

Central Washington University
ChartField Redesign nVision Layouts

As of August 20, 2015

Table of Contents

LAYOUTS – SUMMARY	3
REPORT AND SUB REPORT IDS FOR END USER REPORTS	3
DEPARTMENT SUMMARY REPORT	4
DEPARTMENT ACTIVITY REPORT	6
DEPARTMENT BALANCE REPORT	9
MULTI CHARTFIELD REPORTS	11
SAMPLE 1 – Department Summary: All Chartfields	11
SAMPLE 2 – Department History Report: Burn Rate Report	13

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
CWEU01-6 Project Summary w-Loc and Pre-Enc

CWEU02-1 Project Activity
CWEU02-2 Project Activity - Entire Year
CWEU02-3 Project Activity w-Oper Unit
CWEU02-4 Project Activity Ent Year w-Oper Unit
CWEU02-5 Project Activity w-SF and Oper Unit
CWEU02-6 Project Activity Ent Year w-SF and Oper Unit

CWEU03-1 Project Balance
CWEU03-2 Project Balance - Adjusted Year End
CWEU03-3 Project Balance - Year to Date comparative

CWEU04-1 Departmental Summary by Project

CWEU05-1 Project History with Revenue and Fund Balance

CWEU06-1 Project Listing by Department for Chartfield Conversion
CWEU06-2 ALL ACTIVE CHARTFIELDS
CWEU06-3 All Chartfield Listing - Post COA

CWEU07-1 Department Activity
CWEU07-2 Department Activity Entire Year
CWEU07-3 Department Activity w-SF Detail
CWEU07-4 Department Activity w-SF Detail Entire Year

CWEU08-1 Dept Summary with Fund Detail
CWEU08-2 Dept Summary YTD
CWEU08-3 Department Fund Summary

CWEU09-1 Department Balance
CWEU09-2 Department Balance - Adjusted Year End

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.

CW nVision Reports

Run Control ID Summary_Report Report Manager Process Monitor

Fill in the report parameters, Save, then click Run.

Save Run

*Report ID PROJECT SUMMARY REPORT

*Sub Report ID Project Summary

Select On This Report Field Project ID *Through Date

Personalize | Find | View All | First 1 of 1 Last

Report Field Value	
1 11754700	Student Trans & Acad Resources

CW nVision Reports New Setup

Run Control ID DEPARTMENT_SUMMARY Report Manager Process Monitor

Fill in the report parameters, Save, then click Run.

Save Run

*Report ID DEPARTMENT SUMMARY REPORT

*Sub Report ID Dept Summary with Fund Detail

Select On This Report Field Department Code *Through Date

Personalize | Find | View All | First 1 of 1 Last

Report Field Value	
1 210530	Accounting Office

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

Sub Report ID	Description
CWEU08-1	Dept Summary with Fund Detail
CWEU08-2	Dept Summary YTD
CWEU08-3	Department Fund Summary

Run Control **Select On This Report Field** values available will be dependent on the Sub Report chosen and will include one to all of the following:

- Chart Field
- Dept
- Tree-EL
- Tree-Dept
- Tree-DIV

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

1	2										
1	2	3	B	C	D	E	F	H	I	J	K
2	CENTRAL WASHINGTON UNIVERSITY										
3	Monthly Department Summary Report										
4	as of June 08, 2015										
5	Department	210530 - Accounting Office								Run: 06/08/15 11:03 AM	
6	Database:	FSQAT								Preliminary Data	
7											
8						Actual Activity			Encumbrance Activity		
9	Account	Description	Budget	Current Month	YTD	Current Month	YTD	Balance			
10	EXPENSE										
11	50	Expense									
12	+	5140	Classified	100,000.00	90,000.00	90,000.00	-	-	10,000.00		
13	+	5175	Exempt	200,000.00	160,000.00	160,000.00	-	-	40,000.00		
14	+	5275	Goods	5,000.00	5,500.00	5,500.00	-	223.56	(723.56)		
15	+	5300	Services	5,000.00	3,000.00	3,000.00	-	-	2,000.00		
16	+	5325	Supplies	5,000.00	(59,000.00)	(59,000.00)	-	-	64,000.00		
17	+	5350	Utilities	5,000.00	2,500.00	2,500.00	-	-	2,500.00		
18	+	5375	Cost of Goods Sold	5,000.00	-	-	-	-	5,000.00		
19	+	5400	Rentals/Leases	5,000.00	1,500.00	1,500.00	-	-	3,500.00		
20	+	5425	Repairs/Maintenance	5,000.00	2,500.00	2,500.00	-	-	2,500.00		
21	+	5450	Insurance	5,000.00	4,500.00	4,500.00	-	-	500.00		
22	+	5475	Grants	5,000.00	6,000.00	6,000.00	-	-	(1,000.00)		
23	+	5500	Program	5,000.00	5,500.00	5,500.00	-	-	(500.00)		
24	+	5550	Travel	5,000.00	6,500.00	6,500.00	-	-	(1,500.00)		
25	+	5570	Equipment/Software (Non-Capita	5,000.00	7,000.00	7,000.00	-	10,101.59	(12,101.59)		
26	+	5575	Capital Outlays	5,000.00	8,000.00	8,000.00	-	-	(3,000.00)		
27	+	5650	Transfer (Expense In)	5,000.00	33,500.00	33,500.00	-	-	(28,500.00)		
28	+	5700	Bond Expense	5,000.00	9,000.00	9,000.00	-	-	(4,000.00)		
29	+	5750	Debt Service	5,000.00	9,500.00	9,500.00	-	-	(4,500.00)		
30	+	5800	Depreciation and Bad Debt	5,000.00	4,500.00	4,500.00	-	-	500.00		
31	-	74	Total Expenses	385,000.00	300,000.00	300,000.00	-	10,325.15	74,674.85		
32		75									
33		76	Current Change in Fund Balance		(300,000.00)	(300,000.00)					
34		77	Beginning Fund Balance			-					
35		78	Ending Fund Balance			(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.

CW nVision Reports

Run Control ID Activity_One_Report Report Manager Process Monitor

Fill in the report parameters, Save, then click Run.

Save Run

*Report ID PROJECT ACTIVITY REPORT

*Sub Report ID Project Activity

Select On This Report Field Project ID *Through Date

Personalize | Find | View All | First 1 of 1 Last

Report Field Value	
1 22121300	NSF SMART Yr 1-5

CW nVision Reports **New Setup**

Run Control ID DEPARTMENT_ACTIVITY Report Manager Process Monitor

Fill in the report parameters, Save, then click Run.

Save Run

*Report ID DEPARTMENT ACTIVITY REPORT

*Sub Report ID Department Activity Entire Year

Select On This Report Field Department Code *Through Date

Personalize | Find | View All | First 1 of 1 Last

Report Field Value	
1 210530	Accounting Office

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

Sub Report ID	Description
CWEU07-1	Department Activity
CWEU07-2	Department Activity Entire Year
CWEU07-3	Department Activity w-SF Detail
CWEU07-4	Department Activity w-SF Detail Entire Year

SF refers to Student Financial data.

Run Control **Select On This Report Field** values available will be dependent on the Sub Report chosen and will include one to all of the following:

Chart Field

Dept

Project

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:

Fund	Dept	Project	Account	Account Descr	Long Descr	Period	1	Grand Total
144	420050	(blank)	61101	FA- Intrafund Transfers IN	July Fund Transfers		120.00	120.00
			61815	Student	X1988 Heather 7/16-7/31 payroll JV. Caroline has reviewed.		132.24	132.24
			52045	Medical Aid And Industrial Ins	X1988 Heather 7/16-7/31 payroll JV. Caroline has reviewed.		2.80	2.80
			53410	Equip - Noninv - Noncap	(blank)		-	-
			53140	Instruction & Res Supplies	PCARD071715C		613.44	613.44
					PCARD071715		794.40	794.40
		(blank) Total					1,662.88	1,662.88
	420050 Total						1,662.88	1,662.88
144 Total							1,662.88	1,662.88
148	420050	(blank)	53120	Office Supplies	1341 Crystal Revenue Dist		5.35	5.35
					PCARD071715A		80.55	80.55
			53151	Postage General Meter	Posts Gen Mail July 2015		0.49	0.49
			53125	Graphics & Photo Productions	July Promotions/Marketing		92.54	92.54
			53182	Telephone - Rebill	(blank)		80.40	80.40
			53410	Equip - Noninv - Noncap	(blank)		201.24	201.24
			53160	Telephone	(blank)		911.68	911.68
			53170	Telephone - Long Distance	(blank)		4.38	4.38
			53180	Misc Communicatns	(blank)		75.00	75.00
			53260	Rentals And Leases	PCARD071715A		172.90	172.90
			53315	Office Copier Supplies	PCARD071715A		68.67	68.67
		(blank) Total					1,693.20	1,693.20
	420050 Total						1,693.20	1,693.20
148 Total							1,693.20	1,693.20
141	420050	(blank)	44300	Dedicated Student Fees	Student Financial 8		(22.50)	(22.50)
			44310	Miscellaneous Student Fees	Student Financial 8		(3.50)	(3.50)
			53140	Instruction & Res Supplies	PCARD071715		878.69	878.69
		(blank) Total					852.69	852.69
	420050 Total						852.69	852.69
141 Total							852.69	852.69
145	420050	22115700	51605	Adjunct / Other	Payroll Aug 10, 2015		2,066.74	2,066.74
					Payroll July 25, 2015		2,066.74	2,066.74
					Payroll Aug 10, 2015		155.04	155.04

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:

1	2	3	B	C	D	E	F	G	H	I	J	AD
CENTRAL WASHINGTON UNIVERSITY												
DEPARTMENT ACTIVITY REPORT - 420050 - Chemistry												
Transactions for July 2015												
Database FSPRD									Run: 08/20/2015 10:14 AM			
Account	Account Descr	Ref	Description	Amount	Encumbrance	Jrnl/Trans ID	Date	Type	Loc			
200	53120 Office Supplies	US CHG 099	1341 Crjstal Revenue Dist 3161	5.35	-	0000283748	2015-07-10	1-ELL				
	53120 Office Supplies	P0646033	COMMERCIAL CARD SOLUTIONS Is01 pens tape ruler folder ta Inv: PCARD071715A	80.55	-	AP00284273	2015-07-31	0-UNV				
201	Total for 53120 - Office Supplies			85.90	-							
202	53125 Graphics & Photo Productions	21300415	July Promotions/Marketing Periodic chart	92.54	-	0000284475	2015-07-31	1-ELL				
203	Total for 53125 - Graphics & Photo Productions			92.54	-							
204	53140 Instruction & Res Supplies	P0646035	COMMERCIAL CARD SOLUTIONS Jw3C SMPL Tubes & Snips Inv: PCARD071715C	441.49	-	AP00284273	2015-07-31	0-UNV				
205	53140 Instruction & Res Supplies	P0646035	COMMERCIAL CARD SOLUTIONS TB16-005CTCS Inv: PCARD071715C	224.64	-	AP00284273	2015-07-31	1-ELL				
206	53140 Instruction & Res Supplies	P0646035	COMMERCIAL CARD SOLUTIONS TB16-006CTCS Inv: PCARD071715C	138.24	-	AP00284273	2015-07-31	1-ELL				
207	53140 Instruction & Res Supplies	P0646035	COMMERCIAL CARD SOLUTIONS TB16-007CTCS Inv: PCARD071715C	250.56	-	AP00284273	2015-07-31	1-ELL				
208	53140 Instruction & Res Supplies	P0646032	COMMERCIAL CARD SOLUTIONS TB16-003AJCS Inv: PCARD071715	109.51	-	AP00284273	2015-07-31	0-UNV				
209	53140 Instruction & Res Supplies	P0646032	COMMERCIAL CARD SOLUTIONS TB16-002CTCS Inv: PCARD071715	486.37	-	AP00284273	2015-07-31	1-ELL				
210	53140 Instruction & Res Supplies	P0646032	COMMERCIAL CARD SOLUTIONS TB16-001CTCS Inv: PCARD071715	65.09	-	AP00284273	2015-07-31	1-ELL				
211	53140 Instruction & Res Supplies	P0646032	COMMERCIAL CARD SOLUTIONS TB16-002CTCS Inv: PCARD071715	242.94	-	AP00284273	2015-07-31	1-ELL				
212	53140 Instruction & Res Supplies	P0646032	COMMERCIAL CARD SOLUTIONS TB16-009TBGAS Inv: PCARD071715	793.25	-	AP00284273	2015-07-31	1-ELL				
213	53140 Instruction & Res Supplies	P0646032	COMMERCIAL CARD SOLUTIONS TB16-010TBCS Inv: PCARD071715	85.44	-	AP00284273	2015-07-31	1-ELL				
214	Total for 53140 - Instruction & Res Supplies			2,837.53	-							
215	53151 Postage General Meter	JULY 2015	Posts Gen Mail July 2015 Gen Mail 1Pos	0.49	-	0000284478	2015-07-31	0-UNV				
216	Total for 53151 - Postage General Meter			0.49	-							
217	53160 Telephone	42005000	Line Charges	911.68	-	TEL0284560	2015-07-30	0-UNV				
218	Total for 53160 - Telephone			911.68	-							
219	53170 Telephone - Long Distance	42005000	Long Distance	4.38	-	TEL0284560	2015-07-30	0-UNV				
220	Total for 53170 - Telephone - Long Distance			4.38	-							
221	53180 Misc Communicatns	42005000	Misc Communication	75.00	-	TEL0284560	2015-07-30	0-UNV				
222	Total for 53180 - Misc Communicatns			75.00	-							
223	53182 Telephone - Rebill	42005000	Telecom Rebill Charges	80.40	-	TEL0284554	2015-07-31	0-UNV				
224	Total for 53182 - Telephone - Rebill			80.40	-							
225	53260 Rentals And Leases	P0646033	COMMERCIAL CARD SOLUTIONS Is02 copier lease	172.90	-	AP00284273	2015-07-31	0-UNV				

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.

CW nVision Reports

Run Control ID Balance_One_Report Report Manager Process Monitor

Fill in the report parameters, Save, then click Run.

Save Run

*Report ID PROJECT BALANCE REPORT

*Sub Report ID Project Balance

Select On This Report Field Project ID *Through Date

Personalize | Find | View All | First 1 of 1 Last

Report Field Value	
1 32445000	Running Start

CW nVision Reports **New Setup**

Run Control ID DEPARTMENT_BALANCE Report Manager Process Monitor

Fill in the report parameters, Save, then click Run.

Save Run

*Report ID DEPARTMENT BALANCE REPORT

*Sub Report ID Department Balance

Select On This Report Field Department Code *Through Date

Personalize | Find | View All | First 1 of 1 Last

Report Field Value	
1 210530	X Accounting Office

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

Sub Report ID	Description
<input type="text" value="CWEU09-1"/>	Department Balance
<input type="text" value="CWEU09-2"/>	Department Balance - Adjusted Year End

Run Control **Select On This Report Field** values available will be dependent on the Sub Report chosen and will include one to all of the following:

-
-
-
-
-
-

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	3	B	C	F	G
				CENTRAL WASHINGTON UNIVERSITY		
				Balance Report		
				210530 - Accounting Office - All Funds		
				As of June 08, 2015		
				Database: FSQAT		Run: 06/08/15 03:35 PM
				Account	Description	2015
				2014		
				Assets		
				Total Assets	(300,050.50)	-
				Liabilities		
				Total Liabilities		
				Fund Balance		
				Total Fund Balance		
				Revenues		
				Total Revenues		
				Expenses		
				Total Expenses	(300,050.50)	-
				Transfers		
				Total Transfers		
				CASH BALANCE ANALYSIS		
				Project Cash Balance	(300,050.50)	-
				Cash Net of Liabilities	(300,050.50)	-
				FUND BALANCE ANALYSIS		
				Beginning Fund Balance	-	-
				Change in Fund Balance	(300,050.50)	-
				Ending Fund Balance	(300,050.50)	-
				Less Encumbrances	10,371.15	-
				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.

nVision Multi Chartfield Rpt

Run Control ID DEPARTMENT_MULTI_ALLCF Report Manager Process Monitor

Fill in the Report parameters, click Save(at the bottom), then click Run.

*Report ID DEPT SUMMARY

*Sub Report ID Dept Summary - All Chartfields

*Through Date

Fill out Criteria Type, and Report Field Values for each Group type before running reports

Chartfield Groups Find First 1-2 of 2 Last

*Select Group Type Chartfield or Group

Selection Criteria Find | View All First 1 of 1 Last

*Select Criteria Type Consolidated by Department

Personalize Find View All [?] []		First	1 of 1	Last
Report Field Value	Description			
1 <input type="text" value="FINANCE"/>	Finance			

*Select Group Type Fund or Group

Selection Criteria Find | View All First 1 of 1 Last

*Select Criteria Type Fund Code

Personalize Find View All [?] []		First	1-2 of 2	Last
Report Field Value	Description			
1 <input type="text" value="148"/>	Local Ded Genl			
2 <input type="text" value="149"/>	Local General Tuition			

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	B	C	D	J	R	V	AB	AE	AH	AM	AR	AV
CENTRAL WASHINGTON UNIVERSITY														
Department Summary report for Finance														
as of June 08, 2015														
Chartfields: Finance for 149-Local General Tuition funds												Run: 06/08/15 04:27 PM		
Database: FSQAT												Preliminary Data		
Account	Description	Department	Program	Fund	Component	Timespan	Location	Class	Project	Ledger				
EXPENSE														
50	Expense													
15	5140 Classified	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	10,000.00	10,000.00	10,000.00	10,000.00
20	5175	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
24	5275	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)	(734.24)
27	5300	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15	1,997.15
30	5325	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55	103,989.55
33	5350	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03	2,495.03
35	5375 Cost 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	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
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	3,498.55	3,498.55	3,498.55	3,498.55	3,498.55
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	2,491.36	2,491.36	2,491.36	2,491.36	2,491.36
44	5450 Insurance	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.46	496.46
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)	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.47)	(1,002.47)
50	5500 Program	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)	(505.45)
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)	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.00)	(1,546.00)
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)	(12,101.59)	(12,101.59)	(12,101.59)	(12,101.59)
60	5575 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)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)
64	5650 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)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.00)	(28,500.00)
67	5700 Bond Expense	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)
70	5750 Debt Service	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
73	5800 Depreciation and Bad Debt	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
74	Total Expenses	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	114,578.35	114,578.35	114,578.35	114,578.35
75														
76	Current Change 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	114,578.35	114,578.35	114,578.35	114,578.35
77	Beginning 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)	(1,444,012.09)	(1,444,012.09)	(1,444,012.09)	(1,444,012.09)
78	Ending Fund Balance	114,578.35	(1,329,433.74)	(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)	(1,329,433.74)	(1,329,433.74)	(1,329,433.74)
79	The ending fund balance shown may not reflect available budget; check available budget balance before expending funds.													

These expand – see next screenshot

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:

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	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)	(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)	(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)	(12,101.59)	(12,101.59)	(12,101.59)

Also, across the top of the spreadsheet, you will see additional expansion plus signs. The Department plus sign expands to show activity by each department:

CENTRAL WASHINGTON UNIVERSITY Department Summary report for Finance as of June 08, 2015							
Chartfields: Finance for 149-Local General Tuition funds							
Database: FSQAT							
Account	Description	Finance	210510 Financial Services	210530 Accounting Office	FIN SERV Financial Services	Department	Program
EXPENSE							
50	Expense						
5140	Classified		-	10,000.00	10,000.00	10,000.00	10,000.00
5175	Exempt		-	40,000.00	40,000.00	40,000.00	40,000.00
5275	Goods		-	(734.24)	(734.24)	(734.24)	(734.24)
5300	Services		-	1,997.15	1,997.15	1,997.15	1,997.15
5325	Supplies		40,000.00	63,989.55	103,989.55	103,989.55	103,989.55
5350	Utilities		-	2,495.03	2,495.03	2,495.03	2,495.03
5375	Cost of Goods Sold		-	5,000.00	5,000.00	5,000.00	5,000.00
5400	Rentals/Leases		-	3,498.55	3,498.55	3,498.55	3,498.55

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.

nVision Multi Chartfield Rpt

Run Control ID DEPARTMENT_BURN_RATE Report Manager Process Monitor

Fill in the Report parameters, click Save(at the bottom), then click Run.

*Report ID DEPARTMENT HISTORY REPORT

*Sub Report ID Burn Rate Report

*Through Date

Fill out Criteria Type, and Report Field Values for each Group type before running reports

Chartfield Groups Find First 1-2 of 2 Last

*Select Group Type ChartField or Group

Selection Criteria Find | View All First 1 of 1 Last

*Select Criteria Type Consolidated by Department

Personalize Find View All [?] []		First	1 of 1	Last
Report Field Value	Description			
1 FINANCE	Finance			

*Select Group Type Fund or Group

Selection Criteria Find | View All First 1 of 1 Last

*Select Criteria Type Consolidated by Fund

Personalize Find View 1 [?] []		First	1-2 of 2	Last
Report Field Value	Description			
1 STATE GENERAL	State General			
2 ENTERPRISE	Enterprise			

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.

Central Washington University
Department History report for FINANCE-Finance as of June 30, 2015

Dept ID: FINANCE - Finance for STATE GENERAL - State General

Run: 06/09/15 08:05 AM

Database: FSQAT

Current Chartstring: Fund: 149, DeptID: 210510, Program: 082, Component: 1190600

Fiscal Year 2013

Description	Initial Bud	Final Bud	BegBal	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	PCA	Totals	BudBal
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 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)	(260,051)	(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				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-