

nVision Report Instructions

Prepared for

Palomar College

by

Leslie Briggs

with

Traci Sickinger

Technical Advisor

April 2006

revised by

Sergio Almaraz

TABLE OF CONTENTS

Introduction.....	Pg. 1
nVision	
nVision Scopes	
nVision Report Requests	
Chartfields	
PeopleSoft FSCM.....	Pg. 2
Login procedures	
nVision.....	Pg. 3
Accessing nVision	
Define Scopes.....	Pg. 4
Find an Existing Scope	
Modify an Existing Scope.....	Pg. 5
Create a Scope.....	Pg. 7
Define Report Request.....	Pg. 9
Run an Existing Report	
Create a Report Request.....	Pg. 12
Define Report Book.....	Pg. 16
Run a Report Book	
Create a Report Book.....	Pg. 18
Report Manager.....	Pg. 20
Retrieve, Save, and View a Report	
Excel Drilldown.....	Pg. 22
Install DrillToPIA	
Run a Drilldown.....	Pg. 23
Troubleshooting.....	Pg. 26

Introduction

Fiscal Services welcomes you to this guide and hopes to aid you with your use of the nVision reporting tools built into PeopleSoft FSCM. While this guide may not be all-inclusive, it is a good reference point and can help you get on your way to analyzing your department's fiscal reports.

nVision

nVision is a tool that retrieves information from the PeopleSoft Financials database and puts it into an Excel spreadsheet for your convenience.

nVision Scopes

A **Scope** is a filter used to retrieve only the information you want from the database. By setting up **Scopes** (parameters), **nVision** is directed to display only the information that relates to specified **Chartfield Values**. These Scopes are also known as **Report Scopes**.

nVision Report Requests

A **Report Request** creates an nVision report using the desired **Scope**. The **nVision** report is a spreadsheet containing the financial data based upon the **Chartfield Values** specified in the Scope.

Chartfields

Every financial transaction must be identified by a combination of chartfields. For a detailed explanation of chartfields, go to the Palomar College Homepage and navigate to **Faculty/Staff** → **Fiscal Services** → **Chart of Accounts**. Open or save the resulting Excel workbook. Please note, this workbook includes several tabs. See the Structure tab at the far bottom-left. The other tabs contain the lists of chartfield numbers referred to as Values.

Put very simply, Chartfields include the following elements:

DeptID:	Department responsible for, or affected by the transaction
Program:	Academic discipline or grouping of services
Account:	Type of expense or revenue earned
Fund:	Source of governmental funds
Class:	Campus site
Project/Grant:	General, designated, or restricted monies
Business Unit:	Palomar Community College or Associated Student Government

PeopleSoft chartfield values are independent of one another, and the order in which they are strung together varies with different PeopleSoft uses. The combination of chartfield values is referred to as a Chartfield String.

[Example: Account-Fund-DeptID-Program-Class-Project/Grant]

PeopleSoft FSCM

Here at Palomar College, we maintain three PeopleSoft environments with PeopleSoft FSCM being committed to all things related to Fiscal Services. This environment is only accessible from the Palomar College network, which means you must be connected to either a VMware Virtual Machine, or Remote Desktop to gain entry.

Login Procedures

1. Navigate to the Palomar College homepage at www.palomar.edu
2. Select **Faculty/Staff** at the top
3. Find and click **Single Sign-On (SSO)** under Useful Links
4. Logon using your network/email username and password
5. Select the **Financials** tile

PALOMAR COLLEGE PORTAL


Student Login: Email (JDoe1234@student.palomar.edu) and MyPalomar password
Employee Login: Network/email username (JDoe) and network/email password


Username

Password

Login

Information Services Help Desk: helpdesk@palomar.edu (760)744-1150 ext. 2140







 **Single Sign-On Portal**

Logged in as: salmaraz | [Logout](#)

[Manage Your Account Settings](#)

[SAML SSO](#) [Password-based SSO](#) **Size:** Large [Change](#)

 3PD Portal	 Academic Technology Support	Astra
Astra Platinum	 Canvas	Financials 

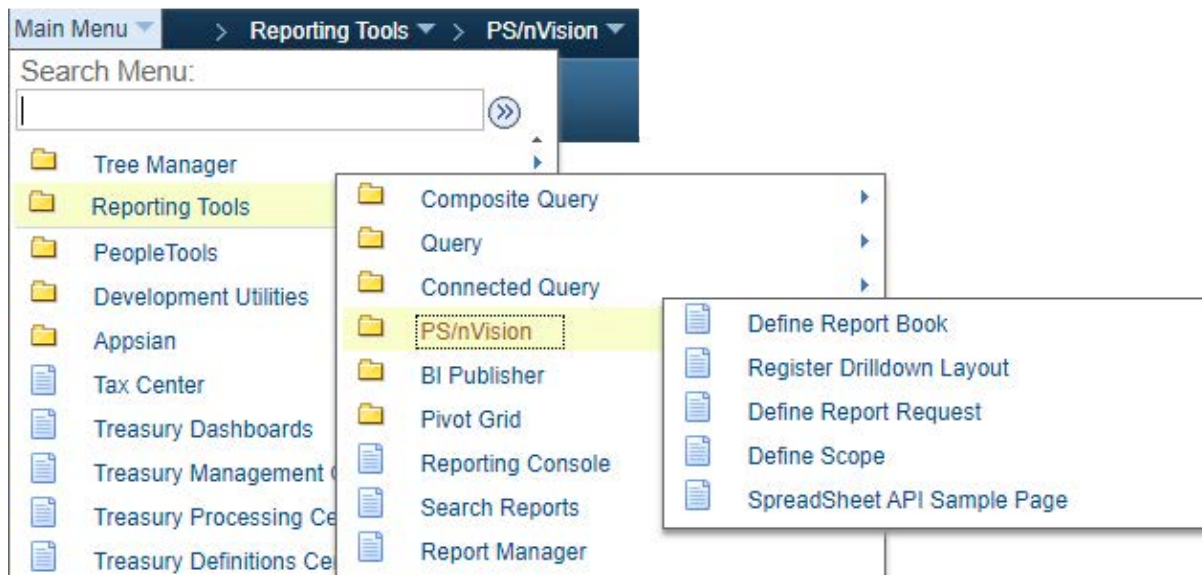
*If you encounter any difficulties trying to login, contact the Help Desk via phone at (760) 744-1150, ext. 2140, or email helpdesk@palomar.edu.

nVISION

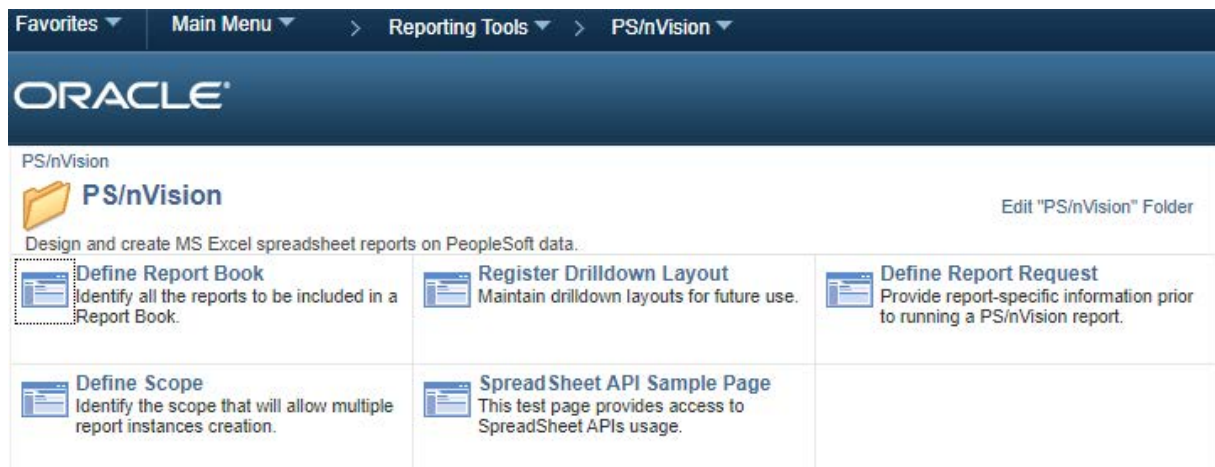
Accessing nVision

Once you are signed-in to PeopleSoft FSCM, accessing nVision can be accomplished by navigating to **Main Menu → Reporting Tools → PS/nVision**. Regardless of what you use as your preferred navigation method -- Navigation Panes, Classic Menu, or Main Menu -- this navigation sequence remains the same. Below are some examples of that navigation.

Main Menu:



Navigation panes:



nVISION

Define Scope

The Define Scope page will only be used when creating a new scope, reviewing a current scope, or modifying an existing Scope; if there is no need to do either of these processes, skip ahead to the Define Report Request section on page 9.

Find an Existing Scope

1. Select **Define Scope** from the PS/nVision menu
2. Select the **Find an Existing Value** tab
3. Use the search feature and select or manually enter **PALMR** into the **SetID** field
4. Enter the name of an existing Scope in the **Report Scope** field

Notice: You can use the optional search tools, as needed. These tools include the option to search using "begins with," or "contains," etc, allowing you to search for a Scope without having to enter the full name.

5. Click **Search**

The screenshot shows the 'Define Scope' page in the nVISION application. The breadcrumb trail at the top reads: Favorites > Main Menu > Reporting Tools > PS/nVision > Define Scope. The Oracle logo is visible in the header. The page title is 'Scope Definition'. Below the title, a message states: 'Enter any information you have. Click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box and arrow) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' section. It contains two input fields: 'SetID' with a dropdown menu set to 'begins with' and the text 'PALMR' (highlighted with a red box and arrow), and 'Report Scope' with a dropdown menu set to 'begins with' and the text 'CHEM'. Below these fields are three buttons: 'Search' (highlighted with a red box and arrow), 'Clear', and 'Basic Search'. To the right of the 'Basic Search' button is a 'Save Search Criteria' link. Below the search area, the 'Search Results' section is visible. It includes a 'View All' link, a pagination control showing 'First', '1-9 of 9', and 'Last'. The results are displayed in a table with three columns: 'SetID', 'Report Scope', and 'Description'.

SetID	Report Scope	Description
PALMR	CHEMADMIN	Chemistry Admin.
PALMR	CHEMADMSAL	Chemistry Admin. Salary
PALMR	CHEMDISC	Chemistry Academic
PALMR	CHEMEQPT	Equipment Report
PALMR	CHEMFND040	Foundation Funds 2010
PALMR	CHEMFOUND	Chem Foundation Funds 0811045
PALMR	CHEMLOTTRY	Chemistry Lottery
PALMR	CHEMSLRY	Student Asst. Salary Report
PALMR	CHEMSUPPLY	Supplies Report

nVISION

Modify an Existing Scope

1. Select the desired **Report Scope** from the **Find an Existing Scope** search results
2. Confirm you have selected the correct **Report Scope** (CHEMADMIN in this example)
3. Click **View All** if you wish to review or modify all **Scope Fields** at once; alternatively, you can cycle through them individually using the arrows highlighted below.

Note: **Scope Fields** contain **Chartfields** such as DeptID, Program, Class, Fund, etc. See pg. 1 for more details.

4. Upon making changes, be sure to click **Save** to modify this Scope

Scope Definition

SetID: PALMR Report Scope: CHEMADMIN

Description: Chemistry Admin. Business Unit:

Field Combination Table:

Scope Fields

*Field Name: CLASS_FLD Class Field

*How Specified: Selected Detail Values

☐ Business Unit Keyed Tree

Value Table: CLASS_CF_TBL

Personalize | Find | View All | First | 1 of 5 | Last

Select Value

1 10

Save Return to Search Notify Add Update/Display

Delete Scope

STOP

Quick tip: You will notice two sets of + and - symbols. These symbols allow you to add or remove a new **Chartfield** (gold) or **Value** row for the desired **ChartField** (teal).

WARNING: The **Delete Scope** option will delete the entire **Scope** and is not reversible. Erroneously selecting this will require you to recreate the **Scope** from the beginning.

nVISION

Modify an Existing Scope continued. . .

In this continuing example, we have modified the CHEMADMIN **Report Scope** by using the highlighted + symbol; this allows us to add a **Value** row to the Class **Chartfield**. Using the search feature we have added Class 12 (Poway Center) to the already present Class 10 (San Marcos Campus). Clicking **Save** will modify this **Report Scope** to include both locations on the report.

Favorites ▾Main Menu ▾>Reporting Tools ▾>PS/nVision ▾>Define Scope

ORACLE®

New Window | He

Scope Definition

SetID: PALMRReport Scope: CHEMADMIN

Description: Chemistry Admin. Business Unit:

Field Combination Table:

Scope Fields

Find | View All First 1 of 5 Last

*Field Name: CLASS_FLD Class Field

*How Specified: Selected Detail Values ▾

☐ Business Unit Keyed Tree

Value Table: CLASS_CF_TBL

Personalize | Find | View All | 1-2 of 2 First Last

Select Value

1 10

2 12

+

+

-

-

Delete Scope

+ -

STOP

Save Return to Search Notify

Add Update/Display

nVISION

Create a Scope

1. Select **Define Scope** from the PS/nVision menu
2. Select the **Add a New Value** tab
3. Use the search feature and select or manually enter **PALMR** into the **SetID** field
4. Enter a name for this Scope (there is a 10 character maximum)
5. Click **Add**

Define Scope

Scope Definition

Find an Existing Value Add a New Value

SetID PALMR

Report Scope tencharsmx

Add

As we encountered in the **Modify an Existing Scope** section, we must now define the **Scope Fields** for our new **Report Scope** using **Chartfields** and the desired **Values**. Use Table 1 as a quick reference guide. Please notice the relationship between the **Field Names** and **Value Tables**.

Table 1 - Scope Fields

Field Name	Value Table	Values (some examples)
CLASS_FLD	CLASS_CF_TBL	10, 14
DEPTID	DEPT_TBL	342100, 349200
FUND_CODE	FUND_TBL	11, 12
PROGRAM_CODE	PROGRAM_TBL	60100, 60910
PROJECT_ID	PAL_PROJECT_VW	0000000, 1612019

nVISION

Create a Scope continued. . .

6. Insert a brief **Description** in the corresponding field
7. Enter or use the search feature to select a **Field Name** (reference **Table 1**)
8. Change the **How Specified** field to **Selected Detail Values**
9. Enter or use the search feature to select the appropriate **Value Table** (reference **Table 1**)
10. Enter or use the search feature to select the corresponding **Value** row
11. Click **Save**

In this example, our new **Report Scope** named TENCHARMAX includes a **Scope Field** for **DeptID**; this references the **DEPT_TBL**, which allowed us to search for the **Value** of 551100 (Fiscal Services Department).

Scope Definition

SetID: PALMR Report Scope: TENCHARMAX

Description: Created for instruction manual Business Unit:

Field Combination Table:

Scope Fields Find | View All First 1 of 1 Last

Delete Scope

*Field Name: DEPTID Department

*How Specified: Selected Detail Values

☐ Business Unit Keyed Tree

Value Table: DEPT_TBL

Personalize Find View All		First 1 of 1 Last
Select Value		
1	551100	

Save Notify Add Update/Display

Quick tip: Remember to use the + symbol to add either a new Chartfield (gold) or Value row (teal).

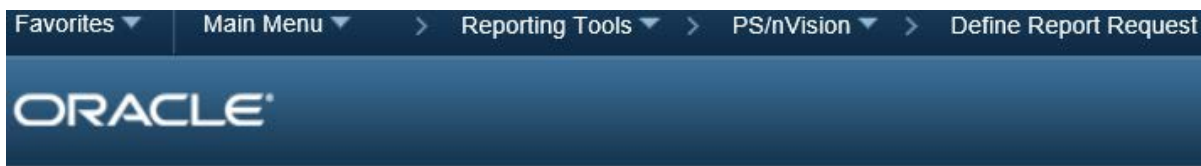
nVISION

Define Report Request

As discussed, a **Report Request** creates an nVision report using the desired **Scope** which consists of **Chartfields** and the desired **Values**.

Run an Existing Report

1. Select **Define Report Request** from the PS/nVision menu
2. Select the **Find an Existing Value** tab
3. Use the search feature and select or manually enter **PALMR** into the **Business Unit** field
4. Enter the name of an existing report in the **Report ID** field
Notice: You can use the optional search tools, as needed. These tools include the option to search using "begins with," or "contains," etc, allowing you to search for a **Report ID** without having to enter the full name.
5. Click **Search**.



Report Request

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

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit begins with ▼ PALMR

Report ID begins with ▼ CHEM

Description begins with ▼

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All	First	1-7 of 7	Last
Business Unit	Report ID	Description	
PALMR	CHEMADM	Chemistry Admin	
PALMR	CHEMADM2	Chemistry Admin Salaries	
PALMR	CHEMADMF	Chemistry Admin Foundation	

nVISION

Run an Existing Report continued. . .

6. Select the desired **Report ID** from the search results.
7. Set the **As Of Reporting Date** field to the desired date
You can choose **Today's Date** or use the drop-down box to **Specify** a date using the date field, as demonstrated below
8. Set the **Type** field to **Web**
9. Set the **Format** field to **Microsoft Excel Files (*.xls)**
10. Click **Scope and Delivery Templates**. This will open the nVision Web Output screen where you will need to confirm the **Report Scope** is correct, and then click **OK** (see next page).
11. Back on the **nVision Report Request**, click **Run Report**
12. The **Process Scheduler Request** page will appear. Click **OK** (see next page)

Favorites ▾

Main Menu ▾

> Reporting Tools ▾

> PS/nVision ▾

> Define Report Request

ORACLE®

nVision Report Request

Advanced Options

Query Prompts

Business Unit:

PALMR

Report ID:

CHEMADM

Copy to Another Business Unit / Clone

Delete This Report Request

Transfer to Report Books

Process Monitor

Report Manager

Share This Report Request

Report Title:

Chemistry Admin

*Layout:

ACCOUNT_REPORT

▼ Report Date Selection

*As Of Reporting Date:

Specify ▾

09/11/2020

31

*Tree As Of Date:

Use As Of Reporting Date ▾

☒ Override Tree As of Date if Specified in Layout

▼ Output Options

*Type:

Web ▾

*Format:

Microsoft Excel Files (*.xls) ▾

Scope and Delivery Templates

Run Report

Save

Return to Search

Notify

Add

Update/Display

nVISION

Run an Existing Report continued. . .

nVision Web Output



[Help](#)

Business Unit: PALMR Report ID: CHEMADM

Report Scope:

CHEMADMIN

Enter your report scope.

[Scope Definition](#)

Folder Name:

Retention Days:

Directory Name Template:

C:\NVISION\%APA% %FY2%

Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager.
Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%\

Content Description Template:

%RTT%

Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions.
Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

Security Template:

Enter user IDs or variables to give access to report instances in the Content Repository.
Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"

OK

Cancel

Process Scheduler Request

User ID SALMARAZ

Run Control ID

Server Name PSNT

Run Date 09/11/2020



Recurrence

Run Time 4:55:51PM

[Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default	Default

OK

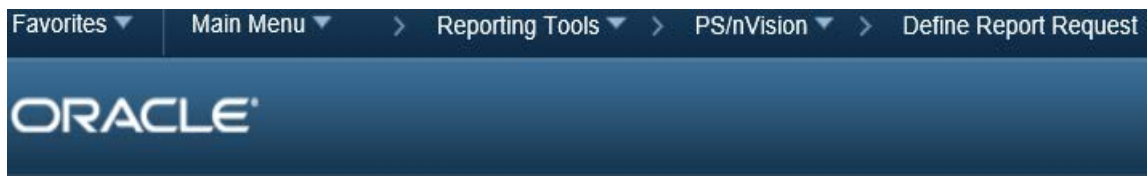
Cancel

At this point, the report has been queued by the Process Scheduler and will run as soon as possible. To view your report, see **Retrieve, Save, and View a Report** on [pg. 20](#).

nVISION

Create a Report Request

1. Select **Define Report Request** from the PS/nVision menu
2. Select the **Add a New Value** tab
3. Use the search feature and select or manually enter PALMR into the **Business Unit** field
4. Enter the desired name for this report in the **Report ID** field (8 characters max)
5. Click **Add**



Report Request



Find an Existing Value **Add a New Value**

Business Unit PALMR

Report ID EIGHTMAX

Add

nVISION

Create a New Report Request continued. . .

6. Enter a title in the **Report Title** field; this will show on the spreadsheet
7. Enter the desired layout (most will be **ACCOUNT_REPORT**) in the **Layout** field
8. Set the **As Of Reporting Date** field to the desired date
You can choose Today's Date or use the drop-down box to Specify a date using the date field, as demonstrated below
9. Set the **Type** field to **Web**
10. Set the **Format** field to **Microsoft Excel Files (*.xls)**
11. Select the **Advanced Options** tab

Favorites ▾Main Menu ▾Reporting Tools ▾PS/nVision ▾Define Report Request

ORACLE®

nVision Report RequestAdvanced OptionsQuery Prompts

Business Unit: PALMRReport ID: EIGHTMAXCopy to Another Business Unit / Clone

Report Title:Report Request ExampleTransfer to Report Books

*Layout:ACCOUNT_REPORTProcess Monitor

Report Manager

Share This Report Request

▼ Report Date Selection

*As Of Reporting Date:Specify▼09/11/2020

*Tree As Of Date:Use As Of Reporting Date▼

☒ Override Tree As of Date if Specified in Layout

▼ Output Options

*Type:Web▼Scope and Delivery Templates

Format:Microsoft Excel Files (.xls)▼

Run Report

SaveNotify

AddUpdate/Display

TOP

13

nVISION

Create a New Report Request continued. . .

12. On the **Advanced Options** tab, click **Enter Delivery Template Options - View All**
13. Use the search feature and select or manually enter a desired **Report Scope**
14. Enter a desired filename under the **File Template** field
15. Enter a desired description in the **Content Description Template** field
16. Click **OK**

PS/nVision Report Templates

Business Unit: PALMR Report ID: EIGHTMAX

Report Scope: TENCHARM x

Directory Name Template:

File Template: %RID%

Language Template:

Email Template:

Content Description Template: %RTT%

Security Template:

OK Cancel

Enter Delivery Template Options - View All

Quick Tip: While you can certainly use plain text to complete steps 14 and 15 above, you can also use **Variable Codes** to automatically name the files. Simply refer to **Table 2** below and use the desired combination of **Variable Codes** to string together a filename or description. Open and close **Variables** with a % symbol and place spaces between them. Example: %RID% %RTT% %ASD% will produce a file named by the Report ID, Report Title and As of Date.

Table 2 - Variable Codes

Variable Codes	Definition
RID	Report ID
RTT	Report Title
SFV.fieldname	Scope Field Value (Program_Code, DeptID, etc)
ASD	As of Date

nVISION

Create a New Report Request continued. . .

17. Select the nVision Report Request tab

18. Click Save

Oracle nVISION interface for defining a report request.

Navigation: Favorites > Main Menu > Reporting Tools > PS/nVision > Define Report Request

Oracle logo

Tab selection: **nVision Report Request** | Advanced Options | Query Prompts

Business Unit: PALMR | Report ID: EIGHTMAX | [Copy to Another Business Unit / Clone](#)

Report Title: | [Transfer to Report Books](#)

*Layout: | [Process Monitor](#)

[Report Manager](#)

[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date: |

*Tree As Of Date:

☒ Override Tree As of Date if Specified in Layout

Output Options

*Type: | [Scope and Delivery Templates](#)

*Format:

Once you have clicked Save, users can run this report by following the instructions under the **Run an Existing Report** section.

nVISION

DEFINE REPORT BOOK

A **Report Book** can be setup to run multiple **Report Requests** at the same time. This section will cover the steps necessary to **Run an Existing Report Book**, or to **Create a Report Book**.

Run an Existing Report Book

1. Select **Define Report Book** from the **PS/nVision** menu
2. Select the **Find an Existing Value** tab
3. Enter the name of the desired **Run Control ID**, or use the search feature to find one
4. Select the desired **Run Control ID** from the search results, as needed



Report Book Definition

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with ALL

☐ Case Sensitive

Search

Advanced Search

Search Results

View All First 1 of 1 Last

Run Control ID
ALLSTEM

nVISION

Run an Existing Report Book continued. . .

5. Set the **As Of Reporting Date** field to the desired date
You can choose **Today's Date** or use the drop-down box to **Specify** a date using the date field, as demonstrated below
6. Select the desired Report IDs by checking the **Run** options, and click **Run**
7. On the **Process Scheduler** screen, change the **Server Name** to **PSNT**, change **Type** to **Web** and **Format** to **XLS** and click **OK**



Report Book

Run Control ID ALLSTEM Report Manager Process Monitor **Run**

Process Instance:1413485

Run Parameters

As Of Date Specify ▾ 09/15/2020

Tree Effective Date Use As Of Reporting Date ▾ ☒ Ignore Runtime Errors

Retention Days

Report Requests Personalize | Find | View All | | First 1-3 of 3 Last

Seq	Business Unit	*Report ID	View	Run		
1	PALMR	CHEMADM		<input checked="" type="checkbox"/>		
2	PALMR	ENGRDISC		<input checked="" type="checkbox"/>		
3	PALMR	MATHADMI		<input checked="" type="checkbox"/>		

Select All Deselect All Flip All

Process Scheduler Request

User ID SALMARAZ Run Control ID ALLSTEM

Server Name PSNT ▾ **Run Date** 09/15/2020

Recurrence ▾ **Run Time** 10:22:12AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	nVision Report Book	RPTBOOK	nVision-ReportBook	Web ▾	XLS ▾

OK

nVISION

Create a Report Book

1. Select **Define Report Book** from the **PS/nVision** menu
2. Select the **Add a New Value** tab
3. Create and insert a name for this **Report Book** in the **Run Control ID** field
Example: a department may contain multiple disciplines and may want to run the reports for all disciplines; they might name the book ALLSTEM
4. Click **Add**



Report Book Definition

Run Control ID

ALLSTEM

nVISION

Create a Report Book continued. . .

5. On the **Report Book** screen, search for and select or manually enter PALMR in the **Business Unit** field
6. Search for and select, or manually enter the desired reports in the **Report ID** field
Quick Tip: Use the + and - symbols to add or remove line entries
7. Click **Save**

Report Book

Run Control ID ALLSTEMReport ManagerProcess Monitor

Run Parameters

As Of DateToday's Date

Tree Effective DateUse As Of Reporting Date

Retention Days

☒ Ignore Runtime Errors

Report Requests

Personalize | Find | View All |

First 1-3 of 3 Last

Seq	Business Unit	*Report ID	View	Run		
1	PALMR	CHEMADM	View	<input checked="" type="checkbox"/>		
3	PALMR	MATHADMI	View	<input checked="" type="checkbox"/>		
2	PALMR	ENGRDISC	View	<input checked="" type="checkbox"/>		

Select All

Deselect All

Flip All

Save

Notify

REPORT MANAGER

The **Report Manager** is the tool that is used to manage or retrieve reports that have been scheduled to run. Navigate to the **Report Manager** by clicking **Main Menu → Reporting Tools → Report Manager**.

Retrieve, Save and View a Report

1. Navigate to the **Report Manager**
2. Select the **Administration** tab
3. Click **Refresh** if a scheduled report has not yet been listed -- they may take time to run
4. Click the report you wish to view or save, listed under **Description**. Alternatively, click **Details** and select the report from the resulting **File List**

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager

ORACLE®

List Explorer **Administration** Archives

View Reports For

User ID SALMARAZ Type ▾ Last ▾ 1 Days ▾ Refresh

Status ▾ Folder ▾ Instance ▾ to ▾

Report List Personalize | Find | View All | 1-2 of 2 | First | Last

Select	Report ID	Prs Instance	Description	Request DateTime	Format	Status	Details
<input type="checkbox"/>	1223124	1413486	Engineering	09/15/2020 10:18:17AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1223123	1413486	Chemistry Admin	09/15/2020 10:18:16AM	Microsoft Excel Files (*.xls)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

Distribution Details

Distribution Node ReportNode Expiration Date 11/14/2020 31

File List

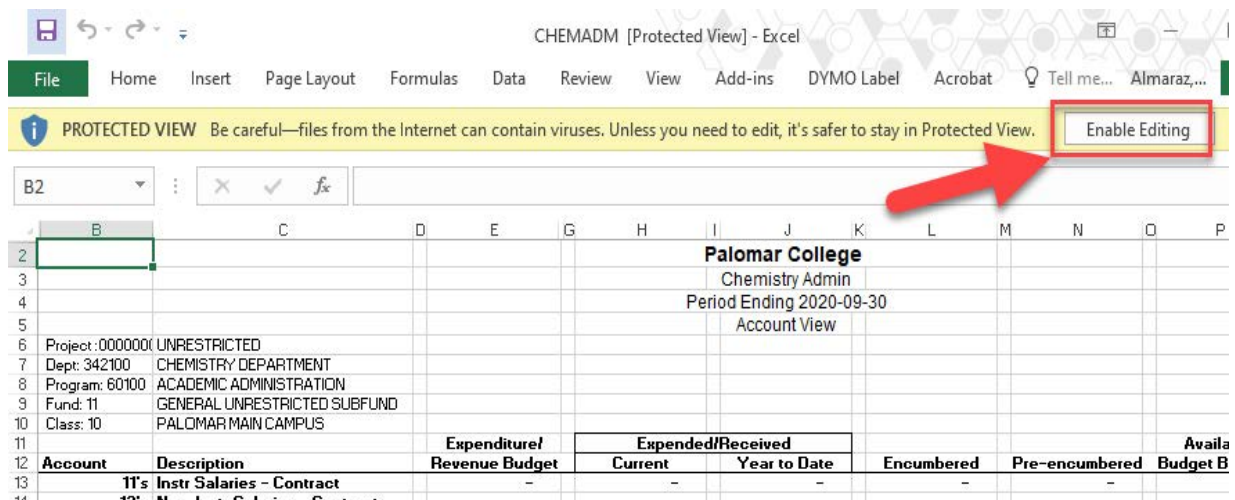
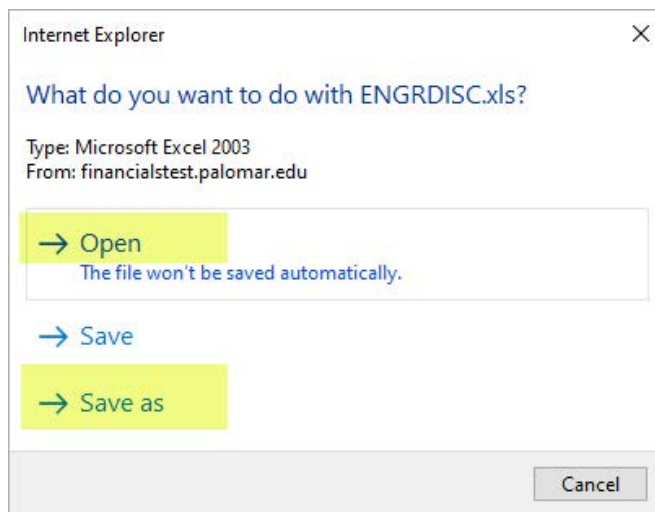
Name	File Size (bytes)	Datetime Created
ENGRDISC.xls	50,176	09/15/2020 10:18:26.993681AM PDT

Distribute To

REPORT MANAGER

Retrieve, Save and View a Report continued. . .

- When prompted, select whether to open the file or save it. If you wish to save it, select the **Save As** option and navigate to a desired save destination on your computer. Rename the file if necessary.
- Open the report and **Enable Editing** to take it out of Protected View mode



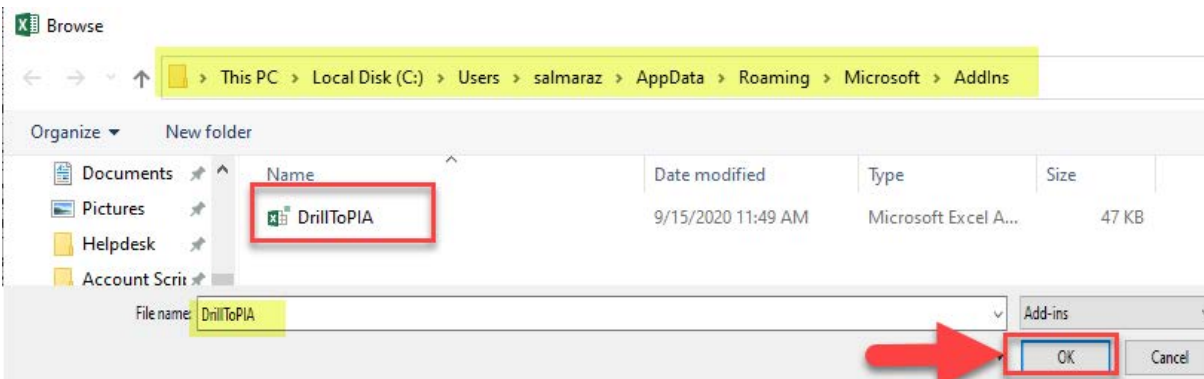
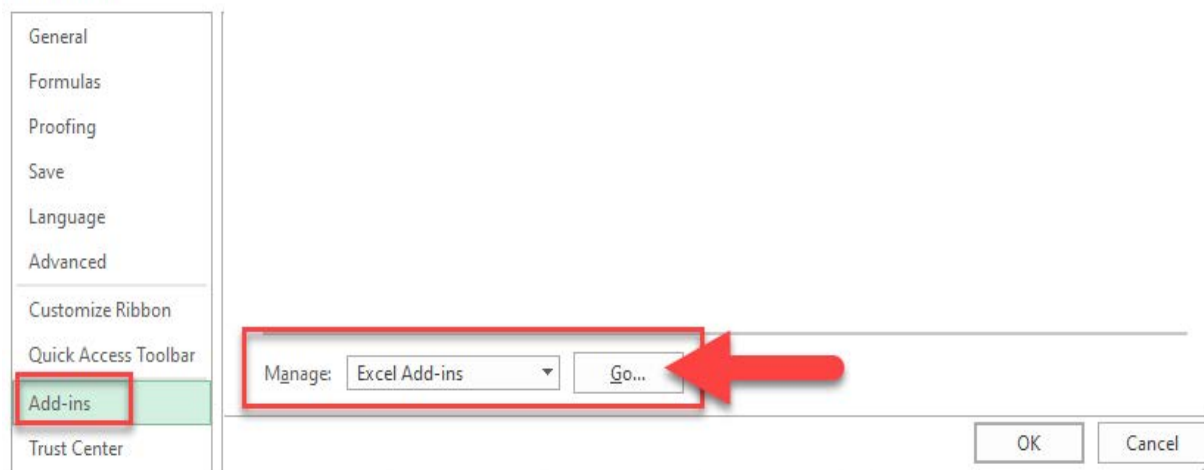
Excel Drilldown

Microsoft Excel is a very robust and widely used data processing tool that organizes data into useful spreadsheets. In addition to all the tools built-in to Excel, we can install an nVision **Add-in** known as **DrillToPIA**; this **Add-in** allows us to take the figures in a single cell from an nVision report and "**drilldown**" to find the figures behind that cell.

Install DrillToPIA

1. Save the **DrillToPIA.xla** file to a location on your computer that will not change
Example: C:\Users\yourusername\AppData\Roaming\Microsoft\AddIns
2. Open Excel and click **File** then **Options**
3. Select **Add-ins**
4. Select **Excel Add-ins** under the **Manage** field and click **Go**
5. Select **Browse** and navigate to the save location for the **DrillToPIA.xla** file; select the file and then click **OK**

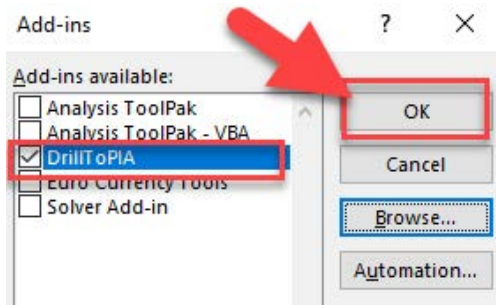
Excel Options



Excel Drilldown

Install DrillToPIA continued. . .

6. Enable **DrillToPIA** by selecting the checkbox, and click **OK**



Run Drilldown

1. Open an nVision report file such as those found in the **Report Manager**
2. Select the desired cell containing a fiscal figure
3. Click the **Add-ins** menu, select **nVisionDrill**, then **Drill**

This will open a Run Drilldown screen in PeopleSoft FSCM; you may be asked to login if you aren't already

1112301 [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins DYMO Label Acrobat

nVisionDrill ▾
Drill

Menu Commands

J18 2996.67

Account	Description	Expenditure/ Revenue Budget	Expenditure/ Current	Expenditure/ Year to Date	Encumbered	Pre
11's	Instr Salaries - Contract	-	-	-	-	-
12's	Non-Instr Salaries - Contract	-	-	-	-	-
13's	Instr Salaries - Other	-	-	-	-	-
140010	NON-INSTR SALARIES - OTHER	62,500.00	-	-	-	-
145100	OVERLOAD, SUMMER NON-INSTR	-	734.28	734.28	-	-
146600	REPLC COUNSLR SUMMR HRLY	-	2,996.67	2,996.67	-	-
14's	Non-Instr Salaries - Other	62,500.00	3,730.95	3,730.95	-	-
	Academic Salaries Subtotal	62,500.00	3,730.95	3,730.95	-	-

Excel Drilldown

Run Drilldown continued. . .

4. Set **Type** field to **Window**

5. Set the **Server Name** to **PSNT**, and click **Run Drilldown** on the desired Drilldown Layout

Run Drilldown

Report Instance: 1413490_1223130

Row: 18 Column: 10

*Type: Window

Available Drilldown Layouts Personalize Find First 1-4 of 4 Last

Description	* Server Name	Run Drilldown
Encumbrances	PSNT	Run Drilldown
Journal Lines	PSNT	Run Drilldown
Pre-Encumbrances	PSNT	Run Drilldown
AP Details	PSNT	Run Drilldown

Notify

Journal Lines are the only choice for viewing on-campus “non purchase” expenses such as Mailroom charges, Comet Copy charges, etc. They also show information for outside vendor purchases, but do not give the details that **AP Details** displays. Reference **Table 3** for a list of designators used to identify these types of on-campus expenses:

**Table 3 -
Journal Line
Designators**

Designator	Type of Expense
DR	Departmental Receipts (deposits)
HR	Adjustments to HR data
MR	Mailroom
MS	Miscellaneous
PS	Print Services (Comet Copy, Paper Billing, etc.)
PY	Payroll
SF	Student Financials
0000	Expenditure transfers, various campus expenses (phone, etc.)

AP Details are the better choice to view expenses that are payments for bills received by the College from outside vendors (including Cal Card), for purchases such as supplies and equipment. The AP Details option gives more information, including vendor name, PO#, and description of items purchased.

Excel Drilldown

Run Drilldown continued. . .

Note: You may encounter an "Unable to connect to the RenServer" error. Click **OK**, and navigate to the **Report Manager**. Once processed, you will find your Drilldown there.

Take note of the **Report Instance** in steps 4 and 5, then continue to step 6.

6. Navigate to the **Report Manager**

7. Select the new report containing the starting number in the **Report Instance** above

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1223133	1413491	DR_1413490_1413491_1112301.xls	09/16/2020 1:06:08PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1223130	1413490	PRJ/GRT BY FUND	09/16/2020 12:18:22PM	Microsoft Excel Files (*.xls)	Posted	Details

☒ Select All ☐ Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

Journal	Line #	Acct	Fund	Department	Program	Class	Project/Grant	Monetary Amount	Date	Journal Line Description
PY00333105	210	146600	12	471300	64300	11	1112301	2,996.67	2019-07-20	

Troubleshooting

While it is impossible to list all the possible issues that might arise, one common problem is that of using the incorrect syntax, or arrangement of words and characters, in certain locations. Be sure to check account names, **Report IDs**, etc., prior to saving any **Scopes**, **Report Requests** or **Report Books**.

If you attempt to run a report and it does not show in the **Report Manager** after several minutes, determine the cause by checking for errors in the **Process Scheduler**.

1. Navigate to **PeopleTools** → **Process Scheduler** → **Process Monitor**.
2. Select **Details** on the report containing the error
3. Click **Message Log** to view the error

The screenshot shows the Oracle PeopleTools Process Scheduler interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > PeopleTools > Process Scheduler > Process Monitor. Below this is the Oracle logo. The interface has two tabs: Process List (selected) and Server List. A section titled "View Process Request For" contains filters for User ID (SALMARAZ), Type, Last, 1 Days, Server, Name, Instance From, Instance To, Run Status, Distribution Status, and a checkbox for Save On Refresh. A Refresh button is also present. Below the filters is a table titled "Process List" with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table shows five rows of data. The first row (Instance 1413494) is highlighted in yellow and has a "Details" link in the Details column, which is also highlighted with a red box. A red arrow points from this "Details" link to the "Message Log" link in the Actions section below. The "Details" section has two tabs: Date/Time and Actions. The Date/Time tab shows the process timeline: Request Created On 09/16/2020 3:25:12PM PDT, Run Anytime After 09/16/2020 3:25:10PM PDT, Began Process At 09/16/2020 3:25:15PM PDT, and Ended Process At 09/16/2020 3:25:29PM PDT. The Actions tab shows links for Parameters, Transfer, Message Log (highlighted with a red box and a red arrow), Batch Timings, and View Log/Trace. At the bottom, there are OK and Cancel buttons.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1413494		nVision Report	NVSRUN	SALMARAZ	09/16/2020 3:25:10PM PDT	Error	Posted	Details
<input type="checkbox"/>	1413493		nVision Report	DRILLDOWN	SALMARAZ	09/16/2020 1:11:31PM PDT	Error	Posted	Details
<input type="checkbox"/>	1413492		nVision Report	DRILLDOWN	SALMARAZ	09/16/2020 1:08:04PM PDT	Success	Posted	Details
<input type="checkbox"/>	1413491		nVision Report	DRILLDOWN	SALMARAZ	09/16/2020 1:05:40PM PDT	Success	Posted	Details
<input type="checkbox"/>	1413490		nVision Report	NVSRUN	SALMARAZ	09/16/2020 12:17:51PM PDT	Success	Posted	Details

Recurrence		Re-send Content		Res	
Date/Time		Actions			
Request Created On 09/16/2020 3:25:12PM PDT		Parameters			
Run Anytime After 09/16/2020 3:25:10PM PDT		Transfer			
Began Process At 09/16/2020 3:25:15PM PDT		Message Log			
Ended Process At 09/16/2020 3:25:29PM PDT		Batch Timings			
		View Log/Trace			

OK Cancel

Troubleshooting

4. Address the error

In this example, the layout on the **Report Request** was incorrect due to the syntax; **Account Report** is missing the underscore and should read **ACCOUNT_REPORT**. Refer to the **PeopleSoft Report Manual** spreadsheet on the Fiscal Services website under the [PeopleSoft Financials](#) tab for layout names and details.

Message Log

Process

Instance: 1413494 Type: nVision Report
Name: NVSRUN Description: nVision Report

Severity	Log Time	Message Text	Explain
	3:25:16PM	File not found: ACCOUNT REPORT.xnv	Explain
	3:25:29PM	Successfully posted generated files to the report repository	Explain

Personalize | Find | View All | First 1-2 of 2 Last

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > PS/nVision ▾ > Define Report Request

ORACLE


nVision Report Request Advanced Options Query Prompts

Business Unit: PALMR Report ID: 1112301 [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title: PRJ/GRT BY FUND

*Layout: ACCOUNT REPORT

▼ Report Date Selection

*As Of Reporting Date: Specify ▼ 07/31/2019 

*Tree As Of Date: Use As Of Reporting Date ▼
☒ Override Tree As of Date if Specified in Layout

▼ Output Options

*Type: Web [Scope and Delivery Templates](#)
Format: Microsoft Excel Files (.xls)