Due to the fact that report requests are unique to user IDs, each user must create a new report request (only once) for each Nvision layout he/she wishes to run.

Below please find the detailed steps on how to create a new report request.

1. Log onto PeopleSoft Financial Systems:  https://myfs.fiu.edu/psp/fscm/?cmd=login
2. Click the “PS/nVision” tile.
3. Click the “Define Report Request” link.
4. Click the “Add a New Value” tab.
5. Under “Name Report ID:” assign a name of your choice to the report ID (up to 8 characters).
6. Click the “ADD” button.
7. Under “\*Layout:” click on the magnifying glass and select the corresponding layout name from the dropdown menu for the report you wish to run.
8. Under “Report Title:” assign a name of your choice to the report.
9. Under “\*As of Reporting Date:” select “Specify” from the dropdown menu.
10. Under “Tree as of Date:” select “Default” from the dropdown menu.
11. Click “Save” button.