# Budgetary Reporting System For Executive Users

ProClarity Web Reporting Training Guide Version 3.2 4/23/2012



# **BOARD OF REGENTS** UNIVERSITY SYSTEM OF GEORGIA

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# **Table of Contents**

Tabl	e of Contents	2
Intro	oduction	
Glos	sary	4
Gett	ing Started	7
Stan	dard Reports	8
Navi	igation Overview and Diagram	9
Usin	g 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 subcategories 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  $\blacksquare$ , its Briefing Books  $\diamondsuit$  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 (2), 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 <u>https://frweb.usg.edu</u>. 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 <a href="http://www.usg.edu/gafirst-fin/istrategy">http://www.usg.edu/gafirst-fin/istrategy</a>.

# **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.

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# 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.

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Open a Briefing Book page?     Sort libraries and books?     Download Web Professional?     More heb User: T Dixon ProClarity: Standard  Check for Downloads		1 tems

# **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.

1	2	3	4	5	6
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ProClarity Stand	dard 7				

#### 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.

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How do I	Name	Modified
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Open a Briefing Book page?	Budget to Actuals - Expenditures By Dept	7/22/2010 4:26:08 PM
Sort libraries and books?	Budget to Actuals - Expenditures By Fund	7/22/2010 8:30:37 AM
Download Web Protessional?     More belo	Budget to Actuals - Revenues	8/3/2010 4:42:16 PM
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# **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**

Contents Navigation Data Layout View Sort Filter	1. Page Filters
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🔇 Navigation 🕐 Budget Reference: 2010 - 2010 🔍 Business Unit: 57000 - Abraham Baldwin Agri College 🏠	2. Report Body
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Get started (run a query)?     Personal Services     18,718,556     13,146,751     5,571,805     70,23%	3. Drill to Dimension
• Drill down to a specific member?         ⊡Operating Expenses         21,397,511         244,029         16,311,535         4,841,947         77.37%	4. Expand/Drill Mode
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Source Key: PERSONAL SERVICES	
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Figure 2:

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**

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# Drill Mode

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Set a navigation	mode?	Travel	465,307		205,418	259,888	44.15%	
Drill down to a s	pecific member?	Operating Expenses	21,397,511	244,029	16,311,535	4,841,947	77.37%	
Save my page?		Equipment - Capital Outlay	700,886	29,663	131,971	539,253	23.06%	
More help		Grand Total	41,282,260	273,692	29,795,674	11,212,894	72.84%	
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**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**  $\implies$  - 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 resort and filter the report as needed as well as save the report to the user's computer.

**Email Report** P - 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
  - o Fund
  - o Class
  - Program
  - o Business Unit
- o Institution Maintained Trees
  - o Department
  - Project

# Example of a Tree in PeopleSoft:

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**Example of Tree Values in iStrategy:** 

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Hierarchy: Account Hierarchy: Account Browse Assert Shared Items Available items:  Default (All Accounts)  All Accounts  All Acc	Add     *<	
	OK	Cancel

**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

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

# 2) Using Breadcrumbs

- a) Use the "Breadcrumbs to return to the Expenditures By Acct" report.
  - i) Other options include the "Backspace Key" on the keyboard or the "Back" arrow Sin Internet Explorer.

Navigation	Department: All Departments	💌 Bu	dget Reference:	2010 - 2010 🔊	Business Unit: 57000	) - Abraham Baldwin Agri Co	lege N
ow do L	1	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized	
Get started (run a query)?	*Personal Services	18,718,556		13,146,751	5,571,805	70.23%	
Set a navigation mode?	Travel	465,307		205,418	259,888	44.15%	
Dril down to a specific member?	Operating Expenses	21,397,511	244,029	16,311,535	4,841,947	77.37%	
Save my page?	+Equipment - Capital Outlay	700,886	29,663	131,971	539,253	23.06%	
More help	Grand Total	41,282,260	273,692	29,795,674	11,212,894	72.84%	
All Down to							

b) 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")

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How do I	<					)	>
<ul> <li>Get started (run a query)?</li> </ul>	<b>†</b>	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized	
<ul> <li>Set a navigation mode?</li> </ul>		18,882,442	8,470,795	8,987,326	1,424,321	92.46%	
<ul> <li>Drill down to a specific member?</li> </ul>	Travel	300,739		142,596	158,142	47.42%	
<u>Save my page?</u>	Operating Expenses	21,956,720	712,639	16,246,627	4,997,453	77.24%	
<u>More help</u>	Grand Total	201,729	9 315 646	01,327 25 457 876	48,191 6 628 107	83.00%	
Calastadi	Grand Fotal	41,401,020	5,515,040	20,401,010	0,020,101	00.00 %	
Travel							
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Fund - All Funds (Share)	1						
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Calendar Fiscal - All Fiscal Periods Class - All Classes (Share)							
Encumbrance Closed Status - All							
Program - All Programs (Share)							
Done					🗸 Trusted sites	<b>a</b> 100	% ∗ "

- a) Click on "**Drill Down To...**" select box in the Navigation frame to the left and select the dimension for drill down (**Select: "Department undefined**")
- b) 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).

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How do I						Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized	
Get started (run a query)?			epartment	S		300,739		142,596	158,142	47.42%	
<u>Set a navigation mode?</u>			All Departn	nents (5700	0)	300,739		142,596	158,142	47.42%	
<ul> <li>Drill down to a specific member?</li> </ul>			+ Preside	ent I O I I I I I I I I I I I I I I I I I I		7,400		7,330	/0	99.06%	
<u>Save my page?</u>			Admin     Directo	and Operation	Ions Deletione	1 250		1 110	0	92.029/	
<u>More help</u>			+Extorn	I OF PUDIIC I	Relations	1,350		8,062	201	02.92%	
			+External Affairs +Enrollment Services					15 // 0	17 972	42.45%	
Selected:			+Enrollment Services			17 097		3 916	13 181	22.91%	
All Departments (57000)			+VP Aca	ademic Affa	irs	116.479		67,102	49.377	57.61%	
Drill Down     Show Only			+Directo	r of Athletic	S	34,200		22,743	11,457	66.50%	
			<b>±VP</b> Fis	cal Affairs		38,922		8,558	30,364	21.99%	
🖿 Drill Up 🗡 Hide			+Directo	r of Human	Resources	2,220		2,112	108	95.14%	
			EVP Stu ■VP Stu	dent Affairs		30,684		6,213	24,471	20.25%	
<ul> <li>Collapse</li> </ul>			ENot in Ⅰ	lierarchy		0			0		
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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).

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Navigation	Department: All Departments	🚩 Bu	udget Reference:	2010 - 2010 💌	Business Unit: 57000	) - Abraham Baldwir	n Agri Colle
How do I	<			2011 - 2011			>
Get started (run a query)?	T.	Budget	Open Encumb	2009 - 2009	Remaining Budget	Budget Utilized	
Set a navigation mode?	+Travel	18,074,448		2008 - 2008 2007 - 2007	(199,424)	101.10%	
Drill down to a specific member?	Operating Expenses	25.435.952	190.395	2006 - 2006	3.896.727	84.68%	
Save my page?     Mara help		3,765,941	0	3,595,328	170,613	95.47%	
• More help	Grand Total	47,780,891	190,395	43,574,824	4,015,672	91.60%	
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Identify a row of report for Drill down to another dimension, and click on the "dimension row name" (select: "Operating Expenses")

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How do I						>
Get started (run a query)?	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized	
<u>Set a navigation mode?</u> Personal Services	18,074,448		18,273,872	(199,424)	101.10%	
Drill down to a specific member?     Travel	504,550		356,794	147,756	70.72%	
Save my page?     Operating Expenses	25,435,952	190,395	21,348,830	3,896,727	84.68%	
More help     More help	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%	
Selected:						
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Encumbrance Closed Status - All						
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- a) 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**")
- b) Expected Result: rows will now display all Operating Expenses for Budget Ref 2010 for all Fiscal Years that make up the report data.

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<ul> <li><u>Set a navigation mode?</u></li> <li>Drill down to a specific member?</li> </ul>	+2010	26 782 80	5 190 395	21 024 948	5 567 462	79.21%	
<u>Drill down to a specific member?</u> Crue mulpage2	+2011	(1.363.353	0	323.881	(1.687.234)	-23.76%	
<u>Save my page?</u>	+0		Ó		0		
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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.

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Navigation	Department:	All Departments	M Bu	udget Reference:	2011 - 2011 🛉	Business Unit: 5700	0 - Abraham Baldwi	n Agri Colle
How do I	<							>
<ul> <li>Get started (run a query)?</li> </ul>	1		Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized	
<ul> <li>Set a navigation mode?</li> </ul>	EPersonal Se	rvices	18,882,442	8,470,795	8,987,326	1,424,321	92.46%	
Drill down to a specific member?	+Travel		300,739		142,596	158,142	47.42%	
Save my page?	Operating E	xpenses	21,956,720	712,639	16,246,627	4,997,453	77.24%	
More help	Equipment -	Capital Outlay	261,729	132,212	81,327	48,191	81.59%	
		ai	41,401,025	5,515,040	23,437,070	0,020,107	03.33%	
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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."

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How do I	<					
<ul> <li>Get started (run a query)?</li> </ul>	<b>†</b>	Budget	Open Encumb	Actual	Remaining Budget B	udget Utilized
<ul> <li>Set a navigation mode?</li> </ul>		18,882,442	8,470,795	8,987,326	1,424 321	92.46%
<ul> <li>Drill down to a specific member?</li> </ul>	+Travel	300,739		142,596	1,424,321	
<u>Save my page?</u>	Operating Expenses	21,956,720	/12,639	16,246,627	4,9 📲 Drill To I	Detail
<u>More help</u>	Grand Total	41.401.629	9.315.646	25.457.876	6.6 Analyze	in Decomposition Tree
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1,424,321						
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# Drill to Detail

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

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Export to Excel

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.

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Navigation	$\odot$	Budget Reference: 2011 - 2011	🖌 Business Ur	nit: 57000 - Abrah	am Baldwin Ag	pri College 💌		
How do I		•	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized	
<ul> <li><u>Get started (run a query)?</u></li> </ul>		President	1,246,776	386,604	503,723	356,449	71.41%	
<ul> <li>Set a navigation mode?</li> </ul>		Admin and Operations	187,260		18,817	168,443	10.05%	
• Drill down to a specific member?		Director of Public Relations	256,562	105,825	137,723	13,014	94.93%	
Save my page?		External Affairs	758,388	431,929	486,851	(160,392)	121.15%	
More belo			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%	
Selected:	<u>^</u>	■VP Academic Affairs	10,546,302	5,200,209	5,961,108	(615,015)	105.83%	
President		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%	
\star Drill Down 🔅 Show Only		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%	
🗈 Drill Up 🗡 Hide		■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%	
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udget to Actuals - Expenditures By Dept »Budget	, Open Encumb, Actual, Remaining Budget, Budget Utilized for	2011 - 2011, 5	7000 - Abraham Baldv	vin Agri College,	Expenses 🛈 🛛 🚽 🏜	🕯 🖻 🕄
🔇 Navigation 🛛 🔗	Budget Reference: 2011 - 2011 💌 Business Unit:	57000 - Abra	ham Baldwin Agri C	ollege 🔽		
How do I		Budget	Open Encumb	Actual	Pomaining Budget	Buda
Get started (run a guery)?	T - Drocidont	1 2/6 776	386 604	503 723	356 //9	Duug
Set a navigation mode?		1 246 776	386 604	503,723	356 449	
Drill down to a specific member?	4000100 - President's Office	279 014	115 210	153 675	10 129	
	4000110 - ABAC/GA Museum of Agricu	500,000	271,394	350		
Save my page?	4000500 - GMA-Other Operating	462,762		350	,048	
More help	5000112 - Ambassadors Gen/Admin	5,000		Y D	rill To Detail	
Colortad:	+Admin and Operations	187,260		18 🚠 A	nalvze in Decomposition	Tree
250.040	Director of Public Relations	256,562	105,825	137,723	13,014	
330,048	★External Affairs	758,388	431,929	486,851	(160,392)	
- Analyze in Decomposition Tree	Intervent Services	1,146,597	463,467	634,464	48,666	
	Director of Inst Technology	1,473,836	473,634	876,361	123,842	
1 Drill To Detail		10,546,302	5,200,209	5,961,108	(615,015)	
	+Director of Athletics	490,970	55,205	324,896	110,869	
Navigation mode:		14,439,183	1,511,289	8,663,887	4,264,007	
⁺₄ Drill Down mode	Director of Human Resources	6,740,010	98,900	7,381,836	(740,726)	
*/ Evened mode		1,186,192	453,672	478,167	254,353	
- Expand mode	■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	
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Drill Journal Entry Lines						
Drill Voucher Lines						
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# 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:

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<sup>1</sup> Drill t	o Detail										Đ	xport to Ex	<u>kcel</u>
Details Baldwi	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	Ξ
0000549362	2010-06-30 00:00:00.000	З	APPROP_BD	Operating Supplies & Expenses	0	4000110	10000	11300	700000	11000	UNSPECIFIED	2011	
0000536445	2010-07-01	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	-		Equip Purch/Capital	-30000	4000110	10000	11300	800000	11000		2011	~
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# Data returned when performing an Encumbrance Liquidation Drill:

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#### Drill to Detail

#### Export to Excel

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

d	[\$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],[Po 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 (000000026)	
	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 GED Success Student				McGraw-Hill	~
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# Data returned when performing a Purchase Order Drill:

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TDrill t	o Detail														Ð	<u>kport to Excel</u>
Details	for Equi	ipment	- Capital	Outlay, Open En	cumb, 2	011 -	2011,	57000	- Abraham	Baldwin	Agri (	Colleg	е			
[\$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]. [Merchandise 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 (000000026)	20000	61000	11300	2011	2000304	032
0000400860	2010-09-27 00:00:00.000	0000006363	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
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# Data returned when performing a Journal Entry Lines Drill:

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Entry Lines].	Lines]. Lines].	Entry Lines], Lines], Lines], [Posted Long	Journal Entry Lines].	Lines].[Line Description]	Calendar	[Fiscal]	[Source Key]	[\$Department]. [Source Key]	[Source Key]	[Source Key]	[Source Key]	Referencej. [Source	[Source Key]	Lines].	
[Journal Id] Date]	[Journal[Ledger Line] Group]	[Source] Date] [Operator Id]	[Description]		Hiscalj	Yearj					~	Keyj		[Actual]	
AP00558003 00:00:00.00	7 255ACTUAL	S AP 2010-09-07 BORBATCH	AP Accrual	. Sept (I)	Sep 2010	2011	818200	3000900	12270	42100	27100	2011	UNSPECIFIED	4.13	
AP00571146 2010-10-1 00:00:00.00	.2 252ACTUAL	S AP 2010-10-12 00:00:00.000 BORBATCH	AP Accrual	reigh	Oct 2010	2011	843200	2000303	20000	61000	11300	2011	. 11033	47.14	ł
AP00563780 2010-09-2 00:00:00.00	1 39ACTUALS	5 AP 2010-09-22 00:00:00.000 BORBATCH	AP Accrual	461	Sep 2010	2011	843200	2000303	20000	61000	11300	2011	. 11033	52.88	1
AP00599973 2011-01-1 00:00:00.00	.1 36ACTUALS	S 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 2010-10-0 00:00:00.00	383ACTUAL	S 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 2010-09-1 00:00:00.00	.5 277ACTUAL	S 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	1148	
AP00558003 2010-09-0 00:00:00.00	260ACTUAL	S 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	
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# Data returned when performing a Voucher Drill:

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[\$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]	[\$Class]. [Source Key]	[\$Fund]. [Source Key]	[\$Account]. [Source Key]	[\$Account]. [Unique Description]	[\$Program]. [Source Key]	[ <b>\$Budget</b> Reference]. [Source Key]	[\$Department]. [Source Key]	[\$Project]. [Source Key]	
04009812	1196673	2010-08-26 00:00:00.000	5 0000005614	John Deere Credit	Sept (I)	4.130	0000400798	-4.13	Chk#167379 Date:09/07/2010 Amt\$638,57	2100	12270	818200	818200 Lease/Purchase Interest (57000	- : 27100	2011	3000900	UNSPECIFIED	>
04010702	52187316	2010-10-0	1 0000006363	Channing Bete Co., Inc.	Freigh	47.140	0000400860	-47.14	Chk#168748 0Date:10/12/2010 Amt\$570.94	61000	20000	843200	843200 - Librar Collection (57000	y s 11300 )	2011	2000303	11033	3
04010144	461	2010-09-00 00:00:00.000	70000005090	ABAC Bookstore	461	52.880		-52.88	Chk#167718 0Date:09/22/2010 Amt\$5346.82	61000	20000	843200	843200 - Librar Collection (57000	y s 11300	2011	2000303	11033	3
04012580	751529	2011-01-03	30000400338	Western Finance & Lease Inc	(I)interest (818200)	122.070	0000400982	-122.07	Chk#170311 0Date:01/11/2011 Amt\$884.79	42100	12270	818200	8 18200 Lease/Purchase Interest (57000	- : 27100	2011	3000900	UNSPECIFIED	>
04010508	57178798001	2010-09-29	20000005278	McGraw-Hill Companies The	Top 50 Reading Skills for GED	148.800	0000400858	-148.80	Chk#168623 0Date:10/07/2010	61000	20000	843200	843200 - Librar Collection	y s 11300	2011	2000304	032	2
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#### Note:

Hints

and tips

- 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 (6xxxxx) encumbrance data by associated Fund Codes)

Contents Navigation	Data	Layout	View	Sort	Filter 🛩							
Libraries » ABAC Report Catalog » Budge	t to Ac	tuals » 🔶 🍳	Budget t	o Actuals -	Expenditures By A	cct 🛈						
Navigation		Departm	ent: All	Departme	nts (57000)		Y Calendar B	udget	t: FY 2010 Bu	idget <mark>7/1/09-6</mark> /3	0/10 🔻	
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and the second s		Grar	nd Total			40,204,826	141	111	Drill To Detail		5.73	49.3
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roperties [ none ] Actions												
<u>Drill Encumbrance Liquidation</u> <u>Drill Purchase Orders</u> <u>Drill Voucher Lines</u>			-									

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

*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.

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Detai	ls for Equipme	nt - Cap	ital Out	lay, Actua	l, 2011 - 2011,	, 5700	0 - Abra	ham B	aldwin Ag	ri Coll	ege							/
[\$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]	[\$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)	4.130	0000400798	-4.13	Chk#16737 0Date:09/07/201 Amt\$638.5	9 0 42100 2	12270	818200	818200 Lease/Purchase Interest (57000	27100	2011	3000900	UNSPECIFIED	>
04010702	52187316	2010-10-0 00:00:00.000	1 0000006363	Channing Bete Co., Inc.	Freigh	47.140	0000400860	-47.14	Chk#16874 0Date: 10/12/201 Amt\$570.9	8 0 61000 4	20000	843200	843200 - Library Collections (57000	( 11300	2011	2000303	11033	3
04010144	461	2010-09-03 00:00:00.000	70000005090	ABAC Bookstore	461	52.880	)	-52.88	Chk#16771 0Date:09/22/201 Amt\$5346.8	61000	20000	843200	843200 - Library Collections (57000	( 11300	2011	2000303	11033	3
04012580	751529	2011-01-03 00:00:00.000	30000400338	Western Finance & Lease Inc	(I)interest (818200)	122.070	0000400982	-122.07	Chk#17031 0Date:01/11/201 Amt\$884.7	1 1 42100 9	12270	818200	818200 Lease/Purchase Interest (57000	27100	2011	3000900	UNSPECIFIED	)
04010508	57178798001	2010-09-29	0000005278	McGraw-Hill Companies The	Top 50 Reading Skills for GED	148.800	0000400858	-148.80	Chk#16862 0Date:10/07/201	3 0 61000	20000	843200	843200 - Library Collection	s 11300	2011	2000304	032	2 ~
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File Download - Security Warning	
Do you want to open or save this file?	
Name: PDialogDrillToDetail_ContentFrame.xls Type: Microsoft Office Excel 97-2003 Worksheet From: frweb.usg.edu <u>Open</u> <u>Save</u> Cancel	
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. <u>What's the risk?</u>	
Microsoft Office Excel         Image: The file you are trying to open, 'PDialogDrillToDetail_ContentFrame.xls', is in a different format than specified by the file extension. Verifice open the file now?         Yes	v that the file is not corrupted and is from a trusted source before opening the file. Do yo

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



**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.

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	4	3 B201100191		Original from Budget Module
	5	4 B201100098		Original from Budget Module
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	8	7 B201100032	Insert 00:00.0 8 APPROP BD	Original from Budget Module
	9	8 53644	Delete 00:00.0 4 APPROP_BD	Equip Purch/Capital Outlay
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	18	17 B201100001	00:00.0 7 APPROP_BD	Original from Budget Module
	19	18 60147	00:00.0 2 APPROP_BD	Equip Purch/Capital Outlay
	20	19 B201100032	00:00.0 7 APPROP_BD	Original from Budget Module
	21	20 B201100212	00:00.0 9 ORG_BD	Original from Budget Module
	22	21 B201100001	00:00.0 4 APPROP_BD	Original from Budget Module
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# Note:

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- i) Currently, the "**Export to Excel**" feature only loads the first 1000 rows of data. If the retuned 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

- 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).

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

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*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.



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.

# 6) Enhanced Drill Capabilities – Reporting Services

# **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 <u>Enhanced</u> in iStrategy it is referring to a Reporting Services Tool drill action.

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<ul> <li>Set a navigation mode?</li> </ul>	Travel	315.614		163,190	152,424	51.71%	
<ul> <li>Drill down to a specific member?</li> </ul>	Travel - Budgetary Account	269,473			269,473		
Save my page?	*Travel-Employee - Non-Mileage	35,869		87,349	(51,480)	243.52%	
More help	Travel - Employee Mileage			36,000	(36,000)		
	Travel-Non-Emp-Non-Mileage	10,272		36,359	(26,087)	353.97%	
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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.

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There are several key features to Note:

 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.



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.

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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.

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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."** 

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### 5) Print functionality

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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.

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**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.

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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."

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Navigation mode:	+Travel - Employee Mileage	,		36,000	(36,000)		
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	Operating Expenses	22,156,365	561,098	17,521,060	4,074,207	81.61%	
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The user now has the option to do a second drill showing Payroll Information by clicking on the "**Payroll Details**" link.

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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**").

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Navigation	Budget Reference: 2010 - 2010	🖌 Business U	nit: 57000 - Abrah	iam Baldwin Aç	gri College 💌			
How do I	+	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized		
<ul> <li>Get started (run a query)?</li> </ul>	●President	288,503	0	288,503	0	100.00%		
<ul> <li>Set a navigation mode?</li> </ul>	■Admin and Operations	0			0			
<ul> <li>Drill down to a specific member?</li> </ul>	Director of Public Relations	279,635	0	279,635	0	100.00%		
Save my page?	L*Development	0		4 000 455	0	00.000/		
More help	External Affairs	1,365,188	0	1,232,455	132,733	90.28%		
	+Director of Inst Technology	1,370,753	0	1,577,900	101 2/3	99.94%		
Selected:	*VP Academic Affairs	12 523 127	0	12 279 509	243 618	98.05%		
President	*Director of Athletics	551 316	0	427 588	123 728	77.56%		
Drill Down	■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%		
🖈 Drill Up 🗡 Hide	■VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%		
E Sugard	Not in Hierarchy	390,929	11,348	496,571	(116,991)	129.93%		
Expand	Grand Total	47,780,891	190,395	43,586,173	4,004,324	91.62%		
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Note: When hiding rows, grand totals will be affected. However, when hiding columns, totals will not change.

Navigation	Account Hierarchies: Expenses	🕙 Budget Ref	erence: 2010 - 2	010 💌 Busine	ss Unit: 57000 - Abrah	iam Baldwin Agri Col
low do I	Ť	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Get started (run a query)?	President	308,016	63	210,864	97,089	68.48%
Set a navigation mode?	Director of Public Relations	223,945	2,700	202,205	19,041	91.50%
Drill down to a specific member?	Development	1,023,062			1,023,062	
Save my page?	*External Affairs	6,463,655	2,071	7,451,492	(989,909)	115.31%
Mara hala	Enrollment Services	1,364,860	10,343	997,469	357,048	73.84%
More nep	Director of Inst Technology	1,631,144	35,617	1,051,113	544,414	66.62%
elected.	VP Academic Affairs	12,940,871	46,703	8,707,924	4,186,243	67.65%
On an En numb	Director of Athletics	1,124,300	17,197	475,060	632,042	43.78%
Open Encump	<b>TVP Fiscal Affairs</b>	11,559,969	59,165	8,658,033	2,842,771	75.41%
Drill Down Show Only	Director of College Services	236,190	119	165,992	70,079	70.33%
S Die Dottin	<b>TVP Student Affairs</b>	4,224,945	4,527	1,854,405	2,366,014	44.00%
🗈 Drill Up 🛛 🗡 Hide	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%
Drill Down to        lavigation mode: <sup>b</sup> a Drill Down mode        *- Expand mode						
Properties [ none ]		• •				

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Sot a pavigation mode?	President	308,016	0.700	210,864	97,089	68.48%	
Dell down to a manife mambar?	*Director of Public Relations	223,945	2,700	202,205	1 023 062	91.50%	
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Save my page?	*Director of Athletics	1 124 300	17 197	475 060	632 042	43 78%	
More help	VP Fiscal Affairs	1,559,969	59,165	8,658,033	2,842,771	75.41%	
elected:	*Director of College Services	236,190	119	165,992	70,079	70.33%	
President	VP Student Affairs	4,224,945	4,527	1,854,405	2,366,014	44.00%	
residenc	Not in Hierarchy	181,304	95,186	21,118	65,000	64.15%	
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Hints and iii) To

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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)

a) Run the "Budget to Actuals - Expenditures By Fund" report to display default report view.

b) Click on the View tab (Figure 1, Page 9 - #4).

And a second									
Contents Navigation Data L	ay ut View Sort Filter	*		_			_		_
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c) 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

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<ul> <li>Display data in a chart?</li> </ul>		(	)		Auxili	ary Enterprises			
Flatten grid row or column headers?					Stude	nt Activities			
More help					Depa	rtmental Sales and Serv			
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L Chart only					Notin	Hierarchy			
Bar chart	•	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized			
E. Bar chart (horizontal)	Education & General	21.304.720	1.850	21,266,105	36,765	99.83%			
🕅 Line chart	Auxiliary Enterprises	11,707,288	0	9,878,233	1,829,055	84.38%			
Area chart	Student Activities	341,098	0	227,536	113,562	66.71%			
	■Departmental Sales and Service	370,039	0	259,752	110,287	70.20%			
Point chart	Indirect Cost Recovery	181,898	0	13,648	168,251	7.50%			
S Pie chart	L+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%			
Grid Options	HPIANT	1,525,870	188,545	1,990,393	(653,068)	142.80%			
Totals	Grand Total	47 780 891	190 395	43 574 824	4 015 672	91.60%			
Column Grand Totals	Grand Total	41,100,031	130,333	43,314,024	4,013,072	31.0070			
Column Subtotals									
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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.







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



 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.





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.



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".



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.

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2	This Hide operation may take a long time to complete. Would you like to run the query?
	OK Cancel



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.





 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 topright 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.



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### 9) Using the Sort Tab

- a) Run the "Budget to Actuals Expenditures By Dept" report to display default report view.
- b) Click on the (+) sign to the left of one of the departments until you reach the department id level. Example: President

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How do I	•	Budget	Open Encumb	Actual	Remaining Budget	Budget U
Sort rows?	-President	288,503	0	288,503	0	10
Preserve peer groups while sorting?	-President	288,503	0	288,503	0	10
More help	4000100 - President's Office	288,503	0	288,503	0	10
	5000112 - Ambassadors Gen/Admin	0			0	
Sort: Budget	Admin and Operations	0			0	
No Sort	Director of Public Relations	279,635	0	279,635	0	10
HigBudget	*Development	0			0	
O Lo Open Encumb	*External Affairs	1,365,188	0	1,232,455	132,733	9
- Actual	*Enrollment Services	1,378,753	0	1,377,900	853	9
Remaining Budget	Director of Inst Technology	1,623,028	0	1,521,785	101,243	9
Budget Utilized		12,523,127	0	12,279,509	243,618	9
	Director of Athletics	551,316	0	427,588	123,728	7
	<b>±VP</b> 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
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c) Click on the **Sort** tab (Figure 1, Page 9 - #5).

- d) 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.
- e) Select High to Low, or Low to High.
- f) Click on "Apply".
- g) Expected Result: Rows will be sorted based on the column and options selected.

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<u>Sort rows?</u>	■VP Fiscal Affairs		18,620,198	179,047	17,383,786	1,057,366			
<ul> <li>Preserve peer groups while sorting?</li> </ul>			12,523,127	0	12,279,509	243,618			
More help	EDirector of Human Reso	urces	9,518,815	0	7,216,673	2,302,142			
	EDirector of Inst Technolo	gy	1,623,028	0	1,521,785	101,243			
Sort: Budget 🗸	Enrollment Services		1,378,753	0	1,377,900	853			
	External Affairs		1,365,188	0	1,232,455	132,733			
<ul> <li>High to Low</li> </ul>	VP Student Affairs		1,241,399	0	1,081,768	159,631			
Low to High	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 Relation	ons	279,635	0	279,635	0			
	President President	5000112 - Ambassa	0			0			
	+Admin and Operations		0			0			
	Crond Total		47 790 901	100 205	12 574 924	4 015 672			
	Grand Total		41,100,051	150,355	43,374,024	4,013,072			
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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.

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Sort rows?	<b>±VP</b> Fiscal Affairs		18,620,198	179,047	17,383,786	1,057,366	-		
Preserve peer groups while sorting?	<b>±VP</b> Academic Affairs		12,523,127	0	12,279,509	243,618			
More help	Director of Human Reso	urces	9,518,815	0	7,216,673	2,302,142			
	Director of Inst Technolo	gy	1,623,028	0	1,521,785	101,243			
Sort: Budget	Enrollment Services		1,378,753	0	1,377,900	853			
Sold	★External Affairs		1,365,188	0	1,232,455	132,733			
High to Low	<b>TVP</b> Student Affairs		1,241,399	0	1,081,768	159,631			
O Low to High	<ul> <li>Director of Athletics</li> </ul>		551,316	0	427,588	123,728			
The Drasance Dears Crawes	ENot in Hierarchy		390,929	11,348	485,223	(105,643)			
Preserve Peer Groups	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 Relation	ons	279,635	0	279,635	0			
	President      President	5000112 - Ambassa	0			0			
	<ul> <li>Admin and Operations</li> </ul>		0			0			
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### Expected results are below.

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Sort rows?		18,620,198	179,047	17,383,786	1,057,366	9			
<ul> <li>Preserve peer groups while sorting?</li> </ul>		12,523,127	0	12,279,509	243,618	9			
More help	Director of Human Resources	9,518,815	0	7,216,673	2,302,142	7			
	<ul> <li>Director of Inst Technology</li> </ul>	1,623,028	0	1,521,785	101,243	9			
Sort: Budget 🗸	+Enrollment Services	1,378,753	0	1,377,900	853	9			
	External Affairs	1,365,188	0	1,232,455	132,733	9			
High to Low	+VP Student Affairs	1,241,399	0	1,081,768	159,631	8			
🔘 Low to High	+Director of Athletics	551,316	0	427,588	123,728	7			
Preserve Peer Groups	HNot 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	U	288,503	0	10			
	5000112 - Ambassadors Gen/Admin	270.625	0	270 625	0	10			
	Admin and Operations	219,035	U	219,035	0	10			
	+Development	0			0				
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<u>Sort rows?</u>		18,620,198	179,047	17,383,786	1,057,366	9			
<ul> <li>Preserve peer groups while sorting?</li> </ul>		12,523,127	0	12,279,509	243,618	9			
More help	*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			
Sort: No Sort	*Enrollment Services	1,378,753	0	1,377,900	853	9			
	External Affairs	1,365,188	0	1,232,455	132,733	9			
		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				
	+Director of Public Relations	279,635	0	279,635	0	10			
	+Admin and Operations	0			0				
	LtDevelopment	0	100.005	10 574 004	0				
	Grand Total	47,780,891	190,395	43,574,824	4,015,672	9			
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# h) To remove the sorting, select "No Sort" from the Sort drop-down menu and click "Apply."

### Expected results are below.

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Preserve peer groups while sorting?	- President	288,503	0	288,503	0	10			
More beln	4000100 - President's Office	288 503	0	288 503	0	10			
	5000112 - Ambassadors Gen/Admin	0		200,000	0				
Sort: No Sort	Admin and Operations	0			0				
	Director of Public Relations	279,635	0	279,635	0	10			
	*Development	0			0				
		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			
	EVP Fiscal Affairs	18,620,198	1/9,04/	17,383,786	1,057,366	9			
	EDirector of Human Resources	9,518,815	0	7,216,673	2,302,142				
	EVP Student Aπairs	1,241,399	11 249	1,061,768	(105 642)	10			
	Grand Total	47 780 891	190 395	405,225	4 015 672	12			
	Grand Total	41,100,031	150,555	45,514,024	4,013,012				
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### 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).

- a) Run the "Budget to Actuals Revenues" report to display default report view
- b) Click on Filter tab (Figure 1, Page 9 #6)
- c) 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.

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Filter	Budget Reference: 2010 - 2010 💙	Business Unit:	57000 - Ab	raham Baldwin Agri College	je 💌	
How do I		Budget	Actual	% Budget Litilized		
<u>See filtering tips?</u>	+Education & General	21 304 720	21 343 509	100 18%		
Hide empty rows and columns?	*Auxiliary Enterprises	11,706,788	11.648.625	99.50%		
Apply multiple filters?	+Student Activities	341,098	340,674	99.88%		
More help	*Departmental Sales and Service	370,039	309,551	83.65%		
<u>Internetin</u>	Indirect Cost Recovery	181,898	44,399	24.41%		
Hide empty rows	Technology Fees	362,311	361,810	99.86%		
	Restricted-Education & General	9,722,730	8,894,767	91.48%		
	+Institutional Loan		44			
Filter 1	L*Plant	1,525,870	2,010,105	131.74%		
	ENot in Hierarchy	U 45 545 452	0	00.77%		
Filter: No Filter 💙	Grand Total	40,010,400 4	44,900,404	90.11%		
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#### **Empty rows hidden**

#### Showing empty rows

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How do I	•	Budget	Actual	% Budget Utilized						
<u>See filtering tips?</u>	+Education & General	21,304,720	21,343,509	100.18%						
<ul> <li>Hide empty rows and columns?</li> </ul>										
<u>Apply multiple filters?</u>	Auxiliary Enterprises	11,706,788	11,648,625	99.50%						
More help	Student Activities	341,098	340,674	99.88%						
	Departmental Sales and Service	370,039	309,551	83.65%						
Hide empty rows	±Indirect Cost Recovery	181,898	44,399	24.41%						
Hide empty columns	technology Fees	362,311	361,810	99.86%						
	Restricted-Education & General	9,722,730	8,894,767	91.48%						
Filter 1	Restricted-Other Org Activitie									
	Federal Loan		44							
Filter: No Filter 💙	+Endowment		44							
	+Plant	1 525 870	2 010 105	131 74%						
Filter 2	+Agency	1,020,010	2,010,100							
	•Retiree Health Benefit - USO									
Filter: No Filter	■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)

- a) Run the "Budget to Actuals Expenditures by Department" report to display default report view.
- b) Change the Budget Reference slicer to view 2010 data



- 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

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C Filter Apply 🛇	Budget Reference: 2010 - 2010	🖌 Business Ui	nit: 57000 - Abrah	am Baldwin Ag	gri College 🔽						
How do I	•	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized					
<ul> <li>See filtering tips?</li> </ul>	+President	288,503	0	288,503	0	100.00%					
<ul> <li>Hide empty rows and columns?</li> </ul>	Admin and Operations	0			0						
Apply multiple filters?	Director of Public Relations	279,635	0	279,635	0	100.00%					
More help	Development	0			0						
	External Affairs	1,365,188	0	1,232,455	132,733	90.28%					
Hide empty rows	Enrollment Services	1,378,753	0	1,377,900	853	99.94%					
Hide empty columns	+Director of Inst Technology	1,623,028	0	1,521,785	101,243	93.76%					
	+Director of Athlatica	12,523,127 661,316	0	12,219,509	243,010	90.00% 77.56%					
Filter 1	+VP Fiscal Affairs	18 620 198	179 047	427,500	1 057 366	94 32%					
	*Director of Human Resources	9 518 815	0	7 216 673	2 302 142	75.81%					
Filter: Top 💟	+VP Student Affairs	1 241 399	0	1 081 768	159 631	87 14%					
Show rov Top	+Not in Hierarchy	390,929	11.348	485,223	(105,643)	127.02%					
Bottom	Grand Total	47,780,891	190,395	43,574,824	4,015,672	91.60%					
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Done	-				🗸 Trusted sites	🔍 100% 🔻 📑					

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

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<ul> <li>Hide emp</li> </ul>	oty rows and columns?		EAdmin and Op	erations	0			0			
<ul> <li>Apply mu</li> </ul>	ultiple filters?		Director of Pub	lic Relations	279,635	0	279,635	0	100.00%		
More hel	p		+Development		0	0	4 000 455	120 722	00.000/		
			External Attains	i vices	1,305,100	0	1,232,455	132,733	90.26%		
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			Director of Athl	etics	551,316	0	427,588	123,728	77.56%		
Filter 1			■VP Fiscal Affai	rs	18,620,198	179,047	17,383,786	1,057,366	94.32%		
Filter:	Тор	~	EDirector of Hun	nan Resources	9,518,815	0	7,216,673	2,302,142	75.81%		
	Chauran and		EVP Student Aff	airs	1,241,399	0	1,081,768	159,631	87.14%		
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Note: Use the scroll bar to view the entire drop-down list.

- 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.

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• <u>See filte</u>	ring tips?			<b>±VP</b> Fis	scal Affai	rs	18,620,198	179,047	17,383,786	1,057,366	94.32%
• <u>Hide em</u>	pty rows and c	olumns?	[	<b>•VP</b> Ac	ademic /	Affairs	12,523,127	0	12,279,509	243,618	98.05%
<ul> <li>Apply m</li> </ul>	ultiple filters?			+ Directo	or of Hum	an Resources	9,518,815	0	7,216,673	2,302,142	75.81%
More he	lp			+ Directo	or of Inst	Technology	1,623,028	0	1,521,785	101,243	93.76%
				Gran	d Total	vices	43.663.921	179.047	39.779.653	3,705,222	91.51%
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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.

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How do I		Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized			
<ul> <li><u>See filtering tips?</u></li> </ul>	Director of Human Resources	9,518,815	. 0	7,216,673	2,302,142	75.81%			
<ul> <li>Hide empty rows and columns?</li> </ul>	■VP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%			
<ul> <li><u>Apply multiple filters?</u></li> </ul>	VP Academic Affairs	12,523,127	0	12,279,509	243,618	98.05%			
<u>More help</u>	+VP Student Affairs	1,241,399	0	1,081,768	159,631	87.14%			
	Grand Total	43,268,727	179.047	39,194,190	3,895,490	91.00%			
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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

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• <u>See filter</u>	ring tips?		+Directo	or of Huma	an Resources	9.518.815	0	7.216.673	2,302,142	75.81%
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		_	+Extern	al Affairs		1,365,188	170.047	1,232,455	132,733	90.28%
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- h) Click the "Apply" button to run the report
- i) Expected Result: Report will be redisplayed with data based on the filter criteria.

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See filtering tips:     Hide empty rows and columns?	EVP Fiscal Affairs	18,620,198	179,047	17,383,786	1,057,366	94.32%				
Apply multiple filters?	Grand Total	31,143,325	179,047	29,663,294	1,300,984	95.82%				
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## 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.

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Open a library?     Open a Distance Paralements	Budget to Actuals - Expenditures By Project - training	4/22/2010 1:54:25 PM
Open a Briefing Book page?     Sort libraries and books?	Budget to Actuals - Expenditures By Dept and by Fiscal Quarter - training	4/22/2010 2:07:40 PM
Download Web Professional2	Budget to Actuals - Expenditures By Dept - Jason training	4/27/2010 1:39:15 PM
More bein	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
User: Support 57000	Budget to Actuals - Expenditures By Acct and Class	5/4/2010 2:55:32 PM
ProClarity: Standard	Budget to Actuals - Expenditures By Project and Budget Ref	5/4/2010 3:11:19 PM
Check for Downloads	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
Organize My Views	Auxiliary Expenditures - Jason test 05172010	5/17/2010 4:36:33 PM
X Barrens X Balata	Budget to Actuals - Expenditures By Acct Jason test 05172010	5/17/2010 4:37:03 PM
Rename A Delete	Budget to Actuals - Expenditures By Acct	5/17/2010 4:37:46 PM
Create Folder	Budget to Actuals - Expenditures By Acct	5/17/2010 4:39:27 PM
Move to Folder 😪	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
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- a) Click on the Contents tab (Figure 1, Page 9 #1).
- b) Click on "My Views" (located next to Libraries) (Figure 1, Page 9 #8).
- c) 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.



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