

VISION FINANCIALS - REPORTING

Types of Reports – How to Run Them

Purpose

This document describes and provides instructions on running each of the different types of reporting options available in VISION, and for using the Schedule a Query functionality, as follows:

1. Query Reports
2. nVision Reports
3. Crystal Reports
4. Structured Query Reports (SQR)
5. Schedule a Query

1. Query Reports

Query provides the opportunity to extract the precise information that you're looking for using visual representations of the database. This type of report extracts data from table(s) based on selected records, fields and criteria. Query results present transaction data in no particular format order that can then be viewed on your screen as HTML or in Microsoft Excel.

By running a query to Microsoft Excel the user has the ability to sort data, use filters, and create subtotals and pivot tables. (Refer to your Microsoft Excel Help for how to use these Data tools.)

You can use Query in the following ways:

- *Run queries as a separate process* - You can run queries as a separate process and have results sent to a separate browser window by selecting the Run option from Query Viewer to receive the results in HTML or Microsoft Excel.
- *Download query results to a Microsoft Excel spreadsheet* - Choose to have the data downloaded and formatted as a Microsoft Excel spreadsheet. This option is available in your query search results, or after you Preview or Schedule a query.

How to run a query:

Navigate to Reporting Tools > Query > Query Viewer

In the 'begins with' field, enter the first few characters of the query name and then click on the Search button.

The screenshot shows the Oracle Query Viewer interface. The search criteria are set to 'Query Name' and 'begins with' 'VT_ACCOUNT_EXP'. The search results are displayed in a table with the following columns: Query Name, Description, Owner, Tabular, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites.

Query Name	Description	Owner	Tabular	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
VT_ACCOUNT_EXP_ALLFIELDS_DTL	Accr Exp_All Fields Detail	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_ALLFIELDS_DTL_C	Cash Exp_All Fields Detail	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_ALLFIELDS_SUM	Accr Exp_All ChartFields CDF11	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_ALLFIELDS_SUM_C	Cash Exp_All ChartFields Sum	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_DEPTID_SUM	Accrued Exp Deptid Summary	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_DEPTID_SUM_C	Cash Exp Deptid Summary	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_FUND_SUM	Accrued Exp by Fund Summary	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_FUND_SUM_C	Cash Exp Fund Summary	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_PROGRAM_SUM	Accrued Exp Program Summary	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_PROGRAM_SUM_C	Cash Exp Program Summary	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_PROGRANT_SUM	Accrued Exp Project Sum	Public		HTML	Excel	XML	Schedule	Favorite
VT_ACCOUNT_EXP_PROGRANT_SUM_C	Cash Exp Project Sum	Public		HTML	Excel	XML	Schedule	Favorite

On the row with the query name that you want, click on the hyperlink for [Run to HTML](#) or [Run to Excel](#).

Note: *Do not select the XML hyperlink, as that function is not used at the State's site.*

A new window opens. Enter the information needed to run the report. Then click on View Results. The example below shows results obtained for the [Run to HTML](#) option.

VT_ACCOUNT_EXP_FUND_SUM - Accrued Exp by Fund Summary

From Date: 06/01/2010 Thru Date: 06/30/2010 Business Unit: 01115 Fund (%-All): All

Download results in: Excel Spreadsheet CSV Text File XML File (11 Kb)

Line	Dept	Fund	Fund Descr	Account	Account Descr	Program	Prjmnt	Class	Sub Amount	
1	01115	1115001000	59300	Financial Management Fund	500000				Classified Employees	79728.120
2	01115	1115001800	59300	Financial Management Fund	500050				Classified Employee	27602.810
3	01115	1115001800	59300	Financial Management Fund	500050				Overtime	71.280
4	01115	1115001000	59300	Financial Management Fund	501050				FICA - Classified Employees	5737.670
5	01115	1115001800	59300	Financial Management Fund	501050				FICA - Classified Employees	1078.940
6	01115	1115001000	59300	Financial Management Fund	501500				Health Ins - Classified Empl	19736.220
7	01115	1115001800	59300	Financial Management Fund	501500				Health Ins - Classified Empl	7868.100
8	01115	1115001000	59300	Financial Management Fund	502000				Retirement - Classified Empl	3805.590
9	01115	1115001800	59300	Financial Management Fund	502000				Retirement - Classified Empl	3414.990
10	01115	1115001000	59300	Financial Management Fund	502500				Dental - Classified Employees	1071.360
11	01115	1115001800	59300	Financial Management Fund	502500				Dental - Classified Employees	552.940
12	01115	1115001000	59300	Financial Management Fund	503000				Life Ins - Classified Empl	268.000
13	01115	1115001800	59300	Financial Management Fund	503000				Life Ins - Classified Empl	118.460
14	01115	1115001000	59300	Financial Management Fund	503500				LTD - Classified Employees	77.940
15	01115	1115001800	59300	Financial Management Fund	503500				LTD - Classified Employees	63.320
16	01115	1115001000	59300	Financial Management Fund	504000				EAP - Classified Empl	35.310
17	01115	1115001800	59300	Financial Management Fund	504000				EAP - Classified Empl	14.860
18	01115	1115001000	59300	Financial Management Fund	506200				Other PERS Serv	-136164.800

2. nVision Reports

NVision is a reporting tool for creating matrix and tabular reports in Microsoft Excel. NVision selects data from the database using ledgers, trees, and queries. From the matrix type report results, users can drilldown to more detailed information. NVision reports are run with output to a web page in either HTML or Microsoft Excel formats.

These reports can be run - directly through the Report Requests that have been defined by Finance & Management, or users can create Report Books with one or more Report Requests that have been defined for your business unit.

How to run an nVision report with output as HTML:

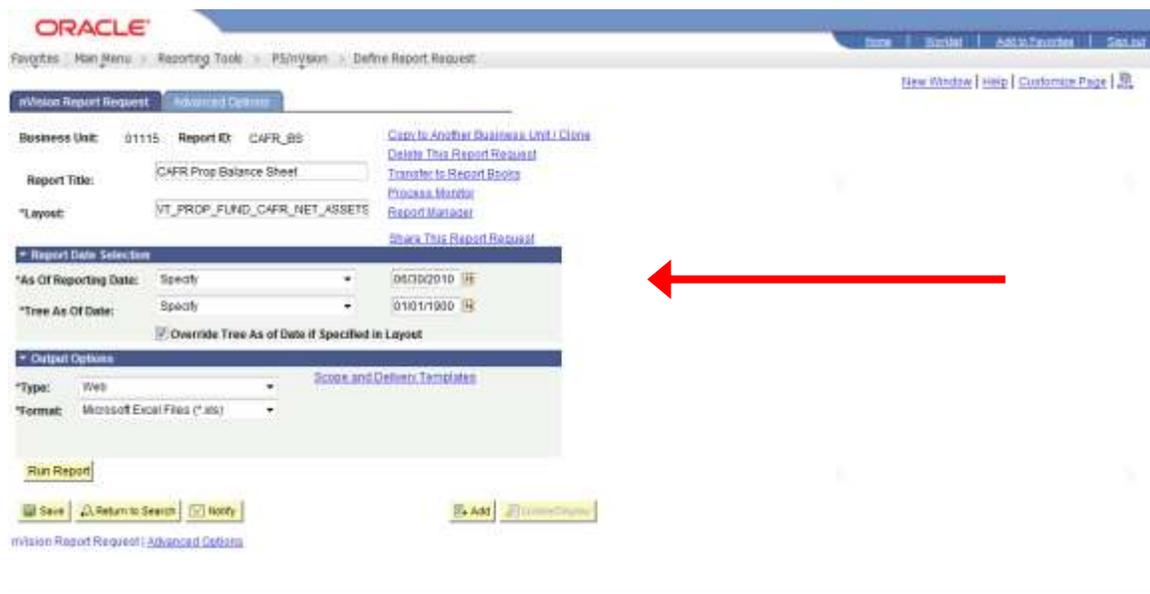
Navigate to Reporting Tools > PSnVision > Define Report Request

Enter your GL business unit and click on 'Search'. A list of report requests that have been set up for your business unit displays on the page. Report requests vary by business unit based on their reporting needs.



Select the report request you want to run, by clicking on the hyperlink for the Report ID or the Description.

The nVision Report Request page opens.



Select the end of month date for the period in time that you want for the report results (this date field is displayed when the ‘*As Of Reporting Date:’ field is set to ‘Specify.’

Under ‘Output Options’, select the output format – either HTML or Microsoft Excel Files.

Leave all other fields as they have been setup. Click on Run Report.

ORACLE

Reporting Tools > PS/ntcr > Define Report Request

Process Scheduler Request

User ID: RCOLLINS Run Control ID:

Server Name: PSNTCR Run Date: 6/1/2011
 Recurrence: Run Time: 13:33:44 [Reset to Current Date/Time]

Time Zone:

Process List	Process Name	Process Type	Type	Journal
<input checked="" type="checkbox"/> nVision Report	NVGRUN	nVision Report	Default	Default

OK Cancel

Select server name: PSNTCR. Click OK.

The report request page opens. Select [Process Monitor](#) hyperlink. Click on Refresh until Run Status equals *Success* and Distribution Status equals *Posted*. Then navigate to Reporting Tools > Report Manager or select [Report Manager](#) hyperlink from nVision Report Request page. Check select box for the desired report and click on [Details](#), click on report file, then open.

Or you can just navigate as follows...

Navigate to Reporting Tools > Report Manager or select [Report Manager](#) hyperlink from the nVision Report Request page.

Click on the Administration Tab. Click on Refresh until report status is Posted.

The screenshot shows the Oracle Report Manager interface. At the top, there is a navigation bar with the Oracle logo and menu items like 'Home', 'Search', 'Add to Favorites', and 'Sign out'. Below this, there are tabs for 'List', 'Execute', 'Administration', and 'Archives'. The main area is titled 'View Reports For' and includes a search form with fields for 'User ID' (set to 'JCOLLINS'), 'Type', 'List', 'Days', and a 'Refresh' button. Below the search form is a table with the following data:

Select	Report ID	Process Instance	Description	Run Date/Time	Format	Status	Details
<input type="checkbox"/>	990879	5319143	CAFR Prop Balance Sheet	05/11/2011 10:09:35AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	990766	5319039	CAFR PL Report Comparative Correctional Industries Fund	05/11/2011 9:56:52AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	990000	5318275	CRS	05/11/2011 8:45:39AM	Ted Files (*.tif)	Posted	Details

Below the table, there are checkboxes for 'Select All' and 'Deselect All', a 'Delete' button, and a 'Save' button. The 'Delete' button has a tooltip that says 'Click the delete button to delete the selected report(s)'.

Click on [Details](#) hyperlink.

The screenshot shows the 'Report Detail' page in Oracle Report Manager. It displays the following information:

- Report ID:** 990879
- Process Instance:** 5319143
- Name:** NVSRUN
- Process Type:** nVision Report
- Run Status:** Success
- Report Name:** CAFR Prop Balance Sheet
- Distribution Node:** FMPRD
- Expiration Date:** 05/25/2011

Below this information is a 'File List' table:

Name	File Size (Bytes)	Run Date/Time
CAFR_PL_05.xls	142,848	05/11/2011 10:09:35:150705AM EDT

At the bottom, there is a 'Distribute To' section with a 'Distribution List' table:

User	Distribution List
JCOLLINS	

At the very bottom, there are 'OK' and 'Cancel' buttons.

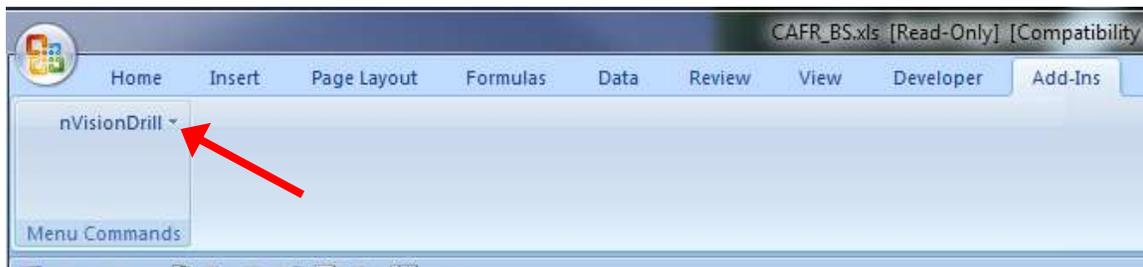
Click on hyperlink for report file name.

State of Vermont Combining Statement of Net Assets Error For the Year Ended June 30, 2010						
			Prior Year		Current Year	
Account	Account Descr	Actuals	Accr/Adj	Total	Actuals	Accr/Adj
ASSETS						
Current Assets:						
	Cash and cash equivalents	1,206,503	-	1,206,503	879,908	-
	Investments	-	-	-	-	-
	Receivables:					
	Taxes receivable (net of allowance for uncollectibles)	-	-	-	-	-
	Accrued interest receivable	-	-	-	-	-
	Accounts receivable (net of allowance for uncollectibles)	-	-	-	-	-
	Loans receivable	-	-	-	-	-
	125001 Due from Other Funds	-	5,860.38	5,860	-	-
	Due from other funds	-	8,860	8,860	-	-
	Intergovernmental receivable - federal	-	-	-	-	-
	Other Receivables	-	-	-	-	-
	Inventories, at cost	-	-	-	-	-
	Prepaid expenses	-	-	-	-	-
	Other current assets	-	-	-	-	-
	Total current assets	1,206,503	5,860	1,212,363	879,908	-
Restricted and Noncurrent Assets:						
	Cash-Subscription reserve fund	-	-	-	-	-

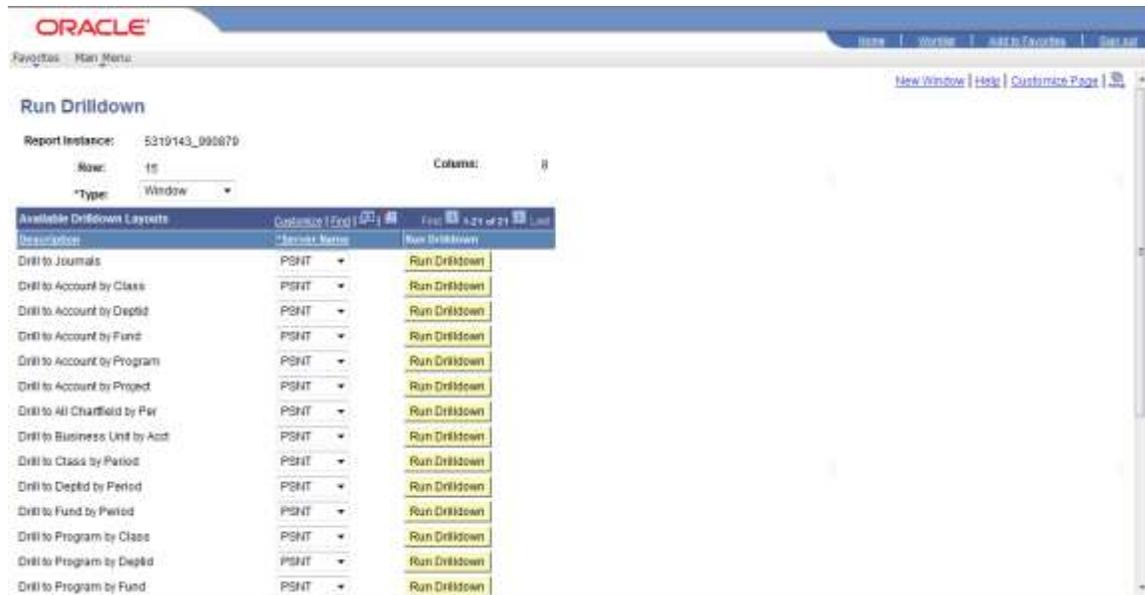
From report results, you can click on ledger column amounts to run a drilldown report.

In MS Excel 2003, to run a drilldown report, navigate to nVision>Drill.

In MS Excel 2007, to drilldown report, navigate to Add-Ins>nVision Drill>Drill



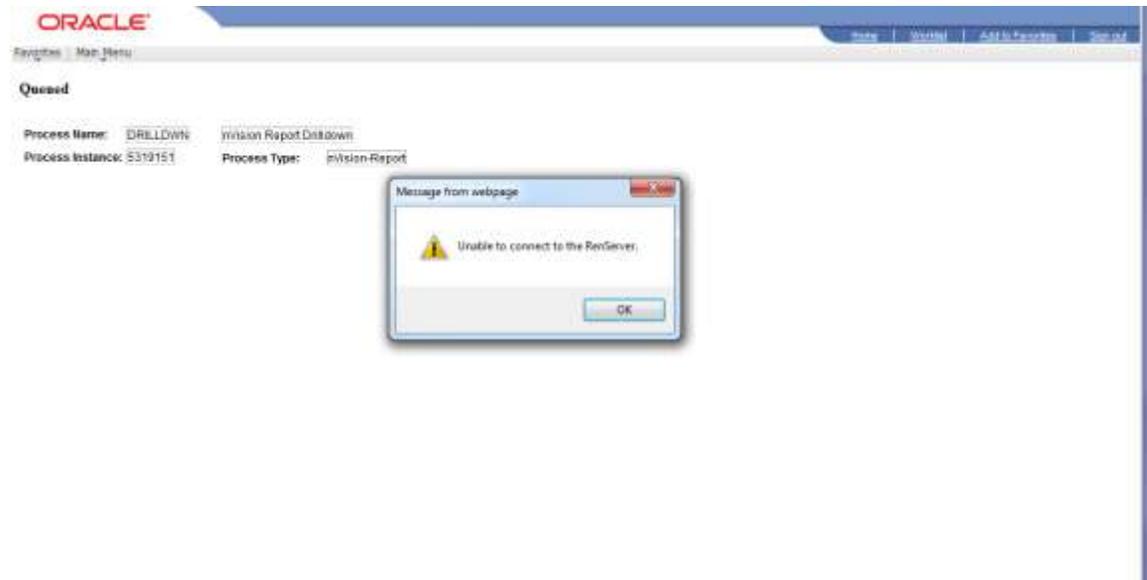
Select the drilldown by clicking on Run Drilldown



You may get a security warning. If so, click YES.



Click OK on the message below.



Close Internet Explorer Tab for the Drilldown by clicking on the X shown below.



Navigate to Report Manager > Administration tab and click the Refresh button to get the drilldown results in the same manner as you got the nVision report.

3. Crystal Reports

Crystal reports provide highly formatted, interactive and professional looking reports. Crystal reports also provide high quality viewing, printing and exporting. Reports can be exported and repurposed to electronic formats used by most end users (e.g. PDF and MS Excel).

You may need to provide report parameters such as ledgers, date ranges and chartfields.

4. Structured Query Reports (SQR)

Reports are generally developed as SQR when procedural logic of a programming language is needed. SQR reports can run to be viewed on your screen or can be run to your printer.

SQR reports are run from a screen on which you need to provide certain selection parameters, such as ledgers, data ranges and chartfields. Output format for these reports can be set to a .pdf file format, or a .csv file format which can easily be saved to a Microsoft Excel file format.

5. Schedule a Query

A query can be scheduled to run automatically at a pre-defined time or on recurring schedules or to even run immediately. There are several benefits to scheduling a query:

- The query runs on the application server and uses less processing time
- You are much less likely to get “too much data” related errors
- You may schedule a query to run on a recurring schedule so that the results are available to you when you need them without waiting for the query to run.

Instructions:

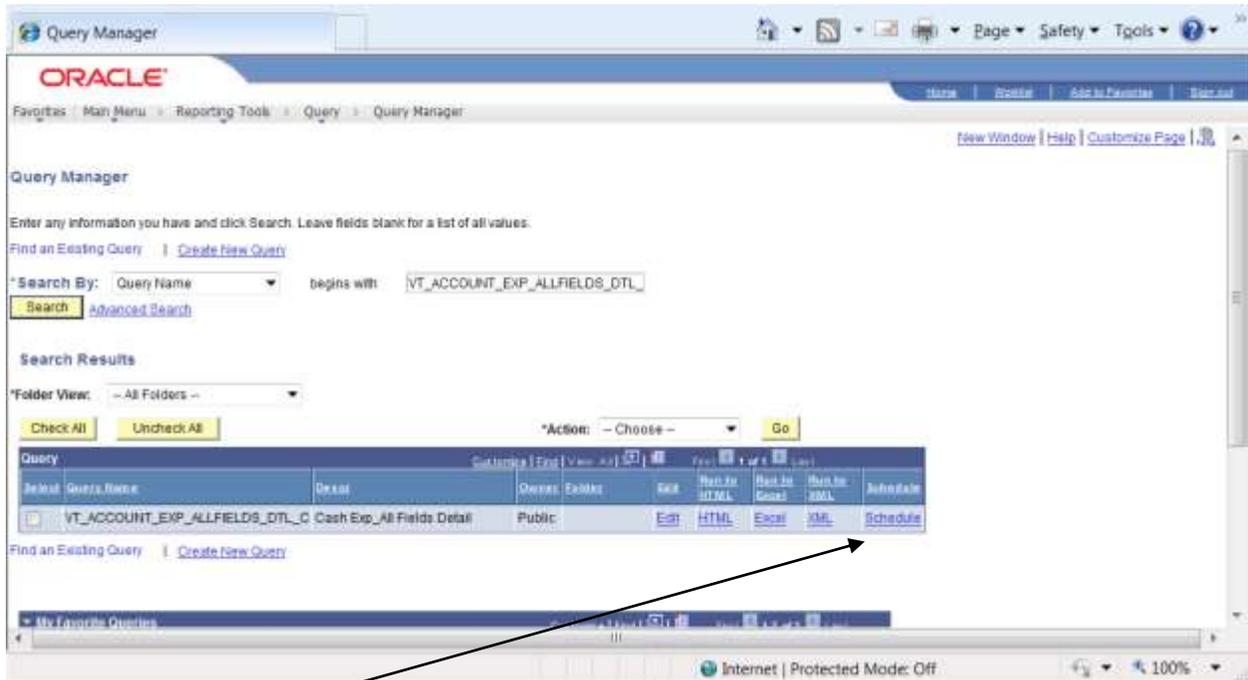
1. Select Reporting Tools, Query, Schedule Query.
2. Search for and select an existing run control ID, or select the Add New Value tab to enter a new ID.
3. Select the query for which you want to schedule and update any prompt parameters.

Use the Update Parameters link to select or change the value that is required for each available prompt. When values have been selected, they appear in the Prompt Name and Value fields.

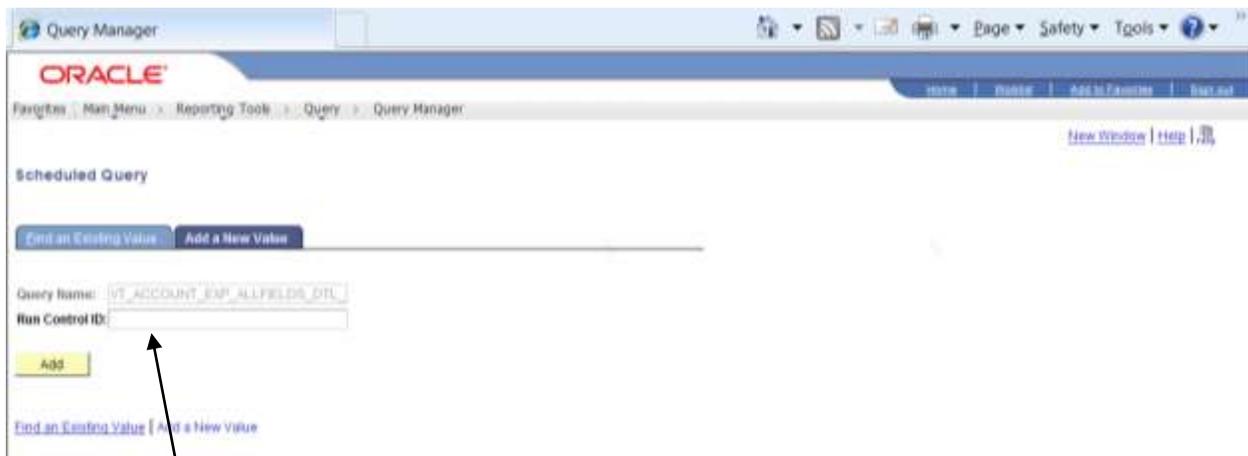
4. Click the Save button to save changes and remain on the Schedule Query page.
5. Click the Run button to submit the query process request and display the Process Scheduler Request page.

When you are scheduling queries from Query Manager or Query Viewer, the Run button is replaced with an OK button.

6. Click the Process Monitor link to view the status of your request; click the Report Manager link to view the output of your request.



Click the Schedule link



Enter a run control.

Oracle Query Manager interface showing the criteria selection screen for the query `VT_ACCOUNT_EXP_ALLFIELDS_DTL_C`. The screen includes the following fields:

- From Journal Date:
- Thru Journal Date:
- GL Business Unit (%-All):
- Department (%-All):
- Fund (%-All):
- Account (%-All):
- Program (%-All):
- Project/Grant (%-All):
- Class (%-All):

Buttons:

↑
Enter Criteria and Click OK

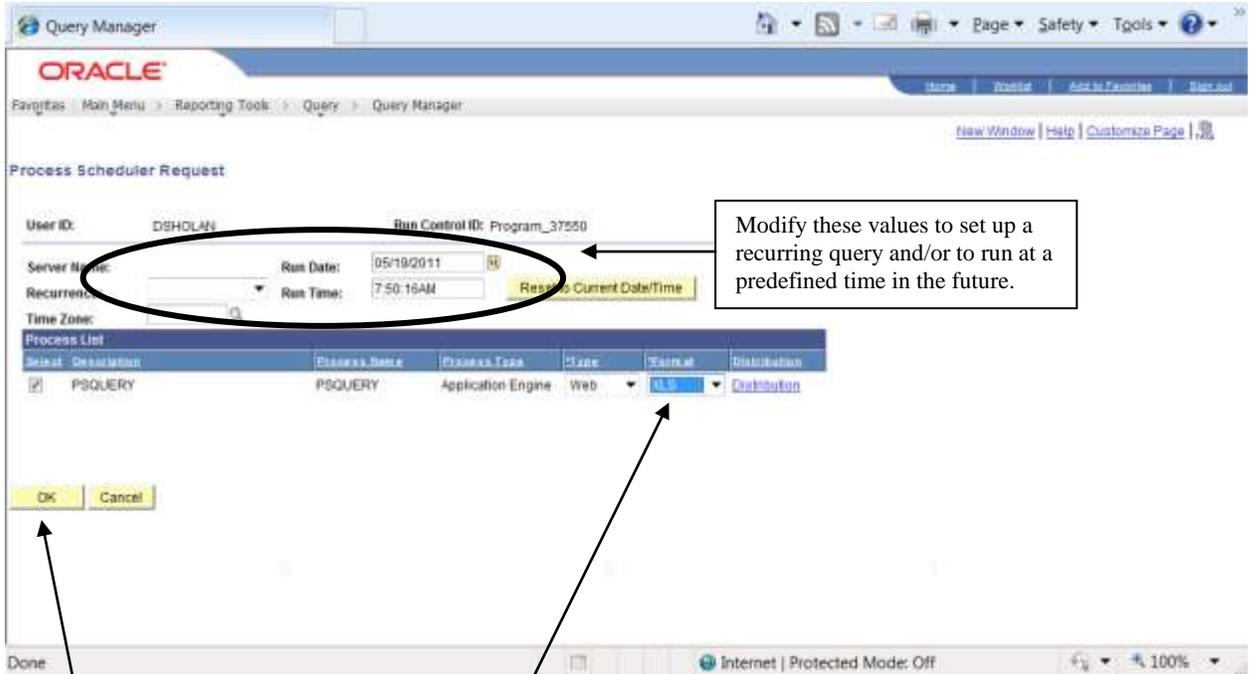
Oracle Query Manager interface showing the **Schedule Query** screen. The Run Control ID is `Program_37550`. The Query Name is `VT_ACCOUNT_EXP_ALLFIELDS_DTL_C`. The Description field is empty. A callout box points to the Description field with the text: "Description field is mandatory. You must enter a description."

Update Parameters

Param. Name	Value
JOURNAL_DATE	2001-04-01
JOURNAL_DATE	2011-04-30
BUSINESS_UNIT	03440
DEPTID	3440%
FUND_CODE	%
ACCOUNT	%

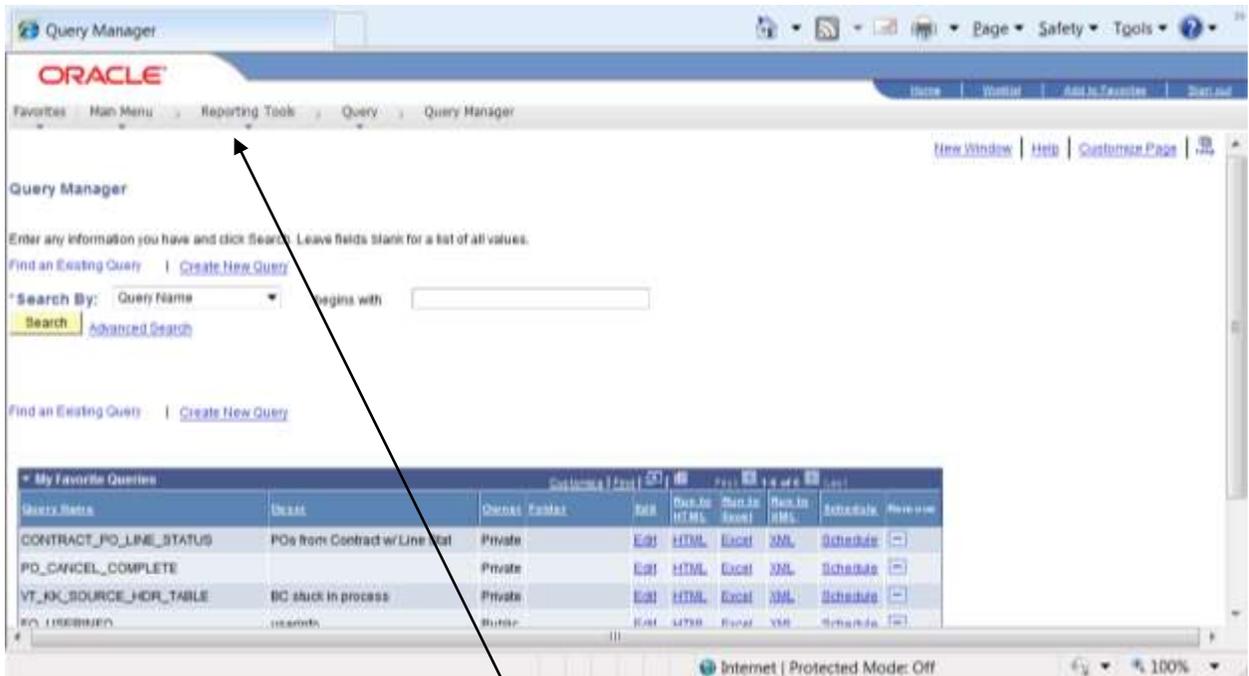
Buttons:

↑
After you enter description, click OK. You can maintain your run control at any time by changing your values shown on this screen or by clicking on the Update Parameters link and entering a new set of values.

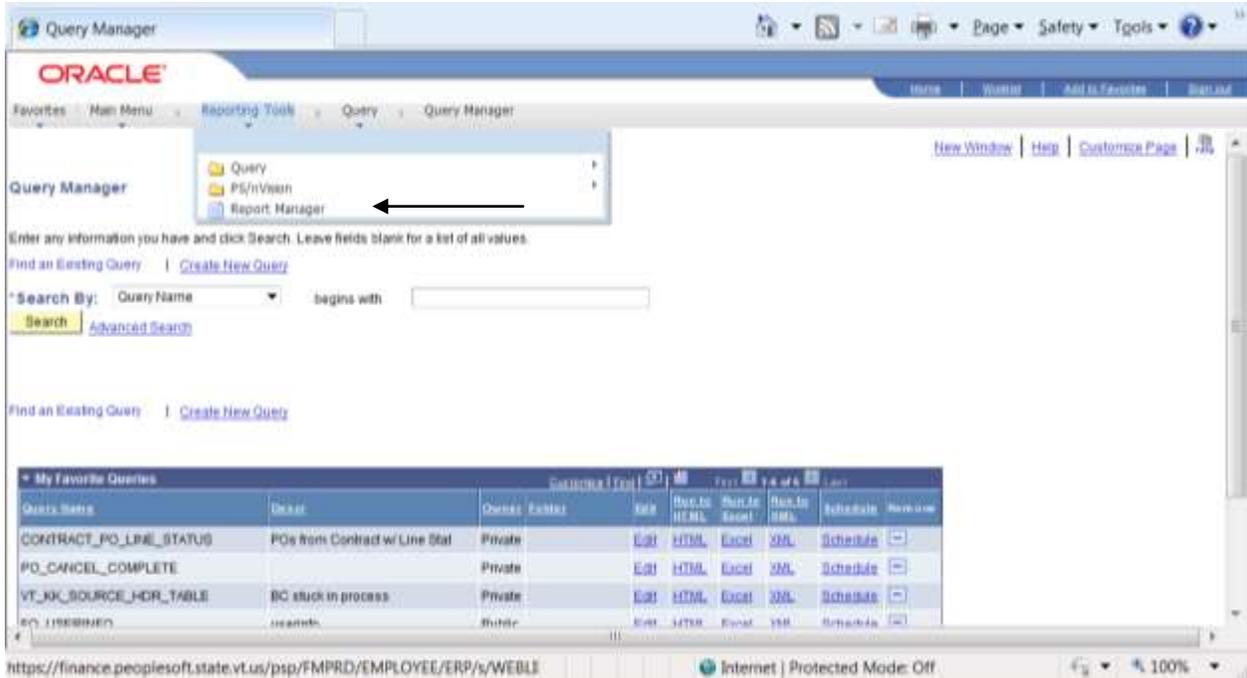


In this example I used a format of XLS the default is TXT. Choose format that works best for you.

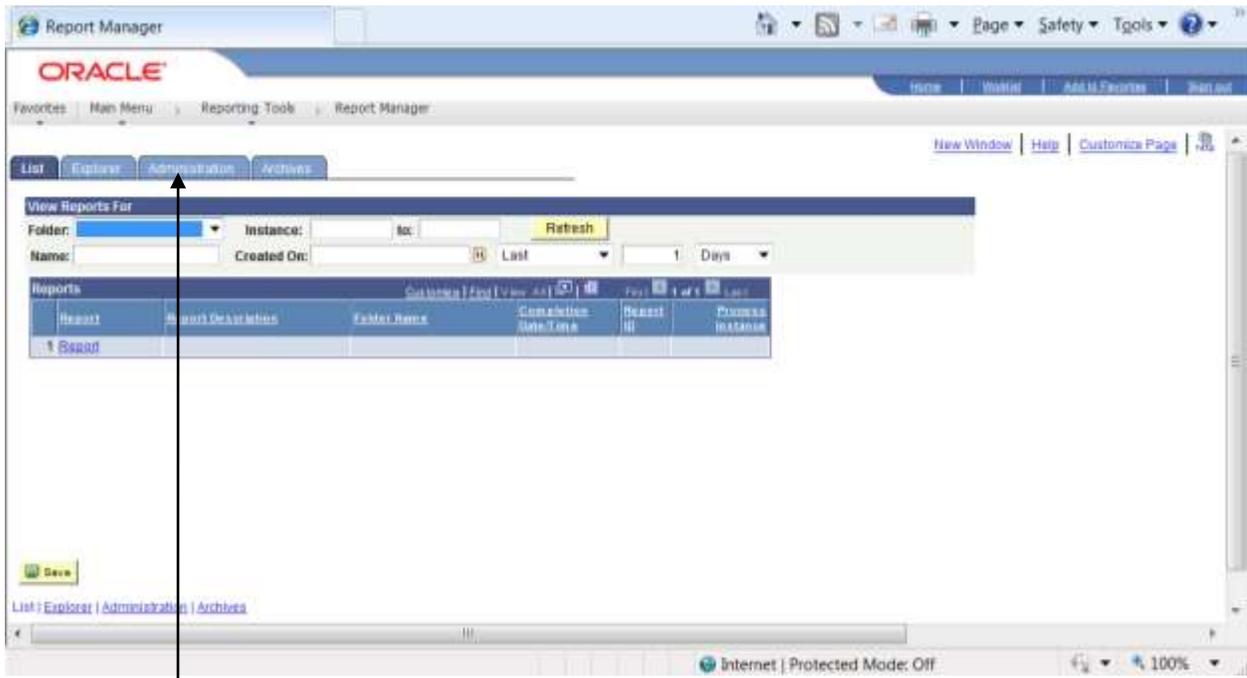
Click OK Button. This will take you back to the Query Manager/or Viewer Page.



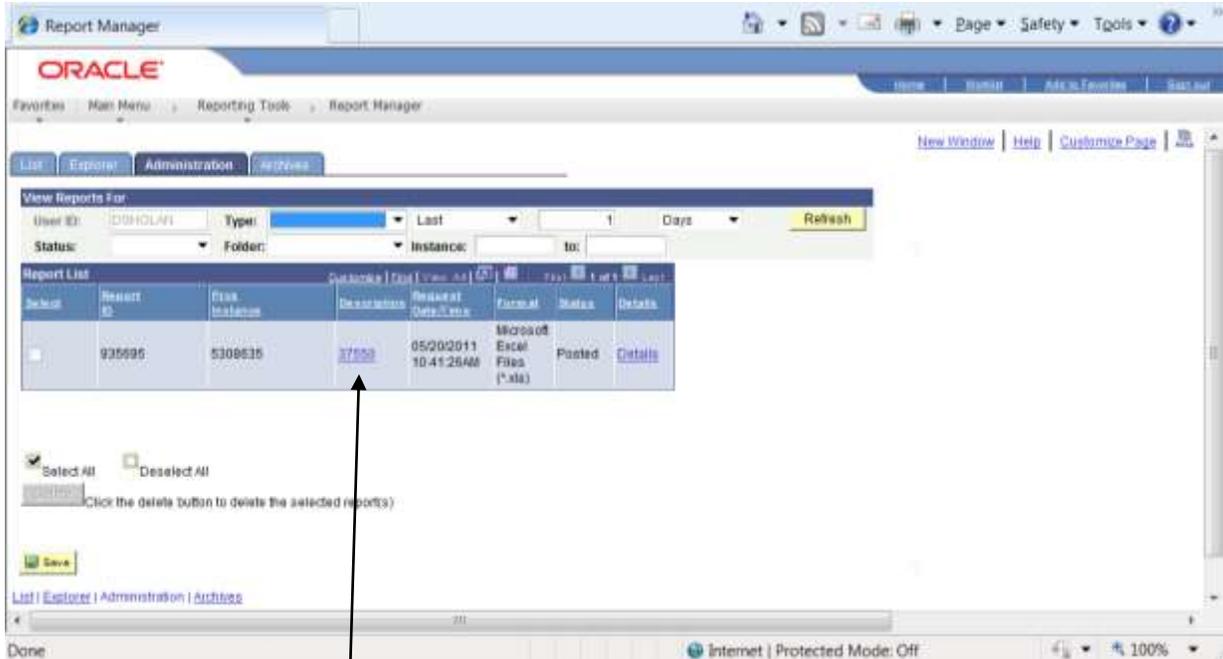
Click on Reporting Tools Breadcrumb.



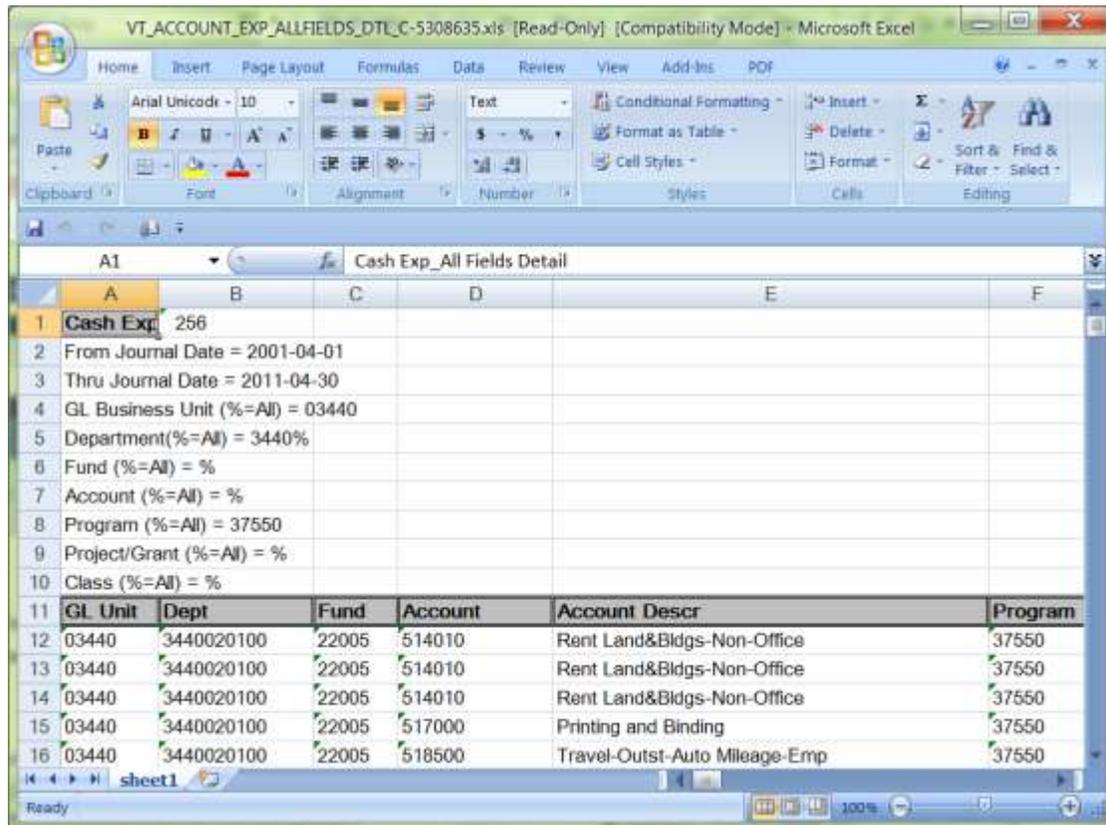
Select Report Manager



Click on the Administration Tab



Report in displayed click refresh till report runs to Posted.
Click link in the Description column.



Query results are displayed.