CHAPTER 1

AccountView Instructions

Accessing Your Data with AccountView

To utilize the reporting features of AccountView, follow the instructions to:

A. Download the Extract file to your client platform.

B. Prepare the tables you want to work with.

C. Launch the Enterprise Information System (EIS).

D. Explore your reports.

Note: Before you use the AccountView function, you must successfully complete your daily data collections (with the process and reduce functions). △

A. Download the Extract file to your client platform.

1 Launch IT Charge Manager.

2 Select a site from the **`Site Selection`** box and press Open. Activate the PDB you want to work with.

3 From the Site Administration tab, select

   Manage Open Interface ► Extract Data Setup

4 Click the AV Extract button so that it displays **`AV Extract Enabled`**.

5 Using the Shift key with your cursor, highlight the customer keys you want to explore. Click OK.

6 From the Operation tab, select

   Consolidate Data: Edit and execute the batch consolidation

7 Choose the invoice period you want to consolidate and click the process option *Apply Selections and Submit Immediately*. Click OK. After the consolidation job completes, view the log by pressing Log on the upper left corner and check for a message to ensure that the file was successfully downloaded.

8 Close the window and return to the Operation tab. Select

   Extract File Download: Copy the current extract file to your PC

   Press the Download button next to the path for the **`AccountView target extract file`** in order to download the file. If there is no problem with the downloading, a message stating “Download completed successfully” will display at the top of the window.

9 Exit ITCM.

B. Prepare the tables you want to work with.

1 Launch AccountView.

2 From the upper toolbar, select

Window ▶ Log

Verify that there is a message that says **Extract file copied from ecdown.EISCON to ECCON.C*nnnnnnn***, where *nnnnnnn* is the numeric value of the unformatted SAS date on which the table was copied from ITCM Administrator to ITCM AccountView. Then, minimize the Log window.

3 In the AccountView window, click on Select Table.

4 Using the arrow to the right of the **Repository** field, select **ECCON** as the path.

5 Then, using the arrows in the middle of the window, select the table you saw copied (eccon.c*nnnnnnn*) and move it from the **Available** list to the **Selected** list. When you are satisfied with your selections, click OK.

6 Select

Window ▶ Log

and then verify that there is a message that says "Note: Selected table copied from ECCON.C*nnnnnnn* to ECCON.CONFILE".

C. Launch the Enterprise Information System (EIS).

1 If you are running SAS Release 6.12, select

Globals ▶ Develop ▶ EIS Application Builder

If you are running SAS Release 8.1 or later, select

Solutions ▶ Development and Programming

▶ EIS/OLAP Application Builder

2 From the EIS Main Menu, double-click on the Metabase icon.

3 Using the arrow to the right of the **Repository** field, select **ECCON** as the path and then **YTD Consolidation File** from the list of available tables.

4 Select

Columns ▶ Add ▶ Table Column

5 Move the additional customer keys from **Available** to **Selected**. (This registers your additional customer key levels in the YTD Consolidation File.)

6 Select

OK ▶ CLOSE

to return to the **Metabase** dialog.

7 Highlight the YTD Consolidation File. Select

HIERARCH attribute ▶ Edit ▶ *Nodes* hierarchy

8 Move the additional customer key fields from **Available** to **Selected**.

9 When you are satisfied, click

OK ▶ CLOSE ▶ CLOSE (or minimize) the EIS Main Menu

D. Explore your reports.

1 Select

$\boxed{\text{Revenue by Customer}}$

2 Double-click on a pie slice that you want to view in more detail.

3 Repeat this drilling down until you reach the level you want to explore, or until you reach the lowest level.

Note: Use the arrows in the upper right portion of the window to move back up through the reporting levels of the Revenue display. △