


Collections Reporting Web Topics:

Personalizing Your Application Views


October 2012

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Hello and welcome to this session of Collections Reporting Web Topics. In this session, we will discuss how to personalize the Business Objects software.

These web topics are intended to supplement the information you will find in the system web-based training (WBT) modules and the online help and reference documents. You will get the most benefit from these web topics if you have already taken the WBTs and are familiar with the online help and reference documents. Before viewing this session, please review the WBTs called *Navigating BO* and *BO Preference Settings*.



The Transaction Reporting System of the United States Treasury


Purpose of this Web Topic

This Web Topic session will help you to:

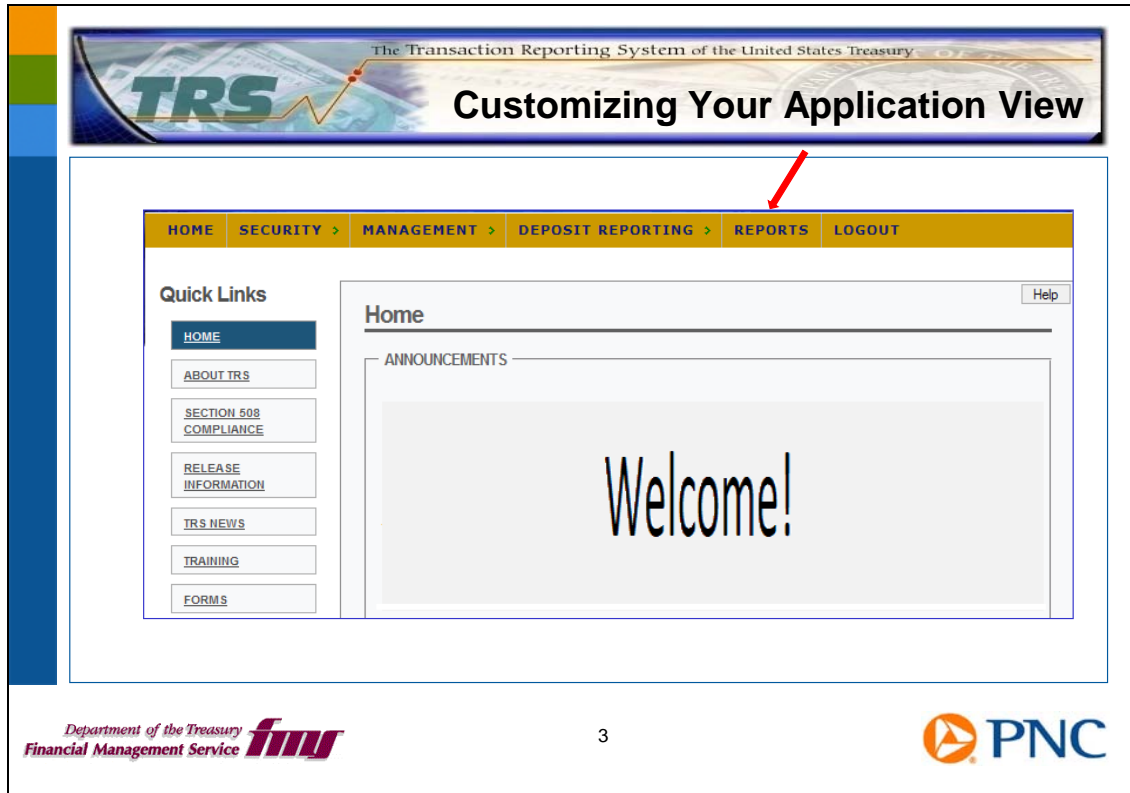
- Understand the settings in the reporting software
- Set up the software to streamline your work

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This session will help you understand the personal settings available to you in the application. You can define these in order to personalize and streamline how you use the software.



The system is configured using the standard settings of the Business Objects software. Depending on how you use the application, you may want to change these standard settings so you can find your reporting information more quickly.

On the TRS homepage, select the **REPORTS** option from the tool bar.

This will take you to the screen where you may make your customizations.

Slide 4

The screenshot shows the 'Personalizing Your Experience' page of the Transaction Reporting System (TRS). The page is titled 'The Transaction Reporting System of the United States Treasury' and features a banner with the TRS logo and a line graph. Below the banner, there are two main sections: 'Navigate' and 'Personalize'. The 'Personalize' section includes a link for 'Preferences', which is highlighted with a red arrow. A dialog box titled 'General' is open on the right side of the screen, showing various settings for the user's experience, such as 'InfoView Start Page' (with options for Home, My InfoView, Favorites, Inbox, Folder, Category, Dashboard, and InfoView Page Layout), 'Document Navigation View' (with options for Folder and Category), and 'Document List Display' (with checkboxes for description and owner). The page also includes a navigation menu on the left with links for Document List, My Favorites, My Inbox, and Help. The footer of the page contains the Department of the Treasury Financial Management Service logo, the number 4, and the PNC logo.

On the Reports Home page, you are presented with options to navigate TRS or to personalize your settings.

Click **Preferences** on the right side of the screen under the **Personalize** heading. You see the Preferences screen.

The Transaction Reporting System of the United States Treasury

Editing InfoView Preferences

General

InfoView Start Page:

- Home
- My InfoView
- Favorites
- Inbox
- Folder: Agency Reports
- Category: (unspecified)
- Dashboard: (unspecified)
- InfoView Page Layout: (unspecified)

Document Navigation View:

- Folder
- Category

Set the number of objects (max.) per page:

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Pictured here are the General InfoView preferences, the first of two sets of fields you may customize.

From this page, you can select the desired view for your Start Page. You may keep the default landing page, or select to land on Favorites, the application Inbox, or a specific folder when you log in to the system and choose the Reports option.

This feature is particularly helpful because it enables you to log in to the application and be presented with the information you want to see first in the format you choose. Let's look at an example of when you opt to set a folder as your homepage.

The Transaction Reporting System of the United States Treasury

Selecting A Home Page View

General

InfoView Start Page:

- Home
- My InfoView
- Favorites
- Inbox
- Folder: (unspecified) **Browse Folder ...**

General

Select a folder:

Search title: [] of 1

Title
<input checked="" type="checkbox"/> Agency Reports
<input type="checkbox"/> Cash Forecasting Reports
<input type="checkbox"/> FMS Reports
<input type="checkbox"/> Security Reports
<input type="checkbox"/> STP Reports
<input type="checkbox"/> Transaction Broker Reports

OK Cancel

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For the purpose of this session, we have elected to set the Agency Reports folder as the start page.

Under InfoView Start Page, click the Folder button, then click the Browse Folder button. You see the list of available folders. To select Agency Folders, simply click OK.

You will then be returned to the Preferences page where you may continue to personalize other options. Click OK at the bottom right of the page to set your selection.

Slide 7

The Transaction Reporting System of the United States Treasury

Adjusting Your Document View

Title ^	Last Run	Type	Owner	Instances
Business Objects General Help This document is intended to give a brief overview of some of the more c		Adobe Acrobat	ADMINISTRATOR	
CASHLINK II to TRS Report Crosswalk Document This document provides a convenient mapping from the CASHLINK II rep		Adobe Acrobat	ADMINISTRATOR	
TRS Agency Download Reports - CSV File Layout Specification Docume This document provides a detailed file layout specification for the TRS Vo separated value (CSV) format. It also describes the ACH Detail Report w		Adobe Acrobat	ADMINISTRATOR	
TRS Agency Reports Help Help for TRS Agency Reports.		Adobe Acrobat	ADMINISTRATOR	
ABA Report This report displays the data for the selected ABA.		Web Intelligence Report	ADMINISTRATOR	0
ACH Summary Report This report provides the user with a list of ACH transactions matching the	Oct 2, 2012 10:54 AM	Web Intelligence Report	ADMINISTRATOR	325
ALC Group Report This report displays the data for the selected ALC Group.		Web Intelligence Report	ADMINISTRATOR	0
ALC Report This report displays the data for the selected ALC.		Web Intelligence Report	ADMINISTRATOR	0
Fedwire Download Report This report provides the user with the details of the selected Fedwire me	Oct 2, 2012 9:22 AM	Web Intelligence Report	ADMINISTRATOR	546
Fedwire Message Summary Report This report provides the user with a list of Fedwire messages matching tl	Oct 2, 2012 9:49 AM	Web Intelligence Report	ADMINISTRATOR	451

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As you can see, the default view of a folder of reports shows reference manuals and the titles of reports you can run. This default view provides a high level of detail for each available document and report, including a description, the type of document, and the owner. For reports, you also see the last time the report was run and the number of instances.

If you do not require this level of detail, you can change the level of detail displayed.

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Adjusting Your Document View (cont.)

Document List Display:

- description
- owner
- date
- instance count

Document List Display:

- description
- owner
- date
- instance count

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The application allows for the display to be customized in a manner that allows you to see as much or as little detail about a document as you choose.

By default, all selections under the Document List Display in the Preferences screen - noted by the red arrow - are selected. Leaving these selections intact will display all available information for each document. You may uncheck any or all of the selections to adjust how your documents are displayed.

The Transaction Reporting System of the United States Treasury

Your Personalized Home Page

Title	Type
* Business Objects General Help	Adobe Acrobat
* CASHLINK II to TRS Report Crosswalk Document	Adobe Acrobat
* TRS Agency Download Reports - CSV File Layout Specification Document	Adobe Acrobat
* TRS Agency Reports Help	Adobe Acrobat
ABA Report	Web Intelligence Report
ACH Summary Report	Web Intelligence Report
ALC Group Report	Web Intelligence Report
ALC Report	Web Intelligence Report
Fedwire Download Report	Web Intelligence Report
Fedwire Message Summary Report	Web Intelligence Report

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Upon your very next log in and selection of the **REPORTS** option from the gold menu bar, you will immediately be taken to the view you have specified.

Our example results in the display of the Agency Reports folder with the document detail removed as we specified from the personalization menu .

Notice that not all of the Agency reports are displayed in this view, even though there is space below the list of titles. You have to click the arrowhead next to **2+** on the right-hand side of the menu bar to move to the next page of report titles. The next slide explains how to change this.

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Quick Tip: Number of Objects

InfoView Start Page:

- Home
- My InfoView
- Favorites
- Inbox
- Folder: Agency Reports
- Category: (unspecified)
- Dashboard: (unspecified)
- InfoView Page Layout: (unspecified)

Document Navigation View:

- Folder
- Category

Set the number of objects (max.) per page:

Whether or not you select to view the contents of a folder as your Home Page, set the default number of objects to 20 so that you may view all available items on one page.

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As you will see upon landing on this screen, the default number of objects on a page is set to 10.

We recommend that you change this setting to 20 so that you will see all the objects in a folder on one page. This way, all available objects in each folder are in view and you will not have to navigate multiple screens.

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Useful "Inbox" Home Page View

Home | Document List

New | Add | Organize | Actions

	Title	Sent ^
	Voucher Report-mjb : 1182350	Sep 12, 2012 6:09 AM
	Voucher Report-mjb : 1187664	Sep 13, 2012 6:09 AM
	Voucher Report-mjb : 1192944	Sep 14, 2012 6:11 AM
	Voucher Report-mjb : 1197784	Sep 15, 2012 6:09 AM
	Voucher Report-mjb : 1199411	Sep 16, 2012 6:10 AM
	Voucher Report-mjb : 1201222	Sep 17, 2012 6:09 AM
	Voucher Report-mjb : 1206428	Sep 18, 2012 6:09 AM
	Voucher Report-mjb : 1212220	Sep 19, 2012 6:10 AM
	Voucher Report-mjb : 1218644	Sep 20, 2012 6:11 AM
	Voucher Rennort-mih : 1274681	Sen 21, 2012 6:10 AM

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Depending on how you use the application, you may find it useful to set your home page to land on your application Inbox instead of in a reports folder. If you schedule reports and simply would like to log in to retrieve them, this selection might be most useful for you.

The screenshot shows the 'The Transaction Reporting System of the United States Treasury' interface. At the top, there is a banner with the TRS logo and a line graph. Below the banner, the 'Product Locale' is set to 'Use browser locale'. The 'Current Time Zone' section is expanded, showing a list of time zones. A yellow callout bubble points to this list with the text: 'You can change the time zone to match the location where you access the application if you require a local time stamp on your reports.'

Quick Tip: Time Zones

Product Locale:
Use browser locale

Current Time Zone:
Local to web server
Local to web server
(GMT, No DST) Casablanca, Monrovia
(GMT, DST) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London
(GMT+01:00, DST) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
(GMT+01:00, DST) Belgrade, Bratislava, Budapest, Ljubljana, Prague
(GMT+01:00, DST) Brussels, Copenhagen, Madrid, Paris
(GMT+01:00, DST) Sarajevo, Skopje, Sofija, Vilnius, Warsaw, Zagreb
(GMT+01:00, No DST) West Central Africa
(GMT+02:00, DST) Athens, Istanbul, Minsk
(GMT+02:00, DST) Bucharest
(GMT+02:00, DST) Cairo
(GMT+02:00, No DST) Harare, Pretoria
(GMT+02:00, DST) Helsinki, Riga, Tallinn
(GMT+02:00, No DST) Jerusalem
(GMT+03:00, DST) Baghdad
(GMT+03:00, No DST) Kuwait, Riyadh
(GMT+03:00, DST) Moscow, St. Petersburg, Volgograd
(GMT+03:00, No DST) Nairobi

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For those users who access the application in a time zone other than Eastern Standard Time (EST), the application allows you to change the time zone setting to your own time zone.

To do this, simply select a time zone from the drop-down option on the Preferences page and then click OK at the bottom right of the screen.

The screenshot displays the TRS interface with a header banner that reads "The Transaction Reporting System of the United States Treasury" and "Quick Tip: Times Zones (cont.)". Below the banner, there are two main sections. The top section contains configuration options: "Product Locale" set to "Use browser locale" and "Current Time Zone" set to "(GMT+09:00, No DST) Osaka, Sapporo, Tokyo". A red arrow points to the "Current Time Zone" dropdown menu. The bottom section shows a report header "Transaction Reporting System (TRS) ACH Summary Report" with a "Generated:" timestamp of "Oct 4, 2012 4:01:23 AM". Below this is a "Search Criteria" table with various filters.

Search Criteria	
Agency Account ID:	
ALC Group:	Individual ALCs
Business Date:	
Cash Flow ID:	
Financial Transaction Type:	
Settlement Date:	
Trace Number:	

ALC:	All
Amount:	
Business Date Period:	2. Previous Business Day
Financial Transaction Status:	Settled
Payer ABA:	
Source Financial Transaction ID:	
Voucher Number:	
Voucher Date:	

We have selected GMT +09:00, No DST) Osaka, Sapporo, Tokyo as our sample time zone.

Sign out and then sign back in so that the system registers the change.

We have elected to run the ACH Summary Report.

The actual date and time this example was generated was October 3, 2012 at 3:01 Eastern Standard Time. Notice the date and time in the “Generated” field which appears at the top left of each report. It reflects the current local date and time in Osaka, Sapporo, and Tokyo, Japan, as we specified in the preferences.

This feature is useful if you categorize your reports by the date on which they were generated.

The Transaction Reporting System of the United States Treasury

Additional Resources

- Call Center
 - 1-800-346-5465
 - 301-887-6600
 - TRS@pnc.com
- User Manuals
 - Agency Reports Help
 - Business Objects General Help
 - CASHLINK II to TRS Reports Crosswalk

CASHLINK II SHUTS DOWN DECEMBER 31, 2012

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Thank you for viewing this session. We hope you'll take advantage of all the information resources available to you.

Remember, CASHLINK II is scheduled to be shut down on December 31st, 2012.

We encourage you to send us feedback at TRS@pnc.com.