

## How do I drill down from nVision on the web?

Once the nVisionDrill Excel add-in has been downloaded to your computer, you will be able to drill from nVision reports on the web.

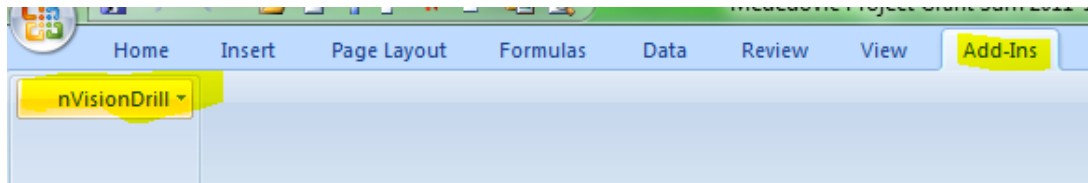
From Report Manager, open an nVision file that has been run to the web.

Select a cell that you would like to drill to underlying details. Note – the selected cell should have a number showing in the formula bar, rather than a formula.

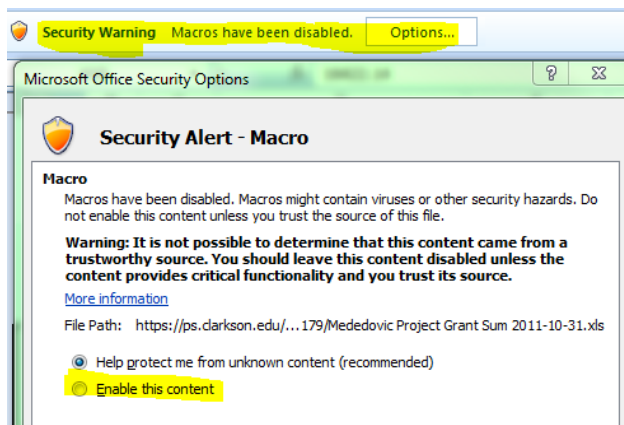
Fund	P/G	Description	Budget	Balance/Actual as of 6/30/2011	Revenues Year to Date as of 10/31/2011	Expenses Year to Date as of 10/31/2011
375	30029	REU Assets	101,249.00CR	7,583.72	0.00	19,940.72
		<b>Grand Total</b>	<b>101,249.00CR</b>	<b>7,583.72</b>	<b>0.00</b>	<b>19,940.72</b>

Depending upon the version of Excel that you are using, the Drilldown menu item will look one of three ways:

1. On the Excel menu in Excel 2007 or 2010, click on the Add-Ins menu, then on nVision Drill:

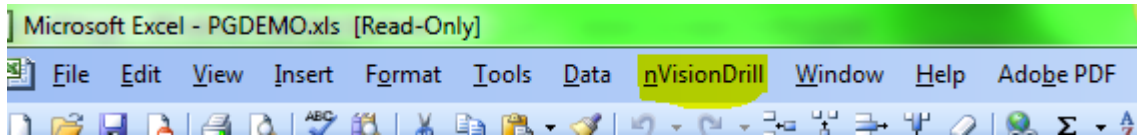


If you get a security warning message saying “Macros have been disabled” use the options button to enable this content.



Click on Drill from the nVision Drill drop down.

2. On the Excel menu in Excel 2003, there will be a menu item NVisionDrill, with a command Drill:



A new PeopleSoft Run Drilldown window will open up in PS Financials 9.1.

Select the drill option you desire, i.e. Journal Lines, Project by Period, etc. and Click on the Run Drilldown button.

### Run Drilldown

Report Instance: 44057\_40179  
 Row: 10 Column: 8  
 \*Type: Window

Description	*Server Name	Run Drilldown
AP Detail	PSNT	Run Drilldown
Journal Lines	PSNT	Run Drilldown
Account by Department	PSNT	Run Drilldown

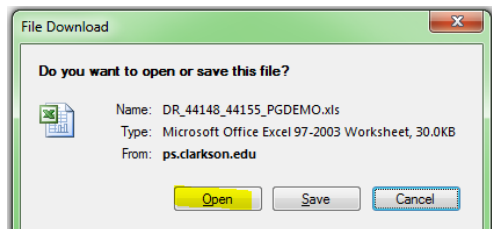
The window will show the status from Queued, to Processing, to Success.

Favorites Main Menu

### Processing

Process Name: DRILLDOWN nVision Report Drilldown  
 Process Instance: 44141 Process Type: nVision-Report

When it is complete a File Download window will pop up.



Click on open to open Drilldown file.

Date	Fund	Department	Account	Program Code	Project/Grant Code	Building Code	Monetary Amount	Journal Line Description	Journal	Line #	Period	Year
2011-09-03	375	10700	2133	211	30029		100.00	Payroll pay period 9/06/2011	PR00301234	297	3	2012
2011-09-03	375	10700	2198	211	30029		7.65	Payroll pay period 9/06/2011	PR00301234	530	3	2012
2011-09-17	375	10700	2133	211	30029		100.00	Payroll pay period 9/17/2011	PR00301439	302	3	2012
2011-09-17	375	10700	2198	211	30029		7.65	Payroll pay period 9/17/2011	PR00301439	589	3	2012
2011-09-23	375	10700	2604	211	30029		1.52	PARAGON 09/08/11 - 09/21/11	0000301546	63	3	2012
2011-09-01	375	10700	2604	211	30029		2.20	PARAGON 08/15/11 - 08/24/11	0000301545	213	3	2012

At the present time, if you drill to journal lines on the budget or balance forward column, you will need to drill first to account/project/department by period, as it will not drill across fiscal years.