
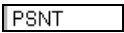
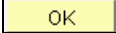


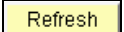



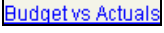


FIU02-Running the Budget vs Actuals Report

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 Department name.
12.	If you want to see the ranges of Project IDs that apply to each Department 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 for the Business department. End of Procedure.