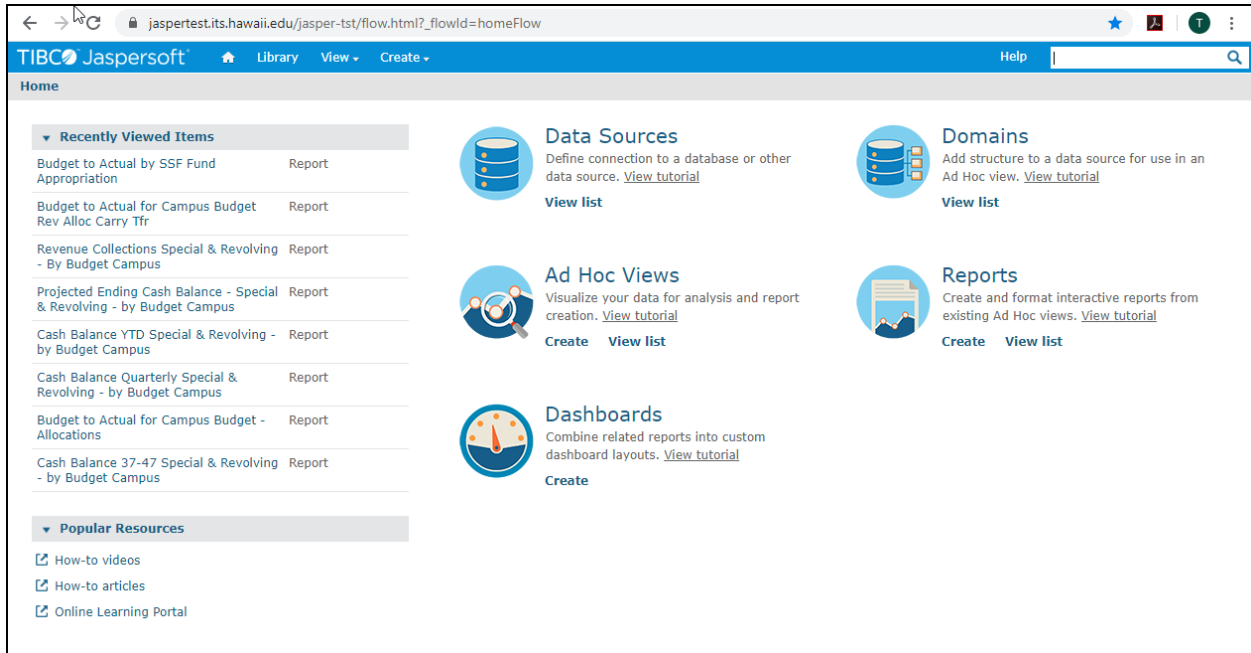
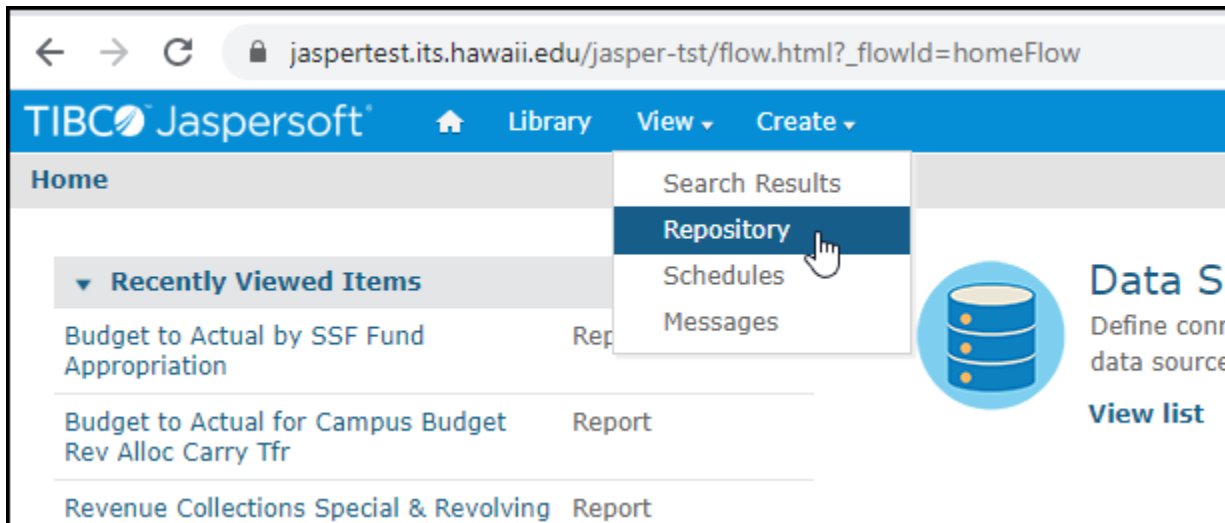


JasperReports Server Instructions

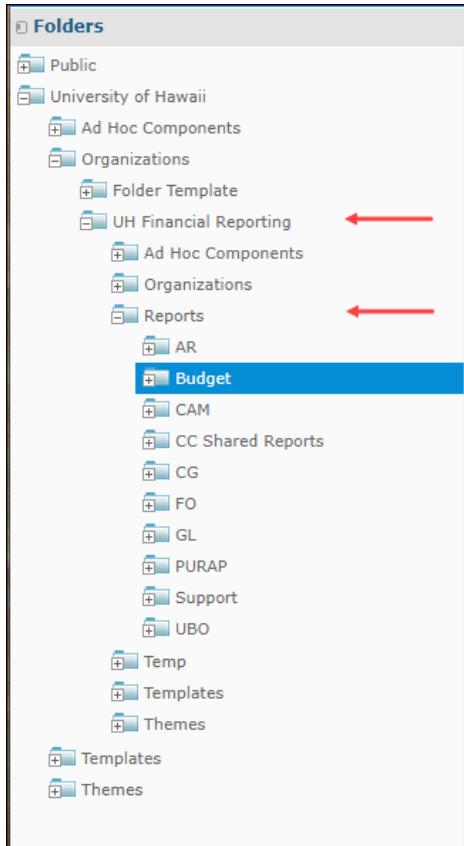
To log into the JasperReports server, go to <https://jasperprod.its.hawaii.edu/jasper-prod/>. Enter your UH username and password on the CAS screen, if prompted. If your log in is successful, you will be directed to the JasperReports Home page:



To get to the reports, Click on the "View" drop down menu and select Repository:



JasperReports Server Instructions



The UH Folder structure is listed in the left Folders panel, and the reports are in the UH Financial Reporting folder. Expand the folders to get to the Reports folder within the UH Financial Reporting folder. The Reports folder has sub folders broken out by data area and/or central office.

This is an example of the various Budget reports within the Budget folder.

TIBCO Jaspersoft					tammy Help Log Out	
Repository					Sort By: Name Modified Date	
Run	Edit	Open	Copy	Cut	Paste	Delete
Name	Description	Type	Created Date	Modified Date		
Budget to Actual by Account						
Budget to Actual by Account Formatted	Formatted	Report	April 22	October 13		
Budget to Actual by FO Code						
Budget to Actual by FO Code Formatted	Formatted	Report	April 22	October 13		
Budget to Actual by SSF Fund Appropriation						
Budget to Actual for Campus Budget - Allocations		Report	March 4	October 13		
Budget to Actual for Campus Budget Rev Alloc Ca...		Report	March 5	October 13		
Cash Balance 37-47 Special & Revolving		Report	March 24	October 13		
Cash Balance 37-47 Special & Revolving - by Bud...		Report	March 5	October 13		
Cash Balance 37-47 Special & Revolving - by FO ...		Report	March 11	October 13		
Cash Balance 37-47 Special & Revolving by FO Co...	Formatted	Report	April 22	October 13		
Cash Balance Quarterly Special & Revolving		Report	March 24	October 13		
Cash Balance Quarterly Special & Revolving - by ...		Report	March 4	October 13		
Cash Balance Quarterly Special & Revolving - by ...		Report	March 19	October 13		
Cash Balance Quarterly Special & Revolving by F...	Formatted	Report	April 22	October 13		
Cash Balance YTD Special & Revolving		Report	March 20	October 13		
Cash Balance YTD Special & Revolving - by Budge...		Report	March 4	October 13		
Cash Balance YTD Special & Revolving - by FO Co...		Report	March 24	October 13		

JasperReports Server Instructions

To run a report, click on the Report Name. If you hover over the report name, the full name will be displayed in the pop-up window. You will be prompted for Input Controls similar to the Control Values in eThORITY.

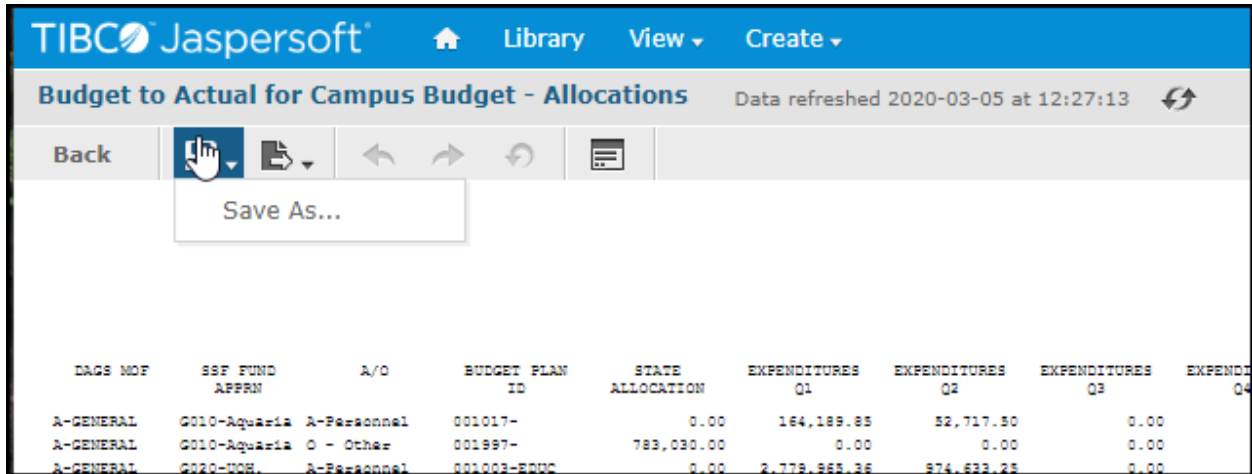
Enter the appropriate values and click on Apply or OK. Apply will execute the report with the values and leave the Input Controls box in case you want to enter different and/or additional values. OK will run the report and exit the Input Controls dialog.

Once the report is run, you can export the report in different formats by clicking on the Export button in the menu bar.

DAYS MOF	SSF FT APPR	STATE ALLOCATION	EXPENDITURES Q1	EXPENDITURES Q2	EXPENDITURES Q3	EXPENDITURES Q4	EX
A-GENERAL	0010-Aqu	0.00	164,189.85	52,717.50	0.00	0.00	
A-GENERAL	0010-Aqu	783,030.00	0.00	0.00	0.00	0.00	
A-GENERAL	0020-UOR	0.00	2,778,968.36	974,633.25	0.00	0.00	3
A-GENERAL	0020-UOR	0.00	5,241,949.98	1,735,914.57	0.00	0.00	6
A-GENERAL	0020-UOR	0.00	2,316,290.99	813,602.42	0.00	0.00	3
A-GENERAL	0020-UOR	0.00	629,259.78	218,237.44	0.00	0.00	
A-GENERAL	0020-UOR	0.00	1,233,012.78	412,223.08	0.00	0.00	1
A-GENERAL	0020-UOR	0.00	2,378,358.01	792,475.16	0.00	0.00	3
A-GENERAL	0020-UOR	0.00	428,070.52	150,480.36	0.00	0.00	
A-GENERAL	0020-UOR	0.00	125,143.23	42,099.00	0.00	0.00	
A-GENERAL	0020-UOR	0.00	5,810,844.67	1,966,183.10	0.00	0.00	7
A-GENERAL	0020-UOR	0.00	339,268.39	127,840.88	0.00	0.00	
A-GENERAL	0020-UOR, A-Personnel	0.00	262,301.25	87,024.00	0.00	0.00	
A-GENERAL	0020-UOR, A-Personnel	0.00	297,691.86	100,705.55	0.00	0.00	
A-GENERAL	0020-UOR, A-Personnel	0.00	1,797,039.22	660,782.44	0.00	0.00	2

JasperReports Server Instructions

You may also Save the report in your FOonn folder by clicking the Save button in the menu bar.



The screenshot shows the TIBCO Jaspersoft interface. The top navigation bar includes 'TIBCO Jaspersoft', a home icon, 'Library', 'View', and 'Create'. The main title is 'Budget to Actual for Campus Budget - Allocations' with a refresh icon and the text 'Data refreshed 2020-03-05 at 12:27:13'. Below the title is a menu bar with 'Back', a 'Save As...' button (highlighted with a hand cursor), and navigation icons (back, forward, refresh, and a list icon). The main content area displays a table with the following data:

DABS MOF	SSF FUND APPRN	A/O	BUDGET PLAN ID	STATE ALLOCATION	EXPENDITURES Q1	EXPENDITURES Q2	EXPENDITURES Q3	EXPENDITURES Q4
A-GENERAL	0010-Aquaria	A- Personnel	001017-	0.00	164,189.85	52,717.50	0.00	0.00
A-GENERAL	0010-Aquaria	O - Other	001997-	783,030.00	0.00	0.00	0.00	0.00
A-GENERAL	0020-NOH	A- Personnel	001002-EDUC	0.00	2,778,865.25	574,533.25	0.00	0.00

Save As

Name (required):
Budget to Actual for Campus Budget - Allocations

Description:

Organizations
Reports
AR
CG
FO
FO001
FO014
FO029
FO056
FO085
GL
ORS
UBO

Save Cancel

When you select Save As, the folder(s) you can save in will be shown (i.e., not grayed out).

Enter/Modify the default name and add a description then click on Save.

Input Controls

* FISCAL YEAR
2020

* FISCAL PERIOD
07

BU
XX
CO
CU

Save Values

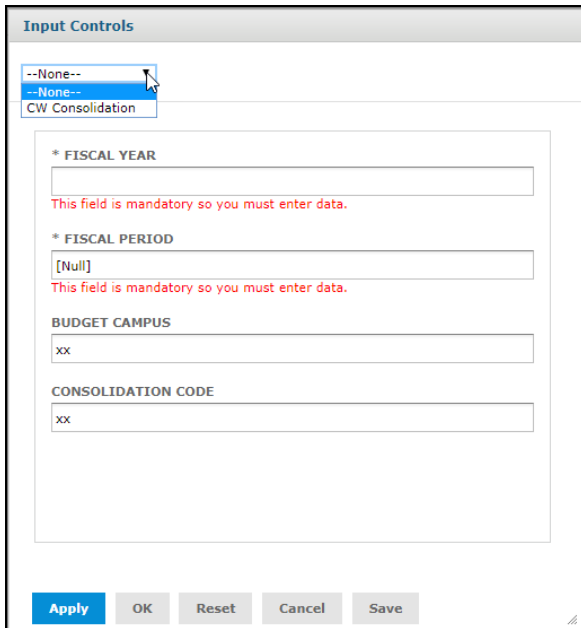
The Name for the Saved Values (required):
Options

Save Cancel

Apply OK Reset Cancel Save

Once you have a saved version of the report, you have the option of saving the Input Controls values.

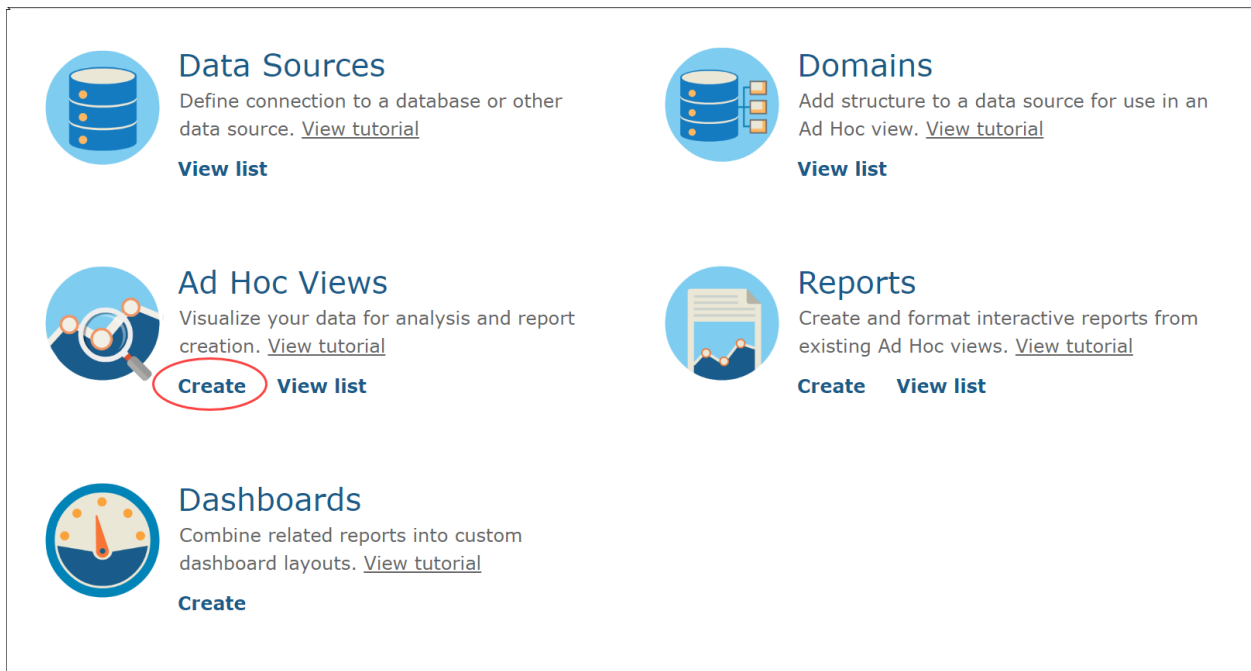
After clicking on the Save button, you will be prompted to enter a Name for the Saved Values. Enter a name and click on Save.








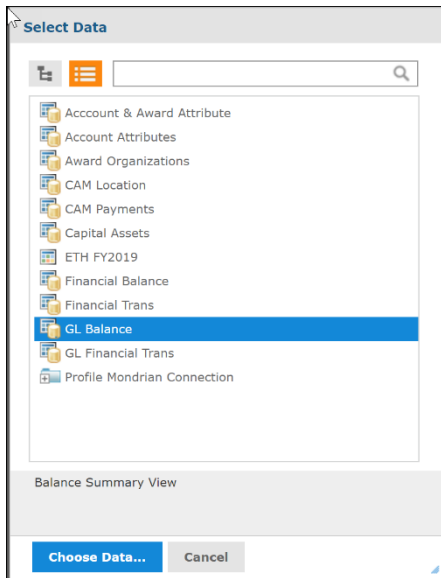
The next time the report is run, you will have a drop down list of saved Input Controls. You may select the saved values and the values will populate the Input Controls.

Creating ad hoc views/reports from domains

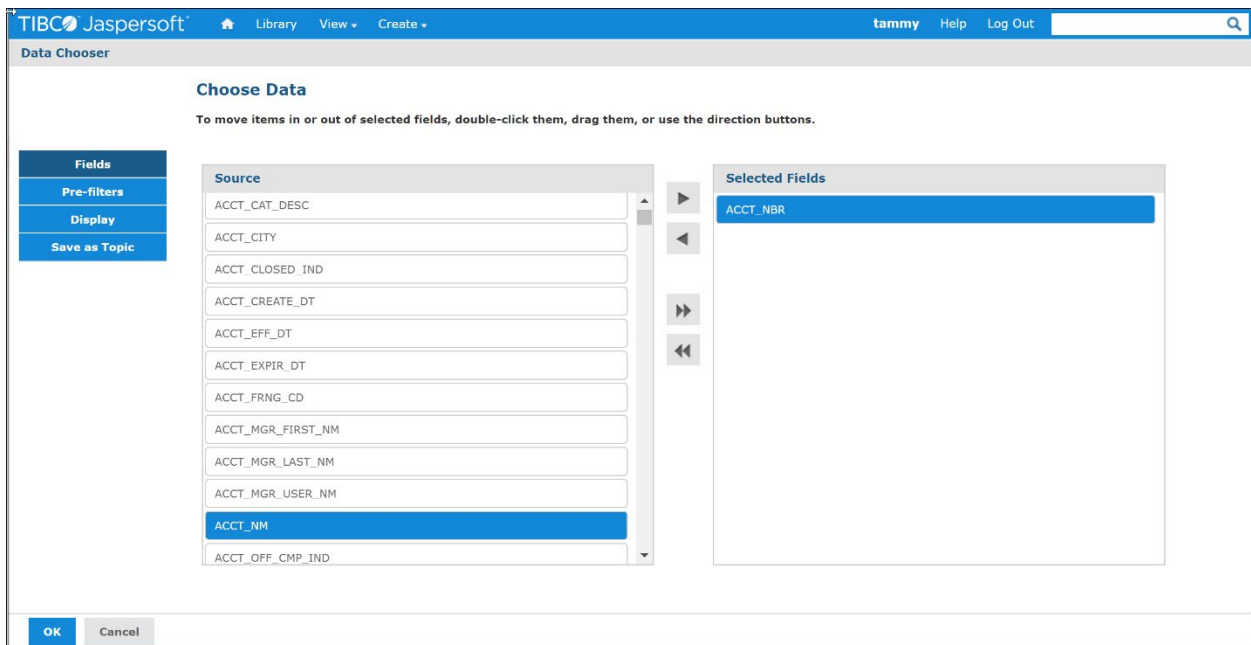
Domains are similar to the eThorty templates and contain fields for different data groupings. Users can build ad hoc views (i.e., queries) against the domains. To get started, click on the “Create” link in the Ad Hoc Views section of the Home page:




 <h3>Data Sources</h3> <p>Define connection to a database or other data source. View tutorial</p> <p>View list</p>	 <h3>Domains</h3> <p>Add structure to a data source for use in an Ad Hoc view. View tutorial</p> <p>View list</p>
 <h3>Ad Hoc Views</h3> <p>Visualize your data for analysis and report creation. View tutorial</p> <p>Create View list</p>	 <h3>Reports</h3> <p>Create and format interactive reports from existing Ad Hoc views. View tutorial</p> <p>Create View list</p>
 <h3>Dashboards</h3> <p>Combine related reports into custom dashboard layouts. View tutorial</p> <p>Create</p>	

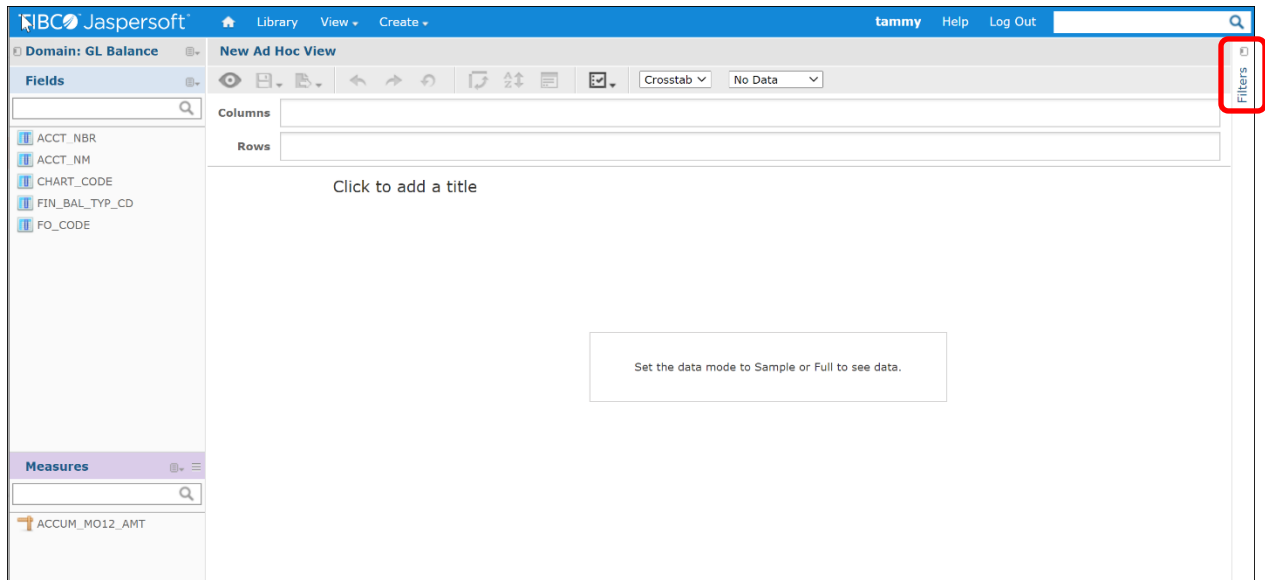


You will be presented with a list of the different domains to choose as a Data Source. Highlight the domain you want to use and then click on “Choose Data...”.



Select the fields you want to include in your ad hoc view by highlighting the field and then clicking on the . After the field is selected, it will be listed in the Selected Fields section. When you are done selecting your fields, click on the “OK” button.

JasperReports Server Instructions



The Ad Hoc Editor opens with your fields listed on the left, a designer section in the middle and a filter section on the right. Character (text) fields will be listed in the Fields and numeric fields will be listed under Measures. You can drag fields into the Designer section to add them to your view. To create a filter on a field, either right-click on the field and select “Create Filter” or drag the field to the Filter section on the right. For more information on creating Ad Hoc Views, view the tutorial on the Home page or click on the online Help in the top right of the header.

