

- Why are Salary Budget Reports so important?
 - Alesco (HR) has become the source of truth for FTE, budget and salary information. This now allows visibility of salary expense information to Senior Leaders across the University and shifts reporting from a “per pay-period” to calendar month basis.

MIS has been identified as the reporting tool for monthly Salary Budget reporting, utilising the Newcastle Information and Analytics (NINA) Portal.
- What is NINA Reporting?
 - The Newcastle Information and Analytics (NINA) Portal offers users an interactive visualisation of critical information, including the new Salary Budget reports.
- How do I know if I have access to Salary Budget reports?
 - Access to the NINA Portal is restricted. If you try to access a NINA Report without valid access, a ‘SAS Visual Analytics Viewer’ message will appear. You will need to ascertain approval from the HRIS Team to gain access to the Salary Budget Reporting.
- What roles are available in the NINA System?
 - The access roles for Stage 1 of Salary Budget reporting include:
 - Financial Planning Committee – Full access to all Faculty and Divisional data, which includes access to the Budget Variance reporting page.
 - All Faculty/Divisions – Full access to all Faculty and Divisional information.
 - Own Faculty/Division – Users only have access to the Faculty or Division for which they are responsible.
- Why is Research and Restricted staffing data not displayed?
 - The Stage 1 Report delivery is for Operating Funded staff only.
- Can I print my NINA reports?
 - Currently there are issues with printing reports from NINA. Tables and text do not display correctly when reports are printed. The Strategy, Planning and Performance team are working with the software provider to resolve these issues, and will inform NINA users once printing functionality is available.
- How can I export data from tables?
 - Data can be exported from individual report objects by right clicking on the object and then selecting ‘Export <object name>’ where <object name> is the name of the graph or table you wish to export.
- Are there different reporting views?
 - The NINA Reporting tool displays its charts and tables of information under reporting tabs. Clicking on the various tabs across the top of the reporting pane will display YTD Salary Budget, Monthly Salary Budget and Professional/Academic staff information. Full access users also have a Budget Variance dashboard view.
- How can I filter reporting information?
 - Depending on a user’s access, the NINA Reporting tool enables users to filter on such information as Faculty/Division, School/Unit, Reporting Month, Staff grouping (ie. Professional or Academic), Position Status (ie. Ongoing, Fixed-Term, Casual) and Cost Centre.

- Is there a way of clearing reporting filters?
 - If information displayed is not what you are expecting, it is often due to an incorrect filter being selected. Select 'Clear Filter' from the top of a related drop-down menu, or click on the 'Refresh Report' icon on the toolbar to clear all filters.
- How can I differentiate negative values?
 - Any negative variances in a table will be depicted in red with either a minus sign (-) for FTE values or brackets around dollar amounts.
- Is there a way to display the values associated with charts?
 - To display the value associated with a particular data series in a chart, simply hover your mouse over the chart area you require displayed.
- Is there a way of sorting data in a table?
 - Sort data in tables by clicking on the column headers, which will sort the table information by that column in ascending order (*which will show an up-pointing white arrow* ) or in descending order, depicted by the down-pointing arrow .
- How can I expand or collapse data in a table?
 - Use the plus sign (+) to expand and the minus sign (-) to collapse. To expand or collapse all, simply right-click on the column header required then select relevant *Expand* or *Collapse* options.
- Is it possible to resize a table column?
 - Simply hover over the column header border, then click and drag to size. A double-headed arrow  will appear when hovered over the border.
- How can I view a chart or table in full-screen mode?
 - All charts and tables can be maximised by simply clicking on the required object and then clicking on the box shape (*ie. Maximize button*) in the information tab that appears above the object. Click on the double-box shape to restore the object.
- How am I best to capture a NINA Reporting screen image?
 - The best method for capturing screen images, such as the graphs and Faculty/Division and School/Unit screen shots, is by using the Windows 7 Snipping Tool. This will enable you to save graphs to a document for distribution to the various Senior Leaders, if required.

This can be accessed by selecting the Start menu > All Programs > Accessories > Snipping Tool.
- Who do I contact with NINA Portal issues?
 - If you have difficulty accessing the Portal or experience extreme delays when loading reports, please contact [Meagan Morrissey](#) Senior Information Analyst, Strategy, Planning and Performance. Individual or group NINA reporting training sessions are also available through this contact.
- Who do I contact with Salary Budget Reporting Data queries?
 - If you need further information around the data displayed in the reports, please contact your Financial Operative and/or HR Business Partner directly.