

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

Need Help?

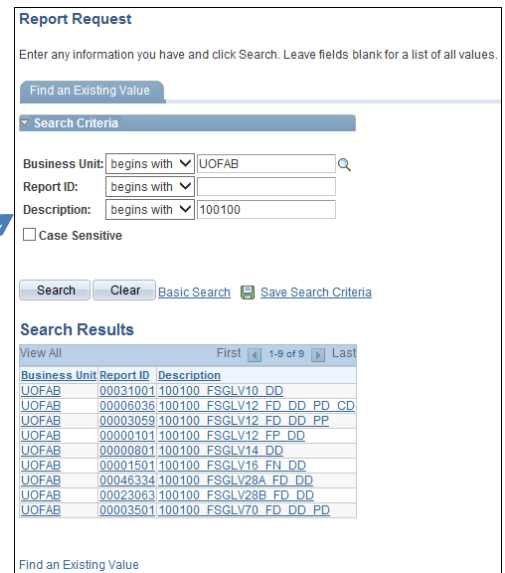
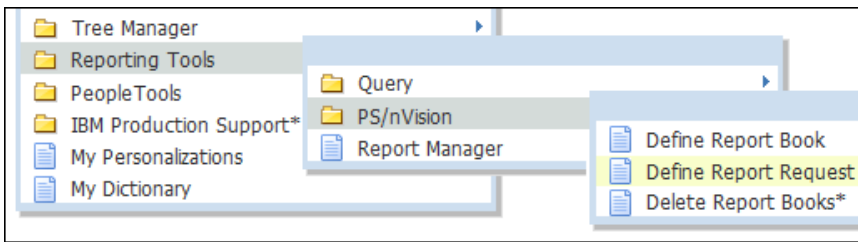
Contact the IST Helpdesk at:

- 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.

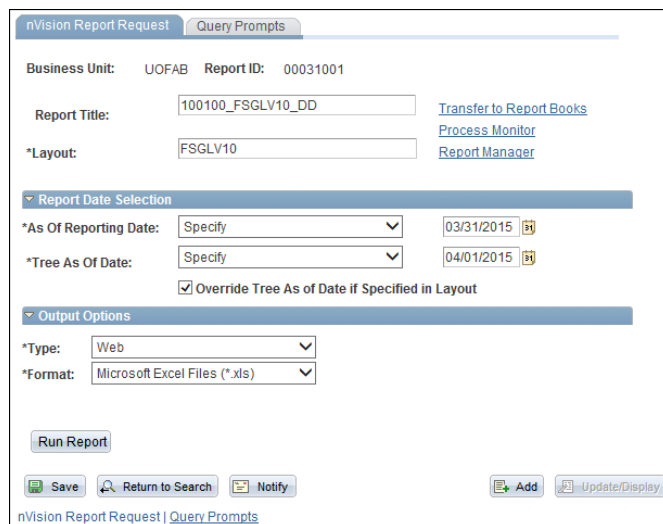
The **As of Report Date** can be the current date or any past date as required.

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

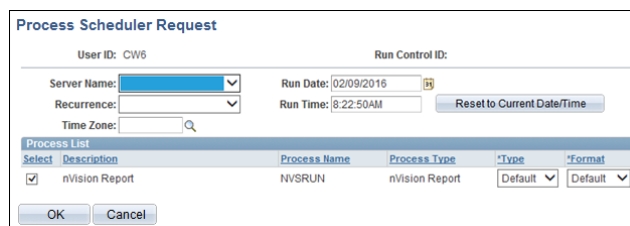
Type is **Web**.

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.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 AG FOR HEC_RSGLVICR_DN/ AT 2016-02-09	AG FOR HEC_RSGLVICR_DN/ AT 2016-02-09	General	02/09/16 8:36AM	5195972	5321625
2 100100_FSGLV10_DD/ AT 2015-03-31	100100_FSGLV10_DD/ AT 2015-03-31	General	02/09/16 8:35AM	5195981	5321627
3 UNIVERSITY_FSGLV41A AT 2015-03-31	UNIVERSITY_FSGLV41A AT 2015-03-31	General	02/09/16 8:35AM	5195974	5321623
4 UNIVERSITY_FSGLV46 AT 2015-03-31	UNIVERSITY_FSGLV46 AT 2015-03-31	General	02/09/16 8:32AM	5195950	5321612
5 100100_FSGLV10_DD/ AT 2015-03-31	100100_FSGLV10_DD/ AT 2015-03-31	General	02/09/16 8:29AM	5195917	5321605

Report

Report ID: 5195981 Process Instance: 5321627 [Message Log](#)

Name: NVSRUN Process Type: nVision-Report

Run Status: Success

100100_FSGLV10_DD/ AT 2015-03-31

Distribution Details

Distribution Node: HTTP Expiration Date: 03/25/2016

File List

Name	File Size (bytes)	Datetime Created
100100_FSGLV10_DD AT 2015-03-31.xls	96,256	02/09/2016 8:35:50.067552AM MST

Distribute To

Distribution ID Type	*Distribution ID
User	CW6

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.

nVision Report Request Query Prompts

Business Unit: UOFAB Report ID: 10002101

[Update Parameters](#)

Query Name: RS_REP_NVIS_RSGLVICR_CR

Prompt Name	Prompt Value
FISCAL_YEAR	2016
ACCOUNTING_PERIOD	11

Buttons: Save, Return to Search, Notify, Add

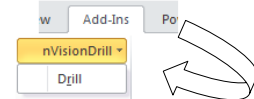
RS_REP_NVIS_RSGLVICR_CR

Fiscal Year To (YYYY): 2016

Accounting Period To (1-12): 9

Buttons: OK, Cancel

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.

Run Drilldown

Report Instance: 5321623_5195974

Row: 16 Column: 5

*Type: Web

Description	*Server Name	Run Drilldown
Transaction Details	PSNT	Run Drilldown
Actual/Budget By Account	PSNT	Run Drilldown
Account By Fund	PSNT	Run Drilldown
Account By Organization	PSNT	Run Drilldown

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**.

Success

Preparing output for viewing

Process Name: DRILLDOWN nVision Report Drilldown

Process Instance: 5321757 Process Type: nVision-Report

