

5 Year Summary Balance Comparison Report (Expense)

Usage

The 5 Year Summary Balance Comparison Report is an nVision report. It provides five years of *general fund* budget expenditures where each year column represents the summary balances for transactions occurring within the fiscal year only.

Steps

1. On the 5 Year Budget Report (Expense) page:
 - In the As of Date, you can specify the date by selecting from the drop-down or accept the default (Today's Date).
 - Specify Department. A “%” will yield an error message.
 - The Roll-up and Fund Code field parameters are grayed-out.
 - Click Run.

5 Year Expense

5 Year Budget Report (Expense)

Run Control ID: nvision [Report Manager](#) [Process Monitor](#)

Run Parameters

As Of Date:	<input type="text" value="Today's Date"/>
'Department:	<input type="text" value="83440"/> <input type="button" value="Search"/> Roll-up: <input type="text" value="No"/>
'Fund Code:	<input type="text"/>

2. On Process Scheduler Request Page:

- Make sure that Server Name is “PSNT”. All nVision reports are done on the PSNT server.
- Make sure that Type is “Default” and Format is “Default”.
- Click OK.

Process Scheduler Request

User ID: 11439 Run Control ID: nvision

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	nVision Report Book	RPTBOOK	nVision-ReportBook	Default	Default

3. On PO Activity Page, click Report Manager. Click Refresh until you see “Posted” under Status, then click on the Details link.
4. On Report Detail Page, click on the .xls link to get your nVision report.

Report Detail

Report

Report ID: 120618 Process Instance: 156618 [Message Log](#)

Name: RPTBOOK Process Type: nVision-ReportBook

Run Status: Success

R14918-83440--N

Distribution Details

Distribution Node: FFRPRDNT Expiration Date:

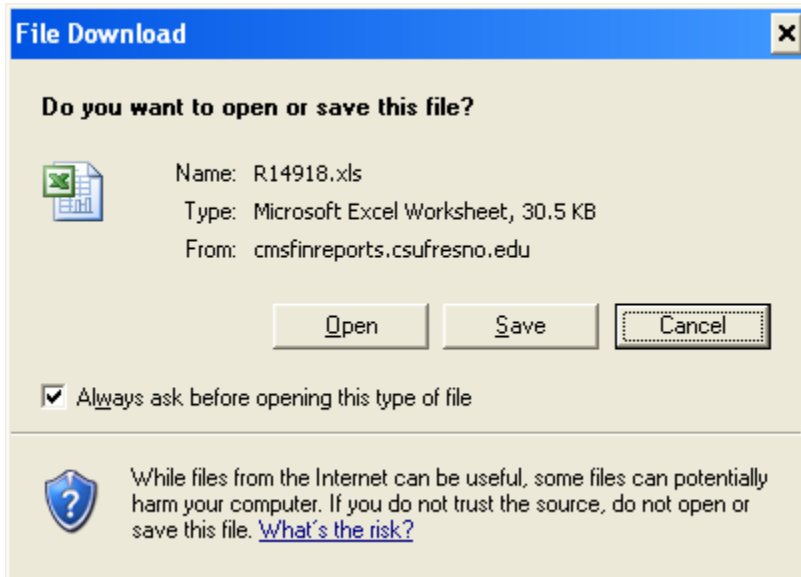
File List

Name	File Size (bytes)	Datetime Created
R14918.xls	31,232	08/15/2006 11:57:06.000000AM PDT

Distribute To

Distribution ID Type	Distribution ID
User	11439

3. On the File Download box, click Save if you intend to drill down; otherwise, click Open now to view the report only.



4. This report is NOT drillable. It is just a presentation report. Use queries to research the transactions behind this report.