

## IRA Basic

# Running Financial Reports

Dartmouth College maintains a data warehouse of institutional finances, student data, advancement giving and other important measures. Institutional Reporting and Analysis (IRA) is the reporting system used to access this data.

These materials are focused on using IRA for financial reporting.

Updated 6-20-2018

# Dartmouth College – IRA Basic Training

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## IRA Resources

- Help/User Support:
  - Send e-mail to [financial.reports@dartmouth.edu](mailto:financial.reports@dartmouth.edu)
  - Or contact the financial analyst assigned to your division or school for help customizing reports.

*<http://www.dartmouth.edu/~control/departments/financialrep/index.html>*
  
- Training materials and other information about IRA are posted at
  - *<http://www.dartmouth.edu/~control/training/index.html>*
  - *<http://www.dartmouth.edu/~control/accounting/>*
  - *<http://www.dartmouth.edu/~control/accounting/ira-rpt-info.html>*

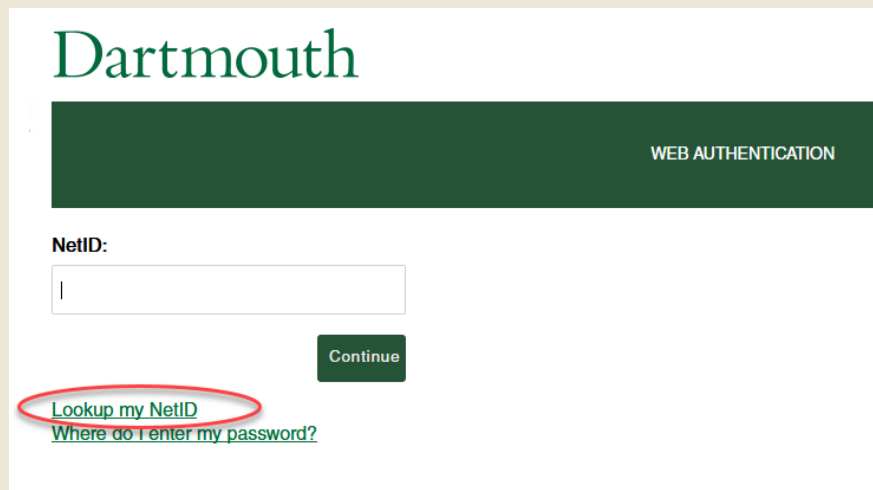
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## Accessing IRA

- Open a browser window (Internet Explorer or Firefox) and navigate to:  
<https://ira.dartmouth.edu/analytics/saw.dll?Dashboard>

- Net ID is your Employee ID - DID# preface with the letter “d” or “f” if it begins with a number.
- Password is your *E-Mail* password.

•This is the same User ID and Password you use to log in to your computer and log in to email



Dartmouth

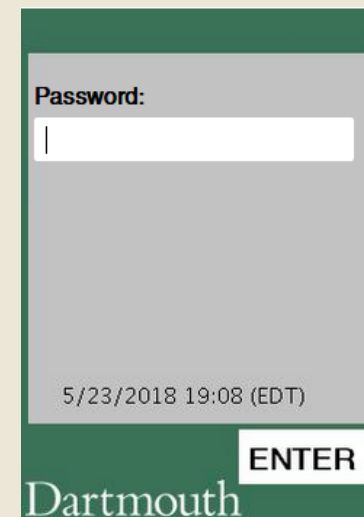
WEB AUTHENTICATION

NetID:

Continue

[Lookup my NetID](#)

[Where do I enter my password?](#)



Password:

5/23/2018 19:08 (EDT)

ENTER

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A link to IRA can also be found on the Controller's Office List of Financial Systems:  
<http://www.dartmouth.edu/~control/systemaccess-tools/restrictedaccess/index.html>

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## NAVIGATION – Application Level Navigating

Sign Out

The screenshot displays the Oracle Business Intelligence Launchpad interface. At the top, there is a search bar and a 'Sign Out' button. Below this is a navigation bar with links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As Gwendolen D. Gensler. The main content area is divided into several sections, each containing a list of reports and dashboards. A red box highlights the navigation bar and the 'New' link, with a red arrow pointing to a red callout box that says 'Application Level Navigation Links'. The sections include:

- GL Reports**: GL010a - GL Transactions, GL010b - GL Transactions by Date Range, GL015 - GL Transactions with Facilities Information, GL220 - GL Rollup Report, GL210 - GL Rollup Operating Report, GL200 - GL Budget vs Actual, GL100 - GL Funding Balances, GL100a - GL Funding Balances Quick View, GL120 - GL Full Funding Balances, GL170 - GL Funding by Responsible Person, GL140 - RFM Funding Report, GL530 - CIP Project to Date, GL230 - GL Budget Balance Available Report, GL440 - Balance Sheet Reconciliation, GL442 - GL Balance and Transaction Report, GL250a - Budget vs Actual by Funding.
- Unrestricted GL Reports**: GL220a - GL Rollup Report Multi-Year, GL030 - GL Journal Entry Detail, GL110 - GL Funding Balances Unrestricted, GLU010a - GL Transactions Unrestricted, GLU010b - GL Transactions by Date Range Unrestricted.
- Lookups**: FL010 - Fastlook, LU001 - Segments Lookup Dashboard, COA PTAE0 Lookup Tool.
- OGA Reports**: OGA Report Help, OGA230 - OGA Balances Rollup Report, OGA200 - OGA Budget vs Actuals, OGA030 - OGA Commitments, OGA020 - OGA Actuals by Month, OGA210 - OGA PTA Balance Summary, OGA220 - OGA PTA Overdraft Report, OGA010 - OGA Transactions Detail - Expenditures, OGA205 - OGA Budget vs Actual by Month, OGA521 - OGA AR Receipts, OGA560 - OGA PTAO Listings, OSP001 - Project Close Dates by Manager.
- OGA Projects by PI**: OGA607 - OGA Projects by PI, OGA608 - OGA Projects by PI Snapshot.
- OGA Closeout Reports**: OGA601 - OGA Award Closeout, OGA602 - OGA Award Closeout Snapshot, OGA603 - OGA Project Closeout, OGA604 - OGA Project Closeout Snapshot.
- RAPPORT Self-Service**: RAP600 - RAPPORT Current and Pending, RAP610 - RAPPORT - Awards by PI, RAP620 - RAPPORT - Proposals by PI.
- GL Analysis (ACCOUNTING\_SERVICES)**: GL400 - DW/GL Balance Report, GL260 - Trial Balance Verification, LU080 - COA Maintenance Segment Detail, GL030 - GL Journal Entry Detail.
- Financial Year End Reports (YEAR\_END\_USERS)**: GAP010 - Statement of Financial Position, GAP020 - Statement of Operating Expenses, GAP030 - Statement of Activities, GAP040 - Loan Supplement Report, GAP080 - Trial Balance Report.
- Financial Reporting Admin (FINANCE\_ADMINISTRATORS)**: GL991 - Financial Reports Usage.
- Arts and Sciences**: GL160 - IRR Faculty Member Report.
- Facilities Reports (FACILITIES)**: FAC010b - WO & Project Detail without Cost.
- FAS Reports (FAS\_USERS)**: FAS010 - FAS Transactions, FAS020 - FAS-T Look Report (GL).

*Note: Because of security setups, your dashboards may vary from this example.*

For help email [Financial.Reports@dartmouth.edu](mailto:Financial.Reports@dartmouth.edu)

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## NAVIGATION – Dashboard Overview

The screenshot shows the Oracle Business Launchpad interface. A red box highlights the 'Launchpad' button in the top navigation bar, with a callout 'Selected Dashboard'. Another red box highlights the 'Dashboards' dropdown menu, with a callout 'Available Dashboards'. A red box highlights the 'GL Reports' section, with a callout 'Section Name'. A red box highlights a specific report link 'GL010a - GL Transactions', with a callout 'Report Link'. A red box highlights the 'GL Reports' section header, with a callout 'Section'. The dashboard content is organized into several columns and sections:

- GL Reports**: GL010a - GL Transactions, GL010b - GL Transaction Detail, GL015 - GL Transaction Detail, GL220 - GL Rollup Report, GL210 - GL Rollup Operating Report, GL200 - GL Budget vs Actual, GL100 - GL Funding Balances, GL100a - GL Funding Balances Quick View, GL120 - GL Full Funding Balances, GL170 - GL Funding by Responsible Person, GL140 - RFM Funding Report, GL530 - CIP Project to Date, GL230 - GL Budget Balance Available Report, GL440 - Balance Sheet Reconciliation, GL442 - GL Balance and Transaction Report, GL250a - Budget vs Actual by Funding
- Unrestricted GL Reports**: GL220a - GL Rollup Report Multi-Year, GL030 - GL Journal Entry Detail, GL110 - GL Funding Balances Unrestricted, GLU010a - GL Transactions Unrestricted, GLU010b - GL Transactions by Date
- Lookups**: FL010 - Fastlook
- OGA Reports**: OGA Report, OGA230 - OGA Balances Rollup Report, OGA200 - OGA Budget vs Actuals, OGA030 - OGA Commitments, OGA020 - OGA Actuals by Month, OGA210 - OGA PTA Balance Summary, OGA220 - OGA PTA Overdraft Report, OGA010 - OGA Transactions Detail - Expenditures, OGA205 - OGA Budget vs Actual by Month, OGA521 - OGA AR Receipts, OGA560 - OGA PTAO Listings, OSP001 - Project Close Dates by Manager
- OGA Projects by PI**: OGA607 - OGA Projects by PI, OGA608 - OGA Projects by PI Snapshot
- OGA Closeout Reports**: OGA601 - OGA Award Closeout, OGA602 - OGA Award Closeout Snapshot, OGA603 - OGA Project Closeout, OGA604 - OGA Project Closeout Snapshot
- RAPPORT Self-Service**: RAP600 - RAPPORT Current and Pending
- GL Analysis (ACCOUNTING\_SERVICES)**: GL415 - GL Future Period Postings Summary, GL410 - GL Future Period Postings Detail, GL400 - DW/GL Balance Report, GL260 - Trial Balance Verification, LU080 - COA Maintenance Segment Detail, GL030 - GL Journal Entry Detail
- Financial Year End Reports (YEAR\_END\_USERS)**: GAP010 - Statement of Financial Position, GAP020 - Statement of Operating Expenses, GAP030 - Statement of Activities, GAP040 - Loan Supplement Report, GAP080 - Trial Balance Report
- Financial Reporting Admin (FINANCE\_ADMINISTRATORS)**: GL991 - Financial Reports Usage
- Arts and Sciences**: GL160 - IRR Faculty Member Report
- Facilities Reports (FACILITIES)**: FAC010b - WO & Project Detail without Cost
- FAS Reports (FAS\_USERS)**: FAS010 - FAS Transactions

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## NAVIGATION – Dashboards Overview

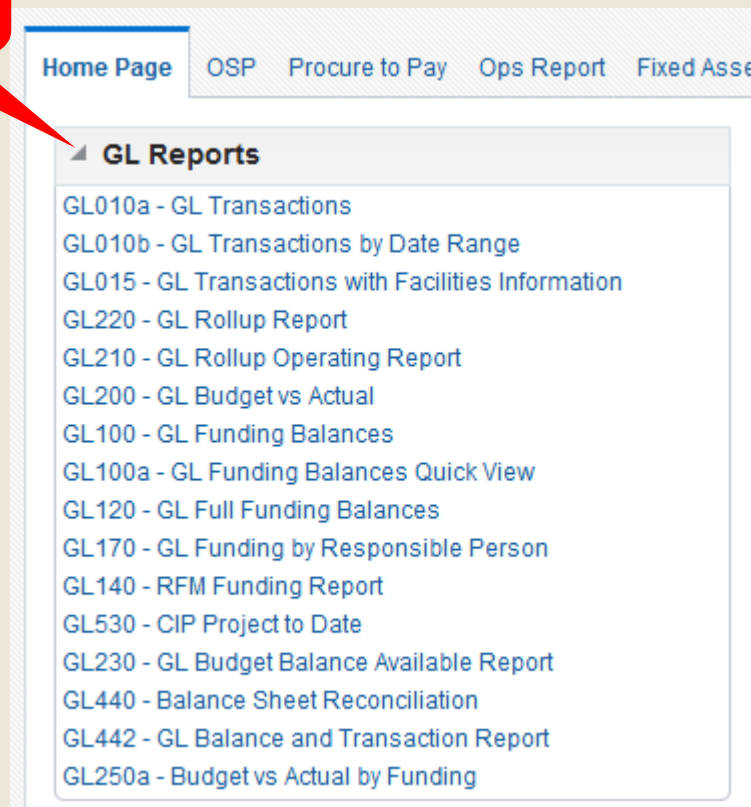
The screenshot shows the Oracle Business Intelligence Launchpad interface. At the top, there is a navigation bar with 'Home', 'Catalog', and 'Favorites'. A 'Dashboards' dropdown menu is open, showing 'Launchpad' and 'Other Lineage'. A red callout box points to the 'Dashboards' dropdown with the text 'Select the Launchpad Dashboard.' Below the navigation bar, there are several tabs: 'Home Page', 'OSP', 'Procure to Pay', 'Ops Report', 'Fixed Assets', and 'Finance Centers'. The 'Home Page' tab is currently selected, highlighted with a blue stripe. A red callout box points to this tab with the text 'Current tab is white with blue stripe and moves to "front"'. Below the tabs, there are three main sections: 'GL Reports', 'OGA Reports', and 'GL Analysis (A)'. The 'GL Reports' section contains a list of reports such as 'GL010a - GL Transactions', 'GL010b - GL Transactions by Date Range', 'GL015 - GL Transactions Facilities Information', 'GL220 - GL Rollup Report', 'GL210 - GL Rollup O', 'GL200 - GL Budget v', 'GL100 - GL Funding', 'GL100a - GL Funding', 'GL120 - GL Full Funding Balances', 'GL170 - GL Funding by Responsible Person', 'GL140 - RFM Funding Report', 'GL530 - CIP Project to Date', 'GL230 - GL Budget Balance Available Report', and 'GL440 - Balance Sheet Reconciliation'. The 'OGA Reports' section contains a list of reports such as 'OGA030 - OGA Commitments', 'OGA020 - OGA Actuals by Month', 'OGA210 - OGA PTA Balance Summary', 'OGA220 - OGA PTA Overdraft Report', 'OGA010 - OGA Transactions Detail - Expenditures', 'OGA205 - OGA Budget vs Actual by Month', 'OGA521 - OGA AR Receipts', 'OGA560 - OGA PTAO Listings', and 'OSP001 - Project Close Dates by Manager'. The 'GL Analysis (A)' section contains a list of reports such as 'GL415 - GL Future Pe', 'GL410 - GL Future Pe', 'GL400 - DW/GL Balar', 'GL260 - Trial Balance', 'LU080 - COA Mainten', and 'GL030 - GL Journal E'. A red callout box points to the 'OGA Reports' section with the text 'Additional reports are grouped by subject area on separate tabs.' At the bottom of the page, there is a footer with the text 'For help email Financial.Reports@dartmouth.edu' and a page number '7'.

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## NAVIGATION – Dashboards Overview

- Related reports are grouped in sections

**Collapse /  
Expand Button**





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## NAVIGATION – Dashboards Overview

- Report Links appear in sections and on page tabs
- The Reports **Home Page** tab is visible to everyone
- Report Links are Grouped by:
  - Report Type
  - Area / Department / Users
- Tabs, sections, or reports may not be visible depending on user's security access

**Procure to Pay** tab containing report links

**GL Reports** report links

**OGA** report links

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## NAVIGATION – Running Reports

- To Run a Report:
  - Select the appropriate Report tab. This would typically be the Home Page tab.
  - Select the link that corresponds to the report name.

The screenshot shows a web interface titled "Launchpad". At the top, there are several tabs: "Home Page", "OSP", "Procure to Pay", "Ops Report", and "Fixed Ass". Below the tabs, there is a section titled "GL Reports" with a list of report names. A red box highlights the "GL220 - GL Rollup Report" link. Three red callout boxes with arrows point to the "Home Page" tab, the "GL Reports" section header, and the "GL220 - GL Rollup Report" link.

**Tab** points to Home Page

**Section** points to GL Reports

**Report Link** points to GL220 - GL Rollup Report

Launchpad

Home Page OSP Procure to Pay Ops Report Fixed Ass

GL Reports

- GL010a - GL Transactions
- GL010b - GL Transactions by Date Range
- GL015 - GL Transactions with Facilities Information
- GL220 - GL Rollup Report
- GL210 - GL Rollup Operating Report
- GL200 - GL Budget vs Actual
- GL100 - GL Funding Balances
- GL100a - GL Funding Balances Quick View
- GL120 - GL Full Funding Balances
- GL170 - GL Funding by Responsible Person

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## NAVIGATION – Running Reports

- When selected, the report will open in either a separate window or on a separate tab depending on your browser version and settings.
- Note: Not all browsers may support IRA.

Here, report opens in a new window

The screenshot displays two browser windows. The background window shows the Oracle BI Interactive Dashboard interface with a 'Launchpad' sidebar containing a list of reports under 'GL Reports'. The foreground window, which is a new window, shows the report 'Institutional Reporting a GL Transac' with Report ID: GL010a v2.4.0. Below the report title, there are 'Filter Selections' including 'Fiscal Year' (2018), 'Entity' (99-Conversion), 'Fiscal Period' (--Select Va), and 'Org' (--Select Value--). The URL in the foreground window is https://ira.dartmouth.edu/analytics/saw.dll?PortalPages&PortalPath=%2fshared%2fDas.

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## WORKING WITH REPORTS - Sections

Report Header

Filter Selection or Report Prompts

Report Section – (Output)

Grand Total

ReportID: GL010a v2.4.0

Institutional Reporting and Analysis (IRA)  
GL Transactions

*This report contains transactional level detail for a specified fiscal year and period.*

**Filter Selections**

Fiscal Year: 2018  
Fiscal Period: 11-MAY

Entity: --Select Value--  
Org: 545-Financial Reporting  
Funding: --Select Value--  
Activity: --Select Value--  
Subactivity: --Select Value--  
Natclass: --Select Value--

JE Source: --Select Value--  
JE Transaction Type: Actual

Apply Reset

**Report**

**IMPORTANT:**  
For results sets greater than 4000 rows, trying to view "All Pages" of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. Using the "Download Data" option to Excel will yield more immediate results.

Rows Returned = 3

Group By: Org

Select a View: Pivot Table

Org	Funding	Activity	11-MAY Budget Amount	11-MAY Actual Amount	11-MAY Encumb Amount
545-Financial Reporting	368000-Subvention College	343612-Financial Reporting	0.00	144.40	0.00

**Grand Total**

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	144.40	0.00
<b>Grand Total</b>	<b>0.00</b>	<b>144.40</b>	<b>0.00</b>

Analyze - Refresh - Print - Export

Note: Some reports may have multiple report tabs above the Report Header.

All Segments Entity Org Funding Activity Subactivity Natural Class

Report ID: LU001 v2.2.0

Institutional Reporting and Analysis (IRA)  
Segments Lookup Dashboard

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## WORKING WITH REPORTS – Report Headers

The screenshot shows a report header for 'Institutional Reporting and Analysis (IRA) GL Transactions'. The header includes the Report ID 'GL010a v2.4.0', the Report Name 'Institutional Reporting and Analysis (IRA) GL Transactions', a Brief Report Description 'This report contains transactional level detail for a specified fiscal year and period.', and the Date & Time Executed '7:35:30 PM 5/23/2018'. Red callout boxes point to these specific elements.

**Report Name**

**Date & Time Executed**

Report ID: GL010a v2.4.0

Institutional Reporting and Analysis (IRA)  
GL Transactions

*This report contains transactional level detail for a specified fiscal year and period.*

7:35:30 PM 5/23/2018

**Report ID**

**Report Version**

**Brief Report Description**

- The report name, ID, and version, and date and time executed are key pieces of information in resolving issues when running reports. Please include this info when e-mailing User Support ([Financial.Reports@dartmouth.edu](mailto:Financial.Reports@dartmouth.edu)).

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## WORKING WITH REPORTS – Filters

- Criteria for running the selected report

The screenshot shows a 'Filter Selections' panel with the following fields:

- Fiscal Year: --Select Va ▾
- Fiscal Period: --Select Va ▾
- Entity: --Select Value-- ▾
- Org: --Select Value-- ▾
- Funding: --Select Value-- ▾
- Activity: --Select Value-- ▾
- Subactivity: --Select Value-- ▾
- Natclass: --Select Value-- ▾
- JE Source: --Select Value-- ▾
- JE Transaction Type: --Select Value-- ▾

At the bottom right of the panel are two buttons: 'Apply' and 'Reset ▾'. A red callout box points to the 'Apply' button with the text 'Select Apply to Run the Report'. Another red callout box points to the 'Reset ▾' button with the text 'Reset or Clear All Filter Values'. A dropdown menu is shown next to the 'Reset' button, containing the following options:

- Reset ▾
- Reset to last applied values
- Reset to default values
- Clear All

A third red callout box points to the 'Fiscal Year' dropdown menu with the text 'Filter Lookup List of Values Button'.

- Filter selections can be saved for future use.
- Leaving a filter value blank will return all data for all relevant values under that filter. The report will run faster than choosing all values for a filter.

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## WORKING WITH FILTERS – Filter Types

Effective Date Between

**Text Box (can type directly in) or Calendar Search**

1

\* Fiscal Year

2018

2013

2014

2015

2016

2017

2018

Search...

**Dropdown to choose one value**

2

3

Org --Select Value--

252-DCAD Facilities

254-Intercollegiate Admin

255-Men Baseball

256-Men Basketball

257-Men Cross Country

258-Men Football

More/Search...

**Select one or more values (Note: may need to De-Select Default Filter Value)**

**Or Click on More/Search for Select Dialog Box**

Select Values

Available

Name Starts

Search

Match Case

001-Institutional

002-Inter Entity

003-Capital Projects

004-Capital Assets

020-TDI Operations

021-TDI Education

022-TDI Leadership Improve

Choices Returned: 1 - 256 + More...

Selected

255-Men Baseball

256-Men Basketball

OK Cancel

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## WORKING WITH FILTERS – Multi Select Filters

- Selecting or Searching for Values:
  - Values will “Populate”
  - Click to Select and/or De-Select Values from the Drop Down List
  - After Values Selected Click outside the Filter List to add as a Filter(Prompt)

1

Click to Display List of Values

Click to De-Select or Select. Then click outside the Filter List

Or

2

Click on Search to open Select Values

The 'Select Values' dialog box shows an 'Available' list with a search bar and a 'Match Case' checkbox. The list contains the following items: 10-Consolidation, 11-Debt Bank, 12-Fringe Benefit Pool, 13-Institutional, 22-Rassias Foundation, 23-University Press of New England, 30-Geisel School of Medicine, 32-Thayer School of Engineering, and 34-Tuck School of Business. There are navigation arrows and 'OK' and 'Cancel' buttons at the bottom.



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## WORKING WITH FILTERS – Multi Select Filters

- Move values from left to right to select them, and right to left to de-select.

Working Together

Match Option

Search Box

Search Button(s)

Available

Name Starts

Search

Match Case

001-Institutional

002-Inter Entity

003-Capital Projects

004-Capital Assets

020-TDI Operations

021-TDI Education

022-TDI Leadership Improve

Choices Returned: 1 - 256 + More...

Moves ALL values

Moves highlighted value(s)

Removes highlighted value(s)

Removes ALL values

Selected

OK Cancel

Adds available values in increments of 256

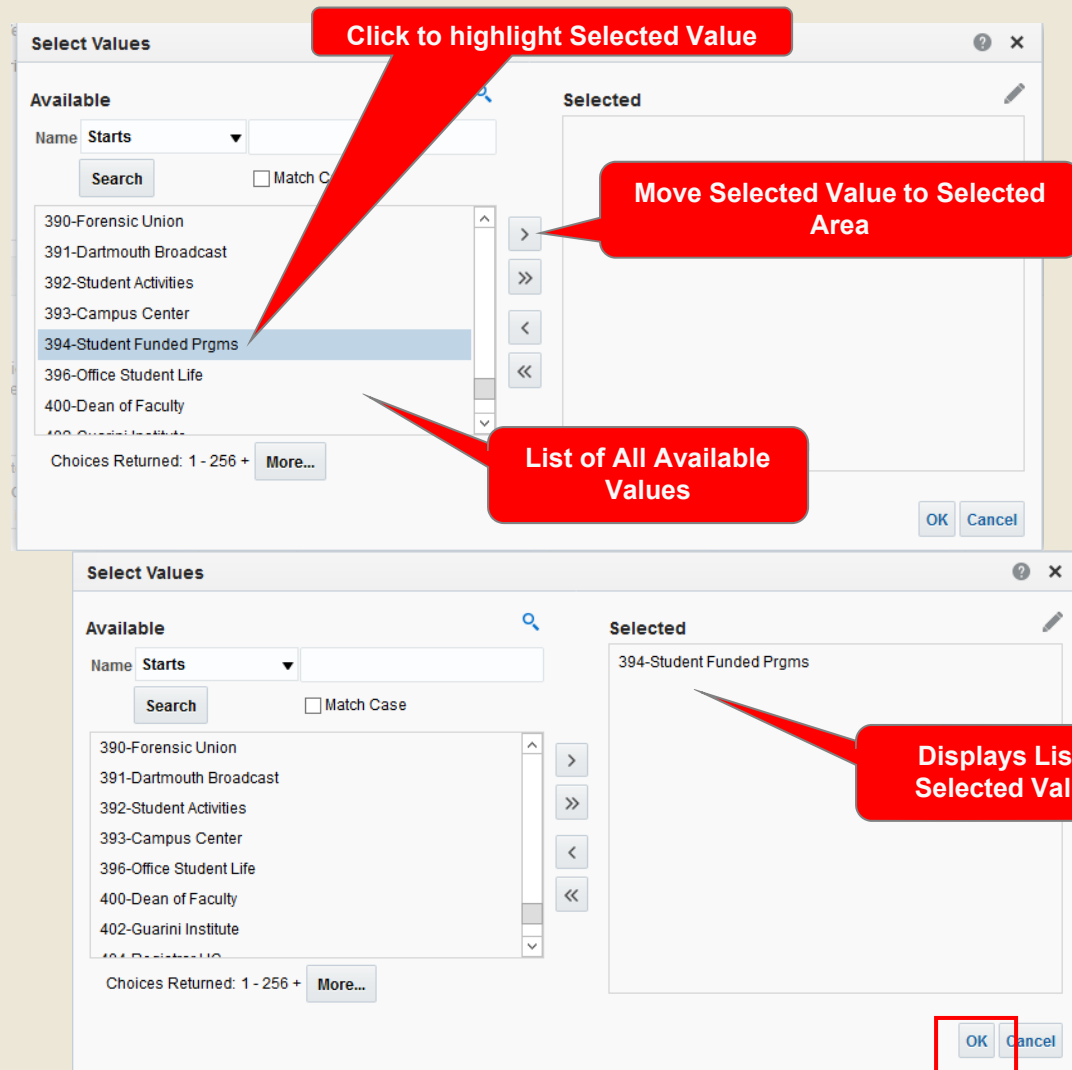
- Select options:
  - Move All
  - Move one or more values
  - Double click on an individual value to move it from right to left or left to right

**NOTE:** If there are more than 256 applicable values, you need to click on the *More* button to display all available values.

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## WORKING WITH FILTERS – Multi Select Filters

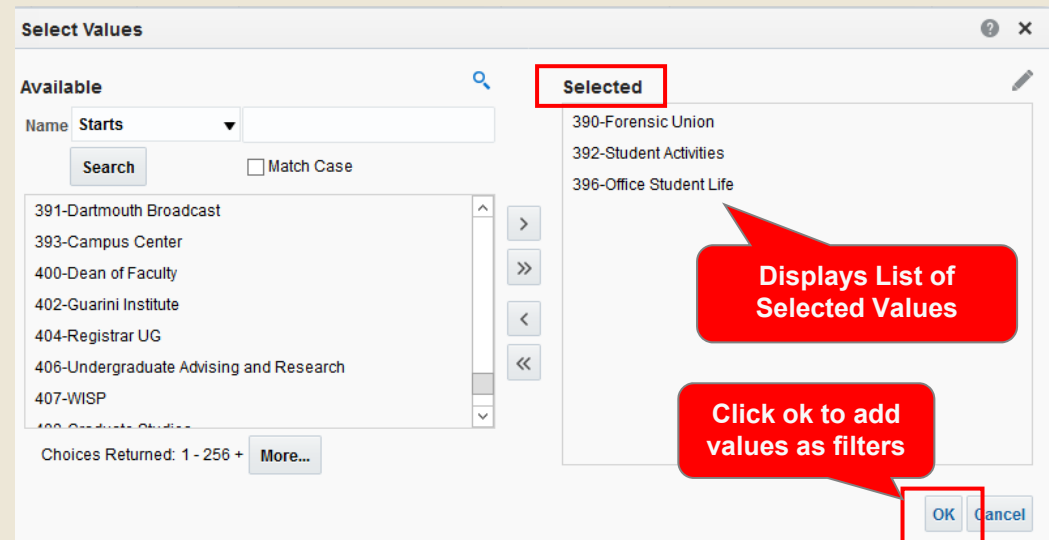
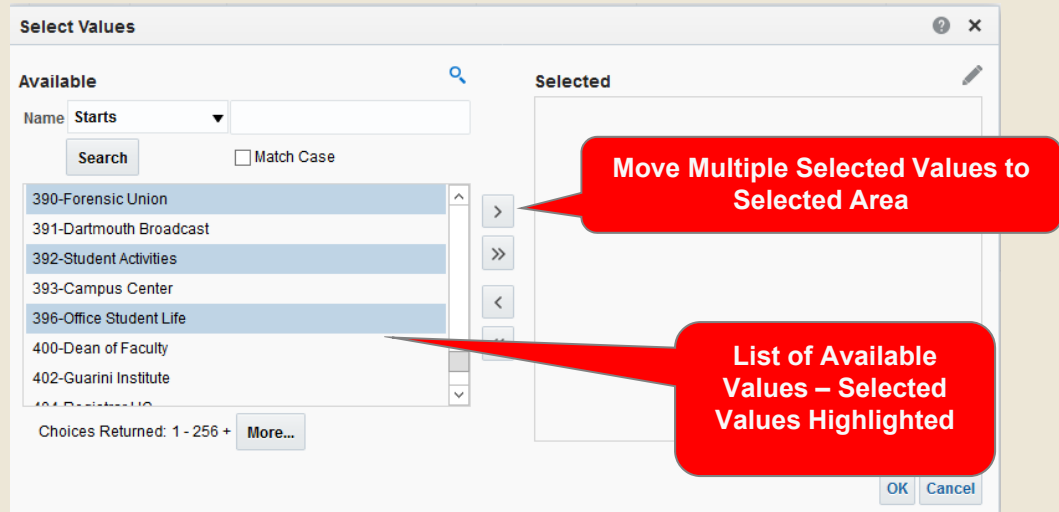
- Select a Single Value:
  - Select the value from the Available Values list.
  - Select the Single Left Arrow button to move the selected item to the list of Selected Values. Or, double-click on the value.
  - Select the OK button to add this value as a filter (prompt).



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## WORKING WITH FILTERS – Multi Select Filters

- Select Multiple Values:
  - Select the values from the Available Values list. (Ctrl + click or Shift + click)
  - Select the Single Arrow / Move button to move the selected Value(s) to the list of Selected Values.
  - Select the OK button to add these values as a filters (prompts).



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## WORKING WITH FILTERS – Multi Select Filters

- Searching for Values
  - Starts
  - Contains
  - Ends
  - Is LIKE (% wild card)
- Select Search to see matching results
- Once the results are returned, continue with a single, multiple, or ALL selection.

The screenshot shows the 'Select Values' dialog box with the following elements:

- Available:** A list of values including '391-', '393-Campus Center', '400-Dean of Faculty', '402-Guarini Institute', '404-Registrar UG', '406-Undergraduate Advising and Research', and '407-WISP'. The 'Name' dropdown is set to 'Contains' and the search term is 'Financial'. The 'Match Case' checkbox is checked.
- Selected:** An empty list on the right side of the dialog.
- Buttons:** 'Search', '>', '>>', '<<', '<', and 'OK/Cancel'.

Red callout boxes provide the following instructions:

- Select Match Type:** Points to the 'Contains' dropdown menu.
- Displays List of Selected Values:** Points to the 'Selected' list.
- Select Match Case if desired:** Points to the 'Match Case' checkbox.
- Click on Search to get the results:** Points to the 'Search' button.

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## WORKING WITH FILTERS – Multi Select Filters

- **Edit Function** – Save a list of values, copy and paste values from another source, or type in a list of values.
  - Select the Values and move them to the Selected area
  - Click the Edit Button
  - Highlight, then copy and paste the items into Notepad, Word, or Excel
  - Save this file to have the list ready for future use
  - To reuse this list in a future filter, click on the Edit button and paste the values from Notepad, Word, or Excel into the Edit box and click OK.
  - Or click Edit and paste a list from an external source into the Edit box.
  - Or type directly into the Edit box

**Select the Values to Save**

**Select Edit**

**Highlight to Copy and Paste**

**Select Values**

Available

Name: Starts 9

Search Match Case

Selected

363000-Central Funding College only  
908001-Annuities  
908007-Unitrust  
909000-Balance Sheet Funding

OK Cancel

**Edit**

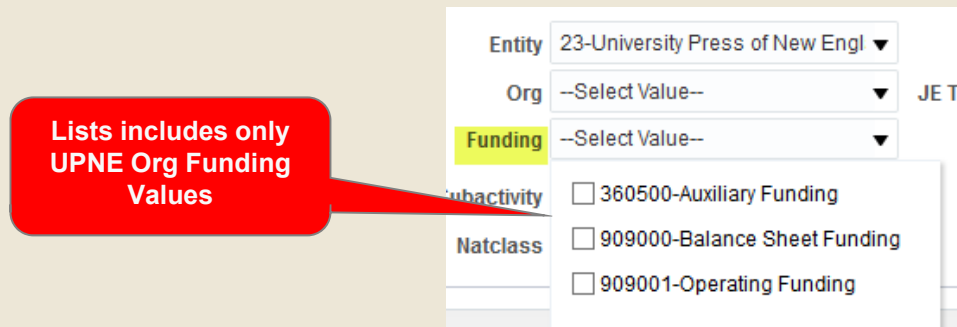
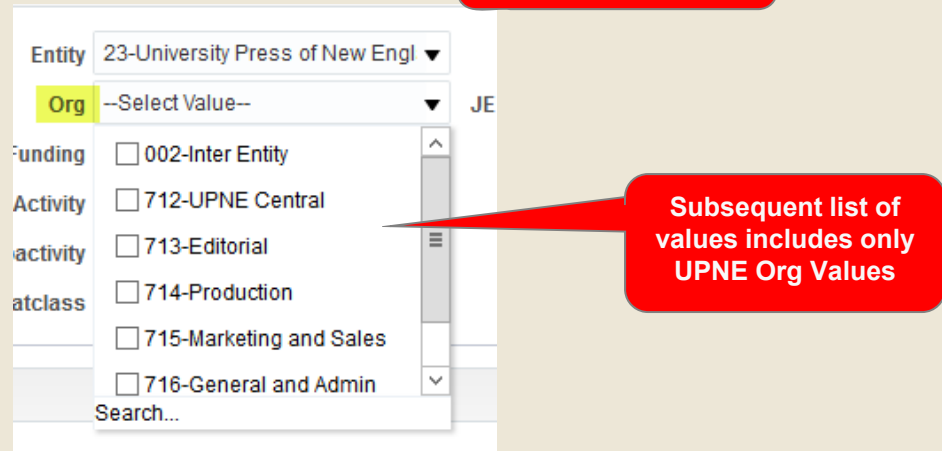
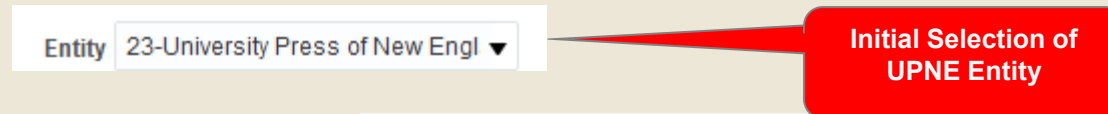
Edit 363000-Central Funding College only  
908001-Annuities  
908007-Unitrust  
909000-Balance Sheet Funding

OK Cancel

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## WORKING WITH FILTERS – The Cascading Effect

- Filters will Cascade:
  - Each filter selection will narrow the choices available in subsequent filter selections
  - Works both Forward and Backwards (left and right)
- Cascading follows Org Security rules
- There may be a lag while values populate based on previous choices



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## WORKING WITH REPORTS – Report Sections

- View Selector
- Group By Selector
  - Controls how the data is sorted and summed
- Totals
  - Subtotals
  - Section Totals
  - Report Totals
- Control Buttons
  - Analyze
  - Print
  - Export

**Report**

**IMPORTANT:**  
For results sets greater than 4000 rows, trying to view "All Pages" of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. Using the "Download Data" option to Excel will yield more immediate results.  
Rows Returned = 121

Group By: Org **Group By Selector**

Select a View: Report **Report View Selector**

Org: 545-Financial Reporting

Org	Effective Date	JE Source Short Name	JE Batch Name	JE Line Description	Budget Amount	Actual Amount	Encumb Amount
7331-MAINT CONT OTHER Computer Software	7/12/2017	Payables	Payables A 12228036 21202673 2	INVOICE #5410128700	0.00	5,735.00	0.00
7331-MAINT CONT OTHER Computer Software	7/31/2017	Budget Journal	Load Budget ADJ Budget Journal B 12227998 21200475	Load FY18 Budget BOT	200.00	0.00	0.00
7331-MAINT CONT OTHER Computer Software	8/8/2017	Payables	Payables A 12252934 21295711 2	INVOICE # 1436470617	0.00	6,418.00	0.00
<b>7331-MAINT CONT OTHER Computer Software Total</b>					<b>200.00</b>	<b>12,153.00</b>	<b>0.00</b>
7503-SUPPLIES Food and Beverage	11/3/2017	PCARD_DC	PAYT P-Card 11/06/17, Exp Pay 10-NOV-17 NOV-17 PCARD_DC A 282088 21611822	46359 - GOODNESS, GAIL C. - HANOVER COOP FOOD STORE	0.00	19.00	0.00
7503-SUPPLIES Food and Beverage	1/10/2018	PCARD_DC	PAYT P-Card 01/18/18, Exp Pay 19-JAN-18 JAN-18 PCARD_DC A 284876 21912670	46359 - GOODNESS, GAIL C. - HANOVER COOP FOOD STORE	0.00	6.69	0.00
7503-SUPPLIES Food and Beverage	1/18/2018	PCARD_DC	PAYT P-Card 01/18/18, Exp Pay 29-DEC-17 JAN-18 PCARD_DC A 284882 21912676	46359 - GOODNESS, GAIL C. - HANOVER COOP FOOD STORE	0.00	9.98	0.00
<b>7503-SUPPLIES Food and Beverage Total</b>					<b>0.00</b>	<b>34.67</b>	<b>0.00</b>
7531-BOOKS MEDIA Digital Material and Data	10/16/2017	PCARD_DC	PAYT P-Card 10/20/17, Exp Pay 27-OCT-17 OCT-17 PCARD_DC A 281385 21552507	46359 - GOODNESS, GAIL C. - TCD*TTA-RESEARCH &CPE	0.00	329.00	0.00
<b>7531-BOOKS MEDIA Digital Material and Data Total</b>					<b>0.00</b>	<b>329.00</b>	<b>0.00</b>
<b>Grand Total</b>					<b>200.00</b>	<b>12,516.67</b>	<b>0.00</b>

**Section Total**

**Subtotals**

**Grand Total**

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	200.00	12,516.67	0.00
546-Accounting Operations	0.00	14,000.00	0.00
547-Controllers Ofc	23,385.00	12,791.08	0.00
<b>Grand Total</b>	<b>23,585.00</b>	<b>39,307.75</b>	<b>0.00</b>

**Report Totals Section**

**Control Buttons**

Analyze - Refresh - Print - Export

# Dartmouth College – IRA Basic Training

## WORKING WITH REPORTS – Select a View

The screenshot shows a report interface with a view selector dropdown menu. The dropdown menu is open, showing the following options: Report Information (selected), Report, Corrections, Downloadable Table, Pivot Table, and Selection Criteria. The report title is "Report" and the view is "Report Information". The report content includes an important notice, a "Group By" dropdown set to "Org", and a table with the following data:

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	200.00	12,516.67	0.00
546-Accounting Operations	0.00	14,000.00	0.00
547-Controllers Ofc	23,385.00	12,791.08	0.00
<b>Grand Total</b>	<b>23,585.00</b>	<b>39,307.75</b>	<b>0.00</b>

At the bottom of the report, there are links for "Analyze - Refresh - Print - Export".

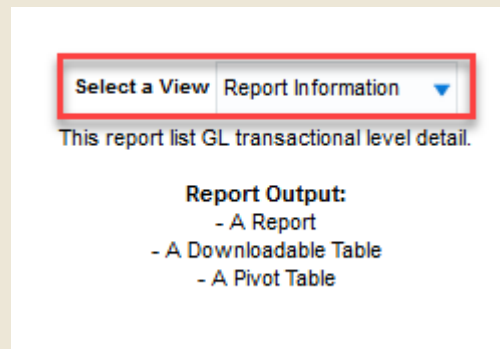
- Some reports will not have a view selector since they only have one view.



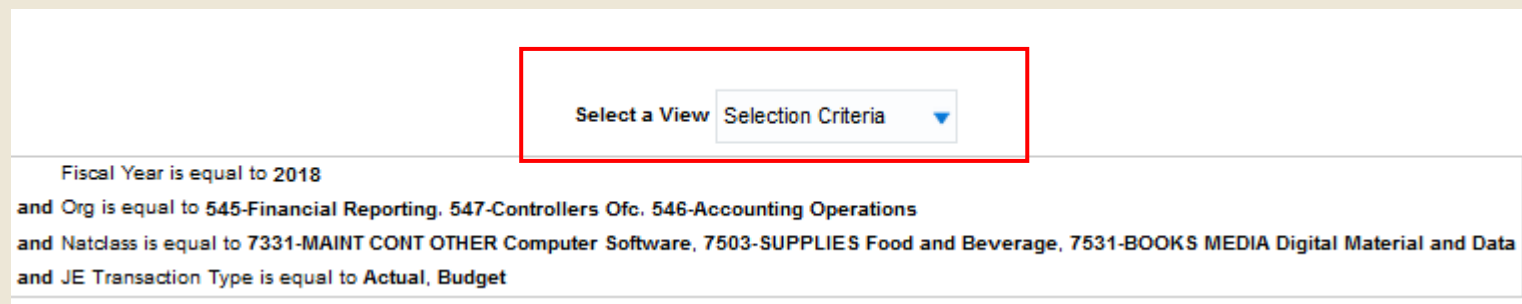
# Dartmouth College – IRA Basic Training

## WORKING WITH REPORTS – Select a View

- Report Information is usually the default option.



- Selection Criteria view shows the filter selections (prompts) applied when the report ran.



# Dartmouth College – IRA Basic Training

## WORKING WITH REPORTS – Group By Selector

- Controls how report output is grouped or organized, subtotaled, and sorted.

Choose to view all pages, or by a single segment value:

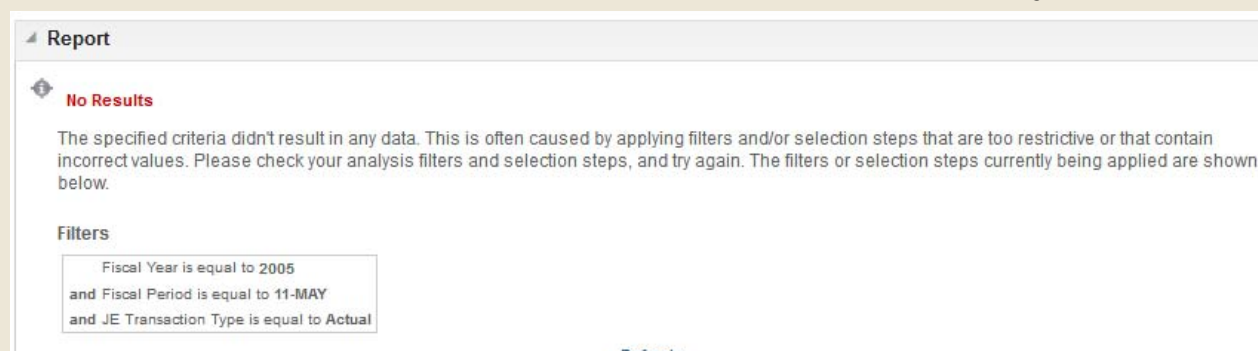
Natclass	Effective Date	JE Source Short Name	JE Batch Name	JE Line Description
7331-MAINT CONT OTHER Computer Software	7/12/2017	Payables	Payables A 12228036 21202673 2	INVOI
7331-MAINT CONT OTHER Computer	7/31/2017	Budget Journal	Load Budget ADJ Budget Journal R 12227998 21200475	Load

Natclass	Effective Date	JE Source Short Name	JE Batch Name	JE Line Description
7331-MAINT CONT OTHER Computer Software	3/20/2018	Payables	Payables A 12481188 22133386 2	Annual Fundrive for endowment
7331-MAINT CONT OTHER Computer Software Total				
Grand Total				

# Dartmouth College – IRA Basic Training

## WORKING WITH REPORTS – View Selector

- No Results
  - If no Data was returned, the View Selector will not be visible. Instead, the No Results information will be displayed.



- Rows Returned Message
  - This is information regarding the amount of data returned. It is also a warning regarding large data sets, recommending downloading the data rather than selecting a report view to display the report in your browser.

**IMPORTANT:**  
For results sets greater than 4000 rows, trying to view "All Pages" of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. Using the "Download Data" option to Excel will yield more immediate results.  
**Rows Returned = 207203**

# Dartmouth College – IRA Basic Training

## WORKING WITH REPORTS – Report Totals

Group By: Org

Select a View: Report

Org: 545-Financial Reporting

Sort

Row Amounts

Natclass	Effective Date	JE Source Short Name	JE Batch Name	JE Line Description	Budget Amount	Actual Amount	Encumb Amount
7331-MAINT CONT OTHER Computer Software	7/12/2017	Payables	Payables A 12228036 21202673 2	INVOICE #5410128700	0.00	5,735.00	0.00
7331-MAINT CONT OTHER Computer Software	8/8/2017	Payables	Payables A 12252934 21295711 2	INVOICE # 1436470617	0.00	6,418.00	0.00
7331-MAINT CONT OTHER Computer Software Total					0.00	12,153.00	0.00
7531-BOOKS MEDIA Digital Material and Data	10/16/2017	PCARD_DC	PAYT P-Card 10/20/17, Exp Pay 27-OCT-17 OCT-17 PCARD_DC A 281385 21552507	46359 - GOODNESS, GAIL C. - TCD*TTA-RESEARCH &	0.00	329.00	0.00
7531-BOOKS MEDIA Digital Material and Data Total					0.00	329.00	0.00
Grand Total					0.00	12,482.00	0.00

Section Totals (On Org 545)

Subtotals (on Natural Class 7331)

Report Grand Totals (by Org since Group By: Org chosen)

Grand Total

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	12,482.00	0.00
546-Accounting Operations	0.00	14,000.00	0.00
547-Controllers Ofc	0.00	7,100.00	0.00
Grand Total	0.00	33,582.00	0.00

# Dartmouth College – IRA Basic Training

## WORKING WITH REPORTS – Report Totals

- Report Grand total
  - Usually a separate section at the end of the report.
  - Is often displayed immediately after the report is run even when the Report View has not yet been chosen.
  - In some reports the Report Grand Totals are linked to the Group By selector.

Group By: Activity ▼

Select a View: Report Information ▼

This report list GL transactional level detail.

Report Output:  
- A Report  
- A Downloadable Table  
- A Pivot Table

**Report Grand Totals section**

**Broken Down based on the Group By selection**

**Grand Total**

Activity	Budget Amount	Actual Amount	Encumb Amount
343605-Controller Central	0.00	7,100.00	0.00
343608-Endowment Administration	0.00	14,000.00	0.00
343612-Financial Reporting	0.00	329.00	0.00
343623-Tax Activities	0.00	12,153.00	0.00
<b>Grand Total</b>	<b>0.00</b>	<b>33,582.00</b>	<b>0.00</b>

Analyze - Refresh - Print - Export

# Dartmouth College – IRA Basic Training

## WORKING WITH REPORTS – Additional Tabs

- Some Reports Consist of Additional Tabs or Pages



**Multiple Tabs / Pages**

All Segments Entity Org Funding Activity Subactivity Natural Class

Report ID: LU001 v2.2.0

Institutional Reporting and Analysis (IRA)  
Segments Lookup Dashboard

Select the tab above to run the individual segment lookup report.

- Visible above the Report Header if available



All Segments Entity Org Funding Activity Subactivity Natural Class

Report ID: LU070 v2.2.0

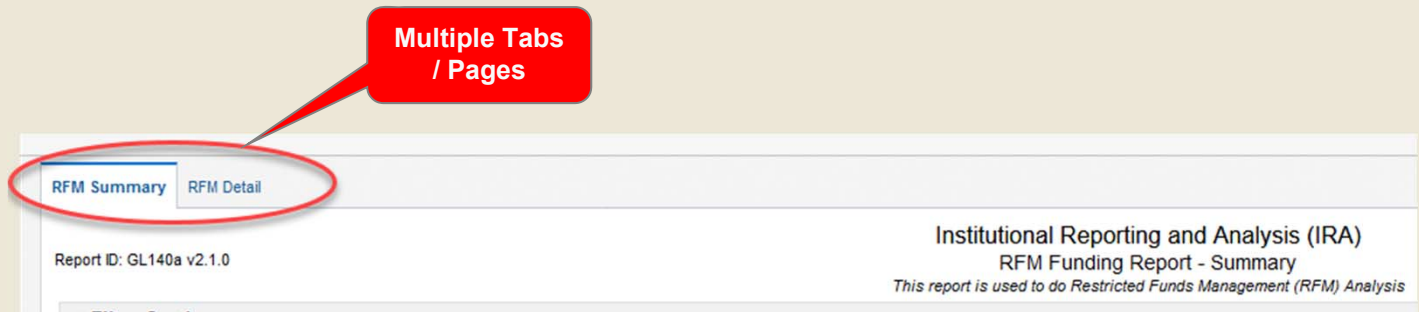
Institutional Reporting and Analysis (IRA)  
Entity Segment Lookup

This report lets you search for and list Entities

Filter Selection

Text Search  
contains any

- Examples:
  - Segment Lookup
  - RFM Funding Report



**Multiple Tabs / Pages**

RFM Summary RFM Detail

Report ID: GL140a v2.1.0

Institutional Reporting and Analysis (IRA)  
RFM Funding Report - Summary

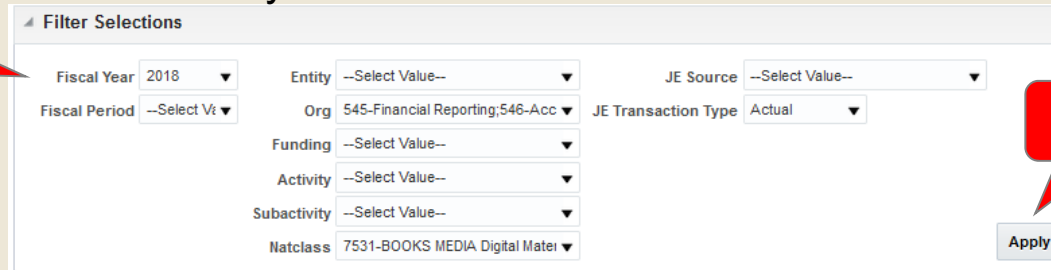
This report is used to do Restricted Funds Management (RFM) Analysis

# Dartmouth College – IRA Basic Training

## SAVING FILTERS AND REPORT VIEWS - Save

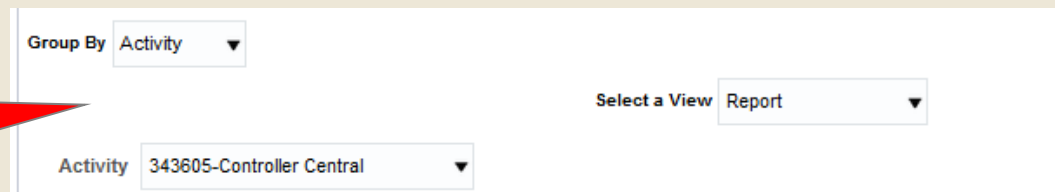
- To make running reports more efficient, both filter values and preferred report views can be saved. They can then be used in future IRA sessions.

1. Choose applicable Filter Values

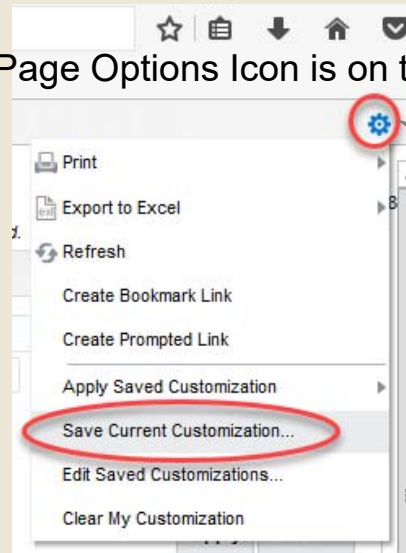


2. Run the Report

3. After data is returned, choose the report View and Group By value you would prefer to save

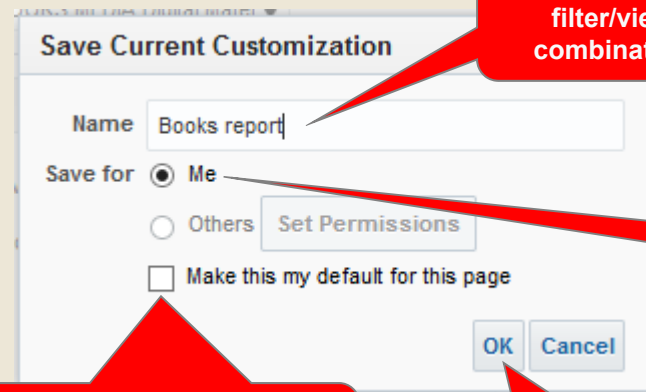


Page Options Icon is on top right of screen



4. Choose Page Options, Save Current Customization

5. Name the filter/view combination



7. Choose for Me

6. (Optional) Check to set as Default. This means this filter/view will automatically run when the report link on the Launchpad is clicked

8. Click OK to save.

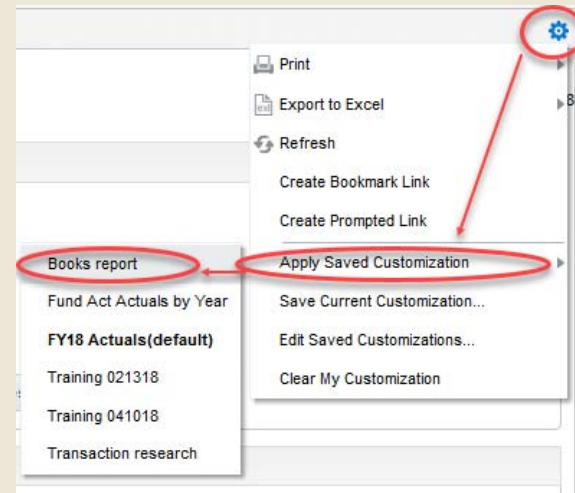
# Dartmouth College – IRA Basic Training

## SAVING FILTERS AND REPORT VIEWS – Run Saved Report

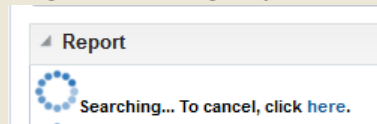
- To run a saved report, open the report link and choose Page Options -> Apply Saved Customization -> saved report name:



1. Page Options (located top right)
2. Apply Saved Customization
3. Choose Saved Report



- This will automatically run the report using saved filters, and return data in the saved report view format. Data will be refreshed with up-to-date information.
- To adjust the filters of a saved report before processing, run a saved report and click [here](#) to cancel processing. Change your filters and click Apply to process.



- For example, a report of several funding values could be saved and selected, but the Searching cancelled so the user could update the specific period to run.
- Note: Saved selections are specific to each report. For example, criteria saved under the GL Transactions report will not be available under GL Rollup Report.



# Dartmouth College – IRA Basic Training

## SAVING FILTERS AND REPORT VIEWS - Manage

- To manage your saved report and filters, open the report link and choose Page Options → Edit Saved Customizations:

Home Page OSP Procure to Pay Ops Report Fixe

GL Reports

GL010a - GL Transactions

Print

Export to Excel

Refresh

Create Bookmark Link

Create Prompted Link

Apply Saved Customization

Save Current Customization...

**Edit Saved Customizations...**

Clear My Customization

**Edit Saved Customizations**

Rename, delete and control group access to Saved Customizations, as well as specify which Saved Customization, if any, should be used as your default for the current Dashboard page.

Saved Customizations

Name	My Default	Shared
No Personal Customizations	<input type="radio"/>	
Books report	<input type="radio"/>	
Fund Act Actuals by Year	<input type="radio"/>	
<b>FY18 Actuals</b>	<input checked="" type="radio"/>	
Training 021318	<input type="radio"/>	
Training 041018	<input type="radio"/>	

OK Cancel

**Delete an existing saved report**

**Radio button controls which saved report is the default**

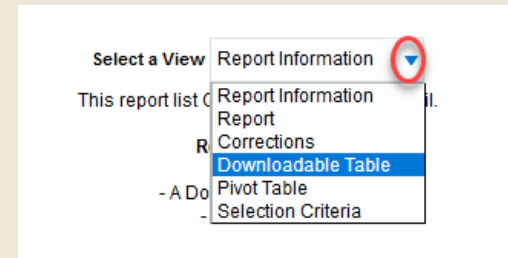
**Click OK to save your changes**

**Rename an existing saved report**

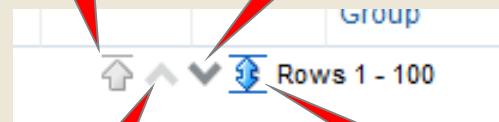
# Dartmouth College – IRA Basic Training

## WORKING WITH DOWNLOADABLE TABLES

- Select the Downloadable Table view from the report View Selector
- All data is shown, regardless of Group By selection



Buttons located bottom center of table:



Display first 100 rows of data

Page forward in increments of 100 rows

Page back in increments of 100 rows

Display All up to a maximum 5000 rows

Default displays the first 100 rows of data



**IMPORTANT:**

For results sets greater than 4000 rows, trying to view "All Pages" of the Report or all rows of the Downloadable Table in the browser may result in unacceptable response times. Using the "Download Data" option to Excel will yield more immediate results.

Rows Returned = 12149



# Dartmouth College – IRA Basic Training

## WORKING WITH DOWNLOADABLE TABLES

For rows that are not Budget or Encumbrance transactions, the Encumb Type and Budget Name will be populated with “Invalid” or “Unknown”. This does not indicate an error.

Posted Date	Budget Amount	Actual Amount	Encumb Amount	Encumb Type Name	Budget Name
7/31/2017	0.00	7,141.87	0.00	Unknown	Unknown

Data in the Downloadable Table is sorted by the Group By segment value selected.

Same data, sorted by Group By:

Group By

Entity	Org	Funding	Activity	Subactivity	Natcla
20-College Only	540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	0000-Default	6145-EXEMF STAFF Regul
20-College Only	540-Budget and Planning	363006-Offset to Endowment	343608-Endowment Administration	0000-Default	6145-EXEMF STAFF

Rows Returned - 12149

Group By

Entity	Org	Funding	Activity
20-College Only	546-Accounting Operations	909000-Balance Sheet Funding	313601-AR ACE General Promotion
20-College Only	547-Controllers	368000-Subsidiar	341051-External

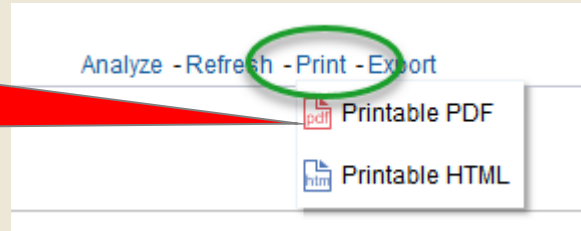
# Dartmouth College – IRA Basic Training

## PRINT OPTIONS

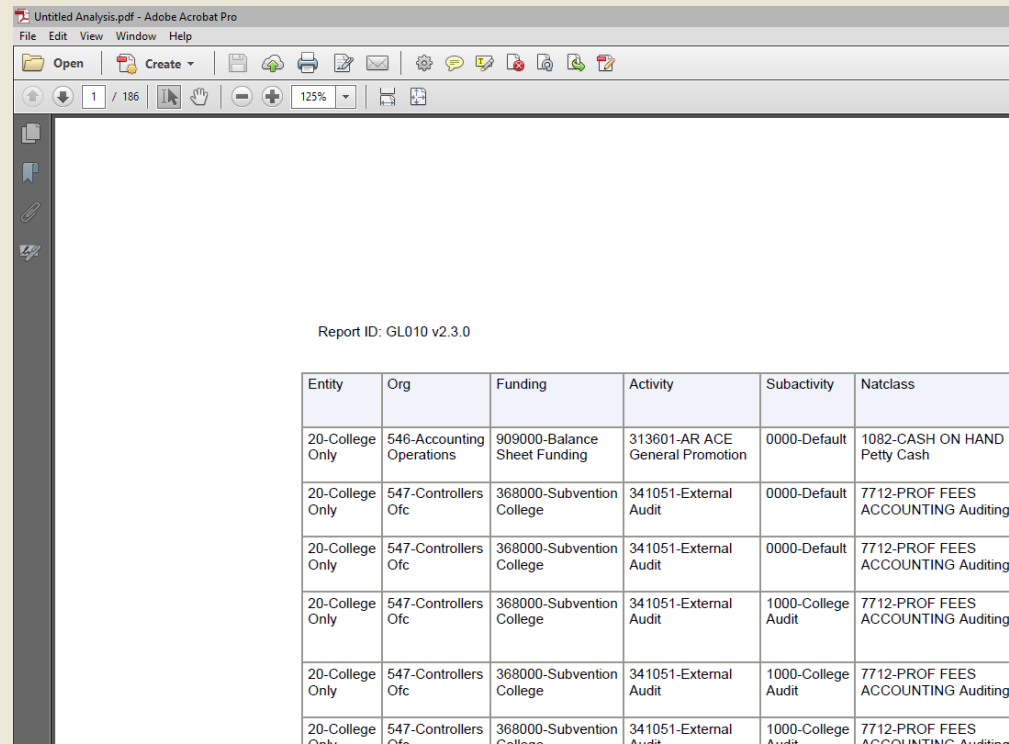
Located at bottom, middle of report/ screen

For PDFs:

Select the  
Print link and  
choose PDF  
option



PDF opens in a  
separate  
window and  
can be printed  
or saved



Entity	Org	Funding	Activity	Subactivity	Natclass
20-College Only	546-Accounting Operations	909000-Balance Sheet Funding	313601-AR ACE General Promotion	0000-Default	1082-CASH ON HAND Petty Cash
20-College Only	547-Controllers Ofc	368000-Subvention College	341051-External Audit	0000-Default	7712-PROF FEES ACCOUNTING Auditing
20-College Only	547-Controllers Ofc	368000-Subvention College	341051-External Audit	0000-Default	7712-PROF FEES ACCOUNTING Auditing
20-College Only	547-Controllers Ofc	368000-Subvention College	341051-External Audit	1000-College Audit	7712-PROF FEES ACCOUNTING Auditing
20-College Only	547-Controllers Ofc	368000-Subvention College	341051-External Audit	1000-College Audit	7712-PROF FEES ACCOUNTING Auditing
20-College Only	547-Controllers Ofc	368000-Subvention College	341051-External Audit	1000-College Audit	7712-PROF FEES ACCOUNTING Auditing

# Dartmouth College – IRA Basic Training

## EXPORT REPORTS AND TABLES

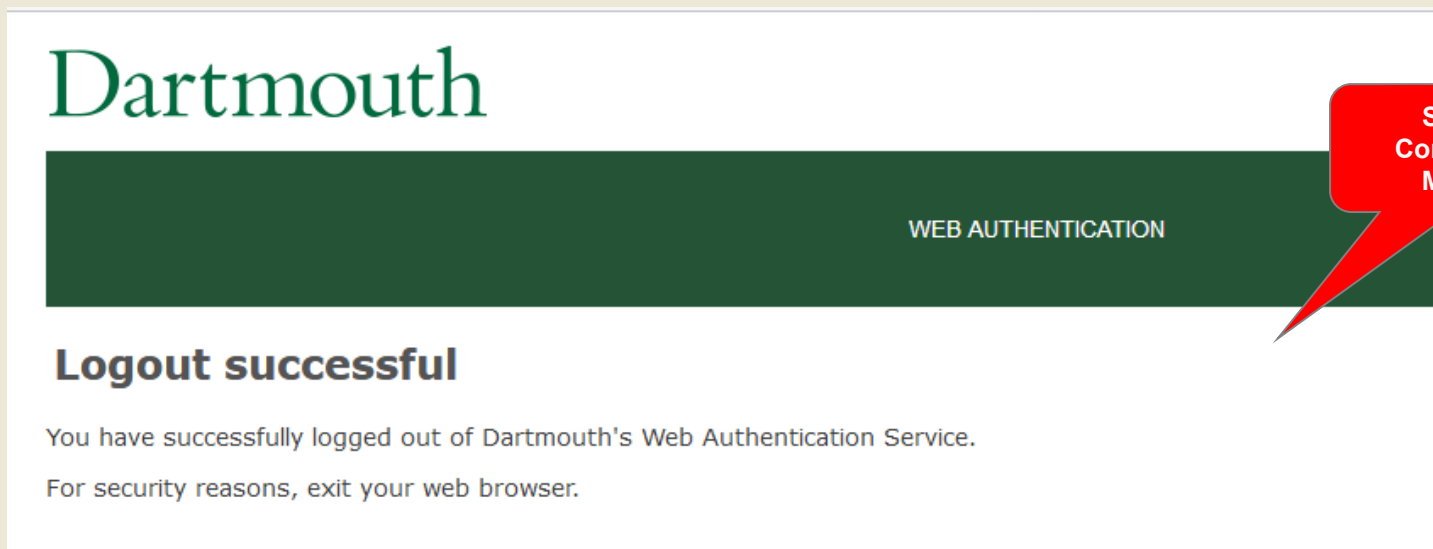
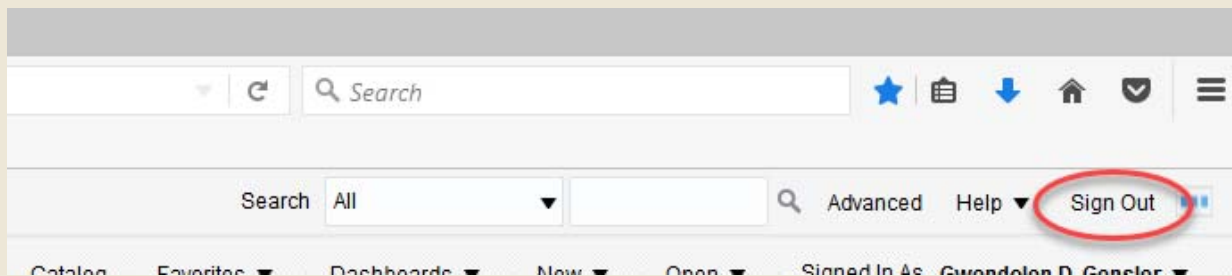
- Export options can be used with any report view:
  - Excel downloads what is on the screen with formatting.
  - CSV (comma-separated text, unformatted). Downloads the detail data behind the report not what is shown on the screen.
  - Tab delimited format (tab-separated text, unformatted). Downloads the detail data behind the report not what is shown on the screen.
  - Download to PDF or PowerPoint will save the report or table in that file format.

The image shows a sequence of steps for exporting data from the IRA system. It includes a screenshot of the 'Export' menu with options like PDF, Excel 2007+, Powerpoint 2007+, Web Archive (.mht), Data (with sub-options for CSV, Tab delimited, and XML Format), and a red callout box stating 'Option: Choose Excel to keep formatting'. A 'Processing' dialog box shows 'Exporting to CSV'. A 'Opening GL Transactions Combined.csv' dialog box shows the file type as 'Microsoft Excel Comma Separated Values File' and offers options to 'Open with Microsoft Excel (default)', 'Save File', or 'Do this automatically for files like this from now on.', with a red callout box stating 'Open with Excel or Save'. A red callout box at the bottom left says '1. Select the Export link and choose option'.

# Dartmouth College – IRA Basic Training

## EXITING IRA (Sign Out)

- Close all open IRA browser windows except the main dashboard page.
- Select the Sign Out option at the top right of the main IRA browser window.



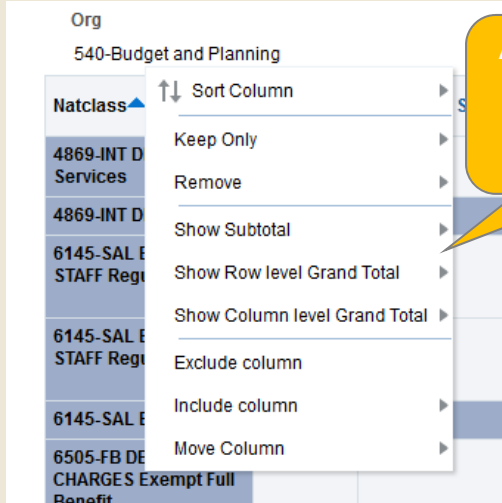
## **IRA - CUSTOMIZING STANDARD REPORTS**

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Overview

1. Any report and view can be customized
2. Run the report you want to customize
3. Save the report before making changes
4. Right click on column header to view customize options
5. Click on column header to “drag” and “drop” and reorder rows or columns

Use the commands available on each column.



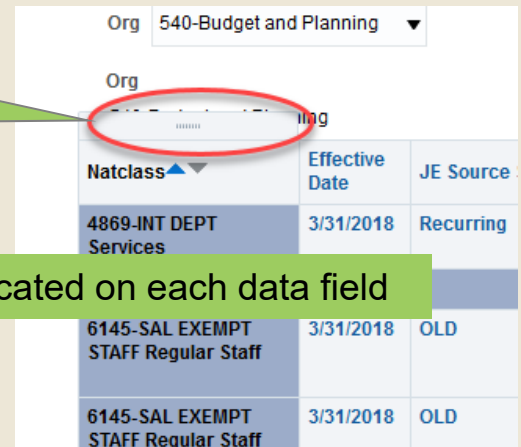
Org  
540-Budget and Planning

Natclass	Sort Column
4869-INT D Services	Keep Only
4869-INT D Services	Remove
6145-SAL E STAFF Regu	Show Subtotal
6145-SAL E STAFF Regu	Show Row level Grand Total
6145-SAL E STAFF Regu	Show Column level Grand Total
6145-SAL E STAFF Regu	Exclude column
6145-SAL E STAFF Regu	Include column
6505-FB DE CHARGES Exempt Full Benefit	Move Column

Additional/specific options open up when command highlighted

“Handle” for rearranging columns

Some have option to “Return” to previous view - don’t use browser “back” function



Org	540-Budget and Planning	Effective Date	JE Source
4869-INT DEPT Services	3/31/2018	Recurring	
6145-SAL EXEMPT STAFF Regular Staff	3/31/2018	OLD	
6145-SAL EXEMPT STAFF Regular Staff	3/31/2018	OLD	

Located on each data field

Links located at bottom, middle of screen

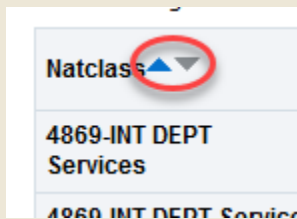
[Return](#) - Analyze - Refresh - Print - Export

Note: Detailed instructions on following slides



# Dartmouth College – IRA Basic Training

## Customizing Standard Reports - Sorting



Use arrows to sort Ascending or Descending by any one column

Right Click to sort by multiple columns

Choose Sort option

Add ascending or add descending to sort within an existing sort

540-Budget and Planning

JE Source Short Name	Effective Date	Natclass	JE Batch Name	JE Line Description
MassAllocation	3/31/20			Intl Mgmt Treasury
MassAllocation	3/31/20			
OLD	3/31/20			Journal Import Created
OLD	3/31/20			Journal Import Created
OLD	3/31/20			Journal Import Created
OLD	3/31/20			Journal Import Created
OLD	3/31/20			Journal Import Created
OLD	3/31/20			Journal Import Created
OLD	3/31/2018	6505-FB DEPT CHARGES Exempt Full Benefit Total		
Recurring	3/31/2018	4869-INT DEPT	FY18 Recurring Entries: 29-MAR-18	Allocation to debt bank

Sort Column menu options:

- Sort Ascending
- Sort Descending
- Add Ascending Sort
- Add Descending Sort
- Clear All Sorts in View

Expand: **Sorting is essentially a pivot** - In this example sort is first by JE Source Short Name, then by Effective Date

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Subtotals

Note: Sort data before subtotaling

Select a View Downloadable Table ▾

Entity	Org	Funding	Activity	Subactivity	Natcla	Budget Amount	Actual Amount	Encumb Amount	Encumb Type Name	JE Source Short Name	Reference 1	Ref 2
20-College Only	540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	0000-Default	7982-FSRVCS Mgmt Fees to End	0.00	-8,174.10	0.00	Unknown	MassAllocation		
20-College Only	540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	0000-Default	7984-FSRVCS Mgmt Fees to AIA			0.00	Unknown	Recurring		
20-College Only	540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	0000-Default	7985-FSRVCS Mgmt Fees to FELP	0.00	-686.00	0.00	Unknown	Recurring		

- Sort Column
- Keep Only
- Remove
- Show Subtotal
- Show Row level Grand Total
- Exclude column
- Include column
- Move Column

- None
- After Values

Add or remove subtotal

Select a View Report ▾

Org  
540-Budget and Planning

JE Source Short Name	JE Batch Name
MassAllocation	MA: 22200364 MAR-18 DCGL
MassAllocation	CS Int Mgmt Fees to Endo
Recurring	MA: Recurring
Recurring	AT
Recurring	ing
Recurring	LP
Grand Total	

- Sort Column
- Drill
- Keep Only
- Remove
- Show Subtotal
- Show Row level Grand Total
- Show Column level Grand Total
- Exclude column
- Include column
- Move Column

- None
- After Values
- Before Values
- At the Beginning
- At the End

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Grand Totals

Select a View **Downloadable Table** ▼

Entity	Org	Funding	Activity	Subactivity	Natcl	Budget Amount	Actual Amount	Encumb Amount
20-College Only	540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	0000-Default	7982-SRVC Mgmt to End	0.00	-8,174.10	0.00
20-College Only	540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	0000-Default	7984-SRVC Mgmt to AIA	0.00	-710.00	0.00
20-College Only	540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	0000-Default	7985-SRVC Mgmt Fees	0.00	-686.00	0.00
<b>Grand Total</b>						<b>0.00</b>	<b>-48,255.82</b>	<b>0.00</b>

Adds Grand Total to bottom of Report

Select a View **Report** ▼

JE Source Show Name	JE Batch Name	JE Line Description	Budget Amount	Actual Amount	Encumb Amount
<b>Grand Total</b>			0.00	-9,570.10	0.00
MassAllocation	MA: 22200364 180 - Endowment	Intl Mgmt Fees Treasury	0.00	-8,174.10	0.00
MassAllocation	MAR-18 DCGL				
Recurring	SRVCS Int Mgmt Fees to Endow Total		0.00	-8,174.10	0.00
Recurring	Recurring Entries: 29-MAR-18	Intl Mgmt Fees TR AIA	0.00	-710.00	0.00
Recurring	to AIA Total		0.00	-710.00	0.00
Recurring	Recurring Entries: 29-MAR-18	Intl Mgmt Fees TR EFLP	0.00	-686.00	0.00
Recurring	SRVCS Int Mgmt Fees to EFLP Total		0.00	-686.00	0.00

Report View has Grand Total – option to move to top or remove

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Column Totals

Pivot Table ( Budget and Encumbrance Columns Excluded)

Select a View Pivot Table

Org	Activity	6-DEC	7-JAN	8-FEB	9-MAR
		Actual Amount	Actual Amount	Actual Amount	Actual Amount
540-Budget Planning	343608-Endowment Administration	-9,570.10	-9,570.10	-9,570.10	-9,570.10
540-Budget Planning	343611-Fin Planning and Budget	165.00		9.00	
545-Financial Reporting	343608-Endowment Administration	-2,875.07	-2,875.22	-2,875.16	-2,875.17
545-Financial Reporting	343612-Financial Reporting	2.00	2.20	2.20	24.40
546-Accounting Operations	343608-Endowment Administration	-26,472.17	-25,672.33	-27,604.49	-26,472.33
546-Accounting Operations	343607-EIS Payroll Office		-42,911.97	10,440.63	-9,362.62

Before - No Column Totals

After - Column Total added

Remove or Add Total Column

Select a View Pivot Table

Org	Funding	Activity	6-DEC	7-JAN	8-FEB	9-MAR	Actual Amount
			Actual Amount	Actual Amount	Actual Amount	Actual Amount	
540-Budget and Planning	363006-Offset to Endowment Return	343608-Endowment Administration	-9,570.10	-9,570.10	-9,570.10	-9,570.10	-38,280.40
540-Budget and Planning	368000-Subvention College	343611-Fin Planning and Budget	165.00		9.00		174.00
545-Financial Reporting	363006-Offset to Endowment Return	343608-Endowment Administration	-2,875.07	-2,875.22	-2,875.16	-2,875.17	-11,500.62
545-Financial Reporting	368000-Subvention College	343612-Financial Reporting	2.00	2.20	2.20	24.40	30.80
546-Accounting Operations	363006-Offset to Endowment Return	343608-Endowment Administration	-26,472.17	-25,672.33	-27,604.49	-26,472.33	-106,221.32
546-Accounting Operations	368000-Subvention College	343607-EIS Payroll Office		-42,911.97	10,440.63	-9,362.62	-41,833.96

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Exclude Column

Select a View Report ▼

Select a View Report ▼

Org 545-Financial Reporting ▼

Org  
545-Financial Reporting

JE Source Short Name	Effective Date	Natclass	JE Batch Name	JE Line Description	Budget	Sort	Print
Grand Total							
Manual	12/6/2017	7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12384931 21709819	Visio Monthly Fee Sep			
Manual	12/6/2017	7877-INT DEPT Computer Software Total					
Manual	1/23/2018	7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12442087 21929602	Visio Monthly Fee Oct			
Manual	1/23/2018	7877-INT DEPT Computer Software Total					

Right Click on column to exclude

Choose Exclude column

Note: Excluded columns can be re-included using the Include column option

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports– Include Columns

Report with Budget and Encumbrance Columns Removed

Select a View Report

543-Financial Reporting

JE Source Short Name	Effective Date	Natclass	JE Batch Name	JE Line Descr	
<b>Grand Total</b>					
Manual	12/6/2017	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12384931 21709819	Visio Monthly	
Manual	1/23/2018	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12442087 21929602	Visio Monthly	
Manual	2/14/2018	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12465012 22004942	Visio Monthly	
Manual	3/6/2018	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12475053 22079692	Visio Monthly	
Manual	3/23/2018	7863-INT DEPT Sales	APFC TPIPPY DPRESTON Manual A 12496054 22189141	RECORDS MGMT SALES	
Manual	11/1/2018	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12496120 22190558	Visio Monthly	
Manual	12/31/2017	7982-PUR SRVCS Int Mamt Fees to Endow	MA: 21851549 180 - Endowment DEC-17 DCGL	Intl Mgmt Fees Tax	-2,875

- Sort Column
- Drill
- Keep Only
- Remove
- Show Subtotal
- Show Row level Grand Total
- Show Column level Grand Total
- Exclude column
- Include column
- Move Column

- Reference 1
- Reference 2
- Reference 3
- Reference 4
- Reference 5
- Inventory Ticket
- Work Order Number
- JE Header Name
- JE Transaction Type
- Created By
- Full Chart String
- Fiscal Period
- Fiscal Year
- Fiscal Period Number

1. Right click in header area

2. Highlight Include column

3. Select Item(s) from list

4. Column Added

Org 545-Financial Reporting

JE Source Short Name	Effective Date	Natclass	JE Batch Name	JE Line Description	Full Chart String	Actual Amount
<b>Grand Total</b>						-11,469.82
Manual	12/6/2017	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12384931 21709819	Visio Monthly Fee Sep	20.545.368000.343612.0000.7877	2.00
Manual	1/23/2018	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12442087 21929602	Visio Monthly Fee Oct	20.545.368000.343612.0000.7877	2.20
Manual	2/14/2018	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12465012 22004942	Visio Monthly Fee Nov	20.545.368000.343612.0000.7877	2.20
Manual	3/6/2018	7877-INT DEPT Computer Software	TwoowardVisioMonthly Manual A 12475053 22079692	Visio Monthly Fee Dec	20.545.368000.343612.0000.7877	2.20

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Move Columns

Use right click functionality

Financial Reporting

Report	Effective Date	Natclass	JE Batch Name	JE Line Description	Full Chart String	Amount
	12/6/2017	7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12384931 21709819	Visio Monthly Fee Sep	20.545.368000	
	1/23/2018	7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12442087 21929602	Visio Monthly Fee Oct	20.545.368000	
	2/14/2018	7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12465012 22004942	Visio Monthly Fee Nov	20.545.368000	
	3/6/2018	7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12475053 22079692	Visio Monthly Fee Dec	20.545.368000	
	3/31/2018	7863-INT DEPT Sales	APFC TPIPPY DPRESTON Manual A 12496054 22189141	RECORDS MGMT March BOX SALES	20.545.368000	
	3/31/2018	7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12496120 22190558	Visio Monthly Fee Dec	20.545.368000.343612.0000.7877	2.2
Endowment	12/31/2017	7982-PUR SRVCS Int Mgmt Fees to Endow	MA: 21851549 180 - Endowment DEC-17 DCGL	Intl Mgmt Fees Tax	20.545.363006.343608.0000.7877	-2,875.0
Endowment	1/31/2018	7982-PUR SRVCS Int Mgmt Fees to Endow	MA: 21976508 180 - Endowment DEC-17 DCGL	Intl Mgmt Fees Tax	20.545.363006.343608.0000.7877	-5,225.0

Context menu options: Sort Column, Keep Only, Remove, Show Subtotal, Show Row level Grand Total, Show Column level Grand Total, Exclude column, Include column, Move Column, Left, To Prompts, To Sections, To Columns.

Or use “handle” for drag and drop functionality

atclass	JE Batch Name	JE Line Description	Full Chart String	Actual Amount
				-11,469.82
7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12384931 21709819	Visio Monthly Fee Sep	20.545.368000.343612.0000.7877	2.00
7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12442087 21929602	Visio Monthly Fee Oct	20.545.3	
7877-INT DEPT Computer Software	TwoodwardVisioMonthly Manual A 12465012 22004942	Visio Monthly Fee Nov	20.545.3	

Context menu options: Natclass, JE Batch Name, Full Chart String, JE Line Description, Actual Amount.

1. Right Click on Column to move
2. Choose move option

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Move Columns Cont

Example - move Org from row to sections area

1. Standard view-Org in rows area

**Grand Total**

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	-11,469.82	0.00
546-Accounting Operations	0.00	-104,525.32	0.00
547-Controllers Ofc	0.00	-60,978.76	0.00
<b>Grand Total</b>	<b>0.00</b>	<b>-176,973.90</b>	<b>0.00</b>

2. Use handle to drag and drop to sections area

**Grand Total**

Sections			
Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	-11,469.82	0.00
546-Accounting Operations	0.00	-104,525.32	0.00
547-Controllers Ofc	0.00	-60,978.76	0.00
<b>Grand Total</b>	<b>0.00</b>	<b>-176,973.90</b>	<b>0.00</b>

3. Result – Separate sections by Org

**Grand Total**

Org

545-Financial Reporting

Budget Amount	Actual Amount	Encumb Amount
0.00	-11,469.82	0.00

Org

546-Accounting Operations

Budget Amount	Actual Amount	Encumb Amount
0.00	-104,525.32	0.00

Org

547-Controllers Ofc

Budget Amount	Actual Amount	Encumb Amount
0.00	-60,978.76	0.00

To get back to standard view, use handle to drag and drop back down into rows section

**Grand Total**

Org

545-Financial Reporting

Budget Amount	Actual Amount	Encumb Amount
0.00	-11,469.82	0.00



# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Move Columns Cont

Example - move Org from row to prompts area

1. Standard view-Org in rows area

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	-11,469.82	0.00
546-Accounting Operations	0.00	-104,525.32	0.00
547-Controllers Ofc	0.00	-60,978.76	0.00
Grand Total	0.00	-176,973.90	0.00

2. Use handle to drag and drop to prompts area

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	-11,469.82	0.00
546-Accounting Operations	0.00	-104,525.32	0.00
547-Controllers Ofc	0.00	-60,978.76	0.00
Grand Total	0.00	-176,973.90	0.00

3. Result – Org in prompts area

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	-5,097.85	0.00

To get back to standard view, use handle to drag and drop back down into rows section

Org	Budget Amount	Actual Amount	Encumb Amount
545-Financial Reporting	0.00	-5,097.85	0.00

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Saving

To save a customized report, after all changes are made

Page Options Icon is on top right of screen

**1. Choose Page Options**

**2. Save Current Customization**

**3. Name the filter/view combination**

**4. Choose for Me**

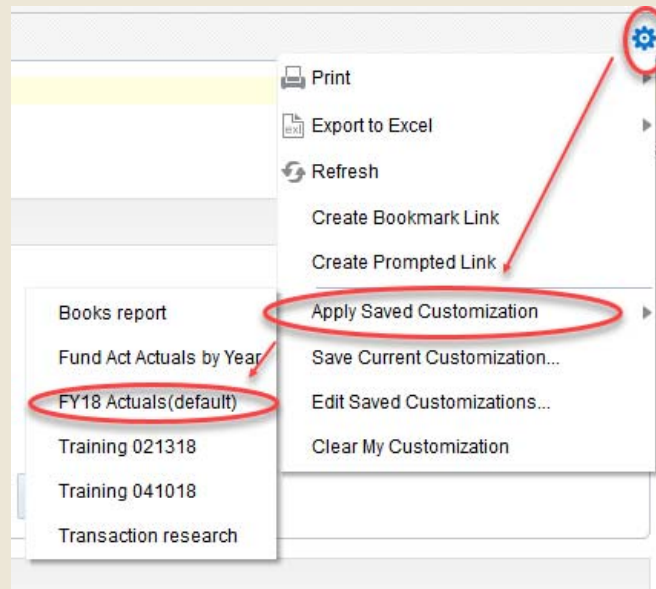
**5. (Optional) Check to set as Default. This means this filter/view will run when the report link is clicked**

**6. Click OK to save.**

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports – Run Saved Report

- To run a saved report, open the report link and choose Page Options -> Apply Saved Customization -> saved report name:

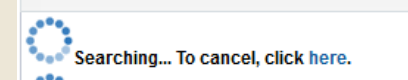


1. Page Options

2. Apply Saved Customization

3. Choose Saved Report

- To adjust the filters of a saved report before processing, choose a saved report and click [here](#) to cancel processing. Change your filters and click Apply to process.



- This will automatically run the customized report using saved filters, and return data in the saved report view format. Data will be refreshed with up-to-date information.
- For example, a report of several funding values could be saved and selected, but the Searching cancelled so the user could update the specific period to run.
- Note: Saved selections are specific to each report. For example, customizations saved under the GL Transactions report will not be available under GL Rollup Report.

# Dartmouth College – IRA Basic Training

## Customizing Standard Reports - Manage

- To manage your saved report and filters, open the report link and choose Page Options → Edit Saved Customizations

The screenshot shows the 'Edit Saved Customizations' dialog box. On the left, a menu is open with 'Edit Saved Customizations...' selected. The dialog box contains a table of saved customizations and several callout boxes with instructions.

Name	My Default	Shared
No Personal Customizations	<input type="radio"/>	
Books report	<input type="radio"/>	
Fund Act Actuals by Year	<input type="radio"/>	
FY18 Actuals	<input checked="" type="radio"/>	
Training 021318	<input type="radio"/>	
Training 041018	<input type="radio"/>	

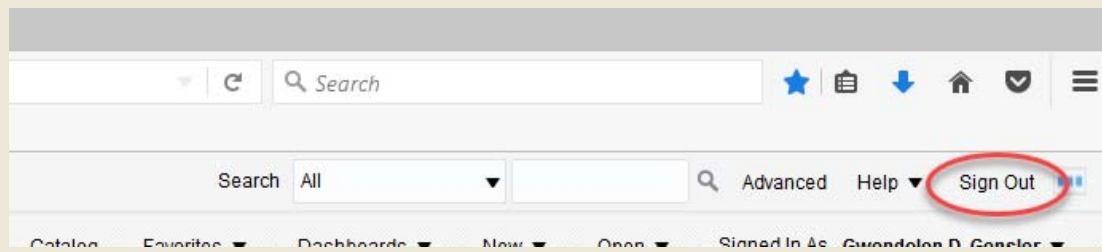
**Callouts:**

- Delete an existing saved report**: Points to the delete icon (X) in the top right of the table.
- Radio button controls which saved report is the default**: Points to the radio button in the 'My Default' column for 'FY18 Actuals'.
- Rename an existing saved report**: Points to the text input field for 'Books report'.
- Click OK to save your changes**: Points to the 'OK' button at the bottom right.

# Dartmouth College – IRA Basic Training

## EXITING IRA (Sign Out)

- Close all open IRA browser windows except the main dashboard page.
- Select the Sign Out option at the top right of the main IRA browser window.



Sign Out  
Confirmation  
Message

# Dartmouth

WEB AUTHENTICATION

## Logout successful

You have successfully logged out of Dartmouth's Web Authentication Service.

For security reasons, exit your web browser.

## **IRA - ADDITIONAL NAVIGATION OPTIONS**

# Dartmouth College – IRA Basic Training

## Navigation - Home Page

The screenshot shows the Oracle Business Intelligence Enterprise Edition (BIEE) Home page. The browser address bar displays the URL: <https://ira.dartmouth.edu/analytics/saw.dll?bieehome>. The Oracle logo and "Business Intelligence" text are visible at the top. The navigation menu includes "Home", "Catalog", "Favorites", "Dashboards", "New", "Open", and "Signed In As Gwendolen D. Gensler". The "Home" link is circled in red. On the left, the "Create..." section lists "Data Exploration & Discovery", "Analysis and Interactive Reporting", "Published Reporting", and "Actionable Intelligence". The "Recent" section is circled in red and contains a "Dashboards" list with items like "GL Transactions - GL Tran...", "Launchpad - Home Page", and "Launchpad - OGA Transact...". Below this is the "Most Popular" section, also circled in red, listing "Launchpad - Home Page", "Launchpad - GL Funding B...", and "Segment Lookups - All Se...". A red callout box in the bottom right corner contains the text: "Allows you to quickly navigate to 'Recent' places or to 'Popular' items (for your group)".

Allows you to quickly navigate to "Recent" places or to "Popular" items (for your group)

# Dartmouth College – IRA Basic Training

## Navigation - Home Page

The screenshot shows the Oracle Business Intelligence Enterprise Edition (BIEE) Home page. The browser address bar displays <https://ira.dartmouth.edu/analytics/saw.dll?bieehome>. The Oracle logo and "Business Intelligence" text are at the top left. A search bar is at the top right. The main navigation bar includes "Home" (circled in red), "Catalog", "Favorites", "Dashboards", "New", "Open", and "Signed In As Gwendolen D. Gensler".

On the left side, under "Create...", there are four options: "Data Exploration & Discovery Visual Analyzer Projects", "Analysis and Interactive Reporting Analysis Filter Dashboard Prompt" (circled in red), "Published Reporting Report Job", and "Actionable Intelligence Action".

A red callout box with white text says: **Quick link to do your own Analysis**. A mouse cursor is pointing at the "Analysis and Interactive Reporting" option.

The main content area is divided into sections: "Recent" (with sub-sections "Dashboards" and "Others"), and "Most Popular". Each item in these sections includes a monitor icon, a title, and "Open More" links. At the bottom right, there is a "Go to the New Home Page" link with a right-pointing arrow.



# Dartmouth College – IRA Basic Training

## NAVIGATION – Catalog

Catalog is where custom reports are stored

**ORACLE** Business Intelligence

Search All

Catalog Home Catalog Favorites Dashboards New

Location /My Folders

Descriptive  
Details  
List

**Folders**

- My Folders
- Shared Folders

**Tasks**

- My Folders

My Dashboard  
Subject Area Contents  
Training  
\*E\*O\*F Beg Bal  
Audit Counts  
Award Project Org Listing  
Check NAs  
Check NAs by SA  
COA Stats  
Dee AP report  
demo 121316  
Expenses - Walt  
FA016 - Depreciation Expense Report  
iExpenses Reports - AP detail  
Interentity balances  
Interentity by String  
Internal billings  
Internal Income swept to endowment  
Internals 14 15 16  
Inv Held – detail  
Ops benefits  
Ops by Funding L2  
Ops Internals  
Ops SA listing  
Ops Statement  
Ops Statement - FY15 b  
Ops Statement - summ

**A feature of the Catalog is the ability to view the details of a folder in various ways (e.g., *Descriptive with larger icons, Details, List*)**

# Dartmouth College – IRA Basic Training

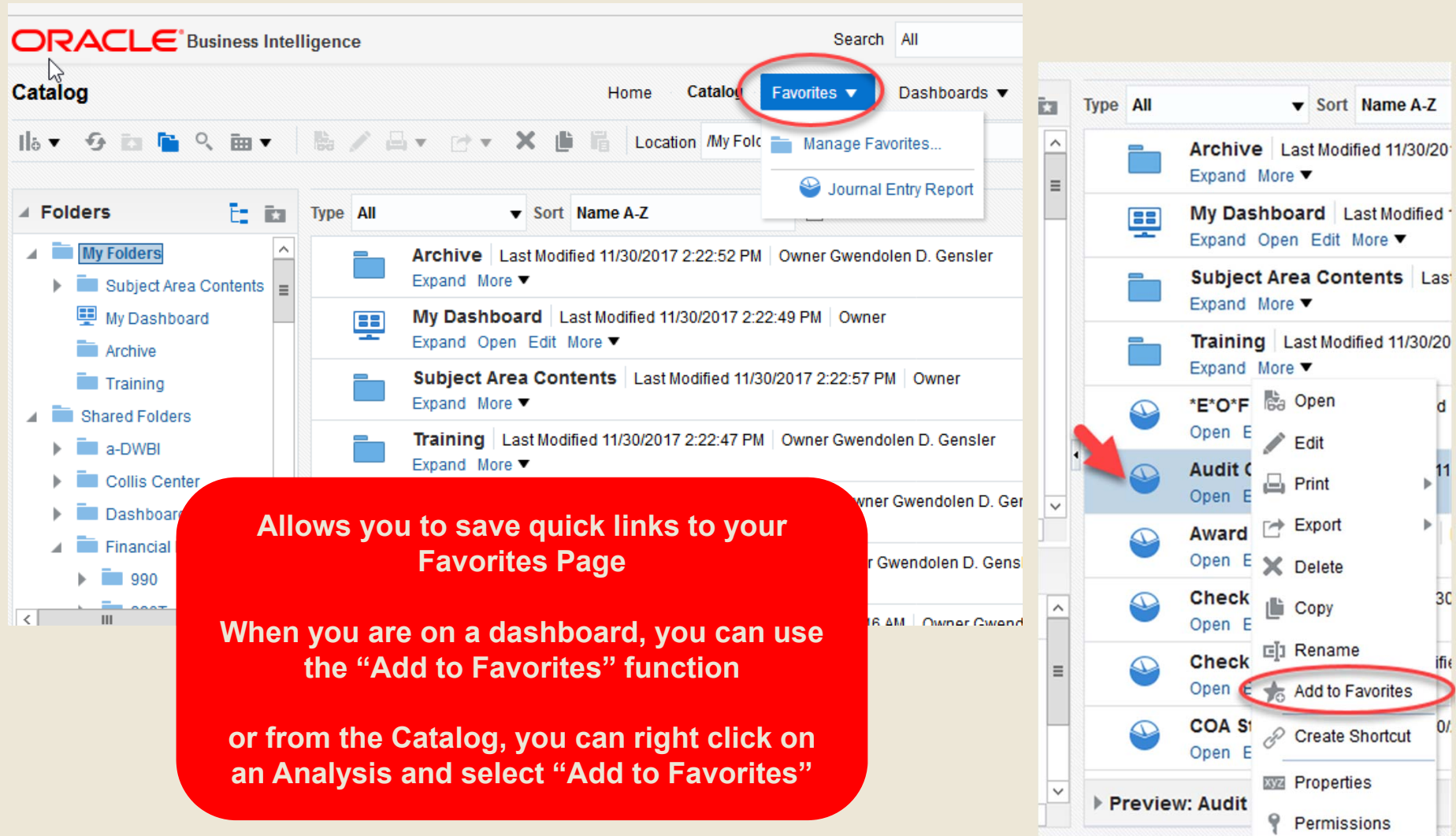
## NAVIGATION – Catalog

Catalog is where custom reports are stored

The screenshot displays the Oracle Business Intelligence Catalog interface. The top navigation bar includes the Oracle logo, search options, and user information (Signed In As Gwendolen D. C). The main content area shows a folder tree on the left and a list of reports on the right. The folder tree includes 'My Folders', 'Subject Area Contents', 'My Dashboard', 'Archive', 'Training', 'Shared Folders', 'a-DWBI', 'Collis Center', 'Dashboards', and 'Financial Reporting'. The 'Dashboards' folder is highlighted with a red box. The list of reports includes 'Core Form', 'Sch B', 'Sch D', 'Sch E', 'Sch I', 'Sch K', 'Sch R', 'ADVANCE Transactions Entity < 40', and 'BS Update - Due to-from'. The 'Core Form' report is highlighted with a red box, and its 'Expand' and 'More' links are also highlighted with a red box. A red callout box with the text 'Collapse/expand list' points to the 'Expand' and 'More' links.

# Dartmouth College – IRA Basic Training

## NAVIGATION – Favorites



The screenshot displays the Oracle Business Intelligence interface. At the top, the 'Favorites' menu is highlighted with a red circle. Below it, a context menu is open for an analysis named 'Audit C', with the 'Add to Favorites' option circled in red. A red arrow points to the 'Audit C' analysis in the list.

**ORACLE** Business Intelligence

Search All

Catalog Home Catalog **Favorites** Dashboards

Location /My Folders Manage Favorites... Journal Entry Report

**Folders**

- My Folders
  - Subject Area Contents
  - My Dashboard
  - Archive
  - Training
- Shared Folders
  - a-DWBI
  - Collis Center
  - Dashboard
  - Financial
    - 990

Type All Sort Name A-Z

Type	Name	Last Modified	Owner
Folder	Archive	11/30/2017 2:22:52 PM	Gwendolen D. Gensler
Dashboard	My Dashboard	11/30/2017 2:22:49 PM	Owner
Folder	Subject Area Contents	11/30/2017 2:22:57 PM	Owner
Folder	Training	11/30/2017 2:22:47 PM	Gwendolen D. Gensler

Preview: Audit C

- Open
- Edit
- Print
- Export
- Delete
- Copy
- Rename
- Add to Favorites**
- Create Shortcut
- Properties
- Permissions

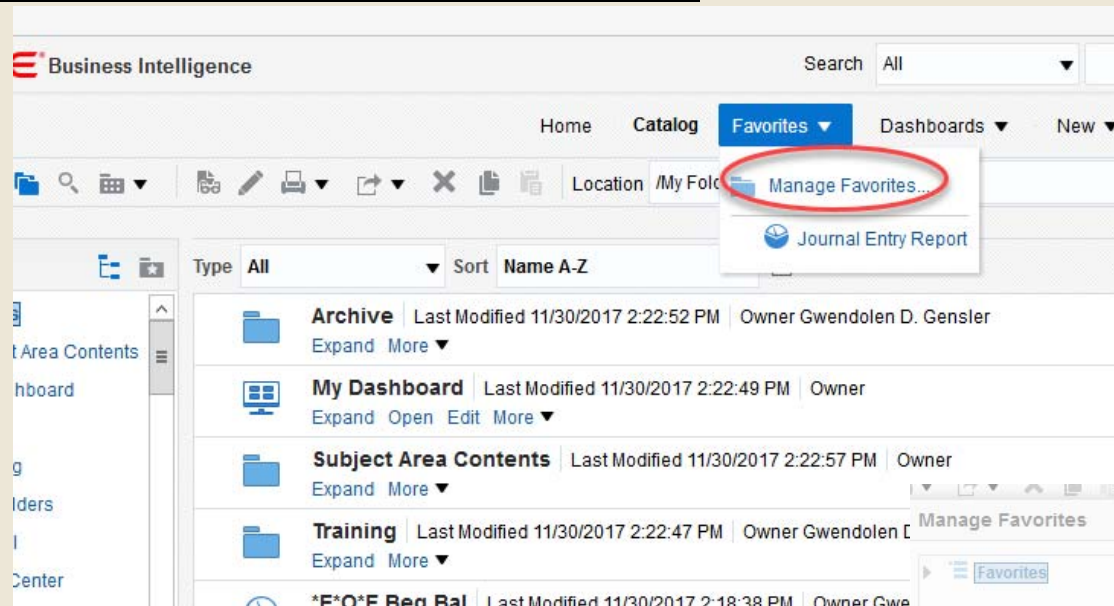
Allows you to save quick links to your Favorites Page

When you are on a dashboard, you can use the "Add to Favorites" function

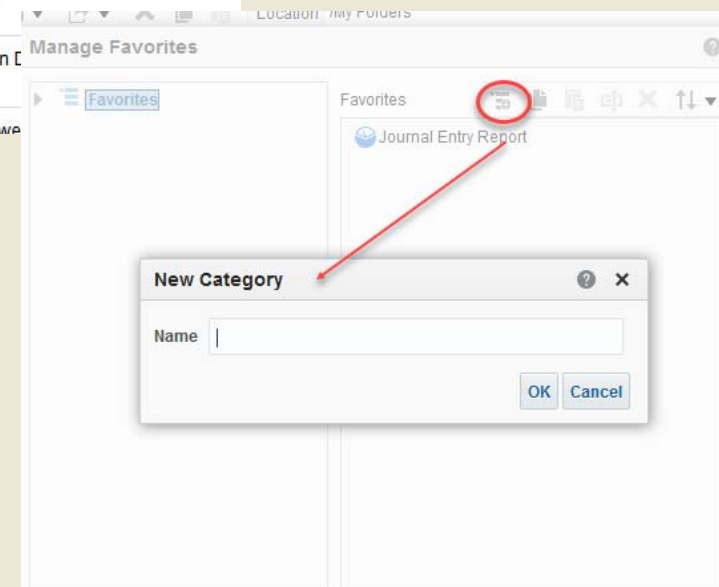
or from the Catalog, you can right click on an Analysis and select "Add to Favorites"

# Dartmouth College – IRA Basic Training

## NAVIGATION – Favorites



Allows you to organize your Favorites in “folders”



# Dartmouth College – IRA Basic Training

## NAVIGATION – Dashboards

The screenshot displays the Oracle Business Intelligence Launchpad interface. At the top, the Oracle logo and 'Business Intelligence' text are visible. A search bar is present with the word 'All' and a search icon. Below the search bar, the 'Launchpad' section includes navigation links for 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Sign'. The 'Dashboards' link is highlighted with a red circle. A dropdown menu is open under 'Dashboards', listing various dashboard options: 'Most Recent(Launchpad - Home Page)', 'My Dashboard', 'a-DWBI', 'IT Financials', 'Dashboards', 'Launchpad', 'Obiee Lineage', 'RAPPORT Self-Service', 'Service Now', and 'Tips & Tricks'. Below the dropdown, there are sections for 'GL Reports' and 'OGA Reports' with various report titles. A red callout box is overlaid on the screenshot, containing text about accessing dashboards.

**Easiest way to access the available dashboards**

*Note that you may have to expand the "Dashboards" listing*

# Dartmouth College – IRA Basic Training

## NAVIGATION – Open

The screenshot shows the top navigation bar of the Dartmouth College IRA system. The 'Open' dropdown menu is highlighted with a red circle. The menu items are:

- Open...
- Recent
  - Launchpad - Home ...
  - GL Transactions - G...
  - Launchpad - GL Fun...
  - Launchpad - OGA Tr...
  - Launchpad - GL Bud...
  - Launchpad - Procur...
- Most Popular
  - Launchpad - Home ...
  - Segment Lookups - ...
  - GL Transactions - G...
  - Launchpad - GL Fun...
  - Segment Lookups - ...
  - Segment Lookups - ...

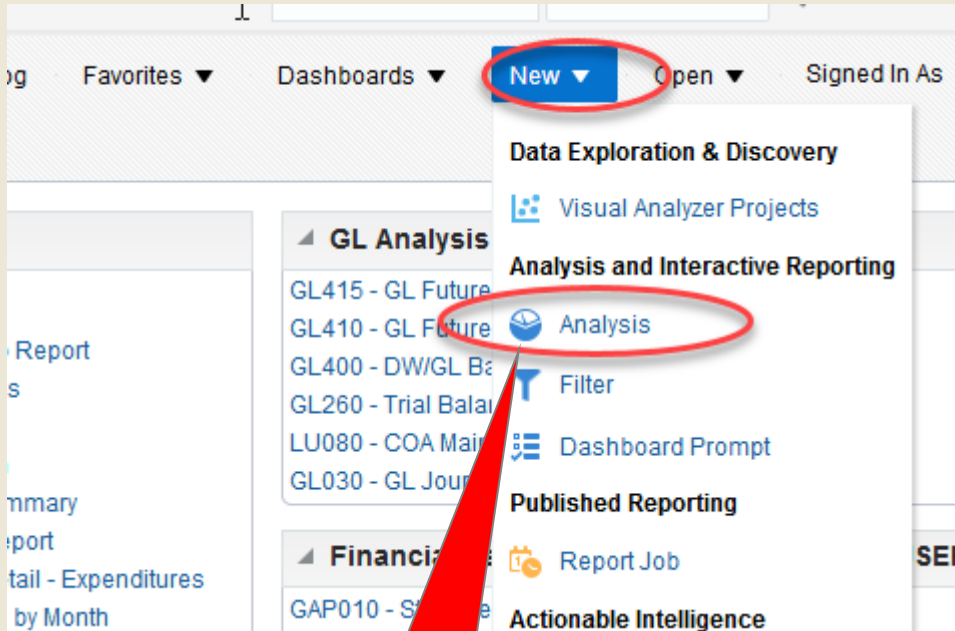
The main content area is divided into several sections:

- OGA Reports**
  - OGA Report Help
  - OGA230 - OGA Balances Rollup Report
  - OGA560 - OGA PTAO Listings
  - OSP001 - Project Close Dates by Manager
- OGA Projects by PI**
  - OGA607 - OGA Projects by PI
  - OGA608 - OGA Projects by PI Snapshot
- OGA Closeout Reports**
- GL Analysis (ACCOUNTS)**
  - GL415 - GL Future Period Posti
  - GL410 - GL Future Period Posti
  - GL400 - DW/GL Balance Report
  - GL260 - Trial Balance Verificatio
  - LU080 - COA Maintenance Segr
  - GL030 - GL Journal Entry Detail
- Financial Year End Re**
  - GAP010 - Statement of Financia
  - GAP020 - Statement of Operating Expenses
  - GAP030 - Statement of Activities
  - GAP040 - Loan Supplement Report
  - GAP080 - Trial Balance Report
- Financial Reporting Admin (FINANCE ADMINISTRATORS)**
  - GL991 - Financial Reports Usage
- Arts and Sciences**

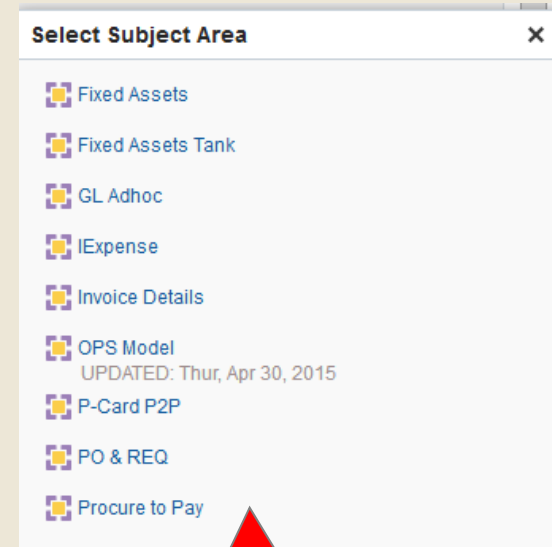
**Provides another way to access available Dashboards  
Displays most “Recent” and “Most Popular”**

# Dartmouth College – IRA Basic Training

## NAVIGATION – New



Create a new  
Analysis/ (Report)



Available "Subject"  
Areas