Instructions for running reports and inquiries for both FY2018 and FY2019 are listed below.

**NVision Reporting**

- FY2018 - You can obtain what will be the **FINAL/UNCHANGED** version of your FY2018 NVision reports using a 6/30/2018 specify date **beginning Friday, 7/27**.
- FY2019 – If you enter a July calendar date as the Specify date, you will get FY2019 data.

**SPECIAL NOTES/REMINDERS:**

**REPORT ID prefixes:** DAT/NAT ➔ Multi-sheet budget balance and transaction reports; DPR/NPR ➔ Payroll related Transactions; DEN/NEN ➔ Encumbrance related Transactions

- Regardless if you use a 6/30/2018 specify date for FY2018 or a date in FY2019, the NVision program does not select by date on the transaction listing reports, so you will see both FY2018 and FY2019 transactions listed even though your budget balance report may be for FY2018. To filter out the FY you do not wish to see, use the filter process in excel. **This is only temporary.** We need to keep FY2018 transactions available on this report until after we have completed our statutory close process on 7/26. No additional FY2018 transactions will be posted to your budgets after this date.

- You will have from **FRIDAY, 7/27** until the close of business **FRIDAY, 8/10** to run a cumulative DAT/DPR/DEN report of all your transactions for FY2018 through Nvision. After 8/10 all the transaction reports will only contain FY2019 regardless of your specify date. **HOWEVER….**

- **GOOD NEWS!** Nvision isn't your only tool for retrieving/reporting on data related to your budgets. **You can run queries inside PS Financials that will allow you to retrieve transactions for any Fiscal Year including prior years as well as budget balance information and much more.** Visit our website for detailed instructions and information on query http://www.towson.edu/financialsystems/peoplesoft/documents/securedquery_manual_deptusers_ps91.pdf or contact psftraining@towson.edu for instruction on how to utilize queries.

**REPORT ID Prefix: F ➔ Fund balance reports**

- FY2018 - You will always be able to request report for FY2018 by using the 06/30/2018 date.
- FY2019 - If you enter a July calendar date as the Specify date, you will get FY2019 data.
- You can obtain a **true final copy of your FUND BALANCE Report for FY2018 beginning FRIDAY, 8/30.** You can pull it the weeks of 7/27 – 8/10 like your other reports, but there could be slight changes in balance sheet numbers between then and 8/30.

**REPORT ID Prefix: P ➔ Grant reports.**

- Not impacted by FY close. The fiscal year deadlines do not impact you since your reports are cumulative for the life of your grant.

**Budgets Overview page:**

- To view your **FY2019 budgets on the Budgets Overview page**, change the Budget Period from 2018 to 2019. You will need to do this for both the "to" and "from" Budget Period fields.

Additional NVision/Budgets Overview training materials are located on our Web site http://www.towson.edu/financialsystems/peoplesoft/training.html if you need further assistance running your reports. As always, if you are in need of assistance you can also contact our Financial Services Helpline at 410-704-5599, option 2 or contact the PeopleSoft Team at psteam@towson.edu.

Thank you for your continued efforts and cooperation in running your budget reports.