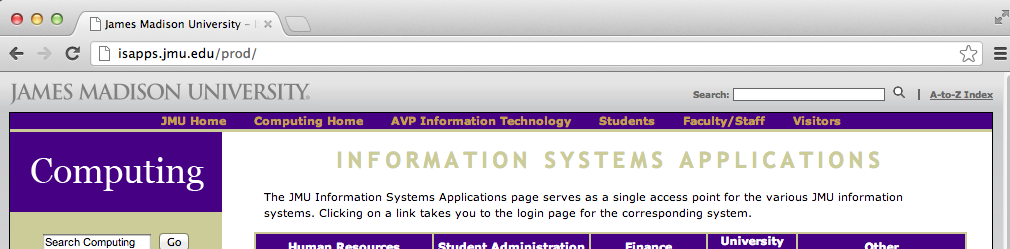
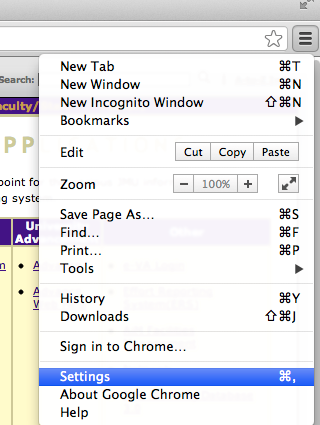
These instructions were created using Chrome version 26.0.1410.63

You must **allow pop-up windows** in order to view this report.

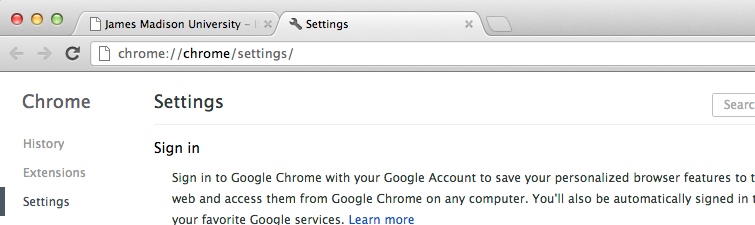
Open **Chrome** and **Click the** **stacked lines** icon in the upper right-hand corner to ‘Customize and control Google Chrome’



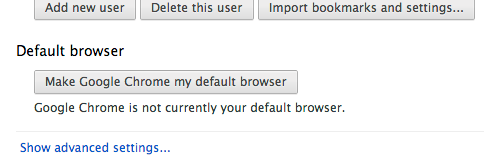


From the menu options, choose **Settings**

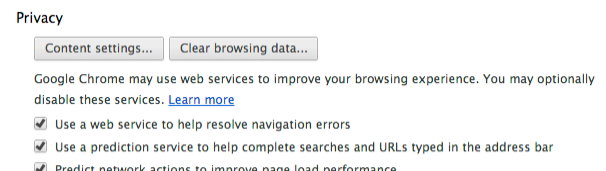
A new **Settings tab** will open



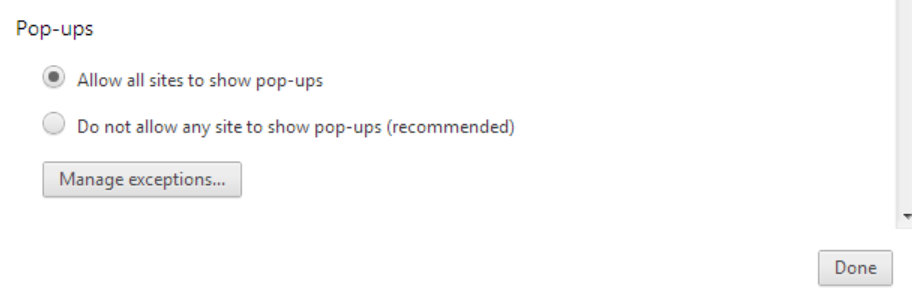
Select the **Show advanced settings…** hyperlink at the bottom of the screen



Additional options will appear. In the **Privacy** section, Choose **Content settings…**



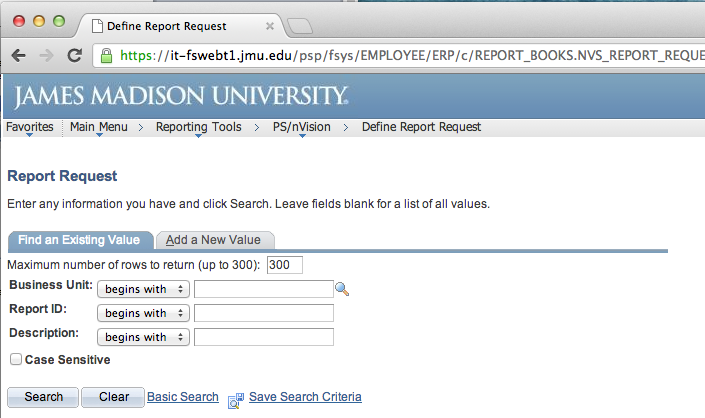
The Content settings page will appear. Scroll down to the **Pop-ups** section. Select **Allow all sites to show pop-ups**



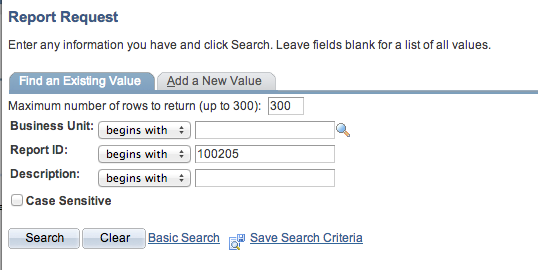
Press **Done**

You can now **Close out the Settings tab**. Your settings are automatically saved; there is no additional OK or Save button to click.

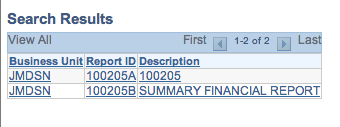
1. Log in to the Finance System and navigate to the **nVision Report Request** via the following path Main Menu > Reporting Tools > PS/nVision > Define Report Request



1. Enter the desired department number in the Report ID box and Click Search.

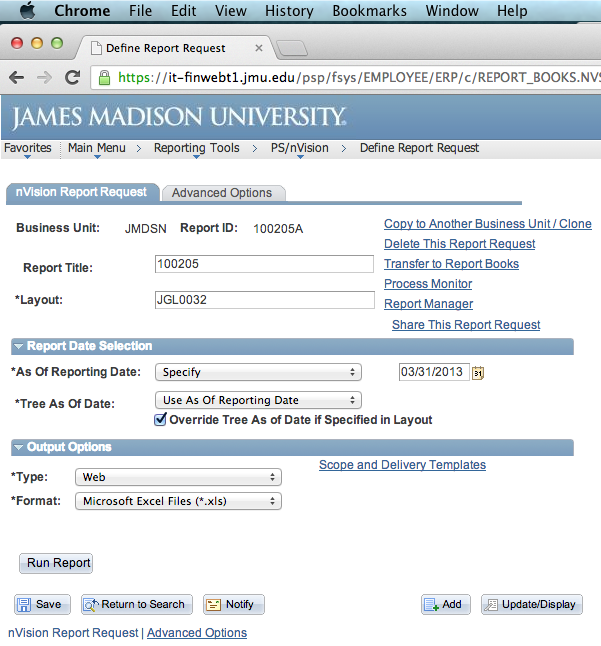


1. Choose the desired report from the Search Results

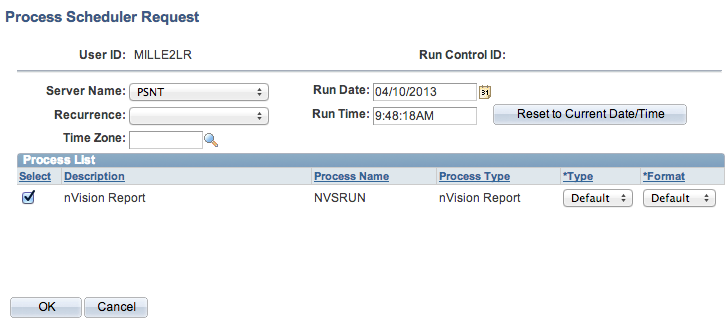


1. Enter the following
   1. Choose the desired ‘**As Of Reporting Date**’.
   2. ‘Tree As Of Date’ should always be set to ‘**Use As Of Reporting Date’**
   3. ‘Overrride Tree As of Date if Specified in Layout’ should always be **checked**
   4. ‘Type’ should be ‘**Web’**
   5. ‘Format’ should be ‘**Microsoft Excel Files (\*.xls)**’

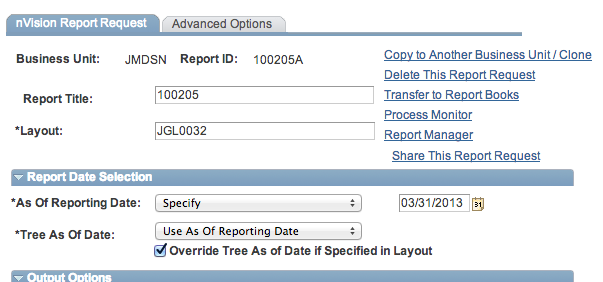
Click **Save** & Click **Run Report**

****

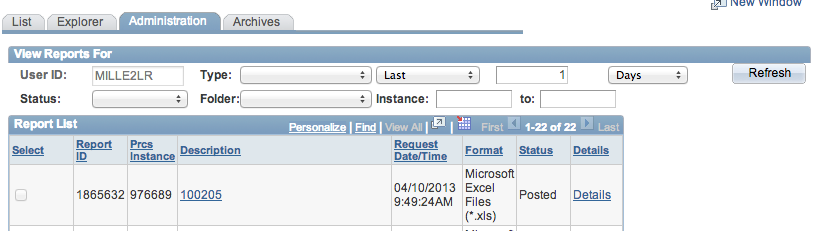
1. Choose Server Name **PSNT.** Click **OK.**



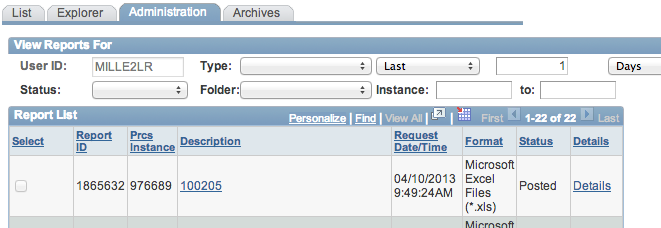
1. You are returned to the Report Request page. Click the **Report** **Manager** hyperlink.



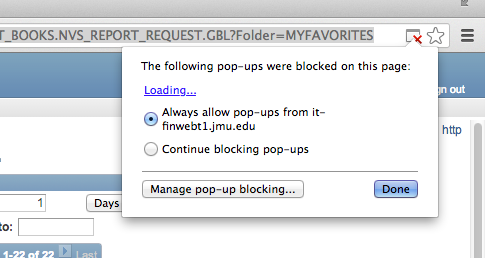
1. After you click on the **Administration tab**, click Refresh until the Status says ‘Posted’.



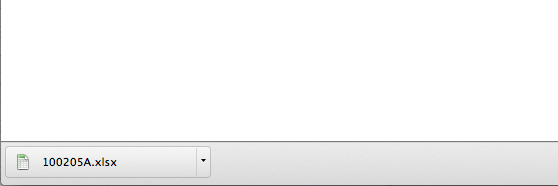
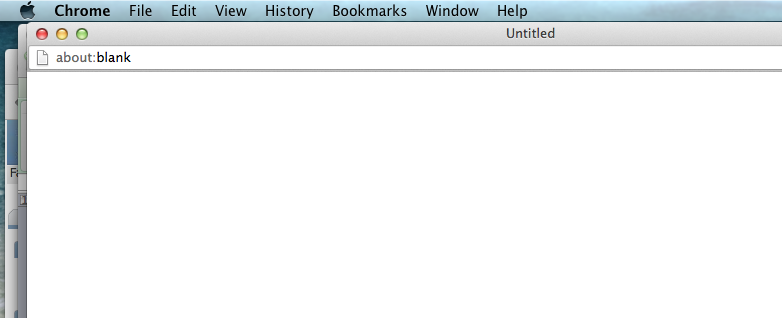
1. Click on the report hyperlink (e.g. **100205**) after the report is available.



NOTE: \*\*\*If you have **not** allowed pop-ups a red X will appear in the address bar. Click the **red X** and choose **Always allow popups**. Click **Done**



1. A white ‘Untitled-Google Chrome’ window should appear. The report Excel file should be downloaded at the bottom of the window. **Click** on the report name to open the Excel file.

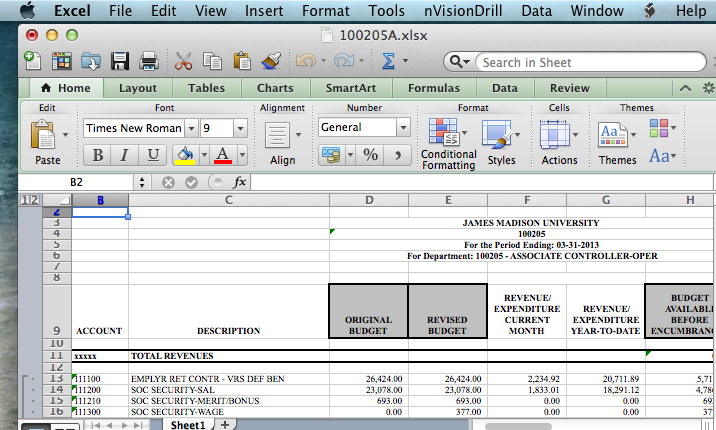
 

Alternately you can open the file from the Downloads folder. Click the “**Downloads**” folder at the bottom of the screen and **Click the Excel file (e.g. 100205.xlsx)** to open the nVision Report.

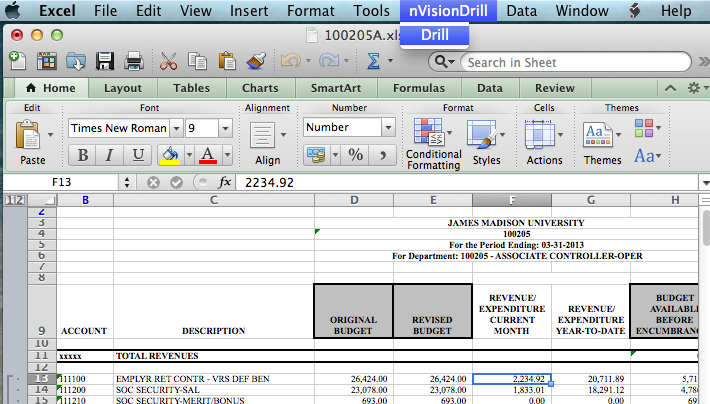




1. The nVision report should open in Excel. You are now able to Save and Print the report.



1. You are still able to drill down if you have the Excel Add-In installed. Click **in the desired cell** and from the Excel toolbar select **nVisionDrill** then **Drill**.



1. You are transferred to the Finance system Drill Down menu. (You may be prompted to log into the Finance System with Safari first.) You are now able to run the desired drilldown.

