BI Publisher Reports
9.2 PT. 8.55

Version Date: February 5, 2018

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BI Publisher Reports 9.2 PT. 8.55

Beginning with the PeopleTools 8.55 upgrade, Oracle PeopleSoft discontinues Crystal Reports and replaces them with BI Publisher Reports. At this time, PeopleSoft Financials Launcher access to Crystal Reports will be removed. This document details the steps to run a report via BI Query Report Scheduler and the steps to run a report via BI Query Report Viewer.

BI Publisher Report names have a maximum length of 10, so we have modified our naming convention for the Crystal Report replacements. We have included a Crystal to BI Publisher Report Conversion list below for your reference.

BI Publisher Reports Master Document
Crystal Reports to BI Publisher Cross Reference

BI REPORT NAME	BI Report Description	Replaces Crystal Report(s)	Units eligible to run the report
ZZGLX004	Trans Detail - Date Range	NO Transaction Detail - Date Range and SHR Transaction Detail	NO and SHR
ZZGLX005	HCSD Project Approp Budget Journals	HCSD Project Approp Budget Journals	HCSD units
ZZGLX006	HCSD Project Budget Report by Fund	HCSD Project Budget Report by Fund	All campuses
ZZGLX007	HCSD Project Grant Budget Journals	HCSD Project Grant Budget Journals	HCSD units
ZZGLX008	Journal Line Detail Report	HCSD Journal Line Detail Report, LSUNO Journal Line Detail Report, LSUSH Journal Line Detail Report	All campuses
ZZGLX009	HCSD Project Grant Budgets for a Business Unit	HCSD Project Grant Budgets for a Business Unit	All campuses
ZZGLX010	Summary Drilldown - Date Range	NO Summary Drilldown - Date Range and SHR Summary Drilldown - Date Range	NO and SHR
ZZGLX011	HCSD Project Master Budget Journals	HCSD Project Master Budget Journals	HCSD units
ZZGLX012	HCSD Project Summary Budget Report by Fund	HCSD Project Summary Budget Report by Fund	All campuses
ZZGLX013	HCSD All Projects Budget Report	HCSD All Projects Budget Report	All campuses
ZZGLX014	HCSD Approp by Business Unit	HCSD Approp by Business Unit	HCSD units
ZZGLX015	HCSD Single Project Budget Report	HCSD Single Project Budget Report	All campuses
ZZGLX016	HCSD_PROJ_MASTER_BUDGET_TO_EXP_COMPARE	HCSD_PROJ_MASTER_BUDGET_TO_EXP_COMPARE	All campuses
ZZGLX017	HCSD MGT JOURNAL SYS INFO by OPRID	HCSD MGT JOURNAL SYS INFO by OPRID	HCSD units
ZZGLX018	HCSD MGT JOURNAL SYS INFO	HCSD MGT JOURNAL SYS INFO	All campuses

ZZGLX019	BUDGET Journal Line Detail Report	BUDGET Journal Line Detail Report	All campuses
ZZGLX020	HCSD Org Budget Exceptions Report - Count	HCSD Org Budget Exceptions Report - Count	All campuses
ZZGLX021	MGT SUMMARY - ALL GROUPS	NO MGT SUMMARY - ALL GROUPS and SHR MGT SUMMARY - ALL GROUPS	NO and SHR
ZZGLX022	MGT SUMMARY - PI_DEPT - PI Prompt	NO MGT SUMMARY - PI_DEPT - PI Prompt and SHR MGT SUMMARY - PI_DEPT - PI Prompt	NO and SHR
ZZGLX023	HCSD Org Budget Exceptions Report	HCSD Org Budget Exceptions Report	All campuses
ZZGLX024	HCSD Org Budget Report	HCSD Org Budget Report	All campuses
ZZGLX025	Org Budget Report By Category	Org Budget Report By Category	All campuses
ZZGLX026	Org Budget Report By Ctgy Total	Org Budget Report By Ctgy Total	All campuses
ZZGLX027	SUMMARY - DEPARTMENT EXP ROLLUP	SHR SUMMARY - DEPARTMENT EXP ROLLUP	All campuses
ZZGLX028	BU Summary- PROJ_DEPT-PI Prompt	NO Summary- PROJ_DEPT-PI Prompt and SHR Summary - PROJ_DEPT- PI Prompt	NO and SHR
ZZGLX029	Actuals Summary	AJ_NEW_SUMMARY for Dental School	All campuses
ZZGLX030	MGt Summary - Fund 111	NO MGT Summary - Fund 111	All campuses
ZZGLX031	HCSD Inventory Issues by Department Detail	HCSD Inventory Issues by Department Detail	HCSD units
ZZGLX032	HCSD Inventory Issues by Department Summary	HCSD Inventory Issues by Department Summary	HCSD units
ZZGLX033	HCSD Inventory Journal Line Detail Report	HCSD Inventory Journal Line Detail Report	HCSD units
ZZGLX034	Monthly Journal Detail by Chartstring	Journal Detail2	All campuses
ZZGLX035	HCSD Inventory Adjustments by Department Detail	HCSD Inventory Adjustments by Department Detail	HCSD units
ZZGLX036	HCSD Inventory Adjustments by Department Summary	HCSD Inventory Adjustments by Department Summary	HCSD units
ZZGLX037	Summary Report - Major Divisions	NO MGT Summary - Major Divisions and SHR MGT Summary - Major Divisions	NO and SHR
ZZGLX038	Functional Summary Rp-by Fund	NO MGT Function Summary and SHR MGT Function Summary	NO and SHR
ZZGLX039	Accounting Summary Rp- Fund113	NO MGT Accounting Summary - Fund113 and SHR MGT Accounting Summary - Fund 113	NO and SHR
ZZGLX040	Journal Report Accruals	HCSD MGT JOURNAL SYS INFO ACCRU	HCSD units
ZZGLX041	MGT Summary all Funds Test	NO MGT SUMMARY - ALL FUNDS TEST	All campuses
ZZGLX042	NO MGT SUMMARY - by DEPARTMENT	NO MGT Summary - by Department and SHR MGT Summary - by Department	All campuses
ZZGLX045	MultiYear Dept Summary	NO MULTIYEAR DEPT SUMMARY TEST and SH MULTIYEAR SUMMARY TEST	All campuses
ZZGLX046	HCSD Approp by Fund	HCSD Approp by Fund	HCSD units
ZZGLX047	HCSD Org Budget Report By CategoryTotal	HCSD Org Budget Report By CategoryTotal ALL HCSD	HCSD units
ZZGLX048	HCSD Restr Fund Approp by BU	HCSD RF Approp by Business Unit	HCSD units

ZZGLX049	HCSD RF Approp by Fund.rpt	HCSD RF Approp by Fund	HCSD units
ZZGLX050	Transaction Detail - Periods	NO Transaction Detail and SHR Transaction Detail - Periods	NO and SHR
ZZGLX051	MGT Inventory Journal Info	HCSD MGT INV Journal Info	HCSD units
ZZGLX052	HCSD MGT ACCRUAL LEDGER JOURNAL INFO	HCSD MGT ACCRUAL LEDGER JOURNAL INFO	HCSD units
ZZGLX053	HCSD MGT JOURNAL SYS INFO APCNX	HCSD MGT JOURNAL SYS INFO APCNX	HCSD units
ZZGLX054	HCSD MGT JOURNAL SYS INFO APCLS	HCSD MGT JOURNAL SYS INFO APCLS	HCSD units
ZZGLX055	SHR MGT SUMMARY - Sum Exp by Dept (111,114, 115)	SHR MGT SUMMARY - Sum Exp by Dept (111,114, 115)	LSUSH
ZZGLX056	MGT SUMMARY - Budget Bal by Direct Expenses	NO MGT Summary - Budget Bal by Direct Expense and SHR MGT Summary - Budget Bal by Direct Expenses	NO and SHR
ZZGLX057	Summary Expense Report Direct vs Indirect Cost	NO_NEW_SUM_EXPENSE and SHR_IDC_Report	NO and SHR
ZZGLX058	Summary - PROJ_DEPT Active	NO Summary - Proj Dept Active and SH Summary - Proj Dept Active	NO and SHR
ZZGLX059	Summary Projections	NO Summary Projections and SHR Summary Projections	NO and SHR
ZZGLX060	SHR Trans Detail EE ID Pr	SHR Trans Detail EE ID Pr	LSUSH
ZZAMX003	ZZBIP_HCSD_DIS_LINE_TABLE	AM_Yearend_Dist Line (HCSD)	HCSD units
ZZAMX004	ZZBIP_HCSD_ASSET_FEMA_NBV	AM HCSD Asset Fema NBV	HCSD units
ZZAMX005	ZZBIP_HCSD_ASSET_FEMA_NBV	HCSD Cost Report Depreciation	HCSD units
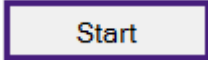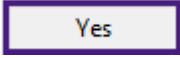
Launch PeopleSoft 9.2 PT. 8.55

Procedure

In this topic you will learn how to **Launch PeopleSoft 9.2 PT. 8.55**.
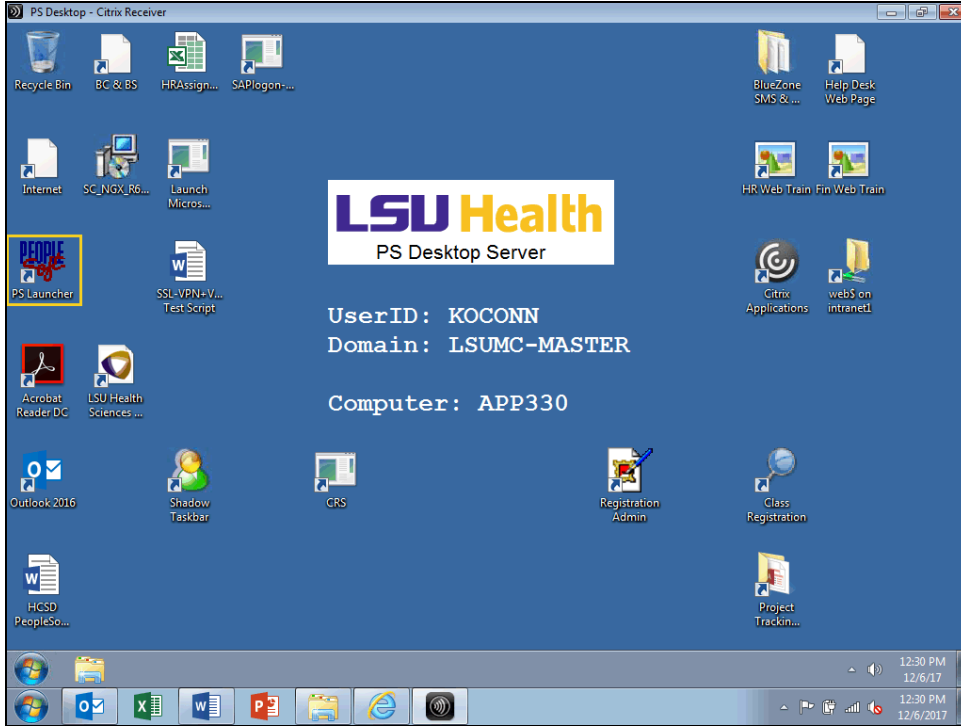
Step	Action
1.	Double-click the **PS Launcher** button.
2.	You **must** access **BI Publisher Reports** through the PeopleSoft Financials system **Reports** database. Click the button to the right of the **Database** field.
3.	Click the **PS 9.2 Financials Reports (PS9FSRPT)** list item.
4.	Click the **Start** button.

Step	Action
5.	A warning message displays stating this is a non-production database and any information entered into the database will be lost. Click the **Yes** button. Yes
6.	This completes *Launch PeopleSoft 9.2 PT. 8.55*. **End of Procedure.**

BI Publisher Query Report Viewer
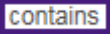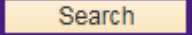
Procedure

In this topic you will learn how to run **BI Publisher Query Report Viewer**.

Step	Action
1.	*NOTE: BI Publisher Query report Viewer provides the user an opportunity to run the report to your window in either PDF or XLS format. This option does not run the report via the process scheduler.*
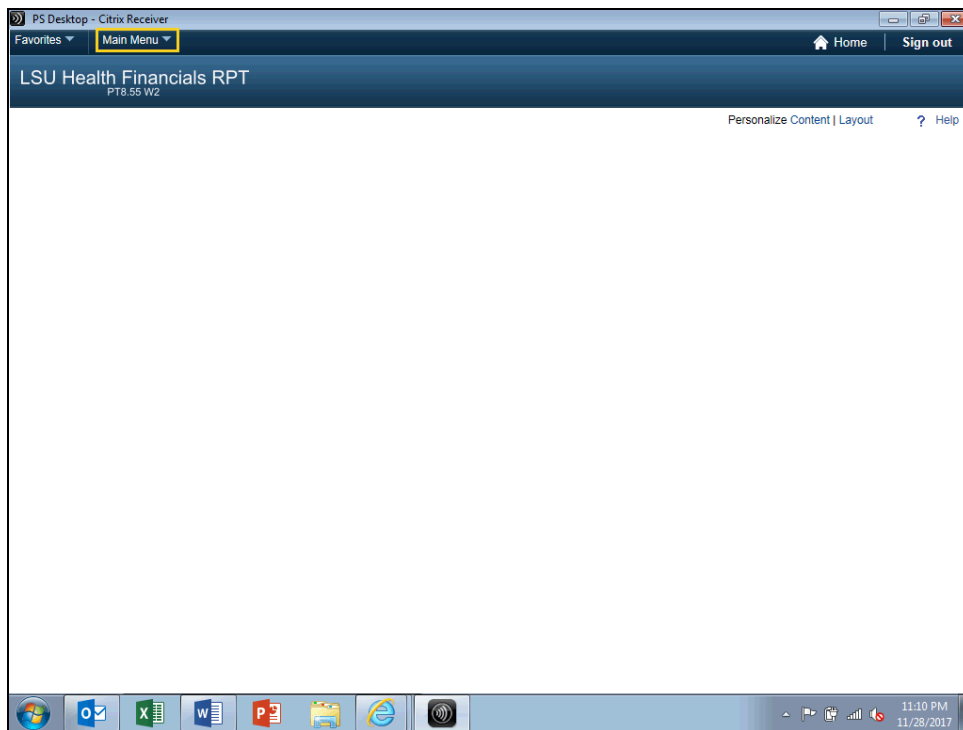
Step	Action
2.	Click the **Main Menu** link.
3.	Click the **Reporting Tools** link.
4.	Click the **BI Publisher** link.

Step	Action
5.	Click the **Query Report Viewer** link. Query Report Viewer
6.	The **Search by** default option is *Report Name*. All of the LSUHSC reports as noted in the table at the beginning of the document begin with the letter "ZZ". You may search by entering zz into the selections box. However, in this exercise you will use the Advanced Search to search for a report by report description. Click the **Advanced Search** link. Advanced Search
7.	Click the button to the right of the **Description** field. ⌄
8.	Click the **contains** list item. contains
9.	For this example, the report desired is the one that displays Direct Expenses Balances Available. Enter the desired information into the **Description** field. Enter "**direct**".
10.	Click the **Search** button. Search

Step	Action
11.	The search results return one report that has a description that includes the word "direct", **ZZGLX056**. The default format to view the report is PDF. By choosing the drop-down arrow, you might opt to view the report in XLS format instead. In this example, do not change the format from PDF.
12.	Click the **View Report** link.
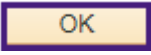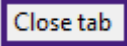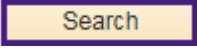
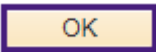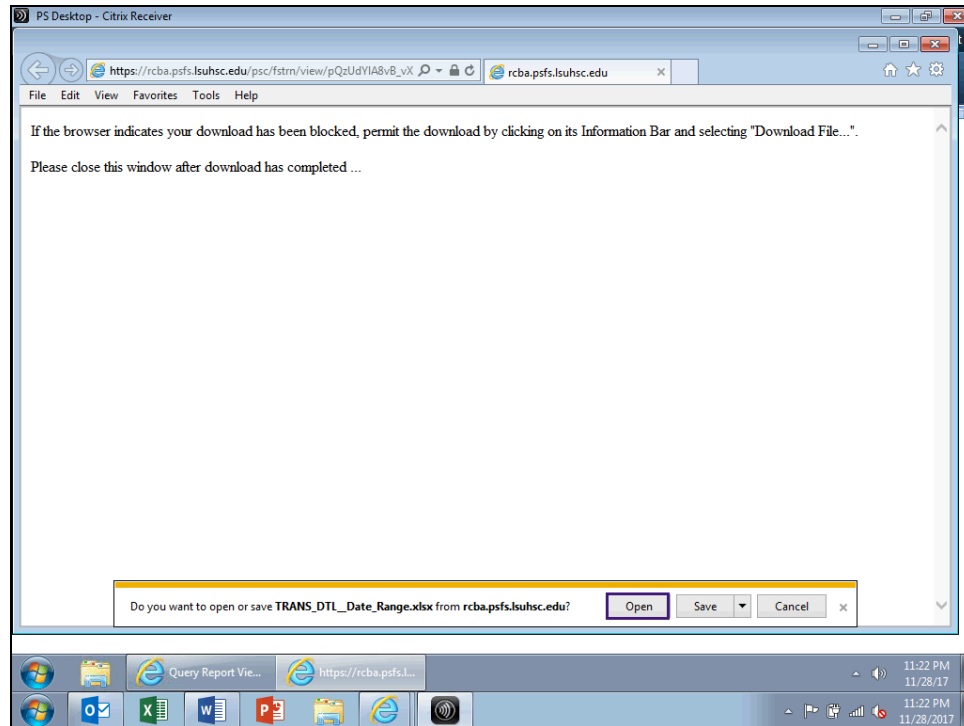| Step	Action
13.	A pop-up window displays on the screen where you must enter the prompt parameters that you would like to include in the report. Enter the desired information into the **Business Unit** field. Enter "**LSUNO**". *NOTE: Shreveport users should use the LSUSH Business Unit when running this example in RPT or SND. However, if you are using the WBT, the LSUNO Business Unit must be used.*
14.	Enter the desired information into the **Department** field. Enter "**1055000**".
15.	Enter the desired information into the **Fund Code** field. Enter "**%**".
16.	Enter the desired information into the **Program Code** field. Enter "**%**".
17.	Enter the desired information into the **Class Field** field. Enter "**%**".
18.	Enter the desired information into the **Project** field. Enter "**%**".
19.	Enter the desired information into the **Accounting Period** field. Enter "**2**".
20.	Enter the desired information into the **Fiscal Year** field. Enter "**2018**".

Step	Action
21.	Click the **OK** button.
22.	Your report displays.
	Click the **File** menu bar.
23.	You may print the report if desired and/or save it to a network pathway by selecting the either the Print or Save as... option from the menu list.
	Click the **Close tab** menu.
24.	Click the **Query Report Viewer** link.
25.	In this example, you will run a BI Publisher Query Report Viewer to XLS.
	Using the default search, enter the desired information into the **Search by** field. Enter "**ZZGLX004**".
26.	Click the **Search** button.

Step	Action
27.	Click the button to the right of the **Format** field. ⌄
28.	Click the **XLS** list item. XLS
29.	Click the **View Report** link. View Report

Step	Action
30.	The modal window for the prompt parameters displays. Enter the desired information into the **GL Business Unit** field. Enter "**LSUNO**". *NOTE: Shreveport users should use the LSUSH Business Unit when running this example in RPT or SND. However, if you are using the WBT, the LSUNO Business Unit must be used.*
31.	Enter the desired information into the **Department** field. Enter "**1055000**".
32.	Enter the desired information into the **Fund Code** field. Enter "**%**".
33.	Enter the desired information into the **Program Code** field. Enter "**%**".
34.	Enter the desired information into the **Class Field** field. Enter "**%**".
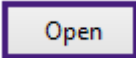
Step	Action
35.	Enter the desired information into the **Project** field. Enter "**%**".
36.	Enter the desired information into the **Journal Date From** field. Enter "**09012017**".
37.	Enter the desired information into the **To Journal Date** field. Enter "**11302017**".
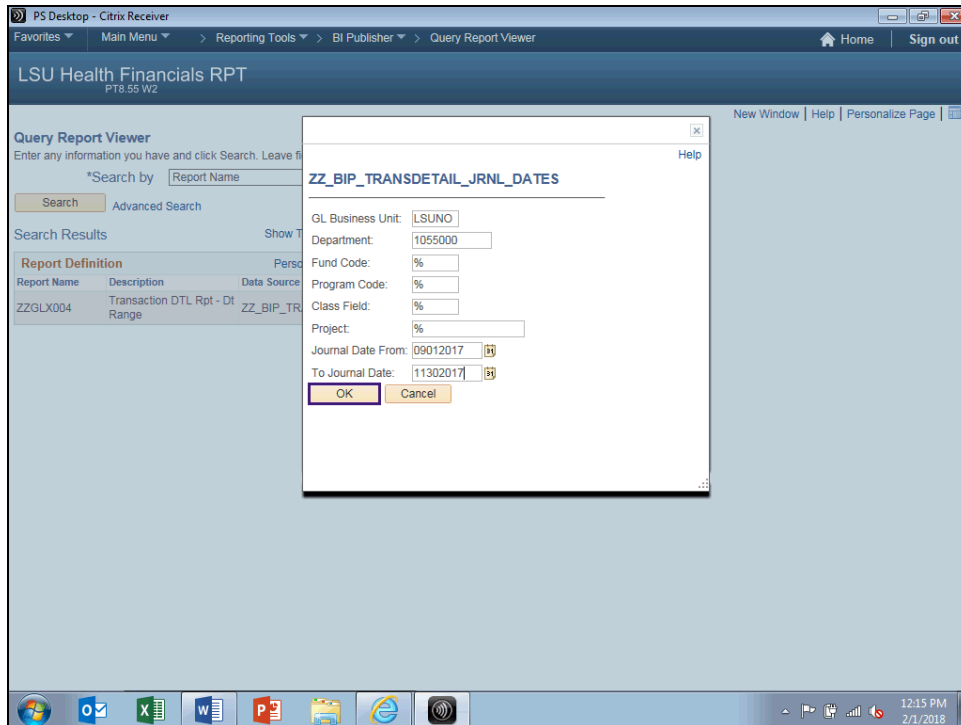
Step	Action
38.	Click the **OK** button.
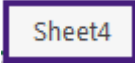
Step	Action
39.	When Excel launches, you may see the displayed message. You must click the Open button to launch the report.
	Click the **Open** button.

Step	Action
40.	*NOTE: The "Protected View" defaults for the Excel files. To print, edit, or save the excel file, you must select the Enable Editing button at the top of the screen.* Data result values are displayed in the XLS output. There are **no** formulas included in the report results. To perform any additional analysis and calculations in the Excel reports, you would need to enter formulas to perform the desired operations. Click the **Sheet 2** tab. Sheet2
41.	Please note that the example spreadsheet includes multiple worksheet tabs. Every report may have different grouping structures such as by chartstring, journal id, department, or by fund code. The report results will be grouped by that structure and produce the amount of worksheet tabs required for all report results meeting the grouping criteria. Please note the highlighted grouping on row 7. Click the **Sheet 3** tab. Sheet3

Step	Action
42.	Each tab represents the grouping of chartstring information displayed on the spreadsheet. The number of tabs will vary based upon the prompt criteria entered when running the report, the grouping methodology of the particular report, as well as the volume of data for the prompted entries. Click the **Sheet 4** tab. Sheet4
43.	You may close the spreadsheet by selecting **File**, **Close** from the Excel menu or selecting the innermost **X** in the top right corner of the spreadsheet page. Or to close Excel completely, select the top **X**. Click the **Close** button.
44.	Click the **Close** button.
45.	This completes *BI Publisher Query Report Viewer*. **End of Procedure.**
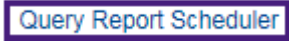
BI Publisher Query Report Scheduler
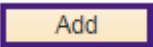
The Query Report Scheduler is used to run a report via the Process Scheduler. The BI Query Report Scheduler is recommended for larger volumes of data. You may choose to run the report to Window, Web (Report Manager), Email, or Print. PDF is the default output format for the BI Publisher but, when using the BI Publisher Query Report Scheduler, you may opt to run the report to Excel.

Procedure

In this topic you will learn how to run **BI Publisher Query Report Scheduler**.
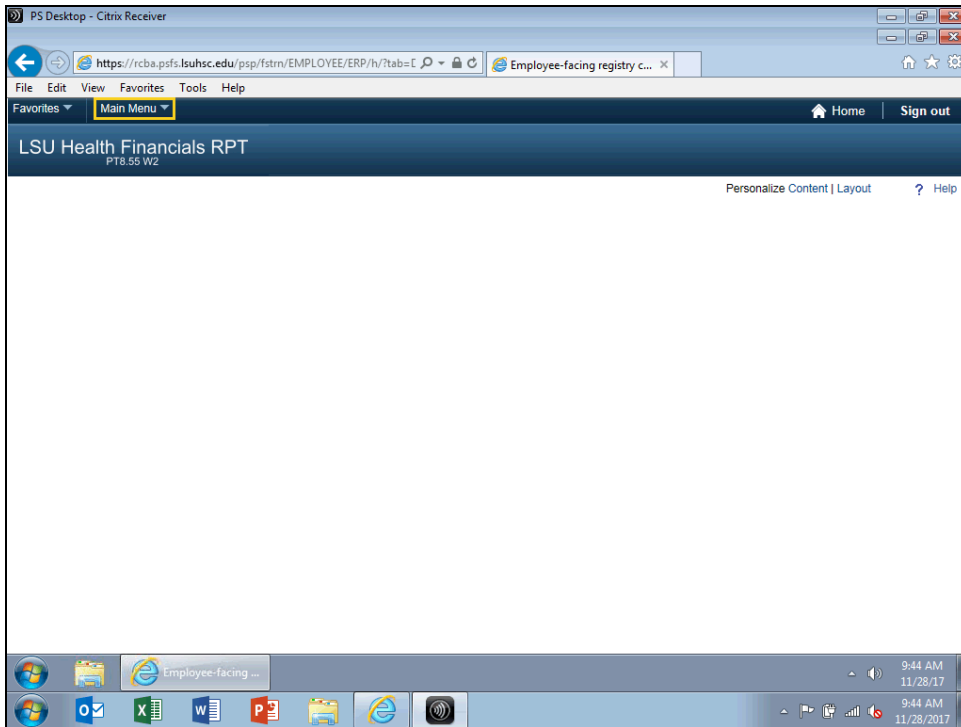
Step	Action
1.	Click the **Main Menu** link.
2.	Click the **Reporting Tools** link.
3.	Click the **BI Publisher** link.
4.	Click the **Query Report Scheduler** link.
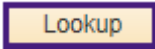
Step	Action
5.	Click the **Add a New Value** tab. *NOTE: In this example, you will create the run control id BALANCE_DIRECT_EXPENSE.* Add a New Value
6.	A run control **cannot** contain any blank spaces or special characters, but an *underscore* can be used to link words together. Your run control should **not** be more than 30 characters in length. The run control name should be meaningful to you for running the report. For example, if you want to run the transaction Detail Report for Shreveport by Date Range, the run control id might be called TRANS_DTL_DATERNG_ZZGLX004, or TRNS_DTL_DATES_KAREN_WEEKLY, etc.
7.	In this exercise, a sample run control id is provided for you. Enter the desired information into the **Run Control ID** field. Enter "**BALANCE_DIRECT_EXPENSE**".
8.	Click the **Add** button. Add

Step	Action
9.	Click the button to the right of the **Data Source Type** field.
10.	The *Data Source Type* will always be *Query*. Click the **Query** list item.
11.	Use the *Look up Report Definitions* to search for and select a report. Click the **Look up Report Definitions** button.
12.	You may scroll through the list or use the Advanced Search link to search by description for the desired report. In this example you will use a **wildcard (%)** and the **Lookup** options to locate report **ZZGLX056**. *NOTE: The report name ZZGLX056 is the replacement name for the Budget Balance Direct Expense.rpt Crystal Report.* Enter the desired information into the **Search by** field. Enter "**%X056**".

Step	Action
13.	Click the **Lookup** button.
	Lookup
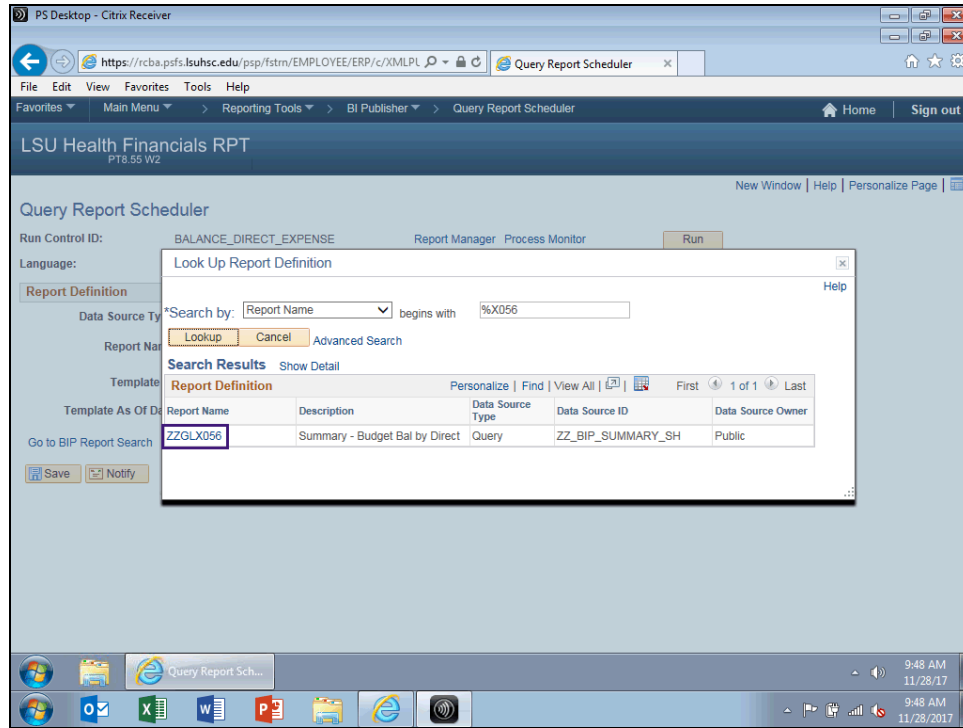
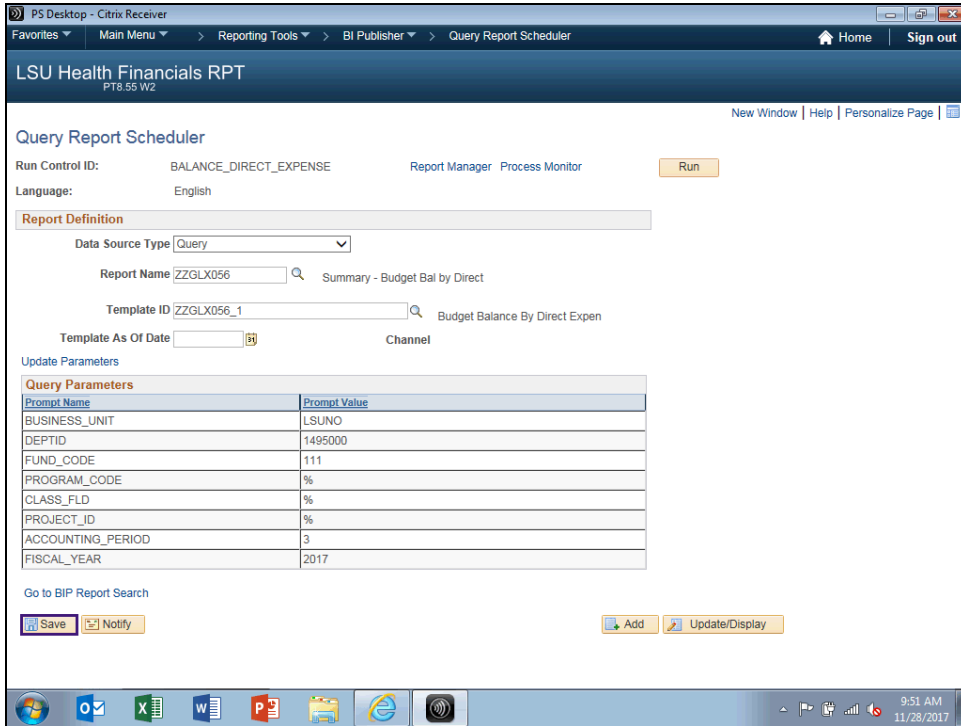| Step	Action
14.	Click the **ZZGLX056** link.
	ZZGLX056
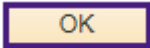
| Step	Action
15.	A pop-up box displays where you enter the prompt parameters desired for the report. *NOTE: The Business Unit must always be entered. The available Business Units are:* **HCSDA –** HCSD Administration **LAKMC –** Lallie Kemp **LSUNO –** LSU Health New Orleans **LSUSH – L**SU Health Shreveport Enter the desired information into the **Business Unit** field. Enter "**LSUNO**".
16.	Enter the desired information into the **Department** field. Enter "**1495000**".
17.	Enter the desired information into the **Fund Code** field. Enter "**111**".
18.	Enter the desired information into the **Program Code** field. Enter "**%**".
19.	Enter the desired information into the **Class Field** field. Enter "**%**".
20.	Enter the desired information into the **Project** field. Enter "**%**".
21.	Enter the desired information into the **Accounting Period** field. Enter "**3**".
22.	Enter the desired information into the **Fiscal Year** field. Enter "**2017**".
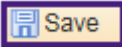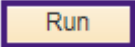
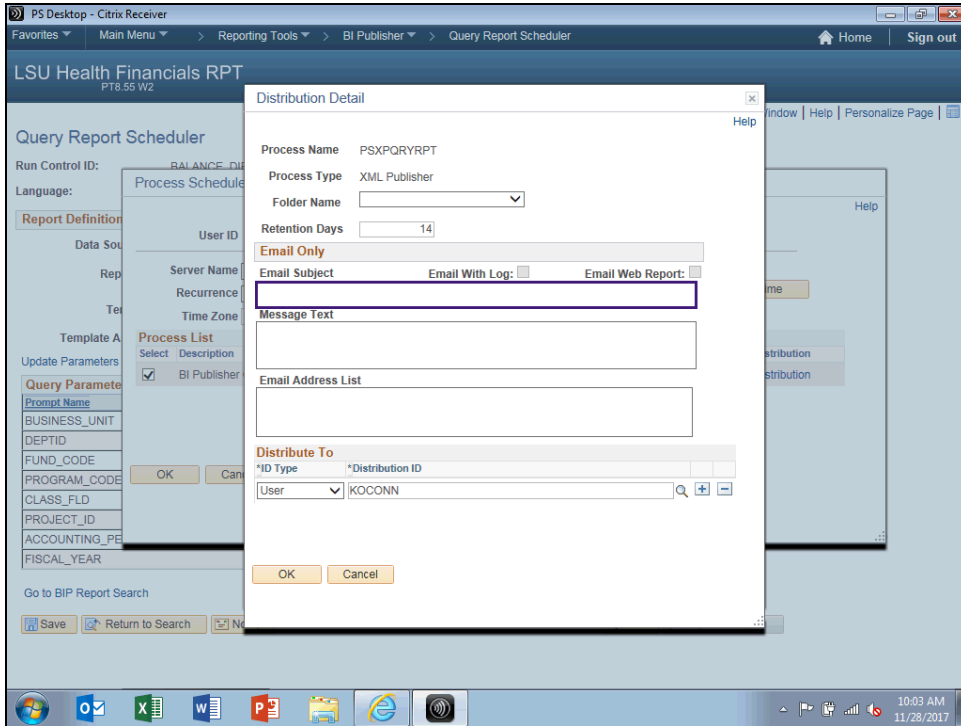| Step	Action
23.	Click the **OK** button. ![OK]

Step	Action
24.	The *Query Report Scheduler* page is now populated with the Report Name, Template ID, and the parameters you selected. Click the **Save** button. ![Save]
25.	You can create another run control for another report by clicking the *Add* button at the bottom of the page. Click the *Update/Display* button to run a report for which a run control has already been created.
26.	*NOTE: The blue link called Go to BIP Report Search may only be accessed by the Report Development Team. End-users will receive the security message that "You are not authorized to access this component" if the link is selected.*
27.	Click the **Run** button. ![Run]
28.	Click the button to the right of the **Server Name** field. ![arrow]
29.	Click the **PSNT** list item. ![PSNT]
30.	Verify that the *BI Publisher Query Report* is checked.

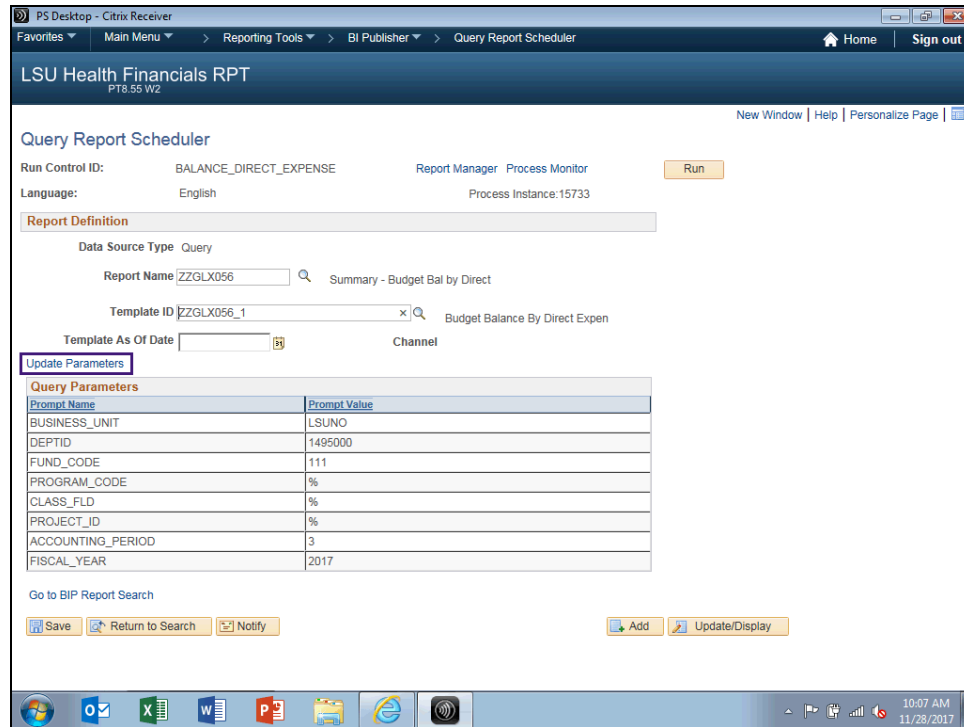| Step	Action
31.	Click the button to the right of the **Type** field. ⌄
32.	The Type options are Email, File, Printer, Web, and Window. • <u>**Email**</u> – If you select this option, you must then select the Distribution link and enter the email address for each user to whom you will send the report. • <u>**File**</u> – DO NOT USE – This would write the report to the process scheduler server where you would be unable to access the file. • <u>**Printer**</u> – If you choose to send the report directly to the printer, you must then select the Output Destination printer where the report will be directed. • <u>**Web**</u> – Web is the default option. The report will run and post to the Report Repository Manager within PeopleSoft where you may access the file. • <u>**Window**</u> – If you choose Window, the report will open a new window and process on the screen (very similar to Window option in nVision). The report will also post to the Report Manager where you may access the data until the repository is cleared.
33.	Click the button to the right of the **Format** field. ⌄
34.	PDF is the default option, but you may also choose to run the report to XLS format for Excel. *The HTM and RTF format are for report developers only.*
35.	The *Distribution* link is used to specify the email distribution of your report output if email is the selected Type. Click the **Distribution** link. Distribution

Step	Action
36.	The *Distribution Detail* page will be grayed out if email is not the selected Type option. Enter the desired information into the **Email Subject** field. Enter "**BI REPORT EMAIL EXAMPLE**".
37.	Enter the desired information into the **Message Text** field. Enter "**This is the BI Publisher Report we discussed**".
38.	Enter the desired information into the **Email Address List** field. Enter "**mgonz2@lsuhsc.edu, kocon2@lsuhsc.edu**". *NOTE: If multiple email address are entered, make sure the addresses are separated by a comma.*
39.	If you were emailing this report, you would click the **OK** button. For **training** **purposes** **only**, click the **Cancel** button. Cancel
40.	As previously stated, the Default Type is **Web** and the Format is **PDF**. This indicates that the report will produce a PDF file on the Report Repository Manager page for you to access. Click the **OK** button. OK

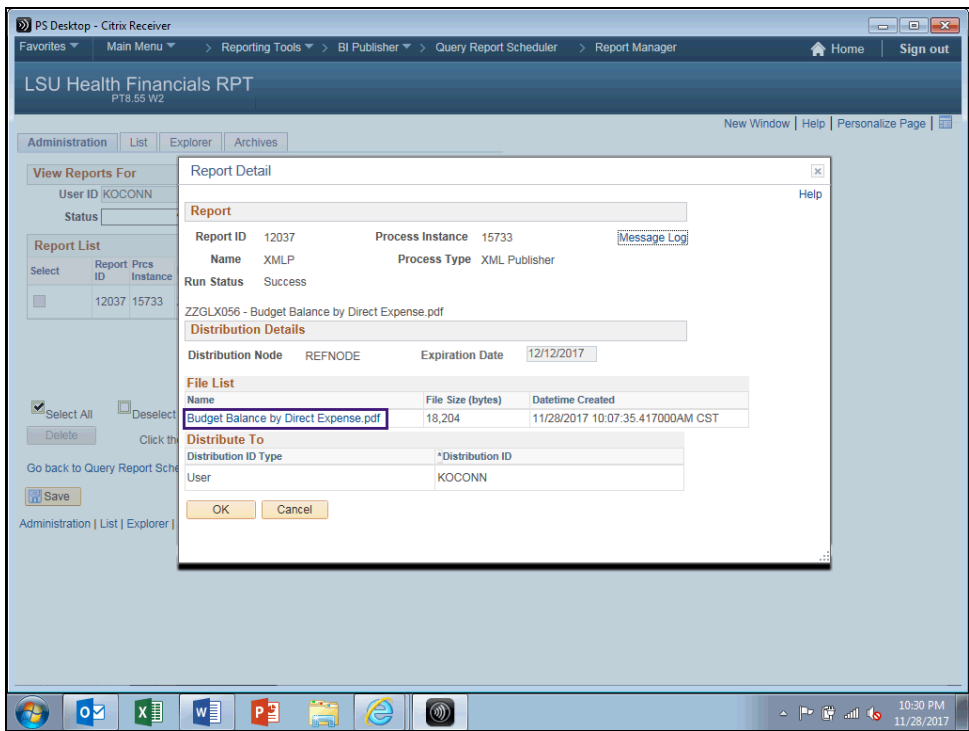| Step	Action
41.	You are returned to the Query Report Scheduler page. Notice the Process Instance number is displayed under the Process Monitor link.

Step	Action
42.	*Please note the link called Update Parameters above the prompt entries. The next time you navigate to Query Report Scheduler for this report, these prompt values will be displayed. By selecting the Update Parameters link, you may modify the prompts to run the report for another department, project, etc.*
43.	Click the **Process Monitor** link.
44.	You want the **Run Status** = **Success** and the **Distribution Status** = **Posted**. Click the **Refresh** button every *10 - 15 seconds* until the appropriate statuses have been posted. Click the **Go back to Query Report Scheduler** link.
45.	Click the **Report Manager** link.
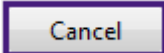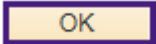
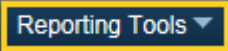| Step	Action
46.	Click the **Administration** tab.
47.	Your most recently run report will be displayed at the top of the page. You want the **Status = Posted**. If the Status is not Posted, click the Refresh button every *10 - 15 seconds* until the status posts. Select the blue link (**ZZGLX056 - Budget Balance by Direct Expense.rpt**) to open the report.
48.	Click the **Details** link.

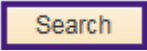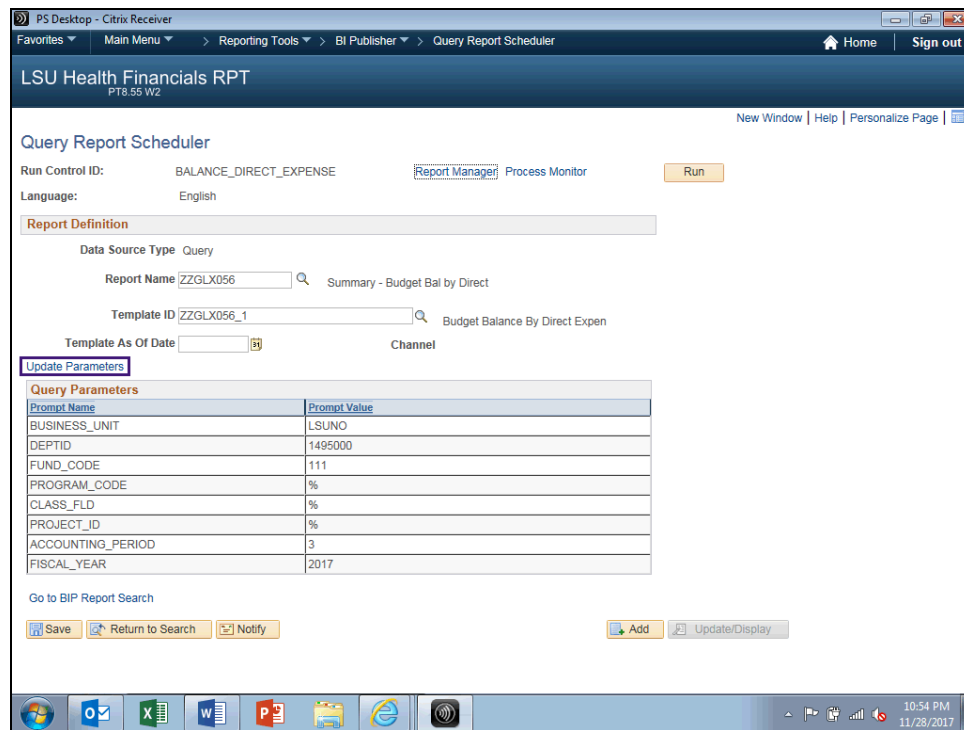| Step	Action
49.	Click the **Budget Balance by Direct Expense** link.
50.	Click the **File** menu bar.
51.	You may now save the report to a file to a network or local drive. Simply select **Save as...** from the menu and select the desired location to save the file.

Step	Action
52.	You may print the document. Although many of the reports are created on legal size paper due to the large amount of data included, it is much easier to pint the report on letter sized paper in BI Publisher than it was in Crystal Reports. Click the **Print** menu. Print...
53.	Simply select the desired paper size, the printer, and then click the Print button. For **training purposes only**, click the **Cancel** button. Cancel
54.	*NOTE: After you have completed printing or saving your report, close the report by selecting File, Close.* Click the **File** menu bar. File
55.	Click the **Close tab** menu. Close tab Ctrl+W
56.	You are returned to the Report Details page. Click the **OK** button. OK
57.	Click the **Home** link. 🏠 Home
58.	If you later decide you wish to reopen that report, simply navigate to the Report Manager and select the Report link. Click the **Main Menu** link. Main Menu ▼
59.	Click the **Reporting Tools** link. Reporting Tools ▶
60.	Click the **Report Manager** link. Report Manager

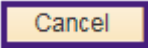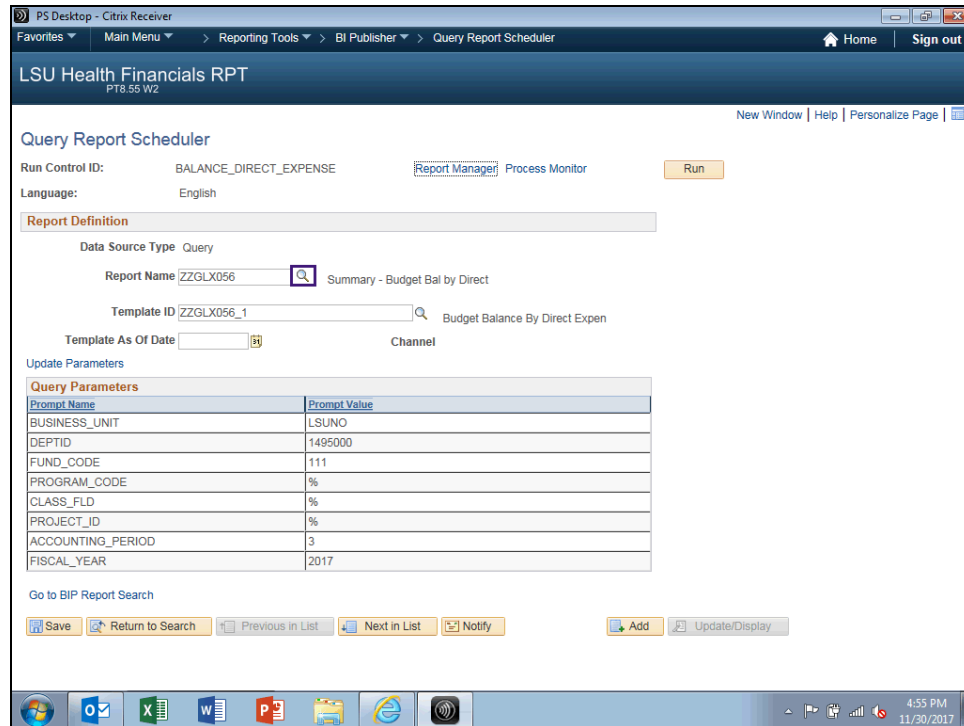| Step	Action
61.	Your report displays. Click the **Reporting Tools** link to search for existing run control ids. Reporting Tools ▼
62.	Click the **BI Publisher** link. BI Publisher ▶
63.	Click the **Query Report Scheduler** link. Query Report Scheduler
64.	You can rerun a report using the same run control id. Click the **Search** button. Search
65.	Your available run control ids will display at the bottom of the page. Click the **BALANCE_DIRECT_EXPENSE** link. BALANCE_DIRECT_EXPENSE

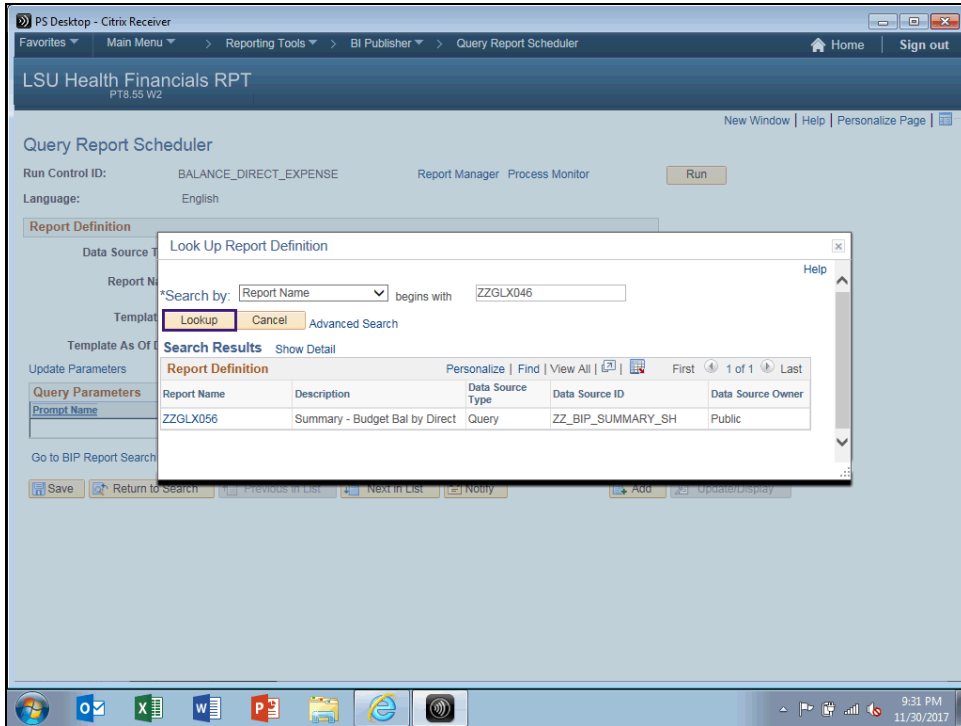| Step	Action
66.	You can change your parameters using the Update Parameters link. Click the **Update Parameters** link. Update Parameters
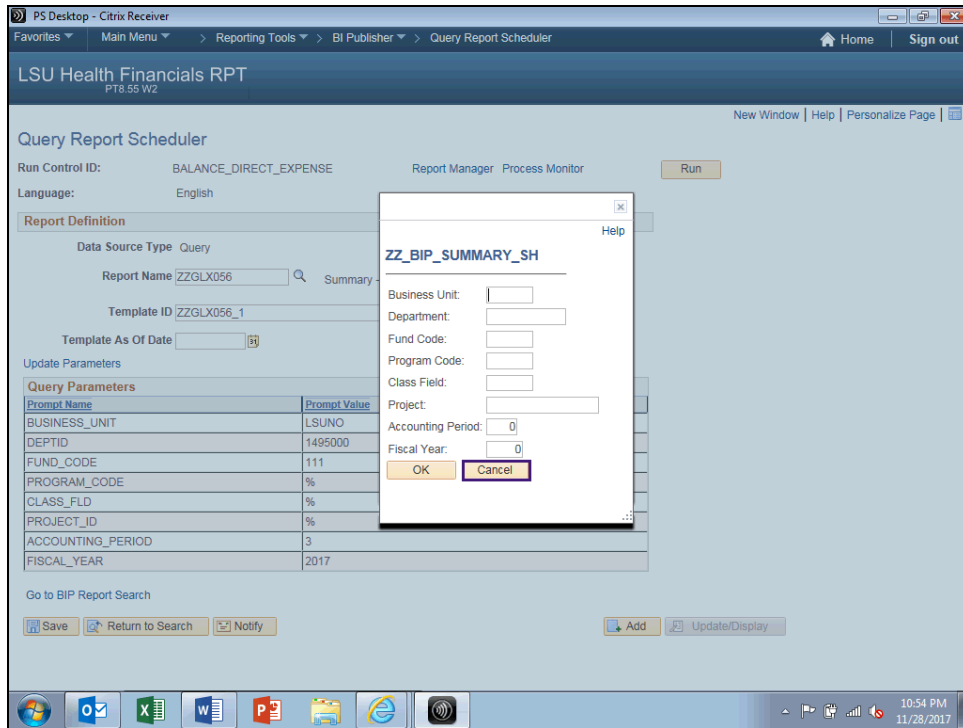
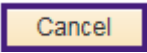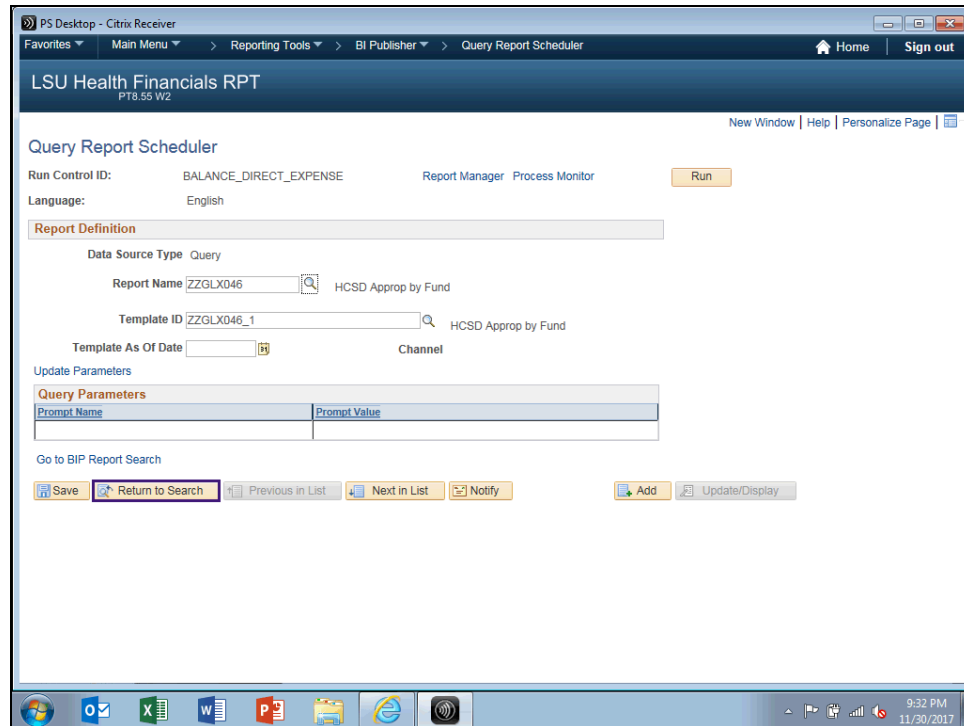| Step	Action
67.	You would enter your parameters and save your changes before running your report. For **training purposes only**, click the **Cancel** button.

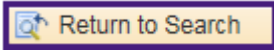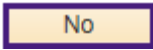| Step	Action
68.	You can search for another report using the *Look Up Report Definitions* option. Click the **Look up Report Definitions** button.
69.	Use the Advanced Search option to search for a report by description. Enter the desired information into the field. Enter "**ZZGLX046**".

Step	Action
70.	Click the **Lookup** button. ![Lookup]
71.	Click the **ZZGLX046** link. ![ZZGLX046]
72.	Click the **Cancel** button. ![Cancel]

Step	Action
73.	Use the Return to Search button to search for and select additional run control ids. Click the **Return to Search** button. ![Return to Search button]
74.	Click the **No** button. ![No button]
75.	If your existing run control ids are not displayed, click the **Search** button to view them. Or click the **Add a New Value** tab to create a new run control.
76.	This completes *BI Publisher Query Report Scheduler*. **End of Procedure.**