LAPC Discoverer

Report Instructions

Guide

May 2002

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Purpose

The purpose of this guide is to give you step-by-step instructions on how to run repetitive reports at a glance. These are the standard shared reports listed in REE Manual 213.3M, REE Purchase Card Program. These reports assist LAPC's with management and oversight of the Purchase Card Program.

Please note that these instructions are for existing reports generally shared by the APC, AAPC, or other LAPC's. If you are creating new reports, please contact your AAPC for assistance.

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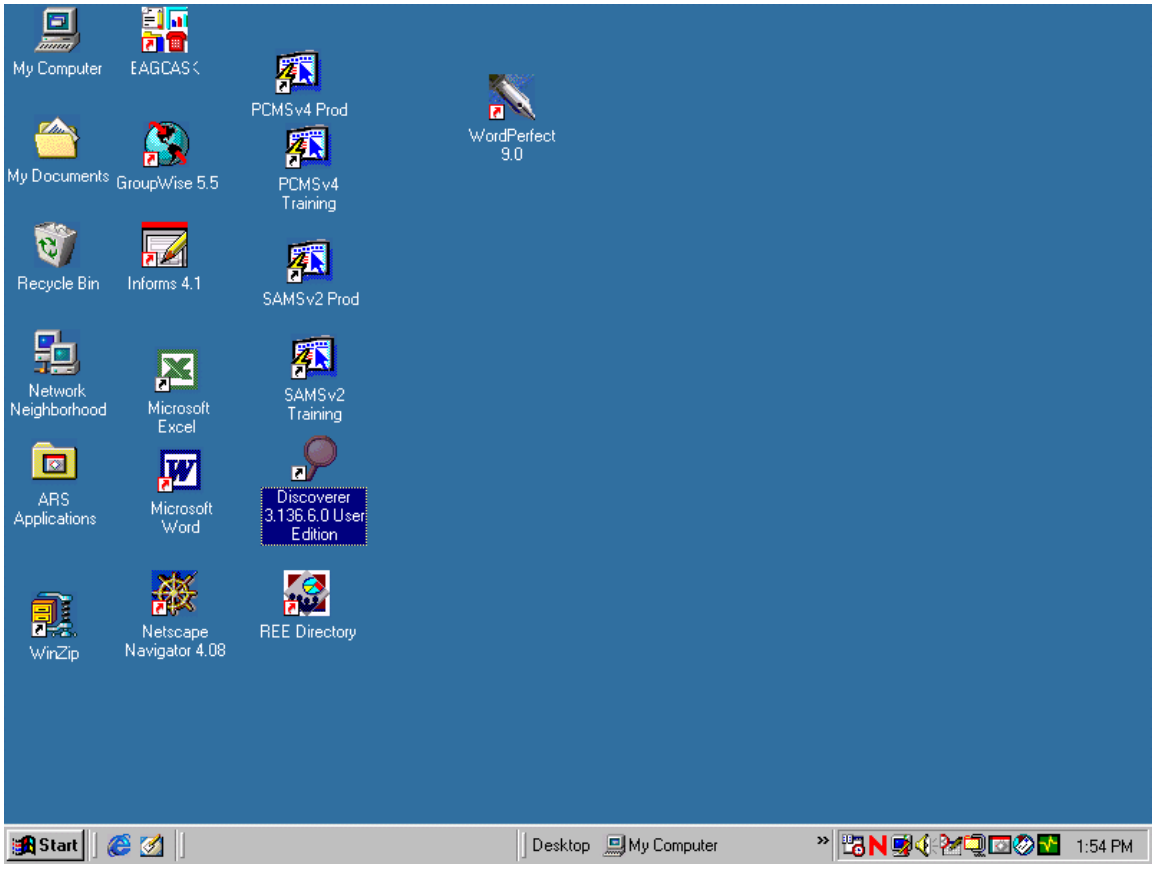
General Instructions

Step GI-1

From your desktop……



Select Discoverer 3.1 (some icons may read Auser edition@).

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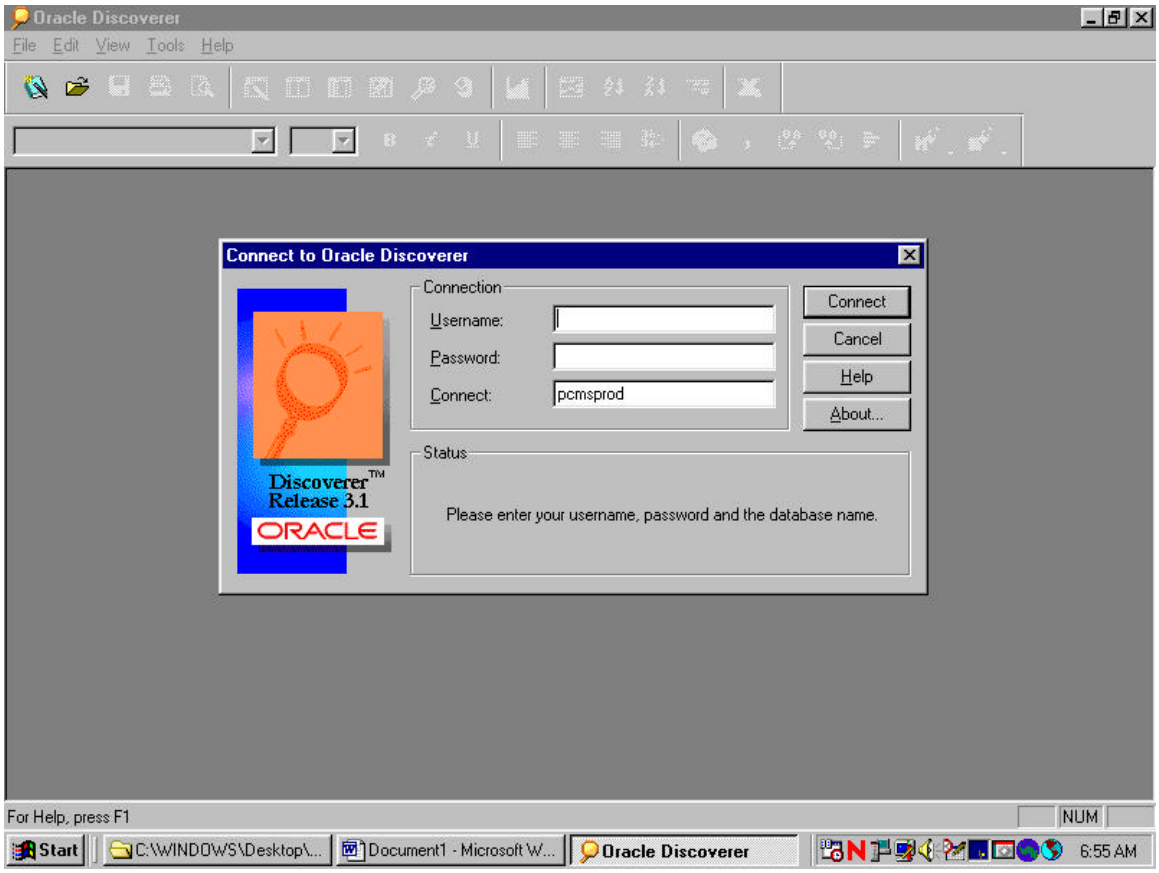
Step GI-2 - Connection



1. In the “Username” block, type in your LAPC user ID (AR…..A).

2. In the “password” block, type in your password.

   The “connection” block, should automatically be “pcmsprod”. If not, enter “pcmsprod”.

3. Click on “connect”.

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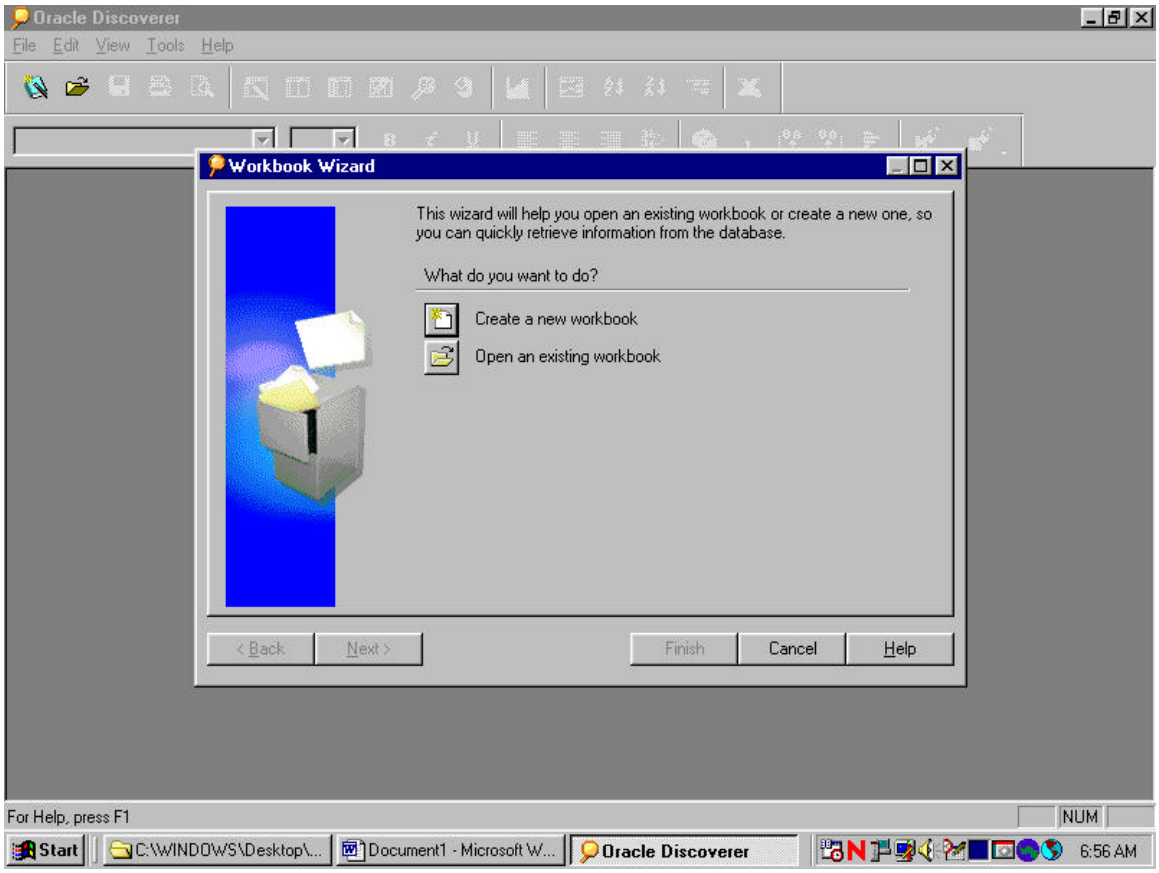
Step GI-3 – Workbook Wizard



Click on Aopen an existing workbook”.

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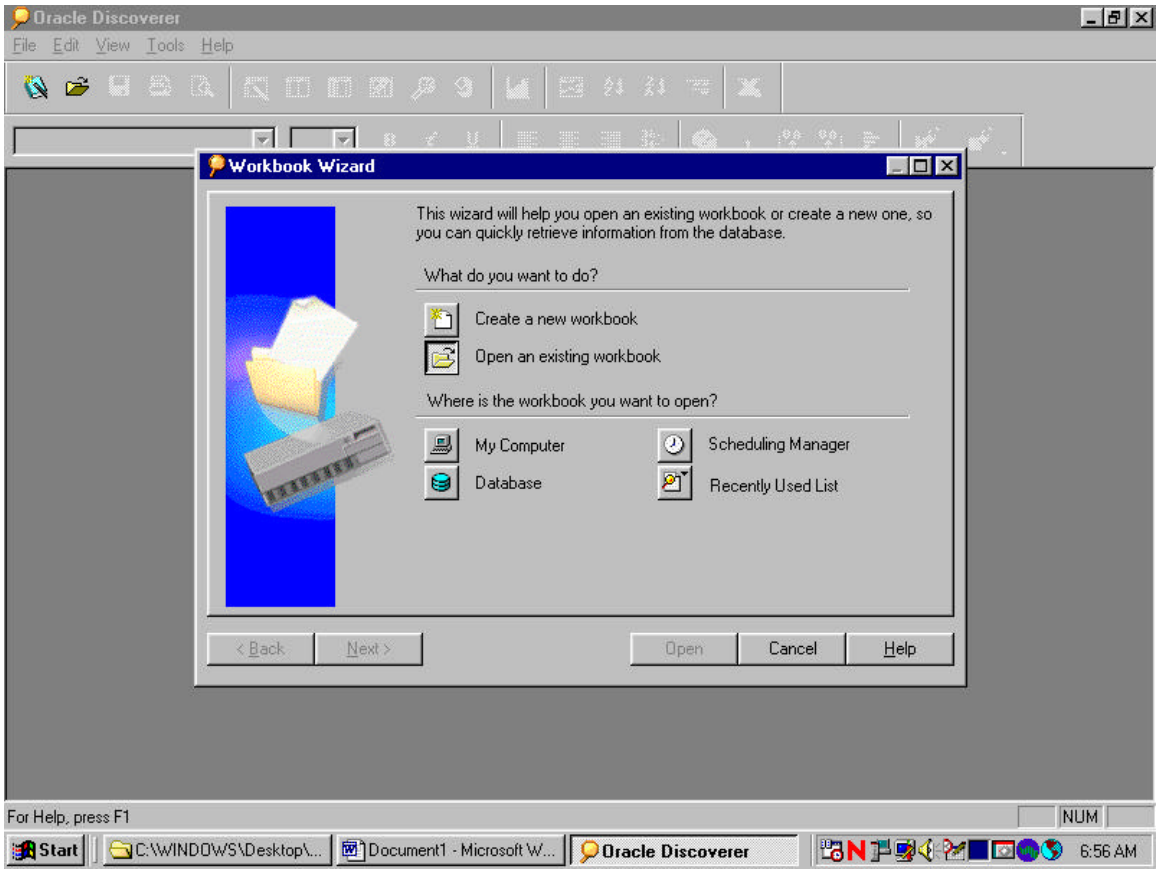
Step GI-4 – Workbook Wizard con't



Click on Adatabase".

**** Please note that the general instructions are what you follow when you first log into discoverer. ****

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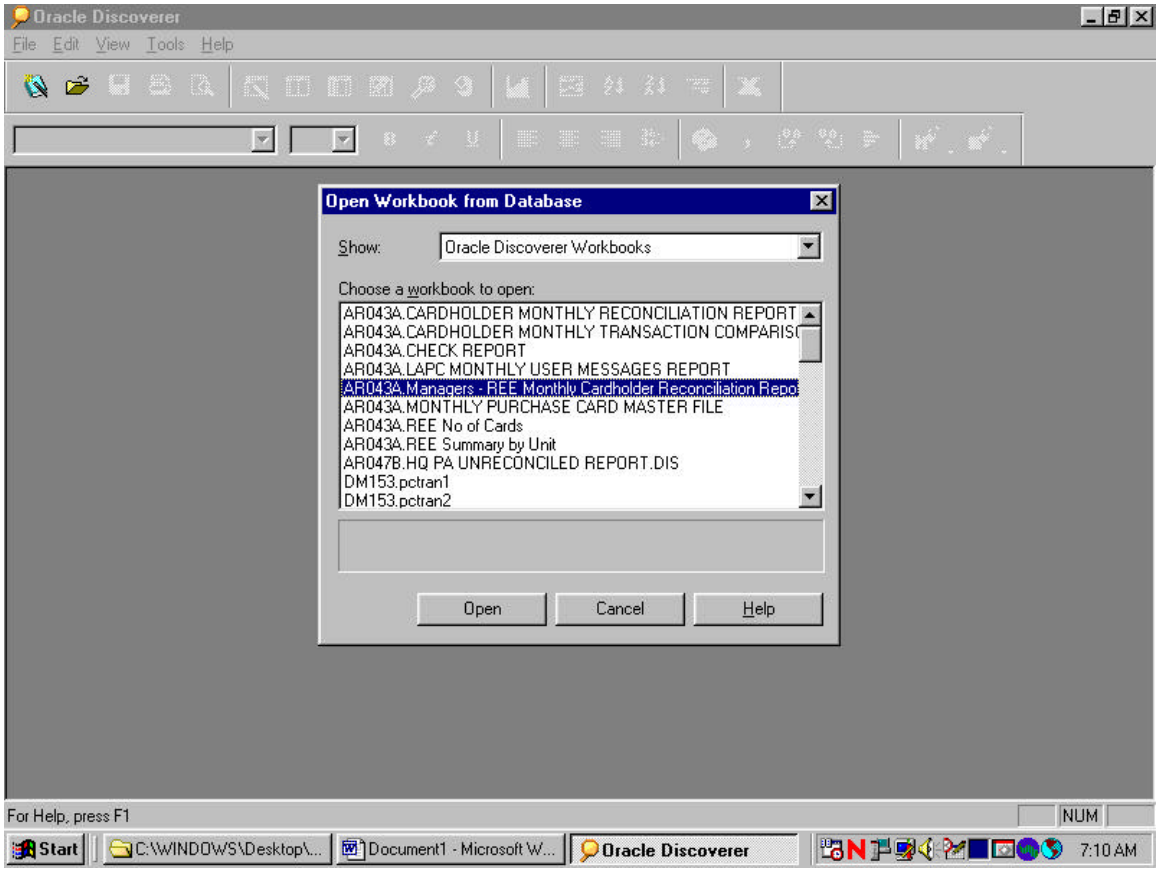
1. Manager – REE Monthly Cardholder Reconciliation

Step 1.1 – Open Workbook



1. Highlight “Managers – REE Monthly Reconciliation Report”.
2. Click on “open”.

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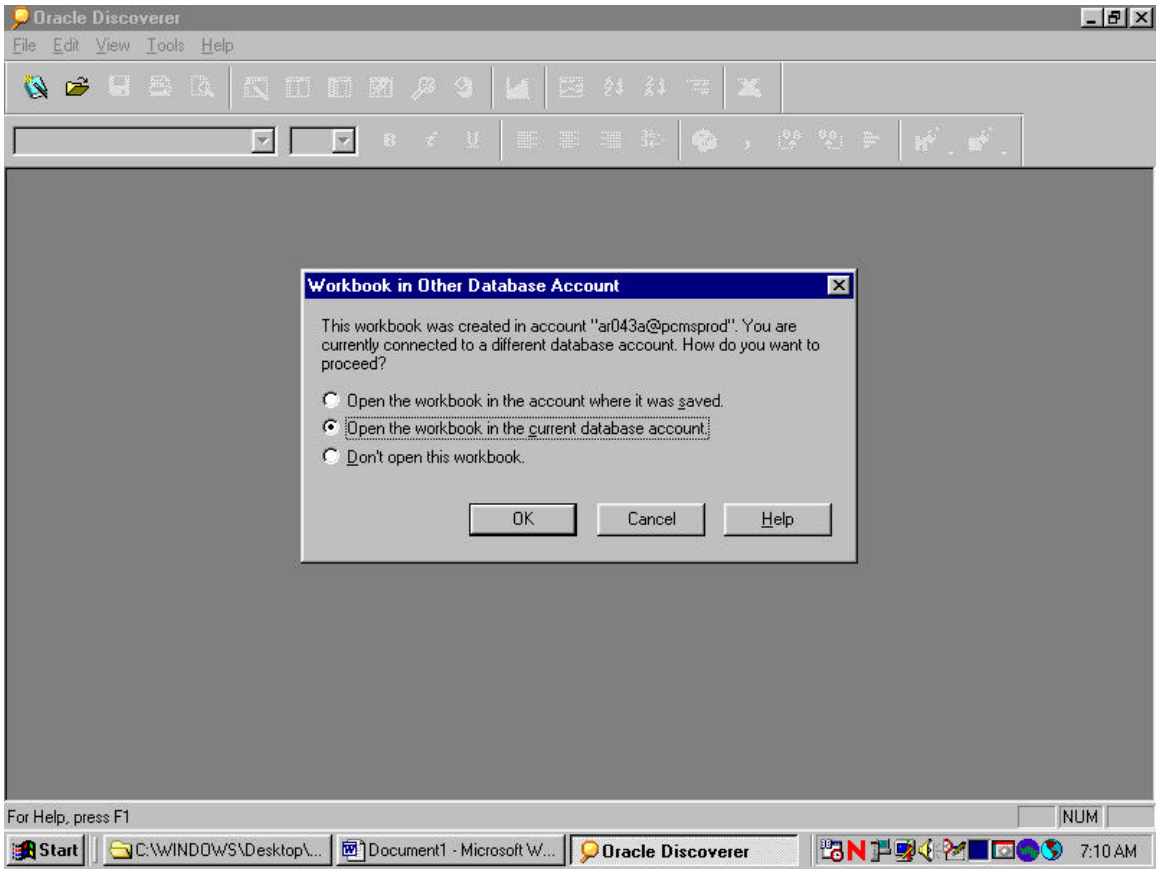
Step 1.2 – Open Workbook in current Database



Click on Aok”.

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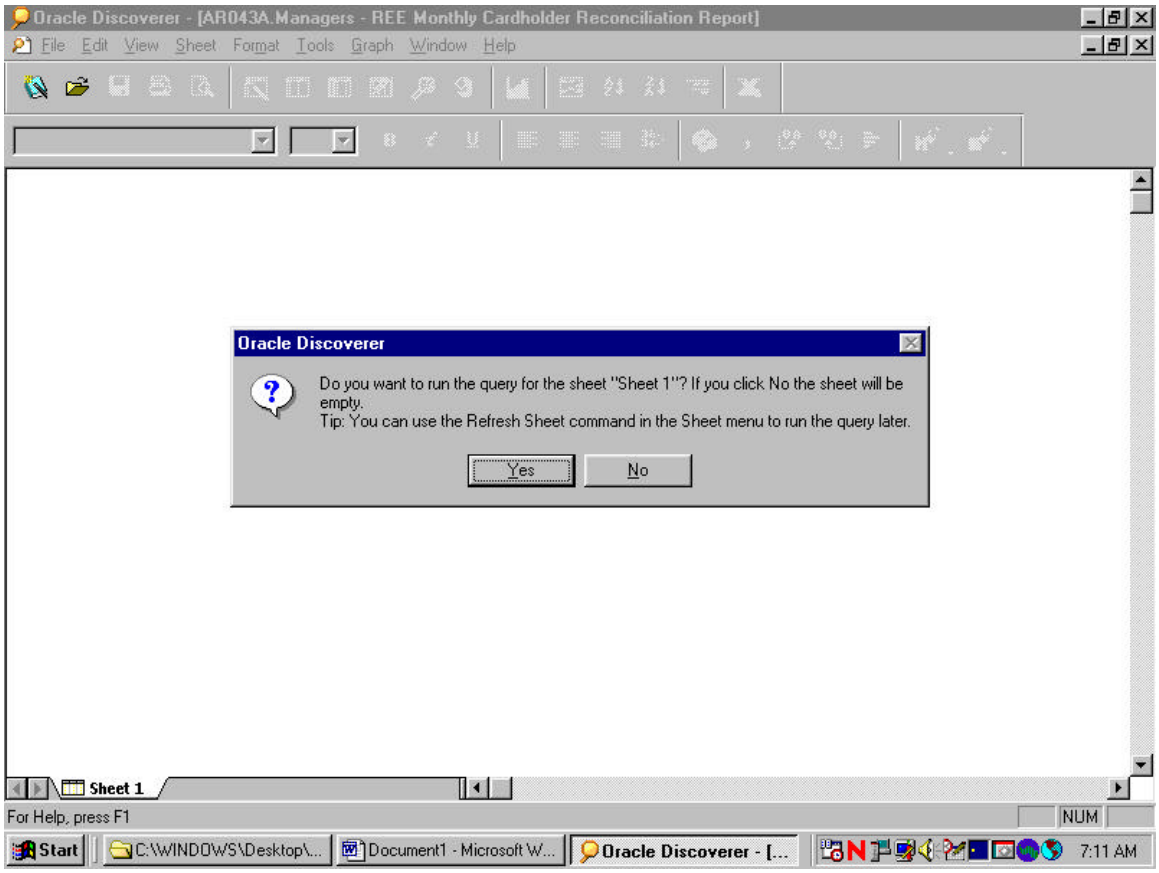
Step 1.3 - Query Confirmation



Click on Ayes”.

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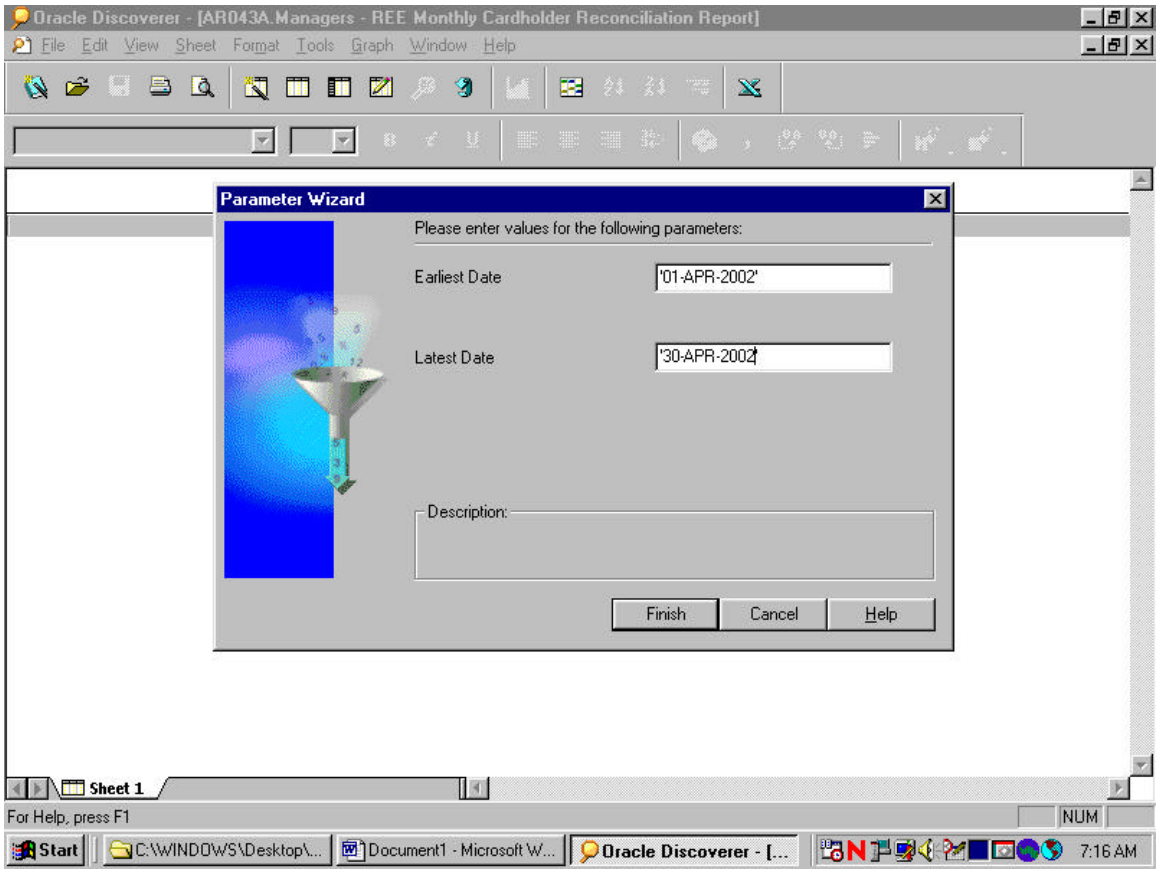
Step 1.4 – Entering Date Parameters



1. For the Aearliest date@ block, insert the date in a ›DD-MTH-YEAR: format with single quotations at each end. This should be the beginning date in which you want the report to start running from i.e., '01-APR-2002'.

2. For the Alatest date@ block, insert the date in a ›DD-MTH-YEAR: format with single quotations at each end. This should be the last date in which you want the report to end on i.e., '30-APR-2002:.

3. Click on Afinish".

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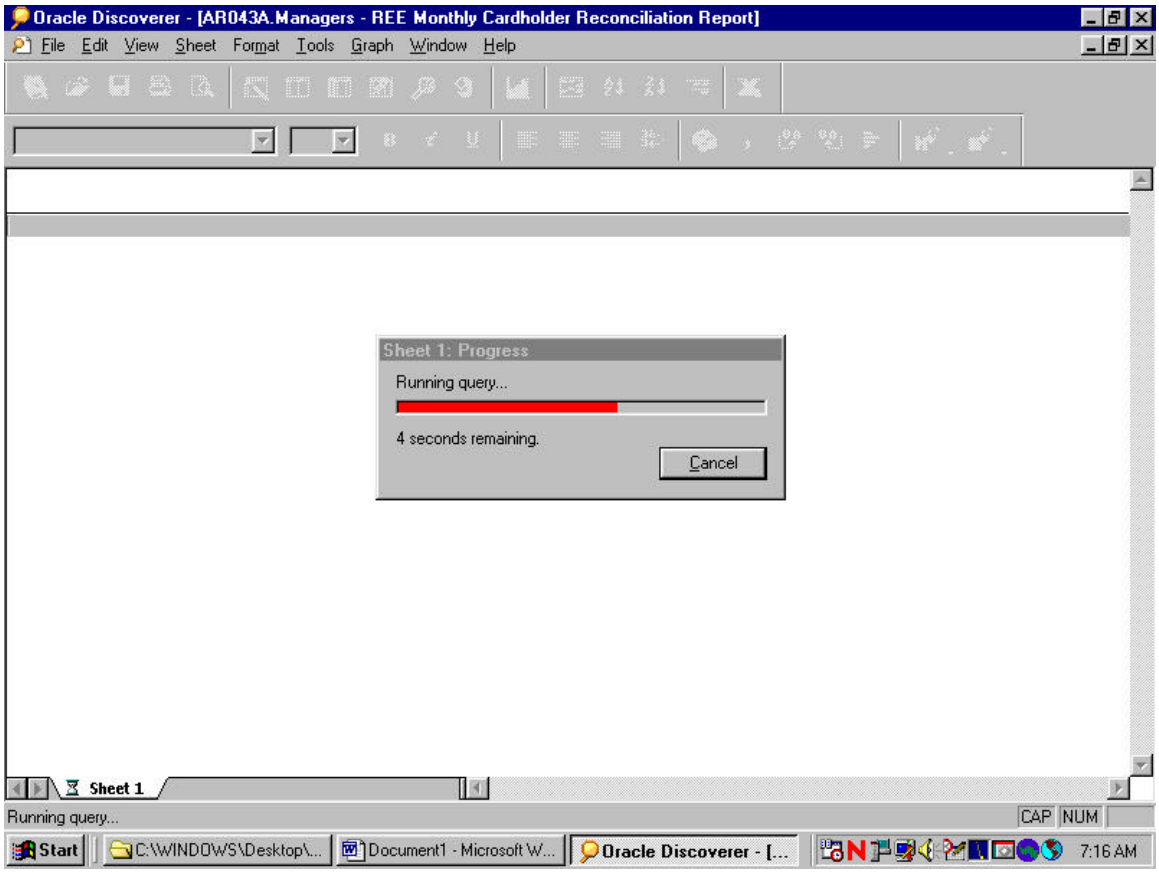
Step 1.5 – Running Query



Wait while the information is being queried.

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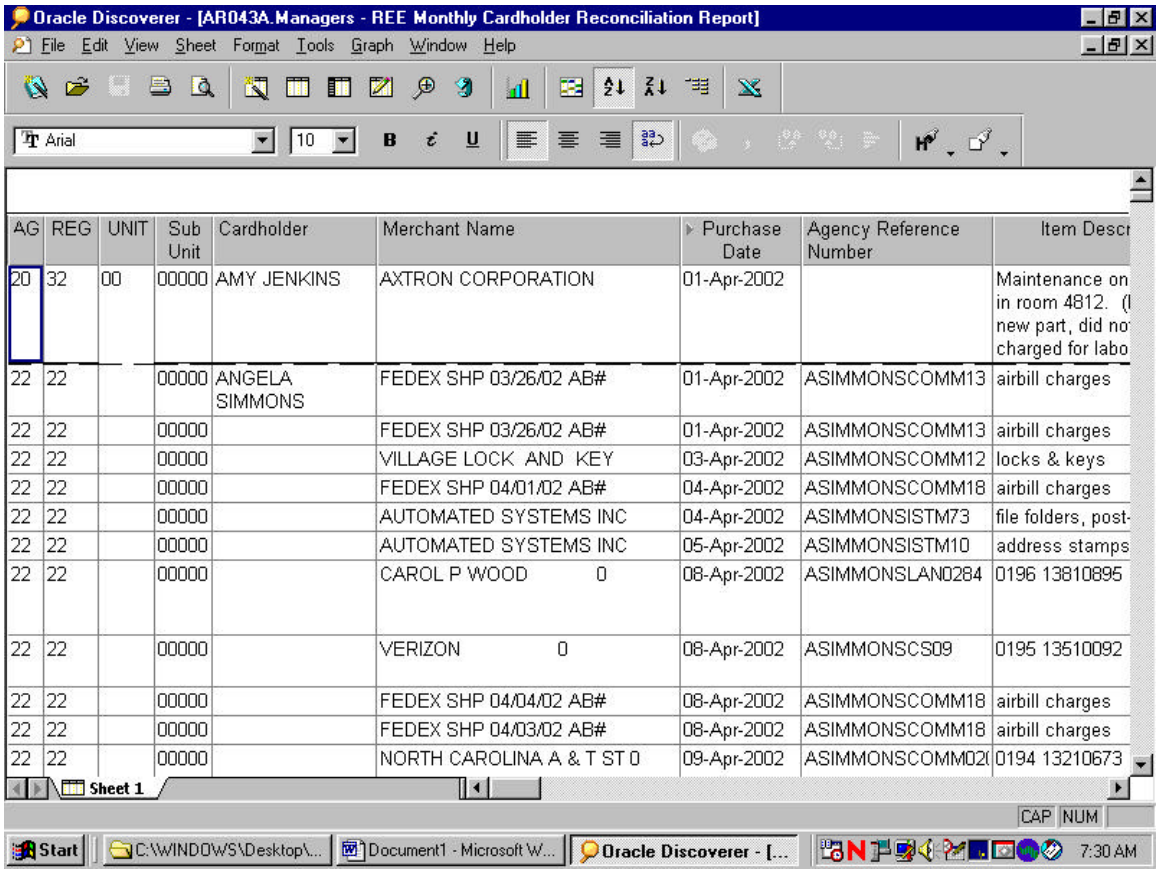
Step 1.6 - Report



AG	REG	UNIT	Sub Unit	Cardholder	Merchant Name	Purchase Date	Agency Reference Number	Item Descr
20	32	00	00000	AMY JENKINS	AXTRON CORPORATION	01-Apr-2002		Maintenance on in room 4812. (I new part, did no charged for labo
22	22		00000	ANGELA SIMMONS	FEDEX SHP 03/26/02 AB#	01-Apr-2002	ASIMMONSCOMM13	airbill charges
22	22		00000		FEDEX SHP 03/26/02 AB#	01-Apr-2002	ASIMMONSCOMM13	airbill charges
22	22		00000		VILLAGE LOCK AND KEY	03-Apr-2002	ASIMMONSCOMM12	locks & keys
22	22		00000		FEDEX SHP 04/01/02 AB#	04-Apr-2002	ASIMMONSCOMM18	airbill charges
22	22		00000		AUTOMATED SYSTEMS INC	04-Apr-2002	ASIMMONSISTM73	file folders, post-
22	22		00000		AUTOMATED SYSTEMS INC	05-Apr-2002	ASIMMONSISTM10	address stamps
22	22		00000		CAROL P WOOD 0	08-Apr-2002	ASIMMONSLAN0284	0196 13810895
22	22		00000		VERIZON 0	08-Apr-2002	ASIMMONSCS09	0195 13510092
22	22		00000		FEDEX SHP 04/04/02 AB#	08-Apr-2002	ASIMMONSCOMM18	airbill charges
22	22		00000		FEDEX SHP 04/03/02 AB#	08-Apr-2002	ASIMMONSCOMM18	airbill charges
22	22		00000		NORTH CAROLINA A & T ST 0	09-Apr-2002	ASIMMONSCOMM02(	0194 13210673

This is the finished report.

Please keep in mind that the picture above is a print screen. It does not reflect all the fields that you will see on your computer. You may also arrange the report to meet the need in your Area/Location.

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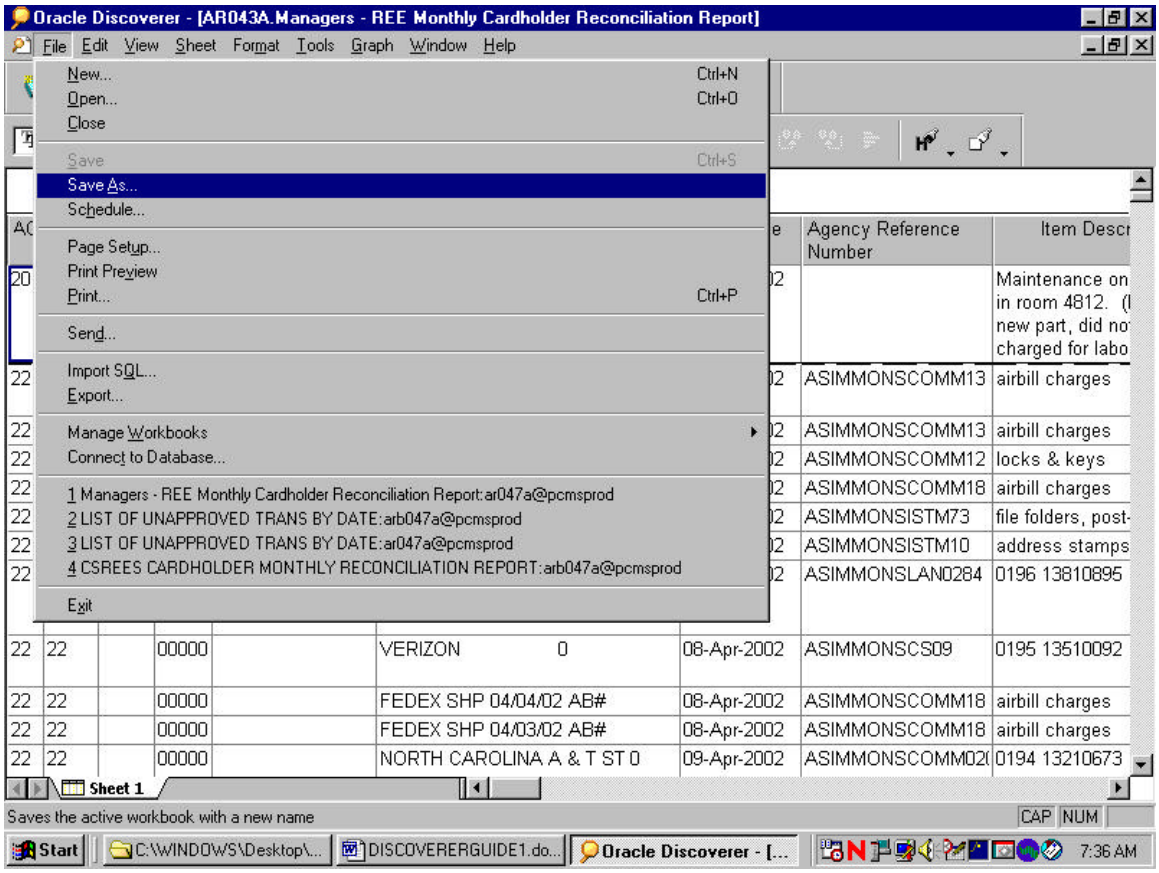
Step 1.7 – Saving the Report



1. Click on “file”.
2. Click on “save as”.

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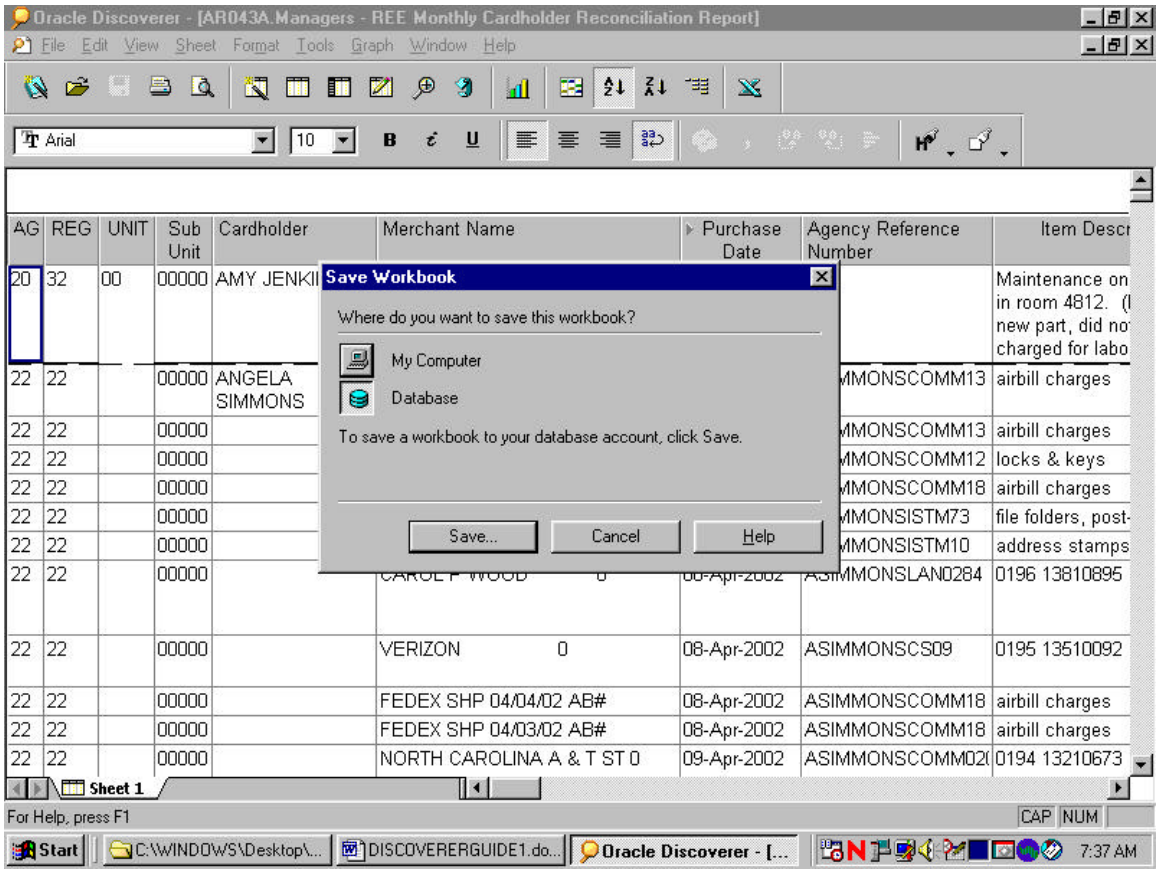
Step 1.7a – Saving the Report - con't



1. Click on "database".
2. Click on "save".

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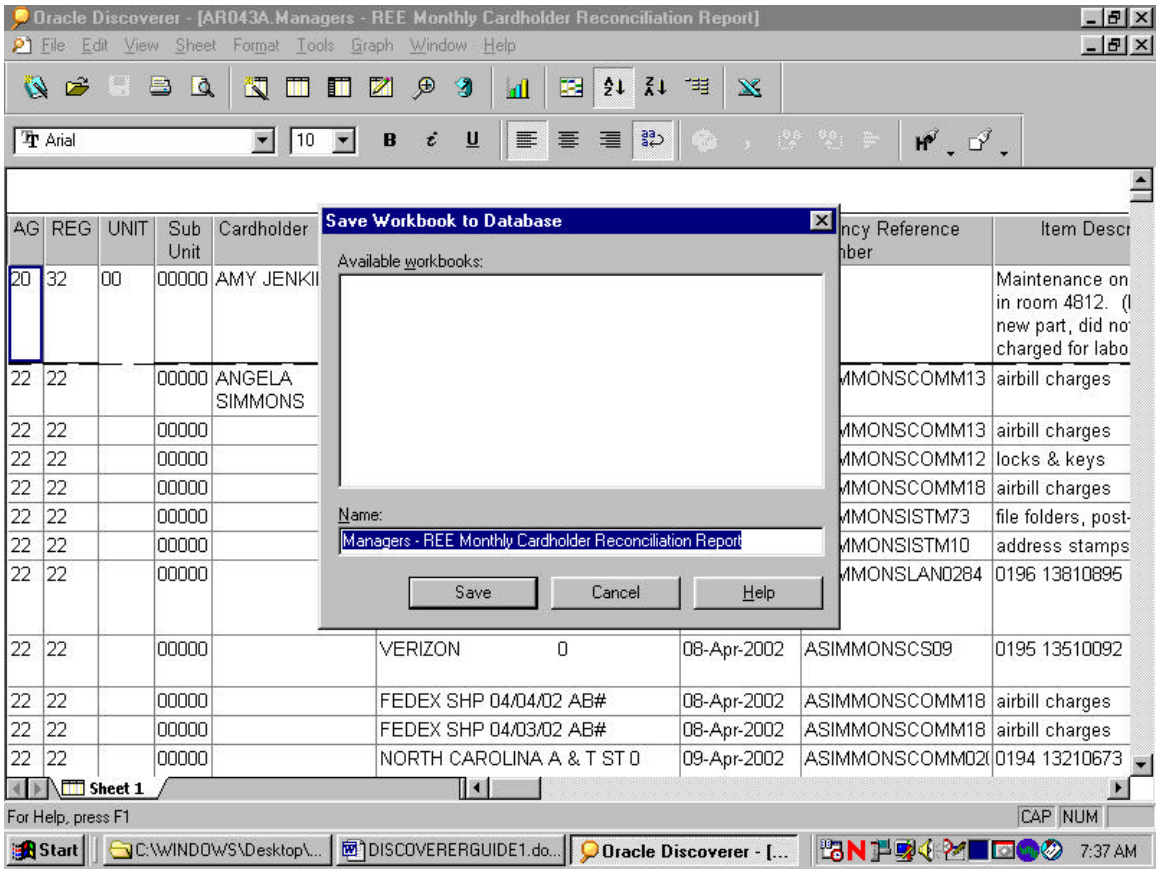
Step 1.7b - Saving the Report - con't



To keep as the same name, click on "save".

To change the name, overwrite the highlighted name to what you want to change it to. Then click on "save".

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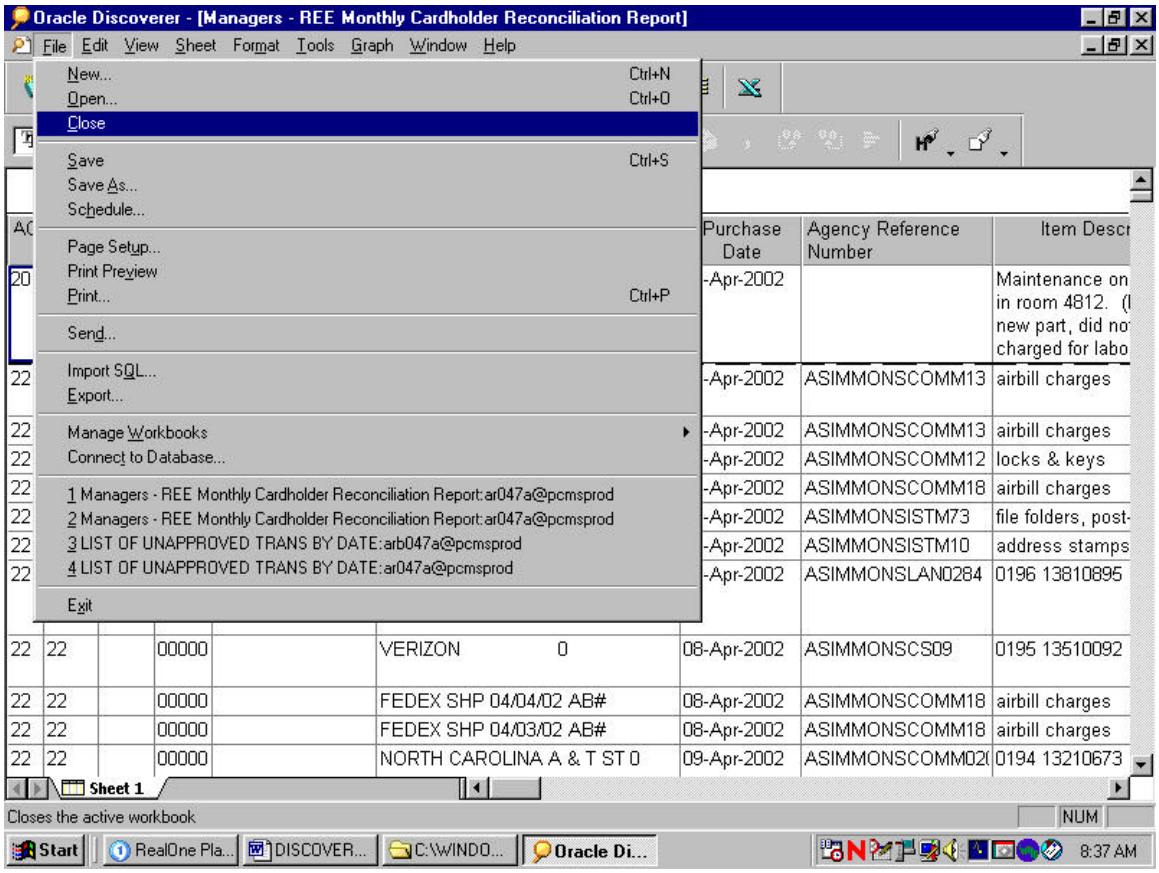
Step 1.8 – Closing the Report



Click on “file”.

If you are done, click on “exit” to get out of Discoverer.

If you are continuing to the next report, click on “close”.

Click on the “folder” to transition to the next report.

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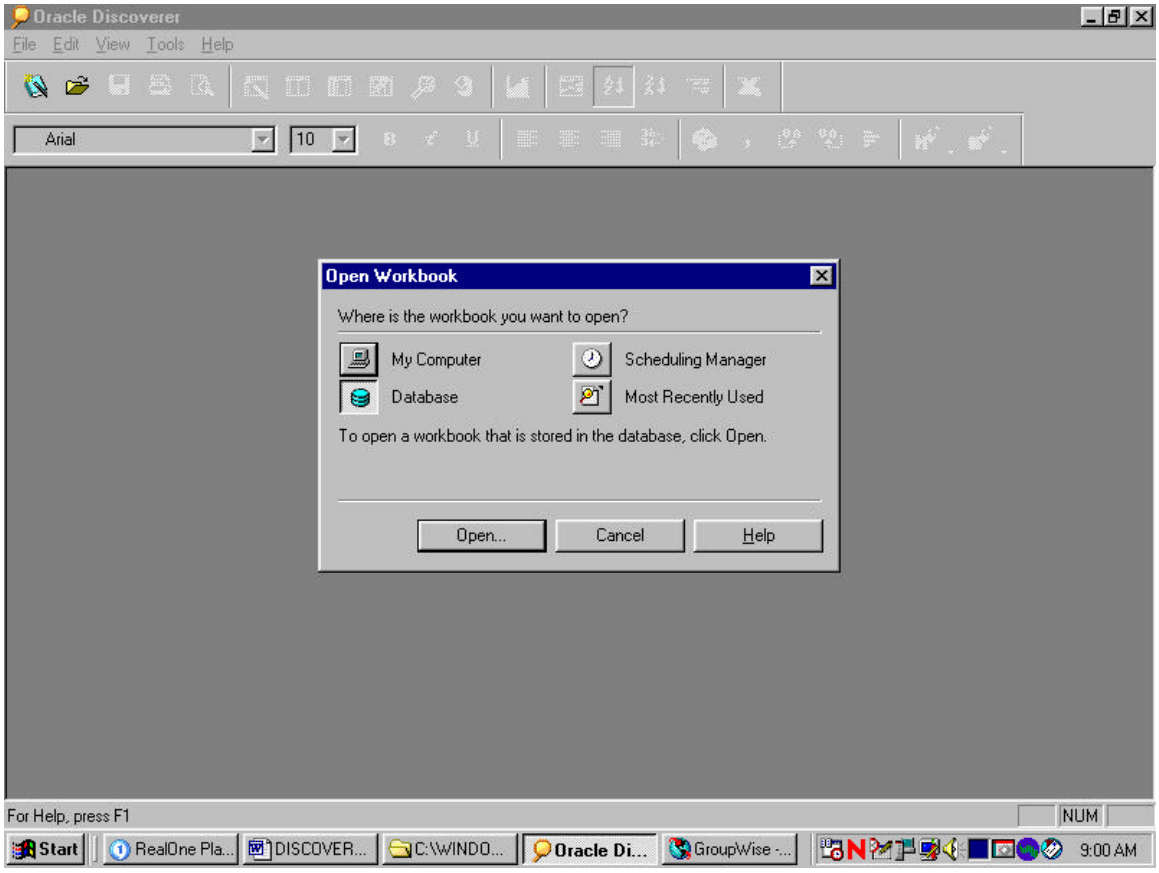
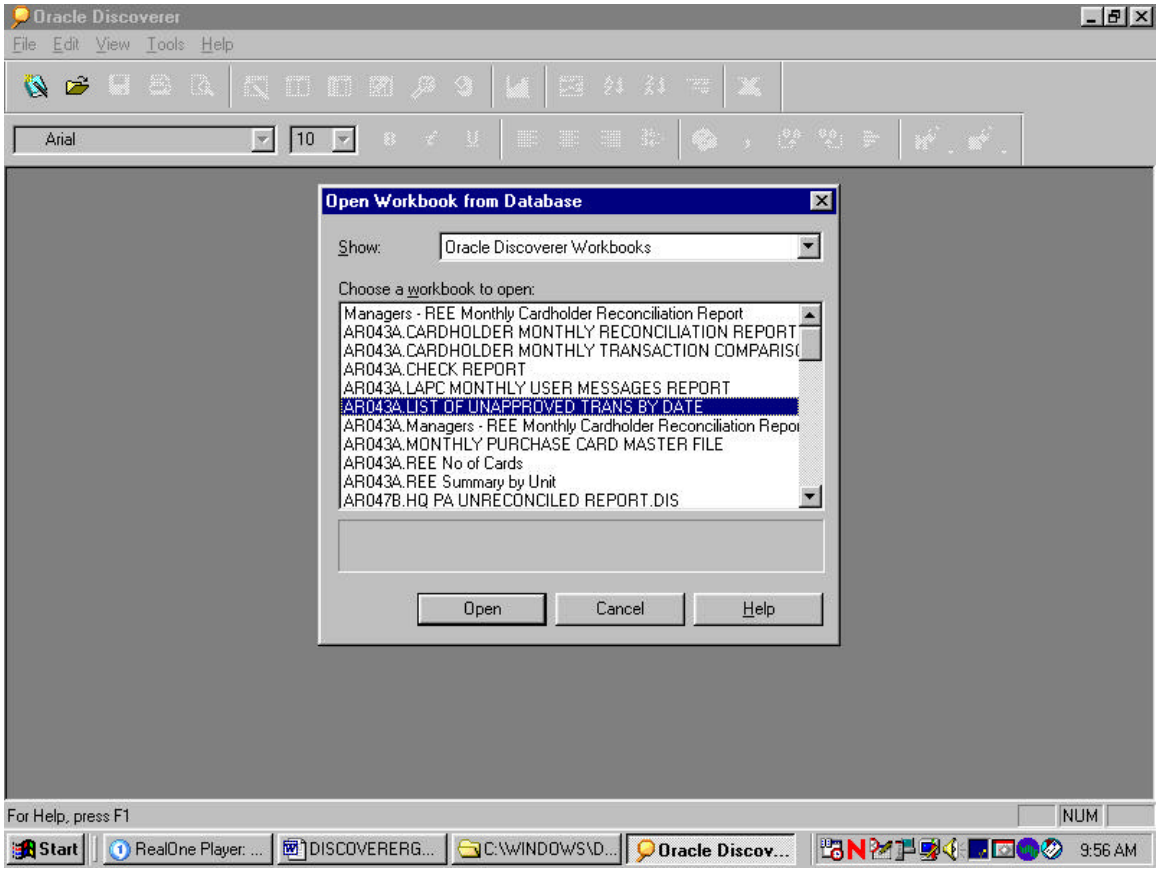
2. List of Unapproved Transactions By Date

Step 2.1 - Selecting where to Open Workbook



1. Click on “database”.
2. Click on “open”.

Step 2.2 – Open Workbook



1. Highlight “List of Unapproved Trans by Date”.
2. Click on “open”.

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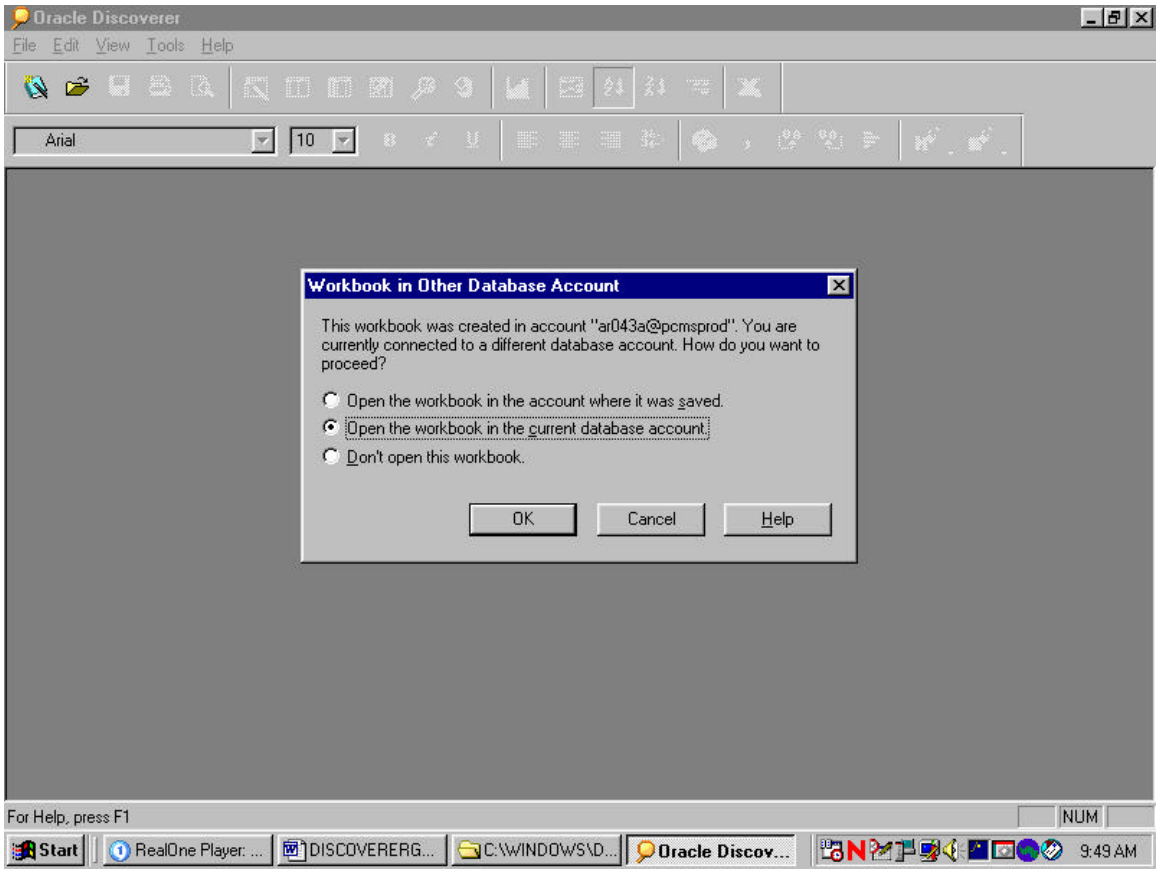
Step 2.3 – Open Workbook in current Database



Click on “ok”.

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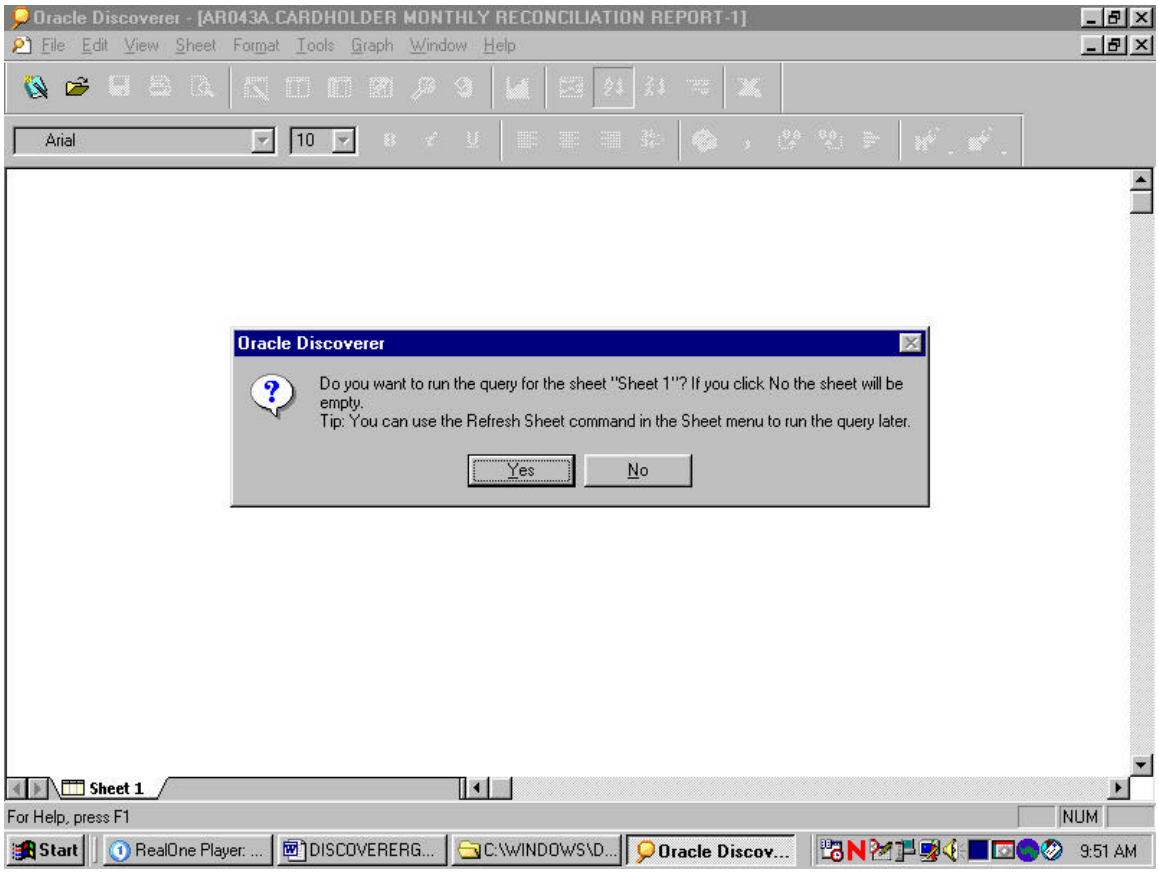
Step 2.4 – Query Confirmation



Click on “no”.

Since we have discovered that the “Purchase Date” Field is not truly reflecting 30-day old transactions, we need to modify this report to pull the transactions when NFC has received the transactions.

***** If you have already edited and saved this report, click on “yes” and skip down to step 2.7 *****

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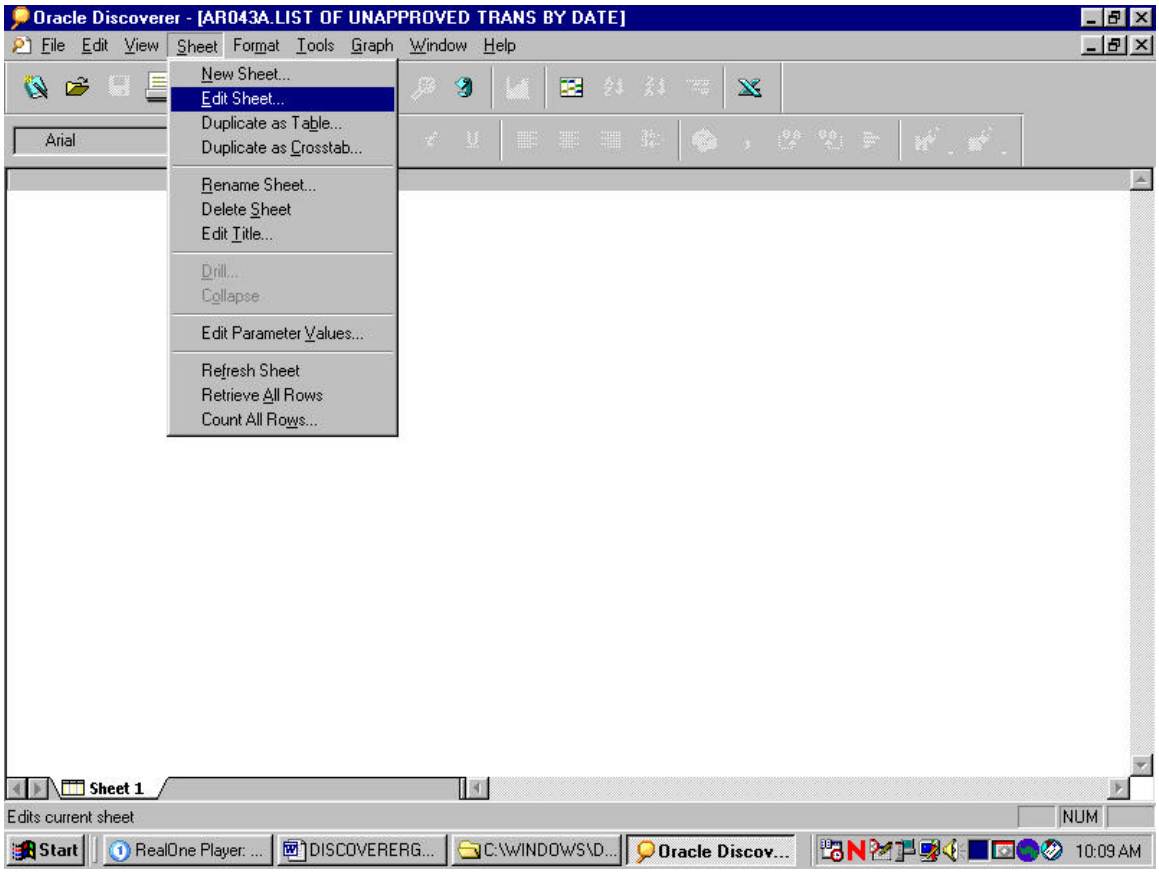
Step 2.5 – Modifying the report



1. Click on “Sheet”.
2. Click on “Edit Sheet”.
3. Wait a moment……..

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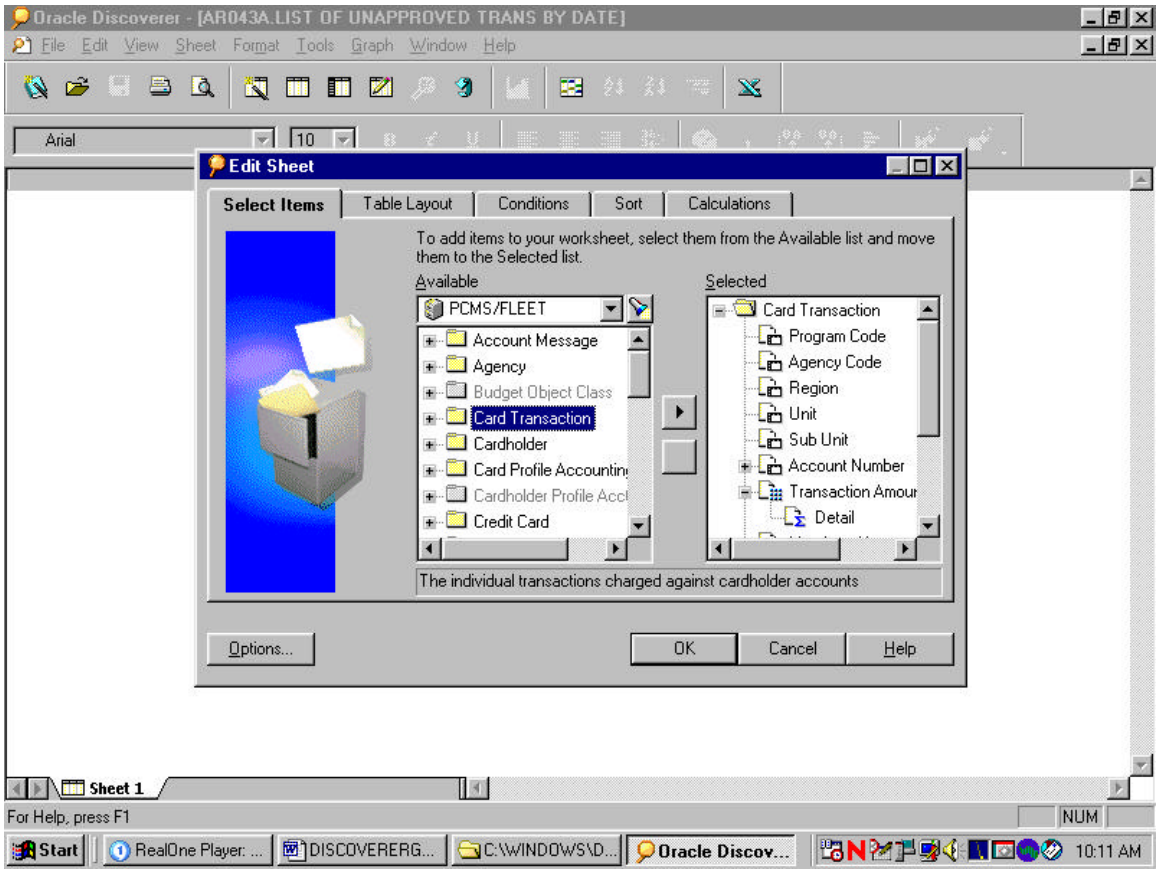
Step 2.6 – Edit Sheet



Highlight “Card Transaction”.

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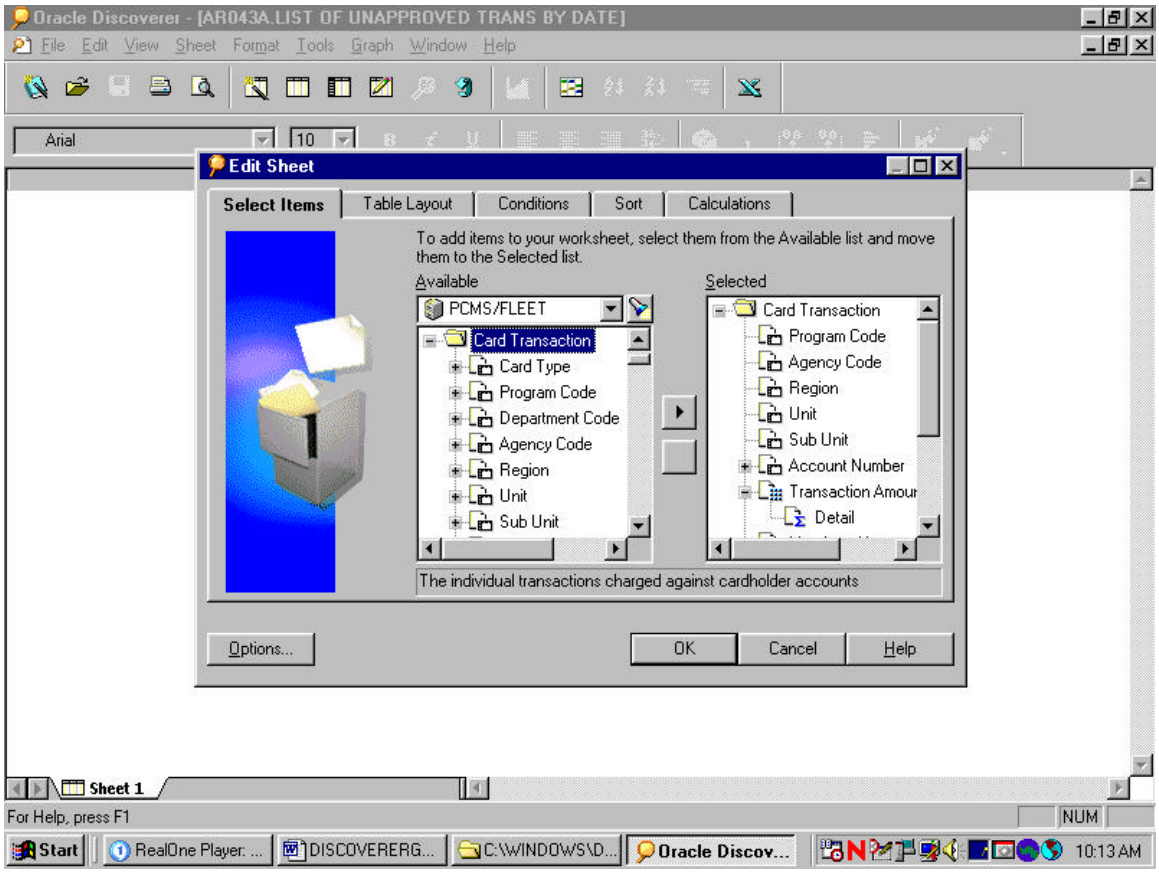
Step 2.6a – Edit Sheet con't



Click on the "+" beside the yellow folder.

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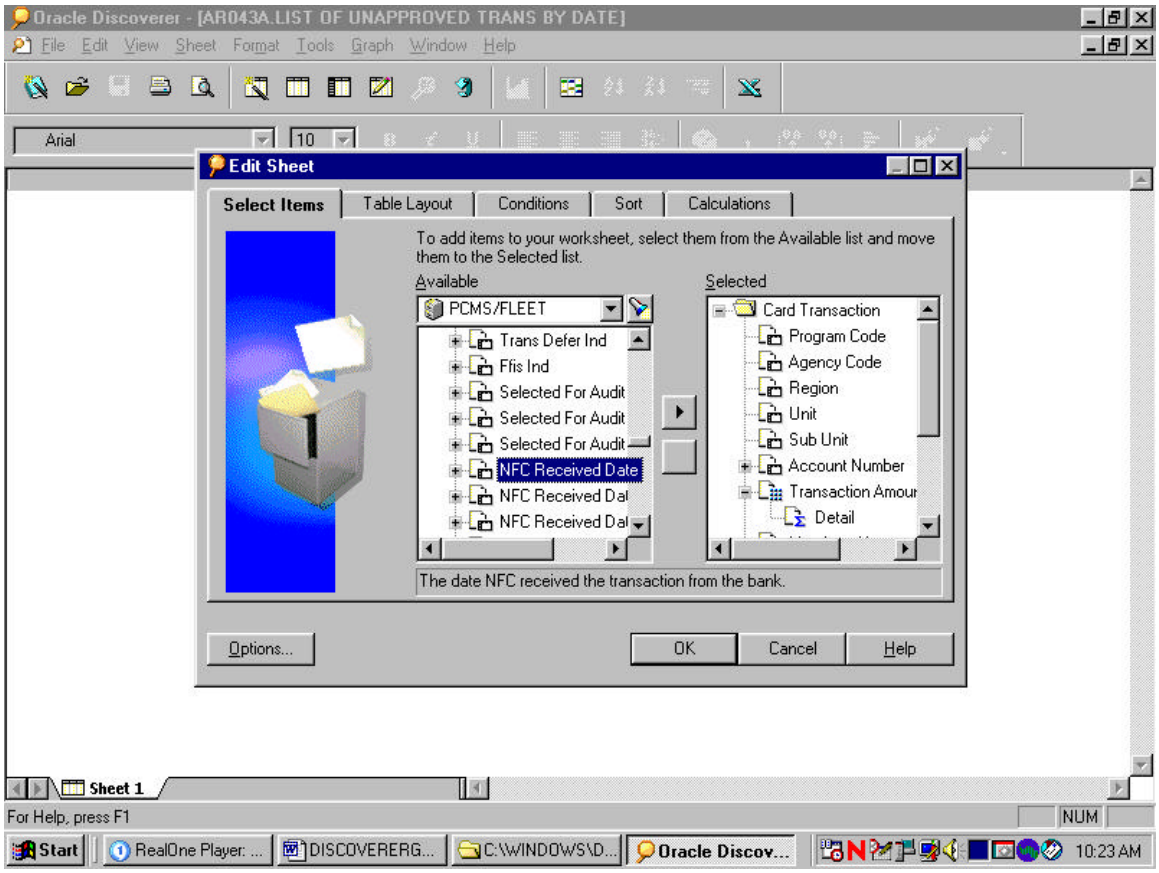
Step 2.6b – Edit Sheet con't



1. Use the down arrow in the same section and scroll down until you see "NFC Received Date".

2. Highlight "NFC Received Date".

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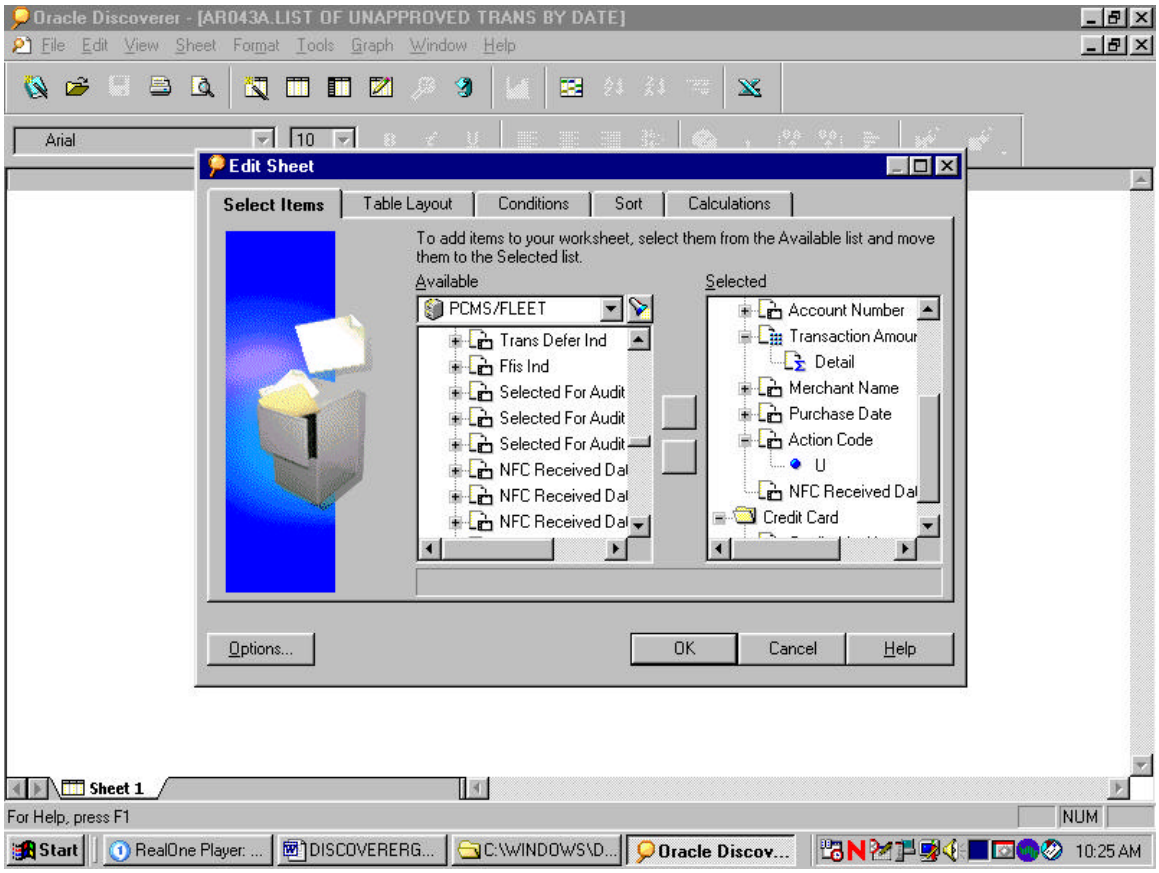
Step 2.6c – Edit Sheet con't



1. Click on the arrow in the center column to switch it from the "available" column to the "selected" column.

2. Click on "conditions" button located on top task bar.

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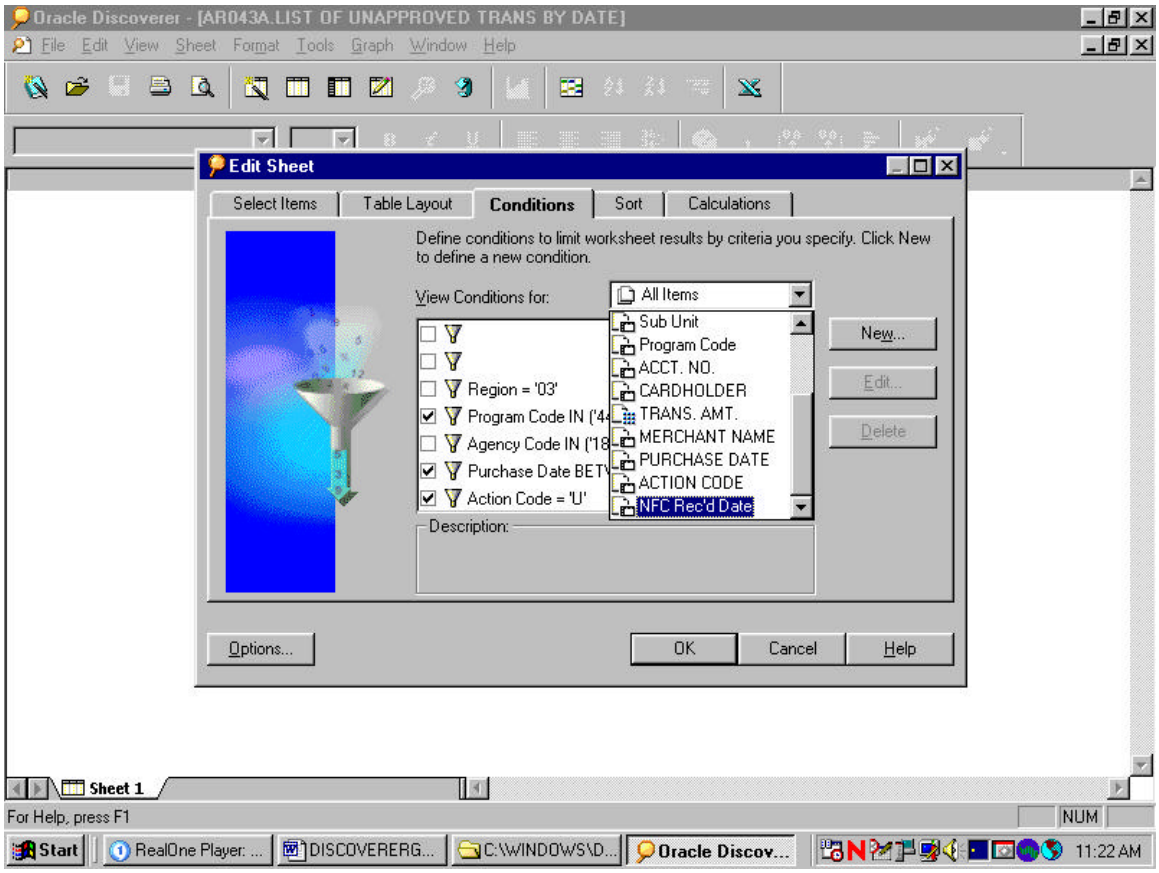
Step 2.6d – Edit Sheet con't



1. Click on the down arrow beside the "All Items" block.
2. Select "NFC Rec'd Date".
3. Click on "ok".

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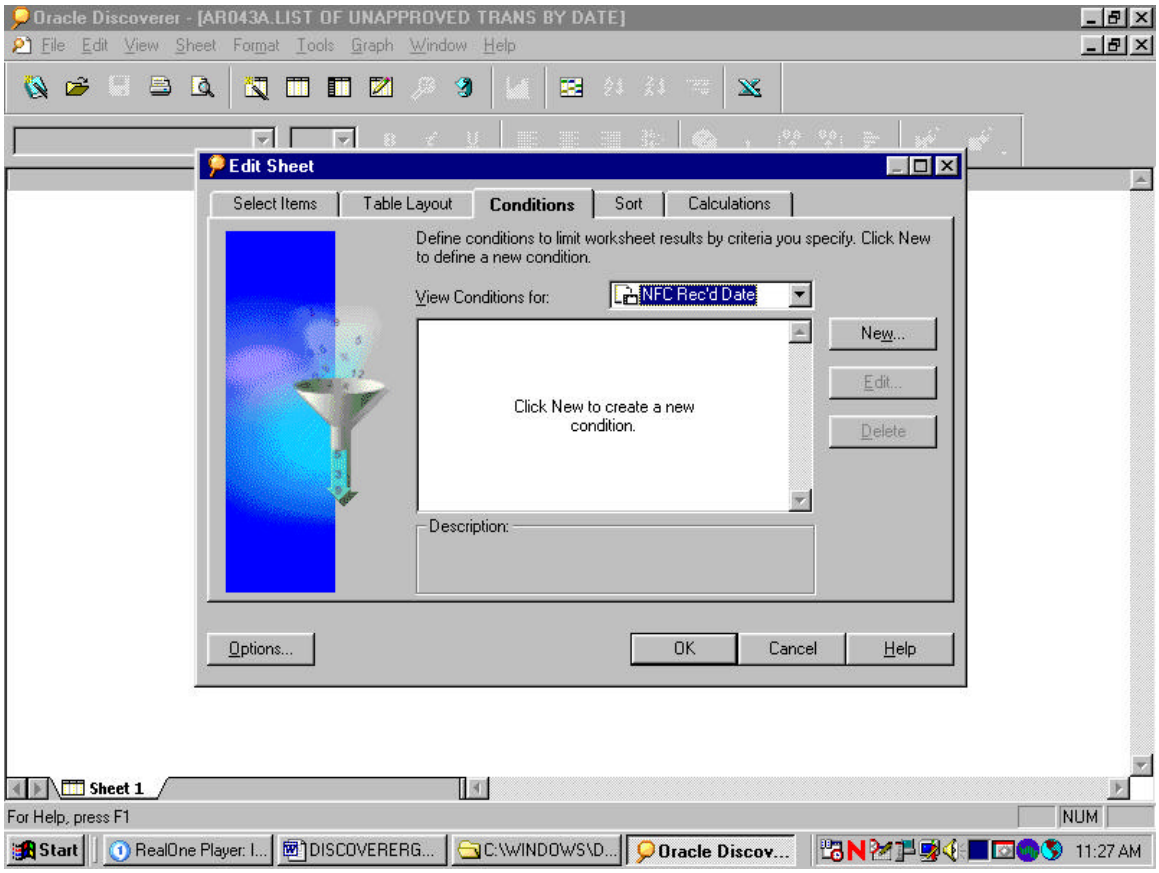
Step 2.6e – Edit Sheet con't



Click on "New" to create a new condition.

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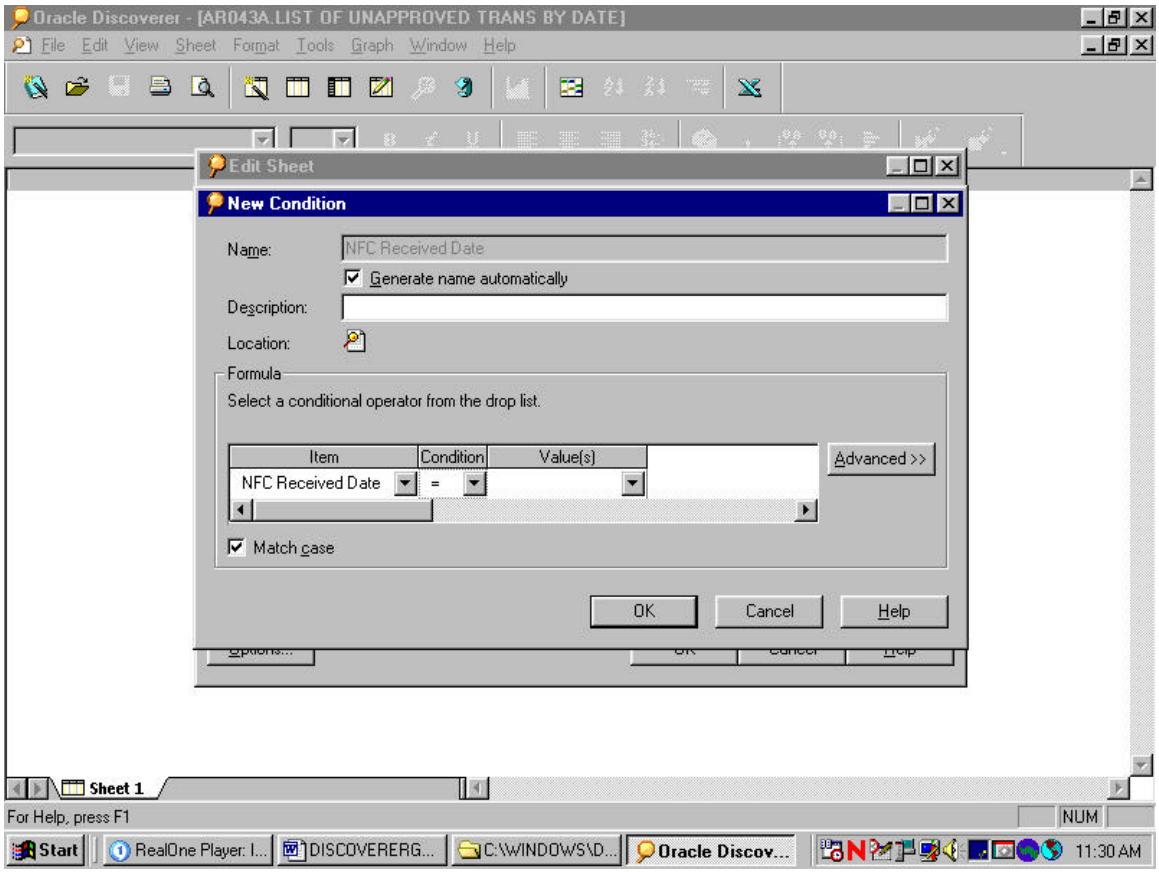
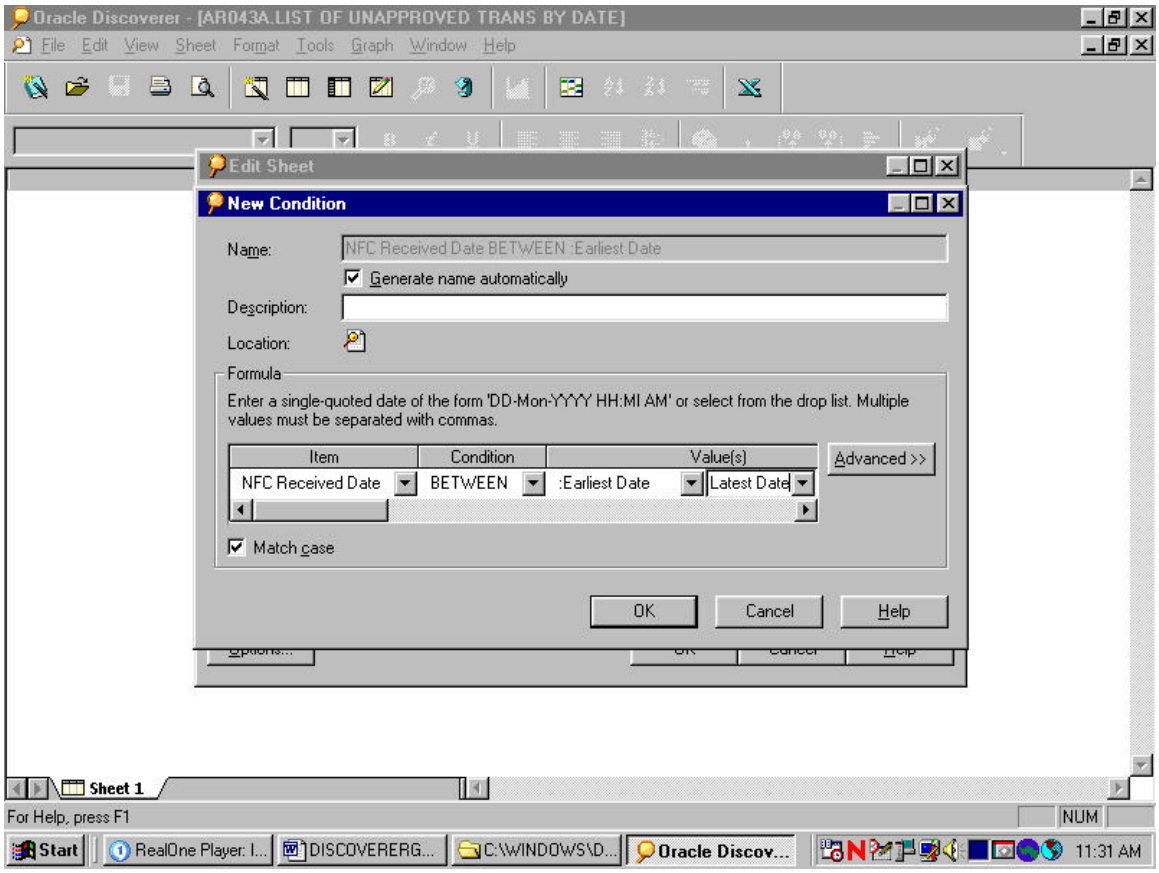
Step 2.6f – Edit Sheet con't



Using the down arrow under the "conditions" block, scroll down and select by clicking "between".

Step 2.6g – Edit Sheet con't



1. In the next block under "values", type ":Earliest Date".
2. In the next block under "values", type ":Latest Date".
3. Click on "ok".

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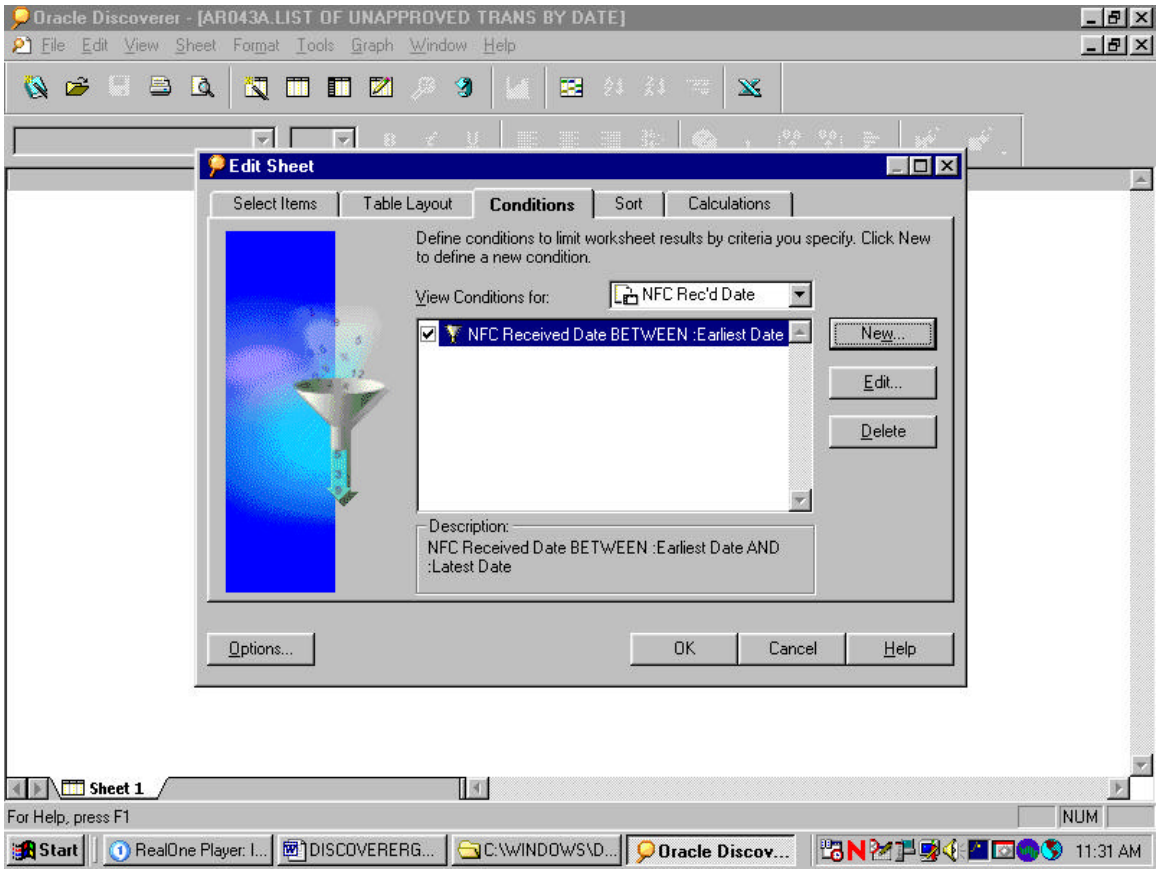
Step 2.6h – Edit Sheet con't



Click on "ok".

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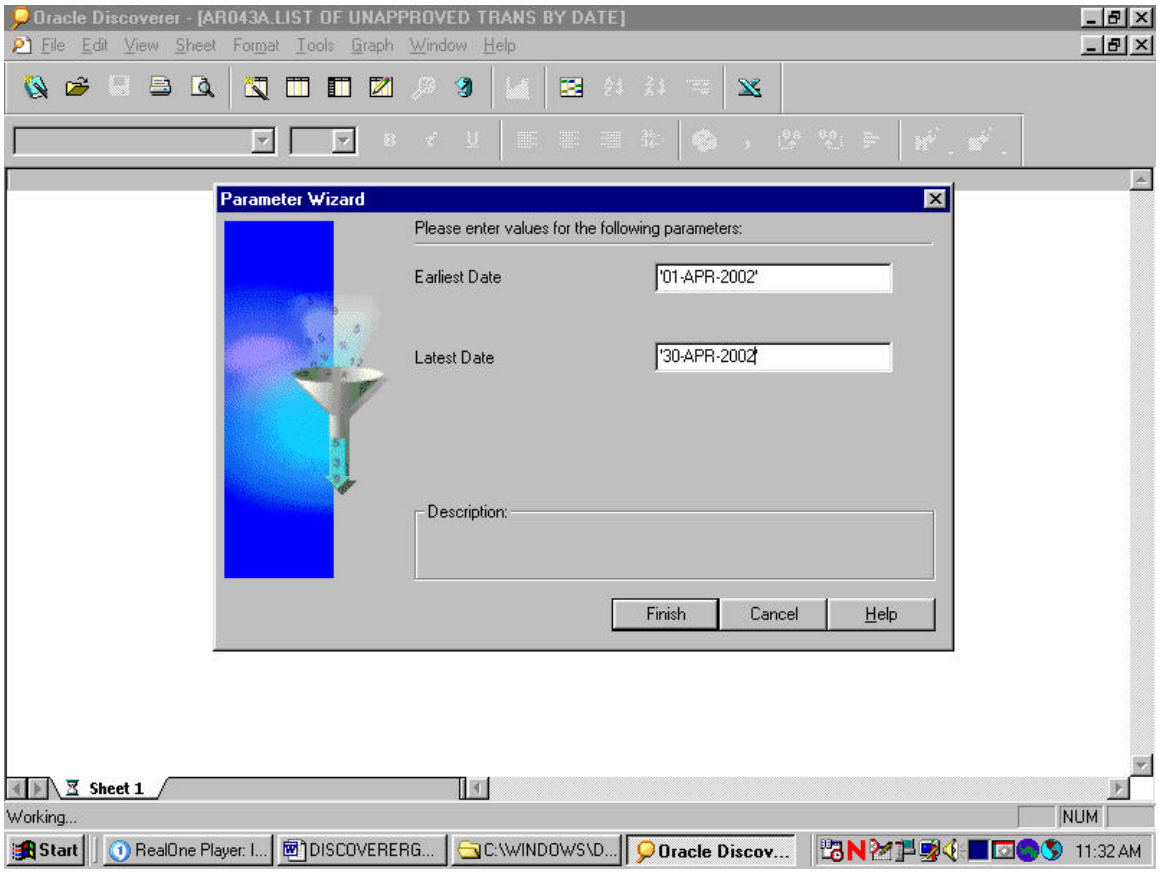
Step 2.7 – Entering Date Parameters



1. For the Aearliest date@ block, insert the date in a ›DD-MTH-YEAR: format with single quotations at each end. This should be the beginning date in which you want the report to start running from i.e., '01-APR-2002'.

2. For the Alatest date@ block, insert the date in a ›DD-MTH-YEAR: format with single quotations at each end. This should be the last date in which you want the report to end on i.e., '30-APR-2002'.

3. Click on Afinish".

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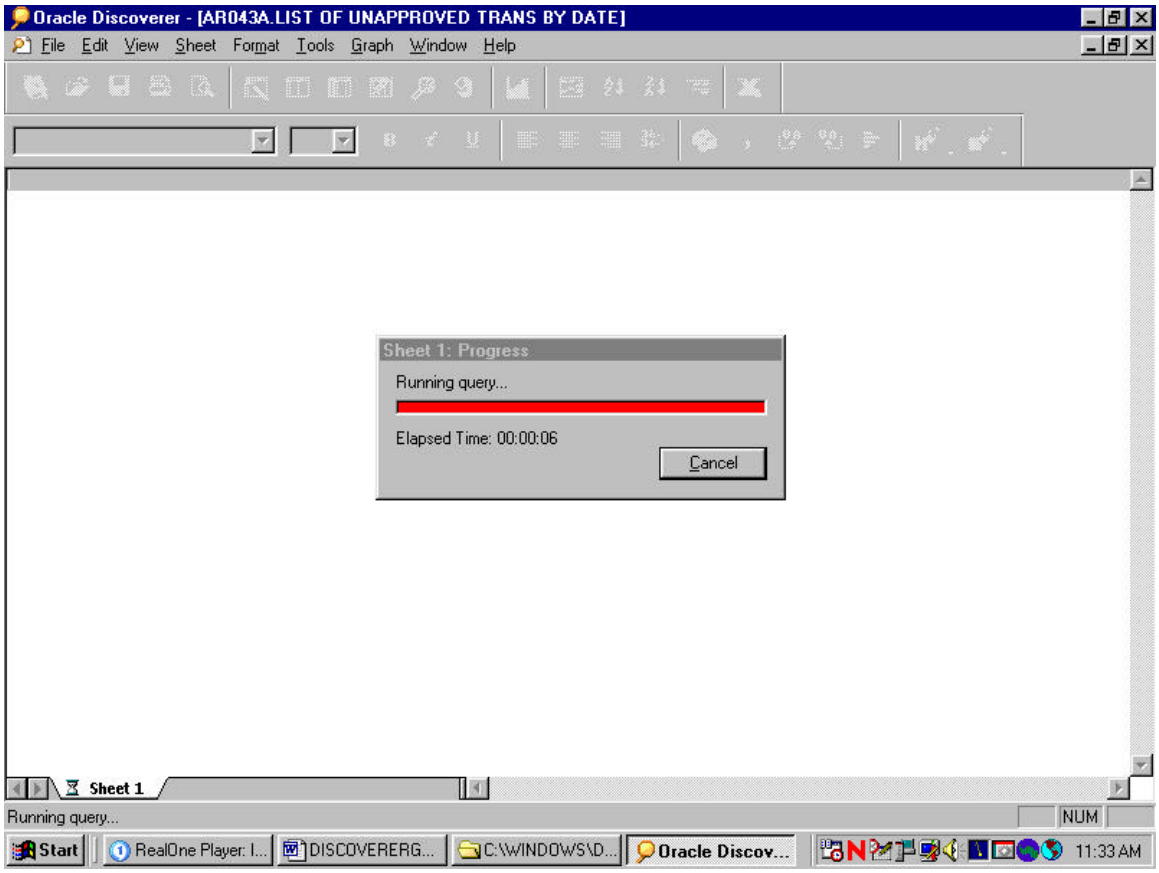
Step 2.8 – Running Query



Wait while the information is being queried.

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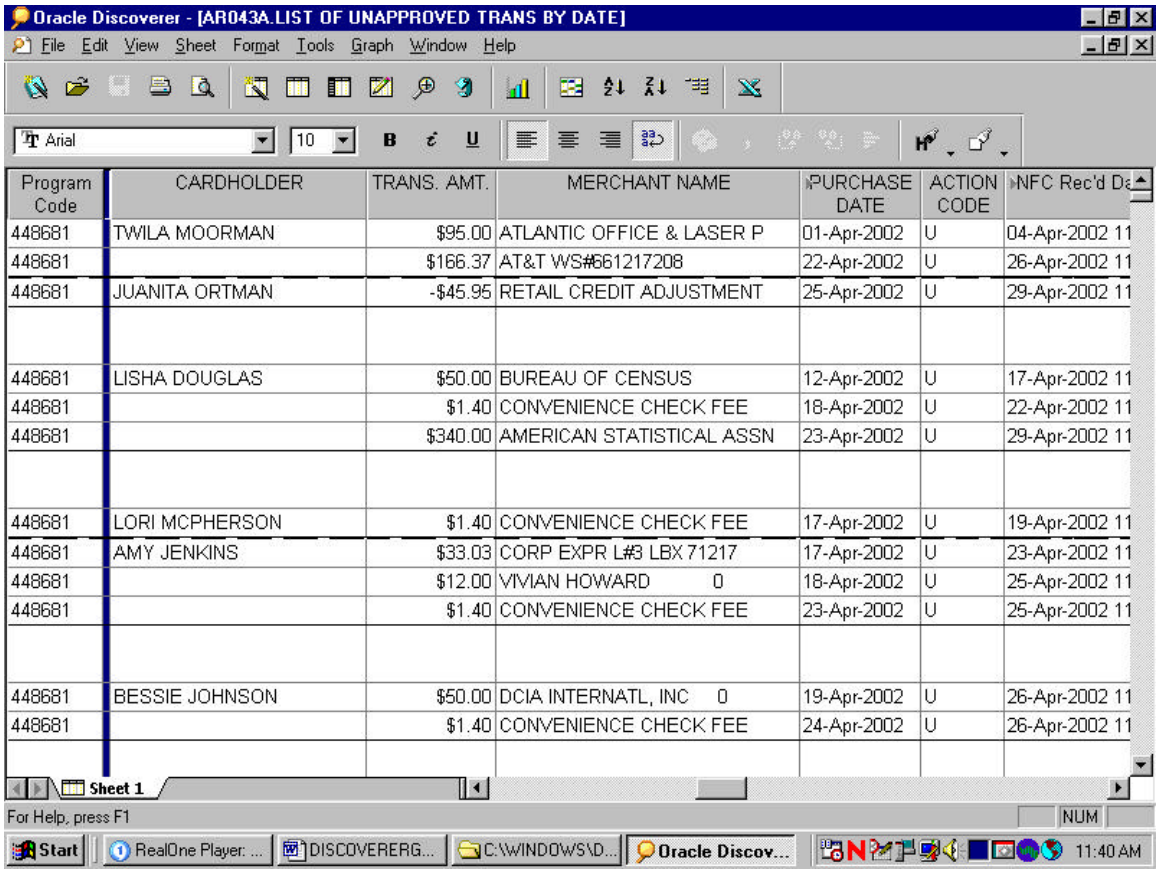
Step 2.9 - Report



Program Code	CARDHOLDER	TRANS. AMT.	MERCHANT NAME	PURCHASE DATE	ACTION CODE	NFC Rec'd Da
448681	TWILA MOORMAN	$95.00	ATLANTIC OFFICE & LASER P	01-Apr-2002	U	04-Apr-2002 11
448681		$166.37	AT&T WS#661217208	22-Apr-2002	U	26-Apr-2002 11
448681	JUANITA ORTMAN	-$45.95	RETAIL CREDIT ADJUSTMENT	25-Apr-2002	U	29-Apr-2002 11
448681	LISHA DOUGLAS	$50.00	BUREAU OF CENSUS	12-Apr-2002	U	17-Apr-2002 11
448681		$1.40	CONVENIENCE CHECK FEE	18-Apr-2002	U	22-Apr-2002 11
448681		$340.00	AMERICAN STATISTICAL ASSN	23-Apr-2002	U	29-Apr-2002 11
448681	LORI MCPHERSON	$1.40	CONVENIENCE CHECK FEE	17-Apr-2002	U	19-Apr-2002 11
448681	AMY JENKINS	$33.03	CORP EXPR L#3 LBX 71217	17-Apr-2002	U	23-Apr-2002 11
448681		$12.00	VIVIAN HOWARD 0	18-Apr-2002	U	25-Apr-2002 11
448681		$1.40	CONVENIENCE CHECK FEE	23-Apr-2002	U	25-Apr-2002 11
448681	BESSIE JOHNSON	$50.00	DCIA INTERNATL, INC 0	19-Apr-2002	U	26-Apr-2002 11
448681		$1.40	CONVENIENCE CHECK FEE	24-Apr-2002	U	26-Apr-2002 11

This is the finished report.

Please keep in mind that the picture above is a print screen. It does not reflect all the fields that you will see on your computer. You may also arrange the report to meet the need in your Area/Location.

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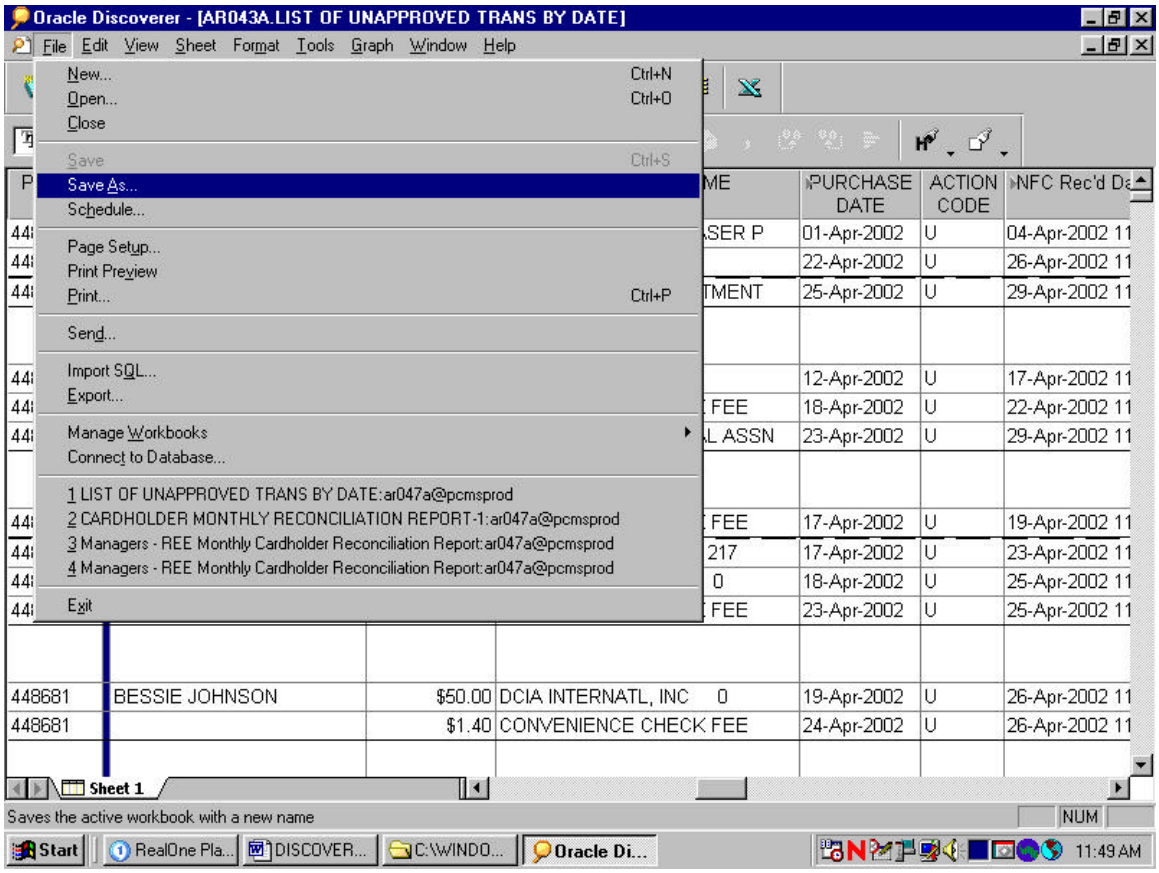
Step 2.10 – Saving the Report



1. Click on “file”.
2. Click on “save as”.

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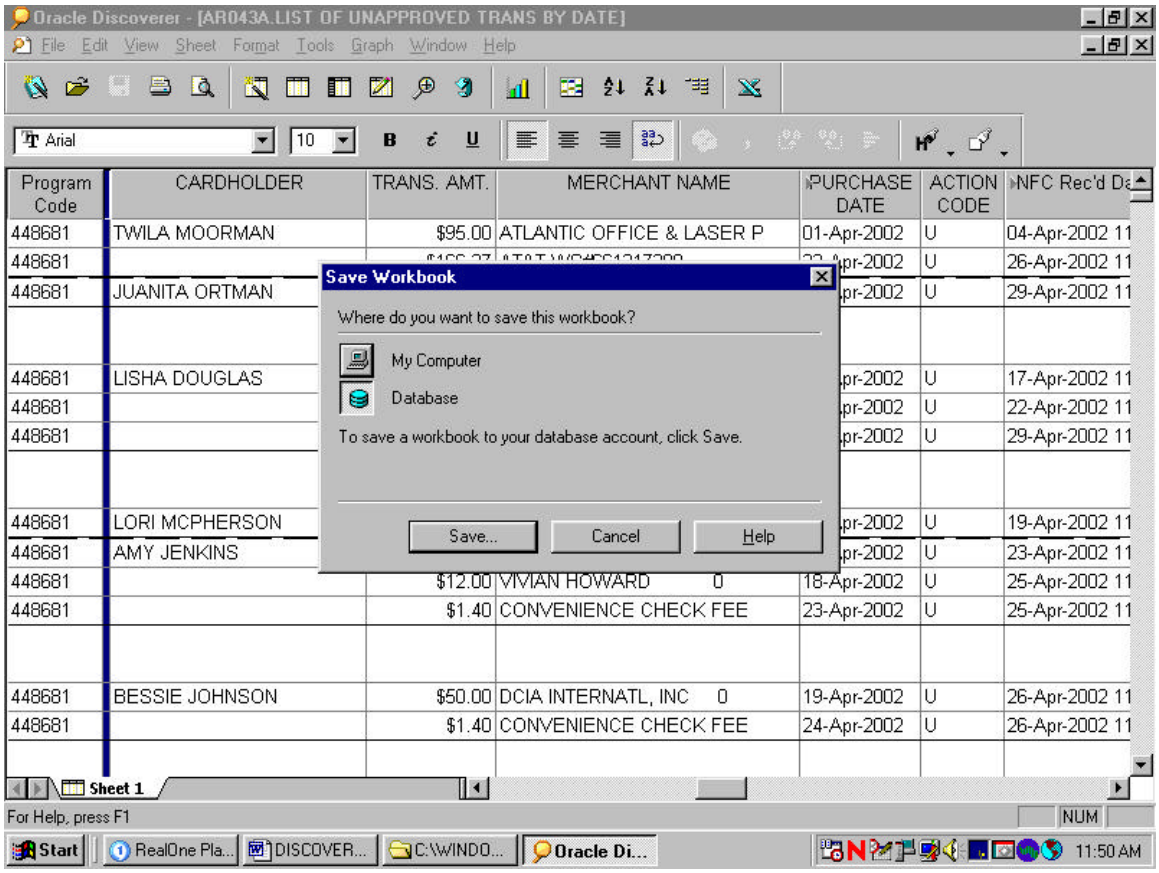
Step 2.10a - Saving the Report con't



1. Click on "database".
2. Click on "save".

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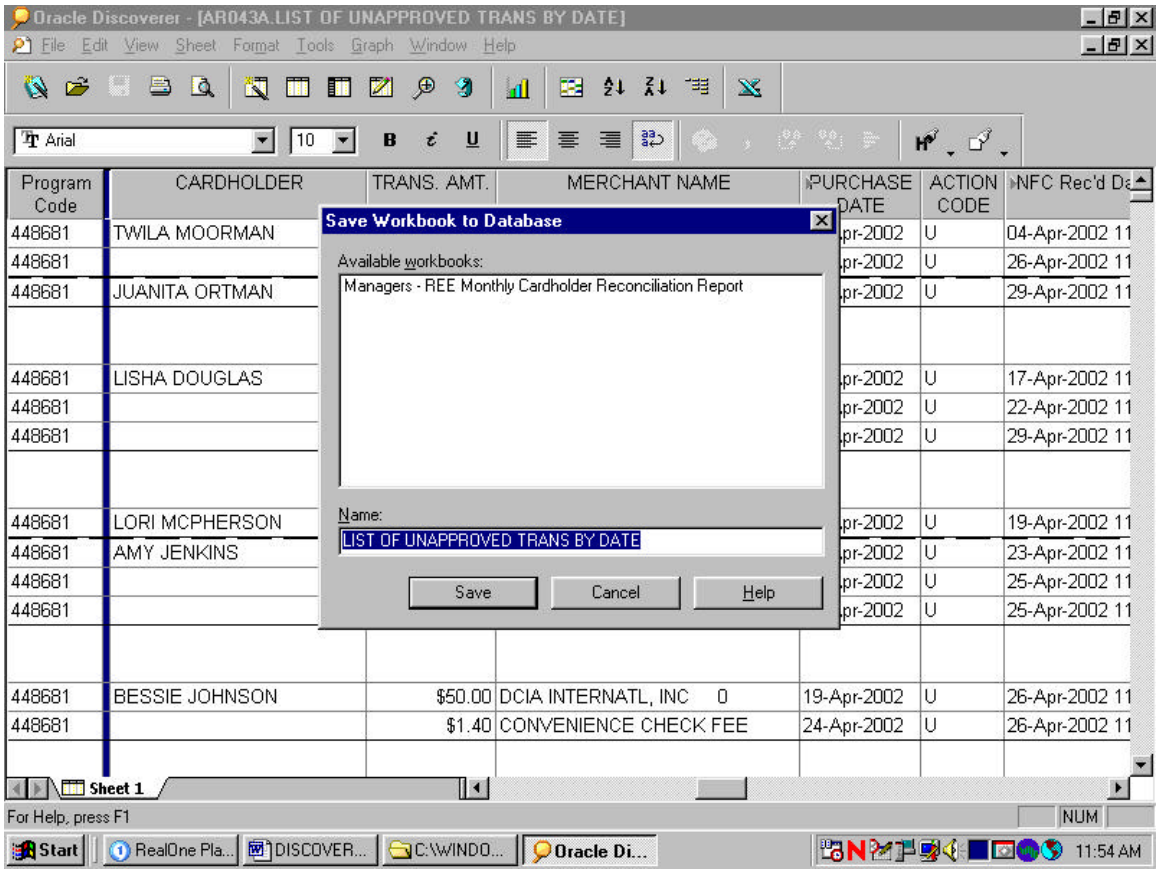
Step 2.10b - Saving the Report con't



To keep as the same name, click on "save".

To change the name, overwrite the highlighted name to what you want to change it to. Then click on "save".

***** Please note that once this report is saved, you will not have to perform an edit in the future. *****

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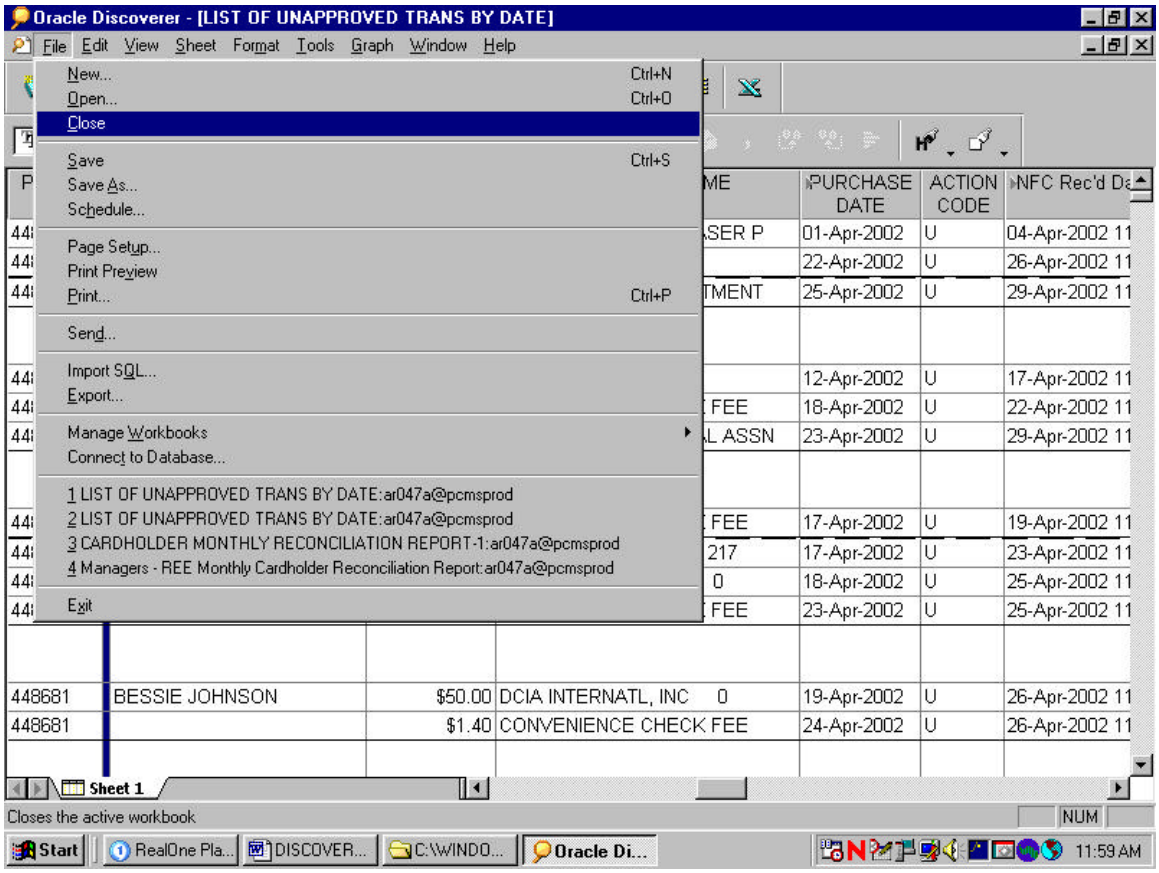
Step 2.11 – Closing the Report



Click on “file”.

If you are done, click on “exit” to get out of Discoverer.

If you are continuing to the next report, click on “close”.

Click on the “folder” to transition to the next report.

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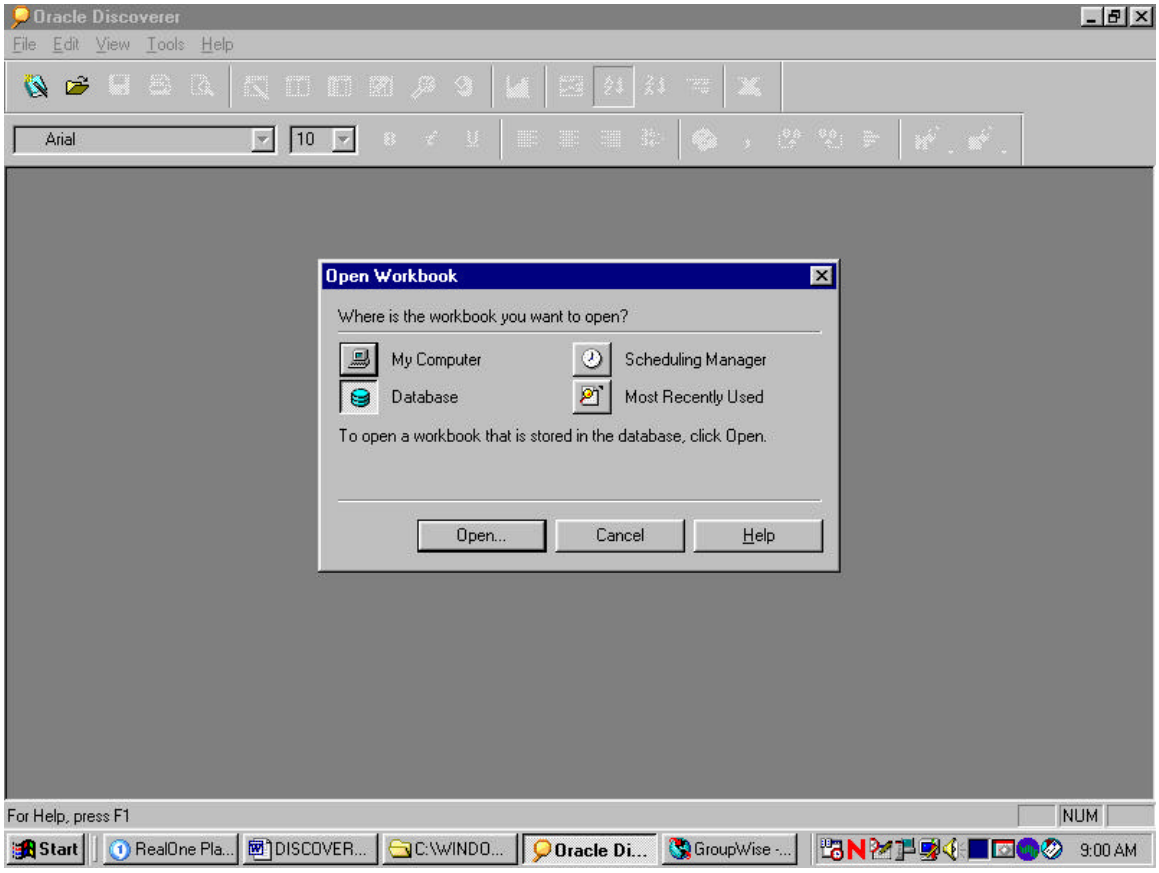
3. Cardholder Monthly Reconciliation

Step 3.1 - Selecting where to Open Workbook



1. Click on “database”.
2. Click on “open”.

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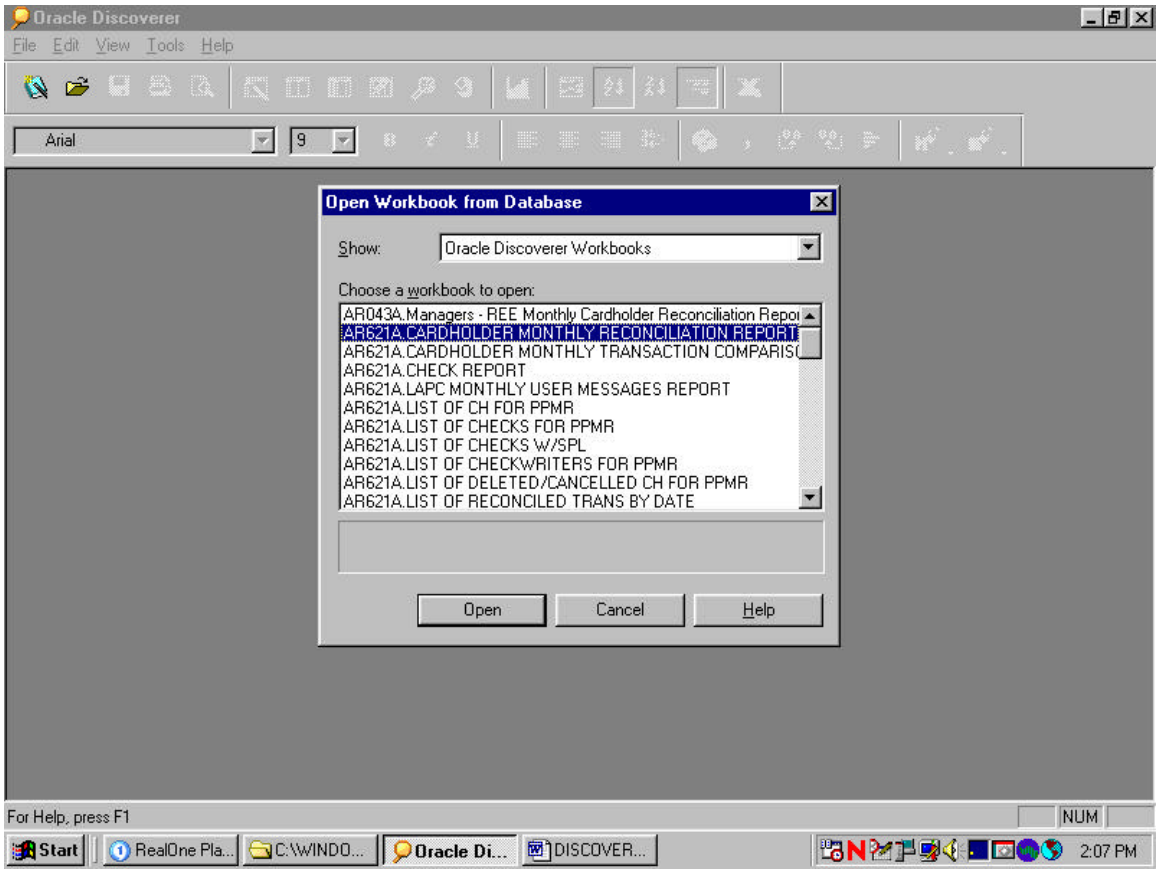
Step 3.2 – Open Workbook



1. Highlight “Cardholder Monthly Reconciliation Report”.
2. Click on “open”.

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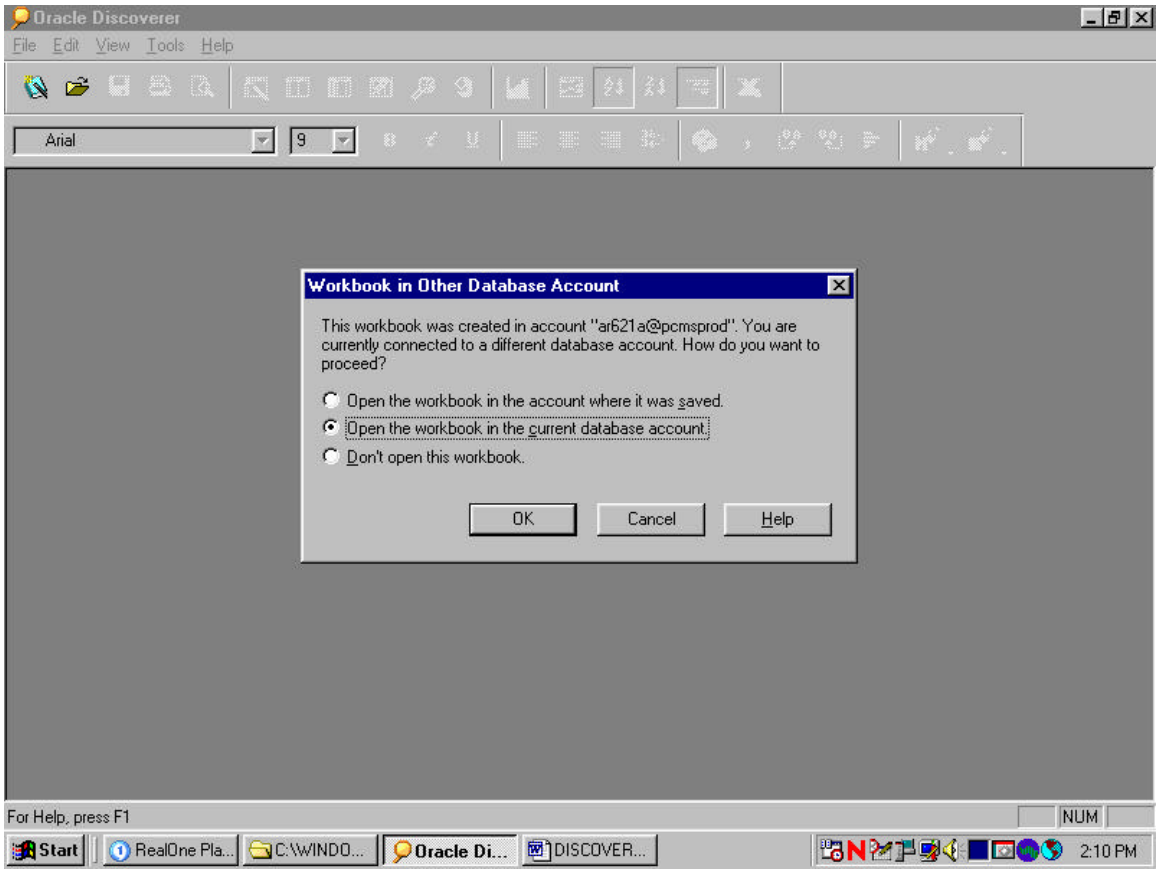
Step 3.3 – Open Workbook in Other Database Account



Open the workbook in the current database account should already be selected.

Click on “ok”.

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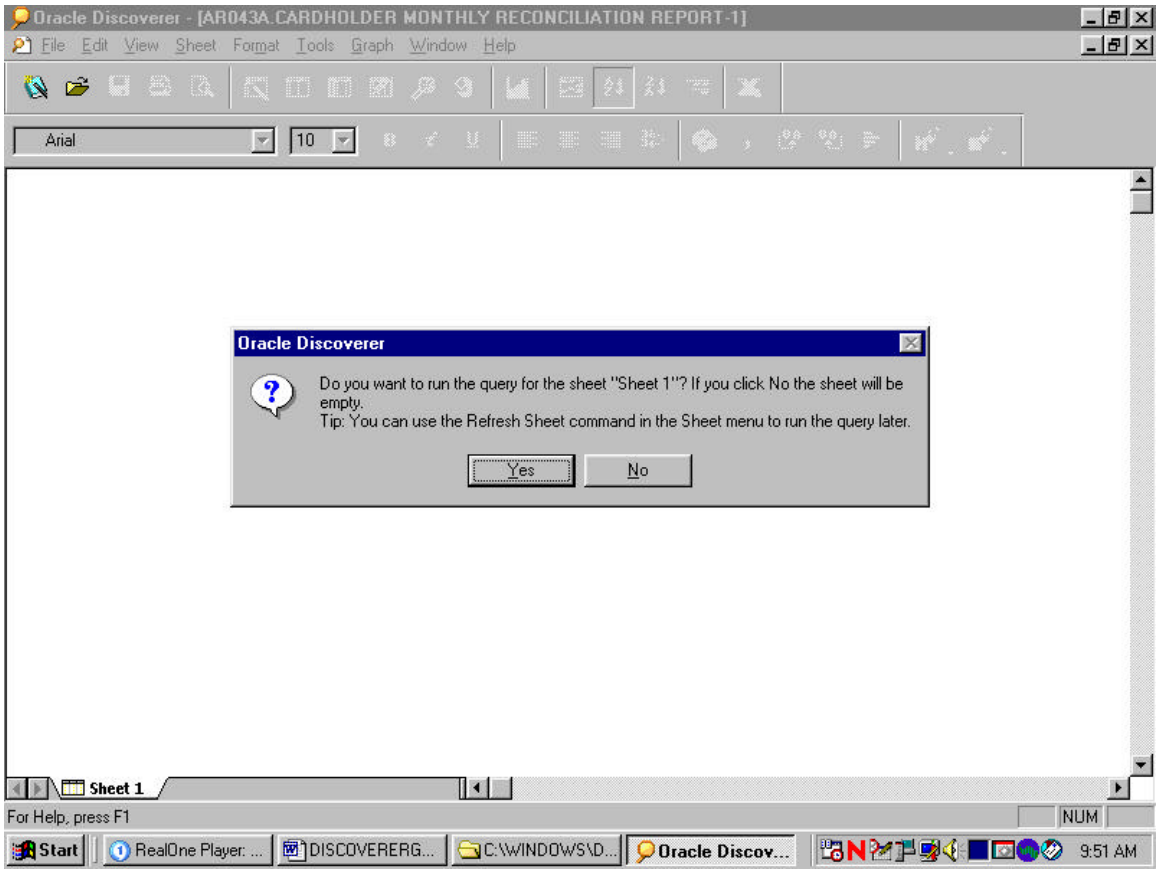
Step 3.4 – Query Confirmation



Click on “yes”.

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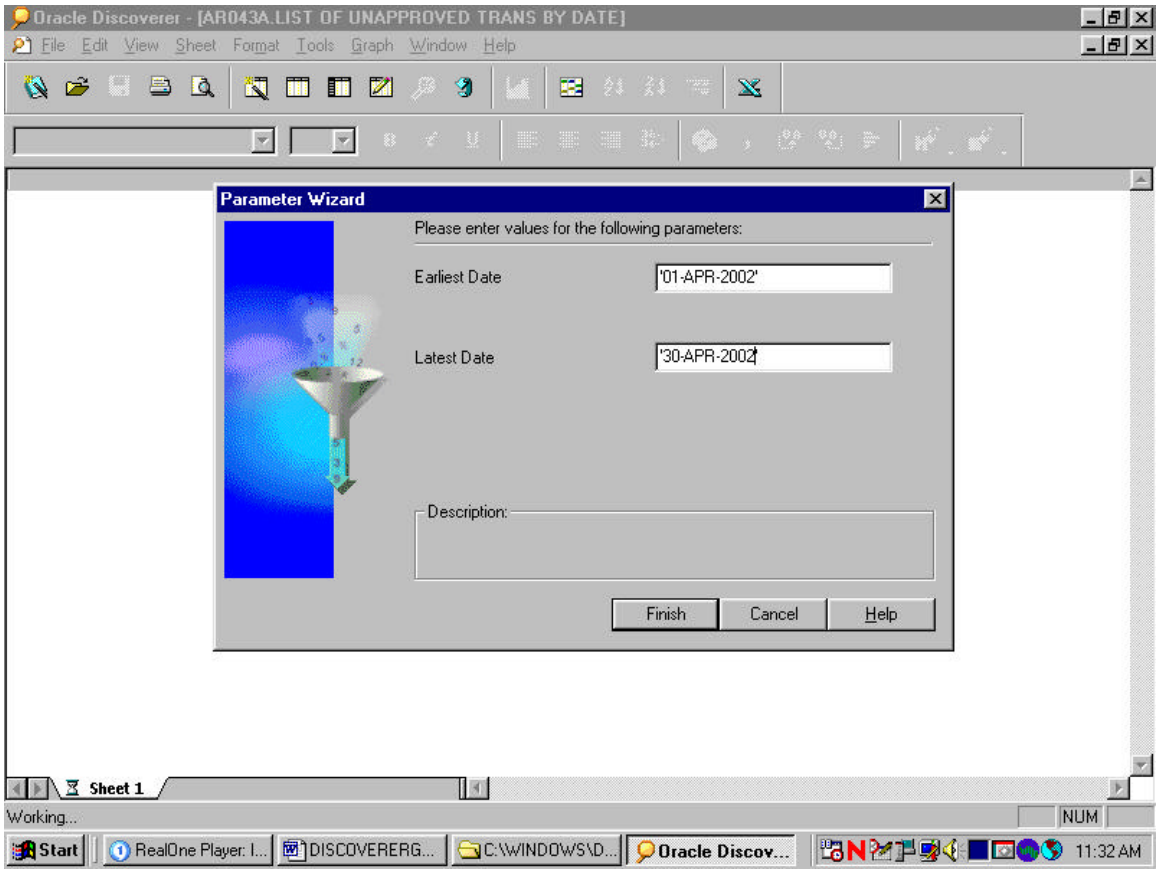
Step 3.5 – Entering Date Parameters



1. For the Aearliest date@ block, insert the date in a ›DD-MTH-YEAR: format with single quotations at each end. This should be the beginning date in which you want the report to start running from i.e., '01-APR-2002'.

2. For the Alatest date@ block, insert the date in a ›DD-MTH-YEAR: format with single quotations at each end. This should be the last date in which you want the report to end on i.e., '30-APR-2002:.

3. Click on Afinish".

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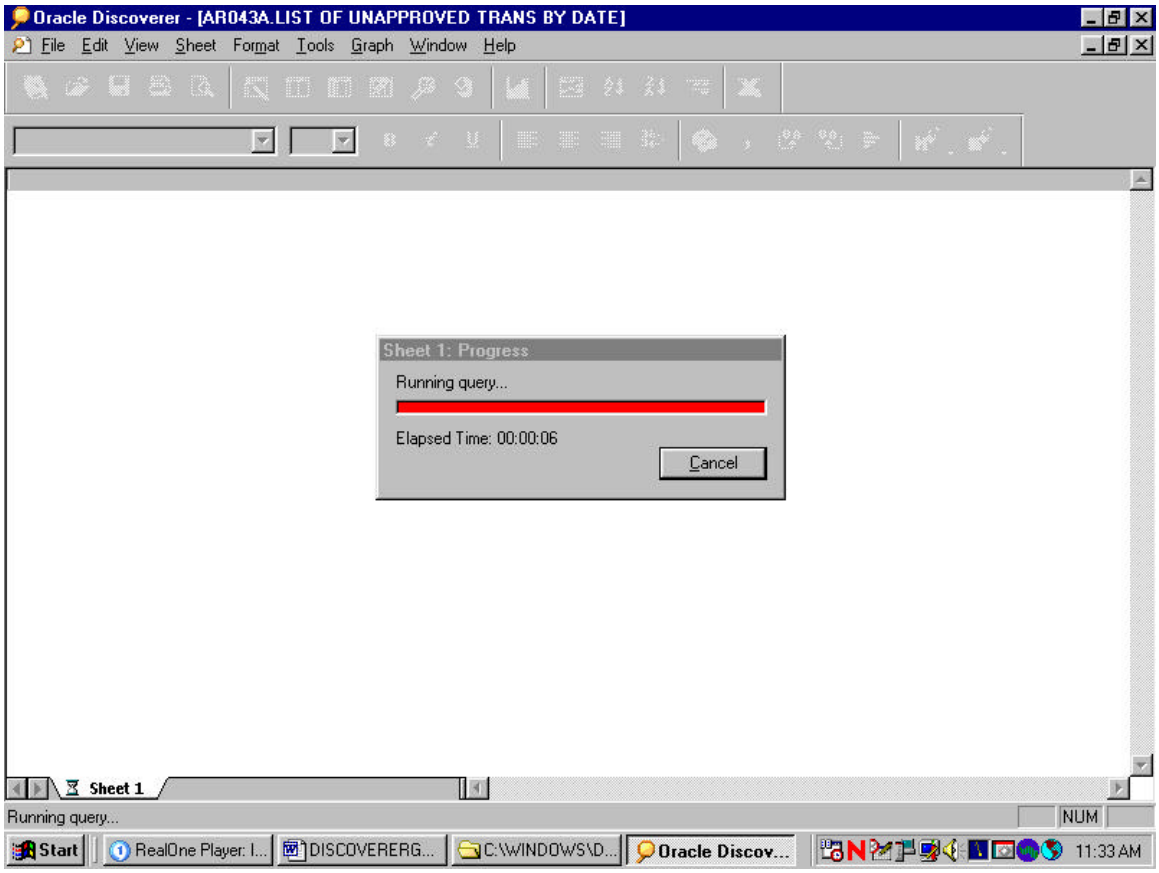
Step 3.6 – Running Query



Wait while the information is being queried.

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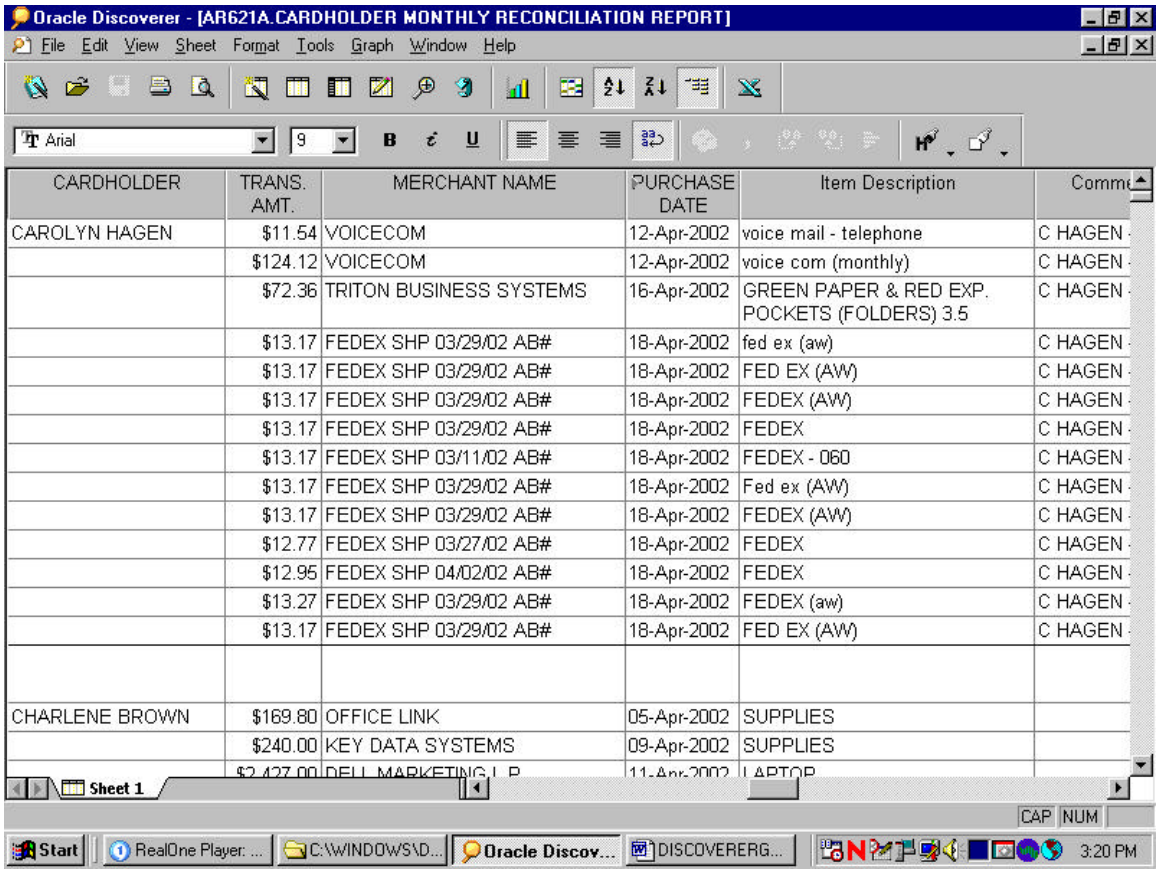
Step 3.7 - Report



Oracle Discoverer - [AR621A.CARDHOLDER MONTHLY RECONCILIATION REPORT]

CARDHOLDER	TRANS. AMT.	MERCHANT NAME	PURCHASE DATE	Item Description	Comm
CAROLYN HAGEN	$11.54	VOICECOM	12-Apr-2002	voice mail - telephone	C HAGEN
	$124.12	VOICECOM	12-Apr-2002	voice com (monthly)	C HAGEN
	$72.36	TRITON BUSINESS SYSTEMS	16-Apr-2002	GREEN PAPER & RED EXP. POCKETS (FOLDERS) 3.5	C HAGEN
	$13.17	FEDEX SHP 03/29/02 AB#	18-Apr-2002	fed ex (aw)	C HAGEN
	$13.17	FEDEX SHP 03/29/02 AB#	18-Apr-2002	FED EX (AW)	C HAGEN
	$13.17	FEDEX SHP 03/29/02 AB#	18-Apr-2002	FEDEX (AW)	C HAGEN
	$13.17	FEDEX SHP 03/29/02 AB#	18-Apr-2002	FEDEX	C HAGEN
	$13.17	FEDEX SHP 03/11/02 AB#	18-Apr-2002	FEDEX - 060	C HAGEN
	$13.17	FEDEX SHP 03/29/02 AB#	18-Apr-2002	Fed ex (AW)	C HAGEN
	$13.17	FEDEX SHP 03/29/02 AB#	18-Apr-2002	FEDEX (AW)	C HAGEN
	$12.77	FEDEX SHP 03/27/02 AB#	18-Apr-2002	FEDEX	C HAGEN
	$12.95	FEDEX SHP 04/02/02 AB#	18-Apr-2002	FEDEX	C HAGEN
	$13.27	FEDEX SHP 03/29/02 AB#	18-Apr-2002	FEDEX (aw)	C HAGEN
	$13.17	FEDEX SHP 03/29/02 AB#	18-Apr-2002	FED EX (AW)	C HAGEN
CHARLENE BROWN	$169.80	OFFICE LINK	05-Apr-2002	SUPPLIES	
	$240.00	KEY DATA SYSTEMS	09-Apr-2002	SUPPLIES	
	$2,427.00	DELL MARKETING L.P.	11-Apr-2002	LAPTOP	

This is the finished report.

Please keep in mind that the picture above is a print screen. It does not reflect all the fields that you will see on your computer. You may also arrange the report to meet the need in your Area/Location.

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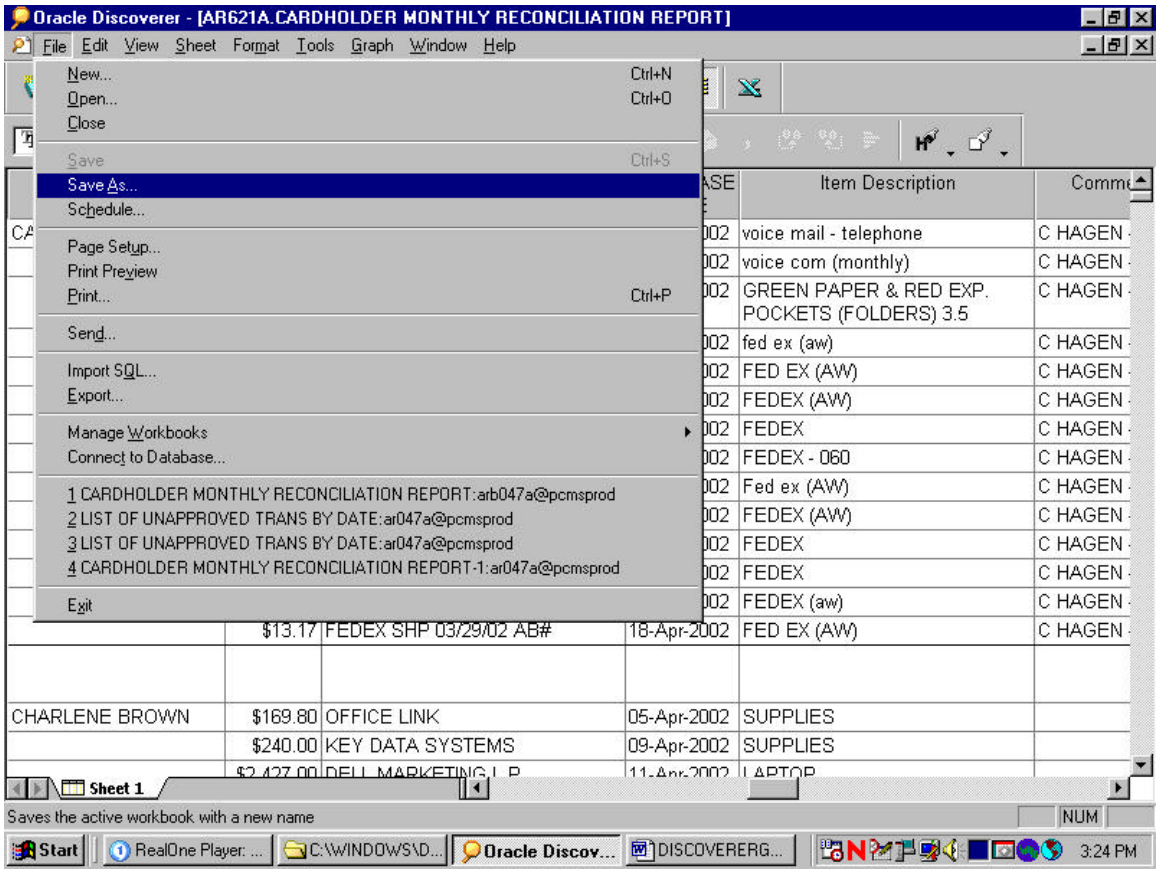
Step 3.8 – Saving the Report



Click on “file”.

Click on “save as”.

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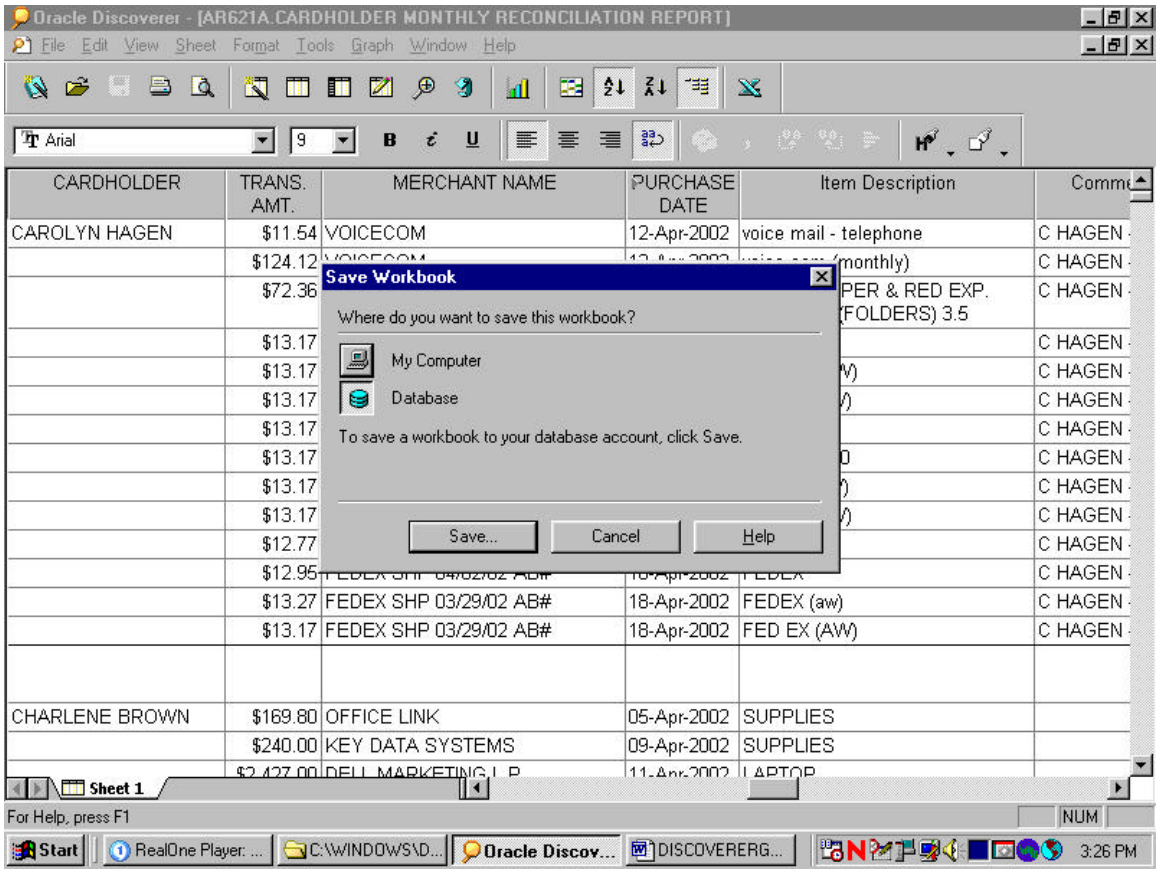
Step 3.8a - Where to save this report



Select “database”.

Click on “save”.

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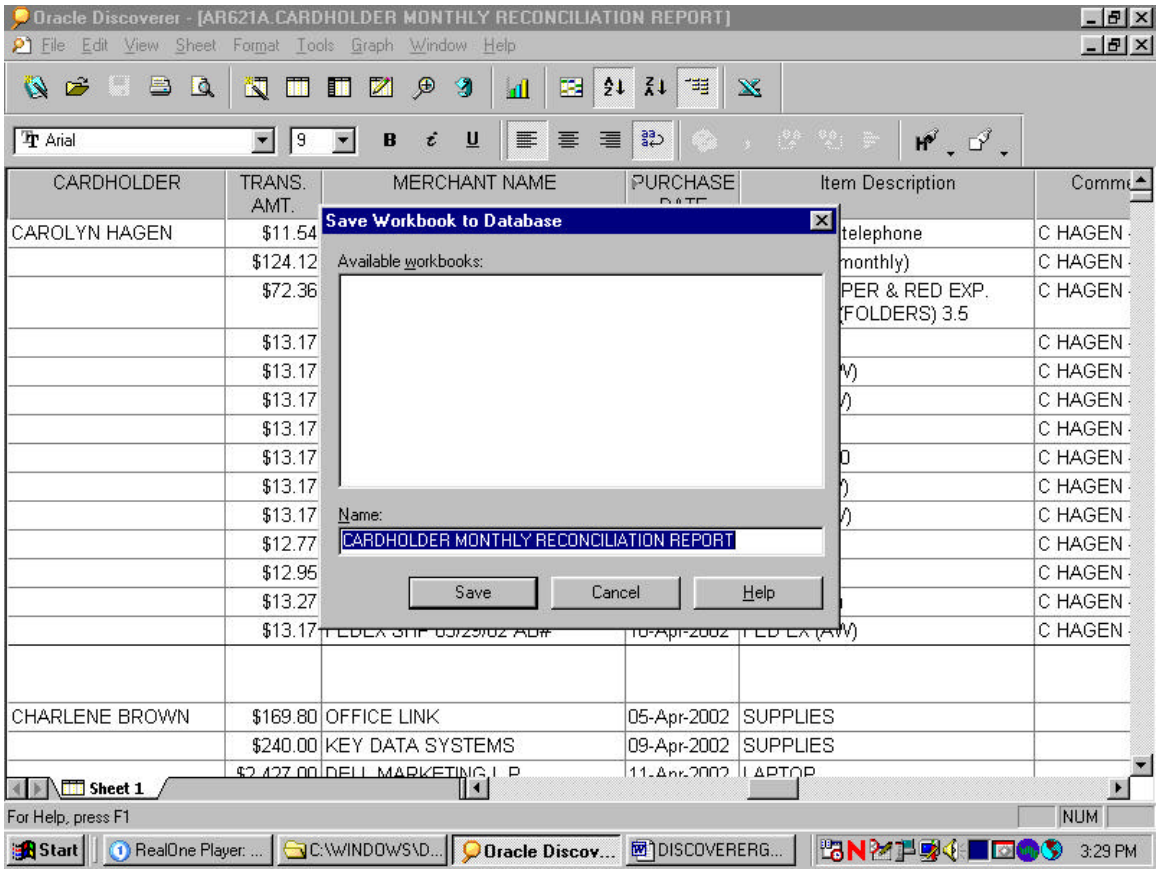
Step 3.8b – Saving the Report



To keep as the same name, click on “save”.

To change the name, overwrite the highlighted name to what you want to change it to. Then click on “save”.

***** Please note that once this report is saved, you will not have to perform an edit in the future. *****

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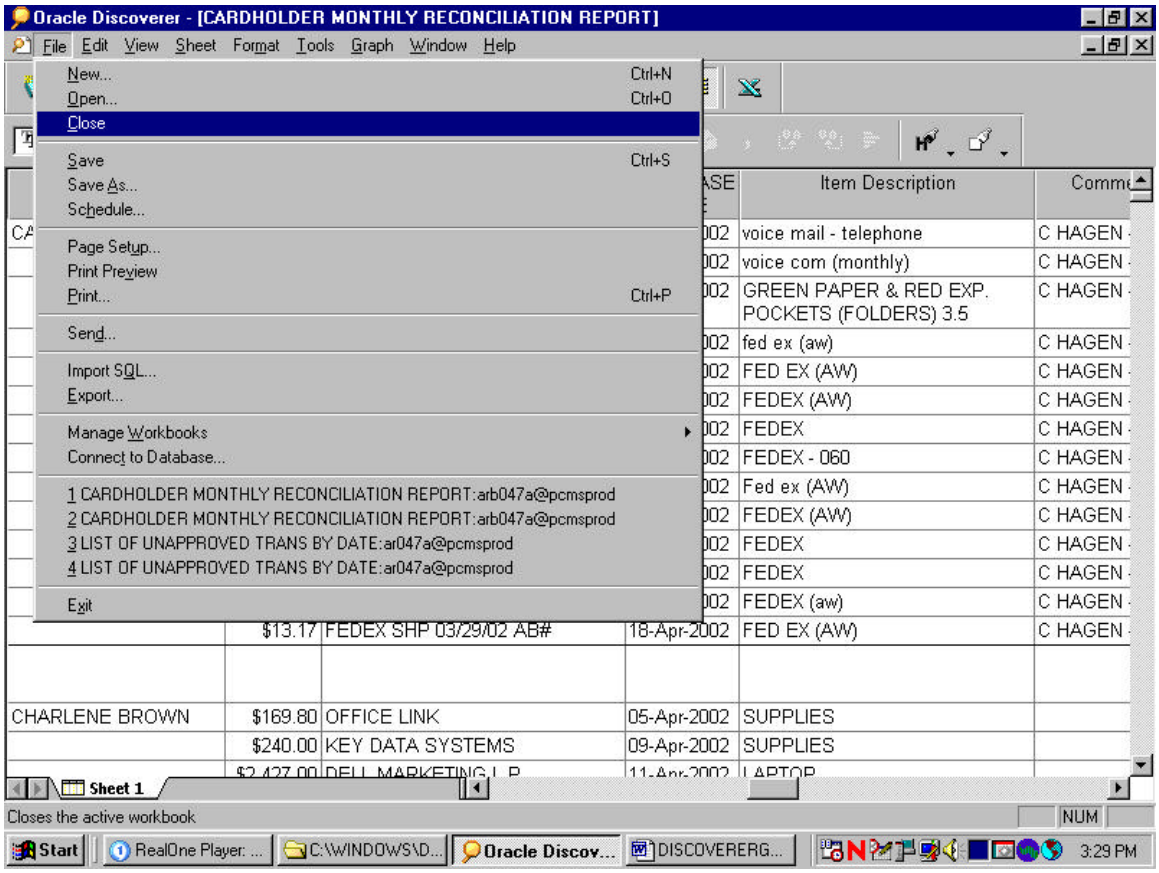
Step 2.10 – Closing the Report



Click on “file”.

If you are done, click on “exit” to get out of Discoverer.

If you are continuing to the next report, click on “close”.

Click on the “folder” to transition to the next report.

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