

Accessing Financial Reports End User Training Guide

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Accessing Month End nVision Reports

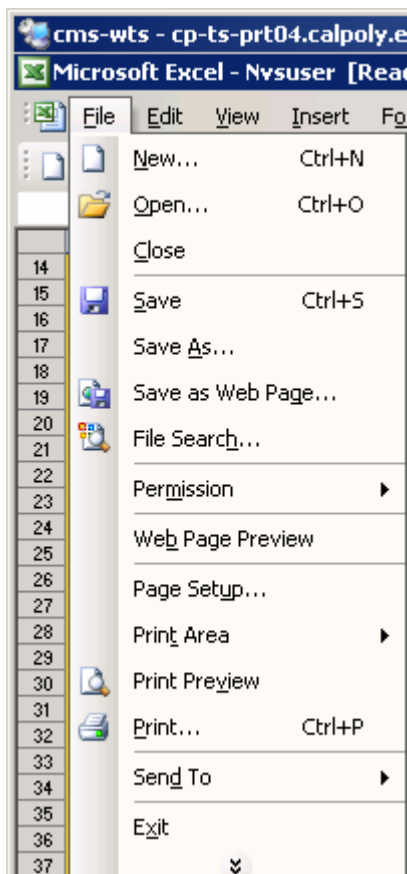
To access nVision reports log into Terminal Services



There will be an nVision icon within Terminal Services click on the icon to launch nVision.

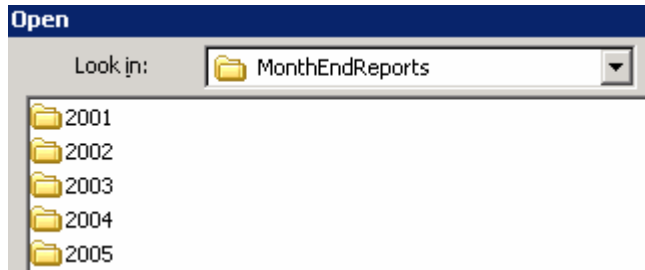


Select File, Open.

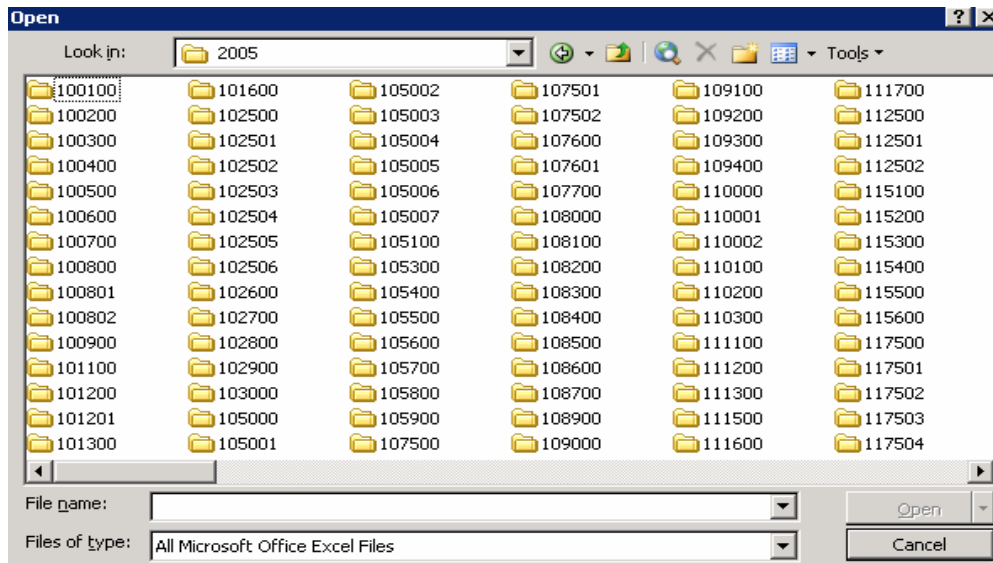


AFD Finance

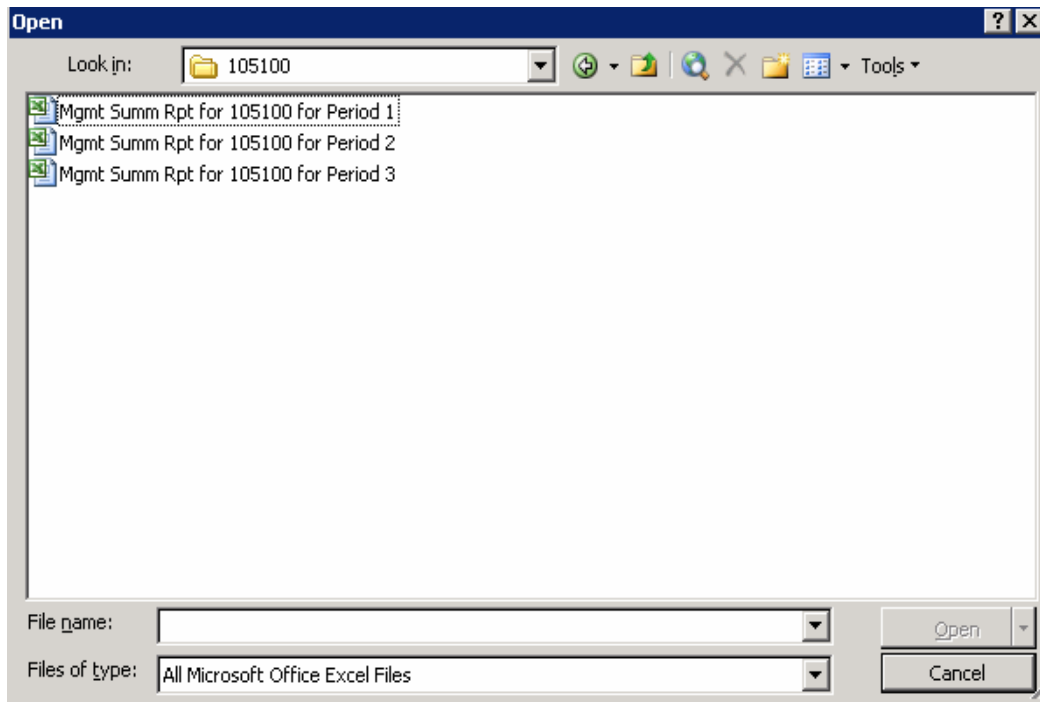
The default will be the MonthEndReports folder on the S: drive.



The reports for the Current Fiscal Year are located in Current_FY and locate your DeptID folder
For previous Fiscal Years select the appropriate Fiscal Year Folder and locate your Dept ID folder.



Once you've selected your Dept ID folder, select the report for the Accounting Period you want to see.



You can now use all nVision functionality, including Drills.

Payroll Report

The designated Department Budget Specialists receive a monthly email containing the Payroll Report for the month which has just closed.

Sample report:

Report ID: slopay01
University

California Polytechnic State
Financial Accounting System

Run Date 10/04/2004

SCO Payroll Feed

Transaction List in Account Order

Pay Tape

Period 9/2004

125100 - Budget & Analytic Business Svs

Name	Empl ID	Job Pos #	Pool	Position Desc	FTE	ChgPer
Borello,Laurie L 09/04	000027634-0 ERN	1038 00001718	100	Admin Analyst/Spclst	1.00	

HR Acct Cd

125100-AD204-601300