

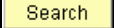

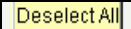

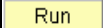
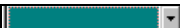
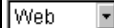
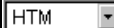
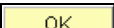

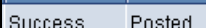






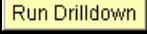


Running an nVision Report

1.	Click the TU Report Distribution link. 
2.	Click the Run nVision Report Book link. 
3.	Click the Search button. 
4.	If you only have ONE library of books, after you click search, you will not have to select which Library you want to view. If you have more than one Library of Reports, you will need to select which Library you want to view. 
5.	Your Library of Reports is now displayed (You may need to click View All if you have more than 10). Click the Deselect All button if you don't want to run ALL of your reports at this time. 
6.	Now you will need to select the reports that you want to run at this time. To select a report Click the Run Box next to the specific report. 
7.	Enter the As of Date that you want for your report.
8.	Click the Run button. 
9.	In the Server Name Drop Down box, select PSNT . 
10.	Under Type - Select Web. 
11.	Under Format, Select HTM from the list in order to be able to drill down on your report. You can select to run your report directly into Excel by selecting XLS, however this does not allow for drilldown. If you run your report in HTM format, you can always do a File Save As, and then open your report in Excel. 
12.	Click the OK button. 
13.	You have now run your report. Click the Process Monitor link to see when your process is complete and your report is published. 
14.	You are looking to see a Run Status of Success and a Distribution Status of Posted. 

15.	Click the Refresh button to update the status of your process. Note: you may have to refresh more than once. 
16.	After you have Success and Posted as your Run Status and Distribution Status, your process is complete.
17.	Scroll to the bottom, and click the Go back to Run nVision ReportBook link. 
18.	Click the Report Manager link. 
19.	Click the Administration tab. 
20.	Select the report that you want to view in the Description Column. 
21.	Your Report now appears.
22.	You can run a drilldown on Expenses, Revenues, Encumbrances and Pre Encumbrances. To run a drilldown, select the amount you want to drilldown on. NOTE: There is currently no drilldown on budget. 
23.	If you are running a drilldown on Expenses or Revenues, Click the Run Drilldown button next to TU Rev Exp Transaction Drill. If you are running a drilldown on Encumbrances or Pre Encumbrances, select the Run Drilldown button next to Encumbrance Drilldown. 
24.	A box will appear and when the process is complete, your drilldown will appear.
25.	End of Procedure.