Institutional Reporting and Analysis (IRA)
Training Agenda

- Introduction to the IRA Reporting Tool
  - Logging onto the system (4-5)
  - Navigating the Dashboard (6-10)
  - Running Reports (11-12)
  - Working with Reports (13-14)
  - Working with Filters (15-23)
    - Exercise 1, part 1 (24)
  - Working with Reports, continued (25-32)
  - Saving Filters and Report Views (33-35)
  - Working with Downloadable Tables (36-37)
  - Downloading Reports (38)
  - Printing Reports (39)
  - Logging Out (40)
  - Exercise 1, part 2 (41)
- Modifying Downloadable Tables (42-56)
  - Exercise 2 (57)

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
IRA Resources

- Help/User Support:
  - Send e-mail to financial.reports@dartmouth.edu

- Newsletters, training materials and other information about IRA posted at http://www.dartmouth.edu/~control/training/courses.html
Accessing IRA

- Open a browser window and navigate to: www.dartmouth.edu/~reports
- IRA Financial Reports link under Institutional Reporting and Analysis (IRA)
- IRA will function with Internet Explorer and Firefox

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
**Accessing IRA**

- Enter your full DND name - John R. Smith and your BlitzMail password.
- Verify the DND name syntax through “Name” in BlitzMail Lookup.

Default Dashboard appears—do not ‘Click here’. Choose Dashboard dropdown, Launchpad.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
NAVIGATION – Application Level Navigating

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
NAVIGATION – Dashboard Overview

Selected Dashboard
Available Dashboards
Section Name
Report Link
Section
Dashboard Controls

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
NAVIGATION – Dashboards Overview

Select the Launchpad Dashboard.

Additional reports are grouped by subject area on separate tabs.

Current tab shows in blue.
NAVIGATION – Dashboards Overview

• Related reports are grouped in sections

For help, blitz "Financial Reports", or 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 be hidden depending on user’s security access

For help, blitz “Financial Reports”, or email Financial.Reports@dartmouth.edu
NAVIGATION – Running Reports

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.

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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.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
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 Help/User Support.
WORKING WITH REPORTS – Filters

- Criteria for running the selected report

Filter Selection

- 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.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH FILTERS – Filter Types

- Dropdown to choose one value
- Text Box (can type directly in)
- Calendar search
- Multi Select to choose one or more values

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Multi Select filters are set up to populate a selection list of values based on the user’s security and those values which have been used in transactions. These values will populate when the List of Values (LOV) icon is clicked. These multi select filters also allow searches on all existing values.

Because the lookup is searching the data warehouse, these lists may take time to generate. **Please be patient!** As long as there is activity on your browser, the system is working to bring back the applicable list of values.
WORKING WITH FILTERS – Multi Select Filters

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

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

- **Edit** allows copy, paste or direct data entry into list

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
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).

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH FILTERS – Multi Select Filters

- **Selecting Multiple Values**
  - Select the values from the Available Values list. (Ctrl + click or Shift + click)
  - Select the Single Left Arrow button to move the selected items to the list of Selected Values.
  - Select the OK button to add these values as filters (prompts).

Displays the List of Selected Values

Move Multiple Selected Values to Selected Area

List of Available Values

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH FILTERS – Multi Select Filters

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

- Select Go to see matching results

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
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

Note: When in a Multi Select box and choosing values using the Match Function, Go will return ALL applicable values, not just those previously used with other selected filters. **Cascading is not in effect when using the Go function.** You will be able to select ALL values, not just those allowed by the user’s security. Returned data, however, will be controlled by security.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Exercise 1, part 1

- Open a browser window and go to: www.dartmouth.edu/~reports (slide 4)
- Select the IRA Financial Reports Link (slide 4)
- Enter your full DND name and your BlitzMail password (slide 5)
- Select Dashboard Launchpad (slide 8)
- Select the **GL Transaction** report (slide 11)
- Filter Selection (beg. Slide 15):
  - Choose Fiscal Year 2010.
  - Choose up to three fiscal periods.
  - Allow your Orgs to populate and choose one or two of them.
  - Allow your Activities to populate and choose up to three of them.
  - Allow your Natural Classes to populate and choose up to ten of them.
- Click Go to execute your report.
Dartmouth College – Working with IRA Reports

WORKING WITH REPORTS – Report Sections

- View Selector
- Group By Selector
  - Controls how the data is summed
- Totals
  - Subtotals
  - Section Totals
  - Report Totals
- Control Buttons
  - Modify
  - Print to PDF
  - Download/Export

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Some reports will not have a view selector since they only have one view.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH REPORTS – View Selector

- Report Information is usually the default option.

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
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.

  ![No Results](image)

  The specified criteria didn't result in any data. This is often caused by applying filters that are too restrictive or that contain incorrect values. Please check your Request Filters and try again. The filters currently being applied are shown below.

- 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 = 2167**

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH REPORTS – Group By Selector

- Allows for variation on how report output is grouped or organized, subtotaled, and sorted.

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH REPORTS – Report Totals

Row Totals

Subtotals (On Natclass 8015)

Section Totals (on Activity 210203)

Report Grand Totals (by Activity since Group By: Activity chosen)

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
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.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH REPORTS – Additional Tabs

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
SAVING FILTERS AND REPORT VIEWS

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 Selections, For Me

5. Name the filter/view combination

6. (Optional) Check to set as Default. This means this filter/view will run when the report link is clicked on the home page.

7. Click OK to save.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
SAVING FILTERS AND REPORT VIEWS

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

![Page Options menu]

- 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, choose a saved report and click here to cancel processing. Change your filters and click Go to process.

![Searching... To cancel, click here.]

- 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.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
SAVING FILTERS AND REPORT VIEWS

To manage your saved report and filters, open the report link and choose Page Options → Save Current Selections → Edit Saved Selections and Defaults:

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH DOWNLOADABLE TABLES

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

Buttons in bottom center of table:

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 = 2167

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
WORKING WITH DOWNLOADABLE TABLES

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

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Fiscal Period</th>
<th>Posted Date</th>
<th>Budget Amount</th>
<th>Actual Amount</th>
<th>Encumb Type</th>
<th>JE Source Short Name</th>
<th>Budget Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2008</td>
<td>SEP-08</td>
<td>9/5/2008</td>
<td>0.00</td>
<td>6,690.00</td>
<td>Invalid</td>
<td>Payables</td>
<td>Invalid</td>
</tr>
</tbody>
</table>

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

Same data, sorted by Group By:

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
DOWNLOADING REPORTS AND TABLES

- Download options can be used with any report view:
  - Download Data (comma-separated text, unformatted). For views other than the Downloadable Table, Download Data may download the detail data behind the report and not the exact information shown on the screen.
  - Download to Excel (with formatting); downloads what is on the screen.
  - Download to Powerpoint or HTML will save the report or table in that file format.

File opens in Excel, or is saved. Depending on the browser used, an additional white screen may open during this process and can be closed when Open or Save is complete.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
For PDFs:

Select the Print link and choose PDF option

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
EXITING IRA (Log Out)

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

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Exercise 1, part 2

- Explore Report Views using View Selector (slide 26)
- Explore Group By Org, Group By Funding, and Group By Activity (slide 29)
- Choose a view and save your report (slide 33)
- Download to Excel (slide 38)
- Download Data (slide 38)
- Print to PDF (slide 39)
- Close the GL Transaction report window.
- Return to main dashboard, open GL Transaction link, and choose saved report; run. (slide 34)
IRA - MODIFYING DOWNLOADABLE TABLES
Modifying Downloadable Tables

Run report and choose Downloadable Table view:

At the bottom of the report, choose “Modify”:

This will take you to Oracle Answers, showing current report columns and filters:

Note: It is recommended that report filters be saved before choosing Modify.
Modifying Downloadable Tables - Filters

To add or change the filters being applied to the data.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables - Filters

- Apply new filter to the variable
- Generate list of values
- Click value once to add it to the filter
- Click X to remove existing filter value

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables - Columns

Once filter modifications are complete, click Results ...

Or click Display Results to generate results

- Re-order Columns – Criteria tab (to change all views) or Results tab (to change Downloadable Table view only
  - Drag and drop columns to re-order them left to right.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables

Under the Results tab, use the pull-down menu to choose Table. This will display the downloadable table results.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables - Columns

Use the commands on each column to modify the table.

Sort Ascending or Descending—click icon to scroll through options

Add totals to the data field

Apply formatting

Formula for calculated items

Delete the column – NOT recommended. Hide instead – see Column Format tab

Ordered sorting: This example shows sort by Entity, then Org, then Activity:

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying downloadable tables – column format

Style – font color, style, and size, heading and data alignment, borders, and highlighting.

Column format – hide and unhinge columns, change headings, suppress duplicate values.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables – Column Format

Data Format – change how numbers are displayed.

Conditional Format – makes the data stand out if a certain condition is met.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables – Save Request

Choose Save icon from upper-right-hand corner:

Specify My Folders or a folder created under My Folders, and save under unique file name. Click OK.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables – Print Options

Print results to PDF:

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Choose the camera icon to view the results on a dashboard.

A separate window will open with Print and Download options at the bottom.

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables – Choosing Saved Request

To retrieve a saved report, at the IRA main page, choose Answers:

In Answers, choose saved report:

All applicable report views are available, with saved datafields and filters applied:

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Downloading the Results of a Saved Request

Open Answers and click on the report name:

Choose downloadable table view and download:

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Modifying Downloadable Tables – Managing Saved Reports

To manage saved reports or subfolder, choose Answers and click on Manage Catalog:

- Delete an existing report or sub-folder
- Rename existing report or sub-folder
- Copy or Move existing report or sub-folder

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
Exercise 2

- From the IRA Launchpad, choose GL Transaction. (slide 11)
- Run your saved report from Exercise 1, and choose the Downloadable Table view. (slide 43)
- Click Modify. (slide 43)
- On the Criteria tab, edit the filter on Natural Class, removing two Natural Classes and adding two others. (slide 45)
- Choose the Results tab, and choose Table from the top pull-down menu. (slide 47)
  - Move “Full Chart String” column to the left of “Entity”. (slide 46)
  - Remove default Ascending sort on Org column (fourth from the right). (slide 48)
  - Sort first Ascending by Funding and then Ascending by Activity. (slide 48)
  - Add a Total to Activity. (slide 48)
  - Hide columns “Budget Name” and “JE Unique ID”. (slide 49)
- Save your created report in My Folders. (slide 51)
- Print the results to a PDF (slide 52) and to Excel (slide 53)
- Close Answers window.
- From the IRA homepage, choose Answers. (slide 55)
- From My Folders, choose the report you have saved in this exercise. Choose Downloadable Table view and Download to Excel. (slide 55)
- Use Manage Catalog to rename your saved report. (slide 56)

For help, blitz "Financial Reports", or email Financial.Reports@dartmouth.edu
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