nVision Actuals Drilldown

(Non-Project Speedtypes)

Training Guide

Spectrum+ System 9.2

11/23/2020

Version 1.0

Table of Contents

Introduction 3

Logging into Spectrum 3

Accessing the nVision Actuals Drilldown 4

Using the nVision Actuals Drilldown 14

Using Filters 17

Working with the nVision Actuals Drilldown 18

Exercise 1: Drilldown into the Grand Total of Current Fiscal YTD Expenditures. 19

Exercise 2: Display only Personal Services. 20

Exercise 3: Drilldown into Prior Fiscal Year Expenditures column. 21

Exercise 4: Display only the 'Current Fiscal YTD Budget' Column Data. 24

Printing Excel Worksheets and Workbooks 26

Comments 27

Trouble Shooting nVision Issues 28

Workstation Configuration 28

Enabling Macros 35

Introduction

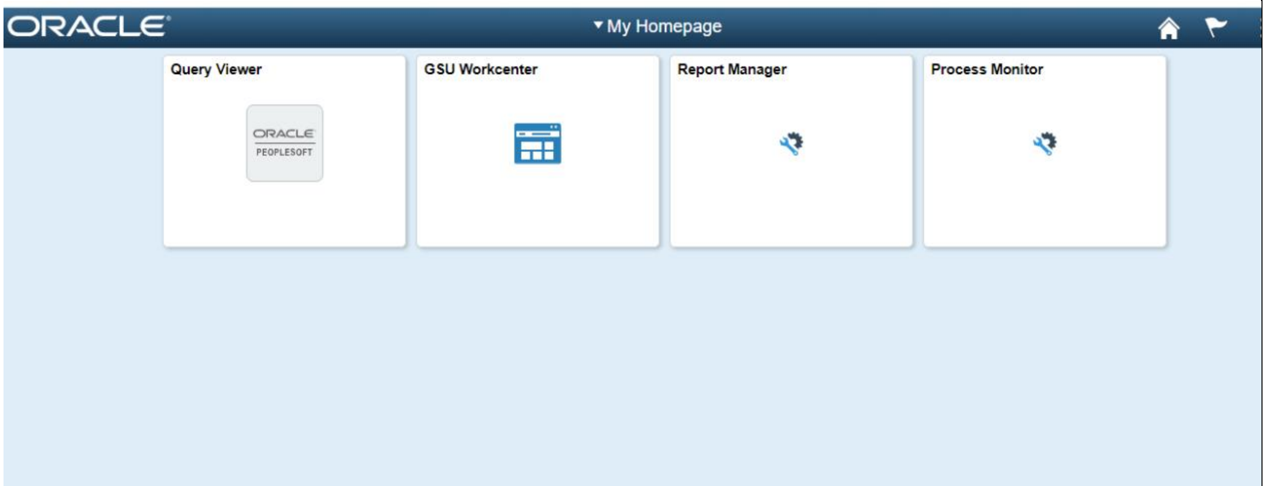
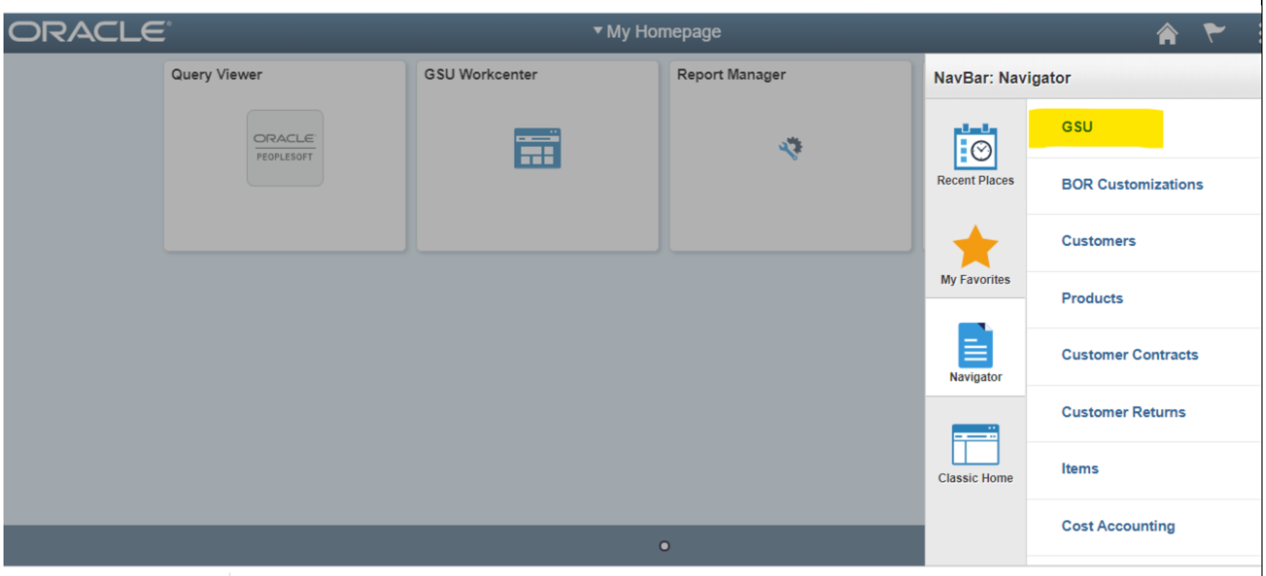
The nVision Actuals Drilldown Report is a valuable tool that can be used to manage your budget and expenditures. This report can only be used with valid non-project speedtypes for the fund codes 10xxx, 14100, and 15000. The nVision Actuals Drilldown report presents summarized budget and expenditure data for a specific speedtype and as of date. The drilldown functionality gives you the capability of viewing detailed transactional data by double-clicking on the total amounts shown on the spreadsheet. The only amounts you are not able to drill down on are the amounts in the Free Balance column.

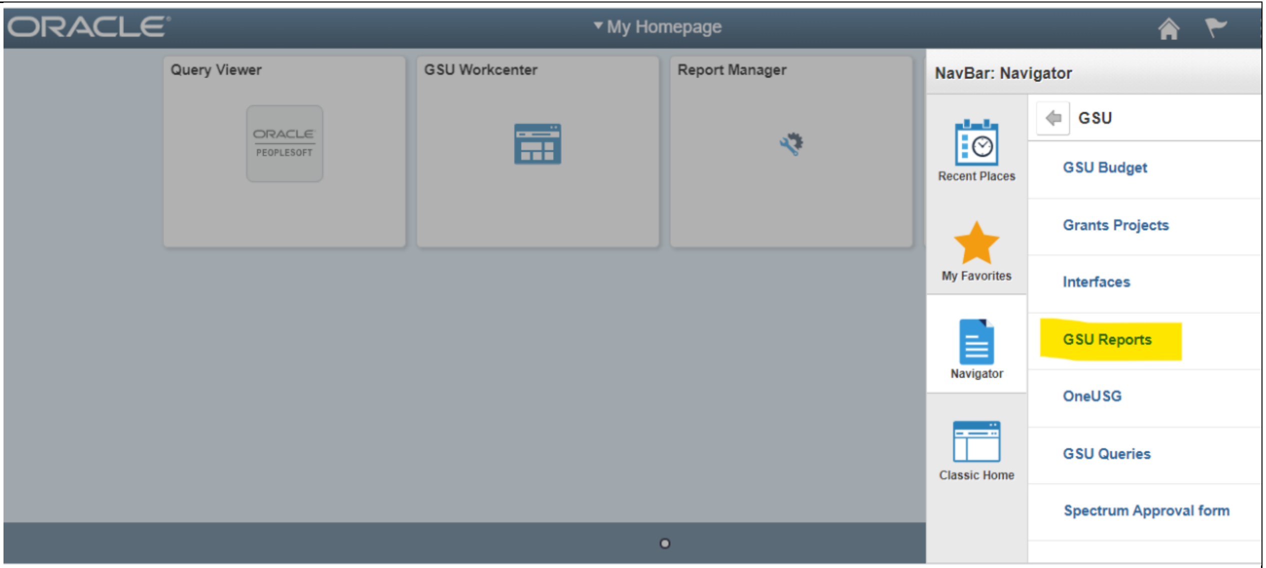
Logging into Spectrum

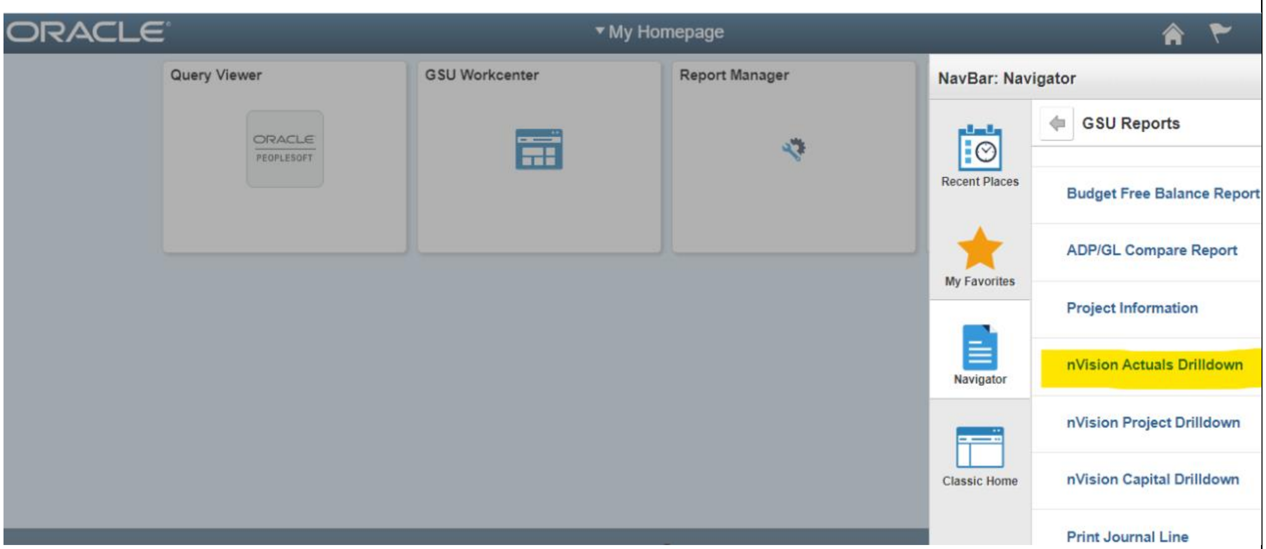
Step	Action
1.	Open Internet Explorer Browser, type http://www.spectrum.gsu.edu in the URL address.
2.	This will take you to the Sign In page of Spectrum (PeopleSoft Financials v8.9). 
3.	Enter your Campus ID in the **User ID** field and your Campus ID password in the **Password** field. Press the **Sign In** button to enter PeopleSoft Financials.

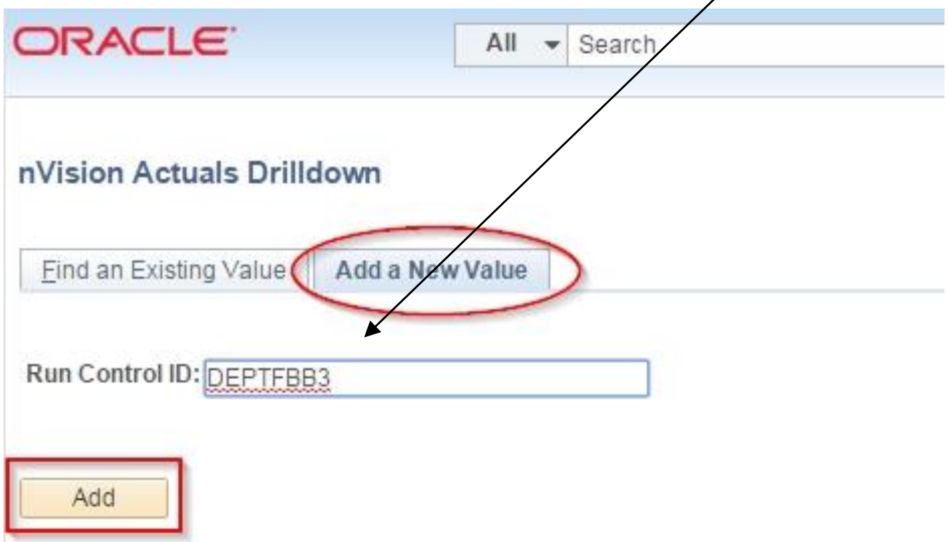
NOTE: **You must have security access to Spectrum Financials before you can login**. To obtain access, go to http://tools.finance.gsu.edu/browse-by-function/?gf_search=spectrumf and fill out Spectrum Plus User Access Request Form. If you do not know your campus id and password, please refer to the following URL for additional information, https://campusid.gsu.edu/index.cfm

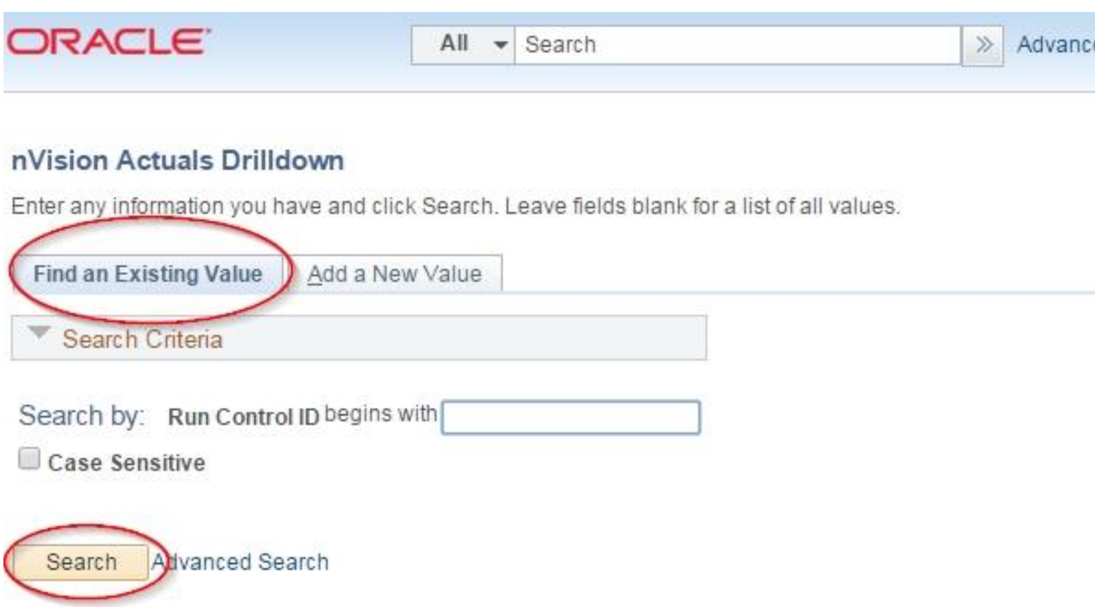
Accessing the nVision Actuals Drilldown

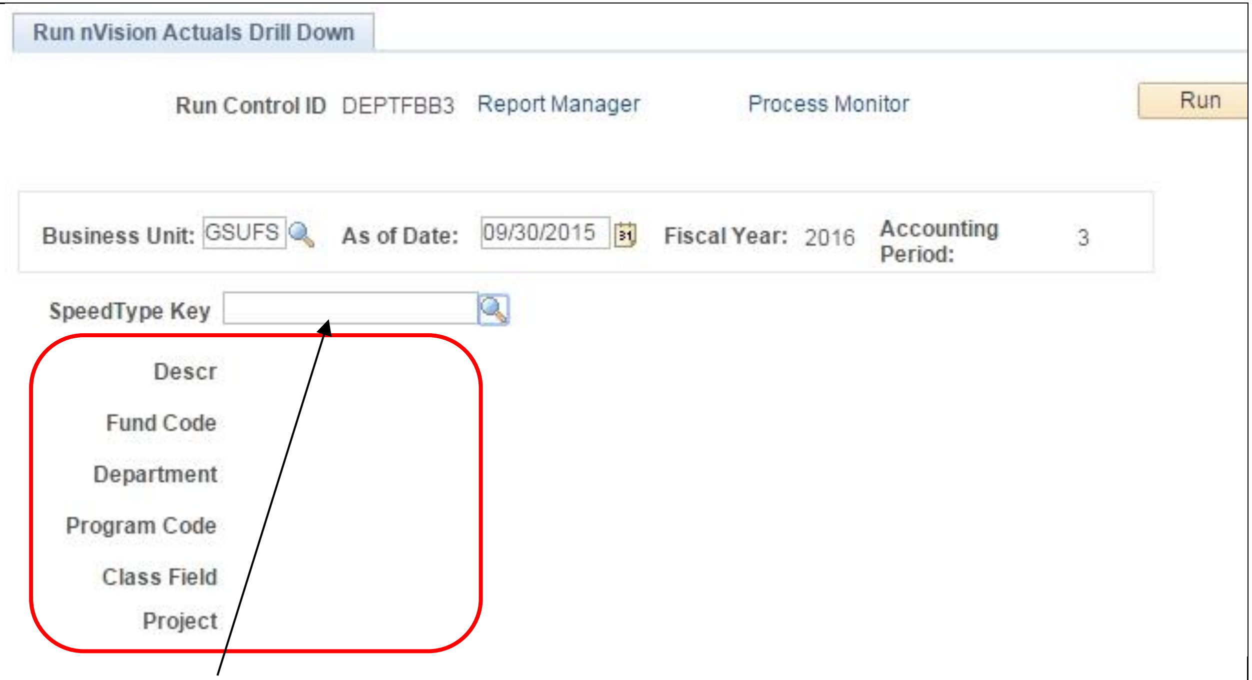
4.	The Home page of PeopleSoft Financials is displayed. 
5.	Navigate to the nVision Actuals Drilldown. **GSU > GSU Reports > nVision Actuals Drilldown** 


ORACLE
My Homepage
Query Viewer
GSU Workcenter
Report Manager
NavBar: Navigator
Recent Places
My Favorites
Navigator
Classic Home
GSU
GSU Budget
Grants Projects
Interfaces
GSU Reports
OneUSG
GSU Queries
Spectrum Approval form


ORACLE
My Homepage
Query Viewer
GSU Workcenter
Report Manager
NavBar: Navigator
Recent Places
My Favorites
Navigator
Classic Home
GSU Reports
Budget Free Balance Report
ADP/GL Compare Report
Project Information
nVision Actuals Drilldown
nVision Project Drilldown
nVision Capital Drilldown
Print Journal Line

<table>
<tr><td>6.</td><td>If this is your FIRST time accessing the nVision Actuals Drilldown, click on the Add a New Value tab. Notice that the Run Control ID defaults to “DEPTFBB3.” Please <u>DO NOT CHANGE the default value</u>. You will not get data if the Run Control ID is changed.


Press Add</td></tr>
<tr><td></td><td>Note: Once you add this Run Control ID, the system saves the Run Control ID. The next time you access this report, go to the Find an Existing Value tab and Press Search. Select the Run Control ID from the search results.

</td></tr>
<tr><td>7.</td><td>The Parameters page is displayed.</td></tr>
</table>

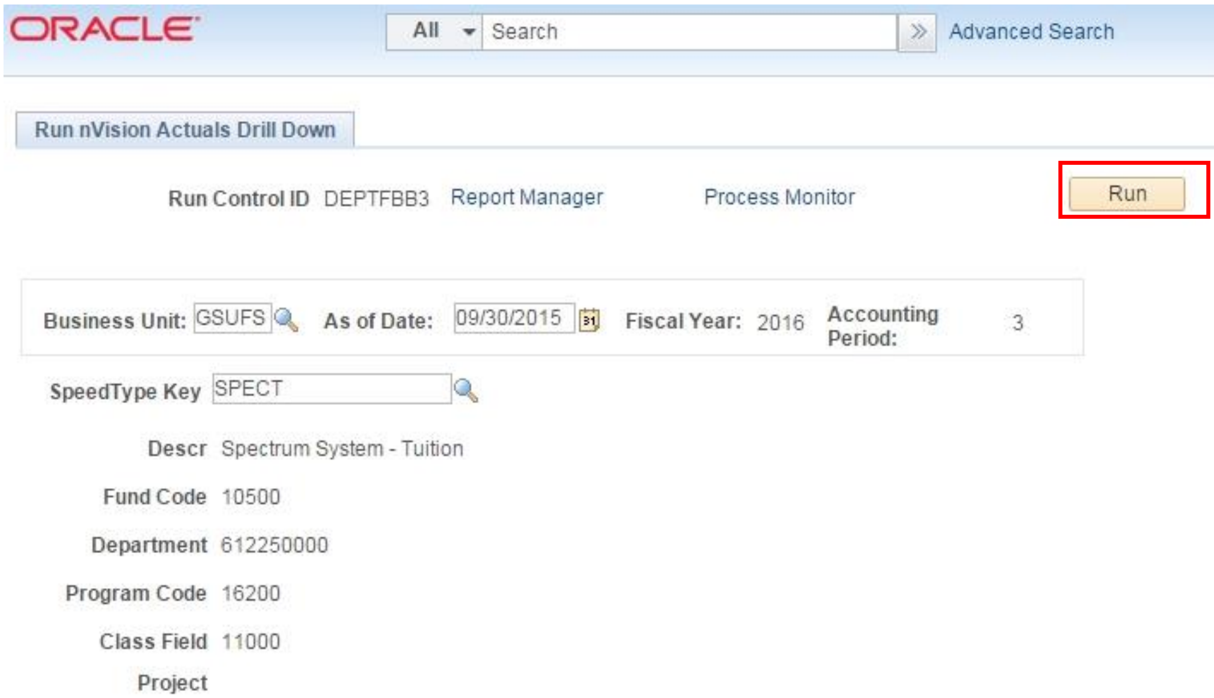
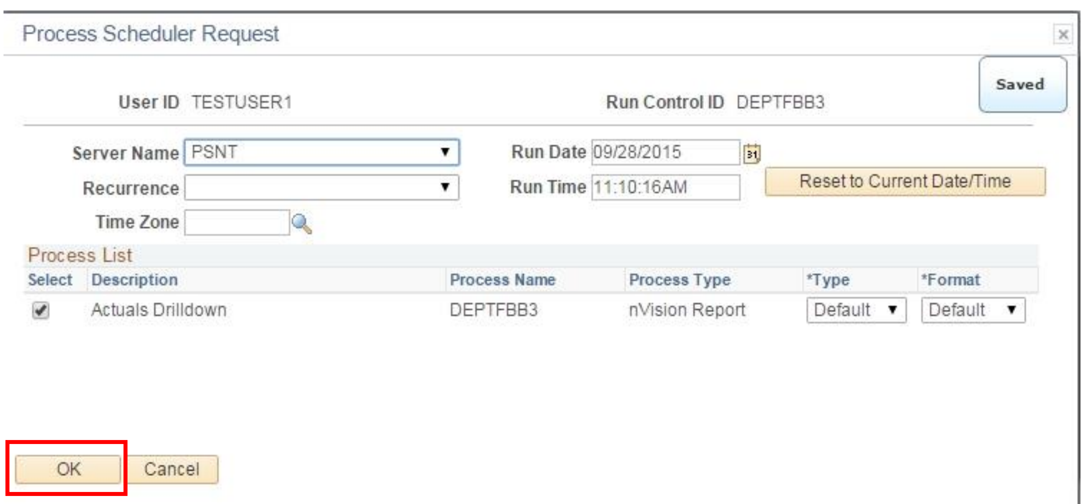


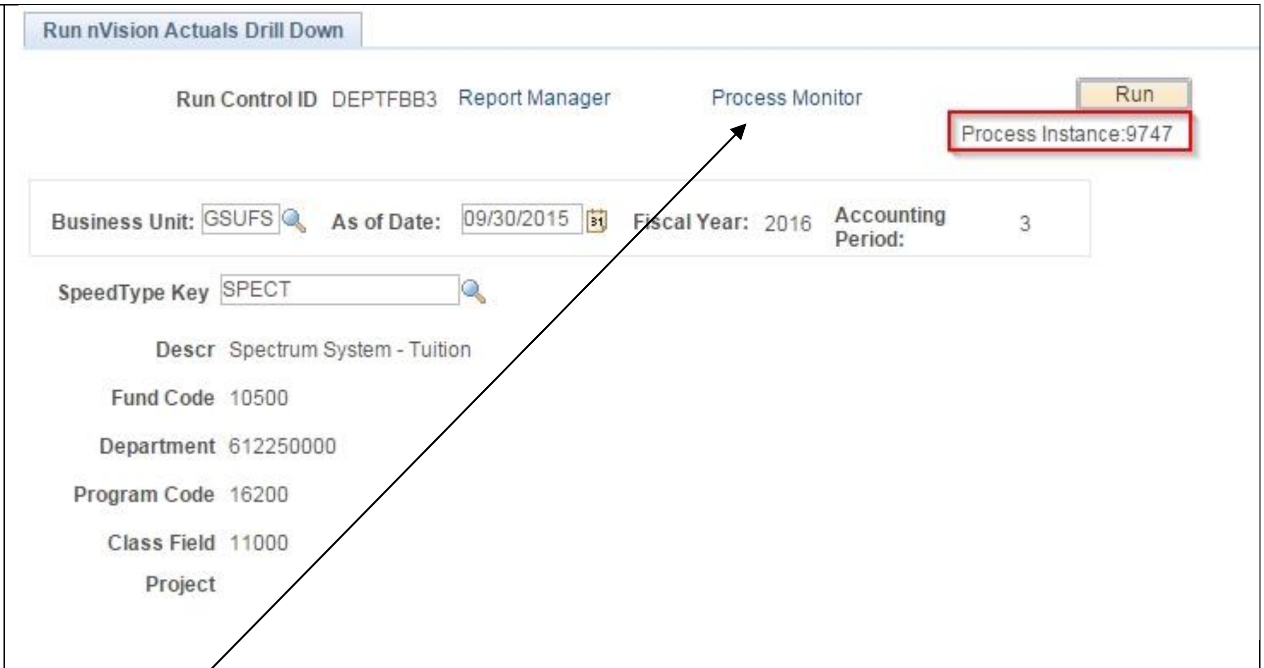
Enter the **SpeedType** in the SpeedType Key field or select a SpeedType using the Lookup function (magnifying glass). Once you tab out of field, the system will populate the speedtype description and the other chartfield values for the speedtype key you entered. **Do Not Use a 10-digit Project Speedtype.**

7a. **Business Unit**: Defaults to GSUFS

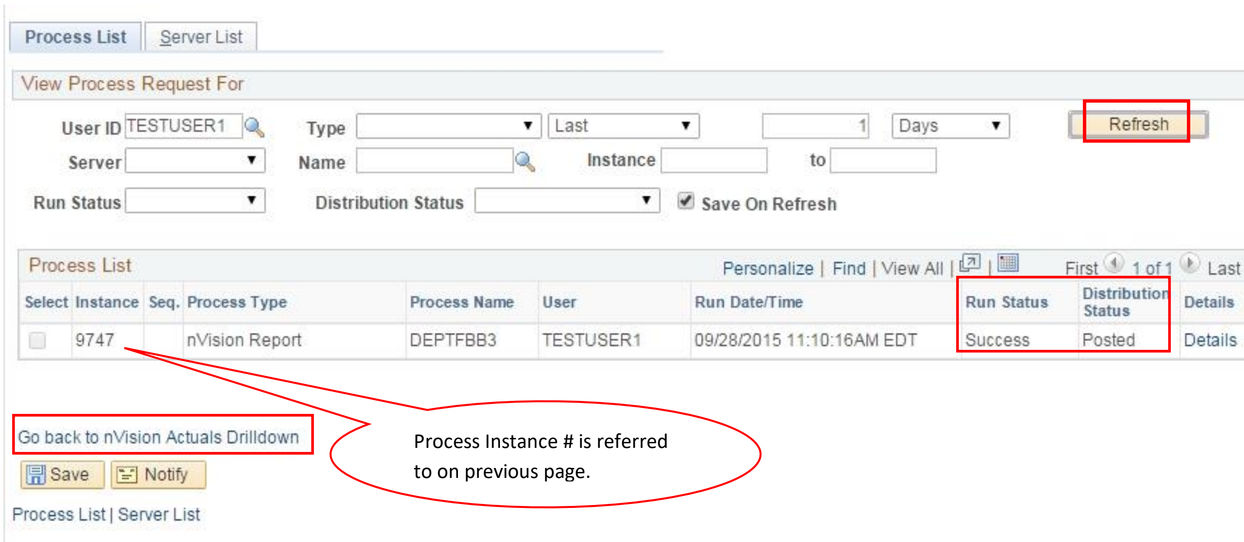
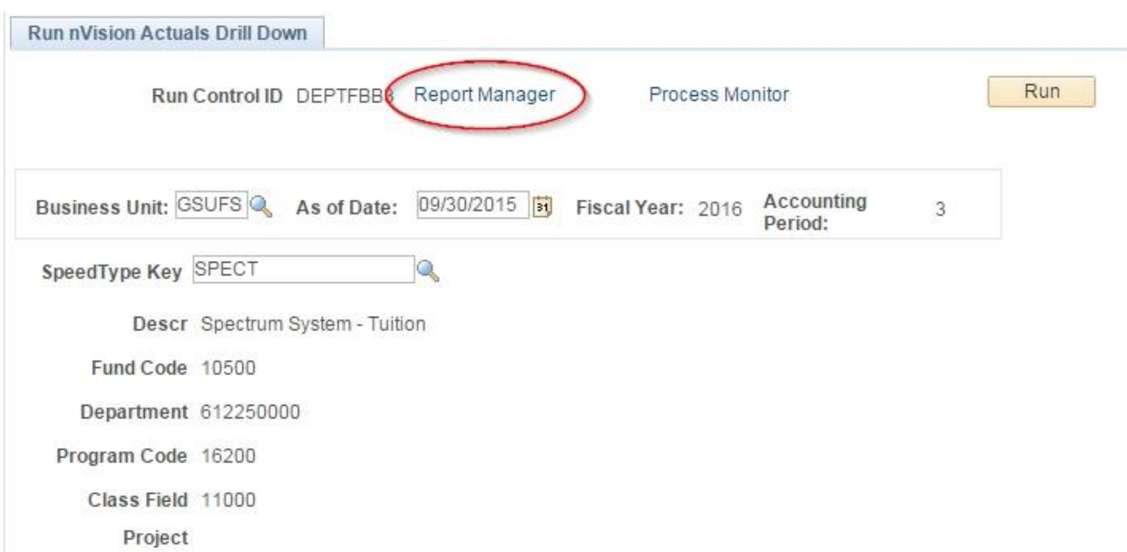
As of Date: Initially the As of Date defaults to the last day of the current month. After that the system will default the As of Date you ran the report last. The **As of Date** drives the values in **Fiscal Year** and **Accounting Period**. You may change the As of Date to any end of month date including previous fiscal year.

SpeedType Key: Enter a **<u>valid non-project speedtype</u>** key.

<table>
<tr><td>8.</td><td>Click on Run which automatically saves report parameters.
</td></tr>
<tr><td>9.</td><td>The Process Scheduler Request page is displayed.

Server Name may be blank or default to PSNT. PLEASE DO NOT CHANGE ANYTHING ON THIS PAGE. Press OK. The system returns you to the previous page, “Run nVision Actuals Drilldown.”</td></tr>
<tr><td>10
.</td><td>Notice the system assigns a Process Instance number. Use this number to track the status of your report. A new number is assigned each time you run the report.</td></tr>
</table>

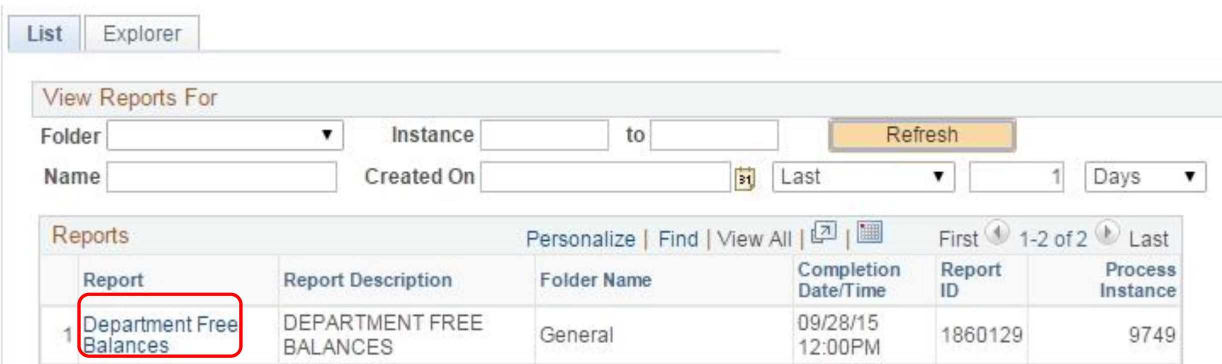


Click on **Process Monitor** link located in the top right section of page to view the report status. You will not be able to access the report from the Process Monitor/Process List page. The report can only be accessed through Report Manager.

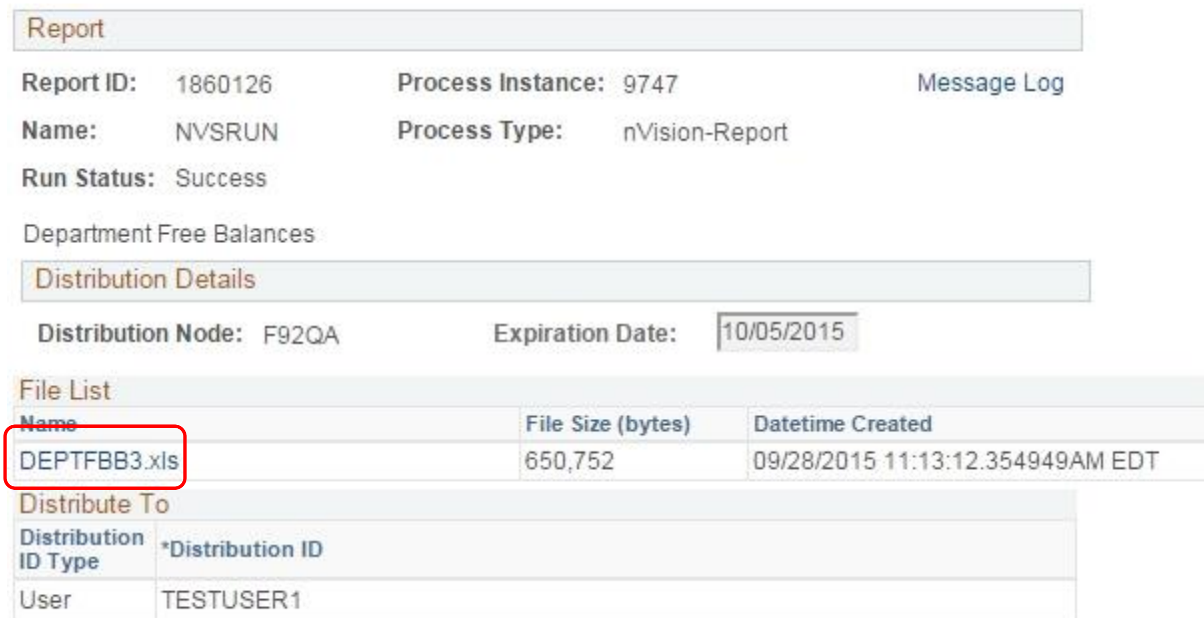
11.	Click on the **Refresh** button until the **<u>Run Status is “Success”</u>** and the **<u>Distribution Status is “Posted.”</u>** Wait at least 15 – 20 seconds between each time you press the Refresh button. The report is ready to be viewed when the Run Status is Success and Distribution Status is Posted.  Click on the link, “Go back to nVision Actuals Drilldown.
12.	The system returns you to the nVision Report Request page. Click on the **Report Manager** link to view the report. 

NOTE: You can wait a few minutes to allow time for the report to run completely and click on Report Manager. The report will not appear in Report Manager until it has completely finished processing.

13. Click on the link, Department Free Balances to view report.

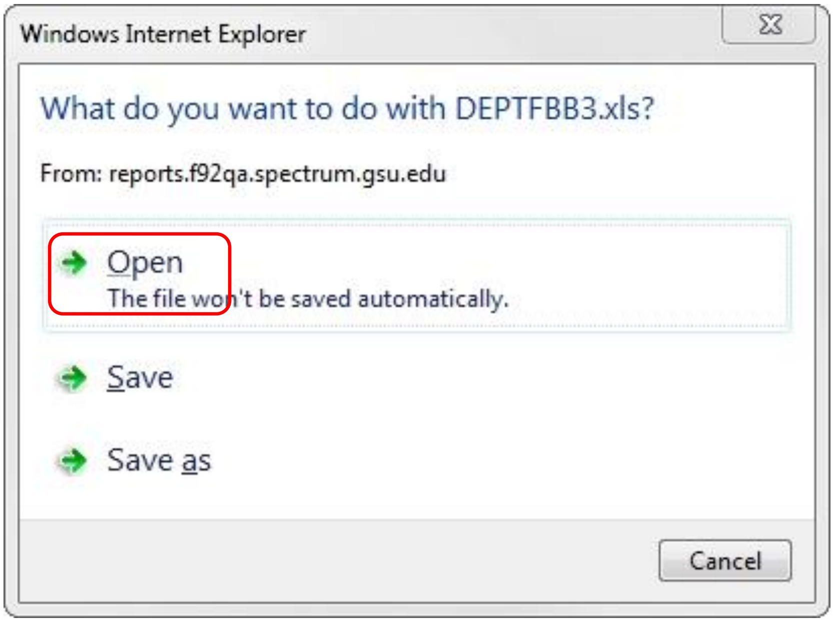


14. Click on DEPTFBB3.xls (Name will be the same for every user).



Important Note: Please DO NOT RUN multiple nVision Actuals Drilldown reports simultaneously. You must wait until the first report has completely run with a **Run Status of Success and Distribution Status of Posted** before running another report. For example, if you run the report with Speedtype A, Speedtype B and Speedtype C within a minute apart, Speedtype A and Speedtype B will get overlayed with Speedtype C data. So all three reports will have the same data.

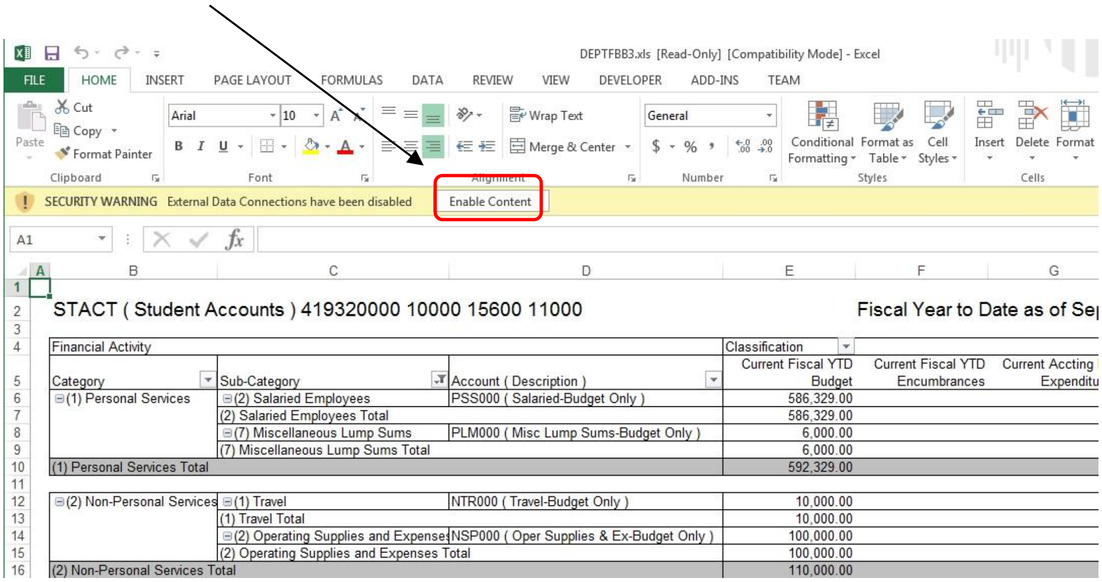
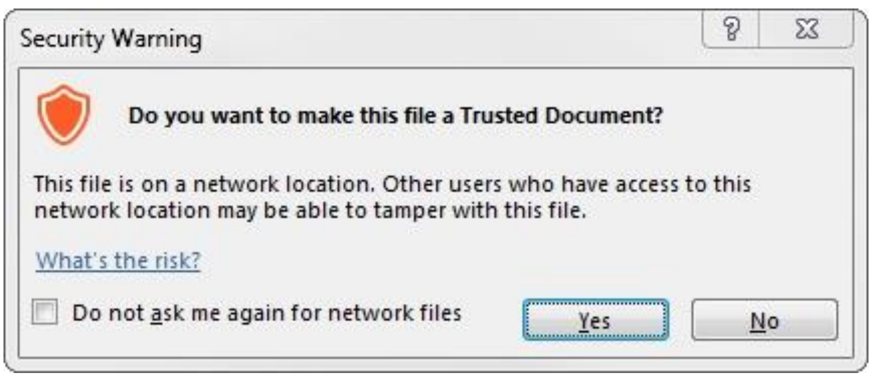
15. The File Download message box appears if the ‘**Always ask before opening this type of file’** checkbox is checked. If it is unchecked, you will not see the File Download message box. The system will automatically open the spreadsheet.



Click on **Open** and the report will appear on screen.

Note: If you experience any problems opening the report or drilling down in the report, please refer to the “Troubleshooting nVision Report Issues” section found on page 30.

You may have a pop-up blocker. If this occurs, HOLD the CONTROL button down on your keyboard while you press Open. Please follow the instructions in ‘Updating Your Trusted Sites’ Quick Reference Guide, http://www2.gsu.edu/~wwwspc/Training/QR_UpdatingYourTrustedSites.pdf to prevent this from occurring.

16.	Click on **Enable Content** to enable macros. 
17.	The Microsoft Office Security Options page is displayed.  Select **Yes** to enable Macros.

Using the nVision Actuals Drilldown

This report will only display accounts that have expenditure activity. In (Figure A 1) below, there are no travel expenditures for the speedtype, SPEC for the as of date 10/31/2010, so you will not see any expense accounts beginning with 6XXXXX listed in the dropdown list for the Account column. The nVision Report can be saved in Microsoft Excel. The nVision report has filter features. You can apply filters on your data to include or exclude categories, sub-categories and/or accounts. Filters can also be used to view or hide certain columns or rows of data on the nVision report. Columns which have filters are indicated by a dropdown arrow. Columns which have filters established are indicated by a picture of a filter. Filters are talked about more in detail on page 19.

SPEC (Spectrum System) 612250000 10000 16200 11000			Fiscal Year to Date as of October 31, 2010					
Financial Activity			Classification					
Category	Sub-Category	Account (Description)	Current Fiscal YTD Budget	Current Fiscal YTD Encumbrances	Current Accting Per Expenditures	Prior Budget Period Expenditures	Current Fiscal YTD Expenditures	Free Balance
(1) Personal Services	(2) Salaried Employees	521100 (Salaries - Prof & Admin)			35,621.58		141,198.44	
		PSS000 (Salaried-Budget Only)	461,481.00					
	(2) Salaried Employees Total		461,481.00		35,621.58		141,198.44	320,282.56
(1) Personal Services Total			461,481.00		35,621.58		141,198.44	320,282.56
(2) Non-Personal Servic	(1) Travel	NTR000 (Travel-Budget Only)	1,000.00					
	(1) Travel Total		1,000.00					1,000.00
	(2) Operating Supplies and Expens	714990 (Purchase Card Transactions)			105.75		1,246.07	
		715102 (Repairs And Maintenance)				239.00		
		733100 (Software)			25.00	1,592.89	25.00	
		742160 (Computer Center Printing Serv)			-44.70		0.00	
		744210 (Computer Purch Less Than 3000)				3,406.63		
		771100 (Telecommunication - Local)		1,520.00	184.64		738.56	
		NSP000 (Oper Supplies & Ex-Budget Only)	10,000.00					
	(2) Operating Supplies and Expenses Total		10,000.00	1,520.00	270.69	5,238.52	2,009.63	6,470.37
(2) Non-Personal Services Total			11,000.00	1,520.00	270.69	5,238.52	2,009.63	7,470.37
Grand Total			472,481.00	1,520.00	35,892.27	5,238.52	143,208.07	327,752.93

Figure A 1 (Columns you can filter are highlighted in yellow)

If you do not have activity for a category, sub-category or account, it will not get displayed on the spreadsheet. By double-clicking on a category or sub-category, it is reduced to the summary line. In the example below, the category (non-personal services) has been reduced to a summary line.

SPEC (Spectrum System) 612250000 10000 16200 11000			Fiscal Year to Date as of October 31, 2010					
Financial Activity			Classification					
Category	Sub-Category	Account (Description)	Current Fiscal YTD Budget	Current Fiscal YTD Encumbrances	Current Accting Per Expenditures	Prior Budget Period Expenditures	Current Fiscal YTD Expenditures	Free Balance
(1) Personal Services	(2) Salaried Employees	521100 (Salaries - Prof & Admin)			35,621.58		141,198.44	
		PSS000 (Salaried-Budget Only)	461,481.00					
	(2) Salaried Employees Total		461,481.00		35,621.58		141,198.44	320,282.56
(1) Personal Services Total			461,481.00		35,621.58		141,198.44	320,282.56
(2) Non-Personal Services			11,000.00	1,520.00	270.69	5,238.52	2,009.63	7,470.37
Grand Total			472,481.00	1,520.00	35,892.27	5,238.52	143,208.07	327,752.93

SPEC (Spectrum System) 612250000 10000 16200 11000 A

Fiscal Year to Date as of October 31, 2010 B

Financial Activity			Classification F					
Category C	Sub-Category D	Account (Description) E	G Current Fiscal YTD Budget	H Current Fiscal YTD Encumbrances	I Current Accting Per Expenditures	J Prior Budget Period Expenditures	K Current Fiscal YTD Expenditures	L Free Balance
(1) Personal Services	(2) Salaried Employees	521100 (Salaries - Prof & Admin)			35,621.58		141,198.44	
		PSS000 (Salaried-Budget Only)	461,481.00					
	(2) Salaried Employees Total		461,481.00		35,621.58		141,198.44	320,282.56
(1) Personal Services Total			461,481.00		35,621.58		141,198.44	320,282.56
(2) Non-Personal Servic	(1) Travel	NTR000 (Travel-Budget Only)	1,000.00					
	(1) Travel Total		1,000.00					1,000.00
	(2) Operating Supplies and Expens	714990 (Purchase Card Transactions)			105.75		1,246.07	
		715102 (Repairs And Maintenance)				239.00		
		733100 (Software)			25.00	1,592.89	25.00	
		742160 (Computer Center Printing Serv)			-44.70		0.00	
		744210 (Computer Purch Less Than 3000)				3,406.63		
		771100 (Telecommunication - Local)		1,520.00	184.64		738.56	
		NSP000 (Oper Supplies & Ex-Budget Only)	10,000.00					
	(2) Operating Supplies and Expenses Total		10,000.00	1,520.00	270.69	5,238.52	2,009.63	6,470.37
(2) Non-Personal Services Total			11,000.00	1,520.00	270.69	5,238.52	2,009.63	7,470.37
Grand Total			472,481.00	1,520.00	35,892.27	5,238.52	143,208.07	327,752.93

nVision Actuals Drilldown

A = **Speedtype**: Displays speedtype, speedtype description and chartfield values associated with speedtype.

B = **As of Date**: Displays the fiscal year to date the report was run for. In this example, the report was run for October 31, 2010. So you will see all budget/expenditure transactions from July 1 – October 31.

C = **Category**: Category has a filter. So you have the option to view both personal services and non-personal services or you can exclude one of these categories.

D = **Sub-Category**: Sub-Category has a filter. The sub-category values are faculty, travel, operating supplies and expenses, salaried employees, equipment, graduate assistants, miscellaneous lump sum and fringe benefits.

E = **Account (Description):** Account has a filter. This column displays the account and the description. The account values include budget accounts (i.e. FBB000, NSP000, NEQ000, NTR000, PSS000, PLM000, PSF000 and PLG000) and expense accounts (i.e. 5XXXXX, 6XXXXX, 7XXXXX, 8XXXXX).

F = **Classification:** Classification has a filter. Classification allows you to filter which column(s) you want to include or exclude on the spreadsheet. The classification values are Current Fiscal YTD Budget, Current Fiscal YTD Encumbrances, Current Accting Per Expenditures, Prior Budget Year Expenditures, Current Fiscal YTD Expenditures.

G = **Current Fiscal YTD Budget:** This is the original budget allotted on July 1 and all transfers (budget amendments) made during the fiscal year.

H = **Current Fiscal YTD Encumbrances:** This column shows all open purchase orders and journal adjustments made to purchase orders for the speedtype and as of date that you specified for the nVision report. Encumbrances are monies set aside in the form of a purchase order for a specific purpose. Purchase Orders are legal binding documents issued by a buyer to a seller (vendor) for the purchase of goods and/or services. Encumbrances reduce your free balance amount.

I = **Current Accounting Period Expenditures:** This column displays all the expenditures for a particular month. Expenditures are actual costs of goods and/or services. Vouchers and journals are the tools used to record expenditures. This column shows vouchers that have been journal generated and posted to the General Ledger and posted journals for the speedtype and as of date you specified on the report. It will not show vouchers that have been successfully budget checked but not posted to the General Ledger. Only expenditure accounts (5XXXXX, Salaries; 6XXXXX, Travel; 7XXXXX, Supplies; 8XXXXX, Equipment) will appear on this report. In the example above, the **Current Accounting Period Expenditures** column shows all expenditures for the month of October.

J = **Prior Budget Period Expenditures:** This column records expenditures that are related to prior fiscal year purchase orders. Example: You establish a purchase order in fiscal year 2010 for $5,500 and no invoices or expenditures are charged against this purchase order in fiscal year 2010. You bring the encumbrance of $5,500 forward into the new fiscal year 2011. Invoices (Voucher transactions) that are received and paid against this purchase order in fiscal year 2011 will appear in this column. This column has no effect on the Free Balance.

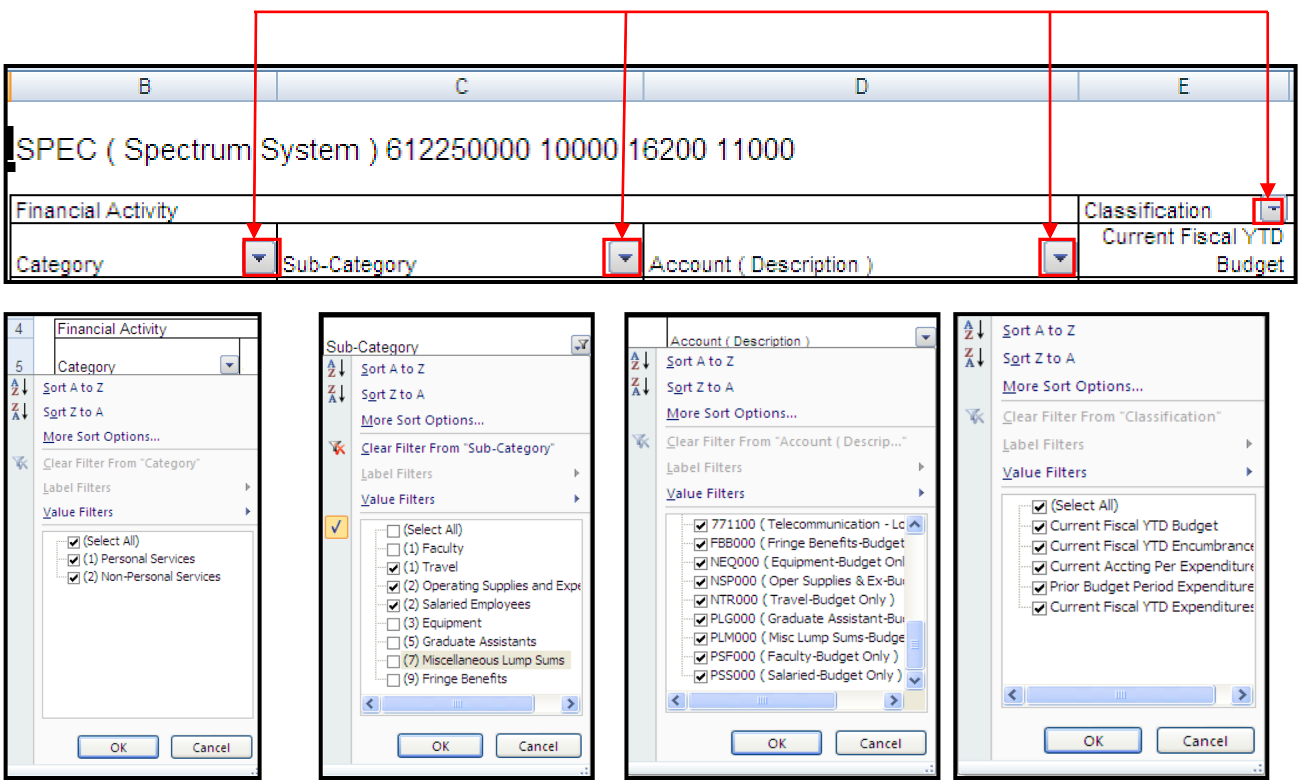
K = **Current Fiscal YTD Expenditures:** This column includes Current Accounting Period Expenditures. This column shows vouchers that have been journal generated and posted to the General Ledger and posted journals for the speedtype and as of date you specified on the report. It will not show vouchers that have been successfully budget checked but not posted to the General Ledger. Only expenditure accounts (5XXXXX, Salaries; 6XXXXX, Travel; 7XXXXX, Supplies; 8XXXXX, Equipment) will appear on this report. Current Fiscal YTD Expenditures reduce the Free Balance total.

L = **Free Balance:** The Free Balance on the nVision Actuals Drilldown is derived as follows:

Current FYTD Budget – Current FYTD Encumbrances – Current FYTD Expenditures = Free Balance

Using Filters

Filters are organized in a hierarchy. Generally, hierarchies go from left (summary) to right (detail). Category is the high level key or summary. The category can be further defined into sub-categories and sub-categories can be further defined into accounts. Account is the lowest level of detail for the hierarchy. For example: the category non-personal services can be further classified into the sub-categories of Travel, Supplies and Equipment. Travel can be further defined as accounts beginning with 6XXXXX; Supplies, 7XXXXX; Equipment, 8XXXXX). Filtering allows you to select which rows and/or columns of data that you would like to view. You do this by selecting the column dropdown box and placing a checkmark inside the value box you would like shown on the spreadsheet. Filtering hides the data values that are not selected. To restore the data values you did not select, click on the dropdown box again and place a checkmark beside the 'Select All.' There are multiple ways you can perform the same filter. For example: To view only non-personal services 1) click on category dropdown and select only Non-Personal Services or 2) click on sub-category dropdown and select only Travel, Operating Supplies and Expense and Equipment or 3) click on account and select all the accounts beginning with 6XXXXX, 7XXXXX and 8XXXXX.



The selections you make on Category **supersede** the selections you make on Sub-Category or Account. For example: If you select Personal Services for Category filter, the filter will only display personal services even if you select travel and equipment for sub-category and accounts beginning with 6XXXXX and 8XXXXX for the account column. However, you can further define personal services using the sub-category and accounts within personal services.

Notice that when a column has a filter, it will show the down arrow and a picture of a filter next to it. This helps you to easily identify columns with filters if you need to turn filters off.

SPEC (Spectrum System) 612250000 10000 16200 11000

Financial Activity		
Category	Sub-Category	Account (Description)
(2) Non-Personal Servic	(1) Travel	NTR000 (Travel-Budget Only)
	(1) Travel Total	
(2) Non-Personal Services Total		
Grand Total		

Working with the nVision Actuals Drilldown

In this section, we will be using (**Figure A 2)** to walk you through various exercises.

SPEC (Spectrum System) 612250000 10000 16200 11000 — Fiscal Year to Date as of October 31, 2010

Financial Activity			Classification					
Category	Sub-Category	Account (Description)	Current Fiscal YTD Budget	Current Fiscal YTD Encumbrances	Current Accting Per Expenditures	Prior Budget Period Expenditures	Current Fiscal YTD Expenditures	Free Balance
(1) Personal Services	(2) Salaried Employees	521100 (Salaries - Prof & Admin)			35,621.58		141,198.44	
		PSS000 (Salaried-Budget Only)	461,481.00					
	(2) Salaried Employees Total		461,481.00		35,621.58		141,198.44	320,282.56
(1) Personal Services Total			461,481.00		35,621.58		141,198.44	320,282.56
(2) Non-Personal Servic	(1) Travel	NTR000 (Travel-Budget Only)	1,000.00					
	(1) Travel Total		1,000.00					1,000.00
	(2) Operating Supplies and Expens	714990 (Purchase Card Transactions)			105.75		1,246.07	
		715102 (Repairs And Maintenance)				239.00		
		733100 (Software)			25.00	1,592.89	25.00	
		742160 (Computer Center Printing Serv)			-44.70		0.00	
		744210 (Computer Purch Less Than 3000)				3,406.63		
		771100 (Telecommunication - Local)		1,520.00	184.64		738.56	
		NSP000 (Oper Supplies & Ex-Budget Only)	10,000.00					
	(2) Operating Supplies and Expenses Total		10,000.00	1,520.00	270.69	5,238.52	2,009.63	6,470.37
(2) Non-Personal Services Total			11,000.00	1,520.00	270.69	5,238.52	2,009.63	7,470.37
Grand Total			472,481.00	1,520.00	35,892.27	5,238.52	143,208.07	327,752.93

Figure A 2

Reminder: You must enable the content for macros each time you open the report. See steps 15 - 21. If macros are not enabled for content, you will not be able to drilldown in the report.

Exercise 1: Drilldown into the Grand Total of Current Fiscal YTD Expenditures.

1. Go to **Grand Total** row and Current Fiscal YTD Expenditures column

SPEC (Spectrum System) 612250000 10000 16200 11000 — Fiscal Year to Date as of October 31, 2010

Financial Activity			Classification					
Category	Sub-Category	Account (Description)	Current Fiscal YTD Budget	Current Fiscal YTD Encumbrances	Current Accting Per Expenditures	Prior Budget Period Expenditures	Current Fiscal YTD Expenditures	Free Balance
⊟(1) Personal Services	⊟(2) Salaried Employees	521100 (Salaries - Prof & Admin)			35,621.58		141,198.44	
		PSS000 (Salaried-Budget Only)	461,481.00					
	(2) Salaried Employees Total		461,481.00		35,621.58		141,198.44	320,282.56
(1) Personal Services Total			461,481.00		35,621.58		141,198.44	320,282.56
⊟(2) Non-Personal Servic	⊟(1) Travel	NTR000 (Travel-Budget Only)	1,000.00					
	(1) Travel Total		1,000.00					1,000.00
	⊟(2) Operating Supplies and Expens	714990 (Purchase Card Transactions)			105.75		1,246.07	
		715102 (Repairs And Maintenance)				239.00		
		733100 (Software)			25.00	1,592.89	25.00	
		742160 (Computer Center Printing Serv)			-44.70		0.00	
		744210 (Computer Purch Less Than 3000)				3,406.63		
		771100 (Telecommunication - Local)		1,520.00	184.64		738.56	
		NSP000 (Oper Supplies & Ex-Budget Only)	10,000.00					
	(2) Operating Supplies and Expenses Total		10,000.00	1,520.00	270.69	5,238.52	2,009.63	6,470.37
(2) Non-Personal Services Total			11,000.00	1,520.00	270.69	5,238.52	2,009.63	7,470.37
Grand Total			472,481.00	1,520.00	35,892.27	5,238.52	143,208.07	327,752.93

Double-click on the amount 143,208.07

2. Each time you double-click on an amount a separate worksheet is created at the bottom of page for the transaction data detail.

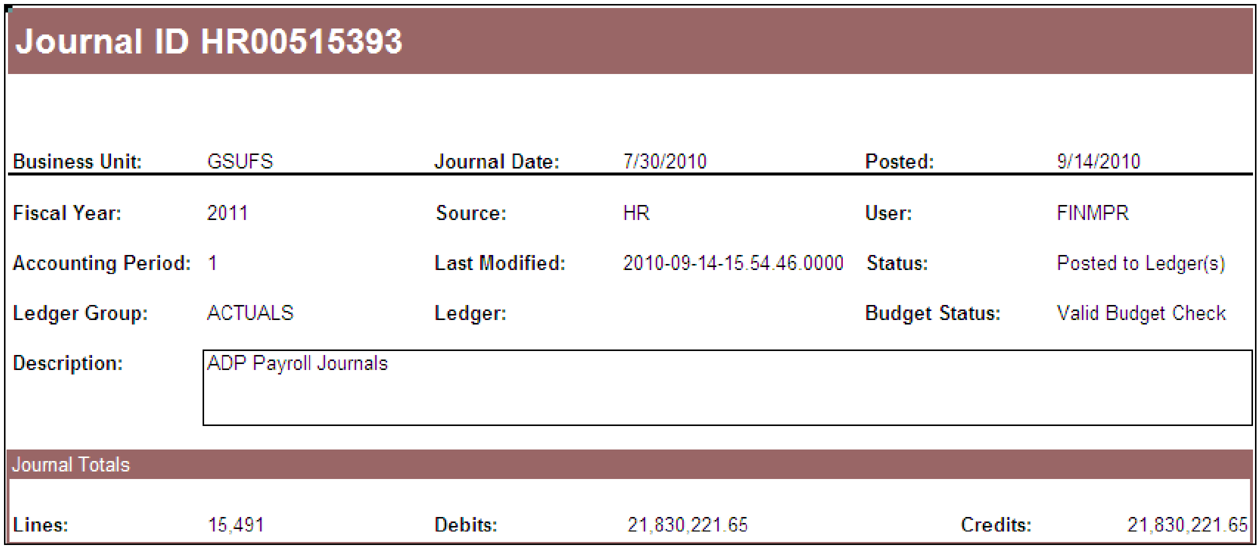
Click on the EXP Grand Total worksheet to view the expenditure detail.

EXP Grand Total — *Expenditure Detail*

Journal ID	Journal Date	Department	Account	Fund	Class	Program	Project ID	Reference	Amount	Description	Voucher	Pay Reference	Pay Date	Vendor ID	Vendor Name	OperID
HR00515393	2010-07-30	612250000	521100	10000	11000	16200		663090	5,544.42	09A-0111222-BART						FINMPR
HR00515393	2010-07-30	612250000	521100	10000	11000	16200		663093	5,795.45	09A-0219888-CAPER						FINMPR
HR00515393	2010-07-30	612250000	521100	10000	11000	16200		663091	5,833.33	09A-0033444-BRANCH						FINMPR
HR00515393	2010-07-30	612250000	521100	10000	11000	16200		663092	6,466.50	09A-0167778-FORD						FINMPR
HR00515393	2010-07-30	612250000	521100	10000	11000	16200		663094	10,694.00	09A-0126811-STAMP						FINMPR
HR00516097	2010-08-31	612250000	521100	10000	11000	16200		709840	7,083.33	09A-0219888-CAPER						FINMPR
HR00516097	2010-08-31	612250000	521100	10000	11000	16200		710024	5,544.42	09A-0111222-BART						FINMPR
HR00516097	2010-08-31	612250000	521100	10000	11000	16200		710026	6,466.50	09A-0167778-FORD						FINMPR
HR00516097	2010-08-31	612250000	521100	10000	11000	16200		710025	5,833.33	09A-0033444-BRANCH						FINMPR
HR00516097	2010-08-31	612250000	521100	10000	11000	16200		710027	10,694.00	09A-0126811-STAMP						FINMPR
HR00517000	2010-09-30	612250000	521100	10000	11000	16200		756590	5,833.33	09A-0033444-BRANCH						FINMPR
HR00517000	2010-09-30	612250000	521100	10000	11000	16200		756591	6,466.50	09A-0167778-FORD						FINMPR
HR00517000	2010-09-30	612250000	521100	10000	11000	16200		756592	7,083.33	09A-0219888-CAPER						FINMPR
HR00517000	2010-09-30	612250000	521100	10000	11000	16200		756593	10,694.00	09A-0126811-STAMP						FINMPR
HR00517000	2010-09-30	612250000	521100	10000	11000	16200		756589	5,544.42	09A-0111222-BART						FINMPR
HR00518071	2010-10-29	612250000	521100	10000	11000	16200		820076	5,544.42	09A-0111222-BART						FINMPR
HR00518071	2010-10-29	612250000	521100	10000	11000	16200		820079	7,083.33	09A-0219888-CAPER						FINMPR
HR00518071	2010-10-29	612250000	521100	10000	11000	16200		820080	10,694.00	09A-0126811-STAMP						FINMPR
HR00518071	2010-10-29	612250000	521100	10000	11000	16200		820077	5,833.33	09A-0033444-BRANCH						FINMPR
HR00518071	2010-10-29	612250000	521100	10000	11000	16200		820078	6,466.50	09A-0167778-FORD						FINMPR
WKS0517255	2010-10-05	612250000	714990	10000	11000	16200		330	105.75	DS WATERS						STRAWICK1
WKS0517171	2010-09-30	612250000	714990	10000	11000	16200		250	27.06	STAPLS7066551033000001						STRAWICK1
WKS0515906	2010-09-08	612250000	714990	10000	11000	16200		250	222.77	STAPLS7065691918000001						STRAWICK1
WKS0515906	2010-09-08	612250000	714990	10000	11000	16200		250	98.53	CDW GOVERNMENT						STRAWICK1
WKS0515906	2010-09-08	612250000	714990	10000	11000	16200		330	33.02	DS WATERS						STRAWICK1
WKS0515031	2010-08-10	612250000	714990	10000	11000	16200		330	-2.42	DS WATERS						STRAWICK1
WKS0514264	2010-07-20	612250000	714990	10000	11000	16200		250	327.85	NOSWORTHY TELECOMMUNICAT						STRAWICK1
WKS0514264	2010-07-20	612250000	714990	10000	11000	16200		250	4.20	STAPLS7064207110000001						STRAWICK1
WKS0514264	2010-07-20	612250000	714990	10000	11000	16200		250	0.49	STAPLS7064207110000002						STRAWICK1
WKS0514264	2010-07-20	612250000	714990	10000	11000	16200		250	114.22	NOSWORTHY TELECOMMUNICAT						STRAWICK1
WKS0514264	2010-07-20	612250000	714990	10000	11000	16200		330	185.14	AMAZON MKTPLACE PMTS						STRAWICK1
WKS0513996	2010-07-14	612250000	714990	10000	11000	16200		250	131.88	WWW.NEWEGG.COM						STRAWICK1
WKS0513996	2010-07-14	612250000	714990	10000	11000	16200		330	-2.42	DS WATERS						STRAWICK1
1000518051	2010-10-29	612250000	733100	10000	11000	16200		MS-35560	25.00	Software						TSMITH1
1000517532	2010-10-14	612250000	742160	10000	11000	16200		PSR-82005	-44.70	Computer Center Printing Serv						TSMITH1
1000515309	2010-08-19	612250000	742160	10000	11000	16200		PSR-82005	44.70	Computer Center Printing Serv						TSMITH1
1000518326	2010-10-29	612250000	771100	10000	11000	16200			184.64	OCT-2010 Phone MRC						STRAWICK1
1000517558	2010-09-30	612250000	771100	10000	11000	16200			184.64	SEP-2010 Phone MRC						STRAWICK1
1000516727	2010-08-31	612250000	771100	10000	11000	16200			184.64	AUG-2010 Phone MRC						STRAWICK1
1000515690	2010-07-30	612250000	771100	10000	11000	16200			184.64	JUL-2010 Phone MRC						STRAWICK1

Notice in the Journal ID column all the journals are in blue letters. This means you can drill down further to see the source transaction detail.

3. Let's click on a Journal ID to see the source transaction detail.



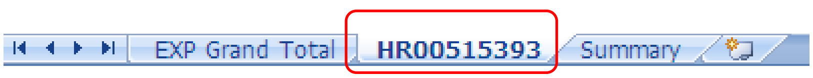
Journal ID HR00515393

Business Unit:	GSUFS	**Journal Date:**	7/30/2010	**Posted:**	9/14/2010
Fiscal Year:	2011	**Source:**	HR	**User:**	FINMPR
Accounting Period:	1	**Last Modified:**	2010-09-14-15.54.46.0000	**Status:**	Posted to Ledger(s)
Ledger Group:	ACTUALS	**Ledger:**		**Budget Status:**	Valid Budget Check
Description:	ADP Payroll Journals				

Journal Totals

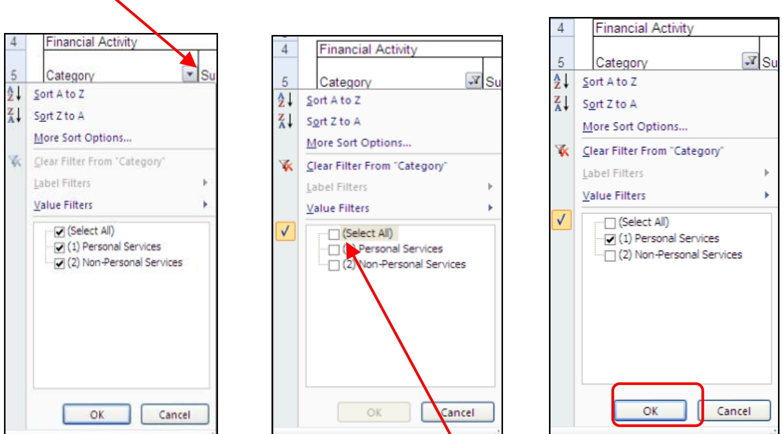
Lines:	15,491	**Debits:**	21,830,221.65	**Credits:**	21,830,221.65

4. Notice at the bottom of the spreadsheet that each time you drilldown on an amount or transaction, a new worksheet is created.



Exercise 2: Display only Personal Services.

1. Go to the Category column and click on the dropdown arrow.



All of the Value Filters will be selected. Click in the 'Select All' box to remove all checkmarks from Value Filters. Then click in the (1) Personal Services box. Press **OK**.

2. Only your personal services are displayed.

SPEC (Spectrum System) 612250000 10000 16200 11000 — Fiscal Year to Date as of October 31, 2010

Financial Activity			Classification					
Category	Sub-Category	Account (Description)	Current Fiscal YTD Budget	Current Fiscal YTD Encumbrances	Current Accting Per Expenditures	Prior Budget Period Expenditures	Current Fiscal YTD Expenditures	Free Balance
(1) Personal Services	(2) Salaried Employees	521100 (Salaries - Prof & Admin)			35,621.58		141,198.44	
		PSS000 (Salaried-Budget Only)	461,481.00					
	(2) Salaried Employees Total		461,481.00		35,621.58		141,198.44	320,282.56
(1) Personal Services Total			461,481.00		35,621.58		141,198.44	320,282.56
Grand Total			461,481.00		35,621.58		141,198.44	320,282.56

Notice a filter has been added to the Category column.

Exercise 3: Drilldown into Prior Fiscal Year Expenditures column for Repairs And Maintenance (715102) for the amount of 239.00.

1. Go to **Prior Fiscal Year Expenditures** column and find the amount 239.00. Double-click on the 239.00.

SPEC (Spectrum System) 612250000 10000 16200 11000 — Fiscal Year to Date as of October 31, 2010

Financial Activity			Classification					
Category	Sub-Category	Account (Description)	Current Fiscal YTD Budget	Current Fiscal YTD Encumbrances	Current Accting Per Expenditures	Prior Budget Period Expenditures	Current Fiscal YTD Expenditures	Free Balance
(1) Personal Services	(2) Salaried Employees	521100 (Salaries - Prof & Admin)			35,621.58		141,198.44	
		PSS000 (Salaried-Budget Only)	461,481.00					
	(2) Salaried Employees Total		461,481.00		35,621.58		141,198.44	320,282.56
(1) Personal Services Total			461,481.00		35,621.58		141,198.44	320,282.56
(2) Non-Personal Servic	(1) Travel	NTR000 (Travel-Budget Only)	1,000.00					
	(1) Travel Total		1,000.00					1,000.00
	(2) Operating Supplies and Expens	714990 (Purchase Card Transactions)			105.75		1,246.07	
		715102 (Repairs And Maintenance)				239.00		
		733100 (Software)			25.00	1,592.89	25.00	
		742160 (Computer Center Printing Serv)			-44.70		0.00	
		744210 (Computer Purch Less Than 3000)				3,406.63		
		771100 (Telecommunication - Local)		1,520.00	184.64		738.56	
		NSP000 (Oper Supplies & Ex-Budget Only)	10,000.00					
	(2) Operating Supplies and Expenses Total		10,000.00	1,520.00	270.69	5,238.52	2,009.63	6,470.37
(2) Non-Personal Services Total			11,000.00	1,520.00	270.69	5,238.52	2,009.63	7,470.37
Grand Total			472,481.00	1,520.00	35,892.27	5,238.52	143,208.07	327,752.93

2. The Journal ID and Voucher both have blue lettering so you can drilldown further to see the source transactions.

715102 (Repairs And Maintenance) — *Expenditure Detail*

Journal ID	Journal Date	Department	Account	Fund	Class	Program	Project ID	Reference	Amount	Description	Voucher	Pay Reference	Pay Date	Vendor ID	Vendor Name	OperID
AP00515191	2010-08-13	612250000	715102	10000	11000	16200		01343768	239.00	AppleCare Protection Plan for	01343768	01344052	2010-08-13	942404110	APPLE COMPUTER, INC.	GSUBATCH

3. Double-click on the Journal ID, **AP00515191** to view journal detail.

715102 (Repairs And Maintenance)

Journal ID	Journal Date	Department	Account	Fund	Class	Program/Project ID	Reference	Amount
AP00515191	2010-08-13	612250000	715102	10000	11000	16200		01343768	239.00

4. The Journal Source detail page is displayed.

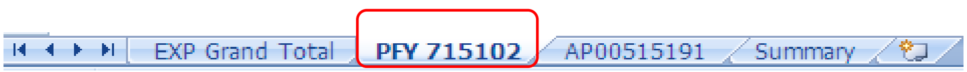
Journal ID AP00515191

Business Unit:	GSUFS	**Journal Date:**	8/13/2010	**Posted:**	8/13/2010
Fiscal Year:	2011	**Source:**	AP	**User:**	GSUBATCH
Accounting Period:	2	**Last Modified:**	2010-08-13-23.01.40.0000	**Status:**	Posted to Ledger(s)
Ledger Group:	ACTUALS	**Ledger:**		**Budget Status:**	Valid Budget Check
Description:	Accounts Payable				

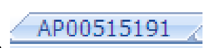
Journal Totals

Lines:	242	**Debits:**	610,605.12	**Credits:**	610,605.12

5. A new worksheet is created at the bottom of page for Journal Source Detail page.



Click on **AP00515191** worksheet tab to go back to previous worksheet.



6. Double-click on Voucher, **01343768** to view detail.

715102 (Repairs And Maintenance) *Expenditure Detail*

Journal ID	Journal Date	Department	Account	Fund	Class	Program/Project ID	Reference	Amount	Description	Voucher	Pay Reference	Pay Date	Vendor ID	Vendor Name	OperID
AP00515191	2010-08-13	612250000	715102	10000	11000	16200		01343768	239.00	AppleCare Protection fo	01343768	01344052	2010-08-13	942404110	APPLE COMPUTER, INC.	GSUBATCH

7. The source voucher transaction detail page is displayed.

Voucher Number 01343768

VENDOR:
942404110
APPLE COMPUTER, INC.

INVOICE NUMBER	9843636512
INVOICE DATE	July 19, 2010
STATUS	Open
CREATED	August 13, 2010
CREATED BY	RDANMOLA
LAST MODIFIED	August 13, 2010
MODIFIED BY	RDANMOLA
PURCHASE ORDER ID	
PAYMENT REFERENCE	01344052
PAYMENT DATE	August 13, 2010

QUANTITY	DESCRIPTION	DIST QTY	DIST AMOUNT	UNIT PRICE	AMOUNT
1	AppleCare Protection Plan for 715102 10000 612250000 16200 11000	1	239.00	239.00	239.00
				SUBTOTAL	239.00
				TAX	
				FREIGHT	
				VOUCHER TOTAL	$239.00

DIRECT ALL INQUIRIES TO:
Office of Disbursement Services
Tel: 404-413-3040 Fax: 404-413-3045

8. A new worksheet is created for the source voucher transaction detail.

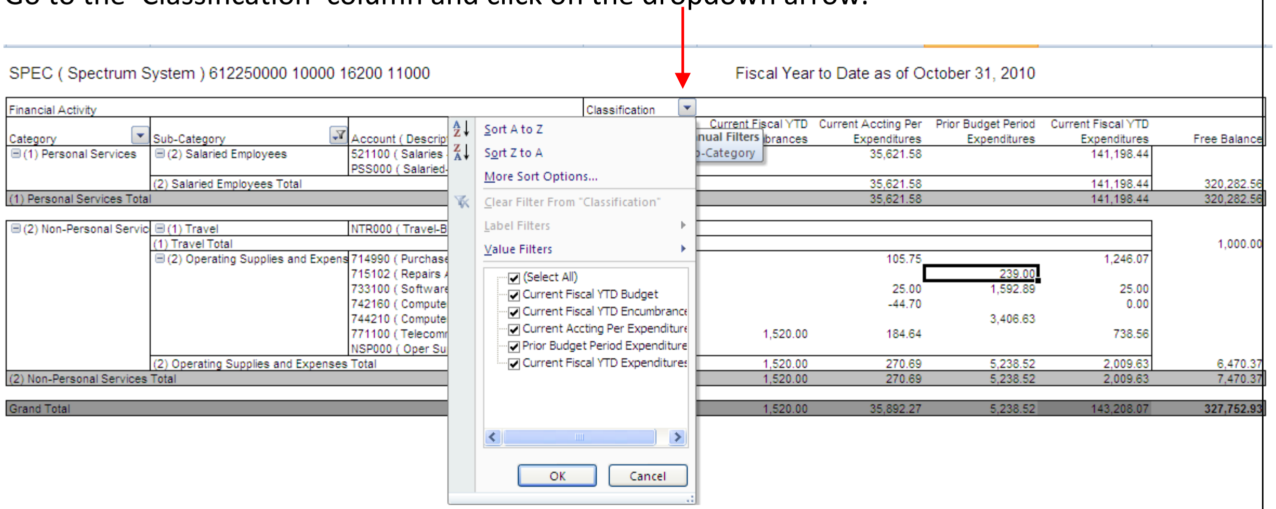
EXP Grand Total | PFY 715102 | AP00515191 | 01343768 | Summary

Click on the **Summary** tab to go back to the original budget spreadsheet.

Note: Sometimes your worksheets at the bottom of page may become too big and you are no longer able to see your Summary worksheet. If this occurs, you may delete any worksheets you no longer need. Do not delete your 'Summary' worksheet since this is the worksheet you will be using to drilldown or filter data. You can also save one or all of the worksheets in Microsoft Excel.

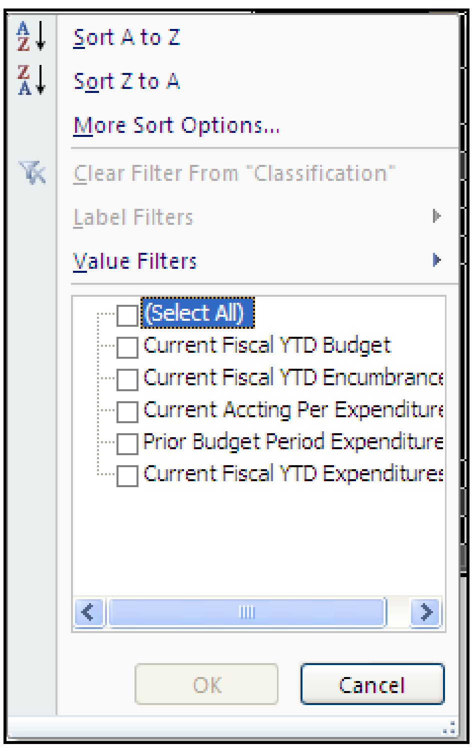
Exercise 4: Display only the 'Current Fiscal YTD Budget' Column Data.

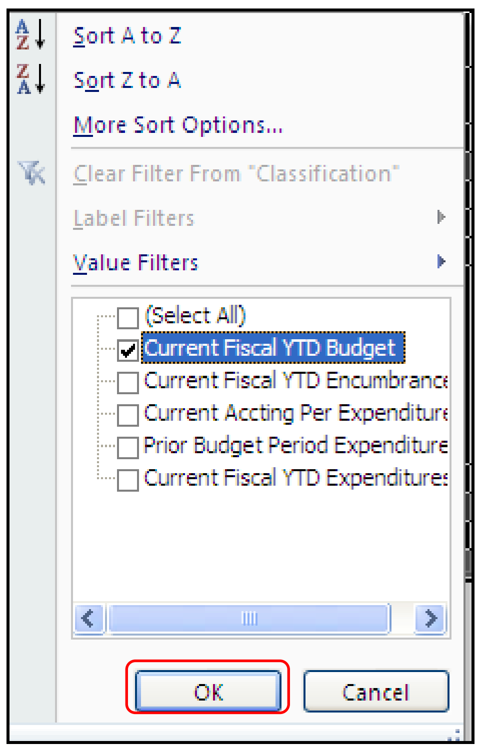
1. Go to the 'Classification' column and click on the dropdown arrow.



All of your Value Filters are selected, so you want to click in the '(Select All)' box to remove all the checkmarks.

2. Once the checkmarks are removed, click in the '**Current Fiscal YTD Budget**' box to select it. Press **OK**.





3. Only the 'Current Fiscal YTD Budget' column is shown. Please take note that the Classification column now has a filter icon next to the dropdown arrow. Classification

SPEC (Spectrum System) 612250000 10000 16200 11000

Financial Activity			Classification
Category	Sub-Category	Account (Description)	Current Fiscal YTD Budget
⊟ (1) Personal Services	⊟ (2) Salaried Employees	PSS000 (Salaried-Budget Only)	461,481.00
	(2) Salaried Employees Total		461,481.00
(1) Personal Services Total			461,481.00
⊟ (2) Non-Personal Servic	⊟ (1) Travel	NTR000 (Travel-Budget Only)	1,000.00
	(1) Travel Total		1,000.00
	⊟ (2) Operating Supplies and Expens	NSP000 (Oper Supplies & Ex-Budget Only)	10,000.00
	(2) Operating Supplies and Expenses Total		10,000.00
(2) Non-Personal Services Total			11,000.00
Grand Total			472,481.00

4. Let's drilldown to the Grand Total Budget. Click on the amount **472,481.00** to see budget journal detail.

BUD Grand Total ***Budget Detail***

Journal ID	Journal Date	Department	Account	Fund	Class	Program	Project ID	Reference	Amount	Description	OperID
1000513070	2010-07-01	612250000	NSP000	10000	11000	16200		2011	10,000.00	FY2011 Org Budget load-track	DFLOYD
1000513070	2010-07-01	612250000	NTR000	10000	11000	16200		2011	1,000.00	FY2011 Org Budget load-track	DFLOYD
1000513070	2010-07-01	612250000	PSS000	10000	11000	16200		2011	77,598.00	FY2011 Org Budget load-track	DFLOYD
1000513070	2010-07-01	612250000	PSS000	10000	11000	16200		2011	47,000.00	FY2011 Org Budget load-track	DFLOYD
1000513070	2010-07-01	612250000	PSS000	10000	11000	16200		2011	82,566.00	FY2011 Org Budget load-track	DFLOYD
1000513070	2010-07-01	612250000	PSS000	10000	11000	16200		2011	70,000.00	FY2011 Org Budget load-track	DFLOYD
1000513070	2010-07-01	612250000	PSS000	10000	11000	16200		2011	66,533.00	FY2011 Org Budget load-track	DFLOYD
1000513070	2010-07-01	612250000	PSS000	10000	11000	16200		2011	117,784.00	FY2011 Org Budget load-track	DFLOYD

Please note you are not able to drilldown any further on the Journal IDs because the journals are not in blue characters. You can only drilldown on transactions that have blue characters.

5. A new worksheet is added at the bottom of page for the Budget Grand Totals.

BUD Grand Total | Summary

Note: When you are selecting columns to be displayed for Classification, the Free Balance will appear only if **Current Fiscal YTD Budget**, **Current Fiscal YTD Encumbrance** and **Current Fiscal YTD Expenditures** are selected. If any one of these columns is not selected, the Free Balance Column will not appear.

Since the nVision Actuals Drilldown is formatted in Excel, you may perform any excel functions such as printing, sorting, adding comments, adding/deleting lines or worksheets or saving the worksheet.

Printing Excel Worksheets and Workbooks

To print a worksheet

- Click on the Worksheet Tab you would like to print

- Click on the **File** tab located on the top left corner of page.
- Click on **Print** tab. (Figure I)
- Click **Print** again. (Figure II)

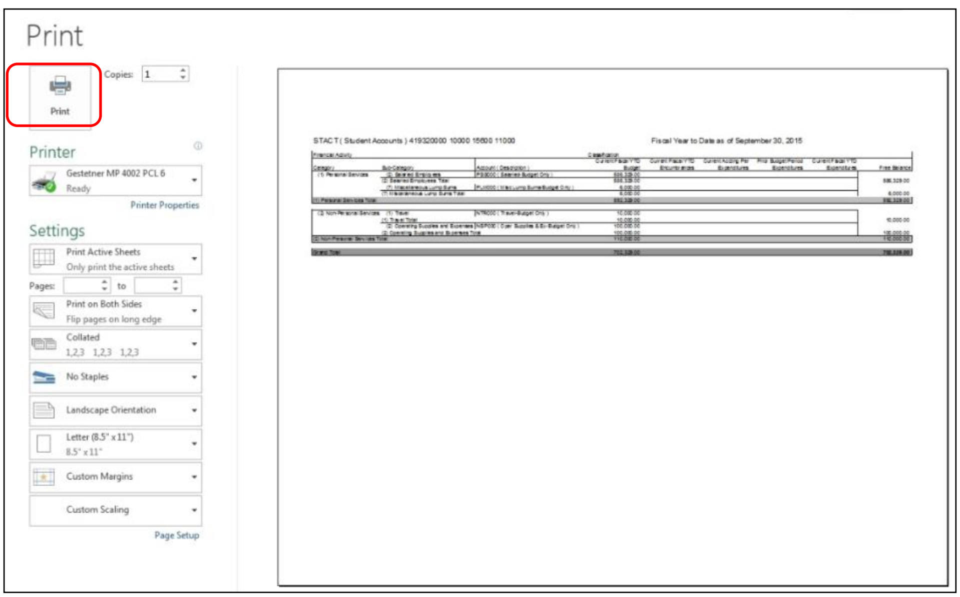


Figure I **Figure II**

To Print All Worksheets in a Workbook

- Under Settings, choose “Print Entire Workbook”

To Print a Portion of a Worksheet

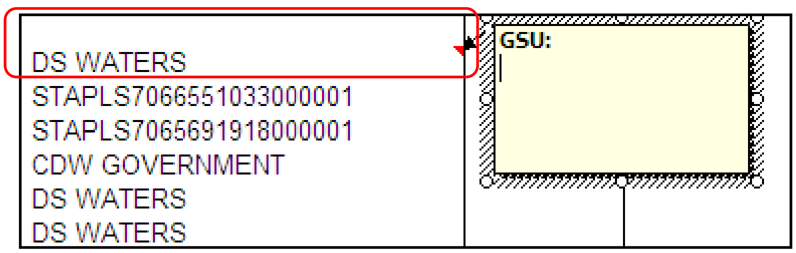
- Highlight the section you would like to print
- Under Settings, choose “Print Selection”

Comments

To Add Comments

- Right click on the cell you want to add comments
- Select **Insert Comments**

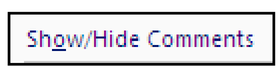
- A text box is displayed for you to type your comments



Notice when a comment is added a red triangle will appear in the top right corner of the cell. If you move your mouse over the triangle, the comment you typed will appear.

To Display Comments

- Right click on cell which contains comments
- Select **Show/Hide Comments**



To Hide Comments

- Right click on the cell which contains comments
- Select **Hide Comment**

To Delete Comments

- Right click on the cell which contains comments
- Click on **Delete Comment**

To Print Comments

Ensure all comments are displayed before printing.

Trouble Shooting nVision Issues

Most problems encountered when running this nVision report fall into two major categories, workstation configuration and enabling macros. This section will demonstrate how these issues can be resolved quickly.

Workstation Configuration

The most basic problem is associated with workstation configuration and how your workstation presents Excel spreadsheets. If your workstation is configured to display Excel spreadsheets within a browser window, your report will not work correctly. The report will still run and you will see the initial summary page correctly but drilldowns won't work and you may see some problems with "Free Balance" formatting and calculations.

How can I tell if I have a workstation configuration problem?

After your report has opened, look at the task bar at the bottom of your screen. One of the programs running should be Microsoft Excel. **(Figure 1)** You should also see the Microsoft Excel icon in the upper left corner of the report window. **(Figure 1a)**

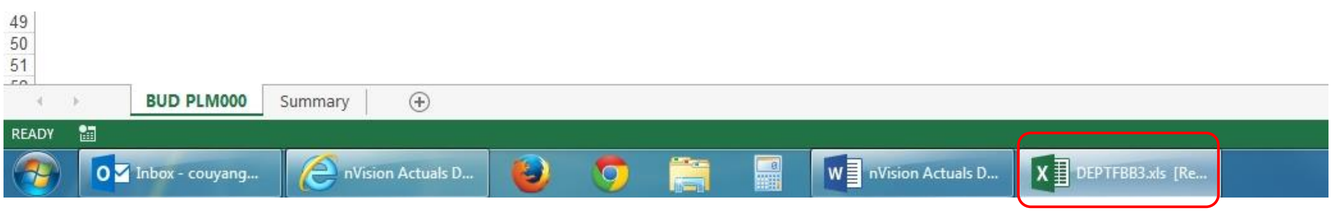


Figure 1

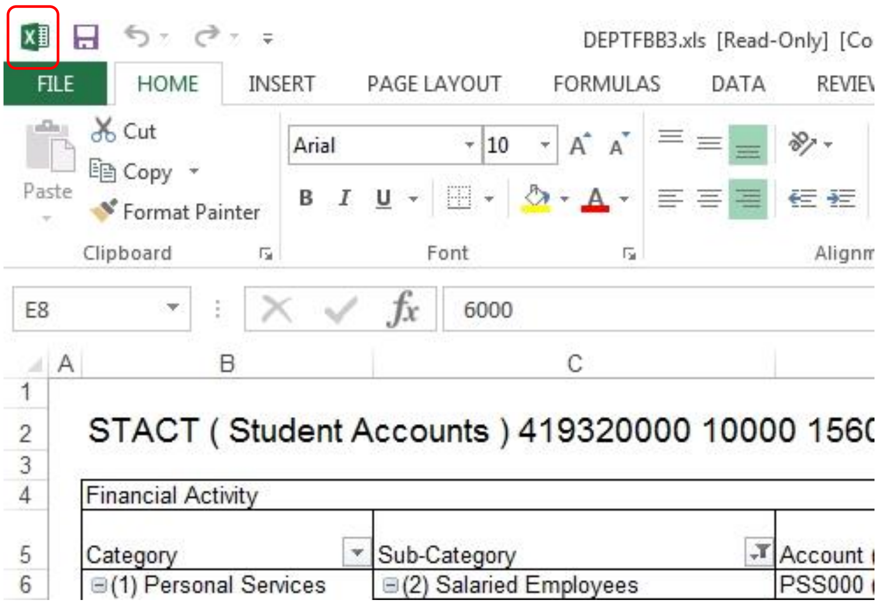
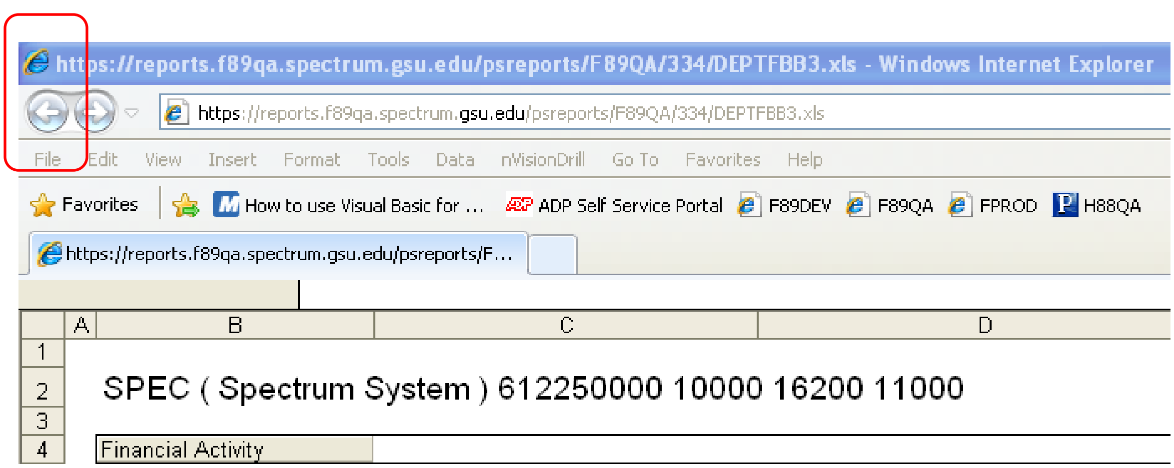


Figure 1a

If you do not see Microsoft Excel as one of your running programs (Figure 2) and do not see the Microsoft Excel icon in the upper left corner of the report window (Figure 2a), you are probably not configured correctly for this report.

(Figure 2)

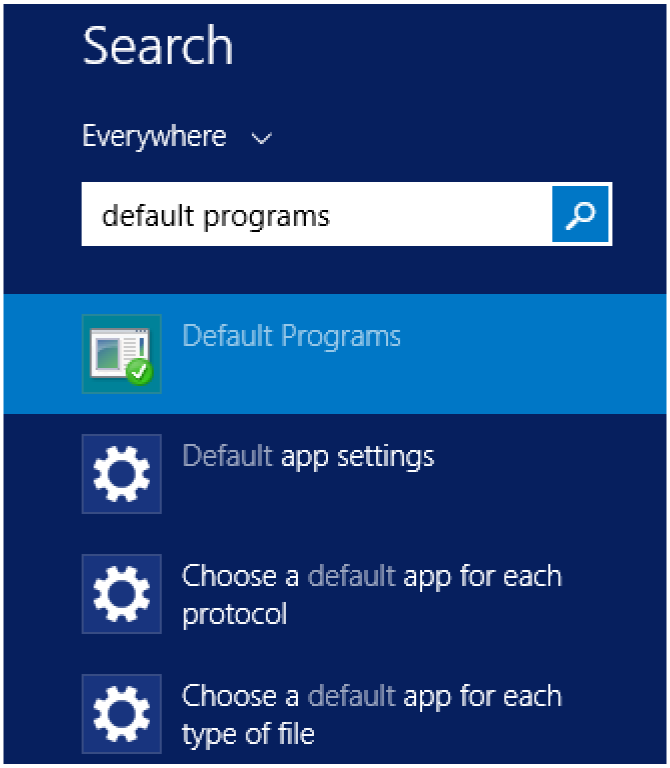


(Figure 2a)

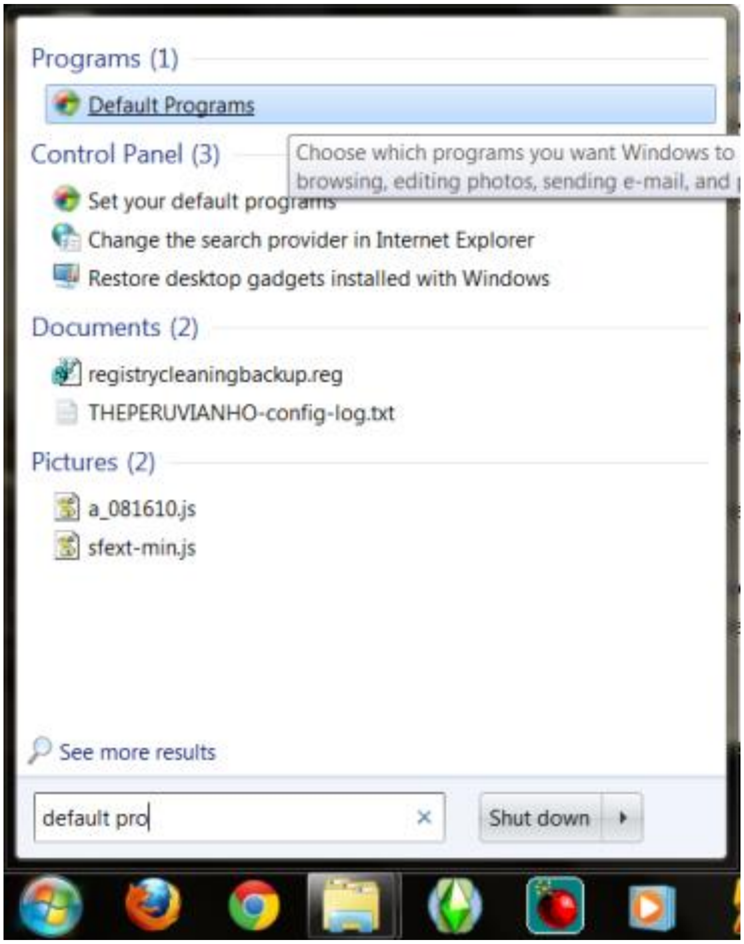
How do I fix the problem?

The most efficient way to change file associations is by selecting a default program. This tells Windows that you want a certain program to be associated with all the file types it can handle.

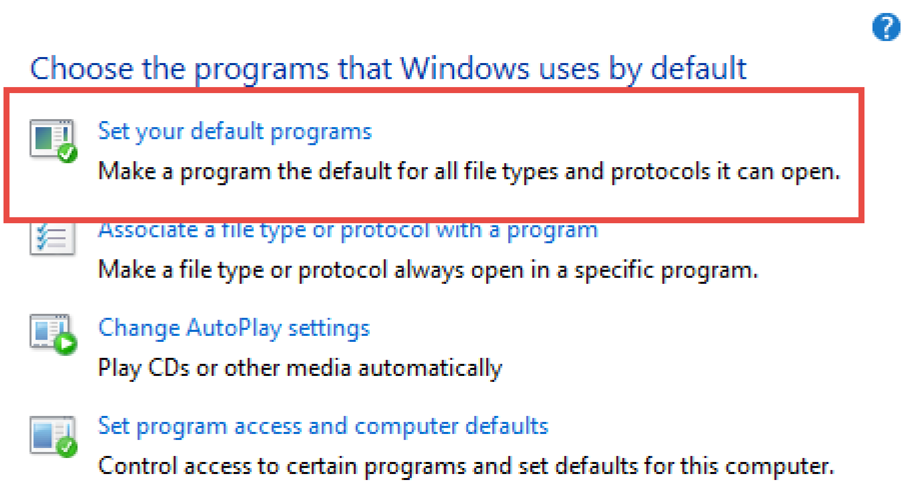
In Windows 8.1, search for "*default programs*" on the Start screen and click or tap "Default Programs."



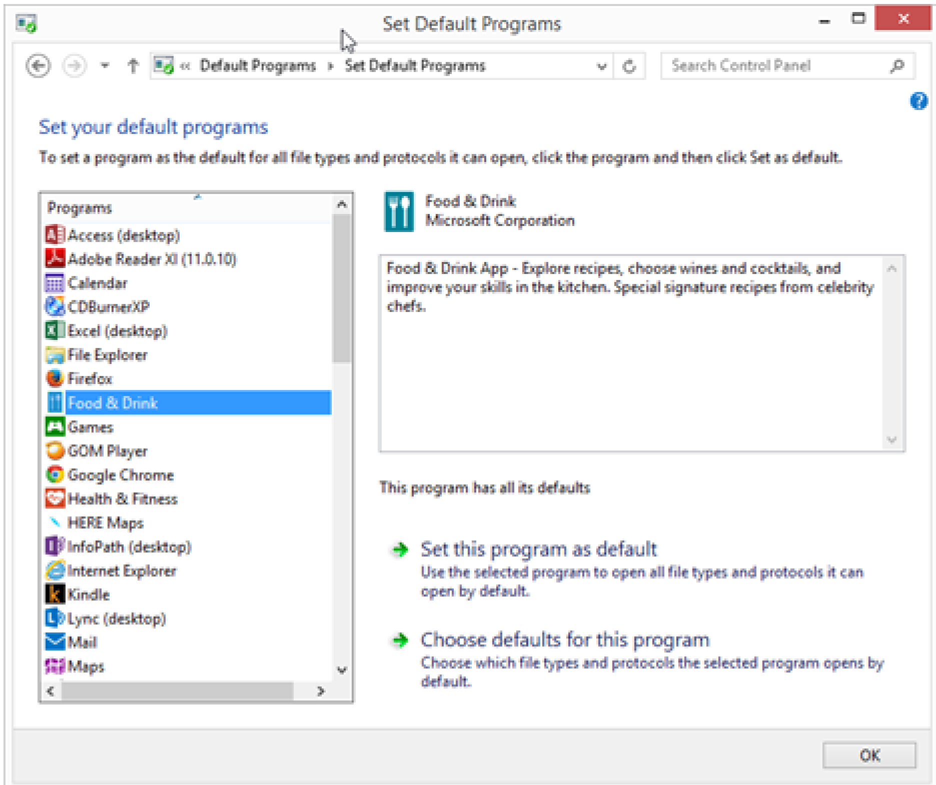
In Windows 7, you can search for *"default programs"* in the *Start Menu* search box and click the appropriate search result.



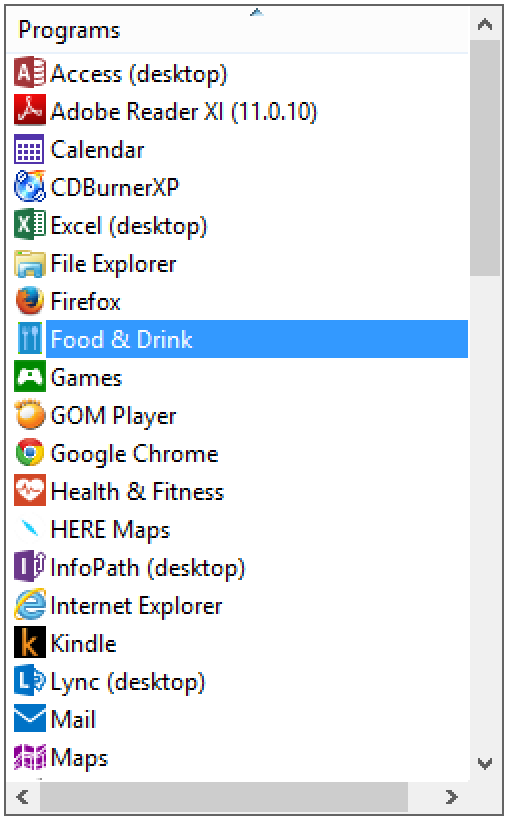
While searching is faster, you can also find the appropriate window in the *Control Panel*: go to *"Programs -> Default Programs -> Set Your Default Programs"*.



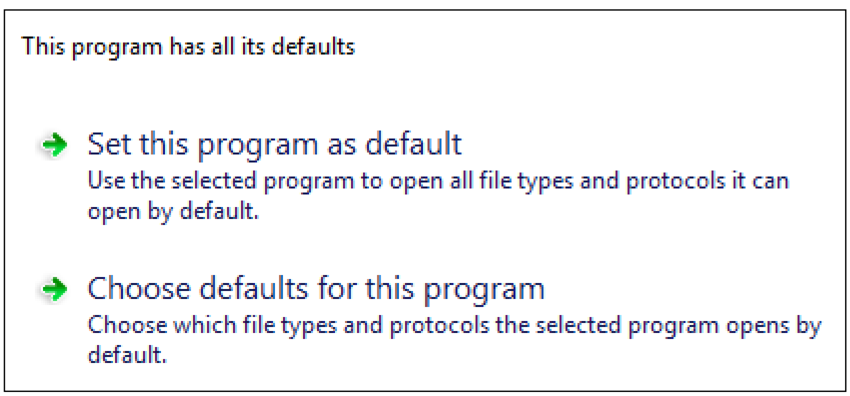
Regardless of which version of Windows you're using, the following steps are the same and the *Set Default Programs* window looks and works the same.



Once you open the *"Set Default Programs"* window, select a program or app from the list on the left side of the window.

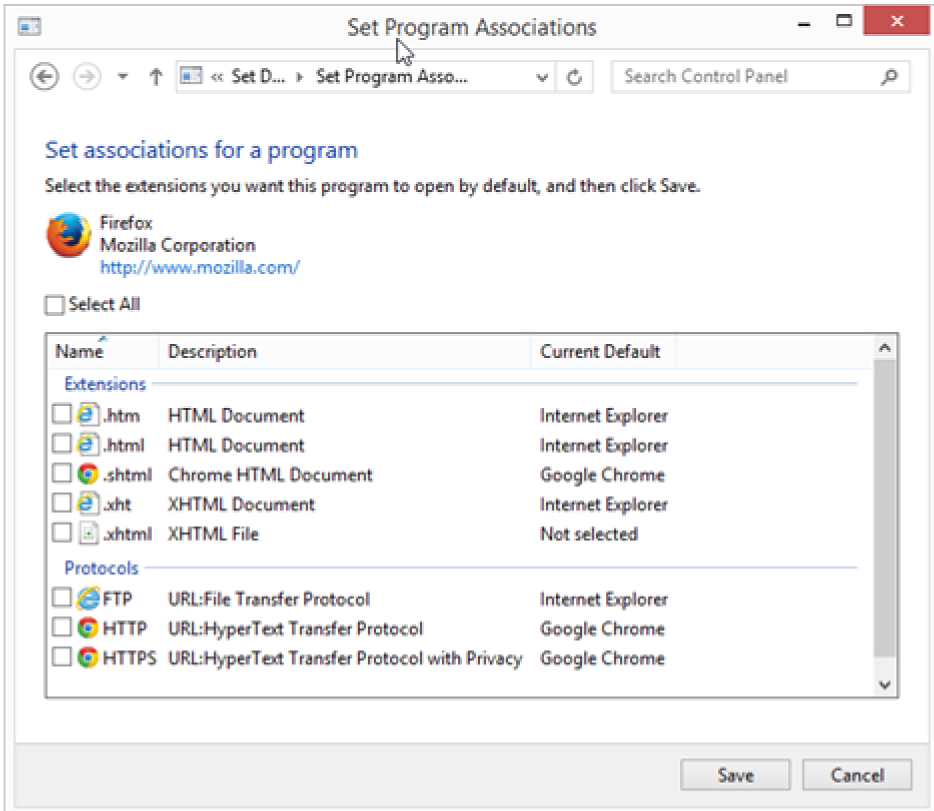


To make that program or app the default, thus changing the file associations for all file extensions it is equipped to handle, click or tap *"Set this program as default"* on the right side of the window.



If you'd like to change only a specific extension, click or tap *"Choose defaults for this program."*

The screen that opens displays a list of all file extensions your selected app or program can open. Browse through the list and select any file types you want to associate to your chosen program. When you finish, click or tap *Save.*

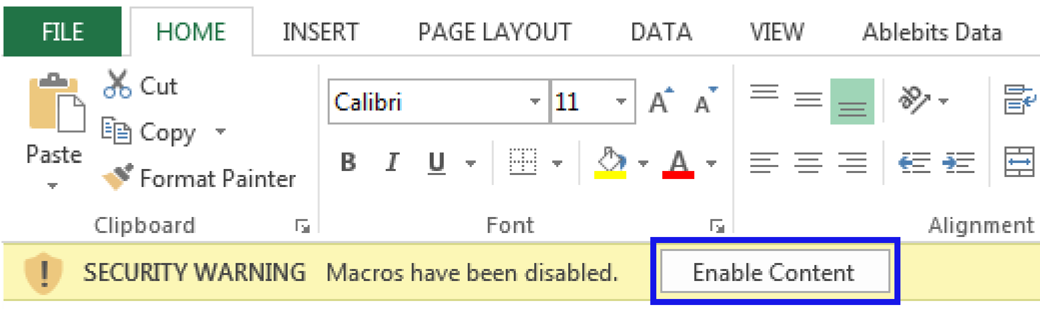


Your workstation has now been configured to run nVision reports in the Microsoft Excel Application rather than in a browser window. If you have any copies of nVision reports open they should be closed. When you open your next nVision report it should operate correctly.

Enabling Macros

If you open an Excel document that contains macros, you'll see the yellow *Message Bar* with a shield icon and the *Enable Content* button.

If you are sure, the macros are from a trustworthy source, just press the *Enable Content* button on the bar.

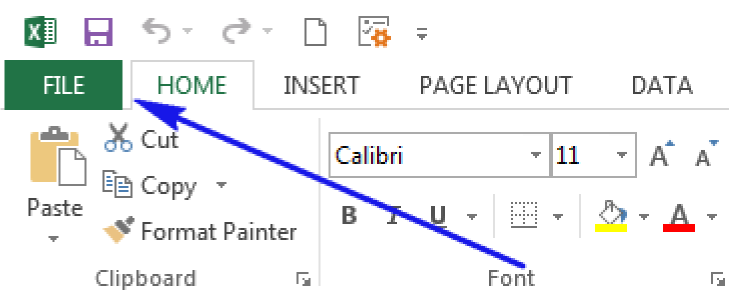


The file will be opened as a trusted document and the security warning will disappear.

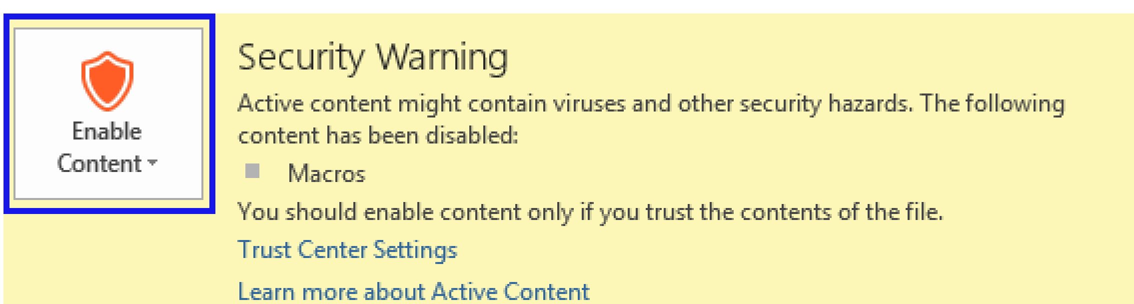
Enable macros via the Backstage view

You can also enable macros in Excel using the *Microsoft Office Backstage* view. You can see the yellow *Message Bar* if you click the *File* tab.

1. Click on the *File* tab.

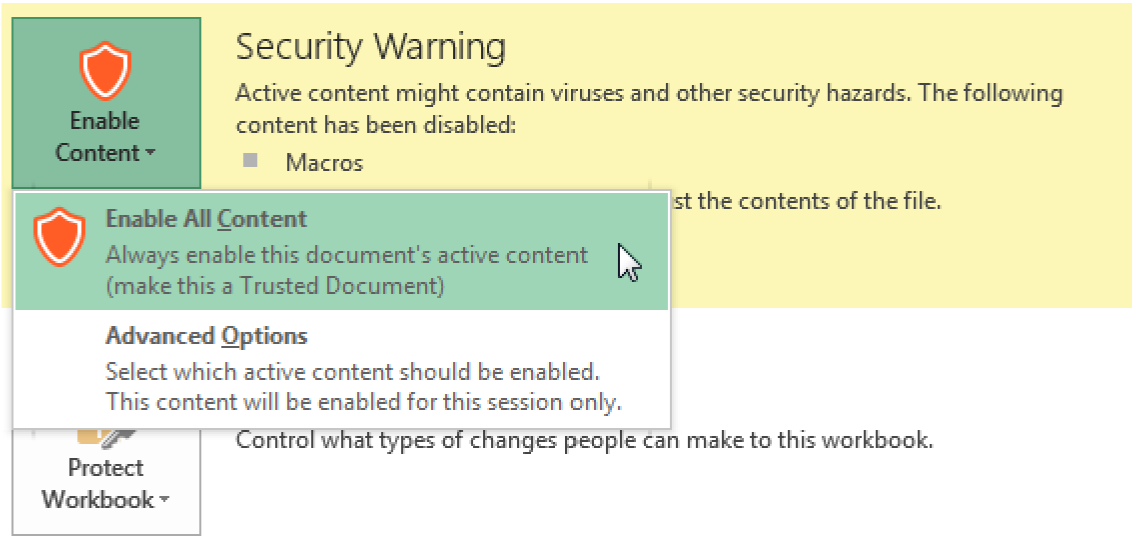


2. You'll see the yellow *Security Warning* area. Click *Enable Content*.



3. You will see 2 features: *Enable All Content* and *Advanced Options*. Select *Enable All Content* to always make the document's active content available.

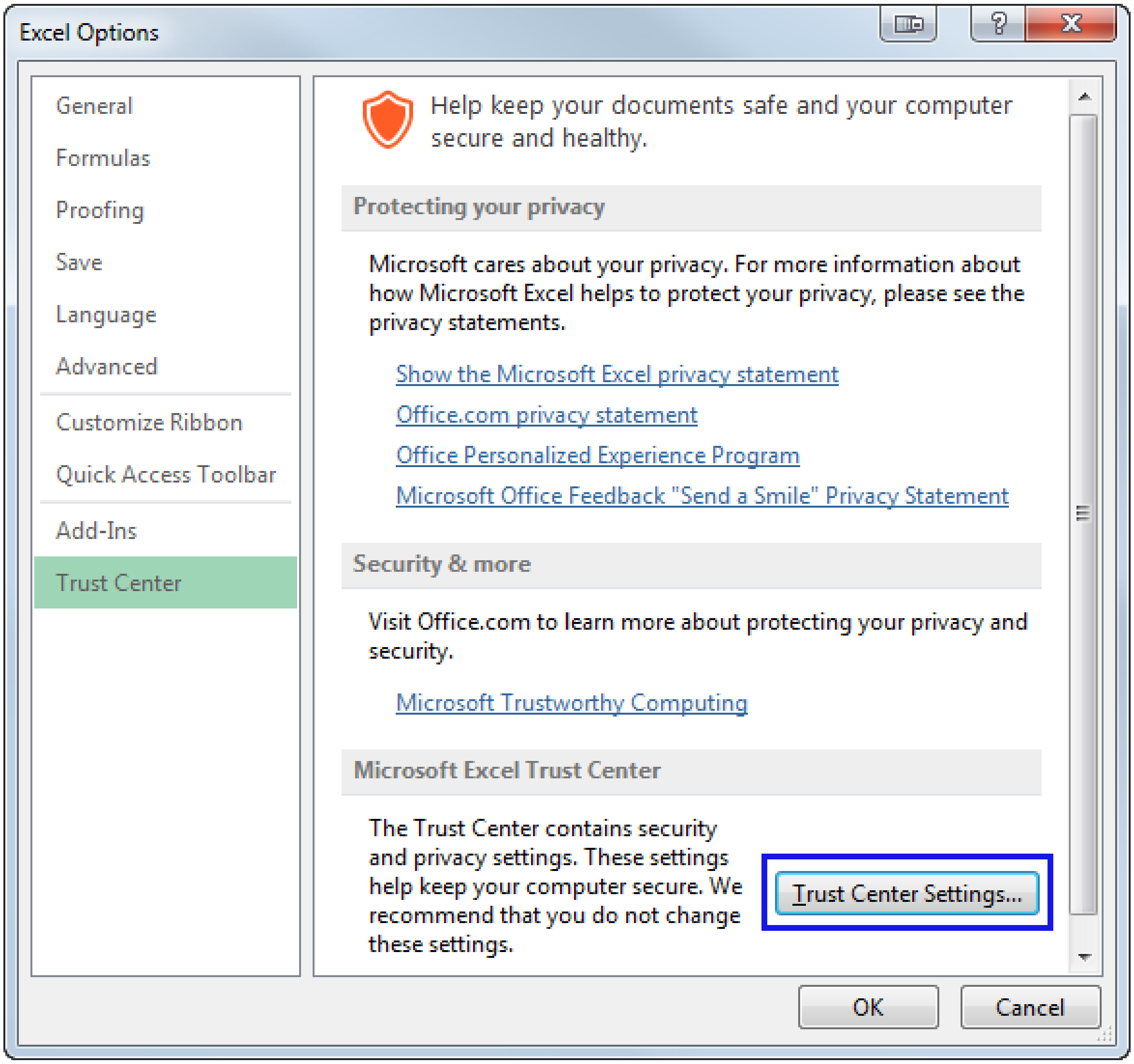
The current Excel file will become a trusted document and all macros will be enabled.



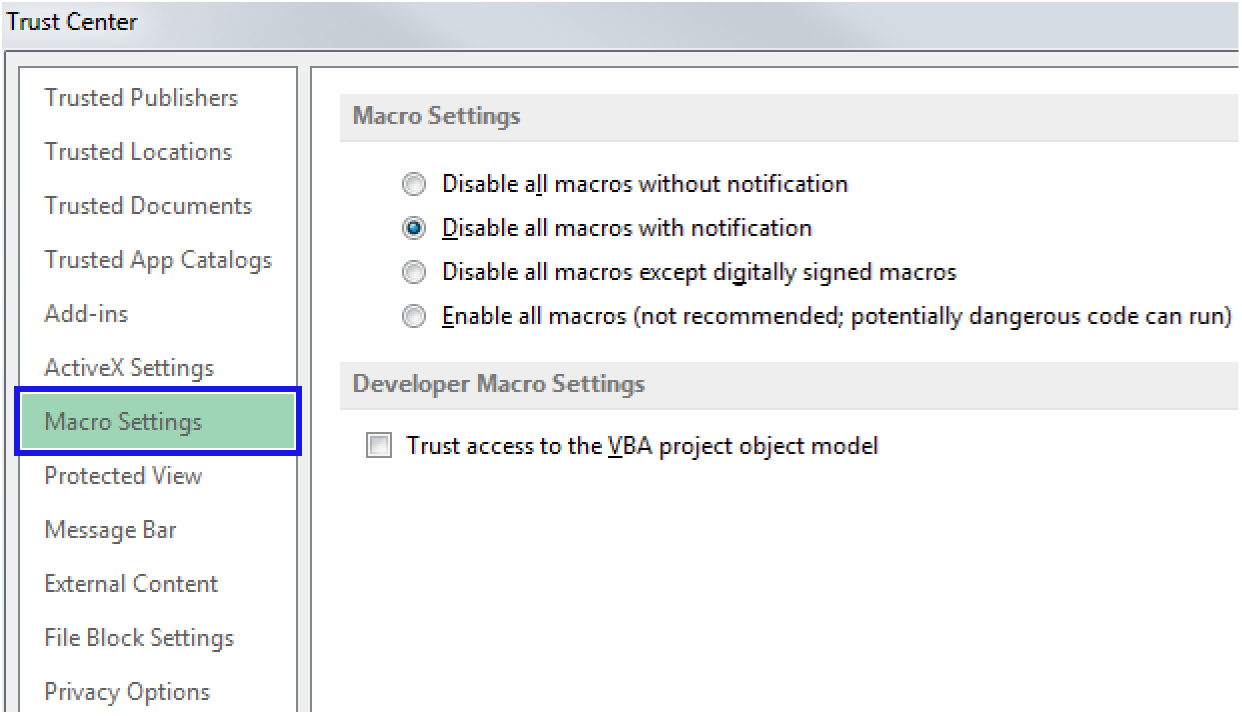
How to always run macros for a trusted worksheet

If you create and share workbooks with macros you may want to avoid getting the security message every time. If you get all your workbooks only from reliable sources, you can choose to instantly run all macros for all publishers. Below you'll see how to enable all macros in Excel by default.

1. Go to *File -> Options -> Trust Center* and press the *Trust Center Settings …* button.



2. You will see the *Trust Center* window. Select the *Macro Settings* option.



3. Select the radio button *Enable all macros (not recommended, potentially dangerous code can run)*.

From now on all macros will run without warning.

Please note that this setting makes your computer open to viruses. You should be sure you get all workbooks with macros only from the trusted publishers.

Adjust macro settings on the Trust Center window

You can find all macro settings on the *Trust Center* window. These settings let you adjust the way you want to work with macro-enabled workbooks.

Please see all the macro settings explained below:

- **Disable all macros without notification.** Macros and security alerts regarding them get turned off.
- **Disable all macros with notification.** If you select this radio button, macros will be disabled, but security alerts will appear if there are macros in a file. It lets you enable macros in Excel depending on the source.

- **Disable all macros except digitally signed macros.** In this case, macros are turned off, security alerts appear and digitally signed by a trusted publisher macros run. If you have not trusted the publisher, you are offered to enable the signed macro and trust the publisher.
- **Enable all macros (not recommended, potentially dangerous code can run)**. All macros run without warning. Please note that this setting makes your computer open to viruses.
- **Trust access to the VBA project object model.** This checkbox forbids or allows programmatic access to the Visual Basic for Applications (VBA) object model from an automation client. This security setting is for the code that computerizes an Office program and manipulates VBA environment and object model. For automation clients to access the VBA object model, the user running the code must grant access. You need to tick the check box to give access.