Running nVision Reports

1.	Click the **Vertical** scrollbar.
2.	Click the **Reporting Tools** link. Reporting Tools
3.	Click the **PS/nVision** link. PS/nVision
4.	Click the **Define Report Request** link. Define Report Request
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 a valid value e.g. "**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. Search
10.	Click the **Scope and Delivery Templates** link. Scope and Delivery Templates
11.	You may enter any Dept Id or Scope ID you desire. Enter the following information into the **Report Scope** field. Enter a valid value e.g. "**212000101**".
12.	Click the **OK** button. OK
13.	Click the **Save** button. Save
14.	Click the **Run Current Report Request** button. Run Report

15.	Select **Server Name:** Click the **PSNT** list item. PSNT
16.	Click the **OK** button. OK
17.	Click the **Process Monitor** link. Process Monitor
18.	Click the **Refresh** button. Refresh
19.	Click the **Report Manager** link. Report Manager
20.	Click the **Administration** tab. Administration
21.	Press the **[Ctrl]** key and click an entry in the **Description** column. 212000101DI2120002008-07-01
22.	Click the **Open** button. Open
23.	Click the **Enable Macros** button.
24.	Click the **Vertical** scrollbar.
25.	Click the **Home** link. Home
26.	Congratulations. You have successfully ran an nVision Report. **End of Procedure.**