General Ledger BI launch pad Reports Guide

I. How do I access BI launch pad General Ledger reports?

Legacy eDog(General Ledger/GL) reports which include financial data through fiscal year 2023 (June 30, 2023). are available in BI launch pad here: https://enterprisebiprod.app.vumc.org/BOE/B

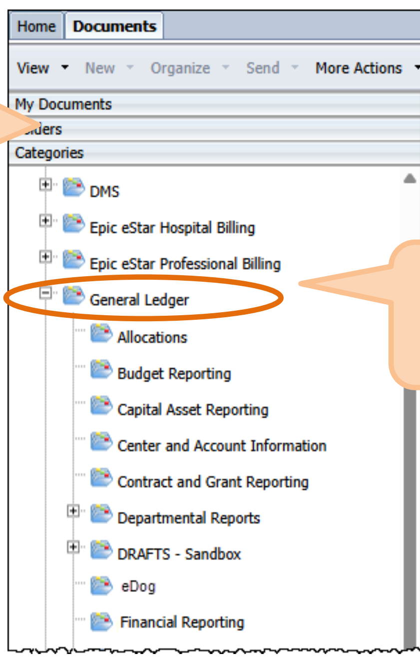
Steps:

1. BI launch pad uses VUMC's single sign on system. If you are not already logged on, enter your VUNetID and ePassword.

Note: Make sure that the authentication is set to Windows AD.

2. The default landing page for all users will be the **Documents** tab. If you land on Categories, navigate to **Categories** to show all BI launch pad universes to which you have access.

Note: If you land on the Home tab, simply select the **Documents** tab and **navigate to General** Ledger.

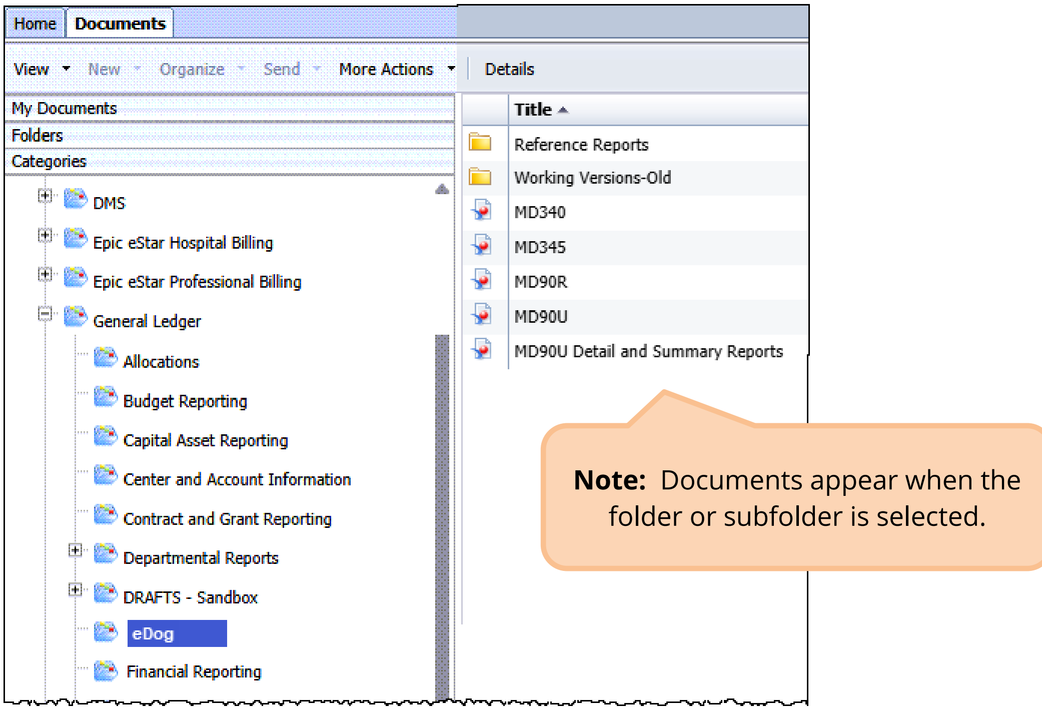


Click to expand the **General Ledger** folder to view the subfolders.

3. **Select** and **expand** the General Ledger Universe folder.

4. Select the eDog subfolder to view the list of available GL documents within that folder appears in the Documents window.

Note: *BI launch pad uses the term '**Documents**' when referring to the list below. Once a Document is generated, individual tabs within the Document are referred to as '**Reports**.' Use this terminology when navigating, saving, or printing from BI launch pad.*

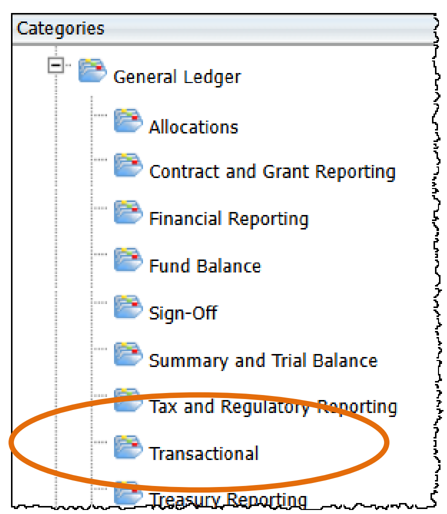


II. How do I run General Ledger Documents?

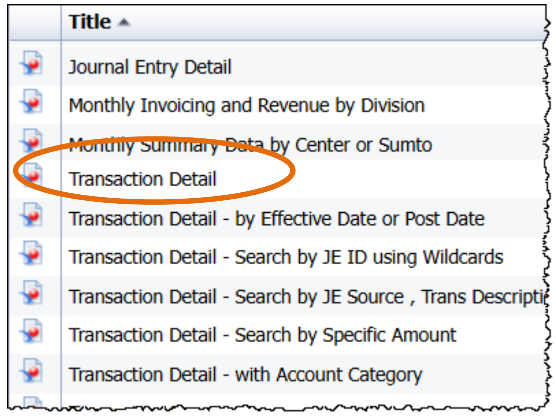
Documents have unique prompts that must be entered to run each specific Document. As an example, below are the steps to run the **Transaction Detail** Document. The Transaction Detail Document provides transaction details by Account, Fiscal Year and Report Period for given center(s), sumto(s), or division(s).

Steps:

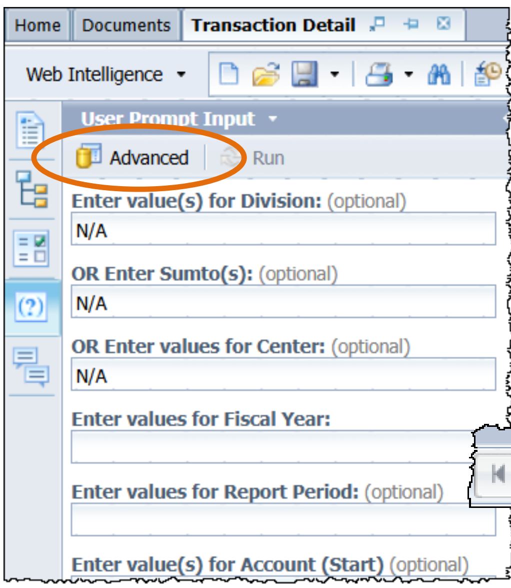
1. Select the '**Transactional**' folder from the General Ledger Category in BI launch pad.



2. Scroll down the alphabetical list of Documents and double click 'Transaction Detail' to run the Document.



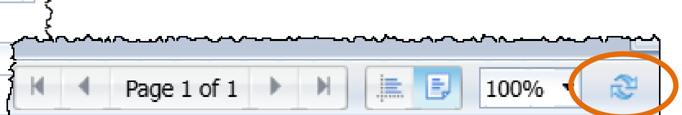
3. To display the Prompts when the Document opens, either:



(a) Click **'Advanced'** Advanced at the top left corner of the '**User Prompt Input'** box;

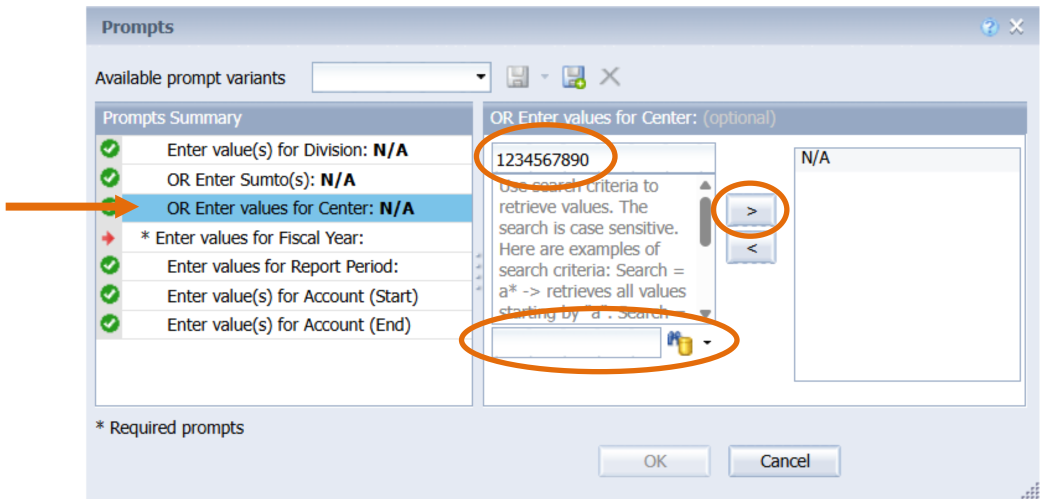
OR

(b) Click on the **'Refresh'** icon at the bottom right corner of the screen.

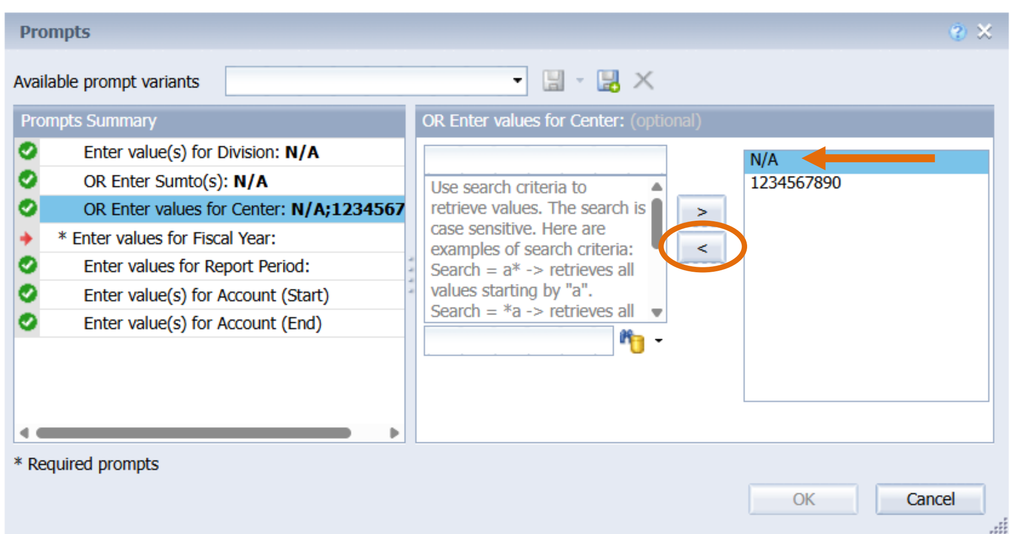


All prompts must have a green check mark indicating a value has been selected. The first three prompts on the **Transaction Detail** Document all default with a value of **N/A**. You are required to choose a value on only one of these prompts (Center, Sumto, or Division) and leave **N/A** as the value for the other two.

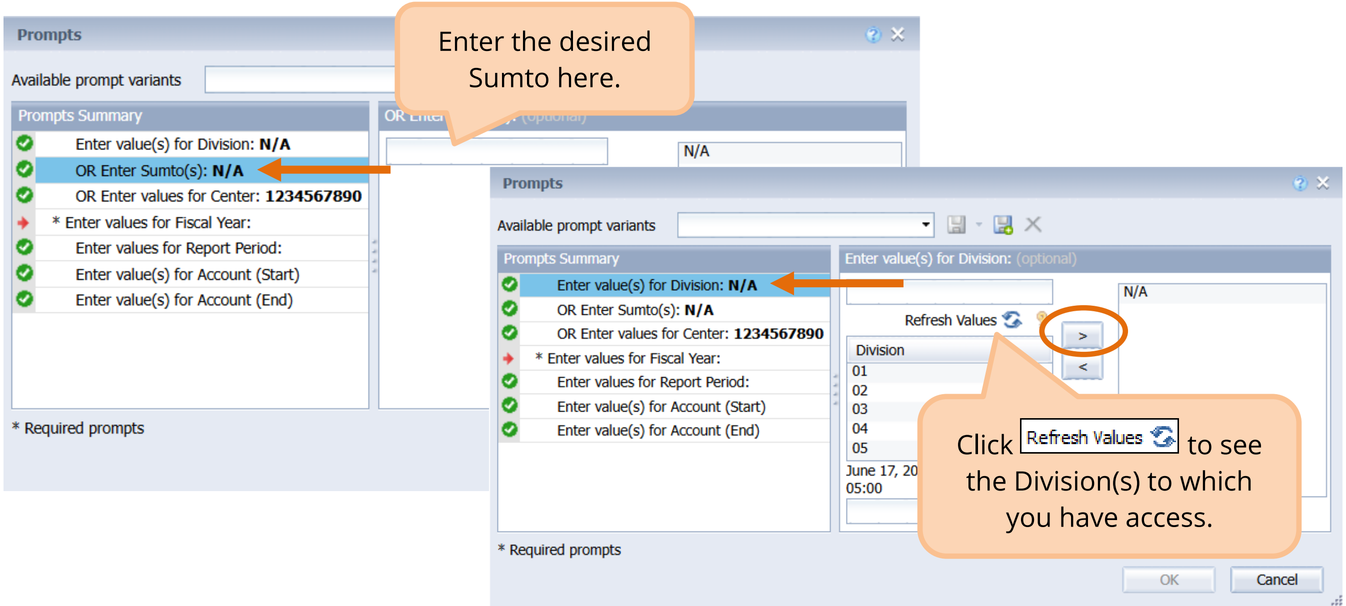
4. Click '**Enter value(s) for Center**' to highlight it, and then enter the <u>legacy</u> center number(s) for which you want to run the Document. You may select more than one legacy center number if desired. Use the arrow > to select. You may also use the search box at the bottom to search for a legacy center number using the first few digits of the center number followed by an *.



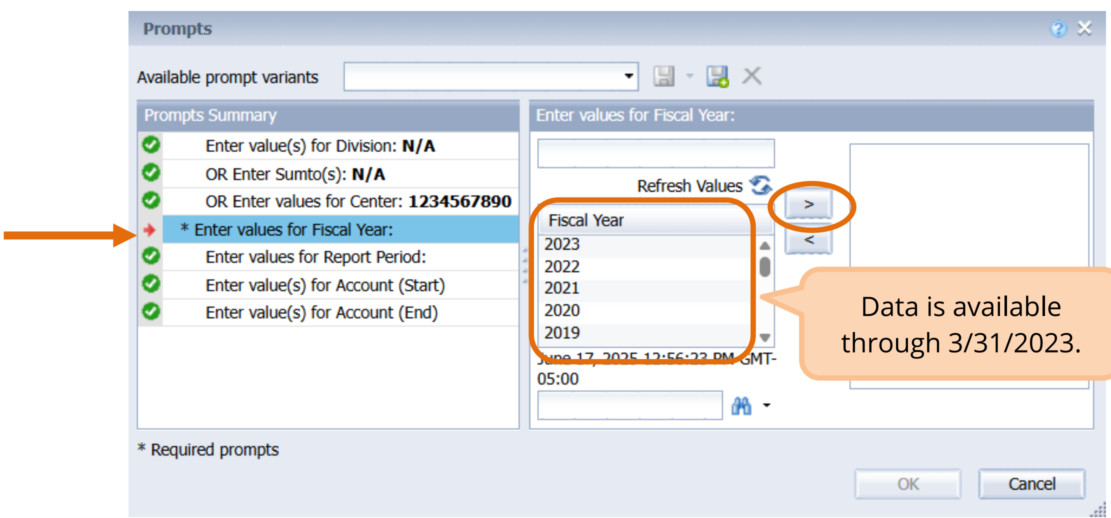
5. Once a value is selected, click **N/A** and use the arrow < to remove this value.



6. To run the Document by legacy Sumto or legacy Division, click the appropriate prompt. Use the arrow > to select once your choice is entered or highlighted.

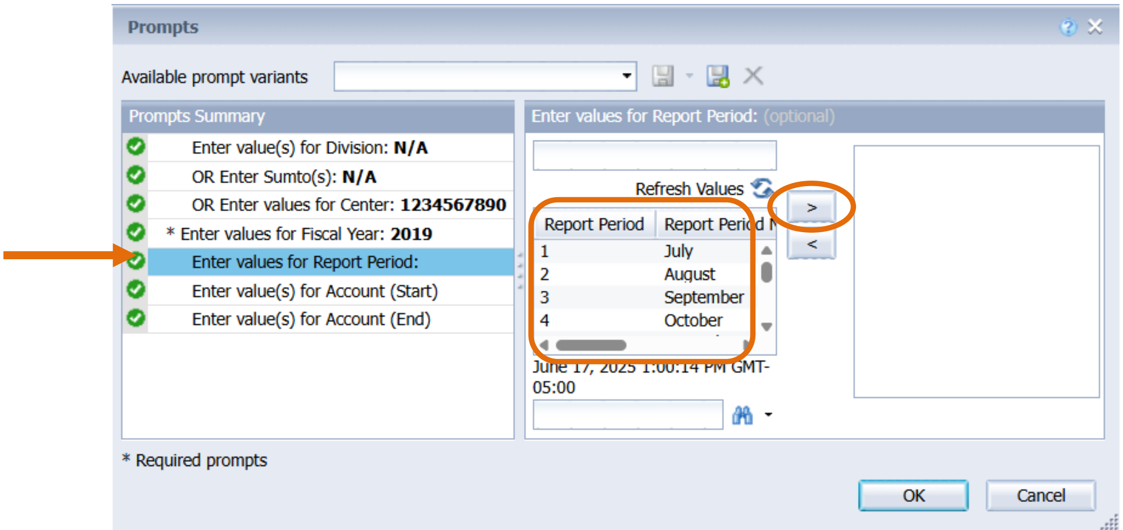


7. Click '**Enter value(s) for Fiscal Year**', and select the desired fiscal year. Use the arrow > to select the chosen fiscal year. You may select more than one fiscal year if desired.

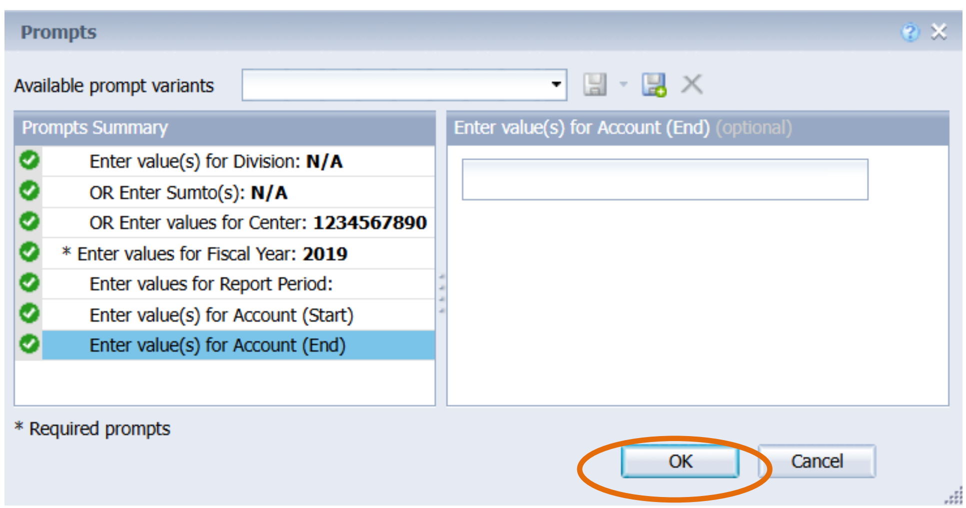


Once all prompts have a green check mark, you may run the Document (see Step 10). Other optional prompts for this Document are demonstrated below. "All" is the default for the three remaining prompts unless altered.

8. Click '**Enter value(s) for Report Period**' to designate a specific report period. The Document will run for all report periods by default unless specifically designated here. Click to select your desired report period, and use the arrow > to select your choice.



9. Click '**Enter value(s) for Account (Start)**' or '**Enter value(s) for Account (End)**' if you wish to limit the Document to show a limited range of account numbers.



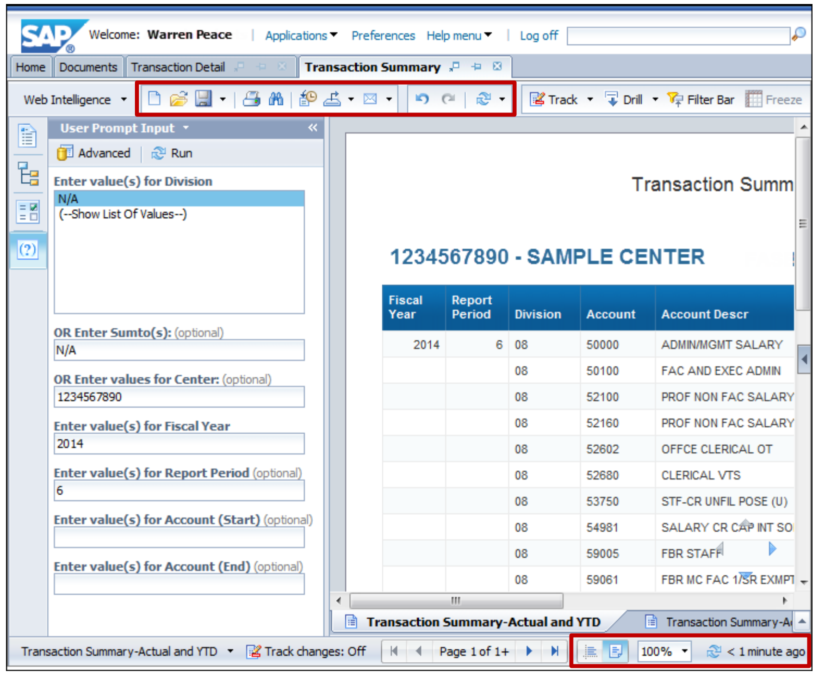
10. Click OK [OK] when ready to run the Document.

III. How do I work with a Document once generated?

Once a document has been generated and displayed in the right panel based on the selection criteria, BI launch pad provides many functions for working with the Document.

Steps:

1. When the Document is displayed, a series of buttons on the top and bottom of the Document are available for performing various functions.



2. Buttons from both menus are described below:

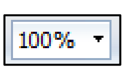
 **Print:** exports the resulting file to a PDF for printing.

 **Find:** use to search data within the resulting Document to find a specific item.

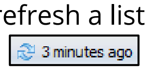
 **Export:** export as a PDF, Excel, or CSV format to computer.

 **Undo/Redo:** allows you to undo or redo the last action performed.

 **Quick Display Mode/Page Mode:** Quick Display Mode displays in full page mode while Page Mode displays in a print view.

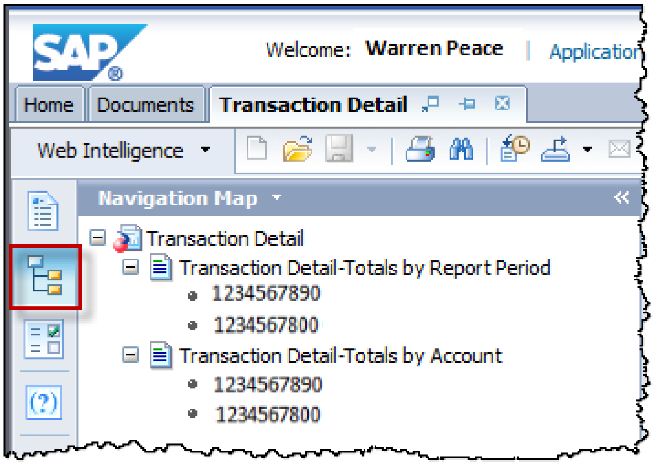


Zoom: zoom defaults to 100% and may be altered as desired.

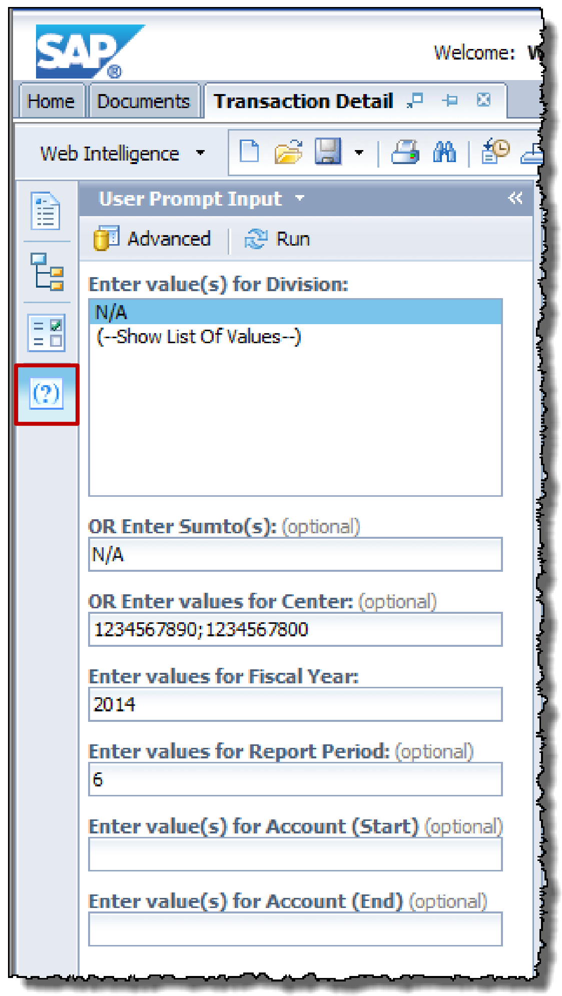
 **Refresh:** Brings up the user input boxes in order to generate a new Document; also enables the user to refresh a list of values within the prompt window. The Refresh in the lower right 

shows the amount of time since the report was last refreshed. BI launch pad will time out after 20 minutes of inactivity.

3. The **Navigation Map** displays the available tabs and section breaks of the Document making it easy to navigate between each section by simply clicking the desired section.

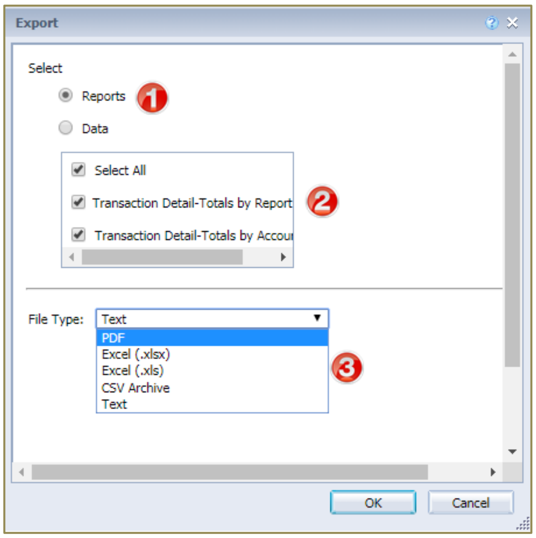


4. The icon displays the **User Prompt Input** menu which may be used in lieu of bringing up an additional prompt box for defining values to run the Document.

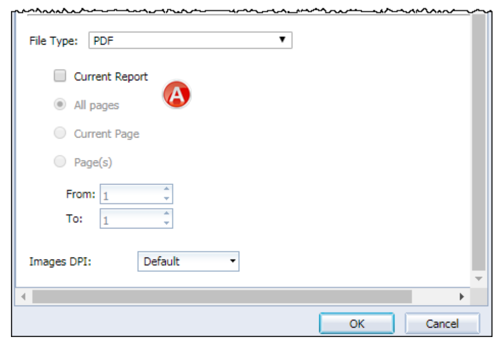


IV. How do I export and save Documents?

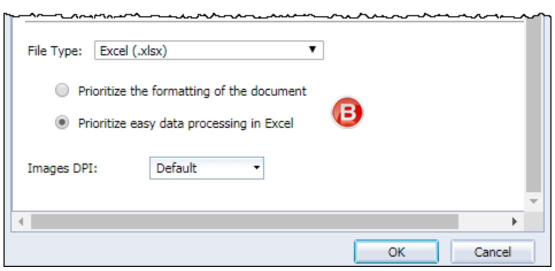
To export your current results, click the Export button on the Web Intelligence tool bar to display the Export pop-up window. Two **Select** options display at the top of the pop-up window. Choose either **Reports** or **Data**.



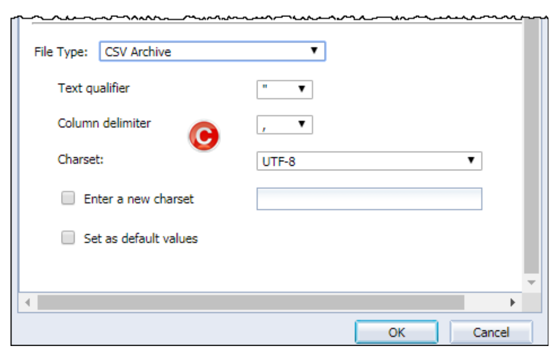
1. To export the results in report format; select **Reports** *(see page 11 for Data).*
2. In the selection box, choose which report tabs of the document to export.
3. Select a **File Type** from the drop-down menu. Choices include PDF, Excel (.xlsx or .xls), CSV Archive, or Text. Depending on your selection, options below will change:



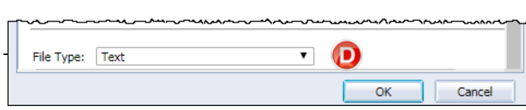
A **PDF:** Choose **Current Report** to only export the current tab of the document. Image DPI can be adjusted to sharpen images. Note that sharper images (larger DPI) also results in a larger file size. Choose the page range and click OK.



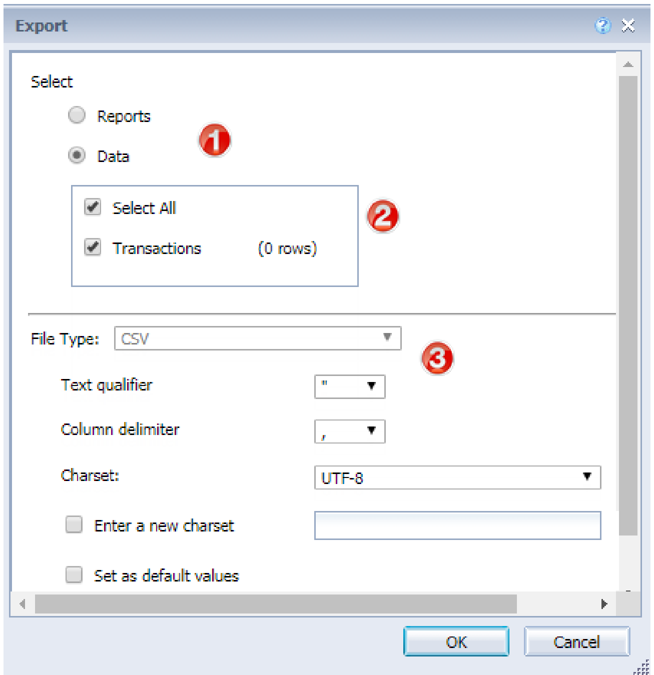
B **Excel (.xlsx** or **.xls):** Image DPI can be adjusted to sharpen images. Note that sharper images (larger DPI) also results in a larger file size. Choose the priority for the export and click OK.



C **CSV Archive:** Set the export parameters for the CSV file and click OK. Note: Best Practice is to leave the settings at the default and open the file in Excel.



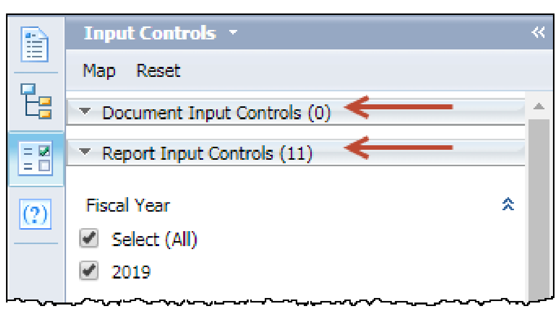
D **Text:** No selections. Click OK to export.



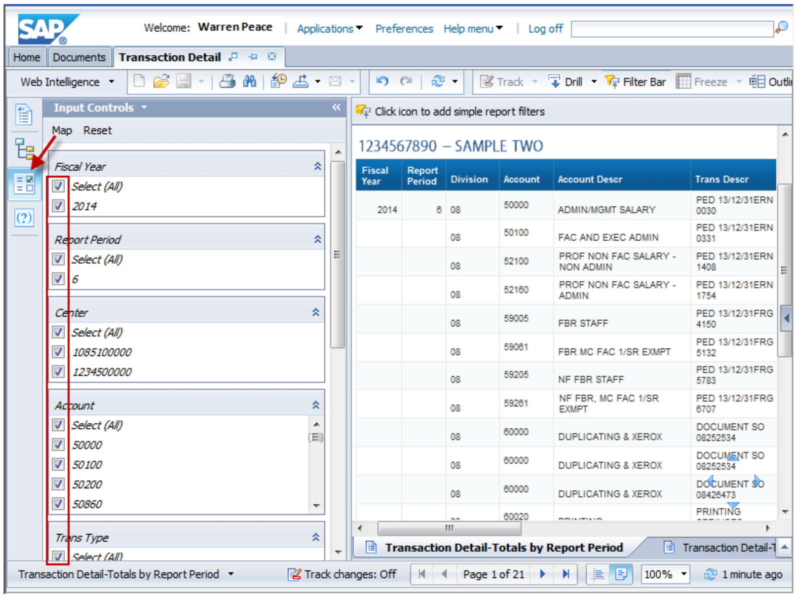
1. To export the results as raw data; select **Data**.
2. In the selection box, choose which query to export.
3. The **File Type** selection from the drop-down menu is limited to CSV. Note that the CSV options are similar to the CSV Archive option **C** on the previous page. However, your results will not be in report format.

V. How do I use Input Controls?

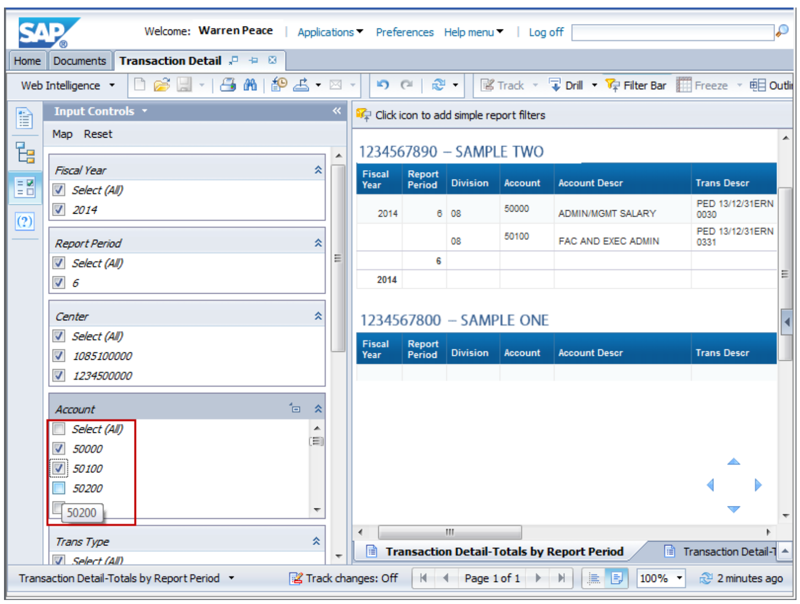
Input Controls enable you to save time by customizing the displayed Document data to meet your needs without re-running the Document from the database. Input controls, when created by the report writer, can be set for the Document (all tabs) or for the current Report (active tab). Choose from the Input Control panel which you want to utilize.



1. **Input Controls** allow you to quickly display only desired criteria on the Document based on the dynamic selection criteria boxes that are checked or unchecked.



2. Unchecking "Select (All)" and then selecting only desired account numbers in the example below will quickly display only the desired account numbers without having to re-run the Document.

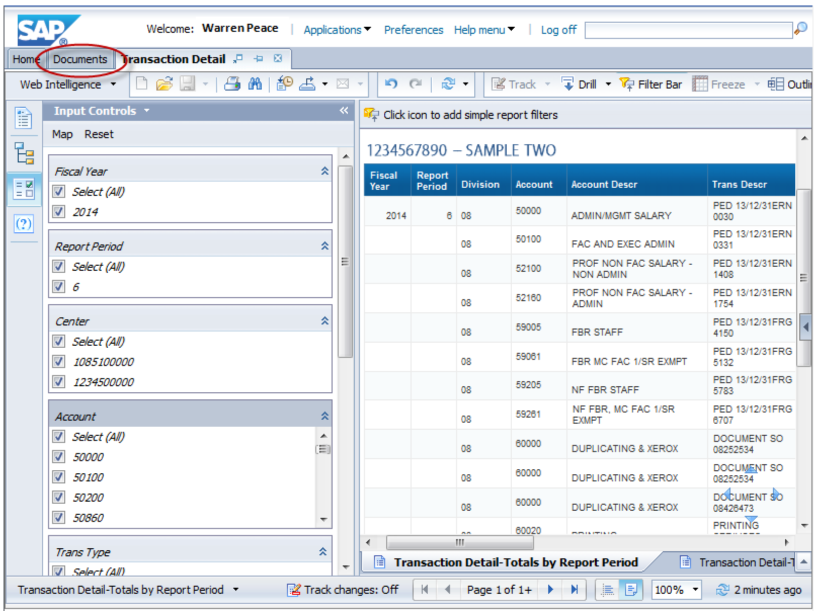


VI. How can I work with multiple Documents at the same time?

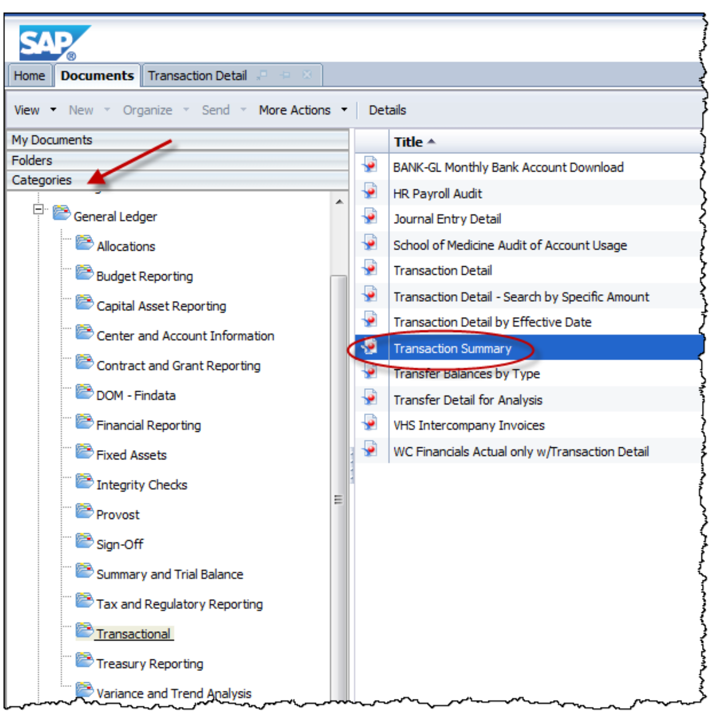
The **Documents** tab may be used to open multiple Documents in BI launch pad simultaneously. Each open Document will reside on its own tab at the top of the application.

Steps:

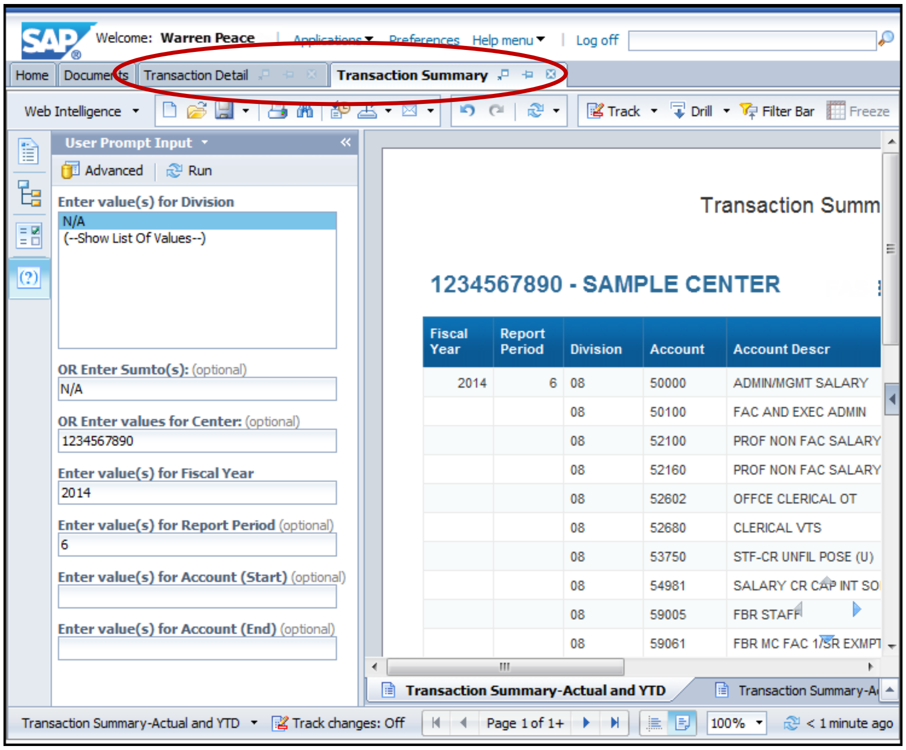
1. With any Document still open, click on the **Documents** tab.



2. Open and run an additional Document from the existing menu, or navigate to a different universe in the **Categories** menu.



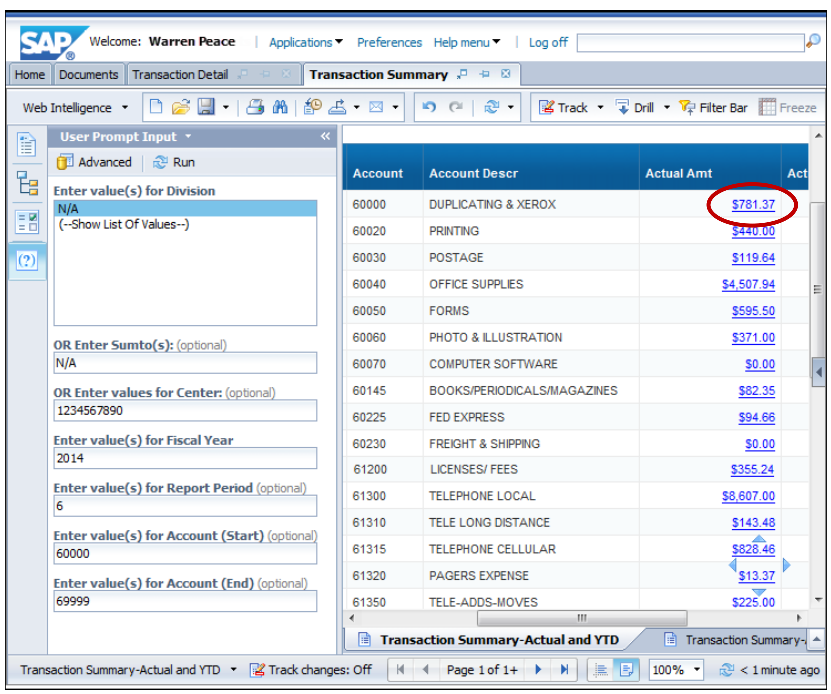
3. Once open, both Documents can be accessed using the tabs at the top of the application.



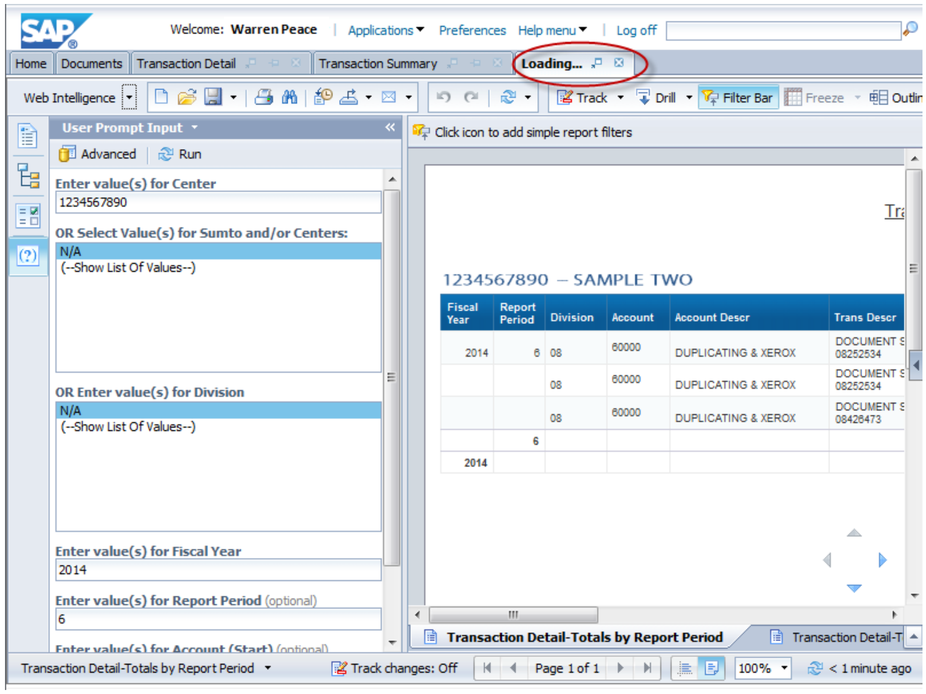
VII. How do I use hyperlinks within a Document?

Some Documents will include Hyperlinks to other Documents within BI launch pad.

1. Hyperlinks are displayed by **blue** text which when clicked, open and generate additional Documents.



2. Clicking the hyperlink opens a new Document. In this example, the **Transaction Detail** Document for the Duplicating and Xerox account is now open on an additional tab. Tabs may be closed by clicking the in the right corner of the tab.

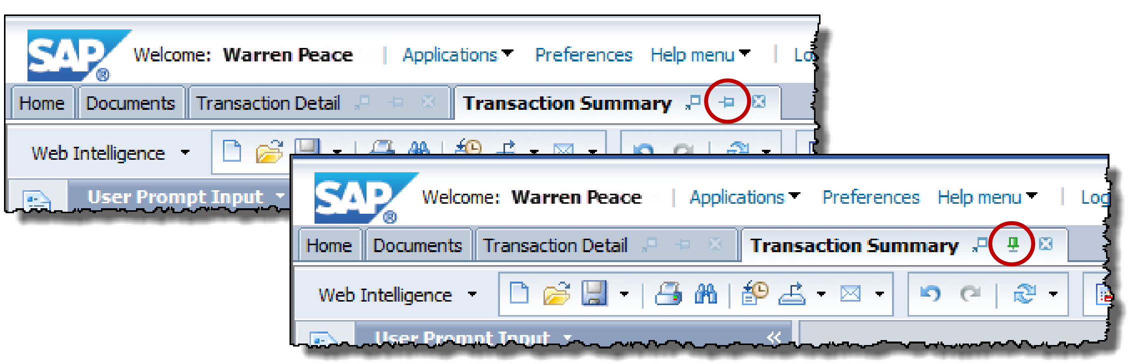


VIII. How do I Pin and Unpin Documents?

You may save time by pinning your frequently used Documents to your BI launch pad view. Once pinned, the Document tab will be available whenever you open BI launch pad enabling you to quickly enter prompts and run the Document.

1. Click the **Pin** icon to pin the Document to your BI launch pad view.

2. Clicking the **Pin** icon again will unpin the Document from your default view.



IX. What are the most frequently used reports?

The following are some of the reports available in the GL universe. See **Section XI** for a link to the comprehensive **BI4 (launch pad) Report Inventory** spreadsheet.

- **Transaction Detail** - Provides transaction details by Account, Fiscal Year and Report Period for given center(s).
- **Transaction Summary** - Provides net transaction amount by Account, Fiscal Year, and Report Period for given center(s). Drills to the Transaction Detail report.
- **Center Account Variance – Med Center** - Provides actual project-to-date or fiscal year-to-date, as appropriate, vs. revised annual budget amount by Center and Account.
- **Center Attributes by Center, Sumto or Division** - Provides current attributes for a given center.
- **Contracts and Grants - Charges in Unallowable Accounts on Federal Awards -** Provides transaction detail for any charges on federal awards in accounts that are deemed unallowable per federal and institutional policies.

X. Useful Links and Support

BI launch pad Quick Guide:
https://www.vumc.org/myworkday/sites/default/files/public_files/Training/Legacy/BI_Launch_Pad_Quick_Guide.pdf

Additional Legacy System Reporting Guides:
https://www.vumc.org/myworkday/additional-resources/#BILaunch

Business Objects Security Form:
https://vumc365.sharepoint.com/:b:/s/VUMCOfficeofFinanceWebsiteStorage/EQAOvVBTB6xNhFA9HpyaDw4BsX_moD80Mkv5htfsw8EFiQ?e=n9UKsR