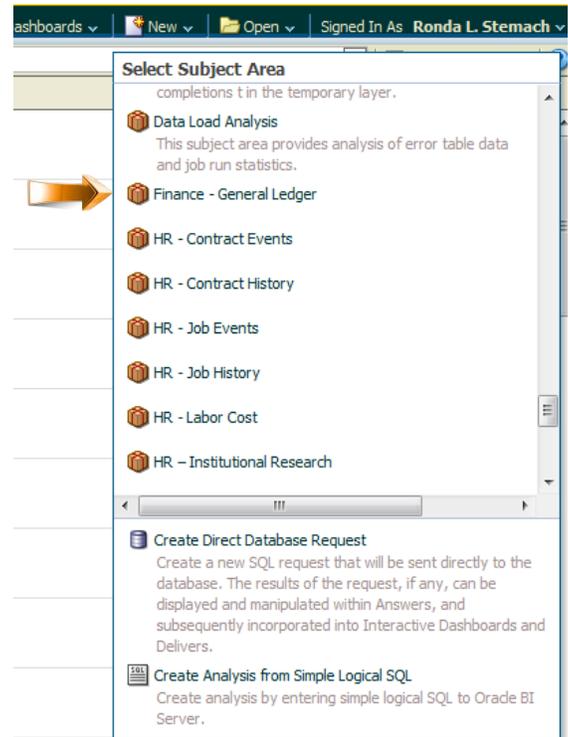


## Creating an Analysis with Column Selectors

1. Create a New Analysis, and choose the Finance – General Ledger subject area.
2. Add the following Fields:
  - a. Fund – Fund
  - b. Account – Object Group
  - c. Account – Object Code
  - d. Measures – Original Budget
  - e. Measures – Revised Budget
  - f. Measures – Actuals
  - g. Measures – Encumbrances
  - h. Measures – Balance Remaining
  - i. Measures - % of Budget Spent



Your analysis should look like this:



3. Create a Filter:



Fiscal Year is equal to / is in 2013-2014  
**AND** Department (Current) is equal to / is in D10001 - PRESIDENT'S OFFICE

4. Click on the Results tab. In the Views pane at bottom left, click the New button  and then click "Column Selector". You will see the following:

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Label (optional) Choices	<input checked="" type="checkbox"/> Include Selector Fund	<input checked="" type="checkbox"/> Include Selector Object Group	<input type="checkbox"/> Include Selector Original Budget	<input type="checkbox"/> Include Selector Revised Budget	<input type="checkbox"/> Include Selector Actuals	<input type="checkbox"/> Include Selector Encumbrances	<input type="checkbox"/> Include Selector Balance Remaining	<input type="checkbox"/> Include Selector Percent of Budget Spent

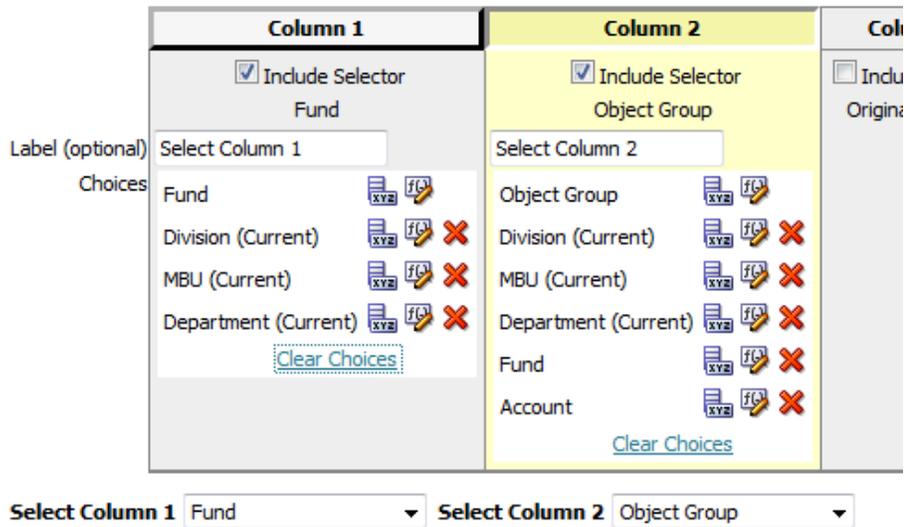
5. Check the First TWO boxes, indicating that the first two columns will be used as column selectors. The default value for each column selector will be what they started as: Fund for Column 1 and Object Group for Column 2.

The way you add values you want to see appear in each column is by selecting a column (it will highlight in yellow), and then double-clicking fields from the left Subject Area Pane. They will appear in the column selector in the order that you clicked. You cannot reorder them – if you want to change the order, remove the selections using the red X and then double click again to add them in the order you want them to appear.

For Fund, add DIVISION, MBU AND DEPARTMENT (current).

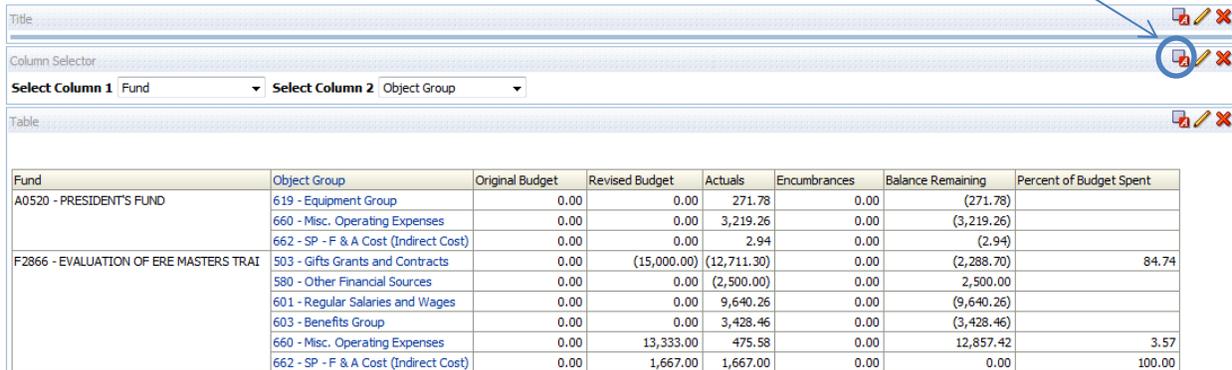
For Object Group, add DIVISON, MBU, DEPARTMENT, FUND and ACCOUNT.

Add Labels to each column of "Select Column 1" and "Select Column 2".



Click Done when finished.

6. Add the column selector view to your report, above your table. Use the format button in the right corner of the column selector section to format so the column selector fields are left aligned.



Fund	Object Group	Original Budget	Revised Budget	Actuals	Encumbrances	Balance Remaining	Percent of Budget Spent
A0520 - PRESIDENT'S FUND	619 - Equipment Group	0.00	0.00	271.78	0.00	(271.78)	
	660 - Misc. Operating Expenses	0.00	0.00	3,219.26	0.00	(3,219.26)	
	662 - SP - F & A Cost (Indirect Cost)	0.00	0.00	2.94	0.00	(2.94)	
F2866 - EVALUATION OF ERE MASTERS TRAI	503 - Gifts Grants and Contracts	0.00	(15,000.00)	(12,711.30)	0.00	(2,288.70)	84.74
	580 - Other Financial Sources	0.00	0.00	(2,500.00)	0.00	2,500.00	
	601 - Regular Salaries and Wages	0.00	0.00	9,640.26	0.00	(9,640.26)	
	603 - Benefits Group	0.00	0.00	3,428.46	0.00	(3,428.46)	
	660 - Misc. Operating Expenses	0.00	13,333.00	475.58	0.00	12,857.42	3.57
	662 - SP - F & A Cost (Indirect Cost)	0.00	1,667.00	1,667.00	0.00	0.00	100.00

7. Experiment with changing the values of the columns in the column selector and viewing the results.