



NOAA/FSD

Discoverer FMCI

CBS Training Exercises

for

FY 2011

V 1.0

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Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
V1.0	10/18/2010	New FY 2011 Training Exercises	E.Cobbs/FSD CSB - Training

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Table of Contents

Exercise #1: Create a Connection & Logon to Discoverer..... 1
Exercise #2: Open a Workbook/Navigation 5
Exercise #3: Document Status Workbook 11
Exercise #4: Query by Source Reference Number versus Document Number 15
Exercise #5: Monthly Budget Report – Drill Capabilities..... 19
Exercise #6: NOA118 Detail Report – Formatting & Exporting 25

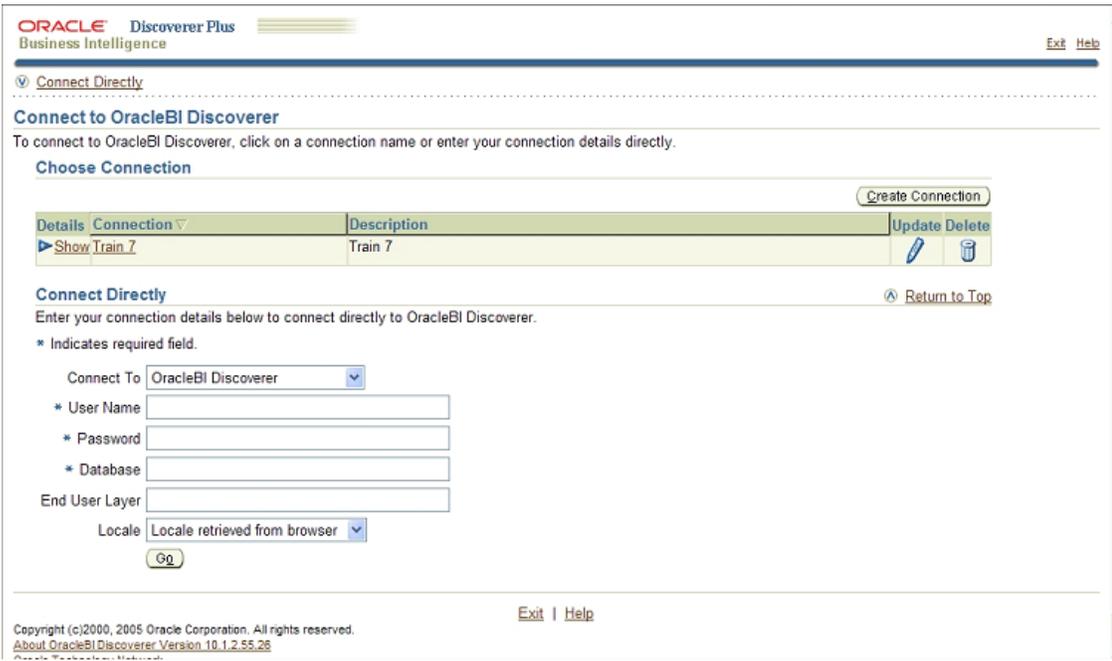
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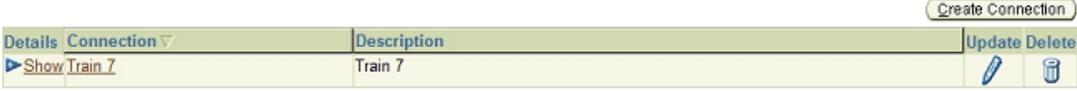
Exercise #1: Create a Connection & Logon to Discoverer

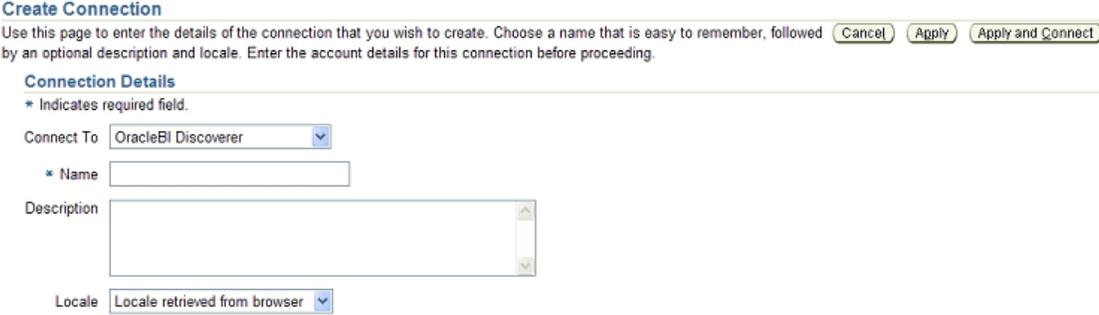
- Objectives:
- Create a new connection to Discoverer
 - Logon to Discoverer using that connection

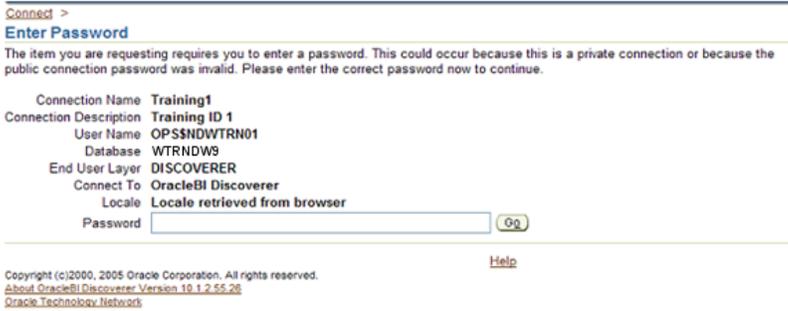
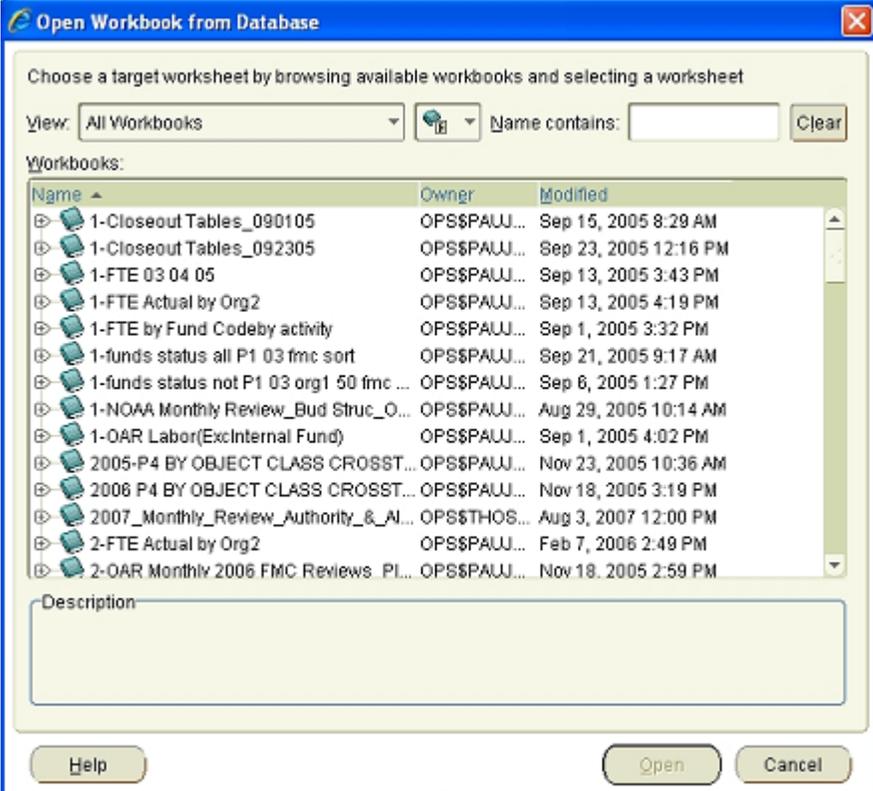
Notes: *If you already have CBS and/or Data Warehouse open already in a browser window, you will need to open a new browser window in order to run Discoverer at the same time. If you don't, you will run into issues.*

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Launch a web browser (Internet Explorer) ➤ Enter the Discoverer CBS Production web address: https://cbsquery.rdc.noaa.gov/discoverer/plus
2	<p>The Oracle Discoverer Plus page is displayed showing existing Discoverer connections and an area to connect directly without creating a connection.</p> 

Step	Action
3a	<p>The Connect to OracleBI Discoverer/Choose Connection section displays a list of existing Discoverer connections in the <i>Connection</i> column.</p> <p>Connect to OracleBI Discoverer To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.</p> <p>Choose Connection</p> 
3b	<p>The Connect to OracleBI Discoverer/ Connect Directly section gives a user the ability to open Discoverer without creating a connection.</p> <p>Connect Directly Enter your connection details below to connect directly to OracleBI Discoverer.</p> <p>* Indicates required field.</p> <p>Connect To <input type="text" value="OracleBI Discoverer"/></p> <p>* User Name <input type="text"/></p> <p>* Password <input type="password"/></p> <p>* Database <input type="text"/></p> <p>End User Layer <input type="text"/></p> <p>Locale <input type="text" value="Locale retrieved from browser"/></p> <p><input type="button" value="Go"/></p> <p><i>Note: If your IT personnel delete your cookies, you may want to utilize this option instead of creating a connection.</i></p>
4	<p>Click the <input type="button" value="Create Connection"/> button on the Connect to OracleBI Discoverer/Choose Connection page</p> <p>Connect to OracleBI Discoverer To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.</p> <p>Choose Connection</p> 

Step	Action
5a	<p>On the Create Connection/Connection Details page:</p> <ul style="list-style-type: none"> ➤ Name/Description: Enter a name and brief description of the connection ➤ Locale: Accept default of Locale set in user's  <p><i>Note: If the user's browser is set in something other than English, please use the drop-down listing to choose English.</i></p>
5b	<p>Scroll down to the Database Account Details section, which is located on the lower portion of the Create Connection: Connection Details page.</p> <ul style="list-style-type: none"> ➤ User Name/Password: User DW/Discoverer ID & PW ➤ Database: WTRNDW9 <i>{WARNING: DO NOT PRESS ENTER!!!}</i>  <p><i>Note: The Oracle default for this screen is "Cancel" – pressing the Enter key upon typing the database name would clear the connection details recorded in the previous steps.</i></p> <p><i>Production's Database name is still CFSDW.</i></p>
5c	<p>Click on the  button to save the connection and return to the previous page</p>
6	<p>Click the new Connection you just made, to start Discoverer.</p> 

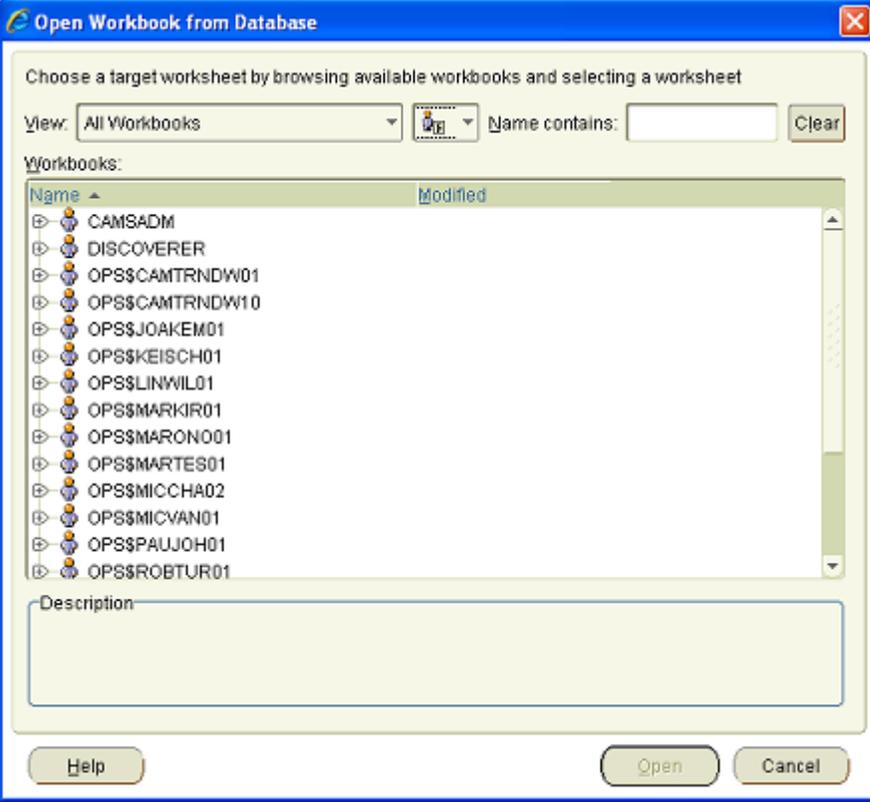
Step	Action
7	<p>The Enter Password page will be displayed.</p> <p>Type in your password and click the  button.</p>  <p>The screenshot shows the 'Enter Password' dialog box. At the top, it says 'Connect > Enter Password'. Below that, a message states: 'The item you are requesting requires you to enter a password. This could occur because this is a private connection or because the public connection password was invalid. Please enter the correct password now to continue.' The connection details are listed as follows: Connection Name: Training1, Connection Description: Training ID 1, User Name: OPSSNDWTRN01, Database: WTRNDW9, End User Layer: DISCOVERER, Connect To: OracleBI Discoverer, and Locale: Locale retrieved from browser. There is a password input field and a 'Go' button. At the bottom, there is a 'Help' link and copyright information for Oracle Corporation, 2005.</p>
8	<p>The Open Workbook from Database dialog box is displayed upon logon.</p>  <p>The screenshot shows the 'Open Workbook from Database' dialog box. It has a title bar with the Oracle logo and the text 'Open Workbook from Database'. The main area contains the instruction: 'Choose a target worksheet by browsing available workbooks and selecting a worksheet'. Below this, there is a 'View' dropdown menu set to 'All Workbooks', a 'Name contains:' text box, and a 'Clear' button. A table of workbooks is displayed with columns for 'Name', 'Owner', and 'Modified'. The workbooks listed include '1-Closeout Tables_090105', '1-Closeout Tables_092305', '1-FTE 03 04 05', '1-FTE Actual by Org2', '1-FTE by Fund Codeby activity', '1-funds status all P1 03 fmc sort', '1-funds status not P1 03 org1 50 fmc ...', '1-NOAA Monthly Review_Bud Struc_O...', '1-OAR Labor(ExclInternal Fund)', '2005-P4 BY OBJECT CLASS CROSST...', '2006 P4 BY OBJECT CLASS CROSST...', '2007_Monthly_Review_Authority_6_AI...', '2-FTE Actual by Org2', and '2-OAR Monthlv 2006 FMC Reviews PL...'. At the bottom, there are 'Help', 'Open', and 'Cancel' buttons.</p>

Exercise #2: Open a Workbook/Navigation

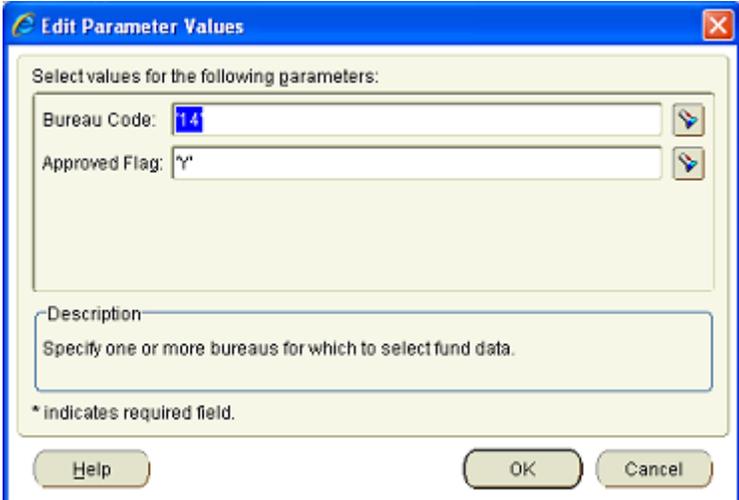
- Objectives:**
- Open a Worksheet in a Workbook
 - Navigate the Open Workbook from Database dialog box
 - Understand the worksheet layout

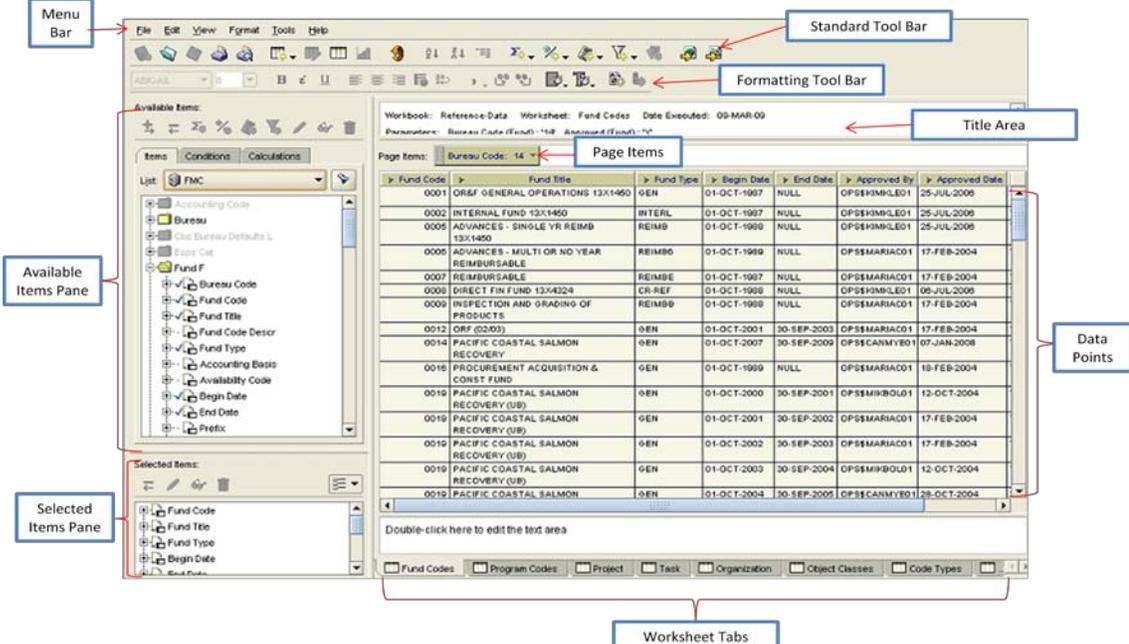
Notes: *The Open Workbook from Database dialog box is different than the one used with Discoverer 9i. In the 10g version, it now gives us the capability to search for a workbook, arrange the workbooks by ascending/descending order, or by displaying those workbooks by the view area defined.*

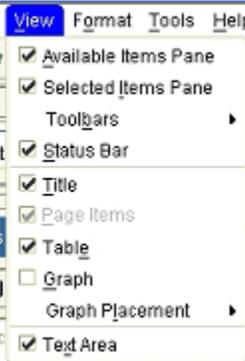
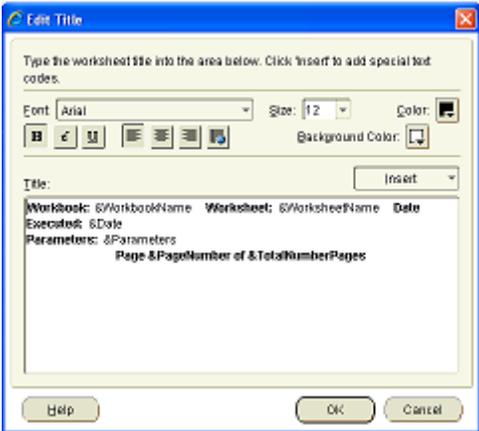
Instructions: Execute the following steps:

Step	Action
1	<p>The default Open Workbook from Database dialog box lists all workbooks by alphabetical order.</p> <p>Click on View As  icon Select User Tree</p> <p>The dialog box will now display alphabetically by username</p> 

Step	Action
2	<p>Expand the CAMSADM user by clicking the Expand  icon</p> <p>The dialog box will show all workbooks that belong to the CAMSADM user. These workbooks are the standard workbooks that all FMC users will have access to run.</p>
3	<p>In the Name Contains field enter <i>REF</i></p> <p>The dialog box will shorten the list to those users that have workbooks that contain what was typed in the field.</p> <p>Expand each user to view the workbooks.</p>
4	<p>Notice that the workbooks have an expand icon next to them. If you wanted to just open the workbook so it would open to the first worksheet:</p> <ul style="list-style-type: none"> ➤ Highlight the workbook ➤ Click Open <p>If you wanted to open a particular worksheet in a workbook:</p> <ul style="list-style-type: none"> ➤ Click the Expand icon (i.e. Reference-Data) ➤ Highlight the worksheet (i.e. Fund Code) ➤ Click Open <p><i>Note: You may also double-click the worksheet in order for it to open. Double-clicking the workbook will only expand it.</i></p>

Step	Action
5	<p>The Edit Parameter Values dialog box appears.</p>  <p>Click OK</p>

6	<p>The worksheet will appear.</p>  <p><i>Note: The first time logging into Discoverer and a worksheet, two panes will display on the left (Available Items & Selected Items). These panes do not apply to a general user as you are unable to create or modify workbooks/sheets.</i></p>
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Step	Action
7	<p>To remove those panes:</p> <ul style="list-style-type: none"> ➤ Click View in the <i>Menu Bar</i> ➤ Click on Available Items Pane checkbox ➤ Wait for worksheet to reconfigure ➤ Click View in the <i>Menu Bar</i> ➤ Click on Selected Items Pane checkbox ➤ Wait for worksheet to reconfigure  <p><i>Note: Once you have removed these panes, they will not display again, unless you go back to the View Menu Bar and reselect them.</i></p>
8	<p>The worksheet will reconfigure and now you will be able to see more of it. Worksheets that were built with Titles still show at the top with the default values to it.</p> <p>In 10g, you are able to not only minimize the title area by clicking and dragging the title area up so it doesn't show, but you can also remove it by clicking on View in the <i>Menu Bar</i> and clicking the Title checkbox.</p> <p>You can also edit the title. You can do that by doing one of the following:</p> <ul style="list-style-type: none"> ➤ Click Edit in the <i>Menu Bar</i> ➤ Select Title <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> ➤ Right-click in the Title Area ➤ Select Edit Title <p>A new dialog box appears allowing you to make changes to the text</p>  <ul style="list-style-type: none"> ➤ Make changes to the Title ➤ Click OK
8a	<p>With 10g, there is a new section of the worksheet called Text Area. It is found toward the bottom of the worksheet right above the worksheet tabs. This area works just like the Title. It can be used to convey a note or can be used as a footer.</p>
9	<p>Information on Navigation Features can be found in Section 3 Access & Navigation.</p>

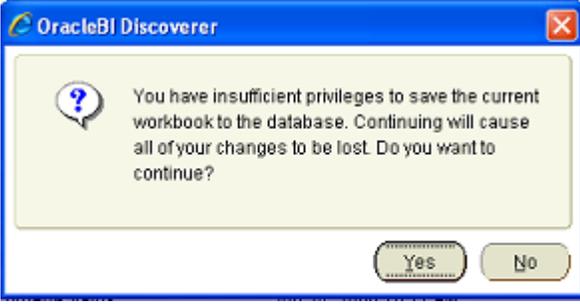
Step	Action
10	Click on the Code Values worksheet tab at the bottom of the screen.
11	<ul style="list-style-type: none">➤ Enter <i>CDITEM</i> in the <i>Code Type</i> field➤ Click OK
12	This worksheet will give the value and description of most things that are found in CFS and could show up in some of the workbooks/worksheets.

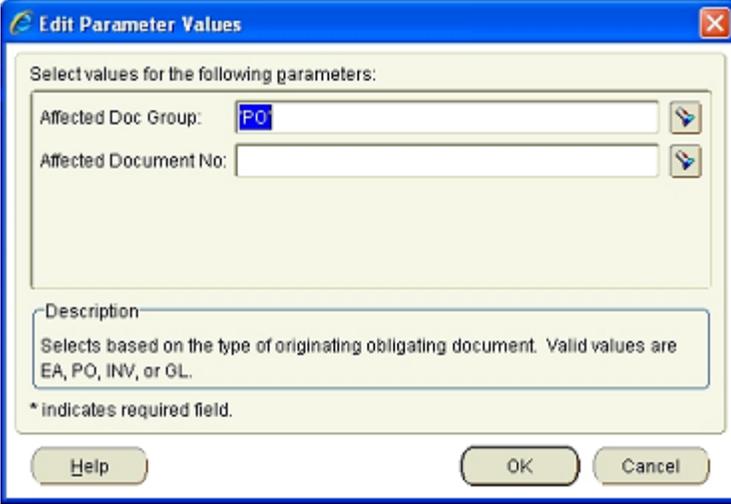
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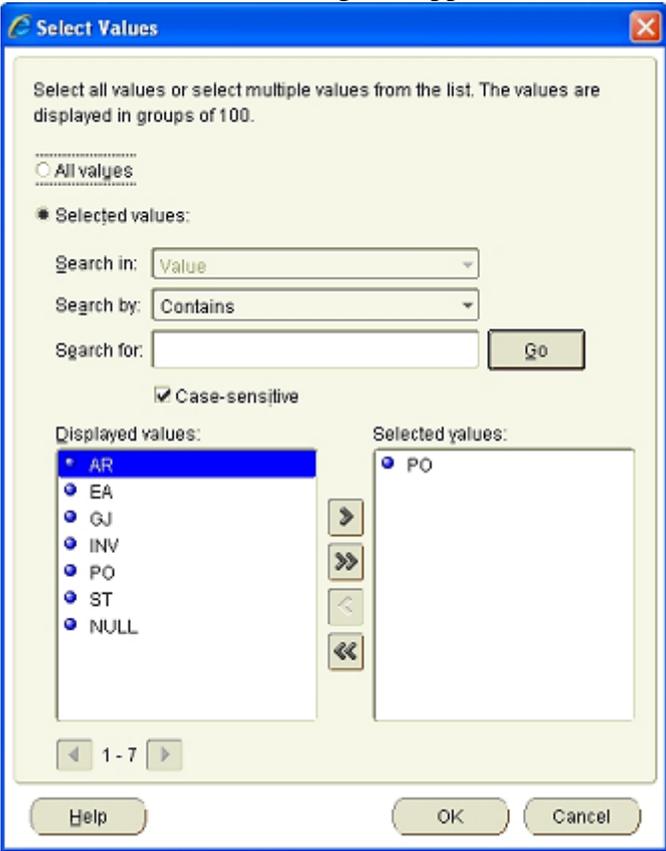
Exercise #3: Document Status Workbook

- Objectives:
- Specifying Parameters
 - List of Values
 - Page Items

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand CAMSADM user ➤ Expand Document-Status workbook ➤ Select Document Detail worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES <p><i>Note: Anytime a general user either closes out a workbook/worksheet or tries to open a new one, they will be prompted with this message.</i></p>

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter 72555 in the <i>Affected Document No.</i> field ➤ Click OK
4	<p>The worksheet will appear with the populated data. Some of the data in the columns may not completely appear. These fields will contain an ellipsis (...). A user can expand those columns by doing the following:</p> <ul style="list-style-type: none"> ➤ Move mouse to the right side of the column header (i.e. UDO) ➤ Put mouse over the line ➤ When mouse turns into a double arrow, click and drag to the right ➤ Release mouse when you can see all of the data
4a	Expand any other columns where the data is not showing.
5	<p>There are two ways to bring up the parameter screen:</p> <ol style="list-style-type: none"> 1) Refresh  icon 2) Tools/Parameter Values on the <i>Menu Bar</i> <p>Click either of these to bring up the parameter screen.</p>
6	At the right of the <i>Affected Doc Group</i> is the Find  icon. Click on it to bring up the list of values for that field.

Step	Action
7	<p>The Selected Values dialog box appears:</p> 
7a	<p>There are 3 different ways to move the objects in the <i>Displayed Values</i> to the <i>Selected Values</i>.</p> <ol style="list-style-type: none"> 1) Double-click the selection 2) Click and Drag from one column to the other 3) Highlight selection and use the arrow icons. (i.e. single moves one value in the direction the arrow is pointing; double moves all values in the direction the arrow is pointing).
7b	<p>Do the following to move items from one column to the other:</p> <ul style="list-style-type: none"> ➤ Double-click AR ➤ Click and Drag EA ➤ Highlight INV and click single right arrow ➤ Highlight AR & EA and click single left arrow ➤ Click OK <p><i>Note: Holding the CTRL key on the keyboard while clicking values, will allow you to select multiple values that are not next to each other.</i></p>

Step	Action																												
8	<ul style="list-style-type: none"> ➤ In the <i>Affected Document No</i> field enter ,1783833,1811814 ➤ Click OK <p><i>Note: Multiple values must be separated by commas. No spaces are needed or allowed.</i></p>																												
9	<p>The Page Items have a drop-down arrow ▼ that allows the user to change the values if multiple ones were chosen.</p> <p>Page Items: </p> <ul style="list-style-type: none"> ➤ Click the drop-down arrow for <i>Affected Doc Group</i> ➤ Select INV <p>Changes made to the Page Items will change not only the data in the worksheet but also other page items like, <i>Affected Document No</i>.</p> <p>Page Items: </p> <table border="1" data-bbox="306 970 1214 1104"> <thead> <tr> <th>GI End Date</th> <th>Trans Date</th> <th>UDO</th> <th>UEXP</th> <th>PEXP</th> <th>DWA</th> <th></th> </tr> </thead> <tbody> <tr> <td>31-OCT-2004</td> <td>25-OCT-2004</td> <td>\$0.00</td> <td>\$6.08</td> <td>\$0.00</td> <td>\$C</td> <td>• 1783833</td> </tr> <tr> <td></td> <td></td> <td>\$0.00</td> <td>\$54.48</td> <td>\$0.00</td> <td>\$C</td> <td>1811814</td> </tr> <tr> <td></td> <td></td> <td>\$0.00</td> <td>\$38.42</td> <td>\$0.00</td> <td>\$C</td> <td><All></td> </tr> </tbody> </table>	GI End Date	Trans Date	UDO	UEXP	PEXP	DWA		31-OCT-2004	25-OCT-2004	\$0.00	\$6.08	\$0.00	\$C	• 1783833			\$0.00	\$54.48	\$0.00	\$C	1811814			\$0.00	\$38.42	\$0.00	\$C	<All>
GI End Date	Trans Date	UDO	UEXP	PEXP	DWA																								
31-OCT-2004	25-OCT-2004	\$0.00	\$6.08	\$0.00	\$C	• 1783833																							
		\$0.00	\$54.48	\$0.00	\$C	1811814																							
		\$0.00	\$38.42	\$0.00	\$C	<All>																							

Exercise #4: Query by Source Reference Number versus Document Number

- Objectives:**
- Specifying Parameters
 - Navigate between worksheets

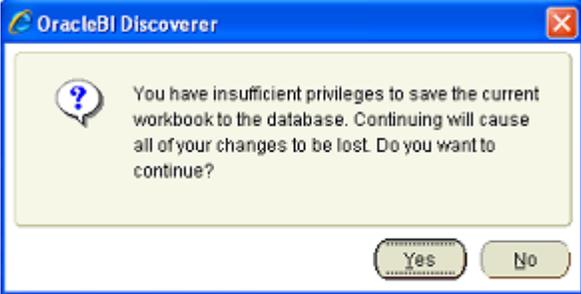
Notes: *The Reference Number field is an unedited field without checks to verify validity of data or that a value is entered. For this reason, when querying by Reference Number alone, all transactions for the requested document may not be displayed.*

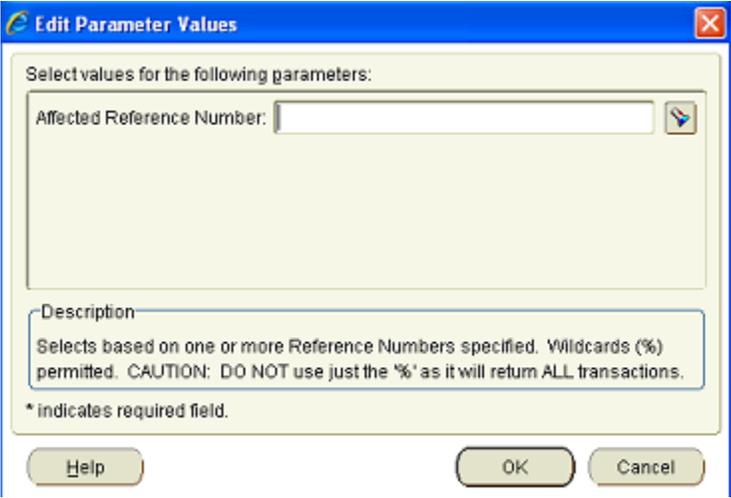
If a user chooses to query by the Source Reference Number, the query results will not include the following types of transactions:

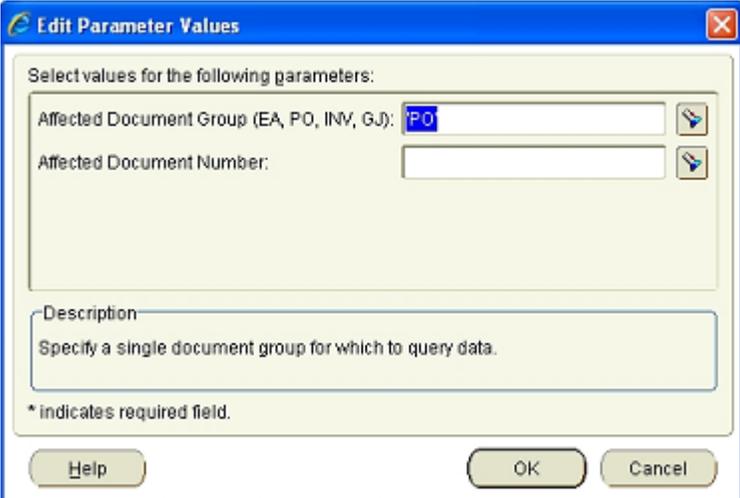
- ✓ Without a source reference number
- ✓ With a difference source reference number
- ✓ When the source reference numbers are entered with transposition errors

Users should perform queries using the Affected Document Number to ensure that all transactions for a specific document are displayed. The Affected Document number is the number given by Data Warehouse to link all transactions together. The only thing that will break that link is a Summary Level Transfer.

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand CAMSADM user ➤ Expand CBS-Active Documents workbook ➤ Select Transaction Detail – Reference Number worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter EA2SE0010 in the <i>Affected Reference Number</i> field (use capital letters) ➤ Click OK
4	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Scroll to see the Grand Total ➤ Expand any columns where you can not see all of the data ➤ Re-open the Edit Parameter Value dialog box ➤ Change the parameter to QA2SE0015 ➤ Click OK
5	<p>The worksheet will appear with the newly queried data. Do the following:</p> <ul style="list-style-type: none"> ➤ Scroll to see the Grand Total ➤ Click in the <i>Affected Document No</i> field ➤ Copy the value 19326 <ul style="list-style-type: none"> ○ This can be done by right-clicking and selecting copy OR ○ CTRL+C on the keyboard

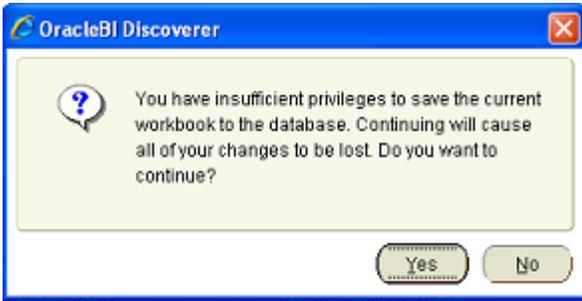
Step	Action
6	<p>At the bottom of the screen where the worksheet tabs appear is a double-arrow  icon. That icon will only show when you are unable to see all the worksheet tabs in a workbook. Clicking on that icon will bring up a listing of all worksheets to the workbook. Worksheets that have a dot next to them are ones that are currently showing at the bottom of the screen.</p> <p>➤ Click to select <i>Transaction Detail – Document Group & Number</i></p>
7	<p>The Edit Parameter Values dialog box appears:</p>  <p>➤ Enter 19326 in the <i>Affected Document Number</i> field</p> <ul style="list-style-type: none"> ○ This can be done by typing the number OR ○ Pressing CTRL+V on the keyboard to paste it in the field <p>➤ Click OK</p>
8	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Scroll to see the Grand Total <p><i>Note: Worksheet displays additional transactions that were not included in the Source Reference Number Query. You can click between the two worksheets to view the differences in the totals.</i></p>
9	<ul style="list-style-type: none"> ➤ Re-open the Edit Parameter Value dialog box ➤ Replace the parameter in the <i>Affected Document Number</i> field with 17106,14956 ➤ Click OK

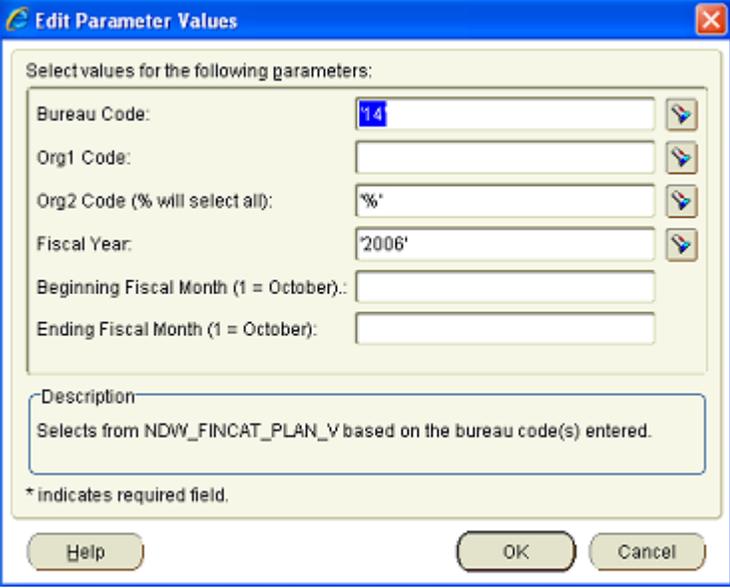
Step	Action
10	<p>The worksheet will appear with the newly queried data. Do the following:</p> <ul style="list-style-type: none">➤ Click the drop-down arrow for <i>Project Code</i> Page Item➤ Select 48M1JWR <p>View the information in the <i>Affected Reference No</i> field and notice there are differences on how the transactions were entered.</p> <p>Do the same steps above for B8M1JFM & 48M1JFM</p>

Exercise #5: Monthly Budget Report – Drill Capabilities

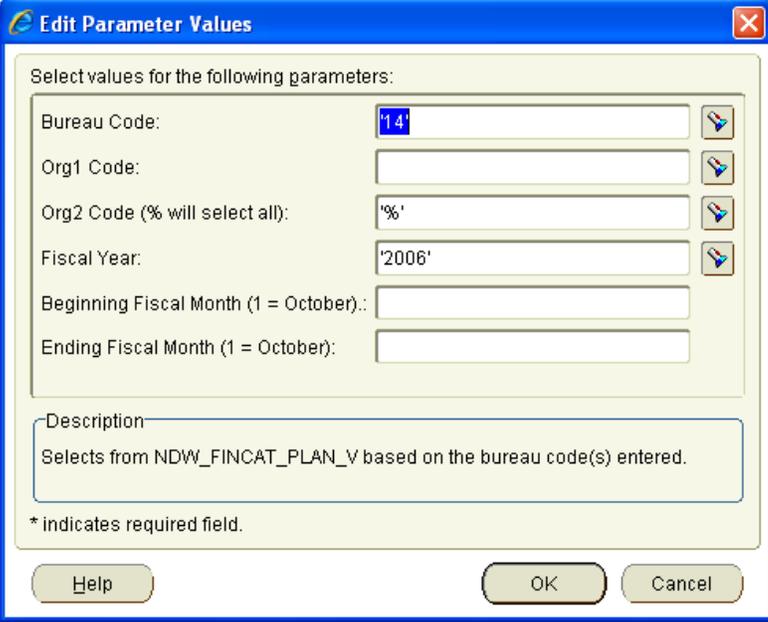
- Objectives:
- Specifying Parameters
 - Understand Drill Capabilities

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand Monthly Budget Report workbook ➤ Select Object Class Summary worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter the following parameters <ul style="list-style-type: none"> ○ Bureau Code = 14 ○ Org 1 Code = 10 ○ Org 2 Code = 09 ○ Fiscal Year = 2008 ○ Beginning Fiscal Month = 3 ○ Ending Fiscal Month = 3 ➤ Click OK
4	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Expand any columns where you can not see all of the data <p><i>Note: This particular view of the data provides information for an FMC at individual project levels.</i></p>
5	<p>The drill   icons allow users to change the level of detail displayed by drilling up or down to display data at higher or lower levels. This functionality applies to page items, which we've already discussed as well as any worksheet column that has the drill icon showing.</p>

Step	Action
5a	Using the drill icon on the Page Items do the following: <ul style="list-style-type: none"> ➤ Select Fund Code 85 ➤ Find the Grand Total for the <i>Oblig Amount SUM</i>
6	Drilling on a worksheet column will add or delete records/columns. Due to the hierarchical structure of the Organization Code, you need to be aware of: <ul style="list-style-type: none"> • <i>Drilling down must be done in order; skipping a level compromises the integrity of the data.</i> • <i>Drilling up eliminates one or more columns up the specified level</i>
6a	Using the drill icon on the Column Heading do the following: <ul style="list-style-type: none"> ➤ Click the drill icon for Org3 Code ➤ Select the next available option, keeping in mind the points from Step 6 <p><i>What happened?</i></p>
6b	Using the drill icon on the Column Heading do the following: <ul style="list-style-type: none"> ➤ Click the drill icon for Org3 Code ➤ Select Org2 Code <p><i>What happened?</i></p>
7	Click to select <i>Object Class Summary – Fund & Project</i> worksheet

Step	Action
8	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter the following parameters <ul style="list-style-type: none"> ○ Bureau Code = 14 ○ Org 1 Code = 10 ○ Org 2 Code = 09 ○ Fiscal Year = 2008 ○ Beginning Fiscal Month = 3 ○ Ending Fiscal Month = 3 ➤ Click OK
9	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Expand any columns where you can not see all of the data <p><i>Note: This particular view of the data provides information for an FMC at individual project levels.</i></p>
10	<p>Using the drill icon on the Column Heading do the following:</p> <ul style="list-style-type: none"> ➤ Drill down the organization until you reach level 5 of the organization code
10a	<p>Then drill back up to the 3rd level of the organization code.</p>

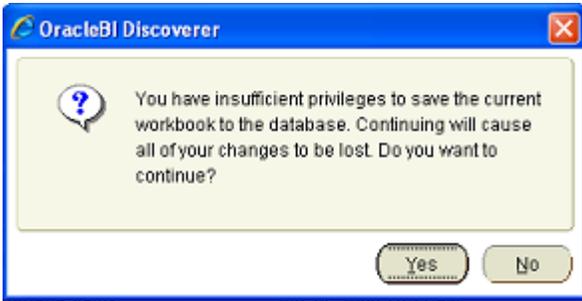
Step	Action
11	<p>➤ Click on the drill icon for Fund Code</p> <p><i>What options became available to drill down to?</i></p>
12	Drill down until you reach the 4 th level of the Program Code.
12a	<p>Drill up to Program 2 Code level.</p> <p><i>What happened?</i></p>
13	<p>Click on another worksheet tab – view the parameters. Click Cancel to not run that worksheet.</p> <p><i>Note: The user will have to use the refresh icon or the menu item to bring up the parameter value screen regardless whether they had entered values or canceled it.</i></p>

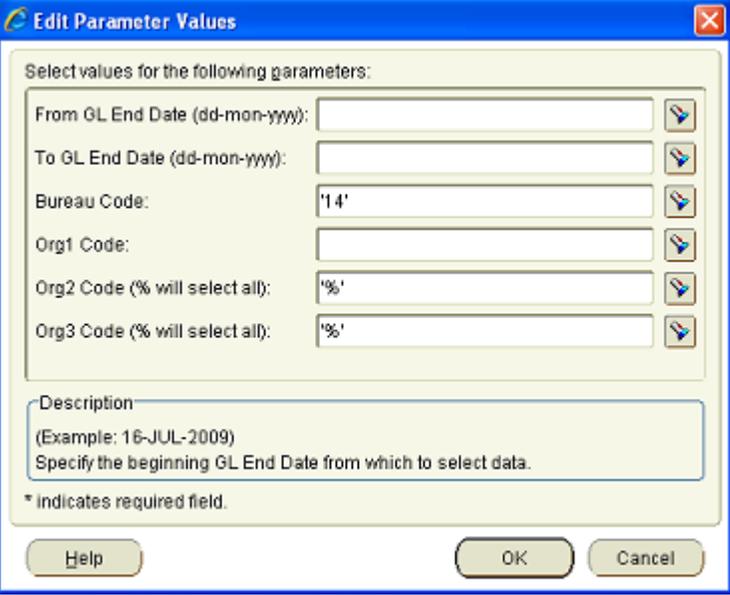
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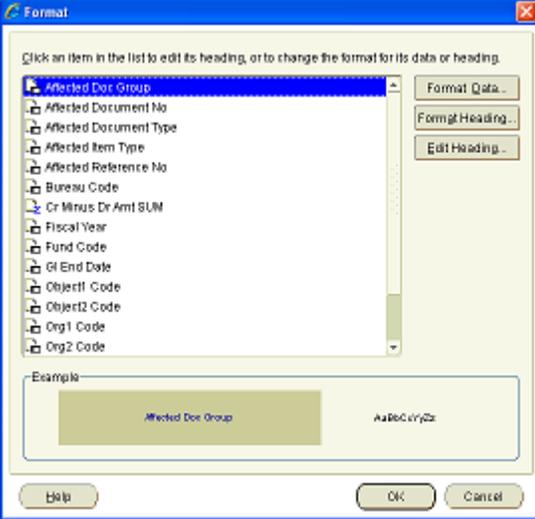
Exercise #6: NOA118 Detail Report – Formatting & Exporting

- Objectives:
- Understand the different formatting options
 - Understand how to export the data to Excel

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand NOA118 - Detail workbook ➤ Select NOA118 - Detail worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter the following parameters <ul style="list-style-type: none"> ○ From GL End Date = 30-SEP-2008 ○ To GL End Date = 30-SEP-2008 ○ Org 1 Code = 10 ○ Org 2 Code = 09 ○ Org 3 Code = 0005 ➤ Click OK
4	<p>The worksheet will appear with the populated data. Do the following:</p> <ul style="list-style-type: none"> ➤ Click in the upper left cell ➤ Scroll to the right and bottom ➤ Hold the SHIFT key ➤ Click the bottom right cell <p>All data fields should now be highlighted. Using the Formatting Toolbar change the font from 8 to 10. After a few moments the data in the sheet should be bigger and a little easier to read.</p>
5	<p>Another way to format:</p> <p>Click on Format/Item Format in the <i>Menu Bar</i></p>

Step	Action
6	<p>The Format dialog box appears:</p> 
7	<p>To select all items listed – do one of the following:</p> <ul style="list-style-type: none"> ▪ Hold down the Shift-key and scroll down to click on the <i>Task Code</i> ▪ Hold down the Shift-key and click on ↓ key until the <i>Task Code</i> is highlighted ▪ Hold down the Shift-key and hit the Page Down key until the <i>Task Code</i> appears <p><u>Format Headings</u></p> <ul style="list-style-type: none"> ➤ Click on Format Heading button ➤ Change the color of the text and background and then click OK ➤ Wait for the cursor to change from an hourglass to the mouse pointer, then click a heading and look at the Example below to see how the formatting changes the column heading
8	<p><u>Edit Headings</u></p> <ul style="list-style-type: none"> ➤ Click on <i>Affected Document No.</i> ➤ Click on Edit Heading button ➤ Type in the <i>Heading</i> field <i>Document Nbr.</i> ➤ Click OK ➤ Look at the Example below to see how the formatting changes that column heading

Step	Action
9	<p><u>Format Data</u></p> <ul style="list-style-type: none"> ➤ Click on <i>CR Minus DR Amt SUM</i> ➤ Click on Format Data button ➤ Click on <i>Number</i> tab ➤ Use drop-down listing to unselect “\$” ➤ Click OK ➤ Look at the Example below to see how the formatting changes ➤ Click OK <p><i>How does your data on the screen now look?</i></p>
10	<p>To get the data ready for export to Excel, there are a few things we need to do:</p> <ul style="list-style-type: none"> • Move Page Items to Column Headings • Remove all Group Sorts • Remove Title and Text Areas
11	<p>To move <i>Page Items</i> to <i>Column Headings</i> do the following:</p> <ul style="list-style-type: none"> ➤ Click the <i>Page Item</i> and drag it to where you want to place it as a column heading <p>For example: Click <i>Fiscal Year</i> and drag it to the first column heading</p> <ul style="list-style-type: none"> ➤ Move the rest of the <i>Page Items</i> down as column headings <p><i>Note: There will be a black “line” that will show up to the left of where you are trying to place it in the column heading.</i></p> <p><i>How does the data on screen look? Any differences?</i></p>
12	<p>To Remove Group Sorts do the following:</p> <ul style="list-style-type: none"> ➤ Click on Tools/Sort in the <i>Menu Bar</i> ➤ Starting with the last/bottom “Group Sort”, click the drop-down arrow ➤ Select Normal <p>Do this for all the Group Sorts listed, when finished click OK</p> <p><i>Note: If the group sorts were removed from the top down, it would resort incorrectly the data on the worksheet. By removing group sorts from the bottom to the top, keeps the sorts in the correct order.</i></p> <p><i>What happened to the data on the screen?</i></p>

Step	Action
13	Remove the Title and Text Areas <i>Note: This step is important in exporting as the title and text area take up a lot of room in one cell in Excel</i>
14	To Export your data to Excel do the following: ➤ Click on File/Export in the <i>Menu Bar</i> ➤ Step 1 – Leave the default (Current worksheet/table) click Next ➤ Step 2 – Change the location to the desktop by using BROWSE, Click Next ➤ Step 3 – Leave the parameter values alone, click Next ➤ Step 4 – Leave the Supervised default, Click Finished ➤ Click OK Open the file you just exported. <i>How is it different from the data shown on the screen?</i>
15	Go back to Discoverer, close out your workbook
16	To exit Discoverer, click File/Exit in the <i>Menu Bar</i>