The DT Report provides YTD budget to actual information as well as Trandata for any given GL account with activity.

Below please find the detailed steps on how to run the DT Report for FIU01.

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. (If you have never run this report, please refer to guidelines on Creating a New Report Request.)
4. Enter the "FIU01" into the Business Unit field.
5. In Report ID box, enter “DT”.
6. Click the “Search” button.
7. Select “DT\_TRANSDATA\_BUDGET\_REPORT”.
8. Verify/Select the “As Of Reporting Date”.
9. Click the blue “Scope and Delivery Templates” link.
10. Under “Report Scope:” enter 10-DIGIT ACTIVITY NUMBER.
11. Click the “OK” button.
12. Go to "Advanced Options" tab under Report Request and ensure that "Data from Requesting Business Unit Only" or NOT checked.
13. Go back to previous tab.
14. Click the “Run Report” button.
15. In Process Scheduler Request window, click drop-down menu for “Server Name” and select “PSNT”.
16. Click the “OK” button.
17. Click the blue “Process Monitor” link (4th link down from the top).
18. Click “Refresh” button several times until Run Status shows and “Success” and Distribution Status shows as “Posted”.
19. Click the “PS/nVision” link (located in tan Menu on the left).
20. Click on “Report Manager” link (last link under “PS/nVision).
21. Click on “Administration” tab.
22. Click on report (blue link) titled “DT\_TRANSDATA\_BUDGET\_REPORT [today’s date].xls.”
23. The report will download to Excel – click “OPEN”.