

PeopleSoft Training Document

Financials 9.2

Cost Centre Managers

Income and Expenditure Reports using nVision Drilldown

Functional Area	
Process Area	
Processes covered in this document	1.1.1 Who needs to know
	1.1.2 Using nVision Reports
	1.1.3 Description of Different Drill Types
Process Map Reference	Unitec Processes 9.2

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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.

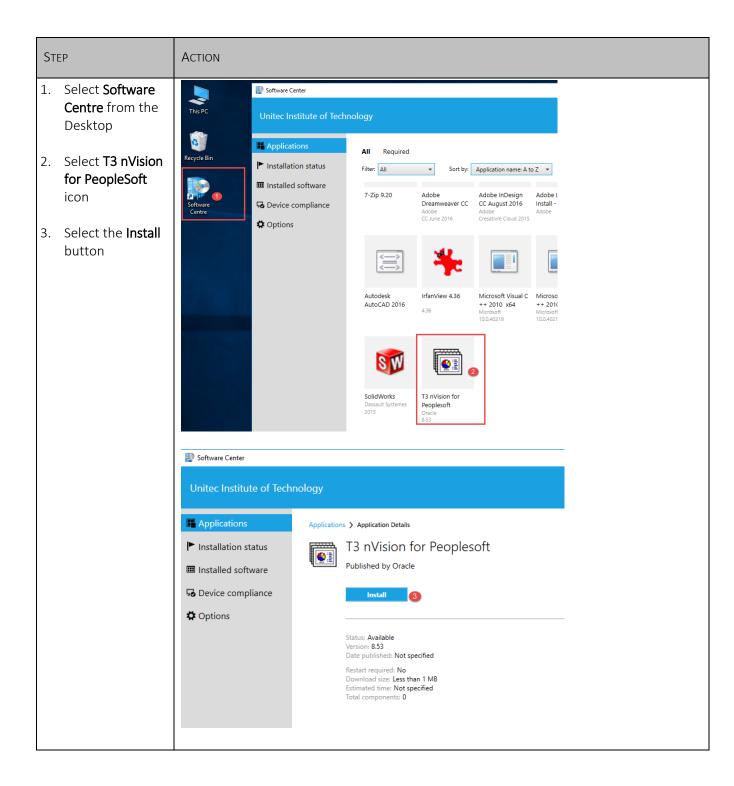
This provides Users the ability to "drill down" and review their results as if they are within the PeopleSoft Module, providing better visibility in determining if any journals are required to be made and enabling the understanding and reporting of performance.

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 onto your PC.

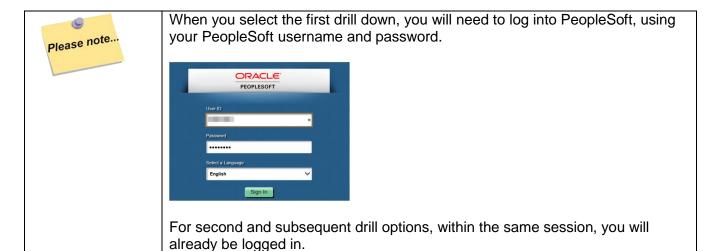


Re-boot your computer after installing this and before trying to access drilldown add-in in Excel

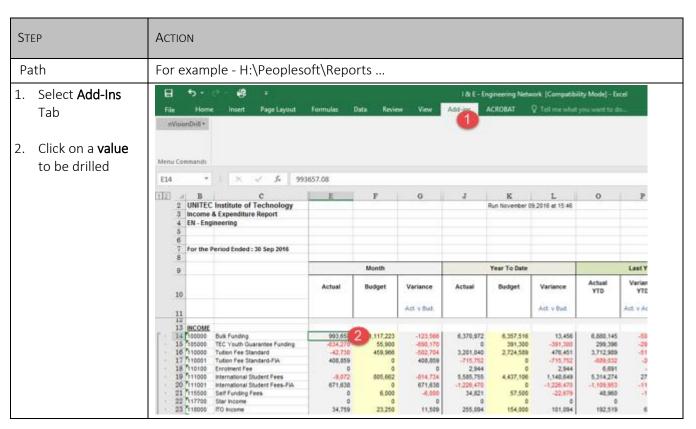
Using nVision reports Objective

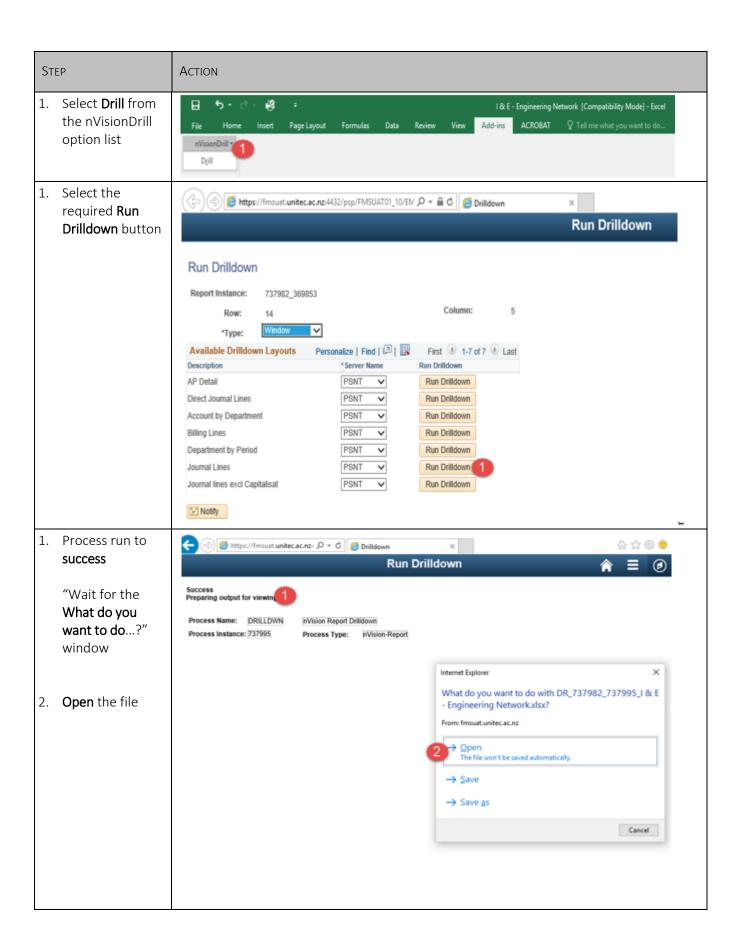
Steps for Cost Centre Managers to access reports

Using nVision Drilldown – using the Web nVision Interface



Locate and open the Excel Report -



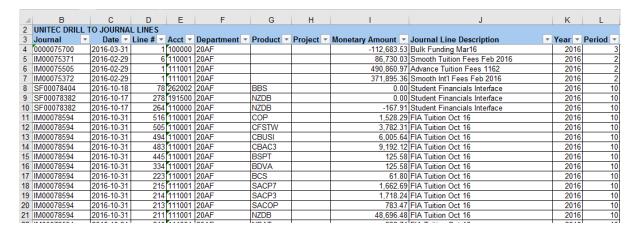


STEP	ACTION
Excel opens with Drill Details	Delification Deli
	Description

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).



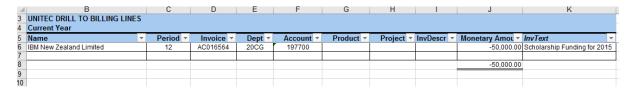
AP Detail

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



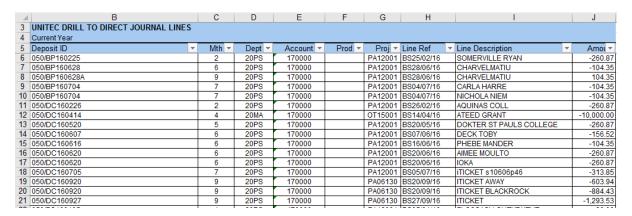
Billing Lines

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



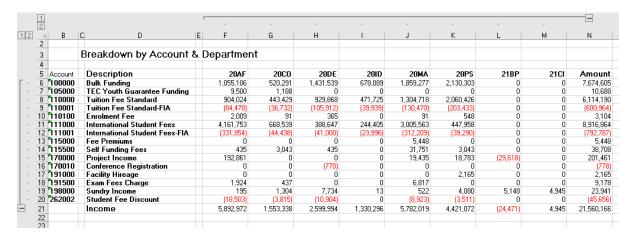
Direct Journal Lines

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



Account by Department

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



Department by Period

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

