3. Click the **Save** button.

4.21 Ad-Hoc Reporting

eCPIC offers **Ad-Hoc** reporting functionality that allows users to define custom reports on any data field captured in the system. Once the report has been saved, it will be accessible to that user until deleted from the system. The user will also have the option of making the report Public so that it can be accessed by other users of the system.

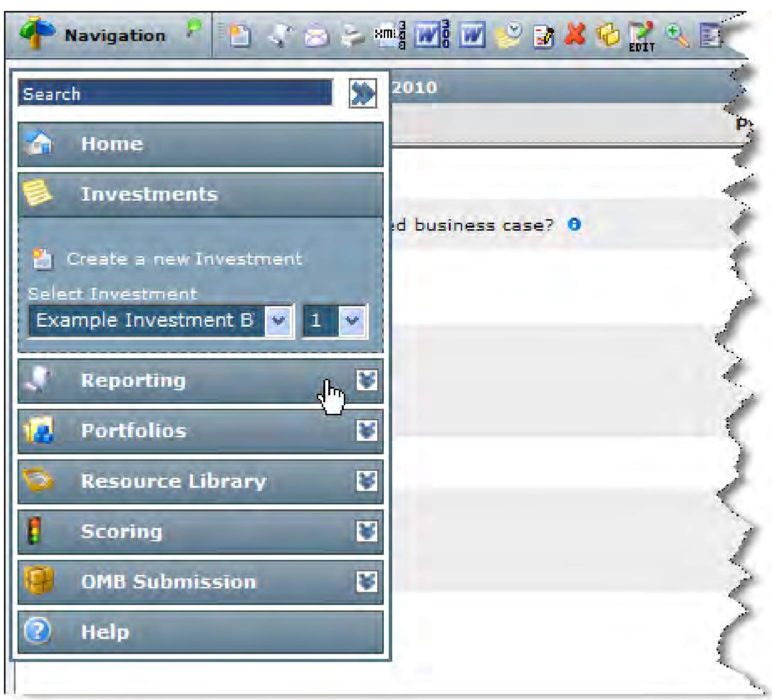
Users have the choice of updating reports in either a Basic or Advanced editing mode. When editing report parameters, a link is available to switch between these modes at any time. Additionally, all reports can be run in both the horizontal style, and the vertical layout. Every vertical report will have the option of being exported as a Microsoft Word document, and every horizontal style report will have the option of being exported as a Microsoft Excel file.

4.21.1 Access Report List

To Access Report List:

1. Click on the Navigation Tree.

2. Click on Reporting.



As seen below, the report list will provide a listing of the reports available to the user currently logged into eCPIC. This will include reports defined by that user as well as those set as Public in the system. The listing will contain the Report Name, Report Description, the Owner, Create Date and a link to run the actual report. Users will have the option to sort (*click on the Headers*) and page through the listing as well as export it to Excel.

Edit Report		Report Name	Report Description	Owner	Public	Created Date	Vertical Report		Horizontal Report	
Basic	Adv	Acquisition Information		Reynaldo, Ray	Yes	12/05/2007 03:01 PM	Run		Run	
Basic	Adv	FEA BRM	BRM mappings that have none as the sub-function	Krivonak, Angela	Yes	01/17/2005 01:30 PM	Run		Run	
Basic	Adv	FEA Report	Investments' mappings to the SRM, BRM, TRM, and PRM	Murphy, Jen	Yes	01/17/2005 01:23 PM	Run		Run	
Basic	Adv	Funding Report	Displays investments with funding over $1M for the budget year	eCPIC, Admin	No	02/16/2005 02:00 PM	Run		Run	
Basic	Adv	IT Security Spending		Kelly, Tom	Yes	12/05/2007 01:48 PM	Run		Run	

Page 1 of 1 Show 10 results per page

Note: Users may also retrieve the Report List by clicking on the Report List icon ( ) within an investment.

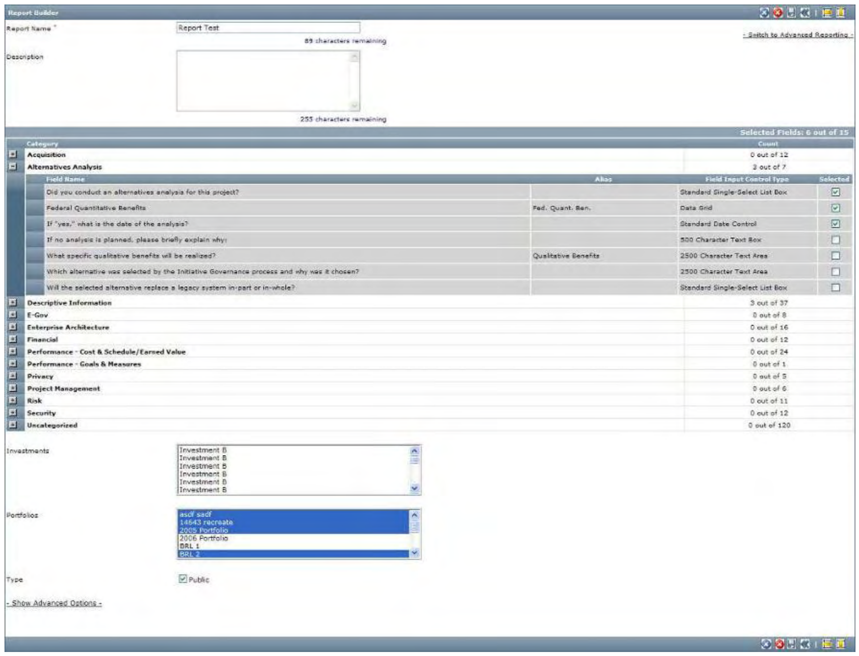
4.21.2 Basic Report Builder

Basic Reporting provides reporting functionality in order to facilitate swift report generation by system users. The basic reporting functionality allows all system users to create reports quicker and more easily than the current reporting capability and without the detailed knowledge of the system that power users possess.

The core of the basic reporting capability is the addition of field categories which groups the fields into easily recognizable categories for users to choose from when creating a report. Each of these categories contains a subset of fields from within the system that fit into a predefined grouping, e.g., Financial, Performance, Security, Enterprise Architecture, Risk, etc. These categories are maintained by system administrators through the Admin module of eCPIC. Administrators maintain the ability to add to or remove fields from categories along with the ability to create new categories, delete categories, and rename existing categories.

The current permissions framework has been carried over and applied to the fields within the field categories. Therefore, users will only be able to report on fields that are in a process for which they are currently assigned permissions. All fields that users do not have permissions to, but that are contained in a field category will be excluded from that group for that particular user. If a user does not possess permissions to any fields within a particular category, then that category will be omitted from the basic reporting interface.

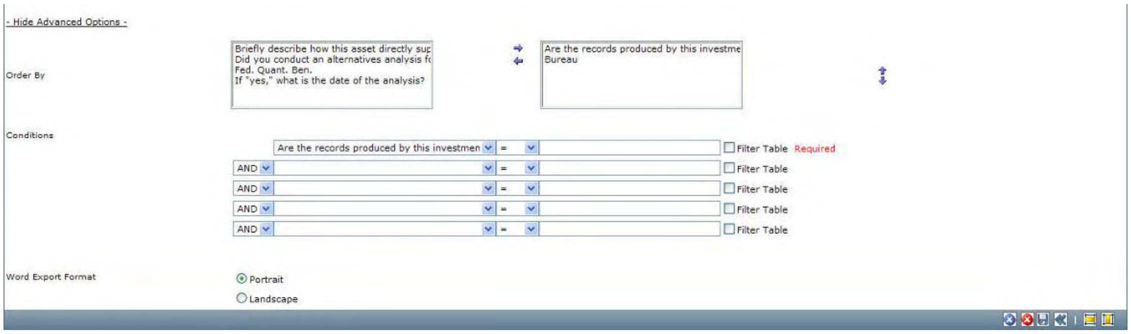
The basic report builder will require the user to define a report name and also provide the option to supply a description of the report. The user will then be able to select from the list of admin defined field categories to add fields to the report. Each of these categories will contain the admin defined fields associated with that category. Furthermore, users will be able to tailor the report by selecting a category and then adding or removing particular fields from the category. All categories will supply the user with an indicator of the number of selected fields out of the total number of fields within the category. All fields for which the user has permissions but are not currently contained within a category will be grouped into a category heading of “Additional Fields”. Users will be able to select report criteria on one or more of the admin defined categories as well as any additional fields listed under the “Additional Fields” category.



4.21.2.1 Basic Report – Advanced Options

Within the Basic Report Builder, there is a link that allows users to toggle on advanced options. These are options that are always available when the report builder is in Advanced mode. Within the Report builder, users will be able to set conditions to the investments which they want returned. Conditions are only available for the fields which have been included as part of the report. To reveal these advanced options on the Basic report builder, users can click the “Show Advanced Options” link at the bottom of the page. This will allow them to view Conditions, Order By, and Word Export format options.

Sorting of the report can be defined in the Order By section of the Report Builder page. The box next to the ‘Order by’ contains all the assigned fields which are not sorted. The right list box contains all the assigned fields that will be sorted in the order of which they will be listed. By moving a field to the right list box and then up or down to the desired order, the report will be output in this sorted order.

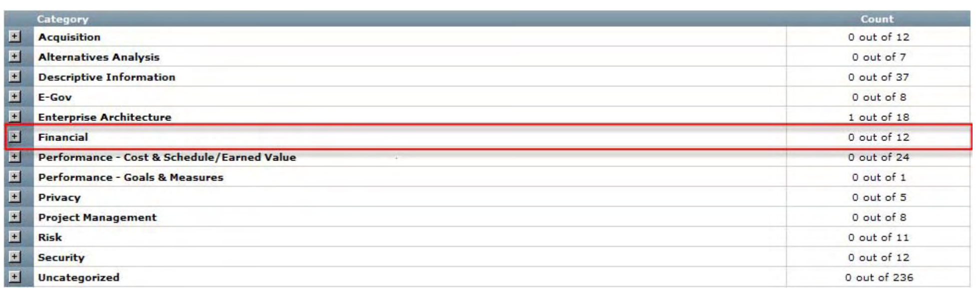


Users will also have the capability to define the Word Export Format of their report. This option simply defines whether their Microsoft Word file will be either in Landscape format or in Portrait format. This option may be used in situations where a user is reporting on tabular data that is better output in landscape mode.

4.21.2.2 Using Categories in the Basic Reporting Module

When editing a report from within the Report Builder, the Field Categories allow users to quickly locate the fields they are looking for by choosing the appropriate category. To add a field to the report:

1. In the Reports List, click on the appropriate report to edit
2. Click on the "Basic" link in the Edit Report Column
3. Locate the appropriate category for the field



Category	Count
Acquisition	0 out of 12
Alternatives Analysis	0 out of 7
Descriptive Information	0 out of 37
E-Gov	0 out of 8
Enterprise Architecture	1 out of 18
Financial	0 out of 12
Performance - Cost & Schedule/Earned Value	0 out of 24
Performance - Goals & Measures	0 out of 1
Privacy	0 out of 5
Project Management	0 out of 8
Risk	0 out of 11
Security	0 out of 12
Uncategorized	0 out of 236

4. Click the expansion button (+) to expand the category and view the fields of that category. Once a category has been expanded, a list of Fields will appear. For each field, Field Name, Alias, Field Input Control Type will be displayed.

Financial — 0 out of 12

Field Name	Alias	Field Input Control Type	Selected
FTE Table	FTE Datagrid	Data Grid	☐
Funding Sources	Funding Sources	Data Grid	☐
How many and in what year?		500 Character Text Box	☐
If "yes," please identify the system name(s) and system acronym(s) as reported in the most recent financial systems inventory update required by Circular A-11 section 52		2500 Character Text Area	☐
If the summary of spending has changed from the Current Year (CY) President's budget request, briefly explain those changes.		2500 Character Text Area	☐
Is this a financial management system?	Financial Mgt System?	Standard Single-Select List Box	☐
Provide the Percent Budget Execution (BE) for the budget year	Budget Execution Percent	20 Character Text Box	☐
Provide the Percent Budget Formulation (BF) for the budget year	Budget Formulation Prcnt	20 Character Text Box	☐
Provide the Percentage Financial Management for the budget year	Financial Management %	20 Character Text Box	☐
Provide the Percentage IT Security for the budget year	IT Security %	20 Character Text Box	☐
SUMMARY OF SPENDING FOR PROJECT STAGES	Summary of Spending	Data Grid	☐
Will this project require the agency to hire additional FTE's?		Standard Single-Select List Box	☐

5. At the end of each row there is a checkbox. This checkbox indicates if the field is to be included in the report.

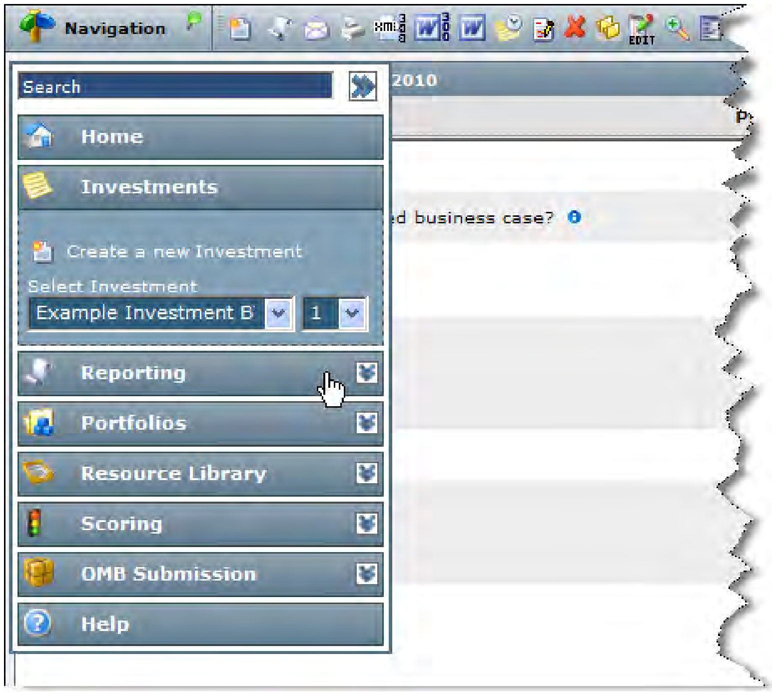
Note: A maximum of 15 fields can be selected for a report.

4.21.3 Advanced Report Builder (Add Report)

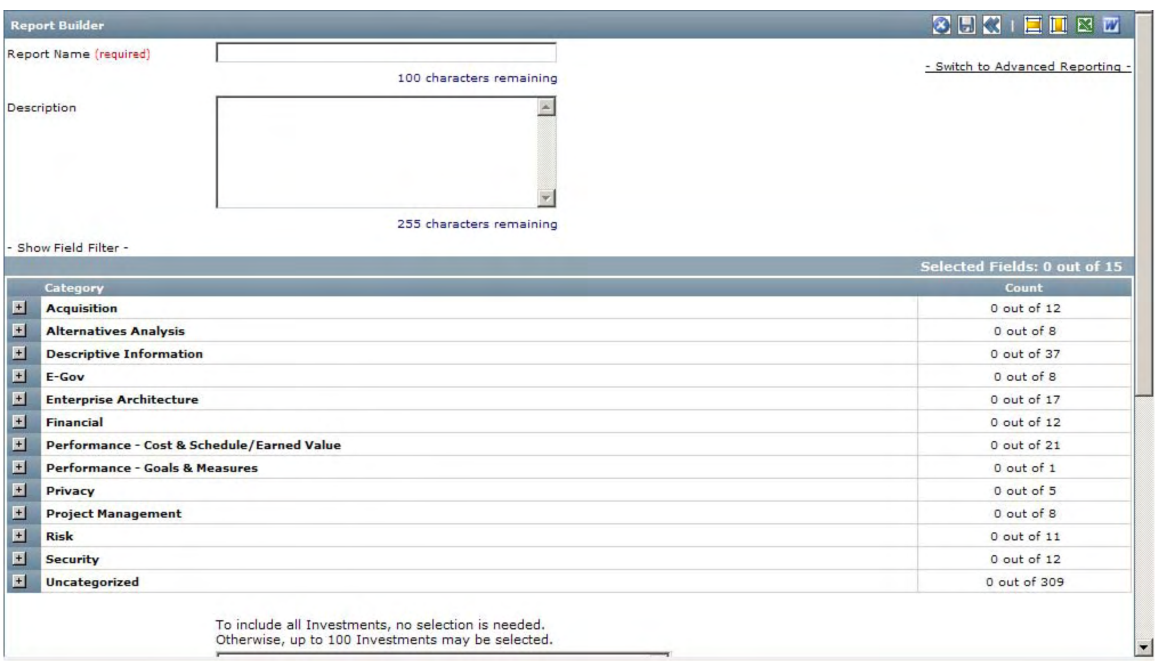
The Report builder will be utilized to set up individual reports. Within this page, users will be asked for different options including the Report Name, Report Description, Fields wanted for the report, Conditions on the fields to query upon, the Order in which to display these fields, portfolios to run the report upon, as well as whether to make the report Public or keep it Private.

1. Click on the Navigation Tree.

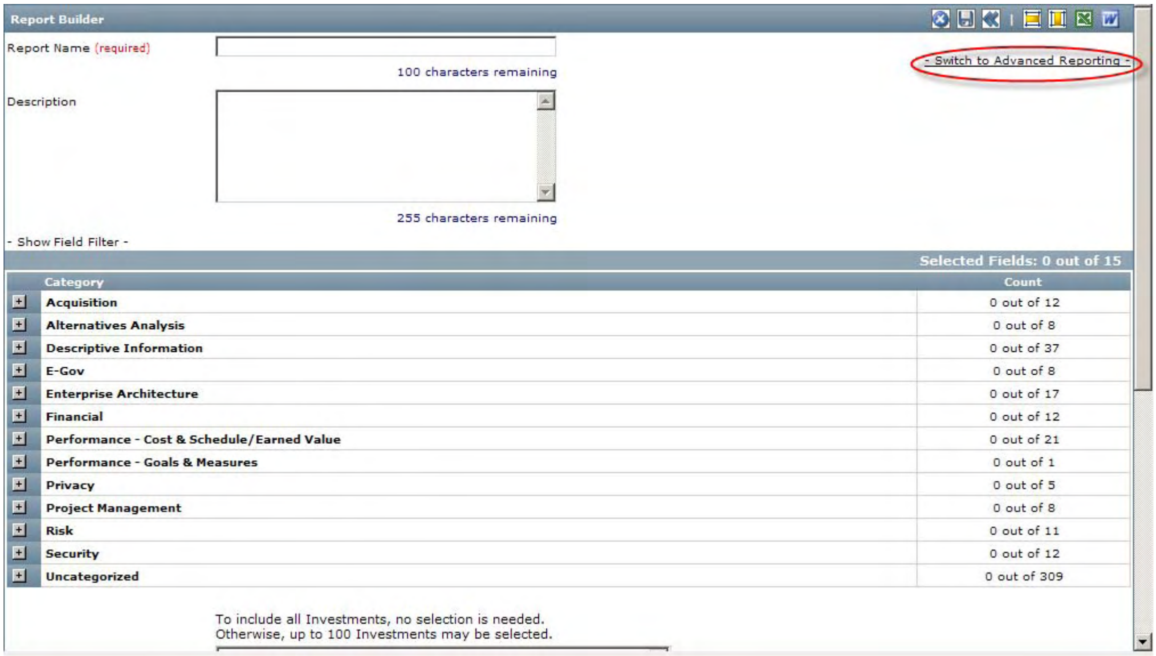
2. Click on Reporting.



3. The Report Builder form will appear:



4. Click on **Switch to Advanced Reporting**



Note: Users may also Add a Report by clicking on the Add Report icon ( ).

1. Enter a Report Name.

2. Enter a Report Description.

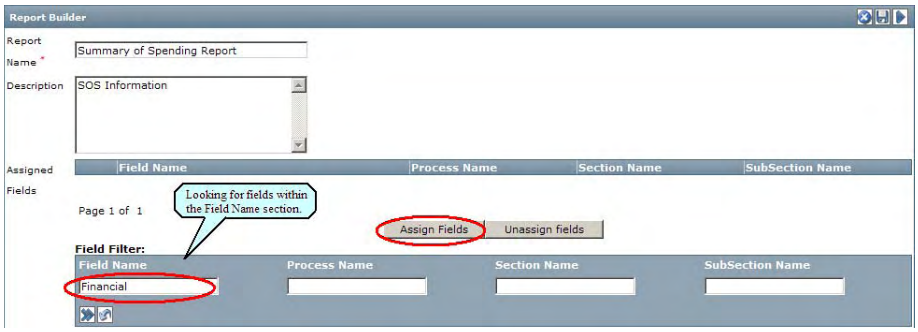
3. Assign fields for the report.

The page will contain two tables listing the fields available for the report. The table 'Assigned Fields' will list the fields that have already been assigned to the report (*if there are any*) while 'Unassigned Fields' will list the rest of the fields that have not been selected. To move the fields in or out of the report:

- Check the checkbox next to the field for which a report will be assigned. Click the **Assign Fields** button. The field will populate under the Assign Field section.

To remove the field from the report, check the checkbox next to the field wished to remove from the Assign Field section and click Unassigned Fields. The field will move to the Unassigned Fields section.

To help identify the fields easier, each section contains the Field Name (*in Reporting the Alias name of a field is used*), Process Name, Section Name and Sub-Section Name. Users can also filter by using this criterion.

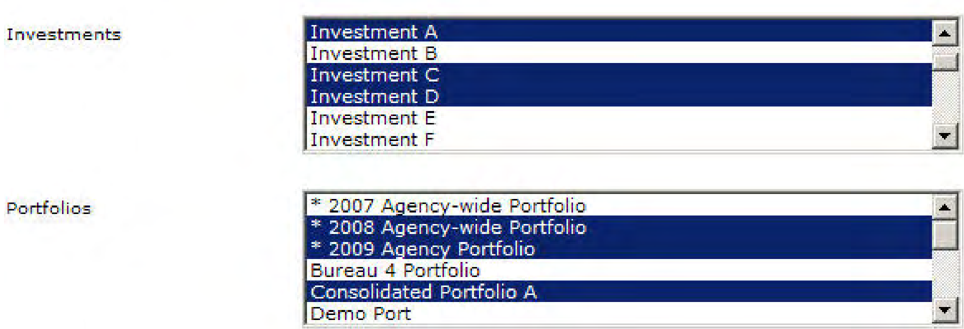


4. Set the Conditions of the report. See "Reporting Conditions" section of this user guide for descriptions of conditions.

Once this is complete, the report can be run by clicking **Save** or **Save and Run** to save the data and run the report based upon the logical statement. Click **Cancel** to undo any data entered, or **Delete** to delete the report.

4.21.3.1 Investment and Portfolios Filter

The reporting functionality within eCPIC provides the feature to select individual investment(s) to include within a report. In eCPIC, users have the ability to report on all investments or a group of investments which are contained within the selected portfolios as well as select a subset of investments by selecting the investments directly from a list. This feature can be used in conjunction with selecting portfolios in order to easily and directly define the investment(s) to report on. The resulting report will be a combination of all the investments selected via the investments list and the portfolios list.



The investments list supplied will be based upon the current permission structure within eCPIC and therefore users will only be able to report on investments that their current permissions allow them access to.

4.21.3.2 Sorting Reports

Sorting of the report can be defined in the **Order By** section of the Report Builder page. The box next to the 'Order by' contains all the assigned fields which are not sorted.

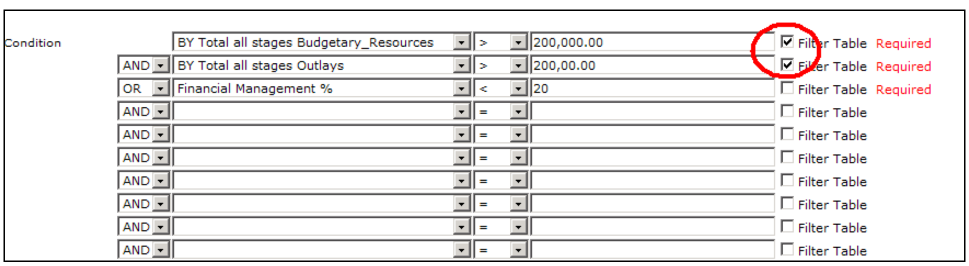
The right list box contains all the assigned fields that will be sorted in the order of which they will be listed.

By moving a field to the right list box and then up or down to the desired order, the report will be outputted in this sorted order.

Users will also have the capability to sort each report by clicking on the column header of the output report.

4.21.3.3 Table Filtering

Users have the ability to filter tables/datagrids in the reporting module. In order to filter the tables down to a specific cell, the user can select the "Filter Table" checkbox next to the condition they have set on that particular cell of the table they added to the report.



Note: If any of the condition items are tables and do not have the checkbox selected, the full table will be outputted for the report.

4.21.3.3.1 Reporting Conditions

Within the Report builder, users will be able to set conditions to the investments which they want returned. Conditions are only available for the fields which have been included as part of the report.

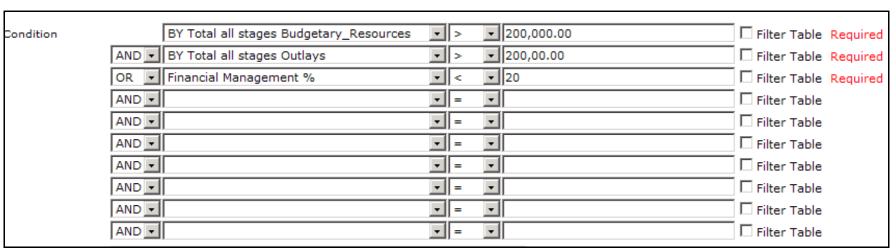
- Select a field from the drop-down list.

- Choose one of the available comparators.

Here is a list of the comparators and their function:

=	Used to check exact matches on string and numbers
<	Used to check whether values are less than the user input condition
<=	Used to check whether values are less than or equal to the user input condition
>	Used to check whether values are greater than the user input condition
>=	Used to check whether values are greater than or equal to user input
!=	Used to check whether string or number are not an EXACT match of user input condition
LIKE	Used to check whether the string or number is a match of user input condition.
Is Blank	Used to check if no value has been saved for this field
Is Not Blank	Used to check if a value has been saved for this field.

- Define the condition in the textbox next to the comparator.



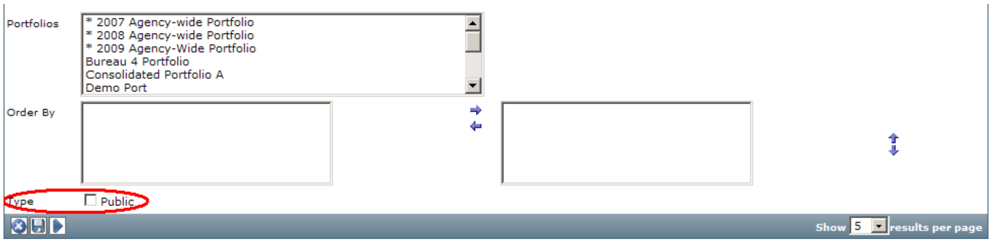
If more than one condition is set on the report, a logical operator must be defined. Users can choose either OR or AND to link the conditions in their report.

In order to edit a report and drop a saved condition, users must simply change the selected condition drop-down list to another condition or select the blank value.

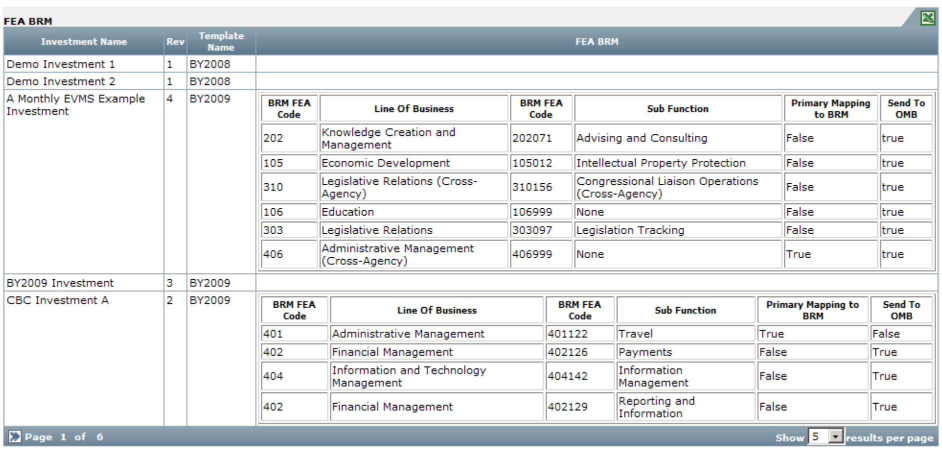
4.21.3.4 Public Reports

Users have the capability to check if they want the report to be a Public report and be accessible to all users.

At the bottom of the Report Builder screen, click the Public checkbox to make it Public or leave blank to make it Private.



Once users have created the report with all the criteria needed, they can Save and Run the report.



FEA BRM

Investment Name	Rev	Template Name	BRM FEA Code	Line Of Business	BRM FEA Code	Sub Function	Primary Mapping to BRM	Send To OMB
Demo Investment 1	1	BY2008						
Demo Investment 2	1	BY2008						
A Monthly EVMS Example Investment	4	BY2009	202	Knowledge Creation and Management	202071	Advising and Consulting	False	true
			105	Economic Development	105012	Intellectual Property Protection	False	true
			310	Legislative Relations (Cross-Agency)	310156	Congressional Liaison Operations (Cross-Agency)	False	true
			106	Education	106999	None	False	true
			303	Legislative Relations	303097	Legislation Tracking	False	true
			406	Administrative Management (Cross-Agency)	406999	None	True	true
BY2009 Investment	3	BY2009						
CBC Investment A	2	BY2009	401	Administrative Management	401122	Travel	True	False
			402	Financial Management	402126	Payments	False	True
			404	Information and Technology Management	404142	Information Management	False	True
			402	Financial Management	402129	Reporting and Information	False	True

Page 1 of 6 Show 5 results per page

4.21.4 Vertical Report

A Vertical Report will display report results vertically grouped by Investment. Under each Investment section header will be individual field names, along with the values for those fields. Vertical reports can be exported as a Microsoft Word file.

4.21.4.1 Displaying a Vertical Report in HTML

To Run a vertical report from the Report List:

1. In the Investments Module, select the menu item Reports → Reports List

2. Locate the desired report in the Reports List

3. Click on the “Run” link in the Vertical Report Column

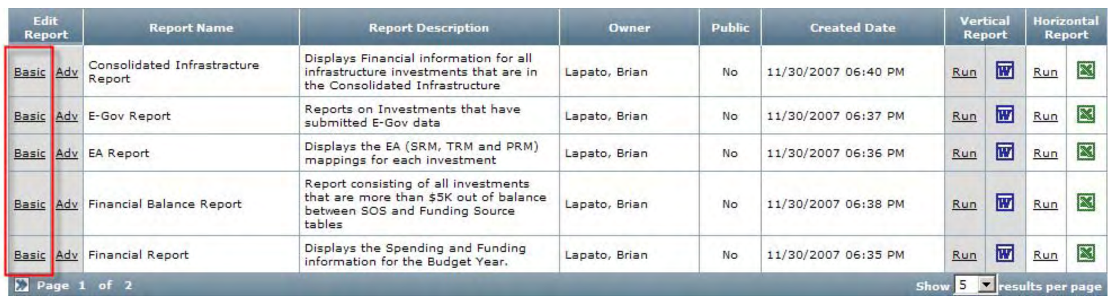
Edit Report		Report Name	Report Description	Owner	Public	Created Date	Vertical Report		Horizontal Report	
Basic	Adv	Consolidated Infrastructure Report	Displays Financial information for all infrastructure investments that are in the Consolidated Infrastructure	Lapato, Brian	No	11/30/2007 06:40 PM	Run		Run	
Basic	Adv	E-Gov Report	Reports on Investments that have submitted E-Gov data	Lapato, Brian	No	11/30/2007 06:37 PM	Run		Run	
Basic	Adv	EA Report	Displays the EA (SRM, TRM and PRM) mappings for each investment	Lapato, Brian	No	11/30/2007 06:36 PM	Run		Run	
Basic	Adv	Financial Balance Report	Report consisting of all investments that are more than $5K out of balance between SOS and Funding Source tables	Lapato, Brian	No	11/30/2007 06:38 PM	Run		Run	
Basic	Adv	Financial Report	Displays the Spending and Funding information for the Budget Year.	Lapato, Brian	No	11/30/2007 06:35 PM	Run		Run	

Page 1 of 2 Show 5 results per page

4. The page will refresh and display the Vertical Report.

Running the Report from the Report Builder Page:

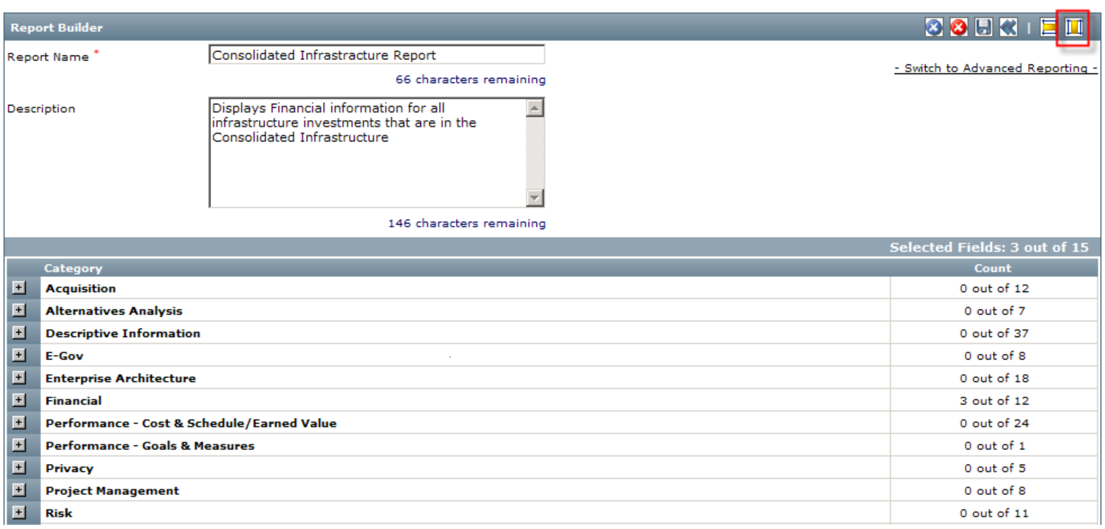
1. In the Investments Module, select the menu item Reports → Reports List
2. Locate the desired report in the Reports List
3. Click on the “Basic” link in the “Edit Report” column. This will open the Report Builder for that report



Edit Report		Report Name	Report Description	Owner	Public	Created Date	Vertical Report		Horizontal Report	
Basic	Adv	Consolidated Infrastructure Report	Displays Financial information for all infrastructure investments that are in the Consolidated Infrastructure	Lapato, Brian	No	11/30/2007 06:40 PM	Run		Run	
Basic	Adv	E-Gov Report	Reports on Investments that have submitted E-Gov data	Lapato, Brian	No	11/30/2007 06:37 PM	Run		Run	
Basic	Adv	EA Report	Displays the EA (SRM, TRM and PRM) mappings for each investment	Lapato, Brian	No	11/30/2007 06:36 PM	Run		Run	
Basic	Adv	Financial Balance Report	Report consisting of all investments that are more than $5K out of balance between SOS and Funding Source tables	Lapato, Brian	No	11/30/2007 06:38 PM	Run		Run	
Basic	Adv	Financial Report	Displays the Spending and Funding information for the Budget Year.	Lapato, Brian	No	11/30/2007 06:35 PM	Run		Run	

Page 1 of 2 Show 5 results per page

4. Click on the Vertical Report ( ) Button located in the upper right of the Report Builder. This will generate the vertical report.



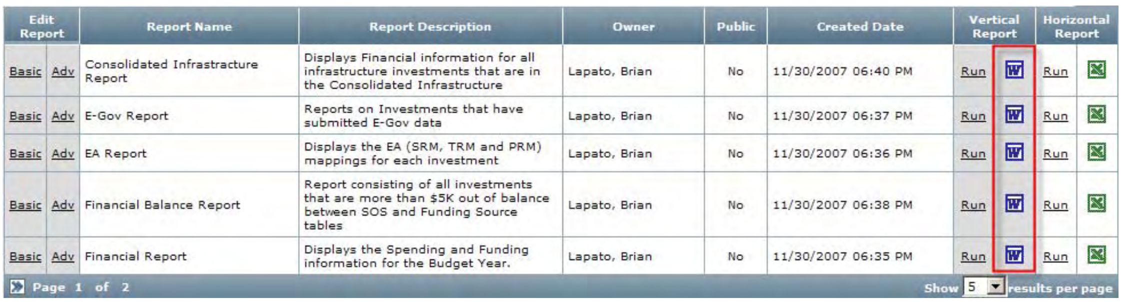
Category	Count
Acquisition	0 out of 12
Alternatives Analysis	0 out of 7
Descriptive Information	0 out of 37
E-Gov	0 out of 8
Enterprise Architecture	0 out of 18
Financial	3 out of 12
Performance - Cost & Schedule/Earned Value	0 out of 24
Performance - Goals & Measures	0 out of 1
Privacy	0 out of 5
Project Management	0 out of 8
Risk	0 out of 11

5. The Vertical Report Button is also available in the Advanced Report Builder as well

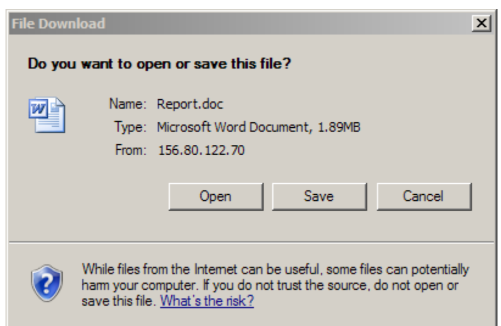
4.21.4.2 Exporting a Vertical Report to Microsoft Word

Exporting to Word directly from the Report List:

1. In the Investments Module, select the menu item Reports → Reports List
2. Locate the desired report in the Reports List
3. Click on the Word Export ( ) button in the Vertical Report Column

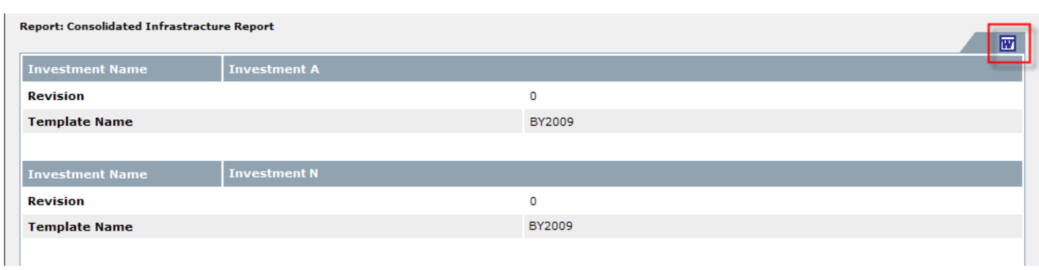


4. A Save file dialog will be displayed, allowing the user to save the exported report

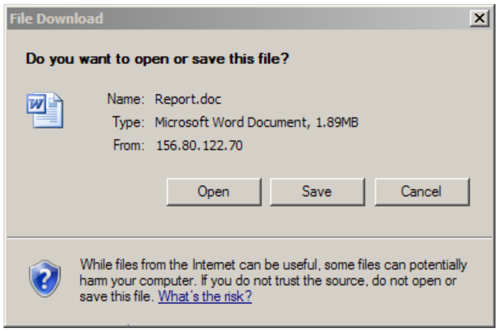


Exporting to Word after a report has been run:

1. Open and run a Vertical Report in HTML as above
2. Once the report has completed, click on the Word Export ( ) Icon



3. A Save file dialog will be displayed, allowing the user to save the exported report.



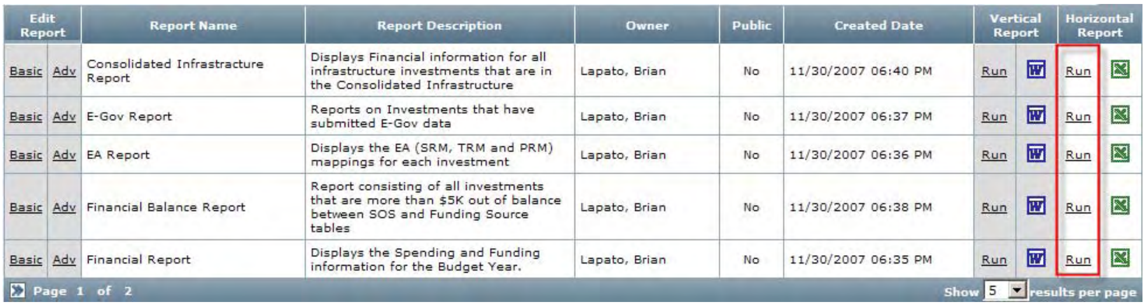
4.21.5 Horizontal Report

A Horizontal Report will display report results horizontally grouped by Field Name. Under each Field Name column will be the values for those fields, listed out by investment. Horizontal reports can be exported as a Microsoft Excel file.

4.21.5.1 Displaying a Horizontal Report in HTML

Running the Report directly from the Report List:

1. In the Investments Module, select the menu item Reports → Reports List
2. Locate the desired report in the Reports List
3. Click on the “Run” link in the Horizontal Report Column



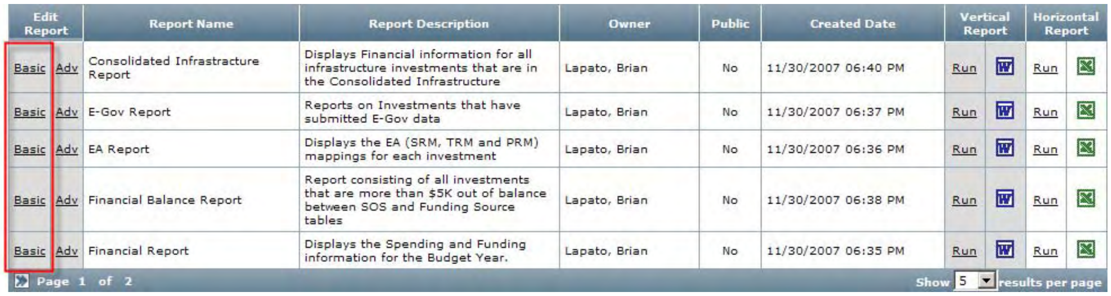
Edit Report		Report Name	Report Description	Owner	Public	Created Date	Vertical Report		Horizontal Report	
Basic	Adv	Consolidated Infrastructure Report	Displays Financial information for all infrastructure investments that are in the Consolidated Infrastructure	Lapato, Brian	No	11/30/2007 06:40 PM	Run		Run	
Basic	Adv	E-Gov Report	Reports on Investments that have submitted E-Gov data	Lapato, Brian	No	11/30/2007 06:37 PM	Run		Run	
Basic	Adv	EA Report	Displays the EA (SRM, TRM and PRM) mappings for each investment	Lapato, Brian	No	11/30/2007 06:36 PM	Run		Run	
Basic	Adv	Financial Balance Report	Report consisting of all investments that are more than $5K out of balance between SOS and Funding Source tables	Lapato, Brian	No	11/30/2007 06:38 PM	Run		Run	
Basic	Adv	Financial Report	Displays the Spending and Funding information for the Budget Year.	Lapato, Brian	No	11/30/2007 06:35 PM	Run		Run	

Page 1 of 2 Show 5 results per page

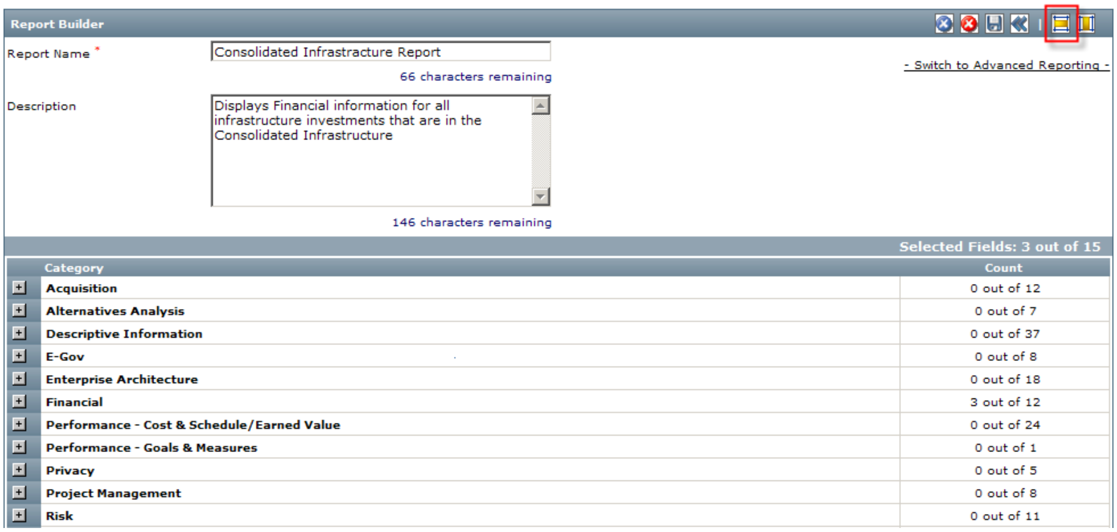
4. The report will be generated in the horizontal format.

Running the Report from the Report Builder Page:

1. In the Investments Module, select the menu item Reports → Reports List
2. Locate the desired report in the Reports List
3. Click on the “Basic” link in the “Edit Report” column. This will open the Report Builder for that report



4. Click on the Horizontal Report ( ) Button located in the upper right of the Report Builder. This will generate the horizontal report.

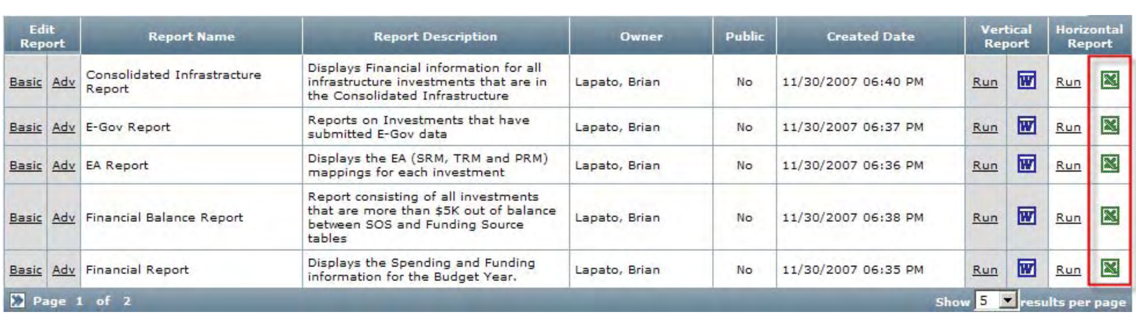


5. The Horizontal Report Button is also available in the Advanced Report Builder as well

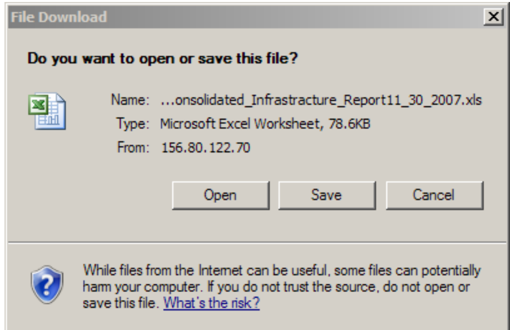
4.21.5.2 Exporting a Horizontal Report to Microsoft Excel

Exporting to Excel directly from the Report List:

1. In the Investments Module, select the menu item Reports → Reports List
2. Locate the desired report in the Reports List
3. Click on the Excel Export ( ) button in the Horizontal Report Column

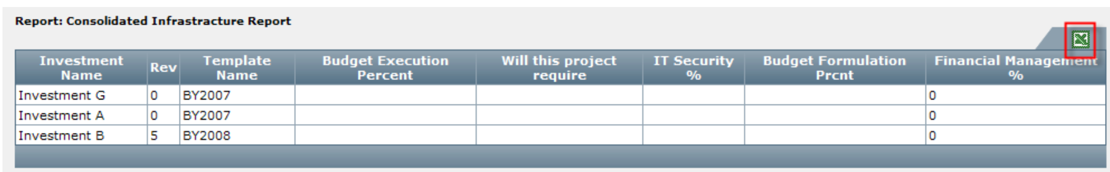


4. A Save file dialog will be displayed, allowing the user to save the exported report



Exporting to Excel after a report has been run:

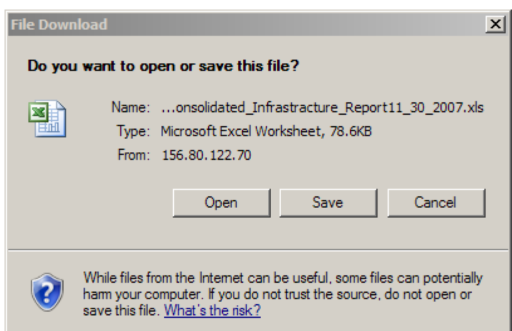
1. Open and run a Horizontal Report as above
2. Once the report has completed, click on the Word Export ( ) Icon



Report: Consolidated Infrastracture Report

Investment Name	Rev	Template Name	Budget Execution Percent	Will this project require	IT Security %	Budget Formulation Prcnt	Financial Management %
Investment G	0	BY2007					0
Investment A	0	BY2007					0
Investment B	5	BY2008					0

3. A Save file dialog will be displayed, allowing the user to save the exported report.



5. PORTFOLIOS

The **Portfolio** module allows users to group investments into one or more portfolio categories. A user will be able to perform aggregate reporting across multiple investments and reporting.

5.1 *Overview*

The functions within the Portfolio module assist the user in adding investments and portfolios to a portfolio. One also has the ability to chart investments and graph investments that are in a portfolio.

5.2 *Add Portfolio*

There are several ways to create new Portfolios.

5.2.1 Add Portfolio from Portfolio Module

1. Click on the **Portfolio** module.

2. Click on the **New Portfolio** icon to open the *Add Portfolio* form. The Add Portfolio form will appear: