

Running a Drill Down in NVision using PS Financials 9.1

You may want to run a drill down on certain fields in your report. A drill down will be necessary if you want to view data from a previous fiscal year. **Drill downs can be run on the following reports: DAT/NAT, DPL/NPL, F (for grants), and F (for funds).** Prior to running drill downs, an **advertised program must be run on your computer.** This program will load a new Excel Add-in file that will enable the drill down feature for Nvision inside Excel. **This program will only need to be run one time on your computer in order to run all future drill down reports.** Follow these steps:

If you have already run the advertised program in the past, you can skip to page 3 for drill down step by step instructions.

Drill down 1 time Setup steps (For Windows 7 and Windows XP or Vista PC's)

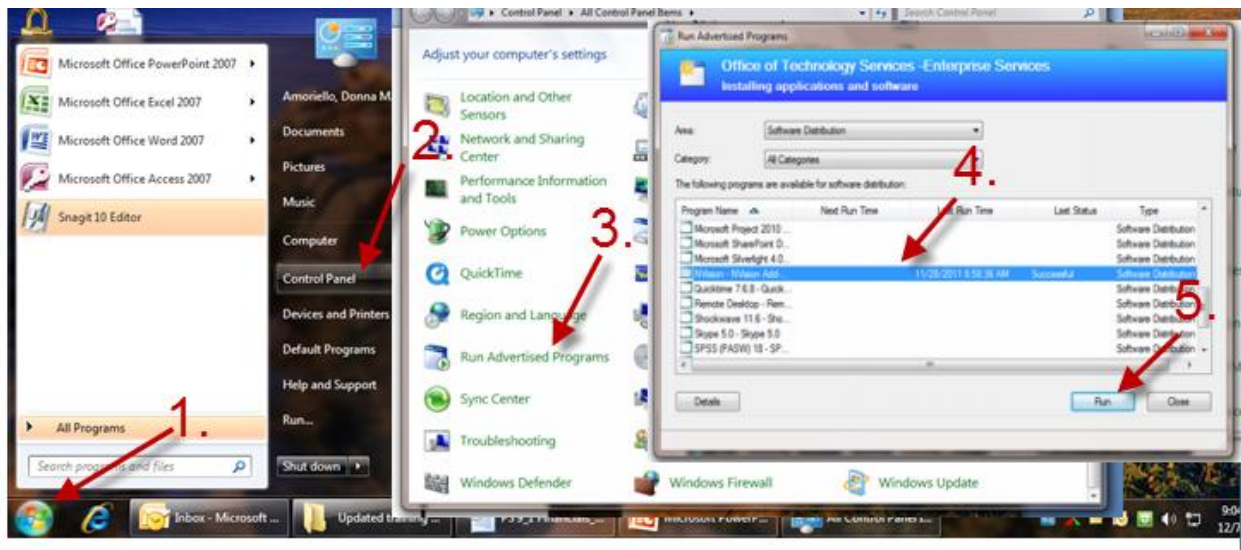
For Windows 7:

Click the **Start** button, then **Control Panel**

Run Advertised Programs

Scroll down and select **nVision Add-on for Excel**

Click **Run**



For Windows XP or Vista:

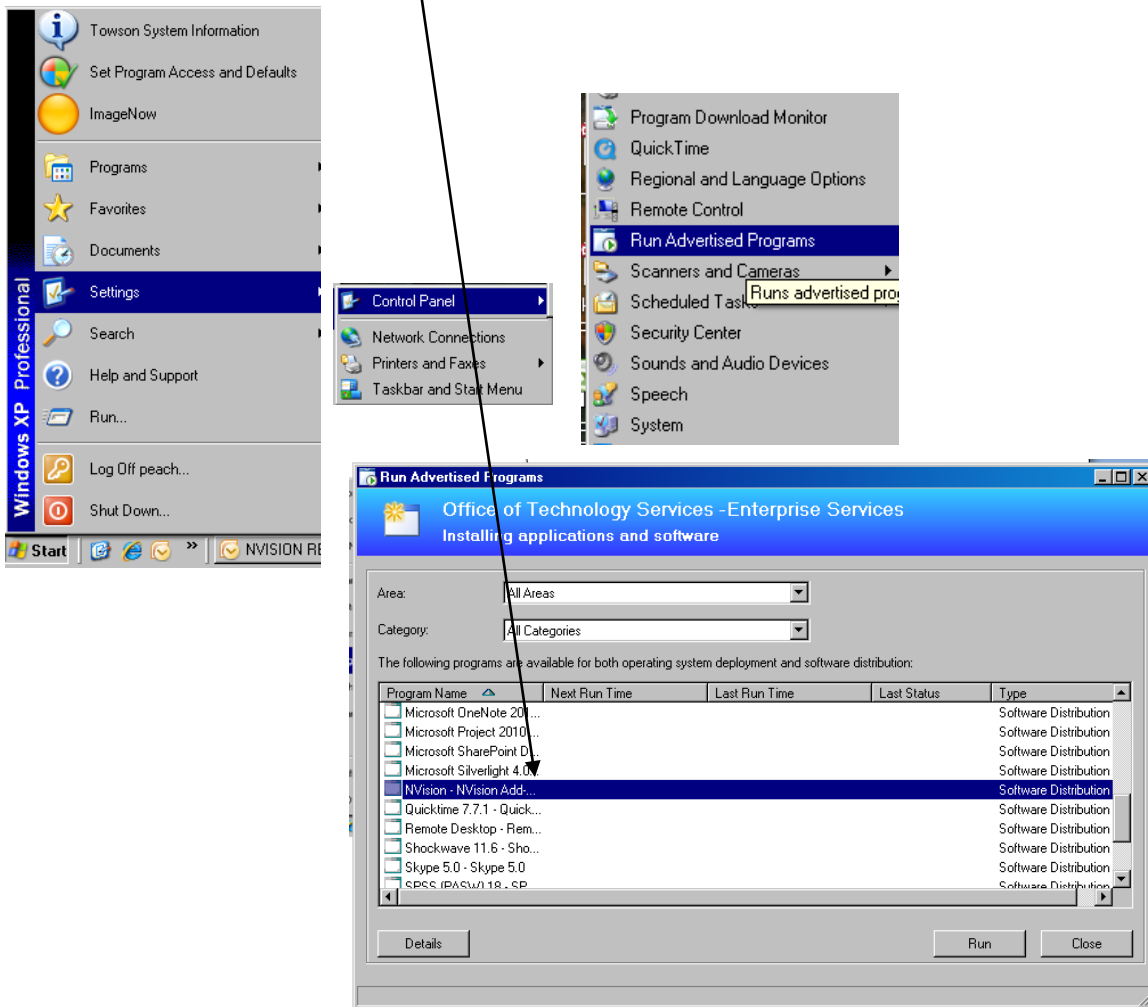
Click the **Start** button

Point to **Settings**, then **Control Panel**

Run Advertised Programs

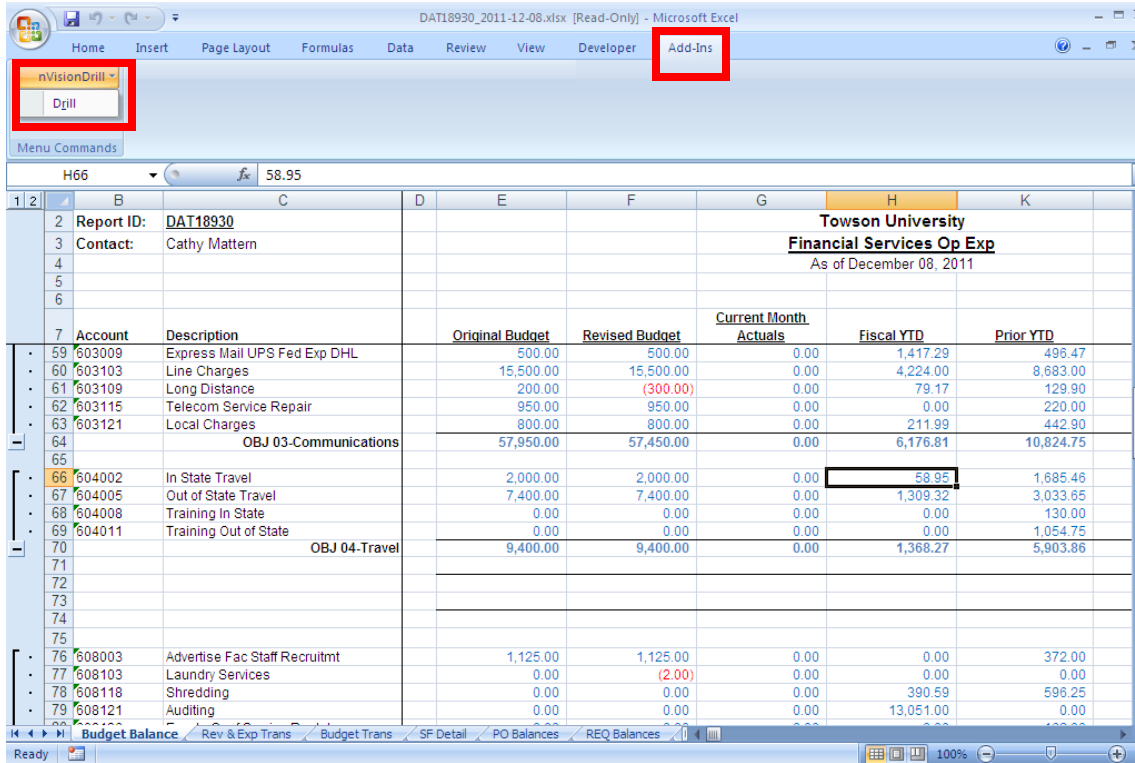
Scroll Down and select **nVision Add-on for Excel**

Click **Run**

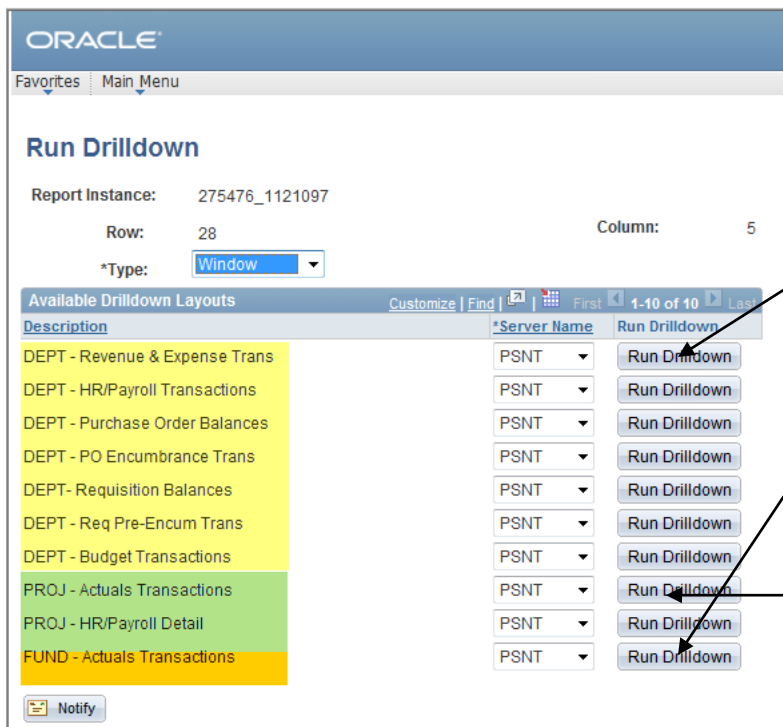


RUNNING THE DRILL DOWN ON AN NVISION REPORT

After running the selected report in nVision, the option to drill down on selected totals is now available. Select a field that you want to run a drill down on. **DO NOT DOUBLE CLICK. Click the Add-Ins tab.** An nVision Drill Menu Command box will appear. Click on the drop down arrow and **Click on Drill**.



The drill down menu will appear:



The list of drilldowns is broken down by department ID, Grant (project) ID and Fund ID as seen in the selection to the left.

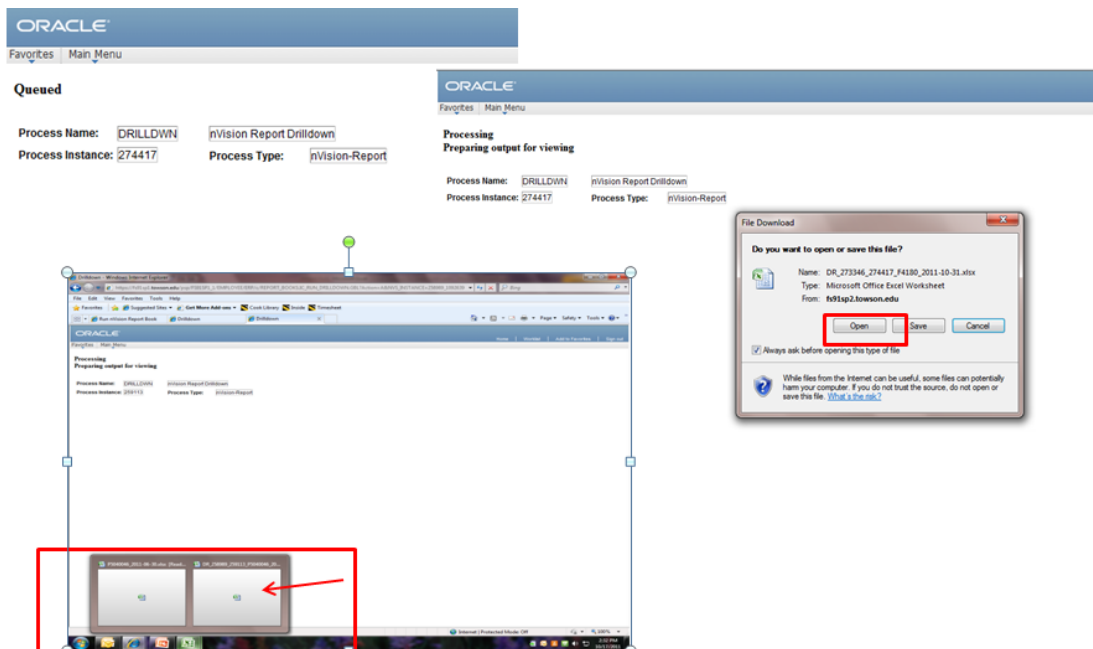
If you are drilling down using a **department report (i.e. DPL or DAT)**, you must select from the drill down options with a prefix of DEPT.

If you are drilling down using an **Fund balance F report for a 4-digit fund (i.e. F1000)** then you should select the drill down options prefixed by FUND.

If you are drilling down using an **F report for a 7-digit grant/project ID (i.e. F5040046)** then you must use the drill down options prefixed by PROJ.

Example for Departments: If a revenue or expense amount is selected. Simply click the **Run Drilldown** located next to these criteria. If you want and are able to see payroll expense details by employee (an account starting with a 5); the HR/Payroll Details Drill should be run. Simply click the **Run Drilldown** located next to the criteria.

Once you click a RUN DRILLDOWN you will see a new page appear where the process will move from Queued to Processing to Success output. Depending on your Operating system and computer settings, your report may not open automatically. If you get the file download dialog box, Click open. If the report does not open automatically, your report may be sitting at the bottom of your screen. You may need to hold your mouse over the Excel icon to find the report. Click on the DR report.



You are now in Excel and your report can be viewed, saved or printed. When you are ready to exit, close out the window. (process complete)

	B	C	D	E	F	G	H	I	J	K	L
2											
3											
5	Year	Dept	Fund	Grt/Proj	Initiative	Account	Account Descr	Date	Peri	Source	Amount
6	2010	18930	1000			604002	In State Travel	2010-06-30	12	ZAP	586.40
7	2010	18930	1000			604002	In State Travel	2010-06-18	12	ZAP	27.50
8	2010	18930	1000			604002	In State Travel	2010-05-20	11	ZAP	15.00
9	2010	18930	1000			604002	In State Travel	2010-05-06	11	ZAP	65.50
10	2010	18930	1000			604002	In State Travel	2010-05-06	11	ZAP	46.50
11	2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	34.00
12	2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	47.00
13	2010	18930	1000			604002	In State Travel	2010-04-20	10	ZAP	13.00
14	2010	18930	1000			604002	In State Travel	2010-04-06	10	ZAP	44.00
15	2010	18930	1000			604002	In State Travel	2010-03-04	9	ZAP	42.00
16	2010	18930	1000			604002	In State Travel	2010-03-04	9	ZAP	13.00
17	2010	18930	1000			604002	In State Travel	2010-02-25	8	PCD	415.11
18	2010	18930	1000			604002	In State Travel	2010-02-25	8	PCD	445.00
19	2010	18930	1000			604002	In State Travel	2010-02-17	8	ZAP	80.12
20	2010	18930	1000			604002	In State Travel	2010-02-02	8	ZAP	32.00
21	2010	18930	1000			604002	In State Travel	2010-01-08	7	ZAP	51.15
22	2010	18930	1000			604002	In State Travel	2009-11-24	5	ZAP	150.68
23	2010	18930	1000			604002	In State Travel	2009-11-18	5	ZAP	136.86
24	2010	18930	1000			604002	In State Travel	2009-09-17	3	ZAP	225.30
25	2010	18930	1000			604002	In State Travel	2009-08-21	2	ZAP	24.08
26	2010	18930	1000			604002	In State Travel	2009-08-21	2	ZAP	56.10
27											
28									Total		2,550.30
29											
30											
31											

Your drill down report will be stored in Report Manager along with your other reports for up to 28 days.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1119874	274418	DR_273168_274418_DPL18930_2010-06-30.xlsx	11/15/2011 11:37:40AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1119871	274417	DR_273346_274417_F4180_2011-10-31.xlsx	11/15/2011 11:20:21AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1119868	274416	DR_273346_274416_F4180_2011-10-31.xlsx	11/15/2011 11:17:40AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1119817	274367	DAT34050 Asian Arts Center Op Exp - 2011-11-14	11/14/2011 4:29:33PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1119816	274367	F5310021 TU Suicide Preventio Trial Bal - 2011-11-14	11/14/2011 4:28:39PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1119815	274367	DEN18930 Financial Services Encumb - 2011-11-14	11/14/2011 4:28:01PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1119793	274345	DAT34050 Asian Arts Center Op Exp - 2011-11-14	11/14/2011 2:21:33PM	Microsoft Excel Files (*.xls)	Posted	Details