

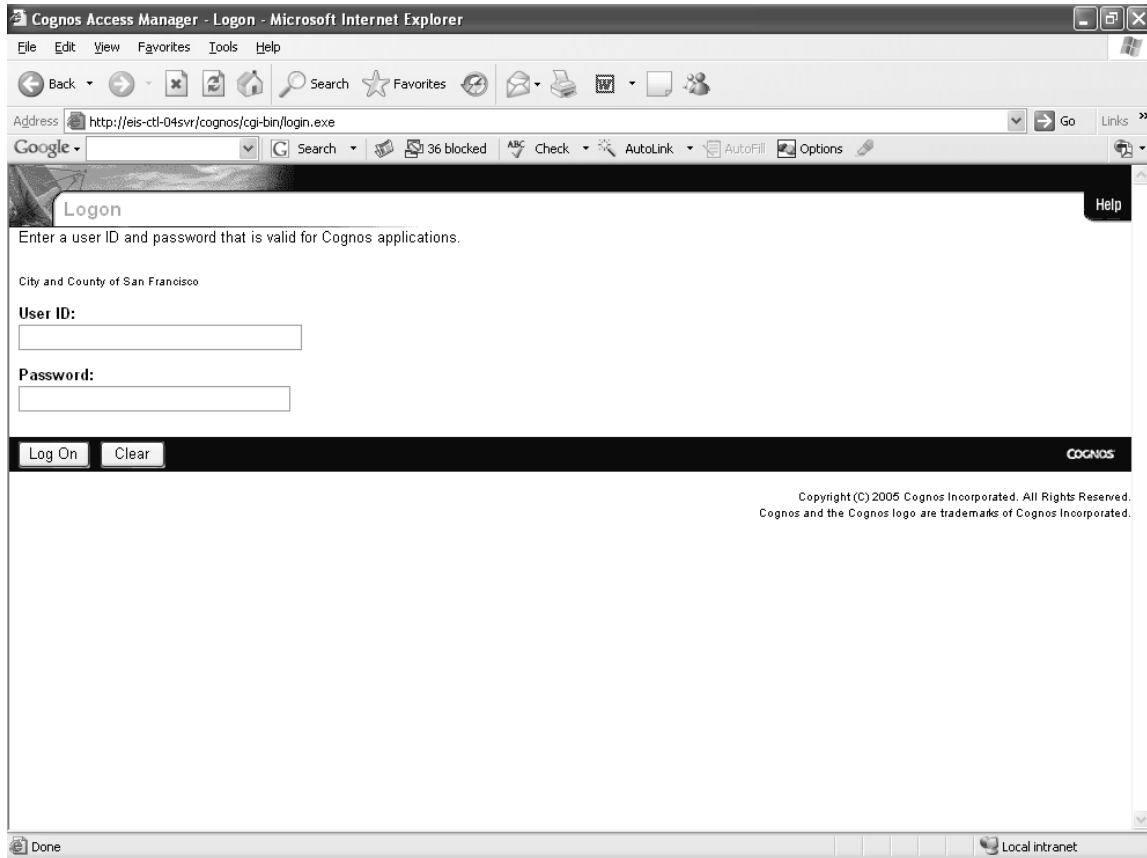
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**Appendix C - Using Impromptu Web Reports**

**Introduction**

Impromptu Web Reports is an end user reporting tool. Impromptu Web Reports are reports that can be accessed through a browser by City departments. Impromptu is a reporting application from Cognos Business Intelligence that the City and County of San Francisco uses to present financial data that is downloaded from the FAMIS Accounting System (Financial Accounting and Management Information System) data warehouse. The data warehouse is updated every night except Saturday. This application is managed by the Controller's Office Accounting Operations and Systems Division EIS (Executive Information System) Manager.

There are currently over 500 reports in the system that range from operating revenues and expenditures to general ledger and transaction detail information. Many of the reports have prompts to allow selection of fiscal year, organization level, sub-fund, etc. Certain reports have been developed for specific departments. Others have been developed for year-end CAFR (Comprehensive Annual Financial Report) reporting.

To use Impromptu Web Reports, you would open <http://eis-ctl-04svr.sfgov.org/cognos/> in your browser and enter your User ID and Password. You will need to address connectivity issues if you cannot get to this screen. Email Howard Murayama at [Howard.Murayama@sfgov.org](mailto:Howard.Murayama@sfgov.org) for assistance (415-554-6629).



# City and County of San Francisco Executive Information System Appendix C - Using Impromptu Web Reports

The first screen is the Public Reports page. As you can see, a number of reports have been defined. There are two sections displayed.

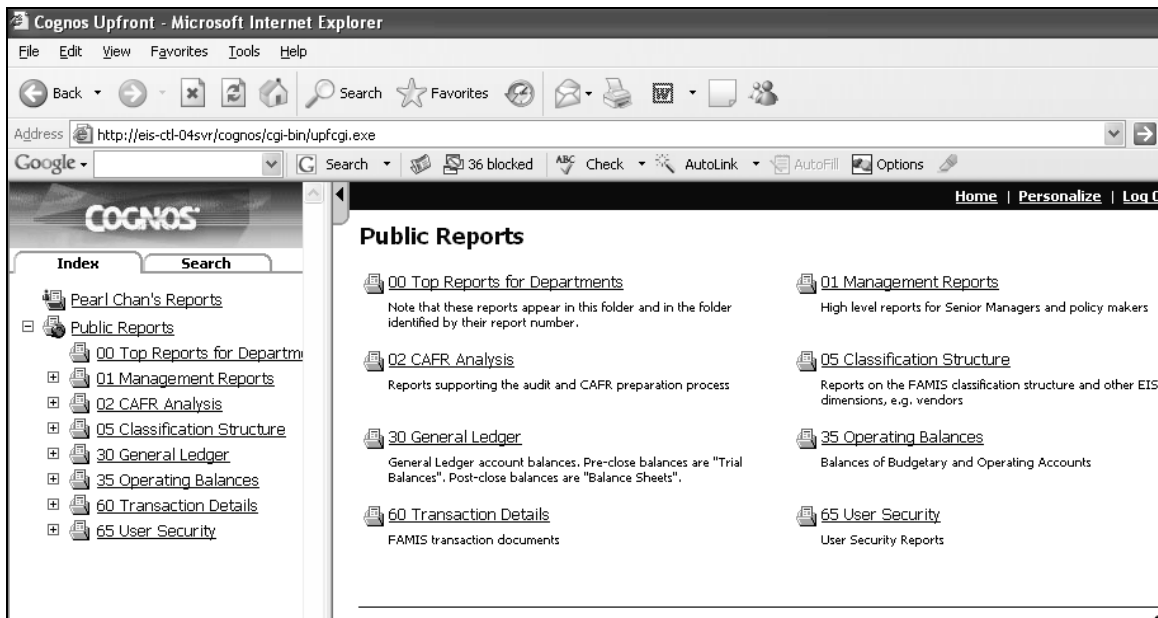
## Left Pane

The left pane displays Index and Search tabs. The Index tab lists your Personal Reports Folder where you will keep a file of the regular reports you usually run or save a report that you are running so you can view the output. The Public Reports folder displays the tree view of all the available types of reports. By clicking on the plus sign next to a folder, you can view additional levels of subfolders. Detail listings of reports can be viewed in the right pane.

The Search tab allows you to enter search data to find a specific report and select it to run.

## Right Pane

The right pane displays the same Public Reports folders. Under each folder is a description of the types of reports it contains. Each folder contains either additional subfolders or multiple listing of reports.

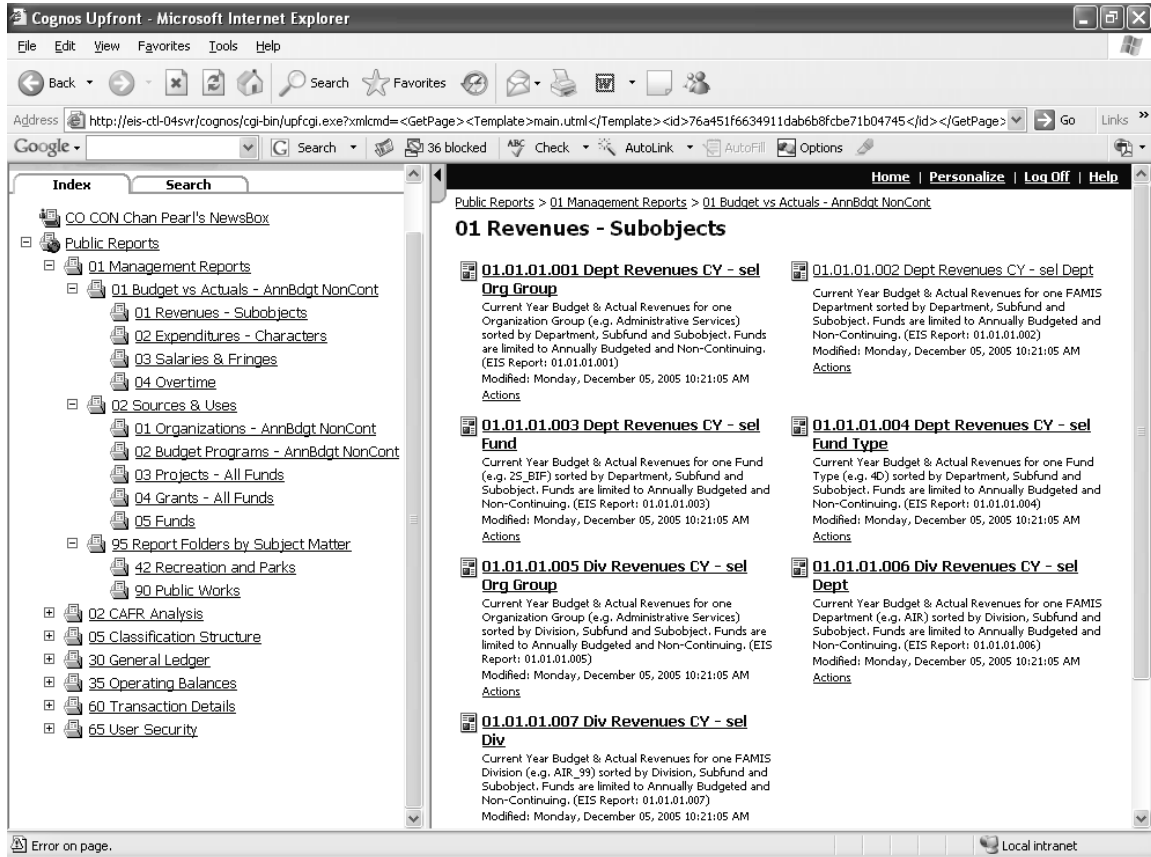


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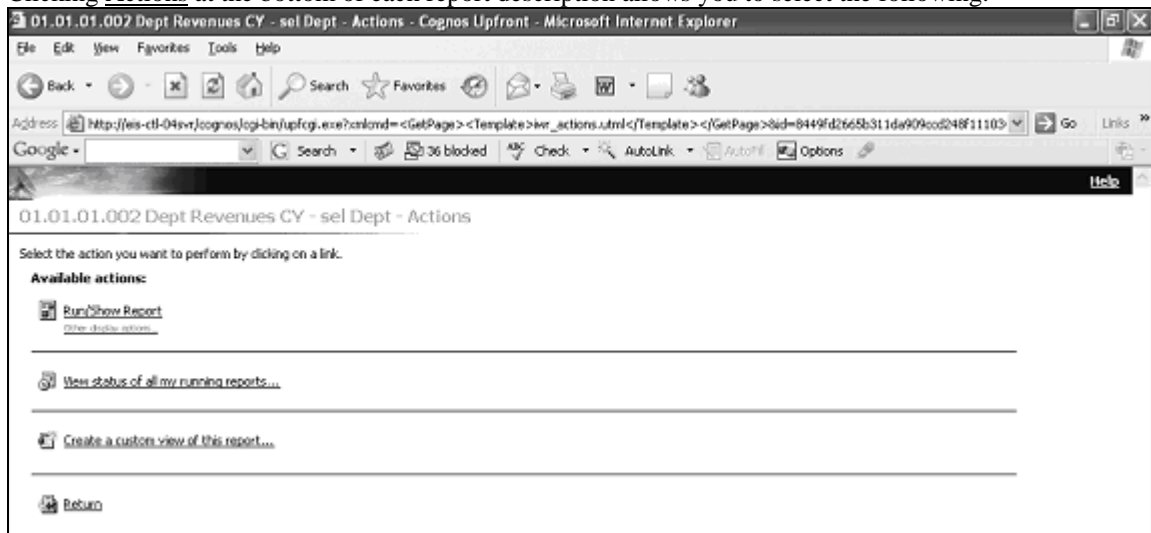
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In the left pane, if you click on the name of a folder, the detail list of reports appears on the right pane. Sample below displays detail reports for [Public Reports](#) > [01 Management Reports](#) > [01 Budget vs Actuals - AnnBdgt NonCont](#) > 01 Revenues – Subobjects (path appears on right pane above main title). Also note the order of the report numbering scheme.



Clicking [Actions](#) at the bottom of each report description allows you to select the following:



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**Available Actions:**

Run/show report

- Allows you to run the report

Other display options

- Allows you to select the display format such as PDF

View status of all my running reports

- Lists all running reports in queue, position in queue, name of report, and format
- Allows you to cancel reports

Create a custom view of this report...

- Allows you to view the report with your own custom properties such as your own prompt answers or schedule
- By clicking the Next button, you can select from drop down windows for scheduling and prompt answers such as a selection of a particular department.

Return

- Takes you back to the previous level.

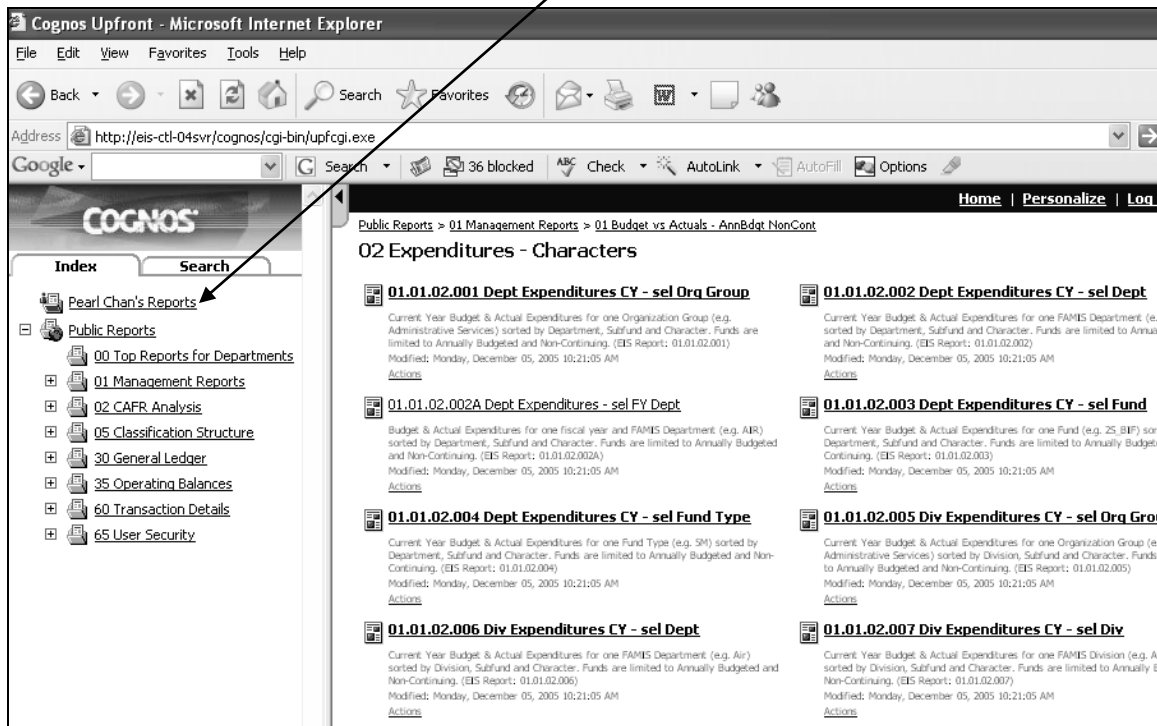
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**Personal Reports Folder**

Every person who is set up with access to Impromptu Web Reports will have a Personal Reports Folder with their name. This Personal Reports Folder is your private workspace that allows you to file all the recurring type reports that you may run and also gives you a place to save the reports you run so you can view the output. By saving the recurring report titles here, you can just go to your Personal Reports Folder to quickly view the last version of the report that you ran before or run a specified report from your Personal Reports Folder. The report title in your Personal Reports Folder appears in **bold font** if the report is unread. Once it is read, the report title defaults back to a regular font.

**Selecting and Running Reports**

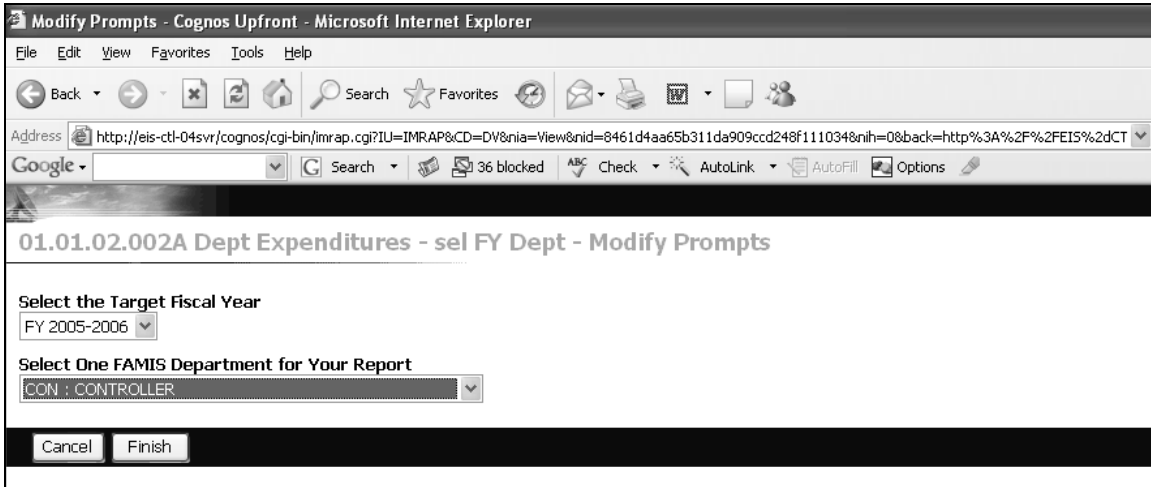
Select a report folder from the tree view in the left pane by clicking it. It will open a listing of the reports under that folder on the right pane. Select one of the reports to run by clicking it.



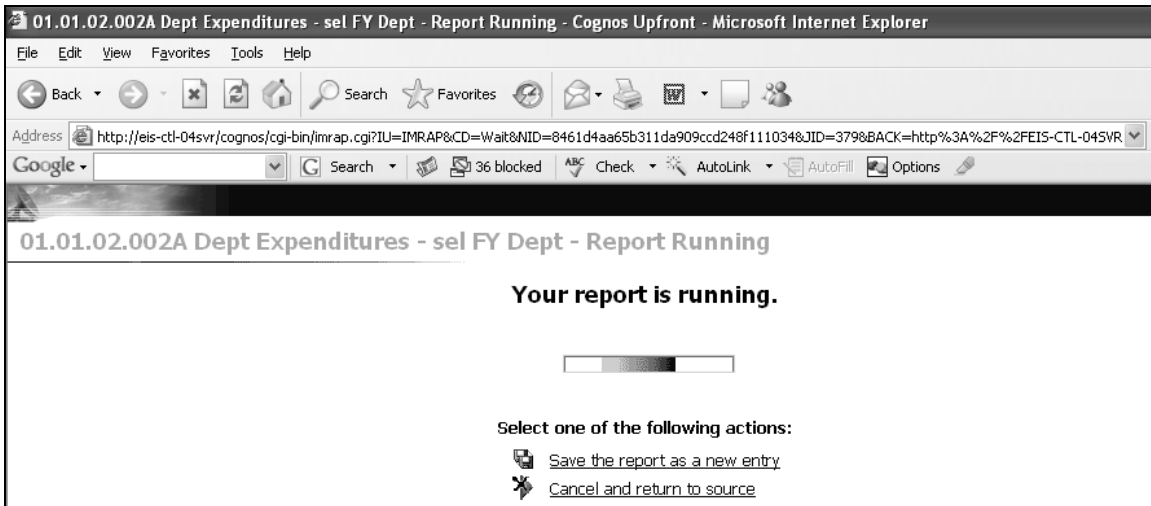
For this example, we selected the third report in the right pane – 01.01.02.002A Dept Expenditures – sel FY Dept. [from 01 Management Reports > 01 Budget vs Actuals – AnnBdgt NonCont]. You can see the path above the title “02 Expenditures – Characters” in the right pane.

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You will be asked to select from a prompt (some reports do not have prompts) before running the report. Once you've selected the prompts you want, click the Finish button to run the report.



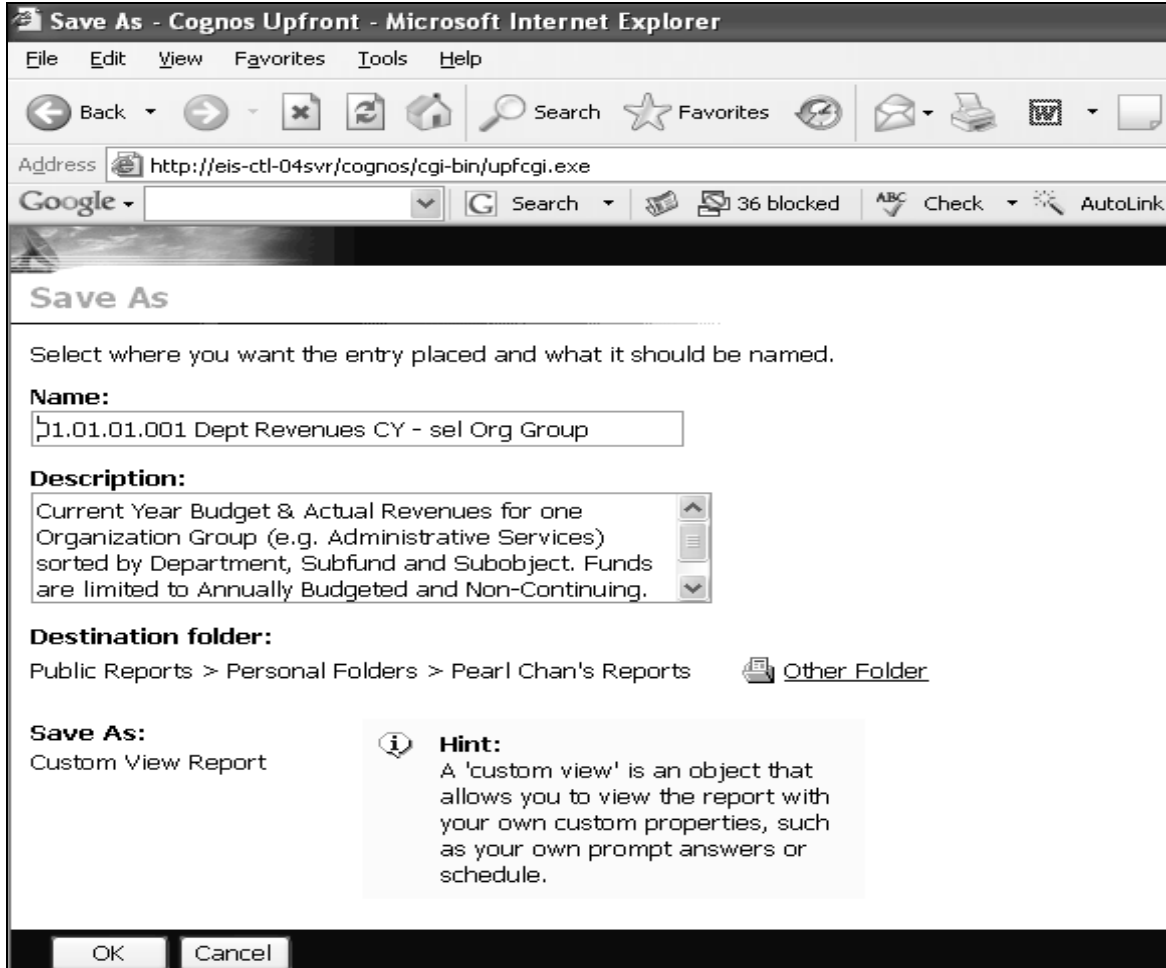
You can save the report while it is running or cancel and return to source. The “Select one of the following actions” appears for only a few seconds, so make your selection quickly. If you miss this selection, you can save your report when it appears on the screen.



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**To save the report while it is running:**

The system will open a window asking you to select where you want the entry placed and what it should be named. The default location is in your Personal Reports Folder. Click OK.



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Adobe Reader - [imrap[11].pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 76% Help

City and County of San Francisco - Financial Systems EIS  
Management Reports - Expenditures - Budget vs Actual Expenditures in Annually Budgeted Non-Continuing Sub-funds  
Summary by Department, Sub-fund and Character

Operating Balances Updated: 8/2/06 11:31 PM Date: 8/3/06

EIS Report: 01.01.02.002A  
Detail Filter: Fiscal Year = 2006 and Department = "CON" and Annually Budgeted/Non-Continuing and Uses Only and Any Operating Activity  
Percent of Fiscal Year Elapsed: 100.00%

Dept	Sub-fund	Char	Character Title	Revised Budget - Uses	Reserved Budget Uses	Actual Uses - Budget Basis	Encumbrances & Pre encumbrances	Remaining Balance - Uses	Percent of Unreserved Budget Committed
Department : CON CONTROLLER									
Sub-fund : 1G_AGF_AAA GF-NON-PROJECT-CONTROLLED									
CON	1G_AGF_AAA	001	SALARIES	6,451,979	0	6,695,774	0	(243,794)	102.88%
		013	MANDATORY FRINGE BENEFITS	2,431,969	0	2,410,038	0	21,931	99.10%
		021	NON PERSONNEL SERVICES	3,861,593	0	2,025,397	707,535	1,128,561	70.77%
		040	MATERIALS & SUPPLIES	403,233	0	272,498	70,234	60,501	85.00%
		069	PROJECT CARRYFORWARD BUDGETS ONLY	0	0	0	0	0	
		081	SERVICES OF OTHER DEPTS	6,702,399	0	6,565,627	16,769	119,703	98.21%
		086	EXPENDITURE RECOVERY	(2,956,297)	0	(2,565,451)	0	(290,846)	90.16%
CON	1G_AGF_AAA	Subtotals:		18,834,876	0	17,304,183	734,639	736,955	95.79%
Sub-fund : 1G_AGF_AAP GF-ANNUAL PROJECT									
	1G_AGF_AAP	001	SALARIES	5,491,146	296,822	4,037,635	0	1,156,489	77.74%
		013	MANDATORY FRINGE BENEFITS	1,476,478	52,371	1,042,871	0	381,236	73.23%
		021	NON PERSONNEL SERVICES	1,895,969	28,000	1,156,630	340,681	370,659	80.16%
		040	MATERIALS & SUPPLIES	161,144	0	54,284	8,216	118,645	34.50%
		069	PROJECT CARRYFORWARD BUDGETS ONLY	611,427	0	0	0	611,427	0.00%
		081	SERVICES OF OTHER DEPTS	175,224	15,000	132,092	33,387	(5,256)	103.28%
		086	EXPENDITURE RECOVERY	(7,066,594)	0	(4,718,650)	0	(2,348,044)	66.77%
CON	1G_AGF_AAP	Subtotals:		2,764,635	332,193	1,795,962	382,283	285,157	87.96%
Sub-fund : SW_PUC_OFF PUC OPERATING FUND									
	SW_PUC_OFF	021	NON PERSONNEL SERVICES	100,000	0	89,294	10,706	0	100.00%
CON	SW_PUC_OFF	Subtotals:		100,000	0	89,294	10,706	0	100.00%
CON	Subtotals:			21,769,571	332,193	19,098,540	1,187,626	1,081,212	94.94%

Report: D:\reports\SW\_Report\_Sep06\Management\pnpapp\01.01.02.002A Dept Expenditures - sep FY Dept.m

Page 1

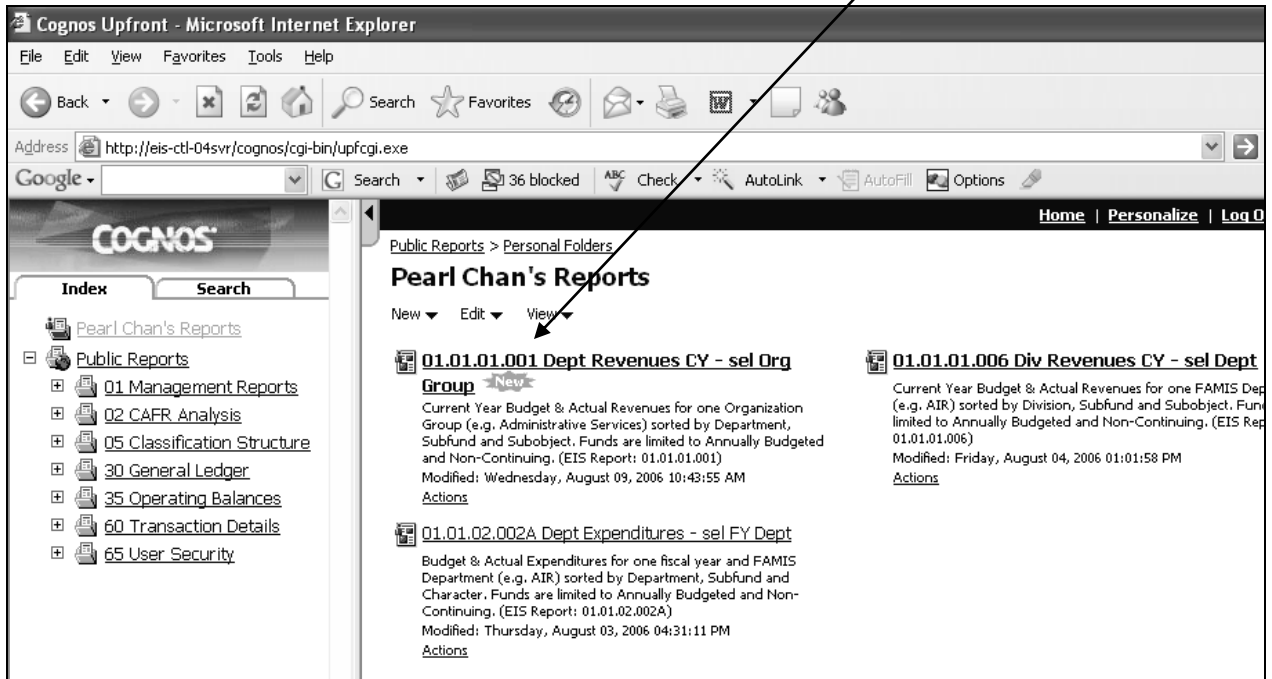
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If you saved it, then go to your Personal Reports Folder and click on the report to open it. If you did not save it, then the report will appear on the screen when it has finished running.



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This is an example of a saved report in the Personal Reports Folder. It will be marked as “New” for 5 days.

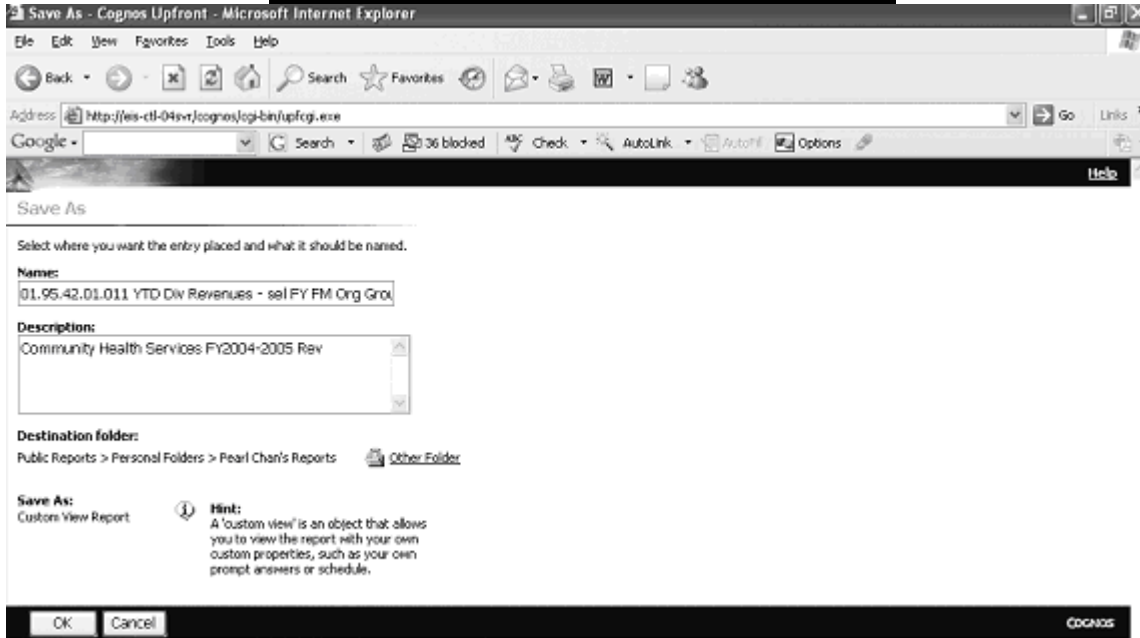


**Other Actions While Running Reports**

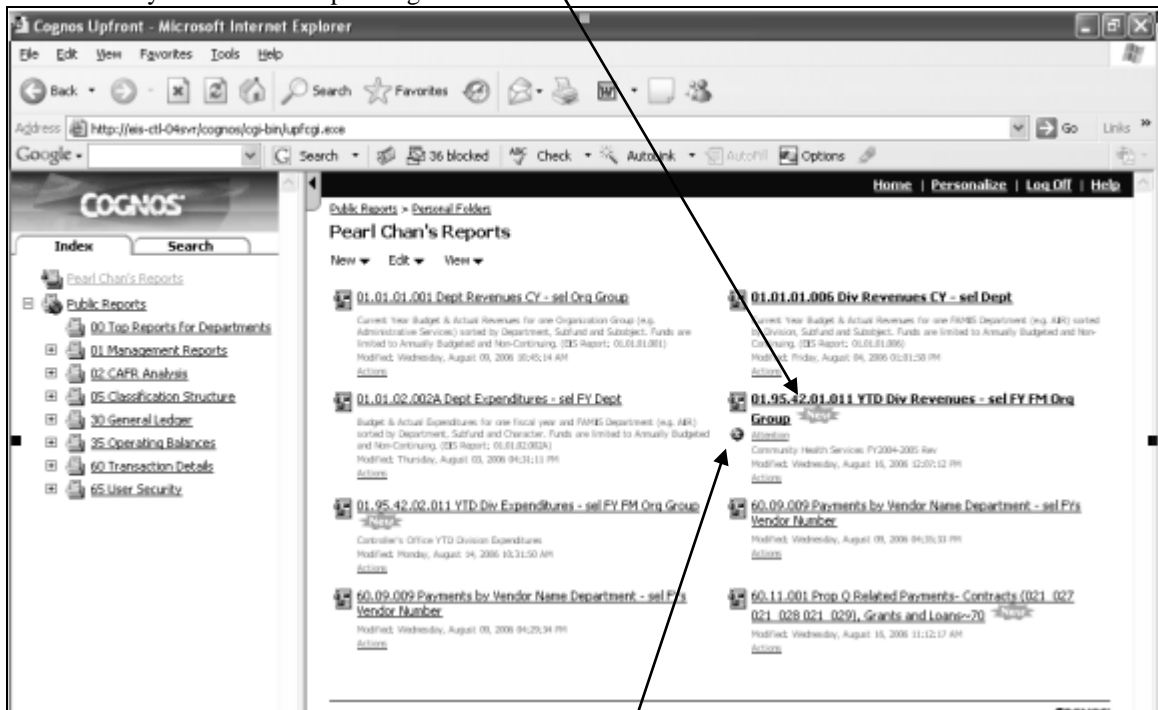
**Adding a Memo Line for Your Report:**

When you save your report to your Personal Report Folder, a window will appear that asks you to select where you want the entry placed and what it should be named. You can identify the specifics of your prompts in the “Description” box provided and this will be saved as a memo line below the title of the report in you Personal Report Folder. This creates a custom view of your report.

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Here is what your Personal Report Page will show.



In this example, the report did not execute, so there is an X in a red circle next to the word “Attention”. Clicking on the word “Attention” brings this display below which means you may have to re-run the report or there may be a problem in the prompts you selected or there may be a problem with the system.

See sample on next page.

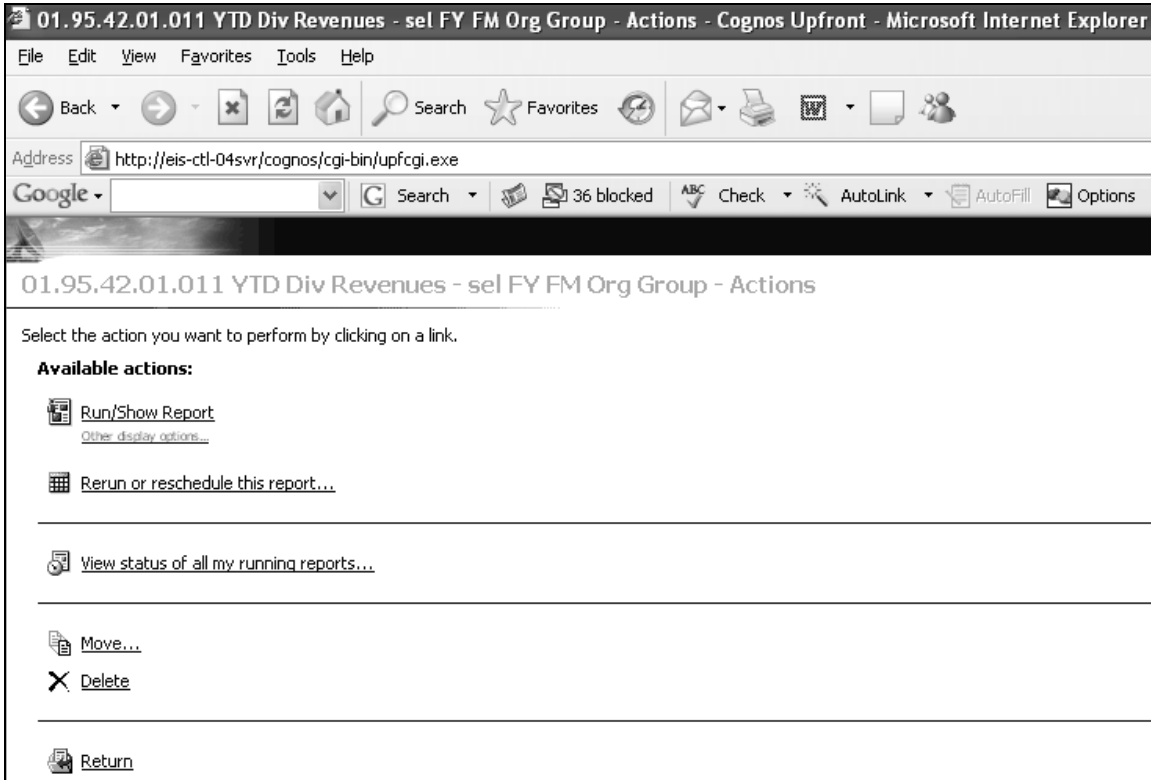
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**Custom View Reports:**

Custom View Reports are any reports that you save to your Personal Reports Folder. Custom View means that it saves all the prompts you selected for that report. When you click the Action link below a report in your Personal Reports Folder, the following window appears.



**Available Actions:**

Run/show report

- Displays the most recent report. You cannot save multiple versions. If you run the same report again, it overlays the previous one.

Other display options

- Allows you to select the display format such as PDF, Excel, or Delimited Text.

Rerun or reschedule this report

Select report frequency:

- 
- 
- 
- 
- 
-

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Schedule

Select how often you want this report updated.

**Run on the following schedule:**

Never  
Once  
Hourly  
Daily  
Weekly  
Monthly

Next >

Selecting Once brings up the calendar to schedule your report. If you just want to run it immediately, click Next.

Schedule

Select how often you want this report updated.

**Run on the following schedule:**

Once

**Starting on:**

2006 August 16 at 05:40 PM

Cancel Next >

Clicking Next will bring you to the Prompts screen. If you want to change your previous prompts for this report, you can click on the link “Review prompt answers”. Otherwise, click Finish to run the report.

Prompts

Enter prompt answers for this report.

**Prompts:**

Prompt answers have been saved. [Review prompt answers](#)

Cancel < Back Finish

Once you click Finish, your report in your Personal Report Folder will display the “Running” with a clock next to it.

**01.95.42.01.011 YTD Div Revenues - sel FY FM Org**

**Group** **New**

**Running**

Community Health Services FY2004-2005 Rev  
Modified: Wednesday, August 16, 2006 12:07:12 PM

[Actions](#)

View status of all my running reports

- Lists all running reports in queue, position in queue, name of report, and format
- Allows you to cancel reports

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## Move

- If you created additional subfolders in your Personal Report Folder, you can move your reports from one folder to the other.

## Delete

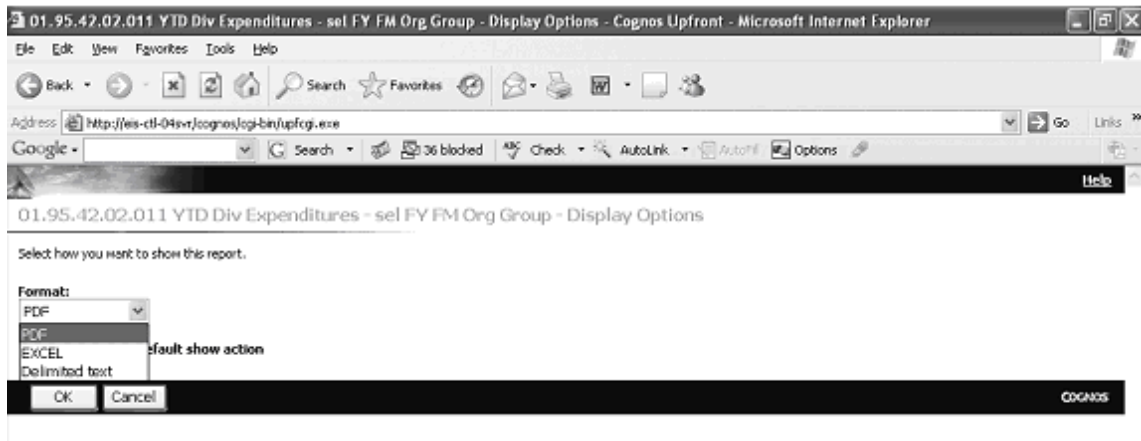
- Allows you to delete a report.

## Return

- Takes you back to the previous level.

## Saving Your Reports in Different Formats:

While your report is running, you can go to the Actions line for that report in your Personal Reports Folder to select Display Format as shown below. You can choose PDF, Excel, or Delimited Text from the drop down Format box. Click OK after your selection.



Show the report in EXCEL:

Char	Character Title	Revised Budget - Uses	Reserved Budget - Uses	Actual Uses - Budget Basis	Encumbrances & Pre encumbrances	Remaining Balance - Uses	Percent of Unreserved Budget
Report 01.95.42.02.011 YTD Div Expenditures for Organizational Group CO for Fiscal Period 12-2005 as of EIS data of 8/16/2005							
Division: COIL_01 MANAGEMENT							
Sub-fun: 1G_AGF_AAA GF-NON-PROJECT-CONTROLLED							
001	SALARIES	2,199,815	0	2,182,893	0	16,922	99
013	MANDATORY FRINGE BENEFITS	608,638	0	547,756	0	60,880	90
021	NON-PERSONNEL SERVICES	742,092	0	425,946	151,436	164,711	77
040	MATERIALS & SUPPLIES	283,784	0	166,276	38,863	79,646	71
081	SERVICES OF OTHER DEPTS	514,249	0	468,697	4,077	41,475	91
086	EXPENDITURE RECOVERY	(95,000)	0	(70,791)	0	(24,209)	74
		4,251,577	0	3,719,776	194,375	339,426	
Sub-fun: 1G_AGF_AAP GF-ANNUAL PROJECT							
069	PROJECT CARRYFORWARD BUDGETS ONLY	16,000	0	0	0	16,000	0
086	EXPENDITURE RECOVERY	0	0	0	0	0	
		16,000	0	0	0	16,000	
Subtot: COIL_01		4,269,577	0	3,719,776	194,375	355,426	

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Show the report in Delimited Text:

You must reformat the columns. However, the advantage of this format is that you can now sort the data.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Div	Division Tr	Sub-fund	Sub-fund T	Char	Character	Date Open	Revised B	Total (Rev)	Total (Rev)	Total (Rev)	Reserved	Total (Res)	Total (Res)	Total (Res)
2	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
3	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
4	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
5	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
6	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
7	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
8	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
9	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
10	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
11	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
12	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
13	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
14	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
15	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
16	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
17	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
18	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
19	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
20	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
21	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
22	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
23	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
24	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
25	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
26	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
27	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921
28	CON_01	MANAGEMENT_AGF_GF-NON-F		1	SALARIES 2006-08-16	2199815	4269577	4253577	8.75E+08	0	0	0	0	3921

## Logging Off

Please be sure to click the “Log Off” menu item in the black bar at the top of the right pane to exit this application.

