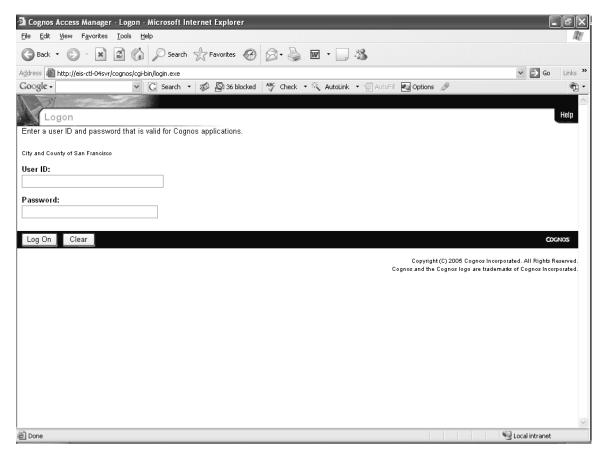
Introduction

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 <u>http://eis-ctl-04svr.sfgov.org/cognos/</u> 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 <u>Howard.Murayama@sfgov.org</u> for assistance (415-554-6629).



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.

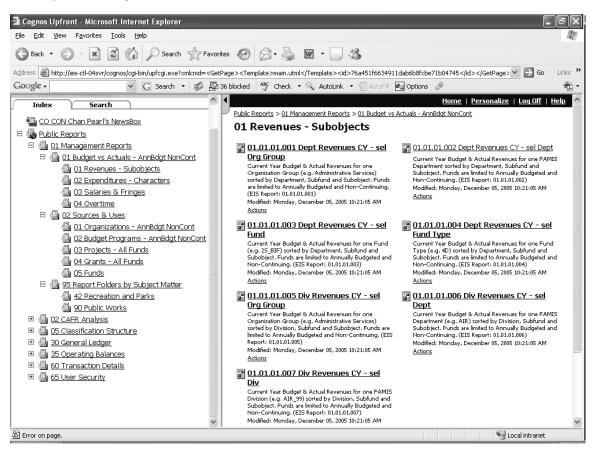
The Search tab allows you to enter search data to find a specific report and select it to run.

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.



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 <u>Public Reports</u> > <u>01 Management Reports</u> > <u>01 Budget vs Actuals</u> - <u>AnnBdgt NonCont</u> > 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:

🗿 01.01.01.002 Dept Revenues CY - sel Dept - Actions - Cognos Upfront - Microsoft Internet Explorer	- @ ×
Ele Edit View Fyvorites Iools Help	R.
③ Back • ② · 🖹 Ø 🕼 🔎 Search 👷 Favorites Ø 🕢 • 🍒 🗃 • 🗔 - 🏂	
A 🖞 🗠 🗃 http://eis-tl-04s-r/cognos/ogi-bin/upfcgi.exe?cmlond= <getpage><template>wr_actionstml</template></getpage> 8id=8449fd2665b311da909cod248f11103 🛩 🛃 G	Links 🎇
Google - 🖉 🖸 Search + 🔊 🖓 36 blocked 🥸 Check + 🍕 AutoLink + 🗐 Autorit 🛃 Options 🥒	- 11-11-11-11-11-11-11-11-11-11-11-11-11
	Help
01.01.01.002 Dept Revenues CY - sel Dept - Actions	
Select the action you want to perform by dicking on a link.	
Available actions:	
Rundhow Report	
🗿 Wexi status of all my running reports	
Create a custom view of this report	
California de Ca	

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

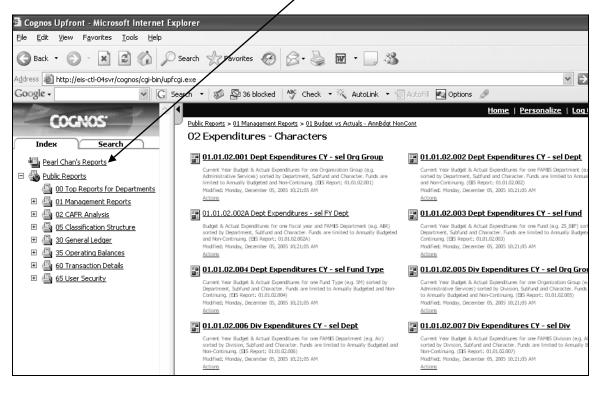
• Takes you back to the previous level.

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 report 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.

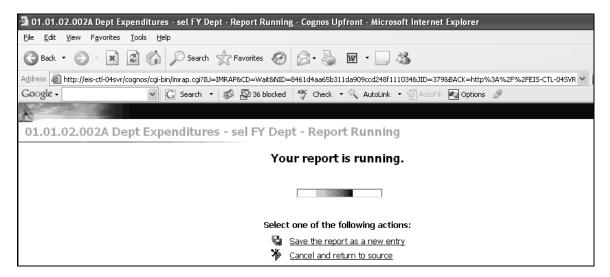


For this example, we selected the third report in the right pane -01.01.02.002A Dept Expenditures - sel FY Dept. [from 01 Management Reports > 01 Budget vs Actuals - AnnBdgt NonCont]. You can see the path above the title "02 Expenditures - Characters" in the right pane.

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.

🖀 Modify Prompts - Cognos Upfront - Microsoft Internet Explorer							
<u>File E</u> dit <u>Vi</u> ew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp							
S Back ▼ ○ ► ▲ ② Search ☆ Favorites ↔ ○ ► ▲ ₩ ▼ □ ★							
Address 🕘 http://eis-ctl-04svr/cognos/cgi-bin/imrap.cgi?IU=IMRAP&CD=DV&nia=View&nid=8461d4aa65b311da909ccd248f111034&nih=0&back=http%3A%2F%2FEIS%2dCT							
Coogle - 🔽 🖸 Search 👻 🔊 36 blocked 🍄 Check 🔹 🖄 AutoLink 🔹 🗐 AutoFill 🛃 Options 🖉							
01.01.02.002A Dept Expenditures - sel FY Dept - Modify Prompts							
Select the Target Fiscal Year							
Select One FAMIS Department for Your Report							
Cancel Finish							

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.



To save the report while it is running:

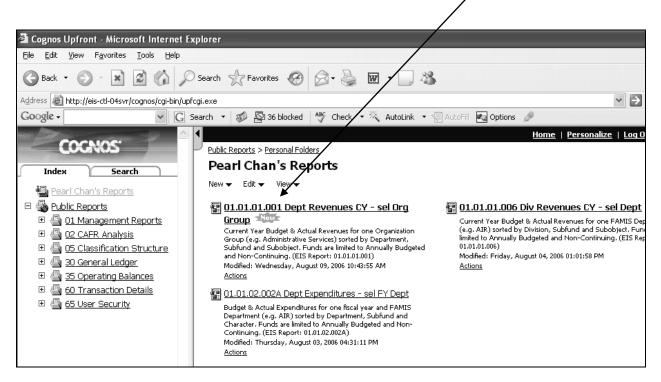
The system will open a window asking you to select where you want the entry placed and what it should be named. The default location is in your Personal Reports Folder. Click OK.

🖄 Save As - Cognos Upfront -	Microsoft Internet Explorer
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> o	ols <u>H</u> elp
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Address 🚳 http://eis-ctl-04svr/cogr	nos/cgi-bin/upfcgi.exe
Google -	👻 🖸 Search 🔹 🛷 🚭 36 blocked 🛛 👋 Check 🔹 📉 AutoLink
Save As	
5446 75	
Select where you want the ent	ry placed and what it should be named.
Name:	
1.01.01.001 Dept Revenues (CY - sel Org Group
Description:	
Current Year Budget & Actual Organization Group (e.g. Adm sorted by Department, Subfun are limited to Annually Budget	inistrative Services) d and Subobject. Funds
Destination folder:	
Public Reports > Personal Fold	ers > Pearl Chan's Reports 🛛 👜 <u>Other Folder</u>
Save As: Custom View Report	Hint: A 'custom view' is an object that allows you to view the report with your own custom properties, such as your own prompt answers or schedule.
OK Cancel	

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🗿 📔 Save a	Copy 🚔 😤 🕅) Search 🕐 🕩 Select 📷 🔍		76%	•		Help -	¥!#	Click Here for offers on Photoshop	4
	EIS Report: 01.01.02.00	Management Reports - Expenditives - Bu Summ Opera D2A Detail Filter: Filocal Year = 2006 and Department = *CC	ary by Department, Sub- iting Balances Updated :	ures in Annúally B lund and Characte 8/2/06 11:31 PM Igeted/Non-Conti	ludgeted Non-Cor er			Date: 8 ty	1306	
	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 Sub-fund : 1G A	CONTROLLER AGF AAA GF-NON-PROJECT-CONTROLLED								
	-	-	8.451.979	0	8.695.774	0	(243,794)	102.88%		
	CON 1G_AGP_AAA	013 MANDATORY FRINGE BENEFITS	2,431,959	0		0		102.88%		
		021 NON PERSONNEL SERVICES	3.861.593	0	2,410,000	707,635	1,128,561	70,77%		
		040 MATERIALS & SUPPLIES	403,233	0	2,025,397 272,498	707,635	1,128,561 60,501	85.00%		
		040 MATERIALS & SUPPLIES 069 PROJECT CARRYFORWARD BUDGETS ONLY	403,233	0	2/2,498		00,501	00.00%		
		081 SERVICES OF OTHER DEPTS	6.702.399	0	-	16,769	119.703	98.21%		
		086 EXPENDITURE RECOVERY	(2,956,297)	0		10,709		90.16%		
	CON 1G_AGF_AAA	1 1	18,894,876	0	17,304,183		796,055	95.79%		
		AGF_AAP GF-ANNUAL PROJECT								
	1G_AGF_AAP	001 SALARIES	5,491,146	296.822	4,037,835	0	1,156,489	77.74%		
	1.00.00.000	013 MANDATORY FRINGE BENEFITS	1,476,478	52,371	1,042,871	0		73.23%		
		021 NON PERSONNEL SERVICES	1,895,969	28,000	1,156,630	340,681	370,659	80.16%		
		040 MATERIALS & SUPPLIES	181,144	0	54,284	8,216	118,645	34.50%		
		069 PROJECT CARRYFORWARD BUDGETS ONLY	611,427	0			611,427	0.00%		
		081 SERVICES OF OTHER DEPTS	175,224	15,000	132,092	33,387	(5,255)	103.28%		
		086 EXPENDITURE RECOVERY	(7,066,694)	0		0		66.77%		
	CON 1G_AGF_AAP	Subtorals:	2,764,695	392,193	1,705,062	382,283	285,157	87.98%		
	Sub-fund : 5W_F	PUC_OPF PUC OPERATING FUND								
	5W_PUC_OPF	021 NON PERSONNEL SERVICES	100,000	0	89,294	10,705	0	100.00%		
	CON 5W_PUC_OPF	Subtorals:	100,000	0	89,294	10,706	0	100.00%		
	CON	Subtorals:	21,759,571	392,193	19,098,540	1,187,626	1,081,212	94.94%		
	Report Disperfeced/WR_Repo	at, Search Munagement Rypologo R 01 02 000A. Days: Expenditures - sel PY De	ptinr Page 1						-	
1										

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.

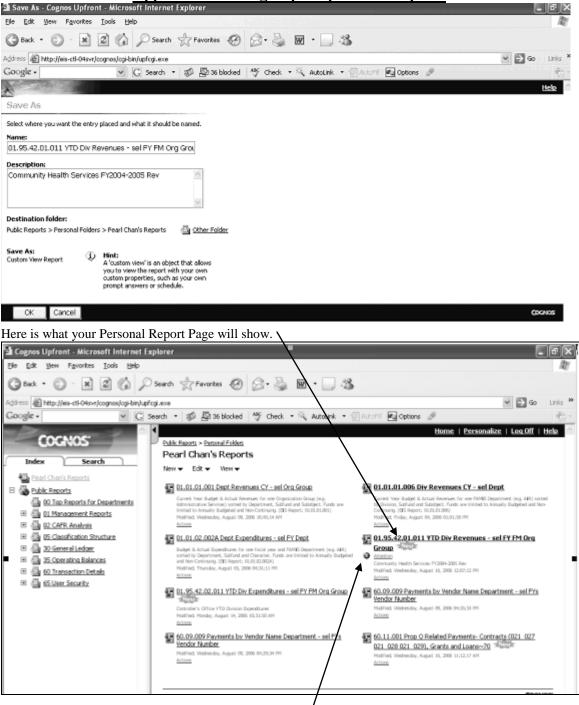
This is an example of a saved report in the Personal Reports Folder. It will be marked as "New" for 5 days.



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.



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.



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 <u>Action</u> link below a report in your Personal Reports Folder, the following window appears.

🐴 O	1.95.4	42.01.	011 YTD	Div R	evenı	ies - sel FY	′ FM Or	g Grou	o - Acti	ons - Cogno	os Upfi	ront - Mi	crosoft Interi	net Explorer
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	F <u>a</u> vorites	; <u>T</u> ool	s <u>H</u> e	lp								
G) Back	• 6	· ×	2		Search	2	Favorites	Ø	8.	W	•	28	
A <u>d</u> dr	ess 🙋	http://	eis-ctl-04sv	r/cogno	s/cgi-b	in/upfcgi.exe								
Go	ogle -				*	G Search	- 50	🔄 36 I	blocked	ABC Check	- %	AutoLink	🔹 🦉 AutoFill	🛃 Options
X	and a													
01	.95.4	12.01	.011 Y	TD Di	iv Re	venues -	sel F	Y FM C)rg Gr	oup - Act	ons			
Sele	ct the a	action yo	ou want to j	perform	by click	king on a link.								
A	vailabl	e actio	ns:											
		r display o												
	🖩 <u>Rer</u>	un or re	schedule th	nis repor	<u>t</u>									
	🛐 <u>Vie</u> v	w status	of all my re	unning ri	eports.	<u></u>								
	A Mov	/e												
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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.

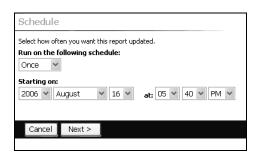
Rerun or reschedule this report

Select report frequency:

- •
- •
- •
- •
- •
- •

Schedu		
		n you want this report updated.
Run on ti	ne fol	lowing schedule:
Never	~	
Never		
Once		
Hourly	- 1	Next >
Daily		NEAL >
Weekly		
Monthly		

Selecting Once brings up the calendar to schedule your report. If you just want to run it immediately, click 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. <u>Review prompt answers</u>
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
0	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

Move

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

<u>Delete</u>

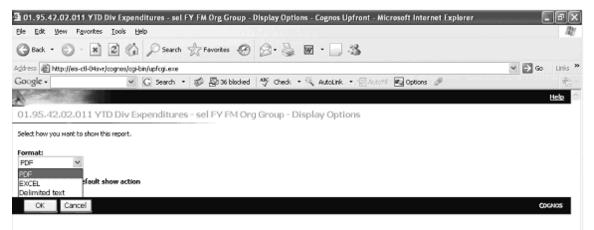
• Allows you to delete a report.

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:

10	A	В	С	D	E	File Colored	G	н
	BS	Date: 8/16/05					0	
	_	Filter: Fiscal Year = 2005 and Fiscal Month <= 1	2 and Organizational G	roup - "CO" and A	nnually Budgeted i	lon-Continuing and	Uses Only and Any	y Operating A
3	Perce							
	Char	Character Title	Revised Budget - Uses	Reserved Budget Uses	Actual Uses - Budget Basis	Encumbrances & Pre	Remaining Balance - Uses	Percent of Unreserve
4						encumbrances		Budget
5	Repor	rt 01.01.02.011 YTD Div Expenditures for Organizatio	onal Group CO for Fiscal	Period 12-2006 as o	f EIS data of 8/16/24	105		
1	Divisi	or: COIL_01 MANAGEMENT						
5	Sub-6	u: 1G_AGF_AAA GF-NON-PROJECT-CONTROLLED						
	001	SALARIES	2,199,815	0	2,182,893	0	16,922	99
3	001 013	SALARIES MANDATORY FRINCE BENEFITS	2,199,815		2,182,893 547,756		16,922 60,880	
3				0		0	-	90
9 9 0	013	MANDATORY FRINCE BENEFITS	608,636	0	547,756	0	60,880	90
8 9 0 1	013 021	MANDATORY FRINCE BENEFITS NON PERSONNEL SERVICES	608,636 742,092	0 0 0	547,756 425,946	0 151,436 38,863	60,880 164,711	90 77 71
8 9 0 1 2	013 021 040	MANDATORY FRINGE BENEFITS NON PERSONNEL SERVICES MATERIALS & SUPPLIES	603,636 742,092 283,784	0 0 0	547,756 425,946 165,276	0 151,436 38,863 4,077	60,880 164,711 79,646	99 90 77 71 91 74
8 0 1 2 3	013 021 040 081	MANDATORY FRINCE BENEFITS NON PERSONNEL SERVICES MATERIALS & SUPPLIES SERVICES OF OTHER DEPTS	608,636 742,092 283,784 514,249	0 0 0	547,756 425,946 166,276 468,697	0 151,436 38,863 4,077 0	60,830 164,711 79,646 41,475	90 77 71 91
9	013 021 040 081 086	MANDATORY FRINCE BENEFITS NON PERSONNEL SERVICES MATERIALS & SUPPLIES SERVICES OF OTHER DEPTS EXPENDITURE RECOVERY	603,636 742,092 283,784 514,249 (95,000)	0 0 0 0	547,756 425,946 166,276 468,697 (70,791)	0 151,436 38,863 4,077 0	60,880 164,711 79,846 41,475 (24,209)	90 77 71 91
8 0 1 2 3	013 021 040 081 086 Sub-f	MANDATORY FRINCE BENEFITS NON PERSONNEL SERVICES MATERIALS & SUPPLIES SERVICES OF OTHER DEPTS EXPENDITURE RECOVERY UN: 16_AGF_AAP GF-ANNUAL PROJECT	603,636 742,092 283,784 514,249 (95,000) 4,253,577	0 0 0 0	547,756 425,946 165,276 468,697 (70,791) 3,719,776	0 151,436 38,963 4,077 0 194,375	60,880 164,711 79,545 41,475 (24,209) 335,426	90 77 71 91 74
8 9 1 2 3 4	013 021 040 081 086	MANDATORY FRINCE BENEFITS NON PERSONNEL SERVICES MATERIALS & SUPPLIES SERVICES OF OTHER DEPTS EXPENDITURE RECOVERY	603,636 742,092 283,784 514,249 (95,000)	0 0 0 0	547,756 425,946 165,276 488,687 (70,791) 3,719,776	0 151,436 38,963 4,077 0 194,375	60,880 164,711 79,646 41,475 (24,209) 335,426 18,000	90 77 71 91
0 1 2 3 4 5 6	013 021 040 081 086 Sub-f	MANDATORY FRINCE BENEFITS NON PERSONNEL SERVICES MATERIALS & SUPPLIES SERVICES OF OTHER DEPTS EXPENDITURE RECOVERY UN: 16_AGF_AAP GF-ANNUAL PROJECT	603,636 742,092 283,784 514,249 (95,000) 4,253,577	0 0 0 0 0	547,756 425,946 165,276 468,697 (70,791) 3,719,776	0 151,436 38,963 4,077 0 194,375	60,880 164,711 79,646 41,475 (24,209) 335,426 18,000	90 77 71 91 74
0 1 2 3 4 5 6	013 021 040 081 086 Sub-f	MANDATORY FRINCE BENEFITS NON PERSONNEL SERVICES MATERIALS & SUPPLIES SERVICES OF OTHER DEPTS EXPENDITURE RECOVERY UN: 16_AGE_AAP GF-AMMUAL PROJECT PROJECT CARRYFORWARD BUDGETS ONLY	608,636 742,092 283,784 514,249 (95,000) 4,253,577 16,000	0 0 0 0 0 0 0 0 0 0	547,756 425,946 165,276 488,687 (70,791) 3,719,776	0 151,436 38,963 4,077 0 194,375 0 0 0	60,880 164,711 79,646 41,475 (24,209) 335,426 18,000	90 77 71 91 74

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.

2 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 3 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 4 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 5 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 6 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 6 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 7 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 8 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 9 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 10 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 12 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 13 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 13 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI 13 CON_D1 MANAGENIG_AGF_/GF-NON-F 1 SALARI <	Gat VID Div Ex G Acter Date Open RIES 2006 03-16 RIES	H Revised Bi 2199615 2199615 2199615 2199615 2199615 2199615 2199615 2199615 2199615 2199615	s – sel FY F	M Org Gra J Total (Rev 4253577 4253577 4253577 4253577 4253577 4253577 4253577	K Total (Rev 8.75E+08 8.75E+08 8.75E+08 8.75E+08 8.75E+08 8.75E+08 8.75E+08 8.75E+08 8.75E+08	L	M	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Unks CCCCC 0 Total (392 392 392 392 392 392 392 392 392
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CON_01_MANAGEN1G_AGF_/GF-NON-F1_SALARI CON_01_MANAGEN1G_AGF_/GF-NON-F1_SALARI	RIES 2006-08-18		4269577		8.75E+08	0	0	0	392
CON_01 MANAGENIG_AGF_/GF-NON-F 1 SALARI	RIES 2006-08-18		4269577		8.75E+08	0	0	0	392
	RIES2006-08-16		4269577		8.75E+08	0	0	0	392
	RIES2006-08-16		4269577		8.75E+08	0	0	0	392
	RIES 2006-08-18		4269577		8.75E+08	0	0	0	392
	RIES 2006-08-18		4269577		8.75E+08	0	0	0	392
	RIES 2006-08-18		4269577		8.75E+08	0	0	0	392
	RIES 2006-08-18		4269577		8.75E+08	0	0	0	392
	RIES2006-08-16		4269577		8.75E+08	0	0	0	392
	RIES2006-08-16		4269577		8.75E+08	0	0	0	392
	RIES 2006-08-16		4269577	100001	8.75E+08	0	0	0	392
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