How to Run a DI Report
http://panthersoft.fiu.edu
One password for many systems.

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.
Login Now

Login Now by going to:


Staff Login:

- Student System - Campus Solutions
- Query Database – Student System
- Financials System
- Query Database - Financial System
Please ensure that you are using your MyAccounts password to logon

Financials System

Panther ID: 

Password: 

Reset Password

Sign In

Look up your Panther ID by clicking here!

Staff Access Request!

The use of FIU's Information Technology Resources is subject to proper authorization. By logging into this system, viewing or accessing any applicable law, rule, regulation or policy, you agree to abide by all applicable federal, state and local laws, State of Florida Board of Governors Rules, and University IT regulations and policies. You also understand and agree that the misuse, misappropriation of the University's Information Technology Resources is subject to violation of any applicable law, rule, regulation or University policy may result in the revocation of your access privileges.
Menu

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
- FLU Budget Processes
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- FLU Custom
- My Personalizations
- My System Profile
- My Dictionary
Define Report Request

PS/nVision
Design and create MS Excel spreadsheet reports on PeopleSoft data.
- Define Report Book
- Register Drilldown Layout
- Define Report Request
- Define Scope
# Report Request

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

### Find an Existing Value

<table>
<thead>
<tr>
<th>Limit the number of results to (up to 300):</th>
<th>300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>begins with ▼ FIU01</td>
</tr>
<tr>
<td>Report ID:</td>
<td>begins with ▼ DICNHS</td>
</tr>
<tr>
<td>Description:</td>
<td>begins with ▼</td>
</tr>
</tbody>
</table>

### Add a New Value

- **Business Unit:** FIU01
- **Report ID:** DICNHS

### Search Options

- Search
- Clear
- Basic Search
- Save Search Criteria
Choose Any Date

1. **Layout:** DI_DEPTSUM_2015

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

3. **Type:** Web
   - **Format:** Microsoft Excel Files (*.xls)
   - **Scope and Delivery Templates**
### nVision Web Output

**Business Unit:** FIU01  
**Report ID:** DICNHS

#### Report Scope:
- **Enter your report scope.**
- **Scope Definition**

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>FIU Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention Days</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

#### 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:SMITH", "U:VP1;R:Manager", "%DES.DEPTID.OPRiD.OPRiD%"`  

[223x427]1 Enter Activity Nbr

[Image 18x0 to 782x540]
### Process Scheduler Request

<table>
<thead>
<tr>
<th>User ID:</th>
<th>1298999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID:</td>
<td></td>
</tr>
<tr>
<td><strong>Server Name:</strong></td>
<td>PSNT</td>
</tr>
<tr>
<td>Recurrence:</td>
<td></td>
</tr>
<tr>
<td>Time Zone:</td>
<td></td>
</tr>
<tr>
<td><strong>Run Date:</strong></td>
<td>05/20/2014</td>
</tr>
<tr>
<td><strong>Run Time:</strong></td>
<td>4:07:37PM</td>
</tr>
<tr>
<td><strong>Reset to Current Date/Time</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Process List

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>nVision Report</td>
<td>NVSRUN</td>
<td>nVision Report</td>
<td>Default</td>
<td>Default</td>
</tr>
</tbody>
</table>
Click **Refresh** until:

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

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<table>
<thead>
<tr>
<th>Instance</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4366315</td>
<td>nVision Report</td>
<td>NVSRUN 1298999</td>
<td>05/20/2014 4:15:46PM EDT</td>
<td>Success</td>
<td>Posted</td>
<td></td>
</tr>
</tbody>
</table>

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2. Go back to Report Request
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 DI 2410120001 2014-04-30.xls?

Size: 365 KB
Type: Microsoft Excel 2003
From: psprod.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:

Victor Martinez at (305) 348-0583
Ramiro Lopez at (305) 348-0097