

Business Intelligence Reporting Reference Guide

Contacts for Questions:

Employee Self Service Portal Username and Password issues please use the following link:

<http://www.iup.edu/page.aspx?id=108716>

To access Business Intelligence reports off campus you will need to use the Virtual Private Network access. Directions for this process are found at the following link:

<http://www.iup.edu/itsupportcenter/vpn/default.aspx>

Grants & Special Funds

Tammy Hamilton

Phone: 7975

Email: HAMILTON@iup.edu

Tim McCroskey

Phone: 2293

Email: TMCCROSK@iup.edu

Bob Britcher

Phone: 6494

Email: BRITCHER@iup.edu

Budget Office

Mistie Blazavich

Phone: 3395

Email: MABLAZAV@iup.edu

Barb Ritts

Phone: 6283

Email: BARITTS@iup.edu

Jodie Cadile

Phone: 2356

Email: JCADILE@iup.edu

Financial Operations

Lora Lee Bertig

Phone: 7701

Email: LLBERTIG@iup.edu

Randy LeBlanc

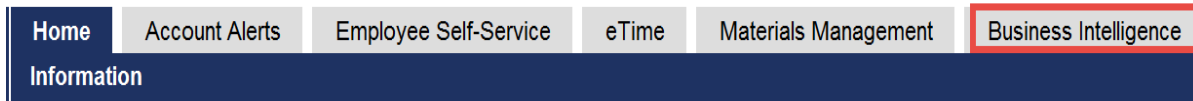
Phone: 1334

Email: RLEBLANC@iup.edu

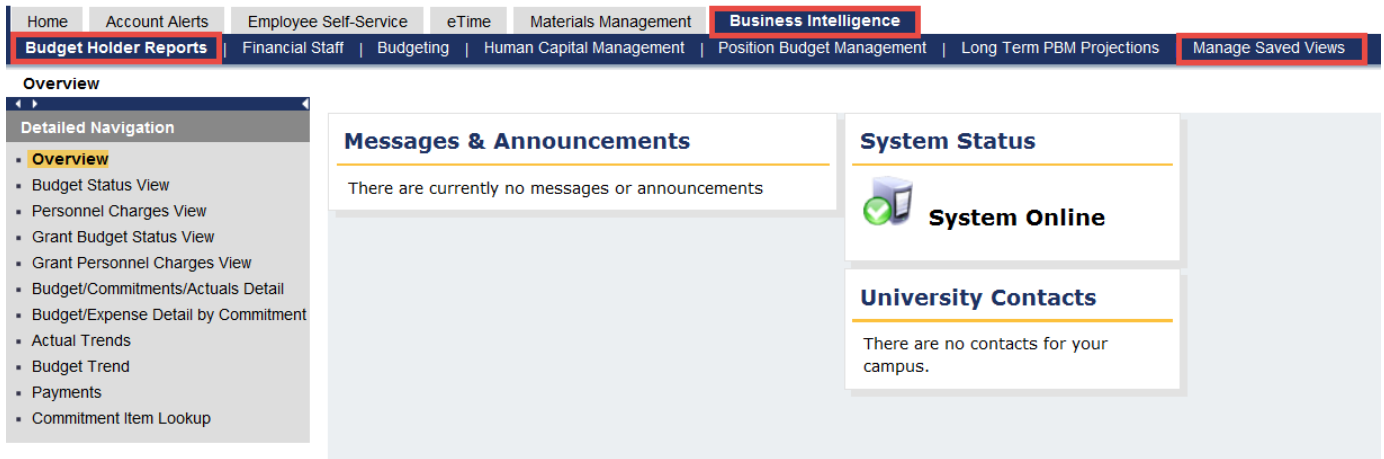
IUP BI Training Guide

(1) Report Access

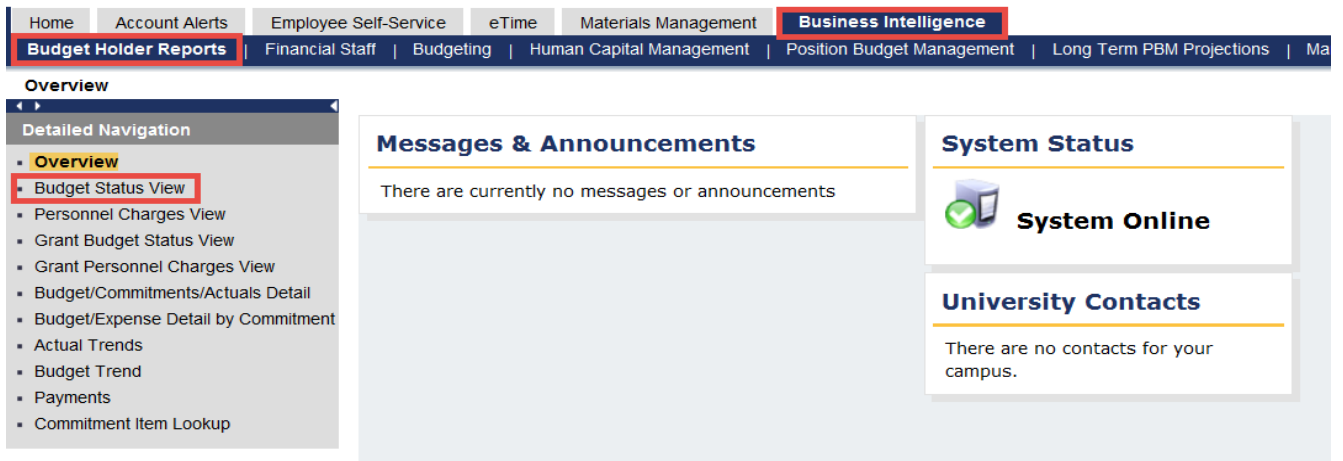
Go to the same place where you log into ESS (<https://portal.passhe.edu/irj/portal>). Enter your PASSHE Self Service Portal username and password (40xxxxxxx@passhe.lcl). Then click on the 'Business Intelligence' tab.



From here you will see a breakdown of report areas depending on the portal roles assigned to you. At a minimum, you will see Budget Holder Reports and Manage Saved Views which are available to all users. Each tab then contains individual reports developed for our university.



Begin by selecting the Budget Holder Reports tab, then the Budget Status View report link - it will open in a new window.



(2) Variable Entry Screen

After clicking on the report link, a variable entry screen will appear.

Variable Entry

Save As... Delete [Show Variable Personalization](#)

Also, this field is required as noted by the (*).

The fiscal year defaults to the current year but it can be modified.

Variable*	Current Selection	Description
* Fiscal Year	2015	2015
Funds Center (BCS) Group		
Funds Center (Multiple or Single)	4005741701	
Commitment Item Hierarchy		
Commitment Item (Multiple or Single)		

2 1 (Multiple or Single)

OK Check

Enter the appropriate fund center.

Once the variables are entered, click CHECK to validate the information. Next, click OK to retrieve the report.

(3) Default Report View

The Default Report is the Funds Center/CI Hierarchy view. This report is similar to the SAP transaction ZFM02.

Budget Status View

Indiana Budget Status View Last Data Update: 03/17/2015 05:42:39

* Funds Center/CI Hierarchy

Fund Funds Center Commitment Item Fiscal Period Citem Category

Show All Values Show All Values Show All Values Show All Values Overall Combined

Variable Filters: Fiscal Year 2015, Funds Center (Multiple or Single) 4005741701 University Post Office

Dynamic Filters: Items entered on the variable screen.

Column Characteristics

Please note any fund center titles which begin with an "@" have been inactivated.

Row Characteristics				Overall Combined			
Funds Center	Commitment Item			Current Budget	Commitments	Actuals	Available
				\$	\$	\$	\$
4005741701	University Post Off	▼ NET_SOURCES_USES	Net Sources & Uses	48,464.14	5,041.69	32,173.30	11,249.15
		▼ SOURCES	Sources	-15,349.00		-15,349.00	
		▶ TRANSFERS_IN	Transfers In	-15,349.00		-15,349.00	
		▼ USES	Uses	63,813.14	5,041.69	47,522.30	11,249.15
		▶ SALARIES_AND_WAGES	Salaries and Wages	12,550.00		4,643.89	7,906.11
		▶ OTHER_EXPENSES	Other Expenses	35,489.14	5,041.69	27,353.41	3,094.04
		▶ CAPITAL	Capital	15,349.00		15,349.00	
		▶ 820	Chargeback Expenses	425.00		176.00	249.00

The information reported is from the prior business day. The BI system is not a “real” time reporting environment.

(4) Drilldown Capability

Nodes (shown as a triangle pointing right) in a column or row indicate that more detailed information is available. Nodes (shown as a triangle pointing down) are fully expanded and no additional information is available. For example, to see what is making up the Commitments of \$5,041.69, click on the node (triangle) directly to the left of the heading.

Overall Combined									
		Current Budget	Commitments	Purchase Order	Purchase Requisition	Funds Reservations	Other	Actuals	Available
		\$	\$	\$	\$	\$	\$	\$	\$
Funds Center	Commitment Item								
4005741701	University Post Off								
	▼ NET_SOURCES_USES	Net Sources & Uses	48,464.14	5,041.69	1,852.06		3,189.63		32,173.30
	▼ SOURCES	Sources	-15,349.00						-15,349.00
	▶ TRANSFERS_IN	Transfers In	-15,349.00						-15,349.00
	▼ USES	Uses	63,813.14	5,041.69	1,852.06		3,189.63		47,522.30
	▶ SALARIES_AND_WAGES	Salaries and Wages	12,550.00						4,643.89
	▶ OTHER_EXPENSES	Other Expenses	35,489.14	5,041.69	1,852.06		3,189.63		27,353.41
	▶ CAPITAL	Capital	15,349.00						15,349.00
	▶ 820	Chargeback Expenses	425.00						176.00
									249.00

Purchase orders and funds reservations comprise the commitments total. An additional node indicates that further expansion is possible for both types of commitments. To collapse the details, click on the node (triangle) again.

The rules also apply to the rows. The default view has the commitment item hierarchy in a collapsed format. To see what is making up the OTHER_EXPENSES in the USES area, click on the triangle beside OTHER_EXPENSES.

			Current Budget	Commitments	Actuals	Available
			\$	\$	\$	\$
Funds Center	Commitment Item					
4005741701	University Post Off					
	▼ NET_SOURCES_USES	Net Sources & Uses	48,464.14	5,041.69	32,173.30	11,249.15
	▼ SOURCES	Sources	-15,349.00		-15,349.00	
	▶ TRANSFERS_IN	Transfers In	-15,349.00		-15,349.00	
	▼ USES	Uses	63,813.14	5,041.69	47,522.30	11,249.15
	▶ SALARIES_AND_WAGES	Salaries and Wages	12,550.00		4,643.89	7,906.11
	▼ OTHER_EXPENSES	Other Expenses	35,489.14	5,041.69	27,353.41	3,094.04
	• OTHER_EXPENSES	Other Expenses				35,489.14
	• 605100	Postage/Freight/Ship			1,501.37	-1,501.37
	• 606110	Local Telephone Svc			280.67	-280.67
	• 606115	Long Dist Tele Svc			14.10	-14.10
	• 606140	SSHENet Charges			86.05	-86.05
	• 620120	EDP-Other Services			100.00	-100.00
	• 620200	Software			294.35	-294.35
	• 620230	Software License Fee		562.55	787.45	-1,350.00
	• 620235	Software Maintenance		1,062.46	6,299.46	-7,361.92
	• 625100	Professional Svcs			228.38	-228.38
	• 630100	Maintenance/Repairs			3,383.22	-3,383.22
	• 630200	Contracted Services		1,599.10	2,721.31	-4,320.41
	• 630225	Contr Maint Ofc Eqp			2,196.61	-2,196.61
	• 650110	Rent/Leas Eqp Mchnry			2,342.59	-2,342.59
	• 650999	Rent/Lease Other			1,561.75	-1,561.75
	• 660100	Office Supplies		1,817.58	1,521.44	-3,339.02
	• 660115	Procurmt Card Purch			3,079.84	-3,079.84
	• 660125	Noncapital Equip			624.00	-624.00
	• 660400	Maintenance Supplies			330.82	-330.82
	▶ CAPITAL	Capital	15,349.00		15,349.00	
	▶ 820	Chargeback Expenses	425.00		176.00	249.00

To obtain the "true" available balance in the budget pools (i.e. Utilities, Leases-Real_Estate, and Other_Expenses), refer to the budget pooling line (the line on top with a node (triangle) pointing down beside it), rather than the line below it that represents the commitment item and not the budget pool. In the example above, the "Other_Expenses" available balance = \$3,094.04.

To collapse the node, click the triangle again.

To expand the Commitment Item hierarchy to a more detailed level, right-click on the Commitment Item characteristic heading and from the drop down menu select Hierarchy -> Expand Hierarchy -> Level 04 as shown below.

Overall Combined		Current Budget	Commitments	Actuals	Available
		\$	\$	\$	\$
NET_SOURCES	Sources & Uses	48,464.14	5,041.69	32,173.30	11,249.15
TRANSFERS_IN	In-Other	-15,349.00		-15,349.00	
USES	Uses	63,813.14	5,041.69	47,522.30	11,249.15
SALARIES_AND_WAGES	Salaries and Wages	12,550.00		4,643.89	7,906.11
STUDENT_WAGES_510	Student Wages 510	12,550.00		4,643.89	7,906.11
OTHER_EXPENSES	Other Expenses	35,489.14	5,041.69	27,353.41	3,094.04
OTHER_EXPENSES	Other Expenses	35,489.14			35,489.14

The result is all nodes are expanded to Hierarchy Level 04:

Overall Combined		Current Budget	Commitments	Actuals	Available
		\$	\$	\$	\$
NET_SOURCES_USES	Net Sources & Uses	48,464.14	5,041.69	32,173.30	11,249.15
SOURCES	Sources	-15,349.00		-15,349.00	
TRANSFERS_IN	Transfers In	-15,349.00		-15,349.00	
813	Tfrs In-Other	-15,349.00		-15,349.00	
USES	Uses	63,813.14	5,041.69	47,522.30	11,249.15
SALARIES_AND_WAGES	Salaries and Wages	12,550.00		4,643.89	7,906.11
STUDENT_WAGES_510	Student Wages 510	12,550.00		4,643.89	7,906.11
OTHER_EXPENSES	Other Expenses	35,489.14	5,041.69	27,353.41	3,094.04
OTHER_EXPENSES	Other Expenses	35,489.14			35,489.14
605100	Postage/Freight/Ship			1,501.37	-1,501.37
606110	Local Telephone Svc			280.67	-280.67
606115	Long Dist Tele Svc			14.10	-14.10
606140	SSHENet Charges			86.05	-86.05
620120	EDP-Other Services			100.00	-100.00
620200	Software			294.35	-294.35
620230	Software License Fee		562.55	787.45	-1,350.00
620235	Software Maintenance		1,062.46	6,299.46	-7,361.92
625100	Professional Svcs			228.38	-228.38
630100	Maintenance/Repairs			3,383.22	-3,383.22
630200	Contracted Services		1,599.10	2,721.31	-4,320.41
630225	Contr Maint Ofc Eqp			2,196.61	-2,196.61
650110	Rent/Leas Eqp Mchnry			2,342.59	-2,342.59
650999	Rent/Lease Other			1,561.75	-1,561.75
660100	Office Supplies		1,817.58	1,521.44	-3,339.02
660115	Procurmt Card Purch			3,079.84	-3,079.84

Amounts may be drilled into to review the detailed activity within the financial information columns. To review the details that make up the Current Budget amount of \$36,159.14 in OTHER_EXPENSES, Right-Click on the amount and from the drop down list select Goto -> select Budget Lines.

USES	Uses	63,813.14	5,009.09	53,509.07	5,294.98
▼ SALARIES_AND_WAGES	Salaries and Wages	11,980.00			5,972.98
▶ STUDENT_WAGES_510	Student Wages 510	11,980.00			5,972.98
▼ OTHER_EXPENSES	Other Expenses	36,159.14	5,009.09	31,952.05	-802.00
▪ OTHER_EXPENSES	Other Expenses	36,159.14			36,159.14
▪ 605100	Postage/Freight/Ship				5
▪ 606110	Local Telephone Svc				4
▪ 606115	Long Dist Tele Svc				15.88
▪ 606140	SSHENet Charges			95.18	-95.18
▪ 606100	...			100.00	100.00

Right Click

Goto 1

Change Drilldown

Properties 2

Commitment Lines

Actual Lines

Budget Lines

The report opens in a new window and is shown below:

Fiscal year	Version	Fund	Funds Center	Commitment Item	Entry Document	Process	Item Text	Created on	Budget
2015	0	4011050000	Regular Allocation	4005741701	University Post Off	OTHER_EXPENSES	Other Expenses		
					1000391084	Enter	UNIVERSITY POST OFFICE - OPERATING	06/23/2014	25,075.00
					1000397087	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	1,400.00
					1000397088	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	319.00
					1000397089	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	135.00
					1000397090	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	159.73
					1000397091	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	279.40
					1000397092	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	546.75
					1000397093	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	785.45
					1000397094	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	2,050.45
					1000397095	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	2,196.61
					1000397096	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	1,561.75
					1000397097	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	07/05/2014	1,000.00
					1000436239	Supplement	TO COVER REQUISITION 10497758	04/09/2015	570.00
					1000436826	Supplement	FROM ELECTRICITY	04/16/2015	5,000.00
					1000436828	Supplement	FROM ELECTRICITY	04/16/2015	-5,000.00
					1000436829	Supplement	FROM CHARGEBACKS EXP	04/16/2015	100.00
Result									36,159.14

Budget carried forward for open commitments from the prior fiscal year.

Original Budget

To close this report click the x in the upper right corner of the new tab.

Browser tabs: Overview - PA State Sy..., BEx Web - Indiana Bud..., BEx Web - Indiana ...

Click to close report.

Fiscal year	Version	Fund	Funds Center	Commitment Item	Entry Document	Process	Item Text	Lin
2015	0	4011050000	Regular Allocation	4005741701	University Post Off	OTHER_EXPENSES	Other Expenses	
					1000391084	Enter	UNIVERSITY POST OFFICE - OPERATING	115
					1000397087	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	1
					1000397088	Carry For. Recv	BUDGET CARRYFORWARD FOR COMMITMENTS FROM LAST YEAR	1

To review the details that make up the Actuals amount of \$2,747.17 in Contracted Service, Right-Click on the amount and from the drop down list select Goto -> select Actual Lines.

625100	Professional Servcs			228.38	-228.38	
630100	Maintenance/Repairs			3,383.22	-3,383.22	
630200	Contracted Services		1,573.24	2,747.17	-1,320.40	
630225	Contr Maint Ofc Eqp			5,857.59		
650110	Rent/Leas Eqp Mchnry			2,342.59		
650999	Rent/Lease Other			1,561.75		
660100	Office Supplies		1,810.84	1,550.28	-3,361.12	
660115	Procurmt Card Purch			3,829.84	-3,829.84	
660125	Noncapital Equip			624.00	-624.00	
660400	Maintenance Supplies			342.02	-342.02	
▼ CAPITAL	Capital	15,349.00		15,349.00		
740000	Equip & Machinery	15,349.00		15,349.00		
▼ 820	Chargeback Expenses	325.00		201.00	124.00	
820	Chargeback Expenses	325.00			325.00	

Right Click

Goto 1

Change Drilldown

Properties

Commitment Lines

Actual Lines 2

Budget Lines

Again, the report opens in a new window and is shown below:

Fiscal year	Posting Date	FI Doc Number	Funds Center	Commitment Item	Document Text	Vendor	Actual
2015	07/17/2014	5101017246	4005741701	University Post Off 630200	Contracted Services SAMSUNG ER-520M CASH REGISTER	2116132 Anderson's Cash Register Systems	360.00
	07/23/2014	5101018590	4005741701	University Post Off 630200	Contracted Services ANNUAL EQUIPMENT MAINTENANCE	2096425 Neopost USA Inc.	412.80
	07/31/2014	5101020349	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	08/14/2014	102607570	4005741701	University Post Off 630200	Contracted Services REFUND-NEOPOST	# Not assigned	-22.00
	08/21/2014	5101024568	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	09/17/2014	5101030770	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	11/03/2014	5101042726	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	11/17/2014	5101046124	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	12/16/2014	5101053007	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	01/21/2015	5101059450	4005741701	University Post Off 630200	Contracted Services FOR THE PERIOD: 1/1/2015 - 12/31/2015	2096425 Neopost USA Inc.	472.16
	02/11/2015	5101064670	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
		5101064676	4005741701	University Post Off 630200	Contracted Services MODEL AJ3800 FPINLINE PRINTER SER#00026	2107833 Alternative Business Equipment, Inc	657.05
					MODEL CD860 CONVEYOR SER.# 10002641 9	2107833 Alternative Business Equipment, Inc	162.21
					MODEL D100 DRYER FOR CONVEYOR SER#FIO 10	2107833 Alternative Business Equipment, Inc	92.95
					MODEL FF14 ASTRO FRICTION FEEDER	2107833 Alternative Business Equipment, Inc	217.18
	02/16/2015	5101065870	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	03/16/2015	5101072536	4005741701	University Post Off 630200	Contracted Services ON JANUARY 21, 2015 AT IUPS POSTAL	2096425 Neopost USA Inc.	300.00
	03/18/2015	5101073046	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	04/20/2015	5101080879	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
	05/26/2015	5101089863	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62
Overall Result							2,747.17

To close this report click the x in the upper right corner of the new tab.

Browser tabs: Overview - PA State Sy..., BEx Web - Indiana Bud..., BEx Web - Indiana Bud..., BEx Web - Indiana ...

Report Title: IUPX_Actual Line Items

Report Content (partial):

Fiscal year	Posting Date	FI Doc Number	Funds Center	Commitment Item	Document Text	Vendor	Actual
2015	07/17/2014	5101017246	4005741701	University Post Off 630200	Contracted Services SAMSUNG ER-520M CASH REGISTER	2116132 Anderson's Cash Register Systems	360.00
	07/23/2014	5101018590	4005741701	University Post Off 630200	Contracted Services ANNUAL EQUIPMENT MAINTENANCE	2096425 Neopost USA Inc.	412.80
	07/31/2014	5101020349	4005741701	University Post Off 630200	Contracted Services #	2174042 Xerox Corporation	8.62

(5) Hierarchy Activation and Deactivation

Another way to see further details on any report is to inactivate any hierarchies. The summarized nodes (triangles) appear when the information is presented with a hierarchy activated. To see a non-summarized list of information the hierarchy needs to be inactivated. For example, to inactivate the Commitment Item hierarchy, right-click on Commitment Item and from the drop down menu select Hierarchy -> Hierarchy Active. (Note: If the hierarchy is active a checkmark will display, when it is inactivated there will be no checkmark.)

Overall Combined		Current	Commitments	Actuals	Available
		\$	\$	\$	\$
Funds Center	4005741701 University Post Off				
	NET				
	CO	19.00	-15,349.00	-15,349.00	
	USES	63,813.14	5,041.69	47,522.30	11,249.15

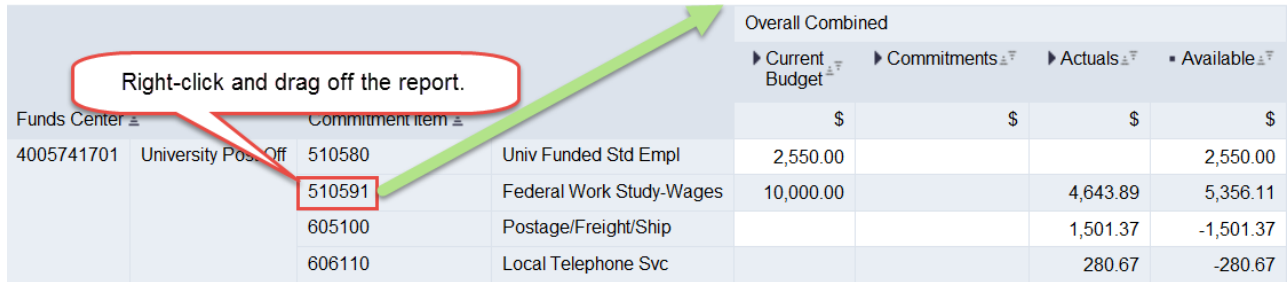
The resulting report is below:

Overall Combined		Current Budget	Commitments	Actuals	Available
		\$	\$	\$	\$
Funds Center	4005741701 University Post Off				
Commitment Item	510580 Univ Funded Std Empl	2,550.00			2,550.00
	510591 Fed Work Stdy Wages	10,000.00		4,643.89	5,356.11
	605100 Postage/Freight/Ship			1,501.37	-1,501.37
	606110 Local Telephone Svc				0.67
	606115 Long Dist Tele Svc				1.10
	606140 SSHENet Charges				6.05
	620120 EDP-Other Services			100.00	-100.00
	620200 Software			294.35	-294.35
	620230 Software License Fee		562.55	787.45	-1,350.00
	620235 Software Maintenance		1,062.46	6,299.46	-7,361.92
	625100 Professional Servcs			228.38	-228.38
	630100 Maintenance/Repairs			3,383.22	-3,383.22
	630200 Contracted Services		1,599.10	2,721.31	-4,320.41
	630225 Contr Maint Ofc Eqp			2,196.61	-2,196.61
	650110 Rent/Leas Eqp Mchnry			2,342.59	-2,342.59
	650999 Rent/Lease Other			1,561.75	-1,561.75
	660100 Office Supplies		1,817.58	1,521.44	-3,339.02
	660115 Procurmt Card Purch			3,079.84	-3,079.84
	660125 Noncapital Equip			624.00	-624.00
	660400 Maintenance Supplies			330.82	-330.82
	740000 Equip & Machinery	15,349.00		15,349.00	
	813 Tfrs In-Other	-15,349.00			-15,349.00
	813140 Tfrs In-Oth fr Desig			-15,349.00	15,349.00
	820 Chargeback Expenses	425.00			425.00
	820100 Printing/Dup C/B Exp			176.00	-176.00

Hierarchies exist for several characteristics across various report views which include but are not limited to, Fund, Funds Center, and Commitment Item.

(6) Navigation: Drag & Drop Functionality

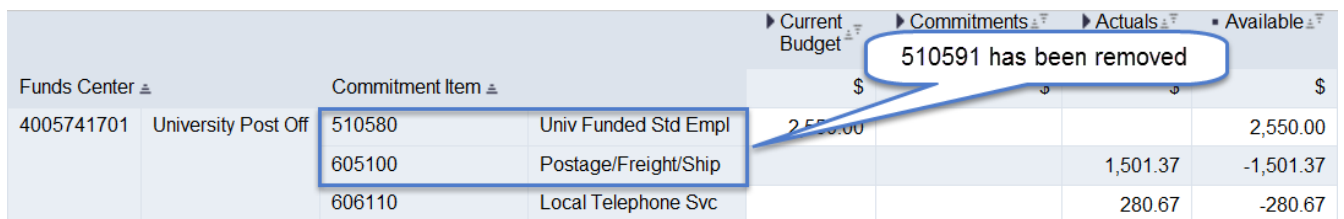
For example purposes, let's assume the report should not include Federal Work Study Budget or Actuals since that budget cannot be used for any other expenses. The specific commitment item 510591 Fed Work Stdy Wages can be removed from the report by clicking on the 510591 commitment item and dragging it out of the body of the report.



Right-click and drag off the report.


				Overall Combined			
				Current Budget	Commitments	Actuals	Available
Funds Center		Commitment Item		\$	\$	\$	\$
4005741701	University Post Off	510580	Univ Funded Std Empl	2,550.00			2,550.00
		510591	Federal Work Study-Wages	10,000.00		4,643.89	5,356.11
		605100	Postage/Freight/Ship			1,501.37	-1,501.37
		606110	Local Telephone Svc			280.67	-280.67

The cursor will change from a hand to an arrow with an x beside it. This indicates that you are removing that item from the report.

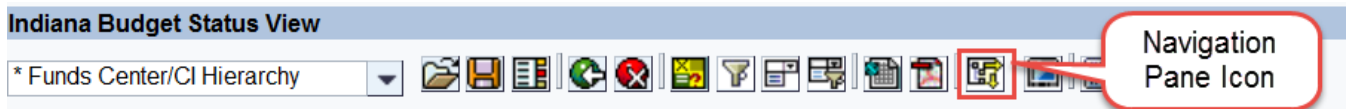


510591 has been removed

				Current Budget	Commitments	Actuals	Available
Funds Center		Commitment Item		\$	\$	\$	\$
4005741701	University Post Off	510580	Univ Funded Std Empl	2,550.00			2,550.00
		605100	Postage/Freight/Ship			1,501.37	-1,501.37
		606110	Local Telephone Svc			280.67	-280.67

Be careful to only remove specifically what you want. Also, if you ever need to return to the prior report and include Federal Work Study activity click the  icon and you will go back one change.

Also, there are free characteristics that can be added to a report. For a list of items that can be added into a report click the Navigation Pane Icon on the upper toolbar.



This icon opens the Navigation Pane list of items which are in the report and free characteristics which can be added to the report.

Navigation Pane

- Columns
 - CI Category (IUP)
 - Budget Summary Structure
- Rows
 - Funds Center
 - Commitment Item
- Free characteristics
 - Accountant
 - Alternate Fin Mgr
 - Alternate Fin Mgr 2
 - Alternate Fin Mgr 3
 - Document type
 - FC User ID
 - FC User Name
 - Fiscal Period
 - Functional Area (From Funds Center)
 - Functional Area (Transactional)
 - Fund

Callouts:

- Column Items in the report (points to Columns)
- Row Items in the report (points to Rows)
- Free Characteristics that can be added to the report (points to Free characteristics)

If there is an item under the Free characteristics which needs added to the report, click on the item and drag it to where it should appear in the report. For example, to add the Fiscal Period click and drag Fiscal Period then drop it when the black bar shows between the commitment item number and the commitment item title.

Navigation Pane

- Columns
 - CI Category (IUP)
 - Budget Summary Structure
- Rows
 - Funds Center
 - Commitment Item
- Free characteristics
 - Accountant
 - Alternate Fin Mgr
 - Alternate Fin Mgr 2
 - Alternate Fin Mgr 3
 - Document type
 - FC User ID
 - FC User Name
 - Fiscal Period
 - Functional Area (From Funds Center)
 - Functional Area (Transactional)
 - Fund

Callouts:

- Click and drag (points to Fiscal Period in the list)
- Drag Fiscal Period until the bar appears between the CI # and the CI title. (points to the target row in the table)

Funds Center	Commitment Item	Univ Funded Std Empl	Fed Work Stdy Wages	Postage/Freight/Ship	Local Telephone Svc	Long Dist Tele Svc	SSHENet Charges	EDP-Other Services	Software	Software License Fee	Software Maintenance	Professional Servcs	Maintenance/Repairs	Contracted Services	Contr Maint Ofc Eqp	Rent/Leas Eqp Mchnry	Available
4005741701	University Post Off	510580	2,550.00														2,550.00
		510591	10,000.00				4,643.89										5,356.11
		605100					1,501.37										-1,501.37
		606110					280.67										-280.67
		606115					14.10										-14.10
		606140					86.05										-86.05
		620120					100.00										-100.00
		620130															-294.35
		620230					562.55										-1,350.00
		620235					1,062.46										-7,361.92
		625100															-228.38
		630100															-3,383.22
		630200					1,599.10										-4,320.41
		630225															-2,196.61
		650110															-2,342.59
		650000															-1,584.75

The report will change to reflect the fiscal period as shown below:

				Overall Combined			
				► Current Budget ±	► Commitments ±	► Actuals ±	► Available ±
Funds Center ±	Commitment Item ±	Fiscal Period ±		\$	\$	\$	\$
4005741701	University Post Off	510580	Univ Funded Std Emp	JUL	2,550.00		2,550.00
		510591	Fed Work Stdy Wages	JUL	10,000.00		10,000.00
				SEP		433.20	-433.20
				OCT		1,934.04	-1,934.04
				NOV		801.15	-801.15
				DEC		308.15	-308.15
				FEB		846.51	-846.51
				MAR		320.84	-320.84
	605100	Postage/Freight/Ship		AUG		1,333.41	-1,333.41
				NOV		0.48	-0.48
				DEC		64.30	-64.30
				FEB		19.99	-19.99
				MAR		83.19	-83.19
	606110	Local Telephone Svc		JUL		-35.16	35.16
				AUG		28.40	-28.40
				SEP		35.24	-35.24
				OCT		33.97	-33.97
				DEC		34.16	-34.16
				JAN		75.55	-75.55
				FEB		72.85	-72.85
				MAR		35.66	-35.66

Reports can have items removed (or added) using the Navigation Pane. To remove Fiscal Period, click and drag the item to the Free characteristics area of the Navigation Pane.

Navigation Pane

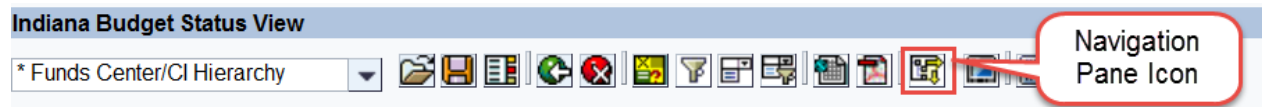
- ▼ Columns
 - CI Category (IUP)
 - Budget Summary Structure
- ▼ Rows
 - Funds Center
 - Commitment Item
 - Fiscal Period
- ▼ Free characteristics
 - Accountant
 - Alternate In Mgr
 - Alternate In Mgr 2
 - Alternate In Mgr 3
 - Document type
 - FC User ID
 - FC User Name
 - Functional Area (From Funds Center)
 - Functional Area (Transactional)
 - Fund

Click and drag to Free characteristics to remove from report.

The report is adjusted to remove the Fiscal Period characteristic.

				Overall Combined			
				▶ Current Budget ±	▶ Commitments ±	▶ Actuals ±	▪ Available ±
Funds Center ±		Commitment Item ±		\$	\$	\$	\$
4005741701	University Post Off	510580	Univ Funded Std Empl	2,550.00			2,550.00
		510591	Fed Work Stdy Wages	10,000.00		4,643.89	5,356.11
		605100	Postage/Freight/Ship			1,501.37	-1,501.37
		606110	Local Telephone Svc			280.67	-280.67
		606115	Long Dist Tele Svc			14.10	-14.10
		606140	SSHENet Charges			86.05	-86.05
		620120	EDP-Other Services			100.00	-100.00
		620200	Software			294.35	-294.35
		620230	Software License Fee		562.55	787.45	-1,350.00
		620235	Software Maintenance		1,062.46	6,299.46	-7,361.92
		625100	Professional Servcs			228.38	-228.38

To turn the Navigation Pane off, click the Navigation Pane Icon again.



(7) 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 button to call the initial screen back again and change any of the values.

The biggest advantage of utilizing the button versus re-running the report is that your formatting remains unchanged and the data repopulates according to the changed variables.

For example, the report was initially run for Fiscal Year 2015 and want to change to 2014 after making a few navigation changes. Click the Variable Screen Icon .

Budget Status View

Indiana Budget Status View Last Data Update: 03/18/2015 05:37:36

* Funds Center/CI Hierarchy

Fund: Show All Values | Funds Center: Show All Values | Commitment Item: Show All Values | Fiscal Period: Show All Values | Cltem Category: Overall Combined

Variable Filters: Fiscal Year: 2015 | Funds Center (Multiple or Single): 4005741701 University Post Office

Dynamic Filters: CI Category (IUP): Overall Combined | Budget Summary Structure: !Commitments+ Actuals; !Available

Please note any fund center titles which begin with an "@" have been inactivated.

				Overall Combined			
				Current Budget	Commitments	Actuals	Available
				\$	\$	\$	\$
4005741701	University Post Off	510580	Univ Funded Std Empl	2,550.00			2,550.00
		510591	Fed Work Stdy Wages	10,000.00		4,643.89	5,356.11
		605100	Postage/Freight/Ship			1,501.37	-1,501.37
		606110	Local Telephone Svc			280.67	-280.67
		606115	Long Dist Tele Svc			14.10	-14.10
		606140	SSHENet Charges			86.05	-86.05
		620120	EDP-Other Services			100.00	-100.00

Adjust the variables on the Variable Entry screen as desired, then click OK.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables

Varia...	Current Selection	Description
* Fiscal Year	2014	2015
Funds Center (BCS) Group		
Funds Center (Multiple or Single)	4005741701	4005741701 University Post Office
Commitment Item Hierarchy		
Commitment Item (Multiple or Single)		
User ID (Multiple or Single)		

OK Check Cancel

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

Budget Status View

Indiana Budget Status View Last Data Update: 03/1

* Funds Center/CI Hierarchy

Fund: Show All Values | Funds Center: Show All Values | Commitment Item: Show All Values | Fiscal Period: Show All Values | CItem Category: Overall Combined

Variable Filters: Fiscal Year: 2014 | Funds Center (Multiple or Single): 4005741701 University Post Office

Dynamic Filters: CI Category (IUP): Overall Combined | Budget Summary Structure: !Commitments+ Actuals; !Available

Please note any fund center titles which begin with an "@" have been inactivated.

Funds Center	Commitment Item	Overall Combined			
		Current Budget	Commitments	Actuals	Available
		\$	\$	\$	\$
4005741701 University Post Off	510591 Fed Work Stdy Wages	8,631.96		8,631.96	
	540580 Students Medicare			1.68	-1.68
	541580 Students Soc Sec			7.19	-7.19
	54X5 FICA-Other	8.87			8.87
	605100 Postage/Freight/Ship			47.00	-47.00
	606110 Local Telephone Svc			205.00	-205.00
	606115 Long Dist Tele Svc			18.78	-18.78
606140 SSHENet Charges			97.30	-97.30	

(8) Export (Excel or PDF)

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. To remove the results rows, left click on the row and drag it out of the report.

Both options to export are available side by side on the toolbar:

Budget Status View

Indiana Budget Status View

* Funds Center/CI Hierarchy

Toolbar: [Icons for Print, Save, Refresh, etc.] [Excel Export] [PDF Export] [Refresh]

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 changes or plan to send it to another user, it will be in the correct format. Also, you will need to click **Enable Editing** at the top of the Excel screen to exit the Protected View and save the file.

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.

(9) 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 view of the funds center is desired so the Commitment Item hierarchy is active and collapsed at the highest level.

Indiana Budget Status View Last Data Update: 03/27/2015 05:41:12

* Funds Center/CI Hierarchy

Fund: Show All Values | Funds Center: Show All Values | Commitment Item: Show All Values | Fiscal Period: Show All Values | CItem Category: Overall Combined

Variable Filters: Fiscal Year: 2015 | Funds Center (Multiple or Single): 4005741701 University Post Office

Dynamic Filters: CItem Category (IUP): Overall Combined | Budget Summary Structure: !Commitments+ Actuals; !Available

Please note any fund center titles which begin with an "@" have been inactivated.

		Overall Combined					
		Current Budget	Commitments	Actuals	Available		
Funds Center	Commitment Item	\$	\$	\$	\$		
4005741701	University Post Off	▶ NET_SOURCES_USES	Net Sources & Uses	48,464.14	5,026.33	32,188.66	11,249.15

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

System: Portal | Type: BI Portal View (KM)

Save Variable Values

Favorites 1

Description

Description: Post Office Summary 2

OK Cancel 3

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

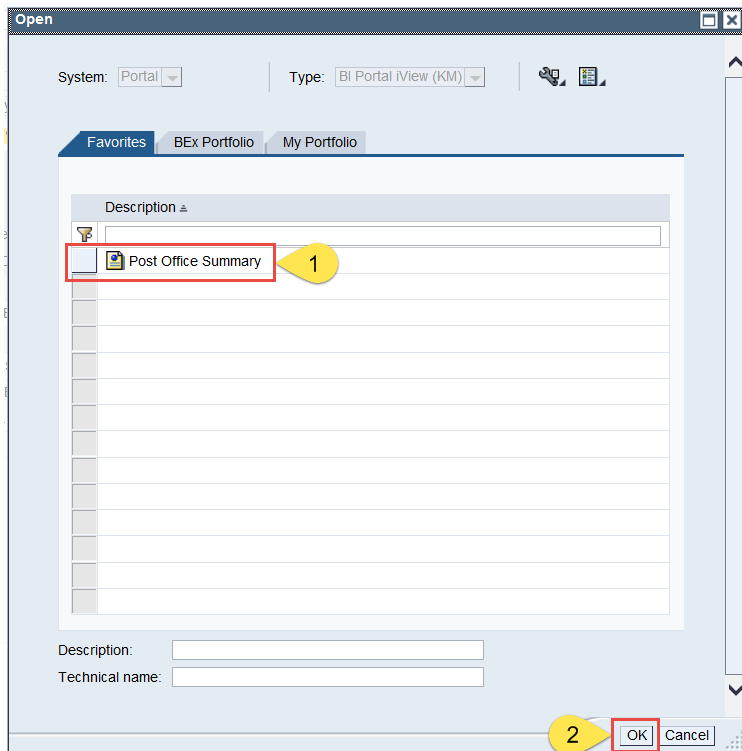
The view will immediately appear in your Open folder as well as on your 'Manage Saved Views' tab on the portal so the next time you want to access it you can either A) Execute the report and click the Open icon to retrieve the view or B) Go to the 'Manage Saved Views' folder and select the view from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

Option A:

Click the Open folder next to the Save button:

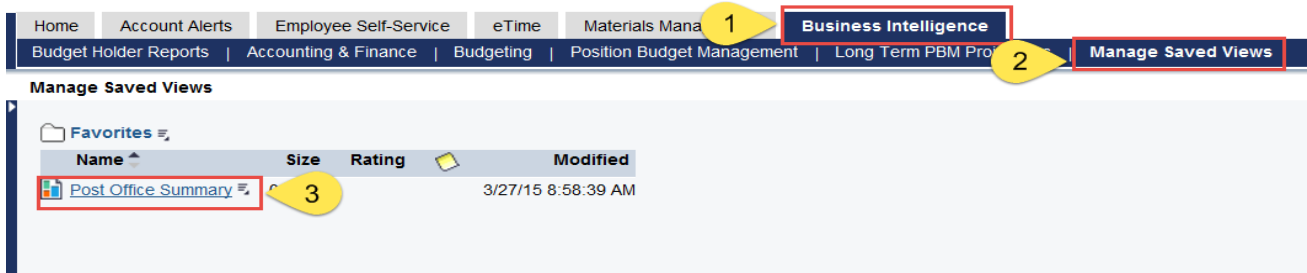


Select the view and then click OK.



Option B:

Go to the portal and select the view from 'Manage Saved Views' and the report will execute (inside of the portal window):



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

Result:

Indiana Budget Status View Last Data Update: 03/27/2015 05:41:12

* Funds Center/CI Hierarchy

Fund	Funds Center	Commitment Item	Fiscal Period	Citem Category
Show All Values	Show All Values	Show All Values	Show All Values	Overall Combined

Variable Filters
Fiscal Year: 2015
Funds Center (Multiple or Single): 4005741701 University Post Office

Dynamic Filters
CI Category (IUP): Overall Combined
Budget Summary Structure: !Commitments+ Actuals; !Available

Please note any fund center titles which begin with an "@" have been inactivated.

		Overall Combined			
		Current Budget	Commitments	Actuals	Available
Funds Center	Commitment Item	\$	\$	\$	\$
4005741701 University Post Off	NET_SOURCES_USES Net Sources & Uses	48,464.14	5,026.33	32,188.66	11,249.15

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

Report Descriptions

- Budget Status View:
 - Funds Center/CI Hierarchy – This is the default Budget Status View and provides summary of budget, commitments, actuals, and available balances. Users can access further details of amounts using this report.
 - Budget Available – Quick snapshot view of fund center’s remaining balances for Federal Work Study, UE & Other Students, Other Personnel, and Operating & Other.
 - Fiscal Period – Details out budget, commitments, and actuals activity by fiscal period (monthly).
 - Funds Center Groups – Shows the hierarchy view of where the selected fund center resides in the overall structure.
 - Funds Center/User ID/Name – Similar to the Funds Center/CI Hierarchy view but includes the primary financial manager, accountant for the fund center, and any alternate financial managers.
- Personnel Charges View:
 - Salaries by Employee – Provides YTD actuals for employees paid from departments.
 - Fiscal Years – Summary view of actuals.
 - Overload – Reports faculty overload expenses charged to an area.
 - Overtime – Details staff overtime expenses for an area.
 - Posting Date – Shows summary charges per posting date for a fiscal year.
 - Salaries by Funds Center – Provides YTD actuals for employees by fund center.
 - Students – Reports YTD student expenses by fund center.
 - Summer School – Shows faculty summer school expenses charged to an area.
- Grant Budget Status View:
 - Same views as the Budget Status view listed above only for grants or projects, however you are required to put in a project Date Interval.
- Grant Personnel Charges View:
 - Same views as the Personnel Charges view as listed above only for grants or projects.
- Budget/Commitments/Actuals Detail View:
 - Budget tab:
 - Funds Center Budget Details – Provides details of funds center budget activity.
 - Funds Center by Budget & Transaction Type – Summarizes budget activity by Carryforward Received, Enters, Returns, and Supplements.
 - Commitments tab:
 - Funds Center w/Detail – Provides details of commitments activity.
 - Commitment Transaction/Status Summary – Summarizes purchase order and purchase requisition activity by Original & Carryforward amounts, Reductions & Adjustments, Balance or Open Commitments.

- Sorted by Oldest – Provides details in date order with the oldest first.
 - Sort by Recent – Provides details in date order with the most recent first.
 - Non-Personnel Expenses:
 - Funds Center Document Details – Shows details by each document item for Non-Personnel expenses.
 - Funds Center by Fiscal Period – Reports actuals by month.
 - Vendor Detail – Provides actuals by vendor name.
 - Personnel Expenses:
 - Fund/Funds Center/CI Summary – Shows summary level budget status for personnel activity in the funds center.
 - Funds Center Expense Detail – Provides a list of the personnel postings by posting date.
 - Personnel Expenses by Fiscal Period – Reports personnel actuals by month.
- Budget/Expense Detail by Commitment Item View:
 - Travel tab
 - Recent Postings – Reports travel postings beginning with most recent expenses.
 - Employees with Detail –
 - Funds Center/Commitment Item – Provides commitment item summary of travel expenses.
 - Vendor Only – Shows travel expenses by vendor name.
 - Overtime tab
 - Funds Center/Commitment Item – Provides summary of overtime charges.
 - BCS Groups – Reports a summary of overtime charges by departmental area, if looking at a college or division.
 - Commitment Item – Shows overtime by specific bargaining unit commitment item.
 - Commitment Item by Period – Provides a summary of overtime expenses by month.
 - Recent Postings – Reports overtime postings beginning with the most recent expenses.
- Actual Trends View:
 - FY Actuals Trend tab
 - Fund/Funds Center/Commitment Item – Provides 5 past fiscal years and the current fiscal year actuals information.
 - Category Summary – Shows actuals for 5 past fiscal years and the current fiscal year actuals information by major commitment item description.
 - Fiscal Period - Shows actuals for 5 past fiscal years and the current fiscal year actuals information by month.
 - Fund/Funds Center/Commitment Item with Variance – Reports 5 prior fiscal years' actuals with a variance on the last two years, as well as the current fiscal year.

- Fund Center Groups – Provides the same information as the preceding report, but by organizational hierarchy.
 - YTD Actuals Trend tab
 - Fund/Funds Center/Commitment Item - Provides 5 past fiscal years and the current fiscal year actuals information.
 - Category Summary – Shows actuals for 5 past fiscal years and the current fiscal year actuals information by major commitment item description with a variance comparing the last year and current year.
 - Fiscal Period - Shows actuals for 5 past fiscal years and the current fiscal year actuals information by month with a variance comparing the last year and current year.
 - Fund/Funds Center/Commitment Item with Variance - Reports 5 prior fiscal years' actuals with a variance on the last two years, as well as the current fiscal year
 - Fund Center Groups - Provides the same information as the preceding report, but by organizational hierarchy.
- Budget Trends View:
 - Commitment Item Hierarchy – Provides 5 prior fiscal years' and the current year's budget information by commitment item. Reports a variance comparing the last full year budget to the prior fiscal year and the last full year budget to the first fiscal year displayed.
 - Fiscal Period – Reports the information in the Commitment Item Hierarchy report by month.
 - Fund Hierarchy - Provides 5 prior fiscal years' and the current year's budget information by fund. Reports a variance comparing the last full year budget to the prior fiscal year and the last full year budget to the first fiscal year displayed.
 - Fund Center > CI Category - Provides 5 prior fiscal years' and the current year's budget information by fund center and major commitment item area. Reports a variance comparing the last full year budget to the prior fiscal year and the last full year budget to the first fiscal year displayed.
 - Fund Center Groups - Provides 5 prior fiscal years' and the current year's budget information by organizational hierarchy. Reports a variance comparing the last full year budget to the prior fiscal year and the last full year budget to the first fiscal year displayed.
- Payments View:
 - Payment Details – Shows payment details from a fund center for a fiscal year.
- Commitment Item Lookup View:
 - FM3G Initial Display – Provides a hierarchy view of commitments items.
 - Individual Commitment Items – Provides a list view of commitment items.