

Western PeopleSoft Financials nVision Reports Drilldown Set up Requirements

You need to complete this setup if you want to drill down to the line detail in your nVision reports. There are 6 set up steps:

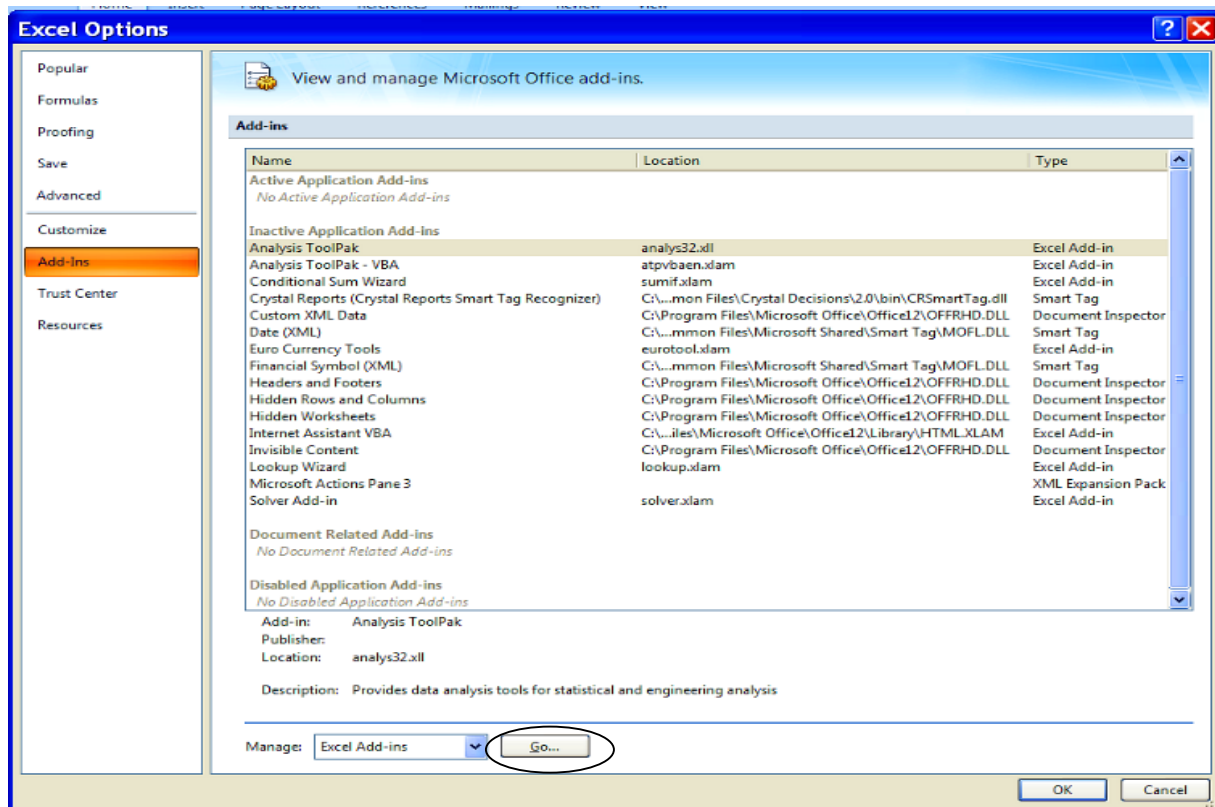
1. Download the DrillToPIA.xla file
2. Add DrillToPIA as an Add-in to Excel
3. Excel Setup using true Excel to view your reports
4. Certificate required for security - Download the Root Certificate
5. Certificate required for security - Install the Root Certificate
6. Internet Explorer must be your default browser

1. Download the DrillToPIA.xla file

- Click on the link [DrillToPIA.xla](#)
- The File Download window will open
- Select Save
- Select C: or C:\temp from the drop down list to save the file on your computer
- Click Save

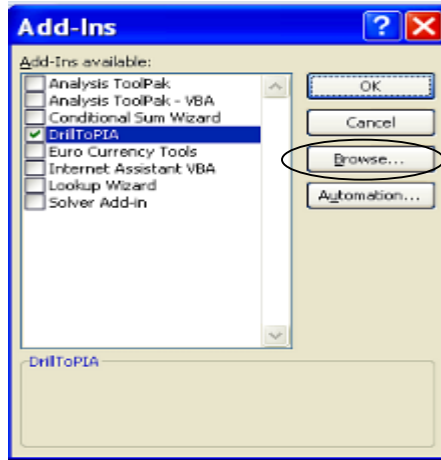
2. Add DrilltoPIA as an Add-in to Excel Version 2007

- Open Excel and Click on Office Button and then Excel Options (bottom right)
- Click on Add-ins
- At the bottom of window beside Manage ensure Excel Add-ins is selected and then Click Go.



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- You will be taken to the Add-Ins window
- Ensure DrillToPIA is checked and then click Browse



- Navigate to find the DrillToPIA.xla file you saved on C: or C:\temp.
- Ensure you select **All files (*.*)** from the "Files of type" drop down list otherwise your ".xla" file type will not be displayed.



- Click on OK

You should now see nVisionDrill on your Add-Ins tab.

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3. Excel Setup using true Excel to view your reports

This next step is valid only for Windows operating system XP. If set up it will eliminate having the File Download window presented each time you download an nVision report which is file type “.xls”.

- From your Desktop open “My computer”
- From the menu open Tools/Folder Options
- Click on the File Types tab
- In the Registered File Types list scroll down to XLS
- Click to highlight the XLS file type

Note that whatever version of Excel you use the nVision file type is XLS.

- Click on the Advance button (bottom right)
- At the bottom of this next screen, Edit File Type, remove check marks from the following boxes
 - Confirm open after download
 - Always show extension
 - Browse in same window
- Click on OK
- Click on Close

4. Certificate required for security - Download the Root Certificate

- Click on the link cacert.der
- Select Save
- Select C: or C:\temp from the drop down list to save the file on your computer
- Click Save

5. Certificate required for security - Install the Root Certificate

- Open Internet Explorer
- From the menu bar select Tools/Internet Options
- Click on the Content tab
- Click on the Certificates button in the centre of the window
- Click on the Trusted Root Certification Authorities tab
- Click on Import button on the left side of the window
- Click on Next
- Click on Browse and navigate to find the cacert.cer file you saved on C: or C:\temp
- Click on the file
- Click on Open
- Click on Next

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- Check that your screen appears as below.



- Click on Next
- Click on Finish
- You should receive a message that “The import was successful.”
- Click OK
- Click Close and OK to exit

6. Internet Explorer must be your default browser

- Open Internet Explorer
- From the menu bar select Tools/Internet Options
- Click on Programs tab
- In the **Default web browser** section check the box beside “Tell me if Internet Explorer is not the default web browser.”
- Click OK
- Close Internet Explorer
- Open Internet Explorer

You may get a message that “Internet Explorer is not currently your default browser. Would you like to make it your default browser?” If you receive this message click Yes. If you do not receive this message then Internet Explorer was already set as your default browser.