

# Western PeopleSoft Financials

## Report Manager and Month End nVision Operating Reports

### Objectives

By the end of this exercise you will be able to:

- Locate you reports in the Report Manager
- Share your reports with other individuals

### Content

1. Overview of Report Manager
2. Month End nVision Operating Reports
3. Set-up in Internet Explorer, Windows and Excel for Downloading nVision Reports
4. Running a nVision Report
5. Sharing a Report

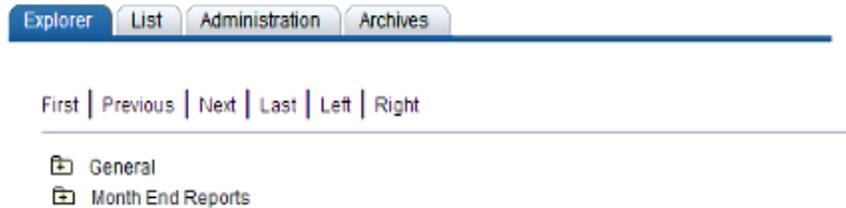
# Western PeopleSoft Financials

## Report Manager and Month End nVision Operating Reports

### 1. Overview of Report Manager

**Navigation:** Reporting Tools/Report Manager

You may notice as you are using various windows that there is a link to the Report Manager on many windows. The link appears as Report Manager. Clicking on this link goes to the same location as the navigation above.



The Report Manager contains 4 tabs.

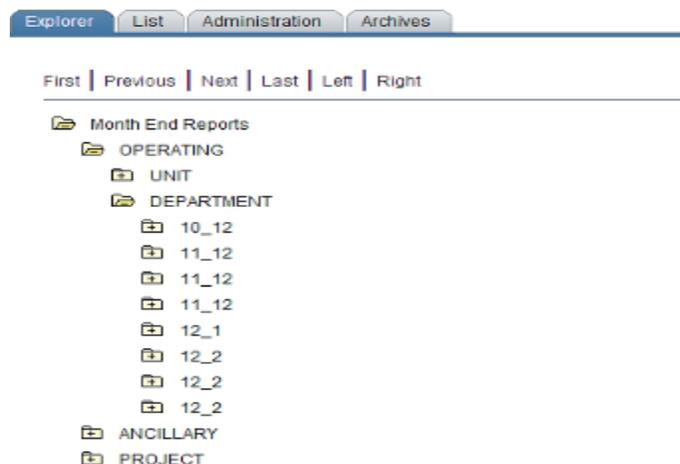
#### Explorer Tab

This tab contains all your reports organized in folders. There are many folders on this page, however you will see only the ones that contains reports you have access to.

General Folder This folder will contain the reports that you have run.

As you have worked through these training sessions most of your reports have been run to a Window. Copies of all these report have also been stored in the General folder. These reports will be named based on the report that was run and the run date/time. Reports are deleted after 7 days.

Month End Reports Folder This folder will contain the month end nVision reports. Expanding the folder/s will display subfolders. Reports are placed under folders which represent fiscal year and accounting period. In the example below under Department, the folder 12\_1 contains month end reports for fiscal year 2012 and accounting period 1 which is May (Refer to Section 2 for a list and description of nVision reports)



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### List Tab

This tab contains the same reports as the Explorer tab however reports are displayed from newest to oldest. As well a Report Description is provided.

### Administration Tab

This tab is similar to the List Tab however contains additional functionality to enable you to select reports and delete them. The list can be reordered by clicking on the column headers such as, Request Date/Time or Description.

### Archives Tab

Not used.

## 2. Month End nVision Operating Reports

Reports are organized by Unit and Department. A Unit report will include all departments in your unit. A Department report is for one department and includes all programs and projects under that Department. Data in the reports is up to the close of the accounting period of the folder. For example the 12\_2 folder contains reports to the end of June 2012. You will see reports only for departments you have been given access to.

### Unit Reports - Includes all Departments and Programs/Projects

- O\_UNIT\_S Summary by department for all departments in your unit (**operating funds only**). Drill down to get details by account for all departments and programs/projects.
- O\_UNTC\_D Summary by account for all departments in your unit (**operating funds only**). Drill down to get details by account for all departments and programs/projects.
- O\_UNTO\_D Summary by account (**for all funds other than operating**) for all departments in your unit. Drill down to get details by account for all departments and programs/projects. If you do not have funds other than operating the report will contain zeros.

### Department Reports – Includes all Programs/Projects for a Department

- O\_DEPT\_S Summary by Program/Project for one department in your unit (**operating funds only**). Drill down to get details by account for all programs/projects.
- O\_DPTC\_D Summary by Account for all programs for one department in your unit (**operating funds only**). Drill down to get details by account for all programs./projects.
- O\_DPTO\_D Summary by Account (**for all funds other than operating**) for all programs in one department. Drill down to get details by account for all program/projects.
- O\_DBALAC This report lists all balance sheet accounts and is useful for departments that have accounts such as inventories, capital expenditures and receivables.

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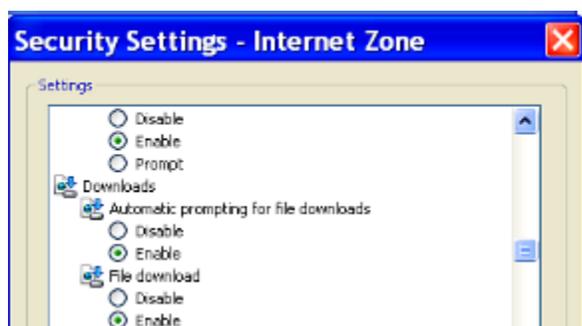
### 3. Set-up in Internet Explorer, Windows and Excel for Downloading nVision Reports

#### Internet Explorer

You may want to set your Internet Explorer with the prompt and file download enabled, otherwise you will have to enable each time you download. If you want to enable the file download prompt complete the following steps.

- In Internet Explorer from the menu bar select Tools/Internet Options and click on the Security tab
- Ensure the Internet Zone is selected and click on the Custom Level button
- Scroll down to the Downloads section
- Under Automatic prompting for file downloads click Enable
- Under File download click Enable

Your window will appear as below.



#### Windows XP - Messaging for Downloading Excel Files

Before Excel opens the file, you may be prompted with whether you want to open or save this file. Select Open. If you use Windows operating system XP you can turn off this prompt that comes up each time you download. If you want to do this complete the following steps.

- Go to My Computer on your desktop or Explore on the Start menu
- From the menu bar select Tools/Folder Options and click on the File Types tab
- Scroll down to find file type XLS (note whatever version of Excel you use you must select XLS)
- Click on the Advance button
- If any of the following boxes are checked uncheck the box
  - Confirm open after download
  - Always show extension
  - Browse in same window

#### Excel Drilldown Set up

Once nVision reports are downloaded you have an option to drilldown to more detail. If you do not have the nVision add-in in your Excel refer to the [nVision Drill Down Setup](#) document on the Financial Services website.

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## 4. Running a nVision Report

As an example run a report for Department 421030 named O\_DPTC\_D or run a report for a department in your list.

**Navigation:** Reporting Tools/Report Manager

1. Expand the folders by clicking on OPERATING and DEPARTMENT and 12\_2
2. Scroll down to find department 470400.
3. Use Previous|Next|Last to go from page to page

The screenshot shows the Report Manager interface. At the top, there are tabs for Explorer, List, Administration, and Archives. Below the tabs is a navigation bar with buttons for First, Previous, Next, Last, Left, and Right. A circled '3' is placed to the left of this navigation bar. On the left side, there is a folder tree structure. The tree is expanded to show 'Month End Reports' > 'OPERATING' > 'UNIT' > 'DEPARTMENT'. Under 'DEPARTMENT', there are several sub-folders for different months: '10\_12', '11\_12', '11\_12', '11\_12', '12\_1', '12\_2', '12\_2', '12\_2', '12\_2'. A circled '1' is placed next to the '12\_2' folder. On the right side, there is a list of reports. The first report is '[470400] O DBALAC - 2011-07-07-10.14.45.000000'. A circled '2' is placed next to this report. Below it are other reports: '[470400] O DEPT S - 2011-07-07-10.22.15.000000', '[470400] O DPTC D - 2011-07-07-10.29.43.000000', and '[470400] O DPTO D - 2011-07-07-10.37.25.000000'.

4. Click on the file 421030 O\_DPTC\_D and you will be taken to the Report window
5. Click on the Name O\_DPTC\_D.xls under the **File List** section on the window.

The screenshot shows the Report window. At the top, there is a 'Report' section with the following details: Report ID: 3176188, Process Instance: 3015428, Name: RPTBOOK, Process Type: nVision-ReportBook. Below this is a 'Run Status' section with the report name '421030\_O\_DPTC\_D'. Underneath is a 'Distribution Details' section with 'Distribution Node: FSREPORTSNT' and 'Expiration Date: 10/30/2011'. At the bottom is a 'File List' section with a table:

Name	File Size (bytes)	Datetime Created
O_DPTC_D.xls	39,936	07/07/2011 10:27:52.000000AM EDT

A circled '1' is placed next to the file 'O\_DPTC\_D.xls' in the File List section. Below the File List is a 'Distribute To' section with a table:

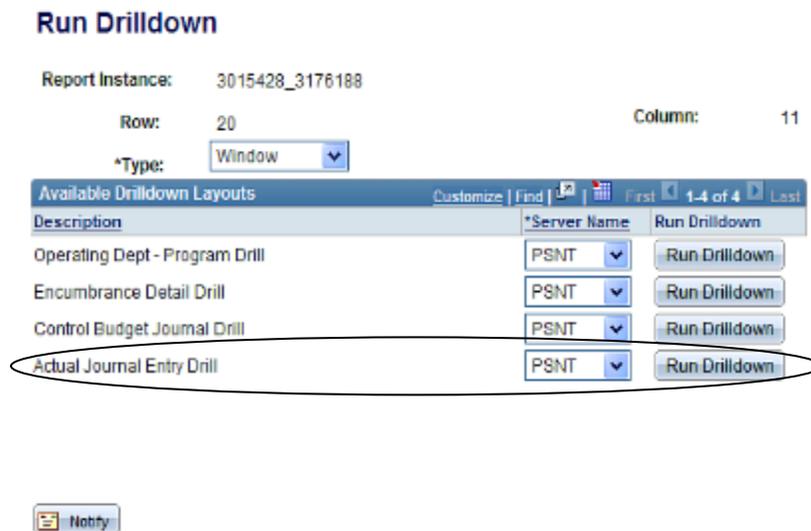
Distribution ID Type	Distribution ID
Role	UWO_NV_ALL

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- If you have Windows XP and followed the set up steps in section 3, Excel will open with the O-DPTC\_D.xls file. If you do not have these features setup you will receive a Security Warning message. Click Enable to open the file. You may also have to click and enable from the Internet Explorer menu bar if you did not follow these steps in section 3.

The Excel file has the following columns

- Year to Date Budget
  - Current Month Amount Spent
  - Year to Date Amount Spent
  - Year to Date Encumbered
  - Year to Date Funds Available
- To drilldown to actual transactions year to date highlight the cell you want under the Year to Date Amount Spent column.
  - Click on the nVisionDrill icon or, in Excel 2007 click on the Add-ins tab and then the NVision Drill.
  - The Run Drilldown window will open. On the Actual Journal Entry Drill line, click the Run Drilldown button.



As the report is processing you will receive a status window which starts at Queued and when complete ends with Success Preparing output for viewing.

### Success Preparing output for viewing

Process Name: DRILLDOWN nVision Report Drilldown  
Process Instance: 3040771 Process Type: nVision-Report

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### 5. Sharing a Report

Maintenance of your report manager is done on the Administration tab. In this example we will share the nVision drilldown you just ran in section 4.

**Navigation:** Reporting Tools/Report Manager

1. Click on the Administration tab.
2. Click on the Details link in the far right column

The screenshot shows the 'Administration' tab in the Report Manager interface. At the top, there are tabs for 'Explorer', 'List', 'Administration', and 'Archives'. Below these is a search area with fields for 'User ID', 'Type', 'Last', 'Days', 'Status', 'Folder', and 'Instance'. The main area is a table titled 'Report List' with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row is selected, and its 'Details' link is circled in red.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3202769	3040978	DR_3015428_3040978_O_DPTC_D.xls	07/27/2011 2:33:42PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3202571	3040771	DR_3015428_3040771_O_DPTC_D.xls	07/27/2011 12:42:27PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3202568	3040770	DR_3015428_3040770_O_DPTC_D.xls	07/27/2011 12:39:15PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>

The Report Detail window will open. The **Distribute To** section is at the bottom of the window.

The 'Report Detail' window displays the following information:

- Report ID:** 3202769
- Process Instance:** 3040978
- Name:** DRILLDOWN
- Process Type:** nVision-Report
- Run Status:** Success
- Description:** DR\_3015428\_3040978\_O\_DPTC\_D.xls
- Distribution Node:** FSREPORTSNT
- Expiration Date:** 07/27/2011
- File List:**

Name	File Size (bytes)	Datetime Created
DR_3015428_3040978_O_DPTC_D.xls	67,072	07/27/2011 2:33:47.990564PM EDT
- Distribute To:**

Distribution ID	Type	Distribution ID		
User		EGRAY2	+	-

Buttons for 'OK' and 'Cancel' are at the bottom.

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3. Click the plus sign to add a new row. Your new row will be added below the current row.
4. Ensure the Distribution ID Type is User.
5. Enter the user ID you want to share the report with.
6. Click OK and you will be returned to the Administration tab.
7. Scroll to the bottom of the window and click Save.