



Running an NVP Report

Running an **NVP** Report

Below are the directions 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, please see *DEFINE command **US1** or your supervisor.

If you or your electronic office manager needs assistance getting access, call the Office of Accounting help line 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 09 10
Command: NVP     Inv. Nbr. _____ Misc: _____          Month: DEC
=====
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 09 10
Command: NVP      Inv. Nbr. _____ Misc: 5100000 _____ Month: DEC
=====
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 F15 (SHIFT key plus F3 key on PC) to pull up a listing of jobgroups.

```
Mark task to submit or press clear to escape.
TXFISP                JOB SUBMISSION                12/16/2009
Starting Jobgroup: _____                02:57 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     BHYS INV CYCLE REPORT - ALL UNITS (ONLY UNFOUND ITEMS)
  INJGNVP9     Blank Room report
  KBJGνου1     San Antonio Scanner Upload Job
  KBJGνου2     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                12/16/2009
Starting Jobgroup:    _____                02:57 PM
=====
      Jobgroup      Description
-----
      INJGNVP1     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/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 UNFOUNDED ITEMS)
      INJGNVP9     Blank Room report
      KBJGNUU1     San Antonio Scanner Upload Job
      KBJGNUU2     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. These are 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: ACSJS Copies: 1

                SELECTION CRITERIA
Description:                Your Input:
COMPONENT CODE / FISCAL YEAR (CY1Y2)    00910
UNIT TO REPORT                5100...
PRINT MAILING LABELS FOR UNIT HEADS      -
FILL IN CYCLE FOR REPORT; 1A, 2A, 1B, 2B  _
```

Step Five

