

How to Run a DI Report

http://panthersoft.fiu.edu

The screenshot shows the PantherSoft website homepage. At the top, there is a dark blue header with the FIU logo and 'FLORIDA INTERNATIONAL UNIVERSITY' on the left, and the PantherSoft logo on the right. Below the header is a navigation bar with links for HOME, ABOUT US, FACULTY & STAFF, STUDENTS, and CONTACT US. The main content area features a large banner with the text 'One password for many systems.' and 'FIU My Accounts'. Below the banner is a notice about a password change on October 31, 2010. To the right of the banner is a 'QUICK LINKS' menu with items like Log In, Panther ID Look Up, Faculty/Staff Access Request, Students Tutorials, News / Events, and Contact Us. Below the banner and quick links are four yellow boxes: 'LEARNING' with a 'TUTORIALS' link, 'NAVIGATE' with a 'MY.FIU.EDU' link, 'MAINTENANCE' with a 'SYSTEM MAINTENANCE DOWNTIME' link, and 'PANTHER NEWS' with two news items: 'Extended PantherSoft Systems Maintenance Sunday, June 2' and 'Streamlining the Login Process for PantherSoft Student-Campus Solutions'.

FIU | FLORIDA INTERNATIONAL UNIVERSITY

PantherSoft

HOME ABOUT US FACULTY & STAFF STUDENTS CONTACT US

One password for many systems.

FIU My Accounts

On October 31, 2010 the password for the PantherSoft Student Campus Solutions system, including MyFIU, will be your MyAccounts password. For more information, [click here](#).

QUICK LINKS

- Log In
- Panther ID Look Up
- Faculty/Staff Access Request
- Students Tutorials
- News / Events
- Contact Us

LEARNING **NAVIGATE** **MAINTENANCE** **PANTHER NEWS**

TUTORIALS
Learn about our tutorials and training guides. [More](#)

MY.FIU.EDU
Visit our students and faculty portal. [More](#)

SYSTEM MAINTENANCE DOWNTIME
View scheduled maintenance and system upgrades. [More](#)

Extended PantherSoft Systems Maintenance Sunday, June 2
May 28, 2013 04:22:26 pm

Streamlining the Login Process for PantherSoft Student-Campus Solutions
October 01, 2010 12:48:04 pm



One password for many systems.

FIU My Accounts

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QUICK LINKS

- [Log In](#)
- [Panther ID Look Up](#)
- [Faculty/Staff Access Request](#)
- [Students Tutorials](#)
- [News / Events](#)
- [Contact Us](#)

LEARNING



TUTORIALS

Learn about our tutorials and training guides.

[More](#)

NAVIGATE



MY.FIU.EDU

Visit our students and faculty portal.

[More](#)

MAINTENANCE



SYSTEM MAINTENANCE DOWNTIME

View scheduled maintenance and system upgrades.

[More](#)

PANTHER NEWS

- [Extended PantherSoft Systems Maintenance Sunday, June 2](#)
May 28, 2013 04:22:26 pm
- [Streamlining the Login Process for PantherSoft Student-Campus Solutions](#)
October 01, 2010 12:48:04 pm

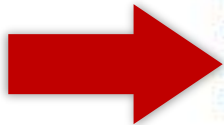
Login Now

Login Now by going to:

- MyFIU webpage - <http://my.fiu.edu>.

Staff Login:

- [Student System - Campus Solutions](#)
- [Query Database - Student System](#)
- [Financials System](#)
- [Query Database - Financial System](#)





FLORIDA
INTERNATIONAL
UNIVERSITY

Please ensure that you are using your MyAccounts password to logon

Financials System

Panther ID:



Reset Password

Password:

Sign In



Look up your Panther ID by clicking here!



Staff Access Request!

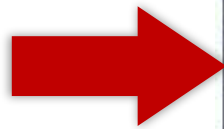
The use of Florida International University's information technology resources is contingent upon proper authorization. By logging in to this system, you agree to abide by all applicable federal, state and local laws, State of Florida Board of Governors rules, and University rules, regulations and policies. You also understand that the misuse or misappropriation of the University's information technology resources or violation of any applicable law, rule, regulation or University policy may result in the revocation of your access privileges.



Menu [Refresh] [Minimize] [Close]

Search: [Search]


- ▷ My Favorites
- ▷ Smart Solutions
- ▷ Access Request System
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Student Administration
- ▷ Supplier Contracts
- ▷ Customer Contracts
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Grants
- ▷ Project Costing
- ▷ Travel and Expenses
- ▷ Billing
- ▷ Accounts Receivable
- ▷ Accounts Payable
- ▷ Asset Management
- ▷ FIU Budget Processes
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ 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







Report Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**


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

Business Unit: **1** 

Report ID: **2** 

Description:

Case Sensitive

3 [Basic Search](#)  [Save Search Criteria](#)


Business Unit: FIU01 Report ID: DICNHS

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

[Delete This Report Request](#)

Report Title: DICNHS

[Transfer to Report Books](#)

*Layout: **1** DI_DEPTSUM_2015 

[Process Monitor](#)

[Report Manager](#)

[Share This Report Request](#)

▼ Report Date Selection

*As Of Reporting Date: Specify ▼ As of Date: 04/30/2014 

2

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](#)


3


Format: Microsoft Excel Files (.xls) ▼


Run Report

 Save

 Return to Search

 Notify

 Add

 Update/Display

nVision Web Output

Business Unit: FIU01 Report ID: DICNHS

Enter
Activity Nbr

1

Report Scope:

2410120001

Enter your report scope.

[Scope Definition](#)

Folder Name:

FIU Reports

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:

DI %SFV% %ASD%

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

nVision Report Request

Advanced Options

Business Unit: FIU01 Report ID: DICNHS

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

[Delete This Report Request](#)

Report Title:

DICNHS

[Transfer to Report Books](#)

[Process Monitor](#)

*Layout:

DI_DEPTSUM_2014



[Report Manager](#)

[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date:

Specify



As of 04/30/2014



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)



1

Run Report

Save

Return to Search

Notify

Add

Update/Display

Process Scheduler Request

User ID: 1298999

Run Control ID:

Server Name: **PSNT** ▼

Run Date: 05/20/2014

Recurrence: ▼

Run Time: 4:07:37PM

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 ▼

2

OK Cancel

nVision Report Request

Advanced Options

Business Unit: FIU01 Report ID: DICNHS

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

[Delete This Report Request](#)

Report Title:

DICNHS

[Transfer to Report Books](#)

[Process Monitor](#)

1

*Layout:

DI_DEPTSUM_2014

[Report Manager](#)

[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date:

Specify

As of 04/30/2014

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

Process List Server List

Click Refresh until:

1

View Process Request For

User ID: 1298999 Type: Last 8 Hours

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4366315		nVision Report	NVSRUN	1298999	05/20/2014 4:15:46PM EDT	Success	Posted	Details

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

2

[Go back to Report Request](#)

nVision Report Request

Advanced Options

Business Unit: FIU01 Report ID: DICNHS

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

[Delete This Report Request](#)

Report Title:

DICNHS

[Transfer to Report Books](#)

*Layout:

DI_DEPTSUM_2014

[Process Monitor](#)

[Report Manager](#)

1

[Share This Report Request](#)

Report Date Selection

*As Of Reporting Date:

Specify

As of 04/30/2014

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

1

List Explorer **Administration** Archives

View Reports For

User ID: 1298999 Type: [] *Filter Type: Last Filter Value: 8 Hours Refresh

Status: [] Folder: [] Instance: [] to: []

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4431280	4366315	DI 2410120001 2014-04-30	05/20/2014 4:16:28PM	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**.

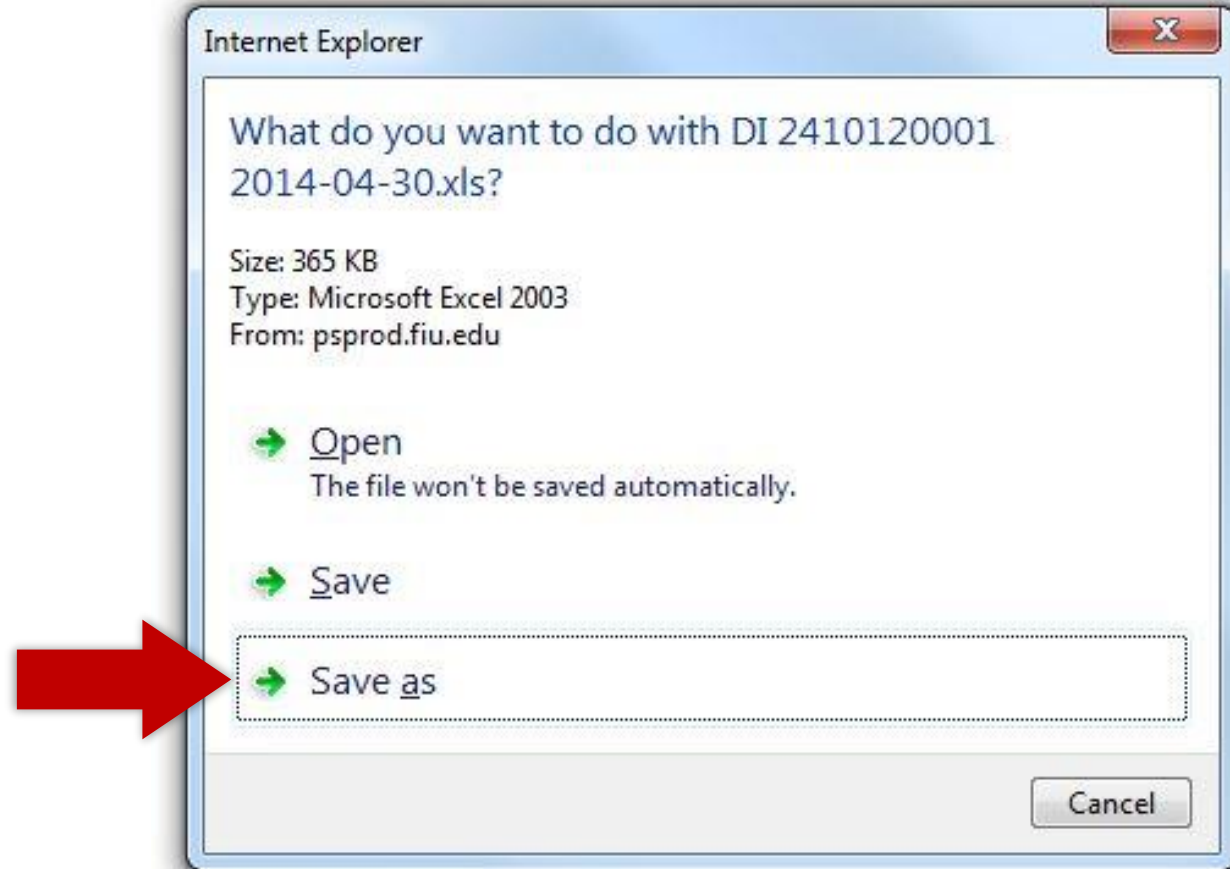
Allow once

Options for this site ▼

x



Always Allow



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

The DI 2410120001 2014-04-30.xls 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