

# Department Activity Within Class Report

## Usage

This is an nVision report of department activity that is sorted by class. It is useful to departments who rely on class codes to categorize budget and actuals.

### 1. On Dept/Class 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.
- Specify if want a roll-up report. The default in “No”.
- Specify Class Field. A “%” will yield an error message.
- Click Run.

Dpt/Clas Exp

### Dept/Class 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"/>
Class Field:	<input type="text" value="60012"/> <input type="button" value="Search"/>

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

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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 pdf link to get your nVision report.

**Report Detail**

**Report**

Report ID: 120591      Process Instance: 156553      [Message Log](#)

Name: RPTBOOK      Process Type: nVision-ReportBook

Run Status: Success

R14913-83440-60012-N

**Distribution Details**

Distribution Node: FFRPRDNT      Expiration Date:

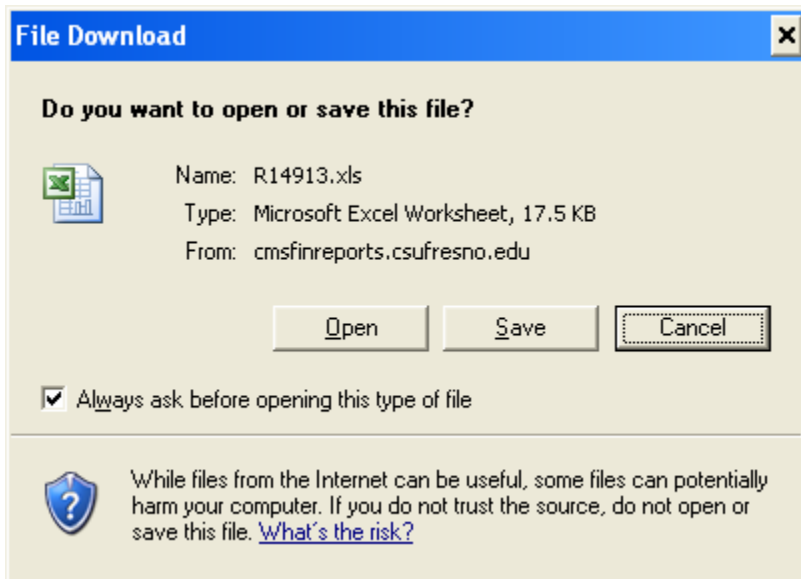
**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">R14913.xls</a>	17,920	08/15/2006 10:21:34.000000AM 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 includes ALL funds for the specified department and class requested, and the reporting period is one year; i.e., this report does not yield multi-year activity. If you request it with a parameter of "Today's Date", then the reporting period would be for the current fiscal year. If you specify the date for 06/30/2006, then it will yield FY2005 information.
5. Drill operations are the same for this nVision report.