

How to Run an XA Report

http://panthersoft.fiu.edu

FIU | Division of Information Technology
FLORIDA INTERNATIONAL UNIVERSITY

PantherSoft

Home | About PantherSoft | Students | Faculty & Staff | Online Training | IT News | Contact Us

MY FIU | Students | Faculty | Employee | **My Home**

My FIU Information
my.fiu.edu

IT Alerts

- UTS License Server Currently Unavailable
- Scheduled System Downtime – Sunday, May 31st
- Voice and Network is currently unavailable affecting some users 4th Floor AHC5 Building
- Network affecting some users BBC at Kovens Center

Online Training

Online training for the PantherSoft Financials and Human Resource system is available through our User Productivity Kit.

- PantherSoft Financials
- PantherSoft HR
- Campus Solutions
- Guides & Tutorials

Training >

Systems

Students, Faculty, Employees

- MyFIU
- FIU Mobile
- MyAccounts

Staff

- Campus Solutions
- Human Resources
- Financial System
- ImageNow
- Reporting Environments

IT Alerts

UTS License Server Currently Unavailable

Scheduled System Downtime – Sunday,
May 31st

Voice and Network is currently unavailable
affecting some users 4th Floor AHC5
Building

Network affecting some users BBC at
Kovens Center

Online Training

Online training for the PantherSoft
Financials and Human Resource system is
available through our User Productivity Kit.

- PantherSoft Financials
- PantherSoft HR
- Campus Solutions
- Guides & Tutorials

[Training >](#)

Systems

Students, Faculty, Employees

- MyFIU
- FIU Mobile
- MyAccounts

Staff

- Campus Solutions
- Human Resources
- **Financial System**
- ImageNow
- Reporting Environments



FIU

Financials System

Panther ID:

Password:

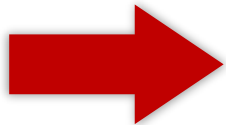
Sign In

[Staff Access Request](#) | [Reset Password](#)

Bookmark Page

Menu

- ▷ My Favorites
- ▷ Smart Solutions
- ▷ Access Request System
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Student Administration
- ▷ Supplier Contracts
- ▷ Customer Contracts
- ▷ Suppliers
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Grants
- ▷ Project Costing
- ▷ Travel and Expenses
- ▷ Billing
- ▷ Accounts Receivable
- ▷ Accounts Payable
- ▷ Asset Management
- ▷ FIU Budget Processes
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Real Time Bottom Line
- ▷ Set Up Financials/Supply Chain
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Tree Manager
- ▷ **Reporting Tools**
- ▷ PeopleTools
- ▷ FIU Custom
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)





PS/nVision

Design and create MS Excel spreadsheet reports on PeopleSoft data.

[Define Report Book](#)

[Register Drilldown Layout](#)

[Define Report Request](#)

[Define Scope](#)

Define Report Request





Find an Existing Value | Add a New Value

Search Criteria

Business Unit: begins with ▼ FIU01
Report ID: begins with ▼ XACNHS
Description: begins with ▼



FIU01



XACNHS

Case Sensitive

Limit the number of results to (up to 300): 300



Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

Business Unit: FIU01 Report ID: XACNHS

[Copy to Another Business Unit / Clone](#)

[Delete This Report Request](#)

Report Title:

XACNHS

[Transfer to Report Books](#)

*Layout:



XA_DEPTSUM_2015

[Process Monitor](#)

[Report Manager](#)

[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date:

Specify

06/01/2015



Choose Any Date

*Tree As Of Date:

Use As Of Reporting Date

Override Tree As of Date if Specified in Layout

Output Options

*Type:

Web

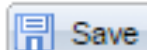
[Scope and Delivery Templates](#)



*Format:

Microsoft Excel Files (*.xls)

Run Report



Save



Return to Search



Notify



Add



Update/Display

Business Unit: FIU01 Report ID: XACNHS



Enter
Activity Nbr

1

Report Scope:

Enter your report scope.

[Scope Definition](#)

Folder Name:

FIU REPORTS

Retention Days:

Directory Name Template:

Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager.
Examples: Reports\%SFV%- %RID%.htm,
%FY4% %RTT%

Content Description Template:

Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions.
Examples: Stmt. Rev & Exp, Vacation Register -
%SFV%

Security Template:

Enter user IDs or variables to give access to report instances in the Content Repository.
Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager",
"%DES.DEPTID.OPRID.OPRID%"

2

OK

Cancel

Business Unit: FIU01 Report ID: XACNHS

[Copy to Another Business Unit / Clone](#)

Report Title:

XACNHS

[Delete This Report Request](#)[Transfer to Report Books](#)

*Layout:

XA_DEPTSUM_2015

[Process Monitor](#)[Report Manager](#)[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date:

Specify

06/01/2015



*Tree As Of Date:

Use As Of Reporting Date

 Override Tree As of Date if Specified in Layout

Output Options

*Type:

Web

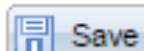
[Scope and Delivery Templates](#)

*Format:

Microsoft Excel Files (*.xls)

1

Run Report



Save



Return to Search



Notify



Add



Update/Display



Process Scheduler Request x

[?](#) Help

User ID: 1298999

Run Control ID:

Server Name: PSNT ▼



Run Date: 06/01/2015

Recurrence: ▼

Run Time: 10:07:19AM

[Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default ▼	Default ▼



[OK](#) [Cancel](#)

Business Unit: FIU01 Report ID: XACNHS

[Copy to Another Business Unit / Clone](#)

[Delete This Report Request](#)

Report Title:

XACNHS

[Transfer to Report Links](#)

*Layout:

XA_DEPTSUM_2015

[Process Monitor](#)

[Report Manager](#)

[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date:

Specify

06/01/2015



*Tree As Of Date:

Use As Of Reporting Date

Override Tree As of Date if Specified in Layout

Output Options

*Type:

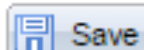
Web

[Scope and Delivery Templates](#)

*Format:

Microsoft Excel Files (*.xls)

Run Report



Save



Return to Search



Notify



Add



Update/Display

Process List

Server List

Click Refresh until:

View Process Request For

User ID Type Last 1 Days **1**

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4792894		nVision Report	NVSRUN	<input type="button" value="Info"/> 1298999	06/01/2015 10:10:14AM EDT	Success	Posted	Details

Run Status: **Success**
Distribution Status: **Posted**

2

[Go back to Report Request](#)

Business Unit: FIU01 Report ID: XACNHS

[Copy to Another Business Unit / Clone](#)

Report Title:

XACNHS

[Delete This Report Request](#)[Transfer to Report Books](#)

*Layout:

XA_DEPTSUM_2015

[Process Monitor](#)[Report Manager](#)[Share This Report Request](#)**Report Date Selection**

*As Of Reporting Date:

Specify

06/01/2015



*Tree As Of Date:

Use As Of Reporting Date

 Override Tree As of Date if Specified in Layout**Output Options**

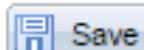
*Type:

Web

[Scope and Delivery Templates](#)

*Format:

Microsoft Excel Files (*.xls)

[Run Report](#)

Save



Return to Search



Notify



Add



Update/Display

1

List Explorer **Administration** Archives

View Reports For

User ID: 1298999 Type: Last 1 Days Refresh
Status: Folder: Instance: to:

Report List

Personalize | Find | View All | First 1 of 1 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4900663	4792894	XA 2412210001 2015-06-01	06/01/2015 10:10:56AM	Microsoft Excel Files (*.xls)	Posted	Details

2

Hold down the **CTRL** key while clicking on the report hyperlink and select **Save As**

Disable any Popup-Blocking software

Internet Explorer blocked a pop-up from **psprod.fiu.edu**.

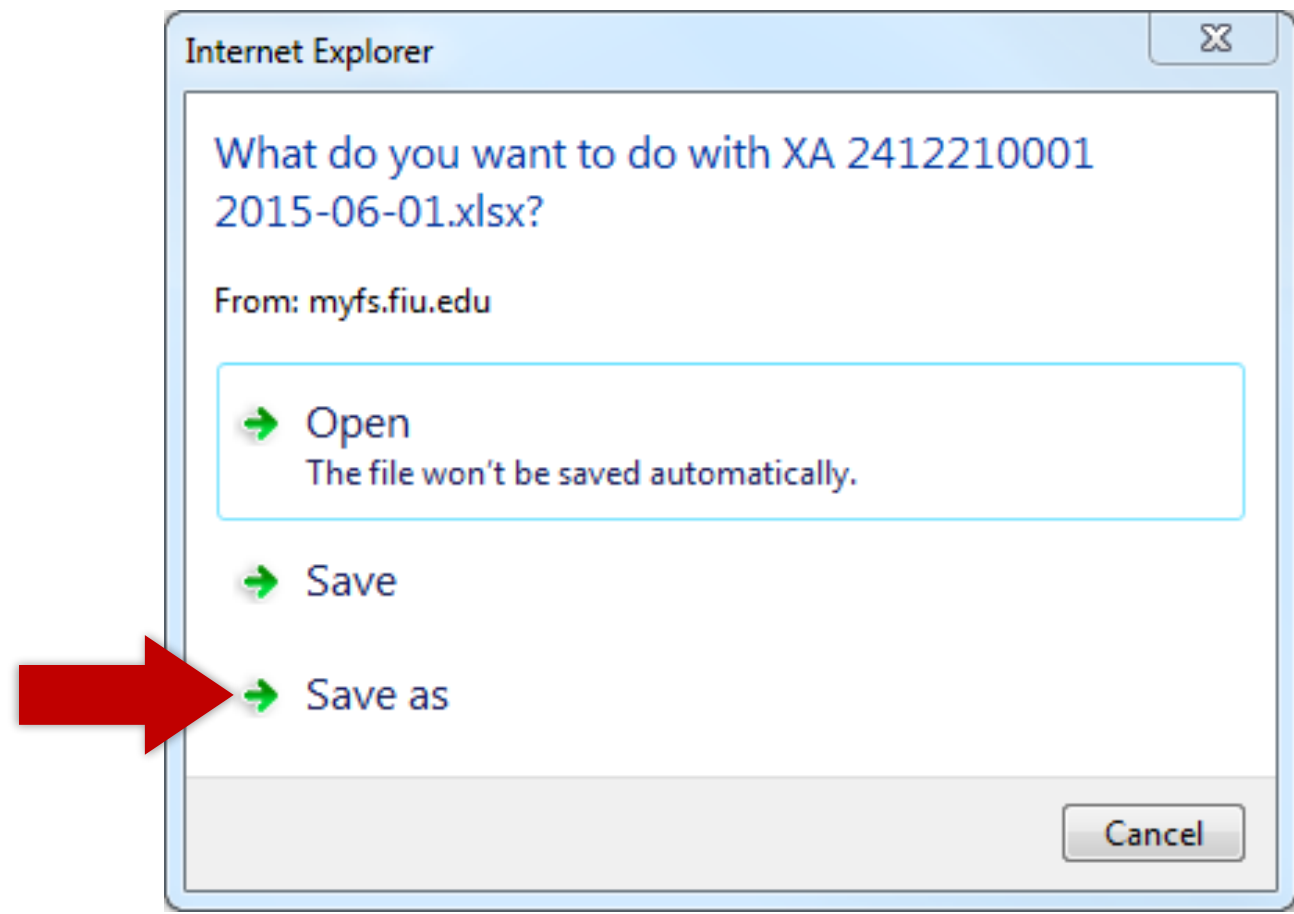
Allow once

Options for this site ▾

×



Always Allow



Make sure the download is **Complete** before you open the file.

The XA 2412210001 2015-06-01.xlsx download has completed.

Open



Open folder

View downloads



IF YOU HAVE ANY QUESTIONS CONTACT:

Victor Martinez at (305) 348-0583

Ramiro Lopez at (305) 348-0097