

PantherSoft Financials 9.0
Foundation
FIU02



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- Trouble logging in?
- Which Browser can I use?
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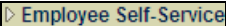


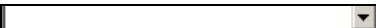





All Flow Charts, Business Processes, and UPKs (User Productivity Kit) can be found for all modules at:

panthersoft.fiu.edu/financials

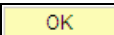
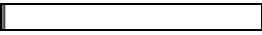
Contact psfin@fiu.edu for further assistance or call Foundation at 305-348-3758. For additional information, please continue to visit this website and panthersoft.fiu.edu/financials

Foundation (FIU02)

FIU02-Creating a T.A. (TAR)

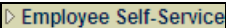
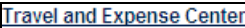



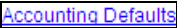

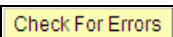
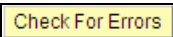
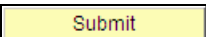
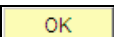


1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Create link. 
5.	Enter the desired information into the Description field. Enter a valid value e.g. " Coll. of Bus MBA Seminar ".
6.	Click the Seminar list item. 
7.	Enter the desired information into the Default Location field. Enter a valid value e.g. " CA ".
8.	Click the Look up Default Location (Alt+5) button. 
9.	Click an entry in the Expense Location column. 
10.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " 7/1/09 ".
11.	Enter the desired information into the Date To field. Enter a valid value e.g. " 7/5/09 ".
12.	Click the Accounting Defaults link. 
13.	Enter the desired information into the % field. Enter a valid value e.g. " 50. ". In the Accounting Defaults, you can split the percentage between several Project IDs (FUNDWARE ACCOUNTS). Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP
14.	Click the GL Unit button. 
15.	Click an entry in the Business Unit column. 
16.	Enter the desired information into the begins with field. Enter a valid value e.g. " 231001000 ".

17.	Click the Look Up button. 
18.	Click an entry in the Department column. 
19.	Enter the desired information into the begins with field. Enter a valid value e.g. " 900 ".
20.	Click the Look Up button. 
21.	Click an entry in the Fund Code column. 
22.	Click the Program button. 
23.	This field will always be "00" Misc. for all Direct Support Organizations (DSO) Click an entry in the Program Code column. 
24.	Click the PC Bus Unit button. 
25.	Click an entry in the Business Unit column. 
26.	Click the Project button. 
27.	Enter the desired information into the begins with field. Enter a valid value e.g. " 1200010 ".
28.	Click the Look Up button. 
29.	Click an entry in the Project column. 
30.	Click the Activity button. 
31.	Click an entry in the Activity column. 
32.	Click the Add ChartField Line button. 
33.	Enter the desired information into the % field. Enter a valid value e.g. " 5 ".
34.	Click the GL Unit button. 
35.	Click an entry in the Business Unit column. 
36.	You can type Or search for the Dept. number
37.	Enter the desired information into the Fund field. Enter a valid value e.g. " 900 ".

38.	Enter the desired information into the Program field. Enter a valid value e.g. " 00 ".
39.	Enter the desired information into the PC Bus Unit field. Enter a valid value e.g. " FIU02 ".
40.	Click the Project button. 
41.	Enter the desired information into the begins with field. Enter a valid value e.g. " 1200130 ".
42.	Click the Look Up button. 
43.	Click an entry in the Project column. 
44.	Not every project ID is associated with an activity. Click the Activity button. 
45.	Click an entry in the Activity column. 
46.	Click the OK button. 
47.	Click the Expense Type list. 
48.	Click the Domestic Airfare list item. 
49.	Enter the desired information into the Date field. Enter a valid value e.g. " 7/1/09 ".
50.	Enter the desired information into the Amount field. Enter a valid value e.g. " 420 ".
51.	Click the Out of Pocket list item. 
52.	Click the FIU Expense list item. 
53.	Click the Domestic Auto Rental list item. 
54.	Enter the desired information into the Amount field. Enter a valid value e.g. " 500 ".
55.	Click the Out of Pocket list item. 
56.	Click the Expense Type list. 
57.	Click the Payment Type list. 
58.	

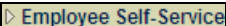
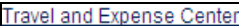





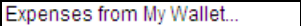





59.	Click the Domestic Meals list item. 
60.	Enter the desired information into the Amount field. Enter a valid value e.g. " 500 ".
61.	Click the Out of Pocket list item. 
62.	Select the FIU Expense 
63.	Click the Check For Errors button. If you have any missing information, you will see red flags in next to the expense type. 
64.	Click the Missing or invalid information was found. Click this icon to view button. 
65.	Enter the desired information into the Non-preferred field. Enter a valid value e.g. " Delta ".
66.	Click the "Return to Travel Authorization Entry" to return to the TA page 
67.	Enter the desired information into the Number of Nights field. Enter a valid value e.g. " 5 ".
68.	Enter the desired information into the Nightly Rate field. Enter a valid value e.g. " 220 ".
69.	Click the Check Expense For Errors button. 
70.	Click the Return to Travel Authorization Entry link. 
71.	Click the Check For Errors button. 
72.	Click the Submit button. 
73.	Click the OK button. 
74.	Click the Home link. 
75.	Congratulations. You have successfully completed a T.A. for your travel. End of Procedure.


FIU02-Expense Report from a TA

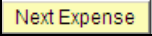
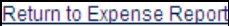
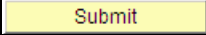
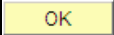


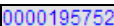
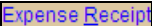

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	In this example, you will bring in an approved TA to your Expense Report. Click an entry in the Travel Auth Description column. 
6.	Click the Accounting Defaults link. 
7.	Verify that the accounting defaults are correct before you continue with your expense report. Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP Click the OK button. 
8.	Click the Check For Errors button. 
9.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " FIU02123456 ".
10.	Click the Check For Errors button. 
11.	Click the Submit button. 
12.	Click the OK button. 
13.	You can only select the printable view once you have "saved" the expense report. Click the Printable View list item. 
14.	Click the GO button. 

15.	Click an entry in the Report ID column. 0000195775
16.	Notice the Bar Code. You must print this page and fax it to ImageNow 305-348-1355 along with your original receipts. Click the scrollbar to review the Expense Report page.
17.	Print the "Expense Receipt" page. Attach all your original receipts to this page. Should you have a receipt that has a bar code, tuck it in so the scanner only picks up the barcode on the Expense Report page. ImageNow 305-348-1355
18.	Click the Home link. Home
19.	Congratulations. You have successfully completed an Expense Report bringing in a TA. End of Procedure.

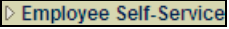







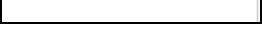
FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

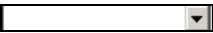





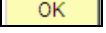


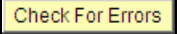
1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Select button to bring in the approved TA (TAR). 
6.	Click the Accounting Defaults link. 
7.	Review the Chartfield and verify the string information is correct. Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP Click the OK button. 
8.	Click the Expenses from My Wallet... list item. 
9.	Click the Add button. 
10.	Select the Expense Types that are associated with this travel. Make sure you click the " checkbox " to bring in your charge to your Expense Report. 
11.	Click the Receipt Split button. 
12.	The 1st step to splitting a receipt is, selecting the Expense Type field. Click the Domestic Incidentals list item. 
13.	Click the Split button. 
14.	Click the Billing Type list. 
15.	Select the " FIU Expense " value.


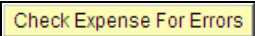

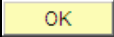
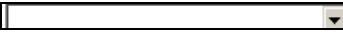

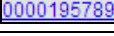
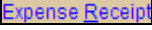

16.	Enter the desired information into the Description field. Enter a valid value e.g. " Paper and binders for presentation ".
17.	Click the Non- Reimbursable option. <input type="checkbox"/> Non-Reimbursable
18.	Enter the desired information into the Amount Spent field. Enter a valid value e.g. " 100. ".
19.	Click the Update button. <input type="button" value="Update"/>
20.	Click the Done button. <input type="button" value="Done"/>
21.	On the next Expense Type to split; click the Expense Type list. <input type="text"/>
22.	Click the Domestic Airfare list item. <input type="text" value="Domestic Airfare"/>
23.	Click the Split button. <input type="button" value="Split"/>
24.	Click the FIU Expense list item. <input type="text"/>
25.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " FIU02789 ".
26.	Enter in the description. "Airfare paid by Foundation upgrade to Business class".
27.	Select the Non- Reimbursable check box
28.	Enter the amount that Foundation will pay separately.
29.	Click the Done button. <input type="button" value="Done"/>
30.	If you bring in an item incorrectly, you can click the checkbox to delete it. This action will place the Expense Type back into your Wallet.
31.	Click the Delete Selected button. <input type="button" value="Delete Selected"/>
32.	Click the OK button. <input type="button" value="OK"/>
33.	Click the Check For Errors button. <input type="button" value="Check For Errors"/>
34.	Click the Missing or invalid information was found. Click this icon to vi button. 
35.	Click the FIU Expense list item.
36.	Click the Next Expense button. <input type="button" value="Next Expense"/>
37.	Click the FIU Expense list item.

38.	Enter the desired information into the Description field. Enter a valid value e.g. " TIPS ".
39.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " FIU02789 ".
40.	Click the Next Expense button. 
41.	Click the Return to Expense Report link. 
42.	Click the Submit button. 
43.	Click the OK button. 
44.	Click the Printable View list item. 
45.	Click the GO button. 
46.	Click an entry in the Report ID column. 
47.	<p>Notice the Bar Code.</p> <p>You must print this page and fax it to ImageNow 305-348-1355 along with your original receipts.</p> <p>Click the scrollbar to review the Expense Report page.</p> <p>Click the scrollbar.</p>
48.	<p>Click the Expense Receipt tab.</p> <p>Print the "Expense Receipt" page.</p> <p>Attach all your original receipts to this page. Should you have a receipt that has a bar code, tuck it in so the scanner only picks up the barcode on the Expense Report page.</p> <p>ImageNow 305-348-1355</p> 
49.	Click the Home link. 
50.	<p>Congratulations. You have successfully completed an Expense Report for Foundation FIU02.</p> <p>End of Procedure.</p>

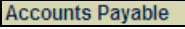

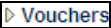



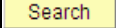



FIU02-Exp. Rpt (Funded portion)-Part 2



1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Return to Expense Report Entry link to enter a blank Expense Report Notice that the "trip to orlando" TA is grayed out and therefore, you may not be able to reuse it for the separate FIU02 Expense Report. Be sure to note the expense type and the line item from the FIU01 expense report that you just completed for this trip. You need to have: the Report ID and TAR number. 
6.	Enter the desired information into the Description field. Enter a valid value e.g. " Trip to Orlando ".
7.	Click the Convention list item. 
8.	Enter the desired information into the Default Location field. Enter a valid value e.g. " f ".
9.	Click the Look up Default Location (Alt+5) button. 
10.	Click an entry in the Expense Location column. 
11.	Enter the desired information into the Comment field. Enter a valid value e.g. " Rpt ID # 0000195786 ". The Report ID # is from the Expense Report you submitted for the FIU01 expenses.
12.	In this field, you need to type in the TA # which is also known as the Authorization number. Enter the desired information into the Reference field. Enter a valid value e.g. " 0000034925 ".
13.	Click the Domestic Airfare list item. 
14.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " 6/10/09 ".
15.	Enter the desired information into the Look up Currency (Alt+5) field. Enter a valid value e.g. " 20 ".

16.	Click the Out of Pocket list item. 
17.	Click the Accounting Defaults link. 
18.	Click the GL Unit button. Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP 
19.	Click an entry in the Business Unit column. 
20.	Enter the desired information into the Dept field. Enter a valid value e.g. " 12400000 ".
21.	Enter the desired information into the Fund field. Enter a valid value e.g. " 900 ".
22.	Enter the desired information into the Program field. Enter a valid value e.g. " 00 ". Always use "00" for any DSO.
23.	Enter the desired information into the PC Bus Unit field. Enter a valid value e.g. " FIU02 ".
24.	Enter the desired information into the Project field. Enter a valid value e.g. " 3100030 ".
25.	Click the Activity button. There may be some projects that do not have an activity code. NOTE: FUND Code 900,unrestricted will never have an activity code. 
26.	Click an entry in the Activity column. 
27.	Click the OK button. 
28.	Enter the desired information into the Look up Currency (Alt+5) field. Enter a valid value e.g. " 100 ".
29.	Click the Out of Pocket list item. 
30.	Click the Detail tab. 
31.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " Upgrade to bus class ".
32.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " supplies for presentation ".
33.	Click the Check For Errors button. 

34.	Click the Missing or invalid information was found. Click this icon to view button. 
35.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " FIU02789 ".
36.	Enter the desired information into the Non-preferred field. Enter a valid value e.g. " delta ".
37.	Click the scrollbar.
38.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " -FIU02 ". Notice: Since you used the ticket Number on the expense Report for FIU01, you need to type in the ticket number and add " -FIU02 " for Foundation, " -FIU03 " for Wolfsonian, etc.
39.	Click the Check Expense For Errors button. 
40.	Click the Return to Expense Report Link. 
41.	Click the Submit button, then the OK button. 
42.	Click the Printable View list item. 
43.	Click the GO button. 
44.	Click an entry in the Report ID column. 
45.	Notice the Bar Code, this will be the 1st page you fax to ImageNow305-348-1355 . Click the scrollbar to review the entire Expense Report.
46.	Click the Expense Receipt tab. 
47.	Please attach all the receipts pertaining to this Expense Report. Should the receipt have a barcode, tuck it in and fax the entire expense report to 305-348-1355 .
48.	Click the Home link. 
49.	Congratulations. You have successfully completed an Expense Report for Foundation. End of Procedure.



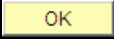

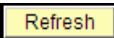
FIU02-AP/Payment Verification





1.	Click the Vertical scrollbar.
2.	Click the Accounts Payable link. 
3.	Click the Review Accounts Payable Info link. 
4.	Click the Vouchers link. 
5.	Click the Voucher link. 
6.	Click the Look up Business Unit (Alt+5) button. 
7.	Click an entry in the Business Unit column. 
8.	Click the scrollbar.
9.	Click the Search button. 
10.	Click the scrollbar.
11.	Click the Payment Information button to view the check number or wire confirmation number. 
12.	This provides the check number or wire confirmation number that can be given to vendors if they inquire status on their payment
13.	Click the Back To Voucher Inquiry link. 
14.	Click the Home link. 
15.	Congratulations. You have successfully completed payment Inquiry. End of Procedure.

1.	Click the Close button. 
2.	Click the Home link. 
3.	Congratulations. You have successfully completed running a Trail Balance Report. End of Procedure.

FIU02-Trail Balance Report









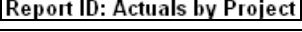
1.	Click the General Ledger link. 
2.	Click the General Reports link. 
3.	Click the Trial Balance link. 
4.	Click the Add a New Value tab. 
5.	Enter the desired information into the Run Control ID field. Enter a valid value e.g. " Trial_Balance ".
6.	Click the Add button. 
7.	Enter the desired information into the Fiscal Year field. Enter a valid value e.g. " 2010 ".
8.	Make sure you have " ACTUALS02 " in this field or you will not get the proper data.
9.	Enter the desired information into the Period field. Enter a valid value e.g. " 1 ".
10.	Click the Adjustment Period list. 
11.	Click the 998 list item. 
12.	Click the Refresh button. 
13.	Click in the Sequence field. Reorder Sequence- Project ID should be numbered as "1". 
14.	Click the Include CF option. <input type="checkbox"/>
15.	Click the Descr option. <input type="checkbox"/>
16.	Click the Subtotal option. <input type="checkbox"/>
17.	Click the Value button. 

18.	<p>Enter first few digits or complete project id number.</p> <p>Click on the "Look Up"</p> <p>Select entry in the Project column.</p> <p>1280040</p>
19.	<p>Fund Code should be placed second in sequence in order to view the balances, subtotaled by fund.</p> <p>Enter the desired information into the Sequence field. Enter a valid value e.g. "2".</p>
20.	<p>Click the Subtotal option.</p> <p>Click all three check boxes.</p> <p><input type="checkbox"/></p>
21.	<p>To view Account number and description, select account as "3".</p>
22.	<p>Click the Descr option.</p> <p>Only select "CF and Descr".</p> <p>It is not necessary to select subtotal for each change in an account.</p> <p><input type="checkbox"/></p>
23.	<p>Click the Save button.</p> <p></p>
24.	<p>Click the Run button.</p> <p></p>
25.	<p>Click the PSNT list item.</p> <p><input type="text" value="PSNT"/></p>
26.	<p>Click the OK button.</p> <p></p>
27.	<p>Click the Process Monitor link.</p> <p>Process Monitor</p>
28.	<p>Click the Refresh button.</p> <p></p>
29.	<p>You may need to click the "refresh" button several times for it to read: successful and posted.</p> <p>Click the Refresh button.</p> <p></p>
30.	<p>Click an entry in the Details column.</p> <p>Details</p>
31.	<p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>
32.	<p>Click the Name link.</p> <p>GLS7012_2364019.PDF</p>

33.	Click the Maximize/Restore button. 
34.	Use the drop down to enlarge the size of the report. 
35.	Click the Close button. 
36.	Click the Home link. 
37.	Congratulations. You have successfully completed running a Trail Balance Report. End of Procedure.










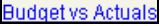
FIU02-Running the Actuals by Project Report

1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the PS/nVision link. 
4.	Click the Define Report Request link. 
5.	Enter the desired information into the Business Unit field. Enter a valid value e.g. " FIU02 ".
6.	Enter the desired information into the Report ID: field. Enter
7.	Click the Search button. 
8.	Verify the As Of Reporting Date .
9.	Click the Scope and Delivery Templates link. 
10.	Click the Look up Report Scope graphic. 
11.	A Report Scope represents the filter you would like to apply to the report layout. In this example this is the 7 digit Project ID .
12.	Enter the desired information into the Report Scope: field. Enter a valid value e.g. " 1320010 ".
13.	Click the Look Up button. 
14.	Click the CAJ-Ctr Admin Justice Prog-Sup link. 
15.	Click the OK button. 
16.	Click the Run Report button. 
17.	Click the Server Name: dropdown button to activate the menu. 
18.	Click the PSNT list item. 

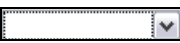
19.	Click the OK button. 
20.	Click the Process Monitor link. 
21.	This pop-up window will only appear when you select a Report Scope other than the default option. Click the Cancel button to continue. 
22.	Click the Refresh button periodically until the Run Status is Success and the Distribution Status is Posted . 
23.	The Run Status is Success and the Distribution Status is Posted
24.	Click the Go back to Report Request link. 
25.	Click the Report Manager link. 
26.	Click the Administration link. 
27.	Click the Actuals by Project link. 
28.	Review the Actuals by Project report details. 
29.	Congratulations! You have successfully run the Actuals by Project report for a Project ID. End of Procedure.

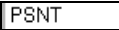
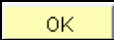







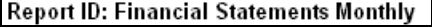
FIU02-Running the Budget vs Actuals Report

1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the PS/nVision link. 
4.	Click the Define Report Request link. 
5.	Enter the desired information into the Business Unit field. Enter a valid value e.g. " FIU02 ".
6.	Enter the desired information into the Report ID: field. Enter
7.	Click the Search button. 
8.	Verify that the As Of Reporting Date is correct.
9.	Click the Scope and Delivery Templates link. 
10.	Click the Look up Report Scope graphic. 
11.	A Report Scope represents the filter you would like to apply to the report layout. In this example this is the Tree Node name.
12.	If you want to see the ranges of Project IDs that apply to each Tree Node name you can run the following query: DSO_FIU02_SCOPE_PROJECT_RANGES
13.	Enter the desired information into the Report Scope: field. Enter a valid value e.g. " BUSINESS ".
14.	Click the Look Up button. 
15.	Click the BUSINESS link. 
16.	Click the OK button. 
17.	Click the Run Report button. 

18.	Click the Server Name: dropdown button to activate the menu. 
19.	Click the PSNT list item. 
20.	Click the OK button. 
21.	Click the Process Monitor link. 
22.	This pop-up window will only appear when you select a Report Scope other than the default option. Click the Cancel button to continue. 
23.	Click the Refresh button periodically until the Run Status is Success and the Distribution Status is Posted . 
24.	The Run Status is Success and the Distribution Status is Posted .
25.	Click the Go back to Report Request link. 
26.	Click the Report Manager link. 
27.	Click the Administration link. 
28.	Click the Budget vs Actuals link. 
29.	Review the report details.
30.	Congratulations! You have successfully run the Budget vs Actuals report. End of Procedure.

FIU02-Running the Financial Statements Monthly Report

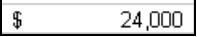


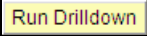
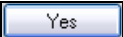

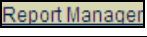


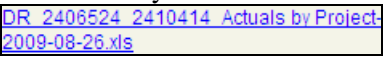

1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. 
3.	Click the PS/nVision link. 
4.	Click the Define Report Request link. 
5.	Enter the desired information into the Business Unit: field. Enter a valid value e.g. " FIU02 ".
6.	Enter the desired information into the Report ID: field. Enter a valid value e.g. " ISBUSINE ".
7.	IS is the abbreviation for the Financial Statements Monthly report followed by the first 6 characters of the Tree Node name.
8.	Click the Search button. 
9.	Verify that the As Of Reporting Date is correct.
10.	Click the Scope and Delivery Templates link. 
11.	Click the Look up Report Scope graphic. 
12.	A Report Scope represents the filter you would like to apply to the report layout. In this example this is Tree Node name.
13.	Enter the desired information into the Report Scope: field. Enter a valid value e.g. " BUSINESS ".
14.	Click the Look Up button. 
15.	Click the BUSINESS link. 
16.	Click the OK button. 
17.	Click the Run Report button. 
18.	Click the Server Name: dropdown button to activate the menu. 

19.	Click the PSNT list item. 
20.	Click the OK button. 
21.	Click the Process Monitor link. 
22.	This pop-up window will only appear when you select a Report Scope other than the default option. Click the Cancel button. 
23.	Click the Refresh button periodically until the Run Status is Success and the Distribution Status is Posted . 
24.	Click the Go back to Report Request link. 
25.	Click the Report Manager link. 
26.	Click the Administration link. 
27.	Click the Financial Statements Monthly-2009-08-19 link. 
28.	Review the Financial Statements Monthly report details. 
29.	Congratulations! You have successfully run the Financial Statements Monthly report. End of Procedure.

FIU02-Installing nVision DrillDown

1.	Open your Internet browser to the following web address: http://panthersoft.fiu.edu/faculty_downloads.html
2.	Click the DrillDown Instructions link. DrillDown Instructions
3.	Follow the instructions in this document to download and install the Excel Add-in.
4.	Congratulations! You have successfully reviewed the steps to locate the nVision DrillDown Excel add-in file. End of Procedure.

FIU02-Using nVision DrillDown

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>Note: The field selected cannot contain an Excel formula e.g. Sum, Count etc.</p> 
2.	<p>Click the nVisionDrill menu.</p> 
3.	<p>Click the Drill menu.</p> 
4.	<p>A new PantherSoft browser window will open to the Run Drilldown page.</p>
5.	<p>Click the Run Drilldown button to execute the Journal Drilldown.</p> 
6.	<p>Depending on the security settings of your browser you may receive the following pop-up window.</p> <p>Click the Yes button.</p> 
7.	<p>Click the OK button.</p> 
8.	<p>Click the Report Manager link.</p> 
9.	<p>Click the Administration tab.</p> 
10.	<p>Depending on the Drilldown selected you may need to click the Refresh button periodically until the drilldown report appears in the Report Manager. Usually this takes proximately 1 minute to display.</p> <p>The drilldown report link will always begin with DR and will contain the name of the original report.</p>
11.	<p>Click an entry in the Details column.</p> 
12.	<p>Click an entry in the Name column.</p> 
13.	<p>Click the Open button or you can Save the report to your computer.</p> 
14.	<p>Review the drilldown report results.</p>
15.	<p>Congratulations! You have successfully used the nVision DrillDown feature.</p> <p>End of Procedure.</p>

