

PST117 Enterprise Reporting PowerPlay

Classroom Handout



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



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

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



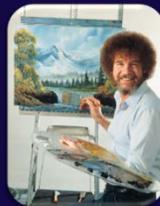
I'll show you a few things, and then we'll explore together.

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.



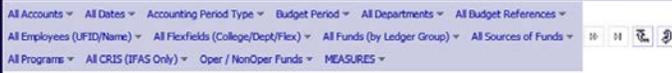
General Ledger Actuals as values	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Revenues	0.00	0.00	-1,077,020,999.66	-2,402,321,880.49	-2,368,910,479.60	-2,896,764,988.44	3,083,996,063.79	-3,354,963,356.96	-3,843,387,426.49	-3,237,946.67
Expenses	80,529,308.27	62,512,398.28	1,615,034,258.34	2,210,733,243.68	2,468,953,133.10	2,940,965,972.46	3,067,248,578.49	3,252,667,445.76	3,410,891,940.89	3,311,995.67
AR	80,529,308.27	62,512,398.28	1,615,034,258.34	2,210,733,243.68	2,468,953,133.10	2,940,965,972.46	3,067,248,578.49	3,252,667,445.76	3,410,891,940.89	3,311,995.67
Accounts	80,529,308.27	62,512,398.28	1,615,034,258.34	2,210,733,243.68	2,468,953,133.10	2,940,965,972.46	3,067,248,578.49	3,252,667,445.76	3,410,891,940.89	3,311,995.67

3 Easy Ways to Gather the Same Info

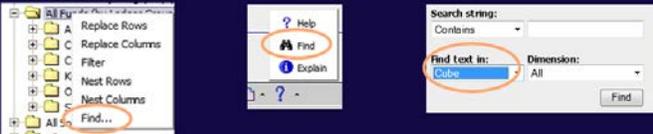
- Vertical Dropdown folders



- Horizontal Dropdown menus



- Find Tool



Let's Practice!

- Warning: There is no "Back Button" or "Undo Button" in PowerPlay!
- Let's create a travel report!

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

Using the Folders to Build Your Report

Exercise 1: Creating a Travel Report

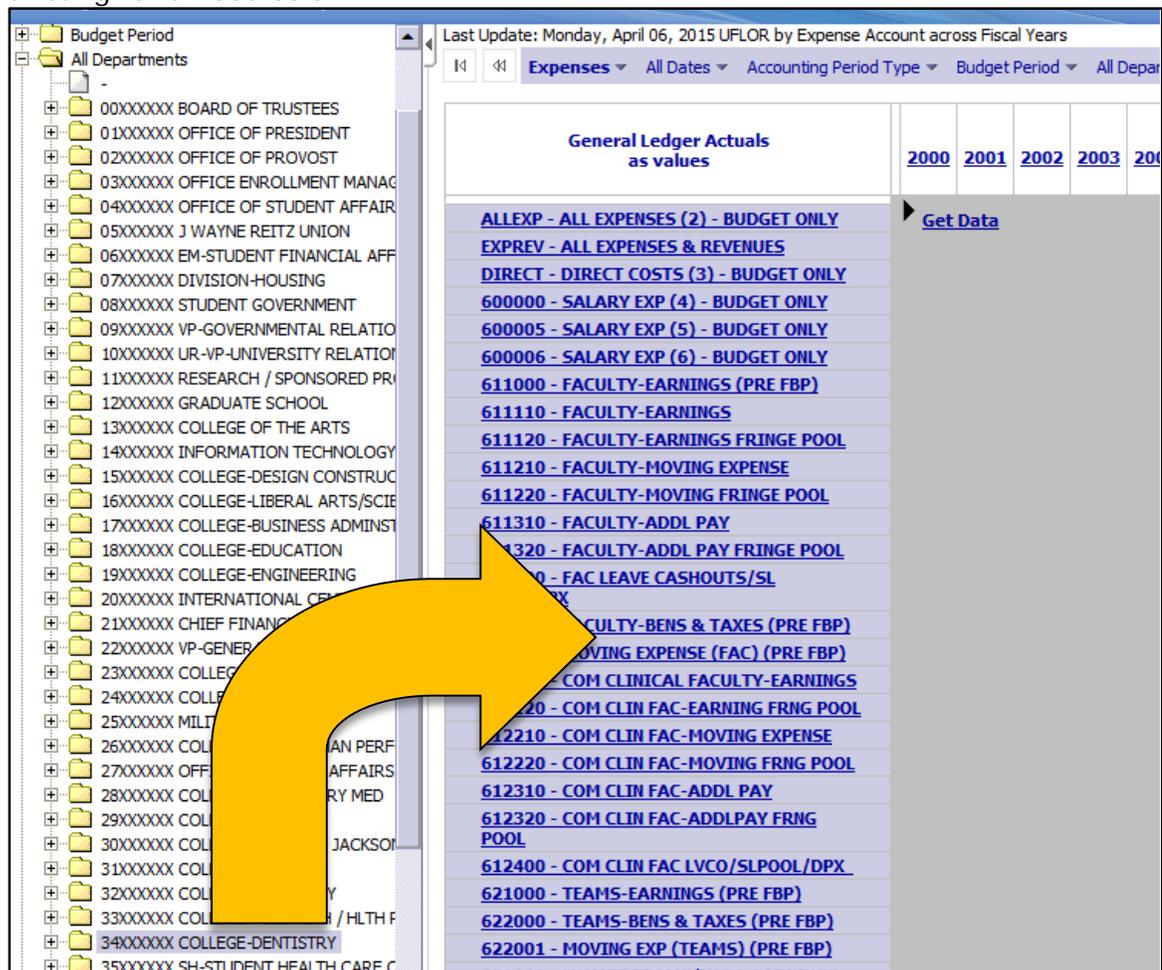
1. Identify the question(s).
What did my *college* (e.g. 34000000 – College-Dentistry) spend on *travel*, year to date?
2. Build the report.

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



General Ledger Actuals as values	2000	2001	2002	2003	2004
ALLEXP - ALL EXPENSES (2) - BUDGET ONLY					
EXPREV - ALL EXPENSES & REVENUES					
DIRECT - DIRECT COSTS (3) - BUDGET ONLY					
600000 - SALARY EXP (4) - BUDGET ONLY					
600005 - SALARY EXP (5) - BUDGET ONLY					
600006 - SALARY EXP (6) - BUDGET ONLY					
611000 - FACULTY-EARNINGS (PRE FBP)					
611110 - FACULTY-EARNINGS					
611120 - FACULTY-EARNINGS FRINGE POOL					
611210 - FACULTY-MOVING EXPENSE					
611220 - FACULTY-MOVING FRINGE POOL					
611310 - FACULTY-ADDL PAY					
611320 - FACULTY-ADDL PAY FRINGE POOL					
612000 - FAC LEAVE CASHOUTS/SL					
612100 - FACULTY-BENS & TAXES (PRE FBP)					
612200 - MOVING EXPENSE (FAC) (PRE FBP)					
612300 - COM CLINICAL FACULTY-EARNINGS					
612320 - COM CLIN FAC-EARNING FRNG POOL					
612210 - COM CLIN FAC-MOVING EXPENSE					
612220 - COM CLIN FAC-MOVING FRNG POOL					
612310 - COM CLIN FAC-ADDL PAY					
612320 - COM CLIN FAC-ADDLPAY FRNG POOL					
612400 - COM CLIN FAC LVCO/SLPOOL/DPX					
621000 - TEAMS-EARNINGS (PRE FBP)					
622000 - TEAMS-BENS & TAXES (PRE FBP)					
622001 - MOVING EXP (TEAMS) (PRE FBP)					

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

General Ledger Actuals as values	<u>771100 - IN STATE TRAVEL</u>	<u>771200 - OUT OF STATE TRAVEL</u>	<u>772000 - FOREIGN TRAVEL</u>	Travel Expenses
<u>3401XXXX DN-DEAN'S OFFICE</u>	63,618.70	65,059.38	12,379.47	141,057.55
<u>3403XXXX DN-ORAL BIOLOGY</u>	2,501.40	45,281.06	6,684.07	54,466.53
<u>3405XXXX DN-OPERATIVE DENTISTRY</u>	5,597.81	13,286.53	13,658.61	32,542.95
<u>3406XXXX DN-COMMUNITY BASED PROGRAMS</u>	88,939.63	48,007.99	6,357.38	143,305.00
<u>3407XXXX DN-ORTHODONTICS</u>	1,601.28	26,309.83	14,557.50	42,468.61
<u>3408XXXX DN-OSDS</u>	5,516.80	45,428.15	1,732.57	52,677.52
<u>3410XXXX DN-PEDIATRIC DENTISTRY</u>	2,920.35	1,170.15	0.00	4,090.50
<u>3411XXXX DN-ENDODONTICS</u>	70.81	1,596.02	0.00	1,666.83
<u>3413XXXX DN-PERIODONTICS</u>	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.
 - Click the **Select My Folders** link.
 - Optional: Click the **Select another location** link to choose a subfolder within your My Folders.
 - Click the **OK** button.

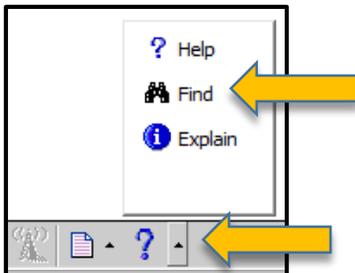
 **Personalize the Report:** Use your own department information and date range to run a similar report. Record an interesting piece of information in the box below.

- 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.

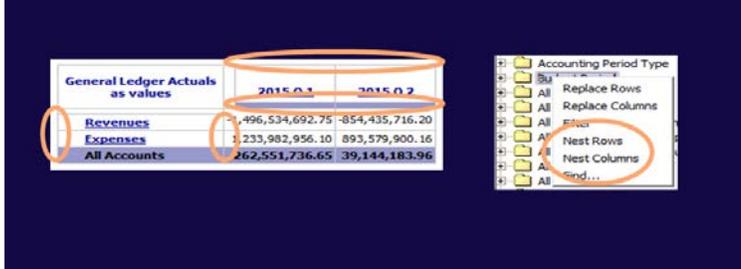
10. Save your report to your My Folders:
 - Name: Your choice
 - Description: Your choice

 **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 Data

- Nesting Data: Adding rows/columns of different data to include more detail on your canvas
- Drag-n-drop onto the “hot spots” or right click



The screenshot shows a report titled "General Ledger Actuals as values" with columns for "2015.0.1" and "2015.0.2". The table data is as follows:

General Ledger Actuals as values	2015.0.1	2015.0.2
Revenues	1,496,534,692.75	854,435,716.20
Expenses	1,233,982,956.10	893,579,900.16
All Accounts	262,551,736.65	39,144,183.96

To the right of the table is a context menu with the following options: Accounting Period Type, Replace Rows, Replace Columns, Nest Rows, Nest Columns, and Find... The "Nest Rows" and "Nest Columns" options are circled in orange.

Expanding

- Extracting the next level of detail for existing data
- Creating a hierarchy
 - Into a new column or existing column

ALL REVENUE	0.00	-50
All Expenses		
Direct Costs	0.00	
Personnel Expenses	280,999.49	209,43

Expand

Down a Level & Up a Level

Other Ways to Organize Your Canvas

- Removing objects from your canvas

101 - E&G-GEN REV - MAIN CAMPUS	106,455.32
106 - E&G-GEN REV UF ON-LINE	
132 - WAIVER AUTHORITY INST	30,893.27
196 - TECHNOLOGY FEE FUND	2,660.19

- Swap columns left or right

2015	-
Budget	

Nesting and Expanding Exercise

Adding Meaningful Data and Organizing Your Layout

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**.

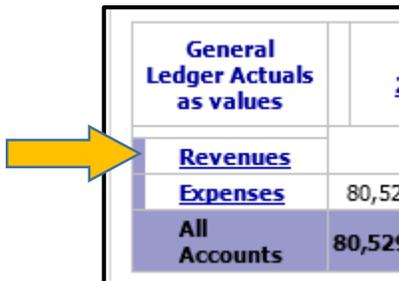


NOTE: An easy way to think of the Dimension Line is to call it the “Blue Picker Bar.” This is where you can pick and choose information to display in your report.

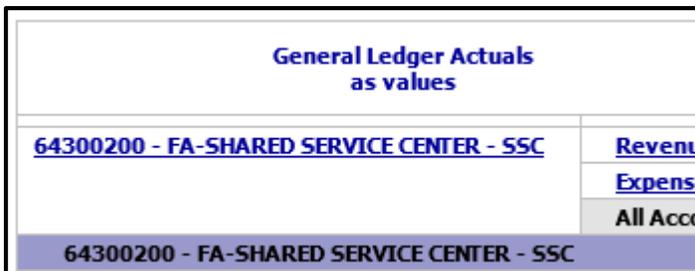
13. Click on **All Dates** in the Dimension Line (Blue Picker Bar) and click **YTD**.

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

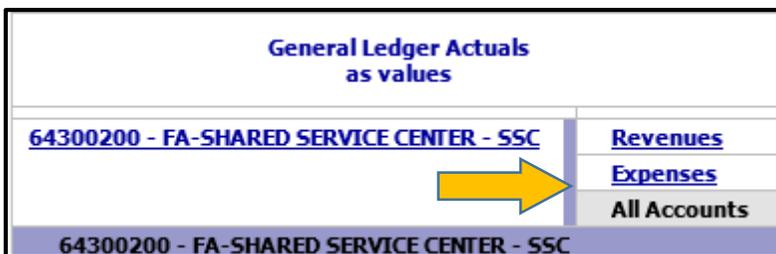
15. Navigate to your unit. Click, hold, and drag the selection to the left side of the first column until the blue hotspot appears. Then release your mouse.



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:

General Ledger Actuals as values		
64300200 - FA-SHARED SERVICE CENTER - SSC	APPROP	Revenues
		Expenses
		All Accounts
	CASH BASED	Revenues
		Expenses
		All Accounts

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.

General Ledger Actuals as values			2015 Q 1	2015 Q 2	2015 Q 3	2015 Q 4
64300200 - FA-SHARED SERVICE CENTER - SSC	APPROP	Revenues	0.00	0.00	0.00	0.00
		Expenses	71,771.66	71,543.38	69,257.69	0.00
		All Accounts	71,771.66	71,543.38	69,257.69	0.00
	CASH BASED	Revenues	500.00	0.00	0.00	0.00
		Expenses				
		All Accounts				

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

General Ledger Actuals as values			2015 Q 1				All Budget References
			--	CRRNT - CURRENT BUDGET	CYFWD - CARRY FORWARD	PYENC - PRIOR YEAR ENCUMBRANCE	
64300200 - FA- SHARED	APPROP	Revenues	0.00	0.00	0.00	0.00	71
		Expenses	0.00	71,661.66	110.00	0.00	
		All Accounts					

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**.

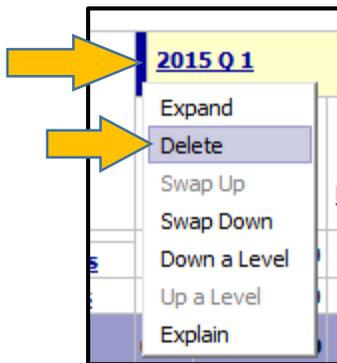
General Ledger Actuals as values			2015 Q 1				All Budget References
			--	CRRNT - CURRENT BUDGET	CYFWD - CARRY FORWARD	PYENC - PRIOR YEAR ENCUMBRANCE	
64300200 - FA- SHARED SERVICE CENTER - SSC	APPROP	Revenues	0.00	0.00	0.00	0.00	71
		Expenses	0.00	71,661.66	110.00	0.00	
	CASH BASED	Revenues	500.00	0.00	0.00	0.00	-500.00
		Expenses					
		All Accounts					

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

General Ledger Actuals as values		2015 Q 1		
		CRRNT - CURRENT BUDGET	CYFWD - CARRY FORWARD	PYB ENC
64300200	APPROP	Revenues	0.00	
- FA- SHARED		Expenses	71,616.66	110.00
		All		

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
		Expenses	0.00	212,462.73
		All Accounts	0.00	110.00
			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.

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

- 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:

General Ledger Actuals as values			
64300200 - FA-SHARED SERVICE CENTER - SSC	APPROP	V10 - FL VIRTUAL CAMPUS GEN REVENUE	Revenues
			Expenses
		101 - E&G-GEN REV - MAIN CAMPUS	All Accounts
			Revenues

- 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.

General Ledger Actuals as values			
64300200 - FA-SHARED SERVICE CENTER - SSC	APPROP	Revenues	0.00
		All ACCOUNTS	0.00

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

General Ledger Actuals as values			
64300200 - FA-SHARED SERVICE CENTER - SSC		V10 - FL VIRTUAL CAMPUS GEN REVENUE	Reven
			Expens
		101 - E&G-GEN REV - MAIN CAMPUS	All Acc
			Reven
			Expens

- 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**.

General Ledger Actuals as values			
64300200 - FA-SHARED SERVICE CENTER - SSC		V10 - FL VIRTUAL CAMPUS GEN REVENUE	Revenues
			Expenses
		101 - E&G-GEN REV - MAIN CAMPUS	All Accounts
			Revenues

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

General Ledger Actuals as values	
64300200 - FA-SHARED SERVICE CENTER - SSC	V10 - FL VIRTUAL CAMPUS GEN REVENUE
	101 - E&G-GEN REV - MAIN CAMPUS

All Expenses
Direct Costs
Personnel Expenses
Other Operating Expenses
Facilities and Administration Expenses
All Expenses
Direct Costs
Personnel Expenses

 **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	
General Ledger Actuals	
Managerial Budget (MB)	
MB Managerial Budget	
MB GL Actuals	
MB Commitments	
MB Variance	
MB to KK	
Managerial Budget	
KK Budget	
MB to KK Variance	
Available Spending Authority (ASA)	
ASA KK Budget	
ASA KK Actuals	
ASA KK Encumbrances	
ASA Balance	
Available Balance (AB)	
AB KK Budget	
AB GL Actuals	
AB Commitments	
AB Balance	
KK to GL	
KK Actuals	
GL Actuals	
KK to GL Variance	

Measures

- Measures: Something you can count or aggregate, a number or amount
- Available Balance (AB)
 - Commitments includes Encumbrances and Payroll Projections
- Available Spending Authority
 - Commitments include Encumbrances but NOT Payroll Projections
- Managerial Budgets
 - Additional Training

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

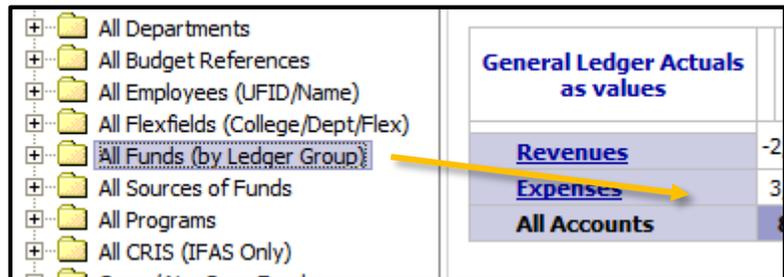
23. Turn **Wrapping On**.



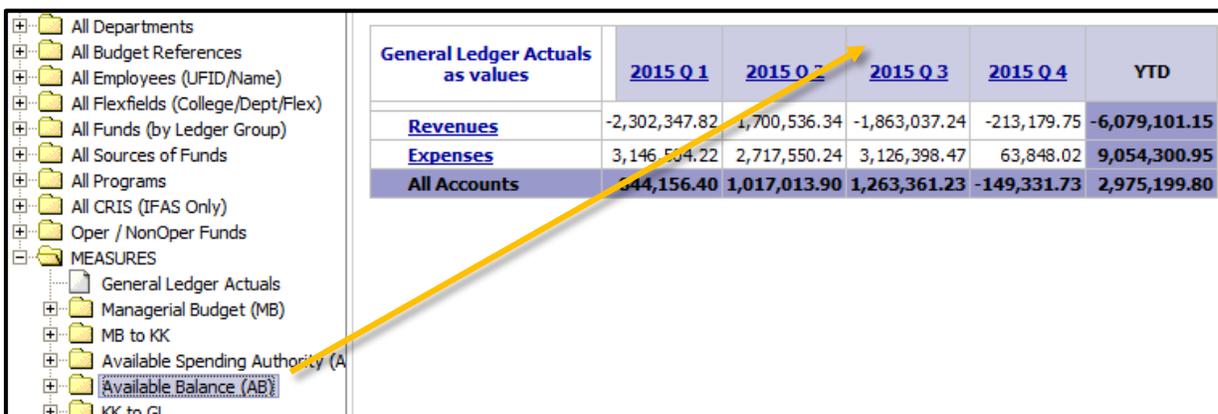
24. Click on **All Dates** in the Dimension Line (Blue Picker Bar) and click **YTD**.

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

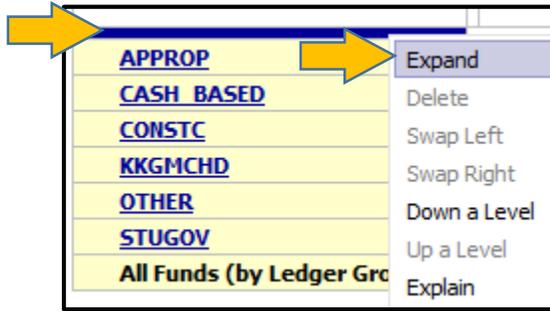
26. Click, hold, and drag the **All Funds (by Ledger Group)** folder to replace the existing rows.



- 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

- 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):				

- 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.

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

- 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 you 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.

- Using any of your previous measures reports as a starting point, create the following report and save to your My Folders area:
 - o **Measure:** Projected Payroll
 - o **Department:** Your choice
 - o **Date range:** Your choice
 - o **Save As:** Your choice

- 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.

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



Using Dates

- This is what the dates folders looks like in PowerPlay
- Let's examine...



Using Dates

2008 Fiscal Year:

- Year
- Quarters
- Months

- mySPL Enterprise Reporting
 - Financial Information Tool - UPLOR
 - All Accounts
 - All Dates
 - 2000
 - 2001
 - 2002
 - 2003
 - 2004
 - 2005
 - 2006
 - 2007
 - 2008
 - Current Month
 - Last Month
 - Current Month and Last Month
 - Current Month - Prior Year
 - Rolling 12 Months
 - QTD
 - Prior QTD
 - QTD Grouped
 - Rolling 12 Quarters
 - YTD
 - Prior YTD
 - YTD Grouped
 - Accounting Period Type
 - All Departments
 - All Budget References
 - All Employees (FID/Name)
 - All Flexfields (College/Dept/Plan)
 - All Funds (By Ledger Group)
 - All Sources of Funds
 - All Programs
 - All CRIS (FAS Only)
 - MEASURES

- 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

Using Dates

Relative Dimension:

Changes depending on when you open it.

- mySPL Enterprise Reporting
 - Financial Information Tool - UPLOR
 - All Accounts
 - All Dates
 - 2000
 - 2001
 - 2002
 - 2003
 - 2004
 - 2005
 - 2006
 - 2007
 - 2008
 - Current Month
 - Last Month
 - Current Month and Last Month
 - Current Month - Prior Year
 - Rolling 12 Months
 - QTD
 - Prior QTD
 - QTD Grouped
 - Rolling 12 Quarters
 - YTD
 - Prior YTD
 - YTD Grouped
 - Accounting Period Type
 - All Departments
 - All Budget References
 - All Employees (FID/Name)
 - All Flexfields (College/Dept/Plan)
 - All Funds (By Ledger Group)
 - All Sources of Funds
 - All Programs
 - All CRIS (FAS Only)
 - MEASURES

- QTD Grouped
 - Prior QTD
 - 2007/Apr
 - 2007/May
 - QTD
 - 2007/Jul
 - 2007/Aug
 - QTD Change
 - QTD Growth

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- 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

Using Dates

Easy Ways to Explore Your Data

A screenshot of the PowerPlay software interface. At the top is a toolbar with various icons for data manipulation. Below the toolbar is a menu bar with letters A through O. Underneath, a list of menu options is displayed in two columns:

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

Easy Ways to Explore Your Data

A screenshot of the PowerPlay software interface, similar to the first one, but with the menu options K, L, and N highlighted in orange. The list of menu options is:

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

Custom Subsets

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

The image shows two screenshots related to creating custom subsets. The top one is a dialog box titled "Create Custom Subset" with the following fields and options:

- Custom Subset Name: Custom Subset [1]
- Dimension: All Accounts
- Create a Custom Subset that is a static list of categories:
 - Select Categories
- Create a dynamic Custom Subset that is based on a rule:
 - Define Rule by Search Criteria
 - Define Rule by Measure Value

The bottom screenshot is a window titled "Create Custom Subset By Selecting Categories (All Departments)". It shows a tree view of "Available Categories" on the left and a "Results Set" on the right. The categories include:

- All Departments
- 00000000 DW-DIGITAL WORLD
- 00000000 PERFORMING ARTS VENUES
- 11500000 PC-PHILLIPS CENTER
- 13500000 BC-BAUGHMAN CENTER
- 13510000 BC-BAUGHMAN CENTER
- 13518000 BC-BAUGHMAN CENTER
- 13520000 UA-UNIVERSITY AUDITORIUM
- 00000000 TIRE ONE CENTERS
- 00000000 BOARD OF TRUSTEES

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.

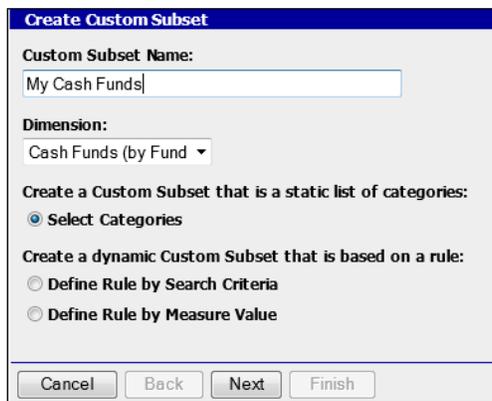
Navigation

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.

MEASURES as values	
6201XXXX HR-HR ADMINISTRATION	171 - TRFS FR COMPONENTS
	158 - SUPPORT UNIT SERVICES FUNDS
	159 - RCM SUPPORT UNIT FUND
	175 - UF STRATEGIC FUND NONRESEARCH

- Create a Custom Subset for Funds 171, 158 and 175. Click the **Custom Subset**  button and make the following adjustments:
 - Name the subset **My Cash Funds**.
 - Change the **Dimension** (think Folder) to **Cash Funds by Fund Type**.



Create Custom Subset

Custom Subset Name:
My Cash Funds

Dimension:
Cash Funds (by Fund)

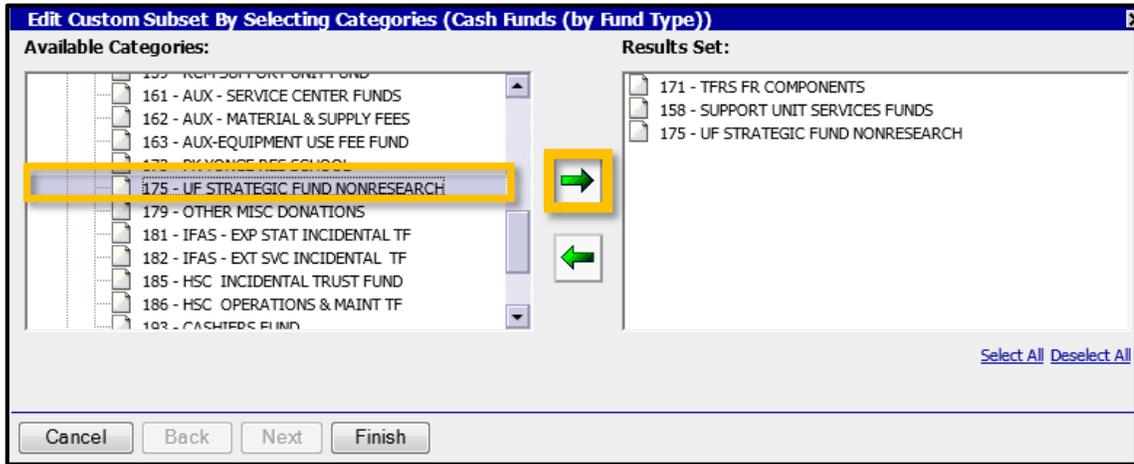
Create a Custom Subset that is a static list of categories:
 Select Categories

Create a dynamic Custom Subset that is based on a rule:
 Define Rule by Search Criteria
 Define Rule by Measure Value

Cancel Back Next Finish

- 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:
 - 171 – TRFS FR COMPONENTS
 - 158 – SUPPORT UNIT SERVICES FUNDS

o 175 – UF STRATEGIC FUND NONRESEARCH

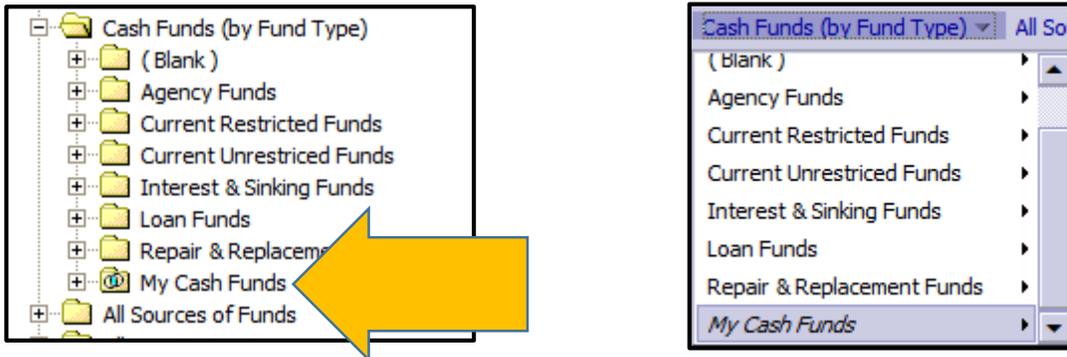


- Click the **Finish** button. Your report now *only* shows the custom subset of data you selected:

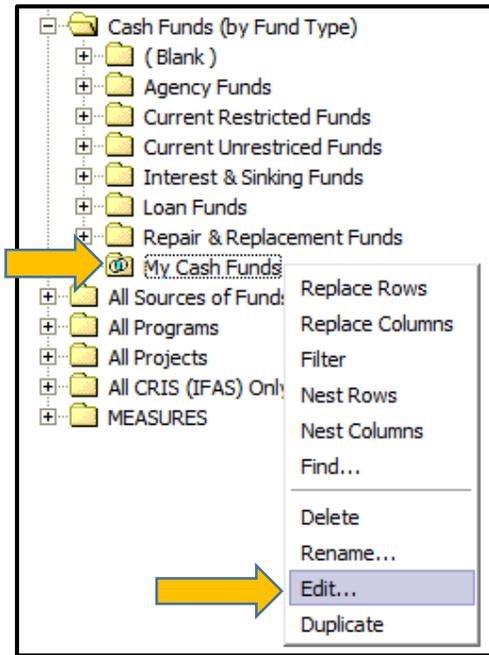
6201XXXX HR-HR ADMINISTRATION	171 - TFRS FR COMPONENTS
	158 - SUPPORT UNIT SERVICES FUNDS
	175 - UF STRATEGIC FUND NONRESEARCH
	My Cash Funds

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

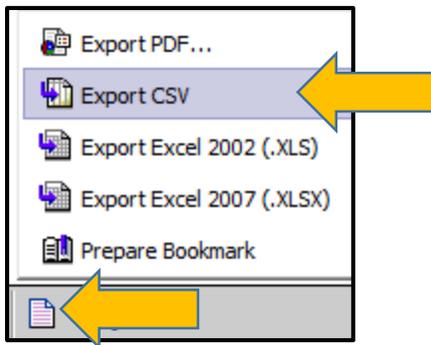
4. Notice that when you create a custom subset, it appears in the folder structure on the left side of your screen and the Dimension Line (Blue Picker Bar)!



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



- Save this report to your **My Folders** area.
- Now let's export the report to an Excel-friendly file format.
- Click the **File** icon at the bottom of the screen. Then click **Export CSV**.



- When prompted, click the **Open** option to review the .CSV file. Then save the file to your computer.
- Click the **Return to Source**  button to exit PowerPlay Web Explorer.

Want the Details?

- Drill Through is your button!
- Curious what transactions are behind the amounts you are seeing? Drill Through to the details!



1. Source Transaction Detail
2. Payroll Employee Summary
3. Projected Payroll Employee Summary
4. Then dump it into Excel and pivot to your heart's content! 😊

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:

General Ledger Actuals as values	771100 - IN STATE TRAVEL	771
3401XXXX DN-DEAN'S OFFICE	63,618.70	
3403XXXX DN-ORAL BIOLOGY	2,501.40	
3405XXXX DN-OPERATIVE DENTISTRY	5,597.81	
3406XXXX DN-COMMITY BASED PROGRAMS	88,939.63	

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



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

All are available in the classroom and online!