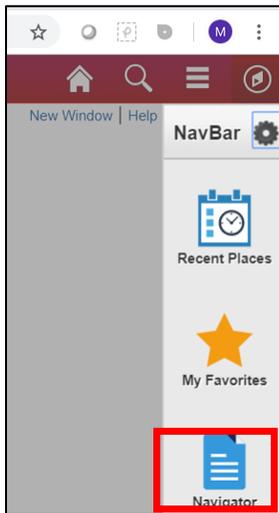


This guide is designed to quickly instruct you to run a report using delivered functionality. This replaces the custom “UW/nVision” menu where you previously entered run control data, submitted parameters and ran reports from the custom Report Request page. It’s not as long and detailed as the Reporting Console video ([Link to Reporting Console Video](#)), or the Reporting Console Business Process Guide ([Link to Reporting Console Business Process Guide](#)), which is a complete reference and contains all information about running and retrieving all reports.

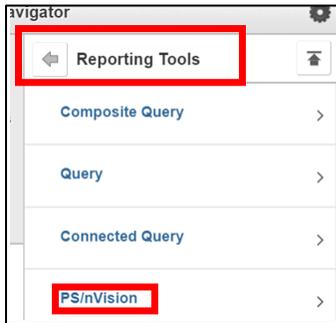
Run Reports via Report Request

Navigate to Report Request

1. Click on the Compass Dial at the top right on your web page  then Navigator:



2. Scroll to Reporting Tools> PS/nVision> Define Report Request



3. Enter your Business Unit and click Search for a list of Report Requests or enter the Report ID. All Report Requests were copied over during the upgrade. If you cannot find a Report Request you used previously, you can re-enter the Report Request or notify **Problem Solvers** for assistance.

Report Request

Enter any information you have and click Search. Leave fields blank.

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit | begins with ▼ | UWMIL

Report ID | begins with ▼ |

Description | begins with ▼ |

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Business Unit	Report ID	Description
UWMIL	01B101M	Budsum Fund 101- GEA Major Dep
UWMIL	01BS101	Budsum Fund 101- GEA DEPTID
UWMIL	01BS101A	Budsum Fund 101 GEA ACCOUNT

4. Choose your Report Request.

VERY IMPORTANT!!
 Verify all data.....especially the *Query Prompts* page.

nVision Report Request | Advanced Options | **Query Prompts**

Business Unit: UWMIL Report ID: 01BS101A

Report Title: Budsum Fund 101 GEA ACCOUNT

*Layout: MIL_88_BUDSUM_101_GEA_ACCOUNT

Report Date Selection

*As Of Reporting Date: Specify 02/29/2016

*Tree As Of Date: Use As Of Reporting Date

Override Tree As of Date if Specified in Layout

Output Options

*Type: Window

Format: Microsoft Excel Files (.xls)

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | Advanced Options | Query Prompts

5. Click on “Update Parameters” to make sure that the Query Prompt Fields are updated with the correct information. Enter data into the parameter fields and click Save. Then go to nVision Report Request.

nVision Report Request | Advanced Options | **Query Prompts**

Business Unit: UWMIL Report ID: 01BS101A

Update Parameters

Query Prompts Find First 1 of 1 Last

Query Name UW_ACTUAL_ENCUMBERED_AMT Find View All 1 of 1 Last

Prompt Name	Prompt Value

6. When all data is entered and verified click **Run Report**.

nVision Report Request | Advanced Options | Query Prompts

Business Unit: UWMIL Report ID: 01BS101A

Report Title: Budsum Fund 101 GEA ACCOUNT

*Layout: MIL_88_BUDSUM_101_GEA_ACCOUNT

Report Date Selection

*As Of Reporting Date: Specify 02/29/2016

*Tree As Of Date: Use As Of Reporting Date

Override Tree As of Date if Specified in Layout

Output Options

*Type: Window

Format: Microsoft Excel Files (.xls)

Run Report

7. Leave server name to default the correct server or define as SFSNT1:

Process Scheduler Request

User ID 00913865 Run Control ID

Server Name: SFSNT1

Run Date: 10/08/2018

Run Time: 9:12:50AM

Recurrence: [dropdown]

Time Zone: [dropdown]

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

8. You may see this page populate, you can close this page and proceed to Process Monitor or wait until the Process completes.

Reporting Console | Define Report Request | nVision-Report - NVSRUN

https://test.sfstest.wisconsin.edu/psc/sfprrel1-BD_52/EMPLOYEE/ERP/s/WEBLIB_RPT.ISCRPT1.F

Queued

Process Name: NVSRUN nVision Report

Process Instance: 10090168 Process Type: nVision-Report

9. Go to Process Monitor:

University of Wisconsin System Quick Reference How to Run Reports via Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: UWMIL Report ID: 01BS101A [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
 Report Title: Budsum Fund 101 GEA ACCOUNT [Transfer to Report Books](#)
[Process Monitor](#)
 *Layout: MIL_88_BUDSUM_101_GEA_ACCOUNT [Report Manager](#)
[Share This Report Request](#)

▼ Report Date Selection

10. Once successful, click on the link to return to Report Request and go to the link to Report Manager.

Process List | Server List

View Process Request For

User ID: 00913865 Type: Last: 1 Days Refresh
 Server: Name: NVSRUN Instance From: Instance To:
 Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10090168		nVision Report	NVSRUN	00913865	10/08/2018 9:12:50AM CDT	Success	N/A	Details

Go back to Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: UWMIL Report ID: 01BS101A [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
 Report Title: Budsum Fund 101 GEA ACCOUNT [Transfer to Report Books](#)
[Process Monitor](#)
 *Layout: MIL_88_BUDSUM_101_GEA_ACCOUNT [Report Manager](#)

11. Report Manager – Administration page: Use the link to view the report output. Once you click on the Report Description hyper-link an Excel file will populate with your report.

University of Wisconsin System Quick Reference How to Run Reports via Report Request

List Explorer **Administration** Archives

View Reports For

User ID Type Last

Status Folder Instance to

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

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7936080	10090168	Budsum Fund 101 GEA ACCOUNT	10/08/2018 9:15:58AM	Microsoft Excel Files (*.xls)	Posted	Details

Budsum Fund 101 GEA ACCOUNT [Protected View] - Excel Mike Niebanck

File Home Insert Draw Page Layout Formulas Data Review View Power Pivot QuickBooks Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

B8

		PERMANENT SALARY		LTE-STUDENT		SUPPLY		SALES CRE
DEPTID	DESCR	Budget	Balance	Budget	Balance	Budget	Balance	Budget
010200	Chancellors Office	616,012	40,916	13,947	(1,015)	928,208	869,728	-
010300	General Interdepartmental	-	-	-	-	25,000	(25,000)	-
014000	Univ Comm & Media Relations	660,492	(7,978)	-	-	137,866	(36,463)	-
014030	Security Program	-	-	-	-	60,000	889	-
014055	Communication & Media Relation	62,409	15,119	-	(6,390)	9,756	759	-
014057	News & Publications - Bulletin	-	-	-	-	6,303	(22,704)	-

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