

Budgetary Reporting System For Power Users

ProClarity Web Reporting Advanced Training Guide for Power Users

Version 3.0

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BOARD OF REGENTS UNIVERSITY SYSTEM OF GEORGIA

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Introduction

The iStrategy Power User Guide is designed for users that want the capability to make significant customizations to the current iStrategy Budget to Actual reports. The iStrategy Executive training is a prerequisite to the Power User training as the Power User training will build off of the concepts covered in the iStrategy Executive training guide. Upon completion of this course, the end user will know how to create their own iStrategy Budget to Actual reports, change dimensions on existing reports, modify existing slicers, and create new slicers as needed.

Report Building Methodology

Below are the steps that were used in building the current Budget to Actual iStrategy reports. The process is similar for customizing the current iStrategy Budget to Actual reports or building new reports.

1. Identify the primary data type (i.e. journals, vouchers, payroll detail etc.)?
2. Identify the existing report that most closely matches the desired report (organized by account, by fund etc.)
3. Approach Report by Rows, Columns, and Background Information.
 - a) Define data elements in Rows and Columns.
 - b) Define additional criteria in Background.
 - c) Add detail to each item – i.e. which accounts, which budget periods?
4. Refine report with Filters, Sorting etc.
5. Consider **Nesting** of Dimensions to improve presentation of data.
6. Tips and Techniques
 - a) Click **Apply** after each change – build incrementally.
 - b) Use Leaf Descendents when a report includes all detail values – reduces keying.
 - c) Save final report as **My View**.
 - d) Email **My View** reports to others with appropriate security.

Data available in iStrategy

- FY 2006 through current
 - *PERS_SERV_BOR 2011 and future only
- Controlled Budgets, Commitment Control, GL Journals, AP Detail, PO Detail, Vendors, and now Payroll Detail (PERS_SERV_BOR).
- Use of Trees and Hierarchies
- Descriptions from related tables (Account, Department, Fund etc.).

Data Hierarchies

- Account – centrally maintained, institution values included
- Fund – central
- Program, Class - central
- Department – institution
 - XXX_BI_DEPARTMENT
- Project - institution
- Alternative Reporting

Organization of Data in iStrategy

- Perspectives = Budget Management, Accounts Payable, PO, Payroll, Position (Currently all reports based on Budget Management)
- Dimensions = Fund, Account, Program, Class, Department, Budget Ref, Project, Fiscal Period – Also Vendor, and Position
- Facts = Budget Journals, GL Journals, Vouchers, payroll detail on PERS_SERV_BOR, – something with a dollar amount attached
- Measures = Budget, Actuals, Encumbered Amt, Remaining Budget, YTD Actual, PYTD Actual, % Budget Utilized

Source of Data in iStrategy

Hierarchy From department Tree in PSoft
 KK_ACTIVITY_LOG Ledger = APPROP_BD

	Budget	Open Encumbrance	Actual	Remaining Budget	Budget Utilized
Technology Support	2,767,403	1,200,144	322,311	1,244,948	55.01%
Development and Alumni	2,134,210	1,130,000	310,588	693,562	67.50%
Scholarships and Fellowships	11,096,500	5,759,799	5,759,799	5,336,701	51.91%
Student Services	3,299,972	1,997,945	488,800	813,222	75.36%
Business Operations	20,052,594	4,129,463	3,762,344	12,160,767	39.36%
Office of the President	560,648	310,414	101,788	148,452	73.52%
Academic Affairs	22,027,686	5,607,700	3,988,000	12,431,920	43.56%
Library	674,447	352,763	95,803	225,841	66.51%
V P Academic Affairs	1,977,696	1,292,493	312,788	372,444	81.17%
School of Education	1,978,675	358,565	266,000	1,133,982	35.52%
School of Business	2,777,602	558,354	544,400	1,674,808	39.70%
Off Campus Instruction	134,998	558,354	5,120	129,877	3.79%
Nursing and Health Sciences	3,275,910	890,723	540,633	1,854,554	43.39%
School of Info Technology	3,408,173	672,113	601,220	2,134,824	37.36%
School of Arts and Sciences	8,020,285	1,492,675	1,622,020	4,905,590	38.84%
Grand Total	61,939,013	14,375,782	14,733,666	32,829,565	47.00%

Calculated Field = Budget - Open Enc - Actual
 Calculated Field = (Actual + Open Enc) / Budget

KK_ACTIVITY_LOG Ledger = DETAIL_EN
 JRNL_HEADER and JRNL_LN, Header Status = P, U
 KK_AMOUNT_TYPE = 1, 7
 Ledger = ACTUALS

6

Getting Started

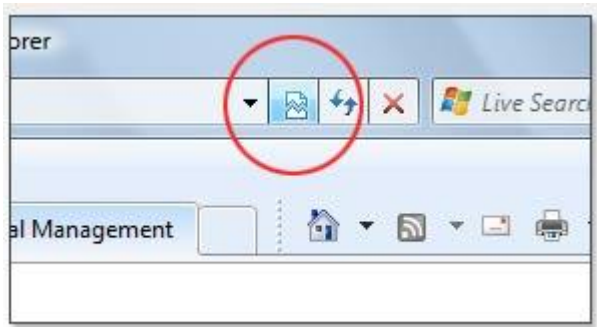
How to log in to iStrategy

The URL to log in to iStrategy is <https://frweb.usg.edu/pas>. When launching the web site, users will be prompted to enter a user ID and password.

Note – please use Internet Explorer web browser. If you are using IE8, you will need to make sure compatibility mode is selected. An example of a user ID is BI\JDoe, where “BI\” is a constant and JDoe matches a user’s Peoplesoft Financials user ID. Users can obtain IDs and passwords by contacting the ITS helpdesk at 706-583-2001 or helpdesk@usg.edu.

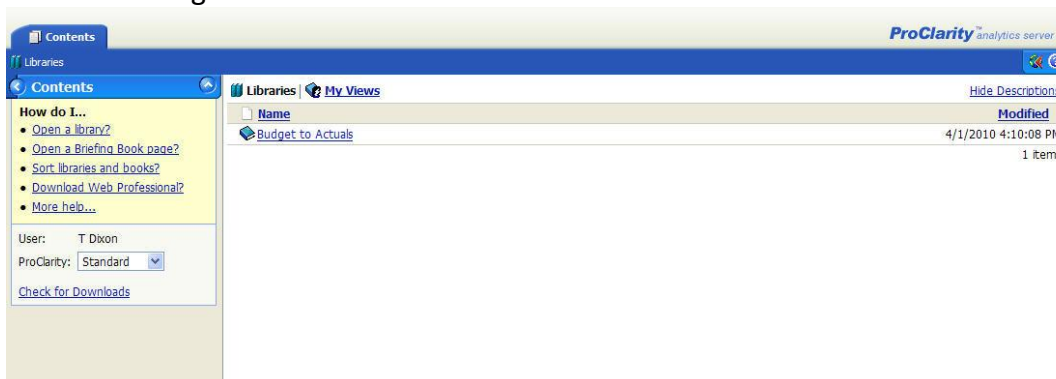
Compatibility Mode

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 a compatibility issue with version 8.0 of Microsoft Internet Explorer. See the screen print below for an example of how to turn on compatibility mode to resolve the issue. Click the icon that looks like a broken page.



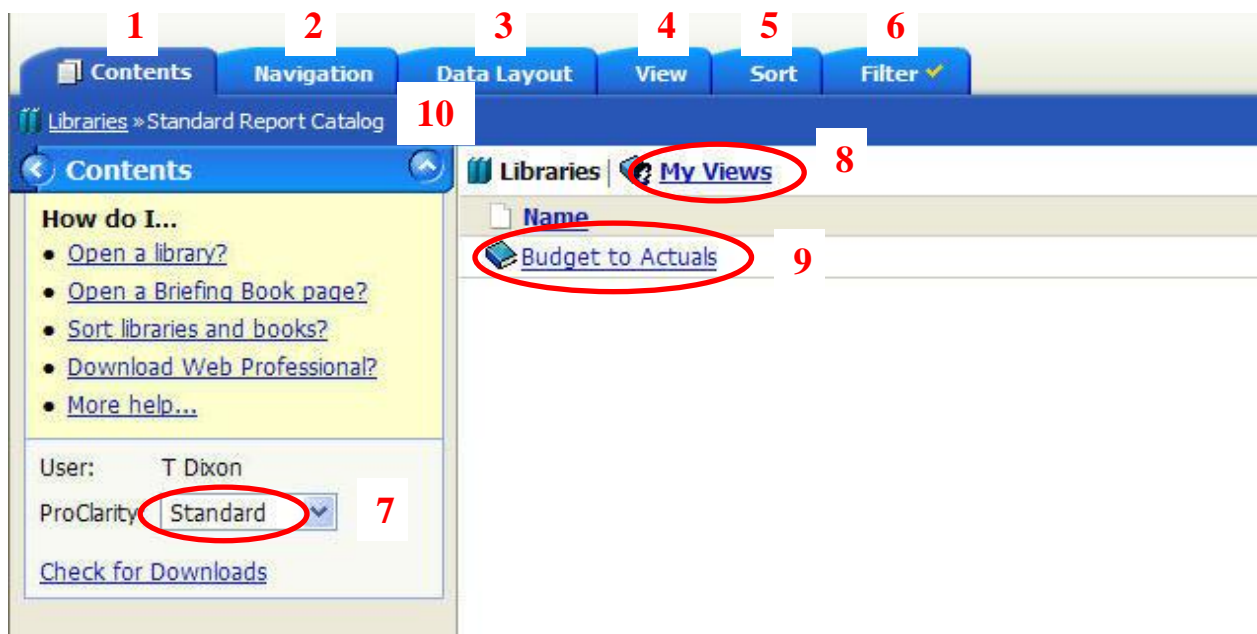
Libraries, Briefing Books and Pages (Reports)

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.



Navigation Overview and Diagram - Figure 1

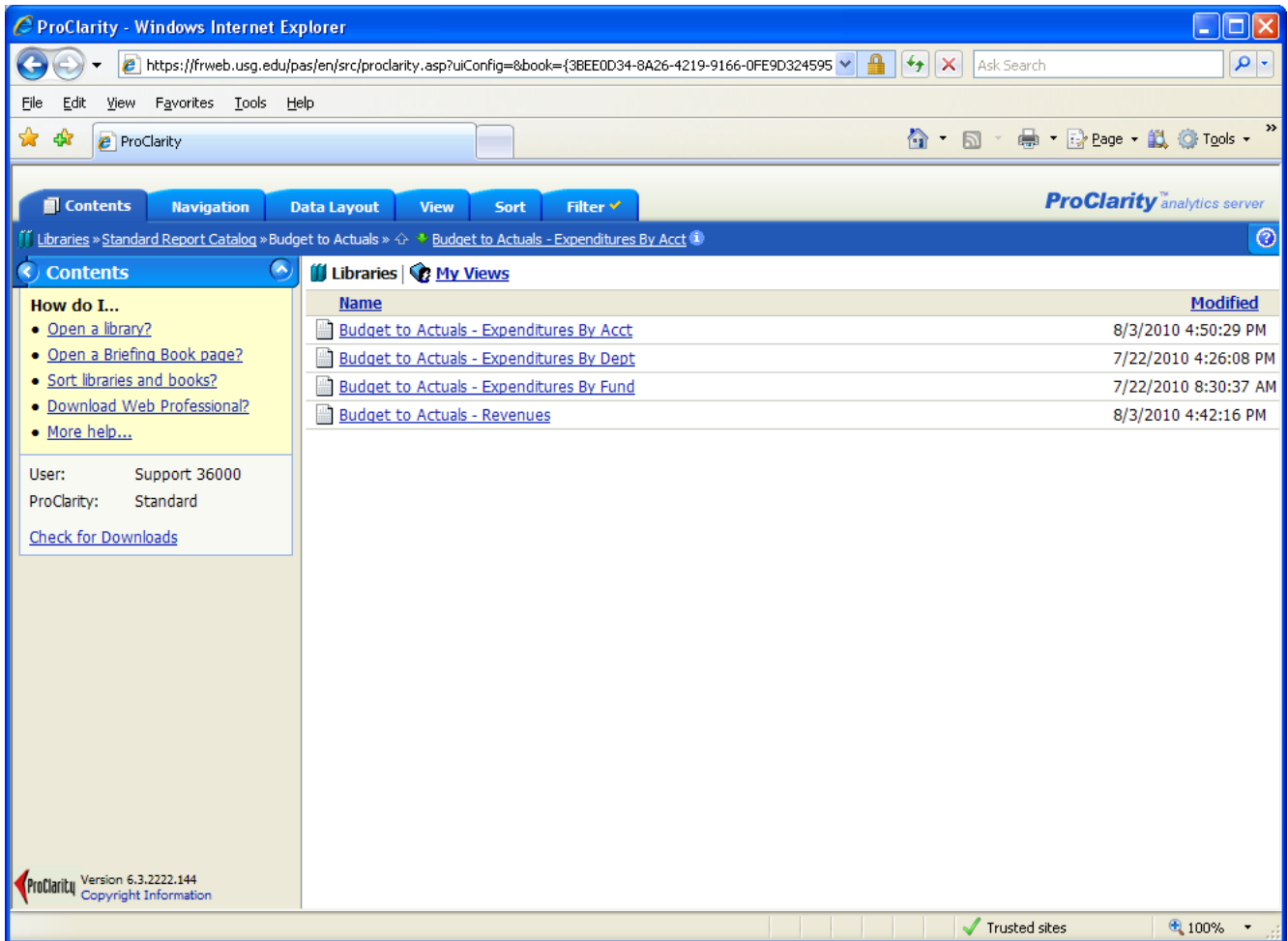
When first logging in to iStrategy, the user is presented the Contents Tab. Note that the additional tabs will not be displayed until after a report is executed.



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 also used to change dimensions for measures and 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** – Shows the current navigation including each previous page the user navigated through to get to the current page. Breadcrumbs are a very useful tool 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. Select the link for any of the delivered reports to execute that report. Reports should complete in 2 to 5 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 browser menu includes File, Edit, View, Favorites, Tools, and Help. The ProClarity application header includes tabs for 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", along with a [Check for Downloads](#) link. The footer of the application shows "ProClarity Version 6.3.2222.144 Copyright Information". The browser status bar at the bottom indicates "Trusted sites" and "100%" zoom.


Institution Specific Libraries

Some Institutions have requested their own report library. These libraries are in addition to the **Standard Report Catalog** which is available to all Institutions. These libraries allow an institution to have a slightly different variation of a standard Budget to Actual report that is available to all institution users.

Navigation Overview and Diagram – Data Layout Tab – Figure 2

The Data Layout tab is the primary tab used for report customization. The majority of the Power User course will focus on the capabilities of this tab.

1. Report Body
2. Row Definitions
3. Column Definitions
4. Background Definitions
5. Slice Toggle Switch
6. Combine Toggle Switch
7. Apply
8. Information Icon
(Displays details of report)

1. **Report Body** – Displays the information for the report based on your report criteria.
2. **Row Definitions** - Used to define the report’s rows. In the example above, this includes the four departments displayed. Can consist of any dimension for the report (account, department, Calendar Fiscal (Fiscal Year), etc. Using multiple dimensions (account and department) in the row definition at the same time is called “nesting”. This will typically cause the report to take longer to execute.
3. **Column Definitions** - Used to define the report’s columns. In the example above, this includes the measures for budget, open encumbrances, actual, remaining budget and % budget utilized. Like the row definition, this can consist of any dimension for the report (account, department, Calendar Fiscal (Fiscal Year), etc.).
4. **Background Definitions** – In iStrategy, the Background consists of all available dimensions used for the report perspective. All dimensions listed with parenthesis () include criteria used in the current view of the iStrategy report. In the example above, Account (2 items) and Calendar Budget (FY 2010 Budget) are both being used to provide information for the report where Project and Fund do not have criteria assigned.
5. **Slice Toggle Switch** – Below the background heading are two buttons. The “slice” button creates a filter at the top of the page that can be used to narrow the data shown. For example, the report above has a filter for Account and the report currently shows ‘Total Revenue’. We could add Expenditures to the slicer and then the user could quickly toggle the report to show Revenues by department vs. Expenditures by department by simply changing the slicer.
6. **Combine Toggle Switch** – Below the background heading and just to the right of the “Slice” button is the “Combine” button. The combine functionality is used to group data shown. For example, the above report displays information for the Business Operations, Auxiliary Services, Plant Operations and Student Financials & One Card Departments. The combine functionality would allow users to look at the data for the four departments as one line of the report.
7. **Apply** – The apply button applies the changes made to the report. When a user changes a row or column definition they will then need to select the apply button to implement the change. The apply button will automatically flash when a definition dimension is changed to let the user know the button needs to be selected to apply the change.
8. **Information Icon**  – The information icon will display the criteria for the current report when you select the icon. For example in the report above, the information icon will display “Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 04)”.

Edit Functionality – Figure 3

When a user selects a Dimension or Measure on the Data Layout Tab and clicks the **Edit** button, they will be directed to another screen called **Edit Hierarchy**. From this screen a user can manipulate the criteria for that Dimension or Measure.

1. **Show in View** – The criteria in the **Show in View** section define what will be displayed on the report.
2. **Remove All** –The **Remove All** button clears all criteria from the **Show in View** section. This provides the user a clean slate to start their report criteria with.
3. **Remove** – If there are multiple items in the **Show in View** section, the user can highlight individual items they would like to remove and click the **Remove** button to remove them from the **Show in View** section.
4. **Add** – Used to add criteria to the **Show in View** section from the **Available Items**. For example, the user could select **All Accounts** and add that to the **Show in View** section by highlighting **All Accounts** and then selecting the **Add** button.
5. **Browse** – The **Browse** button displays the data for the dimension that is selected when the user clicks the **Edit** button. The majority of the chart field dimensions are based on the corresponding PeopleSoft trees. In the example below, we are expanding All Accounts using the **(+)** symbol to reveal lower level account information (i.e. Assets, Current Assets, Cash etc.).
6. **Add Descendants** – Note in the example below, we are displaying “Level 04 of Expenses” in the **Show in View**. When a section of the account hierarchy is selected, the user has the ability to select the level of the tree that they would like to display. Level 4 of Expenses displays the Personal Services, Travel, Operating Expenses and Equipment accounts. If the user were to change to level 5 of Expenses then the user would see all of the sub-categories below Personal Services, Travel, Operating Expenses and Equipment. For example, level 5 of Personal Services would include Personal Services Budget, Personal Services – Faculty, Personal Services – Non-Faculty, etc. To see the very bottom level of detail, the user can select the **Leaf Descendants**. Using Levels in the hierarchy to define criteria is an alternative to selecting the individual tree nodes or detail values. Note that using Leaf Descendants for trees with a large number of detail values can slow system performance.
7. **Search** – The **Search** button is located just to the right of the **Browse** button in the **Edit Hierarchy** page .From this page, users can search for numeric or text fields. This function is available for all dimensions (account, department, fund, project, etc). This can be very helpful in finding a specific account, department, project etc. value in trees with a large number of values.

Note –**Shared Items** is not currently used in iStrategy.

On the **Data Layout** tab, select the Account Dimension and click the **Edit** button to go to the **Edit Hierarchy Screen**

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/nc/proclarity.asp?uiConfig=&book={3BEE0034-8A26-4219-9166-0FE9D324595F}&page={E878150E-F7B2-47FF-8869-D4A89EF88834}&fo...

File Edit View Favorites Tools Help

ProClarity

Contents Navigation **Data Layout** View Sort Filter

ProClarity analytics server

Standard Report Catalog > Budget to Actuals > 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	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	21,360,178	3,885,379	84.72%
Equipment - Capital Outlay	3,765,941	0	3,595,328	170,613	95.47%
Grand Total	47,780,891	190,395	43,586,173	4,004,324	91.62%

How do I...
 • Arrange items on rows and columns?
 • Swap rows and columns?
 • Add members of a hierarchy?
 • Create a drop-down menu (slicer)?
 • More help...

Rows
 Account (Set: Level 04) **Edit...**
 Pivot

Columns
 Measures (Set: Budget M)
 Down

Background
 Department (2 items)
 Calendar Budget
 Fund
 Project
 Budget Reference (Set: Last 6 B
 Business Unit (Set: Leaf Descend
 Calendar Fiscal
 Place

Slice Combine

start Solution Menu Google Talk Sent Items ... harry.lashe... QuickScan s... iStrategy P... ProClarity - ... Internet 100% 2:55 PM

Figure 3

https://frweb.usg.edu/?minWidth=660&minHeight=400&cube=%2E%2E%2F%2E%2E%2F...

Edit Hierarchy

Hierarchy: **Account**

5 Browse **7** Search **7** Shared Items

Available items:

- Default (All Accounts)
- All Accounts
- All Accounts
 - Assets
 - Current Assets
 - Cash and Cash Equivalen
 - 111000 - DO NOT US
 - 111000 - Cash on Har
 - 111000 - Cash on Har
 - 111000 - Cash on Har
 - 111000 - Cash on Har
 - 111000 - Cash on Har

4 Add
 3 Remove
 2 Remove All

Show in view: **1**

Set: Level 04 of Expenses

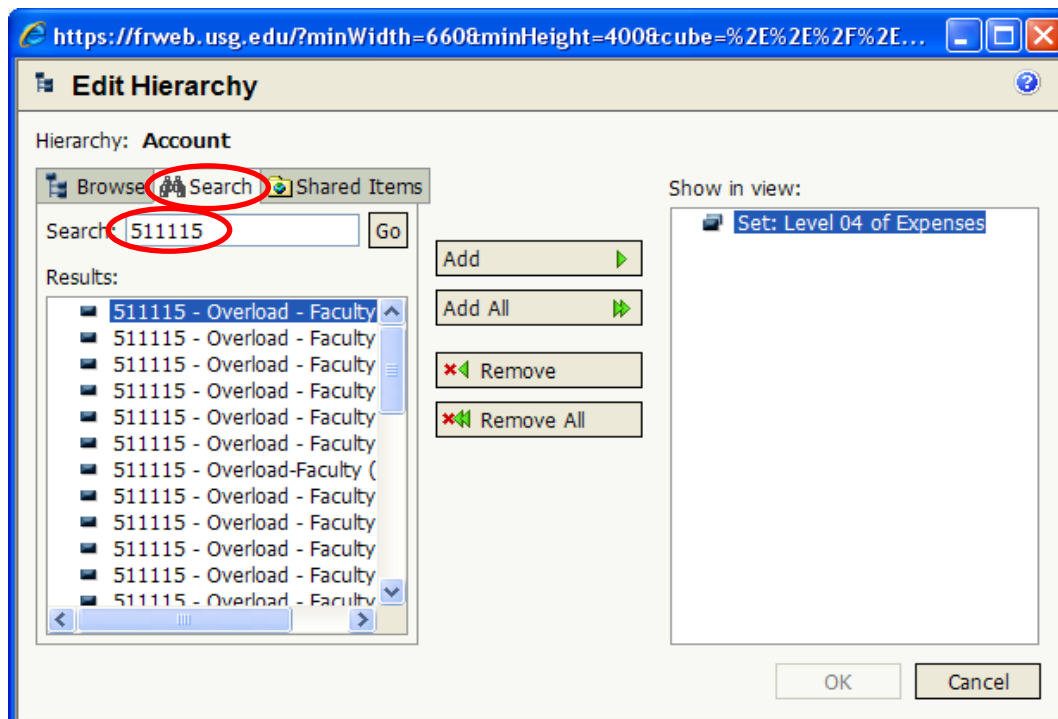
6 Add Descendants...
 Add Descendants...

Level 04
 Level 05

Choose a group of members that are one or more levels below the selected item

OK Cancel

Search Functionality



Pivot Functionality

The **Pivot** functionality allows a user to quickly switch the items between the Row and Column definitions. In the example below, the Account dimension is in the Rows and the Budget Measures dimension is in the Columns. Clicking the **Pivot** button will swap the Budget Measures to the Rows and Account to the Columns. See the panel shot below.

The screenshot shows the ProClarity interface with a pivot table. The Rows are defined by 'Account (Set: Level 04)' and the Columns are defined by 'Measures (Set: Budget M)'. The Pivot button in the Data Layout panel is circled in red.

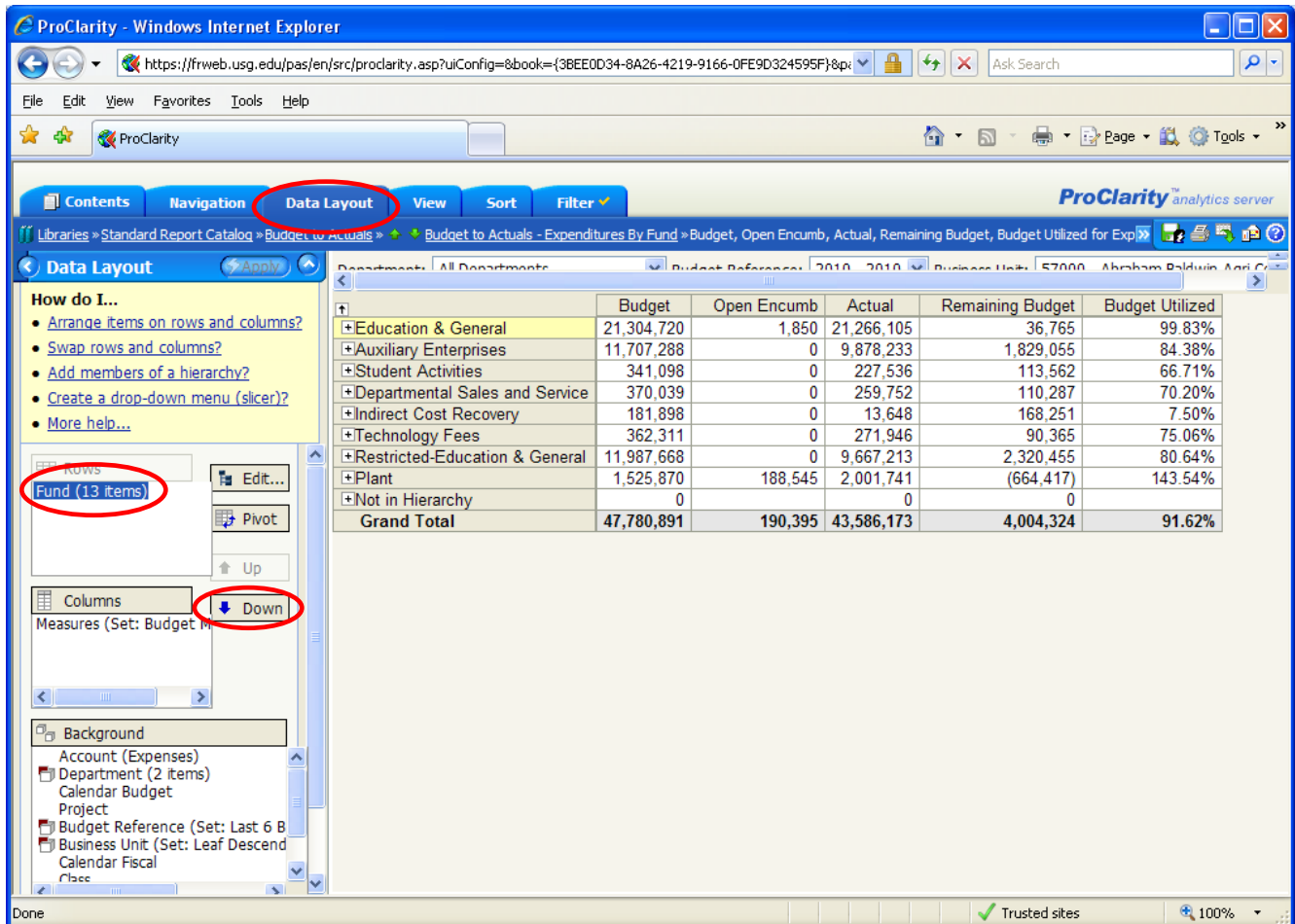
	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	18,074,448		18,273,872	(199,424)	101.10%
Travel	504,550		356,794	147,756	70.72%
Operating Expenses	25,435,952	190,395	21,360,178	3,885,379	84.72%
Equipment - Capital Outlay	3,765,941	0	3,595,328	170,613	95.47%
Grand Total	47,780,891	190,395	43,586,173	4,004,324	91.62%

The screenshot shows the ProClarity interface after clicking the Pivot button. The Rows are now defined by 'Measures (Set: Budget M)' and the Columns are defined by 'Account (Set: Level 04)'. The Pivot button in the Data Layout panel is no longer circled.

	Personal Services	Travel	Operating Expenses	Equipment - Capital Outlay	Grand Total
Budget	18,074,448	504,550	25,435,952	3,765,941	47,780,891
Open Encumb			190,395	0	190,395
Actual	18,273,872	356,794	21,360,178	3,595,328	43,586,173
Remaining Budget	(199,424)	147,756	3,885,379	170,613	4,004,324
Budget Utilized	101.10%	70.72%	84.72%	95.47%	91.62%

Using “Up” and “Down” Buttons to Change Dimensions

There are a couple of ways to select which dimensions are included in a report. In the example below, we have run the **Budget to Actuals – Expenditures by Fund** report and selected the **Data Layout** tab. To move the **Fund** dimension down to the **Background** section, highlight **Fund** (currently in Rows) and select the **Down** button. This will move the **Fund** down one level to the **Columns** section. To continue to move the **Fund** down to **Background**, click the **Down** button again.



The screenshot shows the ProClarity software interface. The 'Data Layout' tab is selected and circled in red. The 'Fund (13 items)' dimension is highlighted in the Rows section, and the 'Down' button is circled in red. The main table displays budget and actual data for various departments.

	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	2,001,741	(664,417)	143.54%
+Not in Hierarchy	0	0	0	0	
Grand Total	47,780,891	190,395	43,586,173	4,004,324	91.62%

The **Up** button works the same as the **Down** button. To move the **Account** dimension up to the **Rows** section, highlight the **Account** dimension in the **Background** and click the **Up** button until the dimension is in the **Rows** section. Once you have completed moving dimensions **Up** and **Down**, click the **Apply** button to update the report with the new criteria.

The screenshot shows the ProClarity interface with the following elements:

- Navigation Bar:** Contents, Navigation, Data Layout, View, Sort, Filter.
- Page Title:** ProClarity analytics server
- Report Path:** expenditures By Fund > Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for Education & General, 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 03)
- Data Layout Panel:**
 - Rows:** A red circle highlights this section.
 - Columns:** Measures (Set: Budget)
 - Background:** A red circle highlights the 'Account (Expenses)' dimension.
 - Buttons:** 'Up' and 'Down' buttons are visible, with 'Up' circled in red.
- Table:**

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Education & General	22,674,436	4,610,256	14,249,825	3,814,355	83.18%
Auxiliary Enterprises	9,102,148	491,677	4,596,089	4,014,382	55.90%
Student Activities	332,222	48,896	146,904	136,422	58.94%
Departmental Sales and Service	249,934	15,408	120,272	114,255	54.29%
Indirect Cost Recovery	75,000	26,080	49,438	(519)	100.69%
Technology Fees	306,000	45,000	194,414	66,586	78.24%
Restricted-Education & General	7,689,625	915,057	8,855,027	(2,080,460)	127.06%
Plant	1,775,348	484,994	2,136,828	(846,475)	147.68%
Grand Total	42,204,713	6,637,369	30,348,799	5,218,546	87.64%

Editing Measures

iStrategy has several defined measures that can be used to display data in reports. In the example below, we have run the **Budget to Actuals – Expenditures by Department** report and selected the **Data Layout** tab. To edit a measure, highlight **Measures** (in this example, located in the **Columns** section), and click the **Edit** button. Measures include Budget, Actuals and Remaining Budget that are on many of our standard report. In addition, measures are available for values such as Year To Date Actuals (YTD Actuals), Prior Year-to-To Date and many more. The measures that are available for the Budget to Actuals perspective are listed in the screen print below, although not all measures are relevant to all reports and in some cases may not return data.

The screenshot shows the ProClarity software interface in a Windows Internet Explorer browser. The main window displays the 'Data Layout' tab for a report titled 'Budget to Actuals - Expenditures By Acct'. The report parameters are: Account: Personal Services, Budget Reference: 2010 - 2010, and Business Unit: 57000 - Abraham Baldwin Agri College. The data table shows the following values:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
All Departments	18,074,448		18,273,872	(199,424)	101.10%
All Departments (57000)	18,074,448		18,273,872	(199,424)	101.10%
Grand Total	18,074,448		18,273,872	(199,424)	101.10%

The interface also features a sidebar with 'Rows' and 'Columns' sections. The 'Columns' section is highlighted with a red circle, and the 'Edit...' button is also circled in red. The 'Background' section is visible at the bottom of the sidebar.

Edit Hierarchy

Hierarchy: **Measures**

Browse Search Shared Items

Available items:

- % Bud Remaining
- % Budget Utilized PY
- % Budget Utilized
- % Chg Act PY
- % Chg Bal PY
- % Chg Budget PY
- % Chg YTD Act PY
- % Encumb Bud Remaining
- Act Current Pd
- Actual PY
- Actual
- Annual Budget
- Balance PY
- Balance
- Budget PY
- Budget Utilized
- Budget
- Chg Bud Utilized
- Encumbrance
- LTD Actual
- Open Encumb
- Open Pre Encumb
- Original Budget
- Pre Encumbrance
- Remaining Balance
- Remaining Budget PY
- Remaining Budget
- Variance
- YTD Actual PY
- YTD Actual
- YTD Budget PY
- YTD Budget
- YTD Encumb
- YTD Open Encumb
- YTD Open Pre Encumb
- YTD Pre Encumb
- YTD Variance
- Set: Budget Measures
- Set: Revenue Measures

Add

Remove

Remove All

Show in view:

- Set: Budget Measures

Add Children

OK Cancel

Changing Report Dimensions

1) Removing an Existing Dimension

- a) Run the report to display the delivered report view.
- b) Click on the **Data Layout** tab (**Figure 1, Page 7, Item #3**)
- c) Click on the Dimension name in either the Rows or Columns box (**Figure 2, Page 9, Item #2/#3**)
- d) Click on the **Background** bar (**Figure 2, Page 9, Item #4**) to place the Dimension in the Background (Note that any criteria assigned to this Dimension will still affect the report, even with the Dimension in the Background).
- e) Click **Apply** (**Figure 2, Page 9, Item #7**)

2) Adding a Dimension to the Row Orientation

- a) Run the report to display the delivered report view.
- b) Click on the **Data Layout** tab (**Figure 1, Page 7, Item #3**)
- c) Find the the Dimension that you wish to add to the Rows in the **Background** box and click on it.
- d) Click on the **Rows** bar
- e) Click **Apply** (**Figure 2, Page 9, Item #7**)

3) Adding a Dimension to the Column Orientation

- a) Run the report to display the delivered report view.
- b) Click on the **Data Layout** tab (**Figure 1, Page 7, Item #3**)
- c) Find the Dimension that you wish to add to the Columns in the **Background** box and click on it.
- d) Click on the **Columns** bar
- e) Click **Apply**

4) Adding a Slicer to the Page – Example - adding a slicer for Fiscal Quarter – See below for screen shots.

- a) Run the report to display the delivered report view.
- b) Click on the Dimension **Calendar Fiscal** in the **Background** box (**#4**) and click **Edit**
- c) In the Edit Hierarchy pop-up box, Remove Default (All Fiscal Periods) by selecting the **Remove** button
- d) In the Available Items box select the + beside “All Fiscal Periods”.
- e) Expand “2010” by selecting the +
- f) Select and add 1st, 2nd, 3rd, and 4th quarters 2010
- g) Select the OK button. A slicer is added to the top of the report showing Calendar Fiscal.

ProClarity - Windows Internet Explorer

https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEED034-8A26-4219-9166-0FE9D324595F}&page={E878150E-F7B2}

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 (Level 03)

Data Layout

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

How do I...

- Arrange items on rows and columns?
- Swap rows and columns?
- Add members of a hierarchy?
- Create a drop-down menu (slider)?
- More help...

Rows
Department (Set: Level 03 of All Departme)

Columns
Measures (Set: Budget Measures)

Background

- Calendar Budget
- Fund
- Project
- Budget Reference (Set: Last 6 Budget Reference)
- Business Unit (Set: Business Unit of All Business Un)
- Calendar Fiscal
- Class
- Encumbrance Closed Status

Slice Combine

	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%

Done

Trusted sites 100%

Edit Hierarchy

Hierarchy: **Calendar Fiscal**

Browse Search Shared Items

Available items:

- + 2009
- 2010
 - + Beg Bal 2010
 - + 1st Qtr 2010
 - + 2nd Qtr 2010
 - + 3rd Qtr 2010
 - + 4th Qtr 2010
 - + Adjustment 2010
 - + Closing 2010
- + 2011
- + 2012
- + 2013

Add Descendants...

Show in view:

- 1st Qtr 2010
- 2nd Qtr 2010
- 3rd Qtr 2010
- 4th Qtr 2010

Add Remove Remove All

OK Cancel

Budget Reference: 2010 - 2010 Business Unit: 57000 - Abraham Baldwin Agri College Calendar Fiscal: 1st Qtr 2010

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	308,016		69,097	238,919	22.74%
Director of Public Relations	222,545	0	55,229	167,316	24.81%
Development	548,287			548,287	0.00%
External Affairs	1,190,012	0	300,257	889,755	25.23%
Enrollment Services	1,431,670	0	299,714	1,131,956	20.93%
Director of Inst Technology	1,549,782	0	351,769	1,198,013	22.70%
VP Academic Affairs	12,956,802	0	2,575,216	10,381,586	19.88%
Director of Athletics	549,900	0	150,166	399,734	27.31%
VP Fiscal Affairs	15,119,811	1,850	2,662,464	12,455,497	17.62%
Director of Human Resources	5,280,074	0	3,341,952	1,938,122	63.29%
VP Student Affairs	1,290,787	0	267,454	1,023,334	20.72%
Not in Hierarchy	226,642		43,198	183,444	19.06%
Grand Total	40,674,327	1,850	10,116,516	30,555,961	24.88%

5) Combining Items on a Report

- Run the report to display the delivered report view.
- Select a Dimension (for example, **Department**) and click the **Edit** button.
- Select the departments you wish to include from the **Available Items** section on the left.
- Select **Add** to add the Departments to the **Show in View** section
- Select **OK** to see the results. Note the Department slicer at the top of the screen
- With **Department** highlighted in the background section, click the **Combine** button.
- Select **Apply**. The report should re-run and remove the Department slicer. The data displayed is an aggregate for all the departments that included in the report.

Libraries » Standard Report Catalog » Budget to Actuals » Budget to Actuals - Expenditures By Acct » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College

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%
Personal Services Budget	2,584,698			2,584,698	
Personal Services - Faculty	6,132,591		4,080,928	2,051,663	66.54%
Personal Services-Non-Faculty	6,552,833		5,760,726	792,107	87.91%
Personal Services - Shared			(17,599)	17,599	
Personal Services - Benefits	3,448,434		3,275,737	172,697	94.99%
Personal Services - Other			46,958	(46,958)	
Personal Services - Allocated			0	0	0.00%
Personal Svcs-Payroll Suspens					
Travel					
Operating Expenses					
Equipment - Capital Outlay					
Grand Total					

Edit Hierarchy

Hierarchy: Department

Available items:

- Default (All Departments)
- All Departments
- All Departments (57000)
 - President
 - Director of Public Relations
 - Development
 - External Affairs
 - Enrollment Services
 - Director of Inst Technology
 - VP Academic Affairs
 - Director of Athletics
 - VP Fiscal Affairs

Show in view:

- President
- External Affairs
- Director of Public Relations

Buttons: Add, Remove, Remove All, OK, Cancel

Libraries » Standard Report Catalog » Budget to Actuals » Budget to Actuals - Expenditures By Acct » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for President, 2010 - 2010, 57000 - Abraham Baldwin Agri College

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

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President					
Director of Public Relations					
External Affairs	4,244		202,607	71,637	73.88%
Personal Services Budget	0			0	
Personal Services-Non-Faculty	221,333		161,586	59,748	73.01%
Personal Services - Benefits	52,911		41,021	11,890	77.53%
Travel	7,200		4,507	2,693	62.60%
Operating Expenses	26,572	63	3,750	22,759	14.35%
Grand Total	308,016	63	210,864	97,089	68.48%

Libraries » Standard Report Catalog » Budget to Actuals » Budget to Actuals - Expenditures By Acct » Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for President, External Affairs, Director of Public Relations, 2010 - 2010, 57000 - Abraham Baldwin Agri College

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

How do I...

- Arrange items on rows and columns?
- Swap rows and columns?
- Add members of a hierarchy?
- Create a drop-down menu (slicer)?
- More help...

Rows: Account Hierarchies (2 items) Edit... Pivot

Columns: Measures (Set: Budget M) Down

Background: Department (3 items) Calendar Budget Fund Project Account Hierarchies Hierarchy Budget Reference (Set: Last 4 B) Business Unit (Set: Leaf Descend) Calendar Fiscal

Slice Combine

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Personal Services	1,389,404		1,096,993	292,411	78.95%
Personal Services Budget	312,399			312,399	
Personal Services - Faculty	0			0	
Personal Services-Non-Faculty	846,468		860,638	(14,170)	101.67%
Personal Services - Benefits	230,537		223,961	6,576	97.15%
Personal Services - Other			12,393	(12,393)	
Travel	46,550		20,616	25,934	44.29%
Operating Expenses	5,559,662	4,834	6,746,952	(1,192,125)	121.44%
Equipment - Capital Outlay	0			0	
Grand Total	6,995,616	4,834	7,864,561	(873,779)	112.49%

Building Your Own Custom Reports

Following are 3 examples where we begin with an existing report, manipulate the dimensions and criteria on the Data Layout tab and create an entirely different, custom report.

We recommend following the simple methodology described on Page 4 of this manual in creating your reports. All of the developers involved in building the original system followed an approach similar to this in the original creation of the reports.

Exercise 1 – Create a Budget to Actuals Restricted Fund Report by Project

- Step 1 - Choose report to use as template – Expenditures by Fund
- Step 2 - Define Rows – , - Project
- Step 2b - Values for Project
- Step 3 - Define Columns – Same as in original report.
- Step 4 - Set Background Criteria – Edit Fund to select only Restricted Fund – Accomplished in this example with the **Show Only** on the Restricted line.
- Step 5 - Refine Report – hide columns, filter zero rows, change slicers – if desired.

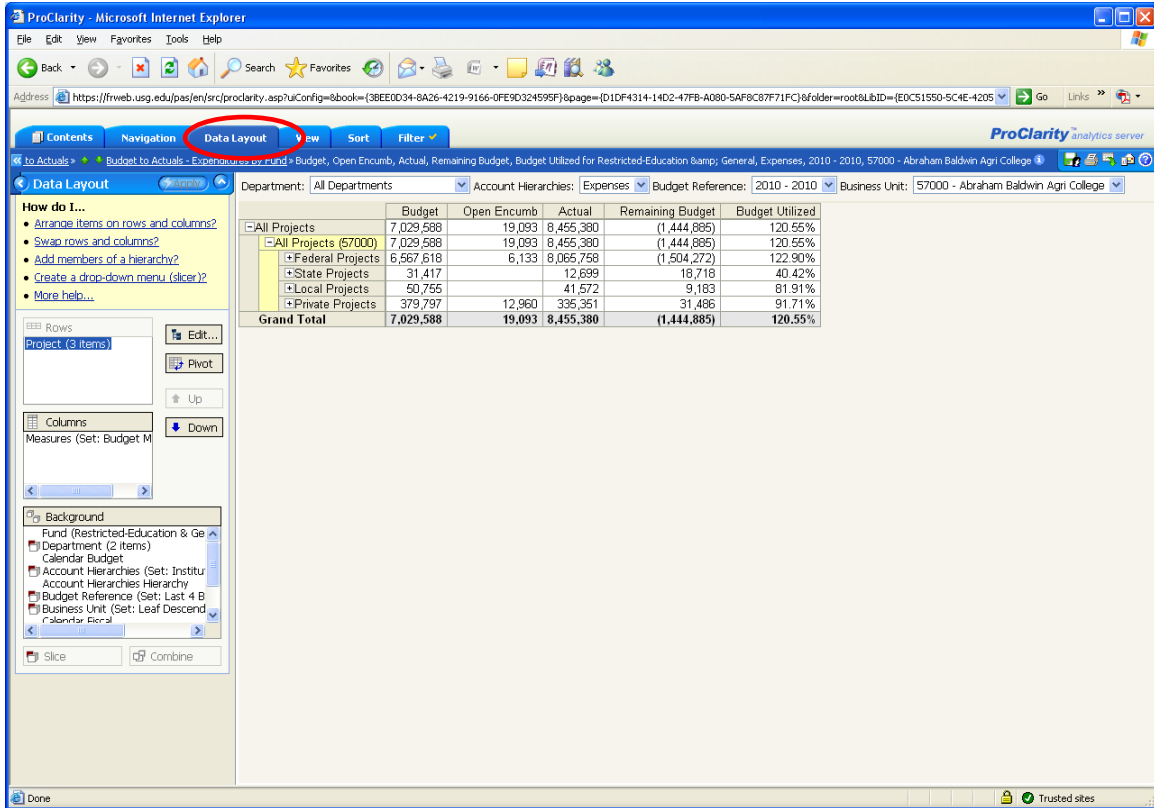
- a) Run the **Budget to Actuals - Expenditures By Fund** report to display the delivered report view.
- b) Click on the **Restricted-Education & General** row and select **Show Only** – Could also be done

The screenshot shows the ProClarity interface with a report titled 'Budget to Actuals - Expenditures By Fund'. The report is filtered to show only the 'Restricted-Education & General' row. A context menu is open over this row, showing options like 'Drill Down', 'Drill Up', 'Expand', 'Show Only', and 'Hide'. The 'Show Only' option is selected.

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Education & General	22,851,612	100,514	14,809,746	7,941,352	65.25%
Auxiliary Enterprises	8,811,556	43,117	4,979,448	3,788,991	57.00%
Student Activities	303,336	1,550	140,923	160,863	46.97%
Departmental Sales and Service	344,155	1,800	199,829	142,526	58.09%
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	8,455,380	(1,444,865)	120.55%
Plant		95,186	1,007,399	423,284	72.26%
Not in Hierarchy			0	0	
Grand Total	62,669	29,725,259	11,266,253	11,266,253	72.69%

on the Data Layout tab using Edit button on Fund.

- c) Click on the **Data Layout** tab.
- d) Click on **Fund** in the **Rows** box on the left side of the page
- e) Click on the **Background** box to move **Fund** into the background
- f) Click on **Project** in the **Background** box and then click on the **Rows** box to move **Project** to the rows



- g) Click **Apply** and then click on the **+** to expand the rows to show the individual projects.

Exercise 2 – Create a Budget to Actuals Report by Program

- Step 1 - Choose report to use as template – Expenditures by Fund
- Step 2 - Define Rows – Program,
- Step 2b - Values for Program -- All
- Step 3 - Define Columns – Same as in original report.
- Step 4 - Set Background Criteria – Same as in the original report.
- Step 5 - Refine Report – hide columns, filter zero rows – In this example, add an All Funds option to the Fund slicer.

a) Run the **Budget to Actuals - Expenditures By Fund** report to display the delivered report view. You may select certain funds to be included in the report by using the **Hide** or **Show Only** functionality. In this example, we will retain all Funds.

b) Click on the **Data Layout** tab.

The screenshot displays the ProClarity web application interface. The main content area shows a table with the following data:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Education & General	22,851,612	100,514	14,809,746	7,941,352	65.25%
Auxiliary Enterprises	8,811,556	43,117	4,979,448	3,788,991	57.00%
Student Activities	303,336	1,550	140,923	160,863	46.97%
Departmental Sales and Service	344,155	1,800	199,829	142,526	58.59%
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	8,455,380	(1,444,885)	120.55%
Plant	1,525,870	95,186	1,007,399	423,284	72.26%
Not in Hierarchy	0	0	0	0	
Grand Total	41,254,181	262,669	29,725,259	11,266,253	72.69%

c) Click on **Fund** in the **Rows** box on the left side of the page

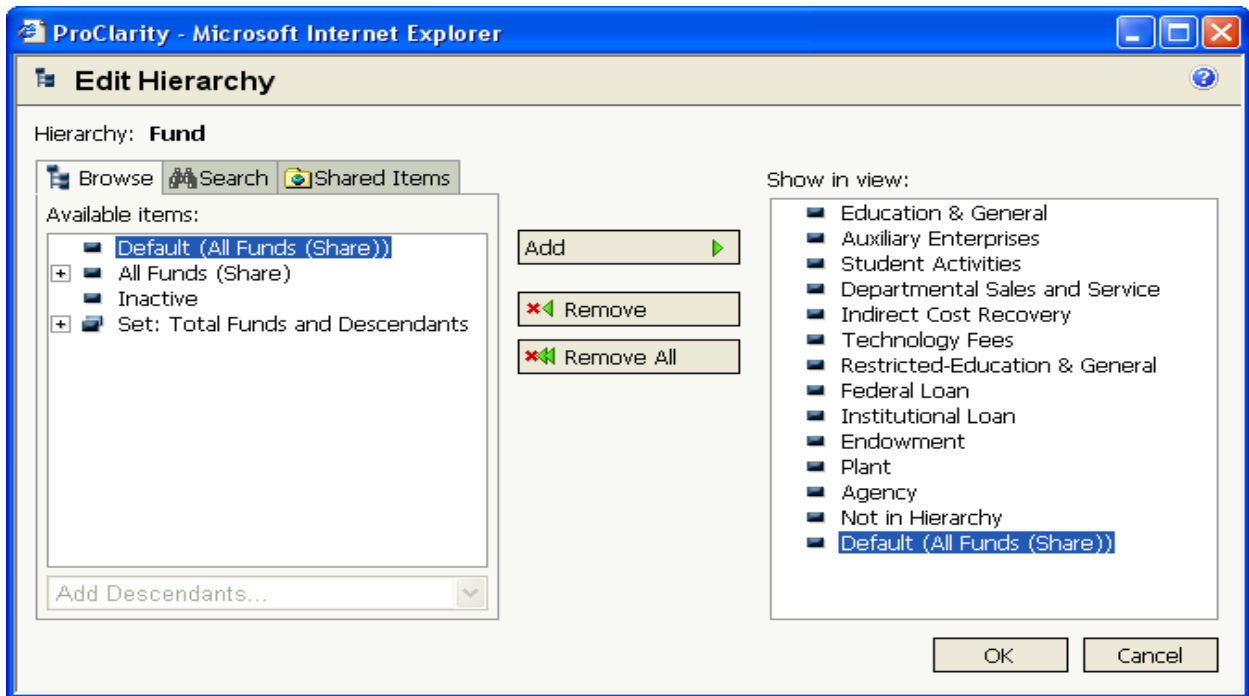
- d) Click on the **Background** box to move **Fund** into the background – Note that you can also move dimensions using the **Up** and **Down** buttons.
- e) Click on **Program** in the **Background** box and then click on the **Rows** box to move **Program** to the rows (you may have to scroll down in the Background box to find Program).
- f) Click **Apply** and then click on the **(+)** to expand the rows to show the individual programs.

The screenshot shows the ProClarity interface with a budget report. The 'Data Layout' sidebar on the left has the 'Background' section expanded to show 'Fund (13 items)'. The main report table is as follows:

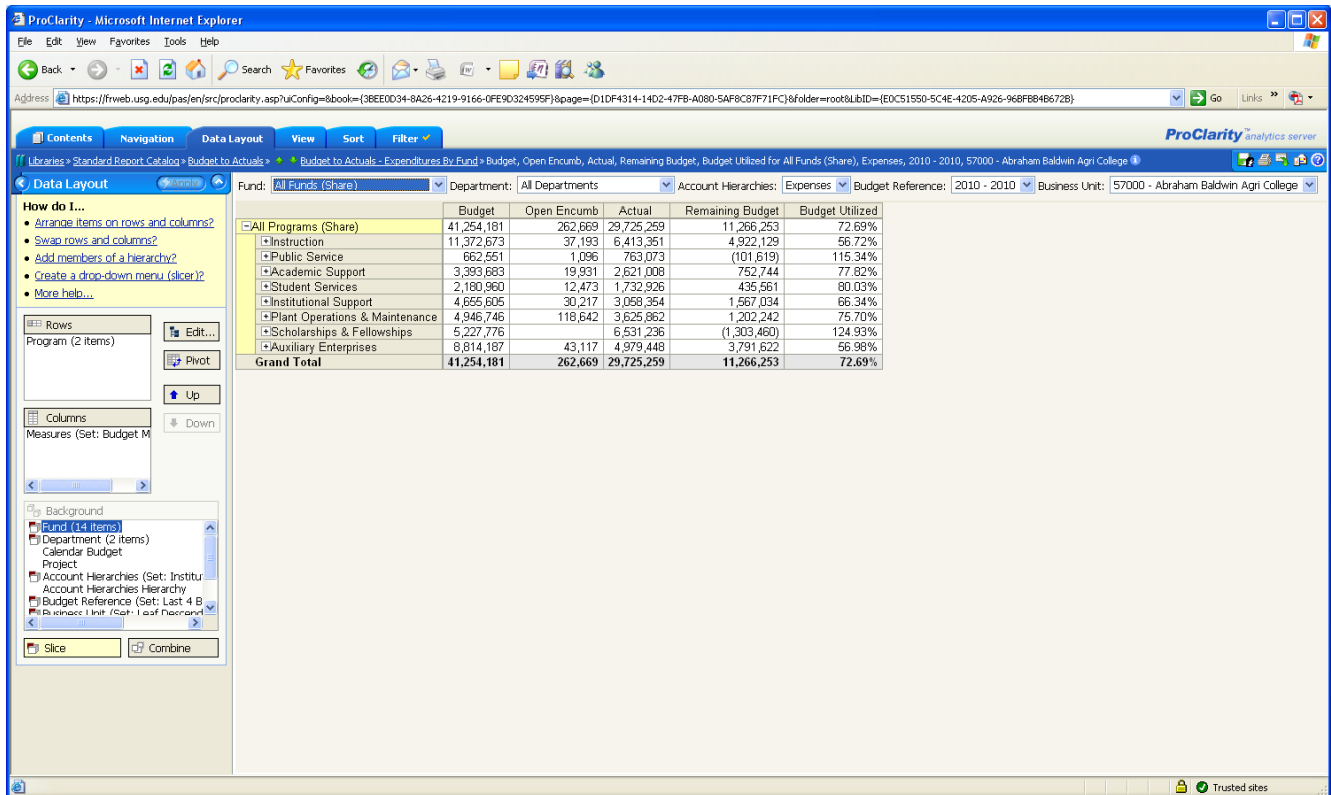
	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
-All Programs (Share)	22,851,612	100,514	14,809,746	7,941,352	65.25%
+Instruction	10,408,004	17,582	5,571,995	4,818,427	53.70%
+Public Service	134,849	63	110,274	24,511	81.82%
+Academic Support	3,005,618	18,523	2,457,031	530,064	82.36%
+Student Services	1,694,248	10,674	1,295,790	387,785	77.11%
+Institutional Support	4,185,365	30,217	2,756,192	1,398,976	66.57%
+Plant Operations & Maintenance	3,420,877	23,455	2,618,463	778,958	77.23%
+Auxiliary Enterprises	2,631		2,631		
Grand Total	22,851,612	100,514	14,809,746	7,941,352	65.25%

- g) Note that the Grand total has changed from the original report. Also note the **Fund slicer** on the top of the page. The values currently displayed in the report are for the Education & General funds only.
- h) To add an **All Funds** view, double click on **Fund** in the **Background** box (or alternatively, you can click on **Fund** and then click the **Edit** button).

i) Select **Default (All Funds(Share))** or **All Funds (Share)** and click the **Add** box. Click **OK**.



j) **All Funds** is now available in the slicer.



Exercise 3 – Create a Report Showing Budget by Department for the Last 6 Budget Years

- Step 1 - Choose report to use as template – Expenditures by Department
- Step 2 - Define Rows – Department,
- Step 2b - Values for Department -- All
- Step 3 - Define Columns – Budget Period/Reference.
- Step 4 - Set Background Criteria – Same as in the original report.
- Step 5 - Refine Report – limit to the Presidents Office – in the example, done via Show Only. Could also be done with Edit on Department dimension in Row.

- a) Run the **Budget to Actuals - Expenditures By Department** report to display the delivered report view.
- b) Click on the **President** row and select **Show Only**.

The screenshot shows the ProClarity software interface. The browser address bar indicates the URL: <https://frweb.usg.edu/pas/en/src/proclarity.asp?uiConfig=&book={3BEE0D34-8A26-4219-9166-0FE9D324595F}&pa>. The report title is "Budget to Actuals - Expenditures By Dept". The filters are set to "Budget Reference: 2011 - 2011" and "Business Unit: 57000 - Abraham Baldwin Agri College".

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	4,743,457	6,982,894	6,982,894	(605,115)	105.44%
VP Fiscal Affairs	14,471,584	1,196,953	9,623,744	3,650,887	74.77%
Director of Human Resources	6,740,010	82,616	7,402,110	(744,715)	111.05%
VP Student Affairs	1,186,482	342,306	532,391	311,786	73.72%
Not in Hierarchy	2,963,721	156,847	(6,222)	2,813,096	5.08%
Grand Total	42,075,834	8,184,342	27,883,646	6,007,846	85.72%

The interface also shows a "Data Layout" sidebar with options for Rows (Department), Columns (Measures), and Background (Calendar Budget, Fund, Project, Budget Reference, Business Unit, Calendar Fiscal, Class, Encumbrance Closed Status). A context menu is open over the "President" row, with "Show Only" selected.

- c) Click on the **Data Layout** tab.

The screenshot shows the ProClarity analytics server interface. The main data table displays the following information:

	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
President	1,246,776	366,650	577,719	302,407	75.74%
Grand Total	1,246,776	366,650	577,719	302,407	75.74%

The interface also includes a 'Data Layout' panel on the left with sections for Rows, Columns, and Background. The 'Columns' section shows 'Measures (Set: Budget)' and the 'Background' section shows 'Budget Reference (Set: Last 6 Budget Reference Years)'.

- d) Click on **Measures** in the Columns box on the left side of the page
- e) Click on the **Background** box to move **Measures** into the background
- f) Click on **Budget Reference (Set: Last 6 Budget Reference Years)** in the **Background** box and then click on the **Columns** box to move **Budget Reference** to the Columns.
- g) Click **Apply** and then click on the **(+)** to expand the rows to show the individual departments. User should now see the Budget for the President's office departments for the last 6 budget years.

ProClarity - Windows Internet Explorer

https://web.usg.edu/baselin/proclarity.asp?Config=ibool=(3BEECD34-8A26-4219-9166-0FE10324595F)?page=BF71BD32-6581-40E9-904C-40A28E9400B6?ofolder=not0L&ID=EDC5155D-5C4E-4205-A926-96FEB486728

ProClarity

Contents Navigation Data Layout View Sort Filter

Library > Standard Report Catalog > Budget by Actuals > Budget by Actuals - Expenses by Dept > Budget for 57000 - Abraham Baldwin Agri College, Expenses

Data Layout

Measures: Budget Business Unit: 57000 - Abraham Baldwin Agri College

How do I...
 • Arrange items on rows and columns?
 • Swap rows and columns?
 • Add members of a hierarchy?
 • Create a drop-down menu (slicer)?
 • More help...

Rows
 Department (3 items) Edit... Pivot Up Down

Columns
 Budget Reference (Set: Last 6 Budget Ref)

Background
 Measures (Set: Budget Measures)
 Calendar Budget
 Fund
 Project
 Business Unit (Set: Business Unit of All Business Units)
 Calendar Fiscal
 Class
 Encumbrance (Read Only)

Slice Combine

	2011 - 2011	2010 - 2010	2009 - 2009	2008 - 2008	2007 - 2007	2006 - 2006
- President	1,246,776	288,503	308,805	294,005	279,852	232,505
4000100 - President's Office	279,014	288,503	308,805	294,005	279,852	232,505
4000110 - ABAC/GA Museum of Agriculture	500,000					
4000500 - GMA-Other Operating	462,762					
5000112 - Ambassadors Gen/Admin	5,000	0				
Grand Total	1,246,776	288,503	308,805	294,005	279,852	232,505

Done Trusted sites 100%



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