Use this job aid to: navigate to, customize, and save your report.

# **Run a Non-Sponsored – Financial Summary**

Run this report to view year-to-date/current period revenues and expenses. It includes current budget, actuals, and commitments for a specified fiscal period. This guide will show you some of the main features of the BI Launch Pad screen, including how to exit a workspace (or report).

#### Navigate to the workspace (Non-Sponsored - Financial Summary)

- 1. Click the Enterprise Reporting tab.
- 2. Click the Open Analysis link.

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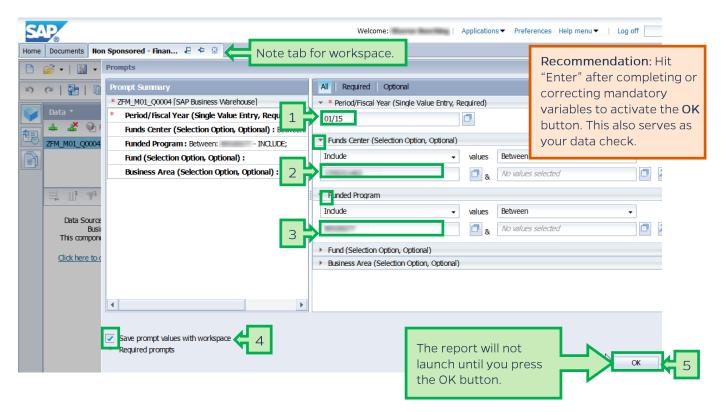
The link will launch the Business Objects Launchpad.

- 3. Click the 🗄 plus sign to expand the Enterprise SAP BW folder.
- 4. Click the plus sign to expand the Finance folder.
- 5. Click Funds Management.
- 6. Double-click the Non Sponsored Financial Summary workspace to open it.

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Public Folders	â 💡	Expenses by Function	Analysis Workspace
Enterprise SAP BW	-	Fund Balance Statement - by Natural Class (Single Year)	Analysis Workspace
4 - <u>Finance</u>		Modified Cash Report	Analysis Workspace
Accounts Payable		Non Sponsored - Baseline Projections	Analysis Workspace
E Accounts Receivable		Non Sponsored - Budget Carry Forward	Analysis Workspace
🥅 Asset Accounting	= 🚽	Non Sponsored - Current Year Activity	Analysis Workspace
		Non Sponsored - Detail by Financial Function	Analysis Workspace
BCS - Financial Statements		Non Sponsored - Financial Detail	Analysis Workspace
<u>Controlling</u>	-	Non Sponsored - Financial Summary	Analysis Workspace
5 Diagonal Strangement	-	Non Sponsored - Rev-Exp Summary Trend	Analysis Workspace
GAAP Budget	-	Non Sponsored - YTD Transactional Detail	Analysis Workspace

#### Input the variables in the Prompt screen

- 1. Enter the mandatory variables first. They have a red asterisk (\*) next to them. Type the fiscal period and fiscal year into the **Period/Fiscal Year** field as FP/FY and then hit "Enter."
- 2. Click the expand arrow reader to add optional values for Funds Center. Type the 10-digit fund center number into the Funds Center field and then hit "Enter."
- 3. Click the **expand arrow** to add optional values for Funded Program. Type the 8-digit internal order number into the **Funded Program** field and then hit "Enter."
- 4. Check the Save prompt values with workspace checkbox.
- 5. Click the **OK** button to launch the report.



## Report layout tabs

Open workspaces each have their own tab. Users can have multiple tabs (reports) open at once. The lighter tab (on the left below) is the active workspace. For best performance, close tabs when not actively using them.

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ZFM_M01_Q0004 [SAP Business Warehouse]	💯 Key Figures	Funds Center	Funded Program	2015 Opening Balance	JUL 2014 Current Bud		
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## Report layout - The three sections

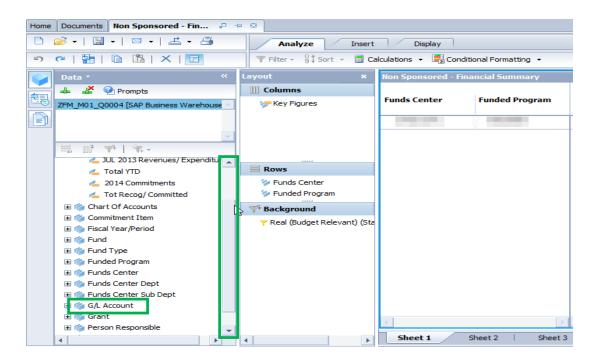
A workspace has three main sections. They are the Data panel, Layout panel, and Results panel. Each section can be closed to provide more screen "real estate." Sections can be reopened at any time.

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## Add free characteristics

Use the scroll bar in the Data panel to locate G/L Account.

Click, drag, and drop G/L Account from the Data panel to the Layout panel under Funded Program.



The Results panel now includes the G/L Account data.

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ZFM_M01_Q0004 [SAP Business	Warehouse 🔶	💯 Key Figures	Funds Center	Funded Program	G/L Account	2014 Opening Balance
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du 2014 Commitments du Tot Recog/ Committ du Unrecog/Uncom Bdg		<ul> <li>Funds Center</li> <li>Funded Program</li> <li>G/L Account</li> </ul>			OFFICE SUPPLIES : ILIEN/(22022) OTHER INSTRUCT	

# Changing the display of G/L Account from Text : Key to Key : Text

First, resize the G/L Account column by clicking on the dividing line to the right of the column header and dragging the column divider to the right.

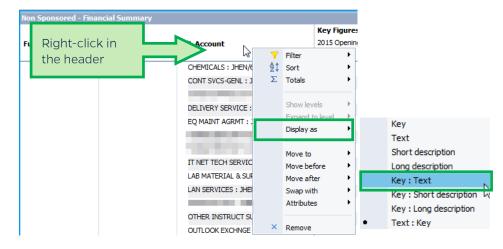
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			Key Figures				
Funds Center	Funded Program	G/L Account	2014 Opening Balance	JUL 2013 Current Budget			
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Note that when the column is expanded (below) the G/L Account is sorted alphabetically by text, and the key (the G/L Account number) is after the text description.

Non Sponsored - Financial Summary								
Funds Center	Funded Program	G/L Account	Key Figures 2015 Opening Balance					
		CHEMICALS : JHEN/630031						
		CONT SVCS-GENL : JHEN/640301						
		DELIVERY SERVICE : JHEN/640282						
		EQ MAINT AGRMT : JHEN/637001						

To adjust the display of G/L Account data, including sort order, do the following:

- 1. Right-click the G/L Account column header. This will bring up a Context menu.
- 2. Hover over Display as.
- 3. From the Display as drop-down menu, select Key : Text.



The G/L Account number is now sorted by key (#) followed by the text description.

Non Sponsored - F	inancial Summary		
Funds Center	Funded Program	G/L Account	
		JHEN/630031 : CHEMICALS	Cart arder is still
		JHEN/640301 : CONT SVCS-GENL	Sort order is still alphabetical by
		JHEN/640282 : DELIVERY SERVICE	text, not by key.
		JHEN/637001 : EQ MAINT AGRMT	

- 1. To correct the Sort order, right-click on G/L Account and hover over Sort.
- 2. From the Sort drop-down menu, click Key.

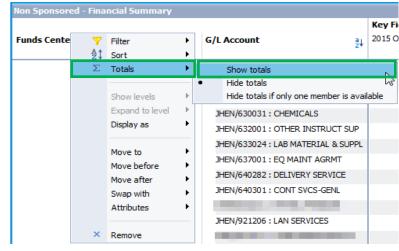
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The data is now sorted by key (G/L Account) number.

Non Sponsored - Financial Summary							
			Key Figures				
Funds Center	Funded Program	G/L Account	JUL 2014 Revenues/ Expenditures				
		JHEN/630031 : CHEMICALS	\$ 39.14				
		JHEN/632001 : OTHER INSTRUCT SUP	\$ 43.17				
		JHEN/633024 : LAB MATERIAL & SUPPL	\$ 763.92				
		JHEN/637001 : EQ MAINT AGRMT					
		JHEN/640282 : DELIVERY SERVICE					
		JHEN/640301 : CONT SVCS-GENL	\$ 47.65				

## Adding grand totals

- 1. Right-click the Funds Center column heading. This will bring up a Context menu.
- 2. Select Totals.
- 3. From the Totals drop-down menu, select Show totals.



#### Exit the workspace and log off

Click the X on the workspace tab to close the workspace, and click the Log off link to exit Analysis.

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You may want to save your report as a favorite or export it to excel. Please refer to the following job aids:

- Saving a Favorite
- Exporting Data to Excel