

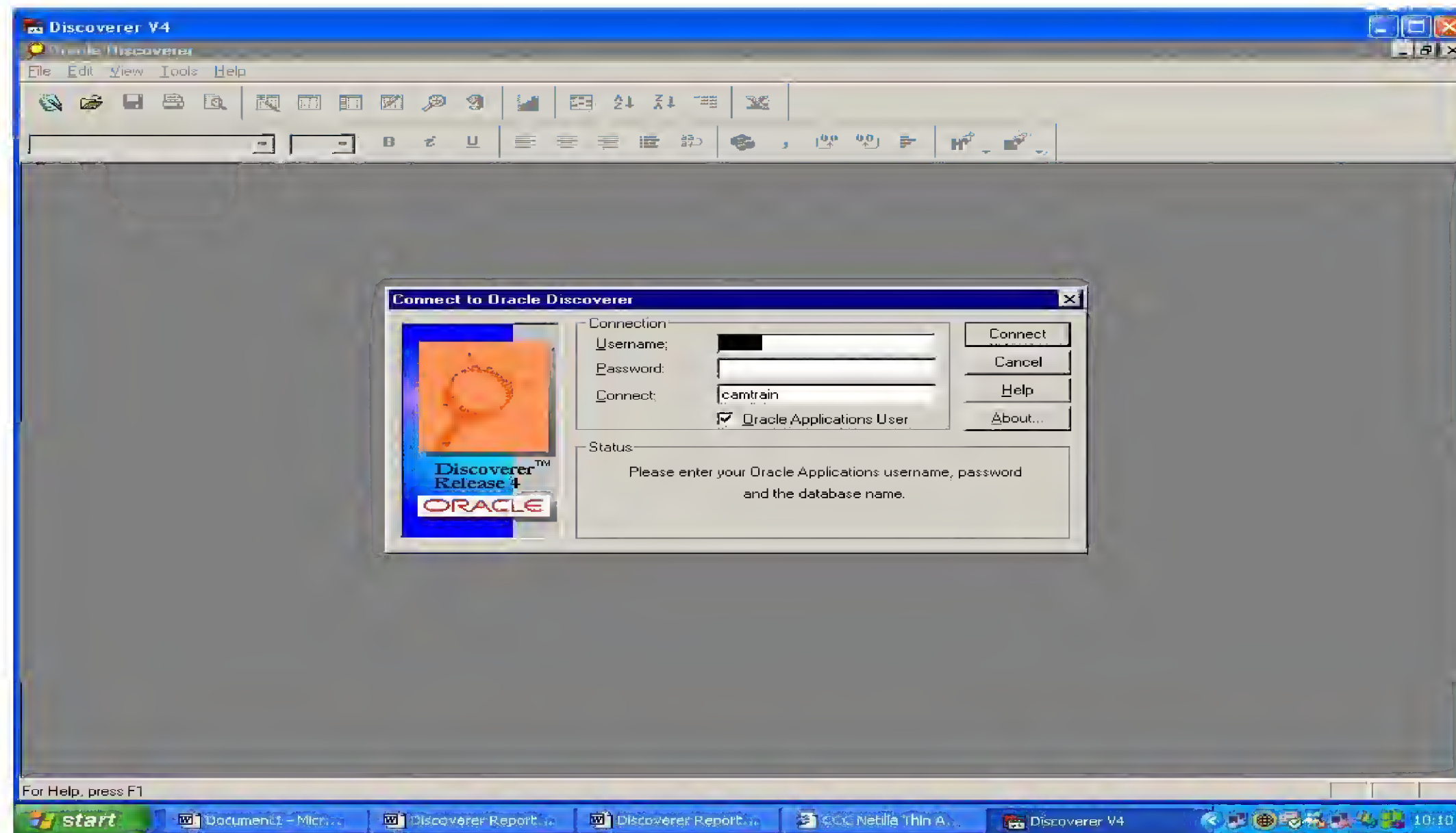
## Discoverer Reports

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## Getting started

Double click on the Discoverer icon on your desktop.

You will then be presented with the following screen:

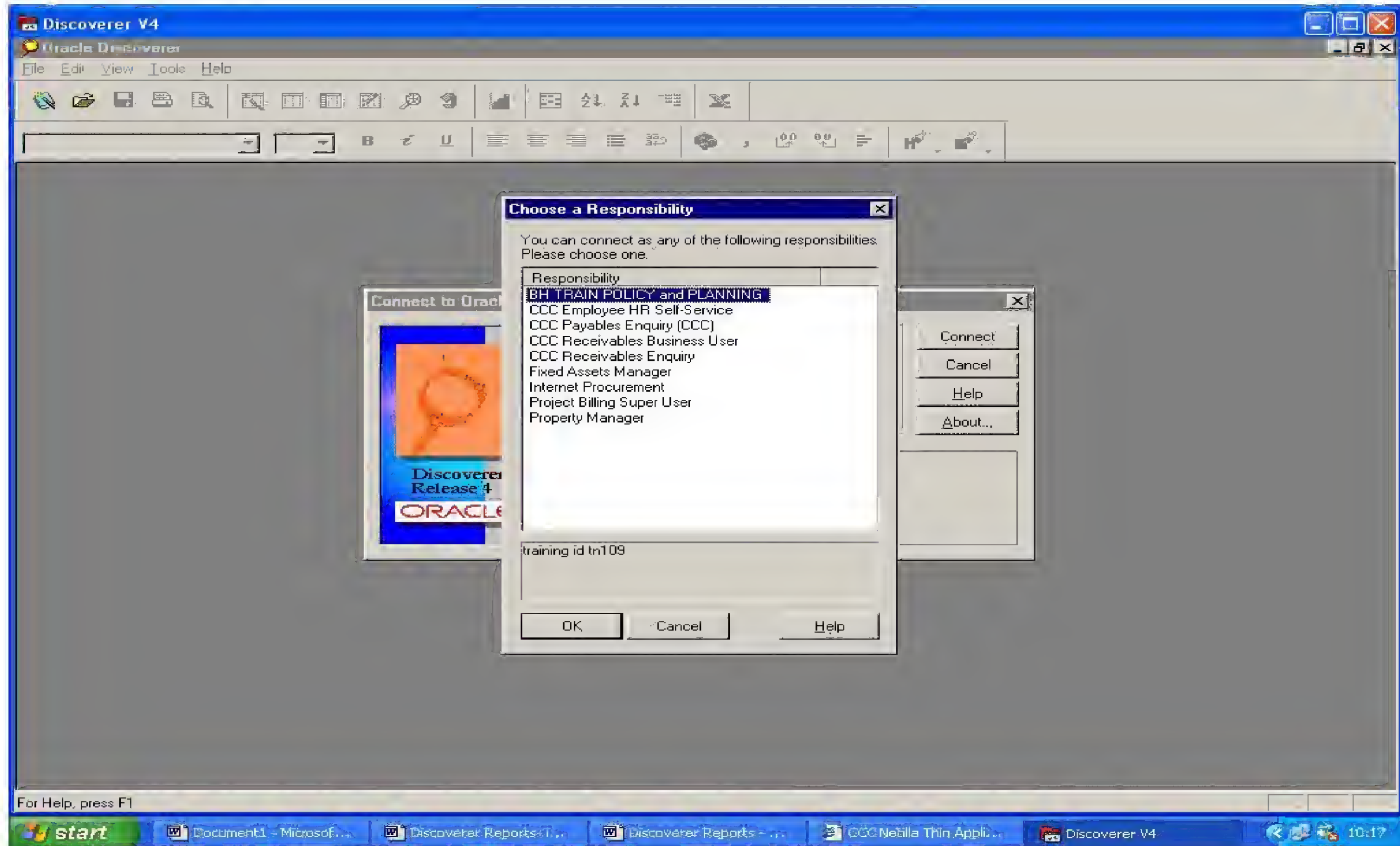


Type in your username and password (NB: your username and password will be the same as you use on Oracle eBusiness Suite). Ensure that the "Connect" field has "camprod" written in it and that the "Oracle Applications User" box is tick  
Click on the **Connect** button.

## Responsibilities Screen

Having logged on, you will be presented with the Responsibilities screen. The list of responsibilities displayed will vary according to your system access rights.

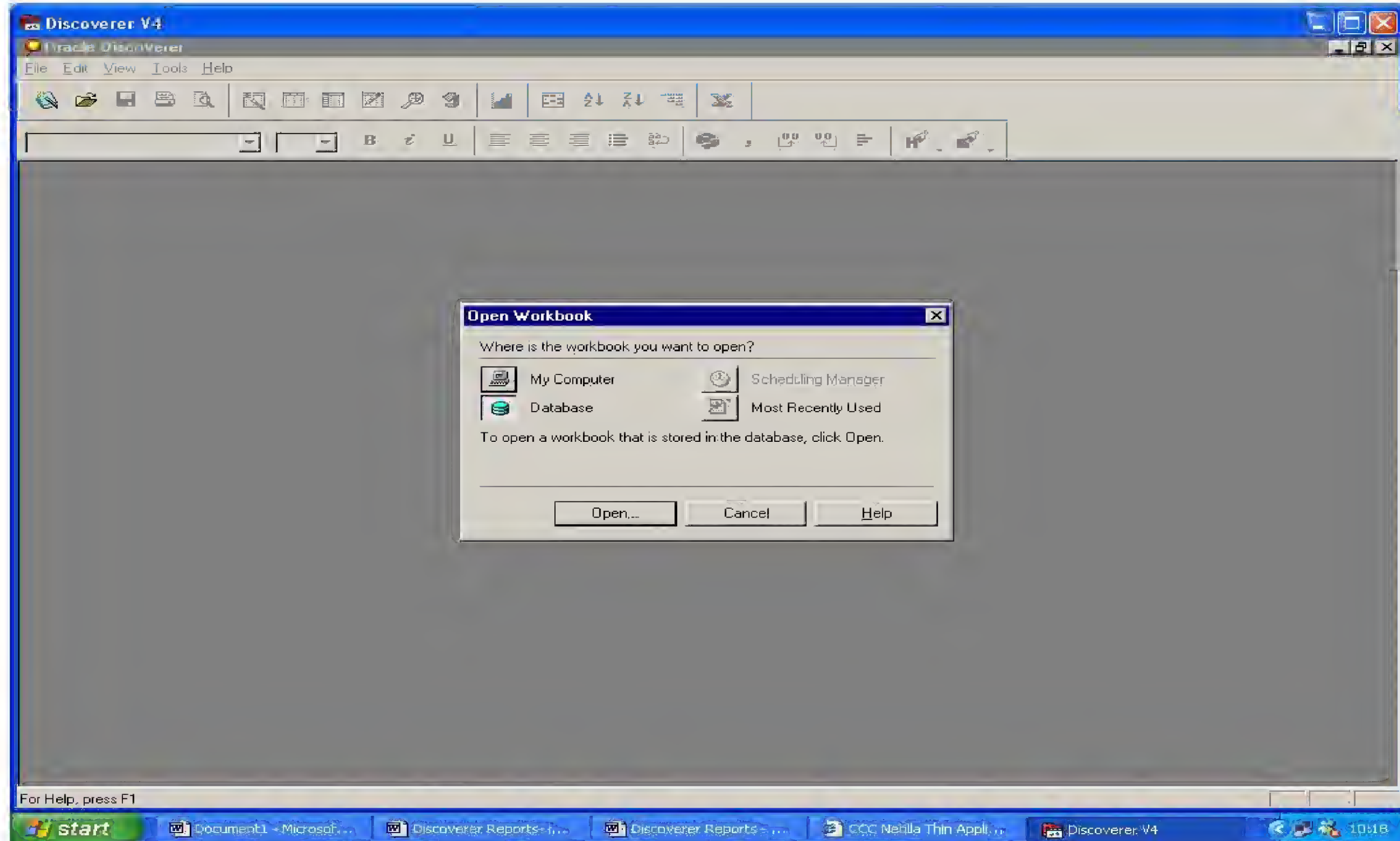
You will need to access the report through your BH GL responsibility. So click and highlight your GL Responsibility ( i.e. BH..... ) and click OK.



You will then be connected to the database.

## Opening the workbook

You will be presented with the “Open Workbook” screen.



Click on the **Database** button and click **open**

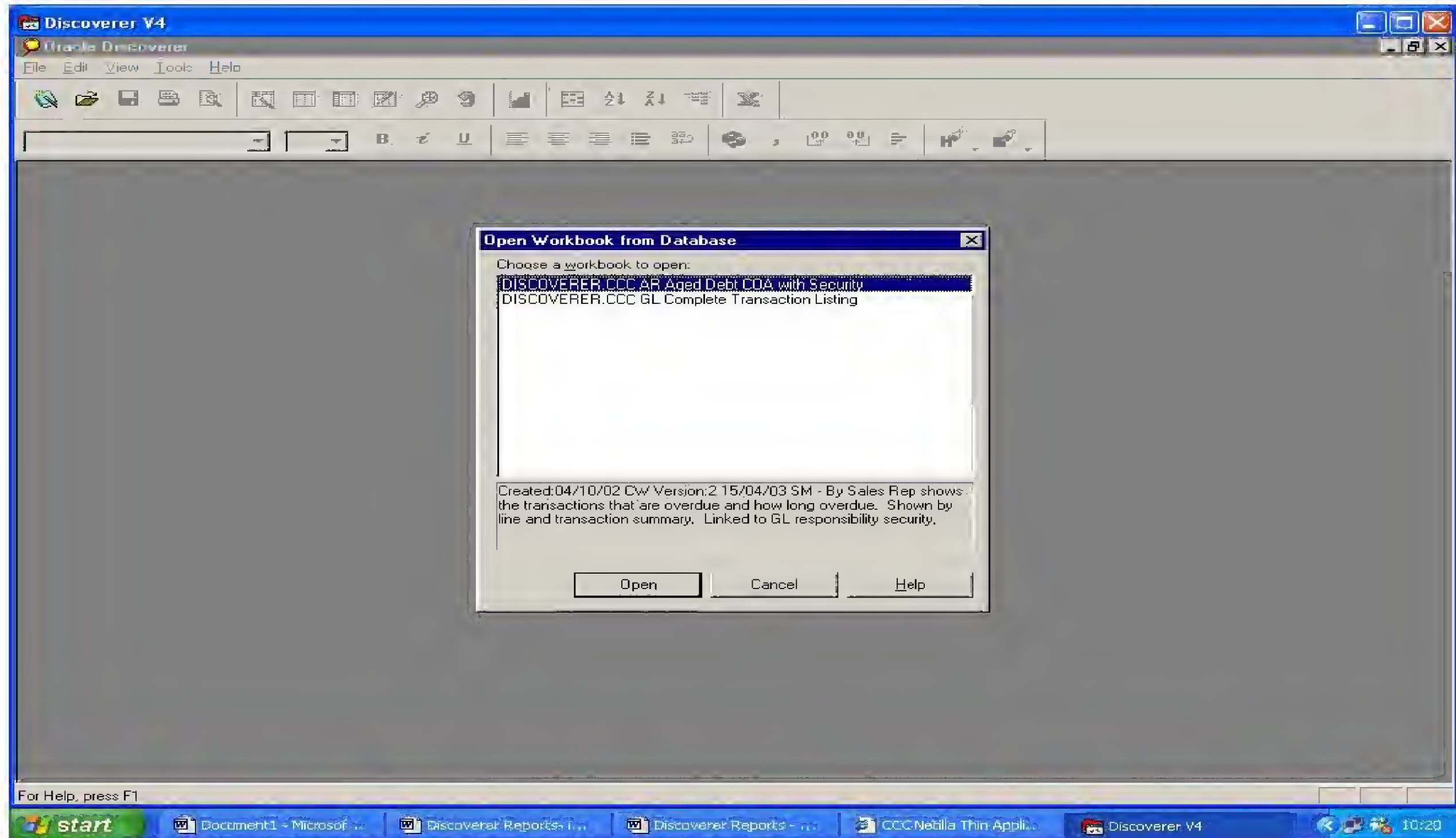
You will then be presented with a list of Discoverer workbooks, which you have the access rights to open.



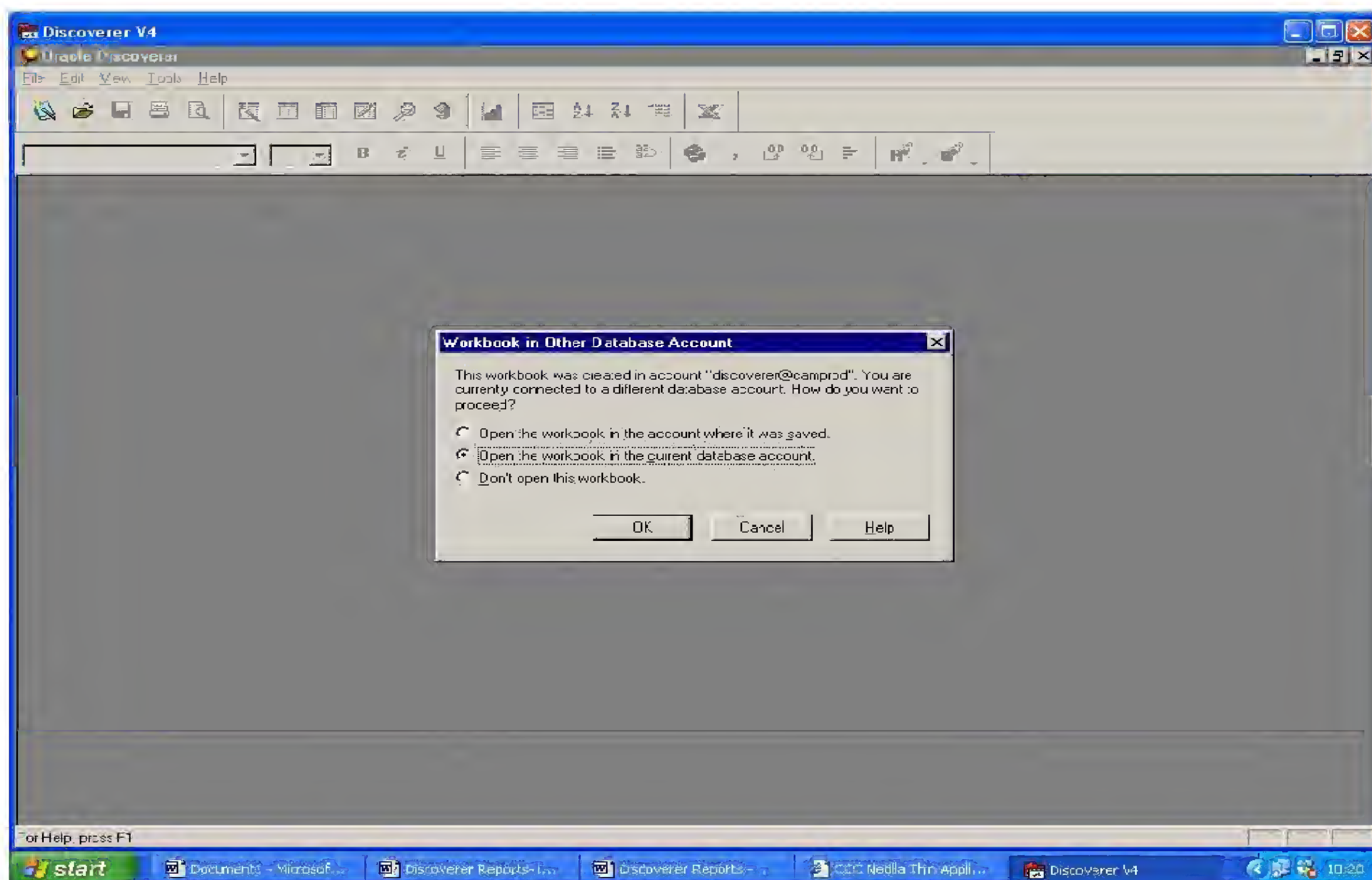
## Selecting the Workbook from the Database

### Aged Debt Report

From the list find the **DISCOVERER AR Aged debt COA with Security** workbook and click on it to highlight it. Click on the **Open** button to open the workbook.



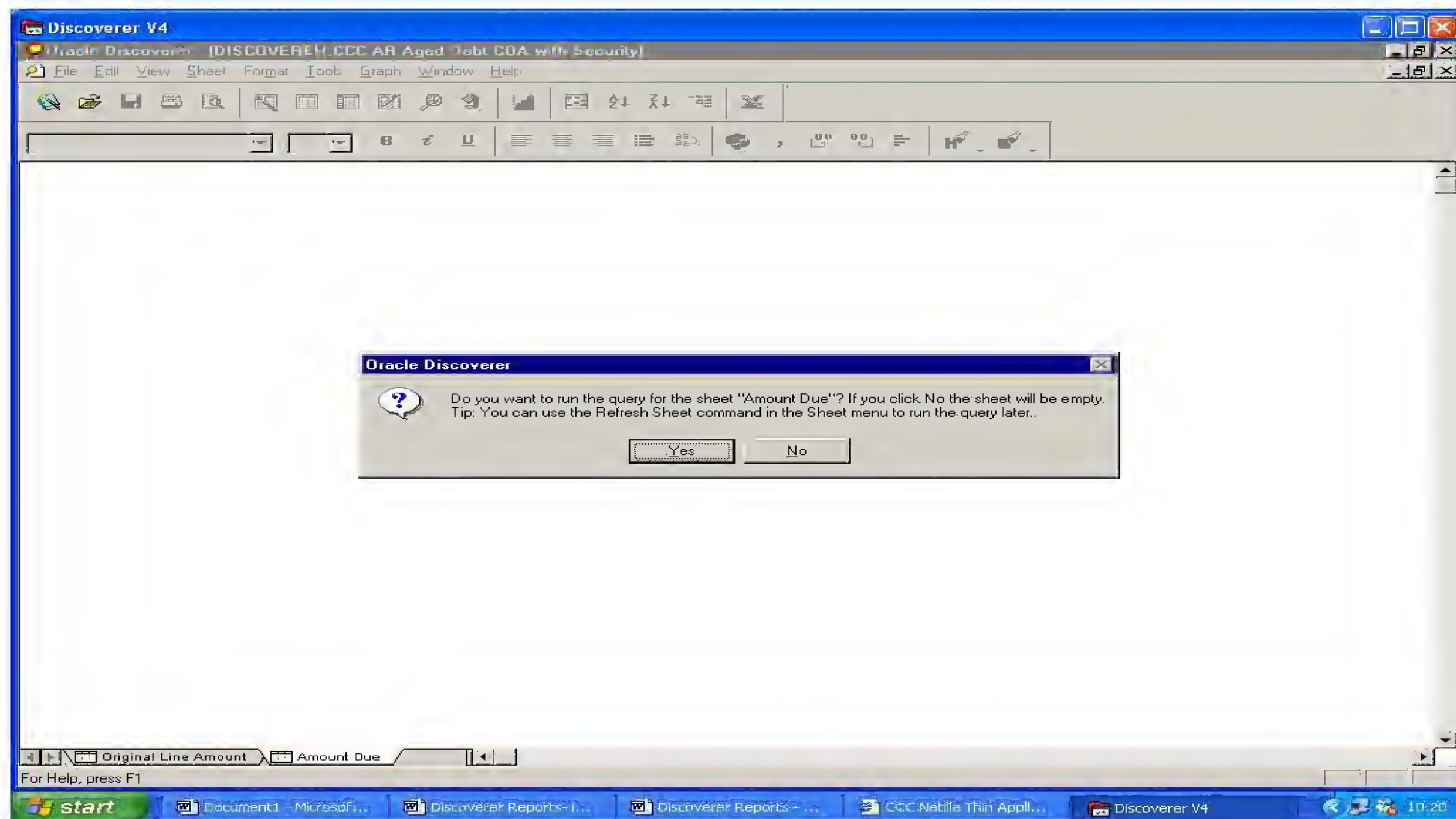
You will then be presented with the following screen:



## Month end Processes

When opening, the box should default to the “Open the workbook in the current database account”. Ensure that the button next to this option is selected and click on **OK**

You will then be presented with the following question box; the sheet you need to run is the “Amount Due” sheet, so click **YES**.



## Running the report



## Month end Processes

The report will then begin running and you will see a red bar move across the Progress box in the centre of your screen.

After a few minutes the loading will be complete and the workbook will open on your screen.

The screenshot shows the Oracle Discoverer V4 interface. The title bar reads 'Oracle Discoverer - [DISCOVERER.CCC AR Aged Debt COA with Security]'. The main window title is 'Cambridgeshire County Council CCC AR Aged Debt COA With Security'. Below the title, it says 'Report Run: 30-AUG-05 At 10:55:14 AM' and 'Page: 1 of: 1'. A dropdown menu shows 'Sales Rep: P814 Training Only Stationary Purchase'. The main table has the following columns: Customer Name, Trx Number, Invoice Description, Debt Status, Amount Due Remaining, Current, Up To 1 Month Overdue, 1-2 Months Overdue, 2-3 Months Overdue, 3-6 Months Overdue, 6-12 Months Overdue, and Over 12 Months Overdue. The table contains several rows of data, including a 'Customer Total' row. At the bottom, there are two tabs: 'Original Line Amount' and 'Amount Due'. Numbered callouts 1 through 12 point to various UI elements as described in the list below.

The Aged Debt COA screen shows the following information:

1. Toolbar
2. Sales Rep Selection Box.
  - By clicking on the downward triangle in the field, select the desired Sales Rep you want to query on and data will be returned
  - Users without security will have a selection of all CCC Sales Rep codes
3. Customer name
4. Invoice number
5. Invoice description
6. Debt status
7. Total amount due
8. Debt Age Bucket
9. 3-6 Month Old Debt Bucket
10. Debts in excess of 6 months old
11. Line Amount Worksheet Tab (You should not need to use this worksheet)
12. Amount Due Worksheet Tab (when opening, the report will default to this worksheet)

## Exporting Data to Microsoft Excel

In order to manipulate the data and present it in a format of your choosing, you may wish to work on the data in Microsoft Excel.

Before exporting the data, you must put it in a format that will make manipulation in Excel as easy as possible. Where a customer has a number of outstanding invoices the Customer Name is displayed on the first invoice. In order to ensure that when the data is exported to Excel it displays the customer name against every invoice (otherwise when sorting in Excel data may become disorganised) you must group-sort the data.

To group sort, right click on the Customer Name heading and you will be presented with the following box:

Cambridgeshire County Council  
CCC AR Aged Debt COA With Security

Report Run: 30-AUG-05 At: 10.55.14 AM

Page: 1 of: 1

Page Items: Sales Rep: P814 Training Only Stationary Purchase

Customer Name	Trx Number	Invoice Description	Debt Status	Amount Due Remaining	Current	Up To 1 Month Overdue	1 - 2 Months Overdue	2 - 3 Months Overdue	3 - 6 Months Overdue	6 - 12 Months Overdue	Over 12 Months Overdue
		Course - Grafham	New Debt	280				280.00			
		Canoeing and Ra	New Debt	280			280.00				
			New Debt	280			280.00				
		canoeing and raf	New Debt	280			280.00				
		Canoeing and Ra	New Debt	280		280.00					
				<b>Customer Total: 1400</b>							
		30% salary/trave	New Debt	2483			2,487.50				

Left click on **Group Sort**, all of the Customer names will be filled in. The data is now ready to export



## Month end Processes

Discoverer V4  
Oracle Discoverer - [DISCOVERER.CCC AR Aged Debt COA with Security]

File Edit View Sheet Format Tools Graph Window Help

Cambridgehire County Council  
CCC AR Aged Debt COA With Security

Report Run: 30-AUG-05 At: 10:57:27 AM

Page: 1 of 1

Page Items: Sales Rep: P814 Training Only Stationary Purchase

Customer Name	Trx Number	Invoice Description	Debt Status	Amount Due Remaining	Current	Up To 1 Month Overdue	1 - 2 Months Overdue	2 - 3 Months Overdue	3 - 6 Months Overdue	6 - 12 Months Overdue	Over 12 Months Overdue
	10081309	Course - Grafham	New Debt	280				280.00			
	10081356	Canoeing and Ra	New Debt	280			280.00				
	10081357		New Debt	280			280.00				
	10081382	canoeing and raf	New Debt	280			280.00				
	10081391	50% salary/trave	New Debt	2488			2,487.50				
	10081412	Canoeing and Ra	New Debt	280		280.00					

Original Line Amount Amount Due

start Discoverer Reports-1... Discoverer Reports +... CCC Netilla This Appl... Discoverer V4 10:57

The easiest way to export to Microsoft Excel is to click on the Excel button on the toolbar (see above)

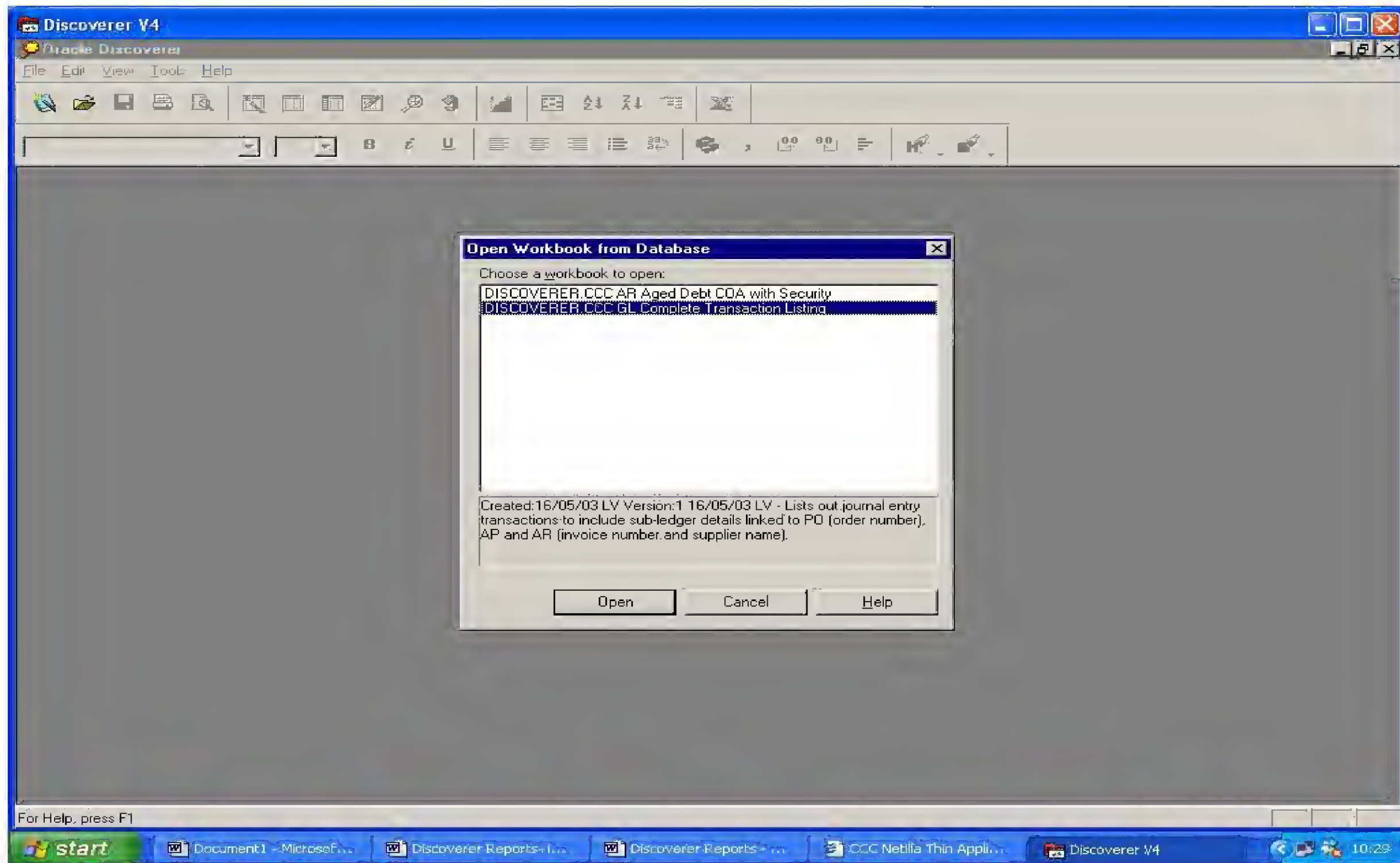
Having clicked this button you will be prompted to choose where you wish to save the Excel spreadsheet containing the data. It should automatically default to the Discoverer folder on your computer's C Drive. It is not advisable to save your file here; it is more advisable to save the file on the network in either your own home directory or your departmental directory.

When saving the file, use a name you can recognise in future when finding & opening the file. It is advisable to save the file as "CCC AR Aged Debt COA today's date"

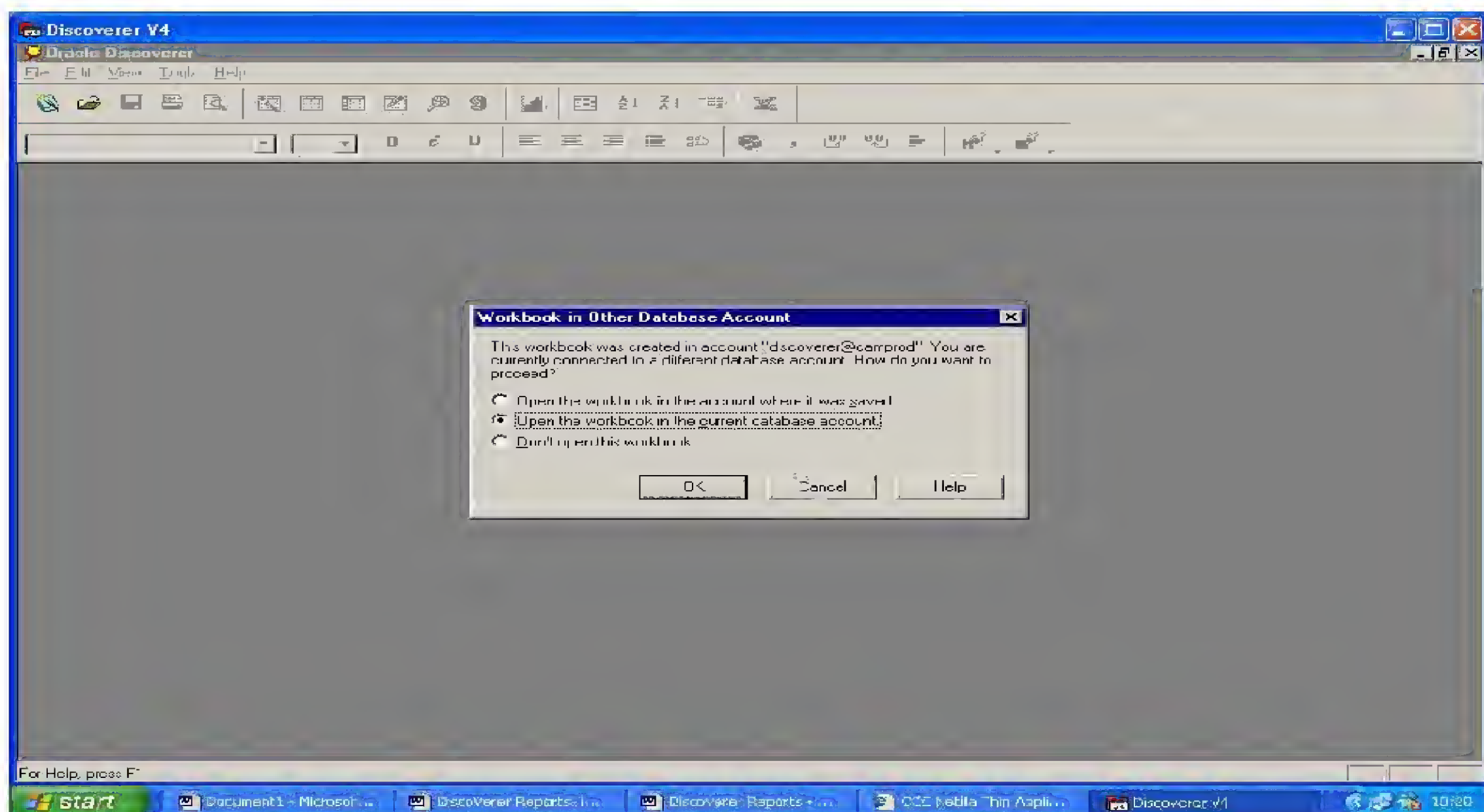
**Please note:** When exiting out of Discoverer, if you are prompted to save any changes, **DO NOT** click "Yes" and save the changes made!

## The General Ledger Transaction Report

From the screen “Open Workbook from Database”, choose the **DISCOVERER CCC GL Complete Transaction Listing** option and click open.



You will then be presented with the following screen:



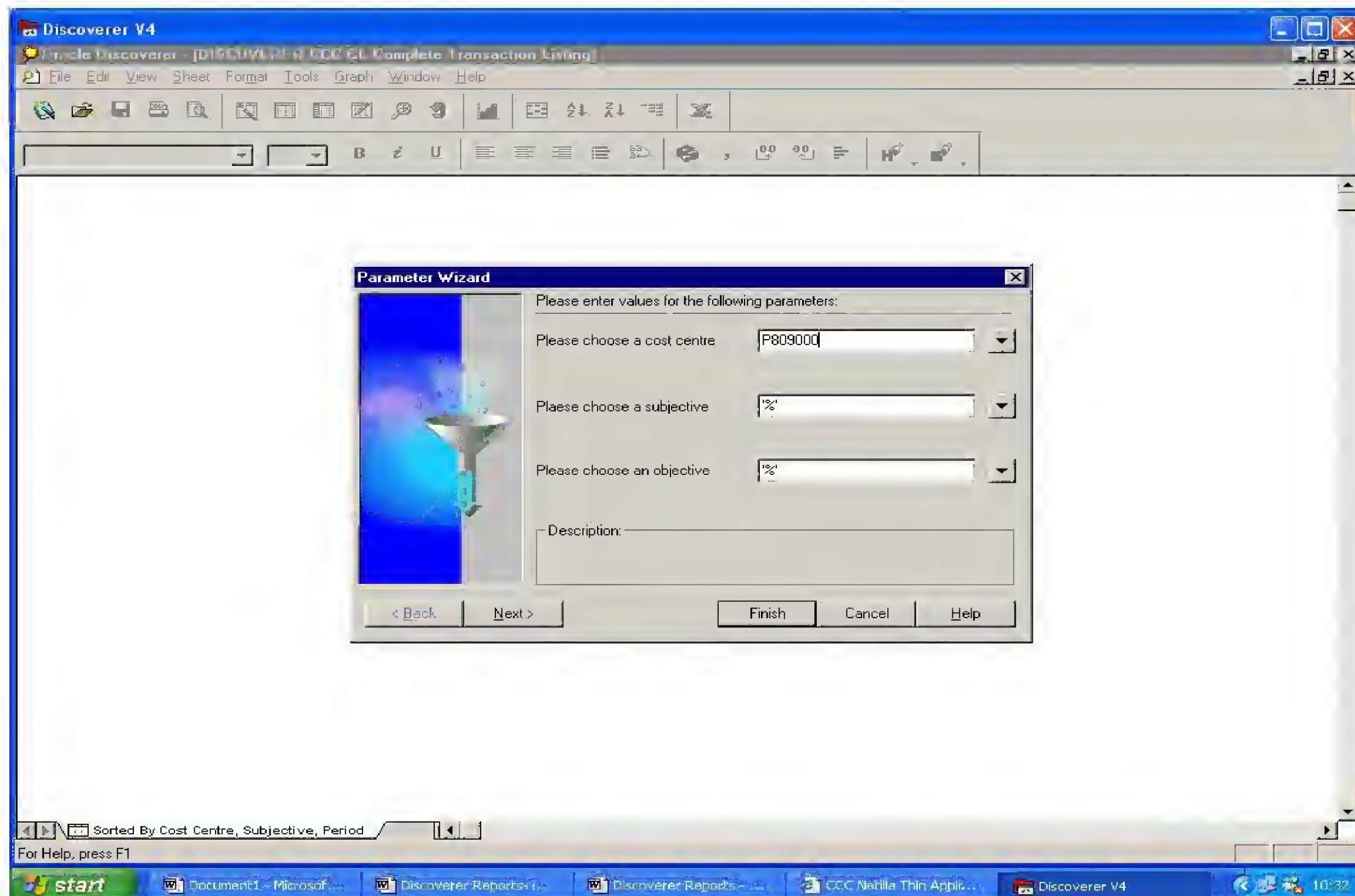


## Month end Processes

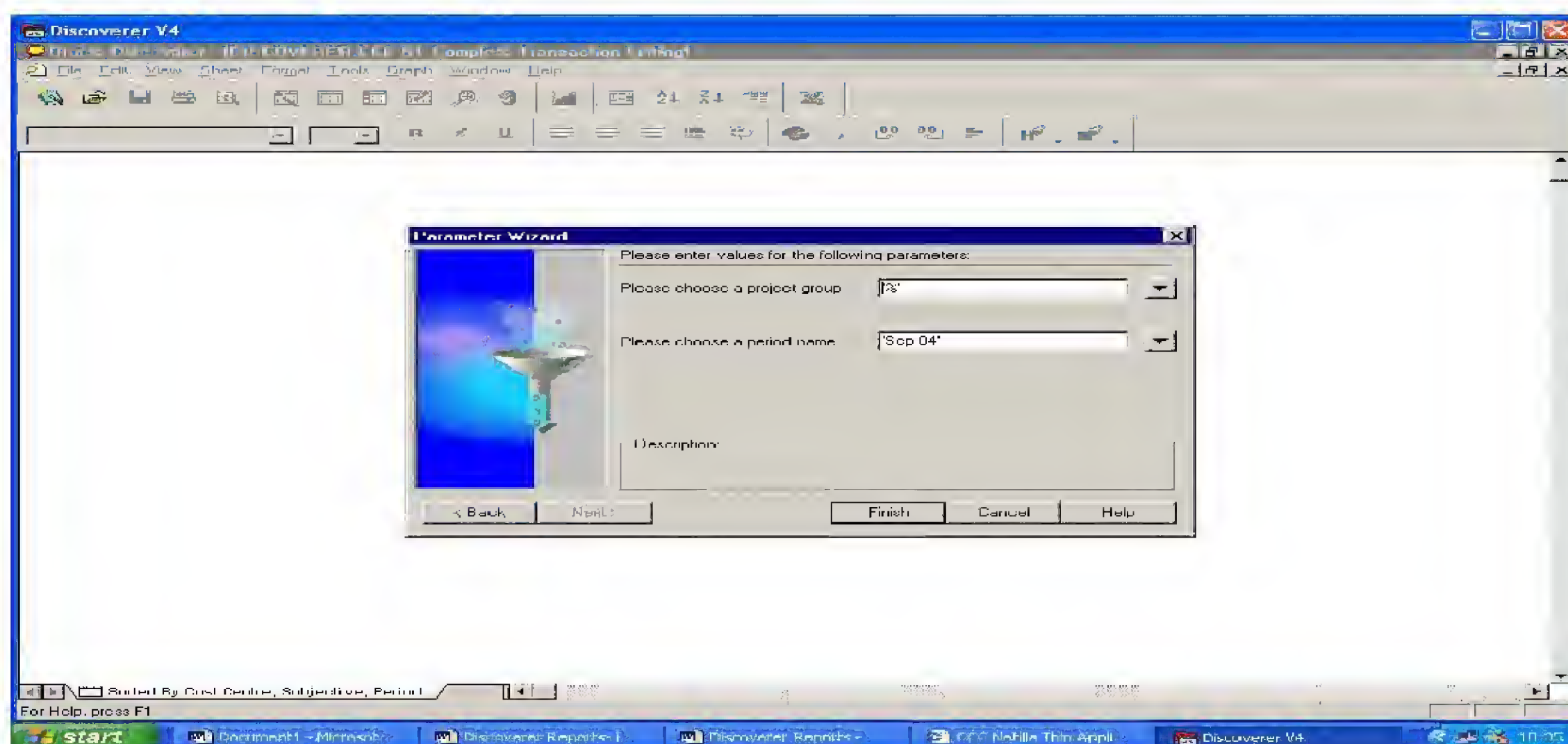
When opening, the box should default to the “Open the workbook in the current database account” Ensure that the button next to this option is selected and click on **OK**.

You will then be presented with the following question box, the sheet you need to run is “Sorted by cost centre, subjective, period”, so click **YES**.

The parameter Wizard then appears to allow you to insert the values you wish to have reported. Enter your cost centre number and click on **next**

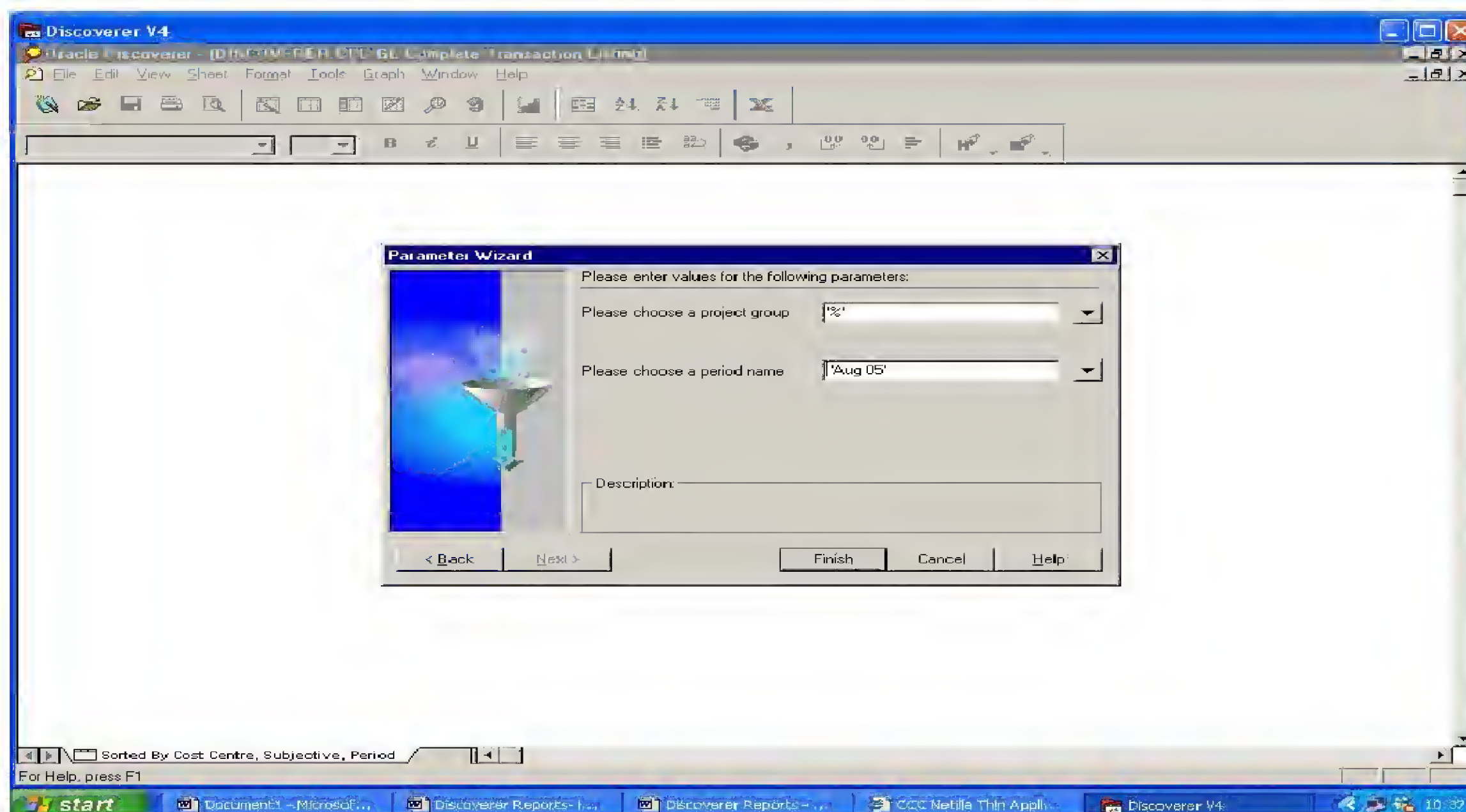
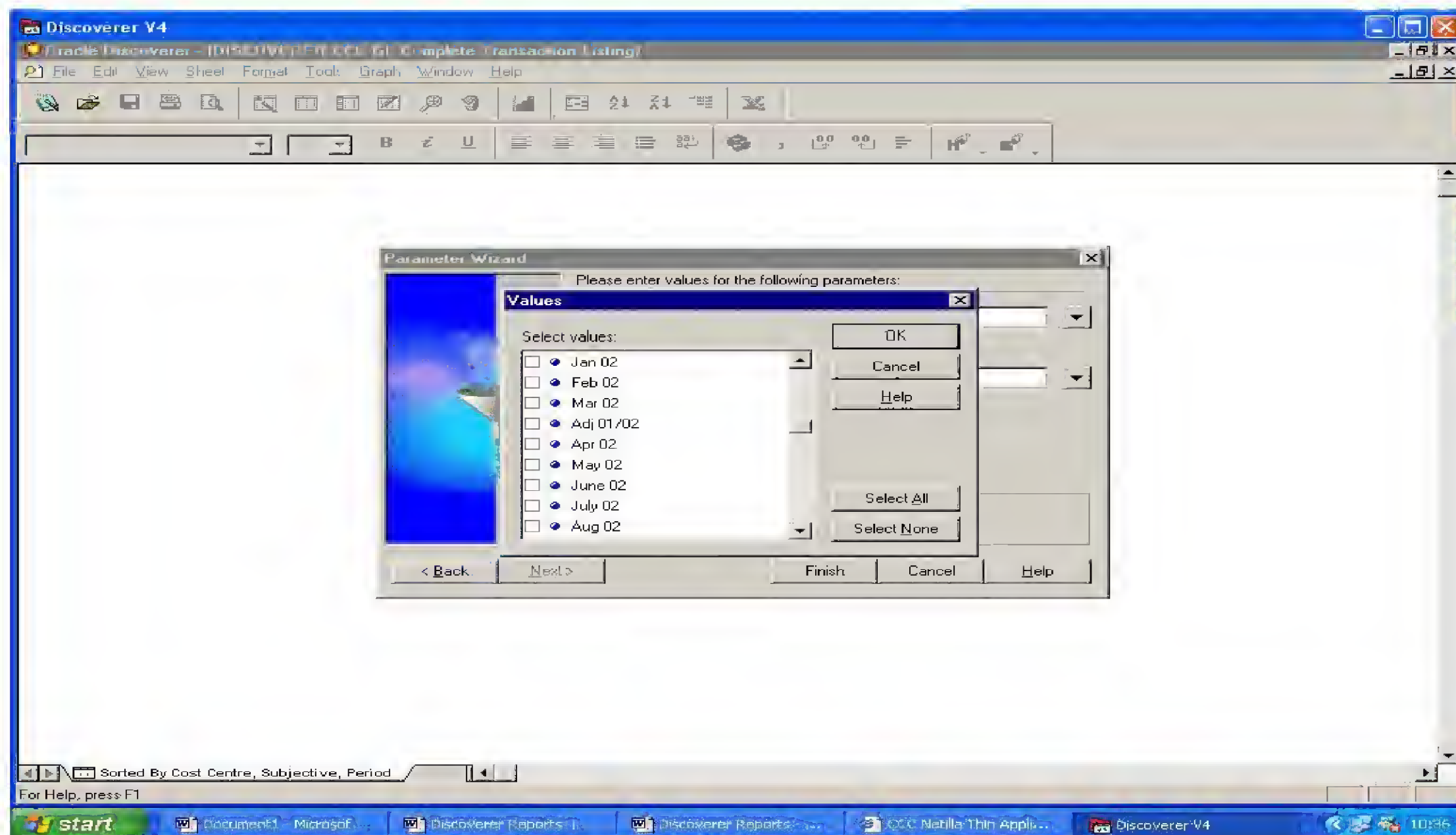


The next screen allows you to enter the time period for the report. Enter in the date either by clicking on the down arrow to see alternatives available, or entering in the month you require. (Delete any date entered by default)





## Month end Processes



### Click finish

The report will then begin running and you will see a red bar move across the Progress box in the centre of your screen

After a few minutes the loading will be complete and the workbook will open on your screen.

## Month end Processes

**Cambridgeshire County Council**  
**CCC GL Complete Transaction Listing**

Page: [blank]  
 Report Run: 30-AUG-05 At 10.44

Cost Centre: P809000, Subjective: %, Project Group: %, Period Name: Aug 05

Cost Centre	Subjective	Subjective Description	Objective	Project	Supplier/Customer Name/Journal Name	Journal Source	Invoice No.	Order No.	Tran
P809000	01200	Pay - Admin & Clerical staff	000	0000	Payroll 1716731: A	Manual Journal Entry			
	01380	Pay - Management Band Staff	000	0000	Payroll 1716731: A	Manual Journal Entry			
	02200	NI - Admin & Clerical staff	000	0000	Payroll 1716731: A	Manual Journal Entry			
	02380	NI - Management Band Staff	000	0000	Payroll 1716731: A	Manual Journal Entry			
	04200	Pension Cbn - Admin & Clerical staff	000	0000	Payroll 1716731: A	Manual Journal Entry			

Sorted By Cost Centre, Subjective, Period

For Help, press F1

Again, this report can be exported to Excel(see above), which allows for easier manipulation of data. Again, when saving the file choose a name you can recognise in future. It is advisable to save the file as “ CCC GL Transaction Listing today’s date” in either your own home directory or your departmental directory