How to Run an XA Report
http://panthersoft.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 Koven's 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

Systems

Students, Faculty, Employees

- MyFIU
- FIU Mobile
- MyAccounts

Staff

- Campus Solutions
- Human Resources
- Financial System
- ImageNow
- Reporting Environments
Define Report Request
Choose Any Date

1. Layout: XA_DEPTSUM_2015
2. As Of Reporting Date: Specify 06/01/2015
3. Type: Web
4. Format: Microsoft Excel Files (*.xls)
Enter Activity Nbr

1. Report Scope: 2412210001
   Enter your report scope.
   Scope Definition

2. FIU Reports
   FIU REPORTS

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%\n
Content Description Template:

XA %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:SMITH", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"
1. Server Name: PSNT
2. Process Scheduler Request:
   - Select: nVision Report
   - Process Name: NVSRUN
   - Process Type: nVision Report
   - *Format: Default

User ID: 1298999
Run Date: 06/01/2015
Run Time: 10:07:19AM
Reset to Current Date/Time
OK Cancel
Click Refresh until:

Run Status: Success
Distribution Status: Posted
nVision Report Request

Business Unit: FIU01
Report ID: XACNHS
Report Title: XACNHS
*Layout: XA_DEPTSUM_2015

Copy to Another Business Unit / Clone
Delete This Report Request
Transfer to Report Books
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 ▼
*Format: Microsoft Excel Files (*.xls) ▼

Run Report
Save ▼ Return to Search ▼ Notify ▼
Add ▼ Update/Display ▼

nVision Report Request | Advanced Options
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
What do you want to do with XA 2412210001 2015-06-01.xlsx?

From: myfs.fiu.edu

- Open
  The file won't be saved automatically.
- Save
- Save as
Make sure the download is **Complete** before you open the file.
IF YOU HAVE ANY QUESTIONS CONTACT:

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