Report Manager

1. Overview of pages used to access reports in report manager.
2. Sharing a report

Objectives

By the end of this exercise, you will be able to:

- Understand how to locate your reports in the report manager.
- Manage your reports with other individuals

1. Overview of pages used to access reports in report manager.

The report manager is a new tool in Peoplesoft v8.80 that will contain all reports that you as a user create and all reports that you have security to see.

1. Navigate as follows

    Reporting Tools
        Report Manager

    You may notice as you are using various pages that there is a link to the report manager directly on many pages. The link will appear as Report Manager . Clicking on the link will take you to the same location as the navigation above.

2. Your screen should look as follows:

Explorer tab — This tab contains your reports organized into folders. There are many folders that will exist on this page; however you will only see the ones that you have accessible reports in.

General folder — This folder will contain the reports that you have run yourself. As you have worked through your sessions, most of your reports have been run to a window. Copies of all these reports have also been stored in the General folder. These reports will be named based on the report that was run and the run date/time. For example, one of the inquiry reports is called UFSGL009. These names are displayed on the reports that you have run.

Month End Reports This folder will contain the month end nvision reports. Additional folders will exist within this section such as:

Operating
Ancillary
Projects

Within each of these folders you will see more folders representing the fiscal year and period, which will be displayed as follows: 04_4 which corresponds to fiscal year 2004, accounting period 4 (August 31, 2003).

List tab This tab contains the same reports as the explorer tab, but these are displayed as newest to oldest. Another benefit of this page is that it will display a description for each report so that you may have a better idea of what the report is.

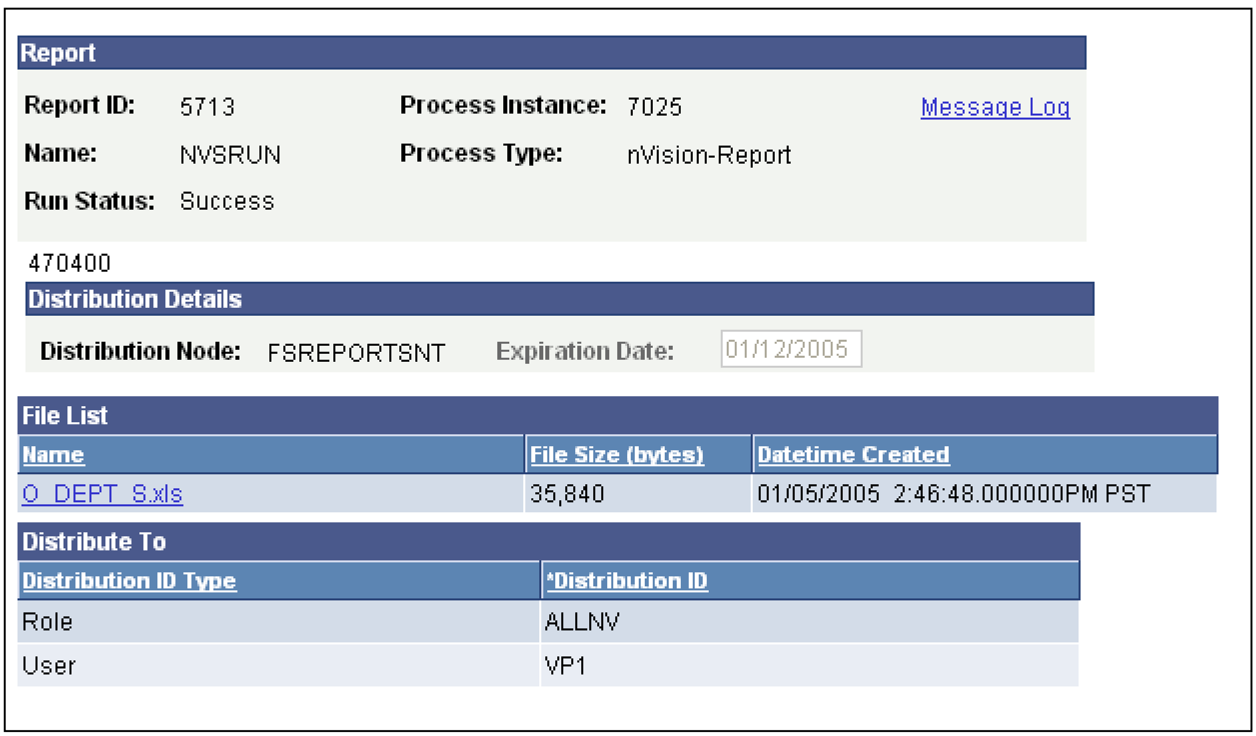
Administration tab This tab is very similar to the List tab, however the added functionality is that you are able to select reports and delete them.

Archive tab This tab is currently not being used by UWO.

3. Click beside Month End Reports
4. Click beside OPERATING
5. Click beside DEPARTMENTAL
6. Click beside ‘05_10

7. Your screen should look like the following

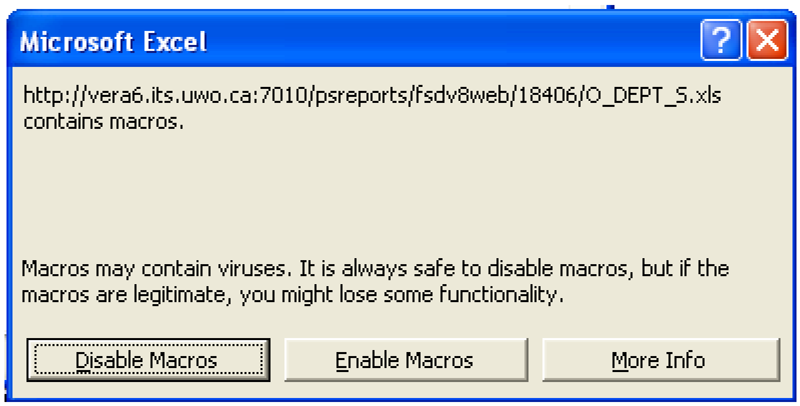
8. Click on the file 470400 and you should see the following



9. Click on O_DEPT_S.xls in the section titled "File List" in the "Name". This is towards the centre section of the screen.

10. A new window will open on your screen.

11. A box like the one below will appear.



12. Click on Enable Macros

13. Excel will open into your new window with the report that you have chosen. You may wish to maximize the excel window.

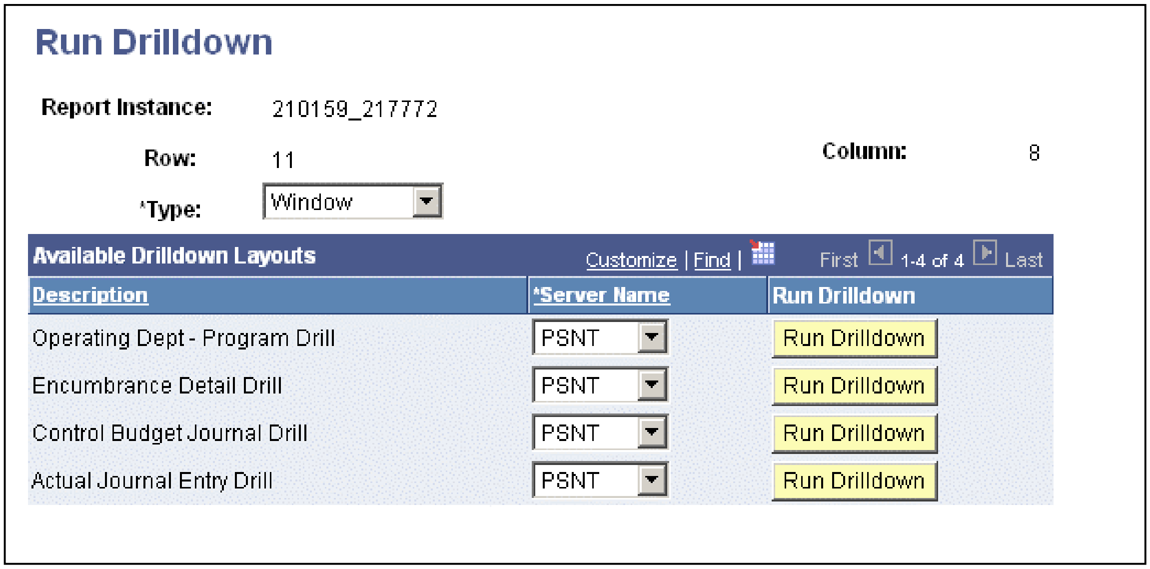
14. You will notice a current month column and a year to date column. Drilling down on the current month column will only get you current month activity. Drilling down on the year to date column will get you year to date activity.

15. Click on one of the amounts in the current month column. This is going to be the item that we will be doing a drill down on.

16. Click on the words nVisionDrill and then on Drill . You will find this in your excel toolbar along with “File”, “Edit”, etc.

    Please note: If you do not have nVisionDrill on your Excel toolbar, click on the following link http://www.uwo.ca/finance/people/nvisiondrill.html to view setup requirements that you need to perform on your PC to enable you to open and drill on nVision reports.

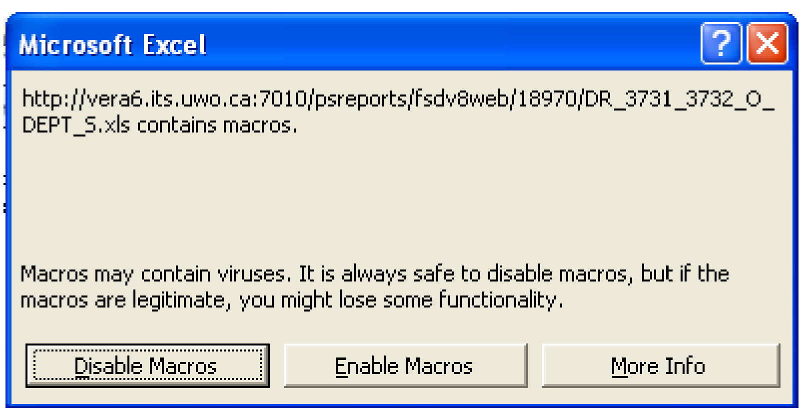
17. This link results in a new window showing the available listing of drill downs that you can use. You should see something like the following:



18. Click Run Drilldown on the Actual Journals row.

19. This will result in a window showing a status of Queued. This window will progress through a status of Processing and then to Success.

20. When a status of success is reached you will again be prompted with the following box.

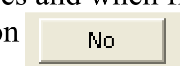


21. Click on Enable Macros and your drill down results will open into excel.

22. You may also notice at this time that there might be an item flashing on your windows toolbar at the bottom of your screen. It will look something like this:

This is the status window that you saw earlier. Go ahead and click on this item and then close it.

23. The new excel file containing your drill down results will have a name similar to:
DR_3731_3732_O_DEPT_S.xls
    - The DR means drill.
    - 3731 means the instance number of the original report (this will vary depending on your report)
    - 3732 means the instance number of this report (this will vary depending on your report)
    - O_DEPT_S is the name of the original report. (this will vary depending on the name of the report)

24. Review your excel files and when finished close them. When prompted to save your report you can click on 

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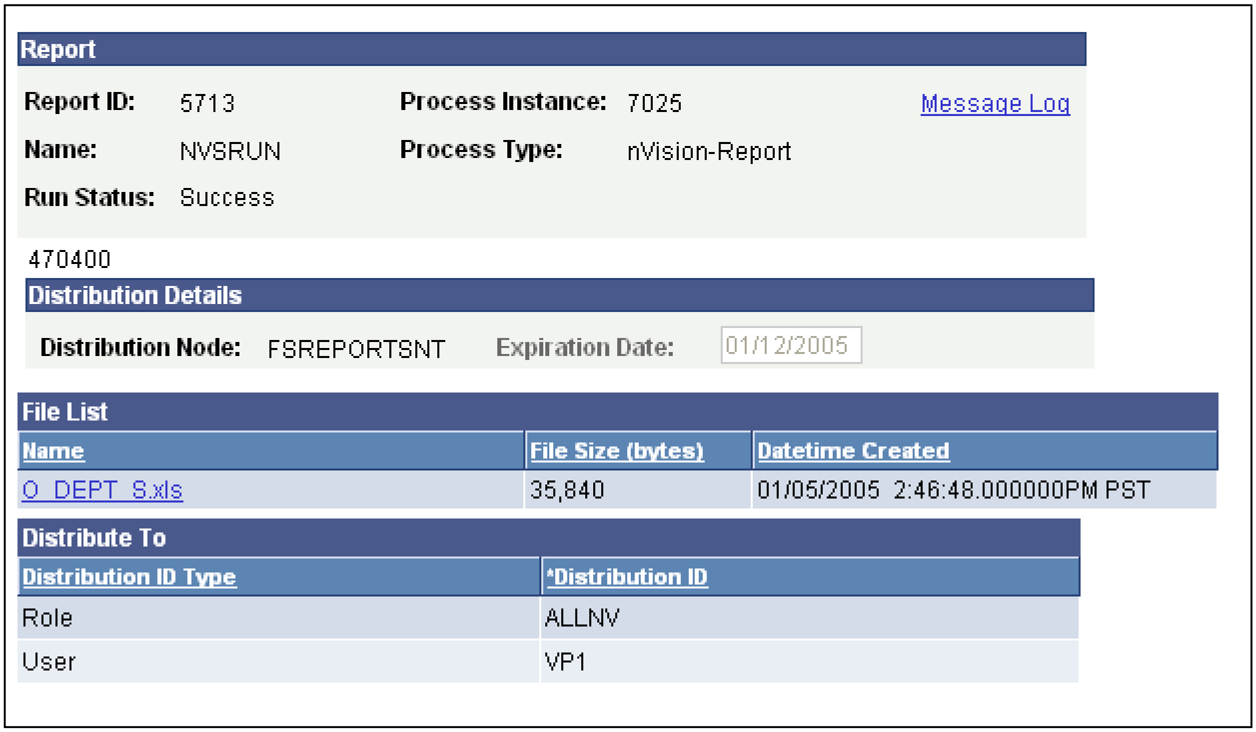
25. If you don't see your report manager on the screen, click on the report manager in your windows toolbar, which will look something like this:

26. You will notice that you are not entirely back to the explorer tab, but you screen will look something like this



27. <u>Click</u> on the back button in your internet explorer window and you will be returned to the explorer tab in the report manager. If you receive an error message click on the refresh button which is located on the internet explorer menubar and looks like .

<u>1.1 Other Operating Reports</u>

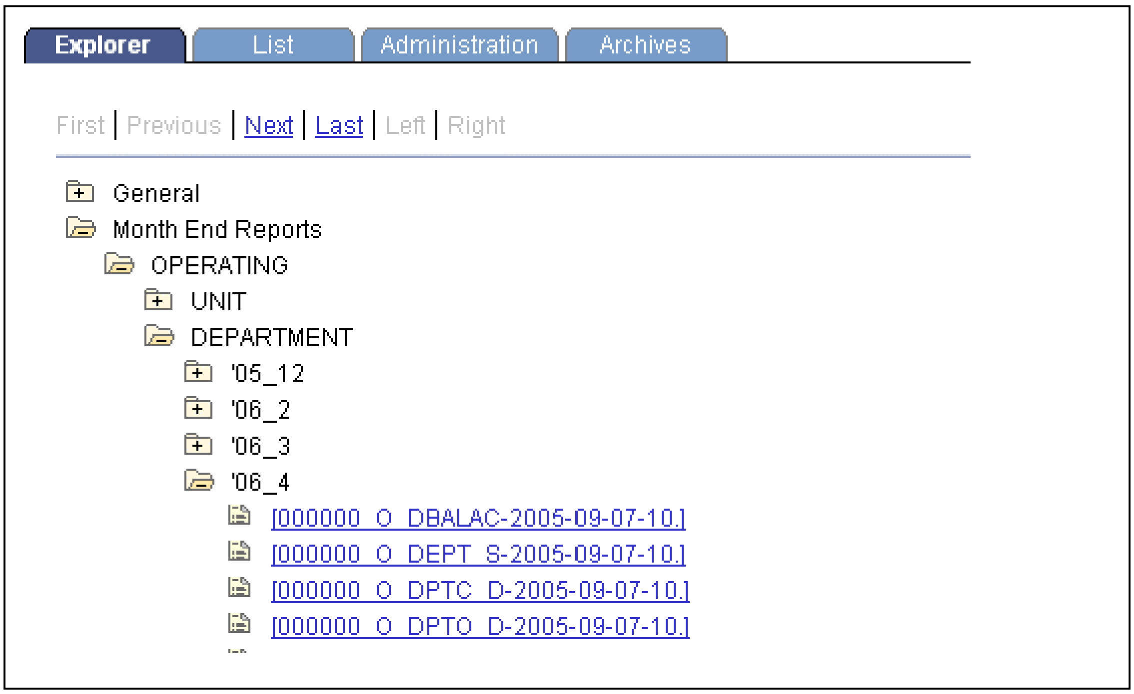
A. O_UNIT_S R&E Department Summary
This report would be used by a Dean's office or a Budget Unit Head's office. This report includes all departments for your unit.

B. O_DPTC_D R&E Corporate Programs
This report lists all the **operating** funds for the department by account number. It does not separate it out by program. Therefore, when you look at the budget or actual spent amounts for any account, it will be a total of all the budgets or amounts spent of all the programs in the department.

C. O_DPTO_D R&E Other Programs
This report lists all the **other** funding sources outside of operating by account number (i.e. ADF funds). Otherwise, it is the same as the previous report.

D. O_DBALAC Balance Sheet Accounts
This report lists all balance sheet accounts and is useful for departments that have accounts such as inventories, capital expenditures and receivables. If you do not have these types of accounts, the report will contain zeros.

These reports can be found under *Month End Reports.*

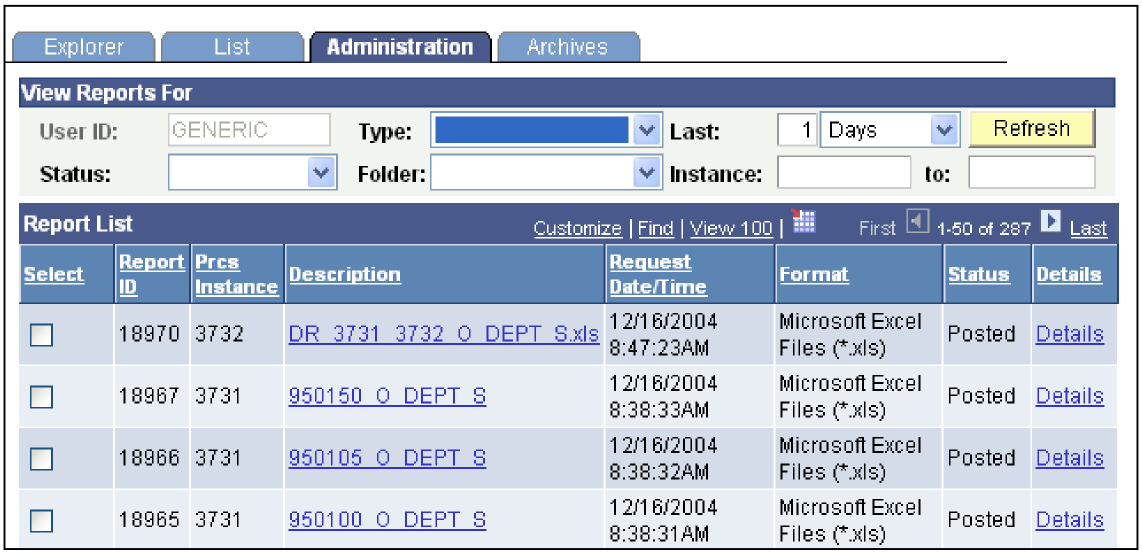


2. Sharing a report

All maintenance of your report manager is done using the Administration tab. In this example we are going to share the nVision drill down that we just recently performed.

1. Click Administration tab in the report manager.

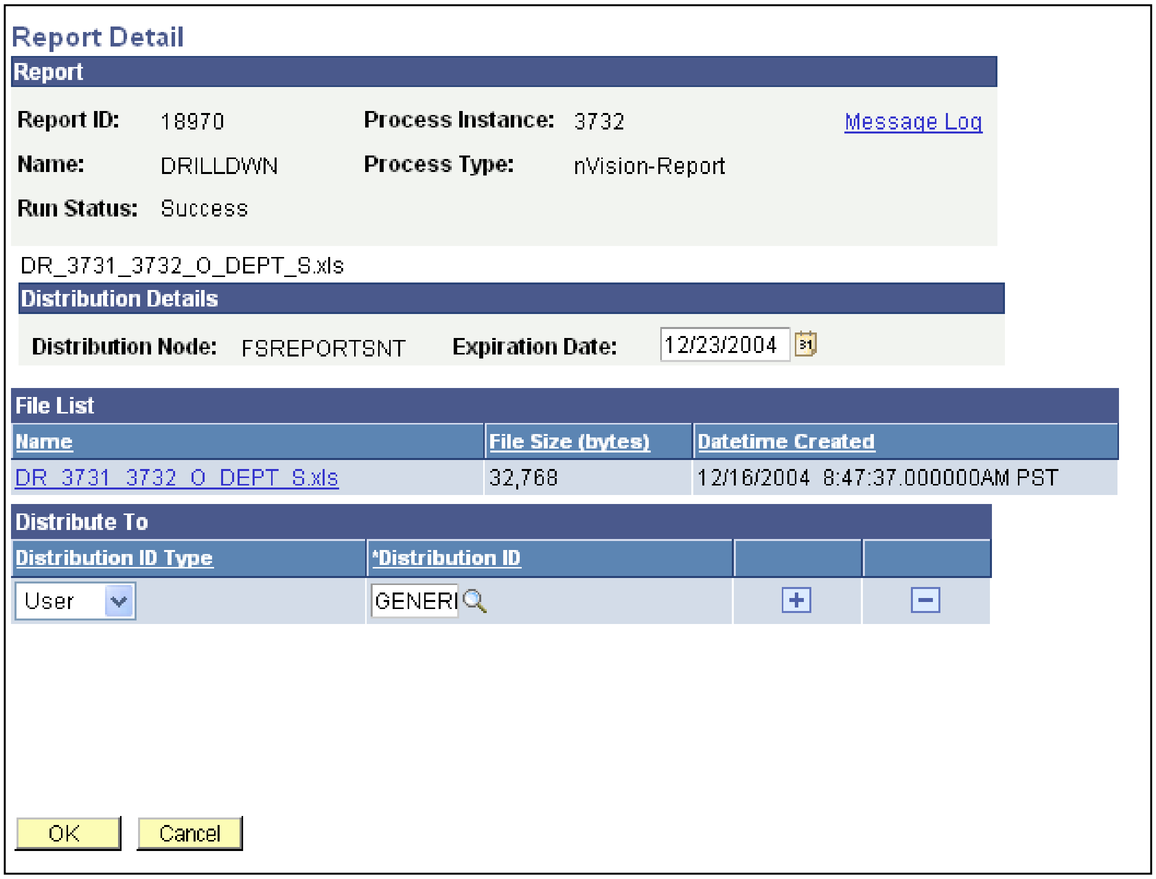
2. Your screen should look like the following:



As mentioned earlier, this page includes all your reports listed newest to oldest. You will notice that the drill down that we just performed is at the top of the listing.

3. Click Details in the Details column (far right hand side).

4. Your screen should look like the following:



5. Look to the bottom of your screen and locate the "Distribute To" section. This section identifies that users and roles that are able to view a report.

6. Click  to add a new row. Your new row will be added below the current row.

7. Ensure that the Distribution ID Type = User

8. Type the user id for the person you wish to see this report in the Distribution ID field. For the purpose of this exercise get the user id of the person beside you.

9. Click 

and you are returned to the administration tab.

10. Scroll down the screen until you are at the very bottom.

11. Click 

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12. Scroll back to the top of the page.

13. Click 

tab. You should now see the report that your neighbour has shared with you. You may need to re-navigate back into the report manager to refresh it so you can now see the report.