Custom Report Creator Guide

1. How to Start a New Custom Report

Starting a new custom report can be done in one of three ways:

1.1. Begin with an Empty Report

- Go to Report->Custom Report Creator to start a brand new report.
- Select an Object for your report.
    - An Object is like a grid in USAS/USPS.
    - It determines what properties will be available for the report.
    - For example, a budget summary would use the Expenditure Account Object

1.2. Create from a Grid

- Alternatively, create a report from a grid, which automatically selects properties based on the grid used.
    - Click the “Save” icon in the top right corner on a grid you want to create a report of.
    - Enter a name for the report in the “Save As” field and click “Save Report”.
    - TIP: Useful if you're uncertain about the Object to use but know the necessary information.

1.3. Edit an Existing Report

- Click the “eye” button on an already existing report to edit it in the Custom Report Creator.
- You can save it as a new report. You cannot save over a report someone else created. You can only save over your own reports.

2. 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 you're done with them to make the menu easier to read.

3. Select Properties Tab

This tab manages column order, sorting, and applied functions:

- **Display Name**: Shows the property name, its hierarchy, and data type when hovered over.
    - Tip: To differentiate properties with the same name, check their hierarchy.

- **Sort Priority**: Determines the sorting order.
    - Zero is the default value. Zero does NOT sort.
    - Lower values indicate higher priority, and multiple properties can share the same priority.
    - Example: A property with 1 as the sorting order will sort first. Followed by a property with 2 as the sorting order.
- **Sort Order**: Choose between ascending and descending order.
- **Control Break**: Boldens and places values in a header position on the report when they change.
    - Requires a sort priority greater than zero.
- **Function**: Apply math functions to numerical data.
    - Options include sum, average, minimum, and maximum.
    - Subtotals appear at the end of a control break.
- **Extended Properties**: Offers additional functions for data display.
- **Remove**: Click the X to remove the property from the report.

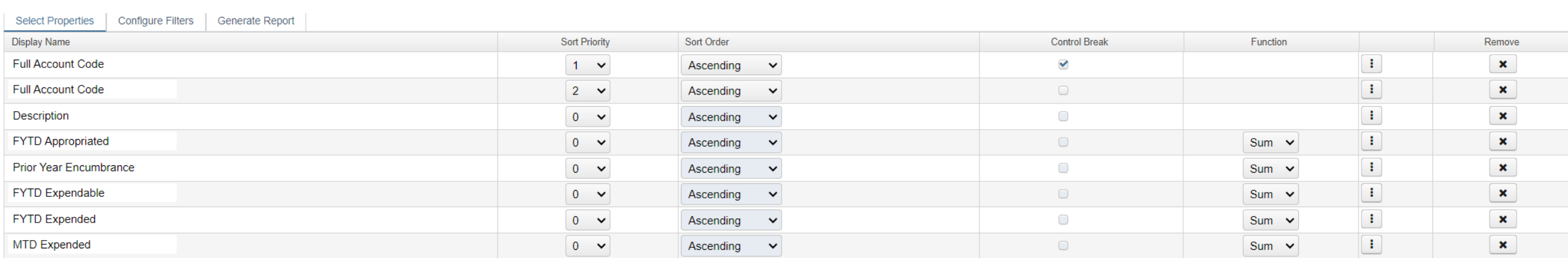

Figure 1 – Select Properties Tab

4. Extended Properties

Extended Properties include settings for data display. You can adjust sorting, control breaks, and functions here, as well as in the Select Properties tab.

• **Suppressed**: Hides the selected property in a column when the report is generated.

- If a sort priority is applied and the property is suppressed, the sort priority still applies.
- If a Control Break is applied and the value is suppressed, the control break still appears.

• **Suppress Repeating**: Prevents repetitive values from displaying until they change.

• **Page Break**: Functions like a control break but starts a new page when the property changes.

- Both page break and control break can be checked for the same effect.

• **Alignment**: Adjusts the position of data within a column.

- Options include left, right, center, and justified.

• **Column Title**: Allows editing of the column's name.

• **Control Footer Only**: Moves the property to a bold footer at the bottom of a control break.

- Requires another property to have a control break.
- The property with the "Control Foot Only" checked must have the same sort priority as the property with the control break.

• **Control Header Only**: Places the value in a bold header next to the control break property.

- Requires another property to have a control break.
- The property with the "Control Header Only" checked must have the same sort priority as the property with the control break.

• **Detail Header Only**: Moves the property to a bold header without using a control break.

- If a control break is used, the property appears directly under it.
- Multiple detail headers marked will be placed next to each other in a row.

• **Width**: Adjusts the column size. Zero is the default value.

- TIP: If a column doesn't seem to widen, change the page orientation to landscape in the Generate Report tab or decrease the width on another property to free up more space.

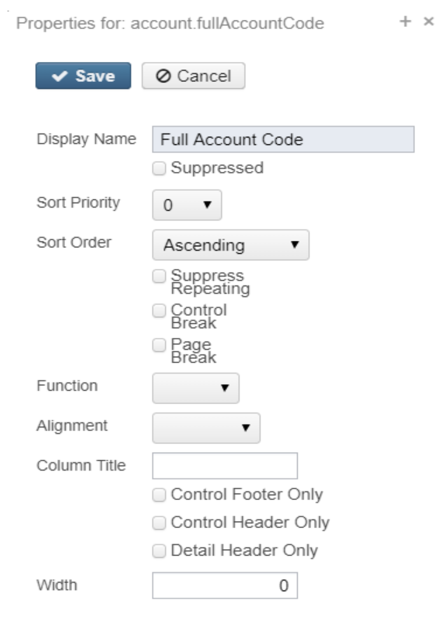

Figure 2 - Expended Properties Menu

5. Configure Filters Tab

The Configure Filters tab functions similarly to the Advanced Query in a grid. It allows you to filter specific information based on your input.

5.1 Operations: Determines the filter value's function.

- **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
- **Between:** range of two values, values must be separated by commas
- **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

5.2 Filter Value: There are 3 ways to enter values in this field

- **Option 1:** Enter a value directly, which will use the entered value with its assigned operation every time the report is generated.
  - **Example:** If you enter 001 in the filter value field for the fund and the Equals operation, then the report will always run for fund 001.
- **Option 2:** Build a "param" that prompts a user to input a value in the Generate Report tab.
  - A "param" consists of three parts: the field name, default value, and user prompt.
  - Parameter format: param("fieldname", "default value", "user prompt").
  - Examples:
    - param("startDate", "01/01/19", "Start Date:") - Puts the date "01/01/19" in the text field under the Generate Report tab.
    - param("endDate", "", "Enter End Date:") - Leaves the text field empty under the Generate Report tab.
  - This will allow you to the run the report for different filter values each time the report is ran.
- **Option 3:** Enter nothing, applicable for operations like "Is Null", "Not Null", and "Sort" that require no input.

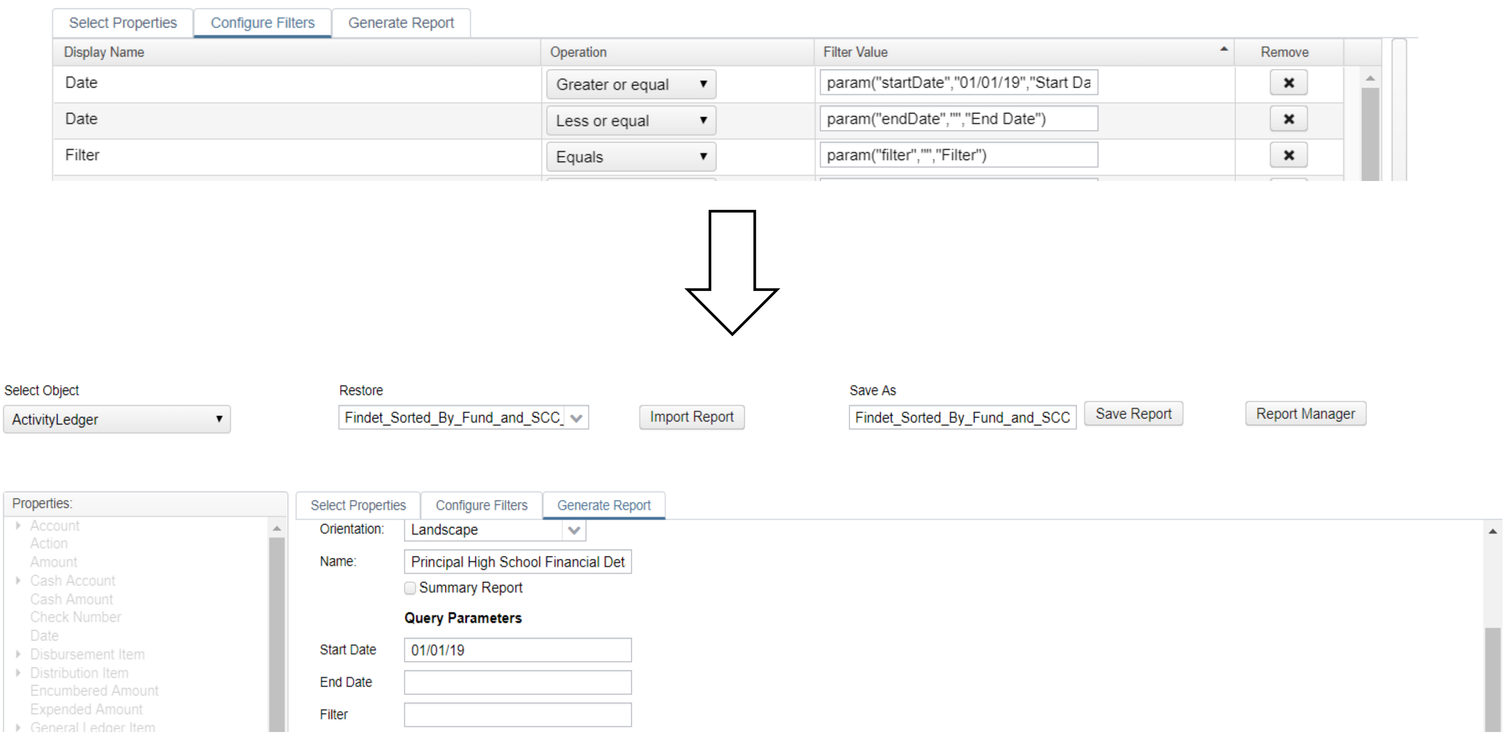

Figure 3 -Results of Params in Generate Report Tab

5.3 Account Filters and Filter Property (USAS Only)

- Located in the properties menu.
- 'Filter' is a property where an account filter can be entered. These filters are used to filter out TI codes, funds, functions, receipts, objects, SCC, subjects, OPU, IL, and job codes.
- To setup an account filter, go to Utilities->Account Filters
- Entering an account filter in the Filter property will run the reports for the account codes listed in the account filter.
- This is similar to Classic’s “I” for include and “X” for exclude accounts screen.

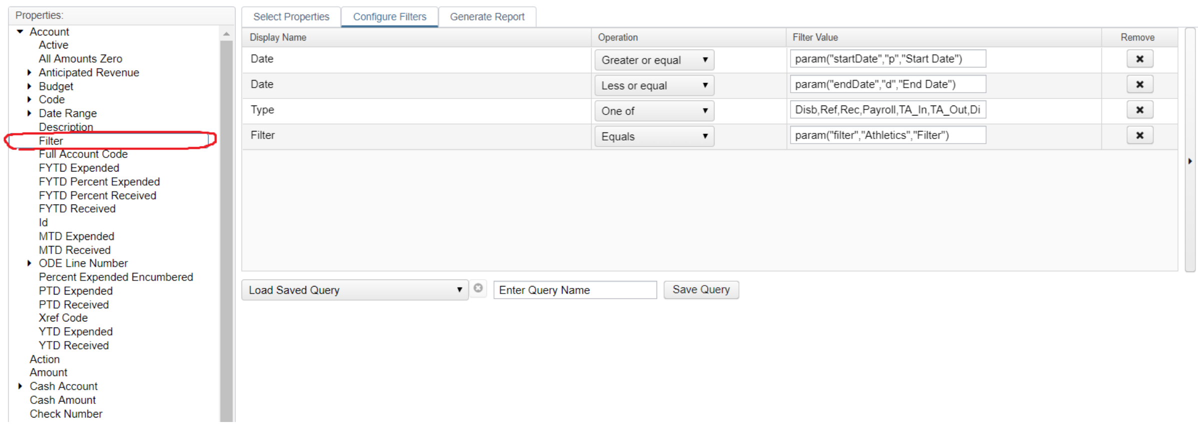

Figure 4 - Where Filter property is located

6. Generate Report Tab

The Generate Report tab consists of three sub-tabs: Report Options, Query Options, and Sort Options. You can navigate between these tabs by clicking on them or using the arrows above the Generate Report button.

6.1 Report Options Tab:

- **Format**: Specifies the file type created and downloaded when the report is generated.
- **Page Size**: Options include Letter, Legal, Half-letter, Note, and Ledger.
- **Orientation**: Choose between Portrait or Landscape page layout.
- **Name**: Title appearing in the top right corner of the report.
- **Summary Report**: Collapses properties and displays the total sum, average, min, or max function.
  - Example: Enabling this option for a report listing all funds will display the total sum of their purchases instead of individual purchases.
  - Does NOT summarize the report if running as a csv or excel file.
- **Show Report Options**: When enabled, the first page of the report lists selected options and query parameters.

6.2 Query Options:

- If a parameter was created in the Configure Filters Tab, users input values here.

6.3 Sort Options:

- Useful for changing the sort order and enabling/disabling control breaks of properties on reports.

- Primarily used when generating a report from the Report Manager Grid to adjust sorting without editing the entire report.
- To change the sort order of a property, drag and drop it in the Selected Properties menu.
    - Example: Enabling control break for the Object Level property will sort and subtotal the budget summary by cash account code and object level.
- If the Ascending box is unchecked, sorting will be in descending order.
- Note: Properties must be added to the report in the Report Options tab to appear in the sortable properties menu.
- You can save new sort options for future use using the save and recall tool.

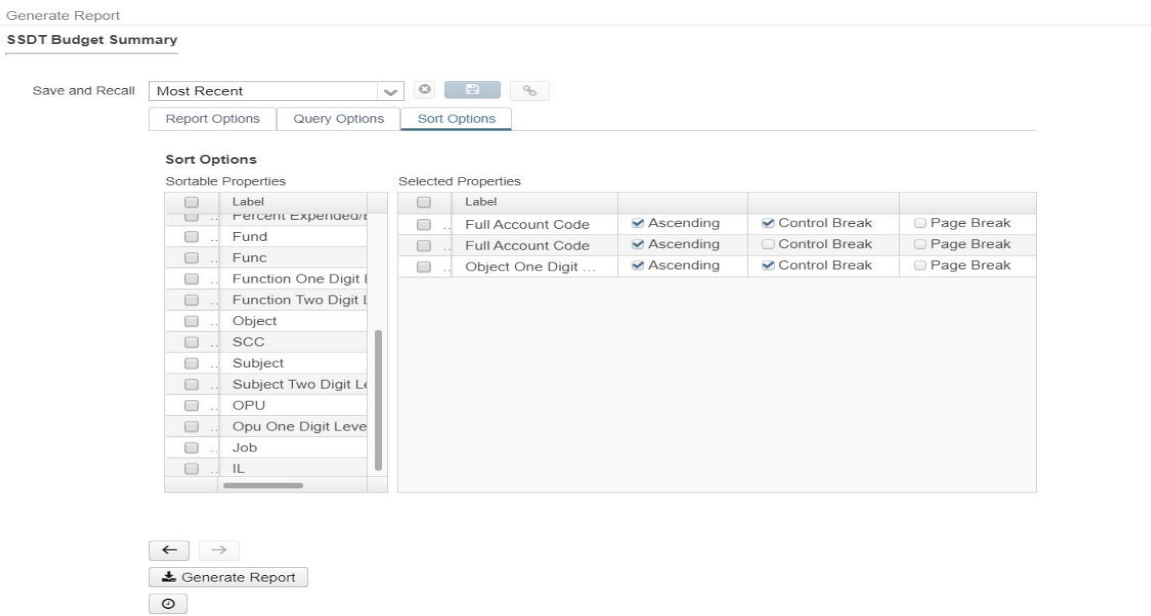

Figure 5 - Sort Options Tab