



**Business Process Document**  
**PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the**  
**Financial Statements Monthly Report**

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	FIU02-Running the Financial Statements Monthly Report_BUSPROC.doc
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**FIU02-Running the Financial Statements Monthly Report**

Trigger:

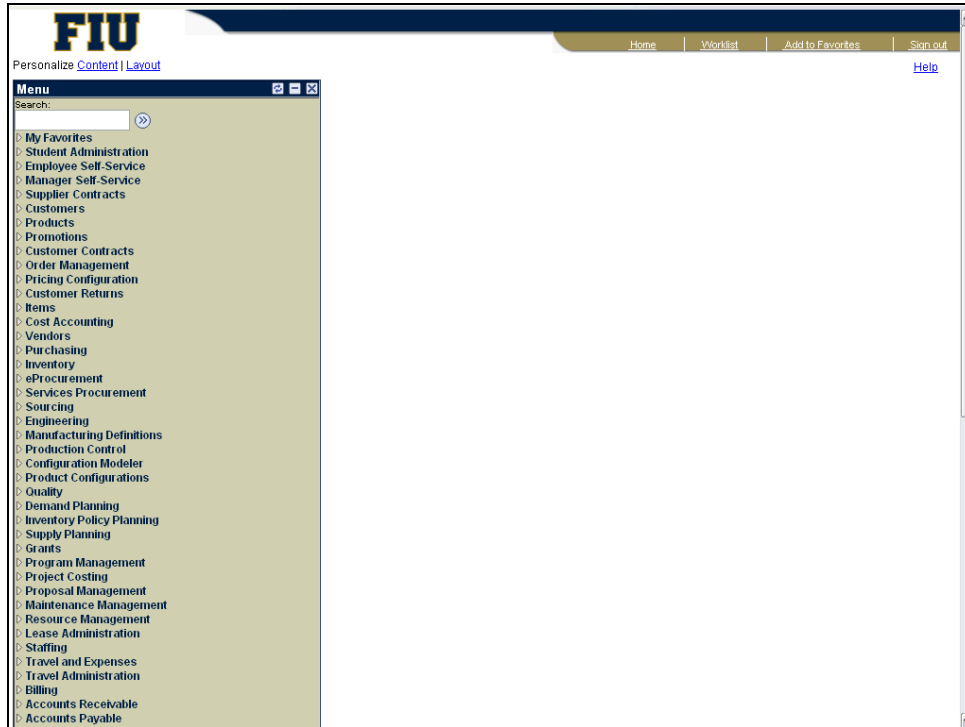
<b>Required Field(s)</b>	<b>Comments</b>

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

**Additional Information**

## Procedure

In this topic, you will run the Financial Statements Monthly Report.

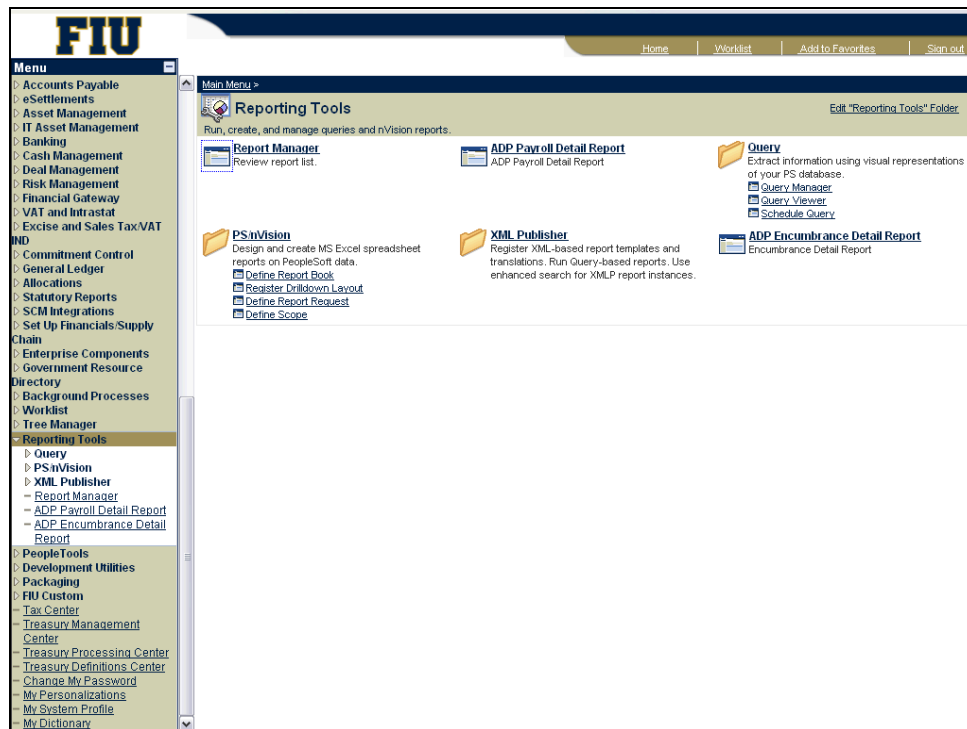




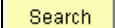
Step	Action
1.	Click the <b>Vertical</b> scrollbar.
2.	Click the <b>Reporting Tools</b> link. <b>Reporting Tools</b>



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



Step	Action
3.	Click the <b>PS/nVision</b> link. 
4.	Click the <b>Define Report Request</b> link. 
5.	Enter the desired information into the <b>Business Unit:</b> field. Enter " <b>FIU02</b> ".
6.	Enter the desired information into the <b>Report ID:</b> field. Enter " <b>ISBUSINE</b> ".
7.	<b>IS</b> is the abbreviation for the Financial Statements Monthly report followed by the first 6 characters of the <b>Tree Node</b> name.
8.	Click the <b>Search</b> button. 
9.	Verify that the <b>As Of Reporting Date</b> is correct.

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## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



The screenshot shows the 'nVision Report Request' page in 'Advanced Options' mode. The left sidebar contains a 'Menu' with categories like Cash Management, Deal Management, Risk Management, etc. The main content area includes the following fields and options:

- Business Unit:** FIU02
- Report ID:** ISBUSINE
- Report Title:** Financial Statements Monthly
- Layout:** FIU02\_FIN\_STMTS\_MNTHLY
- Report Date Selection:**
  - As Of Reporting Date:** Specify (dropdown), 08/19/2009 (calendar icon)
  - Tree As Of Date:** Use As Of Reporting Date (dropdown)
- Output Options:**
  - Type:** Web (dropdown)
  - Format:** Microsoft Excel Files (\*.xls) (dropdown)

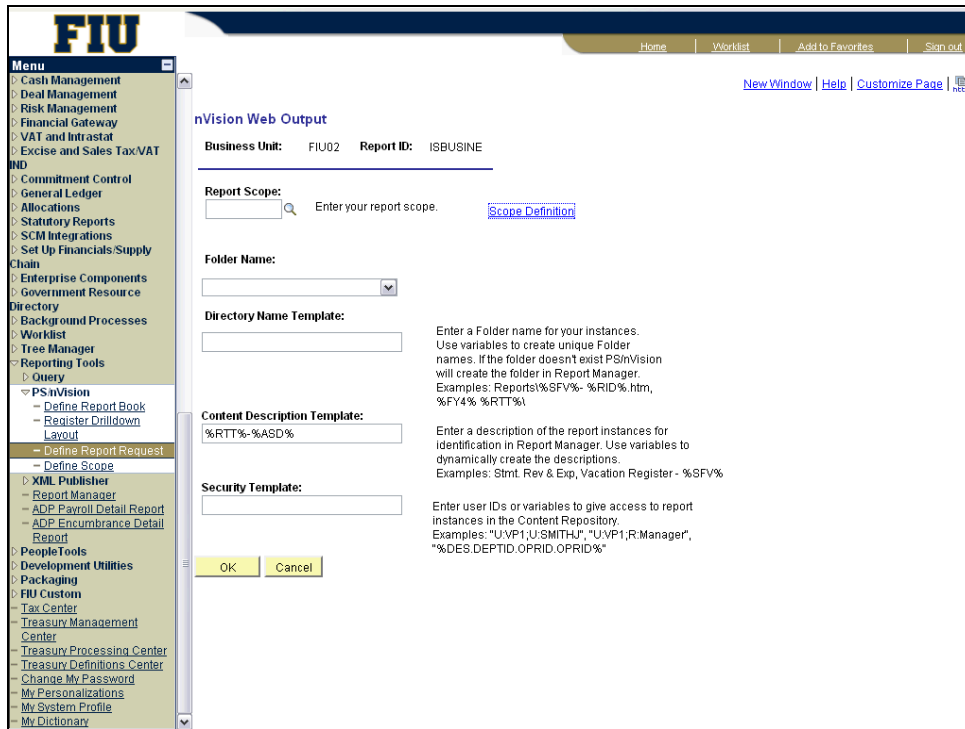
Buttons include 'Run Report', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. A link for 'Scope and Delivery Templates' is also visible.


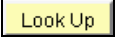

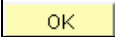
Step	Action
10.	Click the <a href="#">Scope and Delivery Templates</a> link.



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## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



Step	Action
11.	Click the <b>Look up Report Scope</b> graphic. 
12.	A <b>Report Scope</b> represents the filter you would like to apply to the report layout.  In this example this is <b>Tree Node</b> name.
13.	Enter the desired information into the <b>Report Scope:</b> field.  Enter " <b>BUSINESS</b> ".
14.	Click the <b>Look Up</b> button. 
15.	Click the <b>BUSINESS</b> link. 
16.	Click the <b>OK</b> button. 

# Business Process Document



## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



The screenshot shows the 'nVision Report Request' interface in 'Advanced Options' mode. The left sidebar contains a 'Menu' with various categories like Cash Management, Risk Management, and PS nVision. The main area displays the following details:

- Business Unit:** FIU02
- Report ID:** ISBUSINE
- Report Title:** Financial Statements Monthly
- Layout:** FIU02\_FIN\_STMTS\_MNTHLY
- Report Date Selection:**
  - As Of Reporting Date: Specify (dropdown), 08/19/2009 (calendar icon)
  - Tree As Of Date: Use As Of Reporting Date (dropdown)
- Output Options:**
  - Type: Web (dropdown)
  - Format: Microsoft Excel Files (\*.xls) (dropdown)

Buttons include 'Run Report', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads 'nVision Report Request | Advanced Options'.

Step	Action
17.	Click the <b>Run Report</b> button. 
18.	Click the <b>Server Name:</b> dropdown button to activate the menu. 



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## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report

**FIU**

Home | Worklist | Add to Favorites | Sign out

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

**Process Scheduler Request**

User ID: 1186321      Run Control ID:

Server Name: [dropdown]      Run Date: 08/19/2009 [calendar icon]

Recurrence: [dropdown]      Run Time: 4:07:24PM      [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
19.	Click the <b>PSNT</b> list item. <input type="text" value="PSNT"/>

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## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



**FIU** Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

**Menu**

- Cash Management
- Deal Management
- Risk Management
- Financial Gateway
- VAT and Infrastat
- 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: PSNT Run Date: 08/19/2009

Recurrence: [dropdown] Run Time: 4:07:24PM [Reset to Current Date/Time](#)

Time Zone: [dropdown]

**Process List**

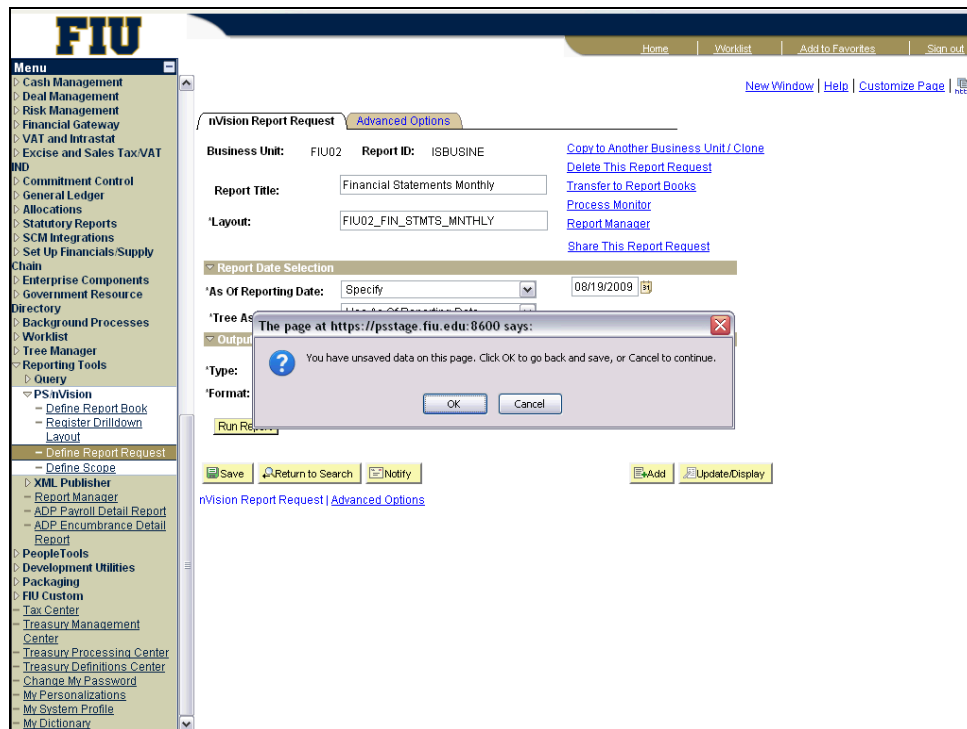
Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default [dropdown]	Default [dropdown]

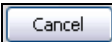
[OK](#) [Cancel](#)

Step	Action
20.	Click the <b>OK</b> button. 
21.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



Step	Action
22.	<p>This pop-up window will only appear when you select a <b>Report Scope</b> other than the default option.</p> <p>Click the <b>Cancel</b> button.</p> <div style="text-align: center;">  </div>

# Business Process Document

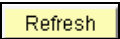
## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



The screenshot shows the FIU02 web application interface. On the left is a navigation menu with categories like 'Menu', 'MD', 'Chain', 'Directory', and 'People Tools'. The main area is titled 'Process List' and 'Server List'. It includes a search form for 'View Process Request For' with fields for User ID (1186321), Type, Last (1 Days), and a Refresh button. Below this is a table of process runs:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2371157		nVision Report	NVSRUN	1186321	08/19/2009 4:07:24PM EDT	Success	N/A	<a href="#">Details</a>
<input type="checkbox"/>	2371152		nVision Report	NVSRUN	1186321	08/19/2009 2:37:33PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2371149		nVision Report	NVSRUN	1186321	08/19/2009 11:10:48AM EDT	Success	Posted	<a href="#">Details</a>

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
23.	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> . 
24.	Click the <b>Go back to Report Request</b> link. <a href="#">Go back to Report Request</a>



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## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly 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: ISBUSINE [Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)

Report Title: Financial Statements Monthly [Transfer to Report Books](#)  
[Process Monitor](#)

Layout: FIU02\_FIN\_STMNTS\_MNTHLY [Report Manager](#)  
[Share This Report Request](#)

**Report Date Selection**

\*As Of Reporting Date: Specify

\*Tree As Of Date: Use As Of Reporting Date

**Output Options**

Type: Web [Scope and Delivery Templates](#)

Format: Microsoft Excel Files (\*.xls)

[nVision Report Request | Advanced Options](#)

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

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report



The screenshot shows the FIU02 web application interface. On the left is a navigation menu with categories like 'Menu', 'ND', 'Chain', 'Directory', 'PSnVision', 'XML Publisher', 'PeopleTools', and 'Development Utilities'. The main content area is titled 'View Reports For' and includes search filters for 'User ID', 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. Below the filters is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains five rows of reports, with the first row being 'Financial Statements Monthly-2009-08-19'. Below the table are 'Select All', 'Deselect All', and 'Delete' buttons, along with a 'Save' button and navigation links.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2249036	2371157	<a href="#">Financial Statements Monthly-2009-08-19</a>	08/19/2009 4:08:07PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2249029	2371152	<a href="#">Budget vs Actuals</a>	08/19/2009 2:38:27PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2249024	2371149	<a href="#">Actuals by Project</a>	08/19/2009 11:11:50AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2249021	2371148	<a href="#">Actuals by Project</a>	08/19/2009 11:04:05AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2249017	2371146	<a href="#">Foundation Actuals by Project</a>	08/19/2009 10:59:20AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>

Step	Action
27.	Click the <b>Financial Statements Monthly-2009-08-19</b> link. <a href="#">Financial Statements Monthly-2009-08-19</a>



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## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Financial Statements Monthly Report

		UNRESTRICTED	TEMP REST SPENDABLE	TEMP REST RESERVE	PERM RESTRICTED	TOTAL
<b>REVENUES</b>						
Project ID	Project Description					
<b>UNIVERSITY WIDE</b>						
	University Wide	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COLLEGE OF ARTS &amp; SCIENCE</b>						
	College of Arts & Sciences	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COLLEGE OF BUSINESS</b>						
	College of Business	\$ 34,100	\$ 18,038	\$ -	\$ 1,771	\$ 53,909
<b>COLLEGE OF SOCIAL WK, JUSTICE &amp; PUB AFF</b>						
	Social Work, Justice, Public A	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COLLEGE OF EDUCATION</b>						
	College of Education	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SCHOOL OF HOSPITALITY MANAGEMENT</b>						
	School of Hospitality Mgmt	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COLLEGE OF ENGINEERING &amp; COMPUTING</b>						
	Engineering & Computing	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COLLEGE OF ARCHITECTURE &amp; THE ARTS</b>						
	Architecture & the Arts	\$ -	\$ -	\$ -	\$ -	\$ -

Step	Action
28.	Review the Financial Statements Monthly report details. Report ID: Financial Statements Monthly
29.	Congratulations! You have successfully run the Financial Statements Monthly report. <b>End of Procedure.</b>