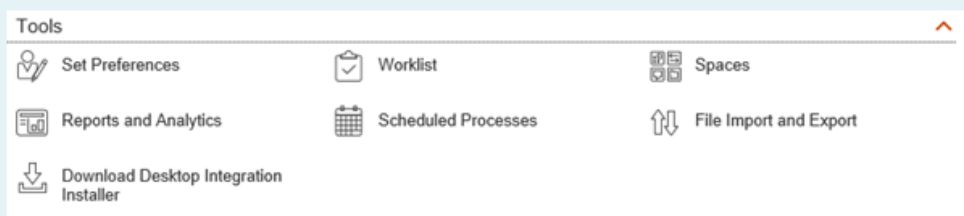


Walsall designed Fusion reports

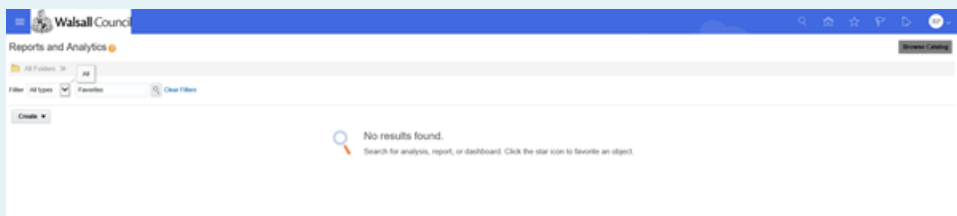
1

To access General Ledger, Accounts Payable, Accounts Receivable and Budgetary Control reports that have been designed specifically for Walsall do the following:

1. From the menu select tools and then reports and analytics



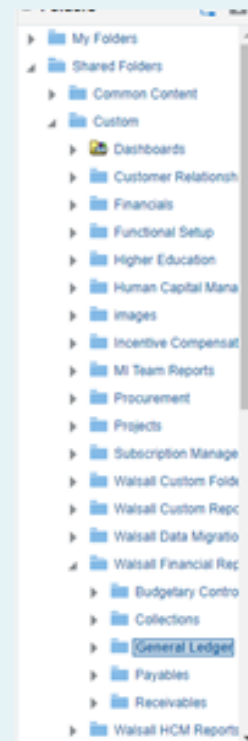
2. This will open a screen that should look like this:



3. To access reports click on the browse catalogue button in the top right hand corner. This will open the Oracle BI Publisher where all the predefined reports are situated.
4. When BI Publisher opens it will return you to the last folder you had used. You will need to navigate to where the reports are situated. For the finance reports they are situated at the following location:

2

/Shared Folders/Custom/Walsall Financial Reports

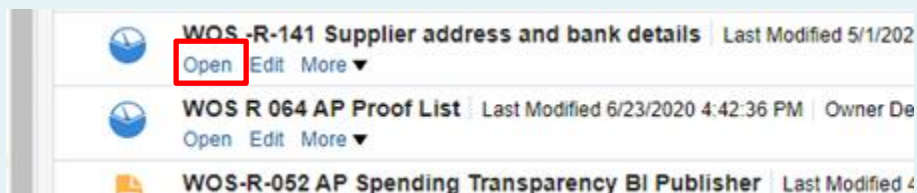


5. There is a folder for each category within which the reports are located.

Walsall designed Fusion reports

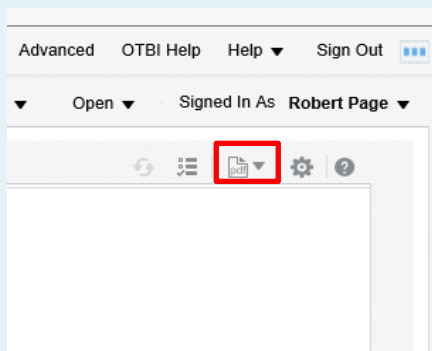
3

6. To access a report click on **Open** for the report you require. This will open the report and may request you to enter parameters. This you do as you would in any other part of fusion.



7. When entering parameters for the report to run, the more parameters entered to narrow the focus of the search the quicker a report will run. This is due to the report running on a live database unlike when we had Qlikview which was just filtering on an image.

8. Once the report has been run it will either display a HTML (web page version), pdf or excel file depending on how the initial output for the report was set up. The output for the report can be altered using the button marked below in the top right hand corner. To change the output format click on the downward arrow to open the selection pop-up and select the output format required.



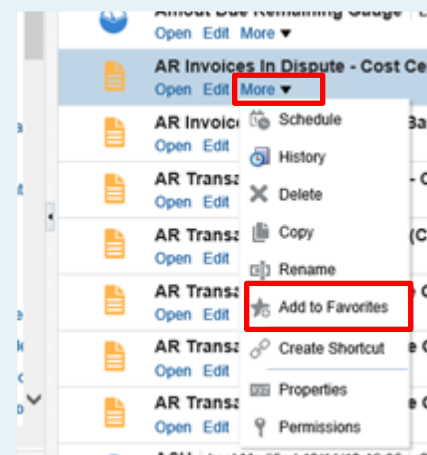
4

9. If this button does not appear you will need to scroll down the report. At the bottom you will find a number of options of which export is one. You will need to click on this and then select the output format you require. This will then export the full report for you in whatever format you requested.

6670.6701011.93609.0000.0000.01	4,448.
Grand Total	4,322,478.
Edit - Refresh - Print - Export Add to Briefing Book - Copy	

10. If there are reports that you frequently run you can save these as a favourite within the system. This means that they will be shown when you go to the Reports and Analytics page when you go to it. This will then enable you to launch that report from there.

11. To make a report a favourite you can do this one of two ways. When you are on the catalogue page where you can select the report click on more. This will open a menu. From here select add to favourites.



Walsall designed Fusion reports

5

12. The second method is if you have opened the report click on favourites and then select add to favourites.

