<u>NOTE:</u> 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 <u>ONE TIME ONLY</u> 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**.

orite	s Main Menu	> TU Report Distribution	> Run nVision Report Book		
ер	ort Book				
n Co	ontrol ID: Tes	ting	Report Manager	Process Monitor	Run
				3. Click Run	
tun F	Parameters				
s Of	Date:	Specify	▼ 12/01/2011 🖲		
ree	Effective Date:	Use As Of Reporting Date		🕖 Ignore Runtime I	Errors
			2. Select Specify or Today's Date	Select All	Deselect All
lepo	rt Requests		Customize Find View All 🖪	🛗 First 🚺 1-8 of a	B 🕨 Last
eq	Business Unit	Report ID	Description		Run
	TOWSN	DAT18930	Financial Services Op Exp		
	TOWSN	DAT34050	Asian Arts Center Op Exp		
	TOWSN	DEN18930	Financial Services Encumb	1	
	TOWSN	DPL18930	Financial Services P&L Rpt	1. Select Reports to Run	
	TOWSN	F4180	Student Day Care Cen Trial Bal		
	TOWSN	F4610	Athletics Reserve Trial Bal		
	orite epo s Of epo eq	ORACLE orites Main Menu eport Book n Control ID: Tes un Parameters s of Date: ree Effective Date: ree Effective Date: a Business Unit TOWSN TOWSN TOWSN TOWSN TOWSN TOWSN TOWSN	DRACLE orites Main Menu > TU Report Distribution eport Book In Control ID: Testing Image: Specify Image: Specify ree Effective Date: Use As Of Reporting Date Page: Specify TOWSN DAT18930 TOWSN DAT34050 TOWSN DEN18930 TOWSN DPL18930 TOWSN F4180 TOWSN F4180	ORACLE orites Main Menu > TU Report Distribution > Run nVision Report Book eport Book n Control ID: Testing Report Manager un Parameters s of Date: Specify ree Effective Date: Use As Of Reporting Date Customize [Find] View All [^{42]} ree Business Unit Report ID Description TOWSN DAT18930 Financial Services Op Exp TOWSN DAT34050 Asian Arts Center Op Exp TOWSN DAT34050 Financial Services P&L Rpt TOWSN DAT34050 Financial Services P&L Rpt TOWSN DAT34050 Financial Services P&L Rpt TOWSN DE18930 Financial Services P&L Rpt TOWSN <t< td=""><td>Specify Report Manager Process Monitor a. Click Run 3. Click Run un Parameters 3. Click Run s of Date: Specify ree Effective Date: Use As of Reporting Date 2. Select Specify Select All or Today's Date Select All eport Requests Customize Find View All TOWSN DAT18930 TOWSN DAT34050 Asian Arts Center Op Exp TOWSN DEN18930 TOWSN DEN18930 TOWSN PL18930 TOWSN PL18930 TOWSN Financial Services P&L Rpt 1. Select Reports TOWSN F4180 Student Day Care Cen Trial Bal</td></t<>	Specify Report Manager Process Monitor a. Click Run 3. Click Run un Parameters 3. Click Run s of Date: Specify ree Effective Date: Use As of Reporting Date 2. Select Specify Select All or Today's Date Select All eport Requests Customize Find View All TOWSN DAT18930 TOWSN DAT34050 Asian Arts Center Op Exp TOWSN DEN18930 TOWSN DEN18930 TOWSN PL18930 TOWSN PL18930 TOWSN Financial Services P&L Rpt 1. Select Reports TOWSN F4180 Student Day Care Cen Trial Bal

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

ORACLE					
Favorites Main Menu > TU Report Distribution	> Run nVision Repo	rt Book			
Process Scheduler Request					
	Select Server				
User ID: DAMORIELLO	PSNT	Run Control ID: T	esting		
Server Name: PSNT	Run Date: 12/01	/2011 🛐			
Recurrence:	Run Time: 2:57:4	46PM	Reset to Curre	nt Date/Time	
Time Zone:					
Process List					
Select Description	Process Name	Process Type	*Type	*Format	Distribution
TU nVision Report Book	TURPBOOK	nVision-ReportBook	Web -	XLS -	Distribution



 In the <u>Type</u> field, use the drop down to select <u>Web</u>. The <u>Format</u> will automatically be XLS. Then click <u>OK</u>.

Favorites Main Menu > TU Report Distribution Process Scheduler Request	> Run nVision Repo	rt Book			
User ID: DAMORIELLO		Run Control ID: T	esting		
Server Name: PSNT Recurrence: Time Zone:	Run Date: 12/01 Run Time: 2:57:	/2011 🛐 46PM F	Reset to Curre	ent Date/Time	
Process List	D 11	D. T.	4 T	45 4	D1 (1) (1
select Description Image: Comparison of the select o	TURPBOOK	nVision-ReportBook	Web -	XLS -	Distribution
2. Select OK OK Cancel			l 1. Select Typ	e (WEB)	

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

 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 <u>Process Monitor</u> link.

ORACLE			
Favorites Main Menu	> TU Report Distribution	> Run nVision Report Book	
Peport Book			
Report Book			
Run Control ID: Te	sting	Report Manager	Process Monitor Run
			Process Instance:275476
Run Parameters			
As Of Date:	Today's Date	•	
Tree Effective Date:	Use As Of Reporting Dat	e	Ignore Runtime Errors
			Select All Deselect All
Report Requests		Customize Find View All 🗖	First 🚺 1-8 of 8 🖸 Last
Seq Business Unit	Report ID	Description	Run
1 TOWSN	DAT18930	Financial Services Op Exp	

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

ORACLE Favorites Main Menu > TU Report Distributi	on > Run nVision Report Book	
Process List Server List		4
User ID: DAMORIELLO & Type: Server: PSNT Vame: Run Jistribution Status:	✓ Last ✓ 28 Days ✓ ✓ Instance: to ✓ ✓ Save On Refresh	Refresh
Process List	<u>Customize</u> <u>Find</u> View All 🗖	First 🚺 1-14 of 14 🚺 Last
Select Instance Seq. Process Type	Process Name User Run Date/Time Run Status	Distribution Status
275476 nVision-ReportBook	TURPBOOK DAMORIELLO 12/01/2011 2:57:46PM EST Success	Posted Details
275388 nVision-ReportBook	TURPBOOK DAMORIELLO 11/30/2011 8:15:31AM EST Success	Posted Details

 Once the Status has updated to Success and Posted, click on the link <u>Go back to Run nVision</u> <u>Reportbook</u>.

Favorites Main Menu > TL Process List Server List View Process Request For	I Report Distribution	> Run nVis	ion Report Boo	k				
User ID: DAMORIELLO Server: PSNT Run Status:	Type: Name: Distribution Status:		 Last Instance: 	✓ to ✓ Save On Refr	1 esh	Days 🔻	Refre	esh
Process List Select Instance Seq. Process 275476 nVision	a <u>s Type</u> n-ReportBook	Process Name TURPBOOK	<u>User</u> DAMORIELLO	<u>Run Date/Time</u> 12/01/2011 2:57:	ustomize Find	View All 🖓 1	First 1 of Distribution Status Posted	1 Last Details Details
275476 nVision	n-ReportBook	TURPBOOK	DAMORIELLO	12/01/2011 2:57:	46PM EST	Success	Posted	Details
Go back to Run nVision Repo	rtBook							

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

ORACLE	TU Decet Diskibution	Pure a Vision Departs Deals	
Favorites Main Menu	> TO Report Distribution	> Run nvision Report Book	
Report Book	sting	Report Manager	Process Monitor Run
Run Parameters			
As Of Date:	Today's Date	-	
Tree Effective Date:	Use As Of Reporting Date	3	✓ Ignore Runtime Errors
			Select All Deselect All
Report Requests		Customize Find View All 🖪	🔠 First 🗹 1-8 of 8 🖸 Last
Seq Business Unit	Report ID	Description	Run
1 TOWSN	DAT18930	Financial Services Op Exp	

9. Select the report you wish to view and click on the link in the <u>Description</u> 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 <u>keeping holding down</u> 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.)

ORAC	LE.									
Favorites Ma	in Menu	> TU Rep	port Distribution > R	un nVision Report Bo	ook					
Administratio	in ta Fac					_				
View Repor	TS FOR		Tunoi	- Last	_		1	Dave	-	Refresh
User ID:	DAINOF	GELLO	Type:	• Last		L	-	Days	•	IXellean
Status:		•	Folder:	 Instance 	¢	to:				
Report List					<u>Custor</u>	mize Find	View All 🗗	🛛 📔 👬 Firs	it 🚺 1-5 of	5 🕨 Last
Select	<u>Report</u> ID	<u>Prcs</u> Instance	Description		/	E	Request Date/Time	<u>Format</u>	<u>Status</u>	<u>Details</u>
	1121102	275476	F4180 Student Day Ca	re Cen Trial Bal - 201	11-12-01	1	12/01/2011 3:12:34PM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>

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.

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

For Windows 7:

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



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**.

C .,		L) - (° -	•	DA	T18930_2011-12-08.xlsx	[Read-Only] - Microso	ft Excel			_ = X
		Home Inse	rt Page Layout Formulas D	ata	Review View	Developer Add-I	ins		@ -	. □ X
	nVisio	nDrill 💌								
	Dril									
	010									
Mer	iu Coi	mmands								
	н	66 🔻	fr 58.95							×
1 2		B	C	L D	F	F	G	Н	ĸ	
1 6	2	Report ID:	DAT18930				т	owson University		
	3	Contact:	Cathy Mattern				Finan	cial Services On	Exp	
	4	oomaoa	courry mattern				As	of December 08, 201	1	
	5									
	6									
	-						Current Month			
-	1	Account	Description		Original Budget	Revised Budget	Actuals	FISCALY ID	Prior YTD	
1.	59	603009	Express Mail OPS Fed Exp DHL		500.00	500.00	0.00	1,417.29	490.47	
1.	60	003103	Line Charges		15,500.00	15,500.00	0.00	4,224.00	0,003.00	
	62	603109	Tologom Sonice Ronair		200.00	(300.00)	0.00	/ 9.1/	129.90	
	62	603113	Legal Charges		900.00	900.00	0.00	0.00	220.00	
	64	003121	OB L03 Communications		57 950 00	57 450 00	0.00	6 176 91	10 924 75	
_	65		Obs 05-communications		51,550.00	51,450.00	0.00	0,170.01	10,024.15	
г.	66	604002	In State Travel		2 000 00	2 000 00	0.00	58.95	1 685 46	
	67	604005	Out of State Travel		7 400 00	7 400 00	0.00	1 309 32	3 033 65	
I .	68	604008	Training In State		0.00	0.00	0.00	0.00	130.00	
1 ·	69	604011	Training Out of State		0.00	0.00	0.00	0.00	1.054.75	
	70		OBJ 04-Trave		9,400.00	9,400.00	0.00	1,368.27	5,903.86	
	71									
	72									
	73									
	74									
	75									
Γ·	76	608003	Advertise Fac Staff Recruitmt		1,125.00	1,125.00	0.00	0.00	372.00	
·	77	608103	Laundry Services		0.00	(2.00)	0.00	0.00	0.00	
•	78	608118	Shredding		0.00	0.00	0.00	390.59	596.25	
•	79	608121	Auditing		0.00	0.00	0.00	13,051.00	0.00	-
14 4	► H	Budget Bala	ce Rev & Exp Trans Budget Trans	SF	Detail / PO Balances	/ REQ Balances		0.00	100.00	
Read	v P							田口 100%	Q	+

The drill down menu will appear:

ORACLE		
Favorites Main Menu		
Run Drilldown		
Report Instance: 275476_1121097		
Row: 28	С	olumn:
*Type: Window -		
Available Drilldown Layouts	Customize Find 🗖 🛗 First	【 1-10 of 10 】 Las
Description	<u>*Server Name</u>	Run Drilldown
DEPT - Revenue & Expense Trans	PSNT -	Run Drindown
DEPT - HR/Payroll Transactions	PSNT -	Run Drilldown
DEPT - Purchase Order Balances	PSNT -	Run Drilldown
DEPT - PO Encumbrance Trans	PSNT -	Run Drilldown
DEPT- Requisition Balances	PSNT -	Run Drilldown
DEPT - Reg Pre-Encum Trans	PSNT -	Run Drilldown
DEPT - Budget Transactions	PSNT -	Run Drilldown
PROJ - Actuals Transactions	PSNT -	Run Drilldown
PROJ - HR/Payroll Detail	PSNT -	Run Drillgown
FUND - Actuals Transactions	PSNT -	Run Drilldown
Notify		

The list of drilldowns is broken down by <u>department ID</u>, <u>Grant</u> <u>(project) ID</u> and <u>Fund ID</u> 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.

ORACLE [®]	
Favorites Main Menu	
Queued	ORACLE' Tavota I Nan Menu
Process Name: DRILLDWN InVision Report Drilldown Process Instance: 274417 Process Type: InVision-Report	Processing Preparing output for viewing
	Process Natarice: 274177 Process Type: Prison Report
Contract Barbor State Contract Con	The Control of the Section of t
	For any intervention (if a star) is a star of the s

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)

🔨 D	R_273168_27	4418_DPL18	930_2010-06-3	0.xlsx [Read-On	ly]						- = ×
	В	С	D	E	F	G	Н	1	J	K	L]
2										Revenu	e & Expens
3											
5	Year 👻	Dept 👻	Fund 👻	Grt/Proj 🔻	Initiative 👻	Account	Account Descr	Date 🔽	Peri 🗸	Source -	Amount
6	2010	18930	1000			604002	In State Travel	2010-06-30	12	ZAP	586.40
7	2010	18930	1000			604002	In State Travel	2010-06-18	12	ZAP	27.50
8	2010	18930	1000			604002	In State Travel	2010-05-20	11	ZAP	15.00
9	2010	18930	1000			604002	In State Travel	2010-05-06	11	ZAP	65.50
10	2010	18930	1000			604002	In State Travel	2010-05-06	11	ZAP	46.50
11	2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	34.00
12	2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	47.00
13	2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	13.00
14	2010	18930	1000			604002	In State Travel	2010-04-06	10	ZAP	44.00
15	2010	18930	1000			604002	In State Travel	2010-03-04	9	ZAP	42.00
16	2010	18930	1000			604002	In State Travel	2010-03-04	9	ZAP	13.00
17	2010	18930	1000			604002	In State Travel	2010-02-25	8	PCD	415.11
18	2010	18930	1000			604002	In State Travel	2010-02-25	8	PCD	445.00
19	2010	18930	1000			604002	In State Travel	2010-02-17	8	ZAP	80.12
20	2010	18930	1000			604002	In State Travel	2010-02-02	8	ZAP	32.00
21	2010	18930	1000			604002	In State Travel	2010-01-08	7	ZAP	51.15
22	2010	18930	1000			604002	In State Travel	2009-11-24	5	ZAP	150.68
23	2010	18930	1000			604002	In State Travel	2009-11-18	5	ZAP	136.86
24	2010	18930	1000			604002	In State Travel	2009-09-17	3	ZAP	225.30
25	2010	18930	1000			604002	In State Travel	2009-08-21	2	ZAP	24.08
26	2010	18930	1000			604002	In State Travel	2009-08-21	2	ZAP	56.10
27											
28									Total		2,550.30
29											
30											
24											

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

Iministratio	n	> TO Ke	port	on > RunnVisi	on Report	Book							
/iew Repor User ID: Status:	ts For DAMOF		Type: Folder:		 Last Instan 	ce:	•	to:	1	Days	•	F	Refres
teport List						Cus	tomize	Find Vie	w All	Pirs 🕺	it 🖪 1-7 o	f 7 🖸 Las	
elect	Report ID	Prcs Instance	Description					Required Date/	iest Time	Format	Status	Details	
	1119874	274418	DR_273168_274418_DPL18930_2010-06-30.xlsx					11/19	5/2011 7:40AM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>	
	1119871	274417	DR_273346_274417_F4180_2011-10-31.xlsx					11/19 11:20	5/2011 D:21AM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>	
	1119868	274416	DR_273346_274416_F4180_2011-10-31.xlsx					11/18 11:13	5/2011 7:40AM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>	
	1119817	274367	DAT34050 Asian Arts Center Op Exp - 2011-11-14					11/14 4:29:	4/2011 33PM	Microsoft Excel Files (*.xls)	Posted	Details	
	1119816	274367	F5310021 TU Suicide Preventio Trial Bal - 2011-11-14					11/14 4:28:	4/2011 39PM	Microsoft Excel Files (*.xls)	Posted	Details	
	1119815	274367	DEN18930 Financial Services Encumb - 2011-11-14				11/14 4:28:	4/2011 01PM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>		
	1119793	274345	DAT34050 Asian Arts Center Op Exp - 2011-11-14					11/14 2:21:	4/2011 33PM	Microsoft Excel Files (*.xls)	Posted	<u>Details</u>	
Select All		eselectA	JI										
Delete	lick the de	elete butto	n to delete the	selected report(s)								
a back to R		Paparte	ook										

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.

If you have Office 2007:

- 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



If you have Office 2010:

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 <u>https://fsprd.towson.edu</u>
 - a. Select "Add"



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