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REPORTS

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Step1.

You will receive a (monthly) email from financial services to confirm that the month end close has been finalized and that nVision reports are available and ready to be reconciled *see image below*

From: Lagos, Alberto [mailto:ALagos@towson.edu]

Sent: Tuesday, February 10, 2015 3:20 PM

To: 'fra@libe.hawaii.edu'

Subject: JANUARY Month End Close - Reports Are Available

Please share this message with others in your area

Reports are available. The **January** period has been closed in the PeopleSoft Financials System. nVision re

ports are available on the Financial Services Web Site. For assistance with nVision reporting, please refer to the [nVision Reporting User Guide](#).

For assistance with nVision and reconciling with nVision reports, see the [nVision Reporting User Guide](#). For assistance with nVision and reconciling with nVision reports, see the [nVision Reporting User Guide](#). For assistance with nVision and reconciling with nVision reports, see the <http://www.towson.edu/admin/finance/fiscalplanning/underoffices/index2.com>.

Alberto Lagos
Financial Systems Manager, Financial Services
Administration and Finance Division
1000 York Road, Towson, MD 21286-0001

(410) 286-5211 (TOWSON@towson.edu)

For assistance with nVision and reconciling with nVision reports, see the [nVision Reporting User Guide](#).

NOTE: For demonstration purposes, the following steps reconciles the PeopleSoft reports for the month of November

Step2.

Run the DAT & DPR reports for the month in which you are reconciling (i.e. November 30, 2014)
see image below

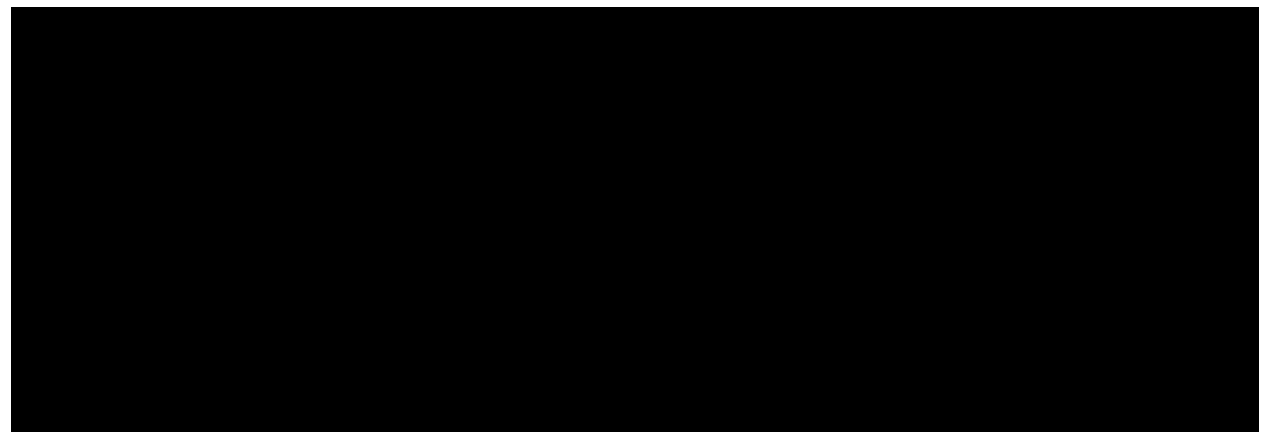
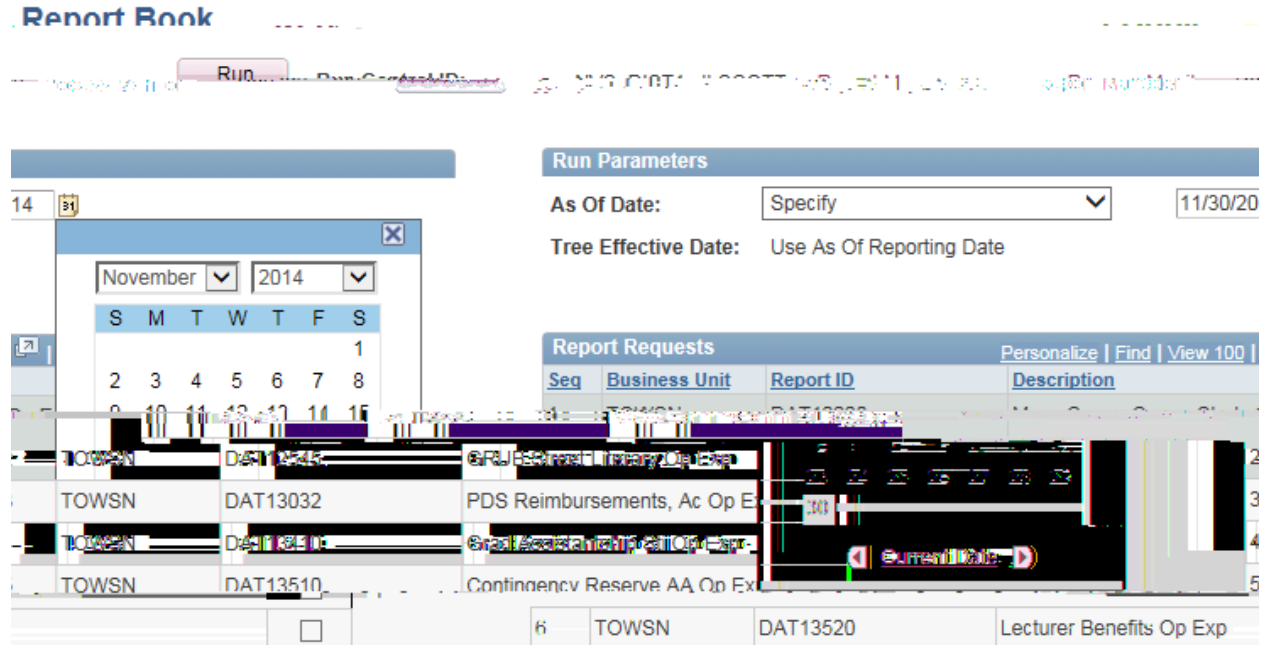
Report Book

Run Run Control Run Parameters

As Of Date: Specify 11/30/20
Tree Effective Date: Use As Of Reporting Date

Report Requests

Seg	Business Unit	Report ID	Description
TOWSN	DAT13032	PDS Reimbursements, Ac Op E	
TOWSN	DAT13510	Contingency Reserve AA Op Ex	
TOWSN	DAT13520	Lecturer Benefits Op Exp	



Step3.

2SHQ \RXU %XGJHW 5HFRQFLOLDWLRQ 7HPSODWH DQG HQWHU WH
 sheet (this example is reconciling the month of November) *see image below*

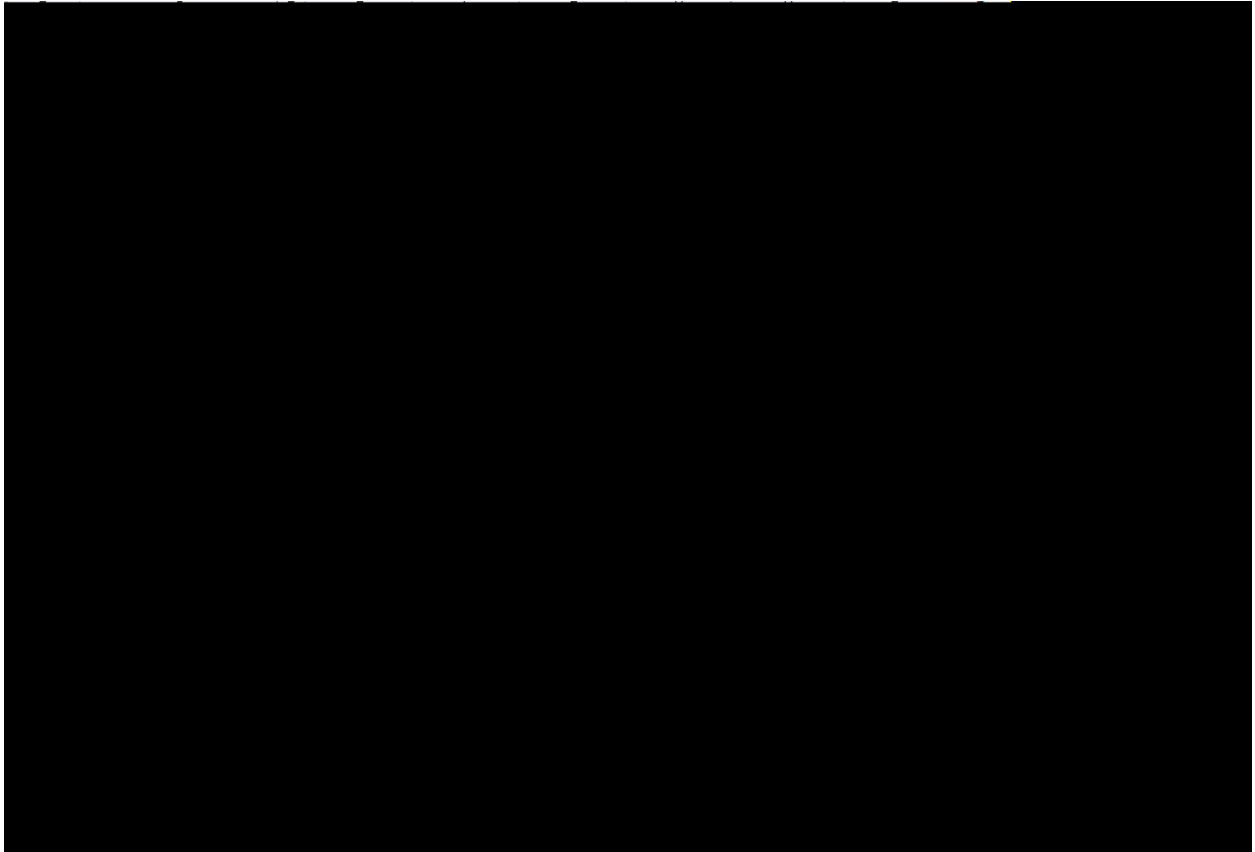
COFAC											
Department Name		MCOM									
Date		November 30, 2014									
Project	Encumbrances										
		(14,712)	(14,712)	(14,712)							
Total Operating Costs		0	0	(152,173)	(152,173)						
Total Account Costs		(152,173)	(152,173)	0	0						
<p>Update Check for Total Operating Costs</p> <table style="width: 100%;"> <tr> <td>Total Expenses from Labor Distribution</td> <td style="text-align: right;">(12,767)</td> </tr> <tr> <td>Total Expenses from Operating Encumbrances</td> <td style="text-align: right;">(31,648)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">(44,415)</td> </tr> </table>						Total Expenses from Labor Distribution	(12,767)	Total Expenses from Operating Encumbrances	(31,648)	Total	(44,415)
Total Expenses from Labor Distribution	(12,767)										
Total Expenses from Operating Encumbrances	(31,648)										
Total	(44,415)										
<p>Variance Summary as Detail (44,415)</p>											

Step6.


Step7.

Refer to the "Fiscal YTD" column on the DAT report to update the "YTD Actual Expenses" column on the "Summary" sheet of the Budget Reconciliation Template *see image below and Step8*

DAT report Fiscal YTD column



Step10.

Select the  Operating Encumbrance ´ tab of the Budget Reconciliation Template. Using the DAT report, enter operating expenses that hit for the month

MCOM 12220 Operating Encumbrances																		
Recurring Monthly Cost/Anticipated Expenditures	FY 2014	Encumbered Amount	July	August	September	October	November	December	January	February	March	April	May	June	Total	Encumbrance Balance		
Expenditures		FY 2015																
[Table content is obscured by a large black redaction box]																		

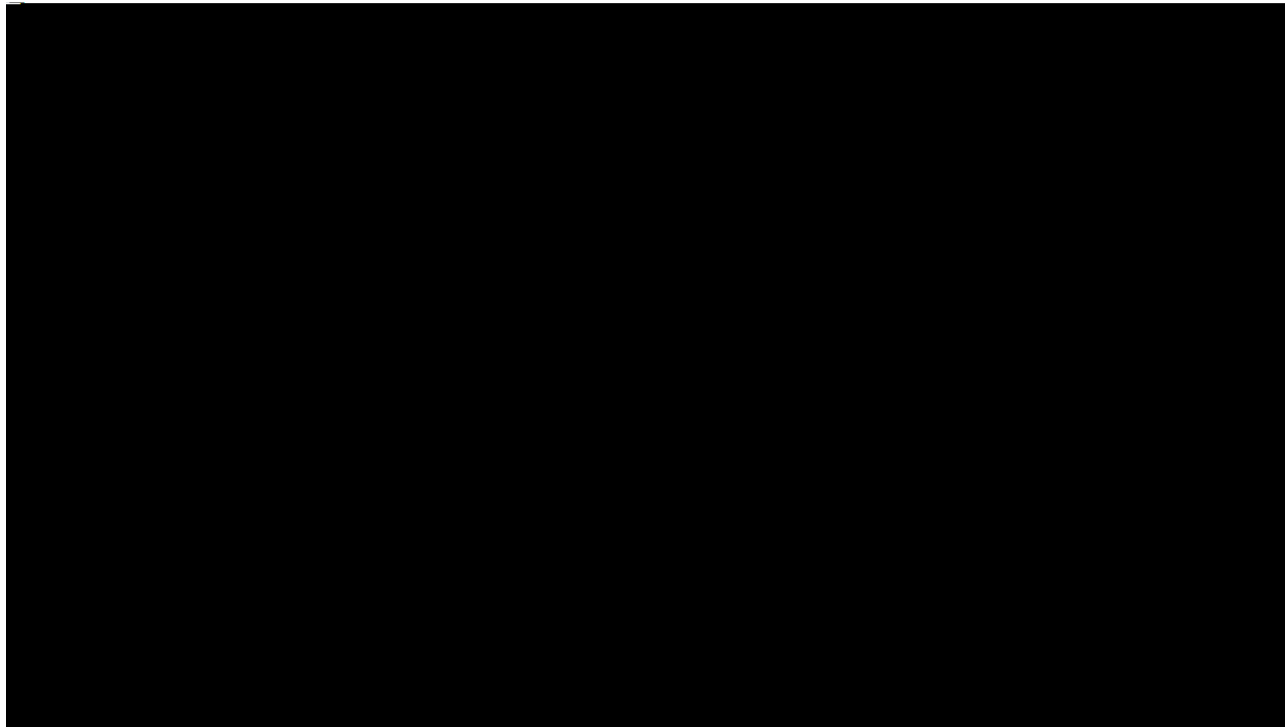


Step11.

Refer to the "Rev & Exp Trans" tab on the DAT report to reconcile the expenses that hit for the month. (i.e. November = period 5) *Use the drop down box to select the period in which you are reconciling

Think of this as a bank statement for balancing your checkbook each month. Did the check deposit? Were

\RX FKDUJHG IRU VRPHWKLQJ \RX ~~at Risk~~ ~~Kinda~~ ~~Below~~ KDYH EHHQ FKDUJ



Step12.

Open the DPR report and select the "Payroll Employee-Month" tab *see image below*

**TU Payroll by Employee and Month Summary
Salary and Fringe**

Employee	July	August	September	October	November	December	January	February	March	April	May	June	Total
Duck, Daffy	3,563.85	1,416.55	7,739.34	3,103.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,871.12
Total													47.41

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Step13.

Select the "Labor Distribution" tab on the Budget Reconciliation Template. Using the DPR report, update the payroll expenses for each payee that hit for the month *see image below*

MCOM Labor Distribution

Employee Name	Salaries	Fringe	July	August	September	October	November	December	January	February	March	April	May	June	Total	Encumbrance
Contractual Employees																
Duck, Daffy	2,158.60	2,161.40	4,000.00	320.00	4,320.00	1,079.30	0.00	1,079.30	0.00	0.00	0.00	0.00	0.00	0.00	10,579.30	0.00
Total Contractual Employees			4,000.00	320.00	4,320.00	1,079.30	0.00	1,079.30	0.00	0.00	0.00	0.00	0.00	0.00	10,579.30	0.00
502801 Student Help																
Total Student Employees	3,592.49	20,500.00	20,500.00	47.49	56.12	1,416.55	3,267.80	2,119.55	0.00	0.00	0.00	0.00	0.00	0.00	6,907.51	1.00
502701 Graduate Assistant																
Total Graduate Assistants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total																

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Step14.

Once your template has been updated for the month, review your Summary sheet to ensure the variance is zero *see image below*

COFAC					
Department Name	MCOM				
Department Authority	Cynthia Cooper				
Department Number	12220				
Account Expires	June 30, 2015				
Report Date	November 30, 2014				
	Revised	YTD Actual	Encumbered	Total	Bal Avail
Operating Expenses					
Regular Salary & Fringe	25,000	(9,305)	22,221	22,221	2,979
PT Faculty Salary		0	1,144	1,144	8,894
Lecturers Salary		0	0	0	0
PT Faculty & Lecturers Fringe		0	0	0	0
Total Operating Costs	25,000	(9,305)	(13,738)	(21,300)	(5,300)
Account Costs					
Regular Salary & Fringe			0	0	0
PT Faculty Salary			0	0	0
Lecturers Salary			0	0	0
PT Faculty & Lecturers Fringe			0	0	0
Total Account Costs	0	0	0	0	0
Total	196,237	(15,871)	(39,648)	(55,519)	(55,519)

Update Check for Total Operating Costs		
Total Expenses from Labor Distribution		(15,871)
Total Expenses from Operating Encumbrances		(39,648)
Total		(55,519)

Note: If the variance is not zero, refer back to your reports to verify that the data was entered correctly on your Budget Reconciliation Template