PeopleSoft Training

nVision Reports 9.2
All Sites

Version Date: April 2016

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nVision Reports 9.2 – All Sites

Logon to nVision via IE11

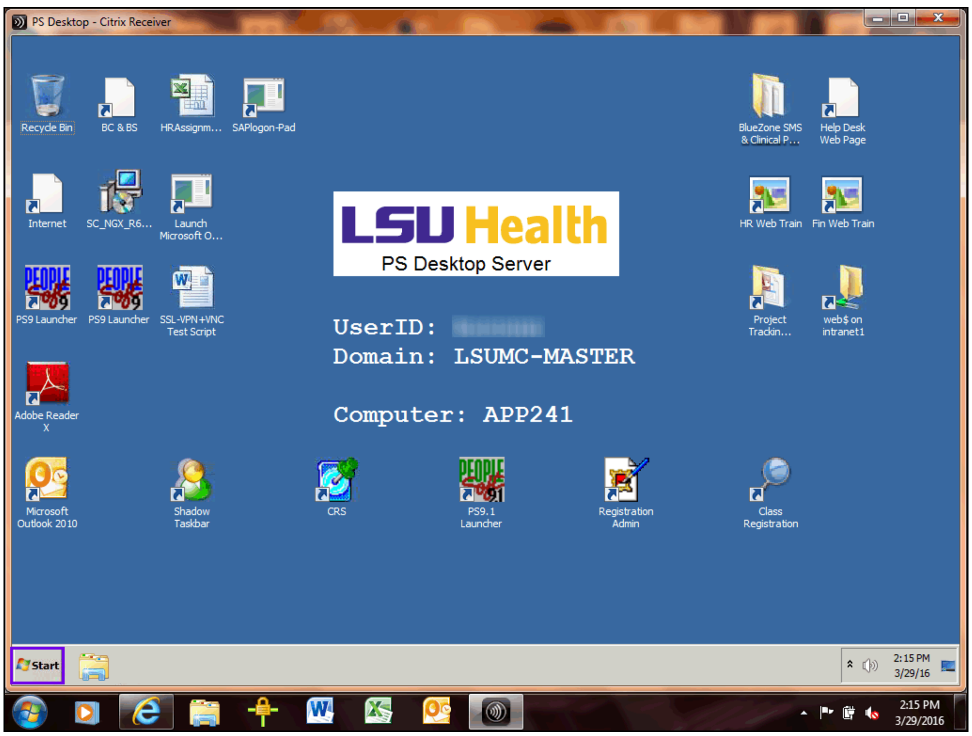
nVision is an Excel-based add-on application for PeopleSoft Financials that allows the user to report on transactional data. **Once a user processes a report, because the output is in a spreadsheet format, the user may then manipulate the data using Excel functionality**.

nVision and Internet Explorer (IE) 11

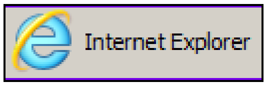
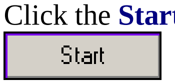
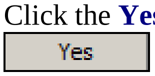
LSUHSC presently utilizes Internet Explorer 11 within the Citrix PS Desktop. Prior to launching PeopleSoft nVision, users **must** open an IE11 session then minimize it to the task bar to enable the nVision drill feature.

Procedure

In this topic you will learn how to **Logon to nVision via IE11**.



Step	Action
1.	Click the **Start** button. 

Step	Action
2.	Double-click the **Internet Explorer** graphic. 
3.	Click the **Minimize** button. 
4.	Double-click the **PS9.2 Launcher** graphic. 
5.	From the PeopleSoft 9.2 Launcher, you will need to select the following: **PeopleSoft System:** Financials **Database:** PS 9.2 Financials Report (PS9FSRPT) to run reports and to view data only **Application:** PeopleSoft
6.	Click the button to the right of the **Database** field. 
7.	Click the **PS 9.2 Financials Reports (PS9FSRPT)** list item. 
8.	Click the **Start** button. 
9.	A warning message displays stating that you are accessing a non-production database and asking if you wish to continue. Click the **Yes** button. 
10.	The PS 9.2 Financials Home page displays.
11.	This completes ***Logon to nVision via IE11***. **End of Procedure.**

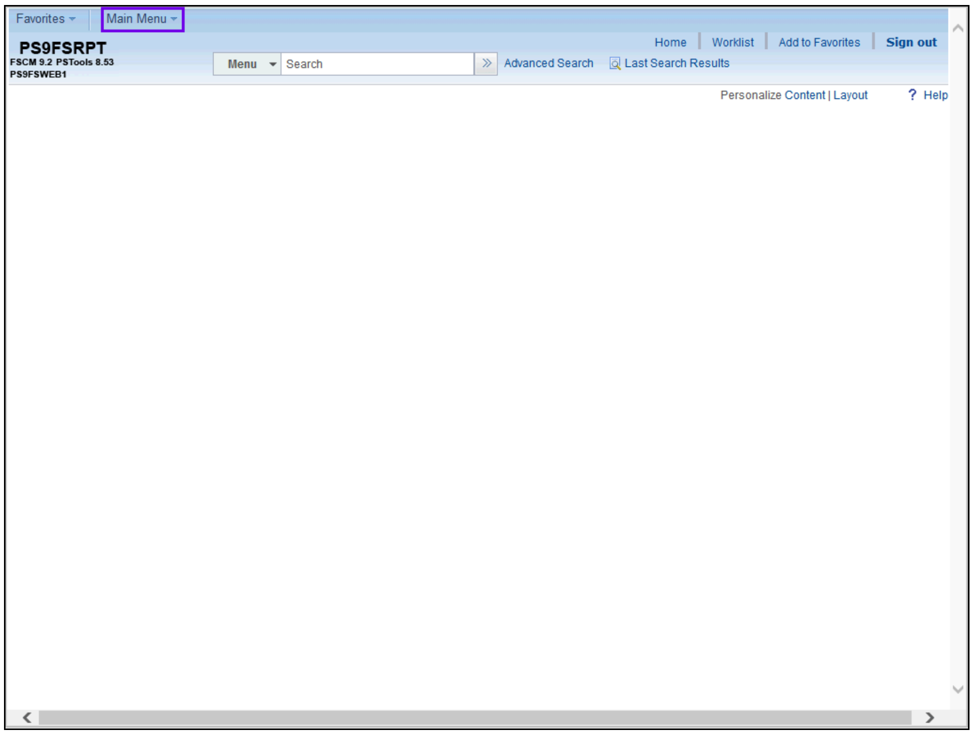
Processing nVision Reports (Excludes Prompts)

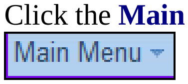
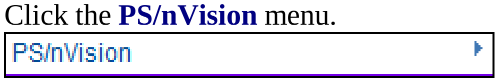
Process Basic Reports - Web Method

Procedure

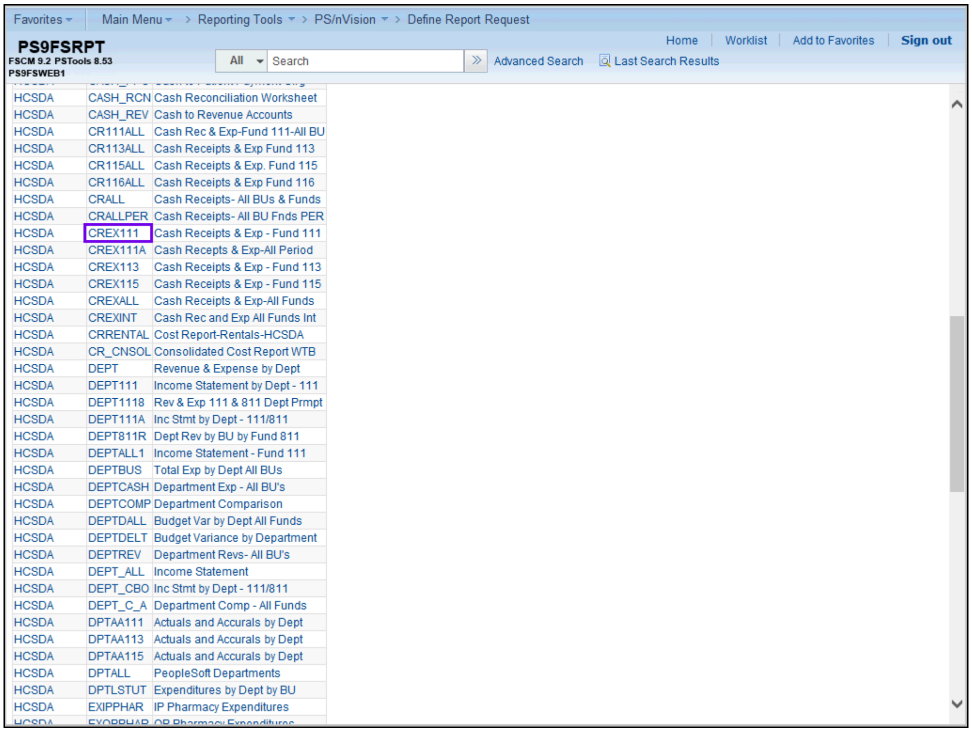
In this topic you will learn how to **Process Basic Reports - Web Method**.

NOTE: Web nVision is only available in the RPT database.



Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Reporting Tools** menu. 
3.	Click the **PS/nVision** menu. 
4.	Click the **Define Report Request** menu. 
5.	When working in Reports, enter your Business Unit: **LSUSH, LSUNO,** or **HCSDA**. ***For training purposes only***, enter the desired information into the **Business Unit** field. Enter "**HCSDA**".

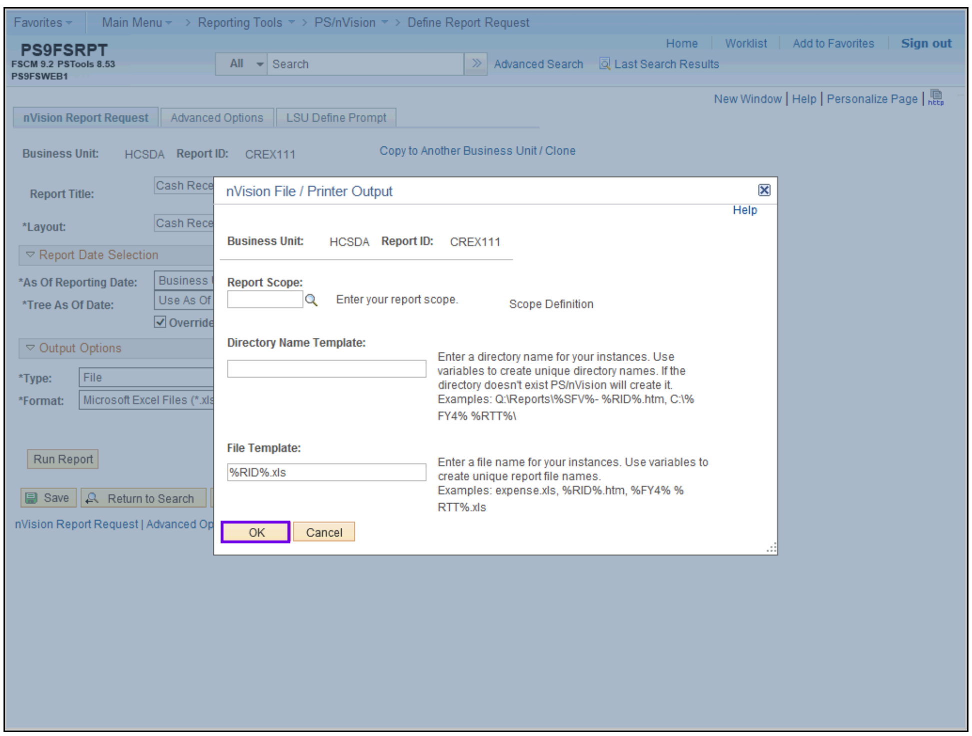
Step	Action
6.	Click the **Search** button. 
7.	Click the **Down** button of the scrollbar. 

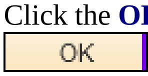


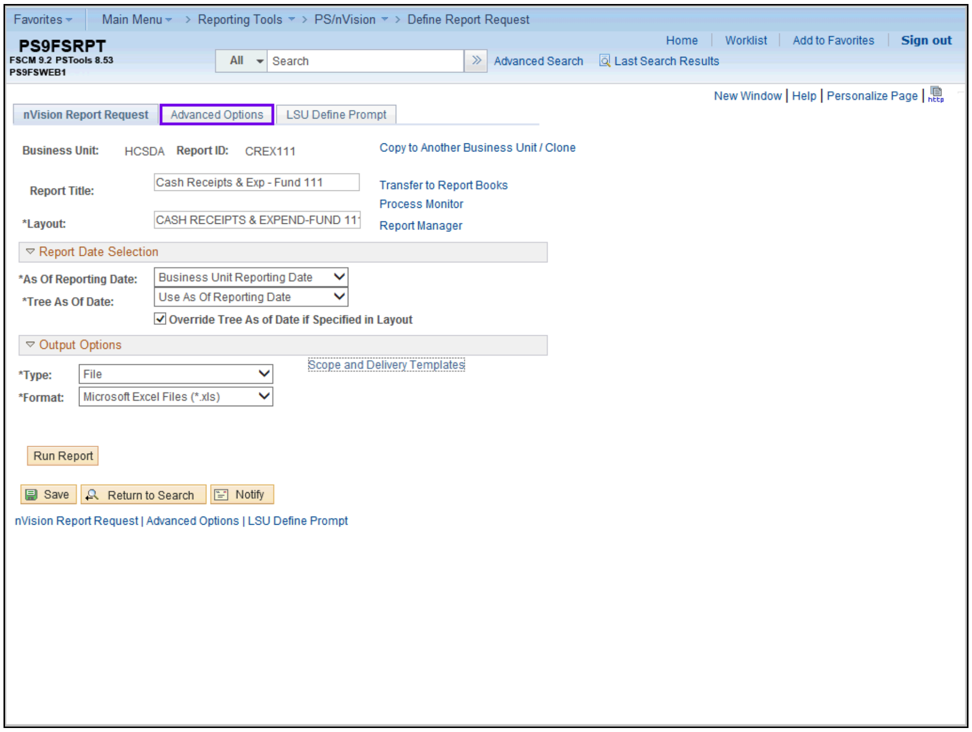
Step	Action
8.	A list of the available reports for that Business unit will display. Now, select the report you want for this particular business unit. In this example we will run the Cash Receipts & Expenditures report. For HCSDA, click the **CREX111** link. For LSUNO or LSUSH, click the **TBPERIOD** link. 
9.	This page is divided into three main sections: **1.** The Report Request Section; **2.** The Report Date Section; and **3.** The Output Options Section.

Step	Action
10.	**The Report Request Section** The top section includes the Business Unit and Report Request Name, Descriptive Report Title, and the Layout name that is utilized by the Report Request. To the right are links that allow users to copy the report request (based on user's security), Transfer (navigate) to Report Books, navigate to the Process Monitor and navigate to the Report Manager. An additional link allows users to Share private report requests with other users (security based).
11.	**The Report Date Section** Includes the “As of Reporting Date” and the “Tree As of Date”. Typically, the “As of Reporting Date” is either the “Business Unit Reporting Date” or the selection of “Specify” which allows the user to enter a specific date for the report. The “Tree as of Date” will typically be set to “Use As of Reporting Date”. A check box displays below the Tree As of Date line that reads, "Override Tree As of Date if Specified in Layout". This box will **<u>always</u>** remain checked.
12.	**The Output Options Section** **<u>Output Type:</u>** Allows the user to choose the output type of Web, Window, File, Email, or Printer. For this example, the output type of Web is used. The output type of Window (most commonly used) will be demonstrated in the next exercise and in the example for the Drill feature. Writing the report to a file and sending a report via email documentation are included in a later exercise. **<u>The Output format will always be Microsoft Excel, .xls.</u>**
13.	Click the **Scope and Delivery Templates** link in the Output Options section. Scope and Delivery Templates
14.	The nVision Web Output subpage displays. The options displayed on this subpage are determined by the Output Type selected on the Report Request tab, and the choice of window, web, email, printer, or file. The examples in the screenshot are based on the output type of Window or Web.
15.	• The **Report Scope** Box will contain the Scope name if one is used with the Report. (Scopes are used to create multiple report instances based on a set of parameters.) • The **Folder Name** (not shown for this report) will not be used by LSUHSC.
16.	• The **Directory Name Template** box will be used to identify the file location if the File output type is selected. **<u>(Instructions for this type of report processing are in the Appendix. HCSDA is the only unit to utilize this feature)</u>** : \\PSFILESRVR\LSUMC-NO.ENT\PEOPLESOFT\NVISIONRPTFILES\REPORTS\XXXX, where XXXX is entered as "HCSD" or "New Orleans" or "Shreveport". You may also add deeper level folders after the XXXX level to further segregate the reports. To view the finished reports, the pathway is: V:\PeopleSoft\nVisionRptFiles\Reports\XXXX.

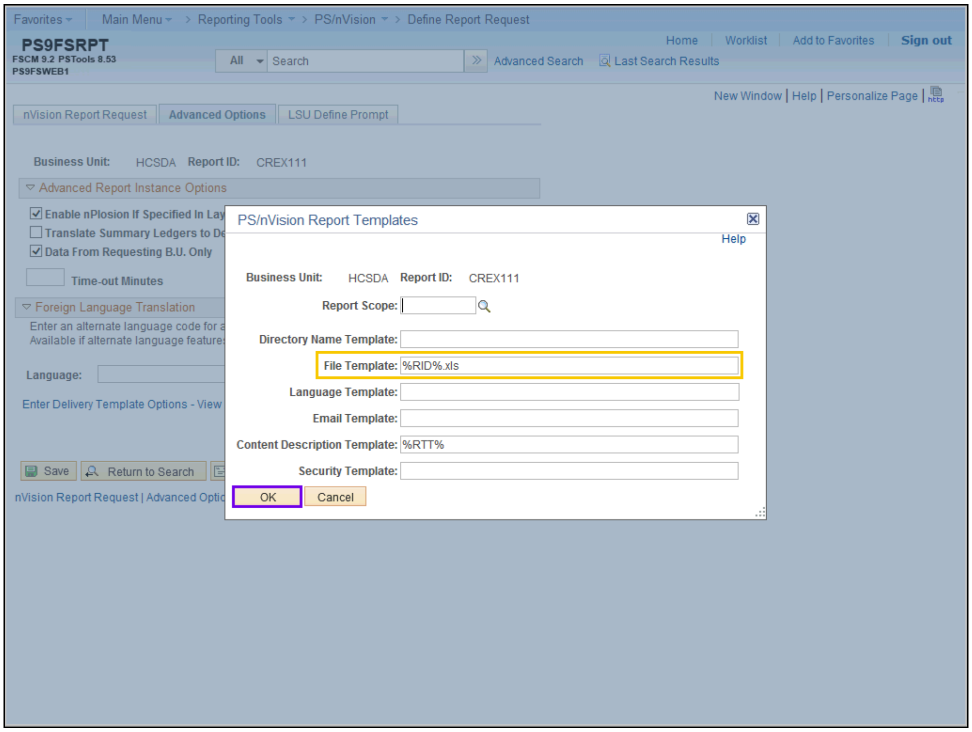
Step	Action
17.	• The **File Template** is used to identify the file name that will appear in the Report Repository. This option will display when the Output Options Type is File, Email or Printer.
18.	• The **Content Description Template** (not shown for this report) is also used to identify the file name that will appear in the report Repository. This option will display when the Output Options Type is Web or Window. The values displayed in the screen shot use Report Variables. The %RBU%-%RTT% (Requesting Business Unit - Report Title), the %RID% (Report ID) and the %SFD%-%RTT% (Scope Field Description - Report Title) are the most common examples. • The **Security Template** (not shown for this report) will not be used for Web based Report Distribution within the repository,

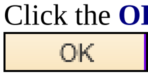


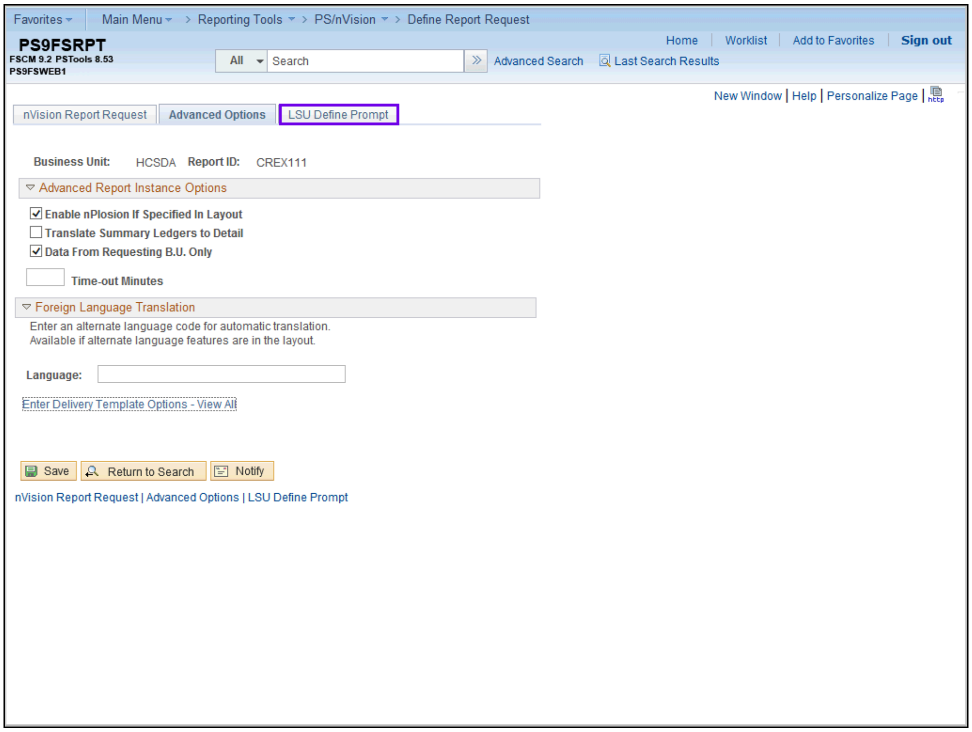
Step	Action
19.	Most often, users will not make any changes to this subpage. Click the **OK** button. 

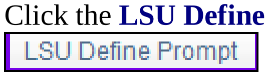


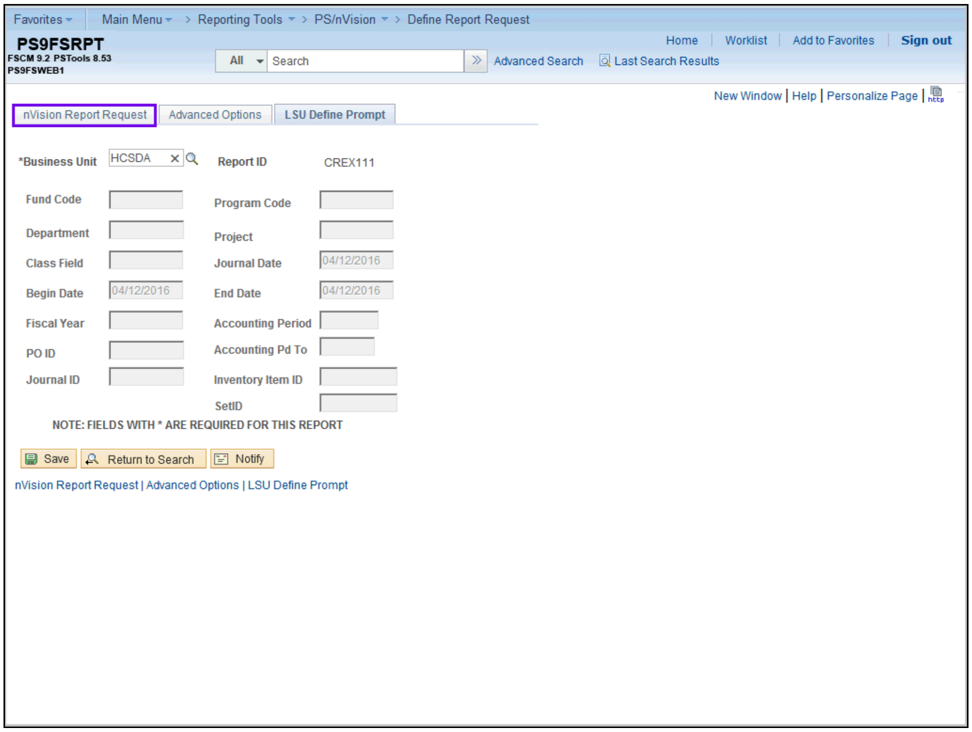
Step	Action
20.	Click the **Advanced Options** tab. Advanced Options
21.	Generally, you should not need to change any of the settings in the top section of the page. Click the **Enter Delivery Template Options - View All** link. Enter Delivery Template Options - View All



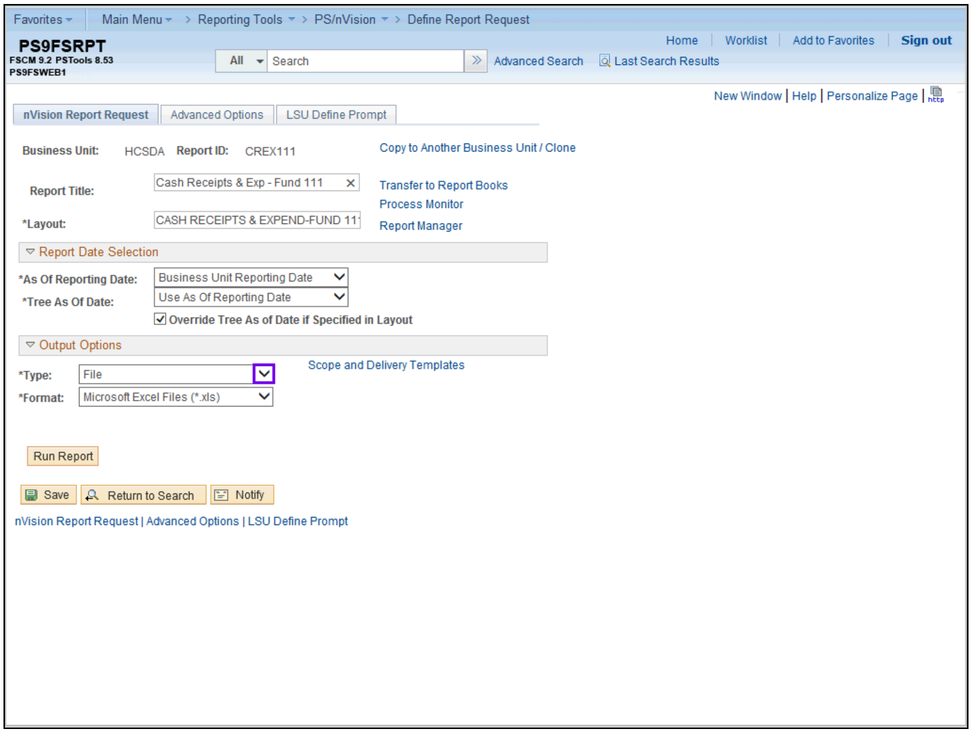
Step	Action
22.	This page includes all of the entry boxes from the link on the Report Request page, plus a File template and an Email template. The File template box is used to name the .xls field. In the example, the variable %RID%-%RBU%.xls is entered. When the report is run, the Excel file will be named **CREX111-HCSDA.xls** or **TBPERIOD.xls** for LSUNO and LSUSH. The Email box would be used only if the report output type is set to Email. Click the **OK** button. 



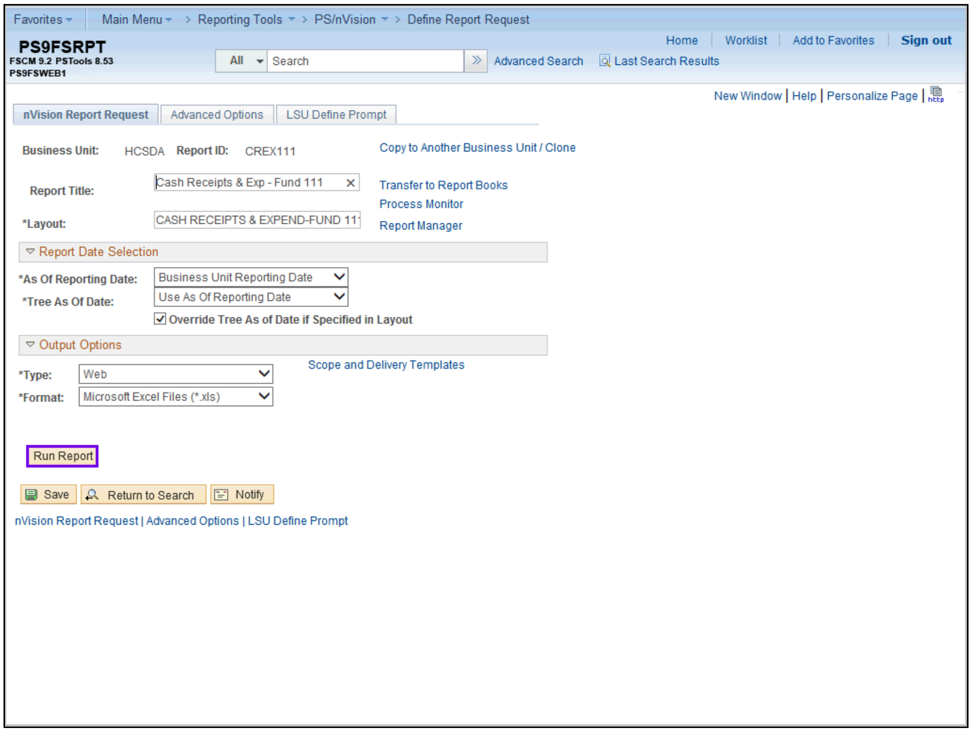
Step	Action
23.	Click the **LSU Define Prompt** tab. 
24.	This page allows the user to enter the prompt values for the reports that use run-time prompts. Fields that are bold are required prompt values for the report. In this example the report is a basic one, not using any prompts. Thus, there are no required fields for entry.



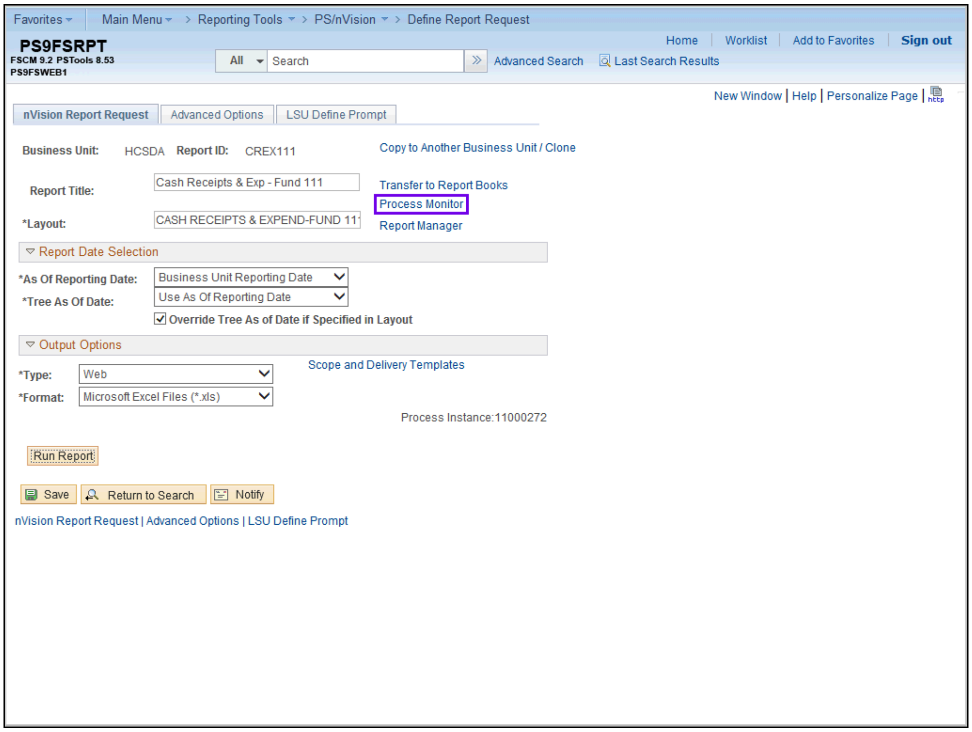
Step	Action
25.	Click the **nVision Report Request** tab. 

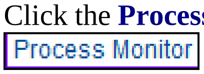


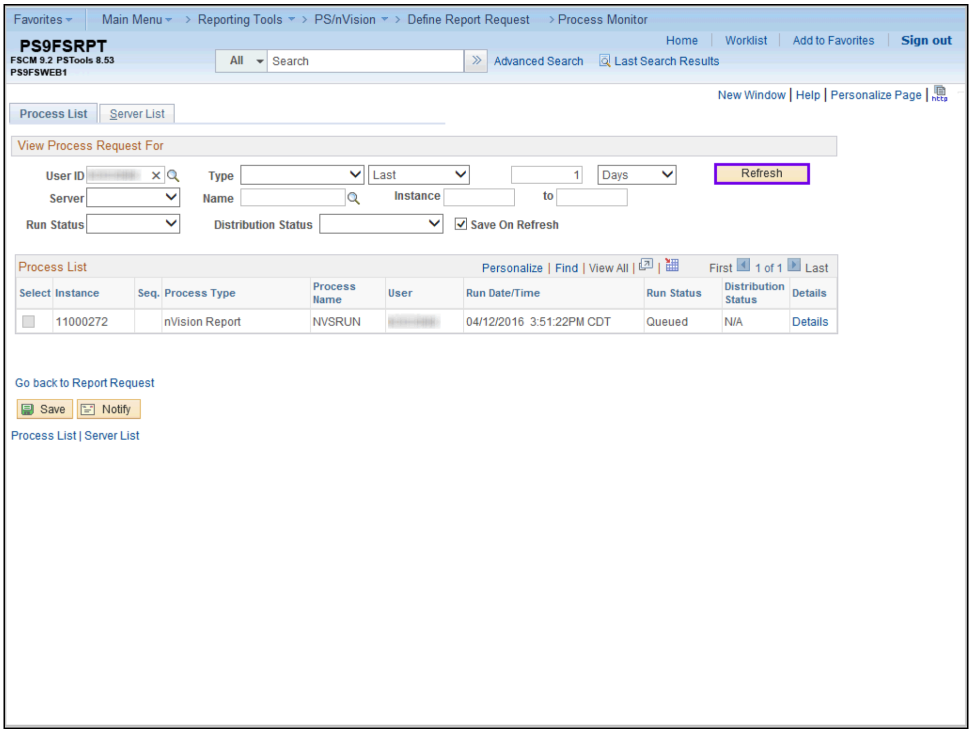
Step	Action
26.	Click the button to the right of the **Type** field.
27.	Click the object.
28.	***NOTE: Every report request must be saved before running the report.*** Click the **Save** button.



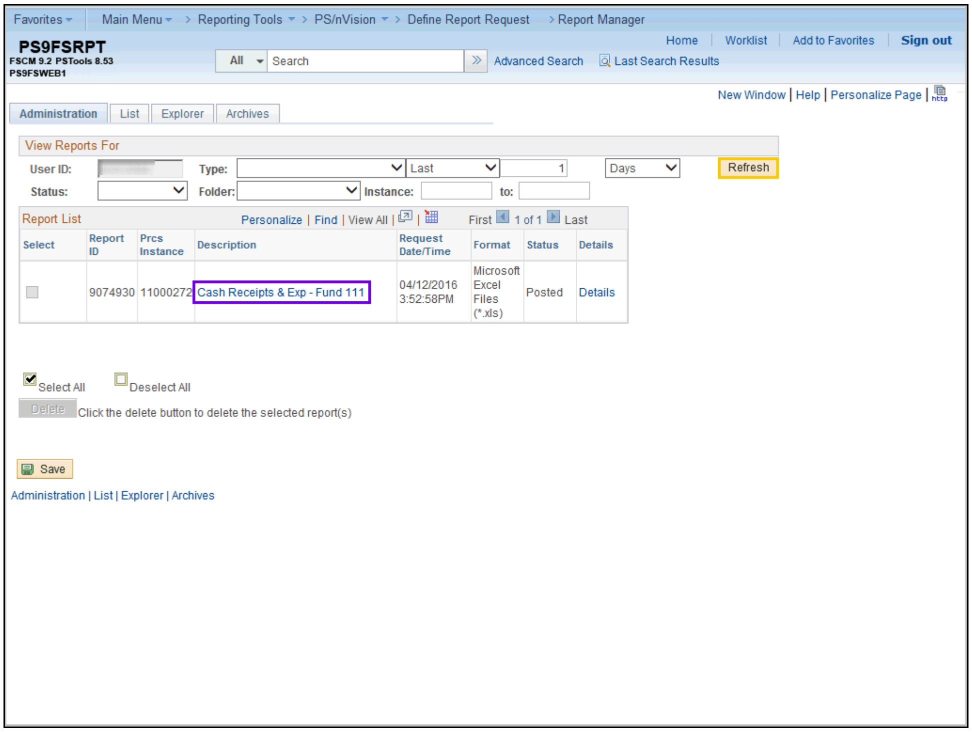
Step	Action
29.	Click the **Run Report** button. Run Report
30.	On the Process Scheduler Request page, click the button to the right of the **Server Name** field.
31.	Click the **PSNT** list item. PSNT
32.	Click the **OK** button. You will be returned to the Report Request page. OK



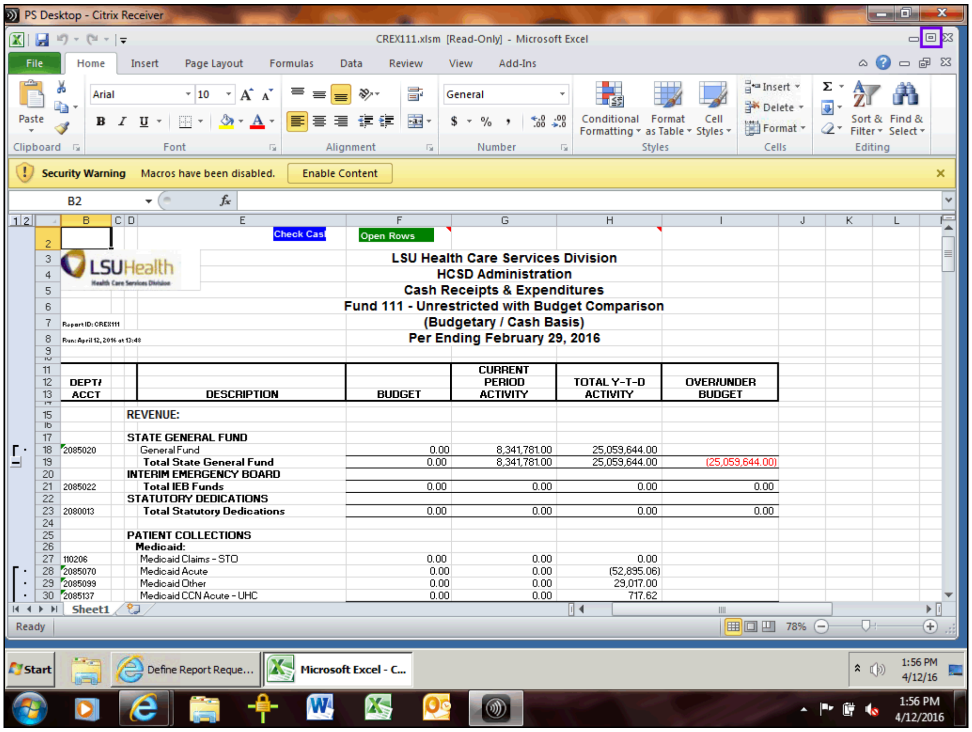
Step	Action
33.	Click the **Process Manager** link. 

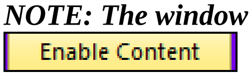
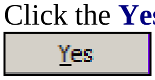


Step	Action
34.	Click the **Refresh** button periodically until the Run Status = Success and Distribution Status = Posted. ***REMINDER:*** ***<u>Wait at least 15 seconds between each time you click the Refresh button.</u>*** Refresh
35.	Click the **Go back to Report Request** link. Go back to Report Request
36.	Click the **Report Manager** link. Report Manager



Step	Action
37.	The Administration tab should be the active tab. This page displays a list of reports for your UserID. The uppermost report in the list is the most recent one. To open a report, click the report name link in the Description column of the page. ***NOTE: The information displayed in the Description column is the result of the specification in the Content Description Template box on the Report Request page.*** Click the **Cash Receipts & Exp - Fund 111** link for **HCSDA** users. **LSUNO** and **LSUSH** users, please select the **Trial Balance by Period** link. Cash Receipts & Exp - Fund 111



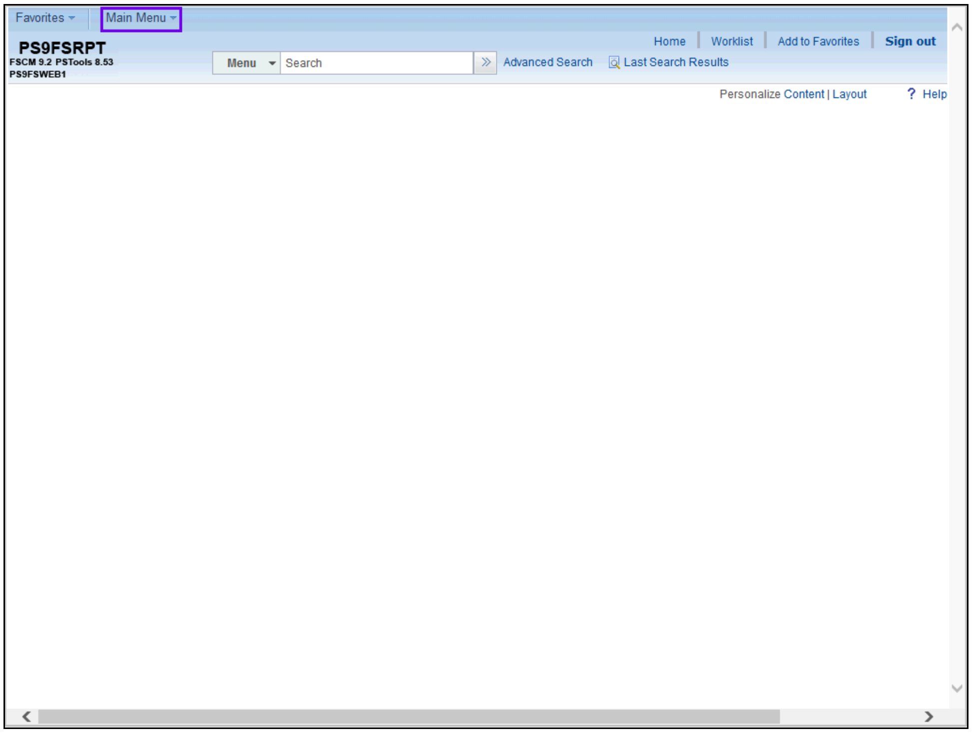
Step	Action
38.	A new window opens and the report displays in an Excel window. Click the **Maximize** button on the report to expand the spreadsheet to fill the window. 
39.	Some reports include Macros and you may receive a Security Warning pop-up. Click the **Enable Content** button. ***NOTE: The window may be minimized on the desktop.*** 
40.	A Security Warning message will display. Click the **Yes** button. 
41.	Click the **Close** button. 
42.	Click the **Home** link. 
43.	This completes ***Process Basic Reports - Web Method***. **End of Procedure.**

Process Basic Reports - Window Method

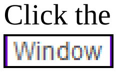
Procedure

In this topic you will learn how to **Process Basic Reports - Window Method**.

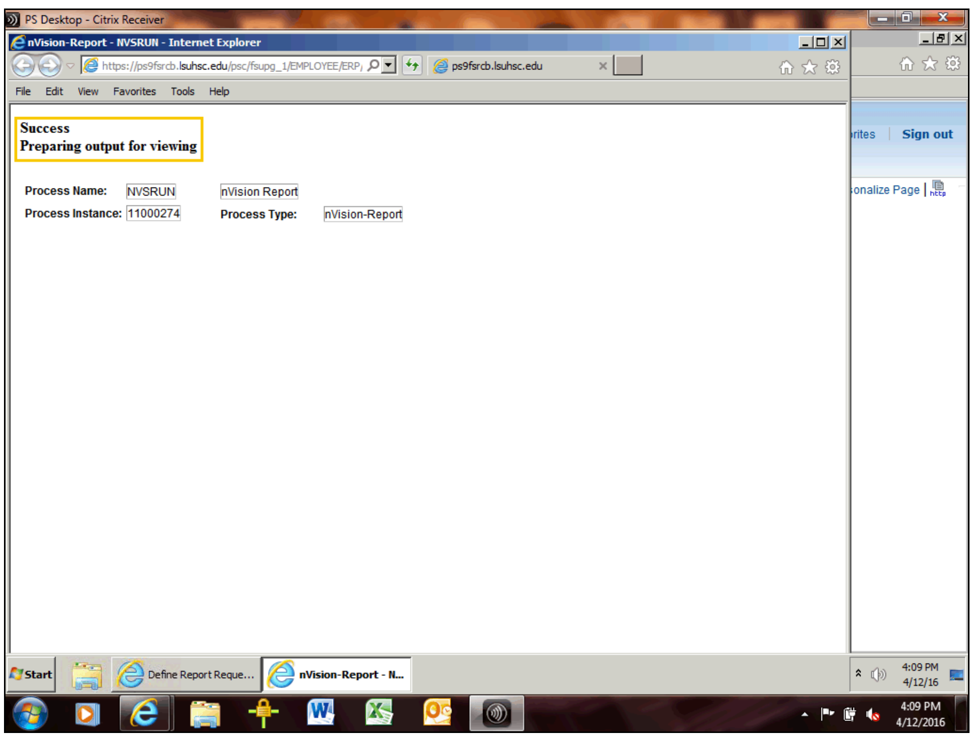
NOTE: The Window method is the most commonly used output for nVision reports.



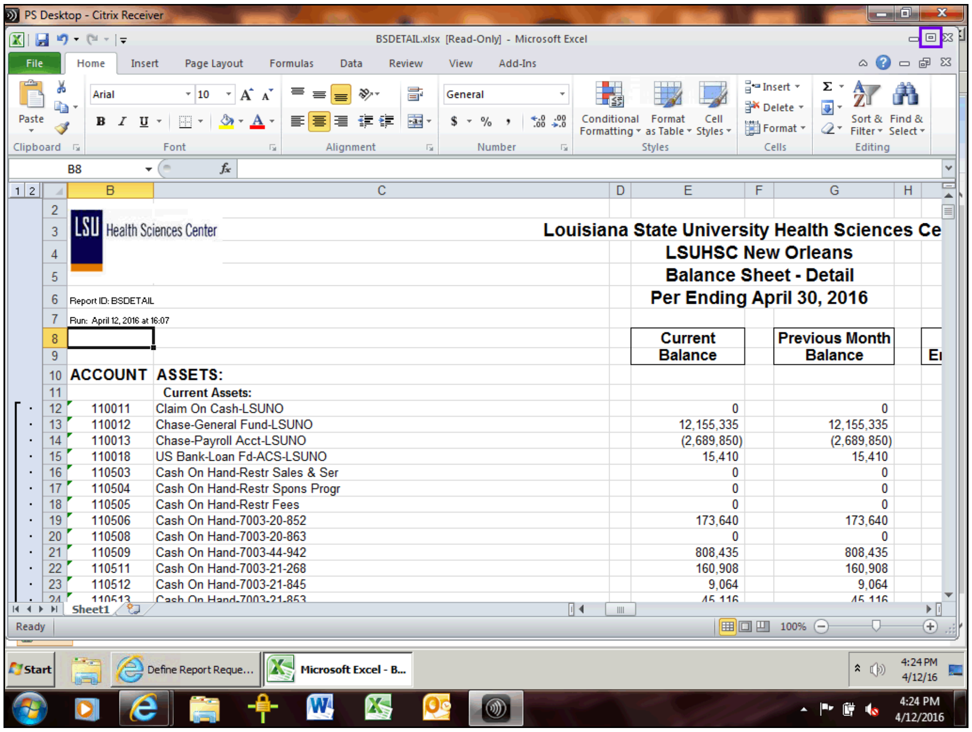
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Reporting Tools** menu. Reporting Tools
3.	Click the **PS/nVision** menu. PS/nVision
4.	Click the **Define Report Request** menu. Define Report Request
5.	When working in Reports, enter your Business Unit: **LSUSH, LSUNO,** or **HCSDA**. ***For <u>training purposes</u> <u>only</u>***, enter the desired information into the **Business Unit** field. Enter "**LSUNO**".
6.	Click the **Search** button. Search

Step	Action
7.	Click the **Down** button of the scrollbar. 
8.	A list of available reports for that Business Unit is displayed. Now, select the report you want for this particular Business Unit. In this example, you will run the **CREX111 - Cash Receipts & Expenditures Report** for HCSDA. Choose the **BSDETAIL - Balance Sheet Detail Report** for LSUNO and LSUSH. Click the **CREX111** or **BSDETAIL** link. 
9.	This page is divided into three main sections: 1. The Report Request Section; 2. The Report Data Section; and 3. The Output Options Section.
10.	**The Report Request Section** The top section includes the Business Unit and Report Request Name, the Descriptive Report Title, and the Layout name that is utilized by the Report Request. To the right are links that allow users to copy the report request (based on user's security), Transfer (navigate) to Report Books, navigate to the Process Monitor, and navigate to the Report Manager. An additional link allows users to Share private report requests with other users (security based).
11.	**The Report Data Section** Includes the "As of Reporting Date" and the "Tree As of Date". Typically, the "As of Reporting Date" is either the "Business Unit Reporting Date" or the selection of "Specify" which allows the user to enter a specific date for the report. The "Tree As of Date" will typically be set to "Use As of Reporting Date". A checkbox displays below the "Tree As of Date" line that reads: "Override Tree As of Date if Specified in Layout".
12.	**The Output Options Section** **<u>Output Type:</u>** Allows the user to choose the output type of Web, Window, File, Email and Printer. For this example, the type of Window will be selected. **<u>The Output format should ALWAYS be Microsoft Excel, .xls.</u>**
13.	Click the button to the right of the **Type** field. 
14.	Click the **Window** list item. 

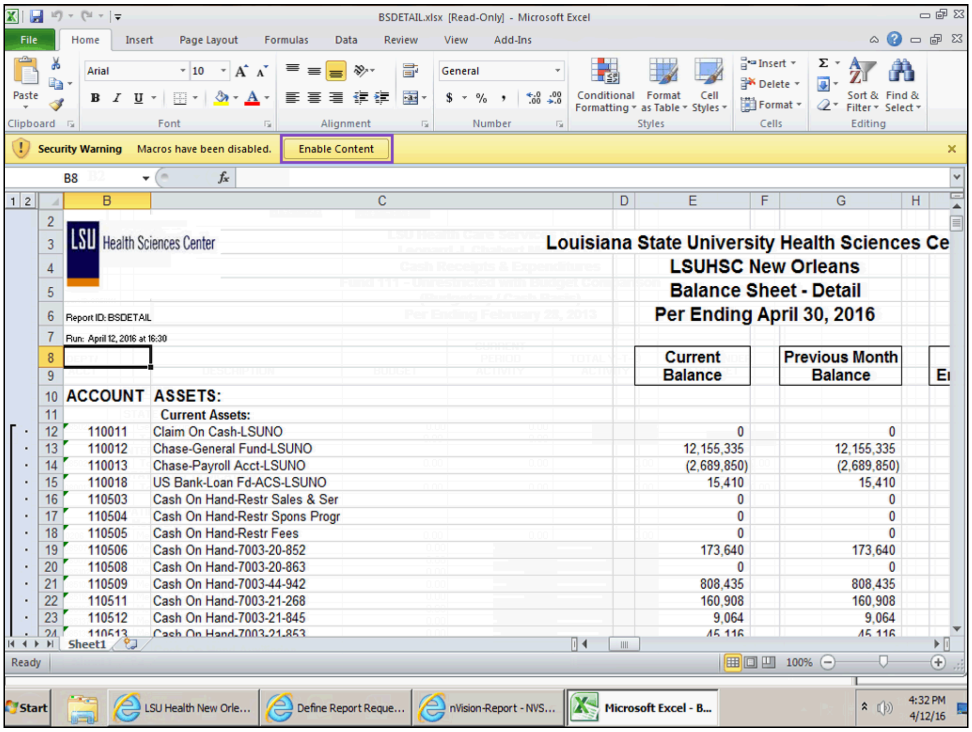
Step	Action
15.	No other changes are needed on the page with the Output Options Type set to Window. Click the **Save** button. 
16.	Click the **Run Report** button. 
17.	Click the button to the right of the **Server Name** field. 
18.	Click the **PSNT** list item. 
19.	Click the **OK** button. 
20.	As the report begins to run, a pop-up window displays. It will display the status of the report as it progresses: Queued, Processing, Success, Error, etc.

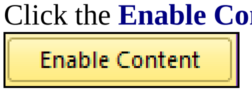
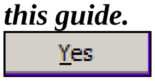


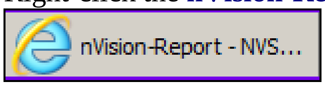
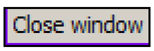
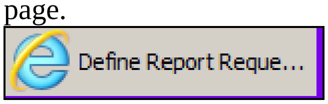
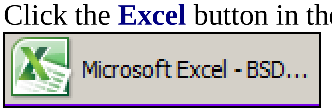
Step	Action
21.	When the report processes to "Success", the pop-up window enlarges and a new Excel window displays. Sometimes the report that opens will not be maximized.



Step	Action
22.	Click the **Maximize** button. 
23.	You may print the report or perform any nVision drills or Excel functions on the spreadsheet as desired.



Step	Action
24.	Many nVision reports include Macros to perform tasks within the spreadsheet. On these reports, a Security Warning will display at the top of the spreadsheet indicating that the Macros are disabled. Click the **Enable Content** button to enable Macros. 
25.	A pop-up Security Warning message displays. Click the **Yes** button. ***NOTE: There is a method to enable all of the macros within Excel for your computer. The instructions to perform this task are included in the Appendix to this guide.*** 
26.	After enabling the Macro content and pressing the Yes button, you are returned to the spreadsheet. The Security Warning message has disappeared and the Macros included in this file are enabled.

Step	Action
27.	Notice the grey task bar at the bottom of the screen. To the right of the Start button, there are 3 Internet Explorer icons for PeopleSoft and an Excel icon. The Excel icon is active. The first Internet Explorer icon represents the IE session that you opened prior to launching PeopleSoft. DO NOT CLOSE THIS. To navigate back to the report request in PeopleSoft from Excel, simply click the Define Report Request icon (it should be the second Internet Explorer icon).
28.	The third Internet Explorer icon, nVision-Report - NVSRUN...is for the processing window that was opened while running the report. This is no longer needed and should be closed. Right-click the **nVision-Report - NVS** button. 
29.	Click the **Close Window** list item. 
30.	The processing window closes, leaving the original IE session and the icon for the Report Request window available. Click the **Define Report Request** button to navigate back to the Report Request page. 
31.	Click the **Excel** button in the task bar to navigate back to the Excel spreadsheet. 
32.	Click the **File** menu option at the top left of the Excel window to close the window and exit Excel. 
33.	Click the **Exit** menu option. 
34.	Click the **Home** link. 
35.	This complete ***Process Basic Reports - Window Method***. **End of Procedure.**

Perform DrillDown

DrillDown allows users to gather additional information on the data contained in a report produced by nVision. In essence, users get a "peel under the hood" to see what information comprises the results displayed in the report.

DrillDown

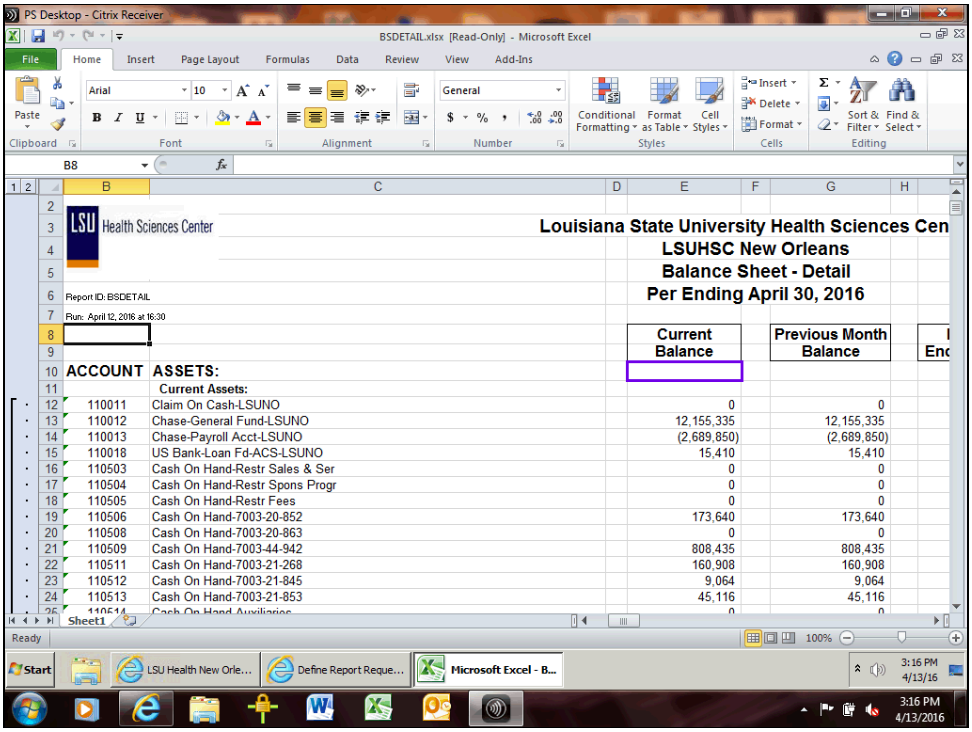
- Must be performed on cells that are at the intersection of a column criteria and a row criteria;
- May only be performed on cells that contain a number, not a formula;
- May perform additional drilldown on drilldown results; and
- Budget data is not presently drillable.

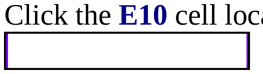
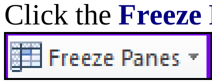
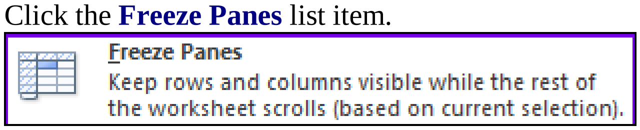
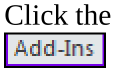
While reviewing the results of a report, you determine that you would like to get additional information; perhaps look at the individual period totals for an account or the Accounts Payable Detail for an account. DrillDown is the feature utilized to get this additional information.

Procedure

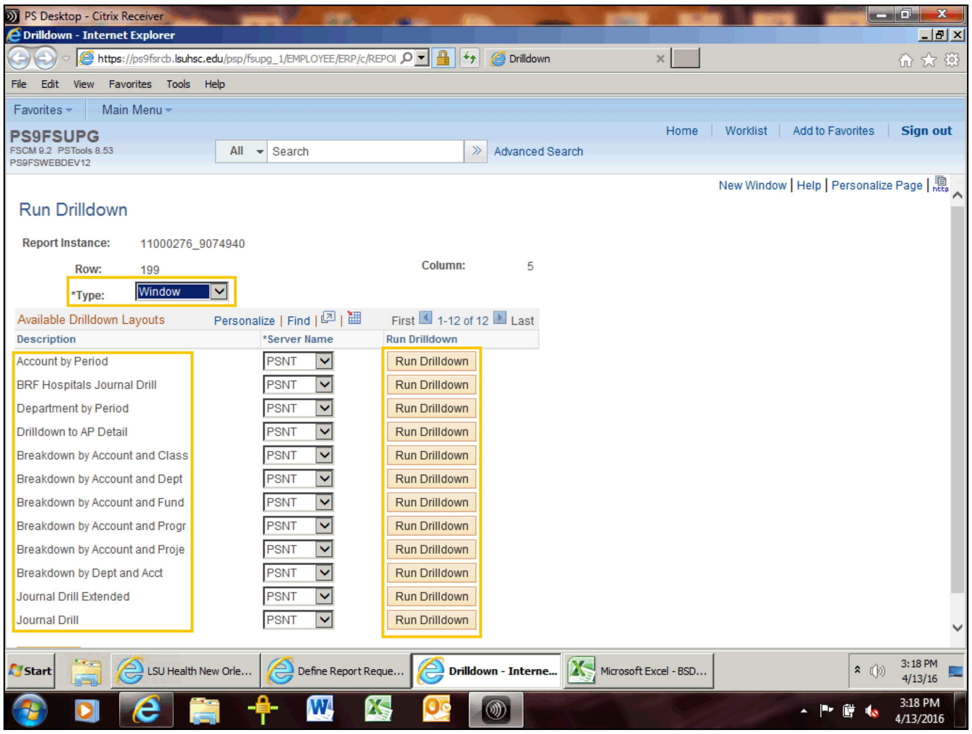
In this topic you will learn how to **Perform DrillDown**.

Step	Action
1.	As a reminder, prior to launching the PeopleSoft Financials Reporting database, open an Internet Explorer session and then minimize it to the task bar. Then launch PeopleSoft and run the desired nVision report.

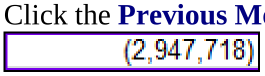
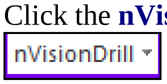
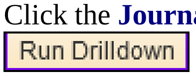


Step	Action
2.	While navigating through the spreadsheet report results, it is recommended that users "Freeze Panes" so that the row and column headers remain visible. Click the **E10** cell located directly below the Budget column header. 
3.	Click the **View** button.  View
4.	Click the **Freeze Panes** button.  Freeze Panes
5.	Click the **Freeze Panes** list item.  Freeze Panes Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
6.	In this example, you will drill on the **A/P-Travel & Direct Pay** row, Current Period column of the report. Click the **Down** button of the scrollbar. 
7.	Click the **A/P-Travel & Direct Pay** row cell in the Current Period column.  (7,873)
8.	Click the **Add-Ins** button.  Add-Ins

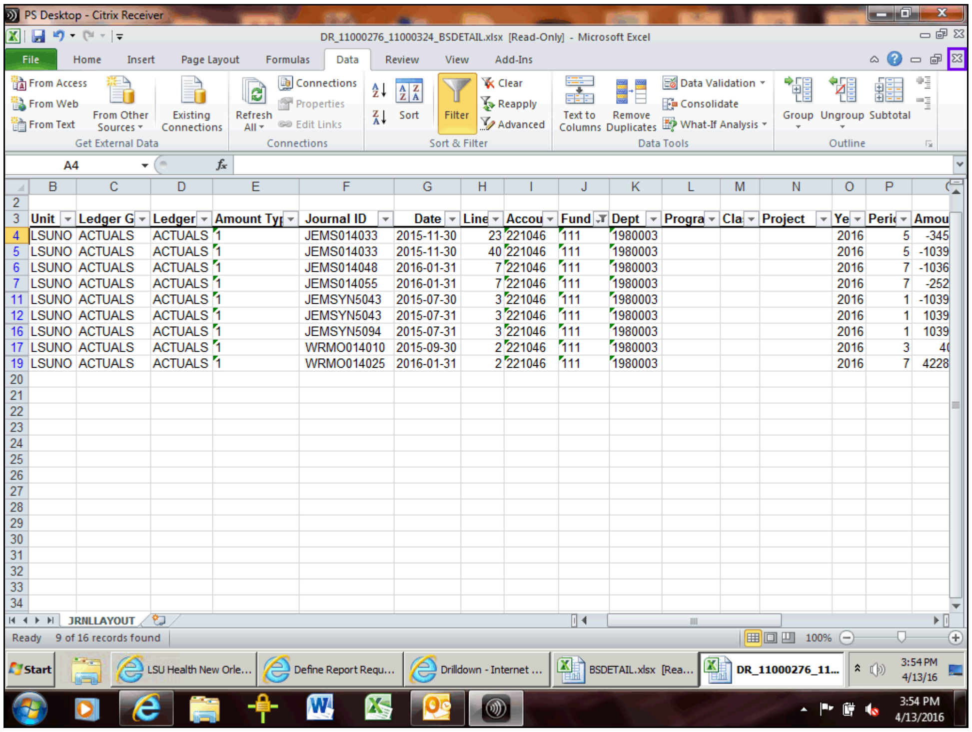
Step	Action
9.	Click the **nVisionDrill** button. nVisionDrill
10.	Click the **Drill** list item. Drill



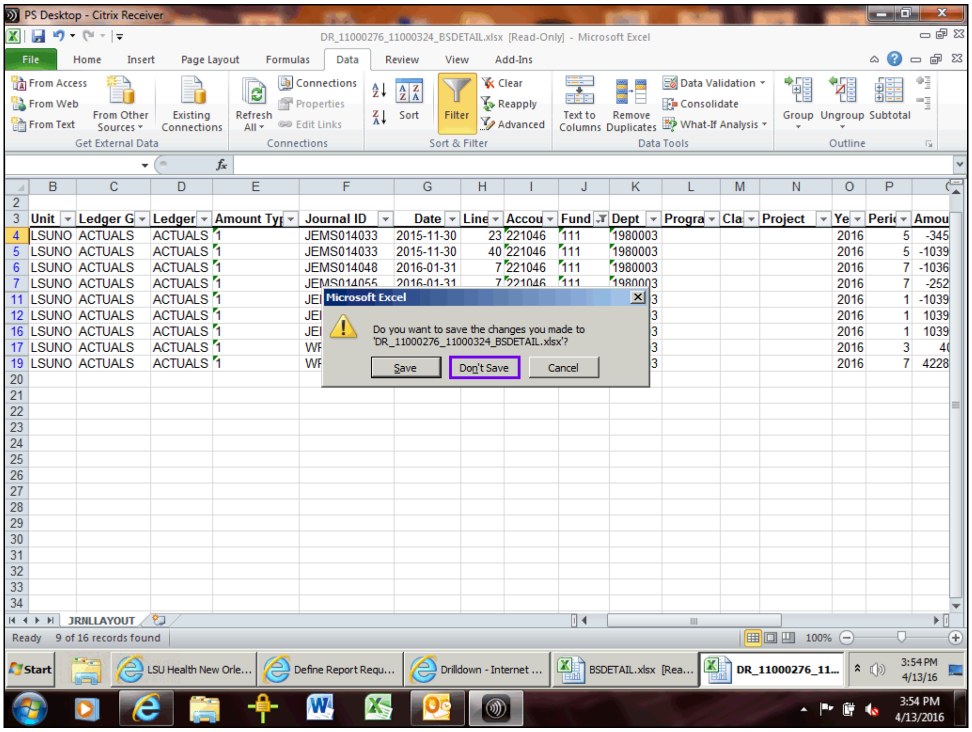
Step	Action
11.	A new PeopleSoft (Internet Explorer) window opens. This window contains the various drills that are available for use. Press the Run DrillDown button to the right of the desired drill. In this example, select the Breakdown by Account and Department drill. ***NOTE: The Type: selection box at the top of the page displays Window so that the drill runs to the output option of Window. For drills, this is the default. The other option is Web, which would run the drill report and post it to the report repository.***
12.	Click the **Breakdown by Account and Dept - Run Drilldown** button. Run Drilldown
13.	When a report is run with the output type of Window, the nVision drill menu is replaced by the status window. Once completed, the status of "Success" displays in the window. At the same time, a new Excel spreadsheet window is created that will display the drill results.

Step	Action
14.	The Drill opens in a new window. Press the DR_xxxxx_xxxx window at the bottom of the page if it does not maximize automatically. Or, if the window opens but the files are not full screen, you may press the maximize button to enlarge the file on the screen.
15.	Click the **Maximize** button. ***NOTE: Once you maximize the drill window, you may print the spreadsheet, perform any Excel functions, or even perform an additional drill.*** 
16.	Once you are finished with this drill file, you may close it by pressing the **lower** most **X** at the top right of the page. Click the **Close** button. 
17.	You are returned to the original nVision report file where you may perform additional drills if desired.
18.	In this example, you will drill on the **A/P-Manual-Non-Open Item** row cell in the **Previous Month Balance** column. The drill option you will use is **Journal Drill**. Click the **Down** button of the scrollbar. 
19.	Click the **Previous Month Balance A/P-Manual-Non-Open Item** cell. 
20.	The Add-Ins menu is already displayed, so there is no need to select it. Click the **nVisionDrill** button. 
21.	Click the **Drill** list item. 
22.	Click the **Journal Drill - Run Drilldown** button. 
23.	When a report is run in the output type of Window, the nVision drill menu is replaced by the status window. Once completed, the status of *"Success"* displays in the window. At the same time, a new Excel window is created that will display the drill results.

Step	Action
24.	The Drill opens in a new window. Press the DR_xxxxx_xxxx window at the bottom of the page if it does not display automatically. If the window opens but is not maximized, press the maximize button to enlarge the report. Click the **Maximize** button.
25.	In many instances, users will want to filter the drill results to limit the data by a specific department, fund, period, or other criterion. Auto filter is used to perform this task. Click the **Data** button.
26.	Click the **Filter** menu item.
27.	Each column heading is now populated with a drop-down arrow. Click the button to the right of the **Fund** field.
28.	Click the **Select All** option.
29.	Click the **111** option.
30.	Click the **OK** button.



Step	Action
31.	The spreadsheet now displays only those items charged to Fund 111. Click the **Close Drill Spreadsheet** button.



Step	Action
32.	Click the **Don't Save** button. Don't Save
33.	Click the **Close Original Spreadsheet** button.
34.	Click the **Close Drill Window** button.
35.	This completes ***Perform DrillDown***. **End of Procedure.**

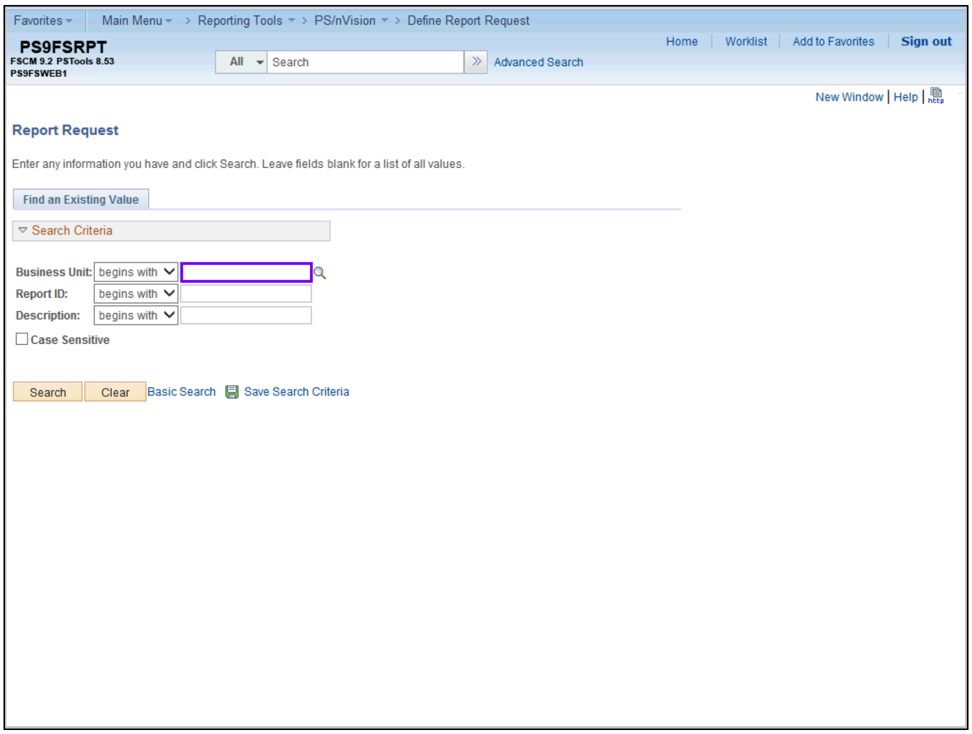
Process Reports - Output type PRINTER

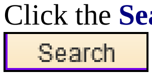
Procedure

In this topic you will learn how to **Process Reports - Output type PRINTER**.

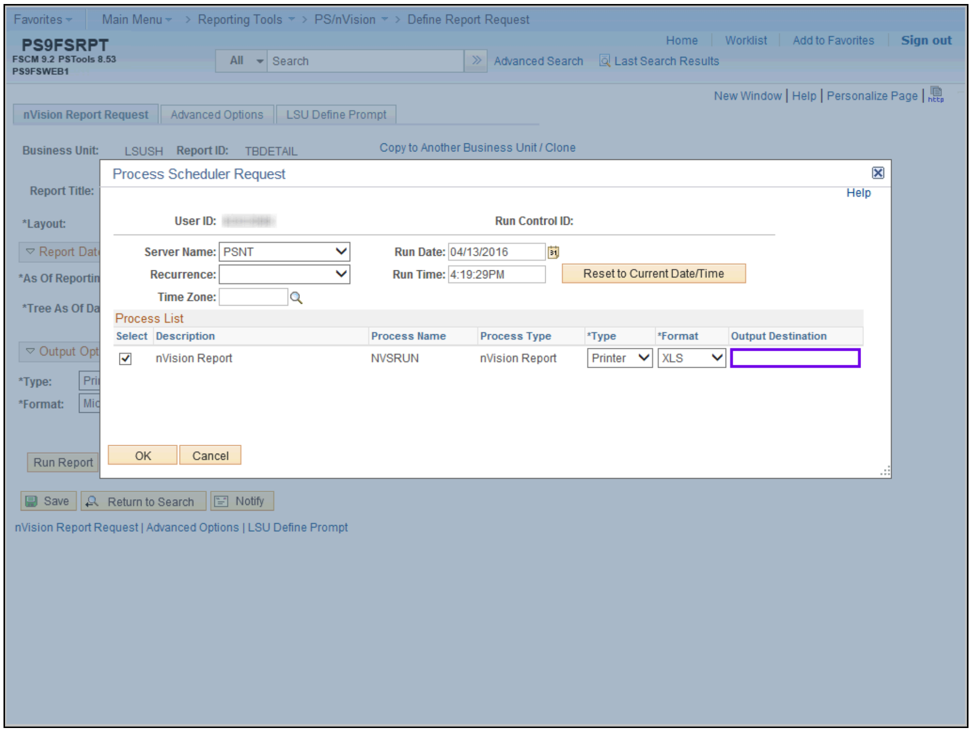
NOTE: This feature is not commonly used by LSUHSC, but is available if desired. LSUHSC users typically prefer to run the report, review the results, and then set the print options to meet their needs.

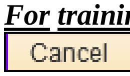
Step	Action
1.	Navigate to the Report Request search page as follows: **Main Menu > Reporting Tools > PS/nVision > Define Report Request**



Step	Action
2.	When working in Reports, enter your Business Unit: **LSUSH, LSUNO,** or **HCSDA**. ***For <u>training</u> <u>purposes</u> <u>only</u>***, enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
3.	Click the **Search** button. 

Step	Action
4.	Click the **Down** button of the scrollbar. 
5.	Click the **TBDETAIL** link. 
6.	Click the button to the right of the **Type** field. 
7.	Click the **Printer** list item. 
8.	Click the **Save** button. 
9.	Click the **Run Report** button. 
10.	Click the button to the right of the **Server Name** field. 
11.	Click the **PSNT** list item. 
12.	On the Process Scheduler Request page, you must select the **Type** as Printer. Click the button to the right of the **Type** field. 
13.	Click the **Printer** list item. 
14.	Once the Type is changed to "Printer", the Format option changes to "XLS" and a Output Destination field displays.



Step	Action
15.	***In the Output Destination box, enter the network printer to which the report will be sent. If you are unsure of the network printer to which you should send the report, contact your local PC supporter.*** **<u>For training purposes only</u>**, enter the desired information into the **Output Destination** field. Enter "**\\lafprnsrv\LANIER**".
16.	You would then click the OK button to return to the Report Request page. The report will process and then be sent to the selected printer. ***<u>For training purposes only</u>***, click the **Cancel** button. 
17.	This completes ***Process Reports - Output type PRINTER***. **End of Procedure.**

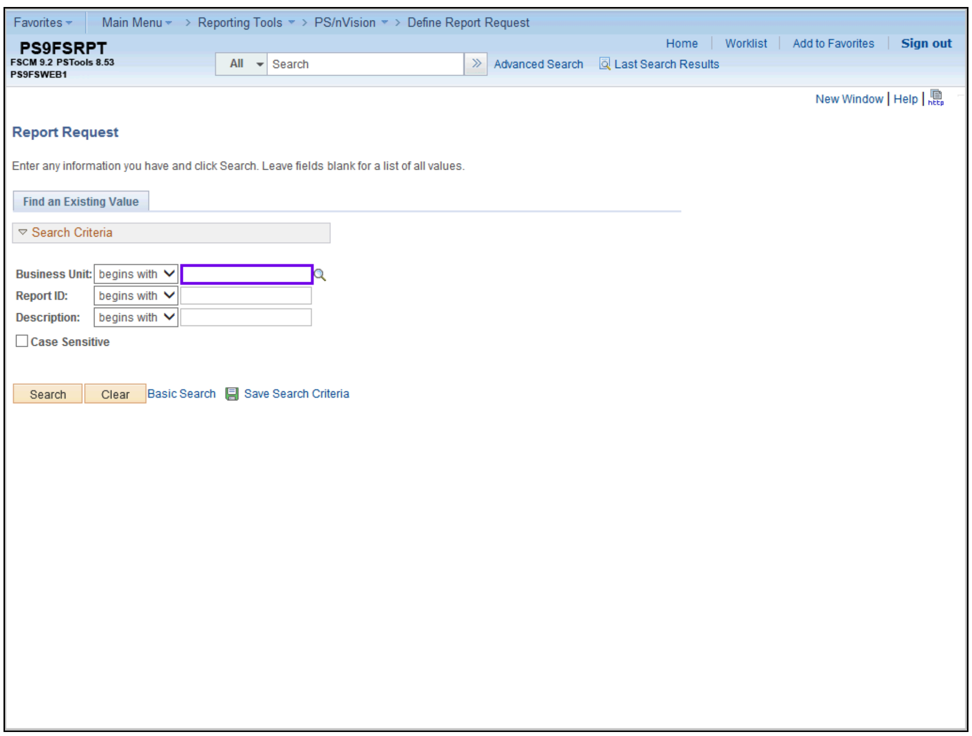
Process Reports - Output type E-MAIL

Using the nVision Reports Output Type of E-Mail, nVision Reports may be emailed directly to other PeopleSoft users. The report request is used to define the user to whom the report will be sent. When using this feature, you will not have the opportunity to review the report prior to sending it via email.

Procedure

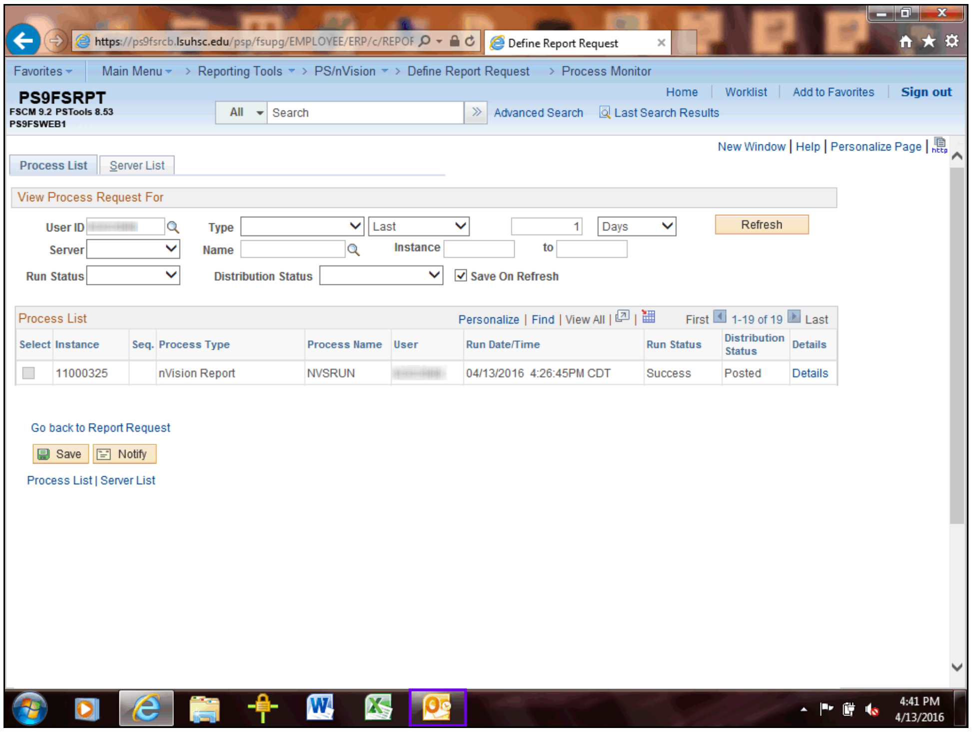
In this topic you will learn how to **Process Reports - Output type E-MAIL**.

Step	Action
1.	Navigate to the Report Request search page as follow: **Main Menu > Reporting Tools > PS/nVision > Define Report Request**



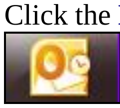
Step	Action
2.	When working in Reports, enter your Business Unit: **LSUSH, LSUNO,** or **HCSDA**. ***For training purposes only***, enter the desired information into the **Business Unit** field. Enter "**LSUNO**".

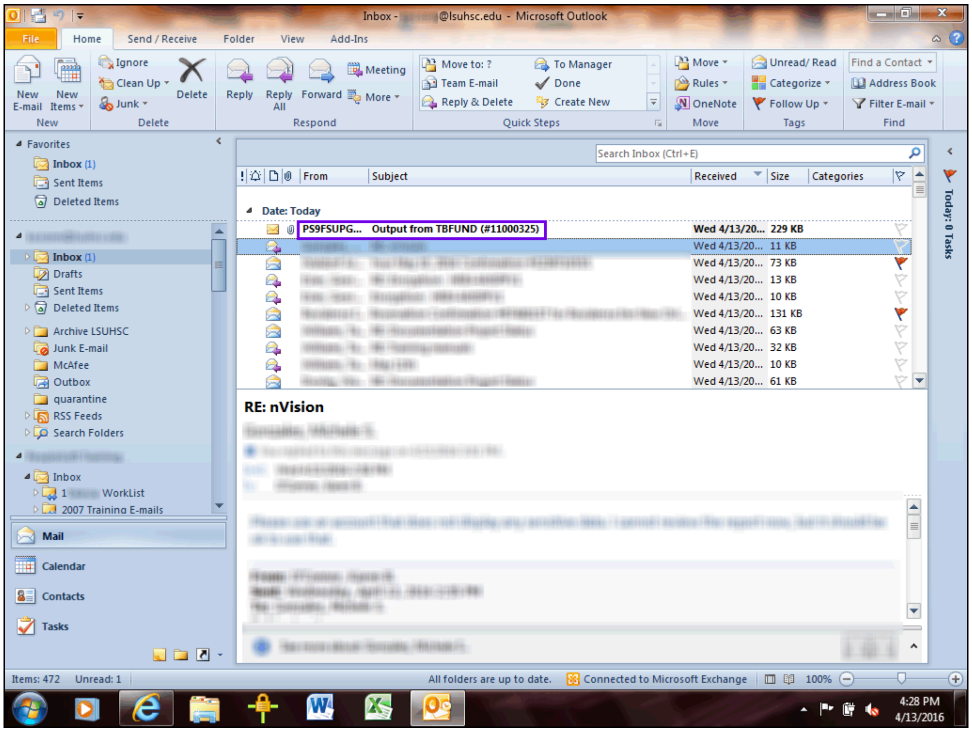
Step	Action
3.	Click the **Search** button. Search
4.	Click the **TBFUND** link for LSUNO or LSUSH users. HCSDA users, select **TBALLFND**. TBFUND
5.	Click the button to the right of the **Type** field.
6.	Click the **Email** list item. Email
7.	Click the **Scope and Delivery Templates** link. Scope and Delivery Templates
8.	On the nVision Email Output page, enter the recipient's email address in the Email Template field. Multiple user email addresses can be entered, but **<u>must</u>** be separated by a comma (e.g. xxxxxx@lsuhsc.edu, xxxxxx@lsuhsc.edu). Enter the desired information into the **Email Template** field. Enter "**Recipient's Email Address**".
9.	Click the **OK** button. OK
10.	Click the **Save** button. Save
11.	Click the **Run Report** button. Run Report
12.	Click the button to the right of the **Server Name** field.
13.	Click the **PSNT** list item. PSNT
14.	Click the **OK** button. OK
15.	Click the **Process Monitor** link. Process Monitor
16.	Click the Refresh button every 15 - 20 seconds until the Distribution Status is "Posted". Click the **Refresh** button. Refresh



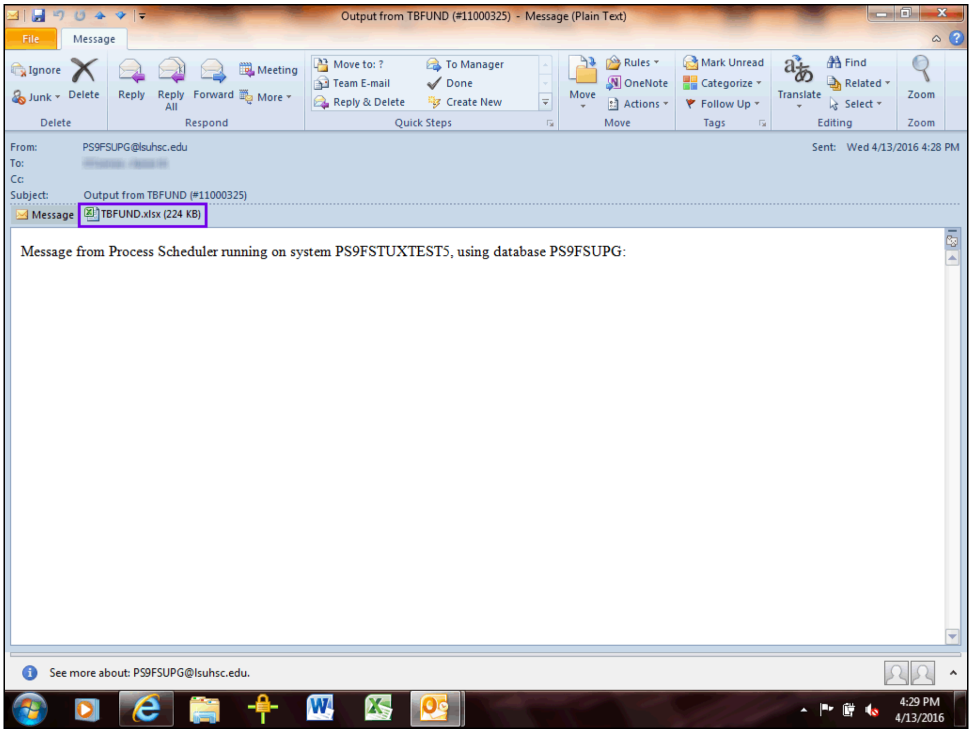
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>17.</td><td>Once the Distribution Status = Posted, the system will generate and send an email to the listed email account with the report attached.

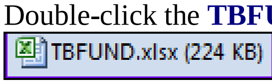
NOTE: The email will be sent from PS9FSPRSCH@lsuhsc.edu.

Click the Microsoft Outlook button.
</td></tr>
</table>



Step	Action
18.	Double-click the **PS9FSUPG... Output from TBFUND (#11000325)** list item. PS9FSUPG... Output from TBFUND (#11000325)



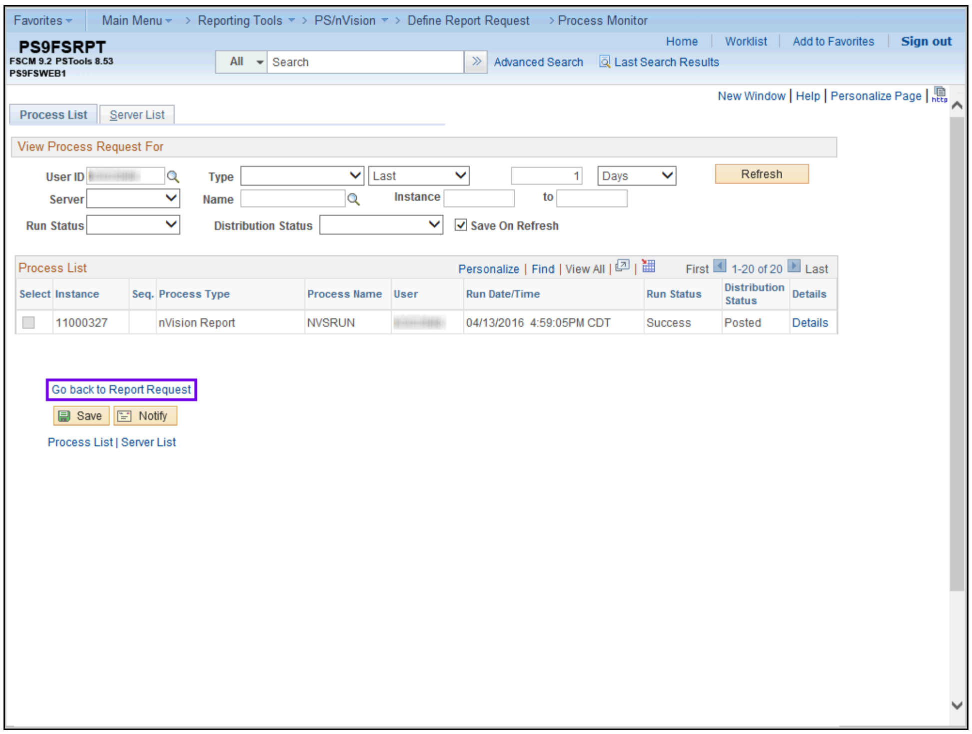
Step	Action
19.	Double-click the **TBFUND.xls** or **TBALLFND.xls** attachment to view the report. 
20.	A new window is opened and the report displays. Once the report is open, you may perform any drill or Excel function as desired. ***NOTE: You may receive a security message if the report is not from a trusted source.*** Click the **Close** button. 
21.	This completes ***Process Reports - Output type E-MAIL***. **End of Procedure.**

Process Reports - Output type E-MAIL - Preferred Method (User may enter text in the body of email)

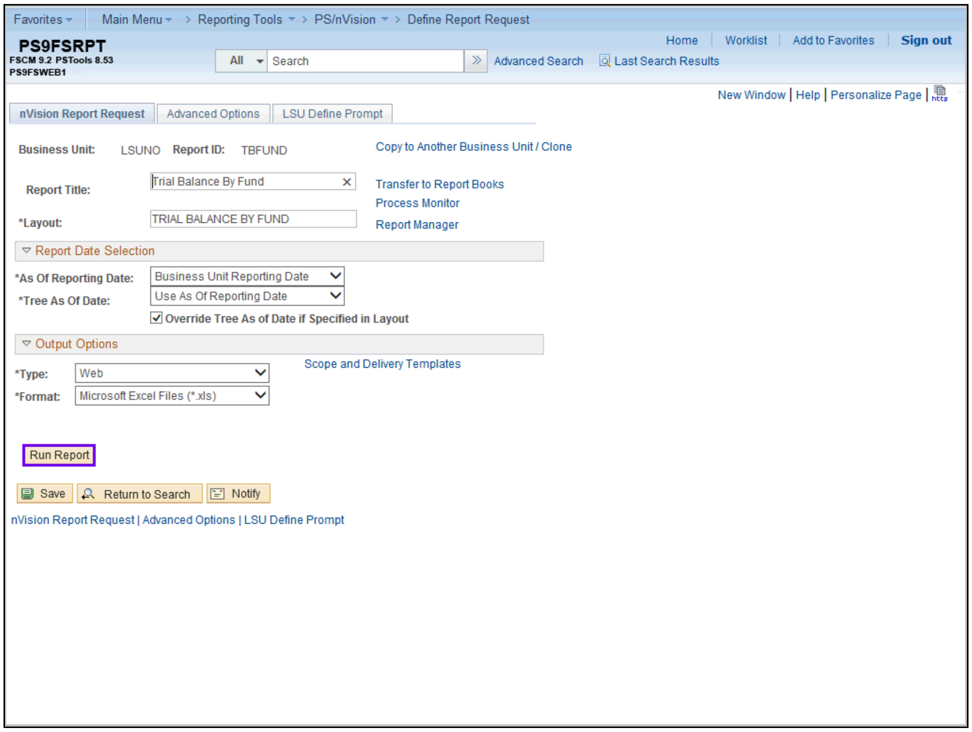
Procedure

In this topic you will learn how to **Process Reports - Output type E-MAIL (User may enter text in the body of email)**. This is the preferred method if the user desires to send the report via email.

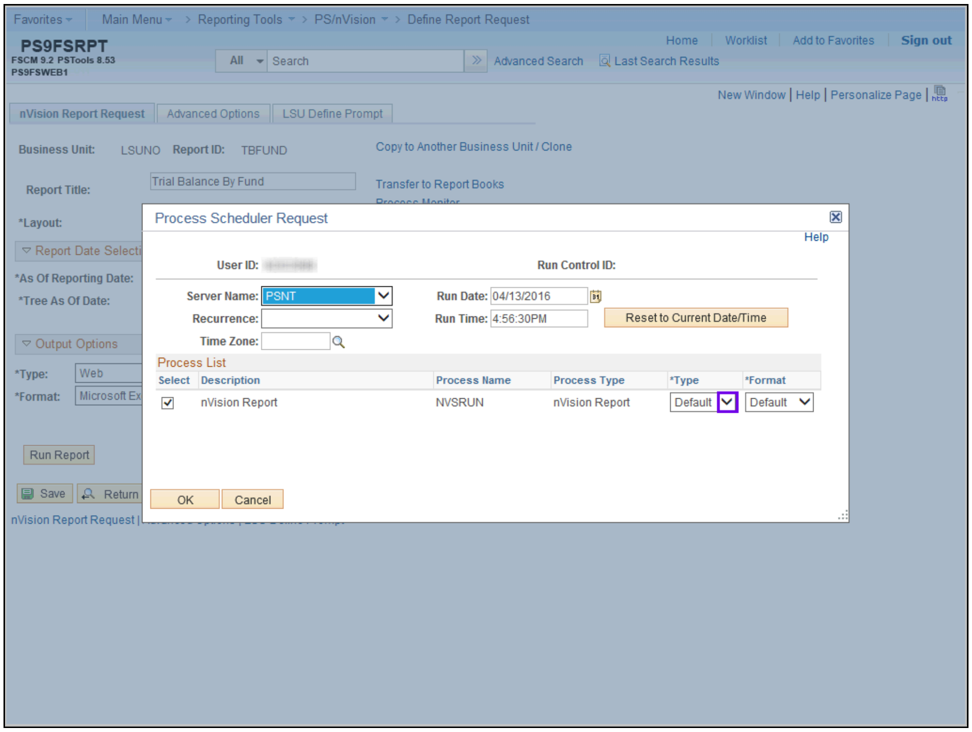
NOTE: This topic teaches the user to use an alternative method for distributing reports via email. This method allows the sender to enter text into the body of the email.



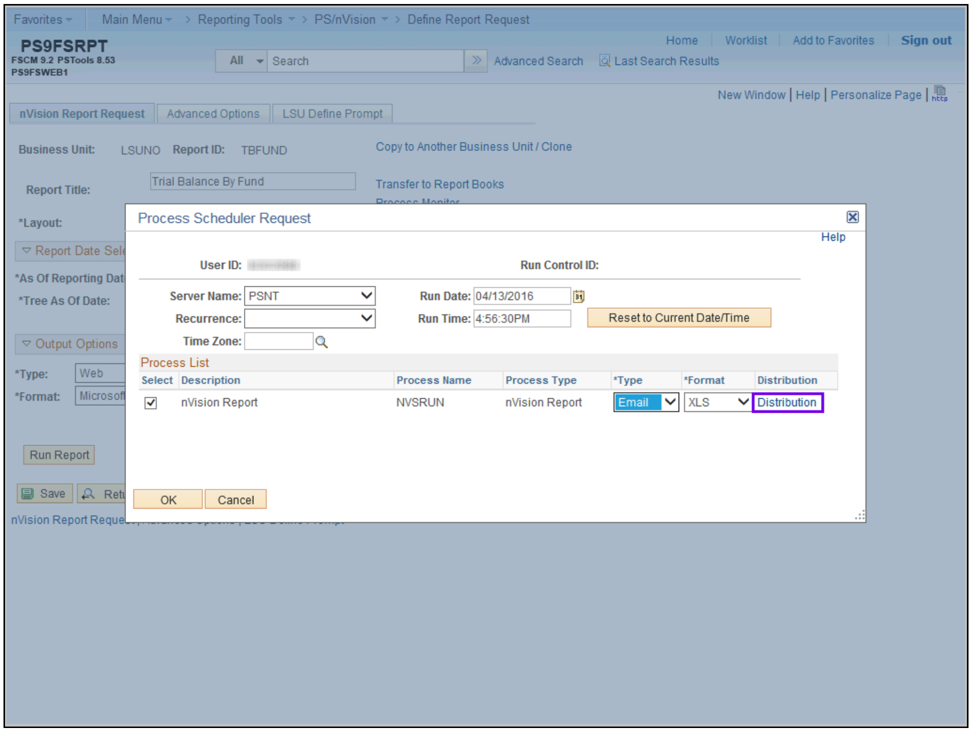
Step	Action
1.	For this exercise, the same Report Request as used in the last lesson will be utilized. Click the **Go back to Report Request** link. 
2.	Click the button to the right of the **Type** field. 
3.	Click the **Web** list item. 
4.	Click the **Save** button. 



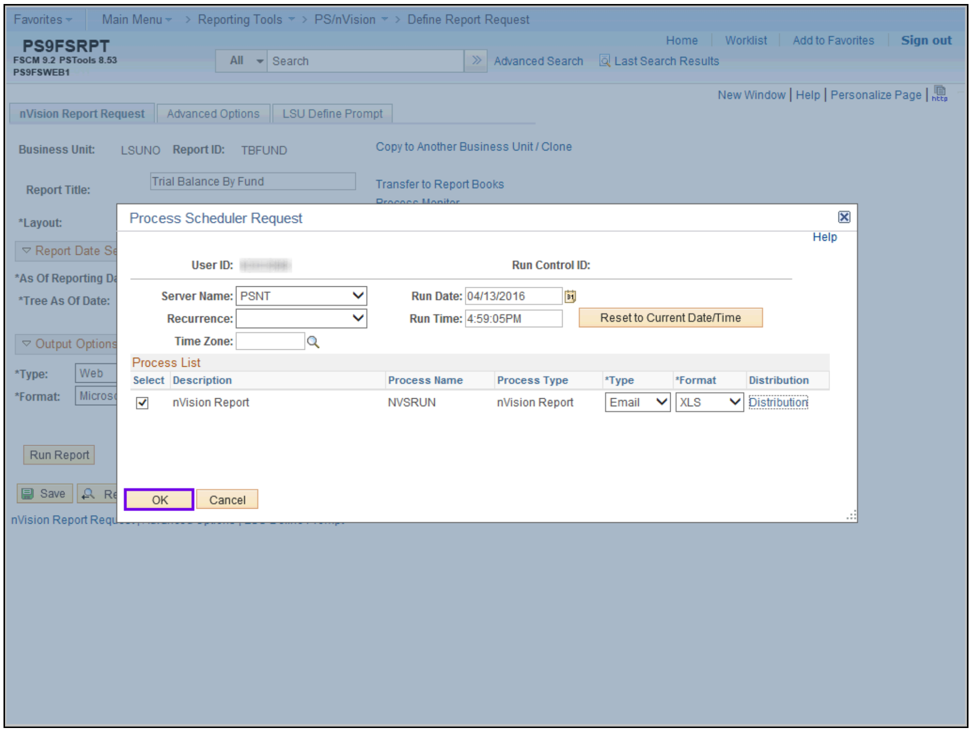
Step	Action
5.	Click the **Run Report** button. Run Report
6.	Click the button to the right of the **Server Name** field.
7.	Click the **PSNT** list item. PSNT

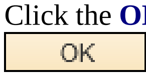


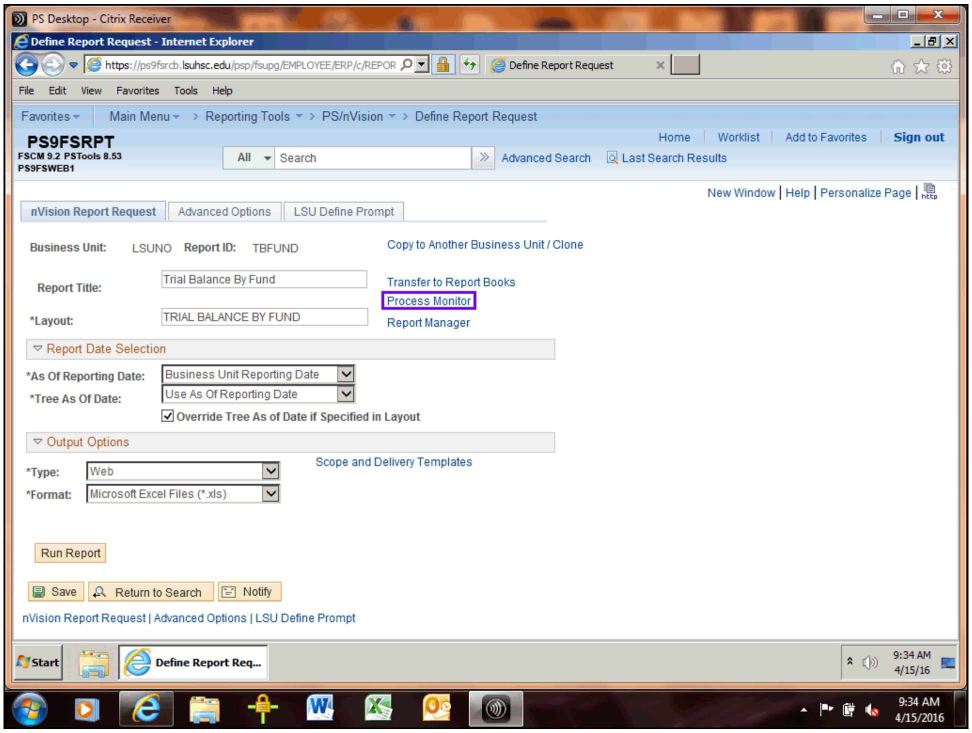
Step	Action
8.	On the Process Scheduler Request page, the Type must be changed from "Default" to "**Email**". Click the button to the right of the **Type** field. 
9.	Click the **Email** list item. 



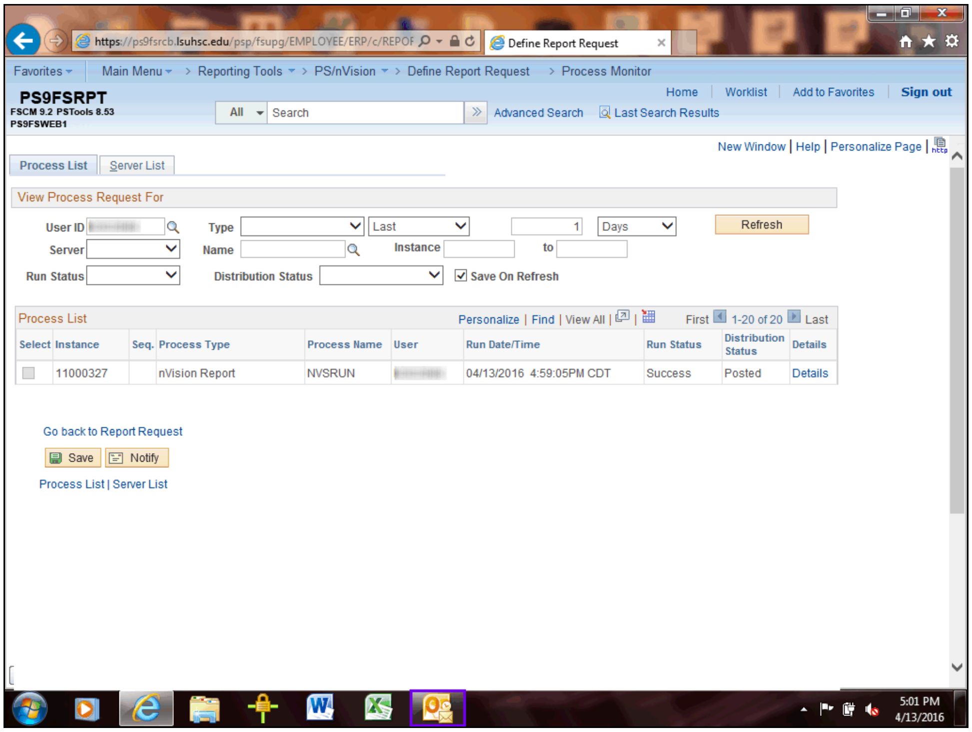
Step	Action
10.	The Format will automatically change to XLS, and a new link called Distribution displays when the Type Email is selected. Click the **Distribution** link. Distribution
11.	Enter the desired information into the **Email Subject** field. Enter "**TBFUND Training Example**".
12.	Enter the desired information into the **Message Text** field. Enter "**Please review.**"
13.	Enter the desired information into the **Email Address List** field. Enter "**xxxxxx@lsuhsc.edu**".
14.	***NOTE: The email feature is a great tool. However, it does not allow the sender to "preview" the report output before sending it to the recipient.*** Click the **OK** button. OK

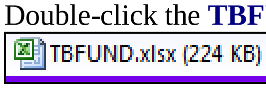


Step	Action
15.	Click the **OK** button. 



Step	Action
16.	Click the **Process Monitor** link. Process Monitor
17.	Click the Refresh button every 15 - 20 seconds until the Distribution Status is "Posted". Click the **Refresh** button. Refresh



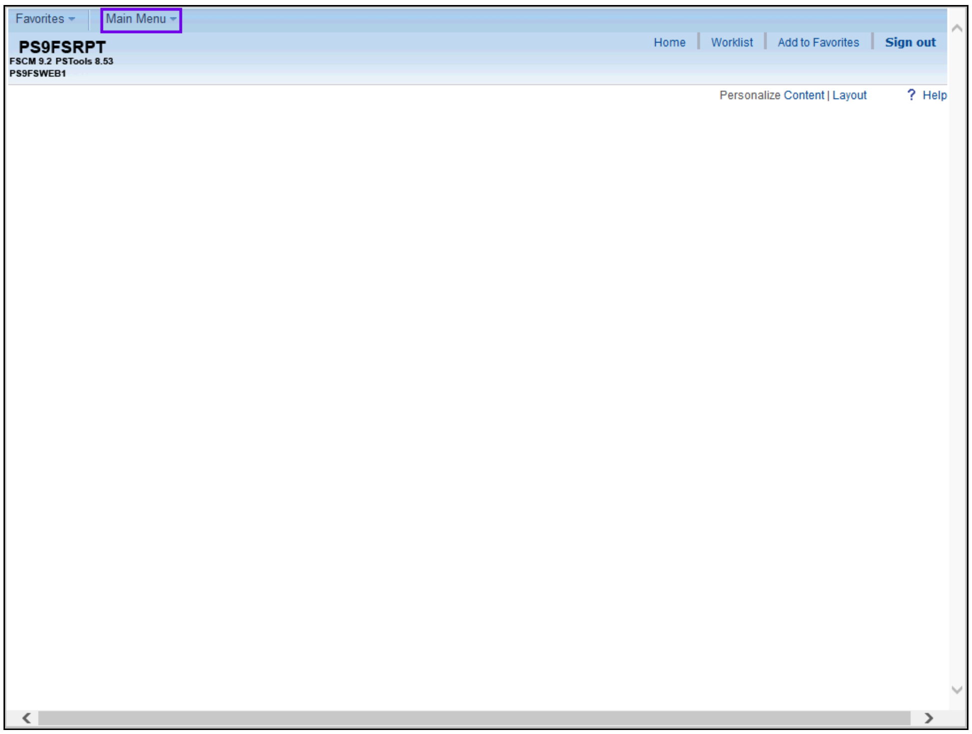
Step	Action
18.	The report is processes and the system delivers an email to the specified users. Click the **Outlook** button. 
19.	Double-click the **TBFUND.xls** or **TBALLFND.xls** attachment. 
20.	Click the **Maximize** button. 
21.	Click the **Close** button. 
22.	This completes ***Process Reports - Output type E-MAIL (User may enter text in the body of email)***. **End of Procedure.**

Processing nVision Report (Incudes Prompts)

Process Prompt Reports

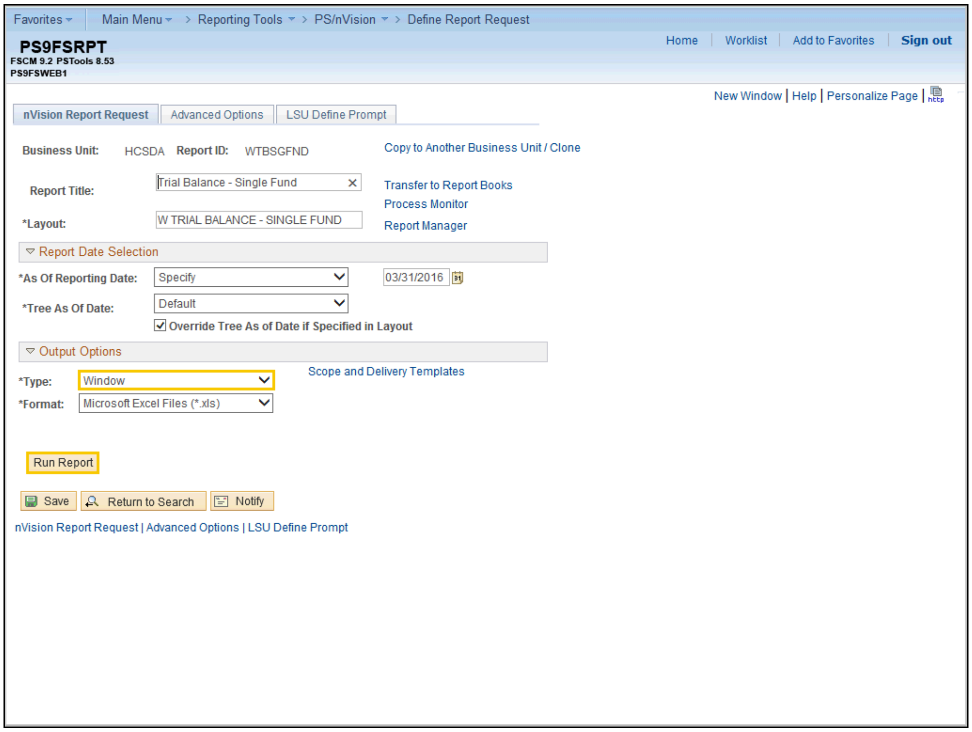
Procedure

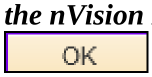
In this topic you will learn how to **Process Prompt Reports**.

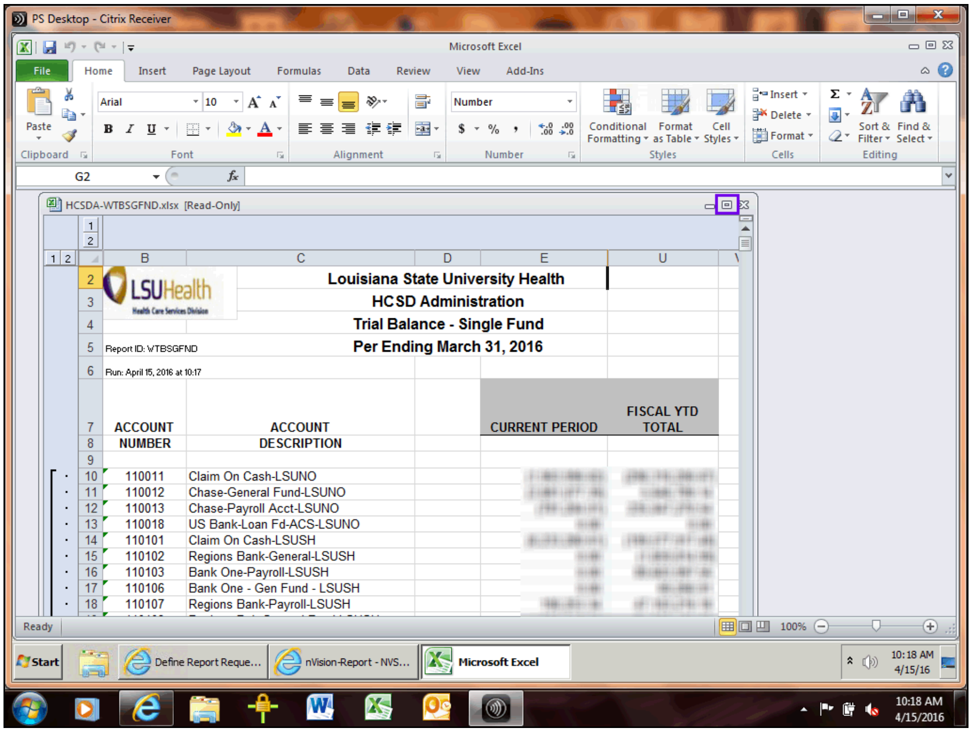


Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Reporting Tools** menu. Reporting Tools
3.	Click the **PS/nVision** menu. PS/nVision
4.	Click the **Define Report Request** menu. Define Report Request
5.	When working in Reports, enter your Business Unit: **HCSDA, LSUNO,** or **LSUSH**. ***For training purposes only***, enter the desired information into the **Business Unit** field. Enter "**HCSDA**".

Step	Action
6.	***The Report Requests for reports that include prompts all begin with the letter "W".*** To choose a report request from the available list, enter a "W" in the Report ID field. Enter the desired information into the **Report ID** field. Enter "**W**".
7.	Click the **Search** button. Search
8.	A list of available Report Requests for the specified Business Unit displays. Scroll through the list and select the report request called WTBSGFND. Click the **WTBSGFND** link. WTBSGFND
9.	Enter the desired information into the **As Of Reporting Date: Required** field. Enter "**03312016**".
10.	Click the **Save** button. Save
11.	Click the **LSU Define Prompt** tab. LSU Define Prompt
12.	This page is used to enter the prompt values desired to run the report. Each of the fields that appear in **bold print** are required for this particular report. The fields that appear in grey are not utilized in this case.
13.	The Business Unit is required for every report as it defaults in from the Report Request. The Business Unit may be overwritten on the LSU Define Prompts tab to request different data for a different Business Unit. ***NOTE: Row security exists and you will only be able to retrieve results for the business units to which you have security access.***
14.	When required in a Report Request, the chartfield values may accept wildcards or partial wildcards. The wildcard is the "%". The date fields, most commonly, must be entered in full.
15.	In this example, only the Business Unit, Report ID and Fund Code are in bold text, thus these are the only fields requiring data. No changes are needed to the Business Unit. Enter the desired information into the **FUND CODE** field. Enter "**111**".
16.	Click the **Save** button. Save
17.	Click the **nVision Report Request** tab. nVision Report Request



Step	Action
18.	***NOTE: The Output Type is set to Window.*** Click the **Run Report** button. 
19.	Click the button to the right of the **Server Name** field. 
20.	Click the **PSNT** list item. 
21.	Click the **OK** button. ***NOTE: After clicking the OK button and returning to the Report Request page, the nVision Processing Window will display.*** 



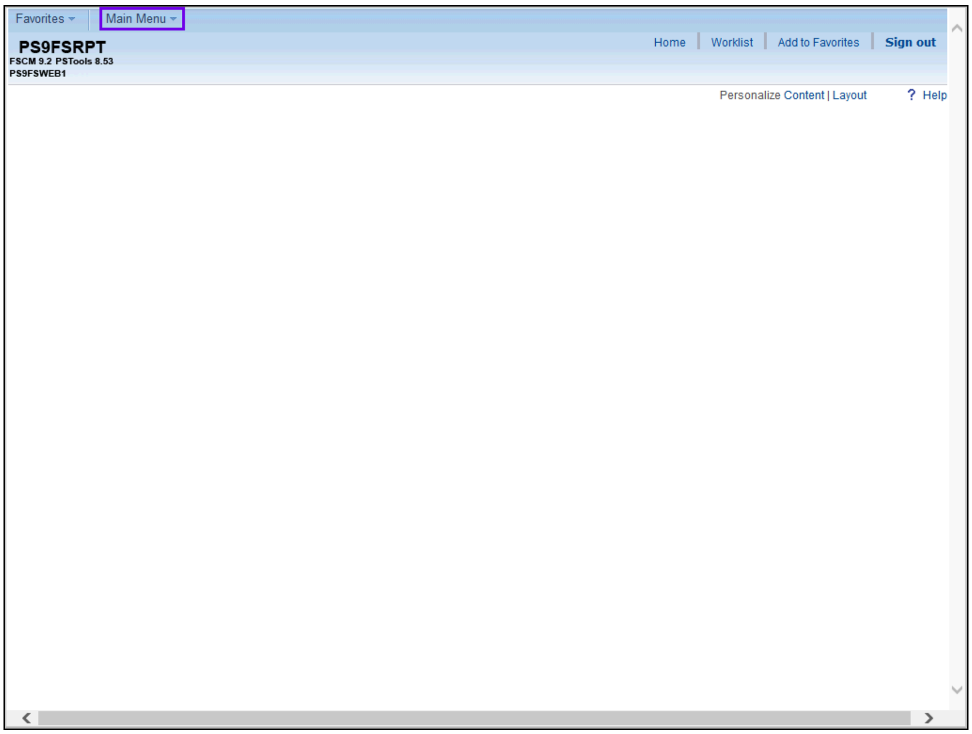
Step	Action
22.	Once the report has processed to the Success status, the Excel file opens. Click the **Maximize** button. 
23.	If the amount in the cell is large and does not display fully, you may adjust the column width as you would with any spreadsheet.
24.	You may print, save or perform any desired drilldowns. Click the **Close Spreadsheet** button. 
25.	Click the **Close Process Window** button. 
26.	This completes ***Process Prompt Reports***. **End of Procedure.**

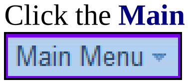
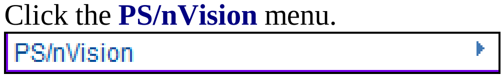
Process Multiple Prompts and Partial Wildcard Reports

Procedure

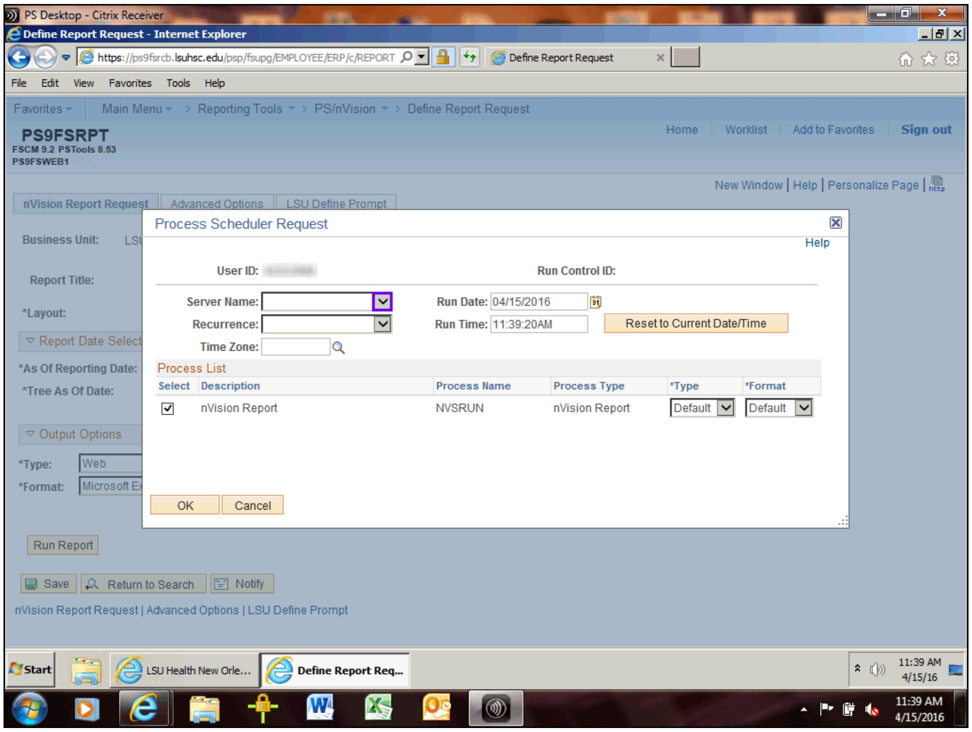
In this topic you will learn how to **Process Multiple Prompts and Partial Wildcard Reports**.

Step	Action
1.	In this example, the LSUSH **WAPDETAL** report request will be used. New Orleans users may select **WAP_DET**. HCSDA users may choose **WTRANSDT**. These reports include multiple prompt values.

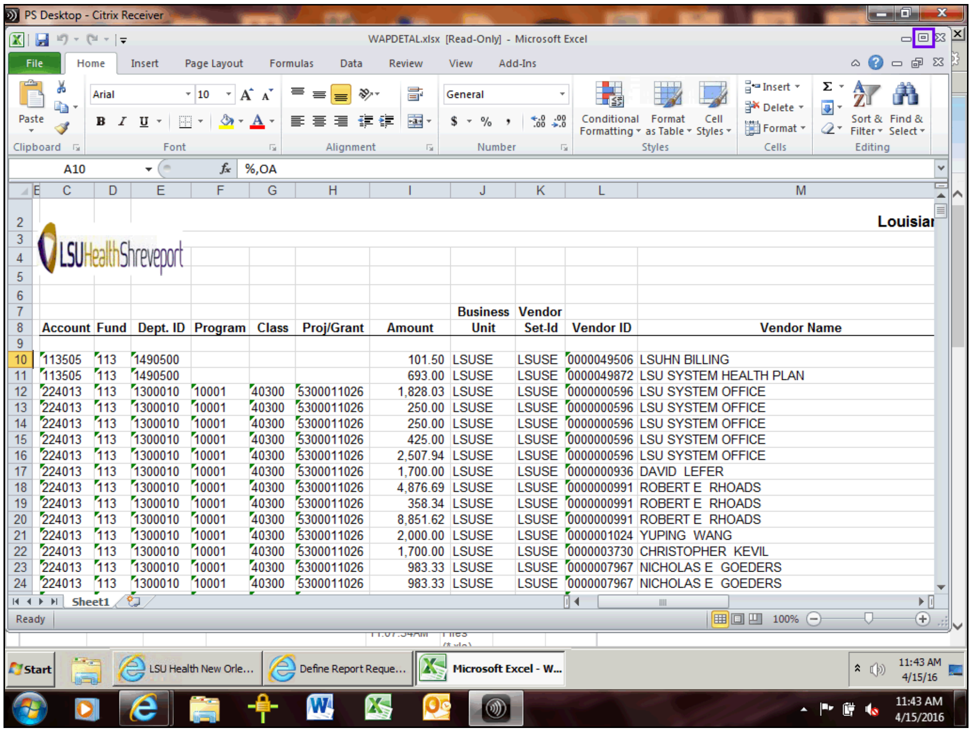


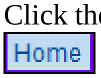
Step	Action
2.	Click the **Main Menu** button. 
3.	Click the **Reporting Tools** menu. 
4.	Click the **PS/nVision** menu. 
5.	Click the **Define Report Request** menu. 

Step	Action
6.	When working in Reports, enter your Business Unit: **LSUSH, LSUNO,** or **HCSDA**. ***For <u>training</u> <u>purposes</u> <u>only</u>***, enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
7.	Enter the desired information into the **Report ID** field. Enter "**W**".
8.	Click the **Search** button. Search
9.	Click the **WAPDETAL** link. WAPDETAL
10.	No changes need to be made on the nVision Report Request tab. The report will run to Web output and be retrieved on the Report Manager page. Click the **LSU Define Prompt** tab. LSU Define Prompt
11.	For this report, the Business Unit, Fund Code, Program Code, DeptID, Project ID, Class Field, Begin Date and End Date are required. Wildcards will be accepted for the following fields: **Program**: % **Class**: % **Project ID**: %
12.	Enter the desired information into the **FUND CODE** field. Enter "**113**".
13.	Enter the desired information into the **DEPTID** field. Enter "**1%**".
14.	Enter the desired information into the **BEGIN DATE** field. Enter "**070115**".
15.	Enter the desired information into the **END DATE** field. Enter "**103115**".
16.	Click the **Save** button. Save
17.	Click the **nVision Report Request** tab. nVision Report Request
18.	***NOTE: Make sure the Output Type is Web.*** Click the **Run Report** button. Run Report



Step	Action
19.	Click the button to the right of the **Server Name** field.
20.	Click the **PSNT** list item. PSNT
21.	Click the **OK** button. OK
22.	Instead of clicking the Process Monitor link, as an alternative, navigate directly to the Report Manager. Click the **Report Manager** link. Report Manager
23.	Click the Refresh button periodically until the Status is "Posted". ***NOTE: The APDETAIL report is known to take a long period of time to run and will not display in the Description column list right away.*** Click the **Refresh** button. Refresh
24.	Once the report has posted, click the **AP Detail Shreveport** link. AP Detail Shreveport



Step	Action
25.	The nVision report opens. Click the **Maximize** button. 
26.	The report may be saved or printed as needed. ***NOTE: This report produces a listing of data and Drilldowns may not be performed on this report.*** Click the **Close Spreadsheet** button. 
27.	Click the **Home** link. 
28.	This completes ***Process Multiple Prompts and Partial Wildcard Reports***. **End of Procedure.**

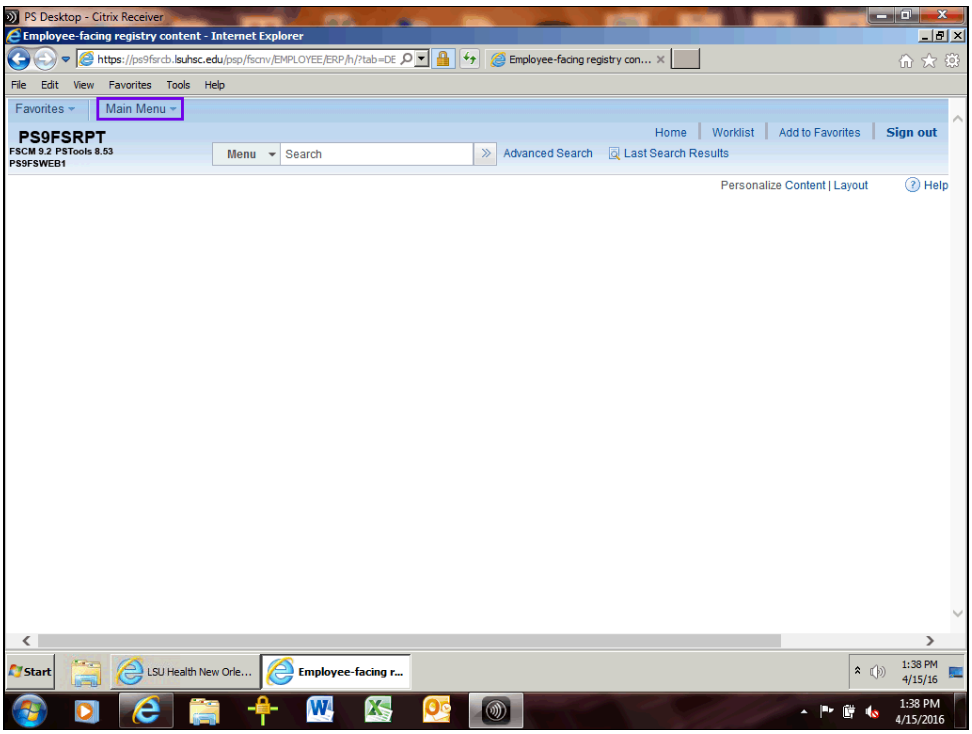
Appendix

Enable DrillDown Feature

DrillDown allows users to get more information on data contained in a report. Before performing the very first drill on any report, the drilldown (Drill to PIA) feature must be enabled. Once enabled, the drill feature will be available any time you run a report with nVision. The DrillDown feature is set to automatically install from the Citrix session. The following instructions shall be utilized **ONLY** if the session fails to initialize the feature.

Procedure

In this topic you will learn how to **Enable DrillDown Feature**.



Step	Action
1.	Click the **Main Menu** link. Main Menu
2.	Click the **Reporting Tools** menu. Reporting Tools
3.	Click the **Report Manager** menu. Report Manager

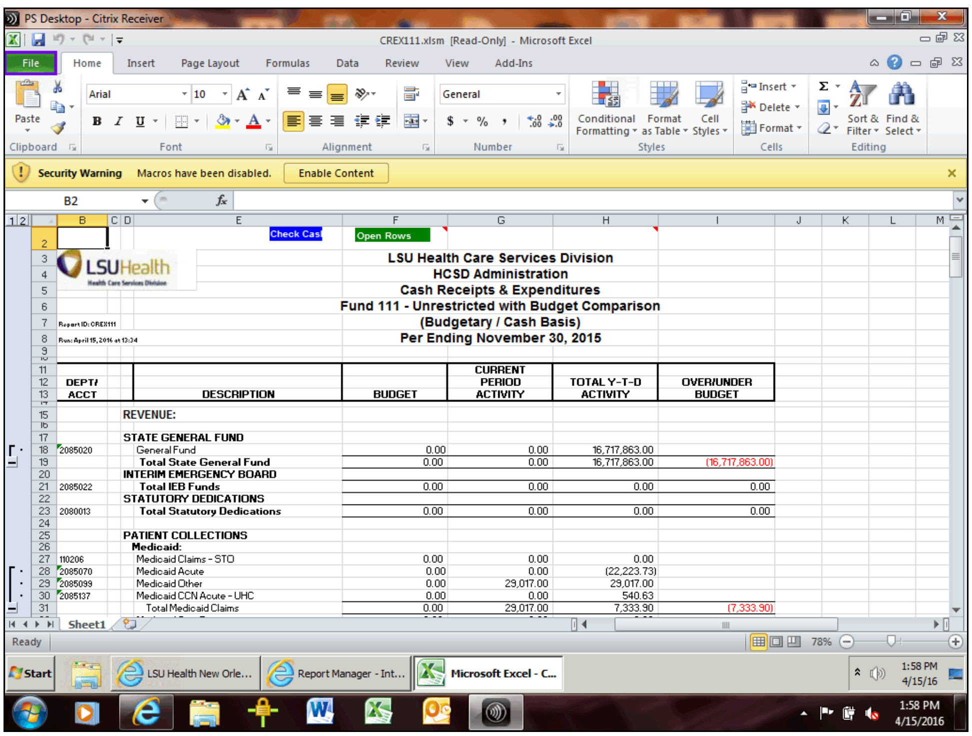
Step	Action
4.	Click the appropriate **Description** link. For this example, click the **Cash Receipts & Exp - Fund 111** link. Cash Receipts & Exp - Fund 111
5.	Click the **Maximize** button.
6.	The DrillDown feature must be enabled the first time you use it. Once enabled, an Add-Ins option will be added next to the View option on your ribbon. Click the **File** button. File
7.	Click the **Options** button. Options
8.	Click the **Add-Ins** button. Add-Ins
9.	Click the **DrillToPIA** list item. DrillToPIA
10.	Click the **Go** button at the bottom of the window, to the right of the Manage field. Go...
11.	A small pop-up box displays. If the DrillToPIA option is not already checked, click the checkbox to select it. Click the **OK** button. OK
12.	Click the **Add-Ins** button. Add-Ins
13.	The nVisionDrill option displays. This setting will now be retained from session to session.
14.	This completes ***Enable Drilldown Feature***. **End of Procedure.**

Procedure for Enabling Macros

Procedure

In this topic you will learn the **Procedure for Enabling Macros**.

Step	Action
1.	Users may choose to enable all macros for Excel/nVision thus allowing all of the custom macros in the nVision reports to run as desired. The user must enable all macros through the Trust Center in Excel Options. Once selected, this setting is retained from PSDesktop session to session. If a user chooses not to enable all macros, the user would need to enable macros for each file containing macros. Both methods are detailed in the following steps.



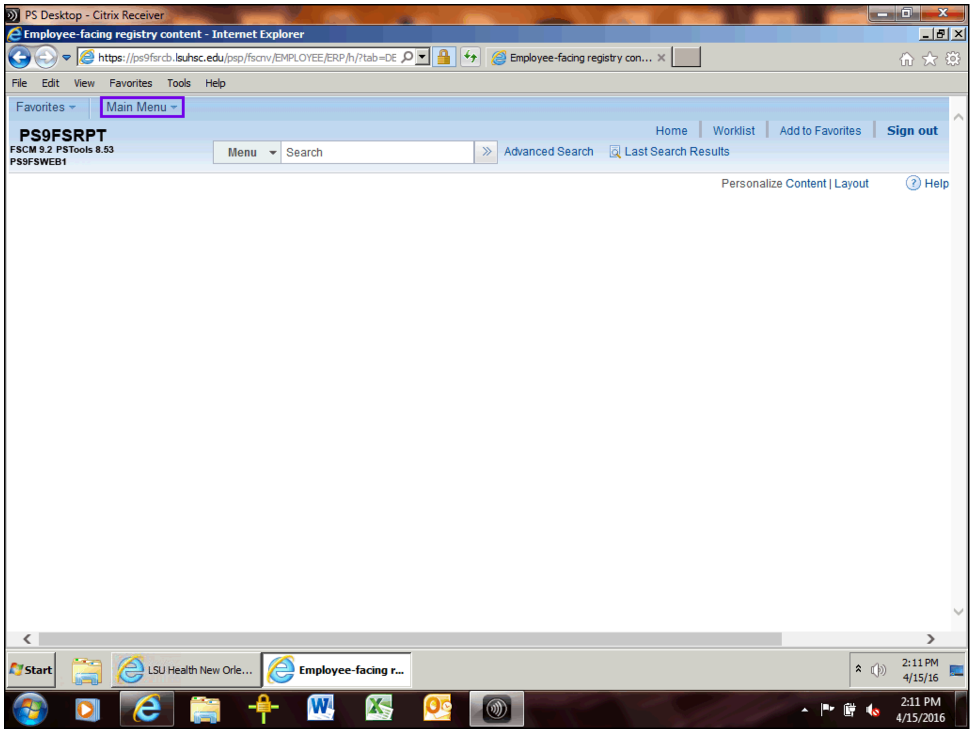
Step	Action
2.	Click the **File** button. File
3.	Click the **Options** button. Options
4.	Click the **Trust Center** button. Trust Center

Step	Action
5.	Click the **Trust Center Settings** button. 
6.	Click the **Macro Settings** button. 
7.	Click the **Enable all macros (not recommended; potentially dangerous code can run)** option.
8.	Click the **OK** button. 
9.	Click the **OK** button on the Trust Center page. 
10.	The settings will now be retained from session to session.
11.	This completes ***Procedure for Enabling Macros***. **End of Procedure.**

Process Reports - Output type FILE (HCSD only)

Procedure

In this topic you will learn how to **Process Reports - Output type FILE (HCSD Only)**.



Step	Action
1.	Click the **Main Menu** link. Main Menu
2.	Click the **Reporting Tools** menu. Reporting Tools
3.	Click **PS/nVision**. PS/nVision
4.	Click the **Define Report Request** list item. Define Report Request
5.	Enter the desired information into the **Business Unit** field. Enter "**LAKMC**".
6.	Click the **Search** button. Search
7.	Click the **Down** button of the scrollbar.
8.	Click the **CREX111** link. CREX111

Step	Action
9.	Click the button to the right of the **As Of Reporting Date** field.
10.	Click the **Today's Date** list item. Today's Date
11.	Click the button to the right of the **Type** field.
12.	Click the **File** list item. File
13.	Click the **Scope and Delivery Templates** link. Scope and Delivery Templates
14.	In the Directory Name Template box, enter: **\\PSFILEDRVR\LSUMC-NO.ENT\PEOPLESOFT\NVISIONRPTFiles\REPORTS\XXXX** where XXXX is replaced either by "HCSD", "New Orleans", or "Shreveport". Additionally, the user may enter deeper level folders to further identify their reports. You may not run the reports to a user's C:\ or O:\. If that is the desired end location, you must first run the report, as noted in this example, and then cut and paste the file to the folder.
15.	Click the **OK** button. OK
16.	Click the **Save** button. Save
17.	Click the **Run Report** button. Run Report
18.	Click the button to the right of the **Server Name** field.
19.	Click the desired object. PSNT
20.	Click the **OK** button. OK
21.	Click the **Process Monitor** link. Process Monitor

Step	Action
22.	On the Process Monitor page, the new report displays at the top of the list. Press the yellow **Refresh** button until the reports displays a Distribution Status of "**Posted**". ***NOTE: Do not click the Refresh button more than once every 15 - 20 seconds.*** Click the **Refresh** button. 
23.	Click the **Go back to Report Request** link. 
24.	To view the report, open Excel or Windows Explorer and navigate to: **V:\PeopleSoft\nVisionRptFiles\Reports\HCSD\LAKMC** folder to locate the file.
25.	This completes ***Process Reports - Output type FILE (HCSD Only)***. **End of Procedure.**