses	\$ 17,044.13	\$ -	\$ 17,129.93	\$ -	\$ (85.80)	N/A
Total Direct Costs	\$ 185,438.56	\$ 9,352.78	\$ 156,641.57	\$ -	\$ 28,796.99	15.53
Total Facilities & Administrative Costs	\$ 86,878.71	\$ 1,592.56	\$ 66,788.20	\$ -	\$ 20,090.51	23.12
Total	\$ 272,317.27	\$ 4,945.34	\$ 223,429.77	\$ -	\$ 48,887.50	17.95
Report Notes: * The financial reports should be carefully analyzed to ensure that all items charged to the project are accurate and any inappropriate costs should be identified and a transfer request initiated within 90 days of discovering the error.						

- **Project Header Information** – The header contains key fields of information (i.e. Sponsor Name, Sponsor Award #) associated with the Project ID.
- **Budget to Actuals Analysis** - The project summary sheet show how the expense accounts being used in transactions relate to their respective budgetary account.
- **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.
- **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.
- **'Expenditure Pivot' Sheet** – The report automatically creates and populates a pivot table 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 and drilldown to the details without going back to PantherSoft system.
- **'Expenditure Detail' Sheet** – The 'Expenditure 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 and row 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.
- **'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.
- **'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.
- **'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** generates a row for each Project ID within an organization 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.

FIU Research Department Summary Report																
As of Date		2022-11-30		Org Department #		202072000										
Award/Project Demographic Information														Sponsor Information		Finan
Project ID	Award Number	Award Description	Award Reference #	Project Status	Project Description	Project Type	Primary Subdivision	Primary Department	Primary College/Executive Area	Principal Investigator	Project Begin Date	Project End Date	Post Award Financial Manager	Primary Sponsor Name	Originating Sponsor Name	LTD
20100027	AW00000000000024	Peace Group Research on Haiti 2007			Peace Group Research on Haiti 2007			Center Labor Research Studies	Steven J. Green School of International and F. H. Frank Center S		2006-10-01	2008-08-31	Stacy Vicks	Women's Fund of Miami Dade Coll	Women's Fund of Miami Dade Coll	75%
20100029	AW00000000000009	Support of Research Institute on St. Croix's Profile			Support of Research Institute on St. Croix's Profile			Center Labor Research Studies	Steven J. Green School of International and F. H. Frank Center A		2007-02-08	2008-02-08	Stacy Vicks	New World Foundation	New World Foundation	25%
20100031	AW00000000000005	Research on Issues of Social Justice			Research on Issues of Social Justice			Center Labor Research Studies	Steven J. Green School of International and F. H. Frank Center A		2007-04-01	2008-03-31	Stacy Vicks	United Nations Association of United Nations Association	United Nations Association of United Nations Association	40%
																25%
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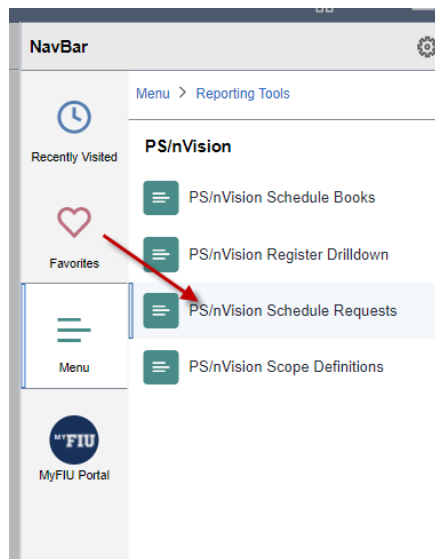
Below are some important notes about this report:

- Department # must be entered (step #12 below) 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.
- 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 Pre-encumbrances = Direct Available Balance.
- The report should only be run for As of Dates greater than or equal to 7/1/2009.

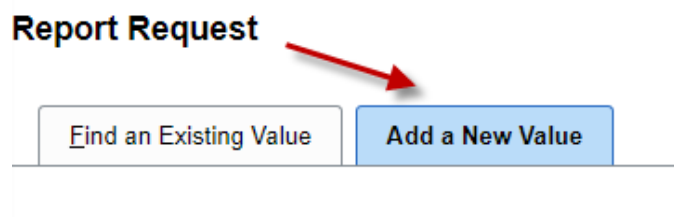
Steps for Running the Project Financial and Departmental Research Financial Summary Reports

Below are the steps required in PantherSoft to run the reports described above. The 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. Navigate to Reporting Tools – PS/nVision – PS/nVision Schedule Requests.



3. Click the **Add a New Value** tab.



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.

4. Enter "FIU01" into the **Business Unit** field.
5. Enter your PantherID or any unique identifiers (up to eight numbers, letters, and/or characters) in the **Report ID** field and click the **Add** button.

Report Request

Business Unit:

*Report ID:

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.

The following page will be displayed. The subsequent steps will guide you through the required fields marked in the screenshot below.

Employee Self Service PS/nVision Sched

nVision Report Request Advanced Options

Business Unit: FIU01 Report ID: 1523749T [Copy to Another Business Unit / Clone](#)

Report Title: [Transfer to Report Books](#) [Process Monitor](#) [Report Manager](#) [Share This Report Request](#)

*Layout:

Report Date Selection

*As Of Reporting Date:

*Tree As Of Date:

☒ Override Tree As of Date if Specified in Layout

Output Options

*Type: [Scope and Delivery Templates](#)

*Format:

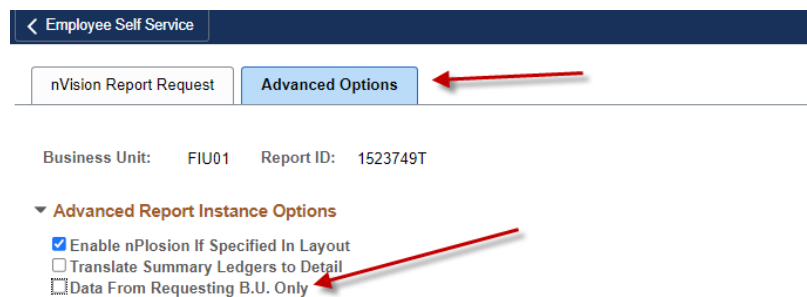
6. Enter a **Report Title**.
For example, enter "Project Financial Report" or "Dept Research Summary"
7. Select one of the following values in the **Layout** field.

nVision Layout	Description
FIU_GRANT_SLEVEL	Project Financial Report for Project IDs budgeted at the 'S Level'.
FIU_GRANT_PLEVEL	Project Financial Report for Project IDs budgeted at the 'P Level'.
FIU_GRANT_ORG	Departmental Research Summary Report.

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. See related [Research Budgetary Account Crosswalk](#)

8. Select 'Specify' in the **As of Reporting Date** dropdown box and enter the date for which you would like to run the report.

9. Click the Advanced Options tab and uncheck the 'Data From Requesting B.U. Only' checkbox.



Employee Self Service

nVision Report Request Advanced Options

Business Unit: FIU01 Report ID: 1523749T

▼ **Advanced Report Instance Options**

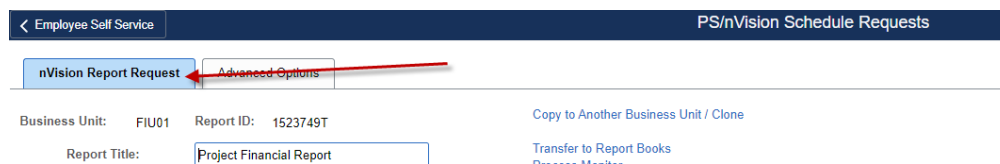
☒ Enable nPlosion If Specified In Layout

☐ Translate Summary Ledgers to Detail

☒ 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'.

10. Click the nVision Report Request tab to return to the previous tab.



Employee Self Service PS/nVision Schedule Requests

nVision Report Request Advanced Options

Business Unit: FIU01 Report ID: 1523749T

Report Title: Project Financial Report

[Copy to Another Business Unit / Clone](#)

[Transfer to Report Books](#)

[Process Monitor](#)

11. Click the Scope and Delivery Templates hyperlink.

12. Enter a value in the **Report Scope** field based on the following instructions.

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.

If you are running the **Departmental Research Summary Report (by department ID)**, enter the organizational Department ID you would like to run the report for in the **Report Scope** field.

13. Enter '%SFV%' at the end of the **Content Description Template** field (After %RTT%).

The dialog box titled "nVision Web Output" contains the following fields and instructions:

- Business Unit:** FIU01 **Report ID:** 1523749T
- Report Scope:** 899999999 Enter your report scope. [Scope Definition](#)
- Folder Name:**
- Retention Days:**
- Directory Name Template:** Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PSInVision will create the folder in Report Manager. Examples: Reports/%SFV%- %RID%.htm, %FY%-%MT%
- Content Description Template:** Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions. Examples: Stent. Rev & Exp. Vacation Register - %SFV%
- Security Template:** Enter user IDs or variables to give access to report instances in the Content Repository. Examples: "U.VP1:USMITHJ", "U.VP1:RManager", "%DES.DEPTID:OPRID%"
- Buttons:** OK, Cancel

Note: By entering this code, the Project ID or Department ID will be displayed in the link when you pick up the report later in Report Manager.

14. Click the button to return to the main tab and click the button.

Note: As mentioned previously, now that you have saved your report request you can use the Find an Existing Value tab on step three above to retrieve the Report ID.

15. Click the button.

16. Click the OK button.

The dialog box titled "Process Scheduler Request" contains the following fields and instructions:

- User ID:** 1523749 **Run Control ID:**
- Server Name:** PSNT1 **Run Date:** 11/30/2022
- Recurrence:** **Run Time:** 1:42:58PM
- Time Zone:**
- Process List:**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default	Default
- Buttons:** OK, Cancel

Note: The report request is now being processed. You can pick up the report with the next steps. 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*.

nVision Report Request

Advanced Options

Business Unit: FIU01

Report ID: 1523749T

Report Title: Project Financial Report

*Layout: FIU_GRANT_PLEVEL

Copy to Another Business Unit / Clone

Delete This Report Request

Transfer to Report Books

Process Monitor

Report Manager

Share This Report Request

Report Date Selection

*As Of Reporting Date: Specify 11/30/2022

*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

Scope and Delivery Templates

Process Instance: 8512086

Save

Return to Search

Notify

Add

Update/Display

nVision Report Request

Advanced Options

17. 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*.

18. Click the [Administration](#) tab of Report Manager.

List

Explorer

Administration

Archives

View Reports For

User ID: 1523749

Type:

Last:

90

Days

Refresh

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

List

Explorer

Administration

Archives

View Reports For

User ID: 1523749

Type:

Last:

90

Days

Refresh

Status:

Folder:

Instance:

to:

Report List

1-4 of 4

View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9048019	8512086	Project Financial Report800014002	11/30/2022 1:43:18PM	Microsoft Excel Files (*.xls)	Posted	Details
					Microsoft		

The excel report file will be downloaded to your computer.

The screenshot shows the 'nVision' Employee Self Service interface. On the left is a navigation pane with options like 'PSInVision Schedule Books', 'PSInVision Register Drilldown', 'PSInVision Schedule Requests' (highlighted), and 'PSInVision Scope Definitions'. The main area has tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Under 'Administration', there's a 'View Reports For' section with filters for User ID (1523749), Type, Last (90 Days), and a Refresh button. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains four rows of reports. Below the table are 'Select All', 'Deselect All', and 'Delete' buttons. At the bottom left, a red arrow points to the file '15237491.xlsx' in the status bar area.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9048019	8512086	Project Financial Report00014002	11/30/2022 1:43:18PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	9016546	8482673	ALL_DEPTS2022-06-30	11/07/2022 8:48:10AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	9010112	8476640	ALL_DEPTS2022-11-01	11/01/2022 5:54:00PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	8968392	8438854	ALL_DEPTS2022-10-05	10/05/2022 11:12:01AM	Microsoft Excel Files (*.xls)	Posted	Details

21. Click the file to open the report and click 'Enable Editing'.

The screenshot shows the Microsoft Excel ribbon with the 'Developer' tab selected. In the bottom status bar, there is a yellow warning bar that says 'PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.' To the right of this bar is a button labeled 'Enable Editing'. A red arrow points from the 'Developer' tab in the ribbon to the 'Enable Editing' button in the status bar.

22. The report will be displayed.

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