FY2009 and FY 2010 Reports and Inquiries: PeopleSoft Instructions

Instructions for running reports and inquiries for both FY2009 and FY2010 are listed below.

<u>nVision Reporting</u>

<u>Budget balance report ID's Prefix DPL, NPL, P (TU_GL200)</u>

• FY2009 - You will always be able to request reports for FY2009 by using the 06/30/2009 date.

• FY2010 – If you enter a July calendar date as the Specify date, you will get FY2010 data. **You can obtain a final copy of your DPL/NPL report for FY2009 beginning Monday 7/27.**

• Note: If you recall from training, we converted actual expense and revenue data for FY2007 and FY2008. No budget data was converted for those years but you can run a report for either fiscal year to find out end of year expense and/or revenue totals.

<u>Report ID prefixes: Rev/Exp Transactions-DAT/NAT(TU_GL301), Payroll Transactions-DPR/NPR(TU_GL303), Encumbrance Transactions-DEN/NEN(TU_GL302)</u>

• **The nVision program does not allow filtering by date on the transaction listing reports, so you will see both FY2009 and FY2010 transactions listed.** To filter out the FY you do not wish to see, use the auto filter process. This is only temporary. We need to keep FY2009 transactions available on this report until after we have completed our statutory close process on 7/24. No additional transactions will be posted to your budgets after this date.

• **You will have from 7/27 until the close of business 7/31 to run a cumulative report of all your transactions for FY2009. After that the DAT/NAT report will only contain FY2010.** Note, however, that you will always be able to run your DPL/NPL/P reports for FY2009 and drill down to a specific PS account to see related FY2009 transactions.

• **The transaction list reports will publish with the auto filter feature automatically turned on.** If you run the report and publish it in the Excel format you will notice this immediately upon opening the report from Report Manager. If you have it published in the html format, you will not notice this when you open it from report manager, but when you save the report and then open it from MS Excel you will see the feature turned on. If you have never used the auto filter feature, all you will notice is a drop down arrow next to each column heading. Clicking on it will allow you to choose an item from the list and only transactions with that selected value will be displayed.

<u>REPORT ID Prefix: Fund balance reports-->F (TU_GL100)</u>

• FY2009 - You will always be able to request for FY2009 by using the 06/30/2009 date. If you enter a July calendar date as the Specify date, you will get FY2010 data. You can obtain a true final copy of your FUND BALANCE Report for FY2009 beginning Monday 8/24. You can pull it the week of 7/27 - 7/31 like your DPL/NPL reports, but there could be slight changes in balance sheet numbers between then and 8/24.

Budgets Overview page:

• To view your FY2010 budgets on the Budgets Overview page, change the Budget Period from 2009 to 2010. You will need to do this for both the "to" and "from" Budget Period fields.

Additional nVision/budget overview training materials are located on our Web site, http://www.towson.edu/adminfinance/fiscalplanning/psfinancials-training.asp if you need further assistance running your reports. As always, if you are in need of assistance you can also contact our Financial Services Helpline at 410-704-5599, option 2 or contact the PeopleSoft Team at psfinancials@towson.edu.