STAR System Training

Welcome to STAR New User Training
Today’s Training Objectives

1. Introduce STAR Excel system terminology, structure and data content
2. Log-in
3. Time permitting, introduce basic reporting capability:
   • Using pre-built reports
   • Using system templates
STAR Technology

- STAR: Strategic Tracking, Analysis and Reporting (STAR is an ASU term)
- Software by SAP using Excel framework
- Excel-based technology – no table joining or technical query knowledge needed!
- Accessed via MyApps and Citrix plug-in application (Citrix must be downloaded from MyApps for STAR connectivity)
Typical STAR Screen
What is STAR? What isn’t it?

- STAR is a tool used by the budget office (Office of Planning and Budget) for aid in generation of Excel reports for executive, board and State reporting.

- This tool centralizes data for budgeting & reporting

- STAR provides infrastructure for budget process – single point of entry and consistent format university-wide.
What is STAR? What isn’t it?

• STAR holds different types of budget data in an Excel format:
  – Budget Data that assigned users input each year for their units (Working_Budget, Original_budget), which is then sent to Advantage.
  – Actuals that come from Advantage (All_Actuals: actual_rev_exp, encumb, pre_encumb).
  – Budget adjustments that come from Advantage (current_budget).
What is STAR? What isn’t it?

• STAR is not a substitute for Advantage or MyReports, but it is another tool that can be used for viewing budget/actuals.
• STAR doesn’t contain transactional data or data by date more granular than a month.
• No Sub-orgs
• STAR gets actuals and adjusted budget summary data each morning from Advantage from the data warehouse’s (Advantage) previous day’s transactions.
Data Flow

STAR – Reporting
Generally pulls data from Advantage

Advantage – Accounting
Records transaction level data

Original Budget Input
(including cash basis accounts)

Original Budget Received from STAR
(not including cash basis accounts)

Current Budget – updates received from Advantage
(including budget changes made in Advantage)

Current Budget is updated
(including budget changes made in Advantage)

Daily Actuals summarized – updated daily from Advantage
(all accounts)

Daily Actual transactions entered
(all accounts)
System Design

• Uses Excel framework

• Multiple ‘Applications’ to choose from based on purpose: Financial, Salary, Transfers & Planning

• General Terminology (in conceptually decreasing order):
  – Applications (Financial, Salary, Transfers, Planning)
  – Action Pane
  – Current View
  – Dimensions (Entity, Category, Time, etc.)
  – Members (1RPVP30, PJ51001, etc.)
  – Facts ($$$)
  – Intersection: The meeting point of all the dimensions that are dialed in on the Current View. It may or may not contain facts based upon the members of dimensions in a certain application.)
STAR Applications

Application chosen at log-in

<table>
<thead>
<tr>
<th>Financial Application (For all STAR users)</th>
<th>Salary Application (For input to make BPC file)</th>
<th>Transfers Application (For Budgeted Transfer detail)</th>
<th>Planning Application (For SFA access only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted operations - input by each unit</td>
<td>Budgeted salaries input annually by each unit</td>
<td>Budgeted transfer data at the agency/org detail level can be cross referenced.</td>
<td>State budget balancing numbers</td>
</tr>
<tr>
<td>Budget change &amp; Actual $$'s from Advantage Reporting</td>
<td>Doesn’t reflect PS/ HR actuals</td>
<td>Correlates to the I and O appropriation unit data in Financial.</td>
<td>Executive-level, long-term planning</td>
</tr>
</tbody>
</table>
And... Action!

STAR’s Action Pane

Action Pane with Current View collapsed

Action Pane with Current View expanded
STAR Dimensions

• Exist in all Applications – some are shared across applications (such as Campus or Entity)
• Units within each dimension are called Members
• Dimensional/Member intersections determine the facts/data

But…

Application isn’t quite a dimension
Member Lists

Fund Dimension

Time Dimension
Logging in …

• Open a web browser to MyApps: https://myapps.asu.edu

• Follow “first time login instructions”
Action Pane

Current View
(all dimensions and selected members listed)

Menus
(all options available in your current state)
Current View

Three ways to change ...

Click on **name** of dimension to see all available members

Type the exact member ID and click “Enter” key

Use **dropdown box** to see recently used members only
Member selector dialog box

- Click to search for a member in the list
- Click to view Properties of a member
- Click on + to expand under a parent
Member Hierarchy

Entity Dimension

```
1RPRR00 - PR : PRESIDENT (22114)
1RPRR01 - PR : PRESIDENT TEMPE CAMPUS (17814)
1RPVP00 - VP : EXECUTIVE ADMIN (94)
1RPVP10 - VP : PUBLIC AFFAIRS (274)
1RPVP11 - VP : ICA (154)
1RPVP13 - VP : UNIV TECHNOLOGY OFFICE (132)
1RPVP15 - VP : UNIV STUDENT INITIATIVE (816)
1RPVP17 - VP: EDUCATION PARTNERSHIPS (76)
1RPVP18 - VP : ASU ONLINE/EXTENDED CAM (10)
1RPVP20 - VP : RESEARCH & ECON AFFAIRS (1123)
1RPVP22 - VP : GLOBAL ENGAGEMENT (24)
1RPVP22_INPUT - VP : GLOBAL ENGAGEMENT Input
1RP22AA - DEAN : GLOBAL ENGAGEMENT (3)
SV11001 - OFFICE OF GLOBAL ENGAGEMENT
SV11002 - OGE-BUDGET RESERVE (STATE)
SV51001 - GLOBAL ENGAGEMENT LOCAL FUNDS
1RP22BB - DEAN: GLOBAL EDUCATION SVCS. (16)
JP11003 - OGE POLICY RESEARCH
JP51015 - OGE POLICY RESEARCH
1RPVP25 - VP : TECH & RESEARCH INTIATV (405)
1RPVP30 - VP : EXEC VP/PROVOST (11716)
1RPVP40 - VP : EVP BUSINESS & FINANCE (1709)
1RPVP45 - VP : UNIVERSITY ADMIN (76)
```

“Parent”

“Children”

“Base Member”
Dimensions to know and love

Introducing…

• Category
• Entity
• Ojbect_Financial
• And a supporting cast of Other Valuable Dimensions
Category Dimension

The Category dimension allows you to choose “Actuals” or “Budgets”.

Click on “Category” in the Action Pane.

Expand ALL_ACTUALS.
Entity Dimension

Click on “Entity” in the Action Pane

Click on the “Search” icon to search for a particular account

Expand / collapse the hierarchy trees
The Entity Dimension

• The Advantage account hierarchies are in the Entity dimension (you will generally use the “1RPPR00” hierarchy)

• Other hierarchies (different ways to roll up the same accounts)
  - APPR and Budget Reference Accounts
  - All_Budget_Units

• Properties (from Advantage – use for filtering in reports)
  – Account Status (active / inactive)
  – Agency Code Description
  – AcctFund (fund the account belongs to)
  – NACUBO Code
  – State of Arizona Program Code
The Object_Financial dimension

What’s in the Object_Financial dimension?

- Contains Object hierarchy from Advantage
  - Sample of hierarchy (tree):
    - Revenue and Expense (Net Total Parent)
      - Expense (Expense Parent)
        - P ( Appropriation Unit)
          - 7110 (Object)
            - 711001 (Sub-Object)
    - Balance Sheet objects are separate

- To see only Expense, select “Expense”
- To see only Revenue, select “Revenue”
- Revenue and Expense is NET
Other Dimension notes …

**Campus** … in most cases set to ALL_CAMPUSES (your choice of Entity already limits your data)

**DataSrc** … use ALL_DATA_SOURCES

**Fund** … in most cases set to ALL_FUNDS_BY_NUMBER (your choice of Entity already limits your data)

**Time & Measures work together** …

In **Time**, choose the time period (by fiscal year, qtr, month).

In **Measures**, use PERIODIC if you only want numbers for the one period you selected in the **Time** dimension.

Example: “Periodic” and “2008.JAN” will give you numbers only for January 2008

Use YTD if you only want year-to-date numbers *through* period you selected in the **Time** dimension.

Example: “YTD” and “2008.JAN” will give you numbers for July 2007 through January 2008
Getting to the Facts

• The STAR technology is all about retrieving $$’s and statistics, but not transaction details.

• These numbers (the data, called “facts”) are retrieved based on which member criteria that the user sets in the dimensions in the Current View.

• The more specific the member sets, the better (just make sure the intersections make sense).

Scenario:

A user wants to see a report on revenues and expenses…

(Hint: get more specific…)
Logging Off

Close STAR Excel 7 by clicking on the “X” at the top right. You will need to click the “X” for each report that you had opened and the default blank workbooks.
In conclusion…

• DO NOT FEAR! JUST TRY STUFF!

• You can’t really hurt anything – if you really mess up a report, just close it and try again!

• Don’t forget you can copy and paste data into a “plain ‘ol” Excel file, too.

• What you can do in Excel, you can do in STAR.
QUESTIONS?
Getting Help

• Quick Reference Guide in your folders
• Online Help in STAR
• STAR Instructions: [http://cfo.asu.edu/budget-star](http://cfo.asu.edu/budget-star)
• Technical questions:
  – STAR administrators (Susan Belhassen and Tod Kemper): [STARadmin@asu.edu](mailto:STARadmin@asu.edu) or 480-727-0669
Reporting

2 Main types: Existing (Canned) and Dynamic (Any-by-Any)

- Open existing report

- Build a Report using Dynamic Templates
  - Change columns / rows
  - Save
Reporting – Existing Reports

• Several pre-built reports currently available

• Ideas welcome for additional reports

• Can save reports to, and open reports from, any shared network space
Open an Existing Report

Getting Started - BPC for Excel

BPC Tasks
- Open a business process flow
- Open a custom menu

Available Task Categories
- Reporting & Analysis
- Data Input
- Journals
- Manage Data
- Open System Reports

Open Existing
- Open an existing report
- Open an existing report from My Report Folder

Reporting & Analysis Options
- Build New
  - Open an blank workbook
  - Build a report using drag & drop
  - Build a report using a dynamic template
- Open Existing
  - Open an existing report

Star
Strategic Tracking, Analysis and Reporting
# Existing Reports

“Budget Var – Approp Unit detail.xlsx”

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## BUDGET VARIANCE REPORT - BY APPROP UNIT CODE

**ALL FUNDS**

1 RPR9A9 DEAN: UNIV TECHNOLOGY OFFICE

FISCAL YTD THROUGH 2011.total

<table>
<thead>
<tr>
<th>Object</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>All Actuals (incl. Fyfmtd)</th>
<th>Variance to Original Budget</th>
<th>% Variance</th>
<th>Variance to Current Budget</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>1,831,379</td>
<td>2,256,813</td>
<td>1,992,833</td>
<td>238,546</td>
<td>13%</td>
<td>653,180</td>
<td>29%</td>
</tr>
<tr>
<td>STATE APPROPRIATIONS</td>
<td>33,316,183</td>
<td>34,525,053</td>
<td>34,525,053</td>
<td>(1,199,890)</td>
<td>-2%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>TUTION AND FEES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>GRANTS, CONTRACTS AND GIFTS</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>TECHNOLOGY &amp; RESEARCH INITIATI</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>SALES AND SERVICES</td>
<td>2,126,607</td>
<td>2,126,607</td>
<td>757,869</td>
<td>1,370,737</td>
<td>64%</td>
<td>1,370,737</td>
<td>64%</td>
</tr>
<tr>
<td>MISCELLANEOUS AND OTHER</td>
<td>(714)</td>
<td>714</td>
<td>714</td>
<td></td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>TRANSFERS IN</td>
<td>6,862,716</td>
<td>6,390,644</td>
<td>5,406,300</td>
<td>1,576,410</td>
<td>23%</td>
<td>1,576,410</td>
<td>23%</td>
</tr>
<tr>
<td>OTHER ADDITIONS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>OTHER DEDUCTIONS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Revenue Excluding Beginning Balance</strong></td>
<td>43,834,506</td>
<td>43,859,344</td>
<td>48,882,565</td>
<td>2,344,941</td>
<td>5%</td>
<td>2,956,779</td>
<td>7%</td>
</tr>
<tr>
<td>PERSONAL SERVICES</td>
<td>10,197,211</td>
<td>10,197,211</td>
<td>10,197,211</td>
<td></td>
<td>100%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>EMPLOYEE RELATED EXPENSES</td>
<td>10,197,211</td>
<td>10,197,211</td>
<td>10,197,211</td>
<td></td>
<td>100%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ALL OTHER OPERATING</td>
<td>10,197,211</td>
<td>10,197,211</td>
<td>10,197,211</td>
<td></td>
<td>100%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>DIRECT COST OF SALES</td>
<td>387,975</td>
<td>387,975</td>
<td>387,975</td>
<td></td>
<td>100%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>TRANSFERS OUT</td>
<td>60,000</td>
<td>60,000</td>
<td>20,000</td>
<td>57,000</td>
<td>71%</td>
<td>57,000</td>
<td>71%</td>
</tr>
<tr>
<td>Objects with no Appropriation Unit Code - Parent</td>
<td>325,062 (325,062)</td>
<td>325,062 (325,062)</td>
<td>325,062 (325,062)</td>
<td>325,062 (325,062)</td>
<td>325,062 (325,062)</td>
<td>325,062 (325,062)</td>
<td>325,062 (325,062)</td>
</tr>
<tr>
<td><strong>All Expense Objects</strong></td>
<td>44,456,453</td>
<td>44,884,355</td>
<td>25,279,757</td>
<td>19,170,658</td>
<td>43%</td>
<td>19,170,658</td>
<td>43%</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>415,432</td>
<td>1,031,602</td>
<td>17,065,601</td>
<td>(16,590,169)</td>
<td>-3993%</td>
<td>(15,974,595)</td>
<td>-1549%</td>
</tr>
</tbody>
</table>
Existing Reports
FY11 State Budget Summary Report

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>Personal Services</th>
<th>Employee Related Expenses</th>
<th>All Other Operating</th>
<th>TOTAL</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJJ1001</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>WB111022</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>XJJ11001</td>
<td></td>
<td></td>
<td>119,927</td>
<td>119,927</td>
<td></td>
</tr>
<tr>
<td>XJJ11005</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>XJJ11007</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>XJJ11009</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>XJJ11013</td>
<td>1,025,585</td>
<td>347,128</td>
<td>18,758</td>
<td>1,391,471</td>
<td>7.16</td>
</tr>
<tr>
<td>XJJ11014</td>
<td></td>
<td></td>
<td>560,099</td>
<td>560,099</td>
<td></td>
</tr>
<tr>
<td>XJJ11015</td>
<td>214,196</td>
<td>73,898</td>
<td>19,860</td>
<td>307,954</td>
<td>2.25</td>
</tr>
<tr>
<td>XJJ11017</td>
<td></td>
<td></td>
<td>5,920,777</td>
<td>5,920,777</td>
<td></td>
</tr>
</tbody>
</table>
What to do with a Report?

Close Template without saving changes

OR

Save as a Report on your computer/network drive

1. From the Microsoft Office menu, choose Save As.
2. On the left side, click on the icon called “My Network Places.”
3. Next, where it says File name, type in: \Client\X$ (in place of ‘X’, substitute the letter of your network drive or drive to which you want to save and press Enter.
4. Your drive directory will appear. Navigate to the desired location, name your file and Save (click Save when done).
Lab #1 – Use Existing Report

Scenario:

Your boss wants a report that shows the Variance between FY12 Original Budget, All Actuals, and Current Budget for all the accounts under 1RP1EAA. Find the existing report that will show that data.
LAB #1

BUDGET VARIANCE REPORT - BY APPROP UNIT CODE
ALL FUNDS
1RP1EA DEAN : COMMUNITY RELATIONS
FISCAL YTD THROUGH 2011.totai

<table>
<thead>
<tr>
<th>Object</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>All Actuals (Encumb.)</th>
<th>Variance to Original Budget</th>
<th>% Variance</th>
<th>Variance to Current Budget</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>411,500</td>
<td>411,500</td>
<td>655,949</td>
<td>(244,449)</td>
<td>-59%</td>
<td>(244,449)</td>
<td>-59%</td>
</tr>
<tr>
<td>STATE APPROPRIATIONS</td>
<td>663,362</td>
<td>670,070</td>
<td>670,070</td>
<td>(6,090)</td>
<td>-1%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRANTS, CONTRACTS AND GIFTS</td>
<td>1,907</td>
<td>(1,907)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNOLOGY &amp; RESEARCH INITIATI</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALES AND SERVICES</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS AND OTHER</td>
<td>(22)</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS IN</td>
<td>1,110,100</td>
<td>1,110,147</td>
<td>1,071,347</td>
<td>53,793</td>
<td>5%</td>
<td>106,800</td>
<td>10%</td>
</tr>
<tr>
<td>OTHER ADDITIONS</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER DEDUCTIONS</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue Excluding Beginning Balance</strong></td>
<td>1,700,062</td>
<td>1,700,217</td>
<td>1,643,362</td>
<td>56,700</td>
<td>5%</td>
<td>104,915</td>
<td>6%</td>
</tr>
<tr>
<td>PERSONAL SERVICES</td>
<td>1,022,000</td>
<td>1,020,016</td>
<td>652,004</td>
<td>170,515</td>
<td>17%</td>
<td>176,534</td>
<td>17%</td>
</tr>
<tr>
<td>EMPLOYEE RELATED EXPENSES</td>
<td>337,721</td>
<td>339,798</td>
<td>67,028</td>
<td>270,603</td>
<td>80%</td>
<td>272,770</td>
<td>80%</td>
</tr>
<tr>
<td>ALL OTHER OPERATING</td>
<td>388,143</td>
<td>388,183</td>
<td>133,905</td>
<td>232,237</td>
<td>63%</td>
<td>232,278</td>
<td>63%</td>
</tr>
<tr>
<td>DIRECT COST OF SALES</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS OUT</td>
<td>168,000</td>
<td>168,000</td>
<td>168,000</td>
<td>0</td>
<td>100%</td>
<td>168,000</td>
<td>100%</td>
</tr>
<tr>
<td>Objects with no Appropriation Unit Code - Parent</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>All Expense Objects</strong></td>
<td>1,994,163</td>
<td>1,992,599</td>
<td>1,953,010</td>
<td>41,445</td>
<td>44%</td>
<td>949,591</td>
<td>46%</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>297,119</td>
<td>297,119</td>
<td>1,286,233</td>
<td>(989,114)</td>
<td>-333%</td>
<td>(989,115)</td>
<td>-333%</td>
</tr>
</tbody>
</table>

Note: Actuals have changed since the day this screen shot was taken, so your “All Actuals” numbers will be slightly different.
Practice, practice, practice …

Back at your desk … open, run and print a “Budget Var – Approp Unit detail.xlt” report for your area’s 1RP rollup account.

You can do it!
Reporting - Dynamic Templates

• AKA: Any-by-any report
• Preset for 6 common reporting needs
• Use the Current View to “limit” the report content … the Current View rules!
• Use drop-downs in report to choose which dimensions to display in rows & columns

Come back to learn more options for customizing in Intermediate Reporting!
Template – Set Current View

Please select these members for each dimension in your current view:

Application: FINANCIAL
Campus: ALL_CAMPUSES
Category: ALL_ACTUALS
Datasrc: ALL_DATA SOURCES
Entity: 1RPR9AA
Fund: ALL_FUNDS_BY_NUMBER
Object_Financial: RevenueAndExpense
Time: 2010.TOTAL
Measures: PERIODIC
Building a Dynamic Template

AKA: Any-by-any

Step 1: Click “Reporting & Analysis”

Step 2: Click “Build a report using a dynamic template”

Step 3: Double-Click on desired template

Preset your current view with the most specific dimension members for your reporting needs. Once the report is created, change can be a SLOW process in STAR.
Choose dimension to display in Columns

Choose dimension to display in Rows

Hint: you may have to scroll up or down on the dropdown list to find a dimension

Report automatically refreshes after you change your display selection (data still based on Current View)

Patience… it can be slow…
Expand and Refresh

- **Expand**
  - Creates the rows and columns based on your settings
    - **Overwrites** everything that was already in the rows & columns before expanding
    - Looks at the database to find all the members your settings ask for (will find members that are new since last time you Expanded)

- **Refresh**
  - Updates the data for the existing row and column members (does not look for new members)
  - Click this button if your report shows “#RFR” errors
Drill-Down on Rows

To drill down one level, Double-Click on ROW

OR ... Right click on ROW and select Drill Down

To go back to higher level, click on “Back” arrow in toolbar

Star Strategic Tracking, Analysis and Reporting
Lab #2 – Use Dynamic Template

Scenario:

Your boss wants a report that shows the *FY10 actuals* for the rollup account *1RP1EAA*...

She wants the report to display the *Actual revenues and expenses, Encumbrances, and Pre-encumbrances* in the columns and the *Object_financial* in the rows.
Lab #2 - Hints

1. Set dimension members in the Current View

2. Open Any-by-Any report template

3. Change Columns to display Category (leave Rows to display Object_Financial)

Tips:
* Leave Campus at “ALL_CAMPUSES”
* Leave Datasrc at “ALL_DATA_SOURCES”
* Leave Fund at “ALL_FUNDS_BY_NUMBER”
* Leave Measures at “PERIODIC”
Lab #2 - Report

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Actual Revenue and Expense</th>
<th>Pre-Encumbrance</th>
<th>Encumbrance</th>
<th>Balance Sheet</th>
<th>All Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALANCE FORWARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE APPROPRIATIONS</td>
<td>317,525</td>
<td></td>
<td></td>
<td></td>
<td>317,525</td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>671,269</td>
<td></td>
<td></td>
<td></td>
<td>671,269</td>
</tr>
<tr>
<td>GRANTS, CONTRACTS AND GIFTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNOLOGY &amp; RESEARCH INITIATI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALES AND SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS AND OTHER</td>
<td>1,226</td>
<td></td>
<td></td>
<td></td>
<td>1,226</td>
</tr>
<tr>
<td>TRANSFERS IN</td>
<td>1,083,000</td>
<td></td>
<td></td>
<td></td>
<td>1,083,000</td>
</tr>
<tr>
<td>OTHER ADDITIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER DEDUCTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FED STIMULUS STABILIZATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Revenue Objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL SERVICES</td>
<td>2,073,020</td>
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<td></td>
<td></td>
<td>2,073,020</td>
</tr>
<tr>
<td>EMPLOYEE RELATED EXPENSES</td>
<td>579,539</td>
<td>266,364</td>
<td></td>
<td>845,954</td>
<td></td>
</tr>
<tr>
<td>ALL OTHER OPERATING</td>
<td>189,849</td>
<td></td>
<td></td>
<td>189,849</td>
<td></td>
</tr>
<tr>
<td>DIRECT COST OF SALES</td>
<td>282,977</td>
<td></td>
<td></td>
<td>307,749</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS OUT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects with no Appropriation Unit Code - F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Expense Objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Revenue and Expense Objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Revenue and Expense Objects</td>
<td>1,052,416</td>
<td>292,136</td>
<td></td>
<td>1,344,552</td>
<td></td>
</tr>
<tr>
<td>All Revenue and Expense Objects</td>
<td>1,020,604</td>
<td>(292,136)</td>
<td></td>
<td>728,468</td>
<td></td>
</tr>
</tbody>
</table>

Note: Actuals have changed since the day this screen shot was taken, so your numbers will be slightly different.