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1. Introduction to nVision Reports

In general, nVision reports are used at Georgia State University to provide budget information to the University community. These reports show all of the budget information for a department or project. The reports also contain drill down capabilities to allow system users to be able to see the detail information that is charged against their budgets.

1.1. Chapter Objectives

By the end of this chapter, you will be able run the nVision reports for the spectrum system through the online menus or by using nVision.
2. Scopes, Report Requests and Report Books

In order to run an nVision report a Scope and a Report Request must be created. To run multiple requests at once a Report Book must be created. The Spectrum Team has developed a simple way to create the complex parameters required to run the nVision reports. However, it is important that you understand the function of each of these tools.

The Scope must be created first. The scope defines the chart field values that will be used to execute an individual report. For each Organization Budget Report we must define the Fund, Department, Program, Appropriation and Budget Year. For the Project Budget Reports only the Fund and Project ID are necessary.

The Report Request is information that nVision uses to link a report to scope information and output information. The Report Request contains the scope, the report name, as well as where nVision will store the file once the report is created. The Report Request also contains the effective date used for the trees and the “As of Date” for the report data.

The Report Book allows many report requests to be run at one time. The Report Book can be scheduled to run in a batch mode and update the process monitor with their output.

3. On-Line/Real-Time

The goal of the Spectrum Project team was to provide detail budget information to the end-user through the on-line panels with real-time information. The tool that best meets the reporting needs of the University is nVision because of the ability to drill-down to detail information.
4. Running an nVision Report

1. To run a nVision report click on Go, Georgia State University.

2. Click on GL Rpts, Budget Report.
3. Enter the SetId **GSUF**, enter a Department code and additional criteria if desired and press enter. This displays every budget combination for that org in the system. Select a line and click **Ok**.

4. This will open the Budget Report window (below). Click on the Summary button to select the Budget Summary Report. Click on the Detail button to run the Budget Summary Detail Report. The Summary Report and Detail report are the same except for the drill-down queries.

The **Summary Report** drill-down provides information at the Requisition, Purchase Order, Voucher and Journal level. There is one line and a total dollar amount for each form. The account information is at the budget level (e.g. TR0000).

The **Detail Report** drill-down provides information at the line level. There is one line and a total dollar amount for each line on each form. The account information is at the detail account level (e.g. 714000).
5. This will bring up the nVision window. It will appear that it is running twice, that is normal. The report is opening and then the drills down queries are being created.

6. The process monitor window will not update correctly when this job is complete. Please ignore the status in the process monitor window.
5. Using nVision to Run Reports
This Section describes the use of nVision to run a report. If an end-user experiences a data collision problem the following steps can be used to ensure accurate data results every time.

Follow Steps 1-3 from Section 3 then begin with Section 5 Step 1 below.

1. This will open the Budget Report window. Note the Report ID that is displayed under the pushbuttons.

2. Click on Go, PeopleTools, nVision.

Excel will start and this spreadsheet will be displayed.
3. Click the **Open** pushbutton. This will open the Open Report Request window. Enter the Business Unit **GSUFS** and the Report Name (Report ID) from Step 1. Click the **OK**.

Click on the **question mark** to obtain list of Business Units.

If you do not know the name of the report, click on the **Get List** icon. Select report and then select **Ok**.

This should re-open the Report Request window. The window should contain the correct run information in each field.

To **double check**, verify the scope field. This field should contain the first seven digits of the Department concatenated with the fund concatenated with a single digit incremental number or the Project ID concatenated with a single digit incremental number.

Verify that the Layout is correct and that the As of Date is the desired date. Click the **Run** pushbutton. This will run the report.

This should open the Report Request window. The window should contain the correct run information in each field. To double check, verify the Scope field. This field should contain the first seven digits of the
Organization concatenated with the fund concatenated with a single digit incremental number or the Project ID concatenated with a single digit incremental number. Also verify that the Layout is correct and that the **As of Date is the desired date.** The As of Date is set to default to the fiscal year end. This will retrieve all budget information for the current year. To create a budget report for a specific date change this field to the desired date. (Ex. To run the report through December 31, 1999 change the date to 12/31/99)

To run the Summary Budget Report change the layout definition to “Budget_Summary”.

To run the Project Summary Budget Report changes the layout definition to “Budget_Summary_Project”. The Summary Report and Detail report are the same except for the drill-down queries. The Summary Report drill-down provides information at the Requisition, Purchase Order, Voucher and Journal level. There is one line and a total dollar amount for each form. The account information is at the budget level (e.g. TR0000). The Detail Report drill-down provides information at the **line** level. There is one line and a total dollar amount for each line on each form. The account information is at the detail account level (e.g. 714000).

Click the **Run** pushbutton. This will run the report.