# Table of Contents

Table of Contents .................................................................................................................. 2  
Introduction ............................................................................................................................. 3  
Report Building Methodology ............................................................................................... 3  
Getting Started ....................................................................................................................... 5  
Navigation Overview and Diagram - Figure 1 ..................................................................... 7  
Delivered Reports .................................................................................................................... 8  
Navigation Overview and Diagram – Data Layout Tab – Figure 2 ........................................ 9  
Edit Functionality – Figure 3 .................................................................................................. 10  
Pivot Functionality ................................................................................................................. 13  
Changing Report Dimensions ............................................................................................... 18  
1) Removing an Existing Dimension ..................................................................................... 18  
2) Adding a Dimension to the Row Orientation .................................................................. 18  
3) Adding a Dimension to the Column Orientation .............................................................. 18  
4) Adding a Slicer to the Page – Example - adding a slicer for Fiscal Quarter – See below for screen shots. ................................................................. 18  
5) Combining Items on a Report ............................................................................................ 21 
Building Your Own Custom Reports .................................................................................... 24  
Exercise 1 – Create a Budget to Actuals Restricted Fund Report by Project ................. 24  
Exercise 2 – Create a Budget to Actuals Report by Program ............................................... 26  
Exercise 3 – Create a Report Showing Budget by Department for the Last 6 Budget Years ................................................................. 29
Introduction

The iStrategy Power User Guide is designed for users that want the capability to make significant customizations to the current iStrategy Budget to Actual reports. The iStrategy Executive training is a prerequisite to the Power User training as the Power User training will build off of the concepts covered in the iStrategy Executive training guide. Upon completion of this course, the end user will know how to create their own iStrategy Budget to Actual reports, change dimensions on existing reports, modify existing slicers, and create new slicers as needed.

Report Building Methodology

Below are the steps that were used in building the current Budget to Actual iStrategy reports. The process is similar for customizing the current iStrategy Budget to Actual reports or building new reports.

1. Identify the primary data type (i.e. journals, vouchers, payroll detail etc.)?
2. Identify the existing report that most closely matches the desired report (organized by account, by fund etc.)
3. Approach Report by Rows, Columns, and Background Information.
   a) Define data elements in Rows and Columns.
   b) Define additional criteria in Background.
   c) Add detail to each item – i.e. which accounts, which budget periods?
4. Refine report with Filters, Sorting etc.
5. Consider Nesting of Dimensions to improve presentation of data.
6. Tips and Techniques
   a) Click Apply after each change – build incrementally.
   b) Use Leaf Descendents when a report includes all detail values – reduces keying.
   c) Save final report as My View.
   d) Email My View reports to others with appropriate security.

Data available in iStrategy

- FY 2006 through current
  - *PERS_SERV_BOR 2011 and future only
- Controlled Budgets, Commitment Control, GL Journals, AP Detail, PO Detail, Vendors, and now Payroll Detail (PERS_SERV_BOR).
- Use of Trees and Hierarchies
- Descriptions from related tables (Account, Department, Fund etc.).
Data Hierarchies

- Account – centrally maintained, institution values included
- Fund – central
- Program, Class – central
- Department – institution
  - XXX_BI_DEPARTMENT
- Project - institution
- Alternative Reporting

Organization of Data in iStrategy

- Perspectives = Budget Management, Accounts Payable, PO, Payroll, Position (Currently all reports based on Budget Management)
- Dimensions = Fund, Account, Program, Class, Department, Budget Ref, Project, Fiscal Period – Also Vendor, and Position
- Facts = Budget Journals, GL Journals, Vouchers, payroll detail on PERS_SERV_BOR, – something with a dollar amount attached
- Measures = Budget, Actuals, Encumbered Amt, Remaining Budget, YTD Actual, PYTD Actual, % Budget Utilized
Source of Data in iStrategy

Getting Started

How to log in to iStrategy

The URL to log in to iStrategy is https://frweb.usg.edu/pas. When launching the web site, users will be prompted to enter a user ID and password.

Note – please use Internet Explorer web browser. If you are using IE8, you will need to make sure compatibility mode is selected. An example of a user ID is BI\JDoe, where “BI\” is a constant and JDoe matches a user’s Peoplesoft Financials user ID. Users can obtain IDs and passwords by contacting the ITS helpdesk at 706-583-2001 or helpdesk@usg.edu.

Compatibility Mode

One of the most common helpdesk tickets that ITS receives for iStrategy is when a user runs a report in iStrategy and doesn’t get any results back. The majority of the time this issue is due to a compatibility issue with version 8.0 of Microsoft Internet Explorer. See the screen print below for an example of how to turn on compatibility mode to resolve the issue. Click the icon that looks like a broken page.
Libraries, Briefing Books and Pages (Reports)

The ProClarity Tool organizes reports into Folders, Briefing Books and Libraries. The highest level, Library, will initially include a single, Standard Report Catalog. In future phases, institution specific Libraries can be added with access secured by institution to limit access to institution specific reports. Within each Library is one to several Briefing Books. For the Pilot Rollout, only one Briefing Book was delivered: Budget to Actuas.
Navigation Overview and Diagram - Figure 1

When first logging in to iStrategy, the user is presented the Contents Tab. Note that the additional tabs will not be displayed until after a report is executed.

1. **Contents Tab** - Where Institution Library and Briefing Book(s) are stored. User's **My Views** are accessed here also.
2. **Navigation Tab** - First tab displayed when running reports. This is where user's can drill down to other dimensions on existing report data. Important note — this is the only screen where **Drill Actions** are available.
3. **Data Layout Tab** – Screen that displays the report layout as well as all criteria used by the report. This section also used to change dimensions for measures and reports.
4. **View Tab** – Used to add charts and graphs to existing reports. You can also add or remove subtotals to rows and columns in this section. An important feature here is the Flatten Row Headers/Flatten Column Headers which can be used to make reports easier to view by removing multiple layers for chart fields.
5. **Sort Tab** – Used to sort report data based on the existing measures in the report. Preserve peer groups maintains the integrity of the tree structure within the report when sorting data.
6. **Filter Tab** – Provides advanced filtering options. Examples include filtering by top 5 departments over Budget. Note – by default all reports are set up here to Hide Empty Rows (Rows with no data using the report criteria). You can turn on/off the Hide Empty Rows and Hide Empty Columns filtering in this section.
7. **Standard /or Professional Report Tool** – Default access here is Standard. Only Administrators have access to Professional access. Professional access is used to develop system-wide reports.
8. **My Views** – Where user-specific customized reports are saved. The data contained in the **My Views** reports are updated nightly just like the reports in the Institutional libraries.
9. **Library** – Where Institution-specific reports are accessed. Reports are typically located within briefing books that are accessed in the Libraries section.
10. **Breadcrumbs** – Shows the current navigation including each previous page the user navigated through to get to the current page. Breadcrumbs are a very useful tool to navigate back to a previous screen.
Delivered Reports

Currently, all Institutions have access to a Library called **Standard Report Catalog**. This Catalog contains a Briefing Book called **Budget to Actuals**. The current delivered reports are in the screen print below. Select the link for any of the delivered reports to execute that report. Reports should complete in 2 to 5 seconds.

Institution Specific Libraries

Some Institutions have requested their own report library. These libraries are in addition to the **Standard Report Catalog** which is available to all Institutions. These libraries allow an institution to have a slightly different variation of a standard Budget to Actual report that is available to all institution users.
Navigation Overview and Diagram – Data Layout Tab – Figure 2

The Data Layout tab is the primary tab used for report customization. The majority of the Power User course will focus on the capabilities of this tab.

1. **Report Body**
   - Displays the information for the report based on your report criteria.

2. **Row Definitions**
   - Used to define the report’s rows. In the example above, this includes the four departments displayed. Can consist of any dimension for the report (account, department, Calendar Fiscal (Fiscal Year), etc.). Using multiple dimensions (account and department) in the row definition at the same time is called “nesting”. This will typically cause the report to take longer to execute.

3. **Column Definitions**
   - Used to define the report’s columns. In the example above, this includes the measures for budget, open encumbrances, actual, remaining budget and % budget utilized. Like the row definition, this can consist of any dimension for the report (account, department, Calendar Fiscal (Fiscal Year), etc.).

4. **Background Definitions**
   - In iStrategy, the Background consists of all available dimensions used for the report perspective. All dimensions listed with parenthesis () include criteria used in the current view of the iStrategy report. In the example above, Account (2 items) and Calendar Budget (FY 2010 Budget) are both being used to provide information for the report where Project and Fund do not have criteria assigned.

5. **Slice Toggle Switch**
   - Below the background heading are two buttons. The “slice” button creates a filter at the top of the page that can be used to narrow the data shown. For example, the report above has a filter for Account and the report currently shows ‘Total Revenue’. We could add Expenditures to the slicer and then the user could quickly toggle the report to show Revenues by department vs. Expenditures by department by simply changing the slicer.

6. **Combine Toggle Switch**
   - Below the background heading and just to the right of the “Slice” button is the “Combine” button. The combine functionality is used to group data shown. For example, the above report displays information for the Business Operations, Auxiliary Services, Plant Operations and Student Financials & One Card Departments. The combine functionality would allow users to look at the data for the four departments as one line of the report.

7. **Apply**
   - The apply button applies the changes made to the report. When a user changes a row or column definition they will then need to select the apply button to implement the change. The apply button will automatically flash when a definition dimension is changed to let the user know the button needs to be selected to apply the change.

8. **Information Icon**
   - The information icon will display the criteria for the current report when you select the icon. For example in the report above, the information icon will display “Budget, Open Encumb, Actual, Remaining Budget, Budget Utilized for 2010 - 2010, 57000 - Abraham Baldwin Agri College (Level 04)”. 
**Edit Functionality – Figure 3**

When a user selects a Dimension or Measure on the Data Layout Tab and clicks the Edit button, they will be directed to another screen called **Edit Hierarchy**. From this screen a user can manipulate the criteria for that Dimension or Measure.

1. **Show in View** – The criteria in the Show in View section define what will be displayed on the report.
2. **Remove All** – The Remove All button clears all criteria from the Show in View section. This provides the user a clean slate to start their report criteria with.
3. **Remove** – If there are multiple items in the Show in View section, the user can highlight individual items they would like to remove and click the Remove button to remove them from the Show in View section.
4. **Add** – Used to add criteria to the Show in View section from the Available Items. For example, the user could select *All Accounts* and add that to the Show in View section by highlighting *All Accounts* and then selecting the Add button.
5. **Browse** – The Browse button displays the data for the dimension that is selected when the user clicks the Edit button. The majority of the chart field dimensions are based on the corresponding PeopleSoft trees. In the example below, we are expanding All Accounts using the (+) symbol to reveal lower level account information (i.e. Assets, Current Assets, Cash etc.).
6. **Add Descendants** – Note in the example below, we are displaying “Level 04 of Expenses” in the Show in View. When a section of the account hierarchy is selected, the user has the ability to select the level of the tree that they would like to display. Level 4 of Expenses displays the Personal Services, Travel, Operating Expenses and Equipment accounts. If the user were to change to level 5 of Expenses then the user would see all of the sub-categories below Personal Services, Travel, Operating Expenses and Equipment. For example, level 5 of Personal Services would include Personal Services Budget, Personal Services – Faculty, Personal Services – Non-Faculty, etc. To see the very bottom level of detail, the user can select the Leaf Descendants. Using Levels in the hierarchy to define criteria is an alternative to selecting the individual tree nodes or detail values. Note that using Leaf Descendants for trees with a large number of detail values can slow system performance.
7. **Search** – The Search button is located just to the right of the Browse button in the Edit Hierarchy page. From this page, users can search for numeric or text fields. This function is available for all dimensions (account, department, fund, project, etc). This can be very helpful in finding a specific account, department, project etc. value in trees with a large number of values.

**Note** – Shared Items is not currently used in iStrategy.

On the Data Layout tab, select the Account Dimension and click the Edit button to go to the Edit Hierarchy Screen.
Figure 3

https://frweb.usg.edu/?minWidth=660&minHeight=400&cube=2E%2E%2F%2E%2E%2F...
Search Functionality
Pivot Functionality

The **Pivot** functionality allows a user to quickly switch the items between the Row and Column definitions. In the example below, the Account dimension is in the Rows and the Budget Measures dimension is in the Columns. Clicking the **Pivot** button will swap the Budget Measures to the Rows and Account to the Columns. See the panel shot below.
Using “Up” and “Down” Buttons to Change Dimensions

There are a couple of ways to select which dimensions are included in a report. In the example below, we have run the Budget to Actuals – Expenditures by Fund report and selected the Data Layout tab. To move the Fund dimension down to the Background section, highlight Fund (currently in Rows) and select the Down button. This will move the Fund down one level to the Columns section. To continue to move the Fund down to Background, click the Down button again.
The **Up** button works the same as the **Down** button. To move the **Account** dimension up to the **Rows** section, highlight the **Account** dimension in the **Background** and click the **Up** button until the dimension is in the **Rows** section. Once you have completed moving dimensions **Up** and **Down**, click the **Apply** button to update the report with the new criteria.
Editing Measures

iStrategy has several defined measures that can be used to display data in reports. In the example below, we have run the Budget to Actuals – Expenditures by Department report and selected the Data Layout tab. To edit a measure, highlight Measures (in this example, located in the Columns section), and click the Edit button. Measures include Budget, Actuals and Remaining Budget that are on many of our standard report. In addition, measures are available for values such as Year To Date Actuals (YTD Actuals), Prior Year-to-To Date and many more. The measures that are available for the Budget to Actuals perspective are listed in the screen print below, although not all measures are relevant to all reports and in some cases may not return data.
Changing Report Dimensions

1) Removing an Existing Dimension
   a) Run the report to display the delivered report view.
   b) Click on the Data Layout tab (Figure 1, Page 7, Item #3)
   c) Click on the Dimension name in either the Rows or Columns box (Figure 2, Page 9, Item #2/#3)
   d) Click on the Background bar (Figure 2, Page 9, Item #4) to place the Dimension in the Background
      (Note that any criteria assigned to this Dimension will still affect the report, even with the Dimension in the Background).
   e) Click Apply (Figure 2, Page 9, Item #7)

2) Adding a Dimension to the Row Orientation
   a) Run the report to display the delivered report view.
   b) Click on the Data Layout tab (Figure 1, Page 7, Item #3)
   c) Find the Dimension that you wish to add to the Rows in the Background box and click on it.
   d) Click on the Rows bar
   e) Click Apply (Figure 2, Page 9, Item #7)

3) Adding a Dimension to the Column Orientation
   a) Run the report to display the delivered report view.
   b) Click on the Data Layout tab (Figure 1, Page 7, Item #3)
   c) Find the Dimension that you wish to add to the Columns in the Background box and click on it.
   d) Click on the Columns bar
   e) Click Apply

4) Adding a Slicer to the Page – Example - adding a slicer for Fiscal Quarter – See below for screen shots.
   a) Run the report to display the delivered report view.
   b) Click on the Dimension Calendar Fiscal in the Background box (#4) and click Edit
   c) In the Edit Hierarchy pop-up box, Remove Default (All Fiscal Periods) by selecting the Remove button
   d) In the Available Items box select the + beside “All Fiscal Periods”.
   e) Expand “2010” by selecting the +
   f) Select and add 1st, 2nd, 3rd, and 4th quarters 2010
   g) Select the OK button. A slicer is added to the top of the report showing Calendar Fiscal.
### Data Layout

**How do I...**
- Arrange bars in rows and columns?
- Swap rows and columns?
- Add members of a hierarchy?
- Create a drop-down menu (menu)?
- How else...?

### Background
- Calendar Budget
- Fund
- Project
- Budget Reference (Sets: List & Budget Reference)
- Business Unit (Sets: Business Unit of All Business Units & Calendar Type)
- Open
- Dependent/Parent/Child

### Table

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Open Encumbr.</th>
<th>Actual</th>
<th>Remaining Budget</th>
<th>Budget Utilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>298,503</td>
<td>0</td>
<td>298,503</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>Admin and Operations</td>
<td>279,653</td>
<td>0</td>
<td>279,653</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>Director of Public Relations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>External Affairs</td>
<td>1,365,188</td>
<td>0</td>
<td>1,232,455</td>
<td>132,733</td>
<td>90.28%</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>1,370,735</td>
<td>0</td>
<td>1,277,900</td>
<td>955</td>
<td>90.34%</td>
</tr>
<tr>
<td>Director of Inst Technology</td>
<td>1,025,000</td>
<td>0</td>
<td>1,025,765</td>
<td>101,045</td>
<td>50.76%</td>
</tr>
<tr>
<td>VP Academic Affairs</td>
<td>12,523,176</td>
<td>0</td>
<td>12,276,590</td>
<td>246,686</td>
<td>98.95%</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>551,315</td>
<td>0</td>
<td>427,688</td>
<td>123,727</td>
<td>77.59%</td>
</tr>
<tr>
<td>VP Fiscal Affairs</td>
<td>18,620,196</td>
<td>179,047</td>
<td>17,383,758</td>
<td>1,237,398</td>
<td>94.32%</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>9,518,816</td>
<td>0</td>
<td>7,216,673</td>
<td>2,302,143</td>
<td>75.81%</td>
</tr>
<tr>
<td>VP Student Affairs</td>
<td>1,241,399</td>
<td>0</td>
<td>1,081,766</td>
<td>159,633</td>
<td>87.14%</td>
</tr>
<tr>
<td>Not in Hierarchy</td>
<td>300,029</td>
<td>11,148</td>
<td>489,233</td>
<td>(108,643)</td>
<td>127.92%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>47,760,891</strong></td>
<td><strong>190,395</strong></td>
<td><strong>45,574,024</strong></td>
<td><strong>4,185,867</strong></td>
<td><strong>91.60%</strong></td>
</tr>
</tbody>
</table>
5) **Combining Items on a Report**

   a) Run the report to display the delivered report view.
   
   b) Select a Dimension (for example, Department) and click the **Edit** button.
   
   d) Select the departments you wish to include from the Available Items section on the left.
   
   e) Select **Add** to add the Departments to the **Show in View** section
   
   f) Select **OK** to see the results. Note the Department slicer at the top of the screen
   
   g) With Department highlighted in the background section, click the **Combine** button.
   
   h) Select **Apply**. The report should re-run and remove the Department slicer. The data displayed is an aggregate for all the departments that included in the report.
<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Open Encount</th>
<th>Actual</th>
<th>Remaining Budget</th>
<th>Budget Utilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>1,389,494</td>
<td>1,085,993</td>
<td>192,411</td>
<td>25,061</td>
<td>7.89%</td>
</tr>
<tr>
<td>Personal Services Budget</td>
<td>312,388</td>
<td>312,388</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services - Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services - Non-Faculty</td>
<td>646,468</td>
<td>697,235</td>
<td>(14,170)</td>
<td></td>
<td>90.67%</td>
</tr>
<tr>
<td>Personal Services - Benefits</td>
<td>238,537</td>
<td>223,391</td>
<td>6,146</td>
<td></td>
<td>97.11%</td>
</tr>
<tr>
<td>Personal Services - Other</td>
<td>11,361</td>
<td>11,361</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Travel</td>
<td>44,960</td>
<td>23,816</td>
<td>21,144</td>
<td></td>
<td>44.96%</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>5,515,662</td>
<td>4,834,488</td>
<td>690,856</td>
<td>(12,152)</td>
<td>92.44%</td>
</tr>
<tr>
<td>Equipment - Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>6,896,664</td>
<td>4,824,424</td>
<td>3,892,780</td>
<td>(872,719)</td>
<td>113.49%</td>
</tr>
</tbody>
</table>
Building Your Own Custom Reports

Following are 3 examples where we begin with an existing report, manipulate the dimensions and criteria on the Data Layout tab and create an entirely different, custom report.

We recommend following the simple methodology described on Page 4 of this manual in creating your reports. All of the developers involved in building the original system followed an approach similar to this in the original creation of the reports.

Exercise 1 – Create a Budget to Actuals Restricted Fund Report by Project

Step 1 - Choose report to use as template – Expenditures by Fund
Step 2 - Define Rows – , Project
Step 2b - Values for Project
Step 3 - Define Columns – Same as in original report.
Step 4 - Set Background Criteria – Edit Fund to select only Restricted Fund – Accomplished in this example with the Show Only on the Restricted line.
Step 5 - Refine Report – hide columns, filter zero rows, change slicers – if desired.

a) Run the Budget to Actuals - Expenditures By Fund report to display the delivered report view.

b) Click on the Restricted-Education & General row and select Show Only – Could also be done
on the Data Layout tab using Edit button on Fund.

c) Click on the Data Layout tab.

d) Click on Fund in the Rows box on the left side of the page.

e) Click on the Background box to move Fund into the background.

f) Click on Project in the Background box and then click on the Rows box to move Project to the rows.

g) Click Apply and then click on the + to expand the rows to show the individual projects.
Exercise 2 – Create a Budget to Actuals Report by Program

Step 1 - Choose report to use as template – Expenditures by Fund
Step 2 - Define Rows – Program,
Step 2b - Values for Program -- All
Step 3 - Define Columns – Same as in original report.
Step 4 - Set Background Criteria – Same as in the original report.
Step 5 - Refine Report – hide columns, filter zero rows – In this example, add an All Funds option to the Fund slicer.

a) Run the **Budget to Actuals - Expenditures By Fund** report to display the delivered report view. You may select certain funds to be included in the report by using the Hide or Show Only functionality. In this example, we will retain all Funds.

b) Click on the **Data Layout** tab.

c) Click on **Fund** in the **Rows** box on the left side of the page
d) Click on the **Background** box to move **Fund** into the background – Note that you can also move dimensions using the **Up** and **Down** buttons.

e) Click on **Program** in the **Background** box and then click on the **Rows** box to move **Program** to the rows (you may have to scroll down in the Background box to find Program).

f) Click **Apply** and then click on the (+) to expand the rows to show the individual programs.

g) Note that the Grand total has changed from the original report. Also note the **Fund slicer** on the top of the page. The values currently displayed in the report are for the Education & General funds only.

h) To add an **All Funds** view, double click on **Fund** in the **Background** box (or alternatively, you can click on **Fund** and then click the **Edit** button.)
i) Select Default (All Funds(Share)) or All Funds (Share) and click the Add box. Click OK.

j) All Funds is now available in the slicer.
Exercise 3 – Create a Report Showing Budget by Department for the Last 6 Budget Years

Step 1 - Choose report to use as template – Expenditures by Department
Step 2 - Define Rows – Department,
Step 2b - Values for Department -- All
Step 3 - Define Columns – Budget Period/Reference.
Step 4 - Set Background Criteria – Same as in the original report.
Step 5 - Refine Report – limit to the Presidents Office – in the example, done via Show Only. Could also be done with Edit on Department dimension in Row.

a) Run the Budget to Actuals - Expenditures By Department report to display the delivered report view.
b) Click on the President row and select Show Only.

c) Click on the Data Layout tab.
d) Click on **Measures** in the Columns box on the left side of the page.

e) Click on the **Background** box to move **Measures** into the background.

f) Click on **Budget Reference (Set: Last 6 Budget Reference Years)** in the Background box and then click on the **Columns** box to move **Budget Reference** to the Columns.

g) Click **Apply** and then click on the (+) to expand the rows to show the individual departments. User should now see the Budget for the President’s office departments for the last 6 budget years.