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: NVE 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 <<

Command: NVP
Inv. Nbr. ______
Misc: 5100000 ______

Dept: ______
Show Items Found: X Not Found: X
by Inv Nbr: X Start Inventory Nbr: ______
by Location: _ Site: ______ Ebdg: ______
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.

```
Table to submit or press clear to escape.
TIPIsp JOB SUBMISSION 12/16/2009
Starting Jobgroup: ______

<table>
<thead>
<tr>
<th>Jobgroup</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INJGNL8</td>
<td>Report of rooms for given building code</td>
</tr>
<tr>
<td>INJGNVP1</td>
<td>PHYSICAL INVENTORY CYCLE REPORT - SINGLE UNIT/SUBUNIT</td>
</tr>
<tr>
<td>INJGNVP2</td>
<td>PHYSICAL INVENTORY CYCLE RPT BY INV NBR- SINGLE UNIT/SUB</td>
</tr>
<tr>
<td>INJGNVP5</td>
<td>PHYSICAL INVENTORY CYCLE REPORT - ALL UNITS</td>
</tr>
<tr>
<td>INJGNVP6</td>
<td>PHYSICAL INVENTORY CYCLE REPORT - ALL UNITS W/LABLES</td>
</tr>
<tr>
<td>INJGNVP7</td>
<td>PHYSICAL INVENTORY CYCLE RPT BY INV NBR- ALL UNITS</td>
</tr>
<tr>
<td>INJGNVP8</td>
<td>PHYS INV CYCLE REPORT - ALL UNITS (ONLY UNFOUND ITEMS)</td>
</tr>
<tr>
<td>INJGNVP9</td>
<td>Blank Room report</td>
</tr>
<tr>
<td>KBJGNNU1</td>
<td>San Antonio Scanner Upload Job</td>
</tr>
<tr>
<td>KBJGNNU2</td>
<td>Define Extract for WiseTrack</td>
</tr>
</tbody>
</table>

```

**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.
TASK  JOB SUBMISSION  12/16/2009
Starting Jobgroup: _______
-----------------------------------------------------------------------------
Jobgroup  Description
-----------------------------------------------------------------------------
   INJGHLR  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 UNFOUND ITEMS)
   INJGNVP9  Blank Room report
   KBJGNVU1  San Antonio Scanner Upload Job
   KBJGNVU2  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.

```
Task: 0 IN INJGNVP1  Version: E
Title: PHYSICAL INVENTORY CYCLE REPORT - SINGLE UNIT/SUEUNIT
Step: CYCLE REPORT - PHYSICAL INVENTORY REPORT BY UNIT

Direct output to: ACSJS  Copies: 1

**SELECTION CRITERIA**

Description: Your Input:
COMPONENT CODE / FISCAL YEAR (CY1Y2)  00Q10
UNIT TO REPORT  5100...
PRINT MAILING LABELS FOR UNIT HEADS
FILL IN CYCLE FOR REPORT; 1A, 2A, 1E, 2B

```

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

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.