



<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	FIU02-Using nVision DrillDown Excel 2007_BUSPROC.doc
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### **FIU02-Using nVision DrillDown Excel 2007**

Trigger:

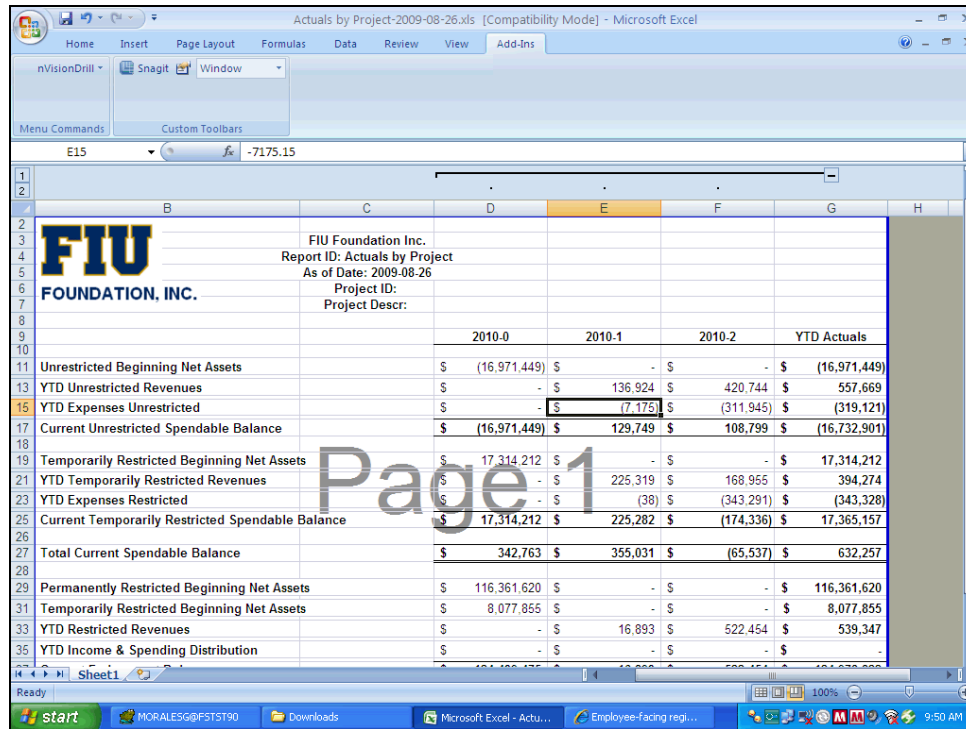
<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Results</b>	<b>Comments</b>


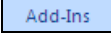
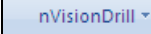
### **Additional Information**

## Procedure

In this topic you will use the nVision DrillDown for Excel 2007.



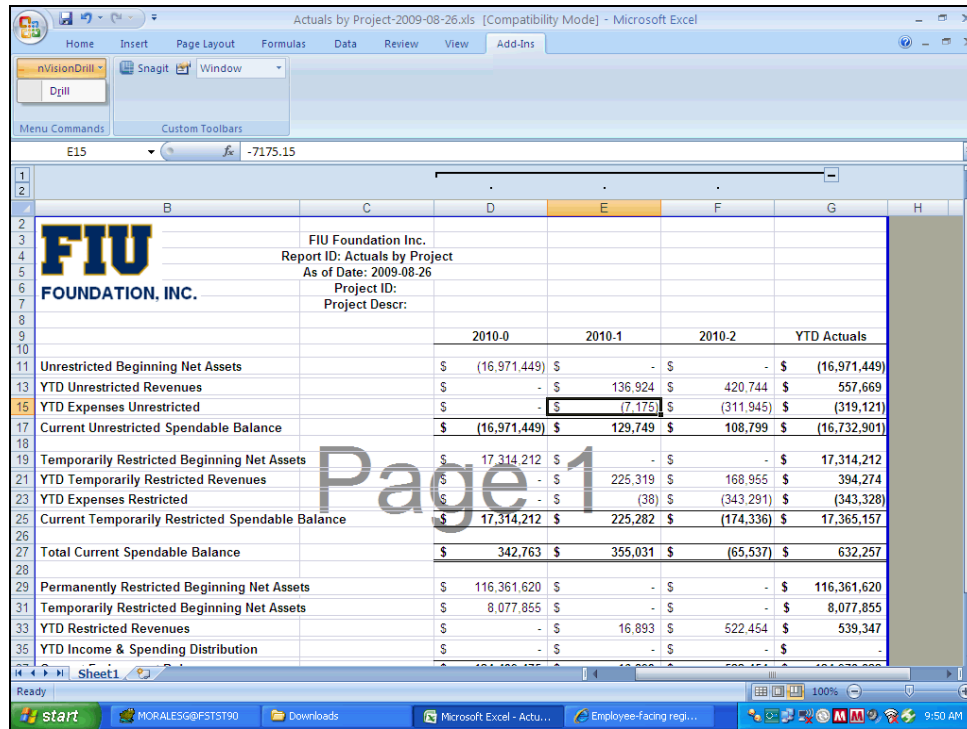
	2010-0	2010-1	2010-2	YTD Actuals
Unrestricted Beginning Net Assets	\$ (16,971,449)	\$ -	\$ -	\$ (16,971,449)
YTD Unrestricted Revenues	\$ -	\$ 136,924	\$ 420,744	\$ 557,669
YTD Expenses Unrestricted	\$ -	\$ (7,175)	\$ (311,945)	\$ (319,121)
Current Unrestricted Spendable Balance	\$ (16,971,449)	\$ 129,749	\$ 108,799	\$ (16,732,901)
Temporarily Restricted Beginning Net Assets	\$ 17,314,212	\$ -	\$ -	\$ 17,314,212
YTD Temporarily Restricted Revenues	\$ -	\$ 225,319	\$ 168,955	\$ 394,274
YTD Expenses Restricted	\$ -	\$ (38)	\$ (343,291)	\$ (343,328)
Current Temporarily Restricted Spendable Balance	\$ 17,314,212	\$ 225,282	\$ (174,336)	\$ 17,365,157
Total Current Spendable Balance	\$ 342,763	\$ 355,031	\$ (65,537)	\$ 632,257
Permanently Restricted Beginning Net Assets	\$ 116,361,620	\$ -	\$ -	\$ 116,361,620
Temporarily Restricted Beginning Net Assets	\$ 8,077,855	\$ -	\$ -	\$ 8,077,855
YTD Restricted Revenues	\$ -	\$ 16,893	\$ 522,454	\$ 539,347
YTD Income & Spending Distribution	\$ -	\$ -	\$ -	\$ -

Step	Action
1.	<p>Click the desired field that you would like to drill on. Usually, this will be either an Expense or Revenue amount.</p> <p><b>Note:</b> The field selected cannot contain an Excel formula e.g. Sum, Count etc.</p> 
2.	<p>Click the <b>Add-Ins</b> tab.</p> 
3.	<p>Click the button to the right of the <b>nVisionDrill</b> field.</p> 



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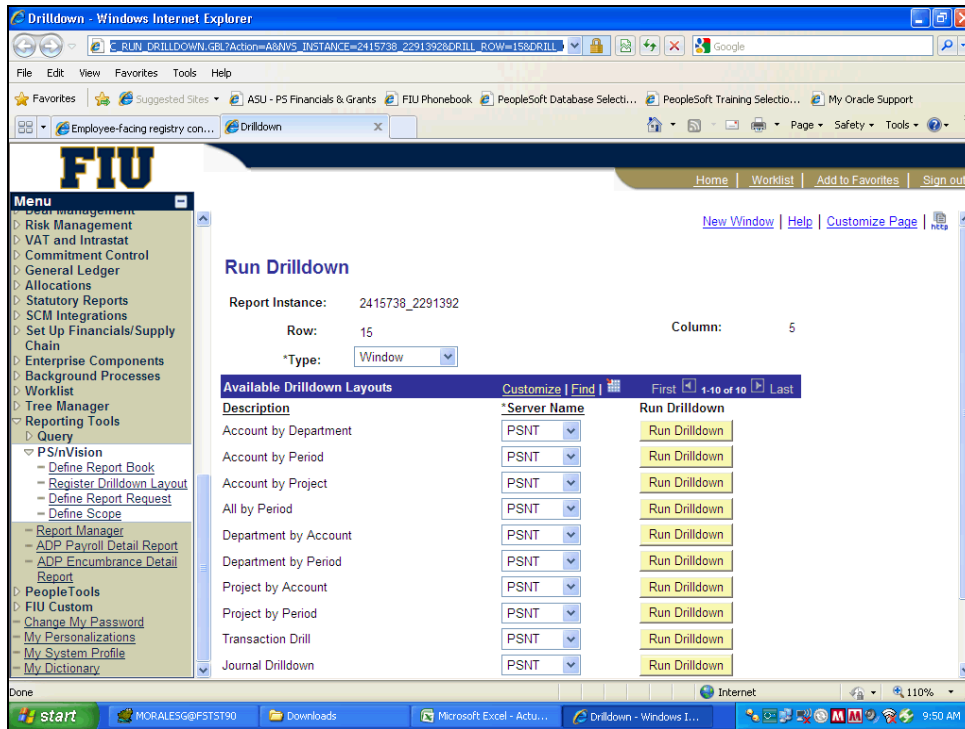
## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Using nVision DrillDown Excel 2007



Step	Action
4.	Click the <b>Drill</b> menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Drill</div>

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Using nVision DrillDown Excel 2007

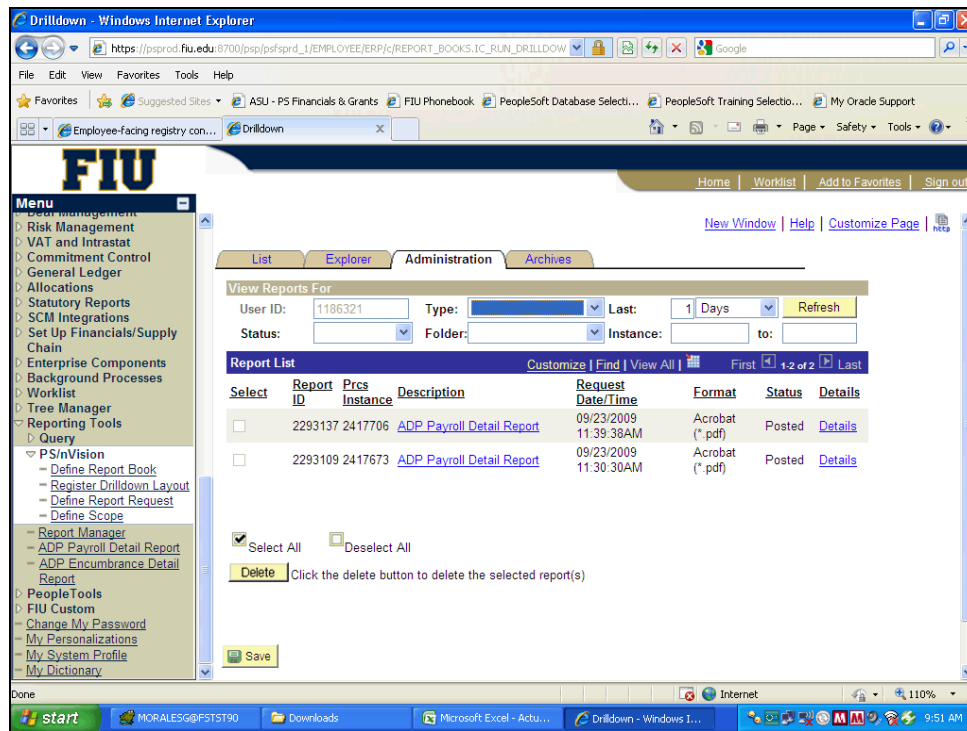


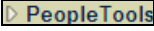
Step	Action
5.	Click the <b>Run DrillDown</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Run Drilldown</div>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Using nVision DrillDown Excel 2007



Step	Action
6.	Click the <b>PeopleTools</b> link. 

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Using nVision DrillDown Excel 2007

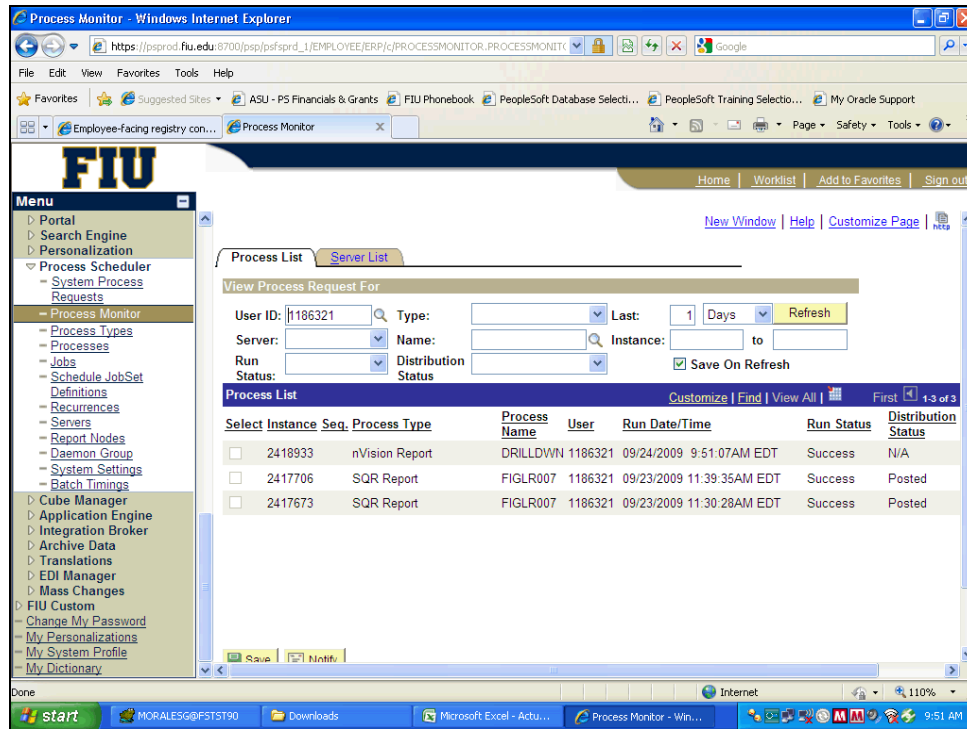



Step	Action
7.	Click the <b>Process Scheduler</b> link. <input type="text" value="Process Scheduler"/>
8.	Click the <b>Process Monitor</b> link. <input type="text" value="Process Monitor"/>



# Business Process Document

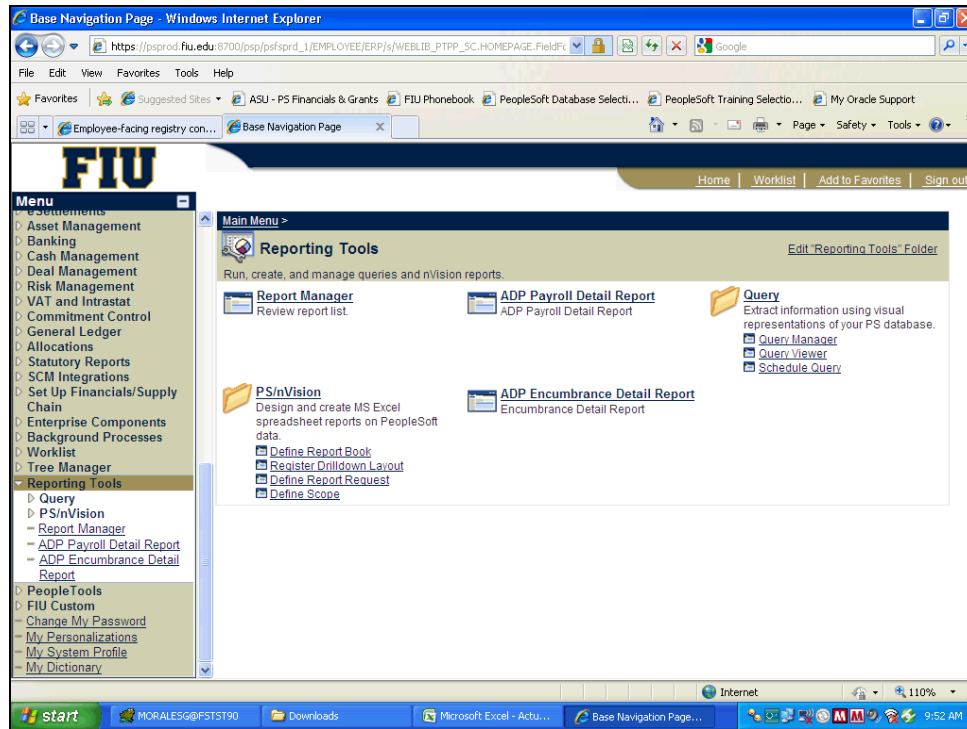
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Step	Action
9.	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> is <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .
10.	Click the <b>Reporting Tools</b> link. 

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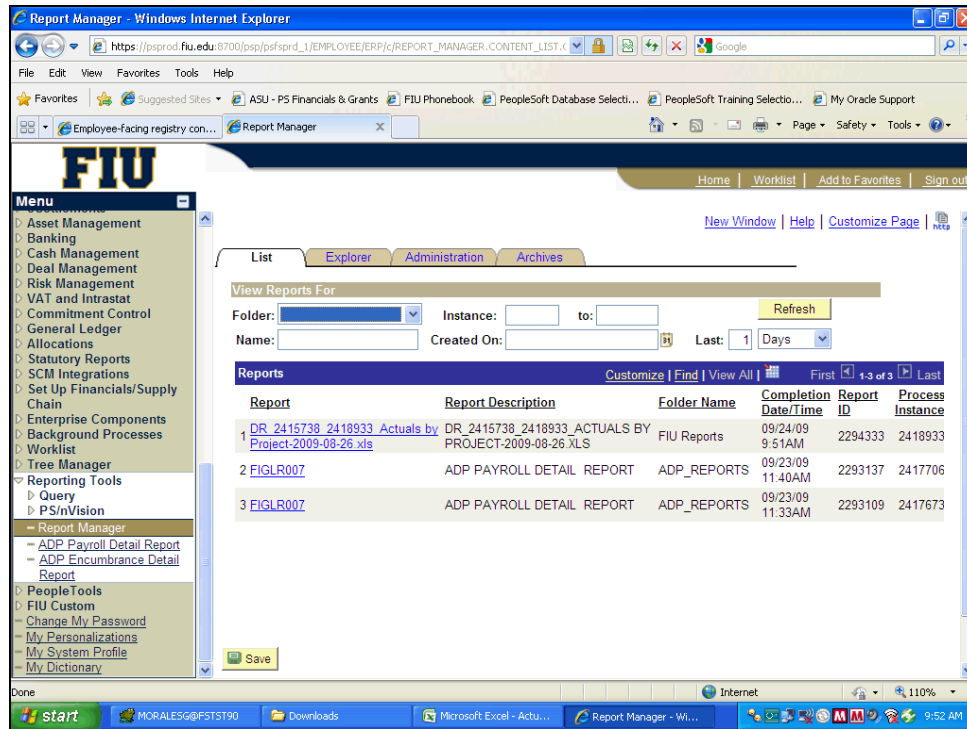


Step	Action
11.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>



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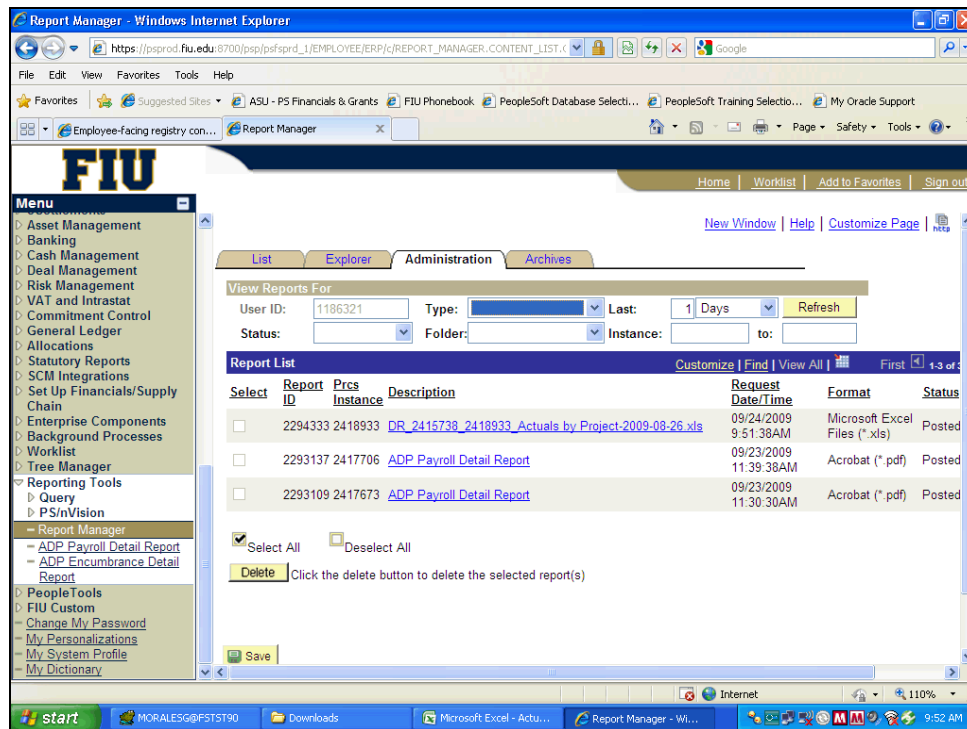
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Step	Action
12.	Click the <b>Administration</b> tab. <a href="#">Administration</a>

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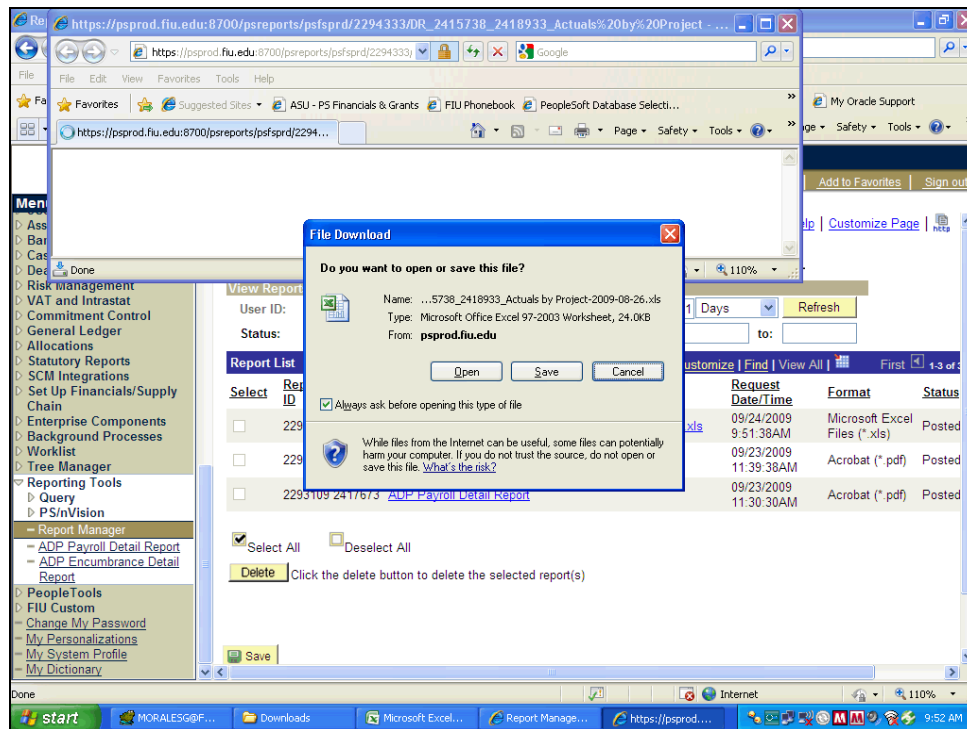



Step	Action
13.	The DrillDown report link will always begin with <b>DR</b> and will contain the name of the original report.



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Using nVision DrillDown Excel 2007



Step	Action
14.	Click the <b>Open</b> button.  or Press <b>[Alt+O]</b> .
15.	Review the DrillDown report results.
16.	Congratulations! You have successfully used the nVision DrillDown feature in Excel 2007. <b>End of Procedure.</b>