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; you do not need an administrator account.

These instructions are for Mac users with Excel:Mac 2011

1. The Add-in file is named ‘**DrillToPIA.xla’** andmust be saved in a **local C drive** folder in order for it to be used. Navigate to [http://www.jmu.edu/acctgserv/expenditures/usertips.shtml](http://www.jmu.edu/acctgserv/expenditures/usertips.shtml%20) where the DrillToPIA.xlais located, and right click on the file and select ‘Save Target As’.
2. You can now paste this file into your C drive Documents folder. Navigate to **Documents**.



1. Press and hold the **control key while clicking in the blank space** below the file names.

Choose “**Paste** **Item**” from the menu options that appear



1. The DrillToPIA.xla file will now appear in the folder.



1. You are now ready to install this Add-In in Excel. Open **Excel** and click the **Tools** drop down menu.



1. Select **Add-Ins**



1. Click **Select**
2. **Navigate to the C drive Documents folder** where you saved the file.



1. **Double click** the **DrillToPIA.xla** file. Or Select the file name and click Open.



1. A message may appear confirming you want to copy the file. Click **Yes** if needed

****



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 screen labeled ‘**nVisionDrill’**



1. The **nVisionDrill** option will allow you to drill down within the nVision Summary report when it is run to Excel