Powerplay – Fit Cube

This instruction guide was provided by:

The Shared Services Team

Elizabeth Amdur Crystal Hall Alethea Geiger

It is a helpful tutorial on creating reports for your unit. In order to get a better understanding, please attend the training course **PST117 Reporting: PowerPlay** offered by HR.

There are also helpful instruction guides and web simulations offered by HR on their website: <u>http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/powerplay</u>.

Let's begin. Log onto myUFL, and use the following navigation: **Main Menu > Enterprise Reporting > Access Reporting.** A new window will open for Enterprise Reporting also known as PowerPlay Web Explorer.

Use the following navigation: **Public Folders > Financial Information > Financial Information Tool > UFLOR** to access Financial Information Tool

| IBM Cognos Connection | | | | | | | |
|---|------------|--|--|--|--|--|--|
| Public Folders | My Folders | | | | | | |
| Public Folders > Financial Information > Financial Information Tool > UFLOR | | | | | | | |

Click on Financial Information Tool - UFLOR

Financial Information Tool - UFLOR

The PowerPlay Web Explorer window will open. Throughout this helpful tutorial, you will notice the Dimension line at the top of the page. This is the blue shaded area. Click on the "Wrapping On" icon to expand the information listed on the Dimension line.

| IBM Cognos PowerPlay Wel | | | | | Financial Inform | nation Tool - UFL | OR | | | | IR | |
|--|--|---------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------|
| Financial Information Tool - UFL All Accounts All Dates | Last Lindate: Sahırdav. Mav. 19. 2012 H 44 All Accounts Y All Dates Y Accounting Period Type Y Budget Period Y All Departments Y All Budget References Y All Employees (UFID/Name) Y | | | | | | | ₩ H E. | Ċ | | | |
| Accounting Period Type Budget Period All Departments All Budget References | General Ledger Actuals as values | 2000 | <u>2001</u> | <u>2002</u> | <u>2003</u> | <u>2004</u> | <u>2005</u> | 2006 | <u>2007</u> | 2008 | 2009 | |
| All Employees (UFID/Name) | Revenues | 0.00 | 0.00 | -1,527,620,999.66 | -2,432,321,880.49 | -2,366,910,479.68 | -2,896,706,598.64 | -3,083,996,063.79 | -3,354,968,056.86 | -3,843,067,426.49 | -3,237,045,858.6 | 1 -3,75 |
| E All Flexfields (College/Dept/ | Expenses | 80,529,305.27 | 62,512,358.28 | 1,615,834,258.34 | 2,270,732,243.68 | 2,416,853,133.15 | 2,940,985,972.46 | 3,067,245,978.49 | 3,252,667,445.76 | 3,410,859,940.89 | 3,311,995,056.8 | 3,77 |
| All Funds (by Ledger Group) All Sources of Funds | All Accounts | 80,529,305.27 | 62,512,358.28 | 88,213,258.68 | -161,589,636.81 | 49,942,653.47 | 44,279,373.82 | -16,750,085.30 | -102,300,611.10 | -432,207,485.60 | 74,949,198.20 | 8 16 |
| All Programs All CRIS (IFAS Only) Oper / NonOper Funds MEASURES | | | | | | | | | | | | |

Listed below, you will see the information currently listed on the Dimension line prior to searching for the specific financial information for your Department.

| Last Update: <u>Juesdav. May 22, 2012</u> All Accounts v All Dates v Accounting Period Type v Budget Period v All Departments v All Budget References v All Employees (UFID/Name) v All Flexfields (College/Dept/Flex) v All Funds (by Ledger Group) v All Sources of Funds v All Programs v All CRIS (IFAS Only) v Oper / NonOper Funds v MEASURES v | | | | | | | | | | D DI C. | Þ |
|---|---------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------|
| General Ledger Actuals as values | <u>2000</u> | <u>2001</u> | 2002 | <u>2003</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | |
| Revenues | 0.00 | 0.00 | -1,527,620,999.66 | -2,432,321,880.49 | -2,366,910,479.68 | -2,896,706,598.64 | -3,083,996,063.79 | -3,354,968,056.86 | -3,843,067,426.49 | -3,237,045,858.61 | -3,7 |
| Expenses | 80,529,305.27 | 62,512,358.28 | 1,615,834,258.34 | 2,270,732,243.68 | 2,416,853,133.15 | 2,940,985,972.46 | 3,067,245,978.49 | 3,252,667,445.76 | 3,410,859,940.89 | 3,311,995,056.89 | 3,7 |
| All Accounts | 80,529,305.27 | 62,512,358.28 | 88,213,258.68 | -161,589,636.81 | 49,942,653.47 | 44,279,373.82 | -16,750,085.30 | -102,300,611.10 | -432,207,485.60 | 74,949,198.28 | 1 |

To specify your chartfield or other specific data for the report, click on the arrow next to the question mark "?" at the bottom of the page.

| • | | | |
|-----------|---------------|-------------------|-----|
| 🖽 • 🔟 • 🖁 | 💷 · 🗊 🔟 📰 🏣 (| 📎 • 💹 🔡 🔂 👬 🌋 🗈 • | ? - |

Click the "Find" button next to the binocular to open the dialog box.



In the "Find" dialog box, you will be able to search for the specific Department ID. For this example, you are going to search for the financial activity of the GBAS Shared Services Center. In the field next to the "Contains", enter the Department ID for the GBAS Shared Services Center, 64300100. {Remember, you can search for financial information for your department.} Pay special attention to the category title "Position" for this next step.

| Find | |
|-------------------------|-----------------------------------|
| Search string | g: |
| Contains | ✓ 64300100 |
| | |
| | |
| Find text in: | Position: |
| Find text in: Report | Position: ▼ Rows and Columns ▼ |
| | |
| | |

In the "Find text in", always select Cube. You will notice the category title "Position" has changed to the category title "Dimension". In the dropdown menu under the category title "Dimensions", select "All Departments" and click Find.

| Find | | | |
|----------------------------|---|-------------------------------|---|
| Search string: Contains | • | 64300100 | |
| | | | |
| Find text in: Cube | • | Dimension: All Departments | • |

In the dialog box, the Department and path or navigation to the department will be listed in yellow on the right side. Select Filter. You will notice on the Dimension line, the GBAS Shared Services Center Department ID is listed.

Results in Yellow

| Find | × |
|--|--|
| Search string: | |
| Contains - 64300100 | Results: (1-1 of 1) |
| Find text in: Dimension: Cube ✓ All Departments ✓ Find | Category: Path: 64300100 - FA- /All Departments/64XXXXXX FINANCE / ACCOUNTING/6430XXXX FA- GBAS TAX/643010XX FA-TAX ADMINISTRATION Filte Replace Rows Replace Columns |
| Close | |
| 🌐 • 🔟 • 🕮 • 🖅 🚺 🔛 🧮 🔕 • 🔀 🔡 🔂 👫 🌋 🗅 • 📍 • | 🗐 🛃 🚷 |

Dimension line lists the search results after "filter" is selected, confirming the selection

| I | 14 | м | All Accounts 👻 All Dates 👻 Accounting Period Type 👻 Budget Period | d 🛩 64300100 - FA-GBAS 🖌 All Budget References 🛩 All Employees (UFID/Name) 🛩 | |
|---|----|---|---|---|------------|
| l | IN | | All Flexfields (College/Dept/Flex) - All Funds (by Ledger Group) - All Se | Sources of Funds 👻 All Programs 👻 All CRIS (IFAS Only) 👻 Oper / NonOper Funds 💌 | MEASURES 🔻 |

Next, enter the Fund code for the Department. For this example, enter 101 in the field next to Contains in the Find dialog box. In the dropdown menu under the category title "Dimensions", select "All Funds (by Ledger Group)" and click Find.

| Find | × |
|--|---|
| Search string: | |
| Contains - 101 | Results: (1-1 of 1) |
| Find text in: Dimension: Cube ▼ All Funds (by Ledger ▼ Find Find | Category: Path: 101 - E&G-GEN REV - MAIN CAMPUS /All Funds (by Ledger Group)/APPROP Filter Replace Rows Replace Columns |
| Close | |
| 🌐 • 🛄 • 🕮 🔛 🔛 🔚 🔕 • 🔀 🔡 🔂 🎛 從 🗅 • 🤶 • | 🖉 🖬 🗟 |

Again, in the dialog box, the Fund code and path or navigation will be listed in yellow on the right side. Select Filter. On the Dimension line, the Department ID and Fund code are listed.

| 1 | Last Upda | ite: Tuesday, May 22, 2012 | | |
|---|-----------|---|------------------------|--|
| | | All Accounts - All Dates - Accounting Period Type - Budget Period - | 64300100 - FA-GBAS 🛎 | All Budget References 🔻 All Employees (UFID/Name) 🛩 |
| | 14 44 | All Flexfields (College/Dept/Flex) 🛩 101 - E&G-GEN REV - MAIN CAMPU | S All Sources of Funds | All Programs 🔻 All CRIS (IFAS Only) 🔻 Oper / NonOper Funds 🔻 |
| | | MEASURES 🔻 | | |

Finally, enter the Program code for the Department. For this example, enter 6100 in the field next to Contains in the Find dialog box. In the dropdown menu under the category title "Dimensions", select "All Programs" and click Find.

| Find | | | | | | | | × |
|----------------|-----|----------------|-----------------|----------|--------------------|-----------|--|-------|
| Search string: | | | | | | | | |
| Contains | - 6 | \$100 | | | | | Results: (1-1 of 1) | |
| | | | | | itegory: | Path: | | |
| Find text in: | D | imension: | | 61 | 00 - GENERAL ADMIN | ISTRATION | All Programs/ADSS - ADMIN DIRECTION & SU | PPORT |
| Cube | • / | All Programs 🔻 | | Eil | ter Replace Rows | Replace (| Columns | |
| | | Find | | <u>ب</u> | | | | |
| Close | | | | 1 | | | | |
| 🖽 • 🔟 • 💹 · | | 🔟 📰 🔚 🔕 - 🔀 | 🔡 🚳 👯 🌋 🗅 • 🥇 • | | | | | 2 🖨 🗞 |

You will notice in the dialog box, the Program code and path or navigation will be listed in yellow on the right side. Select Filter.

On the Dimension line, the Department ID, Fund code and Program Code are listed.



Click the X or \blacksquare icon to close the Find dialog box.

Select the **date range** for the report. This report will capture all data year to date for the fiscal year. On the Dimension line shaded in blue at the top, click the dropdown menu next to "All Dates" and scroll down to "YTD" (or year to date).

| Last Updat | ast Update: Tuesday, May 22, 2012 | | | | | | | | | |
|------------|--|-----------------|-----------------|-----------------|-----------------|-----------|--|--|--|--|
| | All Accounts 👻 YTD 👻 Accounting Period Type 👻 Budget Period 🛩 64300100 - FA-GBAS 🔺 All Budget References 👻 All Employees (UFID/Name) 🛩 | | | | | | | | | |
| 14 44 | All Flexfields (College/Dept/Flex) 🛪 101 - E&G-GEN REV - MAIN CAMPUS All Sources of Funds 🛪 6100 - GENERAL ADMINISTRATION A All CRIS (IFAS Only) 🛪 | | | | | | | | | |
| | Oper / NonOper Funds 👻 MEASURES 👻 | | | | | | | | | |
| | | | | | | | | | | |
| General | Ledger Actuals | | | | | | | | | |
| a | is values | <u>2012 Q 1</u> | <u>2012 Q 2</u> | <u>2012 Q 3</u> | <u>2012 Q 4</u> | YTD | | | | |
| Reve | nues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Expe | nses | 21,220.80 | 25,942.43 | 30,446.08 | 13, 197.67 | 90,806.98 | | | | |
| All A | ccounts | 21,220.80 | 25,942.43 | 30,446.08 | 13,197.67 | 90,806.98 | | | | |

This is the skeleton template so the report can be run at any time to retrieve year to date data. To save this report template, in the bottom right hand corner on the taskbar, click the Save As icon (or icon with the multiple floppy disks).

| 🔟 📰 🧮 🔕 - 🛛 | 🗄 🔂 🕂 🌋 🗈 • 🥇 • | |
|-------------|-----------------|--|
|-------------|-----------------|--|

Enter the Name of your report. For this example, the Name of your report and Screen tip should be the same. *{Best Practice: Do not remove the Description that is auto-populated as recommended by Enterprise Reporting. Feel free to add to it.}* Click the "Select My Folders" hyperlink as the Location and click OK. This report will be saved in your folder for future reference.

| Save As | |
|--|---|
| Specify a name and location for this entry. | |
| Name: | |
| GBAS 64300100 | |
| Description: | |
| Financial Information Tool - UFLOR | * |
| | |
| | - |
| Screen tip: | |
| GBAS 64300100 | |
| Location: | |
| None Select another location. Select My Folders | |
| | |
| OK Cancel | |
| | |

To view the report, you will return to the main PowerPlay Web Explorer menu by clicking on the "Return to Source" icon (or the globe icon listed on the bottom of the taskbar).

🔚 🔕 • 🔀 🔡 🔯 👫 🌋 🗈 • 📍 •

Click on "My Folder". You will see the report that you have created for this example. You can set up as many report templates as you would like in My Folders, and then run them at any time. Because you have selected "YTD", each time you run a report you will have the most up to date "year to date" information.

| mufulf Enterprise Reporting | |
|---|--|
| Public Folders My Folders | |
| Public Folders > Financial Information > Financial Information Tool > UFLOR | |
| Department Reports Roll-up of data with format similar to the Monthly Financial Reports November 29, 2010 4: 14:05 PM More | Managerial Budget July 9, 2007 10:14:47 AM Image: More |
| ■ UFLOR by Expense Account across Fiscal Years GENERAL LEDGER ACTUALS Financial Information Tool - UFLOR May 12, 2011 6:56:46 AM ■ Image: More | UFLOR by Revenue and Expense Account across F GENERAL LEDGER ACTUALS Financial Information Tool - UFL May 12, 2011 6:56:46 AM More |
| □ UFLOR Revenue and Expense by College - QTD Change GENERAL LEDGER ACTUALS Financial Information Tool - UFLOR May 12, 2011 6:56:46 AM □ More | ■ UFLOR Revenue and Expense by College - YTD Chr GENERAL LEDGER ACTUALS Financial Information Tool - UFL May 12, 2011 6:56:46 AM ■ ● ● ● More |

| my | uf Enterprise Rep | orting | | |
|------|---|---------|------|---|
| i b | Public Folders | My Fold | lers |] |
| My F | olders | | | |
| | GBAS 64300100 Financial Information To May 22, 2012 9:29:17 | | | |

You can also create personal folders for your reports, by clicking on the "New Folder" icon. Make sure you are still on the "My Folders" tab.

| myuf] Enterprise Reporting | 95922170 Log Off |
|---|------------------|
| Des Public Folders My Folders | |
| My Folders | |
| GBAS 64300100 Financial Information Tool - UFLOR May 22, 2012 9:29:17 AM Image: Image: Im | |

á 🗞

Enter the Name for the folder. For this example, enter "Reports for the SSC". Entering s Screen tip is optional and not required. Click Finish.

| Specify a name and description - New Folder Wizard | |
|---|----------|
| Specify a name and location for this entry. You can also specify a description and scre | een tip. |
| Name: | |
| Reports for the SSC | |
| Description: | |
| A | |
| | |
| | |
| Screen tip: | |
| Reports for the SSC | |
| Location: | |
| My Folders | |
| Select another location | |
| Cancel < Back Next > Finish | |

Under the My Folders tab, both the report name and the folder you created are listed or shown on the screen. To move the report in the folder, click the box next to the report.

| myuf Enterprise Reporting | |
|---|--|
| Public Folders My Folders | |
| My Folders | |
| Reports for the SSC May 22, 2012 11:03:03 AM Image: More | GBAS 64300100 Financial Information Tool - UFLOR May 22, 2012 9:29:17 AM |

Click the "Cut" icon.

| III 🔛 🗠 😵 🍔 🖼 鯼 III | * | Þ | Ê | × | |]] |
|---------------------|---|---|---|---|--|------------|
|---------------------|---|---|---|---|--|------------|

Click the folder. For this example, click the "Reports for the SSC" folder. Click the "Paste" icon.



Now, the report is saved/moved within the "Reports for SSC" folder. You would repeat this procedures for other reports you would like to move in the folder.



If you want to view the information on this report, click on the report name. For this example, the report name is "GBAS 64300100". It will take you back to the PowerPlay Web Explorer window with the information for your department listed on the Dimension line.

| Last Upda | te: Tuesday, May 22 | 2, 2012 | | | | | | |
|-----------|--|------------|---------------|-----------------|--------------|-----------|---|--|
| | All Accounts 👻 Y | TD 🖛 Accou | unting Period | Туре 👻 Ви | udget Period | ▼ 643001 | .00 - FA-GBAS ▲ All Budget References ▼ All Employees (UFID/Name) ▼ | |
| 14 44 | All Flexfields (College/Dept/Flex) 👻 101 - E&G-GEN REV - MAIN CAMPUS 🔺 All Sources of Funds 🛩 6100 - GENERAL ADMINISTRATION 🔺 All CRIS (IFAS Only) 🛩 | | | | | | | |
| | Oper / NonOper Funds 🔻 MEASURES 👻 | | | | | | | |
| | | | | | | | | |
| | l Ledger Actuals as values | 2012 0 1 | 2012 0 2 | <u>2012 Q 3</u> | 2012 0 4 | YTD | | |
| | us vulues | | | | | | | |
| Rev | enues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Expe | enses | 21,220.80 | 25,942.43 | 30,446.08 | 13, 197.67 | 90,806.98 | | |
| A II A | ccounts | 21,220.80 | 25,942.43 | 30,446.08 | 13,197.67 | 90,806.98 | | |

To retrieve data for the report

"Drill Through" retrieves the most up to date detail data for the report. On the bottom of the taskbar, click the "Drill Through" icon, which looks like a cross on a stain glass window.

| 🌐 • 🗽 • 🕮 • 🖅 🚺 🔛 🔚 🔕 • 🔀 🔡 🚳 | 🗜 🌋 🗅 • 📍 • |
|-------------------------------|-------------|

Click the "Source Transaction Detail – UFLOR" hyperlink (or whatever drill through category you need) and click OK on the next screen.

| IBM Cognos PowerPlay Web Drill Through | | IB |
|--|--|----|
| Select a drill through target. | | |
| Source Transaction Detail - UFLOR Details myUFL Financials source transactions for no-payroll General Ledger balances. It will display journal values (not transaction details) whenever the source information is external to myUFL Finan | icials like payroll entries and online/upload entries. | |
| Payroll Employee Summary - UFLOR Summarizes the earnings, benefits, and/or taxes for each employee associated with the desired payroll General Ledger balance including some employee information like FTE, distribution percentage | t, and HR Account Code. | |
| M Commitment Control Detail - UFLOR For use with Commitment Control expenditure and revenue balances, this report will detail this Commitment Control journal activity. | | |
| Projected Payroll Employee Summary - UFLOR Summarizes the earnings, benefits, and/or taxes for each employee associated with the desired payroll projection commitment balance including some employee information like FTE, distribution per | centage, and HR Account Code. | |
| Managerial Budget Journal Detail - UFLOR For use with all managerial budget balances, this report will list the journal details associated with the desired managerial budget balance. | | |
| Commitment Control Budget Journal Detail - UFLOR For use with all Commitment Control budget balances, this report will list the budget journal and transfer details associated with the desired Commitment Control budget balance. | | |
| | | |

When you see the dialog box, click on "Select a delivery method" hyperlink. {For this example, again the report will be send via email.}

| € | Your report is running. Instead of waiting, you can select a delivery method to run the report in the background. <u>Select a delivery method.</u> |
|-------|---|
| Cance | el |

Click the "Email Report" hyperlink.

| 8 | Your report is running. Instead of waiting, you can set it to run in the background with one of the following delivery options: | | | | | |
|---------------------|--|--|--|--|--|--|
| Save | Report | | | | | |
| Save as Report View | | | | | | |
| Email Report | | | | | | |
| Cance | | | | | | |

Your UFID will auto-populate. This report can be emailed to multiple recipients by entering his/her email address or UFID. Click OK, and the report will be emailed to you in Excel format. You can then modify the report as needed.

| et the email options - So | t the email options - Source Transaction Detail - UFLOR | | | | | | | | | He | <u>elp</u> | | | | | |
|--|---|--------------|----------------|----------|-------|-------|--------|---------|--------|----|------------|----------|--------|---------|----------------|--------|
| ecify the recipients and cor ML report as the message | | | | | | | | | | | lresse | s separa | ted by | semi-co | olons. To indi | ude ar |
| IML report as the message | body, leave the | e body box | empty and se | elect th | e rep | ortas | the on | ily att | achmen | | | | | | | |
| Го: | | _ | | | | | | | | | | | | | | |
| 95922170 (95922170); | hallc@ufl.edu | | | | | | | | | | | | | | | |
| Ec: | | | | | | | | | | | | | | | | |
| ageiger0213@ufl.edu | | | | | | | | | | | | | | | | |
| | Sele | ect the reci | pients Sh | iow Bcc | | | | | | | | | | | | |
| 5ubject: | | | | | | | | | | | | | | | | |
| Report: Source Transa | ction Detail - | UFLOR | | | | | | | | | | | | | | |
| Body: | | Change t | o plain text × | В | I | U | | | - | 1 | | €≣ - | E 8 | ab | | |
| This is a sample repor | t for the inst | | | | | | | | | - | | | | | 1 | |
| This is a sample repor | | rucuon g | uide. | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| ✓ Attach the report | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| OK Cance | _ | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |