Journyx Reportlink v12.0.2

Journyx Reportlink User Manual

Journyx ® Reportlink™ Version 12.0.2

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Overview

Introduction

Journyx Reportlink™ is a robust reporting solution that allows you to tap into all the power and flexibility of Microsoft® Excel and Power BI pivot table and visual report building features. Reportlink provides you with the ability to use Excel, Power BI and other third party business intelligence software to report on your Journyx data in real-time.

About This Manual

This manual contains installation and configuration instructions for the Excel add-into help you establish connectivity between the two applications and pull Journyx data into Excel.

Configuring the web connection between Power BI (or other third party business intelligence tools that support web connections) is covered in a separate document. Please contact your account manager or Journyx Support if you require the instructions for setting up a web connection between Journyx and your business intelligence software.

A discussion of best practices or helpful tips is marked by a symbol.

System Requirements

The Reportlink client add-in for Excel must be installed on a PC that has a fully-functional version of Microsoft Excel 2007 or later (referred to henceforth as “Excel”). The Reportlink add-in is supported on both 32-bit and 64-bit versions of Excel.

The Reportlink client add-in and Excel can reside on a separate PC or server from your Journyx server. In fact, this is recommended for optimal performance. The Reportlink client add-in does not support Microsoft Excel when running in compatibility mode (e.g., Excel workbooks created in versions prior to 2007 must be saved as .xlsx files in version 2007 or later before using Reportlink to refresh them). The Reportlink client add-in also requires Microsoft® .NET, and it will automatically install it on your machine if you do not have it installed already.

The creation of a web data connection is required to use Reportlink data in Power BI. The is no client application to automate the connection process for Power BI at this time.

Reportlink Installation and Setup of Excel Client Add-in

This section only applies to the Reportlink client add-in for Excel. If you are setting up Reportlink for Power BI, creating a web connection is covered in a separate document. Please contact your account manager or Journyx Support if you require the instructions for setting up a web connection between Journyx and your business intelligence software.

This section assumes that your organization is running Journyx v11.5.4 or higher. It also assumes that you have installed a supported version of Microsoft Excel on a local PC or Terminal Server. Finally, you must have a license key that gives you access to Reportlink in the Journyx system. Please contact your Journyx account manager for the required license key if you do not have access to Reportlink.

Installing Reportlink on a Local PC

Reportlink will be installed on the local PC or server where your Excel installation resides. If an older version of Reportlink already exists on that same PC or server, you will need to remove it before you run the Reportlink installer file, as per Step 1, below. If you are installing Reportlink for the first time, you may skip to Step 2.

Step 1: Remove Older Versions of Reportlink

Use the Add/Remove Programs feature in the Windows Control Panel to remove the older version of Journyx Reportlink (a restart may be required depending on your machine configuration).

Step 2: Get the License Key and Installer File

Login to your Journyx system and go to Analyze→Export→Reportlink Exchange to download the current version of the Reportlink installer. You must have access to the Analyze menu as part of your assigned role in Journyx in order to access Reportlink Exchange.

Download the Reportlink.zip file.

Step 3: Run the Installer File

Extract the Reportlink executable file from the Reportlink.zip file.

Run the JournyxReportlink.msi file to launch the installer, which will automatically install Reportlink. The Reportlink installer will also install the required version of Microsoft® .NET if it is not already installed on your PC or server. NOTE: Login to your Windows machine under your usual account when installing Reportlink. It is not necessary to run the installer as a Windows administrator.

By default, Reportlink will install and be added automatically to your active Excel Add-ins. You can view the Add-ins by clicking on the Home menu, selecting Options, and selecting Add-ins from the menu on the left.

Occasionally it may be necessary to add the Journyx Reportlink.xlam file to your Excel Add-ins directory manually. If you have finished installing Reportlink and the Journyx tab is not showing up in the list of Excel menus across the top OR the Journyx options look "grayed out" or "read only", you may need to add this file and/or activate the Reportlink add-in. In the 64-bit version of Excel, it is best to start with a saved file before pulling data from Journyx. Saving the file will usually enable the options under the Journyx menu.

To learn more about activating the Reportlink add-in, [click here](#).

If Reportlink does not appear in any of the Add-in lists, you may need to add the Journyx Reportlink.xlam file manually to the Windows directory where Add-ins are stored. This location can vary, but it will usually look something like the following 2 examples:

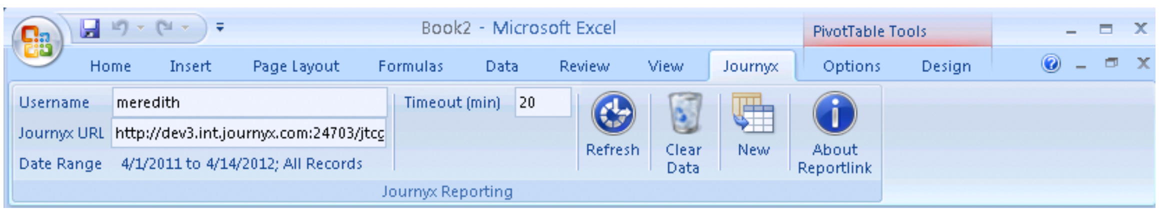
C:\Documents and Settings\Administrator\Application Data\Microsoft\AddIns

C:\Users\mgan\AppData\Roaming\Microsoft\AddIns

If the Journyx Reportlink.xlam file is not present in your Add-ins directory, please contact Journyx Support at support@journyx.com to get a copy of this file to add to your directory. Once you have added the Journyx Reportlink.xlam file to your Add-ins directory, go back to the paragraph above and follow the instructions for activating an Excel Add-in.

Loading Journyx Data in Excel

You have the option to report on a wide variety of data in the Journyx system by accessing a list of available data "feeds" and loading them in Excel. You also have the option to pull data from your standard and system reports in the Journyx system (see the Analyze menu in the Journyx system). Once you have your file templates set up with your report settings and feed names, you can simply refresh the file at any time to pull real-time data from the Journyx system. Each person who refreshes an Excel report template using Reportlink will only see the data (s)he is permitted to see in the Journyx system because Reportlink requires each person to enter Journyx account credentials to access the data.



Loading the Initial Data

In order to load any data from your Journyx system, you must enter your Journyx username and site location/URL in the Reportlink settings. If your site uses SSL (this includes all sites hosted by Journyx), you must start the URL with https://…. The site URL must include the following information (in blue text) at the end of the URL:

http://mysite.com/**jtcgi/delimited.pyc**

After entering your username and site URL information, select the dates for the data you want to download by clicking in the box next to the Date Range label. You can use any dates for which there is corresponding data in your Journyx system. NOTE: You MUST select both a start and end date for the data. Leaving either date blank will result in an error. The dates selected can be changed at any time you want to update the data, so your initial date selections are not critical.

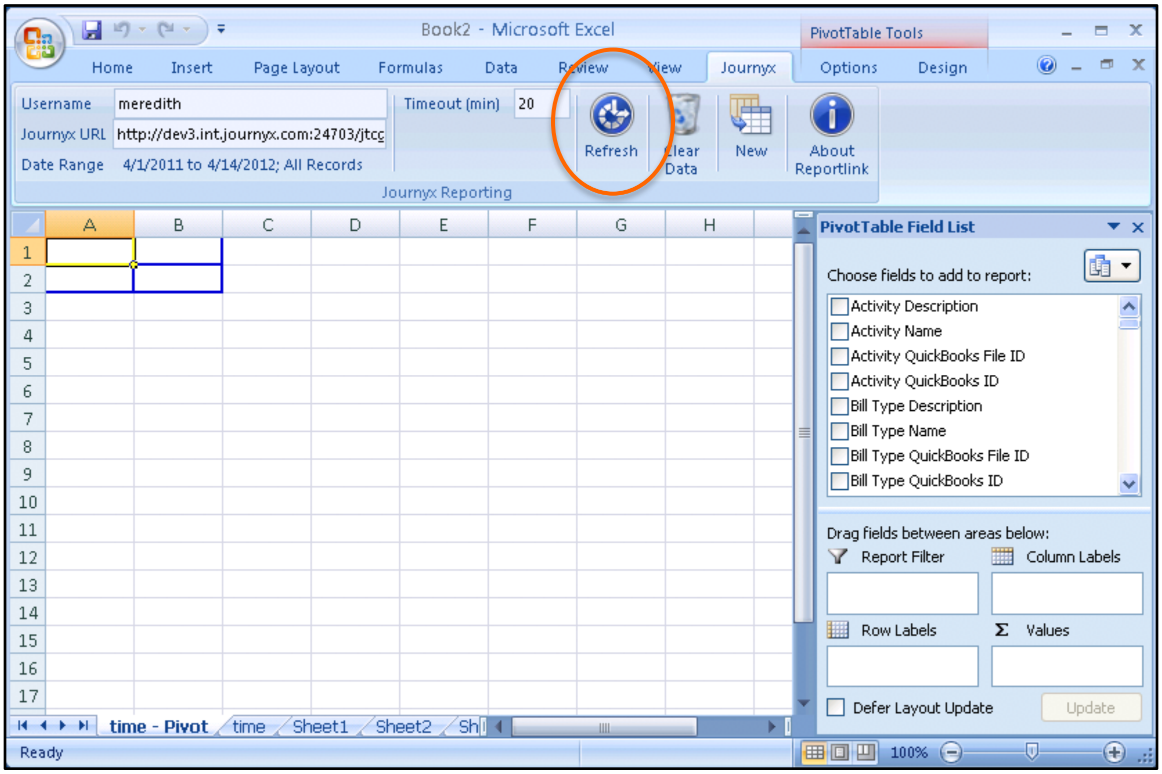
You also have the option to update your report with only records that were added or changed since the last time you loaded data/refreshed your report. This option is included in the Date Range download criteria box shown above.

Once you have entered the connection and date range information, you can either start by loading data into a blank worksheet or use an Excel file that already has the report and feed settings included (a “template” file).

Option 1: Loading Data in a Blank Worksheet

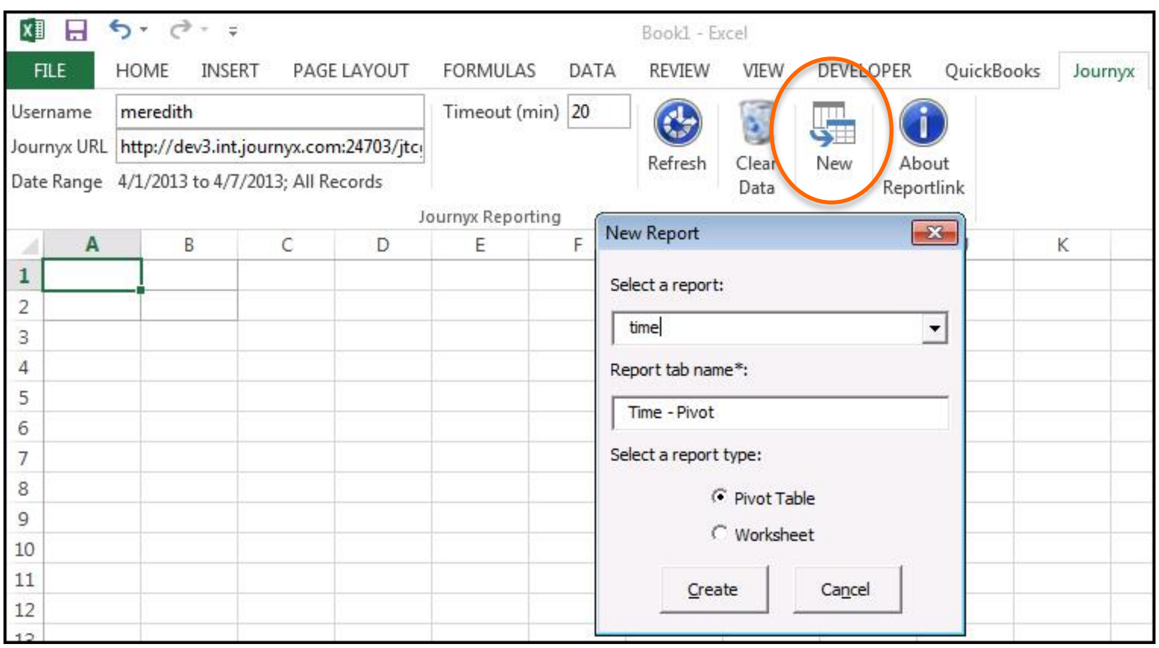
One of the easiest ways to test Reportlink connectivity and set up is to load time data into a blank Excel worksheet*. After you have entered your connection and date range information, you can simply click on the Refresh button and enter the password for your Journyx account to download data from the time feed in both a pivot table and a sheet. When downloading to a blank sheet, a pivot table and sheet renamed to “time” are automatically created.

*In 64-bit versions of Excel, you may have to save the file/worksheet before you can enter your information and connect with Reportlink.



If you want to build a report using the time feed data, you can continue from the initial load to build reports based on either the pivot table data, the sheet data, or both.

If you want to download data from a different feed (or you want to limit the output to a pivot report or spreadsheet only), you can use the New button in the Journyx menu to set up a pivot report or sheet based on a selected feed. See the *Available Feeds and Data in Reportlink* section of this user manual for a list of available feeds and a description of the data included in each feed.



After you click on the New button, a select list with all of the available Reportlink feeds will be displayed. You will also see your standard and system reports in the report list along with the data feeds.

When you create a new Journyx pivot table, select the feed or report name from the report list, choose the report type, and click Create. Reportlink will refresh and download the data for your new pivot table or spreadsheet at that time.

You can also add more pivot tables or sheets with other feed names to the same workbook using the same steps listed above.

Option 2: Loading Data in a Template File

If you want to customize an existing report template before downloading your data from Journyx, you can make your changes and then click on the Refresh button when you are ready to load the data. If it is the first time you have downloaded data using Reportlink, you will be required to enter the password or your API key for your Journyx account. If your company uses single sign-on to login to Journyx, you can ask your Journyx Administrator to provide an API key for logging in via Reportlink. Contact Journyx Support or your account representative for sample Reportlink templates created by Journyx.

Updating the Data in Existing Reports/Template Files

After you have built your report templates and loaded them with the initial data from Journyx, you can continue to update these reports by adjusting the dates and clicking on the Refresh button. You can also distribute these templates to others in your organization. If you don't want to send the actual data you have loaded into a report template, you can click on the Clear Data button to delete the data while maintaining the report settings and configuration.

Setting Up a Web Data Source in Power BI

Configuring the web connection between Power BI (or other third party business intelligence tools that support web connections) is covered in a separate document. Please contact your account manager or Journyx Support if you require the instructions for setting up a web connection between Journyx and your business intelligence software.

Available Feeds and Data in Reportlink

Reportlink includes a defined list of "feeds" that contain groups of related fields for building reports. The list of available feeds is as follows: time, expense, travel, time_compliance, expense_compliance, mileage_compliance, dailycompliance (DCAA only), rate (required rate rules), projectrollup (PX only), scheduledprojects (PX only), resource_availability (PX only), assignments (PX only), and actual_vs_projected (PX only). A detailed description of each feed is included in the table below:

Available Reportlink Feed Names	Fields Available in This Feed
time	The time feed includes: Sheet Period Pname, Sheet Period Start, Sheet Period End, Sheet Period Level, Sheet Period State, Creator Login Name, Creator Full Name, Modifier Login Name, Modifier Full Name, User Login Name, User Full Name, Project Name, Project Description, Project ID, Total Estimated Hours, Percent Complete, Project Start Date, Project End Date, Activity Name, Activity Description, Pay Type Name, Pay Type

	Description, Bill Type Name, Bill Type Description, ID, User, Date, Code, Subcode, Project, Hours, Comment, Committed?, Domainid, Other, Group, Creator, Create Time, Modifier, Modify Time, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, all custom User and custom Project fields in the system
Notes: The time feed contains all of the information included with a time record in the Journyx database – with the exception of any rate rule mark up. Rate rule calculations for time records are included in the rate feed below. This feed is good for reporting on time/actual work/hours grouped by project, activity, etc. on a daily, weekly, monthly, etc. basis. The data corresponds with the browser-based Time Reports.	
expense	The expense feed includes: Sheet Period Pname, Sheet Period Start, Sheet Period End, Sheet Period Level, Sheet Period State, Creator Login Name, Creator Full Name, Modifier Login Name, Modifier Full Name, User Login Name, User Full Name, Project Name, Project Description, Project ID, Project Start Date, Project End Date, Currency, Currency Name, Currency Description, Expense Code, Expense Code Name, Expense Code Description, , Source Name, Source Description, ID, User, Date, Extra, Flags, Project, Amount, Comment, Committed, Domain, Other, Group, Creator, Create Time, Modifier, Modify Time, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, all custom User and custom Project fields in the system
Notes: The expense feed contains all of the information included with an expense record in the Journyx database. This feed is good for reporting on expenses users enter in Journyx. The data corresponds with the browser-based Expense Reports.	
travel	The travel feed includes: Sheet Period Pname, Sheet Period Start, Sheet Period End, Sheet Period Level, Sheet Period State, Creator Login Name, Creator Full Name, Modifier Login Name, Modifier Full Name, User Login Name, User Full Name, Project Name, Project Description, Project ID, Project Start Date, Project End Date, Reason, Reason Name, Reason Description, Measurement, Measurement Name, Measurement Description, Vehicle, Vehicle Name, Vehicle Description, ID, User, Date, Extra, Flags, Project, Distance, Comment, Committed, Domain, Other, Group, Creator, Create Time, Modifier, Modify Time,

	Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, all custom User and custom Project fields in the system
Notes: The travel feed contains all of the information included with a mileage record in the Journyx database. This feed is good for reporting on mileage users enter in Journyx. The data corresponds with the browser-based Expense Reports.	
time_compliance	Full Name, <period start date> - <period end date> Status, <period start date> - <period end date> Amount, <period start date> - <period end date> Level 1 Approval Date, Level 1 Approver (assigned), Level 1 Backup (assigned), all custom User fields
Notes: This feed contains all of the time information that is available in the User Compliance Report under Approvals→Compliance→User Compliance.	
expense_compliance	Full Name, <period start date> - <period end date> Status, <period start date> - <period end date> Amount, <period start date> - <period end date> Level 1 Approval Date, Level 1 Approver (assigned), Level 1 Backup (assigned), all custom User fields
Notes: This feed contains all of the expense information that is available in the User Compliance Report under Approvals→Compliance→User Compliance.	
mileage_compliance	Full Name, <period start date> - <period end date> Status, <period start date> - <period end date> Amount, <period start date> - <period end date> Level 1 Approval Date, Level 1 Approver (assigned), Level 1 Backup (assigned), all custom User fields
Notes: This feed contains all of the mileage information that is available in the User Compliance Report under Approvals→Compliance→User Compliance.	
dailycompliance (DCAA tools only)	The dailycompliance feed includes: Approver Fullname, Approve ID, Approver Login, Date, Delinquency, User Fullname, User ID, User Login
Notes: The dailycompliance feed includes information on how late each user is for entering daily time by the deadline. You must have the DCAA Toolkit for Journyx in order to set this daily time entry deadline. The data corresponds with the Daily Compliance report in the DCAA Toolkit.	
rate (requires rules and policies)	The rate feed includes: Sheet Period Pname, Sheet Period Start, Sheet Period End, Sheet Period Level, Sheet Period State, User Login Name, User Full Name, Project Name, Project Description,

	User Backup ID, Activity Name, Activity Description, Pay Type Name, Pay Type Description, Bill Type Name, Bill Type Description, Unique, Trec ID, Sequence, Start Time, End Time, Number of Hours, Rules Applied, Timesheet ID, Reserved, Project, Code, Sub-Code, Other Code, User Name, Date, Pretty Name, Domain, Pay Rate, Pay Rate Amount, Bill Rate 1, Bill Rate 1 Amount, Bill Rate 2, Bill Rate 2 Amount, Bill Rate 3, Bill Rate 3 Amount, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description
Notes: The rate feed includes time records and all of the pay and billing rate mark ups applied to those records. The data corresponds with the browser-based Rate Reports.	
projectrollup (ProjectXecute only)	The projectrollup feed includes: Project Record Type, Creator Login Name, Creator Full Name, Owner Login Name, Owner Full Name, Backup Owner Login Name, Backup Owner Full Name, Project Rollup ID, Project Rollup Timestamp, Project Rollup Project ID, Project Rollup Actual Work, Project Rollup Assigned Work, Project Rollup Labor Cost, Project Rollup Expense Cost, Project Rollup Percent Complete, Project Rollup Projected (Budgeted) Cost, Project Rollup Percent Budget Complete, Project Rollup Projected (Budgeted) Return, Project Rollup Projected (Budgeted) Profit, Project Rollup Projected (Budgeted) ROI, Project Rollup Current Cost, Project Rollup Current Profit, Project Rollup Current ROI, Project Rollup Actual Start, Project Rollup Actual End, Project End Date, Project Level, Project Id, Description, Parent, Creator, Loggable, Project Name, Owner, Backup Owner, Work Variance, Start Variance, End Variance, Duration Variance, Scheduled Work, Scheduled Start, Scheduled End, Scheduled Duration, Budgeted Cost, Budgeted Return, Budgeted Profit, Budgeted ROI, Hidden, Unassigned Work, Actual Duration, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, all custom User and custom Project fields in the system
Notes: The projectrollup feed provides all the rolled up totals for work and dates for scheduled projects. Assignment work and dates rollup to the task. Task work and dates rollup to the summary task and/or project. The data corresponds with the browser-based Scheduled Project Status Reports.	

scheduledprojects (ProjectXecute only)	The scheduledprojects feed includes: Project Record Type, Creator Login Name, Creator Full Name, Owner Login Name, Owner Full Name, Backup Owner Login Name, Backup Owner Full Name, Project Id, Description, Parent, Creator, Loggable, Project Name, Owner, Backup Owner, Work Variance, Start Variance, End Variance, Duration Variance, Scheduled Work, Scheduled Start, Scheduled End, Scheduled Duration, Budgeted Cost, Budgeted Return, Budgeted Profit, Budgeted ROI, Hidden, Unassigned Work, Actual Duration, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, all custom User and custom Project fields in the system
Notes: The scheduledprojects feed provides list-type information for Scheduled Projects. Unlike the projectrollup feed, it does not include rollup actuals from assignment to task to project.	
resource_availability (ProjectXecute only)	The resource_availability includes: Available Hours, Actual Hours, Date, ID, Assignment Name, Project ID, User ID, Utilization, Daily Load, User Login Name, User Full Name, Project Name, Project Description, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, all custom User and custom Project fields in the system
Notes: The resource_availability feed includes information on user assignments and availability. The data corresponds with the information on Assignment Management and Resource Availability screens.	
assignments (ProjectXecute only)	The assignments feed includes: ID, Assignment Name, Project ID, User ID, Utilization, Daily Load, Duration, Variance, Scheduled Work, Scheduled Start, Scheduled End, Scheduled Duration, Actual Work, Actual Work Updated, Actual Start, Actual End, Actual Duration, Estimated Work, Requisition ID, User Login Name, User Full Name, Project Name, Project Description, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, all custom User and custom Project fields in the system
Notes: The assignments feed includes both user-based and project-based assignment details. The data corresponds with the browser-based Assignment Reports.	
actual_vs_projected (ProjectXecute only)	The actual_vs_projected feed includes: Sheet Period Pname, Sheet Period Start, Sheet Period End, Sheet Period Level, Sheet Period State,

	Creator Login Name, Creator Full Name, Modifier Login Name, Modifier Full Name, User Login Name, User Full Name, Project Name, Project Description, Activity Name, Activity Description, Bill Type Name, Bill Type Description, ID, User, Date, Code, Subcode, Project, Hours, Comment, Committed?, Domainid, Other, Group, Creator, Create Time, Modifier, Modify Time, Level 1 Project ID, Level 1 Project Name, Level 1 Project Description, Level 2 Project ID, Level 2 Project Name, Level 2 Project Description, Scheduled Daily Work, Planned Project Rate Cost, Planned User Rate Cost, Actual Project Rate Cost, Actual User Rate Cost, Planned Project Billable, Planned User Billable, Actual Project Billable, Actual User Billable, all custom fields for Users, Projects and other time entry column fields in the system
Notes: This scheduled projects feed is designed to show forecasted and actual values adjusted for the reporting period. It allows you to report on the specifics of planned and actual work for a sub-segment of a project (e.g., planned and actual work for month 3 only of a project).	