



Web Report Library User Guide

Prepared for:

Finance & Administration Budget Administrators

Table of Contents

1. Request Access to the Web Report Library (WRL).....	3
2. Log in to the WRL	4
3. Find your reports	5
4. Example 1: Export a Report as a PDF	7
a. Income Statement by Fund and Account Report	7
5. Example 2: Export a Report to Excel.....	14
a. Transaction Detail Overview by Period Report	14
6. Example 3: Report Navigation and Searching	18
a. Budget Status Report	18
b. Search.....	20
c. Using the Group Tree.....	22
d. Changing Parameters.....	23
e. Drill down to Detail	24
7. Example 4	26
a. Department Payroll Expense	26
8. Advanced Class Topics	29
9. More Help	29

Request Access to the WRL

Before you can begin using the WRL, you need to request access to it.

Mac Users: The software used to process the access request form (OnBase) only functions properly when you use Firefox. InfoView, the program that runs the Web Report Library, can be used with any browser on the Mac.

PC Users: The software used to process the access request form (OnBase) only functions properly when you use Internet Explorer. InfoView, the program that runs the Web Report Library, can be used with any browser.

1. Login to MyBGSU and click on the Employees link in the top menu. For security purposes, you are only able to submit the request form on your own behalf.



2. In the bottom right hand corner, click on the FMS Web Report Library Access Form link.



3. Complete the access form and click Submit.
4. Your request will be reviewed by the associated Data Custodians and you will receive an email once the form has been processed. This process typically takes a day or two to complete.
5. If necessary, you will be asked to provide an email approval from your supervisor to the Data Custodian before final access can be granted. You will receive a notification if this is required.

FMS Web Report Library Access Form
Finance & Administration

Bowling Green State University
Technology Support Center
110 Hayes Hall
Phone: 419-372-0999

Client Information

First Name: Last Name:

Username: BGSU ID Number:

Department: Office Location:

Other:

Phone Number:

Please place a check mark next to the folders to which you require access:

Budget Administrator Financial Reports

Comments:

By clicking on the submit button below, I am reconfirming that I agree to abide by the [BGSU Information Technology Policy](#) and the [Bowling Green State University Code of Ethics and Conduct](#) as originally agreed to upon receiving my BGSU account

By clicking the button below, you agree that the information above is correct to the best of your knowledge. Clicking on this button will submit your form for processing

Bowling Green State University | Technology Support Center | 110 Hayes Hall | Phone: 419-372-0999

Login to the WRL

1. After you have been granted access, login to InfoView at the following address:
<https://ods.bgsu.edu/>
2. Use your BGNet user name and password.
3. Select LDAP as the Authentication
4. Click Log On

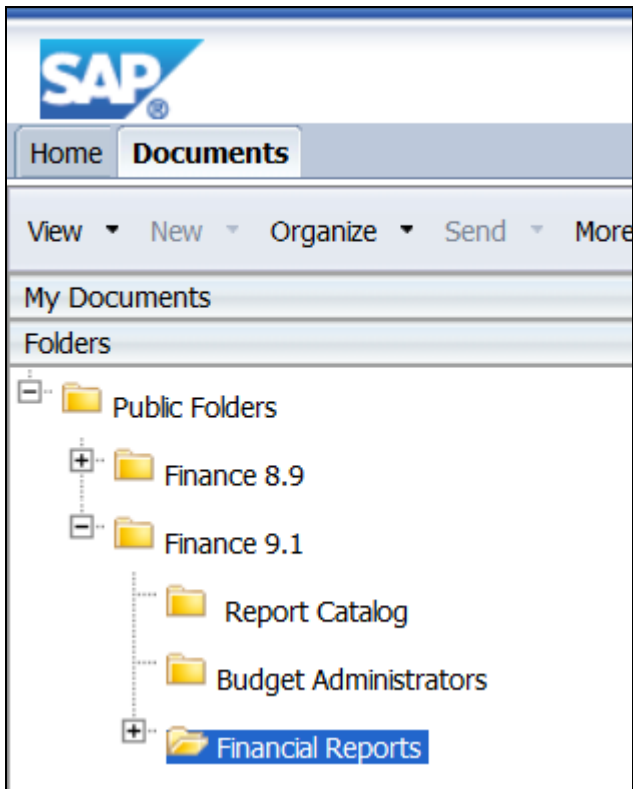
User Name:

Password:

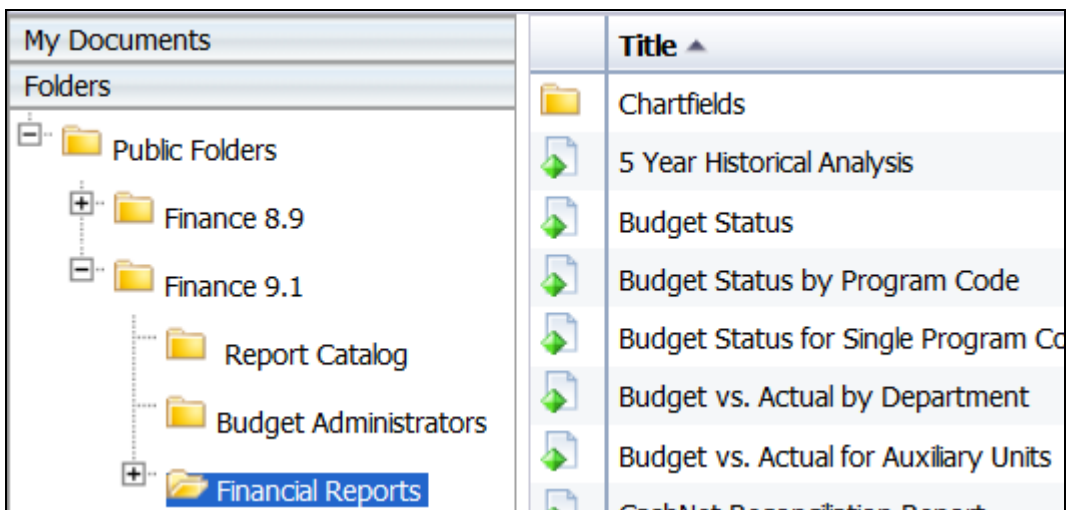
Authentication:

Find Your Reports

1. Expand Public Folders
2. Expand the Finance 9.1 folder

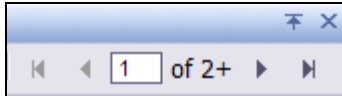


3. Select the Financial Reports folder to view the reports in that folder.



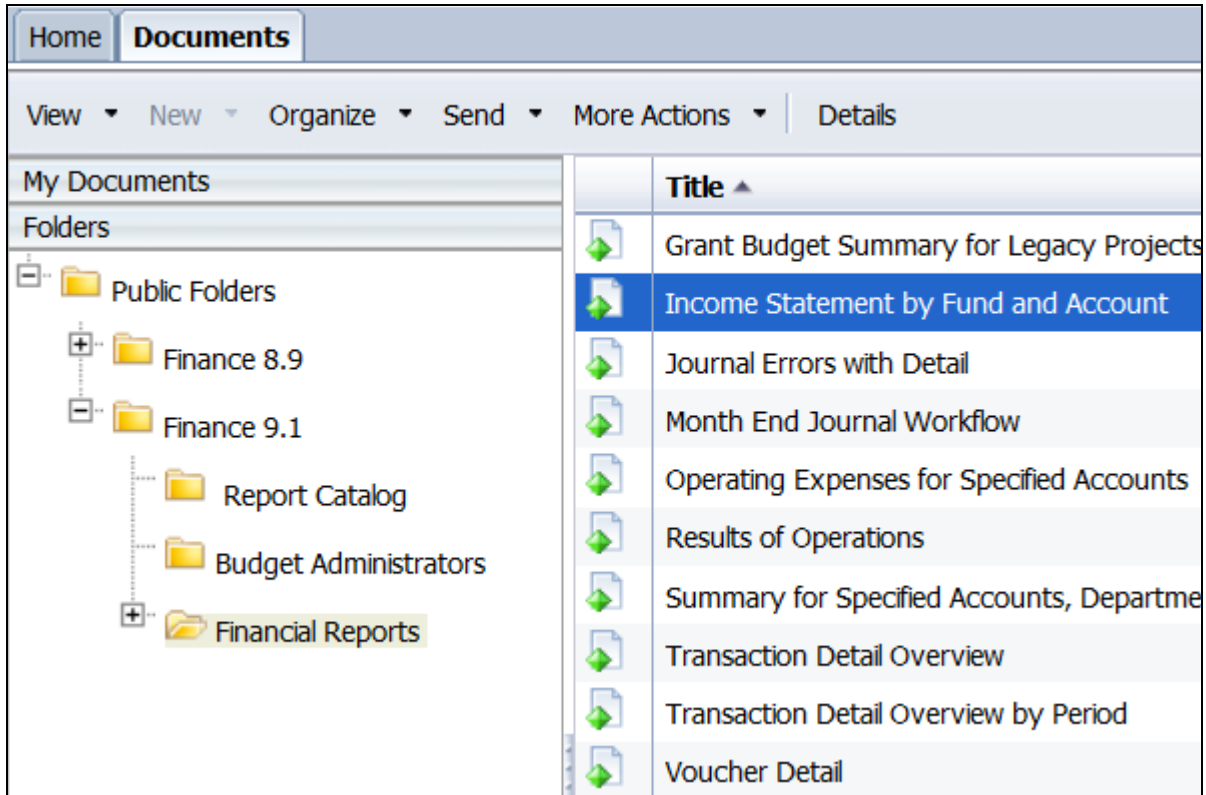
4. Hold your mouse over the title or the description in order to read the complete text.
5. Double click on the desired report to open it.

NOTE: Don't forget to check the navigation at the top right corner of the window to see if there are additional pages of reports available.

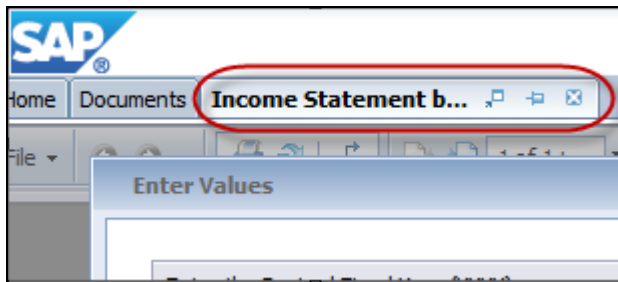


EXAMPLE 1: EXPORT A REPORT AS A PDF

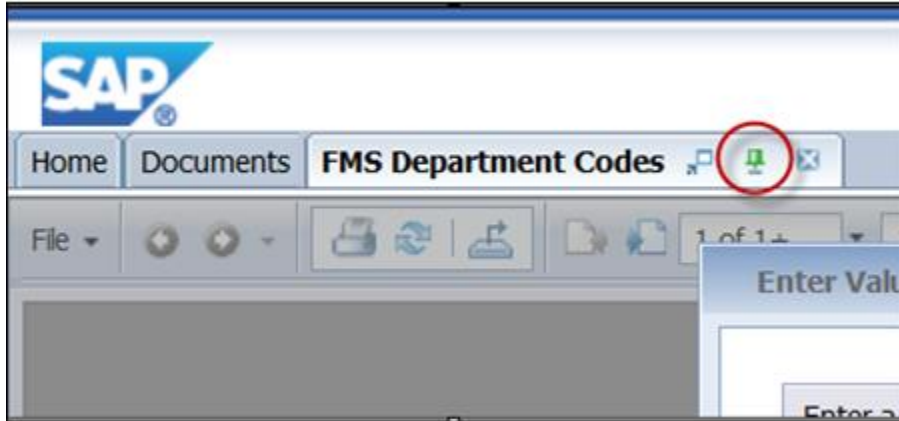
Navigate to the Income Statement by Fund and Account report within the Finance 9.1/Financial Reports folder. Double click to open the report.



Notice that the report opened in a new tab at the top. You can switch between tabs and open several reports at once. Click on the Documents tab to return to the full list of reports.



Another option offered with the tab is the ability to “pin” a tab. When a tab is pinned, that report will be available on the menu bar whenever the user logs in to BI Launch Pad.



Enter the following parameters:

Enter Values	
Enter the Desired Fiscal Year (YYYY):	Fiscal Year
<input type="text" value="2015"/>	
Beginning Accounting Period	pBeginningPeriod
Select a Beginning Accounting Period:	
<input type="text" value="01 - July"/>	
Ending Accounting Period	pEndingPeriod
Select an Ending Accounting Period:	
<input type="text" value="02 - August"/>	

These next selections are known as dynamic parameters. Each selection that you make will populate the available selections in the following boxes. Make the first selection, wait for the next box to populate, and then make your next selection. For this type of parameter, you can select more than one value. Select the value on the left and then use the > or >> in the middle to move the value to the right.

The screenshot displays a web report interface with three dynamic selection sections. Each section consists of an 'Available Values' list on the left, a 'Selected Values' list on the right, and two arrow buttons (> and >>) in the middle. Below each 'Selected Values' list are 'Remove' and 'Remove All' buttons. The top right corner of the interface is labeled 'pFundCode'.

- Select One or More Funds:**
 - Available Values:** All Funds, Outside Agency Funds, Current Funds, Funds Functioning as Endowment, Loan Funds, Plant Funds
 - Selected Values:** Current Funds
- Select a Fund Category:**
 - Available Values:** Restricted Funds, Unrestricted Funds
 - Selected Values:** Unrestricted Funds
- Select a Fund Sub-Category:**
 - Available Values:** Auxiliary Enterprises, Designated Funds, Education and General
 - Selected Values:** Auxiliary Enterprises, Designated Funds, Education and General

Select One or More Funds:

<p>Available Values:</p> <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> 10000 - BGSU - BG Campus <li style="background-color: #e0e0e0;">11000 - BGSU - Firelands Campus 12000 - Public Service 13000 - Course Fees - BG Campus 14000 - Student Organization-BG Campus 14500 - Student Organization-Firelands 15000 - F&A Recovery 17000 - Course Fees - Firelands Campus </div>	<input type="button" value=">"/> <input type="button" value=">>"/>	<p>Selected Values:</p> <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0;">10000 - BGSU - BG Campus </div>
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Select how you would like the fund data summarized: pFundGroup

Fund Group

Display Account Detail? pDisplayDetail

No

Select the Budget Type(s) to Include: pBudgetTyp

<p>Available Values:</p> <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> Original Loads Carry Over Adjusting / Transfer </div>	<input type="button" value=">"/> <input type="button" value=">>"/>	<p>Selected Values:</p> <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0;">Original Loads <li style="background-color: #e0e0e0;">Carry Over <li style="background-color: #e0e0e0;">Adjusting / Transfer </div>
--	--	--

In this example, the report offers two different methods of display:

Display Results in: pReportFormat

Report Format

- ...
- Report Format
- Data Extract

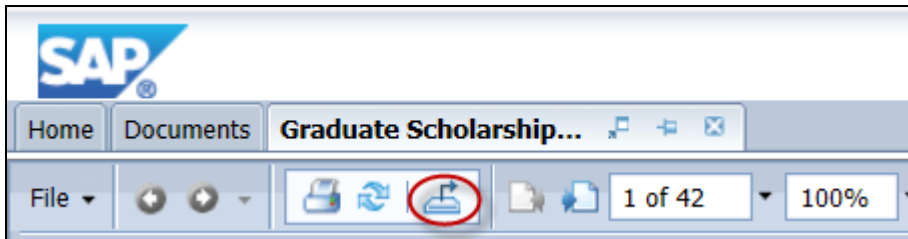
The Report Format display is the formal presentation version. Most often used when exporting the report as a PDF, this version is useful when you need a “pretty” view of the report. We will select Report Format for this example. The next example will explain the purpose of the Data Extract version.

Once you’ve filled in the parameters, click OK and the report will run.

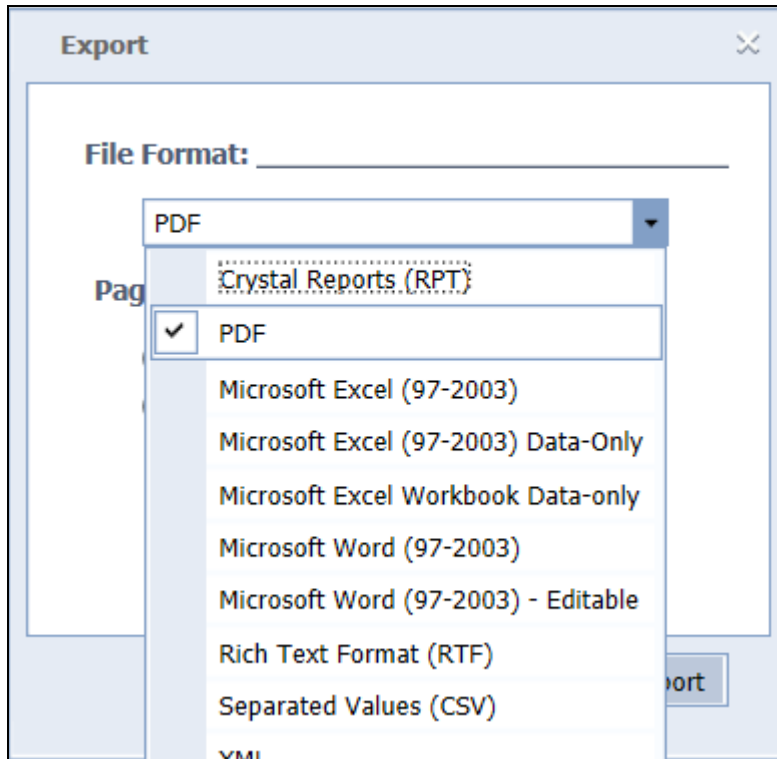
Bowling Green State University
Income Statement by Fund and Account
 7/1/2014 - 8/31/2014

	2015		2014	
	Budget	Actual	Budget	Actual
Education and General				
REVENUE				
State Appropriations	60,411,205	10,068,534	64,391,394	10,687,464
Student Fees	154,512,366	83,180,464	155,469,887	85,429,092
General Fees	26,333,098	13,944,117	26,023,198	14,209,055
Non Resident Fees	19,411,045	10,540,520	19,730,660	10,523,654
Other Income	10,571,487	1,988,872	11,881,019	3,506,410
Investment Income	3,025,000	5,781	3,025,000	5,284
TOTAL REVENUE	274,264,201	119,728,289	280,521,158	124,360,959
EXPENSE				
PERSONNEL				
Salaries	126,284,651	15,530,898	127,974,275	16,555,281
Fringes	36,280,345	5,009,598	36,216,533	5,293,450
Total PERSONNEL	162,564,996	20,540,497	164,190,808	21,848,730
OPERATING				
Supplies	5,255,173	2,069,606	4,980,317	977,626

To export the report, click the “Export this report” button in the upper left corner of the screen:

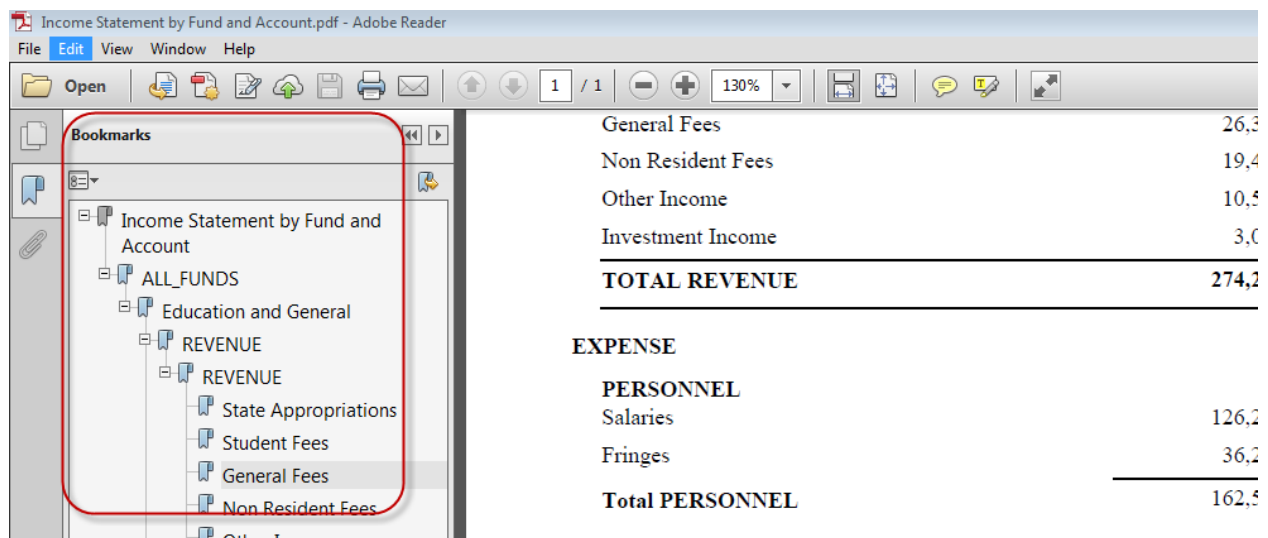


Because we selected the Report Format display option we're going to export the report as a PDF.



NOTE: If you try to export the file in the Crystal Reports (RPT) format you will receive an error.

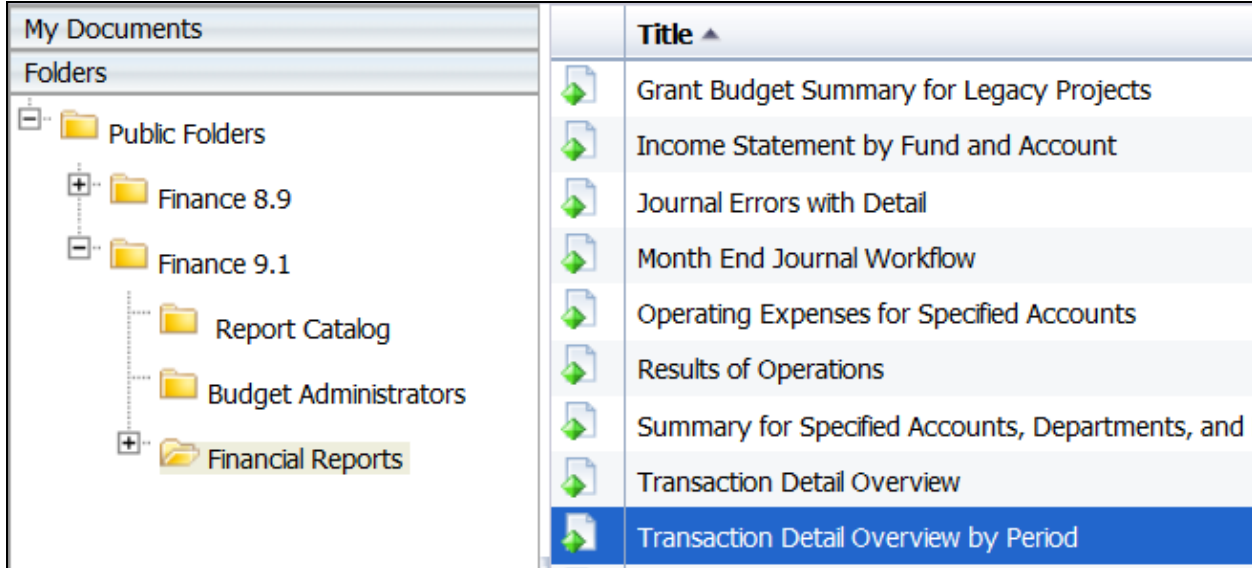
Upon opening the report in Acrobat, note that you can use the bookmarks in the left menu to quickly navigate to any area in the report.



Example 2: Export a Report to Excel

Sometimes, you may want to be able to sort and manipulate the raw data. Most reports can accommodate this need.

Navigate to the Transaction Detail Overview by Period report within the Finance 9.1/Financial Reports folder. Double click to open the report.



Enter the following parameters:

Enter Values	
Enter a Fiscal Year (YYYY):	pFiscalYear
<input type="text" value="2015"/>	
Select an Accounting Period:	pAccountingPeriod
<input type="text" value="Current Month"/>	

pDepartment pDepartment

Select a Division:

Available Values:

- All Divisions
- Institutional Departments
- Office of the President
- VP of Academic Affairs
- VP Student Affairs
- VP University Advancement
- VP of Finance and Admin

Selected Values:

- VP of Academic Affairs

Remove Remove All

Select an Area:

Available Values:

- Academic Programs
- Colleges
- Enrollment Services
- Office of the Provost
- VP of Economic Development

Selected Values:

- Colleges

Remove Remove All

Select a College / Office:

Available Values:

- College of Arts and Sciences
- College of Business
- College of Education
- College of Health & Human Serv
- College of Musical Arts
- College of Technology
- Firelands Campus
- Graduate College

Selected Values:

- College of Business

Remove Remove All

Select One or More Departments:

Available Values:

- 114000 - Dean of Business
- 114010 - Office of UG Student Develo
- 114020 - CBA Information Services
- 114100 - Accounting/MIS
- 114200 - Applied Statistics/Oper Res
- 114300 - Economics Dept
- 114400 - Finance
- 114500 - Legal Studies

Selected Values:

- 114000 - Dean of Business

Remove Remove All

Select One or More Program Codes: pProgramCode

Available Values:

- 0000 - ALL
- 0001 - <NONE>
- 1000 - 1000
- 1010 - 1010
- 1020 - 1020
- 1030 - 1030

Selected Values:

- 0000 - ALL

1

Remove Remove All

In order to export the data in a format that works well in Excel, we'll select the Data Extract display option.

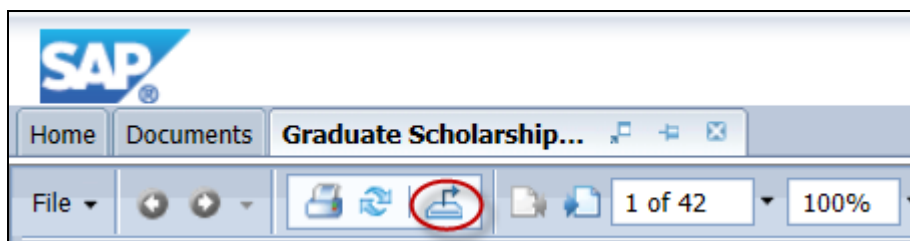
Display Results in the: pReportFormat

Data Extract

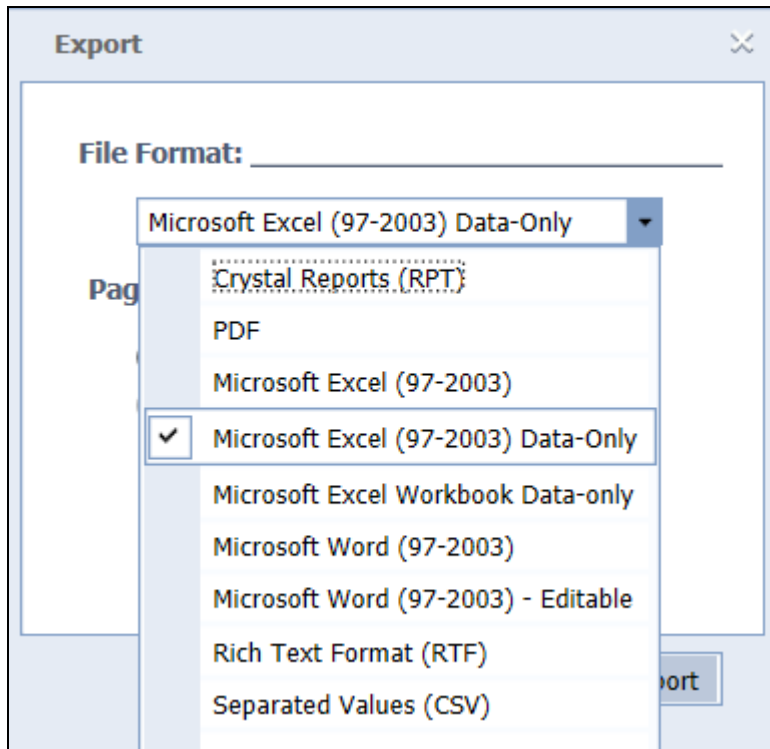
This will strip out all of the “pretty” features of the report and just provide the raw data and simple column headings. The report is meant to be viewed from Excel.

Transaction	Journal ID	Description	Dept	Account	Account	Fund	Function	Program	Refer
1/7/2015	CNE0571750	CBA eMarket	114005410	Special	10000	1000	000071		
1/8/2015	CNE0571809	CBA eMarket	114005410	Special	10000	1000	000071		
1/9/2015	CND0571882	CashNet Depos	114000440	Bgsu F	10000	1000			
1/14/2015	0000486399		114000010	Full-Time	10000	1000	Faculty - Reg Term		
1/14/2015	0000486399		114000020	Full-Time	10000	1000	Contract Admin		
12/31/2014	0000482879		114000030	Full-Time	10000	1000	Classified-Perm		
1/2/2015	PR00571519	Bi-Weekly Expense	114000030	Full-Time	10000	1000	Classified-Perm		PR0057
1/16/2015	PR00571989	Bi-Weekly Expense	114000030	Full-Time	10000	1000	Classified-Perm		PR0057
12/31/2014	0000482879		114000230	Graduate	10000	1000	Assistants		
1/2/2015	PR00571519	Bi-Weekly Expense	114000230	Graduate	10000	1000	Assistants		PR0057
1/16/2015	PR00571989	Bi-Weekly Expense	114000230	Graduate	10000	1000	Assistants		PR0057
1/2/2015	PR00571519	Bi-Weekly Expense	114000620	Student	10000	1000	Regula		PR0057
1/8/2015	0000484698		114000000	Supplier	10000	1000	Regulatory Only		

To export the report, click the “Export this report” button in the upper left corner of the screen:



Because we selected the Data Extract display option we're going to export the report using the Data-Only version of Microsoft Excel.



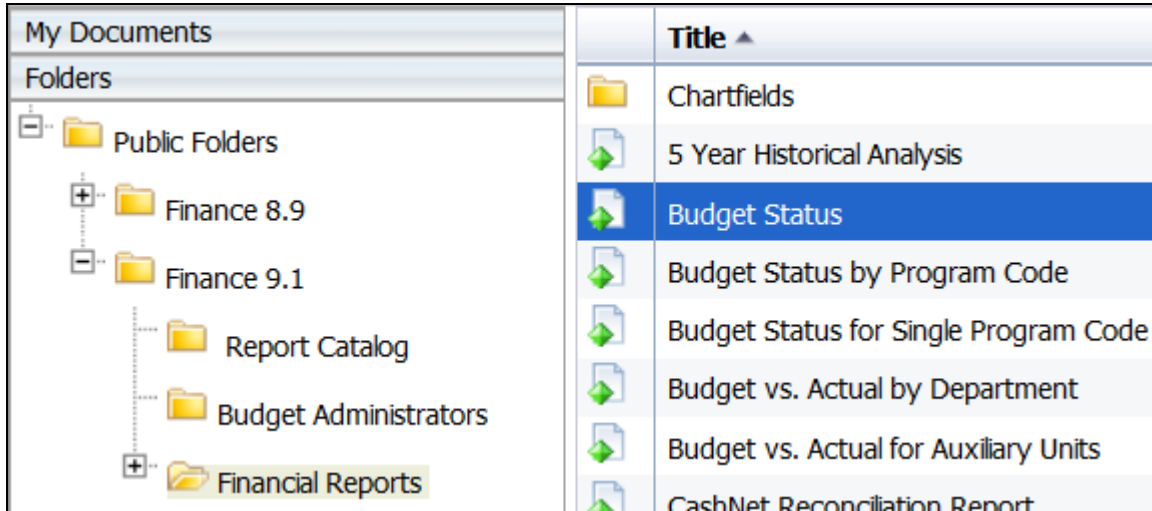
You'll be asked whether you'd like to save or open the spreadsheet. Please note that this information may appear at the top or the bottom of your screen depending on what browser you are using. Select open.

You'll see that the spreadsheet has no formatting except for the column titles. From here, the report can be expanded and sorted as desired.

	A	B	C	D	E	
1	Transaction Date	Journal ID	Description	Department	Account	Account De
2	1/7/2015	CNE0571750	CBA eMarket	114000	43410	Special Eve
3	1/8/2015	CNE0571809	CBA eMarket	114000	43410	Special Eve
4	1/9/2015	CND0571882	CashNet Deposit	114000	44440	Bgsu Foun

Example 3: Report Navigation and Searching

Navigate to the Budget Status report within the Finance 9.1/Financial Reports folder. Double click to open the report.



Enter the following parameters:

Enter Values	
Enter a Fiscal Year (YYYY):	pFiscalYear
<input type="text" value="2015"/>	
Select an Accounting Period. Report will pull all data from period 1 through selected period:	pAccountingPeriod
<input type="text" value="Current Month"/>	

pDepartment pDepartmen

Select a Division:

Available Values:

- All Divisions
- Institutional Departments
- Office of the President
- VP of Academic Affairs
- VP of Student Affairs
- VP of University Advancement
- VP of Finance and Admin

Selected Values:

- VP of Student Affairs

Remove Remove All

Select an Area:

Available Values:

- AVP Student Affairs
- Dean of Students

Selected Values:

- AVP Student Affairs

Remove Remove All

Select a College / Office:

Available Values:

- AVP Student Affairs
- Center for Health Recreation & Wellness
- Residence Life
- Student Media

Selected Values:

- Residence Life

Remove Remove All

Select One or More Departments:

Available Values:

- 700000 - Office of Residence Life
- 719000 - General Conference

Selected Values:

- 700000 - Office of Residence Life
- 719000 - General Conference

Remove Remove All

Select One or More Funds: pFur

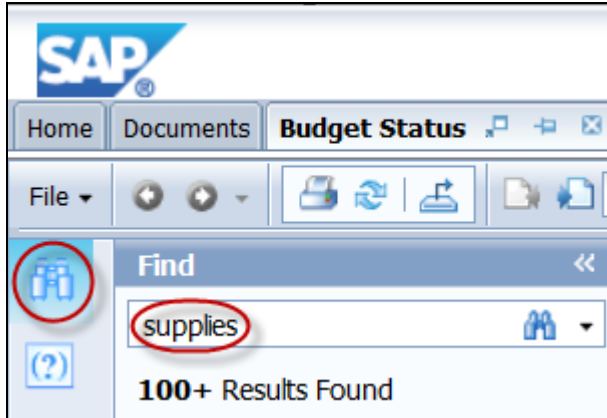
Available Values:	Selected Values:
<ul style="list-style-type: none">ALL - All Departmental Funds10000 - BGSU - BG Campus11000 - BGSU - Firelands Campus12000 - Public Service13000 - Course Fees - BG Campus14000 - Student Organization-BG Campus14500 - Student Organization-Firelands15000 - F&A Recovery	<ul style="list-style-type: none">ALL - All Departmental Funds

Display Account Details? pAccountDetail

Display Results in the: pReportFormat

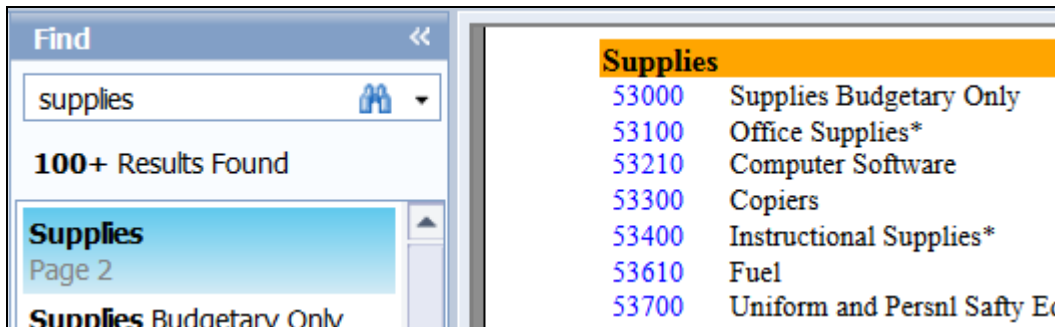
Search

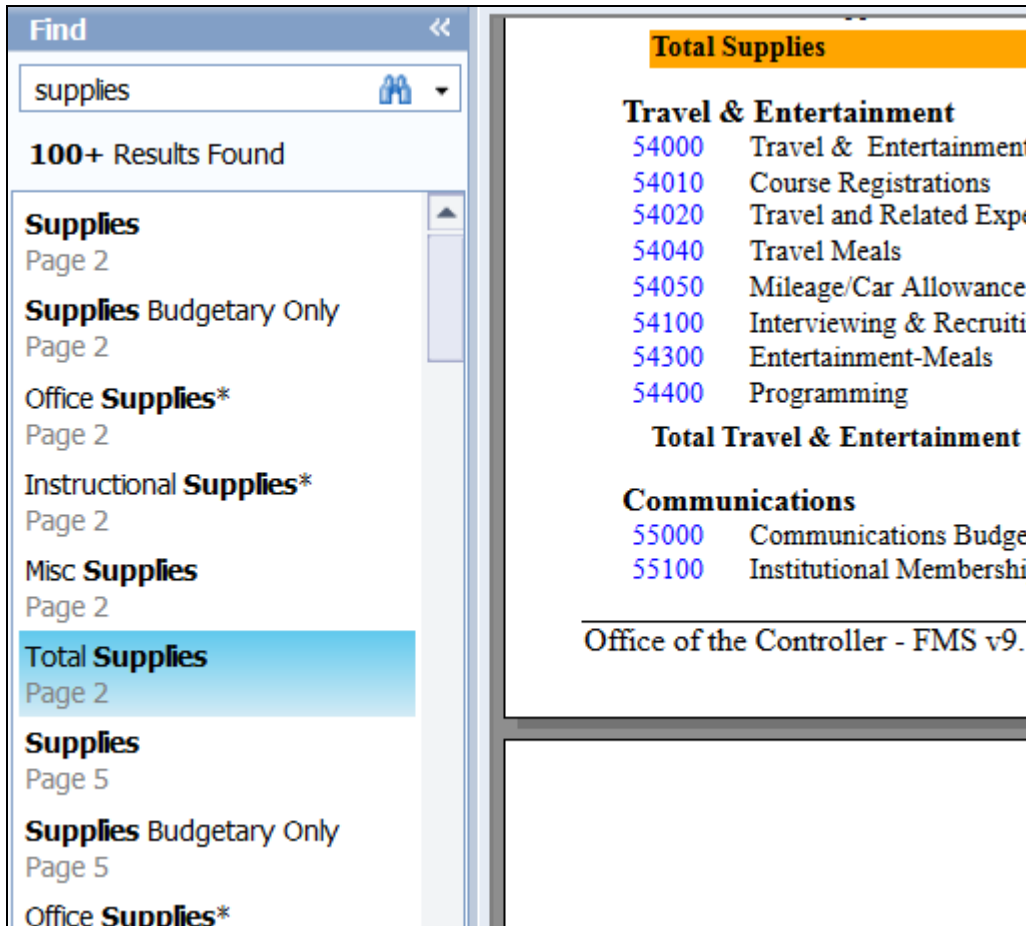
To search for a specific word or phrase within a report, use the search box on the left side of the screen. Click the binoculars icon to open the search window. For this example, we'll search for the word "supplies."



After typing the word or phrase into the search box, click the small binocular icon to the right of the phrase or press Enter.

Next, either select the top result in the list of results found to review the results individually or review the list of results for the specific result that you need.

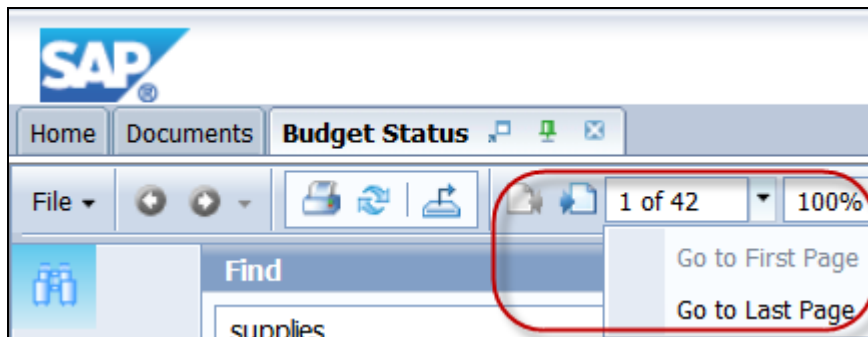




The system will highlight each instance of the word or phrase in question.

Report Navigation

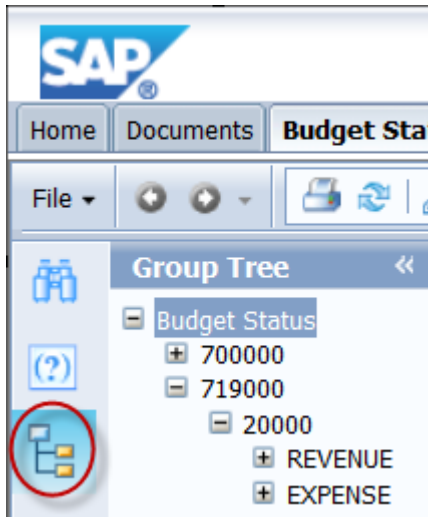
To move from page to page within a report, use the page navigation.



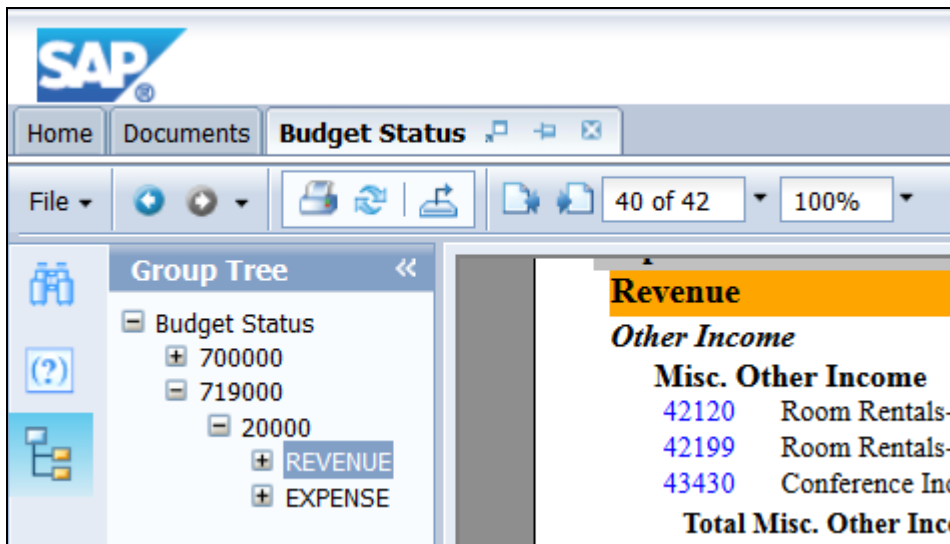
The arrows on the left will move you to the previous page and the arrows on the right move you to the next page. You can also type the number of a specific page into the box to move directly to that page. Or, you can use the drop down menu to select the first or last page.

Using the Group Tree

The Group Tree provides a hierarchical view of the main sections of the report.

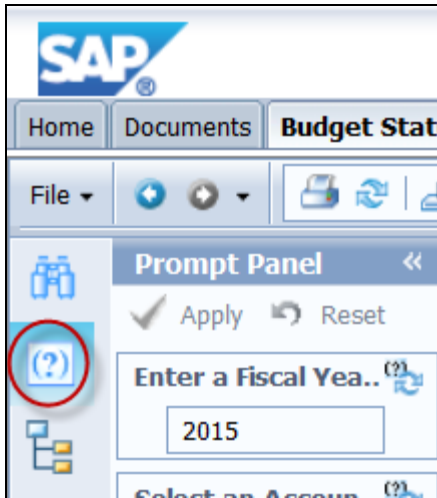


By highlighting any of the available categories, you can move directly to that section.

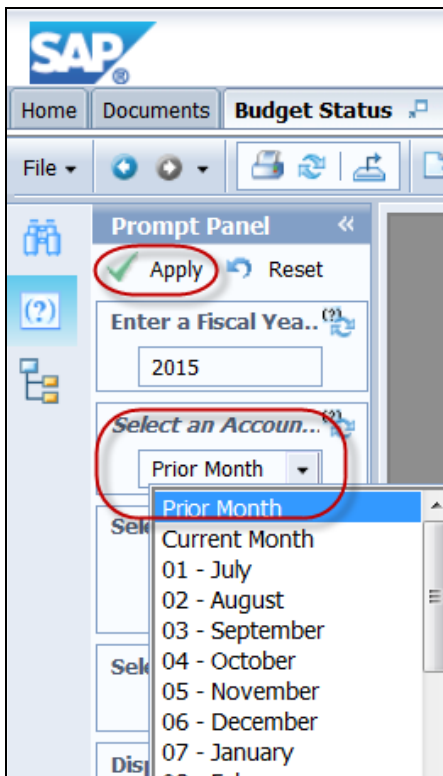


Changing Parameters

Sometimes, you'll need to change your selected parameters while viewing a report. The Web Report Library allows you to change parameters on the fly – without having to re-enter the entire report. Select the Parameters tab.



In this example, change the report to look at the prior month instead of the current month. Select the down arrow at the right side of the Parameters pane to access the drop down menu. You can change as many parameters as you wish. Click the green check marked Apply button to re-submit the report.



Drill Down to Detail

Some reports provide the opportunity to drill down to a finer detail. In this example, we're going to click on the Operating Fund Code 53000 - Supplies to view the sub-activity report. Click on the blue text next to the title "Supplies Budgetary Only" to open the sub-report.

Group Tree

- [-] Budget Status
 - [-] 700000
 - [-] 20000
 - [+] REVENUE
 - [-] EXPENSE
 - [+] PERSONNEL
 - [-] OPERATING
 - 50000
 - 53000**
 - 54000
 - 55000
 - 56000
 - 58000
 - 58001
 - 58002
 - 59000
 - [+] OTHER EXPENSES
 - [+] 20010
 - [+] 20020
 - [+] 20030

Department 700000 - Office of Resid

Expenses

Personnel

Fringes

- 52500 Health Care
- 52600 Life Insurance - Contract
- 52700 Instruct Fee Waived-Employee

Total Fringes

Total Personnel

Operating Budget Accounts

Interdepartmental Charges

- 50000 Interdepartmental Charges

Total Interdepartmental Charges

Supplies

- 53000 Supplies Budgetary Only**
- 53100 Office Supplies*
- 53210 Computer Software

The sub report displays its own Group Tree that is specific to the drill down level. Clicking on a category in the Group Tree moves you directly to that category within the report.

Group Tree

- [-] Budget Status
 - Transaction Detail Overview subrep

Budget Status > Dept 700000, Fund 20000, Account 53000

Bowling Green State University
Transaction Detail
 Fiscal Year 2015 through February
 Dept 700000, Fund 20000, Account 53000

Acct	Fund	Function	Program	Voucher	Vendor	PO
53000	20000					
53000	20000					
53000	20000					
53000	20000					

Example 4

Navigate to the Department Payroll Expense report within the Finance 9.1/Budget Administrators folder. Double click to open the report.

Enter Values

Enter the Desired Fiscal Year: pFiscal_Year

2015

Beginning Accounting Period pBeginningPeriod

Select a Beginning Accounting Period:

01 - July

Ending Accounting Period pEndingPeriod

Select an Ending Accounting Period:

02 - August

pDept pDep

Select a Division:

Available Values:

- All Divisions
- Institutional Departments
- Office of the President
- VP of Academic Affairs
- VP of Student Affairs
- VP of University Advancement
- VP of Finance and Admin

Selected Values:

- VP of Student Affairs

Remove Remove All

Select an Area:

Available Values:

- AVP Student Affairs
- Dean of Students

Selected Values:

- AVP Student Affairs
- Dean of Students

Remove Remove All

Select a College / Office:

Available Values:

- AVP Student Affairs
- Center for Health
- Dean of Students
- Recreation & Wellness
- Residence Life
- Student Media
- Student Organizations

Selected Values:

- AVP Student Affairs
- Dean of Students
- Residence Life

Remove Remove All

Select One or More Departments:

Available Values:

- 200000 - VP Student Affairs
- 201000 - President's Leadership Academy
- 207000 - Office of Multicultural Affrs
- 207500 - TRIO Programs
- 208000 - Office of the Dean of Students
- 210000 - New Student Orientation
- 700000 - Office of Residence Life
- 708000 - Office of Campus Activities

Selected Values:

- 200000 - VP Student Affairs
- 201000 - President's Leadership Academy
- 207000 - Office of Multicultural Affrs
- 207500 - TRIO Programs
- 208000 - Office of the Dean of Students
- 210000 - New Student Orientation
- 700000 - Office of Residence Life
- 708000 - Office of Campus Activities

Remove Remove All

Select One or More Funds: pFun

Available Values:

- ALL - All Departmental Funds
- 10000 - BGSU - BG Campus
- 11000 - BGSU - Firelands Campus
- 12000 - Public Service
- 13000 - Course Fees - BG Campus
- 14000 - Student Organization-BG Campus
- 14500 - Student Organization-Firelands
- 15000 - F&A Recovery

Selected Values:

- ALL - All Departmental Funds

Remove Remove All

Group by: pGroup1

Department

then Group By pGroup2

Account

Display results in the: pReportFormat

Report Format

WRL Advanced Training Class Contents

1. Introduction
2. Advanced Searching
3. Scheduling reports to run automatically
4. My Favorites
5. My Preferences
6. My Inbox
7. How to get answers to your questions

Find lots of helpful information here:

[FMS 9.1 Reports – Web Report Library web page](http://www.bgsu.edu/content/bgsu/en/its/services/peoplesoft/fms/wrl.html)

<http://www.bgsu.edu/content/bgsu/en/its/services/peoplesoft/fms/wrl.html>

If you are encountering additional issues or your questions are not directly addressed in this material please contact the TSC either by email TSC@bgsu.edu or phone 2-0999.