
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
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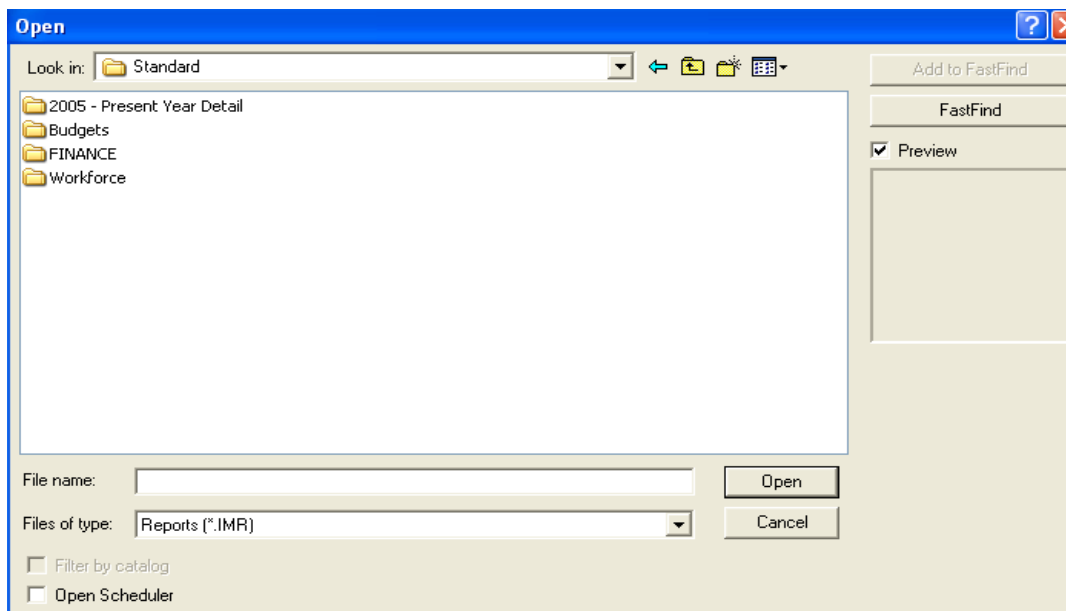
Examining Standard Reports

Based on interviews with key business users and analysts during the MERLIN requirements phase, several standard reports were developed to give users a quick start in using Cognos Impromptu (hereafter called Impromptu).

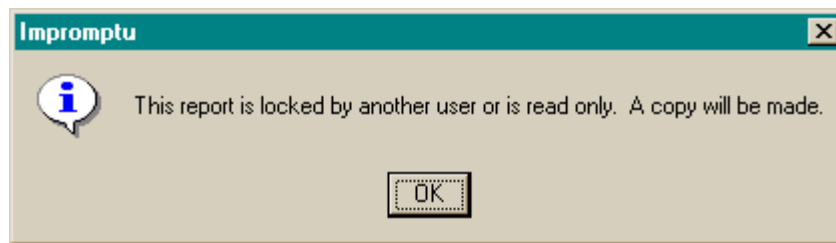
The reports are set up to retrieve columns of commonly requested information. After the user enters appropriate variables (e.g., agency, budget year, and accounting month) from a prompt window, Impromptu will retrieve the specified data. Changing the format, deleting columns, removing detail, and modifying the filter can modify the report.

Accessing standard reports

- Select *Open* from File menu or click the *Open* button on the PowerBar.
- Double click *standard* in the Directories Window.
- Choose one of the subdirectories, i.e., *budgets*, *finance*, *2005 - Present Year Detail*, *workforce*.



- Click *Open*.
- Select the file name of the report from the Open dialog box.
- Choose *Open*.
- Click *OK* when the Warning message appears

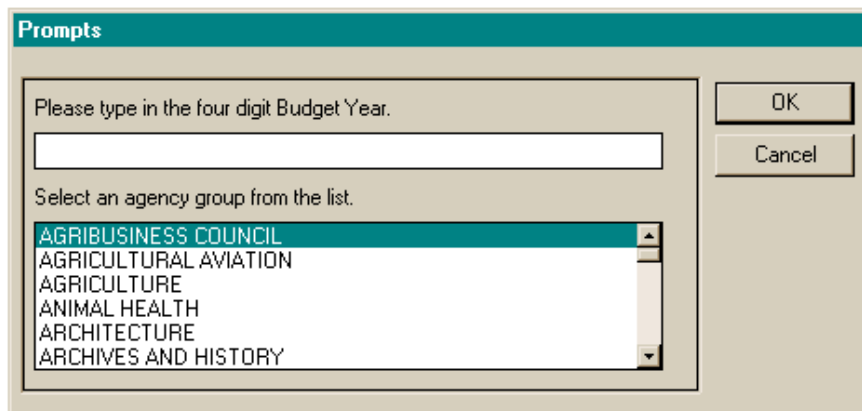


Examining the Open Dialog Box

- When a report is selected, a preview of the report appears in the dialog box (if Preview is selected).
- When you select the *Fast Find* check box, a list of specific directories appears in the Directory box.
- When *Filter by Catalog* is selected, only those reports created with the currently active catalog appear.

Completing the Prompt Dialog Box

Each time you open a standard report, a *Prompts* dialog box opens automatically; and you are asked to enter data to filter the report. Many of the prompts (such as choosing an agency) include a picklist. A picklist makes filtering data easier, quicker and more accurate since you can display a scrollable list of values from which to choose. Other prompts require you to type in a value (such as a vendor number or minimum amount).



To choose multiple items from a picklist, hold down the CTRL key, and then click each item you want to select. To select a group of files that are next to each other, hold down the shift key and the mouse button.

If you want multiple versions of the same standard report, simply click the *Prompt* button to reopen the *Prompts* dialog box to enter new variables.



Using Standard Reports

It is important to become familiar with the standard reports that have been created for you as a starter set. Close to 80 per cent of your reporting needs can be met with these reports or modifications to them. The list below includes a brief description of each report.

Budgets

The reports in this section are based on detail transaction information.

Commodity Expenditure

An agency's commodity expenditure report for a budget year that is available through 6/30/2014.

Contractual Services, Detail

An agency's contractual services expenditure report for a budget year that is available through 6/30/2014.

Contractual Services, Summary

An agency's contractual services expenditure report for a budget year that is available through 6/30/2014.

Capital Outlay, Equipment

An agency's capital outlay (equipment) expenditure report for a budget year that is available through 6/30/2014.

Capital Outlay, Other

An agency's capital outlay (other) expenditure report for a budget year that is available through 6/30/2014.

Capital Outlay, Vehicles

An agency's capital outlay (vehicles) expenditure report for a budget that is available through 6/30/2014.

Capital Outlay, Wireless Communication Devices

An agency's capital outlay (wireless communication devices) expenditure report for a budget year that is available through 6/30/2014.

Out of State Travel Report for Budget Reporting

An agency's out of state travel expenditure report from the travel ledger to be used for budget reporting that is updated daily.

Out of State Travel Report from Travel Ledger

An agency's out of state travel expenditure report for a budget year from SPAHRS detail expenditures that is updated daily.

SAAS Out of State and Country Travel Report

An agency's out of state and out of country travel expenditure report for a budget year from SAAS detail expenditures.

Salary Report

An agency's salary expenditure report for a budget year that is available through 6/30/2014.

Travel Summary Report

An agency's travel expenditure report for a budget year that is available through 6/30/2014.

Finance**Appropriations****Unobligated Balance YTD**

An agency's appropriation balance after YTD expenditures and encumbrances are taken into account. This report is available through 6/30/2014 and was built from a summary table.

Uncommitted Balance YTD

An agency's appropriation balance after YTD expenditures, encumbrances, and pre-encumbrances are taken into account. This report is available through 6/30/2014 and was built from a summary table.

Expenditures**Agency Expenditures, Rpt Cat**

An agency's expenditure information for a specific budget year and accounting month. This report is based on a summary that is available through 6/30/2014.

Agency Expenditures YTD

YTD expenditures for an agency for a specific budget year. This report was based on a summary that is available through 6/30/2014.

Expenditures by Vendor

Vendor expenditures for a specific budget year and accounting month. This report was built from a weekly summary build and is available through 6/30/2014.

Expenditures by \$

An agency's expenditures over a specified dollar amount for a specific budget year and accounting month. This report was based on a summary that is available through 6/30/2014.

Vendor Expenditures by Agency

An agency's expenditure information for a specific vendor for a specific budget year and accounting month. This report was built from a weekly summary build that is available through 6/30/2014.

YTD Out of State Travel Report

A year-to-date travel report for agencies, which provides all detail expenditures for out of state travel. Provides the warrant number issued for a specified payment voucher. This report is updated daily.

Revenue**Revenue by Agency YTD**

An agency's YTD revenues for a specific budget year. This report was built from a weekly summary build that is available through 6/30/2014.

Revenue by Provider YTD

An agency's YTD revenue for a specific provider and budget year. This report was built from a weekly summary build that is available through 6/30/2014.

Revenue by \$ YTD

An agency's YTD revenue over a specified dollar amount and for a specific budget year. This report was built from a weekly summary build that is available through 6/30/2014.

2005 – PRESENT YEAR DETAIL

The following reports are based on detail transaction information for budget years 2005 through 2014.

Provider Query by Agency

All transactions for a specific agency and provider number by budget year for a range of accounting months.

Transaction Detail Query

Information related to a transaction for a specific agency.

Vendor Query by Agency

Transactions for a specific agency for a designated vendor number by budget year and a range of accounting months.

Vendor Query by Transaction Type

All transactions for a chosen transaction code (e.g., PV, CR) for a specific agency by budget year.

Warrant Number Issued

Provides the warrant number issued for a specified payment voucher transaction.

Warrant Number Paid and Status

Provides the warrant number issued and the status of the warrant for a specified payment voucher transaction.

Warrant Number, Status

Transaction information for a specific warrant number and the status of the warrant.

Warrant Number

Transaction information for a specific warrant number.

Workforce

The reports in this section are based on information that is updated monthly.

Agency Promotion Report

Provides information detailing the employees who made job changes for a specific agency for a range of months

Employee Listing

Provides information regarding employees and their salaries employed by a specific agency for a designated as of month.

Individual Promotion Report

Provides job and salary history information for a specific employee, by social security number, for a range as of months.

Race Sex Report

Employee information including job name, job category, race and sex, for a specific agency for a designated as of month.

Vacancy Report

Job information related to vacant positions for a specific agency for a range of as of months.

Modifying a Standard Report


Frames are the building blocks of an Impromptu report. A frame is a container that can hold data, text, pictures, or charts. Objects are enclosed within those frames. An Impromptu report consists of many types of frames.

- A *list* frame for data details
- A *form* frame for headers and footers
- A *picture* frame within the header for the MERLIN seal
- *Text* frames to display the title and labels for the data

After a standard report has been retrieved, many modifications can be made to suit an individual's reporting needs.

Impromptu - [Agency Expenditures, Rpt Cat.imr - Copy]

File Edit View Insert Format Report Catalog Tools Window Help



Agency Expenditures
 Budget Year: 2000
 Accounting Month: 01
 Agency Group Name: FINANCE AND ADMINISTRATION

MERLIN DSS

SAAS Agency Name	SAAS Agency Nbr	Acct Year	Appr Unit Cd	Fund Number	Federal Aid Number	Reporting Category Code	Org Code	Activity Code	Total Bud Expenditures	Total Budget
FINANCE AND ADMINISTRATION	087	2000	2087	2087			6000		947,696.45	
Federal Aid Number, Total:									947,696.45	
Fund Number, 2087 Total:									947,696.45	
Appropriation Unit Code, 2087 Total:									947,696.45	
			2089	2089			7001		0.00	
							7002		6,995.61	
							7003		2,221.66	
							7004		2,835.90	
							7005		2,828.99	
							7006		2,730.11	

Data Warehouse Catalog 569

Changing the Filter

Filters, or selection criteria, can be changed to create the same report, but with different constraints. For example, if you create one report to examine the current accounting month, you might want to create another report to examine the prior accounting month. To change a filter in a standard report:

- Click the Prompt button on the PowerBar
- Select the filter criteria
- Click OK

Creating Groups

Grouping enables you to organize your data into logical chunks of information. For example, you may want to group data by agency name so that you can easily view your data by agency. When you group data, your report won't repeat duplicate values for the data item you're grouping. For example, if you group by agency name, by default the name of the product only appears once for all the entries in that group. To group data differently in a standard report:

- Open the *Query* dialog box from the *Report* menu.
- Select the *Group* tab
- Select a column(s) to group
- Click *Group*
- Click *OK*

Sorting Data

Data can be sorted in alphabetical or numerical order. You may want to change the sort order. For example, you may want to sort the Expenditures data item so that it displays expenditures in descending order showing the greatest expenditures first. To sort data differently:

- Open the *Query* dialog box from the *Report* menu.
- Select the *Sort* tab
- Select column(s) to sort
- Click Ascending or Descending
- Click *OK*

Modifying Frames

A number of frames have been inserted into your standard reports so that your reports will quickly have a very professional appearance. Frames can easily be moved and details within the frame modified to suit your needs or preferences. To edit title names or column names:

- Double click the title or column title header
- Edit the text
- Click anywhere outside of text frame to terminate edit mode

Moving and Deleting Columns

Standard reports have been created with numerous columns. You might not want to include all of the columns. To delete a column:

- Move the cursor just above the column to delete (it changes to a down arrow)
- Click the left mouse button
- Press the Delete key on the keyboard

Rearranging Columns

Columns in standard reports can easily be rearranged. To reorder columns:

- Click either the Column Name or a value in the column
- Hold the left mouse button down and drag to the appropriate location
- Release the mouse button

Reformatting Data Values

Data values can be modified by adding \$ signs or changing decimal precision. To reformat data: Select the data value to format

- Choose *Data* from the *Format* menu

Standard Report Exercises

In the following exercises you will learn how to open existing Impromptu reports and enter variables in prompt windows to customize your report. You will then modify the reports to suit your reporting needs.

Exercise 1

Using the *Agency Expenditures, YTD* standard report from the Training folder, create a report to examine expenditures for the Attorney General during 1997. You will edit the report to include only a few of the columns, modify the title, and save it with a new name. Your completed report should appear as shown.

Agency Expenditures - YTD
Budget Year: 1997
Agency Group Name: ATTORNEY GENERAL

MEERLIN DSS

SAAS Agency Name	SAAS Agency Number	Accounting Year	Appr Unit Number	Major Obj Code	Minor Obj Code	Accounting Month	Total Bud Exp	Total Non Bud Exp	Total by Minor Object Code
ATTORNEY GENERAL	071	1997	2071	A1	60000	05	\$0.00	\$0.00	\$0.00
						13	\$0.00	\$0.00	\$0.00
Minor Object Code 60000 Total:							\$0.00	\$0.00	\$0.00
					60010	01	\$283,472.86	\$0.00	\$283,472.86
						02	\$285,930.77	\$0.00	\$285,930.77
						03	\$291,491.09	\$0.00	\$291,491.09
						04	\$295,245.21	\$0.00	\$295,245.21
						05	\$295,695.39	\$0.00	\$295,695.39
						06	\$349,460.81	\$0.00	\$349,460.81
						07	\$296,859.40	\$0.00	\$296,859.40
						08	\$294,137.26	\$0.00	\$294,137.26
						09	\$293,772.96	\$0.00	\$293,772.96
						10	\$294,105.96	\$0.00	\$294,105.96
						11	\$291,655.31	\$0.00	\$291,655.31
						12	\$444,436.34	\$0.00	\$444,436.34

1. Open Impromptu

- Double-click the Impromptu icon on your desktop to launch the program
- Enter your password

2. Open the *Agency Expenditures, YTD* report and complete the Prompt

- Select *Open* from the *File* menu or click the *Open* button on the Power Bar.
- Ensure the directory path is set to *C:\program files\cognos\cer6\MERLIN\reports*.
- Double click *Training*.
- Select the *Agency Expenditures, YTD* report.
- Click *Open*.
- Complete the *Prompt* Dialog box as follows:
 Budget Year 1997
 Agency ATTORNEY GENERAL
- Click *OK*.
- Scroll through the report pages using the arrows in the vertical scroll bar.

3. Modify the column header of the report

- Double click in the column header *Total Bud Exp* to change the text.
- Type **Total Expenditures** in the column header.
- Delete the original heading *Bud Exp*.
- Press [ESC].

4. Delete columns except for those shown in the example on the preceding page.

5. Modify the title of the report

- Click in the header.
- Drag the frame vertically to make it large enough to hold another line of text.
- Double click in the box to add text.
- Type **SFY 1997** in the header.
- Press **[ESC]**.

6. Save the report in the *myreport* directory and close the report

- Choose *Save As* from the *File* menu.
- Change file name to **Attorney General Report**.
- Click *OK* to save the new report format.
- Close the report using the *File/Close* command.

7. Explore the PowerBar buttons

- Move the mouse over the buttons on the PowerBar to read the descriptions of the buttons.
- Click the *Open* button on the PowerBar.

8. Examine other options

- Select the report you just created. Note the report preview.
- Click *Open* to display the report.
- Use the *Help/Search for Help on* command to look up information on the topic of printing.
- Close the report.

Exercise 2

Using the *Vendor Expenditures by Agency, Training* standard report in the Training folder, create the following vendor expenditure reports.

1. Create a report for vendors beginning with “BIG”

- Click the *Open* button on the PowerBar.
- Select *Vendor Expenditures by Agency, Training*.
- Click *OK* to display the prompt window.
- Complete the *Prompt* Dialog box as follows:

Budget Year	1997
Accounting Month	08
Agency	Archives and History
Vendor name	BIG
- Click *OK*.
- Examine the report.

2. Now create a report for the vendor SMITH GEORGE

- Click the *Prompt* button on the PowerBar.
- Change the *Prompt* Dialog box as follows:

Budget Year	1997
Accounting Months	06, 07 & 08
Agency	Education
Vendor name	SMITH GEORGE
- Click *OK* and examine the report.
- Close the report without saving it.

Exercise 3

Using the *Expenditures by \$* standard report from the Standard folder, create a report to examine expenditures exceeding \$3,000 for the State Auditors Office for January 1997. Sort the expense amount in descending order and group the report by Major Object Code. Your report should appear as shown below.

Expenditures by \$ Report
Budget Year: 1997
Accounting Month: 07
Agency Group Name: AUDITORS OFFICE
Amount >= 3,000.00

MEMLIN DSS

Agency Nm (SAAS)	Major Obj Code	Minor Obj Code	Fund Number	Org Cd	Activity Code	Bud Exp	Non Bud Exp	Total Expend
AUDITORS OFFICE	A1	60010	2155	1010	1554	15650.64	0.00	15650.64
	A1	60010	2155	1020	1554	19436.84	0.00	19436.84
	A1	60010	2155	2010	1553	15856.60	0.00	15856.60
	A1	60010	2155	3011	1551	84895.17	0.00	84895.17
	A1	60110	2155	3011	1551	8551.25	0.00	8551.25
	A1	60120	2155	3011	1551	6496.00	0.00	6496.00
	A1	60140	2155	3011	1551	4288.00	0.00	4288.00
	A1	60010	2155	3012	1551	105814.54	0.00	105814.54
	A1	60090	2155	3012	1551	6686.63	0.00	6686.63
	A1	60110	2155	3012	1551	11236.35	0.00	11236.35
	A1	60120	2155	3012	1551	8309.42	0.00	8309.42
	A1	60140	2155	3012	1551	5360.00	0.00	5360.00
	A1	60010	2155	3013	1551	35256.08	0.00	35256.08
	A1	60110	2155	3013	1551	3854.70	0.00	3854.70
	A1	60010	2155	3014	1551	36465.19	0.00	36465.19
	A1	60110	2155	3014	1551	3725.86	0.00	3725.86
	A1	60010	2155	3015	1551	19731.52	0.00	19731.52
	A1	60010	2155	3020	1551	65871.91	0.00	65871.91
	A1	60090	2155	3020	1551	3064.67	0.00	3064.67
	A1	60110	2155	3020	1551	6721.31	0.00	6721.31
	A1	60120	2155	3020	1551	5050.96	0.00	5050.96
	A1	60140	2155	3020	1551	3082.00	0.00	3082.00
	A1	60010	2155	3030	1551	21481.18	0.00	21481.18
	A1	60010	2155	3040	1554	28810.74	0.00	28810.74
	A1	60010	2155	4010	1552	14515.42	0.00	14515.42
	A1	60010	2155	5020	1551	18942.05	0.00	18942.05
	A2	60320	3155	2010	1554	3761.85	0.00	3761.85
	A2	60320	3155	3011	1551	4182.52	0.00	4182.52

1. Open the *Expenditures by \$* standard report and complete the prompt.

- Click the *Open* button on the PowerBar.
- Select *Expenditures by \$*.
- Click *Open* to display the prompt window.
- Complete the *Prompt* Dialog box as follows:

Budget Year	1997
Accounting Month	07
Agency Group	AUDITORS OFFICE
Minimum Amt	3000
- Click *OK*.

2. Sort the data in the report by Budget Expenditure Amount in descending order.

- Open the *Query* dialog box from the *Report* menu.
- Select the *Sort* tab.
- Select *Bud Exp*.
- Click *Descending*.
- Click *OK*.

3. Now, rearrange and delete columns and modify the header to tailor the report.

- Delete columns except for those shown on the above example.
- Move *Major Obj* and *Minor Obj* columns to the second and third positions.

4. Group the data by Major Object Code.

- Open the *Query* dialog box from the *Report* menu.
- Select the *Group* tab.
- Select *Major Obj Code*.
- Click *Group*.
- Select *Minor Obj Code*.
- Click *Group*.
- Click *OK*.

5. Modify your report to show expenditures for Human Services and Mental Health.

- Click the *Prompt* button on the PowerBar.
- Change the *Prompt* Dialog box as follows:
 Budget Year 1997
 Accounting Month 07
 Agency Group HUMAN SERVICES, MENTAL HEALTH
 Minimum Amt 100000
- Click *OK*.

6. Your report should appear as shown below.

- Close the report without saving it.

Expenditures by \$ Report
Budget Year: 1997
Accounting Month: 07
Agency Group Name: HUMAN SERVICES, MENTAL HEALTH
Amount >= 100,000.00

Agency Nm (SAAS)	Major Obj Code	Minor Obj Code	Fund Number	Org Cd	Activity Code	Bud Exp	Non Bud Exp	Total Expend
BOSWELL REGIONAL CENTER	A1	60010	2382			407819.98	0.00	407819.98
			2382		3821	213272.42	0.00	213272.42
EAST MS STATE HOSPITAL	A1	60010	2372			1720510.65	0.00	1720510.65
		60040	2372			118029.68	0.00	118029.68
		60110	2372			176972.52	0.00	176972.52
		60120	2372			137270.59	0.00	137270.59
		60140	2372			150399.55	0.00	150399.55
		C	62340	2372			146455.04	0.00
	E	66050	2372			288753.56	0.00	288753.56
ELLISVILLE STATE SCHOOLS	A1	60010	2373		3731	4173169.01	0.00	4173169.01
		60040	2373		3731	107637.07	0.00	107637.07
		60110	2373		3731	190713.46	0.00	190713.46
		60120	2373		3731	144338.36	0.00	144338.36
		60130	3373		3731	401292.50	0.00	401292.50
		60140	2373		3731	174066.00	0.00	174066.00
	B	61616	3373		3731	143465.86	0.00	143465.86
	C	62470	3373		3731	107707.65	0.00	107707.65
	E	89150	2373		3731	1701976.39	0.00	1701976.39
			3373		3731	900022.00	0.00	900022.00
HUDSPETH REGIONAL CENTER	A1	60010	3386			702224.10	0.00	702224.10
			2386		3861	285029.58	0.00	285029.58
		E	66090	2386		3861	915303.59	0.00
HUMAN SERVICES	A1	60010	2653	2400	H072	3618347.00	0.00	3618347.00
			2651	2300	H072	2766882.00	0.00	2766882.00
			3651	2350	H058	1325526.51	0.00	1325526.51
			2652	2100	H072	1142647.00	0.00	1142647.00