



Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the
Actuals by Project Report

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FIU02-Running the Actuals by Project Report

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

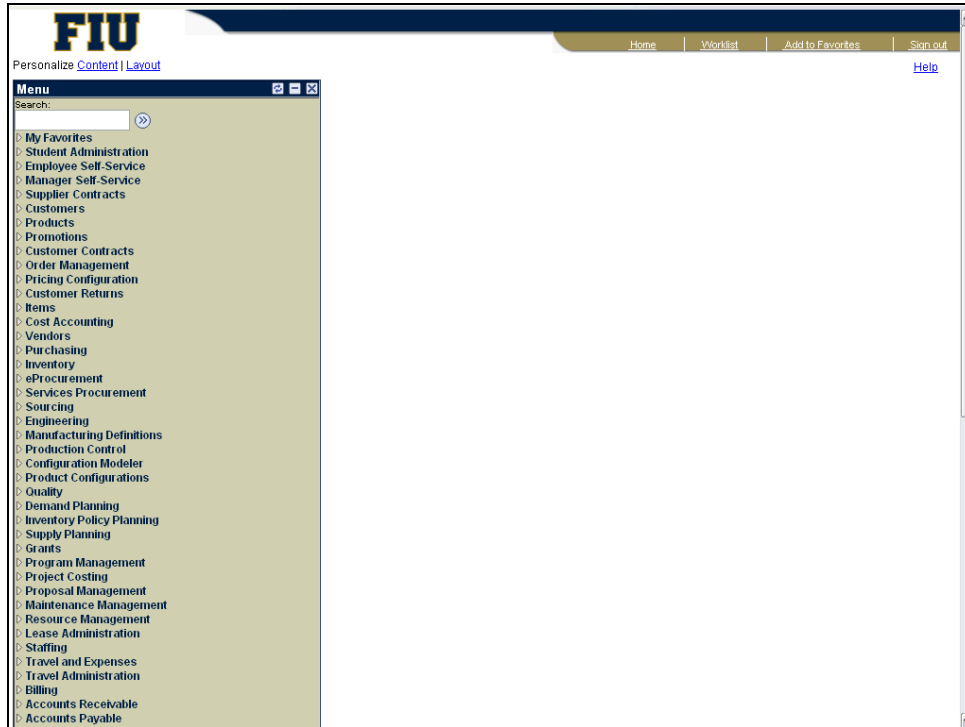
Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report



Procedure

In this topic, you will be running an Actuals by Project Report for a Project ID.

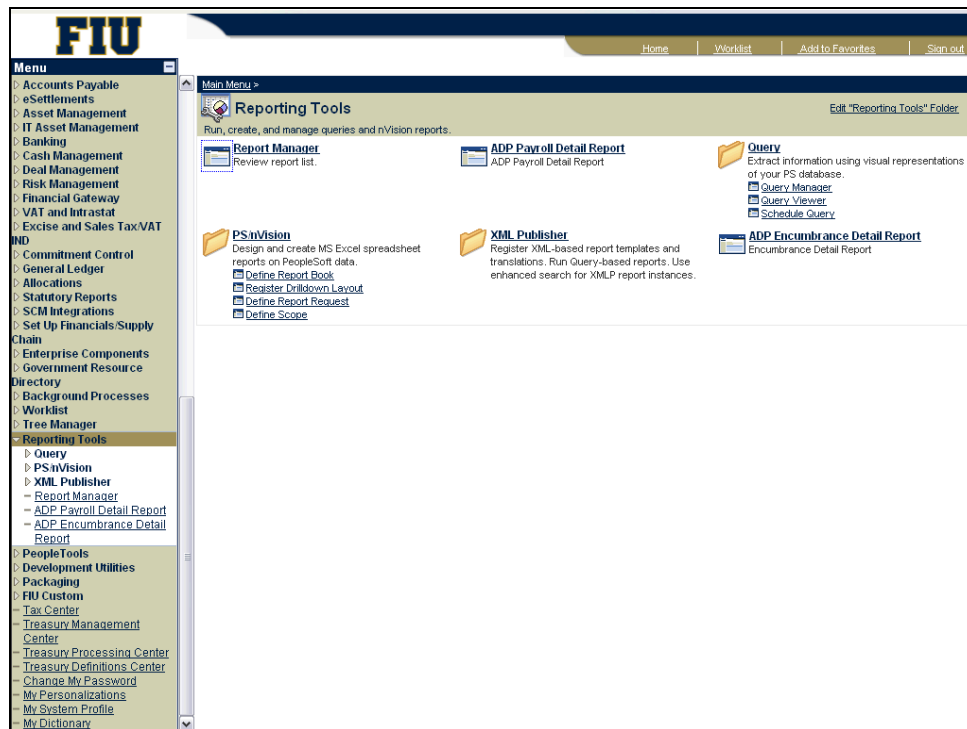


Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Reporting Tools link. Reporting Tools



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report



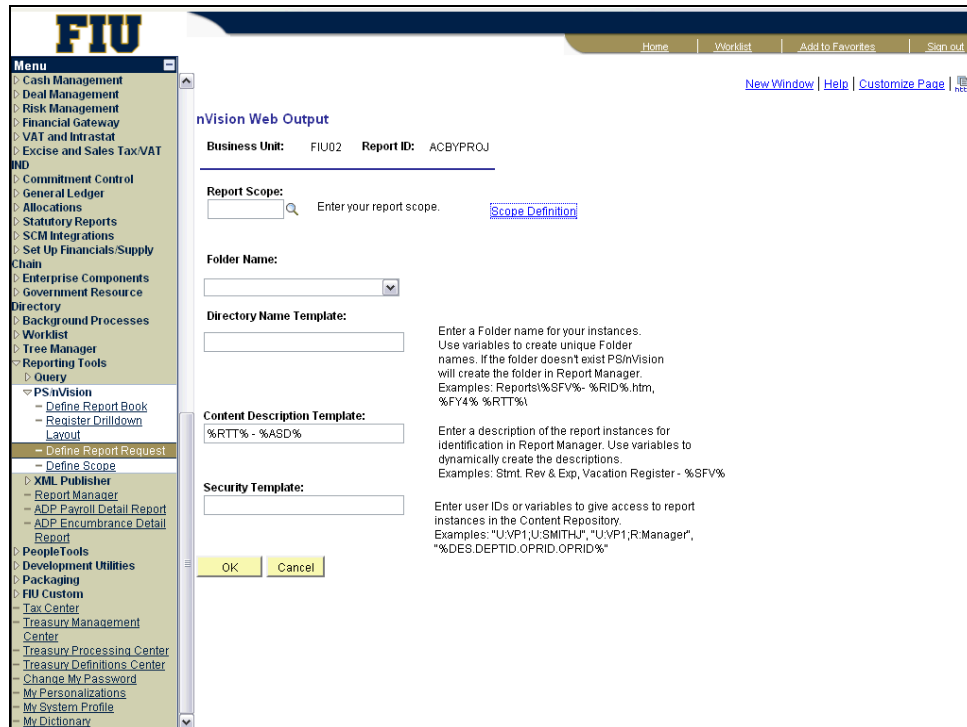
Step	Action
3.	Click the PS/nVision link. PS/nVision
4.	Click the Define Report Request link. Define Report Request
5.	Enter the desired information into the Business Unit field. Enter " FIU02 ".
6.	Enter the desired information into the Report ID: field. Enter " ACBYPROJ ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Verify the As Of Reporting Date .


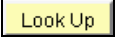
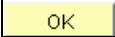
Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report



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





Step	Action
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 " 1320010 ".
13.	Click the Look Up button. 
14.	Click the CAJ-Ctr Admin Justice Prog-Sup link. CAJ-Ctr Admin Justice Prog-Sup
15.	Click the OK button. 

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report



The screenshot shows the 'nVision Report Request' interface. The left sidebar contains a menu with categories like 'Cash Management', 'Risk Management', and 'PS nVision'. The 'PS nVision' category is expanded, showing options like 'Define Report Book', 'Register Drilldown Layout', and 'Define Report Request'. The main content area is titled 'Advanced Options' and includes fields for 'Business Unit' (FIU02), 'Report ID' (ACBYPROJ), and 'Report Title' (Actuals by Project). It also has a 'Layout' dropdown set to 'FIU02_ACTUALS_BY_PROJ'. Under 'Report Date Selection', there are dropdowns for 'As Of Reporting Date' (Specify) and 'Tree As Of Date' (Use As Of Reporting Date), with a date field showing '08/19/2009'. Under 'Output Options', there are dropdowns for 'Type' (Web) and 'Format' (Microsoft Excel Files (*.xls)). A 'Run Report' button is highlighted in yellow. Other buttons include 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Step	Action
16.	Click the Run Report button. 
17.	Click the Server Name: dropdown button to activate the menu. 



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report

FIU Home Worklist Add to Favorites Sign out

Menu

- Cash Management
- Deal Management
- Risk Management
- Financial Gateway
- VAT and IntraStat
- Excise and Sales Tax/VAT

MD

- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply

Chain

- Enterprise Components
- Government Resource

Directory

- Background Processes
- Worklist
- Tree Manager
- Reporting Tools
- Query

PS nVision

- Define Report Book
- Register Drilldown Layout
- Define Report Request
- Define Scope

XML Publisher

- Report Manager
- ADP Payroll Detail Report
- ADP Encumbrance Detail Report

PeopleTools

- Development Utilities
- Packaging
- FIU Custom
- Tax Center
- Treasury Management Center
- Treasury Processing Center
- Treasury Definitions Center
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Process Scheduler Request

User ID: 1186321 Run Control ID:

Server Name: [Dropdown] Run Date: 08/19/2009 [Calendar]

Recurrence: [Dropdown] Run Time: 11:10:48AM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

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

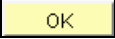
OK Cancel

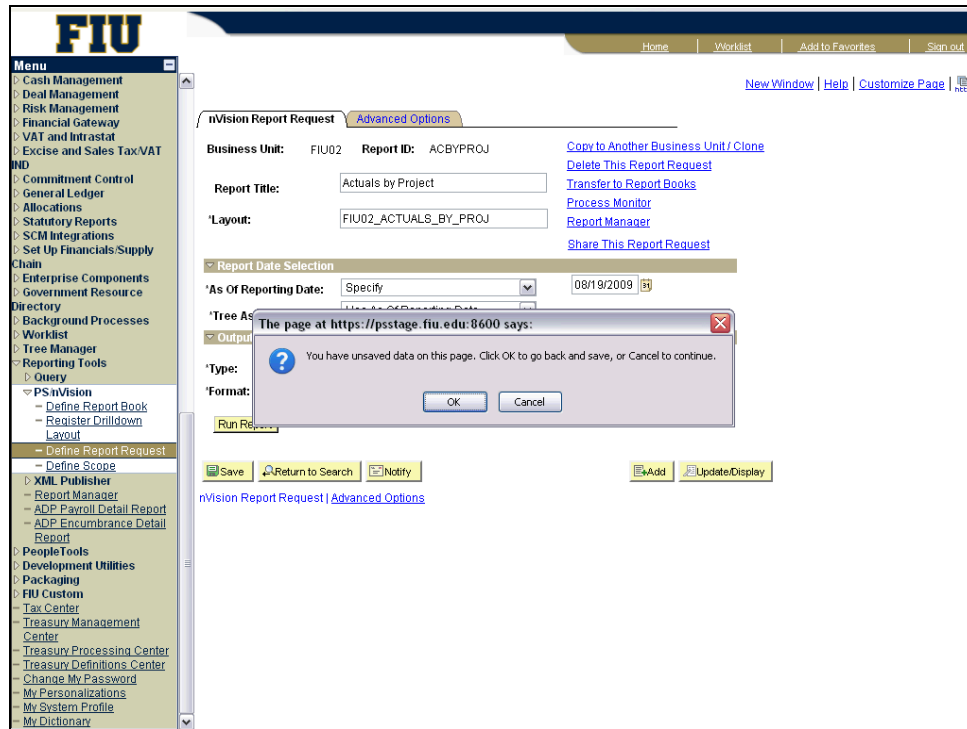
Step	Action
18.	Click the PSNT list item. <input type="text" value="PSNT"/>


Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report



Step	Action
19.	Click the OK button. 
20.	Click the Process Monitor link. Process Monitor



Step	Action
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.
	

Business Process Document

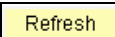
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report



The screenshot shows the FIU application interface. On the left is a menu with categories like Cash Management, Risk Management, and PS nVision. The main area has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs are search filters for User ID, Type, Last, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is visible. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2371149		nVision Report	NVSRUN	1186321	08/19/2009 11:10:48AM EDT	Queued	N/A	Details

Below the table are buttons for 'Save' and 'Notify', and a link 'Go back to Report Request'. At the bottom, there are links for 'Process List' and 'Server List'.

Step	Action
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. Go back to Report Request



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report

FIU Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

nVision Report Request [Advanced Options](#)

Business Unit: FIU02 Report ID: ACBYPROJ [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)

Report Title: Actuals by Project [Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Layout: FIU02_ACTUALS_BY_PROJ

Report Date Selection

*As Of Reporting Date: Specify [v] 08/19/2009 [B]
*Tree As Of Date: Use As Of Reporting Date [v]

Output Options

Type: Web [v] [Scope and Delivery Templates](#)
Format: Microsoft Excel Files (*.xls) [v]

Run Report

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[nVision Report Request | Advanced Options](#)

Step	Action
25.	Click the Report Manager link. Report Manager
26.	Click the Administration link. Administration

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report



The screenshot shows the FIU02 web application interface. On the left is a navigation menu with categories like Cash Management, Risk Management, and PS nVision. The main area is titled 'Administration' and contains a 'View Reports For' section with filters for User ID (1188321), Type, Last (1 Days), Status, Folder, and Instance. Below this is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. Three reports are listed, each with a link to 'Actuals by Project'. At the bottom, there are 'Select All', 'Deselect All', 'Delete', and 'Save' buttons.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2249024	2371149	Actuals by Project	08/19/2009 11:11:50AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	2249021	2371148	Actuals by Project	08/19/2009 11:04:05AM	HTML Documents (*.htm)	Posted	Details
<input type="checkbox"/>	2249017	2371146	Foundation Actuals by Project	08/19/2009 10:59:20AM	Microsoft Excel Files (*.xls)	Posted	Details

Step	Action
27.	Click the Actuals by Project link. Actuals by Project



Business Process Document PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Actuals by Project Report

	2010-0	2010-1	YTD Actuals
Unrestricted Beginning Net Assets	\$ -	\$ -	\$ -
YTD Unrestricted Revenues	\$ -	\$ -	\$ -
YTD Expenses Unrestricted	\$ -	\$ -	\$ -
Current Unrestricted Spendable Balance	\$ -	\$ -	\$ -
Temporarily Restricted Beginning Net Assets	\$ -	\$ -	\$ -
YTD Temporarily Restricted Revenues	\$ -	\$ -	\$ -
YTD Expenses Restricted	\$ -	\$ -	\$ -
Current Temporarily Restricted Spendable Balance	\$ -	\$ -	\$ -
Total Current Spendable Balance	\$ -	\$ -	\$ -
Permanently Restricted Beginning Net Assets	\$ -	\$ -	\$ -
Temporarily Restricted Beginning Net Assets	\$ -	\$ -	\$ -
YTD Restricted Revenues	\$ -	\$ -	\$ -
YTD Income & Spending Distribution	\$ -	\$ -	\$ -
Current Endowment Balance	\$ -	\$ -	\$ -

**NOTE: Current endowment balance does NOT reflect year-to-date market gains/losses. These gains/losses will be applied on the last day of the Fiscal Year June 30th.*

Step	Action
28.	Review the Actuals by Project report details. Report ID: Actuals by Project
29.	Congratulations! You have successfully run the Actuals by Project report for a Project ID. End of Procedure.