

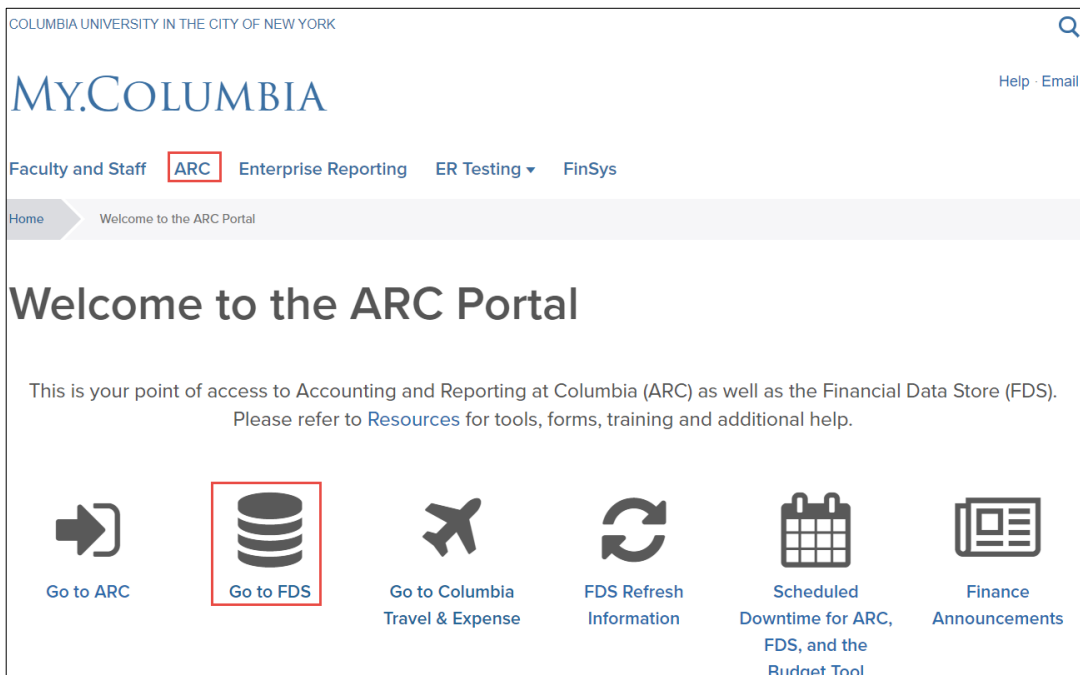
The FDS (Financial Data Store) On Demand Reports interface is Columbia’s custom interface for running FDS reports. The interface provides a number of features such as retained parameter values, visual feedback on required fields and the ability to launch multiple reports in parallel which enhance reporting productivity and usability.

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Accessing FDS

From the My Columbia page, click on the **ARC** link, then click on the **Go to FDS** icon:



Business Intelligence LaunchPad appears.

The Business Intelligence (BI) LaunchPad

You can create **Categories** and designate Categories to reports in order to organize them as desired.

Use the **Tabs** to quickly move to different sections of the Home page instead of using the scroll bar.

Use the **Currently Open Documents** dropdown to switch between open documents

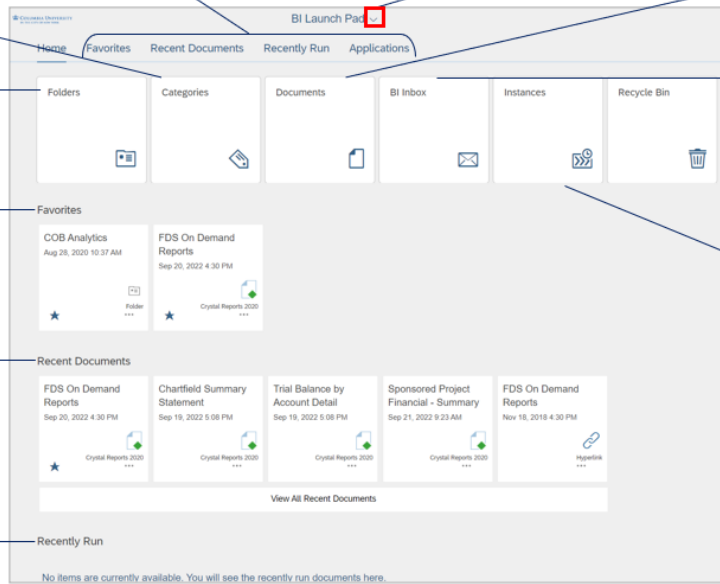
Use the **Documents** tile to view a comprehensive list of all the reports for which you have access.

Use the **Folders** tile to access folders that contain and organize all the reports for which you have access.

You can add tiles for your frequently used Folders and Reports to **Favorites** for quick access. Cob Analytics and FDS on Demand Reports are automatically included

Recent Documents contain tiles for the Documents and Reports that you recently ran.

Recently Run will contain tiles for documents of Scheduled Instances that have recently run.



Use the **BI Inbox** tile to access the documents and alerts you have received from other users.

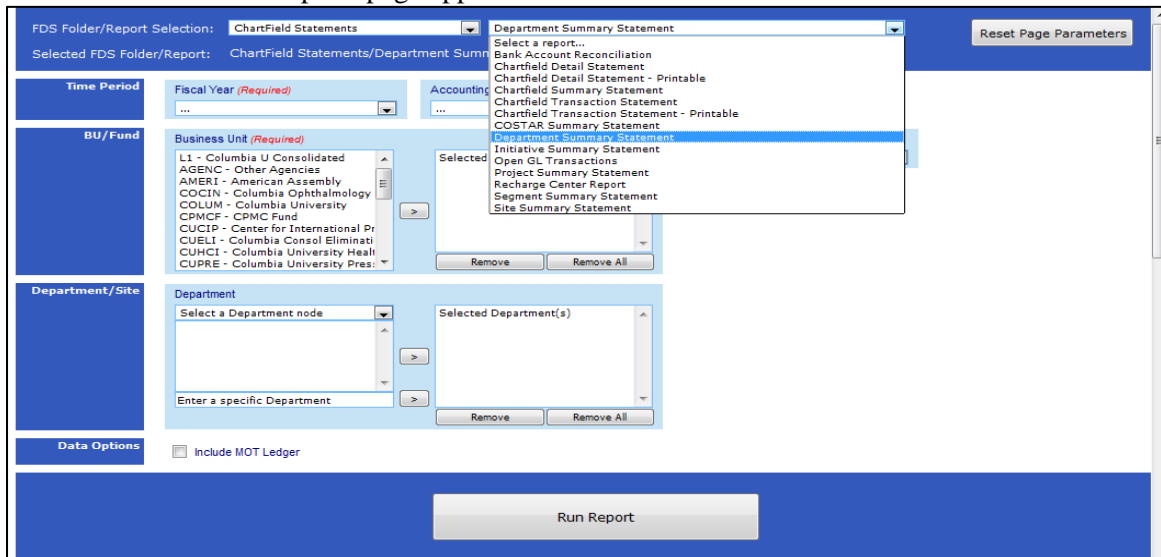
Use the **Instances** tile to view a list of all the Scheduled Instances and status of the reports you scheduled.

Running FDS On Demand Reports

1. Click the **FDS On Demand Reports** tile. (You can also navigate to the Folders tile > Public Folders > FDS On Demand Reports folder > FDS On Demand Reports.)



The FDS On Demand Reports page appears.



2. Select a **Folder/Report** from the respective dropdowns for the report you want to run. The Parameters Page appear.

- Enter the **Required** parameters, indicated with red labels, and any optional parameters you desire.
- To select a **Business Unit** or **Fund**, select a value from the right-side list and click the arrow to move the value to the left-side Select list.

To enter a specific **Department, Site, Segment** or **Initiative**, etc., enter the value in the bottom of right-side list and click the lower arrow button to move the value to the left-side Selected list.

- Scroll to the bottom of the Page Parameters and click the **Run Report** button.

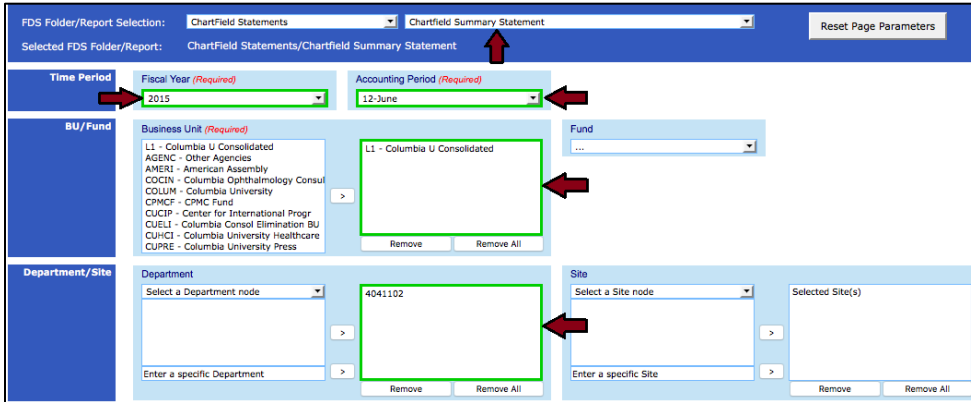
Once a report has been initiated, you can navigate back to the Home page and run additional reports without waiting for the first report to return.

To switch between multiple report documents that you have previously run or currently running, click the **Currently Open Documents** dropdown at the top of the screen.


Retained Parameter Values

Once a report has been run, the parameters used on that report will be retained for subsequent report runs, both when switching between reports, as well as between log-in sessions. *

The retained values will be highlighted in green when another report is selected.




Note: Due to variations in report parameter requirements, some parameters are not able to be retained. This functionality is achieved through the use of browser cookies. If you clear your cookies between browser sessions, the parameters will be reset.

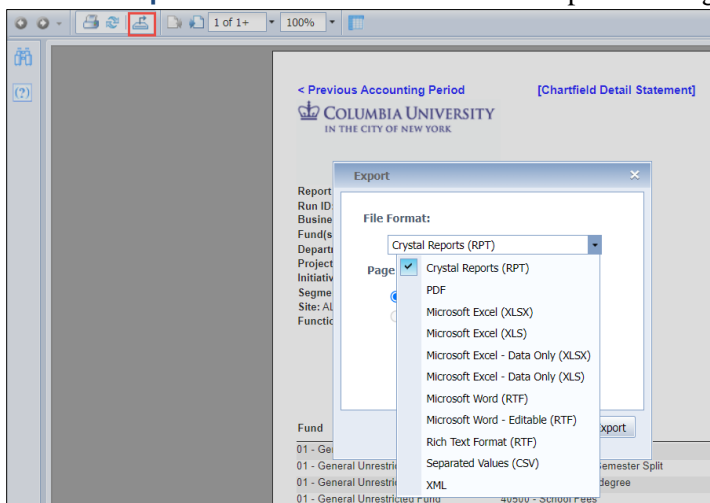
To reset all retained values on the current page, click the **Reset Page Parameters**  button:


Exporting a Report

Once a report has run successfully, it can be exported to a number of file formats. The most commonly used formats are PDF and Microsoft Excel.

To export the report

1. Click the **Export**  icon in the toolbar in the report viewing window.

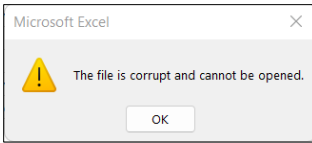


2. Select the desired **File Format** in the dialog box that pops up
3. Click the **Export**  button.

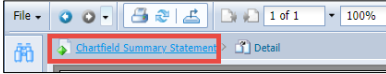
Note: The Microsoft Excel (XLSX) is the preferred format for exporting to Excel. The Microsoft Excel (XLS) format supports a maximum of 65,536 rows on a single worksheet.

Exporting to Excel Corruption Issue Workaround

You may encounter an issue when exporting to Excel where you receive a corruption message and cannot open your downloaded Excel file.



When you click a link within the report to view a related detail report and then navigate back to the original report, a breadcrumb of open reports appears in the upper left corner of the FDS window. If you attempt to export the original report to Excel without taking the action below, the corruption will occur.

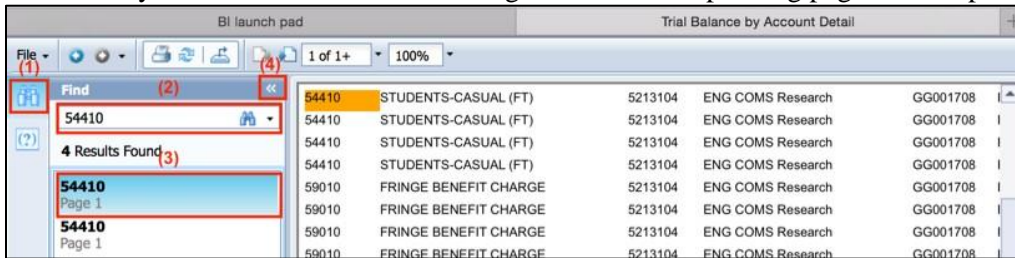


In order to export the original report to Excel without the corruption issue, click the breadcrumb link to the original report from the upper left corner of the FDS window. The report will now export to Excel normally.

Advanced Topics:

Searching for values within a report

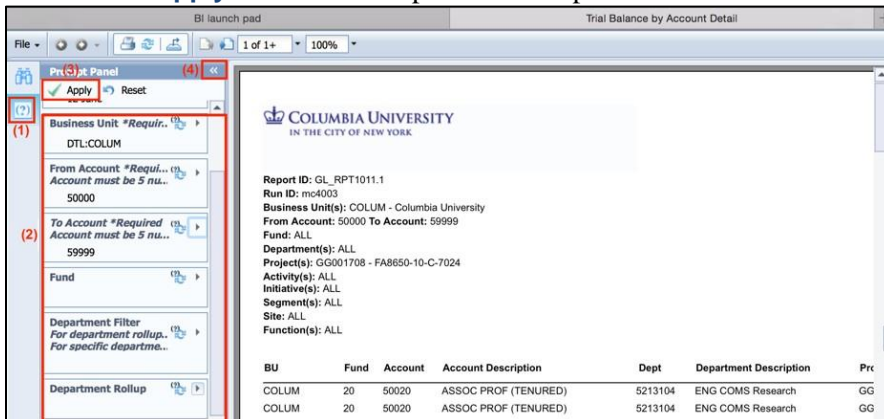
1. Click on the **Find** icon on the left side of the report. The Find panel appears.
2. Enter the specific value you are searching for and press Enter or click the Find icon in the Find panel.
3. Click on any of the returned results to navigate to the corresponding page in the report.



Re-running a report with different parameters

You can re-run a report with different parameters by returning to the FDS On Demand Reports interface, update the parameters, and re-run the report. Or, within the report you have run, you can use the Prompt Panel to update the parameters.

1. Click on the **Prompt** icon on the left side of the report. The Prompt Panel appears.
2. Change the parameters as needed *
3. Click on the **Apply** button at the top of the Prompt Panel.



Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>