

Budgetary Reporting System For Executive Users

ProClarity Web Reporting Training Guide

Version 3.2

4/23/2012



BOARD OF REGENTS UNIVERSITY SYSTEM OF GEORGIA

Office of Fiscal Affairs

270 Washington Street, SW, Atlanta, Georgia 30334 | (404) 656-3392

Internet Address: http://www.usg.edu/fiscal_affairs

E-mail Address: budget.office@usg.edu

Table of Contents

Table of Contents	2
Introduction	3
Glossary	4
Getting Started	7
Standard Reports	8
Navigation Overview and Diagram	9
Using the System	11
1) Using Page Slicers/Filters ... Using the Navigation Tab	16
2) Using Breadcrumbs	16
3) Drill to another Dimension	17
4) Drill to Detail	22
5) Export to Excel	29
6) Enhanced Drill Capabilities – Reporting Services	34
7) “Hide and Show Only” Features... Using the Navigation Tab	48
8) Using the View Tab (Charts vs. Reports)	51
9) Using the Sort Tab	67
10) Using the Filter Tab	73
11) Using the Filter Tab (Rankings & Exceptions)	75
12) Running your own Custom Reports – “My Views”	82

Introduction

Budgetary reporting has become increasingly more important and complex, especially in these times of continued budget reductions and economic uncertainty. These challenges, coupled with the growing need for more formalized information and analysis, introduces a need for additional tools to be provided to our University System of Georgia institutions so that financial information can be reviewed and analyzed by institutional management in an expeditious and meaningful manner. While the PeopleSoft financial system is our system of record and satisfies the majority of our reporting needs, we are pleased to provide a new tool for your use. This “out of the box” product, which combines iStrategy Solutions with the ProClarity Web Reporting tool, integrated with PeopleSoft Financials, will enable intuitive self-service and analysis of institutional information through an application that is both secure and robust.

The Budgetary Reporting System framework will permit guided analysis through key performance indicators, visualization components and interactive reports and will provide consistent information and metrics to all institutional users. These reports will assist in providing insights to institutional personnel on what has occurred historically as well as information to proactively address emerging campus financial needs. The system also will provide an opportunity to use advanced analytics to provide early warning detection of budgetary trends.

We know that each of our GA First institutions has unique needs and requirements; therefore, this system provides a flexible, efficient framework to customize your reports and analysis. We believe this tool will provide an essential way in which your critical reporting needs can be supplemented and satisfied.

Glossary

Apply

Click this button to apply your selections to the view. When you click **Apply**, the process is run and the results are displayed.

Backspace

The “backspace” key on the computer keyboard.

Breadcrumbs (Breadcrumb Navigation)

A type of text-based web site navigation that breaks the site into links of categories and sub-categories allowing major categories of information to be linked in a range of sequential order. Breadcrumb navigation is displayed in order to see exactly where that web page is located within the web site.

Briefing Book

A view or collection of views within the reporting tool, ProClarity. When you click a library , its Briefing Books  replace the list of libraries. Briefing Books contain pages (reports) that can be further organized into folders.

1. In the Contents tab, open a Briefing Book by clicking its name or icon. If the Briefing Book contains folders , click a folder to display its contents.
2. Click a Briefing Book page . The page automatically displays in the Navigation tab.

Combine Items

Command used to aggregate the values of multiple members selected in a Background hierarchy.

Dimension

A structural attribute of a cube, which is an organized hierarchy of categories (levels) that describe data in the fact table. These categories typically describe a similar set of members upon which the user wants to base an analysis. For example, dimensions in our system include funds, departments, budget reference, vendors etc.

Drill Down/Drill Up

A technique for navigating through levels of data ranging from the most summarized (up) to the most detailed (down).

Drill Down To

The “Drill Down to” feature allows you to drill down on hierarchies that are not currently on rows or columns. For example, from a report based on Account, “Drill Down to” a further breakdown of Personal Services by Departments.

Drill to Detail

To retrieve the detailed data from which the data in a cell was summarized. For example, drill to the journal lines that make up an expense value in a cell.

Expand

An analysis feature, similar to drill down, that displays more detail about an item while maintaining the current display of other items. For example, display the individual departments that roll-up to a College node in the Department Tree.

Fact

Value or measurement, which represents a fact about the managed entity or system. In iStrategy, a Fact would consist of a Journal or a voucher while the dimensions would be the chart fields that make up the journal and/or voucher.

Export to Excel

Capability in ProClarity that enables users to export the current Briefing Book or report view to Microsoft Excel.

Hide

An analysis feature that removes selected items from the current display of data.

Library

A group of Briefing Books, each of which contain one to several reports. Security is applied to Libraries to restrict access to institution reports. The Contents tab lists all of the libraries you have permission to open.

- To open a library, click the name of a library or its icon .

Measures

In a cube, a set of values that are usually numeric and are based on a column in the fact table of the cube. Measures are the central values that are aggregated and analyzed. Some examples of measures are Budget Amount, Encumbrance Amount, and Remaining Amount.

Member

An item in a dimension representing one or more occurrences of data. A member can be either unique or nonunique. For example, 1997 and 1998 represent unique members in the year level of a time dimension, whereas January represents nonunique members in the month level because there can be more than one January in the time dimension if it contains data for more than one year.

My Views

A special Briefing Book used to save views for personal use.

Pivot

A feature that flips data from Rows to Columns and vice versa to emphasize different comparisons.

Slice

A subset of the data in a cube, specified by limiting one or more hierarchies by members of the hierarchy. For example, facts for a particular year constitute a slice of multiyear data.

Slicer (AKA “Page Filters”)

A drop-down menu that displays with a Briefing Book page (report) and contains members (or slices of data) that can be selected to filter the data in the page. For example, a slicer could be used to select the fund on which you want the report to display data.

Tree

PeopleSoft trees are used to store Hierarchical data such as Department, GL Account hierarchy, Fund codes, etc. Trees are widely used for reporting purposes.

Getting Started

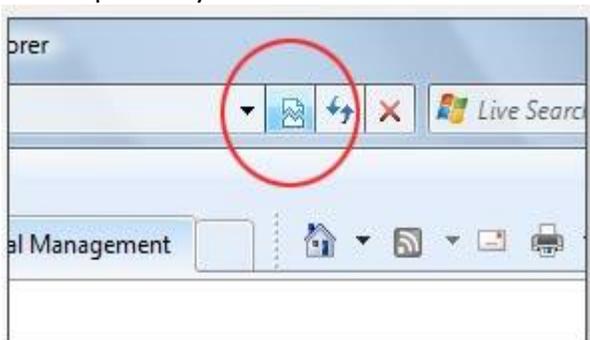
How to log in to iStrategy

The URL to log in to iStrategy is <https://frweb.usg.edu>. When launching the web site, users will be prompted to enter a user ID and password. **Note** – Please use Internet Explorer web browser. If using IE8 or IE9, make sure compatibility mode is selected. An example of a user ID is BI\JDoe.

In order to get access to iStrategy, users must contact the iStrategy Administrator for their Institution. The iStrategy Institution Administration Contact List as well as the iStrategy MyPassword guide is located at <http://www.usg.edu/gafirst-fin/istrategy>.

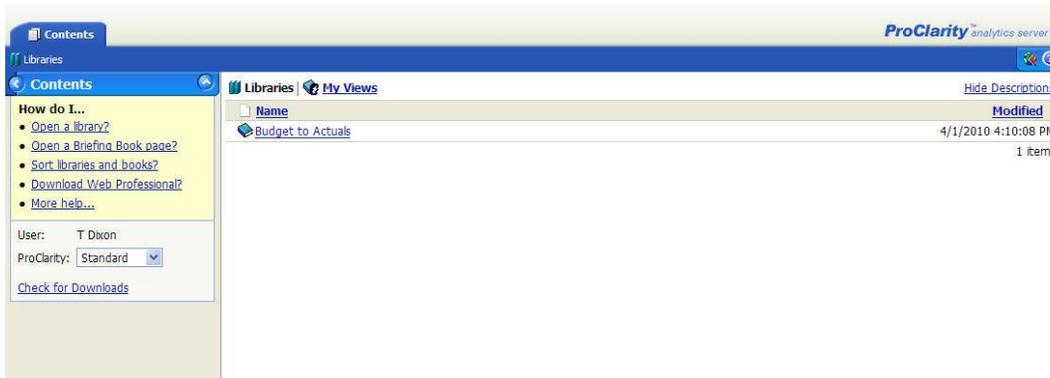
Compatibility Mode

One of the most common helpdesk tickets that ITS receives for iStrategy is when a user runs a report in iStrategy and doesn't get any results back. The majority of the time this issue is due to compatibility mode not being turned on. See the screen print below for an example of how to turn on compatibility mode.



Libraries, Briefing Books and Pages (Reports)

The ProClarity Tool organizes reports into Folders, Briefing Books and Libraries. The highest level, Library, will initially include a single, Standard Report Catalog. In future phases, institution specific Libraries can be added with access secured by institution to limit access to institution specific reports. Within each Library is one to several Briefing Books. For the Pilot Rollout, only one Briefing Book was delivered: Budget to Actuals.



Standard Reports

The following standard reports are delivered with the Budgetary Reporting System and are available to be modified and saved to “**My Views**”:

 [Budget to Actuals - Expenditures By Acct](#)

 [Budget to Actuals - Expenditures By Dept](#)

 [Budget to Actuals - Expenditures By Fund](#)

 [Budget to Actuals - Revenues](#)

Navigation Overview and Diagram

When browsing the iStrategy online system, users can select several options to review, analyze and download data. Navigating the system provides the opportunity to learn more about the features delivered.

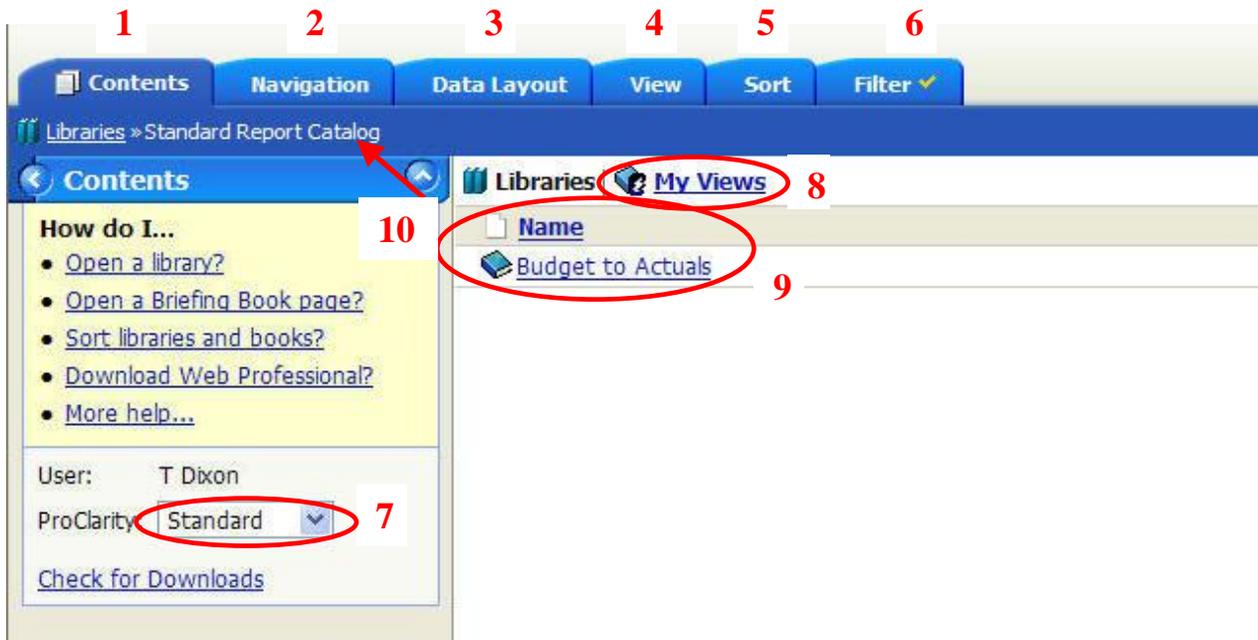
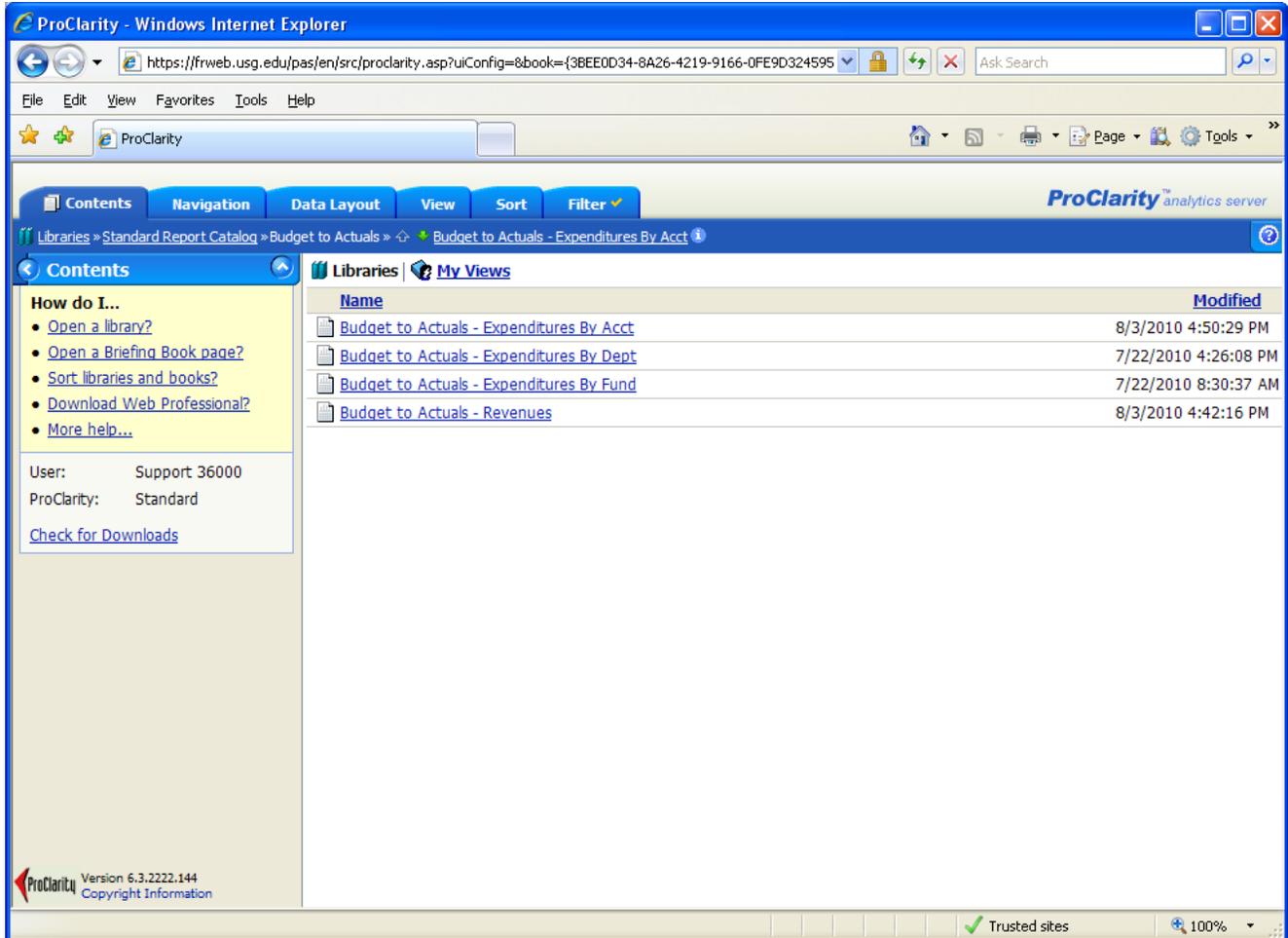


Figure 1:

1. Contents Tab – Where Institution Library and Briefing Book(s) are stored. User's 'My Views' are accessed here also.
 2. Navigation Tab – First tab displayed when running reports. This is where user's can drill down to other dimensions on existing report data. **Important note** – this is the only screen where Drill Actions are available.
 3. Data Layout Tab – Screen that displays the report layout as well as all criteria used by the report. This section is also used to change dimensions and measures for reports.
 4. View Tab – Used to add charts and graphs to existing reports. You can also add or remove subtotals to rows and `columns in this section. An important feature here is the Flatten Row Headers/Flatten Column Headers which can be used to make reports easier to view by removing multiple layers for chart fields.
 5. Sort Tab – Used to sort report data based on the existing measures in the report. Preserve peer groups maintains the integrity of the tree structure within the report when sorting data.
 6. Filter Tab – Provides advanced filtering options. Examples include filtering by top 5 departments over Budget.
- Note** – by default all reports are set up here to Hide Empty Rows (Rows with no data using the report criteria). You can turn on/off the Hide Empty Rows and Hide Empty Columns filtering in this section.
7. Standard /or Professional Report Tool – Default access here is Standard. Only Administrators have access to Professional access. Professional access is used to develop system-wide reports.
 8. My Views – Where user-specific customized reports are saved. The data contained in the 'My Views' reports are updated nightly just like the reports in the Institutional libraries.
 9. Library – Where Institution-specific reports are accessed. Reports are typically located within briefing books that are accessed in the Libraries section.
 10. Breadcrumbs - Links back to each previous page the user navigated through to get to the current page. Breadcrumbs are very useful if a user mis-clicks an item and need to navigate back to a previous screen.

Delivered Reports

Currently, all Institutions have access to a Library called 'Standard Report Catalog'. This Catalog contains a Briefing Book called 'Budget to Actuals'. The current delivered reports are in the screen print below. To run any of the delivered reports, select the link for the report that you would like displayed and it will typically run within a matter of seconds.



The screenshot shows the ProClarity web application interface. The browser window title is "ProClarity - Windows Internet Explorer". The address bar shows the URL: <https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEE0D34-8A26-4219-9166-0FE9D324595}>. The page has a navigation menu with tabs: Contents, Navigation, Data Layout, View, Sort, and Filter. The breadcrumb trail is: Libraries > Standard Report Catalog > Budget to Actuals > Budget to Actuals - Expenditures By Acct. The main content area displays a table of reports:

Name	Modified
Budget to Actuals - Expenditures By Acct	8/3/2010 4:50:29 PM
Budget to Actuals - Expenditures By Dept	7/22/2010 4:26:08 PM
Budget to Actuals - Expenditures By Fund	7/22/2010 8:30:37 AM
Budget to Actuals - Revenues	8/3/2010 4:42:16 PM

On the left side, there is a "Contents" sidebar with a "How do I..." section containing links: [Open a library?](#), [Open a Briefing Book page?](#), [Sort libraries and books?](#), [Download Web Professional?](#), and [More help...](#). Below this, it shows "User: Support 36000" and "ProClarity: Standard". At the bottom left, there is a "Check for Downloads" link. The footer of the application shows "ProClarity Version 6.3.2222.144 Copyright Information".

Institution Specific Libraries

Some Institutions currently have access to their own report library. This library is in addition to the 'Standard Report Catalog' which is available to all Institutions. The reason for these additional libraries is because the Institution may have different requirements for running the Budget to Actual reports. For example, the System Office has their own library because they may need to see the Budget to Actual data for all Institutions in one report.

Using the System

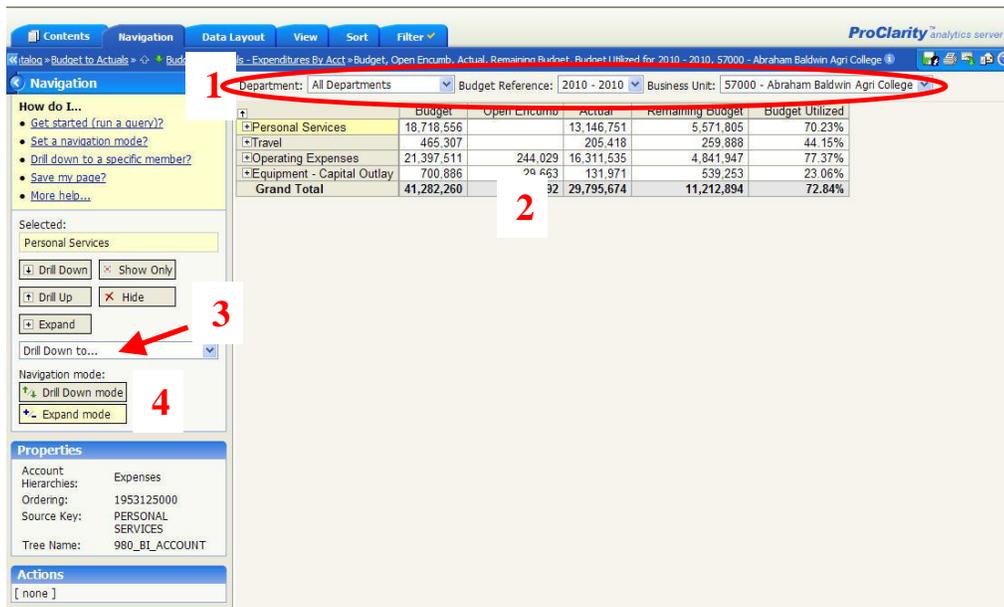


Figure 2:

1. Page Filters
2. Report Body
3. Drill to Dimension
4. Expand/Drill Mode

NOTE: Figure 2 will be the reference image for exercises 1 through 7.

1. Page Filters – Used to quickly modify the report to run for different criteria. A good example of this is changing the Budget Reference from 2011 to a prior year to view fiscal years.

2. Report Body – Information that is displayed within the report.

3. Drill Down To – Very useful tool that allows users to quickly view a different dimension of the data that is currently displayed. For example, the user can select Personal Services and the Drill Down to ‘Fund’. The report would then display the Budget to Actual Personal Services account data by Fund. This can be used for other dimensions also.

4. Expand/Drill Mode

- Expand Mode is designated by the (+) sign next to the Row values in the report. When expand mode is selected and users select the (+) sign, the row will display the next level of data based on the tree used to populate the Row in Addition to all of the current rows displayed. For example, if Personal Services is expanded then the user will see ‘Personal Services – Faculty’ as well as ‘Personal Services – Non-Faculty’. They will also see Travel, Operating Expenses and Equipment data.
- Drill mode is designated by the up/down arrow next to the Row values in the report. If Drill down mode is selected and the user selects ‘Personal Services’, all of the Personal Services information is displayed but the user can no longer see other report information for ‘Travel’, ‘Operating Expenses’ and ‘Equipment’.

Expand Mode

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEE0D34-8A26-4219-9166-0FE9D324595F}&pa

ProClarity

ProClarity analytics server

Budget to Actuals - Expenditures By Acct > Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for: 2011 - 2011, 57000 - Abraham Baldwin Agri College

Department: All Departments Budget Reference: 2011 - 2011 Business Unit: 57000 - Abraham Baldwin Agri College

How do I...
 • Get started (run a query)?
 • Set a navigation mode?
 • Drill down to a specific member?
 • Save my page?
 • More help...

Selected: Personal Services
 Drill Down Show Only
 Drill Up Hide
 Collapse
 Drill Down to...
 Navigation mode:
 Drill Down mode
Expand mode

Properties
 Account: Expenses
 Account Type: Parent
 Effective Status: A
 Leaf Description: PS Node

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,882,442	8,470,795	8,987,326	1,424,321	92.46%
+ Personal Services Budget	1,551,533			1,551,533	
+ Personal Services - Faculty	5,287,601	2,753,911	2,602,337	(68,647)	101.30%
+ Expand Personal Services Budget Faculty	8,298,755	3,940,889	3,943,766	414,099	95.01%
+ Personal Services - Shared			(26,832)	26,832	
+ Personal Services - Benefits	3,744,554	1,775,996	2,305,188	(336,629)	108.99%
+ Personal Services - Other	0		253,592	(253,592)	
+ Personal Services - Allocated			0	0	
+ Personal Svcs-Payroll Suspense	0		(90,725)	90,725	
+ Travel	300,739		142,596	158,142	47.42%
+ Operating Expenses	20,906,950	712,639	16,226,579	3,967,732	81.02%
+ Equipment - Capital Outlay	261,729	132,212	81,327	48,191	81.59%
Grand Total	40,351,859	9,315,646	25,437,828	5,598,386	86.13%

Expand Personal Services Budget

Drill Mode

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEE0D34-8A26-4219-9166-0FE9D324595F}&pa

ProClarity

ProClarity analytics server

Budget to Actuals > Standard Report Catalog > Budget to Actuals > Budget to Actuals - Expenditures By Acct

Department: All Departments Budget Reference: 2011 - 2011 Business Unit: 57000 - Abraham Baldwin Agri College

How do I...
 • Get started (run a query)?
 • Set a navigation mode?
 • Drill down to a specific member?
 • Save my page?
 • More help...

Selected: Personal Services
 Drill Down Show Only
 Drill Up Hide
 Expand
 Drill Down to...
 Navigation mode:
Drill Down mode
 Expand mode

Properties
 Account: Expenses
 Account Type: Parent
 Effective Status: A
 Leaf Description: PS Node

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,882,442	8,470,795	8,987,326	1,424,321	92.46%
+ Travel			142,596	158,142	47.42%
+ Operating Expenses		712,639	16,226,579	3,967,732	81.02%
+ Equipment		132,212	81,327	48,191	81.59%
Grand	9,315,646	25,437,828	5,598,386	86.13%	

Drill Down Personal Services

ProClarity analytics server

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,718,556		13,146,751	5,571,805	70.23%
Travel	465,307		205,418	259,888	44.15%
Operating Expenses	21,397,511	244,029	16,311,535	4,841,947	77.37%
Equipment - Capital Outlay	700,886	29,663	131,971	539,253	23.06%
Grand Total	41,282,260	273,692	29,795,674	11,212,894	72.84%

Selected: Personal Services

Drill Down to... [v]

Navigation mode: Drill Down mode [v], Expand mode [v]

Properties: Account Hierarchies: Expenses, Ordering: 1953125000, Source Key: PERSONAL SERVICES, Tree Name: 980_BI_ACCOUNT

Actions: [none]

Save to My Views - When this icon is selected the user will be prompted to Name the Report and the report will then be saved in the user's 'My Views' section under the Content tab. The data contained in the 'My View' is updated daily but the format will remain unchanged.

Print Report - When this icon is selected, user will be prompted to set up print options and can name the report if needed. **Note** – this option prints the current view of the report displayed in screen print above.

Export to Excel - Exports the current page to excel in spreadsheet format. The user can then re-sort and filter the report as needed as well as save the report to the user's computer.

Email Report - When this icon is selected the user will be prompted to save the report as a my view (if not already saved). Then a link for the current report will display in the user's e-mail client which can then be sent to other users to open. When a user selects the link to open the report they will be prompted to login with their user id and password and then the report will display as long as the user has the correct security in iStrategy.

Help - When the help icon is selected another window will display helpful information. This Help information screen does include an index and search tab so the user can find out more information on the desired topic. Examples include Using a Slicer, Displaying data in Charts, and Saving My Views.

Use of Trees in iStrategy

PeopleSoft trees are fed to iStrategy as part of the nightly ETL process. The tree information is used to display the Hierarchical data in iStrategy. The tree data that is currently sent over to iStrategy is listed below:

- System Office Maintained Trees
 - Account
 - Fund
 - Class
 - Program
 - Business Unit
- Institution Maintained Trees
 - Department
 - Project

Example of a Tree in PeopleSoft:

The screenshot shows the Oracle Tree Manager web application running in a Windows Internet Explorer browser. The browser's address bar displays the URL: <https://dfs-fscon.gafirst.usg.edu/psp/F09PRD/EMPLOYEE/ERP/c/TREEMANAGER.PSTREEMGR.GBL?PORTALPAF>. The Oracle logo is visible at the top left of the page. A navigation menu on the left side lists various categories such as My Favorites, Supplier Contracts, Customers, Products, Items, Vendors, Purchasing, eProcurement, Sourcing, Grants, Program Management, Project Costing, Proposal Management, Maintenance Management, Travel and Expenses, Billing, Accounts Receivable, Accounts Payable, BOR Menus, Asset Management, IT Asset Management, Banking, Cash Management, Financial Gateway, Commitment Control, General Ledger, Allocations, Set Up Financials/Supply Chain, Background Processes, and Worklist. The main content area is titled "Tree Manager" and displays the following information:

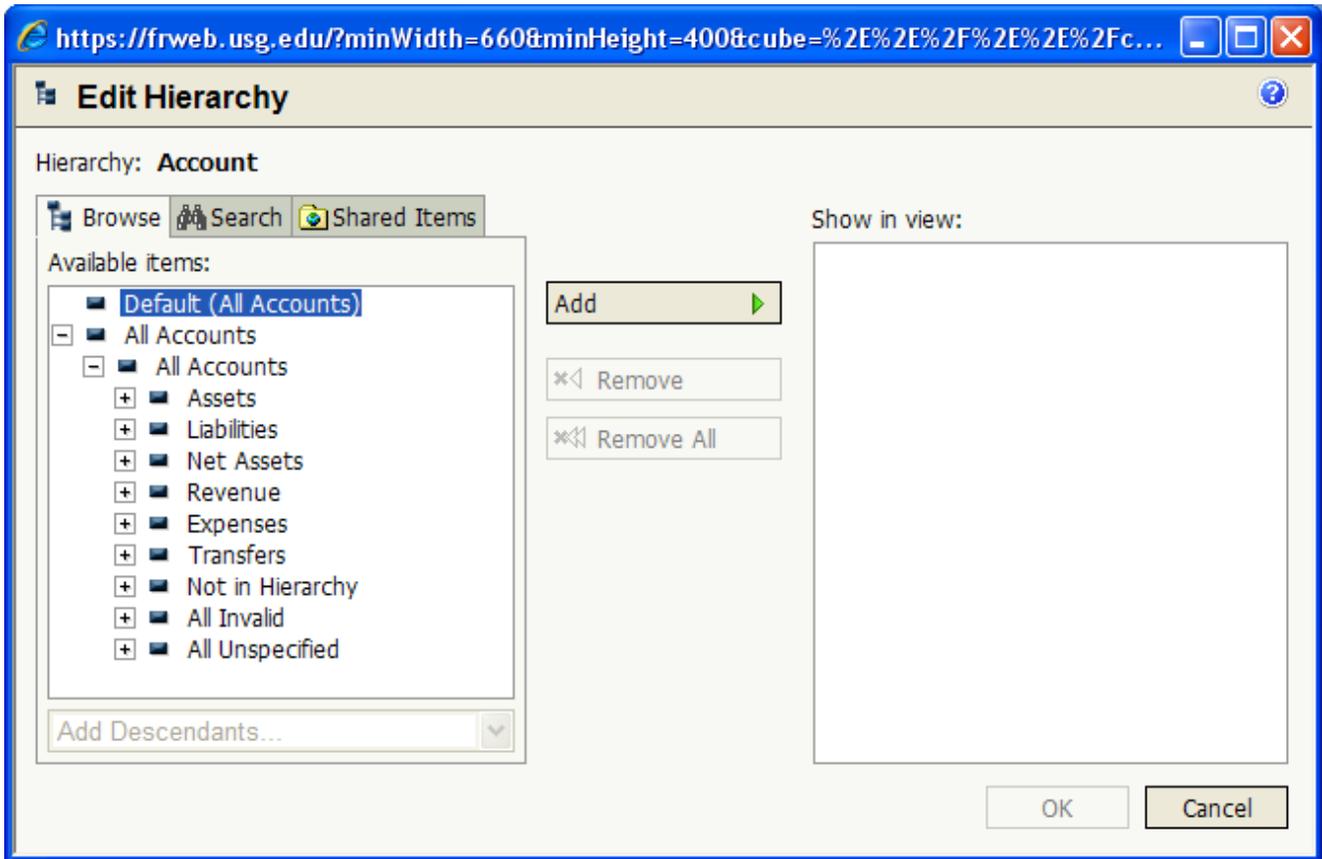
SetID:	98000	Last Audit:	Valid Tree
Effective Date:	01/01/1901	Status:	Active
Tree Name:	980_BI_ACCOUNT		BI ACCOUNT MASTER

Below this information, there are links for "Save As", "Close", "Tree Definition", "Display Options", and "Print Format". The main tree structure is titled "ALL ACCOUNTS > REVENUE" and includes a "Find" field and pagination controls showing "First Page", "7 of 410", and "Last Page". The tree structure is as follows:

- ALL ACCOUNTS - All Accounts
 - ASSETS - Assets
 - LIABILITIES - Liabilities
 - NET ASSETS - Net Assets
 - REVENUE - Revenue**
 - EXPENSES - Expenses
 - TRANSFERS - Transfers

A "Notify" button is located at the bottom of the tree structure.

Example of Tree Values in iStrategy:



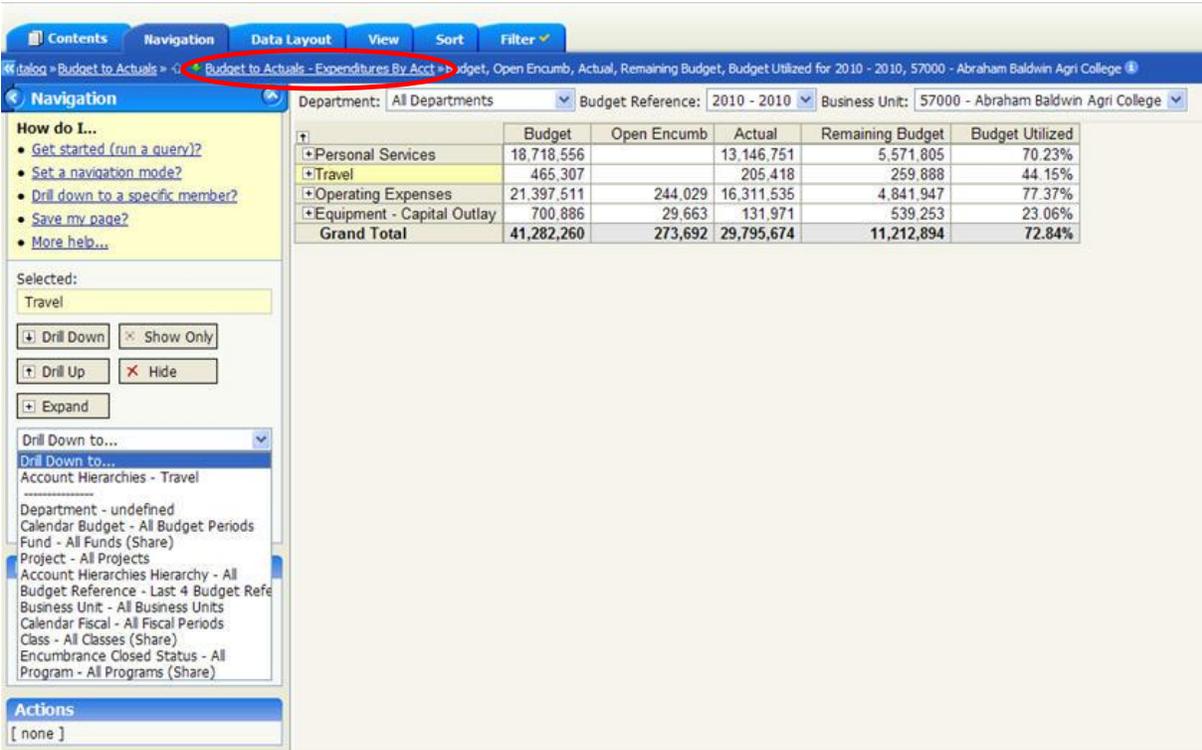
Note – All account values that are not listed in the PeopleSoft Account tree are categorized as “Not in Hierarchy” in iStrategy. This can be used as a powerful audit tool to quickly identify entries in the system that are not currently part of the chart of accounts.

1) Using Page Slicers/Filters ... Using the Navigation Tab

- Run the “Budget to Actuals - Expenditures By Acct” report to display default report view.
- Click on **Slicer/Page Filters** to see list of Dimensional “slices” available in report.
- Select specific value from list to re-run report for selected “slice” of information.
- Expected Result: return data for selected slice.

2) Using Breadcrumbs

- Use the “Breadcrumbs to return to the Expenditures By Acct” report.
 - Other options include the “Backspace Key” on the keyboard or the “Back” arrow  in Internet Explorer.



	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,718,556		13,146,751	5,571,805	70.23%
Travel	465,307		205,418	259,888	44.15%
Operating Expenses	21,397,511	244,029	16,311,535	4,841,947	77.37%
Equipment - Capital Outlay	700,886	29,663	131,971	539,253	23.06%
Grand Total	41,282,260	273,692	29,795,674	11,212,894	72.84%

- Expected Result: User will be directed back to the Budget to Actuals – Expenditures by Acct report.

3) Drill to another Dimension

Drill to another Dimension is one of the best features of iStrategy. Within just a matter of seconds users can run a report for all expenses and then quickly see what funds make up the Budget, Encumbrances and Actual amounts for Travel, for example. This can be done for any of the other dimensions also – Department, Program, etc. Below are some examples showing this functionality.

Drill to Dimension examples:

Identify row of report for Drill down to another dimension, and click on the “dimension row name” (Select: “Travel”)

The screenshot shows the ProClarity software interface in a Windows Internet Explorer browser. The main window displays a report titled "Budget to Actuals - Expenditures By Acct". The report includes a table with columns: Budget, Open Encumb, Actual, Remaining Budget, and Budget Utilized. The "Travel" row is highlighted in yellow. To the left, a "Navigation" pane is visible, showing a "Selected:" section with "Travel" and buttons for "Drill Down", "Show Only", "Drill Up", "Hide", and "Expand". Below these buttons is a "Drill Down to..." dropdown menu, which is open and shows a list of dimensions. The "Department - undefined" option is circled in red.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
+ Personal Services	18,882,442	8,470,795	8,987,326	1,424,321	92.46%
+ Travel	300,739		142,596	158,142	47.42%
+ Operating Expenses	21,956,720	712,639	16,246,627	4,997,453	77.24%
+ Equipment - Capital Outlay	261,729	132,212	81,327	48,191	81.59%
Grand Total	41,401,629	9,315,646	25,457,876	6,628,107	83.99%

- Click on “Drill Down To...” select box in the Navigation frame to the left and select the dimension for drill down (Select: “Department - undefined”)
- Expected Result: In this example, iStrategy would display the dollars for Travel in the new dimension of Departments.

- c) You may need to click on the (+) sign next to the Row values to expand the row and see all departments. (See #4 – Expand/Drill Mode on Page 11).

The screenshot shows the ProClarity software interface in a Windows Internet Explorer browser. The main content area displays a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
- All Departments	300,739		142,596	158,142	47.42%
- All Departments (57000)	300,739		142,596	158,142	47.42%
+ President	7,400		7,330	70	99.06%
+ Admin and Operations	0		0	0	
+ Director of Public Relations	1,350		1,119	231	82.92%
+ External Affairs	18,975		8,062	10,913	42.49%
+ Enrollment Services	33,412		15,440	17,972	46.21%
+ Director of Inst Technology	17,097		3,916	13,181	22.91%
+ VP Academic Affairs	116,479		67,102	49,377	57.61%
+ Director of Athletics	34,200		22,743	11,457	66.50%
+ VP Fiscal Affairs	38,922		8,558	30,364	21.99%
+ Director of Human Resources	2,220		2,112	108	95.14%
+ VP Student Affairs	30,684		6,213	24,471	20.25%
+ Not in Hierarchy	0		0	0	
Grand Total	300,739		142,596	158,142	47.42%

The interface includes a navigation pane on the left with options like 'Drill Down', 'Show Only', 'Drill Up', 'Hide', and 'Collapse'. The 'Properties' section at the bottom left shows details for the selected department: Department: Leaf Description: FW Value, Ordering: 1, Source Key: ALL.

Use the breadcrumbs to go back to the Budget to Actuals – Expenditures by Acct report.

Note – We know that this data is for Budget Reference 2011 based on the slicer at the top of the screen. For this example, change the slicer to Budget Ref 2010 (if needed).

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}

ProClarity analytics server

Budget to Actuals - Expenditures By Acct » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 04)

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Remaining Budget	Budget Utilized
Personal Services	18,074,448		(199,424)	101.10%
Travel	504,550		147,756	70.72%
Operating Expenses	25,435,952	190,395	3,896,727	84.68%
Equipment - Capital Outlay	3,765,941	0	170,613	95.47%
Grand Total	47,780,891	190,395	4,015,672	91.60%

Selected: Personal Services

Drill Down to...

Navigation mode: Drill Down mode

Properties

Account: Expenses
Account Type: Parent
Effective Status: A
Leaf Description: PS Node

Click to change sliced member

Trusted sites 100%

Identify a row of report for Drill down to another dimension, and click on the “dimension row name” (select: “Operating Expenses”)

The screenshot shows the ProClarity analytics server interface. The main report displays a table of budget data for Operating Expenses. The 'Drill Down to...' dropdown menu is open, and the option 'Calendar Fiscal - All Fiscal Periods' is selected and circled in red.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,074,448		18,273,872	(199,424)	101.10%
Travel	504,550		356,794	147,756	70.72%
Operating Expenses	25,435,952	190,395	21,348,830	3,896,727	84.68%
Equipment - Capital Outlay	3,765,941	0	3,595,328	170,613	95.47%
Grand Total	47,780,891	190,395	43,574,824	4,015,672	91.60%

- Click on “Drill Down To...” select box in the Navigation frame to the left and select the dimension for drill down (Select: “Calendar Fiscal – All Fiscal Periods”)
- Expected Result: rows will now display all Operating Expenses for Budget Ref 2010 for all Fiscal Years that make up the report data.

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

ProClarity™ analytics server

Expenditures By Acct » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Operating Expenses (Fiscal Year)

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

Navigation

How do I...

- Get started (run a query)?
- Set a navigation mode?
- Drill down to a specific member?
- Save my page?
- More help...

Selected: 2007

Drill Down Show Only

Drill Up Hide

Expand

Drill Down to...

Navigation mode:

Drill Down mode

Expand mode

Properties

Ordering: 2007

Actions

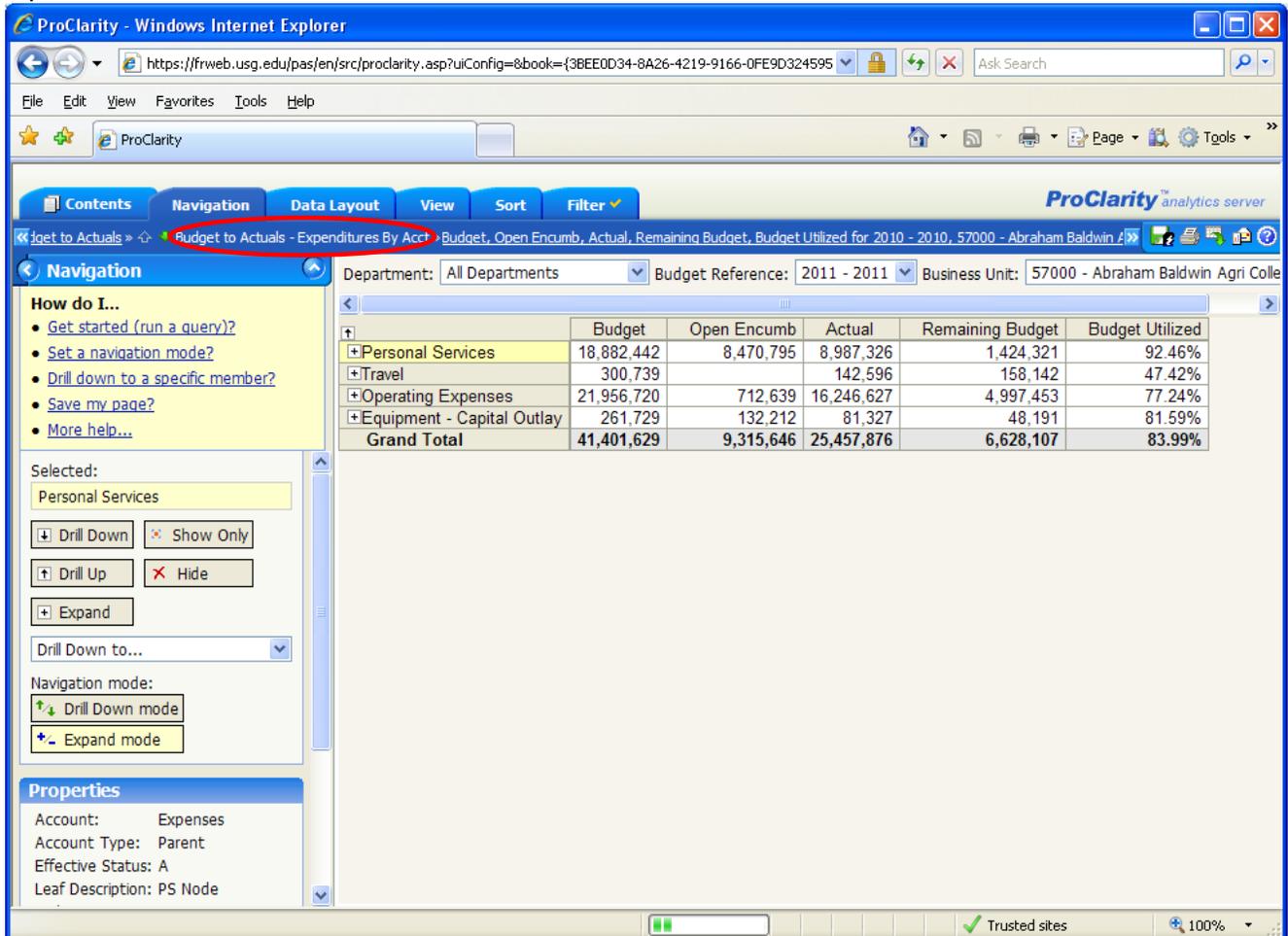
[none]

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
+2007	16,500			16,500	
+2010	26,782,805	190,395	21,024,948	5,567,462	79.21%
+2011	(1,363,353)	0	323,881	(1,687,234)	-23.76%
+0	0			0	
Grand Total	25,435,952	190,395	21,348,830	3,896,727	84.68%

Done Trusted sites 100%

4) Drill to Detail

Drill to detail is another very helpful tool that allows users to quickly see the data that makes up any number located within a report. It is important to understand what data can be drilled and what data cannot be drilled. Use the breadcrumbs to go back to the Budget to Actuals – Expenditures by Acct report.



The screenshot shows the ProClarity software interface in a Windows Internet Explorer browser. The breadcrumb navigation path is "Budget to Actuals - Expenditures By Acct", which is circled in red. The main content area displays a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,882,442	8,470,795	8,987,326	1,424,321	92.46%
Travel	300,739		142,596	158,142	47.42%
Operating Expenses	21,956,720	712,639	16,246,627	4,997,453	77.24%
Equipment - Capital Outlay	261,729	132,212	81,327	48,191	81.59%
Grand Total	41,401,629	9,315,646	25,457,876	6,628,107	83.99%

The interface also includes a navigation pane on the left with options like "Drill Down", "Drill Up", "Expand", and "Show Only". The "Properties" section at the bottom left shows details for the selected account: Expenses, Parent Type, Effective Status: A, and Leaf Description: PS Node.

In this example, all data in the Budget, Open Encum, and Actual Columns can be drilled. The data located in the Remaining Budget and Budget Utilized columns cannot be drilled. Why is this? The Remaining Budget and Budget Utilized are calculated based on the information located within the other cells. For example, to identify the Remaining Budget for the 2011 Budget Reference, a formula would be necessary: "Budget – (Open Encum + Actual) = Remaining Budget". On the other hand, there is no formula for the Budget data. That data is made up of budget journals so we can drill on that information. If a user highlights a field in the Remaining Budget column and tries to drill on this information they will notice a couple of things. 1) The drill actions on the bottom left of the screen are empty 2) If the user selects Drill to Detail for the number they will get the error message "Error Accessing Drill To Detail Information. Remaining Budget in dimension Measures is a calculated member."

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity™ analytics server

Dimensions By Acct » Budget, Open Encumb. Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Operating Expenses (Fiscal Year)

Navigation

Department: All Departments Budget Reference: 2011 - 2011 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,882,442	8,470,795	8,987,326	1,424,321	92.46%
Travel	300,739		142,596	1	1,424,321
Operating Expenses	21,956,720	712,639	16,246,627	4,9	
Equipment - Capital Outlay	261,729	132,212	81,327		
Grand Total	41,401,629	9,315,646	25,457,876	6,6	

Selected: 1,424,321

Analyze in Decomposition Tree

Drill To Detail

Navigation mode:

Drill Down mode

Expand mode

Properties [none]

Actions [none]

Done Trusted sites 100%

https://frweb.usg.edu/?topWindow=parent.parent&uiConfig=%20FRAMEBORDER&book={3BEE0D34-8A26-4219-9166-0FE9D324595}

Drill to Detail [Export to Excel](#)

Error Accessing Drill To Detail Information
Remaining Budget in dimension Measures is a calculated member.

Close

The recommended approach for drilling on data is to always go down to the lowest level of detail first before drilling into the detail for the data. For example, if a user runs the Budget to Actuals – Expenditures by Dept report they see the results below. Instead of drilling on President which contains many department ID’s it is best that the user Expand the section they would like to drill using the (+) button just to the left of President and then performing their drill action based on the departments where they need more detailed information. This accomplishes a couple of things:

- 1) the user doesn’t have to filter through large amounts of data to get the information they want, and
- 2) the results come back quicker, resulting in improved performance.

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=8&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

ProClarity™ analytics server

Libraries > Standard Report Catalog > Budget to Actuals > Budget to Actuals - Expenditures By Dept

Navigation

Budget Reference: 2011 - 2011 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	1,246,776	386,604	503,723	356,449	71.41%
Admin and Operations	187,260		18,817	168,443	10.05%
Director of Public Relations	256,562	105,825	137,723	13,014	94.93%
External Affairs	758,388	431,929	486,851	(160,392)	121.15%
Enrollment Services	1,146,597	463,467	634,464	48,666	95.76%
Director of Inst Technology	1,473,836	473,634	876,361	123,842	91.60%
VP Academic Affairs	10,546,302	5,200,209	5,961,108	(615,015)	105.83%
Director of Athletics	490,970	55,205	324,896	110,869	77.42%
VP Fiscal Affairs	14,439,183	1,511,289	8,663,887	4,264,007	70.47%
Director of Human Resources	6,740,010	98,900	7,381,836	(740,726)	110.99%
VP Student Affairs	1,186,192	453,672	478,167	254,353	78.56%
Not in Hierarchy	2,929,553	134,914	(9,957)	2,804,597	4.27%
Grand Total	41,401,629	9,315,646	25,457,876	6,628,107	83.99%

How do I...

- Get started (run a query)?
- Set a navigation mode?
- Drill down to a specific member?
- Save my page?
- More help...

Selected: President

Drill Down Show Only

Drill Up Hide

Expand

Drill Down to...

Navigation mode:

Drill Down mode

Expand mode

Properties

Department: All Departments (57000)

Leaf Description: PS Node

Orderinn: 12

Done Trusted sites 100%

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

ProClarity™ analytics server

Budget Reference: 2011 - 2011 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget
President	1,246,776	386,604	503,723	356,449	
President	1,246,776	386,604	503,723	356,449	
4000100 - President's Office	279,014	115,210	153,675	10,129	
4000110 - ABAC/GA Museum of Agricu	500,000	271,394	350,048		
4000500 - GMA-Other Operating	462,762				
5000112 - Ambassadors Gen/Admin	5,000				
+Admin and Operations	187,260		187,260		
+Director of Public Relations	256,562	105,825	137,723	13,014	
+External Affairs	758,388	431,929	486,851	(160,392)	
+Enrollment Services	1,146,597	463,467	634,464	48,666	
+Director of Inst Technology	1,473,836	473,634	876,361	123,842	
+VP Academic Affairs	10,546,302	5,200,209	5,961,108	(615,015)	
+Director of Athletics	490,970	55,205	324,896	110,869	
+VP Fiscal Affairs	14,439,183	1,511,289	8,663,887	4,264,007	
+Director of Human Resources	6,740,010	98,900	7,381,836	(740,726)	
+VP Student Affairs	1,186,192	453,672	478,167	254,353	
+Not in Hierarchy	2,929,553	134,914	(9,957)	2,804,597	
Grand Total	41,401,629	9,315,646	25,457,876	6,628,107	

Selected: 350,048

Analyze in Decomposition Tree

Drill To Detail

Navigation mode:

Drill Down mode

Expand mode

Properties

[none]

Actions

Drill Enhanced Journal

Drill Journal Entry Lines

Drill Voucher Lines

Trusted sites 100%

Data contained within each of the Drill Actions

iStrategy is coded to know what information to provide when a user selects a certain number to drill. For example, when a user selects a number in the Budget column, only budget drill actions will be displayed. When an Encumbrance number is selected users will have the option to Drill on the Encumbrance Liquidation or they can drill on the Purchase Orders that make up the Encumbrances (if applicable). If a user selects an Actual report number, they will have the option to drill on the Journal Entry Lines or on the Voucher Lines (if applicable) that make up the journals. One customization that was done for the Voucher drills was to include the Voucher Line Payment Information (including associated Check Number) for the users reference.

Data returned when performing a Budget Drill:

https://frweb.usg.edu/?topWindow=parent.parent&uiConfig=%20FRAMEBORDER&book={3BEE0D34-8A26-4219-...}

Drill to Detail Export to Excel

Details for 4000110 - ABAC/GA Museum of Agriculture, Budget, 2011 - 2011, 57000 - Abraham Baldwin Agri College, Expenses

[\$Drill Budget]. [Journal Id]	[\$Drill Budget]. [Journal Date]	[\$Drill Budget]. [Journal Line]	[\$Drill Budget]. [Ledger]	[\$Drill Budget]. [Line Description]	[Budget]. [Budget]	[\$Department]. [Source Key]	[\$Fund]. [Source Key]	[\$Program]. [Source Key]	[\$Account]. [Source Key]	[\$Class]. [Source Key]	[\$Project]. [Source Key]	[\$Budget Reference]. [Source Key]
0000601361	2011-01-18 00:00:00.000	1	APPROP_BD	Travel	-10000	4000110	10000	11300	600000	11000	UNSPECIFIED	2011
0000536445	2010-07-01 00:00:00.000	4	APPROP_BD	Equip Purch/Capital Outlay	40000	4000110	10000	11300	800000	11000	UNSPECIFIED	2011
0000549362	2010-06-30 00:00:00.000	3	APPROP_BD	Operating Supplies & Expenses	0	4000110	10000	11300	700000	11000	UNSPECIFIED	2011
0000536445	2010-07-01 00:00:00.000	2	APPROP_BD	Travel	10000	4000110	10000	11300	600000	11000	UNSPECIFIED	2011
0000536445	2010-07-01 00:00:00.000	3	APPROP_BD	Operating Supplies & Expenses	100000	4000110	10000	11300	700000	11000	UNSPECIFIED	2011
0000601361	2011-01-18	2	APPROP_BD	Equip Purch/Capital	-30000	4000110	10000	11300	800000	11000	UNSPECIFIED	2011

Close

Data returned when performing an Encumbrance Liquidation Drill:

https://frweb.usg.edu/?topWindow=parent.parent&uiConfig=%20FRAMEBORDER&book={3BEE0D34-8A26-4219-...}

Drill to Detail Export to Excel

Details for Equipment - Capital Outlay, Open Encumb, 2011 - 2011, 57000 - Abraham Baldwin Agri College

[\$Drill Encumbrance Liquidation]. [Kk Transaction Id]	[\$Drill Encumbrance Liquidation]. [Kk Transaction Date]	[\$Drill Encumbrance Liquidation]. [Kk Transaction Line]	[\$Drill Encumbrance Liquidation]. [Po Id]	[\$Drill Encumbrance Liquidation]. [Line Number]	[\$Drill Encumbrance Liquidation]. [Description]	[Encumbrance Liquidation]. [Encumbrance]	[Encumbrance Liquidation]. [Vouchered]	[Encumbrance Liquidation]. [Open Enc]	[\$Vendor]. [Dim Vendor]
0005052447	2011-01-10 00:00:00.000	2	0000400982	2	(I)interest (818200)	122.07	0	0	Western Finance & Lease Inc (0000400338)
0004891573	2010-09-27 00:00:00.000	16	0000400856	16	Evaluative Test #978-0-739-86391-6	37.7	0	0	Houghton Mifflin Company (0000000026)
0004892923	2010-09-27 00:00:00.000	3	0000400860	3	Manage Stress for College Success #40741	61.8	0	0	Channing Bete Co., Inc. (0000006363)
	2010-09-27				Top 50 Social Studies Skills for GFD Success Student				McGraw-Hill

Close

Data returned when performing a Purchase Order Drill:

https://frweb.usg.edu/topWindow=parent.parent&uiConfig=%20FRAMEBORDER&book={3BEE0D34-8A26-4219 - Windows Internet Explorer

Drill to Detail [Export to Excel](#)

Details for Equipment - Capital Outlay, Open Encumb, 2011 - 2011, 57000 - Abraham Baldwin Agri College

[\$Drill Purchase Orders]. [Po Id]	[\$Drill Purchase Orders]. [Po Date]	[\$Drill Purchase Orders]. [Vendor Id]	[\$Drill Purchase Orders]. [Accounting Date]	[\$Drill Purchase Orders]. [Description]	[\$Drill Purchase Orders]. [Requisition Id]	[\$Drill Purchase Orders]. [Buyer Id]	[\$Drill Purchase Orders]. [Po Quantity]	[\$Drill Purchase Orders]. [Purchase Amount]	[\$Account]. [Unique Description]	[\$Vendor]. [Unique Description]	[\$Fund]. [Source Key]	[\$Class]. [Source Key]	[\$Program]. [Source Key]	[\$Budget Reference]. [Source Key]	[\$Department]. [Source Key]	[\$Project]. [Source Key]
0000400982	2011-01-10 00:00:00.000	0000400338	2011-01-10 00:00:00.000	(I)Interest (818200)		TMATHIS	1.0000	122.070	818200 - Lease/Purchase: Interest (57000)	Western Finance & Lease Inc (0000400338)	12270	42100	27100	2011	3000900	UNSPECIFIED
0000400856	2010-09-27 00:00:00.000	0000000026	2010-12-15 00:00:00.000	Evaluative Test #978-0-739-86391-6		TMATHIS	1.0000	37.700	843200 - Library Collections (57000)	Houghton Mifflin Company (0000000026)	20000	61000	11300	2011	2000304	032
0000400860	2010-09-27 00:00:00.000	00000006363	2010-09-27 00:00:00.000	Manage Stress for College Success #40741		TMATHIS	60.0000	61.800	843200 - Library Collections (57000)	Channing Bete Co., Inc. (0000006363)	20000	61000	11300	2011	2000303	11033
0000400858	2010-09-27 00:00:00.000	0000005278	2010-09-27 00:00:00.000	Top 50 Social Studies Skills for GED Success Student Text with CD #9780077044732		TMATHIS	5.0000	147.450	843200 - Library Collections (57000)	McGraw-Hill Companies,The (0000005278)	20000	61000	11300	2011	2000304	032

Close

Data returned when performing a Journal Entry Lines Drill:

https://frweb.usg.edu/topWindow=parent.parent&uiConfig=%20FRAMEBORDER&book={3BEE0D34-8A26-4219 - Windows Internet Explorer

Drill to Detail [Export to Excel](#)

Details for Equipment - Capital Outlay, Actual, 2011 - 2011, 57000 - Abraham Baldwin Agri College

[\$Drill Journal Entry Lines]. [Journal Id]	[\$Drill Journal Entry Lines]. [Journal Date]	[\$Drill Journal Entry Lines]. [Journal Line]	[\$Drill Journal Entry Lines]. [Ledger Group]	[\$Drill Journal Entry Lines]. [Source]	[\$Drill Journal Entry Lines]. [Posted Date]	[\$Drill Journal Entry Lines]. [Operator Id]	[\$Drill Journal Entry Lines]. [Description]	[\$Drill Journal Entry Lines]. [Line Description]	[\$Calendar Fiscal]. [Dim Fiscal]	[\$Calendar Fiscal]. [Fiscal Year]	[\$Account]. [Source Key]	[\$Department]. [Source Key]	[\$Fund]. [Source Key]	[\$Class]. [Source Key]	[\$Program]. [Source Key]	[\$Budget Reference]. [Source Key]	[\$Project]. [Source Key]	[Journal Entry Lines]. [Actual]	
AP00558003	2010-09-07 00:00:00.000	255	ACTUALS	AP	2010-09-07 00:00:00.000	BORBATCH	AP Accrual		Sept (I)	Sep 2010	2011	818200	3000900	12270	42100	27100	2011	UNSPECIFIED	4.13
AP00571146	2010-10-12 00:00:00.000	252	ACTUALS	AP	2010-10-12 00:00:00.000	BORBATCH	AP Accrual	Freigh		Oct 2010	2011	843200	2000303	20000	61000	11300	2011	11033	47.14
AP00563780	2010-09-21 00:00:00.000	39	ACTUALS	AP	2010-09-22 00:00:00.000	BORBATCH	AP Accrual			Sep 2010	2011	843200	2000303	20000	61000	11300	2011	11033	52.88
AP00599973	2011-01-11 00:00:00.000	36	ACTUALS	AP	2011-01-11 00:00:00.000	BORBATCH	AP Accrual	(I)Interest (818200)		Jan 2011	2011	818200	3000900	12270	42100	27100	2011	UNSPECIFIED	122.07
AP00569762	2010-10-07 00:00:00.000	383	ACTUALS	AP	2010-10-07 00:00:00.000	BORBATCH	AP Accrual	Top 50 Reading Skills for GED		Oct 2010	2011	843200	2000304	20000	61000	11300	2011	032	148.8
AP00561441	2010-09-15 00:00:00.000	277	ACTUALS	AP	2010-09-15 00:00:00.000	BORBATCH	AP Accrual	Supplies for HEP/CAMP		Sep 2010	2011	843200	2000304	20000	61000	11300	2011	032	114.8
AP00558003	2010-09-07 00:00:00.000	260	ACTUALS	AP	2010-09-07 00:00:00.000	BORBATCH	AP Accrual	Subscription renewal		Sep 2010	2011	843200	2000303	20000	61000	11300	2011	11033	35.1

Close

Data returned when performing a Voucher Drill:

https://frweb.usg.edu/topWindow=parent.parent&uiConfig=%20FRAMEBORDER&book={3BEE0D34-8A26-4219 - Windows Internet Explorer

Drill to Detail [Export to Excel](#)

Details for Equipment - Capital Outlay, Actual, 2011 - 2011, 57000 - Abraham Baldwin Agri College

[\$Drill Voucher Lines]. [Voucher Id]	[\$Drill Voucher Lines]. [Invoice Date]	[\$Drill Voucher Lines]. [Vendor Id]	[\$Drill Voucher Lines]. [Vendor Name]	[\$Drill Voucher Lines]. [Description]	[\$Drill Voucher Lines]. [Monetary Amount]	[\$Drill Voucher Lines]. [Po Id]	[\$Drill Voucher Lines]. [Payment Applied Amount]	[\$Drill Voucher Lines]. [Payment Info]	[\$Class]. [Source Key]	[\$Fund]. [Source Key]	[\$Account]. [Source Key]	[\$Account]. [Unique Description]	[\$Program]. [Source Key]	[\$Budget Reference]. [Source Key]	[\$Department]. [Source Key]	[\$Project]. [Source Key]
04009812	1196673	2010-08-26 00:00:00.000	0000005614	John Deere Credit	Sept (I)	4.13000000	400798	Chk#167379 Date:09/07/2010 Amt\$638.57	2100	12270	818200	Lease/Purchase: Interest (57000)	27100	2011	3000900	UNSPECIFIED
04010702	52187316	2010-10-01 00:00:00.000	0000006363	Channing Bete Co., Inc.	Freigh	47.14000000	400860	Chk#168748 Date:10/12/2010 Amt\$570.94	61000	20000	843200	843200 - Library Collections (57000)	11300	2011	2000303	11033
04010144	461	2010-09-07 00:00:00.000	0000005090	ABAC Bookstore	461	52.880		Chk#167718 Date:09/22/2010 Amt\$346.82	61000	20000	843200	843200 - Library Collections (57000)	11300	2011	2000303	11033
04012580	751529	2011-01-03 00:00:00.000	0000400338	Western Finance & Lease Inc	(I)Interest (818200)	122.07000000	400982	Chk#170311 Date:01/11/2011 Amt\$884.79	42100	12270	818200	Lease/Purchase: Interest (57000)	27100	2011	3000900	UNSPECIFIED
04010508	57178798001	2010-09-29 00:00:00.000	0000005278	McGraw-Hill Companies,The	Top 50 Reading Skills for GED	148.80000000	400858	Chk#168623 Date:10/07/2010	61000	20000	843200	843200 - Library Collections	11300	2011	2000304	032

Close

Note:

- i) You can only **“Drill to Detail”** on stored transactional data....drill to detail cannot be performed on calculated measures such as Remaining Balance or Budget Utilized
- ii) The records selected are based on the transactional data in the report view, not measure (calculated) values.
- iii) The Actions available will vary depending on data type (Budget, Open Encum, Actual)
- iv) **“Drill to Detail”** is not the same as **“Drill Down To”**. **“Drill to Detail”** will always provide transactional data that supports the report data. **“Drill Down To”** will always provide the user the ability to view the data from a different perspective (ex. Show travel (6xxxx) encumbrance data by associated Fund Codes)

	Budget	Open Encumb	Actual	Remaining Budget	% Budget Utilized
EXPENSES - TOTAL EXPENSES	39,901,005	132,527	19,503,542	20,264,935.71	48.88%
PERSONAL SERVICES (No Descrip	18,429,858	(121,124)	8,581,315	9,969,667.39	46.56%
Travel	451,246		143,019	308,227.40	31.69%
OPERATING EXPENSES (No Descrip	21,019,900	253,651	253,651	0.92	51.28%
EQUIPMENT-CAP OUTLAY (No Descr	303,821	8		9.98	108.17%
Grand Total	40,204,826	141	141	5.73	49.33%

- v) **Note:** The drop-down box feature ...

Hints and tips

Question: “Each time I select a number a drop-down box appears. When should I use this feature?”

Answer: “Never”. Always select the appropriate link in the “Actions” area (on the left side) for drill-down information.

“Drill Journal Entry Lines” gives all the detail that makes up the Actual number, including P-Card entries, payroll journals, etc. **“Drill Voucher Lines”** only gives the detail for transactions that were paid by using a Voucher in the AP system.

5) Export to Excel

All drill actions allow you to export the data to Excel. To export the data to excel, select the link at the top right of the screen (example below). The user will be prompted to either Open the file, Save the file, or Cancel the request. If the user selects open, the first time they may be prompted to confirm the file is from a trusted source. If they select 'yes' then the file will open in an Excel format.

[Drill Voucher Lines]. [Voucher Id]	[Drill Voucher Lines]. [Invoice Id]	[Drill Voucher Lines]. [Invoice Date]	[Drill Voucher Lines]. [Vendor Id]	[Drill Voucher Lines]. [Vendor Name]	[Drill Voucher Lines]. [Description]	[Drill Voucher Lines]. [Monetary Amount]	[Drill Voucher Lines]. [Po Id]	[Drill Voucher Lines]. [Payment Applied Amount]	[Drill Voucher Lines]. [Payment Info]	[Drill Voucher Lines]. [Payment Date]	[Class]. [Source Key]	[Fund]. [Source Key]	[Account]. [Source Key]	[Account]. [Unique Description]	[Program]. [Source Key]	[Budget Reference]. [Source Key]	[Department]. [Source Key]	[Project]. [Source Key]
04009812	1196673	2010-08-26 00:00:00.000	0000005614	John Deere Credit	Sept (I)	4.1300000	400798	-4.130	Chk#167379 Date:09/07/2010 Amt\$638.52	09/07/2010	42100	12270	818200	Lease/Purchase: Interest (57000)	27100	2011	3000900	UNSPECIFIED
04010702	52187316	2010-10-01 00:00:00.000	0000006363	Channing Bete Co., Inc.	Freigh	47.1400000	400860	-47.140	Chk#168748 Date:10/12/2010 Amt\$570.94	10/12/2010	61000	20000	843200	843200 - Library Collections (57000)	11300	2011	2000303	11033
04010144	461	2010-09-07 00:00:00.000	0000005090	ABAC Bookstore		461	52.880	-52.880	Chk#167718 Date:09/22/2010 Amt\$5346.82	09/22/2010	61000	20000	843200	843200 - Library Collections (57000)	11300	2011	2000303	11033
04012580	751529	2011-01-03 00:00:00.000	0000400338	Western Finance & Lease Inc	(I)Interest (818200)	122.0700000	400982	-122.070	Chk#170311 Date:01/11/2011 Amt\$884.79	01/11/2011	42100	12270	818200	Lease/Purchase: Interest (57000)	27100	2011	3000900	UNSPECIFIED
04010508	57178798001	2010-09-29 00:00:00.000	0000005278	McGraw-Hill Companies The	Top 50 Reading Skills for GPN	148.8000000	400858	-148.800	Chk#168623 Date:10/07/2010	10/07/2010	61000	20000	843200	843200 - Library Collections	11300	2011	2000304	032

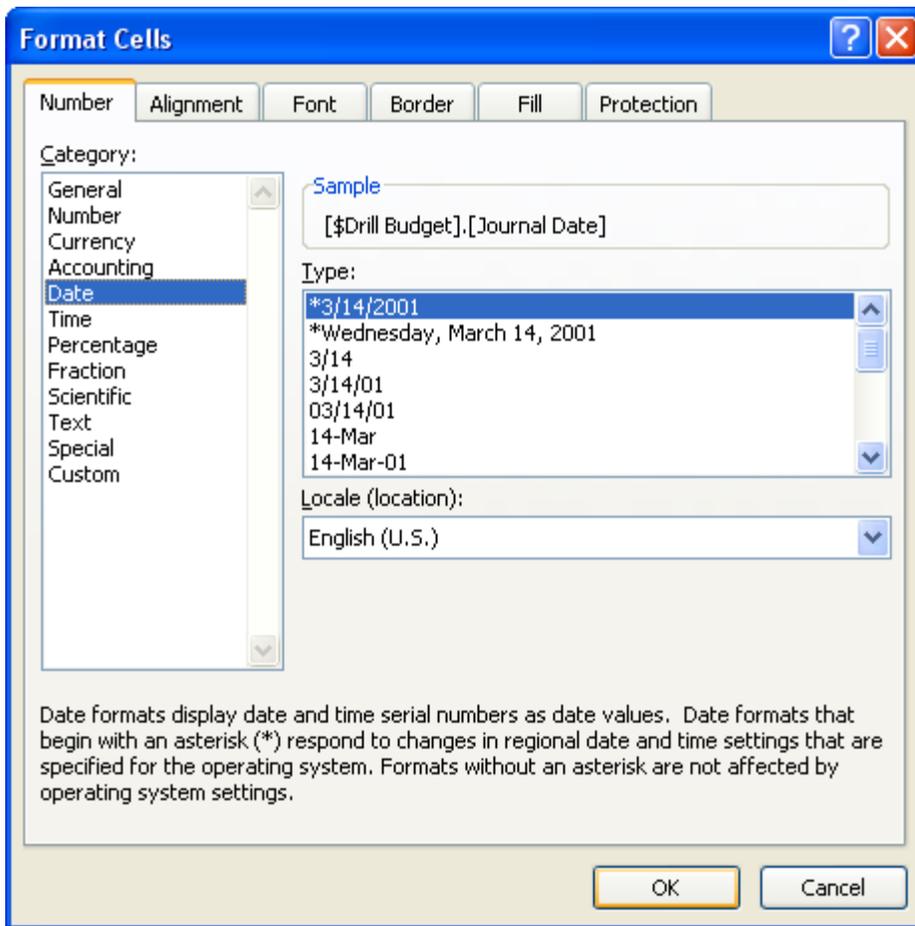


Once the data is in excel, the user can sort, filter and format the data any way they prefer.

Hints and tips

Note: In the example below, note column C displays the journal date as 00:00.0. To correct this issue, highlight the column and then right-click and select format cells. Then select 'Date' and then 'OK' and then the cells are displayed in the date format.

Record	[\$Drill Budget].[Journal Id]	[\$Drill Budget].[Journal Date]	[\$Drill Budget].[Journal Line]	[\$Drill Budget].[Ledger]	[\$Drill Budget].[Line Description]
1	B201100204	00:00.0	24	ORG_BD	Original from Budget Module
2	B201100100	00:00.0	6	APPROP_BD	Original from Budget Module
3	B201100191	00:00.0	10	ORG_BD	Original from Budget Module
4	B201100098	00:00.0	8	APPROP_BD	Original from Budget Module
5	B201100118	00:00.0	2	APPROP_BD	Original from Budget Module
6	B201100119	00:00.0	2	APPROP_BD	Original from Budget Module
7	B201100032	00:00.0	8	APPROP_BD	Original from Budget Module
8	8	00:00.0	4	APPROP_BD	Equip Purch/Capital Outlay
9	8	536445	15	ORG_BD	Original from Budget Module
10	B201100203	00:00.0	8	APPROP_BD	Original from Budget Module
11	B201100095	00:00.0	40	APPROP_BD	Equip Purch/Capital Outlay
12	11	538283	5	APPROP_BD	Original from Budget Module
13	B201100099	00:00.0	1	PROJ_GR_BD	Special Purchases
14	13	583699	3	APPROP_BD	Original from Budget Module
15	B201100003	00:00.0	1	PROJ_GR_BD	Special Purchases
16	15	545598	4	APPROP_BD	Original from Budget Module
17	B201100054	00:00.0	7	APPROP_BD	Original from Budget Module
18	B201100001	00:00.0	2	APPROP_BD	Equip Purch/Capital Outlay
19	18	601471	7	APPROP_BD	Original from Budget Module
20	B201100032	00:00.0	9	ORG_BD	Original from Budget Module
21	B201100212	00:00.0	4	APPROP_BD	Original from Budget Module
22	B201100001	00:00.0	52	ORG_BD	Original from Budget Module
23	B201100266	00:00.0	4	APPROP_BD	Original from Budget Module
24	B201100184	00:00.0	1	APPROP_BD	Equip Purch/Capital Outlay
25	24	564251			



Record	[\$Drill Budget].[Journal Id]	[\$Drill Budget].[Journal Date]	[\$Drill Budget].[Journal Line]	[\$Drill Budget].[Ledger]	[\$Drill Budget].[Line Descript
1	B201100204	7/1/2010	24	ORG_BD	Original from Budget Module
2	B201100100	7/1/2010	6	APPROP_BD	Original from Budget Module
3	B201100191	7/1/2010	10	ORG_BD	Original from Budget Module
4	B201100098	7/1/2010	8	APPROP_BD	Original from Budget Module
5	B201100118	7/1/2010	2	APPROP_BD	Original from Budget Module
6	B201100119	7/1/2010	2	APPROP_BD	Original from Budget Module
7	B201100032	7/1/2010	8	APPROP_BD	Original from Budget Module
8	8	7/1/2010	4	APPROP_BD	Equip Purch/Capital Outlay
9	B201100203	7/1/2010	15	ORG_BD	Original from Budget Module
10	B201100095	7/1/2010	8	APPROP_BD	Original from Budget Module
11	11	7/1/2010	40	APPROP_BD	Equip Purch/Capital Outlay
12	B201100099	7/1/2010	5	APPROP_BD	Original from Budget Module
13	13	11/1/2010	1	PROJ_GR_BD	Special Purchases
14	B201100003	7/1/2010	3	APPROP_BD	Original from Budget Module
15	15	7/1/2010	1	PROJ_GR_BD	Special Purchases
16	B201100054	7/1/2010	4	APPROP_BD	Original from Budget Module
17	B201100001	7/1/2010	7	APPROP_BD	Original from Budget Module
18	18	1/18/2011	2	APPROP_BD	Equip Purch/Capital Outlay
19	B201100032	7/1/2010	7	APPROP_BD	Original from Budget Module
20	B201100212	7/1/2010	9	ORG_BD	Original from Budget Module
21	B201100001	7/1/2010	4	APPROP_BD	Original from Budget Module
22	B201100266	7/1/2010	52	ORG_BD	Original from Budget Module
23	B201100184	7/1/2010	4	APPROP_BD	Original from Budget Module
24	24	9/1/2010	1	APPROP_BD	Equip Purch/Capital Outlay

Note:

- i) Currently, the “Export to Excel” feature only loads the first 1000 rows of data. If the returned data is more than 1000 rows, select to “get all rows” of the data in the drill-down, then perform the following steps:
 - (1) Select All (Ctrl + A)
 - (2) Copy (Control + C)
 - (3) and then open Excel and paste (Ctrl + V).
- ii) You can only “Drill to Detail” on stored transactional data...“Drill to Detail” cannot be performed on calculated measures such as Remaining Balance or Budget Utilized

Hints and tips

- iii) The records selected are based on the transactional data in the report view, not measure (calculated) values.
- iv) The Actions available will vary depending on data type (Budget, Open Encumb etc.)
- v) **“Drill to Detail” is not the same as “Drill Down To”** (See page 28, item ‘iv’ in the Note).

The top screenshot shows a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	% Budget Utilized
Personal Services	18,429,858	(121,124)	7,980,242	10,570,740.80	43.30%
Travel	451,246		139,372	311,874.58	30.89%
Operating Expenses	20,976,800	226,123	10,369,281	10,381,395.51	49.43%
Operating Expenses		8,500	328,581	268,592.48	54.25%
Grand Total		113,499	18,817,476	21,532,603.37	46.50%

The bottom screenshot shows a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	% Budget Utilized
EXPENSES - TOTAL EXPENSES	39,901,005	132,527	19,503,542	20,264,935.71	48.88%
PERSONAL SERVICES (No Descrip)	18,429,858	(121,124)	8,581,315	9,969,667.39	46.56%
Travel	451,246		143,019	308,227.40	31.69%
OPERATING EXPENSES (No Descrip)	21,019,900	253,651		20,766,249.00	51.28%
EQUIPMENT-CAP OUTLAY (No Descr)	303,821	8		295,813.00	108.17%
Grand Total	40,204,826	141,499	253,651	39,953,327.00	49.33%

- vi) **Note:** The drop-down box feature ...

Hints and tips

Question: “Each time I select a number a drop-down box appears. When should I use this feature?”

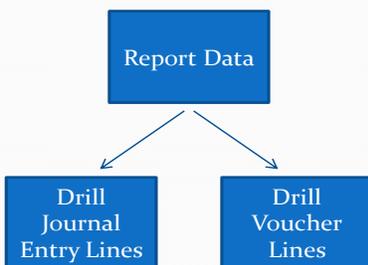
Answer: “Never”. Always select the appropriate link in the “Actions” area (on the left side) for drill-down information.

- vii) **“Drill Journal Entry Lines”** gives all the detail that makes up the Actual number, including P-Card entries, payroll journals, etc. **“Drill Voucher Lines”** only gives the detail for transactions that were paid by using a Voucher in the AP system.

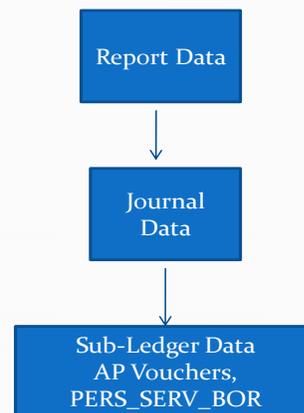
6) Enhanced Drill Capabilities – Reporting Services

Enhanced Drill Capabilities

- Base Drill Actions



Enhanced Drill Actions



8

Compared to the standard reports in the ProClarity application, the Reporting Services Tool provides a Budget Progress Report that more closely resembles the one in PeopleSoft. In ProClarity, there are restrictions that will not allow reports to run that provide All Accounts, All Departments, All Funds, All Classes, etc., side by side in a row. The Reporting Services tool is ideal for displaying data in that format. Possibly the biggest benefit of Enhanced Drills is that you can drill multiple times on some data as you will see in the examples covered in this training guide.

Enhanced drills

The examples below are taken using ABAC (57000) data but feel free to follow along using your business unit's data here.

Run the **“Budget to Actuals – Expenditures by Account Report.”** Select the **(+)** next to the Travel category to expand the row. Select amount \$269,473 and to the left side under the **“Actions”** section the user sees two options – 1) **Drill Budget** and 2) **Drill Enhanced Budget**.

Note – Any time you see the word Enhanced in iStrategy it is referring to a Reporting Services Tool drill action.

The screenshot shows the ProClarity application interface. The main content area displays a table of budget data for the year 2011. The table has columns for Budget, Open Encumb, Actual, Remaining Budget, and Budget Utilized. The 'Travel' category is expanded, showing sub-categories like 'Travel - Budgetary Account' with a value of 269,473 circled in red. The 'Actions' section in the left sidebar has a red arrow pointing to 'Drill Enhanced Budget'.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
+Personal Services	19,347,051	7,165,515	10,863,392	1,318,145	93.19%
-Travel	315,614		163,190	152,424	51.71%
+Travel - Budgetary Account	269,473			269,473	
+Travel-Employee - Non-Mileage	35,869		87,349	(51,480)	243.52%
+Travel - Employee Mileage			36,000	(36,000)	
+Travel-Non-Emp-Non-Mileage	10,272		36,359	(26,087)	353.97%
+Travel-Non-Emp - Mileage			3,483	(3,483)	
+Travel Allocations	0			0	
+Operating Expenses	22,156,365	561,098	17,521,060	4,074,207	81.61%
+Equipment - Capital Outlay	261,729	81,514	140,729	39,485	84.91%
Grand Total	42,080,759	7,808,127	28,688,371	5,584,261	86.73%

Select the drill action **“Drill Enhanced Budget.”** The user is prompted to login again.

(Note – This is temporary as currently the ProClarity application and the Reporting Services Tool are on two separate servers. In the near future, these applications will be on the same server and users will not have to enter ID's and passwords multiple times).

Enter ID and password (Ex. Bi\jdoe, password). Once the password is entered the user will be directed to the Enhanced Drill for Budget.

Report Viewer - Windows Internet Explorer

https://frweb.usg.edu/ReportServer/Pages/ReportViewer.aspx?%2fIP5FM+Reports%2fDrill+Reports%2fDrill+Budg

File Edit View Favorites Tools Help

Report Viewer

Account: Travel - Budgetary Account Fund: All Funds (Share) View Report

Department: No Filter on Department

1 of 2 ? 100% Find | Next Select a format Export



Budget Detail

Business Unit: (Abraham Baldwin Agri College) Account: (Travel - Budgetary Account) Fund: (All Funds (Share))

Program: (All Programs (Share)) Budget Reference: (2011 - 2011) Class: (All Classes (Share))

Show Accounting Information

Logged in as: Bhsupport570

Journal Id	Journal Date	Journal Line	Line Description	Budget	Unpost Seq	Ledger
B201100042	7/1/2010	1	Original from Budget Module	\$0.00	0	APPROP_BD
B201100016	7/1/2010	2	Original from Budget Module	\$0.00	0	APPROP_BD
B201100016	7/1/2010	9	Original from Budget Module	\$18,000.00	0	APPROP_BD
B201100026	7/1/2010	1	Original from Budget Module	\$0.00	0	APPROP_BD
B201100246	7/1/2010	9	Original from Budget Module	\$1,000.00	0	APPROP_BD
B201100021	7/1/2010	2	Original from Budget Module	\$0.00	0	APPROP_BD
B201100002	7/1/2010	5	Original from Budget Module	\$3,000.00	0	APPROP_BD
0000543554	7/29/2010	2	Operating Supplies & Expenses	\$500.00	0	APPROP_BD
B201100011	7/1/2010	7	Original from Budget Module	\$2,000.00	0	APPROP_BD

Done Trusted sites 100%

There are several key features to **Note**:

- 1) Drop-down slicers at the top of the report. Users can now run the report for all Funds or select Fund Code 10500 and just get the information for that Fund. The same goes for the Account and Department slicers.

The screenshot shows a web browser window titled 'Report Viewer - Windows Internet Explorer'. The address bar shows the URL: <https://firweb.usg.edu/ReportServer/Pages/ReportViewer.aspx?%2fip5FM+Reports%2fDrill+Reports%2fDrill+Budg>. The browser interface includes standard navigation buttons and a search bar.

The report content is titled 'Budget Data' and features the logo of the Board of Regents of the University System of Georgia. The report includes several filters at the top:

- Account: Travel - Budgetary Account
- Department: No Filter on Department
- Fund: All Funds (Share) (dropdown menu is open)

 A 'View Report' button is located to the right of the Fund filter. Below the filters, there is a search bar and a 'Find | New' button. The main content area displays a table of budget data with the following columns: Journal Id, Journal Date, Journal Line, and Ledger. The table contains several rows of data, including entries for 'Original from Budget Module' and 'Operating Supplies & Expenses'.

Journal Id	Journal Date	Journal Line	Li	Amount	Ledger
B201100042	7/1/2010	1	Original from Budget Module	\$0.00	0 APPROP_BD
B201100016	7/1/2010	2	Original from Budget Module	\$1,000.00	0 APPROP_BD
B201100016	7/1/2010	9	Original from Budget Module	\$0.00	0 APPROP_BD
B201100026	7/1/2010	1	Original from Budget Module	\$0.00	0 APPROP_BD
B201100246	7/1/2010	9	Original from Budget Module	\$3,000.00	0 APPROP_BD
B201100021	7/1/2010	2	Original from Budget Module	\$500.00	0 APPROP_BD
B201100002	7/1/2010	5	Original from Budget Module	\$2,000.00	0 APPROP_BD
0000543554	7/29/2010	2	Operating Supplies & Expenses		0 APPROP_BD
B201100011	7/1/2010	7	Original from Budget Module		0 APPROP_BD

- 2) Options to hide or show accounting information are available by clicking on the checkbox with the (+) or (-) signs next to the **“Show Accounting Information”** in the heading.

Report Viewer - Windows Internet Explorer

Account: Travel - Budgetary Account Fund: All Funds (Share) View Report

Department: No Filter on Department

1 of 2 ? 100% Find | Next Select a format Export

Budget Detail

Business Unit: (Abraham Baldwin Agri College) Account: (Travel - Budgetary Account) Fund: (All Funds (Share))

Program: (All Programs (Share)) Budget Reference: (2011 - 2011) Class: (All Classes (Share))

Show Accounting Information

Logged in as: Bhsupport570

Business Unit	Account	Department Id	Fund Code	Program Code	Budget Reference	Class Field	Project Id	Budget Period
54000	600000	1004113	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/1
54000	600000	1001134	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/1
54000	600000	1001134	10600	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/1
54000	600000	1001159	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/1
54000	600000	1037000	10600	15600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/1
54000	600000	1001146	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/1

Done Trusted sites 100%

- 3) Search/find functionality. If the user types the word **“Offset”** in the box next to the **“Find”** section, the reporting tool will search to find the closest line that contains the word **“Offset”**. Also the **“Next”** button will show the next line where the word **“Offset”** is displayed. This can be really useful to find a certain Journal ID or Purchase Order.

The screenshot shows the Report Viewer interface in Internet Explorer. The search bar contains the word "Offset", which is circled in red. The table below shows a list of budget items, with the second row containing the word "Offset" in the Journal ID column.

Account	Fund Code	Program Code	Budget Reference	Class Field	Project Id	Budget Period	Fiscal Year	Accounting Period	Journal Id	Journal Date
Travel - Budgetary Account	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100022	
	0104100	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	Offset
	1046220	10600	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100185
	3600000	10500	15500	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100148
	5602101	10000	15300	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100196
	3000109	10000	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100120
	1049223	10600	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100193
	1046212	10000	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100183
	3200200	10000	14700	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100138
	1091800	10500	17300	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100296
	1046212	10500	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100183
	1032030	10500	13100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100148
	3705100	10000	14100	2011	11000	UNSPECIFIED	FY 2011 Budget	2011	1	B201100126

- 4) Export functionality – You can export to multiple formats including PDF, Excel and Word. Select the desired format from the drop-down menu and Click on “Export.”

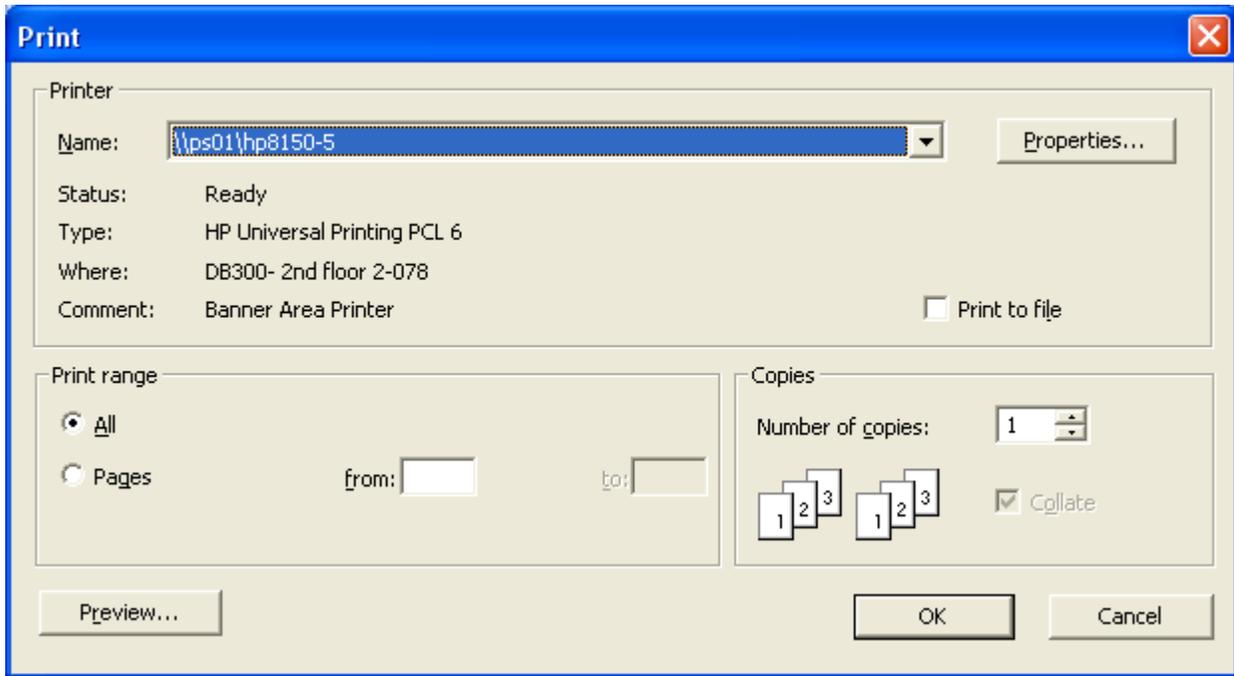
The screenshot shows a web browser window titled "Report Viewer - Windows Internet Explorer". The address bar displays the URL: <https://frweb.usg.edu/ReportServer/Pages/ReportViewer.aspx?%2fP5FM+Reports%2fDrill+Reports%2fDrill+Budg>. The page contains several filters: "Account: Travel - Budgetary Account", "Fund: All Funds (Share)", and "Department: No Filter on Department". A "View Report" button is visible. Below the filters, there is a navigation bar with "5 of 6" items, a "100%" zoom level, and an "Export" button circled in red. A dropdown menu is open from the "Export" button, listing the following options: "Select a format", "XML file with report data", "CSV (comma delimited)", "Acrobat (PDF) file", "MHTML (web archive)", "Excel", "TIFF file", and "Word". The main content area is a table with the following columns: "Account", "Fund Code", "Program Code", "Budget Reference", "Class Field", "Pr", "Fiscal Year", "Accounting Period", "Journal Id", and "Journal Date". The table contains 17 rows of data, all for the year 2011. The status bar at the bottom indicates "Done, but with errors on page." and "Trusted sites".

Account	Fund Code	Program Code	Budget Reference	Class Field	Pr	Fiscal Year	Accounting Period	Journal Id	Journal Date
1001300	10000	11100	2011	11000		2011		1	B201100022
0104100	10000	11100	2011	11000		2011		1	OffSet
1046220	10600	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100185
3600000	10500	15500	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100148
5602101	10000	15300	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100196
3000109	10000	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100120
1049223	10600	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100193
1046212	10000	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100183
3200200	10000	14700	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100138
1091800	10500	17300	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100296
1046212	10500	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100183
1032030	10500	13100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100148
3705100	10000	14100	2011	11000	UNSPECIFIED	FY 2011 Budoet	2011	1	B201100126

5) Print functionality

The screenshot shows a web browser window titled "Report Viewer - Windows Internet Explorer". The address bar contains the URL: <https://frweb.usg.edu/ReportServer/Pages/ReportViewer.aspx?%2fPFSM+Reports%2fDrill+Reports%2fDrill+Budg>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons. Below the toolbar, there are dropdown menus for "Account:" (Travel - Budgetary Account), "Fund:" (All Funds (Share)), and "Department:" (No Filter on Department). A "View Report" button is located to the right of these menus. Below the filters, there are navigation controls (back, forward, search), a "100%" zoom level, an "Offset" field, and a "Find | Next" button. A "Select a format" dropdown menu is followed by an "Export" button and a "Print" button, which is circled in red. The main content area displays a table with the following columns: "Account", "Fund Code", "Program Code", "Budget Reference", "Class Field", "Project Id", "Budget Period", "Fiscal Year", "Accounting Period", "Journal Id", and "Journal Date". The table contains 17 rows of data, all with "UNSPECIFIED" project IDs and "FY 2011 Budget" budget periods. The "Journal Id" column contains values like "B20110022", "B201100185", etc. A "Print" button is also visible in the top right corner of the table area. The status bar at the bottom shows the page title, a "Trusted sites" indicator, and a "100%" zoom level.

Account	Fund Code	Program Code	Budget Reference	Class Field	Project Id	Budget Period	Fiscal Year	Accounting Period	Journal Id	Journal Date
1001300	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100022	
0104100	10000	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	Offset	
1046220	10600	11100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100185	
3600000	10500	15500	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100148	
5602101	10000	15300	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100196	
3000109	10000	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100120	
1049223	10600	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100193	
1046212	10000	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100183	
3200200	10000	14700	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100138	
1091800	10500	17300	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100296	
1046212	10500	14600	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100183	
1032030	10500	13100	2011	11000	UNSPECIFIED	FY 2011 Budget 7/1/10-6/30/11	2011	1	B201100148	
3705100	10000	14100	2011	11000	UNSPECIFIED	FY 2011 Budoet	2011	1	B201100126	



Closing the Reporting Services Enhanced Drill window will direct the user back to the original ProClarity report. Select an Open Encumbrance amount and then select the **“Drill Enhanced Encumbrance”** option.

The screenshot shows the ProClarity web application interface. The main content area displays a table of budget data for 2011. The table has columns for Budget, Open Encumb, Actual, Remaining Budget, and Budget Utilized. The 'Open Encumb' column for 'Equipment - Capital Outlay' is highlighted in yellow, with the value 81,514. In the left sidebar, under the 'Actions' section, the option 'Drill Enhanced Encumbrance' is circled in red.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
+Personal Services	19,347,051	7,165,515	10,863,392	1,318,145	93.19%
-Travel	315,614		163,190	152,424	51.71%
+Travel - Budgetary Account	269,473			269,473	
+Travel - Employee - Non-Mileage	35,869		87,349	(51,480)	243.52%
+Travel - Employee Mileage			36,000	(36,000)	
+Travel - Non-Emp - Non-Mileage	10,272		36,359	(26,087)	353.97%
+Travel - Non-Emp - Mileage			3,483	(3,483)	
+Travel Allocations	0			0	
+Operating Expenses	22,156,365	561,098	17,521,060	4,074,207	81.61%
+Equipment - Capital Outlay	261,729	81,514	140,729	39,485	84.91%
Grand Total	42,080,759	7,808,127	28,688,371	5,584,261	86.73%

Report Viewer - Windows Internet Explorer

https://frweb.usg.edu/ReportServer/Pages/ReportViewer.aspx?%2fIP5FM+Reports%2fDrill+Reports%2fDrill+Encu

Account: Equipment - Capital Outlay Fund: All Funds (Share) View Report

Department: No Filter on Department

1 of 2 ? 100% Find | Next Select a format Export



Encumbrance Detail

PO Business Unit: (Abraham Baldwin Agri College) Account: (Equipment - Capital Outlay) Department: ()

Budget Reference: (2011 - 2011) Program: (All Programs (Share)) Class: (All Classes (Share))

Show Accounting Information

Logged in as: BfSupport570

Closed Status	PO Id	PO Line	PO Sched Num	Po Dist Line Num	PO Description	Vendor Id	Vend
Closed	0000400822	1	1	1	Lease on Grounds-master- ends 3/2013; Lease to own at end of lease-\$1.00- Sept Payment (p) 818100	0000400338	Western Financ
Closed	0000400822	2	1	1	Sept- (l)	0000400338	Western Financ
Closed	0000400831	1	1	1	1 Lease on (2) Utility Carts-#125250000-60 month lease- Sept payment (p)	0000400361	PNC Equipment
Closed	0000400831	2	1	1	Sept (l)	0000400361	PNC Equipment
Closed	0000400856	1	1	1	1 Language Arts Writing Essay #978-0-739-85659-8	0000000026	Houghton Mifflir
Closed	0000400856	2	1	1	1 Language Arts Sentence Structure #978-0-739-85660-4	0000000026	Houghton Mifflir
Closed	0000400856	3	1	1	1 Language Arts Writing Mechanics #978-0-739-85661-1	0000000026	Houghton Mifflir

Done Trusted sites 100%

Note – The user now has the option to select the Purchase Orders that make up the encumbrance amount and get more detail on them. For example, if the user selects PO ID 0000400822 they will be directed to another screen within reporting services that provides all of the detail around that PO, including line number, description, entered by, approved by, posted status, etc.

Report Viewer - Windows Internet Explorer

https://frweb.usg.edu/ReportServer/Pages/ReportViewer.aspx?/IPSFM+Reports/Drill+Reports/Purchase+Order+De

File Edit View Favorites Tools Help

Report Viewer

1 of 1 100% Find | Next Select a format Export



Purchase Order Details

PO Business Unit: (Abraham Baldwin Agri College) Account: (Equipment - Capital Outlay) Department: () Fund: (All Funds)

Budget Reference: () Program: (All Programs (Share)) Class: (All Classes (Share)) Project ID: ()

Show Accounting Information

Logged in as: BIsupport570

PO Business Unit	Purchase Order ID	PO Line Number	PO Sched Num	Distribution Line Number	PO Line Description	Purch Lin
57000	0000400822	1	1		1 Lease on Grounds-master- ends 3/2013; Lease to own at end of lease-\$1.00- Sept Payment (p) 818100	

Done Trusted sites 100%

Closing the Reporting Services Enhanced Drill window will direct the user back to the original ProClarity report.

Select an Actual amount and then select the “Drill Enhanced Journal.”

The screenshot shows the ProClarity web application interface. At the top, the browser address bar displays the URL: <https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595F}&pc>. The application header includes navigation tabs: Contents, Navigation, Data Layout, View, Sort, and Filter. The main content area displays a budget summary for the Department of All Departments, Budget Reference 2011 - 2011, and Business Unit 57000 - Abraham Baldwin Agri College. A table lists various budget categories with columns for Budget, Open Encumb, Actual, Remaining Budget, and Budget Utilized. The 'Actual' column for 'Personal Services - Other' is highlighted in yellow with the value 297,438. In the left-hand navigation pane, under the 'Actions' section, the 'Drill Enhanced Journal' link is circled in red. Other links in the Actions section include 'Drill Journal Entry Lines' and 'Drill Voucher Lines'. The status bar at the bottom indicates 'Done' and 'Trusted sites'.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	19,347,051	7,165,515	10,863,392	1,318,145	93.19%
+ Personal Services Budget	1,590,683			1,590,683	
+ Personal Services - Faculty	5,335,903	2,081,964	3,099,558	154,381	97.11%
+ Personal Services - Non-Faculty	8,603,057	3,577,996	4,759,975	265,085	96.92%
+ Personal Services - Shared	0		(14,238)	14,238	
+ Personal Services - Benefits	3,817,409	1,505,554	2,811,384	(499,529)	113.09%
+ Personal Services - Other	0		297,438	(297,438)	
+ Personal Services - Allocated			0	0	
+ Personal Svcs-Payroll Suspense	0		(90,725)	90,725	
Travel	315,614		163,190	152,424	51.71%
+ Travel - Budgetary Account	269,473			269,473	
+ Travel - Employee - Non-Mileage	35,869		87,349	(51,480)	243.52%
+ Travel - Employee Mileage			36,000	(36,000)	
+ Travel - Non-Emp - Non-Mileage	10,272		36,359	(26,087)	353.97%
+ Travel - Non-Emp - Mileage			3,483	(3,483)	
+ Travel Allocations	0			0	
Operating Expenses	22,156,365	561,098	17,521,060	4,074,207	81.61%
Equipment - Capital Outlay	261,729	81,514	140,729	39,485	84.91%
Grand Total	42,080,759	7,808,127	28,688,371	5,584,261	86.73%

The user now has the option to do a second drill showing Payroll Information by clicking on the **“Payroll Details”** link.

The screenshot shows a web browser window titled 'Report Viewer - Windows Internet Explorer'. The address bar shows the URL: <https://firweb.usg.edu/ReportServer/Pages/ReportViewer.aspx?%2fIP5FM+Reports%2fDrill+Reports%2fJournal+E>. The page displays the 'Journal Entry Lines' report for the University System of Georgia. The report includes a table with columns: Journal ID, Journal Date, Journal Line, Line Description, Actual, View Subledger, Unpost Seq, and Ledger. The 'View Subledger' column contains a link labeled 'Payroll Details' for each entry, which is circled in red. The report also shows filters for Account (Personal Services - Other), Fund (All Funds (Share)), and Department (No Filter on Department). The logo of the Board of Regents of the University System of Georgia is visible on the left side of the page.

Journal ID	Journal Date	Journal Line	Line Description	Actual	View Subledger	Unpost Seq	Ledger
P000548190	07/30/2010	236		\$9,160.72	Payroll Details	0	ACTUAL!
P000560084	08/31/2010	504		\$300.00	Payroll Details	0	ACTUAL!
P000566634	09/30/2010	547		\$300.00	Payroll Details	0	ACTUAL!
P000576541	10/29/2010	516		\$1,848.23	Payroll Details	0	ACTUAL!
P000588956	11/30/2010	481		\$1,848.23	Payroll Details	0	ACTUAL!
P000595980	12/17/2010	96		\$11,810.23	Payroll Details	0	ACTUAL!
P000595980	12/17/2010	520		\$1,848.22	Payroll Details	0	ACTUAL!
P000606906	01/31/2011	482		\$100.00	Payroll Details	0	ACTUAL!
P000606906	01/31/2011	433		\$300.00	Payroll Details	0	ACTUAL!

Note – Payroll Details includes detailed payroll information by employee, so a screen print of this is not included in this training guide. Also, for Institutions who do not want this data displayed in iStrategy, ITS has the ability to secure Payroll information by hiding the payroll details link using delivered iStrategy security. This can be requested when setting up new users or updating existing users in iStrategy. Below are some of the fields available when clicking on the “Payroll Details” link.

- Transaction ID
- Employee ID
- Employee Name
- Position Number
- Account Code
- Expended Amount
- Journal Date
- Description
- **Check Number**

As with the other enhanced drills, all of the functionality mentioned previously (export, print, find, show accounting information) also exists for the ‘Enhanced Journal Drill’.

7) “Hide and Show Only” Features... Using the Navigation Tab

- a) Run the “Budget to Actuals - Expenditures By Dept” report to display default report view.
- b) To Isolate or Remove a Column or Row Member from the Report.
 - i) Click on the **Column** or **Row Name**.
 - ii) Click on the “**Show Only**” or “**Hide**” box in the Navigation frame to the left (You may get a message “The hide operation may take a long time to complete. Would you like to run the query?” Select “**OK**”).

The screenshot shows the ProClarity software interface in a Windows Internet Explorer browser. The main window displays a report titled "Budget to Actuals - Expenditures By Dept" for the 2010-2010 fiscal year, specifically for the 57000 department at Abraham Baldwin Agri College. The report is presented as a table with columns for Budget, Open Encumb, Actual, Remaining Budget, and Budget Utilized. The navigation pane on the left allows users to interact with the report, including options to drill down, expand, show only, or hide rows. The table shows a total budget of 47,780,891 and actual expenditures of 43,586,173, with a budget utilization of 91.62%.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	288,503	0	288,503	0	100.00%
Admin and Operations	0				
Director of Public Relations	279,635	0	279,635	0	100.00%
Development	0				
External Affairs	1,365,188	0	1,232,455	132,733	90.28%
Enrollment Services	1,378,753	0	1,377,900	853	99.94%
Director of Inst Technology	1,623,028	0	1,521,785	101,243	93.76%
VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
Director of Athletics	551,316	0	427,588	123,728	77.56%
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,365	94.32%
Director of Human Resources	9,518,815	0	7,216,673	2,302,142	75.81%
VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%
Not in Hierarchy	390,929	11,348	496,571	(116,991)	129.93%
Grand Total	47,780,891	190,395	43,586,173	4,004,324	91.62%

Hints and tips

Note: When hiding rows, grand totals will be affected. However, when hiding columns, totals will not change.

Contents Navigation Data Layout View Sort Filter

Libraries > Standard Report Catalog > Budget to Actuals > Budget to Actuals - Expenditures By Dept

Navigation

Account Hierarchies: Expenses Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

How do I...

- Get started (run a query)?
- Set a navigation mode?
- Drill down to a specific member?
- Save my page?
- More help...

Selected:

Open Encumb

Drill Down Show Only

Drill Up Hide

Expand

Drill Down to...

Navigation mode:

Drill Down mode

Expand mode

Properties

[none]

Actions

[none]

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	308,016	63	210,864	97,089	68.48%
Director of Public Relations	223,945	2,700	202,205	19,041	91.50%
Development	1,023,062			1,023,062	
External Affairs	6,463,655	2,071	7,451,492	(989,909)	115.31%
Enrollment Services	1,364,860	10,343	997,469	357,048	73.84%
Director of Inst Technology	1,631,144	35,617	1,051,113	544,414	66.62%
VP Academic Affairs	12,940,871	46,703	8,707,924	4,186,243	67.65%
Director of Athletics	1,124,300	17,197	475,060	632,042	43.78%
VP Fiscal Affairs	11,559,969	59,165	8,658,033	2,842,771	75.41%
Director of College Services	236,190	119	165,992	70,079	70.33%
VP Student Affairs	4,224,945	4,527	1,854,405	2,366,014	44.00%
Not in Hierarchy	181,304	95,186	21,118	65,000	64.15%
Grand Total	41,282,260	273,692	29,795,674	11,212,894	72.84%

All columns and rows

Navigation: Budget to Actuals - Expenditures By Dept

Account Hierarchies: Expenses Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	308,016	63	210,864	97,089	68.48%
Director of Public Relations	223,945	2,700	202,205	19,041	91.50%
Development	1,023,062			1,023,062	
VP Academic Affairs	12,940,871	46,703	8,707,924	4,186,243	67.65%
Director of Athletics	1,124,300	17,197	475,060	632,042	43.78%
VP Fiscal Affairs	11,559,969	59,165	8,658,033	2,842,771	75.41%
Director of College Services	236,190	119	165,992	70,079	70.33%
VP Student Affairs	4,224,945	4,527	1,854,405	2,366,014	44.00%
Not in Hierarchy	181,304	95,186	21,118	65,000	64.15%
Grand Total	31,822,602	225,661	20,295,600	11,301,341	64.49%

Hidden rows – totals change

Navigation: Budget to Actuals - Expenditures By Dept

Account Hierarchies: Expenses Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Actual	Remaining Budget	Budget Utilized
President	308,016	210,864	97,089	68.48%
Director of Public Relations	223,945	202,205	19,041	91.50%
Development	1,023,062		1,023,062	
External Affairs	6,463,655	7,451,492	(989,909)	115.31%
Enrollment Services	1,364,860	997,469	357,048	73.84%
Director of Inst Technology	1,631,144	1,051,113	544,414	66.62%
VP Academic Affairs	12,940,871	8,707,924	4,186,243	67.65%
Director of Athletics	1,124,300	475,060	632,042	43.78%
VP Fiscal Affairs	11,559,969	8,658,033	2,842,771	75.41%
Director of College Services	236,190	165,992	70,079	70.33%
VP Student Affairs	4,224,945	1,854,405	2,366,014	44.00%
Not in Hierarchy	181,304	21,118	65,000	64.15%
Grand Total	41,282,260	29,795,674	11,212,894	72.84%

Hidden column – totals do not change

Hints and tips

iii) To “Unhide” press the “Backspace” key on your computer keyboard.

Note: This option only works once, immediately after the first change. It does not work for subsequent changes.

iv) Expected Result – selected member will be isolated or removed from the report.

8) Using the View Tab (Charts vs. Reports)

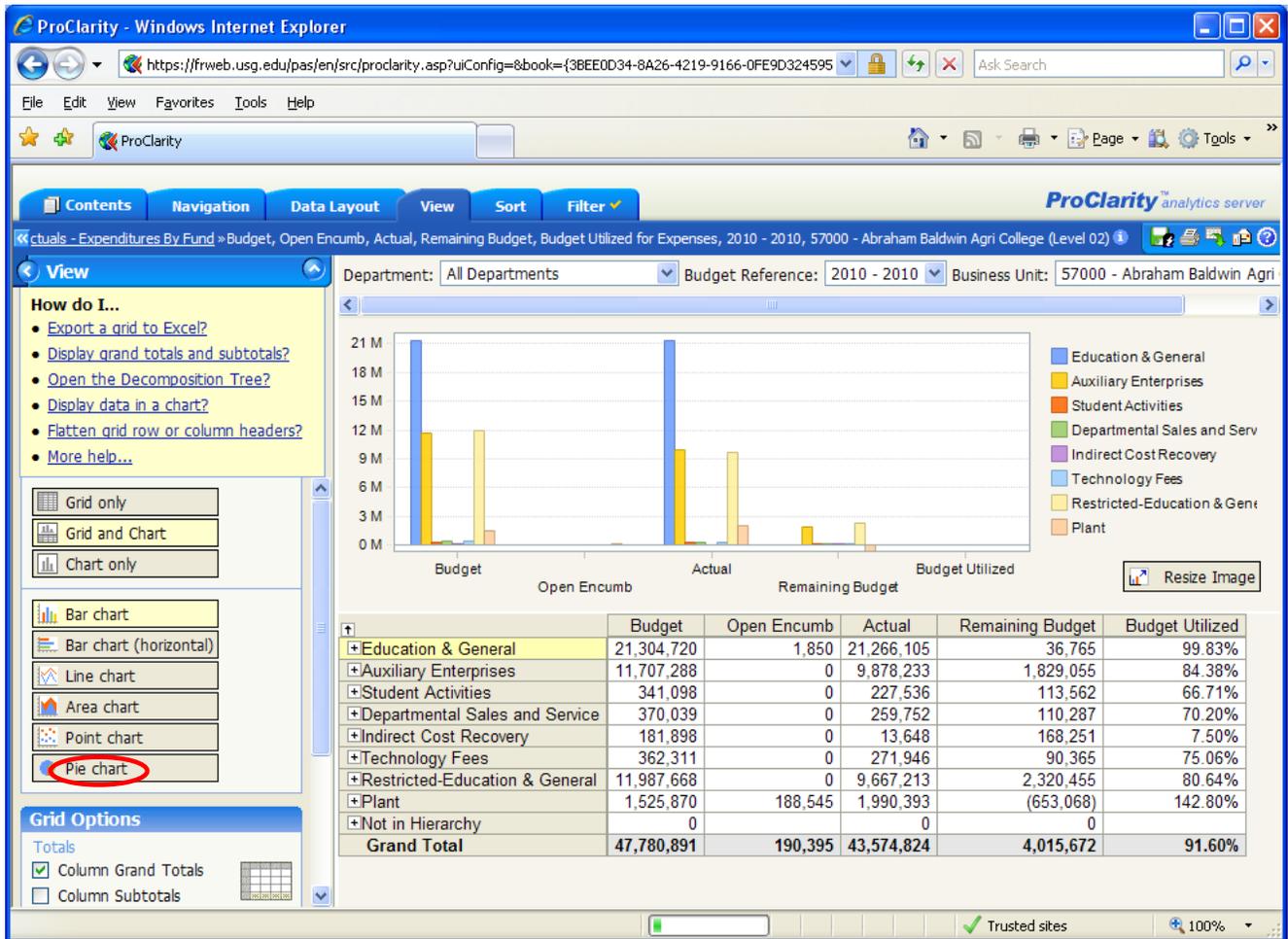
- Run the “Budget to Actuals - Expenditures By Fund” report to display default report view.
- Click on the **View** tab (Figure 1, Page 9 - #4).

Department: All Departments Account Hierarchies: Expenses Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Education & General	22,851,612	109,201	14,874,167	7,868,244	65.57%
Auxiliary Enterprises	8,811,556	45,399	4,983,387	3,782,770	57.07%
Student Activities	331,415	1,604	143,032	186,779	43.64%
Departmental Sales and Service	344,155	1,800	199,920	142,434	58.61%
Indirect Cost Recovery	75,000	0	10,768	64,233	14.36%
Technology Fees	313,065	1,408	121,767	189,890	39.34%
Restricted-Education & General	7,029,588	19,093	8,455,235	(1,444,739)	120.55%
Plant	1,525,870	95,186	1,007,399	423,284	72.26%
Not in Hierarchy	0	0	0	0	
Grand Total	41,282,260	273,692	29,795,674	11,212,894	72.84%

- Select the type of view “Grid and Chart” in the View frame to the left.

Note – Users have the option to select Grid only (Default view) or Chart only also.



d) Select the type of chart “Pie chart”

e) Expected Result : report will redisplay in selected view type

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity analytics server

ctuals - Expenditures By Fund » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for Expenses, 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 02)

View Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri

How do I...
 • Export a grid to Excel?
 • Display grand totals and subtotals?
 • Open the Decomposition Tree?
 • Display data in a chart?
 • Flatten grid row or column headers?
 • More help...

Grid only
 Grid and Chart
 Chart only

Bar chart
 Bar chart (horizontal)
 Line chart
 Area chart
 Point chart
 Pie chart

Grid Options
 Totals
 Column Grand Totals
 Column Subtotals

Legend:
 Education & General
 Auxiliary Enterprises
 Student Activities
 Departmental Sales and Serv
 Indirect Cost Recovery
 Technology Fees
 Restricted-Education & Gen
 Plant
 Not in Hierarchy

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Education & General	21,304,720	1,850	21,266,105	36,765	99.83%
Auxiliary Enterprises	11,707,288	0	9,878,233	1,829,055	84.38%
Student Activities	341,098	0	227,536	113,562	66.71%
Departmental Sales and Service	370,039	0	259,752	110,287	70.20%
Indirect Cost Recovery	181,898	0	13,648	168,251	7.50%
Technology Fees	362,311	0	271,946	90,365	75.06%
Restricted-Education & General	11,987,668	0	9,667,213	2,320,455	80.64%
Plant	1,525,870	188,545	1,990,393	(653,068)	142.80%
Not in Hierarchy	0	0	0	0	
Grand Total	47,780,891	190,395	43,574,824	4,015,672	91.60%

Done Trusted sites 100%

Let's customize this report. In this example, we would like to see the Actual Expenditures by all Funds for Budget Reference 2010 in a Horizontal Bar Chart. It is important to **note** that all iStrategy functionality in this training guide applies to charts as well as grid reports.

f) Select the **"Actual"** Column in the report and select **"Show only"**. Expected results are below.

The screenshot shows the ProClarity analytics server interface. The report is titled "Actuals - Expenditures By Fund" and is filtered by Department: All Departments, Budget Reference: 2010 - 2010, and Business Unit: 57000 - Abraham Baldwin Agri College (Level 02). The interface includes a navigation pane on the left with options like "Grid only", "Grid and Chart", and "Chart only". A legend on the right identifies various fund categories. A data table is displayed at the bottom, and a context menu is open over the "Actual" column header, showing options like "Drill Down", "Drill Up", "Expand", "Show Only", and "Hide". The "Show Only Actual" option is selected.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Education & General	21,304,720	1,850	21,260		99.83%
Auxiliary Enterprises	11,707,288	0	9,870		84.38%
Student Activities	341,098	0	220		66.71%
Departmental Sales and Service	370,039	0	250		70.20%
Indirect Cost Recovery	181,898	0	70		7.50%
Technology Fees	362,311	0	270		75.06%
Restricted-Education & General	11,987,668	0	9,660		80.64%
Plant	1,525,870	188,545	1,990,393	(653,068)	142.80%
Not in Hierarchy	0	0	0		
Grand Total	47,780,891	190,395	43,574,824		91.60%

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0034-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity™ analytics server

Report Catalog » Budget to Actuals » Budget to Actuals - Expenditures By Fund » Actual for Expenses, 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 02)

View

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri

How do I...
 • Export a grid to Excel?
 • Display grand totals and subtotals?
 • Open the Decomposition Tree?
 • Display data in a chart?
 • Flatten grid row or column headers?
 • More help...

Grid only
 Grid and Chart
 Chart only

Bar chart
 Bar chart (horizontal)
 Line chart
 Area chart
 Point chart
 Pie chart

Grid Options
 Totals
 Column Grand Totals
 Column Subtotals

	Actual
Education & General	21,266,105
Auxiliary Enterprises	9,878,233
Student Activities	227,536
Departmental Sales and Service	259,752
Indirect Cost Recovery	13,648
Technology Fees	271,946
Restricted-Education & General	9,667,213
Plant	1,990,393
Not in Hierarchy	0
Grand Total	43,574,824

Show Only Actual Trusted sites 100%

g) Select the “Education and General” row and select “Show only”. Expected results are below.

The screenshot displays the ProClarity analytics server interface. The main content area features a pie chart and a data table. The pie chart is dominated by a blue slice representing 'Education & General'. Below the chart, a table lists various departments and their 'Actual' values. A context menu is open over the 'Education & General' row, with 'Show Only' selected. The table data is as follows:

Department	Actual
Education & General	21,966,105
Auxiliary Enterprises	78,233
Student Activities	27,536
Departmental Sales and Serv	59,752
Indirect Cost Recovery	13,648
Technology Fees	71,946
Restricted-Education & Gene	57,213
Plant	0
Not in Hierarchy	0
Grand Total	43,574,824

The interface also includes a left-hand navigation pane with options like 'Grid only', 'Grid and Chart', and 'Chart only'. The top navigation bar shows 'Budget to Actuals' and 'Expenditures By Fund'.

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0034-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity™ analytics server

Report Catalog » Budget to Actuals » Budget to Actuals - Expenditures By Fund » Actual for Expenses, 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 02)

View

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri

How do I...

- Export a grid to Excel?
- Display grand totals and subtotals?
- Open the Decomposition Tree?
- Display data in a chart?
- Flatten grid row or column headers?
- More help...

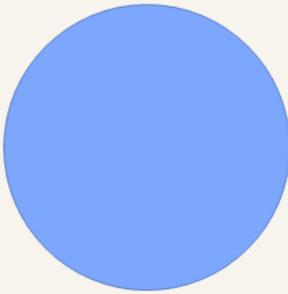
Grid only
Grid and Chart
Chart only

Bar chart
Bar chart (horizontal)
Line chart
Area chart
Point chart
Pie chart

Grid Options

Totals

Column Grand Totals
 Column Subtotals



	Actual
Education & General	21,266,105
Grand Total	21,266,105

Done Trusted sites 100%

- h) Click on the (+) Symbol to the left of “Education and General.” Expected results – All Education and General Funds will be displayed in the grid report and reflected in the Chart. Expected results are below.

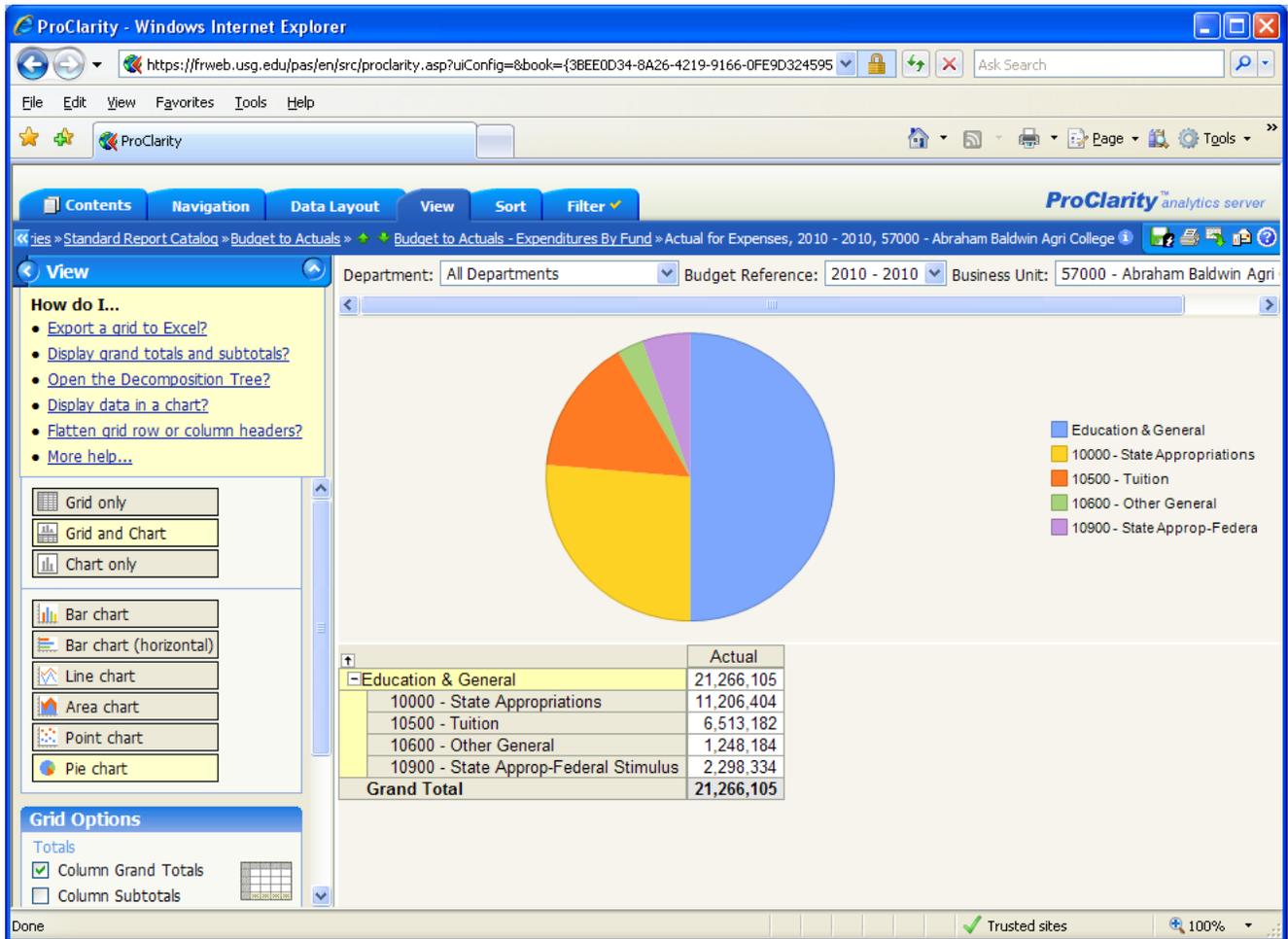
The screenshot shows the ProClarity analytics server interface. The main content area displays a large blue pie chart representing the data for 'Education & General'. Below the chart is a data grid with the following information:

	Actual
Education & General	21,266,105
Grand Total	21,266,105

The interface includes a left-hand navigation pane with various options:

- How do I...:**
 - Export a grid to Excel?
 - Display grand totals and subtotals?
 - Open the Decomposition Tree?
 - Display data in a chart?
 - Flatten grid row or column headers?
 - More help...
- View Options:**
 - Grid only
 - Grid and Chart
 - Chart only
- Chart Options:**
 - Bar chart
 - Bar chart (horizontal)
 - Line chart
 - Area chart
 - Point chart
 - Pie chart
- Grid Options:**
 - Totals
 - Column Grand Totals
 - Column Subtotals

At the top of the interface, there are filters for Department (All Departments), Budget Reference (2010 - 2010), and Business Unit (57000 - Abraham Baldwin Agri College). The status bar at the bottom indicates 'Trusted sites' and '100%' zoom.



- i) Optional – User has the option to remove the Column Grand Totals by unchecking the check box to the left of the “Column Grand Totals” in the Grid Options section. By default, iStrategy will always display the Column Grand Totals for this report.

The screenshot shows the ProClarity analytics server interface. The main content area displays a pie chart representing the distribution of expenditures by fund. The legend for the pie chart is as follows:

- Education & General (Blue)
- 10000 - State Appropriations (Yellow)
- 10500 - Tuition (Orange)
- 10600 - Other General (Green)
- 10900 - State Approp-Federa (Purple)

Below the pie chart is a table showing the actual values for each category:

	Actual
Education & General	21,266,105
10000 - State Appropriations	11,206,404
10500 - Tuition	6,513,182
10600 - Other General	1,248,184
10900 - State Approp-Federal Stimulus	2,298,334

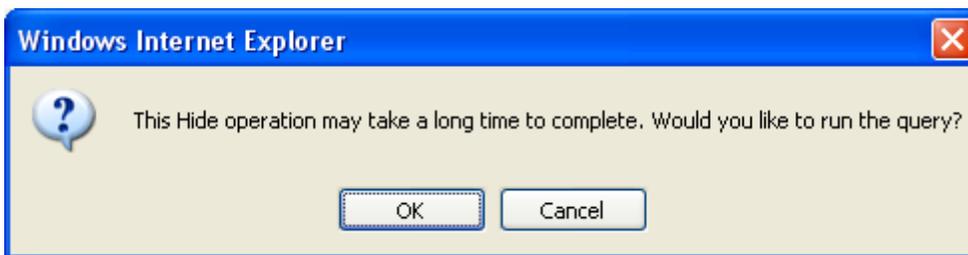
In the bottom-left corner, the 'Grid Options' section is visible. The 'Column Grand Totals' checkbox is circled in red, indicating that this option can be disabled to remove column grand totals from the report grid.

- j) Note that the chart still shows “Education and General” as well as the Fund codes that make up the Education and General Fund. In this example, we don’t want to see the “Education and General” heading. To remove the heading, highlight “Education and General” and select “Hide”.

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri

	Actual
Education & General	21,266,105
Education & General	11,206,404
10000 - State Appropriations	6,513,182
10500 - Tuition	1,248,184
10600 - Other General	us 2,298,334

Note – The user may be prompted with a screen that lets them know this operation may take a long time. If this displays, select “OK”. This operation should not take more than a couple of seconds.



ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0034-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity™ analytics server

Report Catalog » Budget to Actuals » Budget to Actuals - Expenditures By Fund » Actual for Expenses, 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 03)

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri

View

How do I...

- Export a grid to Excel?
- Display grand totals and subtotals?
- Open the Decomposition Tree?
- Display data in a chart?
- Flatten grid row or column headers?
- More help...

Grid only
Grid and Chart
Chart only

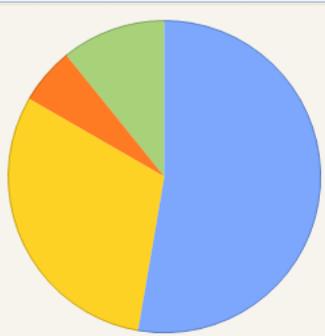
Bar chart
Bar chart (horizontal)
Line chart
Area chart
Point chart
Pie chart

Grid Options

Totals

Column Grand Totals

Column Subtotals



	Actual
10000 - State Appropriations	11,206,404
10500 - Tuition	6,513,182
10600 - Other General	1,248,184
10900 - State Approp-Federal Stimulus	2,298,334

Done Trusted sites 100%

- k) The Fund data is now displayed in the Grid and Chart. Use the slicer at the top to change the “Budget Reference” to 2009. Expected results – the Grid and Chart data changes accordingly to the Budget Reference selected.

Department: All Departments Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri

2011 - 2011
2010 - 2010
2009 - 2009
2008 - 2008
2007 - 2007
2006 - 2006

10000 - State Appropriations
10500 - Tuition
10600 - Other General
10900 - State Approp-Federal

	Actual
10000 - State Appropriations	11,206,404
10500 - Tuition	6,513,182
10600 - Other General	1,248,184
10900 - State Approp-Federal Stimulus	2,298,334

Grid Options
Totals
 Column Grand Totals
 Column Subtotals

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0034-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity™ analytics server

Report Catalog » Budget to Actuals » Budget to Actuals - Expenditures By Fund » Actual for Expenses, 2009 - 2009, 57000 - Abraham Baldwin Agri College (Level 03)

View Department: All Departments Budget Reference: 2009 - 2009 Business Unit: 57000 - Abraham Baldwin Agri

How do I...
 • Export a grid to Excel?
 • Display grand totals and subtotals?
 • Open the Decomposition Tree?
 • Display data in a chart?
 • Flatten grid row or column headers?
 • More help...

Grid only
 Grid and Chart
 Chart only

Bar chart
 Bar chart (horizontal)
 Line chart
 Area chart
 Point chart
 Pie chart

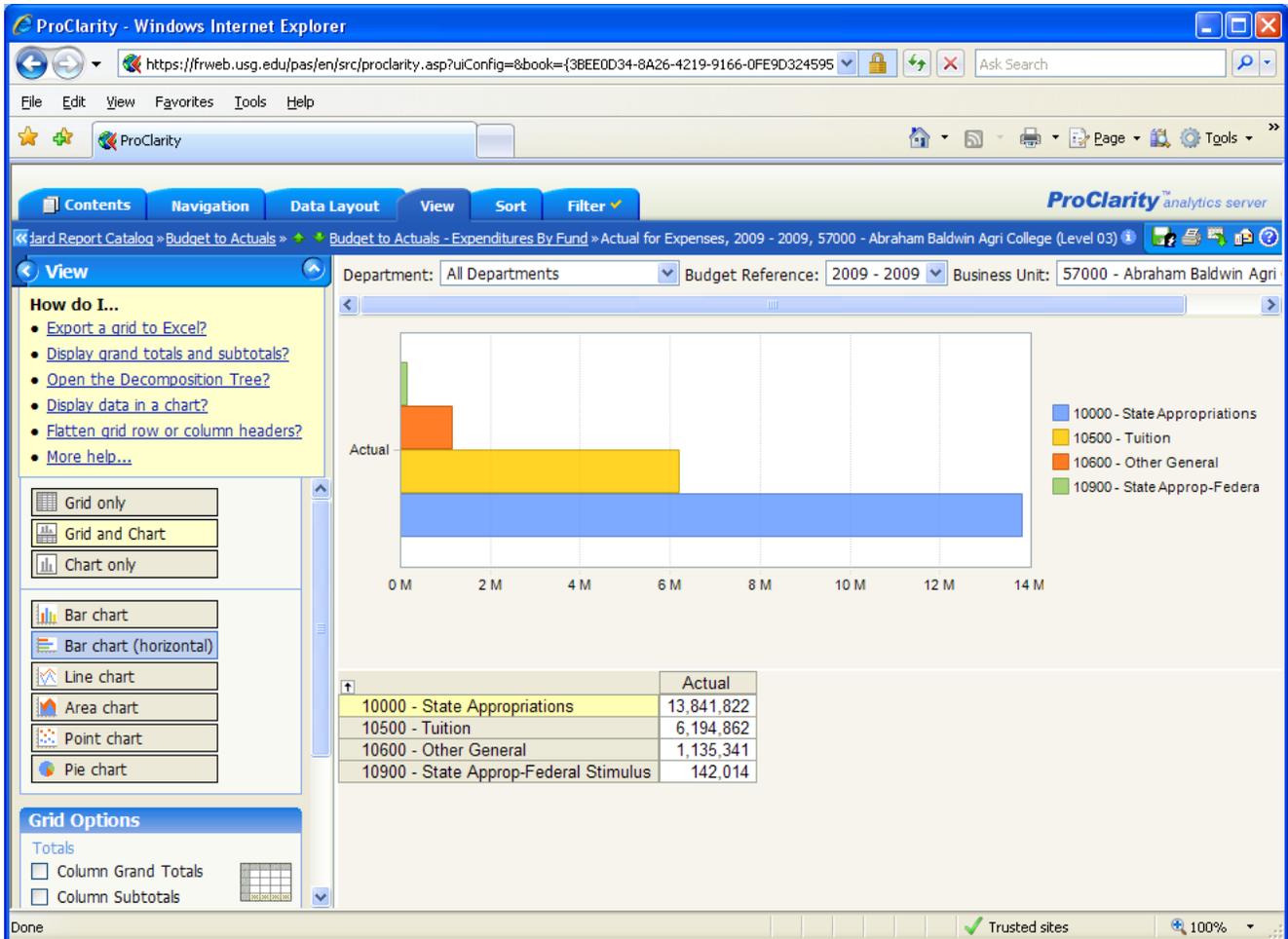
Grid Options
 Totals
 Column Grand Totals
 Column Subtotals

10000 - State Appropriations/Actual = 13,841,822

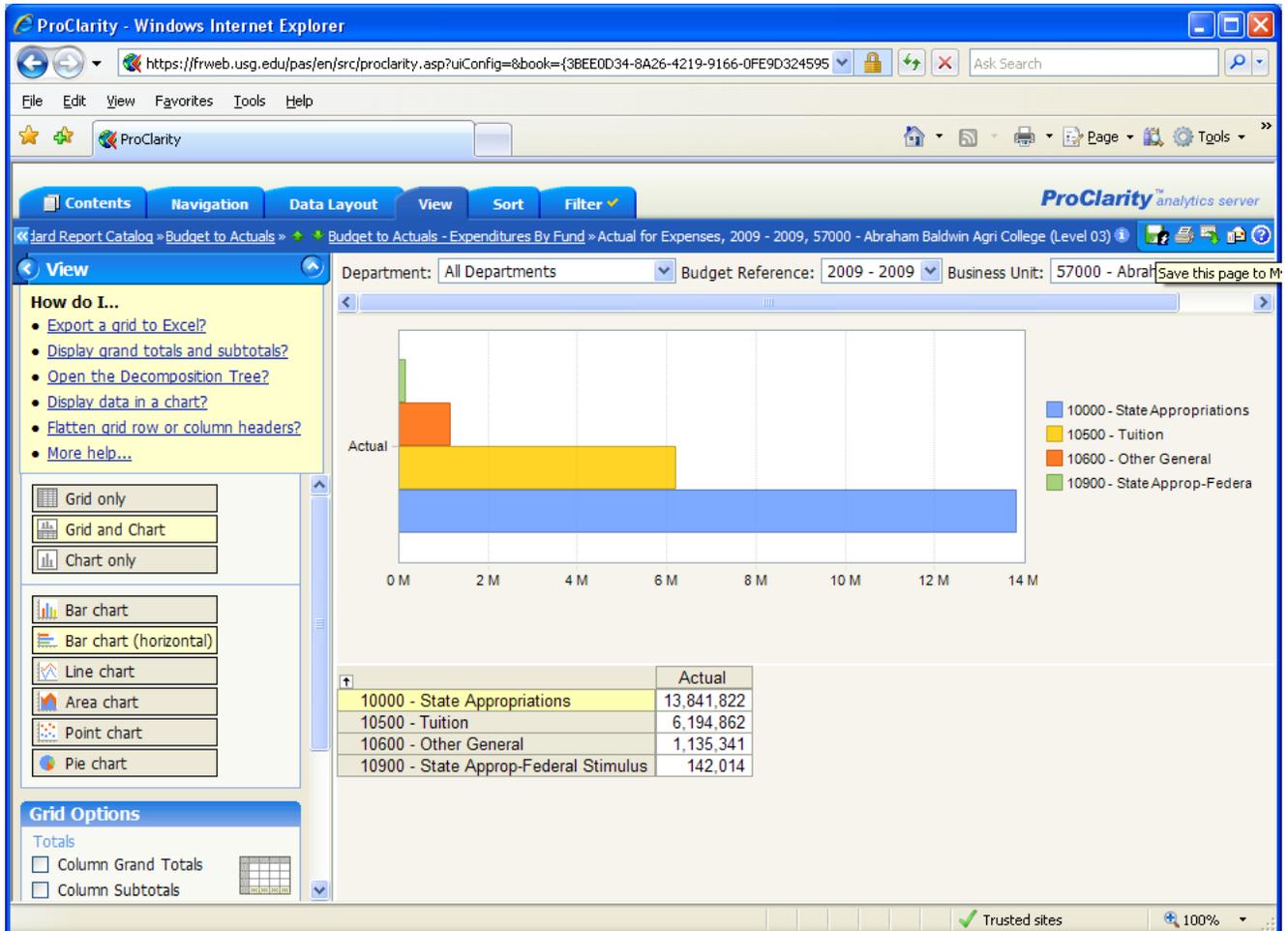
	Actual
10000 - State Appropriations	13,841,822
10500 - Tuition	6,194,862
10600 - Other General	1,135,341
10900 - State Approp-Federal Stimulus	142,014

Done Trusted sites 100%

- I) To view this chart as a Bar Chart (Horizontal), select the **“Bar Chart (Horizontal)”** option. Expected result – the chart should display as a Horizontal Bar Chart. See below.



m) Now that we have the report looking exactly like we want it, we are going to save the report and chart to **“My Views”** by selecting the **‘Save this page to my views’** icon  to the top-right of the report screen. Expected results – User will be prompted to save the report and can then access the report from their **“My Views”** section any time in the future.



The screenshot shows a "Save to My Views" dialog box. The "Page Name" field contains the text "Budget to Actuals - Expenditures By Fund... Grid and Line Chart for 2009". The "Save In" dropdown menu is set to "My Views". At the bottom right, there are "Save" and "Cancel" buttons.

9) Using the Sort Tab

- Run the “**Budget to Actuals – Expenditures By Dept**” report to display default report view.
- Click on the **(+)** sign to the left of one of the departments until you reach the department id level. Example: President
- Click on the **Sort** tab (**Figure 1, Page 9 - #5**).

The screenshot shows the ProClarity web application interface. The browser window title is "ProClarity - Windows Internet Explorer". The address bar shows the URL: <https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEE0D34-8A26-4219-9166-0FE9D324595}>. The page title is "Budget to Actuals - Expenditures By Dept". The report parameters are "Budget Reference: 2010 - 2010" and "Business Unit: 57000 - Abraham Baldwin Agri College".

The "Sort" tab is active, and a sort menu is open. The menu options are:

- Sort: Budget (selected)
- No Sort
- High to Low Budget
- Low to High Open Encumb
- Low to High Actual
- Low to High Remaining Budget
- Low to High Budget Utilized

The main report table is as follows:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Util
President	288,503	0	288,503	0	10
President	288,503	0	288,503	0	10
4000100 - President's Office	288,503	0	288,503	0	10
5000112 - Ambassadors Gen/Admin	0			0	
Admin and Operations	0			0	
Director of Public Relations	279,635	0	279,635	0	10
Development	0			0	
External Affairs	1,365,188	0	1,232,455	132,733	9
Enrollment Services	1,378,753	0	1,377,900	853	9
Director of Inst Technology	1,623,028	0	1,521,785	101,243	9
VP Academic Affairs	12,523,127	0	12,279,509	243,618	9
Director of Athletics	551,316	0	427,588	123,728	7
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	9
Director of Human Resources	9,518,815	0	7,216,673	2,302,142	7
VP Student Affairs	1,241,399	0	1,081,768	159,631	8
Not in Hierarchy	390,929	11,348	485,223	(105,643)	12
Grand Total	47,780,891	190,395	43,574,824	4,015,672	9

- Select the column for sorting in the **Sort** frame to the left (drop-down menu -select “**Budget**”).
Note – Users will not see any of the sort options until after they select an option from the “**Sort**” drop-down box. Once a sort option is selected then the user will have the option to select how they would like to sort the report data.
- Select **High to Low**, or **Low to High**.
- Click on “**Apply**”.
- Expected Result: Rows will be sorted based on the column and options selected.

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter ProClarity analytics server

Budget to Actuals - Expenditures By Dept » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Expenses

Sort **Apply** Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

How do I...

- Sort rows?
- Preserve peer groups while sorting?
- More help...

Sort: Budget

High to Low
 Low to High
 Preserve Peer Groups

	Budget	Open Encumb	Actual	Remaining Budget	Budget
+VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	
+VP Academic Affairs	12,523,127	0	12,279,509	243,618	
+Director of Human Resources	9,518,815	0	7,216,673	2,302,142	
+Director of Inst Technology	1,623,028	0	1,521,785	101,243	
+Enrollment Services	1,378,753	0	1,377,900	853	
+External Affairs	1,365,188	0	1,232,455	132,733	
+VP Student Affairs	1,241,399	0	1,081,768	159,631	
+Director of Athletics	551,316	0	427,588	123,728	
+Not in Hierarchy	390,929	11,348	485,223	(105,643)	
-President	288,503	0	288,503	0	
- President	288,503	0	288,503	0	
4000100 - President	288,503	0	288,503	0	
+Director of Public Relations	279,635	0	279,635	0	
-President - President 5000112 - Ambassa	0			0	
+Admin and Operations	0			0	
+Development	0			0	
Grand Total	47,780,891	190,395	43,574,824	4,015,672	

Trusted sites 100%

The report is now sorted by Budget from highest budget to lowest budget.

To maintain the integrity of the tree structure (President and all departments that roll up to President) check the box to the left of **“Preserve Peer Groups”** and re-click the **“Apply”** button.

The screenshot shows the ProClarity analytics server interface. The main window displays a budget report for the year 2010-2010, Business Unit: 57000 - Abraham Baldwin Agri College. The report is sorted by Budget. The 'Apply' button in the Sort menu is circled in red. In the 'How do I...' sidebar, the 'Preserve Peer Groups' checkbox is also circled in red.

	Budget	Open Encumb	Actual	Remaining Budget	Budget
+VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	
+VP Academic Affairs	12,523,127	0	12,279,509	243,618	
+Director of Human Resources	9,518,815	0	7,216,673	2,302,142	
+Director of Inst Technology	1,623,028	0	1,521,785	101,243	
+Enrollment Services	1,378,753	0	1,377,900	853	
+External Affairs	1,365,188	0	1,232,455	132,733	
+VP Student Affairs	1,241,399	0	1,081,768	159,631	
+Director of Athletics	551,316	0	427,588	123,728	
+Not in Hierarchy	390,929	11,348	485,223	(105,643)	
-President	288,503	0	288,503	0	
- President	288,503	0	288,503	0	
4000100 - President	288,503	0	288,503	0	
+Director of Public Relations	279,635	0	279,635	0	
- President	0			0	
- President	0			0	
5000112 - Ambassa	0			0	
+Admin and Operations	0			0	
+Development	0			0	
Grand Total	47,780,891	190,395	43,574,824	4,015,672	

Expected results are below.

Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
+VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	9
+VP Academic Affairs	12,523,127	0	12,279,509	243,618	9
+Director of Human Resources	9,518,815	0	7,216,673	2,302,142	7
+Director of Inst Technology	1,623,028	0	1,521,785	101,243	9
+Enrollment Services	1,378,753	0	1,377,900	853	9
+External Affairs	1,365,188	0	1,232,455	132,733	9
+VP Student Affairs	1,241,399	0	1,081,768	159,631	8
+Director of Athletics	551,316	0	427,588	123,728	7
+Not in Hierarchy	390,929	11,348	485,223	(105,643)	12
- President	288,503	0	288,503	0	10
- President	288,503	0	288,503	0	10
4000100 - President's Office	288,503	0	288,503	0	10
5000112 - Ambassadors Gen/Admin	0	0	0	0	
+Director of Public Relations	279,635	0	279,635	0	10
+Admin and Operations	0			0	
+Development	0			0	
Grand Total	47,780,891	190,395	43,574,824	4,015,672	9

h) To remove the sorting, select “No Sort” from the Sort drop-down menu and click “Apply.”

The screenshot shows the ProClarity software interface in a Windows Internet Explorer browser. The browser address bar shows the URL: <https://fweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=8&book={3BEE0D34-8A26-4219-9166-0FE9D324595}>. The interface includes a navigation bar with tabs for Contents, Navigation, Data Layout, View, Sort, and Filter. The Sort tab is active, and a dropdown menu is open showing the option "No Sort" selected. Below the navigation bar, there is a breadcrumb trail: Budget to Actuals - Expenditures By Dept » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Expenses. The main content area displays a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	Budget L
+VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	9
+VP Academic Affairs	12,523,127	0	12,279,509	243,618	9
+Director of Human Resources	9,518,815	0	7,216,673	2,302,142	7
+Director of Inst Technology	1,623,028	0	1,521,785	101,243	9
+Enrollment Services	1,378,753	0	1,377,900	853	9
+External Affairs	1,365,188	0	1,232,455	132,733	9
+VP Student Affairs	1,241,399	0	1,081,768	159,631	8
+Director of Athletics	551,316	0	427,588	123,728	7
+Not in Hierarchy	390,929	11,348	485,223	(105,643)	12
-President	288,503	0	288,503	0	10
- President	288,503	0	288,503	0	10
4000100 - President's Office	288,503	0	288,503	0	10
5000112 - Ambassadors Gen/Admin	0	0	0	0	
+Director of Public Relations	279,635	0	279,635	0	10
+Admin and Operations	0			0	
+Development	0			0	
Grand Total	47,780,891	190,395	43,574,824	4,015,672	9

Expected results are below.

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=8&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity™ analytics server

Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

	Budget	Open Encumb	Actual	Remaining Budget	Budget L
[-] President	288,503	0	288,503	0	10
[-] President	288,503	0	288,503	0	10
4000100 - President's Office	288,503	0	288,503	0	10
5000112 - Ambassadors Gen/Admin	0			0	
[+] Admin and Operations	0			0	
[+] Director of Public Relations	279,635	0	279,635	0	10
[+] Development	0			0	
[+] External Affairs	1,365,188	0	1,232,455	132,733	9
[+] Enrollment Services	1,378,753	0	1,377,900	853	9
[+] Director of Inst Technology	1,623,028	0	1,521,785	101,243	9
[+] VP Academic Affairs	12,523,127	0	12,279,509	243,618	9
[+] Director of Athletics	551,316	0	427,588	123,728	7
[+] VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	9
[+] Director of Human Resources	9,518,815	0	7,216,673	2,302,142	7
[+] VP Student Affairs	1,241,399	0	1,081,768	159,631	8
[+] Not in Hierarchy	390,929	11,348	485,223	(105,643)	12
Grand Total	47,780,891	190,395	43,574,824	4,015,672	9

Sort: No Sort

Trusted sites 100%

10) Using the Filter Tab

By default, iStrategy will hide all empty rows on the Budget to Actual reports. In this example, there are fund codes that do not have any data against them for the criteria used in this report. Uncheck the check box next to “Hide Empty Rows” to show all funds regardless of whether there are any journal entries against those funds or not. As one could imagine, this could get pretty sticky and impact performance if we were to show all values for certain chart fields (ex. Acct, dept).

- Run the “**Budget to Actuals - Revenues**” report to display default report view
- Click on Filter tab (**Figure 1, Page 9 - #6**)
- Uncheck the “**Hide Empty Rows**” box and select “**Apply**”. **Note** – The apply button is grayed out until the user selects the checkbox to change the Hide Empty Rows/Hide Empty Columns criteria. Expected Result: report will redisplay with Empty Rows and/or Columns unhidden.

Empty rows hidden

The screenshot shows the ProClarity web application interface. The browser window title is "ProClarity - Windows Internet Explorer". The address bar shows the URL: <https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEE0D34-8A26-4219-9166-0FE9D324595}>. The page has a navigation menu with tabs: Contents, Navigation, Data Layout, View, Sort, and Filter (selected). The main content area shows a report titled "Budget to Actuals - Revenues" for "Budget for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Revenue (Level 02)". The "Filter" tab is active, and the "Apply" button is highlighted with a red circle. In the "Filter" panel, the "Hide empty rows" checkbox is checked and also highlighted with a red circle. Below the filter panel, there are two filter sections, "Filter 1" and "Filter 2", both set to "No Filter". The main report area displays a table with columns: Budget, Actual, and % Budget Utilized. The table lists various categories and their corresponding values.

	Budget	Actual	% Budget Utilized
Education & General	21,304,720	21,343,509	100.18%
Auxiliary Enterprises	11,706,788	11,648,625	99.50%
Student Activities	341,098	340,674	99.88%
Departmental Sales and Service	370,039	309,551	83.65%
Indirect Cost Recovery	181,898	44,399	24.41%
Technology Fees	362,311	361,810	99.86%
Restricted-Education & General	9,722,730	8,894,767	91.48%
Institutional Loan		44	
Plant	1,525,870	2,010,105	131.74%
Not in Hierarchy	0	0	
Grand Total	45,515,453	44,953,484	98.77%

Showing empty rows

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

ProClarity™ analytics server

Standard Report Catalog » Budget to Actuals » Budget to Actuals - Revenues » Budget for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Revenue (Level 02)

Filter

Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

How do I...
 • See filtering tips?
 • Hide empty rows and columns?
 • Apply multiple filters?
 • More help...

Hide empty rows
 Hide empty columns

Filter 1
 Filter: No Filter

Filter 2
 Filter: No Filter

	Budget	Actual	% Budget Utilized
+ Education & General	21,304,720	21,343,509	100.18%
+ Other Organized Activities			
+ Auxiliary Enterprises	11,706,788	11,648,625	99.50%
+ Student Activities	341,098	340,674	99.88%
+ Departmental Sales and Service	370,039	309,551	83.65%
+ Indirect Cost Recovery	181,898	44,399	24.41%
+ Technology Fees	362,311	361,810	99.86%
+ Restricted-Education & General	9,722,730	8,894,767	91.48%
+ Restricted-Other Org Activitie			
+ Federal Loan			
+ Institutional Loan		44	
+ Endowment			
+ Plant	1,525,870	2,010,105	131.74%
+ Agency			
+ Retiree Health Benefit - USO			
+ Not in Hierarchy	0	0	
Unspecified Id			
Invalid Id			
Grand Total	45,515,453	44,953,484	98.77%

Done Trusted sites 100%

11) Using the Filter Tab (Rankings & Exceptions)

- Run the “Budget to Actuals - Expenditures by Department” report to display default report view.
- Change the Budget Reference slicer to view 2010 data

The screenshot shows the ProClarity analytics server interface. The 'Filter' tab is selected, and the 'Budget Reference' dropdown is set to '2010 - 2010'. The main area displays a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	288,503	0	288,503	0	100.00%
Admin and Operations	0			0	
Director of Public Relations	279,635	0	279,635	0	100.00%
Development	0			0	
External Affairs	1,365,188	0	1,232,455	132,733	90.28%
Enrollment Services	1,378,753	0	1,377,900	853	99.94%
Director of Inst Technology	1,623,028	0	1,521,785	101,243	93.76%
VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
Director of Athletics	551,316	0	427,588	123,728	77.56%
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,365	94.32%
Director of Human Resources	9,518,815	0	7,216,673	2,302,142	75.81%
VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%
Not in Hierarchy	390,929	11,348	496,571	(116,991)	129.93%
Grand Total	47,780,891	190,395	43,586,173	4,004,324	91.62%

- c) Click on the **Filter** tab (**Figure 1, Page 9 - #6**)
- d) Click on **Filter 1** and select a filter type **“Top”**. The filter is based on two general filter types:
 - i) Top and Bottom are relative selections or rankings (i.e., select the top/bottom x members or % of members based on criteria).
 - ii) Above, Below and Between are absolute criteria for selection
 - iii) Once you select the filter type, you will be able to select more criteria for the filter

The screenshot shows the ProClarity analytics server interface. The main content area displays a budget report for Abraham Baldwin Agri College. The report is filtered to show the top 5 budget items based on budget amount. The filter settings are: Filter 1 is set to 'Top', based on 'Budget', for '5' items, and 'count'. Filter 2 is set to 'No Filter'.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	288,503	0	288,503	0	100.00%
Admin and Operations	0			0	
Director of Public Relations	279,635	0	279,635	0	100.00%
Development	0			0	
External Affairs	1,365,188	0	1,232,455	132,733	90.28%
Enrollment Services	1,378,753	0	1,377,900	853	99.94%
Director of Inst Technology	1,623,028	0	1,521,785	101,243	93.76%
VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
Director of Athletics	551,316	0	427,588	123,728	77.56%
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%
Director of Human Resources	9,518,815	0	7,216,673	2,302,142	75.81%
VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%
Not in Hierarchy	390,929	11,348	485,223	(105,643)	127.02%
Grand Total	47,780,891	190,395	43,574,824	4,015,672	91.60%

e) Select the **“based on”** dimension in the drop-down box. The drop-down box contains all the options for filters. Select **“Budget”**.

Note: Use the scroll bar to view the entire drop-down list.

The screenshot shows the ProClarity application interface. The main content area displays a table with columns: Budget, Open Encumb, Actual, Remaining Budget, and Budget Utilized. The table lists various organizational units and their financial data. On the left, there is a 'Filter' panel with two filter sections. The 'Filter 1' section has a 'based on' dropdown menu. A red circle highlights the scroll bar of this dropdown menu, and an arrow points to it with the text 'Scroll to the top of the drop-down box'. The dropdown menu is open, showing a list of filter options including 'Budget Measures', 'Actual', 'Act Current Pd', 'Pre Encumbrance', 'Open Pre Encumb', 'Encumbrance', 'Open Encumb', 'Budget', 'Original Budget', 'Remaining Budget', 'Balance', 'Actual PY', '% Chg Act PY', 'Budget PY', 'YTD Actual', 'LTD Actual', '% Chg Budget PY', 'YTD Budget', 'Variance', 'YTD Variance', 'YTD Actual PY', 'YTD Budget PY', '% Chg YTD Act PY', '% Encumb Bud Remain', and 'YTD Encumb'.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	288,503	0	288,503	0	100.00%
Admin and Operations	0			0	
Director of Public Relations	279,635	0	279,635	0	100.00%
Development	0			0	
External Affairs	1,365,188	0	1,232,455	132,733	90.28%
Enrollment Services	1,378,753	0	1,377,900	853	99.94%
Director of Inst Technology	1,623,028	0	1,521,785	101,243	93.76%
VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
Director of Athletics	551,316	0	427,588	123,728	77.56%
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%
Director of Human Resources	9,518,815	0	7,216,673	2,302,142	75.81%
VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%
Not in Hierarchy	390,929	11,348	485,223	(105,643)	127.02%
Grand Total	47,780,891	190,395	43,574,824	4,015,672	91.60%

- f) By default, iStrategy is going to display the top 5. This value can be changed to display other amounts (i.e. 10, 20). When the filter criteria is complete, click the **“Apply”** button. Expected results – the report displays the top 5 Departments based on Budget.
- i) The **“for”** section is not used
- ii) Count, sum, and % filters are also available as options in the drop-down box. This example uses a Top 5 Count.

The screenshot shows the ProClarity web application interface. The browser window title is "ProClarity - Windows Internet Explorer". The address bar shows the URL: <https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}>. The page title is "ProClarity analytics server".

The main navigation tabs are: Contents, Navigation, Data Layout, View, Sort, and Filter (selected). The breadcrumb trail is: ctuals - Expenditures By Dept » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Expenses (Level 03).

The "Filter" sidebar on the left contains the following sections:

- Filter** (with an "Apply" button circled in red)
- How do I...**
 - See filtering tips?
 - Hide empty rows and columns?
 - Apply multiple filters?
 - More help...
- Hide empty rows
 Hide empty columns
- Filter 1**
 - Filter: Top
 - Show rows
 - based on: Budget
 - for:
 - in the top: 5
 - count
 - count
 - %
 - sum
- Filter 2**
 - Filter: No Filter

The main content area displays a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
+VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%
+VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
+Director of Human Resources	9,518,815	0	7,216,673	2,302,142	75.81%
+Director of Inst Technology	1,623,028	0	1,521,785	101,243	93.76%
+Enrollment Services	1,378,753	0	1,377,900	853	99.94%
Grand Total	43,663,921	179,047	39,779,653	3,705,222	91.51%

The status bar at the bottom shows "Done", a progress indicator, "Trusted sites", and "100%" zoom level.

To filter the report by Remaining Budget instead of Budget, change the report filter criteria “based on” option to “**Remaining Budget**” and click the “**Apply**” button.

The screenshot shows the ProClarity interface with the following data in the main table:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Director of Human Resources	9,518,815	0	7,216,673	2,302,142	75.81%
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%
VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%
External Affairs	1,365,188	0	1,232,455	132,733	90.28%
Grand Total	43,268,727	179,047	39,194,190	3,895,490	91.00%

Now that the data is filtered, the user has the option of adding a second filter (sub-filter) if they prefer.

- g) To add second criteria, select Filter 2. To show only the filtered lines that have Actual amounts Greater than 10,000,000, use the following criteria for filter 2
 - i) Actual above 10,000,000

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={38EE0D34-8A26-4219-9166-0FE9D324595}

File Edit View Favorites Tools Help

ProClarity

Contents Navigation Data Layout View Sort Filter

ProClarity™ analytics server

ctuals - Expenditures By Dept » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College, Expenses (Level 03)

Filter Apply

Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College

How do I...

- See filtering tips?
- Hide empty rows and columns?
- Apply multiple filters?
- More help...

Hide empty rows
 Hide empty columns

Filter 1

Filter: Top

Show rows

based on Remaining Budget

for

in the top 5

count

Filter 2

Filter: Above

Show rows

based on Actual

for

is above 10000000

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Director of Human Resources	9,518,815	0	7,216,673	2,302,142	75.81%
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%
VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%
External Affairs	1,365,188	0	1,232,455	132,733	90.28%
Grand Total	43,268,727	179,047	39,194,190	3,895,490	91.00%

Trusted sites 100%

- h) Click the **“Apply”** button to run the report
- i) Expected Result: Report will be redisplayed with data based on the filter criteria.

The screenshot shows the ProClarity application interface. The browser address bar displays the URL: `https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=8&book={3BEE0D34-8A26-4219-9166-0FE9D324595}`. The application title is "ProClarity - Windows Internet Explorer".

The main navigation bar includes "Contents", "Navigation", "Data Layout", "View", "Sort", and "Filter". The "Filter" tab is active, and the "Apply" button is circled in red.

The filter panel on the left contains the following settings:

- Filter 1:** Filter: Top, Show rows, based on Remaining Budget, for, in the top 5, count.
- Filter 2:** Filter: Above, Show rows, based on Actual, for, is above 10000000.

The data table on the right shows the following data:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%
VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%
Grand Total	31,143,325	179,047	29,663,294	1,300,984	95.82%

12) Running your own Custom Reports – “My Views”

On page 66 of the training guide the user is prompted to save a report to their “My Views” section.

As a final exercise, please complete the steps below to access your “My Views” section.

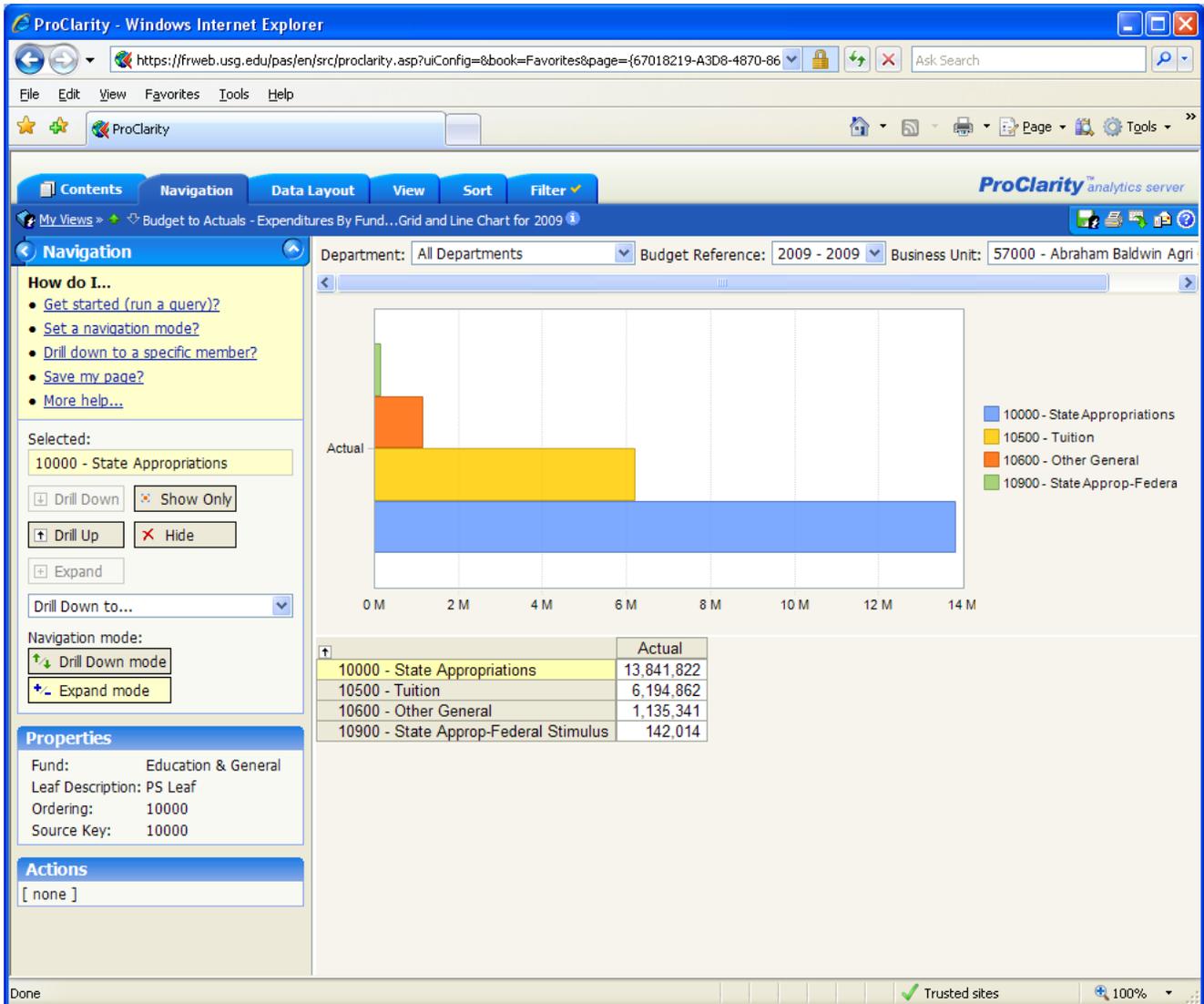
Note - The data contained in “My Views” reports is updated nightly just like the reports in the Institutional libraries.

To List and Run “My Views” Reports.

Name	Modified
Budget to Actuals - Expenditures By Project - training...	4/22/2010 1:54:25 PM
Budget to Actuals - Expenditures By Dept and by Fiscal Quarter - training...	4/22/2010 2:07:40 PM
Budget to Actuals - Expenditures By Dept - Jason training	4/27/2010 1:39:15 PM
Budget to Actuals - Expenditures By Dept	4/27/2010 4:36:02 PM
Budget to Actuals - Expenditures By Fund - Auxiliary	5/4/2010 2:34:26 PM
Budget to Actuals - Expenditures By Acct and Class	5/4/2010 2:55:32 PM
Budget to Actuals - Expenditures By Project and Budget Ref	5/4/2010 3:11:19 PM
Budget to Actuals - Expenditures Enrollment Svcs	5/11/2010 2:51:30 PM
Budget to Actuals - Expenditures - my depts only by fund and account	5/11/2010 3:29:12 PM
Auxiliary Expenditures - Jason test 05172010	5/17/2010 4:36:33 PM
Budget to Actuals - Expenditures By Acct Jason test 05172010	5/17/2010 4:37:03 PM
Budget to Actuals - Expenditures By Acct	5/17/2010 4:37:46 PM
Budget to Actuals - Expenditures By Acct	5/17/2010 4:39:27 PM
Budget to Actuals - Expenditures By Dept - External Affairs	5/18/2010 1:40:48 PM
Budget to Actuals - Expenditures By Acct - training	5/18/2010 2:21:56 PM
Budget to Actuals - Expenditures By Dept for Kurt	5/25/2010 1:43:17 PM
Budget to Actuals - Expenditures By Class	5/25/2010 2:04:43 PM
Budget to Actuals - Revenues by dept	6/10/2010 3:18:53 PM
Budget to Actuals - Expenditures By Dept - VP Academic Affairs	8/10/2010 2:40:56 PM
Budget to Actuals - Expenditures By Fund - E and G chart and grid	8/10/2010 2:54:05 PM
Sort by Department	11/18/2010 2:59:12 PM
Budget to Actuals - Revenues sort by % budget utilized	11/18/2010 3:02:31 PM
actual by fund by budget ref	11/18/2010 3:05:31 PM
Budget to Actuals - Expenditures By Acct and program	11/18/2010 3:16:00 PM
Budget to Actuals - Expenditures By Fund...Grid and Line Chart for 2009	2/8/2011 9:24:21 AM

- Click on the Contents tab (**Figure 1, Page 9 - #1**).
- Click on “My Views” (located next to Libraries) (**Figure 1, Page 9 - #8**).
- Click on the report name in “My Views” to run (**Figure 1, Page 9 - #9**).

d) Expected result – The “My Views” report runs correctly showing the report created earlier.



Conclusion:

This Executive Training guide has covered navigating the iStrategy system, running basic reports, using slicers/filters, using breadcrumbs, drilling to other dimensions, drilling to underlying detail data, enhanced drill options, how trees are used in iStrategy, exporting data to excel, hiding rows/columns, sorting data, creating charts, filtering data and saving reports to “My Views”.

NOTE: This training guide is a pre-requisite to the *“Budgetary Reporting System for Power Users”* class. The Power User Guide will contain more information about reporting methodology, customizing reports, changing dimensions, and creating slicers.



**BOARD OF REGENTS
UNIVERSITY SYSTEM OF GEORGIA**

Office of Fiscal Affairs

270 Washington Street, SW, Atlanta, Georgia 30334 | (404) 656-3392

Internet Address: http://www.usg.edu/fiscal_affairs

E-mail Address: budget.office@usg.edu