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.

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): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (11 kb)

View All   First 1-37 of 37 Last

	Unit	Dept	Fund	Fund Descr	Account	Account Descr	Program	Project	Class	Sum Amount
1	01115	1115001000	58330	Financial Management Fund	500000	Classified Employees				79728.120
2	01115	1115001800	58330	Financial Management Fund	500000	Classified Employees				27692.810
3	01115	1115001800	58330	Financial Management Fund	500060	Overtime				71.280
4	01115	1115001000	58330	Financial Management Fund	501000	FICA - Classified Employees				5737.670
5	01115	1115001800	58330	Financial Management Fund	501000	FICA - Classified Employees				1978.040
6	01115	1115001000	58330	Financial Management Fund	501500	Health Ins - Classified Empl				18736.220
7	01115	1115001800	58330	Financial Management Fund	501500	Health Ins - Classified Empl				7866.100
8	01115	1115001000	58330	Financial Management Fund	502000	Retirement - Classified Empl				3805.560
9	01115	1115001800	58330	Financial Management Fund	502000	Retirement - Classified Empl				3414.390
10	01115	1115001000	58330	Financial Management Fund	502500	Dental - Classified Employees				1071.980
11	01115	1115001800	58330	Financial Management Fund	502500	Dental - Classified Employees				552.040
12	01115	1115001000	58330	Financial Management Fund	503000	Life Ins - Classified Empl				288.000
13	01115	1115001800	58330	Financial Management Fund	503000	Life Ins - Classified Empl				119.460
14	01115	1115001000	58330	Financial Management Fund	503500	LTD - Classified Employees				77.940
15	01115	1115001800	58330	Financial Management Fund	503500	LTD - Classified Employees				63.320
16	01115	1115001000	58330	Financial Management Fund	504000	EAP - Classified Empl				35.310
17	01115	1115001800	58330	Financial Management Fund	504000	EAP - Classified Empl				14.360
18	01115	1115001000	58330	Financial Management Fund	506290	Other Pers Serv				-136164.000

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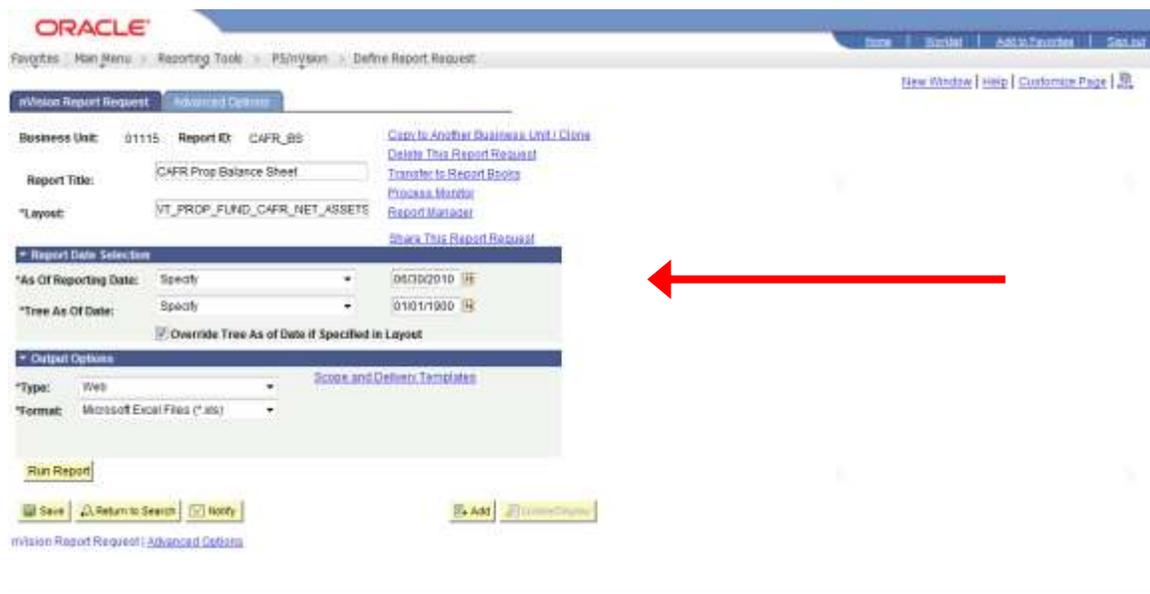
Select the end of month date for the period in time that you want for the report results (this date field is displayed when the '*As Of Reporting Date:' field is set to "Specify."

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.

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.

Click on Details hyperlink.

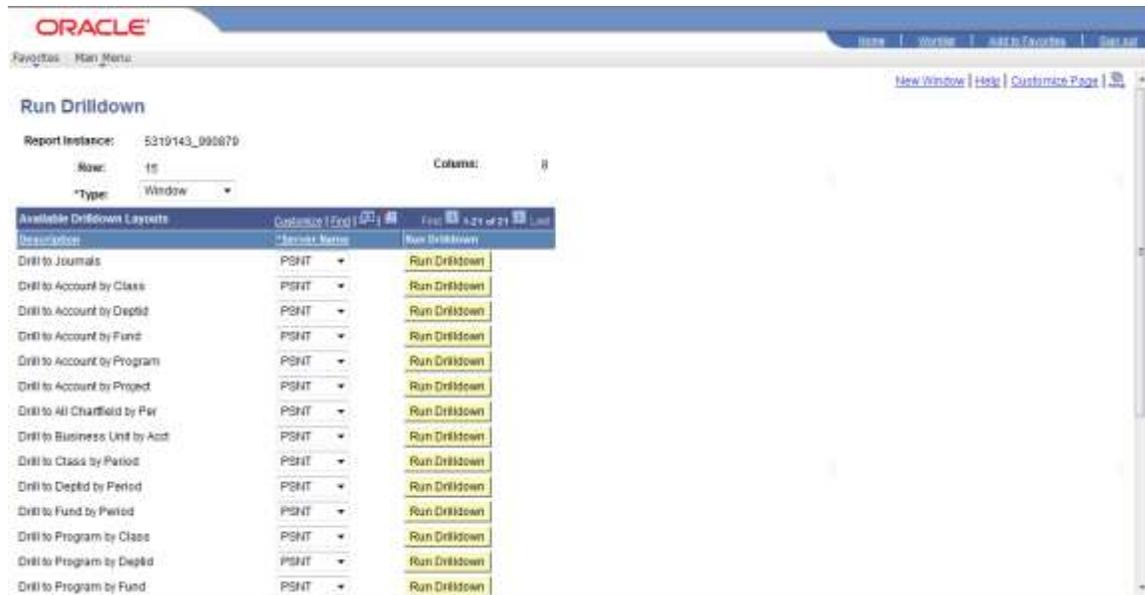Click on hyperlink for report file name.

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
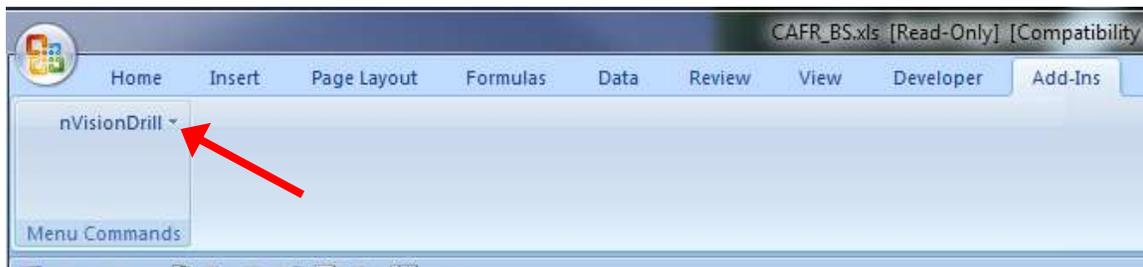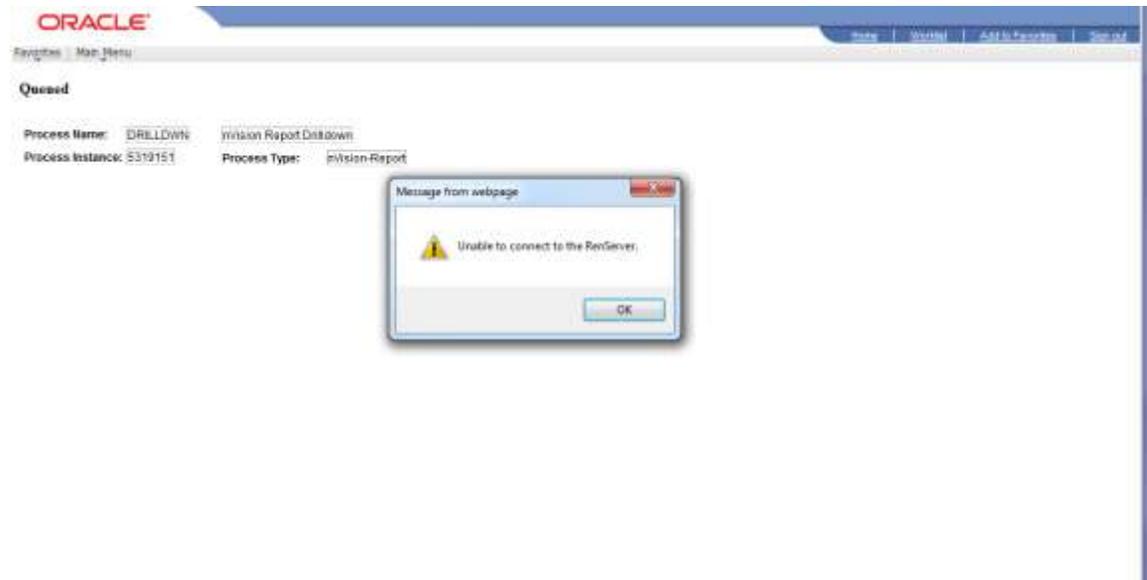

Select the drilldown by clicking on Run Drilldown

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.
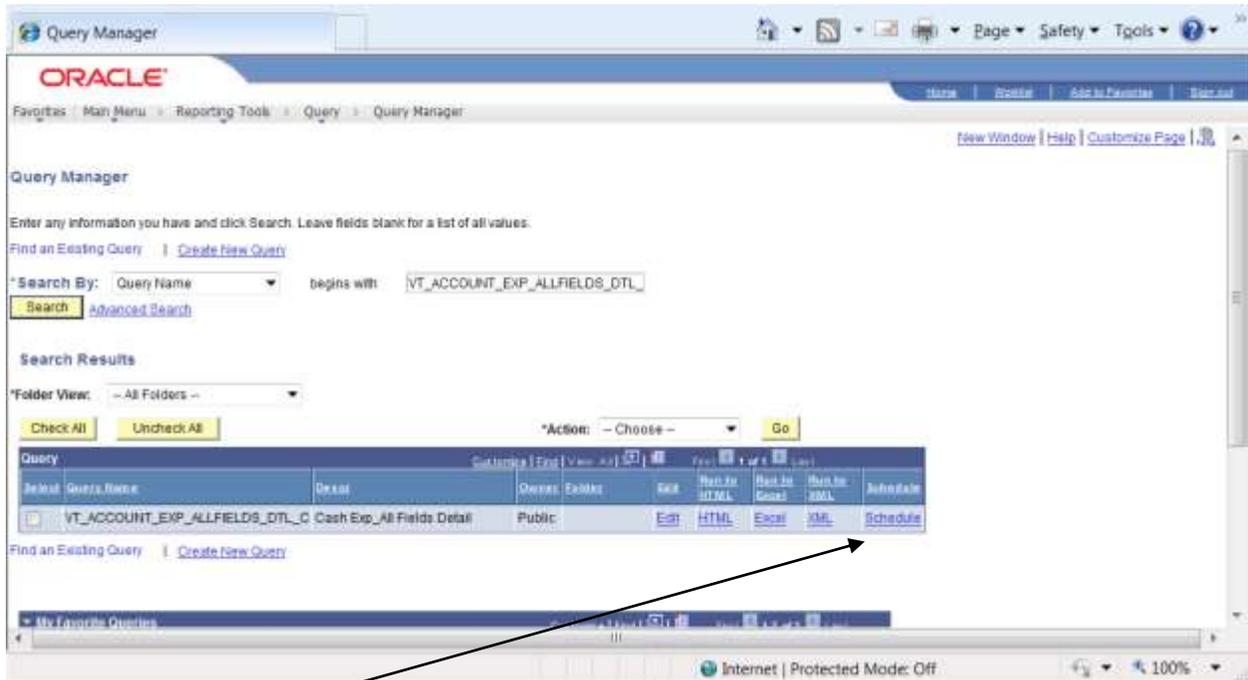
Instructions:

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.
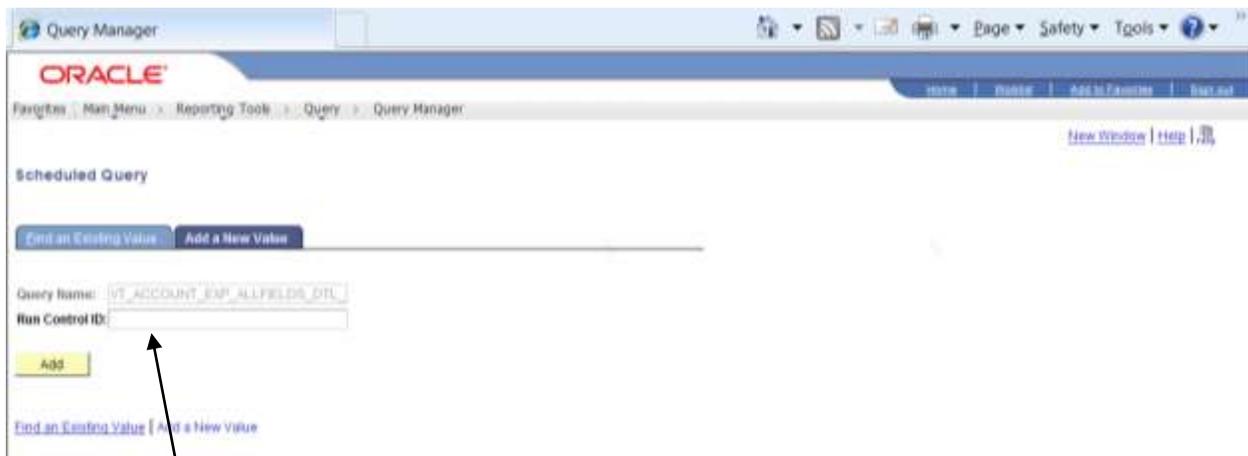
4. Click the Save button to save changes and remain on the Schedule Query page.

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.

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Enter Criteria and Click OK


Description field is mandatory. You must enter a description.

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.
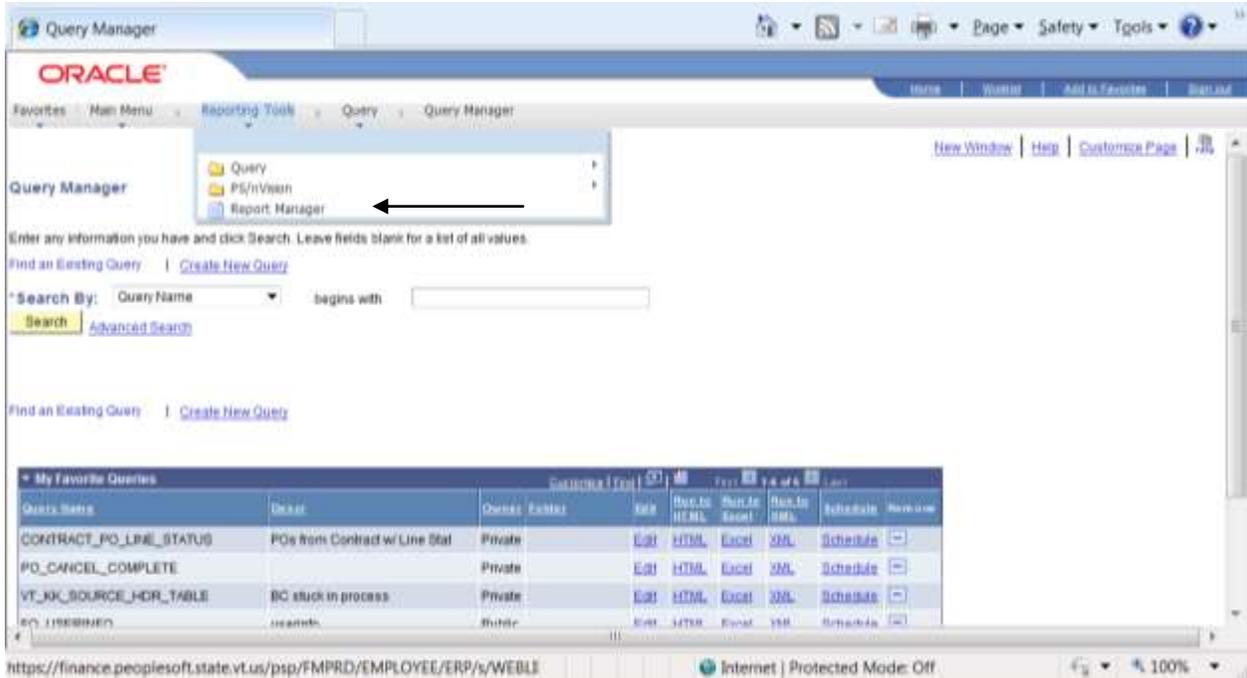
12
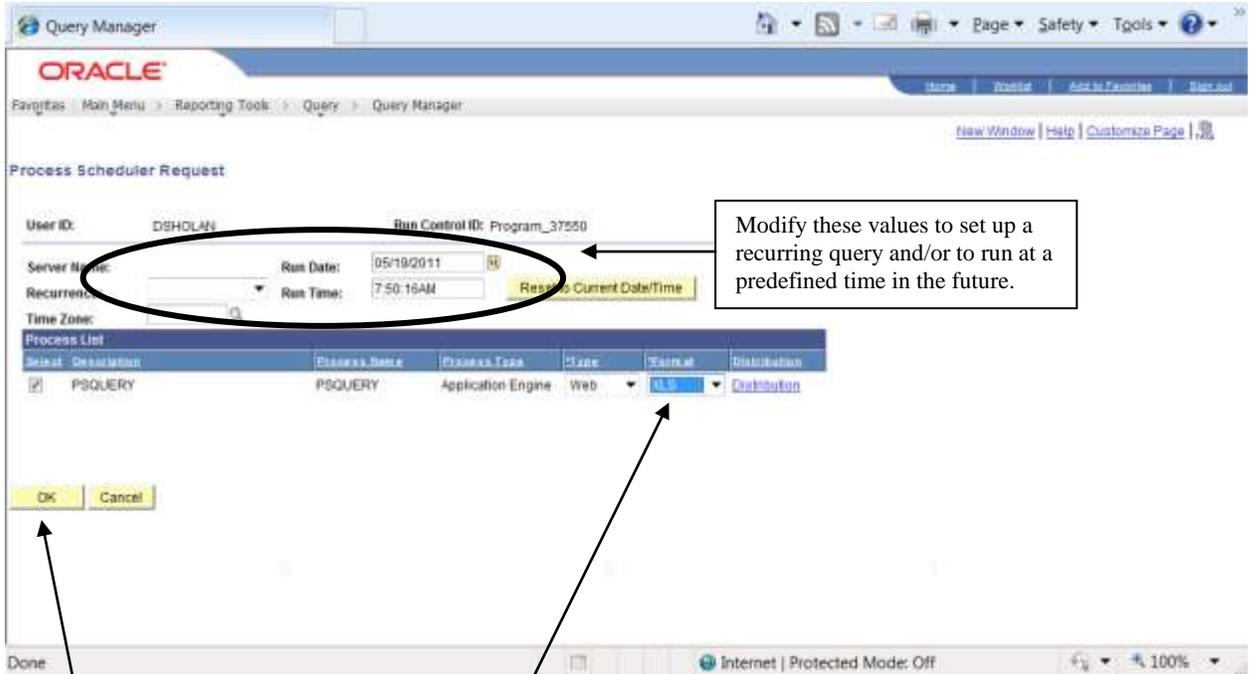
In this example I used a format of XLS the default is TXT. Choose format that works best for you.
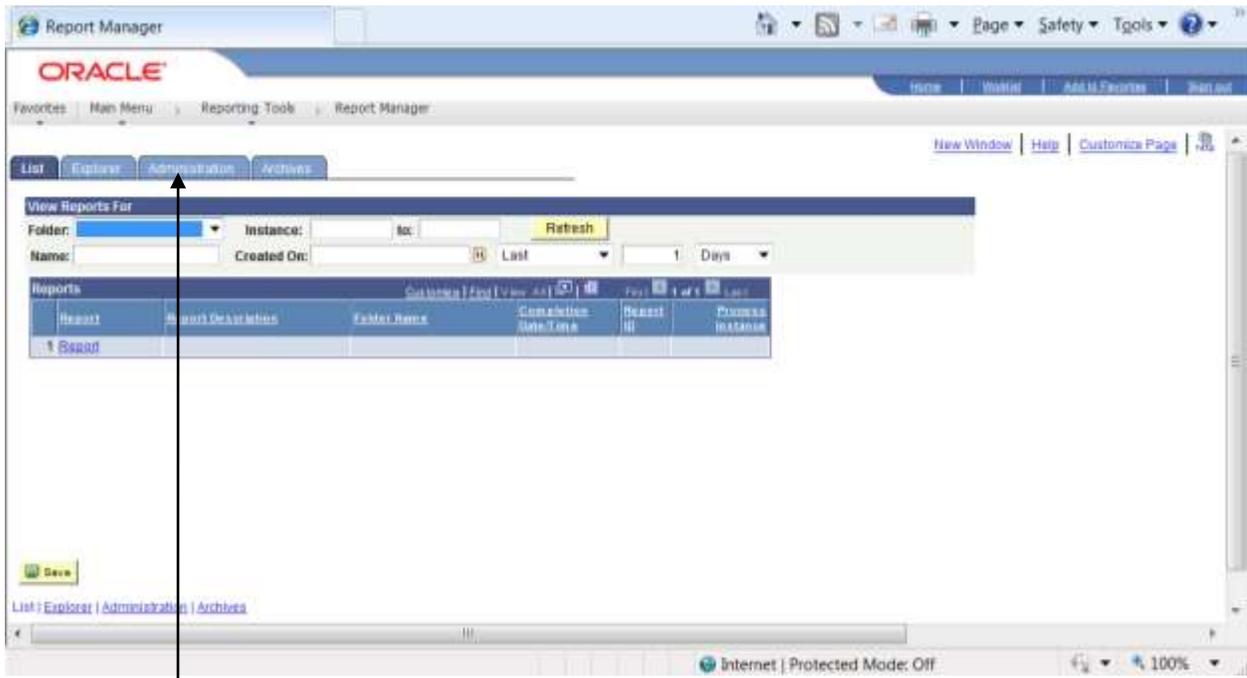
Click OK Button. This will take you back to the Query Manager/or Viewer Page.
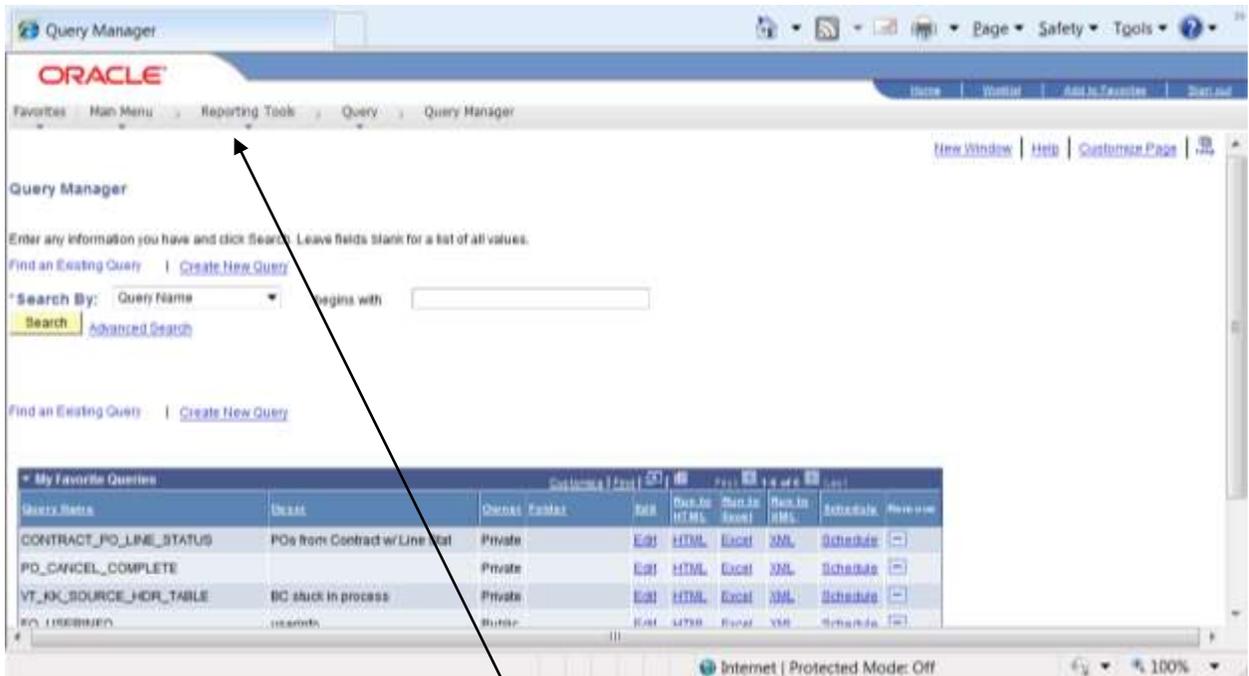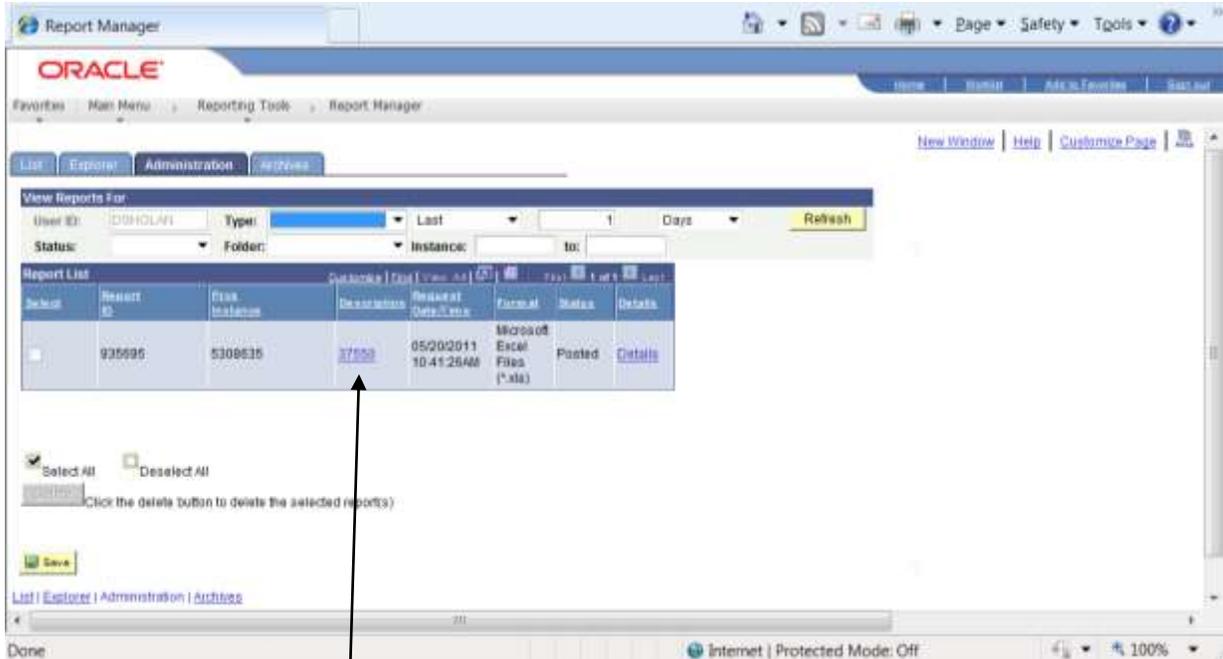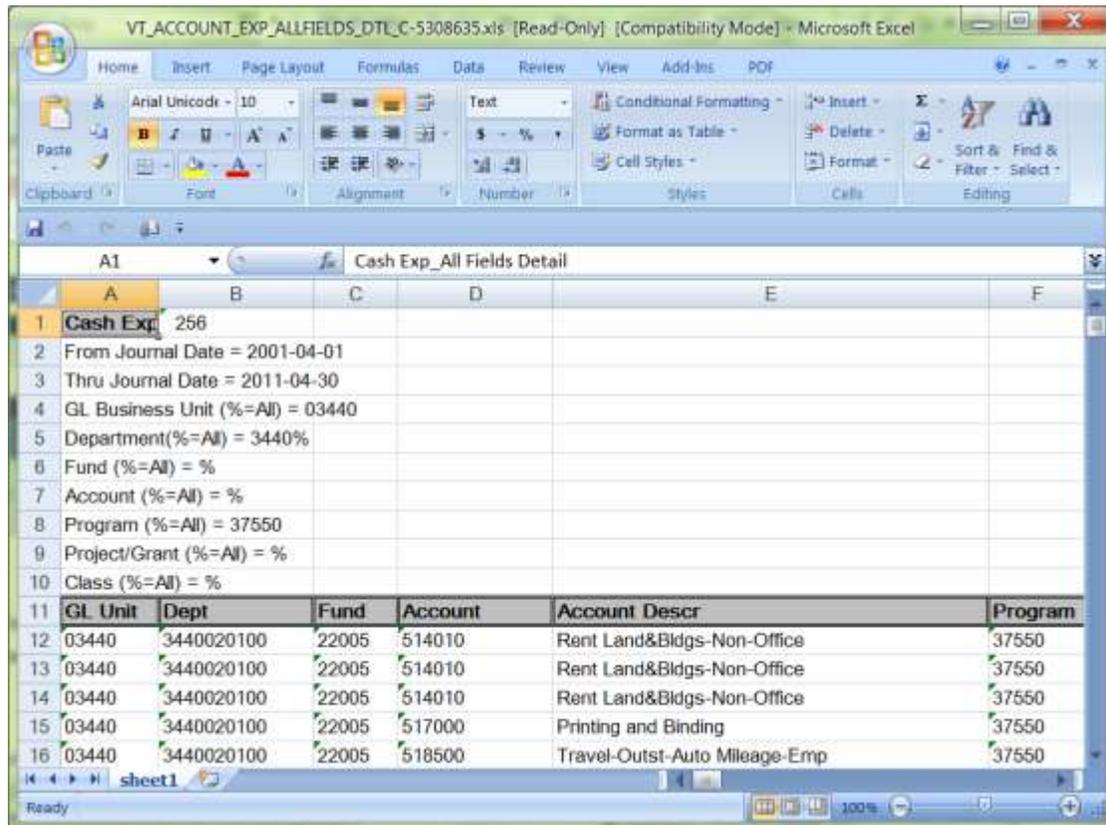

Click on Reporting Tools Breadcrumb.

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.