

## FIU02-Using nVision DrillDown Excel 2007

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> 
2.	<p>Click the <b>Add-Ins</b> tab.</p> 
3.	<p>Click the button to the right of the <b>nVisionDrill</b> field.</p> 
4.	<p>Click the <b>Drill</b> menu.</p> 
5.	<p>Click the <b>Run DrillDown</b> button.</p> 
6.	<p>Click the <b>PeopleTools</b> link.</p> 
7.	<p>Click the <b>Process Scheduler</b> link.</p> 
8.	<p>Click the <b>Process Monitor</b> link.</p> 
9.	<p>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>.</p>
10.	<p>Click the <b>Reporting Tools</b> link.</p> 
11.	<p>Click the <b>Report Manager</b> link.</p> 
12.	<p>Click the <b>Administration</b> tab.</p> 
13.	<p>The DrillDown report link will always begin with <b>DR</b> and will contain the name of the original report.</p>
14.	<p>Click the <b>Open</b> button.</p> 
15.	<p>Review the DrillDown report results.</p>
16.	<p>Congratulations! You have successfully used the nVision DrillDown feature in Excel 2007.</p> <p><b>End of Procedure.</b></p>