



SERVICENOW DATA MINE REPORTING

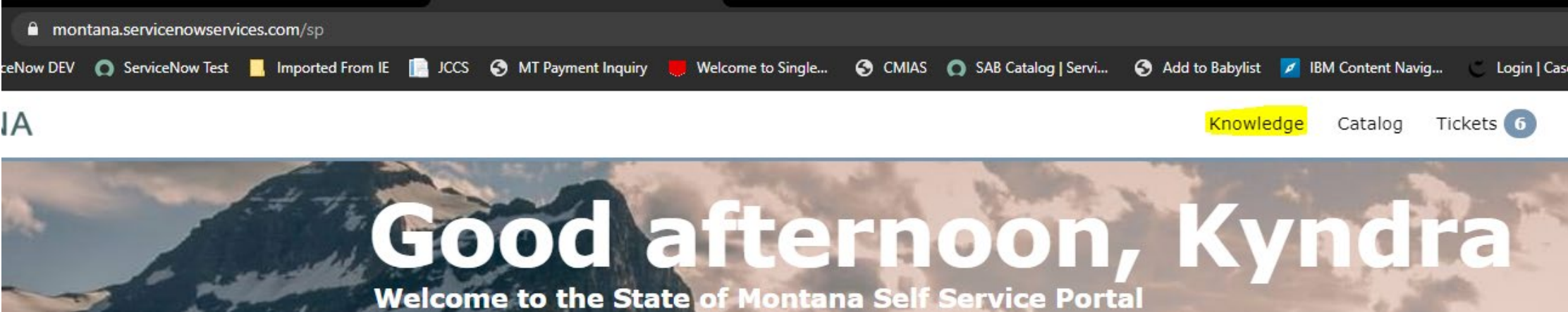
KYNDRA COZZIE

APRIL 2021

SERVICENOW POLICIES



SERVICENOW POLICIES



<https://servicedesk.mt.gov/>

SERVICENOW POLICIES

MOM - Montana Operations Manual

State of Montana Policies - Viewable by any state employee or user with a ServiceNow Login



SERVICENOW POLICIES

Knowledge Catalog Tickets **6** Agency Open Tickets GRC ▾

SAB


- SABHRS Interface Procedures-Outbound Instructions
- SAB - Cash Accounts and Deposits (325)
- SAB - Payments, Suppliers, and Related IRS Reporting (330)
- SAB - Interfund Activities (345)
- SAB - Fiscal Year-end Procedures (375)
- SAB - Comprehensive Annual Financial Report (371)
- SAB - Capital Assets (335)
- SAB - Non-Treasury Cash Accounts (326)
- SAB - Long Term Liabilities (340)
- SABHRS Interface Procedures-Web Service Interface Instructions
- SAB - Internal Controls (399)
- SAB - Balance Sheet Accounts (310)
- SAB - Governmental Accounting Overview (302)
- SAB - Cash Management Improvement Act (381)
- SAB - Fund Equity (311)
- SAB - Risk Financing and Related Insurance Issues (365)



SERVICENOW POLICIES

SAB

Knowledge Bases results for "SAB"

- [SAB HRS Interface Procedures-Outbound Instructions](#)
[SABHRS_FINANCIAL_OUTBOUND_FILES.pdf](#) 
Summary of : SAB HRS FINANCIAL OUTBOUND FILES,pdf SAB HRS FINANCIAL OUTBOUND FILES
Updated May 20, 2017 1 SAB HRS Financials Outbound Files Accounts Payable
Warrant Status - Returns information on Payments made through SAB HRS
Financials. For a record layout see the OUT-Warrant Status File document on the MINE page.
Gener
Article: KB0014250 · Published: 28d ago
- [SAB - Cash Accounts and Deposits \(325\)](#)
Accounting Bureau (SAB) and agency related responsibilities, other banking functions, as well
Controls VI. Agency Deposits VII. SAB HRS AR Deposit Procedures VIII. SAB Responsibilities dire
Article: KB0014432 · Published: 14d ago
- [SAB - Payments, Suppliers, and Related IRS Reporting \(330\)](#)
XVII. 1042 IRS Reporting IV. Policy Overview The Statewide Accounting Bureau (SAB) serves as the
AP. Responsibilities of SAB include overseeing the issuance and reconciliation of payments, IRS
reporti
Article: KB0014433 · Published: 14d ago
- [SAB - Interfund Activities \(345\)](#)
Statewide Accounting Bureau (SAB) by completing and submitting a ServiceNow, Other Accounting
Request, Form 120 - Inter-entity Loan Establishment request found in the Accounting Request
section of the



SERVICENOW POLICIES

Knowledge Catalog Tickets **6** Agency Open Tickets GRC ▾

Deposit Sequence

- SAB - Cash Accounts and Deposits (325)
- SABHRS Training-AR Deposits Manual
- SABHRS AR-Deposits Manual
 - Deposit Slip Order
- SABHRS Interface Record Definitions-(IN) Deposit Payment Load
- SABHRS AR-Enter an Express Deposit
- SABHRS AR-Single SpeedChart/Multiple Speedcharts
- SABHRS Interface Record Definitions- (IN) Billing Invoice Load
- SABHRS AR-Entering Regular Deposits for Direct Journal Payments
- SABHRS Reporting-Financial Reports Listing
- SABHRS AR-Inquiring on Direct Journal Deposits
- SABHRS AR-Applying Payments
- SABHRS Interface Record Definitions-(IN) Accounts Payable Load

SERVICENOW POLICIES

KB0014432

SAB - Cash Accounts and Deposits (325)

Author: Kyndra Cozzie • 13d ago • 7 Views • ★★★★★

Category: Accounting
Effective Date: 07-01-2007
Last Revised: 04-08-2021
Issuing Authority: State Financial Services Division

I. Purpose
This policy provides guidance on depositing monies, Statewide Accounting Bureau (SAB) and agency related responsibilities, other banking functions, as well as applicable internal controls.

II. Scope
This policy applies to all state agencies and component units, excluding community colleges.

III. Policy Outline

- IV. General Requirements
- V. Internal Controls
- VI. Agency Deposits
- VII. SABHRS AR Deposit Procedures



SERVICENOW POLICIES

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Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	
Get image descriptions from Google	▶
View page source	Ctrl+U
Inspect	Ctrl+Shift+I

SERVICENOW POLICIES

4/21/2021

MOM - Montana Operations Manual - SAB - Cash Accounts and Deposits (325)

KB0014432



SAB - Cash Accounts and Deposits (325)

Authored by Kyndra Cozzie

13d ago • 7 Views • ★★★★★

Category: Accounting

Effective Date: 07-01-2007

Last Revised: 04-08-2021

Issuing Authority: State Financial Services Division

Print

28 sheets of paper

Destination

Adobe PDF

Pages

All

Layout

Portrait

Color

Color

More settings



SERVICENOW INCIDENTS/REQUESTS



SERVICENOW INCIDENTS

The screenshot shows the top navigation bar with 'Knowledge', 'Catalog', 'Tickets 6', and 'Ager'. The main header reads 'Good afternoon, Kyndra' and 'Welcome to the State of Montana Self Service Portal'. A search bar contains the text 'How can we help you?'. Below this, there are two main sections: 'State Information Technology Services' and 'State Financial Services'. Each section contains two buttons: one for making a request and one for submitting an incident. The 'Submit an Incident' buttons are highlighted with a black arrow pointing to them from the right.

Knowledge Catalog Tickets 6 Ager

Good afternoon, Kyndra

Welcome to the State of Montana Self Service Portal

How can we help you?

State Information Technology Services

- Make a Service Request**
Browse the catalog for services and items you need from ITSD
- Submit an Incident**
Something is broken or not working. Submit an incident to ITSD

State Financial Services

- Accounting Requests**
Accounting forms and questions related to SABHRS Financials, GASB, and MOM Policies
- Accounting Issues**
Submit an incident to Statewide Accounting for something not working with SABHRS Financials
- Procurement and eMACS Requests**
Procurement and eMACS Support, forms, requests, questions, and MOM Policies
- Procurement and eMACS Issues**
Submit an incident to State Procurement for eMACS and other procurement issues



SERVICENOW INCIDENTS

Something Broken – SAB

Submit an Incident to the Statewide Accounting Help Desk

* Submitter:
Kyndra Cozzie

Affected User:
Kyndra Cozzie

Preferred Callback Number:
(406) 444-2624

Watch List (CCed):
Cody Pearce

Additional Email Watch List (comma separated)
Joe@example.com, Sam@example.com

What is the potential user impact?
Individual

* Short description:
SABHRS is down

* Issue Category:
Systemwide Issue

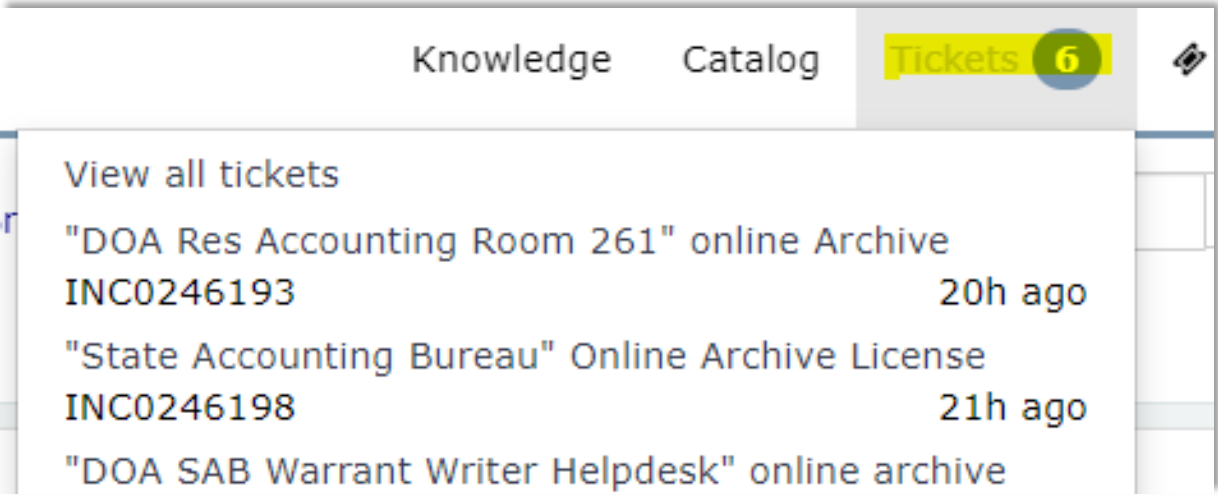
* Please describe your issue below:
SABHRS is down

Search Results ^

- SABHRS AM-Asset Management Manual**
SABHRS Documentation | Asset Management
...
Author: • 5 views • ☆☆☆☆
- SABHRS Training- AM Manual**
SABHRS Documentation | Training Manuals
...
Author: Colter Schilling • 1 view • ☆☆☆☆
- SABHRS Query Development-PeopleBooks-PeopleSoft Query Manual**
SABHRS Documentation | Query Development
...
Author: Colter Schilling • 3 views • ☆☆☆☆
- SABHRS Change Request** [Order](#)
SABHRS Change Request
- SABHRS Training-Billing and AR Manual**



SERVICENOW INCIDENTS



The screenshot shows a navigation menu with three options: 'Knowledge', 'Catalog', and 'Tickets'. The 'Tickets' option is highlighted in yellow and has a blue circle with the number '6' next to it. Below the menu, a dropdown list is visible with the following items:

- View all tickets
- "DOA Res Accounting Room 261" online Archive
INC0246193 20h ago
- "State Accounting Bureau" Online Archive License
INC0246198 21h ago
- "DOA SAB Warrant Writer Helpdesk" online archive



SERVICENOW INCIDENTS

[Home](#) > [My Requests](#)


My Incidents

- ["DOA Res Accounting Room 261" online Archive](#)
INC0246193 • 21h ago
- ["State Accounting Bureau" Online Archive License](#)
INC0246198 • 21h ago
- ["DOA SAB Warrant Writer Helpdesk" online archive](#)
INC0246195 • 21h ago
- ["DOA Warrant System" - Online Archive needs disabled](#)
INC0246140 • 21h ago

[View](#)



SERVICENOW INCIDENTS

Visio 

Type your message here... Send

Gary Brewer
🕒 a day ago
Awaiting quote from vendor. GB

Gary Brewer
🕒 3d ago
Billing code is EXE-DOA-DOA_03-WARRANT, per Virginia Tynan. GB

Kyndra Cozzie
🕒 3d ago
reply from: KCozzie@mt.gov KC

Actions

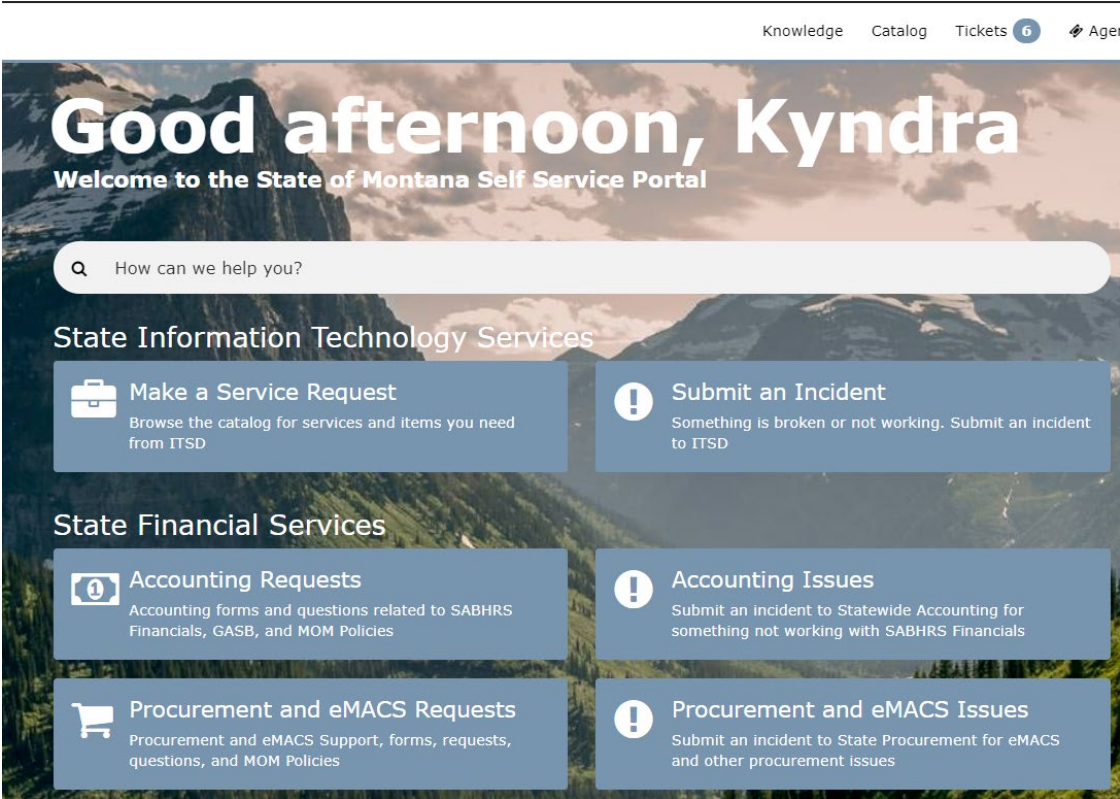
Cancel

Agent working on this Incident:
Gary Brewer

Number	INC0245351
State	On Hold
Priority	4 - Low
Created	3d ago
Updated	a day ago

Set up Google Maps API

SERVICENOW REQUESTS



The screenshot shows the user interface of the State of Montana Self Service Portal. At the top right, there are navigation links for 'Knowledge', 'Catalog', 'Tickets' (with a '6' badge), and 'Ager'. The main header area features a large background image of a mountain range and the text 'Good afternoon, Kyndra' followed by 'Welcome to the State of Montana Self Service Portal'. Below this is a search bar with the placeholder text 'How can we help you?'. The page is organized into two main sections: 'State Information Technology Services' and 'State Financial Services'. Under 'State Information Technology Services', there are two options: 'Make a Service Request' (with a briefcase icon) and 'Submit an Incident' (with an exclamation mark icon). Under 'State Financial Services', there are two options: 'Accounting Requests' (with an exclamation mark icon) and 'Procurement and eMACS Requests' (with a shopping cart icon). Each option includes a brief description of the service or issue.



SERVICENOW REQUESTS

Home > All Catalogs > SAB Service Catalog

Catalogs

SAB Service Catalog ▾

Categories

- Other Accounting Req... **13**
- Payment Related Req... **15**
- Something is Broken **1**
- Treasury Related Req... **13**

Popular Items



1099 Correction/Duplic...
Form 222

View Details

ACH Transfer Notification
Form 301

View Details

EFT Payment Release
EFT Payment Release

View Details

028 Deposit Ticket
028 Deposit Ticket

View Details

Domestic Wire Transfer
Form 303

View Details

US Bank Book Transfer
Form 302

View Details

SERVICENOW REQUESTS

1099 Correction/Duplicate

Duplicate/copy

* Supplier's mailing address:
999|

Name correction

TIN correction

Supplier ID correction

Business unit correction

Amount correction

Withholding box correction

Form type correction

Description of Change

Enter any information you would like us to know

Enter any recipients that should also receive updates on this request

Submit

Add attachments



SERVICENOW REQUESTS

Requested Item RITM0060720 Approval



SFSD Services <SFSDServices@service.mt.gov>
To Cozzie, Kyndra

Foreign Payment Release submitted by: Marty Samuelson

[Click here to approve RITM0060720](#)

[Click here to reject RITM0060720](#)

Summary of Requested item:

RITM0060720: 1 X Foreign Payment Release

Options:

Select your Agency: = Department of Administration - 61010

AP business unit: = 6101G

Voucher ID: = 00007861

Supplier ID: = 0000166612

Check this box to confirm that the invoice for this payment (and W-8 if necessary) is attached. = true

Unlock Entry = true

Ref:MSG3602509_sBUDNFYhkISWfoqjLPBI




SERVICENOW REQUESTS

Send To servicedesk@service.mt.gov
Cc
Subject Re:RITM0060668 - approve

Ref:MSG3599602_fVnfVOzfwbWXSmwGSnkV

An approval reply has failed to be processed by our system

 SITSD Service Desk <servicedesk@service.mt.gov>
To Cozzie, Kyndra

The approval for "Requested Item: RITM0054115" is not required. No action has been taken on this approval.

SERVICENOW REQUESTS

Your request REQ0060099 has been completed



SFSD Services <SFSDServices@service.mt.gov>
To Robinson, Megan; Cozzie, Kyndra

Number: REQ0060099

Opened: 04-21-2021 09:48:22 AM MDT

Summary of Requested items:

RITM0060680: 1 X Other Accounting/SABHRS Questions

Options:

Select your Agency: = Department of Revenue - 58010

Please pick a category for your question/request: = SABHRS

Please select the SABHRS module you are inquiring about: = Accounts Payable

Question or request: = DOR has a Tax Refund that failed in SABHRS due to the supplier not being active. I had worked with

Enter any recipients that should also receive updates on this request = Kyndra Cozzie

Processing Notes = Sorry. This person has three different supplier IDs. You should be able to make the payment now.



SERVICENOW REQUESTS

Your request REQ0046226 has been closed as incomplete



SFSD Services <SFSDServices@service.mt.gov>
To Farris, Tammy; West, Sundi; Cozzie, Kyndra

Number: REQ0046226

Opened: 12-09-2020 01:58:13 PM MST

Summary of Requested items:

RITM0046555: 1 X Payroll Replacement Request

Options:

Select your Agency: = Department of Military Affairs - 67010

Original warrant number: = 6048107

Payment amount: = \$1,434.20

Payment issue date: = 11-18-2020

Payee name: = Cheryl Hawley

Payee social security number: = *****

Payee mailing address: = PO Box 344, Hays, MT 59527

Enter any recipients that should also receive updates on this request = Tammy Farris, Sundi West

Processing Notes = above payment reconciled and paid on 12/1/20, BL



SERVICENOW REQUESTS

Requested Item RITM0049323 has been rejected by Kyndra Cozzie



SFSD Services <SFSDServices@service.mt.gov>
To Cozzie, Kyndra

Short Description: SABHRS Change Request Financials for Michael Burke

Click here to view Approval Request: [LINK](#)

Click here to view Requested Item: [LINK](#)

Priority: 4 - Low

Category:

Comments:

The following comments were given by Approver: Kyndra Cozzie about the rejection

Comments:

04-05-2021 04:08:11 PM MDT - Kyndra Cozzie Comments

reply from: KCozzie@mt.gov

Michael,

The Change Request form is to be used for requested modifications to the system. Please submit your request using the C



SERVICENOW REQUESTS

Task SCTASK0064375 has had comments added



SFSD Services <SFSDServices@service.mt.gov>
To Cozzie, Kyndra

Short Description: SAB Other Question Task

Assignment group: SAB Help Desk

Assigned to: Kyndra Cozzie

Click here to view Task: [SCTASK0064375](#)

Additional comments:

04-02-2021 05:06:35 PM MDT - Justin Schedel Additional comments

reply from: jschedel@mt.gov

6501A



SERVICENOW REQUESTS

Knowledge Catalog Tickets **1** Agency


Home > Submitted Request

Requested Items


Form 301
RITM0058854


- ▼ Request Approved (Approved)
- Waiting for Approval (Skipped)
- Fulfillment Waiting for Catalog Task: ACH Transfer Notification Request (In progress)
- Completed (Pending - has not started)

SERVICENOW REQUESTS


Form 301 

Type your message here... Send

 **Kyndra Cozzie**
🕒 19h ago
RITM0058854 Created



Your request has been submitted

Number	RITM0058854
State	Open
Priority	4 - Low
Created	19h ago
Updated	19h ago
Quantity	1
Options	 Options

DATA MINE



DATA MINE – BACKGROUND

- Custom-built reporting application
- Loads Excel pivot tables to summarize data from various ledgers
- Provides an enterprise solution for managers' financial and budgetary data access and analysis needs
- Includes 6 workbooks with a total of 34 pivot table reports



DATA MINE – OVERVIEW

- Special reporting tables are updated nightly at the end of the Financials batch processing
 - During Fiscal Year End, reporting tables can be updated more often as requested
- Data is loaded into one or more data sheets within an Excel workbook
- Reporting pivot tables are created based on the data sheets
- Fields from the data sheet are brought into the Page, Column, Row, or Data area of the pivot table or left on the menu for retrieval by the user



DATA MINE – FEATURES

- Reports across multiple Fiscal Years
- Reports across multiple Business Units
- Customizable reports available to meet individual agency needs
- Identify specific selection criteria, whether basic or complex
- Save criteria selection
- Easy to run – default values on the criteria page make it easy for user to analyze data
- Data is refreshed nightly
- Easy accessibility – link is available on the Mine Landing Page
 - Or within SABHRS navigate to:
 - General Ledger > SABHRS Data Mine > SABHRS Data Mine



DATA MINE – CRITERIA PAGE TIPS

- Lookup buttons are provided to help define valid values
- To get all values, use the % wildcard— not a blank/space
- Blank means blank on the criteria page
 - Do not leave a field blank unless you are specifically looking for blank
- If the More Criteria area is collapsed (not viewable), then any parameters set there will be ignored when pulling in data



DATA MINE – CRITERIA PAGE TIPS

- Insert/Delete criteria IDs to store different report parameters
 - Having one for each different report you run is a quick, effective way to run reports having different parameters
- The From/To Accounting Period/Fiscal Year will default to the current year-to-date Accounting Period and Fiscal Year
 - These search criteria do not get saved
- Select Accounting Period 0 in the From Range when running Accounting Balances to include the carry-forward amount, such as balance sheet accounts (1xxx-4xxx)



DATA MINE – SAVED CRITERIA

- Various criteria that is run regularly can be saved
 - Click on the “create new row” button
 - Select the desired criteria
 - Type in a new name in the criteria ID box
 - Click save
 - For future use, just drop down the Criteria ID list and choose the desired ID

Enter Criteria

SABHRS Data Mine
Main Menu [Data Mine Manual](#) [Downloading to Excel Help](#)

*Criteria ID: WORKBOOK2
WORKBOOK1
WORKBOOK2

Load Excel Workbook

Choose a Workbook

- Revenue/Expenditures
- Approp/Org/Rev Budgets
- Standard Budget
- Account Balances
- Projects
- Project Budgets

Business Unit: 61010 Department of Administration

From Month: 01 (Jul) Fiscal Year: 2020

Thru Month: 08 (Feb) Fiscal Year: 2020

Show Acctg Per Detail:

Range Org: %

Less Criteria

Advanced Criteria

Grouping Criteria

- Level 2 Account (eg 61100)
- Level 1 Account (eg 61000)
- Level 0 Account (eg 60000)
- Fund Type (eg 01, 02)
- Exclude Projects

Range Fund Code: %

Range Account: %

Range Project: %

Program Year: %

Sub-Class: %

OBPP Program: %

Source of Authority: %

Ledger: ACTUALS Actuals Ledger

Save Notify



DATA MINE – BASIC STEPS

- Six workbooks are available
 - Revenue/Expenditure
 - Approp/Org/Rev Budgets
 - Standard Budget
 - Account Balances
 - Projects
 - Project Budgets

Enter Criteria

SABHRS Data Mine
Main Menu

Data Mine Manual Downloading to Excel Help

*Criteria ID:

Load Excel Workbook

Choose a Workbook

- Revenue/Expenditures
- Approp/Org/Rev Budgets
- Standard Budget
- Account Balances
- Projects
- Project Budgets

Less Criteria

Enter Basic Criteria

Business Unit: Department of Administration

From Month: Fiscal Year:

Thru Month: Fiscal Year:

Show Acctg Per Detail:

Range Org:

DATA MINE – WORKBOOKS

Revenue/Expenditures

Reports all expenditures and revenue amounts from a specified ledger

The default is the Actuals and A Accrual ledgers

Approp/Org/Rev Budgets

Reports Appropriation, Org, and Revenue Estimate budgets compared to expenditures from the Actuals and A Accrual ledgers and revenue recognized from the budget ledger

Standard Budgets

Reports Standard Budgets compared to expenditures from the Actuals and A Accrual ledgers



DATA MINE – WORKBOOKS

Account Balances

Reports any ledger account balances from the Actuals and A Accrual ledgers

Projects

Reports expenditures and revenue amounts by project from a specified ledger

The default is the Actuals and A Accrual Ledgers

This workbook is similar to Revenues/Expenditures except that the Project chartfield is in the row area of the pivot table

Project Budgets

Reports Project budgets compared to expenditures from both Actuals and A Accrual ledgers and the budget ledger



DATA MINE – SEARCH CRITERIA

- Basic Criteria
 - Select a General Ledger Business Unit
 - Your default Business Unit will be displayed
 - Enter a Date Range
 - The current Fiscal Year year-to-date range will populate by default
 - Even if the dates are changed and saved, the Date Range will not save with the Criteria ID
 - Check “Show Acctg Per Detail” to retrieve data by month (accounting period)
 - If left unchecked, data will not be viewable by month



DATA MINE – SEARCH CRITERIA

- Enter an Org or Org Range
 - Enter an Org or click on the Range select box to enter a From/To range of Orgs
 - To choose all Orgs, enter % (no range is necessary)
- Use % to select all values
 - Leaving a field blank will search for blank values



DATA MINE – SEARCH CRITERIA

- This example will retrieve data for
 - Revenue/Expenditure
 - Business unit 51170
 - From Month April FY18
 - Thru Month June FY18
 - All Orgs

Choose a Workbook

- Revenue/Expenditures
- Approp/Org/Rev Budgets
- Standard Budget
- Account Balances
- Projects
- Project Budgets

[Less Criteria](#)

Enter Basic Criteria

Business Unit: Historical Society

From Month: Fiscal Year:

Thru Month: Fiscal Year:

Show Acctg Per Detail:

Range Org:

DATA MINE – ADVANCED SEARCH

- To display advanced criteria, click the More Criteria link
- Click on the Less Criteria to hide Advanced Options
- Use % to select all values
- Leaving a field blank will select blank values

Choose a Workbook

- Revenue/Expenditures
- Approp/Org/Rev Budgets
- Standard Budget
- Account Balances
- Projects
- Project Budgets

[More Criteria](#)

Enter Basic Criteria

Business Unit: Historical Society

From Month: Fiscal Year:

Thru Month: Fiscal Year:

Show Acctg Per Detail:

Range Org:

Advanced Criteria

Grouping Criteria

- Level 2 Account (eg 61100)
- Level 1 Account (eg 61000)
- Level 0 Account (eg 60000)
- Fund Type (eg 01, 02)
- Exclude Projects

Range Fund Code:

Range Account:

Range Project:

Program Year:

Sub-Class:

OBPP Program:

Source of Authority:

Ledger: Actuals Ledger

DATA MINE – GROUPING

- Choose Grouping Criteria to reduce the number of rows that will be retrieved into the data sheets
 - Level 2 Account
 - Data is grouped by 2 level account (e.g. 62100) as the lowest level; detail account values will not be retrieved
 - Level 1 Account
 - Data is grouped by 1 level account (e.g. 62000) as the lowest level; detail and 2 level account values will not be retrieved
 - Level 0 Account
 - Data is grouped by an account category (e.g. 60000) as the lowest level; detail 2 level and 1 level account values will not be retrieved



DATA MINE – GROUPING

- Fund Type
 - Data is grouped by Fund Type (e.g. 01, 02); detail fund values will not be retrieved
- Exclude Projects
 - Data is grouped without the Project detail; data will not be available by Project

DATA MINE – ADVANCED SEARCH

- Choose a Fund Code or Fund Code Range
 - Enter a fund or click on the Range select box to enter a From/To range of funds
 - To enter a Fund Type, enter the 1st two characters of the fund with a wildcard (%) (e.g. 02%)
 - To choose all Funds, enter %; no range is necessary
- Choose an Account or Account Range
 - Enter an Account or click on the Range select box to enter a From/To range of Accounts
 - To retrieve a specific category of Accounts, use the wildcard (%)
 - For example, 61% will retrieve all personal services expenditures; no range is necessary
 - To choose all Accounts, enter %; no range is necessary



DATA MINE – ADVANCED SEARCH

- Choose a Project or Project Range
 - Enter a Project or click on the Range select box to enter a From/To range of Projects
 - To retrieve a specific category of Projects; use the wildcard (%)
 - For example, %04 will retrieve all Projects ending in 04; no range is necessary
 - To choose all Projects enter a %; no range is necessary
- Choose a Program Year
 - Enter % to select all
- Choose a Subclass
 - To retrieve a specific category of Subclasses; use the wildcard (%)
 - For example, 590% will retrieve all Subclasses beginning with 590
 - To choose all Projects enter a %



DATA MINE – ADVANCED SEARCH

- Choose an OBPP Program
 - Enter % to select all
- Choose a Source of Authority
 - For example, HB2, HB3, SA Statutory, etc.
- Choose a Ledger
 - This only applies to Revenue/Expenditures, Account Balances, and Project Workbooks
 - Choosing ACTUALS will retrieve data from both ACTUAL and A_ACCRUAL ledgers
 - Other ledgers such as ENTITYWIDE can also be chosen



DATA MINE – ADVANCED SEARCH

- This example will retrieve data for
 - Revenue/Expenditure
 - Business unit 51170
 - From Month April FY18
 - Thru Month June FY18
 - All Orgs
 - Grouping Criteria level 2 Account
 - All Funds in the business unit 51170 starting with 02
 - All Accounts, Projects, Program Years, Sub-Classes, OBPP Programs, Sources of Authority and ledgers

Enter Criteria

SABHRS Data Mine
Main Menu [Data Mine Manual](#) [Downloading to Excel Help](#)

*Criteria ID: + -

Choose a Workbook

- Revenue/Expenditures
- Approp/Org/Rev Budgets
- Standard Budget
- Account Balances
- Projects
- Project Budgets

Enter Basic Criteria

Business Unit: Historical Society

From Month: Fiscal Year:

Thru Month: Fiscal Year:

Show Acctg Per Detail:

Range Org:

[Less Criteria](#)

Advanced Criteria

Grouping Criteria

- Level 2 Account (eg 61100)
- Level 1 Account (eg 61000)
- Level 0 Account (eg 60000)
- Fund Type (eg 01, 02)
- Exclude Projects

Range Fund Code:

Range Account:

Range Project:

Program Year:

Sub-Class:

OBPP Program:

Source of Authority:

Ledger: Actuals Ledger



DATA MINE – LOAD EXCEL WORKBOOK

Click the Load Excel Workbook button

Enter Criteria

SABHRS Data Mine
Main Menu [Data Mine Manual](#) [Downloading to Excel Help](#)

*Criteria ID:

Choose a Workbook

- Revenue/Expenditures
- Approp/Org/Rev Budgets
- Standard Budget
- Account Balances
- Projects
- Project Budgets

Enter Basic Criteria

Business Unit:

From Month: Fiscal Year:

Thru Month: Fiscal Year:

Show Acctg Per Detail:

Range Org:

[Less Criteria](#)

Advanced Criteria

Grouping Criteria

- Level 2 Account (eg 61100)
- Level 1 Account (eg 61000)
- Level 0 Account (eg 60000)
- Fund Type (eg 01, 02)
- Exclude Projects

Range Fund Code:

Range Account:

Range Project:

Program Year:

Sub-Class:

OBPP Program:

Source of Authority:

Ledger: Actuals Ledger



DATA MINE – WORKSHEETS

- Revenue/Expenditures Workbook
 - Expenditures by Org
 - Expenditures by Account
 - Expenditures by Org Account
 - Expenditures by Fund
 - Expenditures by Subclass
 - Revenue by Fund
 - Revenue by Account
 - Revenue by Fund, Account
 - Revenue -- Expenditures by Fund, Org
 - Revenue -- Expenditures by Org, Account



DATA MINE – WORKSHEETS

- Approp/Org/Rev Budgets
 - ORG Budget by OBPP Program, Fund, Subclass
 - Org Budgets by OBPP Program, Fund, Subclass; compared to Actuals/A Accrual Expenditures
 - ORG Bud by OBPP Program, Subclass, Fund
 - Org budget by OBPP Program, Subclass, Fund; compared to Actuals/A Accrual Expenditures
 - ORG Bud by OBPP Program, Source of Authority
 - Org Budgets by OBPP Program, Source of Authority (HB2, HB576, etc.); compared to Actuals/A Accrual expenditures
 - To view details, double click on the non-HB2 group
 - The first time, select the field to see the detail; usually Source of Auth
 - Double click again to summarize



DATA MINE – WORKSHEETS

- Approp/Org/Rev Budgets
 - Org Budgets - No A Accrual
 - Org budgets compared to Actuals expenditures
 - Use this report to view Org Budgets compared to Actuals expenditures only, without A Accruals
 - APPROP Bud by OBPP Program, Subclass, Fund
 - Approp budgets by OBPP Program, Subclass, Fund; compared to Actuals A/Accrual expenditures
 - REV/EST Bud by Org, Fund, Account
 - Revenue Estimate budgets by Org, Fund, Account; compared to recognized amount on the budget ledger



DATA MINE – WORKSHEETS

- Standard Budgets
 - Budget Comparison
 - Compare APPROP, ORG and Standard budget amounts
 - Use this report to determine whether APPROP and ORG budgets match or whether Standard Budgets match ORG budgets
 - Standard Budgets by Org, Account
 - Standard Budgets by Org, Account; compared to Actuals/A Accrual expenditures
 - Standard Budget by Org, Fund Account
 - Standard Budgets by Org, Fund, Account; compared to Actuals/A Accrual expenditures
 - Standard Budgets by Org, Account, Month
 - Standard Budgets by Org, Account, Month; compared to Actuals/A Accrual expenditures



DATA MINE – WORKSHEETS

- Account Balances
 - Account Balances
 - Reports balance of any account
 - Similar to the Trial Balance report
 - To include the beginning balance, choose “From” Period 0 on the criteria page
 - Balance Sheet
 - Reports assets and liabilities and groups equity, revenue, and expenditures together in one report
 - Double click on the Equity+Rev+Exp group to view details
 - Double click again to summarize
 - To include the beginning balance, choose “From” Period 0 on the criteria page



DATA MINE – WORKSHEETS

- Projects
 - Exp by Project
 - Exp by Project, Fund
 - Exp by Project, Account
 - Exp by Project, Org, Fund, Account
 - Exp by Org, Project, Account
 - Rev by Project, Account
 - Rev by Org, Project, Account
 - REV-EXP by Project
 - REV-EXP by Fund, Project



DATA MINE – WORKSHEETS

- Project Budgets
 - Project Budgets compared to Budget Expenditures
 - OPI is the only agency using Project Budgets at this time
 - Project Budgets compared to Actuals Expenditures
 - OPI is the only agency using Project Budgets at this time



DATA MINE – EXCEL TIPS

- Save and/or close any reports that were previously run before running a new report
- When a pivot table is refreshed, related pivot tables will also refresh
- Double click on a dollar amount to drill down for more detail
 - A new sheet appears, displaying the requested detail
 - To delete the detail sheet, click Edit > Delete > or Right-click the sheet tab and select delete
 - Clicking on the X in the upper right-hand corner of the sheet will close the entire workbook and the report will need to be re-run
- Data sheets available at the end of each workbook contains the detail data for the pivot tables
 - Users can access these to do advanced Excel functions such as Autofilter, Subtotals, etc.



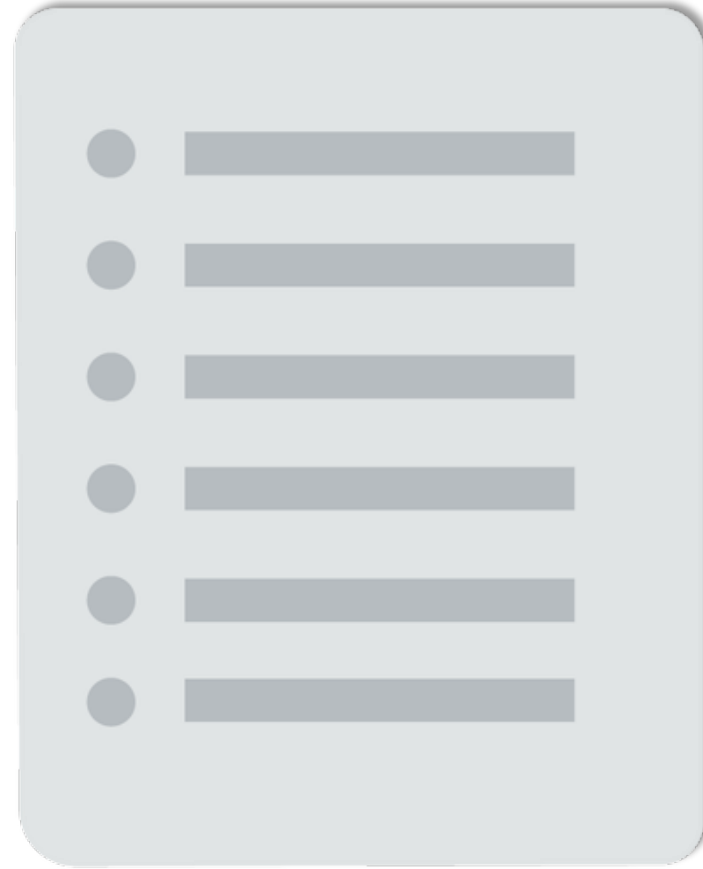
DATA MINE – DOCUMENTATION

- Within the Data Mine application
 - Click the link Data Mine Manual
 - This links to the Data Mine Manual
 - Click the link Downloading to Excel Help
 - This links to the Downloading Excel Help document
 - Additional resources can be found on the [SABHRS documentation page](#) in ServiceNow

The screenshot displays the 'SABHRS Data Mine Main Menu' interface. At the top, there are two yellow buttons: 'Data Mine Manual' and 'Downloading to Excel Help'. Below this, a search bar shows '*Criteria ID: WORKBOOK2' with a dropdown arrow and a 'Load Excel Workbook' button. To the right of the search bar are '+' and '-' icons. Underneath, there are two main sections: 'Choose a Workbook' and 'Enter Basic Criteria'. The 'Choose a Workbook' section has a list of radio buttons: 'Revenue/Expenditures' (selected), 'Approp/Org/Rev Budgets', 'Standard Budget', 'Account Balances', 'Projects', and 'Project Budgets'. The 'Enter Basic Criteria' section contains several input fields: 'Business Unit: 51170' with a search icon and 'Historical Society' text; 'From Month: 10 (Apr)' and 'Fiscal Year: 2018'; 'Thru Month: 12 (Jun)' and 'Fiscal Year: 2018'; and 'Show Acctg Per Detail:' with a checkbox and a 'Range' label. Below these is an 'Org:' field with a '%' symbol and a search icon. At the bottom left of the form area, there is a 'Less Criteria' link.



REPORTING



REPORTING – OVERVIEW

- Reports can be scheduled (specific times in drop down)
 - This is encouraged to avoid heavy use during core hours
- Reports can be scheduled with recurrence
 - This is to run the report automatically daily, weekly or monthly
- Reports can be distributed; even after the report has been run successfully
- Reports can be scheduled to be distributed through email
- Reports are available in the report repositories for five calendar days



REPORTING – OVERVIEW

- Steps to run standard reports
 - Select the report to run and create (or select) a Run Control ID
 - Enter parameters of the desired data (e.g., Chartfields, dates, etc.)
 - Run the report
 - Check the status of the report
 - View, print or save the reports results



REPORTING – STATUS

- Report cannot be viewed until run status displays Success and distribution status displays Posted, depending upon how the status is checked
- Run Status and reports can be checked both through the Process Monitor and the Report Manager
 - Navigate from Main Menu
 - People Tools > Process Scheduler > Process Monitor
 - Reporting Tools > Report Manager
- Through Report Manager one can check the progress of the report request, view report content, and manage the history of all reports that were run for the previous five days (calendar days, not working days), including the reports that were run by someone else on another user's behalf



REPORTING – STATUS

- The Process Monitor allows one to view the progress of the report request (even those that did not complete) and to view the completed report
 - Process Monitor will not list reports run by someone else on a user's behalf
- Check the report status
- Alternatively, status can be checked in Report Manager

Process Monitor

- Click the Process Monitor link.
- Click the Refresh button to update the status. (When completed, the Run Status will read "Success").
- Click the [Go back to...](#) link to return to the Run Control page.

Report Manager

- Click the Report Manager link.
- Click the Administration tab.
- Click the Refresh button to update the status. (When completed, the Status will read "Posted").
- Click the List tab, then the [Go back to...](#) link to return to the Run Control page.



REPORTING – PROCESS MONITOR

- Click on the Process Monitor link to see the status and to retrieve the report
- Or navigate from Main Menu
 - PeopleTools > Process Scheduler > Process Monitor

The screenshot displays the 'Process Monitor' interface. At the top, there is a tab labeled 'Trial Balance-Fund'. Below this, the 'Run Control ID' is set to 'BANK_LOAD' and the 'Language' is set to 'English'. To the right, there is a 'Report Manager' section with 'Process Monitor' highlighted and a 'Run' button. Underneath, the 'Report Request Parameters' section includes fields for 'Unit', 'Ledger' (set to 'ACTUALS'), 'Fund Code', 'Fiscal Year', 'To Period', and 'Currency Code' (set to 'USD'). At the bottom, there is a row of navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



REPORTING – PROCESSING

- The processing goes through multiple stages
- Click the refresh button until the Run Status is Success
- Queued/Initiated
 - This places the report in line for processing
- Processing
 - This is the actual processing of the report
- Success
 - The report has run successfully

The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section includes fields for User ID (CM0612), Type, Last, 4 Days, and a Refresh button. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8855140		SQR Report	MTGL7008	CM0612	02/16/2020 3:43:23PM MST	Queued	N/A	Details

The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section includes fields for User ID (CM0612), Type, Last, 4 Days, and a Refresh button. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8855140		SQR Report	MTGL7008	CM0612	02/16/2020 3:43:23PM MST	Success	Posted	Details

Click on the Details link to view the report.

REPORTING – PROCESSING

- Report Manager
 - Administration tab
 - Statuses of the report is the same Process Monitor
 - Details links available one report shows Posted status

The screenshot displays the 'Report Manager' interface. At the top, there are navigation tabs: 'Administration' (selected), 'List', 'Explorer', and 'Archives'. Below the tabs, there is a search bar with 'All' and 'Search' options. The main content area is titled 'View Reports For' and includes several filters: 'User ID' (CM0612), 'Type' (dropdown), 'Last' (dropdown), '1' (input), 'Days' (dropdown), and a 'Refresh' button. Below these filters are 'Status' (dropdown), 'Folder' (dropdown), and 'Instance' (input) fields. The 'Report List' section contains a table with 8 columns: 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table lists three report instances, with the first one having a 'Posted' status highlighted in yellow. At the bottom, there are 'Select All' and 'Deselect All' buttons.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7899985	8855140	Trial Balance - Fund	02/16/2020 3:43:26PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7899959	8855113	FSX0010 - FSX0010.pdf	02/16/2020 1:00:45PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7899954	8855110	FSX0010 - FSX0010.pdf	02/16/2020 12:59:40PM	Acrobat (*.pdf)	Posted	Details



REPORTING – PROCESSING

- Historical data up to seven business days can be retrieved in Process monitor
 - Select how many days of data to display
 - Select refresh
 - Find reporting instance to open
- Sort columns by clicking on the header

The screenshot displays the 'Process List' interface. At the top, there are two tabs: 'Process List' (active) and 'Server List'. Below the tabs, the 'View Process Request For' section contains several filters: 'User ID' (CM0612), 'Type' (dropdown), 'Last' (dropdown), 'Days' (7, highlighted in yellow), and 'Run Status' (dropdown). There are also search fields for 'Server', 'Name', 'Instance From', and 'Instance To', along with a 'Refresh' button and a 'Save On Refresh' checkbox. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains four rows of data.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8855140		SQR Report	MTGL7008	CM0612	02/16/2020 3:43:23PM MST	Success	Posted	Details
<input type="checkbox"/>	8855113		BI Publisher	FSX0010	CM0612	02/16/2020 1:00:31PM MST	Success	Posted	Details
<input type="checkbox"/>	8855110		BI Publisher	FSX0010	CM0612	02/16/2020 12:59:24PM MST	Success	Posted	Details
<input type="checkbox"/>	8842129		SQR Process	MTGL4091	CM0612	02/10/2020 12:06:16PM MST	Success	Posted	Details



REPORTING – STATUS

- If the report displays a status of Error, click the Message Log or View Log/Trace link to determine the cause of the error
- Once error is determined, correct Run Control parameters; re-run in order to view the requested data
 - The status of Error indicates the report did not complete
- Other potential results

Status	Description
Queued	Report is scheduled, or about to commence
Initiated	System has begun to process report request
Processing	Currently in progress
Scheduled or Queued	Report will run at a future date/time
Posting	Repositories are being updated with report information
No Success or Error	Process failed
Posted or Success	Process completed successfully



REPORTING – PROCESS DETAIL

Click on the View Log/Trace link

Process Detail

Process

Instance	8855140	Type	SQR Report
Name	MTGL7008	Description	Trial Balance - Fund
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	BANK_LOAD
Location	Server
Server	PSNT1
Recurrence	

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	02/16/2020 3:43:26PM MST
Run Anytime After	02/16/2020 3:43:23PM MST
Began Process At	02/16/2020 3:43:35PM MST
Ended Process At	02/16/2020 3:43:38PM MST

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)



REPORTING – PROCESS DETAIL

- Click on the .PDF link to open the report
- PDF can be saved or printed

View Log/Trace

Report

Report ID	7899985	Process Instance	8855140	Message Log
Name	MTGL7008	Process Type	SQR Report	
Run Status	Success			

Trial Balance - Fund

Distribution Details

Distribution Node	NT_DIST	Expiration Date	02/23/2020
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File List

Name	File Size (bytes)	Datetime Created
MTGL7008_8855140.PDF	7,675	02/16/2020 3:43:38.250067PM MST
MTGL7008_8855140.out	508	02/16/2020 3:43:38.250067PM MST
SQR_MTGL7008_8855140.log	1,779	02/16/2020 3:43:38.250067PM MST

Distribute To

REPORTING – REPORT ACCESS

- Three ways to access a report in order to view and print the report
 - Process Monitor
 - Reports Manager
 - My Reports Pagelet



REPORTING – REPORT MANAGER

- Only the reports which **completed successfully** will be listed in Report Manager
- Lists each report request and the time the request was run
- Includes those reports the user has run in addition to the reports run on the user's behalf by someone else
- To view what time recurring reports are scheduled to run, or to view report that did not run successfully, the Process Monitor must be used



REPORTING – REPORT MANAGER

- Report Manager can be accessed several ways
 - Click the Report Manager link of the Report List pagelet (demonstrated later)
 - Navigate through the Main Menu
 - Reporting Tools > Report Manager
 - Click the Report Manager link on the Run Control page of any report

The screenshot shows the 'Trial Balance-Fund' report configuration page. At the top, there is a tab labeled 'Trial Balance-Fund'. Below it, the 'Run Control ID' is set to 'BANK_LOAD' and the 'Language' is set to 'English'. To the right, there are two buttons: 'Report Manager' (highlighted in yellow) and 'Process Monitor', followed by a 'Run' button. Under the heading 'Report Request Parameters', there are several input fields: 'Unit' (61010), 'Ledger' (ACTUALS), 'Fund Code' (01100), 'Fiscal Year' (2020), 'To Period' (12), and 'Currency Code' (USD). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



REPORTING – REPORT MANAGER

- The List tab shows the name of the report, when the report was successfully completed, and the process instance number of the report
- The Administration tab details which reports have run (or been run by someone else) in the last five days, the process instance number for each report, when the report was requested, and the report format and status

The screenshot displays the 'Administration' tab of the Report Manager. At the top, there are navigation tabs: 'Administration' (highlighted), 'List', 'Explorer', and 'Archives'. Below these is the 'View Reports For' section, which includes a 'User ID' field with the value 'CM0612', a 'Type' dropdown menu, a 'Last' dropdown menu, a numeric field with the value '1', a 'Days' dropdown menu, and a 'Refresh' button. There are also fields for 'Status', 'Folder', and 'Instance' with a 'to' field. Below this is the 'Report List' section, which features a search icon, a '1-3 of 3' dropdown, and a 'View All' link. The report list is a table with the following data:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7899985	8855140	Trial Balance - Fund	02/16/2020 3:43:26PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7899959	8855113	FSX0010 - FSX0010.pdf	02/16/2020 1:00:45PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7899954	8855110	FSX0010 - FSX0010.pdf	02/16/2020 12:59:40PM	Acrobat (*.pdf)	Posted	Details

Below the table are 'Select All' and 'Deselect All' options, a 'Delete' button, and a message: 'Click the delete button to delete the selected report(s)'. There is also a link 'Go back to Trial Balance - Fund' and a 'Save' button.



REPORTING – REPORT MANAGER

- On List Tab
 - The report can be viewed by clicking the report name link
 - Click report Detail
- On Administration tab
 - The report can be viewed by clicking the link in the Description column or the Details link
 - These links will only appear after the report has run successfully
 - The Report Detail page displays the name of the report and the associated output and message log links
 - Clicking the name of the report displays the report in a new window
 - Print the report by clicking the Print button in the browser bar
 - If the report is in PDF format the print icon in the Adobe Acrobat toolbar must be used



REPORTING – OUTPUT OPTIONS

- Output type tells the system where to allow the report to be viewed
- Select one of the three options available from the Type dropdown list
- Three Types
 - Email
 - The report will be distributed in an email (be careful if running a large report so that the file size does not exceed email limitations)
 - Web
 - Web is the recommended output type
 - The report is sent to both the Process Monitor and the Report Manager
 - Window
 - A new window will open, displaying the report
 - The report can still be accessed through the Process Monitor and Report Manager



REPORTING – FORMAT TYPE

- Select an output option from the Format dropdown list
- Format determines the output of the report
- Formatting options available for each report are based on the process type
 - Format options
 - CSV (Comma Separated Variable) – View in Excel, (no formatting included)
 - LP (Line Printer) – View as a text file in Textpad or Notepad (no formatting included)
 - PDF (Portable Document Format) – View in Adobe Acrobat; document is read only



REPORTING – DISTRIBUTION

- To send a report to another user(s)
- Click the Distribution link to display the Distribution Detail page

Process Scheduler Request

User ID CM0612 Run Control ID BANK_LOAD

Server Name PSNT1 Run Date 02/17/2020

Recurrence Recurrence Run Time 9:06:55AM [Reset to Current Date/Time](#)

Time Zone Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	7 Day Negative Cash Reporting	MTGL0401	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)



REPORTING – DISTRIBUTION

- The recipients of the report are listed below the Distribute To section
- By default, the sender's ID is listed first
- Click the Add a row icon to insert additional rows, one row for each user

Distribution Detail

Process Name: MTGL0401
Process Type: SQR Report
Folder Name: GENERAL (General)
Retention Days: 7

Email Only

Email Subject: _____
Email With Log: Email Web Report:

Message Text: _____

Email Address List: _____

Distribute To

ID Type	Distribution ID		
User	CM0612	Q	+ -
User	CMA019	Q	+ -

OK Cancel



REPORTING – SCHEDULING

- Reports can be scheduled to run at a future date, multiple times, or at the same time on a regular basis
- To set a schedule for the report to run, navigate to the report and enter a run control and the desired report parameters, click the Run button
- The default setting for recurrence is none, as many reports will run infrequently or on an as-needed basis
- On the Process Scheduler Request Page, select one of the pre-defined recurrences available from the recurrence dropdown list and click the OK button
- Scheduling is recommended for large amounts of data



REPORTING – SCHEDULING

- Navigate from Main Menu
 - PeopleTools > Process Scheduler > Process Monitor
- Select the recurrence of the report
- A scheduled report can be distributed to others
- Click the Distributions link to allow other users to access the report

Process Scheduler Request

User ID: CM0612 Run Control ID: BANK_LOAD

Server Name: PSNT1 Run Date: 02/17/2020

Recurrence: [Dropdown] Run Time: 9:06:55AM [Reset to Current Date/Time](#)

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	7 Day Negative	SL0401	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)



REPORTING – SCHEDULING

- The status of scheduled reports can be checked through Process Monitor
- Scheduled reports will appear with a status of Queued until the report has completed
- The Process Monitor shows when the report is scheduled to run, or when it is running

Process List
Server List

View Process Request For

User ID

Server

Run Status

Type

Name

Distribution Status

Last Days

Instance From

Instance To

Save On Refresh

[Report Manager](#)


Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8855550		SQR Report	MTGL0401	CM0612	02/17/2020 5:00:00AM MST	Queued	N/A	Details
<input type="checkbox"/>	8855532		SQR Report	GLS7012	CM0612	02/17/2020 8:10:08AM MST	Success	Posted	Details

REPORTING – SCHEDULING

- Reports that are in a Queued status can be canceled, held, queued, or restarted at any point through Process Monitor
- To postpone the report, click on either the Details link or the Recurrence icon

Process List

Select	Instance	Seq.	Process Type	Process Name		User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8855550		SQR Report	MTGL0401		CM0612	02/17/2020 5:00:00AM MST	Queued	N/A	Details



REPORTING – SCHEDULING

- If the recurrence icon is chosen, the report can be postponed by clicking the Hold button
- At any time in the future this report can be restarted by navigating back to this page and clicking the Restart button

Recurring Process/Job

Process Name: MTGL0401 Process Type: SQR Report
Recurrence Name: MT Daily at 5:00a.m

Hold To suspend initiating and recurring the current queued request.

Stop To halt the current request from recurring a new request

Restart To resume activity for the last request based on the last action selected

Request List

1-2 of 2 View All

Instance	Run Status	Run Date/Time	Request Date/Time	Completed Date/Time
8855551	Queued	02/18/2020 5:00:00AM MST	02/17/2020 9:12:18AM MST	
8855550	Success	02/17/2020 5:00:00AM MST	02/17/2020 9:12:09AM MST	02/17/2020 9:12:38AM MST

Return



REPORTING – SCHEDULING

- If the Details link was clicked to postpone the report, click the radio button next to Hold Request in the Update Process section
- In the future this report could be restarted from this page by clicking on the Queue Request radio button
- To stop the request completely, click the radio button next to Cancel Request

Process Detail

Process

Instance	8855550	Type	SQR Report
Name	MTGL0401	Description	7 Day Negative Cash Reporting
Run Status	Queued	Distribution Status	N/A

Run

Run Control ID	BANK_LOAD	Update Process
Location	Server	<input checked="" type="radio"/> Hold Request
Server	PSNT1	<input type="radio"/> Queue Request
Recurrence	MT Daily at 5:00a.m	<input type="radio"/> Cancel Request
		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**



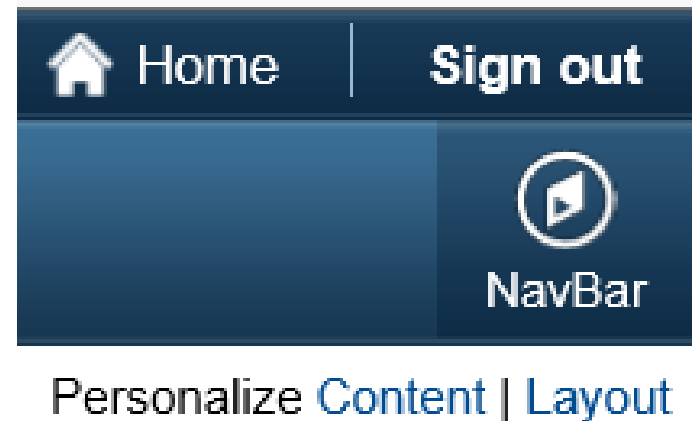
REPORTING – PAGELET

- The reporting pagelet lists the reports available
- Access any of the reports by clicking the Report name
- Access Report Manager by clicking Report Manager link

Report Name	Report Description	Folder Name	Creation Date And Time
MTGL0401	7 Day Negative Cash Reporting	GENERAL	02/17/2020 9:12AM MST
GLS7012	Trial Balance Report	GENERAL	02/17/2020 8:11AM MST
MTGL7008	Trial Balance - Fund	GENERAL	02/17/2020 7:57AM MST
MTG1110N	Org Summary Report	GENERAL	02/17/2020 7:46AM MST
MTG0106N	Org/Project Detail Report	GENERAL	02/17/2020 7:41AM MST

REPORTING – PAGELET

- Adding the Reports Pagelet
- From the SABHRS Financials home page select the Content link



REPORTING – PAGELET

- Select the Report List checkbox, then click the Personalize Layout link

Personalize Home Page New Window

Personalize Content: **FS92PR**

Tab Name

Welcome Message

Choose Pagelets: Simply check the items that you want to appear on your homepage.
Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

PeopleSoft Applications

Fluid Home

Report List



REPORTING – PAGELET

- Choose preferred layout and personalize as desired
- Click Save when complete

Personalize Home Page New Window

Personalize Layout: **FS92PR**

Tab Name: FS92PR


Basic Layout: 2 columns 3 columns

Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: [Go to](#) [Personalize Content](#)

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
Report List	--No Pagelets Selected--	--No Pagelets Selected--



[Delete Pagelet](#)

[Save](#) [Cancel](#)

REPORTING – ORG REPORTS

- Navigate from Main Menu > General Ledger > General Reports > MT Org/Project Reports
- Four reports are available
 - MT Org Detail Report
 - MT Org Summary Report
 - MT Project Detail Report
 - MT Project Summary Report



REPORTING – ORG REPORTS

- A Run Control ID is a database record that tells the system what settings you want for the report
- There are no limits on how many Run Control IDs a user may have, and it is strongly suggested that a unique Run Control ID for each type of report is set up
- Once a Run Control ID has been created and saved it may be re-used for the processes and reports in that module
- Once a Run Control ID has been created it cannot be deleted



REPORTING – ORG REPORTS

- Run Controls are required for multiple types of reports
- General Ledger Reports are located under the Main Menu > General Ledger > General Reports

To add a new Run Control ID

- Click the Add a New Value tab
- Enter a name for the run control (no spaces allowed)
- Click the Add button



Note: Run Control ID names may not contain spaces – you will need to either run the words together or use the Underscore (`_`) instead of a space. For example, you could name the run control for an Org report “Org_Report,” or “Orgreport.”

To select an existing Run Control ID

- Click the Search button on the Find an Existing Value tab
- Select the desired Run Control ID by clicking the name



REPORTING – ORG REPORTS

- Select or create a Run Control ID

MT Org Detail Report
Enter any information you have and click Search. Leave fields blank for a

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

Search Results

View All | 1-25 of 25

Run Control ID	Language Code
BANK_LOAD	English
BUDGET_CHECK	English
BUDG_CONT	English
BUDG_TRANS	English
CHARTFIELDS_ORGS	English
CHARTFIELD_ATTRIBUTES	English
CHARTFIELD_SUBCLASS	English
CHART_OF_ACCOUNTS	English
EFT	English
JRNL_ENTRY_DETAIL	English
LARGE1	English
LEDGER_ACTIVITY	English
OPEN_ITEMS	English
ORG_DETAIL	English



REPORTING – ORG REPORTS

- This report will populate the following information
 - Business unit: 69010
 - Fiscal Year: 2018
 - Period: 12
 - Org Value:
 - 01ADMIN
- Once the parameters have been entered click the Run button.

The screenshot displays the 'Mt Org Detail Report' interface. At the top, there is a tab labeled 'Mt Org Detail Report'. Below the tab, the 'Run Control ID' is 'ORG_DETAIL'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The search parameters are: '*Business Unit: 69010', '*Fiscal Year: 2018', '*Period: 12', and 'Program Code: 2018'. Below the search parameters, there is a message: 'To report ALL values for the agency, leave the first row below blank'. To the right of this message are search and navigation icons, and a dropdown menu showing '1-1 of 1' and a 'View All' link. Below the message, there is a section for 'Select Org(s)' with a search input field containing '01ADMIN' and a search icon. To the right of this section are '+' and '-' buttons. At the bottom of the interface, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

REPORTING – ORG REPORTS

- Process Scheduler options
 - When and how often the report will run (Recurrence)
 - What report option to run
 - In which format the report will display
 - To whom the report will be distributed

Process Scheduler Request

User ID: CM0612 Run Control ID: ORG_DETAIL

Server Name: Run Date: 02/17/2020

Recurrence: Run Time: 7:24:27AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Org/Project Detail Report	MTG0106N	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Org/Project sum PART-C	MTG106BN	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)



REPORTING – ORG REPORTS

- Two processes are available to choose
 - Org/Project Detail report
 - Reports budget, actual journal details and encumbrance activity by Org; also includes Section E for Standard Budget reporting
 - Org/Project sum PART-C
 - Reports budget, actual journal details and encumbrance activity by Org; Part C transactions are summarized and includes Section E for Standard Budget reporting

Process Scheduler Request

User ID CM0612 Run Control ID ORG_DETAIL

Server Name Run Date 02/17/2020

Recurrence Run Time 7:24:27AM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Org/Project Detail Report	MTG0106N	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Org/Project sum PART-C	MTG106BN	SQR Report	Web	PDF	Distribution

Select desired process and press OK.

REPORTING – ORG DETAIL REPORT

REPORT ID: MTG0106N-O	STATE OF MONTANA	PAGE NO. 1
BUS. UNIT: 69010 Public Health & Human Services	ORGANIZATION DETAIL REPORT	RUN DATE: 02/17/2020
FOR THE FY PERIOD: JUNE 2018	ORG: 01ADMIN - Program 01 Administration	RUN TIME: 07:41:20
	MGR NAME: 01BUDGETANALYST,PH5903	

PART-A ACTUAL EXPENSE ACCOUNT SUMMARY			ELAPSED TIME YTD: 100%			
ACCOUNT	FUND	CURRENT MONTH	CURRENT YEAR	CM PRIOR YR	PRIOR YEAR	CURR+PRIOR
61101 Regular	01100	1,205.12	19,218.03			19,218.03
61101 Regular	02434	204.38	4,559.58			4,559.58
61101 Regular	03365	6,930.40	85,297.60			85,297.60
TOTAL 61101 Regular		8,339.90	109,075.21			109,075.21
61102 Overtime	01100		100.81			100.81
61102 Overtime	02434		30.33			30.33
61102 Overtime	03365		495.16			495.16
TOTAL 61102 Overtime			626.30			626.30
61103 Sick Leave	01100	83.56	548.37			548.37
61103 Sick Leave	02434	14.17	160.66			160.66
61103 Sick Leave	03365	480.46	2,721.24			2,721.24
TOTAL 61103 Sick Leave		578.19	3,430.27			3,430.27
61104 Vacation	01100	88.61	1,064.72			1,064.72
61104 Vacation	02434	15.03	304.98			304.98
61104 Vacation	03365	509.58	5,190.55			5,190.55
TOTAL 61104 Vacation		613.22	6,560.25			6,560.25
61105 Holiday	01100	40.51	919.72			919.72
61105 Holiday	02434	6.87	224.38			224.38
61105 Holiday	03365	232.95	4,026.90			4,026.90
TOTAL 61105 Holiday		280.33	5,171.00			5,171.00
61112 Differential Pay	01100		5,822.93			5,822.93
61112 Differential Pay	02434		1,105.62			1,105.62
61112 Differential Pay	03365		22,554.62			22,554.62
TOTAL 61112 Differential Pay			29,483.17			29,483.17
TOTAL 61100 Salaries		9,811.64	154,346.20			154,346.20



REPORTING – ORG SUMMARY REPORT

- Report can be run at the Org level or Tree level
- If run at a Tree level the tree structure of the agency will need to be known

Mt Org Summary Report

Run Control ID ORG_DETAIL Report Manager Process Monitor Run

Select Report Type
Org Tree

*Business Unit: 69010 *Fiscal Year: 2018 *Period: 12 Program Code: 2018

To report ALL values for the agency, leave the first row below blank

Select Org(s) + -

Value Range 01ADMIN

Click Run.

REPORTING – ORG SUMMARY REPORT

- Process Scheduler Request
 - Org report type
 - Org Summary Report

Process Scheduler Request

User ID: CM0612 Run Control ID: ORG_DETAIL

Server Name: Run Date: 02/17/2020

Recurrence: Run Time: 7:45:32AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Org Summary Report	MTG1110N	SQR Report	Web	PDF	Distribution

Click OK.

REPORTING – ORG SUMMARY REPORT

REPORT ID: MTG1110N-O		STATE OF MONTANA			PAGE NO. 1	
BUS. UNIT: 69010 Public Health & Human Services		ORGANIZATION SUMMARY REPORT			RUN DATE: 02/17/2020	
FOR THE FY PERIOD: JUNE 2018		TREE NAME: RPT_69010 ALL			RUN TIME: 07:46:32	
		TREE NODE: ALL_ORG				
PART-A ACTUAL EXPENSE ACCOUNT SUMMARY				ELAPSED TIME YTD: 100%		
ACCOUNT	FUND	CURRENT MONTH	CURRENT YEAR	CM PRIOR YR	PRIOR YEAR	CURR+PRIOR
61101 Regular	01100	1,205.12	19,218.03			19,218.03
61101 Regular	02434	204.38	4,559.58			4,559.58
61101 Regular	03365	6,930.40	85,297.60			85,297.60
TOTAL 61101 Regular		8,339.90	109,075.21			109,075.21
61102 Overtime	01100		100.81			100.81
61102 Overtime	02434		30.33			30.33
61102 Overtime	03365		495.16			495.16
TOTAL 61102 Overtime			626.30			626.30
61103 Sick Leave	01100	83.56	548.37			548.37
61103 Sick Leave	02434	14.17	160.66			160.66
61103 Sick Leave	03365	480.46	2,721.24			2,721.24
TOTAL 61103 Sick Leave		578.19	3,430.27			3,430.27
61104 Vacation	01100	88.61	1,064.72			1,064.72
61104 Vacation	02434	15.03	304.98			304.98
61104 Vacation	03365	509.58	5,190.55			5,190.55
TOTAL 61104 Vacation		613.22	6,560.25			6,560.25
61105 Holiday	01100	40.51	919.72			919.72
61105 Holiday	02434	6.87	224.38			224.38
61105 Holiday	03365	232.95	4,026.90			4,026.90
TOTAL 61105 Holiday		280.33	5,171.00			5,171.00
61112 Differential Pay	01100		5,822.93			5,822.93
61112 Differential Pay	02434		1,105.62			1,105.62
61112 Differential Pay	03365		22,554.62			22,554.62
TOTAL 61112 Differential Pay			29,483.17			29,483.17
TOTAL 61100 Salaries		9,811.64	154,346.20			154,346.20



REPORTING – TRIAL BALANCE FUND

- Navigate from Main Menu > General Ledger > General Reports > Trial Balance - Fund
- Trial Balance – Fund
 - Displays a trial balance by specified fund
 - A total trial balance of shared funds can be generated by leaving the unit field blank



REPORTING – TRIAL BALANCE FUND

- Choose a Run Control ID or set up a new one
- Run Control Parameters
 - Unit (not required if you select a specific fund)
 - Ledger (if left blank will default to ACTUALS)
 - Fund Code (% or wildcard can be used)
 - Fiscal Year (if left blank will default to current year)
 - To Period (July is period 1, August period 2, etc.)
 - Currency Code (leave as USD)



REPORTING – TRIAL BALANCE FUND

- This report has the following parameters
 - Unit: Blank (will return all Bus that use this fund)
 - Ledger: ACTUALS
 - Fund Code: 06522
 - Fiscal Year: 2020
 - To Period: 12 or June

The screenshot shows a web-based interface for configuring a report. At the top, there is a green tab labeled "Trial Balance-Fund". Below the tab, the "Run Control ID" is set to "TRIAL_BALANCE" and the "Language" is set to "English". To the right, there are links for "Report Manager" and "Process Monitor", and a "Run" button. Under the heading "Report Request Parameters", there are several input fields: "Unit" (empty), "Ledger" (set to "ACTUALS"), "Fund Code" (set to "06522"), "Fiscal Year" (set to "2020"), "To Period" (set to "12"), and "Currency Code" (set to "USD"). At the bottom, there is a row of buttons: "Save" (green), "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

Once the parameters have been entered click the Run button.

REPORTING – TRIAL BALANCE FUND

- Process the report
- Trial Balance - Fund report is selected
- Type: Web
- Format: PDF

Process Scheduler Request

User ID: CM0612 Run Control ID: TRIAL_BALANCE

Server Name: Run Date: 02/17/2020

Recurrence: Run Time: 7:52:51AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance - Fund	MTGL7008	SQR Report	Web	PDF	Distribution

Click OK.



REPORTING – TRIAL BALANCE FUND

- On the report each business unit has their own section and totals
- At the end of the report is a total for all business units

```
Report ID: MTGL7008
Bus. Unit: 61010--Department of Administration
Ledger: ACTUALS -- Actuals Ledger
Fund: 06522 ISD Proprietary
As of Year 2020 and Period 12
```

```
Report ID: MTGL7008
Bus. Unit: Total for all Business Units--
Ledger: ACTUALS -- Actuals Ledger
Fund: 06522 ISD Proprietary
As of Year 2020 and Period 12
```



REPORTING – TRIAL BALANCE

- Navigate from Main Menu
 - General Ledger > General Reports > Trial Balance
- Combines detail and summary balance information
- Generates trial balance by business unit for all funds
- Shows the ending ledger balances for the specified year and period by Chartfield combination and account
- Displays subtotal by Chartfield
- Displays total for debits and credits
- More flexible to include other Chartfields



REPORTING – TRIAL BALANCE

- Four reports are available
 - Trial Balance Report
 - Trial Balance – A Accruals
 - Trial Balance – Combined (Actuals and A Accruals)
 - Trial Balance Rpt Entitywide



REPORTING – TRIAL BALANCE

- Select or Create a Run Control ID
- Enter Run Control parameters
- Click Refresh

Trial Balance Report

Run Control ID: TRIAL_BALANCE Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

Unit: 61010 *Ledger: ACTUALS

Fiscal Year: 2020 Period: 12

Currency Option: Base Currency: **Include Adjustment Periods**

Display Full Numeric Field Date Code: All

Adjustment Period			
1	998	+	-

Refresh

ChartField Selection



REPORTING – TRIAL BALANCE

- Once Refresh clicked, chartfield selection is expanded (1 time only, then Refresh after clears parameters)
 - Allows for customization of
 - The order of selected fields
 - The values or range of values
 - Field subtotals
 - Only the fields selected will appear on the report
 - If the report is blank check the selected Chartfields



REPORTING – TRIAL BALANCE

- Sequence
 - Specifies order in which the selected fields appear
 - To change order simply type the number of order in the field
- Include CF
 - Click to include
- Subtotal
 - Click to display a subtotal for specific chartfield

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="2"/>	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06522 <input type="text"/>	06522 <input type="text"/>
<input type="text" value="3"/>	Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="4"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="5"/>	Sub-Classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



REPORTING – TRIAL BALANCE

- Value and To Value
 - Used to more specifically define the report
 - The (%) wildcard cannot be used in these fields; valid values must be entered or leave blank to return all values

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
<input type="text" value="2"/>	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="1"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="06522"/>	<input type="text" value="06522"/>
<input type="text" value="3"/>	Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="4"/>	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>

Click save and then run.



REPORTING – TRIAL BALANCE

- Select the report or reports to run
- Select the type
- Select the format

Process Scheduler Request

User ID: CM0612 Run Control ID: TRIAL_BALANCE

Server Name: Run Date: 02/17/2020

Recurrence: Run Time: 8:10:08AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Trial Balance - A Accruals	GLS7012A	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Trial Balance - Combined	GLS7012C	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Trial Balance Rpt - Entitywide	GLS7012E	SQR Report	Web	PDF	Distribution

REPORTING – TRIAL BALANCE

- The trial balance displays Chartfield selection parameters
- This report can Be customized to meet the needs of the agencies

Report ID: GLS7012		PeopleSoft GL		Page No. 1
Bus. Unit: 61010--Department of Administration		TRIAL BALANCE		Run Date 02/17/2020
Ledger: ACTUALS -- Actuals Ledger				Run Time 08:11:17
As of Year 2020 and Period 12 (incl adj) (998)				
Base Currency: USD				
Fund	Account	Transaction Debit	Transaction Credit	
06522	1104	0.00	6,407,141.36	
	1203	77,461.89	0.00	
	1204	0.00	0.00	
	1206	0.00	0.00	
	1306	0.00	0.00	
	1501	0.00	0.00	
	1704	29,939,303.94	0.00	
	1709	0.00	20,211,798.07	
	1823	4,318,970.16	0.00	
	1901	0.00	0.00	



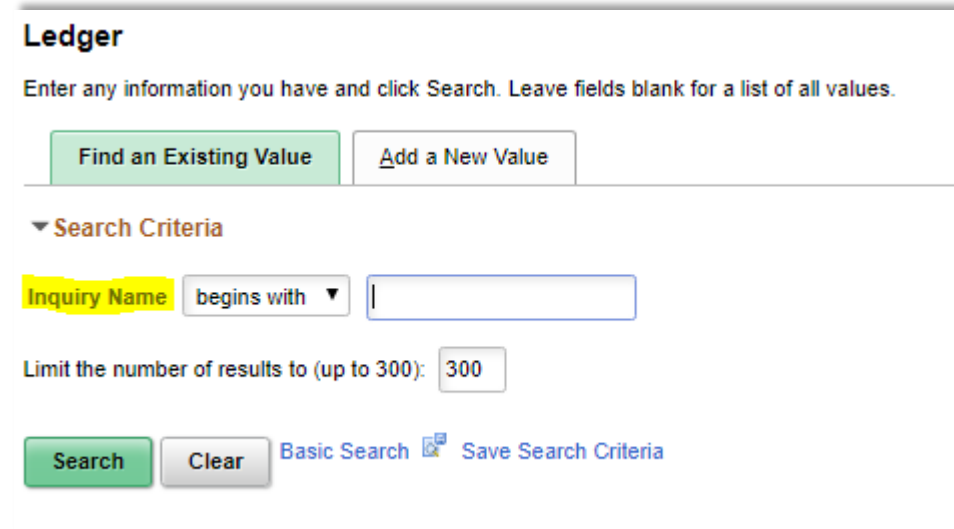
REPORTING – LEDGER INQUIRY

- Inquiry can be conducted upon the Actuals, Standard Budget, or Entitywide ledgers
 - Does not include any controlled budget ledgers
- Ledger data can be gathered for specified business unit, fiscal year, and accounting periods
- Data is summarized in various pre-defined layouts, including Sum by Period, Account or Sum by Period, Ledger Activity, and Ledger Balance
- Data that matches the criteria will be displayed in the layout selected



REPORTING – LEDGER INQUIRY

- Navigate from Main Menu
 - General Ledger > Review Financial Information > Ledger
- An Inquiry name is required and is similar to a Run Control ID
- Select an existing value or add a new value



Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Inquiry Name begins with

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)



REPORTING – LEDGER INQUIRY

- The Unit, Ledger, Fiscal Year, From Period, and To Period fields are required
- Enter values in each field or select from the list by using the lookup icon
- Additional parameters may be selected by clicking the box in front of the desired option
- Specify the desired chartfield values under the chartfield criteria
- Click Clear to remove all previously selected criteria



REPORTING – LEDGER INQUIRY

- When all desired Chartfields and values have been entered, click Search

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name LEDGER_INQ	*Unit 61010	*Ledger ACTUALS	*Fiscal Year 2020	*From Period 1	*To Period 12	Currency
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments		Date Code View 0 All	
	<input type="checkbox"/> Show Transaction Details		<input type="checkbox"/> Only in Base Currency		Max Ledger Rows 100	

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	2563		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Organization			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	01100		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Sub-Classification			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	



REPORTING – LEDGER INQUIRY

- The Ledger Summary page shows a summary of the ledger amounts
- Click on the Details link to view the Ledger Details page

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

▶ Ledger Criteria

Go To [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary Q | << < 1 of 1 > >> | View All

Ledger Amount by Currency 1-2 of 2 >>

Period [△]	Activity [△]	Detail	Account	Account Description	Period Balance (in Transaction Currency) [▽]	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Ba:
6	Activity	Detail	2563	TOP Clearing	3,336.39	3,336.39	USD	3,336.39	3,336.39	US
7	Activity	Detail	2563	TOP Clearing	-3,336.39	0.00	USD	-3,336.39	0.00	US

REPORTING – LEDGER INQUIRY

- Click the Activity link to view the Transaction Detail

Ledger Inquiry

Ledger Details

▶ Ledger Criteria

Go To [Inquiry Criteria](#) * [Ledger Summary](#)

Ledger Details

Period	Activity	Account	Fund	Org	Program	Sub-Class	Project	ChartField 1	ChartField 2	ChartField 3
6	Activity	2563	01100		2020					



REPORTING – LEDGER INQUIRY

- Related journals will appear
- Click the Journal ID link to drill down further

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency) ^a	Currency	Amount (in Base Currency)	Base Currency
0004220936	TOP Clearing	12/20/2019		0.00	N	3,336.39	USD	3,336.39	USD



REPORTING – LEDGER INQUIRY

- This screen shows the header and lines detail for the Journal ID selected
- Click Query Journal Lines to see all journal lines associated with this Journal ID

Journal Header

Journal ID	0004220936	Date	12/20/2019	Schedule	
Ledger Group	ACTUALS	Original Date	12/20/2019	Process	No Request
Source	IU	Date Posted	12/20/2019	Total Lines	2
Journal Status	Posted	Reversal Date		User ID	CM0277
Balanced	DR=CR	Reversal	None	InterUnit BU	61010
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	TOP reimbursement				

All Lines
 From/To

From Line To Line [Query Journal Lines](#)

Totals by Currency 1 of 1 | View All

Currency	USD	Debit Amount	3,336.39	Credit Amount	3,336.39	Net	0.00
----------	-----	--------------	----------	---------------	----------	-----	------

Journal Line

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Org	Program	Sub-Class
1	TOP Clearing		3,336.39	USD	2563		01100		2020	
4	Cash In Bank		-3,336.39	USD	1104		01100			

REPORTING – QUERIES

- Reporting tool that extracts data from SABHRS
- Navigate from Main Menu
 - Reporting Tools > Query > Query Viewer



REPORTING – QUERIES

- Queries can be found by entering the first few characters of the query name in the text field
- Click Advanced Search link for more search parameters if the name of the query is unknown

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

A complete listing of available queries and reports is available on SABHRS documentation page

REPORTING – QUERIES

- Use the drop-down arrows to select more search criteria such as contains, between, not=, or by Folder Name
- All queries have been sorted into the appropriate folders by module (e.g., AP, GL, AM, etc.)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name	begins with ▼	MT
Description	contains ▼	JOURNAL
Uses Record Name	begins with ▼	
Uses Field Name	begins with ▼	
Access Group Name	begins with ▼	
Folder Name	begins with ▼	
Owner	=	▼

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Search](#) [Clear](#) [Basic Search](#)

Click the Search button to retrieve the queries.



REPORTING – QUERIES

- Add a query to Favorites by clicking the Favorite link in the associated row
- Subsequently the query will be listed under My Favorite Queries

MTGL_JOURNAL_LINE_DETAIL	GL Journals with Detail	Public	GL_JOURNALS	HTML	Excel	XML	Schedule	Lookup References	Favorite
--------------------------	-------------------------	--------	-------------	------	-------	-----	----------	-------------------	----------

REPORTING – QUERIES

- Output Options
 - HTML
 - Advantages
 - Can print viewable data
 - Can use print preview
 - Disadvantages
 - Can't perform any data manipulation
 - Can't sort

REPORTING – QUERIES

- Run to HTML
 - Click the HTML link associated with the query
- Note: In most cases the parameter fields cannot be blank
- If not looking for specific field enter a wildcard character (%), but can only be used when criteria is “like”

MTGL_JOURNAL_LINE_DETAIL - GL Journals with Detail

Business Unit equals

Account like

Fund like

Sub-Class like

Journal Date From

Journal Date To

Ledger

Org like

Project like

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Bus Unit	Journal ID	Journal Date	Fiscal Year	Acctg Per	Ledger	Line #	Fund	Sub-Class	Program Yr	Account	Org	Amount	Project	Jrnl Ln Ref	Open Item Key	Status	Line Descr
1	61010	0004220936	12/20/2019	2020		6 ACTUALS	1	01100		2020	2563		3336.390					TOP Clearing
2	61010	0004227860	01/08/2020	2020		7 ACTUALS	3	01100		2020	2563		-3336.390					TOP Clearing



REPORTING – QUERIES

- Results of the query will not be saved in the Reports Manager or Process Monitor unless the query was scheduled
- If results need to be saved the query must be run in an Excel or CSV Text file and saved to the local or network drive



REPORTING – QUERIES

- Although the initial selection was run to an HTML window; the results can be downloaded to Excel and formatted as an Excel spreadsheet, or as a CSV.ext file by clicking the appropriate link

MTGL_JOURNAL_LINE_DETAIL - GL Journals with Detail

Business Unit equals

Account like

Fund like

Sub-Class like

Journal Date From

Journal Date To

Ledger

Org like

Project like

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	Bus Unit	Journal ID	Journal Date	Fiscal Year	Acctg Per	Ledger	Line #
1	61010	0004220936	12/20/2019	2020	6	ACTUALS	
2	61010	0004227860	01/08/2020	2020	7	ACTUALS	

REPORTING – QUERIES


- Output Options
 - Excel
 - Advantages
 - Data is formatted
 - Leading zeros appear
 - Disadvantages
 - Must “Save As” an .xls file
 - Must close or save current worksheet in order to re-run same query with different criteria




REPORTING – QUERIES


- Run to Excel
 - Click the Excel link associated with the query
 - Enter search criteria and click View Results


MTGL_JOURNAL_LINE_DETAIL - GL Journals with Detail


Business Unit equals 


Account like


Fund like 


Sub-Class like 

Journal Date From 

Journal Date To 

Ledger 

Org like 

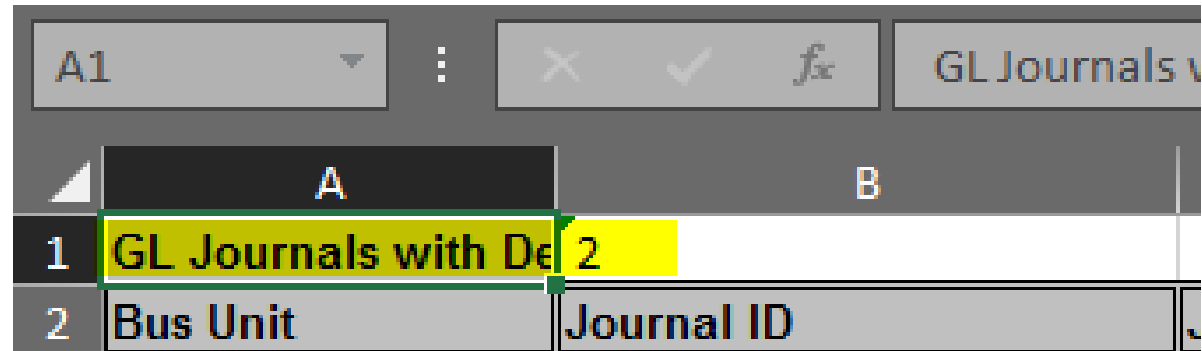
Project like 

[View Results](#)

Row	Bus Unit	Journal ID	Journal Date	Fiscal Year	Acctg Per
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REPORTING – QUERIES

- A1 -- Query Name
- B1 -- Total number of rows



	A	B
1	GL Journals with De 2	
2	Bus Unit	Journal ID

REPORTING – QUERIES

- Queries can be scheduled to run at a future date, multiple times, or at the same time on a regular basis
- Can be scheduled to run both through the Query Viewer as well as through the Schedule Query
- The description entered will show up in the Process Monitor and Report Manager if the query is scheduled through Schedule Query, but not if it is scheduled through Query Viewer



REPORTING – QUERIES

- Schedule through Schedule Query
- Navigate from Main Menu
 - Reporting Tools > Query > Schedule Query



REPORTING – QUERIES

- Run Control IDs are specific to queries
- If scheduling for the first time either a new Run Control ID or an existing one can be used

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: begins with

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)



REPORTING – QUERIES

- Select a query to run by entering the query name or the first part of the query name, and then click the Search button

Schedule Query

Run Control ID `schedule_query` [Report Manager](#) [Process Monitor](#)

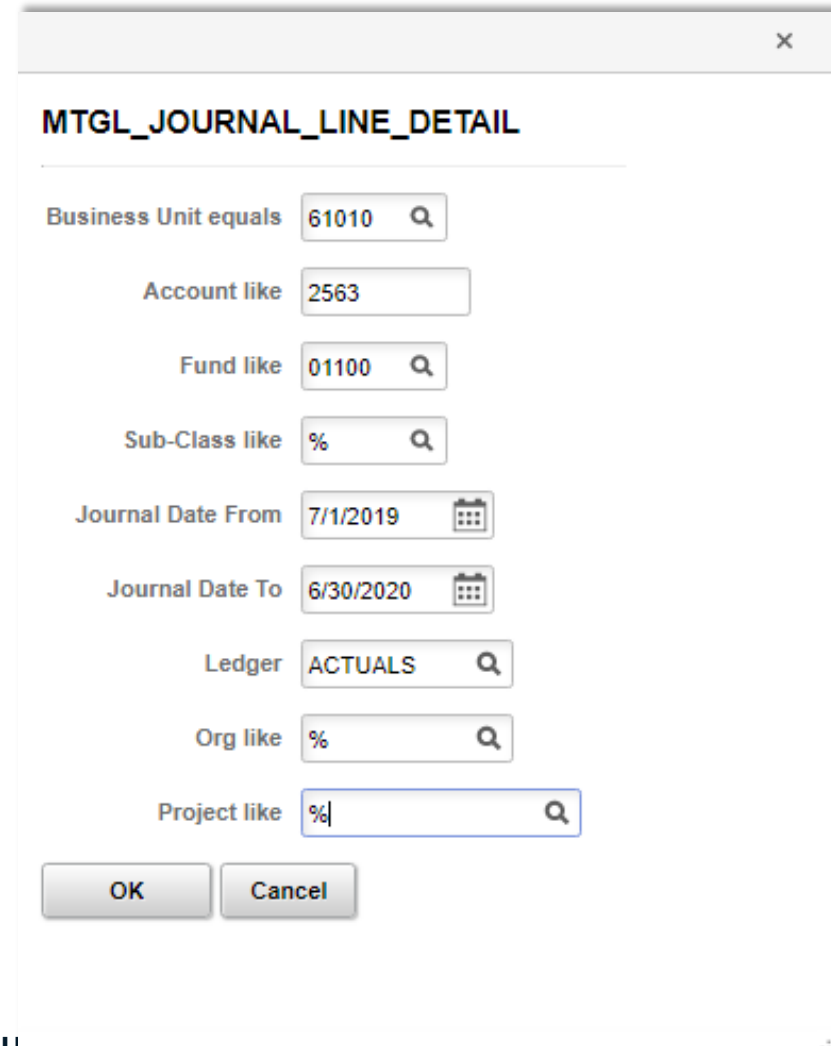
Query Name

*Description



REPORTING – QUERIES

- A pop-up will generate prompting for Parameters
- Enter the description to appear in the Reports Manager for this query and click the Run Button
- Add necessary parameters in Value fields



The screenshot shows a software window titled "MTGL_JOURNAL_LINE_DETAIL" with a close button (X) in the top right corner. The window contains several input fields for query parameters, each with a search icon (magnifying glass) to its right:

- Business Unit equals: 61010
- Account like: 2563
- Fund like: 01100
- Sub-Class like: %
- Journal Date From: 7/1/2019 (with a calendar icon)
- Journal Date To: 6/30/2020 (with a calendar icon)
- Ledger: ACTUALS
- Org like: %
- Project like: %

At the bottom of the window are two buttons: "OK" and "Cancel".

REPORTING – QUERIES

- The Process Scheduler Request page prompts for various selections
- Enter the desired Run Date, Recurrence, Type, Format, and Distribution recipients and click the OK button

Process Scheduler Request

User ID: CM0612 Run Control ID: schedule_query

Server Name:

Run Date: 02/24/2005

Recurrence: MT Daily at 5:00a.m

Run Time: 5:00:00AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	PDF	Distribution

REPORTING – QUERIES

- Check the status or view results of the query via the Process Monitor or Report Manager

Schedule Query

Run Control ID `schedule_query` Report Manager Process Monitor Run

Query Name Search

*Description

REPORTING – QUERIES

- Schedule through Query Viewer
- Navigate from Main Menu
 - Reporting Tools > Query > Query Viewer
- Find an existing query or search for the desired query



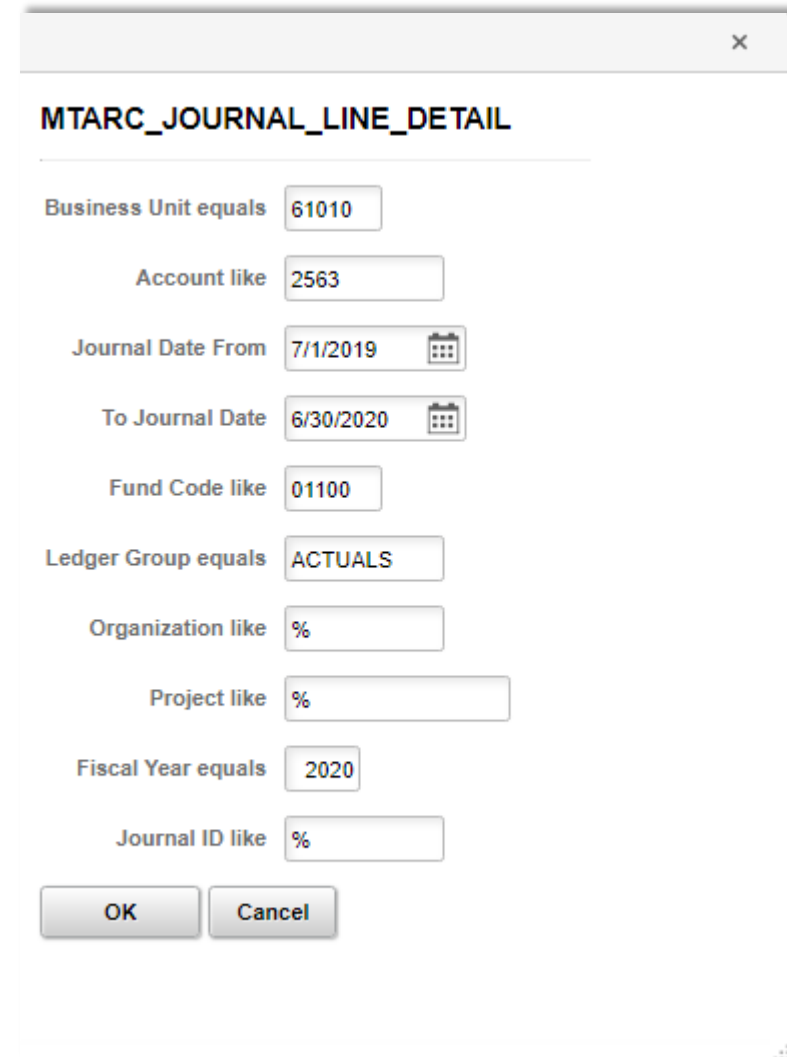
REPORTING – QUERIES

- Click the Schedule link in the associated row

JOURNALS_OUTSTANDING	JOURNALS_OUTSTANDING	Private		HTML	Excel	XML	Schedule
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REPORTING – QUERIES

- As previously demonstrated, select an existing Run Control ID or add a new one
- Fill in the parameters for the desired results and click the OK button



The screenshot shows a software window titled "MTARC_JOURNAL_LINE_DETAIL" with a close button (X) in the top right corner. The window contains several input fields for query parameters:

- Business Unit equals: 61010
- Account like: 2563
- Journal Date From: 7/1/2019 (with a calendar icon)
- To Journal Date: 6/30/2020 (with a calendar icon)
- Fund Code like: 01100
- Ledger Group equals: ACTUALS
- Organization like: %
- Project like: %
- Fiscal Year equals: 2020
- Journal ID like: %

At the bottom of the form are two buttons: "OK" and "Cancel".

REPORTING – QUERIES

- Enter the desired Run date, Recurrence, Type, Format, and Distribution recipients and click the OK button
- Check the status or view results through either Process Monitor or Report Manager

Process Scheduler Request

User ID **CM0612** Run Control ID **journal**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	PDF	Distribution

REPORTING DOCUMENTATION

- Resources can be found on the [SABHRS documentation page](#)
 - Reporting (manual and user guides)
 - Financial Reports Listing
 - GL Journals Manual



CONTACT INFORMATION

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