

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

Running a Non-Sponsored – YTD Transactional Detail Report

Run this report to display fiscal YTD revenue, and expense and commitment activity through the selected period. This guide will show you how to run your report, utilize the features of the BI Launch Pad screen, perform some simple customizations of your report, and exit the report.

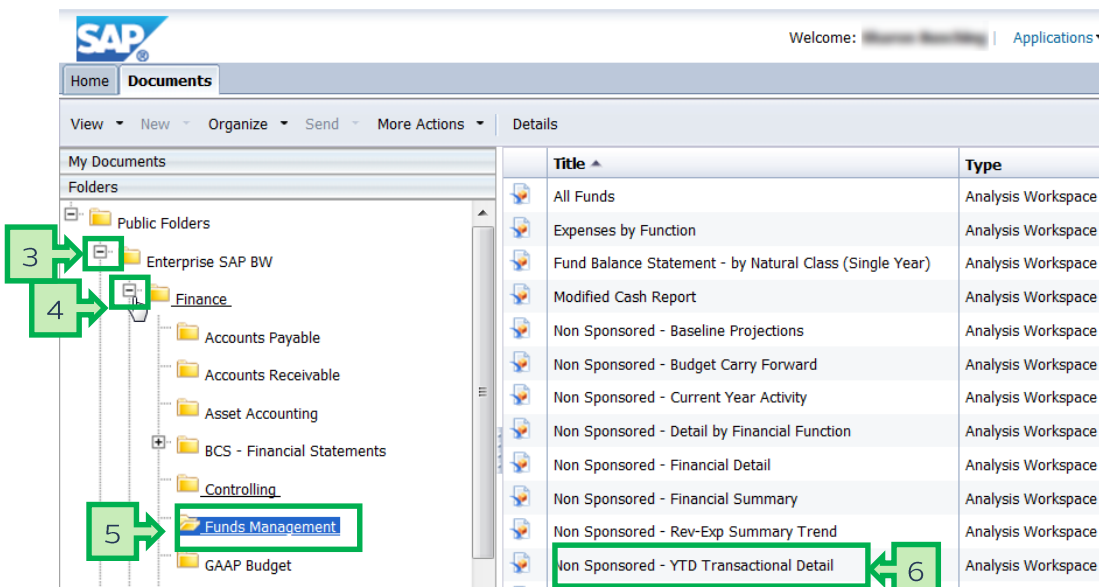
Navigate to the workspace (Non-Sponsored – YTD Transactional Detail)

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



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 – YTD Transactional Detail workspace to open it.



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 03/4 for FP/FY and then hit “Enter.”
2. Click the **expand arrow** 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.

The screenshot shows the SAP Prompts dialog box for the report. The dialog is titled 'Prompts' and contains a 'Prompt Summary' section with the following fields:

- Funds Center (Single Value, Optional)**: Type the 10-digit cost center here
- Funded Program**: Type your internal order number here
- Period/Fiscal Year (Single Value Entry, Required)**: 03/14

Annotations and callouts in the image include:

- 1**: Points to the 'Period/Fiscal Year' field.
- 2**: Points to the 'Funds Center' field.
- 3**: Points to the 'Funded Program' field.
- 4**: Points to the 'Save prompt values with workspace' checkbox.
- 5**: Points to the 'OK' button.
- A green box labeled 'Tab for workspace' points to the browser tab.
- A large green box contains the text: 'Recommendation: Hit "Enter" after completing or correcting mandatory variables to activate the OK button. This also serves as your data check.'
- A green box contains the text: 'The report will not launch until you press the OK button.'

Workspace

This is the active workspace.

The screenshot shows the SAP workspace with the report data displayed. The report is titled 'Non Sponsored - YTD Transactional Detail' and shows the following data:

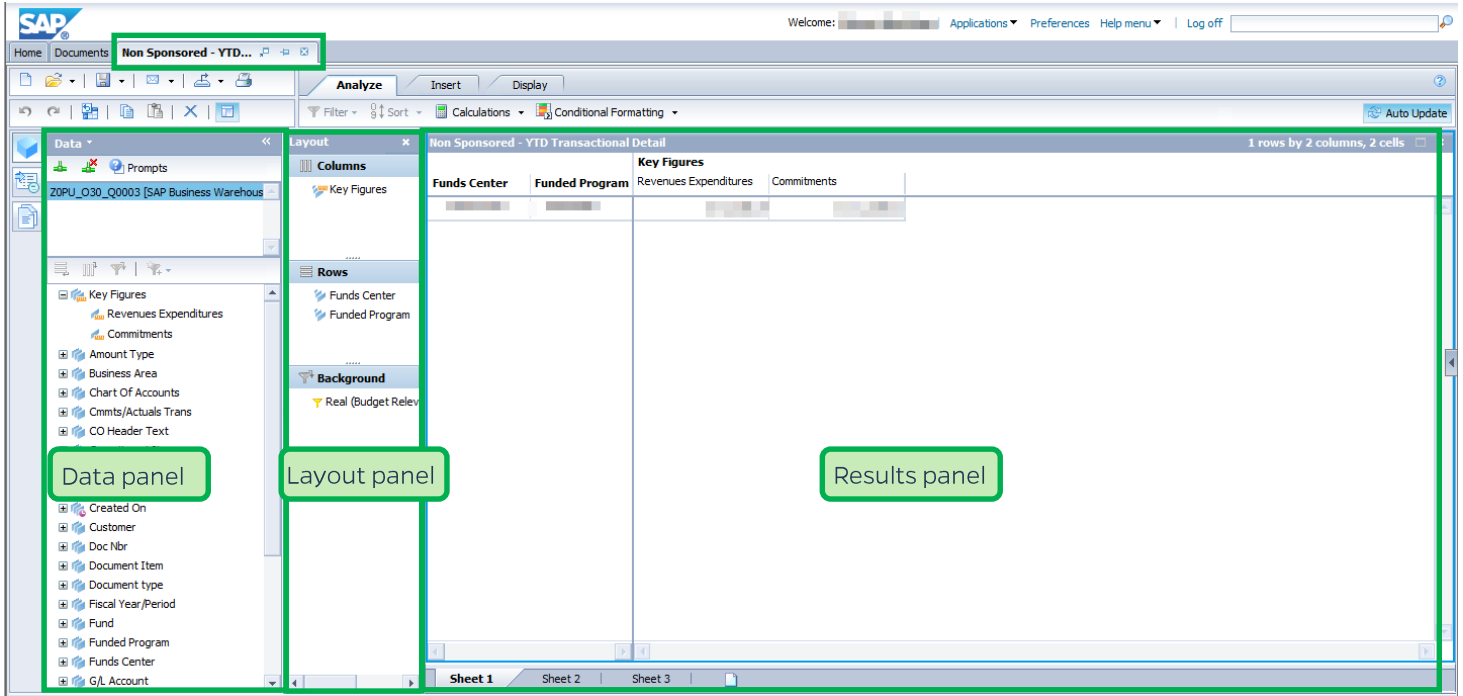
Funds Center	Funded Program	Key Figures		
		Revenues	Expenditures	Commitments

The workspace also shows a 'Layout' pane with 'Columns' (Key Figures) and 'Rows' (Funds Center, Funded Program) selected. The 'Background' pane shows 'Real (Budget Relv...'.

Report layout – The three sections

A workspace has three main sections. These are the Data panel, the Layout panel, and the Results panel.

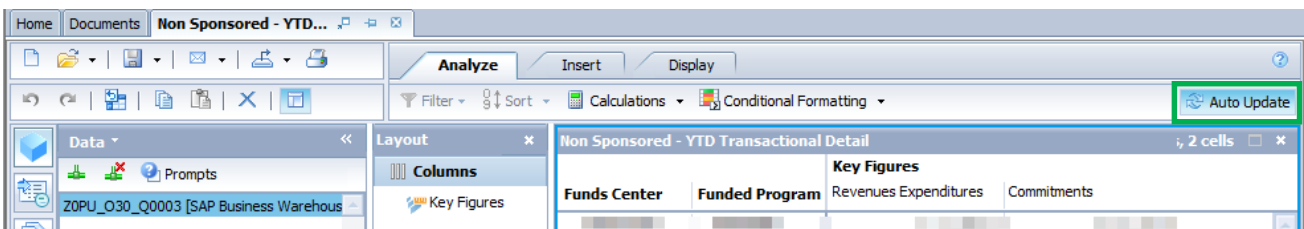
Each section can be closed to provide more screen “real estate.” Sections can be reopened at any time.



Add free characteristics using the Auto Update button

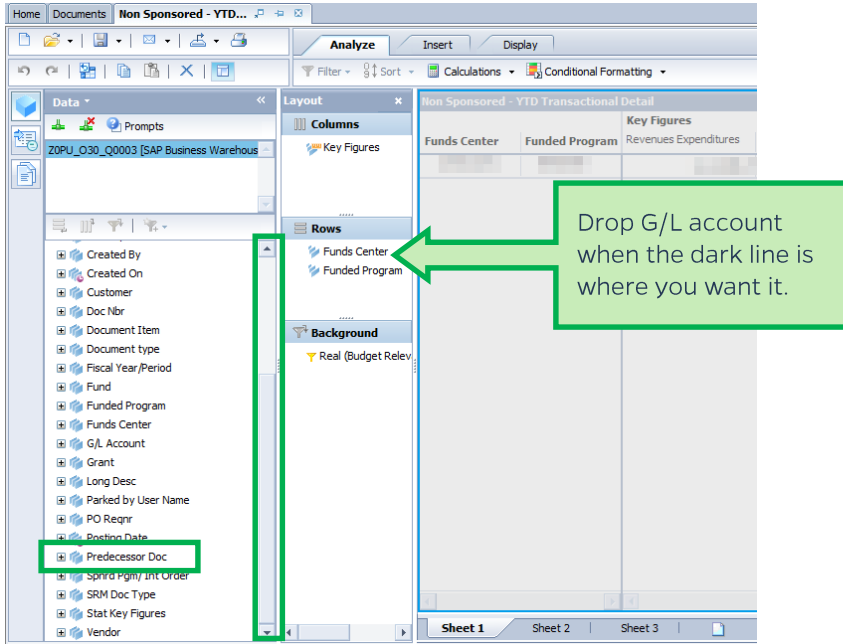
Use the Auto Update button when you have *multiple* changes to make to a report. This will allow you to make the changes without taking time after each change to refresh the report.

1. Click the **Auto Update** button .

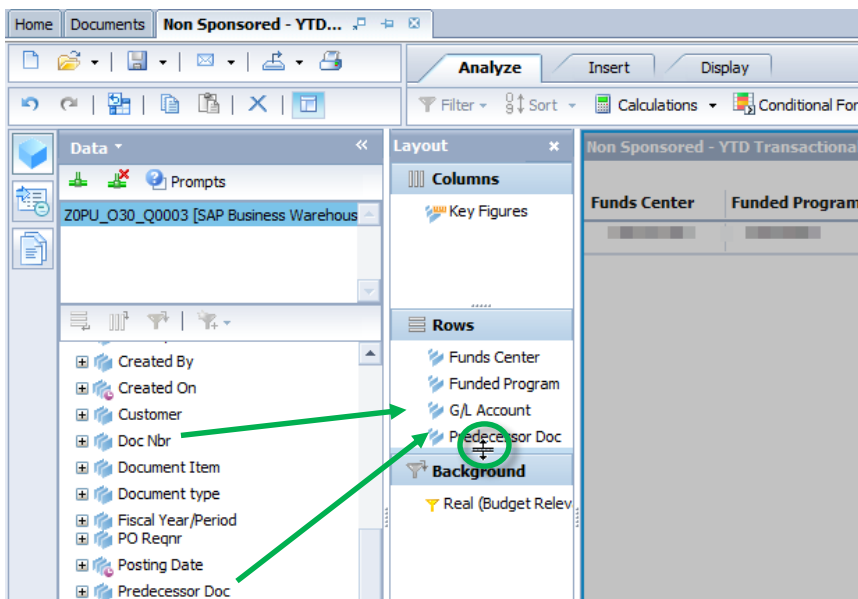



Once Auto Update is toggled on, the Results screen becomes grey.

2. Use the scroll bar in the Data panel to locate the Free Characteristic, **G/L Account**.
3. Click, drag, and drop **G/L Account** from the Data panel to the Rows section in the Layout panel.

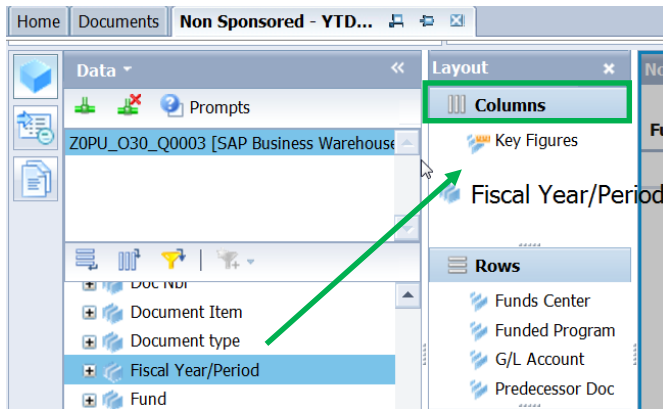


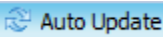
4. Now add the **Predecessor Doc** characteristic to the report in the same way. Drag and drop it under **G/L Account** in the Layout panel.
5. Add the **Doc Nbr** characteristic by dragging it from the Data panel and dropping it under **Predecessor Doc** in the Layout panel.
6. Now click the **Auto Update** button again. Your changes will be reflected in your report.

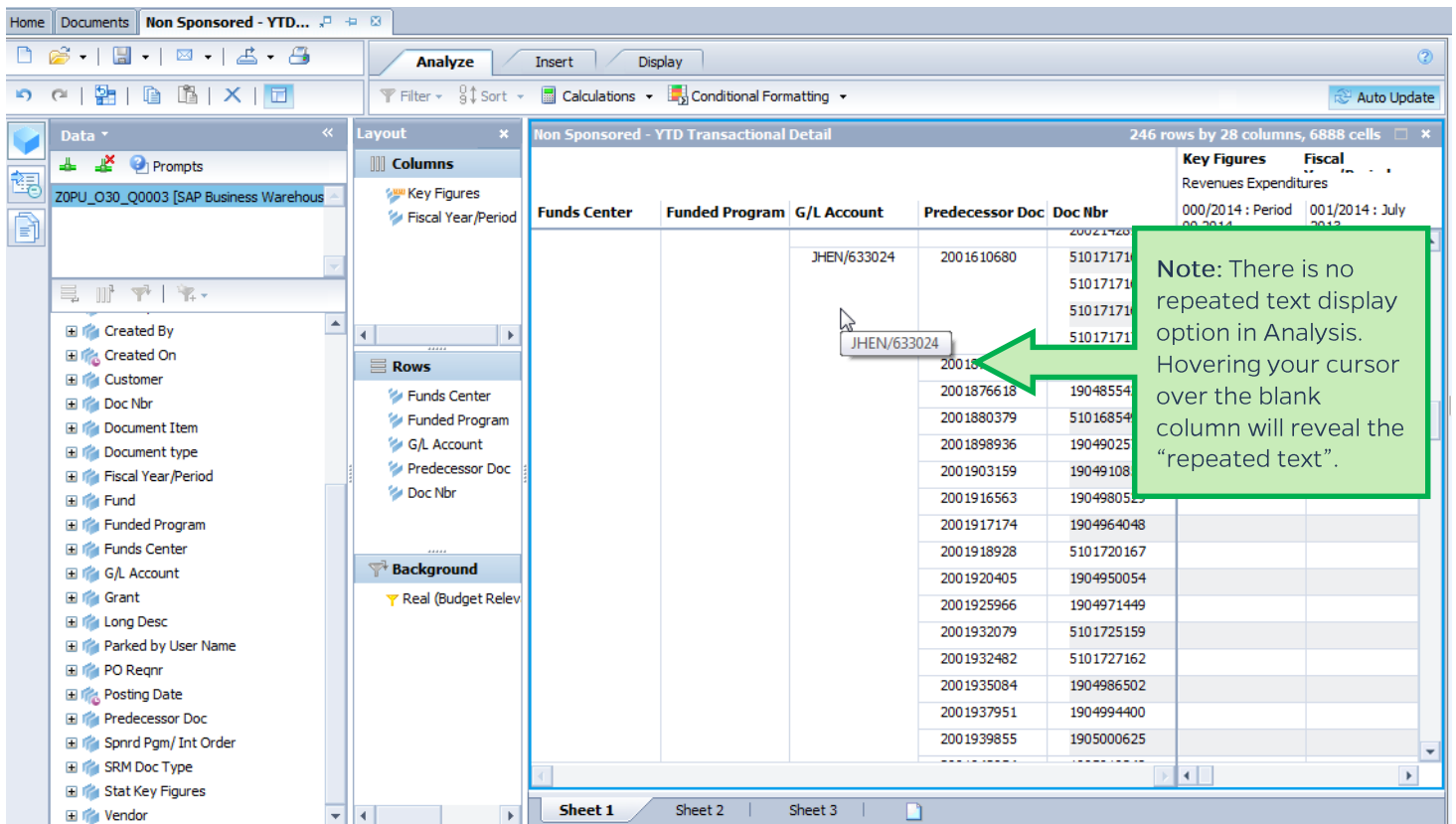


NOTE: If you need to enlarge the rows area, for example, hover your cursor over the dots until you see  and then drag to resize the area.

7. Add the Fiscal Year / Period to the Columns section of the Layout Panel. Drop it below Key Figures.



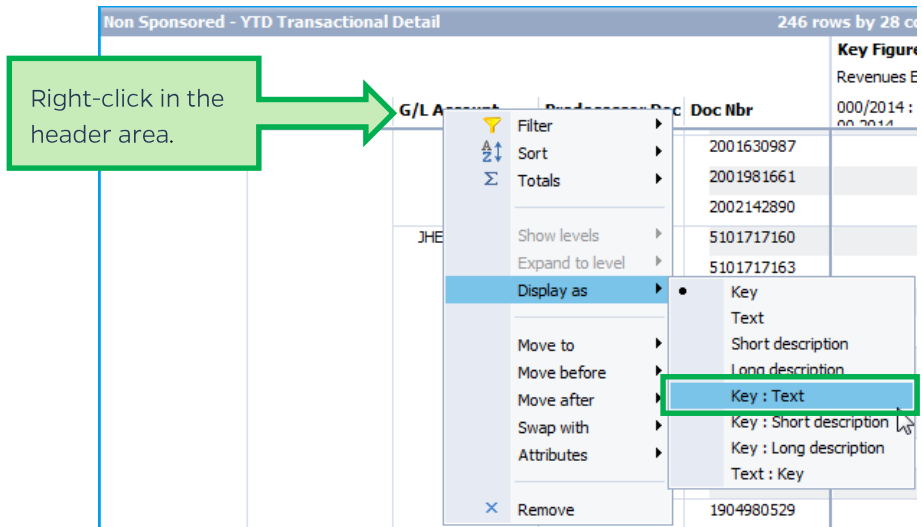
8. Click the Auto Update button  to apply all your changes at once. The changes will now populate in the Results area.



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

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

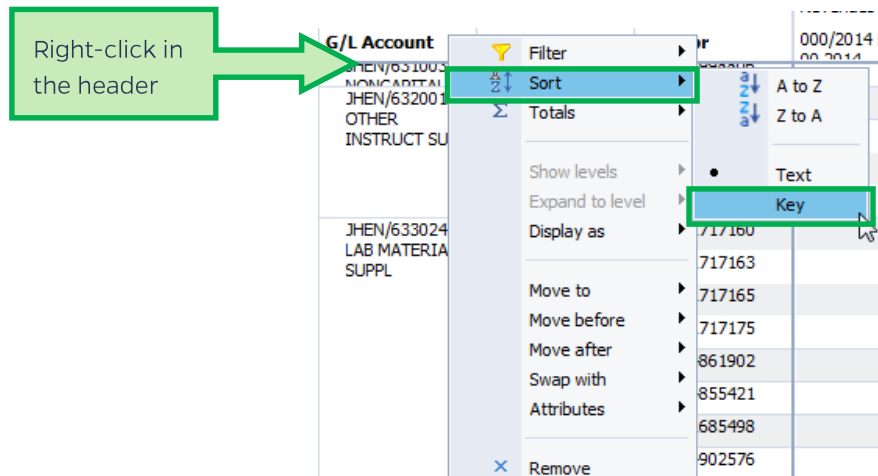
1. Right-click the G/L Account column header. This will bring up a Context menu.
2. Hover over **Display as**.
3. From the **Display as** drop-down menu, select **Key : Text**.



The G/L Account number now includes a text field.

Sort G/L Account by Key

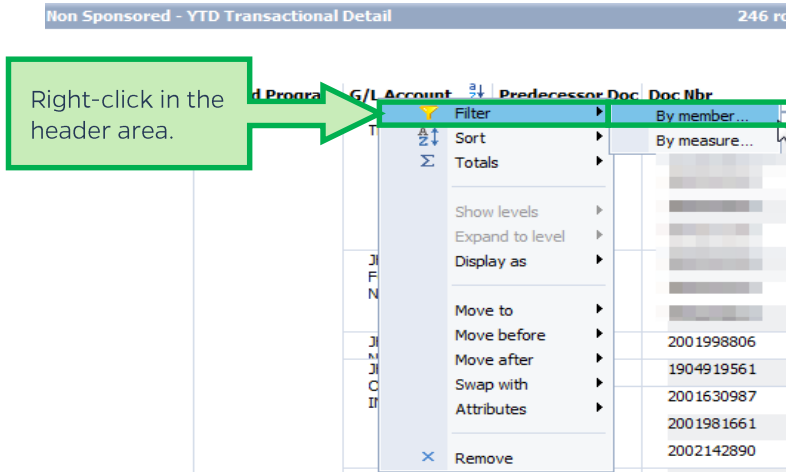
1. You may need to sort G/L account by key. To do this, right-click the **G/L Account** header area and hover over **Sort** from the Context menu.
2. From the **Sort** drop-down menu, select **Key**.



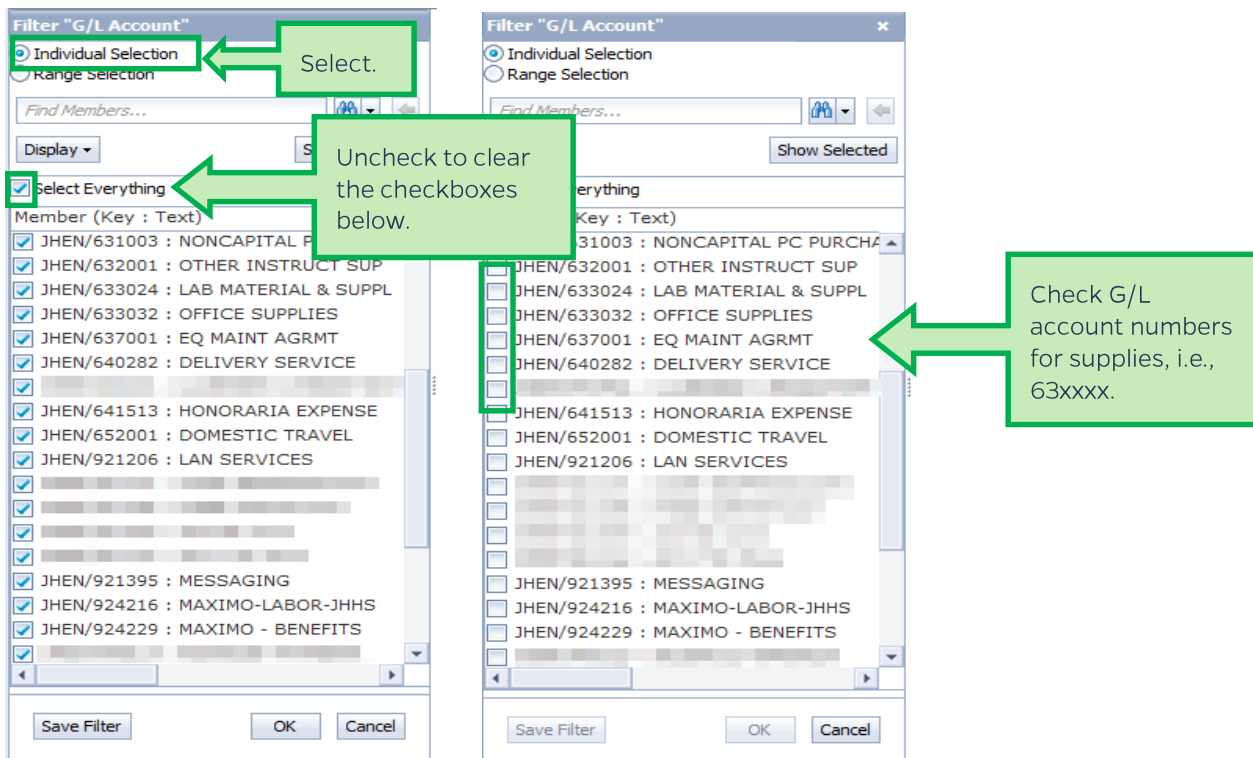
It will now appear in ascending order by key.

Filter for Supplies Only (G/L code 63xxxx)

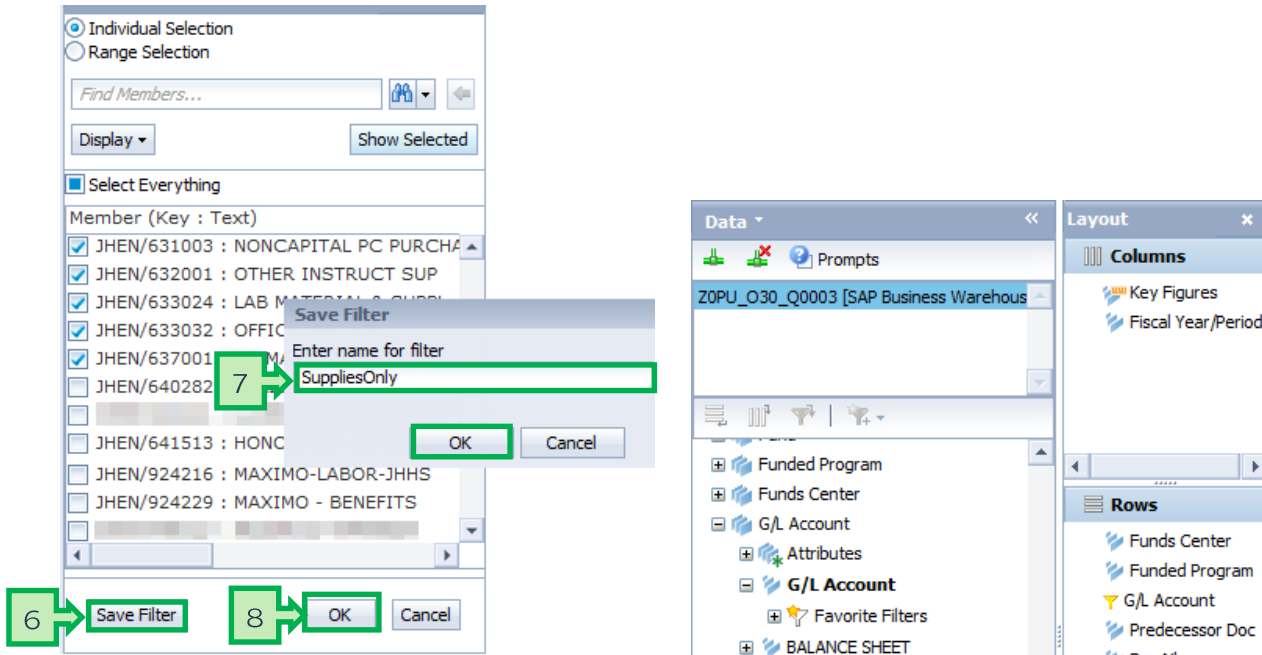
1. Right-click the G/L Account column header. This will bring up a Context menu.
2. Select Filter.
3. From the Filter drop-down menu, select By member...



4. In the Filter “G/L Account” pop-up menu, confirm that Individual Selection is selected and uncheck the Select Everything checkbox to clear the checked selections.
5. Scroll to the data that you want to include in your filter and check the boxes.



6. Click Save Filter.
7. Enter a name for the filter and click the OK button.
8. Click OK to apply the filter to your report.

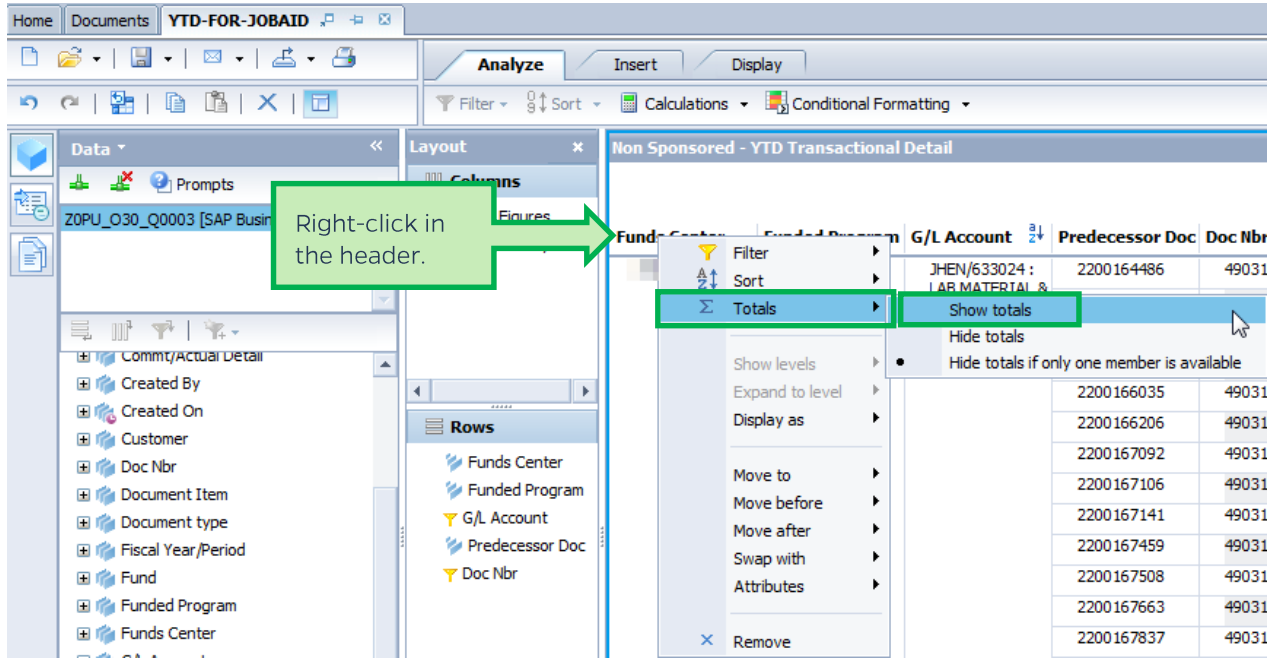


Proof of a filter will be shown in all three panels.

Funds Center	Funded Program	G/L Account	Predecessor Doc	Doc Nbr
		JHEN/631003 : NONCAPITAL PC PURCHA	#	2001998806
		JHEN/632001 : OTHER INSTRUCT SUP	2001907100	1904919561
		JHEN/633024 : LAB MATERIAL & SUPPL	#	2001630987
				2001981661
				2002142890
		JHEN/633024 : LAB MATERIAL & SUPPL	2001610680	5101717160
				5101717163
				5101717165
				5101717175
			2001872429	1904861902
			2001876618	1904855421
			2001880379	5101685498

Adding Grand Totals to the rows

1. Right-click in the header of the far-left column of the report (i.e., Funds Center).
2. In the Context menu, hover over Totals.
3. In the Totals drop-down menu, click Show Totals.

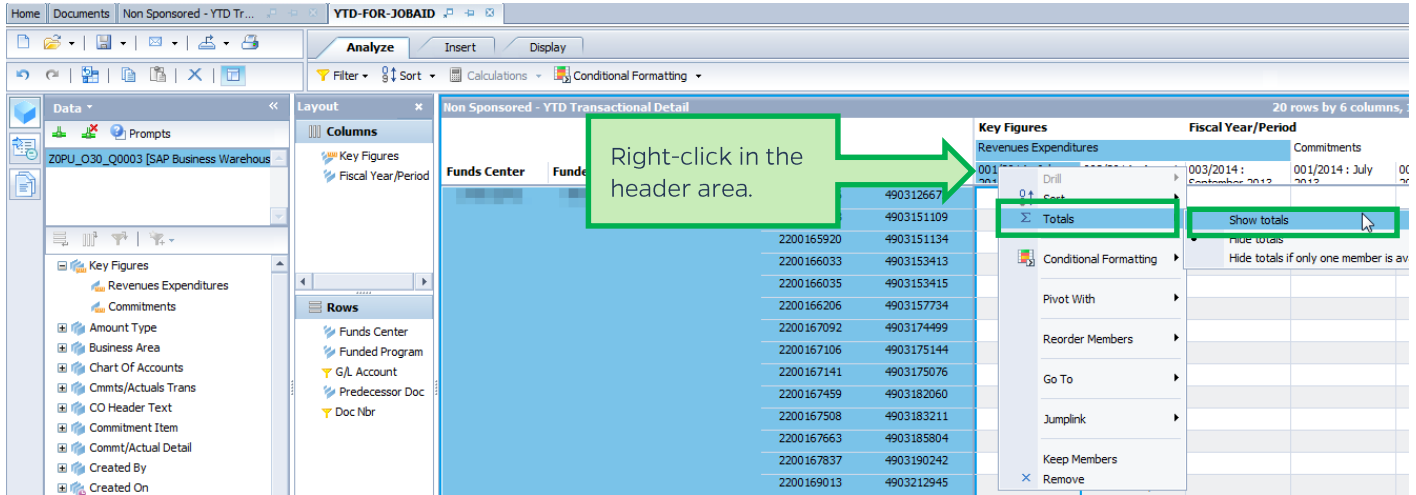


The Results panel will now show sums at the bottom of the rows.

Non Sponsored - YTD Transactional Detail					Key Figures		
Funds Center	Funded Program	G/L Account	Predecessor Doc	Doc Nbr	Revenues		Expenditures
		SUPL	2200165903	4903151109	001/2014 : July 2013	002/2014 : August 2013	003/2014 : September 2013
			2200165920	4903151134		\$ 63.20	
			2200166033	4903153413		\$ 252.78	
			2200166035	4903153415		\$ 74.25	
			2200166035	4903153415		\$ 81.85	
			2200171325	4903257887			\$ 291.50
			2200171336	4903257888			\$ 228.80
Overall Result	Result	Result	Result	Result		\$ 780.95	\$ 3,326.26
							\$ 687.83

Adding Grand Totals to the columns

1. Right-click in the header of the columns you want to sum.
2. In the Context menu, hover over **Totals**.
3. In the **Totals** drop-down menu, click **Show Totals**.



NOTE: If you ever need to deselect text, put your cursor in the highlighted area and press **Ctrl+Left** click. You might have to do this twice!

The Results panel will now show sums on the right-hand side.

Non Sponsored - YTD Transactional Detail					Key Figures				Fiscal Year/Period	
Funds Center	Funded Program	G/L Account	Predecessor Doc	Doc Nbr	001/2014 : July 2012	002/2014 : August 2012	003/2014 : September 2012	Overall Result		
		SUPPL	2200165903	4903151109	\$ 63.20				\$ 63.20	
			2200165920	4903151134	\$ 252.78				\$ 252.78	
			2200166033	4903153413	\$ 74.25				\$ 74.25	
			2200166035	4903153415	\$ 81.86				\$ 81.86	
			06	157734					\$ 61.20	
			2200169454	4903221825			\$ 130.94		\$ 130.94	
			2200170529	4903243614			\$ 36.59		\$ 36.59	
			2200171325	4903257887			\$ 291.50		\$ 291.50	
			2200171336	4903257888			\$ 228.80		\$ 228.80	
Overall Result	Result	Result	Result	Result	\$ 780.95	\$ 3,326.26	\$ 687.83		\$ 4,795.04	

Save the workspace to your Favorites and/or export to Excel

Please refer to the following job aids:

- Saving a Favorite
- Exporting Data to Excel

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.

