



Running an NVP Report

Running an **NVP** Report

Below are the directions on how for running an **NVP** report. You **will** need access to ***DEFINE** in order to run the report. Your electronic office manager can give you access if you do not have it. If you are unsure who the electronic office manager is for your department is, please see ***DEFINE** command **US1** or your supervisor.

If you or your electronic office manager need assistance getting access, call the Office of Accounting helpline at 471-8802.

Steps of Running a Physical Inventory by Unit/Location - **NVP** Report

1. After logging into ***DEFINE**, go to the **NVP** command.

```
>> Please enter a 4 or 7 digit Unit Code <<
*DEFINE      PHYSICAL INVENTORY BY UNIT/LOCATION - NVP      Year 07 08
Command: NVP  Inv. Nbr. _____ Misc: _____      Month: MAR
=====
Dept: _____ Show Items Found: X Not Found: X      View: 1
by Inv Nbr: X Start Inventory Nbr: _____
by Location: _ Site: _____ Bldg: _____ Flr: _____ Rm: _____
Status  InvNbr Elm Site Bldg Floor   Room   Description      Item Cost
-----
```

Step One

2. Enter the department's unit code in the **Misc.** field and press ENTER.

```
>> Please enter a 4 or 7 digit Unit Code <<
*DEFINE          PHYSICAL INVENTORY BY UNIT/LOCATION - NVP          Year 07 08
Command: NVP     Inv. Nbr. _____ Misc: 5100000 _____ Month: MAR
=====
Dept: _____ Show Items Found: X Not Found: X View: 1
by Inv Nbr: X Start Inventory Nbr: _____
by Location: Site: _____ Bldg: _____ Flr: _____ Rm: _____
Status  InvNbr Elm Site Bldg Floor Room Description Item Cost
=====
```

Step Two

3. Press SHIFT + PF3 (or PF15) to pull up a listing of jobgroups.

```
Mark task to submit or press clear to escape.
TXFISP          JOB SUBMISSION          03/25/2008
Starting Jobgroup: _____          02:04 PM
=====
Jobgroup Description
-----
INJGNLB Report of rooms for given building code
- INJGNVP1 PHYSICAL INVENTORY CYCLE REPORT - SINGLE UNIT/SUBUNIT
- INJGNVP2 PHYSICAL INVENTORY CYCLE RPT BY INV NBR- SINGLE UNIT/SUB
- INJGNVP5 PHYSICAL INVENTORY CYCLE REPORT - ALL UNITS
- INJGNVP6 PHYSICAL INVENTORY CYCLE REPORT - ALL UNITS W/LABELS
- INJGNVP7 PHYSICAL INVENTORY CYCLE RPT BY INV NBR- ALL UNITS
- INJGNVP8 PHYS INV CYCLE REPORT - ALL UNITS (ONLY UNFOUND ITEMS)
- INJGNVP9 Blank Room report
- KBJGNUU1 San Antonio Scanner Upload Job
- KBJGNUU2 Define Extract for WiseTrack
```

Step Three

4. Select INJGNVP1 by typing **X** in the field next to it and pressing ENTER.

```
Mark task to submit or press clear to escape.
TXFISP                                JOB SUBMISSION                                03/25/2008
Starting Jobgroup: _____                                02:04 PM
=====
Jobgroup      Description
-----
- INJGNLB     Report of rooms for given building code
X INJGNVP1    PHYSICAL INVENTORY CYCLE REPORT - SINGLE UNIT/SUBUNIT
- INJGNVP2    PHYSICAL INVENTORY CYCLE RPT BY INV NBR- SINGLE UNIT/SU
- INJGNVP5    PHYSICAL INVENTORY CYCLE REPORT - ALL UNITS
- INJGNVP6    PHYSICAL INVENTORY CYCLE REPORT - ALL UNITS W/LABELS
- INJGNVP7    PHYSICAL INVENTORY CYCLE RPT BY INV NBR- ALL UNITS
- INJGNVP8    PHYS INV CYCLE REPORT - ALL UNITS (ONLY UNFOUND ITEMS)
- INJGNVP9    Blank Room report
- KBJGνου1    San Antonio Scanner Upload Job
- KBJGνου2    Define Extract for WiseTrack
```

Step Four

5. In the **Unit to Report** field, type the unit code you want to print. If you'd like to include subunits, type three dots instead of the last three digits of the unit code. This is used as wildcards.

```
Page 1
Task: 0 IN INJGNVP1                                Version: P
Title: PHYSICAL INVENTORY CYCLE REPORT - SINGLE UNIT/SUBUNIT
Step: CYCLE REPORT - PHYSICAL INVENTORY REPORT BY UNIT

Direct output to: ACCY_ Copies: 1

SELECTION CRITERIA
Description:                                         Your Input:
COMPONENT CODE / FISCAL YEAR (CY1Y2)              00708
UNIT TO REPORT                                     5100...
PRINT MAILING LABELS FOR UNIT HEADS              -
FILL IN CYCLE FOR REPORT; 1A, 2A, 1B, 2B        -
```

Step Five

6. Press ENTER to submit the job. Make a note of the job number

```
+-----+
|                                     | Page 1
|                                     | Version: P
| Job Name: Job Number:             | REPORT - SINGLE UNIT/SUBUNIT
| INNWNVP1 81014                    | L INVENTORY REPORT BY UNIT
|                                     | 1
|                                     | RIA
|                                     | Your Input:
|                                     | Y2) 00708
|                                     | 5100...
|                                     | DS
|                                     | -----+
| Press ENTER to continue           | R M **
+-----+
| Press ENTER to submit your job or jobgroup.
| Press the CLEAR key to cancel submission.
```

Step Six

7. Unless you have green output selected, reports will be printed and available for pick-up at the School of Social Work Building, room G14, between 7:30 a.m. and 5 p.m. Their phone number is 512-471-1615.