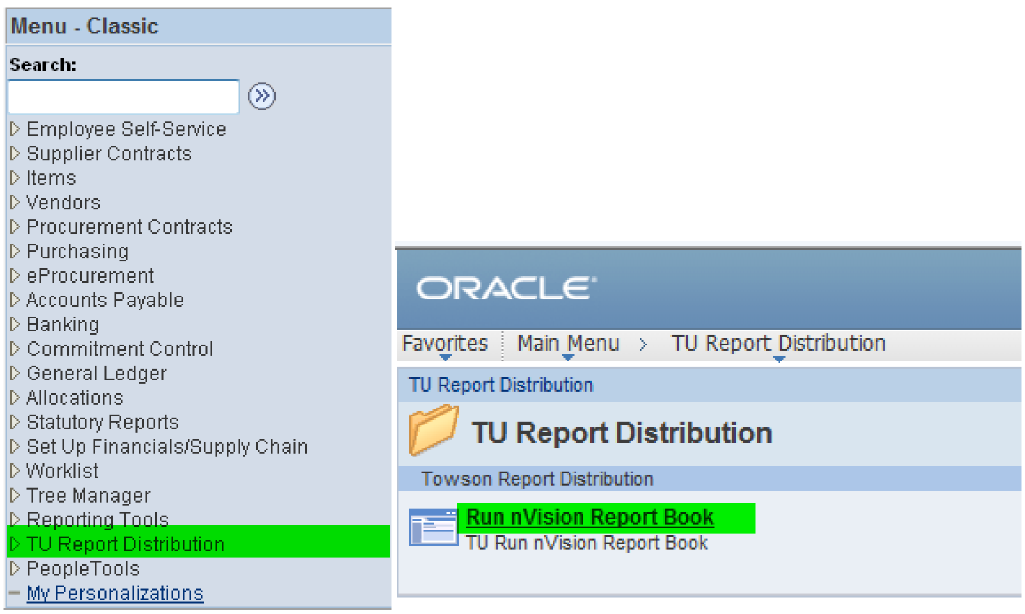
NOTE: Before you run nVision for the first time in the new PS Financials 9.1 version, your PC needs to be updated with the new Excel Add-in file that will allow you to perform drill downs on your nVision reports. This is a ONE TIME ONLY update to your computer.

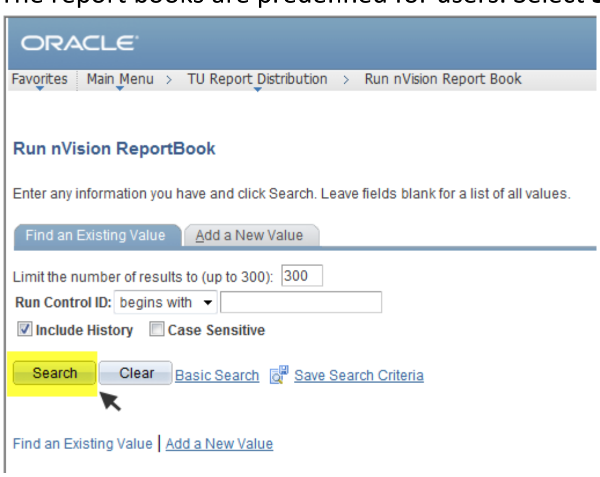
See pages 6 & 7 for instructions. Once those instructions are followed, you are now ready to start running your nVision report.

How to Run nVision Reports using PeopleSoft 9.1

1. From the main menu, select **TU Report Distribution,** and then **Run nVision Report Book.**

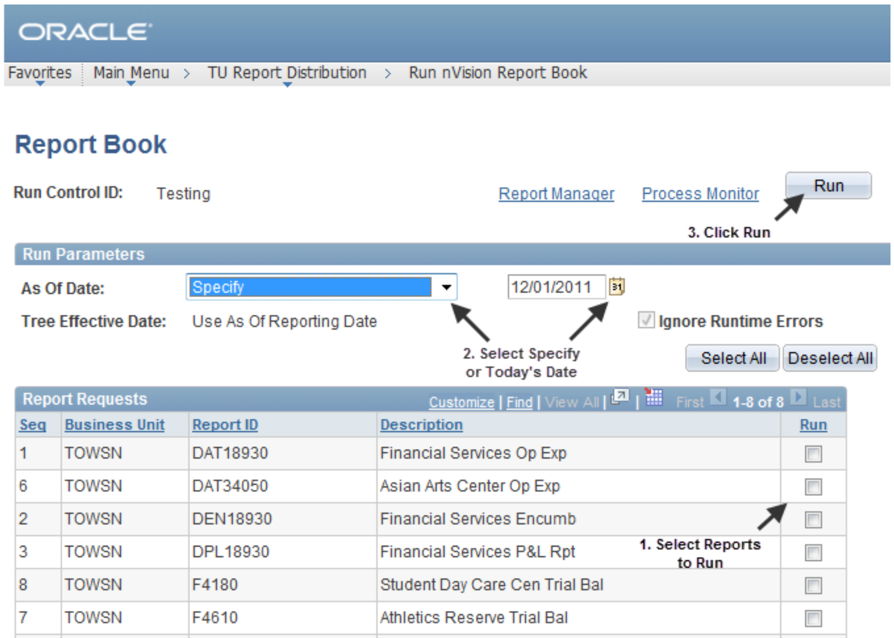


1. The report books are predefined for users. Select **Search**.

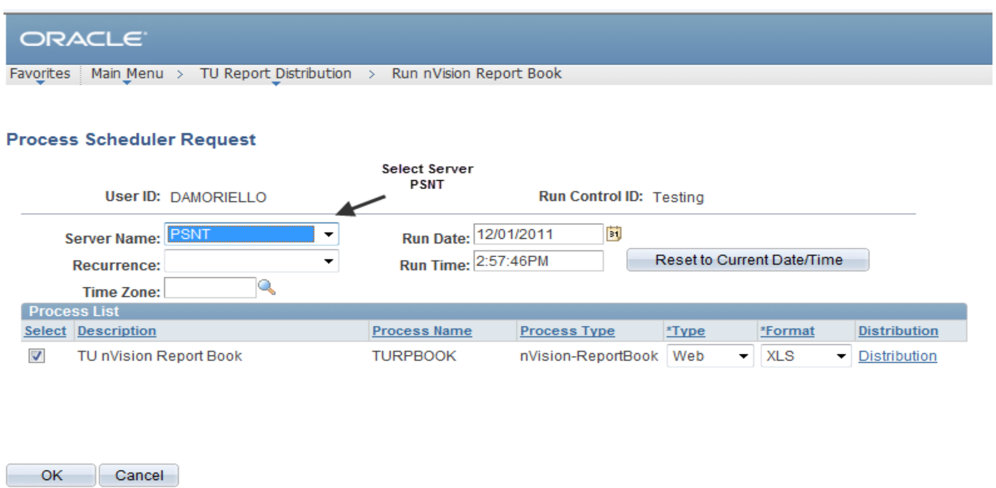


2. A User *may* have more than one nVision Report Book, and may have to select which Report Book they want to use. If only one Report Book exists, **SEARCH** will take you directly to the reports you have access to.

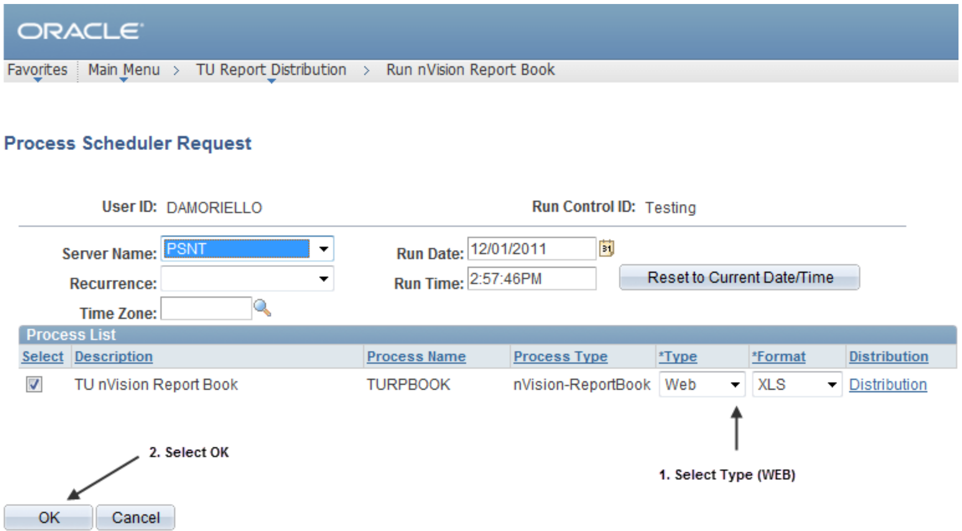
From the Report Book, select which reports you would like to run. Enter a **specified date or today's date** for the report date on THIS PAGE ONLY. After reports are selected, and **Date** is entered, click on **Run**.



3. **In the Server Name field,** use the drop down menu to select the server **PSNT.**

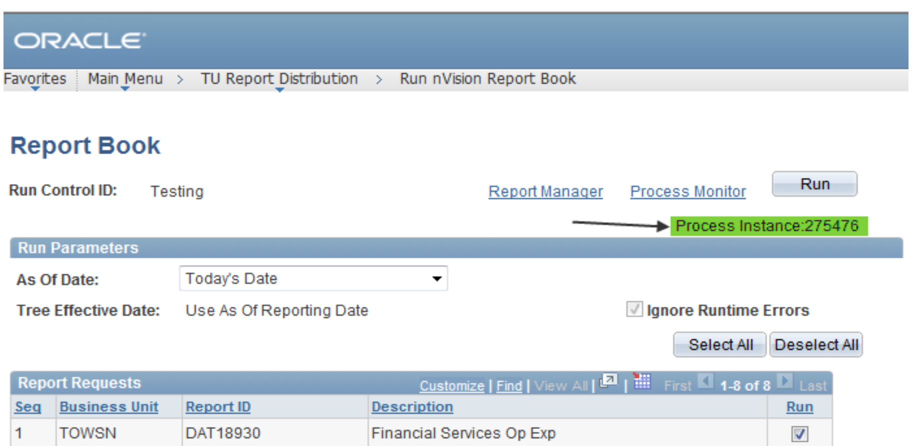


4. In the **Type** field, use the drop down to select **Web**. The **Format** will automatically be **XLS**. Then click **OK.**



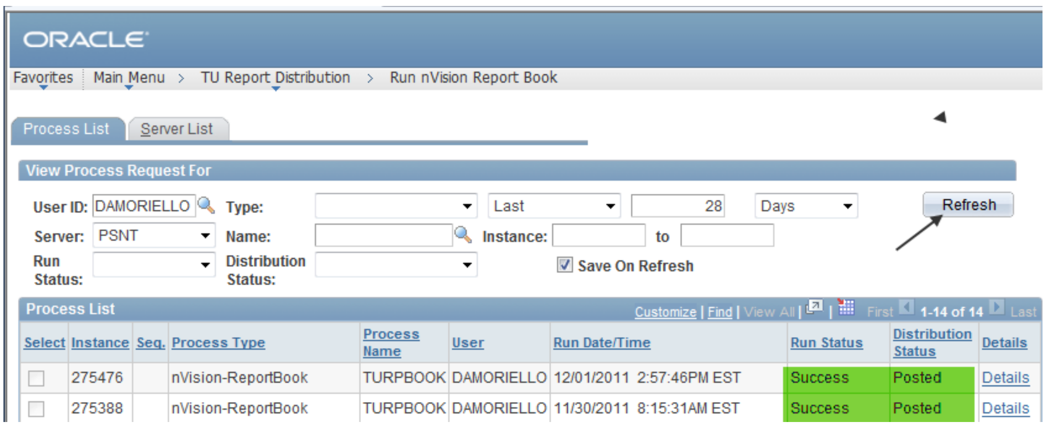
****NOTE: Do NOT change the Run Date on this page. It is NOT the As Of Date for the Report!**

5. You will be returned to Report Book page**.** If the reports are running, there will be a **Process Instance** now noted under the **RUN** button**. To** view the status of the report, click on the **Process Monitor** link**.**

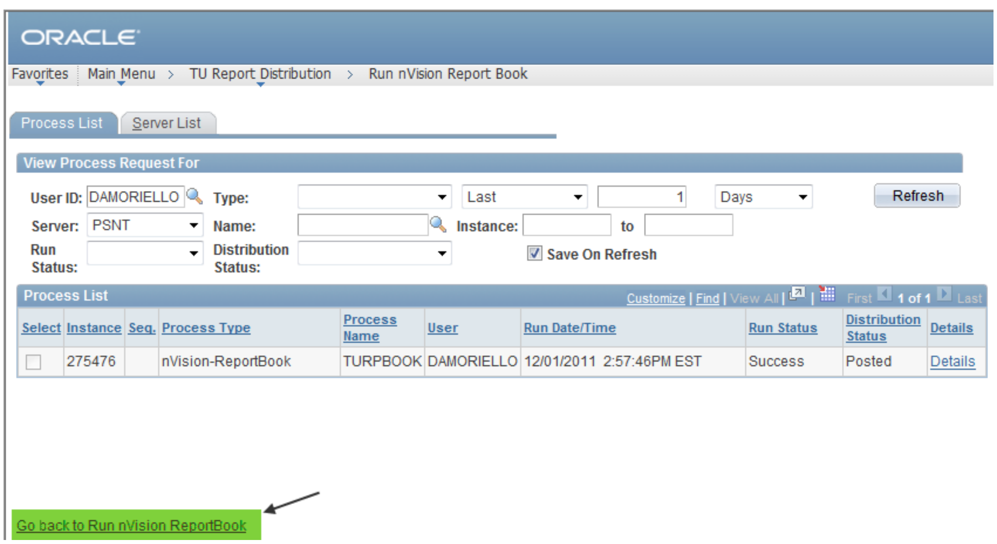


6. Under the Process List, you can determine the status of your report run request. The most recent process will be first. In the Run Status column and the Distribution Status column a

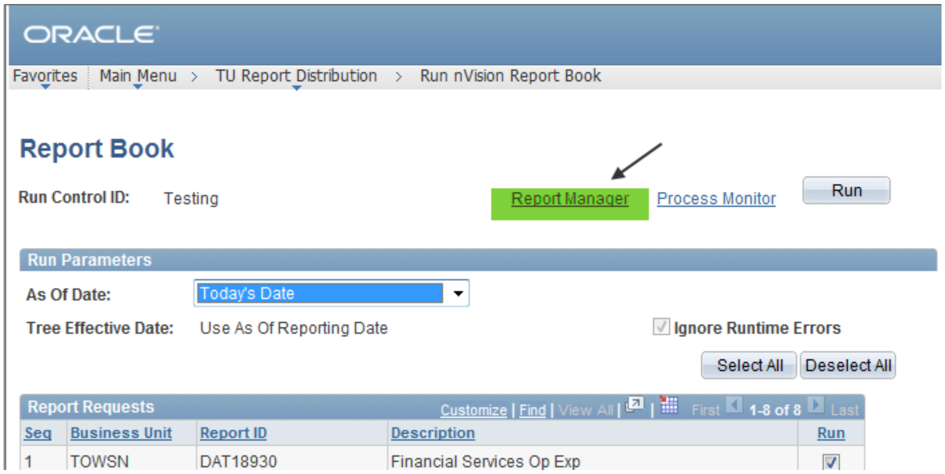
successful report run will have a status of: Success and Posted. To see if the status has changed in these columns click on the Refresh button.



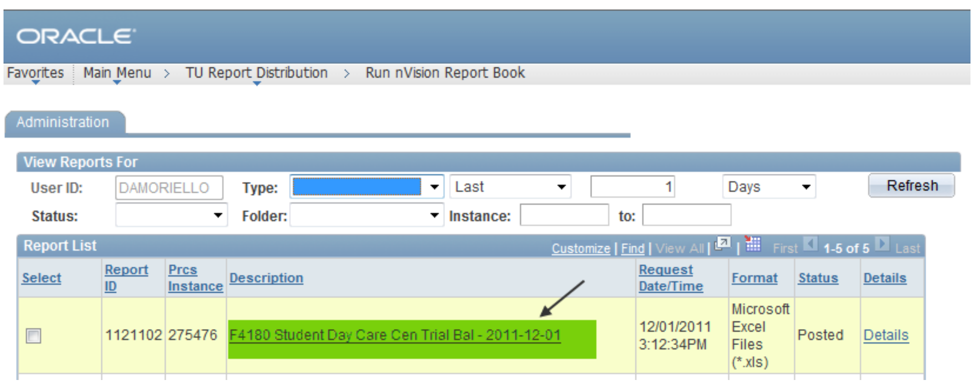
7. Once the Status has updated to Success and Posted, click on the link **Go back to Run nVision Reportbook**.



8. You will be returned to Report Book page. To view your reports click on the **Report Manager** link.



9. Select the report you wish to view and click on the link in the Description column to open the report. **Note: If your report does not open, hold the CTRL key down at the same time as clicking on the description. You will need to keeping holding down the CTRL key until the report opens. (A change to your Internet Explorer settings can eliminate the need to hold down your CTRL key. See the Appendix 1.)**



10. The report will open in another window.

Running a Drill Down in NVision using PS Financials 9.1

You may want to run a drill down on certain fields in your report. A drill down will be necessary if you want to view data from a previous fiscal year. **Drill downs can be run on the following reports: DAT/NAT, DPL/NPL, F (for grants), and F (for funds).** Prior to running drill downs, an **advertised program must be run on your computer**. This program will load a new Excel Add-in file that will enable the drill down feature for Nvision inside Excel. **This program will only need to be run <u>one time</u> on your computer in order to run all future drill down reports.** Follow these steps:

If you have already run the advertised program in the past, you can skip to page 8 for drill down step by step instructions.

<u>Drill down 1 time Setup steps (For Windows 7 and Windows XP or Vista PC's)</u>

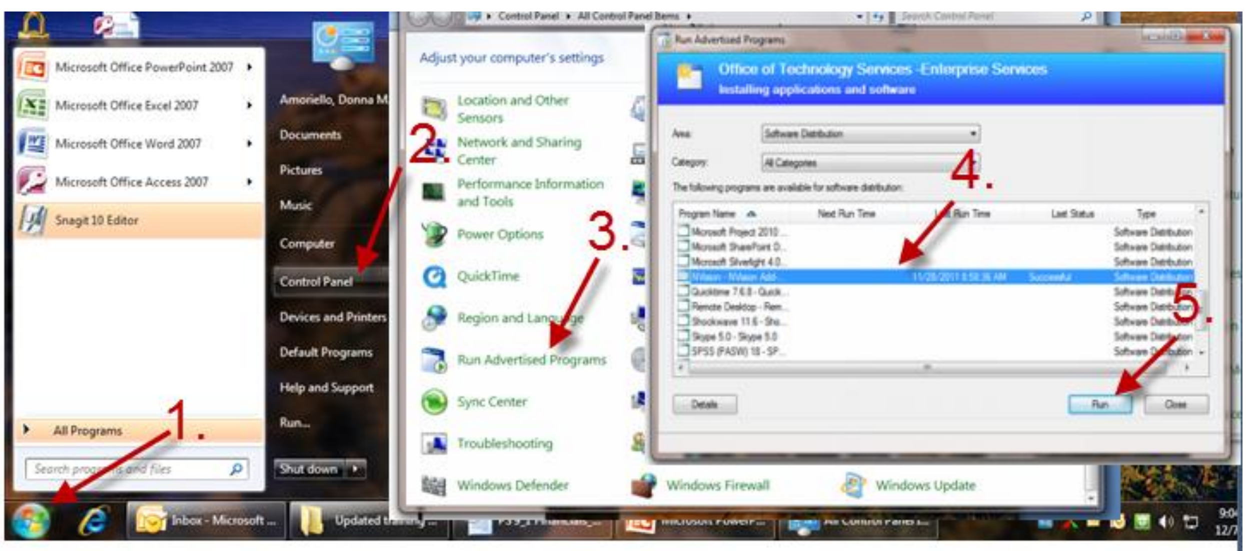
<u>For Windows 7:</u>

Click the **Start** button, then **Control Panel**

Run Advertised Programs

Scroll down and select **nVision Add-on for Excel**

Click **Run**



For Windows XP or Vista:

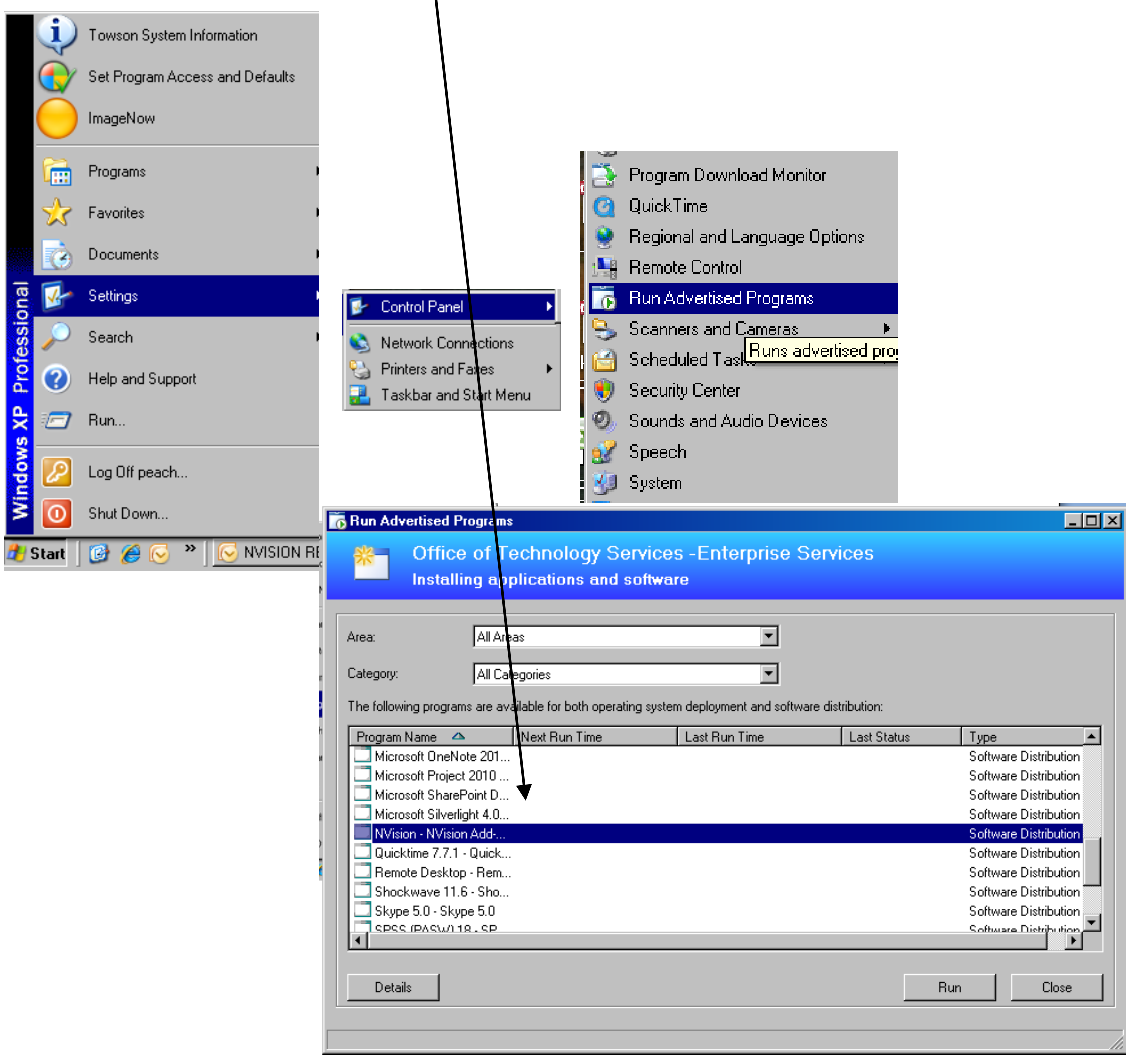
Click the **Start** button

Point to **Settings**, then **Control Panel**

Run Advertised Programs

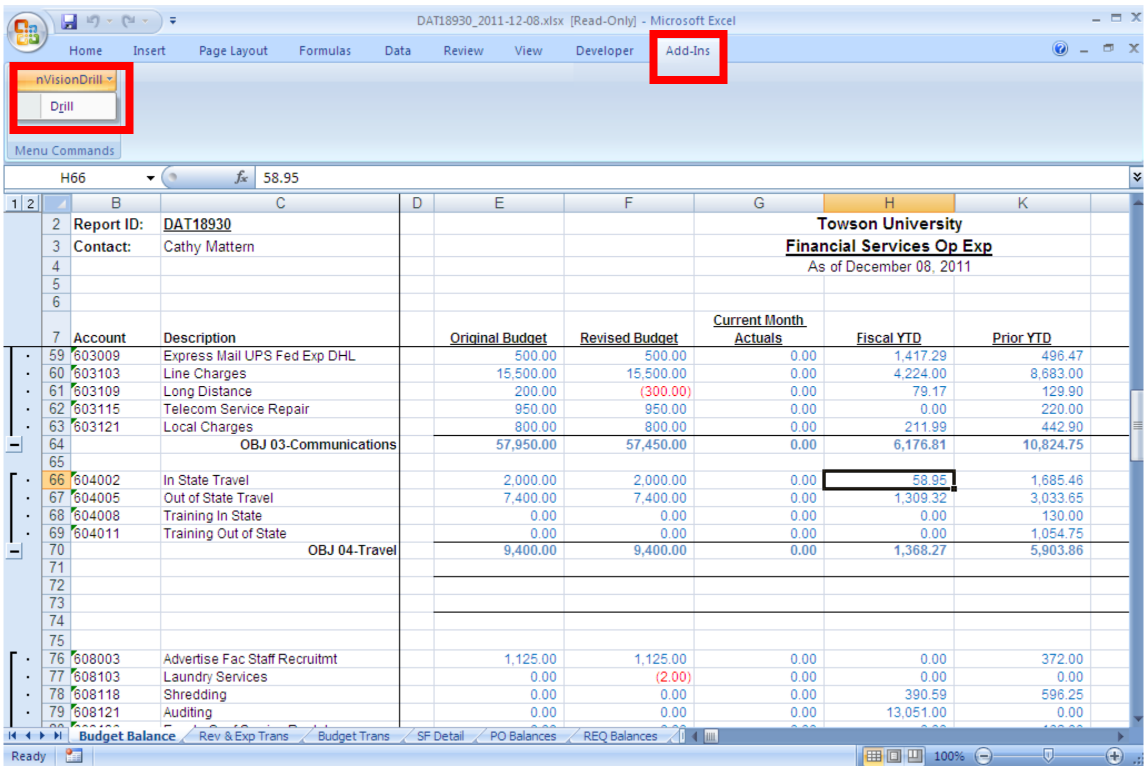
Scroll Down and select **nVision Add-on for Excel**

Click **Run**

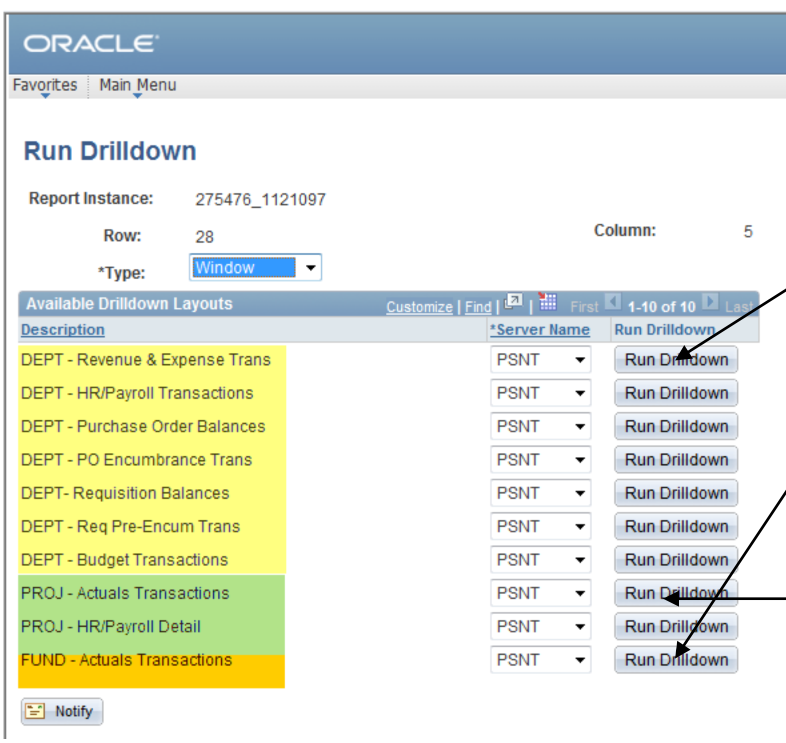


RUNNING THE DRILL DOWN ON AN NVISION REPORT

After running the selected report in nVision, the option to drill down on selected totals is now available. Select a field that you want to run a drill down on. **DO NOT DOUBLE CLICK**. **Click the Add-Ins tab.** An nVision Drill Menu Command box will appear. Click on the drop down arrow and **Click on Drill**.



The drill down menu will appear:



The list of drilldowns is broken down by department ID, Grant (project) ID and Fund ID as seen in the selection to the left.

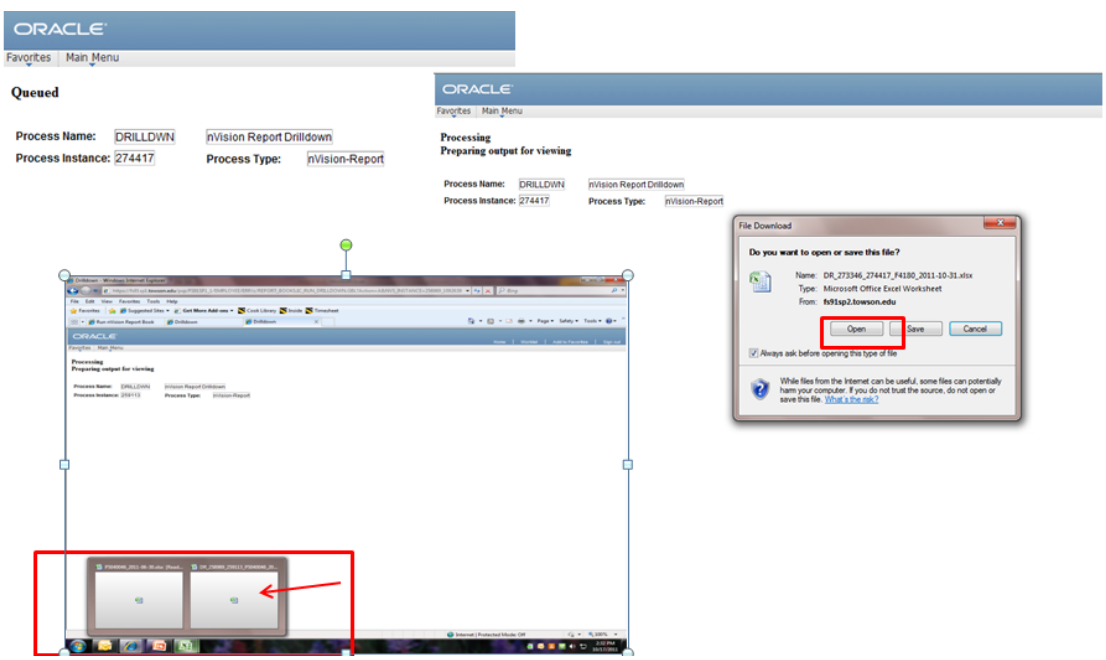
If you are drilling down using a **department report (i.e. DPL or DAT),** you must select from the drill down options with a prefix of DEPT.

If you are drilling down using an **Fund balance F report for a 4-digit fund (i.e. F1000)** then you should select the drill down options prefixed by FUND.

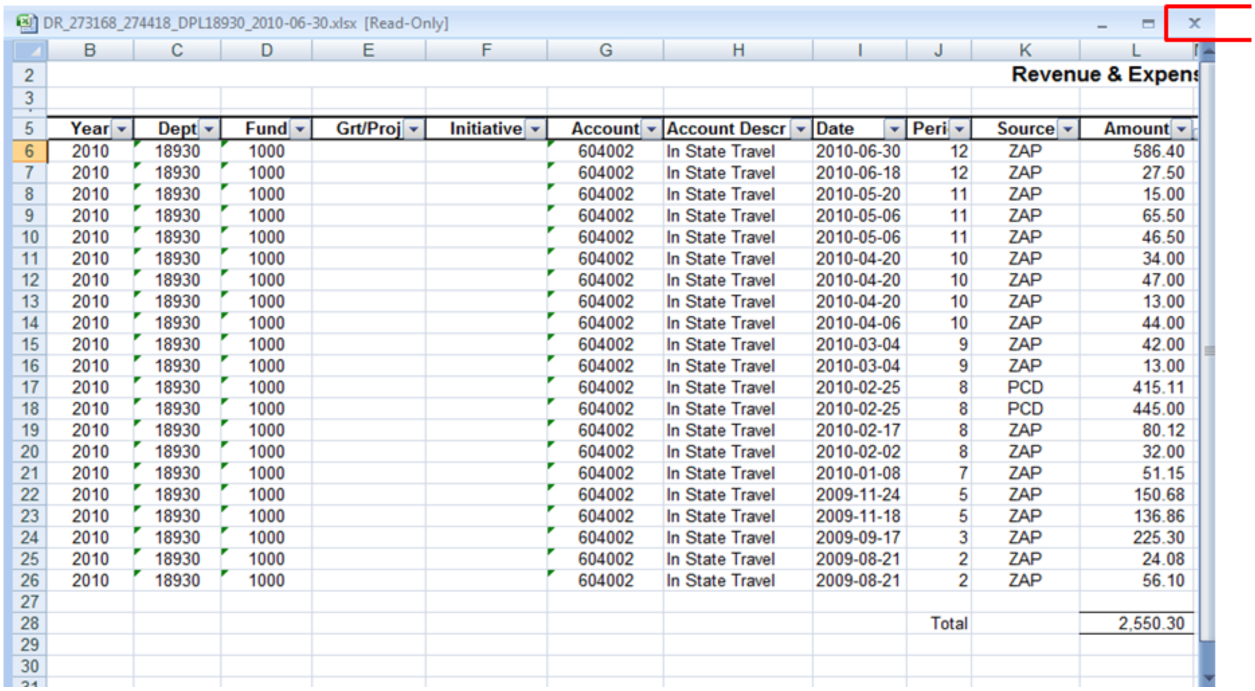
If you are drilling down using an **F report for a 7-digit grant/project ID (i.e. F5040046)** then you must use the drill down options prefixed by PROJ.

Example for Departments: If a revenue or expense amount is selected. Simply click the **Run Drilldown** located next to these criteria. If you want and are able to see payroll expense details by employee (an account starting with a 5); the HR/Payroll Details Drill should be run. Simply click the **Run Drilldown** located next to the criteria.

Once you click a RUN DRILLDOWN you will see a new page appear where the process will move from Queued to Processing to Success output. Depending on your Operating system and computer settings, your report may not open automatically. If you get the file download dialog box, Click open. If the report does not open automatically, your report may be sitting at the bottom of your screen. You may need to hold your mouse over the Excel icon to find the report. Click on the DR report.



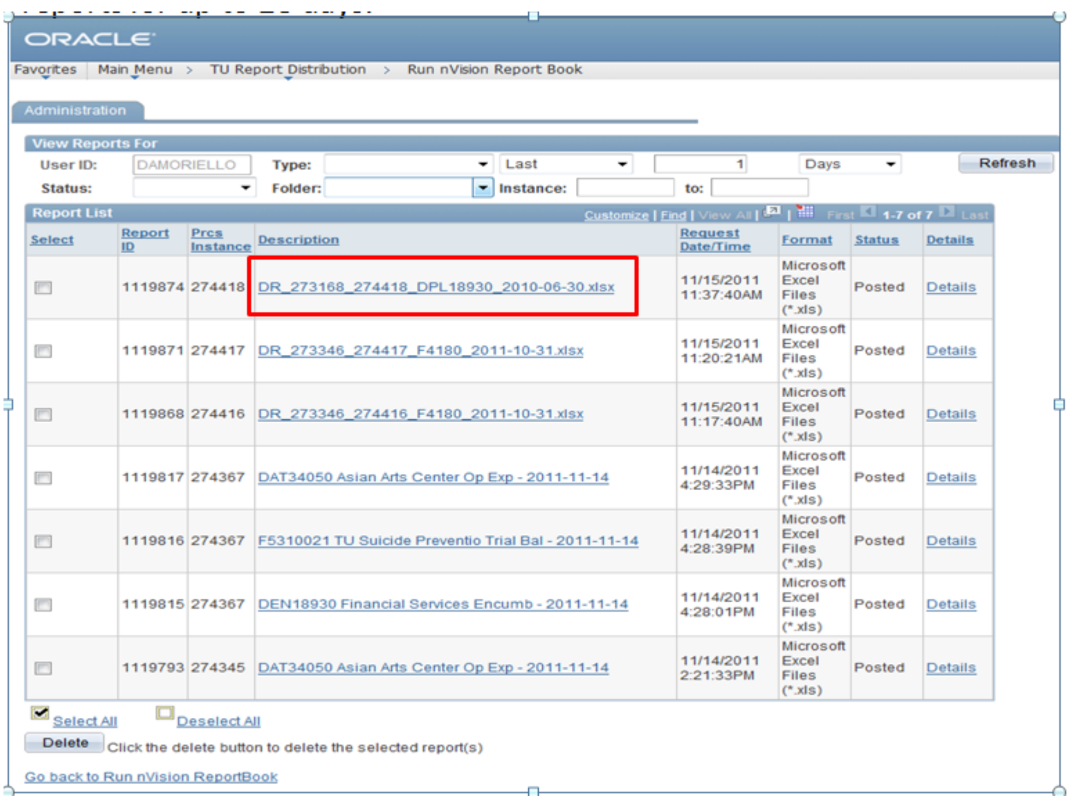
You are now in Excel and your report can be viewed, saved or printed. When you are ready to exit, close out the window. (process complete)


DR_273168_274418_DPL18930_2010-06-30.xlsx [Read-Only]

Revenue & Expens

Year	Dept	Fund	Grt/Proj	Initiative	Account	Account Descr	Date	Peri	Source	Amount
2010	18930	1000			604002	In State Travel	2010-06-30	12	ZAP	586.40
2010	18930	1000			604002	In State Travel	2010-06-18	12	ZAP	27.50
2010	18930	1000			604002	In State Travel	2010-05-20	11	ZAP	15.00
2010	18930	1000			604002	In State Travel	2010-05-06	11	ZAP	65.50
2010	18930	1000			604002	In State Travel	2010-05-06	11	ZAP	46.50
2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	34.00
2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	47.00
2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	13.00
2010	18930	1000			604002	In State Travel	2010-04-06	10	ZAP	44.00
2010	18930	1000			604002	In State Travel	2010-03-04	9	ZAP	42.00
2010	18930	1000			604002	In State Travel	2010-03-04	9	ZAP	13.00
2010	18930	1000			604002	In State Travel	2010-02-25	8	PCD	415.11
2010	18930	1000			604002	In State Travel	2010-02-25	8	PCD	445.00
2010	18930	1000			604002	In State Travel	2010-02-17	8	ZAP	80.12
2010	18930	1000			604002	In State Travel	2010-02-02	8	ZAP	32.00
2010	18930	1000			604002	In State Travel	2010-01-08	7	ZAP	51.15
2010	18930	1000			604002	In State Travel	2009-11-24	5	ZAP	150.68
2010	18930	1000			604002	In State Travel	2009-11-18	5	ZAP	136.86
2010	18930	1000			604002	In State Travel	2009-09-17	3	ZAP	225.30
2010	18930	1000			604002	In State Travel	2009-08-21	2	ZAP	24.08
2010	18930	1000			604002	In State Travel	2009-08-21	2	ZAP	56.10
								Total		2,550.30

Your drill down report will be stored in Report Manger along with your other reports for up to 28 days.



Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	1119874	274418	DR_273168_274418_DPL18930_2010-06-30.xlsx	11/15/2011 11:37:40AM	Microsoft Excel Files (*.xls)	Posted	Details
	1119871	274417	DR_273346_274417_F4180_2011-10-31.xlsx	11/15/2011 11:20:21AM	Microsoft Excel Files (*.xls)	Posted	Details
	1119868	274416	DR_273346_274416_F4180_2011-10-31.xlsx	11/15/2011 11:17:40AM	Microsoft Excel Files (*.xls)	Posted	Details
	1119817	274367	DAT34050 Asian Arts Center Op Exp - 2011-11-14	11/14/2011 4:29:33PM	Microsoft Excel Files (*.xls)	Posted	Details
	1119816	274367	F5310021 TU Suicide Preventio Trial Bal - 2011-11-14	11/14/2011 4:28:39PM	Microsoft Excel Files (*.xls)	Posted	Details
	1119815	274367	DEN18930 Financial Services Encumb - 2011-11-14	11/14/2011 4:28:01PM	Microsoft Excel Files (*.xls)	Posted	Details
	1119793	274345	DAT34050 Asian Arts Center Op Exp - 2011-11-14	11/14/2011 2:21:33PM	Microsoft Excel Files (*.xls)	Posted	Details

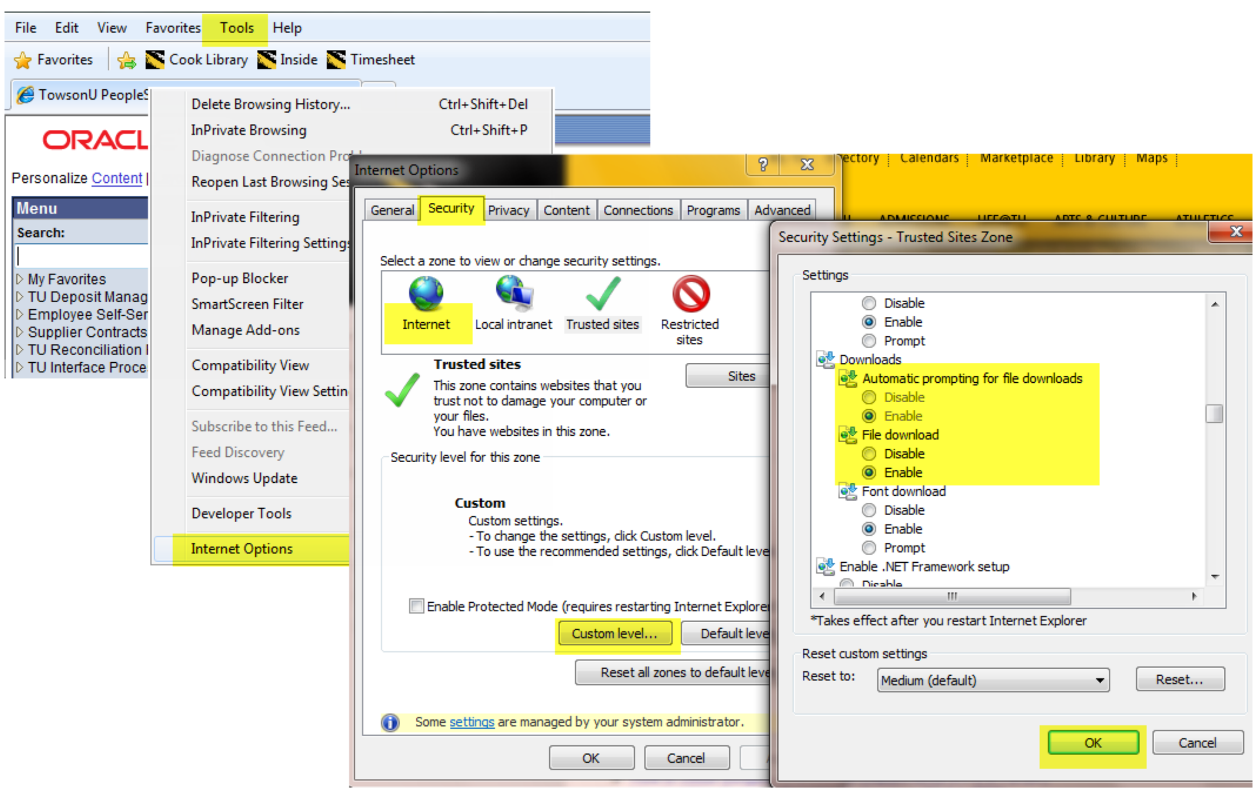
Appendix 1

To Eliminate the Need to Hold down the CTRL Key to Open nVision Reports

Internet Explorer options need to be configured so that the user is able to open up their reports from report manager without having to hold the control key down and to also allow for drill downs to run successfully. See below.

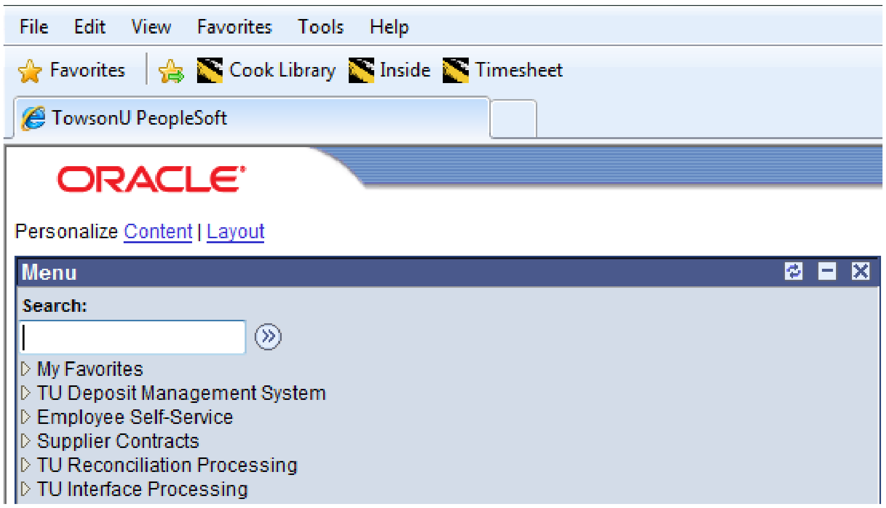
<u>If you have Office 2007:</u>

a. In Internet Explorer, navigate to Tools - Internet Options - Security
b. Select Internet zone and Custom Level
c. Scroll to Downloads section and select ENABLE for 'Automatic prompting for downloads' and for 'File Download'.
d. Click OK
e. Make sure you click OK again on the last window to save the settings

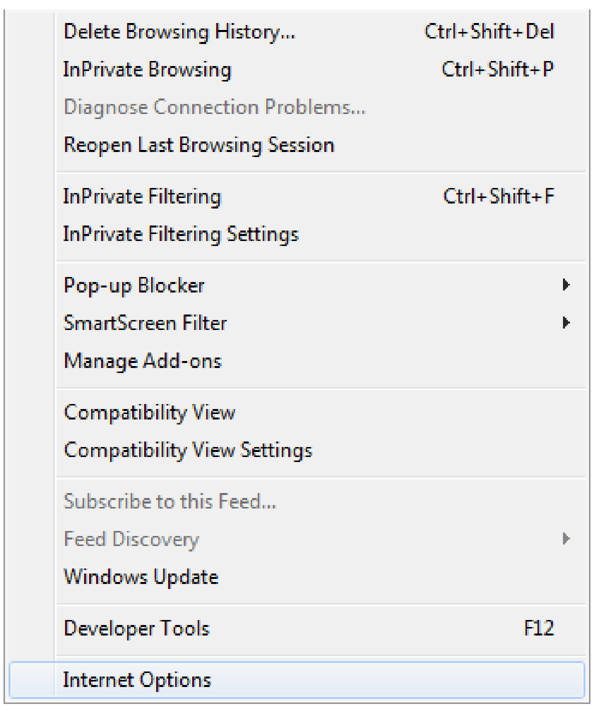


<u>If you have Office 2010:</u>

1. First, select “Tool” on the main Toolbar

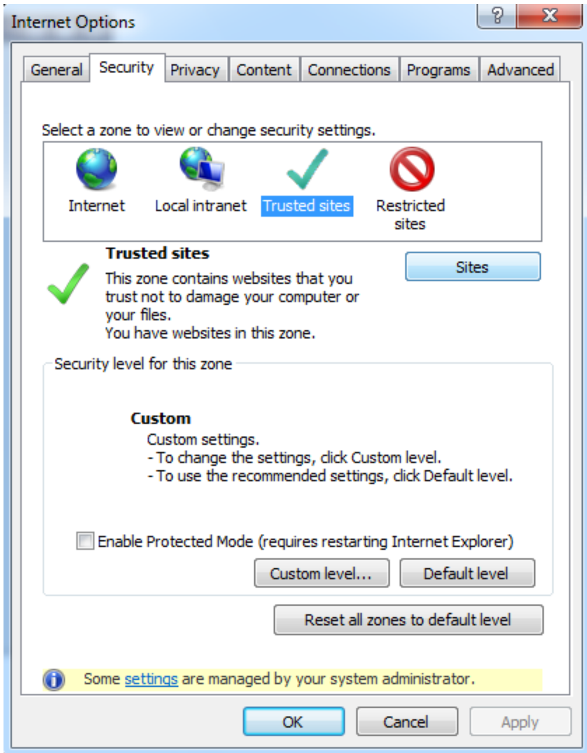


2. Select “Internet Options”

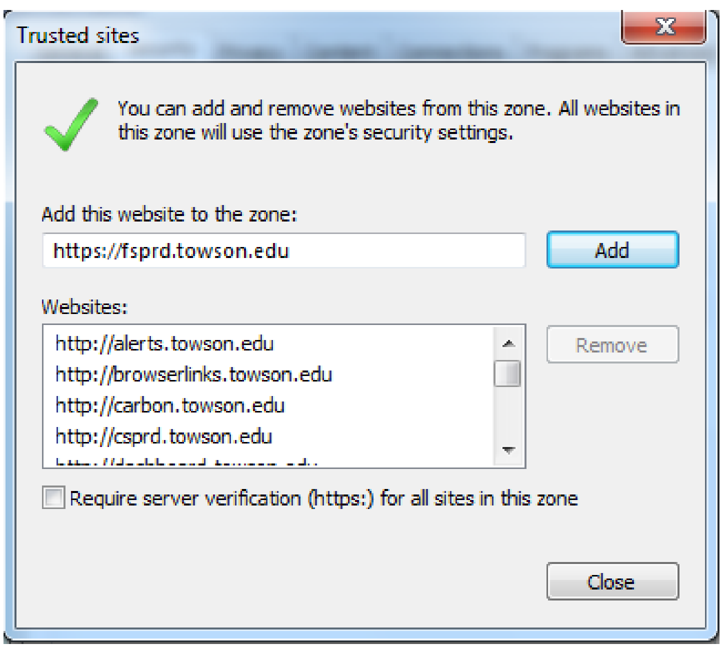


3. Select the “Security” tab
   a. Select “Trusted Sites”

b. Select “Sites”



4. When you see https://fsprd.towson.edu
   a. Select “Add”



5. Scroll through the box to verify that https://fsprd.towson.edu has been added.
6. Close the Box