Document User Report – Start to Finish

This section follows the standard approach to report design detailed in "Basic Concepts" to create a report showing eMARS Documents processed within a specific Record Date range, including the User ID(s) of the creator and approver(s). Here is summary information about this report (following the conventions detailed in "Basic Concepts":

Item	Name	Filters	Objects/Variables
Document Universe(s)	Document User Report FIN-Document Catalog		
Query(s)	FIN-DOC Data	Doc Dept Code In List (Prompt) Doc Hdr Record Date Between (Prompts) Doc Type Not Equal To AD	Doc Type Doc Code Doc Dept Code Doc ID Doc Version No Doc Phase Desc Doc Hdr Creation Date Doc Hdr Record Date Doc Hdr Last Update Date Doc Hdr Last Modified on Date Doc Hdr Actual Amount Doc Hdr Last Updated by User ID Doc Hdr Created by User ID Doc Hdr Doc Name Doc Hdr Doc Description
Report(s)	By Creator By Doc Type For Export		Prompt variables DIM-Document Number DIM-Creator DIM-Modifier DIM-Approver

I. Query Design

A. **Name the report and Save it** – The best universe for a Document User report at this time is the FIN-Document Catalog universe. Since we need a query with at least one object in it to save our initial report, the first step is to create a query against FIN-Document Catalog.

1. Drag the [Doc Dept Code] object (from Document Catalog > Document Identification) to Result Objects. Rename your query tab to "FIN-DOC Data".
2. Use the "Close" button to "Close and apply changes". (This takes you to the Report Panel.)
3. Click the "Save" button to save the report to your "My Favorites" folder with a meaningful name (such as "Document User Report").

PAUSE & REFLECT: Why did we save a query with only one object?

B. **FIN-General Accounting universe query** – A report displaying only Document Numbers and the associated User IDs does not require a query against FIN-General Accounting.

C. **Other universe queries** –Edit the FIN-DOC Data query, pulling the following objects from the sub-classes of the Document Catalog class:

    1. *Document Identification* – Pull the following objects:

Description	Sub-Class	Objects
Document Number		Doc Code
		Doc Dept Code
		Doc ID
		Doc Version No
Document Type		Doc Type
Document Phase	Doc Phase Code object	Doc Phase Desc

    2. *Document Header* – Pull the following objects:

Description	Sub-Class	Objects
Dates	Document Header Dates	Doc Hdr Creation Date
		Doc Hdr Record Date
		Doc Hdr Last Update Date
		Doc Hdr Last Modified on Date

    3. *Document Header Amounts* – Pull the following objects:

Description	Sub-Class	Objects
Total Document Amount		Doc Hdr Actual Amount

    4. *Document Header Contact Info*– Pull the following objects:

| Description	Sub-Class	Objects
Approver (if Final)		Doc Hdr Last Updated by User ID
Creator		Doc Hdr Created by User ID

    5. *Document Header Info* – Pull the following objects:

Description	Sub-Class	Objects
Document Name		Doc Hdr Doc Name
Document Description		Doc Hdr Doc Description

    6. *Query Filters* – Drag the following objects from Result Objects to Query Filters to create filters:

Object	Operator	Values	Optional?	Default Values
Doc Dept Code	In List	Prompt: Enter Department(s):	No	
Doc Hdr Record Date	Between	Prompt: Enter Start Date (mm/dd/yyyy): Prompt: Enter End Date (mm/dd/yyyy):	No	
Doc Type	Not Equal To	AD	N/A	

    7. *Prompt Order* – Open Query Properties and arrange the prompts in the order shown above.

D. **Save the report** – Once again, use the "Close" button and choose "Apply changes and close", then save the report with the "Save" button.
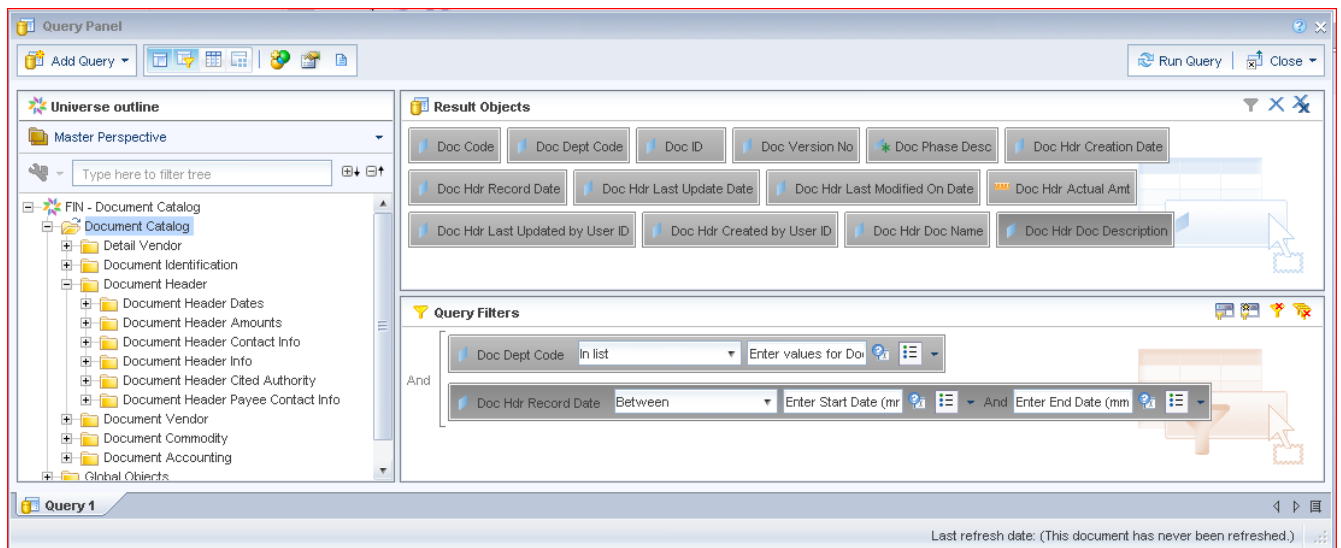
II. Report Design – Refresh the report as needed while you design your report.

    A. **Default report design** – Make the following changes to the generated report:

        1. Delete the title box and the table block.

        2. Rename the report tab from "Report 1" to "For Export".

        3. Save the report.

    B. **Add table block** – Add the table block back as follows:

        1. Select the object at the top of the Available Objects list and hold your "Shift" key down while you select the the last object in the list, then drag all of the objects into the report and arrange them in the following order:

Objects for Table Block
Doc Code
Doc Dept Code
Doc ID
Doc Version No
Doc Phase Desc
Doc Hdr Record Date
Doc Hdr Actual Amt
Doc Hdr Created by User ID
Doc Hdr Creation Date
Doc Hdr Last Modified On Date
Doc Hdr Last Updated by User ID
Doc Hdr Last UpdateDate
Doc Type
Doc Hdr Doc Name
Doc Hdr Doc Description

        Tip: For reports having only one query, the table is automatically created with the objects in the order in which you select them.

        2. Format the table to set the position to the top of the page (i.e., Horizontal Position = 0, Vertical Position = 0).

C. **Report & Table filters** – For simplification, apply the following table filters (if you want other Phases, remove this filter once the report design is complete):

Object	Operator	Values
Doc Phase Desc	Equal to	Final

PAUSE & REFLECT: Why do we add a table filter instead of a query filter?

D. **Report data & variables** – Make sure the data is complete and totals are correct. **Tip:** A quick way to compare amounts within the report is to duplicate it, then add breaks and column totals.
   1. As desired, format numbers in [Doc Hdr Actual Amt] (with "Numbers" options on "Format" bar).
   2. Spot-check the Document amounts in the table, comparing them with the amounts on the Document amounts on the Document Catalog in eMARS.
   3. Create a dimension variable named "DIM-Doc Number" and set it to:
      =[Doc Code]+"   "+[Doc Dept Code]+"   "+[Doc ID]
      Add [DIM-Doc Number] to the table as the first column.
   4. Remove [Doc Code], [Doc Dept Code] and [Doc ID] from the table, then save the report.
   5. For clarity, create a dimension variable named "DIM-Creator" and set it equal to [Doc Hdr Created by User ID]. Replace [Doc Hdr Created by User ID]with [DIM-Creator] .
   6. Create a dimension variable named "DIM-Modifier" and set it equal to [Doc Hdr Last Updated by User ID]. Add [DIM-Modifier] to the table as a column before [Doc Hdr Last Modified On Date].
   7. Create a dimension variable named "DIM-Approver" and set it to:
      =If([Doc Phase Desc]="Final";[Doc Hdr Last Updated by User ID];"")
      Replace [Doc Hdr Last Updated by User ID] with [DIM-Approver].

PAUSE & REFLECT: How are [DIM-Modifier] and [DIM-Approver] similar? Different?

   8. Create a dimension variable named "DIM-Approved Date" and set it to:
      =If([Doc Phase Desc]="Final";[Doc Hdr Last Update Date];"")
      Replace [Doc Hdr Last Update Date] with [DIM-Approved Date].
   9. Rename the column headers as follows:

Old Column Header	New Column Header
DIM-Doc Number	Document Number
Doc Version No	v.
Doc Phase Desc	Phase
Doc Hdr Record Date	Record Date
Doc Hdr Actual Amt	Actual Amount
DIM-Creator	Created By
Doc Hdr Creation Date	Created On
DIM-Modifier	Modified By
Doc Hdr Last Modified On Date	Modified On
DIM-Approver	Approved By
DIM-Approved Date	Approved On
Doc Type	Doc Type
Doc Hdr Doc Name	Doc Name
Doc Hdr Doc Description	Doc Description

10. Save the report.
11. Right-click the report tab and choose "Duplicate Report". Rename the new report "By Creator" and make it the first report tab.
12. Save the report.

E. **Report headers and footers** – If you are not already using a report template, create a header and a footer for the "By Creator" report tab according to the standards and conventions in use by your organization. Ideally, these should include the execution date and time for the report, the page number, the report title, and any prompts and responses from the query filters. (Refer to other Start to Finish sections for sample instructions and layout settings.) **Tip:** There are standard cells for all of this information. Select Report Element > Cell > Pre-defined in the toolbars to see a list of them.

F. **Sections** – Once it is confirmed that the data is complete, create a section on [DIM-Creator] by adding the object to the table as the first column, right-clicking the column and choosing "Set as section". Format the [DIM-Creator] cell in the section header according to your organization's standards and conventions.

G. **Breaks** – No breaks are required for this report.

H. **Totals** – Totals are not meaningful in this report.

I. **Other reports** – Copy the "By Creator" report tab to create a third report tab named "By Doc Type". Delete the section on [DIM-Creator], including the cell in the section header. Create a new section on [Doc Type] but adding the object to the table as the first column, right-clicking the column and choosing "Set as section". Format the [Doc Type] cell in the section header according to your organization's standards and conventions.

PAUSE & REFLECT: What is the advantage of having each report tab?

J. **Save, review, correct, purge and publish**– Complete formatting of your report according to the standards and conventions for your organization. (If desired, remember to remove the Doc Type = "Final" filter from your report tables.) Normally, you would be designing this report for other users, so in addition to keeping a copy of the report in your "My Favorites" folder (or a sub-folder), you would want to put a purged copy in your Agency folder (or sub-folder). Remember, your Agency folder is under your cabinet number on the "Folders" tab under Public Folders > eMARS Financial > eMARS Agency Reports.

III. **For Review and Discussion**

A. Why do you think the formula for the DIM-Doc Number variable has +" "+ between the objects?

B. How can the report use [Last Updated by User ID] in both the "Modified By" and "Approved By" columns?

C. As described in this exercise, the only Doc Types which would be included (if the [Doc Type]="Final" report filter is removed) are "Final" and "Historical (Final)". Would it be possible to create a similar report showing all possible Doc Types in eMARS?