

Report Manager and Drilldown

The **Report Manager** is used for the monitoring and retrieval of reports generated through PeopleSoft batch processes. The Report Manager stores reports run through Process Scheduler and lets you view, print, or save online reports. It is Cardinal's primary tool for retrieving reports.

You can then drill down on an individual cell within a report by clicking on it and using Cardinal nVision **Drilldown** functionality. The drilldown feature reads the detail transaction information directly from the database.

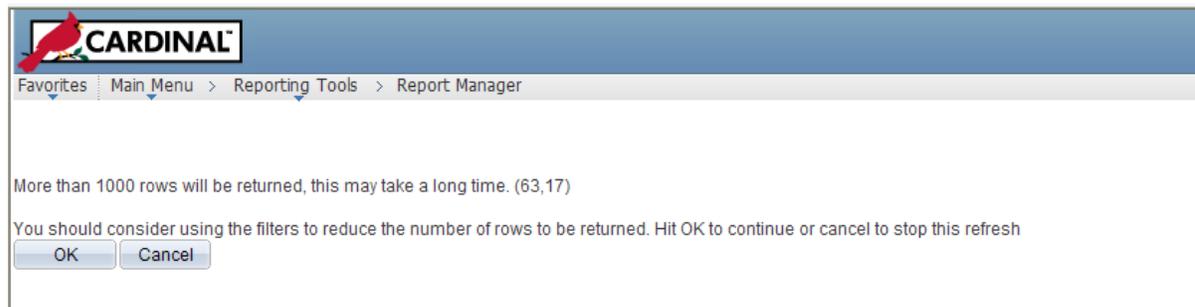
Note: If you have both 2003 and 2007 versions of Excel on your desktop, you must first open the 2007 version in order to read the Cardinal nVision reports retrieved.

To Retrieve a Report through Report Manager:

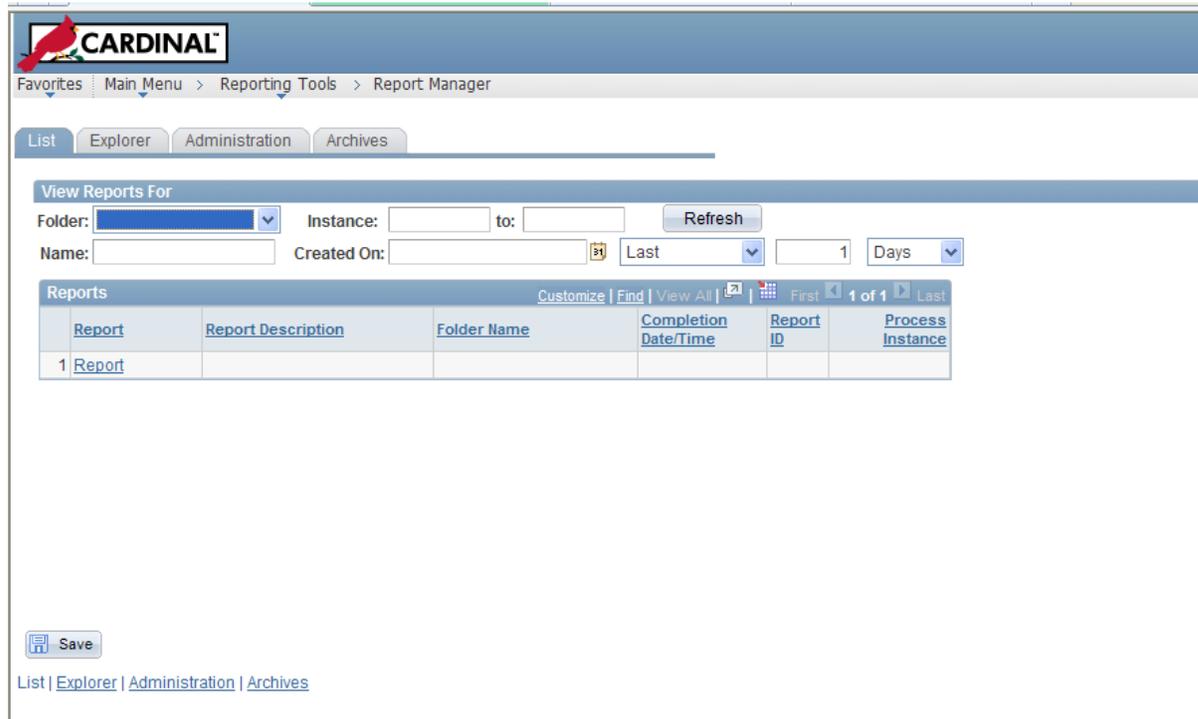
There are four tabs on the Report Manager. Reports can be retrieved from the Explorer page or the List page. The Explorer page is a hierarchical view based on folders of all reports the user is authorized to view, based on the folder selected when the report was run. The nVisions run nightly in batch are saved to these folders seen on the Explorer page. The List page is a Search page allowing users to enter known parameters to search for a particular report or range of reports.

- 1 Navigate to **Main Menu > Reporting Tools > Report Manager**

Note: Click Cancel if the following page appears.



- 2 The Report Manager opens to the List page.

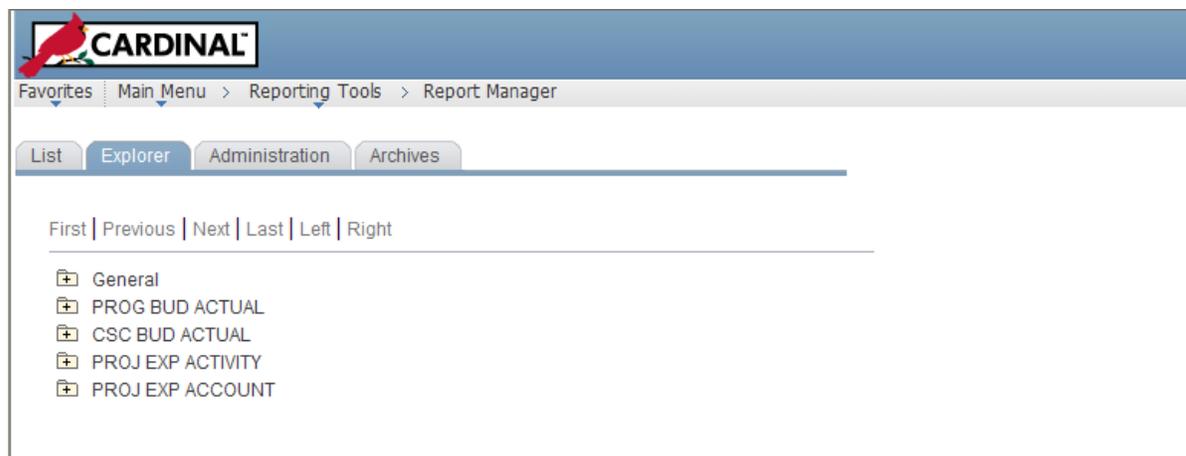


The screenshot shows the Report Manager interface. At the top, there is a navigation bar with 'List', 'Explorer', 'Administration', and 'Archives' tabs. Below this is a search area with fields for 'Folder', 'Instance', 'Name', and 'Created On', along with a 'Refresh' button and a 'Last' dropdown menu. A table titled 'Reports' is displayed, showing a single report entry. The table has columns for 'Report', 'Report Description', 'Folder Name', 'Completion Date/Time', 'Report ID', and 'Process Instance'. Below the table, there is a 'Save' button and a breadcrumb trail: 'List | Explorer | Administration | Archives'.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

To Retrieve a Report from the Explorer tab (remember, if you have both 2003 and 2007 versions of Excel on your desktop, you must first open the 2007 version in order to read the Cardinal nVision reports retrieved)

- 3 Click the **Explorer** tab to see all reports available by folder.
*The **Report Folders** are displayed.*



The screenshot shows the Report Manager interface with the 'Explorer' tab selected. The breadcrumb trail is 'List | Explorer | Administration | Archives'. Below the breadcrumb trail, there are navigation links: 'First | Previous | Next | Last | Left | Right'. A list of report folders is displayed, each with a plus icon in a box:

- General
- PROG BUD ACTUAL
- CSC BUD ACTUAL
- PROJ EXP ACTIVITY
- PROJ EXP ACCOUNT

nVision report folders:

Retrieving nVision Reports and DrillDown

General – nVision Drilldowns will save here once run

PROG BUD ACTUAL–the Budget to Actual by Program nVision reports run in batch each night

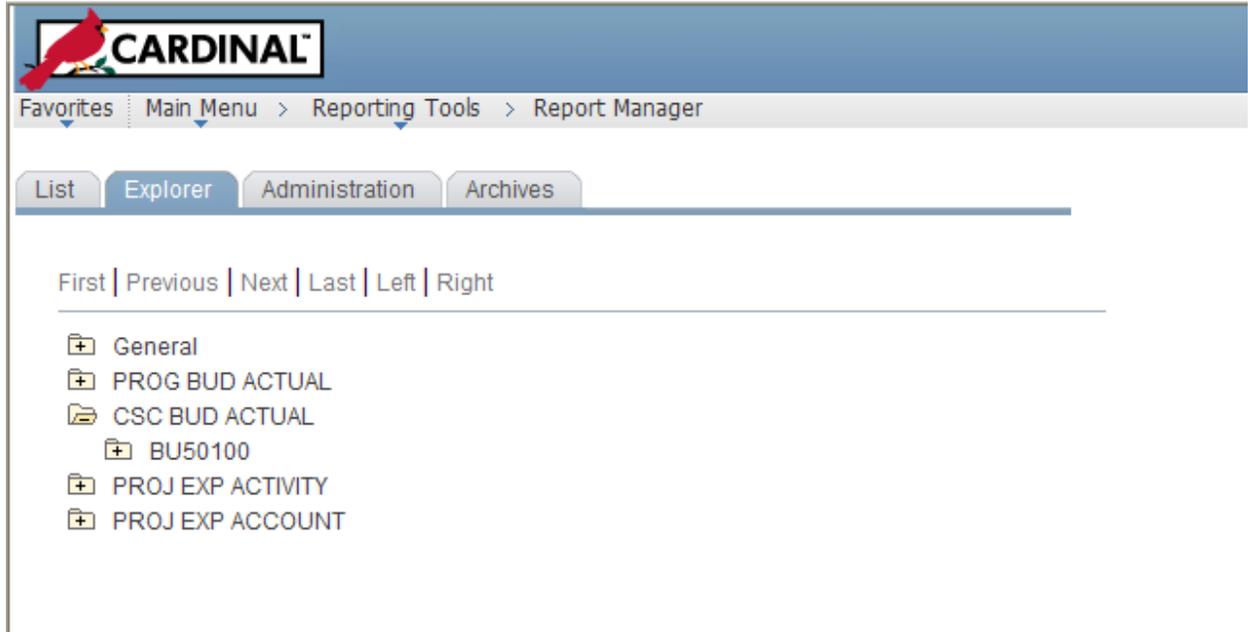
CSC BUD ACTUAL–the Budget to Actual by Account nVision reports run in batch each night

PROJ EXP ACTIVITY–the Project Expenditure by Activity nVision reports run in batch each night

PROJ EXP ACCOUNT–the Project Expenditure by Account nVision reports run in batch each night

- 4 Click the folder with a plus sign icon to open the report folder.

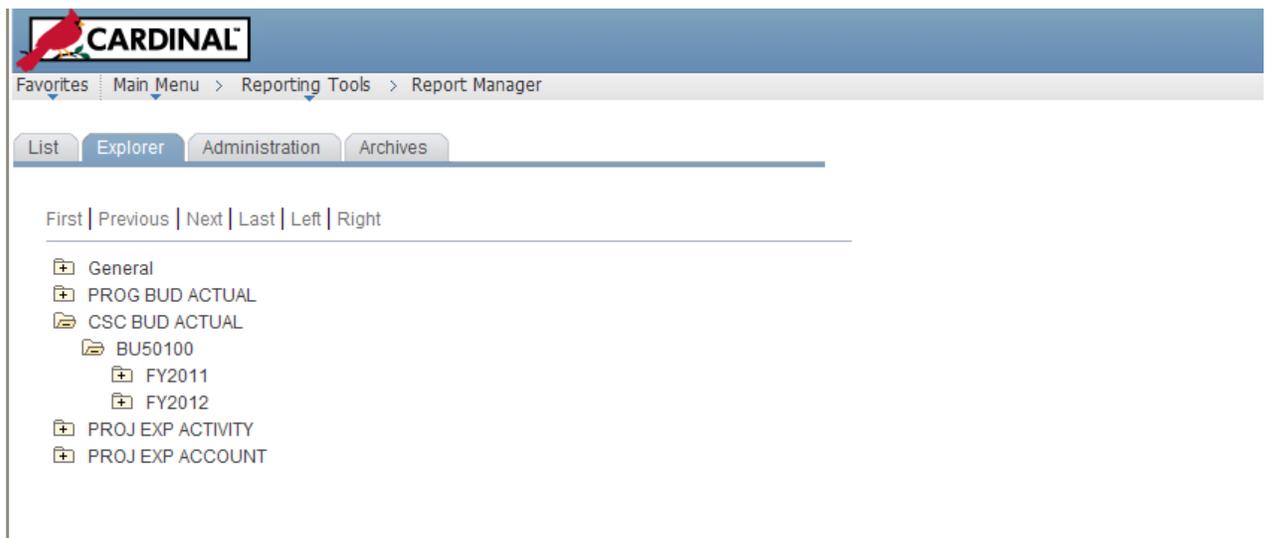
The **Business Unit folders** are displayed.



The screenshot shows the CARDINAL Reporting Tools interface. The breadcrumb path is Favorites > Main Menu > Reporting Tools > Report Manager. The Explorer tab is active, showing a tree view of folders: General, PROG BUD ACTUAL, CSC BUD ACTUAL, BU50100, PROJ EXP ACTIVITY, and PROJ EXP ACCOUNT. Each folder has a plus sign icon next to it, indicating it is expandable.

- 5 Click the folder with a plus sign icon to drill inside the report business unit folder.

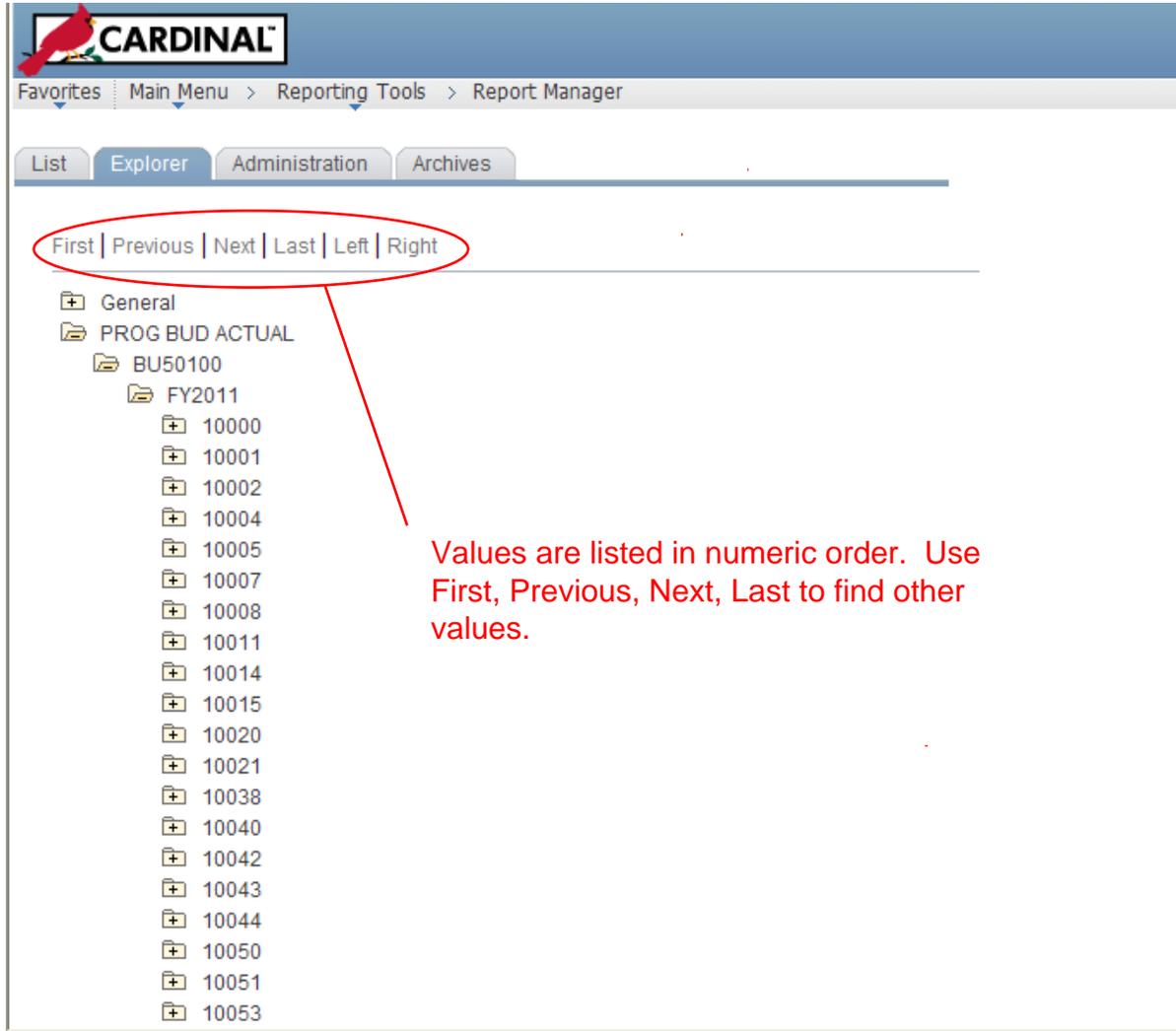
The **Fiscal Year folders** are displayed.



The screenshot shows the CARDINAL Reporting Tools interface. The breadcrumb path is Favorites > Main Menu > Reporting Tools > Report Manager. The Explorer tab is active, showing a tree view of folders: General, PROG BUD ACTUAL, CSC BUD ACTUAL, BU50100, FY2011, FY2012, PROJ EXP ACTIVITY, and PROJ EXP ACCOUNT. The folders FY2011 and FY2012 are expanded under the BU50100 folder, showing a plus sign icon next to them.

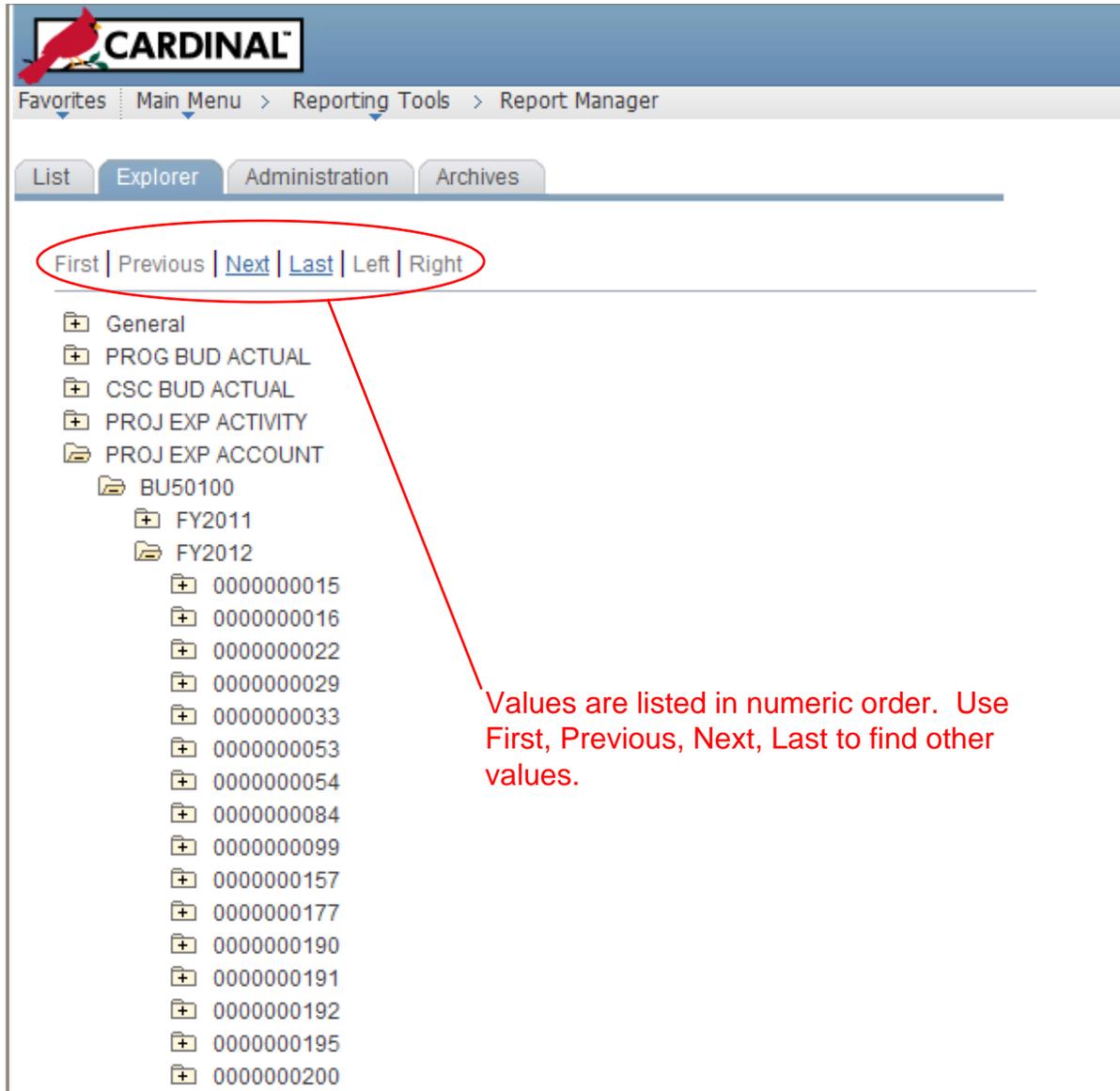
- 6 Click the folder with a plus sign icon beside the desired fiscal year of the report.

A listing of Department values is displayed if opening a Budget to Actual report.



The screenshot shows the CARDINAL web application interface. At the top, there is a navigation bar with the CARDINAL logo and the text "CARDINAL". Below this, there is a breadcrumb trail: "Favorites | Main Menu > Reporting Tools > Report Manager". Underneath the breadcrumb trail, there are four tabs: "List", "Explorer", "Administration", and "Archives". The "Explorer" tab is selected. Below the tabs, there is a navigation bar with the following links: "First | Previous | Next | Last | Left | Right". These links are circled in red. Below the navigation bar, there is a folder tree structure. The tree starts with "General", followed by "PROG BUD ACTUAL", then "BU50100", and finally "FY2011". Under "FY2011", there is a list of folders with plus sign icons, representing department values: 10000, 10001, 10002, 10004, 10005, 10007, 10008, 10011, 10014, 10015, 10020, 10021, 10038, 10040, 10042, 10043, 10044, 10050, 10051, and 10053. A red callout box points to the list of values with the text: "Values are listed in numeric order. Use First, Previous, Next, Last to find other values."

A listing of Project id values is displayed if opening a Project Expenditure report.



The screenshot shows the CARDINAL nVision interface. The breadcrumb navigation is: Favorites > Main Menu > Reporting Tools > Report Manager. Below this are tabs for List, Explorer, Administration, and Archives. A navigation bar contains links: First | Previous | **Next** | **Last** | Left | Right. The main content area displays a tree view of folders and files:

- General
- PROG BUD ACTUAL
- CSC BUD ACTUAL
- PROJ EXP ACTIVITY
- PROJ EXP ACCOUNT
 - BU50100
 - FY2011
 - FY2012
 - 000000015
 - 000000016
 - 000000022
 - 000000029
 - 000000033
 - 000000053
 - 000000054
 - 000000084
 - 000000099
 - 000000157
 - 000000177
 - 000000190
 - 000000191
 - 000000192
 - 000000195
 - 000000200

- 7 Search the listing for the desired Department id or Project id and click the folder with a plus sign icon beside the desired value.

One or multiple hyperlinks will be displayed representing the reports available for the Department id or Project id chosen.

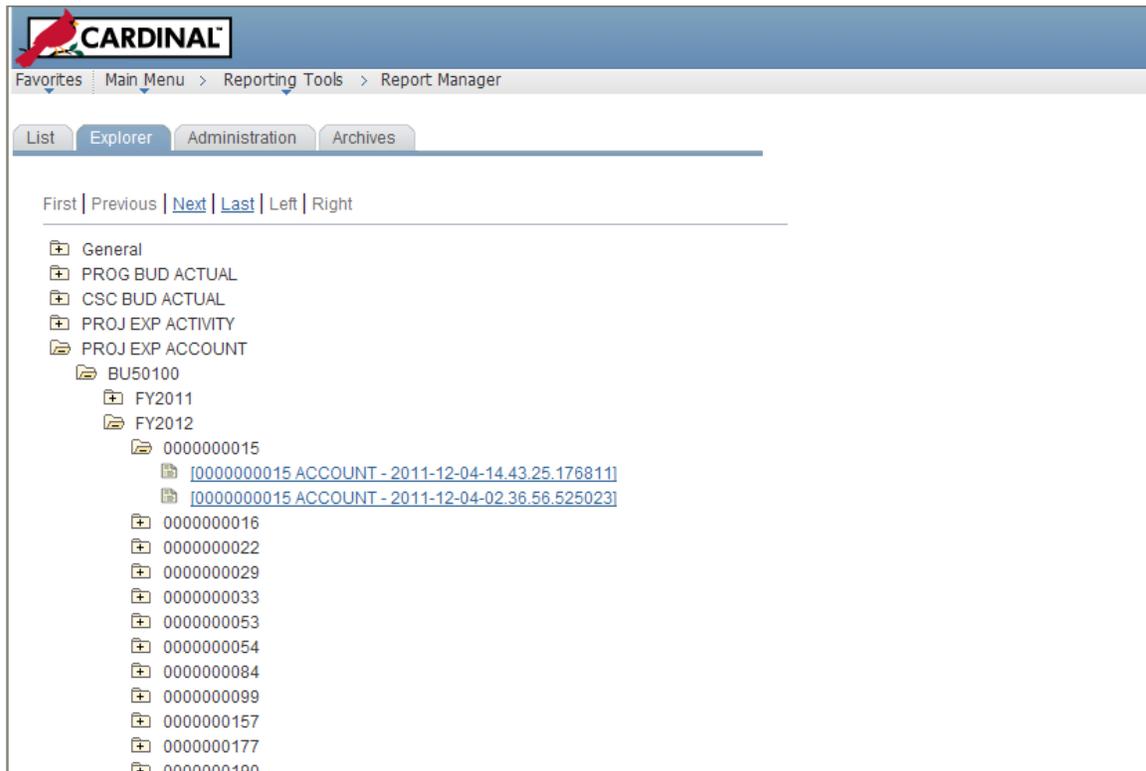


General Ledger Job Aid

Retrieving nVision Reports and DrillDown

The screenshot shows the CARDINAL Reporting Tools interface. At the top, there is a navigation bar with the following items: Favorites, Main Menu, Reporting Tools, and Report Manager. Below the navigation bar, there are four tabs: List, Explorer, Administration, and Archives. The Explorer tab is currently selected. Below the tabs, there is a navigation bar with the following items: First, Previous, Next, Last, Left, and Right. Below the navigation bar, there is a folder tree structure:

- General
 - PROG BUD ACTUAL
 - BU50100
 - FY2011
 - 10000
 - 10001
 - [\[10001 PROGRAM - 2011-12-03-01.01.24.278837\]](#)
 - 10002
 - 10004
 - 10005
 - 10007
 - 10008
 - 10011
 - 10014
 - 10015
 - 10020
 - 10021
 - 10038
 - 10040
 - 10042
 - 10043



Navigation: Favorites | Main Menu > Reporting Tools > Report Manager

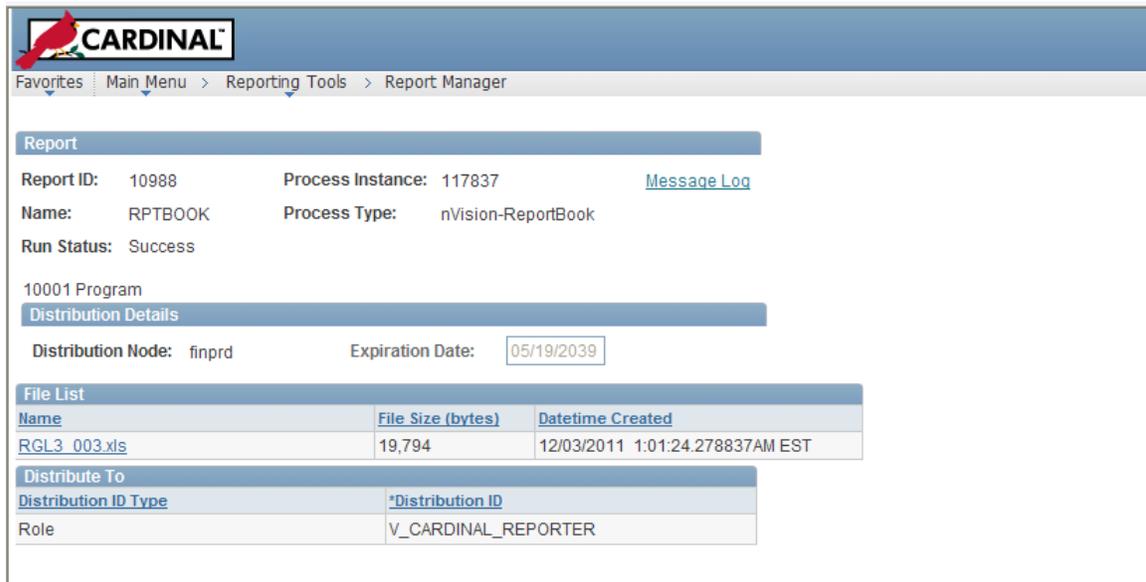
Explorer | Administration | Archives

First | Previous | [Next](#) | [Last](#) | Left | Right

- [-] General
 - [-] PROG BUD ACTUAL
 - [-] CSC BUD ACTUAL
 - [-] PROJ EXP ACTIVITY
 - [-] PROJ EXP ACCOUNT
 - [-] BU50100
 - [-] FY2011
 - [-] FY2012
 - [-] 0000000015
 - [\[0000000015 ACCOUNT - 2011-12-04-14.43.25.176811\]](#)
 - [\[0000000015 ACCOUNT - 2011-12-04-02.36.56.525023\]](#)
 - [-] 0000000016
 - [-] 0000000022
 - [-] 0000000029
 - [-] 0000000033
 - [-] 0000000053
 - [-] 0000000054
 - [-] 0000000084
 - [-] 0000000099
 - [-] 0000000157
 - [-] 0000000177
 - [-] 0000000190

- 8 Click the report hyperlink to access the report.

The report page with the file list is displayed.



Navigation: Favorites | Main Menu > Reporting Tools > Report Manager

Report

Report ID: 10988 Process Instance: 117837 [Message Log](#)

Name: RPTBOOK Process Type: nVision-ReportBook

Run Status: Success

10001 Program

Distribution Details

Distribution Node: finprd Expiration Date: 05/19/2039

File List

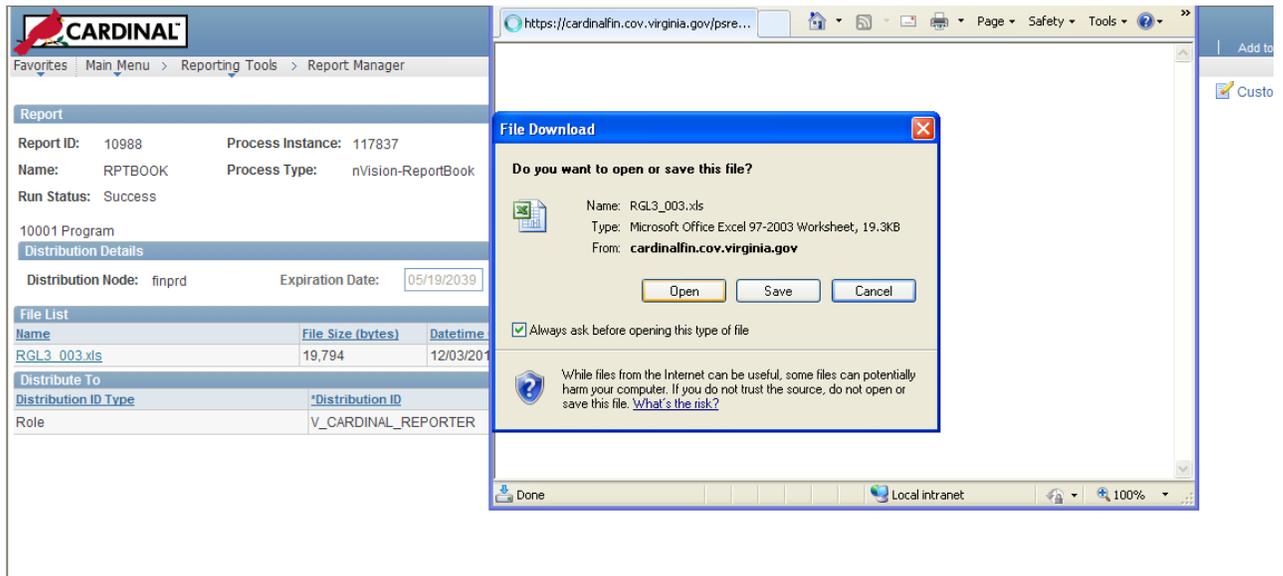
Name	File Size (bytes)	Datetime Created
RGL3_003.xls	19,794	12/03/2011 1:01:24.278837AM EST

Distribute To

Distribution ID Type	*Distribution ID
Role	V_CARDINAL_REPORTER

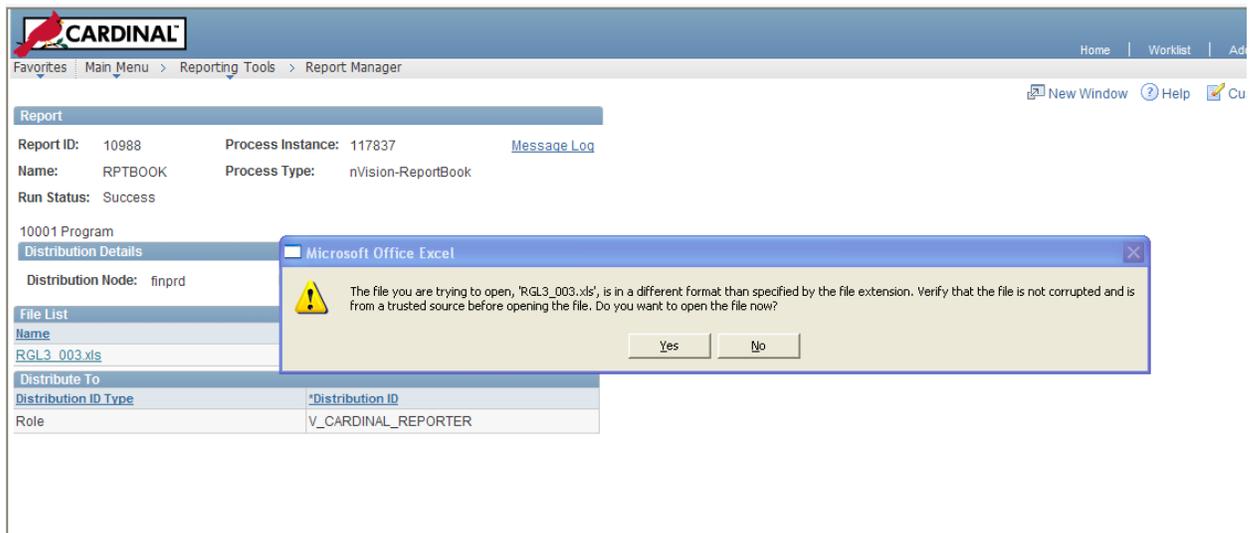
- 9 Click the report hyperlink to open the report. A File Download box will open asking “Do you want to open or save this file?”

Retrieving nVision Reports and DrillDown



- 10 Click the **Open** button. You will have the opportunity to save the file once it is opened.

An Excel message box displays.



- 11 Click the **Yes** button. The report is opened in Excel. Excel functionality can then be used to format, save and print the report.

Note: The report opens with time periods nPloded across columns, and values nPloded down the rows.



General Ledger Job Aid

Retrieving nVision Reports and DrillDown

**Commonwealth of Virginia
Budget to Actual - Program**

Report ID: RGL3_003
 Layout ID: VGLR003
 Scope: GL003_LV3
 Period Ending: June 30, 2011

Business Unit: 50100 VA Dept of Transportation
 Organization: 10001 Commissioner's Office

Program	Description	Budget	2011-1	2011-2	2011-3	2011-4	2011-5	2011-6
16 514009	Environmental Monitor Pgm Mgmt	0.00	1.08	0.00	182.71	1,387.00	0.00	
17 602004	Grnd Transprt Pgm Mgmt/Directn	23,291.00	0.00	0.00	0.00	0.00	0.00	
18 603015	Hwy Construction Program Mgmt	0.00	0.00	0.00	0.00	0.00	0.00	
19 604004	Transportation Operations Svcs	0.00	8.08	0.00	0.00	0.00	0.00	
20 60400501	Payroll Operations	0.00	(18,768.64)	(10,024.70)	(23,975.40)	(23,793.92)	53,215.67	(3
21 699001	General Management & Direction	3,914,316.00	250,905.67	184,479.58	203,654.51	195,356.13	158,636.46	205.
22 699002	Information Technology Svcs	0.00	0.00	0.00	345.93	0.00	0.00	
23 699024	Employee Training & Developmnt	64,694.00	0.00	0.00	0.00	100.00	0.00	

To Retrieve a Report from the List tab

- 12 Click the **List** tab to open the Search page.
- 13 In the "View Report For" section, the user can define specific criteria to search for the desired report.
Select a specific Report Folder from the dropdown menu.

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last 30 Minutes

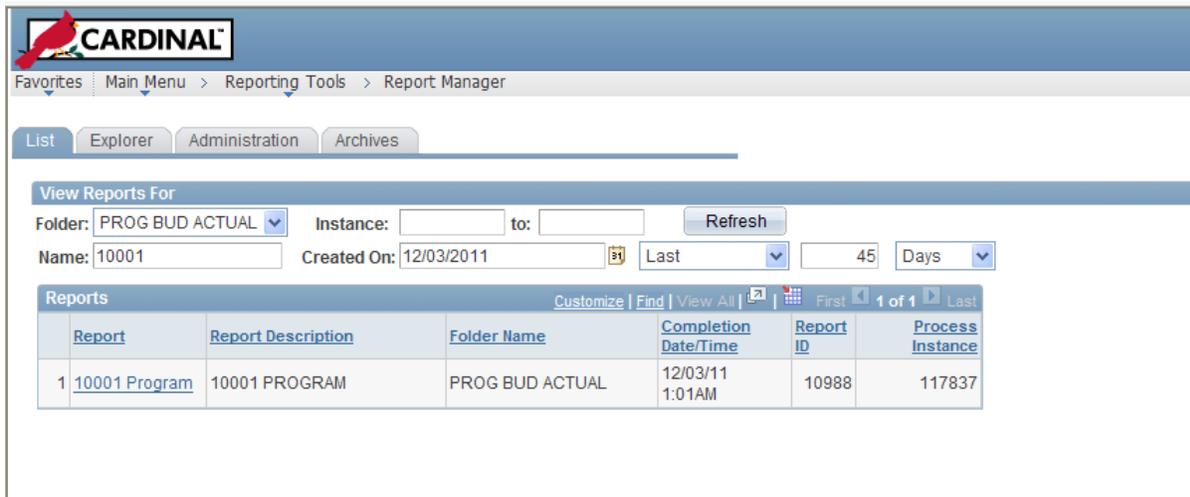
Report	Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	Report				

- 14 Enter any other known Search criteria and click the **Refresh** button:
 - a. Instance – Enter a range of Process Instances. Leave these fields blank to list all Instances.

Retrieving nVision Reports and DrillDown

- b. Name – Enter the Name or part of a Name to list the reports that match the Name entered.
 - i. PROG BUD ACTUAL–the name includes the Department ID
 - ii. CSC BUD ACTUAL–the name includes the Department ID Cost Center combination. User either or both.
 - iii. PROJ EXP ACTIVITY-the name includes the Project ID
 - iv. PROJ EXP ACCOUNT- the name includes the Project ID
- c. Created On – Use the Calendar, or enter a specific Date to list only reports that are created on that date.
- d. Last – Use to display only those reports that were created in the last number of days, hours or minutes. This setting defaults to Minutes, so this parameter must be changed to reflect the time period in which the report was run, i.e. Last 2 Days.

A listing of reports matching the search criteria will be returned.



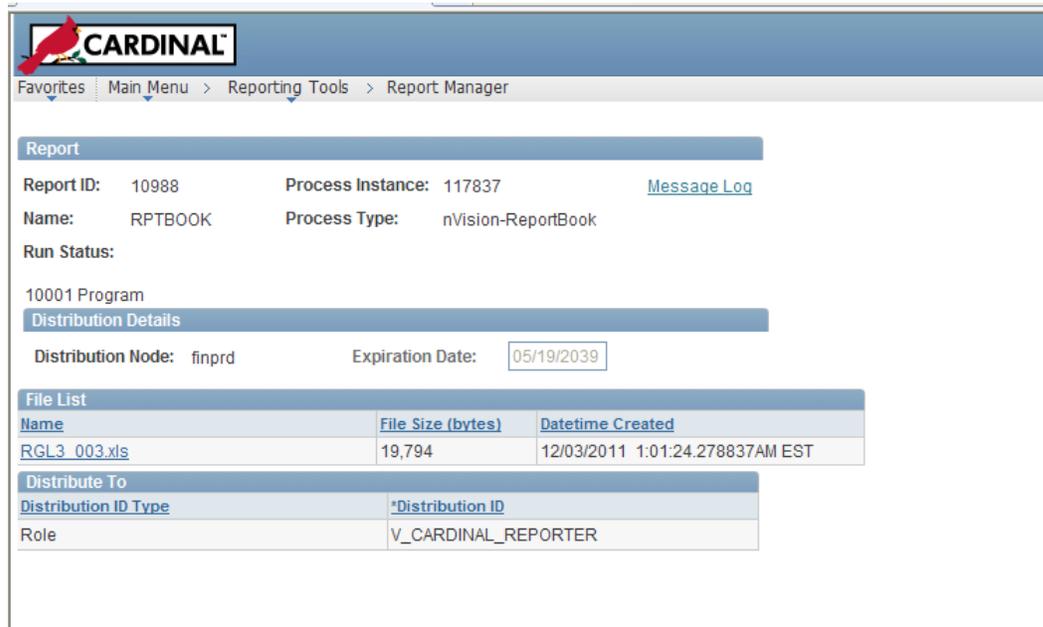
The screenshot shows the nVision Report Manager interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Reporting Tools', and 'Report Manager'. Below this, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The main area is titled 'View Reports For' and contains search filters: 'Folder: PROG BUD ACTUAL', 'Instance: [] to: []', 'Name: 10001', and 'Created On: 12/03/2011'. There is also a 'Refresh' button and a 'Last' filter set to '45 Days'. Below the filters is a table of reports.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 10001 Program	10001 PROGRAM	PROG BUD ACTUAL	12/03/11 1:01AM	10988	117837

- 15 Click the report hyperlink to access the report.

The report page with the file list is displayed.

Retrieving nVision Reports and DrillDown



The screenshot shows the CARDINAL Report Manager interface. The breadcrumb navigation is: Favorites > Main Menu > Reporting Tools > Report Manager. The report details are as follows:

Report ID:	10988	Process Instance:	117837	Message Log
Name:	RPTBOOK	Process Type:	nVision-ReportBook	

Run Status: 10001 Program

Distribution Details:

Distribution Node:	finprd	Expiration Date:	05/19/2039
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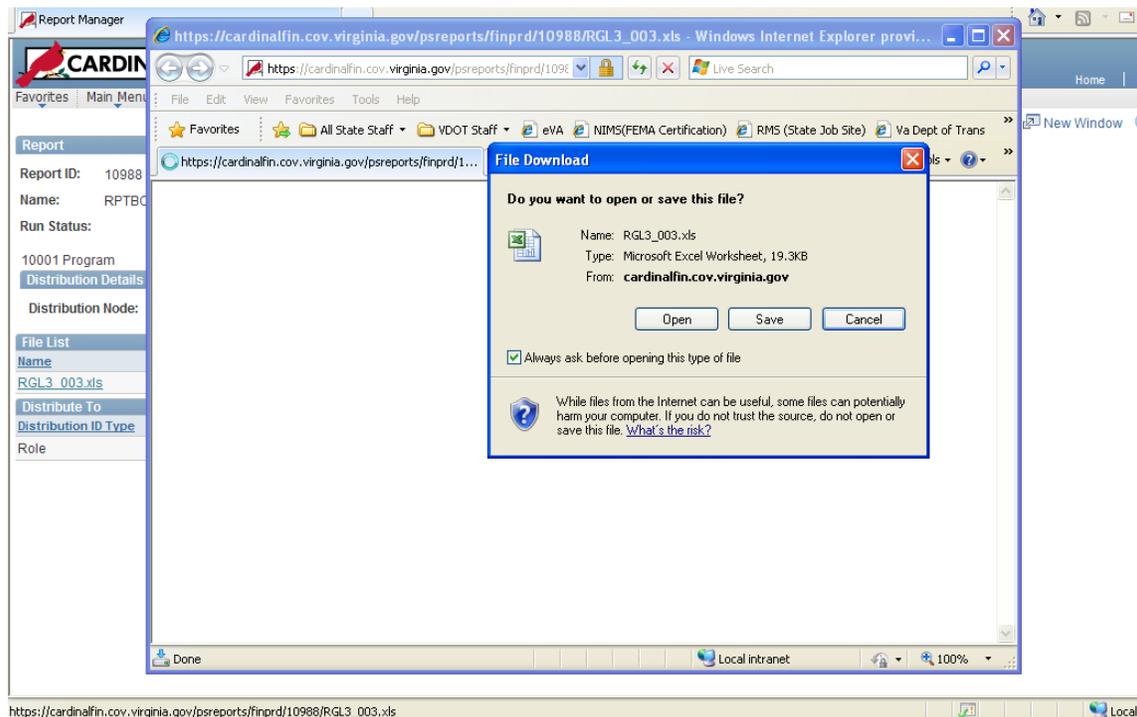
File List:

Name	File Size (bytes)	Datetime Created
RGL3_003.xls	19,794	12/03/2011 1:01:24.278837AM EST

Distribute To:

Distribution ID Type	*Distribution ID
Role	V_CARDINAL_REPORTER

- 16 Click the report hyperlink to open the report. A File Download box will open asking “Do you want to open or save this file?”



The screenshot shows a Windows Internet Explorer browser window displaying the report details from the previous image. A "File Download" dialog box is open in the foreground, asking "Do you want to open or save this file?". The dialog box contains the following information:

- Name: RGL3_003.xls
- Type: Microsoft Excel Worksheet, 19.3KB
- From: cardinalfin.cov.virginia.gov

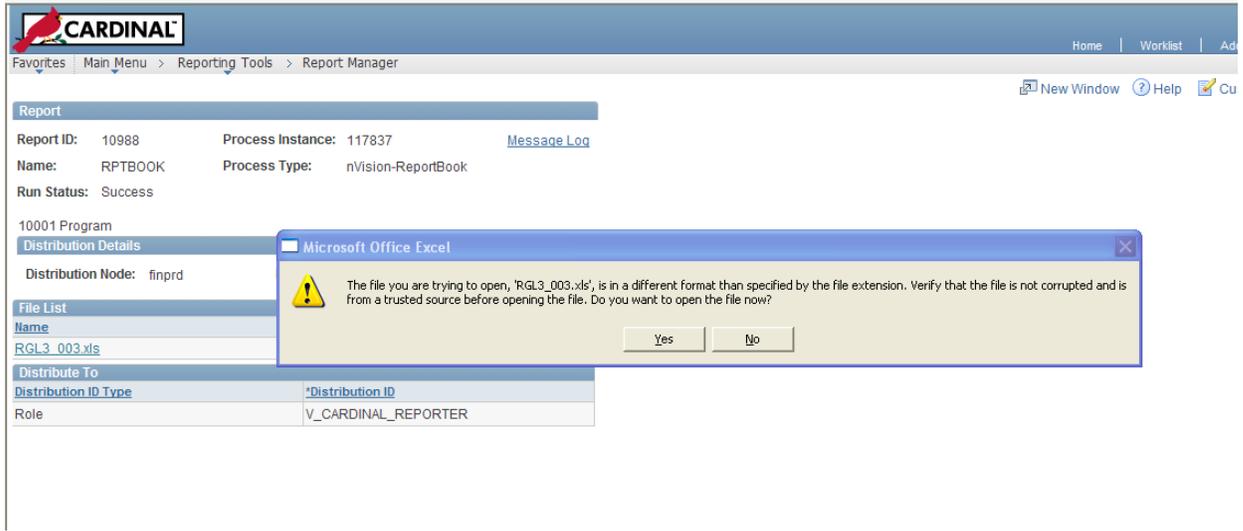
Buttons: Open, Save, Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

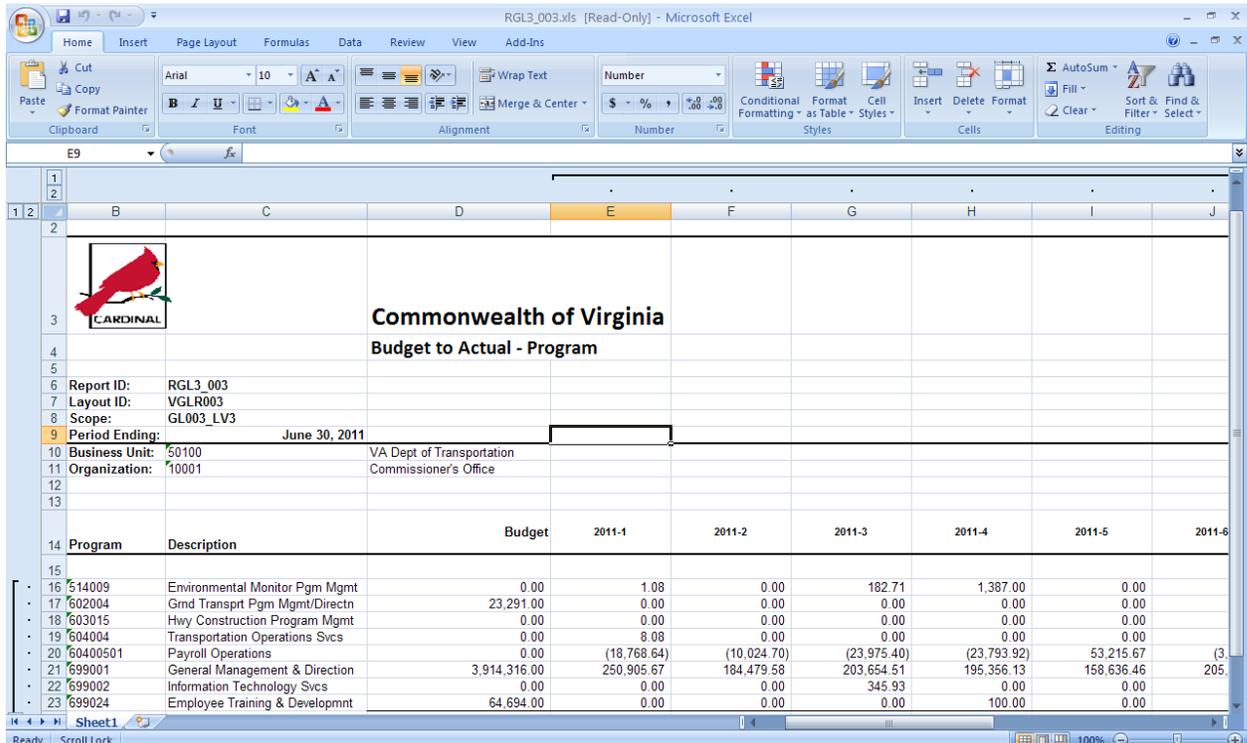
- 17 Click the **Open** button. You will have the opportunity to save the file once it is opened.
An Excel message box displays.

Retrieving nVision Reports and DrillDown



- 18** Click the **Yes** button. The report is opened in Excel. Excel functionality can then be used to format, save and print the report.

Note: The report opens with time periods nPloded across columns, and values nPloded down the rows.



Program	Description	Budget	2011-1	2011-2	2011-3	2011-4	2011-5	2011-6
16 514009	Environmental Monitor Pgm Mgmt	0.00	1.08	0.00	182.71	1,387.00	0.00	
17 602004	Grnd Transprt Pgm Mgmt/Directn	23,291.00	0.00	0.00	0.00	0.00	0.00	
18 603015	Hwy Construction Program Mgmt	0.00	0.00	0.00	0.00	0.00	0.00	
19 604004	Transportation Operations Svcs	0.00	8.08	0.00	0.00	0.00	0.00	
20 60400501	Payroll Operations	0.00	(18,768.64)	(10,024.70)	(23,975.40)	(23,793.92)	53,215.67	(3
21 699001	General Management & Direction	3,914,316.00	250,905.67	184,479.58	203,654.51	195,356.13	158,636.46	205.
22 699002	Information Technology Svcs	0.00	0.00	0.00	345.93	0.00	0.00	
23 699024	Employee Training & Developmnt	64,694.00	0.00	0.00	0.00	100.00	0.00	



General Ledger Job Aid

Retrieving nVision Reports and DrillDown

To Use Drilldown Functionality on the nVision Report

- 19 Choose a cell on the report to drill.

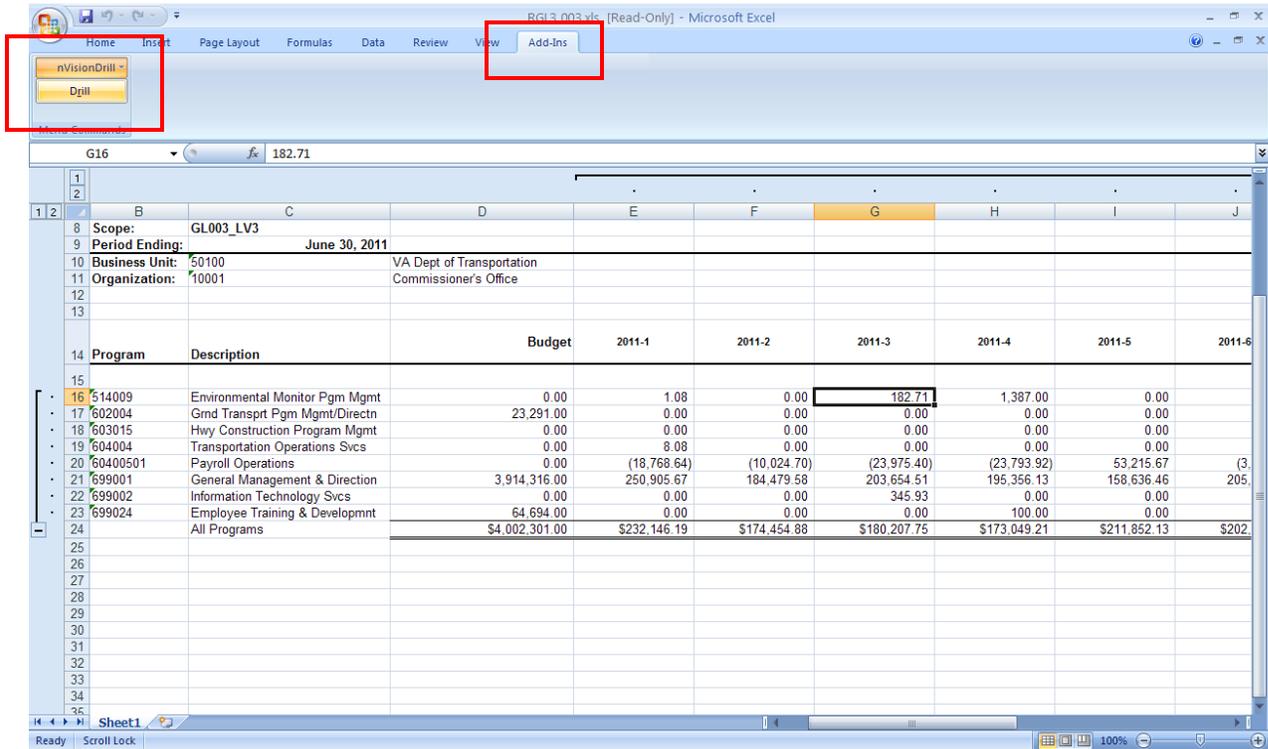
Note: This feature works from any field in the nVision report that is not an Excel formula.

The screenshot shows a Microsoft Excel spreadsheet titled 'RGL3_003.xls [Read-Only] - Microsoft Excel'. The spreadsheet displays an nVision report with the following data:

Program	Description	Budget	2011-1	2011-2	2011-3	2011-4	2011-5	2011-6
16 614009	Environmental Monitor Pgm Mgmt	0.00	1.08	0.00	182.71	1,387.00	0.00	
17 602004	Grnd Transprt Pgm Mgmt/Directn	23,291.00	0.00	0.00	0.00	0.00	0.00	
18 603015	Hwy Construction Program Mgmt	0.00	0.00	0.00	0.00	0.00	0.00	
19 604004	Transportation Operations Svcs	0.00	8.08	0.00	0.00	0.00	0.00	
20 60400501	Payroll Operations	0.00	(18,768.64)	(10,024.70)	(23,975.40)	(23,793.92)	53,215.67	(3.00)
21 699001	General Management & Direction	3,914,316.00	250,905.67	184,479.58	203,654.51	195,366.13	158,636.46	205.00
22 699002	Information Technology Svcs	0.00	0.00	0.00	345.93	0.00	0.00	
23 699024	Employee Training & Developmnt	64,694.00	0.00	0.00	0.00	100.00	0.00	
24	All Programs	\$4,002,301.00	\$232,146.19	\$174,454.88	\$180,207.75	\$173,049.21	\$211,852.13	\$202.00

- 20 Click the Add-Ins tab on the toolbar, then nVision Drill, then Drill.

Retrieving nVision Reports and DrillDown

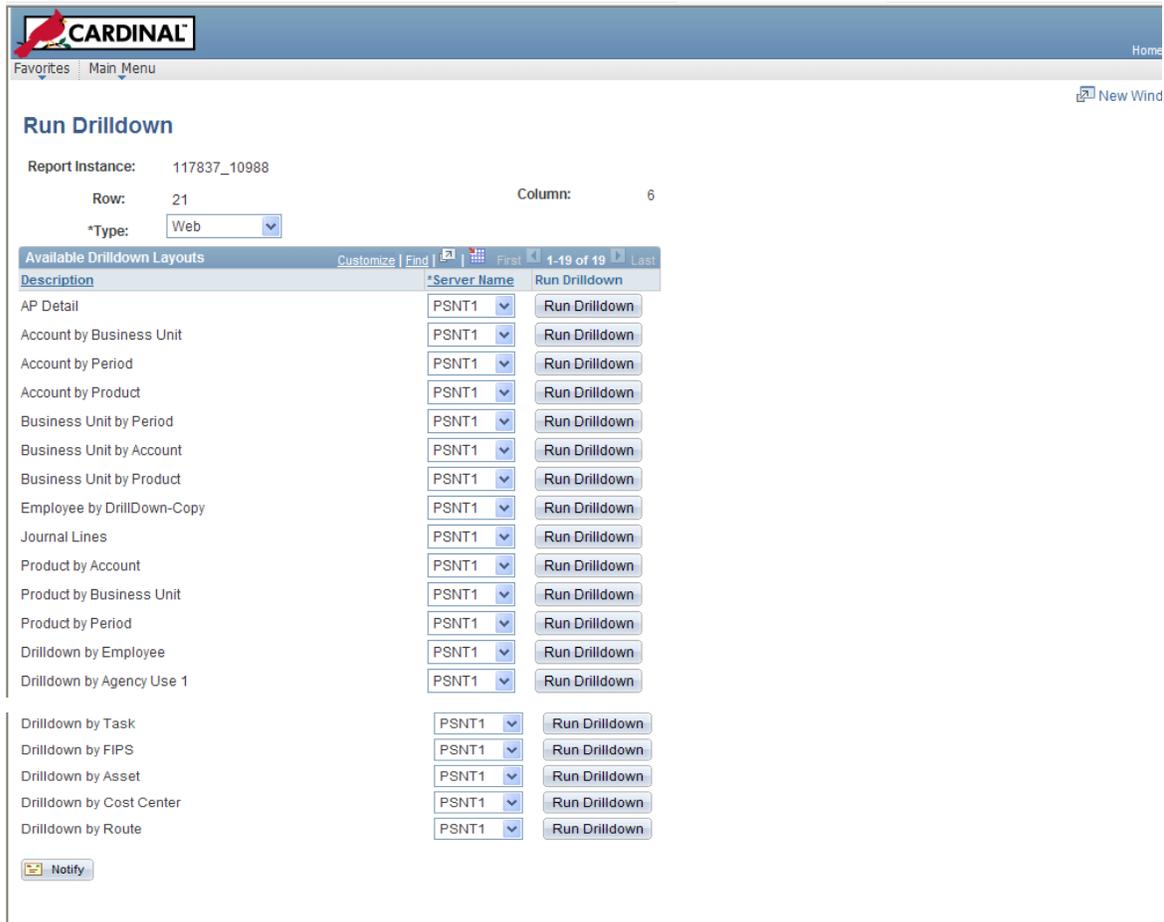


Program	Description	Budget	2011-1	2011-2	2011-3	2011-4	2011-5	2011-6
16 514009	Environmental Monitor Pgm Mgmt	0.00	1.08	0.00	182.71	1,387.00	0.00	0.00
17 602004	Grnd Transprt Pgm Mgmt/Directn	23,291.00	0.00	0.00	0.00	0.00	0.00	0.00
18 603015	Hwy Construction Program Mgmt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19 604004	Transportation Operations Svcs	0.00	8.08	0.00	0.00	0.00	0.00	0.00
20 60400501	Payroll Operations	0.00	(18,768.64)	(10,024.70)	(23,975.40)	(23,793.92)	53,215.67	(3
21 699001	General Management & Direction	3,914,316.00	250,905.67	184,479.58	203,654.61	195,356.13	158,636.46	205.
22 699002	Information Technology Svcs	0.00	0.00	0.00	345.93	0.00	0.00	0.00
23 699024	Employee Training & Developmnt	64,694.00	0.00	0.00	0.00	100.00	0.00	0.00
24	All Programs	\$4,002,301.00	\$232,146.19	\$174,454.88	\$180,207.75	\$173,049.21	\$211,852.13	\$202.

21 Click the OK button in the Security Alert box.



22 The Cardinal Run Drilldown page is displayed with the list of available drilldowns. Click the **Run Drilldown** button beside the desired report.

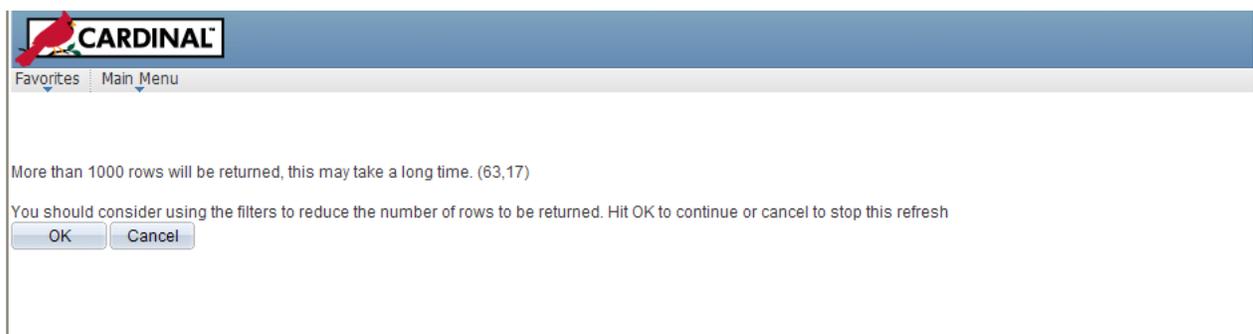


Report Instance: 117837_10988
 Row: 21
 Column: 6
 *Type: Web

Description	*Server Name	Run Drilldown
AP Detail	PSNT1	Run Drilldown
Account by Business Unit	PSNT1	Run Drilldown
Account by Period	PSNT1	Run Drilldown
Account by Product	PSNT1	Run Drilldown
Business Unit by Period	PSNT1	Run Drilldown
Business Unit by Account	PSNT1	Run Drilldown
Business Unit by Product	PSNT1	Run Drilldown
Employee by DrillDown-Copy	PSNT1	Run Drilldown
Journal Lines	PSNT1	Run Drilldown
Product by Account	PSNT1	Run Drilldown
Product by Business Unit	PSNT1	Run Drilldown
Product by Period	PSNT1	Run Drilldown
Drilldown by Employee	PSNT1	Run Drilldown
Drilldown by Agency Use 1	PSNT1	Run Drilldown
Drilldown by Task	PSNT1	Run Drilldown
Drilldown by FIPS	PSNT1	Run Drilldown
Drilldown by Asset	PSNT1	Run Drilldown
Drilldown by Cost Center	PSNT1	Run Drilldown
Drilldown by Route	PSNT1	Run Drilldown

Notify

23 If the following page is displayed, click the **Cancel** button.

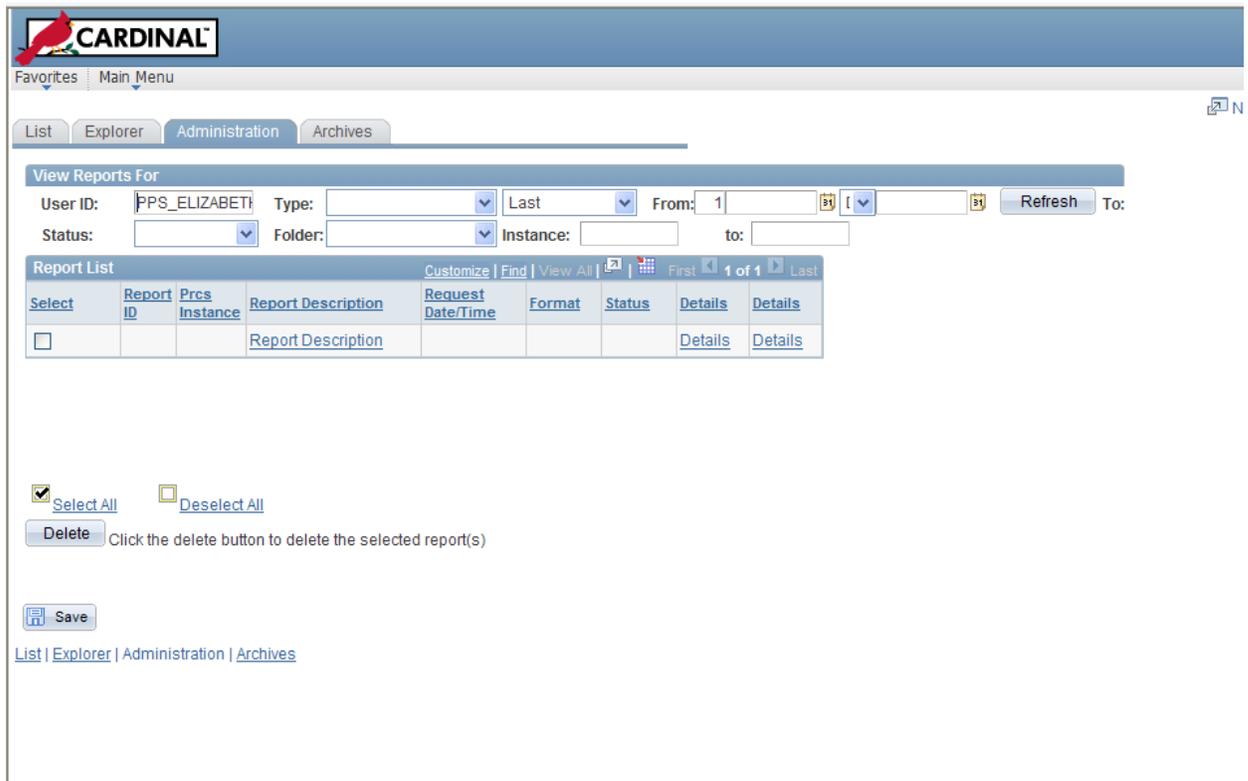


More than 1000 rows will be returned, this may take a long time. (63,17)

You should consider using the filters to reduce the number of rows to be returned. Hit OK to continue or cancel to stop this refresh

OK Cancel

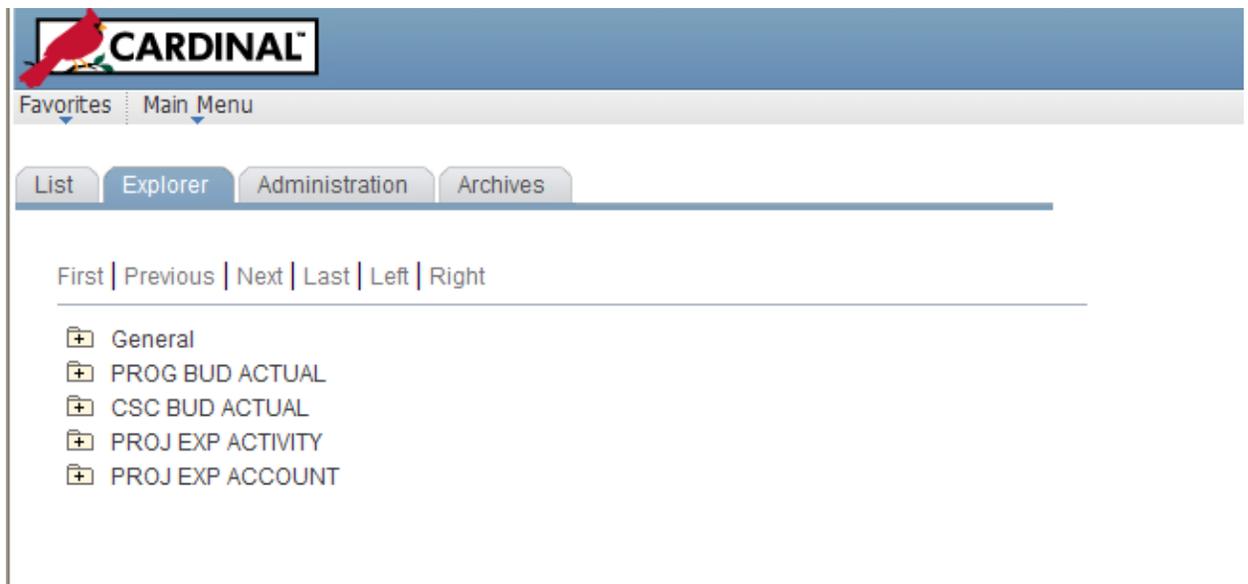
24 The Report Manager opens to the Administration page.



The screenshot shows the 'Administration' tab selected in the Report Manager. The 'View Reports For' section includes search filters for User ID (PPS_ELIZABET), Type (Last), From (1), Status, Folder, and Instance. A 'Report List' table is displayed with one entry. Below the table are 'Select All', 'Deselect All', and 'Delete' buttons, along with a 'Save' button.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	Details
<input type="checkbox"/>			Report Description				Details	Details

25 Click the Explorer tab. The report folders are displayed.

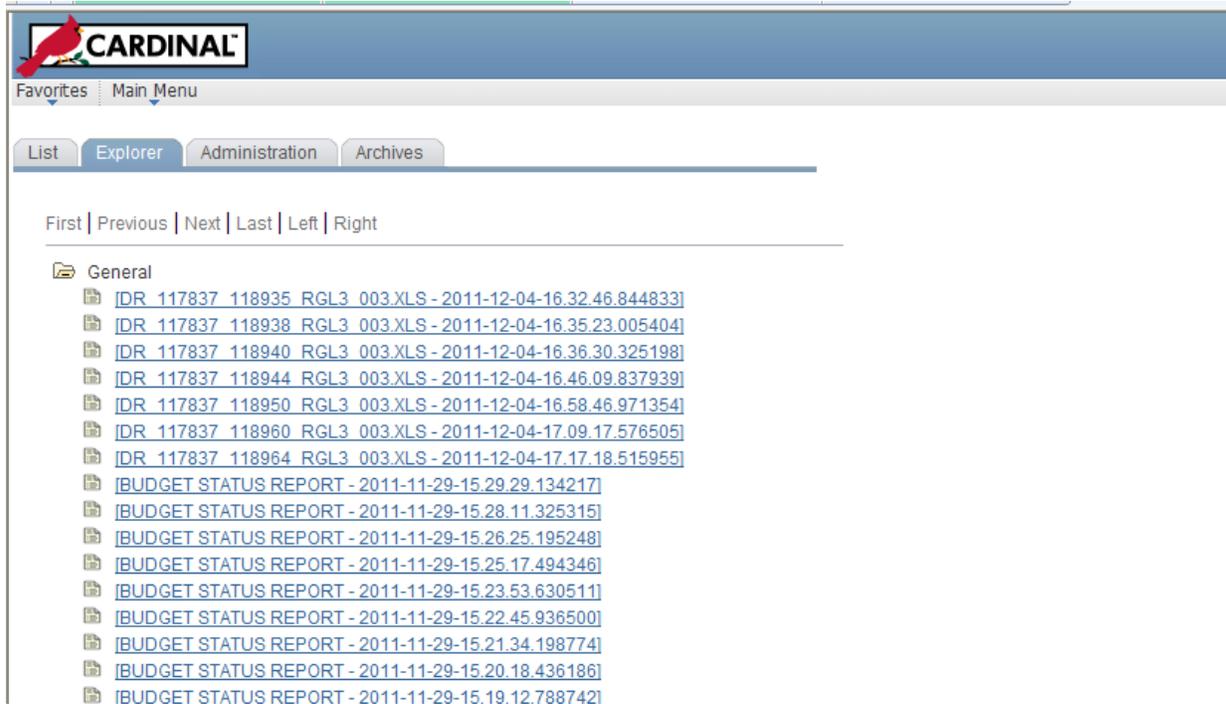


The screenshot shows the 'Explorer' tab selected, displaying a tree view of report folders. The folders listed are General, PROG BUD ACTUAL, CSC BUD ACTUAL, PROJ EXP ACTIVITY, and PROJ EXP ACCOUNT.

- [-] General
- [-] PROG BUD ACTUAL
- [-] CSC BUD ACTUAL
- [-] PROJ EXP ACTIVITY
- [-] PROJ EXP ACCOUNT

Retrieving nVision Reports and DrillDown

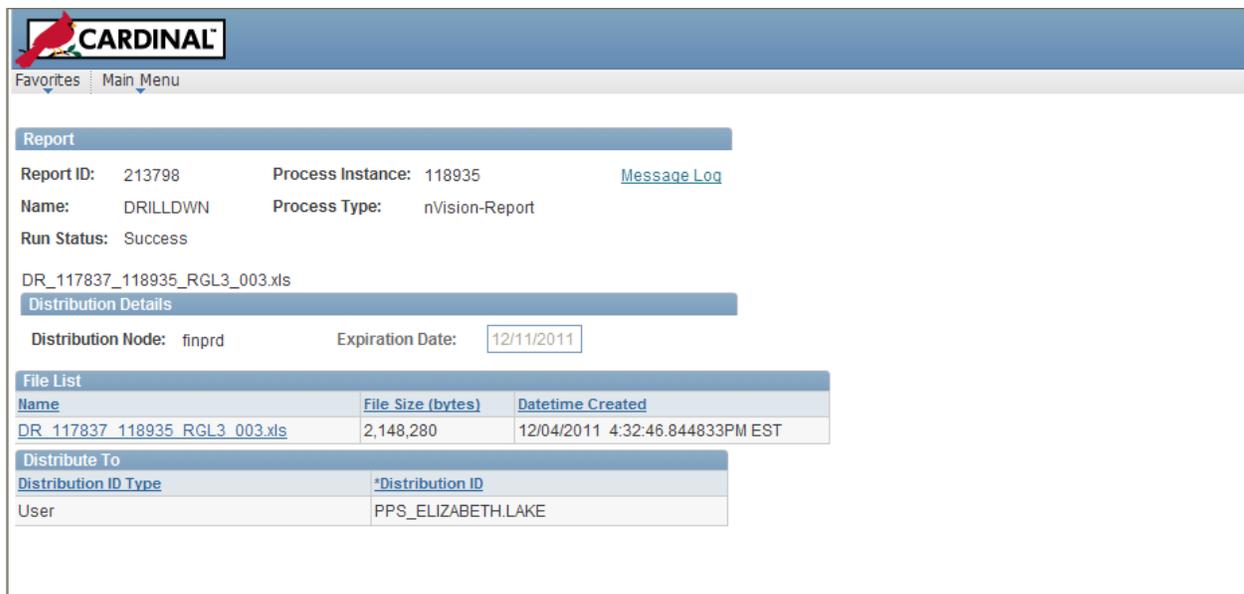
- 26 Open the **General** reports folder. The drilldown reports are displayed. Drilldown reports begin with 'DR' and the hyperlink will specify the parent report, the process instance, and the run date and time of the report.



The screenshot shows the CARDINAL web application interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu'. Below that, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The main content area shows a file list under the 'General' folder. The file list includes several XLS files with names like 'DR_117837_118935_RGL3_003.XLS' and 'BUDGET STATUS REPORT - 2011-11-29-15.29.29.134217'. Each file name is a hyperlink.

- 27 Open the **hyperlink** for the drilldown report.

The report page with the file list is displayed.



The screenshot shows the CARDINAL web application interface displaying the details of a drilldown report. The report information is as follows:

Report ID:	213798	Process Instance:	118935	Message Log
Name:	DRILLDOWN	Process Type:	nVision-Report	
Run Status:	Success			

DR_117837_118935_RGL3_003.xls

Distribution Details

Distribution Node:	finprd	Expiration Date:	12/11/2011
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File List

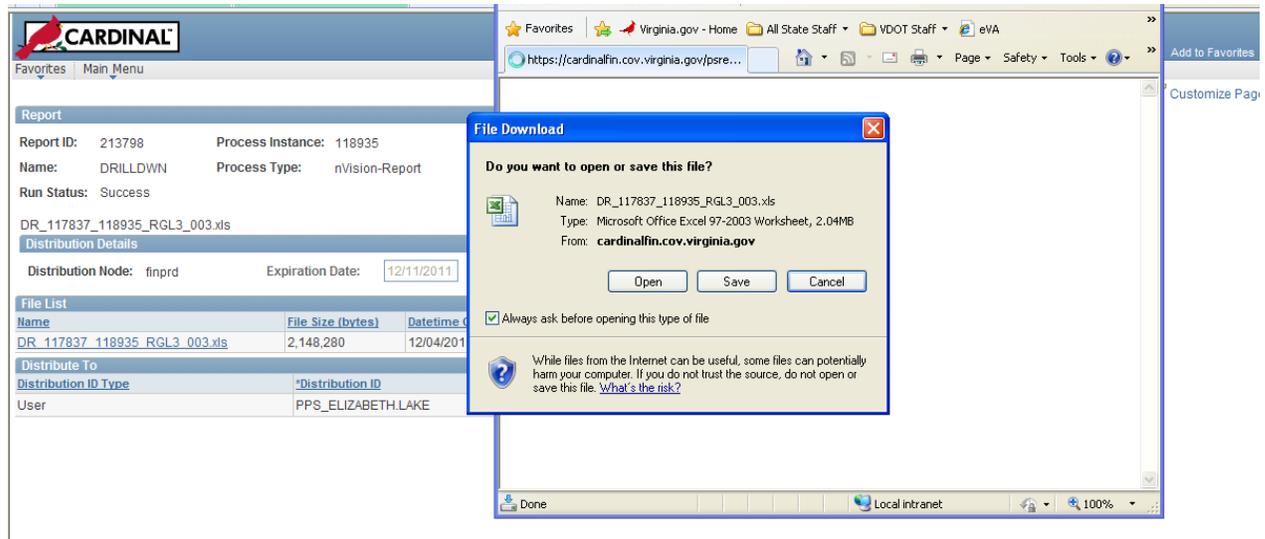
Name	File Size (bytes)	Datetime Created
DR_117837_118935_RGL3_003.xls	2,148,280	12/04/2011 4:32:46.844833PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_ELIZABETH.LAKE

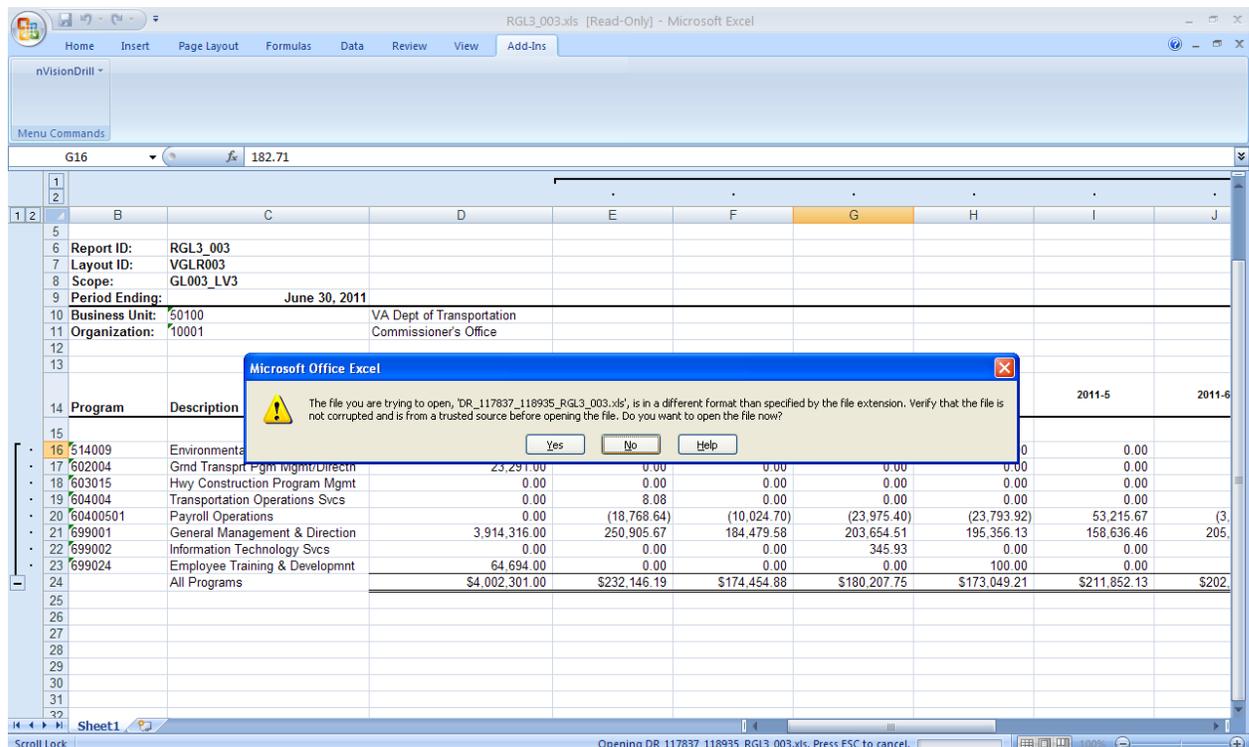
Retrieving nVision Reports and DrillDown

- 28 Click the report hyperlink to open the report. A File Download box will open asking “Do you want to open or save this file?”



- 29 Click the **Open** button. You will have the opportunity to save the file once it is opened.

An Excel message box displays. Note: You may need to click over to the open excel report to see this message box.





General Ledger Job Aid

Retrieving nVision Reports and DrillDown

- 30 Click the **Yes** button. The report is opened in Excel. Excel functionality can then be used to format, save and print the report.

Note: The report opens with time periods nPloded across columns, and values nPloded down the rows.

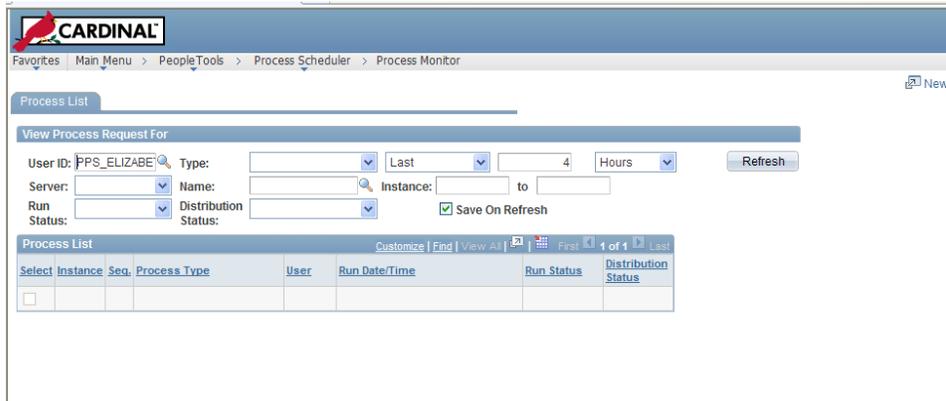
Cost Center	Description	Budget	2011-1	2011-3	2011-4	2011-6
11050010	Environmental Monitoring Mgmt	0.00	1.08	0.00	0.00	0.00
11050020	On-Call Contract Review	0.00	0.00	182.71	1,387.00	346.21
	All Cost Centers	\$0.00	\$1.08	\$182.71	\$1,387.00	\$346.21

When Your Report Does Not Display in Report Manager

- 31 If you do not see your report in Report Manager within a few minutes, it may have run to error. Go to the Process Monitor to verify.

Navigate to **Main Menu > PeopleTools > Process Scheduler > Process Monitor**

Retrieving nVision Reports and DrillDown



- 32** The Process Monitor will open with your userid. Click the Refresh button to see your listing of jobs/reports run.

You can further define the Search by specifying the Type: nVision-Report and specify Last XX Minutes, Hours before you click Refresh.

Verify if your recently run nVision Drilldown shows a Run Status of Error. If the report did run to error, it will not show on Report Manager.

