



University of San Diego



TRAINING MANUAL

Executing Reports

Formatting Options

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Executing Reports

Formatting Options

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Executing Reports

CHAPTER 1

LOGGING ON TO NOETIX



Noetix Web Query (NWQ) is a browser-based reporting tool that allows the querying of Oracle financial information. NWQ uses a set of pre-defined, comprehensive reports designed by the Accounting Office. Noetix reports supplement the existing Oracle Project Accounting query tools already in use. Noetix reports introduce an alternate view of the same Oracle financial data you are accustomed to seeing.

Noetix reports can only be accessed by computers tied to the university network.

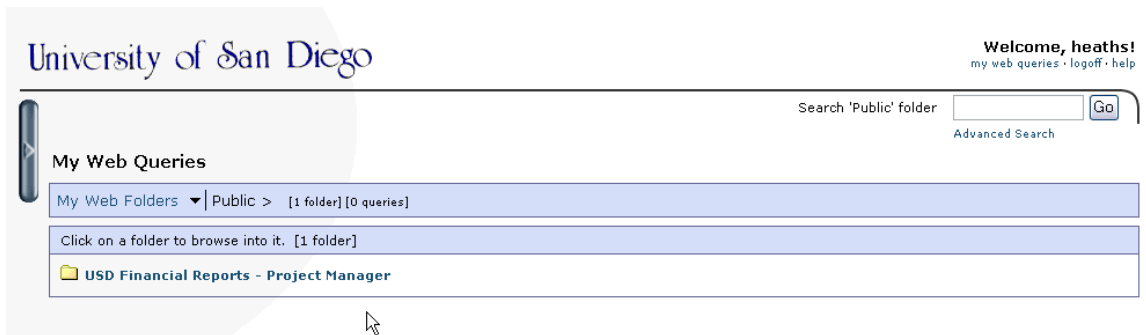
Logging On

Log on to Noetix through Internet Explorer using the same user name and password as those used in accessing the Oracle applications.

The image shows two overlapping windows. The background window is the Noetix Web Query login page, which includes the University of San Diego logo and a "Noetix Web Query" title. It has a "user name" field with "heaths" entered, a "password" field with masked characters, and a "Login" button. The foreground window is a "Please choose a responsibility" dialog box with a list of roles: Inventory, Payables Manager, Project Billing Super User, Purchasing Inquiry, USD General Ledger Super User, USD Noetix Report User (highlighted), USD Procurement Authorized Signers Read-Only, and USD Project Maintenance. It has "Continue" and "Cancel" buttons at the bottom.

Choose the *USD Noetix Report User* and click ‘**Continue.**’

REPORT DEFINITIONS



My Web Queries will appear with a default USD Financial Reports public folder designed for either a Project Manager or Project Maintenance user. **Click once on the folder** to view a list of available reports.

* Sample Report *

100 GLUSD – Operational Summary (modified 6/21/2004 1:35 PM)

- This report provides a budget-to-actual summary of expenditures and revenues (where applicable) in a given period for your assigned operational projects. Operational projects have 10000 or 20000 source codes.

Reports are listed numerically with a reference indicating the generating Oracle module (i.e., GLUSD or PAUSD). The report titles and descriptions are provided. All reports fall within the following series:

- **100 Series - Operational and Auxiliary Reports.** Pertain to projects using a 10000 or 20000 source code.
- **200 Series - Budget Detail Reports.** Pertain to projects using a 10000 or 20000 source code.
- **300 Series - Sponsored Program Reports.** Pertain to projects using a source code that begins with the letter “S.”
- **400 Series - Restricted Gift Reports.** Pertain to sources codes that begin with the letter “N.”
- **500 Series – Endowment Reports.** Pertain to source codes that begin with the letter “E.”
- **600 Series - Agency Fund Reports.** Pertain to source codes that begin with the letter “A.”

EXECUTING QUERIES

To execute a Noetix report, **double-click on the query** you wish to run.

Enter the parameters as requested by the query. Parameters are *case and format sensitive*. Be sure to enter the parameters in the exact format provided.

Fields marked by a * are required!

When finished entering the parameters, click on **Continue Executing Query**. Results similar to the figure below will appear.

Project	Line Type	Acct	Account Name	Revised Budget	YTD Actual	Variance	%	Type	I
CONT00000	I Non-Discretionary	50000	Administrative Salary	208,232	17,353	190,879	8.3	Non	CONT
CONT00000	I Non-Discretionary	50200	Staff Salary	121,551	5,083	116,468	4.2	Non	CONT
CONT00000	I Non-Discretionary	50210	Overtime Premium	12,230	507	11,723	4.1	Non	CONT
CONT00000	I Non-Discretionary	50301	Student Wages FWS CWO	2,800	0	2,800	0.0	Non	CONT
CONT00000	I Non-Discretionary	51000	Benefits Burden	99,017	6,636	92,381	6.7	Non	CONT
Sum:				443,830	29,578	414,252			
CONT00000	II Discretionary	51800	Contract Services	11,000	150	10,850	1.4	Dis	CONT
CONT00000	II Discretionary	51900	Copying and Duplicating	2,500	0	2,500	0.0	Dis	CONT
CONT00000	II Discretionary	52100	Entertainment and Promoti	1,000	-97	1,097	-9.7	Dis	CONT
CONT00000	II Discretionary	52600	Miscellaneous	1,200	0	1,200	0.0	Dis	CONT
CONT00000	II Discretionary	52800	Postage	1,092	7	1,085	0.6	Dis	CONT
CONT00000	II Discretionary	52900	Prof Development Admin an	6,500	0	6,500	0.0	Dis	CONT
CONT00000	II Discretionary	53100	Printing	300	36	264	12.0	Dis	CONT
CONT00000	II Discretionary	53500	Repairs and Maintenance	1,000	0	1,000	0.0	Dis	CONT
CONT00000	II Discretionary	53800	Supplies	6,766	29	6,737	0.4	Dis	CONT
CONT00000	II Discretionary	53900	Telephone	2,000	144	1,856	7.2	Dis	CONT
CONT00000	II Discretionary	54000	Travel	3,770	0	3,770	0.0	Dis	CONT
CONT00000	II Discretionary	55170	Overages and Shortages	0	-54	54	0.0	Dis	CONT
Sum:				37,128	215	36,913			
T:				480,958	29,793	451,164			

EXECUTING QUERIES

Click on Options and highlight Re-execute to run your report again!

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Data Rows: 17
Report Lines: 20 Displaying: 1 to 20

	type	Acct	Acc
CO	etionary	50000	Administr:
CO	etionary	50200	Staff Sala
CO	etionary	50210	Overtime
CO	etionary	50301	Student V
CO	etionary	51000	Benefits P
CO	nary	51800	Contract :
CO	nary	51900	Copying a
CONT00000	II Discretionary	52100	Entertainr

To re-execute your report with different parameters, click on **Options** and highlight **Re-execute**.

To enter multiple project numbers use a vertical bar to separate project numbers in the **Enter Project Number** parameter box. The vertical bar is located on your keyboard above the forward slash character (i.e., press **Shift “/”**). You may enter unlimited project numbers in the parameter box separated by vertical bars with no spaces. Noetix will return data only for those projects to which you have controlled security access.

Vertical bars separate multiple parameters. Press **Shift “/”** to display a vertical bar.

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Search 'USD

ENTER PARAMETERS

DNICHOLS.100 GLUSD - Operational Summary - choose which data will be
[This report provides a budget-to-actual summary of expenditures and revenues (where appl
Operational projects have 10000 or 20000 source codes.)

*Enter Period (example: JUL-04) Include null values

Enter Project Number Include null values

Fields marked by * are required

[Continue Executing Query](#)

After you have finished entering the parameters, click **Continue Executing Query**.

EXECUTING QUERIES

You can view all rows by clicking **Options** → **View All Rows**

Revenue should display with a “-“ sign in front.

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my web qu

Search 'USD Financial Reports - Project Manager' folder Advanced Se

100 GLUSD - Operational Summary
For JUL-03, Project(s): CONT00000,BANQ00000

Data Rows: 40
Report Lines: 47 Displaying: 1 to 20

Options ↑ ↓ ↺ ↻

Project	Line Type	Acct	Account Name	Revised Budget	YTD Actual	Variance	%	Type
BANQ00000	Revenue	45300	Dining Serv Sales	0	389	-389	0.0	BA
BANQ00000	Revenue	45350	Dining Serv Summer Conf	0	-25,841	25,841	0.0	BA
BANQ00000	Revenue	45360	Dining Serv Non Acct Sale	0	-2,324	2,324	0.0	BA
Sum: 0				Sum: -27,775	Sum: 27,775			
BANQ00000	I Non-Discretionary	50000	Administrative Salary	144,000	12,000	132,000	8.3	Non BA
BANQ00000	I Non-Discretionary	50200	Staff Salary	246,579	6,966	239,613	2.8	Non BA
BANQ00000	I Non-Discretionary	50201	Staff Salary Part Time	160,120	4,501	155,619	2.8	Non BA
BANQ00000	I Non-Discretionary	50210	Overtime Premium	300	548	-248	182.8	Non BA
BANQ00000	I Non-Discretionary	51000	Benefits Burden	120,463	6,056	114,407	5.0	Non BA
BANQ00000	I Non-Discretionary	52200	Equipment	15,655	0	15,655	0.0	Non BA
Sum: 687,117				Sum: 30,072	Sum: 657,045			
BANQ00000	II Discretionary	51200	Automotive	1,350	0	1,350	0.0	Dis BA
BANQ00000	II Discretionary	51800	Contract Services	153,000	46,378	106,622	30.3	Dis BA
BANQ00000	II Discretionary	51900	Copying and Duplicating	820	31	789	3.8	Dis BA
BANQ00000	II Discretionary	52000	Cost of Sales	311,000	49,247	261,753	15.8	Dis BA
BANQ00000	II Discretionary	52100	Entertainment and Promoti	1,000	0	1,000	0.0	Dis BA
BANQ00000	II Discretionary	52800	Postage	40	5	35	11.4	Dis BA
BANQ00000	II Discretionary	53100	Printing	2,000	0	2,000	0.0	Dis BA
BANQ00000	II Discretionary	53500	Repairs and Maintenance	5,000	1,169	3,831	23.4	Dis BA
BANQ00000	II Discretionary	53800	Supplies	31,700	10,461	21,239	33.0	Dis BA

Don't worry!

*Revenue and expense credit balances will always appear with a minus sign in front.
In this case, a minus is a good thing!*

Return to list of Noetix reports by clicking **my web queries**.

Welcome, heaths!
my web queries · logoff · help

reports - Project Manager' folder

Advanced Search

Return to the list of reports by clicking ‘**my web queries**’ in the upper right corner of the Noetix screen. **Do not use your internet browser “BACK” button!**

PARAMETERS

Report parameters control the data presented in any query. Thus, it is important you pay close attention to the parameter format accuracy. Following is a list of the various parameter types you will run across with Noetix reports:

Enter Period (example: JUL-04)

Enter in *MMM-YY* format (Jul-04 will not bring back results due to CAPS sensitivity!)

Enter Fiscal Year (For the 2004-05 fiscal year ending June 30, 2005, enter parameter as 2005) :

Be sure to enter in *YYYY* format!

Enter Beginning Period (example: July = 1)

Enter numbers between 1 and 12.

Enter Ending Period (example: June = 12)

Enter numbers between 1 and 12.

Enter Ending Date (example: 30-SEP-2004)

(300 Series reports only). Dates must be entered in *DD-MMM-YYYY* format.

Enter Task Number

Notice CAPS, usually an optional field.

Enter Project Number

Nine character project number – pay attention to CAPS!

Enter Source Number

Enter full five-character source code, usually an optional field.

Enter Last 4 Digits of Source (example: E6099 = 6099)

(500 Report only). Enter only the last four digits with no ‘P’ or ‘E’ in front of source code.



Troubleshooting Questions

1. ***Am I running the correct query?***
For example, am I running a “**100 GLUSD - Operational Summary**” when I’m actually looking for endowment information? Check report descriptions to ensure you are using the correct query.
2. ***Are my parameters correct?***
Check for CAPS and correct date entry.
3. ***Have I been granted security access to the project I am attempting to query?***
If you are not a key member on a project in Oracle Project Accounting, you will not be able to query that project using Noetix.

Formatting Options

CHAPTER 2

BASIC FORMATTING

Noetix reports are pre-formatted to print using legal size paper. Be sure to select legal size paper in your browser's page setup section prior to printing. Other report formatting options are described below.

To widen or narrow columns, drag boldfaced period right or left.

Click on pointer icon to display formatting options

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my web c

Search 'USD Financial Reports - Project Manager' folder Advanced E

100 GLUSD - Operational Summary
For JUL-03, Project(s): CONT00000

Options ▶ Data Rows: 17
Report Lines: 20 Displaying: 1 to 20

Project	Line Type	Acct	Account Name	Revised Budget	YTD Actual	Variance	%	Type
COM00000	1	50000	Administrative Salary	200,000	17,250	100,000	0.3	Max

- **Column Widths:** Widen or narrow the width of a column by placing your mouse pointer over the boundary marker of a column. Drag the marker to the right or left. Once a column is reset, your report will refresh. The time required for this refresh will depend in part upon the number of records in your report.
- **Formatting Output:** Certain numeric columns contain a pointer icon displayed to the right. By clicking this icon, a menu appears to provide various formatting options. These options are:
 - **None** - Displays values with no commas or decimals.
 - **Number** - Displays values with commas and no decimals.
 - **Currency:** Displays values with commas, a currency sign, and two decimals.
 - **Percent:** Displays values as percentages.
 - **Increase or Decrease Precision:** Allows modification of decimal precision, one decimal at a time.

Chapter 2 – Page 2

SHOW PAGE ITEMS

One of the most powerful tools in Noetix WebQuery is the ability to show output on a page-by-page basis. For long reports, it is impossible to move from one section of the report to another without scrolling through large volumes of data. By setting columns as “page items”, you can step through your report by selecting distinct values.



To demonstrate, please run Noetix report 110 PAUSD (115 PAUSD if you are a Maintenance user) for year 2004. Enter a beginning and ending period and multiple project numbers. Leave the task number blank. Execute the report.

Click **Options** → **Show Page Items**

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110 PAUSD - Operational Expenditures: Manag
For Fiscal Year 2004, Periods 1 through 1, Project(s): CONT00000,LPUB00000,SAFF00

Data Rows: 345
Report Lines: 386 Displaying: 1 to 15

Year	Task	Expenditure Category	Expenditure Type	Period	Expenditure Date	Amount
20		Burdened Benefits	Burdened Benefits BB	JUL-03	7-Jul-03	2,525.48
		Burdened Benefits	Burdened Benefits BB	JUL-03	21-Jul-03	2,178.64
		Burdened Benefits	Burdened Benefits BB	JUL-03	31-Jul-03	-2,525.48
		Burdened Benefits	Burdened Benefits BB	JUL-03	31-Jul-03	3,564.00
		Burdened Benefits	Burdened Benefits NB	JUL-03	7-Jul-03	4.02
		Burdened Benefits	Burdened Benefits NB	JUL-03	7-Jul-03	526.96
		Burdened Benefits	Burdened Benefits NB	JUL-03	21-Jul-03	313.62
		Burdened Benefits	Burdened Benefits NB	JUL-03	31-Jul-03	-530.98
					Sum: 6,056.26	
	BANQ00000	00 Contract Services	Contract Services Other	JUL-03	1-Jul-03	290.91 Morgan Services Inc.
	BANQ00000	00 Contract Services	Contract Services Other	JUL-03	7-Jul-03	94.68 Cintas Corporation Al 173377
	BANQ00000	00 Contract Services	Contract Services Other	JUL-03	7-Jul-03	94.68 Cintas Corporation Al 173377
	BANQ00000	00 Contract Services	Contract Services Other	JUL-03	7-Jul-03	129.68 Cintas Corporation Al 173377
	BANQ00000	00 Contract Services	Contract Services Other	JUL-03	7-Jul-03	98.27 Cintas Corporation Al 173377
	BANQ00000	00 Contract Services	Contract Services Other	JUL-03	8-Jul-03	10.00 Culligan Water Condi

Chapter 2 – Page 3

SHOW PAGE ITEMS

After clicking **Options → Show Page Items**, notice a new ribbon at the top of the page with instructions to “Drag a column header here to filter by that column.” **Drag the Expenditure Category** header up to the ribbon and notice what happens!

You can now sort through the report by your new page item!

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For Fis

Expenditure Category

- Supplies
- Departmental Allocation
- Entertain Promotion
- Equipment
- Expense Credit
- Facilities Allocation
- Membership Dues
- Miscellaneous Expenses
- Overages and Shortages
- Postage
- Printing
- Repairs and Maintenance
- Salary Administrative
- Salary FWS CWO
- Salary Grad Assistant
- Salary Premium
- Salary Staff
- Salary Staff PT
- Supplies
- Telephone
- Travel Employee

Expenditure Type Period E:

Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	
Supplies Other	JUL-03	

Sort by multiple page items by dragging more than one header to the ribbon. See below.

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110 PAUSD - Operational Ex
For Fiscal Year 2004, Periods 1 through 1, Project(s): CONT

Expenditure Category: Supplies, Project: All, Expenditure Type: All

Options ▶ Data Rows: 34

Year	Task	Period	Expenditure Date	Amount	Transaction Description
2004	00	JUL-03	15-Jul-03	7.47	Shirts Unlimited AP INVOICE 171904 150784 150784 167562
00	00	JUL-03	15-Jul-03	15.00	Shirts Unlimited AP INVOICE set- up 171904 150784 150784 167562
00	00	JUL-03	15-Jul-03	24.41	Shirts Unlimited AP NRTAX 171904 150784 150784 167562
00	00	JUL-03	15-Jul-03	27.88	R W Smith & Co. AP NRTAX 957614 152601 152601 170699
00	00	JUL-03	15-Jul-03	300.00	Shirts Unlimited AP INVOICE Black Polo Shirt - 55/45 Blend w/University of San Diego and Banquets & Catering on left Pocket Area (12 sm and 12 med.) 171904 150784 150784 167562
00	00	JUL-03	15-Jul-03	359.70	R W Smith & Co. AP INVOICE 072771 - Brass Trim Chafer 957614 152601 152601 170699
00	00	JUL-03	18-Jul-03	31.25	R W Smith & Co. AP NRTAX 958704 151396 151396 168963
00	00	JUL-03	18-Jul-03	197.10	R W Smith & Co. AP INVOICE rubbermaid fixed swivel for push carts 958704 151396 151396 168963
00	00	JUL-03	18-Jul-03	222.40	R W Smith & Co. AP INVOICE rubbermaid swivels for push carts

To remove your page items, simply click **Options → Hide Page Items** and the report will revert back to its original state.

Chapter 2 – Page 4

EXPORTING AND VIEWING IN EXCEL

Once your Noetix report is displayed, it can be exported to Excel in two easy steps.

Step 1:
Click **Options** → **View in Excel**

The screenshot shows the University of San Diego Noetix report interface. The 'Options' menu is open, and the 'View in Excel' option is highlighted. The report title is '110 PAUSD - Operational Expenditures: Manager'.

Step 2:
Click **Export to Excel** Button

The screenshot shows the University of San Diego Noetix report interface. The 'Export to Excel' button is highlighted. The report title is '110 PAUSD - Operational Expenditures: Manager'. Below the report, there is a table with columns: Year, Project, Task, Expenditure Category, Expenditure Type, Period, and Expenditure.

1	Year	Project	Task	Expenditure Category	Expenditure Type	Period	Expenditure
2	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits BB	JUL-03	7-J
3	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits BB	JUL-03	21-J
4	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits BB	JUL-03	31-J
5	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits BB	JUL-03	31-J
6	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits NB	JUL-03	7-J
7	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits NB	JUL-03	7-J
8	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits NB	JUL-03	21-J
9	2004	BANQ00000	00	Burdened Benefits	Burdened Benefits NB	JUL-03	31-J
10							
11	2004	BANQ00000	00	Contract Services	Contract Services Other	JUL-03	1-J
12	2004	BANQ00000	00	Contract Services	Contract Services Other	JUL-03	7-J
13	2004	BANQ00000	00	Contract Services	Contract Services Other	JUL-03	7-J
14	2004	BANQ00000	00	Contract Services	Contract Services Other	JUL-03	7-J
15	2004	BANQ00000	00	Contract Services	Contract Services Other	JUL-03	7-J
16	2004	BANQ00000	00	Contract Services	Contract Services Other	JUL-03	8-J

All Noetix reports can be exported to Excel. Note that only the queried data is exported. The header information is not passed in the export process so be sure to title and date your reports in Excel before saving.

OTHER OPTIONS

More options for your Noetix reports are described below.

Hide/Show Totals

To hide totals that were pre-defined in a report, select “**Hide Totals**” from the **Options** menu. This will cause only data records to appear. To redisplay totals, simply select “**Show Totals**” from **Options** menu.

View All Rows

As mentioned in Chapter One, select “**View All Rows**” from the **Options** menu to scroll more rapidly through the report. Remember your report will need time to refresh. The time required for this refresh will depend in part upon the number of records in your report. Note that once this selection is made, your **Options** menu is altered to reflect this change. In order to return to the default mode, select “**Hide All Rows**” from the **Options** menu.

Sorting By Column

To change the sorting of a report, point and click your mouse on a column heading. It is important to note the report’s subtotals and totals were created based on default sort orders established by Accounting. Thus, the accuracy of subtotals and totals cannot be guaranteed once changes to default sort orders are made. If you wish to change default sort orders, we recommend the “**Hide Totals**” feature on the **Options** menu.
