University of San Diego

NOETIX

TRAINING MANUAL

Executing Reports

Formatting Options

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Executing Reports

Formatting Options

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Executing Reports

CHAPTER 1

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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.

Choose the ***USD Noetix Report User*** and click **'Continue.'**

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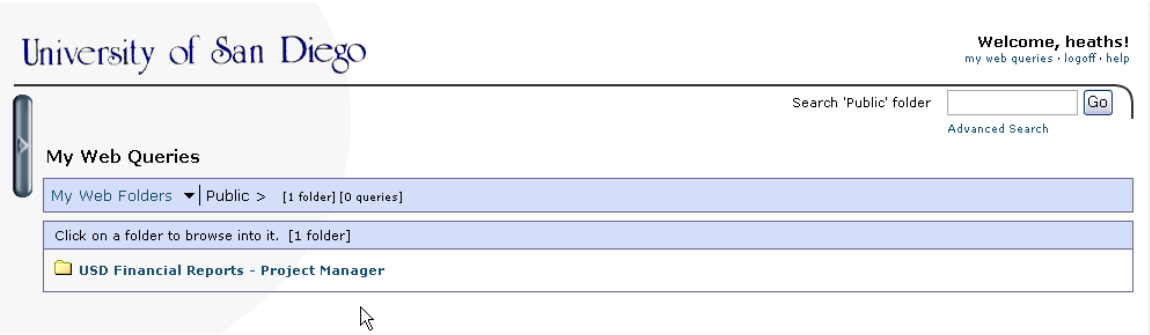
REPORT DEFINITIONS



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."

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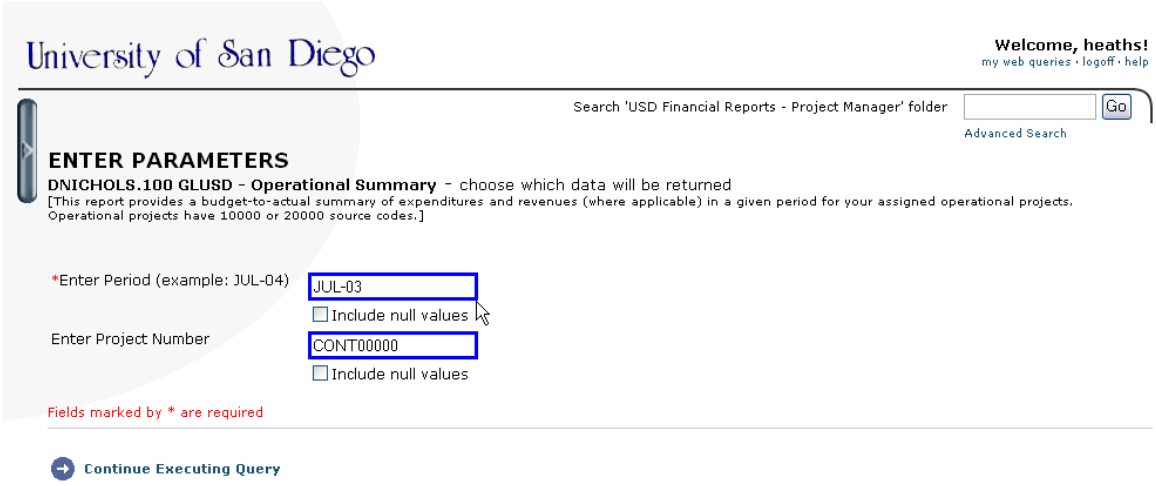
EXECUTING QUERIES

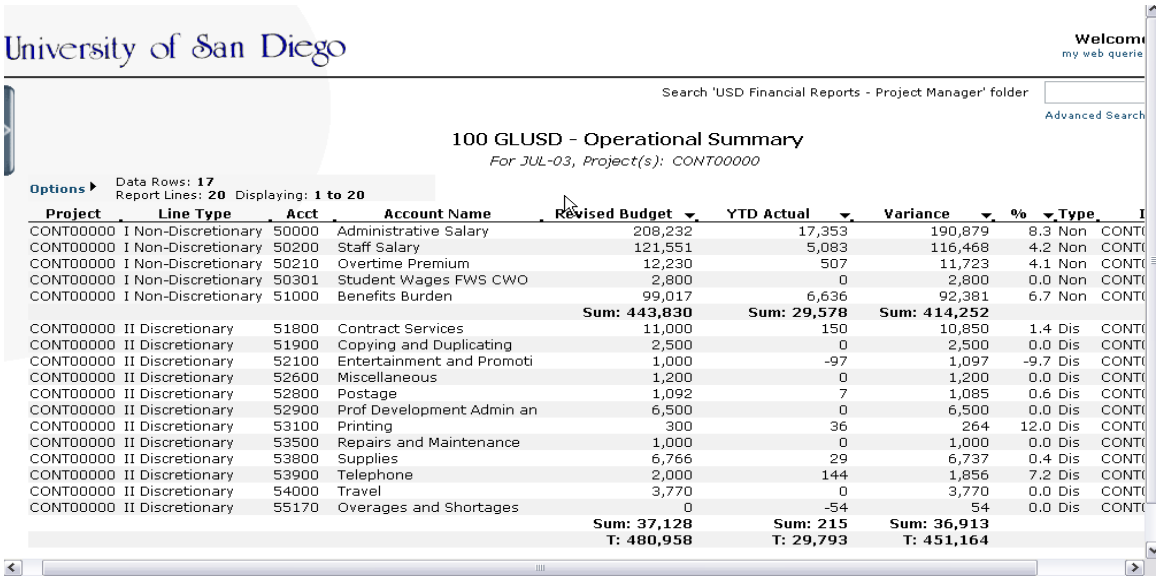
To execute a Noetix report, **double-click on the query** you wish to run.



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

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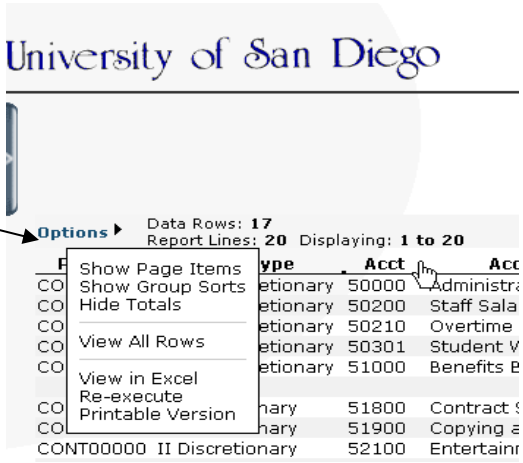
EXECUTING QUERIES

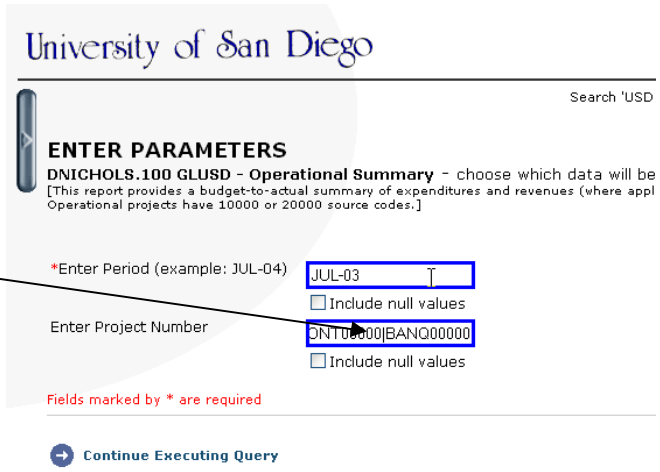
Click on Options and highlight Re-execute to run your report again!



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.



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

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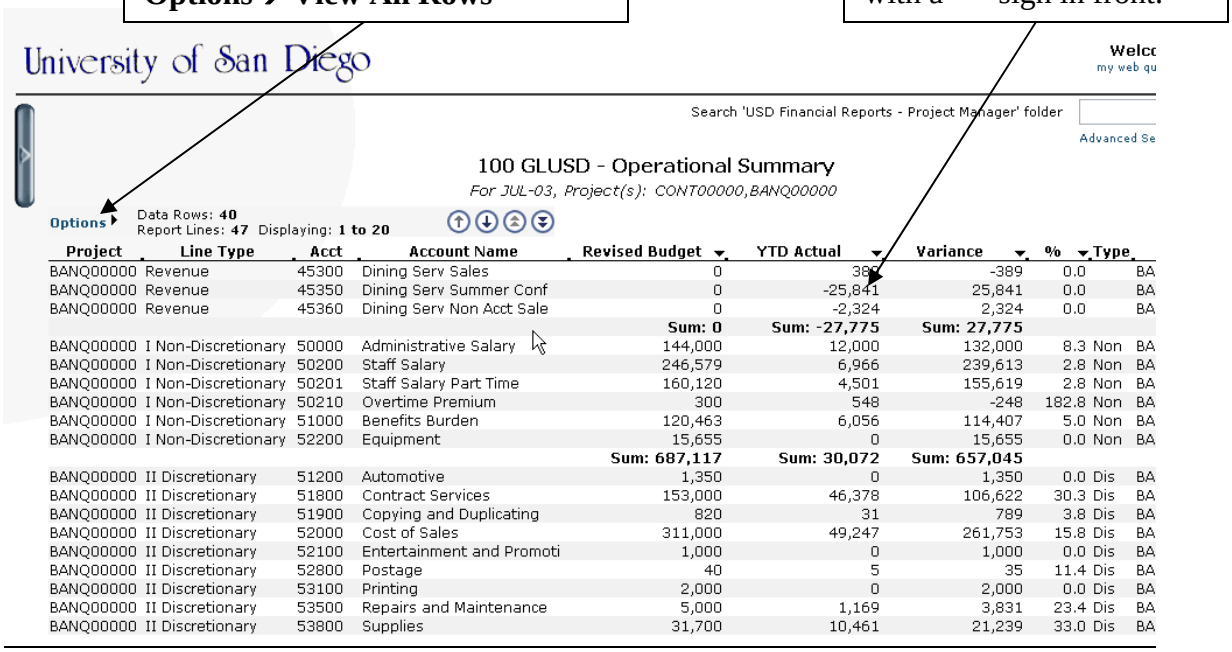
EXECUTING QUERIES

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

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



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Welcc
my web qu

Search 'USD Financial Reports - Project Manager' folder

Advanced Se

100 GLUSD - Operational Summary

For JUL-03, Project(s): CONT00000,BANQ00000

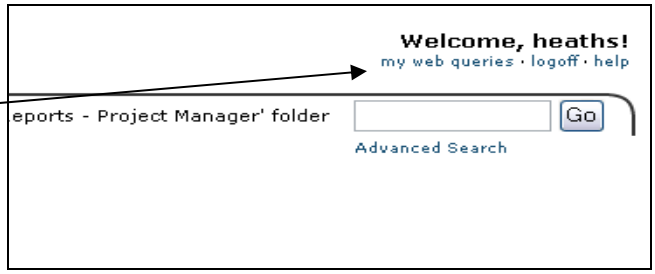
Options Data Rows: **40**
Report Lines: **47** Displaying: **1 to 20**

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 <u>a good thing</u>!

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



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!**

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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.

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Formatting Options

CHAPTER 2

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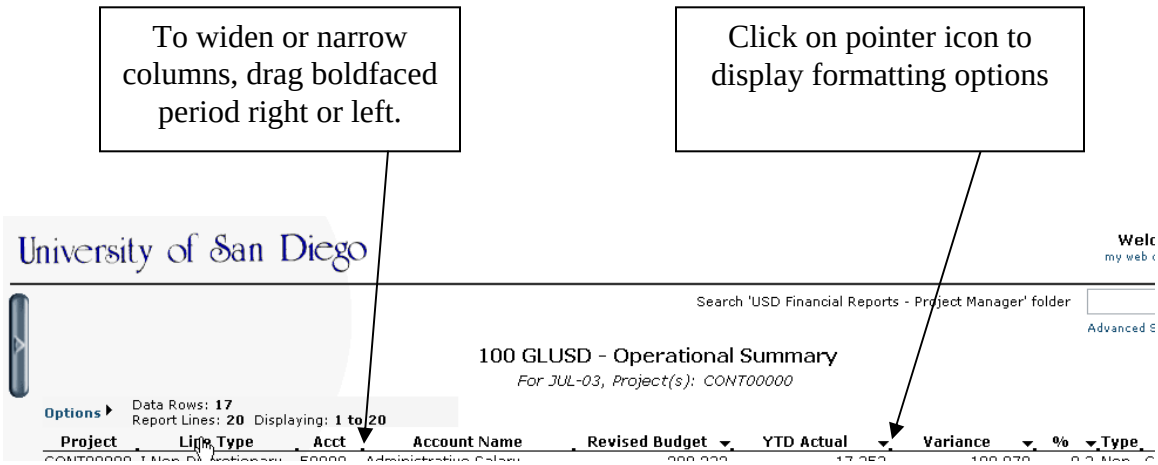
BASIC FORMATTING

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.



- **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.

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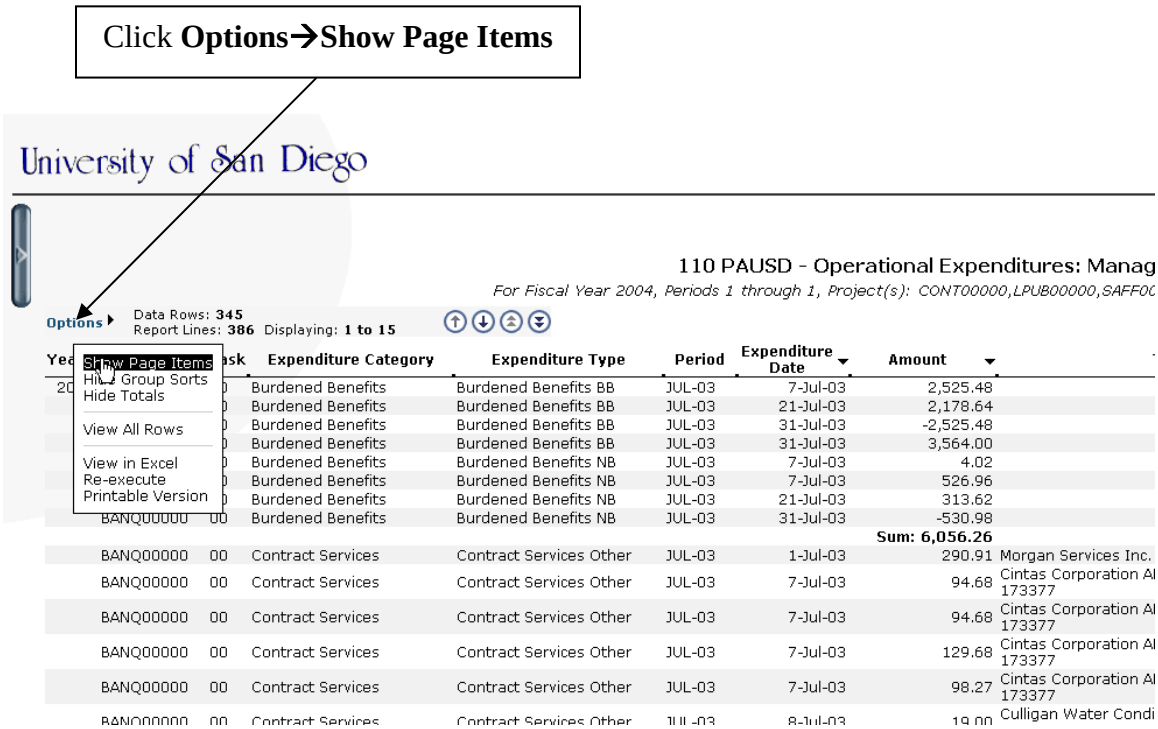
SHOW PAGE ITEMS

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.



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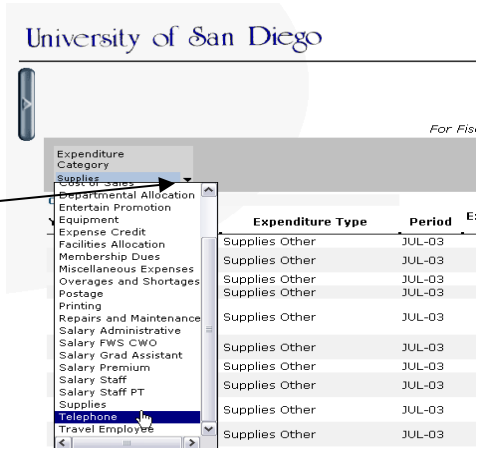
Chapter 2 – Page 3

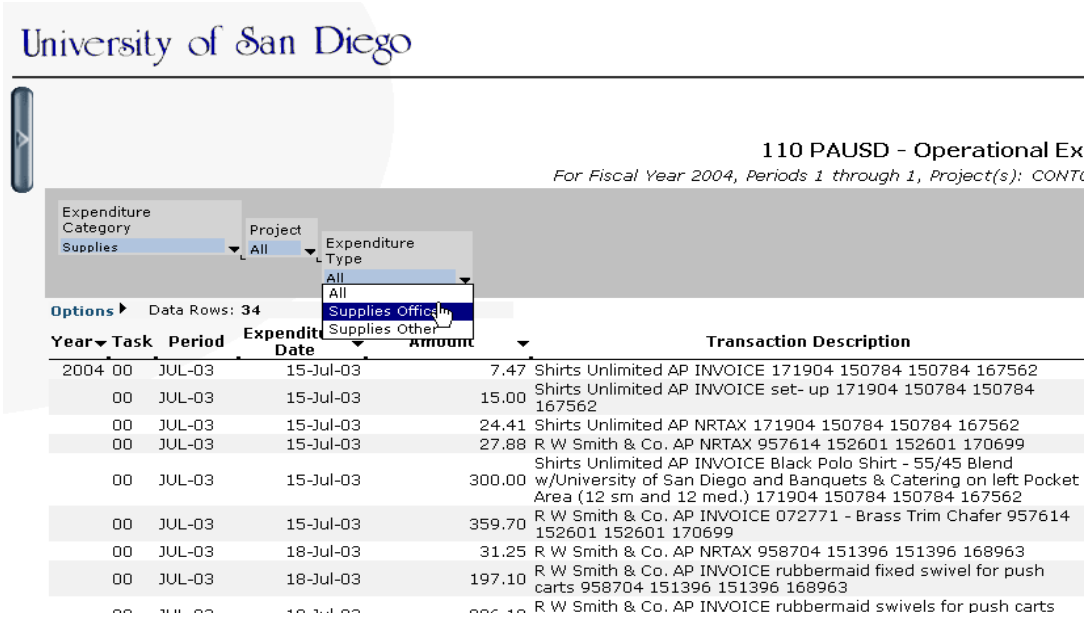
SHOW PAGE ITEMS

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!



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



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

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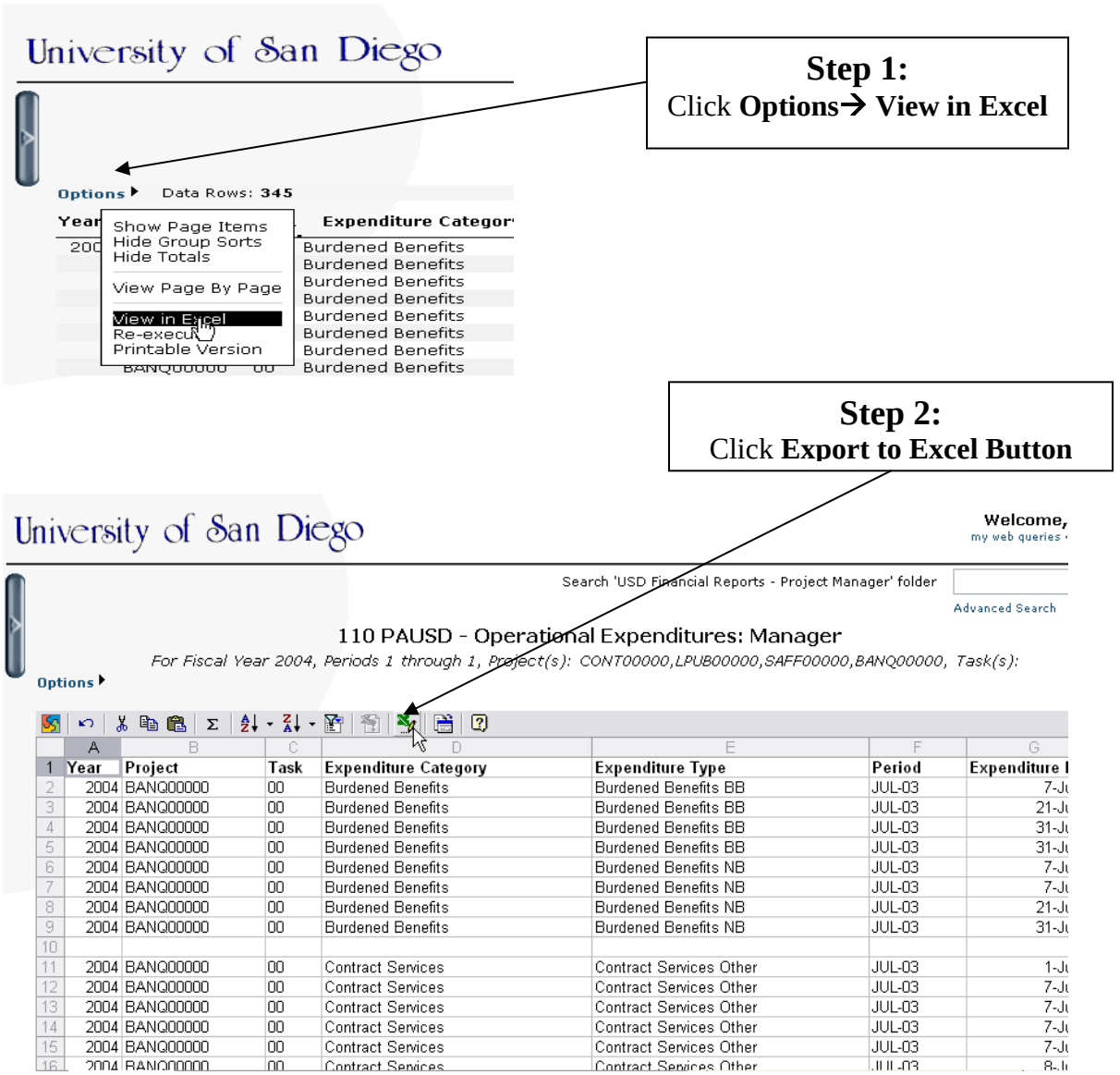
Chapter 2 – Page 4

EXPORTING AND VIEWING IN EXCEL

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



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

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.

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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.

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