

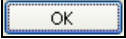


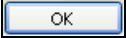

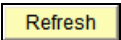

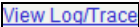

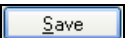




RAVEN Performance Options & Excel 2007

1.	<p>RAVEN's four performance options give you the ability to:</p> <ul style="list-style-type: none"> • continue working in RAVEN while inquiries run in the background • elect to run in background each time a particular inquiry is launched • limit inquiry results for the version of Excel running on your computer (2003 or 2007) • narrow inquiry results when needed to fit the version of Excel running on your computer <p>We'll take a quick look at each option before running a sample inquiry.</p>
2.	<p>Performance options that require selection are located behind the Display Options link on most pages in RAVEN Financials Inquiry.</p> <p>Click the Display Options link.</p> <p>Display Options</p>
3.	<p>Two of the four performance options require selection:</p> <ul style="list-style-type: none"> • Always run in background • Limit row count for Excel 2003 <p>NOTE: On the Transactions Detail page these options are displayed just above the Chartfield Selection area.</p>
4.	<p>Selecting Always run in background means that an inquiry you launch from this page will immediately run in background.</p> <p>If you drill from this inquiry to the Transaction Detail page, Always run in background will be selected for that page as well.</p> <p>If you save the inquiry, the setting will save as well. Each time you launch the saved inquiry, it will run in background mode.</p>
5.	<p>Limit row count for Excel 2003 is used to limit the number of rows returned to fit into an Excel 2003 worksheet.</p> <p>Selecting Limit row count for Excel 2003 will limit results returned to 65,000 rows.</p> <p>If your inquiry returns more than 65,000 rows, RAVEN will suggest narrowing your inquiry.</p> <p>If you have also selected Always run in background, RAVEN will run the inquiry in the background regardless of rows returned. If results will not fit into an Excel 2003 worksheet, you will open the results worksheet to a message suggesting that you narrow your inquiry.</p>

<p>6.</p>	<p>We'll run our sample inquiry with the two default performance options:</p> <ul style="list-style-type: none"> • Run in background only if results exceed 15,000 rows • Limit row count for Excel 2007 (up to 1 million rows) <p>Click the Cancel button.</p> 
<p>7.</p>	<p>For our sample inquiry, we've already set up and run an inquiry on the All Activities page. This inquiry looks back at all transactions in a prior fiscal year - all 12 months.</p> <p>We'd like to download detail on all expenses so we'll drill down on All Expenses - YTD Actuals column.</p> <p>Drilling down to detail is similar to submitting an inquiry. RAVEN counts rows before processing the inquiry.</p> <p>Click the YTD Actuals for All Expenses link.</p> 
<p>8.</p>	<p>In this example - based on RAVEN's row count - this inquiry will return more rows than Excel 2007 can handle.</p> <p>We need to adjust the inquiry.</p> <p>Click the OK button.</p> 
<p>9.</p>	<p>To be able to complete the inquiry, we need to make changes that will result in retrieving fewer rows of data.</p> <p>Return to the All Activities page to edit the inquiry.</p> <p>TIP: Edits can be made directly on the Transaction Detail page.</p> <p>Click the All Activities tab.</p> 
<p>10.</p>	<p>Inquiry results could be narrowed in any number of ways including by</p> <ul style="list-style-type: none"> • shortening the time period or • running for a smaller set of departments or • selecting a more specific Account <p>In this example, we will narrow our search results by choosing a more specific Account - 3000 for Operating Expenses.</p> <p>Click the YTD Actuals for Acct 3000 link.</p> 

<p>11.</p>	<p>Success! This inquiry will be run in "the background".</p> <p>Inquiries that return more than 15,000 rows of data run in the background.</p> <p>You can continue working in RAVEN Financials Inquiry even while the inquiry is processing.</p> <p>Click the OK button.</p> 
<p>12.</p>	<p>There are two ways to view results for inquiries that run in the background:</p> <ul style="list-style-type: none"> • Report Manager • Process Monitor <p>You may have used these options as you ran reports in eUMB HRMS or eUMB Financials. The steps to view results are the same in RAVEN Financials Inquiry.</p> <p>In this example, we will use Process Monitor to view our results.</p> <p>Click the Process Monitor link.</p> 
<p>13.</p>	<p>The Process Monitor page displays the Run Status for an inquiry as it moves through each phase of processing: Queued, Initiated, Processing, Success.</p> <p>Shortly after Run Status changes to Success, Distribution Status changes to Posted. Inquiry results can be viewed as soon as the Distribution Status = Posted.</p> <p>Inquiries run in the background can be retrieved from Process Monitor for <u>only 7 calendar days</u>.</p>
<p>14.</p>	<p>You will need to Refresh the page to check your inquiry's progress through processing.</p> <p>In this example, Run Status = Processing and Distribution Status = N/A. The inquiry is still processing, results have not been posted and we cannot view results yet.</p> <p>Check the status again.</p> <p>Click the Refresh button.</p> 
<p>15.</p>	<p>The inquiry has finished processing (Run Status = Success) and results have been posted (Distribution Status = Posted).</p> <p>Use the Details link to navigate to your inquiry results.</p> <p>Click the Details link.</p> 
<p>16.</p>	<p>Click the View Log/Trace link.</p> 

17.	<p>The Excel download file displays with a .XLS extension.</p> <p>Click the .XLS link.</p> <p>41425_Txn_Dtl_Data.XLS</p>
18.	<p>Open or save your inquiry results to Excel. In this example, we'll save them.</p> <p>Click the Save button.</p> <p></p>
19.	<p>Re-name your file as desired. Enter the desired information into the field. Enter a valid value e.g. "FY09_OperatingExpenses".</p>
20.	<p>Click the Save button.</p> <p></p>
21.	<p>When the download completes, close the dialog box.</p> <p>Click the Close button.</p> <p></p>
22.	<p>If you run multiple inquiries in background, it can be easy to lose track of which parameters were set for which inquiry. The "output" or ".out" file will help. Let's take a look.</p> <p>Click the .out link.</p> <p>umprtdtl_41425.out</p>
23.	<p>The parameters you used on this inquiry are displayed in WordPad (or similar text editor). Review or print as needed.</p> <p>Click the Close button.</p> <p></p>
24.	<p>RAVEN performance enhancements help you to take advantage of improved desktop tools like Excel more efficiently.</p> <p>In this topic you...</p> <ul style="list-style-type: none"> • learned about the four performance options • ran a large inquiry • edited the request to reduce the number of rows retrieved • viewed results from RAVEN's Process Monitor • downloaded results to Excel 2007 • reviewed inquiry parameters <p>End of Procedure.</p>