Running nVision User Executed Reports

In order to run an nVision report, it is necessary to establish a scope with Chartfield values to apply to a report request. The report scope defines the Chartfield criteria you use to run the report and is similar to the run control in an SQR report. The report scope can be used again; it does not need to be copied every time the report is run.

This job aid describes the following procedures related to running nVision reports:

- Copying an nVision Report Scope
- Running an nVision Report

The Revenue and Expense Report is an nVision report and is used as an example for this job aid.

Copying a Report Scope

Step 1. Log into the Finance Reporting 8.9 Database with your Finance Username and Password.

Navigate to the following path:

Report Center → Finance (or Grants)

The Dartmouth Financial (or Grants) Reports page opens.
Step 2. Click the **Define Scope** link.

The *Scope Definition (Find an Existing Value)* page opens.

![Scope Definition](image)

Step 3. To open a generic scope, modify the values, and save it as your own scope, delete the **User ID:** and enter **DGEN** the **Report Scope:** field.

![Scope Definition](image)
Step 4.

Click **Search**.

The **Scope Definition** page opens again with a shortened list of all items beginning with DGEN. Click on one of the generic scopes from the list below. For our example, choose DGENDEPT.

**Note:** The following generic scopes are available:
- **DGENDPT** for Department/Fund
- **DGENNODE** for Tree Node
- **DGENPRJT** for Projects

Results are show below.
Note: When opening a scope that is not created by your User ID, you will not have access to change field values. It is necessary to copy the scope.

**Step 5.** Click the **Copy Scope** link.

The **Scope Copy Parameters** page opens.
Step 7. Enter the name of the scope in the **Report Scope** field.

**Note:** The name should begin with your User ID.
**Example:** DRSMITH

Step 8. Click **OK**.

The **Scope Definition** page reopens with the all fields available.

Step 9. Enter a new **Description** so that the scope can be easily identified.

Step 10. Adjust the values in the **Report Criteria** group box to align more closely with your business needs.

**Tip:** If you require multiple Chartfield values in your scope and the generic scope does not display them, click **+** to add rows and enter the values (usually a department or fund or both). If you do not require multiple Chartfield values in your scope and the generic scope included multiple Chartfield values, click **-** to delete rows.

Step 11. Click **Save**.

**End of Procedure**
Running an nVision Report

Step 1. Log into the Finance Reporting 8.9 Database with your Finance Username and Password.

Navigate to the following path:

Report Center → Finance (or Grants)

The Dartmouth Financial (or Grants) Reports page opens.

Note: If the page does not open, it may be necessary to enable pop-up windows.
Note: Some financial reports require that you select the budget information for the report. For example, the UMGL7045 Revenue & Expense Report requires that you select either Organization or Appropriation budget information. The type of budget information chosen depends on the fund being used. In this example, the Revenue & Expense w/ Organization Budgets Report will be chosen.

Choose Organization Budget Report for all funds except for the following items below. These funds below will use Appropriation Budget Report.

21335 Miscellaneous
21340 Student Revenue Operations Fund Raising
21370 Indirect Cost Provost
21375 Indirect Cost Principal Investigator
21380 Indirect Cost Dean
21385 Indirect Cost Department
21390 Indirect Cost Other
21501 Distance Learning & Instructional Tech
29305 Agency Funds-Annual Fund
Step 2. Click the Revenue & Expense w/ Organization Budgets Report link.

The nVision Report Request page opens in a new window.

![nVision Report Request page](image)

**Note:** The most important sections of the nVision Report Request page are the Report Date Selection and the Scope Selection group boxes.

Step 3. Enter the appropriate date in the As of Reporting Date field.

**Tip:** The date in the As of Reporting Date field determines the date parameters of the report. The date specified will determine which accounting period displays as the current period in the report, as well as the ending period for the Year to Date results. It is important to note that, although you can enter a specific date in this field, the report will always run for the entire month (Accounting Period) of the date entered.

Step 4. To search for scopes to use for the Report Request, select one of the following options:

- My Scopes (to search for a scope that you have copied from another scope)
- Campus Scopes (to search for a scope created for the campus)

**Note:** See Pages 1-4 to copy a scope.
Step 5. Click (next to the **Report Scope** field).

The **Look Up Report Scope** page opens.

Step 6. Click on the appropriate **Report Scope**.

The **nVision Report Request** page reopens with the **Report Scope** field populated.
Step 7.
Click **Run Report**.

The *Process Scheduler Request* page opens.

Note: Choosing a Server Name is no longer required. Leave the Server Name field blank for faster processing.

Step 8.
Click **OK**.

The *nVision Report Request* page reopens.

The Dartmouth Financial Reports window is available.

Step 10. Click the Process Monitor link.
Step 11. Click **Refresh** periodically until the **Run Status** displays “Success” and the **Distribution Status** displays “Posted.”


The **Dartmouth Financial Reports** window is available.
Step 13. Click the **Report Manager** link.

The **List** page opens.

Step 14. Click **Administration**.

The **Administration** page opens.
Step 15. Click the **Description** link to open the appropriate report.

The following message displays.

![Security Warning](image)

Step 16. Click **Enable Macros**.

The **Revenue and Expense Report** opens in another window.

![Revenue and Expense Report](image)
Tips:
This report provides the revenue and expenses at either a detailed account level or node level roll up.

- If the report is displaying at the detail level and you wish to see it rolled up, click on the 1 on the upper left side of the page.
- If the report is displaying at the rolled up level, and you wish to see the detail, click 2.

If you want to see rolled up totals in certain rows, click the minus sign markers on the left side of the spreadsheet. To expand them again, click the plus sign that appears.

The output of nVision reports displays as an Excel spreadsheet. You can print or use any features in the same manner as any other Excel spreadsheet.

Step 17. To use the drilldown capability of an nVision report, highlight the appropriate cell.

Note: You can drill into any cell that contains a number. Cells that contain formulas are not available for drilldowns.
Step 18. Click the **nVisionDrill** menu item.

**Note:** If **nVisionDrill** is not visible in Excel, call the Faculty/Staff IT Service Center, 508-999-8790, to have this feature added.
The *Run Drilldown* page opens.

![Run Drilldown page](image)

**Note:** This page allows you to process a *Drilldown Layout* which slices the value you selected by the layout options listed, such as *Department by Account*.

**Step 19.**

Click *Run Drilldown* for the appropriate *Drilldown Layout*. In this example we are using the *All Chartfields Drill* layout.
The following page provides you with the status of the drilldown spreadsheet process.

Queued

- Process Name: DRILLDOWN
- Process Instance: 22119
- Process Type: nVision-Report

Processing

- Process Name: DRILLDOWN
- Process Instance: 22119
- Process Type: nVision-Report

Success

- Process Name: DRILLDOWN
- Process Instance: 22119
- Process Type: nVision-Report

Success

Preparing output for viewing

- Process Name: DRILLDOWN
- Process Instance: 22119
- Process Type: nVision-Report

Note: This page updates automatically – do not refresh your browser.

Note: Success refers to the processing of the data. However, the system still needs time to compile the data into a spreadsheet.
Step 20.

Click the close button (x) on the **Success** screen.

The new spreadsheet is occupying the same Excel window as the nVision report.
Step 21. Click the maximize button in the upper right corner to see the full drilldown spreadsheet.

The *DrillDown by All Chartfields & Period* spreadsheet displays.

End of Procedure