

This document illustrates changes to CIR’s look and feel and navigation that will be implemented with the upgrade to Business Objects software in July 2014. Users will see a new Reports Home Page readily displaying reports information specific to how they use CIR and will have enhanced options when working with reports.

These topics are covered within this document:

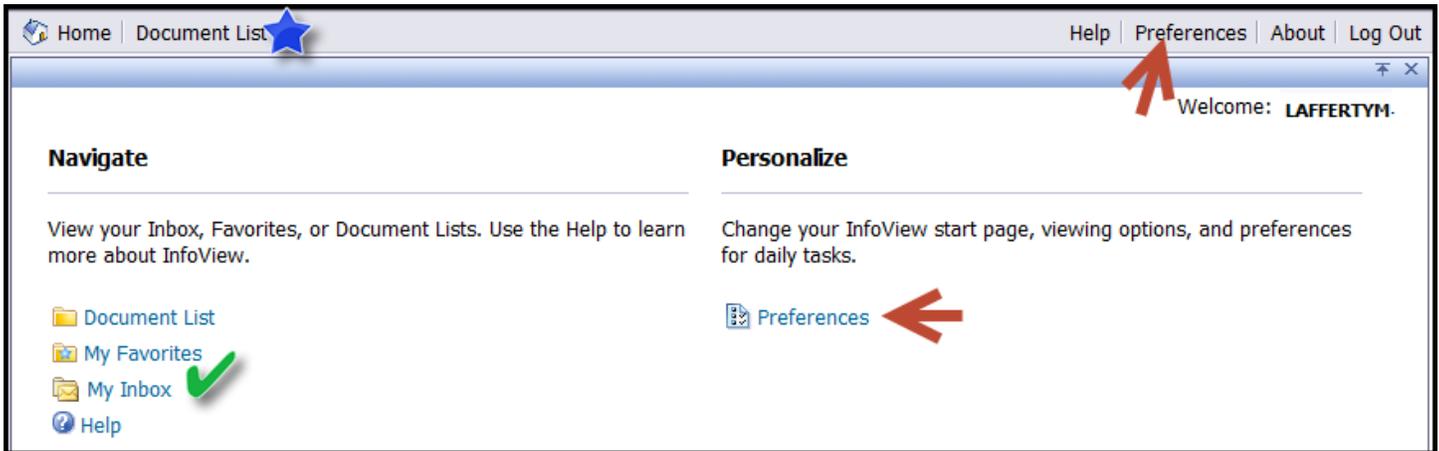
- Default Reports Home Page..... 2
- Agency Reports Folder and Subfolders ..... 3
- CIR My Favorites and Inbox Folders ..... 4
- Reports Prompts Window ..... 5
- Saving Report Contents..... 6
- Saving Report Structure ..... 7
- Scheduling Reports ..... 8
- Previous Access to Schedule Report Instance ..... 9
- Current Access to Scheduled Report Instances ..... 10
- Clicking Hyperlinks ..... 11

For more detailed information, please refer to these materials:

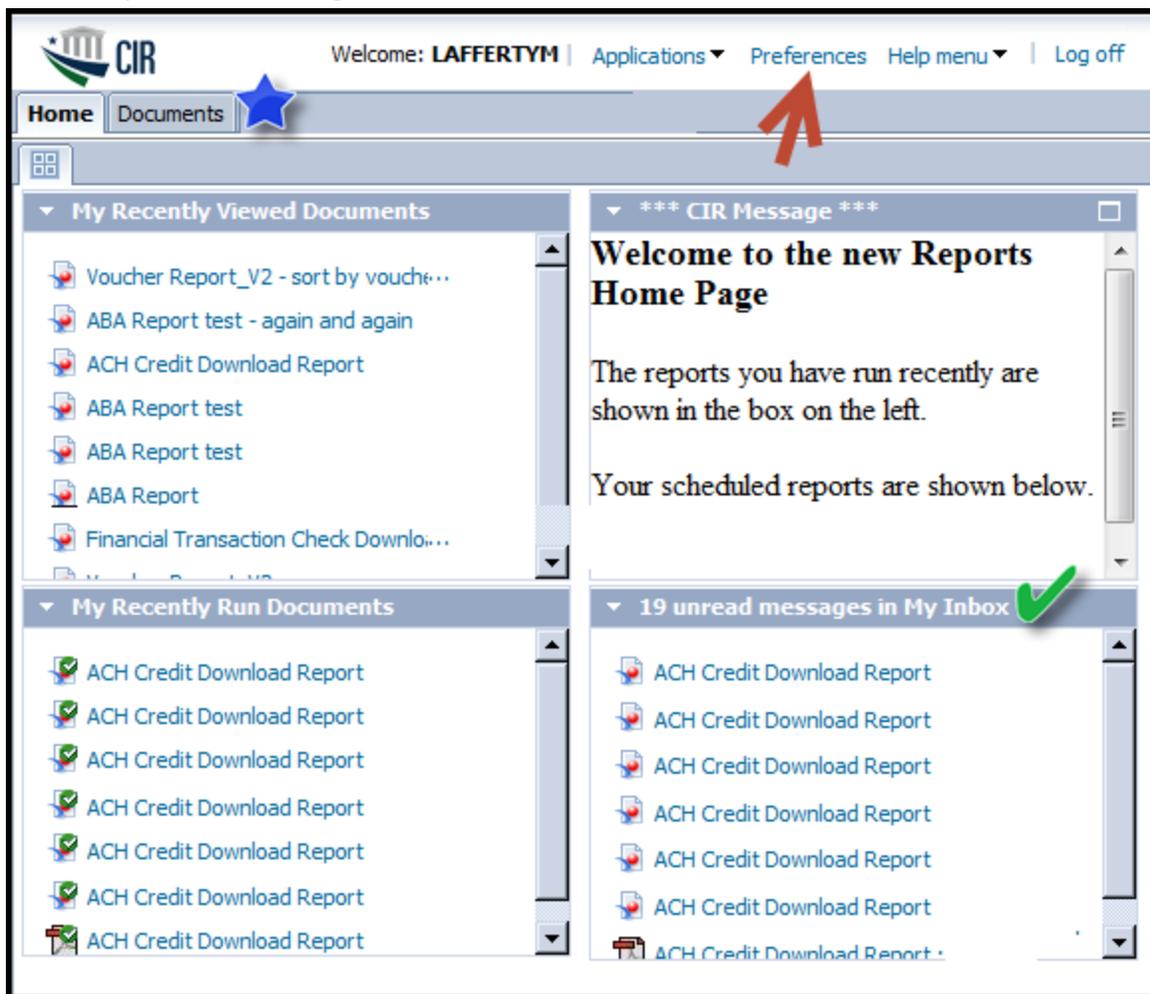
- CIR Training Program: Web-Based Training Modules
- CIR Business Objects General Help
- CIR Job Aids
- CIR “Show-Me” demo recordings

**DEFAULT REPORTS HOME PAGE**

Current Default Reports Home Page

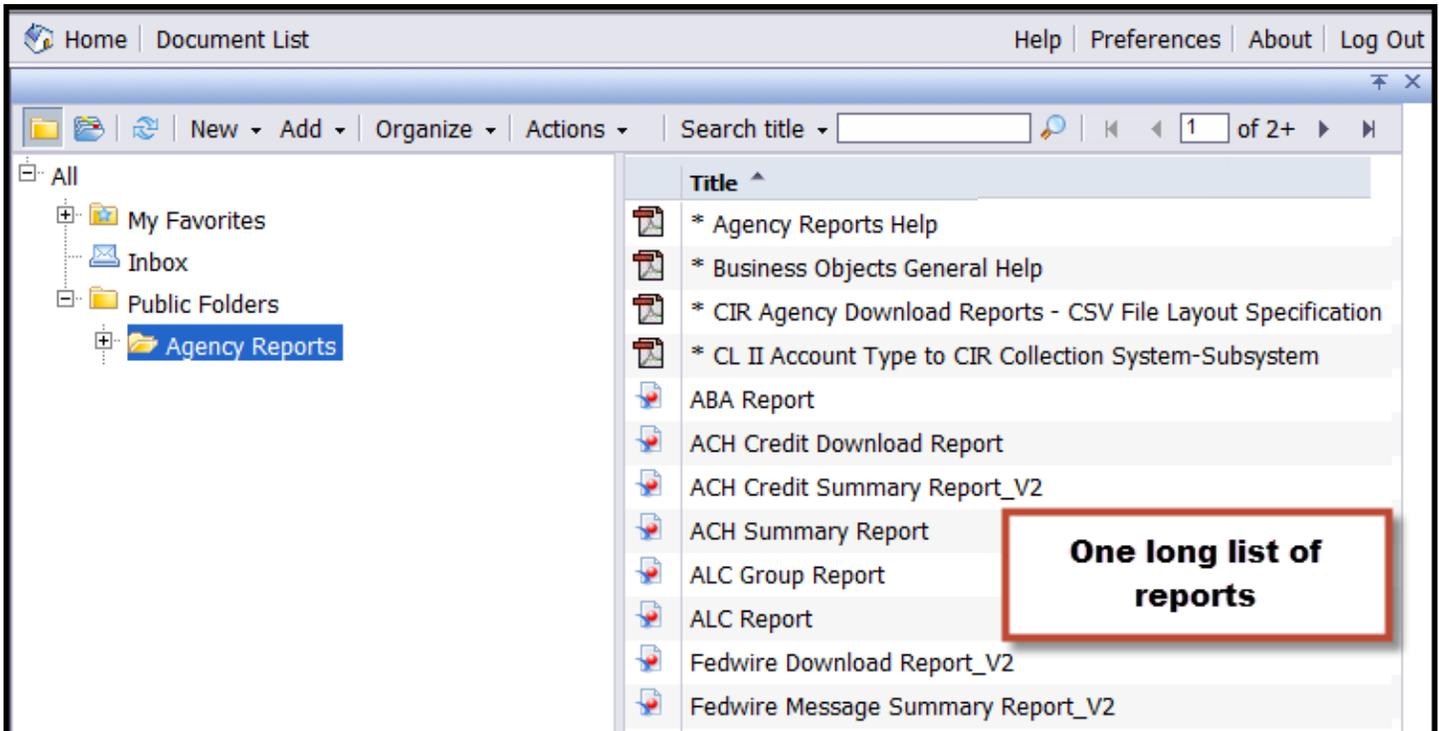


Current Default Reports Home Page

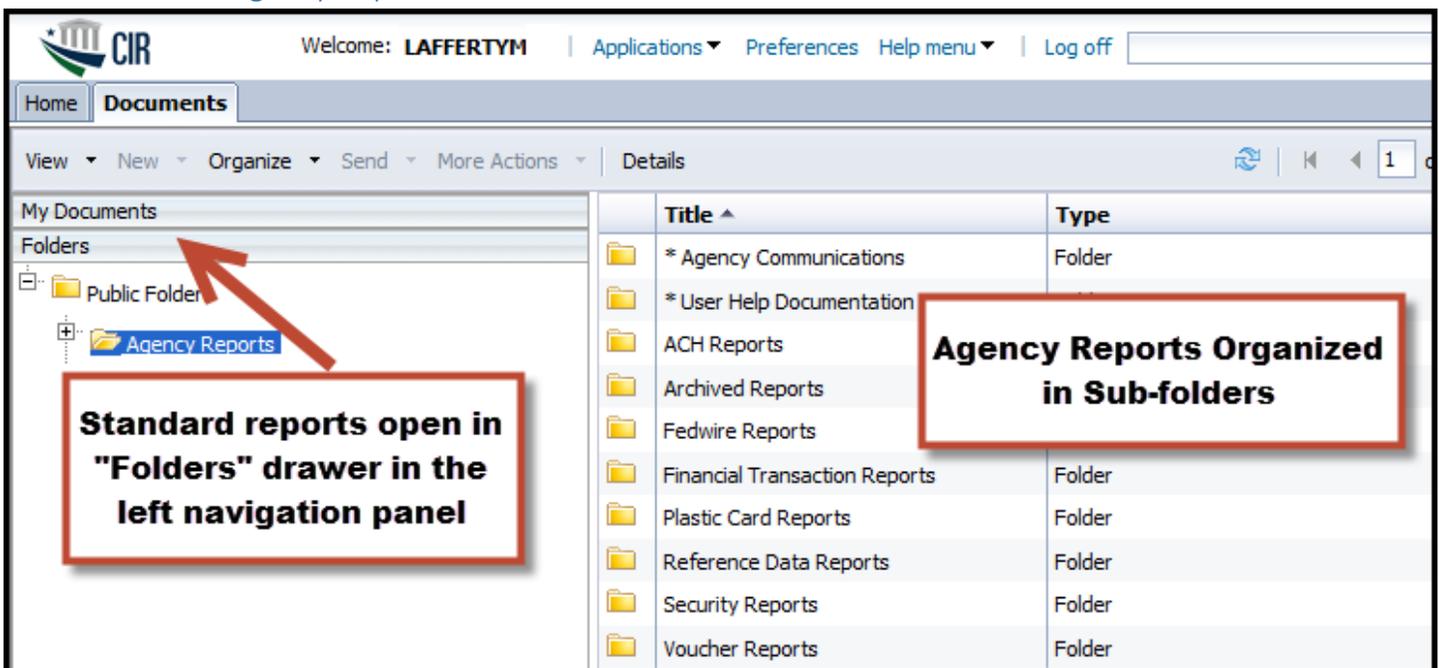


## AGENCY REPORTS FOLDER AND SUBFOLDERS

### Previous View of Agency Reports

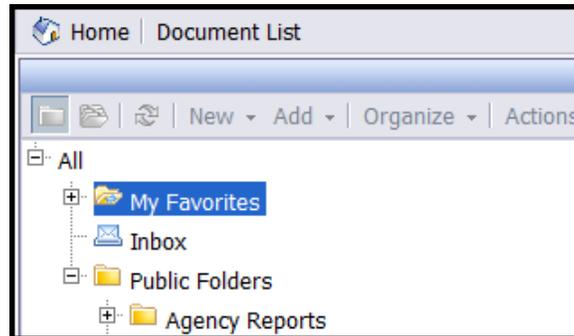


### Current View of Agency Reports

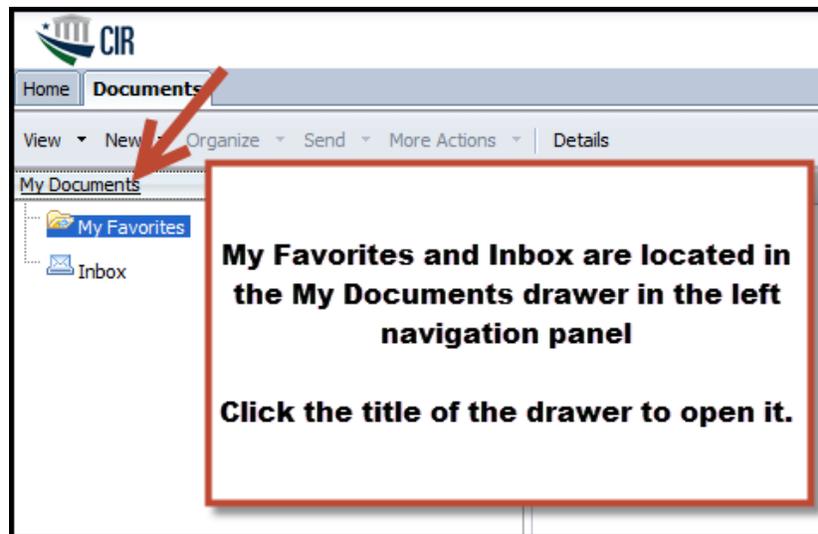


## CIR MY FAVORITES AND INBOX FOLDERS

### Previous View of My Favorites and Inbox



### Current View of My Favorites and Inbox

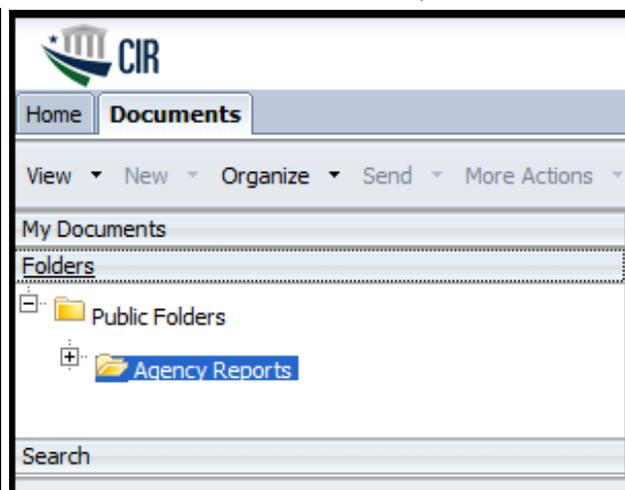


Note: When you click the **My Documents** drawer to open it, the **Folders** drawer drops to the bottom of the left panel. To re-open the **Folders** drawer, scroll down and click the **Folders** drawer.

### My Documents Drawer Open

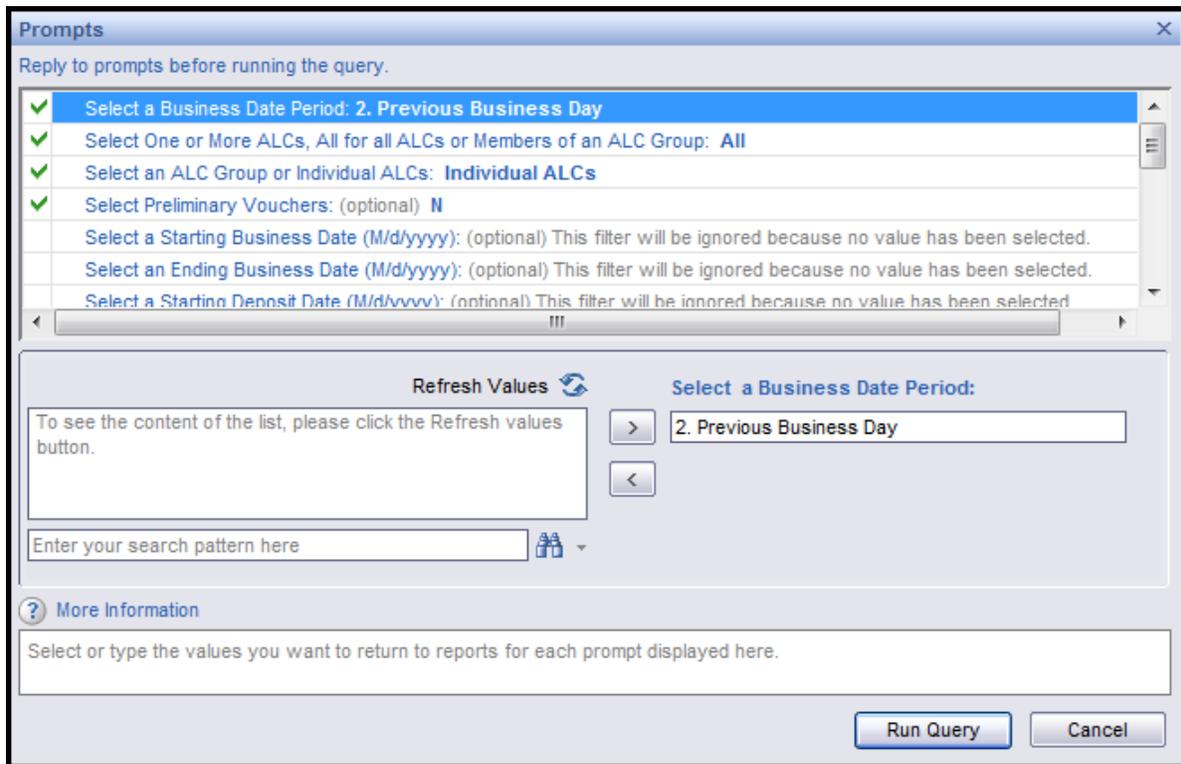


### Folders Drawer Open

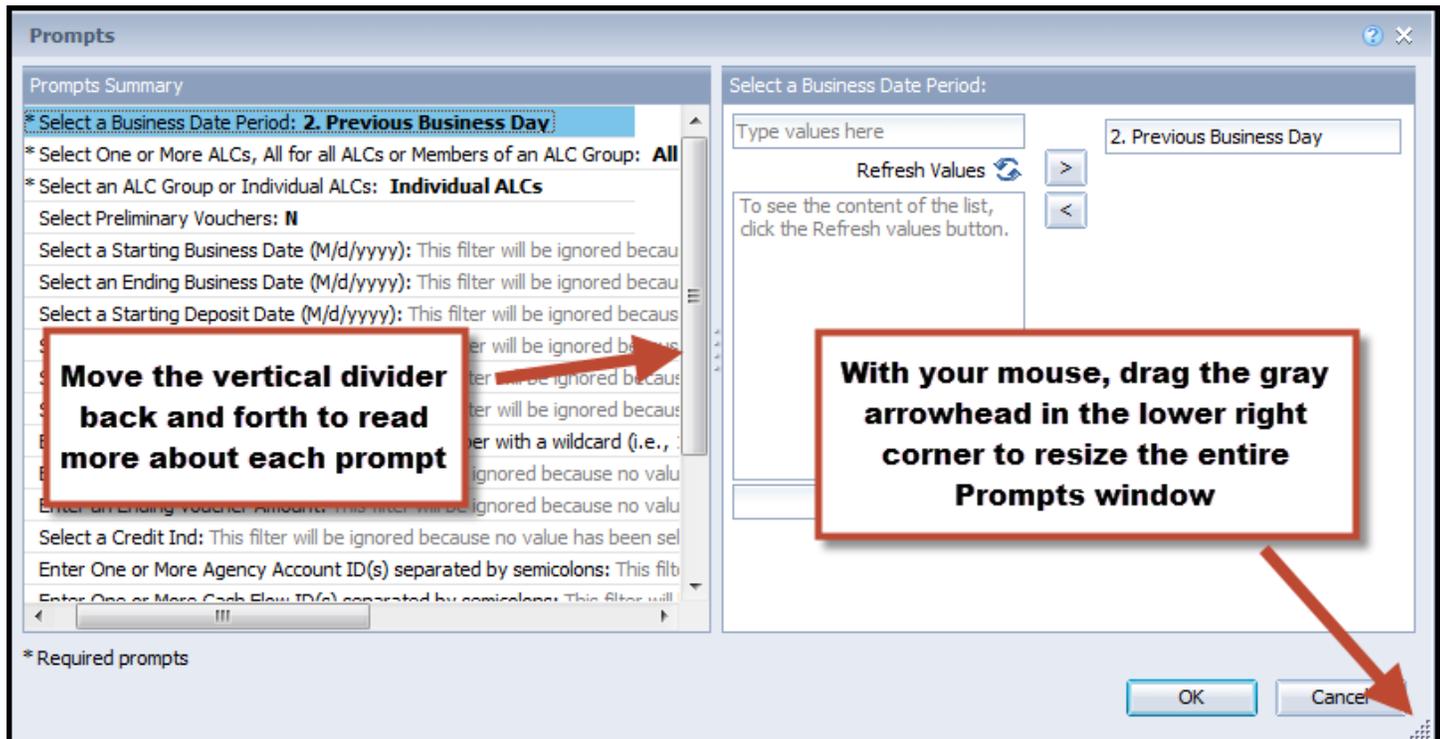


## REPORTS PROMPTS WINDOW

### Previous Prompts Window

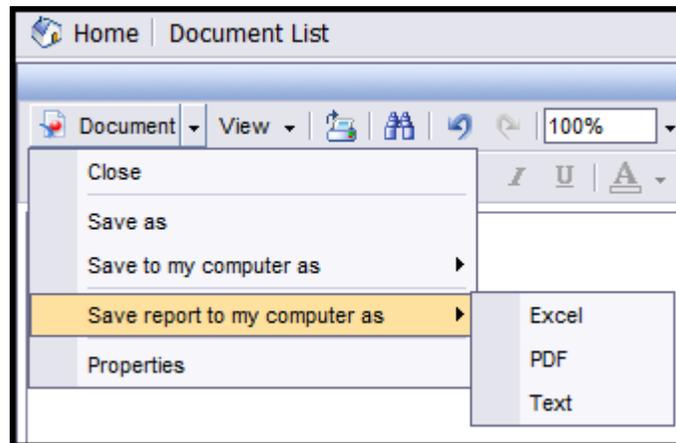


### Current Prompts Window

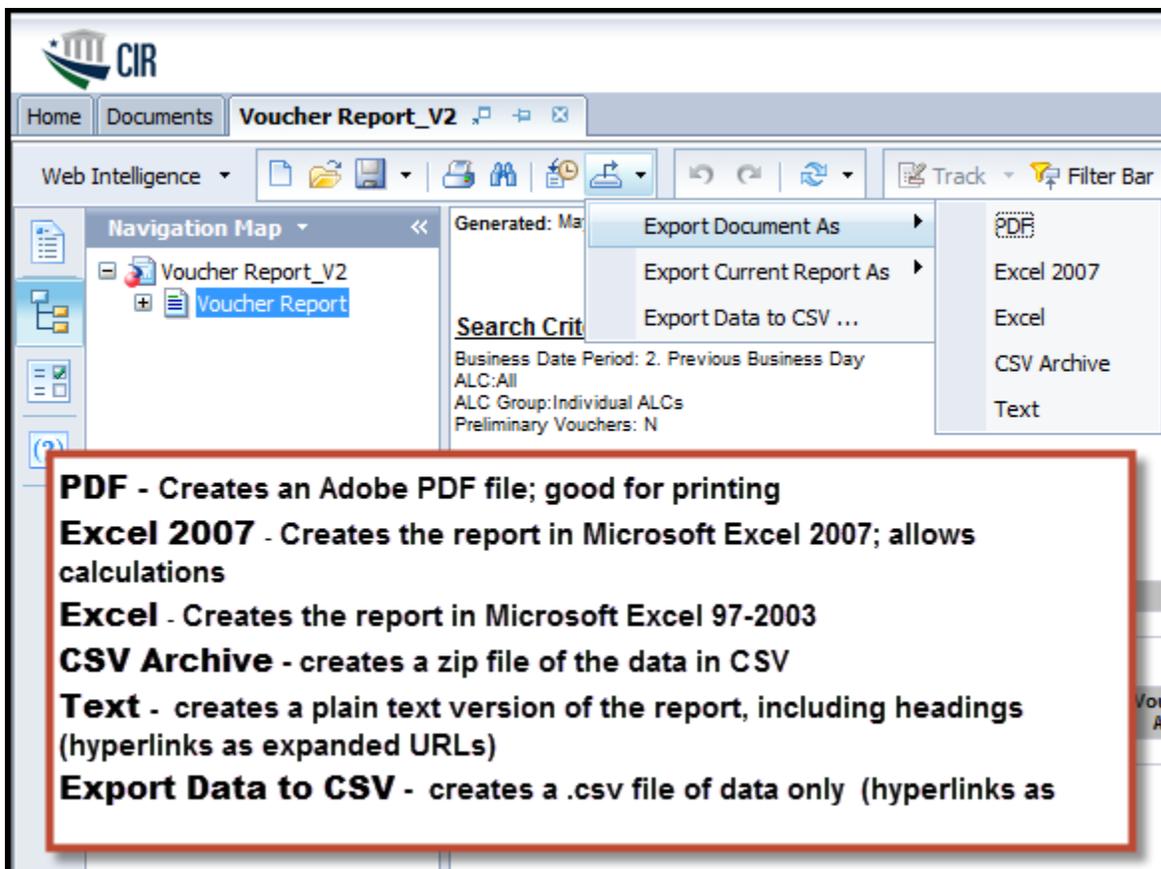


### SAVING REPORT CONTENTS

#### Previous Local Save of Report Contents



#### Current Local Save of Report Contents – Export Report



**PDF** - Creates an Adobe PDF file; good for printing

**Excel 2007** - Creates the report in Microsoft Excel 2007; allows calculations

**Excel** - Creates the report in Microsoft Excel 97-2003

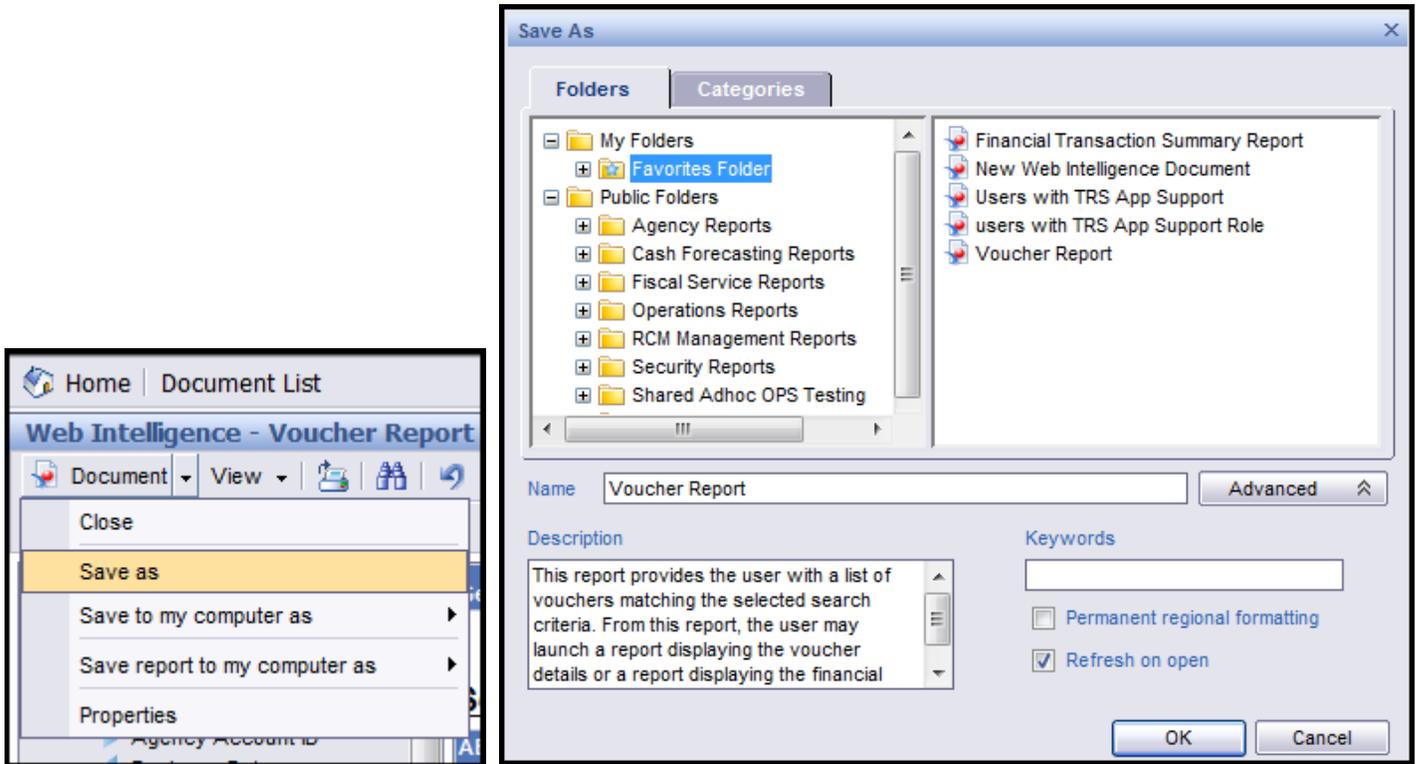
**CSV Archive** - creates a zip file of the data in CSV

**Text** - creates a plain text version of the report, including headings (hyperlinks as expanded URLs)

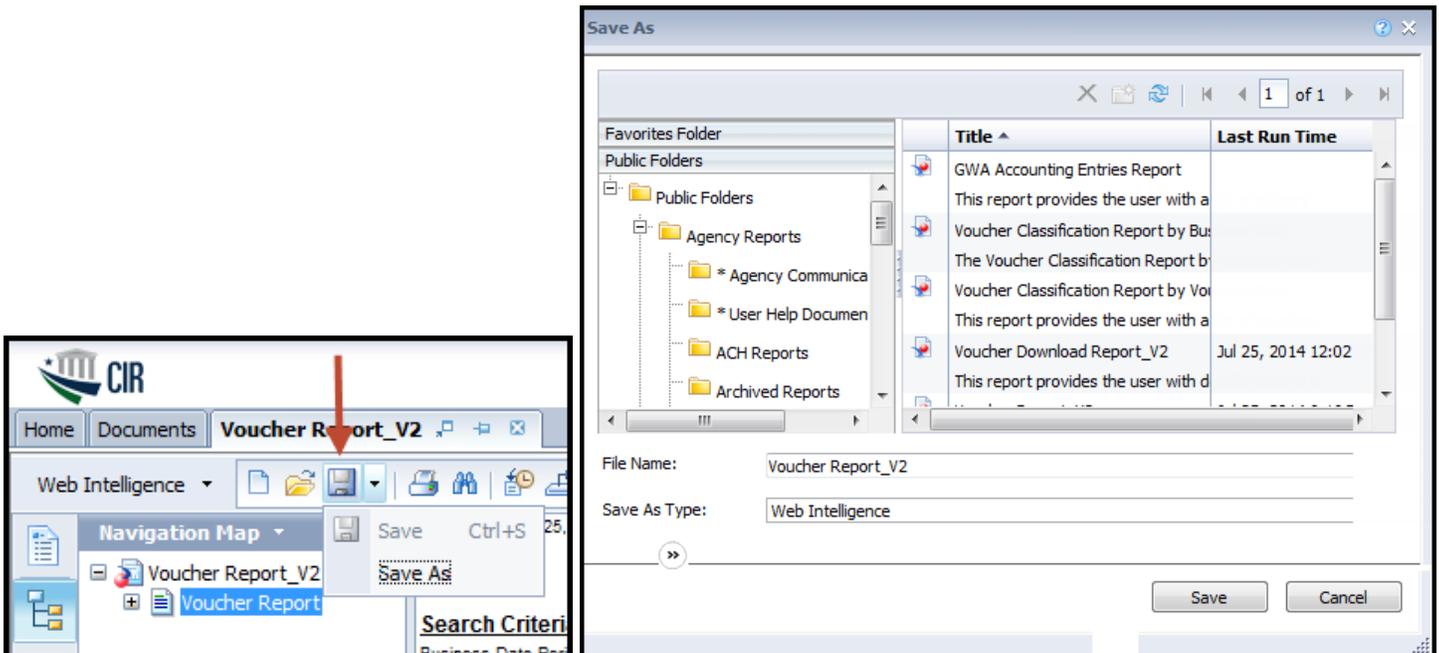
**Export Data to CSV** - creates a .csv file of data only (hyperlinks as

### SAVING REPORT STRUCTURE

Previous Save a Report Copy



Current Saving a Report Copy



## SCHEDULING REPORTS

### Previous Sequence for Scheduling Reports

**Schedule - Voucher Report**

▼ Schedule

**Instance Title**  
Voucher Report

**Recurrence**  
Run object: Now  
Object will run now.

**Prompts**  
Modify values - for Voucher Report  
Select a Business Date Period: 2. Previous Business Day

**Formats and Destinations**

▼ **Output Format and Destination**

Output Format

- Web Intelligence
- Microsoft Excel
- Adobe Acrobat
- Comma Separated Values(CSV)

Output Format Details

Destinations for Web Intelligence - Voucher Report

- Inbox
- File location
- FTP server
- Email recipients

### Current Sequence for Scheduling Reports

**Schedule - Voucher Report\_V2**

▼ Schedule

**Instance Title**  
Voucher Report\_V2

**Recurrence**  
Run object: Now  
Object will run now.

**Prompts**  
Modify values for: Voucher Report\_V2  
Select a Business Date Period:

**Formats**

Output Format

- Web Intelligence
- Microsoft Excel
- Adobe Acrobat
- Comma Separated Values(CSV)
- Plain Text

**Destinations**

Destination:  
BI Inbox **Select BI Inbox**

Keep an instance in the history  
 Use default settings

**Available Recipients:**

Title	Full Name
ADMINISTRATOR	
ketaki.cheema	Ketaki Cheema
QaaWSServletPrincipal	
SMAAdmin	

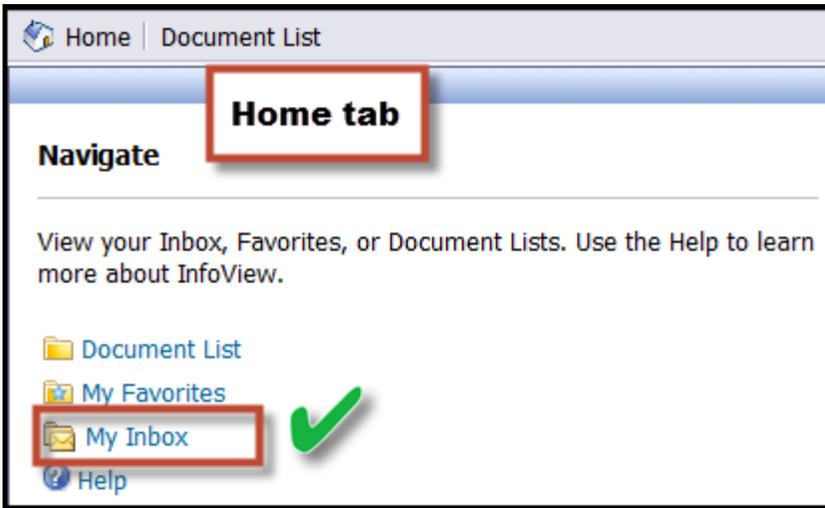
**Selected Recipients:**

Title	Full Name
NPEAR01	Nancy Peardon

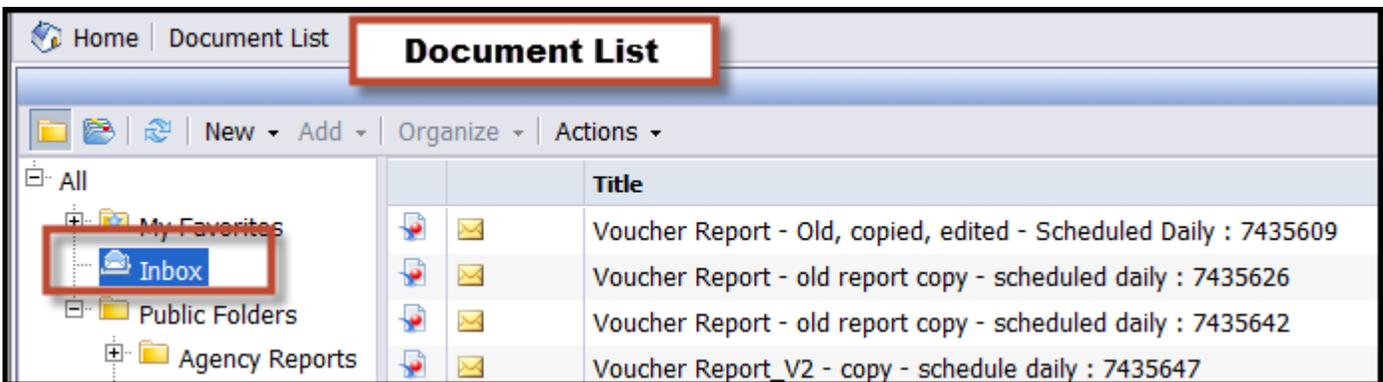
**Move your User ID from the Available Recipients to the Selected Recipients**

PREVIOUS ACCESS TO SCHEDULE REPORT INSTANCE

Previous Default Reports Home Page

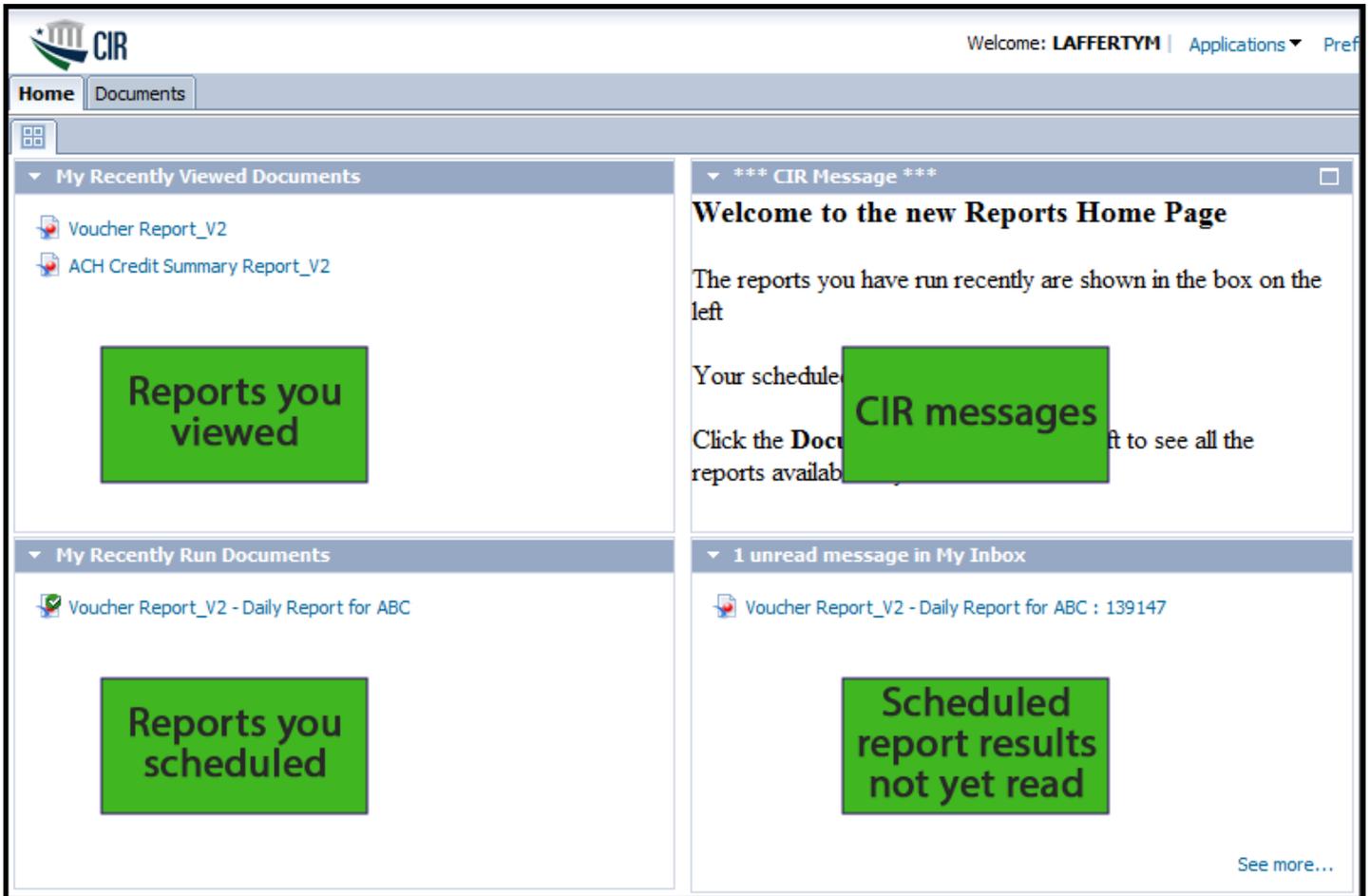


Previous Document List View



**CURRENT ACCESS TO SCHEDULED REPORT INSTANCES**

Current Default Reports Home Page



Welcome: LAFFERTYM | Applications ▾ Pref

Home Documents

My Recently Viewed Documents

- Voucher Report\_V2
- ACH Credit Summary Report\_V2

Reports you viewed

My Recently Run Documents

- Voucher Report\_V2 - Daily Report for ABC

Reports you scheduled

\*\*\* CIR Message \*\*\*

**Welcome to the new Reports Home Page**

The reports you have run recently are shown in the box on the left

Your scheduled reports are listed below

Click the Documents icon to see all the reports available

CIR messages

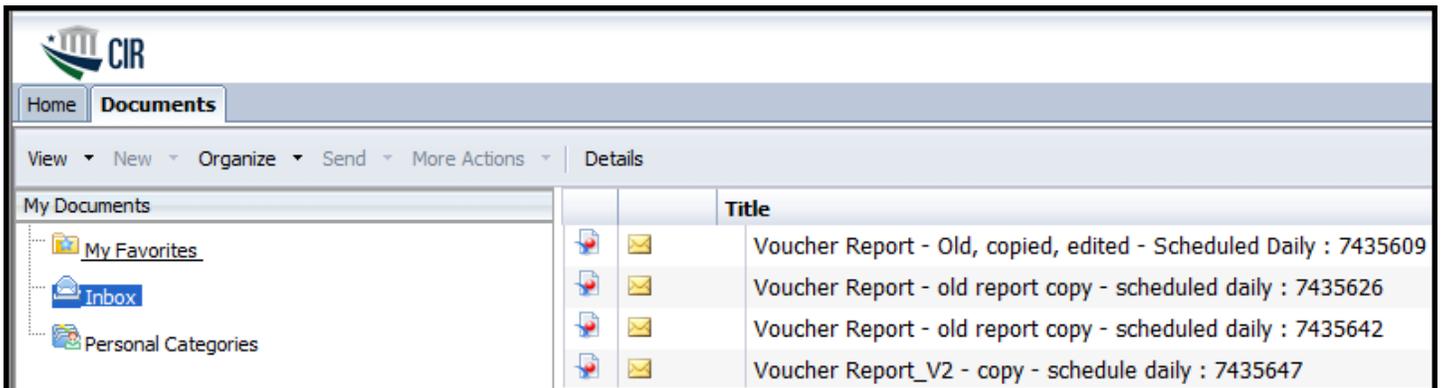
1 unread message in My Inbox

- Voucher Report\_V2 - Daily Report for ABC : 139147

Scheduled report results not yet read

See more...

Current Document List View



Home Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details

My Documents

- My Favorites
- Inbox
- Personal Categories

		Title
		Voucher Report - Old, copied, edited - Scheduled Daily : 7435609
		Voucher Report - old report copy - scheduled daily : 7435626
		Voucher Report - old report copy - scheduled daily : 7435642
		Voucher Report_V2 - copy - schedule daily : 7435647

CLICKING HYPERLINKS

Previous Click Behavior

Generated: Jul 25, 2014 2:01:18 PM

### Collections Information Repository (CIR)

#### Voucher Report

**Search Criteria:**  
Business Date Period: 2. Previous Business Day  
ALC: All  
ALC Group: Individual ALCs  
Preliminary Vouchers: N

**Sort Order**  
Business Date, ALC, Voucher Type

**Click a hyperlink one time to navigate to the child report**

**Report Summary**

Preliminary Indicator	Total Credit Amount	Total Debit Amount	Total Net Amount	Total Credit Count	Total Debit Count	Total Count of Vouchers
N	\$113,778,496,322.72	\$99,441,161,614.77	\$14,337,334,707.95	4,063	909	4,972

**Vouchers**

Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type	Voucher ALC	CAN	ABA	Deposit Date	Business Date	Reporting Program/Subprogram	Fin Trans Count	Agency Account ID	Corrective Type
<a href="#">108776</a>	07/24/2014	Y	\$25,899.82	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">3</a>		Original
<a href="#">108777</a>	07/24/2014	Y	\$7,303.98	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">20</a>		Original
<a href="#">108778</a>	07/24/2014	Y	\$275,863.85	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">18</a>		Original
<a href="#">108779</a>	07/24/2014	Y	\$99,278.85	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">18</a>		Original
<a href="#">108780</a>	07/24/2014	Y	\$24,466.80	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">14</a>		Original

Current Click Behavior

Generated: Jul 25, 2014 2:01:18 PM

### Collections Information Repository (CIR)

#### Voucher Report

**Search Criteria:**  
Business Date Period: 2. Previous Business Day  
ALC: All  
ALC Group: Individual ALCs  
Preliminary Vouchers: N

**Sort Order**  
Business Date, ALC, Voucher Type

**Same as above, but an initial click on the report page is needed to establish context. This behavior may appear to require two clicks on the first hyperlink that you select on a report.**

**Report Summary**

Preliminary Indicator	Total Credit Amount	Total Debit Amount	Total Net Amount	Total Credit Count	Total Debit Count	Total Count of Vouchers
N	\$113,778,496,322.72	\$99,441,161,614.77	\$14,337,334,707.95	4,063	909	4,972

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<a href="#">108777</a>	07/24/2014	Y	\$7,303.98	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">20</a>		Original
<a href="#">108778</a>	07/24/2014	Y	\$275,863.85	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">18</a>		Original
<a href="#">108779</a>	07/24/2014	Y	\$99,278.85	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">18</a>		Original
<a href="#">108780</a>	07/24/2014	Y	\$24,466.80	215	00000303			07/24/2014	07/24/2014	OTCnet:E-Check Deposit	<a href="#">14</a>		Original