Overview

- The upgrade will take place between June 30, 2011 and July 5, 2011. During this time the Finance system will be unavailable.
- All data from July 1, 2005 to June 30, 2011 will be converted.
- All run controls will be coming over.
- Users may need to recreate their favorites and re-customize their pages if they use this feature.
- Training is optional for Current Finance system users and will begin on July 1, 2011.

Sign-On Page

- This page will now contain links to various information links on the left hand side of the page, and any timely announcements will display on the right hand side of the page. On the top right corner there are also links to pertinent department home pages.
Main Menu

Menus can now be alphabetized. The first time you click the icon (pointed to below); it will alphabetize the menu A-Z. The second time you click the icon, it will alphabetize in reverse order Z-A. The third time you click the icon, it will go back to the original settings.

The JMU Reports Folder is now called JMU Applications, and contains more options to choose from. You will spend most of your time under the Department menu.
Menu levels are now displayed across the top of the page.

You can go back to any level of the menu showing at the top of the page just by clicking on the level you want. In the example below, you can go straight back to the Main Menu, JMU Applications, Department or Monthly Detail Report.

The General Ledger menu (under JMU Applications) houses the Speedtype Information.
Commitment Control

- You will now see both a green and yellow icon. The green icon is used to drill to the ledger. The yellow icon is used to drill to the activity log. The yellow icon will be more helpful because you can drill down to a Voucher ID or PO Number.

- When you select the yellow icon and drill down, you will not have access to the fees due to access limitations. You will have access to the magnifying glass, used to drill down to the Voucher ID, Purchase Order or Journal ID number and Chartfield information.
Set Up Financials Supply Chain

Department and Account information can be found under Set up Financials Supply Chain/Common Definitions/Design Chartfields/Define Values/Chartfield Values.

ChartField Values

ChartField Values

You do not have security privileges to access the ChartFields that are not hyperlinks.

Department

Account

Recovery Department

Fund Code

Reporting Tools

Query

Query Viewer has the option to run in HTML, Excel OR XML. It is recommended to run it to HTML OR Excel. The XML will be programming language and not helpful for analysis.
nVision – Finance Summary Reports

When finding an existing value, you no longer have to enter “JMDSN” in the business unit. That box can now be left blank. If you like entering the JMDSN, you still have the ability to do so.
Important Fields for nVision Report Requests

Report Title – This field will be displayed at the top of your report and also in the Description field on Report Manager. Remember that everyone who has access to the department will be affected by your changes.

Layout – Do Not change this field. The report will not run.

As of Reporting Date – Two Choices (1) Business Unit Reporting Date which is the last day of the current month, or (2) Specify to run reports for previous months. Make sure you are aware of the date you are using, because it will affect the information displayed on the report.

Tree As of Date - Always use “Use As Of Reporting Date.” The report will not run correctly.

Type - Always select in “Web.” The Printer option will Not run to your printer.

Format – Two Choices (1) HTML Documents allows you to drill down. (2) Microsoft Excel Files allows you to use the report as a spreadsheet. Your reports can be reprinted from Report Manager for Five Days after the initial run of the report. The drilldown links may not work once you leave the system using the Excel format.
Zeros are now used instead of dashes on the Financial Summary report.
Procurement Card
Reconciliation Process

On the PCard Reconciliation, you must (1) slide across the page using the Horizontal Scroll Bar or (2) Customize the Page to show the distribution icon.
To Customize the Page:

- Select the customize link.

Select the fields that you want to hide by holding down the control key and clicking the fields, and then click the Hidden Checkbox.

**Personalize Column and Sort Order**

To order columns or add fields to sort order, highlight column names. Frozen columns display under every tab.

<table>
<thead>
<tr>
<th>Column Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab Transaction</td>
</tr>
<tr>
<td>Select Employee Name</td>
</tr>
<tr>
<td>Card Issuer (hidden)</td>
</tr>
<tr>
<td>Card Number (hidden)</td>
</tr>
<tr>
<td>Trans Date Merchant Description *Status eVA Exclsn PCO/DO No Transaction Amount</td>
</tr>
<tr>
<td>Currency (hidden) Comments (hidden)</td>
</tr>
<tr>
<td>Distribution Budget Status</td>
</tr>
</tbody>
</table>
PCard Reconciliation Report

- When running the PCard Report, you will use the cardholder’s EMPLID (this is NOT their user id) and the last 4 digits of the cardholder’s card.
- Leaving these cells blank will bring back all card information that you have access to.

NOTE: Finance System information that is not covered in this document will stay the same from the current version to the new version of the Finance software.