

PeopleSoft Training Document

Financials 9.2

Cost Centre Managers

Income and Expenditure Reports using nVision Drilldown

| | |
|------------------------------------|--|
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| Process Area | |
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Who needs to know this?

NVision provides Users the ability to review detailed transactions underpinning the reports that are produced each month, for example: Income Statements; Project Reporting; Financial updates.


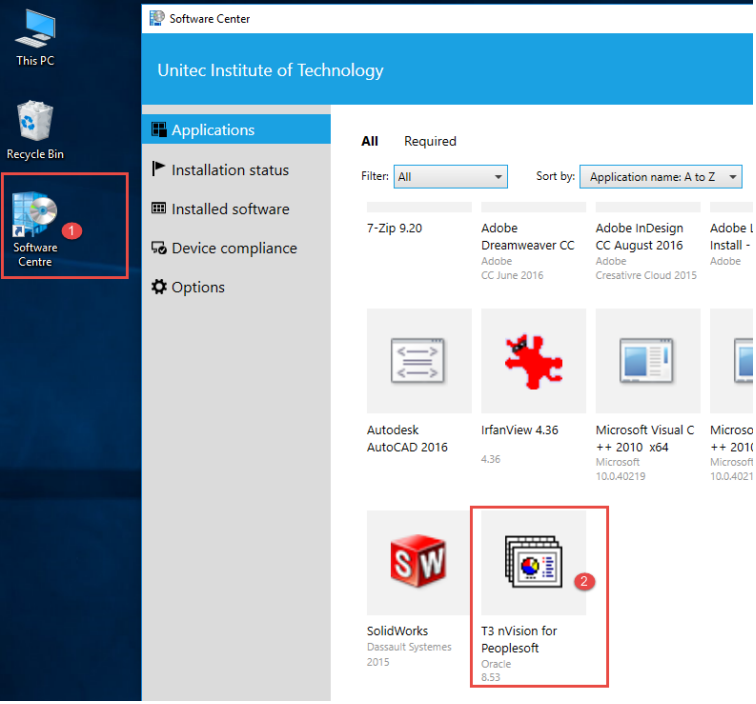
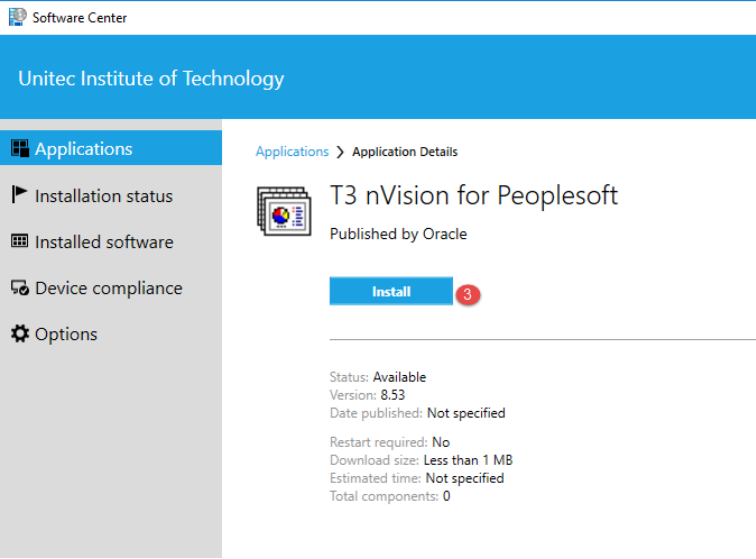
This provides Users the ability to “drill down” and review their results as if they are within the PeopleSoft Module, providing better visibility in determining if any journals are required to be made and enabling the understanding and reporting of performance.

If you are a Cost Centre Manager, who uses nVision for your reports, drilldown functionality changes.

Setup

In order to access your reports, you need to set up nVision as a Web Based application in PeopleSoft.

| STEP | ACTION |
|--------|---|
| Setup: | Add in T3 nVision for PeopleSoft application Note: This is a once only task to install the Add-Ins 'Drill' onto your PC. |

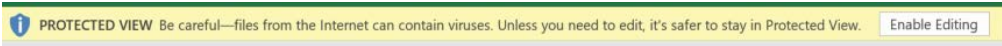
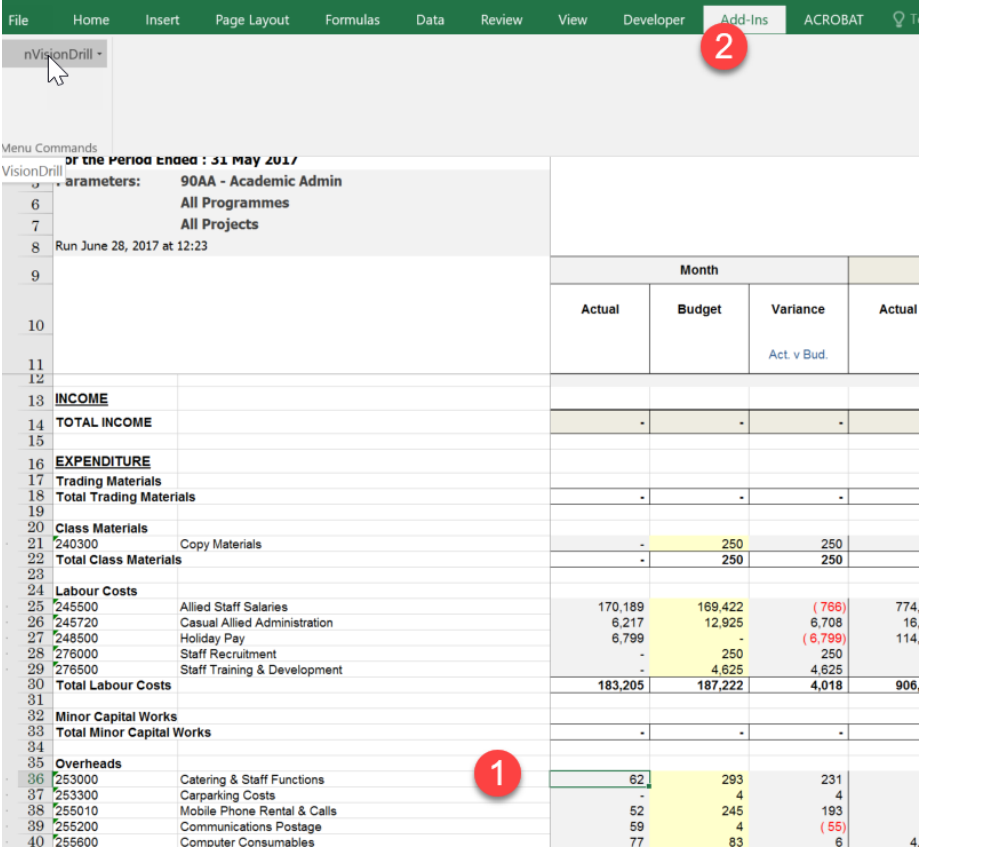
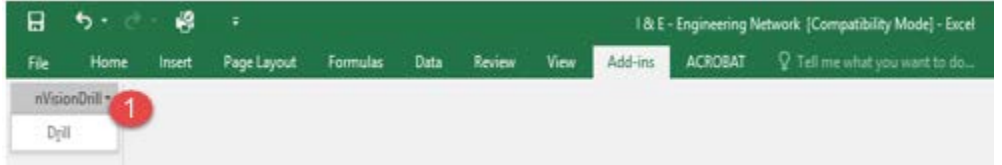
| STEP | ACTION |
|---|--|
| <ol style="list-style-type: none"> 1. Select Software Centre from the Desktop 2. Select T3 nVision for PeopleSoft icon 3. Select the Install button |    <p>The first screenshot shows the Windows desktop with the 'Software Centre' icon highlighted by a red box and a red circle with the number 1. The second screenshot shows the 'Software Center' application window with the 'T3 nVision for Peoplesoft' application highlighted by a red box and a red circle with the number 2. The third screenshot shows the 'T3 nVision for Peoplesoft' application details page with the 'Install' button highlighted by a red box and a red circle with the number 3.</p> |

Re-boot your computer after installing this and before trying to access drilldown add-in in Excel

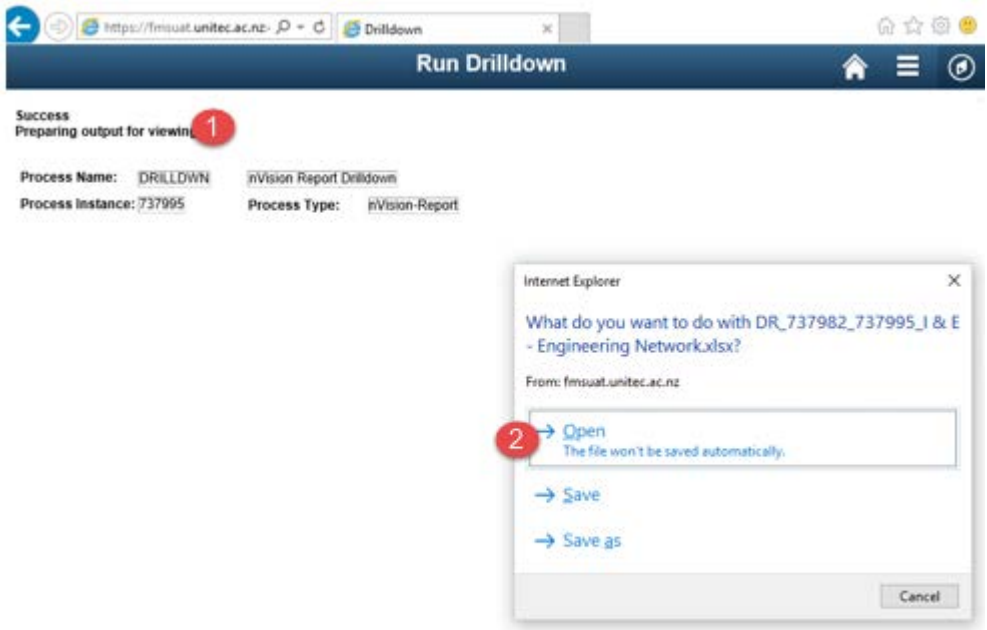
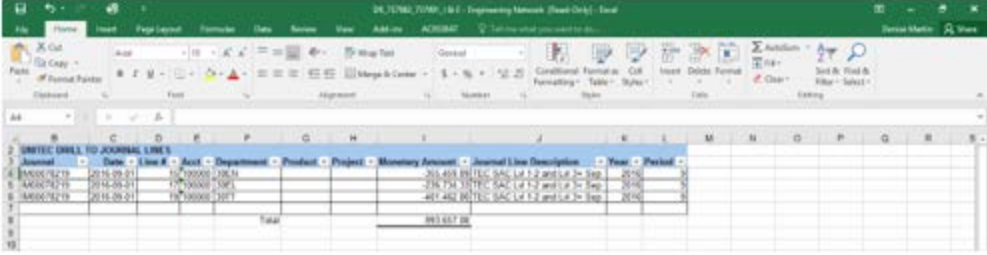
Using nVision reports

Objective

Steps for Cost Centre Managers to access reports

| STEPS | ACTIONS |
|--|---|
| Open Excel | Locate and open the Excel Report from the H: drive, for example – H:\4. Non-Academic Services\Finance\Reports\Management\ ... |
| Enable Editing |  |
| <ol style="list-style-type: none"> Click on a value to be drilled Select Add-Ins Tab |  <p>The screenshot shows the nVisionDrill menu with the following options: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Add-Ins, ACROBAT, and Tell me what you want to do... The 'Add-Ins' tab is selected. The nVisionDrill menu is open, showing the 'Drill' option highlighted with a red circle and the number 1.</p> |
| <ol style="list-style-type: none"> Select Drill from the nVisionDrill option list |  <p>The screenshot shows the nVisionDrill menu with the 'Drill' option selected. A red circle with the number 1 is next to the 'Drill' option.</p> |

| STEPS | ACTIONS |
|--|--|
| <div data-bbox="220 286 389 407" data-label="Image"> </div> | <p data-bbox="483 280 1477 347">When you select the first drill down, you will need to log into PeopleSoft, using your PeopleSoft username and password.</p> <div data-bbox="491 387 1198 759" data-label="Form"> <p>The first image shows a 'Secure Logon for Unitec' form with fields for Username and Password, a Logon button, and a 'Forgot Password?' link. The second image shows the Oracle PeopleSoft login page with fields for User ID, Password, and a language dropdown, along with a Sign In button.</p> </div> <p data-bbox="483 799 1490 866">For second and subsequent drill options, within the same session, you will already be logged in.</p> |
| <p data-bbox="209 884 411 1019">1. Select the required Run Drilldown button</p> | <div data-bbox="486 884 1485 1547" data-label="Form"> <p>The screenshot shows the 'Run Drilldown' interface. At the top, there's a header 'Run Drilldown'. Below it, there are fields for 'Report Instance: 737982_369853', 'Row: 14', and 'Column: 5'. A dropdown menu for '*Type:' is set to 'Window'. Below this is a table titled 'Available Drilldown Layouts' with columns 'Description', '* Server Name', and 'Run Drilldown'. The table lists several layouts like 'AP Detail', 'Direct Journal Lines', 'Account by Department', 'Billing Lines', 'Department by Period', 'Journal Lines', and 'Journal lines excl Capitalisat', each with a 'PSNT' server name and a 'Run Drilldown' button. A red circle with the number '1' highlights the 'Run Drilldown' button for 'Journal Lines'.</p> </div> |

| STEPS | ACTIONS |
|--|---|
| <p>1. Process run to Success</p> <p>“Wait for the What do you want to do...?” window</p> <p>2. Open the file</p> |  <p>The screenshot shows a web browser window titled 'Run Drilldown' with the URL 'https://fmsuat.unitec.ac.nz/'. The page displays a success message: 'Success Preparing output for viewing'. Below this, it shows 'Process Name: DRILLDOWN', 'Process Instance: 737995', and 'Process Type: nVision-Report'. A red circle with the number '1' highlights the success message. An Internet Explorer dialog box is open, asking 'What do you want to do with DR_737982_737995_I & E - Engineering Network.xlsx?'. The dialog box has three options: 'Open', 'Save', and 'Save as'. A red circle with the number '2' highlights the 'Open' button. The 'Open' button has a tooltip that says 'The file won't be saved automatically.'.</p> |
| <p>Excel opens with Drill Details</p> |  <p>The screenshot shows an Excel spreadsheet titled 'DR_737982_737995_I & E - Engineering Network (Sheet1)'. The spreadsheet has a table with columns: 'Journal', 'Date', 'Line #', 'Acct', 'Department', 'Product', 'Project', 'Monetary Amount', 'Journal Line Description', 'Year', and 'Period'. The data is organized into a table with 10 rows. The first row is a header row. The second row is a sub-total row. The third row is a total row. The fourth row is a grand total row. The fifth row is a blank row. The sixth row is a blank row. The seventh row is a blank row. The eighth row is a blank row. The ninth row is a blank row. The tenth row is a blank row. The total monetary amount is 393,637.00.</p> |

Description of Different Drill Types

Journal Lines

Show all transactions for the given period(s) against the chosen account or set of accounts (eg income accounts).

| | B | C | D | E | F | G | H | I | J | K | L |
|----|-------------------------------|------------|--------|--------|------------|---------|---------|-----------------|------------------------------|------|--------|
| 2 | UNITEC DRILL TO JOURNAL LINES | | | | | | | | | | |
| 3 | Journal | Date | Line # | Acct | Department | Product | Project | Monetary Amount | Journal Line Description | Year | Period |
| 4 | 0000075700 | 2016-03-31 | 1 | 100000 | 20AF | | | -112,683.53 | Bulk Funding Mar16 | 2016 | 3 |
| 5 | IM00075371 | 2016-02-29 | 6 | 110001 | 20AF | | | 86,730.03 | Smooth Tuition Fees Feb 2016 | 2016 | 2 |
| 6 | IM00075505 | 2016-02-29 | 1 | 111001 | 20AF | | | 490,860.97 | Advance Tuition Fees 1162 | 2016 | 2 |
| 7 | IM00075372 | 2016-02-29 | 1 | 111001 | 20AF | | | 371,895.36 | Smooth Int'l Fees Feb 2016 | 2016 | 2 |
| 8 | SF00078404 | 2016-10-18 | 78 | 262002 | 20AF | BBS | | 0.00 | Student Financials Interface | 2016 | 10 |
| 9 | SF00078382 | 2016-10-17 | 278 | 191500 | 20AF | NZDB | | 0.00 | Student Financials Interface | 2016 | 10 |
| 10 | SF00078382 | 2016-10-17 | 264 | 110000 | 20AF | NZDB | | -167.91 | Student Financials Interface | 2016 | 10 |
| 11 | IM00078594 | 2016-10-31 | 516 | 110001 | 20AF | COP | | 1,528.29 | FIA Tuition Oct 16 | 2016 | 10 |
| 12 | IM00078594 | 2016-10-31 | 505 | 110001 | 20AF | CFSTW | | 3,782.31 | FIA Tuition Oct 16 | 2016 | 10 |
| 13 | IM00078594 | 2016-10-31 | 494 | 110001 | 20AF | CBUSI | | 6,005.64 | FIA Tuition Oct 16 | 2016 | 10 |
| 14 | IM00078594 | 2016-10-31 | 483 | 110001 | 20AF | CBAC3 | | 9,192.12 | FIA Tuition Oct 16 | 2016 | 10 |
| 15 | IM00078594 | 2016-10-31 | 445 | 110001 | 20AF | BSPT | | 125.58 | FIA Tuition Oct 16 | 2016 | 10 |
| 16 | IM00078594 | 2016-10-31 | 334 | 110001 | 20AF | BDVA | | 125.58 | FIA Tuition Oct 16 | 2016 | 10 |
| 17 | IM00078594 | 2016-10-31 | 223 | 110001 | 20AF | BCS | | 61.80 | FIA Tuition Oct 16 | 2016 | 10 |
| 18 | IM00078594 | 2016-10-31 | 215 | 111001 | 20AF | SACP7 | | 1,662.69 | FIA Tuition Oct 16 | 2016 | 10 |
| 19 | IM00078594 | 2016-10-31 | 214 | 111001 | 20AF | SACP3 | | 1,718.24 | FIA Tuition Oct 16 | 2016 | 10 |
| 20 | IM00078594 | 2016-10-31 | 213 | 111001 | 20AF | SACOP | | 783.47 | FIA Tuition Oct 16 | 2016 | 10 |
| 21 | IM00078594 | 2016-10-31 | 211 | 111001 | 20AF | NZDB | | 48,696.48 | FIA Tuition Oct 16 | 2016 | 10 |

AP Detail

Provide additional information for Accounts Payable transactions for the chosen account(s) (expenditure accounts).

| UNITEC DRILL TO PAYABLES LINES | | | | | | | | | | | | | | | | | | |
|--------------------------------|------------|------------|----------|---------|--------|---------|---------|---------|-----------------|-----------------------------------|--------------|------------|------------------------|------|-----|-----------------------------|---------------------------------|-----------|
| AP Unit | Journal ID | Voucher | Line | Account | Dept | Product | Project | Program | Monetary Amount | Description | Invoice # | Vendor ID | Vendor Name | Year | Per | Purchase Order Po Reference | Buyer | |
| 11 | UNITEC | APL0074602 | 05458943 | 1 | 245300 | 20MA | | | 1,050.00 | Richard Harford (NCRL) 2015 CFS | 303 | 0000024401 | Richard Harford | 2016 | 2 | 0000244384 | Richard Harford (NCRL) 2015 CFS | RODRIGUEZ |
| 12 | UNITEC | APL0074307 | 05411411 | 1 | 245300 | 20MA | | | 450.00 | Contract for Service: Ross Vn | 00185 | 0000017800 | Ross Vn | 2016 | 4 | 0000247669 | | L COB LTT |
| 13 | UNITEC | APL0074307 | 05407792 | 1 | 245300 | 20AF | | | 600.00 | Rosemary Leathers services | Invoice 0004 | 0000026454 | Rosemary Leathers | 2016 | 1 | 0000265001 | RR-Rosemary Leathers Services | ADONIS |
| 14 | UNITEC | APL0074472 | 05408090 | 1 | 245300 | 20AF | | | 4,600.00 | Rose-Assigning marketing ACTV62 | 00581 | 0000026476 | Rose Management Ltd | 2016 | 1 | 0000265040 | RR-Rose Extra Services | ADONIS |
| 15 | UNITEC | APL0074877 | 05409619 | 1 | 245300 | 20AF | | | 2,300.00 | Advertising services for Sept 1-2 | 1114 | 0000027210 | Financial Pictures Ltd | 2016 | 2 | 0000266215 | RR-Leathers Services R Leathers | ADONIS |
| 16 | UNITEC | APL0076444 | 05421316 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 10/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 10 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 17 | UNITEC | APL0077780 | 05418088 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 8/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 10 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 18 | UNITEC | APL0077780 | 05417127 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 5/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 7 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 19 | UNITEC | APL0076877 | 05415293 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 6/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 6 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 20 | UNITEC | APL0076877 | 05413889 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 3/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 3 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 21 | UNITEC | APL0076160 | 05413558 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 4/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 4 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 22 | UNITEC | APL0076160 | 05413588 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 4/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 5 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 23 | UNITEC | APL0076160 | 05413558 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 4/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 5 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 24 | UNITEC | APL0076160 | 05413588 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 3/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 4 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |
| 25 | UNITEC | APL0076160 | 05413588 | 1 | 245300 | 20MA | | | 5,416.60 | Contract for Service 2016 for | 3/2016 | 0000035509 | Agora Consultancy Ltd | 2016 | 4 | 0000265809 | CFS for Mary Lim 2016 | MCHUD |

Billing Lines

Provide additional information for the chosen account(s) where Unitec has invoiced outside parties (income accounts).

| | B | C | D | E | F | G | H | I | J | K |
|----|-------------------------------|--------|----------|------|---------|---------|---------|----------|-----------------|------------------------------|
| 3 | UNITEC DRILL TO BILLING LINES | | | | | | | | | |
| 4 | Current Year | | | | | | | | | |
| 5 | Name | Period | Invoice | Dept | Account | Product | Project | InvDescr | Monetary Amount | InvText |
| 6 | IBM New Zealand Limited | 12 | AC016564 | 20CG | 197700 | | | | -50,000.00 | Scholarship Funding for 2015 |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | -50,000.00 | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |

Direct Journal Lines

Provide additional information for the chosen account(s) where outside parties have paid direct into Unitec's bank account (income accounts).

| | B | C | D | E | F | G | H | I | J |
|----|--------------------------------------|-----|------|---------|------|---------|------------|-------------------------|------------|
| 3 | UNITEC DRILL TO DIRECT JOURNAL LINES | | | | | | | | |
| 4 | Current Year | | | | | | | | |
| 5 | Deposit ID | Mth | Dept | Account | Prod | Proj | Line Ref | Line Description | Amot |
| 6 | 050/BP160225 | 2 | 20PS | 170000 | | PA12001 | BS25/02/16 | SOMERVILLE RYAN | -260.87 |
| 7 | 050/BP160628 | 6 | 20PS | 170000 | | PA12001 | BS28/06/16 | CHARVELMATIU | -104.35 |
| 8 | 050/BP160628A | 9 | 20PS | 170000 | | PA12001 | BS28/06/16 | CHARVELMATIU | 104.35 |
| 9 | 050/BP160704 | 7 | 20PS | 170000 | | PA12001 | BS04/07/16 | CARLA HARRE | -104.35 |
| 10 | 050/BP160704 | 7 | 20PS | 170000 | | PA12001 | BS04/07/16 | NICHOLA NIEM | -104.35 |
| 11 | 050/DC160226 | 2 | 20PS | 170000 | | PA12001 | BS26/02/16 | AQUINAS COLL | -260.87 |
| 12 | 050/DC160414 | 4 | 20MA | 170000 | | OT15001 | BS14/04/16 | ATEED GRANT | -10,000.00 |
| 13 | 050/DC160520 | 5 | 20PS | 170000 | | PA12001 | BS20/05/16 | DOKTER ST PAULS COLLEGE | -260.87 |
| 14 | 050/DC160607 | 6 | 20PS | 170000 | | PA12001 | BS07/06/16 | DECK TOBY | -156.52 |
| 15 | 050/DC160616 | 6 | 20PS | 170000 | | PA12001 | BS16/06/16 | PHEBE MANDER | -104.35 |
| 16 | 050/DC160620 | 6 | 20PS | 170000 | | PA12001 | BS20/06/16 | AIMEE MOULTO | -260.87 |
| 17 | 050/DC160620 | 6 | 20PS | 170000 | | PA12001 | BS20/06/16 | IOKA | -260.87 |
| 18 | 050/DC160705 | 7 | 20PS | 170000 | | PA12001 | BS05/07/16 | ITICKET s10606p46 | -313.85 |
| 19 | 050/DC160920 | 9 | 20PS | 170000 | | PA06130 | BS20/09/16 | ITICKET AWAY | -603.94 |
| 20 | 050/DC160920 | 9 | 20PS | 170000 | | PA06130 | BS20/09/16 | ITICKET BLACKROCK | -884.43 |
| 21 | 050/DC160927 | 9 | 20PS | 170000 | | PA06130 | BS27/09/16 | ITICKET | -1,293.53 |

Account by Department

Show amounts against the chosen set of accounts and departments.
Is a summary by Account and Department- no filtering available.

| | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|-----------------------------------|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-------|------------|---|---|
| 2 | Breakdown by Account & Department | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | Account | Description | 20AF | 20CO | 20DE | 20ID | 20MA | 20PS | 21BP | 21CI | Amount | | |
| 6 | 100000 | Bulk Funding | 1,055,106 | 520,291 | 1,431,539 | 678,089 | 1,859,277 | 2,130,303 | 0 | 0 | 7,674,605 | | |
| 7 | 105000 | TEC Youth Guarantee Funding | 9,500 | 1,188 | 0 | 0 | 0 | 0 | 0 | 0 | 10,688 | | |
| 8 | 110000 | Tuition Fee Standard | 904,024 | 443,429 | 929,868 | 471,725 | 1,304,718 | 2,060,426 | 0 | 0 | 6,114,190 | | |
| 9 | 110001 | Tuition Fee Standard-FIA | (84,478) | (36,732) | (105,912) | (39,939) | (130,470) | (203,433) | 0 | 0 | (600,964) | | |
| 10 | 110100 | Enrolment Fee | 2,009 | 91 | 365 | 0 | 91 | 548 | 0 | 0 | 3,104 | | |
| 11 | 111000 | International Student Fees | 4,161,753 | 668,539 | 388,647 | 244,405 | 3,005,563 | 447,958 | 0 | 0 | 8,916,864 | | |
| 12 | 111001 | International Student Fees-FIA | (331,854) | (44,438) | (41,000) | (23,996) | (312,209) | (39,290) | 0 | 0 | (792,787) | | |
| 13 | 115000 | Fee Premiums | 0 | 0 | 0 | 0 | 5,448 | 0 | 0 | 0 | 5,448 | | |
| 14 | 115500 | Self Funding Fees | 435 | 3,043 | 435 | 0 | 31,751 | 3,043 | 0 | 0 | 38,708 | | |
| 15 | 170000 | Project Income | 192,861 | 0 | 0 | 0 | 19,435 | 18,783 | (29,618) | 0 | 201,461 | | |
| 16 | 170010 | Conference Registration | 0 | 0 | (778) | 0 | 0 | 0 | 0 | 0 | (778) | | |
| 17 | 191000 | Facility Hireage | 0 | 0 | 0 | 0 | 0 | 2,165 | 0 | 0 | 2,165 | | |
| 18 | 191500 | Exam Fees Charge | 1,924 | 437 | 0 | 0 | 6,817 | 0 | 0 | 0 | 9,178 | | |
| 19 | 198000 | Sundry Income | 1,95 | 1,304 | 7,734 | 13 | 522 | 4,080 | 5,148 | 4,945 | 23,941 | | |
| 20 | 262002 | Student Fee Discount | (18,503) | (3,815) | (10,904) | 0 | (8,923) | (3,511) | 0 | 0 | (45,656) | | |
| 21 | | Income | 5,892,972 | 1,553,338 | 2,599,994 | 1,330,296 | 5,782,019 | 4,421,072 | (24,471) | 4,945 | 21,560,166 | | |

Department by Period

Show amounts for departments and periods for the chosen account(s).
Is a summary by Department and Period - no filtering available.

| | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|----------------------------------|-------------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|---|---|
| 2 | Breakdown by Department & Period | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | Department | Description | 2016-1 | 2016-2 | 2016-3 | 2016-4 | 2016-5 | 2016-6 | 2016-7 | 2016-8 | 2016-9 | 2016-10 | Amount | | |
| 6 | 20AF | Accounting and Finance | 89,546 | (101,617) | 1,056,293 | 727,456 | 863,978 | 791,205 | 311,570 | 564,668 | 886,006 | 703,865 | 5,892,972 | | |
| 7 | 20CO | Communication Studies | (2,667) | 8,020 | 334,536 | 180,703 | 246,728 | 245,854 | 58,472 | 150,322 | 159,528 | 171,940 | 1,553,338 | | |
| 8 | 20DE | Design and Contemporary Arts | (17,286) | 86,526 | 304,123 | 380,125 | 316,240 | 350,220 | 201,569 | 276,003 | 343,282 | 359,053 | 2,599,994 | | |
| 9 | 20ID | Interdisciplinary Studies CIB | 37,433 | (12,650) | 211,343 | 184,825 | 205,497 | 184,495 | 60,023 | 141,916 | 165,844 | 151,582 | 1,330,296 | | |
| 10 | 20MA | Management and Marketing | 74,007 | 92,158 | 970,731 | 514,845 | 833,638 | 867,341 | 193,140 | 760,163 | 728,831 | 741,106 | 5,782,019 | | |
| 11 | 20PS | Performing & Screen Arts | 13,591 | 14,130 | 554,404 | 705,611 | 632,434 | 617,752 | 458,622 | 264,060 | 570,760 | 589,707 | 4,421,072 | | |
| 12 | 21BP | Business Practice | 0 | 0 | 0 | 0 | 0 | 0 | 5,148 | 0 | (29,618) | 0 | (24,471) | | |
| 13 | 21CI | Creative Industries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,945 | 4,945 | | |
| 14 | | Business & Enterprise | 194,624 | 86,558 | 3,431,430 | 2,693,564 | 3,098,576 | 3,056,867 | 1,294,643 | 2,157,132 | 2,824,634 | 2,722,139 | 21,560,166 | | |