



Budget Office
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Budget Training

- 1) ***nVision Report*** - this report is located in the PeopleSoft Finance Module. ***The nVision Report*** is a Microsoft Excel-based tool used for financial reporting. Department users may use the nVision report to analyze remaining available budget. Users may also use this report for multiple types of funding including:
 - General fund budget status for a department
 - Trust Funds
 - ProjectsThe Business Process Guide (BPG) is attached, which will give you detailed steps on how to run the report. Because this report is Microsoft Excel-based the user will be able to manipulate the information and amounts if necessary to adjust.
- 2) ***Budget Balance Queries*** – CSUB uses PeopleSoft Query to provide financial data to department users. Data reviewed through Query includes current budgets posted by Fund, Department and Project. These queries show the detail that should balance to the ***nVision Report*** and should be reviewed monthly. The BPG is attached which will give you detailed steps on how to run the queries. Because this report is Microsoft Excel based the user will be able to manipulate the information and sort for ease of reconciliation.
- 3) ***Budget Comparison Reports*** – These 3 reports allow the user to pull more information based on the fund or department they choose. It allows a department user to see every fund associated with a particular department, or every department associated with a particular fund. These reports are very useful to users that are responsible for multiple departments or funds.
- 4) ***PS Account Codes / Object Codes*** – This list highlights the most commonly used Account codes and a cross-reference to the old FRS sub-codes.
- 5) ***Budget Transfer Form*** – This Budget Transfer form is in an Excel format and is to be completed and emailed to budget@csub.edu for upload into the PeopleSoft system. This form replaces the TBA, however upon completion you will receive a confirmation with a TBA number for reference. The BPG for the Budget Transfer Form is included with a description of the fields that must be completed in order for the request to be processed.

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