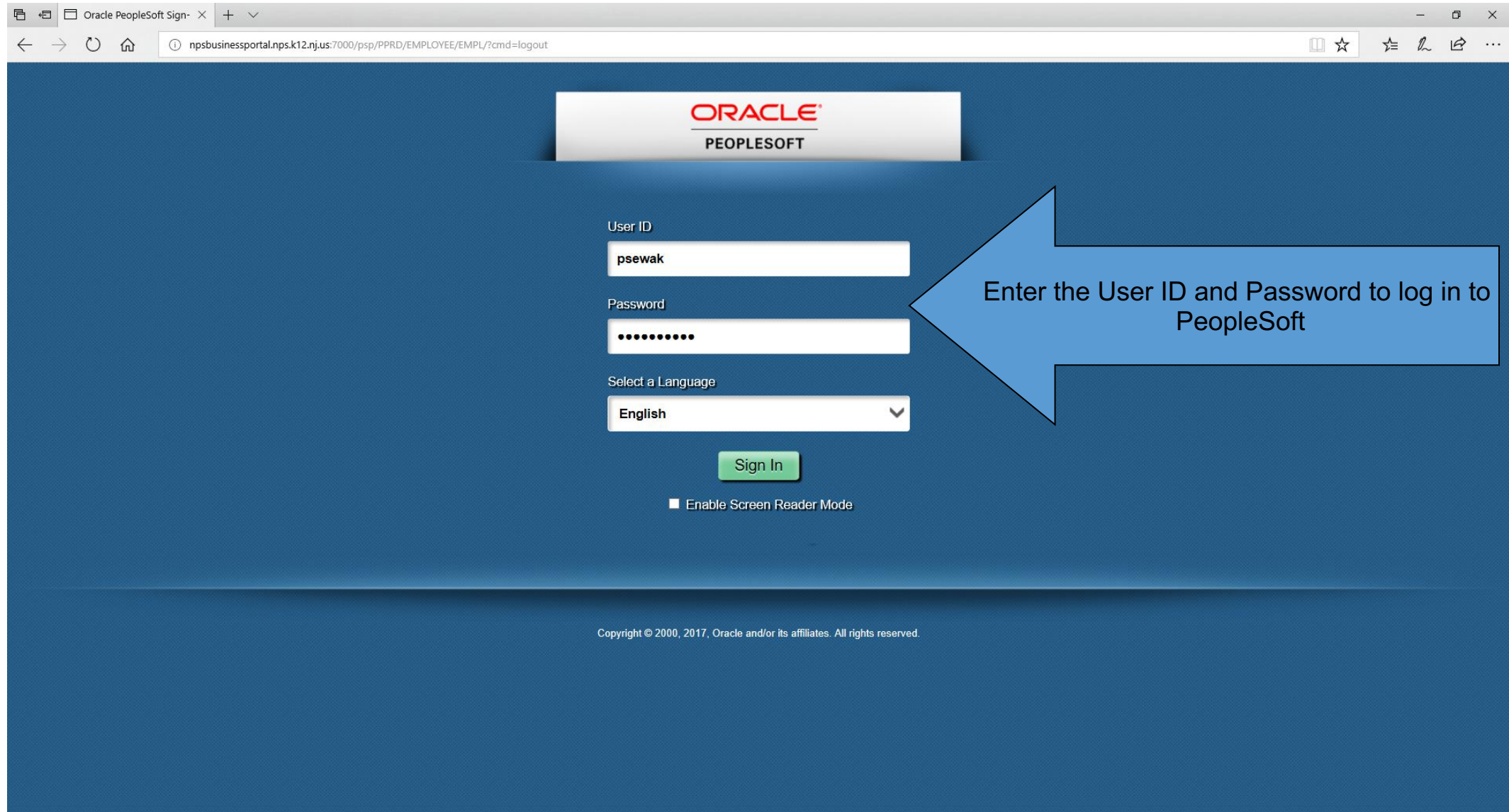


How to Print or View PeopleSoft Account Analysis Report

Author: Budget Department

Revised March 2019

To Print or View Reports



Oracle PeopleSoft Sign- x + v

npsbusinessportal.nps.k12.nj.us:7000/psp/PPRD/EMPLOYEE/EMPL/?cmd=logout

ORACLE
PEOPLESOFT

User ID
psewak

Password
.....

Select a Language
English

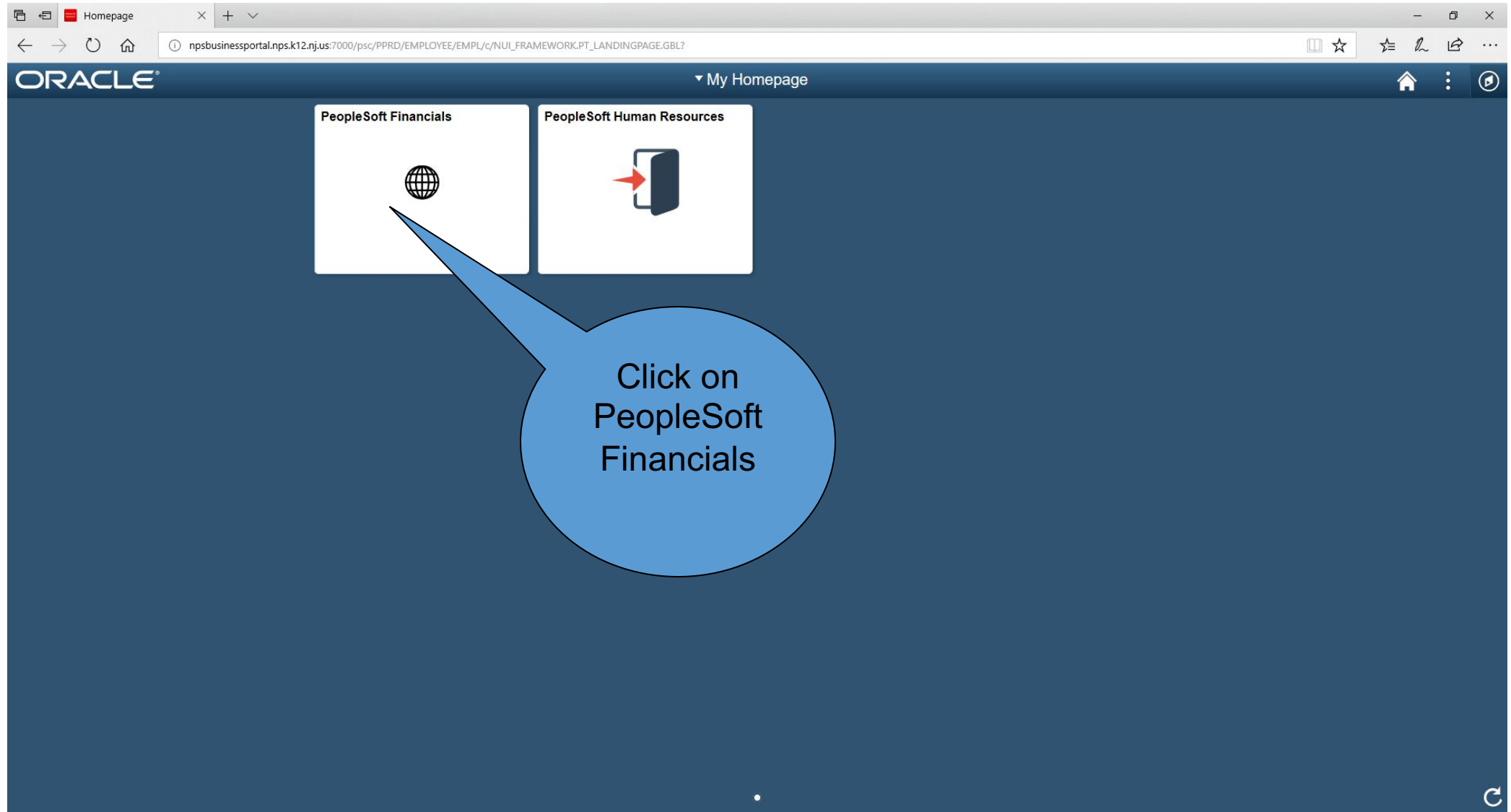
Sign In

Enable Screen Reader Mode

Enter the User ID and Password to log in to PeopleSoft

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To Print or View Reports



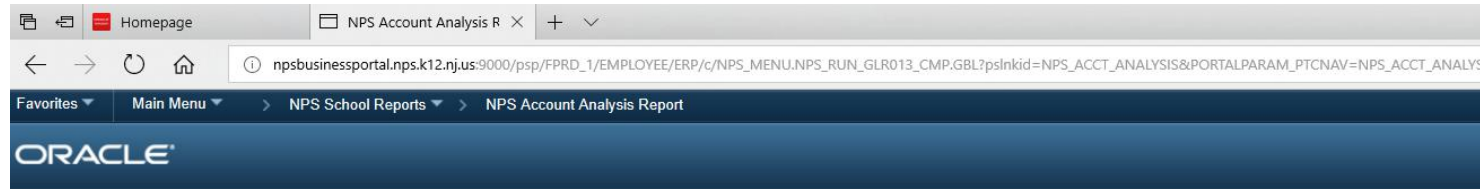
To Print or View Reports

The image shows a web browser window displaying the Oracle NPS business portal homepage. The browser's address bar shows the URL: `npsbusinessportal.nps.k12.nj.us:9000/psc/FPRD_1/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?Page=PT_LANDINGPAGE`. The page header includes the Oracle logo and the text "My Homepage". The main content area features a grid of tiles:

- Create Requisition**: Represented by a shopping cart icon.
- Manage Requisitions**: Represented by a document icon with a star.
- NPS Account Analysis Report**: Represented by a document icon with a pie chart and a person silhouette. A blue callout bubble points to this tile with the text: "Click on NPS Account Analysis Report".
- Worklist**: Represented by a document icon with a checkmark.
- Budget Transfer Request**: Represented by a double-headed arrow icon.
- Manage Requisition Approvals**: Represented by a document icon with a checkmark.
- Classic Home**: Represented by a computer monitor icon.

The bottom right corner of the page contains a refresh icon.

To Print or View Reports



NPS Account Analysis Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

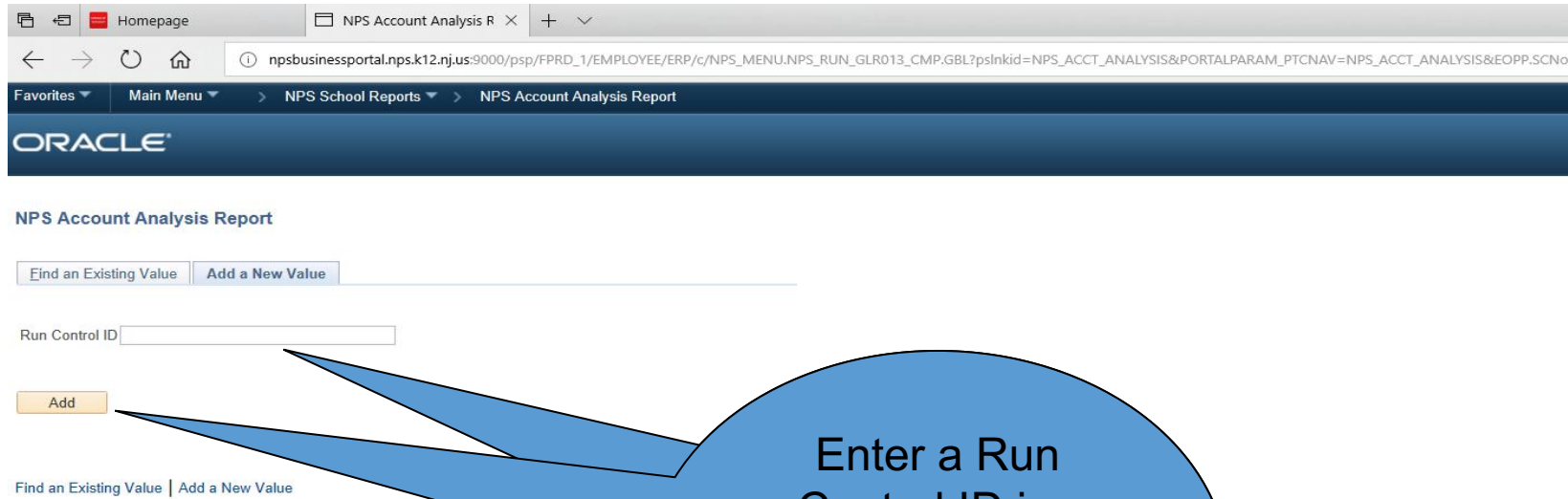
Search by: Run Control ID begins with

Case Sensitive

[Find an Existing Value](#) | [Add a New Value](#)

Click on
"Add a
New Value"
Tab

To Print or View Reports



The screenshot shows a web browser window with the following elements:

- Browser tabs: "Homepage" and "NPS Account Analysis R".
- Address bar: `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_1/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?psInkid=NPS_ACCT_ANALYSIS&PORTALPARAM_PTCNAV=NPS_ACCT_ANALYSIS&EOPP.SCNo`
- Breadcrumbs: "Main Menu" > "NPS School Reports" > "NPS Account Analysis Report"
- Oracle logo
- Section title: "NPS Account Analysis Report"
- Buttons: "Find an Existing Value" and "Add a New Value"
- Form field: "Run Control ID" with an empty text input box.
- Button: "Add"
- Footer: "Find an Existing Value | Add a New Value"

A blue callout bubble points to the "Run Control ID" field and the "Add" button. The text inside the bubble reads: "Enter a Run Control ID i.e. 'Your Name' (NO SPACES) and Click Add".

Enter a Run Control ID i.e. "Your Name" (NO SPACES) and Click Add

To Print or View Reports

Budget Period covers the school year from July 1st to June 30th. For example, 2019 would cover July 1, 2018 to June 30, 2019.

Accounting Period starts from July to June:

- July = 1
- August = 2
- September = 3
- October = 4
- November = 5
- December = 6
- January = 7
- February = 8
- March = 9
- April = 10
- May = 11
- June = 12

Run Control ID ps Report Manager Process Monitor Run

Report Parameters

*Budget Period *As Of Accounting Period Output to Excel

ChartField	Description	From Value	To Value
1 FUND_CODE	Fund Code		

Save Notify Add Display

Enter Budget Period & Accounting Period

Click on “plus (+)” icon 7 times. The end result will look like the following:

To Print or View Reports

Account Analysis

Run Control ID ps Report Manager Process Monitor Run

Report Parameters

*Budget Period *As Of Accounting Period Output to Excel

ChartField	Description	From Value	To Value
1 FUND_CODE	Fund Code	<input type="text"/>	<input type="text"/>
2 <input type="text"/>		<input type="text"/>	<input type="text"/>
3 <input type="text"/>		<input type="text"/>	<input type="text"/>
4 <input type="text"/>		<input type="text"/>	<input type="text"/>
5 <input type="text"/>		<input type="text"/>	<input type="text"/>
6 <input type="text"/>		<input type="text"/>	<input type="text"/>
7 <input type="text"/>		<input type="text"/>	<input type="text"/>
8 <input type="text"/>		<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display

Click on each magnifier icon and select the following information for each ChartField section:

- 2: Sub Fund
- 3: Program Code
- 4: Function
- 5: Account (aka Object)
- 6: Department (aka Location)
- 7: Strategy
- 8: Network

To Print or View Reports

Run Control ID ps Report Manager Process Monitor Run

Report Parameters

*Budget Period 2019 *As Of Accounting Period 9 Output to Excel

ChartField	Description	From Value	To Value
1 FUND_CODE	Fund Code		
2 CHARTFIELD1	Sub-Fund		
3 PROGRAM_CODE	Program Code		
4 CLASS_FLD	Function		
5 ACCOUNT	Account		
6 DEPTID	Department		
7 PRODUCT	Strategy		
8 CHARTFIELD2	Network		

Save Notify Add Update/Display

Under the “From Value” column, enter the numbers accordingly for each ChartField section. For example, if you want to create an account analysis for the textbook account, the following slide will show the correct account numbers to enter:

To Print or View Reports

Network Chartfield will be changing from numbers (402, 403, 428, 434) to letters (ECL, NWL, SWL, HSL, SPL, ECC) effective July 1, 2019.

Run Control ID ps Report Manager Process Monitor Run

Report Parameters

*Budget Period 2019 *As Of Accounting Period 9 Output to Excel

ChartField	Description	From Value	To Value		
1 FUND_CODE	Fund Code	15	15	+	-
2 CHARTFIELD1	Sub-Fund	15	15	+	-
3 PROGRAM_COI	Program Code	190	190	+	-
4 CLASS_FLD	Function	100	100	+	-
5 ACCOUNT	Account	640	640	+	-
6 DEPTID	Department	049	049	+	-
7 PRODUCT	Strategy	000	000	+	-
8 CHARTFIELD2	Network	402	402	+	-

Save Add Update/Display

Notice the account number used for the textbook analysis. After you have verified the account, click "Save."

To Print or View Reports

The screenshot shows a web browser window with the Oracle NPS Account Analysis Report interface. The browser tabs include 'Homepage', 'NPS Account Analysis R', and 'Budget Details'. The address bar shows the URL: `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_1/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?psInkid=NPS_ACCT_ANALYSIS&PORTALPARAM_PTCNAV=NPS_ACCT_ANALYSIS&EOPP.SCNoc`. The breadcrumb trail is 'NPS School Reports > NPS Account Analysis Report'. The Oracle logo is visible in the top left. Below the logo, there are tabs for 'Account Analysis', 'Run Control ID ps', 'Report Manager', and 'Process Monitor'. A yellow 'Run' button is highlighted with a red circle. A blue callout bubble points to the 'Run' button with the text 'Click Run.'. Below the 'Run' button is the 'Report Parameters' section, which includes search fields for '*Budget Period' (2019) and '*As Of Accounting Period' (9), and an 'Output to Excel' button. A table of 'Chartfields' is displayed with columns for ChartField, Description, From Value, and To Value. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Run Control ID ps Report Manager Process Monitor **Run**

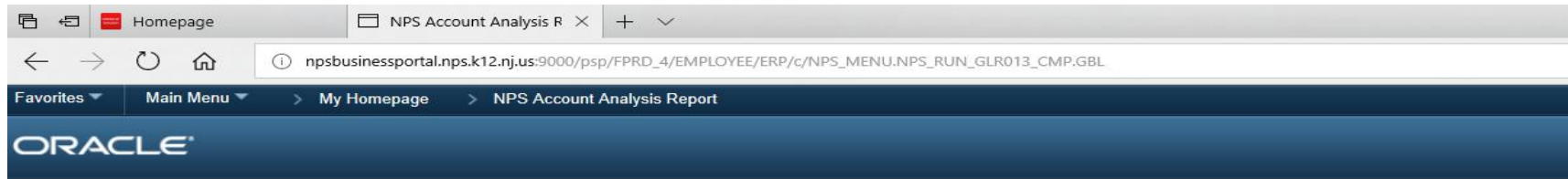
Report Parameters

*Budget Period 2019 *As Of Accounting Period 9 Output to Excel

ChartField	Description	From Value	To Value		
1 FUND_CODE	Fund Code	15	15	+	-
2 CHARTFIELD1	Sub-Fund	15	15	+	-
3 PROGRAM_COE	Program Code	190	190	+	-
4 CLASS_FLD	Function	100	100	+	-
5 ACCOUNT	Account	640	640	+	-
6 DEPTID	Department	049	049	+	-
7 PRODUCT	Strategy	000	000	+	-
8 CHARTFIELD2	Network	402	402	+	-

Save Notify Add Update/Display

To Print or View Reports



Process Scheduler Request

User ID psewak Run Control ID ps

Server Name Run Date 03/19/2019

Recurrence Run Time 3:07:04PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Open Requisition Audit Report	NPSGL14A	BI Publisher	Web	HTM	Distribution
<input type="checkbox"/>	Open Encumbrance Audit Report	NPSGL14B	BI Publisher	Web	HTM	Distribution
<input type="checkbox"/>	Encumbrance Analysis Report	NPSGL14C	BI Publisher	Web	HTM	Distribution
<input type="checkbox"/>	Expense Audit/Analysis Report	NPSGL14D	BI Publisher	Web	HTM	Distribution
<input type="checkbox"/>	Open Encumbrance Audit by Loc	NPSGL14E	BI Publisher	Web	HTM	Distribution
<input type="checkbox"/>	Requisition Analysis Report	NPSGL14F	BI Publisher	Web	HTM	Distribution
<input type="checkbox"/>	Monthly PO Expenditure Report	NPSGL14H	BI Publisher	Web	HTM	Distribution
<input checked="" type="checkbox"/>	Account Analysis Report	NPSGLR13	BI Publisher	Web	PDF	Distribution

Select Account Analysis Report and the Format and then click "OK."

To Print or View Reports

Run Control ID ps **Report Manager** Process Monitor Run

Report Parameters

*Budget Period 2019 *As Of Accounting Period 9 Output to Excel

Chartfields		Personalize	Find	View All	First	1-8 of 8	Last
ChartField	Description	From Value	To Value				
1 FUND_CODE	Fund Code	15	15	+	-		
2 CHARTFIELD1	Sub-Fund	15	15	+	-		
3 PROGRAM_COE	Program Code	190	190	+	-		
4 CLASS_FLD	Function	100	100	+	-		
5 ACCOUNT	Account	640	640	+	-		
6 DEPTID	Department	049	049	+	-		
7 PRODUCT	Strategy	000	000	+	-		
8 CHARTFIELD2	Network	402	402	+	-		

Save Notify Add Update/Display

To Print or View Reports

The screenshot shows the Oracle Report Manager interface. At the top, there is a browser window with the URL `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_4/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL`. Below the browser window, there is a navigation bar with the Oracle logo and a breadcrumb trail: `Main Menu > My Homepage > NPS Account Analysis Report > Report Manager`. The main content area has four tabs: `List`, `Explorer`, `Administration`, and `Archives`. The `Administration` tab is highlighted with a red circle. A blue callout bubble points to this tab with the text: `Click on the Administration tab.`

Below the tabs, there is a section titled `View Reports For` with fields for `Folder`, `Instance`, `to`, `Name`, `Created On`, and `Days`. A `Refresh` button is also present.

The main content area displays a table of reports:

Report	Report Description	Folder Name	Completion	Report ID	Process Instance
1 NPSGLR13 - NPSGLR13.pdf	NPSGLR13 - NPSGLR13.PDF	Financials	03/19/19 3:13PM	1600664	1696517
2 NPSGLR13 - NPSGLR13.pdf	NPSGLR13 - NPSGLR13.PDF	Financials	03/19/19 3:09PM	1600664	1696514
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	Financials	03/19/19 2:57PM	1600664	
4 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	Financials	03/19/19 2:51PM	1600658	1696487
5 NPS8020	NPS BUDGET STATUS REPORT	Financials	03/19/19 1:33PM	1600625	1696452
6 NPS8020	NPS BUDGET STATUS REPORT	Financials	03/19/19 1:10PM	1600601	1696430
7 NPSGLR13 - NPSGLR13.pdf	NPSGLR13 - NPSGLR13.PDF	Financials	03/19/19 1:08PM	1600599	1696427
8 NPSGLR13 - NPSGLR13.htm	NPSGLR13 - NPSGLR13.HTM	Financials	03/19/19 1:07PM	1600595	1696425

At the bottom of the interface, there is a `Save` button and a breadcrumb trail: `List | Explorer | Administration | Archives`.

To Print or View Reports

The screenshot shows the Oracle Report Manager interface. At the top, there's a browser window with the URL `npsbusinessportal.nps.k12.nj.us:9000/psp/FPRD_2/EMPLOYEE/ERP/c/NPS_MENU.NPS_RUN_GLR013_CMP.GBL?IsFolder=false&RUN_CNTL_ID=ps`. Below the browser, there's a navigation bar with "ORACLE" and "Report Manager". The main content area has tabs for "List", "Explorer", "Administration", and "Archives". Under "Administration", there's a "View Reports For" section with filters for "User ID" (psewak), "Type", "Status", "Folder", and "Instance". A "Refresh" button is also present. Below this is a "Report List" table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains 11 rows of reports. The fourth row is circled in red, and a blue callout bubble points to it with the text: "Locate your report and click on the hyperlink. Notice the Instance number matches what was posted in the prior slide." Below the table, there are "Select All" and "Deselect All" checkboxes, a "Delete" button, and a "Go back to NPS Account Analysis Report" link. At the bottom, there's a "Save" button and a breadcrumb trail: "List | Explorer | Administration | Archives".

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1600950	1696769	NPSGLR13 - NPSGLR13.pdf	03/20/2019 10:01:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600947	1696767	NPSGLR13 - NPSGLR13.pdf	03/20/2019 10:00:56AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600945	1696766	NPSGLR13 - NPSGLR13.pdf	03/20/2019 9:59:55AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600690	1696517	NPSGLR13 - NPSGLR13.pdf	03/19/2019 3:13:30PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600685	1696514	NPSGLR13 - NPSGLR13.pdf	03/19/2019 3:09:56PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600664	1696494	Comm. Cntrl. Budget Processor	03/19/2019 2:57:26PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1600658	1696487	Comm. Cntrl. Budget Processor	03/19/2019 2:51:05PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1600625	1696452	NPS Budget Status Report	03/19/2019 1:33:19PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600601	1696430	NPS Budget Status Report	03/19/2019 1:10:20PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600599	1696427	NPSGLR13 - NPSGLR13.pdf	03/19/2019 1:08:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1600595	1696425	NPSGLR13 - NPSGLR13.htm	03/19/2019 1:07:17PM	HTML Documents (*.htm)	Posted	Details

To Print or View Reports

Homepage | Report Index | NPSGLR13.pdf

npsbusinessportal.nps.k12.nj.us:9000/psreports/FPRD/1600690/NPSGLR13.pdf

1 of 2

Report ID: NPSGLR13 NEWARK PUBLIC SCHOOLS Page No 1

Account Analysis Report

As Of March 2019

Run Date 3/19/2019
Run Time 3:13:30 PM

15-15-190-100-640-049-000-402 TEXTBOOKS

Summary	Budget	Expenses	Encumbrance	PreEncumbrance	Remaining Budget	Hard Stop %	Available Budget
	5,500.00	5,476.80	0.00	0.00	23.20	1	0.23

Budget

Journal	Date	Description	Amount	Balance	Purchase Order #	Entered By	Status	Requisition #	Sheek # / Check Date
OBED0046615	2018-07-01	FY19 Fund 15 Non Sal & Benefit	5,000.00	5,000.00		jodias Joao Dias			
Original Appropriation			5,000.00	5,000.00					
XFR0048892	2018-10-19	Budget XFR 0005168	500.00	500.00		jballard Jason Ballard			
Budget Adjustments/Transfers			500.00	500.00					
Total Current Appropriation			5,500.00	5,500.00					

Purchase Order

Purchase Order	Date	Vendor	Amount	Vouchered Amount	Balance	Purchase Order #	Entered By	Status
19-0005328	2018-10-22	0000001495 FOLLETT ED. SERVICES	5,476.80	5,476.80	0.00	19-0005328		Dispatched
Purchase Order Total			5,476.80	5,476.80	0.00			
Total Encumbered			5,476.80	5,476.80	0.00			

Expense

Voucher	Date	Vendor	Amount	Balance	Purchase Order #	Entered By	Status	Requisition #
00447798	2018-12-19	0000001495 FOLLETT ED. SERVICES	5,476.80	5,476.80	19-0005328			
Voucher Total			5,476.80	5,476.80				

1

Report ID: NPSGLR13 NEWARK PUBLIC SCHOOLS Page No 2

Account Analysis Report

As Of March 2019

Run Date 3/19/2019
Run Time 3:13:30 PM

Total Expense	5,476.80	5,476.80	0.00	5,476.80
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Click on the icons (print, save, etc.) for your report use.