PALOMAR COLLEGE®

Learning for Success

nVision Report Instructions

Revised September 2020

Prepared for

Palomar College

by

Leslie Briggs

with

Traci Sickinger

Technical Advisor

April 2006

revised by

Sergio Almaraz

TABLE OF CONTENTS

Introduction

Fiscal Services welcomes you to this guide and hopes to aid you with your use of the nVision reporting tools built into PeopleSoft FSCM. While this guide may not be all-inclusive, it is a good reference point and can help you get on your way to analyzing your department's fiscal reports.

nVision

nVision is a tool that retrieves information from the PeopleSoft Financials database and puts it into an Excel spreadsheet for your convenience.

nVision Scopes

A **Scope** is a filter used to retrieve only the information you want from the database. By setting up **Scopes** (parameters), **nVision** is directed to display only the information that relates to specified **Chartfield Values**. These Scopes are also known as **Report Scopes**.

nVision Report Requests

A **Report Request** creates an nVision report using the desired **Scope**. The **nVision** report is a spreadsheet containing the financial data based upon the **Chartfield Values** specified in the Scope.

Chartfields

Every financial transaction must be identified by a combination of chartfields. For a detailed explanation of chartfields, go to the Palomar College Homepage and navigate to **Faculty/Staff → Fiscal Services → Chart of Accounts**. Open or save the resulting Excel workbook. Please note, this workbook includes several tabs. See the Structure tab at the far bottom-left. The other tabs contain the lists of chartfield numbers referred to as Values.

Put very simply, Chartfields include the following elements:

DeptID:	Department responsible for, or affected by the transaction
Program:	Academic discipline or grouping of services
Account:	Type of expense or revenue earned
Fund:	Source of governmental funds
Class:	Campus site
Project/Grant:	General, designated, or restricted monies
Business Unit:	Palomar Community College or Associated Student Government

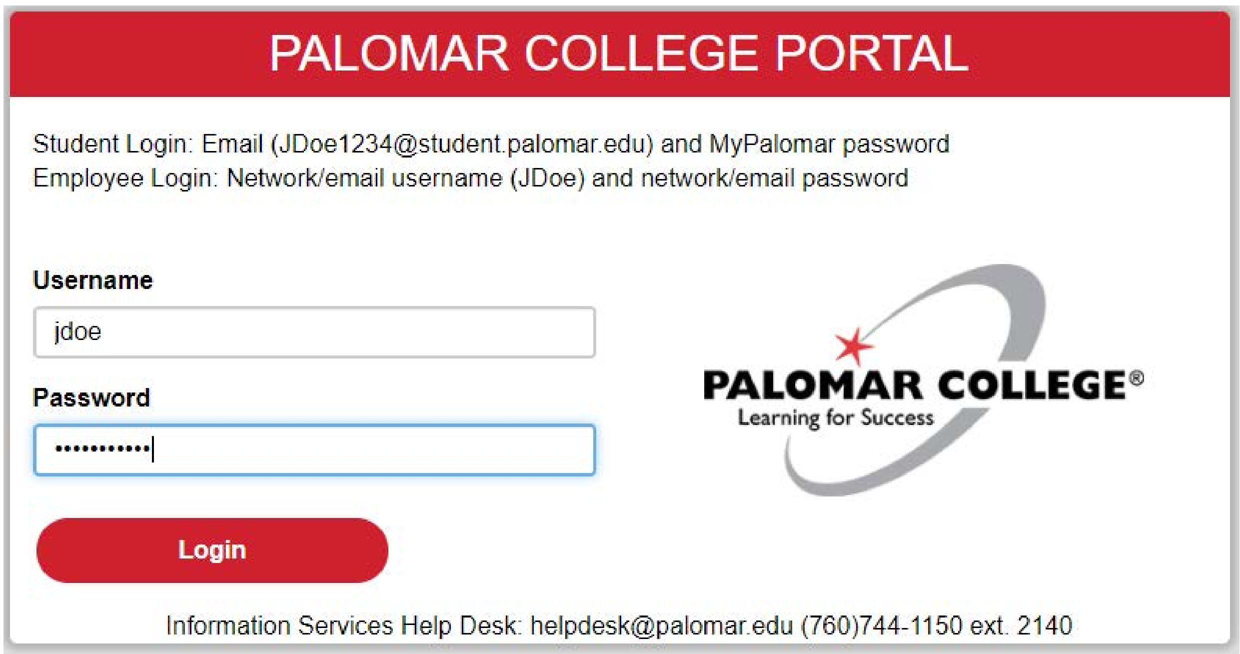
PeopleSoft chartfield values are independent of one another, and the order in which they are strung together varies with different PeopleSoft uses. The combination of chartfield values is referred to as a Chartfield String.
[Example: Account-Fund-DeptID-Program-Class-Project/Grant]

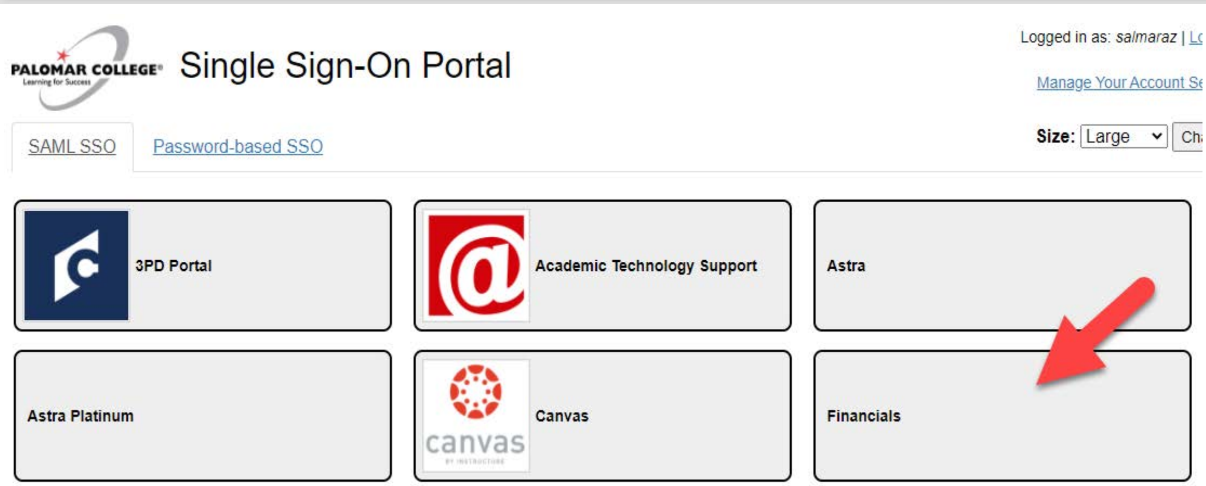
PeopleSoft FSCM

Here at Palomar College, we maintain three PeopleSoft environments with PeopleSoft FSCM being committed to all things related to Fiscal Services. This environment is only accessible from the Palomar College network, which means you must be connected to either a VMware Virtual Machine, or Remote Desktop to gain entry.

Login Procedures

1. Navigate to the Palomar College homepage at www.palomar.edu
2. Select **Faculty/Staff** at the top
3. Find and click **Single Sign-On (SSO)** under Useful Links
4. Logon using your network/email username and password
5. Select the **Financials** tile





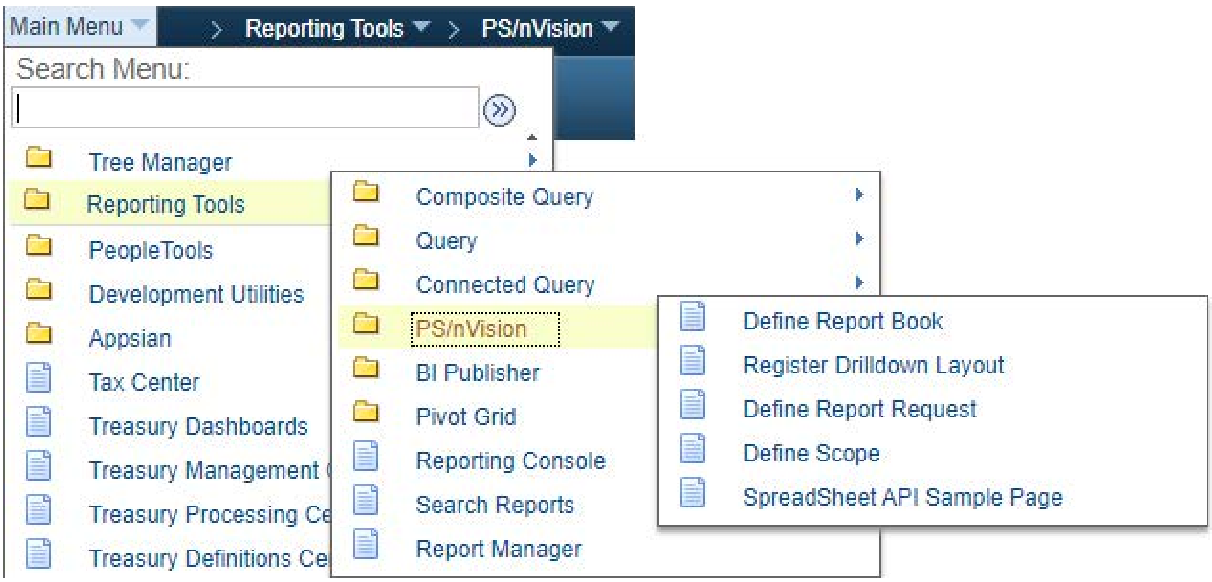
*If you encounter any difficulties trying to login, contact the Help Desk via phone at (760) 744-1150, ext. 2140, or email helpdesk@palomar.edu.

nVISION

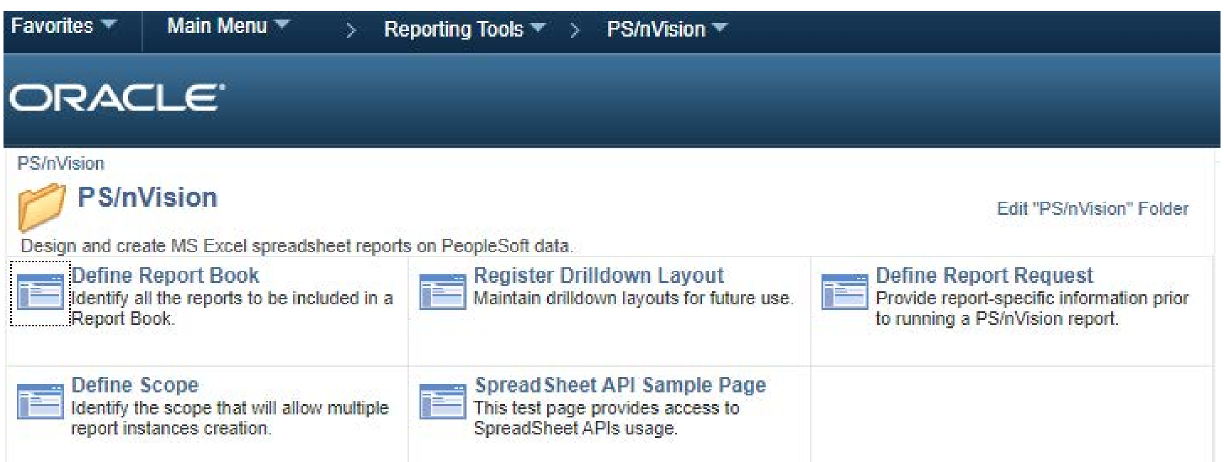
Accessing nVision

Once you are signed-in to PeopleSoft FSCM, accessing nVision can be accomplished by navigating to **Main Menu → Reporting Tools → PS/nVision**. Regardless of what you use as your preferred navigation method -- Navigation Panes, Classic Menu, or Main Menu -- this navigation sequence remains the same. Below are some examples of that navigation.

Main Menu:



Navigation panes:



nVISION

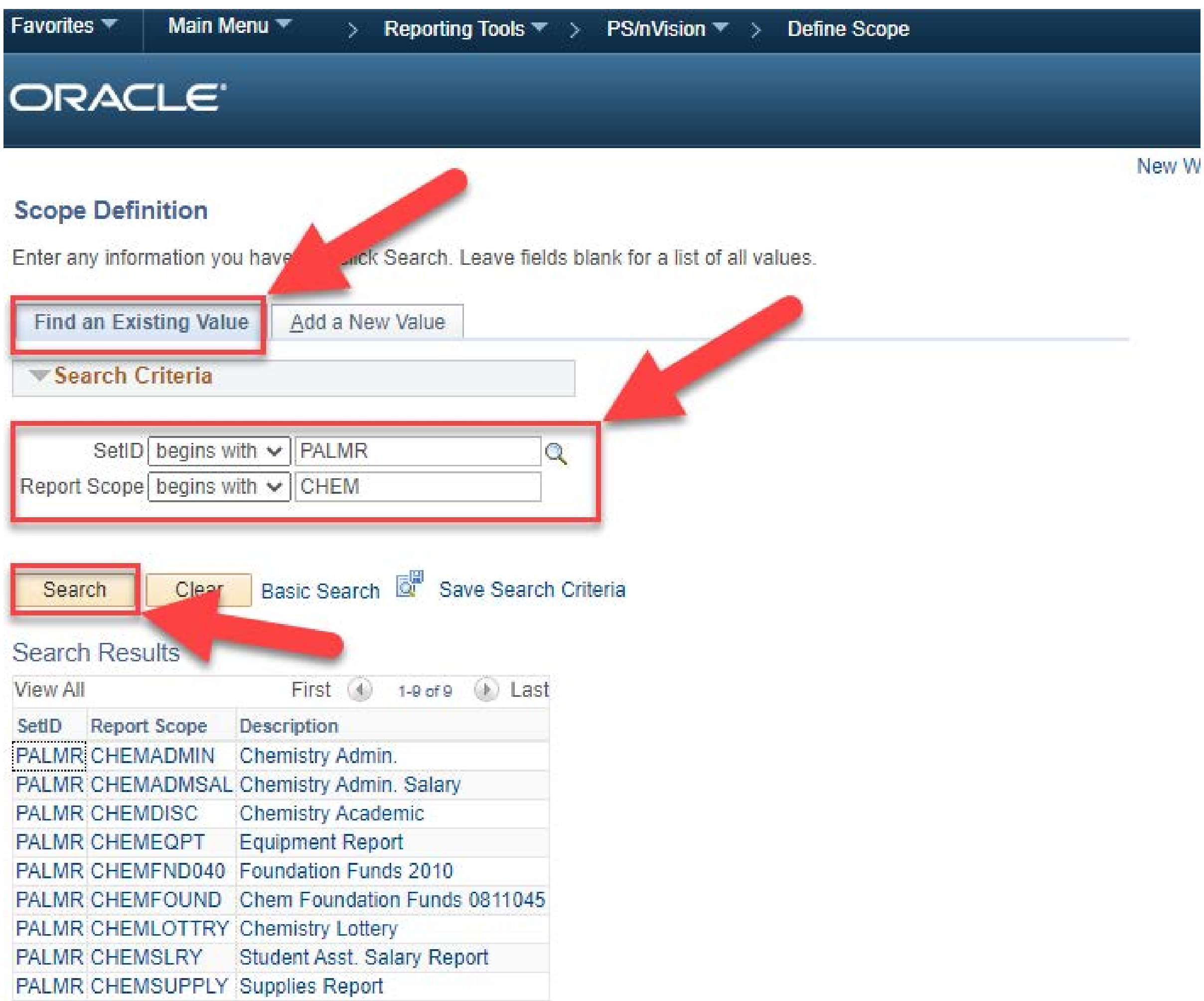
Define Scope

The Define Scope page will only be used when creating a new scope, reviewing a current scope, or modifying an existing Scope; if there is no need to do either of these processes, skip ahead to the Define Report Request section on page 9.

Find an Existing Scope

1. Select **Define Scope** from the PS/nVision menu
2. Select the **Find an Existing Value** tab
3. Use the search feature and select or manually enter **PALMR** into the **SetID** field
4. Enter the name of an existing Scope in the **Report Scope** field

   Notice: You can use the optional search tools, as needed. These tools include the option to search using "begins with," or "contains," etc, allowing you to search for a Scope without having to enter the full name.
5. Click **Search**



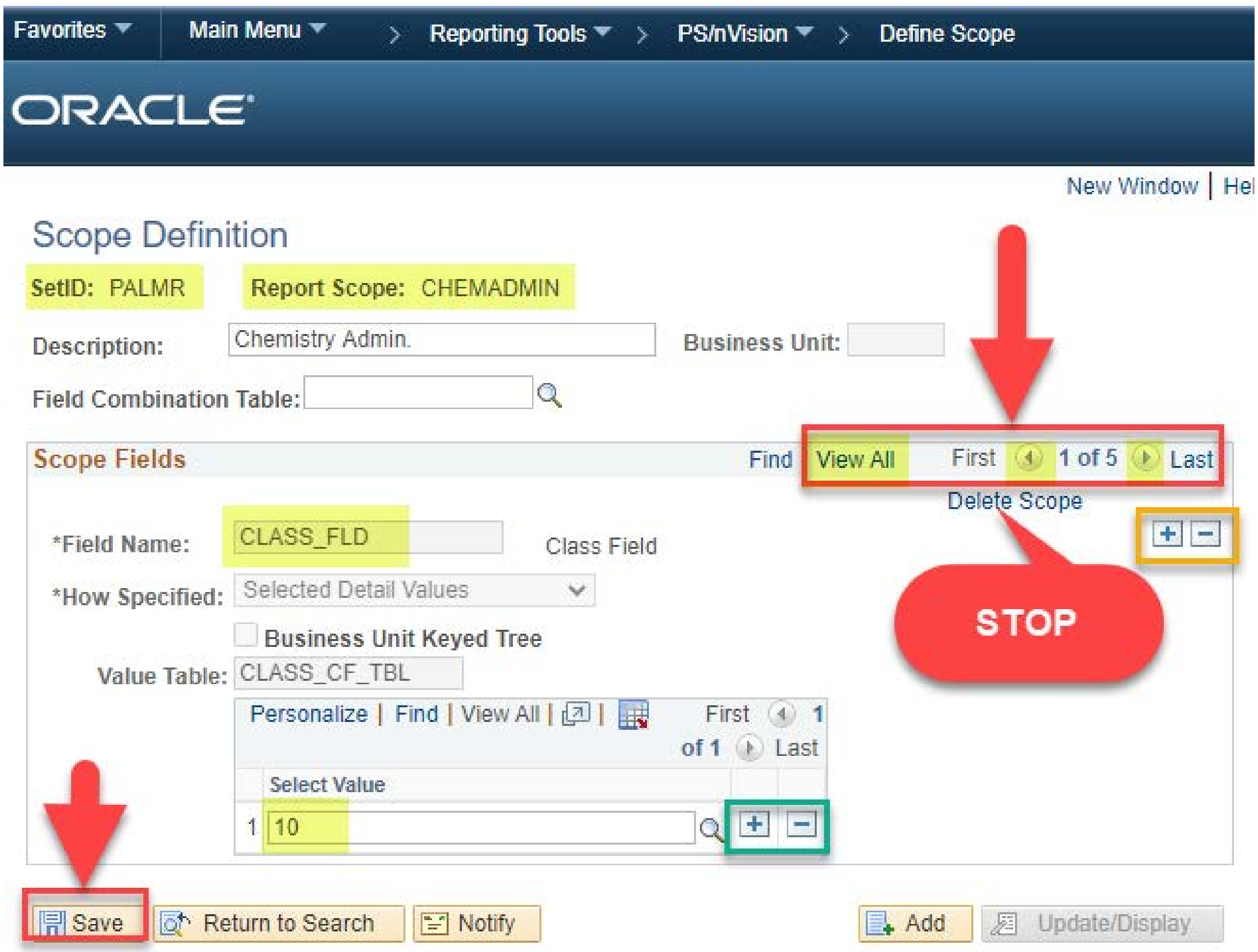
nVISION

Modify an Existing Scope

1. Select the desired **Report Scope** from the **Find an Existing Scope** search results
2. Confirm you have selected the correct **Report Scope** (CHEMADMIN in this example)
3. Click **View All** if you wish to review or modify all **Scope Fields** at once; alternatively, you can cycle through them individually using the arrows highlighted below.

    Note: **Scope Fields** contain **Chartfields** such as DeptID, Program, Class, Fund, etc. See pg. 1 for more details.

4. Upon making changes, be sure to click **Save** to modify this Scope



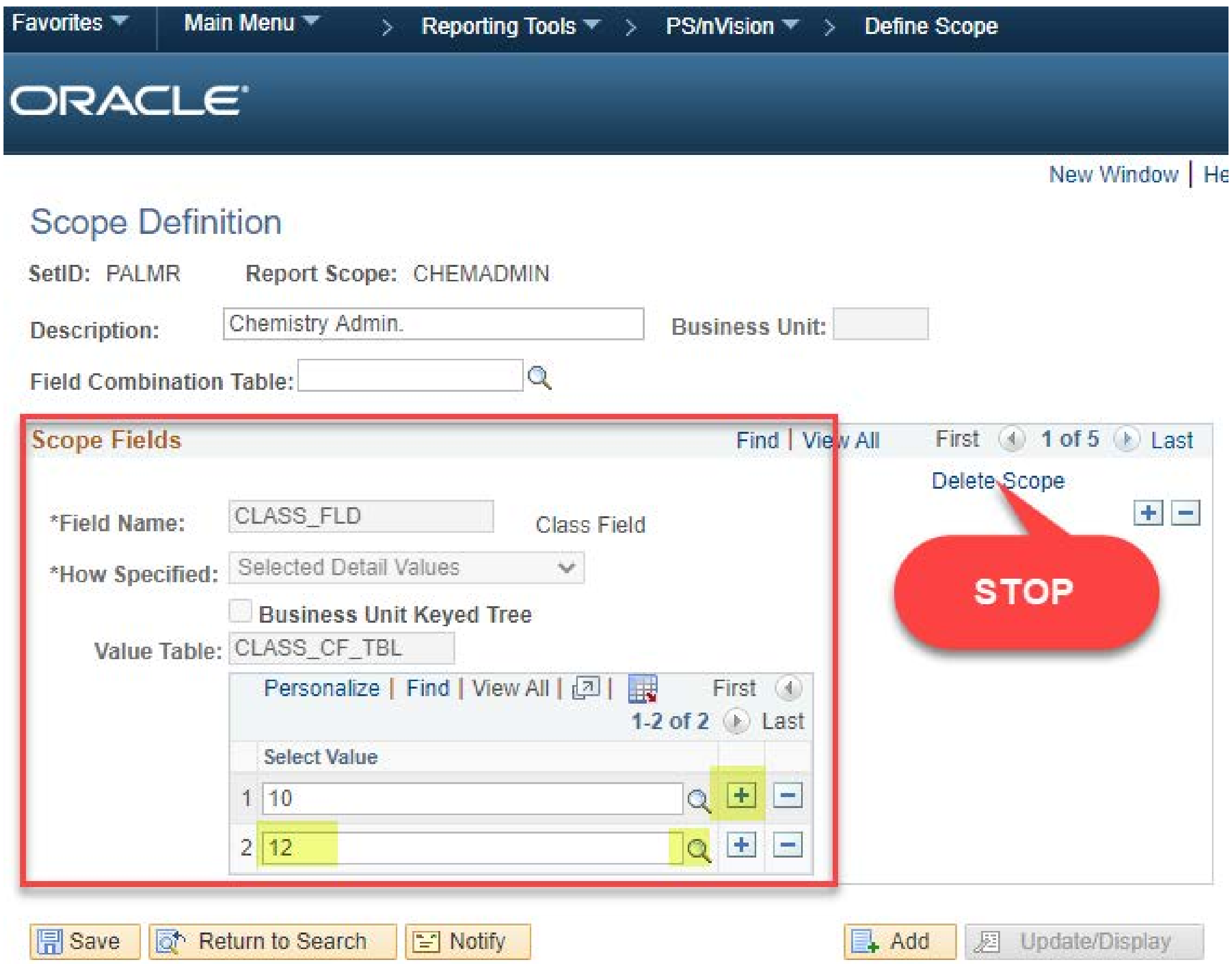
Quick tip: You will notice two sets of + and - symbols. These symbols allow you to add or remove a new **Chartfield** (gold) or **Value** row for the desired **ChartField** (teal).

WARNING: The **Delete Scope** option will delete the entire **Scope** and is not reverse-able. Erroneously selecting this will require you to recreate the **Scope** from the beginning.

nVISION

Modify an Existing Scope continued. . .

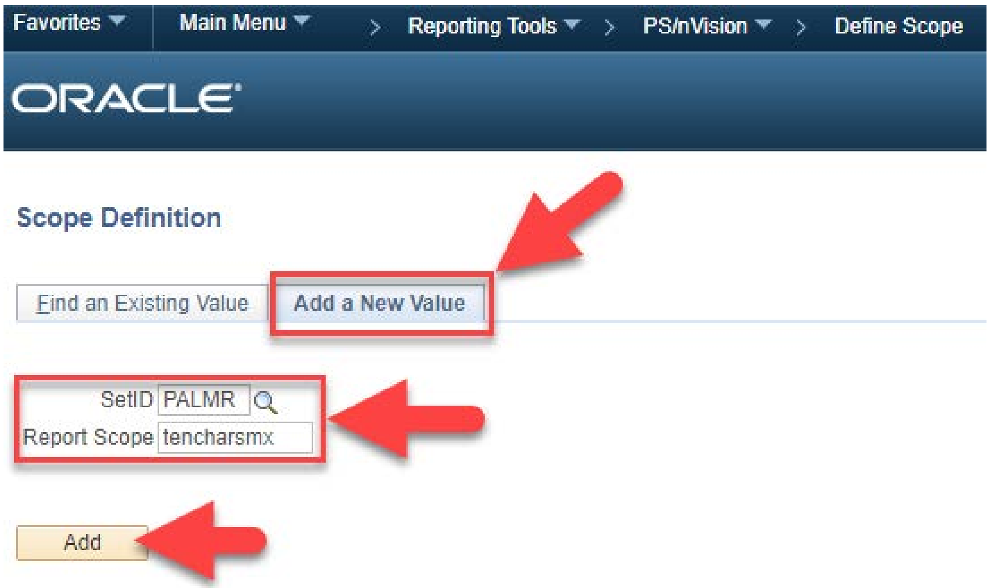
In this continuing example, we have modified the CHEMADMIN **Report Scope** by using the highlighted + symbol; this allows us to add a **Value** row to the Class **Chartfield**. Using the search feature we have added Class 12 (Poway Center) to the already present Class 10 (San Marcos Campus). Clicking **Save** will modify this **Report Scope** to include both locations on the report.



nVISION

Create a Scope

1. Select **Define Scope** from the PS/nVision menu
2. Select the **Add a New Value** tab
3. Use the search feature and select or manually enter **PALMR** into the **SetID** field
4. Enter a name for this Scope (there is a 10 character maximum)
5. Click **Add**



As we encountered in the **Modify an Existing Scope** section, we must now define the **Scope Fields** for our new **Report Scope** using **Chartfields** and the desired **Values.** Use Table 1 as a quick reference guide. Please notice the relationship between the **Field Names** and **Value Tables**.

Table 1 - Scope Fields

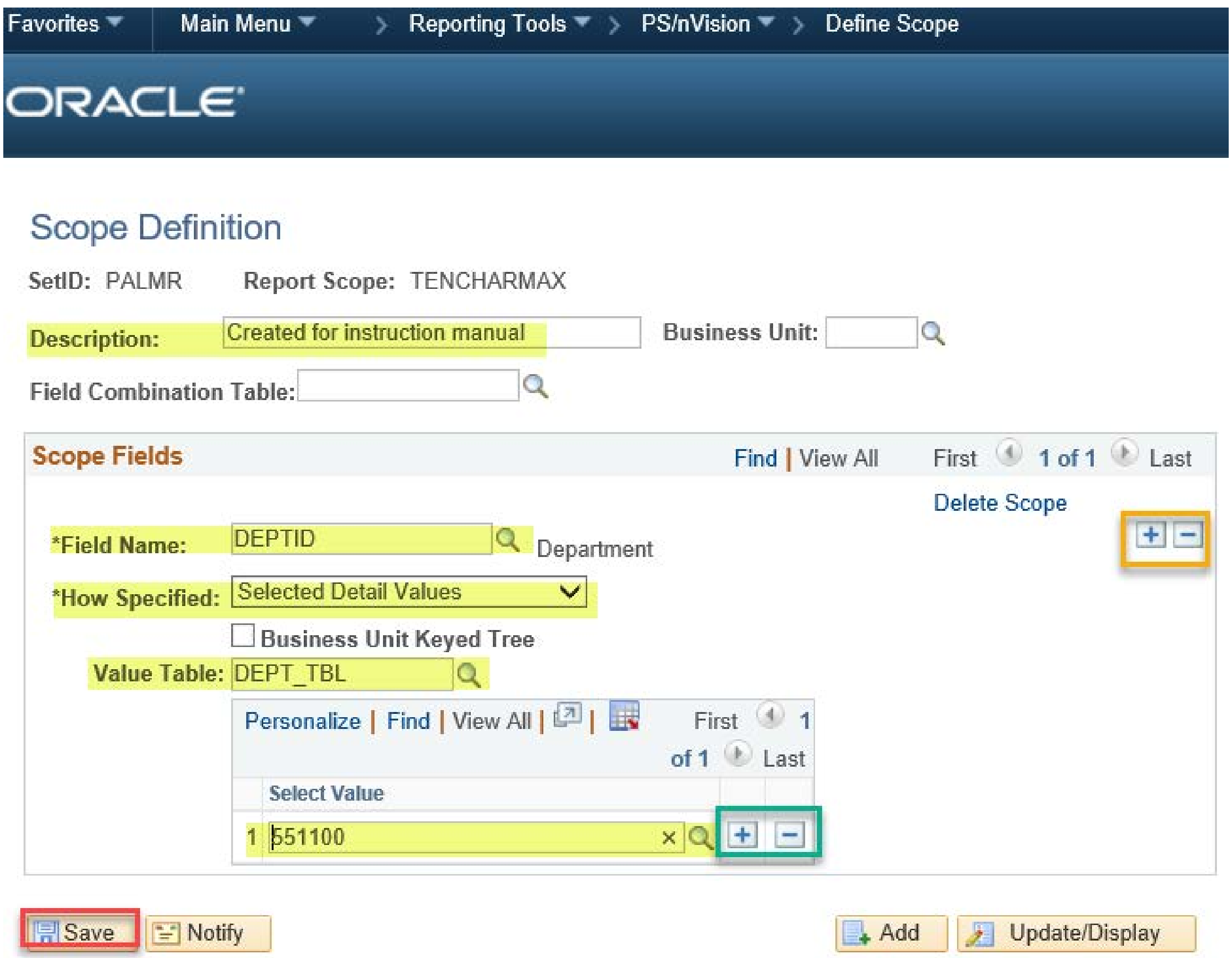
Field Name	Value Table	Values (some examples)
CLASS_FLD	CLASS_CF_TBL	10, 14
DEPTID	DEPT_TBL	342100, 349200
FUND_CODE	FUND_TBL	11, 12
PROGRAM_CODE	PROGRAM_TBL	60100, 60910
PROJECT_ID	PAL_PROJECT_VW	0000000, 1612019

nVISION

Create a Scope continued. . .

6. Insert a brief **Description** in the corresponding field
7. Enter or use the search feature to select a **Field Name** (reference **Table 1**)
8. Change the **How Specified** field to **Selected Detail Values**
9. Enter or use the search feature to select the appropriate **Value Table** (reference **Table 1**)
10. Enter or use the search feature to select the corresponding **Value** row
11. Click **Save**

In this example, our new **Report Scope** named TENCHARMAX includes a **Scope Field** for **DeptID**; this references the **DEPT_TBL**, which allowed us to search for the **Value** of 551100 (Fiscal Services Department).



Quick tip: Remember to use the + symbol to add either a new Chartfield (gold) or Value row (teal).

nVISION

Define Report Request

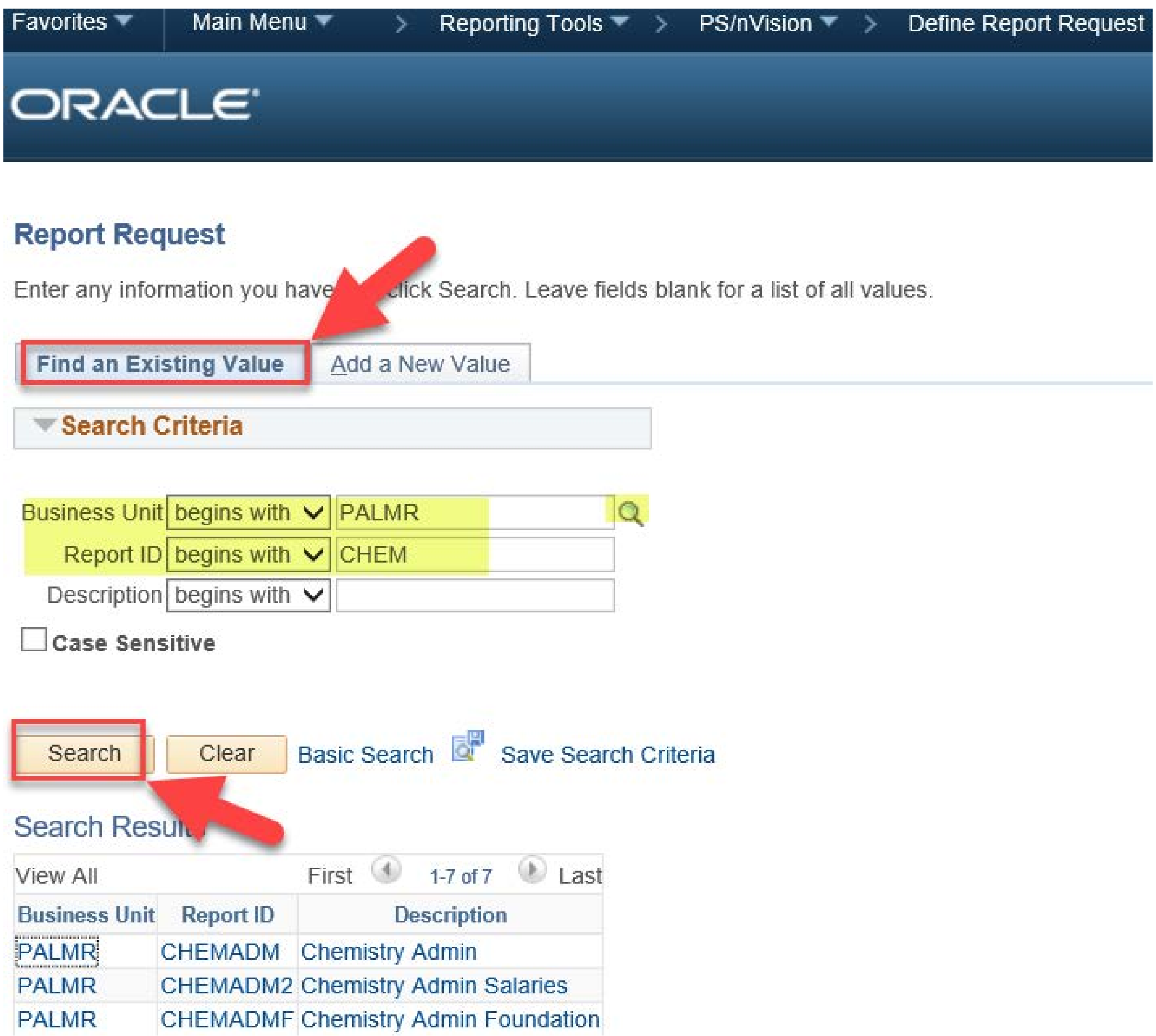
As discussed, a **Report Request** creates an nVision report using the desired **Scope** which consists of **Chartfields** and the desired **Values**.

Run an Existing Report

1. Select **Define Report Request** from the PS/nVision menu
2. Select the **Find an Existing Value** tab
3. Use the search feature and select or manually enter **PALMR** into the **Business Unit** field
4. Enter the name of an existing report in the **Report ID** field

    Notice: You can use the optional search tools, as needed. These tools include the option to search using "begins with," or "contains," etc, allowing you to search for a **Report ID** without having to enter the full name.

5. Click **Search**.

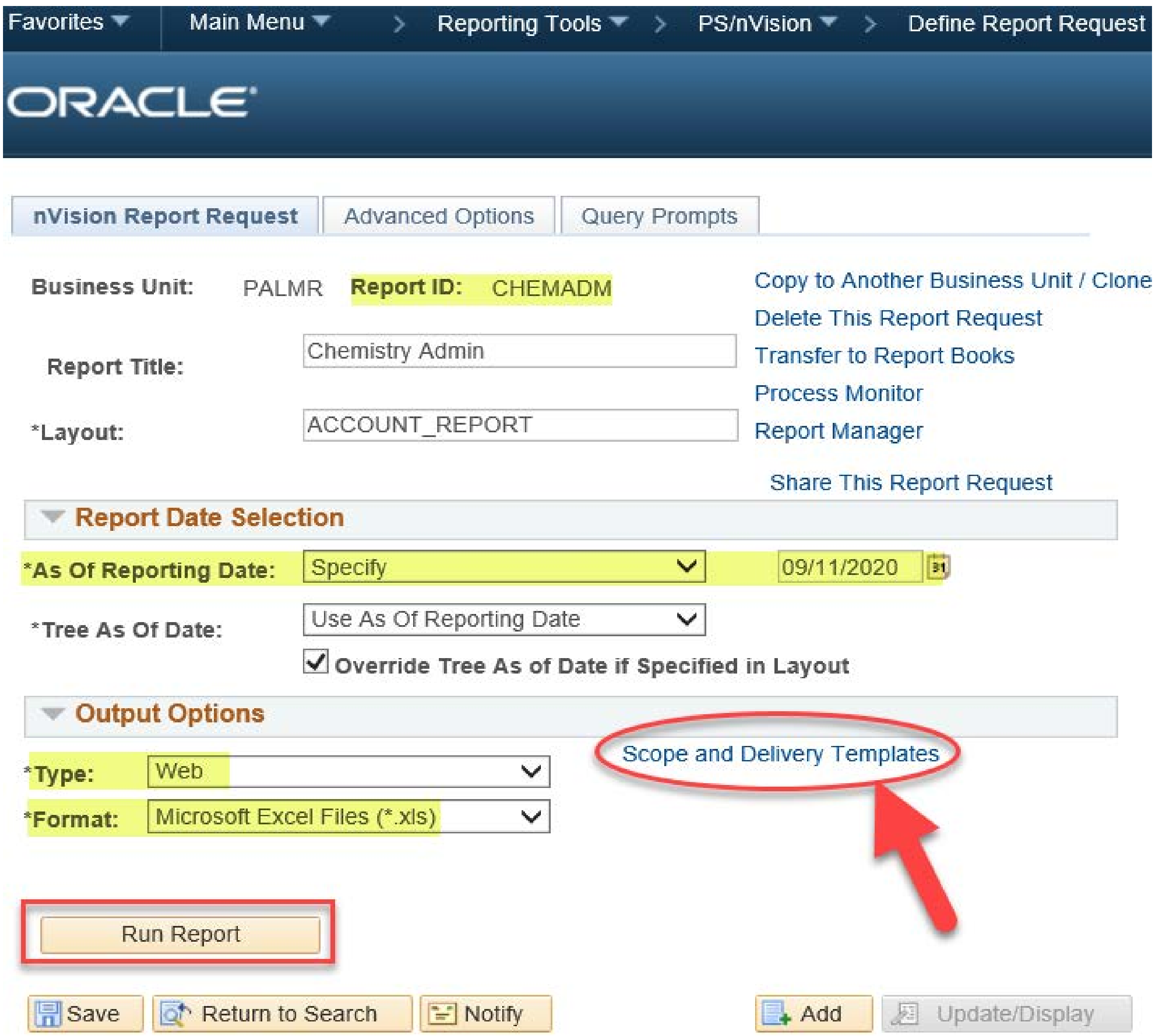


TOP

nVISION

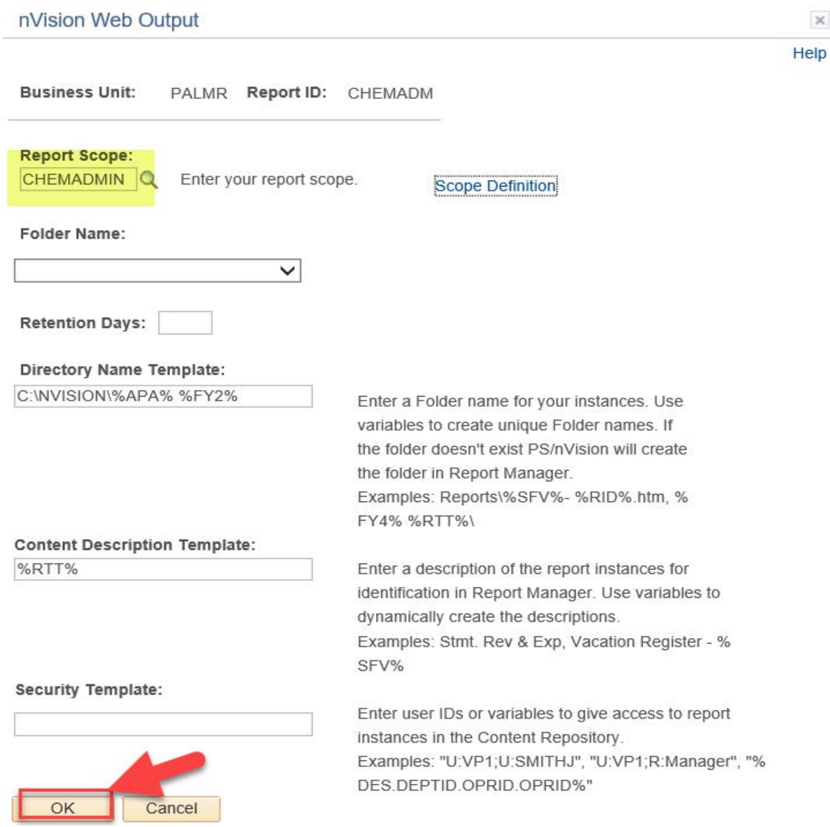
Run an Existing Report continued. . .

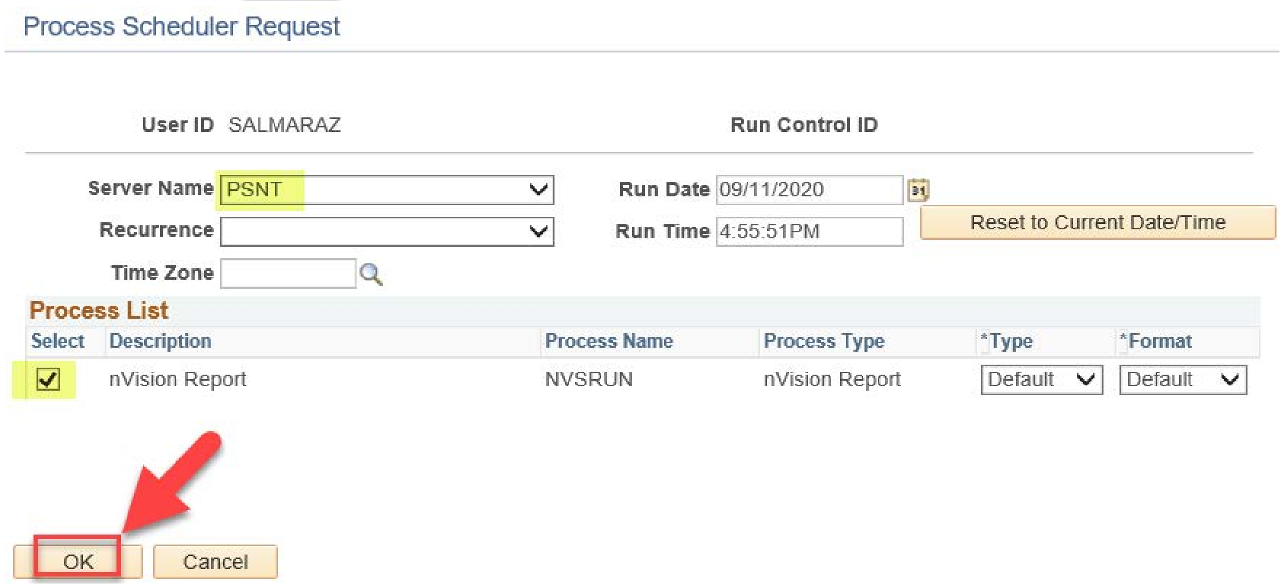
6. Select the desired **Report ID** from the search results.
7. Set the **As Of Reporting Date** field to the desired date
   You can choose **Today's Date** or use the drop-down box to **Specify** a date using the date field, as demonstrated below
8. Set the **Type** field to **Web**
9. Set the **Format** field to **Microsoft Excel Files (*.xls)**
10. Click **Scope and Delivery Templates**. This will open the nVision Web Output screen where you will need to confirm the **Report Scope** is correct, and then click **OK** (see next page).
11. Back on the **nVision Report Request**, click **Run Report**
12. The **Process Scheduler Request** page will appear. Click **OK** (see next page)



nVISION

Run an Existing Report continued. . .



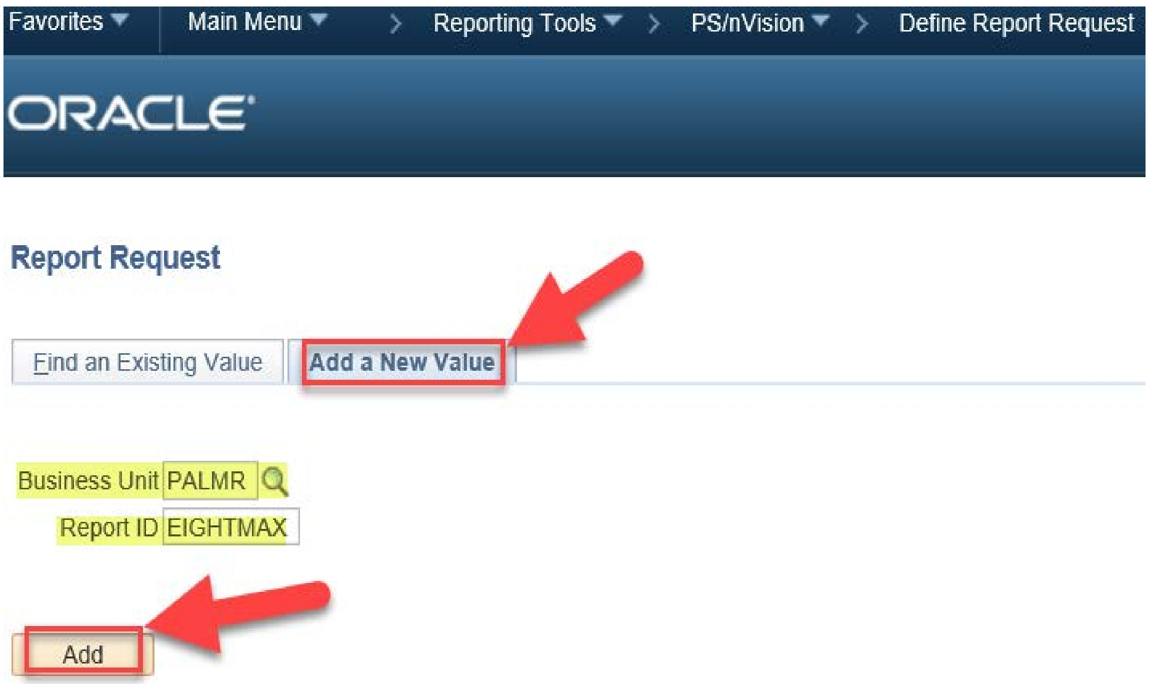


At this point, the report has been queued by the Process Sceduler and will run as soon as possible. To view your report, see **Retrieve, Save, and View a Report** on pg. 20.

nVISION

Create a Report Request

1. Select **Define Report Request** from the PS/nVision menu
2. Select the **Add a New Value** tab
3. Use the search feature and select or manually enter PALMR into the **Business Unit** field
4. Enter the desired name for this report in the **Report ID** field (8 characters max)
5. Click **Add**



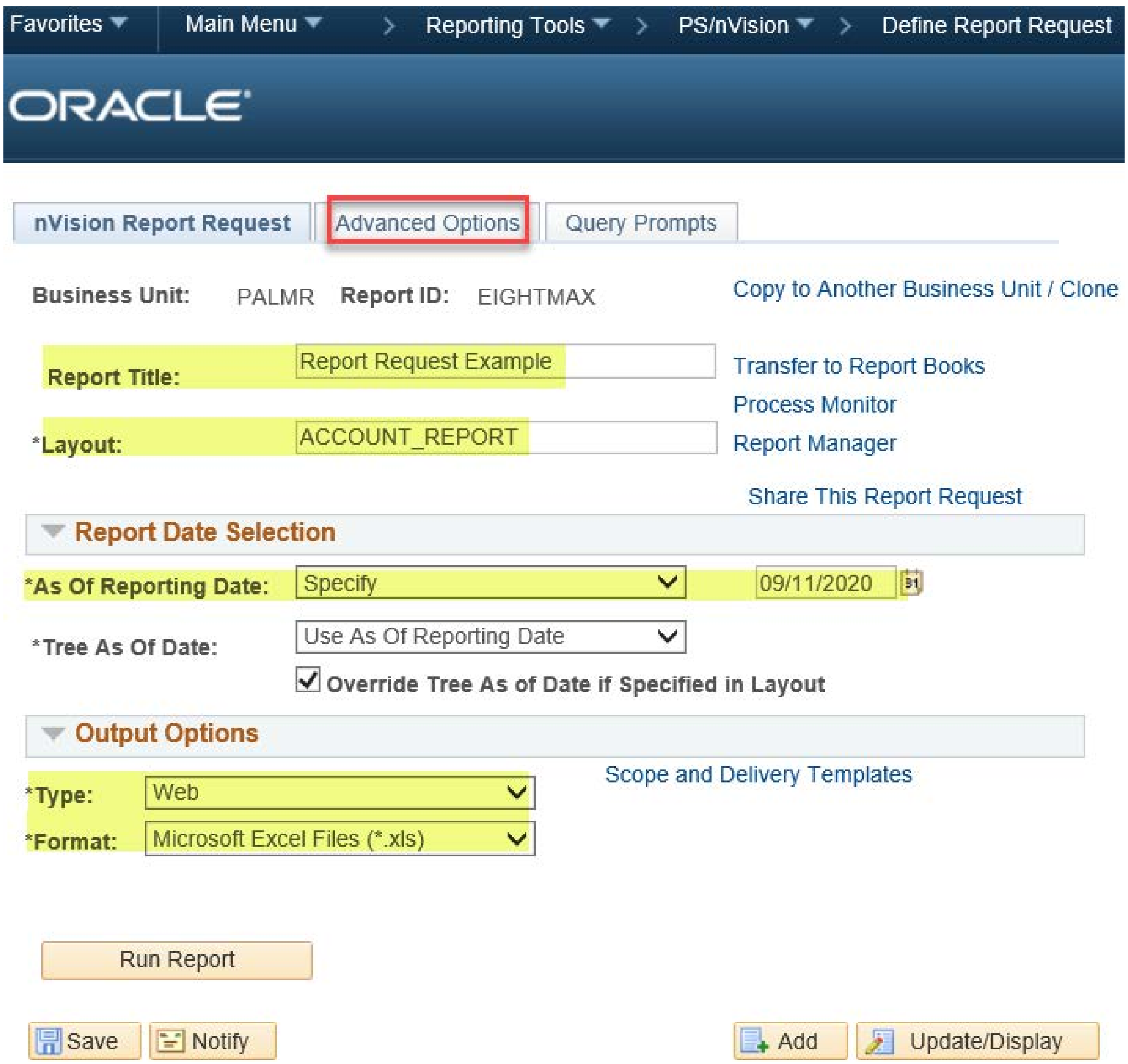
nVISION

Create a New Report Request continued. . .

6. Enter a title in the **Report Title** field; this will show on the spreadsheet
7. Enter the desired layout (most will be **ACCOUNT_REPORT**) in the **Layout** field
8. Set the **As Of Reporting Date** field to the desired date

    You can choose Today's Date or use the drop-down box to Specify a date using the date field, as demonstrated below

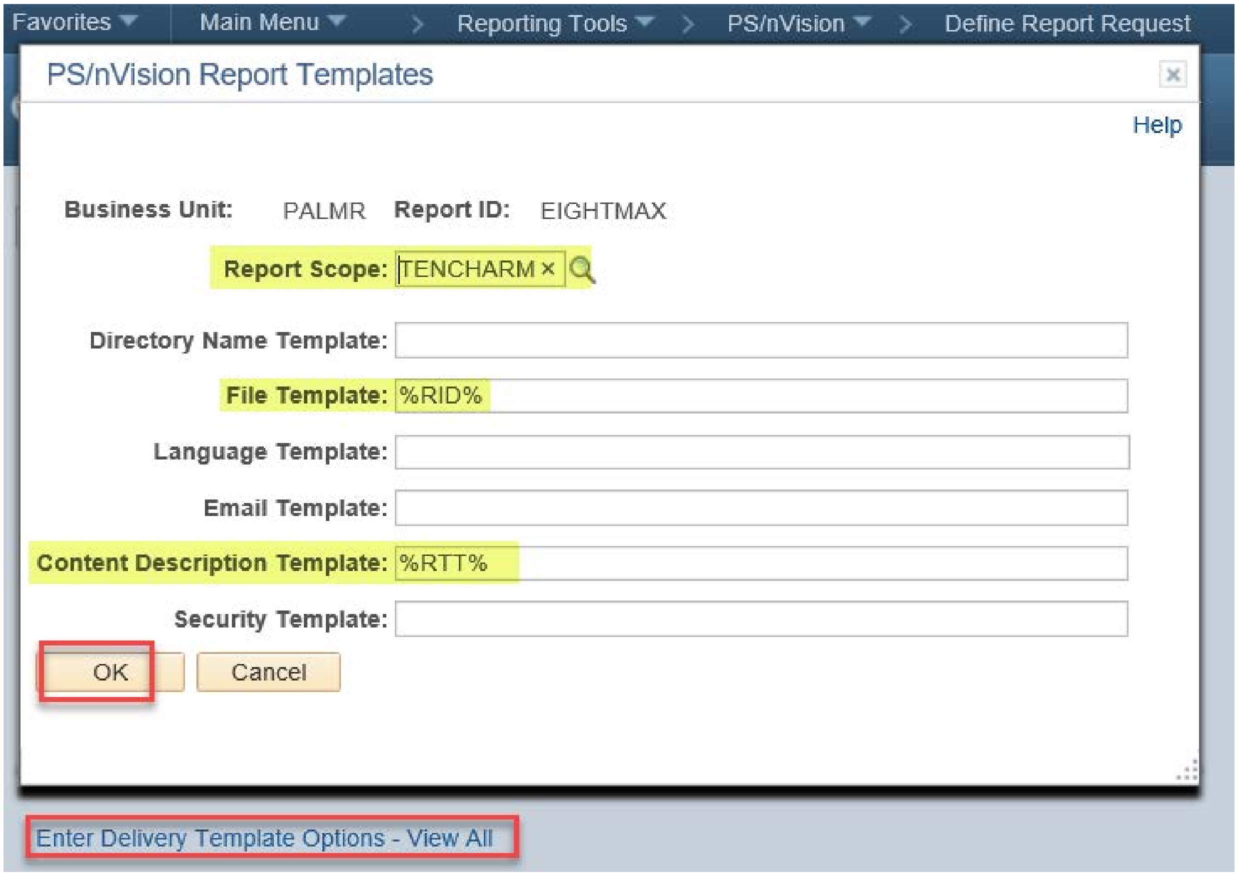
9. Set the **Type** field to **Web**
10. Set the **Format** field to **Microsoft Excel Files (*.xls)**
11. Select the **Advanced Options** tab



nVISION

Create a New Report Request continued. . .

12. On the **Advanced Options** tab, click **Enter Delivery Template Options - View All**
13. Use the search feature and select or manually enter a desired **Report Scope**
14. Enter a desired filename under the **File Template** field
15. Enter a desired description in the **Content Description Template** field
16. Click **OK**



Quick Tip: While you can certainly use plain text to complete steps 14 and 15 above, you can also use **Variable Codes** to automatically name the files. Simply refer to **Table 2** below and use the desired combination of **Variable Codes** to string together a filename or description. Open and close **Variables** with a % symbol and place spaces between them. Example: %RID% %RTT% %ASD% will produce a file named by the Report ID, Report Title and As of Date.

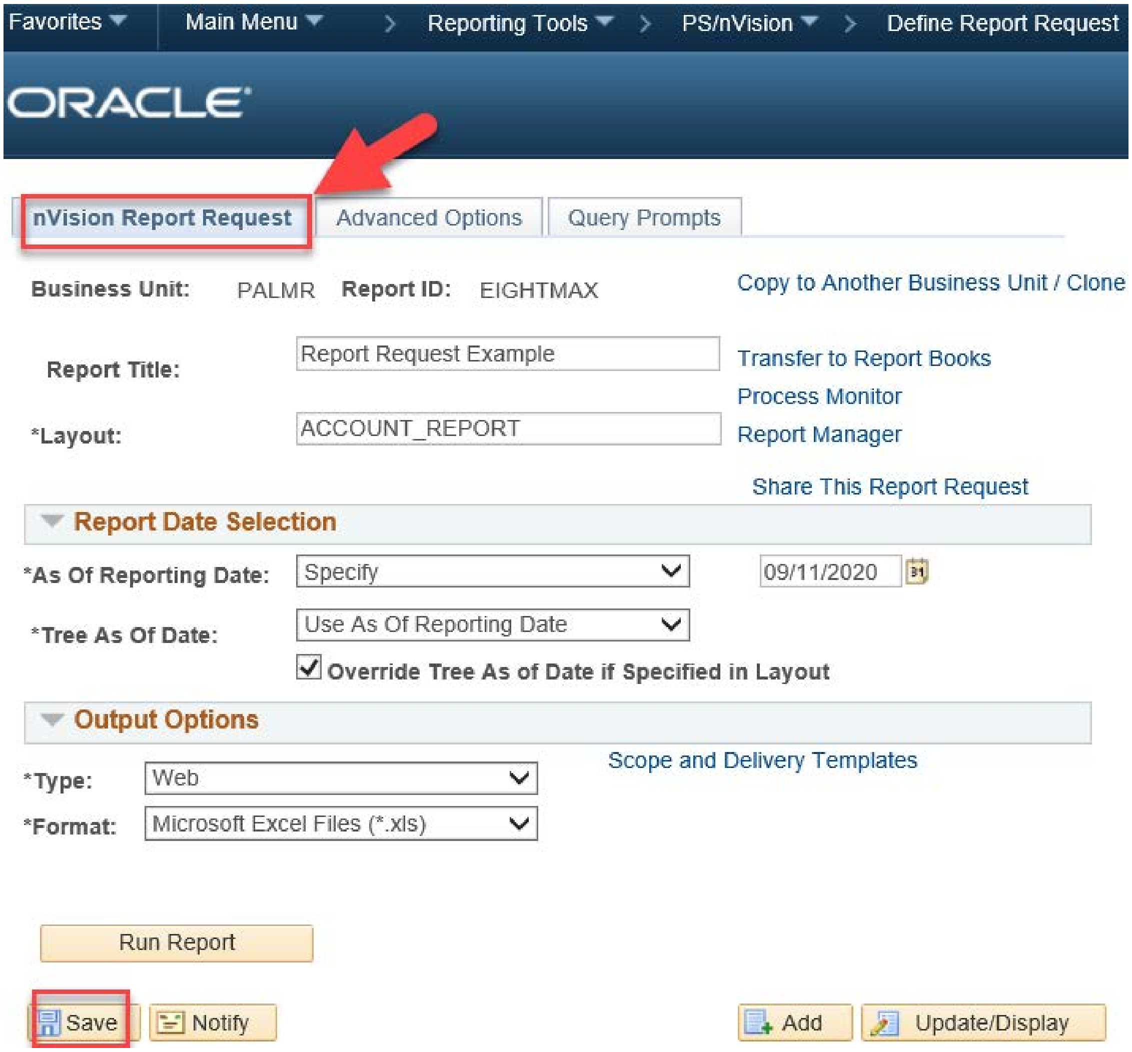
Table 2 - Variable Codes

Variable Codes	Definition
RID	Report ID
RTT	Report Title
SFV.fieldname	Scope Field Value (Program_Code, DeptID, etc)
ASD	As of Date

nVISION

Create a New Report Request continued. . .

17. Select the nVision Report Request tab
18. Click Save



Once you have clicked Save, users can run this report by following the instructions under the **Run an Existing Report** section.

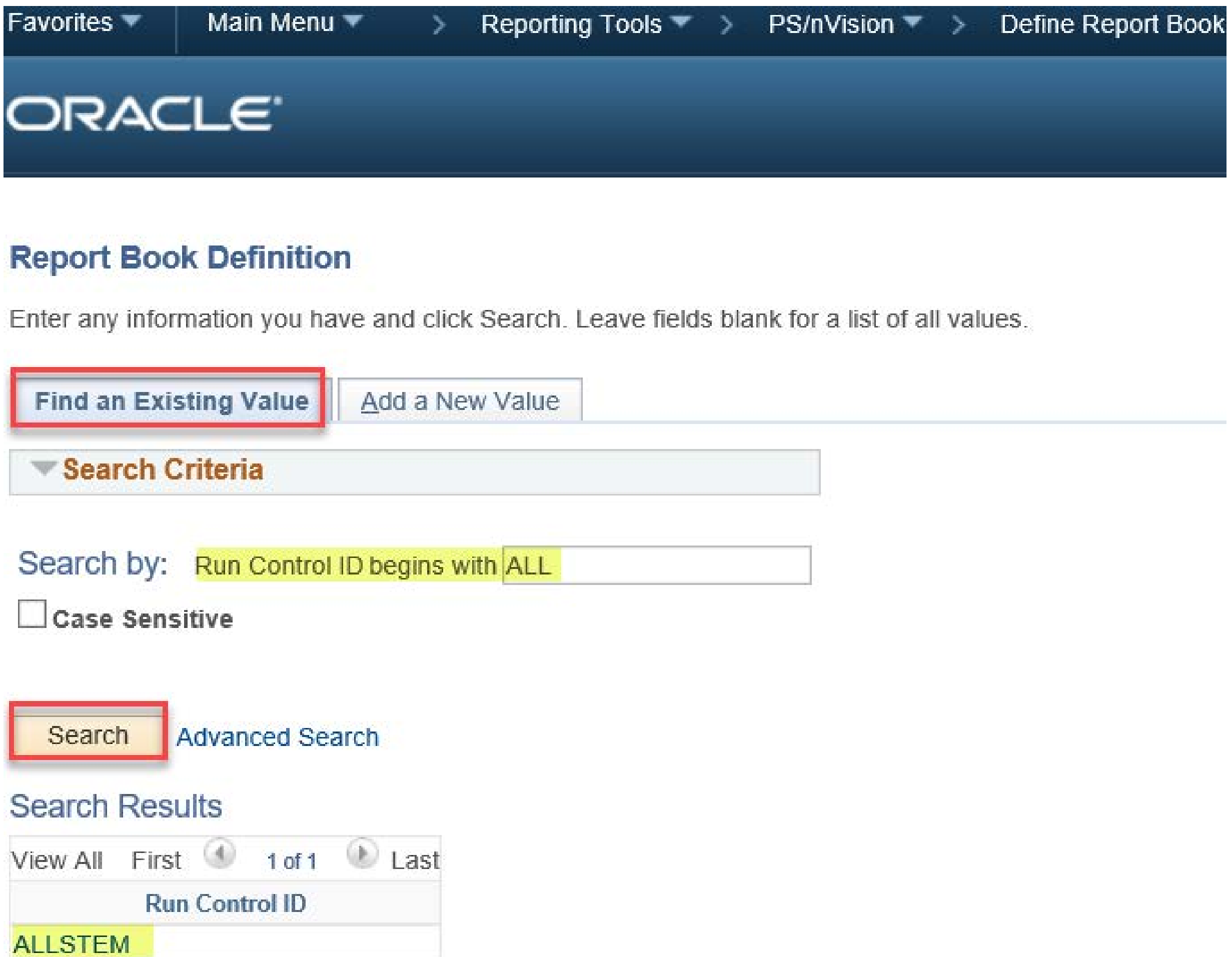
nVISION

DEFINE REPORT BOOK

A **Report Book** can be setup to run multiple **Report Requests** at the same time. This section will cover the steps necessary to **Run an Existing Report Book**, or to **Create a Report Book**.

Run an Existing Report Book

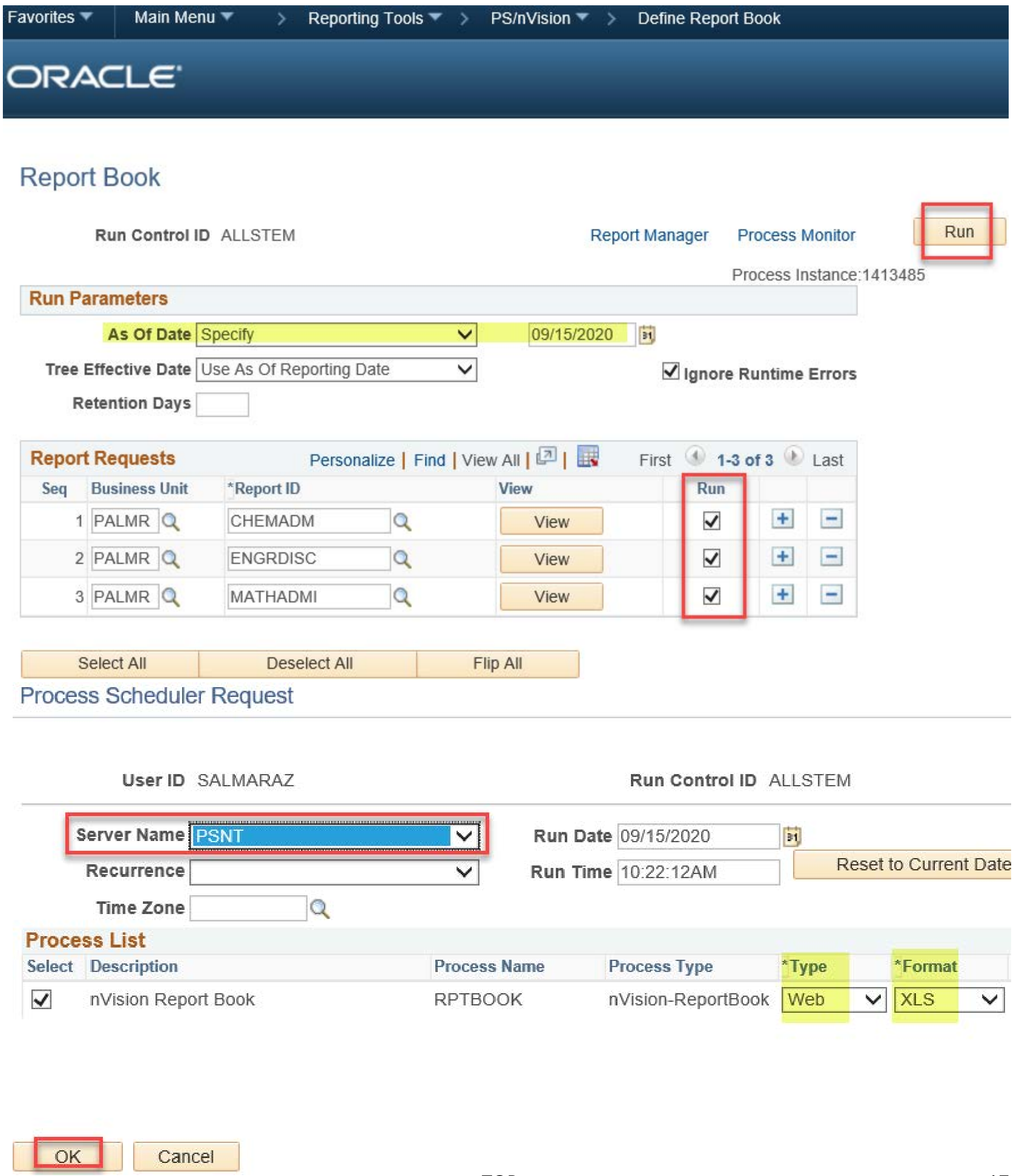
1. Select **Define Report Book** from the **PS/nVision** menu
2. Select the **Find an Existing Value** tab
3. Enter the name of the desired **Run Control ID**, or use the search feature to find one
4. Select the desired **Run Control ID** from the search results, as needed



nVISION

Run an Existing Report Book continued. . .

5. Set the **As Of Reporting Date** field to the desired date
   You can choose **Today's Date** or use the drop-down box to **Specify** a date using the date field, as demonstrated below
6. Select the desired Report IDs by checking the **Run** options, and click **Run**
7. On the **Process Scheduler** screen, change the **Server Name** to **PSNT**, change **Type** to **Web** and **Format** to **XLS** and click **OK**

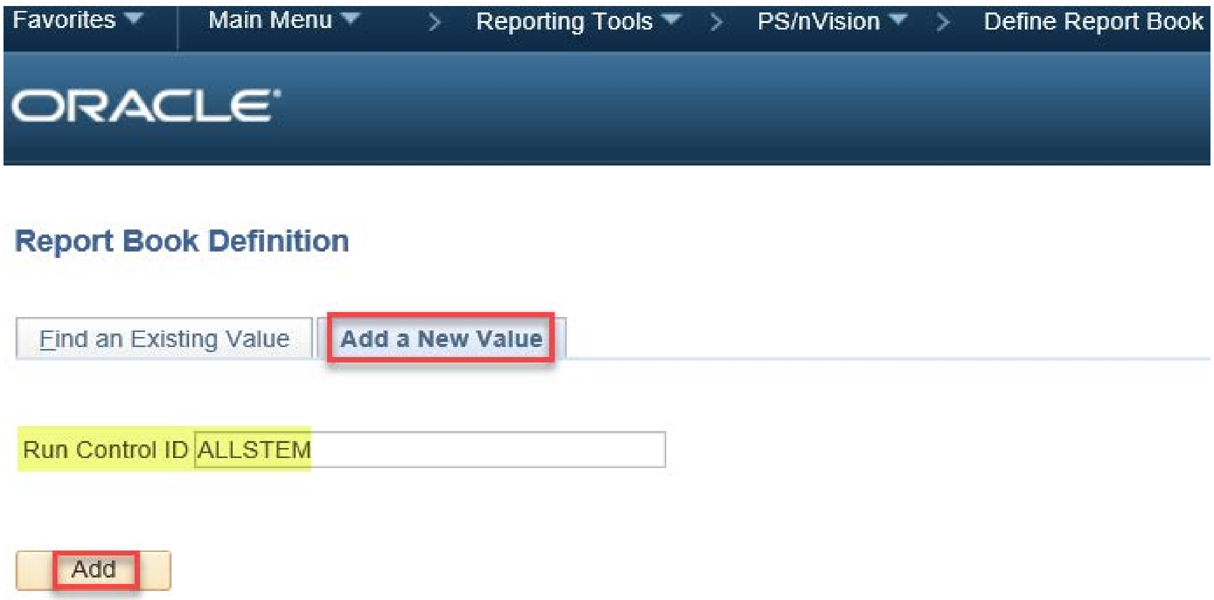


nVISION

Create a Report Book

1. Select **Define Report Book** from the **PS/nVision** menu
2. Select the **Add a New Value** tab
3. Create and insert a name for this **Report Book** in the **Run Control ID** field

    Example: a department may contain multiple disciplines and may want to run the reports for all disciplines; they might name the book ALLSTEM
4. Click **Add**



nVISION

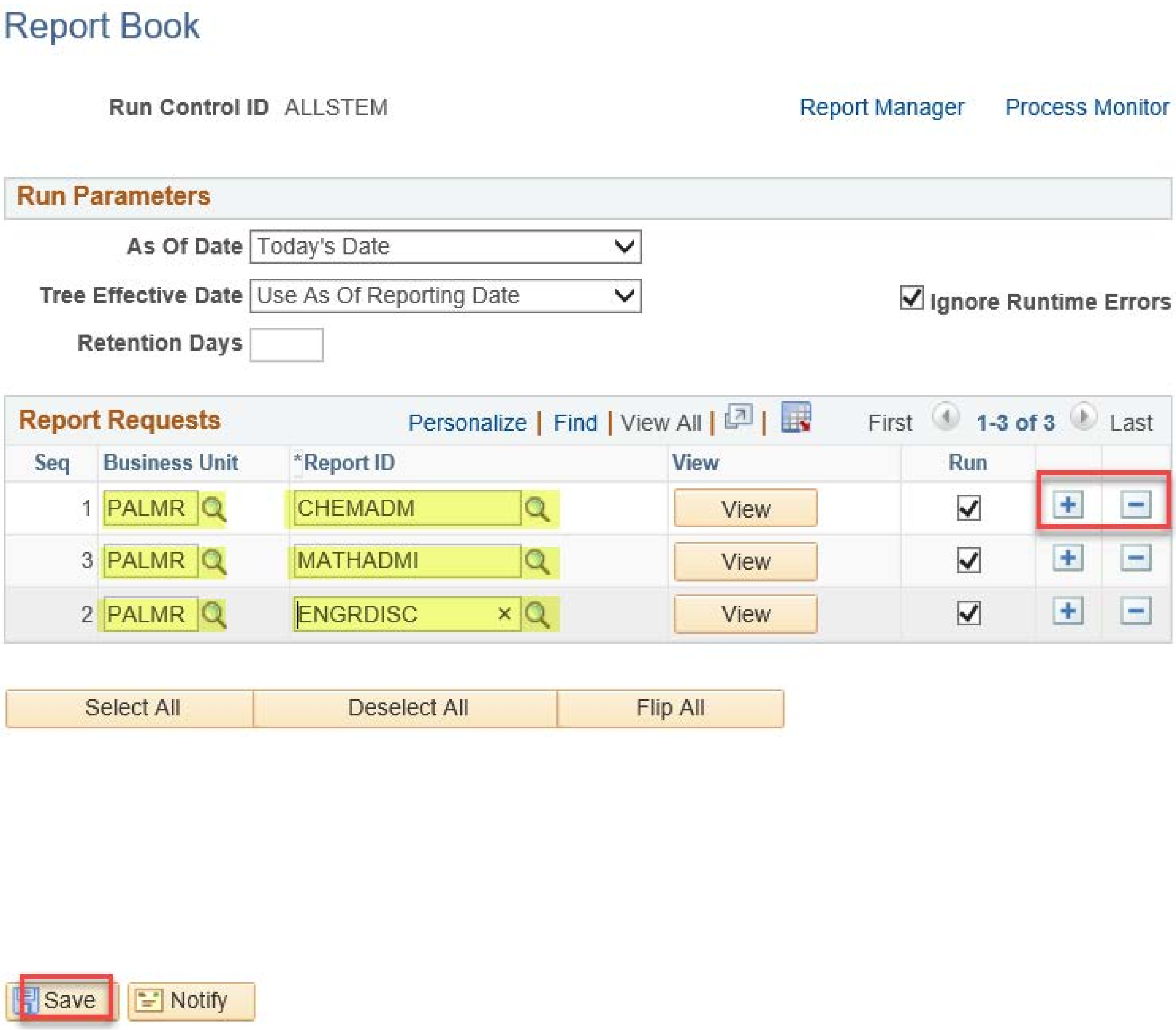
Create a Report Book continued. . .

5. On the **Report Book** screen, search for and select or manually enter PALMR in the **Business Unit** field

6. Search for and select, or manually ender the desired reports in the **Report ID** field

    Quick Tip: Use the + and - symbols to add or remove line entries

7. Click **Save**

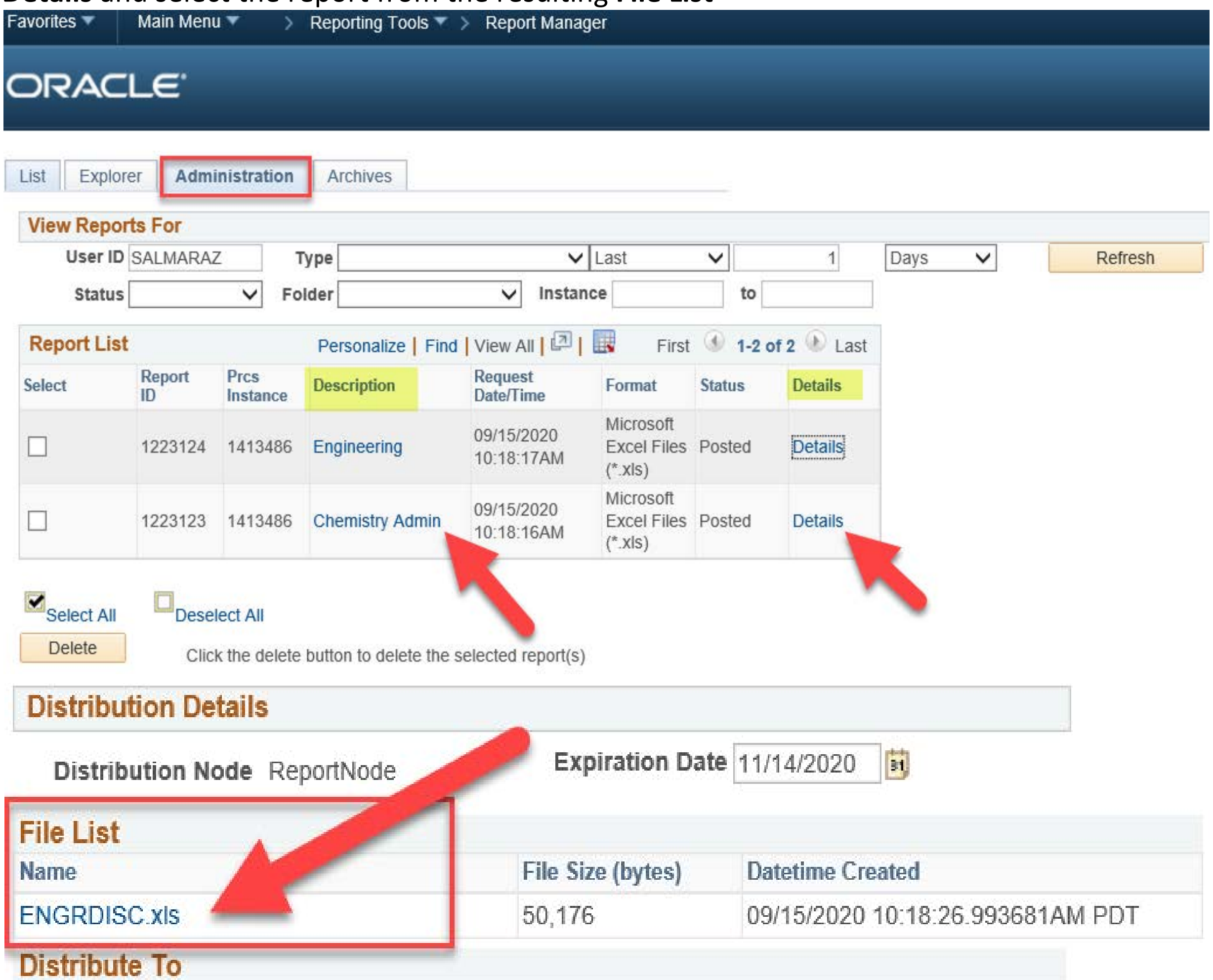


REPORT MANAGER

The **Report Manager** is the tool that is used to manage or retrieve reports that have been scheduled to run. Navigate to the **Report Manager** by clicking **Main Menu → Reporting Tools → Report Manager**.

Retrieve, Save and View a Report

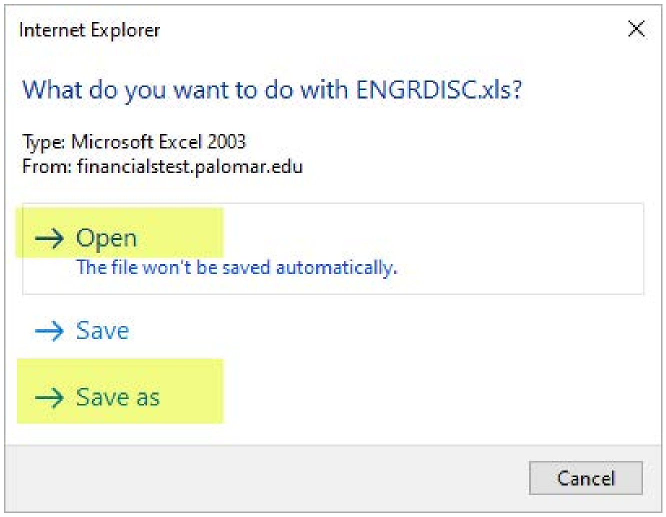
1. Navigate to the **Report Manager**
2. Select the **Administration** tab
3. Click **Refresh** if a scheduled report has not yet been listed -- they may take time to run
4. Click the report you wish to view or save, listed under **Description**. Alternatively, click **Details** and select the report from the resulting **File List**

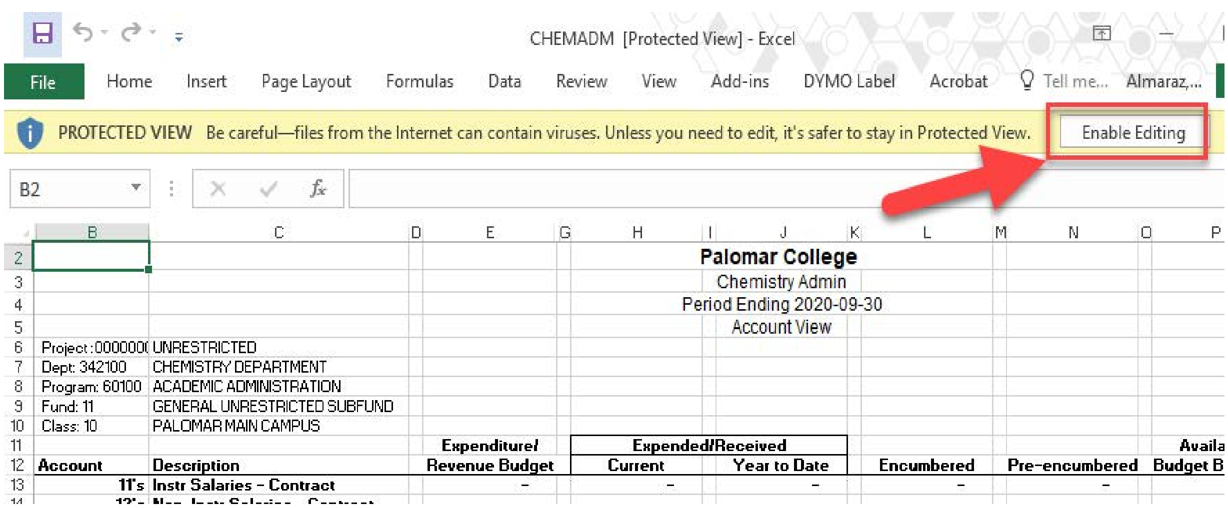


REPORT MANAGER

Retrieve, Save and View a Report continued. . .

5. When prompted, select whether to open the file or save it. If you wish to save it, select the **Save As** option and navigate to a desired save destination on your computer. Rename the file if necessary.
6. Open the report and **Enable Editing** to take it out of Protected View mode



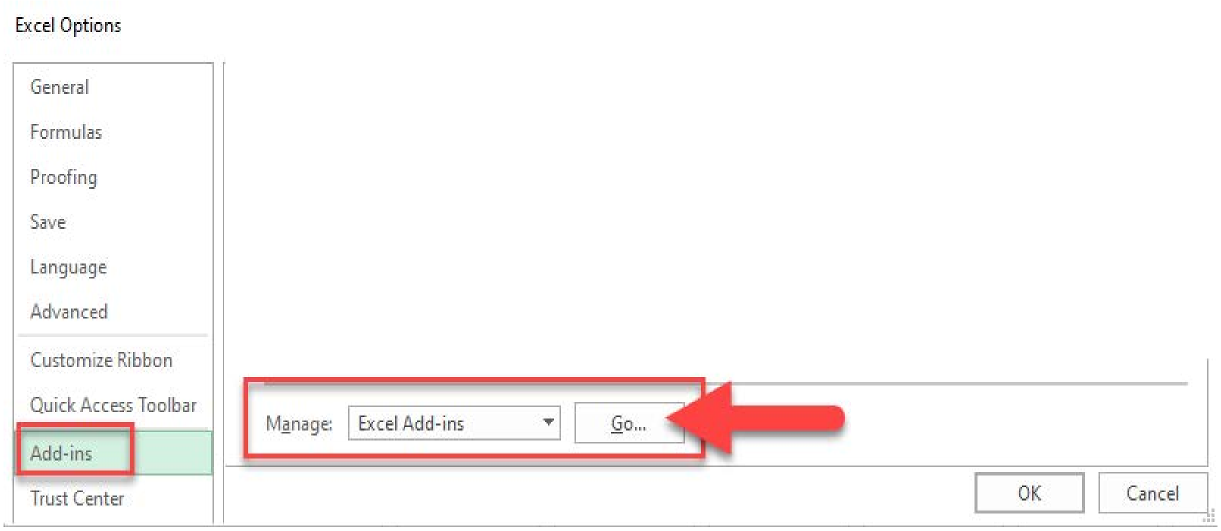


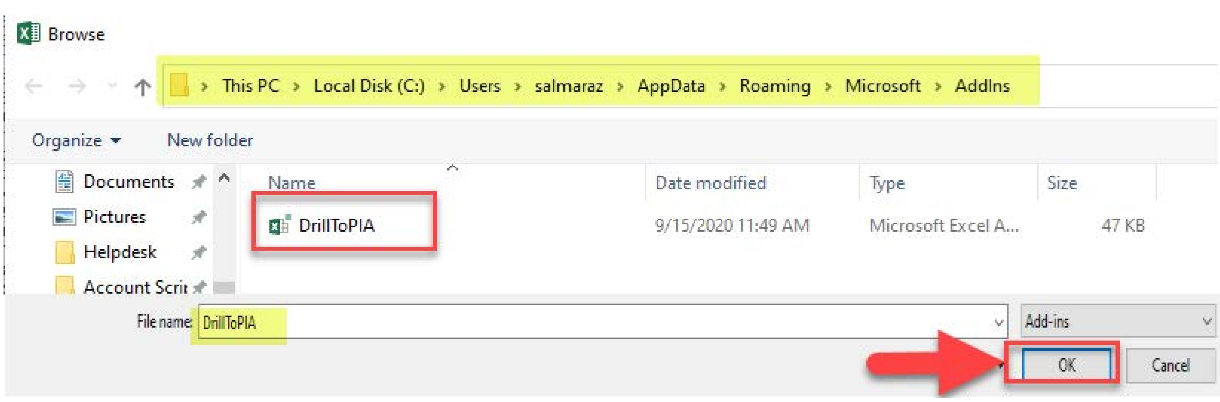
Excel Drilldown

Microsoft Excel is a very robust and widely used data processing tool that organizes data into useful spreadsheets. In addition to all the tools built-in to Excel, we can install an nVision **Add-in** known as **DrillToPIA**; this **Add-in** allows us to take the figures in a single cell from an nVision report and "**drilldown**" to find the figures behind that cell.

Install DrillToPIA

1. Save the **DrillToPIA.xla** file to a location on your computer that will not change
   Example: C:\Users\yourusername\AppData\Roaming\Microsoft\AddIns
2. Open Excel and click **File** then **Options**
3. Select **Add-ins**
4. Select **Excel Add-ins** under the **Manage** field and click **Go**
5. Select **Browse** and navigate to the save location for the **DrillToPIA.xla** file; select the file and then click **OK**

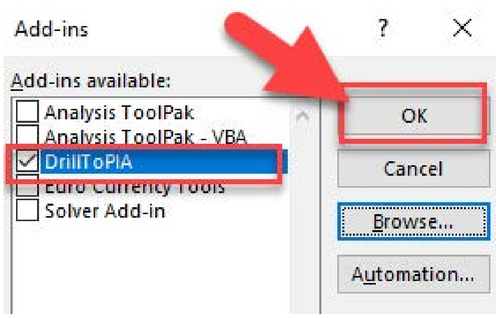




Excel Drilldown

Install DrillToPIA continued. . .

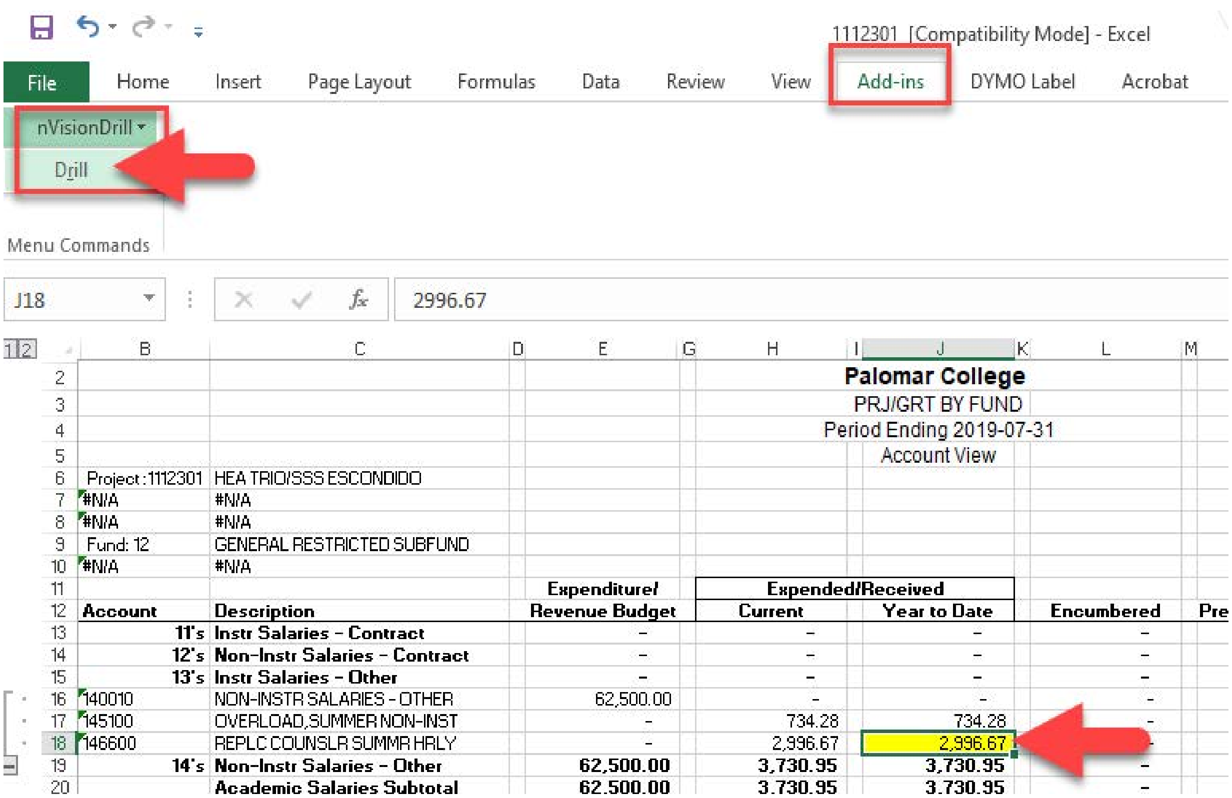
6. Enable **DrillToPIA** by selecting the checkbox, and click **OK**



Run Drilldown

1. Open an nVision report file such as those found in the **Report Manager**
2. Select the desired cell containing a fiscal figure
3. Click the **Add-ins** menu, select **nVisionDrill**, then **Drill**

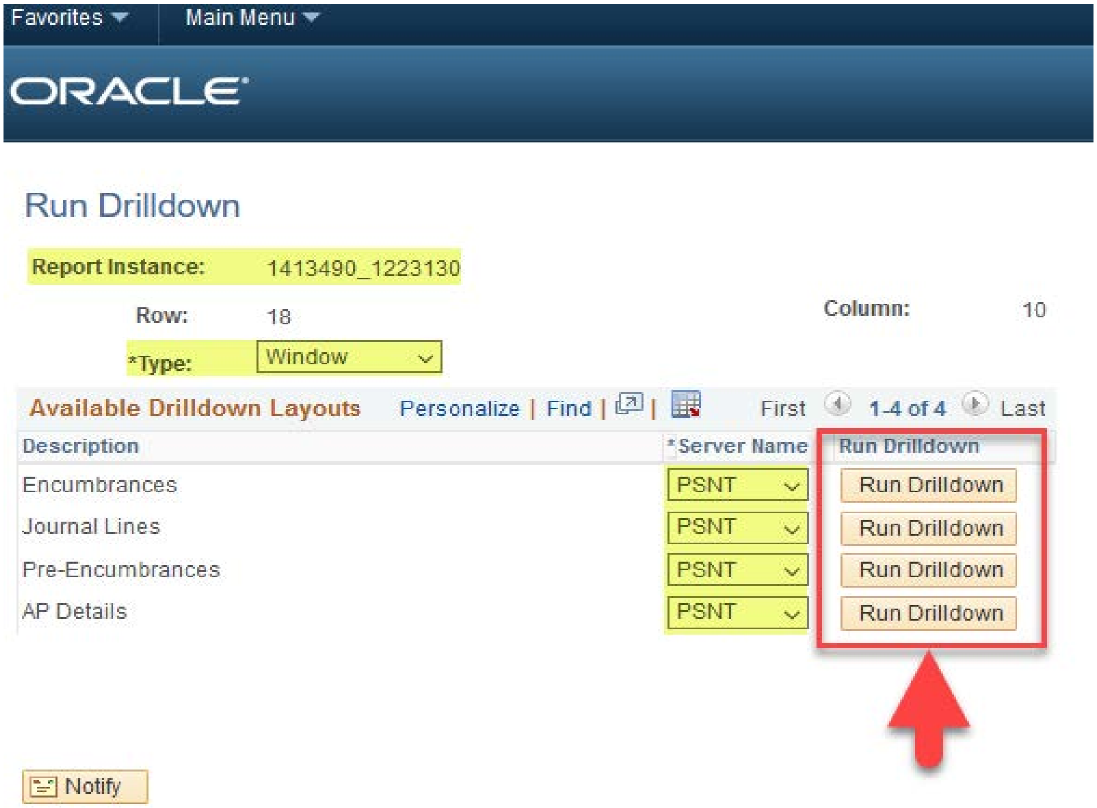
   This will open a Run Drilldown screen in PeopleSoft FSCM; you may be asked to login if you aren't already



Excel Drilldown

Run Drilldown continued. . .

4. Set **Type** field to **Window**
5. Set the **Server Name** to **PSNT**, and click **Run Drilldown** on the desired Drilldown Layout



Journal Lines are the only choice for viewing on-campus "non purchase" expenses such as Mailroom charges, Comet Copy charges, etc. They also show information for outside vendor purchases, but do not give the details that **AP Details** displays. Reference **Table 3** for a list of designators used to identify these types of on-campus expenses:

Table 3 - **Journal Line Designators**

Designator	Type of Expense
DR	Departmental Receipts (deposits)
HR	Adjustments to HR data
MR	Mailroom
MS	Miscellaneous
PS	Print Services (Comet Copy, Paper Billing, etc.)
PY	Payroll
SF	Student Financials
0000	Expenditure transfers, various campus expenses (phone, etc.)

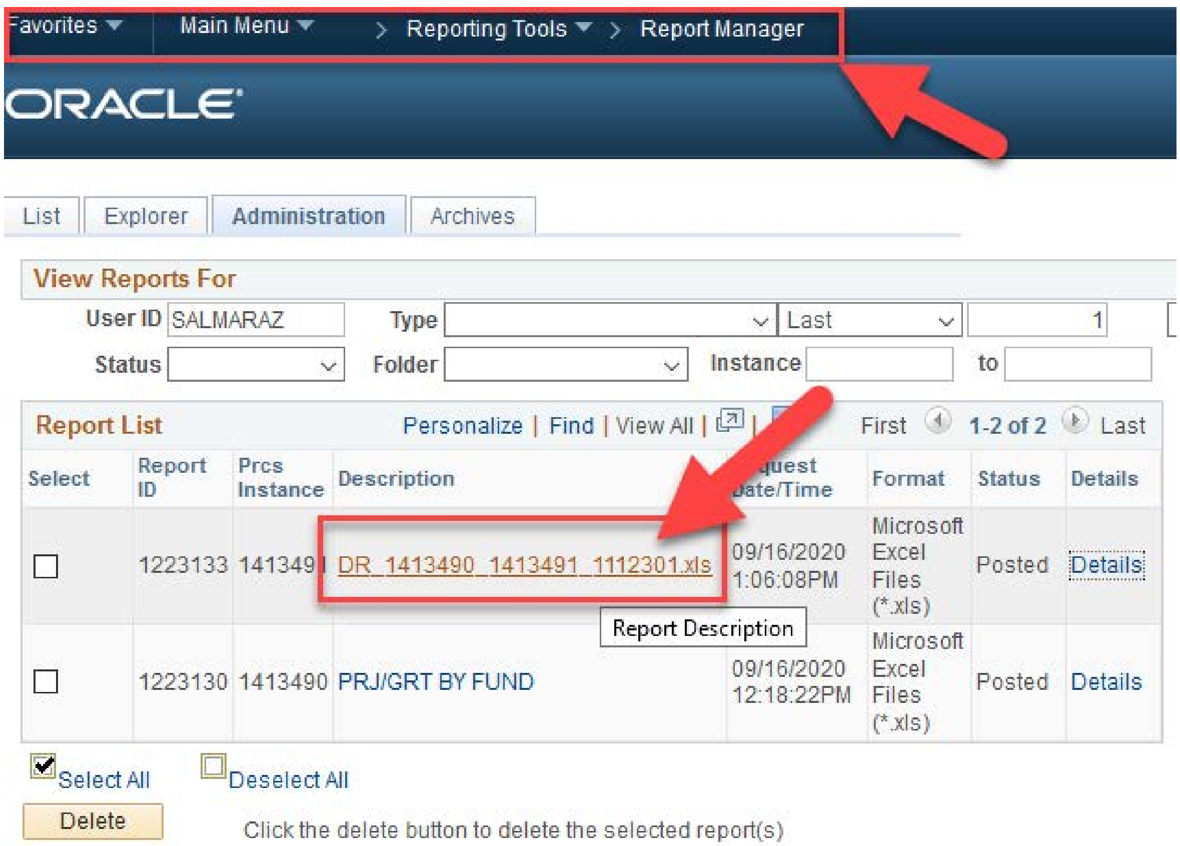
AP Details are the better choice to view expenses that are payments for bills received by the College from outside vendors (including Cal Card), for purchases such as supplies and equipment. The AP Details option gives more information, including vendor name, PO#, and description of items purchased.

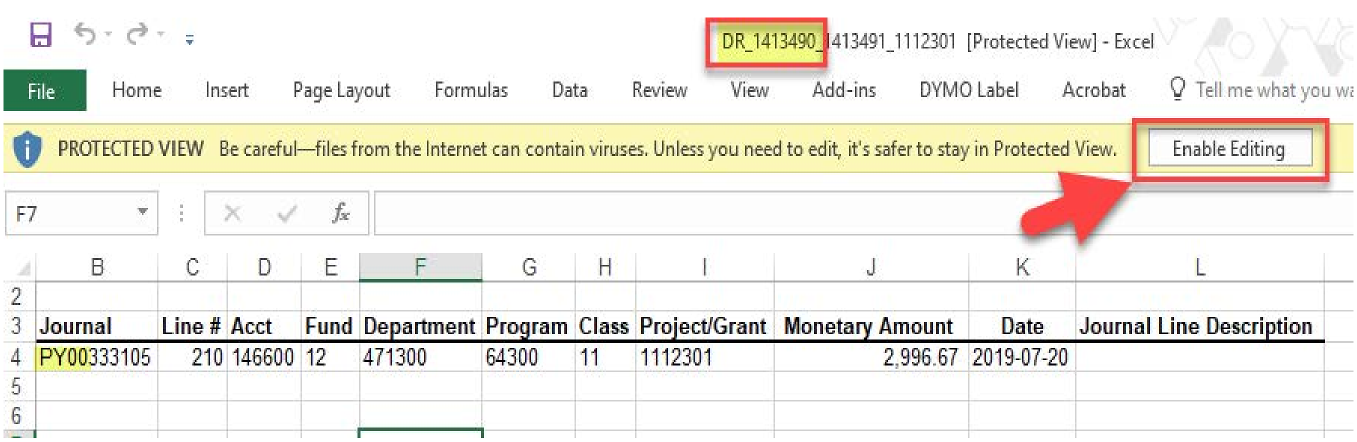
Excel Drilldown

Run Drilldown continued. . .

Note: You may encounter an "Unable to connect to the RenServer" error. Click **OK**, and navigate to the **Report Manager**. Once processed, you will find your Drilldown there. Take note of the **Report Instance** in steps 4 and 5, then continue to step 6.

6. Navigate to the **Report Manager**
7. Select the new report containing the starting number in the **Report Instance** above



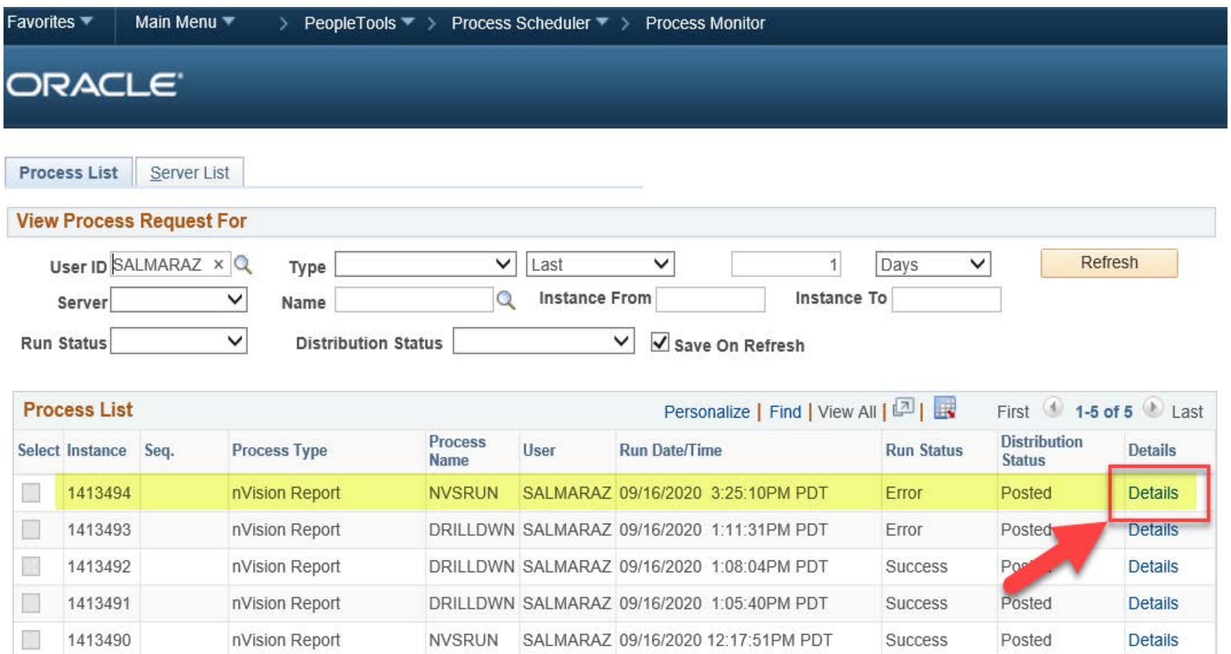


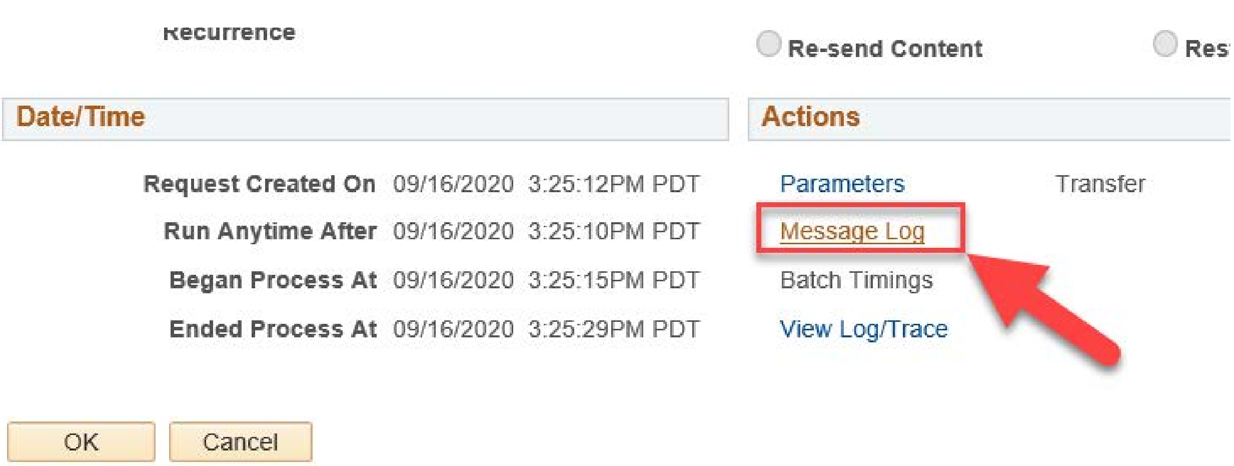
Troubleshooting

While it is impossible to list all the possible issues that might arise, one common problem is that of using the incorrect syntax, or arrangment of words and characters, in certain locations. Be sure to check account names, **Report IDs**, etc., prior to saving any **Scopes, Report Requests** or **Report Books**.

If you attempt to run a report and it does not show in the **Report Manager** after several minutes, determine the cause by checking for errors in the **Process Scheduler**.

1. Navigate to **PeopleTools → Process Scheduler → Process Monitor**.
2. Select **Details** on the report containing the error
3. Click **Message Log** to view the error





Troubleshooting

4. Address the error

In this example, the layout on the **Report Request** was incorrect due to the syntax; **Account Report** is missing the underscore and should read **ACCOUNT_REPORT**. Refer to the **PeopleSoft Report Manual** spreadsheet on the Fiscal Services website under the PeopleSoft Financials tab for layout names and details.