

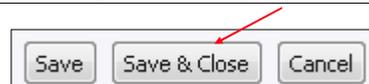
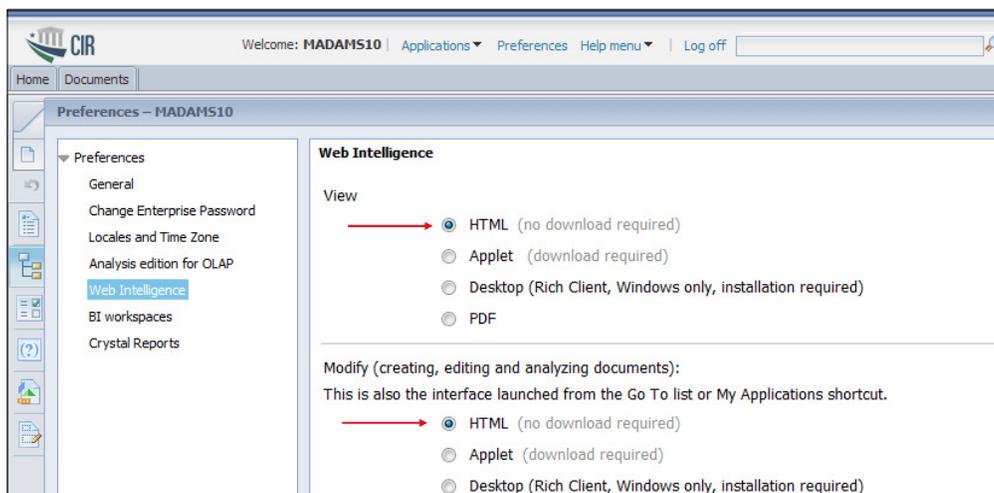
You can modify the layout of standard CIR reports to meet your agency's needs, for example:

- Sort by a field value — Voucher Number, ALC, Agency Account ID
- Change font size and color
- Delete and add columns

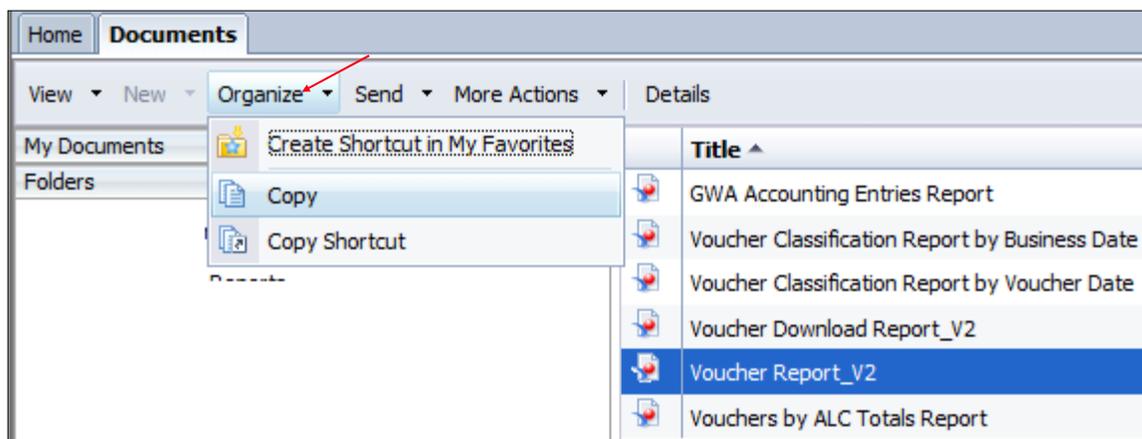
To make these kinds of changes, first make sure that your CIR user preferences are set properly.

Then you make a copy of the standard report, save it to **My Favorites**, and modify it working in CIR's **Design Mode**.

1. In the top toolbar, click **Preferences**.
2. In the left panel, click **Web Intelligence**.
3. On the right, click the radio button for **HTML** in the **View** section and the **Modify** section.
4. In the bottom right corner, click **Save & Close**.

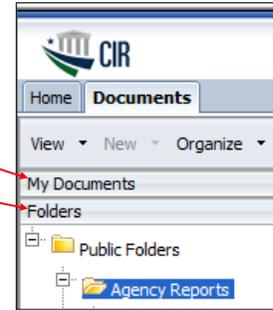


5. Highlight the name of the report you want to work with.
6. In the menu bar, click **Organize**.
7. In the next menu, choose **Copy**.

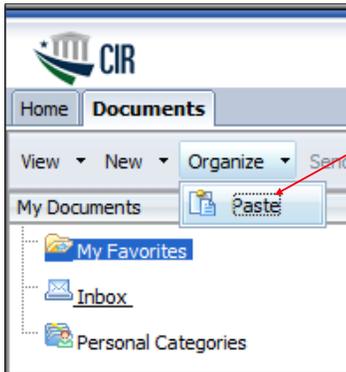


The options in left navigation panel are organized into two **drawers**.

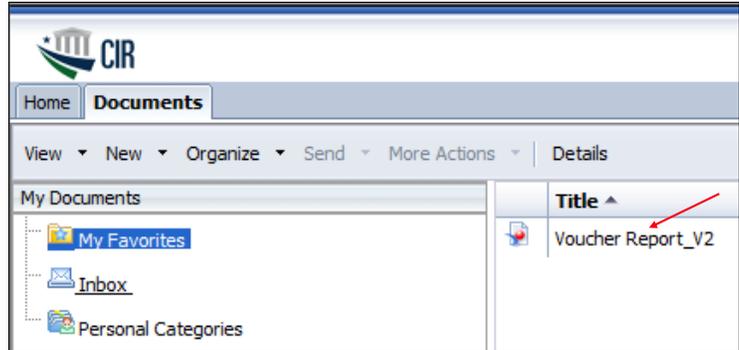
- My Documents
- Folders



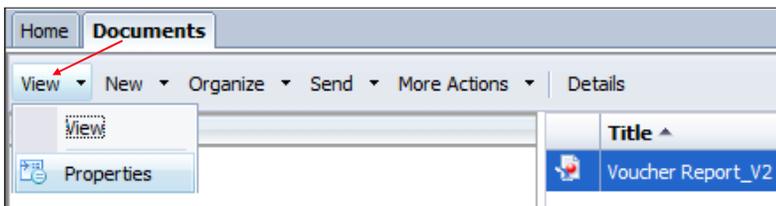
- In the left navigation panel, click the **My Documents** drawer.
- Click **My Favorites**.
- Click **Organize**, then **Paste**.



You see the report you copied into the **My Favorites** folder. You can now modify it.



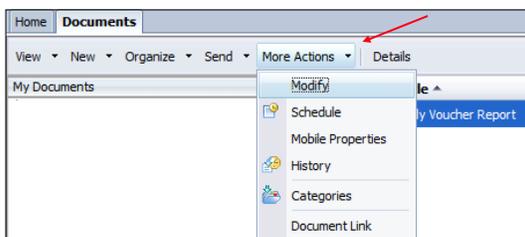
- Highlight the title of the report.
- In the menu bar, click **View**, then **Properties**.



It's good practice to give this copy of the report a title that is meaningful to you and your agency.

- Erase the standard report title.
- Enter a new report title.
- In the bottom right corner, click **Save & Close**.

- You see the new report title.
- Highlight the title of the report.
  - In the menu bar, click **More Actions**, then **Modify**.



The report opens for you to run it. Make sure you are in **Design** mode.

Generated: May 31, 2013 10:34:42 AM

### Collections Information Repository (CIR)

#### Voucher Report

**Search Criteria:**  
Business Date Period: 2. Previous Business Day  
ALC: All  
ALC Group: Individual ALCs  
Preliminary Vouchers: N

**Sort Order**  
Business Date, ALC, Voucher Type

**Report Summary**  
Preliminary Indicator

**Prompts**

Prompts Summary

- \* Select a Business Date Period: **2. Previous Business Day**
- \* Select One or More ALCs, All for all ALCs or Members of an ALC Group: **All**
- \* Select an ALC Group or Individual ALCs: **Individual ALCs**
- Select Preliminary Vouchers: **N**
- Select a Starting Business Date (M/d/yyyy): This filter will be ignored because no value has been selected.
- Select an Ending Business Date (M/d/yyyy): This filter will be ignored because no value has been selected.
- Select a Starting Deposit Date (M/d/yyyy): This filter will be ignored because no value has been selected.
- Select an Ending Deposit Date (M/d/yyyy): This filter will be ignored because no value has been selected.
- Select a Starting Voucher Date (M/d/yyyy): This filter will be ignored because no value has been selected.
- Select an Ending Voucher Date (M/d/yyyy): This filter will be ignored because no value has been selected.
- Enter a Voucher Number or a partial Voucher Number with a wildcard (i.e., 1234%):
- Enter a Starting Voucher Amount: This filter will be ignored because no value has been selected.
- Enter an Ending Voucher Amount: This filter will be ignored because no value has been selected.
- Select a Credit Ind: This filter will be ignored because no value has been selected.
- Enter One or More Agency Account ID(s) separated by semicolons: This filter will be ignored because no value has been selected.
- Enter One or More Cash Flow ID(s) separated by semicolons: This filter will be ignored because no value has been selected.
- Select One or More Reporting Program/Subprogram(s): This filter will be ignored because no value has been selected.
- Enter One or More ABA(s) separated by semicolons: This filter will be ignored because no value has been selected.
- Enter One or More CAN(s) separated by semicolons: This filter will be ignored because no value has been selected.
- Select One or More Corrective Types: This filter will be ignored because no value has been selected.
- Select a Commercial Indicator: This filter will be ignored because no value has been selected.

\* Required prompts

OK Cancel

18. Run the report using the prompts as you normally would.

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### Collections Information Repository (CIR)

#### Voucher Report

**Search Criteria:**  
Business Date Period: 2. Previous Business Day  
ALC: All  
ALC Group: Individual ALCs  
Preliminary Vouchers: N

**Sort Order**  
Business Date, ALC, Voucher Type

**Report Summary**

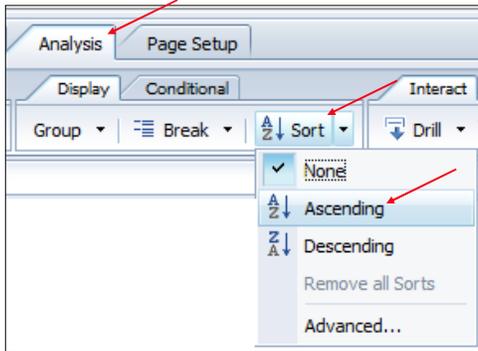
Preliminary Indicator	Total Credit Amount	Total Debit Amount	Total Net Amount	Total Credit Count	Total Debit Count	Total Count of Vouchers
N	\$157,485,312,150.03	\$158,711,335,408.84	(\$1,226,023,258.81)	6,782	1,443	8,205

**Vouchers**

Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type	Voucher ALC	CAN	ABA	Deposit Date	Business Date	Reporting Program/Subprogram	Fin Trans Count	Agency Account ID	Corrective Type
104915	11/15/2013	Y	\$14.81	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	1		Original
104916	11/15/2013	Y	\$14.81	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104917	11/15/2013	Y	\$625.60	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	1		Original
104917	11/15/2013	Y	\$625.60	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104918	11/15/2013	Y	\$294,352.04	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	52		Original
104918	11/15/2013	Y	\$294,352.04	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104919	11/15/2013	Y	\$13,735.54	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	9		Original
104919	11/15/2013	Y	\$13,735.54	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104920	11/15/2013	Y	\$57,488.72	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	34		Original
104920	11/15/2013	Y	\$57,488.72	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104921	11/15/2013	Y	\$59,988.39	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	22		Original
104921	11/15/2013	Y	\$59,988.39	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104922	11/15/2013	Y	\$52,384.88	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	27		Original
104922	11/15/2013	Y	\$52,384.88	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104923	11/15/2013	Y	\$137,571.27	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	35		Original
104923	11/15/2013	Y	\$137,571.27	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original
104924	11/15/2013	Y	\$116,731.49	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	73		Original
104924	11/15/2013	Y	\$116,731.49	215	00000303	000340	041038033	11/15/2013	04/14/2014	OTCnet E-Check Deposit	0		Original



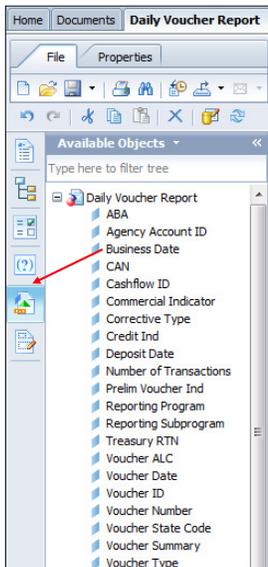
- Click the mouse in the column you want to sort to select it again.
- In the formatting menu, click the **Analysis** tab, then the **Sort** option.
  - Click the sort order you need (**Ascending**).



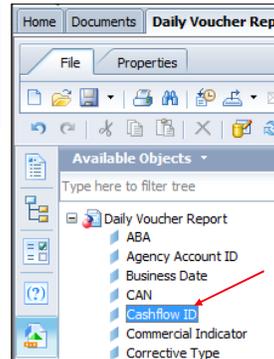
The report refreshes sorted by the field you chose.

Deposit Date
02/12/2013
04/05/2013
04/08/2013
04/10/2013
04/10/2013
04/11/2013
04/11/2013
04/15/2013
04/15/2013
04/15/2013
04/15/2013
04/15/2013
04/18/2013

- To add a column, first click the Available Objects icon on the left side of the left navigation panel. You see a list of all the elements that can be used in this report.



- Click the name of the element that you want to add to the report.



- Hold down the mouse and drag the element to the position you want.

Generated: May 19, 2014 3:11:31 PM

**Collections Information Repository (CIR)**  
Voucher Report

**Search Criteria:**  
Business Date Period: 0. Select Business Date Range  
ALC: All  
ALC Group/Individual ALCs  
Preliminary Vouchers: N  
Business Date: Between 05/01/2013 and 05/01/2013

**Sort Order:**  
Business Date, ALC, Voucher Type

**Report Summary**

Preliminary Indicator	Total Credit Amount	Total Debit Amount	Total Net Amount	Total C
N	\$29,411,520,524.31	\$2,008,904,278.44	\$27,402,616,245.87	

**Vouchers**

Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type	ALC	CAN	ABA	Deposit Date	Business Date	Reporting Program/
82283	02/12/2013	Y	\$17,000.00	215	20090500	004138	101000596	02/12/2013	02/12/2013	Cashflow ID (Drop here to insert cell)
009841	03/28/2013	N	\$100.00	5515	70000005	010023	041202582	04/05/2013	05/01/2013	OTCNet/Bank D

4. Release the mouse.

The column is added to the report.

Vouchers									
Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type	Voucher ALC	CAN	ABA	Cashflow ID	Deposit Date
<a href="#">802083</a>	02/12/2013	Y	\$17,000.00	215	20090900	004138	101000895	Unknown	02/12/2013
<a href="#">009841</a>	03/28/2013	N	\$100.00	5515	70080005	010023	041202582	Unknown	04/05/2013
<a href="#">009837</a>	04/08/2013	N	\$8.00	5515	00008355	001108	021300077	Unknown	04/08/2013
<a href="#">875544</a>	04/10/2013	Y	\$6,327.55	215	00008355	005834	125000574	Unknown	04/10/2013

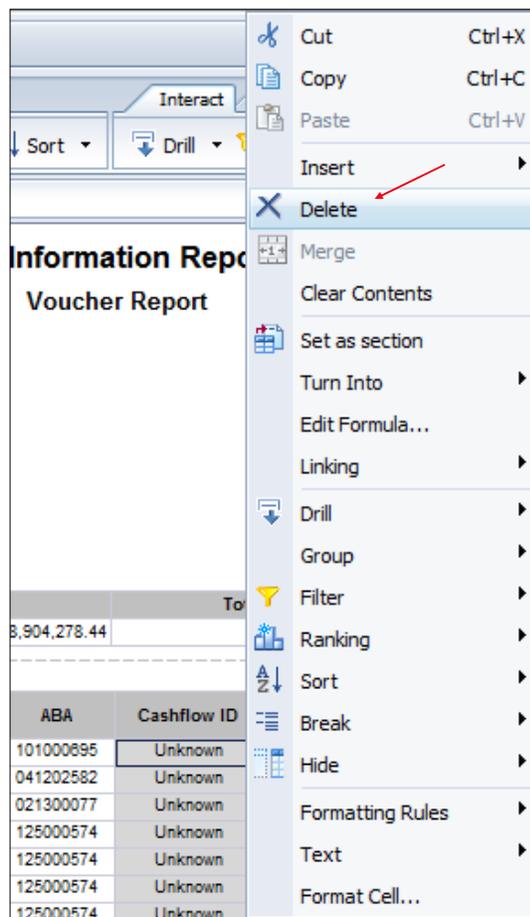
1. To make a column wider, click the mouse in the first cell of the column you want to modify. The column is now shaded.
2. Point the mouse on the right side of the column edge until you see the resizing icon.
3. Drag the column edge to the width you want and release the mouse.

Vouchers	
Voucher Number	Voucher Date
<a href="#">104916</a>	11/15/2013
<a href="#">104916</a>	11/15/2013
<a href="#">104917</a>	11/15/2013

Vouchers	
Voucher Number	Voucher Date
<a href="#">104916</a>	11/15/2013
<a href="#">104916</a>	11/15/2013
<a href="#">104917</a>	11/15/2013

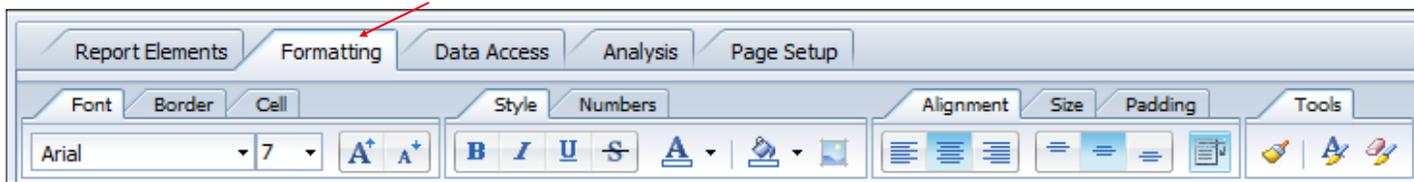
1. To delete a column in the report, click the mouse in the first cell of the column you want to delete. The column is now shaded.
2. Right-click.
3. In the pop-up menu, click **Delete**.

The report refreshes without the column.

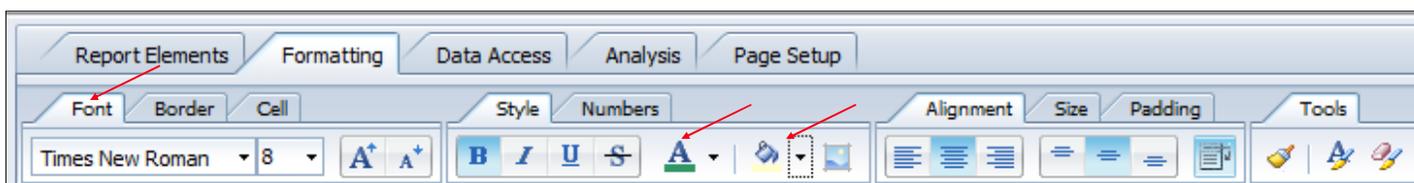


The screenshot shows a report titled 'Information Report Voucher Report'. A table is visible with columns 'ABA' and 'Cashflow ID'. A context menu is open over the table, listing various actions. The 'Delete' option is highlighted with a red arrow. Other options include Cut, Copy, Paste, Insert, Merge, Clear Contents, Set as section, Turn Into, Edit Formula..., Linking, Drill, Group, Filter, Ranking, Sort, Break, Hide, Formatting Rules, Text, and Format Cell...

1. To format fonts, colors, and shading, click the mouse in the first cell of the column you want to modify.  
The column is now shaded.
2. In the formatting menu, click the **Formatting** tab.



3. Modify the options you want for font, size, color, shading, and so on.

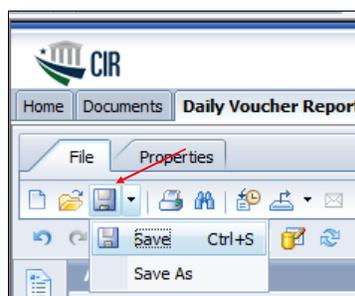


The report refreshes with the formatting options you have chosen.

Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type	Voucher ALC	CAN	ABA	Deposit Date	Business Date
<a href="#">802083</a>	02/12/2013	Y	\$17,000.00	215	20090900	004138	101000695	02/12/2013	05/01/2013
<a href="#">009841</a>	03/28/2013	N	\$100.00	5515	70060005	010023	041202582	04/05/2013	05/01/2013
<a href="#">009837</a>	04/08/2013	N	\$8.00	5515	00008355	001108	021300077	04/08/2013	05/01/2013
<a href="#">875544</a>	04/10/2013	Y	\$6,327.55	215	00008355	005634	125000574	04/10/2013	05/01/2013
<a href="#">876808</a>	04/10/2013	Y	\$10.00	215	00008371	005634	125000574	04/10/2013	05/01/2013

## SAVE YOUR CHANGES !!!!!

1. In the upper left corner, click the **Save** icon, then click **Save**.



You can run this saved report on demand or schedule it, and it will use the formatting changes you saved.