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**IT Training**

Information Services

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ISTR FINREP

e5 Reporting

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DATA PROTECTION

The e5 reporting system holds personal data about individual members of staff in relation to salaries. This data should be processed in accordance with the General Data Protection Regulation 2018, and should not be disclosed to third parties except in certain circumstances, an example of which is given below.

The e5 system is password protected for security reasons and for that reason you must not share your password with anyone else. Only certain members of staff have the ability to change data and this access control should not be altered without good reason, following documented procedures. The procedures are documented in the [finance manuals](https://kb.myport.ac.uk/Article/Index/12/4?id=2443). You should not leave your computer logged onto the e5 system for any length of time and you should always remember to lock your computer whilst you are away from your desk.

There will be very few situations where data needs to be provided to a third party.  In most instances, the member of staff whose data is to be shared should be asked for their consent before the proposed disclosure is completed. There are situations where we may be under obligation to provide the data eg if it is requested by an auditor or if providing the data may be in the public interest. It would be appropriate still to inform the member(s) of staff whose data is to be disclosed prior to the disclosure.  Any disclosure should be recorded in case it is queried at a later date.

It should be noted that it is an offence under the General Data Protection Regulation 2018 to knowingly or recklessly disclose personal data. Individuals may be personally liable for such an offence. If you are unsure whether to disclose any data, check first with your manager or the University’s Data Protection Officer, Samantha Hill.

If you have any queries about the Data Protection Act and how it affects your work, please feel free to contact the Samantha Hill on x 3642 or look at the University web pages on data

protection at [www.port.ac.uk/DPA](https://kb.myport.ac.uk/Article/Index/12/4?id=2001&fromwidget=false&searchid=0&isSearch=true).

May 2018

INTRODUCTION

What is e5 reporting

The e5 financial management system is used by the University to provide an integrated solution to various finance-related needs. These include statutory financial accounting, management accounting and budgetary control, aiding the procurement process, payment of suppliers, employee expenses, and supporting credit control functions.

e5 reporting enables staff to run a variety of reports against the data held in e5 and access to the reports will depend on staff roles.

General security

Security

The e5 reporting system has extensive security to provide an audit trail of activity which can be monitored.

It is important that the system, and the data held on it, are used responsibly and in accordance with the procedures determined by Finance and under no circumstances should a user’s account

be shared.

Accounts

Access to the system will be enabled by Finance when the appropriate training has been

successfully completed. Each account will be set up with access to the appropriate reports.

Contacts and Information

The [IT Training webpages](https://kb.myport.ac.uk/Article/Index/12/4?id=2541&fromwidget=false&searchid=216487&isSearch=true) provide a wide variety of information relating to the University’s Corporate Systems. This information includes:

* IT Training contacts
* Appropriate Finance, Department of Student and Academic Administration (DSAA) & Human Resource contacts
* Resources, e.g. the latest versions of each manual

ACCESS AND NAVIGATION

Logging on

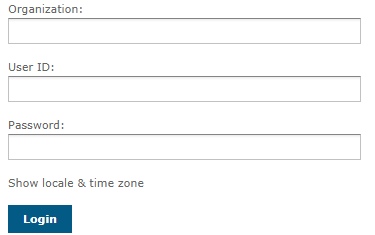
Based on a standard University build PC.

Mac users should contact the Finance Systems team for advice by emailing finance.system@port.ac.uk.

Launch the e5 Reporting app from AppsAnywhere.

Login Screen

Figure 1



Login

|  |  |
| --- | --- |
| Organization | Enter the code for the company you are running the report against. This will normally be UP for University of Portsmouth. Contact Finance if you need to run against an alternative company code. |
| User ID | Enter the same ID as e5. This will include your department and initials. New users will be given their ID |
| Password | Enter the password |
|  | Select |

Log Out

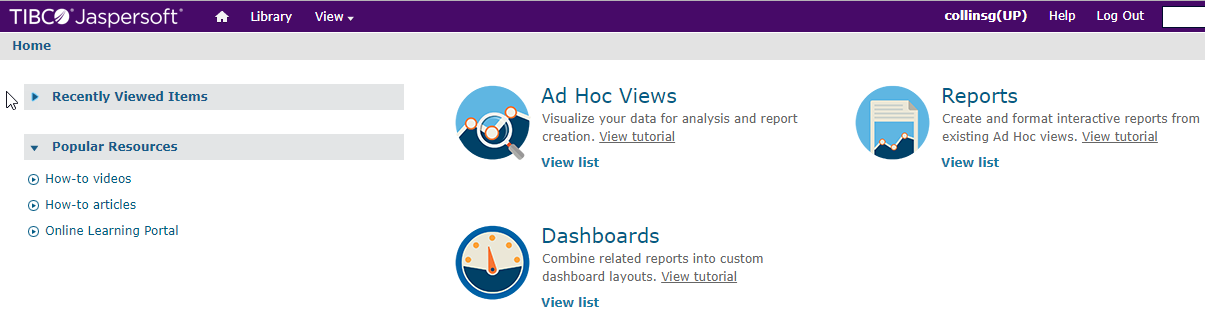
|  |  |  |
| --- | --- | --- |
|  | Select from the Toolbar | |
|  | |
|  | |

Home Page

The first page displayed after login is the ‘Home’ page. Access will depend on the user’s role.

The window is split into three areas.

Figure 2



Recently Viewed Items

The most recently viewed reports will be listed. Select a report to re-run it.

Popular Resources

Not in use

Ad Hoc View/Reports/Dashboards

Not in use

Toolbar

The following functions are available:

|  |  |
| --- | --- |
|  | Select the ‘Home’ button to return to the Home page |
|  |  |
|  | Select the Library button to give a full list of your reports |
|  |  |
| C:\Users\collinsg\AppData\Local\Temp\SNAGHTML176d8a9.PNG | Select the View button to access the Repository and see the reports analysed by folder |
|  |  |
|  | Select to log out |

RUN A REPORT

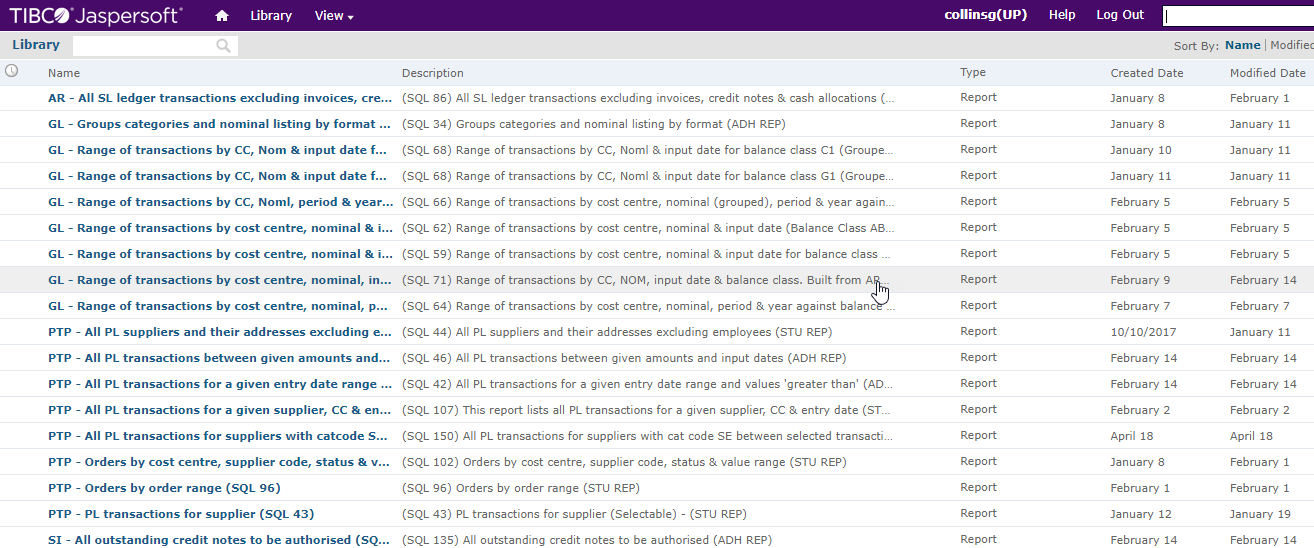
Users will have access to reports that are relevant to their roles.

Access a report

The Library holds a full list of relevant reports

|  |  |
| --- | --- |
| C:\Users\collinsg\AppData\Local\Temp\SNAGHTML244bb00e.PNG | Select from the toolbar |

Figure 3



To run a report

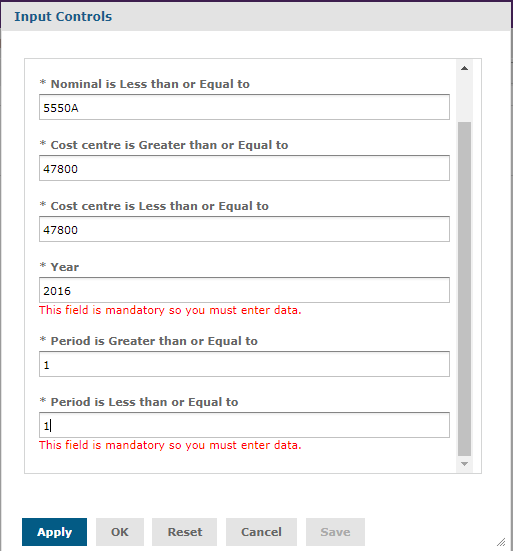
|  |  |
| --- | --- |
| Report | Select a report |
| Input Control window | Enter the parameters in the available fields. These will vary by report. The parameter fields for some reports may default. |
|  | Select |
|  | Select |

Each report has the SQL report number in brackets.

Example report parameters

Input Controls for report - Range of transactions by cost center, nominal, period & year against balance class A\* (SQL 64)

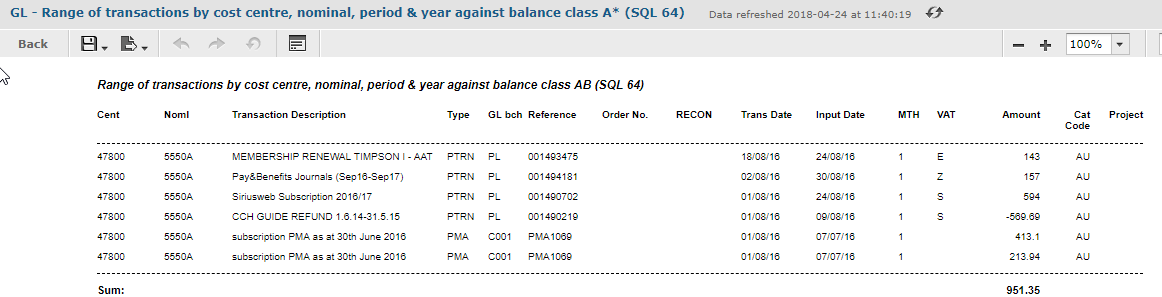
Figure 4



Report Output

The report output will be returned.

Figure 5



Change report parameters

|  |  |
| --- | --- |
|  | Select and the Input Control window will be returned |
| Parameter window | Make changes to the parameters |
|  | Select |

Return to Library

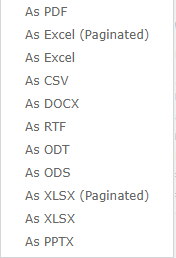
|  |  |
| --- | --- |
|  | Select from the toolbar |

Export report

Reports can be exported to other formats.

Select the dropdown arrow next to Export  and select from the following output options.

Figure 6



E5 REPORTS

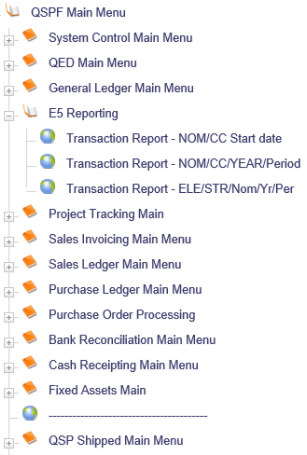
There are three further reports held in e5. These reports can be used for additional information that was available in sequel (SQL) reports 59,64,65 but is not visible in the e5 reports.

Access reports

Navigation

Logon to Finance System (e5) → Menu → E5 reporting

Figure 7



Reports

|  |  |
| --- | --- |
| E5 report | SQL report |
| NOM/CC Start date | SQL report 59 |
| NOM/CC/YEAR/Period | SQL report 64 |
| ELE/STR/Nom/Yr/Per | SQL report 65 |

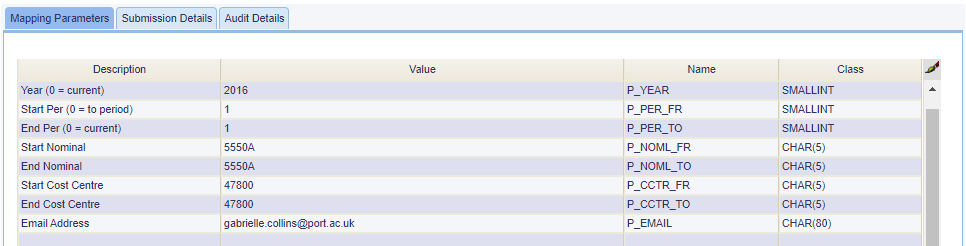
Run an E5 report

|  |  |
| --- | --- |
| E5 reporting | Select one of the three reports |
| Mapping Parameters | Enter the parameters in the available fields. These will vary by report |
|  | Select |
|  |  |

Example report parameters

Parameters for – Transaction Report – NOM/CC/YEAR/Period (SQL report 64)

Figure 8

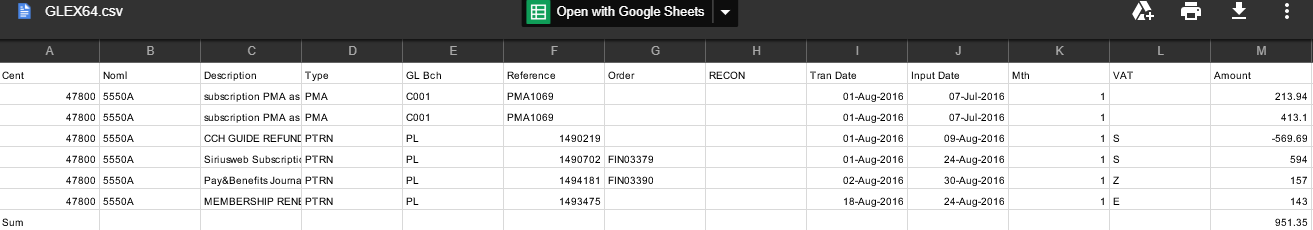


The report will be sent to your email address.

Report Output

Example output for SQL report 64

Figure 9



In this example the Order field has been populated.



Block 5

Second Floor

St. Andrew’s Court

St. Michael’s Road

Portsmouth

PO1 2PR