



<b>Department</b>	
<b>Responsibility/Role</b>	
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### **FIU02-Using nVision DrillDown Excel 2003**

Trigger:

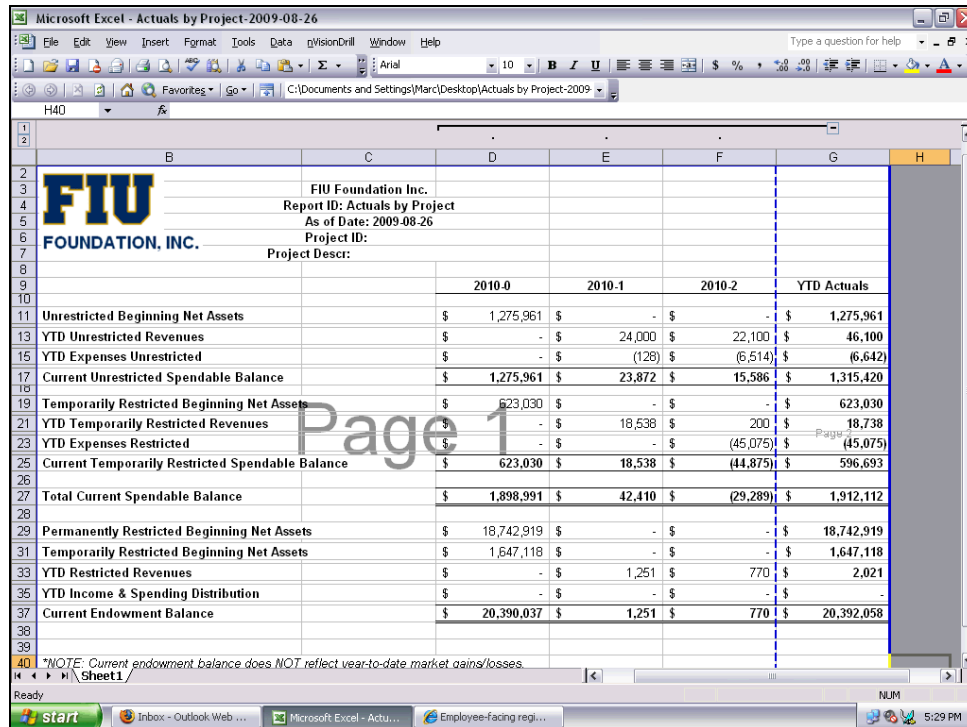
<b>Required Field(s)</b>	<b>Comments</b>

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

### **Additional Information**

## Procedure

In this topic you will learn how to use the nVision DrillDown feature.



	2010-0	2010-1	2010-2	YTD Actuals
Unrestricted Beginning Net Assets	\$ 1,275,961	\$ -	\$ -	\$ 1,275,961
YTD Unrestricted Revenues	\$ -	\$ 24,000	\$ 22,100	\$ 46,100
YTD Expenses Unrestricted	\$ -	\$ (128)	\$ (6,514)	\$ (6,642)
Current Unrestricted Spendable Balance	\$ 1,275,961	\$ 23,872	\$ 15,586	\$ 1,315,420
Temporarily Restricted Beginning Net Assets	\$ 623,030	\$ -	\$ -	\$ 623,030
YTD Temporarily Restricted Revenues	\$ -	\$ 18,538	\$ 200	\$ 18,738
YTD Expenses Restricted	\$ -	\$ -	\$ (45,075)	\$ (45,075)
Current Temporarily Restricted Spendable Balance	\$ 623,030	\$ 18,538	\$ (44,875)	\$ 596,693
<b>Total Current Spendable Balance</b>	<b>\$ 1,898,991</b>	<b>\$ 42,410</b>	<b>\$ (29,289)</b>	<b>\$ 1,912,112</b>
Permanently Restricted Beginning Net Assets	\$ 18,742,919	\$ -	\$ -	\$ 18,742,919
Temporarily Restricted Beginning Net Assets	\$ 1,647,118	\$ -	\$ -	\$ 1,647,118
YTD Restricted Revenues	\$ -	\$ 1,251	\$ 770	\$ 2,021
YTD Income & Spending Distribution	\$ -	\$ -	\$ -	\$ -
Current Endowment Balance	\$ 20,390,037	\$ 1,251	\$ 770	\$ 20,392,058

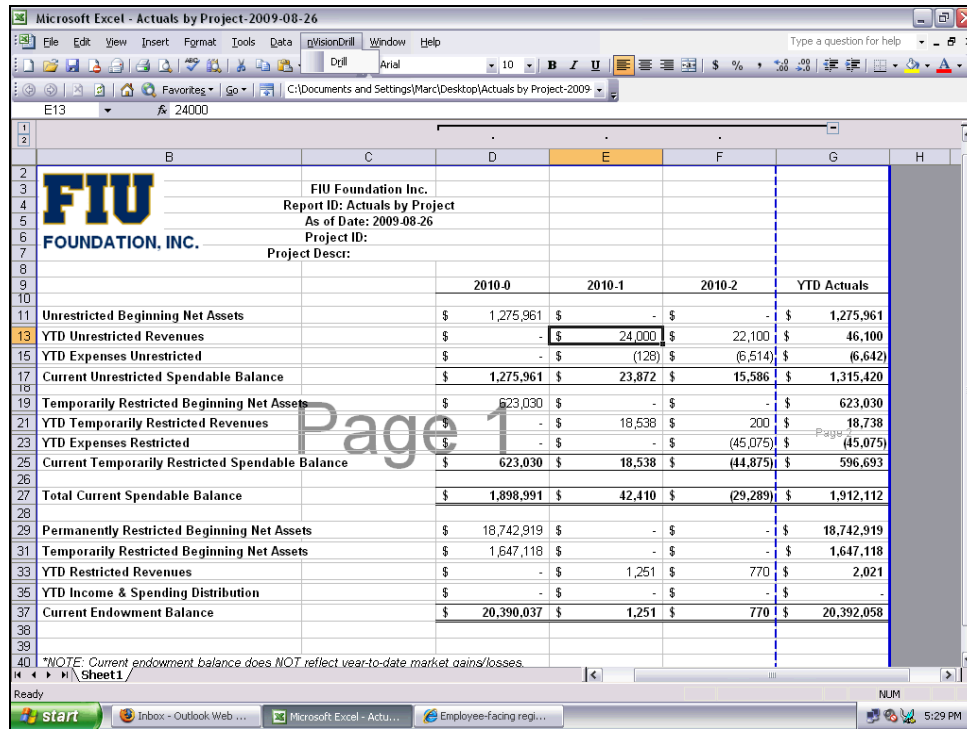
*\*NOTE: Current endowment balance does NOT reflect year-to-date market gains/losses.*


Step	Action
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><b>Note:</b> The field selected cannot contain an Excel formula e.g. Sum, Count etc.</p> <p>\$ 24,000</p>
2.	<p>Click the <b>nVisionDrill</b> menu.</p> <p>nVisionDrill</p>



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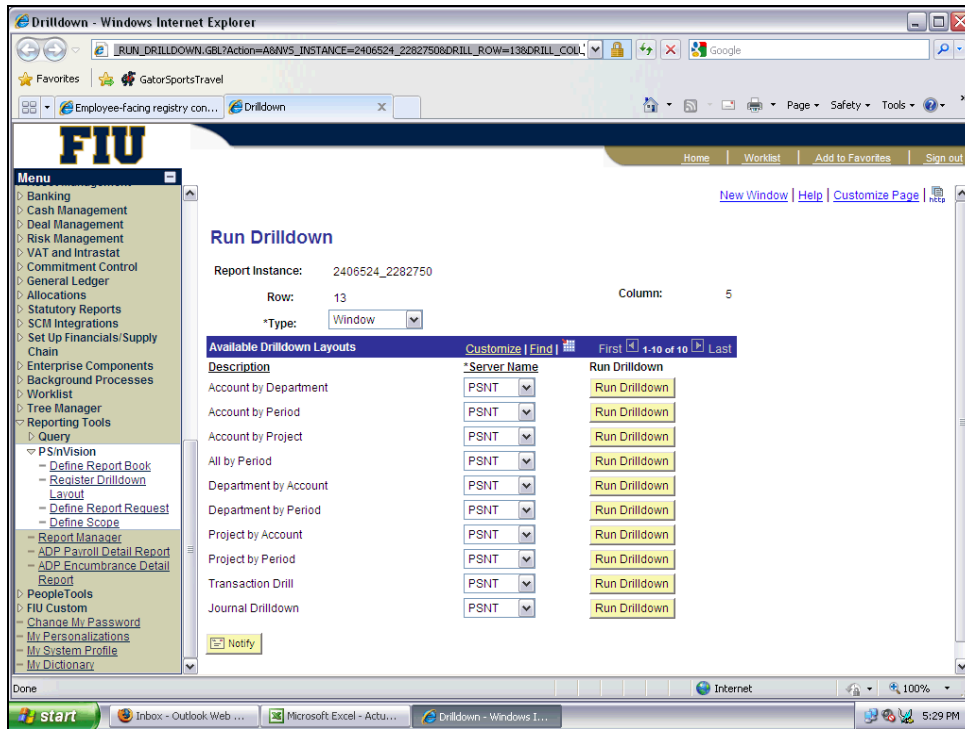
## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Using nVision DrillDown Excel 2003

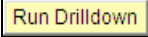


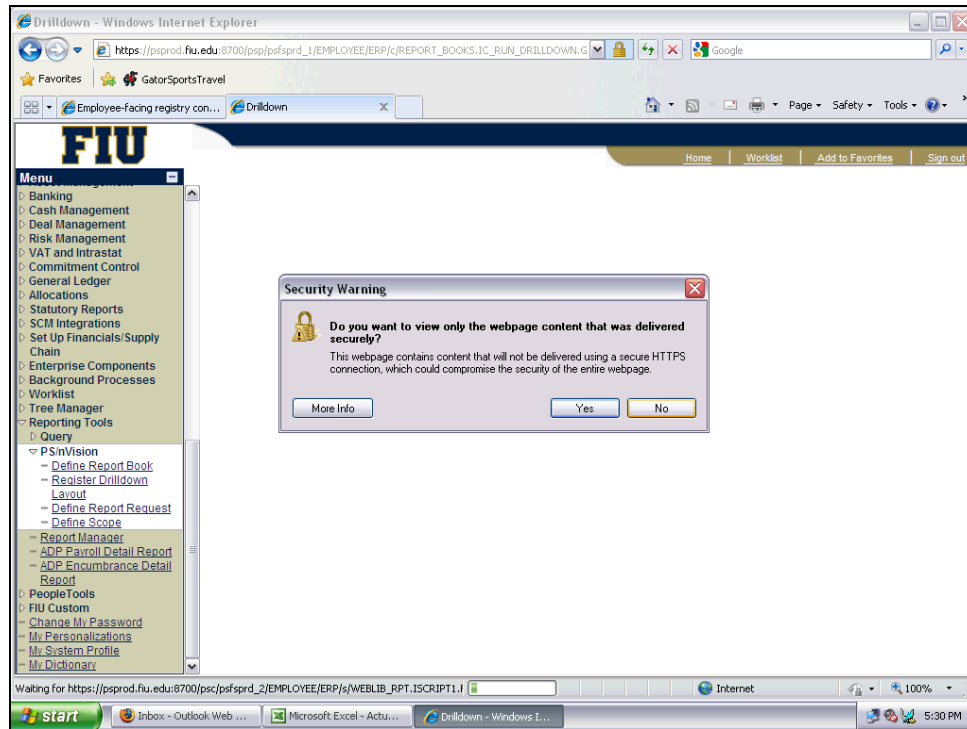
Step	Action
3.	Click the <b>Drill</b> menu. 
4.	A new PantherSoft browser window will open to the <b>Run DrillDown</b> page.

# Business Process Document

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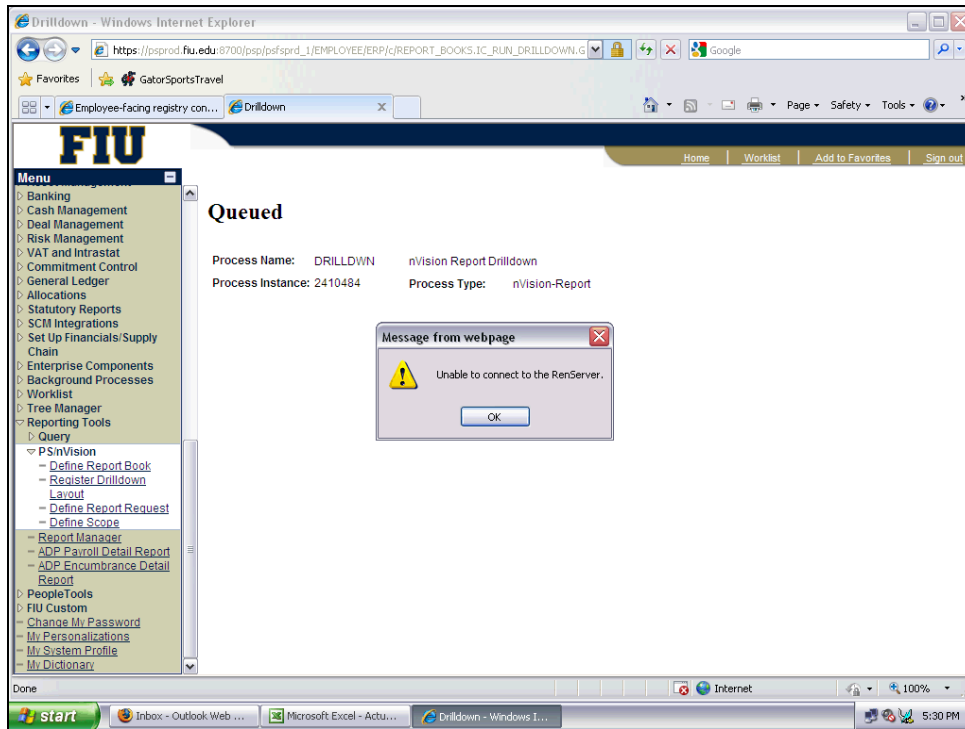
Step	Action
5.	Click the <b>Run DrillDown</b> button to execute the <b>Journal DrillDown</b> . 




Step	Action
6.	<p>Depending on the security settings of your browser you may receive the following pop-up window.</p> <p>Click the <b>Yes</b> button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Yes</div> <p>or</p> <p>Press <b>[Alt+Y]</b>.</p>

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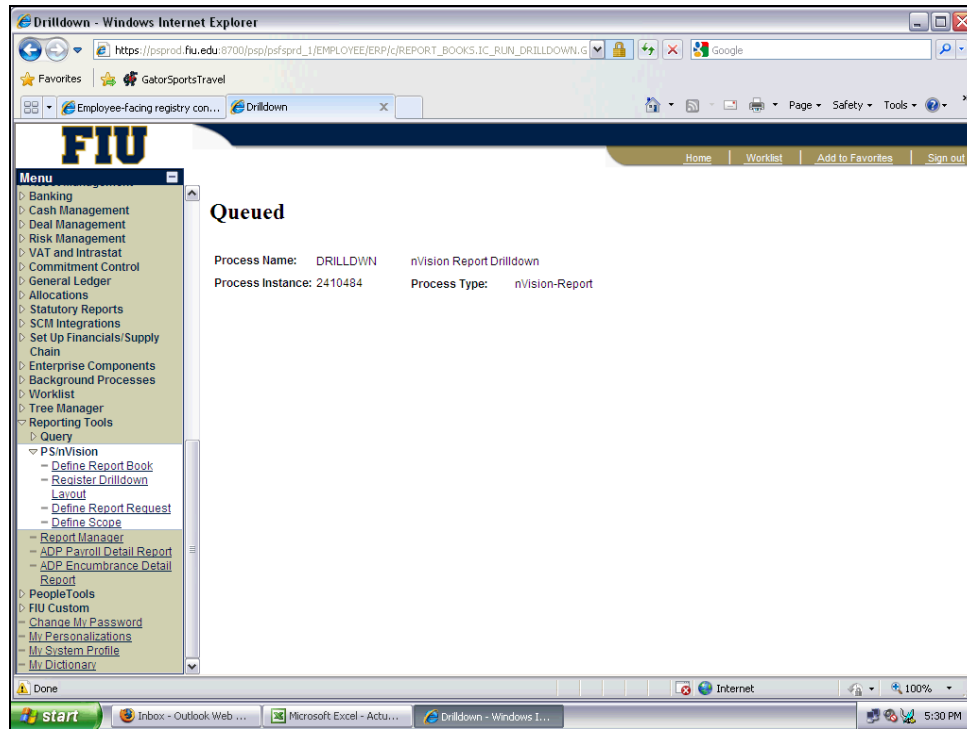


Step	Action
7.	Click the <b>OK</b> button. 



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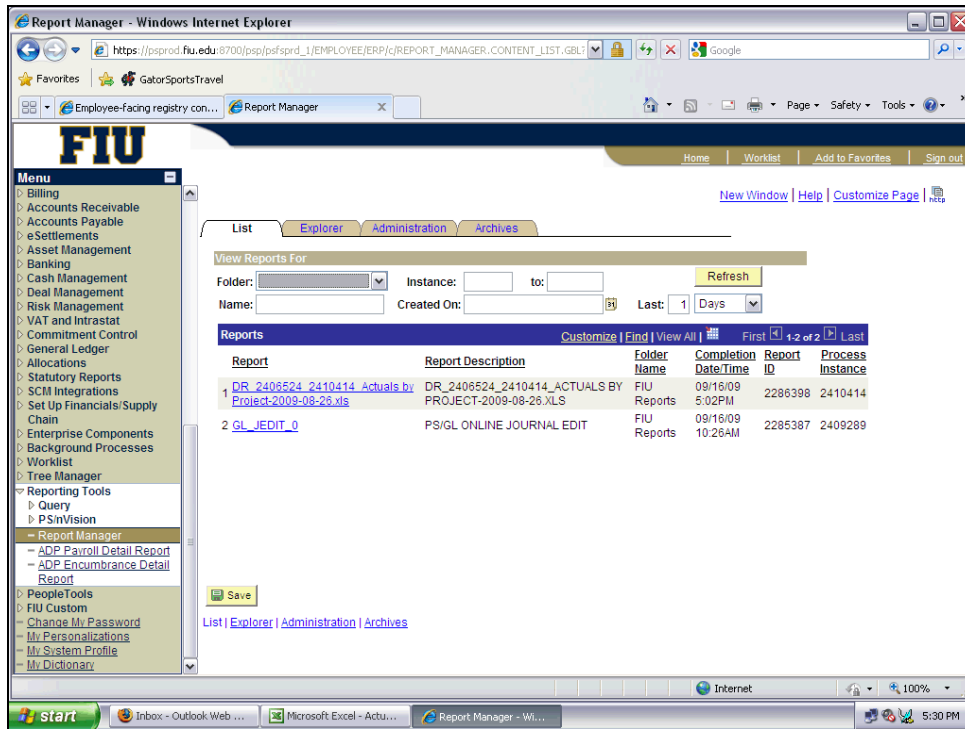
## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Using nVision DrillDown Excel 2003



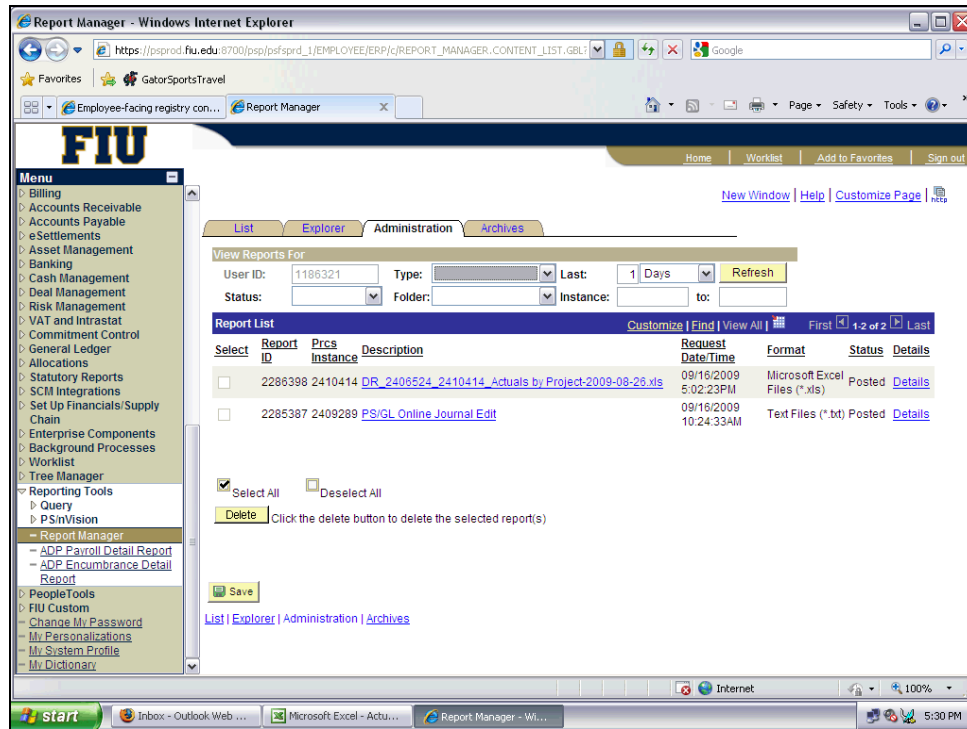
Step	Action
8.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>

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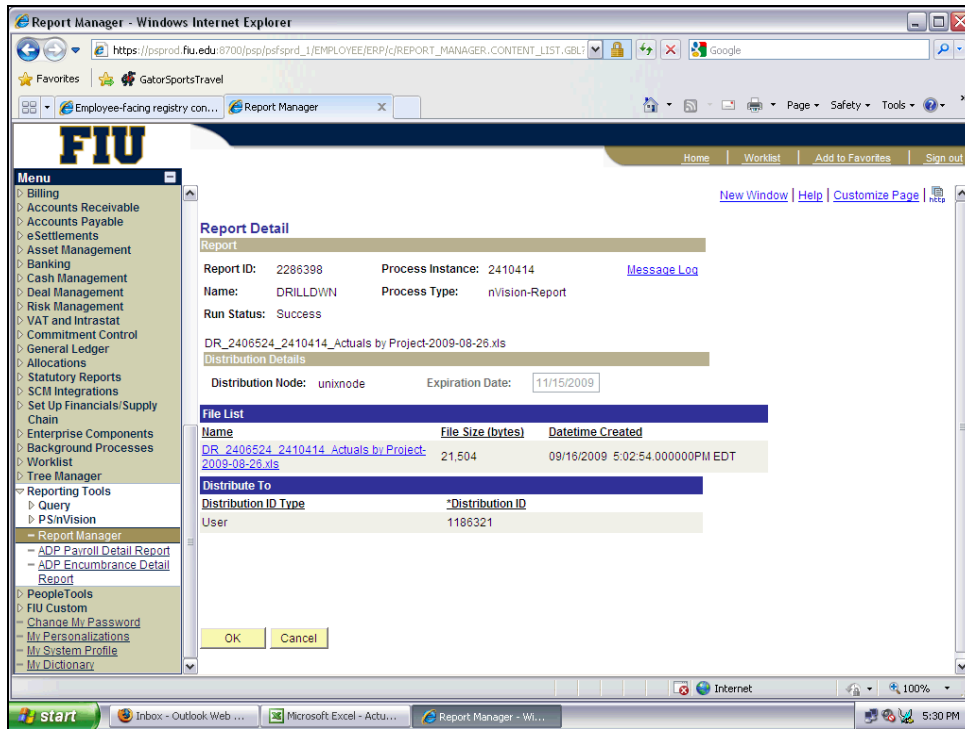
Step	Action
9.	Click the <b>Administration</b> tab. <a href="#">Administration</a>
10.	Depending on the DrillDown selected you may need to click the <b>Refresh</b> button periodically until the DrillDown report appears in the Report Manager. Usually this takes proximately 1 minute to display.  The DrillDown report link will always begin with <b>DR</b> and will contain the name of the original report.



Step	Action
11.	Click an entry in the <b>Details</b> column. <a href="#">Details</a>

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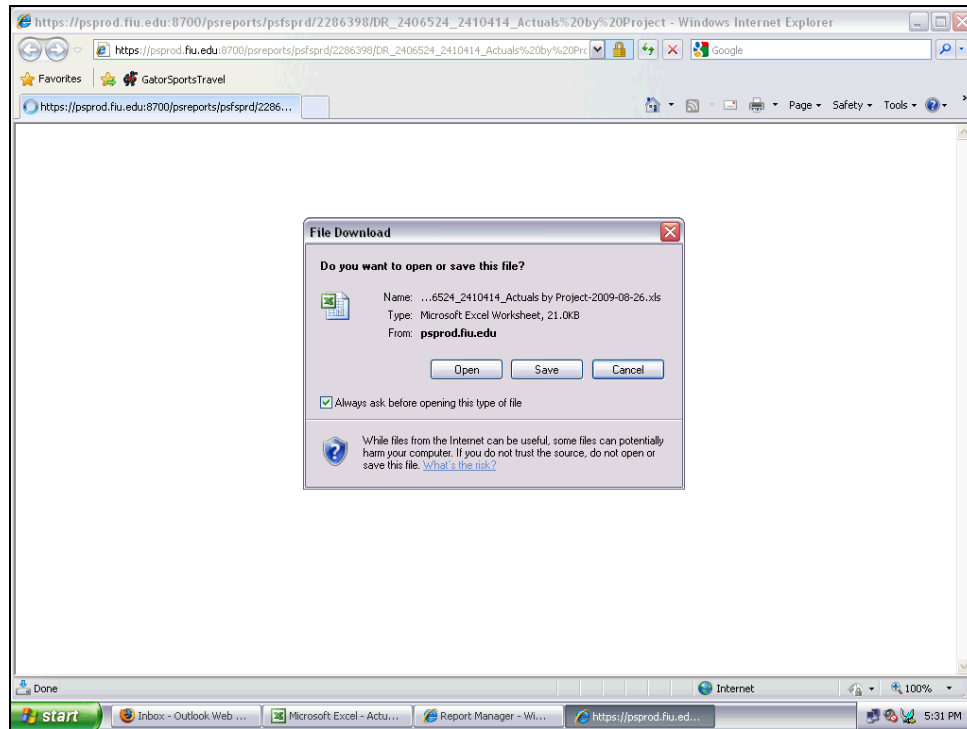



Step	Action
12.	Click an entry in the <b>Name</b> column. <a href="#">DR_2406524_2410414_Actuals by Project-2009-08-26.xls</a>



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Step	Action
13.	Click the <b>Open</b> button or you can <b>Save</b> the report to your computer.  or Press <b>[Alt+O]</b> .
14.	Review the DrillDown report results.
15.	Congratulations! You have successfully used the nVision DrillDown feature in Excel 2003. <b>End of Procedure.</b>