UNIVERSITY OF ALBERTA
INTEGRATED FINANCE SERVICES

FINANCIAL REPORTING QUICK GUIDE

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1. Overview of Financial Reporting

Financial reporting fulfills the need for an organization to have timely, accurate financial data available to staff in finance and non-finance roles encompassing a wide range of institutional responsibilities. The development of effective financial reporting goes beyond ensuring consistency with accepted accounting principles and required reporting regulations. A formalized, integrated financial reporting strategy needs to effectively communicate financial data to numerous external and internal stakeholders while responding to internal needs that may need to be tailored to individual faculty or unit requirements. The University of Alberta is in the process of developing an integrated financial reporting strategy to meet this goal.

An inventory and overview of available financial reporting software and tools is an important first step toward developing an integrated financial reporting strategy. Creating this inventory is timely because new tools have become available (Tableau and uPlan) in recent years. The following guide provides a general overview along with detailed information on key reports delivered through the various reporting systems.

The following document is essential reading for new employees and new PeopleSoft users:

- PeopleSoft 101 Training Guide

The following link provides detailed instructions on the use of various components or applications within PeopleSoft:

- UPK Training Modules

2. Reporting Tools Overview

PeopleSoft Financials 9.1 – nVision

nVision is a reporting tool for the analysis of real-time (posted) financial data that selects specific data from PeopleSoft ledgers, trees and queries to produce formatted reports in an Excel spreadsheet that include the ability to drill down to additional detail. Multiple PeopleSoft ledgers or queries are used to create nVision reports, and reports contain all transactions posted as of the reporting date. nVision reports can be scheduled as well as being run on demand. These reports have been developed and refined over time to provide financial data required to meet changing institutional needs. Several basic reports are automatically created at the institutional, central unit/faculty or department level, and all other reports need to be requested using the *nVision Report Form*. It is possible to drilldown to additional transaction detail on cells with totals and subtotals.

Key nVision Reports

The following links provide an overview of the reporting tool and key reports. For further detailed information and other key links:

- Chapter 5: Reporting Available Reports, Guide to Financial Management
- nVision Report Addition / Deletion / Maintenance Form

Detailed instructions on how to run nVision reports is included in the PeopleSoft section of UPK training:

- UPK PeopleSoft Training

Report	Name	**Use**	**Data**	**Other Information**
Operating Fund Reports (Funds 100, 210, 310)				
FSGLV12	Statement of Revenue, Expenditure, and Encumbrance vs Budget for the following Funds: - 100 Central Institutional - 210 Operating - 310 Ancillary Enterprises	- Review and analyze actual operating financial activity, verify transactions and review budget journals and variances	Detail available for revenue and expenditure accounts subtotaled by account category: - Current month actual revenue and expenditure - Original and revised budget - Year-to-date budget	Available for chartfield combinations: - Fund and department roll-up – FSGLV12_FP_DN - Fund, department rollup, and program – FSGLV12_FP_DN_PD - Fund, department rollup, and program rollup – FSGLV12_FD_DN_PN - Fund and department – FSGLV12_FP_DD - Fund, department and program – FSGLV12_FD_DD_PD - Fund, department,

Report	Name	**Use**	**Data**	**Other Information**
			transfers - Year-to-date actual revenue and expenditure - Year-to-date purchase order (PO) commitments - Budget variances - Prior year-to-date actuals - Total year actuals	program and class – FSGLV12_FD_DD_PD_CD
FSGLV25	Program Budget vs Actual Summary	Review and compare activity for all programs in a faculty, central unit or department, including actual transactions, PO commitments and budget journals (Fund 210 only)	Detail available for each program: - Annual budget (if applicable) - Current month actual revenue and expenditure - Year-to-date actual revenue and expenditure - Net revenue and expenditure - Current purchase order commitments - Available funds	Available for chartfield combinations: - Fund and department roll-up - Fund and department
FSGLV12V	Variance Against Budget	Year-end operating budget amount (variance) that will carry forward to the next fiscal year	Summarizes actual operating revenue and expenditure, and budget activity for all	

Report	Name	Use	Data	Other Information
		for faculties and central units with financial activity in fund 210, which could be a positive or negative amount.	departments within a faculty or central unit by department ID. The FSV12V report contains detail on the operating variance.	
Research (Fund 330, 53X, 540) and Endowment (Fund Exxxx) Reports				
FSGLV10	Summary of Research Projects Award (Budget) and Expenditure for Funds: - 330 Research Operating - 53X and 540 Sponsored Research	- Review award (budget), actual expenditures, funds available and purchase order (PO) commitments for research projects in a department, faculty/unit, or all research projects at the University - Sort by project status to identify active projects - Sort and review projects by project manager	Click on the buttons in the top left corner to access the following reports: - projects overexpended before PO commitments - projects overexpended after PO commitments - projects with funds available by upcoming end dates	
FSGLV16	Statement of Endowment Principal, Revenue, Expenditure,	Provides endowment revenue, expenditure, PO	Principal: - Opening balance - Year-to-date contributions	An FSGLV28A report (Endowment Spending and Principal for 10 Years) is available for each endowment to review

Report	Name	Use	Data	Other Information
	and Encumbrance	commitment activity (encumbrance) and principal by department or central unit/faculty rollup. Use to monitor endowment fund growth by verifying contributions to endowment principal, and manage spending from endowments by confirming available endowment spending amounts against actual expenditures and PO commitment activity.	- Closing balance Spending: - Opening balance - Year-to-date actual endowment spending allocation, other revenue, expenditure and capitalization - Net revenue, expenditure, and recapitalization - Current PO commitments - Closing balance	endowment activity/trends over ten years, and total actual revenue and expenditure by category for ten years

Other nVision Reports

Report	Name	Use	Data
FSGLV41A	Research Contributions by Faculty (University-wide) for Funds: - 330 Research Operating - 53XSponsored Research - Research endowments	Review and compare total research contributions received by all faculties and central units (including department detail) from the prior fiscal year to the current fiscal year by sponsor category.	Provides an overview of all research contributions received by the University by sponsor category for all faculties and central units, including department detail, for all research funds.
FSGLV68		Summarizes all actual financial activity for a faculty	- Current year revenue and expenditure budgets for fund 210

Report	Name	Use	Data
		or central unit by fund, including budget activity for fund 210. The FSGLV68 report provides an overview of all revenue and expenditure activity in each fund to enable comparisons across funds.	- Year-to-date actual opening balance, revenue, expenditure, deferred contributions/recapitalizations, surplus/deficit for each fund - Endowment spending activity - Endowment principal activity
FSGLV80B	Scholarship Endowment Principal and Spending Summary Administered by Student Awards for a Faculty	Review principal and spending activity on endowments for undergraduate scholarships held by Student Awards for a Faculty.	The following data is available for each endowment fund for undergraduate scholarships: Principal: - Opening balance - Year-to-date contributions - Closing balance Spending: - Opening balance - Year-to-date actual endowment spending allocation, other revenue, - expenditure and recapitalization - Current purchase order commitments - Closing balance
RSGLVICR		This report provides detail on year-to-date indirect costs for individual departments, sponsors, or principal investigators within a faculty of central unit. In central units or faculties that distribute ICR to departments or individual investigators, this report can be used to calculate the actual amount to distribute.	The Research Indirect Cost Recovery Credit Activity Report has information on the general ledger account TC0065 credits received by a faculty or central unit for indirect cost recovery (ICR) by project.

nVision Drill

nVision reports include the ability to drill down to get additional transactional detail. Drills are run directly from cells in nVision Excel reports containing summary detail (totals and subtotals) by opening the 'Add Ins' tab in the Excel menu, and choosing 'nVisionDrill', 'Drill'. A 'Run Drilldown page' will open with a description of available drilldowns. Detail available in nVision drills can also be run in queries that target specific data defined by the user. Drills on salary accounts return payment amounts only with no details on employees. Salary detail with employee information is available in salary expenditure reports in Human Capital Management (HCM).

Key nVision Drills

Drill	Data
Journal Lines	Drill on a cell with a total or subtotal to get general ledger journal detail by chartfield string and date for all transactions that make up the amount in that cell. A journal line drill identifies the PeopleSoft source module (AP, AR, BIL, EX, CASH), but it doesn't provide detailed information from the source module.
Budget	Drill on budget totals and subtotals in nVision reports with budgeted funds to get additional transaction information.
Transaction Detail	Drill on a cell with a total or subtotal to get detailed information on general ledger journal transactions from PeopleSoft source modules in addition to chartfield string and date for all transactions that make up that cell. Examples of additional detail provided by this drill are vendor name and number for accounts payable transactions (from the accounts payable module), and claimant name and a detailed description of expenses entered in travel and expense claims (from the travel and expense module). This drill is only available for the current and previous fiscal years.
PO Encumbrance	Drill on a cell with a Purchase Order (PO) encumbrance (commitment) total or subtotal to get purchase order detail on goods or services that have been ordered but not received or invoiced. A PO encumbrance is a commitment of funds for goods or services that will become an actual expenditure after the invoice is paid and the transaction posted.

Human Capital Management (HCM) Salary and Benefit Reports

HCM is the University's human resources management system. Payroll account detail in nVision drills and queries contain payment amounts with no employee details. Payment detail with confidential employee information is available in HCM salary and benefit, and remuneration reports.

HCM Reports

Report	Name	Data
ZHRE075	Salary and Benefit Expenditure	Provides a list of actual expenditures with employee detail. This report can span fiscal years based on a user specified date range. For each employee the Pay Group, Position Type, Earnings, Tax, Deduction (ETD) Code, Earnings Hours, Earnings/Deduction Amount, and Chartfields are displayed. Reports can be run by employee, department, combination code or speed code.
ZHRE079	Remuneration	Provides employee base salary, job earnings distribution and additional pay as of a specific date
ZHRE080	Salary and Benefit Forecast	Provides a forecast of payments to employees including actual payments to date as well as salary commitments (forecasts) for a user specified date. Provides detail on employee Pay Group, Position Type, Earnings, Tax, Deduction (ETD) Code, Actual earnings amount, Actual Benefit amount, Committed Earnings, Committed Benefits, and Chartfields

Research Project Reporting Tools

Researcher Home Page

Researcher Home Page is a self-serve online grant management tool for researchers and administrators accessed with a University of Alberta CCID. Researchers and administrators have access to active projects and pending applications and proposals. Researcher Home Page is a self-management tool designed to empower researchers to easily handle tasks related to their grants, and keep track of their research spending and obligations, enabling them to be more self-sufficient and in control of their funding. Researchers and administrators can use the Researcher Home Page to:

- **Request new** research projects;
- **Request changes** to current projects:
    - Changes to project **end dates**;
    - Changes to **award amounts**;

- Changes to project holder;
- Changes to project funder (or sponsor);

- **Request transfers** of research funds to co-investigators at other institutions;
- **Easily monitor the progress** of new research proposal and amendment requests as the various stages of processing are completed by the RSO (completion of each stage is displayed in a clear "life cycle" diagram);
- **View advice notices** from the RSO;
- **Easily track** project **spending** and **commitments**;
- **Request authorization** of temporary **over-expenditures**; and
- **Run financial reports** that can be saved as PDFs for their records

Additional information including the Guide to Researcher Home can be found here:

- Research Services Office

eTRAC

eTRAC is used by researchers and special purpose project holders and research financial administrators to review detailed financial and budget information on restricted research projects, including PO and salary commitments. Projects to be reviewed are selected on the eTRAC home page by choosing criteria to search for a specific project or group of projects, which opens a project list based on the search criteria.

Reports are used to monitor and review project details and perform necessary financial reconciliation. A selection of eTRAC reports are available online (Inquire Online) and in print (Print Reports) and other reports are only available online. Online reports can be downloaded to excel. The 'Inquire Online' and 'Print Report' menus appear below the project list.

eTRAC Reports

Report	Data
Overview (online and print)	Summary of project details with project number, project holder, title, detailed description, project type, start and end dates, speedcodes for project chartstrings, team members, responsibility department(s), and yearly budgets with start and end dates (including direct and indirect costs)
Expenditure Details (online)	Actual expenditure details with PO and salary commitments for a defined range of dates
Expenditure Details (print)	Actual expenditure details with PO and salary commitments for a defined range of dates. Includes an Executive Summary with yearly project budget with direct and indirect costs, total actual expense and commitments, and funds available. The print report includes employee detail for salary and benefit

Report	Data
	expenditures and salary commitments.
Expense Budget (online)	Project budget available for each award year and total project budget, budgets can be displayed by expenditure (budget) category
Salary Details (online and print)	Project year-to-date actual salary and benefit expenditures, and salary commitments by employee
Revenue Details (online and print)	Project year-to-date actual revenue received including sponsor number and name
Actuals (online)	Total amount of actual expenditures for a defined range of dates for a project. Actual expenditures can be displayed by expenditure category (budget line account). Clicking on the cell with total expenditures will open the online Expenditure Details Report with the actual expenditure details and PO commitments that make up the total.
Funds Available (online)	Project funds available before and after commitments for the current award period and total project