

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

Need Help?

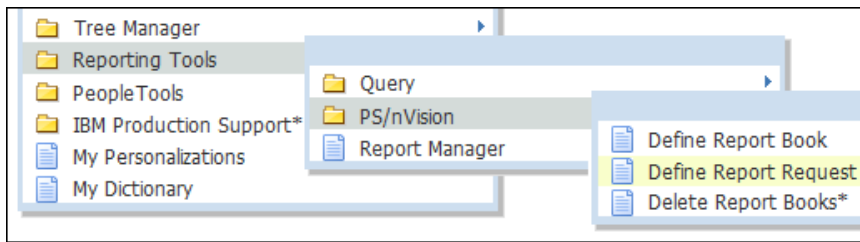
Contact the IST Helpdesk at:

- 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

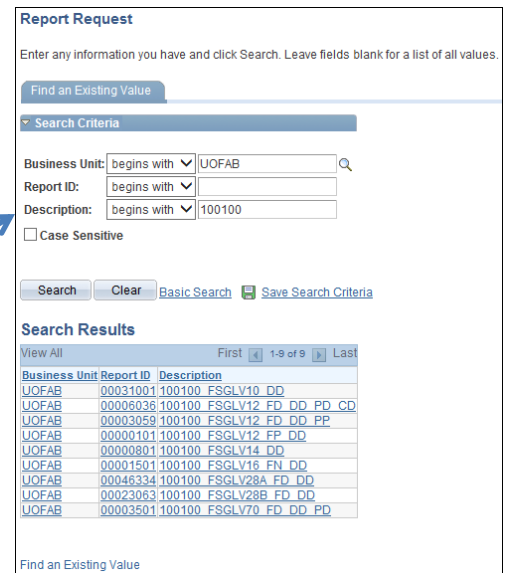
The **Description** field in the nVision Report Request allows users to search for nVision reports. The **Description** field will include an identifier for the department, report template and chartfield combination eg. 100100_FSGLV10_DD.



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.



Report Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: begins with UOFAB

Report ID: begins with

Description: begins with 100100

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-9 of 9 Last

Business Unit	Report ID	Description
UOFAB	00031001	100100_FSGLV10_DD
UOFAB	00006036	100100_FSGLV12_FD_DD_PD_CD
UOFAB	00003059	100100_FSGLV12_FD_DD_PP
UOFAB	00000101	100100_FSGLV12_FP_DD
UOFAB	00000801	100100_FSGLV14_DD
UOFAB	00001501	100100_FSGLV16_FN_DD
UOFAB	00046334	100100_FSGLV28A_FD_DD
UOFAB	00023063	100100_FSGLV28B_FD_DD
UOFAB	00003501	100100_FSGLV70_FD_DD_PD

Find an Existing Value

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

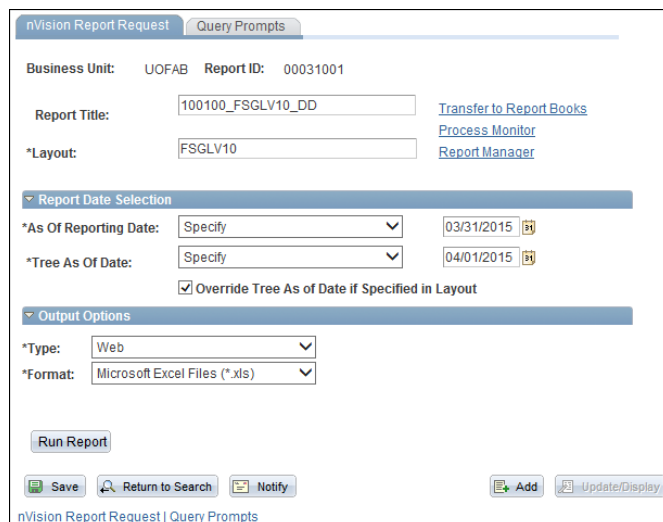
The **As of Report Date** can be the current date or any past date as required.

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.



nVision Report Request Query Prompts

Business Unit: UOFAB Report ID: 00031001

Report Title: 100100_FSGLV10_DD [Transfer to Report Books](#)

*Layout: FSGLV10 [Process Monitor](#) [Report Manager](#)

Report Date Selection

*As Of Reporting Date: Specify 03/31/2015

*Tree As Of Date: Specify 04/01/2015

☒ Override Tree As of Date if Specified in Layout

Output Options

*Type: Web

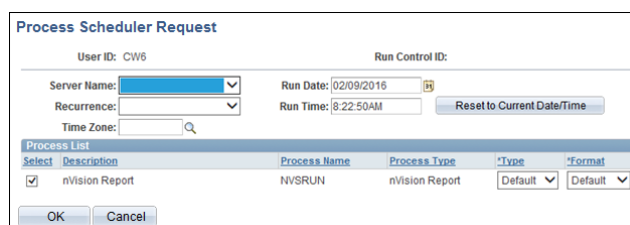
Format: Microsoft Excel Files (.xls)

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | Query Prompts

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



Process Scheduler Request

User ID: CWS Run Control ID:

Server Name: Run Date: 02/09/2016

Recurrence: Run Time: 8:22:50AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
☒	nVision Report	NVSRUN	nVision Report	Default	Default

OK Cancel

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.

View Reports For					
Folder:		Instance:	to:	Refresh	
Name:		Created On:		Last	1 Days
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**.

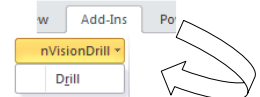
For some reports such as the FSGLV10, a macros screen will appear. Click on the **Enable Macros** button to activate macros in the report i.e. filtering options.

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 Prompts	
Query Name: RS_REP_NVIS_RSGLVICR_CR	
Prompt Name	Prompt Value
FISCAL_YEAR	2016
ACCOUNTING_PERIOD	11
Save Return to Search Notify	
Add 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	Column: 5	
Row: 16		
*Type: Web		
Available Drilldown Layouts		
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

