



infoAdvantage Interactive Reporting

Participant Guide

Version 1.3

The State of Arizona General Accounting Offices wishes to thank the following subject matter experts for providing content for and assistance with this class:

Amy Aeppli

Tiffany Franks

Ted Spencer

Richard Helvey

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Table of Contents

What can I expect from this course?	3
Course Goal and Objectives	3
Agenda and Topics	3
Final Exercise	4
Introduction to Interactive Reporting	5
infoAdvantage	5
Types of Reports	5
Report Structure.....	6
AFIS Reports Reference Guide	9
Finding Reports in the <i>AFIS Reports Reference Guide</i>	9
Finding Reports in infoAdvantage.....	15
Interactive Reporting.....	20
Opening and Running a Report.....	20
Navigating the Report	24
Exporting and Printing the Report	26
Prompts, Revisited	31
More infoAdvantage Skills.....	34
Managing Folders.....	34
Saving and Retrieving Reports	36
Pinning a Report.....	38
Toolbar/Menu chart.....	38
Filtering a Report.....	40
Preferences	41
Troubleshooting.....	42
When a Custom Report is Needed.....	43
Final Exercise.....	45
Scenario 1.....	45
Scenario 2.....	45
Scenario 3.....	45

What can I expect from this course?

The *infoAdvantage Interactive Reporting* class is a four-hour course designed for users who have Interactive Report User access in infoAdvantage. This course focuses on the activities required to run interactive (on-demand) reports using infoAdvantage.

infoAdvantage has two kinds of reports:

- Published reports that are automatically “burst” to the appropriate folders
- Interactive (on-demand) reports that are run using the prompt inputs.

This course focuses on Interactive or On-Demand Reports, and how to get the most out of them.

COURSE GOAL AND OBJECTIVES

As a result of this class you will be able to run interactive reports in infoAdvantage to retrieve financial data that supports your agency’s business.

You will be able to:

- Select the best report to meet the need by using the *AFIS Reports Reference Guide* and searches within infoAdvantage
- Consistently run reports that retrieve essential data
- Export and print reports
- Save reports for future use and retrieve them when needed.
- List the steps required to request a custom report

AGENDA AND TOPICS

Section 1 – Overview and Introduction

Section 2 – *AFIS Reports Reference Guide*

- Finding reports in the *AFIS Reports Reference Guide*
- infoAdvantage environment
- Finding reports in infoAdvantage

Section 3 – infoAdvantage Interactive Reporting

- Opening and running Reports
- Entering criteria (aka “prompts”) for the data the report should show
- Exporting and printing reports

Section 4 – More infoAdvantage Skills

- Folder management
- Saving reports for future use
- Toolbar and other menu options
- Requesting a custom report

Section 5 – Course Summary and Assessment

FINAL EXERCISE

At the end of the class, you will be completing a demonstration of proficiency to prove to yourself that you can do the things we said that you would be able to do. This Exercise will consist of running three reports based on scenarios we give you. In order to show proficiency, you will need to successfully complete two out of the three scenarios.

Introduction to Interactive Reporting

INFOADVANTAGE

infoAdvantage is the reporting tool that organizes AFIS data in an understandable format so that the information can be read and analyzed. infoAdvantage sits “on top of” AFIS—that is, it is a separate application from AFIS, but connects directly to it.

The report data you see comes directly from AFIS. There is a lot of data in AFIS; infoAdvantage organizes that data and packages it up so that it’s more understandable than just the raw data.

TYPES OF REPORTS

There are two type of reports available in infoAdvantage: published and on-demand, or interactive. The on-demand reports are called interactive, because the user can interact with the report by using prompts to seek specific data. Published reports are pre-defined and the user does not enter prompts.

Published Reports	Interactive Reports are:
<ul style="list-style-type: none"> ▪ Run nightly, monthly, quarterly, or annually ▪ Automatically post to Agency folders (are “burst” to the folders) ▪ Are the responsibility of Agencies once published 	<ul style="list-style-type: none"> ▪ Are run on demand ▪ Allow you to define criteria (“prompts”) ▪ Supplement published reports ▪ Can be saved for future use

TIP: Most published reports can also be run on-demand. The difference is that the published report shows information that matches the prompts that were pre-set; when you run the report on demand, you’re able to enter the prompts to get a different set of information. For example, there might be a published report that is normally run (updated) monthly, but you might need to see the data as of today.

REPORT STRUCTURE

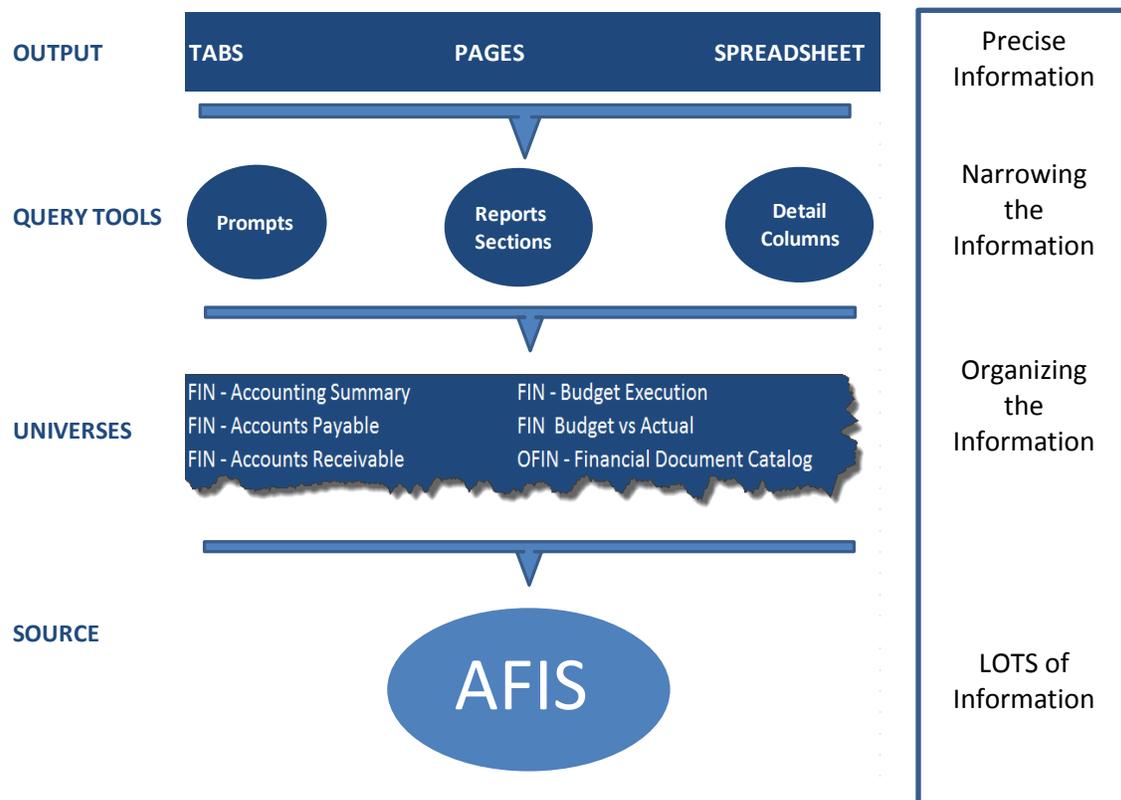
All infoAdvantage reports are based on the data that has been entered and is stored in AFIS.

Because there is so much data in AFIS, infoAdvantage has to narrow down the focus so that you can get the specific data that you want.

First the data is grouped into *Universes*, which basically pick and choose particular fields of data to look at. Example: the Accounts Payable Universe contains fields related to payment information.

The *Query* tools allow us to refine—using criteria entered into **prompts**—and organize the data—using **sections** to group and **columns** to show detail.

The resulting information is output to a report. The report may have multiple tabs that represent different ways of looking at the data; for example, a formatted report suitable for printing an Excel spreadsheet suitable both for printing and for further data analysis using Excel tools, or a chart.



TIP: Knowing how your agency has set up and entered its data is essential to getting good reports!

Sample Report

All reports begin with a cover page. On the cover page you see basic information about the report, plus the available prompts.

Prompts reflect the fields that you can enter criteria for AND the specific criteria you entered. If a prompt is blank, it wasn't used.

The screenshot shows a report cover page with the following content:

Report ID : FIN-AP-0004	CGI Advantage
Run Date : 11/23/2015	Open Items Report - Pre-Encumbrances
Run Time : 1:47:49 PM	Fiscal Year 2016, Accounting Period 1

Annotations on the screenshot:

- A bracket above the top table is labeled "Cover Page".
- A bracket above the top table is labeled "Report Header".
- A bracket to the right of the "Parameters and Prompts" section is labeled "Criteria you select (aka 'prompts')".

Parameters and Prompts

Accounting Period	1
Fiscal Year	2016
Fund	

Report Description

This Report is a detailed listing of open Pre-Encumbrance documents with a fiscal period cutoff.

Unless no data was returned, the report will have a second and subsequent pages that show the data that you searched for.

Sections reflect data that is grouped together. For example, a report that has FUND in the section, would group and summarize all the records for Fund 1000 together, then Fund 1300 together, etc.

Detail Rows reflect transaction detail or summary lines that meet the criteria of the user-selected prompts and the Sections that group the detail rows.

Columns reflect detailed data from AFIS for the selected fields.

Report ID : FIN-AP-0004		CGI Advantage					Page 1 of 547				
Run Date : 11/23/2015		Open Items Report - Pre-Encumbrances									
Run Time : 1:47:49 PM		Fiscal Year 2016, Accounting Period 1									
Fund	1000 - GENERAL FUND	Sections					Columns				
BSA	- NOT ENTERED										
Document	Document Reference	Document Date	BFY	CL	AL	Dept	Unit	Obj	Vendor Code	Vendor Name	Amount
RQPZ1,AGA,RQ000000 9884		07/23/2015	2016	1	1	AGA	6E02	6297			175.00
		07/23/2015	2016	2	1	AGA	6E02	6297			720.00

AFIS Reports Reference Guide

There more than 200 reports available in infoAdvantage. There are two resources available for finding the report that you need: the *AFIS Reports Reference Guide*, and infoAdvantage itself.

FINDING REPORTS IN THE *AFIS REPORTS REFERENCE GUIDE*

The *AFIS Reports Reference Guide* can be found on the General Accounting Office’s website:

General Accounting Office (GAO) website > AFIS > Report Reference Guide



The *AFIS Reports Reference Guide* lists published and interactive reports, and allows you to look for the kinds of reports you want by searching:

- The folder or functional area the reports might be found in.
- Run frequency (published and run monthly, daily, quarterly, annually; or on-demand).
- The prompts that you can use to refine data.
- The fields you can group by (sections) and the fields you want to see (columns.)

AFIS Reports Reference Guide
Temporary home (Beta site)

Home

AFIS infoAdvantage Reports

From this page you can find information about any of the AFIS reports that are generally accessible through InfoAdvantage, Maximo, TRIRIGA, or Advantage. Use the exposed filters to narrow the list of reports. Click on a Report ID to see a full page of information about the report, including a sample screenshot of its layout.

Folder
Run Frequency
Prompts
Report Sections and Columns
Universes

Report ID	Description	Prompts	Sections	Display Fields	Universes
FIN-AP-0004 Open Items Report - Pre-Encumbrances	This Report is a detailed listing of open Pre-Encumbrance documents with a fiscal period cutoff	Fiscal Year (Mandatory), Accounting Period (Mandatory), Fund	Fund, Balance Sheet	Document, Document Reference, Document Date, Budget Fiscal Year, Customer Line, Accounting Line, Department, Unit, Object, Vendor Code, Vendor Name, Amount	FIN - General Accounting

You can search for more than one Prompt field, and more than one Report Sections and Columns field.

It is important to know that searches on more than field have an “AND” relationship. For example, if you search Accounts Payable for the folder and Department as a prompt, only reports that have Department AND appear in the AP folder would appear.

More than one value in a field works as an “OR” relationship. For example, if you search in Columns for Department and Revenue Source, all reports that have either Department OR Revenue Source would appear. This typically results in a larger list of reports.

TIP:

You can retrieve more information about any of the reports by clicking the Report ID link for the report. The full description of the report will appear.

Home

FIN-AZ-BG-N147

Report Name: Department Budget Control by Program, Division, and Unit
Report Description: Program Budget Expenditure and charges listing by Program, Division, and Unit.
Folder: Budget Control
Universes: FIN - Accounting Summary
 FIN - Budget vs. Actual
Prompt List: Fiscal Year (Mandatory)
 Accounting Period (Mandatory)
 Department(s) (Mandatory)
 Major Program
 Program
Section List: Department
 Major Program
 Program
Display Fields: Division
 Unit
 Object
 Object Short Name
 Program Current Budget
 Prior Year Expenditures
 Current Month Expenditures
 Year-to-Date Expenditures
 Pre-Encumbrance/Encumbrance Outstanding
 Charges
 Remaining

Report Sample:

State of Arizona										
Department Budget Control by Program, Division, and Unit										
Report ID: FIN-AZ-BG-N147										
Run Date: 09/17/2015										
Run Time: 12:12 PM										
Department: DTA - DEPT OF TRANSPORTATION										
Major Program: AHMFY - FY08 NON W/P PROJECT										
Program: AHMFY06 - ARIZONA HIGHWAY MAGAZINE										
Division	Unit	Object	Object Short Name	Program Current Budget	Prior Year Expenditures	Current Month Expenditures	YTD Expenditures	Pre-Encumbrance/Encumbrance Outstanding	Charges	Remaining
2000	2191	0011	Regular Base Sa		0.00	0.00	0.00	0.00	173.34	
2000	2191	0000	Encumbrance		0.00	0.00	0.00	0.00	375.45	

Group Exercise 2.1

Your agency wants to see its Budget vs. Actuals for the current Budget Fiscal year, and to have it grouped by Division and Bureau.

- What are we going to look for in the sections?
 -
- What prompts are we going to look for?
 -
- Which report will give us Budget vs. Actuals ?
 -

Individual Exercise 2.2

You need to find open encumbrances, where *Program* is one of the columns, and you want to specify which *Budget Fiscal Year* to look in.

Where I looked for Program (circle):

Folder Run Frequency Prompts Sections and Columns

Number of Reports Returned: _____

Where I looked for Budget Fiscal Year (circle):

Folder Run Frequency Prompts Sections and Columns

Number of Reports Returned: _____

Report I ended up with: _____

Individual Exercise 2.3

You need to look up a disbursement that went to a vendor. You know the Vendor Invoice Date and can look up the disbursement as long as the report has the invoice date in one of the columns.

The field that I looked for was (circle):

Vendor Vendor Invoice Number Vendor Invoice Amount
 Vendor Invoice Line Vendor Invoice Date

I looked under (circle):

Folder Run Frequency Prompts Sections and Columns

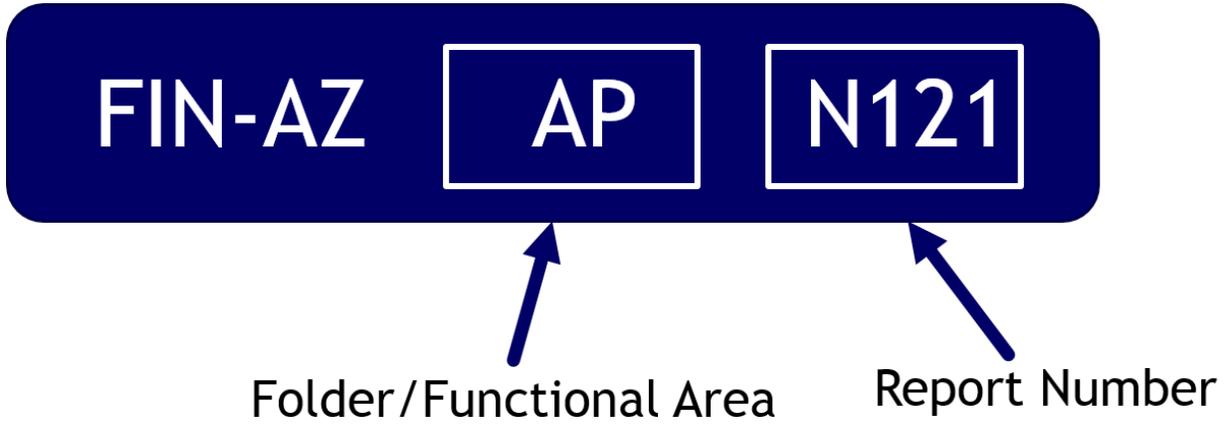
The reports returned were (list the numbers below)

-
-
-
-

Let's say you also needed to find which Program the disbursement came from. Which report is most likely to have Program information?

Report I ended up with: _____

A Note on Report Names and Numbers

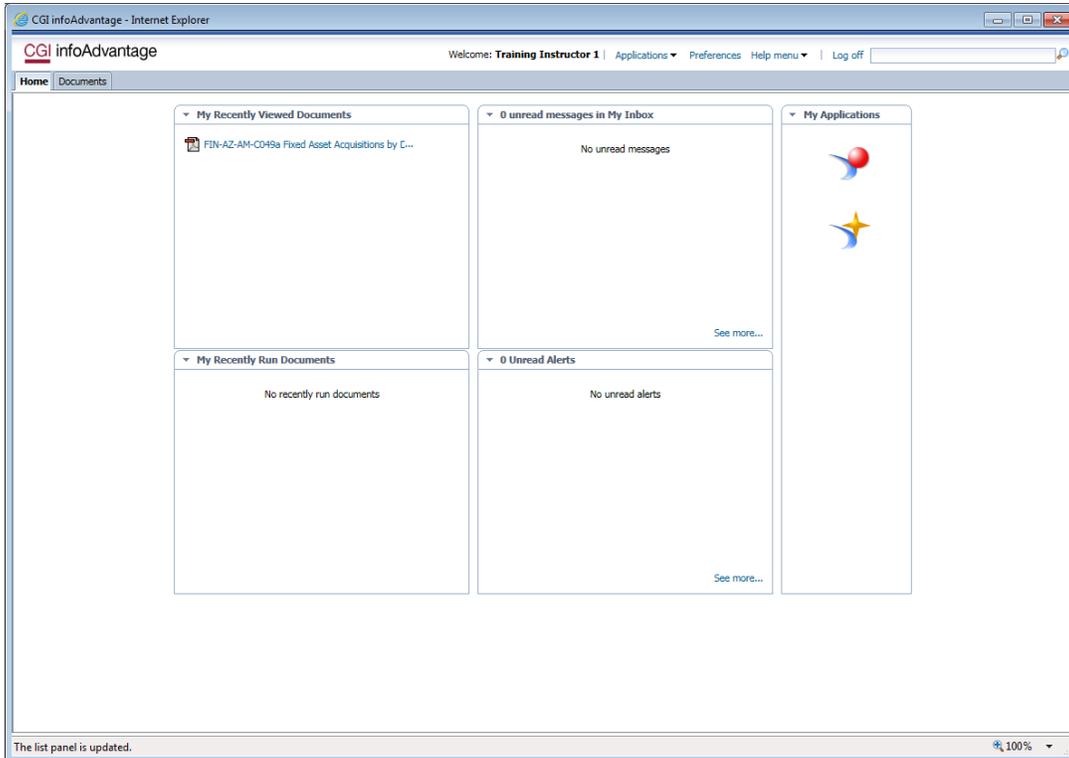


Folder	Functional Areas
Accounts Payable	AP
Accounts Receivable	AR
Asset Management	AM, FA
Budget Control	BC, BG
Cost Accounting	CA, GM, PA
Cash Management	CM
Document Catalog	DCAT
Document Message	MSG
Debt Management	DEBT
General Ledger	GL, GA
Security and Workflow	SEC, WF

FINDING REPORTS IN INFOADVANTAGE

You get to infoAdvantage from within AFIS.

1. **Log in** to AFIS.
2. **Click** in the *Jump To* box.
3. **Type** INFOADV.
4. **Press Enter** or click *Go*. The infoAdvantage application will open.



infoAdvantage Environment

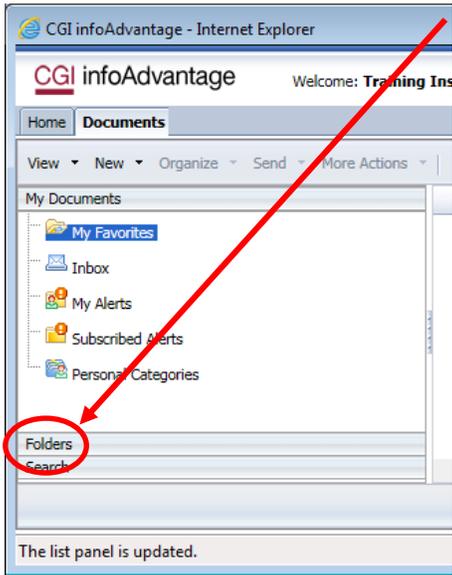
There are two tabs.

Home is your personal page. The sections on the Home page make it easy to get to recently used reports and messages.

Documents is where you will find all of the reports, and where you will spend the majority of your time.

When you first open the Documents tab, **My Documents** will appear. My Documents is a repository for frequently used reports, messages, and alerts. You can save reports you use most frequently into *My Favorites* for easy retrieval.

The main listing of reports is found under **Folders**



All reports are located within folders within infoAdvantage. The folder structure is helpful in finding the reports you need.

Folder Overview

All reports are located within folders within infoAdvantage. Folders are organized into subfolders. The folder structure is helpful in finding the reports you need.

- Statewide Reports folders contain On Demand reports and are organized by functional area.

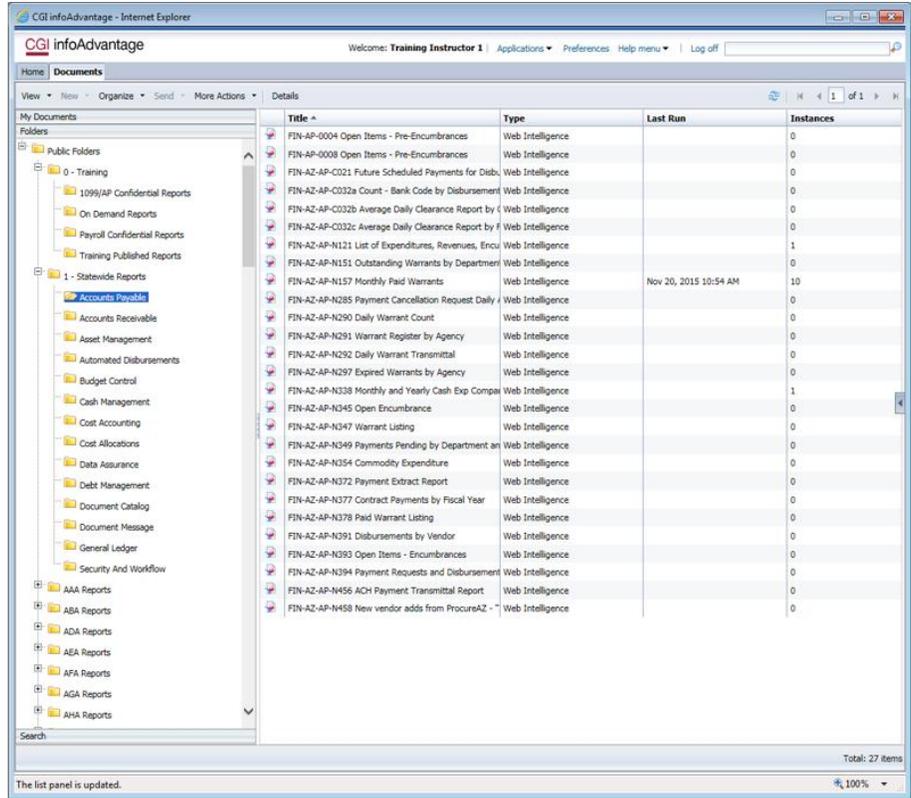
TIP: Remember that the report name gives us a clue to the functional area/folder the report can be found in!

- In addition to the Statewide Reports folders, each agency has Published Reports and On Demand Reports folders. The agency folders are intended to make it easy for users to find the reports that their agency uses, whether those are published reports, on-demand reports that are used by many users within the agency, or custom reports. Users can save reports that they originally found in the Statewide Reports into their agency's folder so that they reports are easy for others in the agency to find and use.
- My Favorites, under My Documents, can also be used for reports that you yourself use frequently.

Sample Agency Folder

Statewide Folders

Agency Folders



Navigating, Sorting and Filtering

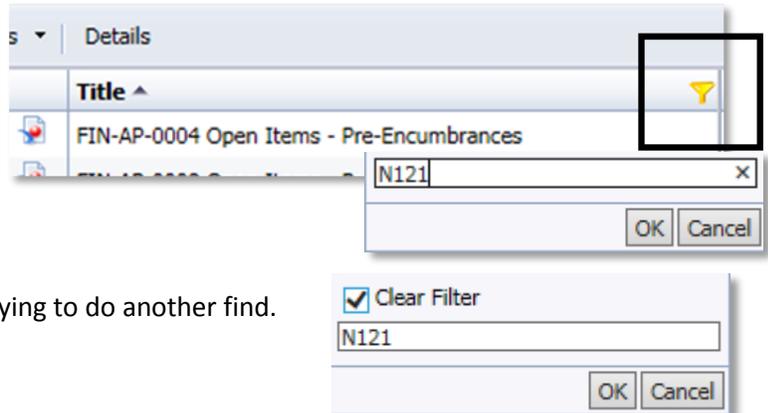
Navigation in infoAdvantage is similar to that of other programs.

- Use the + and – next to the folder to expand and collapse the folder

To navigate through the folders and subfolders:

- Sort a column by clicking the column header
- Filter a column by clicking the filter symbol on the column head.

To get the filter symbol to display, hover your mouse over the right section of the column header. Click the symbol to expand the filter menu.



- Don't forget to clear the filter before trying to do another find.

Group Exercise 2.4

Find **FIN-AZ-BG-N146**: Department Budget vs. Actuals by Divisions and Bureau

Individual Exercise 2.5

Find the first report you searched for in the previous section

Individual Exercise 2.6

Find the second report you searched for in the previous section

Section Review

True or False?

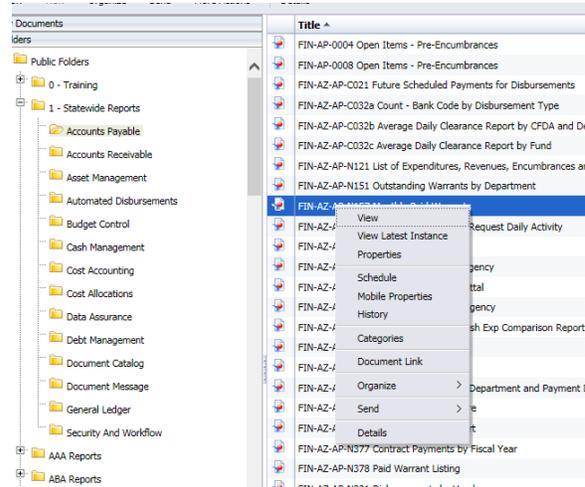
The <i>AFIS Reports Reference Guide</i> allows users to search for both Published and On Demand infoAdvantage reports	T	F
I can run some Published reports on demand if I need to	T	F
Reference Guide searches can be based on Prompts, Report Sections or Column Headers, type of report, and folder where the report can be found	T	F
infoAdvantage folders are organized for effective searching	T	F
Reports can be sorted and filtered within a folder	T	F
I can figure out which folder to look in using the Report Number	T	F

Interactive Reporting

OPENING AND RUNNING A REPORT

There are four basic steps to running a report.

1. Open the report, either by double-clicking the report or right-clicking and choosing "View".
2. Refresh the report, if necessary.
3. Enter the criteria you are looking for into the prompts.
4. Run the report.

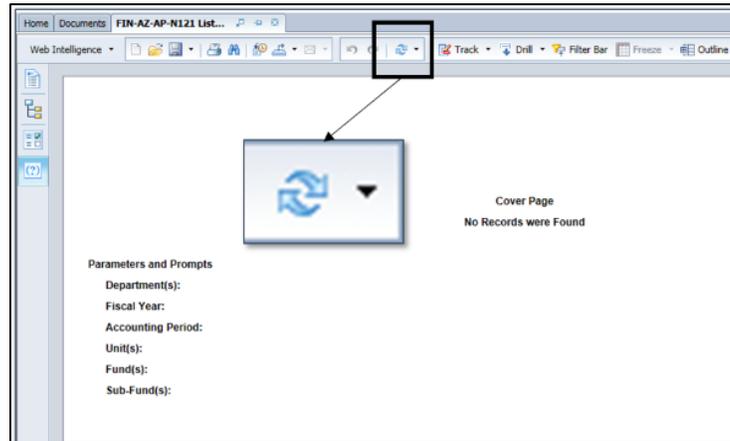


Refresh the Report

Sometimes you first open a report the cover page will say No Records Found.

DON'T PANIC!

Simply refresh the report to initiate the prompts. Fill in the prompts to retrieve the data.



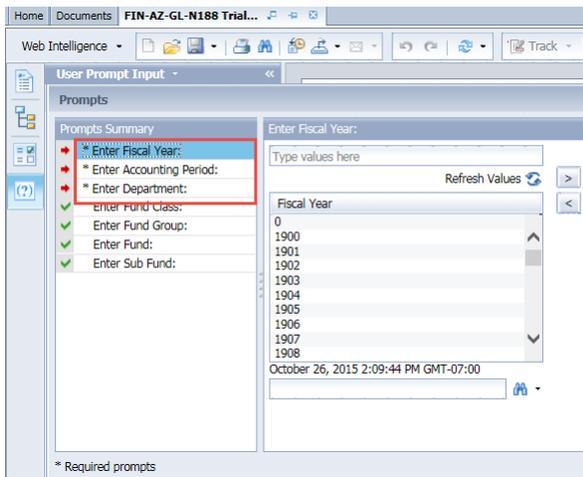
Prompts

Each report has a different set of prompts based upon the purpose of the report and its underlying data.

There are two ways to enter criteria in prompts: the recommended way is using what is called the Advanced Prompt form. (The other way can be found in the next section of this guide.)

Advanced Prompt Form

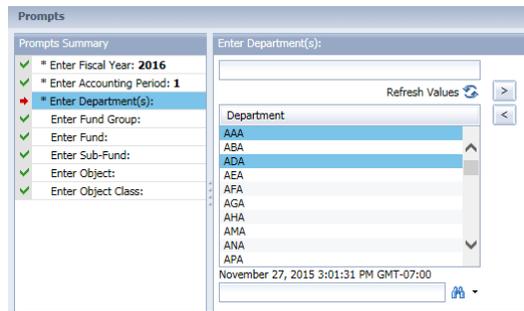
The Advanced Prompt form may appear automatically when you open the report (depending upon the report) and will appear when you refresh the report.



Prompts that have a  in front of them are required.

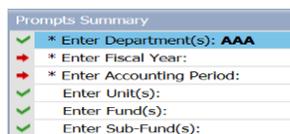
Prompts that have a  are optional. You can use them to further refine what you're looking for.

When there is an (s) after the prompt name, you can enter or select multiple entries by using **Shift-Click** to select items in a row, or **Ctrl-Click** to select contiguous items.



non-

Note that once you enter something in a  prompt, it will turn  to indicate that the entry requirement has been satisfied.



Entering Criteria into the Prompts

What you enter in the prompts defines the data that is returned, and it's very important to enter the "right" criteria.

- **infoAdvantage is case sensitive.** *ada* is *not* the same as **ADA**. If you enter *ada* instead of **ADA**, no records will be returned. Case matters! (AFIS automatically converts data fields to uppercase for you, but infoAdvantage does not.)
- **infoAdvantage does exact matches.** You have to know your agency's data and how it was entered so that you can enter matching criteria. If in doubt, talk with your financial teams about how the data was entered.

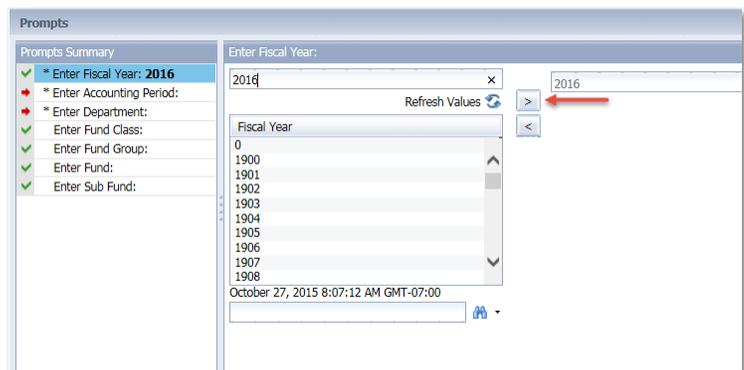
To enter the criteria in the form:

1. **Type** an entry into the prompt

or

Select a value from the list provided.

2. **Click the >** (right arrow) to add what was typed or selected into the selected prompt. (**Click the <** (left arrow) to remove values from the prompt, if needed.)



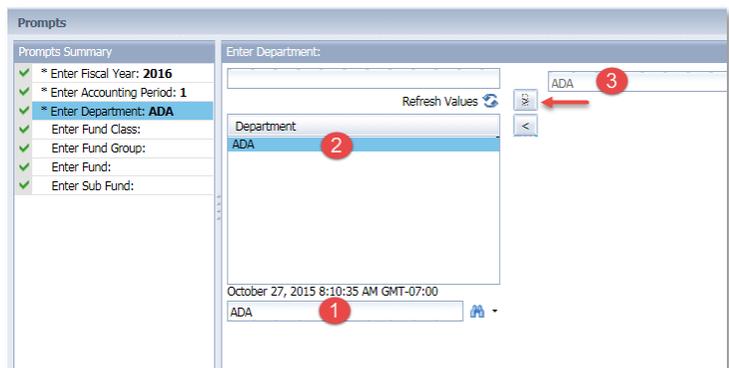
You can do a search to narrow the list of values that are provided, too.

1. **Type** what you want to find in the Find box (1).



2. **Click the** (binoculars) button to find matching values.

3. **Select** from the resulting list (2) and **Click the >** right arrow to add what was typed or selected into the selected prompt. (3)



Running the Report

To run the report, simply **click OK** from the Advanced Prompt form. The report will run and return data based upon the prompts you entered.

Group Exercise 3.1

Run FIN-AZ-AP-N121, which lists detailed Expenditures, Revenues, Encumbrances and Pre-Encumbrances by Department.

Prompts:

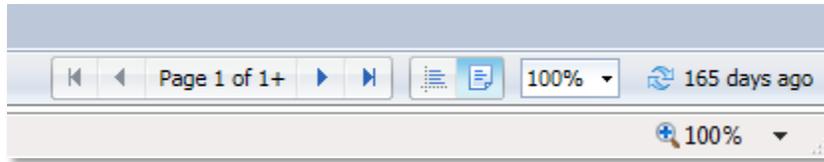
Department: AAA

Fiscal Year: 2016

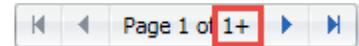
Accounting Period: 1

NAVIGATING THE REPORT

Navigating an infoAdvantage report is similar to navigating in other documents and programs.



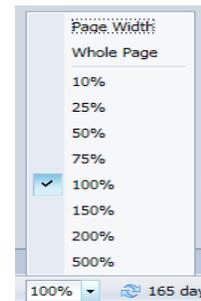
Page navigation shows at the bottom of the report window. More than one page will be indicated by a 1+.



The view can be scaled using the Zoom control

Back  and forward  buttons move you through the pages.

Quick display view  shows the current page only; the Page  view shows all the pages



Multiple reports can be open

Click the **Close** button to close the report without saving

Click Home to go to the Home page, or Documents to go back to the folder list.

And the report itself may have multiple tabs



Individual Exercise 3.2

Find and run the *FIN-AZ-BG-N149: Appropriation Budget Status Excluding Pre-Encumbrances* report using the following criteria.

Fiscal Year: 2016

Accounting Period: 1

Department: ADA

Budget Fiscal Year: 2016

Group Exercise 3.3.

Find and run the *FIN-AZ-AR-N338*: using the following criteria.

Fiscal Year: 2016

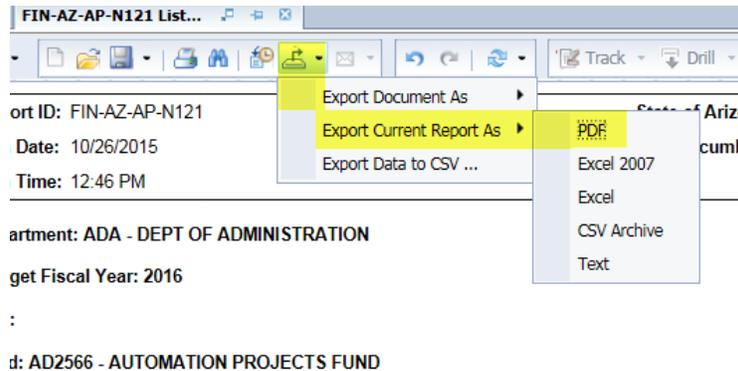
Accounting Period: 1

Department: ADA

EXPORTING AND PRINTING THE REPORT

Exporting

You have the choice of exporting Document or Current Report as Excel or PDF.



DON'T EXPORT TO CSV!

Exporting Document and **Exporting Current Report** usually accomplish the same thing, however:

- **Export Document** is used to export the entire report. If there is only one tab, that tab will export. If there are multiple tabs, all will print.

TIP: If one of the Tabs is Excel, Export Document to Excel 2007 rather than PDF in order to be able to manipulate the Excel data.

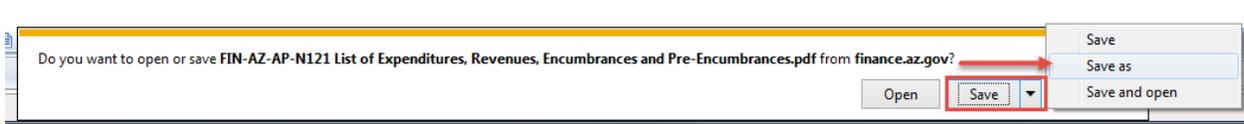
- **Export Current Report** allows you to export just the current tab of the report. If this option is used on report with a single tab, just the one tab prints.

In short:

- You can print a single-tab report using **Export Document** or **Export Current Report**.
- You can print all tabs of a multi-tab report using **Export Document**.
- You can print just the selected tab of a multi-tab report using **Export Current Report**.

To export the report:

1. Open the report.
2. **Click** the Export button. 
3. **Select** *Export Document As* or *Export Current Report As*
4. **Select** PDF or Excel 2007. (Excel is for Excel 97/2003).
5. **Open, Save, or Save As** the document.



Type of Export Files

infoAdvantage allows you to export to several file formats; however, PDF and Excel are the only ones recommended.

Printing

Reports are exported first in order to print: they don't print directly from infoAdvantage.

TIP:

Group Exercise 3.4

We want to export both reports we have done so far.

Report FIN-AZ-BG-N149: Appropriation Budget Status Excluding Pre-Encumbrances

- Which export command should we use? _____
- Why? _____

Report FIN-AZ-AP-N338: Monthly and Year End Cash Exp Comparison

- Which export command should we use? _____
- Why? _____

Individual Exercise 3.5

Export report FIN-AZ-AP-121: Expenditures, Revenues, Encumbrances and Pre-Encumbrances by Department as a PDF to your Desktop.

I used (circle) Export Document Export Current Report

Because _____

Group Exercise 3.6

We need to find a detailed listing of open Account Receivable documents for every department. We need to see Revenue Source as part of the report.

1. Find the report.
 - What is the report number?
2. Run the report using the following prompts:

Department: All Departments

Fiscal Year: 2016

Accounting Period: 1

3. Export the Report as PDF to the Desktop and open it.

Individual Exercise 3.7

You are looking for a warrant that was issued on August 3, 2015. Use Report FIN-AZ-AP-N378.

1. Find and run the report using the following prompts:

From Issue Date: 8/3/2015

To Issue Date 8/3/2015

Bank: BK01

Department: ADA

2. Find the payment for Verve Chiropractic and Associates, Inc.

The Warrant Number is _____

For \$ _____

Individual Exercise 3.8

You have been asked to report on budget activity for the different *Divisions* within your *Department*. You need to see which *Object Groups* the activity is associated with. When asking for the report, your manager said to find the report that replaced the legacy AFIS report DAFR7210.

1. Find and run the report using the following prompts:

Department: AAA

Fiscal Year: 2016

Accounting Period: 1

2. Export the Report as PDF to the Desktop and open it.

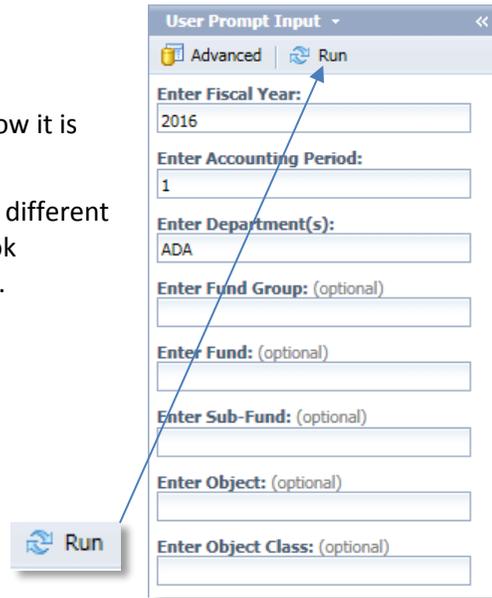
PROMPTS, REVISITED

Although the Advanced Prompts form is the recommended way to enter prompts, there is another option.

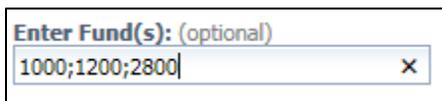
The Sidebar Prompt Menu allows you to enter in criteria without going through the form. It can go more quickly than the Advanced Prompts menu, but, as it doesn't give you any lists to choose from, it requires that you know exactly what you're looking for.

The Sidebar Prompt Menu is useful when:

- You're fairly confident in infoAdvantage
- You already know what criteria you want AND how it is entered in AFIS
- You want to run the report more than once with different sets of criteria, for example, if you wanted to look different Accounting Periods one after the other.



If using the Sidebar Prompt Menu, don't click Refresh on the top toolbar. Instead click **Run** from the Prompt menu.



TIP: You can enter multiple values in a field if it has an (s) next to the name. To enter multiple values, separate each with a semicolon with no space after it.

Group Exercise 3.9

You have been asked to help with your Department's cash management and cash projections by providing a cash flow report that analyzes *Expenditures*. The report will be FIN-AZ-CM-N362. They are interested in funds 1000, 1600, and 2800.

1. Find and run the report with the following prompts:

Department: ADA

Accounting Period: 1

Fund: 1000

2. Change the Fund to 1600 and run the report
3. Change the Fund 2800 and run the report
4. Change the Fund(s) to 1000;1600;2800 and run the report

Individual Exercise 3.10

You are looking for a warrant for \$640 to Arizona Sign Language Interpreting for the Deaf that you think was paid during the first week of August 2015, but it could have been the last week of July or even the second week of August. Your agency is ADA.

1. Find and run the report to search the first week of August, 2015.
2. Look to see if the warrant is listed.
3. If not, change the prompts to look in the second week of August or the last week of July.
4. When found, write the date the warrant was paid in your guide.

Section Review

True or False?

How I enter the information in the prompts is important.	T	F
Once I run the report, I lose track of what information I entered at the prompts.	T	F
I have to enter information in all of the prompts.	T	F
If there is an "(s)" after the prompt, I can enter multiple values.	T	F
I should export reports to CSV.	T	F
I must always use Refresh and the Advanced menu to run my reports.	T	F
If my report has multiple tabs, I have to export them one by one.		
To print, I must first export the file.		

More infoAdvantage Skills

MANAGING FOLDERS

Earlier we saw that each Agency has its own folder, under which are more folders for Published Reports and On-Demand reports. Within those folders, the Agency can choose to add more folders according to any pattern they would like.

In addition, each user has his or her own My Favorites folder that can be organized any way he or she would like.

Adding a Folder

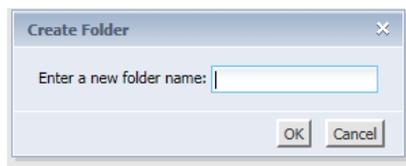
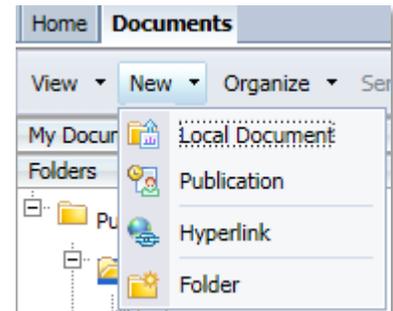
Adding a folder in infoAdvantage is similar to that of other programs. You can add as many folders as you want and organize them in any you want under My Favorites.

But when it comes to adding folders to the Agency folders...

ASK FIRST!

To add a folder:

1. **Select** the “parent” folder, under which you want the new folder to go. (Note that you cannot create folders under parent folders you don’t have permissions to.)
2. **Click** the New button.
3. **Select** *Folder*.
4. **Enter** the name of the new folder.
5. **Click** *OK*.



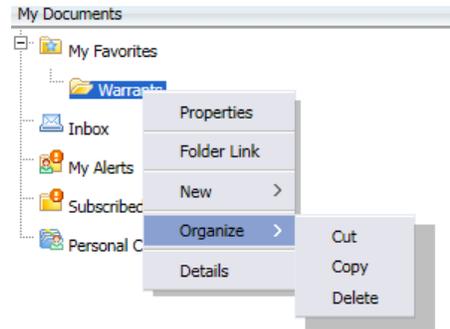
Deleting a Folder

You can delete folders from My Favorites, but cannot delete any folders that you do not have permission to in the agency folders. It is a good idea to periodically clean up the folders and reports created and saved. But if you are cleaning up Agency folders,

ASK FIRST!

To delete a folder:

1. **Right click** on the folder you wish to delete.
2. **Click *Organize***.
3. **Click *Delete***.
4. **Click *OK*** to confirm the deletion.



Group Exercise 4.1

You will be looking up warrants—open and paid—on a regular basis. There are multiple reports related to warrants, and you want to have a central place to find them.

1. Create a new folder in My Favorites called “Warrants”
2. Observe that the folder was successfully created.

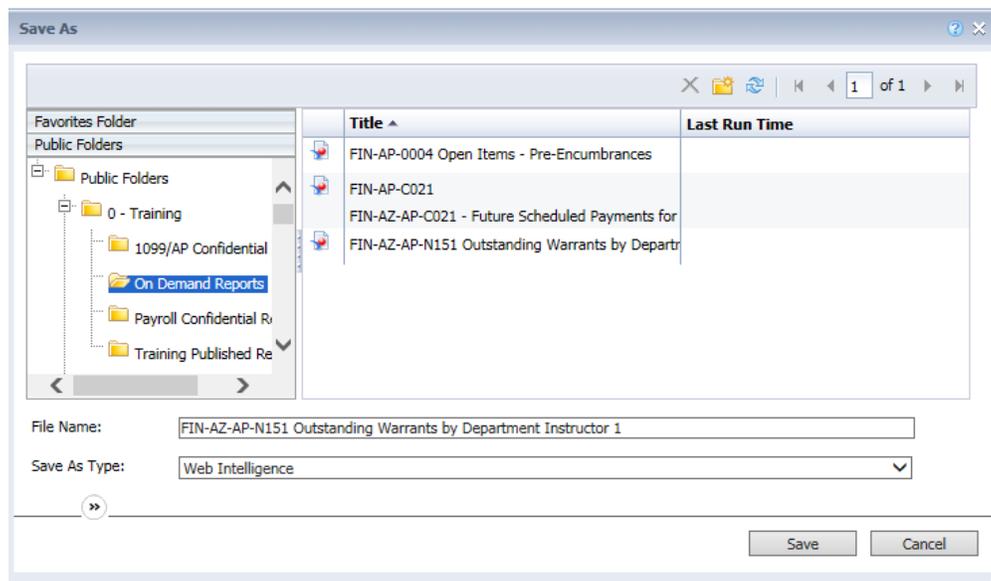
SAVING AND RETRIEVING REPORTS

You can save reports to My Favorites or your Agency's folders to use in the future. This is a good way to organize reports that you use frequently. You will still need to enter the criteria each time.

Saving a Report

To save a report:

1. **Open** the report you want to save.
2. **Click** the Save button.
3. **Select** *Save As* (or *Save*, if you have previously saved the report.)



4. **Select** the folder into which the saved report should go.
5. **Enter** or confirm the *File Name*.
6. **Click** *Save*.

Retrieving a Report

The next time you wish to use the report, navigate to the folder in which you saved the Report, and open and run it from there.

Group Exercise 4.2

You will be regularly looking up outstanding warrants for our agency, and want to save it to your Favorites to get to quickly each time.

1. Open and run FIN-AZ-AP-N151 using the following prompts:

Fiscal Year: 2016

Accounting Period: 1

Department: ADA

2. Save the Report to Favorites as *FIN-AZ-AP-N151 Outstanding Warrants by Department* [Your Initials]
3. Open and Run the Report from My Favorites

Managing a Saved Report

Saving is actually taking a copy of the report definition so that you can reuse it. The original report doesn't go away. That means that you can copy, move, or even delete a report that you have saved to one of your folders without affecting the original, master report found in the Statewide folder. For example, if you saved *FIN-AZ-AP-151* to your folder, and then deleted it, the original *FIN-AZ-AP-151* would still be found in the Statewide-Accounts Payable folder.

The Organize menu enables you to cut/paste and copy/paste a saved report to a new location. You can also Delete a report from the Organize menu.

To display the Organize menu:

1. Navigate to the folder where the report is stored.
2. **Right-click** the report.
3. **Click** or hover over *Organize*.

Group Exercise 4.3

1. Delete the saved report from the Warrants Folder in My Favorites
2. Delete the Warrants Folder from My Favorites.

PINNING A REPORT

Pinning a report makes it one of the tabs that opens automatically when you log into infoAdvantage.

To pin the report:

1. Open the report
2. Click the Pin button to toggle the pin on.



To un-pin the report:

1. Open the report
2. Click the Pin button again to toggle the pin off.

TOOLBAR/MENU CHART

Standard Toolbar



Icon	Description
View	Another way to open a report. Can also view the selected report's properties from here.
New	Create a new folder or other element. Only available when it is allowable.
Organize	Save, cut, copy, or delete selected item. The commands are different based upon what is selected.
Send	Not functional.
More Actions	Other commands customized based upon what is selected.
Details	Displays side panel that shows property information about the selected report.

Report Toolbar

This toolbar is only visible when a report is open.



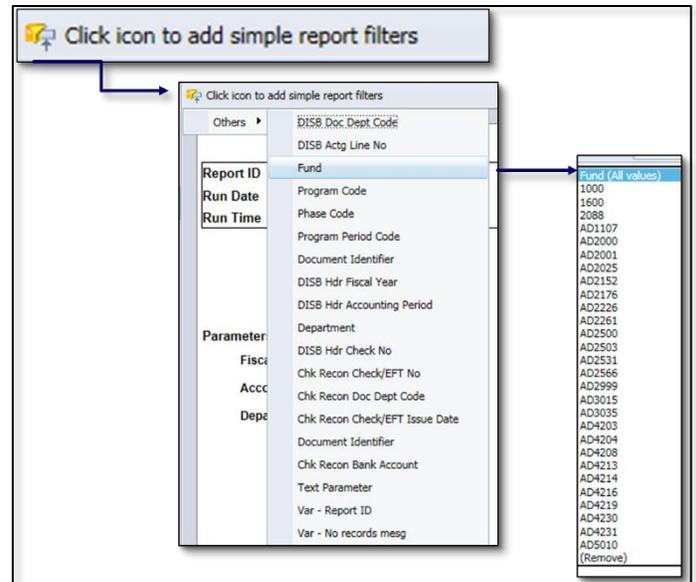
Icon	Description
Web Intelligence	Another to perform certain tasks available through other buttons, including displaying the side panel.
New	Create a new folder or other element. Only available when it is allowable.
Open	Open a report.
Save	Save the current report to a specified folder.
Print	Prompts you to export the report.
Find	Finds identified text on the current page ONLY.
History	Displays a list of the instances of the report.
Export	Exports the report.
Send	Not functional
Undo	Undoes last step.
Redo	Redoes last step.
Refresh	Refreshes the data and displays the Advanced Prompt Menu
Drill	Not used
Filter Bar	Displays the filter bar from which you can select a column and values to filter the current report by.
Outline	Not used

FILTERING A REPORT

Filtering allows you to refine the information in the report even more by searching for specific values in specific fields. The filter actually allows you to filter by fields that are NOT displayed on the report. Because of this, it is very important to turn the filter OFF once you are done with it!

To filter a report

1. **Click** the Filter Bar button to display the filter bar.
2. **Click** the Add Simple Report Filter button
3. **Select** the field you wish to filter by.
4. **Select** the value you wish to filter for.



To turn the filter off

1. Select All Values from the field filter.
2. Click the Add Simple Report Filter button to toggle the filter off
3. Click the Filter Bar button to toggle the filter bar off.

DON'T FORGET TO TURN IT OFF!

Group Exercise 4.4

We need to see which transfers have taken place during Accounting Period 1 in Fiscal Year 2016 for ADA. We want to see all transfers, but then be able to filter for particular objects.

1. Open and run report FIN-AZ-GL-C016 using the information provided above.
2. Filter for

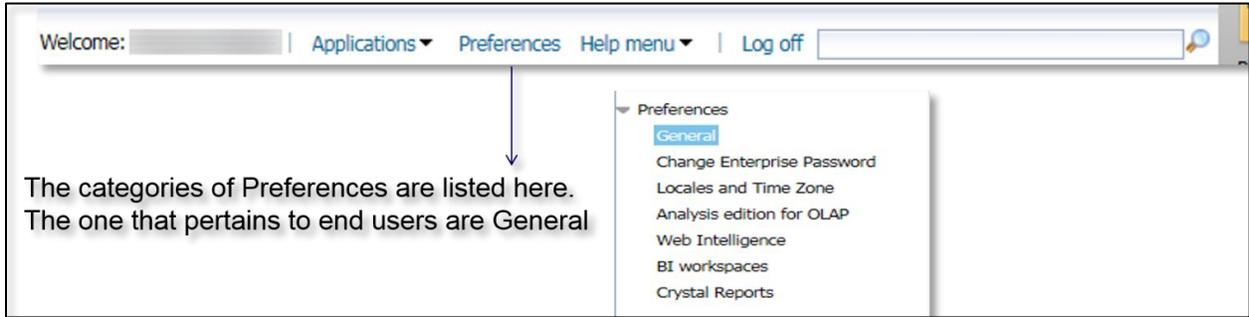
Object 7151 (ASET Billing)

3. Reset filter to All values
4. Turn off the Filter Bar

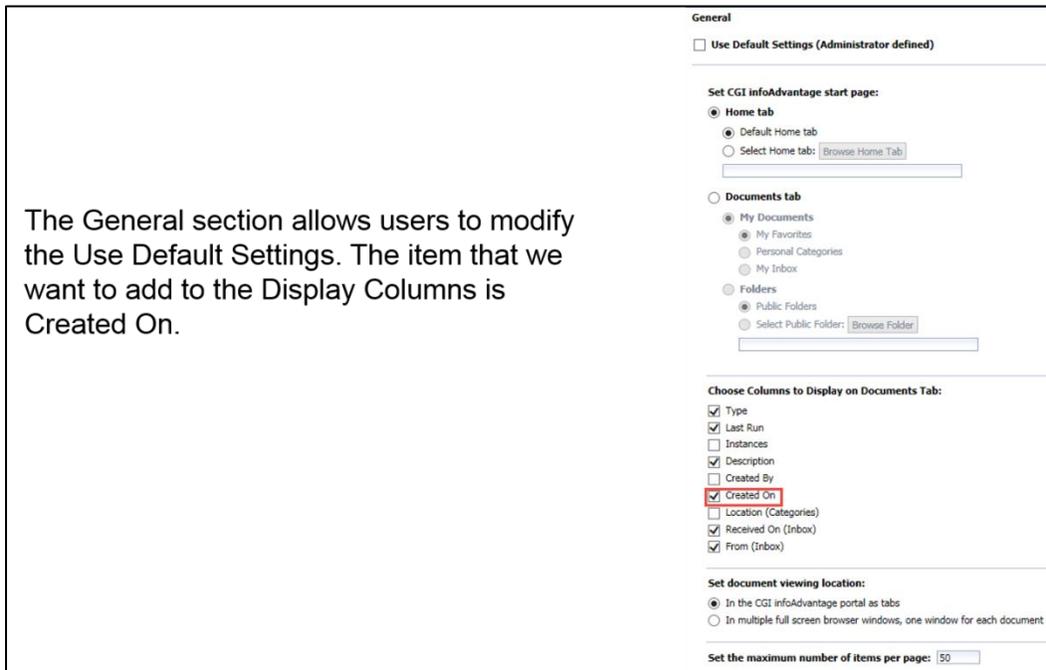
PREFERENCES

Some aspects of the infoAdvantage environment can be customized for the user.

To customize the environment, launch the Preferences menu



Only settings in the General section should be changed.



TIP: Setting the CGI infoAdvantage start page to the location you visit the most can save time!



Warning! DO NOT change the enterprise password.

TROUBLESHOOTING

What if I don't see what I expect to see...?

Report doesn't analyze what I want it to, or not in the way I want it to.

Possible Causes	Possible Solutions

WAY too much data was returned.

Possible Causes	Possible Solutions

NO data was returned.

Possible Causes	Possible Solutions

Tips:



- Know your data and agency set up
- Talk to one another

WHEN A CUSTOM REPORT IS NEEDED

Sometimes there really truly isn't a published or on-demand report that does exactly what your agency needs it to do. Custom reports can be developed by AFIS Report Developers within your agency, or your agency can put forward a Change Request for the State's Report Developers to create. The latter is a last resort, and only certain individuals within your agency can submit the request.

If you think that a custom report is needed, please:

1. Use the Reports Reference Guide to ensure that no current report is available.
2. Ask your colleagues about what they are doing to retrieve the data, or for tips and tricks.
3. If there really isn't a report, find one that is as similar as possible to provide as a starting point for the Developers.
4. Contact your agency's Agency Coordinator for next steps. The Agency Coordinator will decide the best course of action.

Section Review

Why would you want to create customer folders?

Why would you want to save reports?

How do you add a folder?

Should you add folders without checking with others?

What should you do BEFORE requesting a custom report?

Final Exercise

SCENARIO 1

You have been asked by the Chief Financial Officer to provide a Monthly Cash Balance Report for fund AD2152 for purposes of managing the agency's cash.

Find the report, run it, and save the report as PDF to the desktop as "*Cash Balance Report*" and your name and today's date.

Extra credit: Run the report for a fund within your agency. Save as "Cash Balance Report 2" and your name and today's date.

SCENARIO 2

You need to check the monthly paid warrants for your agency for July 2015.

Find the report, run it, and save the report as PDF to the desktop as "*Paid Warrants*" and your name and today's date.

SCENARIO 3

You need to see expenditures, revenues, encumbrances and pre-encumbrances for your own agency, grouped by Department. The report needs to show the following fields:

- Object
- Revenue Source
- Vendor Name
- Event Type
- Function
- Cash Revenue/Expenditures
- Accrued Revenue/Expenditures
- Pre-Encumbrance/Encumbrance

Find the report, run it, and save the report as PDF to the desktop as "*Expenditures etc. by Department*" and your name and today's date. (Note: If running it for your agency does not return any records, run the report for ADA.)