



**University of Maine System
PeopleSoft Financials 8.4**

GL Reports using Crystal, SQR and PeopleSoft nVision

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1. Introduction

With the implementation of PeopleSoft Financials, University of Maine System (UMS) employees responsible for generating financial reports will have a number of reporting options available to them. These options include **GL Inquiry Pages**, **PSQuery**, **GL Reports** (created using Crystal and SQR) and PeopleSoft **nVision**. This document specifically covers running the **GL Reports** and PeopleSoft **nVision**.

2. Access and Run GL Reports

Based on report requests submitted by UMS financial officers, the Project Enterprise technical team developed custom General Ledger-related reports using Crystal and SQR. These reports can be accessed and run from the PeopleSoft Financial system.

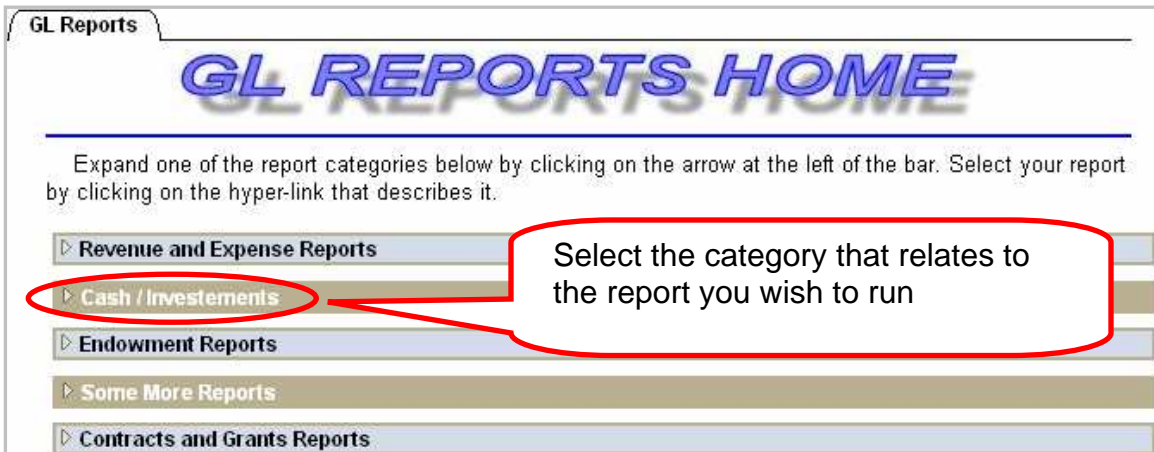
From the Financials menu, select:

**University of Maine System > General Ledger >
Reports > GL Reports Home**

A list of the currently available GL Reports displays.



Select the **GL Reports Home** link to open the **GL Reports Home** page








Select the category that relates to the report you wish to run

GL REPORTS HOME

Expand one of the report categories below by clicking on the arrow at the left of the bar. Select your report by clicking on the hyper-link that describes it.

▶ Revenue and Expense Reports

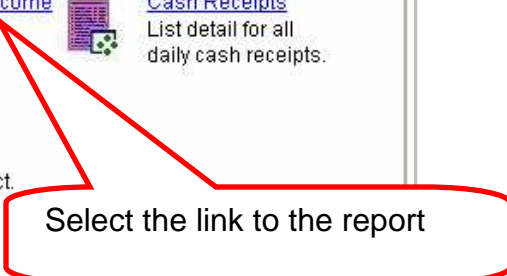
▼ Cash / Investments

 GL Investment Income Show fiscal year-to-date investment income.	 YTD Temporary Invest Income Listing of year-to-date temporary investment income	 Cash Receipts List detail for all daily cash receipts.
 Daily Statement of Income List of money deposited in the bank each day.	 GL Bond Draws budget & expense for each bond funded project.	

▶ Endowment Reports

▶ Some More Reports

▶ Contracts and Grants Reports



The **Run Control ID** page for the selected report opens:

YTD Temporary Invest Income

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

Find an Existing Value [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Create a Run Control ID

The first time you run a GL Report you must create a **Run Control ID**. Run Control IDs are used whenever a process is run in PeopleSoft. They allow you to create, save and reuse a list of reports. Only you will see the Run Controls you create.

To create a new **Run Control ID**, select the **Add a New Value** tab.

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

Find an Existing Value **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

Note: After you have created Run Control IDs for this process, you will select the **Find an Existing Value** tab to look up the Run Control IDs. When you select a Run Control ID, it will take you directly to the page to run the process associated with it. If you only have one Run Control ID, the system will take you immediately open page for that process when you select the **Find an Existing Value** tab.

On the **Add a New Value** page, enter a name for the **Run Control ID**. You can use up to 30 alpha numeric characters (**DO NOT** use spaces). If you plan to run this report with the same parameters on a regular basis, apply a name that relates to the report.

YTD Temporary Invest Income

Find an Existing Value **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Select **Add** when ready.

The Run Control page for the selected report opens:

YTD Invest Income

Run Control ID: RunControlName [Report Manager](#) [Process Monitor](#)

Input Parameters

Fiscal Year

YTD Invest Income

Run Control ID: RunControlName [Report Manager](#) [Process Monitor](#)

Input Parameters

Fiscal Year Accounting Period

The parameters available for the GL Reports vary according to the nature of each report.

Enter the required parameters and select the button.

The **Process Scheduler Request** page opens.

Process Scheduler Request

User ID: 9000004 Run Control ID: RU

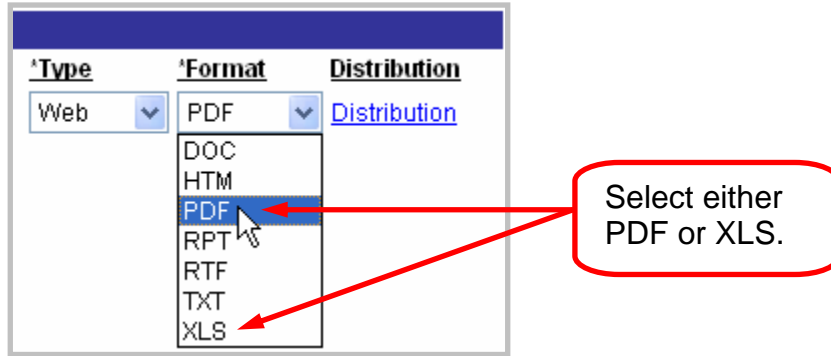
Server Name: Run Date: 04/05/2005

Recurrence: Run Time: 11:40:46AM

Time Zone:

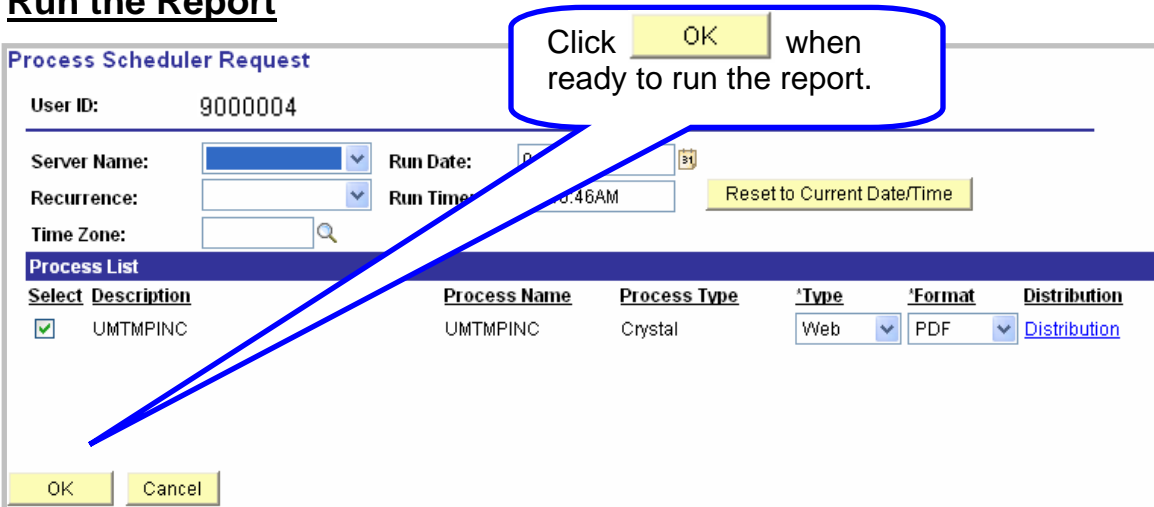
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	UMTMPINC	UMTMPINC	Crystal	Web	PDF	Distribution

In the **Process List** section of the page, verify the report you want to run is checked in the **Select** column. The **Process Type** column shows whether it is a Crystal or SQR report. In the **Format** column, choose whether the report should be generated in PDF or Excel format.

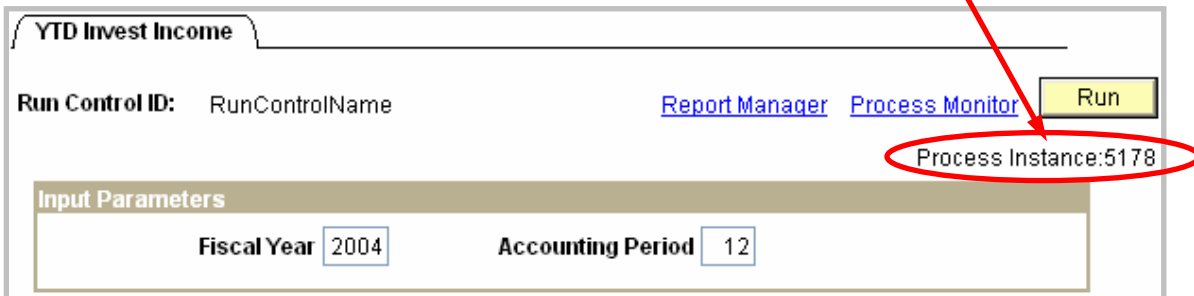


You do not need to enter any other information on the **Process Scheduler Request** page.

Run the Report



The **Run Control** page opens and you will see a **Process Instance** number has been assigned.



Select the **Report Manager** link to open the **List** page where you can access all your processed reports. The **Report Manager** is like a personal "In Box" of reports. You can access all your processed reports from **Report Manager**.

YTD Invest Income

Run Control ID: RunControlName **Report Manager** [Process Monitor](#)

Process Instance: 5178

Input Parameters

Fiscal Year Accounting Period

List Explorer Administration Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UMTMPINC	UMTMPINC	General	04/11/05 12:28PM	4861	5333
2 UMTMPINC	UMTMPINC	General	04/11/05 8:48AM	4854	5326
3 UMTMPINC	UMTMPINC	General	04/11/05 8:48AM	4853	5325
4 UMTMPINC	UMTMPINC	General	04/11/05 8:44AM	4852	5324
5 UMTMPINC	UMTMPINC	General	04/06/05 3:20PM	4762	5237

The **Reports** section of the **List** page is where you will find your processed reports. You can narrow or broaden the list according to the number of days/hours/minutes you enter in the **Last:** field of the **View Reports For** section.

A newly initiated report will not be listed until it has finished processing. Click on the **Administration** tab to open the **Administration** page and view the processing status of your report.

List Explorer **Administration** Archives

View Reports For

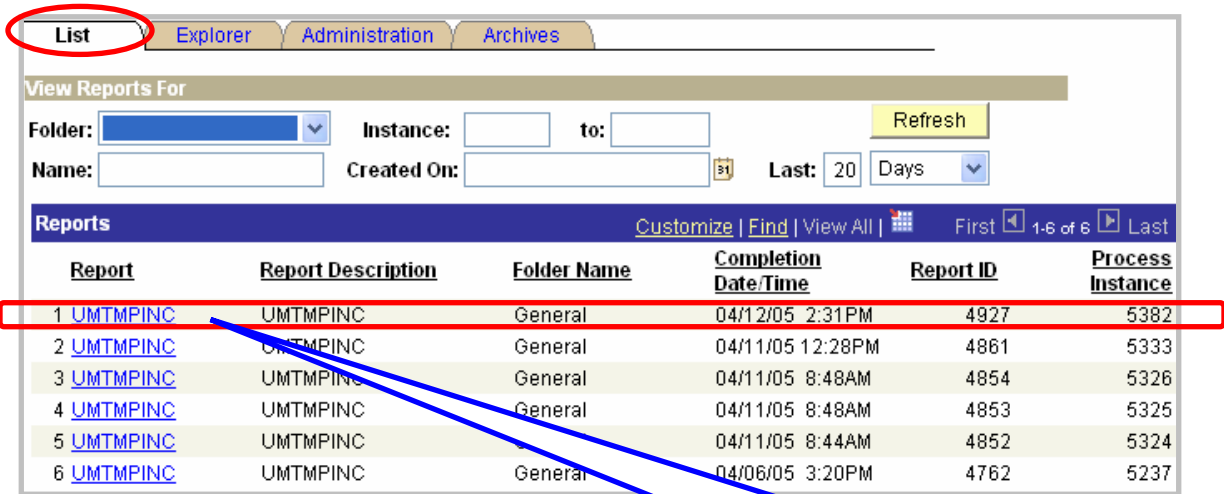
User ID: Type: Last: Days Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	4927	5382	UMTMPINC	04/12/2005 2:30:38PM	Microsoft Excel Files (*.xls)	Processing

The **Status** will initially appear as “Queued,” then “Initiated,” then “Processing” and finally as “Success.” Select **Refresh** to update the information displayed in the **Status** column. Once the Status reads “Posted,” you can return to the **List** page and see the report listed.



List Explorer Administration Archives

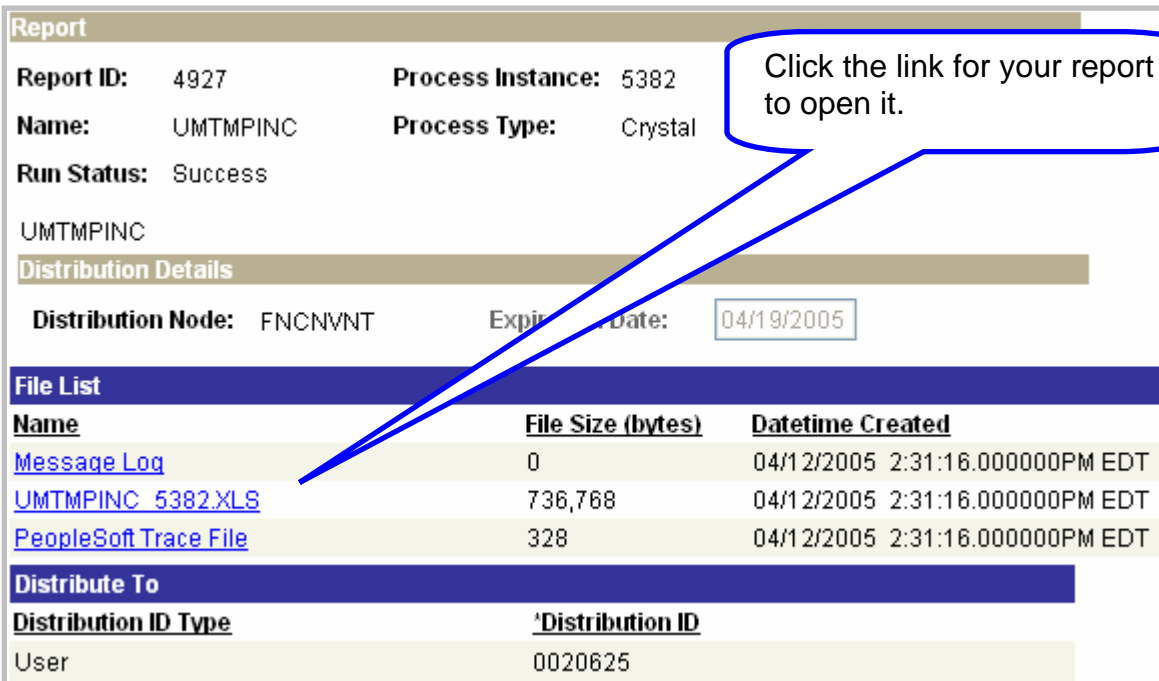
View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: 20 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UMTMPINC	UMTMPINC	General	04/12/05 2:31PM	4927	5382
2 UMTMPINC	UMTMPINC	General	04/11/05 12:28PM	4861	5333
3 UMTMPINC	UMTMPINC	General	04/11/05 8:48AM	4854	5326
4 UMTMPINC	UMTMPINC	General	04/11/05 8:48AM	4853	5325
5 UMTMPINC	UMTMPINC	General	04/11/05 8:44AM	4852	5324
6 UMTMPINC	UMTMPINC	General	04/06/05 3:20PM	4762	5237

Click the link for your report to advance to the page where you will access your report.



Report

Report ID: 4927 Process Instance: 5382

Name: UMTMPINC Process Type: Crystal

Run Status: Success

UMTMPINC

Distribution Details

Distribution Node: FNCNVNT Expires Date: 04/19/2005

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	04/12/2005 2:31:16.000000PM EDT
UMTMPINC_5382.XLS	736,768	04/12/2005 2:31:16.000000PM EDT
PeopleSoft Trace File	328	04/12/2005 2:31:16.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	0020625

Click the link for your report to open it.

Reports run in PDF format appear as follows:

Report ID: UMYTD011		University of Maine System				Page #: 1	
Query: UM_RPT_144		YTD TEMPORARY INVESTMENT INCOME				Run Date:4/5/2005	
Source: UM_GLQ_BALANCES		University of Maine at Augusta				Run Time: 1:31:47PM	
		Fiscal Year:2004		Period:12			
Fund	Dept	Program	Program Description	Project	Project Description	Actuals YTD	
10	1100501	17601	Pres Dev-Gifts			(0.18)	
20	1804011			1301004	UMS License Plate Sch	(50.65)	
20	1804011	10001	Bath Iron Works Schol Fund			(202.91)	
20	1804011	10002	Edna L Higgins Ss			(127.82)	
20	1150012	10006	Libra Professorship			(148.70)	
20	1251005	10051	Rhoda Oakley Gallery Fund			(187.19)	
20	1262004	10052	UMA Music Program Endowmnt			(184.54)	
20	1475511	10053	Kominsky Dental Fund			(128.74)	
20	1153011	10054	Terry Plunkett Collection			(8.39)	
20	1153011	10055	Bennett D Katz Library Fnd			(145.77)	
20	1651501	10056	Me Displaced Homemakers Pr			(121.21)	
20	1768503	10057	George Huskins Endowment			(23.80)	
20	1804011	10600	C Richard Haskell Mem Fund			(9.84)	
20	1804011	10601	UMA Fdn 100 Club Scholrshp			(47.99)	
20	1804011	10602	Thelma Huff Berry Fund			(0.97)	
20	1804011	10603	Harriet Dehoff Nursing Sch			(0.31)	
20	1804011	10606	M Richard Cameron Schol Fd			(5.21)	
20	1804011	10607	Cecil E Powers Scholarship			(5.46)	
20	1804011	10608	Bennett D Katz Scholarship			(32.26)	
20	1804011	10609	Bruce Collier Mem Scholars			(10.19)	
20	1804011	10610	Richard J. Goggin Sch			(4.54)	
20	1804011	10611	Celeste Cote Award			(22.15)	
20	1804011	10612	John W. Blodgett Scholarship			(7.47)	
20	1804011	10613	Dick Cash Music Sch			(14.65)	
20	1804011	10614	Rev. John J. Curran Sch			(81.66)	
20	1804011	10615	Kenneth Craig Ward Ss			(44.97)	
20	1804011	10616	Lila & Vernon Segal			(30.36)	
20	1804011	10617	Charles Dana Danforth Sch			(23.29)	
20	1804011	10618	Don Pillsbury Memorial Sch			(17.61)	
20	1804011	10619	Martin & Molly Schwartz Ss			(46.02)	
20	1804011	10620	UMA Comp Fee Scholarship			(108.38)	

Reports run in XLS format appear as follows:

Report ID: UMYTD011		University of Maine System				Page # 1	
Query: UM_RPT_144		YTD TEMPORARY INVESTMENT INCOME				Run Date:4/5/2005	
Source: UM_GLQ_BALANCES		University of Maine at Augusta				Run Time: 4:06:14PM	
		Fiscal Year:2004		Period:12			
Fund	Dept	Program	Program Description	Project	Project Description	Actuals YTD	
10	1100501	17601	Pres Dev-Gifts			(0.18)	
20	1804011			1301004	UMS License Plate Sch	(50.65)	
20	1804011	10001	Bath Iron Works Schol Fund			(202.91)	
20	1804011	10002	Edna L Higgins Ss			(127.82)	
20	1150012	10006	Libra Professorship			(148.70)	
20	1251005	10051	Rhoda Oakley Gallery Fund			(187.19)	
20	1262004	10052	UMA Music Program Endowmnt			(184.54)	
20	1475511	10053	Kominsky Dental Fund			(128.74)	
20	1153011	10054	Terry Plunkett Collection			(8.39)	
20	1153011	10055	Bennett D Katz Library Fnd			(145.77)	
20	1651501	10056	Me Displaced Homemakers Pr			(121.21)	
20	1768503	10057	George Huskins Endowment			(23.80)	
20	1804011	10600	C Richard Haskell Mem Fund			(9.84)	
20	1804011	10601	UMA Fdn 100 Club Scholrshp			(47.99)	
20	1804011	10602	Thelma Huff Berry Fund			(0.97)	
20	1804011	10603	Harriet Dehoff Nursing Sch			(0.31)	
20	1804011	10606	M Richard Cameron Schol Fd			(5.21)	
20	1804011	10607	Cecil E Powers Scholarship			(5.46)	
20	1804011	10608	Bennett D Katz Scholarship			(32.26)	
20	1804011	10609	Bruce Collier Mem Scholars			(10.19)	
20	1804011	10610	Richard J. Goggin Sch			(4.54)	
20	1804011	10611	Celeste Cote Award			(22.15)	

3. Introduction to nVision Reports

nVision is a delivered PeopleSoft reporting tool that interacts with and uses Microsoft Excel spreadsheets to generate financial reports. nVision uses **Scopes** to set the criteria for each Report Request. You can create multiple instances from a single Report Request. Each instance shares the same layout, but contains data unique to a Scope's particular field value/s. If a Scope is based on two or more fields, a report instance is produced for each combination of the selected tree nodes or detail values for all specified fields.

Most UMS employees responsible for running financial reports will use nVision reports previously created by the Project Enterprise technical team. These reports will run using set Scopes that cannot be adjusted. A custom utility, **nVision Scope Save As**, has been developed, however, that will enable employees to copy existing Scopes, redefine them and then apply the newly defined Scopes to Report Requests. We cover this utility in Chapter 6 of this document.

4. Access and Run nVision Reports

To access nVision reports, from the Financials menu, select:

Reporting Tools > PS/nVision > Define Report Request

The **Report Request** page appears with the **Find an Existing Value** tab open.

On the **Find an Existing Value** screen, you must enter your **Business Unit**. If you know the **Report ID** and/or the **Description** of the nVision report you want to run, enter that information, as well. When ready, select the **Search** button. A list of the nVision reports that fit the parameters you entered will appear.

Click on either the **Report ID** or the **Description** of the report you want to run.

Business Unit	Report ID	Description
UMS05	ACCTSUM	Account Summary
UMS05	ACTBUD	Actual to Budget
UMS05	ATHDTLAC	Athletics - Report Dtl
UMS05	ATHD_DA	Athletics Daily Analysis
UMS05	ATH_PEA	Athletics PEA Desig&Rest Acct
UMS05	AUXEDTL1	Auxilliary Detail -1
UMS05	AUXEDTL2	Auxilliary Detail -2
UMS05	BDGDFC	BUDGETDEFICIT
UMS05	BUDGSUM	Budget Summary
UMS05	COHRPT	CASH ON HAND REPORT
UMS05	DESGDTL1	Designated Detail - 1
UMS05	DESGDTL2	Designated Detail - 2
UMS05	DTACBU	ACCOUNTS RECEIVABLE-CURRENT
UMS05	DTACCLST	ACCOUNTS RECEIVABLE-CURRENT
UMS05	DTACOTH	CASH AND CASH EQUIVALENTS
UMS05	DTACOTH1	GRANTS RECEIVABLE
UMS05	EG2-ORG	EG2-ORG
UMS05	EGDETAIL	EG Detail 1
UMS05	EGDTL1	EGDETAIL1
UMS05	EGDTL2	EGDTL2
UMS05	EGEXBUDG	EG Expenditure Budgets
UMS05	EGSUMMRY	EGSummary
UMS05	ENDCMP	Endowment Pool By Campus
UMS05	ENDRESTR	Endowment Pool By Restriction
UMS05	ENDWACCT	ENDOWED ACCOUNTS
UMS05	ENDWPOOL	Endowment Pool Net Assets
UMS05	EXPVAR	Variance Analysis -Expenses
UMS05	GLFRG	GL - Fringe Analysis
UMS05	GLNEXP	GL - NATURAL EXPENSES
UMS05	GLSUBREC	GL - Sub Recipients
UMS05	JRNLRQRY	Ledger Summary
UMS05	LEDEGSUM	Ledger 1 EG Summary of Account

The **nVision Report Request** page opens.

nVision Report Request Advanced Options

Business Unit: UMS05 **Report ID:** EGSUMMRY [Copy to Another Business Unit / Clone](#)

[Delete This Report Request](#)

Report Title: [Transfer to Report Books](#)

'Layout: [Process Monitor](#)

[Report Manager](#)

[Share This Report Request](#)

Report Date Selection

***As Of Reporting Date:**

***Tree As Of Date:**

Output Options

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

***Format:**

The **Report Request** contains information nVision uses to link a report to Scope and output information. It contains the Scope, the report name, as well as where nVision will store the file once the report is created. The Report Request also contains the “Effective Date” used for the trees and the “As of Reporting Date” for the report data.

At this point, you can adjust the “As of Reporting Date” and the “Tree As Of Date” in the **Report Date Selection** section.

nVision Report Request **Advanced Options**

Business Unit: UMS05 Report ID: EGSUMMARY [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title: EGSummary
 *Layout: UMS_EGSUMMARY

Report Date Selection

*As Of Reporting Date: Specify 06/30/2004
 *Tree As Of Date: Use As Of Reporting Date

Output Options

*Type: File [Scope and D](#)
 Format: Microsoft Excel Files (.xls)

Run Report

Select **Run Report** to run the report.

The **Process Scheduler Request** page opens:

Process Scheduler Request

User ID: 9000004 Run Control ID:
 Server Name: Run Date: 04/08/2005
 Recurrence: Run Time: 2:50:44PM [Reset to Current Date/Time](#)
 Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Web	XLS	Distribution

Your **User ID** (7-digit Employee ID) will display on all pages.

On the **Process List** section of the page, verify the report you want to run is checked in the **Select** column and verify the report is set to process in XLS format. This is managed in the **Format** field.

Format

- XLS
- HTM
- XLS

Process Scheduler Request

User ID: 9000004

Server Name: [dropdown] Run Date: [calendar]

Recurrence: [dropdown] Run Time: 2:50:44PM [Reset to Current Date/Time]

Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Web	XLS	Distribution

OK Cancel

Select OK when ready.

You will return to the **nVision Report Request** page:

Select the [Report Manager](#) link to view the run status for your process.

nVision Report Request [Advanced Options](#)

Business Unit: UMS05 Report ID: EGSUMMRY [Copy to Another Business Unit / Clone](#)

Report Title: EGSUMMARY [Delete This Report Request](#)

'Layout: UMS_EGSUMMARY [Transfer to Report Books](#)

[Process Monitor](#)

[Report Manager](#) [Share This Report Request](#)

Report Date Selection

'As Of Reporting Date: Specify [dropdown] 06/30/2004 [calendar]

'Tree As Of Date: Use As Of Reporting Date [dropdown]

Output Options

'Type: File [dropdown] [Scope and Delivery Templates](#)

'Format: Microsoft Excel Files (*.xls) [dropdown]

Run Report

Refer to page 7 of this document for information about **Report Manager**.

Once the Status reads "Posted," you can return to the **List** page and see the report listed.

List Explorer Administration Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: 20 Days

Reports Customize | Find | View All | First 1-7 of 7 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 EGSUMMARY	EGSUMMARY	nVision Reports	04/12/05 3:04PM	4936	5388
2 UMTMPINC	UMTMPINC	General	04/12/05 2:31PM	4927	5382
3 UMTMPINC	UMTMPINC	General	04/11/05 12:28PM	4861	5333
4 UMTMPINC	UMTMPINC	General	04/11/05 8:48AM	4854	5326
5 UMTMPINC	UMTMPINC	General	04/11/05 8:48AM	4853	5325
6 UMTMPINC	UMTMPINC	General	04/11/05 8:44AM	4852	5324
7 UMTMPINC	UMTMPINC	General	04/11/05 3:20PM	4762	5237

Select the link for your report to advance to the page where you will access your report.

Report

Report ID: 4830 Process Instance: 5305

Name: NVSRUN Process Type: nVision-F

Run Status: Success

EGSummary

Distribution Details

Distribution Node: FNCNVNT Expiration Date: 04/15/2005

File List

Name	File Size (bytes)	Datetime Created
EGSummary.xls	611,840	04/08/2005 3:20:21.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	0012712

Select the link for your report to open it.

1	2	B	C	D	F	J	L	P	R	V	W	X	Y	
2	3	ReportID :EGSUMMRY				UNIVERSITY OF MAINE SYSTEM						Run Date/Time: 4/8/05 15:16		
3	4	Scope Name :MYSOPE				STATUS REPORT								
4	5	Layout Name :UMS_EGSUMMARY				EDUCATIONAL AND GENERAL (E&G) FUNDS : AS OF JUNE 30, 2004								
5	6	Fiscal Year : 2004												
6	7	Acct Period : 12			BU : ALL BU'S - All BU's					Fund: 00 - Unrestricted E&G				
8	9				Base Budget	Curr Budget	Curr mnth Actual	Y-T-D Actual	Encumbrance	Balance Available	CY	LY	PY	
10	11	REVENUES:												
12	13	40100			(101921.00)	291787.24	155.20	679329.14	0.00	387,541.90	232.82	0.00	0.00	
14	15	40101			14442744.00	14442744.00	0.00	14037217.20	0.00	(405,526.80)	97.19	0.00	0.00	
16	17	40102			1959195.00	1959195.00	0.00	1977179.90	0.00	17,984.90	100.92	0.00	0.00	
18	19	40110			0.00	23954.54	0.00	0.00	0.00	(23,954.54)	0.00	0.00	0.00	
20	21	40125			185215.00	185215.00	0.00	209169.54	0.00	23,954.54	112.93	0.00	0.00	
22	23	40200			(67948.00)	444799.00	0.00	398039.00	0.00	(46,760.00)	89.49	0.00	0.00	
24	25	40201			7986549.00	7986549.00	0.00	6918052.00	0.00	(1,068,497.00)	86.62	0.00	0.00	
26	27	40202			1953720.00	1953720.00	0.00	2026734.00	0.00	73,014.00	103.74	0.00	0.00	
28	29	40210			0.00	(4191.85)	0.00	0.00	0.00	4,191.85	0.00	0.00	0.00	
30	31	40225			13276.00	13276.00	0.00	9084.15	0.00	(4,191.85)	68.43	0.00	0.00	
32	33	40251			0.00	0.00	0.00	978397.00	0.00	978,397.00	0.00	0.00	0.00	
34	35	40252			0.00	0.00	0.00	63846.00	0.00	63,846.00	0.00	0.00	0.00	

The detail view of the report displays by default. Click on the numeral **1** in the upper left corner of the Excel sheet to view the summary view.

1	2	B	C	D	F	J	L	P	R	V	W	X	Y	
2	3	ReportID :EGSUMMRY				UNIVERSITY OF MAINE SYSTEM						Run Date/Time: 4/8/05 15:16		
3	4	Scope Name :MYSOPE				STATUS REPORT								
4	5	Layout Name :UMS_EGSUMMARY				EDUCATIONAL AND GENERAL (E&G) FUNDS : AS OF JUNE 30, 2004								
5	6	Fiscal Year : 2004												
6	7	Acct Period : 12			BU : ALL BU'S - All BU's					Fund: 00 - Unrestricted E&G				
8	9				Base Budget	Curr Budget	Curr mnth Actual	Y-T-D Actual	Encumbrance	Balance Available	CY	LY	PY	
10	11	REVENUES:												
12	13	UM			154,523,064.00	165,879,065.37	2,675,603.42	165,948,880.40	0.00	69,815.03	100.04	0.00	0.00	
14	15	UMA			22,499,067.00	23,607,864.04	144,542.94	23,763,326.49	0.00	155,462.45	100.66	0.00	0.00	
16	17	UMF			21,096,259.00	22,705,188.75	(10,287.27)	22,771,119.58	0.00	65,930.83	100.29	0.00	0.00	
18	19	UMFK			7,561,745.00	8,091,053.66	75,197.60	8,313,105.71	0.00	222,052.05	102.74	0.00	0.00	
20	21	UMM			7,692,593.00	7,891,155.19	65,052.28	7,944,235.23	0.00	53,080.04	100.67	0.00	0.00	
22	23	UMPI			10,320,123.00	11,764,805.65	50,700.02	11,908,950.09	0.00	144,144.44	101.23	0.00	0.00	
24	25	USM			88,932,395.00	93,737,172.72	2,070,252.64	95,411,980.24	0.00	1,674,807.52	101.79	0.00	0.00	
26	27	SWS			20,157,941.00	20,968,155.55	1,204,448.62	20,424,921.65	0.00	(543,233.90)	97.41	0.00	0.00	
28	29	TOTAL			332,783,187.00	354,644,460.93	6,275,510.25	356,486,519.39	0.00	1,842,058.46	100.52	0.00	0.00	
30	31	EXPENDITURE:												
32	33	UM			154,523,064.00	165,879,065.37	19,797,267.23	162,737,000.87	0.00	3,142,064.50	98.11	0.00	0.00	
34	35	UMA			22,499,067.00	23,607,864.04	2,860,636.42	23,502,105.02	0.00	105,759.02	99.55	0.00	0.00	
36	37	UMF			21,096,259.00	22,705,188.75	2,590,915.77	22,326,039.27	0.00	379,149.48	98.33	0.00	0.00	
38	39	UMFK			7,561,745.00	8,091,053.66	696,981.71	8,209,507.80	0.00	(118,454.14)	101.46	0.00	0.00	
40	41	UMM			7,692,593.00	7,891,155.19	627,664.89	7,942,866.29	0.00	(51,711.10)	100.66	0.00	0.00	
42	43	UMPI			10,320,123.00	11,735,735.65	1,097,467.33	11,549,668.14	0.00	186,067.51	98.41	0.00	0.00	
44	45	USM			88,932,395.00	93,766,242.72	9,389,194.32	95,380,098.39	0.00	(1,613,855.67)	101.72	0.00	0.00	
46	47	SWS			20,157,941.00	20,968,155.55	6,070,376.40	21,351,829.04	0.00	(383,673.49)	101.83	0.00	0.00	
48	49	TOTAL			332,783,187.00	354,644,460.93	43,130,504.07	352,999,114.82	0.00	1,645,346.11	99.54	0.00	0.00	
50	51	NET:				REVENUE BBA	EXPENSE BBA	NET BBA						
52	53	UM			69,815.03	3,142,064.50	3,211,879.53							
54	55	UMA			155,462.45	105,759.02	261,221.47							
56	57	UMF			65,930.83	379,149.48	445,080.31							
58	59	UMFK			222,052.05	(118,454.14)	103,597.91							
60	61	UMM			53,080.04	(51,711.10)	1,368.94							
62	63	UMPI			144,144.44	186,067.51	330,211.95							
64	65	USM			1,674,807.52	(1,613,855.67)	60,951.85							
66	67	SWS			(543,233.90)	(383,673.49)	(926,907.39)							

Click on the numeral **2** to return to the detail view.

5. Copy nVision Scope

The Project Enterprise technical team developed a modification that enables you to copy existing Scopes, redefine them according to your needs and then apply them to nVision reports.

To look up existing Scopes, from your PeopleSoft Financials menu select:

University of Maine System > Utilities > nVision Scope Save As

The **Nvs Scope Share** page opens:

The screenshot shows the 'Nvs Scope Share' web page. At the top, it says 'Enter any information you have and click Search. Leave fields blank if you do not know the information.' Below this is a section titled 'Find an Existing Value'. It contains two rows of input fields: 'SetID:' and 'Report Scope:'. Each row has a dropdown menu set to 'begins with' and an adjacent text input field. At the bottom left are 'Search' and 'Clear' buttons. At the bottom right are links for 'Basic Search' and 'Save Search Criteria'. A red callout box with a speech bubble shape points to the 'SetID' input field and contains the text: 'Enter the SetID of "UMSYS" and select Search .'. A red arrow also points from the text 'The Nvs Scope Share page opens:' to the 'Nvs Scope Share' title on the page.

A list of all Scopes created by the Project Enterprise technical team plus Scopes you have already copied will display:

Search Results
View All First 1-63 of 63 Last

SetID	Report Scope	Description
UMSYS 5LEVEL3		5LEVEL3-Drilldown
UMSYS 5PRES_OFF		PRESIDENTS OFFICE
UMSYS 5VP_ADV		VP ADVANCEMENT
UMSYS ACCTSMRY		Fund: 00,03
UMSYS ACCTSMRY1		ACCT SMRY BY DEPT NODES-VP1
UMSYS ALLBU		ALLBU
UMSYS ALLBUDEPT		BU,DEPTS
UMSYS ALLBUFD		ALLBU,ALLFUNDS
UMSYS ALLBUUR		ALLBU,URFUNDS
UMSYS ALLCF		All ChartFields
UMSYS ALLFUND		ALL FUNDS
UMSYS ALLFUNDS		ALL FUNDS
UMSYS ATH-ACC		Athletics- Actuals by Acc code
UMSYS ATHDA		Athletics - Daily Analysis
UMSYS ATH_AA		Athletics Acct Analysis
UMSYS AUXEDTL		Auxilliary Enterprises
UMSYS BDGDEFICIT		GRANTS & CONTRACTS
UMSYS BILL_SCOPE		Bill's Scope
UMSYS BU05ALLFD		UMS05,FUND:ALL
UMSYS BU05FD10		UMS05,FUND:10
UMSYS BUALLURE		BUALLURE
UMSYS BUDGSUM		Budget Summary
UMSYS BUDPPGPJFD		BUDEPTPROGPROJ
UMSYS FD20BU05		FUND 20 BU:UMS05
UMSYS CFLOAN		Perkins Loan Accounts, AIBU
UMSYS CFLOANFD25		Perkins Loans
UMSYS DEPTID		DEPTID:8000000
UMSYS DEPTLVL3		DEPT ORG LEVEL3
UMSYS DESIGDTL		Designated Funds
UMSYS DTACCTLIST		RESERVES FOR DOUBTFUL ACCOUNTS
UMSYS DTACCTLSBU		RESERVES FOR DOUBTFUL ACCOUNTS
UMSYS DTLAC-CASH		CASH AND CASH EQUIVALENTS
UMSYS E&G		E&G FUNDS, ALL BU'S
UMSYS E&G-ORG		FUND00, UMS05, ORG LEVEL1
UMSYS E&G1		UNRESTRICTED E&G FUNDS, ALLBU
UMSYS EGEXPBUDG		UMS05

Select Scope you wish to copy.

The **Scope Definition Save As** page opens:

Scope Definition Save As

SetID UMSYS **Report Scope** FD20BU05 **FUND 20 BU:UMS05**

[Show Detail Information](#)

Enter the information below and click on the Copy button.

SetID	Report Scope	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter "UMSYS" in the **SetID** field, and then enter a **Report Scope** name (10 alpha/numeric characters) and **Description** (30 alpha/numeric characters). Since you are the only person who will use your copy of the Scope, you can enter information that is meaningful to you in the **Report Scope** and **Description** fields.

Scope Definition Save As

SetID UMSYS **Report Scope** FD20BU05 **FUND** 20 BU:UMS05
[Show Detail Information](#)

Enter the information below and click on the Copy button.

SetID	Report Scope	Description
UMSYS	FD20BU03	FUND20 UMS03

Copy

When ready, select Copy .

Define Scope

After you copy a Scope you can define it according to your specifications. To do so, from your Financials menu select:

Reporting Tools > PSn/Vision > Define Scope

The **Scope Definition** page appears:

Scope Definition

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

Find an Existing Value [Add a New Value](#)

SetID: begins with [v] []

Report Scope: begins with [v] []

Search Clear [Basic Search](#) [Save Search Criteria](#)

Enter UMSYS in the **SetID** field and select Search . The list of all your copied Scopes will appear:

Search Results

View All First 1-6 of 6 Last

SetID	Report Scope
UMSYS	ALL BUS
UMSYS	FD20BU03

Click on a Scope to open the **Scope Definition** page for your copied Scope.

Scope Definition
SetID: UMSYS Report Scope: FD20BU03
Description: Fund 20 UMS03
Field Combination Table: [Search]

Scope Fields Find | View All First 1 of 2 Last
[Delete Scope](#)

'Field Name: BUSINESS_UNIT Business Unit [+ -]
'How Specified: Selected Tree Nodes
 Business Unit Keyed Tree
Tree Name: UMS_BUSINESSUNIT Level: []

Customize | Find | View All | First 1 of 1 Last
Select Value
1 UMS05 [+ -]

Save Return to Search Notify Add Update/Display

When you first open a Scope, only the top-level Field will display in the **Scope Field** section. The criteria for each instance of a report are set in the **Scope Field** sections of the **Scope Definition** page.

Scope Definition
SetID: UMSYS Report Scope: FD20BU03
Description: Fund 20 UMS03 Business Unit: []
Field Combination Table: [Search]

Scope Fields Find | View All First 1 of 2 Last
[Delete Scope](#)

'Field Name: BUSINESS_UNIT Business Unit [+ -]
'How Specified: Selected Tree Nodes
 Business Unit Keyed Tree
Tree Name: UMS_BUSINESSUNIT Level: []

Customize | Find | View All | First 1 of 1 Last
Select Value
1 UMS05 [+ -]

Save Return to Search Notify Add Update/Display

The following shows the two Scope Fields that were set on the copied Scope:

Scope Fields Find | View 1 First 1-2 of 2 Last

Field Name: BUSINESS_UNIT Business Unit
How Specified: Selected Tree Nodes
Business Unit Keyed Tree
Tree Name: UMS_BUSINESSUNIT Level:
Customize | Find | View All | First 1 of 1 Last
Select Value
1 UMS05

Field Name: FUND_CODE Fund Code
How Specified: Selected Detail Values
Business Unit Keyed Tree
Value Table: FUND_TBL
Customize | Find | View All | First 1 of 1 Last
Select Value
1 20

If you wish to delete a Scope Field, select the **-** button in the upper-right corner of the Scope Field you wish to delete.

If you wish to add a Scope Field, select the **+** button in the upper-right corner of the Scope Field you want the new Scope Field to appear under.

You can adjust the Values in a Scope Fields by replacing the Value that entered by default.

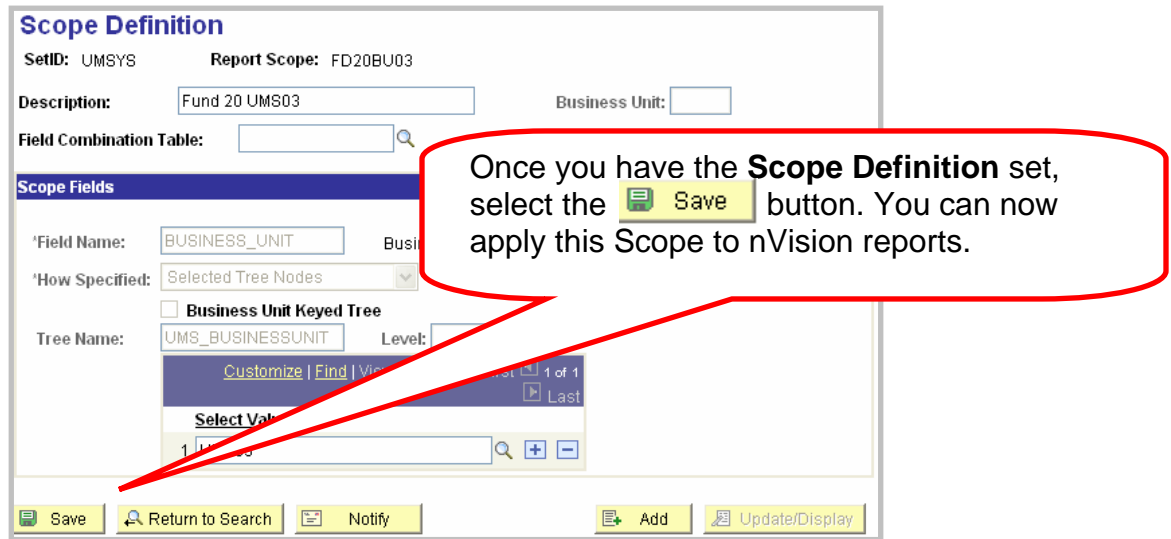
Scope Fields First 1-2 of 2 Last

Field Name: BUSINESS_UNIT Business Unit
How Specified: Selected Tree Nodes
Business Unit Keyed Tree
Tree Name: UMS_BUSINESSUNIT
Customize | Find | View All | First 1 of 1 Last
Select Value
1 UMS03

Field Name: FUND_CODE Fund Code
How Specified: Selected Detail Values
Business Unit Keyed Tree
Value Table: FUND_TBL
Customize | Find | View All | First 1 of 1 Last
Select Value
1 20

Before you modify a copied Scope, you need to determine if you want to include individual values (ChartFields), summary values (tree nodes) or both. You should never select All Detail Values for a ChartField because this would result in too many report instances.

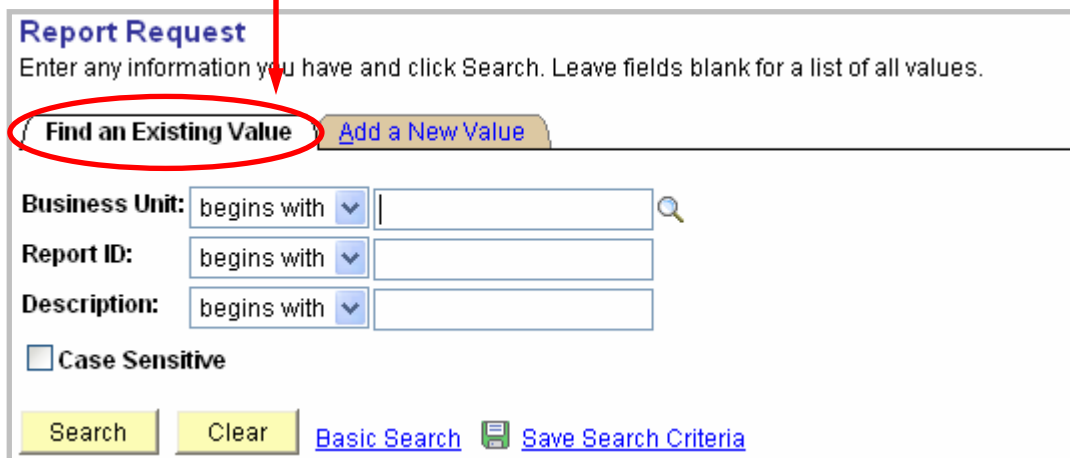
There are a multitude of options available to you when setting up Scopes, too many to cover within this document. Since no harm can be done while experimenting with Scopes, we suggest you do just that...experiment.



To apply a copied Scope to an nVision report, you must first open the report. From the Financials menu, select:

Reporting Tools > PS/nVision > Define Report Request

The **Report Request** page appears with the **Find an Existing Value** page open.



On the **Find an Existing Value** screen, you must enter your **Business Unit**. Next, enter the **Report ID** and/or the **Description** of the report you want to run. When ready, click the button and select the report from the Report look up page. The **nVision Report Request** page opens.

The screenshot shows the 'nVision Report Request' page with the following details:


- Business Unit:** UMS05
- Report ID:** EGSUMMARY
- Report Title:** EGSummary
- Layout:** UMS_EGSUMMARY
- Report Date Selection:**
 - *As Of Reporting Date: Specify
 - *Tree As Of Date: Use As Of Reporting Date
- Output Options:**
 - *Type: File
 - *Format: Microsoft Excel Files (*.xls)

Navigation links on the right include: [Copy to Another Business Unit / Clone](#), [Delete This Report Request](#), [Transfer to Report Books](#), [Process Monitor](#), and [Report Manager](#). A [Scope and Delivery Templates](#) link is also present. A 'Run Report' button is at the bottom left.

The **nVision File/Printer Output** page opens:

nVision File / Printer Output

Business Unit: UMS05 **Report ID:** EGSUMMRY

Report Scope:
  Enter your report scope. [Scope Definition](#)

Directory Name Template:
 Enter a directory name for your instances. Use variables to create unique directory names. If the directory doesn't exist PS/nVision will create it.
Examples: Q:\Reports\%SFV%- %RID%.htm, C:\%FY4% %RTT%\

File Template:
 Enter a file name for your instances. Use variables to create unique report file names.
Examples: expense.xls, %RID%.htm, %FY4% %RTT%.xls

Select the **Report Scope** look up icon  to view your saved Scopes.

Search Results
View All First 1-6 of 6 Last


SetID	Report Scope
UMSYS	ALL BUS
UMSYS	FD20BU03

Select the **Report Scope** you wish to use for this report.

You will return to the **nVision File/Printer Output** page and see your scope entered in the **Report Scope** field.

nVision File / Printer Output

Business Unit: UMS05 **Report ID:** EGSUMMARY

Report Scope:
  Enter your report scope. [Scope Definition](#)

Directory Name Template:
 Enter a directory name for your instances. Use variables to create unique directory names. If the directory doesn't exist PS/nVision will create it. Examples: Q:\Reports\%SFV%- %RID%.htm, C:\%FY4% %RTT%

File Template:
 Enter a file name for your instances. Use variables to create unique report file names. Examples: expense.xls, %RID%.htm, %FY4% %RTT%.xls

When ready select .

You will return to the **nVision Report Request** page.


nVision Report Request [Advanced Options](#)

Business Unit: UMS05 **Report ID:** EGSUMMARY [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title:

***Layout:**

Report Date Selection

***As Of Reporting Date:** 

***Tree As Of Date:**

Output Options

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

***Format:**

Click to run the report.

Follow all the steps previously covered regarding running an nVision report.