Running Financial Reports with ADI

1. After logging on to ADI, click on the Submit Report button on the Request Center toolbar.

2. The Report Submission and Publishing window will appear. In the Report Type region, click on the Financial Statement option. Ensure the Publish Report option is selected if you want the report to be automatically published after it finishes running. Optionally, click the Prompt check box to have the system ask you before it publishes the report.

3. Click in the Existing Report field and enter %QTRFR% as the Reduction Criteria in the Request Center window and click on the OK button to see all of Quarterly (QTRFR) reports and select a report to run.

4. Click in the Period field and select the period to run the report for using the drop down box. This is important and will determine what month of data you get. The date information is listed as calendar month – fiscal year.

5. Content Set – if you use a content set, it will determine what organization(s) you are running the report for. Some reports have a Content Set built in as part of the report and some are generic and do not. Click in the Content Set field and an Enter Reduction Criteria window will open. Enter criteria for your organization such as MCS% and click on the OK button. Select a content set.

Note: It is not necessary to use a Content Set. However, if you do not choose a Content Set, you must add your Organization to the Segment Override field.

6. Segment Override – For the QTRFR reports to run correctly, add only the Organization value. The default Funding Source and Entity values must remain as pre-populated.

7. Click on the Publishing button to set your report publishing options.
8. In the Themes region, click in the Apply Theme field, then click the Flashlight Icon  and select the theme that will go with the report you selected. Use the Expense theme for Expense reports and the Revenue theme for Revenue reports. Ensure that you selected Spreadsheet in the Output Type region and New Workbook in the Spreadsheet Options region.

Note: Themes are available on the Oracle/ADI/BDI portion of the Budget and Financial Planning Website: https://www.cmu.edu/finance/budget/oracle-adi-bdi/index.html and, prior to using with the reports, must be saved to your hard drive in the following location: C:\orant\GLDI90\THEMES\GENERIC

9. In the Output Type region, ensure that you selected Spreadsheet option. Select the New Workbook option in the Spreadsheet Options region.

10. Click on the Options button to set your report submission options.

11. When you are ready to submit your request, click on the Green check mark icon. Click on the Submit and Clear button if you want to run another report.

12. A Request Center dialog box will open, click the OK button.

13. The Request Center window will open with a Pending Request icon, indicating that the report is processing.

14. Once the report is finished running, a Request Center window will open asking if you want to publish the output from the request. Click on the Yes button and the report will open in Excel.

15. A final Request Center Message window will open after the report is published to Excel. Click on the green checkmark icon.

16. When saving the Excel file to your computer, specify a unique name and a specific folder. The default location is your Temp folder.