


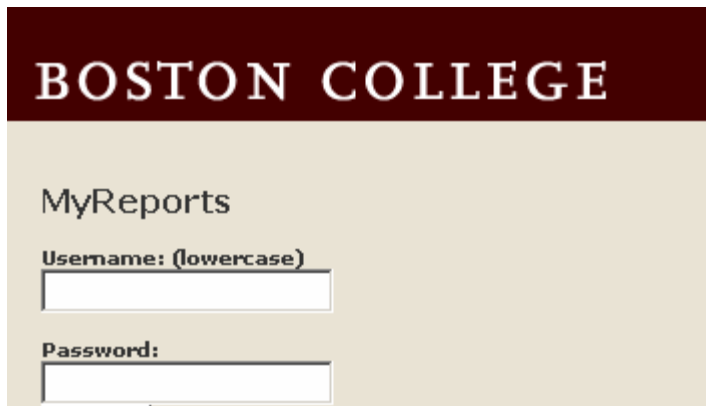
Vista Plus Login Instructions

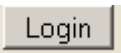
USE TO:

- Log in to the Vista Plus reporting tool at Boston College

Steps:

1. Open Internet Explorer Browser 
2. Go to the following URL: <https://myreports.bc.edu>
3. If this is your first time using Vista, bookmark the URL
 - a. On the Windows menu, click **Favorites > Add to Favorites...**
 - b. Click
4. Enter your BC Username and Password:



5. Click 
6. When you have logged in successfully, Vista's main menu page will display

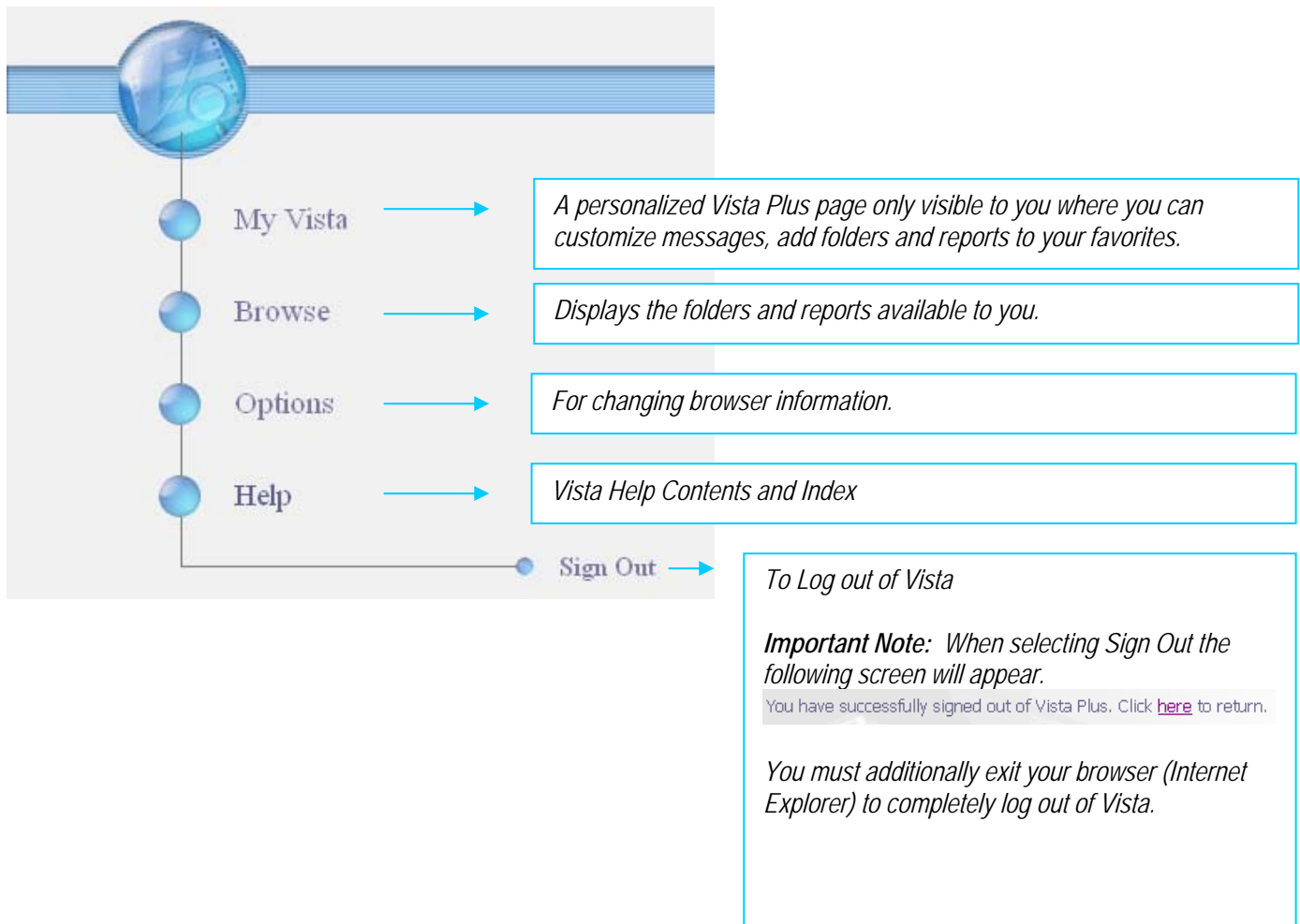


Navigating and Printing Vista Reports

USE TO:

- Navigate and print Vista style reports

When you log into Vista Reports you will see the main menu with five options:









To view reports

Steps:

1. Click 













2. The next screen will display folders associated with your available reports:

	 FN_BCGLR021	Expense Summary With Projects
	 FN_BCGMR001	Budget Actual Compare Grants
	 FN_BCGMR002	Transaction Detail Grants
	 OSP	Office for Sponsored Programs


3. To display the available reports, click on OSP Folder:

	 OSP	Office for Sponsored Programs
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4. The next screen displays the reports available.

Name		Description
	 OSP 	
	 OSP Expenditures - Direct Indirect & Total Expenditure Reports (1 Generations )	OSP Expenditures - Direct, Indirect & Total Expenditure Reports
	 OSP_Award Funding Actions (22 Generations )	Award Funding Action Report
	 OSP_Proposals (22 Generations )	Proposal Submitted and Dollars Requested Report

5. To display the report, click the generation icon.

(1 Generations )

6. To view your report click the PDF icon

File Name	Description
 OSP Expenditures - Direct Indirect & Total Expenditure Reports 	
<input type="checkbox"/>  OSP_EXPENDITURES_1STQUARTER_FY09.pdf	OSP Expenditures - Direct, Indirect & Total Expenditure Reports

Your report will display in a new window.

	1st Quarter FY2009	1st Quarter FY2008	YTD Variance Amount
	June - August Amount	June - August Amount	
President			
Church in the 21st Century	1,216.77	0	1,217
Neighborhood Center	0	0	0
Intersections Project	44,197.80	68,501.25	-24,303
President Total	45,414.57	68,501.25	-23,087
Provost			
Alcohol Ed Program	0	0.00	0
Learning to Learn	128,876.47	163,298.72	-34,422
Provost and Dean of Faculties	260,137.96	326,432.67	-66,295
Instr'l Design & eTeaching Svs	32,110.50	28,340.32	3,770
Irish Institute Boston	184,772.96	97,551.20	87,222
McMullen Museum	0	0	0
Inst Religious Ed Pastoral Min	13,248.98	23,682.57	-10,434
Center on Aging and Work	260,903.18	254,414.61	6,489
Institute Scientific Research	1,756,627.46	1,607,164.07	149,463
Ctr for Rel & Amer Public Life	75.97	137,590.95	-137,515
Ctr on Wealth and Philanthropy	111,641.64	122,350.70	-10,709

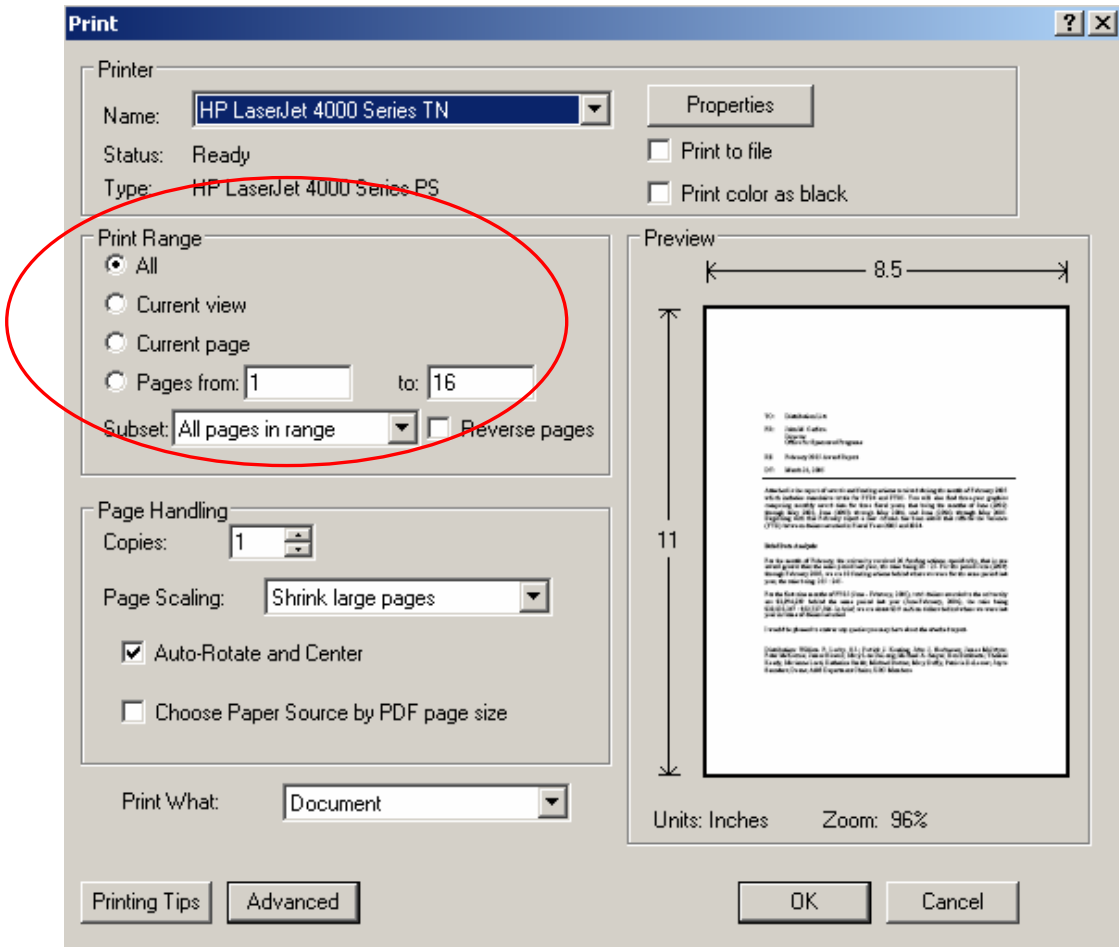
To print reports

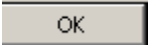

Steps:

1. Click on the printer icon at the top of your screen.



2. Select Print Range (**All** is defaulted)



- 3. Click 
- 4. When complete, close the window that displays the report. This will bring you back to the Browse window.
- 5. To navigate back to the entire listing of reports, click the folder with the up arrow  .
- 6. You can now select another report from the list.

Troubleshooting

Go to the below url for troubleshooting:

<https://wfs.bc.edu/bcfolders/ITS/Applications/VistaUpgrade/>