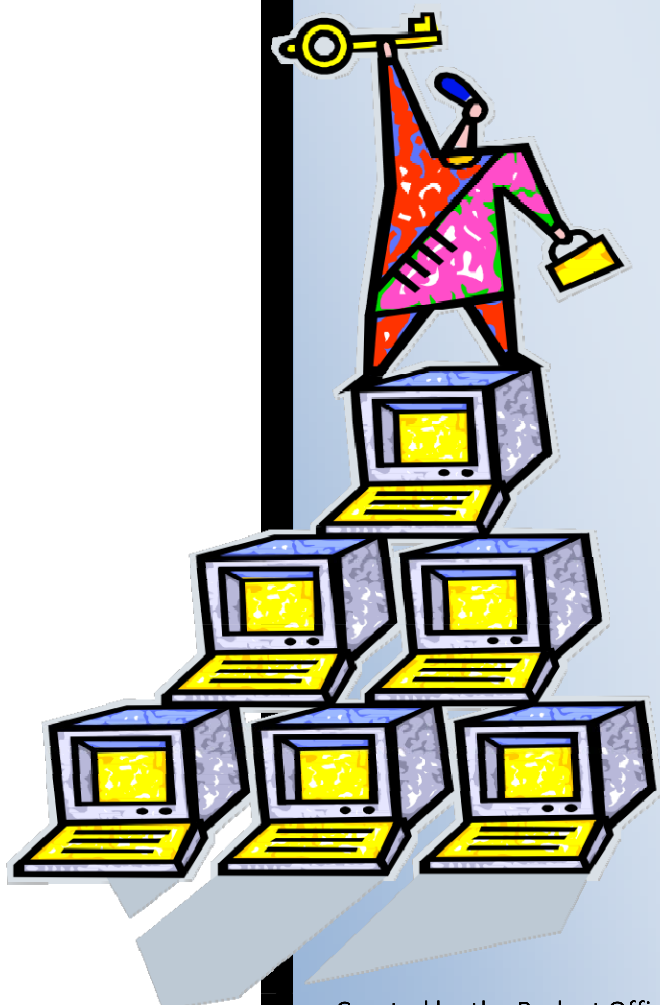
2011

SAP Business Intelligence (BI) Reporting Training



Created by the Budget Office

Millersville University of PA

6/1/2011

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For assistance with logons or if the “Business Intelligence” tab does not appear in your ESS account, please contact:

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SAP Business Intelligence (BI) Reports

In an effort to provide financial managers with the most up-to-date budget information possible, the Budget Office has created an array of SAP budget reports, using SAP BI. These reports can be accessed on-demand using the SAP ESS portal. The reports are user friendly, easy to run and will provide several key improvements over our previous SAP SQL reporting environment.

The SAP BI budget reports are run from the database known as the Business Warehouse (BW). It is important to note that the BW is refreshed once daily each morning. The update is generally completed by 8:00 a.m. Therefore, there is no longer a need to wait until the afternoon to run your budget reports and receive the most up-to-date data. **This means the reports will include no transactions from the day the report is physically processed.**

In order to assist with your financial reporting needs, each user has been set up with their own unique personalization. The intent of the personalization is that a user will actually need to enter no variables except the fiscal year or period when processing reports unless interested in a specific funds center. The Budget and Accounting Offices have created a variety of reports to assist users in their financial tracking and monitoring. See Appendix A for a complete listing of all BI reports and a brief description of each including the tabs and views that have been created.

The BI reporting tool offers a number of added benefits for our users:

1. There are no longer numerous User IDs and passwords to remember – BI reports are accessed using the SAP ESS portal. Because of the integrated sign-on, the only user ID and password necessary is your Millersville Domain logon and password.

2. BI is refreshed once daily each morning. Generally this is completed by 8:00 a.m. so it is no longer necessary to wait until the afternoon to run your financial reports.

3. BI reports are tabular in nature so most of your financial data can be retrieved by running one single report.

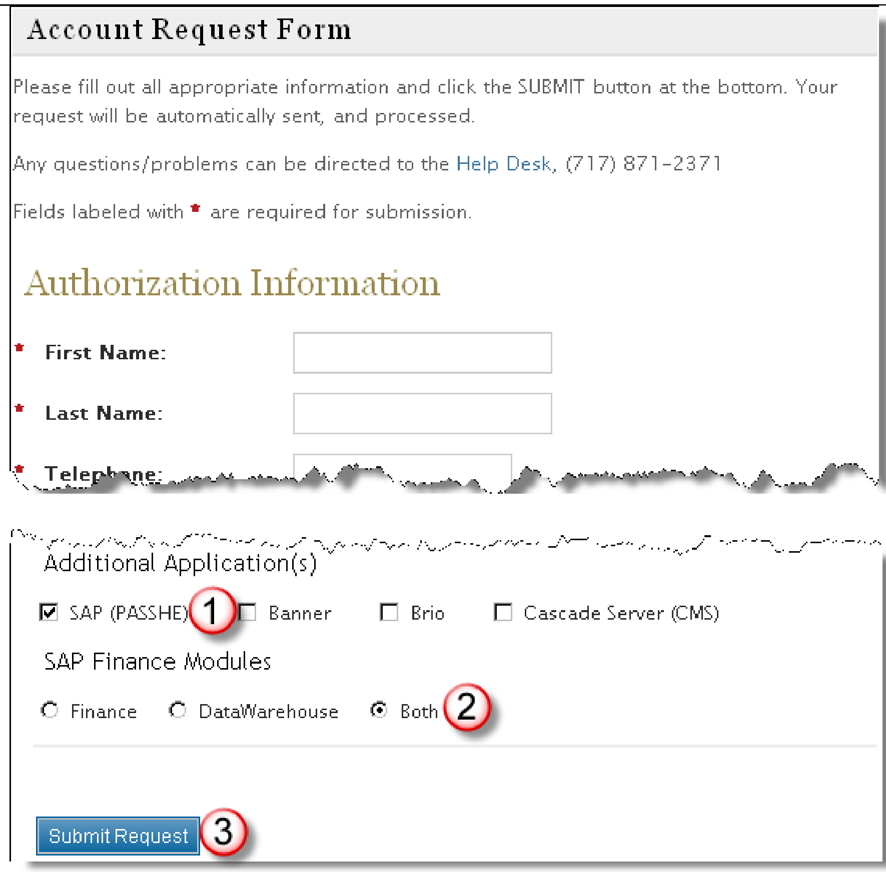
4. BI offers users the ability to “jump” into the detail for the financial data being viewed.

Requesting BI Report Access

In order to access BI reports, users must have an Employee Self Service account and be granted the proper security access.

Using the link http://www.millersville.edu/infotech/forms/account-request.php

1. Complete the form as required. Be sure to select “SAP” under “Additional Applications”
2. Select “Both” under “SAP Finance Modules”
3. Click Submit Request



Account Request Form

Please fill out all appropriate information and click the SUBMIT button at the bottom. Your request will be automatically sent, and processed.

Any questions/problems can be directed to the Help Desk, (717) 871-2371

Fields labeled with * are required for submission.

Authorization Information

* First Name:
* Last Name:
* Telephone:

Additional Application(s)

☑ SAP (PASSHE) 1 ☐ Banner ☐ Brio ☐ Cascade Server (CMS)

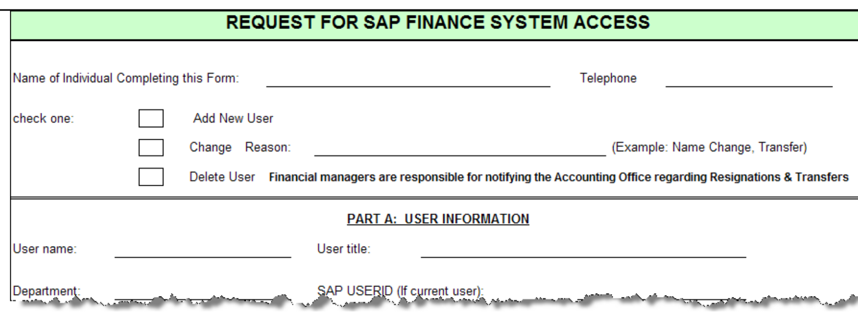
SAP Finance Modules

○ Finance ○ DataWarehouse ◉ Both 2

Submit Request 3

Using the link http://www.millersville.edu/accounting/files/sap-security-form.xls

1. Click on SAP Security Form (Excel)
2. Complete form as required and submit to Accounting Office for processing
3. All appropriate user IDs will be created and security will be assigned



REQUEST FOR SAP FINANCE SYSTEM ACCESS

Name of Individual Completing this Form: ____________ Telephone ____________

check one: ☐ Add New User
☐ Change Reason: ____________ (Example: Name Change, Transfer)
☐ Delete User Financial managers are responsible for notifying the Accounting Office regarding Resignations & Transfers

PART A: USER INFORMATION

User name: ____________ User title: ____________

Department: ____________ SAP USERID (If current user): ____________

You will receive an email from the Accounting Office advising that your profile has been created and providing a complete list of user IDs and passwords.

Please contact the Budget Office after the email is received to schedule training.

Hyperion on the Web SAP Queries to BI Reporting Crosswalk

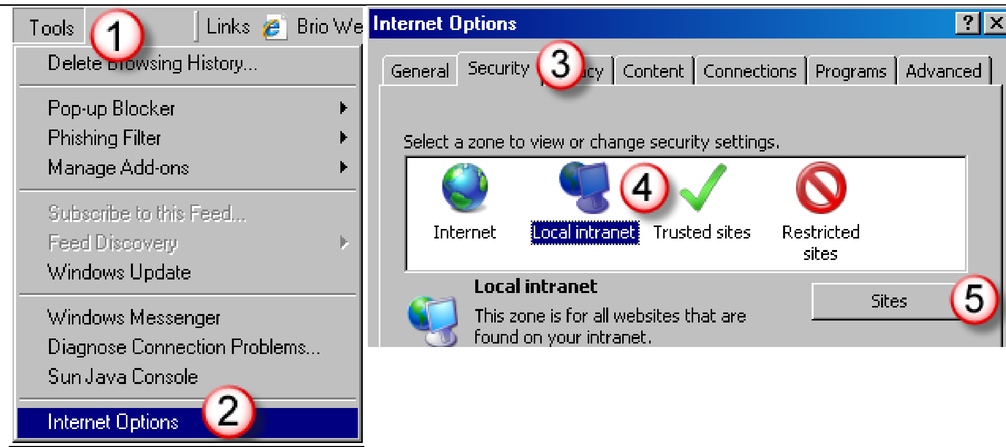
SAP SQL Report	New BI Report	Tab	View
Bud 1-A summary pool bdgt oper and rev	Department Budget Report	Summary	Bud 1-A Pool Budget
Bud 1-B pool bdgt – line item transactions	Department Budget Report	Budget Trans - for budget transactions; Actuals w/o St Emp Trans – for actual transactions	Default view for both tabs
Bud 2-A summary line item bdgt oper and rev	Department Budget Report	Summary	Bud 2-A Line Item Budget
Bud 2-B line bdgt – line item transactions	Department Budget Report	Budget Trans - for budget transactions; Actuals w/o St Emp Trans – for actual transactions	Default view for both tabs
Bud 3-A – stu wage trans by dept	Department Budget Report	For summary information – choose summary tab For transactions – Budget transactions – Budget Trans Actuals – Student Emp Trans	For summary information – choose Student Employment Summary For transactions – Budget transaction – select Student Employment Budget Trans view Actuals – Use default view
Bud 4-A sap restricted fund balance	Restricted Fund Balance Report	For Fund Balance – choose Summary tab For Transactions – choose: • Revenue tab for revenue transactions • Transfers tab for transfer transactions • Expenses tab for expense transactions • Commitments tab for open commitments detail	For Fund Balance – Use default view For Transactions – Use default views
Bud sap order no - summary	Internal Order Report	Summary	Default View
Bud sap order no - transactions	Internal Order Report	Transactions	Default View

Internet Explorer Initial Setup for BI

In order for users to be able to export to Excel or Adobe, some initial setup needs to take place on your PC. NOTE: Information Resources is working on a resolution so this action does not need to be performed on every PC.

Open Internet Explorer

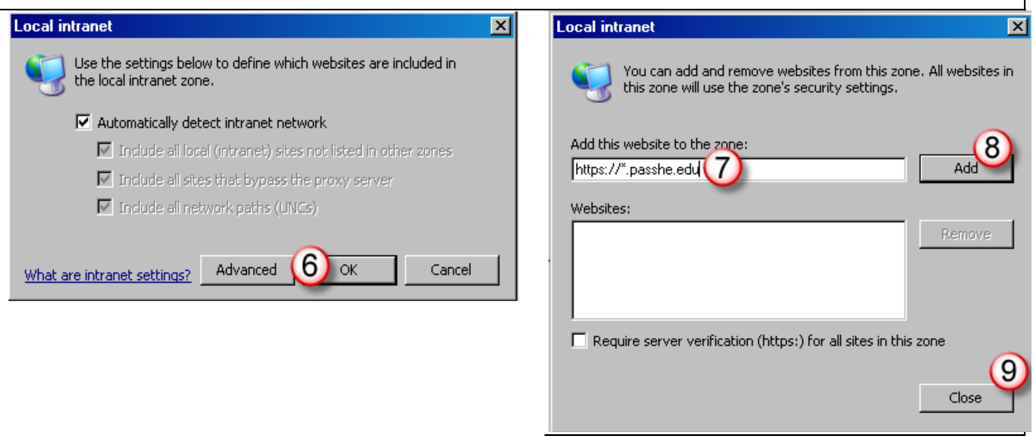
1. Select Tools from the internet tool bar
2. Select Internet Options



3. Select the Security tab
4. Highlight Local Intranet
5. Click Sites
6. Click Advanced
7. Enter https://*.passhe.edu

Make sure the "Require server verification (https:) for all sites in this zone is NOT checked

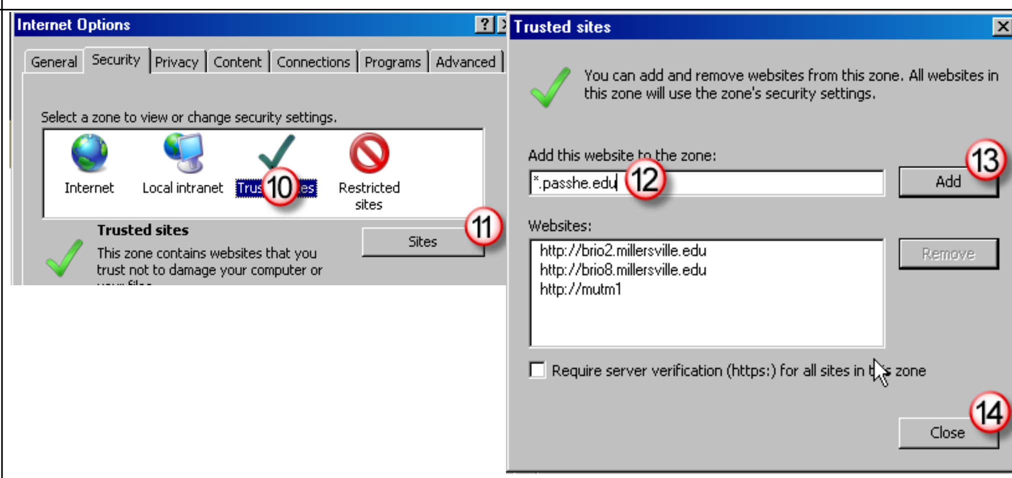
8. Click Add
9. Click Close then OK



10. On the Security tab, highlight Trusted Sites
11. Click Sites
12. Enter *.passhe.edu

Make sure the "Require server verification (https:) for all sites in this zone is NOT checked

13. Click Add
14. Click Close then OK



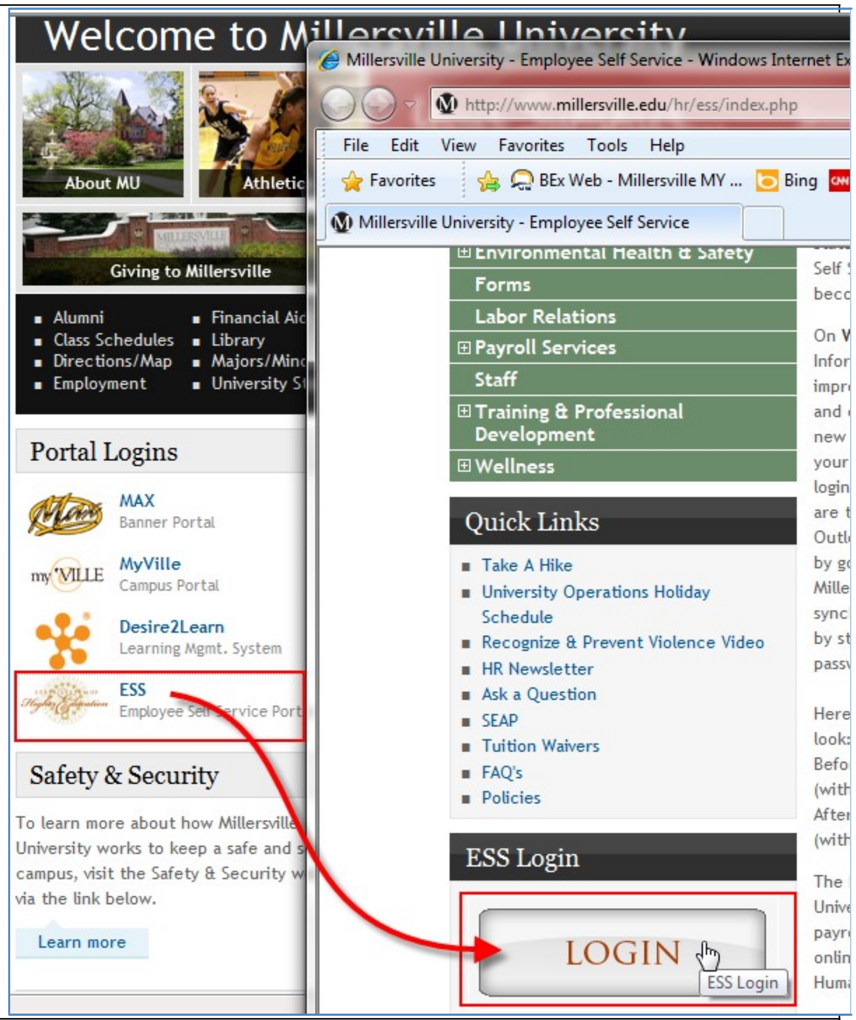
You have now completed the initial setup for BI reporting!

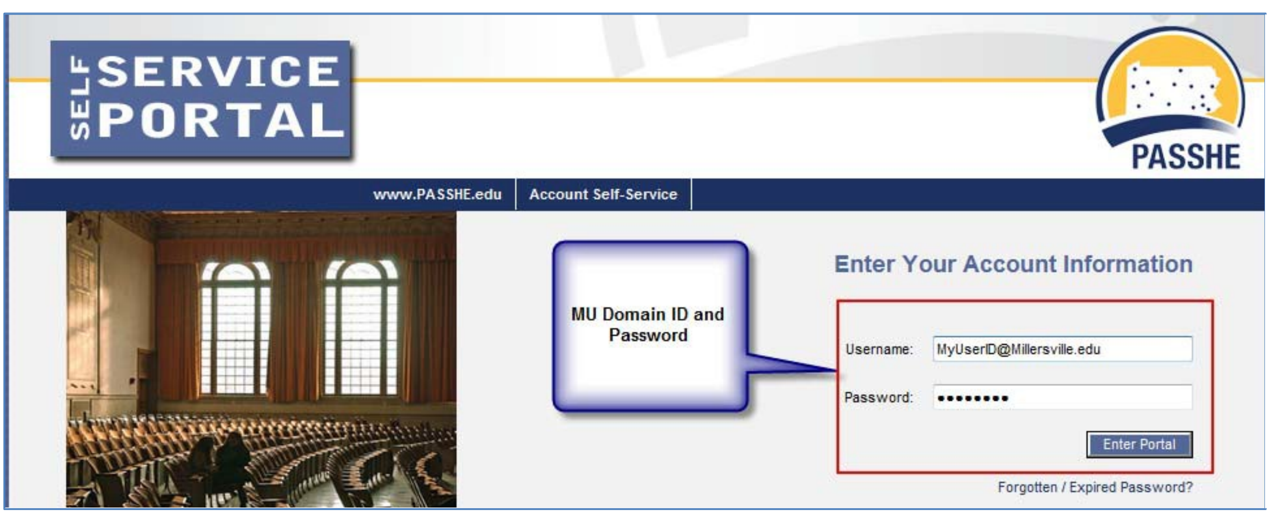
How to logon to BI

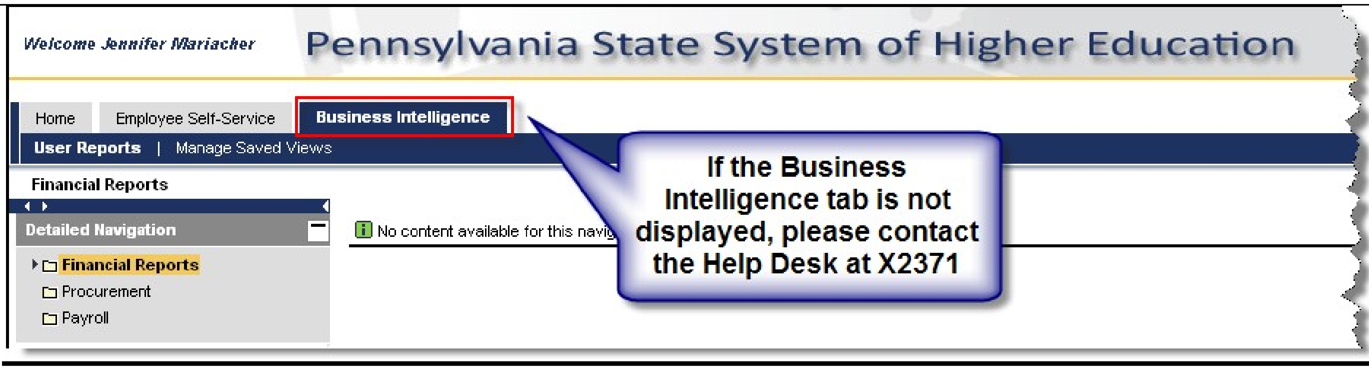
Users will logon to BI in the same manner as they do, currently, to access their pay statements and enter leave requests. BI will appear as a new tab when logged in to the PASSHE portal.

1. Go to the Millersville University home page at www.millersville.edu and select "ESS" on the left pane. This will take you to the Human Resources web page.
2. Select "Login"
3. Enter your University domain userID (FirstName.LastName@millersville.edu) and password
4. You will now see a BI tab as one of your options.

If the Business Intelligence Tab is not displayed on your ESS account, please contact the Help Desk at ext. 2371



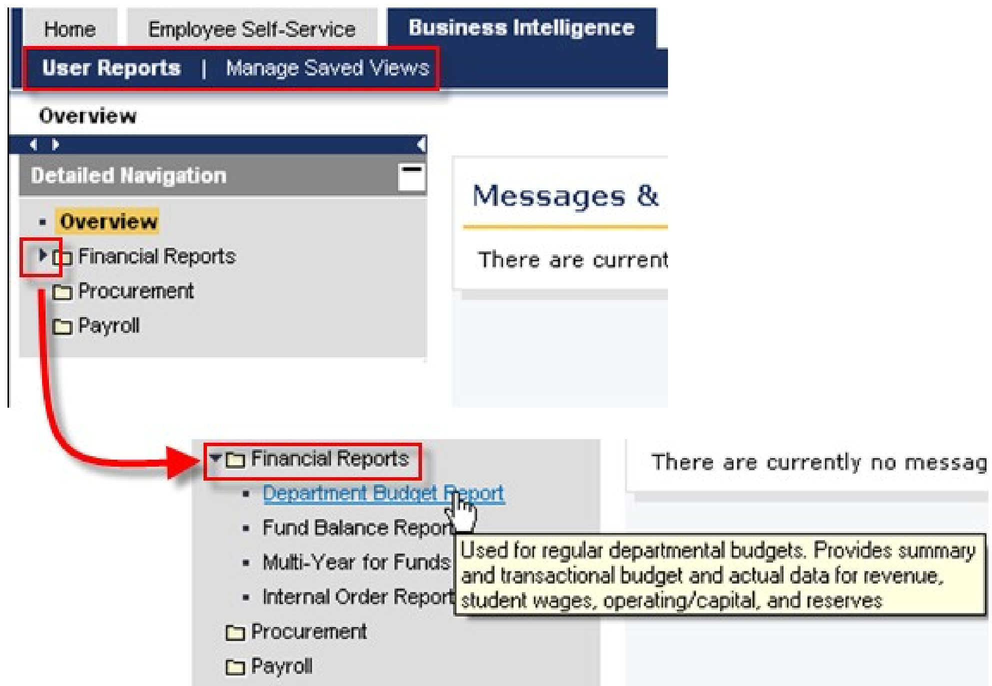




On the Business Intelligence tab, each user will have two sub-tabs – User Reports and Manage Saved Views.

The User Reports tab will contain the reports which are available campus wide. All of your financial monitoring reports will reside in the "Financial Reports" folder. You will need to click on the black arrow to open the folder and display the reports. You can hover over the report to get a brief description of the report and what it is used for. There are currently no reports published to the Procurement and Payroll folders. Reports may be added to these folders at a later time.

The Manage Saved Views tab will be used for two purposes. It will enable a user to directly access a personal view they have created. These views will appear in the "Favorites" folder (The procedure for creating personal views is explained beginning on page 10.) This tab will also be used to access custom views created for you by the Accounting or Budget Offices.

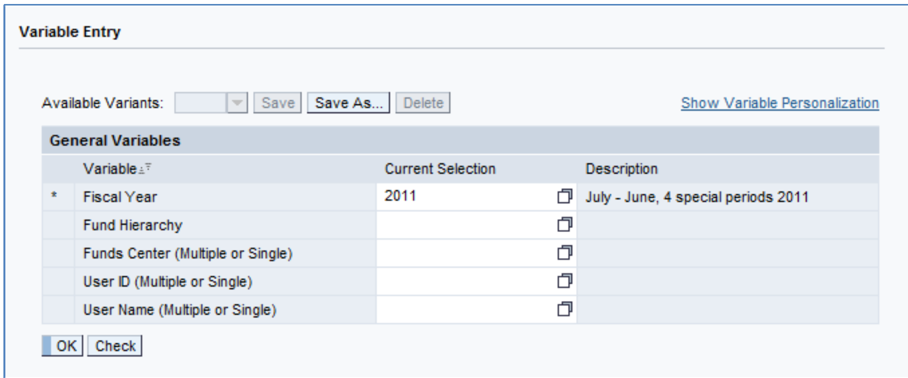


Now that you are familiar with the BI Reporting Portal, let's open a report and get familiar with navigating a BI report!

To open a report, simply click on the desired report!

BI Navigation

Variable Entry Screen



You can use the Check to verify variables are valid!

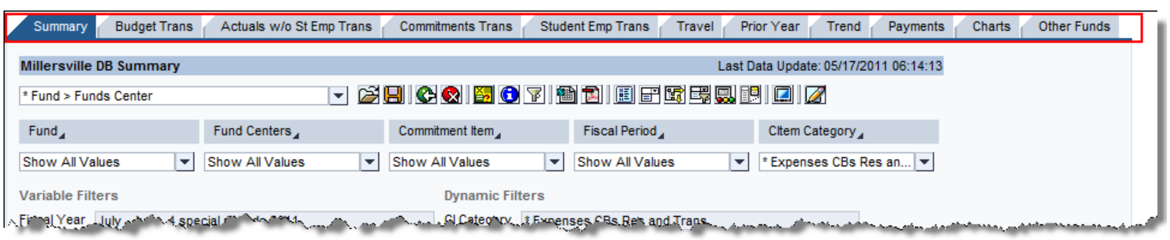
After clicking on the report link, a Variable Entry screen will appear before the report runs.

You will not need to change any of these values. Simply click the OK button to execute your report.

After clicking OK, a turning wheel will indicate the report is running.

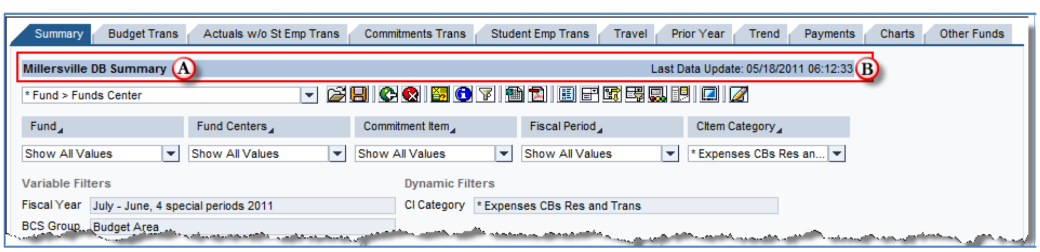
Tab Layout

BI reports are tabular in nature. Each report will contain at least one tab and may have many tabs. The tabs have been created to categorize data for financial managers and enable them to meet their reporting needs. To navigate from tab to tab, click on the appropriate tabs. Please note that a user should click one-time only. BI will display a processing wheel until processing is complete. A complete listing of the BI Financial reports has been created for your reference and appears in Appendix A.

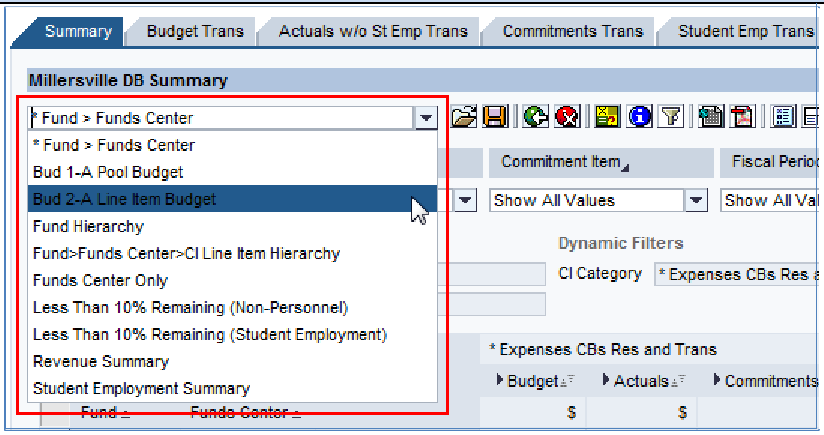


Query Description and Last Update

A. For each tab selected, the description of the query will display.
B. The Last Data Update date and time will also display. This is the day and time the SAP BI reports were last updated with SAP data. Typically, your reports contain all the prior day information by 8:00 a.m. each morning.



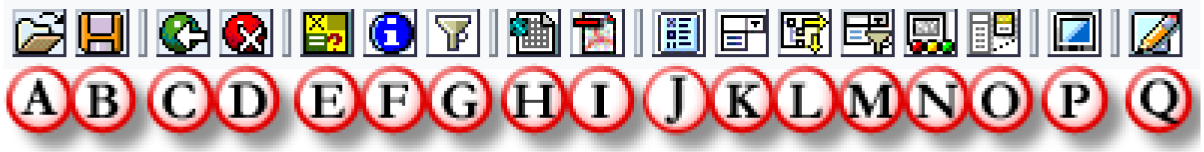
Global Views



Each tab may contain multiple views in a dropdown list. Simply click on the dropdown arrow to display a list of views built on the query. Click on the desired view and wait for the screen to refresh with the new view.

Refer to Appendix A for a description of views for each report and tab.

Toolbar Button Icons



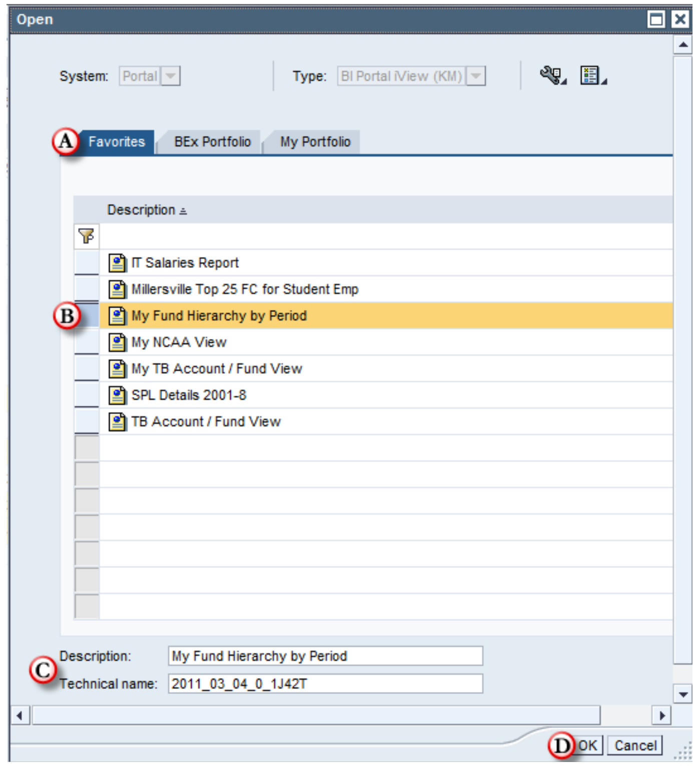
A. OPEN - Access and open any previously saved used-defined views.
B. SAVE - Save a user-defined View after implementing formatting and criteria changes.
C. UNDO - Undo last navigation change. Each click will back out another step / change. Allow time for each screen refresh. NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.
D. RESET - This will undo all user navigation and filter changes and return the view to the way it was delivered. NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.
E. VARIABLE SCREEN - This will return the user to the Initial Variable Screen to change your selections.
F. DISPLAY - This will show all variable and filter selections that are currently in effect.
G. FITLER VALUES - Hide/Display Variable (report-wide) and Dynamic (tab only) Filter Values. The report defaults to display variable and filter values.
H. EXCEL - This will allow you to export the current view to Excel for further processing.
I. PDF PRINT - This will convert the current view to a pdf format to allow you to either print the view or save the pdf file.
J. PROPERTIES - This will display the properties of the current view. Toggle on / off.
K. FAST FILTER AND NAVIGATION - Display Fast Filter Dropdowns, Fast Menus, and Fast Navigation Buttons. The report defaults to display fast filter dropdowns and menus.
L. NAVIGATION PANE - This will allow you full access to the building blocks of the current view. Toggle on / off.
M. FILTER PANE - This will allow you full access to apply / remove filters on the data. Toggle on / off.
N. EXCEPTIONS - Add or edit the formatting of cells based on report values - i.e. cells in red when dollar amount is negative.
O. CONDITIONS - Limit display of data that meets particular user-defined criteria.
P. FULL WINDOW VIEW - Open the report detail or chart in a full window to aid scrolling.
Q. DOCUMENTATION - Access the report documentation and/or tab specific notes.

Open Saved User-Defined Views

Click on the Open User-Defined Views icon on the toolbar to open the views you had previously saved.

A. Make certain you are on the favorites tab. This is where all your user-defined views should be saved.
B. Click on the view you want to open
C. You will notice after clicking on the view the name will appear. Verify you have the correct view selected.
D. Click the OK button to open the view.

After clicking OK, you may be prompted to enter variables. Your current report will be replaced with the user-defined view you opened.



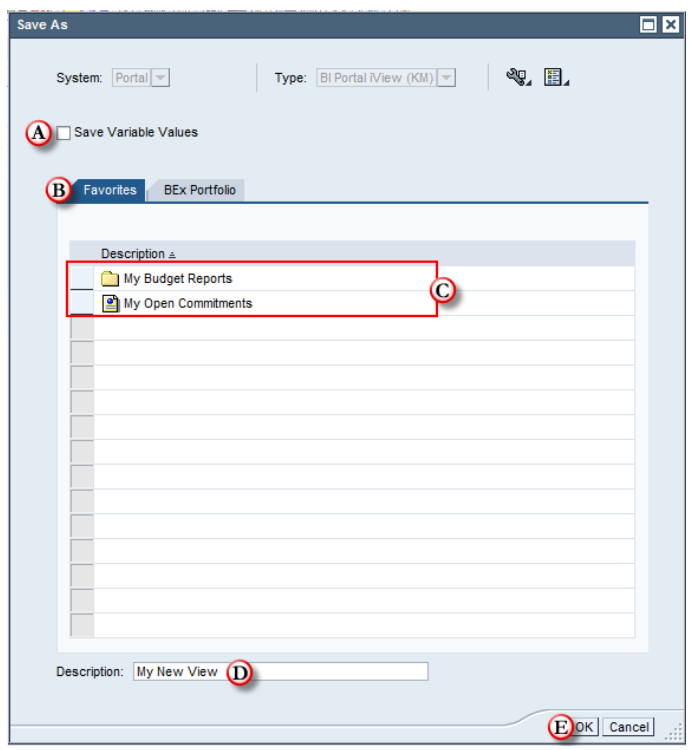
Save User-Defined Views

After making navigational or filter changes to a report, you may wish to save those changes for future reference. Saved Views can save considerable time.

Click on the Save User-Defined Views to create a new user-defined view.

A. The Save Variable Values will be checked by default. Uncheck this box before saving.
B. On the Favorites tab…
C. You will notice all the views you have saved. You can click on one to overwrite it (with the same name) or double-click on a folder to save in a folder.
D. Type the Description of your view.
E. After typing the Description, click OK to save the user-defined view.

Folders can be created to organize your "Favorite" views. Go to the Manage Saved Views tab under Business Intelligence on the portal.

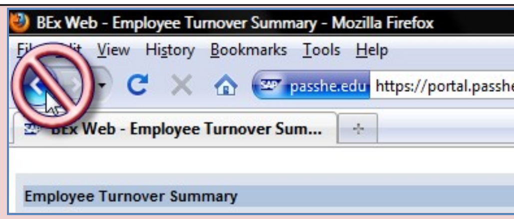
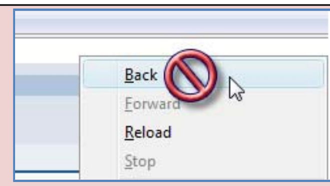


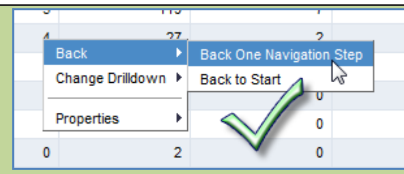
Back

NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.

Click on the Back icon to undo your last navigation or filter. Each time you click the Back button you will undo one step. You can click multiple times to undo multiple steps but you must wait for the screen to refresh after each click.

DO NOT use your browser's back button or your browser's context menu back button.

Browser Back Button	Browser Context Menu
	

BI Toolbar Button	BI Context Menu
	

Back to Start

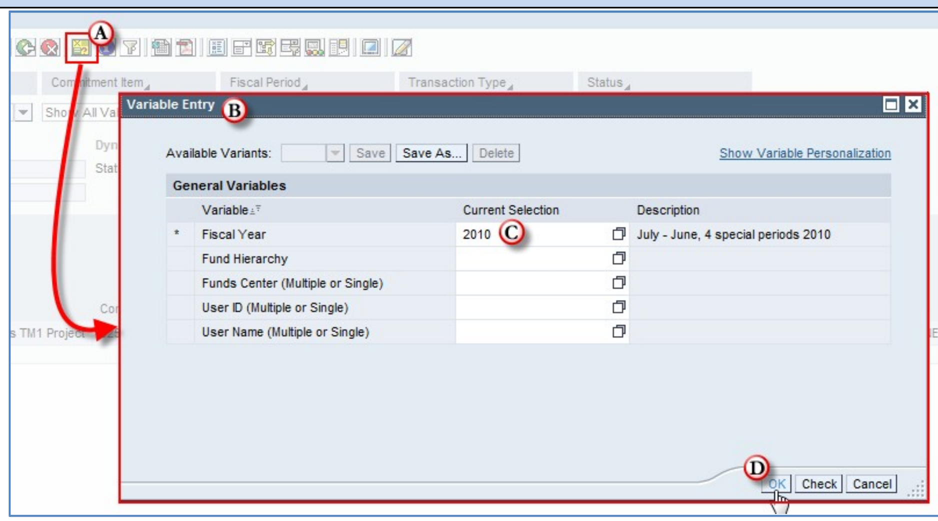
NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.

Clicking the Back to Start button will remove all navigation steps and return the report to the original navigational state. It will also remove any dynamic filters that we added since the report was executed.

Variables

Use the Variables Icon to quickly reprocess the report with new values.

A. Click on the Variables icon to call the variable screen to change variable values.
B. The variable dialog box will open.
C. Change the variable values.
D. Click OK



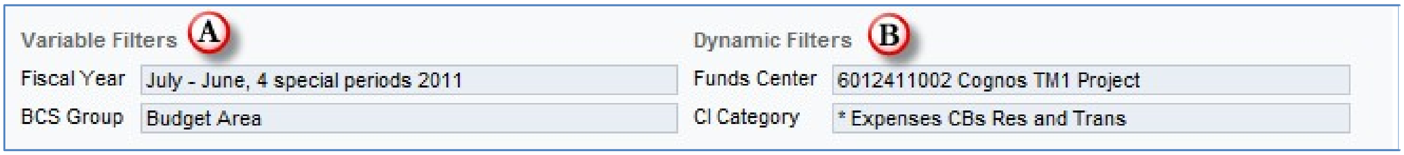
If you change the variable values after running the report with the Variables button, you current navigation state and dynamic filters are preserved when the new variable values are returned. If you simply run the report from the original link again, your navigational state is lost.

Filter Values

A. Variable Filters: This will display the variable values entered when you ran the report.

B. Dynamic Filters: This will display any filtering done on the current tab. Dynamic filters only apply to the tab you are viewing while Variable Filters are the same for all tabs.

C. To hide the display of the Variable and Dynamic filters, click on the icon.



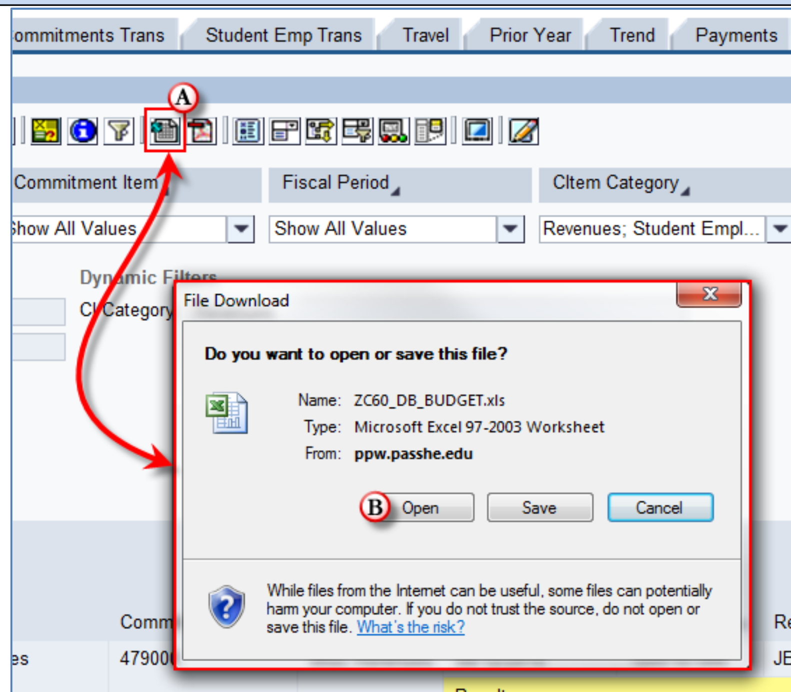
Export to Excel

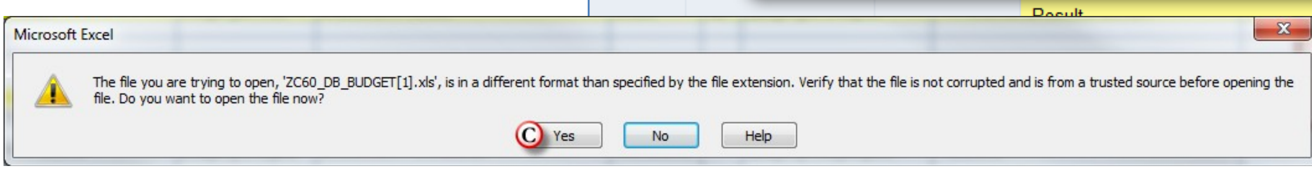
The Export to Excel button can be used to easily export the data table to Microsoft Excel.

A. Click on the Export to Excel icon button.

B. A new dialog box will open. You can either save the file or open it. (Note: This dialog box will vary depending on the web browser you use.

C. If you Open the file, you may be prompted to allow the file to open – depending on your version of Excel and security settings. Click on **Yes** button indicating you trust the file.





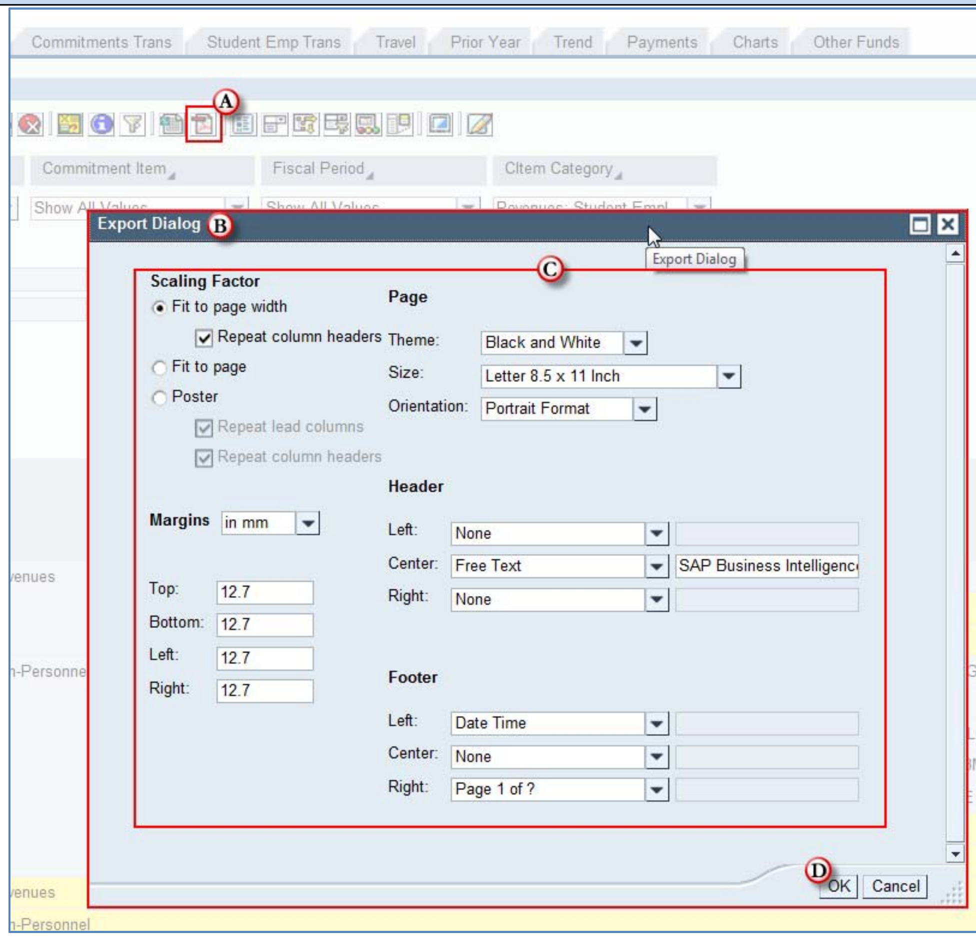
Create Adobe .pdf Document

A. Click on the Export to .pdf button to open the…

B. Export Dialog box.

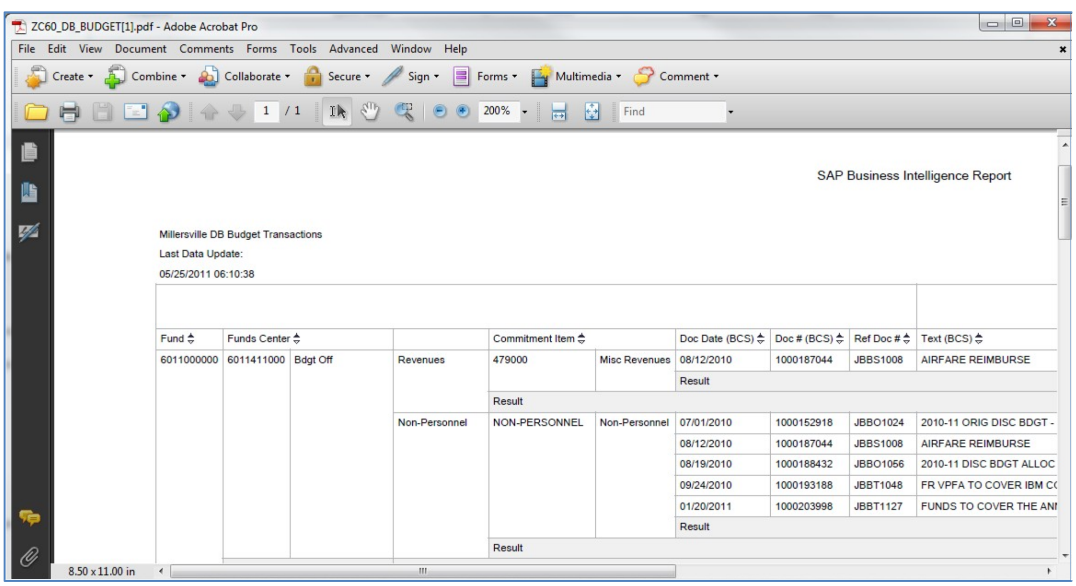
C. Make any desired settings changes. You can change from Black and White to color, change orientation (landscape or portrait), change margins, and even add text to the header or footer.

D. Click OK to complete export.



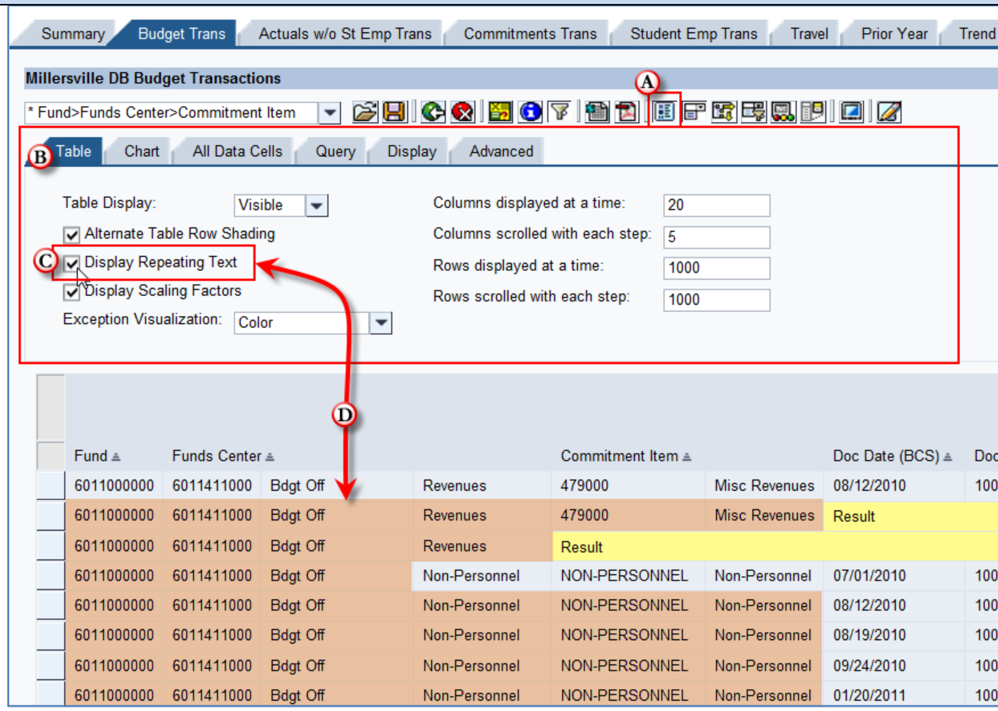
Adobe .pdf Document

After exporting to Adobe .pdf, you will be able to **Print** or **Save** the document for future reference. One of the new improvements to .pdf printing is that columns and/or rows headings will repeat for all pages.



Properties

Users have the ability to change the properties of many reporting objects by activating the properties pane. Click on the Properties button to open the properties pane. (Click on Properties button again to hide the properties pane)



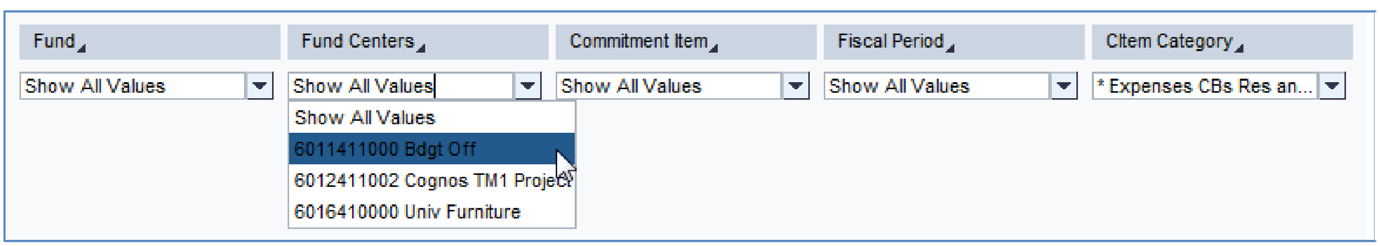
You can modify Table, Chart, All Data Cells, and Query properties.

For example, you may want to display text on every line, regardless if it is repeating.

A. Click on the Properties icon/button on the toolbar.
B. On the Table tab,
C. Check the "Display Repeating Text" checkbox
D. Notice that every row will now display text, even if that text is the same as the row above.

Fast Filters

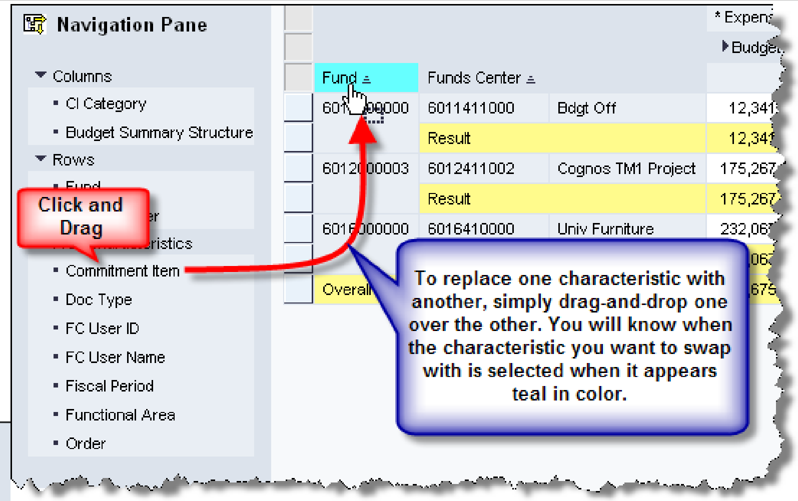
Each tab may contain a filter dropdowns with a list of values. For example, if you run the report for multiple funds centers you can simply select a single funds center from the dropdown. After making a filter selection, the screen will refresh to display data for the single filter value. The dropdown titles also contain common functionality.

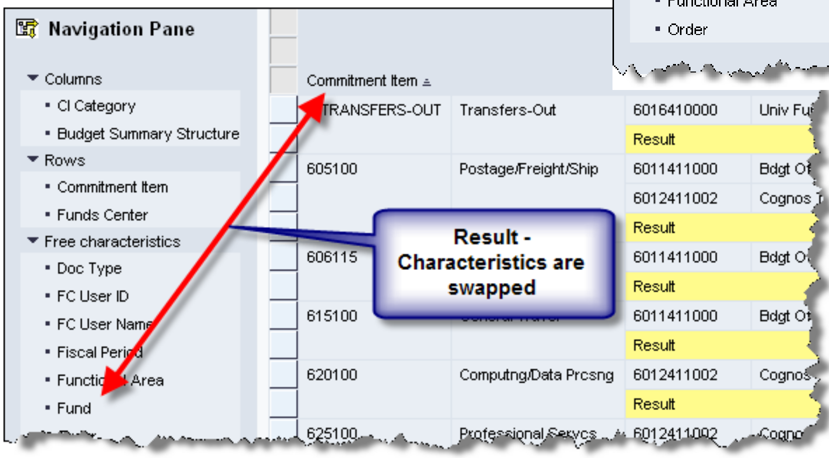


Navigation Pane

Clicking on this icon will open a menu box to the left of your report display. Use the Navigation Pane to add, remove, or replace characteristics or key figures in rows or columns.

To swap (replace) one characteristic with another one, single-click on the characteristic you want (Commitment Item in this example) and drag-and-drop it on top of the characteristic you want to replace.



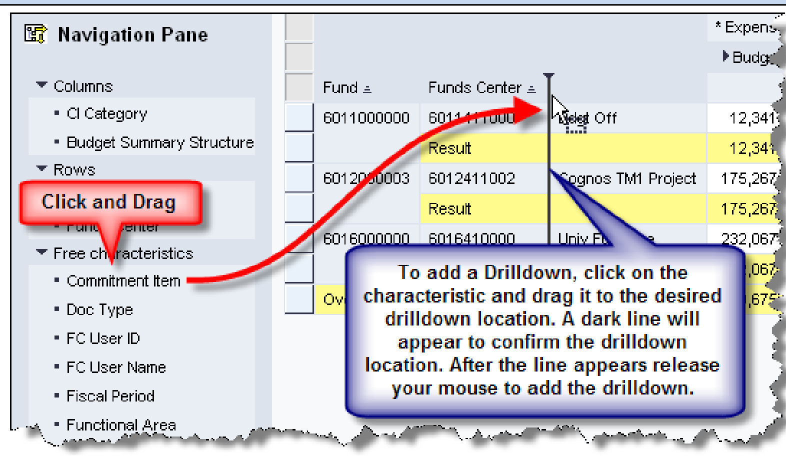


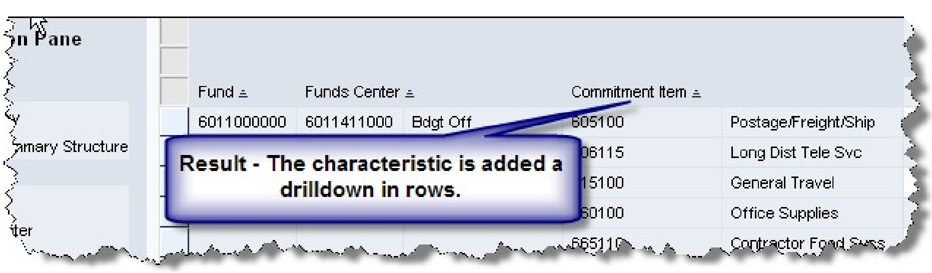
You can drag from the Navigation Pane to the table, from the table to the Navigation Pane, or even move characteristics within the table or navigation pane.

Navigation Pane Tab – Add Drilldown in Rows

To Add a Drilldown to rows, click on the desired characteristic to add from the list of Free Characteristics, drag until a dark line appears. The line will indicate the new location of the characteristic to be added. Release and wait for the screen to refresh.

The new free characteristic will be added to the rows.



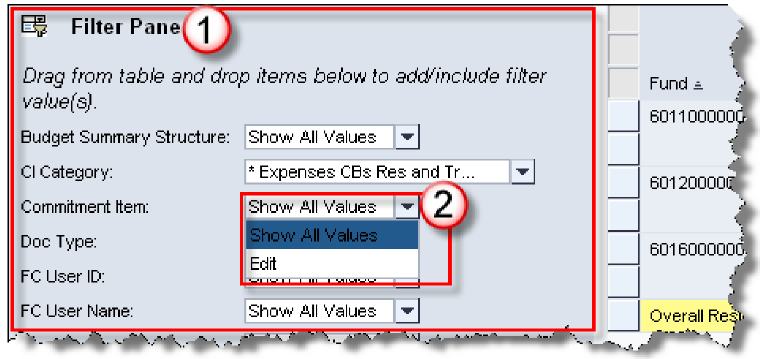


You can remove characteristics by clicking on the characteristic you want to remove and dragging it to the free characteristic section of the navigation pane.

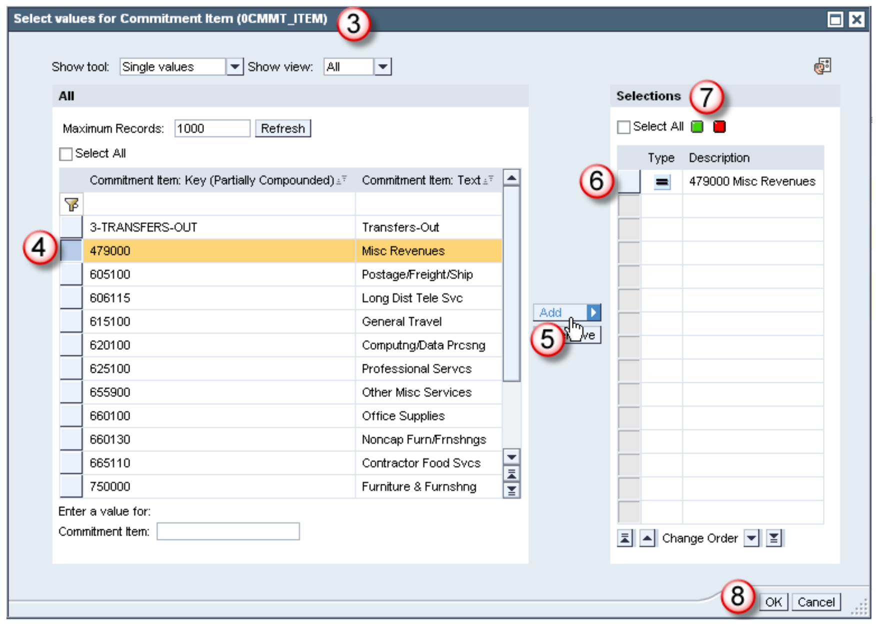
Filter Pane - Dialog Selection

The Filter Pane provides functionality to filter characteristics and key figures by using a dialog box or utilizing the drag-and-drop functionality.

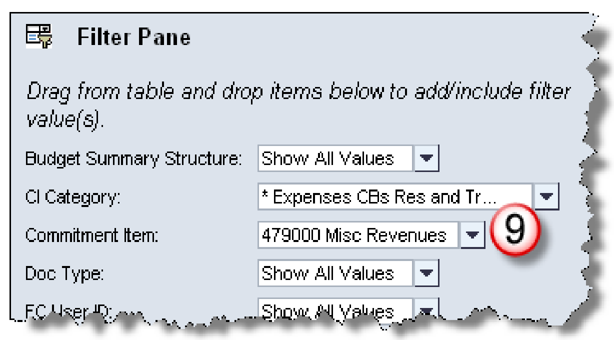
Clicking on the filter Pane icon will open a filter window to the left of your report data.



If you have the Navigation Pane displayed, the filter pane will be displayed below it.

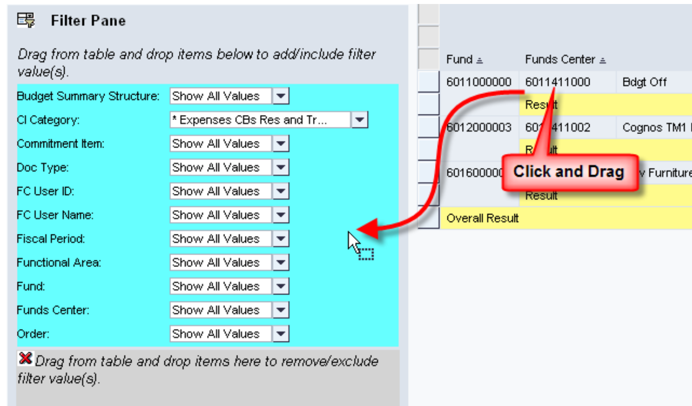


1. The Filter Pane will display to the left of the data table with all available characteristics and key figures.
2. To filter on a characteristic (Commitment Item in this example) select Edit from the dropdown box.
3. A new dialog window will open for the characteristic selected.
4. Find the value(s) you want to include or exclude in your filter and select the value(s) by clicking on the block to the left.
5. After making your selections, click on the Add button to move values to the Selections table on the right.
6. After clicking the Add button, the added values will display on the Selections table.
7. You can also exclude values by selecting the value and clicking the red square to exclude the value.
8. When complete, click the OK button to transfer the filter.
9. After clicking the OK button to transfer the filter values, the dropdown will display the filtered value. A "!" before the value indicates the value is excluded.



Filter Pane - Drag and Drop

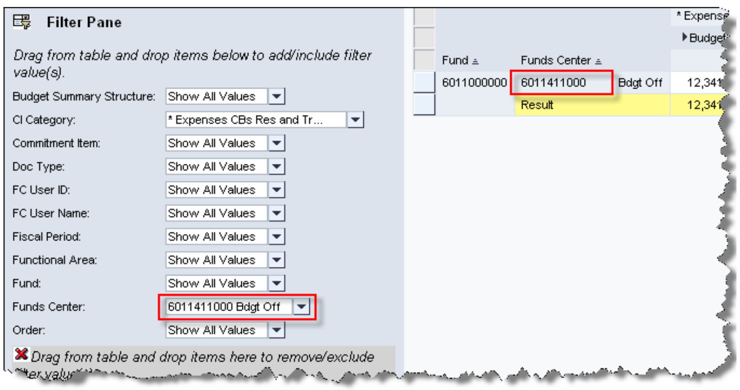
Instead of using the filter dialog box to select filter values, you can also drag and drop values to include or exclude them from the results.



To filter to a single value, click on the value and drag-and-drop it onto the Filter Pane. The Filter Pane will highlight in teal when you hover over it with the selected value.

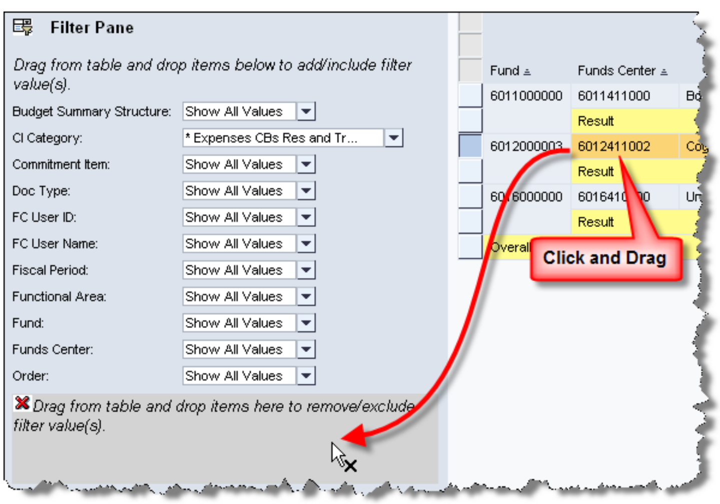
Drop on Filter Pane and wait for screen to refresh.

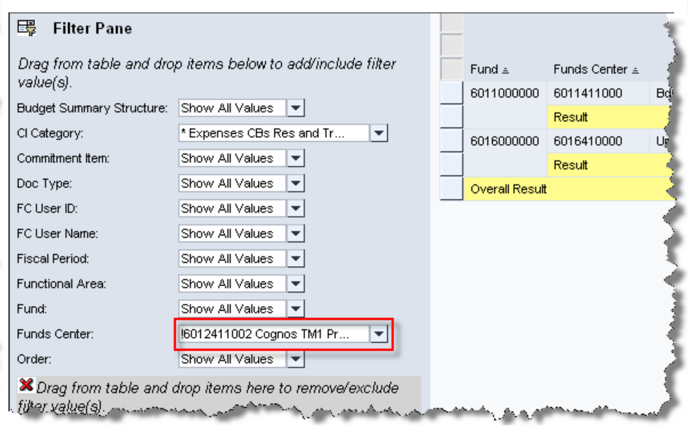
After dropping the value onto the Filter Pane, you will notice the data table will display only the single value and the Filter Dropdown on the Filter Pane will also indicate there is a filter.



The Filters tab will always display any filter values.

To **Exclude** a value from the data, click on the value and drag-and-drop it in the grey filter pane section “Drag from table and drop items here to remove/exclude filter value(s)”. A “!” before the value indicates the value is excluded.





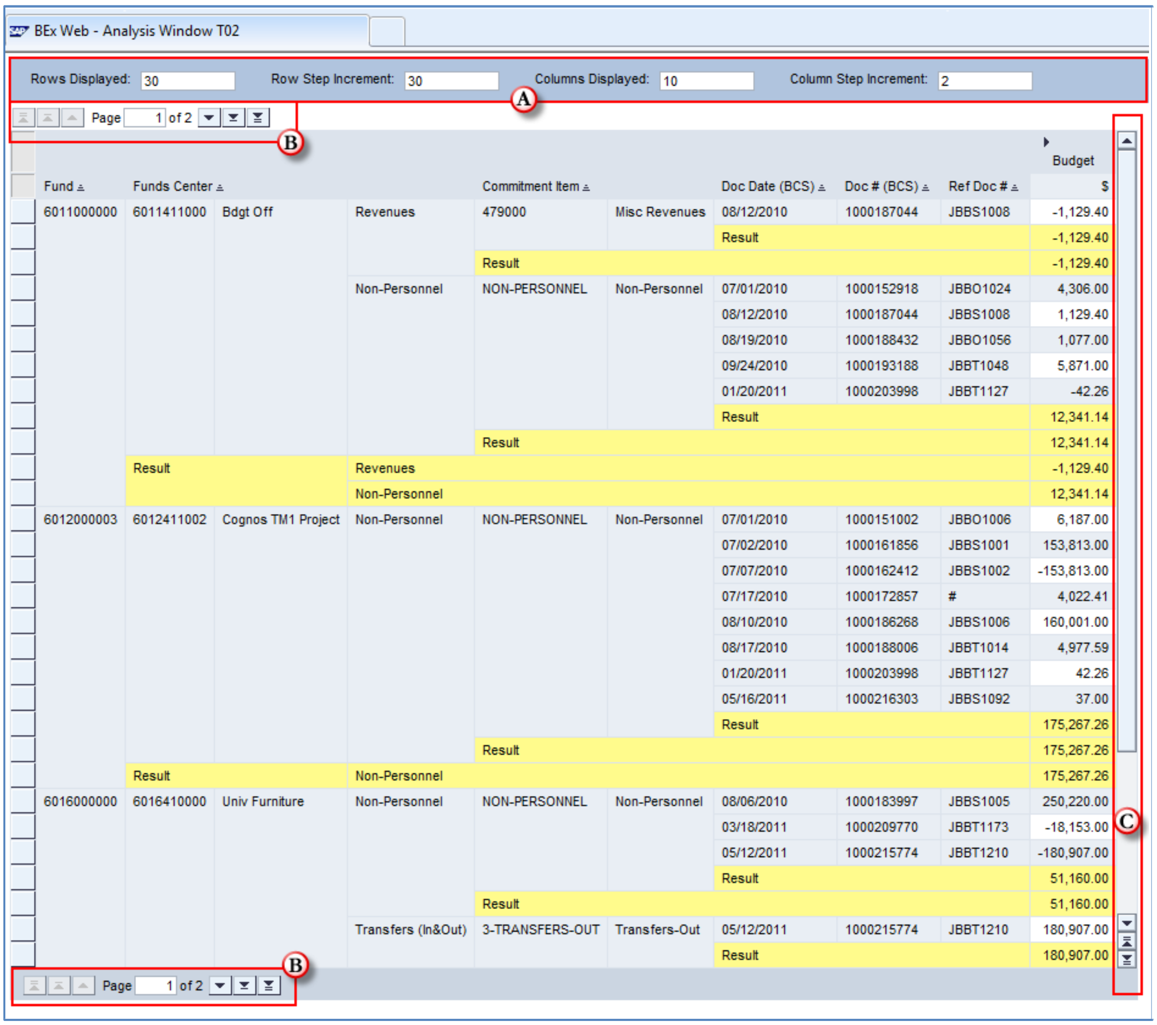
If you find yourself completing any of the above navigation on a regular basis, you can save yourself time by saving the layout as a personal view. See Page 10 for saving a personal view. Note that saving a personal view saves all the tabs of the report in the layout they are in when the view is saved so make sure the entire report is exactly as you want it.

Full Window

If you data list is very long, you may wish to open the data table in a full window. You will still have the ability to use the BI Context Menu but the other web items will be removed from the full window view. Simply click on the Full Window button to open a new window.

There are several tools that will help maximize the display area and assist with scrolling while locking the column and row headings.

A. You can adjust the display area by entering the number of rows and columns to display at one time. Simply enter a number and press Enter on your keyboard. You can set the rows and columns to a display area that best fits your computer's screen size and resolution.
B. Use the scroll buttons to scroll through the data. Column and row headings will display with each step.
C. You can also use the scroll bar on the right and/or bottom of the screen to scroll through pages.



Fund	Funds Center			Commitment Item		Doc Date (BCS)	Doc # (BCS)	Ref Doc #	Budget $
6011000000	6011411000	Bdgt Off	Revenues	479000	Misc Revenues	08/12/2010	1000187044	JBBS1008	-1,129.40
						Result			-1,129.40
				Result					-1,129.40
			Non-Personnel	NON-PERSONNEL	Non-Personnel	07/01/2010	1000152918	JBBO1024	4,306.00
						08/12/2010	1000187044	JBBS1008	1,129.40
						08/19/2010	1000188432	JBBO1056	1,077.00
						09/24/2010	1000193188	JBBT1048	5,871.00
						01/20/2011	1000203998	JBBT1127	-42.26
						Result			12,341.14
				Result					12,341.14
	Result		Revenues						-1,129.40
			Non-Personnel						12,341.14
6012000003	6012411002	Cognos TM1 Project	Non-Personnel	NON-PERSONNEL	Non-Personnel	07/01/2010	1000151002	JBBO1006	6,187.00
						07/02/2010	1000161856	JBBS1001	153,813.00
						07/07/2010	1000162412	JBBS1002	-153,813.00
						07/17/2010	1000172857	#	4,022.41
						08/10/2010	1000186268	JBBS1006	160,001.00
						08/17/2010	1000188006	JBBT1014	4,977.59
						01/20/2011	1000203998	JBBT1127	42.26
						05/16/2011	1000216303	JBBS1092	37.00
						Result			175,267.26
				Result					175,267.26
	Result		Non-Personnel						175,267.26
6016000000	6016410000	Univ Furniture	Non-Personnel	NON-PERSONNEL	Non-Personnel	08/06/2010	1000183997	JBBS1005	250,220.00
						03/18/2011	1000209770	JBBT1173	-18,153.00
						05/12/2011	1000215774	JBBT1210	-180,907.00
						Result			51,160.00
				Result					51,160.00
			Transfers (In&Out)	3-TRANSFERS-OUT	Transfers-Out	05/12/2011	1000215774	JBBT1210	180,907.00
						Result			180,907.00

To Exit a BI report simply click the black X in the upper right hand corner of the Report.

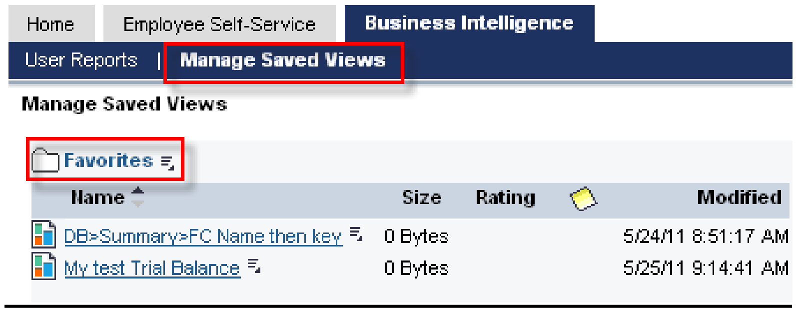
Manage Saved Views

The Manage Saved Views tab on the Business Intelligence menu will be used for two purposes. It will enable a user to directly access a personal view they have created. These views will appear in the "Favorites" folder (The procedure for creating personal views is explained beginning on page 10).

This tab will also be used to access custom views created for you by the Accounting or Budget Offices. These custom views will in some case replace the custom reports that were created for you in Hyperion. The custom views will appear in the "Portfolio" folder.

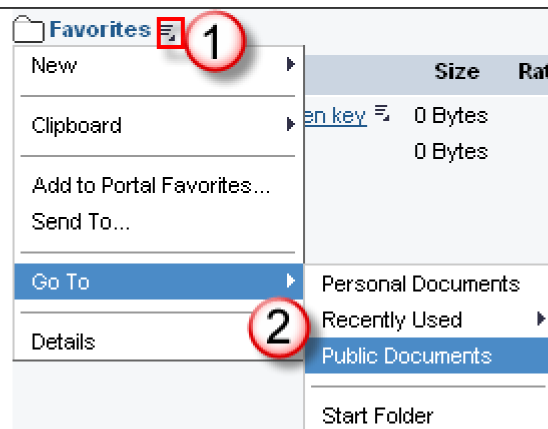
On the Manage Saved Views tab, it is important to note:

1. No one will be able to see your personal views except you so feel free to create as many as necessary to meet your financial needs
2. When saving a personal view, make sure each tab in the report is in the format you like. Saving a view as personal will save the entire report in the format it appears as when you saved it

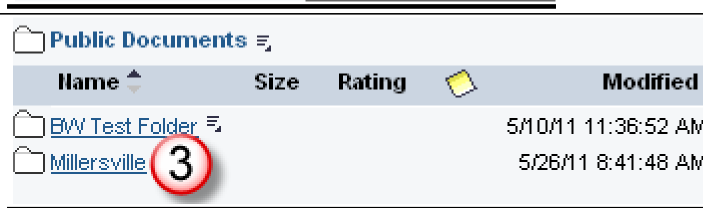


NOTE: Currently the Portfolio folder does not appear by default. Programmers are working on a resolution. In the interim, you can navigate to your portfolio by:

1. Click on the Context Menu next to Favorites
2. Select Go To then select Public Folders
3. Click on the Millersville folder to display custom reports assigned to you

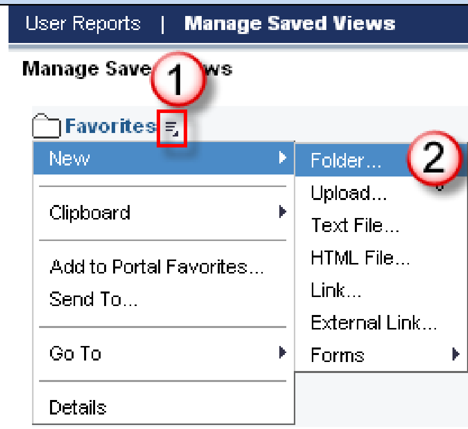


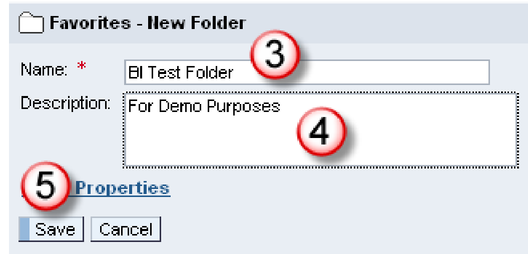
NOTE: This folder is currently empty. The Budget and Accounting Offices will be working with users in the coming months to ensure all custom view are created as needed and that your financial reporting needs are met.

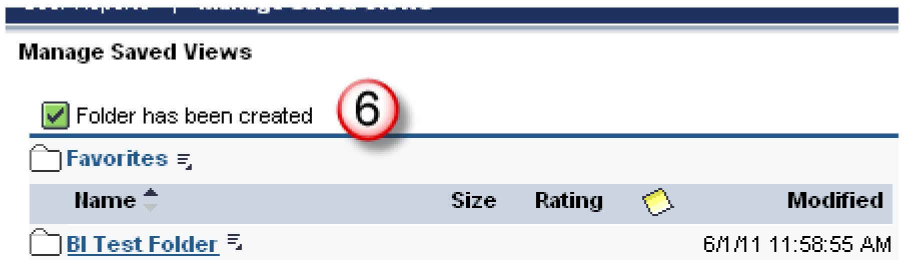


Manage Saved Views – Creating a New Favorites Folder

1. Click on the Context Menu next to Favorites
2. Select New then select Folder…
3. Name your New Folder
4. Give it a brief description
5. Click Save
6. You will see a message saying Folder has been created back at the Manage Saved Views

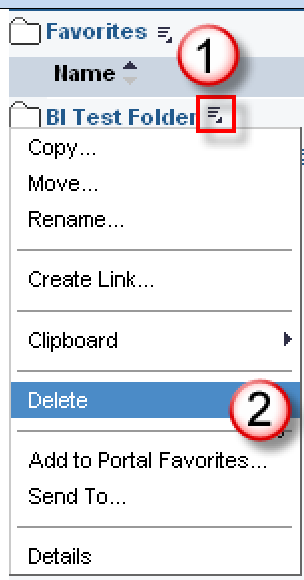


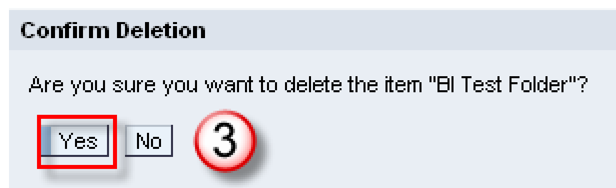


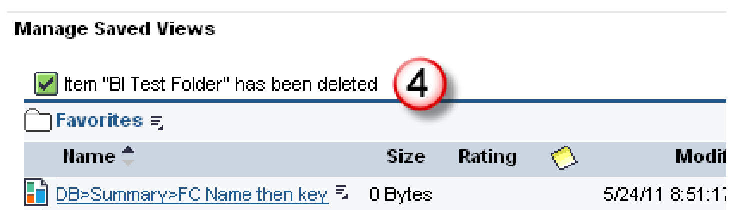


How to Delete a Favorites Folder

1. Click on Context Menu next to the Folder
2. Select Delete
3. You will receive a confirmation message confirming you want to delete. Click Yes
4. You will receive confirmation that folder has been deleted back at Manage Saved Views





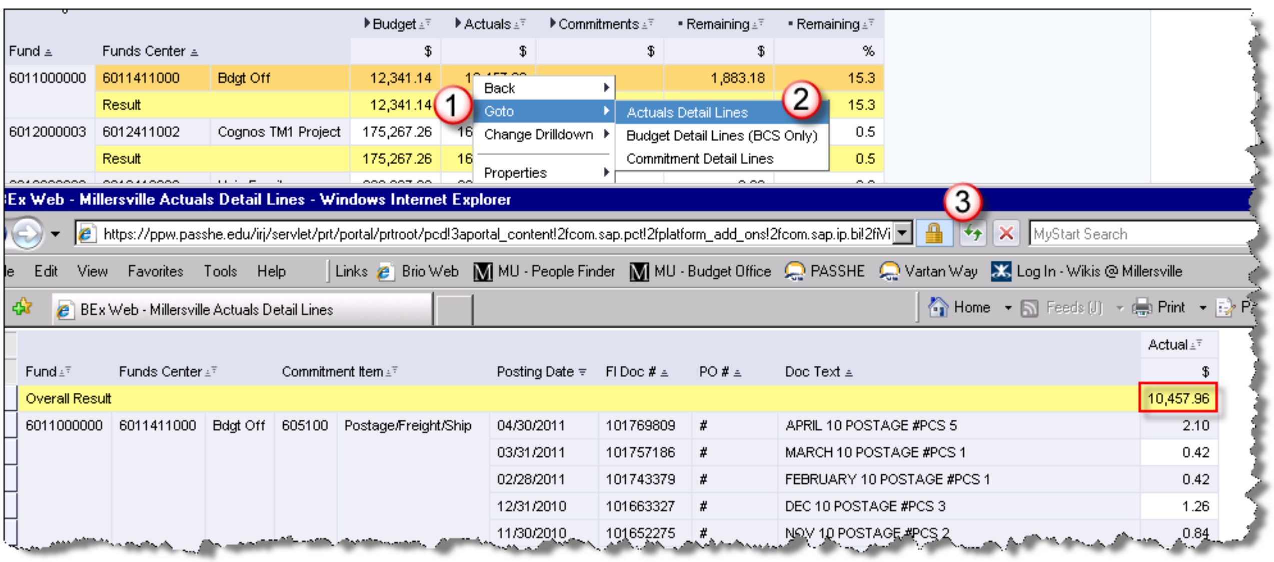


BI Jump Functionality

BI provides users the ability to "jump" into the details which make up amounts displayed on reports. On the summary tab of the Department budget report, a user can drill in to all of the amounts displayed.

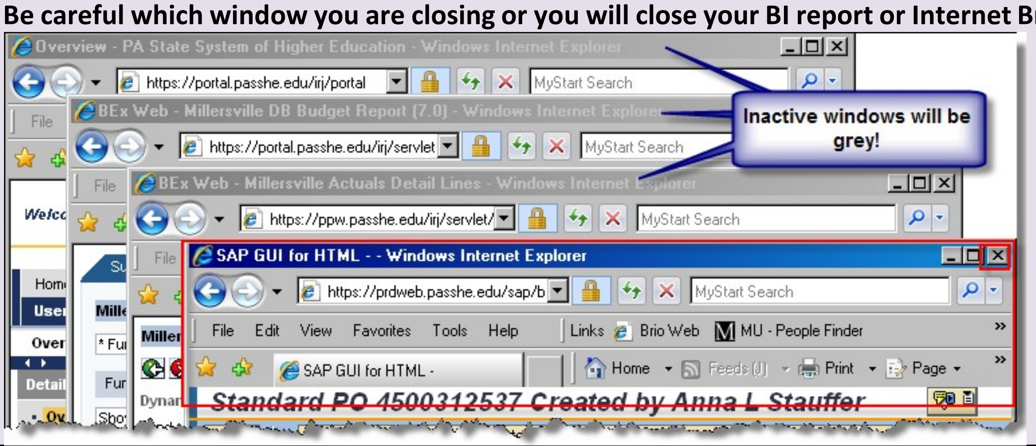
Summary amounts will allow the user to "jump" into the detailed transactions. Detailed transactions will allow users to "jump" into the actual accounting documents such as the Purchase Order, Journal Entry, Budget Document and Payment Details. Directions for jumping into the details are included below. Because the options for "jumping" vary depending where you are located on the report, a flowchart is included to help users navigate.

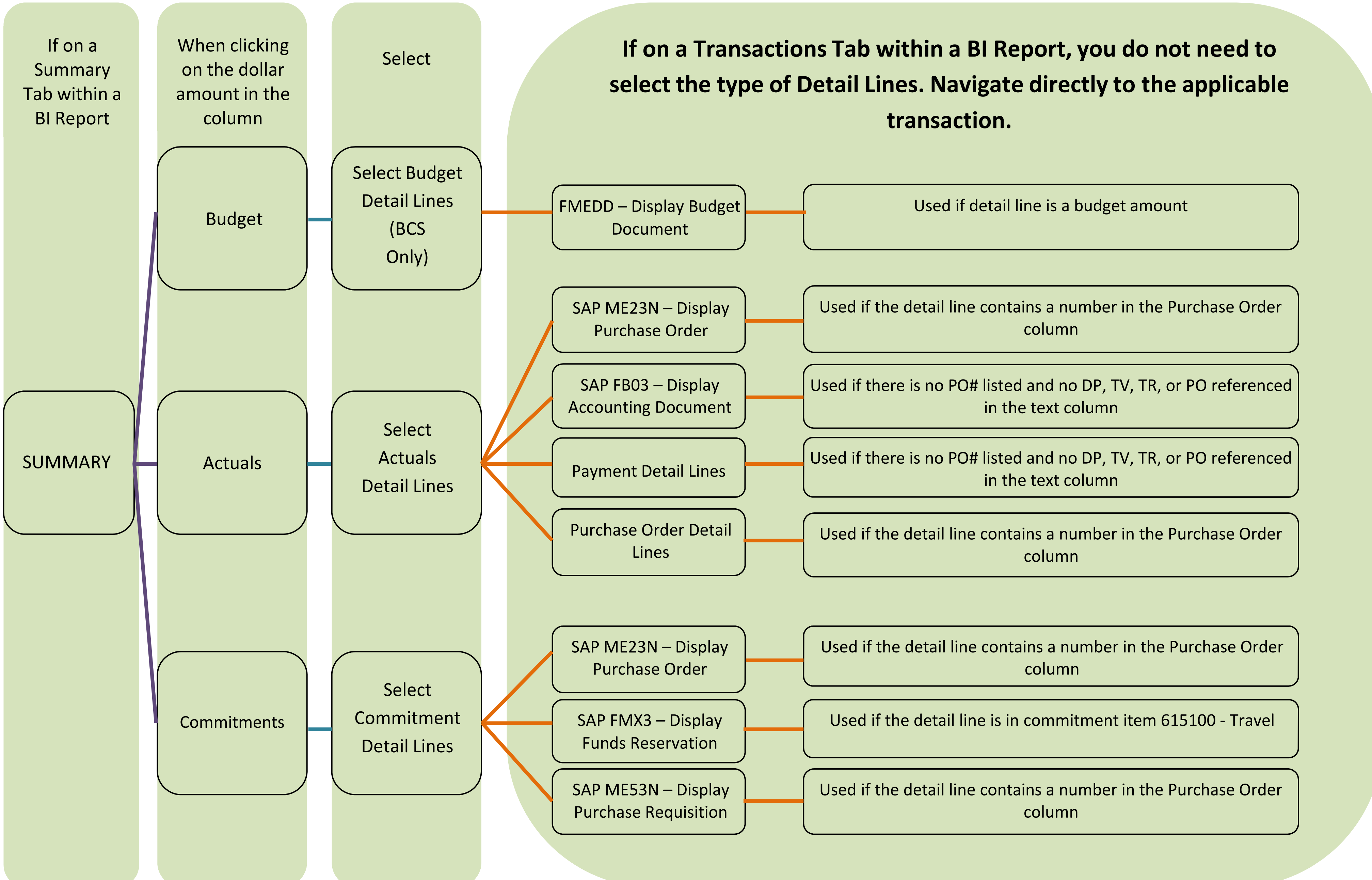
1. On the Actual Amount of the Summary tab, right click and select Goto
2. Because you were on the Actual Amount, you will select Actuals Detail Lines
3. A new window will open and display all of the transaction. The Overall Result will be the same as the amount you originally clicked on



Each time you select "Goto" to "jump" into the details, a new window will open. To exit the jump window, use the X in the upper right corner of the jump window that was opened to close the jump window. The active window should be highlighted.

Be careful which window you are closing or you will close your BI report or Internet Browser!




If on a Summary Tab within a BI Report
When clicking on the dollar amount in the column
Select
If on a Transactions Tab within a BI Report, you do not need to select the type of Detail Lines. Navigate directly to the applicable transaction.
SUMMARY
Budget
Select Budget Detail Lines (BCS Only)
FMEDD – Display Budget Document
Used if detail line is a budget amount
Actuals
Select Actuals Detail Lines
SAP ME23N – Display Purchase Order
Used if the detail line contains a number in the Purchase Order column
SAP FB03 – Display Accounting Document
Used if there is no PO# listed and no DP, TV, TR, or PO referenced in the text column
Payment Detail Lines
Used if there is no PO# listed and no DP, TV, TR, or PO referenced in the text column
Purchase Order Detail Lines
Used if the detail line contains a number in the Purchase Order column
Commitments
Select Commitment Detail Lines
SAP ME23N – Display Purchase Order
Used if the detail line contains a number in the Purchase Order column
SAP FMX3 – Display Funds Reservation
Used if the detail line is in commitment item 615100 - Travel
SAP ME53N – Display Purchase Requisition
Used if the detail line contains a number in the Purchase Order column

APPENDIX A

BI REPORT INDEX

BI Report Name	Tab Name	View	Description
Department Budget Report	Summary	*Fund > Funds Center	Default View – Displays Budget amount, Actual Expenditures, Open Commitments, Balance Remaining and % Remaining by fund then by funds center for variable selection
Department Budget Report	Summary	Bud 1-A Pool Budget	Report replaces Hyperion Bud 1-A report. Provides summary by funds center by commitment item budget amount, actual expenditures, remaining balance, and remaining %. User should look to the total in "3-OPERATING_CAPITAL" to determine their balance available and the overall result to determine the balance available including reserves
Department Budget Report	Summary	Bud 2-A Line Item Budget	Report replaces Hyperion Bud 2-A report. Provides summary by funds center by commitment item budget amount, actual expenditures, remaining balance, and remaining % for those departments that budget at the 3 digit level. User should look to the total in "3-OPERATING_CAPITAL" to determine their balance available and the overall result to determine the balance available including reserves
Department Budget Report	Summary	Fund Hierarchy	Provides summary by fund hierarchy by fund

BI Report Name	Tab Name	View	Description
			budget amount, actual expenditures, remaining balance, and remaining %
Department Budget Report	Summary	Fund>Funds Center>CI Line Item Hierarchy	Provides summary by fund by funds center by commitment item category budget amount, actual expenditures, remaining balance, and remaining %
Department Budget Report	Summary	Funds Center Only	Provides summary by funds center budget amount, actual expenditures, remaining balance, and remaining %
Department Budget Report	Summary	Less than 10% Remaining (Non-Personnel)	Report will display a summary by fund by funds center budget amount, actual expenditures, remaining balance, and remaining % for all funds center with less than 10% of their operating budget remaining. Funds centers currently in a deficit will be highlighted in red
Department Budget Report	Summary	Less than 10% Remaining (Student Employment)	Report will display a summary by fund by funds center budget amount, actual expenditures, remaining balance, and remaining % for all funds center with less than 10% of their student employment budget remaining. Funds centers currently in a deficit will be highlighted in red
Department Budget Report	Summary	Revenue Summary	Provides summary by fund by funds center by commitment item budget amount, actual expenditures, remaining balance, and remaining % for all revenue

BI Report Name	Tab Name	View	Description
			commitment items
Department Budget Report	Summary	Student Employment Summary	Provides summary by fund by funds center by commitment item budget amount, actual expenditures, remaining balance, and remaining % for student employment
Department Budget Report	Budget Trans If you have questions regarding any budget transactions, please contact the Budget Office and have ready the document number or note the Ref Doc#.	*Fund>Funds Center>Commitment Item	Default View - Provides detail of all budget transactions by fund by funds center by commitment item including document date, document number, reference number, description, and amount. Will provide detail as to whether the transaction was an original budget posting, a carryforward of budget from the previous year for any open commitments, a budget transfer, one-time supplement, or budget reduction
Department Budget Report	Budget Trans	Student Employment Budget Trans	Provides detail of all student wage budget transactions by fund by funds center by commitment item including document date, document number, reference number, description, and amount. Will provide detail as to whether the transaction was an original budget posting, a budget transfer, one-time supplement, or budget reduction
Department Budget Report	Budget Trans	Transaction Date (Descending)	Provides detail of all budget transactions by date in descending order by fund by funds center

BI Report Name	Tab Name	View	Description
			by commitment item including document date, document number, reference number, description, and amount. Will provide detail as to whether the transaction was an original budget posting, a carryforward of budget from the previous year for any open commitments, a budget transfer, one-time supplement, or budget reduction
Department Budget Report	Actuals w/o St Empl Trans	*Fund>Funds Center>Commitment Item	Default View - Provides detail of all actual transactions by fund by funds center by commitment item by posting date, PO document number (if available), Finance document number, description, vendor (if applicable) and amount
Department Budget Report	Actuals w/o St Empl Trans	Funds Center>CI Line Expenses by Period	Provides a summary of all actual amounts by fund by funds center by commitment item by fiscal period
Department Budget Report	Actuals w/o St Empl Trans	PO Doc # Sort	Provides details by Purchase Order number including fund, funds center, commitment item, posting date, Finance document number, description, vendor and amount
Department Budget Report	Actuals w/o St Empl Trans	Posting Date (Descending)	Provides details by Posting date in descending date including fund, funds center, commitment item, purchase order number (if applicable), Finance document number,

BI Report Name	Tab Name	View	Description
			description, vendor (if applicable), and amount
Department Budget Report	Actuals w/o St Empl Trans	Revenues	Provides detail of all revenue transactions by fund by funds center by commitment item by posting date, PO document number (if available), Finance document number, description, and amount
Department Budget Report	Actuals w/o St Empl Trans	Vendor Detail	Provides detail by vendor including fund, funds center, commitment item, posting date, PO document number (if available), Finance document number, description, and amount
Department Budget Report	Commitments Trans	*Funds Center w/ Detail	Default View - Provides detail of open commitments by fund by funds center by commitment item including vendor, Requisition number, PO#, Line item number, Description, Date and amount. Detailed amount includes the Original and Carryforward amount, any Reductions or Adjustments and remaining open balance and percentage remaining
Department Budget Report	Commitments Trans	Posting Date (Sort Ascending/Oldest)	Provides detail of open commitments in Ascending order by fund by funds center by commitment item including vendor, Requisition number, PO#, Line item number, Description, Date and amount. Detailed amount includes the Original or Carryforward amount,

BI Report Name	Tab Name	View	Description
			any Reductions or Adjustments and remaining open balance and percentage remaining
Department Budget Report	Student Emp Trans	*Funds>Funds Center>Commitment Item	Default View - Provides detail of all Student Wage transactions by fund by funds center by posting date, Finance document number, description, and amount
Department Budget Report	Student Emp Trans	Posting Date Sort (Descending)	Provides detail of all Student Wage transactions by posting date in descending order by fund by funds center including Finance document number, description, and amount
Department Budget Report	Travel	*Funds>Funds Center>Commitment Item	Default View - Provides detail of actual paid and open commitments for Travel expense account (615100) by fund by funds center
Department Budget Report	Travel	Commitment Item>Funds Center	Provides detail of actual paid and open commitments for Travel expense account (615100) by fund by funds center
Department Budget Report	Travel	Employees with Detail	Provides detail of actual paid and open commitments for Travel expense account (615100) by employee by fund by funds center by posting date (in descending order) including description
Department Budget Report	Travel	Fund Hierarchy	Provides detail of actual paid and open commitments for Travel expense account (615100) by fund group
Department Budget Report	Travel	Funds Center Groups	Provides detail of actual paid and open commitments for Travel

BI Report Name	Tab Name	View	Description
			expense account (615100) by fund center group
Department Budget Report	Prior Year	*Fund > Funds Center	Default View - Displays Prior Year to Date to Current Year to Date including dollar and percentage variance by fund by funds center
Department Budget Report	Prior Year	Bud 1-A Pool Budget	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance by fund by funds center by commitment item
Department Budget Report	Prior Year	Bud 2-A Line Item Budget	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance by fund by funds center by commitment item at the rollup level
Department Budget Report	Prior Year	Functional Area Hierarchy	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance by functional area
Department Budget Report	Prior Year	Fund Hierarchy	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance by fund hierarchy
Department Budget Report	Prior Year	Fund>Funds Center>CI Line Item Hierarchy	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance by fund by funds center by commitment item hierarchy (Personnel for student wages and Operating/Capital)
Department Budget Report	Prior Year	Fund>Funds Center>Period	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance by fund by funds center by fiscal period
Department Budget	Prior Year	Funds Center Hierarchy	Displays Prior Year to

BI Report Name	Tab Name	View	Description
Report			Date to Current Year to Date including dollar and percentage variance by funds center hierarchy
Department Budget Report	Prior Year	More than 10% Increase - Non-Personnel	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance for all funds center with more than 10% increase in their non-personnel expenditures
Department Budget Report	Prior Year	More than 10% Increase - Student Employment	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance for all funds center with more than 10% increase in their student wage expenditures
Department Budget Report	Prior Year	Vendor by Account Group	Displays Prior Year to Date to Current Year to Date including dollar and percentage variance for payments split by account payable, purchasing, etc.
Department Budget Report	Trend	*Fund > Funds Center	Default View - Displays Five year trend of actual expenditures including two year dollar and percentage variance by fund by funds center
Department Budget Report	Trend	Bud 1-A Pool Budget	Displays Five year trend of actual expenditures including two year dollar and percentage variance by fund by funds center by commitment item
Department Budget Report	Trend	Bud 2-A Line Item Budget	Displays Five year trend of actual expenditures including two year dollar and percentage variance by fund by funds center by commitment item at the rollup level
Department Budget Report	Trend	Functional Area Hierarchy	Displays Five year trend of actual expenditures

BI Report Name	Tab Name	View	Description
			including two year dollar and percentage variance by functional area
Department Budget Report	Trend	Fund Hierarchy	Displays Five year trend of actual expenditures including two year dollar and percentage variance by fund hierarchy
Department Budget Report	Trend	Fund>Funds Center>CI Line Item Hierarchy	Displays Five year trend of actual expenditures including two year dollar and percentage variance by fund by funds center by commitment item hierarchy (Personnel for student wages and Operating/Capital)
Department Budget Report	Trend	Fund>Funds Center>Period	Displays Five year trend of actual expenditures including two year dollar and percentage variance by fund by funds center by fiscal period
Department Budget Report	Trend	Funds Center Hierarchy	Displays Five year trend of actual expenditures including two year dollar and percentage variance by funds center hierarchy
Department Budget Report	Trend	More than 10% Increase - Non-Personnel	Displays Five year trend of actual expenditures including two year dollar and percentage variance for all funds center with more than 10% increase in their non-personnel expenditures
Department Budget Report	Trend	More than 10% Increase - Student Employment	Displays Five year trend of actual expenditures including two year dollar and percentage variance for all funds center with more than 10% increase in their student wage expenditures
Department Budget Report	Trend	Vendor by Account Group	Displays Five year trend of actual expenditures including two year dollar

BI Report Name	Tab Name	View	Description
			and percentage variance for payments split by account payable, purchasing, etc.
Department Budget Report	Payments	*Date Sort (Descending)	Default View - Displays all payment details by posting date in descending order including invoice date, vendor, finance document number, Reference number, payment method, payment date, check number, check cleared date and invoice amount. Please note that the invoice amount may differ from the check amount if additional invoices from other funds centers are included in the check amount
Department Budget Report	Payments	Vendor Sort	Displays all payment details by Vendor by posting date in descending order including invoice date, finance document number, Reference number, payment method, payment date, check number, check cleared date and invoice amount. Please note that the invoice amount may differ from the check amount if additional invoices from other funds centers are included in the check amount
Department Budget Report	Charts	N/A	Provides graphical representations of expenditures including dashboards, graphs by periods and commitment items

BI Report Name	Tab Name	View	Description
Department Budget Report	Other Funds – THIS TAB CAN BE USED FOR GRANTS, AUXILIARIES AND OTHER RESTRICTED FUNDS THAT ARE RESPONSIBLE FOR THEIR PERSONNEL EXPENDITURES	*Fund>Funds Center	Default View – Displays Budget amount, Actual Expenditures, Open Commitments, Balance Remaining and % Remaining by fund then by funds center for variable selection including all personnel expenditures
Department Budget Report	Other Funds – THIS TAB CAN BE USED FOR GRANTS, AUXILIARIES AND OTHER RESTRICTED FUNDS THAT ARE RESPONSIBLE FOR THEIR PERSONNEL EXPENDITURES	Actuals Detail (posting Date Sort)	Displays actual transactions by posting date by fund by funds center by commitment item category by commitment item including finance document number, PO#, description and amount
Department Budget Report	Other Funds – THIS TAB CAN BE USED FOR GRANTS, AUXILIARIES AND OTHER RESTRICTED FUNDS THAT ARE RESPONSIBLE FOR THEIR PERSONNEL EXPENDITURES	Summary by Fund	Displays Budget amount, Actual Expenditures, Open Commitments, Balance Remaining by fund by commitment item category by commitment item
Department Budget Report	Other Funds – THIS TAB CAN BE USED FOR GRANTS, AUXILIARIES AND OTHER RESTRICTED FUNDS THAT ARE RESPONSIBLE FOR THEIR PERSONNEL EXPENDITURES	Summary by Fund>Funds Center	Displays Budget amount, Actual Expenditures, Open Commitments, Balance Remaining by fund by funds center by commitment item category by commitment item
Fund Balance Report	Summary	*Fund/Funds Center	Default View - Displays Beginning fund balance, Revenue collected, Transfers made, Expenses paid, Current Fund Balance, Commitments and Fund Balance less Commitments by fund and funds center
Fund Balance Report	Summary	Plant Fund Summary	Contains the same information as the default

BI Report Name	Tab Name	View	Description
			view but used for projects only
Fund Balance Report	Summary	Plant Fund Summary with NIP	Contains the same information as the default view but used for projects only (includes Net Investment in Plant)
Fund Balance Report	Revenue	*Fund/Funds Center/CI	Default View - Displays transactions for all revenue commitment items by fund by funds center by commitment item by posting date (in descending order) including finance document number, document text and transaction amount
Fund Balance Report	Transfers	*Funds Center w/ Detail	Default View - Displays transactions for all transfer commitment items by fund by funds center by commitment item by posting date (in descending order) including PO# (if applicable), finance document number, document text, vendor (if applicable) and transaction amount
Fund Balance Report	Expenses	*Funds Center w/ Detail	Default View - Displays transactions for all expense commitment items by fund by funds center by commitment item by posting date (in descending order) including PO# (if applicable), finance document number, document text, vendor (if applicable) and transaction amount
Fund Balance Report	Commitments	*Funds Center w/ Detail	Default View - Displays details for all open commitment items by

BI Report Name	Tab Name	View	Description
			fund by funds center by commitment item by vendor including requisition number, PO#, Line item number, document text, date, and transaction amount
Fund Balance Report	Budget Summary	*Fund/Funds Center	Displays original budget amount, adjusted budget, actuals, open commitments, Balance Remaining and % Remaining by fund then by funds center
Multi-Year for Funds 603X-609X	Summary	*Funds Center>CI Pool Hierarchy	Default View – Displays Actuals, Commitments and Remaining Balance by fund center by commitment item hierarchy as a total for all fiscal years
Multi-Year for Funds 603X-609X	Summary	Funds Center Actuals by Fiscal Year	Displays overall actuals by funds center by fiscal year
Multi-Year for Funds 603X-609X	Summary	FY>Funds Center>CI Pool Hierarchy	Displays Actuals, Commitments and Remaining Balance by fiscal year by fund center by commitment item hierarchy
Multi-Year for Funds 603X-609X	Budget Trans	*Funds Center>Commitment Item	Default View - Provides detail of all budget transactions by funds center by commitment item including document date, document number, reference number, description, and amount for all fiscal years
Multi-Year for Funds 603X-609X	Budget Trans	FY>Funds Center>Commitment Item	Provides detail of all budget transactions by fiscal year by funds center by commitment item including document date, document number, reference number, description, and amount

BI Report Name	Tab Name	View	Description
Multi-Year for Funds 603X-609X	Budget Trans	Transaction Date (Descending)	Provides detail of all budget transactions by transaction date in descending order including document date, document number, reference number, description, and amount for all fiscal years
Multi-Year for Funds 603X-609X	Actuals Trans	*Funds Center>Commitment Item	Default View - Provides detail of all actual transactions by funds center by commitment item including posting date, PO#, finance document number, description, vendor, and amount for all fiscal years
Multi-Year for Funds 603X-609X	Actuals Trans	FY>Funds Center>Commitment Item	Provides detail of all actual transactions by fiscal year by funds center by commitment item including posting date, PO#, finance document number, description, vendor, and amount
Multi-Year for Funds 603X-609X	Actuals Trans	Transaction Date (Descending)	Provides detail of all actual transactions transaction date in descending order by funds center by commitment item including PO#, finance document number, description, vendor, and amount for all fiscal years
Multi-Year for Funds 603X-609X	Commitments Trans	*Funds Center w/ Detail	Default View - Provides detail of open commitments by fund by funds center by commitment item including vendor, Requisition number, PO#, Line item number, Description, Date and amount. Detailed amount includes the Original and

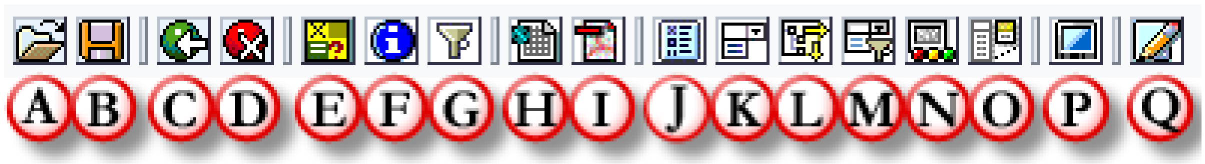
BI Report Name	Tab Name	View	Description
			Carryforward amount, any Reductions or Adjustments and remaining open balance and percentage remaining
Multi-Year for Funds 603X-609X	Commitments Trans	Doc Date (Ascending/Not Complete)	Provides detail of open commitments in Ascending order by fund by funds center by commitment item including vendor, Requisition number, PO#, Line item number, Description, Date and amount. Detailed amount includes the Original or Carryforward amount, any Reductions or Adjustments and remaining open balance and percentage remaining
Multi-Year for Funds 603X-609X	Fund Balance	*Fund>Fiscal Year	Default View - Displays Beginning fund balance, Revenue collected, Transfers made, Expenses paid, Current Fund Balance, Commitments and Fund Balance less Commitments by fund by fiscal year
Multi-Year for Funds 603X-609X	Fund Balance	Fund>Funds Center>Fiscal Year	Displays Beginning fund balance, Revenue collected, Transfers made, Expenses paid, Current Fund Balance, Commitments and Fund Balance less Commitments by fund by funds center by fiscal year
Multi-Year for Funds 603X-609X	Payments	*Payment Details	Default View - Displays all payment details including invoice date, vendor, finance document number, Reference number, payment method, payment date, check number, check

BI Report Name	Tab Name	View	Description
			cleared date and invoice amount. Please note that the invoice amount may differ from the check amount if additional invoices from other funds centers are included in the check amount
Multi-Year for Funds 603X-609X	Payments	Vendor Sort	Displays all payment details by Vendor by posting date in descending order including invoice date, finance document number, Reference number, payment method, payment date, check number, check cleared date and invoice amount. Please note that the invoice amount may differ from the check amount if additional invoices from other funds centers are included in the check amount
Multi-Year for Funds 603X-609X	Charts	N/A	Provides graphical representations of expenditures including dashboards, graphs by periods and commitment items
Internal Order Report	Summary	*Summary by Order Number	Provides summary by Order number including Estimated cost, Revenue, Non-personnel expenditures, Other Expenditures, Net amount (Revenue less non-personnel less Other) and Balance (Estimated cost less Net amount)
Internal Order Report	Summary	Expenses in Excess of Revenue	Provides summary by Funds Center by order number including Revenue, Non-personnel

BI Report Name	Tab Name	View	Description
			expenditures, Other Expenditures, Net amount (Revenue less non-personnel less Other)
Internal Order Report	Summary	Summary by Order Number by Account	Provides summary by Order number by account code including Estimated cost, Revenue, Non-personnel expenditures, Other Expenditures, Net amount (Revenue less non-personnel less Other) and Balance (Estimated cost less Net amount)
Internal Order Report	Transactions	*Detail by Order Number	Provides detail of actual postings by order number by commitment item including posting date, finance document number, description and amount
Internal Order Report	Transactions	Detail by Account Code	Provides detail of actual postings by commitment item by posting date in ascending order including finance document number, description, order number (if applicable), and amount
Internal Order Report	Transactions	Detail by Posting Date (Descending)	Provides detail of actual postings by posting date in descending order by order number by commitment item including finance document number, description and amount

APPENDIX B

QUICK REFERENCE OF BI TOOLBAR ICONS



A. OPEN - Access and open any previously saved used-defined views.
B. SAVE - Save a user-defined View after implementing formatting and criteria changes.
C. UNDO - Undo last navigation change. Each click will back out another step / change. Allow time for each screen refresh. NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.
D. RESET - This will undo all user navigation and filter changes and return the view to the way it was delivered. NOTE: THIS ACTION MAY TAKE SEVERAL MINUTES. WE ARE CURRENTLY WORKING ON A SOLUTION.
E. VARIABLE SCREEN - This will return the user to the Initial Variable Screen to change your selections.
F. DISPLAY - This will show all variable and filter selections that are currently in effect.
G. FITLER VALUES - Hide/Display Variable (report-wide) and Dynamic (tab only) Filter Values. The report defaults to display variable and filter values.
H. EXCEL - This will allow you to export the current view to Excel for further processing.
I. PDF PRINT - This will convert the current view to a pdf format to allow you to either print the view or save the pdf file.
J. PROPERTIES - This will display the properties of the current view. Toggle on / off.
K. FAST FILTER AND NAVIGATION - Display Fast Filter Dropdowns, Fast Menus, and Fast Navigation Buttons. The report defaults to display fast filter dropdowns and menus.
L. NAVIGATION PANE - This will allow you full access to the building blocks of the current view. Toggle on / off.
M. FILTER PANE - This will allow you full access to apply / remove filters on the data. Toggle on / off.
N. EXCEPTIONS - Add or edit the formatting of cells based on report values - i.e. cells in red when dollar amount is negative.
O. CONDITIONS - Limit display of data that meets particular user-defined criteria.
P. FULL WINDOW VIEW - Open the report detail or chart in a full window to aid scrolling.
Q. DOCUMENTATION - Access the report documentation and/or tab specific notes.

APPENDIX C

QUICK REFERENCE OF BI NAVIGATIONAL TIPS AND CAUTIONS

	You can use the Check to verify variables are valid!	Page 8
	Folders can be created to organize your "Favorite" views. Go to the Manage Saved Views tab under Business Intelligence on the portal.	Page 10
	If you change the variable values after running the report with the Variables button, you current navigation state and dynamic filters are preserved when the new variable values are returned. If you simply run the report from the original link again, your navigational state is lost.	Page 11
	If you have the Navigation Pane displayed, the Filter Pane will be displayed below it.	Page 16
	The filters tab will always display any filter values.	Page 17
	Each time you select "Goto" to "jump" into the details, a new window will open. To exit the jump window, use the X in the upper right corner of the jump window that was opened to close the jump window. The active window should be highlighted. **Be careful which window you are closing or you will close your BI report or Internet Browser!**	Page 21
	If you have questions regarding any budget transactions, please contact the Budget Office and have ready the document number or note the Ref Doc#.	Page 25
	If the Business Intelligence tab is not displayed on your ESS account, please contact the Help Desk at extension 2371.	Page 6
	DO NOT use your browser's back button or your browser's context menu back button.	Page 11

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