Ad Hoc Reporting

Springbrook Software

www.springbrooksoftware.com

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Ad-Hoc Reporting

Overview

Summary

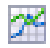
The Ad-Hoc Reporting tool allows Springbrook Cloud users to build and run complex reports, charts, and graphs that pull data from multiple user-selected database tables. Users can then share those reports across the organization while still maintaining data security through comprehensive reporting security settings.

Before you can access Ad-Hoc Reporting, you will need to set up a reporting role and associate it with your Springbrook user record. Please contact your System Administrator about setting up a reporting role.

NOTE: Springbrook Support will be working with clients to develop comprehensive report instructions with Springbrook-specific needs in mind, such as the Simple and Advanced Ad-Hoc Reporting topics linked below. Please check back frequently as those instructions will be added here as they are completed.

Step by Step

1 Open the Ad-Hoc Reporting tool.

- Click the Ad-Hoc Reporting icon  on the main application menu bar. This will launch the Ad-Hoc Reporting tool in your web browser.
  - The Ad-Hoc Reporting tool can also be launched from the Ad-Hoc Reporting button on the Springbrook Cloud portal. You will be required to enter your existing Springbrook credentials when logging in from the portal.
  - NOTE: Ad-Hoc Reporting sessions will time out after 60 minutes of inactivity. If your session times out, you may experience a delay before you can begin another session. For this reason, Springbrook recommends users log out of the Ad-Hoc Reporting if they expect to be idle for an extended amount of time. This will ensure that you can log back in and begin a new Ad-Hoc Reporting session when you are ready to begin working again.
- In order to access the Ad-Hoc Reporting tool, Springbrook users must first be assigned to a Reporting Role (SS> Maintenance> Reporting Roles).

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2 View the existing ad-hoc reports.

- The Ad-Hoc Reporting tool will display all the existing reports that have been shared with your reporting role.
- Click on an existing ad-hoc report to open the report for printing.

- Click the drop-down menus next to the Print icon or Excel icon to select a print option.

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3 Create or edit an ad-hoc report in the Report Designer.

- The Report Designer walks you through the ad-hoc report designing process. You'll be able to select data, specify displayed fields, configure sorting and grouping, create charts and graphs, and customize the general appearance of the report.
- Please see the Simple Ad-Hoc Reports topic for information on how to create basic reports.
- Please see the Advanced Ad-Hoc Reports topic for information on how to create more complex reports.
  - NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins may not be supported.

Ad-Hoc Reporting

Creating Simple Ad-Hoc Reports

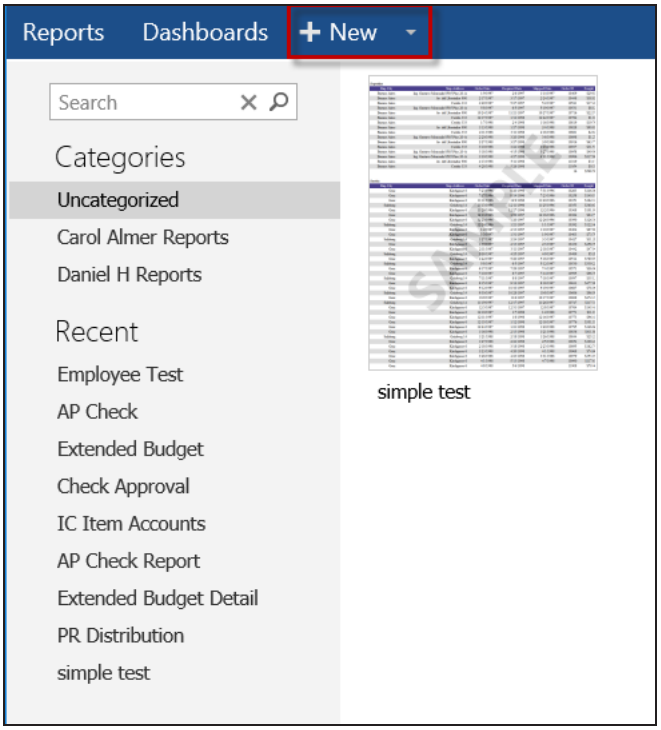
Summary

After you have completed the initial setups required to create Ad-Hoc reports, you can follow the steps below to create a simple AP Check report.

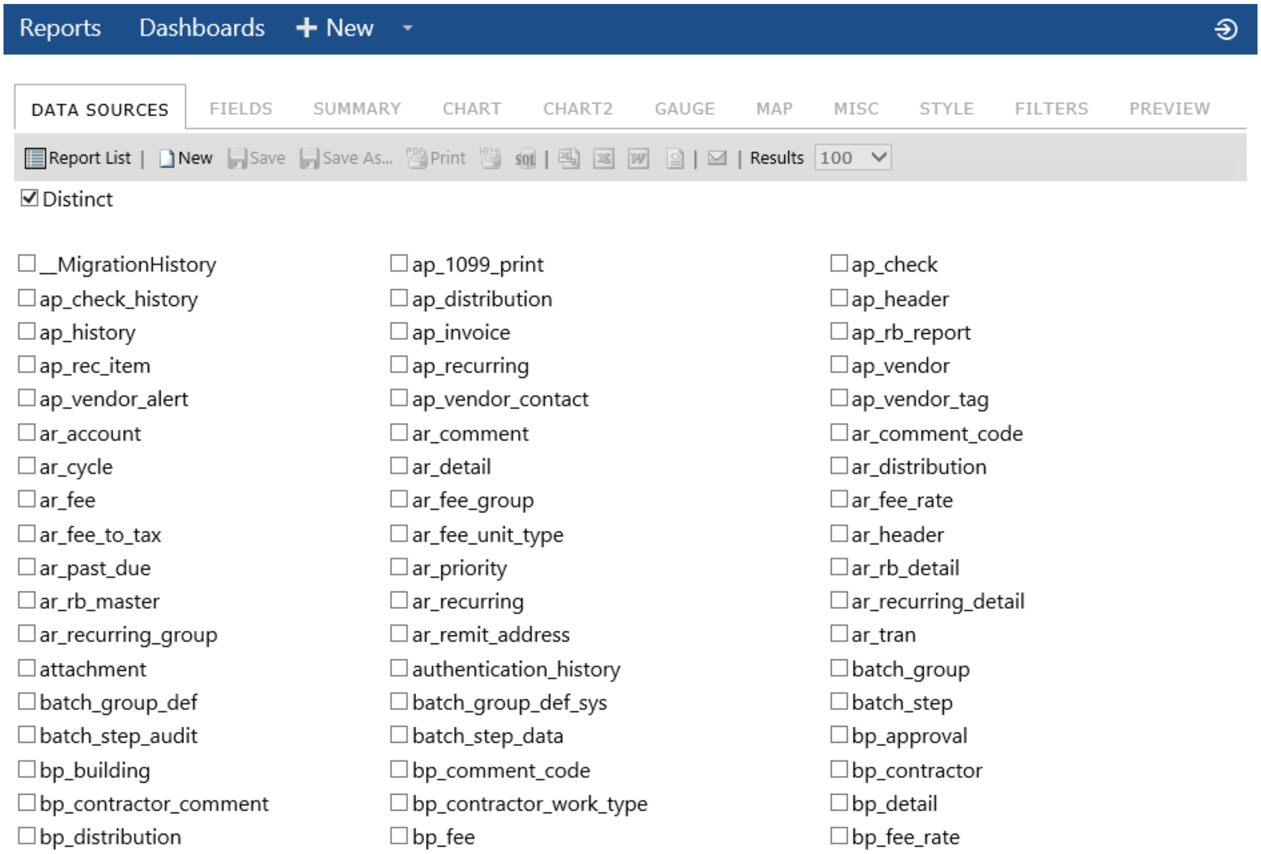
NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins may not be supported.

Step by Step

Open Ad-Hoc Reporting and click on the New button at the top to start a new report.



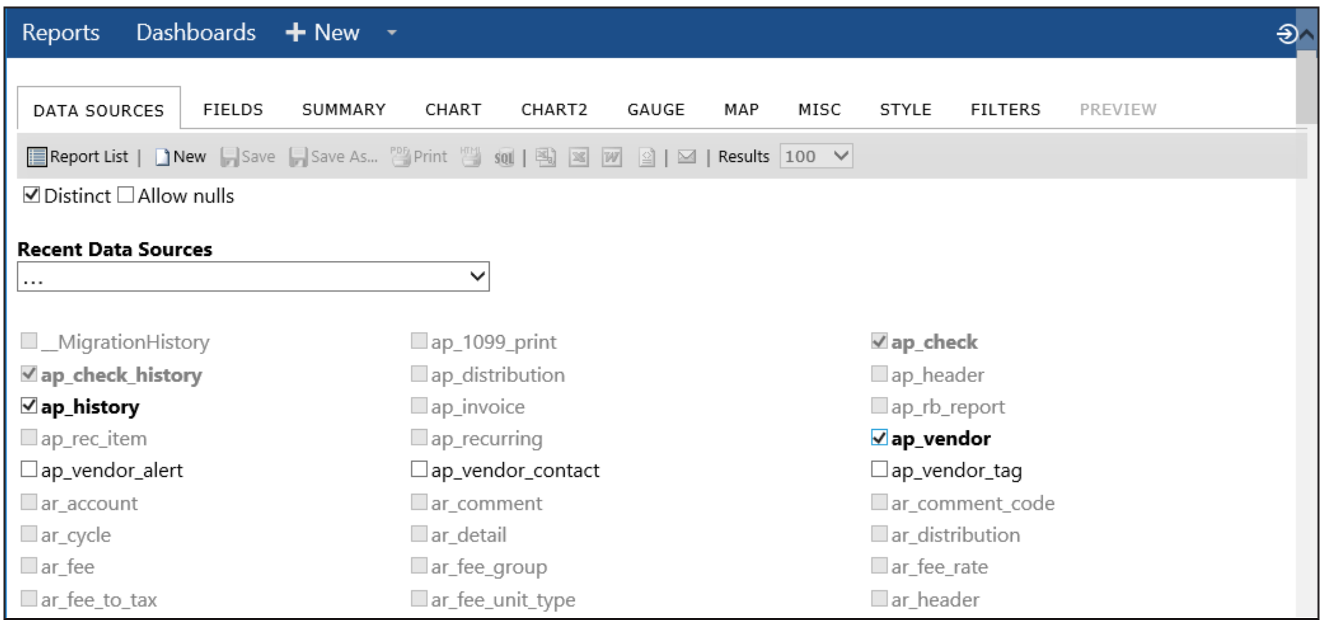
The window that will open will include every table available in the Springbrook system. Information about tables and fields can be obtained by using the Table/Field functionality in Springbrook or the Data Dictionary.



The Distinct toggle will be checked by default. It is unlikely you will need to change this. This toggle is intended to prevent the system join from bringing in a single record multiple times. In some cases this can result in getting fewer records than you expect.

Select the tables you need for the report. The example below is a simple Accounts Payable check report to list checks with amounts and vendor names. You should plan the information desired to make table selection easier.

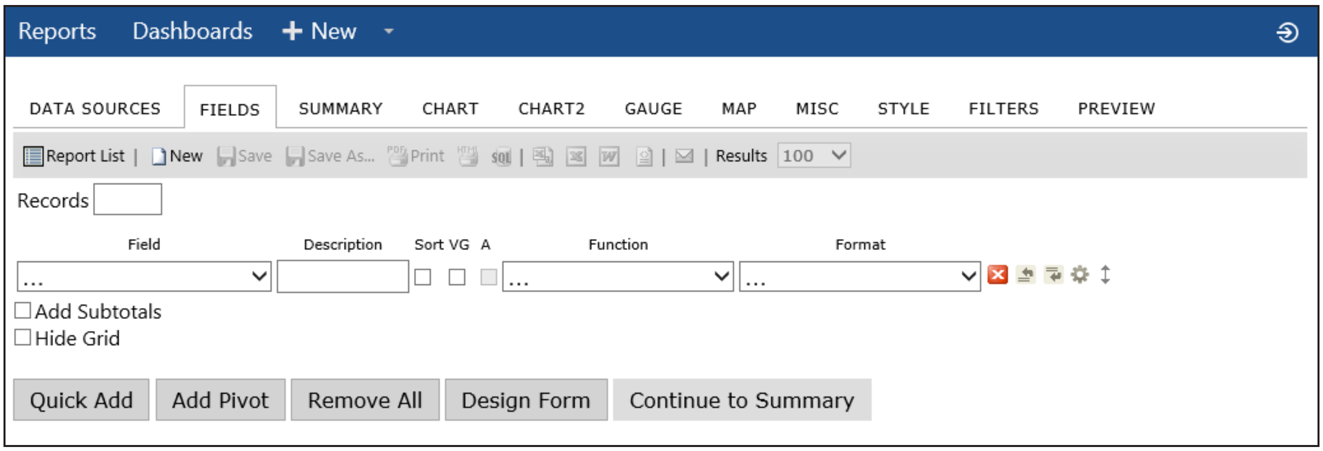
- When a single table is selected (in this example ap_history) most other tables will “gray out” and be unavailable to select, as seen in the screenshot below. This is to be expected as the Ad -Hoc Reporting tool only makes tables available that it can automatically link using system IDs. This means you will likely have to add more tables than you expected to get the data for the report.
- Select a displayed table and see what new tables become available. In the example report, the ap_history, ap_check_history and ap_check tables had to be selected before the ap_vendor table could be selected. The ap_vendor table was required to include the vendor name on the report.



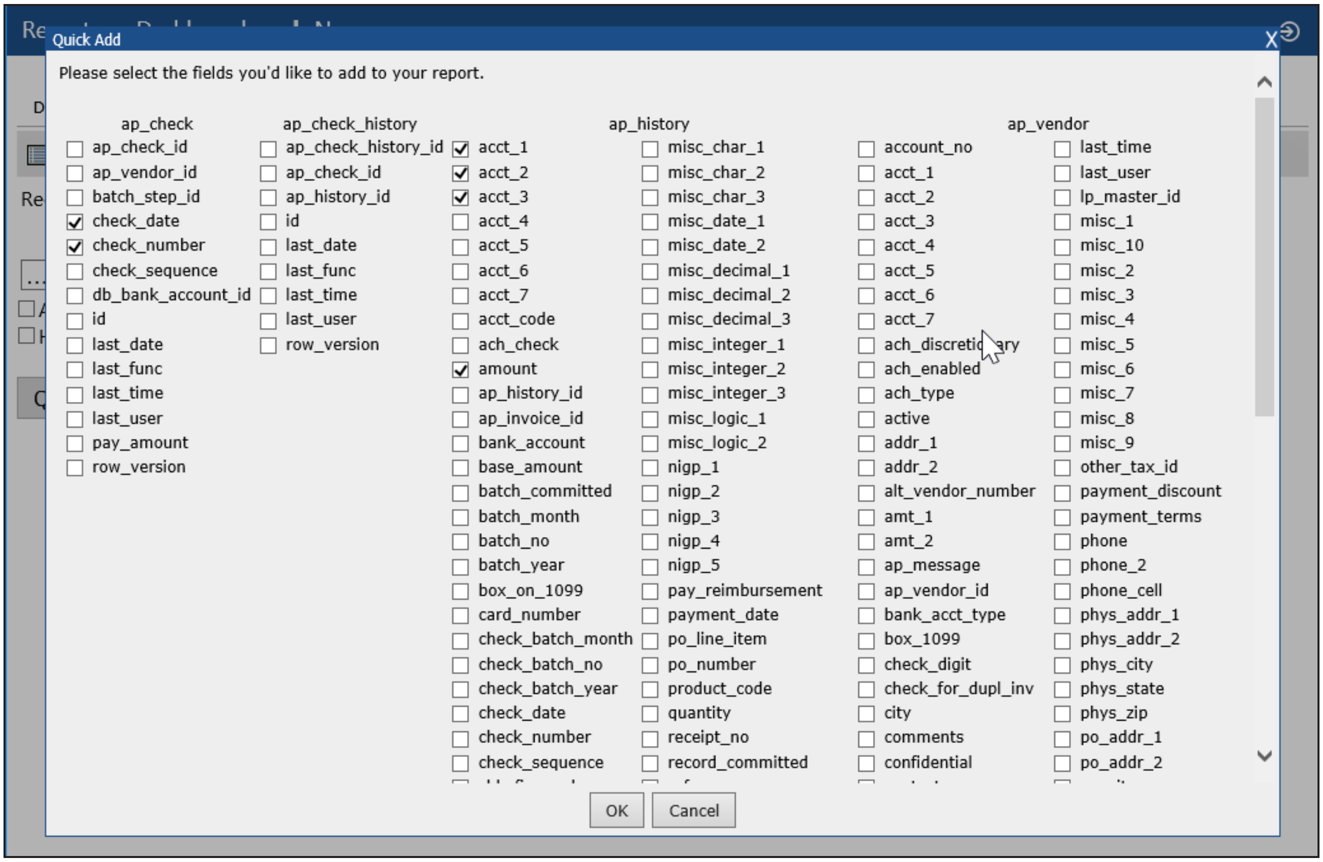
Once the desired tables are selected, scroll to the bottom of the window and click on the Continue to Fields button Continue to Fields. This will open the Fields tab.

Click the Field drop-down to add the fields individually or use the Quick Add button Quick Add to add several at the same time.

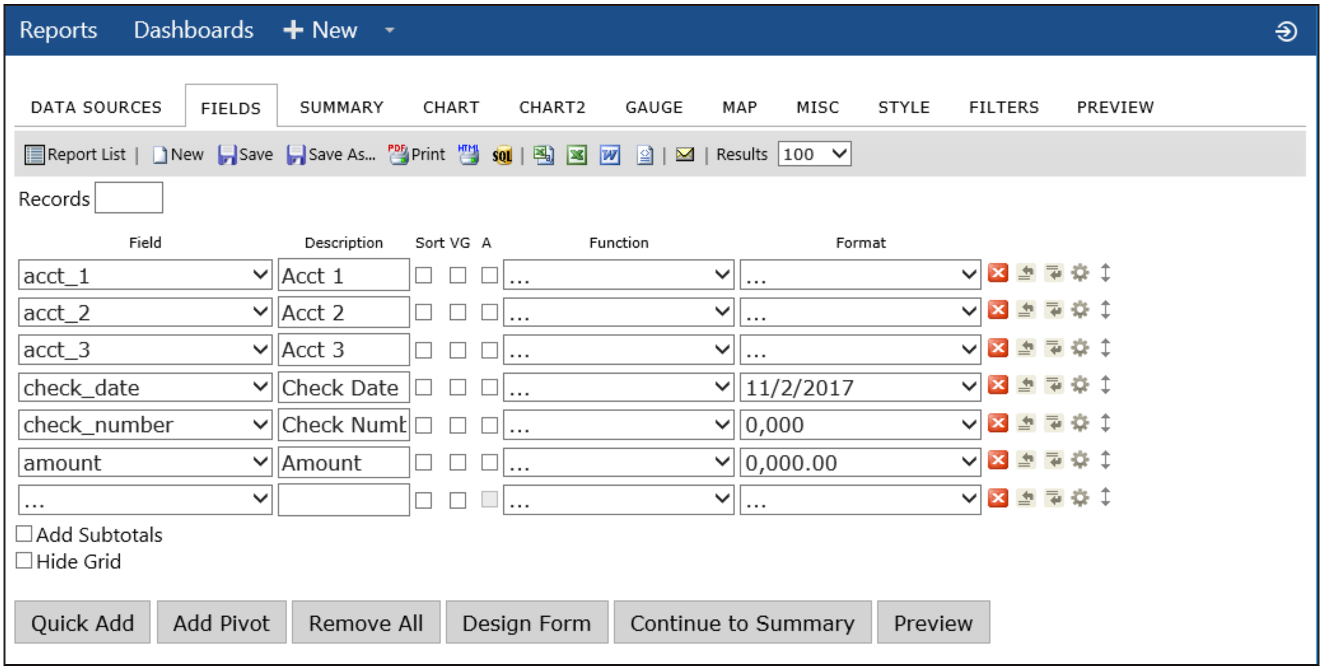
When adding fields individually, scroll to the table you want and select the fields you want to include. All tables selected as data sources will display in alphabetical order.



The Quick Add option provides a way to view all tables and fields and to select multiple fields at the same time. You may need to scroll down to find all the desired fields. You should ONLY see gl_chart or any table listed one time. If you see a table listed multiple times, you need to back up to the data source step to avoid errors.



Click OK when the field selection is complete. You can always add more fields to the report later.



You can now use the Preview button 

to preview the completed report.

At this point you can also use the Fields tab to rearrange fields, add functions and format how the information is displayed. For more information on those features, please see the [Advanced Ad-Hoc Reporting](#) topic.

Ad-Hoc Reporting

Advanced Ad-Hoc Reporting

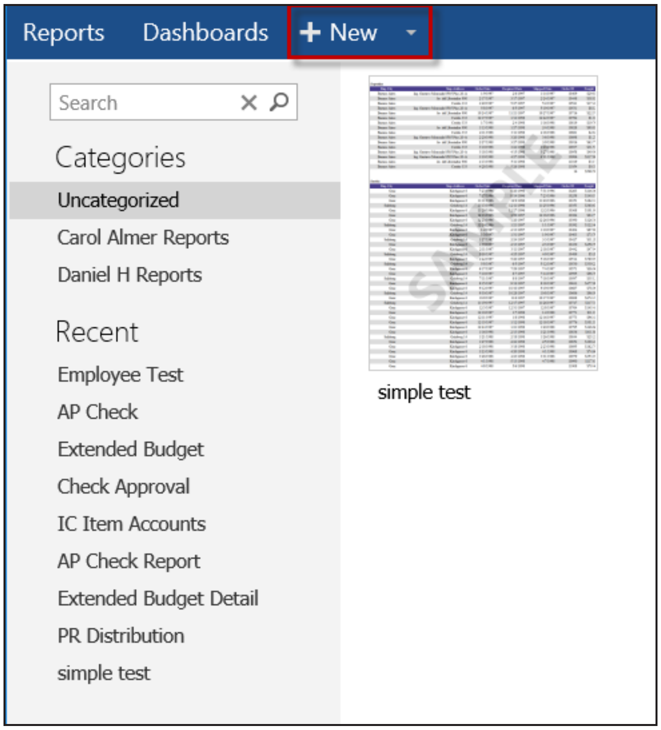
Summary

After you have completed the initial setups required to create Ad-Hoc reports, you can follow the steps below to create a detailed check approval report.

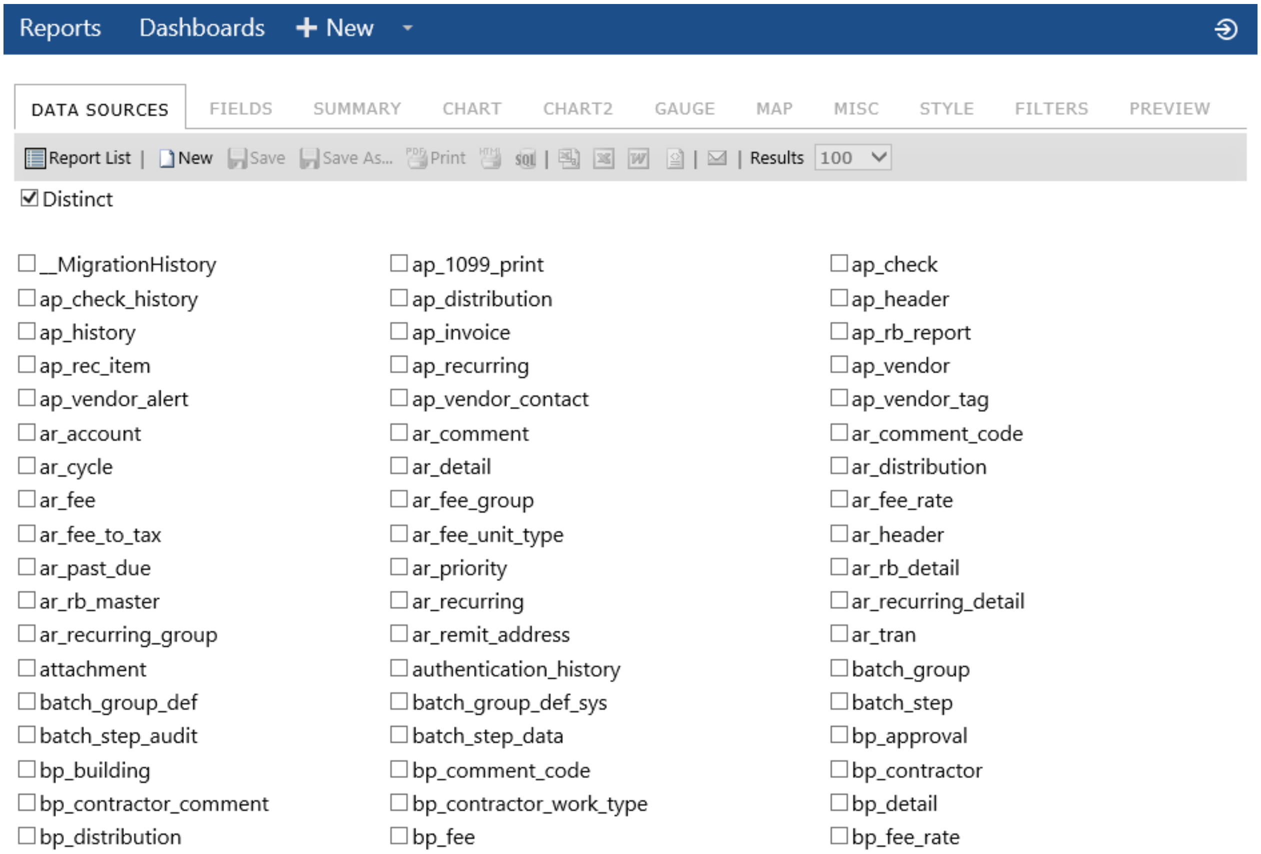
NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins may not be supported.

Step by Step

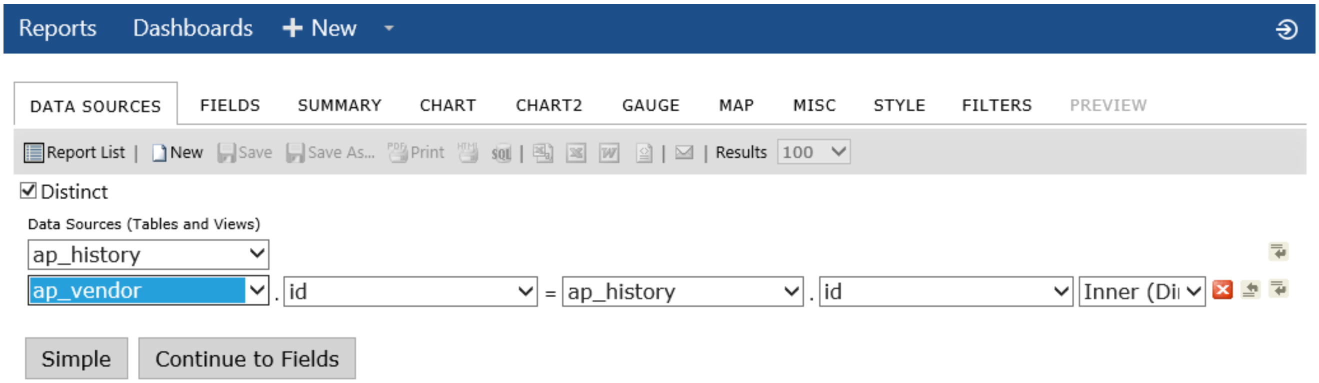
Open Ad-Hoc Reporting and click on the New button at the top to start a new report.



The window that will open will include every table available in the Springbrook system. Information about tables and fields can be obtained by using the Table/Field functionality in Springbrook or the Data Dictionary.



When you select a field in this window, other fields will gray out and not be available. That is because the table cannot automatically link the tables to avoid duplicate results. That does not mean you cannot use the tables together, just that you need to add them and manually link (join) the tables. Scroll to the bottom and click on the Advanced button Advanced to add tables individually. This will open the Advanced Data Sources view.



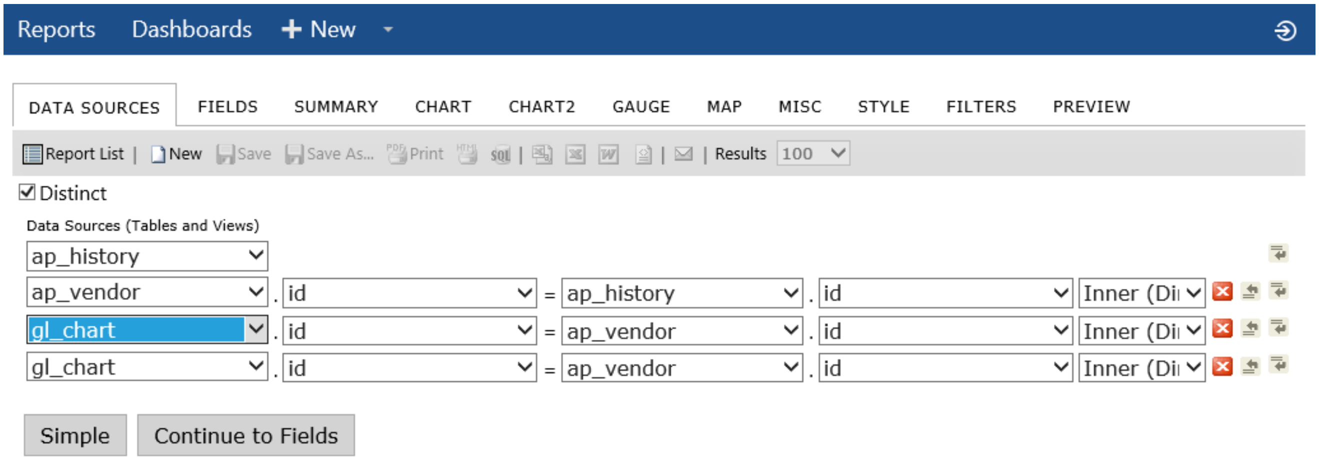
Select tables for your report from the Data Sources (Tables and Views) drop-down list.

You can add a table either above or below the other tables by clicking on the Insert Above and Insert Below buttons to the right of the field. If you add the table above it will link to the table in the current line without having to select it.

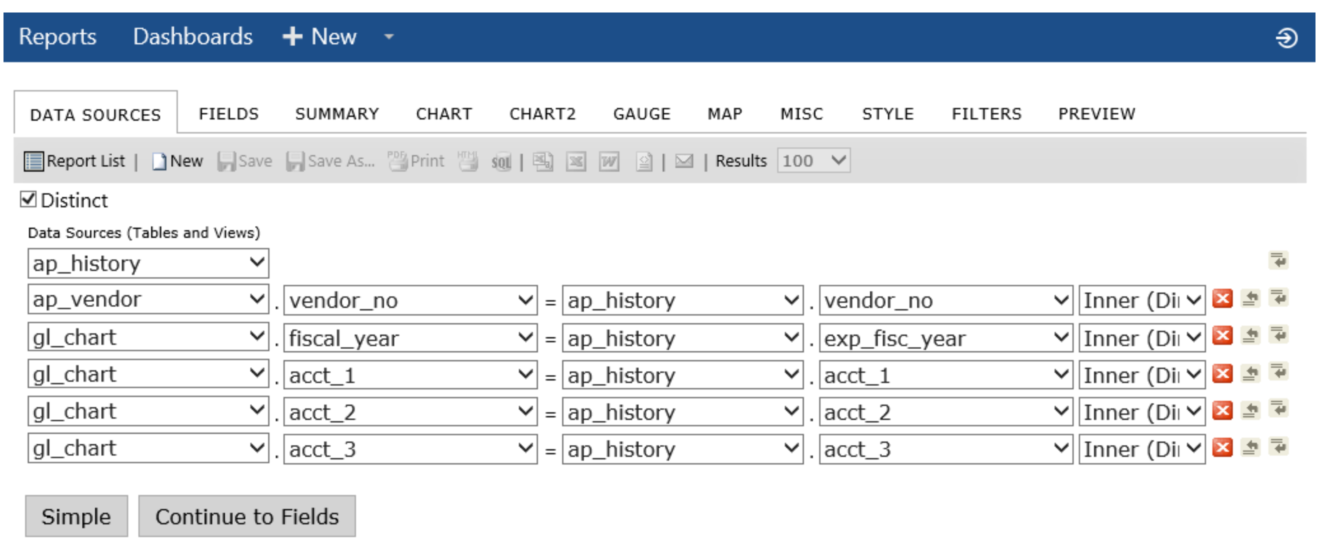
All tables in the database will be listed. If you type in the first letter of the system ("g" for gl) it will take you to that letter.

You can add all the tables before assigning the links/joins or assign them as you go. The reporting tool will always try to link using id but that is rarely the correct field to use.

In the case below, the data source was added above the prior field. Notice it set to link to AP vendor rather than AP history from the top line.



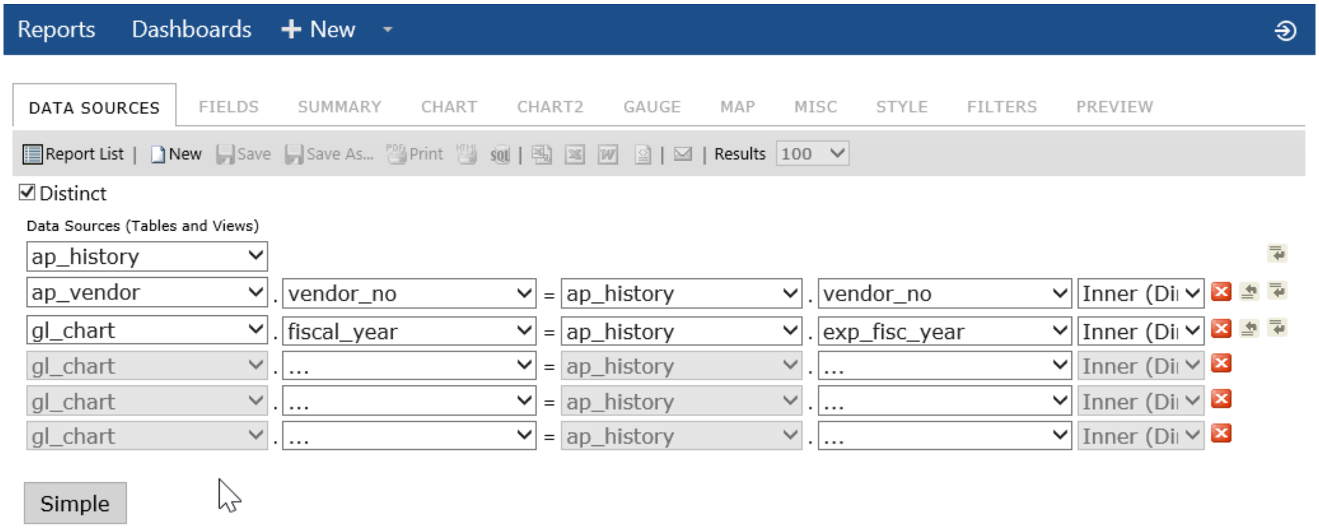
As with many tables in Springbrook, to link to the gl_chart table you will need multiple links. You must link to the fiscal_year and each section of your account number. This example database has three sections to the account number, so this report needs to link to each of those sections. If you have six or seven sections, each will need to have a link to all sections to avoid duplicated entries on the report.



Once the tables and links are mapped, click the Simple button Simple. That will return you to the initial window displaying all the tables. Scroll to the bottom and click the Advanced button Advanced again. This will open the Advanced Data Sources view again, but the window will change in an important way.

Notice in the screenshot below that the gl_chart table has all but one of the entries “grayed” out. You can still relink the fields as above, but now the multiple links will be assigned to the same table. This process is only needed if you have created multiple links to the same table. This allows you to create complex reports.

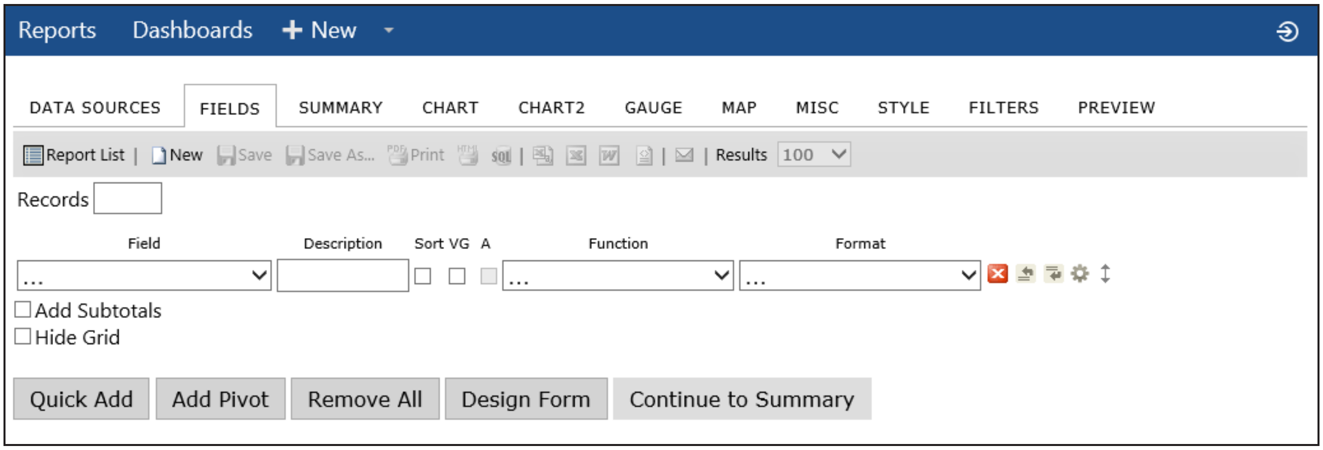
NOTE: The Ad-Hoc Reporting tool offers a number of powerful reporting options that are not currently supported by the Springbrook Support team. Questions regarding simple report creation can be directed to Springbrook Support, but complicated reports with multiple table joins will not be supported.



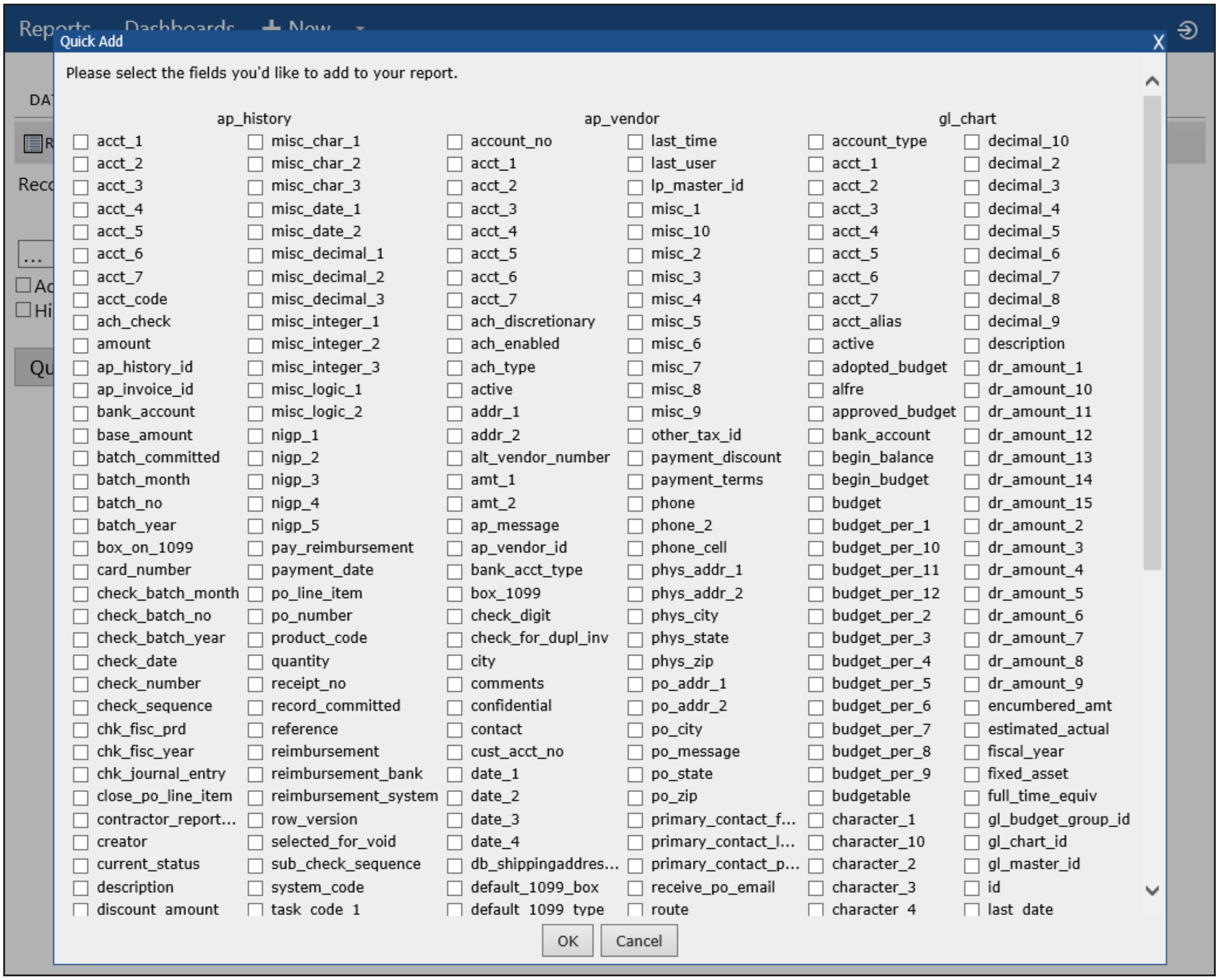
Reassign the fields to link the tables and click the Continue to Fields button Continue to Fields.

Click the Field drop-down to add the fields individually or use the Quick Add button Quick Add to add several at the same time.

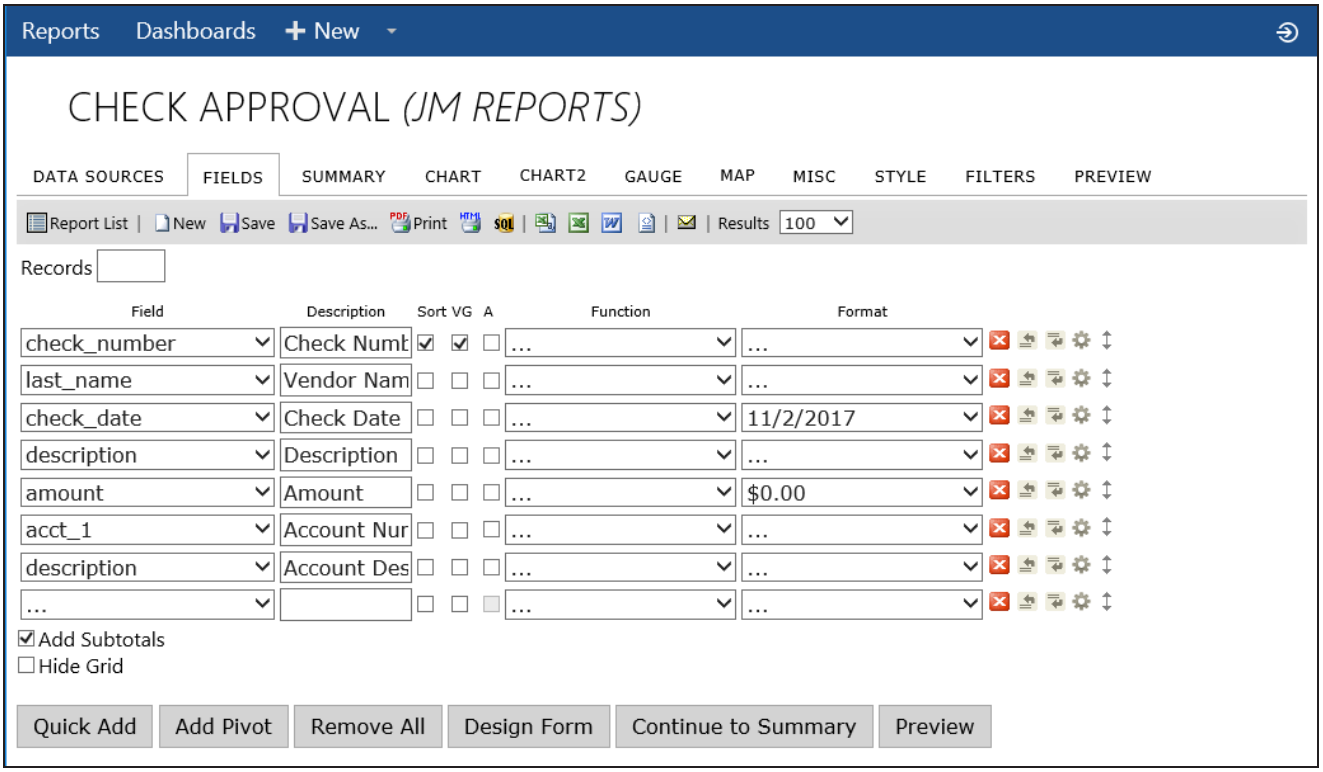
When adding fields individually, scroll to the table you want and select the fields you want to include. All tables selected as data sources will display in alphabetical order.



The Quick Add option provides a way to view all tables and fields and to select multiple fields at the same time. You may need to scroll down to find all the desired fields. You should ONLY see gl_chart or any table listed one time. If you see a table listed multiple times, you need to back up to the data source step to avoid errors.



Click OK when the field selection is complete. You can always add more fields to the report later.



Remember to save the report often. If you click on Report List or New while working on an unsaved report, your entire configuration will be lost without warning. When saving you can set up a Category or leave it without any grouping.

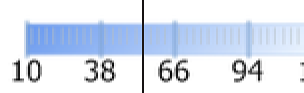
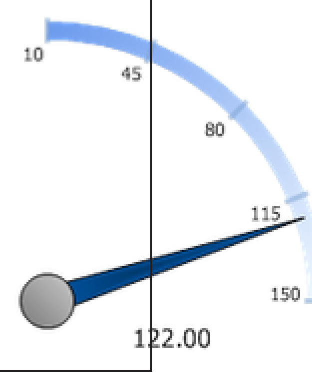
Now you can modify the fields and put them in a different order.

- Field – This cannot be modified but a different field can be selected
- Description – The Description is the header for the row and can be modified to whatever you would like it to display on the report or export.

- Sort – If checked, the report will sort by this field but not group and total. Sort can be set to descending order on the advanced properties.
- VG – If checked, this will sort and group (allow total) by this field. This will separate by the field into subheadings. The field will be moved to the top of the list. If VG is selected, sort will also be toggled. Visual group behavior can be controlled by the style tab.
- A (Arithmetic) – If checked, this performs basic calculations and concatenation of text.
- Function – Various functions will display based on the data in the field. See the table below for details.

Function Name	**Description**
...	No function used
Average	Average the values in a column
Count	Counts the number of values in a column
Maximum	Takes Maximum value of a field
Minimum	Takes Minimum value of a field
Sum	Sums the values in a column
Sum Distinct	Sums the rows with distinct values in a column
Group	Groups field values together for aggregating
Group(Day)	23; day of month
Group(Month)	7; month of year
Group(Year)	2012
Group(Month Name)	July
Group(Date)	7/4/2012
Group(Day of Week)	Sun or Mon
Group(Year & Month)	2012 - 07
Group(Year & MN)	2012 - Jul
Group(Week)	Jul 01 - Jul 07 (Sunday to Saturday of Week)
Group(Year & Quarter)	2012–Q3
Days Old	342 (Number of Days from Today’s Date)
Sum(Days Old)	782 (Sums the Number of Days from Today's Date)

- Format – Various formats are available based on the data in the field. See the table below for details.

Format	Description	Examples
. . .	Displays the number as it is stored in the database	500
0,000	Displays as a whole number	500
0,000.00	Displays with two decimal places	$500.00
$0.00	Displays as currency with two decimal places	$500.00
$/100	Displays the Number / 100 In currency format.	$5.00
0.0	Displays with one decimal place	500.0
0.00	Displays with two decimal places	500.00
0.000	Displays with three decimal places	500.000
0%	Displays the number as a percentage	50000%
% of Group (with rounding)	Same as % of Group but rounds to closest tenth (ex. 1.11547% would be 1.1%).	100.0% (only one selected value, 500)
% of Group	Calculates the percentage of the row value to the entire group of values.	100%
Gauge	Shows value in a Linear Gauge instead of a numerical value. This value is fixed between 0 and 1, similar to the percentage formatter.	
Gauge (variable)	Shows values in a Linear Gauge which changes range based on subsequent values. The formatted field supplies the value to be gauged, the next two numerical fields establish (respectively) the lower and upper boundaries of the gauge. This gauge only operates in a range based on significant digits, so 0 to 100, 10 to 10,000, 100 to 10,000, etc.	
Dash Gauge	Shows values in a Radial Gauge style with a range based on the higher number of significant digits - so a value of 1,043 will produce a range from 0-10,000, a value of 10,430 will produce a range of 0 to 100,000, etc.	

- Date/Time Formats available:

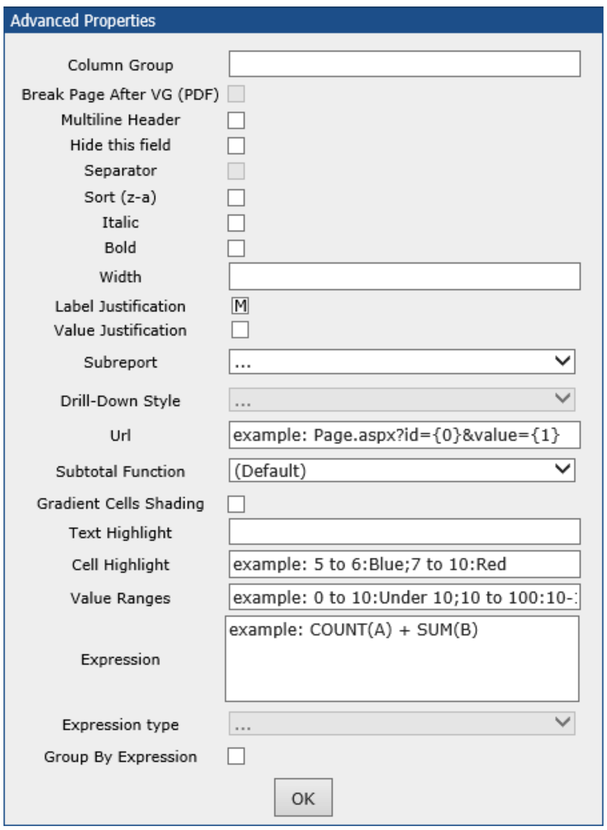
Format	Description	Examples
. . .	Displays the date as it exists in the database	7/4/2012 12:00:00 AM
Short Date	Displays date using the mm/dd/yyyy format	7/4/2012
Long Date	Displays the day of the week, month, numeric day, and the year	Wednesday, July 04, 2012
Short Time	Displays time as hh:mm AM/PM	12:00 AM
Long Time	Displays time as hh:mm:ss AM/PM	12:00:00 AM
Full (short)	Displays the Long Date format, followed by the Short Time format	Wednesday, July 04, 2012 4:34 PM
Full(long)	Displays the Long Date format, followed by the Long Time format	Wednesday, July 04, 2012 4:34:52 PM
D&T (short)	Displays the Short Date format, followed by the Short Time format	7/4/2012 4:34 PM
D&T (long)	Displays the Short Date format, followed by the Long Time format	7/4/2012 4:34:52 PM

- Delete button – Deletes the field from the report.
- Insert Field Above button – Inserts a field above the selected row.
- Insert Field Below button – Inserts a field below the selected row.
- Advanced Field Settings button – Opens the Advanced Properties window. See screenshot below for more information. Once an advanced property has been set on a field, the button will update to include a green check mark .

- Drag Field button ↕ – Allows you to click and drag the field to a different vertical position.

  When dragging a field watch for the blue line to appear. That will indicate you have the field in the desired location.

Advanced Field Settings



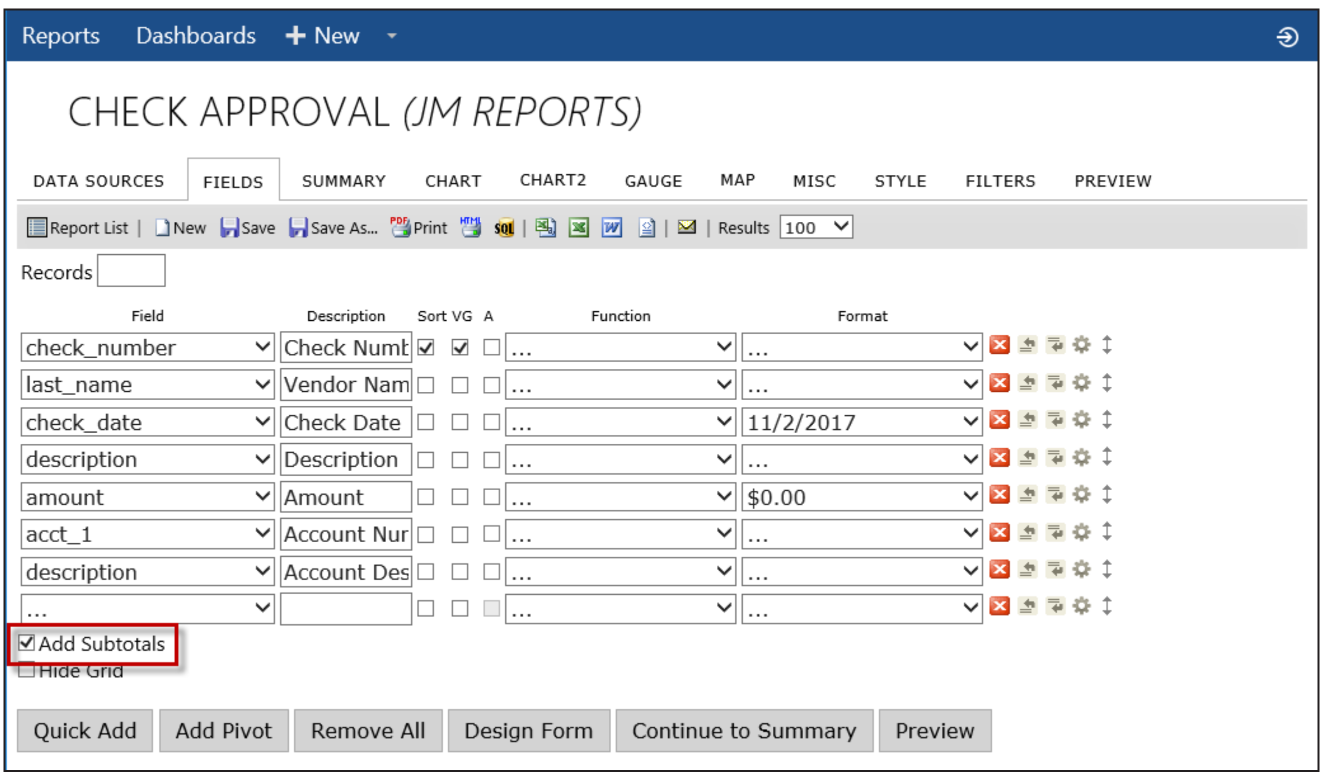
Note: Only those advanced functions used for this example report are listed below.

- Column Group – Applies a label to the column that can group multiple columns into a single group with the same label.

- For this report, combine sections of the account number by entering "acct_1 + '-' + acct_2 + '-' + acct_3"
- NOTE: If you combine the account number you may only need that field so can delete the other account sections. You cannot sort by a field with a function.

- Hide this field – Will allow sorting but not display the other sections of the account number as an example.
- Click OK when complete.

Check the Add Subtotals toggle to include the total for the group.



Finally, confirm the report meets your needs by clicking the Preview button Preview to preview the report.

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Vendor Name	Check Date	Description	Amount	Account Number	Account Description
3M Office Supplies			$99.00	1100-11100-531200	Office Supplies
3M Office Supplies		Office Supplies	$36.46	2810-57130-531200	Office Supplies
3M Office Supplies		Office Supplies	$36.46	6300-71100-531200	Office Supplies
3M Office Supplies		Office Supplies	$39.27	2810-57110-531200	Office Supplies
3M Office Supplies		Office Supplies	$53.30	1100-11100-531200	Office Supplies
3M Office Supplies		Office Supplies	$53.30	6200-71100-531200	Office Supplies
3M Office Supplies		Office Supplies	$56.10	1100-51100-531200	Office Supplies
3M Office Supplies		Office Supplies	$56.10	6400-36100-531200	Office Supplies
3M Office Supplies		Office Supplies	$67.32	1100-32100-531200	Office Supplies
3M Office Supplies		Office Supplies	$72.93	1100-53100-531200	Office Supplies
3M Office Supplies		Office Supplies	$72.93	6400-91500-531200	Office Supplies
3M Office Supplies		Office Supplies	$75.73	1100-12100-531200	Office Supplies
3M Office Supplies		Office Supplies	$106.59	6300-91700-531200	Office Supplies
3M Office Supplies		Office Supplies	$171.11	1100-22100-531200	Office Supplies
3M Office Supplies		Office Supplies	$224.40	1100-21100-531200	Office Supplies
3M Office Supplies		Year end storage boxes	$40.00	2810-57110-531200	Office Supplies
3M Office Supplies		Year end storage boxes	$103.36	1100-11100-531200	Office Supplies