


Lab 1: Using the Filter Function

Title: General Fund Expenditure Comparison

Fund	Object Group	June 2013 Actuals	2012-2013 Actuals	June 2012 Actuals	2011-2012 Actuals
HM500 - OPERATING FUND	601 - Regular Salaries and Wages	110,994.64	1,387,639.56	133,004.86	1,429,477.16
	602 - Work Study	0.00	2,910.80	0.00	4,131.40
	603 - Benefits Group	55,766.78	696,947.28	52,095.26	621,776.73
	604 - Communications	0.00	6,844.72	612.52	7,647.78
	606 - Travel	0.00	2,131.83	4,168.61	19,637.14
	613 - Contractual Services Group	0.00	6,534.71	1,100.00	12,780.00
	616 - Information Technology Costs	4,739.98	6,383.78	0.00	0.00
	619 - Equipment Group	213.20	11,767.86	0.00	6,720.24
	660 - Misc. Operating Expenses	5,044.79	130,677.81	10,374.98	145,482.82
	HM500 - OPERATING FUND Total		176,759.39	2,251,838.35	201,356.23
Grand Total		176,759.39	2,251,838.35	201,356.23	2,247,653.27

Filters:

Fund - General Fund [View](#)
 and Account - Expenditures [View](#)
 and Finance Users Accounting Period 0 View [View](#)
 and Fiscal Year is equal to 2011-2012, 2012-2013
 and Department (Current) is equal to / is in D20023 - ART

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I. Create the basic Analysis:

- 1) Create a new analysis from the Finance – General Ledger subject area.
- 2) Add the following fields: Fund, Object Group, Actuals, Actuals, Actuals, Actuals
- 3) Add the 3 standard Finance Filters for General Fund Expenditures shown above (you can tell they are saved due to the ‘view’ hyperlink). These are located in Shared Folders/2.0 – Finance/Subject Area Contents/Finance – General Ledger in the catalog pane on the lower left of your window.
- 4) Add the filter for current and previous fiscal year
- 5) Use a relevant department filter.
- 6) Save the analysis as ‘General Fund Expenditure Comparison’

II. Customize your Current Month Actual Column:

- 1) In the first ‘Actuals’ Column, edit the formula, and remove the reference to the actuals measure in the column formula window.
- 2) Click the FILTERS button. An “insert Filter” dialog box appears, asking you to set the FILTER EXPRESSION.
- 3) You are filtering for the current month (June in this example), so navigate to and double-click the Accounting Period (ID) field. When you do that, another dialog box will pop up asking you what to set the accounting period filter to. Choose ‘12’, click OK.
- 4) We need to also add the Fiscal Year. Double-click the Fiscal Year, set the value to ‘2012-2013’, and click OK. You will notice it automatically puts the AND part in. Click OK to

close the 'insert filter' dialog box.

- 5) Notice that when you are returned to editing the column formula, the filter function is in place with the filter argument for the accounting period, but we still need to specify WHAT we are filtering. The 'expr' argument is highlighted for you. Select "Measures"."Actuals" from the subject area pane and click the blue arrow to move it to the right pane, and it will replace the 'expr' with "Measures"."Actuals".
- 6) Check the 'Custom Headings' checkbox at the top, and enter the column heading 'June 2013 Actuals' Click OK.

III. Customize your Current Fiscal Year Column:

- 1) In the second 'Actuals' Column, edit the formula, and remove the reference to the actuals measure in the column formula window.
- 2) Click the FILTERS button. An "insert Filter" dialog box appears, asking you to set the FILTER EXPRESSION.
- 3) You are filtering for the current fiscal year (2012-2013 in this example), so navigate to and double-click the fiscal year field. When you do that, another dialog box will pop up asking you what to set the accounting period filter to. Choose '2012-2013', click OK. Click OK again to close the 'insert filter' dialog box.
- 4) Notice that when you are returned to editing the column formula, the filter function is in place with the filter argument for the accounting period, but we still need to specify WHAT we are filtering. The 'expr' argument is highlighted for you. Select "Measures"."Actuals" from the subject area pane and click the blue arrow to move it to the right pane, and it will replace the 'expr' with "Measures"."Actuals".
- 5) Check the 'Custom Headings' checkbox at the top, and enter the column heading '2012-2013 Actuals' Click OK.

IV. Customize your Previous June and Previous Fiscal Year columns:

- 1) Edit the formula for your June 2013 actuals column. You can select the formula you created and then press CTRL + C on your keyboard to copy it.
- 2) Edit the formula for your soon-to-be June 2012 actuals column (the 3rd actuals column). Press CTRL + V to paste. Then, you can simply modify the fiscal year from '2012-2013' to '2011-2012' .
- 3) Change the Column Heading to 'June 2012 Actuals' and click OK.
- 4) Repeat steps 1-3 on the last column, changing the Column Heading to '2011-2012 Actuals' in step 3.

Lab 2: Math Function

General Fund Expenditure Comparison

Fund	Object Group	June 2013 Actuals	2012-2013 Actuals	June 2012 Actuals	2011-2012 Actuals
A6573 - WAYNE KNIGHT TRUST	590 - Revenue Adjustments	0.00	1,202	0.00	0.00
A6574 - MARCHI SCULPTURE TRUST	590 - Revenue Adjustments	0.00	2,572	0.00	0.00
A6576 - ART DEPT NATIVE AMERI ART TRUST	590 - Revenue Adjustments	0.00	148	0.00	0.00
A6596 - STUDIO SCHOOL TRUST	590 - Revenue Adjustments	0.00	300	0.00	0.00
A6601 - ART GALLERY TRUST	503 - Gifts Grants and Contracts	0.00	825	0.00	0.00
	590 - Revenue Adjustments	0.00	327	0.00	0.00
A6604 - ART DEPT ENRICHMENT FUND TRUST	503 - Gifts Grants and Contracts	0.00	705	0.00	0.00
	590 - Revenue Adjustments	0.00	23,684	0.00	0.00
HM500 - OPERATING FUND	580 - Other Financial Sources	0.00	0	0.00	6,624.00
T7496 - WAYNE KNIGHT TRUST	580 - Other Financial Sources	0.00	0	0.00	1,348.00
	590 - Revenue Adjustments	0.00	1,202	0.00	0.00
T7506 - MARCHI SCULPTURE ENDOW	580 - Other Financial Sources	0.00	0	0.00	2,553.04
	590 - Revenue Adjustments	0.00	2,572	0.00	0.00
T7551 - ART DEPT.NATIVE AMERICAN ART	580 - Other Financial Sources	0.00	0	0.00	146.41
	590 - Revenue Adjustments	0.00	148	0.00	0.00
T7705 - ART GALLERY TRUST	580 - Other Financial Sources	0.00	1,514	0.00	1,983.37

Finance Users Accounting Period 0 View
 and Fiscal Year is equal to 2011-2012, 2012-2013
 and Department (Current) is equal to / is in D20023 - ART
 and Account - Revenue

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I. Create the basic Analysis:

- 1) Open the General Fund Expenditure Comparison you created in Lab 1, and click the SAVE AS button. Name it Fund Revenue Comparison.
- 2) Remove the General Fund saved filter and the Account – Expenditure saved filter.
- 3) Add the Account – Revenue filter shown above. It is located in Shared Folders/2.0 – Finance/Subject Area Contents/Finance – General Ledger in the catalog pane on the lower left of your window.

II. Remove the Negative sign from the Revenue Report:

- 1) Edit the June 2013 Actuals column.
- 2) Highlight the text “Measures”.”Actuals” in the column formula area. We are selecting the argument of the function we are inserting in the next step.
- 3) We are going to insert the ABS function (for absolute value). Click the $f(...)$ button in the lower left corner of that area.
- 4) Expand the Functions Folder (if not already), then the Math Folder, and select the ABS function at the top. Notice it gives you an example and syntax guidance in the insert function dialog box. CLICK OK.
- 5) The ABS function is properly inserted, along with the required parenthesis.
- 6) Repeat steps 1 – 5 on the 3 other columns.

NOTE: BEWARE WHAT YOU CAN DO!! While this report looks great without the negative

signs, look at your DATA. This is now an inaccurate report. The math is correct; however, the APPEARANCE of the data is not.

Lab 3: Date Function

General Fund Expenditure Comparison

Fund	Object Group	June 2013 Actuals	2012-2013 Actuals	June 2012 Actuals	2011-2012 Actuals
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	602 - Work Study	0.00	2,910.80	0.00	4,131.40
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	613 - Contractual Services Group	0.00	6,534.71	1,100.00	12,780.00
	616 - Information Technology Costs	4,739.98	6,383.78	0.00	0.00
	619 - Equipment Group	213.20	11,767.86	0.00	6,720.24
	660 - Misc. Operating Expenses	5,044.79	130,677.81	10,374.98	145,482.82
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Grand Total		176,759.39	2,251,838.35	201,356.23	2,247,653.27

Narrative
This report was run on 7/3/2013 12:20:47 PM

Filters
Fund - General Fund
and Account - Expenditures
and Finance Users Accounting Period 0 View
and Fiscal Year is equal to 2011-2012, 2012-2013
and Department (Current) is equal to / is in D20023 - ART

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Here's how to create a custom run date message, using the function NOW() to display the current date and time:

- 1) Edit your General Fund Expenditure Comparison Report, and go to the criteria tab.
- 2) Grab the Accounting Date from the subject area pane, and drag it to the first column position.
- 3) Edit the column formula for Accounting Date. Remove the column reference, and instead insert the NOW() function, either by typing it in or by using the insert function button. Edit the Column Heading and change it to 'Run Date'.
- 4) Save your analysis.
- 5) Go to the Results tab. Add a Narrative View. In the NARRATIVE section, type "This Report was run on " (no quotes), and then enter @1. This syntax references the column number to pull into the narrative, and we put the run date in column 1 in step 2.
- 6) If you like, you can use HTML markup to make it bold, italicized, etc. Click anywhere outside that narrative section, and you will see a preview at the bottom of the dialog box for review. SET ROWS TO DISPLAY AT 1. Click OK when finished.
- 7) Add the narrative view to your analysis.

Lab 4: Using a Variable

Title: General Fund Expenditure Comparison


Table

Fund	Object Group	June 2013 Actuals	2012-2013 Actuals	June 2012 Actuals	2011-2012 Actuals
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Narrative: This report was run on 7/3/2013 1:28:22 PM by user rls508

Filters:

Fund - General Fund [View](#)
 and Account - Expenditures [View](#)
 and Finance Users Accounting Period 0 View [View](#)
 and Fiscal Year is equal to 2011-2012, 2012-2013
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Here's how to add the user to the custom run date message we created in Lab 3:

- 1) Edit your General Fund Expenditure Comparison Report, and go to the criteria tab.
- 2) Grab any field from the subject area pane, and drag it to the SECOND column position.
- 3) Edit the column formula for the column you selected in step 2. Remove the column reference, and click the VARIABLE button, selecting SESSION variable.
- 4) Enter USER in the variable name dialog box and press OK. Notice how it appended the correct NQ_Session prefix, and also used the VALUEOF function to pull the value.
- 5) Edit the Narrative View. At the end, after @1, type "by User " (no quotes), then enter @2. Remember this syntax references the second column. Click OK when finished.
- 6) Save and view your analysis.