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

Running a Non-Sponsored – YTD Transactional Detail Report

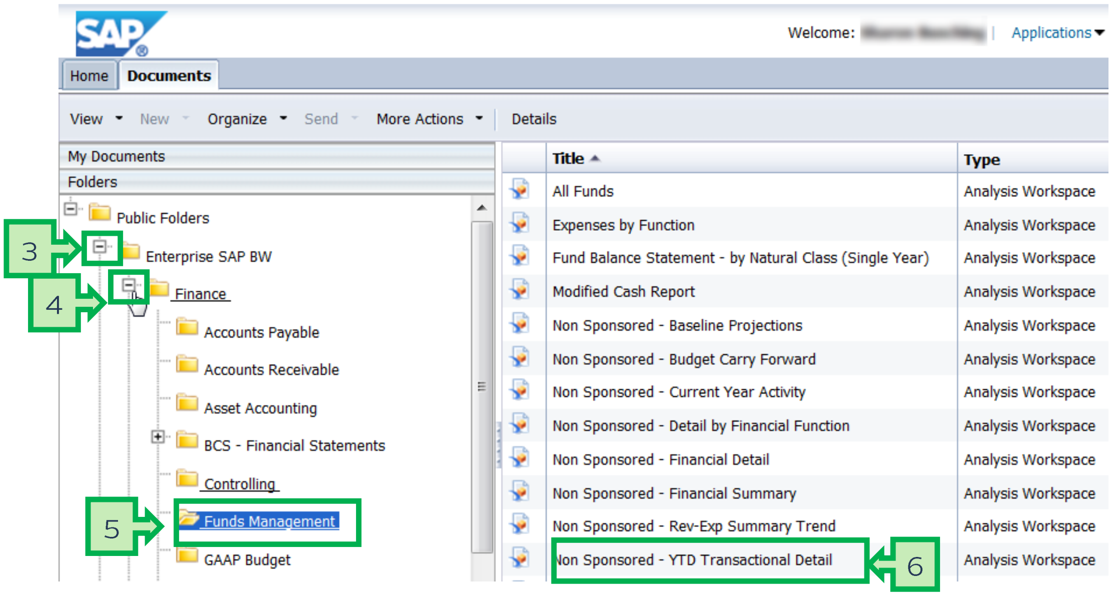
Run this report to display fiscal YTD revenue, and expense and commitment activity through the selected period. This guide will show you how to run your report, utilize the features of the BI Launch Pad screen, perform some simple customizations of your report, and exit the report.

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

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

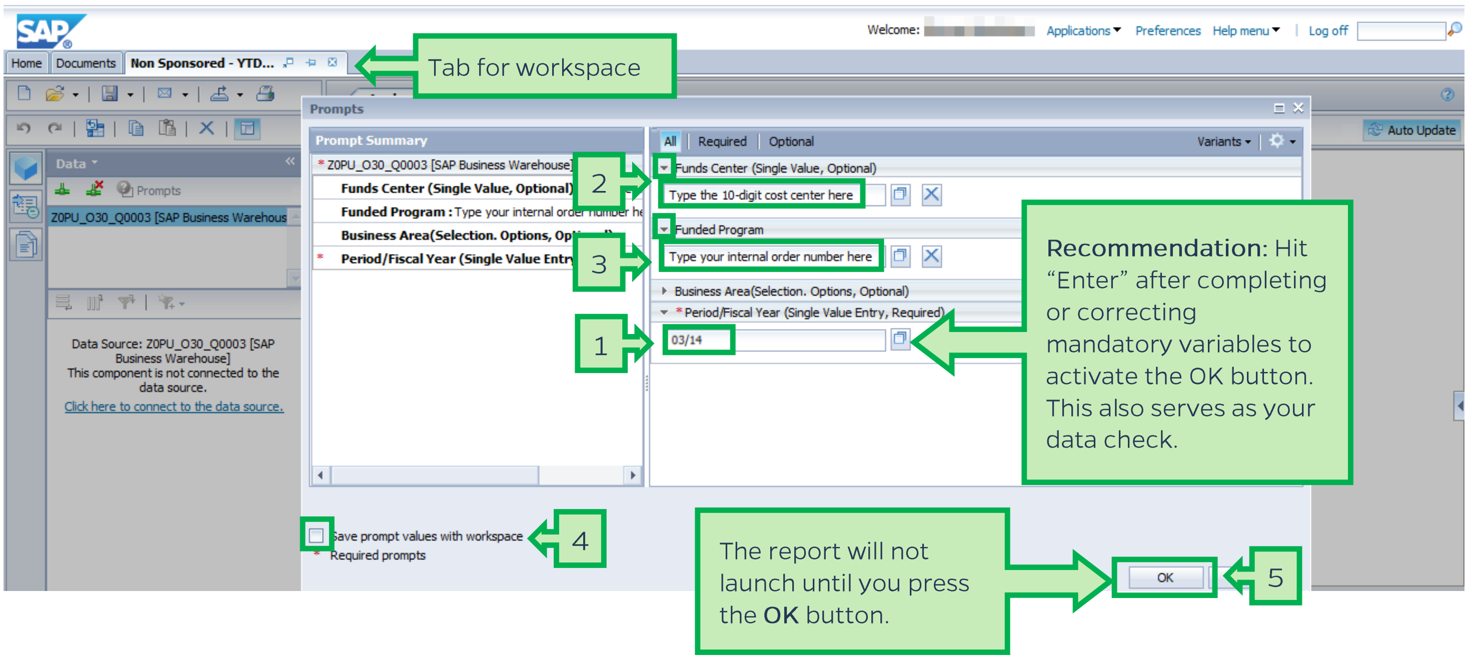
The link will launch the Business Objects Launchpad.

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.



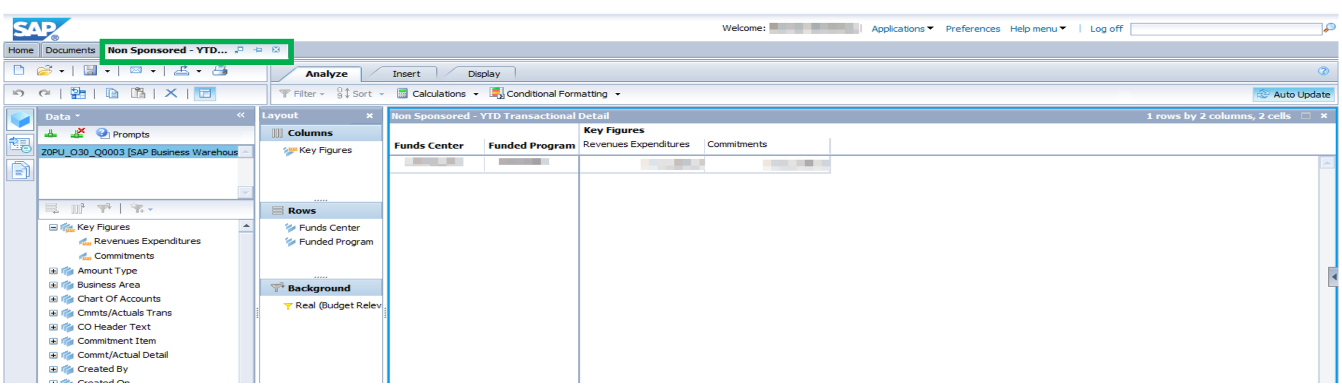
Input the variables in the Prompt screen

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.



Workspace

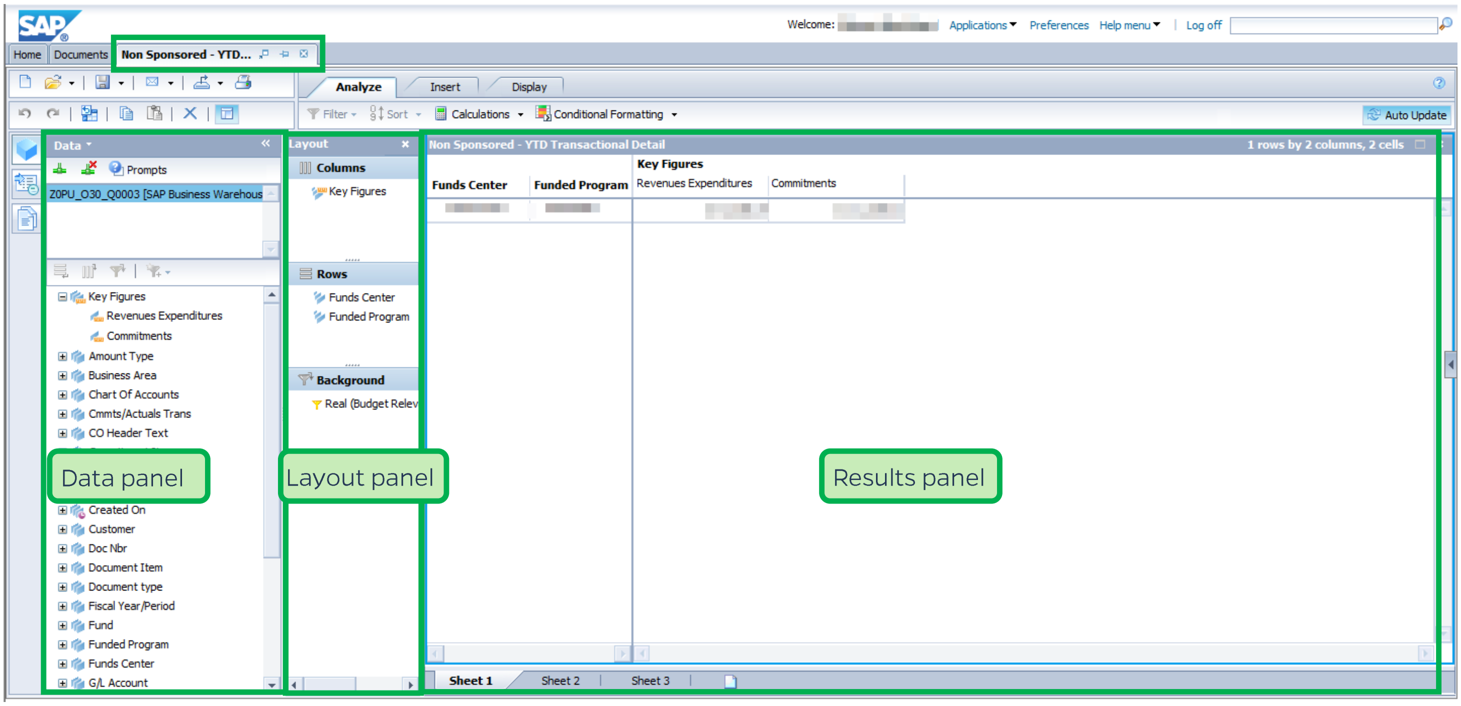
This is the active workspace.



Report layout – The three sections

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

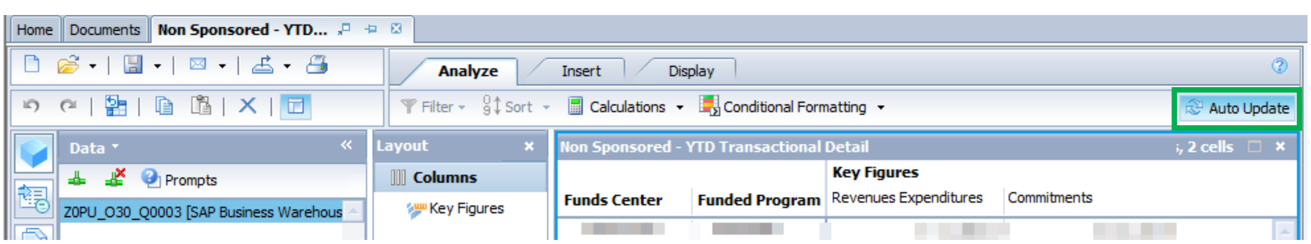
Each section can be closed to provide more screen "real estate." Sections can be reopened at any time.



Add free characteristics using the Auto Update button

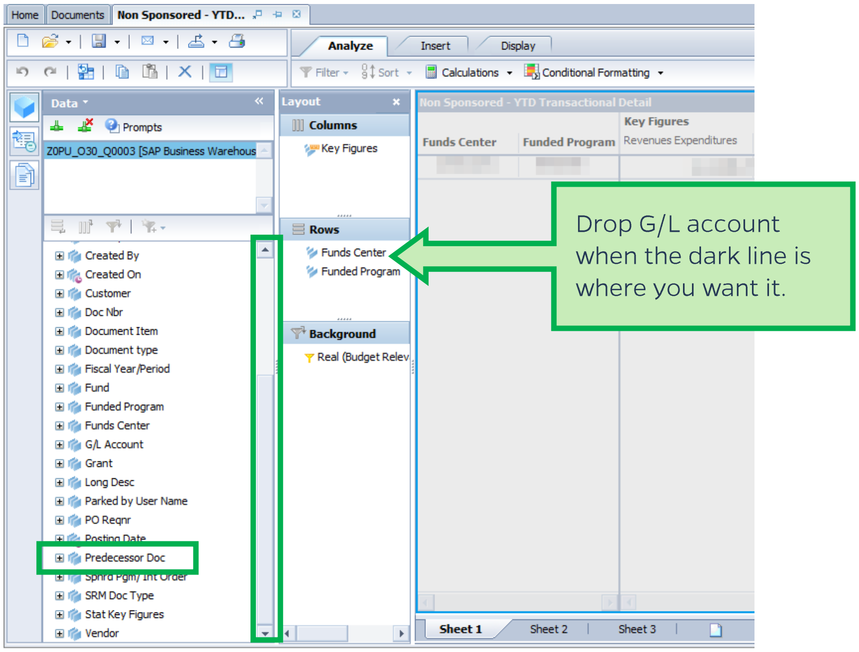
Use the Auto Update button when you have *multiple* changes to make to a report. This will allow you to make the changes without taking time after each change to refresh the report.

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

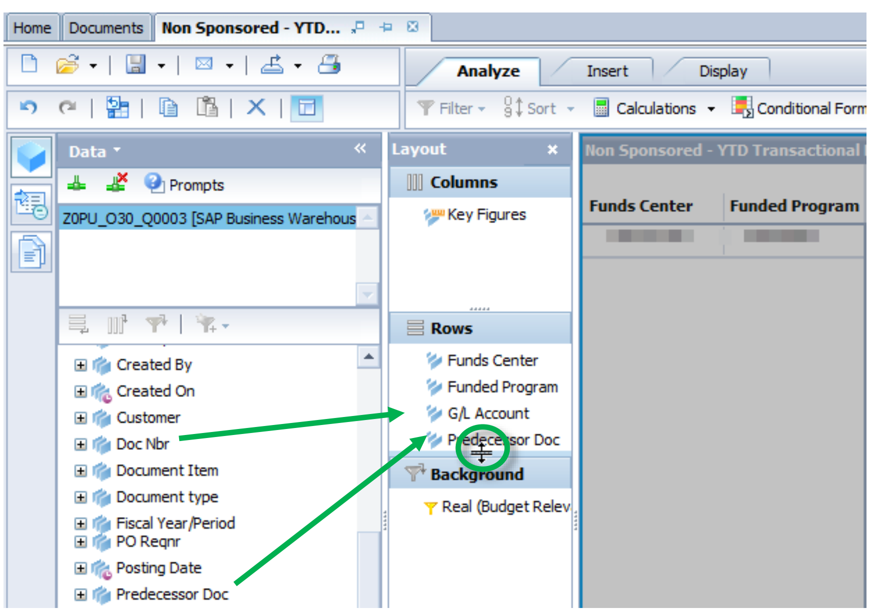


Once Auto Update is toggled on, the Results screen becomes grey.

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.

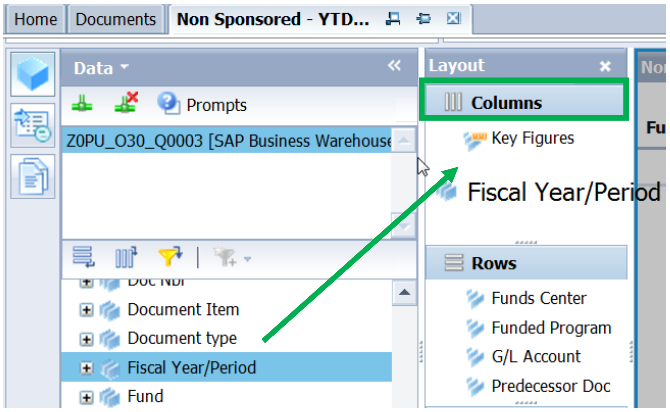


4. Now add the **Predecessor Doc** characteristic to the report in the same way. Drag and drop it under **G/L Account** in the Layout panel.
5. Add the **Doc Nbr** characteristic by dragging it from the Data panel and dropping it under **Predecessor Doc** in the Layout panel.
6. Now click the **Auto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

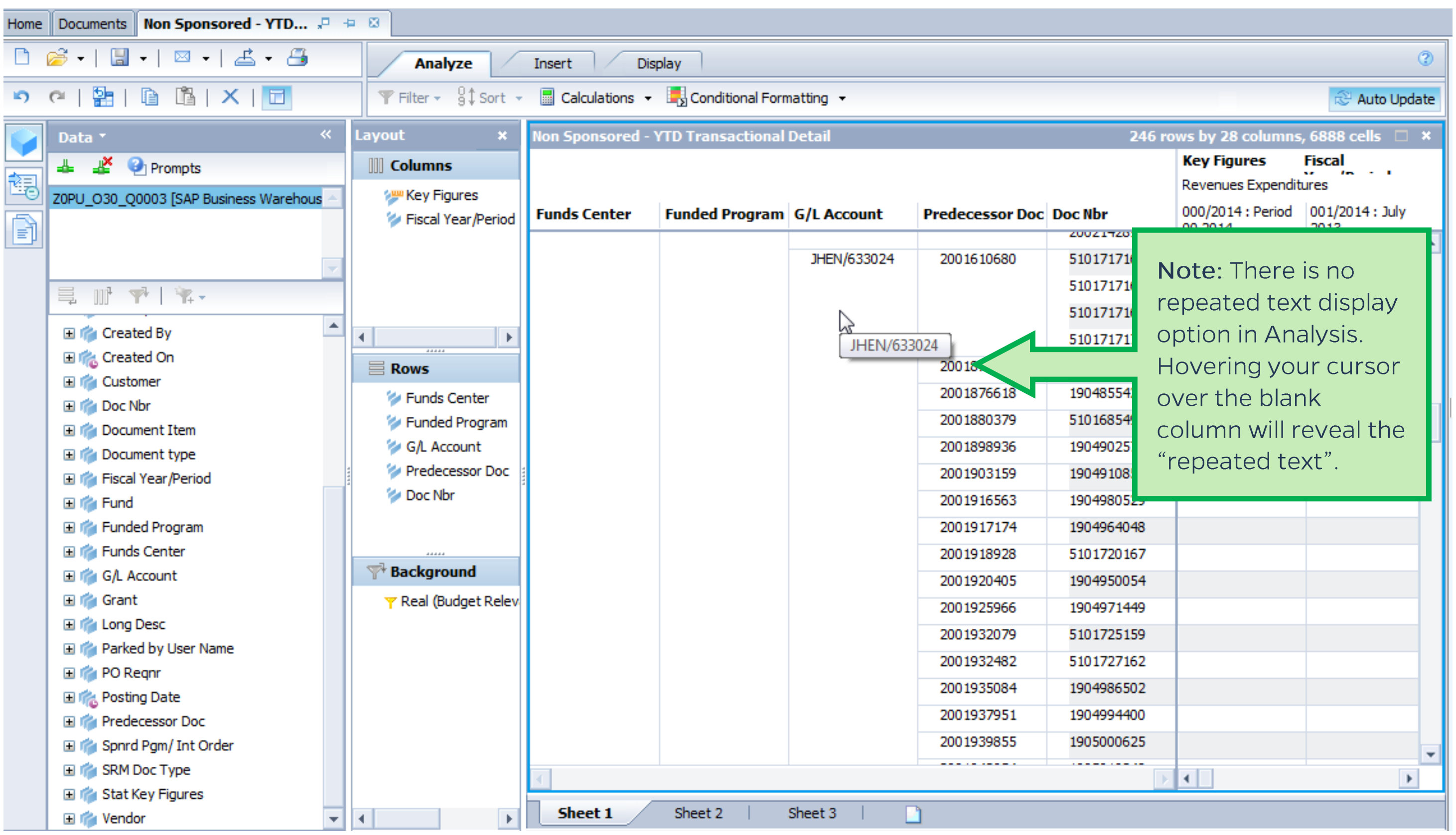


NOTE: If you need to enlarge the rows area, for example, hover your cursor over the dots until you see and then drag to resize the area.

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



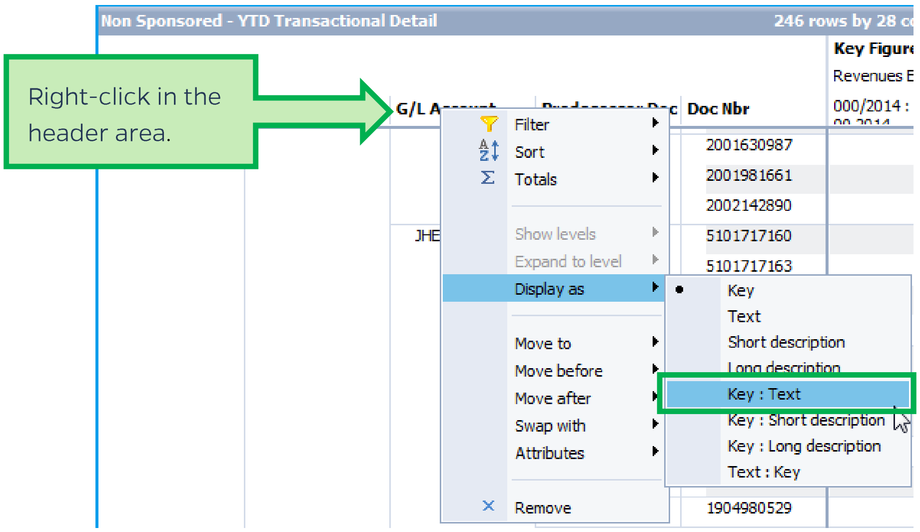
8. Click the Auto Update button  to apply all your changes at once. The changes will now populate in the Results area.



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:

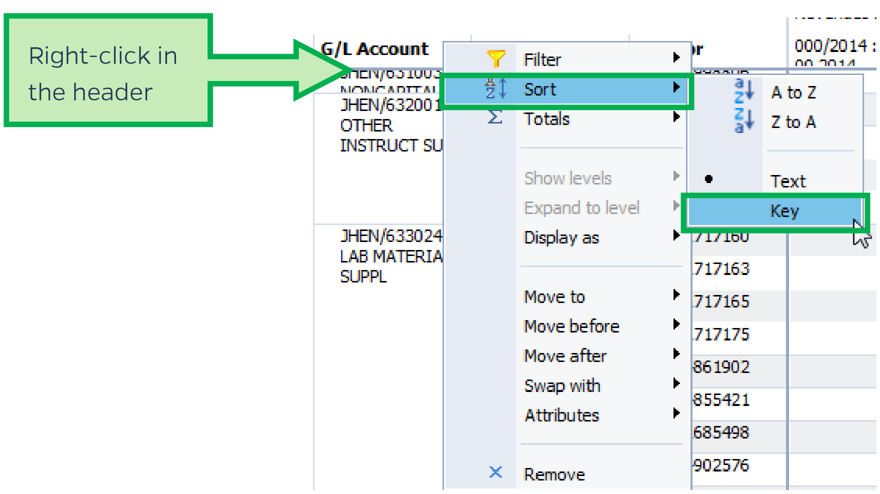
1. Right-click the G/L Account column header. This will bring up a Context menu.
2. Hover over **Display as**.
3. From the **Display as** drop-down menu, select **Key: Text**.



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

Sort G/L Account by Key

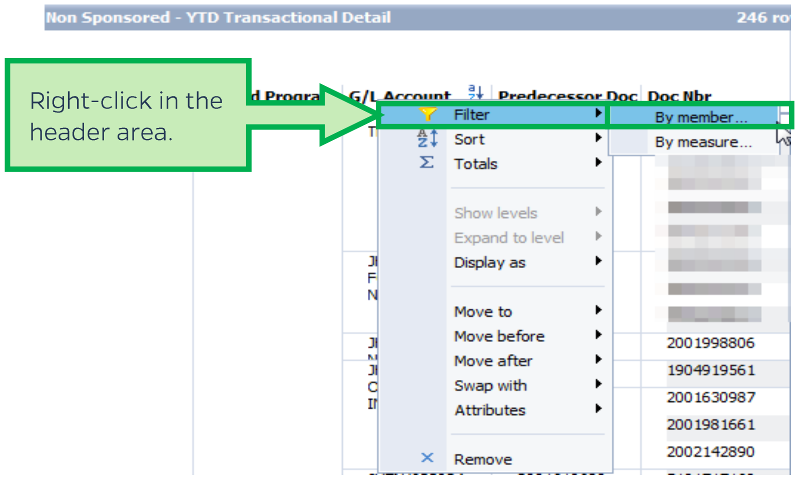
1. You may need to sort G/L account by key. To do this, right-click the **G/L Account** header area and hover over **Sort** from the Context menu.
2. From the **Sort** drop-down menu, select **Key**.



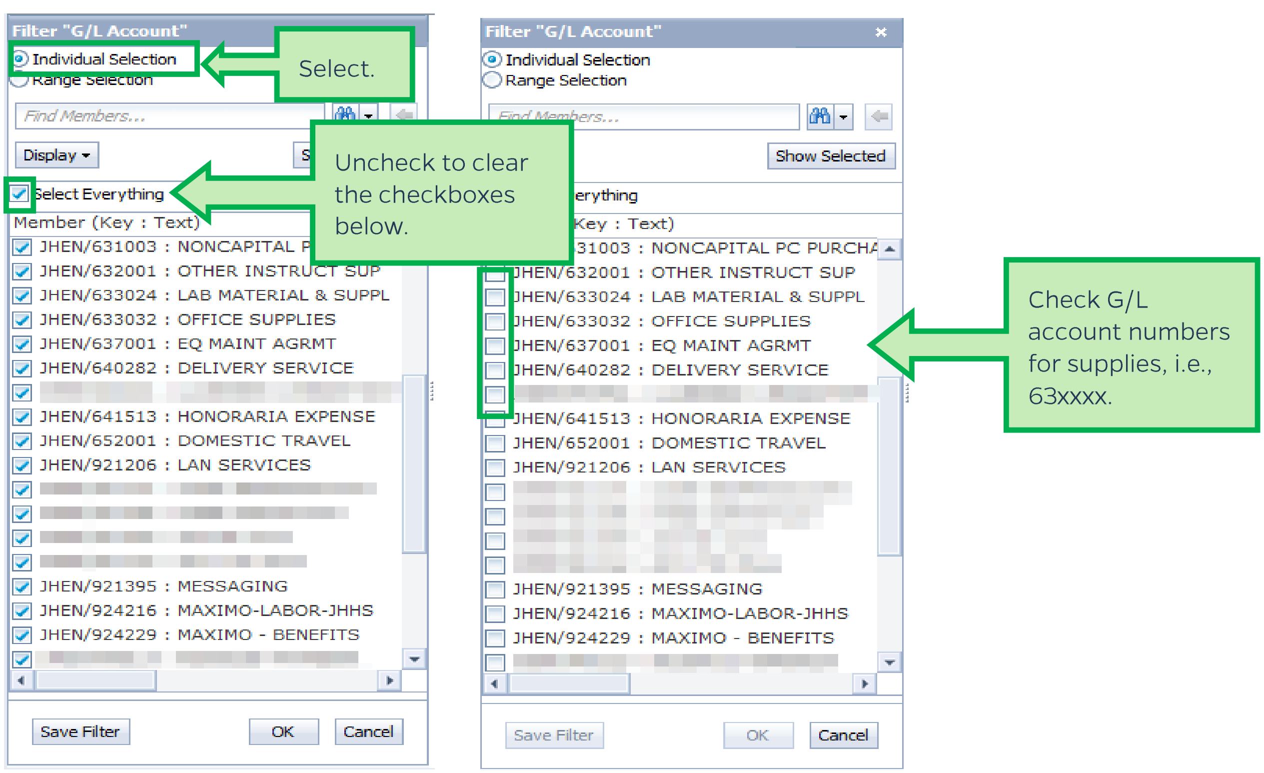
It will now appear in ascending order by key.

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

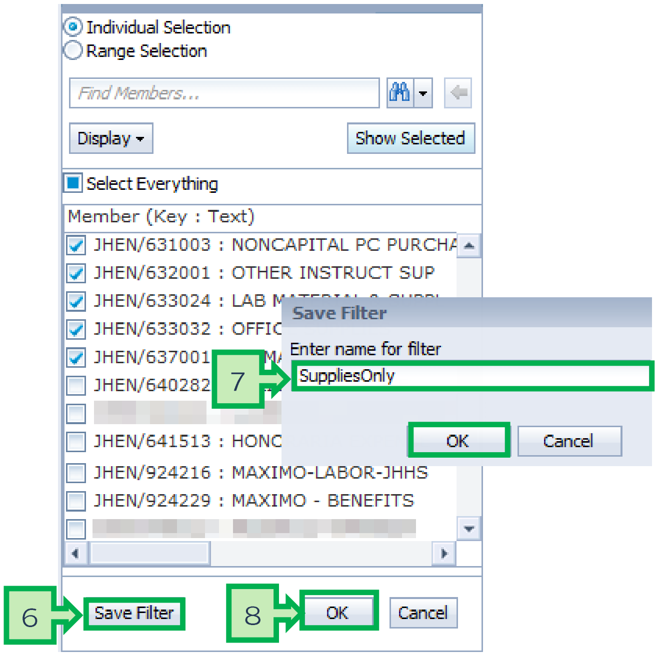
1. Right-click the **G/L Account** column header. This will bring up a Context menu.
2. Select **Filter**.
3. From the **Filter** drop-down menu, select **By member…**

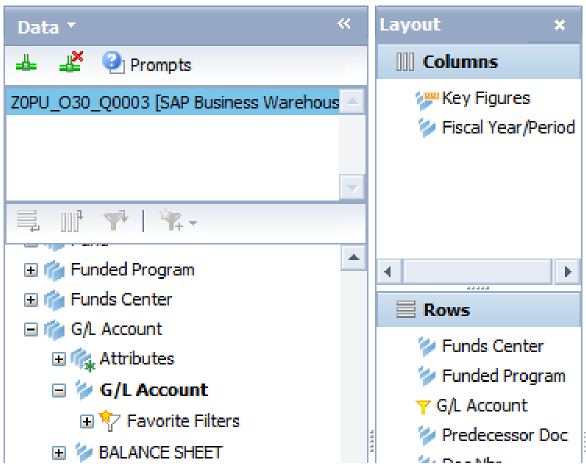


4. In the **Filter "G/L Account"** pop-up menu, confirm that **Individual Selection** is selected and uncheck the **Select Everything** checkbox to clear the checked selections.
5. Scroll to the data that you want to include in your filter and check the boxes.

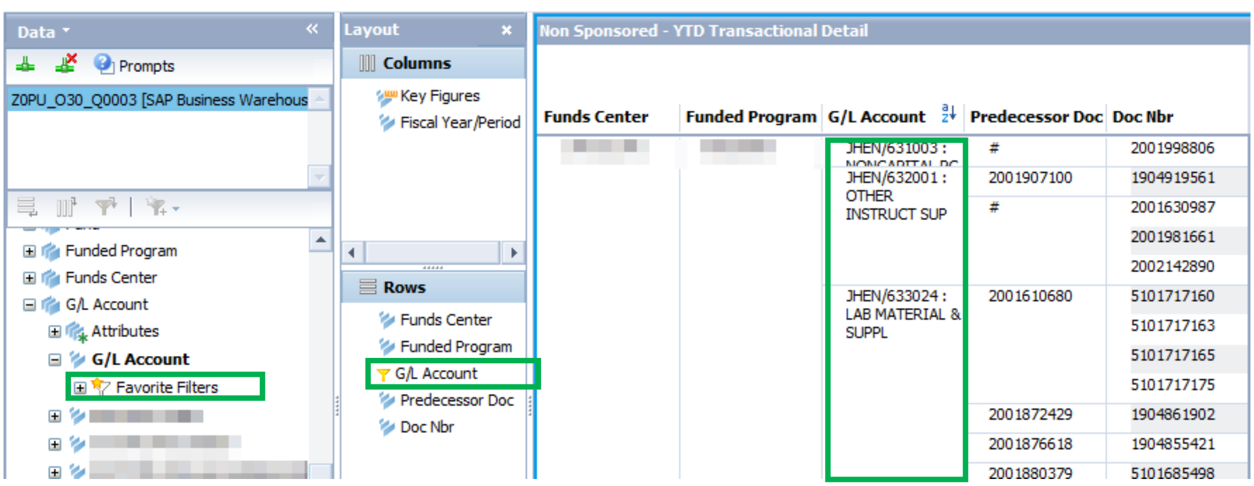


6. Click Save Filter.
7. Enter a name for the filter and click the OK button.
8. Click OK to apply the filter to your report.



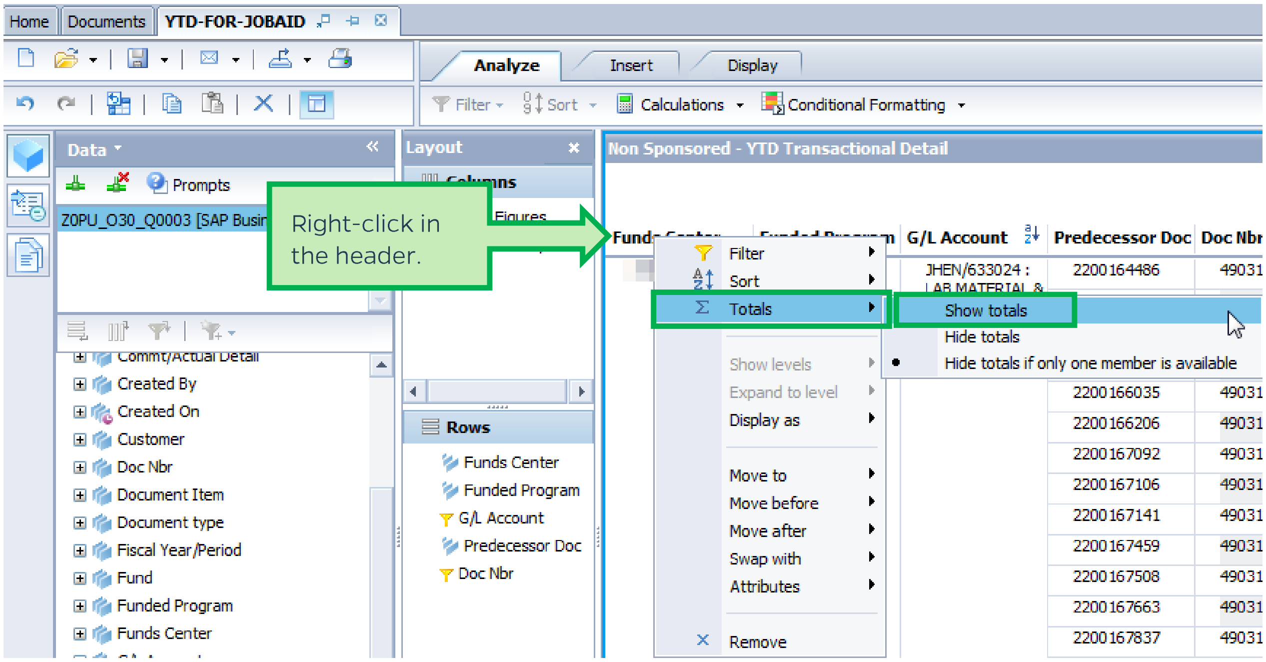


Proof of a filter will be shown in all three panels.

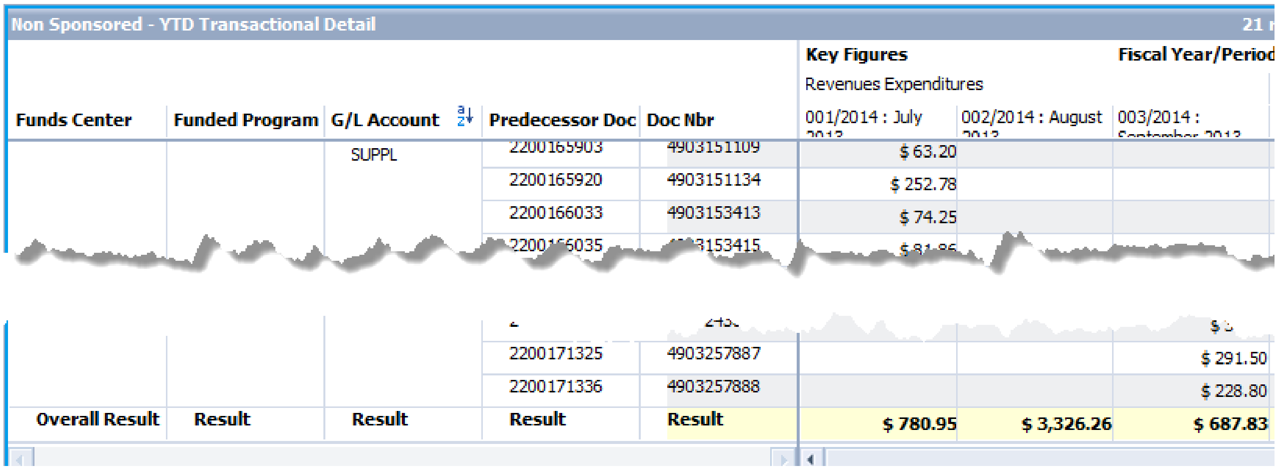


Adding Grand Totals to the rows

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**.

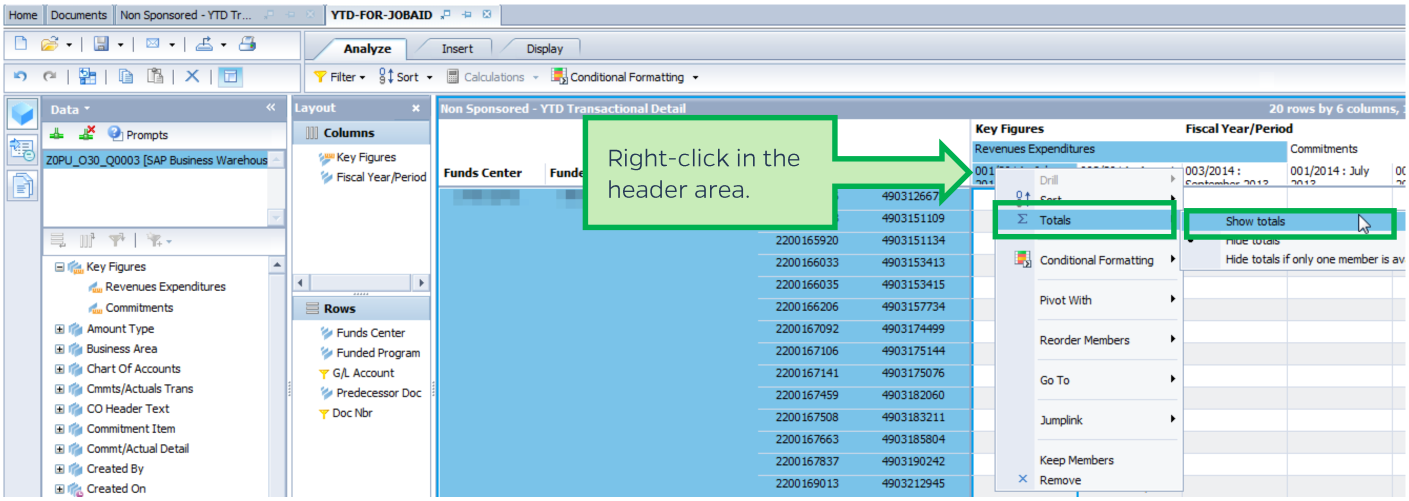


The Results panel will now show sums at the bottom of the rows.



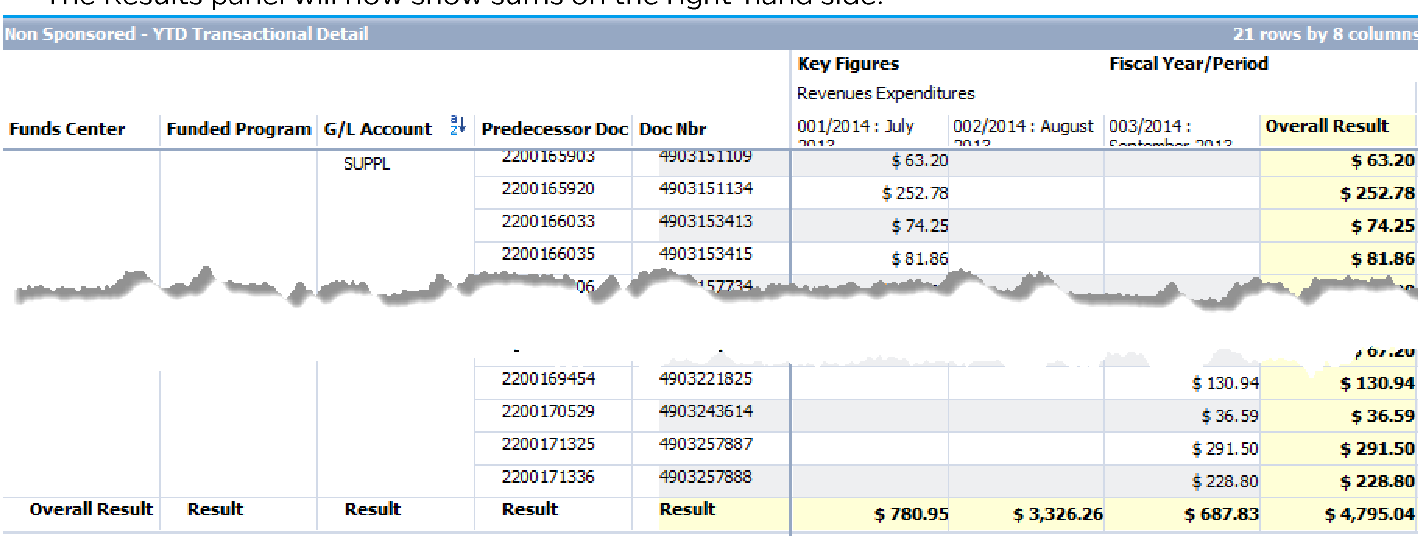
Adding Grand Totals to the columns

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 Ctl+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   21 rows by 8 columns

Funds Center	Funded Program	G/L Account	Predecessor Doc	Doc Nbr	Key Figures / Revenues Expenditures 001/2014 : July 2013	002/2014 : August 2013	Fiscal Year/Period 003/2014 : September 2013	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
			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.