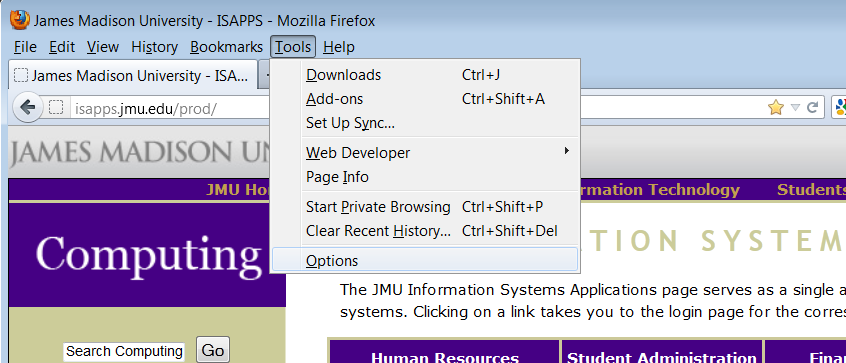
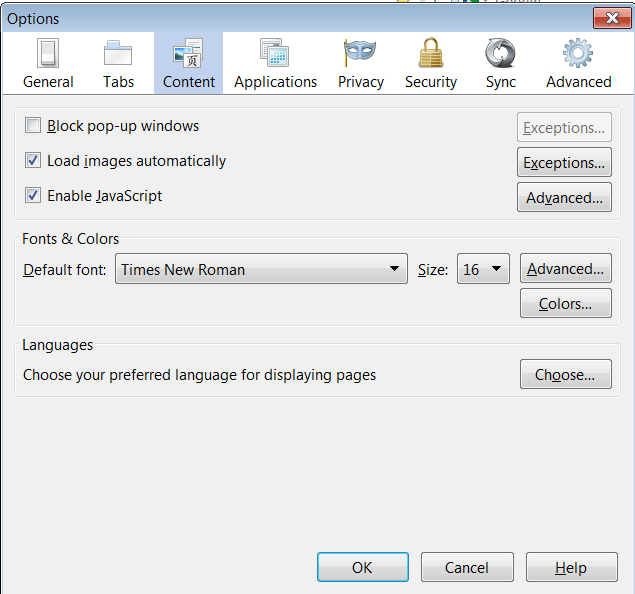
These instructions were created using Firefox ESR 17.0.5

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

Open **Firefox** and from the menu bar choose **Tools**, then **Options**





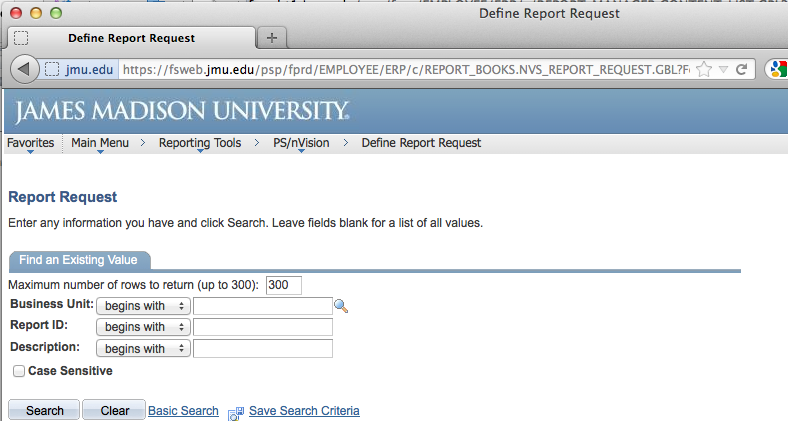
Choose the **Content** section.

Make sure ‘**Block pop-up windows’ is NOT checked**.

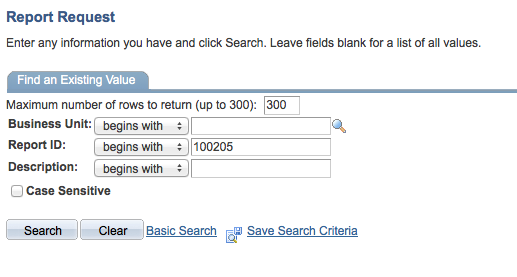
Click **OK**

**You are now ready to run the nVision Report**

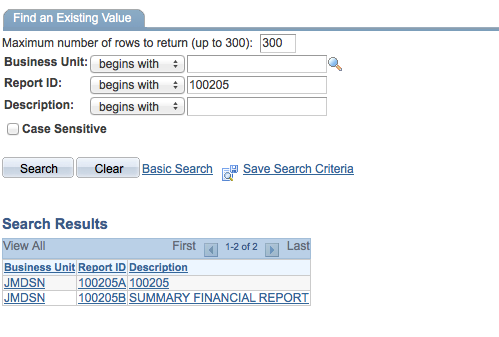
1. Log in to the Finance System and navigate to the **nVision Report Request** via the following path Main Menu > Reporting Tools > PS/nVision > Define Report Request



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



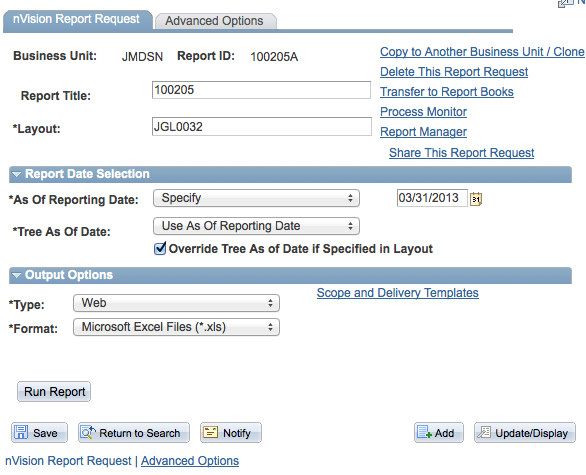
1. Choose the desired report from the Search Results



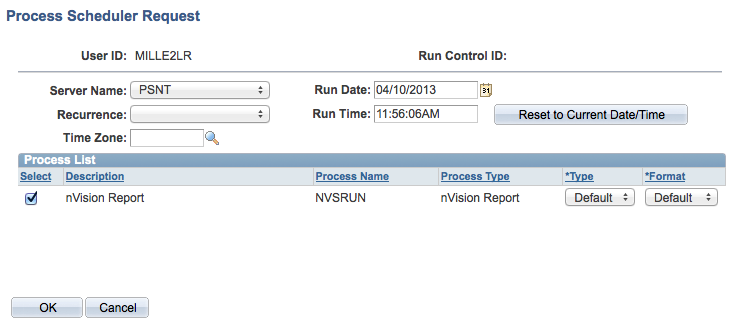
1. Enter the following
   1. Choose the desired ‘**As Of** **Reporting Date**’
   2. ‘Tree As Of Date’ should always be set to ‘**Use As Of Reporting Date’**
   3. ‘Overrride Tree As of Date if Specified in Layout’ should always be **checked**
   4. ‘Type’ should be ‘**Web’**
   5. ‘Format’ should be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

Click **Save**

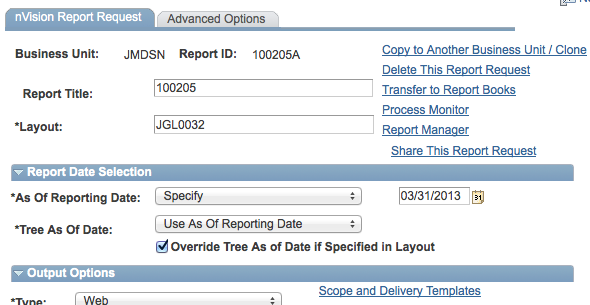
Click **Run Report**

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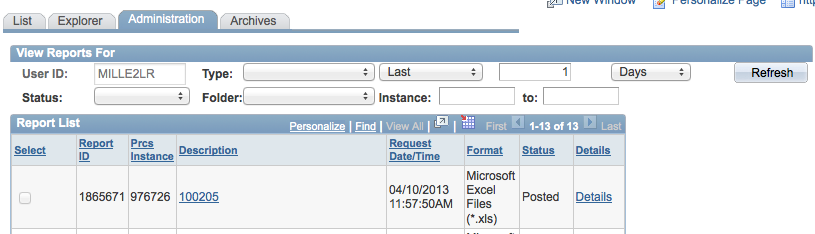
1. Choose Server Name **PSNT.** Click **OK.**



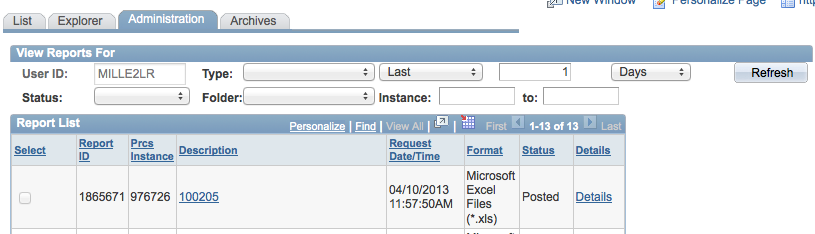
1. You are returned to the Report Request page. Click the **Report Manager** hyperlink.



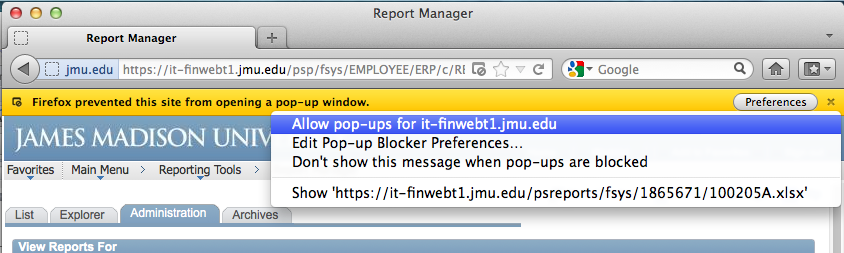
1. After you click on the **Administration tab**, click Refresh until the Status says ‘Posted’.

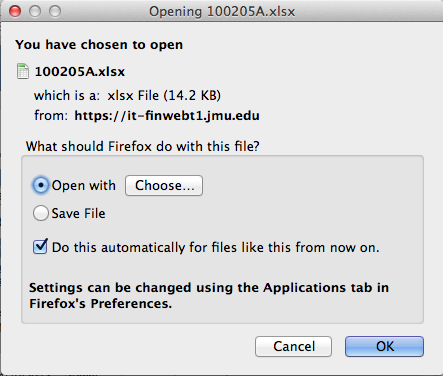


1. Click on the report hyperlink (e.g. 100205) after it is available.



\*\*Note: You must have pop-ups allowed. If you don’t, you will see a **yellow message bar**. Click **Preferences** and choose **Allow pop-up**…(you may need to click the report hyperlink again)



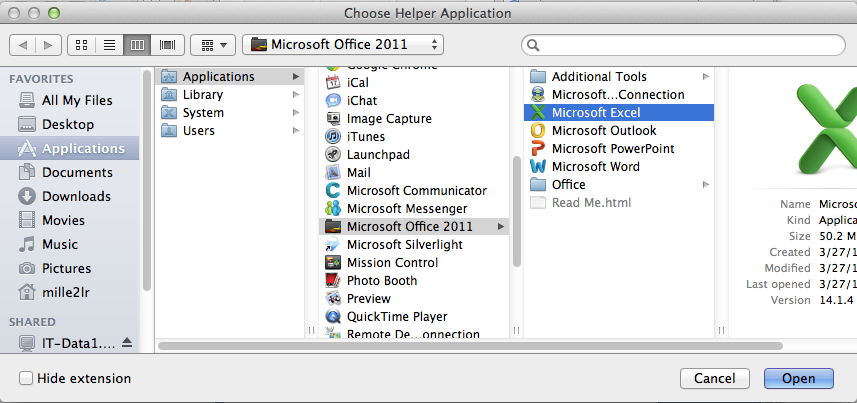


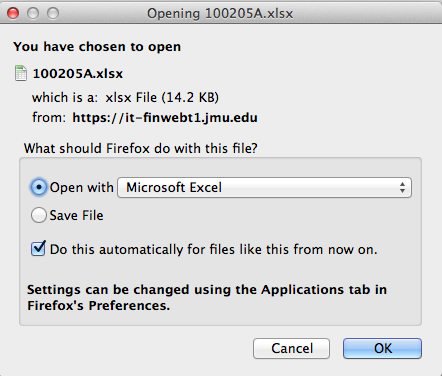
1. A window should appear.

Click the **Choose** button next to ‘Open with’

1. Navigate to Microsoft Excel. Click Applications, Microsoft Office, then Microsoft Excel.

Click **Open**

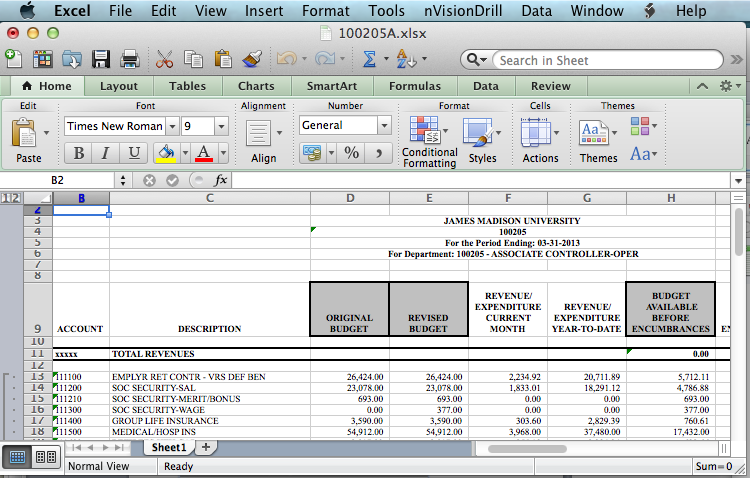




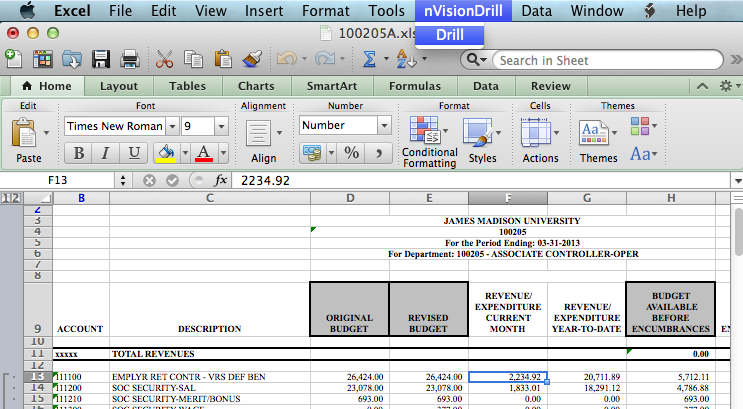
1. Optionally, you may check the box to **‘Do this automatically**..” if desired.

Click **OK**

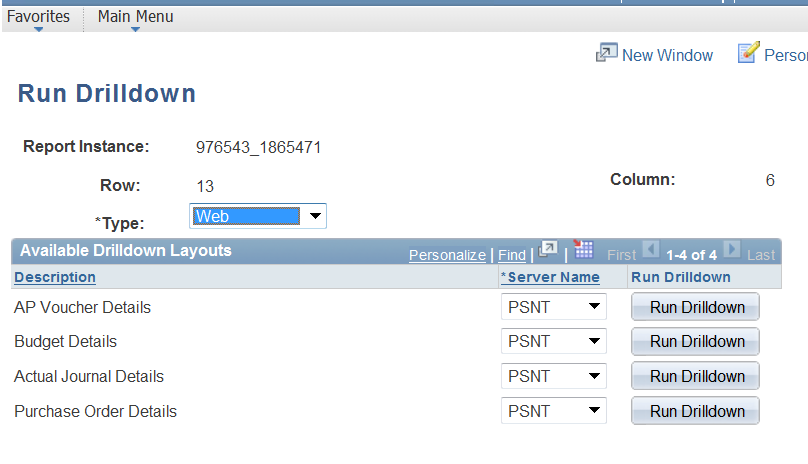
1. The nVision report should open in Excel. You are now able to Save & Print the report.



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**.

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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.

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