


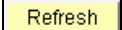
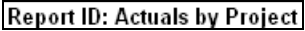


## FIU02-Running the Actuals by Project Report

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

18.	Click the <b>PSNT</b> list item. 
19.	Click the <b>OK</b> button. 
20.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
21.	This pop-up window will only appear when you select a Report Scope other than the default option.  Click the <b>Cancel</b> button to continue. 
22.	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> . 
23.	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>
25.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>
26.	Click the <b>Administration</b> link. <a href="#">Administration</a>
27.	Click the <b>Actuals by Project</b> link. <a href="#">Actuals by Project</a>
28.	Review the <b>Actuals by Project</b> report details. 
29.	Congratulations! You have successfully run the Actuals by Project report for a Project ID. <b>End of Procedure.</b>