

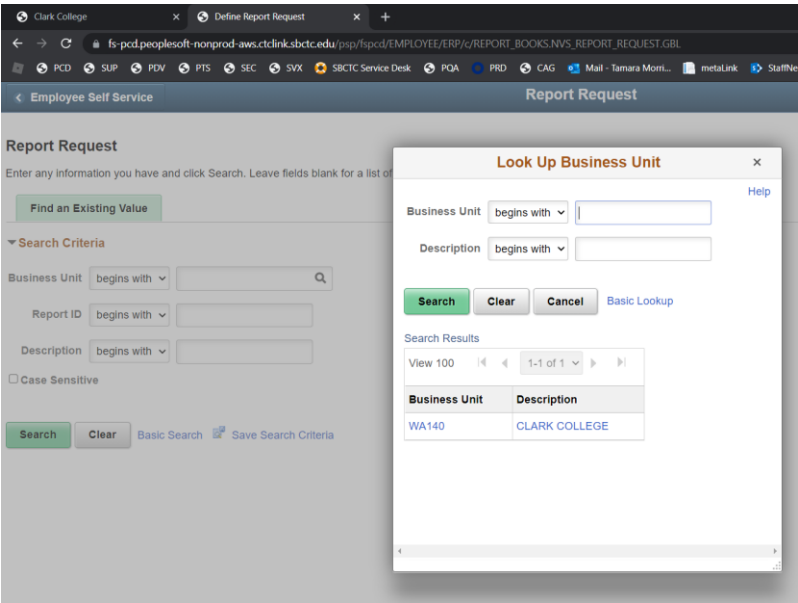
How to run the SBCTC nVision Reports

Navigation: Reporting Tools > PS/nVision > Define Report Request

Running the Report Request

Enter the **Business Unit** from the lookup.

- The look up is secure to the authorized Business Units for the end user.



Click **Search**.


Search results listing will appear...

Business Unit begins with

Report ID begins with

Description begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All

Business Unit	Report ID	Description
WA140	A_FY20	IPEDS Part A
WA140	A_FY21	IPEDS Part A
WA140	B_FY20	IPEDS Part B
WA140	B_FY21	IPEDS Part B
WA140	C1_FY21	IPEDS Part C1
WA140	C2_FY21	IPEDS Part C2
WA140	C2_FY20	IPEDS Part C2
WA140	NETPOS21	Statement_of_Net_Position
WA140	SRECNP20	Statement_Of_Revenue_Expenses
WA140	SRECNP21	Statement_Of_Revenue_Expenses

Report Requests that are Secure and have been shared with you are listed in the results. New reports are built each fiscal year for financial statements and IPEDs.

- Report Requests can be assigned to Users and/or Roles.

Click the name of the **Report ID** that identifies the 2-digit ending Fiscal Year

- NETPOS20 = Fiscal Year 2019-2020 Report
- NETPOS21 = Fiscal Year 2020-2021 Report

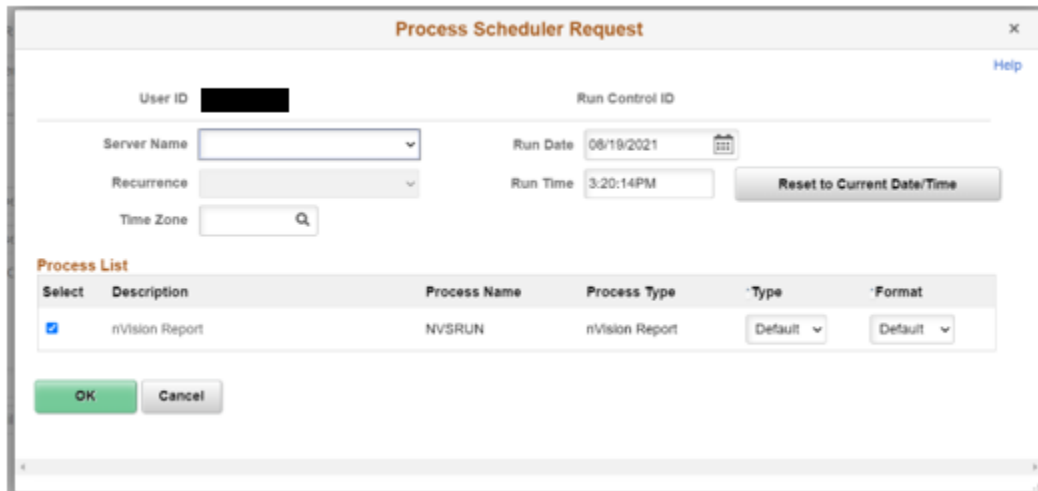
Business Unit: WA140 Report ID: NETPOS20
Report Title: Statement_Of_Net_Position Process Monitor
*Layout: NET_POSITION Report Manager

Report Date Selection
*As Of Reporting Date: Specify 06/30/2020
*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

Click **Run Report**.



Nothing needs to be entered or changed on this page.

Click **OK**.

nVision Report Request | Query Prompts

Business Unit: WA140 Report ID: NETPOS20

Report Title: Statement_Of_Net_Position
 *Layout: NET_POSITION

[Process Monitor Report Manager](#)

Report Date Selection

*As Of Reporting Date: Specify 06/30/2020
 *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**

nVision Report Request | [Query Prompts](#)

Click **Process Monitor** to review process status.

Once the **Run Status** goes to **Success** and the **Distribution Status** says **Posted**, you must go to **Report Manager** to retrieve the results.

Note: Clicking **Refresh** will update the **Run Status** and **Distribution Status** as the process completes.

Process List | Server List [New Window](#)

View Process Request For

User ID [redacted] Type [] Last [] [5] Days **Refresh**
 Server [] Name [] Instance From [] Instance To [] [Report Manager](#)
 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"/>	1410358		nVision Report	NVSRUN	[redacted]	08/19/2021 3:20:14PM PDT	Success	Posted	Details

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Statement_Of_Net_Position_FY2021	STATEMENT_OF_NET_POSITION_FY2021	General	08/23/21 3:58PM	1283208	1410373

Click the **Report** name

Report

Report ID 1283208 Process Instance 1410373 [Message Log](#)
 Name NVSRUN Process Type nVision-Report
 Run Status Success

Statement_Of_Net_Position_FY2021

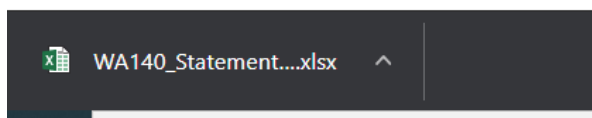
Distribution Details

Distribution Node local Expiration Date 09/22/2021

File List

Name	File Size (bytes)	Datetime Created
WA140_Statement_Of_Net_Position_FY2021.xlsx	334,310	08/23/2021 3:58:53.054640PM PDT

Click the **File Name** to download the file to Excel.



If you have questions or need assistance, contact:

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