



Business Process Document

PS FIN General Ledger: Running nVision Reports

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Responsibility/Role	
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Running nVision Reports

Trigger:

Required Field(s)	Comments

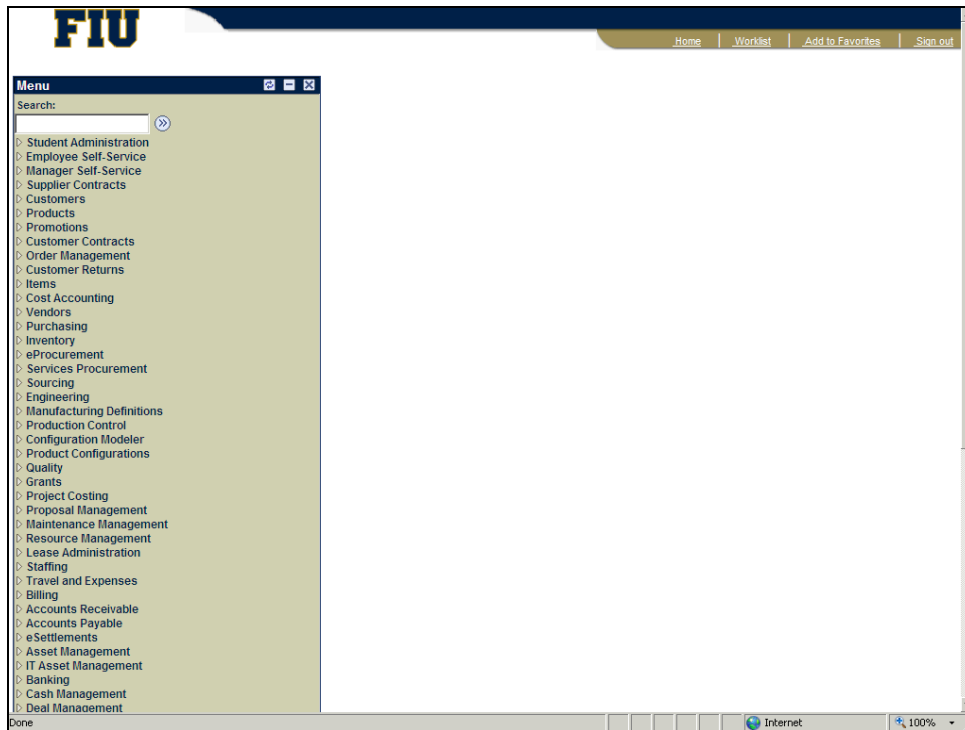
Output - Results	Comments


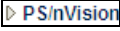
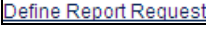
Additional Information

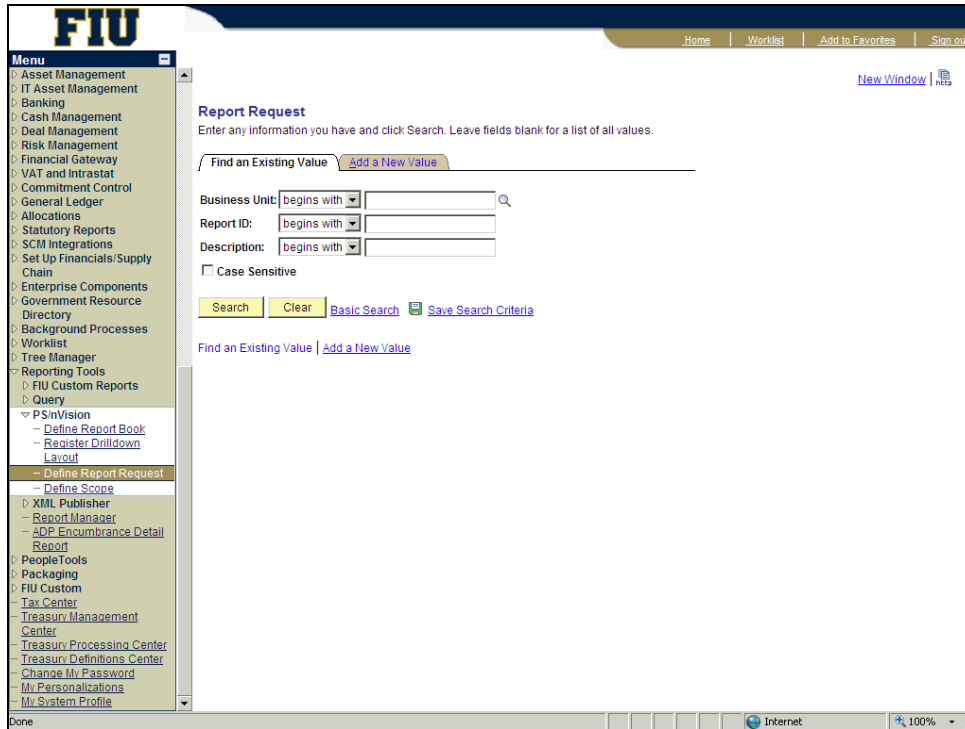
Procedure


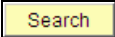
In this topic you will run an nVision Report.

The following topic will demonstrate how to run nVision reports for a department. This functionality can also be used to run nVision reports for Project IDs. Please refer to the business process documentation as well as the 'Managing Grants in PeopleSoft' course offered by OSRA for more information specific to Contracts & Grants.



Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the PS/nVision link. 
4.	Click the Define Report Request link. 



Step	Action
5.	Click the Look up Business Unit (Alt+5) button. 
6.	Click an entry in the Description column. Florida International Univ
7.	Enter the desired information into the Report ID field. Enter " DI212000 ". Examples are: XA=Auxiliary Summary Report DI=E & G Summary Report
8.	For Executive Level Reports, examples are: DS = Executive Summary – Department (All expense categories) ES = Executive Summary - Department (Salaries) EO = Executive Summary – Department (OPS) EE = Executive Summary – Department (Expenses) EC = Executive Summary – Department (OCO)
9.	Click the Search button. 

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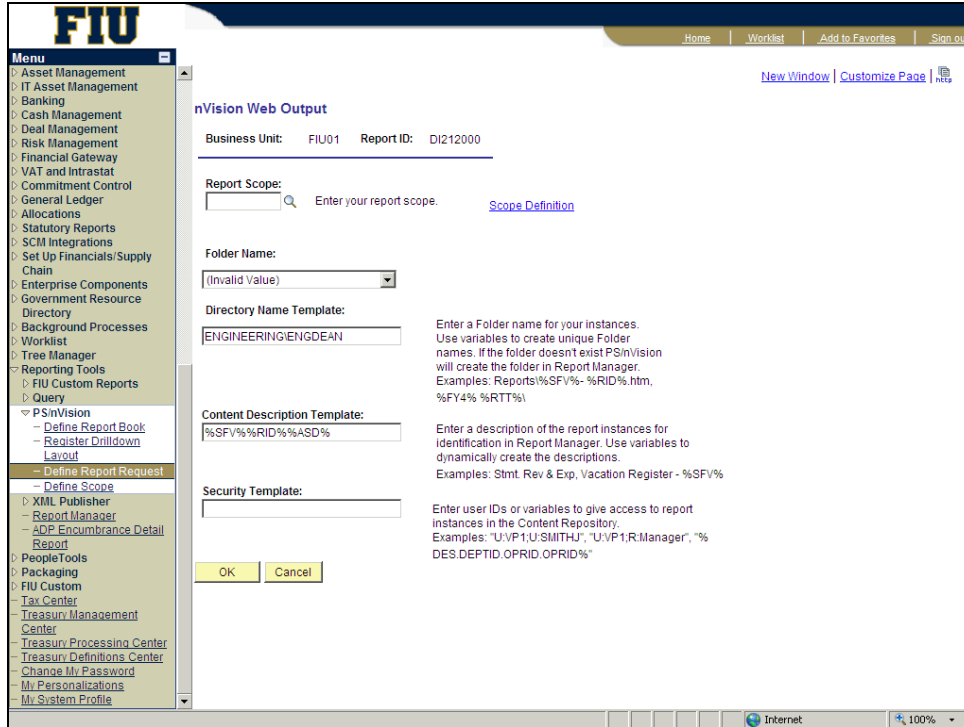
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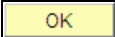


The screenshot shows the 'nVision Report Request' page with the 'Advanced Options' tab selected. The left sidebar contains a 'Menu' with various system navigation options. The main content area includes the following fields and options:

- Business Unit:** FIU01
- Report ID:** DI212000
- Report Title:** DI ENGDEAN
- Layout:** FIU_GL_DEPTSUM_2009
- Report Date Selection:**
 - *As Of Reporting Date: Specify (07/01/2008)
 - *Tree As Of Date: Use As Of Reporting Date
- Output Options:**
 - *Type: Web
 - *Format: Microsoft Excel Files (*.xls)
- Buttons:** Run Report, Save, Return to Search, Notify, Add, Update/Display
- Links:** Copy to Another Business Unit / Clone, Delete This Report Request, Transfer to Report Books, Process Monitor, Report Manager, Share This Report Request, Scope and Delivery Templates

Step	Action
10.	Click the Scope and Delivery Templates link. Scope and Delivery Templates



Step	Action
11.	You may enter any Dept Id or Scope ID you desire. Enter the following information into the Report Scope field. Enter "212000101" .
12.	Click the OK button. 

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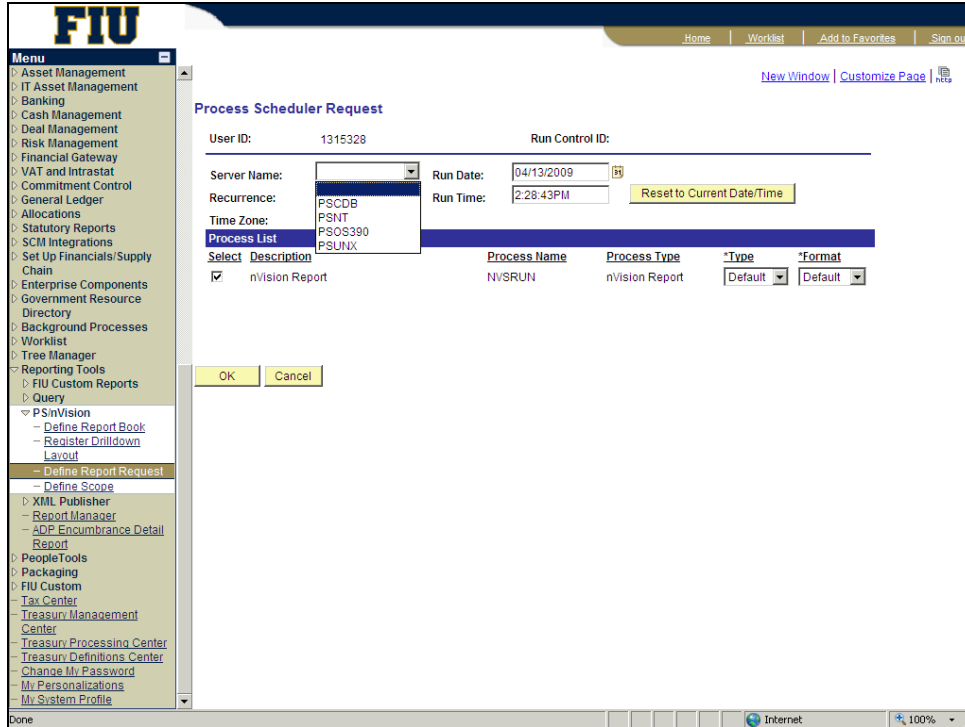


The screenshot shows the 'nVision Report Request' page with the 'Advanced Options' tab selected. The left-hand menu is expanded to 'PSInVision' > 'Define Report Request' > 'Layout'. The main content area contains the following fields and options:

- Business Unit:** FIU01
- Report ID:** DI212000
- Report Title:** DI ENGDEAN
- *Layout:** FIU_GL_DEPTSUM_2009
- Report Date Selection:**
 - *As Of Reporting Date: Specify (dropdown), 07/01/2008 (text box)
 - *Tree As Of Date: Use As Of Reporting Date (dropdown)
- Output Options:**
 - *Type: Web (dropdown)
 - *Format: Microsoft Excel Files (*.xls) (dropdown)

Buttons visible include 'Run Report', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. A toolbar at the bottom right shows 'Internet' and '100%' zoom.

Step	Action
13.	Click the Save button. 
14.	Click the Run Current Report Request button. 



Process Scheduler Request

User ID: 1315328 Run Control ID:

Server Name: Run Date: 04/13/2009

Recurrence: PSCDB Run Time: 2:28:43PM

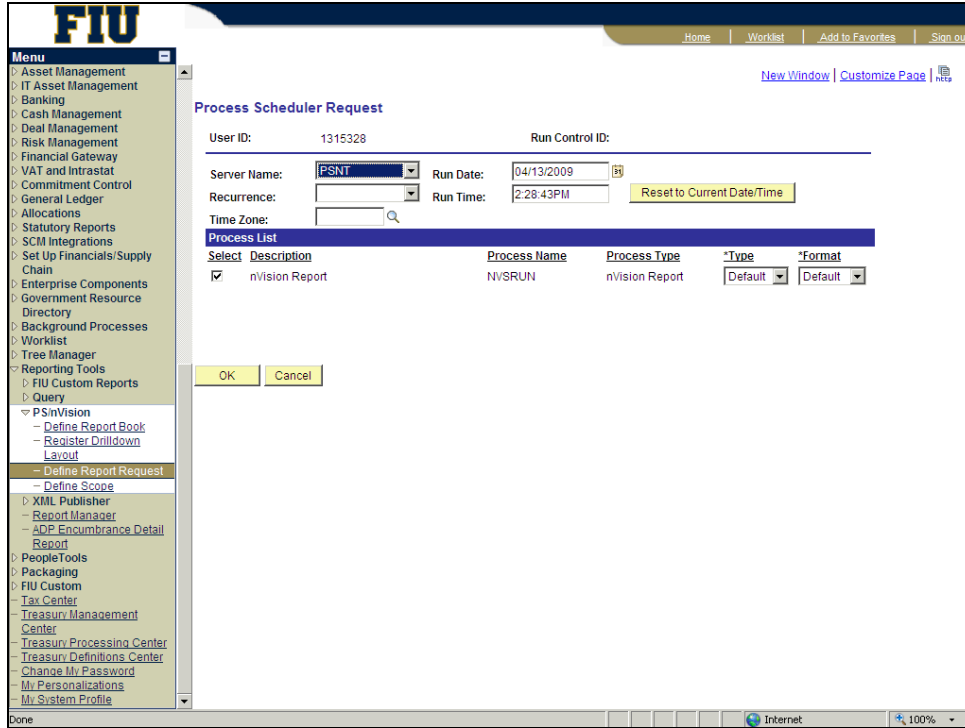
Time Zone: PSNT

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	n/Vision Report	NVSRUN	n/Vision Report	Default	Default

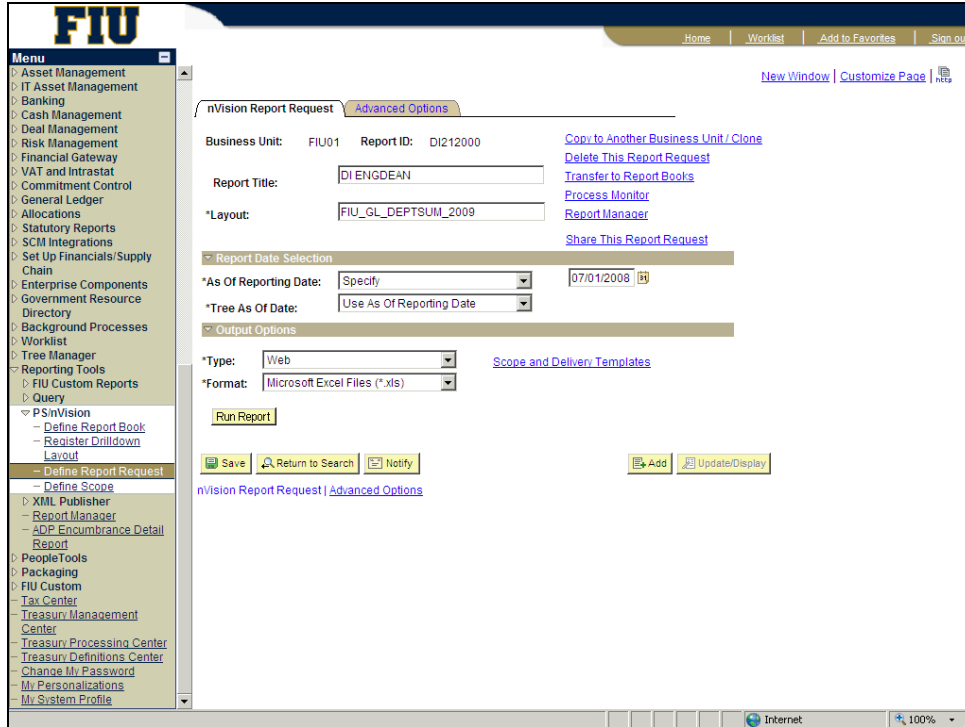
Step	Action
15.	Select Server Name : Click the PSNT list item.
	<input type="text" value="PSNT"/>

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Step	Action
16.	Click the OK button.



The screenshot shows the 'nVision Report Request' page in the FIU system. The left-hand menu is expanded to 'PS nVision', which includes options like 'Define Report Book', 'Register Drilldown Layout', and 'Define Report Request'. The main content area is titled 'Advanced Options' and contains the following information:

- Business Unit:** FIU01
- Report ID:** DI212000
- Report Title:** DI ENGDEAN
- *Layout:** FIU_GL_DEPTSUM_2009
- Report Date Selection:**
 - *As Of Reporting Date: Specify (07/01/2008)
 - *Tree As Of Date: Use As Of Reporting Date
- Output Options:**
 - *Type: Web
 - *Format: Microsoft Excel Files (*.xls)

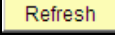

At the top right of the main area, there are several links: 'Copy to Another Business Unit / Clone', 'Delete This Report Request', 'Transfer to Report Books', 'Process Monitor', 'Report Manager', and 'Share This Report Request'. A 'Run Report' button is located below the output options. At the bottom of the main area, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

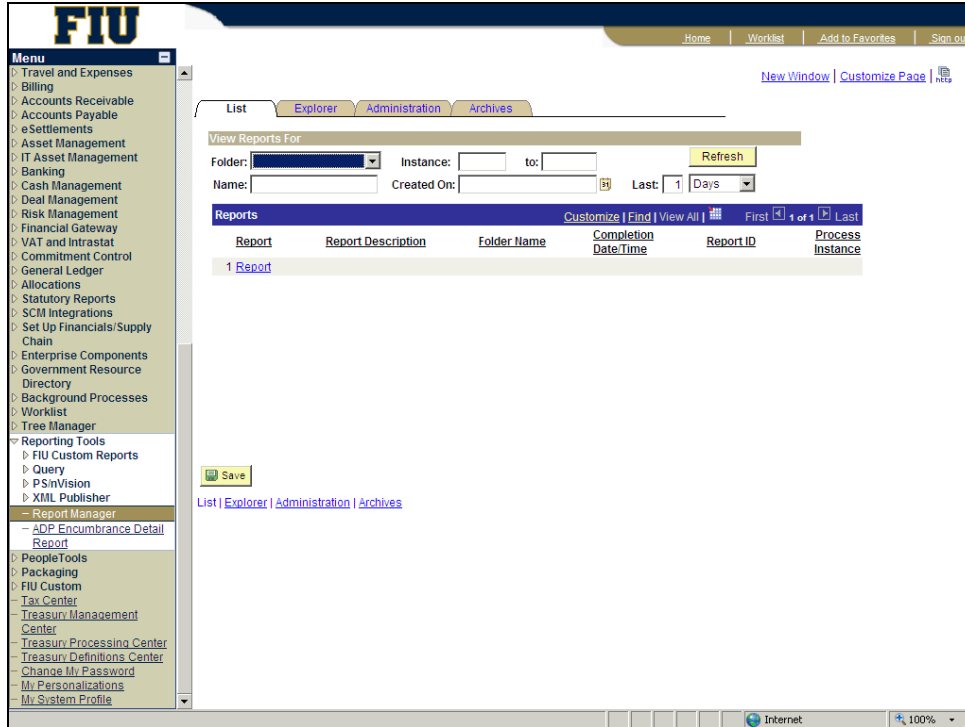
Step	Action
17.	Click the Process Monitor link. Process Monitor

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Step	Action
18.	Click the Refresh button. 
19.	Click the Report Manager link. 



Step	Action
20.	Click the Administration tab. Administration

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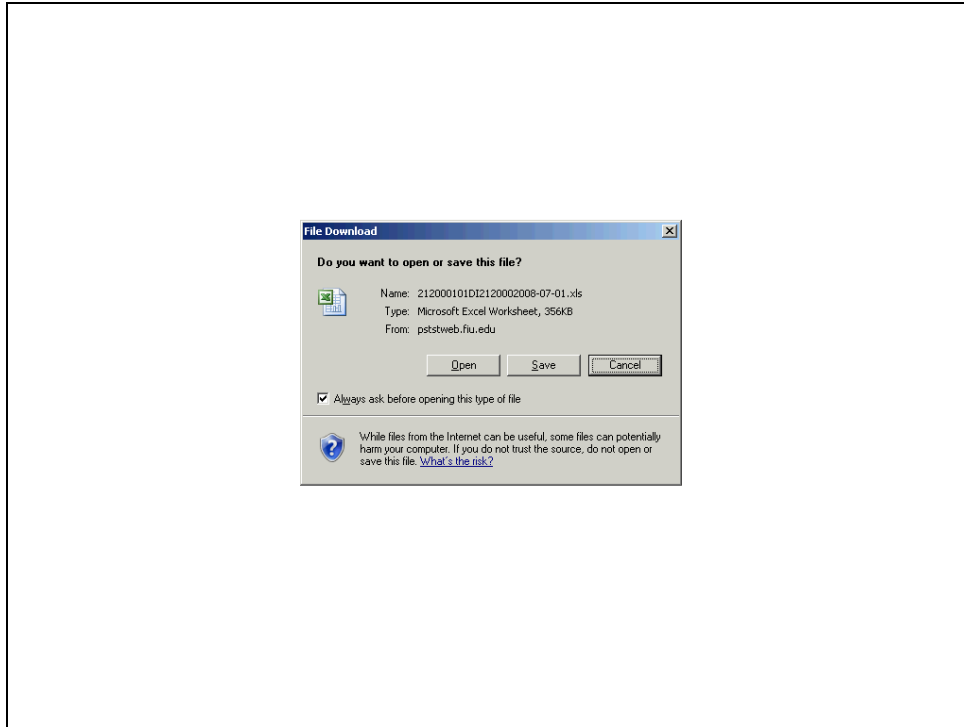



The screenshot shows the nVision Reports interface. On the left is a menu with categories like 'Travel and Expenses', 'Billing', 'Accounts Receivable', etc. The main area is titled 'View Reports for' and contains a search form with fields for 'User ID' (1315328), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. Below the search form is a 'Report List' table with the following data:

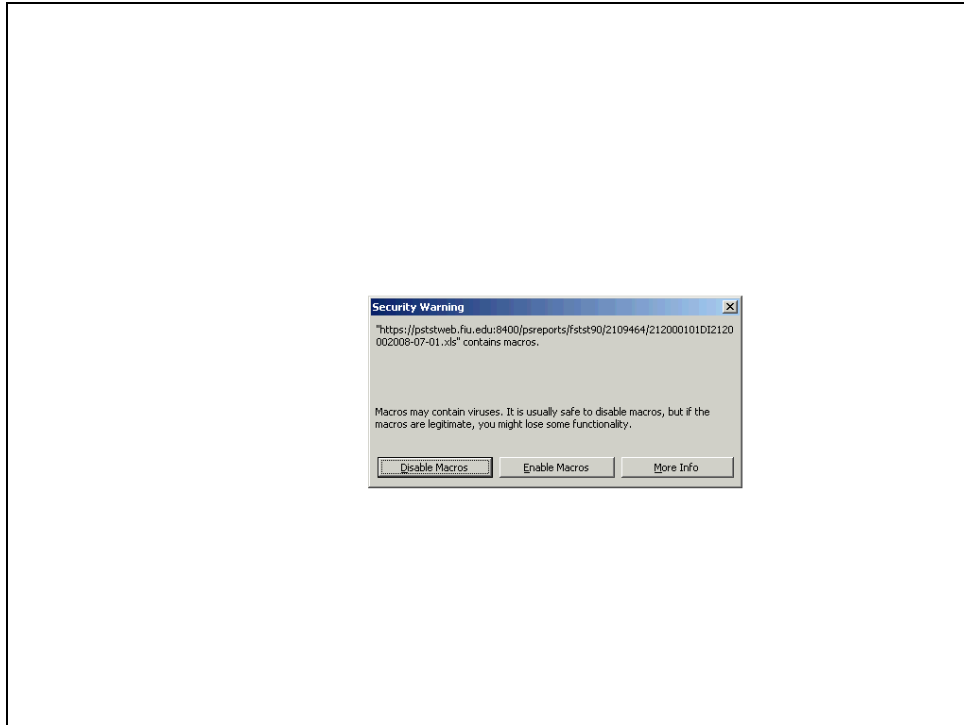
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2109464	2182274	212000101DI2120002008-07-01	04/13/2009 2:29:44PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	2109457	2182268	144000102DI2120002008-07-01	04/13/2009 2:09:32PM	Microsoft Excel Files (*.xls)	Posted	Details

Below the table are controls for 'Select All', 'Deselect All', and 'Delete'. A 'Save' button is also visible. The interface includes navigation tabs for 'List', 'Explorer', 'Administration', and 'Archives'.

Step	Action
21.	Press the [Ctrl] key and click an entry in the Description column. 212000101DI2120002008-07-01



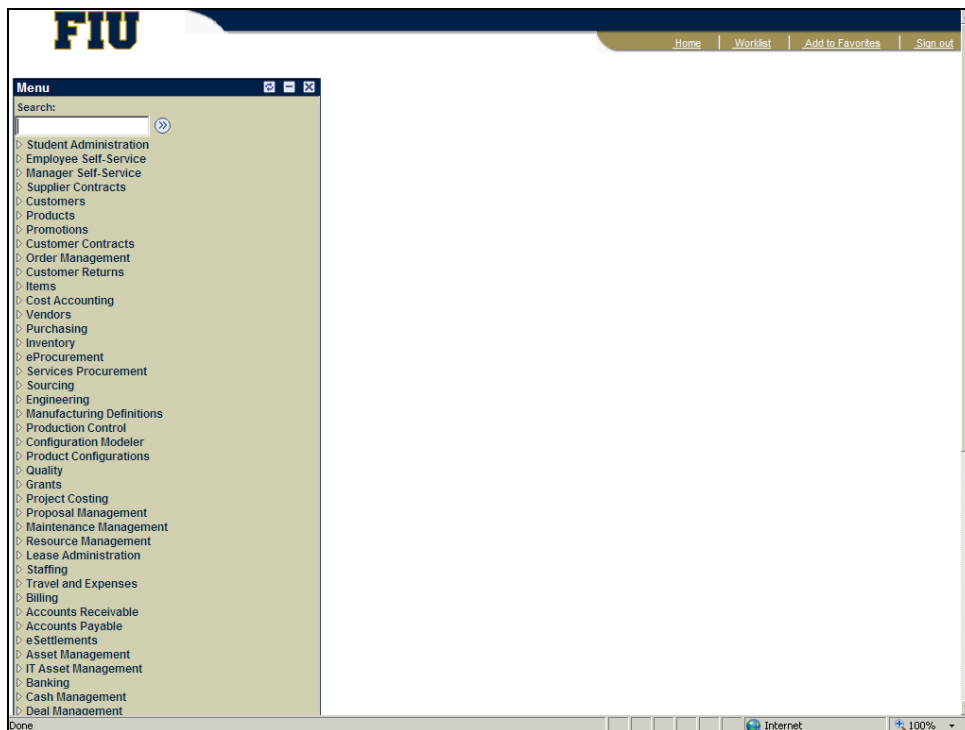
Step	Action
22.	Click the Open button. 
	<i>or</i> Press [Alt+O] .



Step	Action
23.	Click the Enable Macros button.

		Annual					
		From OFP	Transfer Original	From OFP	Transfer Adjustment		
		Perm Budget	Permanent/Original Budgets (E&G only)	Temporary Adjusted Budgets	Temp Transfers Budgets		Ann
PERMANENT SALARIES AND WAGES							
17	771000	Permanent Salaries	(0)	(0)	0	0	0
18	77112	Salaries - Faculty 9 Month	0	0	0	0	0
19		Faculty	0	0	0	0	0
20	77141	Salaries - Administrative	0	0	0	0	0
21		Salaries A&P	0	0	0	0	0
22		Salaries USPS	0	0	0	0	0
23		Subtotal Salaries	(0)	(0)	0	0	0
24							
25	771601	Matching and Benefits 9 Month	0	0	0	0	0
26	771611	Social Security Matching	0	0	0	0	0
27	771622	Medicare Tax Expense - Employer	0	0	0	0	0
28	771701	State Retirement	0	0	0	0	0
29	771716	FICA Savings	0	0	0	0	0
30	771801	State Health - Employer	0	0	0	0	0
31	771802	State Life - Employer	0	0	0	0	0
32		Subtotal Benefits	0	0	0	0	0
33							
34		Total Salaries and Wages	(0)	(0)	0	0	0
35							
44		OPS PAYROLL					
45		Total OPS Payroll	79,538	79,538	0	0	0
46							
47		OPERATING EXPENSES					
48	771800	Other Operating Expenses	199,693	199,693	0	0	0
49		Subtotal Contractual Services	0	0	0	0	0
50							


Step	Action
24.	Click the Vertical scrollbar.



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Step	Action
25.	Click the Home link. 
26.	Congratulations. You have successfully ran an nVision Report. End of Procedure.