

Running an NVP Report

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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.

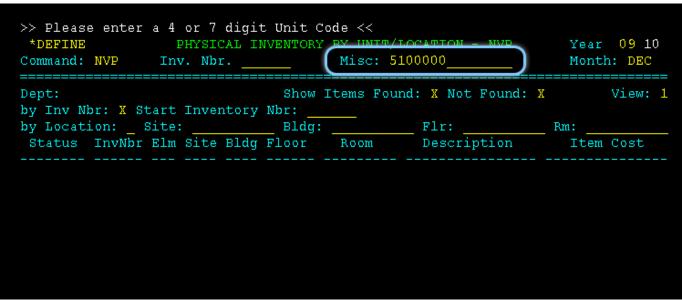
Steps of Running a Physical Inventory by Unit/Location - NVP Report

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

```
>> Please enter a 4 or 7 digit Unit Code <<
                  PHYSICAL INVENTORY BY UNIT/LOCATION - NVP
                                                               Year 09 10
Command: NVP
                                    Misc:
                Inv. Nbr.
                                                               Month: DEC
                              Show Items Found: X Not Found: X
                                                                    View: 1
by Inv Nbr: X Start Inventory Nbr:
by Location: Site:
                              Bldq:
                                              Flr:
                                                             Rm:
Status InvNbr Elm Site Bldg Floor
                                   Room
                                              Description
                                                               Item Cost
```

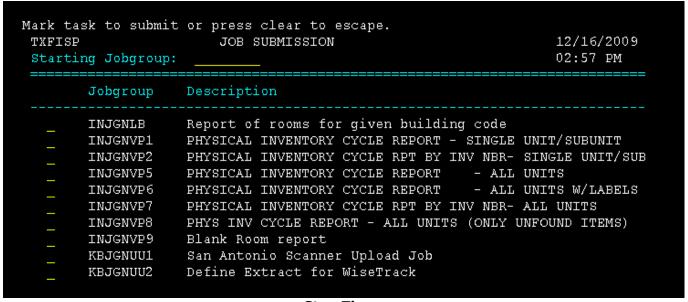
Step One

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



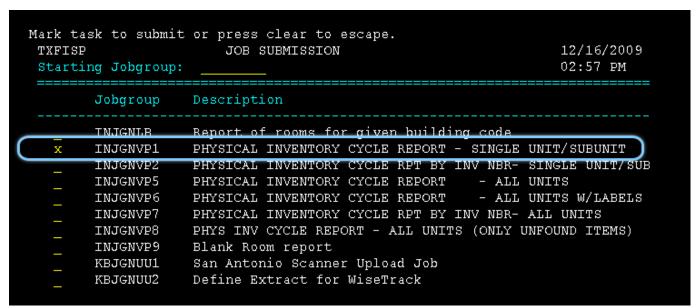
Step Two

3. PRESS F15 (SHIFT key plus F3 key on PC) to pull up a listing of jobgroups.



Step Three

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



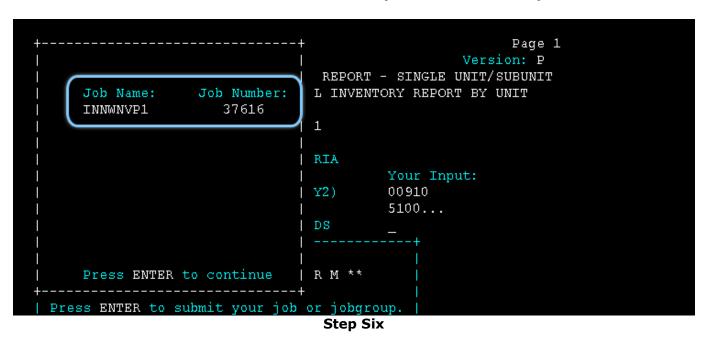
Step Four

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
                                            <u>nn 91 n</u>
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.



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.