

How to Run a DI Report

1. Open your browser and go to <http://panthersoft.fiu.edu>
2. Click on “Log In”
3. Under Staff Login click on “Financial System”
4. Enter your Panther ID and Password
5. Click Sign In
6. In the Menu (left-hand side) click on “Reporting Tools”
7. Under PS/nVision click on “Define Report Request”
8. For Business Unit enter FIU01
9. For Report ID enter DICNHS
10. Click Search
11. Verify the Layout says DI_DEPTSUM_2015 (Layout pertains to Fiscal Year 2014-2015 only)
12. In the As of Date field enter date of your choice
13. Click on “Scope and Delivery Templates”
14. In the Report Scope field enter your Activity Number
15. Click Ok
16. Click Run Report
17. For Server Name select PSNT
18. Click Ok
19. Click “Process Monitor”
20. Click Refresh button several times until Run Status says Success and Distribution Status says Posted
21. Click “Go back to Report Request”
22. Click “Report Manager”
23. Click on the “Administration” tab
24. 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).