How to Run a XA Report

1. Open your browser and go to http://panthersoft.fiu.edu
2. Under Systems and Staff click on "Financial System"
3. Enter your Panther ID and Password
4. Click Sign In
5. In the Menu (left-hand side) click on "Reporting Tools"
6. Under PS/nVision click on "Define Report Request"
7. For Business Unit enter FIU01
8. For Report ID enter XACNHS
9. Click Search
10. Verify the Layout says XA_DEPTSUM_2015 (this layout pertains to FY 2014-2015 only; the FY 2015-2016 layout will be available after July 1, 2015)
11. In the As of Date field enter date of your choice
12. Click on "Scope and Delivery Templates"
13. In the Report Scope field enter the Activity Number for your department/unit
14. Click Ok
15. Click Run Report
16. For Server Name select PSNT
17. Click Ok
18. Click "Process Monitor"
19. Click Refresh button several times until Run Status says Success and Distribution Status says Posted
20. Click "Go back to Report Request"
21. Click "Report Manager"
22. Click on the "Administration" tab
23. Hold down the **CTRL** key while clicking on the report hyperlink and select **Save As** (please disable any Popup-Blocking software and make sure the download is **Complete** before you open the file).