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SOLAR Financials
nVision Financial Reports View Only

User’s Guide

The SOLAR Financials system provides a financial reporting tool that includes various pre-formatted reports and is used to track and reconcile financial transactions posted to the general ledger. The SOLAR Financials nVision Financial Reports View Only User’s Guide provides information on:

- Available Reports
- Retrieving Reports

Who Do I Call For Help?

The SOLAR Financials group is available to answer your Financial questions such as “How do I view a report?” or “How do I access the Report Manager?” Contact SOLAR Financials at:

solarfin@csun.edu

(818) 677-1000, press 2, press 1
SOLAR Financials
nVision Financial Reports View Only

SOLAR Financials nVision Reporting Tools
The SOLAR Financials nVision Financial Reports View Only User’s Guide provides information on retrieving previously run financial reports using the SOLAR Financials nVision reporting tool.

Available Reports
The following is a list of the financial reports available:

- **BBA Mgmt Act Stmt** – Budget Balance Available Management Activity Statement. This expense report provides previous month-end and cumulative year-to-date data.

- **BBA Month-End Act Stmt** – Budget Balance Available Month-End Activity Statement. This expense report contains month-to-date and year-to-date activity for specific periods.

- **Budgetary Summary by Department** – This report provides a year-to-date summary line by department for division and college level areas. Department expenses are categorized as pre-encumbrances, encumbrances, and actual expenses.

- **Budgetary Summary by Expense Category** – This report provides a cumulative year-to-date summary line by department for division and college level areas. Department expenses are categorized as salaries, benefits, and operating expenses.

- **Management Fund Summary** – This report provides all current year-to-date activity for the following funds; current year General Fund, Lottery, and prior year Reimbursed Activities and Trust combined with IRA. This report should be used with caution; it combines information on the balances available instead of providing information for each specific chartfield string. Trust and IRA funds are restrictive in use and are not included in the Total Balance Available. Total Trust Balance Available to Spend is presented separately from the other funds.

- **MTD-Payroll Account** – Month-To-Date Payroll Transactions (by period or by quarter). This report is a non-cumulative list of payroll expenditures for the previous pay period (also available for the previous three pay periods).

- **PEAS** – Payroll Expenditures Analysis Summary – This is a year-to-date cumulative report that summarizes employee’s payroll expenditures by account, reported by charge period (not calendar month), and by fiscal year.
• **Reimbursed Activities Analysis Snapshot by Department** – This report provides an analysis of current year GBDxx and GBFxx fund activity by department or area.

• **Trust Bal Sum** – Trust Balance Summary Report (also known as the Trust Balance Sheet). The Summary Report balances assets against liabilities, showing the items to be paid against the ability to pay them (the difference between the assets and liabilities is considered equity). This report is a balance sheet for specified Trust chartfield strings.

• **Trust Act Stmt** – Trust Statement of Financial Activity (Trust Income Statement). This report provides a summary of net financial activity for specified Trust chartfield strings at a specific period of time. Net financial activity reported represents revenues minus expenses at the end of a period.

• **Trust JL** – Trust Journal Lines (by period or quarter). These reports are no longer available through the nVision tool. Trust Journal Lines are run from the GL Recon query tool.
Accessing SOLAR Financials
The following provides instructions on accessing SOLAR Financials from the Campus Portal.

1. Open Microsoft Internet Explorer.

2. Access the Campus Web Portal Login Authentication web page at: https://www.csun.edu/ and log into the Campus Portal.
   - Enter your email address in the CSUN User ID field and your campus account password in the Password field of the Campus Web Portal Login Authentication web page.
3. Select the **SOLAR Financials** link located along the left-hand margin of the page.

4. Two options appear for Finance:
   - **Financials Inquiry** – This menu option launches a new window and is used to access version 8.4 of the data warehouse (Chargeback Inquiry, G/L Inquiry, and Purchasing Inquiry) and nVision.
   - **Financials Processing** – This menu option is used to access the Online Requisitions module and Online Budget Transfer module.
Financial Reporting Tools

Accessing nVision
The following provides information on accessing nVision reports.

1. Select the Financials Inquiry link.
   - This launches a new window.

Figure 1: PeopleSoft Fin Inquiry Link.
Report Manager

The Report Manager (the report repository) houses all reports for up to 30 days. Reports can be retrieved or deleted from the report repository.

1. To access the Report Manager, select the following menu path from the Campus Portal menu:

   - SOLAR Financials > Financials Inquiry (a new window opens) > Reporting Tools > Report Manager
Explorer Tab

The Report Manager page defaults to the Explorer Tab. This is the primary location for retrieving reports. The reports display under the Explorer Tab, in a designated folder based on the type of report requested and department. For example, the Budget Balance Available Reports are stored in the BBA REPORTS folder.

**Note:** There will not be a designated folder, if there aren’t any reports of a certain type available (for example, BBA, Payroll, Reimbursed Activities, or Trust).

1. Click on the appropriate report folder to view a sub-listing of department folders. These folders contain the reports in the order they were generated.

   - The Report Manager may split the reports into multiple folders. This does not affect the reports.

2. Click on the desired departmental report folder.
3. Click the desired report to view the report results.

- The File List name includes the report requestor's ID and the file extension, (HTML or Excel format).
  - HTML Documents: HTML files are static. Information, including rows and columns, cannot be modified.
  - Microsoft Excel: Excel files can be downloaded and have entire Excel functionality, including subtotals, calculations, and data sort.
Figure 4: Report Manager - File List

4. Click on the **File List** name link to open the file.

**Downloading Reports To Excel**
The following instructions apply to workstations using Windows 2000. For other operating systems the download process may vary slightly.

1. To save a spreadsheet, click on the **Save** button in the **File Download** dialog box.

   ![File Download Dialog Box]

   **FIGURE 1. File Download Dialog Box.**

   
   Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

   - File name: GAD0210042 2003-09-30 MGMT ACT HTM
   - File type: Microsoft Excel Worksheet
   - From: adminps5.csun.edu

   Would you like to open the file or save it to your computer?

   - [Open]
   - [Save]
   - [Cancel]
   - [More Info]

   ![Open and Save buttons]

   - [Always ask before opening this type of file]

2. In the **Save As** dialog box select/enter the following:
   - Select the location where the Excel file will be stored.
   - Enter the file name in the **File Name** field.
• From the **Save As Type** drop-down list, choose **Microsoft Excel Worksheet**

**FIGURE 2. The “Save As” Window.**

3. Click on the **Save** button to save the Excel spreadsheet.

4. In the **Download Complete** dialog box, click on the **Open** button to open the file in Microsoft Excel.
Figure 4: BBA Report Sample

California State University, Northridge
Finance and Accounting Svcs - FINANCE_ACCT_SERV
Management Activity Statement - GAD03

<table>
<thead>
<tr>
<th>Fiscal Year: 2003</th>
<th>Month Ending: December 31, 2003</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Report ID: CA</th>
<th>Scope Name: N_FIN&amp;AS_1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Pre-Encumbered</th>
<th>Encumbered</th>
<th>Actual</th>
<th>Expansion/Revenue</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revenue Collected</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Total Revenues</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Salaries, Wages &amp; Adjustments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>031300 Management &amp; Supervisory</td>
<td>0.00</td>
<td>0.00</td>
<td>65,583.23</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>031400 Support Staff Salaries</td>
<td>0.00</td>
<td>0.00</td>
<td>206,401.86</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>031401 TEMP Support Staff Salaries</td>
<td>0.00</td>
<td>0.00</td>
<td>3,562.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>031500 Overtime</td>
<td>0.00</td>
<td>0.00</td>
<td>2,076.70</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>031710 Student Assistant</td>
<td>0.00</td>
<td>0.00</td>
<td>7,090.40</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>031810 Work Study-On Campus</td>
<td>0.00</td>
<td>0.00</td>
<td>528.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>860140 Basic Only Support Staff</td>
<td>0.00</td>
<td>0.00</td>
<td>2,265,184.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Total Salaries, Wages &amp; Adjustments</td>
<td>0.00</td>
<td>0.00</td>
<td>284,888.21</td>
<td>2,265,184.00</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>062110 Qsbnd</td>
<td>0.00</td>
<td>0.00</td>
<td>16,730.01</td>
<td>105,474.96</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>062210 Dental Insurance</td>
<td>0.00</td>
<td>0.00</td>
<td>6,134.75</td>
<td>29,638.72</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>062310 Health Insurance</td>
<td>0.00</td>
<td>0.00</td>
<td>35,394.26</td>
<td>181,545.16</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>062410 Retirement</td>
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<td>0.00</td>
<td>37,868.05</td>
<td>239,864.13</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>062220 Life Insurance</td>
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<td>0.00</td>
<td>312.43</td>
<td>7,792.95</td>
<td></td>
</tr>
</tbody>
</table>

List Tab
A list of generated reports appears under the List Tab in the order in which they were run, with the earliest report appearing first. The List Tab provides an alternative location for retrieving reports.
The report list includes the report name with date and format type, the report description, folder name, completion date and time, the report ID, and the process instance number.

1. Select the **List Tab** to display a list of reports.

2. The list may be resorted by clicking on any of the column headings. The list will resort using the selected column heading as the sort criteria.

- Click on a column heading to sort the reports in ascending order.
• Click on a column heading a second time to resort the reports in descending order.

3. Retrieve and download the reports as outlined in the Explorer Tab section.

Clearing Cache Files
Your computer’s Internet cache stores temporary and permanent web files on the hard drive and is used to speed up the process of retrieving data and executing the information. It is important that cache files be cleared on a regular basis in order to optimize computer performance. It is recommended that this be done on a daily basis.

1. Open Internet Explorer web browser.

2. Click on the Tools option in the main menu bar. Select Internet Options from the drop-down list.
3. The **Internet Options** dialog box opens.

4. Click on the **Delete** button (located in the **Browsing History** section of the window). Click on the **Delete** button.

5. Click the **OK** button in the **Internet Options** dialog box when all desired files have been deleted.