# THE UNIVERSITY of NEW MEXICO

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.
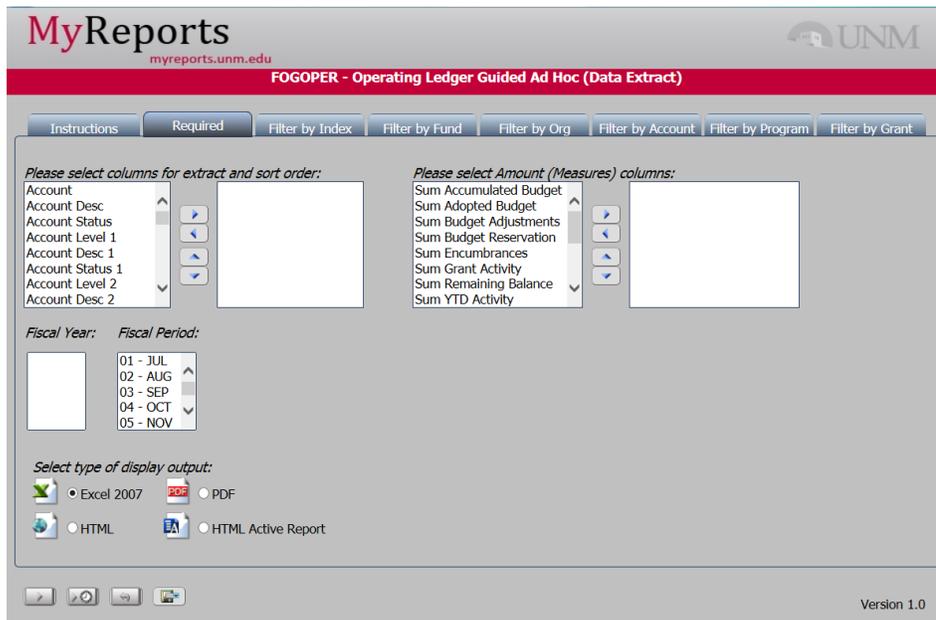
3. Choose a fiscal year(s), fiscal period(s), and output type.
4. All other tabs (Filter by Index, Filter by Fund, Filter by Org, etc.) are optional. Navigate to these tabs to specify additional criteria and narrow down your results. By default, the query will run for the entire University.
5. The optional '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.
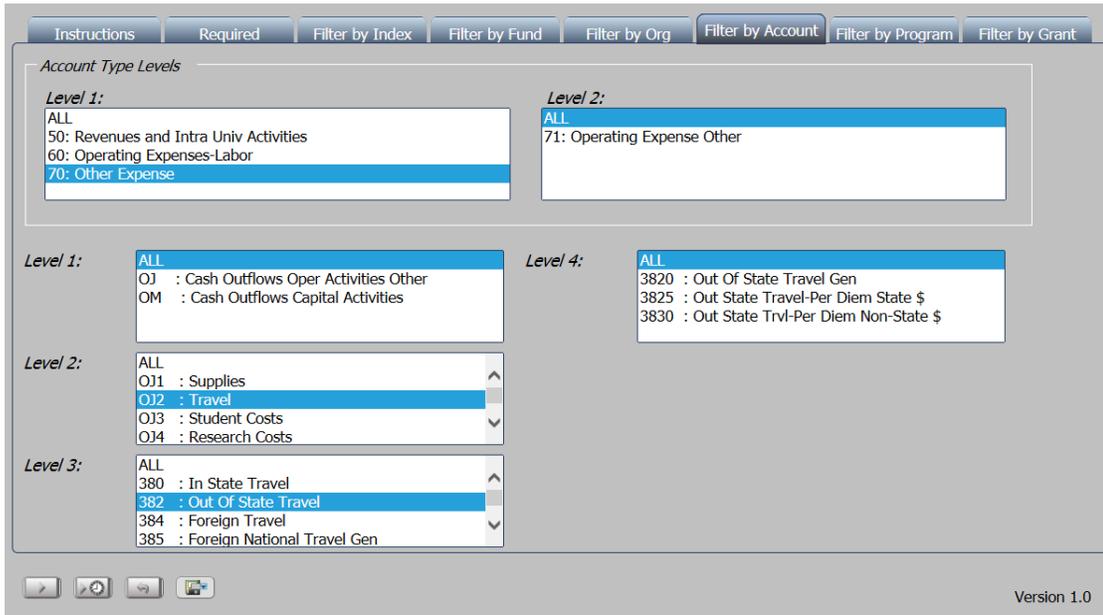
6. For index or grant, use the search boxes to search for the data. This functionality is similar to published reports; you will need to click on the search result to actually select it; it must be in the "Selected Values" box.
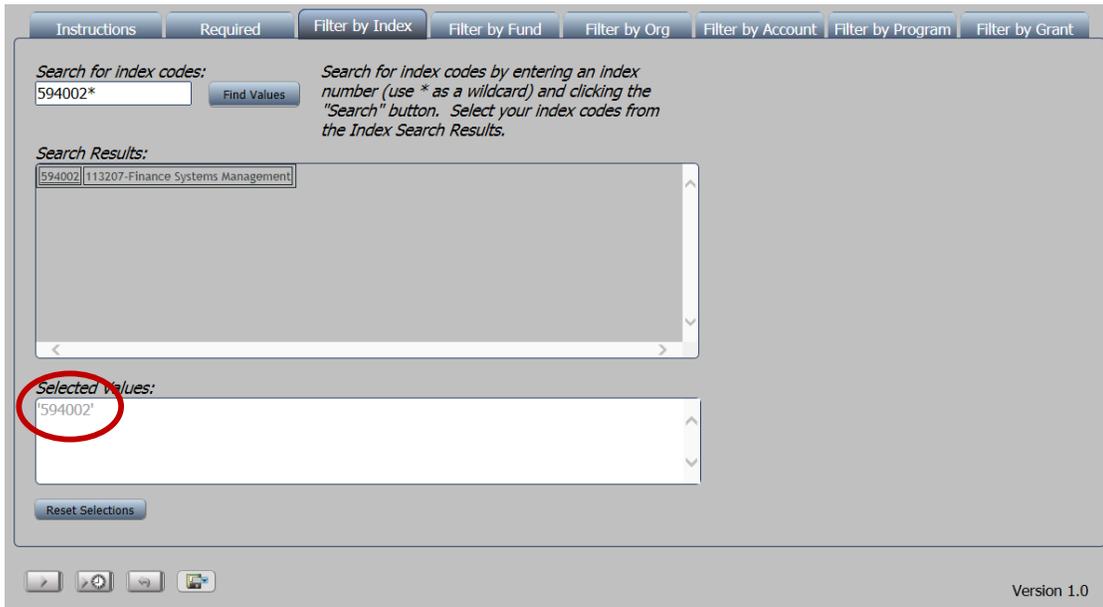
7. Apply as many or as few search criteria as you'd like – only the items on the "Required" tab must be completed.

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 Data Dictionary. 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