



# **Financials: nVision Financial Reports View Only User's Guide**

Revised October 2009

# SOLAR Financials nVision Financial Reports View Only

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# **SOLAR Financials nVision Financial Reports View Only**

## **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](mailto: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.

## **SOLAR Financials nVision Financial Reports View Only**

- **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.

# SOLAR Financials nVision Financial Reports View Only

## Accessing SOLAR Financials

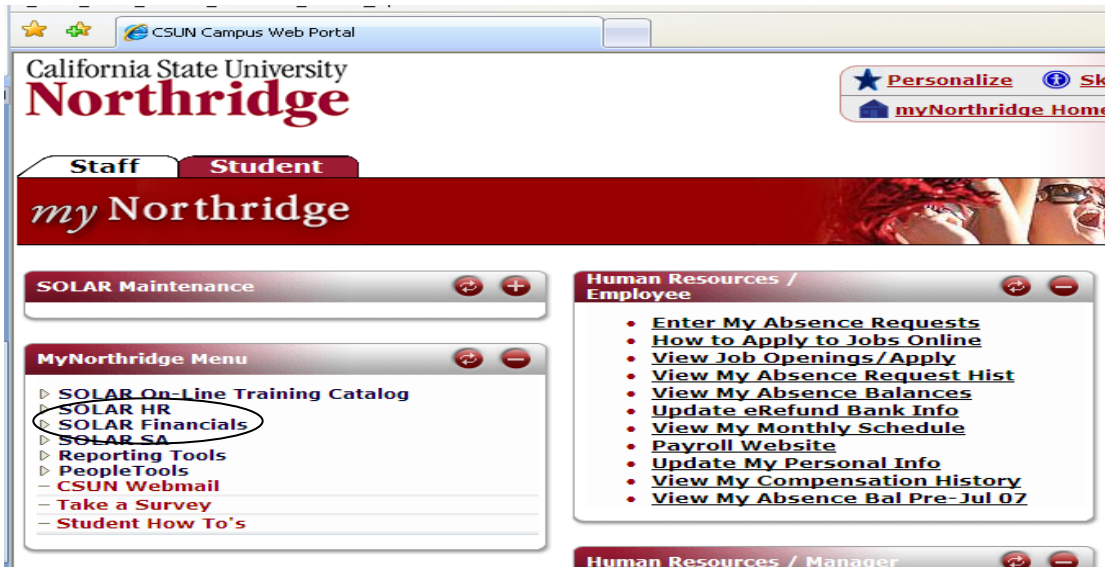
The following provides instructions on accessing SOLAR Financials from the Campus Portal.

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.



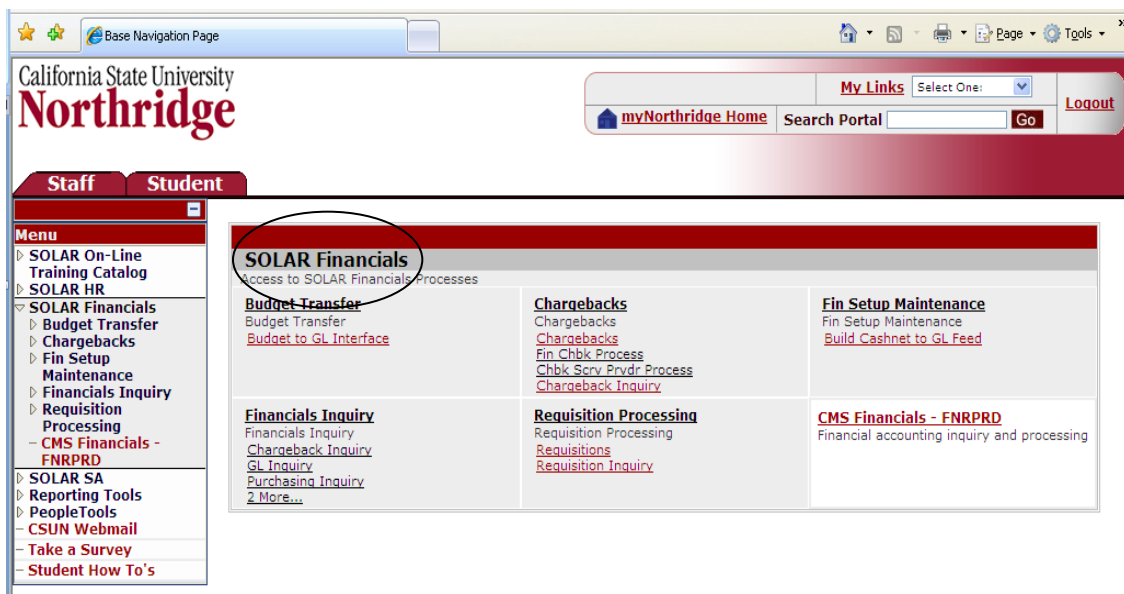
# SOLAR Financials nVision Financial Reports View Only

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.



# SOLAR Financials nVision Financial Reports View Only

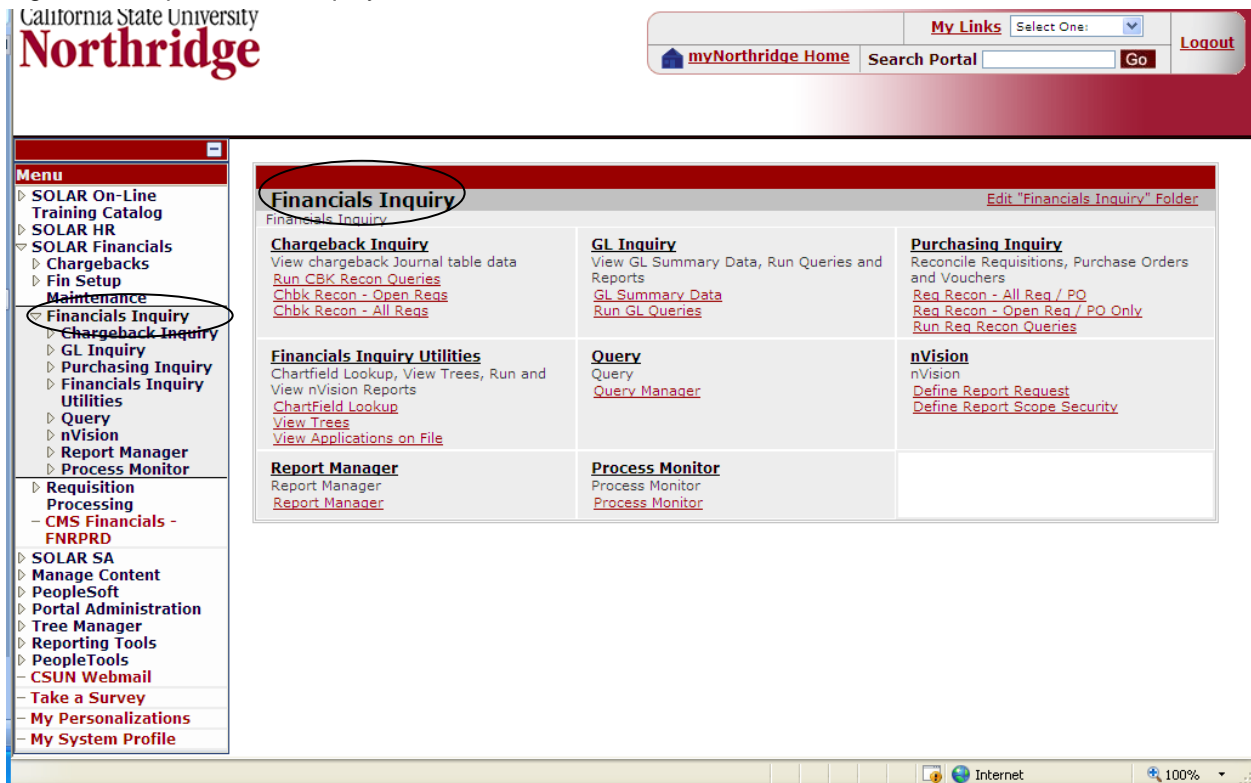
## Financial Reporting Tools

### 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.





# SOLAR Financials nVision Financial Reports View Only

Figure 2: New Window

California State University  
**Northridge**

myNorthridge Home Search Portal Go My Links Select One: Logout

[New Window](#) | [Help](#) |

### Report Request

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

**Find an Existing Value**

Business Unit: = [v] NRCMP [Q]

Report ID: begins with [v] [ ]

Description: begins with [v] [ ]

Case Sensitive

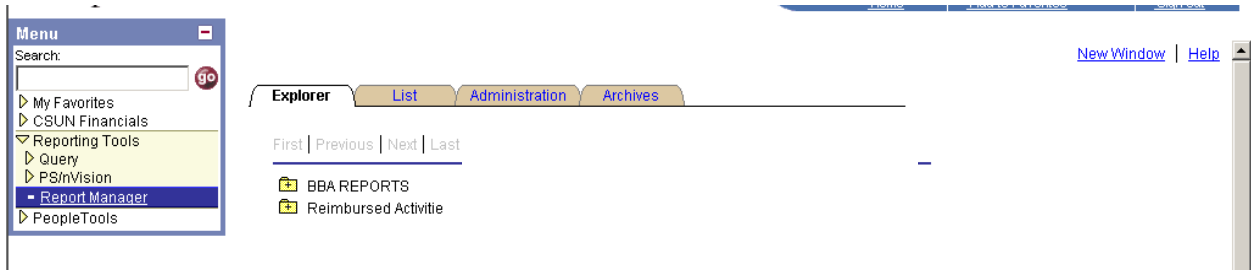
Search Clear Basic Search Save Search Criteria

## 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

Figure 1: Reporting Manager Menu Path



# SOLAR Financials

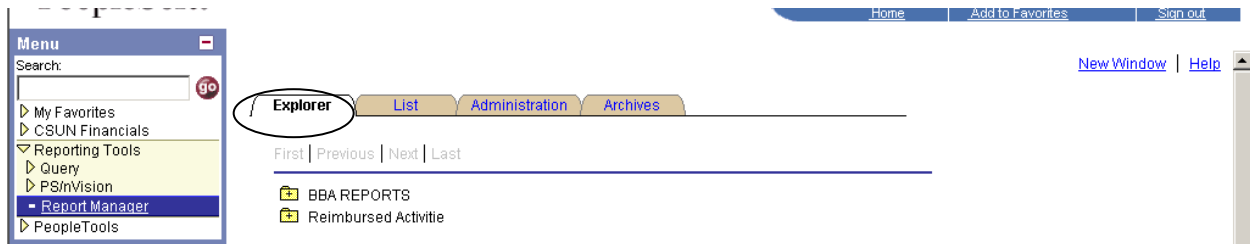
## nVision Financial Reports View Only

### 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).

Figure 1: Explorer Tab



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.

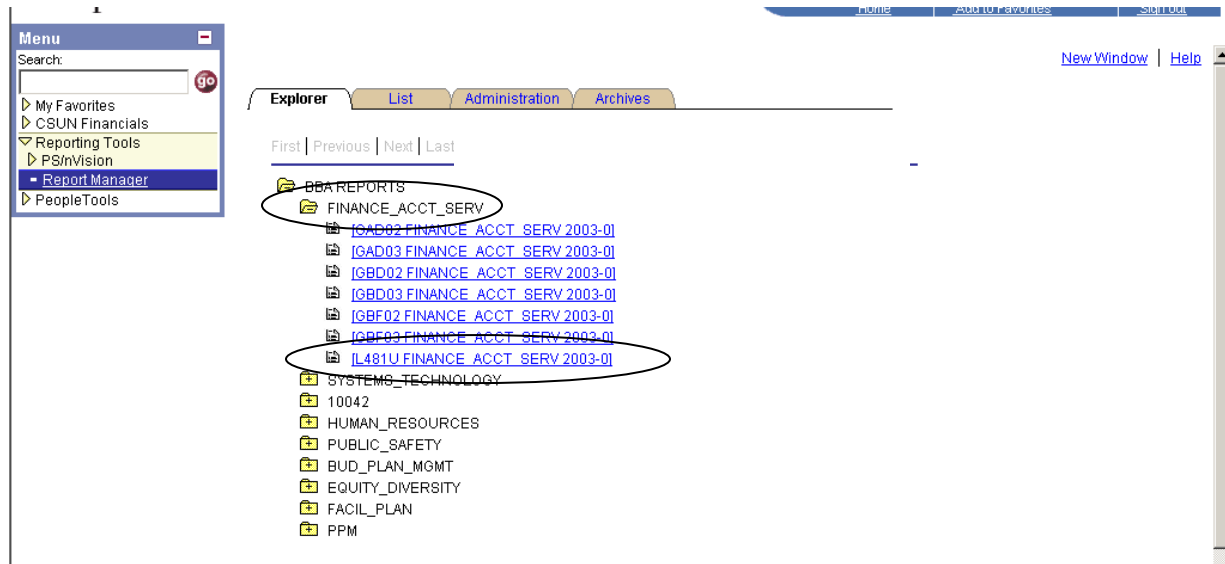
Figure 2: Report Folders



2. Click on the desired departmental report folder.

Figure 3: FINANCE\_ACCT\_SERV Report Folder

# SOLAR Financials nVision Financial Reports View Only

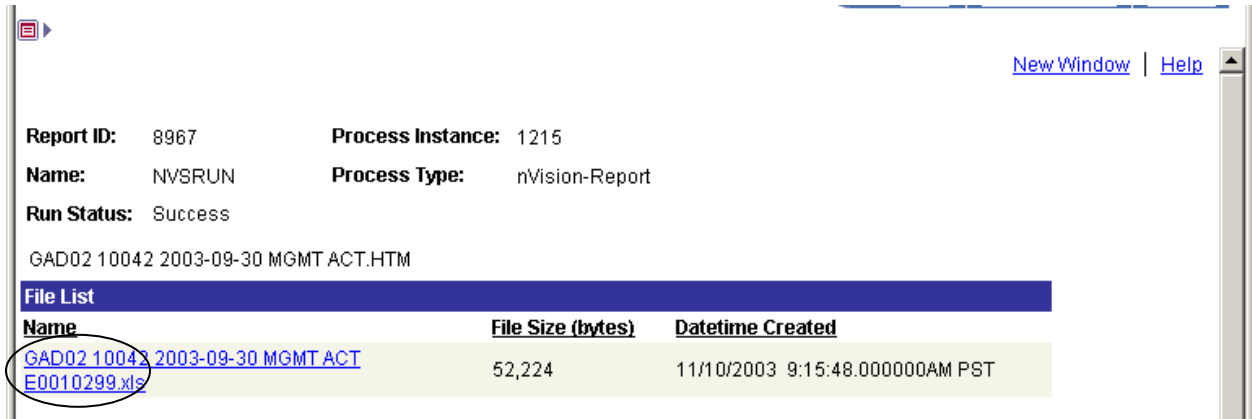


3. Click the desired report to view the report results.

- 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.

# SOLAR Financials nVision Financial Reports View Only

Figure 4: Report Manager - File List



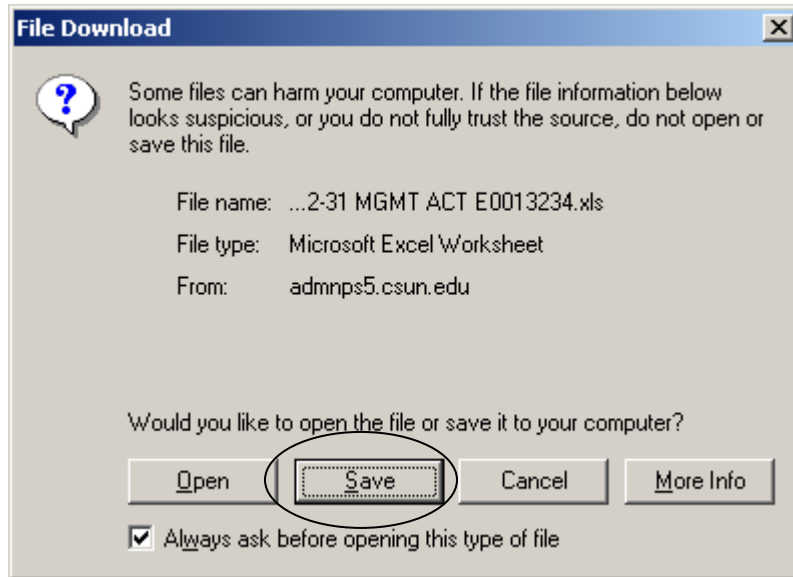
4. Click on the **File List** name link to open the file.

## 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.

FIGURE 1. File Download Dialog Box.



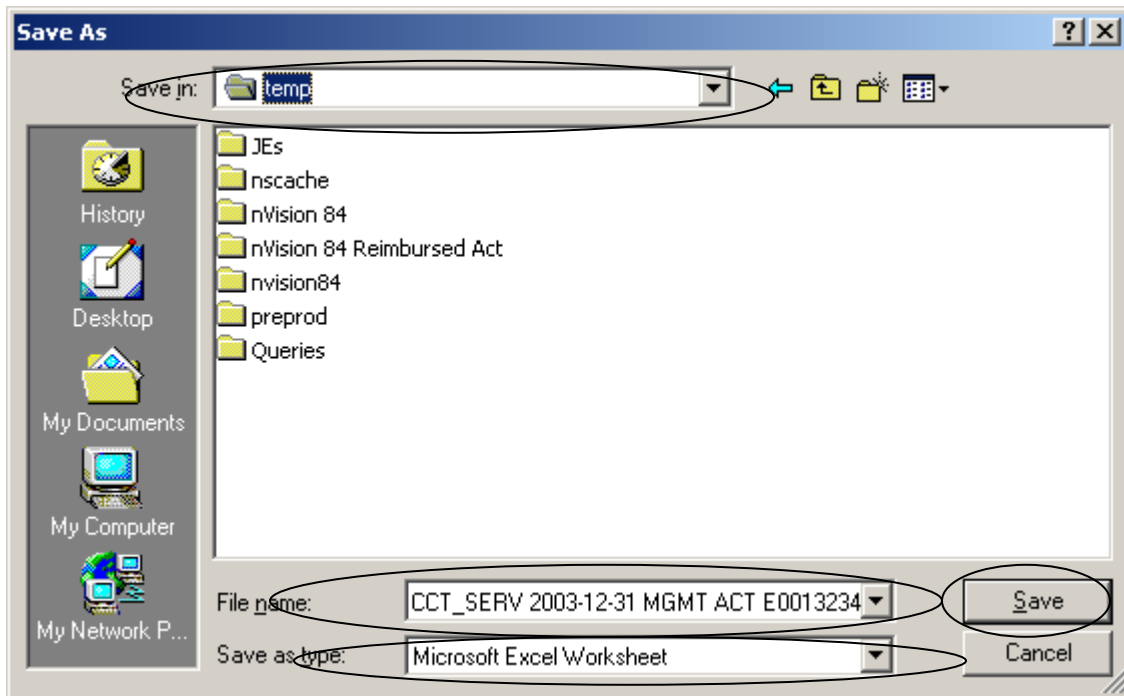
2. In the **Save As** dialog box select/enter the following:

- Select the location where the Excel file will be stored.
- Enter the file name in the **File Name** field.

# SOLAR Financials nVision Financial Reports View Only

- 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.

# SOLAR Financials nVision Financial Reports View Only

FIGURE 3. Download Complete Dialog Box.

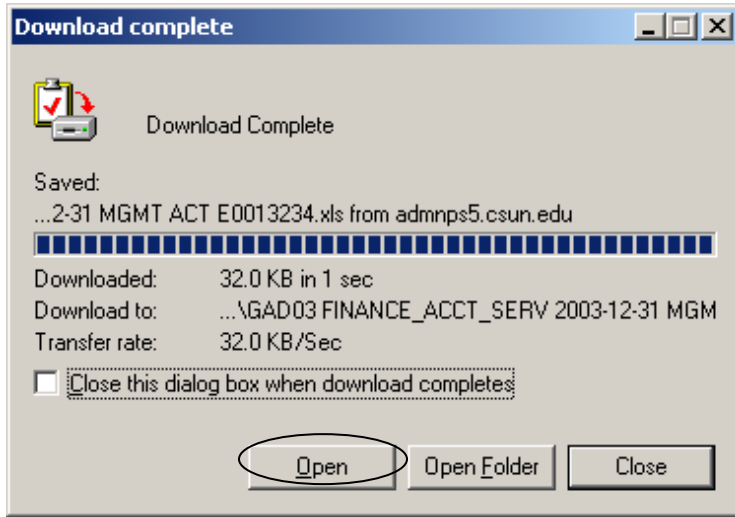


Figure 4: BBA Report Sample

California State University, Northridge Finance and Accounting Svcs - FINANCE_ACCT_SERV Management Activity Statement - GAD03						
Fiscal Year: 2003		Month Ending: December 31, 2003				
Report ID: CA		Pre-Encumbered	Encumbered	Actual	Budget	Pre-Encum
Scope Name: N_FIN&AS_1		Amount	Amount	Expenses / Revenue		Amou
Account	Description	(REQ)	(PO)			(REQ)
<b>Revenue Collected</b>						
<b>Total Revenues</b>		0.00	0.00	0.00	0.00	
<b>Salaries, Wages &amp; Adjustments</b>						
601300	Management and Supervisory	0.00	0.00	66,583.23	0.00	
601400	Support Staff Salaries	0.00	0.00	204,401.86	0.00	
601401	TEMP Support Staff Salaries	0.00	0.00	3,582.00	0.00	
601500	Overtime	0.00	0.00	2,675.70	0.00	
601710	Student Assistant	0.00	0.00	7,079.42	0.00	
601810	Work Study-On Campus	0.00	0.00	558.00	6,043.79	
B60140	Budg Only Support Staff	0.00	0.00	0.00	2,256,884.00	
<b>Total Salaries, Wages &amp; Adjustments</b>		<b>0.00</b>	<b>0.00</b>	<b>284,880.21</b>	<b>2,262,927.79</b>	
<b>Benefits</b>						
602110	Oasdi	0.00	0.00	15,730.01	105,474.93	
602120	Dental Insurance	0.00	0.00	5,134.75	29,038.72	
602130	Health Insurance	0.00	0.00	35,334.26	181,545.95	
602140	Retirement	0.00	0.00	37,858.09	228,664.13	
602210	Life Insurance	0.00	0.00	312.43	7,792.25	

## 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.

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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.

Figure 1: Report Manager List Tab

The screenshot shows the 'List' tab selected in the Report Manager. The table displays the following data:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 <a href="#">L481U FINANCE ACCT SERV 2003-09-30 MGMT ACT.HTM</a>	L481U FINANCE_ACCT_SERV 2003-09-30 MGMT ACT.HTM	BBA REPORTS	11/07/03 8:57AM	8945	1207
2 <a href="#">L481U PPM 2003-09-30 MGMT ACT.HTM</a>	L481U PPM 2003-09-30 MGMT ACT.HTM	BBA REPORTS	11/07/03 8:57AM	8943	1207
3 <a href="#">L481U FACIL_PLAN 2003-09-30 MGMT ACT.HTM</a>	L481U FACIL_PLAN 2003-09-30 MGMT ACT.HTM	BBA REPORTS	11/07/03 8:57AM	8939	1207

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.

Figure 2: Report Manager List Resort

The screenshot shows the 'List' tab selected. The 'Report' column heading is circled. The table displays the following data:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 <a href="#">GAD02 FINANCE ACCT SERV 2003-12-31 MGMT ACT.HTM</a>	GAD02 FINANCE_ACCT_SERV 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:12AM	30041	2450
2 <a href="#">GAD02 PURCH_CON 2003-12-31 MGMT ACT.HTM</a>	GAD02 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:12AM	30043	2450
3 <a href="#">GAD03 FINANCE ACCT SERV 2003-12-31 MGMT ACT.HTM</a>	GAD03 FINANCE_ACCT_SERV 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30045	2450
4 <a href="#">GAD03 PURCH_CON 2003-12-31 MGMT ACT.HTM</a>	GAD03 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30047	2450
5 <a href="#">GBD02 FINANCE ACCT SERV 2003-12-31 MGMT ACT.HTM</a>	GBD02 FINANCE_ACCT_SERV 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30049	2450
6 <a href="#">GBD02 PURCH_CON 2003-12-31 MGMT ACT.HTM</a>	GBD02 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30051	2450
7 <a href="#">GBD03 FINANCE ACCT SERV 2003-12-31 MGMT ACT.HTM</a>	GBD03 FINANCE_ACCT_SERV 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30053	2450
8 <a href="#">GBD03 PURCH_CON 2003-12-31 MGMT ACT.HTM</a>	GBD03 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30055	2450
9 <a href="#">GBF02 FINANCE ACCT SERV 2003-12-31 MGMT ACT.HTM</a>	GBF02 FINANCE_ACCT_SERV 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30057	2450
10 <a href="#">GBF02 PURCH_CON 2003-12-31 MGMT ACT.HTM</a>	GBF02 PURCH_CON 2003-12-31 MGMT ACT.HTM	BBA REPORTS	01/22/04 10:14AM	30059	2450
11 <a href="#">GBF03 FINANCE ACCT SERV</a>	GBF03 FINANCE ACCT SERV	BBA REPORTS	01/22/04	30061	2450

- Click on a column heading to sort the reports in ascending order.

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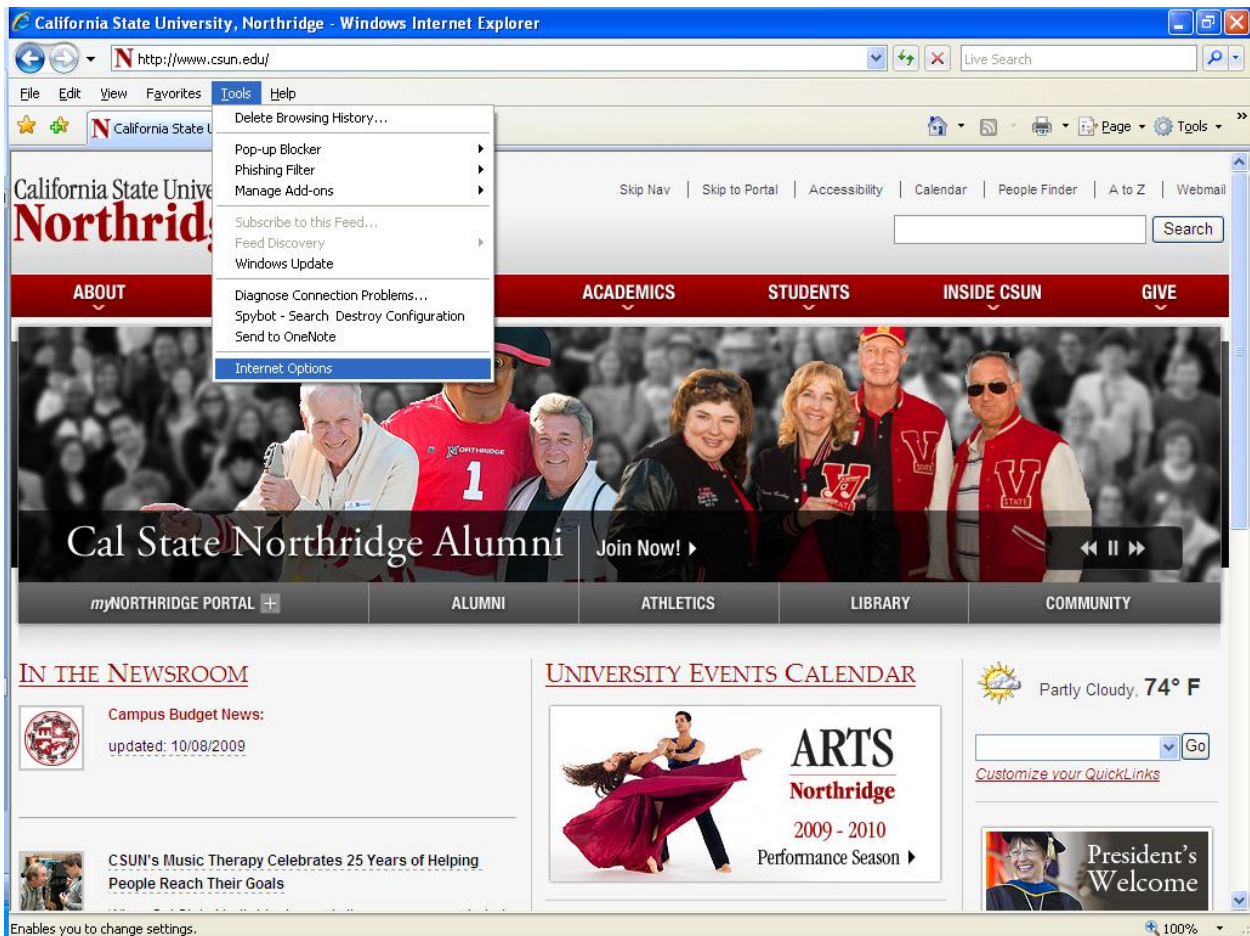
- Click on a column heading a second time to resort the reports in descending order.

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.

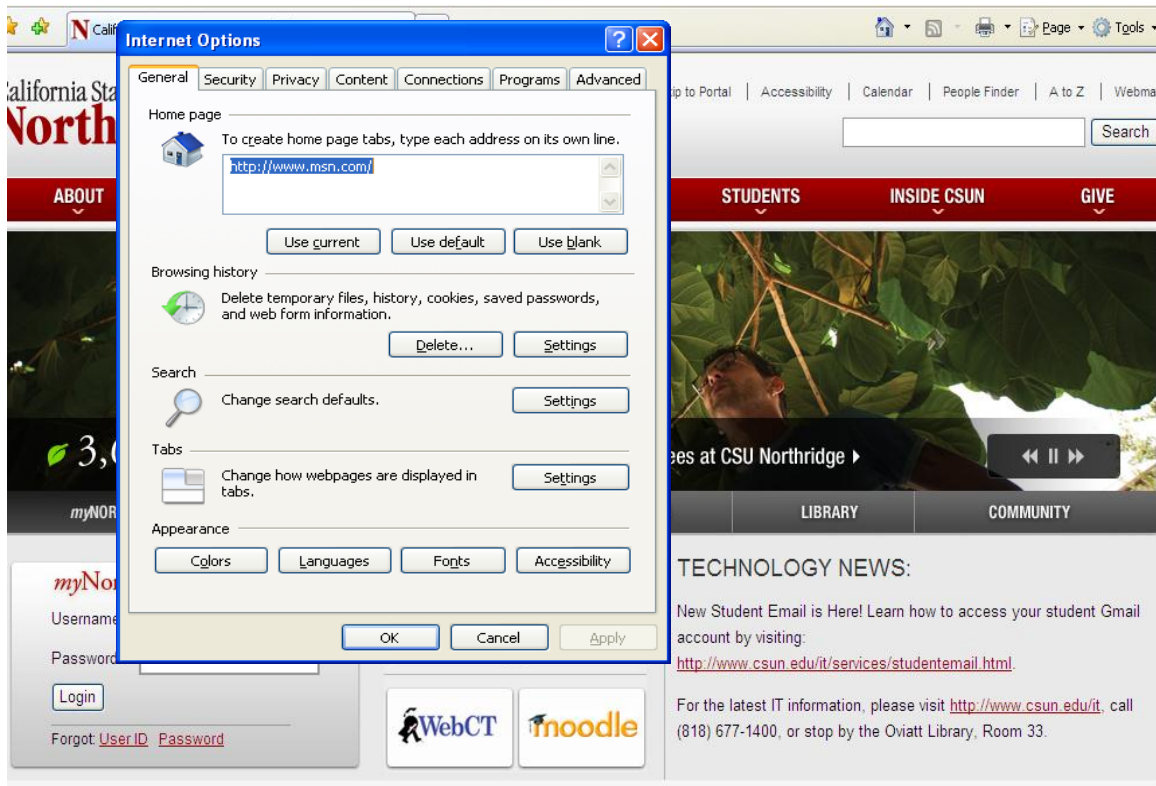
1. Open Internet Explorer web browser.
2. Click on the **Tools** option in the main menu bar. Select **Internet Options** from the drop-down list.





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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.