2022

BUSINESS INTELLIGENCE TRAINING GUIDE

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Overview of Business Intelligence

BI is an application developed by SAP to offer a more robust way of reporting data versus what is currently available in the SAP transactional system. What we do at PASSHE is collect all information entered in the SAP transactional system nightly, and load it into the BI system so when you log into the ESS portal to view your BI reports, you will see the information as of the close of business yesterday. It is not real-time data, so if you would make a change in the transactional system, you will not see that change reflected until the next business day.

One other very important note regarding BI: it is a read-only environment. Any navigation steps performed within a report (as described in the below sections) will not result in the change of any information. You are simply manipulating the data into different views/layouts; not changing it.
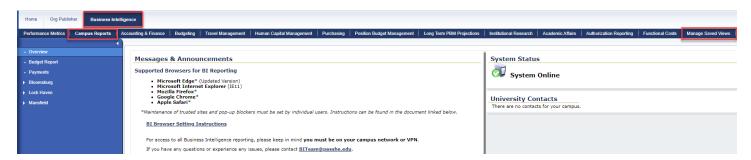
In order to run a report, you must be either on campus or connected to the university VPN. All browsers are supported and instructions for each are available via the portal. We recommend using the newest version of Edge.

Report Access

Go to the same place where you log into ESS (https://portal.passhe.edu/irj/portal). Then click on the 'Business Intelligence' tab.

From here you will see a breakdown of report areas depending on the portal roles assigned to you. At a minimum, you will see Campus Reports and Manage Saved Views which are available to all users. Each of these tabs then contains individual reports developed for those business areas.

Campus Reports gives you access to two distinct reports: Budget Report and Payments. The Budget Report contains all information to help you successfully manage your budget in terms of a summarized view (Summary), line item detail to support that information (Budget, Commitments, and Actuals), as well as specialized tabs for Travel and trend reporting to show expenses and budget over the last five years (FY Actuals Trend and FY Budget Trend).

During this transition period, the older, legacy reports are also available by university:

To begin, select the Budget Report - it will open in a new window.

Variable Screen

After clicking on the report link, a variable screen will appear in a new window. Some users have been personalized to the funds center(s) that they are responsible for. This particular user is responsible for 8211021020 Financial Services. Please contact the Budget Manager if a discrepancy is found in what is listed for you.

Please note that personalization is done for you out of convenience so that you do not have to enter the funds centers, portion of the BCS hierarchy, etc. that you are responsible for every time you run a report.

The Funds Center (BCS) Group variable can also be used to select groups of funds centers within a single area.

The Fiscal Year defaults to the current fiscal year of 2023 but can be modified to analyze a different year.

This particular user has been personalized to reflect the Financial Services funds center of 8211021020.

The tabs available within this report along with a brief description of each include:

- **Summary**: Displays the budget, what's been committed, and any actual expenses in summary form.
- **Budget:** A listing of all budget transactions with corresponding details.
- **Commitments**: Shows the open commitment items by default including such detail as vendor, posting date, requisition number, document number, item, and any text associated. You also have the ability to see all completed and/or reduced commitment items by utilizing the Status fast filter.
- **Actuals**: A listing of all expenses with corresponding details.
- **Travel**: A detailed listing of all travel expenses by vendor.
- **FY Actuals Trend:** Compares the actual expenses of the previous five, closed fiscal years along with the expenses incurred so far in the current fiscal year. There is also a variance to show the dollar and percentage difference of the last two, closed fiscal years.
- **FY Budget Trend:** Compares the budget transactions of the previous five, closed fiscal years along with the transactions completed so far in the current fiscal year. There is also a variance to show the dollar and percentage difference of the last two and last five, closed fiscal years.

Following execution, return to the first tab (Summary), in the event that you may have looked at some of the other available tabs when reading through the descriptions.

			Non-Personnel, CBs, Trans, Res.					
			▶ Current Budget	▶ Commitments	▶ Actual	• Commitments + Actuals	• Remaining	• Remaining
Funds Center ▲	Commitment Item		$	$	$	$	$	%
8211021020 Financial Services	▼ OTHER_EXPENSES	Other Expenses	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	▶ 605	Postage/Freight			26.78	26.78	-26.78	
	▶ 606	Telecommunications Charges			0.92	0.92	-0.92	
	▶ 610	Printing & Duplicating			116.90	116.90	-116.90	
	▶ 615	Travel & Transportation		83.88		83.88	-83.88	
	▶ 625	Professional Services & Honoraria	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	▶ 660	Supplies	6,243.75		236.77	236.77	6,006.98	96.2

Report Execution → Default View

A default view is nothing more than how the report first looks when you execute it. In this case, there are two characteristics in the rows (funds center and commitment item) which lists the individual funds center(s) along with the activated Commitment Item Hierarchy. Then a couple of structures making up the numerical data in the columns.

The top structure (CI Category) denotes what commitment item category the numerical data reflects. The category of Non-Personnel, CBs, Trans, Res. refers to the portions of the commitment item hierarchy in which the data is restricted to. In this case, the non-personnel, chargeback expenses and revenues, transfers in and out, and reserves are taken into account. There are also a handful of additional categories available that can be selected to hone in on a specific segment of commitments items.

For instance, to focus on Student Employment only, you can make that selection using the dropdown. All available options are detailed below:

Default global view name

Indicates the date the data was last updated. It will always be as of the close of business on the previous business day.

If you are responsible for more than one funds center, all funds centers will appear upon execution of the report. To view just one at a time, select one using the funds center dropdown.

Items entered on the variable screen

Row characteristics

Column structures influencing numerical data

| Summary | Budget | Commitment | Actuals | Travel | FY Actuals Trend |

Commonwealth Summary
* Funds Center / Commitment Item Hierarchy

Last Data Update: 10/27/2022 06:04:12

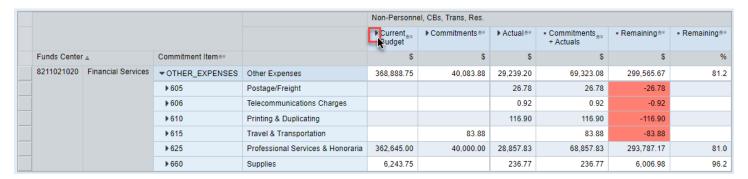| Business Area	Fund	Fund Centers	Commitment Item	Fiscal Period	CItem Category
Show All Values	Show All Values	Show All Values	Show All Values		

Variable Filters
Fiscal Year — 2023
Fund Centers - Single or Multiple Values (;) — 8211021020 Financial Serv

Dynamic Filters
CI Category (Commonwealth) — Non-Personnel

		Non-Personnel, CBs, Trans, Res.					
		Current Budget	Commitments	Actual	Commitments + Actuals	Remaining	Remaining
Funds Center	Commitment Item	$	$	$	$	$	%
8211021020 Financial Services	OTHER_EXPENSES Other Expenses	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	605 Postage/Freight			26.78	26.78	-26.78	
	606 Telecommunications Charges			0.92	0.92	-0.92	
	610 Printing & Duplicating			116.90	116.90	-116.90	
	615 Travel & Transportation		83.88		83.88	-83.88	
	625 Professional Services & Honoraria	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	660 Supplies	6,243.75		236.77	236.77	6,006.98	96.2

Drilldown Capability

Nodes in a column (or row) indicate that more detailed information is available. For example, to see what is making up the Budget totaling $368,888.75, click on the node directly to the left of the Current Budget heading. From there you will see that the Current Budget is comprised of an Original Budget of $368,888.75. In this case, this is the most detailed information available as indicated by the (.) beside the node. If transfers have taken place, you may see a column for transfers receive or transfers send. The same applies if a portion of the budget was carried forward from the previous year.
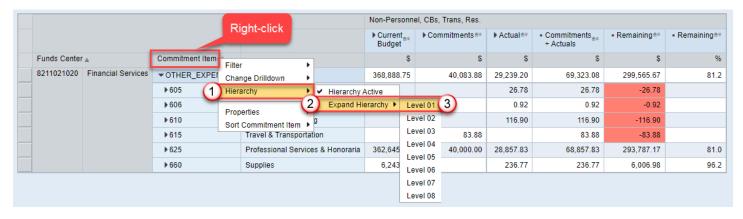
			Non-Personnel, CBs, Trans, Res.					
			Current Budget	Commitments	Actual	Commitments + Actuals	Remaining	Remaining
Funds Center	Commitment Item		$	$	$	$	$	%
8211021020 Financial Services	OTHER_EXPENSES	Other Expenses	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	605	Postage/Freight			26.78	26.78	-26.78	
	606	Telecommunications Charges			0.92	0.92	-0.92	
	610	Printing & Duplicating			116.90	116.90	-116.90	
	615	Travel & Transportation		83.88		83.88	-83.88	
	625	Professional Services & Honoraria	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	660	Supplies	6,243.75		236.77	236.77	6,006.98	96.2

Result:

Funds Center	Commitment Item		Non-Personnel, CBs, Trans, Res.						
			Current Budget	Original	Commitments	Actual	Commitments + Actuals	Remaining	Remaining
			$	$	$	$	$	$	%
8211021020 Financial Services	OTHER_EXPENSES	Other Expenses	368,888.75	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	605	Postage/Freight				26.78	26.78	-26.78	
	606	Telecommunications Charges				0.92	0.92	-0.92	
	610	Printing & Duplicating				116.90	116.90	-116.90	
	615	Travel & Transportation			83.88		83.88	-83.88	
	625	Professional Services & Honoraria	362,645.00	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	660	Supplies	6,243.75	6,243.75		236.77	236.77	6,006.98	96.2

For training purposes: Close the Budget node back up so that the detailed information is not being shown.

The rules also apply to the rows. The default view has the Commitment Item Hierarchy expanded (which is an adjustable setting).

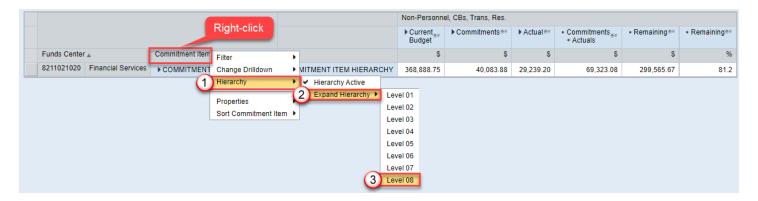| Funds Center	Commitment Item		Non-Personnel, CBs, Trans, Res.					
			Current Budget	Commitments	Actual	Commitments + Actuals	Remaining	Remaining
			$	$	$	$	$	%
8211021020 Financial Services	OTHER_EXPENSES	Other Expenses	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	605	Postage/Freight			26.78	26.78	-26.78	
	606	Telecommunications Charges			0.92	0.92	-0.92	
	610	Printing & Duplicating			116.90	116.90	-116.90	
	615	Travel & Transportation		83.88		83.88	-83.88	
	625	Professional Services & Honoraria	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	660	Supplies	6,243.75		236.77	236.77	6,006.98	96.2

To collapse the hierarchy to a more rolled up level, right-click on the Commitment Item characteristic heading to access the context menu then select Hierarchy → Expand Hierarchy → Level 01.

Funds Center	Commitment Item		Non-Personnel, CBs, Trans, Res.					
			Current Budget	Commitments	Actual	Commitments + Actuals	Remaining	Remaining
			$	$	$	$	$	%
8211021020 Financial Services	OTHER_EXPE...		368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	605				26.78	26.78	-26.78	
	606				0.92	0.92	-0.92	
	610				116.90	116.90	-116.90	
	615	Travel & Transportation		83.88		83.88	-83.88	
	625	Professional Services & Honoraria	362,645	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	660	Supplies	6,243		236.77	236.77	6,006.98	96.2

Right-click

Context menu:
- Filter ▶
- Change Drilldown ▶
- ① Hierarchy ▶
  - ✔ Hierarchy Active
  - ② Expand Hierarchy ▶
    - ③ Level 01
    - Level 02
    - Level 03
    - Level 04
    - Level 05
    - Level 06
    - Level 07
    - Level 08
- Properties
- Sort Commitment Item ▶

Result:

Funds Center	Commitment Item		Non-Personnel, CBs, Trans, Res.					
			Current Budget	Commitments	Actual	Commitments + Actuals	Remaining	Remaining
			$	$	$	$	$	%
8211021020 Financial Services	COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2

To open it to the most detailed level in order to see the individual commitment items, select Hierarchy → Expand Hierarchy → Level 08.

Right-click

Funds Center ▲	Commitment Item				Non-Personnel, CBs, Trans, Res.					
					▶ Current Budget	▶ Commitments	▶ Actual	• Commitments + Actuals	• Remaining	• Remaining
					$	$	$	$	$	%
8211021020	Financial Services	▶ COMMITMENT		...MITMENT ITEM HIERARCHY	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2

Context menu:
- Filter ▶
- Change Drilldown ▶
- (1) Hierarchy ▶ — ✓ Hierarchy Active
  - (2) Expand Hierarchy ▶ — Level 01, Level 02, Level 03, Level 04, Level 05, Level 06, Level 07, (3) Level 08
- Properties
- Sort Commitment Item ▶

Result:

Funds Center ▲	Commitment Item		Current Budget $	Commitments $	Actual $	Commitments + Actuals $	Remaining $	Remaining %
8211021020 Financial Services	▼ OTHER_EXPENSES	Other Expenses	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	• 605110	Postage			26.78	26.78	-26.78	
	• 606115	Long Distance Telephone Service			0.92	0.92	-0.92	
	• 610100	Printing & Duplicating			116.90	116.90	-116.90	
	• 615120	Administrative Travel (for all other tra		83.88		83.88	-83.88	
	▼ 625	Professional Services & Honoraria	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	• 625	Professional Services & Honoraria	362,645.00				362,645.00	100.0
	• 625220	Accounting & Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	• 625225	Collection Fees			13,484.50	13,484.50	-13,484.50	
	• 625250	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	• 625399	Other Professional Services			12,951.92	12,951.92	-12,951.92	
	▼ 660	Supplies	6,243.75		236.77	236.77	6,006.98	96.2
	• 660	Supplies	6,243.75				6,243.75	100.0
	• 660100	Office Supplies			236.77	236.77	-236.77	

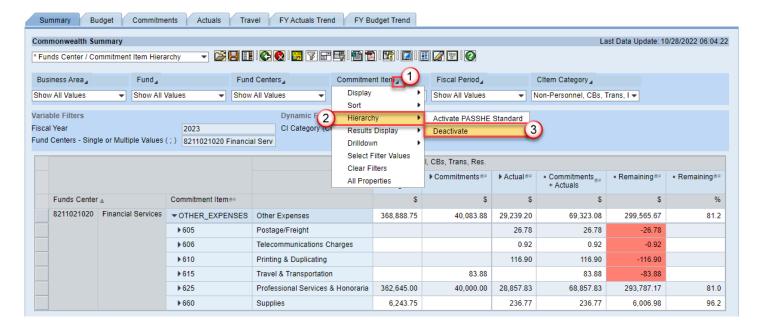*For training purposes: Click Reset ⊗ on the toolbar to return the view to the way it was delivered.*

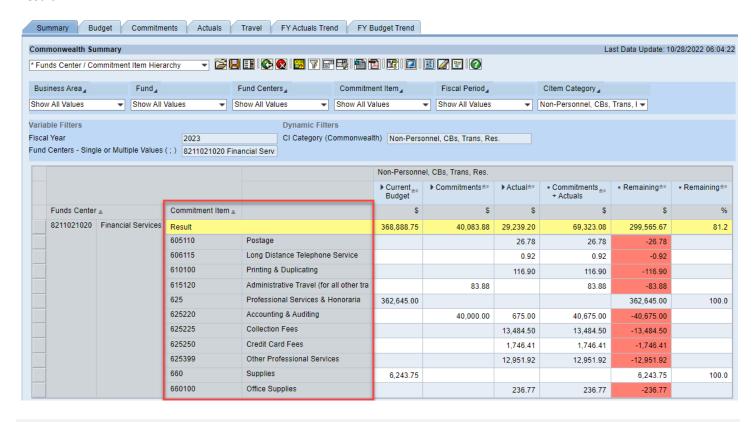# Hierarchy Activation and Deactivation

A hierarchy is nothing more than grouping the data into assigned categories. In this case, the commitment items associated with 8211021020 are grouped so that you have the advantage of seeing totals for Expenses, Non-Personnel, Operating, etc. versus totals only for those individual commitment items. In most cases, a budget is not set at the six-digit level, which makes it difficult to see what is remaining without the hierarchy being active.

You have the ability to turn hierarchies on and off by using the fast filters (for the common characteristics) or by using the context menu which can be accessed by right-clicking on the characteristic's heading in the row/column.

Hierarchies exist for several characteristics including Fund, Funds Center, Commitment Item, and Fiscal Period in this report. It is important to note that it's sometimes helpful to turn off the hierarchy before downloading to Excel as it makes sorting easier.

Example: Deactivate the Commitment Item Hierarchy using the fast filters by selecting the node to the right of Commitment Item heading → Hierarchy → Deactivate

Summary | Budget | Commitments | Actuals | Travel | FY Actuals Trend | FY Budget Trend

Commonwealth Summary — Last Data Update: 10/28/2022 06:04:22

* Funds Center / Commitment Item Hierarchy

Business Area	Fund	Fund Centers	Commitment Item	Fiscal Period	CItem Category
Show All Values	Show All Values	Show All Values		Show All Values	Non-Personnel, CBs, Trans, I

Menu:
- Display ▸
- Sort ▸
- Hierarchy ▸ → Activate PASSHE Standard / Deactivate
- Results Display ▸
- Drilldown ▸
- Select Filter Values
- Clear Filters
- All Properties

Variable Filters — Dynamic Filters
Fiscal Year 2023 — CI Category (C...)
Fund Centers - Single or Multiple Values (;) 8211021020 Financial Serv

Non-Personnel, CBs, Trans, Res.

Funds Center	Commitment Item		Current Budget $	Commitments $	Actual $	Commitments + Actuals $	Remaining $	Remaining %
8211021020 Financial Services	▾ OTHER_EXPENSES	Other Expenses	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	▸605	Postage/Freight			26.78	26.78	-26.78	
	▸606	Telecommunications Charges			0.92	0.92	-0.92	
	▸610	Printing & Duplicating			116.90	116.90	-116.90	
	▸615	Travel & Transportation		83.88		83.88	-83.88	
	▸625	Professional Services & Honoraria	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	▸660	Supplies	6,243.75		236.77	236.77	6,006.98	96.2

Result:

Summary | Budget | Commitments | Actuals | Travel | FY Actuals Trend | FY Budget Trend

Commonwealth Summary — Last Data Update: 10/28/2022 06:04:22

* Funds Center / Commitment Item Hierarchy

Business Area	Fund	Fund Centers	Commitment Item	Fiscal Period	CItem Category
Show All Values	Show All Values	Show All Values	Show All Values	Show All Values	Non-Personnel, CBs, Trans, I

Variable Filters — Dynamic Filters
Fiscal Year 2023 — CI Category (Commonwealth) Non-Personnel, CBs, Trans, Res.
Fund Centers - Single or Multiple Values (;) 8211021020 Financial Serv

Non-Personnel, CBs, Trans, Res.

Funds Center	Commitment Item		Current Budget $	Commitments $	Actual $	Commitments + Actuals $	Remaining $	Remaining %
8211021020 Financial Services	Result		368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	605110	Postage			26.78	26.78	-26.78	
	606115	Long Distance Telephone Service			0.92	0.92	-0.92	
	610100	Printing & Duplicating			116.90	116.90	-116.90	
	615120	Administrative Travel (for all other tra		83.88		83.88	-83.88	
	625	Professional Services & Honoraria	362,645.00				362,645.00	100.0
	625220	Accounting & Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	625225	Collection Fees			13,484.50	13,484.50	-13,484.50	
	625250	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	625399	Other Professional Services			12,951.92	12,951.92	-12,951.92	
	660	Supplies	6,243.75				6,243.75	100.0
	660100	Office Supplies			236.77	236.77	-236.77	

Jump Functionality

Along with drilldown capability within the report itself, you can also "jump" to further details surrounding budget, commitments, and actual information.

This "jump" will take you directly to another BI report providing even more information on the key figures (numerical data) being retrieved through the Summary.

To achieve a jump, begin by right-clicking on the key figure in which you desire more detail on. For this particular report, there are three different jumps available.

Budget Example: To view all documents tied to the budget of $362,645.00 for the Professional Services & Honoraria commitment item, right-click directly on the key figure then select Goto → Budget Detail Lines.

Note: It is important to select the correct jump (in this case, detail lines report) that corresponds to the key figure you're looking at. In this case, a budget value is the point of focus; therefore Budget Detail Lines is selected. Otherwise, you will receive no data.

Commonwealth Budget Lines is a completely separate BI report which launches in a new tab (and you are taken directly to it without the original report closing).

The line-item detail provided by this report supports the key figure illustrated in the Budget Summary.

Please close the Budget Detail Lines and return to the original report.

Commitments Example: To view the documents tied to $40,000.00 in commitments for Accounting & Auditing, right-click on the key figure and select Goto → Commitment Detail Lines.

			Non-Personnel, CBs, Trans, Res.					
			▸ Current Budget	▸ Commitments⬆⬇	▸ Actual⬆⬇	▪ Commitments + Actuals	▪ Remaining⬆⬇	▪ Remaining⬆⬇
Funds Center ▵		Commitment Item ▵	$	$	$	$	$	%
8211021020	Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
		605110	Postage			26.78	26.78	-26.78	
		606115	Long Distance Telephone Service			0.92	0.92	-0.92	
		610100	Printing & Duplicating			116.90	116.90	-116.90	
		615120	Administrative Travel (for all other tra		83		83.88	-83.88	
		625	Professional Services & Honoraria	362,645.00				362,645.00	100.0
		625220	Accounting & Auditing		40,000.00	675.00	40,675.00	-40,675.00	
		625225	Collection Fees						
		625250	Credit Card Fees						
		625399	Other Professional Services				12,951.92	-12,951.92	
		660	Supplies	6,243.75				6,243.75	100.0
		660100	Office Supplies			236.77	236.77	-236.77	

Right-click

Goto ▸ ① Budget Detail Lines
Change Dr...n ▸ Actual Detail Lines
Properties ▸ Commitment Detail Lines ②

Commonwealth Commitment Lines   Last Data Update: 10/28/2022 06:04:22

The Status categories may include detail lines for both Purchase Requisition and resulting Purchase Order documents, these are not intended to be reviewed as a summarized total.

											All Status		
											▸ Original & Carryforward	▪ Balance (Open Commitments)	▪ Remaining %
Posting Date ▵	Transaction Type⬆⬇	Req/Reserve Number ▵	Document Number ▵	Item ▵	Vendor ▵		Fund ▵	Funds Center⬆⬇	Commitment Item⬆⬇	Doc Text ▵	$	$	%
10/10/2022	Purchase Requisition	#	10767457	1	81000643	CLIFTONLARSONALLEN LLP	8211000000 E&G General Funds	8211021020 Financial Services	625220 Accounting/Auditing	PROGRESS BILLING FOR PROFESSIONAL SERVIC	40,000.00	40,000.00	100.0

Please close the Commitment Lines and return to the original report.

Actuals Example: To view the documents linked to $13,484.50 actual expenses for Collection Fees, right-click on the key figure and select Goto → Actuals Detail Lines.

			Non-Personnel, CBs, Trans, Res.					
			▸ Current Budget	▸ Commitments⬆⬇	▸ Actual⬆⬇	▪ Commitments + Actuals	▪ Remaining⬆⬇	▪ Remaining⬆⬇
Funds Center ▵		Commitment Item ▵	$	$	$	$	$	%
8211021020	Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
		605110	Postage			26.78	26.78	-26.78	
		606115	Long Distance Telephone Service			0.92	0.92	-0.92	
		610100	Printing & Duplicating			116.90	116.90	-116.90	
		615120	Administrative Travel (for all other tra		83.88		83.88	-83.88	
		625	Professional Services & Honoraria	362,645.00				362,645.00	100.0
		625220	Accounting & Auditing		40,000.00	675.00	40,675.00	-40,675.00	
		625225	Collection Fees			13,484.50	4.50	-13,484.50	
		625250	Credit Card Fees			1,746.41			
		625399	Other Professional Services			12,951.92			
		660	Supplies	6,243.75				6,243.75	100.0
		660100	Office Supplies			236.77	236.77	-236.77	

Right-click

① Goto ▸ Budget Detail Lines
Change Drilldown ▸ Actual Detail Lines ②
Properties ▸ Commitment Detail Lines

Posting Date ⇕	FI Doc # ⬧	PO # ⬧	Fund ⬧		Funds Center⬧⇕		Commitment Item⬧⇕		Document Text ⬧	Actual⬧⇕ $
Result										13,484.50
10/19/2022	104490529	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	3,967.42
10/17/2022	104489609	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	2,402.29
10/09/2022	104484011	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	218.76
09/19/2022	104473528	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	3,353.15
09/18/2022	104471868	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	188.76
09/15/2022	104471544	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	2,285.37
08/10/2022	104440046	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	929.99
08/07/2022	104437988	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	138.76
08/03/2022	104437161	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	4,373.76
07/13/2022	104427723	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	1,219.78
07/11/2022	104426708	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	981.49
07/06/2022	104424339	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	10-1301-6251-1000	138.76
07/01/2022	104427241	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	ACCRUE JUNE COMMISSIONS	-138.76
	104427243	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	ACCRUE MAY COMMISSIONS	-981.49
	104427244	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	ACCRUE JUNE COMMISSIONS	-1,219.78
	104433408	#	8211000000	E&G General Funds	8211021020	Financial Services	625225	Collection Fees	ACCRUE JUNE COMMISSIONS	-4,373.76

Remember, the original report that you jumped from (in this case, the Budget Summary) was not closed during this process. You can always change tabs and go back to verify that you're looking at the correct detail information.

Please close the Actual Detail Lines and return to the original report for the next section.

Fast Filters - Multiple Filter Value Selection

By utilizing the fast filter dropdowns, you have the ability to make a single filter selection. However, if you want to select multiple filter values, you must access the menu item to do so.

Example: To focus specifically on commitment items pertaining to supplies, restrict to both 660 Supplies and 660100 Office Supplies using the fast filter for Commitment Item.

Result:

For training purposes: Click Undo *on the toolbar to go back one navigation step.*

Fast Filters - Characteristic Display

You have the ability to see the key, text, or any combination of the two (in any order) for a given characteristic in the report. The display can be modified by utilizing the fast filters (for common characteristics) or by using the context menu.

Since the hierarchy has been deactivated, both the key (commitment item number) and text (commitment item description) are showing. If the key is not pertinent information, you can choose to not display it.

Example: Change the Commitment Item display to **Text** by using the fast filters

Result:

		Non-Personnel, CBs, Trans, Res.					
		▶ Current Budget	▶ Commitments	▶ Actual	▪ Commitments + Actuals	▪ Remaining	▪ Remaining
Funds Center ▴	Commitment Item ▴	$	$	$	$	$	%
8211021020 Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	Postage			26.78	26.78	-26.78	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Printing/Duplicating			116.90	116.90	-116.90	
	Admin Travel		83.88		83.88	-83.88	
	Professional Svcs	362,645.00				362,645.00	100.0
	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Supplies	6,243.75				6,243.75	100.0
	Office Supplies			236.77	236.77	-236.77	

Fast Filters - Row Sort

You can sort a row (by key or text) by using the fast filters.

Example 1: Sort Commitment Item in **ascending** order by the **text** using the fast filter

Result:

| | | Non-Personnel, CBs, Trans, Res. | | | | | |
| | | ▶ Current Budget | ▶ Commitments | ▶ Actual | ▪ Commitments + Actuals | ▪ Remaining | ▪ Remaining |
Funds Center ▲	Commitment Item ▲	$	$	$	$	$	%
8211021020 Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Admin Travel		83.88		83.88	-83.88	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Office Supplies			236.77	236.77	-236.77	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Postage			26.78	26.78	-26.78	
	Printing/Duplicating			116.90	116.90	-116.90	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0

Column Sort

You can quickly sort a column in ascending or descending order using the nodes directly to the right of a key figure (numerical data).

Example: Sort Commitments + Actuals from highest to lowest using the key figure by clicking on the node directly to the right of the key figure you want to sort by.

| | | Non-Personnel, CBs, Trans, Res. | | | | | |
| | | ▶ Current Budget | ▶ Commitments | ▶ Actual | ▪ Commitment + Actuals | ▪ Remaining | ▪ Remaining |
Funds Center ▲	Commitment Item ▲	$	$	$	$	$	%
8211021020 Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Admin Travel		83.88		83.88	-83.88	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Office Supplies			236.77	236.77	-236.77	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Postage			26.78	26.78	-26.78	
	Printing/Duplicating			116.90	116.90	-116.90	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0

Then click again to sort the data in descending order (sorts in ascending first so click again if you want descending):

Funds Center▲▾	Commitment Item▲▾	Non-Personnel, CBs, Trans, Res.					
		▶ Current Budget ▲▾	▶ Commitments ▲▾	▶ Actual ▲▾	▪ Commitments + Actuals ▾	▪ Remaining ▲▾	▪ Remaining ▲▾
		$	$	$	$	$	%
8211021020 Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	Office Supplies			236.77	236.77	-236.77	
	Printing/Duplicating			116.90	116.90	-116.90	
	Admin Travel		83.88		83.88	-83.88	
	Postage			26.78	26.78	-26.78	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0

Results Rows

The view has a results row on commitment item by default. To remove the results row, click on the results row itself and drag it off the report until you receive a small **X**. Then release.

Funds Center▲▾	Commitment Item▲▾	Non-Personnel, CBs, Trans, Res.					
		▶ Current Budget ▲▾	▶ Commitments ▲▾	▶ Actual ▲▾	▪ Commitments + Actuals ▾	▪ Remaining ▲▾	▪ Remaining ▲▾
		$	$	$	$	$	%
8211021020 Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Credit Card Fees			46.41	1,746.41	-1,746.41	
	Office Supplies			236.77	236.77	-236.77	
	Printing/Duplicating			116.90	116.90	-116.90	
	Admin Travel		83.88		83.88	-83.88	
	Postage			26.78	26.78	-26.78	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0

Click and drag until you see an 'X'

X

Result:

		Non-Personnel, CBs, Trans, Res.					
		▶ Current Budget	▶ Commitments	▶ Actual	▪ Commitments + Actuals	▪ Remaining	▪ Remaining
Funds Center	Commitment Item	$	$	$	$	$	%
8211021020 Financial Services	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	Office Supplies			236.77	236.77	-236.77	
	Printing/Duplicating			116.90	116.90	-116.90	
	Admin Travel		83.88		83.88	-83.88	
	Postage			26.78	26.78	-26.78	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0

Conversely, to add a results row to a characteristic, you can utilize the fast filter or the context menu. You can further decide to display all results or show results only when more than one value appears. Finally, you can move the results row so it appears at the top (or the bottom) of the rows just by dragging and dropping it into the location you desire.

Example: Add a results row to Commitment Item using the fast filter

Result:

Funds Center	Commitment Item	Non-Personnel, CBs, Trans, Res.					
		▶ Current Budget	▶ Commitments	▶ Actual	• Commitments + Actuals	• Remaining	• Remaining
		$	$	$	$	$	%
8211021020 Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	Office Supplies			236.77	236.77	-236.77	
	Printing/Duplicating			116.90	116.90	-116.90	
	Admin Travel		83.88		83.88	-83.88	
	Postage			26.78	26.78	-26.78	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0

To move to the bottom, click and drag on the Results row itself and place at the bottom (when you receive a teal shade).

Funds Center	Commitment Item	Non-Personnel, CBs, Trans, Res.					
		▶ Current Budget	▶ Commitments	▶ Actual	• Commitments + Actuals	• Remaining	• Remaining
		$	$	$	$	$	%
8211021020 Financial Services	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2
	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Collection Fees				13,484.50	-13,484.50	
	Othr Professnl Svcs				12,951.92	-12,951.92	
	Credit Card Fees				1,746.41	-1,746.41	
	Office Supplies				236.77	-236.77	
	Printing/Duplicating				116.90	-116.90	
	Admin Travel			83.88	83.88	-83.88	
	Postage			26.78	26.78	-26.78	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0

Left-click and drag to the bottom (over Supplies) until you see a teal shade. Then release.

Result:

		Non-Personnel, CBs, Trans, Res.					
		▶ Current Budget	▶ Commitments	▶ Actual	▪ Commitments + Actuals	▪ Remaining	▪ Remaining
Funds Center	Commitment Item	$	$	$	$	$	%
8211021020 Financial Services	Accounting/Auditing		40,000.00	675.00	40,675.00	-40,675.00	
	Collection Fees			13,484.50	13,484.50	-13,484.50	
	Othr Professnl Svcs			12,951.92	12,951.92	-12,951.92	
	Credit Card Fees			1,746.41	1,746.41	-1,746.41	
	Office Supplies			236.77	236.77	-236.77	
	Printing/Duplicating			116.90	116.90	-116.90	
	Admin Travel		83.88		83.88	-83.88	
	Postage			26.78	26.78	-26.78	
	Long Dist Tele Svc			0.92	0.92	-0.92	
	Professional Svcs	362,645.00				362,645.00	100.0
	Supplies	6,243.75				6,243.75	100.0
	Result	368,888.75	40,083.88	29,239.20	69,323.08	299,565.67	81.2

Export (PDF or Excel)

Be sure to get the data exactly how you want to export it before accessing the buttons. Because the formulas for results rows don't translate to Excel (just the values), it's best to remove them prior to exporting if you're going to do further manipulation in Excel.

Both options are available side by side on the toolbar:

| Summary | Budget | Commitments | Actuals | Travel | FY Actuals Trend | FY Budget Trend |

Commonwealth Summary

| * Funds Center / Commitment Item Hierarchy ▼ | 🗀🖫📑 | ◉⊗ | 🔢🔻 | 📑📑 | 📑📑 | 📑📑 | 🖼️📑📝📑 | ❓ |

If you choose PDF: The data will be automatically formatted in a nice format for printing. You do have the ability to change some of the properties when you initially click on the button but it is not required → Click OK. Then click 'Open' or save the pdf to a place of your choosing.

If you choose Excel: You'll be asked if you want to open the file → Click Open then you'll be notified that the file is in a different format → Click Yes. Because your file exports in a single web page format, it's best to save your file immediately as an excel workbook so if you make any changes or plan to send it to another user, it will be in the correct format.

Navigation: Drag & Drop Functionality

For Training purposes: To get the report back to its initial layout of when it was first executed, click the Reset button:

Then click on the Navigation Pane button to access a full list of characteristics available in the report:

The layout of the report is broken up into columns, rows, and free characteristics which gives the advantage of seeing which fields have been utilized and which can be added.

			Non-Personnel, CBs, Trans, Res.				
			▶ Current Budget	▶ Commitments	▶ Actual	▪ Commitments + Actuals	▪ Remaining	▪ Remaining
Funds Center ▲	Commitment Item		$	$	$	$	$	%
8211021020 Financial Services	▼ OTHER_EXPENSES	Other Expenses	368,888.75	40,083.88	29,332.33	69,416.21	299,472.54	81.2
	▶ 605	Postage/Freight			26.78	26.78	-26.78	
	▶ 606	Telecommunications Charges			0.92	0.92	-0.92	
	▶ 610	Printing & Duplicating			116.90	116.90	-116.90	
	▶ 615	Travel & Transportation		83.88	93.13	177.01	-177.01	
	▶ 625	Professional Services & Honoraria	362,645.00	40,000.00	28,857.83	68,857.83	293,787.17	81.0
	▶ 660	Supplies	6,243.75		236.77	236.77	6,006.98	96.2

To manipulate the fields, you can do so within the navigation pane itself or between the pane and the report (whichever is more comfortable for you).

Example 1: Remove Commitment Item from the rows

Click and drag Commitment Item out of the navigation pane then release. When removing a characteristic, you will receive an '**X**' indicating that the field will be dropped from the report display.

Or remove the characteristic from the report itself:

Result of both:

Note: Be sure to select the heading versus an individual component if removing items from the report itself. Depending on what you're selecting, you may only remove a segment versus the entire characteristic. For example, removing Commitment Item from the row requires selecting the heading whereas removing 660 specifically requires removing that individual item.

Example 2: Add Fiscal Period to the rows after Funds Center

Click on Fiscal Period and drag it after Funds Center until you receive a black line indicating where the field will be inserted. Then release.

Or drag the characteristic into the report itself and position the insertion line in the desired location:

Result of both:

Fiscal Period has been inserted next to Funds Center in the rows

Example 3: Swap Funds Center with Commitment Item

Click and drag Commitment Item "overtop" of Funds Center until you receive a teal color. Then release.

Click and Drag

Or click and drag Commitment Item overtop of Funds Center in the report until you receive a teal color and release.

Result of both:

User View Creation & Access

Assemble the view exactly how you want it in terms of format. Then click the SAVE button on the toolbar.

In this case, an overall snapshot of the funds center as a total is desired so Fiscal Period was removed from the rows and then Funds Center replaced Commitment Item.

Give the view a detailed description so accessing it later won't be difficult then click OK:

Note: This is your own, personal view so give it a description that you will recognize.

The view will immediately appear in your Open folder as well as on the 'Manage Saved Views' tab on the portal so the next time you want to access it you can either A) Execute the report and click the Open icon to retrieve the view or B) Go to the 'Manage Saved Views' tab and select the view from there without having to even run the report.

Option A:

Click the Open folder next to the Save button:

Select the view and then click OK.

Option B:

Go to the portal and select the view from the 'Manage Saved Views' tab and the content will execute in a separate window. Select the view in question:

Note: This option is ideal if you want to view a snapshot of information on a weekly basis (Ex. Funds Center Balances).

Result:

Bookmarks

Along with saving a user view, there is also the capability to send the exact report and format you've created to a coworker or BI team member for assistance. A unique hyperlink is extracted and made available on your clipboard for pasting into an e-mail or document.

To access the link, click on the BOOKMARKING button on the toolbar:

When clicking, you are presented with two options: add bookmark to the web browser favorites or copy bookmark to the clipboard.

Choose 'Copy to Clipboard' to make the hyperlink available via your clipboard. Then click 'Close.'

Note: Although you do not receive a message indicating that the hyperlink has been copied to your clipboard, it is done as soon as you click the button. You may also add the bookmark to the web browser favorites but this is not recommended as it's saved to the browser on your own personal computer and has limited accessibility versus a user view which is available on any computer that you can log into the portal with.

Then paste the link into an e-mail or document of your choosing – it will appear in a similar format as the one listed below:

If using Edge, both options are disabled at this current time, unfortunately. As a workaround, click on the hyperlink provided in the Bookmarking window. Then just copy and paste that hyperlink into an email.

Changing Variable Values Following Execution

If you execute a report one way, do some manipulation, then decide you want to change a variable or two (Ex. Fiscal Year), you can select the variable screen button to call the initial screen back up again and change any of the values. The biggest advantage of utilizing the button versus rerunning the report is that your formatting remains unchanged and the data repopulates according to the changed variables.

Example: The report was initially executed for Fiscal Year 2023, and after making a few navigation changes, 2022 is desired.

Result (same navigation state and different Fiscal Year only):

Note: Because of the recent integrations and 8211021020 being created as a result, there is no data tied to that specific funds center for FY 2022. If you were previously responsible for Bloomsburg, Lock Haven, or Mansfield legacy funds centers, they will have historical information for the previous fiscal years for your review.

Additional Functionality

Buttons are available on certain tabs within the report to assist in navigating to points of emphasis quickly. Depending on the tab, several options may be available.

Within the Budget Report itself, the Travel tab offers additional functionality. Then the Payments (a separate, standalone report) also offers a few options.

Travel

Because each button on the Travel tab surrounds the vendor, the easiest way to demonstrate the functionality is to manipulate the view so that Vendor is the only item in the rows. Once that has been attained, then utilize the button options. Each button is an on/off toggle option so each button has the ability to interact with each other meaning you can have one or several of them activated at one time.

- **Employee Vendors Only**: Tailors the list of vendors to employee vendors only

- **Top 10 Vendors**: Restricts the list to the top 10 vendors in terms of actual expenses. *Please note that if you activate the Employee Vendors Only button then click the Top 10 Vendors button you will not be given the top 10 vendors overall, but the top 10 employee vendors as the other button is still activated.*
- **View Document Text:** Adds the document text to the rows so the supporting detail is visible
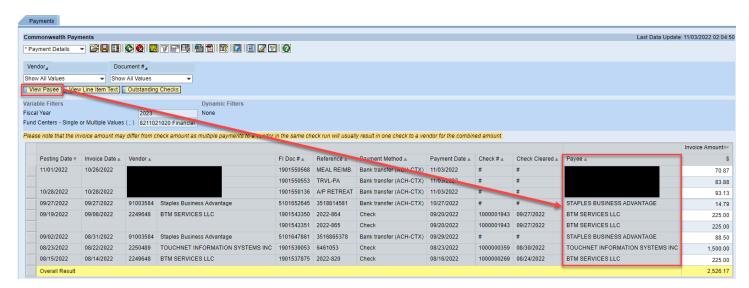
Payments

The Payments Report offers a View Payee, View Line Item Text, and Outstanding Checks button option.

- **View Payee:** Adds the Payee information to the rows for additional clarification
- **View Line Item Text:** Adds the document text to the rows so the supporting detail is visible
- **Outstanding Checks:** Restricts the data to only those checks that have not been cleared
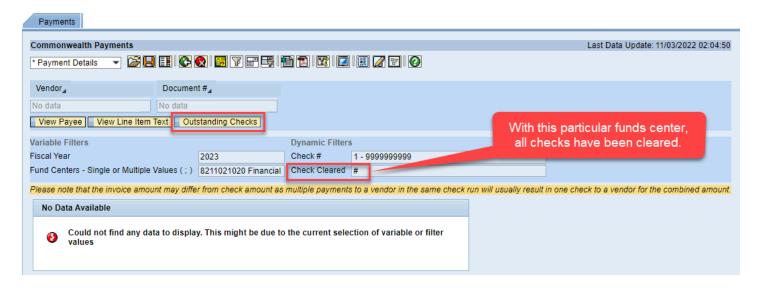
Result of each (activated individually):

View Payee

View Line Item Text

Outstanding Checks

With this particular funds center, all checks have been cleared.

Toolbar Icon Legend

A. **OPEN** - Access and open any previously saved used-defined views.
B. **SAVE** - Save a user-defined View after implementing formatting and criteria changes.
C. **BOOKMARKING** – Save a link to your browser's favorites or copy a link to your clipboard.
D. **UNDO** - Undo last navigation change. Each click will back out another step / change. Allow time for each screen refresh.
E. **RESET** - This will undo all user navigation, filter changes, and return the view to the way it was delivered.
F. **VARIABLE SCREEN** - This will return the user to the Initial Variable Screen to change his or her selections.
G. **FILTERS DISPLAY** – Hide/Display Variable (report-wide) and Dynamic (tab only) Filter Values. The report defaults to display variable and filter values.
H. **DROPDOWN FILTERS & MENUS** – Hide/Display fast filter dropdowns and menus. The report defaults to display fast filter dropdowns and menus.
I. **FILTER PANE** - This will allow the user full access to apply / remove filters on the data. Toggle on / off.
J. **EXCEL** - This will allow the user to export the current view to Excel for further processing.
K. **PDF PRINT** - This will convert the current view to a pdf format to allow the user to either print the view or save the pdf file.
L. **NAVIGATION PANE** - This will allow the user full access to the building blocks of the current view. Toggle on / off.
M. **FULL WINDOW VIEW** - Open the report detail or chart in a full window to aid scrolling.
N. **PROPERTIES** - This will display the properties of the current view. Toggle on / off.
O. **DOCUMENTATION** - Access the report documentation and/or tab specific notes.
P. **ADVANCED OPTIONS** - Gives users the ability to activate/create exceptions and conditions, save global views, create/edit a report broadcast, export with various formatting options, and/or display system messages. Toggle on / off.
Q. **NAVIGATION MANUAL** – Provides a link to the general navigation manual surrounding BI.

For additional help on navigation, please access the Navigation Manual. It's available on every BI Report (the last icon on the toolbar).