IDEAS UI NAVIGATION II
REPORTING
Training Guide
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Course Overview

*IDEAS UI Navigation II: Reporting* is the second of a 3-module sequence. This module is for all IDEAS users and covers navigation features of IDEAS standard reports (inquiry reports, application built reports and pre-defined Crystal reports) as well as an overview of ad hoc Crystal reports created using the Report Wizard tool. This course also reviews some standard and ad hoc reporting examples. The follow-on course for IDEAS technical users and IT administrators is *Introduction to IDEAS Architecture*.

Audience and Prerequisites

We recommend that you take this class during your company’s implementation of IDEAS software, or if you are a new IDEAS user. The Prerequisite for this course is *IDEAS UI Navigation I: Menus and Programs*.

Course Objectives

With successful completion of this course, students will be able to:

- Identify, access and navigate within each type of standard IDEAS reports
- Identify functions of ad hoc Crystal reports and begin to navigate Report Wizard

Agenda

- IDEAS Standard Reports
  - Inquiry reports
  - Application-built reports
  - Pre-defined Crystal reports
- Ad hoc Crystal Reports
  - SQL Views
  - Report Wizard navigation and functionality
Lesson One IDEAS STANDARD REPORTS

Standard Reports Overview

IDEAS software has many options for reporting. Several types of standard reports are provided:

- Inquiries
- Application-built reports
- Pre-defined Crystal reports

Inquiry Reports

IDEAS Inquiry reports provide:

- Report access through IDEAS main menu bar
- Report options such as selection criteria, report detail level and drill down capability
- Output options such as print, send, and export to Excel

Inquiry Report Example: Account Balance Inquiry

Inquiries are standard IDEAS reports that provide a quick look at data such as an invoice or an account, for example, the Account Balance Inquiry screen in the General Ledger. The Account Balance Inquiry allows you to access both summary balances and detail transactions for any defined fully qualified account, and summary element IDs.

The Account Balance Inquiry can be accessed by one of these methods:

- Click the AI speed button.
- From the Inquiries Menu select Account Balance.
Account Balance Inquiry, Elements Tab
You can select elements that make up an FQA (detail or summary elements that use structures).

Account Balance Inquiry, Periods Tab
Report Output for Period Balances
Transaction Detail Report Parameters

Report Output for Transaction Detail
Report Drill-down Function

Some IDEAS reports provide “drill-down” functions that allow you to click a value in the report and see more detail for that value in a second detail screen. In this report click on a Journal line and then click the Details button to “drill-down” to the actual batch detail and display the batch that the transaction was posted in. The Journal Batch Details screen displays the detail data.
Journal Batch Details Screen

<table>
<thead>
<tr>
<th>Line</th>
<th>Account Id</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>15-1115015-0000...</td>
<td>Transfer from ...</td>
<td>20,989.73</td>
<td>0.00</td>
</tr>
<tr>
<td>002</td>
<td>15-1124000-0000...</td>
<td>Transfer from ...</td>
<td>0.00</td>
<td>20,989.73</td>
</tr>
<tr>
<td>003</td>
<td>15-1115015-0000...</td>
<td>Transfer from ...</td>
<td>20,989.73</td>
<td>0.00</td>
</tr>
<tr>
<td>004</td>
<td>15-1124000-0000...</td>
<td>Transfer from ...</td>
<td>0.00</td>
<td>20,989.73</td>
</tr>
<tr>
<td>005</td>
<td>15-1115015-0000...</td>
<td>Transfer from ...</td>
<td>20,989.73</td>
<td>0.00</td>
</tr>
<tr>
<td>006</td>
<td>15-1124000-0000...</td>
<td>Transfer from ...</td>
<td>0.00</td>
<td>20,989.73</td>
</tr>
<tr>
<td>007</td>
<td>15-1115015-0000...</td>
<td>Transfer from ...</td>
<td>20,989.73</td>
<td>0.00</td>
</tr>
<tr>
<td>008</td>
<td>15-1124000-0000...</td>
<td>Transfer from ...</td>
<td>0.00</td>
<td>20,989.73</td>
</tr>
<tr>
<td>009</td>
<td>15-1115015-0000...</td>
<td>Transfer from ...</td>
<td>20,989.73</td>
<td>0.00</td>
</tr>
<tr>
<td>010</td>
<td>15-1124000-0000...</td>
<td>Transfer from ...</td>
<td>0.00</td>
<td>20,989.73</td>
</tr>
<tr>
<td>011</td>
<td>15-1115015-0000...</td>
<td>Transfer from ...</td>
<td>20,989.73</td>
<td>0.00</td>
</tr>
<tr>
<td>012</td>
<td>15-1124000-0000...</td>
<td>Transfer from ...</td>
<td>0.00</td>
<td>20,989.73</td>
</tr>
<tr>
<td>013</td>
<td>15-1115015-0000...</td>
<td>Transfer from ...</td>
<td>20,989.73</td>
<td>0.00</td>
</tr>
<tr>
<td>014</td>
<td>15-1124000-0000...</td>
<td>Transfer from ...</td>
<td>0.00</td>
<td>20,989.73</td>
</tr>
</tbody>
</table>
Inquiry Navigation

The following options are available on many IDEAS inquiry screens.

### 1.1.1.1 Table - Inquiry Screen Elements

<table>
<thead>
<tr>
<th>BUTTON OR FIELD TYPE</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio buttons such as Period Balances and Transaction Detail radio buttons allow you to make choices about report content.</td>
<td>The Details button allows you to drill-down after selecting a report value to view more detail in a second screen.</td>
</tr>
<tr>
<td>Check boxes for yes/no choices, such as the Year to Date check box, allow you to customize report content.</td>
<td>The Export button allows you to export the report output to Microsoft Excel in spreadsheet format.</td>
</tr>
<tr>
<td>The Graphics button allows you to draw a graph based on the values displayed, as well as modify and print the graph.</td>
<td>The Print button allows you to use Windows print functionality to print the report output.</td>
</tr>
<tr>
<td>The Send button allows you to send the report output to a file. A pop-up window prompts for file name, directory and network drive parameters before exporting the file.</td>
<td>The Close button allows you to exit and close the screen.</td>
</tr>
</tbody>
</table>
Application Built Reports

Application built reports are standard IDEAS reports that provide:

- More detailed reports with search and filter options within the report view
- Customization of report elements such as structure, data selection, data sequencing, formatting and calculation options
- Output options such as creation of audit spreadsheets, search options within the report view, print setting options, and export to Excel
- Ability to save report customizations and access later

Application Built Report Example: Custom GL Report

The Custom GL Reporting function allows user-defined reports containing all transaction details posted to the Accumulation Tables. You can save these custom reports and access them later from the Report Name field.
IDEAS

UI Navigation II: Reporting Training Guide

Custom Report Details Screen
Click the Definitions button to view report definition details.

When creating user-defined reports with this function, you can specify the ledger, period and segment or segments for the report. In addition, the report provides many format options:

- You can specify subtotaling on each element name of the account code or on a range of digits within each element ID.
- You have the various formatting options including Sort order of FQAs, and break options such as the option to page break after individual element ID subtotals, to break by periods, and so forth.
- If you select a predefined report, the report specification appears on this screen where you may modify the report parameters.
- If you enter a new report, the screen displays empty data text boxes.

Selections Tab

Custom Report Details

![Custom Report Details Screen](image-url)
**Setup Tab**

*Custom Report Details*

![Setup Tab Image]

- **Report Name**: TOTALUSD1
- **Ledger Id**: GL
- **Segment**: Current Year Total USD

**Selections**
- Zero Suppress
- Range
- Date Type: Effective

**Setup**

- Beg Period
- End Period

**Audit**

- Save
- Delete
- Close
- Help
Audit Tab

Custom Report Details

Report Name: TOTALUSD1
Ledger Id: GL
Segment: Current Year Total USD

Target Path: C:\Documents\IDEAS
ASCII File Name: GLRdp
Target Email
Email Message

Save    Delete    Close    Help
Report Output for Custom GL Report, Report Tab
Example Report Output for Custom GL Report, Print Settings Tab
On this screen, you can make modifications to the width of each column.
Application Built Reports Navigation

The following options are available on many IDEAS application built report screens.

### 1.1.1.2 Table - Application Built Reports Screen Elements

<table>
<thead>
<tr>
<th>BUTTON OR FIELD TYPE</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portrait, Landscape</td>
<td>The Portrait and Landscape radio buttons provide display options for the report output view.</td>
</tr>
<tr>
<td>Include unposted transactions</td>
<td>Check boxes for yes/no choices, such as the Include unposted transactions check box, allow you to customize report content.</td>
</tr>
<tr>
<td>Range</td>
<td>Check boxes such as the Range check box display additional data entry fields when selected, to allow you to enter more than one date.</td>
</tr>
<tr>
<td>Period, Date</td>
<td>When the Range check box is not selected, only one entry field displays for Period End and Date. The Save button allows you to save data such as report definition settings.</td>
</tr>
<tr>
<td>Delete</td>
<td>The Delete button allows you to delete data such as a custom report definition.</td>
</tr>
<tr>
<td>Run Report</td>
<td>The Run Report button allows you to execute the report and view the output. The Definitions button allows you to view and modify report parameters.</td>
</tr>
<tr>
<td>Definitions</td>
<td></td>
</tr>
<tr>
<td>Close</td>
<td>The Close button allows you to exit and close the screen. The Help button provides quick access of the Help documentation.</td>
</tr>
</tbody>
</table>
Report View Navigation

When you view the report output online, the report view provides a Report tab, a Print Settings tab, and a tool bar for report navigation and output functions.

### 1.1.1.3 Table - Application Built Report Viewer Screen Elements

<table>
<thead>
<tr>
<th>BUTTON OR FIELD TYPE</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report tab</td>
<td>Click to display the report output screen.</td>
</tr>
<tr>
<td>Print Settings tab</td>
<td>Click to make modifications to the width of each column for printing.</td>
</tr>
<tr>
<td></td>
<td>Navigate to the first, last, previous or next page of the report.</td>
</tr>
<tr>
<td></td>
<td>Select to hide a specified column.</td>
</tr>
<tr>
<td></td>
<td>Search for information within a report.</td>
</tr>
<tr>
<td></td>
<td>1. Enter a search string in the input box</td>
</tr>
<tr>
<td></td>
<td>2. Click the search button to navigate to the first instance of the search string.</td>
</tr>
<tr>
<td></td>
<td>3. Click the search button again each time you want to continue the search.</td>
</tr>
<tr>
<td>Filter</td>
<td>Filter the report output to view only an input value.</td>
</tr>
<tr>
<td></td>
<td>1. Enter a filter value in the input box.</td>
</tr>
<tr>
<td></td>
<td>2. Click the search button to filter the data and display the filtered report output.</td>
</tr>
</tbody>
</table>

**Example: Filtered Report Output**

Send report output to printer.

Export report output to Excel.

Exit and close the report viewer screen.
Pre-defined Crystal Reports

Pre-defined Crystal reports are standard IDEAS reports. There are over 1,000 pre-defined Crystal reports available with IDEAS software, and they provide:

- A standard look and feel across modules
- A definition screen with report parameters
- Output options including Crystal Viewer, print and export choices such as Crystal report, PDF, Excel, Word document and rich text format
- Search and Tree view navigation options within Crystal Viewer

Pre-defined Crystal Report Example: Aged Open Payables

The Accounts Payable module provides a pre-defined Crystal report called the Aged Open Payables report. The Aged Open Payables report allows you to select data by Entity, Currency, all vendors or specific vendors, approved or unapproved items, and other selection criteria.

Click the Preview button on the tool bar to run the report.
Report Output for Aged Open Payables Report
Crystal Reports Definition Screen Navigation

Pre-defined Crystal report definition screens provide many of the field types seen on other standard IDEAS reports, such as radio buttons, check boxes, drop-down lists and search buttons. The following icons are available on many definition screens.

1.1.1.4 Table – Crystal Reports Definition Screen Elements

<table>
<thead>
<tr>
<th>ICON</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Preview Icon" /></td>
<td>The preview icon allows you to run the report and view the report output online in the Crystal viewer.</td>
</tr>
<tr>
<td><img src="image" alt="File Icon" /></td>
<td>The New icon allows you to open a new record.</td>
</tr>
<tr>
<td><img src="image" alt="Question Mark Icon" /></td>
<td>The Help icon displays help documentation.</td>
</tr>
<tr>
<td><img src="image" alt="Close Icon" /></td>
<td>The Close icon allows you to close out of a program screen.</td>
</tr>
</tbody>
</table>

Crystal Report Viewer Navigation

The Crystal Report viewer provides an icon bar at the top of the screen:
1.1.1.5 **Table – Crystal Reports Viewer Screen Elements**

<table>
<thead>
<tr>
<th>ICON</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Export" /></td>
<td>Export report output</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print report output</td>
</tr>
<tr>
<td><img src="image" alt="Tree View" /></td>
<td>Displays a tree view of major groupings in the report&lt;br&gt;Allows quick location of specific records</td>
</tr>
<tr>
<td><img src="image" alt="Page" /></td>
<td>Go to first page, last page, previous page or next page of report</td>
</tr>
<tr>
<td><img src="image" alt="Page" /></td>
<td>Go to the report page number that you enter in the text box</td>
</tr>
<tr>
<td><img src="image" alt="X" /></td>
<td>Exit the report screen</td>
</tr>
<tr>
<td><img src="image" alt="Refresh" /></td>
<td>Refresh the report</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search the report</td>
</tr>
<tr>
<td><img src="image" alt="Zoom" /></td>
<td>Zoom in or out of the document by selecting a percentage of its size</td>
</tr>
</tbody>
</table>
Crystal Reports Export Options

- PDF (Portable Document Format, opens in Adobe Reader)
- Microsoft Excel (CSV)
  - Report
  - Data only
- Crystal Reports
- HTML
- Microsoft Word RTF (Rich Text Format) file
- ODBC
  - SQL server
  - Access
  - FoxPro
  - Any database type that DSN is defined for
- REC (Record Style)
- TXT (text)
- CSV (Comma Separated Value, opens in Excel)
- TTX (Tab Separated Values)
- XML
Practice Exercise: Navigate Standard IDEAS Reports

This exercise encourages you to practice navigating the example reports discussed in the previous sections.

Note: Data entry values are not specified as they will differ with each client.

   a. Practice entering report parameters at the data entry fields.
   b. Run the report and view it online.
   c. Practice the drill-down function using the Details button. Display the batch that the transaction was posted in.
   d. Export the report data to an Excel spreadsheet.

2. Access the Custom GL Reporting function.
   a. View the report definition using the Definition button.
   b. Run the report and view it online.

3. Access the Aged Open Payables pre-defined Crystal report in the Accounts Payable module.
   a. Practice entering report parameters at the data entry fields.
   b. Click the Preview button on the tool bar to run the report.
   c. Use the Crystal Report Viewer navigation buttons to view the report last page; return directly to page 2 of the report; zoom in on data; and export to Excel.
Lesson Two IDEAS AD HOC CRYSTAL REPORTS

Ad hoc Crystal Reports Overview

- User-created (“ad hoc”) Crystal reports are available using the Report Wizard tool.
- Ad hoc reports are useful in cases where specific business practices are not supported by IDEAS standard reports.
- Custom created reports may be saved and accessed later.
- Report Wizard provides standard options such as data selection, sorting, filtering, formatting and output options.

IDEAS Report Wizard Summary

- Each module’s tool bar provides Report Wizard access.
- Previously defined reports are selected from the tree view or the Report Name search option.
- Tabbed screens allow very detailed report specifications and formatting customizations
- Reports are based on SQL views created in the SQL database:
  - View: A combination of information from various tables into a single view (also called a virtual table)
  - Allows a single report to include data from multiple tables
  - New views can be created by P2 Support department

Report Source Tab
Report Columns Tab

Selection Criteria Tab
IDEAS

UI Navigation II: Reporting Training Guide

Sort by Columns Tab

Group by Columns Tab
Summary Columns Tab

Free Form Headings Tab
Report Options Tab

![Report Options Tab Image]

Preview of Report Output

All the functionality of Crystal reports is available.

![Preview of Report Output Image]

Report Wizard Navigation

The following table reviews screen elements and navigation buttons and fields found in the Report Wizard.
### Table – Report Wizard Screen Elements

<table>
<thead>
<tr>
<th>SCREEN ELEMENT</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree view of previously defined reports (alternate view of reports listed at the Report Name field)</td>
<td></td>
</tr>
<tr>
<td>Displays SQL view (report data source). Click Search icon to display or search available views.</td>
<td></td>
</tr>
<tr>
<td>Create a new report.</td>
<td></td>
</tr>
<tr>
<td>Click Search (spy glass) icon to display Select Report screen. This screen lists previously saved reports and has a search function. Enter in text box the report heading (title).</td>
<td></td>
</tr>
<tr>
<td>Click to select portrait or landscape page orientation for output.</td>
<td></td>
</tr>
<tr>
<td>Click check box to display selection criteria on report output.</td>
<td></td>
</tr>
<tr>
<td>Click tab to access each screen.</td>
<td></td>
</tr>
<tr>
<td>Click to Add or Remove fields for your report column grid. Used to move selected items up or down in a list.</td>
<td></td>
</tr>
<tr>
<td>Save any changes.</td>
<td></td>
</tr>
<tr>
<td>Export the report output, for example, to Excel.</td>
<td></td>
</tr>
<tr>
<td>Run a report and preview its output.</td>
<td></td>
</tr>
<tr>
<td>Print a report.</td>
<td></td>
</tr>
<tr>
<td>Delete a report.</td>
<td></td>
</tr>
<tr>
<td>Display the Help documentation.</td>
<td></td>
</tr>
<tr>
<td>Close the program screen.</td>
<td></td>
</tr>
</tbody>
</table>
Comprehension Exercise: IDEAS Reports Overview

1. List the three types of IDEAS standard reports.

2. There are over 1,000 ad hoc Crystal reports available with IDEAS software. True or False?

3. Report Wizard Crystal reports are based on SQL views created in the SQL database. True or False?

4. SQL views allow you to create a report from multiple tables. True or False?

5. A table is a combination of information from various views. True or False?

6. Which of the following distinguish application built reports from standard inquiries? (Choose all that apply.)
   a. Application built reports are more detailed with search and filter options within the report view.
   b. Inquiries can be customized and accessed later.
   c. Application built reports provide customization of report elements such as structure, data selection, data sequencing, formatting, and calculation options.

7. Each IDEAS module’s tool bar provides Report Wizard access. True or False?

8. Report Wizard is the tool that allows us to create application built reports. True or False?

9. The Report Wizard automatically selects the data source for an ad hoc report. True or False?

10. Ad hoc reports are useful in cases where specific business practices are not supported by IDEAS standard reports. True or False?
Exercise Answers

1. List the three types of IDEAS standard reports.
   Inquiry, application built, and pre-defined crystal reports

2. There are over 1,000 ad hoc Crystal reports available with IDEAS software. True or False? False.
   There are over 1,000 pre-defined Crystal reports available with IDEAS software.

3. Report Wizard Crystal reports are based on SQL views created in the SQL database. True or False? True

4. SQL views allow you to create a report from multiple tables. True or False? True

5. A table is a combination of information from various views. True or False? False. An SQL view is a combination of information from various tables.

6. Which of the following distinguish application built reports from standard inquiries? (Choose all that apply.)
   a. Application built reports are more detailed with search and filter options within the report view.
   b. Inquiries can be customized and accessed later.
   c. Application built reports provide customization of report elements such as structure, data selection, data sequencing, formatting, and calculation options.

   Answer: Options a and c are true statements.

7. Each IDEAS module’s tool bar provides Report Wizard access. True or False? True

8. Report Wizard is the tool that allows us to create application built reports. True or False? False.
   Report wizard allows us to create ad hoc Crystal reports.
9. The Report Wizard automatically selects the data source for an ad hoc report. True or False?
False. The user selects the view for the report data source.

10. Ad hoc reports are useful in cases where specific business practices are not supported by IDEAS standard reports. True or False? True