# Budgetary Reporting System For Power Users

ProClarity Web Reporting Advanced Training Guide for Power Users Version 3.0 3/15/2011



# **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



# **Getting Started**

# How to log in to iStrategy

The URL to log in to iStrategy is <u>https://frweb.usg.edu/pas</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 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.

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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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### 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	2	3	4	5	6
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- 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.
- 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.

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Download Web Professional?	Budget to Actuals - Expenditures By Fund Budget to Actuals - Revenues	7/22/2010 8:30:37 AM
More help	Budget to Actuals - Revenues	8/3/2010 4:42:16 PM
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# **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.

View Sort Filter 🗸

- 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)

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- 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 <sup>1</sup> 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.
- 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 Descendents 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** 

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# Figure 3

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# Search Functionality

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#### **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.

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<u>Uceate a drob-down menu (sitcer)/2</u> <u>More help</u> <u>Operating Expenses</u> <u>25,435,962</u> <u>190,395</u> <u>21,360,178</u> <u>3,885,379</u> <u>84,72%</u> <u>Equipment - Capital Outlay</u> <u>3,765,941</u> <u>0</u> <u>3,595,328</u> <u>170,613</u> <u>95,47%</u> <u>Grand Total</u> <u>47,780,891</u> <u>190,395</u> <u>43,586,173</u> <u>4,004,324</u> <u>91,62%</u> <u>91,62%</u> <u>0</u> <u>0</u> <u>Background</u> <u>0</u> <u>Dashternet (2 items)</u> <u>Find</u> <u>Project</u> <u>190,045</u> <u>190,395</u> <u>43,586,173</u> <u>4,004,324</u> <u>91,62%</u>	<ul> <li>Add members of a hierarchy?</li> </ul>							
More help     Columns     Columns     Columns     Colendar Budget     Fund     Poject     Sums     Calendar Budget     Fund     Poject     Sums     Colendar Budget     Fund     Colen	<ul> <li>Create a drop-down menu (slicer)?</li> </ul>							
Bit Rows     Grand Total     3,765,941     0     3,595,325     170,613     39.47%       Grand Total     47,780,891     190,395     43,586,173     4,004,324     91.62%       Columns     Down     Down     0     0     0     0     0       Columns     Down     Down     0     0     0     0     0       Department (2 items)     Calendar Budget     0     0     0     0     0       Polget     Project     Field     0     0     0     0     0       Department (2 items)     Calendar Budget     0     0     0     0     0       Polget     Field     Field     0     0     0     0     0       Polget     Field     Field     0     0     0     0     0       Calendar Fiscal     V     V     V     V     0     0	More help							
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low do I	<					
Arrange items on rows and columns?	Ť			Operating Expenses	Equipment - Capital Outlay	Grand Total
Swap rows and columns?	Budget	18,074,448	504,550	25,435,952	3,765,941	47,780,891
Add members of a hierarchy?	Open Encumb			190,395	0	
Create a drop-down menu (slicer)?	Actual	18,273,872		21,360,178	3,595,328	43,586,173
More help	Remaining Budget Budget Utilized	(199,424) 101,10%		3,885,379 84,72%	170,613 95.47%	4,004,324 91.62%
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#### 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.

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low do I	•	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized	
<u>Arrange items on rows and columns?</u>	Education & General	21,304,720	1,850	21,266,105	36,765	99.83%	
Swap rows and columns?	Auxiliary Enterprises	11,707,288	0	9,878,233	1,829,055	84.38%	
Add members of a hierarchy?	+Student Activities	341,098	0	227,536	113,562	66.71%	
Create a drop-down menu (slicer)?	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%	
More help	+Technology Fees	362,311	0	271,946	90,365	75.06%	
<u>~</u>	■Restricted-Education & General	11,987,668	0	9,667,213	2,320,455	80.64%	
Edit	+Plant	1,525,870	188,545	2,001,741	(664,417)	143.54%	
	Not in Hierarchy	0		0	0		
📑 Pivot	Grand Total	47,780,891	190,395	43,586,173	4,004,324	91.62%	
Columns Up Columns Down Measures (Set: Budget M							

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.

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	Department: All Departments	≚ Buc	lget Reference: 2	011 - 2011 🚩	Business Unit: 57000	- Abraham Baldwin /	-						
How do I	<						>						
<u>Arrange items on rows and columns?</u>	<u>t</u>	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized							
<ul> <li>Swap rows and columns?</li> </ul>	■Education & General	22,674,436	1 1		3,814,355	83.18%							
Add members of a hierarchy?	Auxiliary Enterprises	9,102,148	491,677	4,596,089	4,014,382	55.90%							
Create a drop-down menu (slicer)?	Student Activities	332,222	48,896	146,904	136,422	58.94%							
More help	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%							
Rows	Technology Fees	306,000	45,000	194,414	66,586	78.24%							
Edit	Restricted-Education & General	7,689,625	915,057	8,855,027	(2,080,460)	127.06%							
		1,775,348	484,994	2,136,828	(846,475)	147.68%							
眼 Pivot	Grand Total	42,204,713	6,637,369	30,348,799	5,218,546	87.64%							
Columns													
Measures (Set: Budget													
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#### **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.

Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     More helb      Best Street a dispondent of the some normal street (Steps)     Some nows and columns?     Add members of a hearach?     Some nows and columns?     More helb      Best Street a dispondent of the some normal street (Steps)     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Budget Open Encumb Actual Remaining Budget Utilized     Total     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Add members of a hearach?     Some nows and columns?     Beadground     Some nows and columns?     Some nows and columns?     Some nows and columns?	<b></b>
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Count:   Para Layout   Account:   Personal Services   2010 - 2010, 57000 - Abraham Baldwin Agri College   Account:   Personal Services   Budget Reference:   2010 - 2010   Business Unit:   57000 - Abraham Baldwin Agri College   Account:   Personal Services   Budget Reference:   2010 - 2010   Business Unit:   57000 - Abraham Baldwin Agri College   Account:   Personal Services   Budget Reference:   2010 - 2010   Business Unit:   57000 - Abraham Baldwin Agri College   Account:   Personal Services   Budget Reference:   2010 - 2010   Business Unit:   57000 - Abraham Baldwin Agri College   Account:   Personal Services   Budget Open Encumb   Actual Remaining Budget Utilized   -All Departments   18,074,448   18,273,872   (199,424)   101.10%   (199,424) 101.10%     (199,424) 101.10%  (199,424) 101.10%   For help Proot Proot Background	
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How do I       Artange items on rows and columns?         • Artange items on rows and columns?       Budget Open Encumb Actual Remaining Budget Budget Utilized         • Add members of a hierarchy?       Create a drop-down menu (sicer)?         • More heb       • All Departments (57000)         • More heb       • Budget Open Encumb Actual Remaining Budget Budget Utilized         • All Departments (57000)       18,074,448       18,273,872       (199,424)       101.10%         • More heb       • More heb       • Budget Open Encumb Actual Remaining Budget Utilized       • Open Encumb         • More heb       • More heb       • Budget Open Encumb       • Open Encumb       • Open Encumb         • More heb       • Department (2 items)       • Edit       • Open Encumb       • Open Encumb       • Open Encumb         • More heb       • Up       • Open Encumb         • More heb       • Up       • Department (2 items)       • Pivot       • Open Encumb       • Open Encumb </td <td>🎙 🖻 🔇</td>	🎙 🖻 🔇
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#### **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 <u>Column</u> 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** boxand 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.

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w do I		Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
Arrange items on rows and columns?	President	288.503		288.503	0	100.00%
wap rows and columns?	Admin and Operations	200,503	U	200,505	0	100.0070
Add members of a hierarchy?	Director of Public Relations	279.635	0	279.635	0	100.00%
	Development	213,033	0	213,033	0	100.0070
<u>reate a drop-down menu (slicer)?</u>	External Affairs	1,365,188	0	1,232,455	132,733	90.28%
tore help	*Enrollment Services	1.378.753	0		853	99.94%
	Director of Inst Technology	1,623,028	0	1,521,785	101,243	93.76%
Rows		12.523.127		12,279,509	243,618	98.05%
partment (Set: Level 03 of All Departme	+Director of Athletics	551,316	0	427,588	123,728	77.56%
📑 Pivot		18.620.198		17.383.786	1.057.366	94.32%
	+Director of Human Resources	9.518.815		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%
Columns asures (Set: Budget Measures)		47,780,891	190,395	43,574,824	4,015,672	91.60%
Background Calendar Budget Fund Project Budget Reference (Set: Last 6 Budget Reference Business Unit (Set: Business Unit of All Business Unit Calendar Fiscal Class Enclimbrance Closed Status Slice						

Edit Hierarchy	0
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Arrange items on rows and columns?	+ +President	308.016	open Encamb	69.097	238,919	Buc 2nd Qtr 2010 3rd Otr 2010
Swap rows and columns?	President     Director of Public Relations	222,545	0	55,229	167.316	4th Qtr 2010
Add members of a hierarchy?	Development	548,287	U	55,229	548,287	
	External Affairs	1.190.012	0	300.257	889.755	25.23%
Create a drop-down menu (slicer)?	External Allairs     Enrollment Services	1,190,012	0	299,714	1,131,956	20.93%
More help	Director of Inst Technology	1,431,070	0	351,769	1,198,013	22.70%
	• VP Academic Affairs	12.956.802	0	2.575.216	10.381.586	19.88%
The Rows	Edit	549,900	0	150,166	399,734	27.31%
epartment (Set: Level 03 of All Departme	•VP Fiscal Affairs	15,119,811	1.850	2,662,464	12,455,497	17.62%
	Pivot Director of Human Resources		0	3.341.952	1,938,122	63.29%
	+VP Student Affairs	1,290,787	0	267,454	1,023,334	20.72%
		226,642		43,198	183,444	19.06%
	Grand Total	40,674,327	1 850	10.116.516	30,555,961	24.88%
Background Calendar Budget Fund Project Budget Reference (Set: Last 6 Budget Reference Business Unit (Set: Business Unit of All Business Calendar Fiscal (4 terms)	ce Un					
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#### 5) Combining Items on a Report

- a) Run the report to display the delivered report view.
- b) Select a Dimension (for example, **Department)** and click the **Edit** button.
- d) Select the departments you wish to include from the **Available Items** section on the left.
- e) Select Add to add the Departments to the Show in View section
- f) Select **OK** to see the results. Note the Department slicer at the top of the screen
- g) With **Department** highlighted in the background section, click the **Combine** button.

h) 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.



Data Layout 🤅 (Sama) 📀	Department: President	Budget	Reference: 2010	) - 2010 💌	Business Unit: 57000 -	Abraham Baldwin Agri College 🛩	
w do I	President     Director of Public Relations		Open Encumb	Actual	Remaining Budget	Budget Utilized	
Arrange items on rows and columns?	Personal S External Affairs	4,244		202,607	71,637	73.88%	
vap rows and columns?	Personal Services Budget	0			0		
Id members of a hierarchy?	Personal Services-Non-Faculty	221,333		161,586	59,748	73.01%	
eate a drop-down menu (slicer)?	Personal Services - Benefits	52,911		41,021	11,890	77.53%	
re help	Travel	7,200		4,507	2,693	62.60%	
C (C) (C) (C) (C) (C) (C) (C) (C) (C) (C	Operating Expenses	26,572	63	3,750	22,759	14.35%	
Rows	Grand Total	308,016	63	210,864	97,089	68.48%	
Columns easures (Set: Budget M Background							
Department (3 items)							

ita Layout 🤅 🕅	Budget Reference: 2010 - 2010 🎽 Bu	usiness Unit:	57000 - Abraham	Baldwin Agri C	College 💌	
do I	1	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized
range items on rows and columns?	Personal Services	1.389.404		1.096.993	292,411	78.95%
rap rows and columns?	■Personal Services Budget	312,399			312,399	
d members of a hierarchy?	Personal Services - Faculty	0			0	
ate a drop-down menu (sicer)?		846,468		860,638	(14,170)	101.67%
re heb		230,537		223,961	6,576	97.15%
ie neu	Personal Services - Other			12,393	(12,393)	
Rows	<b>±</b> Travel	46,550		20,616	25,934	44.29%
	+Operating Expenses	5,559,662	4,834	6,746,952	(1,192,125)	121.44%
ount Hierarchies (2 ite	Equipment - Capital Outlay	0			0	
pivot	Grand Total	6,995,616	4,834	7,864,561	(873,779)	112.49%
Columns						

### **Building Your Own Custom Reports**

Following are 3 examples where we begin with an exisitinre 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

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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

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Create a drop-down m			31,417		12,699	18,718	40.42%			
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		EPrivate Projects	379,797 7.029.588	12,960		31,486	91.71%			
EEE Rows	🍃 Edit	Grand Total	7,029,588	19,093	8,455,380	(1,444,885)	120.55%			
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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.

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<u> to Actuals</u> » 🍲 🍄 Budget to A	ctuals - Expenditu	res By Fund » <u>Budget, Open Encumb, Actual</u>	, Remaining Bud	get, Budget Utilized fo	or Restricted-Edu	ication & General, Exp	enses, 2010 - 2010, 57	'000 - Abraham Baldwin Agri College 🛈	🛃 🎒 🐴 😰 🕐
		Department: All Departments	🚩 Acco	unt Hierarchies: E	xpenses 🔽 B	udget Reference: 2010	) - 2010 💌 Busines	s Unit: 57000 - Abraham Baldwin A	gri College 🔽
How do I		1	Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized		
<ul> <li>Arrange items on rows and</li> </ul>		■Education & General	22,851,612	100,514	14,809,746	7,941,352	65.25%		
<ul> <li>Swap rows and columns?</li> </ul>		■Auxiliary Enterprises	8,811,556	43,117	4,979,448	3,788,991	57.00%		
Add members of a hierard	thy?	■Student Activities	303,336	1,550	140,923	160,863	46.97%		
Create a drop-down men	u (slicer)?	■Departmental Sales and Service	344,155	1,800	199,829	142,526	58.59%		
More help		EIndirect Cost Recovery	75,000	0	10,768	64,233	14.36%		
		■Technology Fees	313,065	1,408	121,767	189,890	39.34%		
E Rows				19,093		(1,444,885)	120.55%		
Fund (13 items)	🍃 Edit	■Plant	1,525,870	95,186		423,284	72.26%		
	Divot	Not in Hierarchy     Grand Total	0 41,254,181	262.660	0 29,725,259	0	72.69%		
	HVOC	Grand Lotal	41,234,181	262,669	29,125,259	11,200,200	12.09%		
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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.

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How do I											
<ul> <li>Arrange items on rows and column</li> </ul>	62		Budget	Open Encumb	Actual	Remaining Budget	Budget Utilized				
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Add members of a hierarchy?	■Instructio	n	10,408,004		5,571,995	4,818,427	53.70%				
Create a drop-down menu (slicer)	. ■Public S		134,849	63	110,274	24,511	81.82%				
More help	*Academ		3,005,618		2,457,031	530,064	82.36%				
• Marchiegen	Student		1,694,248		1,295,790	387,785	77.11%				
E Rows		nal Support	4,185,385		2,756,192	1,398,976	66.57%				
Program (2 items)		erations & Maintenance		23,455	2,618,463	778,958	77.23%				
Piv		Enterprises	2,631 22,851,612	400 544	14,809,746	2,631	65.25%				
Ep Plu	Grand Tota	I	22,031,012	100,514	14,003,740	7,941,352	03.23%				
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- 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.

ProClarity - Microsoft Internet Explorer			
📮 Edit Hierarchy			0
Hierarchy: Fund  Browse Search Shared Items  Available items:  All Funds (Share)  All Funds (Share)  Set: Total Funds and Descendants  Add Descendants	Add ► ★ Remove ★ Remove All	Show in view: Education & General Auxiliary Enterprises Student Activities Departmental Sales and Service Indirect Cost Recovery Technology Fees Restricted-Education & General Federal Loan Institutional Loan Endowment Plant Agency Not in Hierarchy Default (All Funds (Share)) OK Cancel	

j) All Funds is now available in the slicer.

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	(*Apply) 📀			All Departments	· · ·				2010 🔽 Business Unit:		
w do I			Budaet	Open Encumb	Actual	Remaining Budget	Budget Utilized				
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Swap rows and columns?		Instruction	11,372,673	37,193		4,922,129	56.72%				
Add members of a hierard	hv?	Public Service	662,551	1,096	763,073	(101,619)	115.34%				
Treate a drop-down menu		Academic Support	3,393,683	19,931		752,744	77.82%				
Aore help	an a section of the	<ul> <li>Student Services</li> </ul>	2,180,960	12,473	1,732,926	435,561	80.03%				
nore neip		Institutional Support	4,655,605	30,217	3,058,354	1,567,034	66.34%				
Rows		■Plant Operations & Maintenance	4,946,746	118,642	3,625,862	1,202,242	75.70%				
oram (2 items)	🏗 Edit	Scholarships & Fellowships	5,227,776		6,531,236	(1,303,460)	124.93%				
ugram (2108115)		▲Auxiliary Enterprises	8,814,187		4,979,448	3,791,622	56.98%				
	🗊 Pivot	Grand Total	41,254,181	262,669	29,725,259	11,266,253	72.69%				
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#### 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.



c) Click on the Data Layout tab.

ProClarity - Windows Internet Explor	er										
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🔇 Data Layout 🛛 🚱 Apply	Budget Reference: 2011 - 2	2011 🚩 Business Unit: 57000 -	Abraham Baldwin Agri C	College 💌							
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Arrange items on rows and columns?     Swap rows and columns?			302,407 302,407	75.74% 75.74%							
Add members of a hierarchy?	Grand Total 1,240,770	500,000 577,719	302,407	13.14%							
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- 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.

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inge items on rows and columns?	President	1 2011 - 2011	2010 - 2010 288,503		2008 - 2008 294,005	2007 - 2007 279.852	2006 - 2006 232,505		
p rows and columns?	-President	1,246,776	288,503	308,805 308,805	294,005	279,852	232,505		
members of a hierarchy?	4000100 - President's Office	279.014	288,503	308,805	294,005	279,852	232,505		
	4000110 - ABAC/GA Museum of Agric		200,000	300,003	2.54,005	213,002	232,303		
ate a drop-down menu (sicer)?	4000500 - GMA-Other Operating	462,762							
e heb	5000112 - Ambassadors Gen/Admin	5.000	0						
ows	Grand Total	1,246,776	288,503	308,805	294,005	279,852	232,505		
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