Central Washington University ChartField Redesign nVision Layouts

As of August 20, 2015

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Revisions

DATE	DESCRIPTION	PAGE(S)
8/20/15	Add Pivot Table information for Department Activity Report	7, 8

LAYOUTS – SUMMARY

For the iCAT (Improving CWU Applications and Technology) Chart of Accounts (COA) project, many of the nVision layouts needed to be revamped to include new chartfields and exclude retired ones.

The information contained in this document is intended as a reference tool to assist budget managers and their support staff to identify which reports will best serve their needs. Included are screenshots to help build the FMS run controls that are used to produce the monthly and ad-hoc reports.

Monthly reports that have been PID (Project_ID) centric have been recreated to be department centric. This includes the monthly Summary, Activity, and Balance reports.

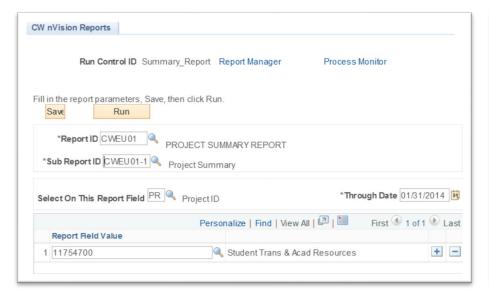
REPORT AND SUB REPORT IDS FOR END USER REPORTS

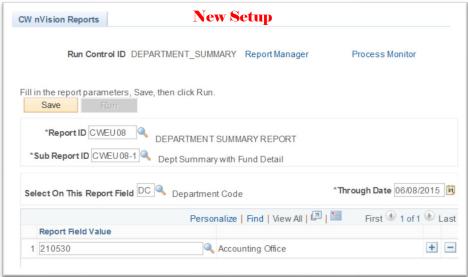
CWEU01-5 Project Summary w-Oper Unit	CWEU06-1 Project Listing by Department for Chartfield Conversion
CWEU01-6 Project Summary w-Loc and Pre-Enc	CWEU06-2 ALL ACTIVE CHARTFIELDS
	CWEU06-3 All Chartfield Listing - Post COA
CWEU02-1 Project Activity	_
CWEU02-2 Project Activity - Entire Year	CWEU07-1 Department Activity
CWEU02-3 Project Activity w-Oper Unit	CWEU07-2 Department Activity Entire Year
CWEU02-4 Project Activity Ent Year w-Oper Unit	CWEU07-3 Department Activity w-SF Detail
CWEU02-5 Project Activity w-SF and Oper Unit	CWEU07-4 Department Activity w-SF Detail Entire Year
CWEU02-6 Project Activity Ent Year w-SF and Oper Unit	
	CWEU08-1 Dept Summary with Fund Detail
CWEU03-1 Project Balance	CWEU08-2 Dept Summary YTD
CWEU03-2 Project Balance - Adjusted Year End	CWEU08-3 Department Fund Summary
CWEU03-3 Project Balance - Year to Date comparative	
	CWEU09-1 Department Balance
CWEU04-1 Departmental Summary by Project	CWEU09-2 Department Balance - Adjusted Year End
CWEU05-1 Project History with Revenue and Fund Balance	CWEU10-1 Department History (Burn Rate) w Revenue

New reports are bolded. Project based reports will likely continue to be used for grant and capital projects (true projects as identified in COA)

DEPARTMENT SUMMARY REPORT

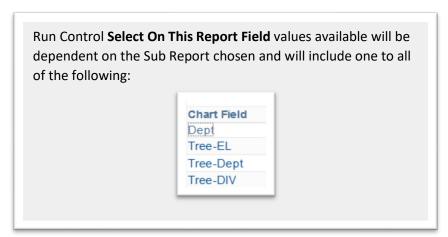
The Department Summary Report replaces your Project Summary Report. Shown here are the run controls for each, with the new Department Summary Report setup on the right. Please note that for each Report ID, there are several options for Sub Report IDs and Report Fields. Also plus and minus signs on the spreadsheet can either expand or collapse additional data.





All Sub Report Choices for the Department Summary Report (CWEU08) and Select On This Report Field options are shown below:





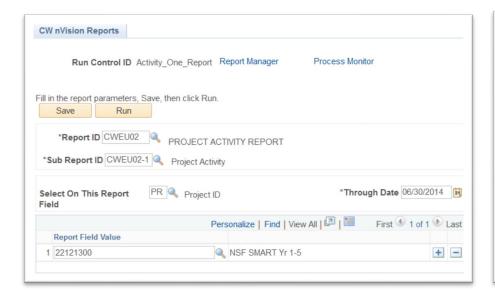
For Sub Report ID **CWEU08-1**, the results are similar to the following screenshot.

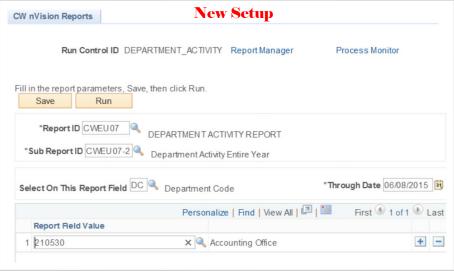
	1 2					+										
1 2 3		ВС	D	Е	F	Н	T I	J	K							
	2			CENTRAL	WASHINGTON	UNIVERSITY										
	3				y Department Summ											
	4				as of June 08, 2015											
	5	Department	210530 - Accounting Office					Run: 06/0	8/15 11:03 AM							
	6	Database:	FSQAT					Pr	eliminary Data							
	7				Actual Activity		Encumbrance Activit									
	8	Account	Description	Budget	Current Month	YTD	Current Month	YTD	Balance							
		EXPENSE														
Γ .	10	50	Expense													
+	15	5140	Classified	100,000.00	90,000.00	90,000.00	-	-	10,000.00							
+	20	5175	Exempt	200,000.00	160,000.00	160,000.00	-	-	40,000.00							
+	24	5275	Goods	5,000.00	5,500.00	5,500.00	-	223.56	(723.56)							
+	27	5300	Services	5,000.00	3,000.00	3,000.00	-	-	2,000.00							
+	30	5325	Supplies	5,000.00	(59,000.00)	(59,000.00)	-	-	64,000.00							
+	33	5350	Utilities	5,000.00	2,500.00	2,500.00	-	-	2,500.00							
+	35	5375	Cost of Goods Sold	5,000.00	-	-	-	-	5,000.00							
+	38	5400	Rentals/Leases	5,000.00	1,500.00	1,500.00	-	-	3,500.00							
+	41	5425	Repairs/Maintenance	5,000.00	2,500.00	2,500.00	-	-	2,500.00							
+	44	5450	Insurance	5,000.00	4,500.00	4,500.00	-	-	500.00							
+	47	5475	Grants	5,000.00	6,000.00	6,000.00	-	-	(1,000.00)							
+	50	5500	Program	5,000.00	5,500.00	5,500.00	-	-	(500.00)							
+	53	5550	Travel	5,000.00	6,500.00	6,500.00	-	-	(1,500.00)							
+	57	5570	Equipment/Software (Non-Capita	5,000.00	7,000.00	7,000.00	-	10,101.59	(12,101.59)							
+	60	5575	Capital Outlays	5,000.00	8,000.00	8,000.00	-	-	(3,000.00)							
+	64	5650	Transfer (Expense In)	5,000.00	33,500.00	33,500.00	-	-	(28,500.00)							
+	67	5700	Bond Expense	5,000.00	9,000.00	9,000.00	-	-	(4,000.00)							
+	70	5750	Debt Service	5,000.00	9,500.00	9,500.00	-	-	(4,500.00)							
+	73	5800	Depreciation and Bad Debt	5,000.00	4,500.00	4,500.00	-	-	500.00							
_	74	Total Exper	nses	385,000.00	300,000.00	300,000.00	-	10,325.15	74,674.85							
	75	•		,												
	76	Current Cha	ange in Fund Balance		(300,000.00)	(300,000.00)										
	77		Fund Balance		, ,	- 1										
	78	Ending Fun				(300,000.00)	Encumbered Fund Balance	(310,325.15)								

This same report can also be expanded by clicking the + sign above column H to show expenses by fund, and each of the expense categories in column C can also be expanded to show familiar account codes and expenses by account

DEPARTMENT ACTIVITY REPORT

The Department Activity Report replaces your Project Activity Report. Shown here are the run controls for each, with the new Department Activity Report (**CWEU07**) setup on the right. Please note that for each Report ID, there are several options for Sub Report IDs and Report Fields.





All Sub Report Choices for the Department Activity Report (CWEU07) are shown below:



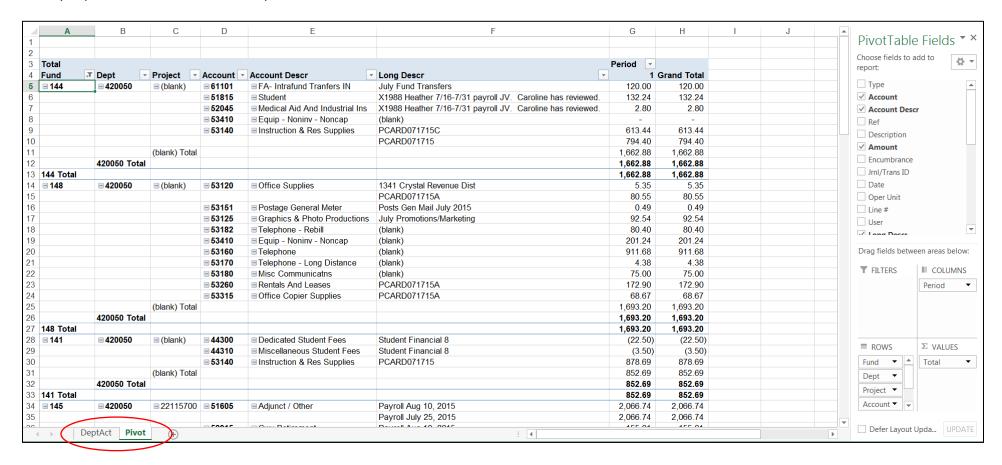
Sample below based on CWEU07-2.

Running the new Department Activity Report (**CWEU07**) with Sub Report ID **CWEU07-2** produces results similar to the following. The report includes two worksheets and opens by default on a new

Pivot table worksheet that will allow users to see activity by fund, as well as manipulate the pivot to review data in the most efficient way for the user.



Activity Report Default View when first opened with Pivot sheet active:

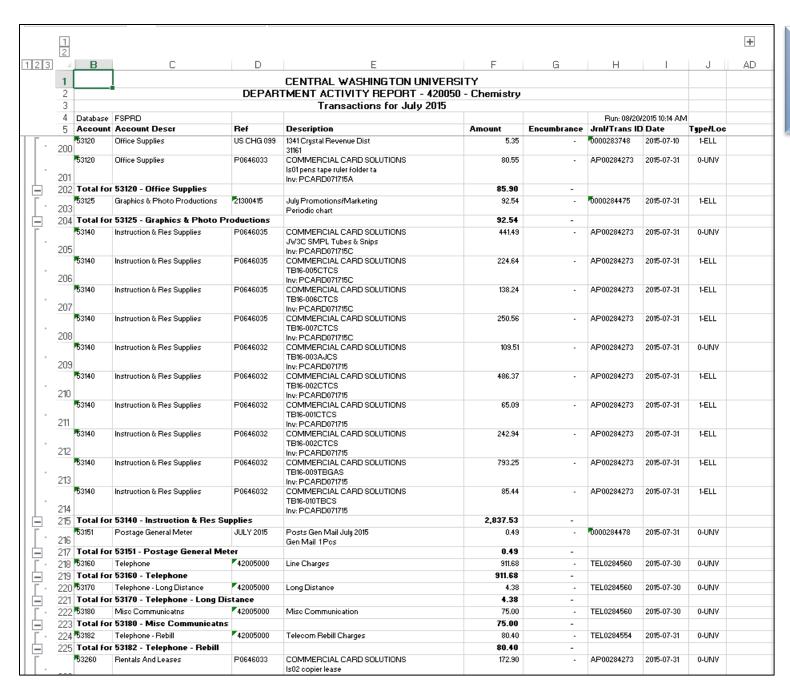


Click on the DeptAct sheet tab to view the traditional Activity report format. The data on both worksheets is the same for expenses, but presented differently. You will want to review both options to determine which works best for you.

On the DeptAct worksheet – or the actual Activity Report – all charges for all funds, projects, and components are lumped together by Account code. This may make it more difficult to locate a specific entry and determine if it was charged to the correct chart string.

The Pivot worksheet provides more flexibility to sort and filter your data by adding or removing data fields (check marks in top of PivotTable Fields pagelet on the right), and by collapsing or expanding rows to see more or less detail.

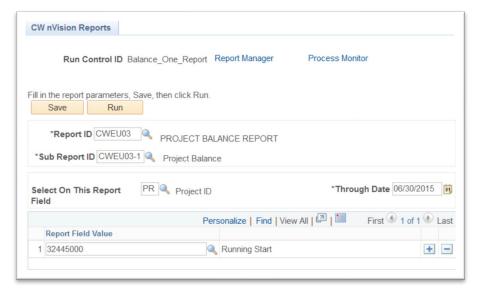
Here is a screen shot of the familiar looking Department activity report, accessed by clicking on the DeptAct worksheet tab. Note that only Expense Account Codes are shown in this example:

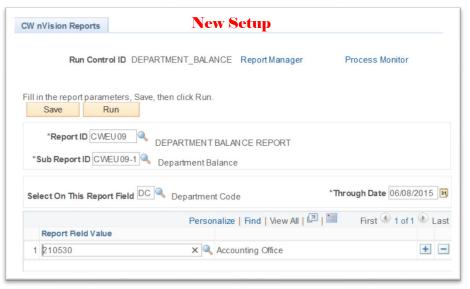


Click the expand + above column AD to see journal data including full chart string information

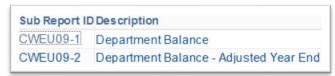
DEPARTMENT BALANCE REPORT

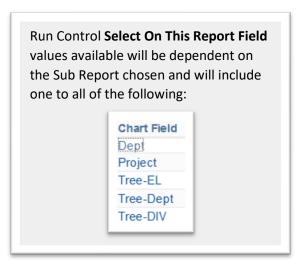
The Department Balance Report replaces your Project Balance Report. Shown here are the run controls for each, with the new Department Balance Report (**CWEU09**) setup on the right. Please note that for each Report ID, there are several options for Sub Report IDs and Report Fields.





All Sub Report Choices for the Department Activity Report (CWEU09) are shown below:





Sample below based on CWEU09-1.

Running the new Department Balance Report (**CWEU09**) with Sub Report ID **CWEU09-1** produces results similar to the following. Note that there are expand plus signs on this report to view additional detail data if desired:

	1			+										
	2													
1 2 3		В	С	F	G									
	2		CENTRAL WASHINGTON UNIVERSITY											
	3		Balance Report											
	4		210530 - Accounting Office - All Funds											
	5		As of June	As of June 08, 2015										
	6	Database: FS	SQAT		Run: 06/08/15 03:35 PM									
	7			_										
	8	Account	Description	2015	2014									
	9	Assets												
+	14		Total Assets	(300,050.50)	-									
	16	Liabilities												
	17		Total Liabilities											
	10													
	19	Fund Bala												
	20		Total Fund Balance											
	22	Revenues	1											
	23		Total Revenues											
	25	Expenses												
+	68	Lybeliaca	Total Expenses	(300,050.50)	_									
Ŀ	03		•	(300,030.30)										
	70	Transfers												
	71		Total Transfers											
	74													
	75		CASH BALANG	E ANALYSIS										
	76	Project Ca	ash Balance	(300,050.50)	-									
	77	-	of Liabilities	(300,050.50)	-									
	78			. , ,										
	79		FUND BALANC	E ANALYSIS										
	80	Beginning	Fund Balance	-	-									
	81		Fund Balance	(300,050.50)	-									
	82	Ending Fu	und Balance	(300,050.50)	-									
	83	_	umbrances	10,371.15	-									
	84	Available	Fund Balance	(310,421.65)	-									

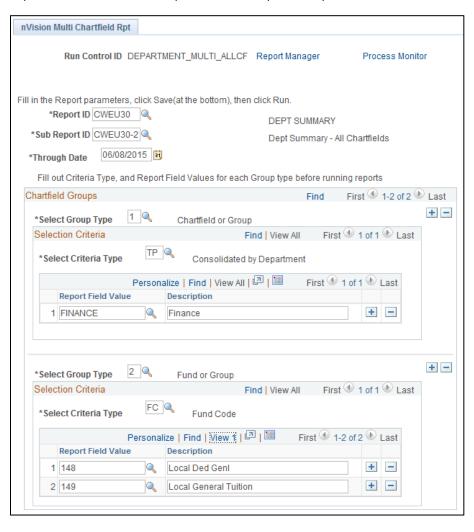
MULTI CHARTFIELD REPORTS

SAMPLE 1 – Department Summary: All Chartfields

The Multi Chartfield Report is accessed slightly differently than the first four in this document. The navigation to access the Multi Chartfield Report is: **Main**Menu > CWU Custom Functions > Reports > nVision Multi Chartfield Rpt.

The Multi Chartfield Report provides users the ability to pull an array of reports from one request. These reports can be more complicated to set up, and can be for more advanced accounting applications. What is shown below is a standard report request consolidated by one department and one fund.

Run control setup for the Multi Chartfield Report CWEU30-2. This will produce two separate reports: one for Finance, fund 148, and one for Finance, fund 149.

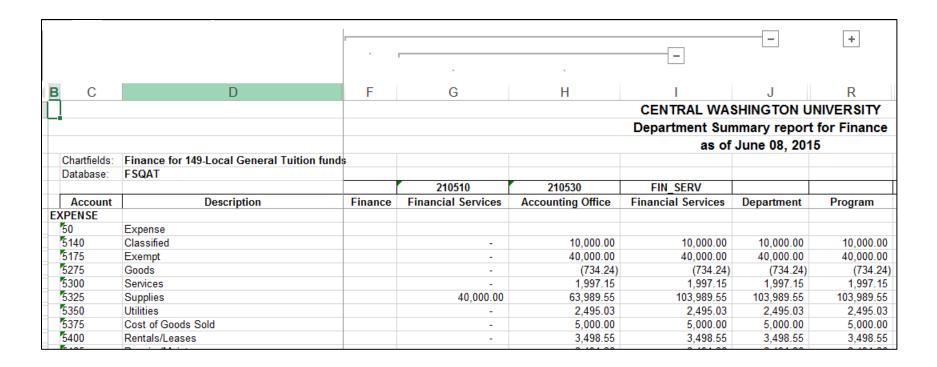


This is an example of the Multi Chartfield Division Summary Report created by running the request above. The DEPT SUMMARY ALL CF is the "everything and the kitchen sink" report, with each column including budget, actual expense, and encumbrances. The columns can be expanded to see the detail for all of the existing chartfields (including timespan and ledger). In this sample there is only one department, program, class, etc, but for larger departments with more activity this report will give them everything they could need, and all the data can be drilled into using existing nVision drilldown functionality.

	1			+	+	+	+	+	+	+	+	+					
	2																
	3																
1 2 3		B C	D	J	R	V	AB	AE	AH	AM	AR	AV					
	2		CENTRAL WASHINGTON UNIVERSITY														
	3				Departmen	t Summary re	port for Finar	nce									
	4			as of June 08, 2015													
	5	Chartfields:	Finance for 149-Local General Tuition funds			us of curic co,	2010				Run: 06	6/08/15 04:27 PN					
	6	Database:	FSQAT	'								Preliminary Data					
	7	Database.	1 July 1								i	Tomminary Dute					
	8	Account	Description	Department	Program	Fund	Component	Timespan	Location	Class	Project	Ledger					
		EXPENSE			J												
	10	50	Expense														
+	15	5140	Clasified	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00					
+	20	5175	nnt	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.0					
+	24	5275	These expand – see next	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.2					
+	27	5300	These expand – see hext	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.1					
+	30	5325	screenshot	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.5					
+	33	5350	les	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.0					
+	35	5375	of Goods Sold	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.0					
+	38	5400	Rentals/Leases	3,498.55	3,498.55	3,498.55	3,498.55	3,498.55	3,498.55	3,498.55	3,498.55	3,498.5					
+	41	5425	Repairs/Maintenance	2,491.36	2,491.36	2,491.36	2,491.36	2,491.36	2,491.36	2,491.36	2,491.36	2,491.3					
+	44	5450	Insurance	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.4					
+	47	5475	Grants	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.4					
+	50	5500	Program	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.4					
+	53	5550	Travel	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.0					
+	57 60	5570	Equipment/Software (Non-Capita	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.5					
+	64	5575 5650	Capital Outlays	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.0					
+	67	5700	Transfer (Expense In)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.0)					
+	70	5750	Bond Expense Debt Service	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.0					
+	73	5800	Depreciation and Bad Debt	(4,500.00) 500.00	(4,500.00 500.00												
+	74	Total Expe		114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.3					
- 1	75	Total Expe	lises	114,310.33	114,310.33	114,310.33	114,310.33	114,310.33	114,310.33	114,310.33	114,310.33	114,310.3					
	76	Current Ch	ange in Fund Balance	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35	114,578.35					
	77		Fund Balance	-	(1,444,012.09)	(1,444,012.09)	(1,444,012.09)	-	(1,444,012.09)	(1,444,012.09)	(1,444,012.09)	(1,444,012.09					
	78	Ending Fun		114,578.35	(1,329,433.74)	(1,329,433.74)	(1,329,433.74)	114,578.35	(1,329,433.74)	(1,329,433.74)	(1,329,433.74)	(1,329,433.74					
	79		ng fund balance shown may not reflect availa						(1,020,100.14)	(.,020,100.14)	(.,020,100.14)	(1,020,100.14					

There are expansion plus signs next to each of the account nodes. For instance, when you click the plus sign next to the 5570 Equipment/Software code, you will see familiar account codes like 53410 and 53420, as well as the roll up budget account code 50220:

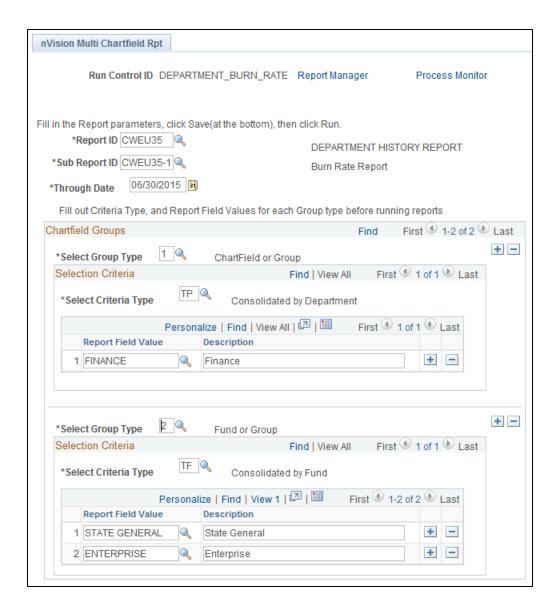
Γ.	54	50220	Budget - Equipment/Software (N	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
- -	55	53410	Equip - Noninv - Noncap	(10,101.59)	(10,101.59)	(10,101.59)	(10,101.59)	(10,101.59)	(10,101.59)	(10,101.59)	(10,101.59)	(10,101.59)
- -	56	53420	Equip - Inv - Noncap	(7,000.00)	(7,000.00)	(7,000.00)	(7,000.00)	(7,000.00)	(7,000.00)	(7,000.00)	(7,000.00)	(7,000.00)
_	57	5570	Equipment/Software (Non-Capita	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)



SAMPLE 2 – Department History Report: Burn Rate Report

This report covers a three-year time span and provides budget numbers, monthly expenses with percentage burn rate, YTD expenses with YTD percentage burn rate, and remaining budget balance. Because this report is designed to provide historical data, using this new setup will not be meaningful until we have a couple of years' worth of data using the new chart of accounts. However, it might be a good idea to set it up and run it periodically to see what it looks like over time so that it will be useful in years to come.

Run control setup for the Multi Chartfield Report **CWEU35-1**. This will produce two separate reports: one for Finance, State General funds, and one for Finance, Enterprise funds. You will need to set up your run control for your department or division, and choose which funds you wish to report on.



The following screen shot of the report has very little data, but will give a general idea of what it will look like as it builds over the years. To fit the screen shots on one page, Fiscal Year 2014 has been collapsed.

					(Centra	l Was	hingto	n Univ	ersity								
			Depar	tment	Histor	y repo	rt for I	FINANG	CE-Fin	ance a	s of Ju	une 30	, 2015					
Dept ID:	FINANCE - F	nance for STA	ATE GENERAL	- State (General												Run: 06/09/	15 08:05 AM
Database:	FSQAT										Cı	ırrent Ch	artstring	: Fund:	149, DeptID: 21	0510, Program:	082, Compone	ent: 1190600
									- :1	V	2042							
Description	Initial Bud	Final Bud	DogDol	luka	Aug	Sep	Oct	Nov	Fiscal Dec		Feb	Mor	Apr	Move	luna	PCA	Totals	BudBal
Description	IIIIIai Duu	FIIIai Duu	BegBal	July	Aug	Sep	OCI	IVOV	Dec	Jan	reb	Mar	Apr	May	June	PCA	Totals	Duudai
Unallocated	_	_	_	_	_	_	-	_	_	_	_	_	_	_	_	_	_	
Classified Staff	-	_	_	_	_	-	-	-	_	_	_	-	-	_	_	_	-	_
Exempt Staff	-	_	-	_	-	-	-	-	_	_	_	-	-	-	_	-	-	-
Exempt Temp	-	_	_	-	-	-	-	-	_	_	_	-	-	-	_	-	-	-
Goods & Services	-	-	_	_	-	-	-	-	_	-	-	-	-	-	_	-	-	-
Total Expenses	-	-	-	_	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Exp Burn Rate				-	-	-	-	-	-	-	-	-	-	-	_	-	-	
Running Total				_	_	_	_	_	_	_	_	_	_	_	_	_		
Running Exp Burn Rate				_	_	_	_	_	_	_	_	_	_	_	_	_		
Rev Earn Rate				_	_	_	_	_	_	_	_	_	_	_	_	_	_	
Rev Running Total				-	-	-	-	-	-	-	-	-	-		-	-		
Running Rev Earn Rate				-	-	-	-	-	-	-	_	-	-	_	-	-		
									Fiscal	Year 2	2014							
Description	Initial Bud	Final Bud	BegBal	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	PCA	Totals	BudBal
									Fiscal	Year	2015							
Description	Initial Bud	Final Bud	BegBal	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	PCA	Totals	BudBal
																		-
Unallocated	85,000	85,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,000
Classified Staff	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-	90,000	-	90,000	10,000
Exempt Staff	200,000	200,000	-	-	-	-	-	-	-	-	-	-	-	-	135,000	-	135,000	65,000
Exempt Temp	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	-	25,000	(25,000
Goods & Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,051	-	10,051	(10,051
Total Expenses	385,000	385,000	-	-	-	-	-	-	-	-	-	-	-	-	260,051	-	260,051	124,950
Fund Balance			-	-	-	-	-	-	-	-	-	-	-	-	(260,051)	· · · · · · · · · · · · · · · · · · ·	. , ,	
Bud Burn Rate				-	-	-	-	-	-	-	-	-	-	-	67.55%	-	67.55%	
Running Total				-	-	-	-	-	-	-	-	-	-	-	260,051	260,051		
Running Bud Burn Rate				-	_	-	_	-	_	_	-	-	-	-	67.55%	67.55%		
Rev Earn Rate				-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rev Running Total				_	_	_	_	_	_	_	_	_	_	_	_	_		
Running Rev Earn Rate				_	_	_	_	_	_	_	_	_	_	T .		_		