

## **Part 7 Running ADI Reports**

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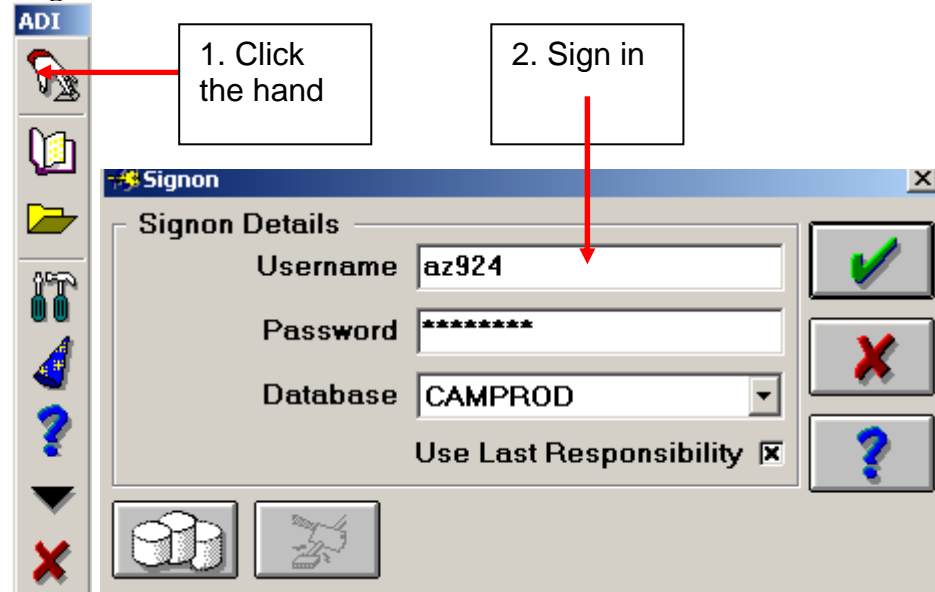
## Accessing the System



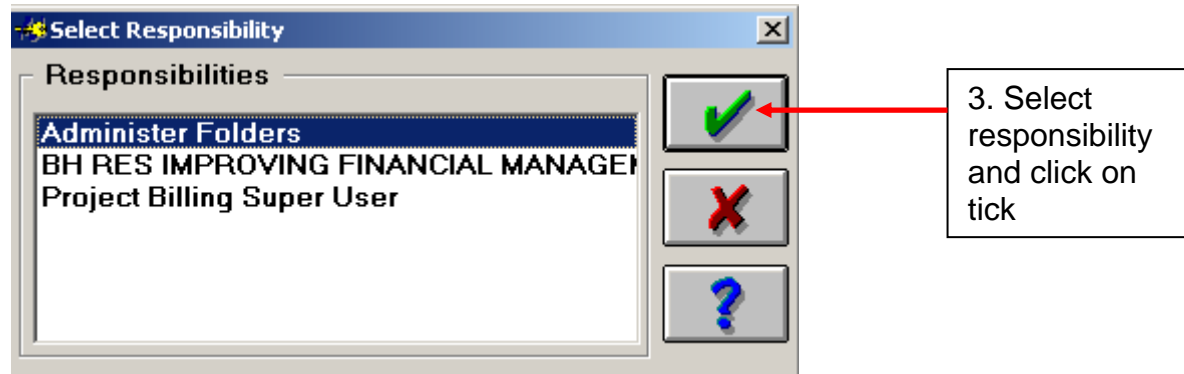
Adi.Ink

Open ADI on your desktop by double clicking the ADI icon:

### Log in




Choose the right GL responsibility for the code range of journals you intend to do:



ADI then produces a series of messages and information on screen, the end result of which is that the Request centre is loaded, and the ADI toolbar has 2 icons which it did not have before:



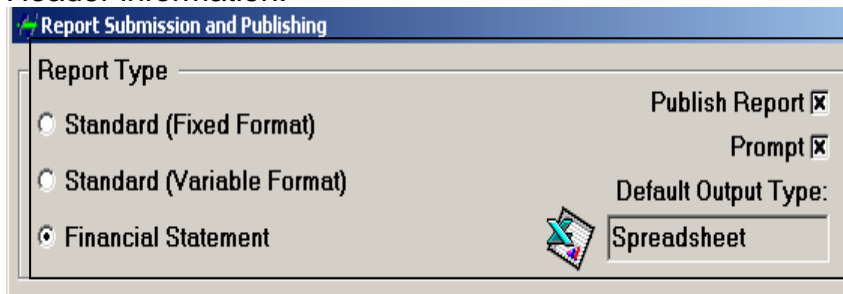
## Running an ADI report

From the menu, select the Ledger icon, , then Submit Process and Report:



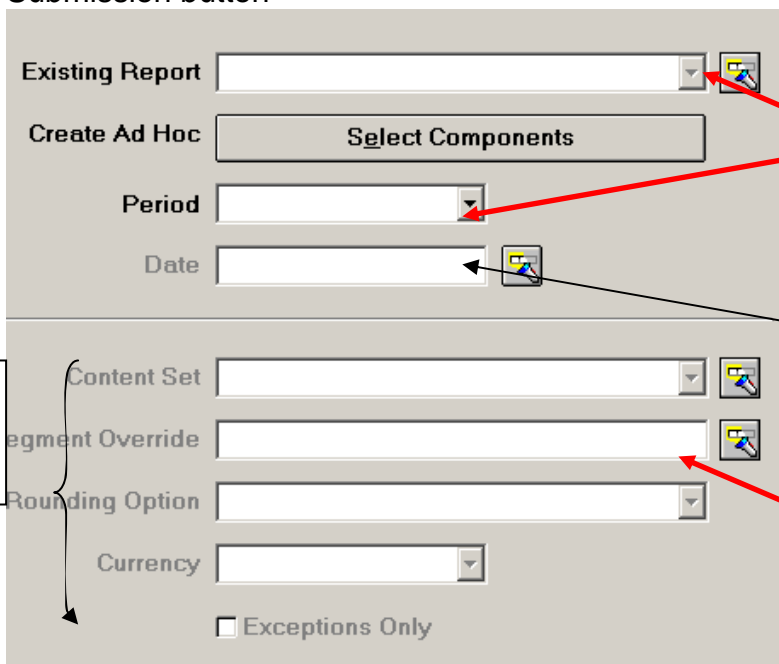
### Submitting the report

Header information:



Accept defaults / enter options to make the screen match this

### Submission button



This is where you choose the report, and the month.

Defaults when you enter period

If you only want a part of your whole code range, enter single segment values here.


Can all be left blank


Once you have selected the parameters for the report, click the **Publishing** button

Second button – Publishing

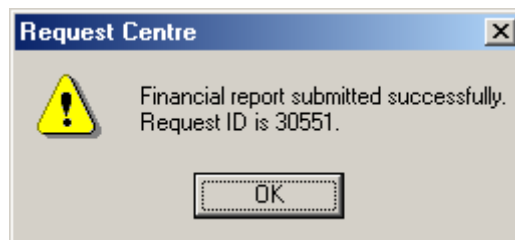
The screenshot shows the 'Publishing' dialog box with several sections: 'Themes', 'Output Type', 'Attribute Sets', and 'Spreadsheet Options'. Annotations include:

- A box pointing to the 'Apply Theme' field containing 'C:\orant\GLDI90\THEMES\GENERIC\APPS.XLS' with the text: 'Retain default but check it ends "apps.xls"'
- A red circle around the 'Spreadsheet' radio button under 'Output Type' with the text: 'Check shows "Spreadsheet"'
- A red circle around the 'Publish To' field containing 'New Workbook' with the text: 'Clear field if there is an entry and select "New"'

Click the green tick to run the report 

Or, if you want to run another report, click on the green button icon  the previous information you entered is blanked and you can enter another report.

The following dialog box is displayed reporting the request ID (used by Request Centre to execute the report).

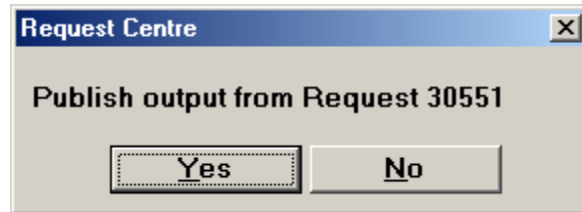


Click OK and wait for the report to be published.

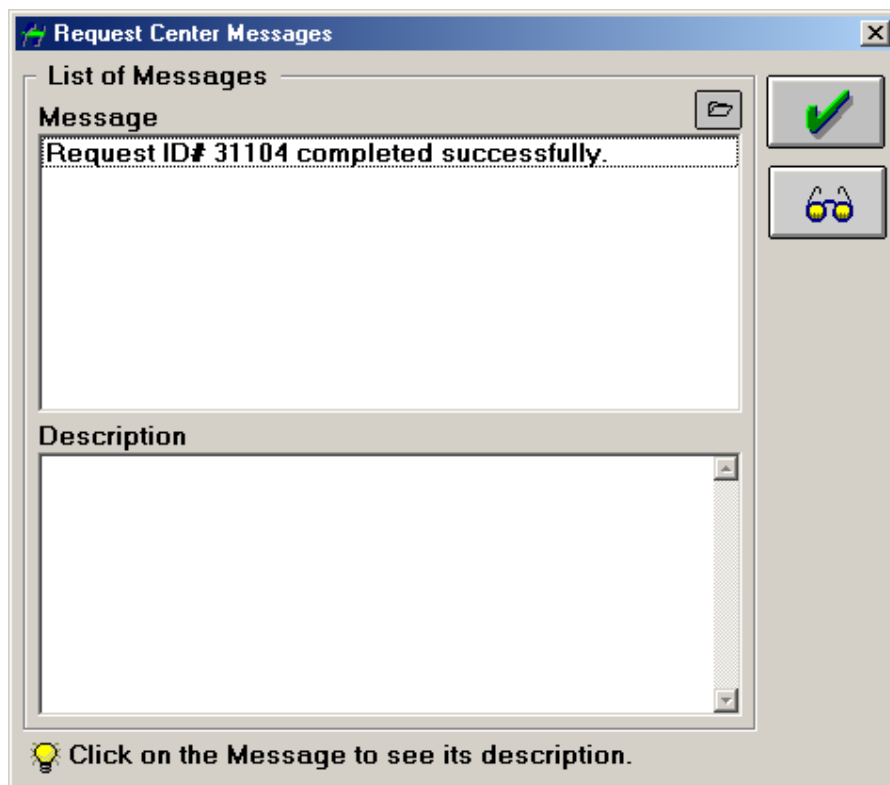
According to traffic on the server and the size of the report you have run, the report may take up to 5 minutes to run. In the meantime, do not start to work on the spreadsheet.

### Finding the report

On completion of the job, the Request Centre will send a notification that the job has completed and the data is ready to be published. Clicking **Yes** will send the data to a new file.



The following message will appear from the Request Centre to say that your report has completed successfully (click on the green tick to clear the message):



The ADI report will now be placed as a separate sheet within the workbook called “Output 1”.



# Budgetary Control Report 2005/06

**Period: Oct 04 currency GBP**  
**Submitted: 06-NOV-05 11:57:42**

<i>Cost Centre</i>	<i>Cost Centre Description</i>	<i>Subjective</i>	<i>Subjective Description</i>	<i>Budget</i>	<i>Profile</i>	<i>Encumbrance</i>	<i>Actual</i>	<i>Variance</i>
X011000	Training Exercise	01200	Pay - Admin & Clerical staff	24,452.00	14,264.00	0.00	15,119.00	855.00
X011000	Training Exercise	01380	Pay - Management Band Staff	33,853.00	19,748.00	0.00	19,750.00	2.00
X011000	Training Exercise	01520	Pay - Agency Staff	10,800.00	3,600.00	1,800.00	7,200.00	3,600.00
X011000	Training Exercise	02200	NI - Admin & Clerical staff	1,396.00	814.00	0.00	862.84	48.84
X011000	Training Exercise	02380	NI - Management Band Staff	2,829.00	1,650.00	0.00	1,650.00	0.00
X011000	Training Exercise	04200	Pension Cbn - Admin & Clerical staff	2,445.00	1,426.00	0.00	1,511.56	85.56
X011000	Training Exercise	04380	Pension Cbn - Management Band Staff	3,380.00	1,972.00	0.00	1,972.00	0.00
X011000	Training Exercise	08000	Staff Training & Development	510.00	300.00	0.00	200.00	-100.00
	Total for			79,665.00	43,774.00	1,800.00	48,265.40	4,491.40
X011000	Training Exercise	15100	Rents and Leases	4,500.00	0.00	0.00	0.00	0.00
	Total for			4,500.00	0.00	0.00	0.00	0.00
X01000	Training Exercise	21100	Travel allowances - staff	4,000.00	2,333.00	0.00	612.96	-1,720.04
	Training Exercise	21320	Fuel Re-imburement on lease cars	500.00	292.00	0.00	250.00	-42.00
X011000	Training Exercise	21321	Employer's contribution to lease car costs	3,760.00	2,193.00	0.00	2,193.00	0.00
X011000	Total for			8,260.00	4,818.00	0.00	3,055.96	-1,762.04

## Using a macro to format an ADI report

If you run a report in ADI, you may want to use a macro to change the order and appearance of the report into something more usable by using one of the centrally-distributed macros.

Ask your financial adviser for the Report Macros file. When you receive it, save it to the following directory  
C:\windows\program files\Microsoft office\xl start

When your ADI report has published and is in a new workbook, follow these steps:

1. From the Excel menu, Select Tools
  - a. Select Macro
  - b. Select Macro's
  - c. Click downward arrow (right of the white box, titled Macros in:)
  - d. Select 'Report Macros.xls'
  - e. Highlight the name of the macro e.g. 'ACCY\_BCR' if the report is a budgetary control report, or 'GL\_Complete\_TL' if the report is a transaction listing – there is another available for objective codes.
  - f. Select Run
  - g. To continue, confirm by selecting YES
  - h. If you wish the report to be sub-totalled, confirm by selecting YES
  - i. When complete, select OK