

### **Finance Systems Management**

Date: 4/2015

# FOGOPER Operating Ledger Guided Ad Hoc (Data Extract)

This Guided Ad Hoc is intended for the purpose of providing an analytical tool, to allow departments the flexibility of creating customized ad hoc queries for additional complex aggregation and analysis; it is not to be construed as a published report with defined parameters. When opening this dashboard, please be patient as it does take a few moments to open.

- 1. Navigate to the F Guided Ad Hoc folder in MyReports and double-click FOGOPER Operating Ledger Guided Ad Hoc (Data Extract) to open the dashboard.
- 2. The dashboard will open on the "Required" tab. You must choose at least one selection for every item on this tab. When choosing columns, double-click the field or use the arrows to select it. You can also use the up/down arrows to change the order of the fields, which affects the sort order and display of the final output. You must choose at least one field from each of these listboxes.

MyReports myreports.unm.edu	UNM
FOGOPER - Operating Ledger Guided Ad Hoc (Data Extract)	
Instructions   Required   Filter by Index   Filter by Fund   Filter by Org   Filter by Account   Filter     Please select columns for extract and sort order:   Please select Amount (Measures) columns:   Sum Account level Budget   Image: Column Status   Image: Column Stat	by Program Filter by Grant
	Version 1.0

- 3. Choose a fiscal year(s), fiscal period(s), and output type.
- 4. All other tabs (Filter by Index, Filter by Fund, Filter by Org, etc.) are optional. Navigate to these tabs to specify additional criteria and narrow down your results. By default, the query will run for the entire University.
- 5. The optional 'Filter by' Fund, Org, Account and Program tabs contain a group of the type levels and their corresponding hierarchy levels. Make a selection in a list box within the

group to narrow the results further in the group – or choose "All" to have all results show in lower-level list boxes.

Instruction	าร	Required	Filter by Index	Filter by Fund	Filter b	y Org	Filter by Account	Filter by Program	Filter by Grant
Account Type Levels   Level 1:   ALL   50: Revenues and Intra Univ Activities   60: Operating Expenses-Labor   70: Other Expense									
Level 1:	ALL OJ OM	: Cash Outflows C : Cash Outflows (	per Activities Other Capital Activities	Lei	rel 4:	ALL 3820 : 3825 : 3830 :	Out Of State Trave Out State Travel-P Out State Trvl-Per	el Gen er Diem State \$ Diem Non-State \$	
Level 2:	ALL OJ1 OJ2 OJ3 OJ4	: Supplies : Travel : Student Costs : Research Costs		^ ~					
Level 3:	ALL 380 <u>382</u> 384 385	: In State Travel : Out Of State Tra : Foreign Travel : Foreign Nationa	avel I Travel Gen	^ ~					
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6. For index or grant, use the search boxes to search for the data. This functionality is similar to published reports; you will need to click on the search result to actually select it; it must be in the "Selected Values" box.

Instructions Required File	ter by Index Filter by Fund	Filter by Org Filter by Acco	unt Filter by Program	Filter by Grant
Search for index codes: S 594002* Find Values 7 ti	earch for index codes by entering number (use * as a wildcard) and c Search" button. Select your index he Index Search Results.	an index licking the codes from		
Search Results:				
594002 113207-Finance Systems Management		^ ~		
Selected Values:				
(1594002)		$\hat{}$		
Reset Selections				
				Version 1.0

- 7. Apply as many or as few search criteria as you'd like only the items on the "Required" tab must be completed.
- 8. Note that you can save your selections to your MyContent folder by clicking the Save icon.

### FAQ's/Additional Information

# What is the difference between the Sum and Curr columns in the "Please select Amount (Measures) columns" list box on the Required tab?

Sum fields will reflect activity *through* the selected period for the fiscal year. Curr fields will reflect activity *for* the selected period only. For example, if you select Sum YTD Activity and fiscal period 03 (September), the data extract will show spending activity *through* September for the fiscal year (i.e. July, August, and September). If you select Curr YTD Activity and fiscal period 03 (September), the data extract will show spending activity *for* September only.

### Where can I find more information on the fields/columns?

You can find information on many of the fields included in this data extract in the <u>Data</u> <u>Dictionary</u>. A link to the Data Dictionary is also provided on the Instructions tab of the dashboard.

# Why are some of the list boxes blank when I open the dashboard?

Not all levels are populated when the dashboard is opened. In these cases, you will need to make a selection in a higher-level listbox before the lower level is populated. If you don't know the higher level codes, select "ALL" to view everything in the next level. However, if you *do* know the higher level code in your hierarchy, select it from the listbox to narrow down the results in the lower levels.

# Do I need to click every tab?

No - you only need to click a tab if you want to add a filter for that element.

\*\*\*END\*\*\*