

# Reporting

## **CV360 Custom Reports**



CloudVergent 360

# Reporting

## CV360 Reports

Make sure to use either Chrome or Firefox as your browser

**This is a new folder structure path to access CV360 reports for areas such as Absence, Compensation, HR, OMB, Payroll and Worker's Compensation**



# Reporting

Welcome to the Reporting training course. This course is designed to inform users how to access the new folder structure path to CV360 reports.

## Who should take this course?

- Users who need to execute reports for their daily job functions.



## Prerequisites:

We recommend the following prerequisites before taking this course:

- CV360 Navigation Training



## Duration:

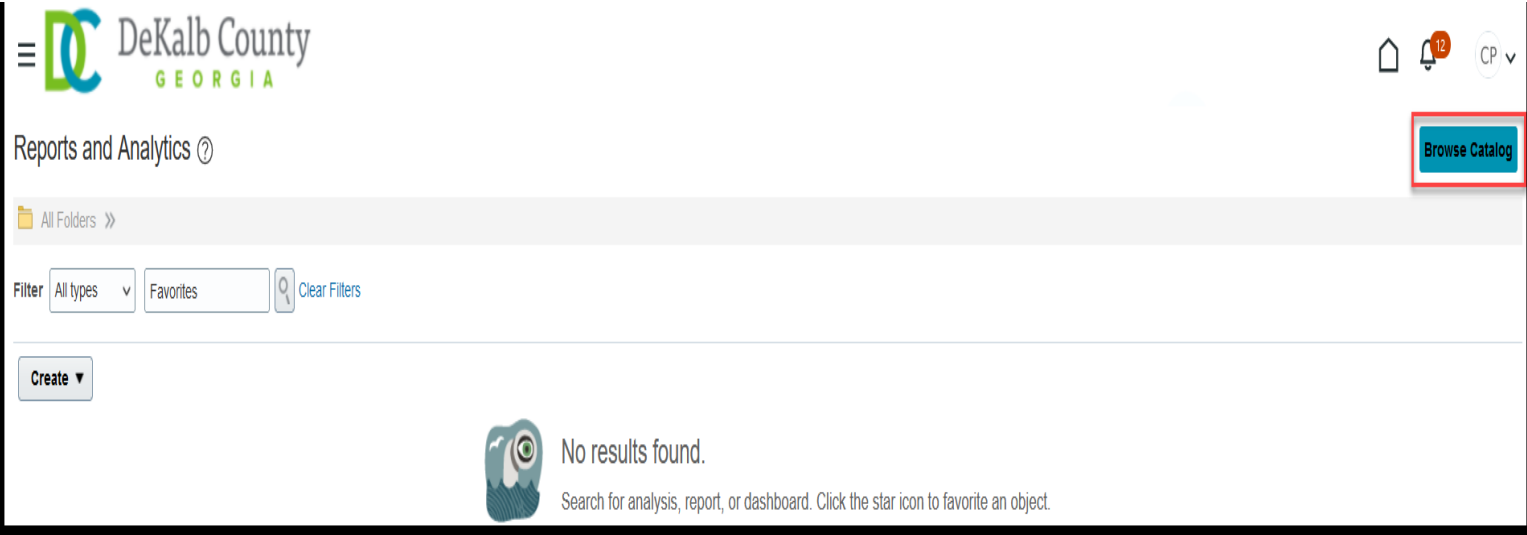
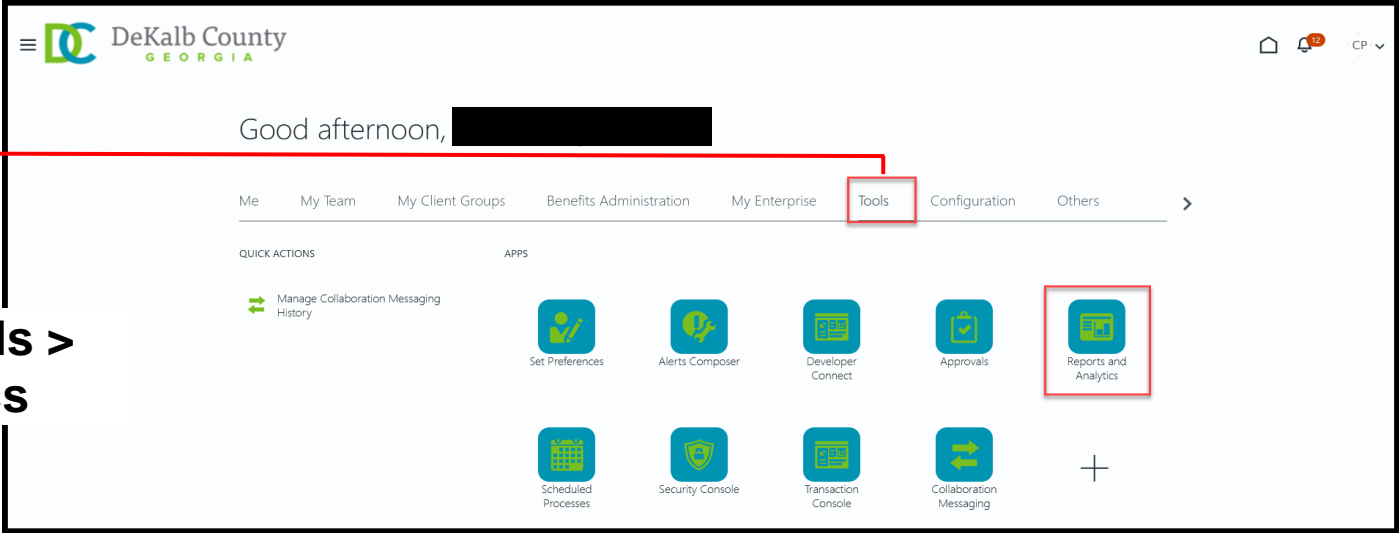
- 1 Hour



# Reporting

1

CV360 Navigation: **Tools > Reports and Analytics**



2

Select the **Browse Catalog** button. This will open a new browser tab.

# Reporting

Catalog

Location: /Shared Folders/Custom/CV360 Reports/Absence

**Folders**

- My Folders
- Shared Folders
  - Common Content
  - Custom
    - Dashboards
    - Customer Relationship Management
    - CV360 Data Model
    - CV360 Reports
      - Absence**
      - Compensation
      - HR
      - Learning
      - OMB
      - Payroll
      - Talent
      - Worker's Compensation

Type: All Sort: Name A-Z Show More Details

**Absence Report** Last Modified 7/14/22 11:14 AM Owner DCIntegrationUser  
This report lists the status of all absence requests between two dates.  
[Open](#) [More](#)

**Employee Work Schedule Report** Last Modified 7/14/22 11:14 AM Owner DCIntegrationUser  
This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule.  
[Open](#) [More](#)


**Leave Balance Report** Last Modified 7/14/22 11:14 AM Owner DCIntegrationUser  
This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee.  
[Open](#) [More](#)

From the Folders panel, drill down to get to Absence Report: Shared Folders > Custom > CV360 Reports > Absence > Absence Report

[CV360 Reports](#)

# Reporting

**Absence Report**

Absence Start Date 

Absence Taken Report - ...

**Select Date and Time** X


July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OK Cancel

4

Select the calendar icon. Choose the start date, then click OK. Repeat for the **calendar end date**.

Absence End Date 

Department All Apply


**Select Date and Time** X

July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OK Cancel

# Reporting

 Absence Report

Absence Start Date07-01-2022

Absence End Date07-15-2022


DepartmentAll

Apply

Absence Taken Report - ...

Report Completed

5

 Absence Report\_Absence Taken ...port - Advanced Mode(14).xlsx  
Completed — 552 KB

Show all downloads

When the report has completed processing, an icon will appear in the top right corner. Click the icon.

# Reporting

## Absence Taken Report - Advanced Mode

PERSON_N UMBER	PERSON_N AME	ABSENCE_ TYPE_NAM E	ABSENCE_ START_DA TE	ABSENCE_ END_DATE	DURATION	ABSENCE_ STATUS_C D	APPROVA L_STATUS CD	CREATED_ BY	CREATION _DATE	LAST_UPD ATED_BY	LAST_UPD ATE_DATE
			2022-07-07	2022-07-07	8	SUBMITTE D	APPROVE D	Epps,Brend a E	2022-07-05 04:45:58	Epps,Brend a E	2022-07-05 04:46:29
			2022-07-08	2022-07-08	8	SUBMITTE D	APPROVE D	Epps,Brend a E	2022-07-05 04:46:57	Epps,Brend a E	2022-07-05 04:47:18
			2022-07-01	2022-07-01	8	SUBMITTE D	APPROVE D	Wilson,Nige I E	2022-05-26 07:17:42	Wilson,Nige I E	2022-05-26 07:17:46
			2022-07-05	2022-07-05	8	SUBMITTE D	APPROVE D	Wilson,Nige I E	2022-05-26 07:17:42	Wilson,Nige I E	2022-05-26 07:17:46
			2022-07-06	2022-07-06	8	SUBMITTE D	APPROVE D	Wilson,Nige I E	2022-05-26 07:17:42	Wilson,Nige I E	2022-05-26 07:17:46

*The Report will  
generate on as an  
Excel file.*

***\*\*Information has  
been redacted for  
training purposes.***



# Reporting

← → ↕ ⬆️ > This PC > Downloads >

Quick access  
Desktop  
Downloads

Name	Date modified	Type	Size
Today (1)			
Absence Report_Absence Taken Report - Advan...	8/12/2022 8:43 AM	Microsoft Excel Work...	552 KB

The report initially is saved to the Download Folder. However, you can move the report to your documents.

# Reporting

## Exporting CV360 Reports

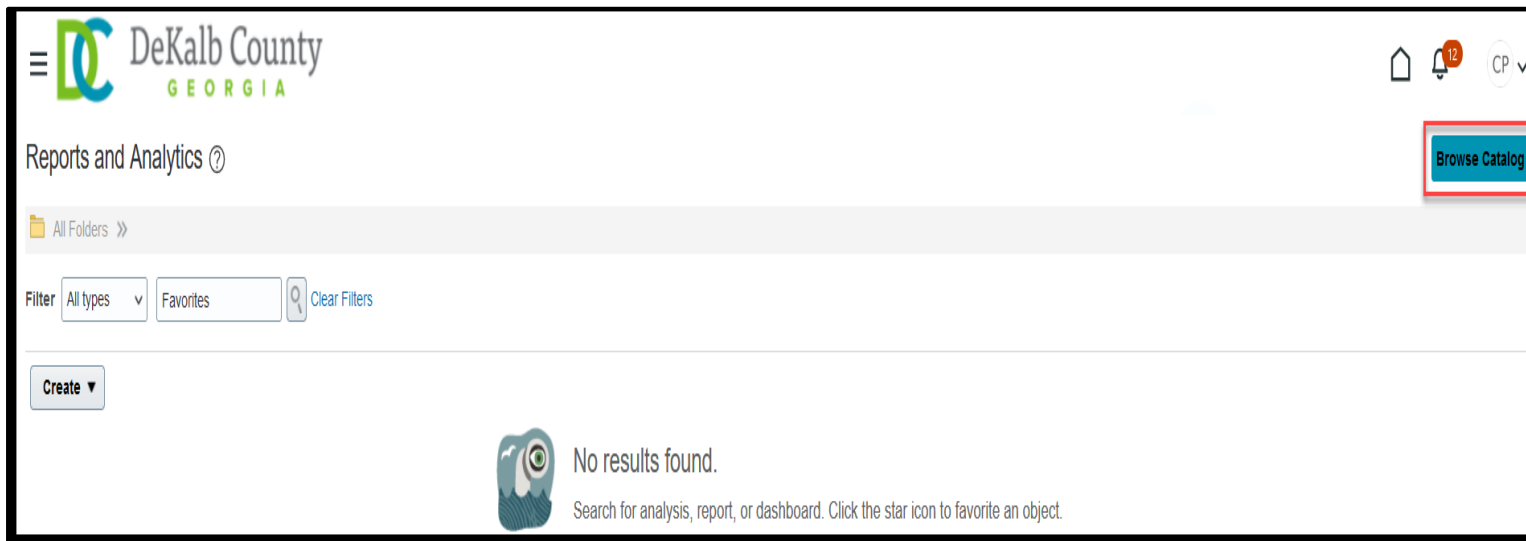
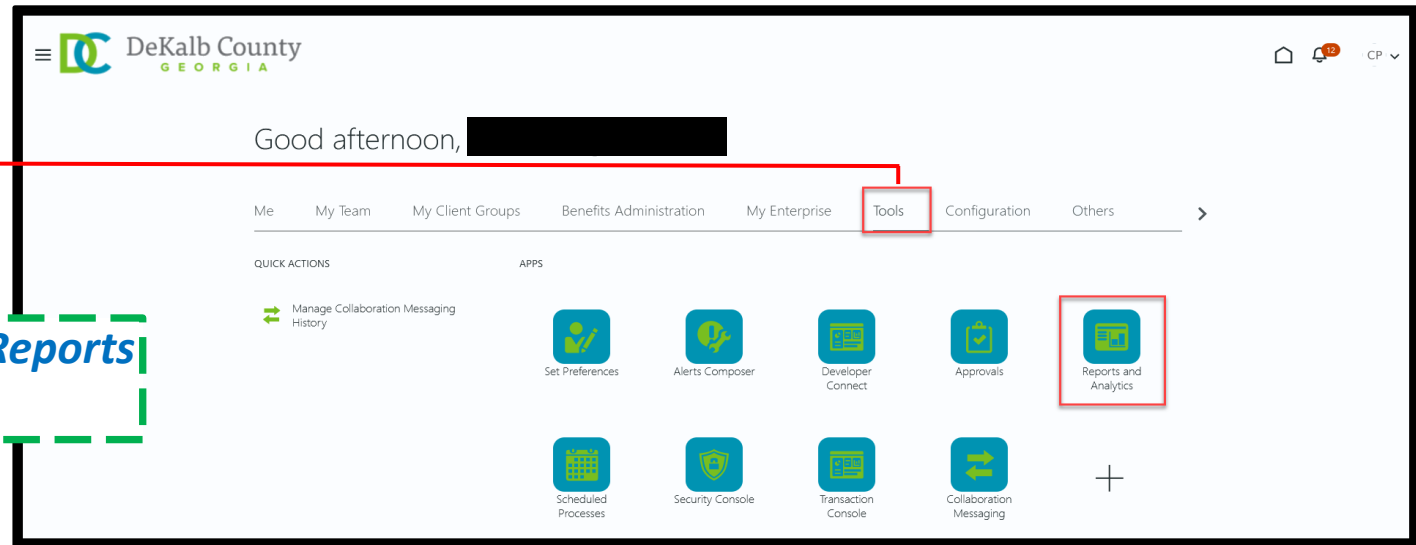
Make sure to use either Chrome or Firefox as your browser

**Shared Folders > Custom > CV360 Reports > Compensation >  
Salary Detail Report**

# Reporting

1

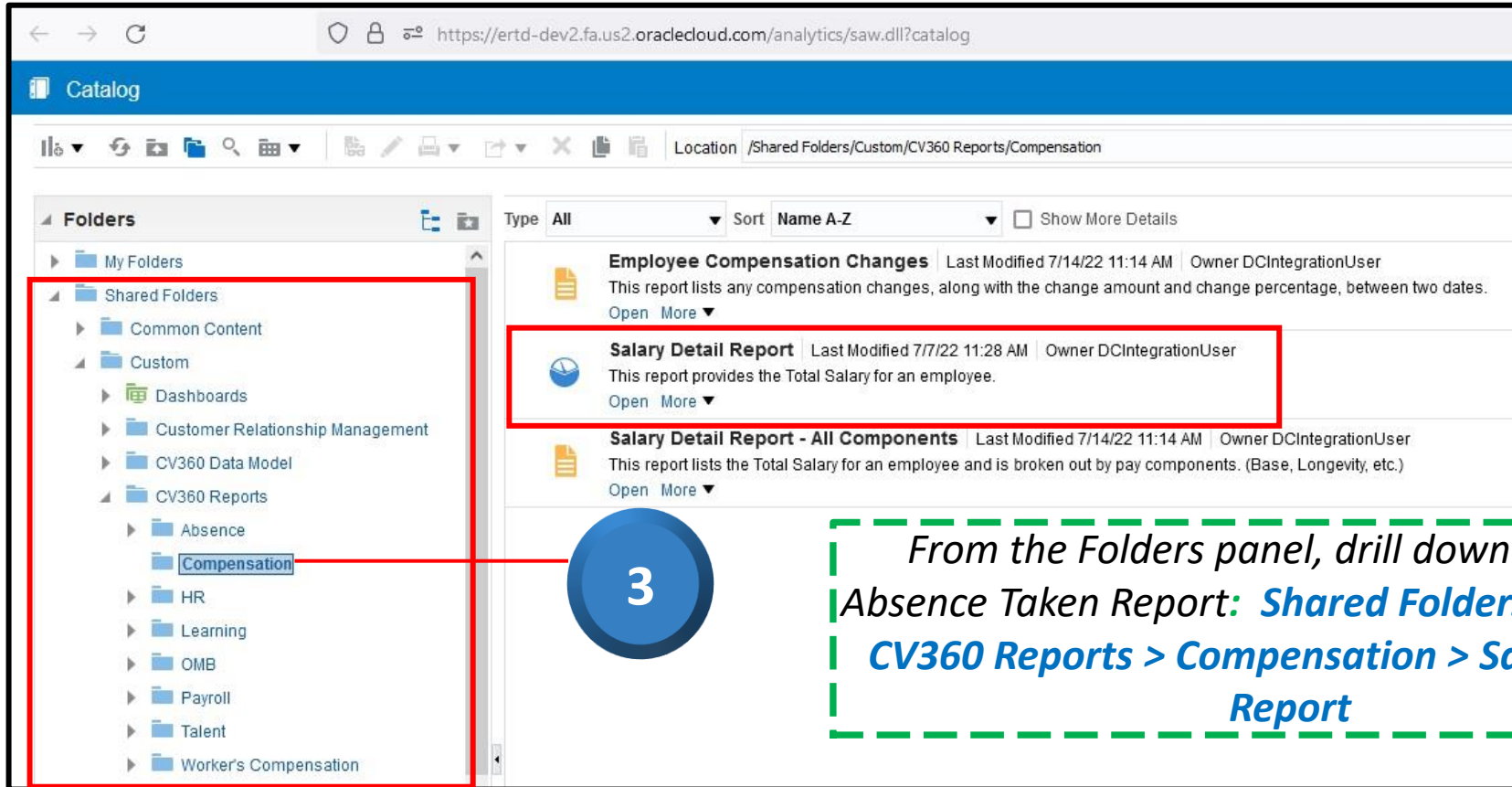
CV360 Navigation: **Tools > Reports and Analytics**



2

Select the **Browse Catalog** button.  
This will open a new browser tab.

# Reporting



The screenshot shows the Oracle Analytics Catalog interface. The browser address bar displays the URL: <https://ertd-dev2.fa.us2.oraclecloud.com/analytics/saw.dll?catalog>. The page title is "Catalog". The location bar shows the path: `/Shared Folders/Custom/CV360 Reports/Compensation`. The left sidebar, titled "Folders", contains a tree view of the catalog structure. A red box highlights the path: **Shared Folders** > **Custom** > **CV360 Reports** > **Compensation**. A red line connects the "Compensation" folder to a blue circle with the number "3". The main content area displays a list of reports. A red box highlights the "Salary Detail Report" entry, which includes the description: "This report provides the Total Salary for an employee." Below it, the "Salary Detail Report - All Components" report is also visible. The "Employee Compensation Changes" report is at the top of the list.

**3**

From the Folders panel, drill down to get to  
Absence Taken Report: **Shared Folders > Custom >  
CV360 Reports > Compensation > Salary Detail  
Report**

## Reporting



### Current Salary History Report

Date run: 8/2/22

[illegible]

# Reporting

02132 - FINANCE-UTILITY CUSTOMER OPERATIONS

02132 - FINANCE-UTILITY CUSTOMER OPERATIONS

02132 - FINANCE-UTILITY CUSTOMER OPERATIONS

02132 - FINANCE-UTILITY CUSTOMER OPERATIONS

Refresh - Print - Export - Copy

4

Scroll to the bottom of the report and select the Export option. Next choose the file format.

NCE-UTILITY CUSTOMER OPERATIONS

NCE-UTILITY CUSTOMER OPERATIONS

NCE-UTILITY CUSTOMER OPERATIONS

NC Formatted

NC Data

t - Export - Copy

Excel

CSV

Tab Delimited

XML

# Reporting

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⬇

⬇

This PC > Downloads

★ Quick access

Desktop

Downloads

Name	Date modified	Type	Size
Today (1)			
Salary Detail Report	8/2/2022 2:30 PM	Microsoft Excel Com...	1,040 KB

5

*This will download the report output to the user's **local machine***

# Reporting

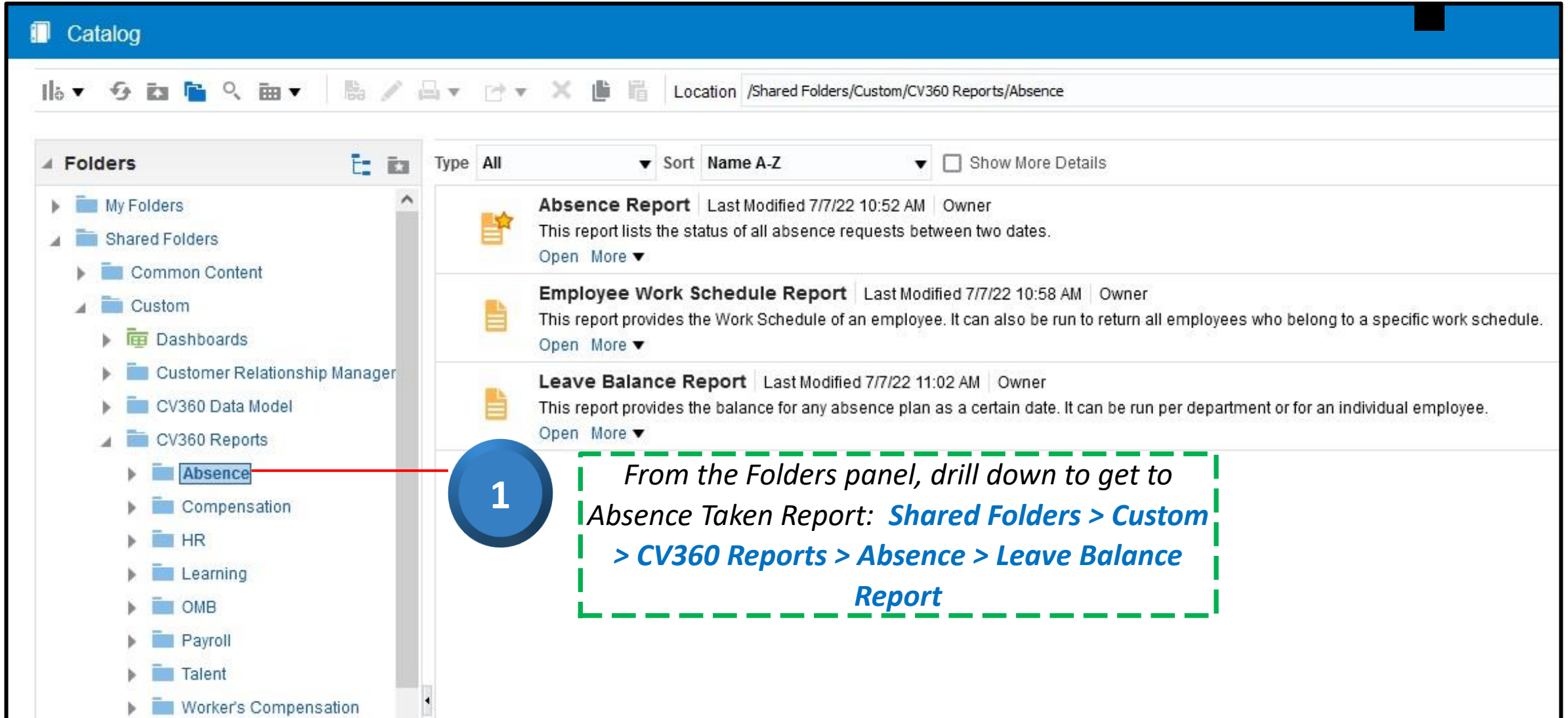
## Filtering in CV360 Reports

Make sure to use either Chrome or Firefox as your browser

Shared Folders > Custom > CV360 Reports > Absence > Leave Balance Report



# Reporting



The screenshot displays the 'Catalog' interface of CloudVergent 360. On the left, a 'Folders' panel shows a hierarchical tree structure. The 'Absence' folder under 'CV360 Reports' is highlighted with a blue selection bar. A red line connects this folder to a blue circular callout containing the number '1'. To the right of the callout, a green dashed box contains text explaining the navigation path. The main content area on the right shows a list of reports: 'Absence Report', 'Employee Work Schedule Report', and 'Leave Balance Report'. The 'Location' bar at the top indicates the current path: '/Shared Folders/Custom/CV360 Reports/Absence'.

**Catalog**

Location: /Shared Folders/Custom/CV360 Reports/Absence

**Folders**

- My Folders
- Shared Folders
  - Common Content
  - Custom
    - Dashboards
    - Customer Relationship Manager
    - CV360 Data Model
    - CV360 Reports
      - Absence**
      - Compensation
      - HR
      - Learning
      - OMB
      - Payroll
      - Talent
      - Worker's Compensation

**1**

From the Folders panel, drill down to get to Absence Taken Report: **Shared Folders > Custom > CV360 Reports > Absence > Leave Balance Report**

**Absence Report** | Last Modified 7/7/22 10:52 AM | Owner  
This report lists the status of all absence requests between two dates.  
[Open](#) [More](#) ▼

**Employee Work Schedule Report** | Last Modified 7/7/22 10:58 AM | Owner  
This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule.  
[Open](#) [More](#) ▼

**Leave Balance Report** | Last Modified 7/7/22 11:02 AM | Owner  
This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee.  
[Open](#) [More](#) ▼

# Reporting

Folders

My Folders

Shared Folders

Common Content

Custom

Dashboards

Customer Relationship Manager

CV360 Data Model

CV360 Reports

Absence

Compensation

HR

Learning

OMB

Payroll

Talent

Worker's Compensation

Type All

Sort Name A-Z

Show More Details

Absence Report

Last Modified 7/7/22 10:52 AM

Owner

This report lists the status of all absence requests between two dates.

Open More

Employee Work Schedule Report

Last Modified 7/7/22 10:58 AM

Owner

This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule.

Open More

Leave Balance Report

Last Modified 7/7/22 11:02 AM

Owner

This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee.

Open More

Select Open

2

# Reporting

Reports and Analytics - Oracle F X

Leave Balance Report - Oracle Analy X

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https://ertd-test.fa.us2.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=%2FCustom%2FCV360%20Reports%2FAbsence%2FLeave%20Balance%20Report.xdo&path=%2Fshared%2FCustom%2F

☆

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Leave Balance Report

Home Catalog Favorites Dashboards Create Open

Department All

Absence Name All

Person Number All

Pay Period End Date 08-11-2022

Apply

DC\_R\_AB011\_Leave\_Balar

☒ All

☐ 08138 - SANITATION - MOWING & HERBICIDE

☐ 64665 - GRANTS - ARRA JAG POLICE

☐ 86901 - CIP - EXTENSION SERVICE

☐ 80603 - CIP - HOST CAPITAL OUTLAY

☐ 06135 - PARKS - DEPARTMENTAL PLANNING

Search ...

E12

3

To search for the **department/cost center** you are responsible for, select the dropdown arrow for the department field and click **Search**

# Reporting

Oracle Transactional Business Intelligence

Search All

Home Catalog Favorites Dashboards New Open

Department All Absence Name All Person Number All Pay Period End Date 02-11-2022 Apply

DC\_R\_AB011\_Leave\_Balanc...

**Search**

Available

Name Starts with

Search ☐ Match Case

Value

Move

Move All

Remove

Remove All

**Selected**

00001 - BALANCE SHEET COST CENTER

00003 - REVENUE / EXPENDITURE CLEARING

00004 - DISCOUNTS TAKEN

00005 - HCM Conversion

00005 - NONDEPARTMENTAL REVENUES / EXPENDITURES

00110 - CHIEF EXECUTIVE OFFICER

00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS

00114 - CHIEF EXECUTIVE OFFICER - STAFF

00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSISTANT

00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMINISTRATIVE

00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEAM

00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COMPLIANCE

00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGNANCY

00135 - CHIEF EXECUTIVE OFFICER - SENIOR CITIZENS SERVICES

00140 - CHIEF EXECUTIVE OFFICER - COMMUNITY RELATIONS

00150 - CHIEF EXECUTIVE OFFICER - PUBLIC INFORMATION

00160 - CHIEF EXECUTIVE OFFICER - OFFICE OF PROCESS

00161 - CHIEF EXECUTIVE OFFICER - CABLE TV SUPPORT

4

Select Remove All

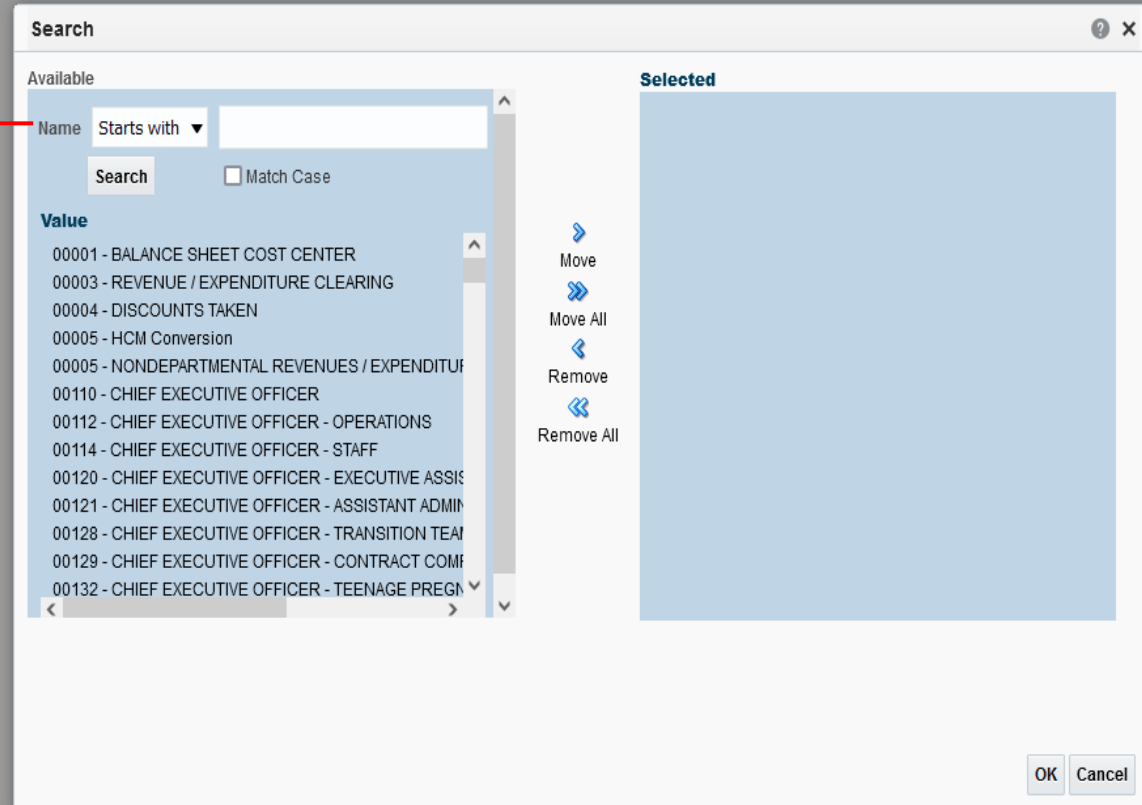
OK Cancel

# Reporting

5

To begin the search, enter any **cost center values** on the name field.

In this example, we will search for all cost center under IT (016). **Make sure that you put the 0 in the front.**



**Search**

Available

Name Starts with

☐ Match Case

**Value**

- 00001 - BALANCE SHEET COST CENTER
- 00003 - REVENUE / EXPENDITURE CLEARING
- 00004 - DISCOUNTS TAKEN
- 00005 - HCM Conversion
- 00005 - NONDEPARTMENTAL REVENUES / EXPENDITURE
- 00110 - CHIEF EXECUTIVE OFFICER
- 00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS
- 00114 - CHIEF EXECUTIVE OFFICER - STAFF
- 00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSIS
- 00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMIN
- 00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEA
- 00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COMF
- 00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGN

**Selected**

# Reporting

Reports and Analytics - Oracle | Leave Balance Report - Oracle Analy

https://ertd-test.fa.us2.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=%2FCustom%2FCV360%20Reports%2FAbsence%2FLeave%20Balance%20Report.xdo&path=%2Fshared%2FCustom%2F

Leave Balance Report

Department All Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

DC\_R\_AB011\_Leave\_Balanc...

6

Select the **Search** button. All department that starts with **016** will show up

**Search**

Available

Name Starts with 016

Search Match Case

**Value**

- 00001 - BALANCE SHEET COST CENTER
- 00003 - REVENUE / EXPENDITURE CLEARING
- 00004 - DISCOUNTS TAKEN
- 00005 - HCM Conversion
- 00005 - NONDEPARTMENTAL REVENUES / EXPENDITURE
- 00110 - CHIEF EXECUTIVE OFFICER
- 00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS
- 00114 - CHIEF EXECUTIVE OFFICER - STAFF
- 00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSISTANT
- 00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMIN
- 00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEAM
- 00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COMPLETION
- 00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGNANCY

Move Move All Remove Remove All

**Selected**

OK Cancel

# Reporting

Reports and Analytics - Oracle F X

Leave Balance Report - Oracle Analy X

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https://ertd-test.fa.us2.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=%2FCustom%2FCV360 Reports%2FAbsence%2FLeave Balance Report.xdo&path=%2Fshared%2FCustom%2F

☆

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Leave Balance Report

Home Catalog Favorites Dashboards Create Open

Department All Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

DC\_R\_AB011\_Leave\_Balanc...

Search

Available

Name Starts with 016 Search Match Case

Value

01610 - DEPARTMENT OF INFORMATION TECHNOLOGY

01620 - DEPARTMENT OF INFORMATION TECHNOLOGY - C

01605 - DEPARTMENT OF INFORMATION TECHNOLOGY

01615 - DEPARTMENT OF INFORMATION TECHNOLOGY

Move

Move All

Remove

Remove All

Selected

OK Cancel

7

Highlight the results and select **Move All**. The department you selected will move to the Selected area.

# Reporting

Leave Balance Report

HomeCatalogFavoritesDashboardsCreateOpen

DepartmentAllAbsence NameAllPerson NumberAllPay Period End Date08-11-2022Apply

DC\_R\_AB011\_Leave\_Balanc...

Search

Available

Name

Starts with

016

Search

Match Case

Value

Selected

01610 - DEPARTMENT OF INFORMATION TECHNOLOGY

01620 - DEPARTMENT OF INFORMATION TECHNOLOGY - COMM

01605 - DEPARTMENT OF INFORMATION TECHNOLOGY

01615 - DEPARTMENT OF INFORMATION TECHNOLOGY

Move

Move All

Remove

Remove All

8

OKCancel

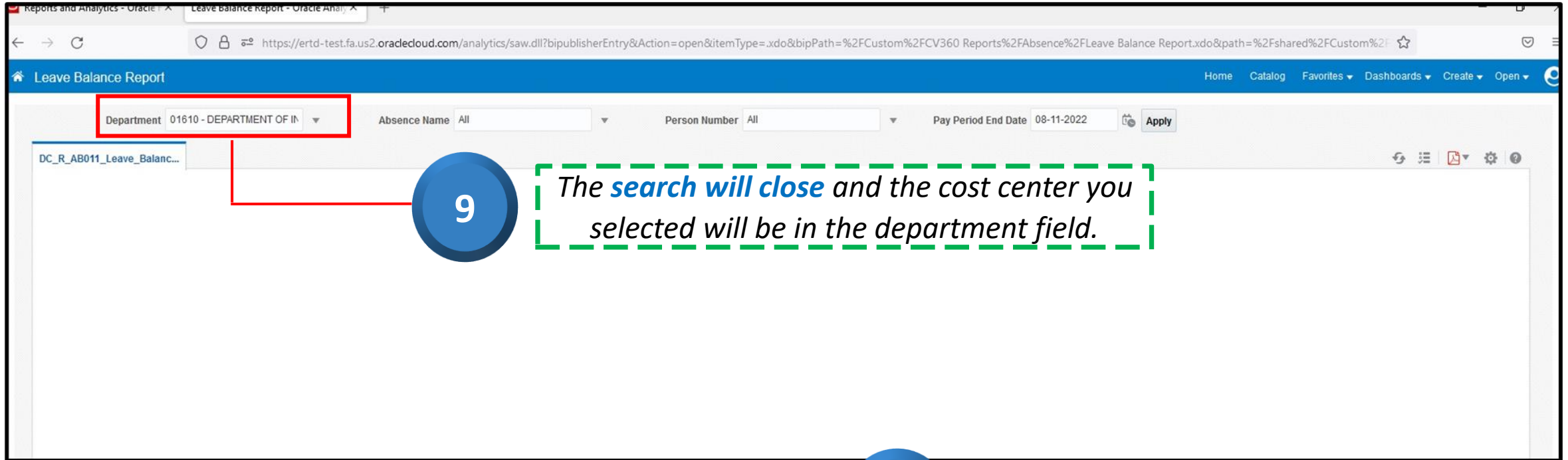
Select OK

Note:

You can add cost centers that you want to search by repeating steps 4 – 7 before proceeding in the next steps.



# Reporting



Leave Balance Report

Department 01610 - DEPARTMENT OF IN Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

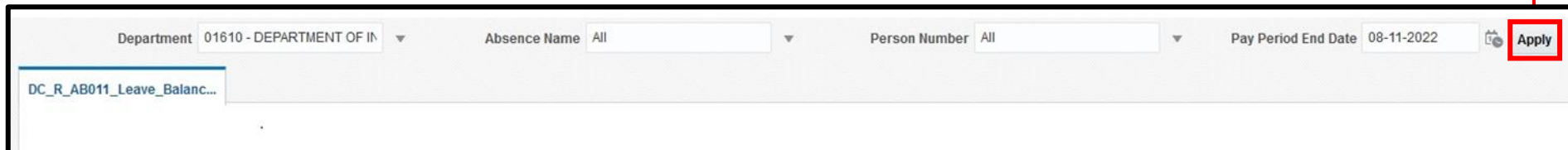
DC\_R\_AB011\_Leave\_Balanc...

9

The *search will close* and the cost center you selected will be in the department field.

10

Select *Apply*



Department 01610 - DEPARTMENT OF IN Absence Name All Person Number All Pay Period End Date 08-11-2022 Apply

DC\_R\_AB011\_Leave\_Balanc...

# Reporting

Leave Balance Report

HomeCatalogFavoritesDashboardsCreateOpen

Department01610 - DEPARTMENT OF INAbsence NameAllPerson NumberAllPay Period End Date08-11-2022Apply

DC\_R\_AB011\_Leave\_Balanc...1 of 19Automatic Zoom

Leave Balance Report

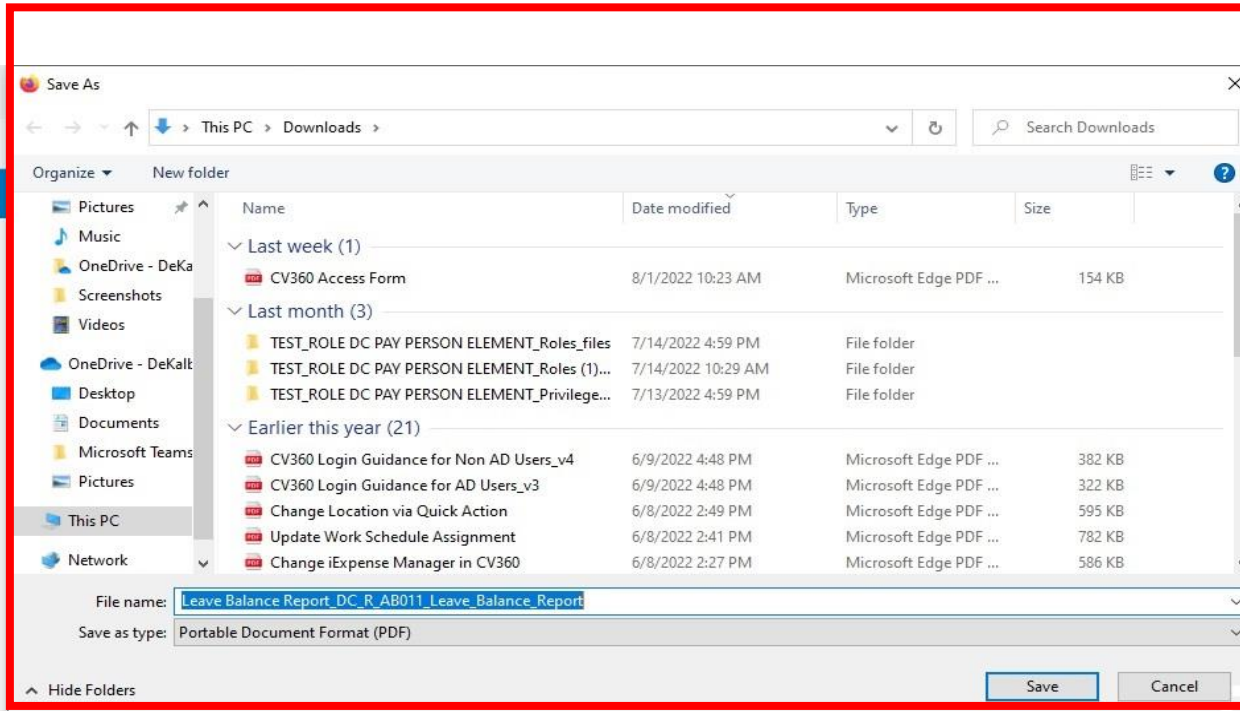
Person Number	Name	Absence Plan	Department	Pay Period End Date	Balance
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	509.31
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	120
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	1355
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	589.31
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	8
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	5358
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY		
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	3511
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	557.31

11

You can **download the report** in your local machine.

Click on the **download icon** found at the right side of the page.

# Reporting



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Home

Catalog

Favorites

Dashboards

Pay Period End Date

08-11-2022

Apply

Automatic Zoom

Leave Balance Report

	Pay Period End Date	Balance
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	500.31
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	120
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	1355
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	580.31
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	8
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	8
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	406
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	549.31
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	120
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	0
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	3511
DEPARTMENT OF INFORMATION TECHNOLOGY	8/4/22	557.31

12

*This will download the report output to the user's **local machine**.*

**Note:** *Users may Save the file or print if applicable.*

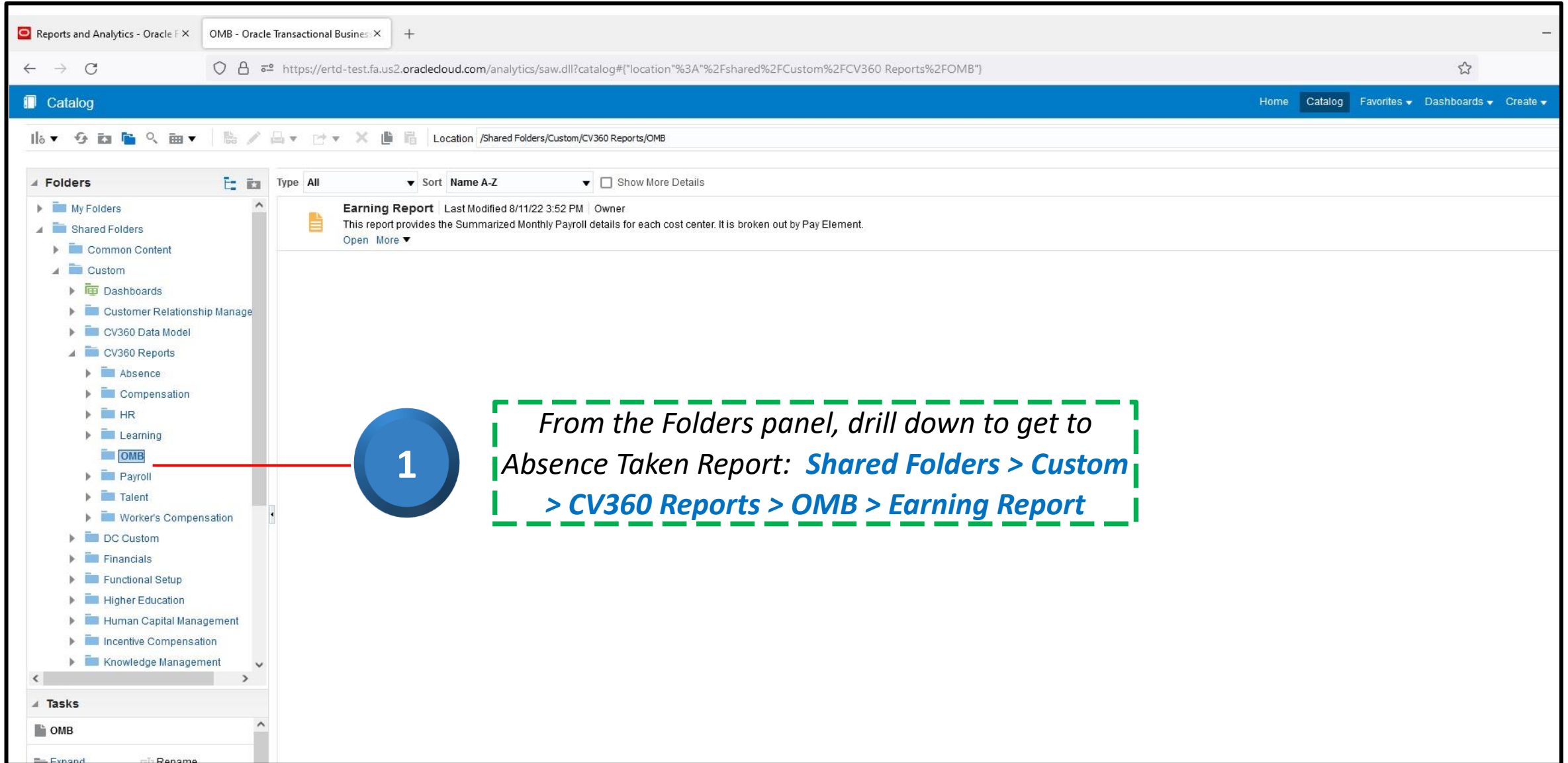
# Reporting

## Scheduling Jobs in Reports

Make sure to use either Chrome or Firefox as your browser

Shared Folders > Custom > CV360 Reports > OMB > Earnings Report

# Reporting

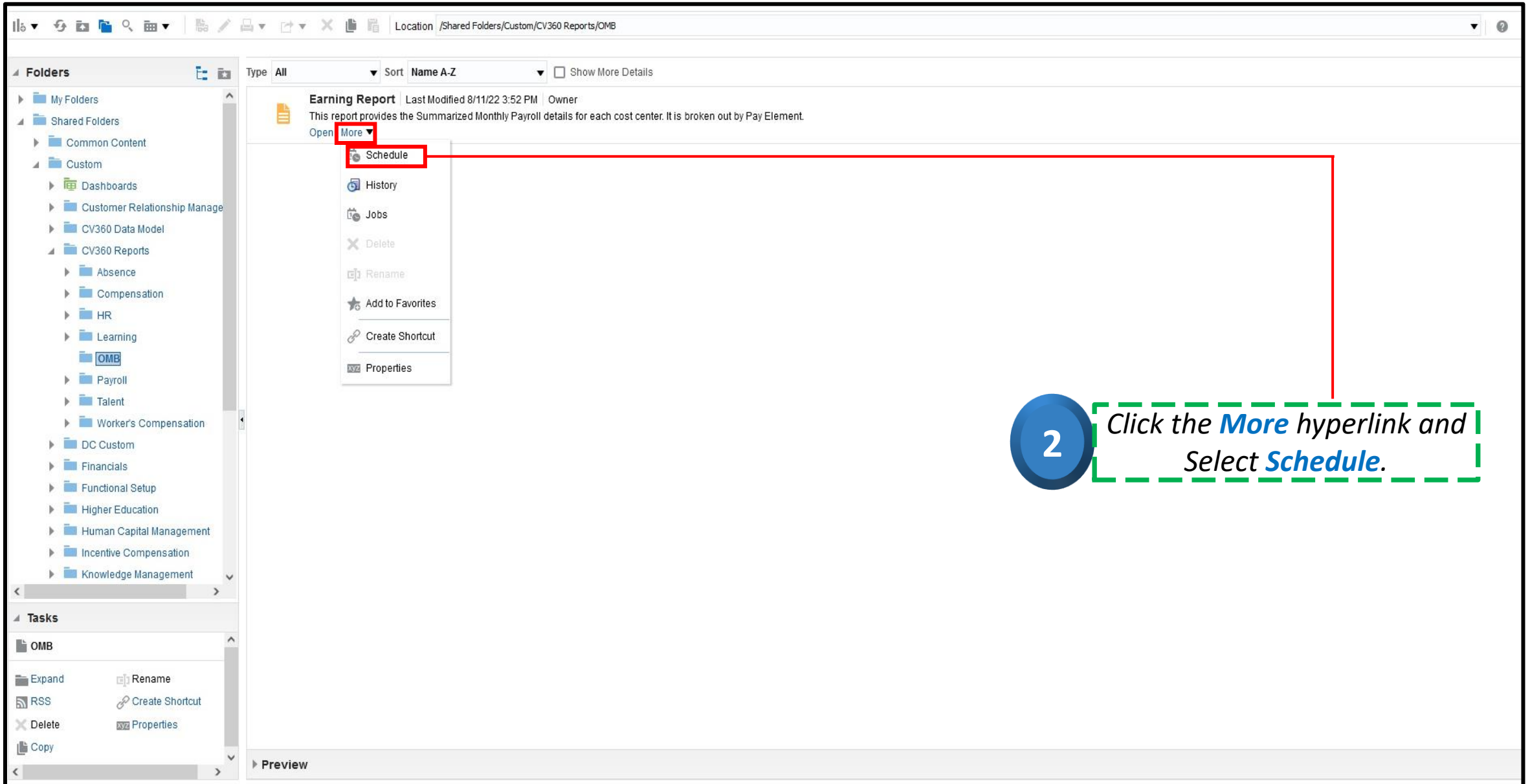


The screenshot shows the Oracle Analytics Catalog interface. The browser address bar displays the URL: `https://ertd-test.fa.us2.oraclecloud.com/analytics/saw.dll?catalog#("location"%3A"%2Fshared%2FCustom%2FCV360 Reports%2FOMB")`. The interface includes a top navigation bar with 'Home', 'Catalog', 'Favorites', 'Dashboards', and 'Create'. Below this is a toolbar with various icons. The left sidebar contains a 'Folders' panel with a tree view. The 'OMB' folder is highlighted, and a red line connects it to a blue circle with the number '1'. The main content area shows the 'Earning Report' details, including its last modified date and a description: 'This report provides the Summarized Monthly Payroll details for each cost center. It is broken out by Pay Element.' A green dashed box highlights the navigation path: **Shared Folders > Custom > CV360 Reports > OMB > Earning Report**.

1

From the Folders panel, drill down to get to  
Absence Taken Report: **Shared Folders > Custom  
> CV360 Reports > OMB > Earning Report**

# Reporting



The screenshot displays the CloudVergent 360 Reporting interface. On the left, a 'Folders' pane shows a tree structure with 'CV360 Reports' expanded, and 'OMB' selected. Below this is a 'Tasks' pane for the 'OMB' folder, showing options like 'Expand', 'RSS', 'Delete', 'Copy', 'Rename', 'Create Shortcut', and 'Properties'. The main area shows the 'Earning Report' with a description: 'This report provides the Summarized Monthly Payroll details for each cost center. It is broken out by Pay Element.' A context menu is open over the 'More' link, with 'Schedule' highlighted. A red line connects the 'Schedule' option to a callout box on the right.

**Earning Report** Last Modified 8/11/22 3:52 PM | Owner

This report provides the Summarized Monthly Payroll details for each cost center. It is broken out by Pay Element.

Open **More**

- Schedule**
- History
- Jobs
- Delete
- Rename
- Add to Favorites
- Create Shortcut
- Properties

**2** Click the **More** hyperlink and Select **Schedule**.

Preview



# Reporting

Schedule Report Job

HomeCatalogFavoritesDashboardsCreateOpen

Overview

GeneralCreated by 037276Report Name /Custom/CV360 Reports/OMB/Earning Report.xdoSchedule Start immediately

OutputsOutput1DestinationNotification

ReturnSubmit?

GeneralOutputScheduleNotification

Report /Custom/CV360 Reports/OMB/Earnir

Parameters

Last Date of Month:

Select Date and Time

July2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OKCancel

3

Navigate to the General Tab. Select the calendar icon. Choose the last date of the month then click OK.

# Reporting

[Schedule Report Job](#)

HomeCatalogFavoritesDashboardsCreateOpen

Overview

General

Created by 037276

Report Name /Custom/CV360 Reports/OMB/Earning Report.xdo

Schedule Start on Aug 12, 2022 3:19:50 PM

Outputs

Output1

Destination

Notification

Return

Submit

General

Output

Schedule

Notification

Define Schedule Time

Frequency

Once

Run Now

Start

Aug 12, 2022 3:19:50 PM

(UTC-05:00) New York - Eastern Time (ET)

Define Schedule Trigger

Use Trigger

4

Click the Schedule Tab. Select the Start radio button.



# Reporting

Reports and Analytics - Oracle Analytics Publisher : Schedule X

Oracle Analytics Publisher : Schedule X

https://ertd-test.fa.us2.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=schedule&itemType=.xdo&bipPath=%2FCustom%2FCV360 Reports%2FOMB%2FEarning Report.xdo&path=%2Fshared%2FCustom%2FCV360

### Schedule Report Job

Home Catalog Favorites Dashboards Create Oper

Overview

General Created by 037276  
Report Name /Custom/CV360 Reports/OMB/Earning Report.xdo  
Schedule Start on Aug 12, 2022 3:19:50 PM

Outputs Output1  
Destination  
Notification Email

General Output Schedule **Notification**

Notify By ☒ Email Email Address

When ☒ Report completed  
☒ Report completed with warnings  
☒ Report failed  
☒ Report skipped

Return Submit

5

Navigate to the Notification Tab. Select the checkbox by notify by and all the checkboxes for when. Enter your email address and click Submit.

# Reporting



Overview

General

Created by 037276

Report Name /Custom/CV360 Reports/OMB/Earning Report.xdo

Schedule Start on Aug 12, 2022 3:19:50 PM

Outputs

Output1

Destination

Notification Email

ReturnSubmit?

GeneralOutputScheduleNotification

Notify By ☒ Email Email Address

When ☒ Report completed

☒ Report completed with warnings

☒ Report failed

☒ Report skipped

ertd-test.fa.us2.oraclecloud.com

Job "TEST" successfully submitted

OK

6

You will receive a message that the Job has been submitted. Click OK.

# Reporting

Schedule Report Job

HomeCatalogFavoritesDashboardsCreateOpen

Overview

GeneralCreated by 037276

Report Name /Custom/CV360 Reports/OMB/Earning Report.xdo

Schedule Start on Aug 12, 2022 3:19:50 PM

Outputs Output1

Destination

Notification Email

ReturnSubmit

General

Output

Schedule

Notification

Notify By

☒ Email

Email Address

lshields2@dekalbcountyga.gov

When

☒ Report completed

☒ Report completed with warnings

☒ Report failed

☒ Report skipped

Submit

Report /Custom/CV360 Reports/OMB/Earning Report.xdo

Parameters "Last Date of Month.": "07-31-2022"

Schedule Start on Aug 12, 2022 3:19:50 PM

Output Output1

Notification Email

Trigger Data Model

Trigger Name

Trigger Retry Limit

Trigger Pause Time

Trigger Parameters

Report Job Name

TEST

OKCancel

6

Enter a Report Job Name then click OK.

# Reporting

## Save Report to Favorites

Make sure to use either Chrome or Firefox as your browser

# Save Report to Favorites

Folders

My Folders

Shared Folders

Common Content

Custom

Dashboards

Customer Relationship Manag

CV360 Data Model

CV360 Reports

Absence

Compensation

HR

Learning

OMB

Payroll

Talent

Worker's Compensation

Type All

Sort Name A-Z

Show More Details

Absence Report

Last Modified 7/7/22 10:52 AM

Owner

This report lists the status of all absence requests between two dates.

Open More

Employee Work Schedule Report

Last Modified 7/7/22 10:58 AM

Owner

This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule.

Open More

Leave Balance Report

Last Modified 7/7/22 11:02 AM

Owner

This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee.

Open More

1

You can also add the report in your favorite. To do that, follow the steps below:

Navigate to the report you're requesting to save.












The navigation for the **Absence Report** is shown in this example.

# Save Report to Favorites

Catalog

Location /Shared Folders/Custom/CV360 Reports/Absence

Type All Sort Name A-Z ☐ Show More Details

	<b>Absence Report</b>   Last Modified 7/7/22 10:52 AM   Owner This report lists the status of all absence requests between two dates. Open <b>More</b>
	<b>Employee Schedule Report</b>   Last Modified 7/7/22 10:58 AM   Owner This report lists the schedule of an employee. It can also be run to return all employees who belong to a specific work schedule. Open  Schedule  History
	<b>Leave Report</b>   Last Modified 7/7/22 11:02 AM   Owner This report lists the leave for any absence plan as a certain date. It can be run per department or for an individual employee. Open  Jobs  Delete  Rename  <b>Add to Favorites</b>  Create Shortcut  Properties

Folders

My Folders

Shared Folders

Common Content

Custom

Dashboards

Customer Relationship Management

CV360 Data Model

CV360 Reports

Absence

Compensation

HR

Learning

OMB

Payroll

Talent

Workforce Compensation

2

Click the **More** hyperlink and Select **Add to Favorites**.

# Save Report to Favorites

Catalog

Home Catalog Favorites Dashboards

Location /Shared Folders/Custom/CV360 Reports/Absence

Manage Favorites...  
Absence Report.xdo

Folders

My Folders  
Shared Folders  
Common Content  
Custom  
Dashboards  
Customer Relationship Manag  
CV360 Data Model  
CV360 Reports  
Absence  
Compensation  
HR  
Learning  
OMB  
Payroll  
Talent  
Worker's Compensation

Type All Sort Name A-Z Show More Details

Absence Report

Last Modified 7/7/22 10:52 AM Owner

This report lists the status of all absence requests between two dates.

Open More

Employee Work Schedule Report

Last Modified 7/7/22 10:58 AM Owner

This report provides the Work Schedule of an employee. It can also be run to return all employees who belong to a specific work schedule.

Open More

Leave Balance Report

Last Modified 7/7/22 11:02 AM Owner

This report provides the balance for any absence plan as a certain date. It can be run per department or for an individual employee.

Open More

3

Selecting **Add to Favorites** will add a star in the report and show under the Favorites drop down-list.

## Reporting Summary

You have reached the end of the Running Reports in CV360 course. You should now be able to:

- Access Reports via the new report structure in CV360
- Export Reports
- Filter in Reports
- Schedule Jobs for Reports
- Save Reports to Favorite