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.

Clark College × S Define Report Request × +						
$\epsilon \rightarrow \mathbf{C}$ a fs-pcd.peoplesoft-nonprod-aws.ctclink.sbctc.edu/psp/fspcd/E	MPLOYEE/ERP/c/REPORT_BOOKS.NVS_REPORT_REQUEST.GBL					
📄 🥱 PCD 🔇 SUP 🤇 PDV 🔇 PTS 🔇 SEC 🔇 SVX 🔮 SBCTC Service I	Desk 📀 PQA 🛑 PRD 🎯 CAG 🕵 Mail - Tamara Morri 📗 metaLink 🚯 StaffN					
< Employee Self Service	Report Request					
Report Request						
Enter any information you have and click Search. Leave fields blank for a list of	Look Up Business Unit ×					
Find an Existing Value	Business Unit begins with 🗸					
▼Search Criteria Description begins with ↓						
Business Unit begins with ~ Q						
Report ID begins with 🗸	Search Clear Cancel Basic Lookup					
Description begins with ~	Search Results					
Case Sensitive	View 100 I 4 4 1-1 of 1 ~ > >					
	Business Unit Description					
Search Clear Basic Search 🗟 Save Search Criteria	WA140 CLARK COLLEGE					
	4					

Click Search.

Search results listing will appear...

Business Unit	begins with	~ WA140 Q				
Report ID	begins with	•				
Description	begins with	✓				
Case Sensiti	ve					
Search Search Results	Clear Bas	sic Search 📓 Save Search Criteria				
View All	14	 ▲ 1-10 of 10 ▶ ▶ 				
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

- NETPOS<mark>20</mark> = Fiscal Year 2019-20<mark>20</mark> Report
- NETPOS21 = Fiscal Year 2020-2021 Report

nVision R	eport Request	Query Prompts							
Business Un	it: WA140	Report ID: NETPO	0820						
Report Title	s: S	tatement_Of_Net_Posi	Process Monitor						
*Layout:	N	Report Manager							
Report Date Selection									
*As Of Rep	orting Date:	Specify	~	06/30/2020					
*Tree As O	f Date:	Use As Of Reporting D	ate 🗸						
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▼ Output 0	Options		0	and Daliana Tanadata					
*Type:	Web	~	Scope	and Delivery templates					
Format:	Microsoft Exce	I Files (.xls) ✓							
Run Report Save Return to Search Notify									
nVision Report	Request Que	ery Prompts							

Click Run Report.

			Process	Scheduler R	equest			3
	User ID			,	Run Control ID			He
	Server Name		~	Run Date	08/19/2021	1		
	Recurrence		~	Run Time	3:20:14PM	Reset to C	urrent Date/Time	
	Time Zone	Q						_
Process	List							
							-	
Select	Description		Proces	ss Name	Process Type	Туре	Format	

Nothing needs to be entered or changed on this page.

Click OK.

nVision R	Report Reques	t Query Prompts			
Business Un	nit: WA140) Report ID: NETPC	S20		
Report Title	e:	Statement_Of_Net_Posit	ion	Process Monitor	
*Layout:		NET_POSITION		Report Manager	
Report I	Date Selectio	n			X
*As Of Rep	orting Date:	Specify	~	06/30/2020	
*Tree As C	Of Date:	Use As Of Reporting Da	ate 🗸		
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Format:	Microsoft Exe	cel Files (.xls) V			
Ru	in Report				
Save	Return to Se	arch Notify			
nVision Report	Request Q	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.

Proces	ss List S	erver List										New Window	_
View Pro	ocess Reque	st For											
User	ID	Q,	Туре	¥	Last	~	5	Days	¥	Refresh			
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Run \$	tatus	~	Distribution State	IS		Save Or	Refresh						
'rocess L 町 Q	ist									1 - 4	1-4 of 4 ∨ →	H ViewAll	
Select	Instance	Seq.	Process Type	Pro	ocess (Jser	Run Date/Time			Run Status	Distribution Status	Details	
	1410358		nVision Report	NV	/SRUN		08/19/2021 3:20	14PM PDT		Success	Posted	Details	

View Reports	For	_					
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Name		Created On		Last ~	1	Days 🗸	
Reports				tat at	11 of 1 v	ь ы	γιον ΔΙ
=; <					1-1011 *		VIEW AII
Report		Report Des	scription	Folder Name	Completion Date/Time	Report ID	Proces Instanc
1 Statement_	Of_Net_Position_FY20	21 STATEMEN	IT_OF_NET_POSITION_FY2021	General	08/23/21 3:58PM	1283208	141037
lick the Per	ort name						
lick the Rep	oort name				1		
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lick the Rep Report Report ID	port name	Process In:	stance 1410373 M	issage Log			
lick the Rep Report Report ID Name	port name 1283208 NVSRUN	Process In: Proces	stance 1410373 Me s Type nVision-Report	essage Log			

Distribution Details

Expiration Date 09/22/2021

PDT

File List						
Name	File Size (bytes)	Datetime Created				
WA140_Statement_Of_Net_Position_FY2021.xlsx	334.310	08/23/2021 3:58:53.054640PM				

Click the File Name to download the file to Excel.



If you have questions or need assistance, contact:

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