In order to drill down from the nVision Summary Report you will need to install an Add-in for Excel.

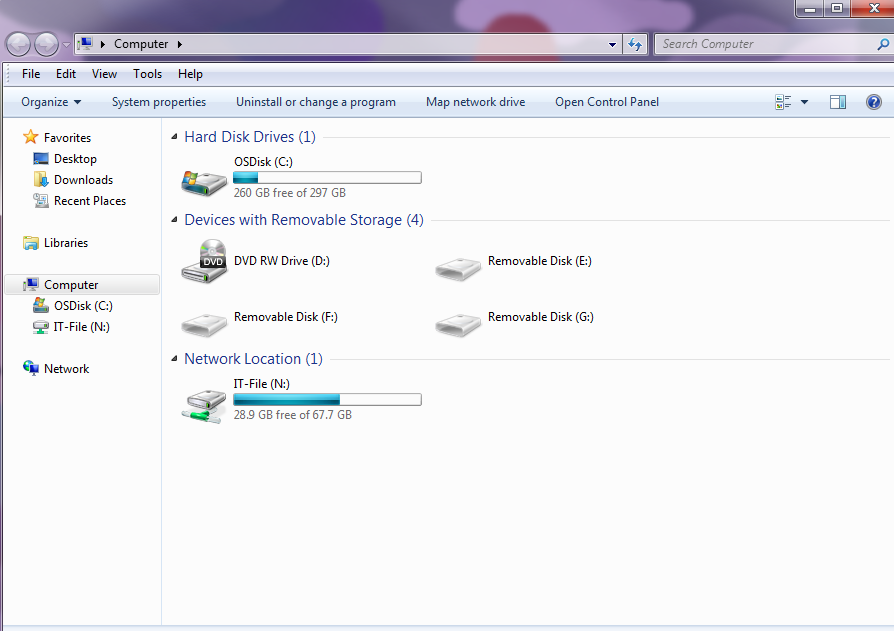
This can be done with your regular user id and password.

These instructions are for PC users with Excel 2007 or Excel 2010.

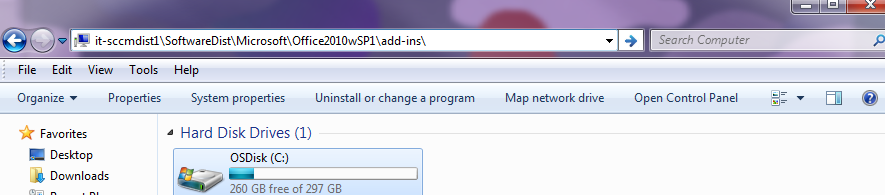
1. Copy the link below:

[\\it-sccm2\SoftwareDist\Microsoft\Office2013\Add-ins](file:///\\it-sccm2\SoftwareDist\Microsoft\Office2013\Add-ins)

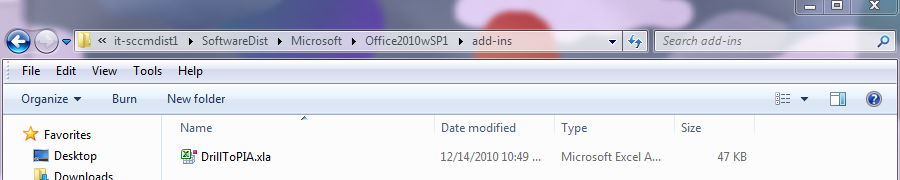
1. Open the ‘Computer’ folder from your Desktop.



1. Delete ‘Computer’ and paste in the link above. Hit **Enter**.

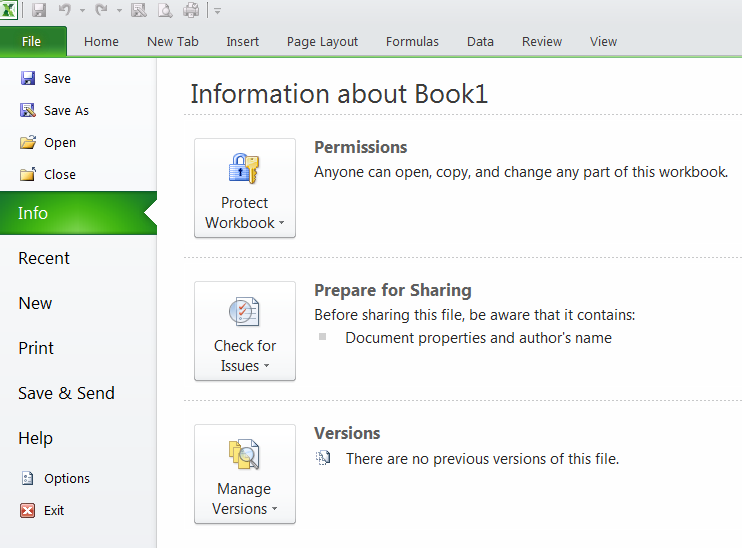


1. Select the DrillToPIA.xla. Copy and Paste to a location on your computer.

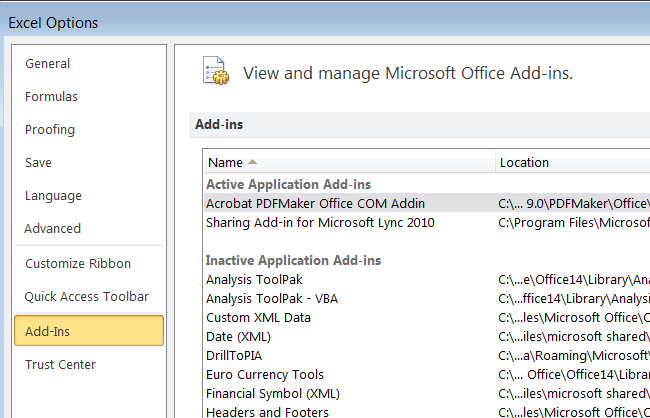


**Note:** The .xla file is can also be found on the Accounting Operations & Disbursements webpage under User Tips. http://www.jmu.edu/acctgserv/expenditures/usertips.shtml

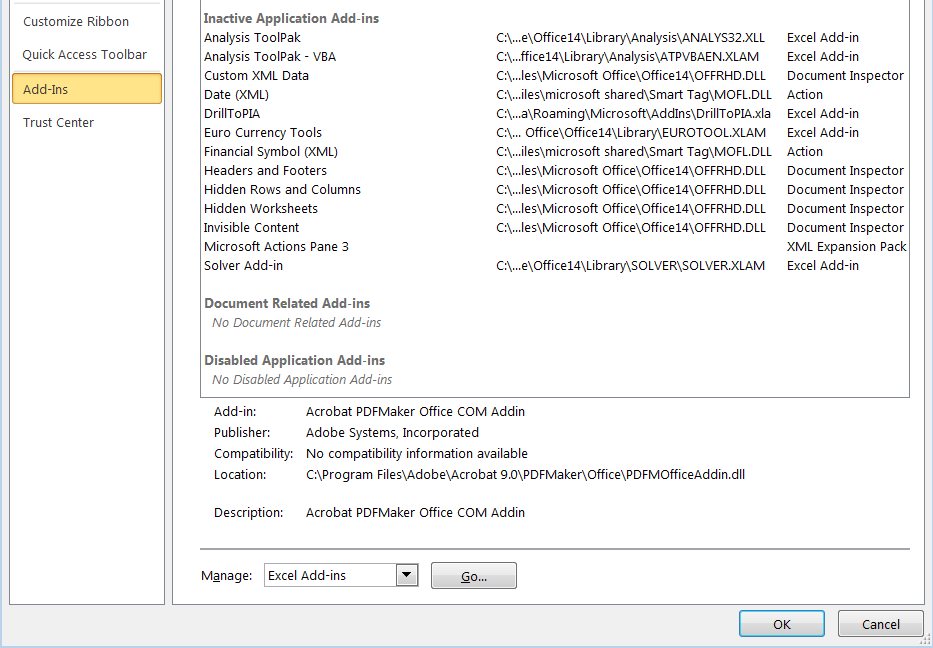
1. Open **Excel** and click the **File tab** (in Excel 2010) or the **Windows Logo** (in Excel 2007)
2. Select **Options**

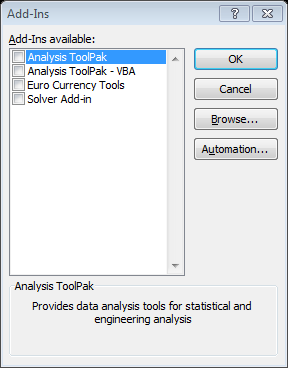


1. Select **Add-Ins** from the list on the left hand side

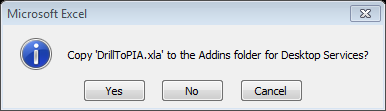


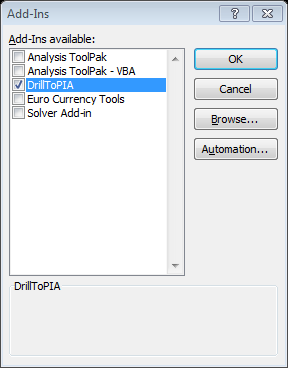
1. Select the **Go** button at the bottom of the screen.

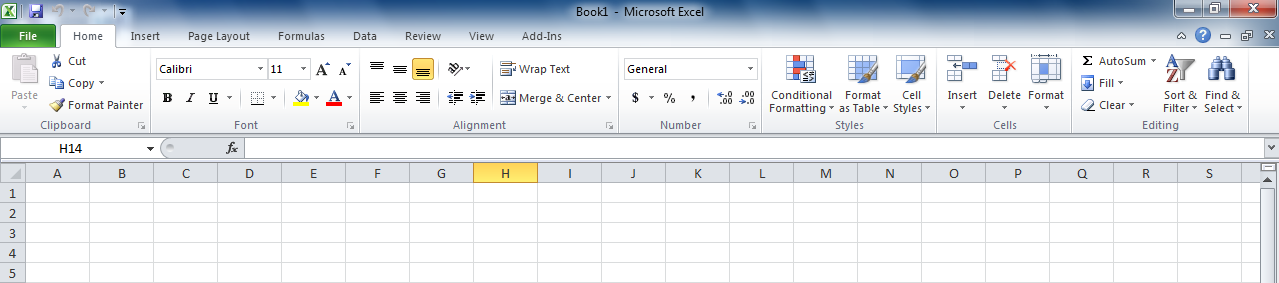




1. Click **Browse**
2. **Navigate to the folder** where the file is saved and **double click the DrillToPIA.xla file.**
3. A message may appear confirming you want to copy the file. Click **Yes**



1. The DrillToPIA will now appear in the Add-Ins window and should be selected. **Click OK**
2. A new menu option will now appear at the top of the Excel spreadsheet labeled ‘**Add-Ins’**



1. The **nVisionDrill** option will allow you to drill down within the nVision Summary report

when run to Excel.

