

PROCEDURES

FOR MACVIP Users

Reports

May, 2008

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Reports Overview

MacViP delivers a variety of reporting tools that are available to the user. For Managers these are:

1. **Custom Reports**: Reports that have been developed according to the requirements of the university.
2. **Advanced Search**: Search function whereby the user has access to searching the database based on search criteria

Executing Custom Reports

1. Executing Custom Reports

Custom reports are reports that have been developed to meet the requirements of the university. These reports have been set up to run against either a Simulated pay (a preliminary pay, which is run by Payroll on Tuesday morning) or an actual pay, which has been run by Payroll.

The Run of Hours Simulated Pay is run by either Managers or Time Approvers on Tuesday of pay processing week, in order to ensure that all employees have been paid and that the hours that have been processed are correct. **Note:** For Graduate Studies payroll, this report is available on the Friday before the following Thursday payday.

Input(s):

Most of the custom reports have a parameter menu, which will require some form of intervention from the user.

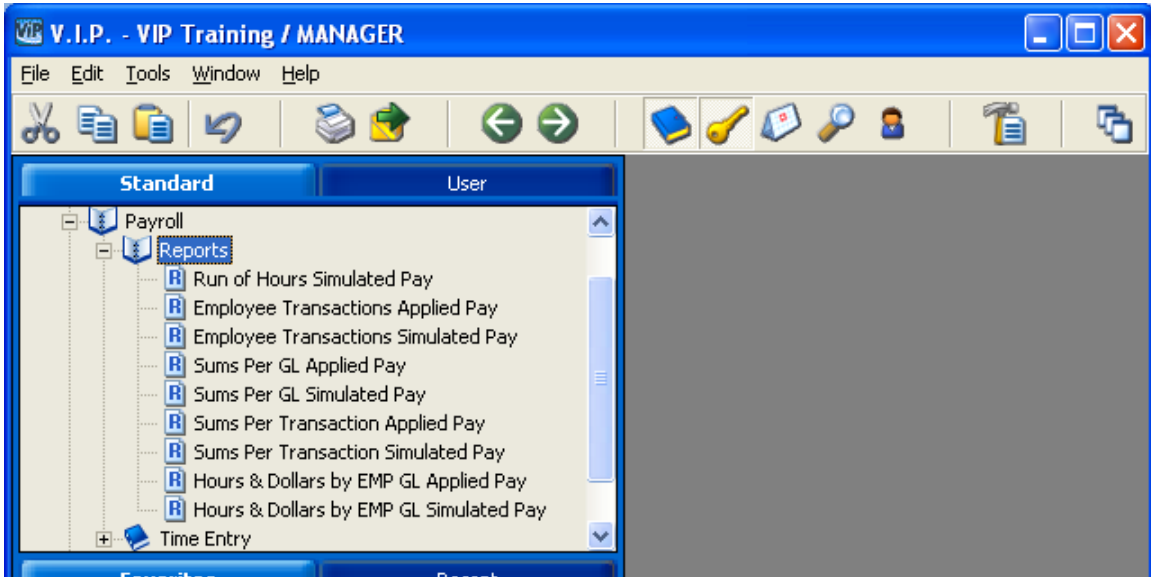
Output(s):

The custom report

Path:

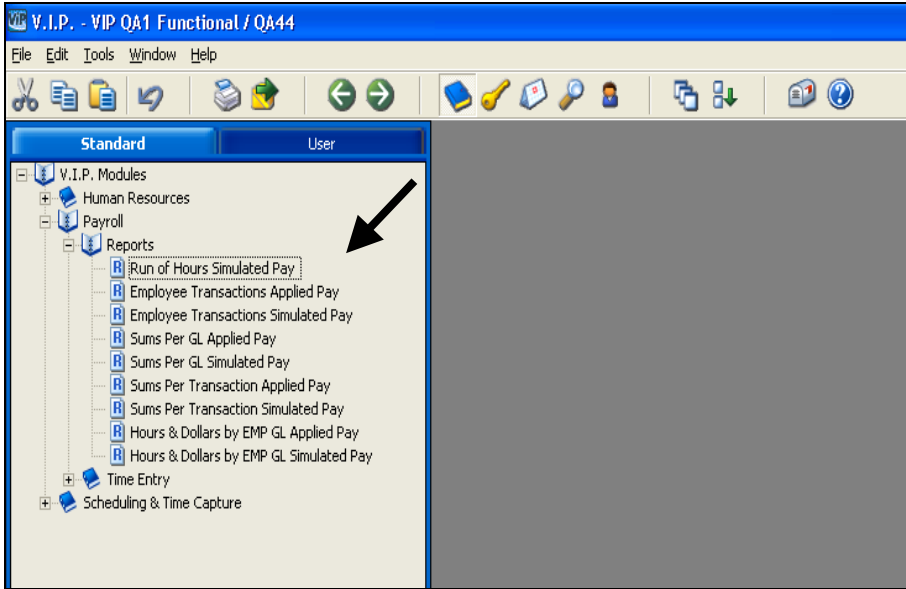
VIP Modules > Payroll > Reports > (series of custom reports)

Screen(s):



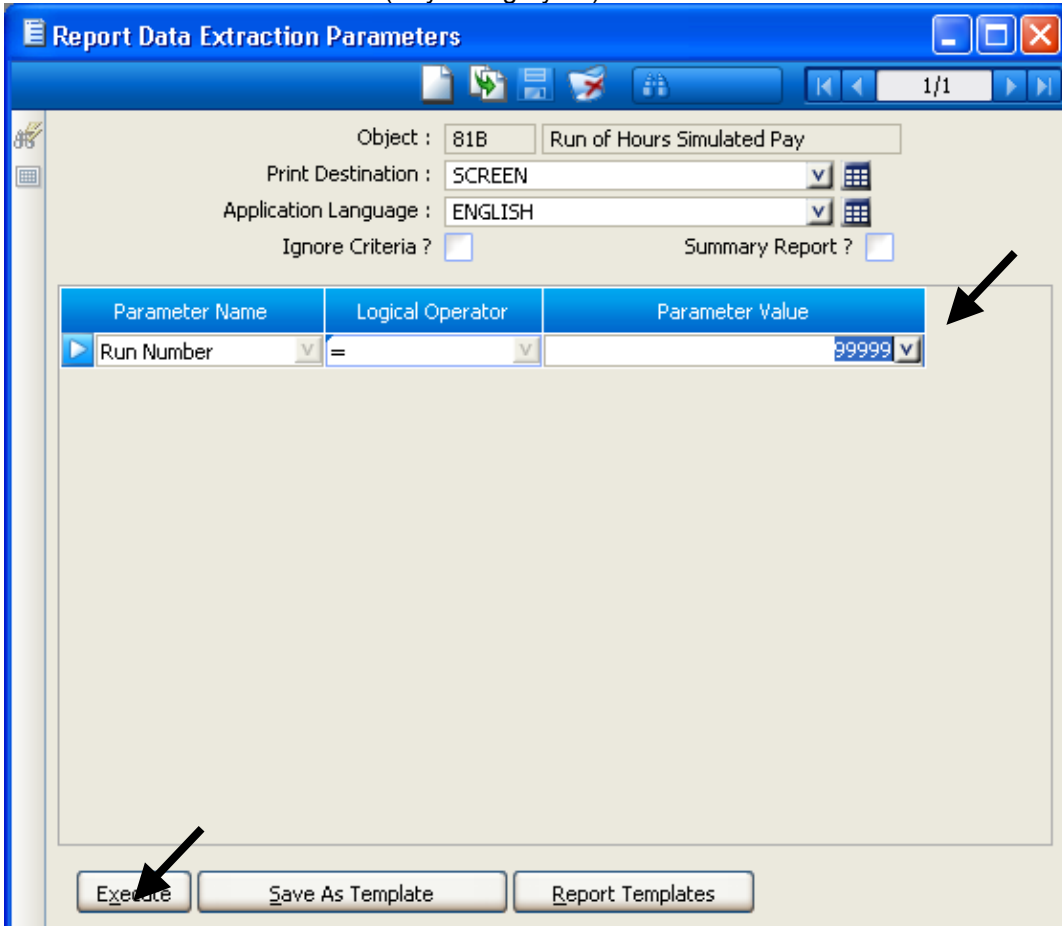
Steps:

1. Access the applicable report by single clicking on the report name. For our example we'll use the Run of Hours Simulated Pay Report. The following screen appears.



2. Enter the parameter value as:

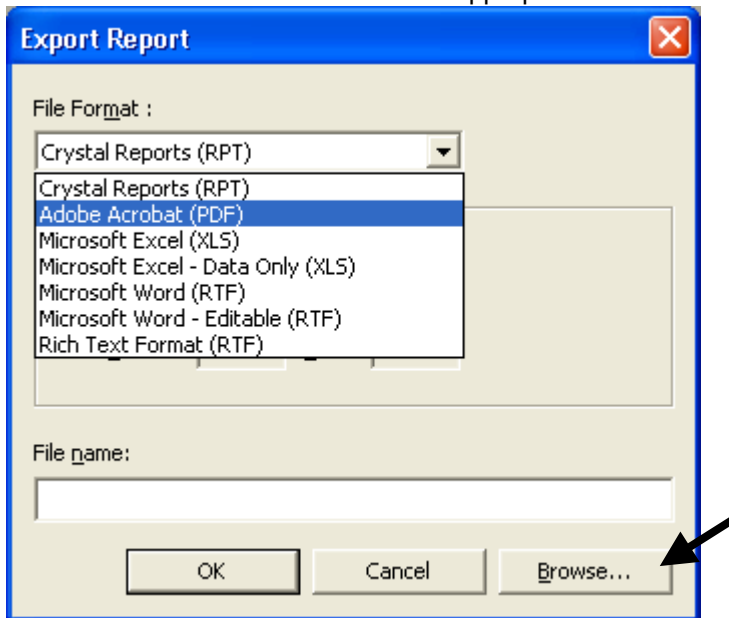
- 99999 – Bi-Weekly employees pay run (Pay Category 01)
- 99998 – Bi-Weekly Faculty (Pay Category 02)
- 61000 – Graduate Studies pay run – Monthly (Pay Category 10)
- 99997 – Affiliates (Pay Category 05)



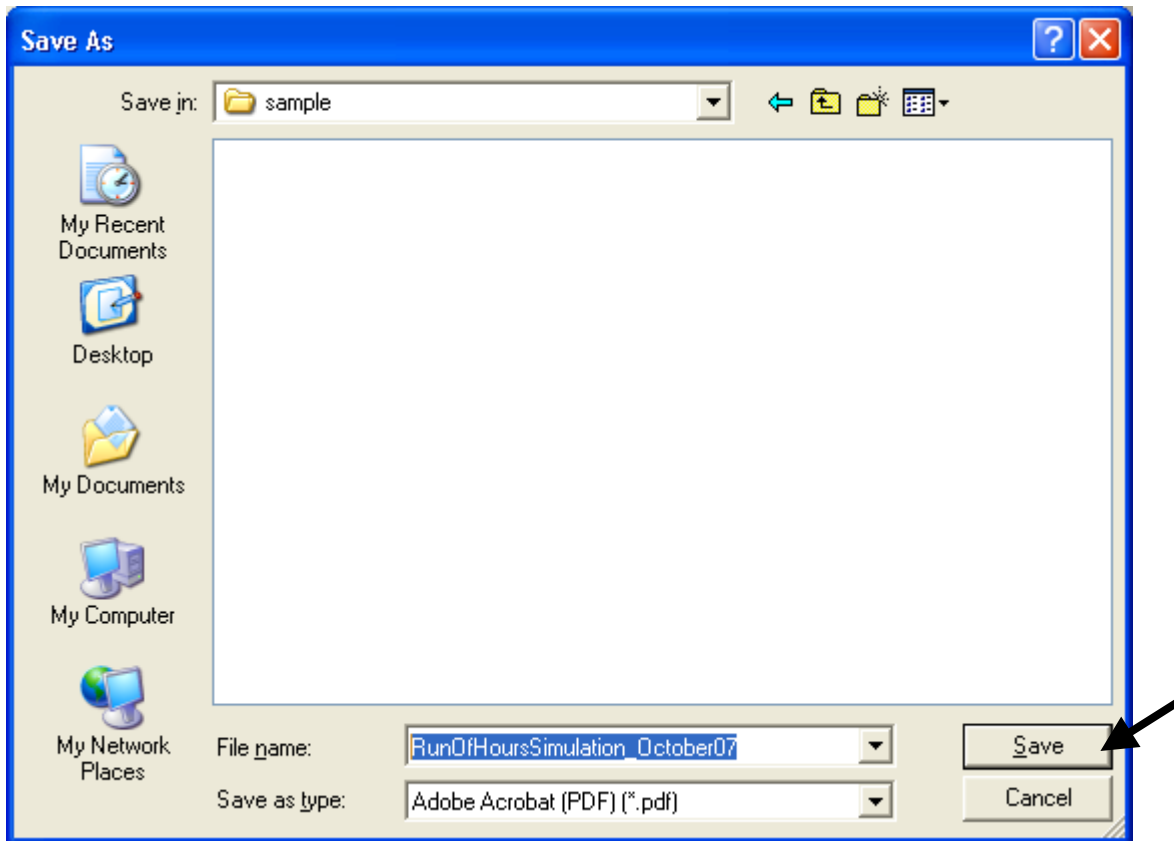
3. Click on the Execute button.
4. Click Export Report icon.



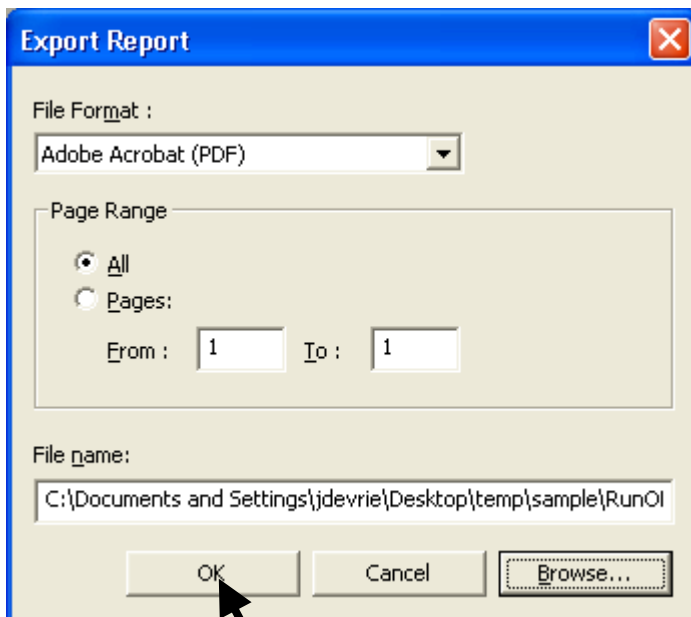
5. Select PDF file format. Browse to appropriate file location.



6. Click on Save.




7. Name the file, and select ok.



8. You can then choose to open up the file using the Report Viewer Export.



Note: When you are running a report against the Applied Payroll, you will need to enter a Pay Number, which you can get from the payroll web page:
http://www.mcmaster.ca/bms/pdf/roll_25_2007.pdf

To execute multiple pay numbers, click on the duplicate record button , and then enter the Pay Number.

Some of the custom reports (ie Run of Hours for the Simulation Pay) have a **drill down** feature. To use this function you double click on a line to view the detailed records summed up on the report (this applies mainly to Physical Plant where there are multiple records against different work orders for one transaction by dates). To exit the drill down, click the preview tab or click the small "x" in the top right corner beside the words "business objects"

Executing Queries

2. Executing Queries

The search functionality provides a quick and easy way to locate any fields that are available from any screen.

Input(s):

To perform a search, enter the selection condition(s) in the appropriate field(s), and execute the query

Output(s):

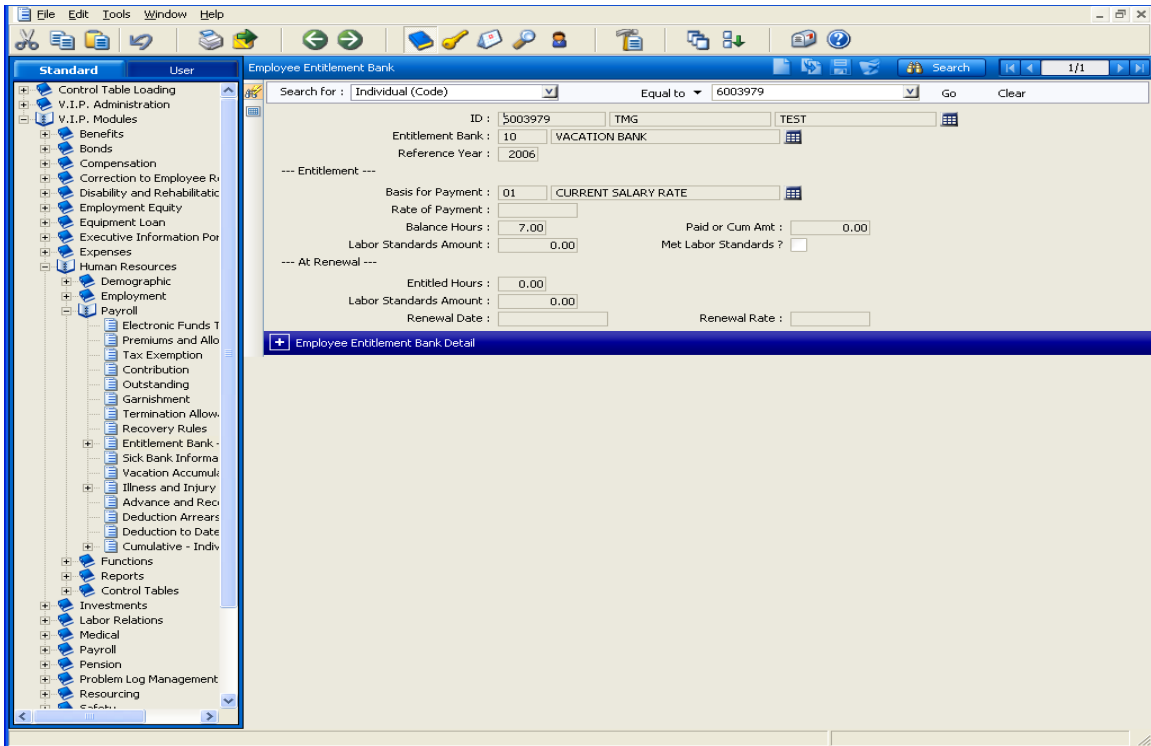
The query will return the list of all menu items that meet the search criteria that you have specified.

Path:


Any module in the VIP that has the search capability

(ie) VIP Modules > Human Resources > Payroll > Entitlement Bank - Employee

Screen(s):



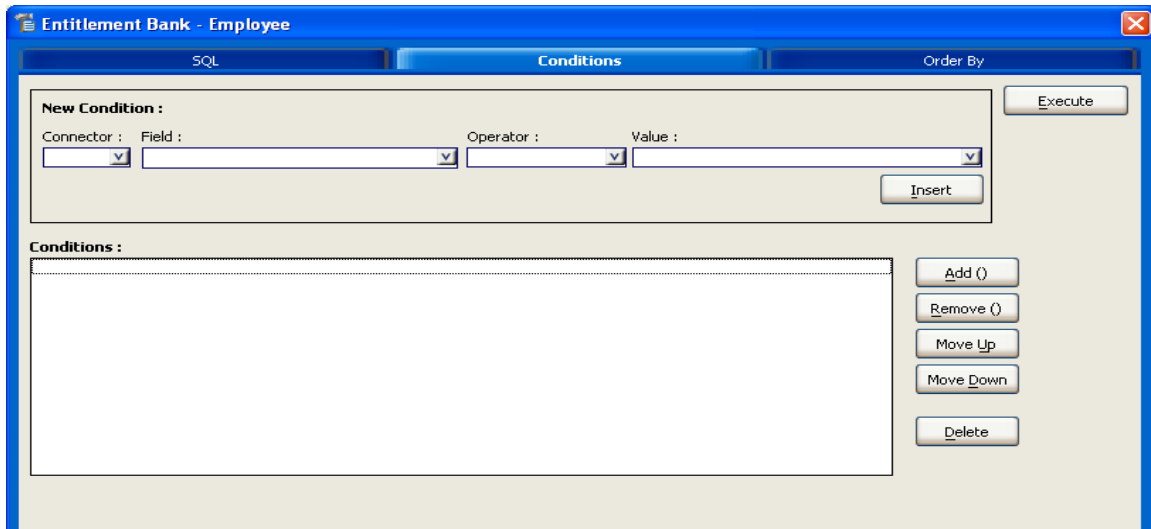
Steps:

1. Access “**Employee Entitlement Bank**” screen.
2. Click the “**Search**” icon button.
3. Go to the applicable field to perform a search. (ie) Click on the Entitlement Bank field and select from the drop the value “10- vacation bank”
4. Click “**Go**” button.
5. A list of all employees that meet the search requirement will be displayed.
6. To view one record at a time can click on the scroll button on the top right hand side OR can click on the multiple record  on the left side. This will give a listing off all employees/records that have met this search criterion.

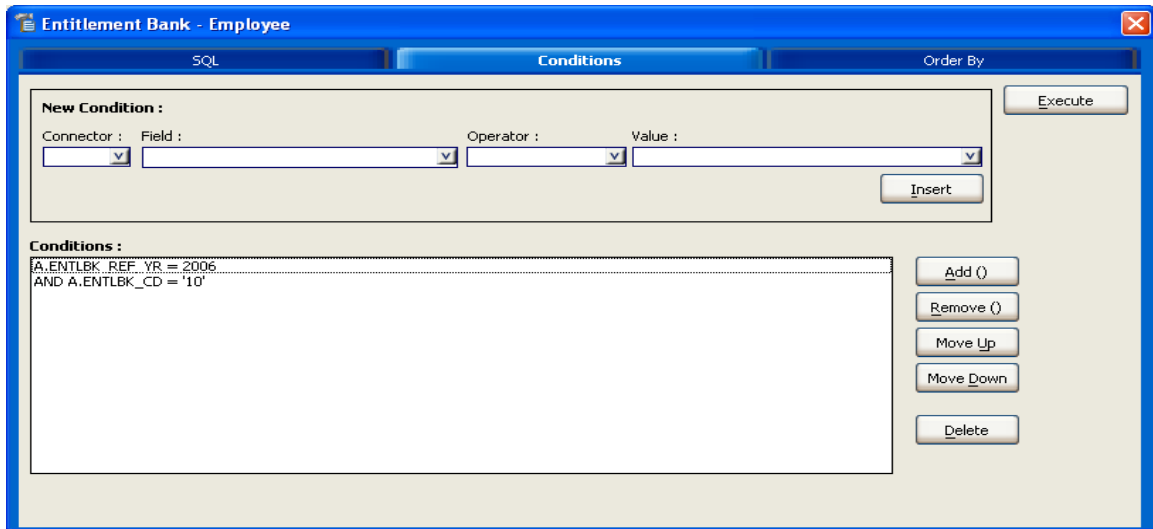
To further refine the search you will want to use the Advanced Search

Steps:

7. Access “**Employee Entitlement Bank**” screen.
8. Click the “**Search**” button.
9. Click the “**Advanced**” button
10. The following screen will appear.



11. Select from the “**field**” drop down list the field that needs to be searched on
12. Move to the “**Operator**”, and select from the drop down list
13. Move to the “**Value**”, and type or select from the drop down list
14. Click “**insert**”




15. To add multiple search criteria, repeat steps 11 – 14
16. Once completed click “**Execute**”
17. The query is executed and the results are displayed.

Export from MacVIP to Excel


3. Export from MacVIP to Excel

This functionality allows you to export the results from MacVIP into an Excel format. This process can be executed from a search mode or from a report format.

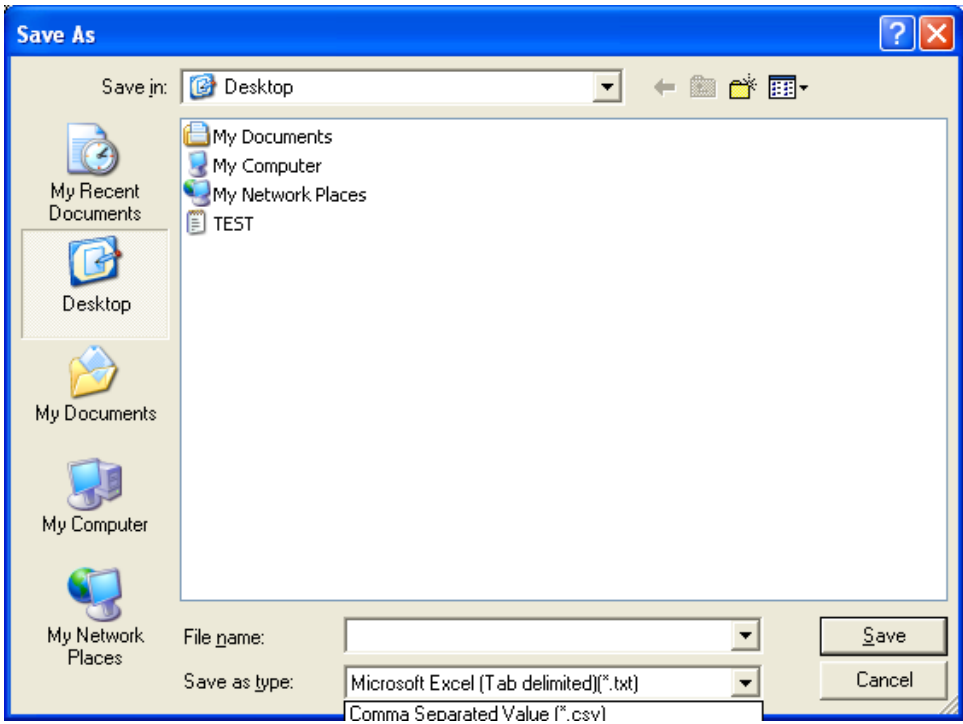
Within a Screen:

In any screen a search can be performed. Click on the multi record button . The view will display all the records found based on your search.

To create an Excel file:

1. Click **File** (top left corner) or use the icon on the tool bar 
2. Click **Export Data**
3. The “**Save As**” screen will appear.
4. Select the “**Save In**” area to save the file
5. Click on “**Save as type**” and select “**Microsoft Excel (tab delimited)**”
6. Enter a **file name**
7. Save file
8. Close screen

Screen(s):



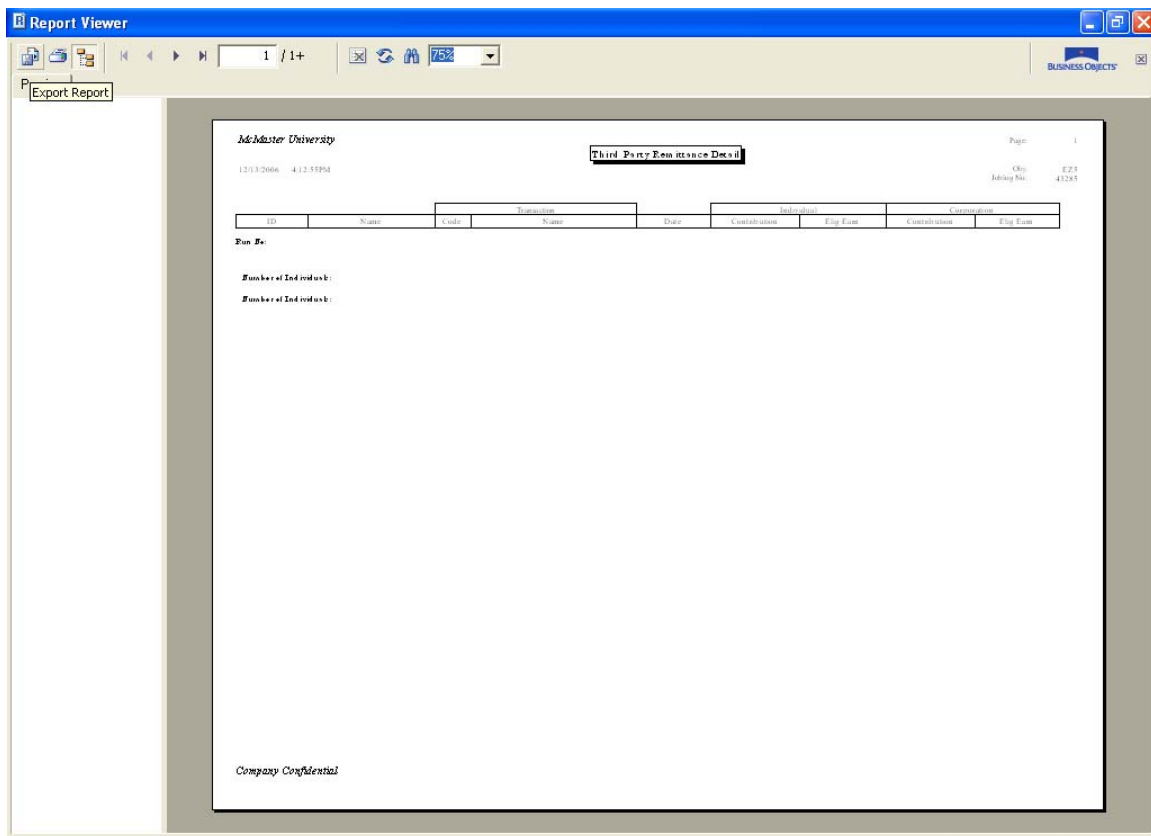
The file is now in excel format and be retrieved through Excel.

Within a Report Viewer Screen:

In any report viewer screen can print or create an electronic copy. These steps are done after the report has been executed

To create an electronic copy:

1. Click **“Export Report”** icon (top left corner)
2. Select **“Microsoft Excel”** under **“File Format”**. **Note:** To prevent the small rows, which are inserted between the names on the report (which causes issues when you use the Auto Filter), you can choose MS Excel – Data Only. This removes the spaces. You will lose your headers, but you can enter those manually.
3. Click on the **“Browse”** button to locate folder for saving file
4. Enter a **file name**
5. **Save** file
6. Close screen

Screen(s):


The screenshot shows the 'Report Viewer' application window. The 'Export Report' dialog box is open, displaying the 'File Format' dropdown menu with 'Microsoft Excel' selected. The background report content includes the following table structure:

ID	Name	Code	Transaction Name	Date	Individual Contributions	Corporation Contributions
<p>For #:</p> <p>Number of Individuals:</p> <p>Number of Individuals:</p>						

At the bottom of the report content, it says 'Company Confidential'.

**Important**

It is important to remember to be very careful when exporting data from MacViP to an Excel spreadsheet. Remember to keep the information secure and do what is necessary to ensure that the data is not viewed by anyone who would not normally have access to the information. Data with personal or payroll information should not be e-mailed.