IRA Basic

Running Financial Reports

Dartmouth College maintains a data warehouse of institutional finances, student data, advancement giving and other important measures. Institutional Reporting and Analysis (IRA) is the reporting system used to access this data.

These materials are focused on using IRA for financial reporting.

Updated 6-20-2018
Training Index

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For help email Financial.Reports@dartmouth.edu
IRA Resources

Help/User Support:
- Send e-mail to financial.reports@dartmouth.edu
- Or contact the financial analyst assigned to your division or school for help customizing reports.
  
  http://www.dartmouth.edu/~control/departments/financialrep/index.html

Training materials and other information about IRA are posted at
- http://www.dartmouth.edu/~control/training/index.html
- http://www.dartmouth.edu/~control/accounting/
Accessing IRA

- Open a browser window (Internet Explorer or Firefox) and navigate to: https://ira.dartmouth.edu/analytics/saw.dll?Dashboard

  - Net ID is your Employee ID - DID# preface with the letter “d” or “f” if it begins with a number.
  - Password is your E-Mail password.

- This is the same User ID and Password you use to log in to your computer and log in to email

A link to IRA can also be found on the Controller’s Office List of Financial Systems: http://www.dartmouth.edu/~control/systemaccess-tools/restrictedaccess/index.html

For help email Financial.Reports@dartmouth.edu
NAVIGATION – Application Level Navigating

Note: Because of security setups, your dashboards may vary from this example.

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NAVIGATION – Dashboard Overview

Selected Dashboard: Launchpad

Available Dashboards:
- GL Reports
- OGA Reports
- Unrestricted GL Reports
- OGA Projects by PI
- OGA Closeout Reports
- RAPPORT Self-Service

Report Link:
- GL010a - GL Transactions
- GL010b - GL Transactions
- GL Analysis (ACCOUNTING_SERVICES)
  - GL415 - GL Future Period Postings Summary
  - GL410 - GL Future Period Postings Detail
  - GL400 - DWGL Balance Report
  - GL260 - Trial Balance Verification
  - GL030 - GL Journal Entry Detail

Section Name:
- Section

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NAVIGATION – Dashboards Overview

Select the Launchpad Dashboard.

Additional reports are grouped by subject area on separate tabs.

Current tab is white with blue stripe and moves to “front”

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NAVIGATION – Dashboards Overview

- Related reports are grouped in sections

For help email Financial.Reports@dartmouth.edu
NAVIGATION – Dashboards Overview

- Report Links appear in sections and on page tabs
- The Reports Home Page tab is visible to everyone
- Report Links are Grouped by:
  - Report Type
  - Area / Department / Users
- Tabs, sections, or reports may not be visible depending on user’s security access

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To Run a Report:

- Select the appropriate Report tab. This would typically be the Home Page tab.
- Select the link that corresponds to the report name.
NAVIGATION – Running Reports

- When selected, the report will open in either a separate window or on a separate tab depending on your browser version and settings.
- Note: Not all browsers may support IRA.

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WORKING WITH REPORTS - Sections

Note: Some reports may have multiple report tabs above the Report Header.
The report name, ID, and version, and date and time executed are key pieces of information in resolving issues when running reports. Please include this info when e-mailing User Support (Financial.Reports@dartmouth.edu).
WORKING WITH REPORTS – Filters

- Criteria for running the selected report

- Filter selections can be saved for future use.
- Leaving a filter value blank will return all data for all relevant values under that filter. The report will run faster than choosing all values for a filter.
WORKING WITH FILTERS – Filter Types

1. Dropdown to choose one value
2. Text Box (can type directly in) or Calendar Search
3. Select one or more values (Note: may need to De-Select Default Filter Value)

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WORKING WITH FILTERS – Multi Select Filters

- Selecting or Searching for Values:
  - Values will “Populate”
  - Click to Select and/or De-Select Values from the Drop Down List
  - After Values Selected Click outside the Filter List to add as a Filter(Prompt)

1. Click to Display List of Values
2. Click on Search to open Select Values
   - Click to De-Select or Select. Then click outside the Filter List

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WORKING WITH FILTERS – Multi Select Filters

- Move values from left to right to select them, and right to left to de-select.

NOTE: If there are more than 256 applicable values, you need to click on the More button to display all available values.

Select options:
- Move All
- Move one or more values
- Double click on an individual value to move it from right to left or left to right

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WORKING WITH FILTERS – Multi Select Filters

- Select a Single Value:
  - Select the value from the Available Values list.
  - Select the Single Left Arrow button to move the selected item to the list of Selected Values. Or, double-click on the value.
  - Select the OK button to add this value as a filter (prompt).

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Select Multiple Values:
- Select the values from the Available Values list. (Ctrl + click or Shift + click)
- Select the Single Arrow / Move button to move the selected Value(s) to the list of Selected Values.
- Select the OK button to add these values as a filters (prompts).

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WORKING WITH FILTERS – Multi Select Filters

- Searching for Values
  - Starts
  - Contains
  - Ends
  - Is LIKE (% wild card)

- Select Search to see matching results

- Once the results are returned, continue with a single, multiple, or ALL selection.

Select Match Type
Displays List of Selected Values
Select Match Case if desired
Click on Search to get the results

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WORKING WITH FILTERS – Multi Select Filters

- **Edit** Function – Save a list of values, copy and paste values from another source, or type in a list of values.
  - Select the Values and move them to the Selected area
  - Click the Edit Button
  - Highlight, then copy and paste the items into Notepad, Word, or Excel
  - Save this file to have the list ready for future use
  - To reuse this list in a future filter, click on the Edit button and paste the values from Notepad, Word, or Excel into the Edit box and click OK.
  - Or click Edit and paste a list from an external source into the Edit box.
  - Or type directly into the Edit box

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WORKING WITH FILTERS – The Cascading Effect

- Filters will Cascade:
  - Each filter selection will narrow the choices available in subsequent filter selections
  - Works both Forward and Backwards (left and right)

- Cascading follows Org Security rules
- There may be a lag while values populate based on previous choices

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WORKING WITH REPORTS – Report Sections

- **View Selector**
  - Controls how the data is sorted and summed

- **Group By Selector**
  - Group By: Org
  - Controls how the data is sorted and summed

- **Totals**
  - Subtotals
  - Section Totals
  - Report Totals

- **Control Buttons**
  - Analyze
  - Print
  - Export

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Some reports will not have a view selector since they only have one view.
WORKING WITH REPORTS – Select a View

- Report Information is usually the default option.

- Selection Criteria view shows the filter selections (prompts) applied when the report ran.

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WORKING WITH REPORTS – Group By Selector

- Controls how report output is grouped or organized, subtotaled, and sorted.

Choose to view all pages, or by a single segment value:

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WORKING WITH REPORTS – View Selector

- No Results
  - If no Data was returned, the View Selector will not be visible. Instead, the No Results information will be displayed.

- Rows Returned Message
  - This is information regarding the amount of data returned. It is also a warning regarding large data sets, recommending downloading the data rather than selecting a report view to display the report in your browser.

IMPORTANT:
For results sets greater than 4000 rows, trying to view "All Pages" of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. Using the "Download Data" option to Excel will yield more immediate results.

Rows Returned = 207203
WORKING WITH REPORTS – Report Totals

### Row Amounts

**Subtotals (on Natural Class 7331)**

<table>
<thead>
<tr>
<th>Account</th>
<th>Effective Date</th>
<th>JE Source Short Name</th>
<th>JE Batch Name</th>
<th>JE Line Description</th>
<th>Budget Amount</th>
<th>Actual Amount</th>
<th>Encumb Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7331-MAINT CONT OTHER Computer Software</td>
<td>7/12/2017</td>
<td>Payables</td>
<td>Payables A 12228036 21262673.2</td>
<td>INVOICE #5410128700</td>
<td>0.00</td>
<td>5,735.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7331-MAINT CONT OTHER Computer Software</td>
<td>8/3/2017</td>
<td>Payables</td>
<td>Payables A 12228254 21265671.2</td>
<td>INVOICE #1436476617</td>
<td>0.00</td>
<td>6,418.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7331-MAINT CONT OTHER Computer Software Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>12,153.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7631-BOOKS MEDIA Digital Material and Data</td>
<td>10/16/2017</td>
<td>PCARD_DC</td>
<td>PMY P-Card 10/2017, Exp Pay 2y-OCY-17 OCT-17 PCARD_DC A 28133 21552607</td>
<td>46389-GOODNESS, BIS NI C - TCOPTIA-RESEARCH A-C-</td>
<td>0.00</td>
<td>329.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7631-BOOKS MEDIA Digital Material and Data Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>329.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Section Totals (On Org 545)

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Amount</th>
<th>Actual Amount</th>
<th>Encumb Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>545-Financial Reporting</td>
<td>0.00</td>
<td>12,482.00</td>
<td>0.00</td>
</tr>
<tr>
<td>546-Accounting Operations</td>
<td>0.00</td>
<td>14,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>547-Controllers Ofc</td>
<td>0.00</td>
<td>7,100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>0.00</td>
<td>33,582.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Report Grand Totals (by Org since Group By: Org chosen)

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WORKING WITH REPORTS – Report Totals

- Report Grand total
  - Usually a separate section at the end of the report.
  - Is often displayed immediately after the report is run even when the Report View has not yet been chosen.
  - In some reports the Report Grand Totals are linked to the Group By selector.

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WORKING WITH REPORTS – Additional Tabs

- Some Reports Consist of Additional Tabs or Pages
- Visible above the Report Header if available
- Examples:
  - Segment Lookup
  - RFM Funding Report

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SAVING FILTERS AND REPORT VIEWS - Save

- To make running reports more efficient, both filter values and preferred report views can be saved. They can then be used in future IRA sessions.

1. Choose applicable Filter Values
2. Run the Report
3. After data is returned, choose the report View and Group By value you would prefer to save
4. Choose Page Options, Save Current Customization
5. Name the filter/view combination
6. (Optional) Check to set as Default. This means this filter/view will automatically run when the report link on the Launchpad is clicked
7. Choose for Me
8. Click OK to save.

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SAVING FILTERS AND REPORT VIEWS – Run Saved Report

- To run a saved report, open the report link and choose Page Options -> Apply Saved Customization -> saved report name:

  1. Page Options (located top right)
  2. Apply Saved Customization
  3. Choose Saved Report

- This will automatically run the report using saved filters, and return data in the saved report view format. Data will be refreshed with up-to-date information.

- To adjust the filters of a saved report before processing, run a saved report and click here to cancel processing. Change your filters and click Apply to process.

- For example, a report of several funding values could be saved and selected, but the Searching cancelled so the user could update the specific period to run.

- Note: Saved selections are specific to each report. For example, criteria saved under the GL Transactions report will not be available under GL Rollup Report.

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SAVING FILTERS AND REPORT VIEWS - Manage

- To manage your saved report and filters, open the report link and choose Page Options → Edit Saved Customizations:

- Rename an existing saved report
- Delete an existing saved report
- Radio button controls which saved report is the default
- Click OK to save your changes

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WORKING WITH DOWNLOADABLE TABLES

- Select the Downloadable Table view from the report View Selector
- All data is shown, regardless of Group By selection

Buttons located bottom center of table:

- Display first 100 rows of data
- Page forward in increments of 100 rows
- Page back in increments of 100 rows
- Display All up to a maximum 5000 rows

Default displays the first 100 rows of data

IMPORTANT:
For results sets greater than 4000 rows, trying to view “All Pages” of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. Using the “Download Data” option to Excel will yield more immediate results.

Rows Returned – 12149

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WORKING WITH DOWNLOADABLE TABLES

For rows that are not Budget or Encumbrance transactions, the Encumb Type and Budget Name will be populated with “Invalid” or “Unknown”. This does not indicate an error.

Data in the Downloadable Table is sorted by the Group By segment value selected.

Same data, sorted by Group By:

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PRINT OPTIONS

For PDFs:

Select the Print link and choose PDF option

PDF opens in a separate window and can be printed or saved

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EXPORT REPORTS AND TABLES

- Export options can be used with any report view:
  - Excel downloads what is on the screen with formatting.
  - CSV (comma-separated text, unformatted). Downloads the detail data behind the report not what is shown on the screen.
  - Tab delimited format (tab-separated text, unformatted). Downloads the detail data behind the report not what is shown on the screen.
  - Download to PDF or PowerPoint will save the report or table in that file format.

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EXITING IRA (Sign Out)

- Close all open IRA browser windows except the main dashboard page.
- Select the Sign Out option at the top right of the main IRA browser window.

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IRA - CUSTOMIZING STANDARD REPORTS
Customizing Standard Reports – Overview

1. Any report and view can be customized
2. Run the report you want to customize
3. Save the report before making changes
4. Right click on column header to view customize options
5. Click on column header to “drag” and “drop” and reorder rows or columns

Use the commands available on each column.

Use the commands available on each column. Additional/specific options open up when command highlighted.

“Handle” for rearranging columns

Locate on each data field

Links located at bottom, middle of screen

Note: Detailed instructions on following slides

For help email Financial.Reports@dartmouth.edu
Customizing Standard Reports - Sorting

Use arrows to sort Ascending or Descending by any one column

Right Click to sort by multiple columns

Choose Sort option

Add ascending or add descending to sort within an existing sort

Expand: Sorting is essentially a pivot - In this example sort is first by JE Source Short Name, then by Effective Date

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Customizing Standard Reports – Subtotals

Note: Sort data before subtotaling

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Customizing Standard Reports – Grand Totals

For help email Financial.Reports@dartmouth.edu
Customizing Standard Reports – Column Totals

Pivot Table (Budget and Encumbrance Columns Excluded)

Before - No Column Totals

After - Column Total added

Remove or Add Total Column

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Customizing Standard Reports – Exclude Column

Choose Exclude column

Right Click on column to exclude

Choose Exclude column

Note: Excluded columns can be re-included using the Include column option
Customizing Standard Reports – Include Columns

Report with Budget and Encumbrance Columns Removed

1. Right click in header area
2. Highlight Include column
3. Select Item(s) from list
4. Column Added
Customizing Standard Reports – Move Columns

Use right click functionality

1. Right Click on Column to move
2. Choose move option

Or use “handle” for drag and drop functionality
Customizing Standard Reports – Move Columns Cont

Example - move Org from row to sections area

1. Standard view - Org in rows area

2. Use handle to drag and drop to sections area

3. Result – Separate sections by Org

To get back to standard view, use handle to drag and drop back down into rows section

For help email Financial.Reports@dartmouth.edu
Customizing Standard Reports – Move Columns Cont

Example - move Org from row to prompts area

1. Standard view - Org in rows area

2. Use handle to drag and drop to prompts area

3. Result – Org in prompts area

To get back to standard view, use handle to drag and drop back down into rows section

For help email Financial.Reports@dartmouth.edu
Customizing Standard Reports – Saving

To save a customized report, after all changes are made:

1. Choose Page Options
2. Save Current Customization
3. Name the filter/view combination
4. Choose for Me
5. (Optional) Check to set as Default. This means this filter/view will run when the report link is clicked
6. Click OK to save.

Page Options Icon is on top right of screen

For help email Financial.Reports@dartmouth.edu
Customizing Standard Reports – Run Saved Report

To run a saved report, open the report link and choose Page Options -> Apply Saved Customization -> saved report name:

1. Page Options

2. Apply Saved Customization

3. Choose Saved Report

This will automatically run the customized report using saved filters, and return data in the saved report view format. Data will be refreshed with up-to-date information.

Note: Saved selections are specific to each report. For example, customizations saved under the GL Transactions report will not be available under GL Rollup Report.

To adjust the filters of a saved report before processing, choose a saved report and click here to cancel processing. Change your filters and click Apply to process.

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Customizing Standard Reports - Manage

- To manage your saved report and filters, open the report link and choose Page Options → Edit Saved Customizations

Using the Edit Saved Customizations window, you can:
- Rename an existing saved report
- Delete an existing saved report
- Radio button controls which saved report is the default
- Click OK to save your changes

For help email Financial.Reports@dartmouth.edu
EXITING IRA (Sign Out)

- Close all open IRA browser windows except the main dashboard page.
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For help email Financial.Reports@dartmouth.edu
IRA - ADDITIONAL NAVIGATION OPTIONS
Navigation - Home Page

Allows you to quickly navigate to “Recent” places or to “Popular” items (for your group)

For help email Financial.Reports@dartmouth.edu
Navigation - Home Page

Quick link to do your own Analysis
NAVIGATION – Catalog

Catalog is where custom reports are stored

A feature of the Catalog is the ability to view the details of a folder in various ways (e.g., Descriptive with larger icons, Details, List)

For help email Financial.Reports@dartmouth.edu
NAVIGATION – Catalog

Catalog is where custom reports are stored

Collapse/expand list
NAVIGATION – Favorites

Allows you to save quick links to your Favorites Page

When you are on a dashboard, you can use the “Add to Favorites” function

or from the Catalog, you can right click on an Analysis and select “Add to Favorites”
NAVIGATION – Favorites

Allows you to organize your Favorites in “folders”

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NAVIGATION – Dashboards

Easiest way to access the available dashboards

Note that you may have to expand the “Dashboards” listing

For help email Financial.Reports@dartmouth.edu
NAVIGATION – Open

Provides another way to access available Dashboards
Displays most “Recent” and “Most Popular”

For help email Financial.Reports@dartmouth.edu
NAVIGATION – New

Create a new Analysis/ (Report)

Available “Subject” Areas

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