Washington State Department of
Enterprise Services

Enterprise Reporting Portal User Manual

Revised on: 6/17/2013

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Overview

Purpose

Enterprise Reporting is designed to improve access and distribution of reporting information to better support financial analysis. The Enterprise Reporting Portal is a report scheduling and viewing web application complement to the SAP Business Objects standard reporting user interface. The portal is offered to sustain customer usability. Currently, this application deploys various Financial and Budget Reports such as data from the Agency Financial Reporting System (AFRS), The Allotment System (TALS), Budget Development System (BDS), Capital Budget System (CBS), Office of Minority Women Business Enterprise (OMWBE), Performance Measure Tracking (PMT) information , and Travel and Employees Management System (TEMS).

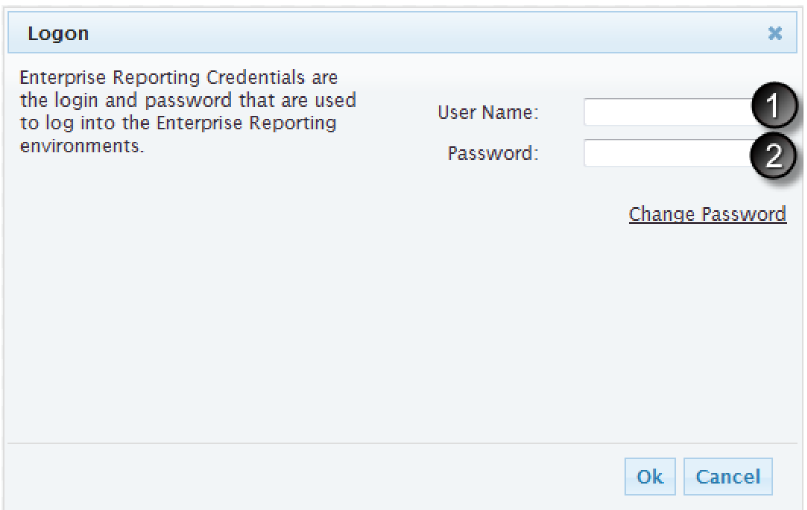
This guide documents procedures for using The Enterprise Reporting Portal and gives customers information and instructions for navigating in the application and carrying out basic reporting tasks.

Access

How do I log on to the Enterprise Reporting Portal?

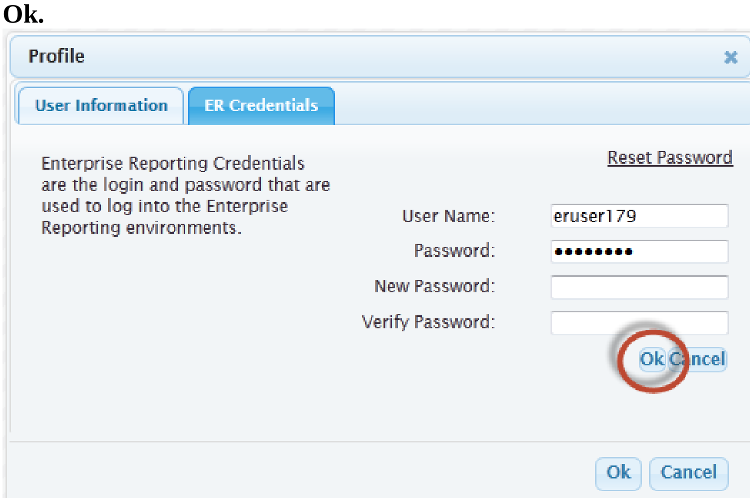
Enterprise Reporting customers must have online access either through the Washington State Intranet, or through a secure Fortress server to use Enterprise Reporting from outside of the state firewall.
Complete the following steps to log on:

1. Start Internet Explorer.
2. Users within the State Government Network (SGN) type **https://rp.des.wa.gov** and press **Enter**.
    - If you are accessing the Reporting Portal from outside the SGN then please refer to instructions for how to access the Enterprise Reporting using Secure Access WA on the DES Website at http://des.wa.gov/SiteCollectionDocuments/ITSolutions/webi_saw_instructions.pdf.
3. Enter your ER Credentials
    1. User Name
    2. Password



4. Then click OK

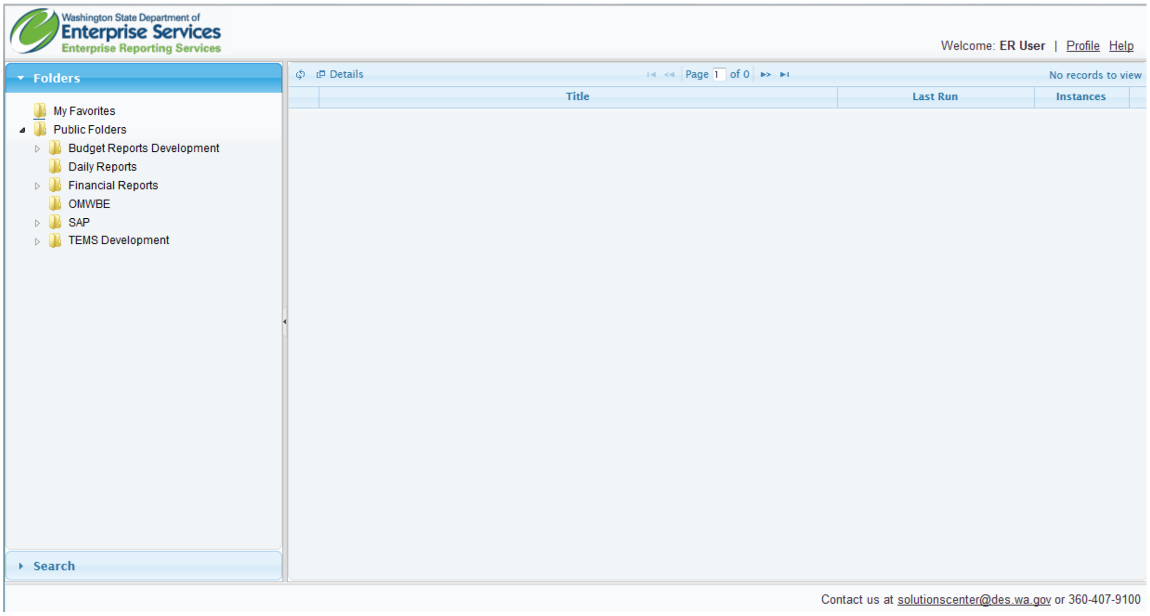
Note: The first time you logon to Enterprise Reporting you will be prompted to change your password. Enter your new password in the New Password and Verify Password boxes. Then click Ok.



Navigation

Home Screen

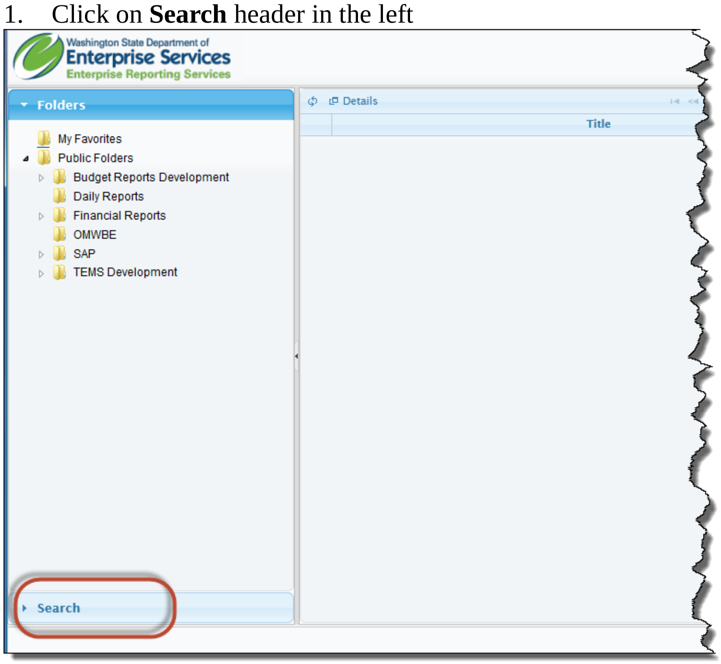
After successfully registering your User Information and ER Credentials, the screen below will display.



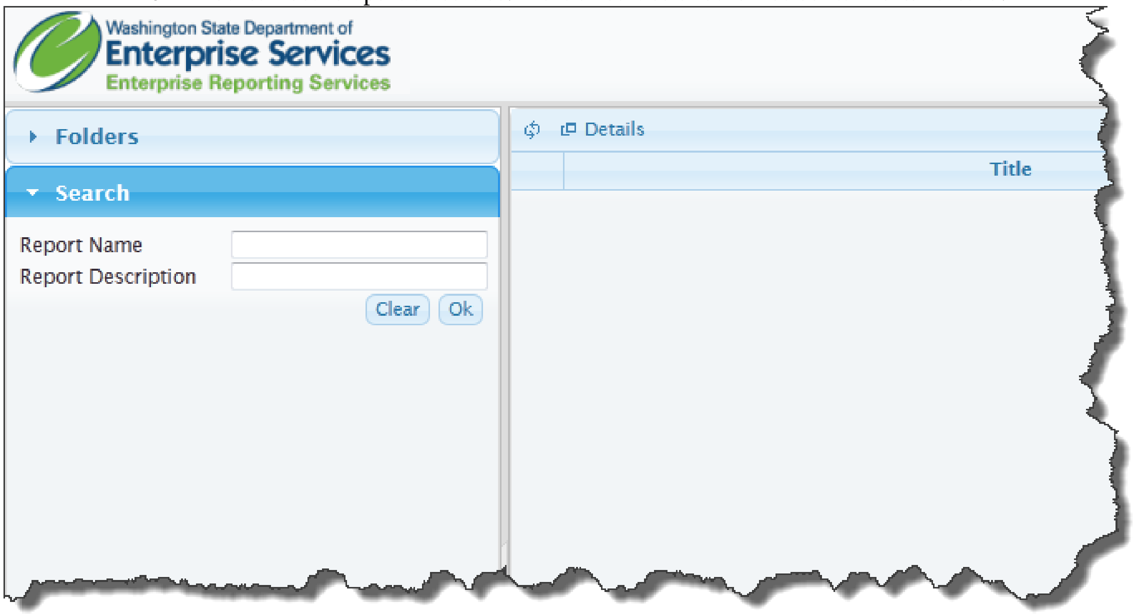
Search for a report

Users can search for reports in the Portal based on Report Name and Report Description. To search in the portal follow the steps below.

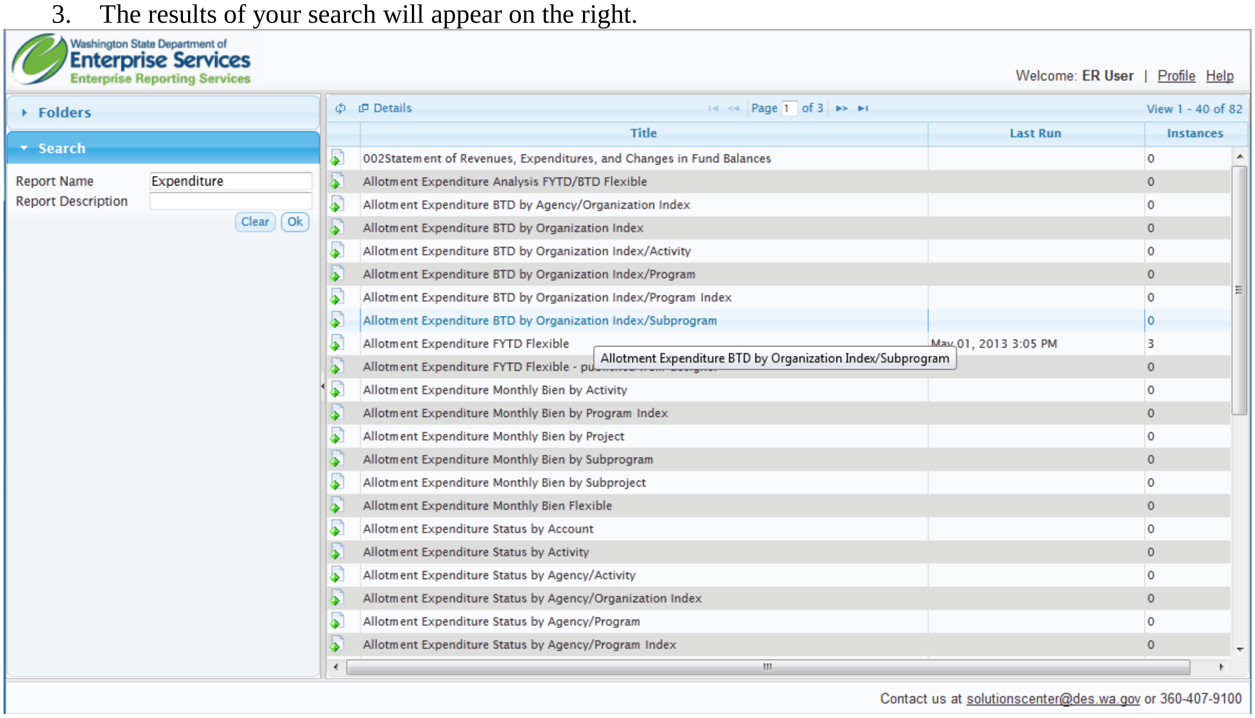
1. Click on **Search** header in the left



2. Enter either a **Report Name** or **Report Description** and click **Ok**.
   - You can search partial values. Partial values should not contain a wild card.



3. The results of your search will appear on the right.



Folder Structure

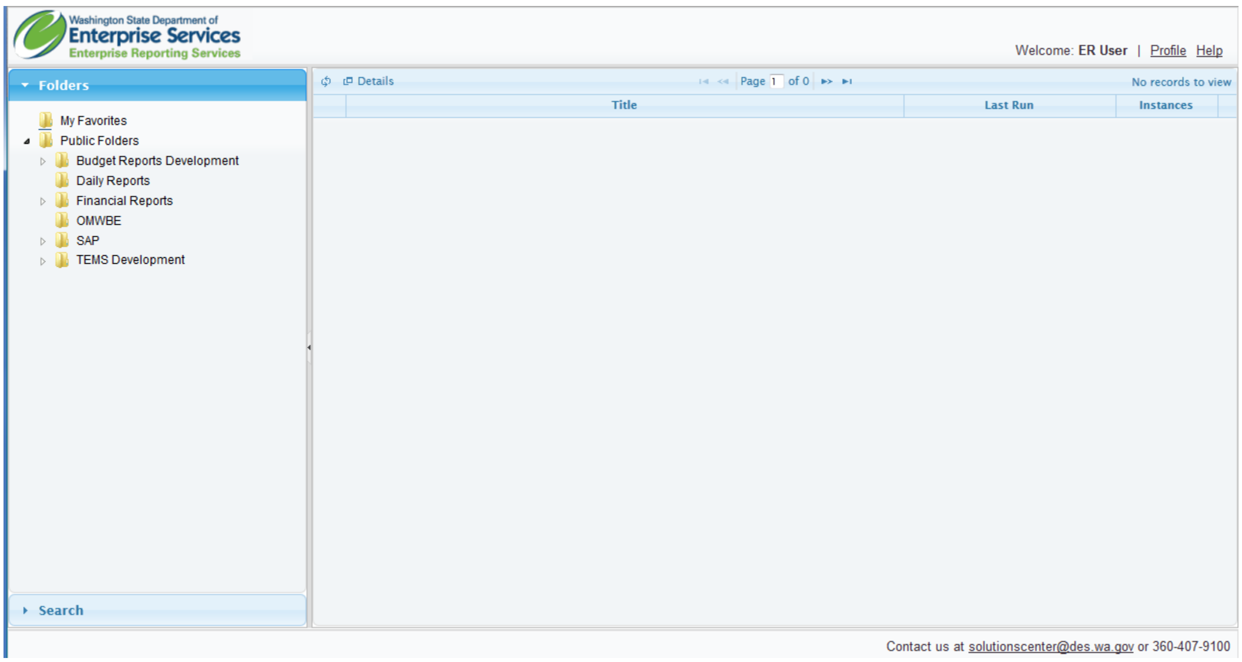
Reporting folders will be displayed in the left column of the portal. Report Objects will be displayed in the main portion of the portal screen. The folders being displayed are based on your Business Objects security.

My Favorites

My Favorites are where you can use the shortcuts you have added for your frequently used reports. Shortcuts can be added using the Business Objects 4.0 environment.

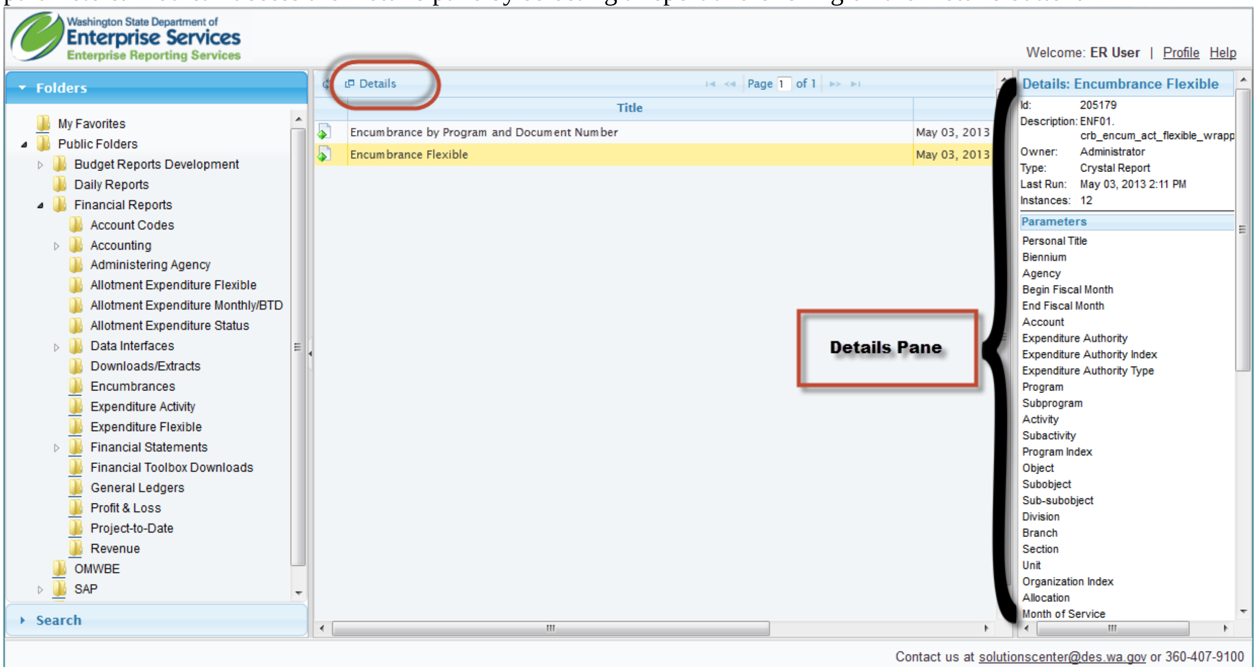
Public Folders

You will find the Budget, Financial, Daily and other report folders under the **Public Folders**.



Details

You can view additional information about each report including the report description and available parameters. You can access the **Details** pane by selecting a report and clicking on the **Details** button.

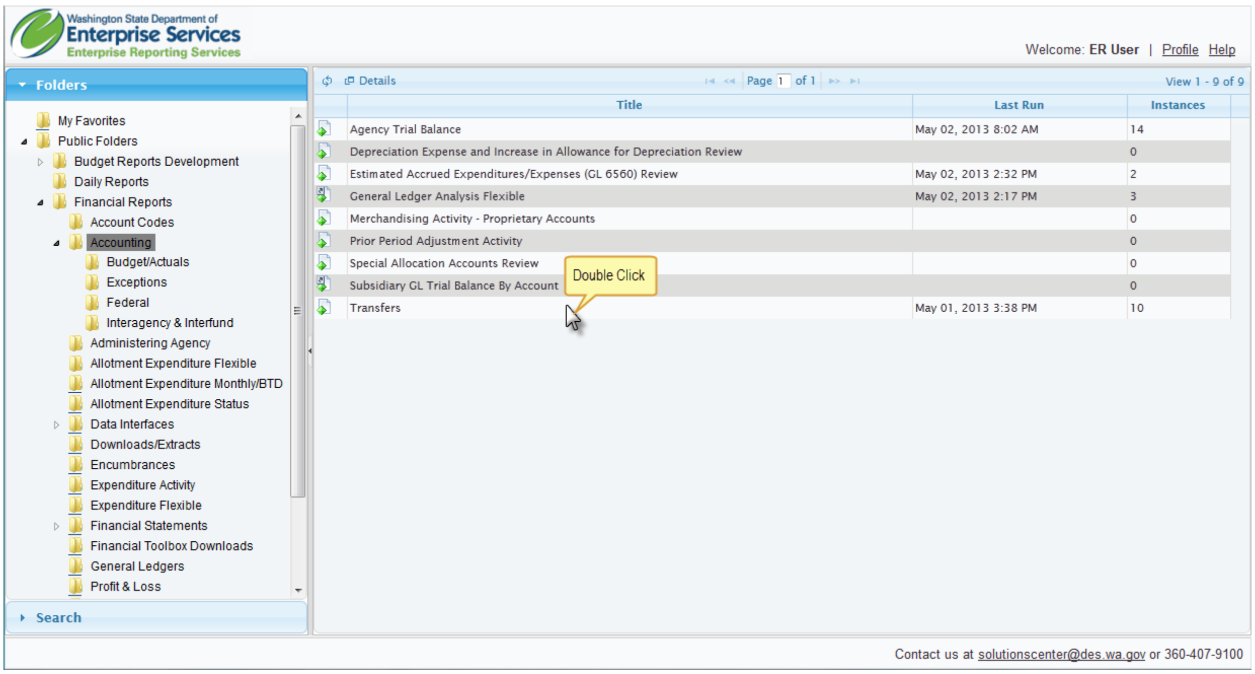


Scheduling Reports

You can schedule a report using any report object in either your **My Favorites** folder or **Public Folders**.

Accessing the Parameter Screen

1. Select a report folder on the left; the reports contained in that folder will be displayed on the right.
2. Double click the report you wish to schedule.
    - You can also right click and select **Schedule** from the menu.



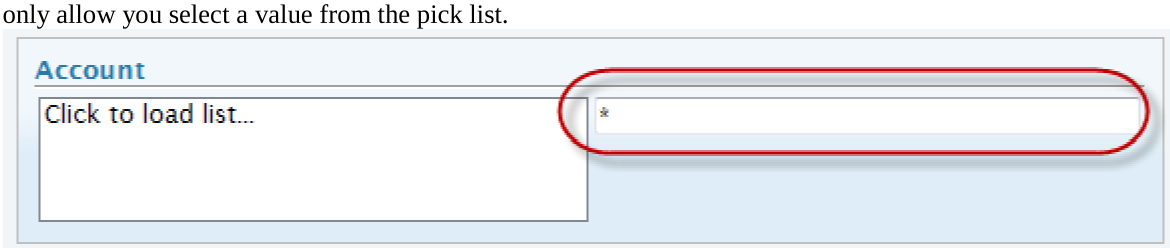
Parameter Selections

The Schedule screen is illustrated below. Here you select how the data should be filtered on the report. The free-form input box displays on the right side, and the pick list values display in the boxes on the left.

Make your selections using either the free-form area or the pick lists.

Free-Form Entry

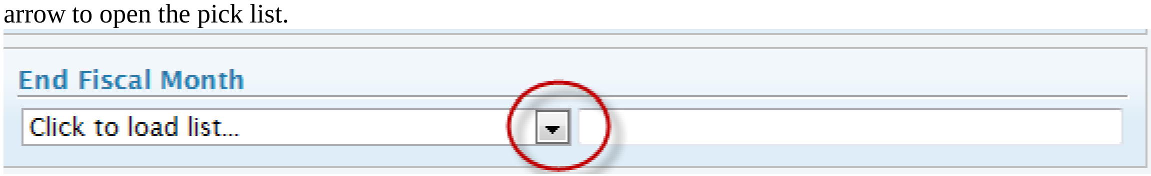
Parameters may have a free-form entry text box. If you know the code you can enter the values directly into the text box without using the pick lists. There are instances where the report has been developed to only allow you select a value from the pick list.



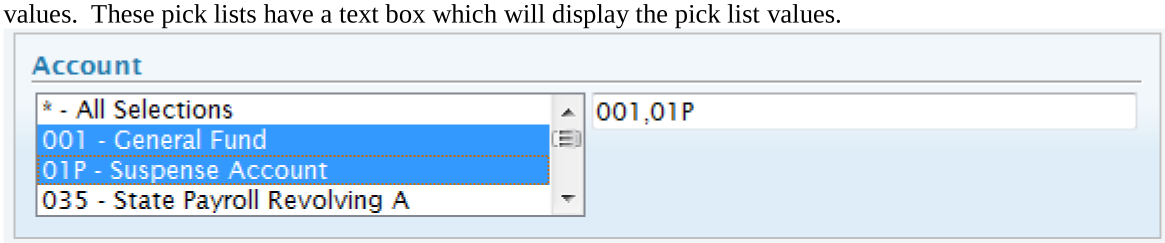
Pick lists

Pick lists in the reporting portal are not prepopulated with values. To load the values for a pick list simple click on the phrase **Click to load list,...** There are two types of pick lists in the Reporting Portal. There are single value and multiple value pick lists. The Single and Multiple Value pick lists are assigned based on whether a parameter can accept one value or many.

Single Value Pick Lists
These pick lists will limit selections to a single value. Single selection pick lists will have a drop down arrow to open the pick list.



Multiple Value Pick Lists
Multiple value pick lists allow the user to hold down the control key on their keyboard and select multiple values. These pick lists have a text box which will display the pick list values.

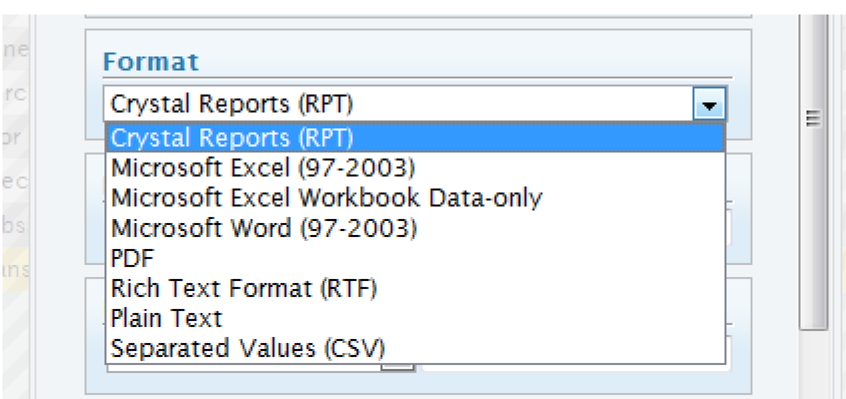


NOTE: If you need to run a report for a different biennium or agency, change the values for these parameters first. This will update the account code selection parameters with the appropriate pick list values for the biennium and/or agency selected.

Report Format Selections

The default format for most reports is Crystal Report. If you want to schedule a report in its default format, then you do not need to change this parameter.

If you want to schedule a report in a format different from the default, you may choose from the selections illustrated below. When you select a different format from the default the report output may not be preserved from the original format.



Destinations

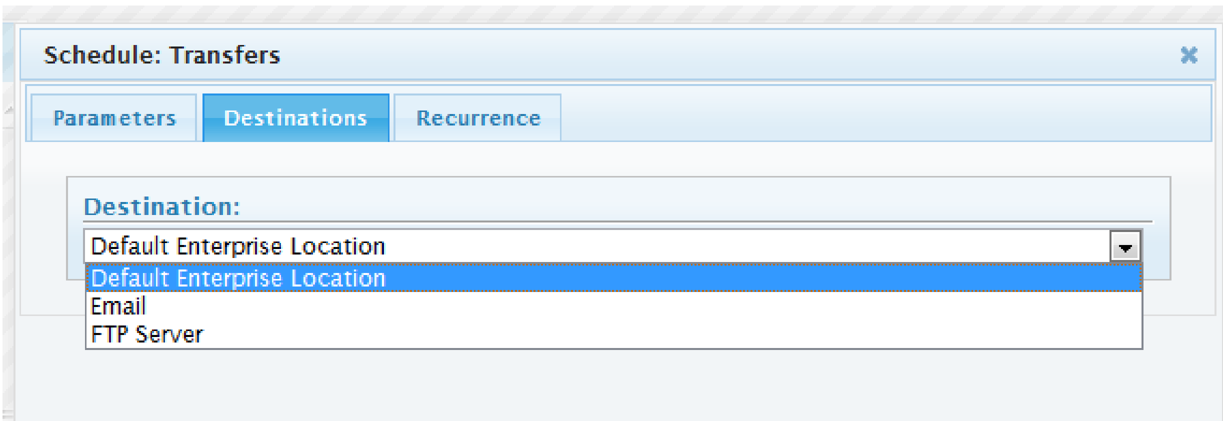
Report Destination

The Destination Tab is where you can set where your report will be sent after processing. The following options are available:

Default Enterprise Location: Selecting this will store a historical instance on the Business Objects server for subsequent viewing and printing using the portal.

Email: This is a feature, provides the ability to schedule a report and have it sent to an email destination. A historical instance will also remain on the Business Objects server.

FTP Server: This is a feature, provides the ability to schedule a report and have it sent to FTP server destination. A historical instance will also remain on the Business Objects server.

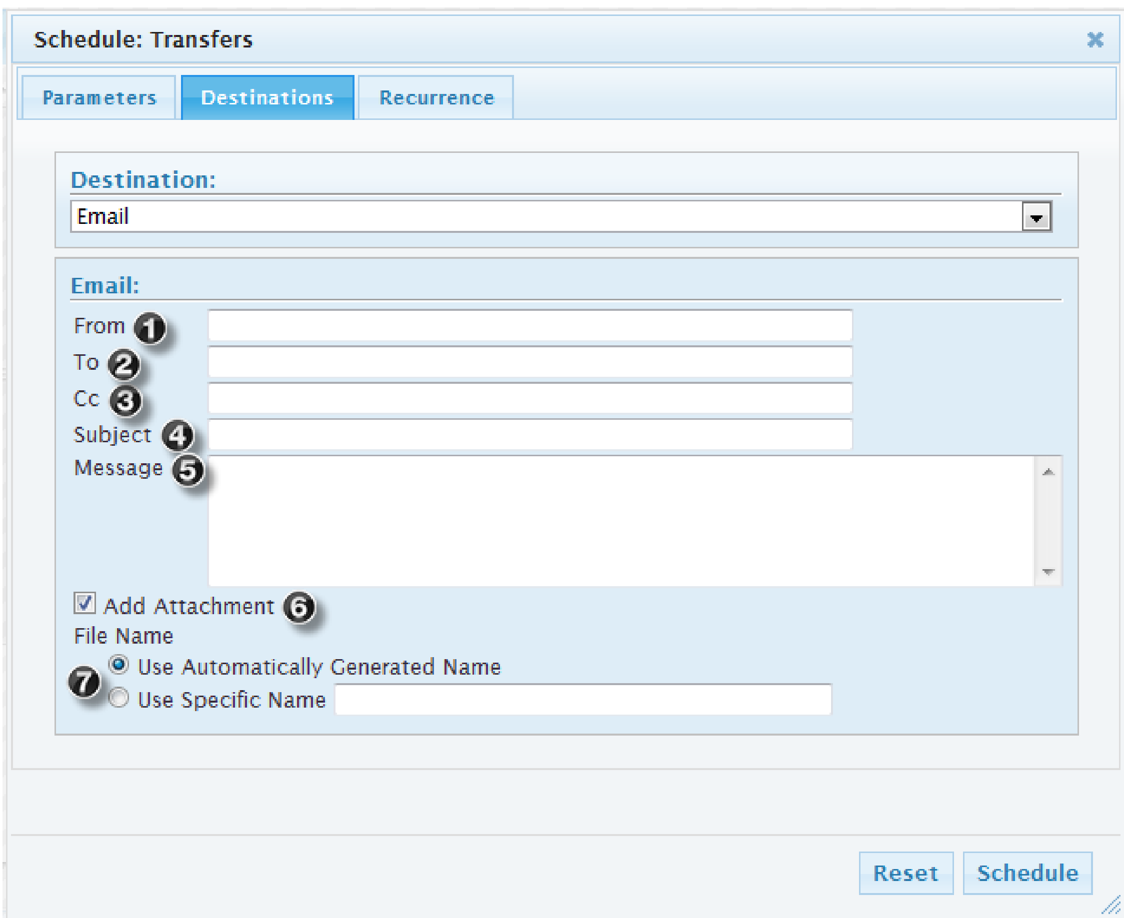


How to Send a Report via Email

Make entries in the following fields:

1. **From:** This field is automatically populated with the user's email address, and cannot be edited.
2. **To:** Enter email addresses in field. For multiple addresses separate email addresses with a semicolon.
   a. You must use the full SMTP email address (example er.user@des.wa.gov).
3. **Cc:** Enter email addresses in field. For multiple addresses separate email addresses with a semicolon.
   a. You must use the full SMTP email address (example er.user@des.wa.gov).
4. **Subject:** If you wish, enter a subject (optional).
5. **Message:** If you wish, enter a message (optional).
6. **Add Attachment:** The add attachment is defaulted to add the attachment. If unchecked no report will be included in the email.
7. **File Name:** You can leave the default selection of Default File Name.
   a. To provide a more meaningful name, enter a specific file name in the Specified File Name field.
   b. Remember to include the file extension when using a specific file name.
      i. Example: Expenditure_Report.xls

After completing all entries and you are ready to schedule your report click **Schedule**.



IMPORTANT: When using this feature, it is recommended that you use either the Adobe Acrobat or Excel file format from the Format menu. If the default file format of Crystal Report (.rpt) is used, the recipient will need the Crystal Offline Viewer installed on their computer to see the report.

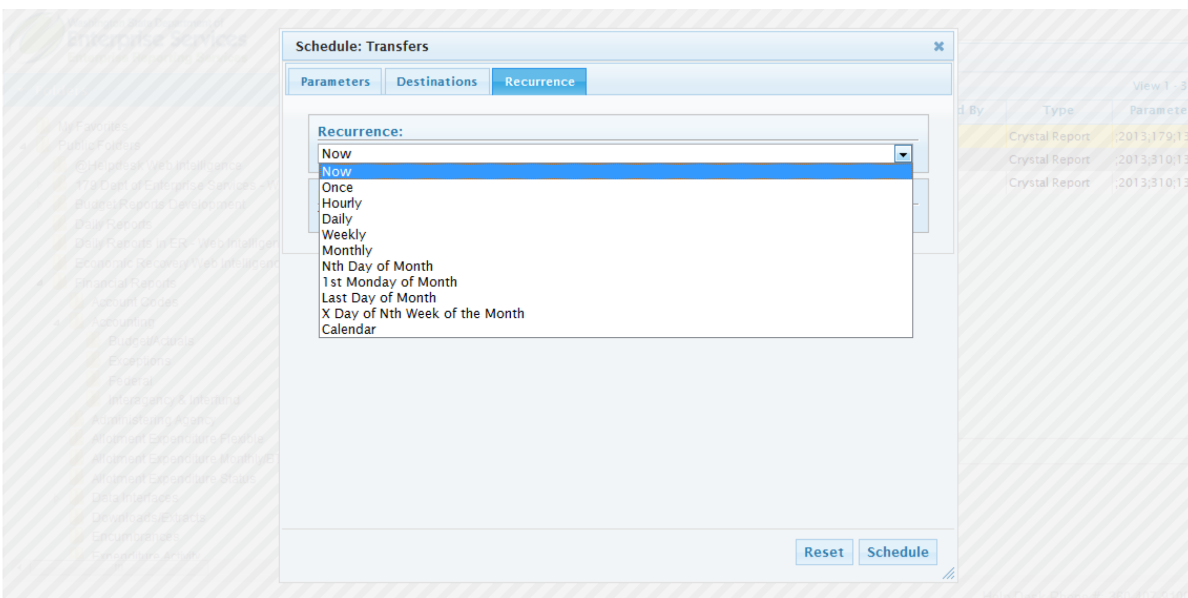
Recurrence

Scheduling Recurring Reports

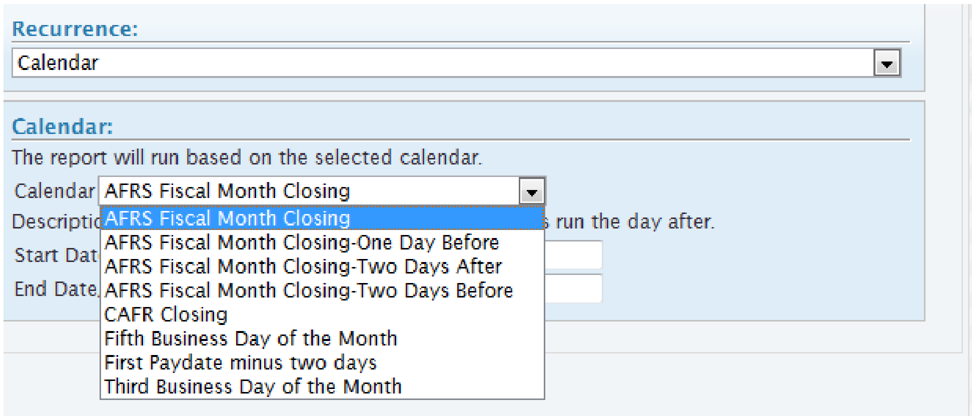
Enterprise Reporting allows considerable flexibility for scheduling of recurring and immediate reports.

To schedule a recurring report,

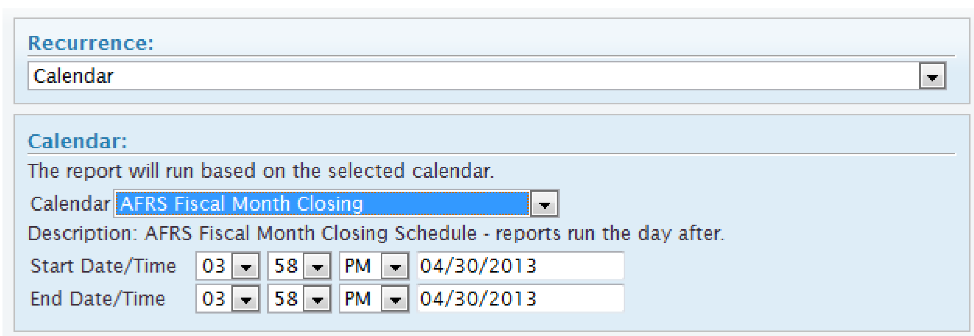
1. Set your parameters.
2. Select the **Recurrence** Tab
3. Select the time and interval of the recurring report via the **Schedule** option.
   - Reports can be scheduled to run:
     - Now
     - Once
     - Hourly
     - Daily
     - Weekly
     - Monthly
     - Nth Day of Month
     - 1st Monday of Month
     - Last Day of Month
     - X Day of Nth Week of the Month
     - Calendar
4. The Schedule selection provides options for setting the Run-Time parameters for the report. The default value is Now. Click on the drop-down box in the Run report field to see the available choices, as illustrated below. For description of each option please see **Appendix B - Recurrence Options**.



- To schedule a report using the **Calendar** option, click on Calendar from the Schedule menu. You can use the Calendar dropdown list to select a business calendar.

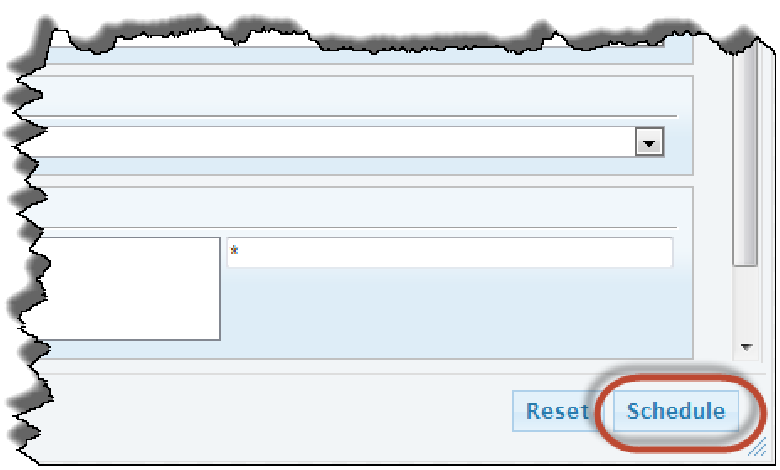


5. Change the **Start Time** to the desired value. Select an **End Time**. Note that the default **End Time** is the same as the **Start Time**. For the report to recur a report you will need to select an **End Time** that is greater than the **Start Time**.



Schedule

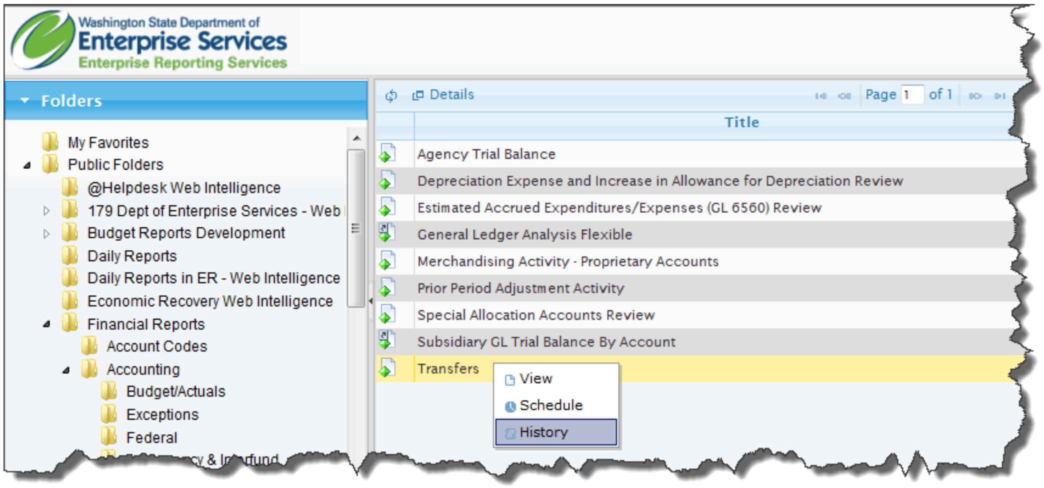
After you have finished setting your **Parameters** and any **Destination** or **Recurrence** settings, click on **Schedule** in the bottom right corner of the **Schedule** window.



History

Navigating to History Page

Once you click **Schedule** on the **Schedule** window, you will be directed to the **History** page. To view a previously ran report, go to the specific report object right click and select **History**.



Looking at the Report History

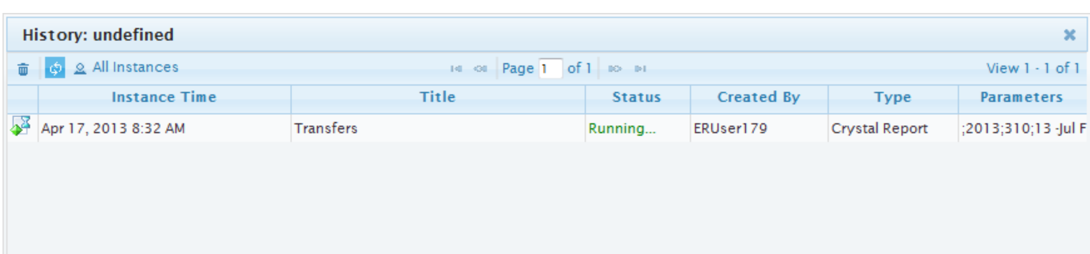
Business Objects saves a history of report instances for <u>scheduled</u> reports that have been run. The default sort order is chronological based on **Instance Time**. You can use any column on the history page to change the sort order by clicking on the column heading. The history list contains the following information:

- Instance Time
- Instance Title
- Status
- Created By
- Format
- Parameters

NOTE: For most agencies, report instances are retained 40 days from the current date. Report instances older than 40 days will be automatically deleted. A few agencies have different retention rules.

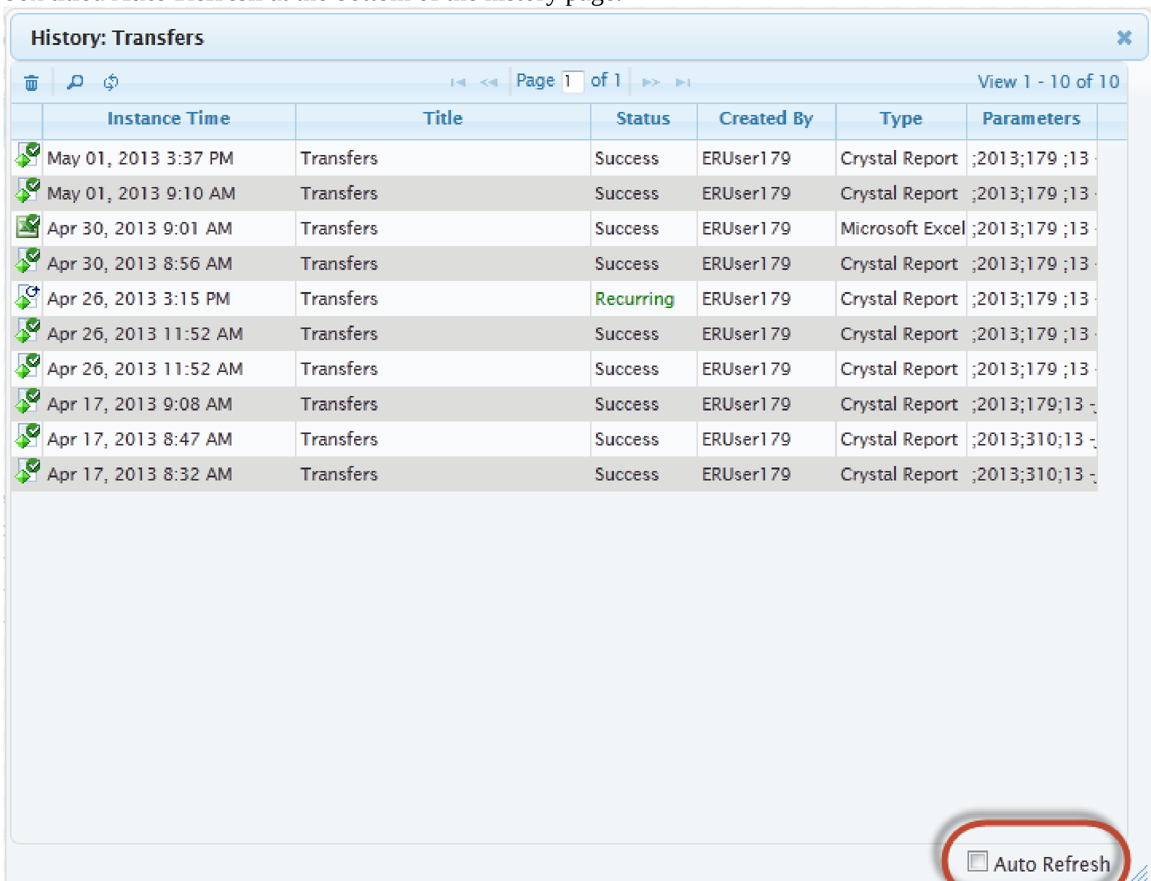
Report Instance Processing

After scheduling a report, The Schedule screen will close and the History Page will appear, displaying the report instance. Initially, the status of the instance will display as "Pending". As report processing continues, the status changes to "Running" When processing is finished, the status changes to "Success".



Auto Refresh

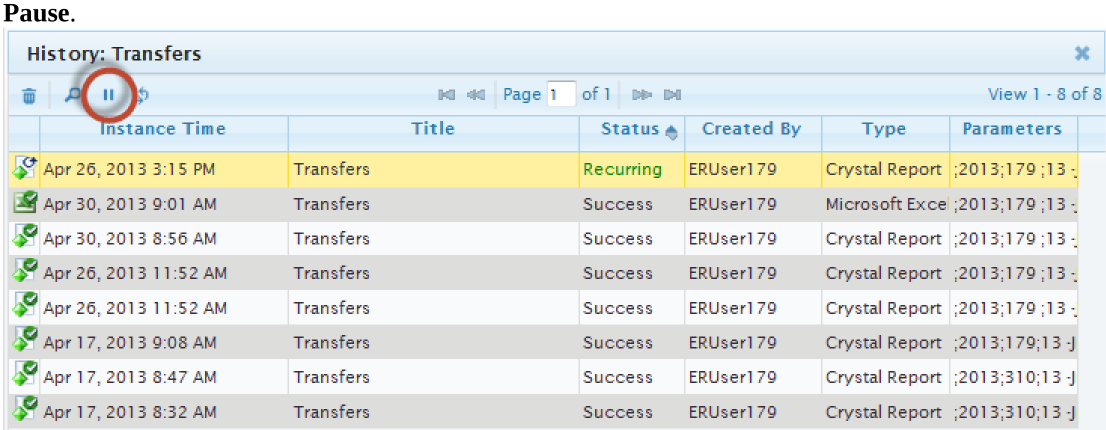
When you schedule a report and the **History** page opens the page will auto refresh until a report is selected. Once a report is selected the auto refresh is turned off. You can restart auto refresh by clicking in the check box titled **Auto Refresh** at the bottom of the history page.



Instance Time	Title	Status	Created By	Type	Parameters
May 01, 2013 3:37 PM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
May 01, 2013 9:10 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 30, 2013 9:01 AM	Transfers	Success	ERUser179	Microsoft Excel	;2013;179 ;13 -
Apr 30, 2013 8:56 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 3:15 PM	Transfers	Recurring	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 17, 2013 9:08 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179;13 -
Apr 17, 2013 8:47 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -
Apr 17, 2013 8:32 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -

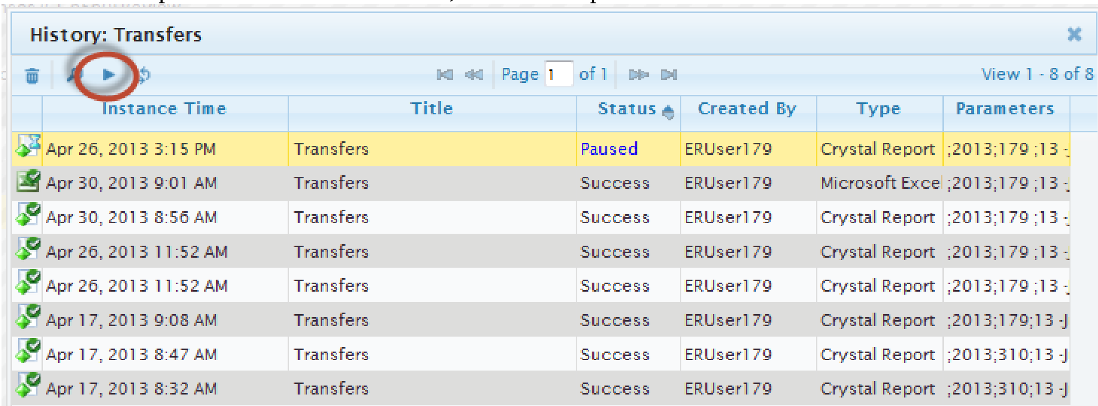
Pausing and Resuming Recurring Report Instances

To stop a Recurring report that is processing, first select the report by clicking on it and then click on **Pause**.



Instance Time	Title	Status	Created By	Type	Parameters
Apr 26, 2013 3:15 PM	Transfers	Recurring	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 30, 2013 9:01 AM	Transfers	Success	ERUser179	Microsoft Exce	;2013;179 ;13 -
Apr 30, 2013 8:56 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 17, 2013 9:08 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179;13 -J
Apr 17, 2013 8:47 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J
Apr 17, 2013 8:32 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J

To resume a report that is in Paused status, select the report and click on **Resume**


History: Transfers

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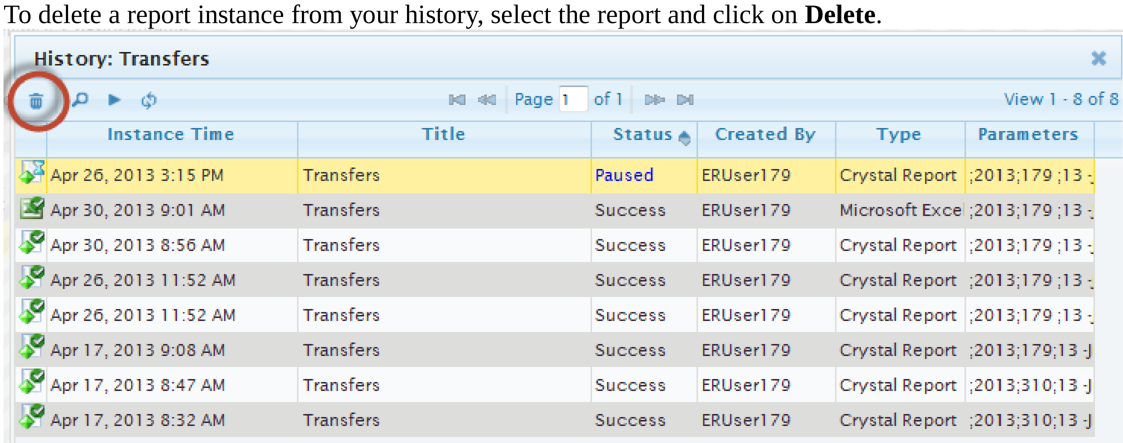
Instance Time	Title	Status	Created By	Type	Parameters
Apr 26, 2013 3:15 PM	Transfers	Paused	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 30, 2013 9:01 AM	Transfers	Success	ERUser179	Microsoft Excel	;2013;179 ;13 -
Apr 30, 2013 8:56 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 17, 2013 9:08 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179;13 -J
Apr 17, 2013 8:47 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J
Apr 17, 2013 8:32 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J

Delete Report Instances

To delete a report instance from your history, select the report and click on **Delete**.


History: Transfers

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Instance Time	Title	Status	Created By	Type	Parameters
Apr 26, 2013 3:15 PM	Transfers	Paused	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 30, 2013 9:01 AM	Transfers	Success	ERUser179	Microsoft Excel	;2013;179 ;13 -
Apr 30, 2013 8:56 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 17, 2013 9:08 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179;13 -J
Apr 17, 2013 8:47 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J
Apr 17, 2013 8:32 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J

Note: You may delete a report in running or pending status. Select the report and click on Delete.

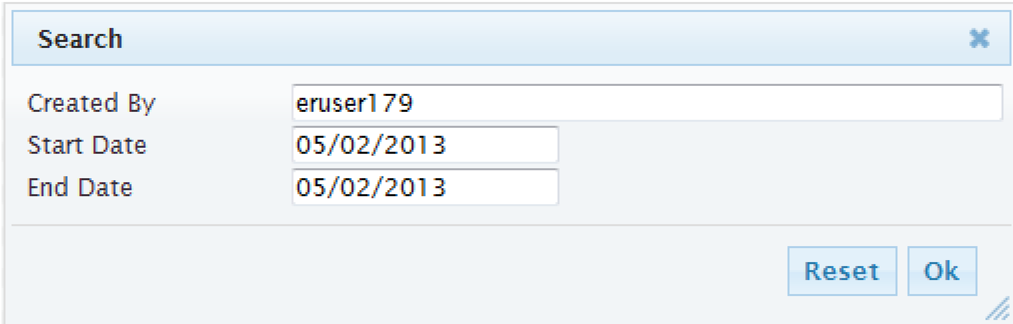
Searching for a Report Instance

The Search functionality in the History Page allows the users to filter report instances by User ID and Date. The users enter a value in the free-form box then click “Ok” or press “Enter” to see the desired report instances.

The History Page will default to the User’s own report instances with All Statuses and All Dates when the user goes to the initial History Page.

The User filter is a free-form box for users to enter a particular User ID under the “Created By” column. The value will be defaulted to the User ID who logs into the system. The User ID can be entered as an exact value or a partial value. If the user enters the exact value, the system will return all the report instances faster than a partial value. A user may do a partial search, for example to filter for reports for Agency 179, enter 179 in the User Box and press Enter. To return all report instances run by all users for the Date filters that were entered, leave the “Created By” blank and click Ok.

The Date filter is a free-form box for users to enter a specific month/date/year (MM/DD/YYYY) to get a list of all the report instances for the User filter entered. The complete MM/DD/YYYY format is required. No partial date value will be accepted. The value will be defaulted to today date for all reports run for the user logged into the system. To get the reports from a certain range of dates, change the start and end dates accordingly. To get all reports ran through today, leave the “Start Date” blank and click Ok.

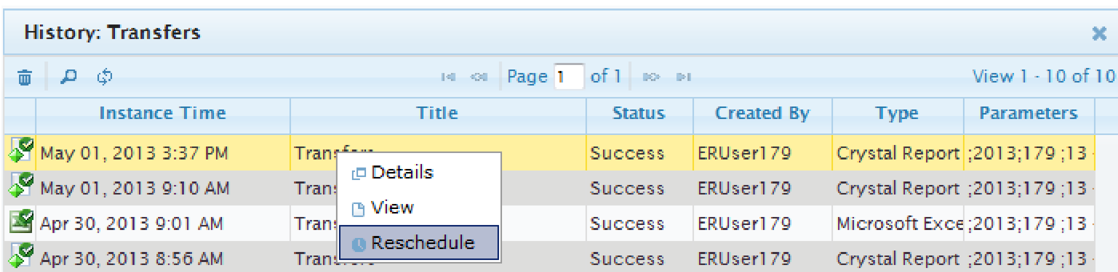


Rescheduling

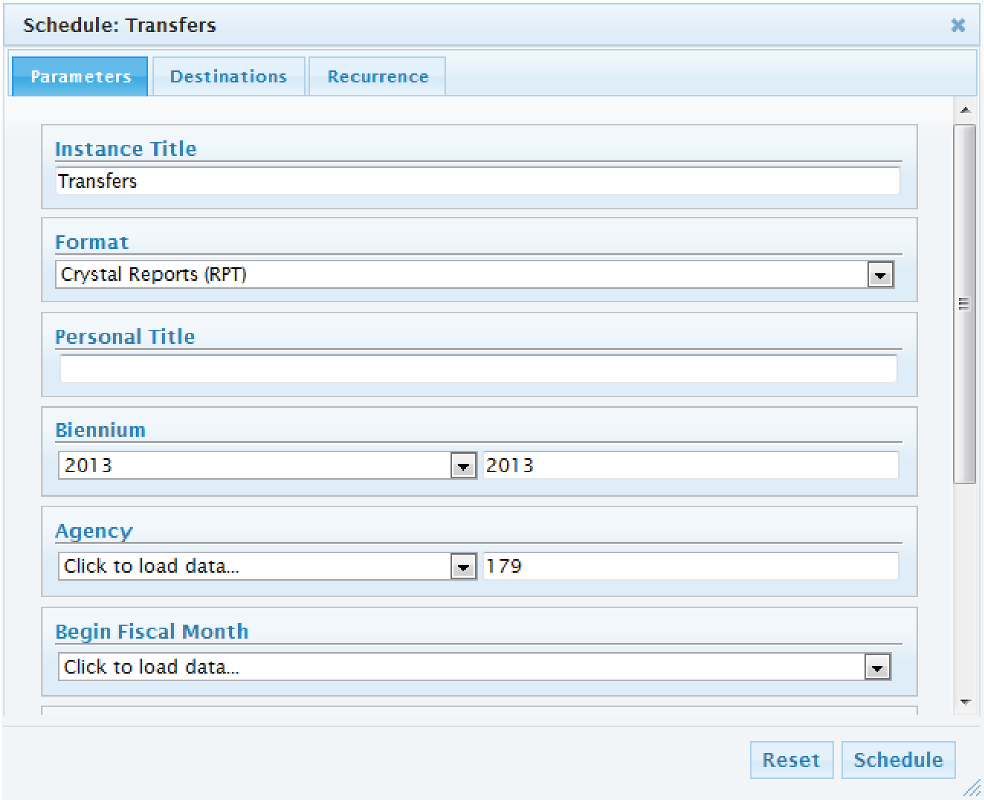
The Reschedule feature allows users to schedule a new report using an existing instance. The parameter, run-time, destination, and format values are retained from the original instance. You can then change any of these values and schedule a new report.

To use the Reschedule feature:

1. Navigate to the History Page.
2. Right click on the instance to be rescheduled and select **Reschedule**.

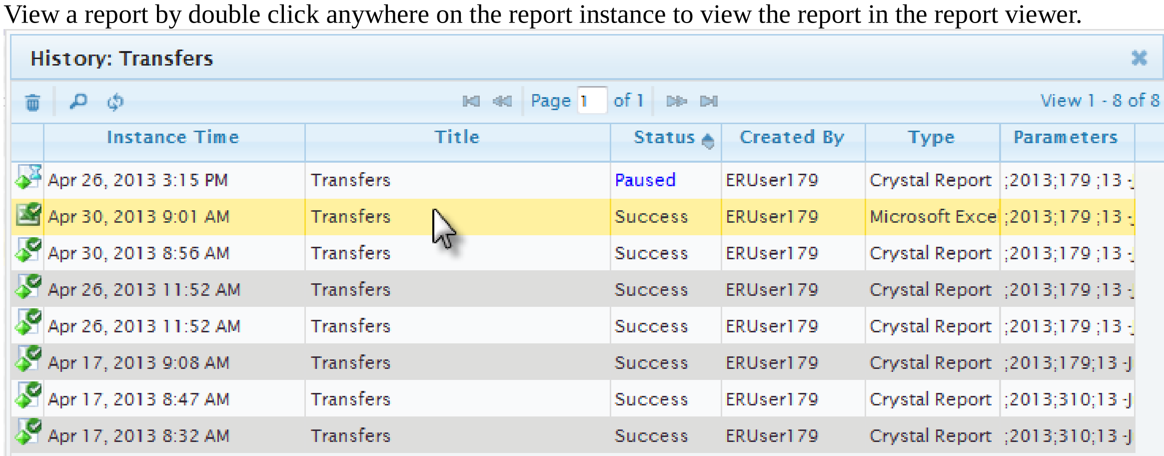


The Schedule screen for Parameters will display. Change the appropriate parameters values. Make any other changes in the Destination and Recurrence selection tabs and click Schedule to schedule a new report.



How to View Reports

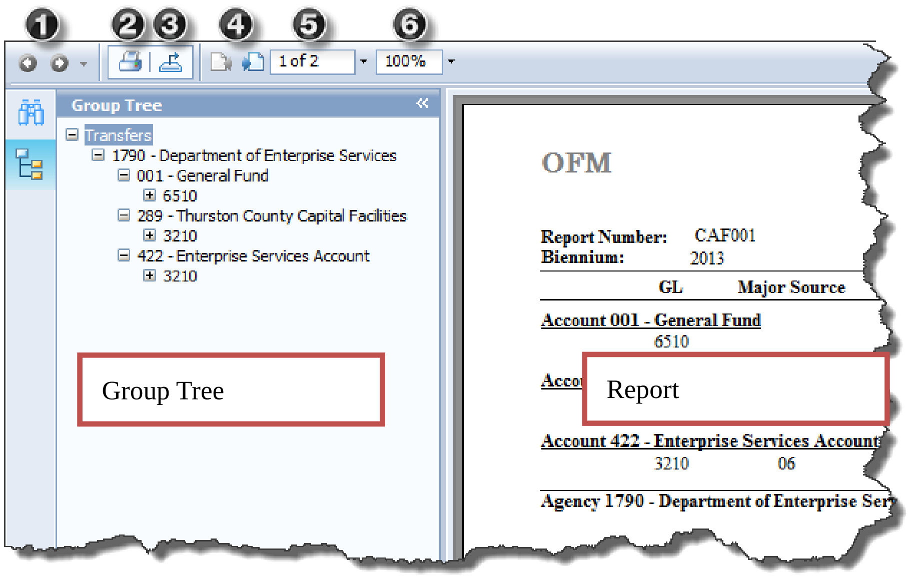
View a report by double click anywhere on the report instance to view the report in the report viewer.



Instance Time	Title	Status	Created By	Type	Parameters
Apr 26, 2013 3:15 PM	Transfers	Paused	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 30, 2013 9:01 AM	Transfers	Success	ERUser179	Microsoft Exce	;2013;179 ;13 -
Apr 30, 2013 8:56 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 26, 2013 11:52 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179 ;13 -
Apr 17, 2013 9:08 AM	Transfers	Success	ERUser179	Crystal Report	;2013;179;13 -J
Apr 17, 2013 8:47 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J
Apr 17, 2013 8:32 AM	Transfers	Success	ERUser179	Crystal Report	;2013;310;13 -J

Using the Report Viewer

Report will be displayed with the group tree expanded by default. The group tree allows for quick navigation through the report. You can click on any value in the group tree to jump directly to that location in the report.



Report History Navigation (1)
The **Go Back** and **Go Forward** buttons allow users to navigate back and forward within the report based on group tree selection.

Print Report (2)
The **Print** icon allows users to print reports from the Crystal Report Viewer. See Printing Reports Section for more details.

Export Report (3)
The Export icon allows users to export reports from the Crystal Report Viewer. See Exporting Reports Section for more details.

Scroll through pages (4)
Use the scroll bars or First Page/Previous Page to move through the pages of a report. Users can also use the arrow keys on their keyboard or a roller mouse to scroll pages.

Page Navigation (5)
The Page Navigation box allows users to go directly to a page in the document. Users can also choose to go to first page or go to last page by clicking on the dropdown arrow.

Zoom (6)
Zoom allows the user to zoom in or out on a report.

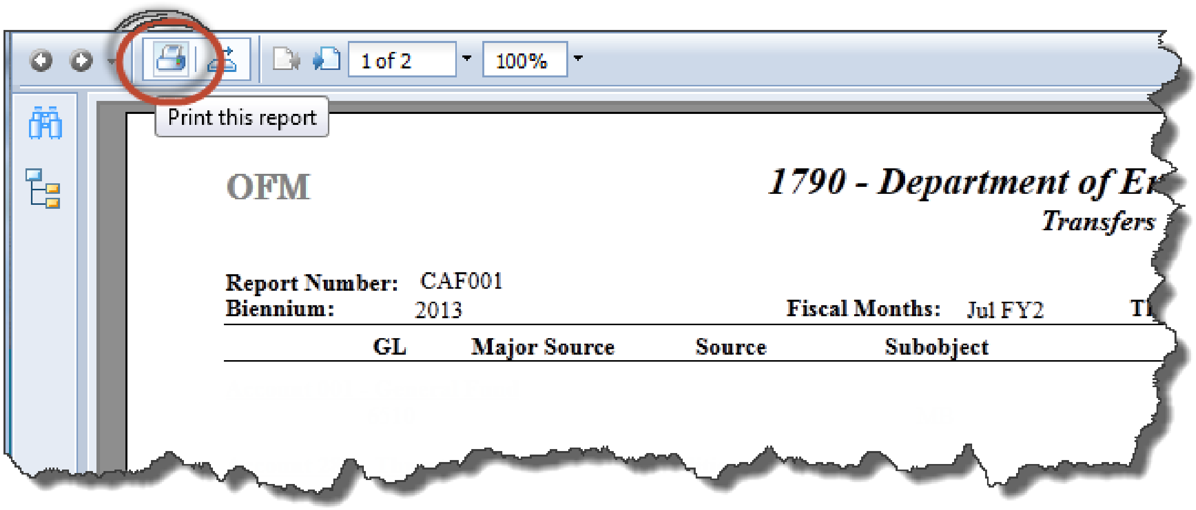
Printing Reports

The report viewer used by the Report Portal requires an **Active X printing control**. The ActiveX Printing Control needs to be downloaded to your workstation to print a report. If you do not have the administrative rights to complete the download, please consult with your Agency Information Technology (IT) Support Staff.

To print a report, click on the report's Instance Time to display the report in the viewer.

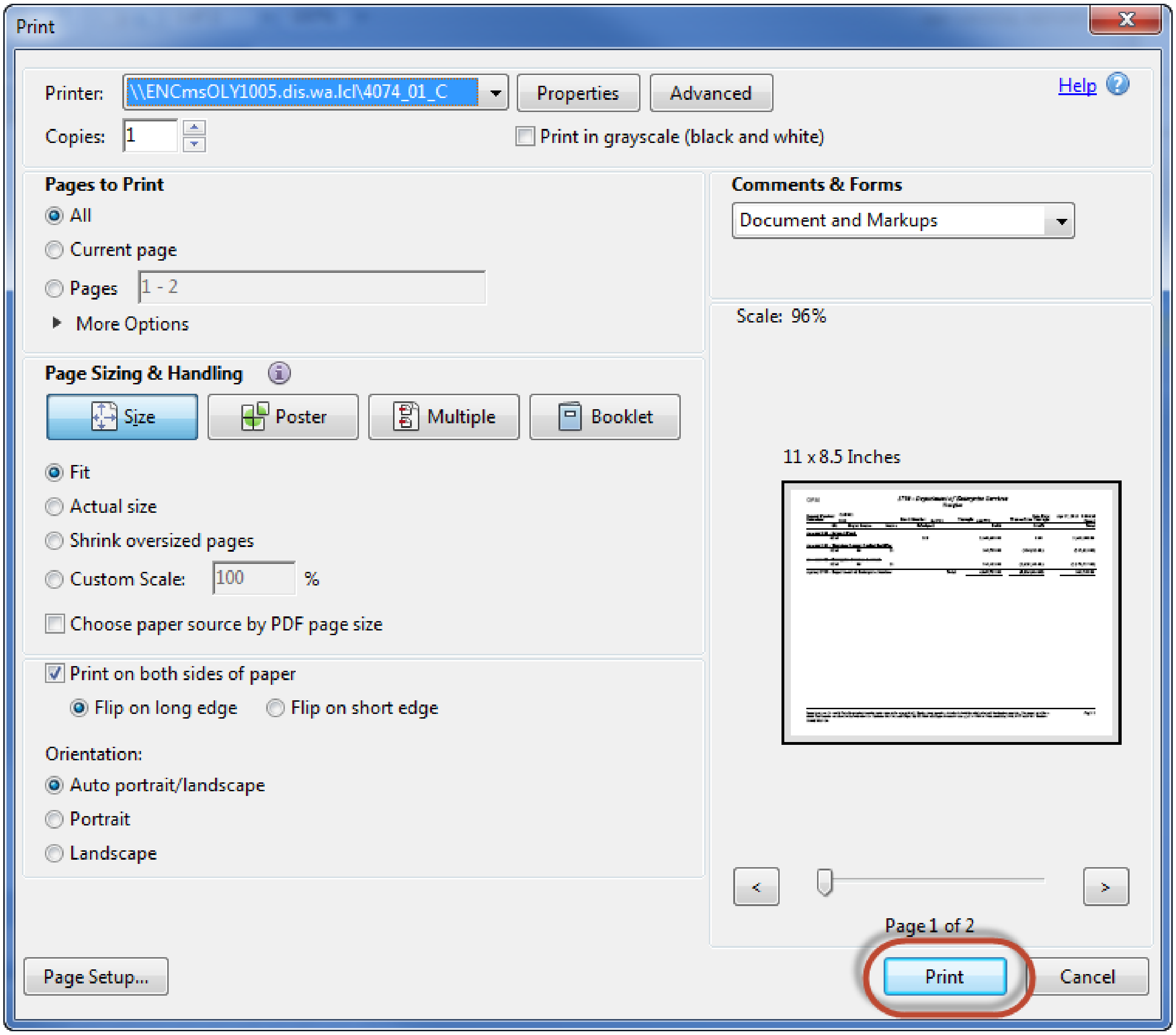
How to Print

1. Click the print icon in the top left corner.



2. If this control has been installed on your computer, the print dialog box illustrated below will display.
    a. Click on Print to print the entire report. You may adjust the page range and paper size prior to printing.

3. Click on **Print** to print the report.



Exporting Reports

This section provides instructions on how to export reports to a file format different than the report's default format using the DHTML viewer. The user interface provides you with the following file format export types:

Crystal Report (.rpt)
Adobe Acrobat (.pdf)
Microsoft Word (.doc)
Microsoft Excel 97-2000 (.xls)
Microsoft Excel 97-2000 (Data Only)
Rich Text Format (.rtf)

NOTE: When you export a report to a file format other than the report's default format (usually Crystal Report), you may lose some or all of the formatting that appears in the original report. The application attempts to preserve as much of the formatting as the export format allows.

The export feature also provides the ability to specify which pages to export. You can choose to export all pages or a range of pages. Please note that the only two formats that don't have the option to export a range of pages are Crystal Report and Microsoft Excel 97-2000 (Data Only).

Technical support will be provided for the most commonly used formats: Acrobat PDF and MS Excel spreadsheet. MS Excel-Data Only is a new format type available in this version. The MS Word and Rich Text Format types are available for your use, but limited support will be available for them.

NOTE: For better performance, we recommend exporting reports longer than 50 pages to a PDF file and printing it from Adobe Reader.

The difference between the MS Excel 97-2000 and MS Excel-Data only formats are as follows:

MS Excel attempts to preserve the look and feel of the original report. It will export the report with page headers and the report body. However, some data fields may span two or more columns.

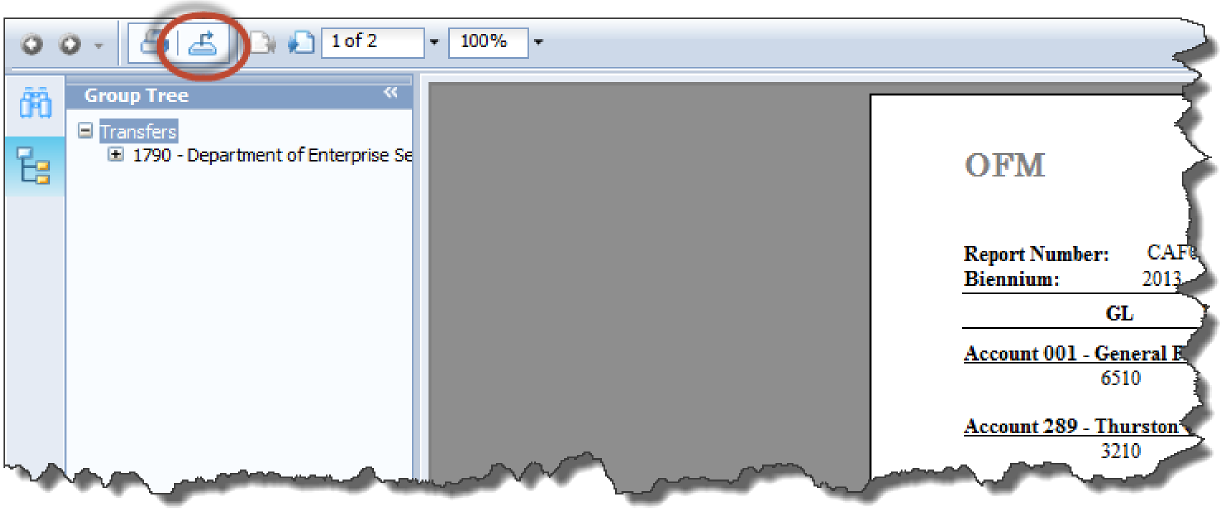
An improvement in this version for MS Excel is group headers on the second and subsequent pages will now display.

The Excel-Data Only format exports the report body, including group headers, detail lines, and group footers. This facilitates the ability to manipulate report data after exporting.

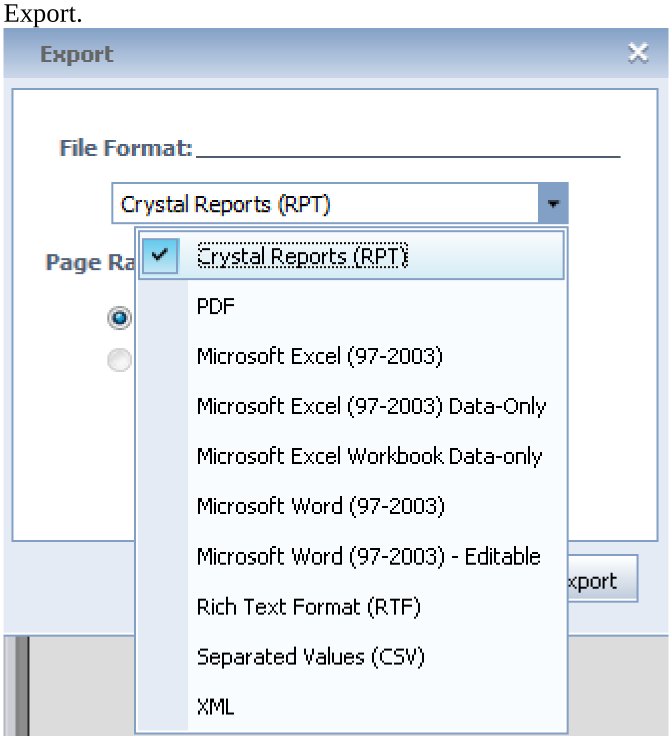
When exporting reports in the Allotment Expenditure categories, uses the MS Excel format to retain good format integrity. For reports in the Expenditure Activity categories, use the MS Excel format to retain the original report format with page headers and footers intact. Use the MS Excel-Data Only format if you need to manipulate the data after exporting.

To export a report, complete the following steps:

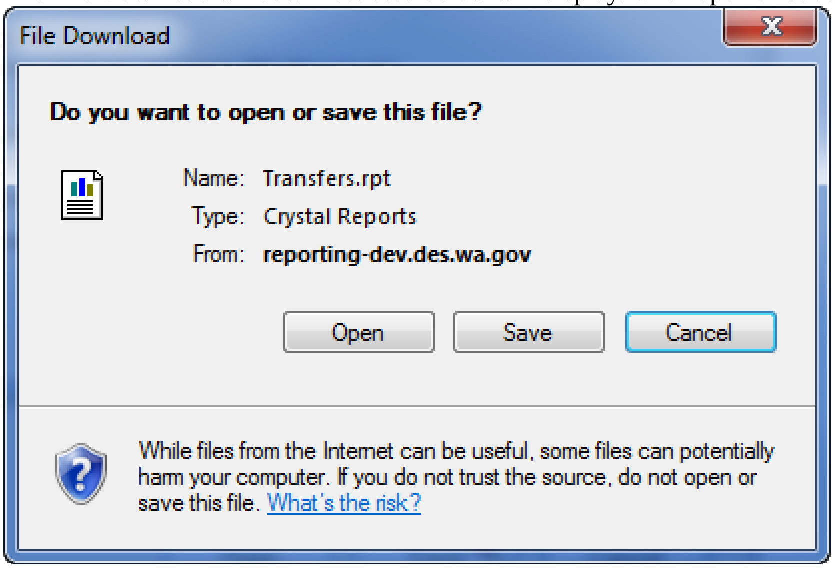
Bring up a report in the viewer and click on the Export icon in the upper left corner of the viewer toolbar.



The Export Report dialog will display. Select the appropriate format type and page range. Then click on Export.



The File Download window illustrated below will display. Click open or Save.



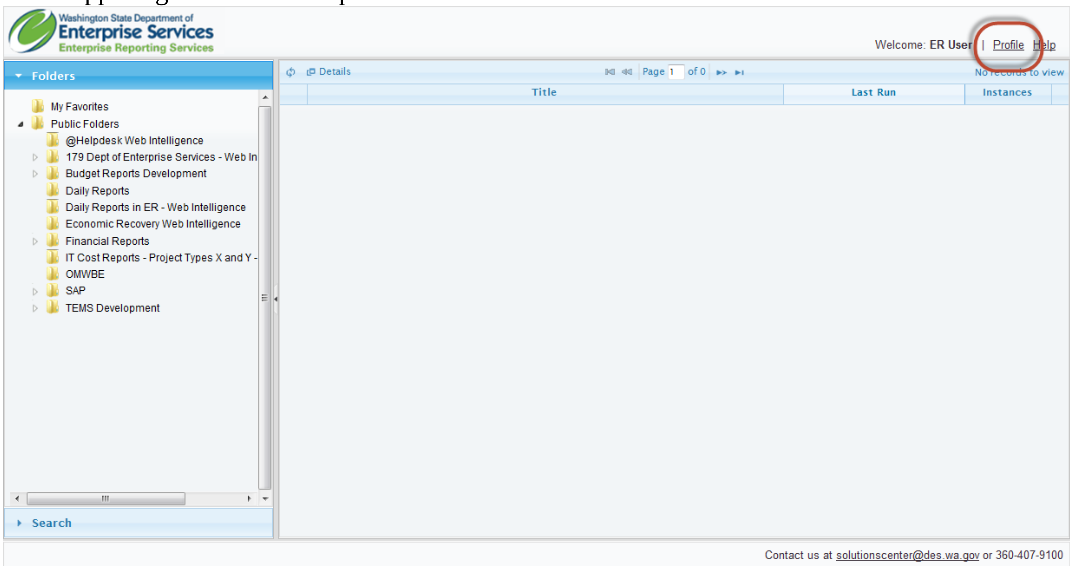
After the file has been successfully downloaded, the window illustrated below will display. You may choose Open to open the file immediately, or select Close and open the file in the appropriate application.

Logging Off

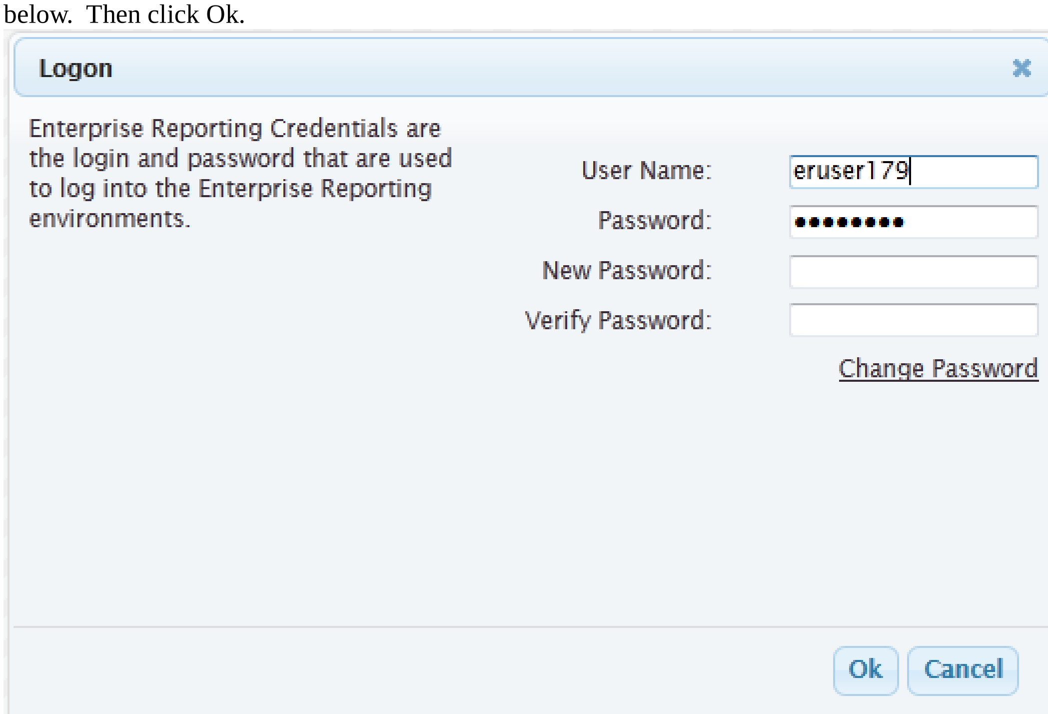
To log off, simply close your browser.

Appendix A - Change Password

In the upper right corner of the portal click **Profile**.



Enter your new password in the New Password and Verify Password boxes, following the password criteria below. Then click Ok.



Note: The new password criteria are as follows:

- **Password must be at least eight characters long.**
- **Password must contain at least two of the following character classes: upper case letters, lower case letters, numerals, and special characters. It cannot contain your logon ID.**
- **Password must be changed every 120 days.**

Appendix B – Recurrence Options

When scheduling recurring reports the following options are available.

Once - This option requires a start and end time parameter. The object runs once at the time that you specify. If you schedule the object with events, the object will run once if the event is triggered between the start and end times.

Hourly - This option requires information in hours and/or minutes for how frequently the object is run. Instances are created regularly to match the parameters that you enter. The first instance is created at the start time that you specify, and the object will cease to run on its hourly schedule at the end time that you specify.

Daily - This option requires a start and end time parameter. The object runs once every N days at the time that you specify. It will not be run after the end time that you specify.

Weekly - This option requires a start and end time parameter. Each week, the object runs on the selected days at the time that you specify. It will not be run after the end time that you specify.

Monthly - This option requires a start date and time, along with a recurrence interval in months. The object runs on the specified date and time every N months. It will not be run after the end time that you specify.

Nth Day of Month - This option requires a day of the month on which the object is run. Instances are created regularly each month on the day that you enter at the start time that you specify. The object will not be run after the end time that you specify.

1st Monday of Month - This option requires a start and end time parameter. An instance is created on the first Monday of each month at the time that you specify. The object will not be run after the end time that you specify.

Last Day of Month - This option requires a start and end time parameter. An instance is created on the last day of each month at the time that you specify. The object will not be run after the end time that you specify.

X Day of Nth Week of the Month - This option requires a start and end time parameter. An instance is created monthly on a day of a week that you specify. The object will not be run after the end time that you specify.

Calendar - This option allows you to select a calendar of dates. (Calendars are customized lists of schedule dates that are created by the Bi platform administrator.) An instance is created on each day that is indicated in the calendar, beginning at the start time that you specify and continuing until the end time that you specify.

Available Calendar Options:

- AFRS Fiscal Month Closing
- AFRS Fiscal Month Closing-One Day Before
- AFRS Fiscal Month Closing-Two Days After
- AFRS Fiscal Month Closing-Two Days Before
- CAFR Closing
- Fifth Business Day of the Month
- First Paydate minus two days
- Third Business Day of the Month