Advanced eReports

Contents

• Types of Advanced Reports
• Tips
• Saving Advanced Report Parameters
• Saving a Report to Excel
• Run an SQR Report
• Run an Interactive Report
• Cindy’s Favorite Reports
  • Detail Activity
  • Variance
  • eRequest Report
  • eTravel Report

CFAES Business Office, Columbus
http://cfaesfinance.osu.edu
Advanced Reports – You want to know more

You are taking this course because you want to go beyond the Standard Monthly Reports available for your funds.

Advanced Report Examples:
- Detail Activity Report for Monthly eReports Reconciliation
- Variance Report for Budgeting
- Physical Inventory Reports for Capitalized equipment reporting.

Use the menu to navigate to the report you want to run.

---

Advanced Reports – You want to know more

Type 1) SQR Production Reporting Job

General eReports have a set of parameters that you enter to let you create flexible reports from the data that is available.

The Detail Activity Report is an example of this type.
- Click on the REPORT.
- Enter the parameters for the report.
- Click Run.
- When the item has finished, it will appear underneath the Report on your navigation screen as OUTPUT. You may need to use the systems’ Refresh button to get it to show.
Advanced Reports – You want to know more

Type 2) Interactive Reporting Document

Interactive reports have a set of parameters that you enter to let you create pivot table reports that can be manipulated to achieve the data you are looking for. The eRequest report is an example of this type. This type requires you have the Hyperion Plug-in installed on your computer. If you have trouble installing contact your computer tech.

- Click on the REPORT.
- Enter the parameters for the report.
- Click Run.
- When the item has finished preparing it will give you options of printing, editing the pivot table or exporting the report.

Tips

Be careful of the Business Unit!

Org – usually you will just put your own number. But you may want more information than just your own. Use roll up options like: FAES or OSU_Extension or OSUE_County_Offices

Exclude Orgs or Funds - when you don’t want to see them. Ex. 85898,85890,85972 are the cash orgs if you don’t want to see the cash side of transactions.

Account – Type Expense,Revenue if you want to hide the cash side of transactions. Type Personnel,Benefits if you only want to see payroll transactions. Type Travel if you only want to see accounts in the 634xx range.

You can put multiple values by separating with a comma – no space. Ex: 11560,11562
Running an SQR Report

First you need to navigate using the left and right panels to the report you want to run.

1. Choose Report

Next, think through what you want the report to show you and for what time frame.

This is the fund exception report used in reconciliation. Also known as Did someone use my money Mismatch Report Reconciliation Report

2. Enter Parameters
   - Don't forget your print order
   - Don't forget Accounts Payable YES and PCard YES if they are available.
Running an SQR Report

Next you need to tell the system to run your report. It will give you a notice that the item is running in the background and then you open up the output.

3. Click Run
4. Click Ok
5. Double Click on the Output
   Note you may need to use the refresh button at the top of your page if your report doesn’t appear immediately.

Running an SQR Report

Next you will choose a format to open your file – usually PDF.

6. Check your report for:
   Dates – did you run the right range?
   Parameters – did you run the right stuff?
   Errors – if you typed something wrong an error will show on this first page.
Saving Parameters

You can save the parameters of many reports.

This allows you to set up a report that you will want to run periodically without having to remember the parameters each time.

1. Choose Report
2. Enter Parameters
3. Save Personal and give it a Name
4. Click Run

Using Saving Parameters

The next time you need to run the report find the saved report under PUBLISHER DEFAULTS.

1. Choose Report
2. Choose report name under Publisher Defaults
3. Check your parameters – usually you will have to change the dates
4. Click Run
Saving to Excel

You can save most of the reports as excel files so you can manipulate them for your needs.

1. Choose Report as usual
2. Enter Parameters
3. Click Run
4. Click OK
5. Open Output.
6. When you get to the Table of Contents – click on the .csx file

7. Choose Save
8. Add the ending to the file name of .CSV
9. Click Save
10. Find the file and click open
11. Resave the file as an Excel Workbook.
Saving to Excel

Tips on working with Excel:

- Make sure to delete any account numbers that are not revenue (4xxxx) or expense accounts (6xxxx). This gets rid of all the cash lines that will disrupt totals.
- Autosize the columns so you can see everything.
- Delete columns you aren’t using.
- For Accounts Payable transactions (like travel and invoices to vendors) there are two lines of data for one transaction. The first line shows you the amount and chartfield. The second line shows you the invoice information like payee, this shows to the far right on your spreadsheet.
- This spreadsheet now belongs to you, insert, highlight, sum, make it pretty!

Running Interactive Reports

Find an interactive report you want to run and open it by double clicking on it.

2. Enter Parameters
3. Click Select Report
Running Interactive Reports

You can run these reports in a variety of ways. Printing, export to excel, print to pdf or take advantage of the system’s reporting and pivot features.

4. Choose your Info
5. Choose your output
6. Process reports

Cindy’s Favorite Reports
eRequest (Interactive Report)

Almost all of the fields in the eRequest system can be queried – including comments. We use this report for statistics and for workload comparisons. It is important to keep in mind that this information may not match the GL. Use the Detail Activity Report if you want GL data.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR #</td>
<td>Submitted Date</td>
<td>Activity Status</td>
<td>Assigned To</td>
<td>Level II Approval</td>
<td>AC</td>
<td>SC Completion</td>
<td>GLBU</td>
<td>Org1</td>
<td>Tot Req Amt</td>
</tr>
<tr>
<td>9</td>
<td>1011201</td>
<td>3/7/2013 9:56</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/7/2013</td>
<td>3/20/2013</td>
<td>UNIV</td>
<td>57017</td>
<td>$83.88</td>
</tr>
<tr>
<td>10</td>
<td>1011275</td>
<td>3/7/2013 10:05</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/7/2013</td>
<td>3/28/2013</td>
<td>UNIV</td>
<td>57017</td>
<td>$290.00</td>
</tr>
<tr>
<td>11</td>
<td>1011466</td>
<td>3/7/2013 10:53</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/7/2013</td>
<td>3/22/2013</td>
<td>UNIV</td>
<td>57017</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>12</td>
<td>1011545</td>
<td>3/7/2013 11:02</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/7/2013</td>
<td>3/18/2013</td>
<td>UNIV</td>
<td>57017</td>
<td>$50.00</td>
</tr>
<tr>
<td>13</td>
<td>1012351</td>
<td>3/6/2013 19:30</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/8/2013</td>
<td>3/20/2013</td>
<td>UNIV</td>
<td>57074</td>
<td>$61.00</td>
</tr>
<tr>
<td>16</td>
<td>1015909</td>
<td>3/11/2013 9:48</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/14/2013</td>
<td>4/4/2013</td>
<td>UNIV</td>
<td>57068</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>18</td>
<td>1018568</td>
<td>3/12/2013 11:15</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/12/2013</td>
<td>3/12/2013</td>
<td>UNIV</td>
<td>57058</td>
<td>$57.15</td>
</tr>
<tr>
<td>19</td>
<td>1019313</td>
<td>3/12/2013 13:15</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/12/2013</td>
<td>3/19/2013</td>
<td>UNIV</td>
<td>57017</td>
<td>$262.23</td>
</tr>
<tr>
<td>20</td>
<td>1020565</td>
<td>3/13/2013 9:18</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/13/2013</td>
<td>3/19/2013</td>
<td>UNIV</td>
<td>57072</td>
<td>$301.02</td>
</tr>
<tr>
<td>21</td>
<td>1022961</td>
<td>3/14/2013 10:14</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/14/2013</td>
<td>3/25/2013</td>
<td>UNIV</td>
<td>57065</td>
<td>$250.00</td>
</tr>
<tr>
<td>22</td>
<td>1022993</td>
<td>3/14/2013 10:19</td>
<td>COMPLETE</td>
<td>Allen, Carol A</td>
<td>3/14/2013</td>
<td>3/25/2013</td>
<td>UNIV</td>
<td>57065</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

eTravel (Interactive Report)

Many of the fields in the eTravel system can be queried. We use this report for statistics and for workload comparisons. It is important to keep in mind that this information may not match the GL. Use the Detail Activity Report if you want GL data.

Use this to see pending trips and to plan future T numbers.

<table>
<thead>
<tr>
<th>Trnum</th>
<th>Organizati</th>
<th>Payment Type</th>
<th>Payment Amt</th>
<th>Vendor/Payee Name</th>
<th>Traveler Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>290416</td>
<td>41004</td>
<td>REIMBURSEMENT</td>
<td>113.66</td>
<td>DELISIO, CHRISTOPHER JAMES</td>
<td>Delisio, Christopher J.</td>
</tr>
<tr>
<td>292890</td>
<td>41004</td>
<td>REIMBURSEMENT</td>
<td>224.5</td>
<td>SMILEY JR., WILLIAM JOSEPH</td>
<td>Smiley, William J.</td>
</tr>
<tr>
<td>293711</td>
<td>41000</td>
<td>REIMBURSEMENT</td>
<td>68.52</td>
<td>MCPHERON, BRUCE ALAN</td>
<td>McPherson, Bruce A.</td>
</tr>
<tr>
<td>294445</td>
<td>41000</td>
<td>REIMBURSEMENT</td>
<td>42</td>
<td>YOUNG, ELAINE L</td>
<td>Young, Elaine L.</td>
</tr>
<tr>
<td>299643</td>
<td>11736</td>
<td>REIMBURSEMENT</td>
<td>122.3</td>
<td>CHAFFIN, JUSTIN DAVID</td>
<td>Chaffin, Justin D.</td>
</tr>
</tbody>
</table>
**Variance (Flexible Report - SQR)**

Use the Variance report for budgeting.

Compare two time periods side by side.

Use Rollup options to summarize information.

---

### Variance Report

#### Chartfield Print Order Criteria Rollup Level

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UNIV</th>
<th>Organization</th>
<th>Fund</th>
<th>500348</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>1</td>
<td>EXPENSE REVENUE</td>
<td>ACTUAL</td>
<td>2013 7</td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Defined</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude Org</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Variance (Flexible Report - SQR)

#### Business Unit: UNIV

**THE O HIO S TATE U NIVERSITY**

**VARIANCE REPORT**

<table>
<thead>
<tr>
<th>Fund: 500348</th>
<th>Co Commissioner</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CY13 Jan-Mar 2014</th>
<th>Intermediate Account</th>
<th>Description</th>
<th>01/01/13-12/31/13</th>
<th>01/01/14-12/31/14</th>
<th>Variance</th>
<th>%Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>500348</td>
<td>Cost Account</td>
<td>SOVA_PAY</td>
<td>-142,099.00</td>
<td>7.18</td>
<td>0.06</td>
<td>142,099.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADMIN PROFESSIONAL</td>
<td>2,751.82</td>
<td>364.05</td>
<td>-2,387.77</td>
<td>-86.8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CLASSIFIED</td>
<td>33,554.32</td>
<td>7,348.32</td>
<td>-26,206.00</td>
<td>-78.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPECIALS</td>
<td>3,240.00</td>
<td>0.00</td>
<td>-3,240.00</td>
<td>100.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMPLOYEE BENEFTS</td>
<td>15,976.53</td>
<td>3,486.34</td>
<td>-12,490.19</td>
<td>-78.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SUPPLIES</td>
<td>4,248.91</td>
<td>260.83</td>
<td>-3,988.08</td>
<td>-94.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAILING SERVICE</td>
<td>1,113.04</td>
<td>15.00</td>
<td>-1,298.08</td>
<td>-94.8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMMUNICATIONS</td>
<td>3,987.31</td>
<td>1,026.08</td>
<td>-2,961.23</td>
<td>-74.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UTILITIES</td>
<td>520.88</td>
<td>516.36</td>
<td>-4.52</td>
<td>-0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REPAIRS MAINT</td>
<td>5,623.87</td>
<td>611.55</td>
<td>-4,012.32</td>
<td>-90.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EQUIPMENT RENTAL</td>
<td>395.27</td>
<td>625.00</td>
<td>230.00</td>
<td>55.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PURCHASE RENTAL</td>
<td>2,039.12</td>
<td>234.00</td>
<td>-1,755.12</td>
<td>-85.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TRAVEL</td>
<td>10,164.18</td>
<td>1,047.92</td>
<td>-9,116.26</td>
<td>-89.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PURCHASE SERVICES</td>
<td>1,560.00</td>
<td>60.00</td>
<td>-1,500.00</td>
<td>-96.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER EXPENDITURES</td>
<td>3,655.67</td>
<td>236.07</td>
<td>-3,419.60</td>
<td>-93.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educator Costs</td>
<td>77,499.36</td>
<td>18,374.09</td>
<td>-59,125.27</td>
<td>-75.0</td>
</tr>
</tbody>
</table>

---

**8/5/2014**
Use the **Detail Activity Report** for researching problems and accessing detailed information about transactions that hit the GL.
System Software Summary

The system is read only.
Don’t be afraid to try something new.

eReports plug-in required for Interactive Reports

Most reports require 4 easy steps
1. Choose Report
2. Choose Parameters
3. Run Report
4. Open Report

Assistance
- OSU Carmen https://carmen.osu.edu
  - GL 6 eReports
- Business Office Policies and Procedures http://cfaesfinance.osu.edu/training
  - Accounting at OSU
  - Accessing eReports
  - Budget eReports
    - Variance Report Handout http://cfaesfinance.osu.edu/training
  - Reading eReports
  - Reconciling eReports
  - Advanced eReports
- Business Office Financial Information
  - http://cfaesfinance.osu.edu/resources
    - Common and Full Account Number list
    - Program Value List
- Business Office Forms
  - http://cfaesfinance.osu.edu/forms
    - Financials Systems Access Form
- Business Office Representative: http://cfaesfinance.osu.edu/aboutus