

## QUICK REFERENCE GUIDE

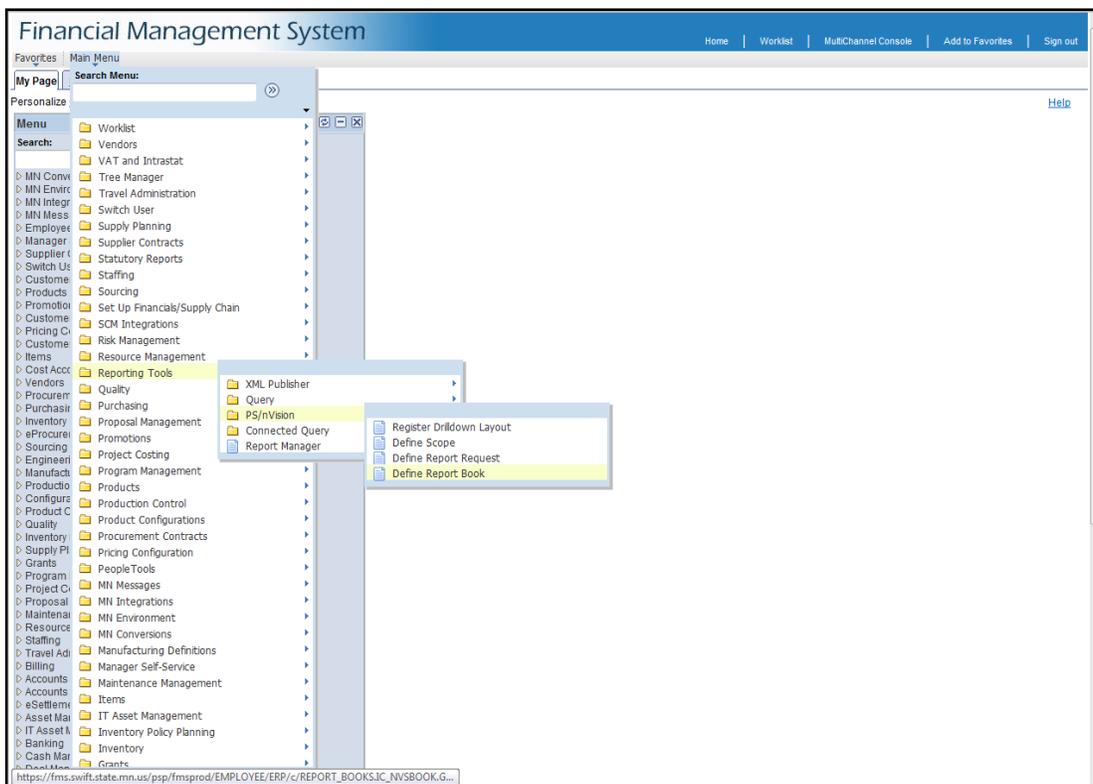
### *nVision Report Instructions*

June 15, 2012

### **NVISION Report Instructions**

To run an nVision Report, navigate to “Define Report Book.” This is the run control page for nVision Reporting.

**Navigation:** Reporting Tools, PS/nVision, Define Report Book



Financial Management System

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Book

### Report Book Definition

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

[Find an Existing Value](#) | [Add a New Value](#)

Maximum number of rows to return (up to 300):

**Search by:** Run Control ID begins with

Case Sensitive

[Search](#) | [Advanced Search](#)

### Search Results

[View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

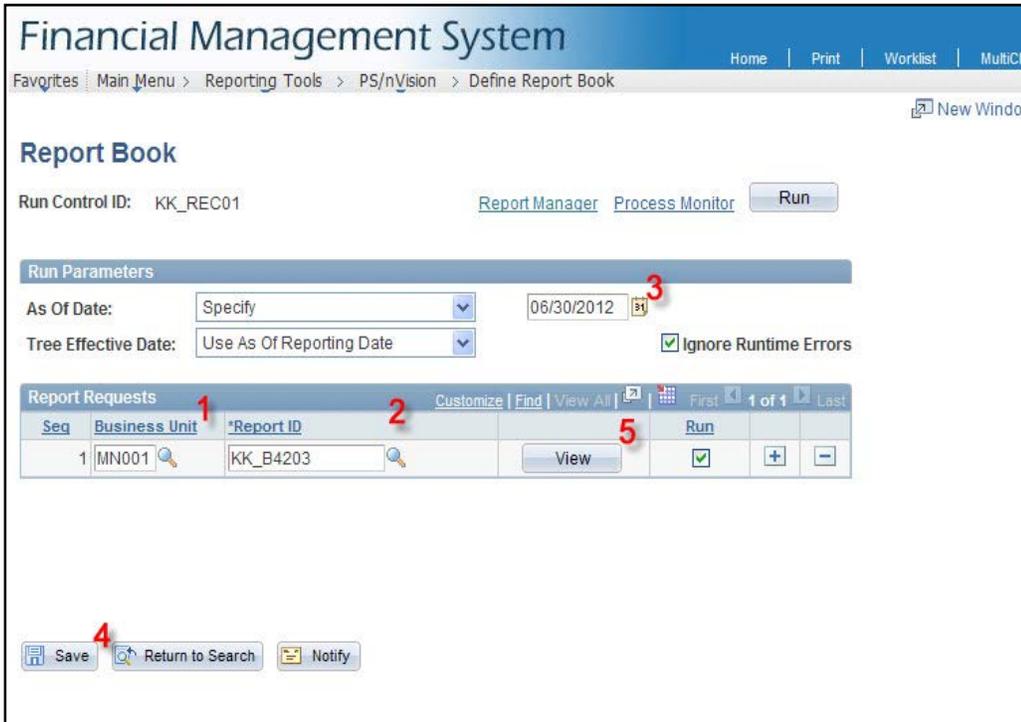
<a href="#">Run Control ID</a>
<a href="#">Daily Receipts</a>
<a href="#">Daily Receipts2</a>
<a href="#">KK_REC01</a>
<a href="#">PROMPT01</a>

[Find an Existing Value](#) | [Add a New Value](#)

You must use the Run Control ID **KK\_REC01**. Click the Search button to display all the existing run controls. If KK\_REC01 has not already been created, click the “Add a New Value” tab and add it.

If KK\_REC01 already exists in your Search Results, click it to open the Run Control page.

If KK\_REC01 is the only Run Control ID created, SWIFT will automatically jump to the next screen.



Use the run control page to begin setting the parameters for the report:

1. The business unit will always be MN001.  
**Note:** This not the functional business unit representing your agency. It is the State's GL business unit.
2. For the daily receipts report you will need to add one line, with the Report ID in the format, KK\_(your agency abbreviation)(sequence); example KK\_B4203.  
**Note:** You will be assigned a Report ID in your name. Be sure to use the correct Report ID.
3. Select the "As Of Date" to identify the end (or to) date for the report. The "from" date will be selected from prompt tabs within the view. You may need to change the dropdown selection to "Specify."
4. Save the run control.
5. Click the **View** button on line KK\_MMB01 to choose your first set of criteria.

**Financial Management System** Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request | **Advanced Options** | Query Prompts <sup>2</sup>

Business Unit: MN001 Report ID: KK\_B4203 [Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Report Title: Collected Receipts Report  
 \*Layout: KK\_REC

**Report Date Selection** <sup>1</sup>

\*As Of Reporting Date: Specify 06/30/2012  
 \*Tree As Of Date: Use As Of Reporting Date  
 Override Tree As of Date if Specified in Layout

**Output Options**

\*Type: Web [Scope and Delivery Templates](#)  
 \*Format: Microsoft Excel Files (\*.xls)

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

The first page is the nVision Report Request page. This page will open in a new tab or browser window.

1. Change the “As Of Reporting Date” to match the date you entered on the Report Book run control page.
2. Click the Query Prompts tab.

**Financial Management System** Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

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

Business Unit: MN001 Report ID: KK\_B4203

[Update Parameters](#)

Query Prompts Find First 1 of 10 Last

Query Name KK\_REC07

Prompt Name	Prompt Value
SETID	B4201
SETID	B4201

Save Return to Search Notify Add Update/Display

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

There are ten Query Prompts that must be set before you run the report. If you have run the report before, and you saved the prompt settings, those values will appear in the prompt fields. If you've never run the report before, or you need to change the prompts, you'll need to go through and set the values for each of the ten prompts. Sometimes it's a good idea to go through them anyway, just to make sure they are set the way you want them.

The query prompts set the values that will be used by the underlying queries to build the report. To change any values on this page, click the "Update Parameters" link. You should enter any changes here instead of on the actual prompts page.

Financial Management System

Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

KK\_REC07

From BU:

To BU:

The first query, KK\_REC07, only requires the business unit. Enter the "To" and "From" business unit values in the fields. It is recommended that you restrict the query to a single business unit.

Click the **OK** button to return to the KK\_REC07 query prompt page.

Financial Management System

Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: MN001 Report ID: KK\_B4203

[Update Parameters](#)

Query Prompts Find First 2 of 10 Last

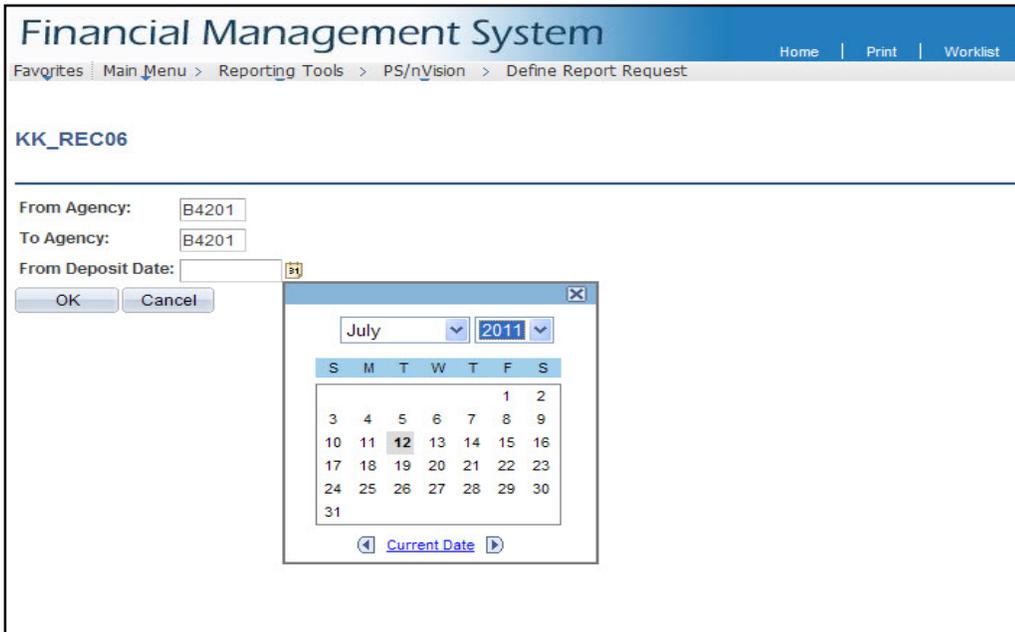
Prompt Name	Prompt Value
DEPOSIT_BU	<input type="text" value="B4201"/>
DEPOSIT_BU	<input type="text" value="B4201"/>
RECEIVED_DT	<input type="text" value="2011-07-01"/>

nVision Report Request | Advanced Options | Query Prompts

Click the "Show next row" icon  to move through the prompts.

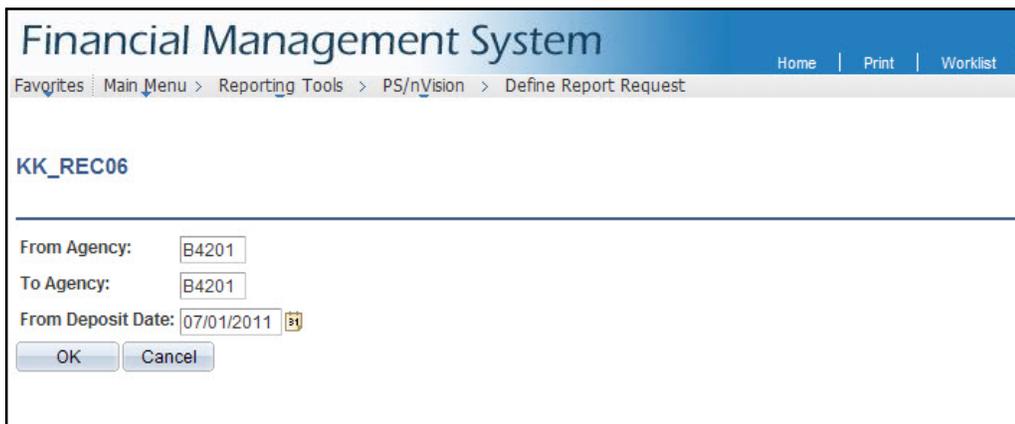
The second query is called KK\_REC06. The prompts for this query require the business unit and a date. This date represents the “From” date for the report. Earlier, on the Run Control page, you entered the “To” date. In this example, the “To” date was 06/30/2012.

Click the “Update Parameters” link.



Enter the business unit and date. One reason to use the “Update Parameters” page to enter the query prompt values is to make sure the dates are in the correct format. Click the calendar icon  to open the date selection window. Click to change the month and year and then click on the date. SWIFT will load the date into the field in the correct format.

For this example, you are entering a “From” date of July 1, 2011.



Note the date format in this field. This is the usual format for dates in SWIFT.

Click the OK button to return to the KK\_REC06 query prompt page.

Financial Management System

Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: MN001 Report ID: KK\_B4203

Update Parameters

Query Prompts Find First 2 of 10 Last

Query Name KK\_REC06

Prompt Name	Prompt Value
DEPOSIT_BU	B4201
DEPOSIT_BU	B4201
RECEIVED_DT	2011-07-01

Save Return to Search Notify Add Update/Display

nVision Report Request | Advanced Options | Query Prompts

Note the format of the date field on this page. This is the format necessary to run the query. If you enter the date in the standard format (07/01/2012), the query and report will still run, but you will get no data, because this format isn't compatible with the output format in Excel.

It is possible to enter the date in this format manually on this page. It is more reliable, however, to use the "Update Parameters" page.

Click the **Save** button. It is recommended to save each prompt page before moving to the next.

Click the "Show next row" icon to move to prompt 3 of 10.

Financial Management System

Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: MN001 Report ID: KK\_B4203

[Update Parameters](#)

Query Prompts Find First 3 of 10 Last

Query Name KK\_REC05

Prompt Name	Prompt Value
CHARTFIELD3	B424000
CHARTFIELD3	B424000
DEPTID	B4200000
DEPTID	B42ZZZZZ
KK_TRAN_DT	2011-07-01

Save Return to Search Notify Add Update/Display

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)

The remaining eight prompt pages all appear the same. They point to different queries, but the prompts each query requires are the same.

Here is a reference showing each of the queries and what it retrieves for the final report:

Query Names and Descriptions	
1) KK_REC07	Customer Name field
2) KK_REC06	MIDAS Location ID, Deposit Date, Source, and Payment Date. These are AR related fields
3) KK_REC05	GL Source Application Data
4) KK_REC04	AR Direct Journal Source Application data
5) KK_REC03	AR Estimated Revenue Source Application data
6) KK_REC02	AP Source Application data
7) KK_REC01D	GL Commitment Control (KK) Application data
8) KK_REC01C	AR Estimated Revenue Commitment Control (KK) data
9) KK_REC01B	AR Direct Journal Commitment Control (KK) data
10) KK_REC01	AP Commitment Control (KK) Application data

Click the “Update Parameters” link to edit the prompts for query KK\_REC05.

Financial Management System

Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

KK\_REC05

From Approp ID - Source:

To Approp ID - Source:

From Dept ID - Source:

To Dept ID - Source:

From Date:

The fields for this and the remaining queries are “From” and “To” Approp ID and “From” and “To” Dept ID, as well as a From Date. Notice that the Approp ID and Dept ID fields are labeled “Source,” indicating this query is retrieving data from a source application.

You can enter a range of Approp ID values. Be careful, though. The broader you set the prompts the more data will be pulled into the report. There is a maximum of 65,000 lines for the output, and it's possible that a range that is too broad will crash by generating too many lines of data. This example shows a single value, so the report will show data for that Approp ID only.

You can also enter a range of Dept ID values. Within a single Approp ID, a broad range of Dept IDs will not generate too many lines. If you want to include all possible values in the range for Dept ID, you should enter the “From” and “To” as shown in the example. Because Dept IDs are alphanumeric, entering the range “B4200000 through B42ZZZZZ will include all values. You should not use wildcards.

Use the calendar icon to select the date. **This date must be the same for all query prompts in order to get consistent data in the report.**

Click the **OK** button to return to the KK\_REC05 prompts page.

Use the “Show next row” icon  to navigate through the prompts, using the “Update Parameters” page to enter the Approp ID and Dept ID ranges and the From Date. These be the same for all queries.

**Financial Management System** Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

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

Business Unit: MN001 Report ID: KK\_B4203

[Update Parameters](#)

Query Prompts Find First 4 of 10 Last

Query Name KK\_REC04

Prompt Name	Prompt Value
CHARTFIELD3	B424000
CHARTFIELD3	B424000
DEPTID	B4200000
DEPTID	B42ZZZZZ
KK_TRAN_DT	2011-07-01

Save Return to Search Notify Add Update/Display

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)

**Financial Management System** Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

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

Business Unit: MN001 Report ID: KK\_B4203

[Update Parameters](#)

Query Prompts Find First 5 of 10 Last

Query Name KK\_REC03

Prompt Name	Prompt Value
CHARTFIELD3	B424000
CHARTFIELD3	B424000
DEPTID	B4200000
DEPTID	B42ZZZZZ
KK_TRAN_DT	2011-07-01

Save Return to Search Notify Add Update/Display

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)

Financial Management System Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

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

Business Unit: MN001 Report ID: KK\_B4203

[Update Parameters](#)

Query Prompts Find First 6 of 10 Last

Query Name KK\_REC02

Prompt Name	Prompt Value
CHARTFIELD3	B424000
CHARTFIELD3	B424000
DEPTID	B4200000
DEPTID	B42ZZZZZ
KK_TRAN_DT	2011-07-01

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[nVision Report Request](#) | [Advanced Options](#) | Query Prompts

The final four queries retrieve Commitment Control Application data. The format of the prompts remains the same, however.

Financial Management System Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

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

Business Unit: MN001 Report ID: KK\_B4203

[Update Parameters](#)

Query Prompts Find First 7 of 10 Last

Query Name KK\_REC01D

Prompt Name	Prompt Value
CHARTFIELD3	B424000
CHARTFIELD3	B424000
DEPTID	B4200000
DEPTID	B42ZZZZZ
KK_TRAN_DT	2011-07-01

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[nVision Report Request](#) | [Advanced Options](#) | Query Prompts

Financial Management System

Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

KK\_REC01D

From Approp ID - KK:

To Approp ID - KK:

From Dept ID - KK:

To Dept ID - KK:

From Date:

Note that on the Update Parameters page for query KK\_REC01D, the Approp ID and Dept ID fields are labeled “KK” indicating that Commitment Control data is retrieved.

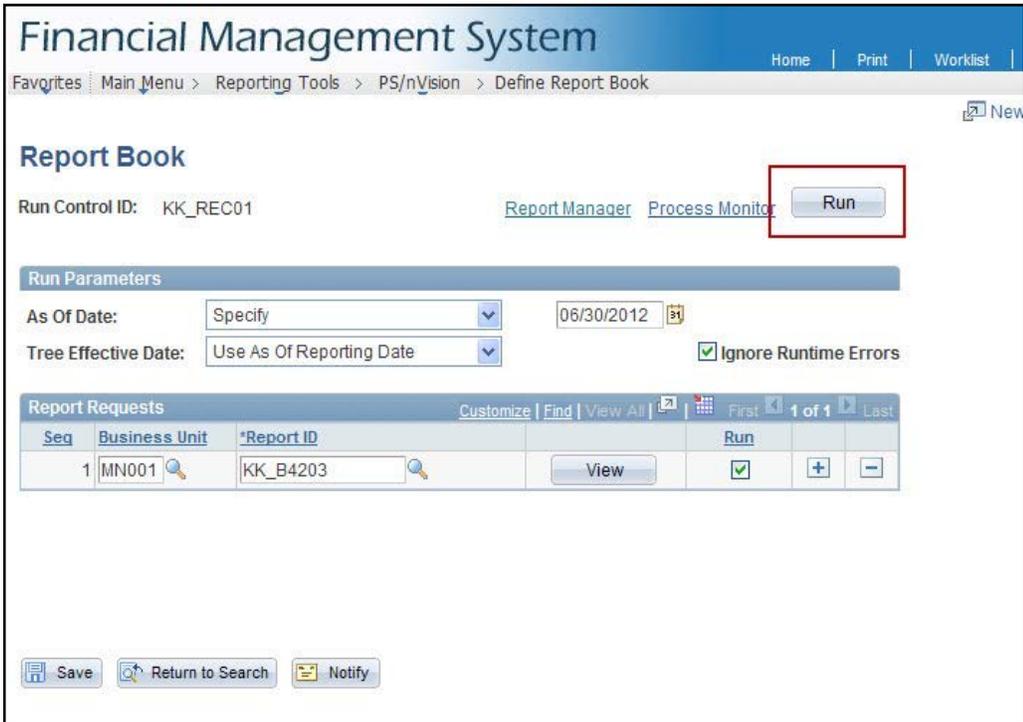
Enter the same ranges for the Approp ID and Dept ID, and the same From Date you used on the previous prompts, using the calendar icon .

Click the **OK** button to return to the KK\_REC01D query prompts page.

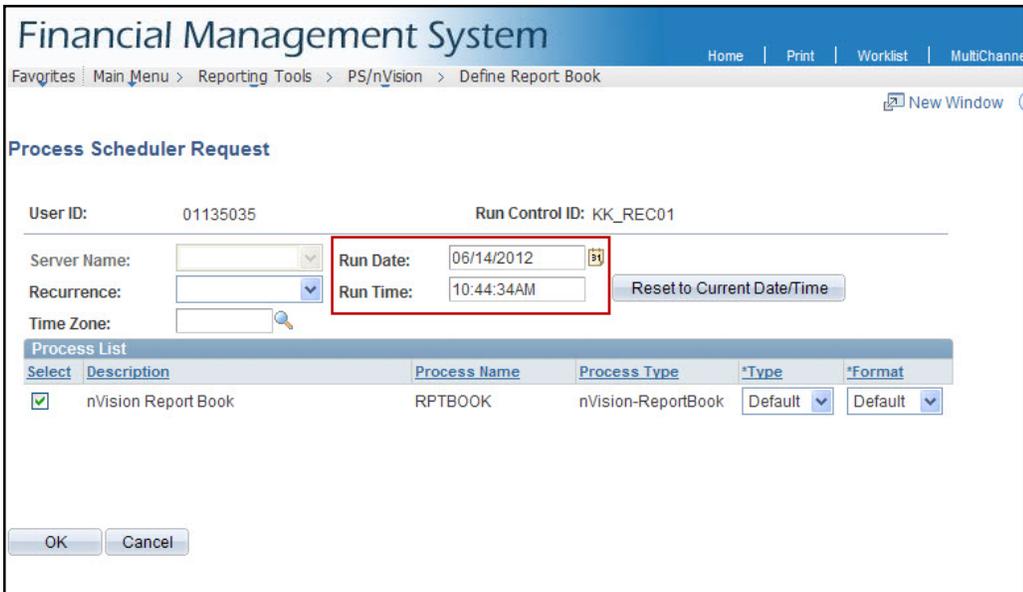
Use the Show next row icon to navigate through all ten prompts. Use the Update Parameters page to enter the values for all prompts.

It is recommended to navigate back through all the query prompts pages from 10 back to 1 to make sure the values are all consistent. Use the “Show previous row” icon . If you find an error you can just fix it using the Update Parameters page for that set of prompts.

When all query prompts are correct, simply close the tab or window that you are working in and return to the Report Book run control page.



Click the **Run** button to access the Process Schedule Request page.



Leave all of the defaults on this page. If you click OK, the report will be queued to run immediately. It may not run right away, depending on other jobs and the general system load.

You can schedule the report to run at a later time by changing the Run Date and Run Time fields. It's best to run the report after 2 PM when there is less other activity going on.

When your date and time are correct, click the **OK** button to run or queue the report.

**Financial Management System**

Home | Print | Worklist

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Book

**Report Book**

Run Control ID: KK\_REC01      Report Manager    **Process Monitor**    Run

Process Instance: 3061511

**Run Parameters**

As Of Date: Specify    06/30/2012

Tree Effective Date: Use As Of Reporting Date     Ignore Runtime Errors

**Report Requests**

Seq	Business Unit	Report ID	Run
1	MN001	KK_B4203	<input checked="" type="checkbox"/>

Save    Return to Search    Notify

SWIFT returns you to the Report Book run control page.

Note the Process Instance below the Run button. You'll need this when you go to view the report. You can use this number to troubleshoot if the report doesn't run for some reason.

To track the report and confirm that it ran successfully, click the "Process Monitor" link.

**Financial Management System**

Home | Print | Worklist | MultiChannel Console | Add

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Book

Process List    Server List

**View Process Request For**

User ID: 01135035    Type: Last    5 Days    Refresh

Server:    Name:    Instance:    to    1

Run Status:    Distribution Status:     Save On Refresh

**Process List**

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3061511		nVision-ReportBook	RPTBOOK	01135035	06/15/2012 12:02:41PM CDT	Processing	N/A	Details
<input type="checkbox"/>	3061507		nVision-ReportBook	RPTBOOK	01135035	06/15/2012 11:23:41AM CDT	Success	Posted	Details
<input type="checkbox"/>	3061506		nVision Report	NVSRUN	01135035	06/15/2012 11:22:51AM CDT	Success	Posted	Details
<input type="checkbox"/>	3061471		nVision-ReportBook	RPTBOOK	01135035	06/14/2012 10:44:34AM CDT	Success	Posted	Details
<input type="checkbox"/>	3061315		nVision-ReportBook	RPTBOOK	01135035	06/12/2012 2:17:33PM CDT	Success	Posted	Details

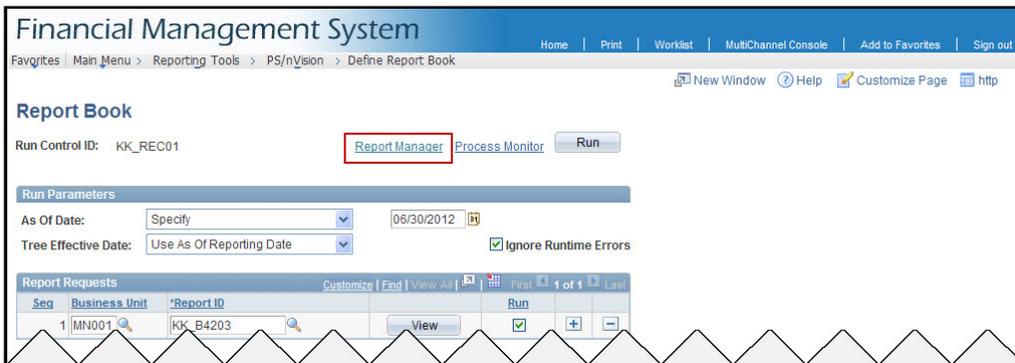
3  
Go back to Report Book Definition

Save    Notify

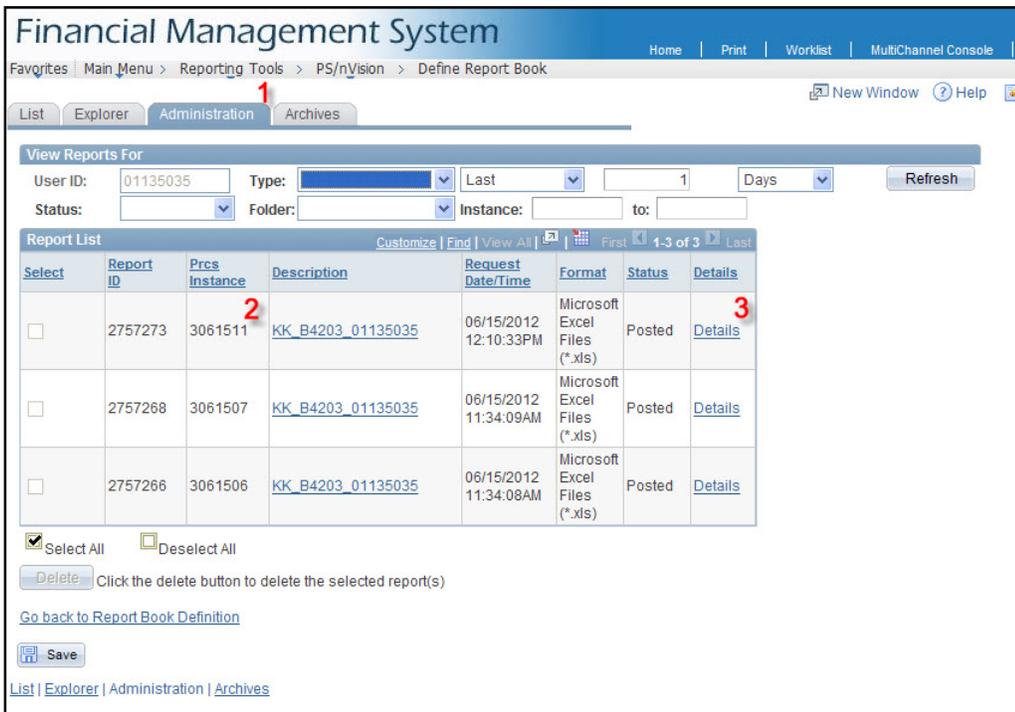
Process List | Server List

The Process Monitor page shows any processes you have run in the past. It might include other reports or other processes from different modules.

1. You can change how far back SWIFT goes to look for processes by changing the dropdowns and entering a number value. The default is “Last 1 Days.” This example has been changed to “Last 5 Days.” The options include All, Days, Hours, Minutes, or Years. You can also enter a range of dates. If you know the Process Instance, you can enter that to show only that process. Click the **Refresh** button after making any changes to display the new list.
2. Check the Run Status and Distribution Status. If the run status is Queued or Processing, the distribution status will be N/A. You need to wait until the run status is Success and the distribution status is Posted.
3. Click the **Refresh** button until your process distribution status is “Posted.” Then click the “Go back to Report Book Definition” link.



On the Report Book run control page, click the “Report Manager” link.



1. Click the “Administration” tab.
2. Look for your Process Instance. There may be multiple reports, even some with the same file name. The only way to be sure you are accessing the one you want is by the Process Instance.
3. Click the “Details” link.

**Financial Management System** Home | Print | Worklist

Favorites: Main Menu > Reporting Tools > PS/nVision > Define Report Book

### Report Detail

**Report**

Report ID: 2757273      Process Instance: 3061511      [Message Log](#)  
 Name: RPTBOOK      Process Type: nVision-ReportBook  
 Run Status: Success

KK\_B4203\_01135035

**Distribution Details**

Distribution Node: fms91nd      Expiration Date: 08/14/2012

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">KK_B4203_01135035.xls</a>	3,132,974	06/15/2012 12:10:34.347000PM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	01135035

OK    Cancel

1. Check the file size. If your report ran correctly and contains data, it should be a big file. If this is a small number, like 500 bytes, for example, there was an error in running the report.
2. The report file name will be [your report ID]\_[your user ID].xls. In this example, it is KK\_4203\_01135035.xls.

Click the report file name to open the report in Excel. You'll see the standard Excel file open dialog box:

**File Download**

Do you want to open or save this file?

Name: KK\_B4203\_01135035.xls  
 Type: Microsoft Office Excel 97-2003 Worksheet, 2.98MB  
 From: fms.swift.state.mn.us

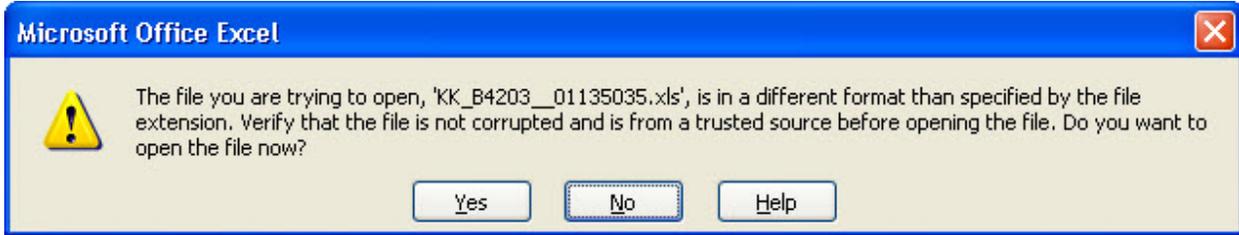
Open    Save    Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click "Open."

You'll probably get a warning message from Excel:



This is because the report is output in Excel 2003, while most state computers are loaded with Excel 2010. Click "Yes."

Transaction ID:	Transaction Date:	Business Unit:	Cust / Voucher / Jrn ID:	Customer Name:	Item / Voucher / Jrn ID/Line #:
<b>ACCOUNTS RECEIVABLE ESTIMATED REVENUE - SOURCE TRANSACTIONS:</b>					
AR B4201 2724 20	04/25/12	B4201	0000003209	IDEABUILDERS	0000006715:
AR 0	05/01/12		0000003344	ANDLAR CONSTRUCTION INC	0000006738:
AR 0	05/01/12		0000003344	ANDLAR CONSTRUCTION INC	00000067382Cf
AR 0	05/01/12		0000003345	CDS CONSTRUCTION INC	0000006739:
AR 0	05/01/12		0000003345	CDS CONSTRUCTION INC	00000067392Cf
AR 0	04/04/12		0000003346	COUGAR PAW REMODELING LLC	0000006739:
AR 0	04/04/12		0000003346	COUGAR PAW REMODELING LLC	00000067399Cf
AR B4201 2665 1	04/17/12	B4201	0000003346	COUGAR PAW REMODELING LLC	0000006771:

Your report will open in Excel.

You can print the report or save it with a different file name.

If you lose the report file, or make a change that you can't recover, you can always go back to the Report Manager page and download the file again. This is a copy of the original version that is stored in SWIFT.