Running nVision Reports for the Current Period

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Reporting Tools – nVision Control Centre

Key Points
When you are using the REPORT REQUEST method of submitting an n-vision report, the user selects from the list of reports defined. In the PeopleSoft n Vision Report Request panel the user then Specifies a Main As Of Date which determines the period the report runs to. The date chosen is compared to the accounting calendar to determine the period in which it relates, and then the report is generated with an effective date at the end of that period.

If you enter a date of 18/01/2001 the report will run for Period 1. An FMR would return YTD movement as at the end of period 1, and show movement for period 1. If you enter a date of 10/05/2001, the report will run to the end of Period 5. An FMR would return YTD movement as at the end of period 5, and show movement for period 5.

For example, use the time-line example below, which identifies the accounting period and the beginning date of the period. Consider a specified date of 10 May. This date lies in between period 5 and period 6. The n Vision report will run having an effective date of 13/05/2001, the ending date for period 5.

```
P1  P2  P3  P4  P5  P6   ...PX...
01 Jan 22 Jan 19 Feb 19 Mar 16 Apr 14 May
```

By specifying the current date, the report will run having an effective date as at the end of the current period.

This method works with the following reports:
- FMR with Payroll Costing
- FMR w/o Payroll Costing
- Financial Management Department Summary
- P&L/Budgetary Report
- Balance Sheet

For additional report requests to be defined, for example, a different fund, contact the Business Solutions Office on x59666.

The same principle applies when running n Vision reports via the REPORT BOOKS method.

By selecting the “As of Date, User Specified” option for run parameters, you can similarly determine the period the report submitted will run to, as shown above.