Custom Report Creator Guide

How to start a new custom report:

There are two ways to start a brand new custom report:

- The first way is to start a new empty report by selecting Custom Report Creator under the Report tab.
 - Here you will select an Object that contains the properties you need.

eport Links	Account Status Report Vendor New Hire Report
Report Name	Username

- The second way is to create a report from a grid.
 - This will create a report using an Object based on what grid you used and will have the properties of that grid already selected.

Crea	ate	🔒 Pri	nt								Q	Advanced Query 🜔 📥 Report 🌖 🎟 More 🗍
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	Ē.	Ð	۲	8	0	2911	01/23/2019	01/29/2019	true	80.78	80.78	Default Check Location
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	Ē.	Ð	۲	8	0	2901	01/22/2019	01/22/2019	true	3,395.45	3,395.45	Description Deliver By Date
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 Once the Report icon is pressed, save the report and select it from the Report Manager grid.

	Report Options			
Format:	PDF (download)		\sim	
Page Size:	Letter	\sim		
Orientation:	Portrait	\sim		
Name:	CashAccount Report			
	Summary Report			
	🛓 Generate Report			

- Using the Advanced Query to filter data will also apply filters in the Configure Filters tab to the custom report.
- TIP: This is a good option if you don't know what Object to use, but know what information you need.

Properties Menu:

- To add items to the Select Properties tab, either double click the item or drag and drop the item into the Select Properties tab.
- Using your mouse to hover over a property will display the hierarchy it came from and what data type it is.
- TIP: Some properties can be expanded to show more properties. It's best to minimize properties when your done with them to keep the menu easier to read.

Select Properties Tab:

This menu controls the order of the columns, how the columns are sorted, and what functions apply to each column.

- **Display Name:** Name of the property. Hovering over it shows the hierarchy it is from and what data type it is.
 - Tip: If you have two or more properties of the same name, hovering over the name and seeing where the property came from is a good way to differentiate them.
- Sort Priority: The order in which the report is sorted
 - Zero is the default value and has no sort priority.
 - The lower the value the higher the sort priority.
 - Multiple properties can have the same sort priority.
- Sort Order: Choose between ascending and descending order
- **Control Break:** Bolds the value and places it in a header position whenever the value changes.
 - A property must have a sort priority greater than zero to apply a control break.
- Function: Applies math functions to numerical data.
 - Options are sum, average, minimum, and maximum.
 - \circ $\;$ Subtotals get displayed at the end of a control break.
- **Extended Properties:** Contains more functions on how the data is displayed.

• **Remove:** Clicking the X removes the property from the report

Extended Properties:

Contains properties on how the data will be displayed. The sort priority, sort order, control break, and function can be changed in this menu as well as in the Select Properties tab.

Extended	roperties menu.
Properties for: ac	ccount.fullAccountCode + ×
✓ Save	Ø Cancel
Display Name	Full Account Code
	Suppressed
Sort Priority	0 •
Sort Order	Ascending •
	Suppress
	Break
	Page Break
Function	T
Alignment	▼
Column Title	
	Control Footer Only
	Control Header Only
	Detail Header Only
Width	0

Extended Properties Menu:

- **Suppressed:** The selected property will not appear in a column when the report is generated.
 - If a sort priority is applied and the property is suppressed, the sort priority will still apply to the report.
 - If a Control Break is applied and the value is suppressed, the control break will still appear in the report.
- **Suppress Repeating:** If a value repeats itself, it will not display anything in its column until it has a different value.
- **Page Break:** Has the same function as control break, but starts a new page when the property changes.
 - Page break and control break can both be checked to apply the same effect
- Alignment: changes the position of the data inside a column
 - Options are left, right, center, and justified. Justified automatically chooses a position based on the information around it
- **Column Title:** Edit this to change the columns name.
- **Control Footer Only**: Moves the property to a footer position in bold at the bottom of a control break property. Two criteria must be meant for this function to apply.
 - A control break must be in use. The property with control footer only marked will only appear at the end of another property that has control break marked. If no control break is present, then the data will not get displayed.
 - The property with the control footer only sort priority must equal the property's with the control break's sort priority.

- **Control Header Only:** Moves the value to a header positon in bold next to the control break property. Similar to Control Footer Only. The same two criteria must be meant.
 - A control break must be in use. The property with control header only marked will only appear at the end of another property that has control break marked. If no control break is present, then the data will not get displayed.
 - The property with the control header only sort priority must equal the property's with the control break's sort priority.
- **Detail Header Only:** Moves the property to a header position in bold without the use of a control break
 - If a control break is used the property with detail header only marked will appear directly under the control break.
 - Having multiple detail header only marked will place them next to each other in a row.
- Width: The size of a column. If a column looks too small make its width larger. Zero is the default value.
 - TIP: If a column appears like it is not getting larger, change the page orientation to landscape in the Generate Report tab to add more room.

Configure Filters Tab:

The Configure Filter tab works similar to the Advanced Query in a grid. This tab lets you filter specific information based on what you enter.

- Account Filters and the Filter Property (USAS Only): This is located in the properties menu.
 - 'Filter' is a property that an account filter can by entered in. Account filters are used to filter out TI codes, fund, function, receipt, object, scc, subject, opu, IL, and job codes. Account Filters are located under the Utilities menu.

ount F	ilters			Account Filters
				Automatic Reconciliation
+ 0	reate			Change Password File Archive
			Filters Name	File Import Mass Load Job Scheduler
۲	Ø	Θ	ssdt-eisClassicAutomaticFilter	Proration Utility
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۲	Ø	0	ssdt-moe	

Filter Property Location

- **Operations:** The operation function determines what the filter value is looking for.
 - **Equals:** look for one specific value, only one value can be entered.
 - One of: look for multiple values; must be separated by commas
 - Not Equals: Exclude one specific value, only one value can be entered.
 - Like: look for data that begins with the entered value. Only one value can be entered
 - Contains: will search for the value anywhere in the field
 - o Between: range of two values, values must be separated by commas

Properties:	Select Properties Configure Filters Generate Report			
✓ Account	Display Name	Operation	Filter Value	Remove
All Amounts Zero	Date	Greater or equal	param("startDate", "p", "Start Date")	×
Anticipated Revenue Budget	Date	Less or equal 🔻	param("endDate","d","End Date")	×
Code Date Range	Туре	One of 🔹	Disb,Ref,Rec,Payroll,TA_In,TA_Out,Di	×
Description Filter	Filter	Equals •	param("filter","Athletics","Filter")	×
PYTD Percent Received FYTD Received FYTD Received MTD Expended MTD Expended MTD Expended MTD Expended Encumbered PTD Expended Encumbered PTD Expended PTD Received Xref Code YTD Received Arcion Annount Cash Account Cash Account Check Number	Load Saved Query	ery Name Save Query		

- Is null: is blank/empty or has no value in it (Don't enter anything in the Filter Value Field)
- Not null: is not blank/empty and has a value in it (Don't enter anything in the Filter Value Field)
- Greater than
- Greater than or equal
- Less than
- Less than or equal
- Not One of: Exclude a list of values; must be separated by commas
- **Filter Value:** The user has two options when using the Filter Value field. Enter a value directly or build a "param" that asks a user to input a value in the Generate Report tab.
 - Entering a value directly will use the value entered in the field with its assigned operation every time the report is generated

Value entered in directly

Select Properties	Configure Filters	Generate Report			
Display Name			Operation	Filter Value	Remove
Date			Greater or equal •	01/01/19	×
					•

- o Building a param
 - A "param" has three parts to it. The field name, the default value, and the prompt the user will see.
 - Parameter format:
 - param("fieldname", "default value", "user prompt")
 - Examples:
 - param("startDate","01/01/19","Start Date:")
 - This will put the date "01/01/19" in the text field under the Generate Report tab.
 - param("endDate","","Enter End Date:")
 - This will have no value in the text field under the Generate Report tab.

Select Properties	Configure Filters	Generate Repor	rt						
Display Name			Operat	lion	Filter	/alue		Remove	
Date			Grea	ter or equal 🔹	para	m("startDate","01/01/19","Start Da	а	×	
Date			Less	or equal 🔹	para	m("endDate","","End Date")		×	
Filter			Equa	als 🔻	para	m("filter","","Filter")		×	1
elect Object ActivityLedger	¥	Restore Findet_Se	orted_By_Fund_and_S		nport Report	Save As Findet_Sorted_By_Fund_and_	SCC Save Report	Repo	rt Manager
Properties:		Select Properties	s Configure Filters	Generate Report					
		Orientation:	Landscape	~	-				
		Name:	Principal High School	Financial Det					
			Summary Report						
			Summary Report						
Cash Amount Check Number			Query Parameters						
Cash Amount Check Number Date		Start Date	Query Parameters						
Cash Amount Check Number Date Disbursement Item		Start Date	Query Parameters						
Cash Amount Check Number Date Disbursement Item Distribution Item Encumbered Amou	nt	Start Date End Date	Query Parameters 01/01/19						

• Another option for the filter value field is to enter nothing at all. This only works on operations that require no input. These are "Is Null", "Not Null", and "Sort".

• Match Any of following:

• Properties in the Configure Filters tab use the logical 'AND' operator. This means <u>all of</u> <u>the filters' operations must be met to appear on the report.</u>

Select Object	Restore	Save As		
ActivityLedger •	training report 1 v	eport training report 1	Save Report Report M	anager
Properties:	Select Properties Configure Filters Generate Report			
Account Action	Display Name	Operation	Filter Value	Remove
Amount	Date	Greater or equal •	01/01/19	×
 As Of Period Cash Account 	Date	Less or equal	01/31/19	×
Active All Amounts Zero	Fund	Equals	001	×
 Code Account Valid 	Match Any of following :	•		×
Fund Has Validation Messages Id Scc Transaction Indicator Version Current Encumbrance Current Fund Balance Current Payables				
Current Pre Encumbrance Current Remaining Balance	Load Saved Query • S Enter Query Name	ave Query		

- The Match Any function uses the logical 'OR' operator. This means <u>only one of the</u> <u>operations must be met to appear on the report.</u>
- To use the Match Any function, first click the Show Expert Query arrow to the right of the Remove column.
- Next, type the following in the white space without the quotes: "matchAny{}" and click the Hide Expert Query arrow.
- The "Match Any of following:" will appear. Any property underneath the Match Any function will be placed inside the function and will use the 'OR' operator.
- Example: This filter will pull data that is from Fund 001 **AND** object level 500 and for the month of August **OR** any open PO's at any date.

Select Properties	Configure Filters	Generate Report				
Display Name			Operation		Filter Value	
Fund			Equals	~	001	
Object			Like	\checkmark	5%%	
Туре			One of	~	PO,Disb,Ref,Rec,Payroll,TA_In,TA_OL	
Match Any of follow	ving :			~		
Date			Between	~	080117,083117	
Invoiceable			Equals	~	t	

Load Saved Query V C Enter Query Name Save Query

Generate Report Tab:

The generate report tab has three sub tabs to choose from. The Report Options tab, Query Options tab, and the Sort Options tab. You can navigate between the tabs by clicking on them or clicking on the arrows above the Generate Report button.

- Report Options Tab:
 - Format: The file type that gets created and downloaded when the report is generated
 - Page Size: Options are Letter, legal, Halfletter, Note, and Ledger
 - Orientation: Page layout can be either Portrait or Landscape
 - Name: Title that appears in the top right corner of the report
 - **Summary Report:** Collapses properties and displays the end total sum, average, min, or max function.
 - Example: A report listing all funds with all of their purchases with the summary option checked will instead list all funds with the total sum of all their purchases and not list each of their individual purchases.

		Initial Cash	MTD Received	FYTD Received
Full Account Code:	001-0000	\$ 2,711,626.09	\$ 0.00	\$ 2,860,406.17
Full Account Code:	001-9194	\$ 0.00	\$ 0.00	\$ 0.00
Full Account Code:	001-9214	\$ 0.00	\$ 0.00	\$ 0.00
Full Account Code:	001-9412	\$ 0.00	\$ 0.00	\$ 0.00
Full Account Code:	002-0000	\$ 33,156.00	\$ 0.00	\$ 6,031.32
Full Account Code:	002-9006	\$ 0.00	\$ 0.00	\$ 109,156.76
Full Account Code:	002-9007	\$ 47,635.62	\$ 0.00	\$ 49,158.57
Full Account Code:	003-0000	\$ 0.00	\$ 0.00	\$ 0.00
Full Account Code:	004-0000	\$ 0.00	\$ 0.00	\$ 0.00
Full Account Code:	004-9010	\$ 0.00	\$ 0.00	\$ 0.00

 Show Report Options: Enabling this will option will have the first page of a report list all options selected in the Report Options tab and what parameters were entered in the Query Parameters tab.

- Query Options: If a param was created in Configure Filters Tab, then this is where values get inputted by the user.
- Sort Options: This tab can change the sort order and enable/disable control breaks of properties on reports.
 - This option isn't that useful for creating custom reports because sort orders can be changed from the Select Properties tab. It is most useful when generating a report from the Report Manager Grid and you want to change the sorting of a report without opening and editing the entire report.
 - To change the sort order of a property, drag and drop a property in the Selected Properties menu.
 - Example: Dragging the Object Level property to the Selected Properties and enabling the control break will change this budget summary to now be sorted and subtotaled by cash account code and by object level.

Save and Recall	Most Recent	~	0		90			
	Report Options	Query Options	Sort 0	Options]			
	Sort Options Sortable Properties		Selected	Propertie	es			
	Label			Label				
	Percent Expendeant	Eull Ac		count Code	Ascending	Control Break	Page Breal	
	E Fund			Full Ac	count Code	✓ Ascending	Control Break	Page Breal
	🔲 Func			Object	One Digit	✓ Ascending	Control Break	Page Breal
	🔲 Functio	on One Digit I		,	5			
	🔲 Functio	on Two Digit I						
	Diject							
	SCC							
	Subjec	t						
	🔲 Subjec	t Two Digit Le						
	OPU							
	🔲 Opu O	ne Digit Leve						
	🔲 Job							
	IL							

🕹 Generate Report 0

- If the Ascending box is not checked then it will sort in descending order.
- Note: In order for a property to show up in the sortable properties menu, it must be added to the report in the Report Options tab.
- You can save new sort options you have selected into the save and recall tool so they can be used again.