



## Reporting Overview

This overview provides basic information about the various reporting options and how to run them.

**State of Vermont**

**Department of Finance & Management**

**VISION 9.2 Reporting Overview**

**January 2024**

# Table of Contents

Query Reports .....3

nVISION Reports .....6

BI Publisher and SQR Reports .....16

Schedule a Query .....21

Copy/Clone an nVision Report Request .....28

Create a New nVision Report Request .....34

## Query Reports

**Possible situations when this type of report should be run:** Use this type of report when you want to extract raw data to be viewed on your screen or to format using Microsoft Excel

**WorkCenter Navigation:** (Any) WorkCenter > Reports/Queries > Reports/Processes > Report Monitoring > Query Viewer

Or

**Navigator Menu Navigation:** Reporting Tools > Query > Query Viewer

Review the various reporting manuals to determine the name of the query you want to run and type its name into the Search By box. You may also enter the beginning of the name if you are unsure of the entire name. Click the Search button.

Travel and Expense WorkCen

Main Reports/Queries

Queries

Expense Query

Expense Coordinator List

Expenses Security Form

Month End Queries

VT\_MER\_TAUTH\_NOT\_APPROVED

VT\_MER\_EXP\_RPT\_NOT\_POSTED

VT\_MER\_EXP\_RPT\_NOT\_JG

VT\_MER\_CASH\_ADV\_NOT\_POSTED

VT\_MER\_CASH\_ADV\_NOT\_JG

VT\_MER\_OPEN\_CASH\_ADVANCE

VT\_MER\_CASH\_ADVANCE\_LIST

Reports/Processes

Assistance

Report Monitoring

Query Viewer

Report Manager

Process Monitor

Query Viewer

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

\*Search By Query Name begins with VT\_ACCOUNT\_ALLFIELDS\_DTL

Search Advanced Search

Search Results

\*Folder View -- All Folders --

Query

Query Name Description Owner Folder Run to HTML Run to Excel Run to XML Schedule Definitional References Add to Favorites

VT\_ACCOUNT\_ALLFIELDS\_DTL Accr Activity All Fields Dtl Public HTML Excel XML Schedule Lookup References Favorite

My Favorite Queries

Clear Favorites List

Run the query in one of three ways (do not click Run to XML – that feature is not used in VISION):

1. HTML – Click the HTML link. A new tab opens with a list of the prompts.

VT\_ACCOUNT\_ALLFIELDS\_DTL - Accr Activity All Fields Dtl

From Date

Thru Date

GL Business Unit (%=All)

Department (%=All)

Fund (%=All)

Account (%=All)

Program (%=All)

Project/Grant (%=All)

Class (%=All)

View Results

GL Unit	Dept	Fund	Account	Account Descr	Program	Project	Class	Amount	SRC	Journal ID	Line #	Journal Date	Status	Tran Ref/AP Voucher	Vchr Line	Dst Line	Vendor	Vendor Name
---------	------	------	---------	---------------	---------	---------	-------	--------	-----	------------	--------	--------------	--------	---------------------	-----------	----------	--------	-------------

Fill out each prompt with the data that you are looking for. Click View Results. The results populate the screen below. At this point you can view the data on the screen. If you decide that you would like to save or manipulate the data click the Excel Spreadsheet link.

VT\_ACCOUNT\_ALLFIELDS\_DTL - Accr Activity All Fields Dtl

From Date 07/01/2019 [B]  
Thru Date 07/01/2019 [B]  
GL Business Unit (%=All) 01130 [Q]  
Department(%=All) 1130030000 [Q]  
Fund (%=All) 10000 [Q]  
Account (%=All) % [Q]  
Program (%=All) % [Q]  
Project/Grant (%=All) % [Q]  
Class (%=All) % [Q]

**View Results** **Excel Spreadsheet** CSV Text File XML File (6 kb)

Download results in:

View All First 1-14 of 14 Last

GL Unit	Dept	Fund	Account	Account Descr	Program	Project	Class	Amount	'SRC'	Journal ID	Line #	Journal Date	Status	Tran Ref/AP Voucher	Vchr Line	Dst Line	Vendor	Vendor Name
1	01130	1130030000	10000	110001	Accounts Receivable			15.000	GLJ	AR02664752	1	07/01/2019	P			0	0	
2	01130	1130030000	10000	200001	Accounts Payable - Vendor		11010	-667.080	APV	AP02664883	1	07/01/2019	P	00030091		1	1 0000010682	Celco Partnership
3	01130	1130030000	10000	200001	Accounts Payable - Vendor		11010	-330.570	APV	AP02664883	1	07/01/2019	P	00030086		1	1 0000283240	W.B. Mason Co., Inc.
4	01130	1130030000	10000	200001	Accounts Payable - Vendor		11010	-25.880	APV	AP02664883	1	07/01/2019	P	00030090		1	1 0000371621	Crystal Rock - DS Services of America,
5	01130	1130030000	10000	200001	Accounts Payable - Vendor		11010	-25.110	APV	AP02664883	1	07/01/2019	P	00030089		1	1 0000368808	Consolidated Communications, Inc
6	01130	1130030000	10000	200001	Accounts Payable - Vendor		11010	-14.500	APV	AP02664883	1	07/01/2019	P	00030088		1	1 0000368808	Consolidated Communications, Inc
7	01130	1130030000	10000	200001	Accounts Payable - Vendor		11010	-0.990	APV	AP02664883	1	07/01/2019	P	00030090		2	1 0000371621	Crystal Rock - DS Services of America,
8	01130	1130030000	10000	421040	Sale of Books			-15.000	GLJ	AR02664752	2	07/01/2019	P			0	0	
9	01130	1130030000	10000	514500	Rental of Equipment & Vehicles		11010	0.990	APV	AP02664883	8	07/01/2019	P	00030090		2	1 0000371621	Crystal Rock - DS Services of America,
10	01130	1130030000	10000	516652	Telecom-Telephone Service		11010	14.500	APV	AP02664883	9	07/01/2019	P	00030088		1	1 0000368808	Consolidated Communications, Inc
11	01130	1130030000	10000	516652	Telecom-Telephone Service		11010	25.110	APV	AP02664883	9	07/01/2019	P	00030089		1	1 0000368808	Consolidated Communications, Inc
12	01130	1130030000	10000	516659	Telecom-Wireless Phone Service		11010	667.080	APV	AP02664883	10	07/01/2019	P	00030091		1	1 0000010682	Celco Partnership
13	01130	1130030000	10000	520000	Office Supplies		11010	330.570	APV	AP02664883	12	07/01/2019	P	00030086		1	1 0000283240	W.B. Mason Co., Inc.
14	01130	1130030000	10000	520712	Water		11010	25.880	APV	AP02664883	13	07/01/2019	P	00030090		1	1 0000371621	Crystal Rock - DS Services of America,

2. Excel – Click the Excel link. A new tab opens with a list of the prompts.

VT\_ACCOUNT\_ALLFIELDS\_DTL - Accr Activity All Fields Dtl

From Date [B]  
Thru Date [B]  
GL Business Unit (%=All) [Q]  
Department(%=All) [Q]  
Fund (%=All) [Q]  
Account (%=All) [Q]  
Program (%=All) [Q]  
Project/Grant (%=All) [Q]  
Class (%=All) [Q]

**View Results**

GL Unit	Dept	Fund	Account	Account Descr	Program	Project	Class	Amount	'SRC'	Journal ID	Line #	Journal Date	Status	Tran Ref/AP Voucher	Vchr Line	Dst Line	Vendor	Vendor Name
---------	------	------	---------	---------------	---------	---------	-------	--------	-------	------------	--------	--------------	--------	---------------------	-----------	----------	--------	-------------

Fill out each prompt with the data that you are looking for.

VT\_ACCOUNT\_ALLFIELDS\_DTL - Accr Activity All Fields Dtl

From Date 07/01/2019 [B]  
Thru Date 07/01/2019 [B]  
GL Business Unit (%=All) 01130 [Q]  
Department(%=All) 1130030000 [Q]  
Fund (%=All) 10000 [Q]  
Account (%=All) % [Q]  
Program (%=All) % [Q]  
Project/Grant (%=All) % [Q]  
Class (%=All) % [Q]

**View Results**

GL Unit	Dept	Fund	Account	Account Descr	Program	Project	Class	Amount	'SRC'	Journal ID	Line #	Journal Date	Status	Tran Ref/AP Voucher	Vchr Line	Dst Line	Vendor	Vendor Name
---------	------	------	---------	---------------	---------	---------	-------	--------	-------	------------	--------	--------------	--------	---------------------	-----------	----------	--------	-------------

Click View Results. The results open in a Microsoft Excel Window.

	A	B	C	D	E	F	G	H	I	J
1	Accr Ac	14								
2	GL Unit	Dept	Fund	Account	Account Descr	Program	Project	Class	Amount	SR
3	01130	113003000	1000	110001	Accounts Receivable				15.000	GL
4	01130	113003000	1000	200001	Accounts Payable - Vendor			11010	-667.080	AP
5	01130	113003000	1000	200001	Accounts Payable - Vendor			11010	-330.570	AP
6	01130	113003000	1000	200001	Accounts Payable - Vendor			11010	-25.880	AP
7	01130	113003000	1000	200001	Accounts Payable - Vendor			11010	-25.110	AP
8	01130	113003000	1000	200001	Accounts Payable - Vendor			11010	-14.500	AP
9	01130	113003000	1000	200001	Accounts Payable - Vendor			11010	-0.990	AP
10	01130	113003000	1000	421040	Sale of Books				-15.000	GL
11	01130	113003000	1000	514500	Rental of Equipment & Vehicles			11010	0.990	AP
12	01130	113003000	1000	516652	Telecom-Telephone Service			11010	14.500	AP
13	01130	113003000	1000	516652	Telecom-Telephone Service			11010	25.110	AP
14	01130	113003000	1000	516659	Telecom-Wireless Phone Service			11010	667.080	AP
15	01130	113003000	1000	520000	Office Supplies			11010	330.570	AP
16	01130	113003000	1000	520712	Water			11010	25.880	AP

At this point you can edit the data, sort it, use filters, subtotal, create pivot table and use any other Excel feature to format the data to your specifications.

3. Schedule – Click the Schedule link, see the section titled “Schedule a Query” for specific instructions on how to schedule a query.

## nVISION Reports

**Possible situations when this type of report should be run:** Use this type of report when a report layout already exists or a matrix or tabular report is required (contact Financial Reporting for a new layout).

**Navigator Menu Navigation:** Reporting Tools > PS/nVision > PS/nVISION Schedule Requests

The Report Request Find an Existing Value page loads

### Report Request

#### Find an Existing Value

⊕ Add a New Value

▼ Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Business Unit

begins with ▼

Report ID

begins with ▼

Description

begins with ▼

^ Show fewer options

☐ Case Sensitive

Search

Clear

Enter your Business Unit (required) and Report ID (leave blank if unknown), click Search

**Report Request**

▼ Search Criteria

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

Recent Searches

Choose from recent searches

✎

Saved Searches

Choose from saved searches

✎

Business Unit

begins with ▼

01115

🔍

Report ID

begins with ▼

Description

begins with ▼

^ Show fewer options

☐ Case Sensitive

Search

Clear

🔖 Save Search

▼ Search Results

11 results Business Unit "01115"

⏪ < 1-10 of 11 > ⏩

View All

Business Unit	Report ID	Description	
01115	APPSUM	Appropriation Summary	>
01115	BA01000	Budget to Actuals - 1115001000	>
01115	CAFR_BS	CAFR Prop Balance Sheet	>

A list of reports for your department will be shown. Select the report you want to run.

7 | Page

The Report Request screen loads with the last saved data populated. Make desired changes to the date box. Be sure that Type is Web and Format is Microsoft Excel Files (\*.xls). No other fields should be changed.

**PS/nVision Schedule Requests**

nVision Report Request

Advanced Options

Query Prompts

Business Unit: 01115

Report ID: APPSUM

[Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Report Title: Appropriation Summary

\*Layout: VT\_APPROP\_SUM

Report Date Selection

\*As Of Reporting Date: Specify06/30/2019

\*Tree As Of Date: Use As Of Reporting Date

☒ Override Tree As of Date if Specified in Layout

Output Options

\*Type: Web

\*Format: Microsoft Excel Files (\*.xls)

[Scope and Delivery Templates](#)

Run Report

Save

Return to Search

Notify

Add

Update/Display

nVision Report Request

Advanced Options

Query Prompts

Click the Advanced Options tab.

The Advanced Options page loads. Choose whether you want data from just your business unit or data Statewide by selecting the checkbox Data from Requesting B.U. Only. In most cases the report request should already be set up appropriately. Do not make any other changes to this page. Click the nVISION Report Request tab.

## PS/nVision Schedule Requests

nVision Report Request

Advanced Options

Query Prompts

Business Unit: 01115

Report ID: APPSUM

Advanced Report Instance Options

☒ Enable nPlosion If Specified In Layout

☐ Translate Summary Ledgers to Detail

☒ Data From Requesting B.U. Only

Time-out Minutes

Foreign Language Translation

Enter an alternate language code for automatic translation.  
Available if alternate language features are in the layout.

Language:

Enter Delivery Template Options - View All

Save

Return to Search

Notify

Add

Update/Display

nVision Report Request

 | 

Advanced Options

 | 

Query Prompts

The original report request tab reloads. Click the Scope and Delivery Templates link.

▼ **Output Options**

\*Type: Web ▼

\*Format: Microsoft Excel Files (\*.xls) ▼

Run Report

Scope and Delivery Templates

The below page loads. Enter or lookup your desired scope or leave blank if the report does not require a scope. A scope is similar to prompts in a query but are predefined. If you are unsure or what scope to use or need a new one please contact [vision.acfr@vermont.gov](mailto:vision.acfr@vermont.gov) Do not change any other fields on this page.

nVision Web Output

×

Help

Business Unit: 01115

Report ID: APPSUM

---

Report Scope:

Q

Enter your report scope.

Scope Definition

Folder Name:

▼

Retention Days:

Directory Name Template:

Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager.

Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%\

Content Description Template:

Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions.

Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

Security Template:

Enter user IDs or variables to give access to report instances in the Content Repository.

Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"

OK

Cancel

Click OK. The Report Request page reloads.

Click Save. Click Run Report. The Process Scheduler Request page loads. Change the run date and run time if you want the report to run later than now, otherwise leave the loaded date and time. Leave all other selections the way they are. Click OK.

Process Scheduler Request

User ID

Run Control ID

Server Name

Recurrence

Time Zone

Run Date

Run Time

Reset to Current Date/Time

Process List

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

OK

Cancel

The Report Request page reloads. Click the Process Monitor link.

nVision Report Request

Advanced Options

Query Prompts

Business Unit: 01115

Report ID: APPSUM

Report Title: Appropriation Summary

\*Layout: VT\_APPROP\_SUM

Copy to Another Business Unit / Clone

Delete This Report Request

Transfer to Report Books

Process Monitor

Report Manager

Share This Report Request

Report Date Selection

\*As Of Reporting Date: Specify

06/30/2019

\*Tree As Of Date: Use As Of Reporting Date

Override Tree As of Date if Specified in Layout

Output Options

\*Type: Web

\*Format: Microsoft Excel Files (\*.xls)

Run Report

Scope and Delivery Templates

Process Instance: 12436390

Save

Return to Search

Notify

Add

Update/Display

nVision Report Request

Advanced Options

Query Prompts

The Process Monitor page opens. Click Refresh until the Run Status is Success, and the Distribution Status is Posted. Click Go back to Report Request.

**Process Monitor**

**Process List** | [Server List](#)

**View Process Requests**

User ID:

Type:

Last:

Hours

Server:

Name:

Instance:

Range:

Run Status:

Distribution Status:

☒ Save On Refresh

[Report Manager](#)

**Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12436409			nVision Report	NVSRUN	DBROCHU	01/04/2024 7:56:28AM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

[Go back to Report Request](#)

Process List | [Server List](#)

The Report Request page reloads. Click the Report Manager link.

**PS/nVision Schedule Requests**

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

Business Unit: 01115

Report ID: APPSUM

[Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Report Title:

\*Layout:

**Report Date Selection**

\*As Of Reporting Date:

\*Tree As Of Date:

☒ Override Tree As of Date if Specified in Layout

**Output Options**

\*Type:

[Scope and Delivery Templates](#)

\*Format:

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

The Report Manager List tab opens. The Reports are not accessible from this page. Click the Administration tab.

Report Manager

List

Explorer

Administration

Archives

View Reports For

Folder

Instance

to

Refresh

Name

Created On

Last

Days

Reports

1-1 of 1

View All

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<a href="#">Appropriation Summary-2019-06-30</a>	APPROPRIATION SUMMARY-2019-06-30	General	01/04/24 7:57AM	5513332	12436409

[Go back to Report Request](#)

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

The Administration tab opens. Click the hyperlink for the report description that you ran.

Report Manager

List

Explorer

Administration

Archives

View Reports For

User ID

DBROCHU

Type

Last

5

Days

Refresh

Status

Folder

Instance

to

Report List

1-1 of 1

View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5513332	12436409	<a href="#">Appropriation Summary-2019-06-30</a>	01/04/2024 7:57:30AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>

☒ Select All

☐ Deselect All

Delete

Click the delete button to delete the selected report(s)

[Go back to Report Request](#)

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

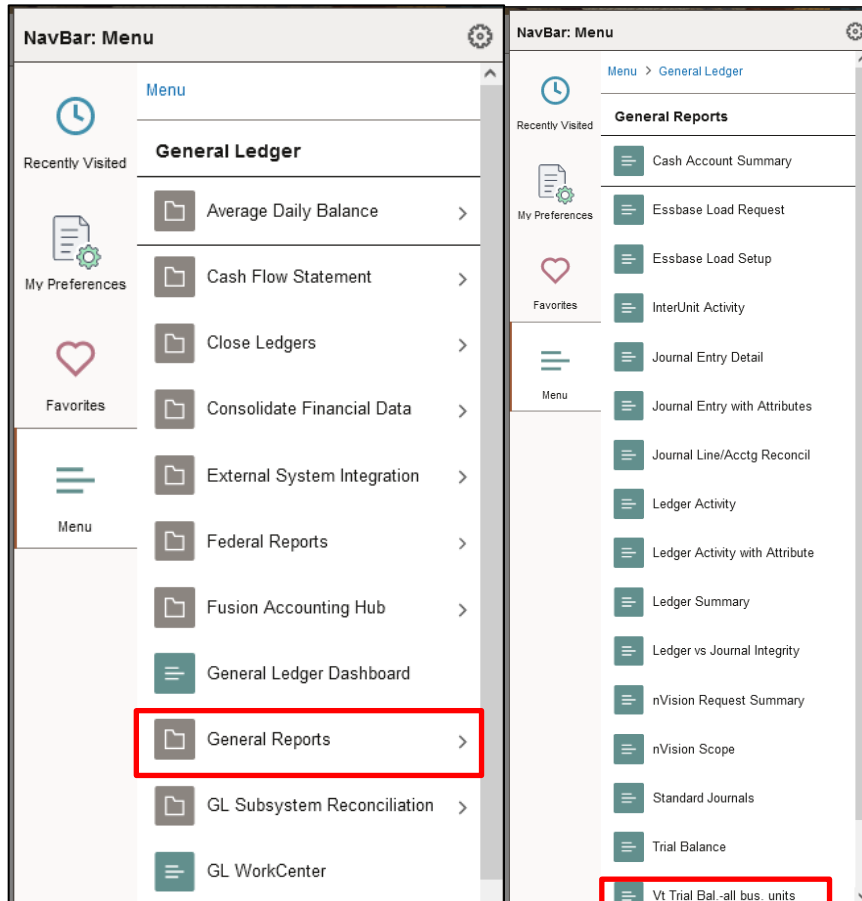
The Report opens in Microsoft Excel.

	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q
2		Bus Unit: 01115													
3		Bus Unit Name: Finance & Management-FMS													
4		Report Layout: VT_APPROP	SUM												
5		Report ID : APPSUM													
6															
7															
8		Deptid	Description		Encumbrances		Expenditures				Remaining		Percent		Memo- only
9			Total General Fund		-		-				-		0.00%		-
10			Total Transportation Funds		-		-				-		0.00%		-
11			Total Education Fund		-		-				-		0.00%		-
12			Total Global Commitment Fund		-		-				-		0.00%		-
13			Total Special Funds		-		-				-		0.00%		-
14			Total Federal Revenue Funds		-		-				-		0.00%		-
15			Total Fish & Wildlife Funds		-		-				-		0.00%		-
16			Total Capital Projects Funds		-		-				-		0.00%		-
17		1115001000	Finance & Mgmt - FinOps		-		2,952,076.94				19,453.06		0.65%		-
18			Total Proprietary Funds		-		2,952,076.94				19,453.06		0.65%		-
19			Total Fiduciary Funds		-		-				-		0.00%		-
20															
21		Total	Finance & Management-FMS		-		2,952,076.94				19,453.06		0.65%		-
22															
23															
24															

## BI Publisher and SQR Reports

**Possible situations when this report should be run:** When a delivered module specific report is desired. Refer to each module's reporting manual for a list of reports.

**Navigation:** These types of reports are located within all modules, many of them have a separate folder within the module navigation menus.



Navigate to the report you want to run.

**VT Trial Balances all bu's**

Find an Existing Value ➕ Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

Search by: Run Control ID begins with

▼ Show more options

Search Clear

The Run Control Page for your report loads in the Find an Existing Value tab. If you have an existing run control enter that in the search box and click search. If you do not have an existing run control, click on the Add a New Value tab. Enter a unique name in the Run Control ID box and click Add.

**Find an Existing Value** + Add a New Value

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

Search by: Run Control ID begins with   
▼ Show more options

Search Clear Save Search

**Search Results**  
1 result Run Control ID "TRIAL\_BALANCE"

Run Control ID	Language Code
TRIAL_BALANCE	English

View All 621 First 1 of 1 Last

**Add a New Value** Find an Existing Value

\*Run Control ID   
Add

The report criteria page loads

**VT Trial Balance Report All B.U.'s**

VT\_RUN\_VTGLS002

Run Control ID  Report Manager Process Monitor Run

Language

**Report Request Parameters**

**STATE OF VT. TRIAL BALANCE ALL B.U.'S REPORT**

Unit:  🔍 Fiscal Year:  \*Report Type

Fund:  🔍 To Period:

Currency Option:  ▼ Currency:  🔍

Ledger:  🔍

Save Return to Search Notify Add Update/Display

Enter your criteria. For specific instructions on each reports criteria, see the appropriate module manual. Click save. Click Run.

The Process Scheduler Request page loads

**Vt Trial Bal.-all bus. units**

User ID

Run Control ID TRIAL\_BALANCE

Server Name

Run Date

Recurrence

Run Time

Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balances All B.U.'s	VTGLS002	SQR Report	Web	PDF	Distribution

OK

Cancel

If you want to run the report immediately click OK. You can select a date and time to run the report in the future. To do this enter the date and time and then click OK.

The report request criteria page reloads

VT\_RUN\_VTGLS002

Run Control ID TRIAL\_BALANCE

Report Manager **Process Monitor** Run

Language English

Process Instance:12436410

**Report Request Parameters**

**STATE OF VT. TRIAL BALANCE ALL B.U.'S REPORT**

Unit: %

Fiscal Year:

\*Report Type Summary

Fund %

To Period:

Currency Option: Base

Currency:

Ledger: ACTUALS

Save

Return to Search

Notify

Add

Update/Display

Click Process Monitor

## The Process Monitor loads

[Process List](#) [Server List](#)

**View Process Requests**  
User ID   Type  Last   Hours    
Server  Name   Instance  Range   
Run Status  Distribution Status  ☒ Save On Refresh [Report Manager](#)

**Process List**  
  

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12436410		TRIAL_BALANCE	SQR Report	VTGLS002		01/04/2024 9:35:04AM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

[Go back to VT Trial Balances all bu's](#)

Process List | [Server List](#)

Click Refresh until the Run Status says Success and the Distribution Status is Posted. Click Go back to VT Trial Balances all BU's or Use the Report Manager link on this page. The criteria page reloads.

[List](#) [Explorer](#) [Administration](#) [Archives](#)

**View Reports For**  
Folder  Instance  to    
Name  Created On   Last   Hours

**Reports**  
  

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<a href="#">VTGLS002</a>	TRIAL BALANCES ALL B.U.'S	General	01/04/24 9:39AM	5513333	12436410

[Go back to Process Requests](#)

List | [Explorer](#) | [Administration](#) | [Archives](#)

The List page of the Report Manager loads. Reports are not accessible from this page. Click the Administration tab

[List](#) [Explorer](#) [Administration](#) [Archives](#)

**View Reports For**  
User ID  Type  Last  1 Hours  [Refresh](#)  
Status  Folder  Instance  to

**Report List**  
☐ ☐ 1-1 of 1 [View All](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5513333	12436410	<b>Trial Balances All B.U.'s</b>	01/04/2024 9:39:06AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

☒ [Select All](#) ☐ [Deselect All](#)  
[Delete](#) Click the delete button to delete the selected report(s)

[Go back to Process Requests](#)  
[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

The Administration tab loads. Click the report in the description. Your report loads in PDF format.

Report ID: VTGLS002		PeopleSoft GL		Page No. 1
Ledger: ACTUALS -- Actuals Ledger		VT TRIAL BALANCE ALL BUSINESS UNITS		Run Date 07/23/2019
As of Year 2019 and period 998		DETAIL REPORT		Run Time 09:29:58
Fund: 10000				
B.U.	Account	Description	Transaction Debit	Transaction Credit
00003	100001	Cash on Hand	386,839,770.43	0.00
00003	100105	Interunit Cash Account	0.00	15,596,368.05
00003	100106	Intraunit Cash Account	74,944,905.00	0.00
00003	303005	Res Encumbrances	0.00	11,149,473.46
00003	303020	Res Budgetary Stabilization	0.00	76,995,070.25
00003	303027	27/53 Reserve	0.00	14,417,591.00
00003	303030	Res General Fund Balance	0.00	12,492,340.17
00003	303040	Res Human Serv Caseload Mgmt	0.00	100,086,983.00
00003	303060	Reserved for Debt Service	0.00	0.00
00003	303080	Reserve for Tax Refunds	0.00	10,000,000.00
00003	303230	Reserved for Future Uses	0.00	10,315,000.00
00003	304000	Unreserved	0.00	109,956,494.60
00003	304001	Unres Desig Continuing Approp	0.00	41,426,817.95
00003	701006	Transfers in-interfnd-non-budg	0.00	101,744,431.95
00003	720001	Transfer out-interfnd-nonbudget	42,395,895.00	0.00
00005	100001	Cash on Hand	0.00	829,500,914.66
00005	100105	Interunit Cash Account	0.00	5,970,214,382.56
00005	100106	Intraunit Cash Account	0.00	2,761,707,658.72
00005	101001	Concentration Account	0.00	664,534,661.42
00005	101002	Depository Account	0.00	15,145,454,993.74
00005	101003	Federal Funds Account	0.00	25,426,703,578.17
00005	101004	Vendor Account - Check	10,655,180,310.11	0.00
00005	101005	PATH - Check	94,996,343.40	0.00
00005	101006	Child Support - Check	262,095,755.09	0.00
00005	101007	Payroll Account - Check	0.00	20,686.88
00005	101008	VIRCS Account - Check	669,405,121.91	0.00
00005	101009	Tax ACR Account	0.00	407,117,377.19
00005	101010	I/U Cash Distribution	723,394,668.96	0.00
00005	101011	Tax Refund Account	27,285,340.39	0.00
00005	101012	Child Support - EFT	544,178,839.34	0.00
00005	101013	VIRCS Account EFT	135,611,297.14	0.00
00005	101014	PATH - EFT	460,276,436.14	0.00
00005	101015	Payroll Account - EFT	2,513.79	0.00
00005	101016	Chitt Concentration Account	0.00	491,022,774.02
00005	101017	Chitt Miscellaneous Account	0.00	6,301,483.72
00005	101018	Chitt Federal Revenue Account	0.00	912,512.76
00005	101019	Chitt Payroll Acct	0.00	735,640.23
00005	101020	Chitt Tax Refund Acct	0.00	153,804.96
00005	101021	Chitt Vendor Acct	0.00	2,186.43
00005	101022	Chitt General Disb Acct	21,292.56	0.00
00005	101023	Chitt Child Support Acct	0.00	441,797.00
00005	101024	Chitt Distrib Welfare Acct	0.00	106,133.92
00005	101025	Chitt Forest/Parks Acct	0.00	82,228.94
00005	101026	Chitt Tax ACR Acct	0.00	0.00

## Schedule a Query

**Possible situations when this report should be run:** When you have a query that you know will run for a long time and you don't want to wait for it to finish before working on other things. You can also use this feature if you want to run a report in the future.

**Navigation:** Reporting Tools > Query > Schedule Queries

The Schedule Query Run Control Search Page loads

### Schedule Query

**Find an Existing Value**

+ Add a New Value

▼ Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by: Run Control ID

begins with

▼ Show more options

Search

Clear

For an existing run control, type it in the search box and click search. If one does not exist, click the Add a New Value tab and enter a unique name in the Run Control ID and click Add.

**Find an Existing Value**

+ Add a New Value

▼ Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by: Run Control ID

begins with

▼ Show more options

Search

Clear

Save Search

▼ Search Results

No matching values were found.

The Schedule Query page loads

**Schedule Query**

Run Control ID VT\_MER\_EXP\_RPT\_NOT\_POSTED

[Report Manager](#) [Process Monitor](#) [Run](#)

Query Name

[Search](#)

\*Description

[Save](#)

[Add](#) [Update/Display](#)

Type the name or partial name and click Search

**Schedule Query**

Run Control ID VT\_MER\_EXP\_RPT\_NOT\_POSTED

[Report Manager](#) [Process Monitor](#) [Run](#)

Query Name

[Search](#)

\*Description

[Save](#)

[Add](#) [Update/Display](#)

Select the Query you wish to schedule

**Scheduled Query Search Page** ×

\*Query Type:

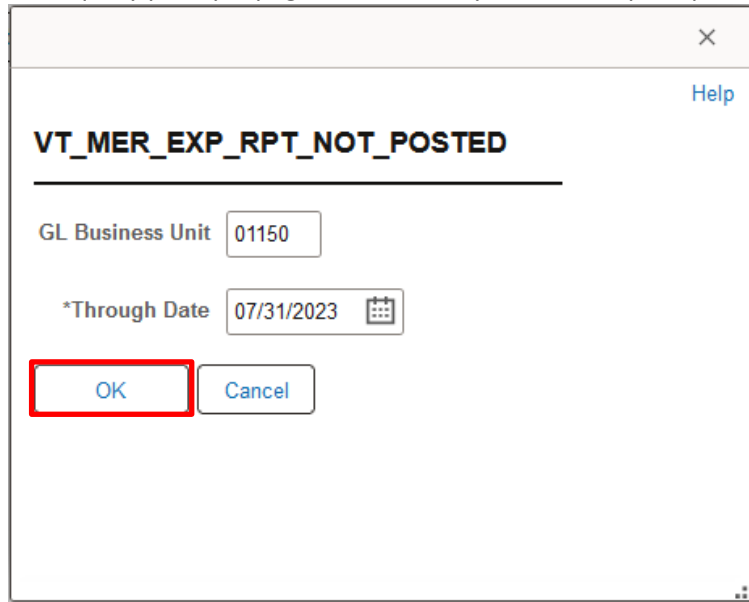
Query:  [Search](#)

**Query**

Expense Reports not posted Public

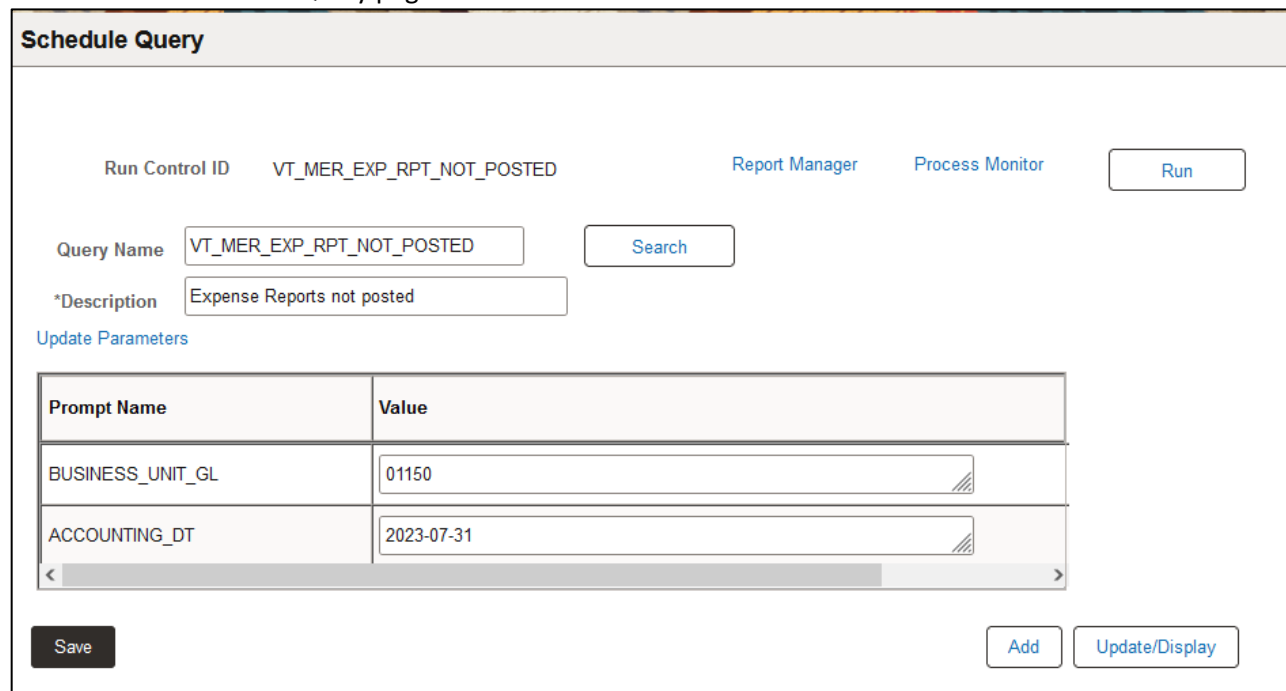
[Return](#)

The query prompts page loads. Enter your desired prompts.



A dialog box titled "VT\_MER\_EXP\_RPT\_NOT\_POSTED" with a "Help" link in the top right corner. It contains two input fields: "GL Business Unit" with the value "01150" and "\*Through Date" with the value "07/31/2023" and a calendar icon. At the bottom, there are two buttons: "OK" (highlighted with a red border) and "Cancel".

Click OK. The Schedule Query page reloads.



The "Schedule Query" page displays the following information:

- Run Control ID: VT\_MER\_EXP\_RPT\_NOT\_POSTED
- Report Manager
- Process Monitor
- Run button
- Query Name: VT\_MER\_EXP\_RPT\_NOT\_POSTED
- Search button
- \*Description: Expense Reports not posted
- Update Parameters link

Prompt Name	Value
BUSINESS_UNIT_GL	01150
ACCOUNTING_DT	2023-07-31

At the bottom, there are three buttons: "Save", "Add", and "Update/Display".

Click Run.

The Process Scheduler Request page loads

Process Scheduler Request

User ID: Run Control ID: VT\_MER\_EXP\_RPT\_NOT\_POSTED

Server Name: Run Date: 01/04/2024 Run Time: 10:58:11AM

Recurrence: Reset to Current Date/Time

Time Zone: Q

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

OK Cancel

Make sure Type is Web and Format is XLS. If you want to run the report immediately click OK. If you want to run it in the future updated the Run Date and Run Time to your desired date and time. Click OK.

The Schedule Query reloads. Take note of the process instance.

Schedule Query

Run Control ID: VT\_MER\_EXP\_RPT\_NOT\_POSTED Report Manager Process Monitor Run

Query Name: VT\_MER\_EXP\_RPT\_NOT\_POSTED Search

\*Description: Expense Reports not posted

Process Instance: 12436412

Update Parameters

Prompt Name	Value
BUSINESS_UNIT_GL	01150
ACCOUNTING_DT	2023-07-31

Save Add Update/Display

Click Process Monitor.

The Process Monitor loads.

Process List

Server List

View Process Requests

User ID

DBROCHU

Type

Last

1

Hours

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-1 of 1

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12436412		VT_MER_EXP_RPT_NOT_POSTED	Application Engine	PSQUERY	DBROCHU	01/04/2024 10:58:11AM EST	Success	Posted	Details	Actions

[Go back to Schedule Query](#)

Save

Notify

Process List | Server List

Click Refresh until the Run Status says Success and the Distribution Status is Posted. Click Go back to VT Trial Balances all BU's. The criteria page reloads. Click Report Manager.

List

Explorer

Administration

Archives

View Reports For

Folder

Instance

to

Refresh

Name

Created On

Last

1

Hours

Reports

1-1 of 1

View All

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	Expense Reports not posted	EXPENSE REPORTS NOT POSTED	General	01/04/24 11:12AM	5513335	12436412

[Go back to Process Requests](#)

Save

List | Explorer | Administration | Archives

The List page of the Report Manager loads. Reports are not accessible from this page. Click the Administration tab

The Administration tab loads

List
Explorer
**Administration**
Archives

**View Reports For**

User ID
DBROCHU
Type
Last
1
Hours
Refresh

Status
Folder
Instance
to

**Report List**

1-1 of 1
View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5513335	12436412	Expense Reports not posted	01/04/2024 11:11:49AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>

☒ Select All
☐ Deselect All

Delete
Click the delete button to delete the selected report(s)

[Go back to Process Requests](#)

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Click the link for your report in the description line. If you scheduled your report in advance you can input the process instance number from above. You can also update the amount of time since running. If you make these changes click refresh to repopulate the list of reports.

Your report opens in Microsoft Excel

	A	B	C	D	E	F	
1	Expens	4					
2	GL Business Unit = 01150						
3	Through Date = 2019-07-31						
4	GL Unit	Exp Report ID	Acctg Date	Exp Report Status	Budget Check Status	Post State	Exp Rep
5	01150	0000553635	6/5/2019	Pending	Not Chk'd	Not Applied	11504014
6	01150	0000556142	7/4/2019	Pending	Not Chk'd	Not Applied	11504013
7	01150	0000556194	7/5/2019	Pending	Not Chk'd	Not Applied	11504009
8	01150	0000556445	7/10/2019	Approvals in Process	Valid	Not Applied	11504014

## Copy/Clone an nVision Report Request

**Possible situations when this report should be run:** When you need a new nVision report that is similar to an existing one


**Navigator Menu Navigation:** Reporting Tools > PS/nVision Schedule Requests


Enter the Business Unit and the Report ID that you want to Copy/Clone. Click Search

**Report Request**

**Find an Existing Value** ⊕ Add a New Value

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

 **Recent Searches**

 **Saved Searches**

Business Unit

Report ID


Description

^ Show fewer options

☐ Case Sensitive

Search

Clear

 Save Search

**Search Results**  
1 result Business Unit "01160", Report ID "TB6\_SRM"

<<

>>

1-1 of 1

View All

Business Unit	Report ID	Description	
01160	TB6_SRMF	St Res Manage Fd TB AccYTD 998	>

The identified Report loads.

nVision Report Request

Advanced Options

Query Prompts

Business Unit: 01160

Report ID: TB6\_SRMF

[Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Report Title:

St Res Manage Fd TB AccYTD 998

\*Layout:

VTGL\_TB\_FD\_ACCRL\_COMP\_YTD\_998

▼ Report Date Selection

\*As Of Reporting Date:

Specify

▼

12/31/2023

\*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

|

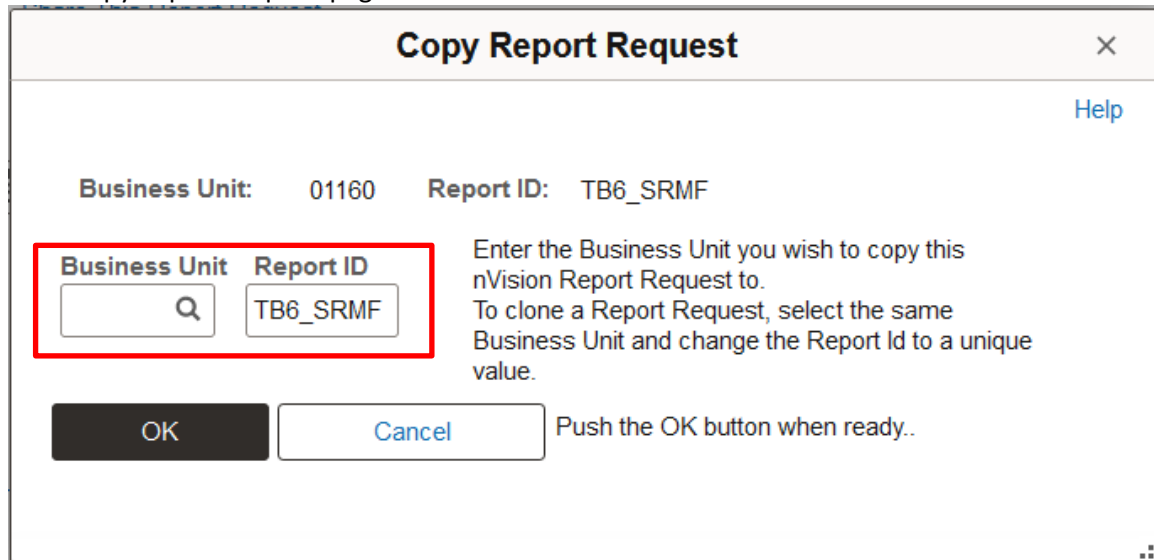
[Advanced Options](#)

|

[Query Prompts](#)

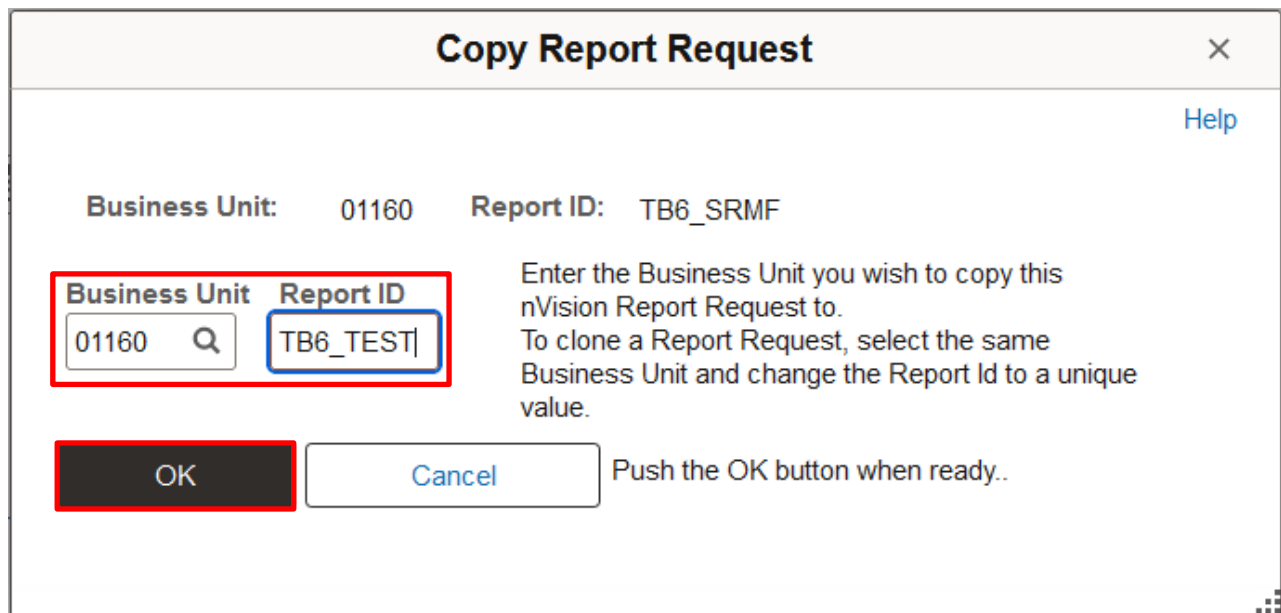
Click on Copy to Another Business Unit/Clone

The Copy Report Request page loads



The dialog box is titled "Copy Report Request" with a close button (X) in the top right corner. A "Help" link is located in the top right area. Below the title bar, the current values are displayed: "Business Unit: 01160" and "Report ID: TB6\_SRMF". A red rectangle highlights the input fields for "Business Unit" and "Report ID". The "Business Unit" field contains a search icon (magnifying glass), and the "Report ID" field contains the text "TB6\_SRMF". To the right of these fields, instructional text reads: "Enter the Business Unit you wish to copy this nVision Report Request to. To clone a Report Request, select the same Business Unit and change the Report Id to a unique value." At the bottom left, there are two buttons: "OK" (black with white text) and "Cancel" (white with blue text). To the right of the "Cancel" button, a note says "Push the OK button when ready..".

To copy the report to another Business Unit enter that Business Unit in the Business Unit Field. Rename the Report if applicable in the Report ID field. To clone the report for the same Business Unit enter the Business Unit in the Business Unit field. You must give the report request a new name in the Report ID field.



This dialog box is identical in layout to the first one, but with updated values. The "Business Unit" field now contains "01160" and the "Report ID" field contains "TB6\_TEST". The "OK" button is now highlighted with a red border. The instructional text and other elements remain the same.

Click OK. The original report request reloads. Click Return to Search.

The Report Request Find an Existing Value page loads with the original report request information. Update the Business Unit and Report ID to the new Report ID just copied/cloned. Click Search.

**Report Request**

**Find an Existing Value**

Add a New Value

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Business Unit

begins with

01160

Report ID

begins with

TB6\_TEST

Description

begins with

^ Show fewer options

☐ Case Sensitive

Search

Clear

Save Search

Search Results

1 result Business Unit "01160", Report ID "TB6\_TEST"

<<

<

1-1 of 1

>

>>

View All

Business Unit	Report ID	Description	
01160	TB6_TEST	St Res Manage Fd TB AccYTD 998	>

The new report request loads. Update the Report Title and make desired changes to the date.

nVision Report Request

Advanced Options

Query Prompts

Business Unit: 01160

Report ID: TB6\_TEST

[Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Report Title: Test\Fd TB AccYTD 998

\*Layout: VTGL\_TB\_FD\_ACCRL\_COMP\_YTD\_998

Report Date Selection

\*As Of Reporting Date: Specify 12/31/2023

\*Tree As Of Date: Use As Of Reporting Date

☐ Override Tree As of Date if Specified in Layout

Output Options

\*Type: Web

\*Format: Microsoft Excel Files (\*.xls)

[Scope and Delivery Templates](#)

Run Report

Save

Return to Search

Notify

Add

Update/Display

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

Click the Scope and Delivery Templates link.

The Scope page loads. Update the Report Scope as needed. Click OK. The report is ready to run.

nVision Web Output

×

Help

Business Unit: 01160    Report ID: TB6\_TEST

Report Scope:  Enter your report scope. [Scope Definition](#)

Folder Name:

Retention Days:

Directory Name Template:

Content Description Template:

Security Template:

Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager.  
Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%\

Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions.  
Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

Enter user IDs or variables to give access to report instances in the Content Repository.  
Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"

## Create a New nVision Report Request

**Possible situations when this report should be run:** When you need an entirely new nVision report that is not similar to an existing one

**Navigation:** Reporting Tools > PS/nVision Schedule Requests

The Report Request Find an Existing Value loads.

**Report Request**

**Find an Existing Value** ➔ Add a New Value

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

**Recent Searches** Choose from recent searches ▼ **Saved Searches** Choose from saved searches ▼

**Business Unit** begins with ▼

**Report ID** begins with ▼

**Description** begins with ▼

^ Show fewer options  
☐ Case Sensitive

Click the Add a new Value tab. The Add a New Value tab loads

**Report Request**

**Add a New Value** Q Find an Existing Value

**Business Unit** 01130

**\*Report ID** BA-30001

Add

Enter your Business Unit and a unique Report ID. Click Add.

The Report Request page loads

**PS/nVision Schedule Requests**

nVision Report Request

Advanced Options

Query Prompts

Business Unit: 01130

Report ID: BA-30001

[Copy to Another Business Unit / Clone](#)

Report Title: Budget to Actuals - 1130030001

\*Layout: VT\_ACTUALS\_BUD\_LINE\_LVL

[Transfer to Report Books](#)  
[Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Report Date Selection

\*As Of Reporting Date: Specify

06/30/2023

\*Tree As Of Date: Specify

01/01/1900

☒ Override Tree As of Date if Specified in Layout

Output Options

\*Type: Web

\*Format: Microsoft Excel Files (\*.xls)

[Scope and Delivery Templates](#)

Run Report

Save

Notify

Add

Update/Display

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

Give the Report a Title, identify the report layout (contact F&M Reporting if you are unsure), fill out the as of report date and Tree as of Date. Be sure that Type is Web and Format is Microsoft Excel Files(\*.xls). Click Save. Click the Advanced Options tab.

The Advanced Options page loads

## PS/nVision Schedule Requests

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

**Business Unit:** 01130 **Report ID:** BA-30001

▼ **Advanced Report Instance Options**

☒ Enable nPlosion If Specified In Layout

☐ Translate Summary Ledgers to Detail

☒ Data From Requesting B.U. Only

Time-out Minutes

▼ **Foreign Language Translation**

Enter an alternate language code for automatic translation.  
Available if alternate language features are in the layout.

**Language:**

[Enter Delivery Template Options - View All](#)

Save

Notify

Add

Update/Display

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

Check whether you want data from just the Reporting Business Unit or all BU's statewide. Leave all other choices as the default. Click Save. Click the nVISION Report Request tab.

The Report Request page reloads.

nVision Report Request

Advanced Options

Query Prompts

Business Unit: 01130

Report ID: BA-30001

Copy to Another Business Unit / Clone

Report Title: Budget to Actuals - 1130030001

\*Layout: VT\_ACTUALS\_BUD\_LINE\_LVL

Transfer to Report Books

Process Monitor

Report Manager

Share This Report Request

Report Date Selection

\*As Of Reporting Date: Specify 06/30/2023

\*Tree As Of Date: Specify 01/01/1900

☒ Override Tree As of Date if Specified in Layout

Output Options

\*Type: Web

\*Format: Microsoft Excel Files (\*.xls)

Run Report

Scope and Delivery Templates

Save

Notify

Add

Update/Display

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

Click Scope and Delivery Templates

The nVISION Web Output window opens

**nVision Web Output** [X]

Help

**Business Unit:** 01130    **Report ID:** BA-30001

---

**Report Scope:**  Enter your report scope. [Scope Definition](#)

**Folder Name:**

**Retention Days:**

**Directory Name Template:**  Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager.  
Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%\

**Content Description Template:**  Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions.  
Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

**Security Template:**  Enter user IDs or variables to give access to report instances in the Content Repository.  
Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"

**OK** **Cancel**

Enter or choose the scope for your report. In Directory Name Template enter the folder location on your drive for the file to be saved. Click OK. The nVISION Report Request page reloads. Click Save. The report is ready run as normal.