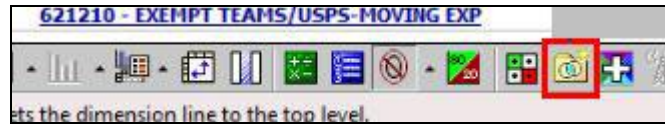
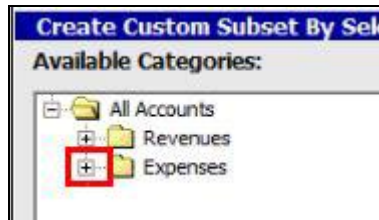


Subsets: Using Category Selection

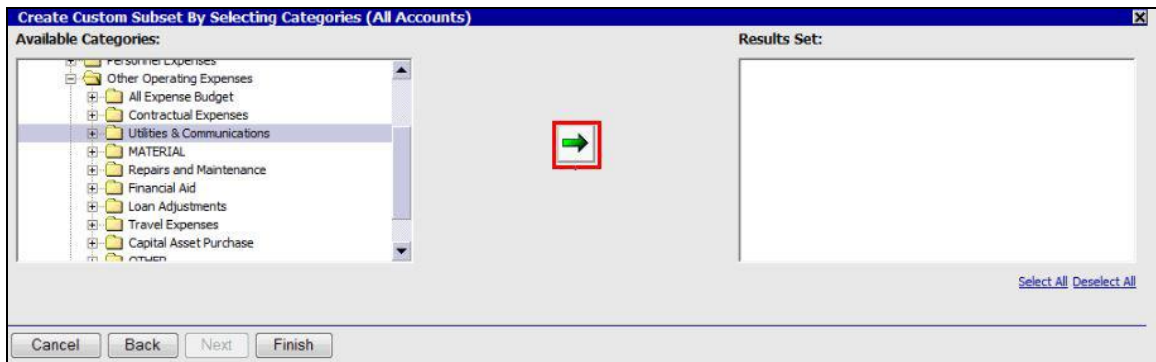
1. On the PowerPlay Web toolbar, click the **Custom Subsets** button.



2. Click the **Next** button.
3. Click the **Expenses** folder.



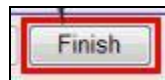
4. Click the **Other Operating Expenses** folder.
5. Scroll down and click the **Utilities & Communications** folder.
6. Click the **Arrow** button.



7. Click the **Travel Expenses** folder.



- 8. Click the **Arrow** button.
- 9. Click the **Finish** button.



10. You have selected the categories that will display.

IBM Cognos PowerPlay Web Explorer Financial Information Tool - UFLOR

Last Update: Tuesday, August 30, 2011 UFLOR by Expense Account across Fiscal Years

Custom Subset 1 2011 Accounting Period Type Budget Period 62XXXXXX HUMAN RESOURCES All Budget References

All Employees (UFID/Name) All Flexfields (College/Dept/Flex) All Funds (by Ledger Group) All Sources of Funds All Programs All CRIS (IFAS Only)

Oper / NonOper Funds General Ledger Actuals

General Ledger Actuals as values	2010/Jul	2010/Aug	2010/Sep	2010/Oct	2010/Nov	2010/Dec	2011/Jan	2011/Feb	2011/Mar	2011/Apr	2011/May	2011/June	2011
Utilities & Communications	5,068.40	4,883.34	4,757.92	5,062.58	4,595.79	4,181.77	4,362.71	4,568.36	4,375.20	4,533.75	4,302.71	4,071.56	54,764.09
Travel Expenses	1,255.34	3,151.36	1,953.11	3,903.95	1,702.38	952.05	2,459.30	3,971.19	1,687.74	4,163.01	1,209.98	875.52	27,284.93
Custom Subset 1	6,323.74	8,034.70	6,711.03	8,966.53	6,298.17	5,133.82	6,822.01	8,539.55	6,062.94	8,696.76	5,512.69	4,947.08	82,049.02

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values