STAR System Training

Reporting 1
Today’s Training Objectives

Review system terminology and structure:
- Data that is in STAR (and is not)
- Terminology
- Navigation of STAR Current View

Introduce basic reporting:
- Purpose
- Pre-built STAR web reports
- Refresh/ Expand
- Park ‘N Go
- Opening/ Saving reports and formats
- Creation of Dynamic Template reports
STAR Review
Getting Help

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

<table>
<thead>
<tr>
<th>STAR – Reporting</th>
<th>Advantage – Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generally pulls data from Advantage</td>
<td>Records transaction level data</td>
</tr>
</tbody>
</table>

- **Original Budget Input**  
  (including cash basis accounts)

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

- **FY11 Actuals** – updated daily from Advantage  
  (all accounts)

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

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

- **FY11 Actuals are entered**  
  (all accounts)
System Design

• Uses Excel framework

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

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

#### Application chosen at log-in

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Application</td>
<td>(For all STAR users)</td>
</tr>
<tr>
<td>Salary Application</td>
<td>(For input to make BPC file)</td>
</tr>
<tr>
<td>Transfers Application</td>
<td>(For Budgeted Transfer detail)</td>
</tr>
<tr>
<td>Planning Application</td>
<td>(For SFA access only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Application</th>
<th>Salary Application</th>
<th>Transfers Application</th>
<th>Planning Application</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>

Application can be seen and changed at any time in Current View; acts like a new log-in when changing.
And...  Action!

STAR’s Action Pane

Action Pane with Current View collapsed

Action Pane with Current View expanded

Session Information
- Logon: sbelhass - STARappset
- CV: FINANCIAL - ALL_CAMPUSES - ACTUAL_REV_EXP - ALL_DATA_SOURCES - 1RPR00 - ALL_FUNDS_BY_NUMBER - RevenueAndExpense-2011.total-Periodic

Getting Started - BPC for Excel

BPC Tasks
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

Remember:

To open up the Member List, click on the Dimension Name; it is an actionable object.
STAR Reporting
Logging in …

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

• Search for STAR Excel 7 (if necessary) and click “Run App Now” (install Citrix plug-in if necessary)
Report Application

• To examine your area’s sources and uses from any angle, zeroing in on specific funds or objects all in an Excel format (easily printable/portable).

• To address talking points with your OPB Analyst.

• To view data over time.

• To view comparative budget categories and calculate variances in one place.

• To examine your data in whatever other regard you would like within the scope of the application, dimensions, members and facts.
Two Types of Reports

1) Canned reports:
   - STAR Web reports

2) Reporting using Dynamic Template (any-by-any)
   - Default behaviors
   - Control panel
   - Customize and save as Excel file
   - Open saved Excel file
Reporting – Existing Reports

• Several pre-built (canned) reports currently available in STAR’s report web-directory (e.g. Monthly Year-end Forecast Report, Monthly Original Budget to Actual report).

• Ideas welcome for additional reports that would be useful university-wide.

• Can save reports to, and open reports from, any shared network space or your own PC.
Opening a STAR Web Report

1. **Pre-set your current view with your desired dimension settings.**
2. **Click “Reporting & Analysis.”** A new submenu will appear.
3. **Click “Open an existing report” from the new menu.**
4. **Wait. (STAR’s a little slow sometimes)**
5. **Navigate through STAR’s native web directory to your desired report. Explore!**
Template Exercise
Monthly Year-end Forecast Report
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: 1RPVP30
Fund: ALL_FUNDS_BY_NUMBER
Object_Financial: RevenueAndExpense
Time: 2012.TOTAL
Measures: PERIODIC
Expand & Refresh

Expand

- Draws 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)

Note: If a cell shows “#RFR,” it means you need to refresh.
STAR and Excel

• STAR reports have full Excel functionality (Insert rows, columns, formulas, change formats, copy, paste, etc…)

• You can save your file in STAR Excel, or if necessary, data from STAR reports can be pasted into “plain” Excel (Copy/Paste). Formatting is generally lost, however.
Park ‘N Go

• Makes sharing and opening-later easier – no need to consider Current View.

Use Icon in “Add-ins” ribbon: OR Use Links in Action Pane:
Saving a STAR Report

If you do not wish to save, you can… Close Template without saving changes

OR if you wish to save…

You can Save as a Macro-Enabled Excel Workbook on your computer/network drive (consider Parking, first)

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).
Opening a Saved Report from your network or personal drive

1. Open like a regular Excel 7 file.

   BUT...

2. Manually type the `\Client\X$` path using the drive letter where your saved file is located (and press Enter).


4. Save as you would in Excel 7 (Save Button, Ctrl+S or Save As).
Reporting - Dynamic Template

• Set Current View first to save time
• Six report-building templates to choose from – Any-by-Any is easiest for versatility and speed.
• Use drop-downs in report to choose which dimensions to view
Template Exercise
Any-by-Any
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: 1RPVP30  
Fund: ALL_FUNDS_BY_NUMBER  
Object_Financial: RevenueAndExpense  
Time: 2012.TOTAL  
Measures: PERIODIC
Template Exercise: Open Dynamic Template

Step 1: Click “Reporting & Analysis”

HINT: Use “Home” and/or “Back” if Action Pane doesn’t show “Reporting & Analysis”

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

Step 3: Double-Click on desired template (Any-by-Any)
Template Exercise: Choose Dimensions for Rows & Columns

You can choose the dimension to display in Columns and Rows from the drop-down menus.

Hints:
1) You may have to scroll up or down on the dropdown list to find a dimension
2) Do NOT choose the same dimension for category and row (breaks report).

Note: The report automatically refreshes after you change your dimension data (data is live and based on Current View).
Drill-Down on Rows

To drill down one level, Double-Click on the ROW (works on rows only)

OR … Right click on ROW and select Drill Down from the shortcut menu

To go back to higher level, click on “Back” arrow on the Add-Ins ribbon (or on the link in the Action Pane)
Further Report Customization

1. Remember … anything you can do in Excel you can do in a STAR report.

2. Make sure your report is not going to expand over your changes.

3. You can save to your network drives and print to your printers.
What to do with the Report?

Close Template without saving changes.

OR

Save as a Report on your computer/network drive.

OR

Park N Go and then Save as a report on your computer/network drive.
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.

STAR times-out, so make sure you save and close it when you’re done in order to not lose data.
In conclusion…

• DO NOT FEAR – Just try different things! Explore… And be patient.

• 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 (values) into an Excel file, too (no timing out).

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

Next up… Labs
LAB:
Setting current view, making Any-by-Any, changing columns, park and save.

Scenario: You want to see the Actual Revenue and Expense for the FY11 year for Entity PJ11001. You would also like to see it over time. Then you want to prepare the report to email to a colleague.

Try to complete the lab without looking at the next slides! But if you need a hint, turn the page …
Lab: Step 1
Create Any-by-Any Report

<table>
<thead>
<tr>
<th>Entity</th>
<th>Description</th>
<th>Revenue</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PERSONAL SERVICES</td>
<td>738,138</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>STATE APPROPRIATIONS</td>
<td>907,882</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>TUITION AND FEES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>GRANTS, CONTRACTS AND GIFTS</td>
<td>229,443</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>TECHNOLOGY &amp; RESEARCH INITIATI</td>
<td>16,503</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>SALES AND SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>MISCELLANEOUS AND OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>TRANSFERS IN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>OTHER ADDITIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>OTHER DEDUCTIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>FED STIMULUS STABILIZATION</td>
<td>907,882</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>All Revenue Objects</td>
<td>907,882</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>PERSONAL SERVICES</td>
<td>738,138</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>EMPLOYEE RELATED EXPENSES</td>
<td>229,443</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>ALL OTHER OPERATING</td>
<td>16,503</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>DIRECT COST OF SALES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>FINANCIAL AID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>TRANSFERS OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Objects with no Appropriation Unit Code - Parent</td>
<td>Other Object</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>All Expense Objects</td>
<td>984,084</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>All Revenue and Expense Objects</td>
<td>Revenue/Exp</td>
<td>3,808</td>
</tr>
</tbody>
</table>
Lab: Step 2
Change columns to show time

<table>
<thead>
<tr>
<th>TIME</th>
<th>OBJECT FINAN</th>
<th>2011 Q0</th>
<th>2011 Q1</th>
<th>2011 Q2</th>
<th>2011 Q3</th>
<th>2011 Q4</th>
<th>2011 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALANCE FORWARD</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE APPROPRIATIONS</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>T</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRANTS, CONTRACTS AND GIFTS</td>
<td>G</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNOLOGY &amp; RESEARCH INITIATI</td>
<td>J</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALES AND SERVICES</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS AND OTHER</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS IN</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER ADDITIONS</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER DEDUCTIONS</td>
<td>U</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FED STIMULUS STABILIZATION</td>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Revenue Objects</td>
<td>Revenue</td>
<td>958,492</td>
<td></td>
<td></td>
<td></td>
<td>29,400</td>
<td>987,892</td>
</tr>
<tr>
<td>PERSONAL SERVICES</td>
<td>P</td>
<td>175,945</td>
<td>191,740</td>
<td>170,642</td>
<td>199,041</td>
<td>738,130</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE RELATED EXPENSES</td>
<td>E</td>
<td>52,815</td>
<td>62,916</td>
<td>52,816</td>
<td>60,896</td>
<td>229,413</td>
<td></td>
</tr>
<tr>
<td>ALL OTHER OPERATING</td>
<td>A</td>
<td>1,958</td>
<td>2,353</td>
<td>1,905</td>
<td>10,286</td>
<td>16,503</td>
<td></td>
</tr>
<tr>
<td>DIRECT COST OF SALES</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS OUT</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects with no Appropriation Unit Code</td>
<td>Parent</td>
<td>Other_Objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Expense Objects</td>
<td>Expense</td>
<td>230,719</td>
<td>257,009</td>
<td>225,333</td>
<td>271,023</td>
<td>984,084</td>
<td></td>
</tr>
<tr>
<td>All Revenue and Expense Objects</td>
<td>Revenue</td>
<td>727,773</td>
<td>(257,009)</td>
<td>(225,333)</td>
<td>(241,023)</td>
<td>3,808</td>
<td></td>
</tr>
</tbody>
</table>
Lab: Step 3
Park It and Save It

1. Park
   Park N Go

   Park N Go Settings
   Park N Go is a feature that allows you to lock down the current view, or both the current view and data.
   Current setting: Set to live data and live current view
   Select an option:
   Set to live data and live current view
   Set to live data and static current view
   Set to static data and static current view
   Set to offline (no connectivity)

2. Save
   ![Save As dialog box]
   File name: \Cetn\C$
   Save as type: Excel Macro-Enabled Workbook
   Save in: My Network Places

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Star Strategic Tracking, Analysis and Reporting
Bonus: Key STAR Excel formulae

• Like Excel, STAR Excel has some built-in formulae denoted by EV prefix. Good formulae to know are:
  EVCVS()
  EVDES()
  EVPRO()
  EVGTS()

• Can be used both in a plain STAR spreadsheet and in reports.

  Hint: Use Cell references…
**Bonus: Key STAR Excel formulae**

**Exercise:** On a blank STAR Spreadsheet, use each of the following EV formulae once:
- `EVCVW()`
- `EVDES()`
- `EVCPRO()`
- `EVGTS()`

**Must-haves on the sheet:**
- Application
- At least two defining Members

### Example Spreadsheet

<table>
<thead>
<tr>
<th>C9</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This is my STAR report</td>
<td>Financial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>here is some data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Entity</td>
<td>Description</td>
<td>Actual_rev_exp</td>
<td>AcctStatus</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1RPFR03</td>
<td>PR : PRESIDENT POLYTECH CAMP</td>
<td>23430134.04</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Show Formulas View:**

```
This is my STAR report
here is some data

Entity       Description       Actual_rev_exp      AcctStatus
1RPFR03      PR : PRESIDENT POLYTECH CAMP 23430134.04 A
```

- `=EVCVW($D$1,"ENTITY")`
- `=EVDES(A6,$D$1)`
- `=EVGTS($D$1,1,A6,D2)`
- `=EVPRO($D$1,A6,D5)`
Bonus: Copy and Paste from Dialog Box

Use the member selector dialog box to easily select members to copy and paste in order to create custom reports when expansion is turned off.
Practice, practice, practice…

Create an Any-by-Any report with Entity in the rows and Category in the Column. Chose your own Entity and a Category of your choice.

Dial in other Current View settings that may be useful for you (i.e. 2012.total).

Park it and Save it to your C:\ drive desktop (not the M:\ cloud pretend desktop).

You can do it!