**nVision Actuals Drilldown Report (Non-Project Speedtypes)**

The nVision Actuals Drilldown Report is used to manage your budget and expenditures. This report can only be used with valid non-project speedtypes. It has been modified to include additional fund codes. Listed below are all the fund codes that can be used with this report.

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10XXX</td>
<td>RI (State Approp, Tuition, Federal Stimulus, Other General, etc.)</td>
</tr>
<tr>
<td>12XXX</td>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>13XXX</td>
<td>Student Activities</td>
</tr>
<tr>
<td>14100*</td>
<td>Departmental Sales &amp; Services</td>
</tr>
<tr>
<td>15XXX</td>
<td>Indirect Cost</td>
</tr>
</tbody>
</table>

* All other fund 14XXX can be accessed using the nVision Project Drilldown Report.
Banking Information for employees is fed from ADP (Human Resources Management System) to Spectrum Plus (Financials System) on a nightly basis. The banking account that is brought over into Spectrum Plus to reimburse employees is the account which has the Net Remaining Pay selected.

Employees payment method is determined by how they are set up in ADP.

- If no direct deposit has been set up in ADP, then an employee will receive a check.
- If direct deposit has been set up in ADP and the Net Remaining Pay has not been selected, then an employee will receive a check.

Changes made to banking information in ADP can affect which account your reimbursement is deposited into.

- If you close an account, you must uncheck the Net Remaining Pay on the closed account and then select the Net Remaining Pay for the new account you have added in ADP. If you fail to make this change, your reimbursement will be deposited into the closed account.

### Instructions for Selecting Net Remaining Pay in ADP

**Step 1:** Click on URL, [https://portal.adp.com/public/index.htm](https://portal.adp.com/public/index.htm) to login to ADP.

**Step 2:** Click on *User Login*. 
**Instructions for Selecting Net Remaining Pay in ADP**

**Step 3:** Type in **User name** and **Password** and press **OK**

![Login Screen]

**Step 4:** Selecting the Banking Account that you want your reimbursement to be deposited into.

1. Click on **Manager** tab

2. Click on **Employee**
Instructions for Selecting Net Remaining Pay in ADP (continued)

- Click on Pay & Taxes tab

- Click on Direct Deposit

- In this example only one account has been set up, so click on Checking* link.
Instructions for Selecting Net Remaining Pay in ADP

- Click checkbox for **Remaining Net Pay Account**

  ![Image showing ADP interface with checkbox for Remaining Net Pay Account](image)

- This is the account that will be fed into Spectrum Plus (Financial System) for your reimbursement.

**NOTES:**

- If you have more than one account set up (i.e. checking, savings), ensure that you select the Remaining Net Pay Account checkbox of the account that you want your reimbursement to be deposited into.

- If you close one of your accounts, don’t forget to uncheck the Net Remaining Pay Account checkbox on the closed account and check the Net Remaining Pay Account checkbox for the new account.
Reminders:

Please run the query **GSU_PO_OPEN_ENC_BY_DEPT_RANGE** to review open purchase orders for your departments which may be candidates for closing. This query should be run frequently throughout the fiscal year to free up funds which could possibly be used for other purposes. Requests to close purchase orders should be forwarded to Michael Davidson, Manager of Purchasing.