PeopleSoft Financials – Running nVision Reports and Drills
Learning Summary

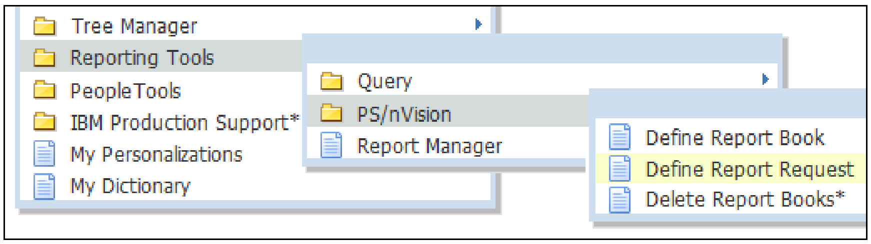
To sign into PeopleSoft Financials, navigate to the IST home page https://ist.ualberta.ca/. Under **Enterprise Solutions**, click on **Financials**.

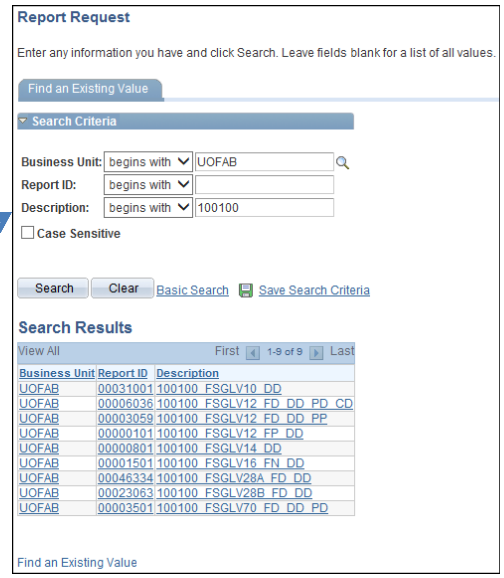
Need Help?
Contact the IST Helpdesk at:

- Email: ist@ualberta.ca
- Phone: 780-492-9400

This Learning Summary provides instructions on how to run nVision reports and drill on nVision reports in the PeopleSoft Financials application. Both nVision reports and drills open in Microsoft Excel.

Navigation: Main Menu > Reporting Tools > PS/nVision > Define Report Request
The **Description** field in the nVision Report Request allows users to search for nVision reports. The **Description** field will include an identifier for the department, report template and chartfield combination eg. 100100_FSGLV10_DD.





In the **Description** field, ensure "begins with" is chosen in the drop down menu and enter your department identifier which is either:

1. a department id eg. 100100, or
2. a faculty or unit name which is the first 10 characters of the COA_ROLLUP_ORG department tree node name eg. AG FOR HEC, or
3. UNIVERSITY for all departments.

A list of reports will appear for the department identifier.

After clicking on the report from the list, the **nVision Report Request** will appear.

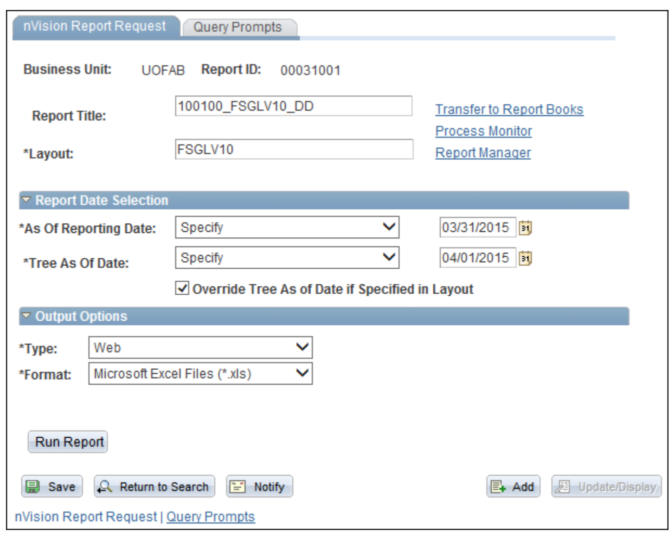
The **As of Report Date** can be the current date or any past date as required.

The **Tree As Of Date** is the first day of the current fiscal year.

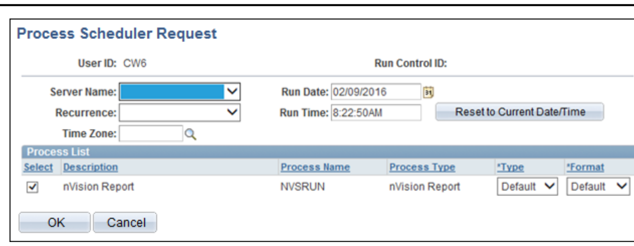
Type is **Web**.

Format is **Microsoft Excel**.

Click on the **Run Report** button.



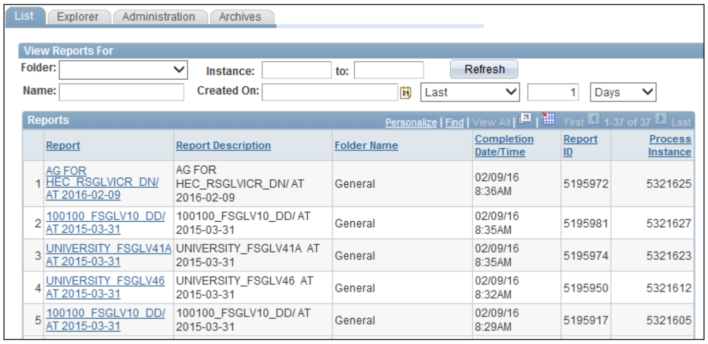
On the **Process Scheduler Request** page, click **OK**.



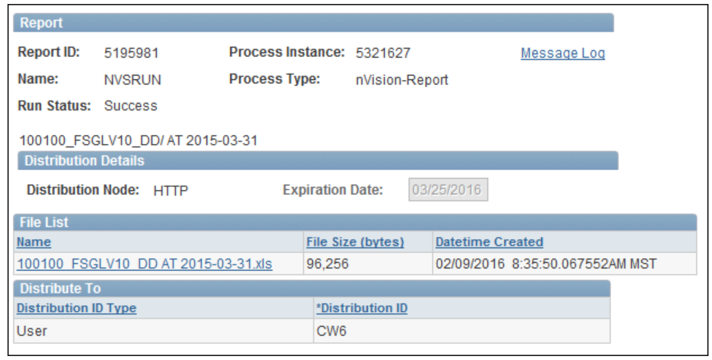
The nVision Report Request from the previous page will appear again. Click on the:

1. **Process Monitor** link to check the run status of the report i.e. Initiated, Processing, Complete.
2. **Report Manager** link to open the report after it has completed running.

After clicking on **Report Manager**, click on the link for the report from the **List** tab.



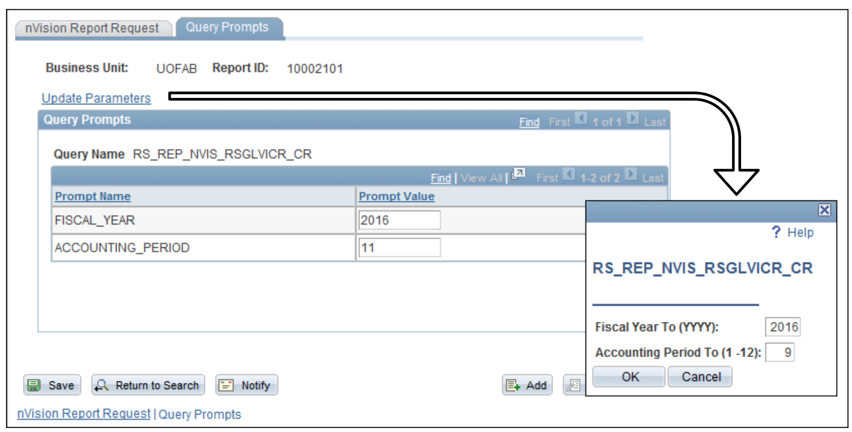
On the next page, click on the link for the report.



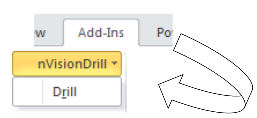
A web browser box will appear. In the box click on **Open**.
For some reports such as the FSGLV10, a macros screen will appear. Click on the **Enable Macros** button to activate macros in the report i.e. filtering options.

Some reports such as the RSGLVICR report require criteria to be entered in the Query Prompts tab of the nVision Report Request before clicking on the Run button.

1. Click on the **Query Prompts** tab.
2. Click on the **Update Parameters** link and enter the criteria required for the report.
3. Click **OK** and then **Save**.
4. Click the **nVision Report Request** tab as displayed on the previous page.
5. Click on the **Run** button.



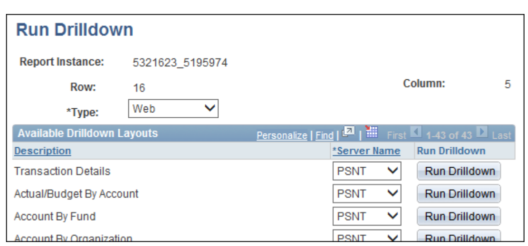
To get more details for a value in an nVision report, run an nVision drill. To run an nVision drill, open the report from PeopleSoft and click on a cell with a value (not a formula or text). From the top menu in Excel, choose **Add Ins** tab, **nVisionDrill**, **Drill**.



A **Run Drilldown** page will appear.

Change **Type** to **Web**.

Click on the **Run Drilldown** button beside the drill required.



A page displaying the run status of the drill will appear. After it is successful, a web browser box will appear. In the box, click on Open.