
THE CATHOLIC UNIVERSITY OF AMERICA



Finance Orientation

October 20, 2009

COMMON REPORTS

(PEOPLESOFT TRAINING Available
Through the Business Services Office
– Contact Laura Sweet for details)



Common Reports

CUA Reports and Scopes available in PeopleSoft Financials - nVision

Fund Numbers	SCOPE	REPORT
11 & 12 (Operating budget orgs)	1ORG	1ORG
15 (Auxiliary Enterprises)	1AUXENT	1AUXENT
18, 19, 51 & 47 (Reserve and agency orgs)	1RESERVE	1RESERVE
31 & 51: (Endowment payout orgs)	1ENDOWED	1ENDOWED
26 & 27 (Sponsored projects & grants)	1GRANT	1GRANT
11 & 19 (Student Organizations only)	1STDTORG	1STDTORG
39 & 53 (Plant/Construction Projects)	1PROJECT	1PROJECT
Summary Report for rolling up orgs within a dept.	No Scope used	1SUMMARY



Common Reports – How to Run a Report

nVision Report Request Advanced Options

Business Unit: CUA Report ID: 10RG [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)

Report Title: [Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Layout: REPORT FOR GENL & BUDG FUNDS

Report Date Selection

*As Of Reporting Date: [Scope and Delivery Templates](#)

Tree As Of Date: Use As Of Reporting Date

Output Options

*Type: [Scope and Delivery Templates](#)

*Format:

[nVision Report Request | Advanced Options](#)

- Only field you may need to change is “As of Reporting Date”
 - Select “Today’s Date” - or –
 - Select “Specify” and fill-in date (MM/DD/YYYY)
- “Run Report”





The Catholic University of America

Organizational Budget v. Actual Report

As of: October 20, 2009

1ORG Report; Scope – 1ORG

854000: Office of the Controller
Hardison, Sheri L.

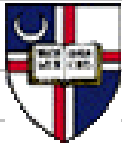
		a	b	c	d = a+b+c	e	f = e-d
		(Requisitions) Pre- Encumbrances	(Purchase Orders) Encumbrances	Actual Expended Amount	Total Pre- Enc, Enc and Expended	Budget	Available (Overspent) Funds
EXPENSES							
		\$0.00	< This is the Amount of outstanding Petty Cash		Can only Drilldown Columns a, b or c (but not "Z" lines; not salary & benefits)		
	Z001-Total Expenses						
	Z002-Subtotal Salary & Benefit						
0170	Salary-Staff	-	50,000.00	50,000.00	100,000.00	100,000.00	-
0220	Wages-PT Students	-	5,000.00	5,000.00	10,000.00	12,000.00	2,000.00
	Z100-Salaries & Wages	-	55,000.00	55,000.00	110,000.00	112,000.00	2,000.00
0900	Fringes-Budget use only	-	10,500.00	10,500.00	21,000.00	21,000.00	-
	Z101-Fringe Benefits	-	10,500.00	10,500.00	21,000.00	21,000.00	-
	Z002-Subtotal Salary & Benefit		65,500.00	65,500.00	131,000.00	133,000.00	2,000.00
	Z004 Subtotal Other Gen'l Exp						
1500	Postage and Freight	-	304.96	291.64	596.60	1,000.00	403.40
1510	Telephone Service	-	1,340.80	549.29	1,890.09	3,400.00	1,509.91
2000	Materials & Supplies	-	2,500.00	1,850.87	4,350.87	5,000.00	649.13
6200	Professional Development	-	-	1,407.00	1,407.00	1,000.00	(407.00)
	Z401-Supplies & General Exp	-	4,145.76	4,098.80	8,244.56	10,400.00	2,155.44
1900	Travel	-	-	15.00	15.00	4,100.00	4,085.00
2900	Entertainment	-	-	-	-	500.00	500.00
	Z402-Travel and Entertainment	-	-	15.00	15.00	4,600.00	4,585.00
	Z004 Subtotal Other Gen'l Exp	-	4,145.76	4,113.80	8,259.56	15,000.00	6,740.44
	Z001-Total Expenses						8,740.44

Encumbrances for postage,
phone and copier released
quarterly (by Budget Office)

Outstanding Purchase Orders

Must show adequate funds before p card or AP purchase
(only includes p card charges posted to date)





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Organizational Budget v. Actual Report

As of: February 07, 2008

643902: Smith Hall Renovation

Weil, Richard D.

		(Requisitions)	(Purchase Orders)	Current Year	Total
		Pre-encumbered	Encumbered	Expended	Pre-Encumbered
		Amount	Amount	Amount	and Expended
Total	Budget	1PROJECT Report; Scope – 1PROJECT			3,000,000.00
Expenses-(Not Capitalized)					
	Non Capitalized Expenditures	-	-	-	-
Capitalized Project Expenditures					
8811	Construction Gen Contractor	200,000.00	2,070,000.00	700,000.00	
	Capitalized Expenditures	200,000.00	2,070,000.00	700,000.00	2,970,000.00
	Subtotal all Expenses:	200,000.00	2,070,000.00	700,000.00	2,970,000.00
Transfers					
8910	Intrafund Transfers	-	-	25,000.00	
	Transfers	-	-	25,000.00	25,000.00
Grand Total		200,000.00	2,070,000.00	725,000.00	2,995,000.00
Total Available to Spend (Overspent)					5,000.00





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Report of Reserve Funds

As of: October 06, 2009

1RESERVE Report; Scope – 1RESERVE

Fund: 51

514xxx: Campus Ministry Donation Fund

Schlageter, Robert A.

Fiscal Year: 2010

EXI

Reserve Fund Attributes

- * Left over money rolls into the next fiscal year
- * Once it is spent, it is gone.

	b	c	d	e = d-a-b-c
(s)	(Purchase	Actual		Funds Available
es	Orders)	Expended	Budget	(Overspent)
	Encumbrances	Amount		

Actual Beginning Balance

50,000.00

Total Revenues

Funds Available Figure = Beg. Balance + Revenues – Expenses
However, only budgeted amount should be spent in the year.

9201	Gifts/Donations				7,000.00
	Contributions	-	-	7,000.00	7,000.00
	Total Revenues	-	-	7,000.00	7,000.00
	Total Expenses				
8616	Retreats/Student Programs	-	-	1,000.00	(1,000.00)
	Subtotal General Exps (Z004)	-	-	1,000.00	(1,000.00)
Z001	Total Expenses-Budget	-	-	-	20,000.00
	Total Expenses	-	-	1,000.00	19,000.00

Funds available to spend (OVERSPENT) for this fiscal year:

56,000.00

Actual Ending Balance:

56,000.00

Read the notes on a report! Frequently asked questions are answered there.

Note: The Pre-encumbrances and encumbrances are for Fiscal years prior to 2010 and are not available on this report. If you run this report for a fiscal year prior to 2010, you will need to zero out the figures in the Pre-encumbrance and the Encumbrance columns. If you have questions, please contact Laura Sweet (sweet@cua.edu).

Important: as of Fiscal year 2009 (May 1, 2008), the Beginning Balance and the Revenues for funds 18 & 19 are for informational purposes only. They do NOT affect spending. Beginning with 2009, spending is based on the budgeted amounts for expenses.





1ENDOWED Report; Scope – 1ENDOWED

EXPENSES	a	b	c	d = a+b+c
	Requisitions	PO's	Actual	Total
<u>Endowment Donated Value</u>				
F401 <i>Beginning Balance</i>	0.00	0.00	0.00	600,000.00
<i>Total Revenues</i>				
9201 Gifts/Donations	-	-	10,000.00	10,000.00
<i>Other Revenues</i>	-	-	10,000.00	10,000.00
<i>Total Revenues</i>	-	-	10,000.00	10,000.00
Total Donated Value to Date				610,000.00

This money is not available to spend. It is invested permanently.

<u>Endowment Market Value</u>	09/30/2009
Number of Endowment Shares	2,067.25
Endowment Share Value	\$579.520
Total Endowment Market Value	1,198,012.72

<u>Endowment Payout:</u>				
<i>Beginning Balance</i>				100.00
<i>Estimate of Payout for Current Fiscal Year</i>				27,000.00
<i>Total Revenues</i>				
8905 Endowment Income Distrib.	-	-	13,500.00	13,500.00
<i>Other Revenues</i>	-	-	13,500.00	13,500.00
Revenues	-	-	13,500.00	13,500.00

Payout is only recorded quarterly, but payout for the full year is available at beginning of year.

<i>Estimated Funds available to if current Fiscal Year:</i>			3.00	27,100.00
<i>2001-Total Expenses</i>				
1102 Scholarship-UG Continuing	-	-	25,000.00	25,000.00
<i>Undergraduate Scholarships</i>	-	-	25,000.00	25,000.00
2001-Total Expenses			25,000.00	25,000.00

Amount available to spend is beginning balance + payout for year – expenses for year

FUNDS AVAILABLE (OVERSPENT):				2,100.00
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