
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
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Table of Contents

Data Item Definitions:	3
COGNOS Impromptu Definitions	5
Running an Ad Hoc Report and Getting the Desired Results:	9
How to Disconnect From the Catalog and Edit Your Report:	9
Improving Ad Hoc Reports Once Created:	11
When to use Detail Data versus Summary Data:	13
Explanation of the Relationships Between Transactions.....	14
Creating a Crosstab Report:.....	19
Creating a Summary Report.....	21
Using HTML to Publish Reports on the Web:.....	24

Data Item Definitions:

Accounting Month	The accounting period of the transaction, i.e. the 7 th accounting period is the month 07, which is January. The accounting period starts at 01 in July. The state has 13 accounting periods, which includes the final period, the 13 th month, which is used for year-end GAAP adjustments, not lapse transactions. The SAAS name for this field is fiscal month.
Accounting Year	The accounting year is July 1 through June 30. The SAAS name for this field is fiscal year.
Agency Nbr (SAAS)	A SAAS three character field that associates an agency with each transaction.
Agency Nm (SAAS)	The SAAS name assigned to each agency.
As Of Month	A calculated field within MERLIN that converts the fiscal month to a calendar month and the fiscal year to the calendar year. Note that transactions, which occur in July, August, or September for the previous budget year, are applied to the month of June. For example, the As of Month for January 2000 would be entered: 200001.
Budget Year	Consists of the twelve months of the Fiscal Year (July 01 through June 30) plus any lapse period months (July through September). The Budget Year and the Fiscal Year correspond from September through June. Daily receipt and expenditure transactions from July 01 through June 30 are recorded in accounting periods 01 through 12 of the current Fiscal Year. Transactions during lapse periods (July and August) can be recorded in either the previous Budget Year or the new Budget Year, but will always be recorded in the new Fiscal Year.
Calendar Month	A two-digit numeric for the calendar months, i.e. 01 for January , 02 for February, etc.
Creation Date	The date the MERLIN warehouse extracted the detail information from the source system, i.e. SPAHRS and SAAS.
Expense/Tax Indicator	The travel field that indicates whether the earning code associated with the line amount is for an expense code (E) or for state and federal taxes (T).

GAAP Adjustment Indicator

An indicator stored in MERLIN that tells whether a specific transaction is a GAAP adjustment or not. GAAP adjustments are made at year-end by the Auditor's Office, normally in the thirteenth accounting period.

GAAP

(Generally Accepted Accounting Principles) The conventions, rules and procedures necessary to define accepted accounting practices at a particular time.

Lapse

The legal termination of the unexpended balance of an appropriation at a specific point in time after the current Budget Year has ended, usually between July 1 and August 31 of the new Accounting Year. Lapse transactions are captured in SAAS the same as all other information (budget year, accounting year, and accounting month). For example, any lapse transactions for the **Budget Year 1999** can be found by querying the data with **budget year = 1999, accounting year = 2000, and the accounting month in (01, 02, 03)**.

Non Bud Enc

Encumbrances (**account type code = 21**) that are stored in MERLIN as non-budgeted. An encumbrance is determined as non-budgeted if a budget was not established on SAAS's FDBT table and the appropriation unit did not fall into the 8000 range. **Note:** If an agency received a lump sum appropriation, but still established budgets on SAAS's FDBT table, their encumbrances would be reflected in MERLIN as budgeted.

Non Bud Exp

Expenditures (**account type codes = 22, 23**) that are stored in MERLIN as non-budgeted. An expenditure is determined as non-budgeted if a budget was not established on SAAS's FDBT table and the appropriation unit did not fall into the 8000 range. **Note:** If an agency received a lump sum appropriation, but still established budgets on SAAS's FDBT table, their expenditures would be reflected in MERLIN as budgeted.

Travel Type

There are three types of travel: in-state (0), out-of-state (1), and out-of-country (2).

Trip Number

A 12-digit number used to track costs related to a trip. The first four digits are the SAAS agency number, the fifth and sixth digits are the budget year and the last six digits are the SPAHRS travel system assigned number.

Worker Type

The identification of worker, may be PIN (P) or WIN (W).

COGNOS Impromptu Definitions

Ad Hoc Report	A report that a user creates by adding the columns of choice along with filters, groups and formats.
Associating Data	Associating enables the user to further organize the data into logical chunks of information from within a data item that is already grouped. There must be a one-to-one relationship between the two data items before the user should associate one data item with another. Associating a data item removes the repeating data in the user's report, eliminates duplication of data items and subtotals. (See Figure 3)
Columns	Columns are individual data items extracted from the catalog.
Grouping Data	Grouping enables to organize the data in logical chunks of information. It allows the user to easily view the data by the items that are grouped and the report won't duplicate values for the data item that the user has grouped. (See Figure 2)
Filtering Data	<p>Filtering enables the user to specify the conditions that must be met for data to be included in the report. It focuses the report on the data that is important to the user and minimizes the processing time by excluding any data that is irrelevant to the report. (See Figures 4 & 5)</p> <p>NOTE: If you wish to select only one condition for an item to appear in the report, you will need to use the '=' sign in your filter, i.e. Budget Year = '1999'. If you wish to select more than one condition for an item to appear in the report, you will need to use the 'in' operator and parentheses for your filter, i.e. Budget Year in ('1999', '2000').</p>
Prompts	Prompts are dialog boxes that ask the user to enter information when the report is first opened. The prompt is a filtering tool that provides the user with the ability of easily changing filters prior to running a report.
Save As	When saving either a Standard Report that the user has modified or an Ad Hoc Report that the user has created, the user should always save the report in the My Reports folder. Click on File , then Click on Save As .

Sorting Data

Sorting enables the user to change the order of the alphabetical or numerical data items into either ascending or descending order, and works in addition to any grouping already established in the report.

Standard Reports

Developed by the MERLIN Team, a Standard Report is a structurally complete report, which contains columns of commonly, requested information. When a Standard Report is opened, a prompt dialog box appears prompting the user to fill in variables for specific information.

Figure 1, Report without Grouping or Association

Report Sample With NO Grouping or Association

Agency Nbr (SAAS)	Agency Nm (SAAS)	Accounting Year	Accounting Month	Acct Type Cd	Major Obj Code Name	Major Obj Code	Minor Obj Code	Dollar Amount
428	ANIMAL HEALTH	2000	01	03	CONTRACTUAL SERVICES	B	61644	\$3.00
428	ANIMAL HEALTH	2000	01	03	COMMODITIES	C	62220	\$3.98
428	ANIMAL HEALTH	2000	01	03	CONTRACTUAL SERVICES	B	61644	\$3.02
428	ANIMAL HEALTH	2000	02	03	CONTRACTUAL SERVICES	B	61644	\$3.02
428	ANIMAL HEALTH	2000	02	03	CONTRACTUAL SERVICES	B	61644	\$3.02
428	ANIMAL HEALTH	2000	02	03	CONTRACTUAL SERVICES	B	61644	\$3.50
428	ANIMAL HEALTH	2000	02	03	CONTRACTUAL SERVICES	B	61644	\$3.02
428	ANIMAL HEALTH	2000	03	03	CONTRACTUAL SERVICES	B	61644	\$3.02
428	ANIMAL HEALTH	2000	03	03	COMMODITIES	C	62390	\$3.02
Total Dollar Amount:								\$28.60

Figure 2, Report with Grouping

Figure 3, Report with Groupings and Associations

Impromptu - [Sample Grouped Report.imr]

Report Sample With Grouping
By Major Object Code Name

MERLIN DSS

Agency Nbr (SAAS)	Agency Nm (SAAS)	Accounting Year	Accounting Month	Acct Type Cd	Major Obj Code Name	Major Obj Code	Minor Obj Code	Dollar Amount
428	ANIMAL HEALTH	2000	01	03	COMMODITIES	C	62220	\$3.98
428	ANIMAL HEALTH	2000	03	03			62390	\$3.02
Major Object Code Total:								\$7.00
428	ANIMAL HEALTH	2000	01	03	CONTRACTUAL SERVICES	B	61644	\$3.00
428	ANIMAL HEALTH	2000	01	03			61644	\$3.02
428	ANIMAL HEALTH	2000	02	03			61644	\$3.02
428	ANIMAL HEALTH	2000	02	03			61644	\$3.02
428	ANIMAL HEALTH	2000	02	03			61644	\$3.50
428	ANIMAL HEALTH	2000	02	03			61644	\$3.02
428	ANIMAL HEALTH	2000	03	03			61644	\$3.02
Major Object Code Total:								\$21.60
Total Dollar Amount:								\$28.60

Data Warehouse Catalog

Start GroupWise - Mailbox Workspace - Lotus Notes Impromptu - [Sample ... Corel WordPerfect - [Docu...]

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Impromptu - [Sample Grouped & Associated Report.imr]

Report Sample With Grouping By
Major Object Code Name and
Associating By Major Object Code

MERLIN DSS

Agency Nbr (SAAS)	Agency Nm (SAAS)	Accounting Year	Accounting Month	Acct Type Cd	Major Obj Code Name	Major Obj Code	Minor Obj Code	Dollar Amount
428	ANIMAL HEALTH	2000	01	03	COMMODITIES	C	62220	\$3.98
428	ANIMAL HEALTH	2000	03	03			62390	\$3.02
Major Object Code Total:								\$7.00
428	ANIMAL HEALTH	2000	01	03	CONTRACTUAL SERVICES	B	61644	\$3.00
428	ANIMAL HEALTH	2000	01	03			61644	\$3.02
428	ANIMAL HEALTH	2000	02	03			61644	\$3.02
428	ANIMAL HEALTH	2000	02	03			61644	\$3.02
428	ANIMAL HEALTH	2000	02	03			61644	\$3.50
428	ANIMAL HEALTH	2000	02	03			61644	\$3.02
428	ANIMAL HEALTH	2000	03	03			61644	\$3.02
Major Object Code Total:								\$21.60
Total Dollar Amount:								\$28.60

Data Warehouse Catalog

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Figure 4, Filter Screen

All reports should include filters for the Budget Year and the Agency Number. There may be other filter criteria needed in the report. It will be dependant on the type of question being asked or the specific information

Figure 5, Filter for a Transaction Detail Query

The screenshot shows the 'Query' dialog box with the 'Filter' tab selected. The 'Available components' list on the left contains '+', 'or', and 'and'. The 'Filter definition' text box contains the expression: `Budget Year = '2000' and Agency Nbr (SAAS) = '161'`. Below the text box are buttons for 'And', 'Or', and 'Clear'. The 'Filter options' section includes a 'Filter type' dropdown set to 'Detail', a 'Suspend the filter' checkbox (unchecked), and an 'Eliminate duplicate rows' checkbox (unchecked). A 'Tips' section at the bottom contains the text: 'Use the available components to define or add to an expression.' The 'OK' and 'Cancel' buttons are at the bottom right.

The screenshot shows the 'Query' dialog box with the 'Filter' tab selected. The 'Available components' list on the left contains 'or' and 'and'. The 'Filter definition' text box contains the expression: `Budget Year = '2000' and Accounting Month = '07' and Agency Nbr (SAAS) = '002' and Transaction Code = 'PV' and Received Date >= 2000-01-25 and Acct Type Cd in ('22', '23')`. Below the text box are buttons for 'And', 'Or', and 'Clear'. The 'Filter options' section includes a 'Filter type' dropdown set to 'Detail', a 'Suspend the filter' checkbox (unchecked), and an 'Eliminate duplicate rows' checkbox (unchecked). A 'Tips' section at the bottom contains the text: 'Use the available components to define or add to an expression.' The 'OK' and 'Cancel' buttons are at the bottom right.

Running an Ad Hoc Report and Getting the Desired Results:

1. Decide on what is needed from the report.
2. Decide on how the report needs to look.
3. Complete the Cognos Report form at the end of this section.
4. Write down the columns of data that are wanted in the report.
5. Decide on which data needs to be grouped.
6. Decide if it is necessary to associate any of the grouped items.
7. Decide if it is necessary to sort any of the data.
8. Decide on what filters are needed.
(**REMEMBER: Always filter** on a minimum of two areas and always include the agency number and budget year.)
9. Determine if it is best to open the report with a prompt every time.

How to Disconnect From the Catalog and Edit Your Report:

Impromptu allows you to disconnect from the catalog to make changes to a preexisting report and then run the changed report. This provides you with the option to run only one report as opposed to running the first report, making changes to it, then running the report based on your changes. To accomplish this procedure:

1. Logon to Cognos and enter your MERLIN id and password then click OK.
2. Open the report that you want to edit.
3. Disconnect from the catalog by clicking on Catalog and selecting Disconnect from the Menu Bar.
4. Make the changes to your report.
5. To reconnect to the catalog click Catalog and select Connect from the Menu bar.
6. Enter your user id and password and click OK.
7. To run your new report and update the data, click on Report then select Retrieve.
8. To save the new report, click on File then on Save As, and save your new report in the My Reports folder.

COGNOS REPORT

What do I want this report to show?

Columns I will need:

Which columns do I want to sort?

Which columns do I want to group? (Grouping: You may want to group data by agency name so that you can easily view your data by agency.)

How do I want to filter my report? (NOTE: You should filter your reports by at least budget year, Budget Year =1997, and one other criteria i.e. agency number)

Improving Ad Hoc Reports Once Created:

Add Filters: Use the filter toolbar button on the Power Bar to apply additional filters on one or more data items from the report's columns or rows. Select **one or more values** in a column. Select a **filter operator** from the drop-down menu.

Note: The content of the drop-down menu varies depending on the selection the user made in the user column.

Add Headers & Footers: Select a column or data item in the report and either click the header or footer toolbar button in the Power Bar.

Move Columns: Select the column to be moved, move the user mouse pointer over the selected area until a four way arrow appears, click and drag the column to the point in the report where the columns need to be, then release the user mouse button. Press **ESC** to clear the highlighting from the column.

Delete Columns: Highlight either the column heading or a data item within the column and press the **Delete key**.

Create A Prompt: From the Query Dialog box, create a filter using the Prompt Manager. Click New on the Prompt Dialog Box that appears. In the Name Box, type in the prompt name as established by the user. In the Type Box, select the type of prompt. In the Message Box, type in the instructions a user would want to see in the Prompt Dialog Box that appears when the report is opened.

Fit To Page: To automatically scale down a wide list report utilize the Fit To Page Option. From the File Menu, click **Page Setup**. In the List Frames Box, click the **Fit To Page** check box. Click **OK**.

Repeat Column Headers: Particularly useful when the report prints over subsequent pages because of the high number of columns represented. Select one or more columns in the report. Select Properties from the Format Menu, and click the **Printing tab**. Click the **Repeat This Column On Every Page** check box. Click **OK**.

Inserting Data Into The Footer: Provides the user with additional information, which assists the user in identifying subtotals. After the footer has been created, select the data item you wish to add to the footer. Drag the data item and drop it into the footer. If you wish for the data item to also appear as a column in your report, select the Data Tab from the Query Dialog Box. Select the data item that you wish to re-insert into your report and click 'Mark for Insertion.' Then click 'OK'. The column will appear at the end of the report and you may then reposition it where you want it to appear.

Inserting a Page Break in a List Report: (**NOTE:** This option is not available if there are no groups in the report.)

- Click on a **grouped** data item in the report.
- From the Edit menu, click Select Parent.
- From the Format menu, click Properties, then click the Page Breaks tab.
- To set a page break before or after a **grouped** data item, click the Break Before or Break After check box.
- To reset page numbers for one or more groups, click the Reset Page Number On check box and the group for which you want to reset the page numbering.
- Click OK.

To Edit Multiple Columns Easily: There are two ways to edit multiple columns of data to change the appearance of the data, i.e. font size, bolding, currency, etc.:

To Edit a Series of Columns:

- First, select the left most column that you want to begin editing by clicking on a data item in that column.
- Using the arrow keys, scroll over to the right most column that you want to edit.
- While holding down the **Shift key**, click your left mouse button to select all columns between your first selection and your last selection. This will highlight all columns between the two points selected.
- Make your changes, i.e. bold, font size.
- Press the Esc key.

To Edit Two or More Columns that are Not in a Series:

- First, select the column that you want to begin editing by clicking on a data item in that column.
- Using the arrow keys, scroll over to the next column that you want to edit.
- While holding down the **Ctrl key**, click your left mouse button on another data item to select that column.
- Repeat until all the columns that you want to edit are highlighted.
- Make your editing changes, then press the Esc key.

When to use Detail Data versus Summary Data:

A user would use **detail data** when there is a need to generate reports, which contain specific transaction information, i.e. Transaction Codes or Numbers for designated Budget Years and accounting months. Detail data is available for each state agency by fund, and provides totals for each account, account type, and fund by transaction number. Detail data is updated daily after the SAAS nightly processing.

A user would use **summary data** when there is a need to generate reports that summarize the data at a higher degree rather than at the transaction detail level. Information is updated monthly and daily from SAAS.

Explanation of the Relationships Between Transactions

Purchase orders are created when an agency needs to order products or services. When the products/services the purchase order (PO) was created for are received, a payment voucher (PV) is created. There can be a one-to-many relationship between purchase orders and payment vouchers. When a payment voucher hits the system during nightly processing, a warrant (AD) is created.

- 1) If you have a warrant number and you want to know the purchase order it is associated with, here are the steps you need to take.
 - a) You will run a transaction detail query. (You can use the Transaction Detail Query standard report located in the History folder.)
 - b) Open the report and enter the following information needed into the prompts: enter 'AD' in the Transaction Type Code prompt and the warrant number in the Transaction Number prompt.
 - c) The associated payment voucher (PV) number that the warrant is paying will be located in the Ref Transaction Number column.
 - d) You can now rerun the Transaction Detail Query by clicking on the Prompt power bar button and input the payment voucher information.
 - e) In the Transaction Type Code prompt, you will need to enter 'PV' and in the Transaction Number prompt, you will need to enter the number previously displayed in the Ref Transaction Number column in the first query.
 - f) The information displayed in the Ref Transaction Number column in the second report will be the purchase order number.

OR

- a) You will run the Warrant Number Query standard report located in the History folder.
 - b) Enter the correct Budget Year and the Warrant Number in the prompt.
 - c) Click 'OK'.
 - d) The associated payment voucher number will be located in the Transaction Number field.
 - e) In order to find out the purchase order number associated with the payment voucher number, you will need to run a transaction detail query. (You can use the Transaction Detail Query standard report located in the History folder.)
 - f) In the Transaction Type Code prompt, you will need to enter 'PV' and in the Transaction Number prompt, you will need to enter the payment voucher number.
 - g) The information displayed in the Ref Transaction Number column in the second report will be the purchase order number.
- 2) If you have a warrant number and you want to know the payment voucher it is associated with, here are the steps you need to take.
 - a) You will run a transaction detail query. (You can use the Transaction Detail Query standard report located in the History folder.)
 - b) Open the report and enter the following information needed into the prompts: enter 'AD' in the Transaction Type Code prompt and the warrant number in the Transaction Number prompt.

- c) The payment voucher (PV) number that the warrant is paying will be located in the Ref Transaction Number column.

OR

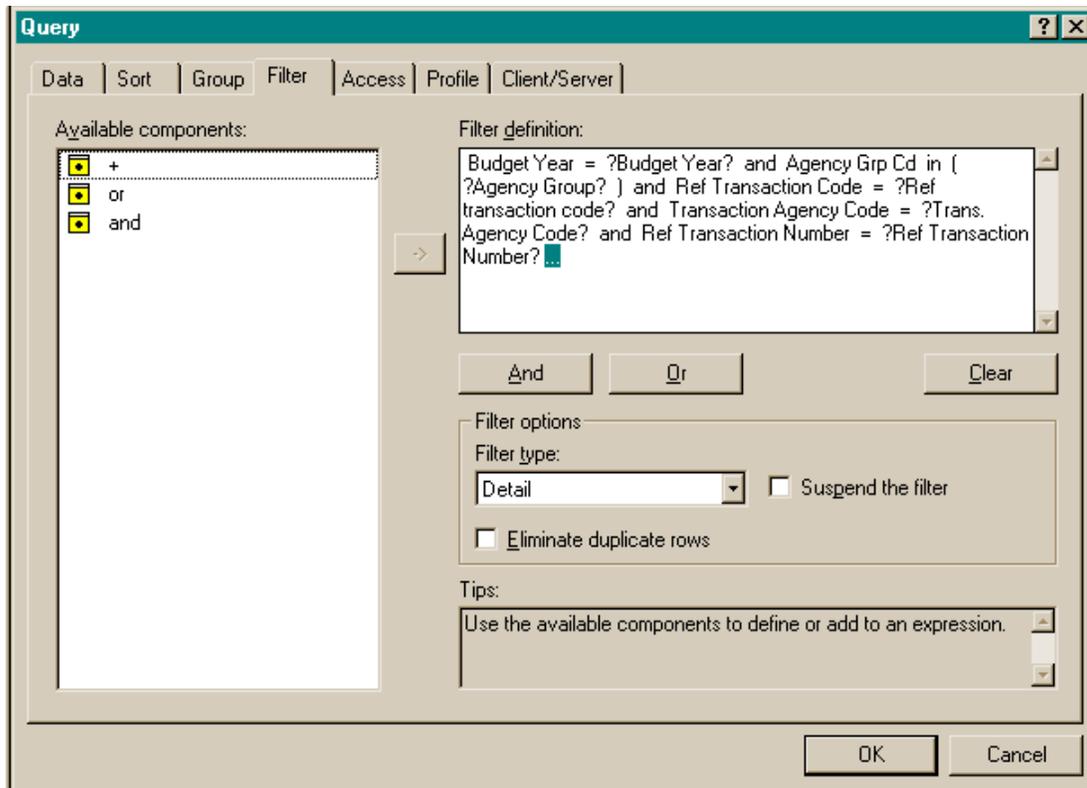
- a) You will run the Warrant Number Query standard report located in the History folder.
 - b) Enter the correct Budget Year and the Warrant Number in the prompt.
 - c) Click 'OK'.
 - d) The associated payment voucher number will be located in the Transaction Number field.
- 3) If you have a payment voucher and you want to know the purchase order it is associated with, here are the steps you need to take.
- a) You will run a transaction detail query. (You can use the Transaction Detail Query standard report located in the History folder.)
 - b) Open the report and enter the following information needed into the prompts: enter 'PV' in the Transaction Type Code prompt and the payment voucher number in the Transaction Number prompt.
 - c) The purchase order (PO) number that the payment voucher is issued against will be located in the Ref Transaction Number column.
- 4) If you have a purchase order and you need to know the payment voucher associated with it, here are the steps you need to take.
- a) You will create a transaction detail query. (You can use the Transaction Detail standard report located in the History folder.)
 - b) Open the report.
 - c) Click cancel when the prompt dialog box appears.
 - d) Click Query from the Report menu.
 - e) Click on the Filter tab
 - f) You will need to delete two expressions from the filter.
 - i) Click on Transaction Code to highlight it and delete the following expression: 'Transaction Code = ?Transaction Code?'
 - ii) Click on Transaction Number to highlight it and delete the following expression: 'Transaction Number = ?Transaction Number?'
 - g) Now you will create two new prompts.
 - i) Double click Report Columns in the Available Components box.
 - ii) Double click on 'Ref Transaction Code'.
 - iii) Double click on the = sign
 - iv) Double click on Prompt Manager in the Available Components.
 - v) Click 'New' on the Prompt Manager dialog box.
 - vi) In the Name field, type 'Ref Transaction Code'. In the Type field choose, Type In from the drop down list box. In the Message field, type in 'Please enter the Ref Transaction Code. USE ALL CAPS'.
 - vii) Click 'OK'. Click 'OK' again.
 - viii) Click 'And'.
 - ix) Double click Report Columns in the Available Components box.
 - x) Double click on 'Ref Transaction Number'.
 - xi) Double click on the = sign
 - xii) Double click on Prompt Manager in the Available Components.
 - xiii) Click 'New' on the Prompt Manager dialog box.

- xiv) In the Name field type 'Ref Transaction Number'. In the Type field, choose 'Type In' from the drop down list box. In the Message field, type in 'Please enter the Ref Transaction Number. USE ALL CAPS.'
- xv) Click 'OK'. Click 'OK' again.
- h) An example of the 'Filter Tab' is shown below.



Figure 6, Filter Tab Example

- i) Click 'OK' at the Query Dialog box.
- j) If the Prompt Dialog box does not pop up after you have clicked 'OK', then

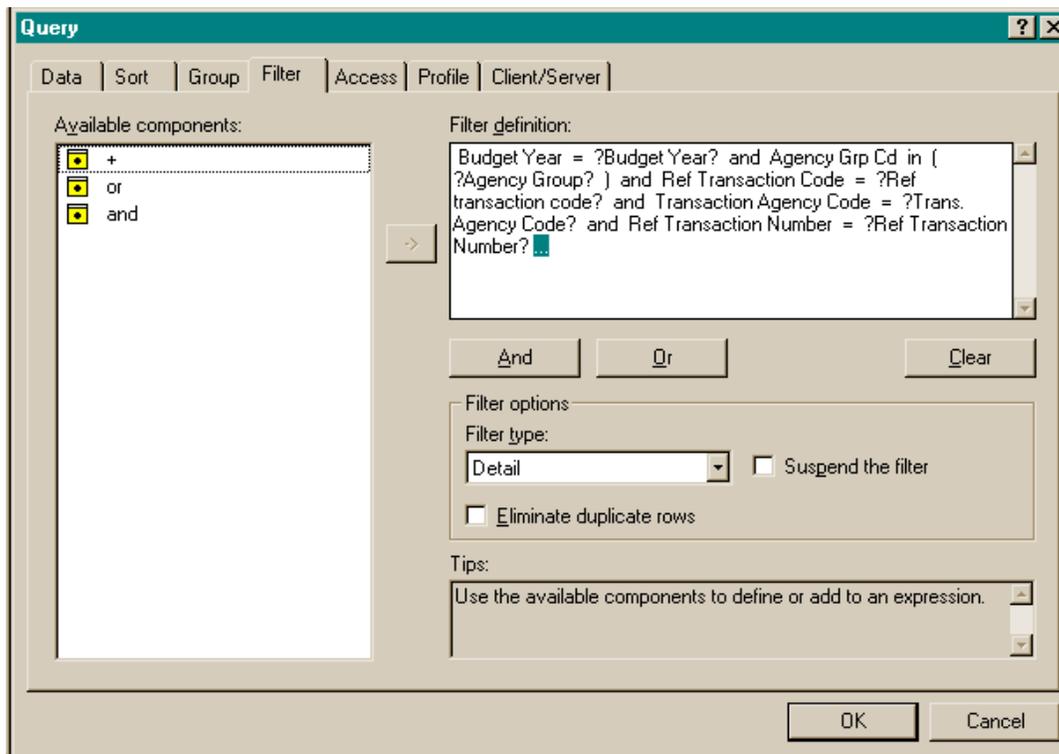


click on the Prompt Power Bar Button.

- k) Complete the prompt by entering 'PO' in the Ref Transaction Code prompt and the purchase order number in the Ref Transaction Code Number prompt.
 - l) The payment voucher number associated with this purchase order will be located in the Transaction Number column.
- 5) If you have a payment voucher number and you want to know the warrant number it is associated with, here are the steps you need to take.
- a) You will create a detail query. (You can use the Warrant Number Issued standard report located in the History folder.)
 - b) Open the report and enter the information needed into the prompts.
 - c) In this report, you will need to enter the payment voucher number in the Transaction Number prompt
 - d) The warrant number associated with the payment voucher will be located in the Warrant Number column.

OR

- a) You can also follow the steps in example 4 listed above. You will enter the 'PV' in the Ref Transaction Code and you will enter the payment voucher number in the Ref Transaction Code Number prompt.
 - b) The warrant number associated with the payment voucher will be located in the Transaction Number column.
- 6) If you have a purchase order number and you want to know the warrant number it is associated with, here are the steps you need to take.
- a) You will create a transaction detail query. (You can use the Transaction Detail standard report located into the History folder.)
 - b) Open the report.
 - c) Click cancel when the prompt dialog box appears.
 - d) Click Query from the Report menu.
 - e) Click on the Filter tab
 - f) You will need to delete two expressions from the filter. Here are the steps.
 - i) Click on Transaction Code to highlight it and delete the following expression: 'Transaction Code = ?Transaction Code?'
 - ii) Click on Transaction Number to highlight it and delete the following expression: 'Transaction Number = ?Transaction Number?'
 - g) Now you will create two new prompts.
 - i) Double click Report Columns in the Available Components box.
 - ii) Double click on 'Ref Transaction Code'.
 - iii) Double click on the = sign
 - iv) Double click on Prompt Manager in the Available Components.
 - v) Click 'New' on the Prompt Manager dialog box.
 - vi) In the Name field, type 'Ref Transaction Code'. In the Type field choose, Type In from the drop down list box. In the Message field, type in 'Please enter the Ref Transaction Code. USE ALL CAPS'.
 - vii) Click 'OK'. Click 'OK' again.
 - viii) Click 'And'.
 - ix) Double click Report Columns in the Available Components box.
 - x) Double click on 'Ref Transaction Number'.
 - xi) Double click on the = sign
 - xii) Double click on Prompt Manager in the Available Components.
 - xiii) Click 'New' on the Prompt Manager dialog box.
 - xiv) In the Name field type 'Ref Transaction Number'. In the Type field, choose 'Type In' from the drop down list box. In the Message field, type in 'Please enter the Ref Transaction Number. USE ALL CAPS.'
 - xv) Click 'OK'. Click 'OK' again.
 - h) An example of the 'Filter Tab' is shown below.

Figure 7, Filter Tab Example

- i) Click 'OK' at the Query Dialog box.
- j) If the Prompt Dialog box does not pop up after you have clicked 'OK', then click on the Prompt Power Bar Button.


- k) Complete the prompt by entering 'PO' in the Ref Transaction Code prompt and the purchase order number in the Ref Transaction Code Number prompt.
- l) The payment voucher number associated with this purchase order will be located in the Transaction Number column.
- m) You will now use the Warrant Number Issued standard report located in the History folder to get the warrant number associated with the payment voucher number found in the previous step.
- n) In this report, you will need to enter the payment voucher number in the Transaction Number prompt
- o) The warrant number associated with the payment voucher will be located in the Warrant Number column.

Creating a Crosstab Report:

A Crosstab report summarizes information in a concise table of rows and columns that shows the values at the intersection point of each row and column. When you enter a data item into the Cells area, Impromptu automatically summarizes that item. An example of this would be if you wanted to see a report of expenditures by major object and by month. See figures 8 and 9 below.

To Create a Crosstab Report:

Start the Report Wizard by selecting **New** from the **File Menu**.

Select your template (except for blank) and **select the button marked 'Wizard.'**

At this point, the Report Wizard will prompt you to enter a report name.

Click 'Next.'

Select 'Crosstab Report'.

Click 'Next.'

At this point you will now add data items to your report by selecting which columns go in the Rows, Columns and Cells of the crosstab report.

Enter **at least** one data item into the Rows area, one data item into the Column area, and one data item into the Cells area of a crosstab report.

Enter **a maximum of three data items** in the **Cells area** of the crosstab report.

Select data items that are **only dollar amounts** for the Cells area.

Figure 8, Crosstab Query Dialog Box Example

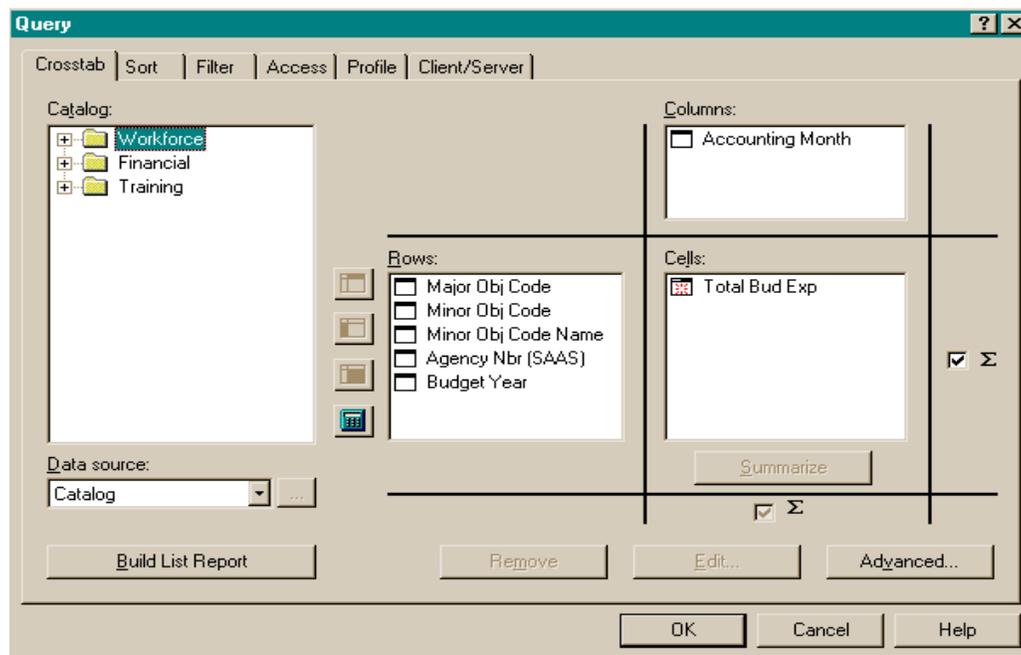


Figure 9, Crosstab Report Example



MERLIN DSS

Expenditures for Fund 2101 for Budget Year 2000 Report

Minor Obj Code	Minor Obj Code Name	01	02	03	04	05	06	07
60010	SALARIES AND WAGES	\$85,270.00	\$83,933.86	\$80,863.42	\$76,036.59	\$70,354.69	\$68,360.95	\$71,247.63
60015	SPAHR'S REFUNDS OF DEDUCTIONS							\$399.94
60016	SPAHR'S UNDER WITHHELD DEDUCTIO							
60060	TERMINAL PERSONAL LEAVE PAY				\$2,498.71	\$6,109.49	\$158.36	\$50,355.33
60110	EMPLOYERS' RETIREMENT MATCHING	\$7,086.42	\$8,183.57	\$7,884.21	\$7,657.23	\$7,455.27	\$6,680.64	\$11,588.72
60120	SALARIES, SOC SECURITY MATCH	\$6,393.18	\$6,272.23	\$6,050.29	\$5,879.34	\$5,716.81	\$5,128.29	\$9,171.04

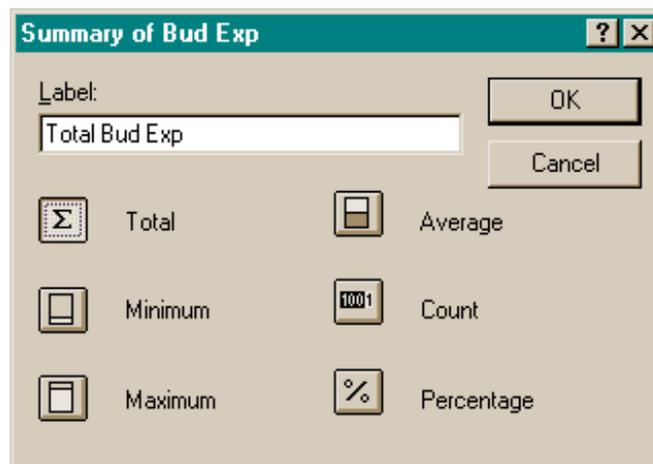
Creating a Summary Report

You can create summaries in Impromptu to show a high level of information in your report. If you want your report to contain only summarized information without details, you can create a summary using the Data tab (Query dialog box) as you create your report.

To create a summary while creating your report:

1. From the Report menu, click **Query**.
2. From the Query dialog box, click the **Data** tab.
3. Select the column that you want to summarize from the applicable folder in the catalog.
4. Click the **Summary** button.
5. Below is a sample of the Summary dialog box that appears.

Figure 10, Summary Dialog Box Example



6. **Click ...**

Total
Minimum

Maximum
Average
Count
Percent

To Calculate ...

The total for the selected data items.
The minimum value of the selected data items.
The average of the selected data items.
The average of the selected data items.
The number of selected data items.
The percentage of the total that the data item represents.

Note: The buttons available in the Summary dialog box depend on the data type of the selected column.

7. Click OK

- If a summary is in the body of the list that is **grouped**, the summary is calculated for the lowest group in the list.
- If a summary is in a list group **header or footer**, the summary is calculated for that group.
- If a summary is in a **form frame** with the scope of the form frame set to a group, the summary is calculated for that group.
- If **none** of the above is applicable, the summary is calculated for the entire report.

Figure 11, Report without a Summary Example



MERLIN DSS

Sample Report
Without
A Summary

Budget Year	Accounting Month	Major Obj Code	Bud Exp
2000	03	A1	\$75.15
			\$52.20
			\$66.80
			\$74.27
			\$99.31
			\$100.20
			\$79.20
			\$55.95
			\$94.50
		\$102.00	
		A2	\$103.85
			\$94.00
			\$93.85
			\$102.30
			\$71.75
			\$94.05
		B	\$95.50
			\$54.07
			\$74.61
			\$74.38
			\$53.76
\$63.71			
\$63.91			
\$80.00			
\$80.00			

Figure 12, Report With Summary Example

MERLIN DSS

Sample Report
With A Summary

Budget Year	Accounting Month	Major Obj Code	Total Bud Exp
2000	03	A1	\$1,179,464.16
		A2	\$18,086.77
		B	\$1,020,205.31
		C	\$54,871.50
		D2	\$203,408.48
		E	\$193,480.82

Using HTML to Publish Reports on the Web:

Publishing and distributing read-only Impromptu reports in Hypertext Markup Language (HTML) from your Intranet or Internet Web site or by email gives you and your users:

- Reports that are ready for immediate viewing and printing agency wide.
- Up-to-date information as they need it.
- Reports that can be exported to Adobe PDF format or formatted Excel.
- A single report that meets the needs of many different users.

To Publish A Report as HTML:

- 1) Make sure the report you want to publish as HTML is open and Page Layout view is selected.
- 2) From the File menu, click **Publish As HTML**.
- 3) In the **Save In** box, select the My Reports folder to save the HTML file.
- 4) In the file prefix box, type in a meaningful name that you want as the prefix on all of the HTML files that will be created for this report.
- 5) Click **Options** to specify Report Navigator options, or click Publish to create the HTML report using the default Navigator options.

The default Report Navigator options are:

- put the Report Navigator in a separate frame.
- include the page numbers in the published HTML report
- publish all pages of the Impromptu report to HTML.

- 6) Click **OK**.
- 7) Click **Publish**.
- 8) To preview the HTML report, double-click the file with the prefix you specified and the extension .htm.

Enhanced HTML Support:

You can enhance your report before publishing it as HTML to add more report details, link HTML reports, and provide users with additional functionality when they view the reports with a web browser. For example, before publishing your report you can:

- Include a hotlink that enables users to jump from the published HTML report to another web site.
- Reference external HTML scripts.
- Reference Java applets.
- Embed Java script code directly in the HTML.
- Include questionnaires and information requests in a report.
- Put Web page locations in a database and join it to a report column.

How to Set the Version When Saving a Report as an Excel Spreadsheet

Cognos Impromptu (version 7.3) allows you to set what version of Excel a report is saved as, either 'Excel 2000' or 'Excel 2002 or higher' are the options.

If you do not have the same version of Excel on your machine as what is set in the version box, then the report does not look accurate. 'Excel 2002 or higher' appears to be the default.

If using Excel 2000, you must make sure that for each report you develop and save as an Excel spreadsheet that you set the version correctly. Once it has been changed in the report and saved, there are no problems.

Below are the steps to set the version:

1. Open a report.
2. From the Report menu, click Excel, and in the Version box, click the Excel version to use:

‘Excel 2000’, or

‘Excel 2002 or higher’

Note: The following objects may be included with the ‘Excel 2002 and higher’ version by clicking the check box next to the object:

- images
- static charts
- text frames
- summary expressions

3. Click OK.