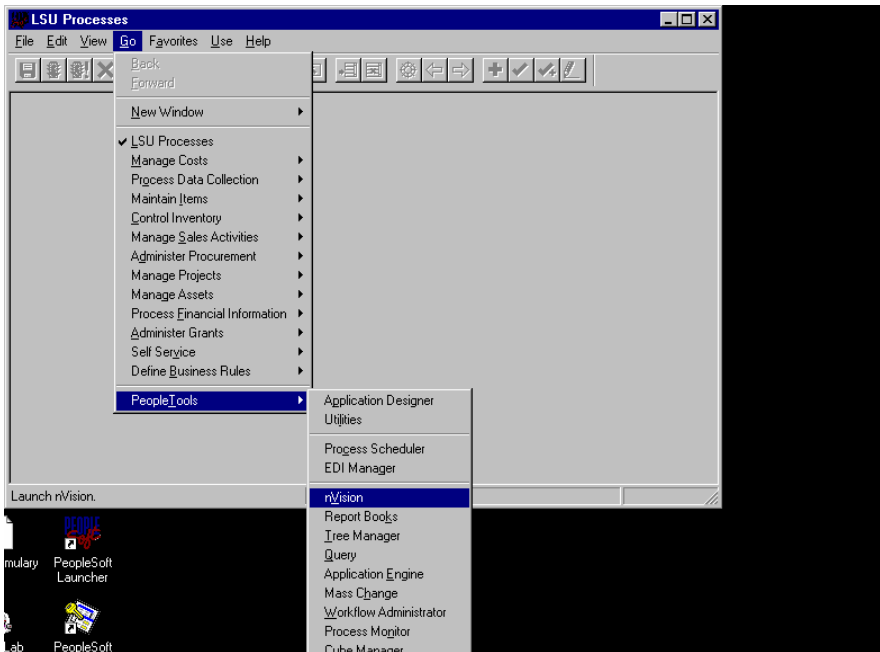
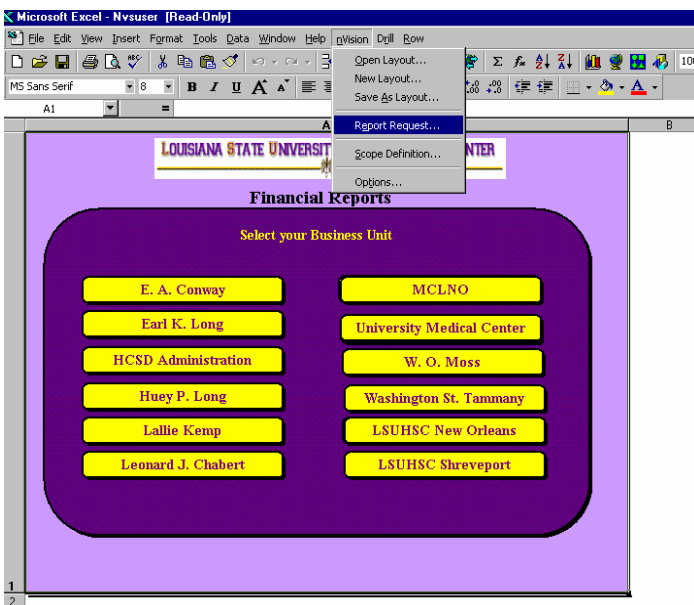


How to Run Cost Reports-WTB

1. Go to PeopleSoft Production database for current data, and PeopleSoft Reporting database for day-old data. All reports for a prior period must be run in the reporting database.
2. From the toolbar, select GO > PeopleTools > Nvision



3. Select Nvision > Report Request



4. Click "Open."

The screenshot shows the "PeopleSoft nVision Report Request" dialog box. It is divided into several sections:

- Request ID:** Contains fields for "Request Name:" and "Report Title:".
- Requesting Business Unit:** A dropdown menu with a "?" button.
- Layout:** A dropdown menu with a "?" button.
- Instance Controls:** Contains fields for "Scope:" (with a "?" button), "Directory Template:", "File Template:" (pre-filled with "%RID%.xls"), and "Language Template:".
- Options:** A group box containing four checkboxes:
 - Enable nPlosion If Specified In Layout
 - Print Each Instance
 - Data From Requesting Business Unit Only
 - Translate Summary Ledgers to Detail
- Main As Of Date:** A group box with two radio buttons:
 - From Business Unit Table
 - Specify:
- As Of Date for Trees:** A group box with two radio buttons:
 - Use Main As Of Date
 - Specify:

On the right side of the dialog, there is a vertical column of buttons: "OK", "Cancel", "Run", "New", "Open", "Save", and "Delete".

5. Type the name of the desired Business Unit in the Business Unit field.

6. Click "Get List"

7. Scroll down the list of Report Request Descriptions

8. Click the Report Request named "CR-WTB - Cost Report-WTB-XXXXX" where XXXXX is the desired Business Unit.

PeopleSoft nVision Open Report Request

Qualifiers

Business Unit: ?

Report Name:

Buttons: OK, Cancel, Get List

Business Unit:

Report Request -- Description:

- CRALLDPT -- Cost Report-All Departments
- CREX111 -- Cash Receipts & Exp - Fund 111
- CREX113 -- Cash Receipts & Exp - Fund 113
- CREX115 -- Cash Receipts & Exp - Fund 115
- CREXALL -- Cash Receipts & Exp-All Funds
- CREXP -- Cash Receipts and Expenditures
- CR-WTB -- Cost Report-WTB-EACMC**
- DEPTALL -- Income Statement
- DEPTPRNT -- Income Statement
- PROJ_YTD -- Project Year to Date by Month
- RVEXDEPT -- Revenue & Expenditures-Dept

9. Click 'OK.'

PeopleSoft nVision Report Request

Request ID

Request Name:

Report Title:

Buttons: OK, Cancel

Requesting Business Unit: ?

Layout: ?

Buttons: Run, New

Instance Controls

Scope: ?

Directory Template:

File Template:

Language Template:

Buttons: Open, Save, Delete

Options

- Enable nPlosion If Specified In Layout
- Print Each Instance
- Data From Requesting Business Unit Only
- Translate Summary Ledgers to Detail

Main As Of Date

- From Business Unit Table
- Specify:

As Of Date for Trees

- Use Main As Of Date
- Specify:

10. Click "Run."

11. The report for the desired Business Unit should appear.