

Discoverer Reports How to Instruction Manual

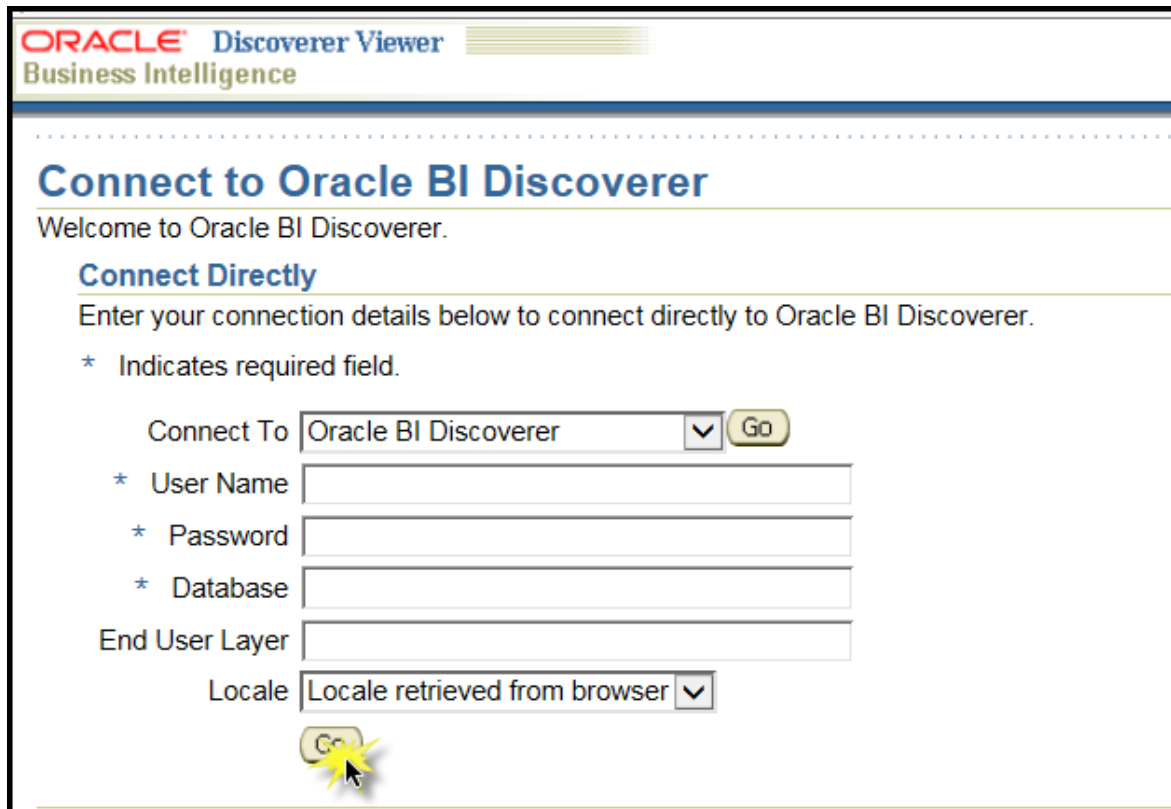
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1 LOGIN

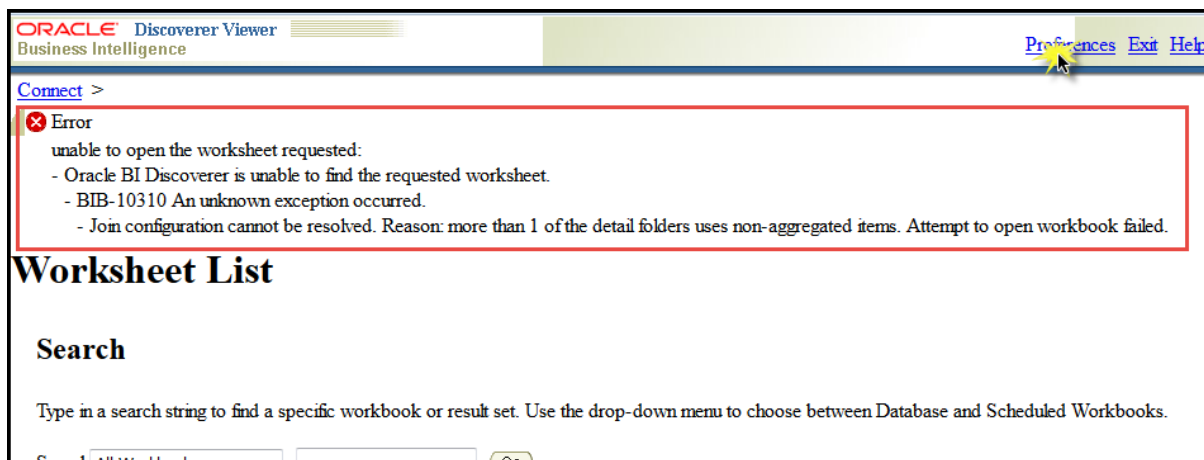
****Please note that Mozilla or Chrome work best with Discoverer****

- URL: <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

[Return to Top](#)

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.

[Exit](#) | [Help](#)

[Cancel](#) [Apply](#)

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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/>

Billing periods are either the 1st through the 15th of the month or the 16th through the end of the month for Facilities charges. Motor Pool charges are billed mid-month for the prior month's charges.

Facilities Management

- Campus Maps
- Campus Master Plan
- Construction and Maintenance
- FAQ
- Facilities Operations
 - Building Services/Custodial
 - Central Stores
 - Exterior Portable Directional Signage
 - FAMIS**
 - Grounds and Landscaping
 - Heating Plant
 - Motorpool
 - Motor Garage
 - Parking and Transportation
 - Recycling and Sustainability
- Facts and Figures
- Forms
- Parking and Transportation
- Space Management & Key/Card Access

Finance and Administration Departments

FAMIS - Facilities Asset Management Information System

Discoverer Reports

Facilities Management and Motor Pool billing reports are available for departmental viewing by accessing Discoverer Reports.

If you do not currently have access to Discoverer Reports, please fill out the "[Discoverer Reports Access Form](#)" and fax or mail it to Facilities Management. There will be minimal training required for you to access these reports.

The login process does require you to enter a "database." The database you will need to enter is "ndfaprd."

When you are accessing your reports, please refer to the chart that references the transaction date.

FAMIS Self-Service

FAMIS Self-Service is web access to our maintenance management software for the end-user that will allow the electronic entry of a service request whether it is general maintenance, request for an estimate, or department funded work. The user will also be able to query existing service requests to find detail information and status of the request, based on each individual user privilege determined by the requesting department.

FAMIS and Discoverer Logins

[FAMIS Self-Service](#)

[FAMIS \(Facilities Employee Access\)](#)

[Discoverer Reports](#)


Utility Export Date Reference

- [2011-2016](#)
- [2016-2017](#)

FM/Motorpool Billings Export Date Reference

- [2005-2007](#)
- [2007-2009](#)
- [2009-2011](#)
- [2011-2013](#)
- [2013-2016](#)
- [2016-2017](#)

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.

Connect >

Worksheet List

Search
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

Result List

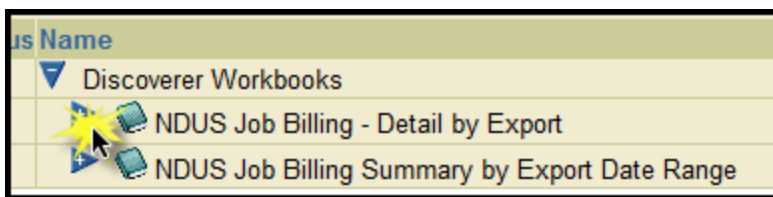
[Expand All](#) | [Collapse All](#)

Focus Name	Description	Owner	Last Modified
Discoverer Workbooks			
NDUS Job Billing - Detail by Export		FAMIS Tuesday, June 28, 2016 12:50:04 PM CDT	
NDUS Job Billing Summary by Export Date Range		FAMIS Tuesday, November 03, 2015 9:04:32 AM CDT	

[Preferences](#) | [Exit](#) | [Help](#)

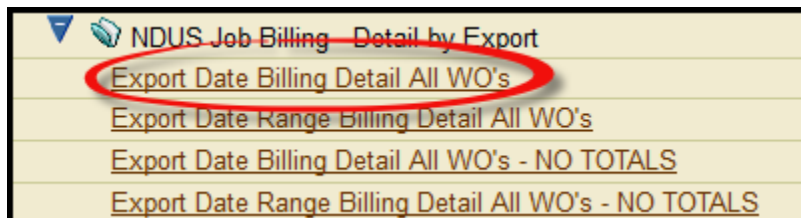
5 NDUS JOB BILLING – DETAIL BY EXPORT

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****

Parameters Needed

Select values for the following parameters.

* Indicates required field

★ Select or Enter
Business Unit and Export Date

★ Select or Enter
Department

(Use % as a wildcard.)

5.1.2 Export

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

Connect > Workbooks > NDUS Job Billing - Detail by Export - Export Date Billing Detail All WO's

Last run Tuesday, July 12, 2016 9:15:51 AM CDT

Actions

- Rerun query
- Save as
- Revert to saved
- Printable page**
- Export
- Send to email
- Worksheet options

Worksheets

- Export Date Billing Detail All WO's
- Export Date Range Billing Detail All WO's
- Export Date Range Billing Detail All WO's - NO GROUP SORT

North Dakota University System

Job Billing - Detail

12-JUL-16

Business Unit : 'NDSU1 17-JUN-16', Department : '3200'

Parameters

Select values for the following parameters.

* Indicates required field

- Select or Enter Business Unit and Export Date: NDSU1 17-JUN-16
- Select or Enter Department: 3200 (Use % as a wildcard.)

Go

Table

Tools Layout Format Spotlight Sort Rows and Columns

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Account	PR/CP Number	Billing Type	Wo Number	Wo Description	Bldg And Description
NDSU1-19565-3200-591105-04133- - -		NDSU-CHARGE	W0638252	R1 & R2 LANDSCAPE MAINTENANCE, FY 15-17	Y131 RESEARCH BUILDING I

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

Connect > Workbooks > NDUS Job Billing Summary by Export Date Range - Export Date Range Billing Summary All WO's >

Choose export type

Use the drop-down list to specify the export file format.

Cancel Export

Preferences | Exit | Help

CSV (Comma delimited) (*.csv)

CSV (Comma delimited) (*.csv)

DIF (Data Interchange Format) (*.dif)

Formatted Text (Space delimited) (*.pm)

GIF Image (*.gif)

Hyper-Text Markup Language (archived) (*.zip)

Microsoft Excel Workbook (*.xls)

Oracle Reports XML (*.xml)

PNG Image (*.png)

Portable Document Format (PDF) (*.pdf)

SYLK (Symbolic Link) (*.slk)

Text (Tab delimited) (*.txt)

Web Query for Microsoft Excel 2000+ (*.iqy)

WKS (Lotus 1-2-3) (*.wks)

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.

NDUS Job Billing - Detail by Export

- Export Date Billing Detail All WO's
- Export Date Range Billing Detail All WO's**
- Export Date Billing Detail All WO's - NO TOTALS
- Export Date Range Billing Detail All WO's - NO TOTALS

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.



FAMIS FACILITIES MANAGEMENT SYSTEM
NDSU FACILITIES MANAGEMENT AND MOTORPOOL
BUSINESS UNIT AND EXPORT DATE

2a. This will be the last export date in FY17 - use the day AFTER: 12-JUL-2017

Billing Period	Business Unit/Export Date
June 1-30, 2017 (Motorpool Charges)	NDSU1 11-JUL-17
June 27-30, 2017	NDSU1 07-JUL-17
June 16-26, 2017	NDSU1 27-JUN-17
June 1-15, 2017	NDSU1 20-JUN-17
May 16-31, 2017	NDSU1 02-JUN-17
May 1-15, 2017	NDSU1 17-MAY-17
April 16-30, 2017	NDSU1 03-MAY-17
April 1-15, 2017	NDSU1 17-APR-17
March 16-31, 2017	NDSU1 04-APR-17
March 1-15, 2017	NDSU1 17-MAR-17
February 16-28, 2017	NDSU1 02-MAR-17
February 1-15, 2017	NDSU1 21-FEB-17
January 16-31, 2017	NDSU1 02-FEB-17
January 1-15, 2017	NDSU1 18-JAN-17
December 16-31, 2017	NDSU1 05-JAN-17
December 1-15, 2016	NDSU1 21-DEC-16
November 16-30, 2016	NDSU1 05-DEC-16
November 1-15, 2016	NDSU1 17-NOV-16
October 16-31, 2016	NDSU1 02-NOV-16
October 1-15, 2016	NDSU1 18-OCT-16
September 16-30, 2016	NDSU1 04-OCT-16
September 1-15, 2016	NDSU1 20-SEP-16
August 16-31, 2016	NDSU1 02-SEP-16
August 1-15, 2016	NDSU1 17-AUG-16
July 1-31, 2016 (Motorpool Charges)	NDSU1 11-AUG-16
July 1-31, 2016	NDSU1 02-AUG-16

2b. This will be the first export date in FY17 - use the day BEFORE: 01-AUG-2016

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Enter value for
Business Unit:

NDSU1

Enter: NDSCS, NDSU1 or UND01

* Enter Begin Export
Date

01-AUG-2016

01-JAN-2011

* Enter Export End
Date

12-JUL-2017

01-JAN-2011

* Select or Enter
Department

3200

(Use % as a wildcard.)

* Select or Enter
Business Unit and
Export Date

%

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.

Actions
[Run query](#)
[Save as](#)
[Revert to saved](#)
[Printable page](#)
[Export](#)
[Send as e-mail](#)
[Worksheet options](#)

Worksheets
[Export Date Billing Detail All WO's](#)
[Export Date Range Billing Detail All WO's](#)
[Export Date Billing Detail All WO's - NO](#)
[TOTALS](#)
[Export Date Range Billing Detail All WO's -](#)
[NO TOTALS](#)

North Dakota University System
Job Billing - Detail (Range of Dates)
25-OCT-17
Bus_Unit Only : 'NDSU1', Begin Export Date : '01-AUG-16', Export End Date : '12-JUL-17', Department : '3200', Business Unit : 'ND

Parameters

Select values for the following parameters.

* Indicates required field

* Enter value for
Business Unit:
Enter: NDSCS, NDSU1 or UND01

* Enter Begin Export
Date
01-AUG-16
01-JAN-2011

* Enter Export End
Date
12-JUL-17
01-JAN-2011

* Select or Enter
Department
'3200'
(Use % as a wildcard.)

* Select or Enter
Business Unit and
Export Date
'NDSU1 11-JUL-17'

Table

Tools [Layout](#) [Format](#) [Stoplight](#) [Sort](#) [Rows and Columns](#)

Page 1 of 10

Rows 1-25, Columns 1-6 of 15

Left 6 Columns Right

Account	PRICP Number	Billing Type	Wo Number	Wo Description	Bldg And Descript
NDSU1-19565-3200-534025-04133- - -	NDSU-NO-CHARGE	W0713108	R1 CUSTODIAL SUPPLIES, FY17	Y131 RESEARCH BLDG	
NDSU1-19565-3200-534025-04133- - -	NDSU-NO-CHARGE	W0713108	R1 CUSTODIAL SUPPLIES, FY17	Y131 RESEARCH BLDG	

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.

us Name
Discoverer Workbooks
NDUS Job Billing - Detail by Export
NDUS Job Billing Summary by Export Date Range

6.1EXPORT 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.

NDUS Job Billing Summary by Export Date Range
Export Date Billing Summary All WO's
Export Date Billing Summary By Account Segment
Export Date Range Billing Summary All WO's
Export Date Billing Summary All WO's - Requestor-Primary Crew-Room

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.

NDUS Job Billing Summary by Export Date Range - Export Date Billing Summary All

Last run Wednesday, October 25, 2017 4:50:20 PM CDT

Actions
[Rerun query](#)
[Save as](#)
[Revert to saved](#)
[Printable page](#)
[Export](#)
[Send as e-mail](#)
[Worksheet options](#)

North Dakota University System
Job Billing - Summary
25-OCT-17
Page: 1 of 1
Department : '3200' , Business Unit : 'NDSU1 17-OCT-17'

Parameters

Select values for the following parameters.

* Indicates required field

* Select or Enter Department

Use wildcard % to select all departments (Use % as a wildcard.)

* Select or Enter Business Unit and Export Date

Table

[Tools](#) [Layout](#) [Format](#) [Stoplight](#) [Sort](#) [Rows and Columns](#)

Page 1 of 29

⬆ Up 25 Rows ⬇ Down ⬇

Rows 1-25 of 720, Columns 1-6 of 13

Account	PR/CP Number	Billing Type	Wo Number	Wo Description
NDSU1-19565-3200- 534025- 04135- - -		NDSU-NO-CHARGE	W0786198	FY18 R2 CUSTODIAL SUPPLIE
Total by Acct: NDSU1-19565-3200- 534025- 04135- - -				
NDSU1-19565-3200- 591105- 04133- - -		NDSU-CHARGE	W0668002	R1-ORDER SALT
			W0713309	R1 AND R2 DAILY WALK THRO

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.

Focus	Name
	Discoverer Workbooks
	NDUS Job Billing - Detail by Export
	NDUS Job Billing Summary by Export Date Range
	<u>Export Date Billing Summary All WO's</u>
	<u>Export Date Billing Summary By Account Segment</u>
	<u>Export Date Range Billing Summary All WO's</u>
	<u>Export Date Billing Summary All WO's - Requestor-Primary Crew-Room</u>
	<u>Export Date Range Billing Summary All WO's - Requestor-Primary Crew-Room</u>

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).