Discoverer Reports How to Instruction Manual

TABLE OF CONTENTS

1 Login .......................................................................................................................................................... 1
2 Troubleshooting .......................................................................................................................................... 1
3 Export Dates ................................................................................................................................................. 2
4 Reports ......................................................................................................................................................... 2
5 NDUS Job Billing – Detail by Export .................................................................................................................. 3
  5.1 Export Date Billing Detail All WO’s ........................................................................................................... 3
    5.1.1 Enter Parameters .................................................................................................................................. 3
    5.1.2 Export ............................................................................................................................................... 4
  5.2 Export Date Range Billing Detail All WO’s ................................................................................................. 4
    5.2.1 Enter Parameters .................................................................................................................................. 4
    5.2.2 Export ............................................................................................................................................... 6
6 NDUS Job Billing Summary By Export Date Range ......................................................................................... 6
  6.1 Export Date Billing Summary ALL WO’s ................................................................................................. 7
    6.1.1 Enter Parameters .................................................................................................................................. 7
    6.1.2 Export ............................................................................................................................................... 7
  6.2 Export Date Range Billing Summary All WO’s ............................................................................................ 8
1  **LOGIN**

**Please note that Mozilla or Chrome work best with Discoverer**

- **URL:** [https://cndprdfac.cnd.ndus.edu/discoverer/viewer](https://cndprdfac.cnd.ndus.edu/discoverer/viewer). Link may also be found on the right hand side of the NDSU Facilities Management web page.
- Enter your username and password that was provided to you when initially set up.
- Database will always be: NDFAPRD
- End User Layer should be left blank.
- Click “Go”.

2  **TROUBLESHOOTING**

Sometimes unexpected errors occur. If you receive the below error when clicking on a report there may be a setting that needs to be changed.
Click on Preferences>>at the very bottom of the page under ‘Fan Trap Detection’ uncheck ‘Enable fan-trap detection>>Apply.

### Fan Trap Detection

Oracle BI Discoverer detects and prevents certain queries that could return ambiguous results. This automatic detection can be disabled if you wish to see such data.

- **Enable fan-trap detection.**

3 **EXPORT DATES**

Specific formats are needed for those reports that require the parameter of Business Unit and Export Date. All export dates are provided on the Facilities Management Website for reference - [https://www.ndsu.edu/facilities/facilitiesoperations/famis/](https://www.ndsu.edu/facilities/facilitiesoperations/famis/)

Billing periods are either the 1\(^{st}\) through the 15\(^{th}\) of the month or the 16\(^{th}\) through the end of the month for Facilities charges. Motor Pool charges are billed mid-month for the prior month’s charges.

4 **REPORTS**

Once logged in there will be, at minimum, the 2 reports available to run, shown below. Click the ▶️ to expand each report which then lists additional workbooks available.
5 NDUS JOB BILLING — DETAIL BY EXPORT

This report has separated worksheets that will provide detailed transactions that were processed during a specific billing period or within a range of billing periods.

5.1 EXPORT DATE BILLING DETAIL ALL WO’S

This is the most common report that is run. It provides detailed information for one specific billing period – either the 1st through the 15th of the month or the 16th through the end of the month.

5.1.1 Enter Parameters

- Enter the Business Unit – which is always NDSU1 – and the export date – which can be found in the email that is sent each billing period or in the Export Date Reference Sheet posted on the Facilities website (see section 3).
- Enter Department – the department ID you are running the report for.

**Note: all letters must be capitalized**
5.1.2 Export

Once the job has run, you can either print the page as a PDF or export it to Excel.

To Export choose Microsoft Excel Workbook >> Export as shown below.

5.2 EXPORT DATE RANGE BILLING DETAIL ALL WO’S

This report provides detailed information for a range of dates specified which can encompass many billing periods.

5.2.1 Enter Parameters

- Business Unit – NDSU1
- Begin Export Date – You will need to reference the export dates found here. Use the day BEFORE the beginning export date.
- Export End Date – Use the day AFTER the end export date.
- Department – Enter the department number you are inquiring about.
• Business Unit and Export Date – enter the exact Business Unit and Export date of the last export within the date range you are inquiring about

EXAMPLE

I would like to get all charges for FY17 – 7/1/2016 through 6/30/2017.

1. **Business Unit** will always be ‘NDSU1’
2. Find the export dates for that range. As shown below:
   a. The first export date for FY17 is 02-AUG-17 therefore the “Begin Export Date” parameter should be entered as 01-AUG-2017 (note: use the full year YYYY).
   b. The last export date for FY17 is 11-JUL-17 therefore the “Export End Date” parameter should be entered as 12-JUL-2017 (note: use the full year YYYY).
3. **Department** – Enter your department number.
4. **Business Unit and Export Date** – Enter '%' as a wild card.
5.2.2 Export
Once the job has run, you can either print the page as a PDF or export it to Excel. Process is the same as outlined in step 5.1.2.

6 NDUS JOB BILLING SUMMARY BY EXPORT DATE RANGE

This report has separated worksheets that will provide **summarized** transactions for a specific billing period or a range of billing periods.
6.1 EXPORT DATE BILLING SUMMARY ALL WO’S

This report provides summarized information for one specific billing period either the 1st through the 15th of the month or the 16th through the end of the month.

6.1.1 Enter Parameters
- Select or Enter Department - Enter your department number
- Select or Enter Business Unit and Export Date – enter the exact information as found on the export dates reference sheet for the billing period you are inquiring about.

6.1.2 Export
Once the job has run, you can either print the page as a PDF or export it to Excel. Process is the same as outlined in step 5.1.2.
6.2 **EXPORT DATE RANGE BILLING SUMMARY ALL WO’s**

This report provides summarized information for a range of dates either the 1st through the 15th of the month or the 16th through the end of the month.

Once the job has finished it will look similar to other report where you can either Export to Excel or obtain a printable page. To export follow the same instructions as in the earlier report (section 2.1).