

*UW System*

**Shared Financial System  
(SFS)**

**Running nVision Reports on the Web**

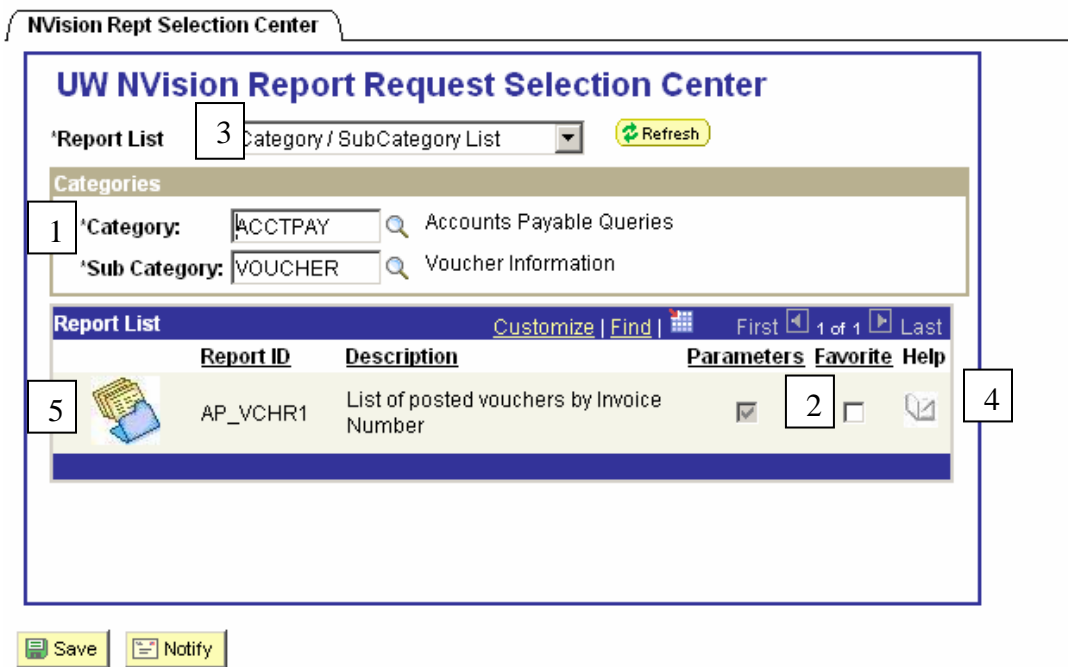
**PeopleSoft Version 8.9**



## *nVision on the web*

nVision on the web, as delivered in PeopleTools 8.48, does not support run-time prompting many common layouts use. A bolt-on was developed and enhanced to add this functionality and allow for prompting to be used on the web to our SFS environment. Additional features were also included such as additional classification functionality to be able to arrange layouts into groups.


The navigation to use nVision is UW nVision > nVision Report Submit Center. The 'Nvision Report Submit Center' is the page to user to run reports. It looks like the following:



The Selection Center allows you to select reports to run on the web.

1. Reports are grouped by Categories and Subcategories. Click on the Category and Subcategory lookup to view different reports.
2. Frequently run reports can be added to Your Favorites on this section. To add a report to your favorites, simply check the Favorite checkbox corresponding to the proper reports.
3. To view your favorite reports, toggle the Report List from Category/SubCategory List to My Reports.
4. A help section is available that will give important information about the report.



- To run a report, click on the  icon next to the report ID. This will bring up the parameters that need to be entered.

**NVision Run Control**

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**UW nVision Run Control Screen** JUK

**Report ID:** AP\_VCHR1 [Submit Parameters](#)

**Description:** List of posted vouchers by Invoice Number

**Run Control Parameter Entry** Find First 1-2 of 2 Last

<input checked="" type="checkbox"/> <b>Business Unit</b>	<input type="text" value="UWWWTW"/>	Edit	BUS_UNIT_TBL_GL
<input checked="" type="checkbox"/> <b>Invoice Number</b>	<input type="text" value="0"/>	Edit	VOUCHER

[Submit Parameters](#)

If they appear, enter information for all the Run Control Parameters. Read the help section for the report for additional information (i.e. to see if a wildcards can be used in the report.)

When the parameters are entered, press the [Submit Parameters](#) hyperlink. The report request page will appear.

**UW nVision Report Request**

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**Business Unit:** UWADM **Report ID:** AP\_VCHR1 [Process Monitor](#)  
[Report Manager](#)

**Description:** List of vouchers by Inv Number

**nVision Layout:** UW\_88\_BOLT\_AP\_VCHR\_P\_INVOICE\_ID

▼ **Scope Selection** [Run Report](#)

▼ **Report Date Selection**

**\*As Of Reporting Date:**

▼ **Output Options**

**\*Type:**  [Delivery](#)  
[Template](#)

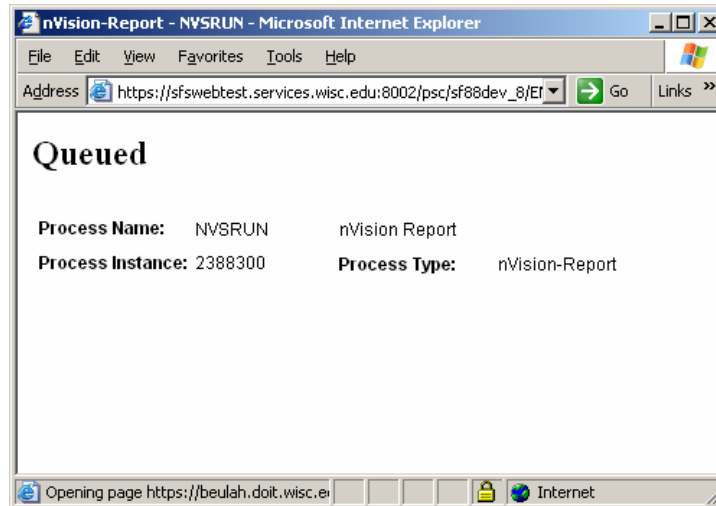
**\*Format:**

Additional options are available here:  
As of Reporting Date can be modified if necessary. (The as of reporting date usually does not affect a report that has run-time prompts.)

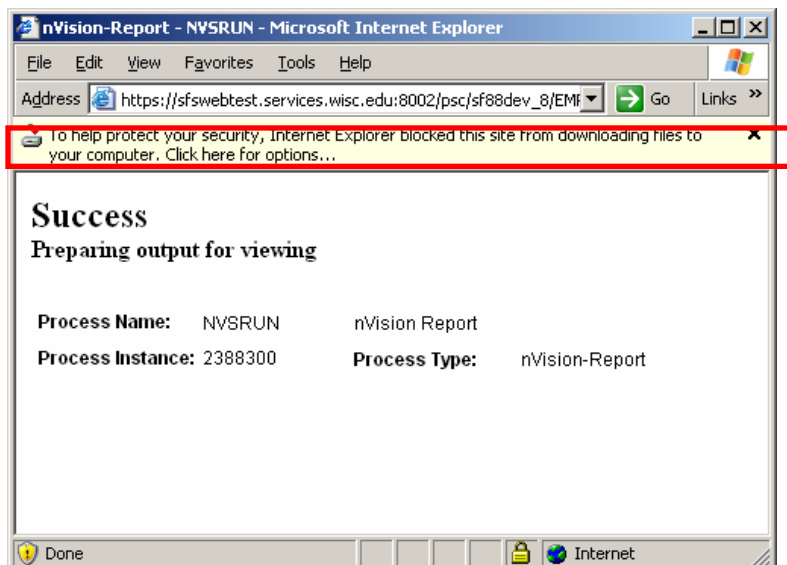
If scope is set up for this report, a scope selection would be seen.

Output options. Currently, the output options are Window or Web. The Window option will run the report to a new window, while the Web option will place the report in the Report Manager. The default format is Microsoft Excel.

Click on the Run Report hyperlink to start the report. If you are running the report to the Window, a new window will appear that looks like this:



The Queued message will change to Processing, and then Success when the report has run to completion. Depending on your browser settings, you may see the following message:



Click on the message, and then select Download File...



The nVision report will open in a window as an Excel spreadsheet.