



Miami-Dade County

GL Reporting – BI Publisher Report Job Aid

PURPOSE AND DESCRIPTION

Purpose

This document explains the how to generate BI Publisher Reports.

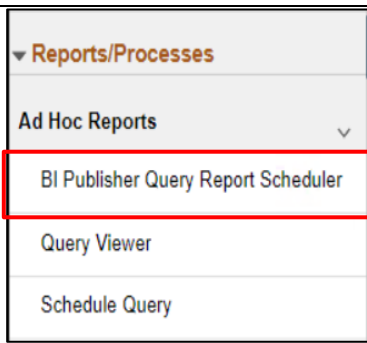
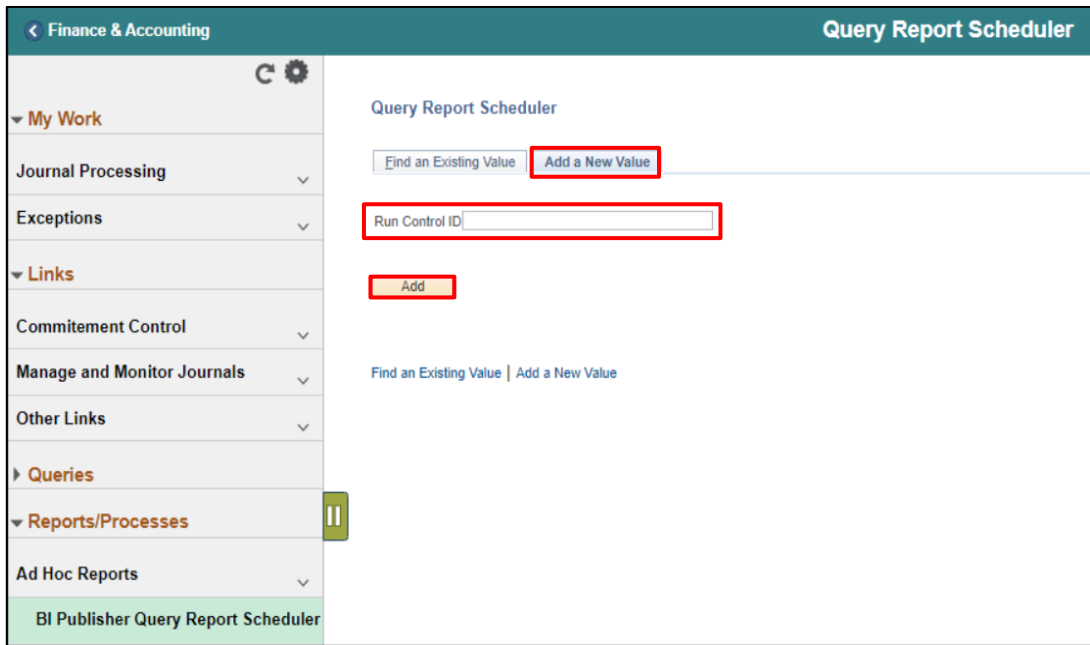
Description

The example displayed is running the Trial Balance Report. The steps outlined apply to GL reporting within INFORMS. The INFORMS role to generate these reports is the GL Reporter (*MD_GL_DPT_REPORTER*). Listed below is a list of available GL Reports that can be generated:

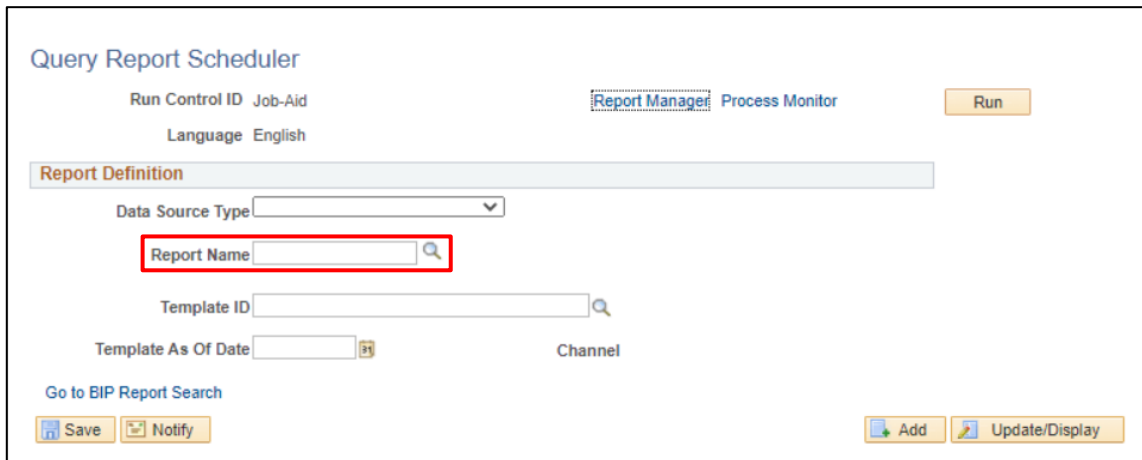
INFORMS Report Name	Description	FAMIS Comparison
MD_GLR203	Revenue and Expenditure	D03 - At the Detail Level, M03, R04 (FAMIS 6450)
MD_GLR226	Project Life To Date Balances	A56
MD_GLR242	Budget to Actuals Encumbrances	Various
MD_GLR242SUM	Budget- Actual by Rollup Acct	D03- At the Detail and Summary Level (FAMIS 6450)
MD_GLR246	Trial Balance Report	Report 015, 016, 017 (FAMIS 6400 & 6410)
MD_GLR249	Revenue Variance Report	R04 (FAMIS 6450)
MD_GLR270	Budget to Actuals Comparison	Current Year to Prior Year Comparison
MD_GLR323	All Years Revenue	

RUNNING A BI PUBLISHER REPORT

Step	Action
1.	Log into INFORMS.
2.	Navigate to: Finance / Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler

	
3.	<p>Under Query Report Scheduler select the Add a New Value tab.</p>  <p>If this is the first time you are running the report, in the Run Control ID field type your initials without spaces. Select Add.</p>

4.

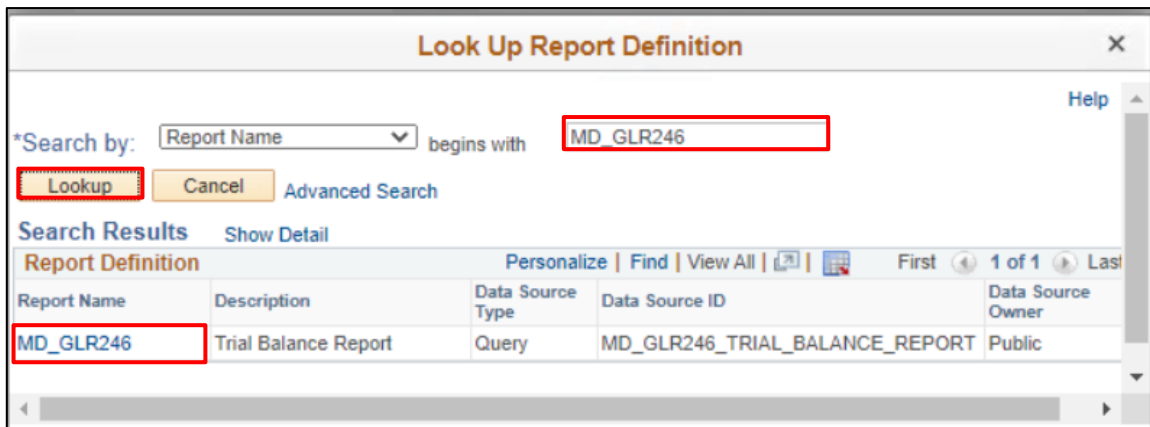


The screenshot shows the 'Query Report Scheduler' interface. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, the 'Report Definition' section contains several fields: 'Data Source Type' (a dropdown), 'Report Name' (a text field with a magnifying glass icon, highlighted with a red box), 'Template ID' (a text field with a magnifying glass icon), 'Template As Of Date' (a date picker), and 'Channel'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Within the Report Name field select the Magnify Glass to view a list of available reports.

NOTE: All GL-BI reports begin with **MD_GLR**

5.



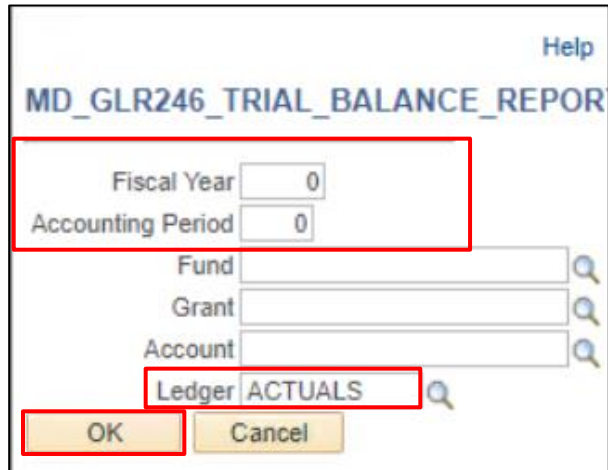
The screenshot shows the 'Look Up Report Definition' dialog box. It has a search section with a dropdown set to 'Report Name' and a text field containing 'MD_GLR246' (highlighted with a red box). Below the search section are 'Lookup' (highlighted with a red box), 'Cancel', and 'Advanced Search' buttons. The 'Search Results' section shows a table with the following data:

Report Name	Description	Data Source Type	Data Source ID	Data Source Owner
MD_GLR246	Trial Balance Report	Query	MD_GLR246_TRIAL_BALANCE_REPORT	Public

*Search by: **Report Name**. In the **begins with field** enter the report name you are searching for. Example: **MD_GLR246**.

Select **Look Up**.

Select the **MD_GLR246** blue hyperlink



MD_GLR246_TRIAL_BALANCE_REPOR

Fiscal Year

Accounting Period

Fund

Grant

Account

Ledger ACTUALS

OK Cancel

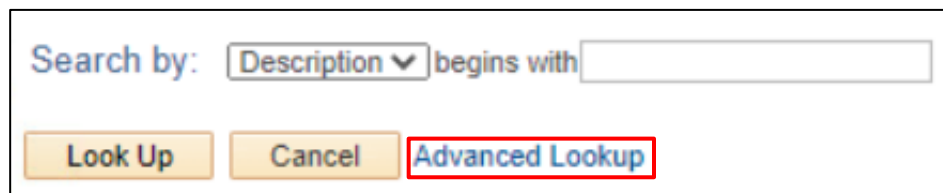
Ensure the listed fields are complete:

Fiscal Year, Accounting Period, Fund, Ledger - ACTUALS

Select **OK**.

NOTE: You can drill down your search by adding the **Fund, Grant, or Account**. Select the **magnify glass**. Within the **Search by screen**, select **Advanced Lookup** hyperlink.

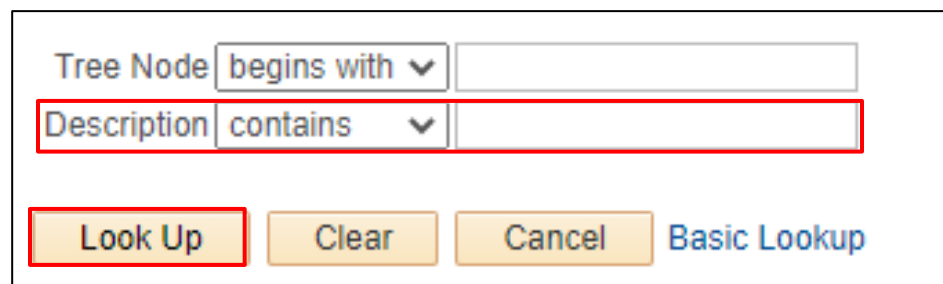
6.



Search by: begins with

Look Up Cancel **Advanced Lookup**

Under the **Description** field select **contains** and enter the information in the field you are searching for. Select **Look Up** button to review and select your options.



Tree Node

Description

Look Up Clear Cancel Basic Lookup

7.

Query Report Scheduler

Run Control ID Job-Aid Report Manager Process Monitor **Run**

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR246 Trial Balance Report

Template ID MD_GLR246_1 Trial Balance Template

Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2021
ACCOUNTING_PERIOD	5
FUND_CODE	G1001
OPERATING_UNIT	
ACCOUNT	
LEDGER	ACTUALS

Go to BIP Report Search

Save Notify Add Update/Display

Verify the information within the **Query Parameters** to ensure they are correct.
Select **Run**.

8.

Process Scheduler Request

User ID E89653 Run Control ID Job-Aid

Server Name Run Date 05/11/2021

Recurrence Run Time 2:26:45PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	PDF	Distribution

OK Cancel

In ***Format** drop down select **XLS** to generate the report in Excel.

NOTE: It is recommended to use XLS or Excel to be able to filter the report.
Select **OK**.

9.

Query Report Scheduler

Run Control ID Job-Aid Report Manager **Process Monitor** Run

Language English **Process Instance: 194083**

Report Definition

Data Source Type Query

Report Name MD_GLR246 Trial Balance Report

Template ID MD_GLR246_1 Trial Balance Template

Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2021
ACCOUNTING_PERIOD	5
FUND_CODE	G1001
OPERATING_UNIT	
ACCOUNT	
LEDGER	ACTUALS

Go to BIP Report Search

Save Notify Add Update/Display

Note the Process Instance Number generated by the system.
Select the **Process Monitor** hyperlink.

10.

Process List Server List New Window | Help | Personal

View Process Request For

User ID E89653 Type Last 1 Days Refresh

Server Name Instance From Instance To Report Manager

Run Status Distribution Status ☒ Save On Refresh

Process List

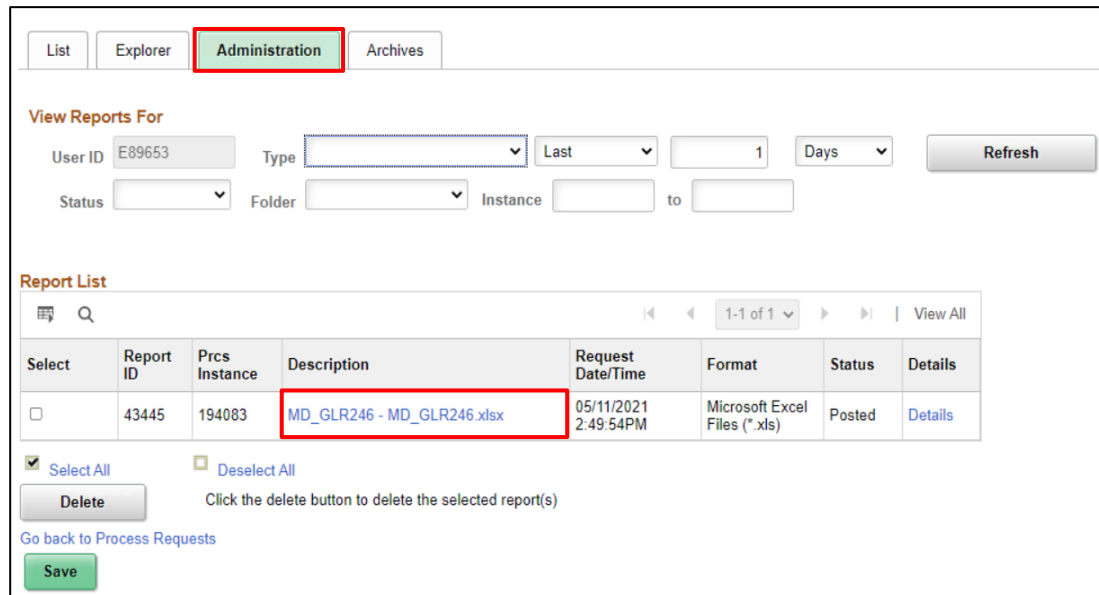
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	194083		BI Publisher	PSXPQRYRPT	E89653	05/11/2021 2:26:45PM EDT	Success	Posted	Details

Go back to Query Report Scheduler

Save Notify

Notice the Instance number should match what you wrote down before.
Select the **Refresh** button until the **Run Status = Success** and **Distribution Status = Posted**.
Once ready, select **Report Manager** Hyperlink.

11.



View Reports For

User ID: E89653 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	43445	194083	MD_GLR246 - MD_GLR246.xlsx	05/11/2021 2:49:54PM	Microsoft Excel Files (*.xls)	Posted	Details

☒ Select All ☐ Deselect All

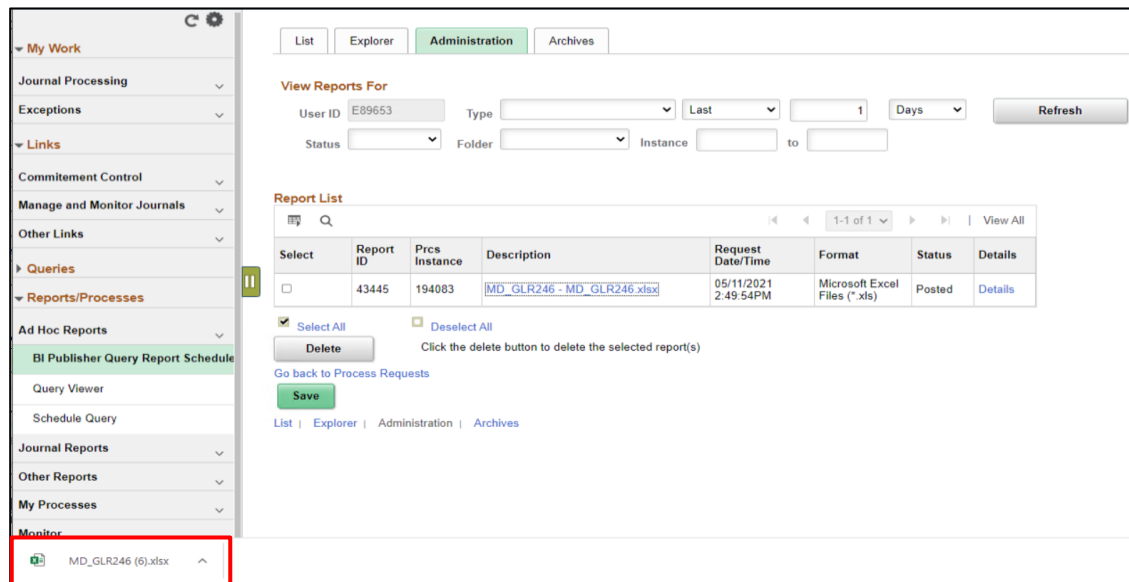
Delete Click the delete button to delete the selected report(s)

[Go back to Process Requests](#)

Save

Normally the report will be displayed within the **List** tab, if no data is displayed on the report then select the **Administration** tab and select the **report hyperlink**.

12.



My Work

- Journal Processing
- Exceptions
- Links
- Commitment Control
- Manage and Monitor Journals
- Other Links
- Queries
- Reports/Processes
- Ad Hoc Reports
- BI Publisher Query Report Schedule
- Query Viewer
- Schedule Query
- Journal Reports
- Other Reports
- My Processes
- Monitor

MD_GLR246 (6).xlsx

Administration

View Reports For

User ID: E89653 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	43445	194083	MD_GLR246 - MD_GLR246.xlsx	05/11/2021 2:49:54PM	Microsoft Excel Files (*.xls)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Process Requests](#)

Save

List Explorer Administration Archives

NOTE: Depending on the user's workstation configuration, the file will either open or require the document to be saved.

Notice on the bottom left the report was generated in excel. Select the excel report to view it.

13.

1	Miami Dade County			Run Date: May 11, 2021									
2	Report Name: Trial Balance			Run Time: 02:49:53 PM									
3													
4	Run Parameters												
5	Fiscal Year: 2021												
6	Accounting Period: 5												
7	Fund: G1001												
8	Grant:												
9	Account:												
10	Ledger: ACTUALS												
11													
12	Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Grant	Grant Description	Account Type	Account	Account Description	Beginning Balance	Net Activity	Ending Balance
13	2021			G1001	GENERAL FUND OPERATIONS	AD140401	GL CONVERSION ONLY	Asset	1101000000	EQUITY IN POOLED CASH	-18.00	0.00	-18.00
14	2021			G1001	GENERAL FUND OPERATIONS	AD140401	GL CONVERSION ONLY	Asset	1127000000	DUE FROM OTHER GOVTS	18.00	0.00	18.00
15	2021			G1001	GENERAL FUND OPERATIONS	AD222201	ANIMAL SERVICES TEST 1	Asset	1101000000	EQUITY IN POOLED CASH	-55.00	0.00	-55.00
16	2021			G1001	GENERAL FUND OPERATIONS	AD222201	ANIMAL SERVICES TEST 1	Asset	1127000000	DUE FROM OTHER GOVTS	55.00	0.00	55.00
17	2021			G1001	GENERAL FUND OPERATIONS	LB555501	Library Test Grant	Asset	1127000000	DUE FROM OTHER GOVTS	0.00	0.00	0.00
18	2021			G1001	GENERAL FUND OPERATIONS	LB800301	GL CONVERSION ONLY	Asset	1127000000	DUE FROM OTHER GOVTS	30.00	0.00	30.00
19	2021			G1001	GENERAL FUND OPERATIONS	LB800301	GL CONVERSION ONLY	Liability	2010000000	VOUCHERS PAYABLE	-30.00	0.00	-30.00
20	2021			G1001	GENERAL FUND OPERATIONS	LB800501	GL CONVERSION ONLY	Asset	1101000000	EQUITY IN POOLED CASH	-58.00	0.00	-58.00
21	2021			G1001	GENERAL FUND OPERATIONS	LB800501	GL CONVERSION ONLY	Asset	1127000000	DUE FROM OTHER GOVTS	58.00	0.00	58.00
22	2021			G1001	GENERAL FUND OPERATIONS	LB800601	GL CONVERSION ONLY	Asset	1101000000	EQUITY IN POOLED CASH	-30.00	0.00	-30.00
23	2021			G1001	GENERAL FUND OPERATIONS	LB800601	GL CONVERSION ONLY	Asset	1127000000	DUE FROM OTHER GOVTS	30.00	0.00	30.00
24	2021			G1001	GENERAL FUND OPERATIONS	ME888801	ME TRAINING GRANT TEST	Asset	1127000000	DUE FROM OTHER GOVTS	0.00	0.00	0.00
25	2021			G1001	GENERAL FUND OPERATIONS	ME999901	Medical Examiner DHS Grant	Asset	1127000000	DUE FROM OTHER GOVTS	0.00	0.00	0.00
26	2021			G1001	GENERAL FUND OPERATIONS	NO-GRANT	NO GRANT	Asset	1037000000	C&R BOND ES. W FARGO 4547&4550	10,910.84	0.00	10,910.84

The report will open within Excel as listed above and you can sort and filter accordingly.

14.

End of process.