**LISTING OF RESOURCES**

**FOR**

**FINANCIAL ANALYSIS AND REVIEWS**

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**List of Helpful Resources**

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| Resource Category | Resource | Resource or Path Name | Description | Usage Recommendation | Needed Input or Parameters |
| Cost Center & Signer Maintenance | Query | NIU\_RLS\_DEPT\_SIGNERS\_S | Real-Time lists all Signers for a given cost center, including “signer not for workflow” | Excel or HTML |  |
| Cost Center List | Query | NIU\_BUD\_COSTCENTER\_LISTING\_NS | Lists all cost center without signers | Excel or HTML | Business Unit = NIUDK |
| Budget Performance Review or Multi-Year Analysis | Query | NIU\_RLS\_QTRLY\_BUD\_SUMMARY\_S | Real-time lists transactional information minimally aggregated of actuals and budgets (incl. obligations and pre-obligations). | Pivot via Excel | None, although offers limiting data to Division, College, Department, Cost Center or Fund. |
| Budget Transactional Analysis or Review | Query | NIU\_RLS\_BDGT\_JRNLS\_DETAILS\_S | Real-time budget information on transactional level to review budget transactions or aggregate to analyze budget deployment. | Pivot via Excel or HTML depending on intended use | None, although offers limiting data to Division, College, Department, Cost Center or Fund. |
| Actual Transactional Analysis or Review | Query | NIU\_RLS\_JRNL\_S | Actual information on transactional level to review actual transactions or aggregate to analyze spending / revenues. Update 24 hrs increments. | Excel or HTML | Business Unit = NIUDK, Date Range, Account Code Range. Some other optional criteria possible. |
| Budget Analysis or Review | Query | NIU\_RLS\_BUD\_LEDGER\_ALL\_S | Real-time budget information on aggregated on entry type (Journal vs. Transfer and Permanent vs. Adjustment) | Pivot via Excel | Business Unit = NIUDK, Ledger MGMT\_BUD for Expenditure, REVEST\_BD for Revenues. If all Funds and Cost Center are desired input a wildcard (%) |
| Budget Analysis or Review | Query | NIU\_RLS\_QTRLY\_BUDGET\_DETAILS\_S | Real-time budget information aggregated on transaction type (BUD = budget, ACT = actual, ENC = encumbrance/obligation). | Excel or HTML | Business Unit = NIUDK |
| Budget Analysis or Review | Query | NIU\_RLS\_QTRLY\_BUDGET\_S  | Real-time budget information aggregated on cost center by quarter. | Excel or HTML |  |
| Deficit Budgets | Query | NIU\_RLS\_BD\_OVERRIDE\_RPT\_S | Listing of transactions overridden | Excel or HTML |  |
| Budget Overview w. Detail | PS-Module | Commitment Control > Review Budget Activities > Budgets Overview OR MyNIU Review Financial Activity > Budgets Overview | Review of real time budget information. Drillable to transaction level | HTML or Excel via Download | Click “Search” > Input Search Criteria (i.e. Ledger Group or Chart Field Criteria) |
| Review of Budget Transactions | PS-Module | Commitment Control > Budget Journals > Enter Budget Journals OR MyNIU Review Financial Activity > Enter Budget Journals | Review of budget journals with header description to delineate the purpose of transfer or processing status | HTML | “Find an Existing Value” > Business Unit = NIUDK > [Choose other fields as applicable] |
| Review of Budget Transactions | PS-Module | Commitment Control > Budget Journals > Review Budget Check Exceptions OR MyNIU Review Financial Activity > Review Budget Exceptions | Review of budget journals with budget exceptions (warnings, errors, etc.). Can be helpful/supplemental to daily report for root-cause analysis | HTML with Drilling | Path addition: > [Choose Source Document Type] |
| Organizational Structure | PS-Module | Switch to Classic View (Compass Needle) > Classic Home🡪 Tree Manager > Tree Viewer | Review structure of cost center that should reflect organizational structure. | HTML | NIU\_SECURITY > Most Recent Effective Date > Navigate to Area of Interest |

**Please request further budget related resource needs or share your thoughts by e-mailing** **budgetandplanning@niu.edu****, request this to be discussed at the BRAIN meeting or calling our Planner Specialist Stefan Groebel 815-753-1909. Further, these resources require access to modules in PeopleSoft Financial Management System (PS FMS), please request them via CAR Form.**