ExpenseWatch.com Custom Reporting Report Builder QuickStart Guide

Introduction

This quickstart guide will help you get started with ExpenseWatch.com's Custom Reporting Module. The Custom Reporting Module adds the ability to create a wide-range of reports and dashboards specific to your business needs. As a Report Builder you have the ability to build and view custom reports and dashboard for your company.

The Custom Reporting Module is an optional module your company may subscribe to and requires your company's ExpenseWatch.com administrator to assign the proper license and permissions. Contact your company's ExpenseWatch.com Administrator if you do not see the Tabs and Menu options described in this QuickStart guide.

The ExpenseWatch.com Custom Reporting Module is an integrated a 3rd party application. ExpenseWatch.com has modified the application to resemble the ExpenseWatch.com user interface. Help and other parts of the Custom Reporting Module may still include references to our reporting partner, LogiXML and their application Logi Ad-Hoc.

Section Index

Opening the Custom Reporting Module

As a Report Builder you have the permission to build, view and manage Custom Reports for your company. In most cases a company will have a few people with the Report Builder permission and many people with the Report Viewer permission. Your role as the Report Builder is to construct reports, graphs, charts and dashboard to be used by Report Viewers. Report Viewers can run and schedule reports you have built for them.

Step 1

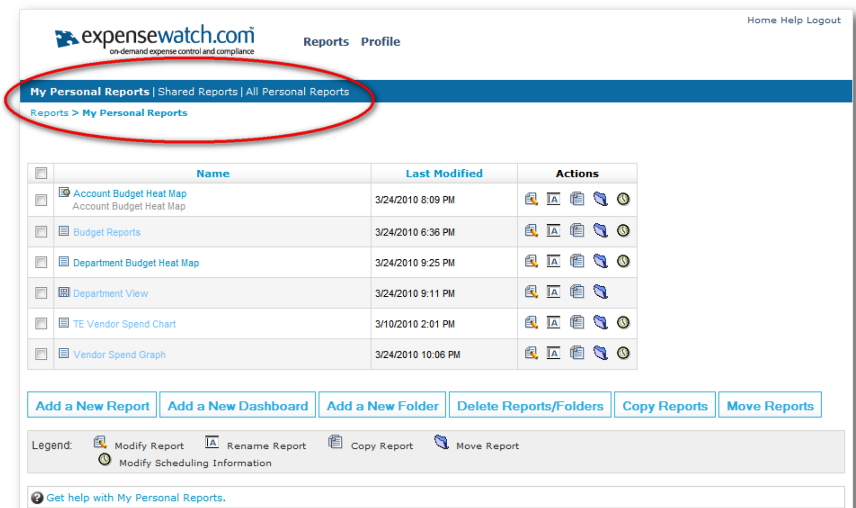
Launch the Custom Reporting Module by clicking on the **Reporting Tab**, then click on the **View & Build Custom Reports** link under the Custom Reporting menu.

If your company has suscribed to the optional scheduleing feature you will have a link under the **Reporting Tab**, **View, Build & Schedule Custom Reports**

Step 2

The Custom Reporting Module will open in a new browser window or tab. From the main window you can choose to view or build a report or dashboard from the **My Personal Reports**, **Shared Reports** folder.

- **My Personal Reports**: A list of reports and dashboards only visible to you. The **My Personal Reports** folder may be used to work on reports before you are ready to give them to a user or the rest of the company.
- **Shared Reports**: A collection of reports and dashboards shared by all Report Viewers in your company. Click on the **Shared Reports** link to view your company's custom reports. Repots in this view are visible by all Report Builders and Report Viewers.
- **All Personal Reports**: An administrative view of all repots assigned to all users in your company. You can use this view to move and copy reports to specific individuals. Repots in this view are visible by all Report Builders.



If you do not have any custom reports this page will be empty. Your ExpenseWatch.com Customer Satisfaction Engineer can provide you with a set of sample reports and dashboards to help you get started.

Viewing Custom Reports & Dashboards

Step 1

Launch the Custom Reporting Module by clicking on the **Reporting Tab**, then click on the **View & Build Custom Reports** link under the Custom Reporting menu.

If your company has suscribed to the optional scheduleing feature you will have a link under the **Reporting Tab**, **View, Build & Schedule Custom Reports**

Step 2

The Custom Reporting Module will open in a new browser window or tab. From the main window choose to view a report from the **My Personal Reports** folder of from the **Shared Reports** folder.

- **My Personal Reports**: A list of reports and dashboards only visible to you. The **My Personal Reports** folder may be used to work on reports before you are ready to assign them to a user or the rest of the company.
- **Shared Reports**: A collection of reports and dashboards shared by all Report Viewers in your company. Click on the **Shared Reports** link to view your company's custom reports. Repots in this view are visible by all Report Builders and Report Viewers
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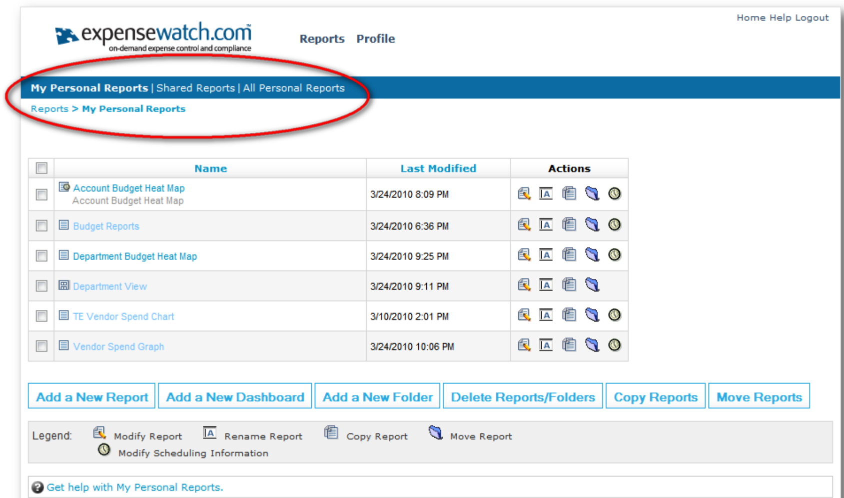
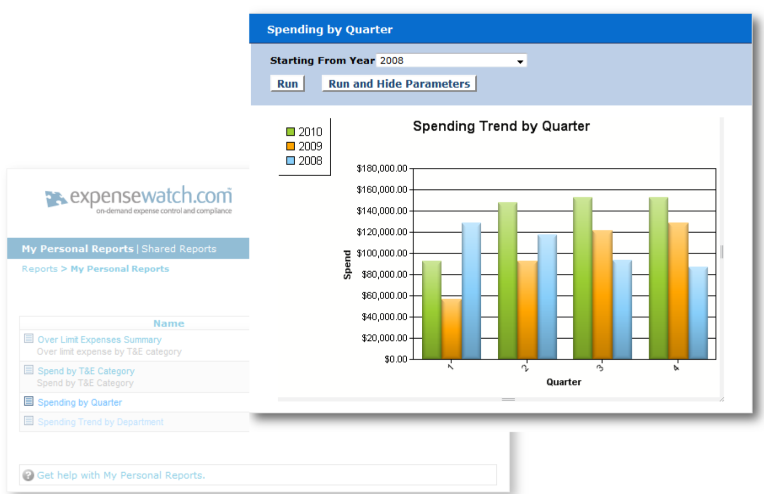


Step 3

Click on the name of the report or dashboard to view the report. The Custom Reporting Module will run the report and display the results in a new browser window or tab. Custom reports and dashboards can have parameters that allow you to filter the results. Report parameters and the format of the report (graph, chart, table, etc.) are configured by the Report Builder.

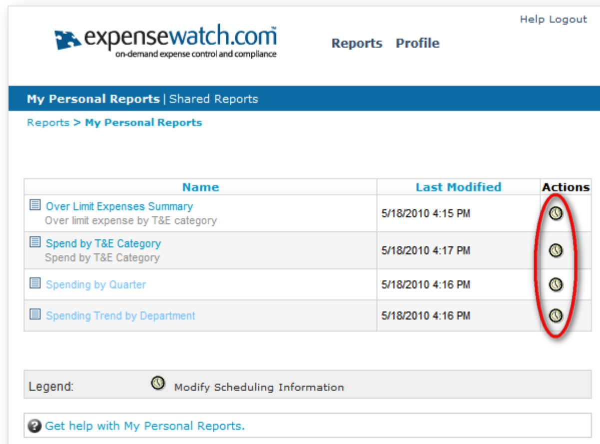


Scheduling Custom Reports Option

The Report Scheduling feature is an optional feature your company can subscribe to. The Scheduling feature adds the capability to have reports automatically run and delivered to Report Viewers via email

If the Report Scheduling feature is not enabled for your company or if the scheduling license and scheduling permission has not been assigned you will not see the features described in this section. Contact your company's ExpenseWatch.com administrator to enable the Report Scheduling feature.

When the Report Scheduling feature is enabled you will see a icon in the **Actions** menu to the left of the list of reports.



Step 1

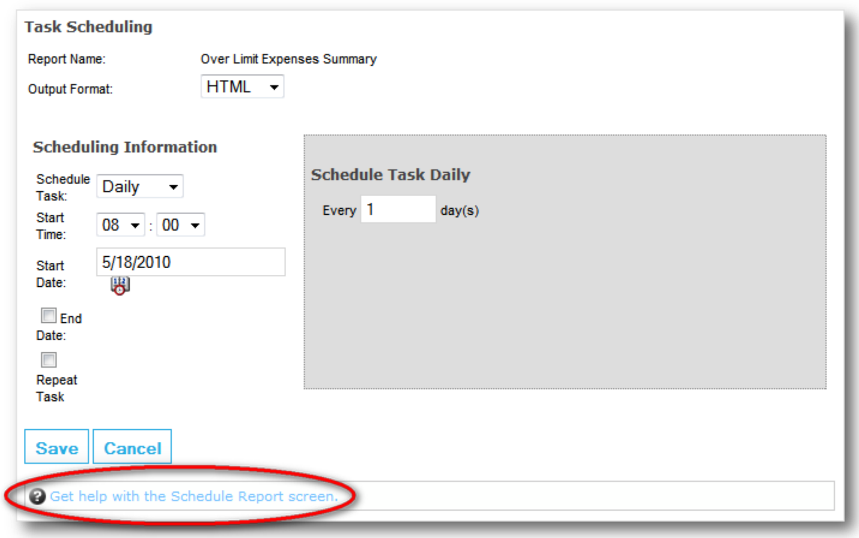
Click on the icon for the report you would like to setup a report schedule for or to subscribe to a pre-configured schedule.

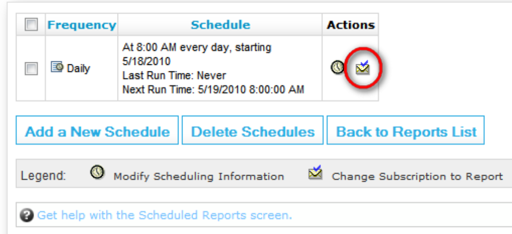
Step 2

Report Schedules can be created modified and subscribed to. Before subscribing to a report schedule, a scheduling task needs to be created.

Setup a New Schedule

After clicking on the icon the **Task Scheduling** page will be displayed. Set the options for you the task and click the save button. For more information about **Task Scheduling** options click the get help link at the bottom of the page.

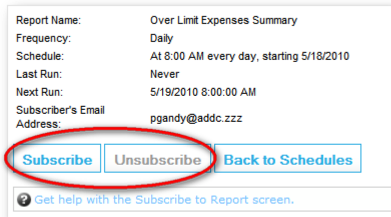




Subscribe to a Report Schedule

After you have saved the schedule you need to subscribe to the report schedule. Click the icon for the report you wish to subscribe to. And click the **Subscribe** button.

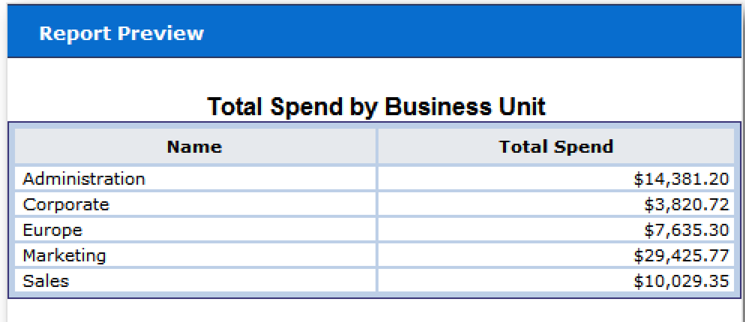
To unsubscribe from a schedule you previously subscribed to click the **Unsubscribe** button.



Building your First Custom Report

The Custom Reporting Module is an integrated tool you can use to build your own reports, graphs, charts and dashboards. This tutorial provides a basic overview for building reports. More detailed information about all the different report options can found in the online documentation for the Custom Reporting Module.

The example used in this section builds a report that shows the total actual spend for each Business Unit in your company. After completing the steps in this section you should have a report that looks like the report to the right.


Report Preview

Total Spend by Business Unit

Name	Total Spend
Administration	$14,381.20
Corporate	$3,820.72
Europe	$7,635.30
Marketing	$29,425.77
Sales	$10,029.35

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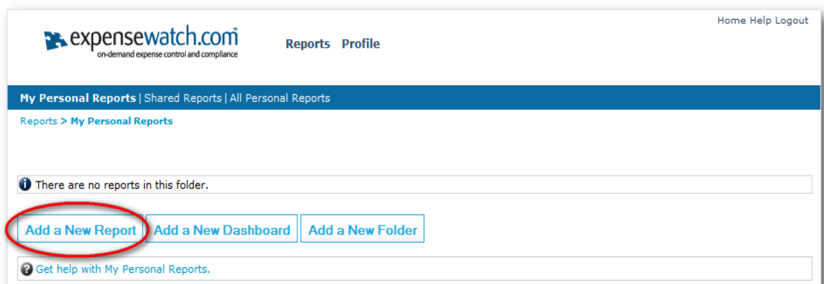
Step 1 – Launch the Custom Reporting Module

Launch the Custom Reporting Module by clicking on the **Reporting Tab**, then click on the **View & Build Custom Reports** link under the Custom Reporting menu. The Custom Reporting Module will open in another browser tab or window and display the **My Personal Reports** list.

Click the **Add a New Report** button to open the report builder wizard.

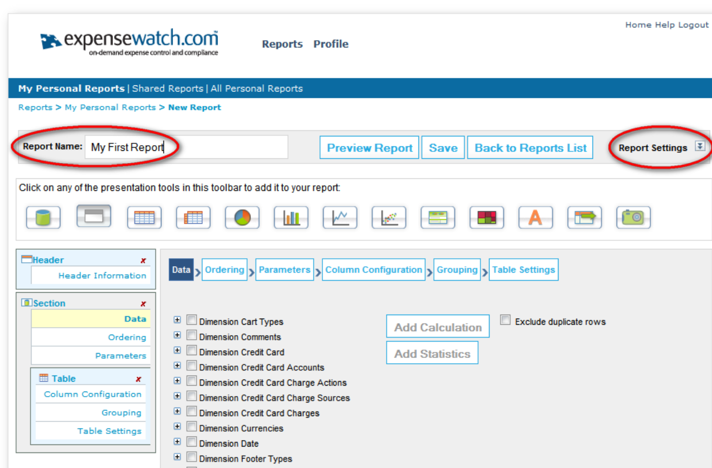


ExpenseWatch.com recommends building and testing reports in **My Personal Reports** to prevent users from viewing reports that are in the process of being built. Once you have the report the way you like you can make the report available to other users to view.

Step 2 – Name your report and configure Report Settings

Enter a report name in the **Report Name** text box.

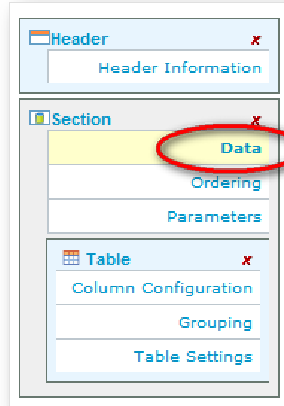
Click the icon to the right to display the **Report Settings**. You can choose to set a Report Description, configure Printable Paging options and set a Report Style.



Step 3 – Add report sections and set the report type

By default when a new report is created Report Header, Section and Table components are added to the report **Section Panel**.

Leave the default components and click the **Data** link under the Section component.



Click the **Get help with the Report Builder** link at the bottom of the page to view detailed information about the different components and options available. A single report can contain multiple sections and different components such as tables and graphs.

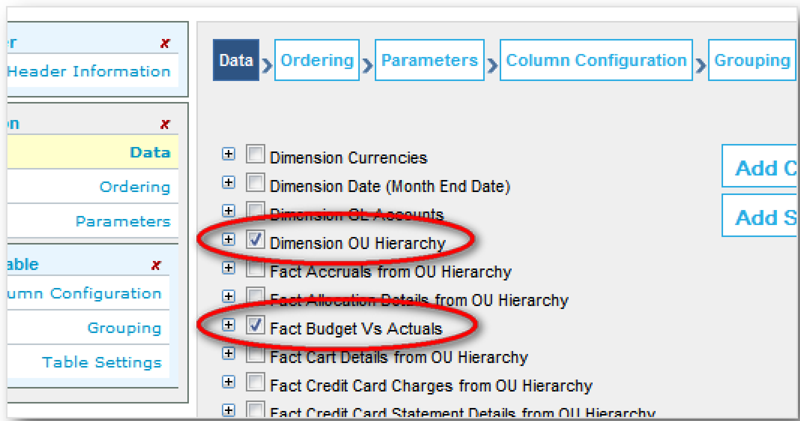
Step 4 – Selecting Data

Each report section requires a set of data to be selected. Clicking the **Data** link displays the various information you can report on. ExpenseWatch.com data is represented as a collection of **Facts** and **Dimensions**. Facts and Dimensions

- **Fact**: Basic data elements to build reports from. Facts represent ExpenseWach.com transactions types and other key collections of information. For most reports a single Fact is chosen.
- **Dimension**: Adds additional information and context to a Fact. Dimensions help the Report Builder filter and display data in more user friendly formats.

A detailed explanation for each Fact and Dimension can be found in the ExpenseWatch.com Custom Reporting Data Reference.

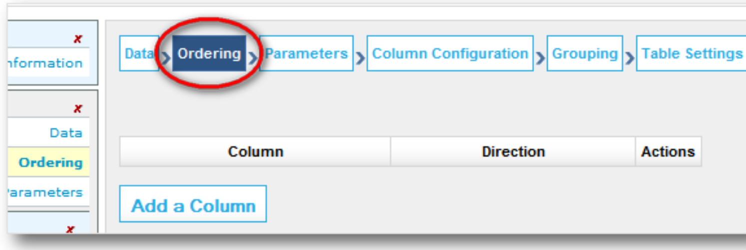
From the list of Facts and Dimensions select **Fact Budget Vs Actuals** and **Dimension OU Hierarchy**. Not all combinations of Facts and Dimensions a valid. As Facts and Dimensions are selected the list is automatically updated to show the valid options.



Step 5 – Data Ordering and Filtering

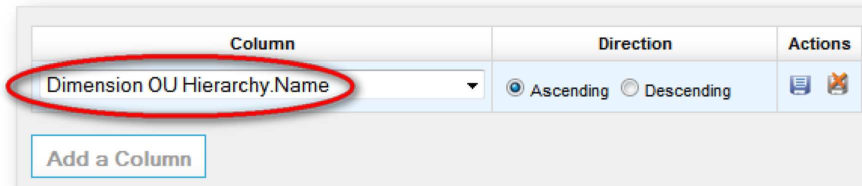
Each report section also contains options for you to order the data and filter the results.

Click the **Ordering** button in the Report Wizard workflow to display the **Ordering** page. Ordering the data is an optional step and can be used to sort the data returned.



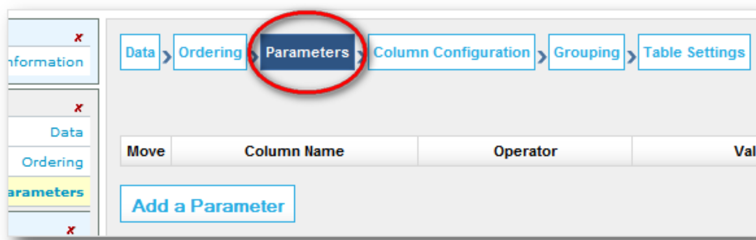
Some report types, such as tables, allow you to sort data after report has been run. Other report types such as graphs and charts may not allow you to order or sort data. Add ordered columns to be sure the data is retuned in the order needed.

Click the **Add a Column** button and choose **Dimension OU Hierarchy.Name** from the Column drop down and click the icon to add the ordered column.



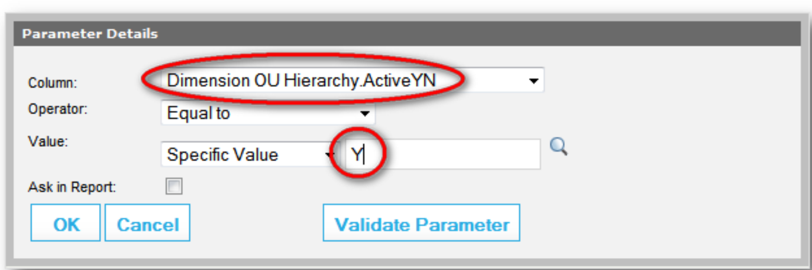
Click the **Parameters** button in the Report Wizard workflow to display the **Parameters** page. Adding parameters to a report section is optional but allows you to filter the data. For example, add parameters when you need to limit the results to a specific date range, transaction type, group of users, etc.

Click the **Add a Column** button to display the Parameter Details dialog.



Choose **Dimension OU Hierarchy.ActiveYN** from the Column drop down and set the Value **Y**. For this report add this filter will limit the results to active Business Units.

Click **OK** to save your data filter.



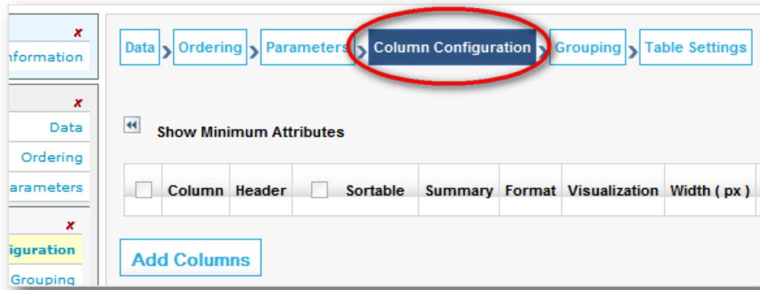
Multiple **Parameters** can be added to a single report. Report **Parameters** can also be set at the time the report is run. Click the **Get help with the setting parameters** link at the bottom of the page to view detailed information about the different options available.

Step 5 – Selecting Presentation Options - Adding Columns

After completing the configuration of the Section Component options for the type report presentation need to be set. The Reporting Wizard will display different steps and options depending on the presentation type or types included in the report. The sample report used in this tutorial displays the data in a table so the Reporting Wizard includes the **Column Configuration**, **Grouping** and **Table Settings** steps.

Click the **Column Configuration** button in the Report Wizard workflow to display the **Ordering** page. For tabular reports one or more columns are required.

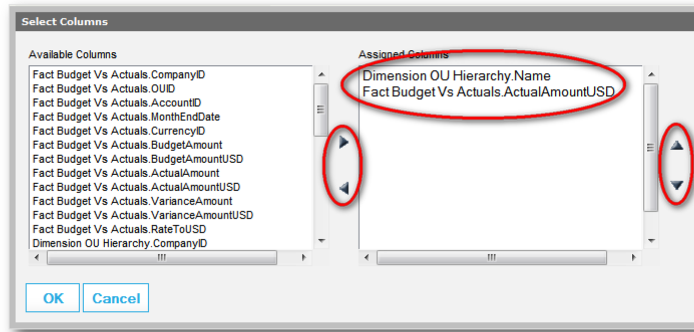
Click the **Add Column** button to display the **Select Columns** dialog.



Click on the **Dimension OU Hierarchy.Name** and **Fact Budget Vs. ActualAmounUSD** in the Available Columns list.

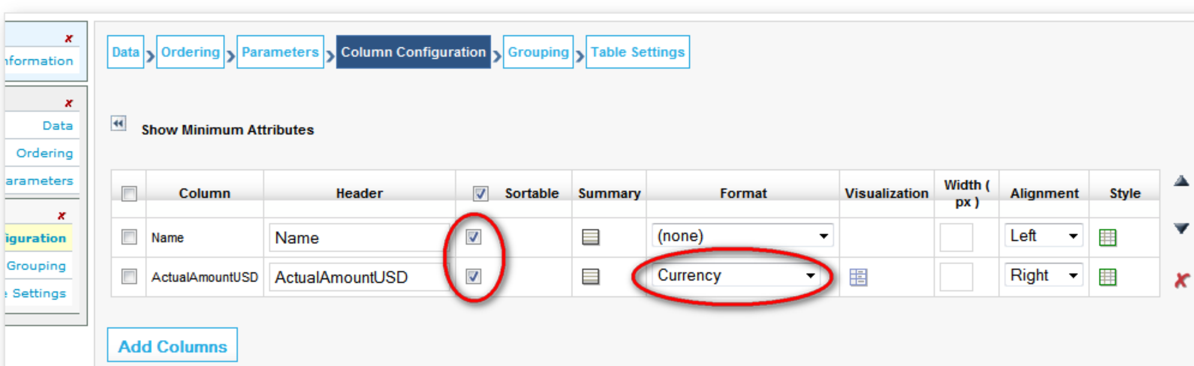
Click the left/right arrows to add/remove the selected fields to the Assigned Columns list.

Use the up/down arrows to put the **Dimension OU Hierarchy.Name** field at the top of the list.



The list of columns in the Available Columns list is a combination of all the fields available for the Facts and Dimensions selected.

After choosing the columns, configuration options for each column may be set. For the sample report check the **Storable** check box for each column. Setting this option will allow the viewer of the report to sort the data after the report is run. Also set the **Format** of the ActualAmountUSD to **Currency**. Choosing a format will display the data in a



If you do not see all the options described in this section click the Show All Attributes option at the top of the page.

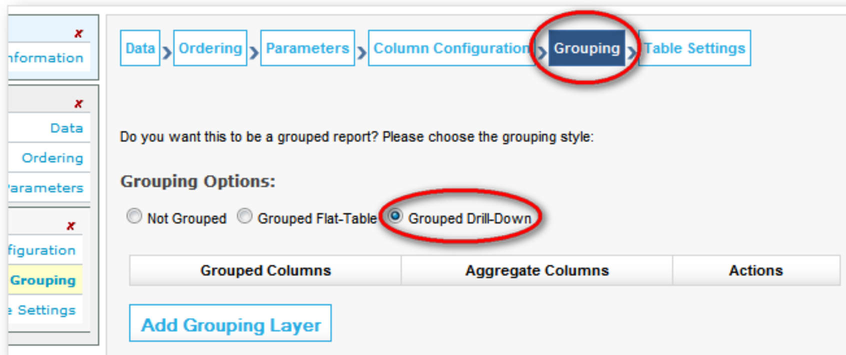
Step 6 – Selecting Presentation Options - Grouping

In many cases data needs to be grouped to show a summary of the information or to make the report easier to read. For our sample report if we do not group the data every allocation for every transaction for every Business Unit would be displayed on a separate row of the report. For the sample report data is grouped by Business Unit and the total spend for each Business Unit is calculated.

Click the **Grouping** button in the Report Wizard workflow to display the **Grouping** page.

Choose the **Grouped Drill-Down** option and click the **Add Grouping Layer** button

If you do not see all the options described in this section click the Show All Attributes option at the top of the dialog.



Click on the **Dimension OU Hierarchy.Name** in the Select Column list.

Click the left/right arrows to add/remove the selected fields to the Grouped Columns list.

Click the **Add an Aggregate Column** button.

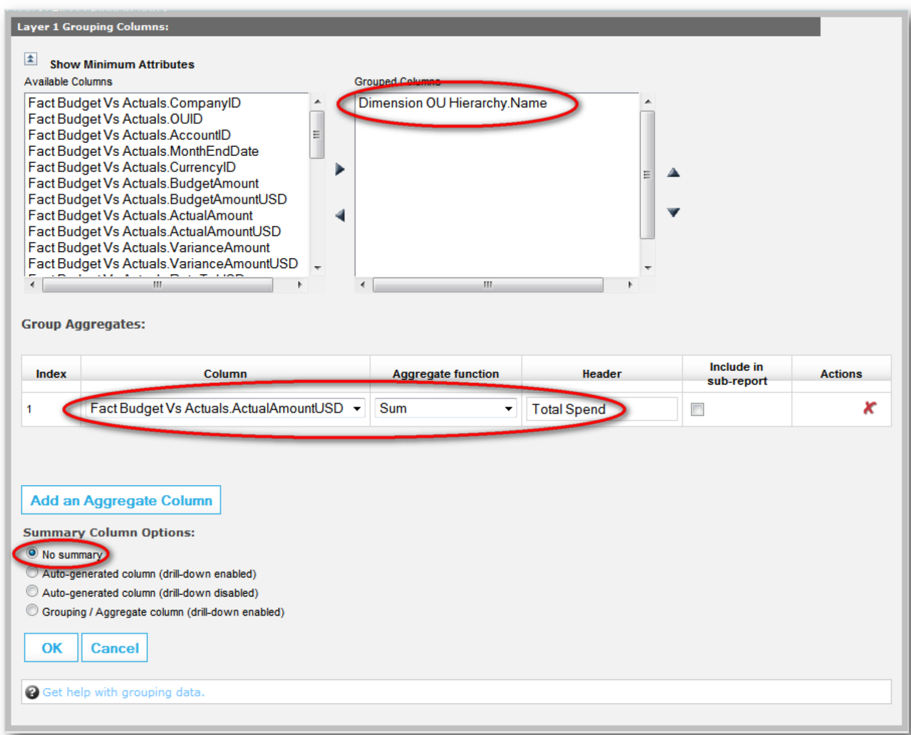
Select **Fact Budget Vs. ActualAmounUSD** from the **Column** drop down**.**

Set the **Aggregate function** to **Sum**

Enter text for the aggregate column header.

Choose the **No Summary** option from the **Summary Column Options** section and click OK to add the grouping options to the report.

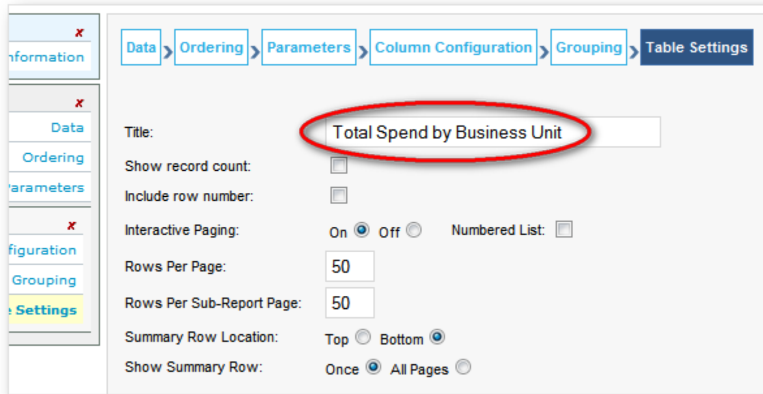
If you do not see all the options described in this section click the Show All Attributes option at the top of the page.



Step 7 – Selecting Presentation Options – Table Setting

Click the **Table Settings** button in the Report Wizard workflow to display the **Table Settings** page.

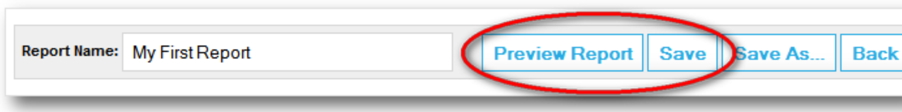
Enter text to display for the title of the Report.



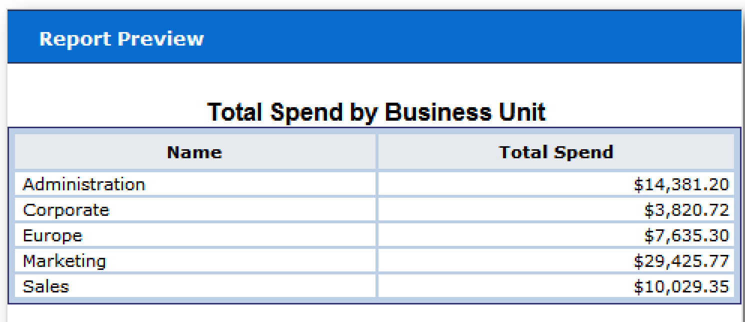
Step 8 – Preview and Save

The sample report is complete and ready to be viewed. The Report Wizard includes a preview feature to be sued to check the report while it is being developed.

Click the **Preview Report** button at the top of the Report Wizard to see your report.



The report is run and displayed in a new browser window or tab. The sample report should look similar to the report to the right



Name	Total Spend
Administration	$14,381.20
Corporate	$3,820.72
Europe	$7,635.30
Marketing	$29,425.77
Sales	$10,029.35

Close the report preview window or tab to return to the Report Wizard.

Click on any of the steps in the Report Wizard to go back and make changes or fix any problems.

After you have completed developing and reviewing the sample report click the **Save** button and the Back **to Reports** button to return to the in **My Personal Reports** page.

From the **My Personal Reports** page you can run, edit copy and move the report.