Reporting on FMS Web

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REPORTING ON FMS WEB

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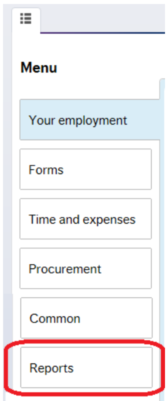
OVERVIEW OF REPORTS ON FMS WEB

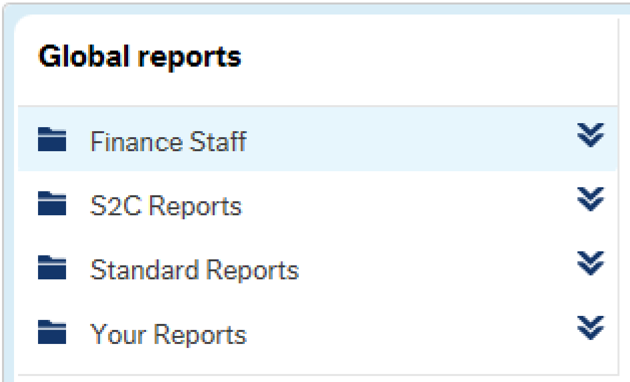
FMS Web provides a number of standard reports, which can be accessed as required. The reports and enquiries available to FMS Web are created centrally. It is not possible for Web users to create and save reports. If you require to additional or different reports, or additional information within existing reports, contact your Faculty Accountant in the first instance, who will discuss your requirements and agreed the best means of providing this information, which may be to develop and deploy additional reports.

The Reports on FMS will in any case continue to be developed in the months following go-live, and new reports made available to relevant users.

If you have access to view reports, you will see a Reports item within the Menu:



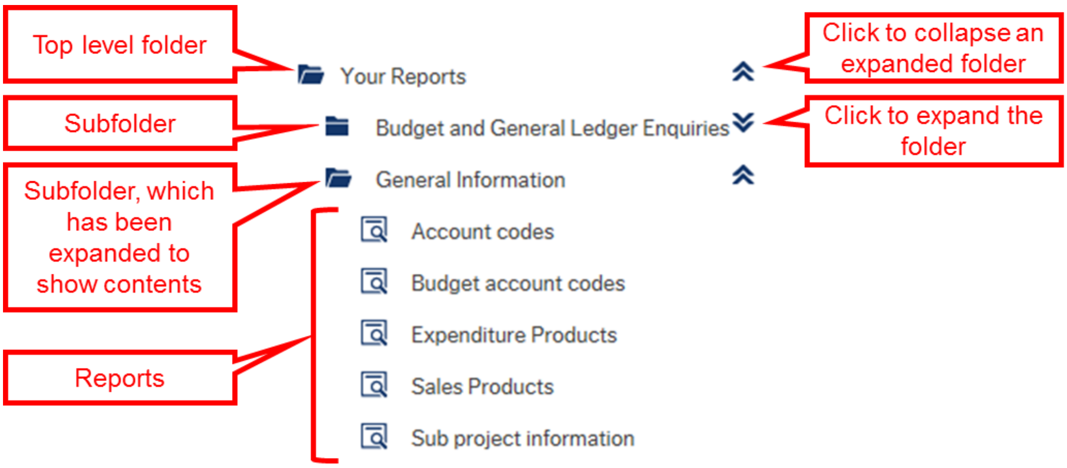
Click on the Reports Menu item to view the reports available to you. The reports available to you will depend on your role and access permissions within FMS. The example below is for a user within the Finance Directorate:



Reports are organised within folders.

- A folder icon to the left of the text indicates you are viewing a folder name.
- The downwards-pointing chevron icon to the right of a folder name allows you to expand the folder to view its contents, which may be reports or further folders.
- Reports are identified by the report icon to the left of the text.
- When you have expanded a reports folder, you will see an upwards-pointing chevron icon to the right of the folder name. Click on this icon to collapse the folder, so you are no longer viewing the contents.

The example below shows an expanded 'Your Reports' folder, which contains two sub-folders, one of which has also been expanded, and contains five reports

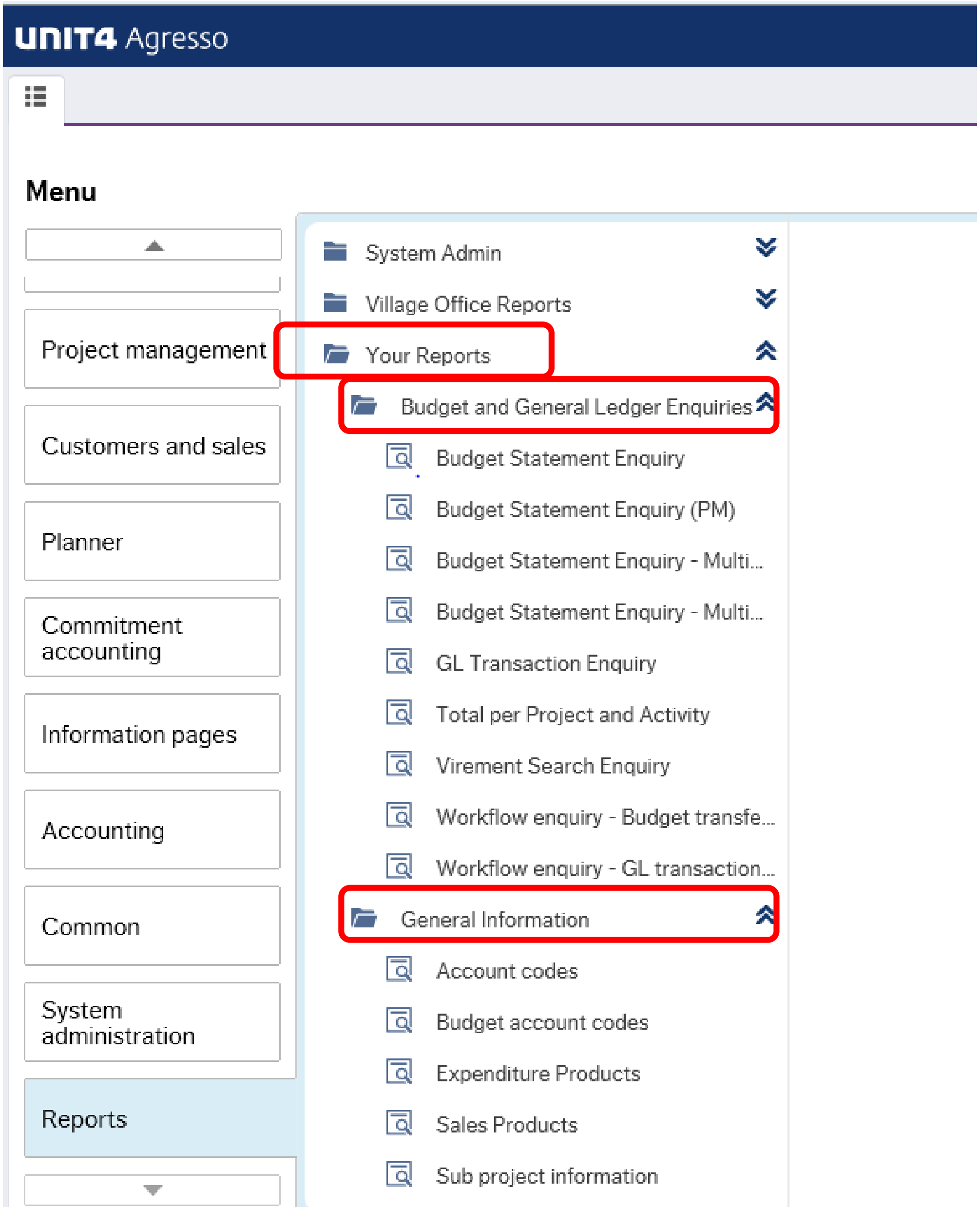


THE 'YOUR REPORTS' FOLDER

All users have access to the **Your Reports** folder. The information displayed when you view reports in this folder will be restricted so that you can only report on transactions where you are the Sub Project Manager or the Project Manager.

There are two sub folders within the Your Reports folder:

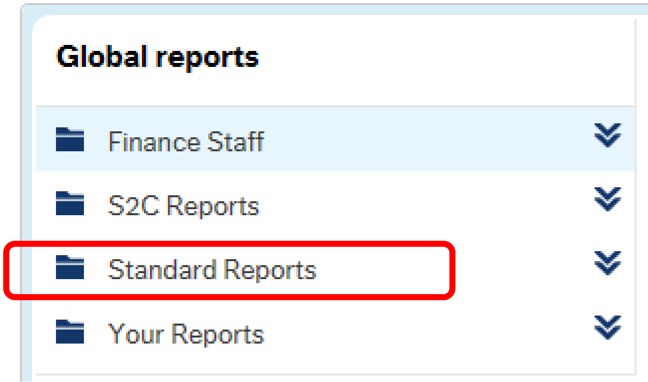
- Budget and General Ledger Enquiries
- General Information



THE 'STANDARD REPORTS' FOLDER

Departments have identified specific staff who will have access to the **Standard Reports** folder.

The reports in this folder allow staff to report on **all** sub projects within the cost centres that they have access to.

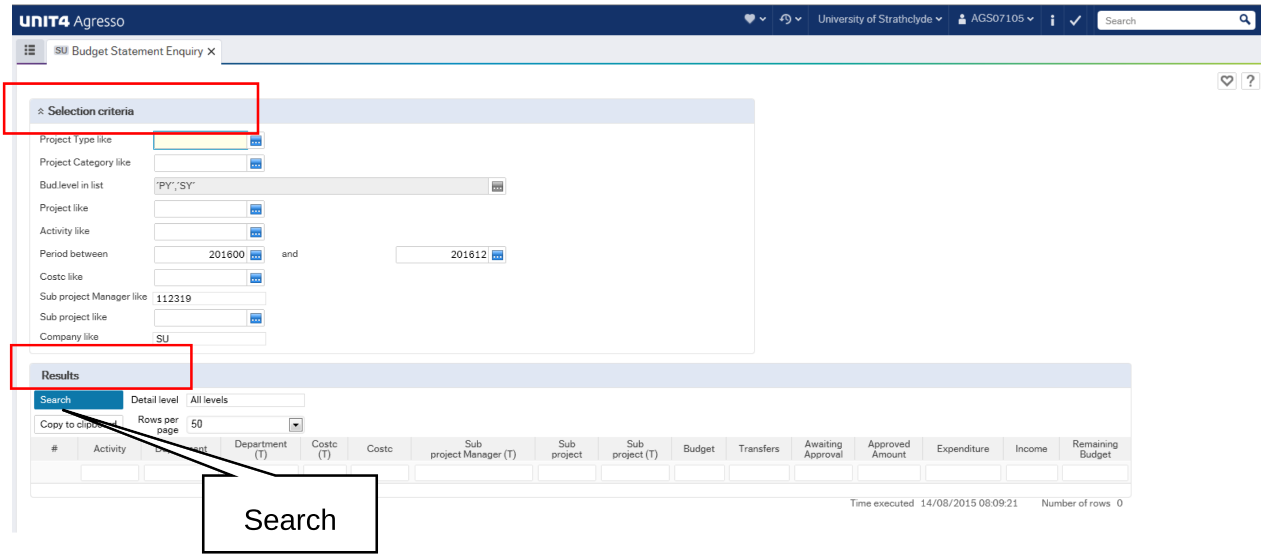


FORMAT OF REPORTS / ENQUIRIES

All reports have a standard format comprising:

- Selection criteria
- Results

Typically, you enter the relevant search criteria in the Selection Criteria and click the Search button to view your results in the Results area.



SELECTION CRITERIA

Reports are created by Finance, who will specify the Selection criteria options.

- Some options may be hard coded and cannot be changed by the user. These will be greyed out e.g. the *Sub Project Manager* in the above example.
- Some options may have default values but these can be changed e.g. the *Period between* in the above example.
- Other options can be populated to narrow down the results of your search e.g. *Project Type* in the above example.

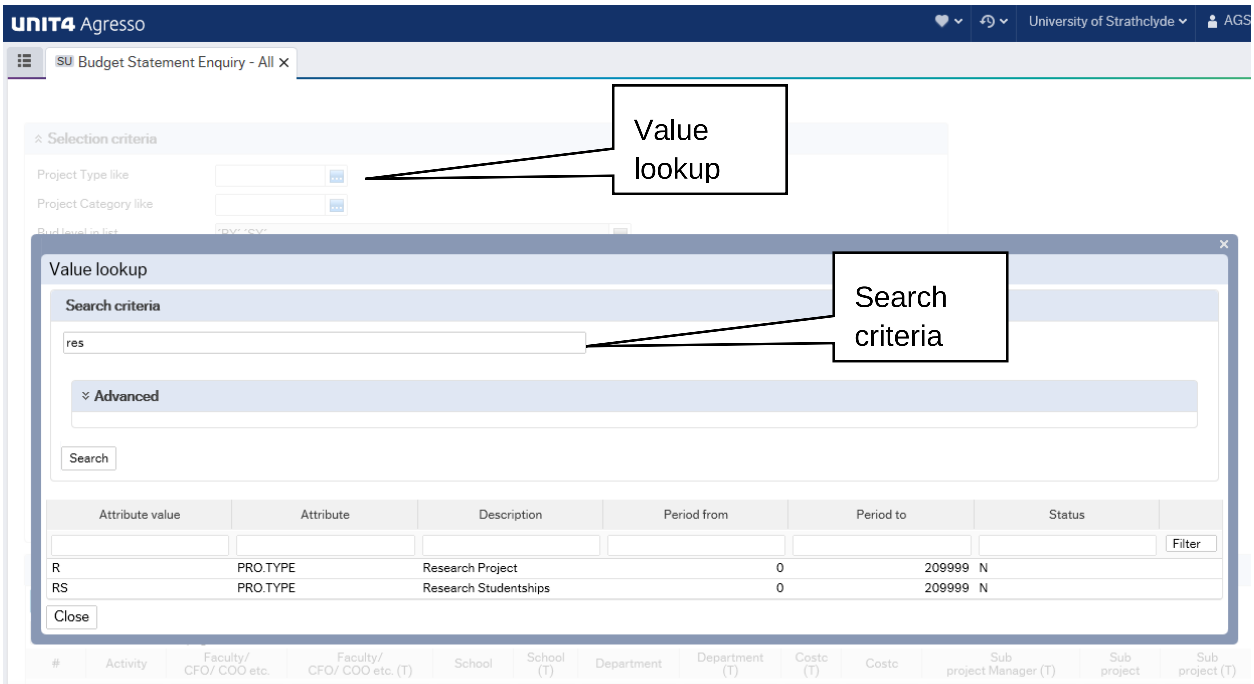
If you feel that there are other options that would be useful please contact the Helpdesk.

RESULTS

After selecting the relevant Selection criteria and the Search button the results of your search will be displayed.

HOW TO CHANGE SELECTION CRITERIA

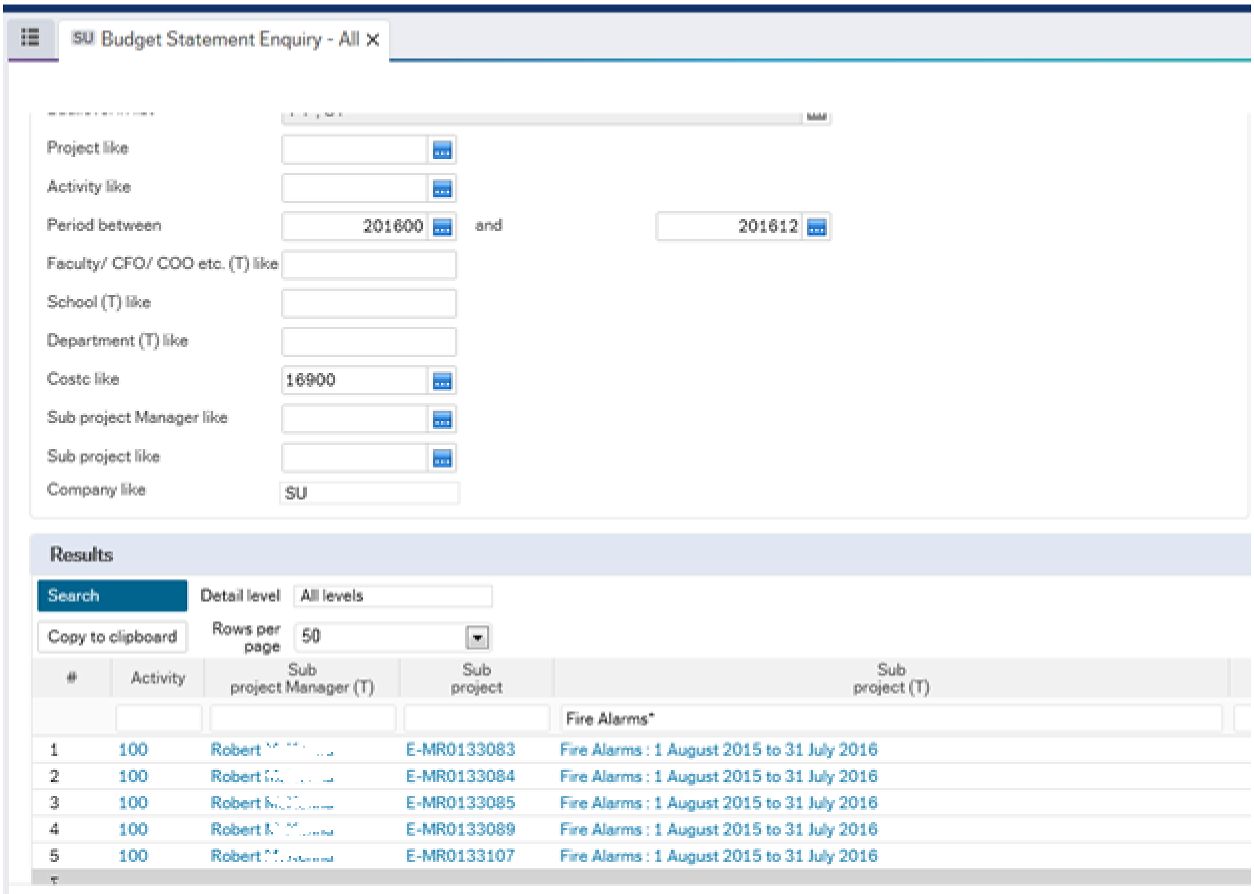
Type in the relevant criteria directly (if you know the value) or use the Value Lookup to see relevant options to select from.



After selecting the Value lookup, enter part of the name of description in the Search Criteria field. If necessary, the Advanced selection criteria can be used.

HOW TO INCLUDE FILTERS

You can **filter** the data returned from your initial search criteria by entering values in the blank row at the top of the Results section (just below the column headings). For example in the report below, entering Fire Alarms in the Sub Project (T) field, and then selecting Search will bring back all sub projects with this text in the description:



NOTE

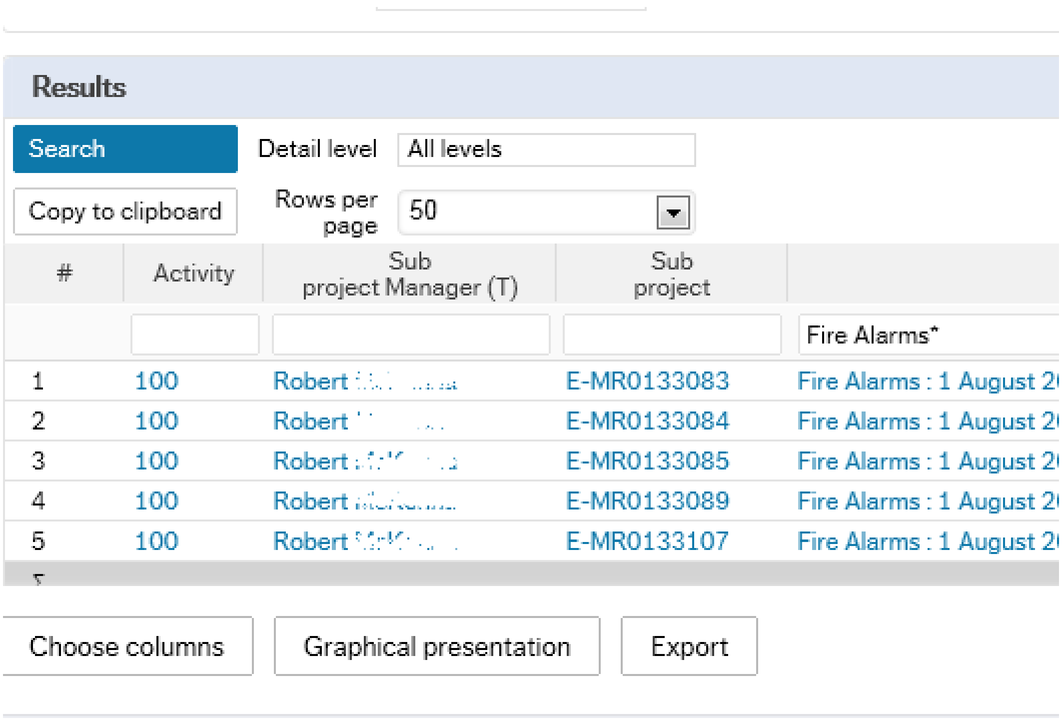
Filters can be used in any column

Filters are case sensitive so make sure these are entered in the correct case

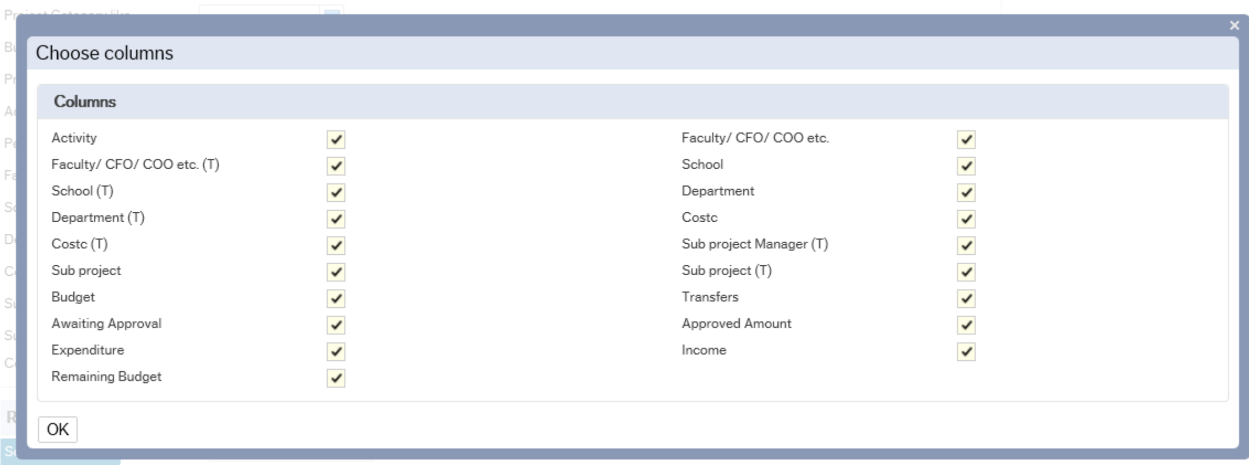
HOW TO SELECT COLUMNS

When the data is returned you can choose to exclude certain columns. For example, in the Budget Statement Enquiry there are a large number of columns which have been included as standard to help users at this stage. However, you may wish to exclude the additional text columns to make the report easier to view.

Select **Choose columns** from the bottom of the screen.



Untick the columns you don't wish to show (note (T) indicates a text column).



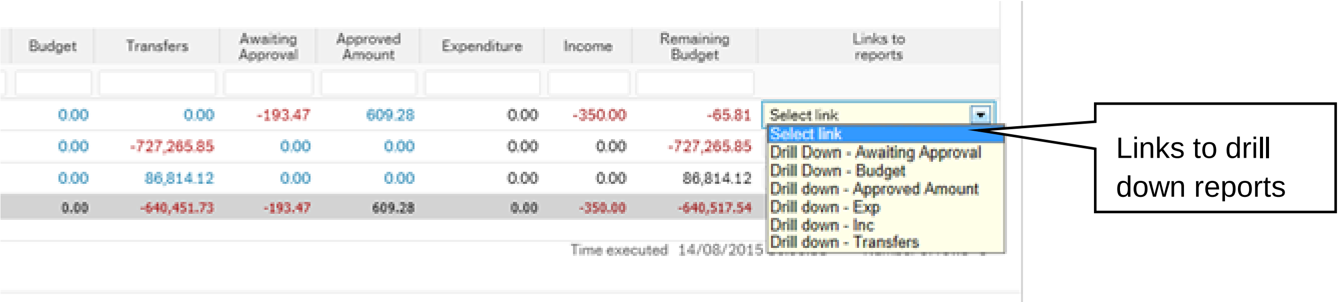
Select OK.

NOTE

The next time you run this report only the columns you selected will be shown as default

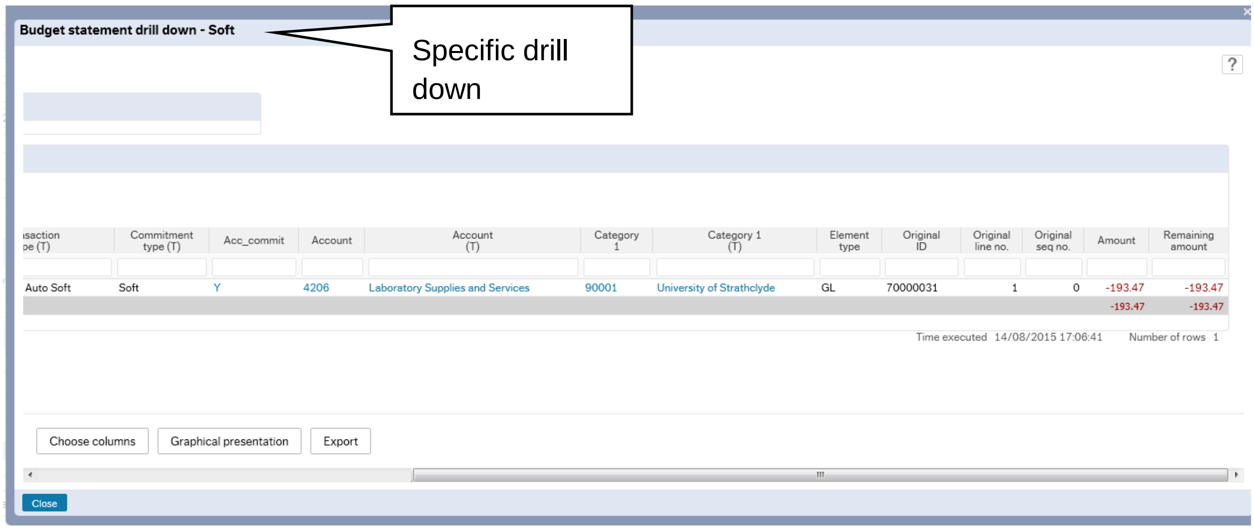
HOW TO DRILL DOWN

You can drill down on the data returned in a report where a blue hyperlink is visible. Note that in some reports, separate drill down links have been provided to ensure that the correct data is returned – please use the separate drill down links where these are available, For example, the Budget Statement Enquiries report shown below:



Select the appropriate Drill Down based on which column you are looking to drill down from.

This will open a new pop up screen with the relevant data

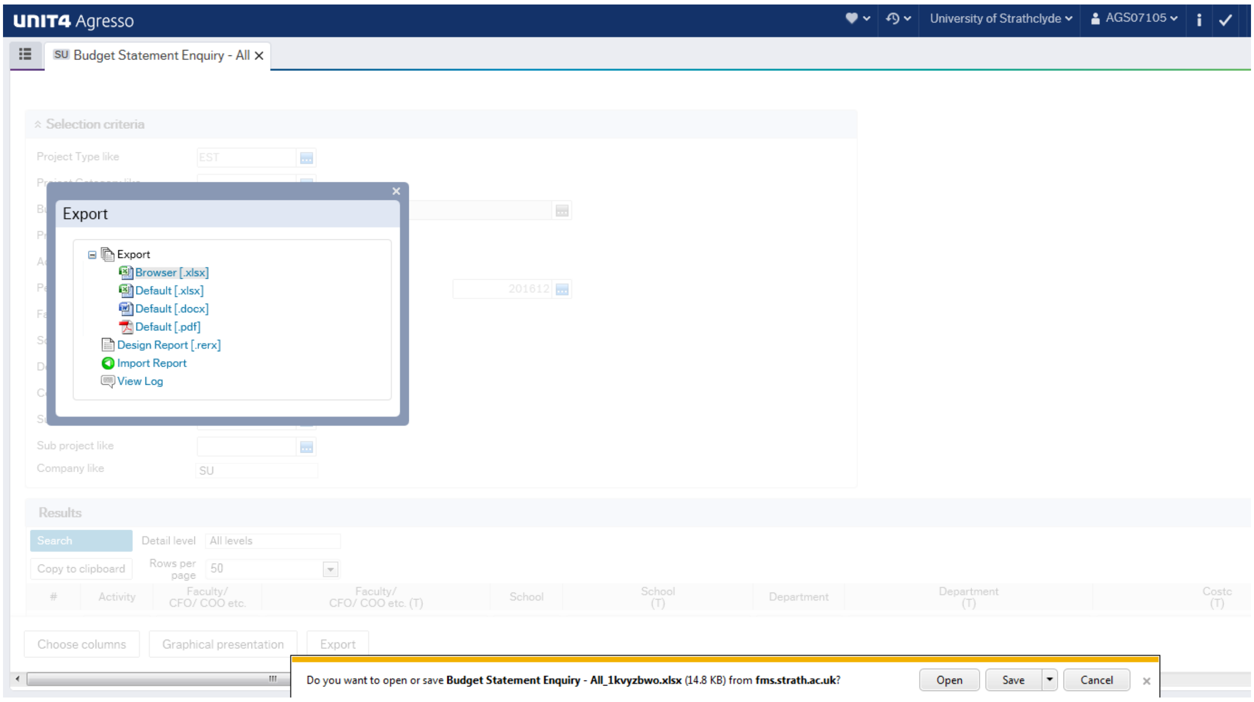


In the above example the remaining amount should tie back to the Awaiting Approval.

HOW TO EXPORT

To Export your data to excel select the Export option at the bottom of the screen.

Select the Browser [.xlsx]

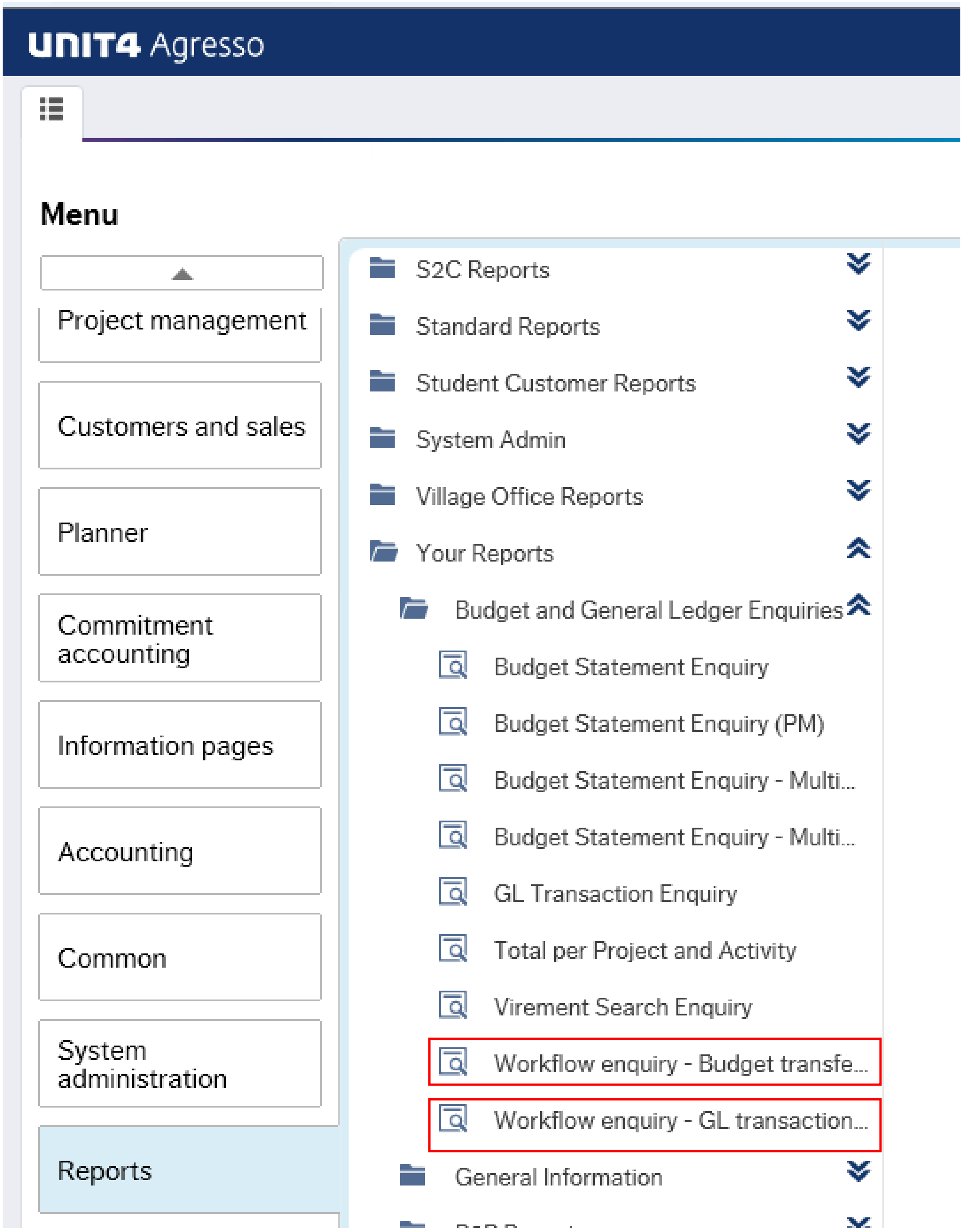


You will be prompted to Open or Save the file. Select as required (if you select Open you can view in Excel and then save later).

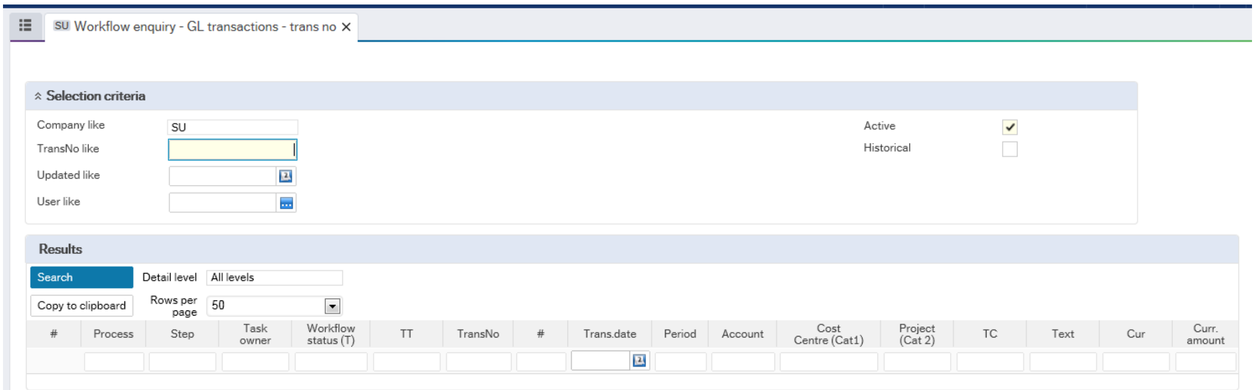
Note – the Export option may include columns of data that you do not require, delete as necessary.

WORKFLOW ENQUIRY

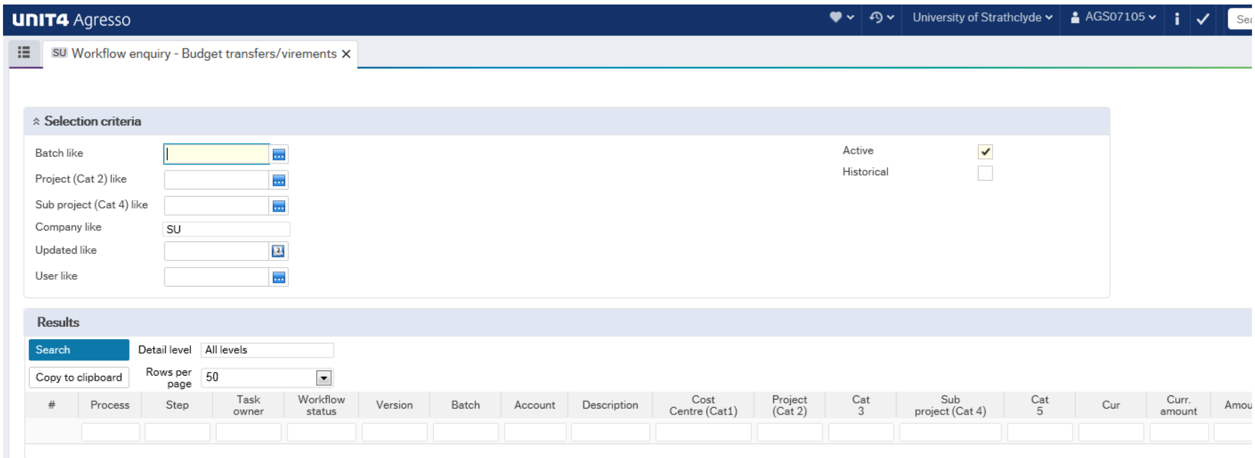
You can view any transaction in workflow at any time using the appropriate Workflow Enquiry screen. See enquiries under the Reports folder.



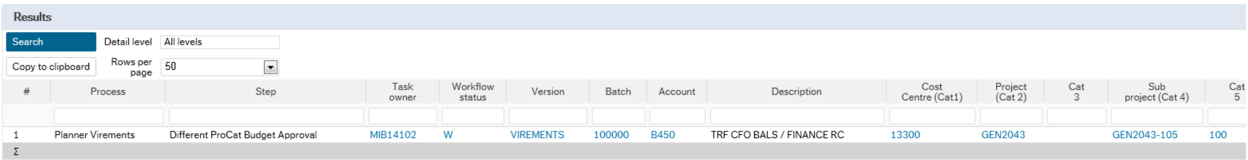
Example for Journals:

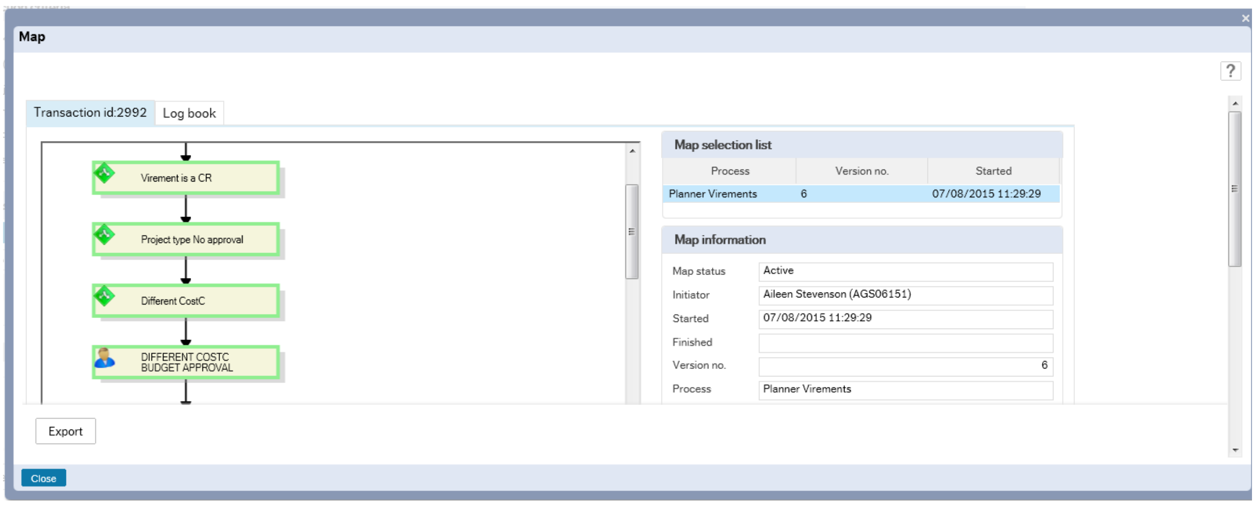


Example for Budget Transfers/virements:



In each case, enter the relevant search criteria and select search.





You can click on the Map to show the status of the transaction:

Clicking on Workflow Status for any line will show the Workflow diagram for this line.

Green boxes are complete

Yellow boxes are active

Grey boxes represent the next steps after the current active ones are complete

The map and the enquiry will also show the current task owner.

ABOUT BUDGET STATEMENT ENQUIRIES

The table below explains where to access budget statement information, what is returned in eahc report, and who has access to the reports.

Folder	Report Name	Purpose	Who can access	What can be accessed
Your Reports	Budget Statement Enquiry	This is the main Budget Statement Enquiry for **Sub Project Managers** in relation to sub projects with **annual budgets** (e.g. running costs)	Sub Project managers	Only Sub Projects where you are Sub Project manager
Your Reports	Budget Statement Enquiry (PM)	This is the Budget Statement Enquiry for **Project Managers** in relation to sub projects with **annual budgets** (e.g. running costs)	Project managers	Only Sub Projects related to Projects where you are Project manager
Your Reports	Budget Statement Enquiry – Multi Year	This is the main Budget Statement Enquiry for **Sub Project Managers** for **Multi Year** sub projects (e.g. Research, KE, SFC Earmarked grants, Estates Capital projects)	Sub Project managers	Only Sub Projects where you are Sub Project manager
Your Reports	Budget Statement Enquiry – Multi Year (PM)	This is the Budget Statement Enquiry for **Project Managers** for **Multi Year** sub projects (e.g. Research, KE, SFC Earmarked grants, Estates Capital projects)	Project managers	Only Sub Projects related to Projects where you are Project manager
Standard Reports	Budget Statement Enquiry – All	This is the Budget Statement Enquiry for all Sub Projects in relation to sub projects with **annual budgets** (e.g. running costs)	Relevant staff nominated by Head of Departments	All sub projects in the Cost Centres you have access to

Folder	Report Name	Purpose	Who can access	What can be accessed
Standard Reports	Budget Statement Enquiry – Multi Year - All	This is the Budget Statement Enquiry for all **Multi Year** sub projects (e.g. Research, KE, SFC Earmarked grants, Estates Capital projects)	Relevant staff nominated by Head of Departments	All sub projects in the Cost Centres you have access to

ABOUT THE GENERAL LEDGER TRANSACTION ENQUIRY

If you wish to view transactions which have been posted to the General Ledger for a specific Project or Sub Project, use the **GL Transaction Enquiry** report.

The **GL Transaction Enquiry** report is in the Budget and General Ledge Enquiries folder.