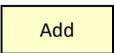**Overview**

New PeopleSoft Financial reports have been created to replace the existing nVision reports for Endowment and Restricted Funds projects. Two difference reports have been created to capture the different types of funds that are managed in this area.

1. Endowed Funds Monthly Reports
2. Expendable Funds Monthly Reports

The first page(s) of this report gives a summary of the project balances. After the summary page(s) there is a detailed report for each project which lists the account balances along with a list of journal entries processed for the month that the report is run.

Your PeopleSoft Financial access with determine which projects you are authorized to review.

Accessing and Running Reports

From the menu in PeopleSoft Financials, choose **UWO Menu.** Under **UWO Special Funds**, you will find the **Endowed Funds Monthly Reports** and the **Expendable Funds Monthly Reports**. Run controls will need to be set up for each of these reports the first time they are accessed. To set up a run control, click one of the reports and then click on the **Add a New Value** tab. In the text box, type the name you would like to use for the report and then click on ☐ Add . Repeat for other report if required.

Enter the Fiscal Year and Accounting Period that you would like to report on.

If you are reporting on a period that is closed, the report will read 'Reporting Period Status is FINAL'. If you are reporting on a period that has not closed, the report will read 'Reporting Period Status is IN PROGRESS'.

Enter the department that you would like to report on. If you are reporting on one department, use the same department number in the **From Department** and the **To Department** boxes. If you are reporting on a range of departments, enter the smallest department number in the **From Department** box and the largest department number in the **To Department** box.

Special Funds Monthly Reports

Run Control ID: Expendable_Reports   Report Manager   Process Monitor   [Run]

Special Funds Reporting

*Fiscal Year:	2015
*Accounting Period:	6
From Department:	000000 Corporate
To Department:	000000 Corporate
From Project ID:	301041 Threat Assesment/Risk Managemt
To Project ID:	899999 Life Insurance Policies
Include Project Statements	☑
Include Journal Detail	☑

[Save] [Return to Search] [Notify]   [Add] [Update/Display]

Enter the project that you would like to report on. If you are reporting on one project, use the same project number in the **From Project ID** and the **To Project ID** boxes. If you are reporting on a range of projects, enter the smallest project number in the **From Project ID** box and the largest department number in the **To Project ID** box.

Special Funds Monthly Reports

Run Control ID: Expendable_Reports   Report Manager   Process Monitor   [Run]

Special Funds Reporting

*Fiscal Year:	2015
*Accounting Period:	6
From Department:	000000 Corporate
To Department:	000000 Corporate
From Project ID:	301041 Threat Assesment/Risk Managemt
To Project ID:	899999 Life Insurance Policies
Include Project Statements	☑
Include Journal Detail	☑

[Save] [Return to Search] [Notify]   [Add] [Update/Display]

If you are only looking for a high level summary of you projects, uncheck the **Include Project Statements** and **Include Journal Detail** boxes. If you are looking for a high level summary plus a detailed report on each project, check the **Include Project Statements** box. If you are looking for a high level summary, detailed report on all projects plus the current month's journal entries, check both the **Include Project Statements** box and the **Journal Detail boxes**.

Once you have provided the required information, click on the **Save** button then the **Run** button. You will be directed to the Process Schedule Request screen. Insure that the Type = Window and the Format = PDF. Click on the OK button.

The report will open in a new window on your computer. (In some instances, the first page of the report may be blank, please scroll to the second page for the start of your report.)