SAP Business Intelligence (BI)
Financial and Budget Reporting

Operating Expense Trend Analysis

October 2009
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Initial Variable Screen

Click the "Selection" icon associated with the Fund Type Hierarchy row. A "Choose Nodes: Fund Type Hierarchy" window will open.

Click the text of the 751-E&G Funds row. Clicking this text will move this selection to the Initial Variable screen.

Fund Type Selection

Click the "Selection" icon associated with the Fund Type Hierarchy row. A “Choose Nodes: Fund Type Hierarchy” window will open.

Click the text of the 751-E&G Funds row. Clicking this text will move this selection to the Initial Variable screen.
Fund Center Hierarchy (Groups) Selection
Click on the Selection icon associated with value entry box for the Fund Center Hierarchy row.

The following window will open.

Click on the navigation node / triangle to begin displaying the organizational structure. If you click the text, you are making a selection. To see additional groupings, you must continue to click the navigation nodes / triangles.
Click the navigation node/ triangle associated with the Provost entry. This will further expand the organizational structure.

Click the text “Dean – Business & Pub” to select this group of fund centers.

*Note: The selection of this Dean’s area is for training purposes only. You should select the appropriate group for your reporting purposes.*
The Initial Variable screen should look like this.

Click the “Execute” button.

The following report will open …

Click the “x” link to remove the WCU banner from the top of the screen.
Part I Trend Tab

Click the “Trend” tab to move to this report.

In the CI Category drop down list, select the “Operating” option.

Click on the “Display Navigation Block” button on the toolbar. Another section of the report will open.

Click the “Fiscal Period” filter button. A “Select Filter Value for Fiscal Period” window will open.
Click the appropriate check boxes to select the desired fiscal periods.

After checking all of the desired fiscal periods, click the “Transfer” button.  
Click the “Transfer” button and **patiently WAIT** for the screen to refresh.

Click the “Close” button to hide the filter portion of the report.
Right click the Commitment Item link in the body of the report … column titles shaded in gray … far left column …

A menu list will open. Select the “Expand Hierarchy” option. This will open another menu. Select the Level 08 option. This step will automatically expand all of the Commitment Item triangle nodes.
Note: When the filter for the first three months of the fiscal year was selected, the reported data was limited to this time period. Each column was limited to these periods. The column for fiscal year 2008 and 2009 was limited to these periods.

Please note that there is no detail to report for fiscal year 2007 as WCU was using the PeopleSoft Finance system during this time period. WCU moved to the SAP Finance system in November of that fiscal year.
Additional Filtering

Click the “Filters Buttons” icons. This will open a new section of the report.

This section of the report allows you to further filter the included fund centers. You can select

- 7511xxxxxx EG – Education & General
- 7512xxxxxx ES - Ed Supplies
- 7513xxxxxx FD – Faculty Development
- 7514xxxxxx HD – Human Resources (Staff) Development
- 7515xxxxxx IN – Presidential Initiatives
- 7517xxxxxx SS – Self Support
- 7518xxxxxx WK - Workshops
- 7519xxxxxx UG – Unrestricted Grants
- 7511xxxxxx through 7515xxxxxx
- 7517xxxxxx through 7519xxxxxx

Click the appropriate button based on your filtering needs.
Note: Click the “Remove All Filters” button to remove any additional filtering that you had used. This will return the report to the point where all of the initially selected fund centers are included in the displayed results.

Click the “Close” button to close this section of the report.

The second time around …

Once you have added a filter for a set of fiscal periods (July / August / September in this example), you have to remove this filter before you can make a different selection within the same reporting session. If you exit the reporting system, this step is not necessary.

Click the “Display Navigation Block” icon on the toolbar to open the Navigation block.

Click the “Trashcan” icon associated with the Fiscal Period filter. This will remove the existing filter selection.

Then click the “Filter” icon to select new fiscal periods.
Summary of Steps – Trend Tab

*Steps A, B, and C may have already been completed.*

a) On the Initial Variable screen, select “1-E&G Funds” for the Fund Type Hierarchy.

b) Select the appropriate organizational group (dean / director / vp) for the Fund Center Hierarchy.

c) Execute the report.

d) Click on the Trend tab.

e) Click the “Display Navigation Block” icon on the toolbar.

f) Click the “Filter” icon associated with Fiscal Period and select the appropriate fiscal periods. (Click the “Transfer” button to accept your selection of fiscal periods.)

g) Patiently wait for the screen to refresh.

h) Select “Operating” expenses from the CI Category drop down list.

i) Right click the “Commitment Item” link … column heading shaded in gray … select the menu option “Expand Hierarchy – Level 08.”

j) If needed, click the “Filters Button” icon on the toolbar. Use the various filter buttons to further narrow your selection of fund centers.

k) Download information to Excel for further analysis, if needed.
Part II  Prior Year Tab

Click on the Prior Year tab.

Select Non-Personnel from the CI Category drop down list.

Right click the Commitment Item link in the body of the report … column titles shaded in gray … far left column …

A menu list will open. Select the “Expand Hierarchy” option. This will open another menu. Select the Level 08 option. This step will automatically expand all of the Commitment Item triangle nodes.
Click the Display Navigation Block icon on the report toolbar. A new section of the report will open.
Click the Filter button / icon associated with the Fiscal Period / Year field. A new window will open.

Select the appropriate fiscal periods / months in each fiscal year. (In this example, it is FY 2009 and 2010.)

Click the “Transfer” button to execute your selection.
The report now shows non-personnel expenses for the first quarter of fiscal year 2009 compared to the first quarter of fiscal year 2010.
Summary of Steps – Prior Year Tab

Steps A, B, and C may have already been completed.

a) On the Initial Variable screen, select “1-E&G Funds” for the Fund Type Hierarchy.

b) Select the appropriate organizational group (dean / director / vp) for the Fund Center Hierarchy.

c) Execute the report.

d) Click on the Prior Year tab.

e) Click the “Display Navigation Block” icon on the toolbar.

f) Click the “Filter” icon associated with Fiscal Period and select the appropriate fiscal periods for each fiscal year. (Click the “Transfer” button to accept your selection of fiscal periods.)

g) Patiently wait for the screen to refresh.

h) Select “Non-Personnel” expenses from the CI Category drop down list.

i) Right click the “Commitment Item” link … column heading shaded in gray … select the menu option “Expand Hierarchy – Level 08.”

j) If needed, click the “Filters Button” icon on the toolbar. Use the various filter buttons to further narrow your selection of fund centers.

k) Download information to Excel for further analysis, if needed.
Exporting to Excel

1) Click on the Export to Excel icon on the toolbar.

2) Click on the Open button.

Take advantage of the functionality of the Remove Results Row button and the Repeating Text Display button by clicking on each of these buttons.
3) Excel will begin to open and the following window will be displayed. Click the Yes button.

4) You can then save the Excel file and use as needed.
Printing Reports

**A One-Time Only Step** …

- a. In Internet Explorer, click on the Tools button.
- b. Click on Internet Options.
- c. Click on the Advanced Tab.
- d. Scroll down to the Printing Options.
- e. Check the box for Print background colors and images.
- f. Click the Apply button.
- g. Click the Ok button.
Advanced Tab

Click to check Print background colors and images
Click to drop down arrow to the right of the Printer icon to open the Print menu.

Click on the Print Preview … option from the menu that opens.

On the Print Preview screen, select **Only the selected frame** and **Shrink to Fit** from the dropdown boxes.

Click the “Landscape” button to switch the page layout to a landscape view.

Click the “Print” button to print the report.

{The End … for now …}