

Financial Reporting - Departments

Crystal Enterprise (web) Users Guide



This document describes the various functions and processes relating to Financial Reporting with Crystal Enterprise (web).

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Financial Reporting - Departments

Financial Reporting reports are run on-demand and are sent to the user's Crystal Enterprise Inbox.

Login to Crystal Enterprise

-Go to Crystal <http://Crystal.fitchburgstate.edu>

(Mac OS users please contact Sharon Smith for login credentials.)

Tip: Create a shortcut to "Crystal" on your desktop or add to your "favorites."

*You will notice that your shortcut points to

<https://businessobject2.fitchburgstate.edu:8443/BOE/BI>

Tip: If you are sitting at your desk, logged in with your **Falcon Key**, you will automatically be logged in.

-Enter your **Falcon Key** credentials (the ones you use to log into your computer, e.g. "tjefferson").

-Click **Log On** (button).

Your landing page should default to your "**Crystal Reports – PROD**" folder as shown below

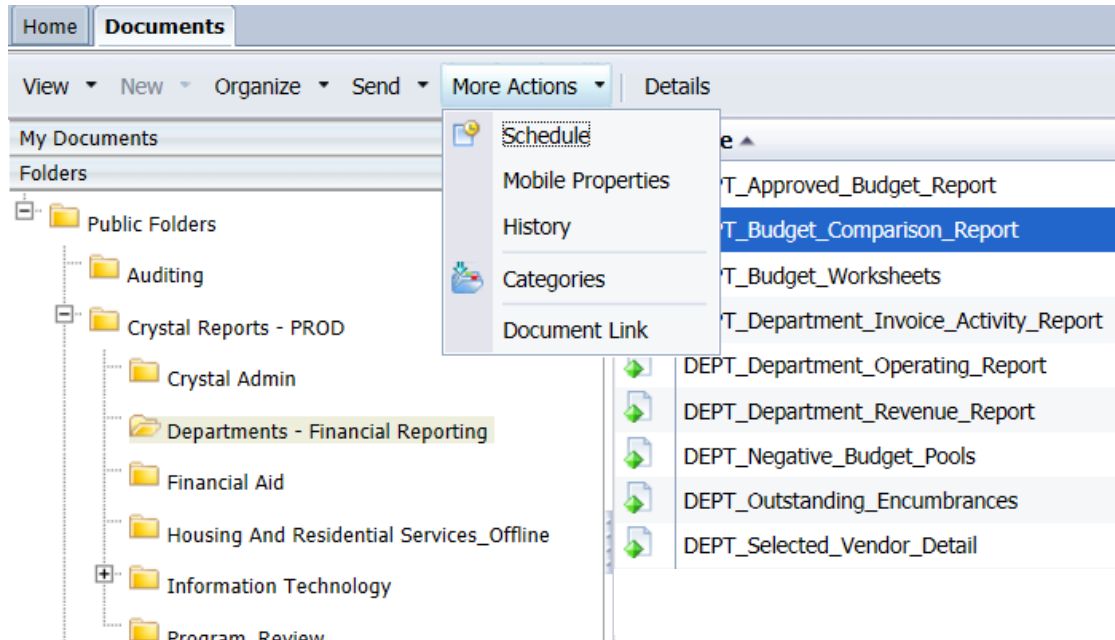
The screenshot shows the SAP Crystal Reports interface. At the top, there is a navigation bar with the SAP logo, a welcome message for Sharon Smith, and links for Applications, Help menu, and Log off. Below the navigation bar, there are tabs for Home and Documents. The main interface is divided into two panes. The left pane shows a tree view of folders under 'My Documents', with 'Crystal Reports - PROD' selected. The right pane shows a list of folders with columns for Title, Type, Last Run, and Instances.

| Title | Type | Last Run | Instances |
|--|--------|----------|-----------|
| Crystal Admin | Folder | | |
| Departments - Financial Reporting | Folder | | |
| Financial Aid | Folder | | |
| Housing And Residential Services_Offline | Folder | | |
| Information Technology | Folder | | |
| Program_Review | Folder | | |

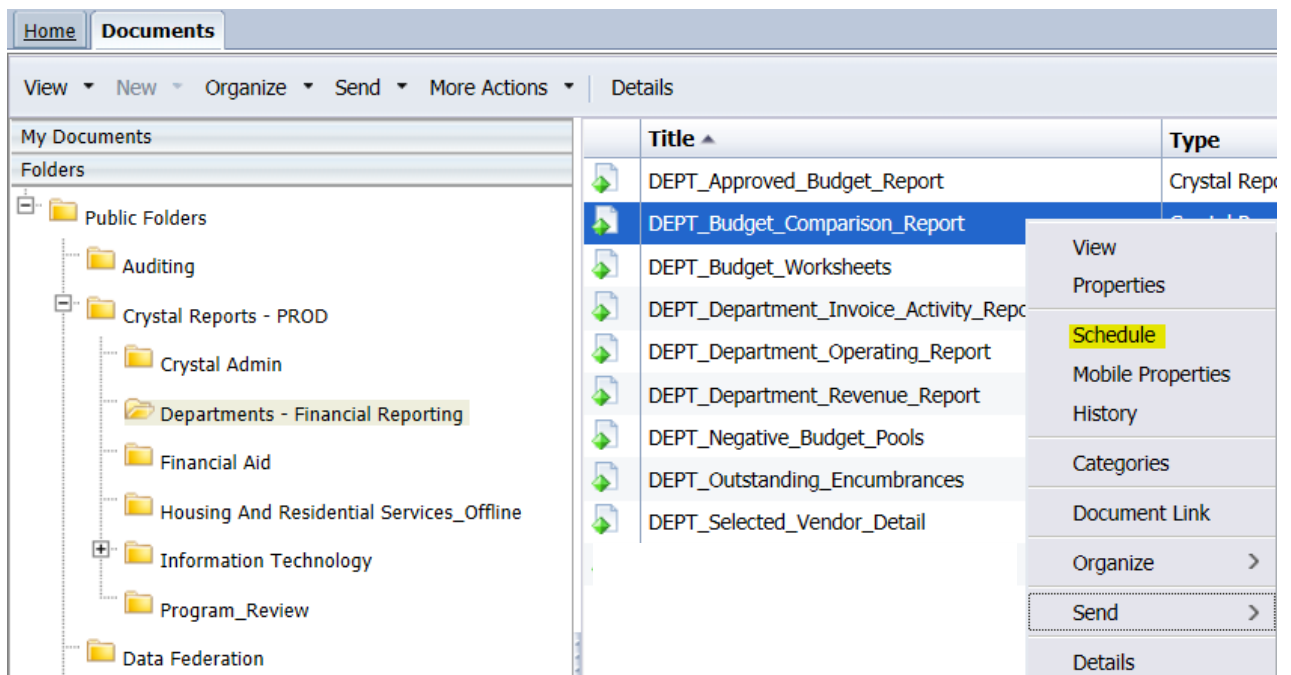
Running a Report

Highlight the report you want to run and click **More Actions**, then **Schedule**. (Or right-click, then click Schedule.)

- More Actions/Schedule



-Right-click/Schedule



Database Login

You are required to provide your *Banner credentials* in order to refresh reports.

-Highlight **Database Login**.

-Enter your **Banner Username and password**. **Note: If you notice the password is auto-filled, you should still retype in the password to ensure accuracy.*

(Database server is "PROD.")

Database value remains blank)

*If you are done (you *do not want to change the parameters (now called "prompts")*, etc.):

-Click **Schedule**. The report will be available to you *in your Crystal Enterprise Inbox*

(When you click schedule, you will see a white page, the report has been sent to your Inbox.)

The screenshot shows the 'Database Login' configuration page. On the left is a navigation menu with the following items: Schedule, Instance Title, Recurrence, Database Login (highlighted), Prompts, Filters, Formats, Destinations, Print Settings, Events, Scheduling Server Group, and Languages. The main content area is titled 'Database Logon' and 'Data Sources'. A table lists 'PROD' as the data source. To the right, there are input fields for 'Database Server' (containing 'PROD'), 'Database', 'User' (containing 'ssmit115'), and 'Password' (masked with dots). A 'Schedule' button is located in the bottom right corner of the page.

Parameters/ Prompts

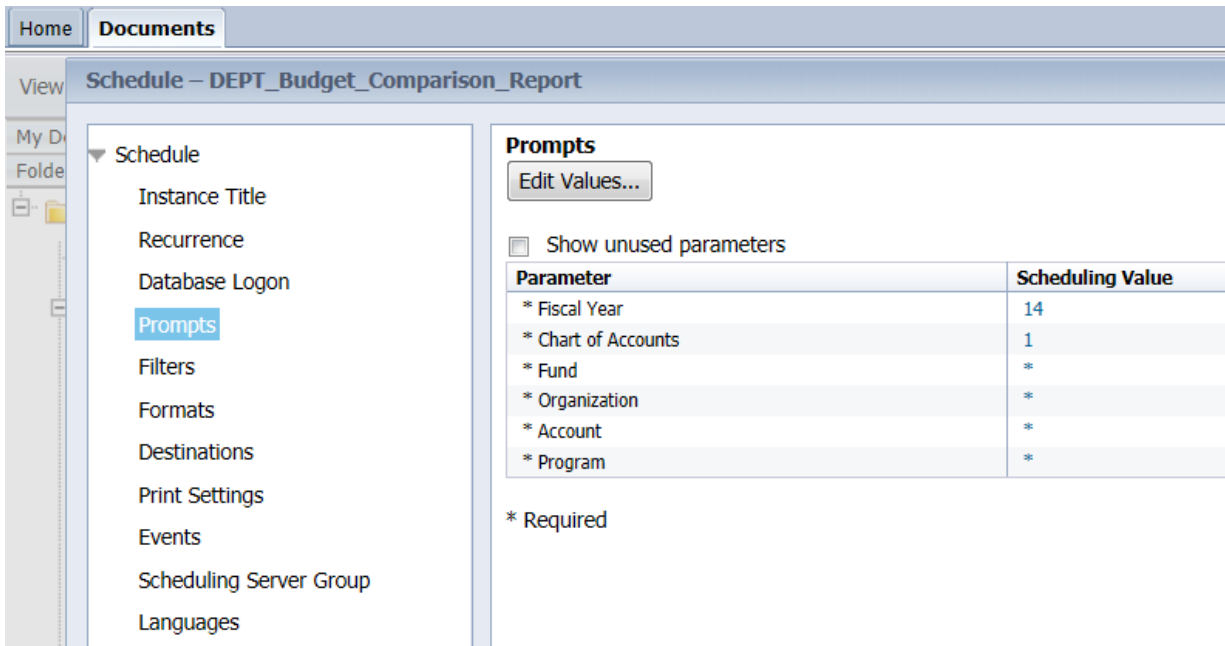
Parameters are now called **Prompts**

In many cases, you may want to change the report prompts (e.g. Fiscal Year, Organization code, etc.).

-Highlight **Prompts**.

The prompts that you are able to modify appear.

Here, the Fiscal Year, Chart of Accounts, Organizations, etc. may be



The screenshot shows the Crystal Reports interface. At the top, there are tabs for 'Home' and 'Documents'. Below that, the title bar reads 'View Schedule - DEPT_Budget_Comparison_Report'. On the left side, there is a navigation pane with a tree view containing the following items: Schedule, Instance Title, Recurrence, Database Logon, Prompts (highlighted in blue), Filters, Formats, Destinations, Print Settings, Events, Scheduling Server Group, and Languages. The main area on the right is titled 'Prompts' and contains an 'Edit Values...' button. Below the button is a checkbox labeled 'Show unused parameters'. A table lists the prompts and their scheduling values:

| Parameter | Scheduling Value |
|---------------------|------------------|
| * Fiscal Year | 14 |
| * Chart of Accounts | 1 |
| * Fund | * |
| * Organization | * |
| * Account | * |
| * Program | * |

Below the table, there is a note: '* Required'.

Click the **Edit Values** button to change the value of the parameter(s)/prompt(s).

-Change the **parameter/prompt** to the desired value.

-Click **OK**.

*If you are done (you *do not* want to change the format, schedule, destination, etc.):

-Click **Schedule**. The report will be available to you in your Crystal Enterprise Inbox.

(When you click schedule, you will see a white page, the report has been sent to your Inbox.)

Tip: Wildcards may be used when setting prompts. The

wildcard ***** replaces many characters.

The wildcard **?** replaces a single character.

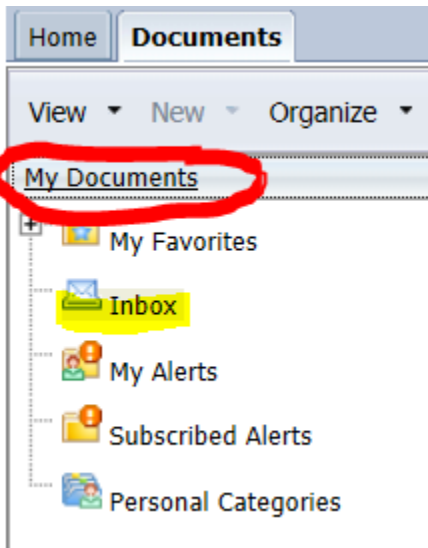
Access your Inbox

-Click the **My Documents** tab, click **Inbox**. Your report is available to you in your Crystal Enterprise Inbox.

Reports should take around 1 minute or less to run. You can click the refresh icon until it appears in your Inbox.

If the report isn't in your inbox after that time, you likely entered *invalid credentials*-try again.

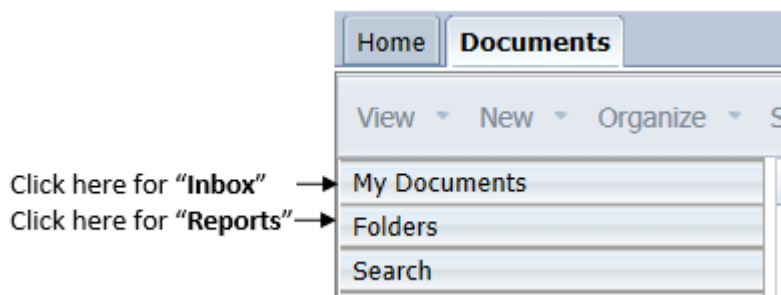
Once you see the report you will double click the icon for the report to open.



To sort the Inbox reports by most recent on top, click **Received On**. You may have multiple pages.



To return back to your list of reports, click on the **"Folders"** tab below.



List of reports

The following is a list of **Financial Reporting** reports:

DEPT_Aproved Budget Report – This report will show your approved budget for a fiscal year.

DEPT_Budget Comparison Report – This report lists budgets and expenditures by organization for multiple years and also a projected budget year.

DEPT_Budget Worksheets Report – This report lists budgets and expenditures for an organization for multiple years.

DEPT_Department Invoice Activity Report – This report lists all invoices paid.

DEPT_Department Operating Report – This report will show all organization activity for budgeting and procurement within a particular fiscal year.

DEPT_Department Revenue Report – This report will show all revenue deposited for a particular fiscal year.

DEPT_Negative Budget Pools Report – This report lists all the pooled budget accounts that are negative.

DEPT_Outstanding Encumbrances Report – This report lists all purchase orders and requisitions that are active.

DEPT_Selected Vendor Detail Report – This report lists all invoices paid to a particular vendor.

Helpful Information

- Financial information can be retrieved beginning with FY02.
- The University's chart is 1.
- The Foundation chart is 2.
- Fund, Orgn, Program, Account, Activity are your account number information (FOAPAL).
- You have the option of entering specific information or using the "*" sign as a wildcard to retrieve all financial information.
- Example: If you want to see only T65 you would enter that directly. If you want to see all funds just enter "*". To see all your trust funds enter T*.
- Balance Period & Ending Period are used to cover certain months within a fiscal year. The fiscal year begins in July and ends in June. July is period 01 and June is period 12. To see all information in detail for an entire fiscal year enter the balance period as "00" and the ending period as "14". To see information by sub-totals only, enter the period that you are currently in. If you are in February and you only want sub-totals enter both periods as "08".
- If you want to see the current month's activity in detail and a sub-total for the prior months you would enter the prior month and the current month. If it is February and you want February information in detail and the preceding months in sub-total the Balance Period would be entered "07" and the Ending Period would be entered "08"

Financial Reporting Support/Contacts

The following is a list of people to contact with Financial Reporting *content* questions.

Sheila Boudreau ext. 3128

Heidi Swift ext. 3479

The following is a list of people to contact with Financial Reporting/Crystal Reports *functional* questions.

Neeru Chawla ext. 3278

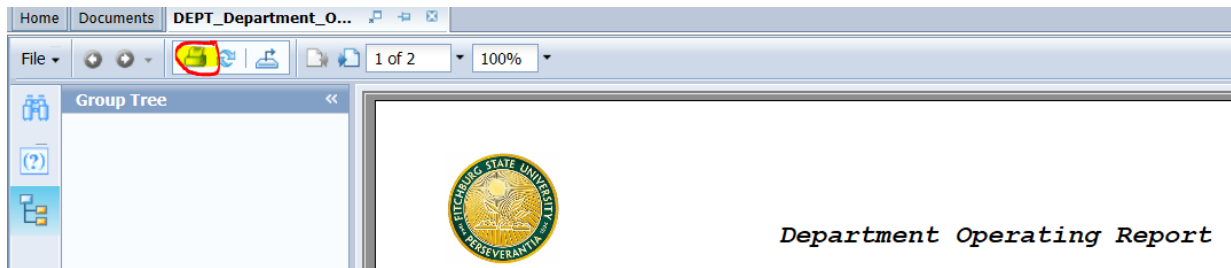
Sharon Smith ext. 4578

Additional Financial Reporting Options

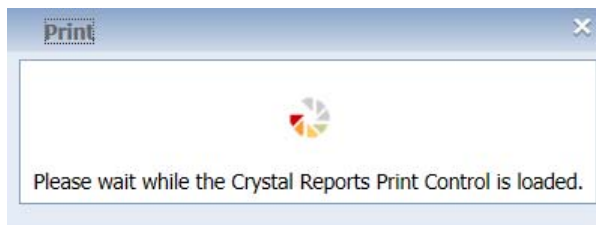
Printing a report

To print a report

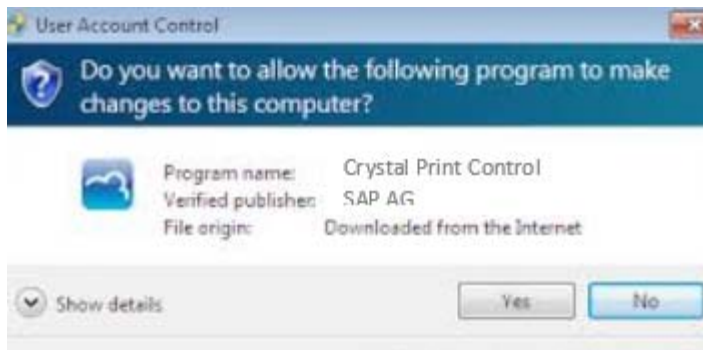
-Click the **Print** icon on the toolbar.



(It may take a few moments while the page is formatted.)

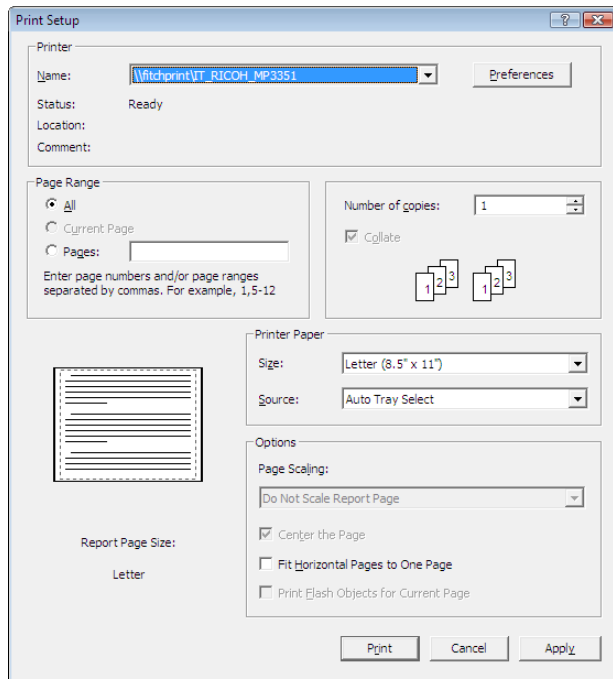


Click Yes at the prompt below.



-Choose the appropriate **printer**.

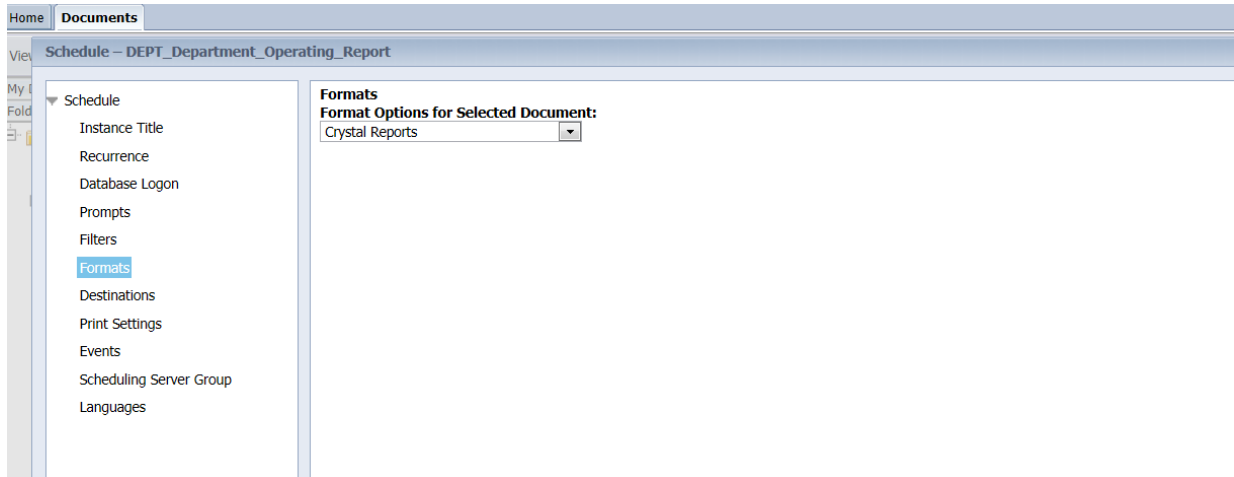
-Click **Print** (button).



Format

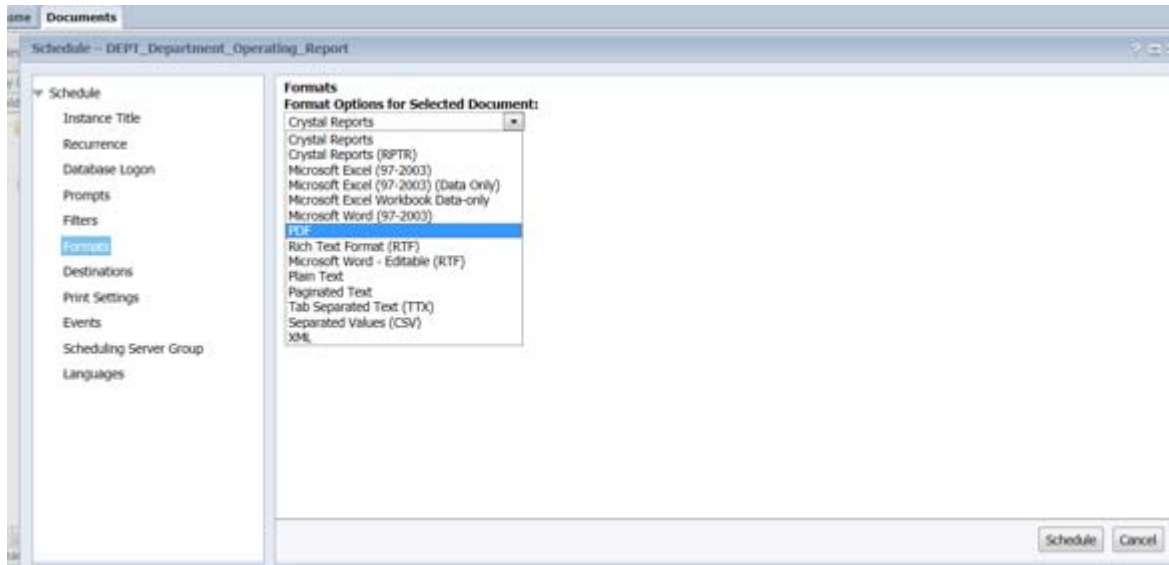
You are able to change the format of the report output to MS Excel, PDF, etc.

-Click **Format**.



-From the dropdown menu, choose the **Format Option** in which you would like the output.

The most common options, after the default “Crystal Reports,” are “Microsoft Excel (Data Only)” and “PDF.”



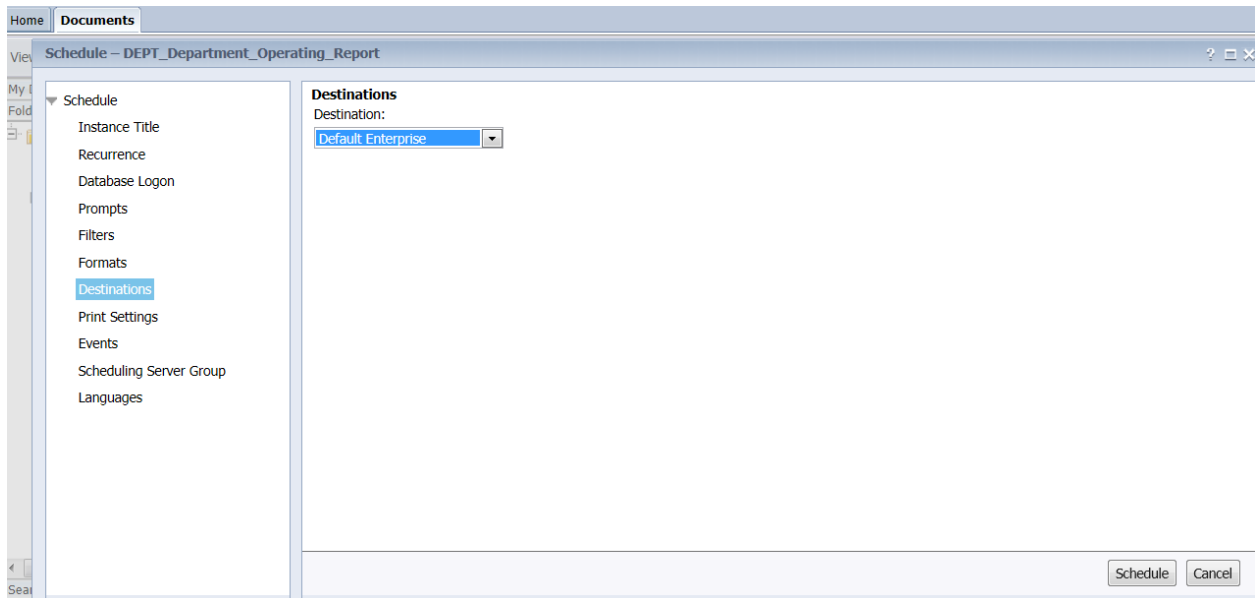
*If you are done (you *do not* want to change the schedule, destination, etc.):

-Click **Schedule**. The report will be available to you in your Crystal Enterprise Inbox.

(When you click schedule, you will see a white page, the report has been sent to your Inbox.)

Destination

The destination of your report may be changed. You will typically use the default destination “Default Enterprise Location.” This means that you will run the report and view it on the web.



Alternately, you can send the report via email. *If you choose this option, it is recommended that you change the format of the report to PDF or MS Excel.

To email the report:

-From the *Destination* dropdown menu choose *Email*.

-Uncheck the box "Use Default Settings"

Enter the "From" addressee.

Enter the "To" addressee (separate with ; if multiple).

Enter the "CC" addressee (if desired).

Enter the email "Subject" line.

Enter any email message text (if desired).

Check (box) "Add Attachment."

Choose (radio button) "Use Specific Name," name the report attachment.

*If utilizing the email option, use the **Use Specific Name** button (radio button). **Name the emailed report attachment, followed by a period-** and from the Add Placeholder dropdown menu choose **File Extension**. (This will retain the file extension when sending via email.)

Schedule – DEPT_Department_Operating_Report

▼ Schedule

- Instance Title
- Recurrence
- Database Logon
- Prompts
- Filters
- Formats
- Destinations**
- Print Settings
- Events
- Scheduling Server Group
- Languages

Destinations

Destination: Email

Keep an instance in the history

Use default settings

From: ssmit115@fitchburgstate.edu Add

To: ssmit115@fitchburgstate.edu Add

Cc: ssmit115@fitchburgstate.edu Add

Bcc: Add

Subject: Scheduled Report Add

Message:

Add

Add Attachment

File Name:

Use Automatically Generated Name

Use Specific Name ScheduledReport.

Add File Extension

Add Placeholder

- Add Placeholder
- Title
- ID
- Owner
- Date/Time
- Email Address
- User Full Name
- File Extension**

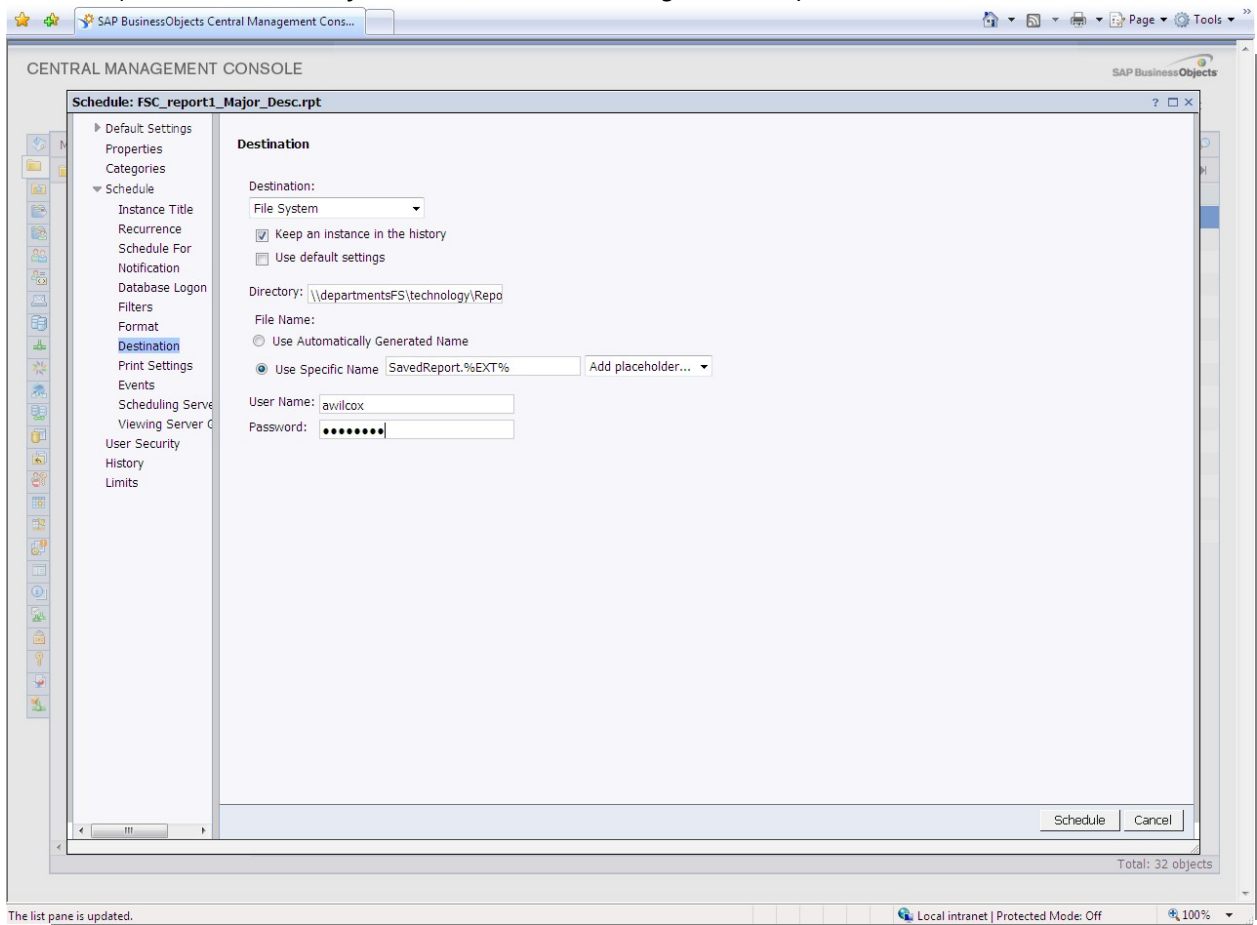
*If you are done (you *do not* want to change the schedule, etc.):

-Click **Schedule**.

To send the report to a folder or shared drive (e.g. "I" drive):

- From the **Destination** dropdown menu **choose File System**. (Uncheck Use default settings).
- You must enter the actual **path name** (Crystal will not recognize letter names for drives).
- (Your Falcon Key computer password is required here in order to access this secure department folder.)

*If utilizing the File System option, use the **Use Specific Name** button (radio button). **Name the emailed report attachment, followed by a period-** and from the Add Placeholder dropdown menu choose **File Extension**. (This will retain the file extension when sending via email.)

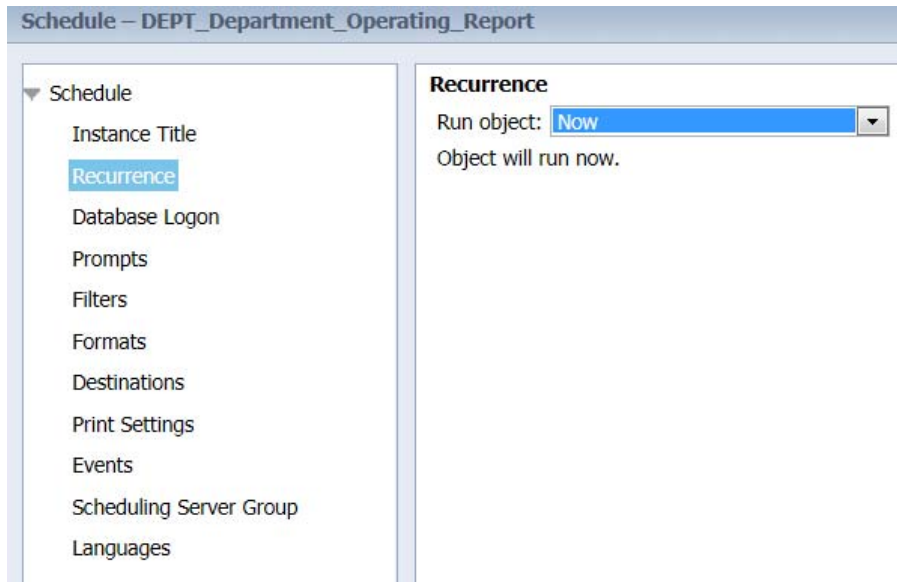


*If you are done (you *do not* want to change the format, schedule, etc.):

- Click **Schedule**.
(When you click schedule, you will see a white page, the report has been sent to your Inbox.)

Recurrence/Schedule

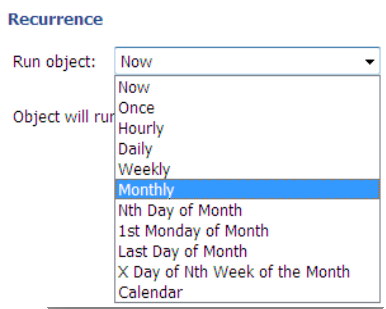
You will typically use the default recurrence (the time at which you want the report to run) “**Now**,” meaning you will run and view the report immediately.



Alternately, you can schedule the report to run according to a pre-defined schedule. The report may run and be available for viewing in Crystal Enterprise. You can also schedule the report to run and be emailed to a certain email. [See:Destination](#)

**When your Banner/Oracle password expires, the recurring report will fail. If you need to schedule a report for a period that extends longer than your password, contact your Crystal Enterprise administrator.*

-From the *Run object* (dropdown) options, choose the appropriate scheduling option.



-Enter the schedule prompts according to the desired schedule.

-Be sure to include an appropriate End Time for your scheduled report.**

Here is an example of a weekly schedule.

Recurrence

Run object: Weekly

Object will run every week on the following days.

Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Start Time: 6 00 AM 1/1/2012
End Time: 3 44 PM 6/30/2012

Here is an example of a monthly schedule (this report runs every two months).

Recurrence

Run object: Monthly

Object will run every N months.

Month(N) = 2

Start Time: 6 00 AM 1/1/2012
End Time: 3 44 PM 6/30/2012