

Business Intelligence

Web Application Training for Award Reporting

Bloomsburg University

Updated: April 15, 2009

Email Broadcast

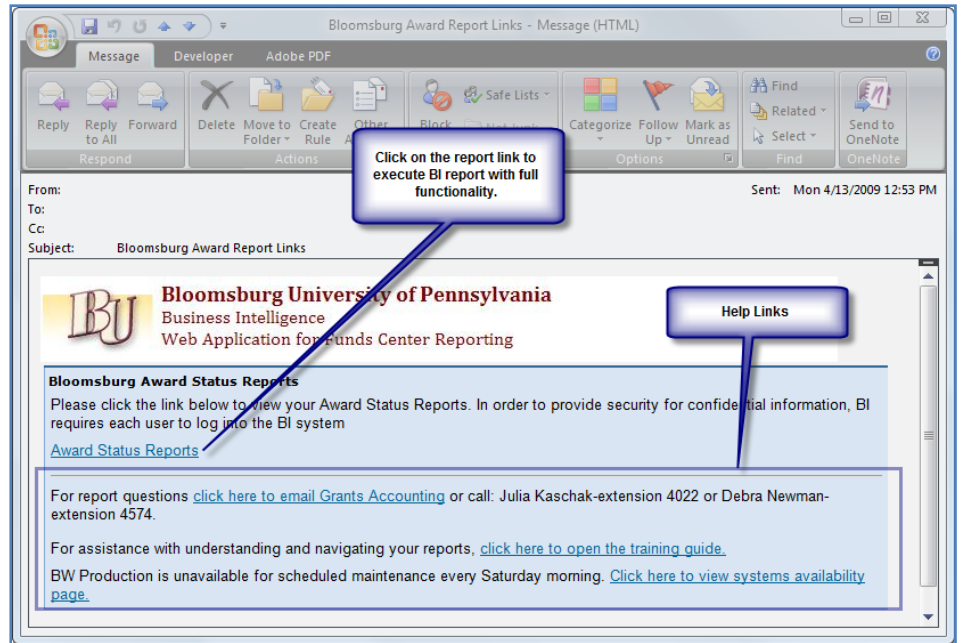
Business Intelligence reports can arrive in your Outlook inbox at predetermined times and formats.

For the Bloomsburg Award reports, you will receive an email every two weeks on the Wednesday following payroll posting.

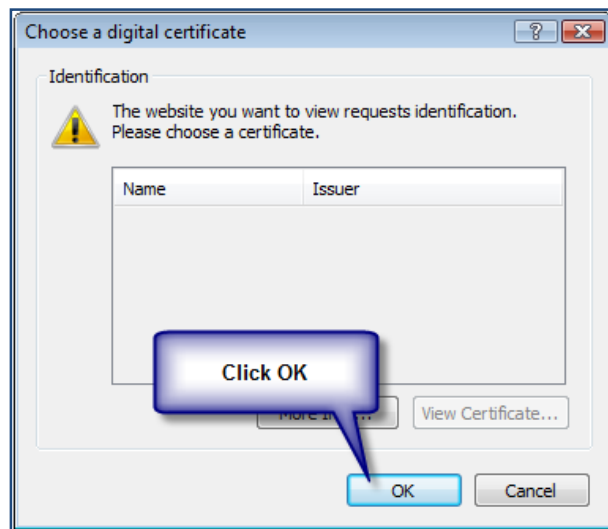
To open your Award report, simply click on the link.



Use the help links to get assistance with logging on, understanding your budget data, or to access a copy of this training guide. Keep in mind the BW Production server (BI) is unavailable Saturday mornings for regular system maintenance.



Choose a digital certificate

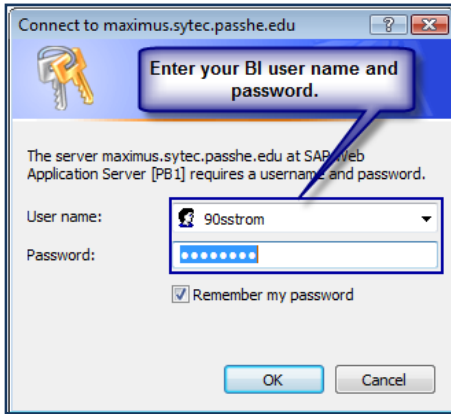


After clicking on the link, you may get a digital certificate informational dialog box.

Click on [OK] to proceed.

SYTEC IS WORKING ON REMOVING THIS DIALOG BOX.

BI Logon



In order to provide security for confidential information, BI requires each user to log into the BI system. After entering your BI user name and password, the BI system returns only data that you are authorized to view based on your assigned roles. This provides a level of security not found by emailing reports as attachments.

Your BI User name is: _____

Your BI Password is: _____

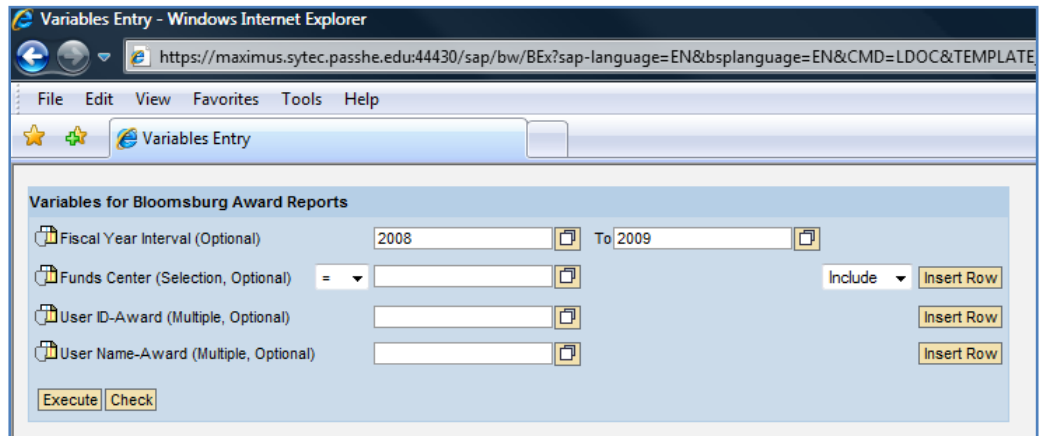
Click [OK] after entering your information.



Passwords are case sensitive!

Variables Screen

When you execute a report in BI, you may be prompted to enter variable values. Variables allow a single report to serve multiple purposes. For example, instead of creating a report for every fiscal year, a variable value can be used to determine what year or multiple years to run. In this way, one report can return values for the current year, a prior year, or multiple years.



Your Award reports on first execution may display **Fiscal Year Interval**, **Funds Center**, **User ID**, and/or **User Name**.

Fiscal Year Interval: This variable does not have a default value and is optional. You can enter one fiscal year or a range of fiscal years. *We recommend leaving these fields blank because most awards span fiscal years. Blank fields will show activity for life of award.*

Funds Center: For this variable you can enter a single funds center or multiple funds centers.

User ID: When an SAP user id value is entered in this field, the report will return all the funds centers that have this user ID listed on the funds center as the responsible person. *Please do not use this field. It is reserved for Grant Accounting Department use.*

User Name: When a value is entered in this field, the report will return all the funds centers that have this value listed on the funds center in the name field. The user name on each fund center (award) is the same as the Project Director's SAP user logon (e.g., Jane Doe = 10jdoe).

Variable Screen – Free Display

If you see an **All** button on the Variable screen, this means some variables have been personalized and are hidden from view.

You may have values personalized for you already.

Variables for Bloomsburg Award Reports

Fiscal Year Interval (Optional)	<input type="text"/>	To	<input type="text"/>	
User ID-Award (Multiple, Optional)	<input type="text"/>			<input type="button" value="Insert Row"/>
User Name-Award (Multiple, Optional)	<input type="text"/>			<input type="button" value="Insert Row"/>

Click on ALL button to see Personalized variables.

For example, **Funds Center** variable had a personalized value in this example so it was not initially displayed.

NOTE: When you receive your User Name and Password, your variables will have already been personalized for you based on the fund centers (awards) under your responsibility. You should only have to hit the Execute button from this point to run your reports.



To view all variable values, Click on **All**.

Variables Screen - All Display

After clicking the **All** button you will now see the personalized variables.

A. You now see a **Free** button after clicking the **All** button. Clicking on the **Free** button will hide your personalized variables again.

Variables for Bloomsburg Award Reports

Fiscal Year Interval (Optional)	<input type="text"/>	To	<input type="text"/>	
Funds Center (Selection, Optional)	<input type="text" value="1033802908.1"/>	NSF Math & Sci Schol	<input type="button" value="Include"/>	
	<input type="text" value="1033501908.1"/>	Campus Suicide Prev	<input type="button" value="Include"/>	
	<input type="text" value="1033321609.1"/>	Upward Bound 08-09	<input type="button" value="Include"/>	<input type="button" value="Insert Row"/>
User ID-Award (Multiple, Optional)	<input type="text"/>			<input type="button" value="Insert Row"/>
User Name-Award (Multiple, Optional)	<input type="text"/>			<input type="button" value="Insert Row"/>

- B. Notice the personalized variables have a small face profile icon to indicate these values have been personalized.
- C. In this example, Funds Center has been personalized with several Funds Centers values.
- D. If you need to add more values, simply click the Insert Row buttons where available.
- E. Fiscal Year Interval accepts a range of fiscal years. This variable is optional. If you don't enter anything you will get data since your university went live with SAP. Again, we recommend leaving these fields blank to get all activity for the selected award(s).
- F. User ID: Reserved for Grant Accounting Department use.
- G. User Name: You may see your name or ID in this field. This will return any associated values on the name field of the funds center master file. Contact Grant Accounting if you have questions.

Funds Center (Selection, Optional) Variable

Variables for Bloomsburg Award Reports

Fiscal Year Interval (Optional)

Funds Center (Selection, Optional) = NSF Math & Sci Schol
 = Campus Suicide Prev
 = Upward Bound 08-09
 =

User ID-Award (Multiple, Optional)

User Name-Award (Multiple, Optional)

Value Selection for Funds Center (Selection, Optional)

Search in Key Search in Text

Maximum Number of Hits

Funds Center (Selection, Optional) Key

Hispanic Creative Wr	1033303003.2
WEDnetPA Cornell	1033303004.3
WEDnetPA Del Monte	1033303104.3
Minority Outreach &	1033303203.2
WEDnetPA Deluxe Home	1033303204.3
WEDnetPA Dollar Tree	1033303304.3
WEDnetPA Kleerdex Co	1033303504.3
IMSTP Training Autom	1033303603.2
WEDnetPA L&N Sales	1033303604.3
WEDnetPA Medical Brd	1033303704.3
IMSTP Training Autom	1033303803.2
WEDnetPA Northway	1033303804.3
Collegiate Informatio	1033303903.2
WEDnetPA Remit Corp	1033303904.3

- A. In the Funds Center (Selection, Optional) variable you can type a funds center directly in the field.
- B. Click on the Selection button to search or select from a list.
- C. You can search in the key (fund center number) or the text (fund center description).
- D. Select a value by clicking on the text or key.



The search is case sensitive!

Operands

=	Equal to
[]	Range of values
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<	Less than
*	Wild card
<>	Not equal to

Variables for Bloomsburg Award Reports

Fiscal Year Interval (Optional)

Funds Center (Selection, Optional) = NSF Math & Sci Schol
 = Campus Suicide Prev
 = Upward Bound 08-09
 =

User ID-Award (Multiple, Optional)











User Name-Award (Multiple, Optional)

Operand dropdown menu options: =, [], <=, >, >=, <, *, <>

Personalize or Delete Personalization

If you would like to remove or change your personalization, simply Right Click on the icon and you will get options to Personalize or Delete Personalization.

Variables for Bloomsburg Award Reports

Fiscal Year Interval (Optional)	<input type="text"/>	To	<input type="text"/>	
 Personalize (n, Optional)	<input type="text" value="1033802908.1"/>		NSF Math & Sci Schol	
 Delete Personalization	<input type="text" value="1033501906.1"/>		Campus Suicide Prev	
	<input type="text" value="1033321609.1"/>		Upward Bound 08-09	<input type="button" value="Insert Row"/>
	<input type="text"/>			<input type="button" value="Insert Row"/>
	<input type="text"/>			<input type="button" value="Insert Row"/>

Right Click on Icon to Personalize or Delete Personalization









Personalize: Uses

current variable values for this and future executions of the report.

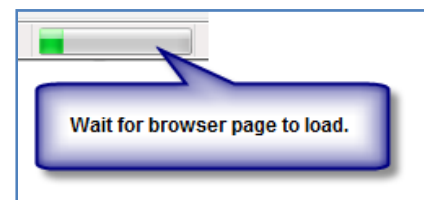
Delete Personalization: The values will be blank or default on the next execution.

Execute

Variables for Bloomsburg Award Reports

Fiscal Year Interval (Optional)	<input type="text"/>	To	<input type="text"/>	
 Funds Center (Selection, Optional)	= <input type="text" value="1033802908.1"/>		NSF Math & Sci Schol	<input type="button" value="Include"/>
	= <input type="text" value="1033501906.1"/>		Campus Suicide Prev	<input type="button" value="Include"/>
	= <input type="text" value="1033321609.1"/>		Upward Bound 08-09	<input type="button" value="Include"/> <input type="button" value="Insert Row"/>
	<input type="text"/>			<input type="button" value="Insert Row"/>
	<input type="text"/>			<input type="button" value="Insert Row"/>

When you have the desired variables, click on **Execute** button to run the report.



After executing any BI command, always wait for the page to load before attempting another command or navigation. Multiple clicks before the page has loaded completely may cause errors.

Initial View

Bloomsburg University of Pennsylvania
Business Intelligence
Web Application for Funds Center Reporting

Summary Budget Detail Actual Detail Commitment Detail X O

Funds Center(s): NSF Math & Sci Schol, Campus Suicide Prev, Upward Bound 08-09 Fiscal Year Interval: Empty Demarcation

User ID-Award: Empty Demarcation User Name-Award: Empty Demarcation As of Date: 04/15/2009 05:20:00

Funds Center > Commitment Item

Fund (Text ^ Key ^) Funds Center (Text ^ Key ^) Fiscal Period/Year Commitment Item Category

(All) (All) (All) Total

Bloomsburg Award Status

Funds Center	Commitment Item	Total				
		Budget	Actuals	Commitments & Actuals	Remaining \$	Remaining %
1033802908.1	NSF Math & Sci Schol					
	501220 AFSCME Sal Dual Empl	\$ 5,644	\$ 2,200	\$ 2,200	\$ 3,444	61 %
	510580 Univ Funded Std Empl	\$ 30,983	\$ 8,650	\$ 8,650	\$ 22,333	72 %
	510581 Grad Std Emp Gen Fd	\$ 1,956	\$ 2,445	\$ 2,445	\$ -489	-25 %
	540200 AFSCME Medicare	\$ 62	\$ 32	\$ 32	\$ 30	48 %
	540580 Students Medicare	\$ 32	\$ 32	\$ 32		
	541200 AFSCME Soc Sec	\$ 263	\$ 136	\$ 136	\$ 127	48 %
	541580 Students Soc Sec	\$ 136	\$ 136	\$ 136		
	554200 AFSCME Retr TIAA	\$ 524	\$ 204	\$ 204	\$ 320	61 %
	615100 General Travel	\$ 19,825	\$ 11,226	\$ 11,226	\$ 8,599	43 %
	625300 Specialized Services	\$ 12,512			\$ 12,512	100 %
	650130 Rent/Lease Vehicle	\$ 1,650	\$ 1,645	\$ 1,645	\$ 5	0 %
	665111 Contr Food Svcs-Fall	\$ 2,150	\$ 2,172	\$ 2,172	\$ -22	-1 %
	665113 Contr Food Svcs-Sumr	\$ 864	\$ 26	\$ 26	\$ 838	97 %

- A. At the top of the report a Bloomsburg banner will display. You can open or close this banner by clicking on the X or O. Closing the banner will allow more data to display on the visible area of your screen.
- B. The reports are structured in a tab format. The first tab displays by default. Other tabs will display data simply by clicking on the tab. **Be patient for a tab to open after clicking on it**-remember you are running reports.
- C. The data is filtered by the values in your variable when you first executed the report. The values are displayed here as links. If you click on this link it will call up the variable screen and allow you to edit the variable values.
- D. The Fiscal Year Interval as entered in the variable is displayed.
- E. The As of Date is when the data was successfully loaded into BI from the SAP R/3 transactional system.
- F. Icons and view selector toolbar. Common commands are executed by simply clicking on the icon.
- G. You can use the dropdown filter for Fund to select a single fund from the list. Click on the word Fund to select multiple values.
- H. Funds Center dropdown box will allow you to filter the current page by an individual fund center. If you have multiple awards under your responsibility, you can use this drop down to select a specific award to review.
- I. Use the Fiscal Period/Year dropdown to select a single fiscal period. Click on the text to open a dialog box to select multiple periods.
- J. You can use the Commitment Item hierarchy filter to select a range of commitment items or a single commitment item. Click on the work Commitment Item to select multiple values.
- K. A category dropdown filter allows you to quickly restrict the data to personnel or non-personnel.
- L. The data area. All filtering will change the data displayed.

Summary

On the Summary tab, Funds Center and Commitment Item are displayed in rows. As with the other tabs, you can view Budget, Commitments, Actuals, Commitments & Actuals, Remaining \$ and Remaining %.

A Category Filter is available to view only by selected expense categories.

Summary Budget Detail Actual Detail Commitment Detail X Q

Funds Center(s): NSF Math & Sci Schol, Campus Suicide Prev, Upward Bound 08-09 Fiscal Year Interval: Empty Demarcation

User ID-Award: Empty Demarcation User Name-Award: Empty Demarcation As of Date: 04/15/2009 05:20:09

Funds Center > Commitment Item

Fund (Text ^ Key ^) Funds Center (Text ^ Key ^) Fiscal Period/Year Commitment Item Category

(All) (All) (All) Non-Personnel

Bloomsburg Award Status

Funds Center	Commitment Item	Non-Personnel							
		Budget	Commitments	Actuals	Commitments & Actuals	Remaining \$	Remaining %		
1033321609.1	Upward Bound 08-09	605130	Freight/Shipping	\$ 6		\$ 6	\$ 6		
	606130	Tele Equip Install	\$ 52		\$ 52	\$ 52			
	606110	Subscriptions	\$ 400		\$ 400	\$ 400			
	615100	General Travel	\$ 3,843	\$ 425	\$ 2,256	\$ 2,681	\$ 1,162	30 %	
	615110	Traing/Develop Travl	\$ 1,525		\$ 322	\$ 322	\$ 1,203	79 %	
	616000	Confer/Seminar Reg	\$ 412		\$ 400	\$ 400	\$ 12	3 %	
	625300	Specialized Services	\$ 25,964	\$ 12,576	\$ 6,160	\$ 18,736	\$ 7,229	28 %	
	660100	Office Supplies	\$ 1,036		\$ 251	\$ 251	\$ 785	76 %	
	660300	Educational Supplies	\$ 1,200	\$ 35	\$ 687	\$ 722	\$ 478	40 %	
	660330	Chemicals			\$ 689	\$ 689	\$ -689		
	660715	Wearing Apparel	\$ 390				\$ 390	100 %	
	665113	Contr Food Svcs-Sumr	\$ 10,157				\$ 10,157	100 %	
	665114	Contr Food Svcs-Othr	\$ 4,608	\$ 143	\$ 676	\$ 819	\$ 3,789	82 %	
	665125	Special Food Service	\$ 2,550				\$ 2,550	100 %	
690125	Indirect Expense	\$ 27,304		\$ 11,009	\$ 11,009	\$ 16,295	60 %		

Summary Budget Detail Actual Detail Commitment Detail X Q

Funds Center(s): NSF Math & Sci Schol, Campus Suicide Prev, Upward Bound 08-09 Fiscal Year Interval: Empty Demarcation

User ID-Award: Empty Demarcation User Name-Award: Empty Demarcation As of Date: 04/15/2009 05:20:09

Funds Center Only

Fund (Text ^ Key ^) Funds Center (Text ^ Key ^) Fiscal Period/Year Commitment Item Category

(All) (All) (All) Total

Bloomsburg Award Status

Funds Center	Commitment Item	Total					
		Budget	Commitments	Actuals	Commitments & Actuals	Remaining \$	Remaining %
1033321609.1	Upward Bound 08-09	\$ 411,478	\$ 13,179	\$ 159,111	\$ 172,290	\$ 239,188	58 %
1033501906.1	Campus Suicide Prev	\$ 8,096	\$ 75,641		\$ 83,736	\$ 44,935	35 %
1033802908.1	NSF Math & Sci Schol	\$ 668,865		\$ 102,284	\$ 102,284	\$ 497,716	83 %
Overall Result		\$ 1,140,149	\$ 21,275	\$ 337,036	\$ 358,310	\$ 781,839	69 %

BI Report created for - 10DNEWMAN

For report questions [click here to email Grants Accounting](#) or call: Julia Kaschak-extension 4022 or Debra Newman-extension 4574.

For assistance with understanding and navigating your reports, [click here to open the training guide.](#)

View Budget Transaction Types - (Budget Source)

Any time you see budget as a column on your budget reports you have the option to view the total budget by transaction types. For example, your current budget may have Original, Carryforward, Transfers, Supplements, and Return budget types. You can view the budget source by simply clicking on the node that is above the budget column heading.

The node is closed by default, only showing current budget in total; however, after clicking on the node the budget transaction types (budget source) will open.

▼ Bloomsburg Award Status

Funds Center	Commitment Item	Total						
		Budget	Actuals	Commitments & Actuals	Remaining \$	Remaining %		
1033802908.1	NSF Math & Sci Schol	501220	AFSCME Sal Dual Empl	\$ 5,644	\$ 2,200	\$ 2,200	\$ 3,444	61 %
		510580	Univ Funded Std Empl	\$ 30,983	\$ 8,650	\$ 8,650	\$ 22,333	72 %
		510581	Grad Std Emp Gen Fd	\$ 1,956	\$ 2,445	\$ 2,445	\$ -489	-25 %
		540200	AFSCME Medicare	\$ 62	\$ 32	\$ 32	\$ 30	48 %
		540580	Students Medicare	\$ 32	\$ 32	\$ 32		
		614900	AFSCME Soc Sec	\$ 263	\$ 136	\$ 136	\$ 127	48 %
		614980	Students Soc Sec	\$ 136	\$ 136	\$ 136		
		615100	AFSCME Retr TIAA	\$ 524	\$ 204	\$ 204	\$ 320	61 %
		615100	General Travel	\$ 19,825	\$ 11,226	\$ 11,226	\$ 8,599	43 %
		625300	Specialized Services	\$ 12,512			\$ 12,512	100 %
		650130	Rent/Lease Vehicle	\$ 1,650	\$ 1,645	\$ 1,645	\$ 5	0 %
		665111	Contr Food Svcs-Fall	\$ 2,150	\$ 2,172	\$ 2,172	\$ -22	-1 %

Budget Node Closed

▼ Bloomsburg Award Status

Funds Center	Commitment Item	Total						
		Budget	Carryforward Receive	Carryforward Send	Transfers Receive	Transfers Send	Supplements	
1033802908.1	NSF Math & Sci Schol	501220	AFSCME Sal Dual Empl	\$ 5,644	\$ 3,444	\$ -3,444		\$ 5,644
		510580	Univ Funded Std Empl	\$ 30,983	\$ 31,600	\$ -31,600		\$ 33,000
		510581	Grad Std Emp Gen Fd	\$ 1,956			\$ 1,956	
		540200	AFSCME Medicare	\$ 62	\$ 30	\$ -30		\$ 82
		540580	Students Medicare	\$ 32			\$ 32	
		614900	AFSCME Soc Sec	\$ 263	\$ 127	\$ -127		\$ 350
		614980	Students Soc Sec	\$ 136			\$ 136	
		615100	AFSCME Retr TIAA	\$ 524	\$ 320	\$ -320		\$ 524
		615100	General Travel	\$ 19,825	\$ 12,108	\$ -12,108		\$ 22,000
		625300	Specialized Services	\$ 12,512	\$ 14,650	\$ -14,650		\$ 15,000
		650130	Rent/Lease Vehicle	\$ 1,650	\$ 5	\$ -5	\$ 1,650	
		665111	Contr Food Svcs-Fall	\$ 2,150	\$ 13	\$ -13	\$ 2,150	

Budget Node Open

Budget Detail

Commitment Item	Doc Date (BCS)	Doc Date (Former)	Transaction Type (BCS)	Doc Text (BCS)	Non-Personnel Budget
605130 Freight/Shipping	03/03/2009	#	Receive	TRANSFER FUNDS FROM POSTAGE CB TO FRT TO COVER DEF	\$ 6
	Result				\$ 6
606130 Tele Equip Install	12/11/2008	#	Receive	CHARGEBACK FOR TELEPHONE AT STUDENT WORKER DESK	\$ 52
	Result				\$ 52
608110 Subscriptions	12/02/2008	#	Receive	COVER COST FOR COE WEBINAR	\$ 200
	12/15/2008	#	Receive	SUBSCRIPTION TO COE "EQUALITY" PUBLICATION	\$ 200
	Result				\$ 400
615100 General Travel	11/21/2008	#	Carry For. Recv	#	\$ 15,974

The Budget Detail tab displays more detail about the expense budget numbers.

- Commitment Item, Doc Date (BCS), Doc Date (Former), Transaction Type, and Doc Text (BCS) are displayed in the initial view.
- Use the category filter to select Total, Personnel, or Non-Personnel
- Use the view selector to change the view of the data. The *Date (Sorted by Recent)* view will display the most recent budget changes at the top of the report.



BCS (2009 and future) budget does not share all the same characteristics as Former (2008 and earlier) budget. Use the navigation block to select the appropriate characteristic - especially when viewing prior years.



Use the Date (Sorted by Recent) view to see recent changes to your budget

Doc Date (BCS)	Doc Date (Former)	Doc Text (BCS)	Transaction Type (BCS)	Commitment Item	Total Budget
03/03/2009	#	TRANSFER FUNDS FROM POSTAGE CB TO FRT TO COVER DEF	Receive	605130 Freight/Shipping	\$ 6
			Send	820200 Postage C/B Exp	\$ -6
			Result		
12/15/2008	#	SUBSCRIPTION TO COE "EQUALITY" PUBLICATION	Receive	608110 Subscriptions	\$ 200
			Send	625300 Specialized Services	\$ -200
			Result		
12/11/2008	#	CHARGEBACK FOR TELEPHONE AT STUDENT WORKER DESK	Receive	606130 Tele Equip Install	\$ 52
			Send	820300 Telephone C/B Exp	\$ -52
			Result		
		REVERSE ENTRY: 600142446 DEP DER NEMUMAN	Receive	625000 Student Financial Aid	\$ 30,836

Actual Detail

Summary Budget Detail **Actual Detail** Commitment Detail X O

Funds Center(s): NSF Math & Sci Schol, Campus Suicide Prev, Upward Bound 08-09 Fiscal Year Interval: Empty Demarcation

User ID-Award: Empty Demarcation User Name-Award: Empty Demarcation As of Date: 04/15/2009 05:20:09

Funds Center > Commitment Item

Fund (Text ^ Key ^) Funds Center (Text ^ Key ^) Fiscal Period/Year Commitment Item Category

(All) (All) (All) Non-Personnel

▼ Bloomsburg Award Status - Actual Detail

Funds Center	Commitment Item	Posting Date	Doc #	Doc Text	Non-Personnel Actuals		
1033321609.1	Upward Bound 08-09	605130	Freight/Shipping	03/02/2009	101175240	UPS CB	\$ 6
			Result				\$ 6
	606130	Tele Equip Install	12/08/2008	101090782	EQUIPMENT	\$ 52	
			Result			\$ 52	
	608110	Subscriptions	10/29/2008	101084604	SURVEYMONKEY COM KATE-ANNUAL SUBSCRIPTION TO ONLIN	\$ 200	
			12/19/2008	1900509400	#	\$ 200	
			Result			\$ 400	
	615100	General Travel	10/08/2008	1900483158	#	\$ 66	
			10/21/2008	1900488255	#	\$ 154	

The Actual Detail tab displays more detail about your actual expenses.

- Funds Center is displayed in rows followed by Commitment Item, Posting Date, Doc #, and Doc Text.
- Use the category filter to select from Personnel, Non-Personnel, or Total. Total will be the default display (the above example shows the Non-Personnel filter).
- Use the view selector to quickly change to other views

Note – the Doc Text field may often be blank (or have a # in the field), but as of April 6, 2009, all travel and A/P documents will contain a description of the expense.



Use the Goto from the BI context menu to open PO details

Vendor	Doc Date	Doc #	Item	Product Desc.	Req #	Final Invoice	PO Quantity	Received Quantity	Invoiced Quantity	Open Invoice	PO Line	Invoiced Amount	Open Invoice	
CDW GOVERNMENT INC	08/26/2008	4500212537	1	1381412, EMC 2U DUAL SP DPE FC FRONT END	10206301	X	1 EA	1 EA	1 EA	0.00 EA		\$ 6,300.00	\$ 6,300.00	
			2	1471753, EMC 4 - 1TB 7200K SATA W	10206301	X	1 EA	1 EA	1 EA	0.00 EA		\$ 2,500.00	\$ 2,420.22	\$ 79.78
			3	1381420, EMC SECOND SPS OPTIONAL	10206301	X	1 EA	1 EA	1 EA	0.00 EA		\$ 500.00	\$ 500.00	\$ 0.00
			4	1381421, EMC FACTORY CONFIG	10206301	X	1 EA	1 EA	1 EA	0.00 EA		\$ 18.00	\$ 18.00	\$ 0.00
			5	1445617, EMC PREMIUM HW SUPPORT	10206301	X	1 EA	0 EA	1 EA	0.00 EA		\$ 2,200.00	\$ 2,200.00	\$ 0.00
Result						5 EA	4 EA	5 EA	0.00 EA		\$ 11,518.00	\$ 11,438.22	\$ 79.78	

Commitment Detail

The screenshot shows the 'Commitment Detail' window with the following data:

Commitment Item	Vendor	Transaction Type	Posting Date	Doc #	Total Commitments
665114 Contr Food Svcs-Othr	1020036 ARAMARK CORPORATION	Purchase Requisition	04/07/2009	10238307	\$ 27
		Purchase Order	04/13/2009	RO00009117	\$ 116
Result					\$ 143
660300 Educational Supplies	1032991 HARCOURT ASSESSMENT INC.	Purchase Order	02/06/2009	RO00006064	\$ 35
		Purchase Order	03/16/2009	4500235672	\$ 522
Result					\$ 557
615100 General Travel	# Not assigned	Funds Reservation	02/25/2009	200086252	\$ 60
			04/01/2009	200087960	\$ 100
				200087962	\$ 169
				200087963	\$ 96
Result					\$ 425

- The Commitments tab displays purchase order, purchase requisition and funds reservation commitments.
- Commitment Item, Vendor, Transaction Type, Posting Date, and Doc # are displayed in rows with the Commitment amount in the column. The data is sorted by Commitment Item number and subtotaled by Commitment Item.
 - You can filter by Purchase Order, Purchase Requisition or Funds Reservation. You can select from several different views including a view to sort by the oldest first.
 - Click on the View Document Text to drilldown on the text in rows.

Commitments – Goto PO Details

The screenshot shows the 'Purchase Order Detail Target for Commitments' window with the following data:

Vendor	Doc Date	Doc #	Item	Product Desc.	Req #	Final Invoice	PO Quantity	Received Quantity	Invoiced Quantity	Open Invoice Quantity	PO Line Amount	Invoiced Amount	Open Invoice	Open Commitments
HARCOURT ASSESSMENT INC.	02/06/2009	RO00006064	1	BASIC SCAN/SCORE CHARGE	10229408	X	70 EA	0 EA	70 EA	0.00 EA	\$ 245.00	\$ 245.00	\$ 0.00	\$ 0.00
			2	STUDENT REPORT WITH NARRATIVE	10229408	X	70 EA	0 EA	70 EA	0.00 EA	\$ 119.00	\$ 119.00	\$ 0.00	\$ 0.00
			3	MASTER LIST OF TEST RESULTS	10229408	X	70 EA	0 EA	70 EA	0.00 EA	\$ 66.50	\$ 66.50	\$ 0.00	\$ 0.00
			4	RETURN OF ANSWER DOCUMENTS	10229408	#	1 EA	0 EA	0 EA	1.00 EA	\$ 35.00	\$ 0.00	\$ 35.00	\$ 35.00
			5	POSTAGE AND HANDLING TO RETURN DOCUMENTS	10229408	X	1 EA	0 EA	1 EA	0.00 EA	\$ 39.57	\$ 36.59	\$ 2.98	\$ 0.00
Result							212 EA	0 EA	211 EA	1.00 EA	\$ 505.07	\$ 467.09	\$ 37.98	\$ 35.00

- To view the PO Details from any PO (Document) Number:
- Right click on the PO Number to call the BI context menu.
 - From the BI context menu, select Goto > PO Details.
 - A new window will open displaying the PO Quantity, Received Quantity, Invoiced Quantity, Open Invoice Quantity, PO Line Amount, Invoiced Amount, Open Invoice, and Open Commitments

Goto Functionality

▶ Off Campus Credit St					\$ 216,744	\$ 216,744	\$ 216,744	\$ 181,3	
▶ Off Campus Incentive					\$ 6,959	\$ 6,959	\$ 6,959	\$ 9,5	
▶ Continuing Education					\$ 673,756	\$ 673,756	\$ 673,756	\$ 560,4	
Exp of Study Abroad					\$ 208	\$ 208	\$ 208	\$ 6,0	
▶ Registrar								\$ 391,2	
Role of EphA2-Pro MM					\$ 2,086	\$ 2,086	\$ 2,086	\$ 2,2	
Rsrch Pack-Evol Ecol					\$ 1,739	\$ 1,739	\$ 1,739	\$ 1,7	
AE Race,Gend,Ethn AP								\$ 2,3	
Family Stress-Pang08								\$ 1	
Toxicity in Blackwrm								\$ 5	
Ret Prog for Women								\$ 1,9	
▼ Assistant VP for Aca	\$ 2,193,488	\$ 2,182,011	\$ 2,374,515	\$ 3,024,852	\$ 3,322,30		51 %	\$ 1,128,819	\$ 2,055,4
ETS Testing Material					\$ 5,87			\$ 5,875	\$ 4,9
Asst VP Acad Affairs	\$ 232,938	\$ 120,815	\$ 137,858	\$ 235,362	\$ 252,83		9 %	\$ 19,893	\$ 203,8
Exchange Programs	\$ 4,000	\$ 1,300	\$ 1,963	\$ 1,414	\$ 14,349		915 %	\$ 12,925	\$ 259 %
Commence/Convocat	\$ 25,844	\$ 19,835	\$ 38,025	\$ 29,741			-100 %	\$ -29,741	-100 %
								\$ -25,844	

You have the ability to “jump” from any number in your budget reports to the actual, budget, or commitment detail lines.

If you want to see the detail of the number, simply right click on the number to call the BI context menu. From the context menu, select Goto>Actual Lines. (If the number you wish to see detail is a budget or commitment number, select the appropriate jump target.

A new window will open with the line item details of that number. You can now navigate in the new window, open the navigation block, bookmark, etc.

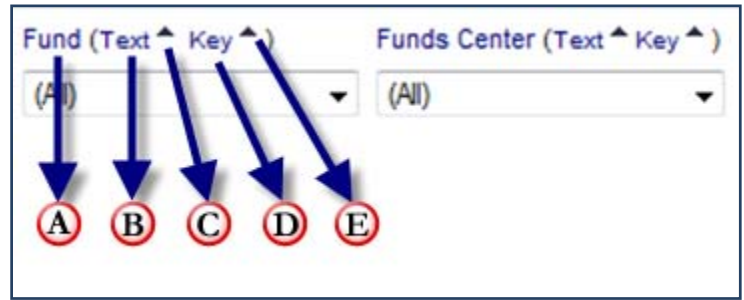
Notice how the total on the new window will match the number from which you jumped.

The screenshot shows a web application window titled "BW Web Application - Windows Internet Explorer". The main content area displays a table titled "Actual Lines" with the following data:

Fiscal year/period	FM Posting Date	FM Document Number	Fund	Funds Center	Commitment item	Document Text	Actual
JUN 2008	06/27/2008	1001718347	Spec Proj/Marg of Ex	1012030803	Research Packing in Evolutionary Ecology	660230 EDP Equip-Noncapital #	\$ 331.95
	06/30/2008	1001718347	Spec Proj/Marg of Ex	1012030803	Research Packing in Evolutionary Ecology	660230 EDP Equip-Noncapital #	\$ -331.95
		1001729036	Spec Proj/Marg of Ex	1012030803	Research Packing in Evolutionary Ecology	660230 EDP Equip-Noncapital #	\$ 99.95
		1001729037	Spec Proj/Marg of Ex	1012030803	Research Packing in Evolutionary Ecology	660230 EDP Equip-Noncapital #	\$ 183.00
		1001729038	Spec Proj/Marg of Ex	1012030803	Research Packing in Evolutionary Ecology	660230 EDP Equip-Noncapital #	\$ 49.00
		1001729039	Spec Proj/Marg of Ex	1012030803	Research Packing in Evolutionary Ecology	660215 Computer Comp/Suppl #	\$ 1,407.05
		Result					\$ 1,739.00
		Overall Result					\$ 1,739.00

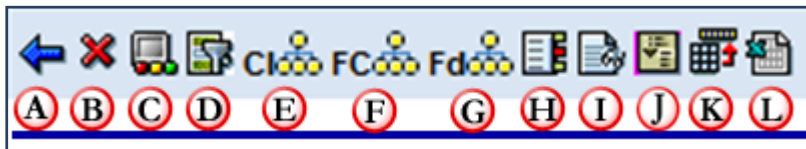
Using Dropdown Filter Links

- A. Click on the text link to open a dialog box that will allow you to select multiple values. You will also have the ability to perform searches from the dialog box.
- B. Click on the Text link to display the text of the characteristic (Fund in this example).
- C. Click on the node following Text to sort by text ascending
- D. Click on the Key link to display key and text for the characteristic.
- E. Click on the node following Key to sort by key ascending.



Key and Text displays as well as sorting will change the dropdown display as well as the display of that characteristic in the data table.

Toolbar Icons

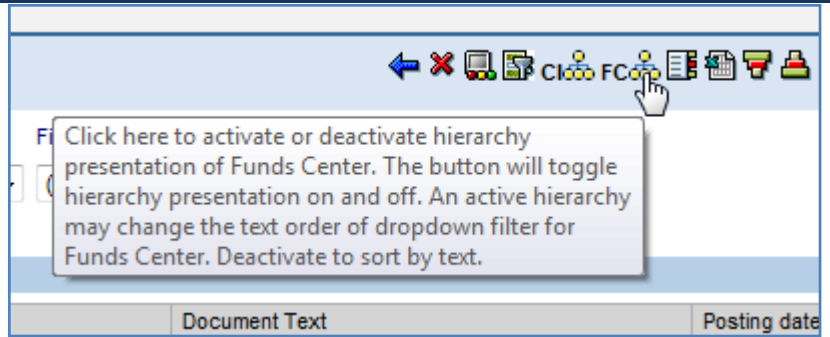


- A. Back button will undo your last navigation or filter. You can click the button for each step you would like to undo. Do not use your browser's back button. Do not click the button again until the screen fully loads.
- B. Back to Start button will remove all navigation steps and filters to return the initial view.
- C. Conditions and Exceptions can be viewed or created by clicking on this button. Exceptions will "color-code" the data based on rules such as balances less than zero should be red. Conditions filter the data based on criteria such as display top ten vendors.
- D. Display/Hide the navigation block. The navigation block is an icon based tool for drilling down and filtering. It is a powerful analytical tool.
- E. Hierarchy button will activate or deactivate the hierarchy for Commitment Item. Each click will toggle hierarchy state on or off.
- F. Hierarchy button will activate or deactivate the hierarchy for Funds Center. Each click will toggle hierarchy state on or off.
- G. Hierarchy button will activate or deactivate the hierarchy for Fund. Each click will toggle hierarchy state on or off.
- H. Click on the Bookmark button to create a bookmark and save it to your favorites. Bookmarking is a two step process. First create the bookmark and then add the new page to your browser's favorites.
- I. Display notes about the tab you are viewing.
- J. Display repeating text in rows.
- K. Remove all results rows. Performing this action may be beneficial before exporting to Excel.
- L. Export to Excel.

Mouse Over Help Text

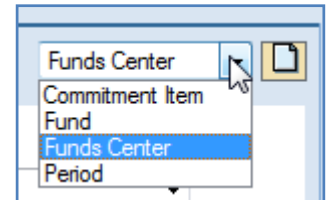


Icons and text links have hover text. Simply hover your cursor over the icon for text link to see a short explanation of what command will be executed by the icon or link.



View Selection

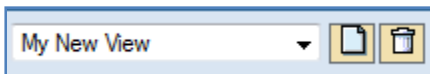
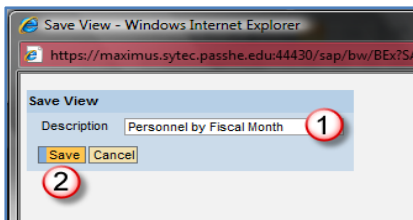
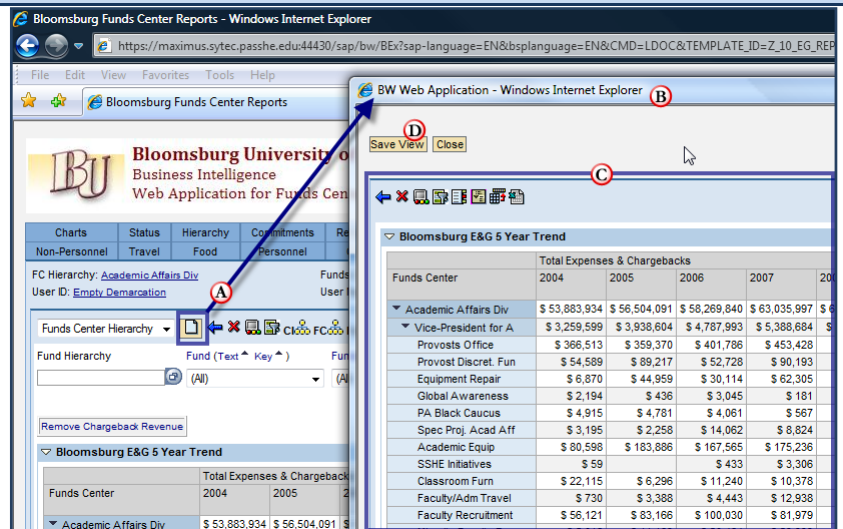
The view selection dropdown can be used to select different views of the data. Views help save time by eliminating multiple navigation steps. Select a view from the dropdown.



When selecting a new view, all navigational steps will be removed and any filters will be deleted. A new view resets the navigation and filter process. It will be necessary to filter again if needed.

Create User Defined Views

- Click on the Create User-Defined View button to create a new personalized view of the currently displayed query.
- A new window will open displaying the query results.
- You can modify the query with standard BI functionality. Right-click for context menu options or use the Navigation Block to modify.
- When finished, Save View



- In the Save View dialog box, type a Description for the new view you have created. The description you enter will be a new item on the dropdown box.
- Save after entering Description

You will now notice a new description in the dropdown box. You can select the new view from the list at any time. This view will be available the next time you run the report. You will notice the Delete User-Defined Views button (trash can) is visible when you select your view. You can use this to delete your view but this option is not available for the delivered views.

Using Dropdown Filters and Links

Fund (Text ^ Key ^)

- (All)
- (All)
- SSHE/1011000000 E&G General Funds
- SSHE/1012010000 Action Plan Fund
- SSHE/1012020001 Faculty Dev Travel
- SSHE/1012020002 Faculty Dev Wellnes
- SSHE/1012020004 Off Campus Incentive
- SSHE/1012020005 University Incentive
- SSHE/1012030001 Indirect Cost
- SSHE/1012030002 Matching Funds
- SSHE/1012030003 Research and Disc
- SSHE/1012030004 Spec Proj/Marg of Ex

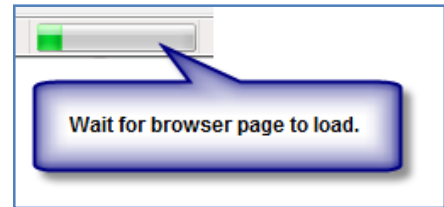
Fund and Funds Center are available as filters on every tab of the report. To select a single value, simply make your selection from the list. The page will reload with the filter value you selected; however, the other tabs are not affected. The only way to change all tabs is to change the variable values.

Click on the Text link to display text only in the dropdown and on any tables where the characteristic is displayed.

Click on the Key link to display key and text in the dropdown and on any tables where the characteristic is displayed.

Next to the Text and Key links are sort icons that will sort by key or text. You can display one and sort by the other as needed.

Dropdown filters only contain the list of available values. If you executed the report for a single funds center, that is all that will be in the dropdown. If you ran the report at a department hierarchy level, only those funds centers in the department will display.



If you need to filter by more than one Fund or Funds Center, simply turn on the navigation block and click on the Filter icon. You can also search with this method. You can also click on the dropdown filter characteristic name (Fund in this example) to open a dialog box to select multiple values and search.

Using Funds Center Links to Call Variable

The value of the fund center(s) is displayed just below the tab row in your fund center report. This text is a link that will call up the variable screen. You can click here to change the variable values in the report. "Empty Demarcation" means no values were entered for the variable when the report was executed.



A benefit of clicking this link to change values is that any navigation you have done in the report will remain in place after changing the variable values via the link. If you were simply to run the report again with the email link, the navigation state would be lost.

Fiscal Period/Year

Fiscal Period/Year

(All)

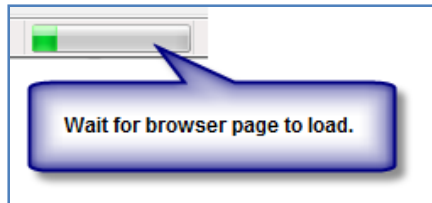
You can filter your data to a single fiscal period/year by selecting the value from the Fiscal Period/Year dropdown box.

In addition to selecting a single fiscal period/year from the dropdown box, the Fiscal Period/Year text is a command link to open a selection screen.

- A. From the selection screen multiple values can be selected. Using this method the user can create reports that end at any desired month.
- B. After selecting the fiscal period/year values, click on the transfer button.

After clicking on the transfer button it may take several seconds for your report to refresh. The larger the data selection, the longer it will take to return your results. It could take 5-15 seconds – please be patient. You do not need to click the transfer button more than one time.

Without changing the Fiscal Period/Year values all reports display fiscal year to date.



Select Filter Value for Fiscal Period/Year

New Filter Values

Fiscal Period/Year

Maximum Number of Hits

200

Find Search for Display Attributes Activated

Fiscal Period/Year

- Period 15 2009
- Period 14 2009
- Period 13 2009
- JUN 2009
- MAY 2009
- APR 2009
- MAR 2009
- FEB 2009
- JAN 2009

- DEC 2009
- NOV 2009
- OCT 2009
- SEP 2009
- AUG 2009
- JUL 2009

Period 00 2009

Select All **Deselect**

Description of Filter Values

[] to

B **Transfer** **Close**

Navigation Block

Funds Center Travel Report

← × 🖨️ 📄 📊 📅 📄 📄 Funds Center>Vendor

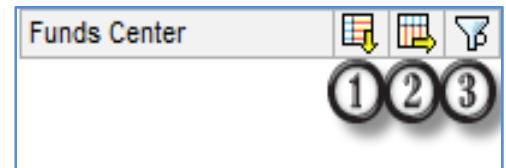
Commitment item	Document	DISPLAY / HIDE Navigation Block	Fiscal Period/Year
Fund	Funds Center	Posting Date	Vendor

Click this Icon to Display or Hide Navigation Block

The Navigation Block gives the report user analytical ability by simply clicking on icons to modify the display area. The Navigation Block can be used to rapidly change the displayed characteristics as well as the displayed order of the characteristics.

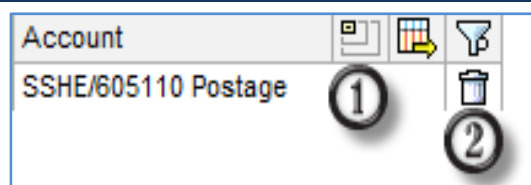
Navigation Block Icons - 1

- Drilldown:** Clicking on this icon will Drilldown the existing data in the rows by the additional characteristic.
- Drilldown in Columns:** Clicking on this icon will Drilldown in Columns the existing data in the columns (Key Figures) by the additional characteristic. When drilling across, existing Key Figures will be grouped under the Drilldown in Columns heading.
- Filter:** Clicking on the Filter icon will display the options for the Characteristic. It is then possible to select only those Characteristics to view. It is best to limit (Filter) Key Figure data before Drilldown or Drill Across.



Do not drill across with more than a few characteristic values. It may bring values to drill across on 3 or 4 different fund centers but drilling across by 50 will be difficult to read and interpret.

Navigation Block Icons - 2

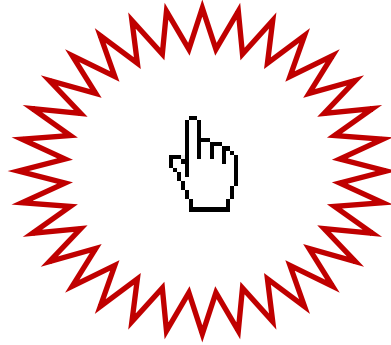
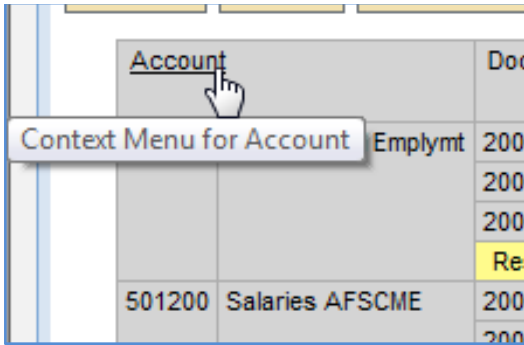


- When a Drilldown or Drilldown in Columns has been executed, it can be removed simply by clicking on the Drilldown or Drilldown in Columns icon again.
- When data is filtered, the name of the filter value will appear in the Navigation Block next to a trash can icon. Click on the trash can icon to remove the filter value.



When clicking on an icon in the Navigation Block, or any context menu item, wait for the command to execute and the screen to refresh before clicking on the next command.

Context Menus



Use

The Web items *Navigation Block*, *Table*, *Chart*, *List of Exceptions*, *List of Conditions*, and *Label* have a context menu that you can call up by clicking on a cell text with the right mouse button.

Features

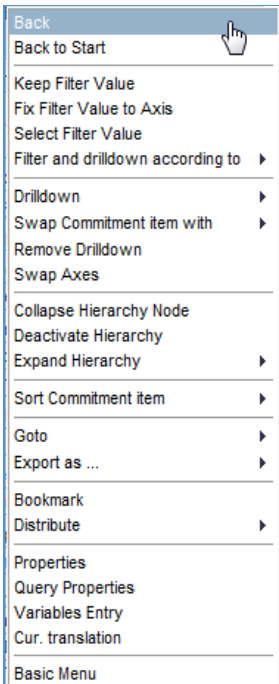
The context menu offers various functions depending on the cell context, the Web item used and the settings of the Web template in the Web Application Designer.

The basic menu contains a subset of the enhanced menu. The Web Application Designer has the ability to hide or unhide context menu options so context menu selections may vary by report.

You must see the "hand." Do not use IE context menu.



Context Menu Options (will vary by report and object selected)



Back

Choose *Back* if you want to undo a navigational step in this query view. This takes you back one step to undo your most recent action.

Back To Start

Choose *Back to Start* if you want to undo all navigational steps in this query view. This will return you to the original query view.

Bookmark

Creates a bookmark of the page in the current configuration. After bookmarking, simply add the page to your IE favorites for future viewing.

Calculate Result As...

You use this function to recalculate the results rows and single values that are displayed in the query according to the following criteria: Summation / Maximum / Minimum / Count All Values/ Count all values < > 0 / Average of All Values / Average of All Values < > 0 / Standard Deviation / Variance / Suppress Result / First Value / Last Value.

Calculate Single Values As...

You use this function to recalculate the single values that are displayed in the query according to the following criteria: Normalize result/ Normalize total result/ Normalize../ Ranked list/ Olympic ranked list

Context Menu Options (will vary by report and object selected)

Cumulated

You use this function to cumulate the individual cells in an area. The first value is added to the second value, the result is added to the third value, and so on. In the columns, the cells are cumulated from top to bottom, and in the rows, the cells are cumulated from left to right. With blocks of single values, that is, a drilldown in both the rows and the columns, the values are cumulated from top to bottom and from left to right.

Distribute

Allows for the ad-hoc distribution of a query by e-mail. The Broadcaster Wizard dialog box will display to guide the user through the e-mailing options.

Drilldown → Across Or Down

For characteristic descriptions (for example, country), you can choose *Drill Down* → *Vertically in the navigation block* or from a label in order to drill down along the axes for the columns or rows.

Export As → MS Excel 2000 File

The query data is embedded in the BEx Analyzer. As with queries the navigation status does not change and the formatting is transferred. You can see the filter restrictions and the data in the table. Exceptions are highlighted in color in the same way as they are on the Web. You can also use the BEx Analyzer BW functions to continue navigating after refreshing the query.

Filter And Drilldown According To → Characteristic

Choose Filter and Drilldown According to to fix a characteristic to a value in one step (meaning to filter it) and to drilldown according to another characteristic on the same axis (row axis or column axis).

Fix Filter Value To Axis

Choose Keep Filter Value on Axis if you only want to see the data for a characteristic value and, at the same time, you still want to see the characteristic value itself in the drilldown.

Goto

Choose Goto when you want to access documentation and jump targets using the Report-Report interface.

Keep Filter Value

Choose Keep Filter Value if you want to see only the data for a characteristic value. The characteristic value itself is removed from the drilldown.

Key Figure Definition

Choose Key Figure Definition to see how a concrete figure is comprised in your Web application. You can check whether data has been loaded and analyze errors.

Properties

Choose Properties when you want to change different settings for the characteristic or key figure.

Query Properties

Choose Query Properties when you want to change different settings for the query at run time.

Remove Drilldown

Choose Remove Drilldown if you want to remove a characteristic from the drilldown.

Select Filter Value

Choose *Select Filter Value* if you want to filter the Web application according to values.

Sort → Sort Ascending / Sort Descending

You can use this function to sort structural component values by ascending or descending order

Sort Characteristic

You can use this function to sort characteristic values or attributes for a drilldown characteristic in descending or ascending order. You can sort by the key or the name.

Swap Axes

You use this function to swap the axes of the query. If you have characteristics in the rows and key figures in the columns and you choose *Swap Axes*, then the key figures are displayed in the rows and the characteristics are displayed in the columns.

Swap Characteristic 1 / Structure 1 With → Characteristic 2 Structure 2

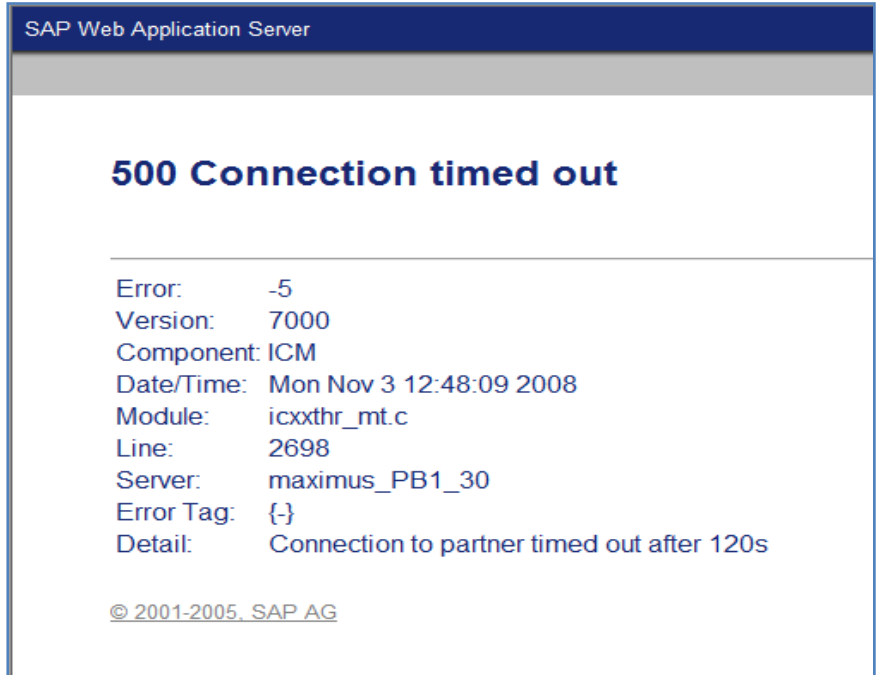
You can use this function to swap a characteristic / structure with another characteristic / structure.

Run Time Out Error – 500 Connection timed out

If the report you are running exceeds the maximum run time limit, you will get a connection error message. Even though you get the time out error, the queries will still run and complete in background. For this reason, the queries will be cached after completing in background so simply execute the report again and it should appear without the error.

Current Run Time Out setting:

10 minutes



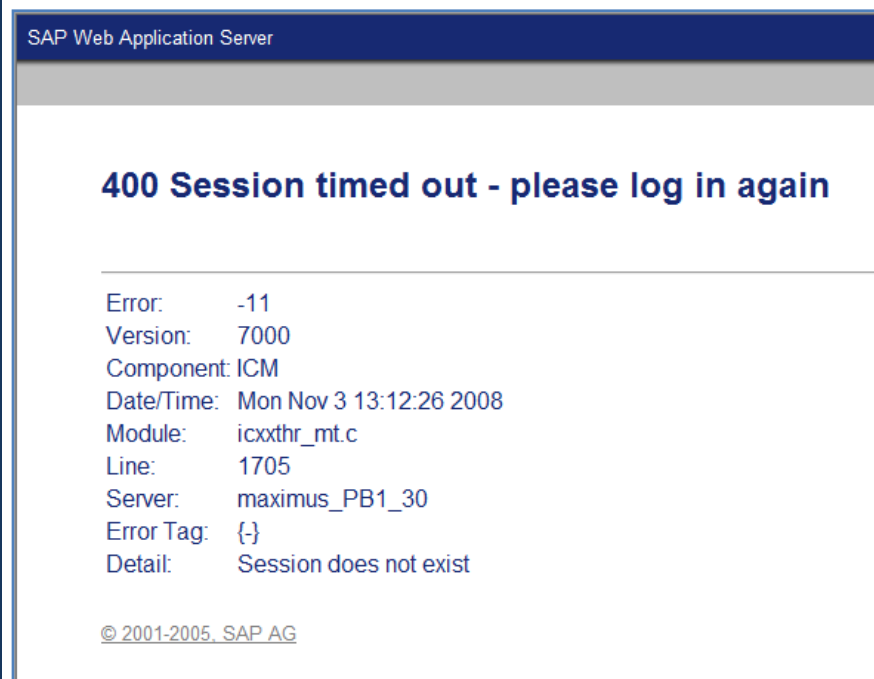
SAP Web Application Server

500 Connection timed out

Error: -5
Version: 7000
Component: ICM
Date/Time: Mon Nov 3 12:48:09 2008
Module: icxthr_mt.c
Line: 2698
Server: maximus_PB1_30
Error Tag: {}
Detail: Connection to partner timed out after 120s

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Idle Time Out Error – 400 Session timed out



SAP Web Application Server

400 Session timed out - please log in again

Error: -11
Version: 7000
Component: ICM
Date/Time: Mon Nov 3 13:12:26 2008
Module: icxthr_mt.c
Line: 1705
Server: maximus_PB1_30
Error Tag: {}
Detail: Session does not exist

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If your BI web application sits idle on your screen for too long, you will get a session error message. You need to run the report again to reestablish a BI connection and enable functionality. You will lose the current navigation status.

Current Idle Time Out Setting:

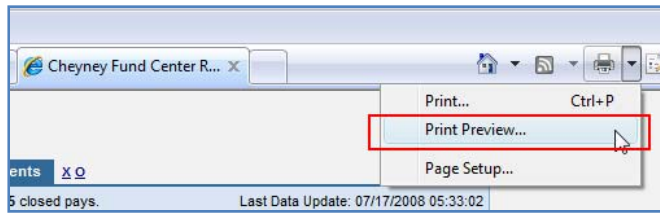
120 minutes



If you need to leave your computer for over 120 minutes and do

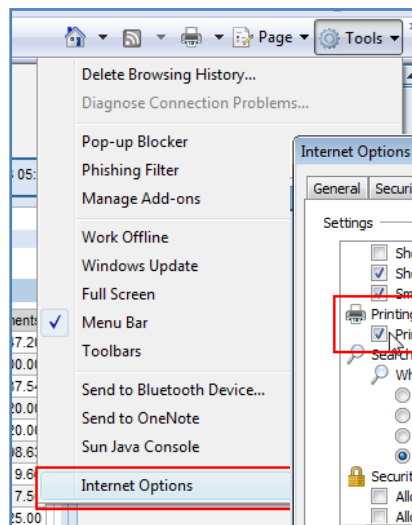
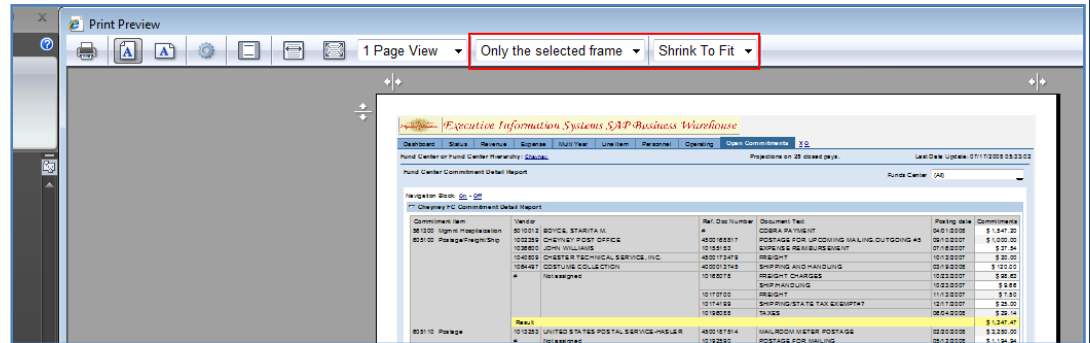
not want to lose your navigation status, you can bookmark your page to save it for use later.

Printing with Internet Explorer 7

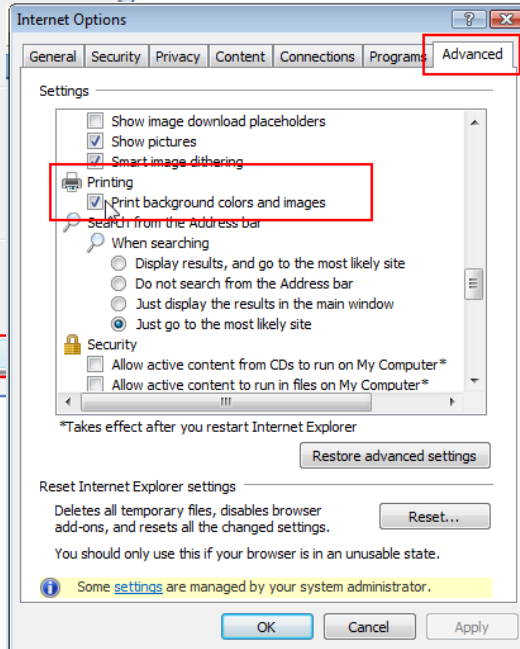


To print reports, first select **Print Preview...**

On the Print Preview screen, select **Only the selected frame** and **Shrink to Fit** from the dropdown boxes.



To print reports with formatting as displayed on the screen, you need to enable background printing.



On the **Tools** button, select **Internet Options**

On the **Advanced** tab of the Internet Options dialog box, scroll down to the **Printing options**

Check the box **Print background colors and images**.

Click **[OK]**

Now your reports will print with formatting as displayed on screen.

Help and Reference

[SyTEC Business Intelligence Home Page](http://www.sytecpa.org/BI/)

<http://www.sytecpa.org/BI/>



[BI Web Application Navigation Training](http://www.sytecpa.org/documents/BEx%20Web%20Application%20Navigation.pdf)

<http://www.sytecpa.org/documents/BEx%20Web%20Application%20Navigation.pdf>

Contact Information

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A Few Notes to Remember:

- ✓ BI on the web is a very safe, read-only environment for reporting. You can't break it - please experiment with functionality.
- ✓ Although BI on the web works with multiple browsers, it is best viewed with Microsoft® Internet Explorer
- ✓ Don't forget your BI password. This is different from your network and SAP R/3 password.
- ✓ Your BI user ID is the same as your SAP R/3 user name.
- ✓ Don't forget to use the icons for BACK and BACK TO START. Do not use your browser's back button.
- ✓ If you are prompted to choose a certificate when you first execute the report, select OK or cancel.
- ✓ Please remember you are running reports and not "Surfing the web." The reports take time to run and display on your computer. Many variables influence the amount of time it takes to display the results. While 10-30 second times are typical, it could take several minutes depending on the request.