PST117 Enterprise Reporting PowerPlay

Classroom Handout

For additional just-in-time training materials, visit the

myuflToolkits

http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits

Why are you here?

- PowerPlay cubes

You've Got the Power!

What you put in you can get out!

You've Got the Power!

What you put in you can get out!

Objectives

By the end of this session, you will be able to:

- Gather meaningful financial and grants data for your unit. Examples:
  - Budget, revenue, and expenses
    - Year over year, month over month comparisons
    - Trend analysis

Objectives

By the end of this session, you will be able to:

- Explore and organize data using various techniques such as nesting, expanding, drill through, custom subsets, etc.
- Export reports to Excel-friendly formats for further data manipulation

Objectives

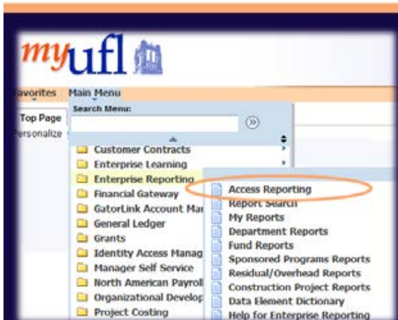
By the end of this session, you will be able to:

- Enhance your learning by leveraging help resources :
  - Reporting Services Staff
  - myUFL Toolkits

Demonstration

I'll show you a few things, and then we'll explore together.

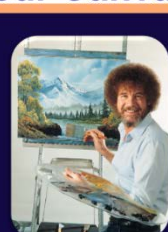
Navigation

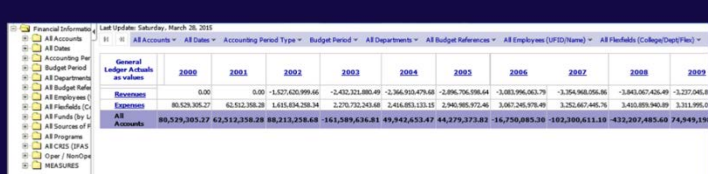


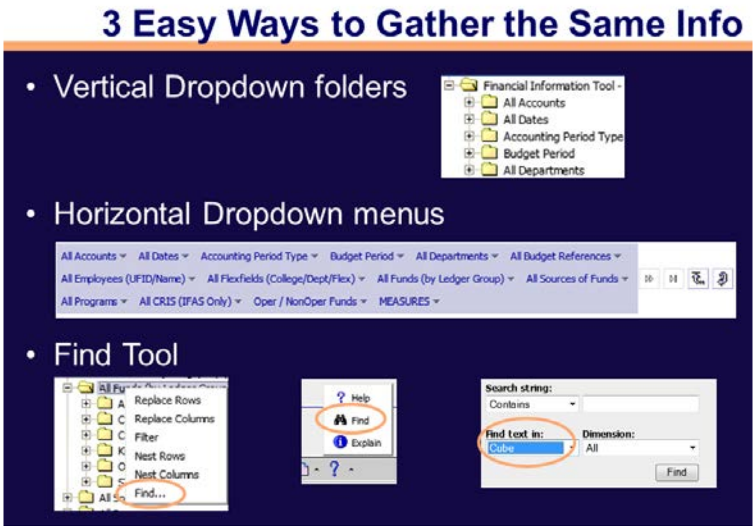
- myUFL Main Menu to:
  - Enterprise Reporting
  - Access Reporting

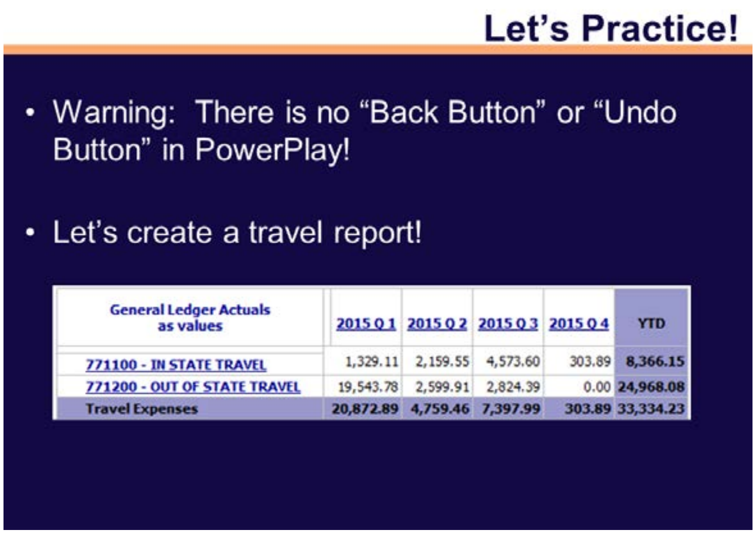
Your Canvas

- Think of yourself as a famous painter!
- The starting "picture" shows data for the entire university.
- You then refine your picture by adding the items that interest you.









General Ledger Actuals as values	2015 Q 1	2015 Q 2	2015 Q 3	2015 Q 4	YTD
771100 - IN STATE TRAVEL	1,329.11	2,159.55	4,573.60	303.89	8,366.15
771200 - OUT OF STATE TRAVEL	19,543.78	2,599.91	2,824.39	0.00	24,968.08
Travel Expenses	20,872.89	4,759.46	7,397.99	303.89	33,334.23

Drag and Drop Exercises

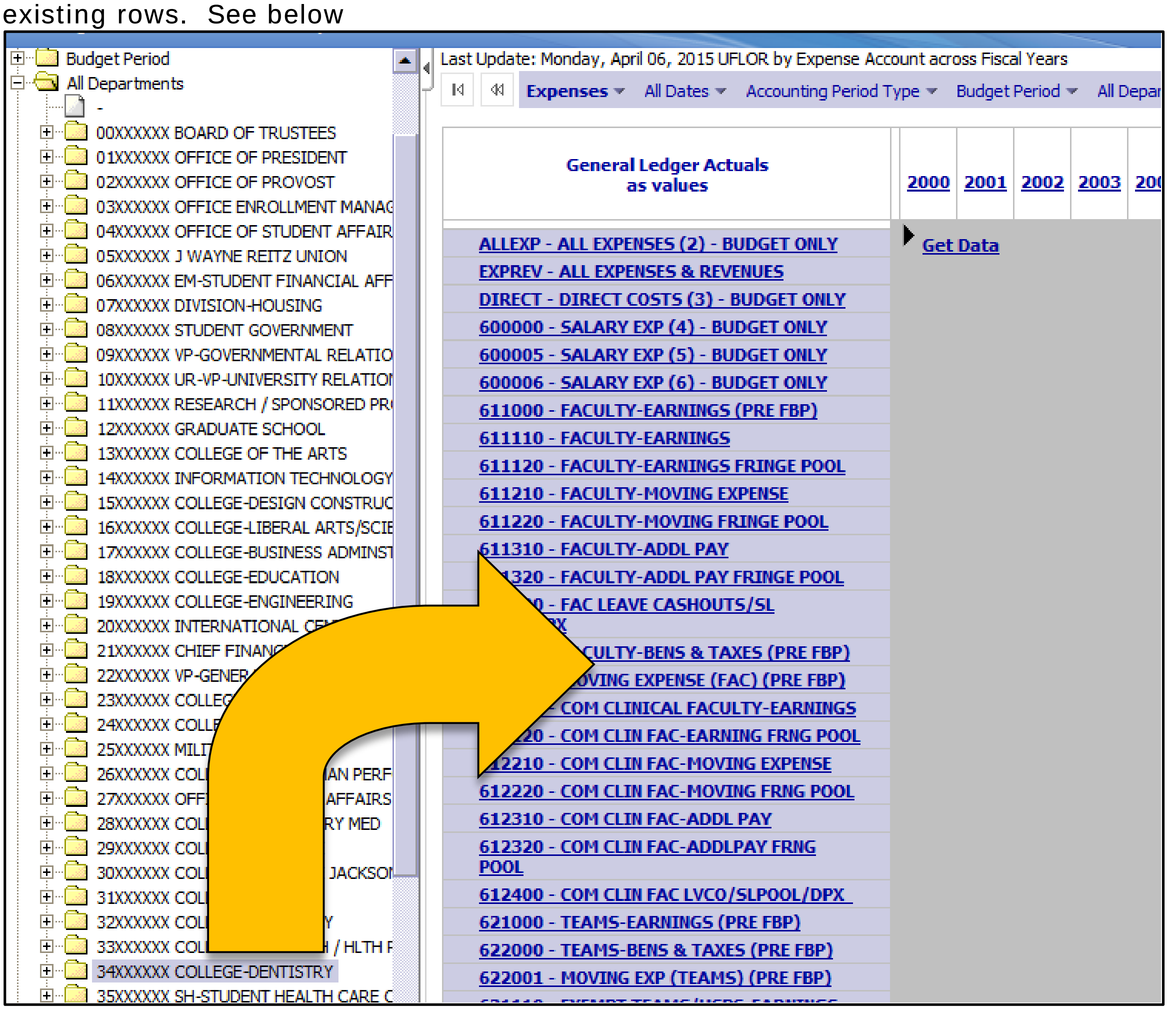
<u>Using the Folders to Build Your Report</u>

Exercise 1: Creating a Travel Report

1. Identify the question(s).
   What did my *college* (e.g. 34000000 – College-Dentistry) spend on *travel*, *year to date*?

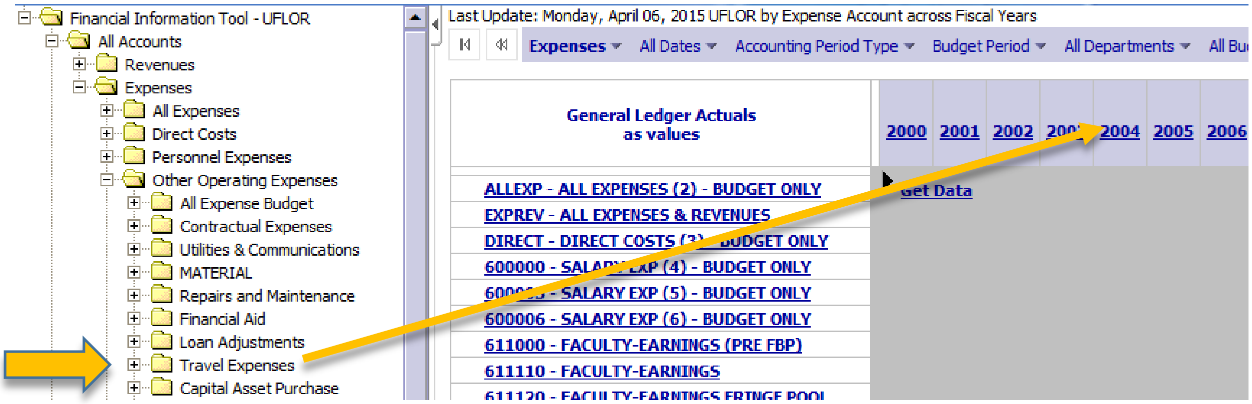
2. Build the report.
   Navigation
   Public Folders > Financial Information > Financial Information Tool > UFLOR > UFLOR by Expense Account across Fiscal Years

   Department
   - Click the ⊞ icon to open the **All Departments** folder.
   - Click the **34XXXXXX – College-Dentistry**. Then drag and drop the folder to replace the existing rows. See below



Accounts
- Click the ⊞ icon to open the **All Accounts** folder.
- Click the ⊞ icon to open the **Expenses** folder.
- Click the ⊞ icon to open the **Other Operating Expenses** folder.

- Click the **Travel Expenses** folder. Then drag and drop the folder to replace the existing columns.



Date

- Click the ⊞ icon to open the **All Dates** dimension.
- Right click the **YTD** level and click **Filter.** (This will ensure that only year-to-date data will display in the report.)

3. Click **Get Data.**

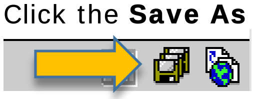
EXAMPLE

Travel Expenses ▾ YTD ▾ Accounting Period Type ▾ Budget Period ▾ 34XXXXXX COLLEGE-DENTISTRY ▾ All Budget References ▾

General Ledger Actuals as values	771100 - IN STATE TRAVEL	771200 - OUT OF STATE TRAVEL	772000 - FOREIGN TRAVEL	Travel Expenses
3401XXXX DN-DEAN'S OFFICE	63,618.70	65,059.38	12,379.47	**141,057.55**
3403XXXX DN-ORAL BIOLOGY	2,501.40	45,281.06	6,684.07	**54,466.53**
3405XXXX DN-OPERATIVE DENTISTRY	5,597.81	13,286.53	13,658.61	**32,542.95**
3406XXXX DN-COMMITY BASED PROGRAMS	88,939.63	48,007.99	6,357.38	**143,305.00**
3407XXXX DN-ORTHODONTICS	1,601.28	26,309.83	14,557.50	**42,468.61**
3408XXXX DN-OSDS	5,516.80	45,428.15	1,732.57	**52,677.52**
3410XXXX DN-PEDIATRIC DENTISTRY	2,920.35	1,170.15	0.00	**4,090.50**
3411XXXX DN-ENDODONTICS	70.81	1,596.02	0.00	**1,666.83**
3413XXXX DN-PERIODONTICS	11,018.28	54,928.38	8,412.06	**74,358.72**

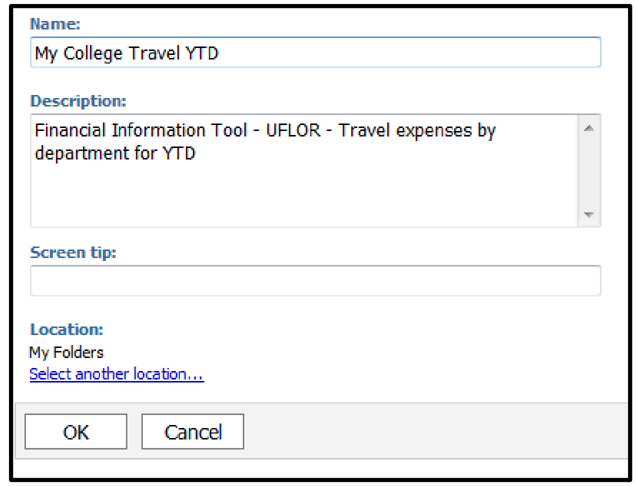
4. How much has DN-Oral Diagnostic Sciences spent on out of state travel year-to-date? Write your answer in the box below.

5. Save the report to your My Folders.
   - Click the **Save As** icon on the bottom right-hand corner of the screen.



   - In the Name field, enter **My College Travel YTD.**
   - In the Description field, "Financial Information Tool – UFLOR" is entered for you. Do not remove it. After it, enter "**Travel expenses by department for YTD.**"

- Save your report to your My Folders.
  - o Click the **Select My Folders** link.
  - o Optional: Click the **Select another location** link to choose a subfolder within your My Folders.
  - o Click the **OK** button.



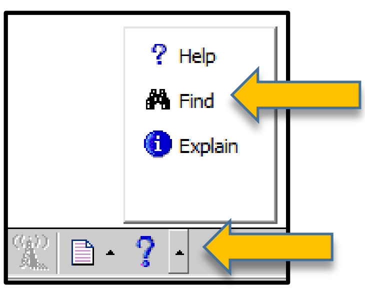
Personalize the Report: Use your own department information and date range to run a similar report. Record an interesting piece of information in the box below.

- Click the **Return to Source** button to exit PowerPlay Web Explorer.

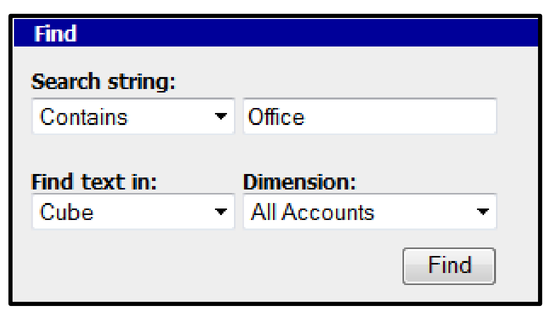
Using the Find Tool to Build Your Report

Exercise 2: Use the Find Tool from the Help Menu

1. Click on the My Folders tab. Then click the **My College Travel YTD** report to use as a starting point.
2. Click on the arrow next to the Help icon and select **Find**.



3. Search for “Office” in the search box.
4. Change the **Find Text In** option box from **Report** to **Cube**.
5. Change the **Dimension** (think folder) to **All Accounts**.
6. Click **Find**.



7. Click on **732100** to select the item.

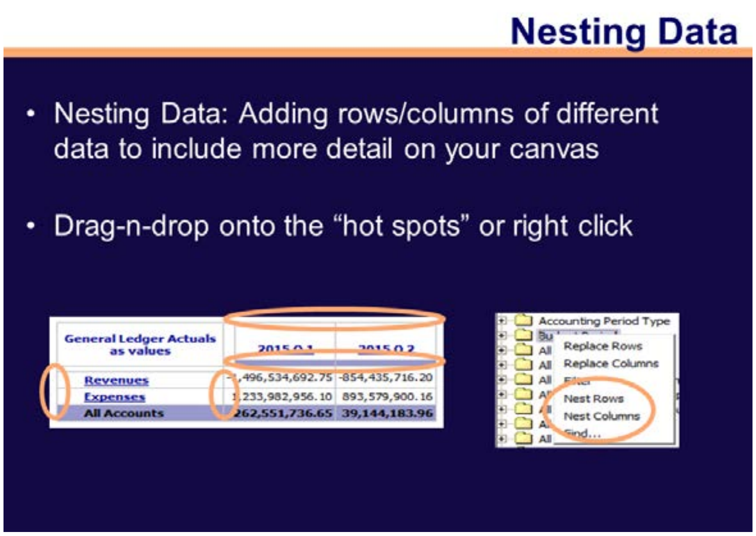
8. Click **Replace Columns**.

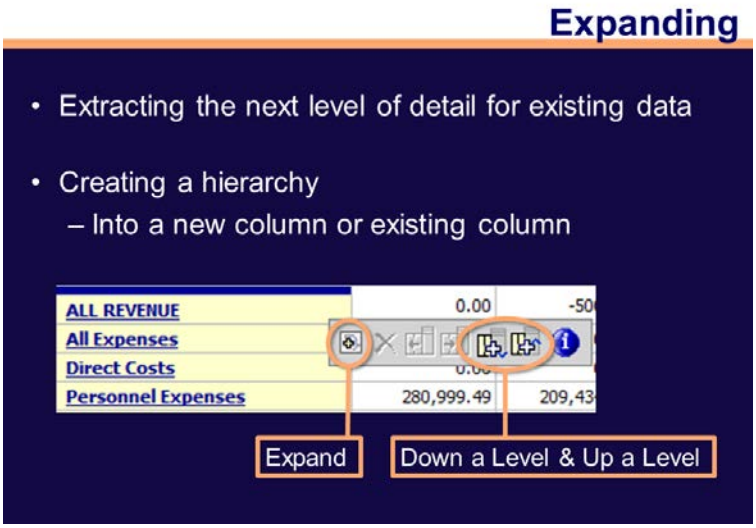
9. Which College of Dentistry department spent the least amount on office supplies year to date? Write your answer in the box below.

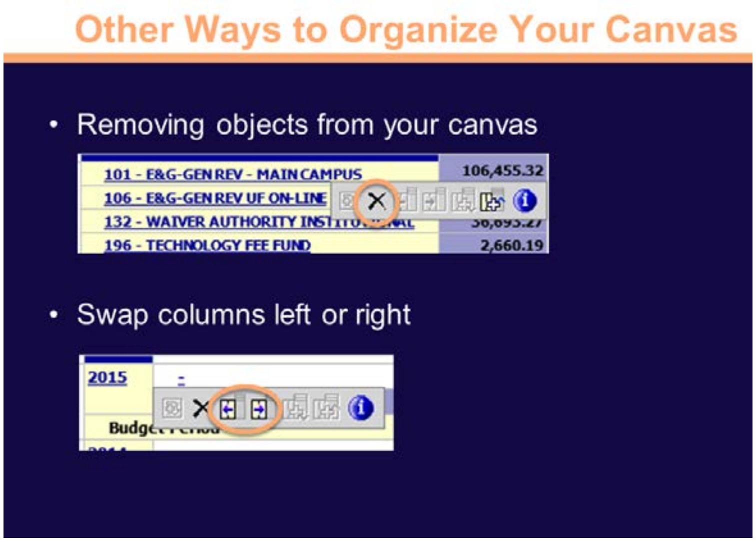
10. Save your report to your My Folders:
    - Name: Your choice
    - Description: Your choice

Personalize the Report: Use your own department information and date range to run a similar report. Record an interesting piece of information in the box below.

11. Click the **Return to Source** button to exit PowerPlay Web Explorer.







Nesting and Expanding Exercise

<u>Adding Meaningful Data and Organizing Your Layout</u>

Exercise 3: Create a Budget and Expense Report by DeptID, Fund, and Budget Reference

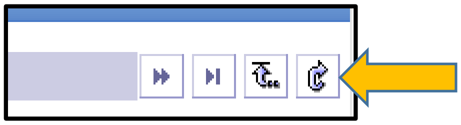
1. Identify the question(s): What are my Available Balances for my specific funds?

2. Build the report.

   Navigation
   Public Folders > Financial Information > Financial Information Tool > UFLOR > Financial Information Tool - UFLOR

   Nesting

12. On the Dimension Line, click the icon to Turn **Wrapping On**.

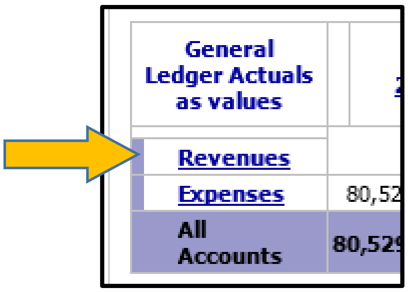


NOTE: An easy way to think of the Dimension Line is to call it the "Blue Picker Bar." This is where you can pick and choose information to display in your report.

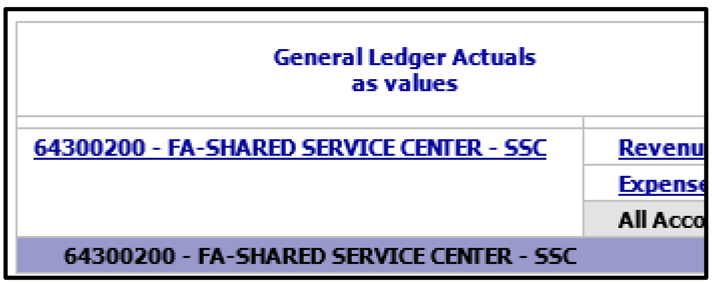
13. Click on **All Dates** in the Dimension Line (Blue Picker Bar) and click **YTD**.

14. Click **All Departments** in the Dimension Line (Blue Picker Bar).

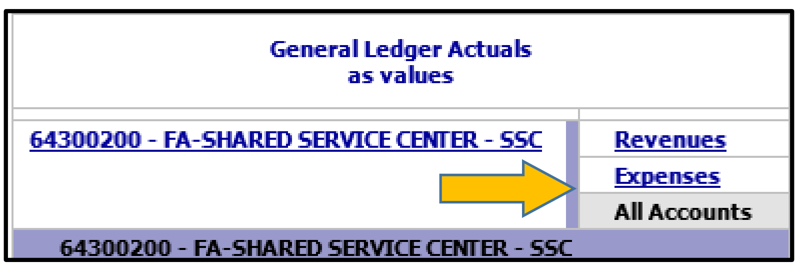
15. Navigate to your unit. Click, hold, and drag the selection to the left side of the first column until the blue hotspot appears. Then release your mouse.



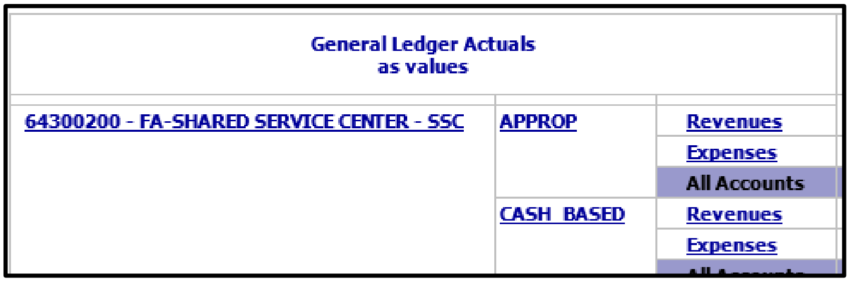
Example:



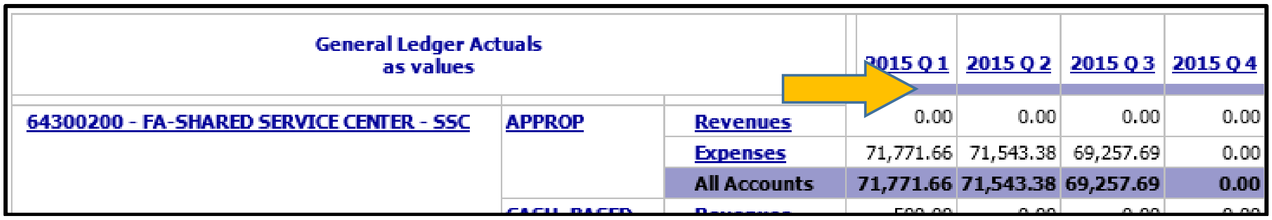
16. Let's do one more! Click, hold, and drag the **All Funds (by Ledger Group)** folder and place it to the right of the unit.



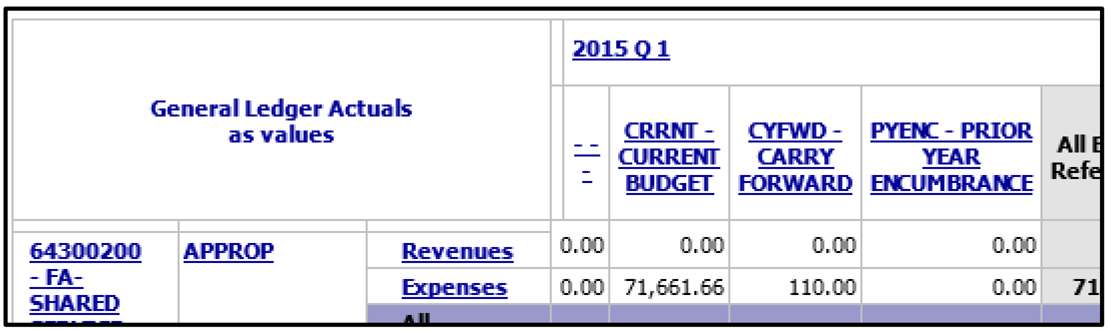
Example:



17. Now let's **Nest** some data in the Column Headings! Click, hold, and drag the **All Budget References** folder below the column headings as shown below. Then release your mouse.

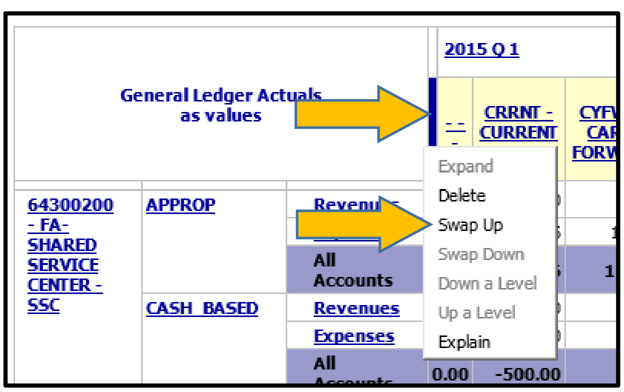


18. Notice the new layout: Budget Reference is now below the fiscal year quarters.

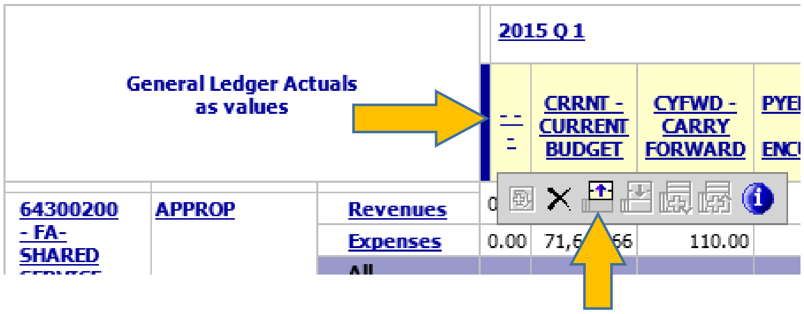


19. Whoops! We didn't want to do that. Let's **Swap** the column headings to have **Budget Reference** on top and **Fiscal Year Quarters** on the bottom. There are two ways to do this:

- Right click on the hotspot and select **Swap Up**.

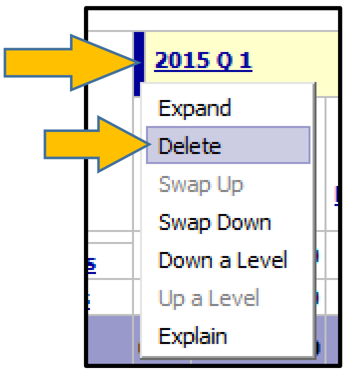


- Or click the hotspot and click the **Swap Up** icon.



20. I don't like that either! Let's just get rid of the **Fiscal Year Quarters columns**!

21. Click or right click on the hotspot and **Delete** the column headings.

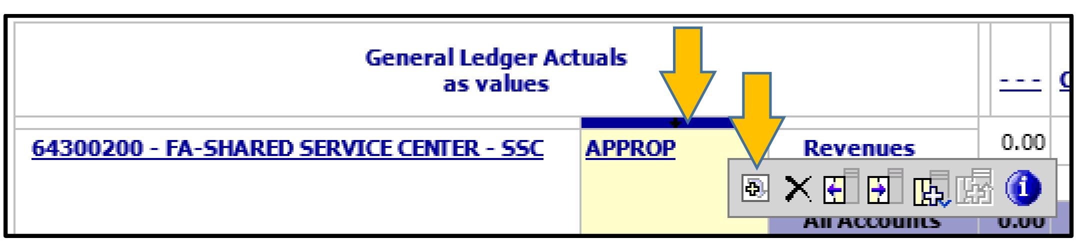


Example:

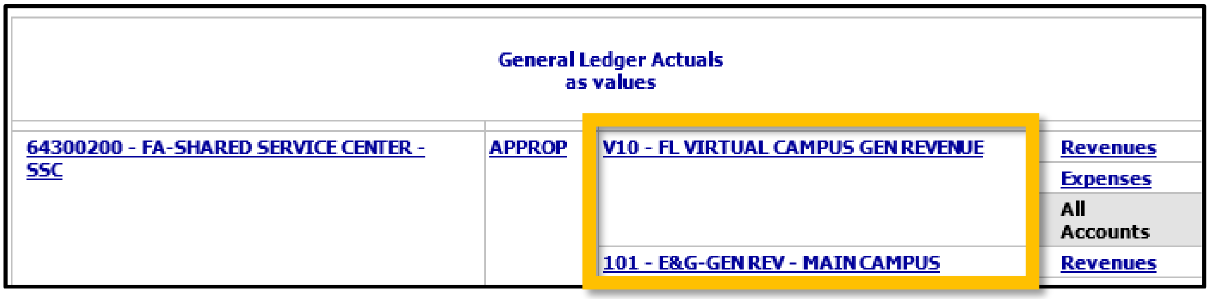
General Ledger Actuals as values			- - -	CRRNT - CURRENT BUDGET	CYFWD - CARRY FORWARD
64300200 - FA-SHARED SERVICE CENTER - SSC	APPROP	Revenues	0.00	0.00	0.00
		Expenses	0.00	212,462.73	110.00
		All Accounts	0.00	212,462.73	110.00

Expanding

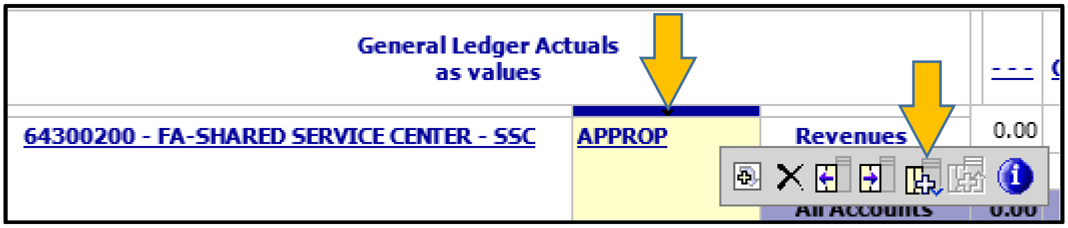
- Let's expand the **Ledger Groups** rows into the actual **Funds**.
- Click the hotspot above the **APPROP** Ledger and then click the **Expand** button as shown below.



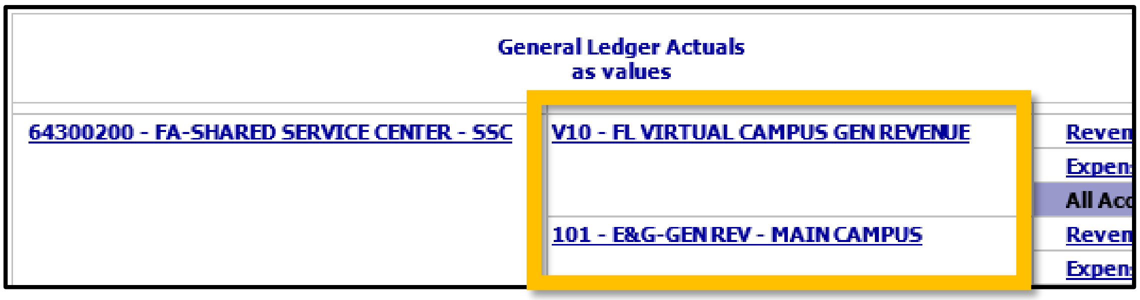
- By clicking the **Expand** icon you are adding a new row containing the next level of detail in that particular group of data. Your report now contains **APPROP** with the **Individual Funds** included next to it:



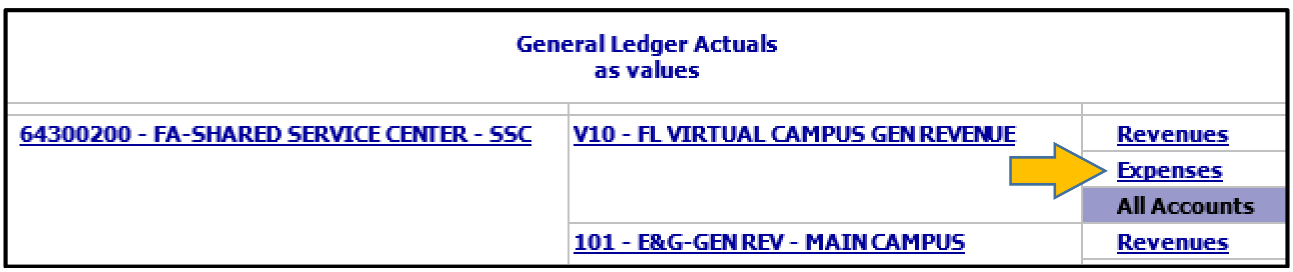
- Delete the column of individual funds you just added. Now let's try this another way.
- Click the hotspot above the **APPROP** Ledger and then select the **Down a Level** icon.



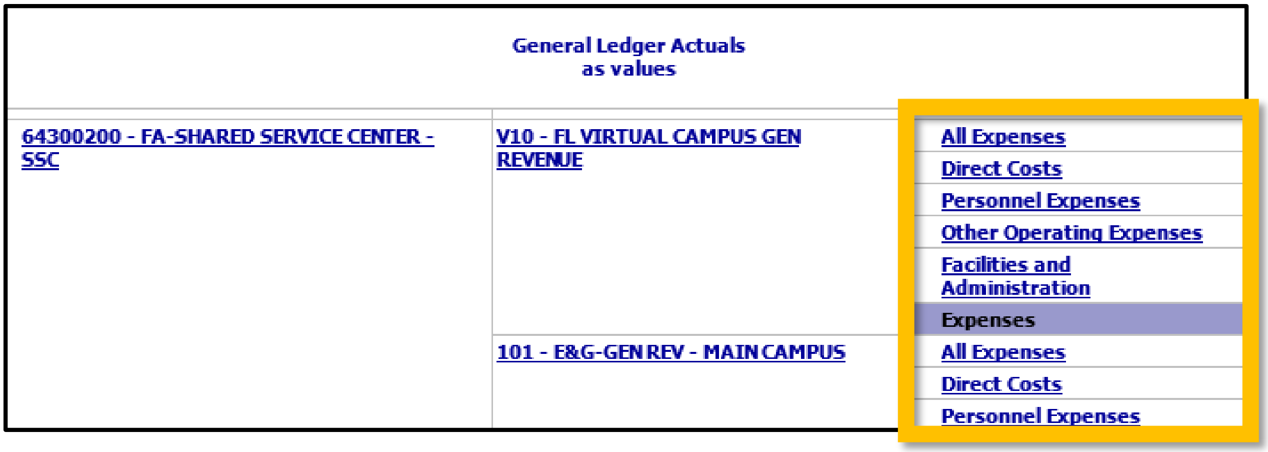
- What looks different by doing it this way? The funds ***replaced*** the Ledger Group rows.



- You can also click on individual columns or rows to expand and filter based on the value selected. In your current report layout, click on **Expenses**.

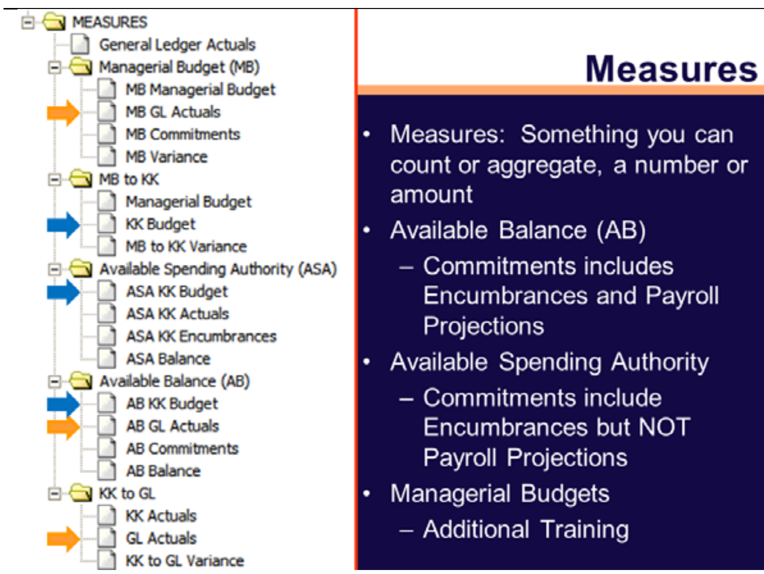


Notice the new data contained is **"Down a Level"** from the value you clicked and now only shows **Expense** groups.



Reflect: Review the report and record an interesting piece of information about your department in the box below.

22. Click the **Return to Source** button to exit PowerPlay Web Explorer.



Measures Exercises

Understanding Your Unit's Activities by Using Various Measures

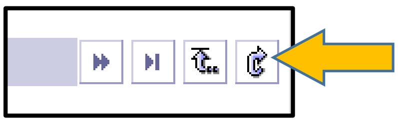
Exercise 4: Create an Available Balance by Fund report

1. Build the report.

Navigation
Public Folders > Financial Information > Financial Information Tool > UFLOR > Financial Information Tool - UFLOR

Nesting

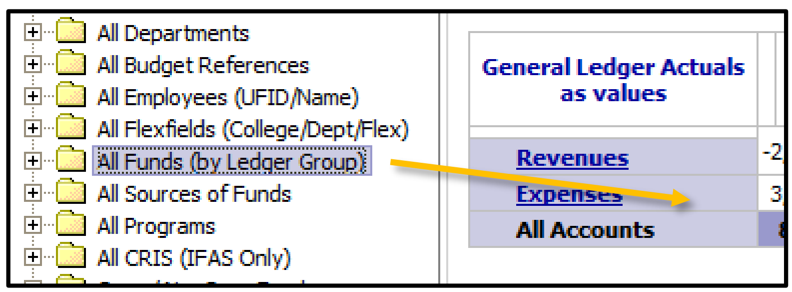
23. Turn **Wrapping On**.



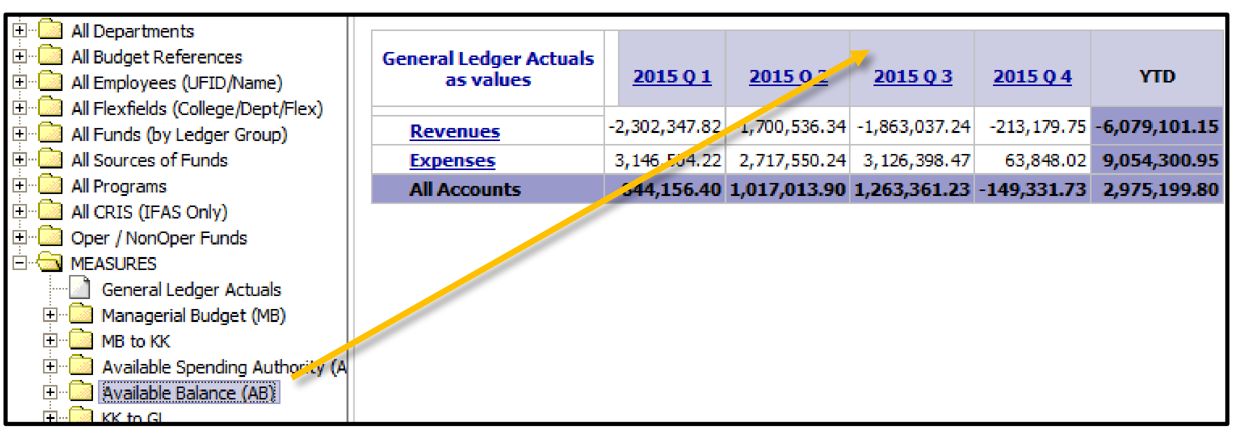
24. Click on **All Dates** in the Dimension Line (Blue Picker Bar) and click **YTD**.

25. Click **All Departments** in the Dimension Line (Blue Picker Bar). Scroll to **19XXXXXX College of Engineering** and click it.

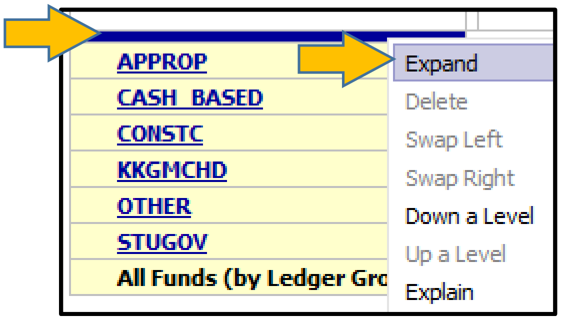
26. Click, hold, and drag the **All Funds (by Ledger Group)** folder to replace the existing rows.



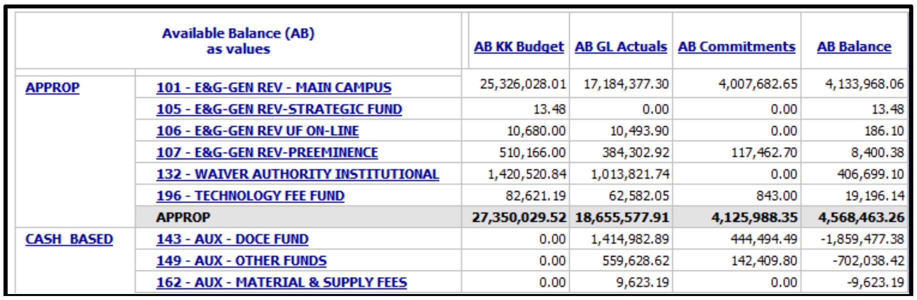
- Open the **Measures** folder. Drag and drop the **Available Balance (AB)** folder to replace the existing column headings.



- Right click on the hotspot for the rows and click **Expand.**



Example Layout:



Available Balance (AB) as values		AB KK Budget	AB GL Actuals	AB Commitments	AB Balance
APPROP	101 - E&G-GEN REV - MAIN CAMPUS	25,326,028.01	17,184,377.30	4,007,682.65	4,133,968.06
	105 - E&G-GEN REV-STRATEGIC FUND	13.48	0.00	0.00	13.48
	106 - E&G-GEN REV UF ON-LINE	10,680.00	10,493.90	0.00	186.10
	107 - E&G-GEN REV-PREEMINENCE	510,166.00	384,302.92	117,462.70	8,400.38
	132 - WAIVER AUTHORITY INSTITUTIONAL	1,420,520.84	1,013,821.74	0.00	406,699.10
	196 - TECHNOLOGY FEE FUND	82,621.19	62,582.05	843.00	19,196.14
	APPROP	27,350,029.52	18,655,577.91	4,125,988.35	4,568,463.26
CASH_BASED	143 - AUX - DOCE FUND	0.00	1,414,982.89	444,494.49	-1,859,477.38
	149 - AUX - OTHER FUNDS	0.00	559,628.62	142,409.80	-702,038.42
	162 - AUX - MATERIAL & SUPPLY FEES	0.00	9,623.19	0.00	-9,623.19

2. Note the amounts that make up the **Available Balance (AB)** columns for the College of Engineering. In the table below, write down **at least one full row of data** to use for comparison purposes later in this exercise.

Available Balance (AB)	AB KK Budget	AB GL Actuals	AB Commitments	AB Balance
Insert fund here (e.g. 101):				

3. Save to your My Folders area with the following filename: **All Funds Available Balance - Engineering.**

Exercise 5: Create an Available Spending Authority (ASA) Report

Now let's replace the **Available Balance (AB)** measures with the **Available Spending Authority (ASA)** measures.

1. Use your All Funds Available Balance – Engineering report as a starting point.

2. Click **Available Balance (AB)** in the Dimension Line (Blue Picker Bar). Then click **Available Spending Authority (ASA)**.

   NOTE: Another way to update your report is to drag and drop **Available Spending Authority (ASA)** on top of the **Available Balance (AB)** title in the report.

3. Note the amounts that make up the **Available Spending Authority (ASA)** columns for the College of Engineering. In the table below, write down **at least one full row of data** to use for

comparison purposes.

Available Spending Authority (ASA)	ASA KK Budget	ASA KK Actuals	ASA KK Total Encumbrances	ASA Balance
Insert fund here (e.g. 101):				

How do these amounts compare to what your recorded in the previous exercise?

4. Save to your My Folder with the filename: **All Funds Available Spending Authority – Engineering**.

Personalize these Reports: Use your own department information and date range to run similar reports. In the tables below, write down **at least one row of data** to use for comparison purposes.

Available Balance (AB)	AB KK Budget	AB GL Actuals	AB Commitments	AB Balance
Insert fund here (e.g. 101):				

Available Spending Authority (ASA)	ASA KK Budget	ASA KK Actuals	ASA KK Total Encumbrances	ASA Balance
Insert fund here (e.g. 101):				

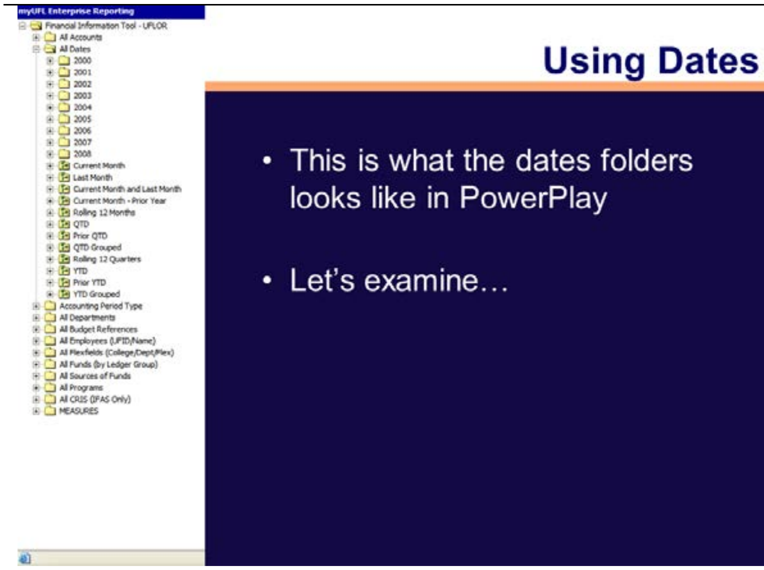
Exercise 6: Create a Projected Payroll report.

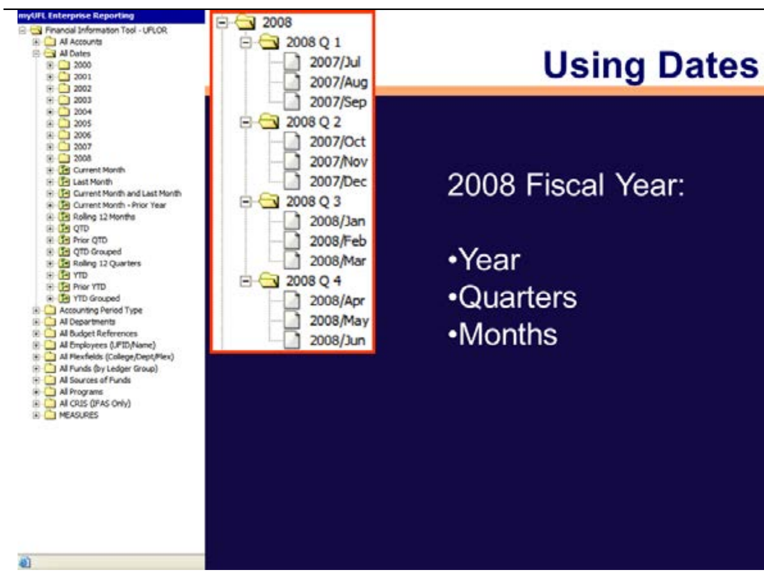
1. Using any of your previous measures reports as a starting point, create the following report and save to your My Folders area:

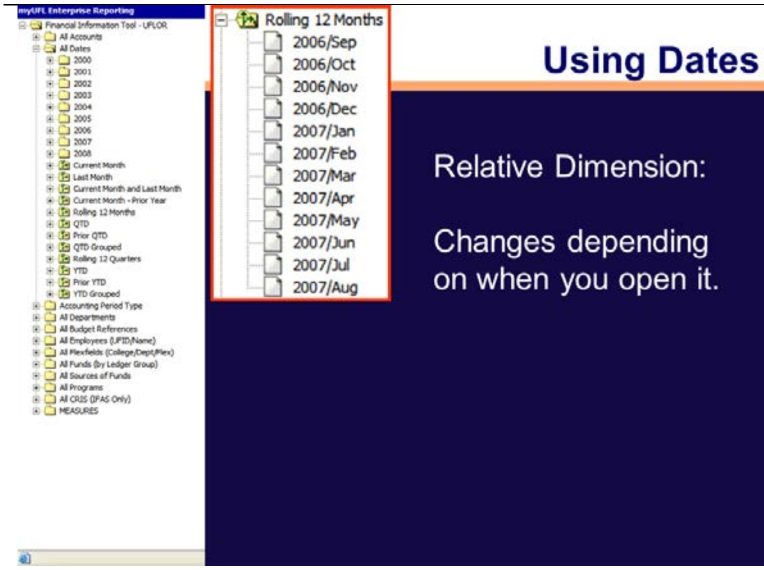
    - **Measure**: Projected Payroll
    - **Department**: Your choice
    - **Date range**: Your choice
    - **Save As**: Your choice

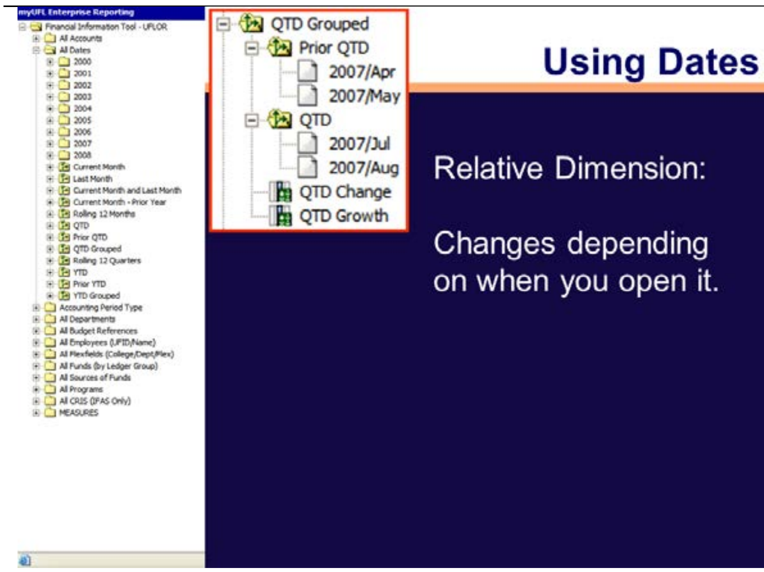
2. Record at least two insights you gained as you built these three reports for your department and reviewed the data. Or record any questions you might have.

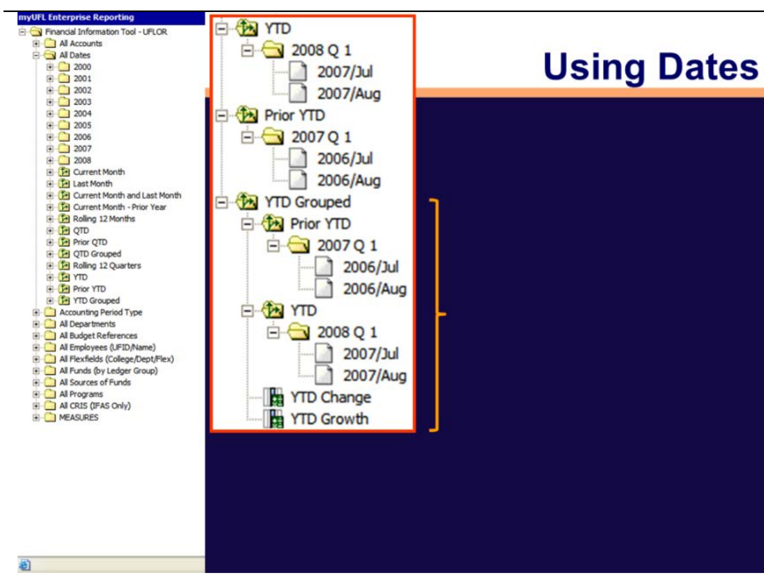
3. Click the **Return to Source** button to exit PowerPlay Web Explorer.






Using Dates
Rolling 12 Months
2006/Sep
2006/Oct
2006/Nov
2006/Dec
2007/Jan
2007/Feb
2007/Mar
2007/Apr
2007/May
2007/Jun
2007/Jul
2007/Aug
Relative Dimension:
Changes depending on when you open it.


Using Dates
QTD Grouped
Prior QTD
2007/Apr
2007/May
QTD
2007/Jul
2007/Aug
QTD Change
QTD Growth
Relative Dimension:
Changes depending on when you open it.


Using Dates
YTD
2008 Q 1
2007/Jul
2007/Aug
Prior YTD
2007 Q 1
2006/Jul
2006/Aug
YTD Grouped
Prior YTD
2007 Q 1
2006/Jul
2006/Aug
YTD
2008 Q 1
2007/Jul
2007/Aug
YTD Change
YTD Growth

Easy Ways to Explore Your Data

A. Crosstab Style
B. Charts
C. Options
D. Swap Rows/Columns
E. Hide/Show
F. Calculations
G. Rank
H. Zero Suppression
I. 80/20 Suppression
J. Custom Exception Highlighting
K. Custom Subsets
L. Drill Through
M. Agent Mode-Not Used
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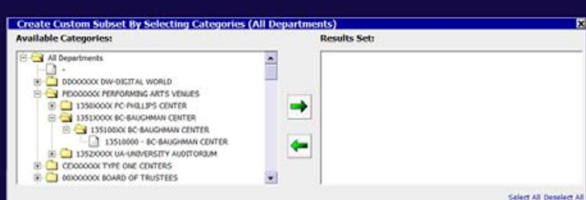
Custom Subsets

- Create your own groupings (Dept ID, Project, Fund, Account, etc.)



Custom Subset Exercises

Including specific grouping/values in your report layout

Exercise 7: Create an Available Balance report for a *subset* of funds

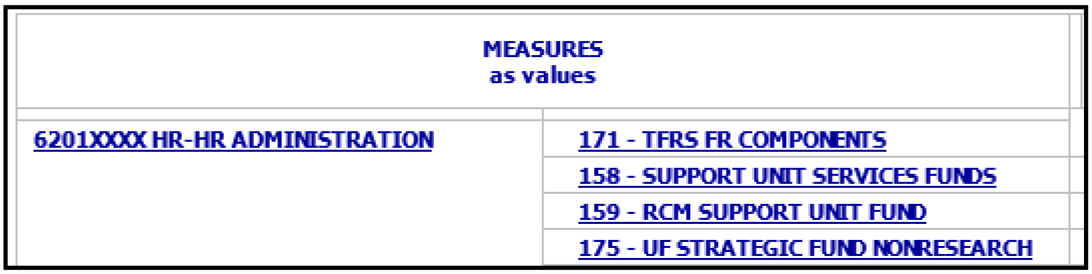
1. Identify the question(s): What are my Available Balances for my specific funds?

2. Build the report.

Navigation
Public Folders > Financial Information > Financial Information Tool > Cash Funds > FIT - UFLOR Cash by Fund (LTD Current Month)

- Turn **Wrapping On**.

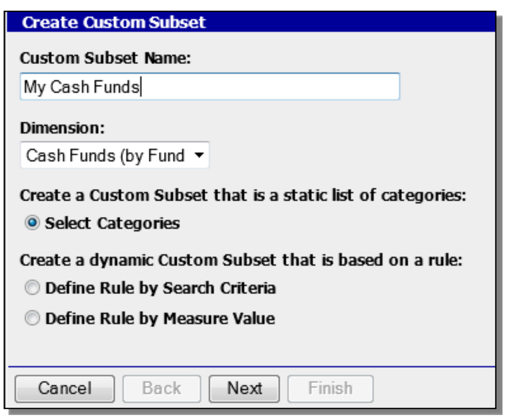
- Click **All Departments** and replace the first column with your unit/college.



- Create a Custom Subset for Funds 171, 158 and 175. Click the **Custom Subset** button and make the following adjustments:

  o Name the subset **My Cash Funds**.

  o Change the **Dimension** (think Folder) to **Cash Funds by Fund Type**.

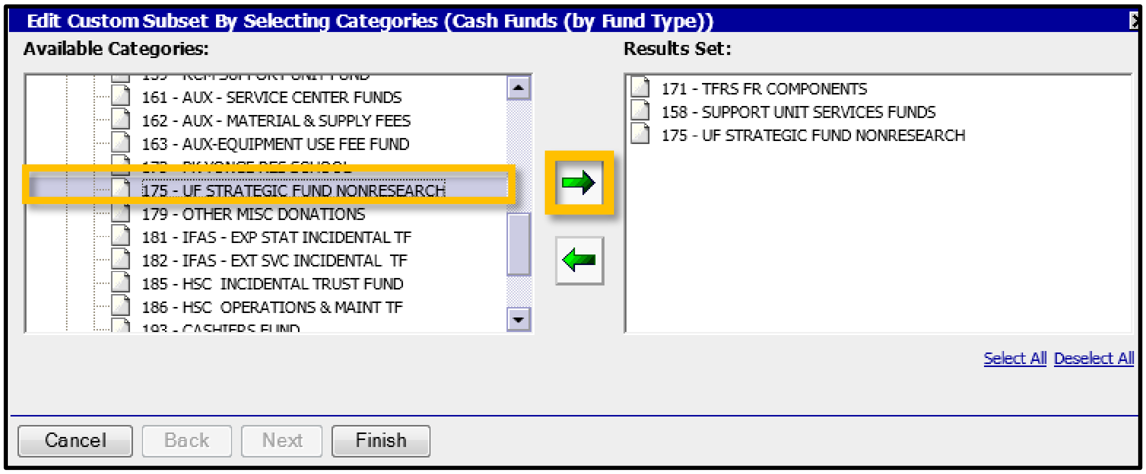


- Click the **Next** button.

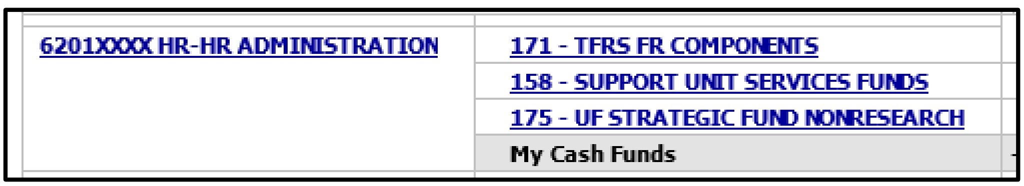
- From the **Available Categories**, locate/select the following funds and click the **right arrow** to put them in the **Results Set** window:

  o 171 – TRFS FR COMPONENTS
  o 158 – SUPPORT UNIT SERVICES FUNDS

o 175 – UF STRATEGIC FUND NONRESEARCH

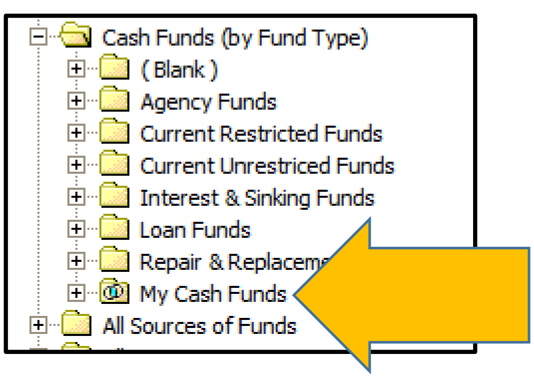


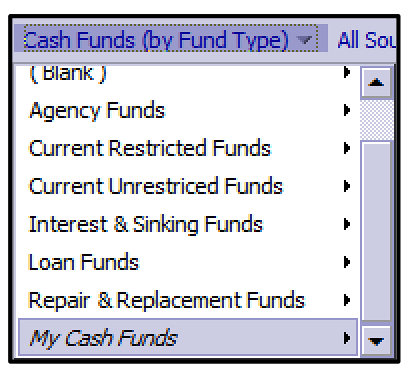
- Click the **Finish** button. Your report now *only* shows the custom subset of data you selected:



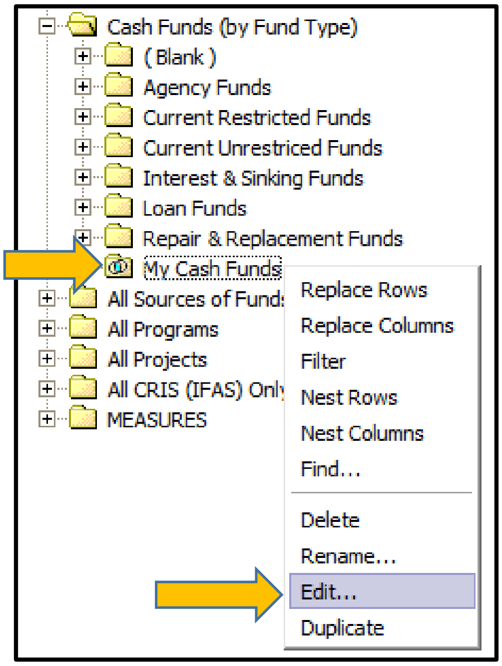
3. What is the collective available balance for these funds for your unit/college? Write your answer below.

4. Notice that when you create a custom subset, it appears in the folder structure on the left side of your screen and the Dimension Line (Blue Picker Bar)!





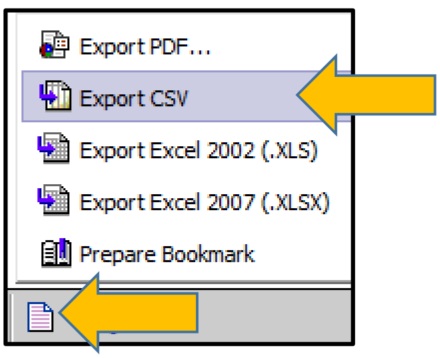
- To edit your custom subset, right click on the folder version and click **Edit**.



5. Save this report to your **My Folders** area.

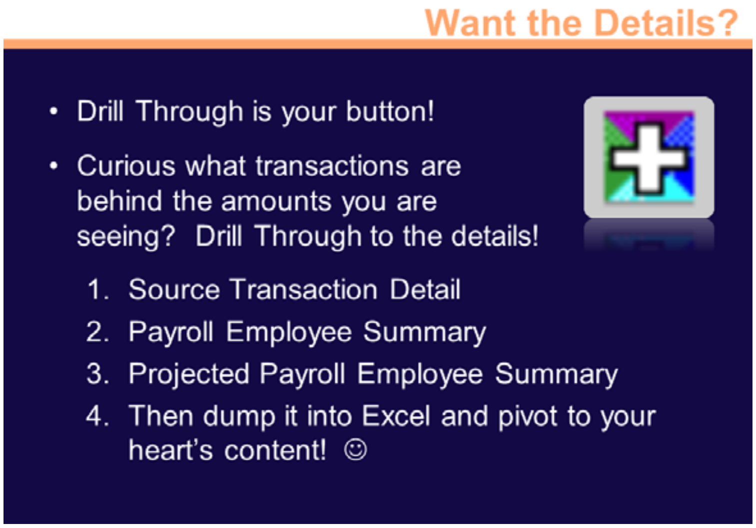
6. Now let's export the report to an Excel-friendly file format.

7. Click the **File** icon at the bottom of the screen. Then click **Export CSV**.



8. When prompted, click the **Open** option to review the .CSV file. Then save the file to your computer.

9. Click the **Return to Source**  button to exit PowerPlay Web Explorer.



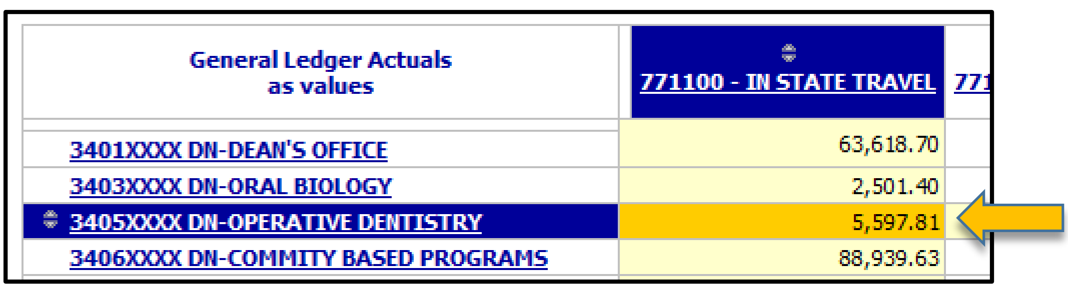
Drill Through Exercise

Exercise 8: Drilling into the transactions behind a travel report

1. Identify the question(s).
   What are the transactions behind the numbers in my travel report?

2. Start with the **My College Travel YTD** report in your My Folders area.

3. Select any value in your report. Example:



4. Click on the **Drill Through** icon.

5. Select **Source Transaction Detail - UFLOR**. Then click **OK**.

   This will produce an Excel file that shows the individual travel transactions behind the summary amount listed in your report.

6. Record an interesting piece of data you found when using this Drill Through method.

Personalize the Activity: Use the same drill through technique for one of the personalized reports you saved in your My Folders. Record an interesting piece of data you found when using this Drill Through method.

Scavenger Hunt

Using the skills you learned in today's class, build reports that answer the following questions. Record your answers in the space provided.

1. What is the total Travel Expenses for IFAS Soil and Water Department, for FY2014? Dept ID: 6021XXXX?

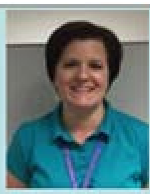
2. How much money has AG-Horticulture Sciences spent on Graduate Assistants in 2014? Dept ID: 6023XXXX

3. What is the name of the Foundation Fund for F008773 in the DeptID 3206XXXX for 2015?

4. Come up with your own question(s) and find the answers using PowerPlay.

Need Reporting Help?

- Not finding the data you need?
- Having trouble?
- Reporting Services can help!
- reporting-services@ufl.edu

	
Fran Fiorello Application Developer Analyst	Karen Brake Finance and HR IT Solutions Analyst

Additional Great Resources!

- myUFL Toolkits
    - Web Simulations
    - Instruction Guides
    - Security Roles
    - Training
    - Contact Information
    - Other Helpful Information
    - http://hr.ufl.edu/learn-grow/just-in-time training/myufl-toolkits/

- There are three toolkits dedicated to Enterprise Reporting:
    - Enterprise Reporting Basics
    - PowerPlay
    - Query Studio

Additional Reporting Training

- PST910 Reporting Basics
- PST130 Reconciliation
- PST912 Reporting: Query Studio

<u>All are available in the classroom and online!</u>