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Subject Areas

1. Select **New** from the Header section. Choose **Analysis**.

This brings you a list of available **Subject Areas**. Subject Areas group similar data elements together that answer specific business questions (such as Budget Summary, Budget Detail, Grants, and AP). These are granted to users based on security access.

- **Budget Summary** = monthly summary by accounting period
- **Budget Detail** = individual transactions at the journal line level

2. Choose **Budget Summary**.
Criteria Tab

Title of currently opened request (by default this analysis is “Untitled”).

Data elements are stored in an expandable/collapsible tree. Click the plus signs to expand a branch, and the minus signs to collapse it.

- **Facts** are Business Measures. Facts are things that are counted, aggregated, or that allow other mathematical calculations or analyses. Examples include budget, revenues, and expenses.

- **Dimensions** are entities that describe how facts are analyzed. They are attributes of facts. Examples include accounts, faculty, student, programs, department, time period, and location. Using dimensions allows you to bring context to the facts.

Hover over the data element to see its definition. You can also find definitions of the data elements in Budget Summary and Budget Detail in the **Data Dictionary**, found under Dashboards, UDW+ Help, Data Dictionary.

**Selected Columns** are where your data elements go.

**Filters** are used to filter specific elements.

**Save** and **Save As** icons to save your analysis.

**Catalog** displays your saved filters.
Create an Analysis
Create an analysis that shows: FY12 Revenue and Expenses for fund 10.

1. Go to New and click Analysis.
2. Select the Subject Area: Budget Summary.
3. Add the dimension: Account Tree Name from the “Required Filters” Folder.

Account Tree Name
★ When creating an Analysis with facts, you must always include a filter for Account Tree Name, located in the “Required Filters” folder.

WSQBC: WSQ Budget Control
WSQFP: WSQ Financial Plan
ADHTK: Abu Dhabi (used for government reports)

Budget Control (BC)
- Transfers are included as either Revenue or Expense
- Financial Aid is shown as an OTPS Expense
- College Work Study is shown as a Personnel Salary Expense

Financial Plan (FP)
- Transfers are given a separate Account Class of “Transfers”
- Financial Aid is shown as a Contra-Revenue
- College Work Study is shown as part of the Financial Aid Revenue

4. Add the following dimensions:
   - Business Unit
   - Fund
   - Org
   - Program
   - Project
   - Account
   - Accounting Period
   - Fiscal Year

5. Add the following USD Currency facts:
   - YTD Original Budget
   - YTD Revised Budget
   - YTD Actual
   - YTD Encumbrance
   - YTD Balance
6. Add the following filters:

- Account Tree Name is equal to/ is in WSQBC
- Business Unit is equal to/ is in WSQ01 - NYU Washington Square
- Fund is equal to/ is in 10 - Operating
- Org is equal to/ is in 55000 - Dean’s Office
- Account is between 40005- W/S transfers from Fund 10 and 89999 - Capitalization Expense
- Fiscal Year is equal to/ is in 2012
- Accounting Period is equal to/ is in August

Delete a data element:
To delete a data element from the columns, hover over the three lines, and click Delete. Note that this only deletes it from the Selected Columns. If you’ve already defined a filter for the data element, that filter will stay there. You have to delete the filter separately if you no longer want it.

Delete a filter:
Hover over the filter for the data element you would like to delete, and click on the red "X".

Edit a filter:
To edit a filter, click on the pencil icon next to that data element.

7. Edit the filter for Accounting Period is equal to/ is in August - Final Close. Remember to uncheck August.
8. Click on Results tab.
**Results Tab**

**Compound Layout** shows the Table view and Title view by default. (Additional views may be added such as Pivot Tables, Graphs, Gauges, Maps, etc.)

**Icons** for viewing:
- Format Container = change alignment, colors, border styles, etc.
- Editor = provides options to edit
- Remove = removes given view from compound layout

**Subject Area** = data elements columns can be added directly to a view on the Results tab by double clicking or dragging and dropping.

**Catalog** = displays your saved filters.

**Views** = A list of all created views, which may be added or removed from the Compound Layout. By default, Title and Table already exist.

**Rows** = Displays the first 25 rows. You may view the next 25 rows by clicking the single downward arrow, or view up to 500 rows by clicking the double sided arrow.
**Rearrange Columns**

1. By default, UDW+ will group columns together by their folder structure. You can **rearrange** the columns by dragging and dropping them. Make **Fiscal Year** and **Accounting Period** the first two columns:
   
   a. **Grab** the **Fiscal Year** column by hovering above its name until you see the multidirectional arrow over the tab on the top.

   ![Fiscal Year Column](image)

   b. **Drag** it and position it to be to the left of **Business Unit** until you see a **light-blue line** to the left, then drop it.

   c. Repeat steps for **Accounting Period** and position it to be after Fiscal Year, so it is the second column.

**Add a Filter without its Column**

If you want to filter on a data element, but don’t want the column to appear in the query results, you can add a filter without adding the column.

1. Go to the **Criteria** tab.
2. Delete the **Account Tree Name** column and **Account Tree Name** filter.
3. Go to the “Filters” toolbar and click on the **Filter** icon.
4. If desired column is not listed in the drop-down list, click **More Columns...** at the bottom.

5. Select **Account Tree Name** and click OK.
6. Set your **Account Tree Name** equal to **WSQBC**. Click OK.
7. Run **Results**.
Save Analysis

1. Save the created analysis by clicking the Save icon. The Save As option is also available should you wish to save an analysis under a different name or location.
2. Go to My Folders, create a new folder by clicking the New Folder icon.
3. Name this folder “Training”.
4. In the new Training folder, save the analysis as “Grad Tuition Aug FY12”.
5. Click OK. Note that the name of the analysis and title have been changed.

Catalog

In the Catalog section, you can open, edit, copy, rename, and perform a variety of other actions accessed through the “More” dropdown option.

1. To access your saved analyses, click on Catalog in the header row.
2. Expand My Folders by clicking on the + sign.
3. Find your training folder.
4. Find your analysis and click Open.
Exercise 1: Create a Budget Summary Report

Create an analysis that shows: monthly and YTD Revenue and Expense amounts for your Org for FY12 & 13.

1. Create a New Analysis using the Subject Area: Budget Summary.
2. Add the following data elements.

   - Business Unit
   - Fund
   - Org
   - Account Class
   - Account Category
   - Account
   - Fiscal Year (Accounting Period Folder)
   - Accounting Period
   - Actual USD (Fact USD Currency; Monthly USD Folder)
   - YTD Original Budget USD
   - YTD Revised Budget USD
   - YTD Actual USD
   - YTD Encumbrance USD
   - YTD Balance USD

3. Add the following Filters.

   - Account Tree Name is equal to/is in WSQBC (Note: column was not added. See pg. 6 to add a filter without its column)
   - Business Unit is equal to/is in WSQ01- NYU Washington Square
   - Fund is equal to/is in 10 - Operating
   - Org is equal to/is in [choose your own Org]
   - Fiscal Year is equal to/is in 2012; 2013
   - Account Class is equal to/is in Revenue; Expense

4. Run Results.
5. Make Fiscal Year and Accounting Period the first two columns by dragging and dropping them.
6. Save your analysis in your Training Folder and name it “Budget Summary Report”.

You have completed Exercise 1!
Preview Results in Dashboard View

If you want to drill down on a hyperlink, such as **Account Class**, to view more details, you can use the “**Show how results will look on a Dashboard**” view. This will avoid adding additional columns and filters to your analysis.

1. In the Results tab, click the **Show how results will look on a Dashboard** icon to preview.

2. In the Dashboard Preview window, drill into hyperlinked values as desired to see the results.

3. When finished, click the **delete** icon in the upper right-hand corner to close the Dashboard Preview window. (Be careful not to close the UDW+ window.)

Print

1. If you would like to print all of your rows, be sure to click on the double sided arrow at the bottom of your analysis prior to printing. If not, it will only print the first 25 rows.

2. Click the **Print** icon in the upper left hand corner.

3. Select either **Printable PDF** or **Printable HTML**. At this point you can print the output.

4. **Close** the PDF or HTML window.

Export

1. Click the **Export** icon.

2. Options:
   a. PDF
   b. Excel - Formatting will be maintained. Limited amount of rows exported.
   c. PowerPoint 2003 or 2007
   d. Web Archive
   e. Data
      i. **CSV Format** (Comma Separated Values)
      ii. **Tab delimited Format** - Brings over the raw data (not formatting). Total row count exported. It is **best practice** to use Tab delimited Format when you want to analyze the data.
Sort
There is a dropdown menu for each data element when you hover over the three lines to the right. You can apply sorts by clicking the Sort option and then choosing “Sort Ascending” or “Sort Descending.”

1. Go to Criteria tab.
2. Sort Fiscal Year by descending by choosing “Sort Descending”.

To add a second sort, simply choose “Add Ascending Sort” or “Add Descending Sort.” A small blue number will appear in front of each field name to let you know where it falls in the sort order.

3. Sort Accounting Period by descending by choosing “Add Descending Sort.”

If you wish to clear one or all of your sorting selections, you may do so by clicking the options drop down menu on a column and selecting Clear Sort for that specific column or Clear All Sorts in All Columns for all of the columns.

4. Run Results.
Column Properties

Go to Criteria tab. Column properties opens up a dialog box where you can change numerous things about the appearance and functionality of the field.

1. Go to YTD Balance USD column and select the Column Properties icon.

- Style properties change the data element’s formatting, including fonts, colors, borders, and alignment.
- Column Format properties change the data element’s headings and value suppression settings.
- Data format properties allows you the change how the data element values get displayed. With numeric fields, for example, you can set the number of decimal places to display, choose to display a thousands separator, and define negative numbers.
- Conditional Format lets you set formatting when specific conditions are met.

2. Style:
   a. Choose font Color, Style, and Background color.

3. Column Format:
   a. Check Custom Headings.
   b. In the “Column Heading” space, rename to “Balance”.

4. Data Format:
   a. Check “Override Default Data Format”.
   b. In “Treat Number As”, select Currency.
   d. In “Negative Format”, select Parentheses (red).
   e. In “DecimalPlaces”, select 0.

5. Conditional Format:
   a. Click Add Condition. Choose YTD Balance USD column.
   b. In the New Condition box, select “is less than” and type in “1000”. Click OK.
   c. In the Edit Format window, add the image of a red flag. Click OK.

Copy and Paste Style Format

If you want to copy and apply the style properties from one column to another:

1. Open the Column Properties window for the column from which you wish to copy the formatting.
2. On the Style tab, click the Copy Cell Format icon and click OK.
3. Open the Column Properties window for the column to which you want to apply the copied formatting and click the Paste Cell Format icon.
4. To restore the default setting and Clear Cell Format (eraser) icon.

Note: Changes made to a column in the Criteria tab will apply to all views within the analysis. Changes made to a column in the Results tab will apply only to that specific view.
Formulas

You can create a mathematical formula, which can range from simply adding two facts together to finding the percentage of two facts. You start by adding a data element of the same data type as the computed item (for example, if you want to create a new fact, choose a fact field). You are then going to rename the folder heading and column heading and delete the formula presently there. You have now created a “blank slate” to write a new formula!

1. Let’s create a formula for “% of Budget Spent.” Go to the Criteria tab.
2. From Fact USD Currency, from Monthly USD folder, add Exception USD to your analysis.
3. Select the Edit Formula icon from the options drop down menu for Exception USD.
4. In the “Edit Column Formula” box, check Custom Headings.
5. Rename the Folder Heading to Calculated Field.
6. Rename the Column Heading to “% of Budget Spent”.

7. In the Column Formula box, delete the default formula presently there.
8. Create the following custom formula:

   \[
   \frac{(YTD \text{ Actual USD} + YTD \text{ Encumbrance USD})}{YTD \text{ Revised Budget USD}} \times 100
   \]

To Add Columns: go to either:

a. Column: Select the data element by using the Column drop-down list. This allows you to select columns that are already in your analysis, even if they have been renamed or given a new formula.

b. Subject Areas section: Highlight the data element and click on the blue arrow to add to the Column Formula. This allows you to select columns that are not already included in your analysis.

To input Operators, select them from the operators bar or type them in manually.

Note: When you write your formula, it will display differently. Our formula will display as follows:

\[
((YTD \text{ Actual USD} + YTD \text{ Encumbrance USD})/YTD \text{ Revised Budget USD}) \times 100
\]

9. When finished, click OK.

10. Make this column have a percentage sign by selecting Column Properties from the drop down box. Go to the Data Format tab and check “Override Default Data Format”. In “Treat Number As” select Percentage.
11. Run Results. Verify that your newly calculated column accurately displays the results.
Save Filter
If you use the same criteria for several different analyses, it may be useful to save filters so you can apply them to each analysis without having to recreate the filter.

1. Go to the Criteria tab.
2. Click the double arrows in the top right of the filter section.
3. Click Save Filters.
4. In the Save As window, ensure that the filter location defaulted to My Folders/Subject Area Contents/FMS NYU-Budget Summary.
5. Name the filter “Budget Summary Filter”. Click OK.
6. Notice that the Filters section shows only one filter which contains all of your filter selections.
7. Delete this filter by going to the Filters toolbar and clicking on the Remove all filters icon. This will delete all filters in the analysis.

Apply Saved Filter
2. In the Catalog section, locate the folder in which you saved your “Budget Summary Filter”.
3. Double-click on the filter or click the plus sign icon to add the Budget Summary Filter.
4. In the “Apply Saved Filter” pop-up window, check “Apply contents of filter instead of reference to the filter”. This allows you to edit the filter within your analysis.
5. When sharing a filter, be sure to always check “Apply contents of filter instead of reference to the filter”.
6. Press OK or Enter.
7. Save your analysis.
Exercise 2: Create a Budget Detail Report
Create an analysis that shows: detailed Revenue and Expense transaction amounts for your Org for FY13.

1. Create a new Analysis.
2. Select the Subject Area Budget Detail.
   Note the additional folders in the Budget Detail subject area.

3. Add the following data elements:
   - Fund
   - Org
   - Account
   - Account Class
   - Account Category
   - Journal Date (Journal Date folder)
   - Journal Document Detail: Journal ID, PO ID, Jrnl Ref/ PO/ Vchr, Source, etc.
   - Journal Id (Journal Doc Detail folder)
   - Jrnl Ref / PO / Vchr (Journal Doc Detail folder)
   - Source (Journal Doc Detail folder)
   - Vendor Long Description (Vendor folder)
   - Fiscal Year (Accounting Period Folder)
   - Fiscal Quarter Description
   - Actual USD (USD Currency)
   - Encumbrance USD (USD Currency)
   - Pending USD (USD Currency)

4. Add the following Filters:
   - Account Tree Name is equal to/ is in WSQBC (Note: column was not added. See pg. 6)
   - Fund is equal to/ is in 10 - Operating
   - Org is equal to/ is in [choose your own Org]
   - Account Class is equal to/ is in Revenue; Expense
   - Fiscal Year is equal to/ is in 2013
5. Save this filter as “Budget Detail Filter”. (See pg. 13)
6. Run Results.
7. By default, UDW+ will group columns together by their folder structure. Rearrange the columns by dragging and dropping them.
   1) Make Fiscal Year and Fiscal Quarter Description be the first columns.
   2) Make Account to be after Account Category.
8. Save your analysis in My Folder as “Budget Detail Report”.

Note: A row with an empty date field (such as Journal Date) will display a default date of "1/1/1753" rather than the standard "-" null value. Please take this into account should you need to create a filter for "null" dates.

You have completed Exercise 2!
Edit Mode

To Edit any view, scroll to the far right and click the Pencil icon . This will bring you to the Layout Pane for that view.

Title View

1. In the toolbar for Title, click the pencil icon to edit.

- **Title**: Main title (by default, this is the saved query name)
- **Logo**: URL for an image to display to the left of the title
- **Subtitle**: Secondary, smaller-font title
- **Started time**: Automatically generated start date and/or time for the report
- **Help URL**: URL for a help document
- **Done**: Return to the Compound Layout
- **Revert**: Undo any changes that you made in the editor

2. Uncheck the “Display Saved Name” options and change Title to “Budget Detail Report”.
3. Format the Title style by clicking on the format icon and changing the font color to blue.
5. Change the Started Time to “Display date and time.”
6. Add a Help URL for the DSG website: www.nyu.edu/datawarehouse/dsg
7. Click Done.
**Table View**

1. In the toolbar for Table, click the pencil icon to edit. This brings you to the Layout Pane.

**Layout:**

In the “Layout” pane of the editor, you can add totals and subtotals, change headings for data elements, exclude fields, and much more.

- **Prompts** = this move a dimension to the top of the report, creating a dropdown box for the filtered items for that dimension.
- **Sections** = divides into different sections.
- **Excluded** = for any data element that you don’t want to see in your report. If you drag a data element into that area, it will no longer appear in the report. You can exclude the entire contents of a folder by dragging the folder name to the Excluded section.
- **Totals** = lets you add, remove, and format a variety of grand and subtotals.
- **Properties** = lets you change formatting, define how headers look, and show or hide certain kinds of content.

It’s a good idea to uncheck Display Results icon in the upper toolbar while modifying your analysis. This prevents the results from being displayed in the Editing section, which can improve performance.

**Totals**

1. In the toolbar for Table, click the pencil icon to edit.
2. For Account Category column, click the Sum icon and select “After”.
3. For Account Class column, click the Sum icon and select “After”.

*Thinking Point: Why would you not create a Grand Total in this analysis?*
Prompts
You can create a prompt dropdown box within your analysis, by going in Edit mode dragging and dropping data elements into the Prompts section.
1. From the Table section, drag Fund and Org columns and drop into Table Prompts section.
2. Click Done.

To make changes, drag fields into different sections of this pane and when you see the blue line, drop it in.

Right-Click Shortcuts
From the Results tab, there are shortcuts to several commands, such as Sort Column, Show Subtotal (After Values), Exclude Column, Move Column>To Prompts. Simply right-click and choose your option.
1. Set Project as a Table Prompt directly from the Pivot Table view by right-clicking on the column header and selecting Move Column > To Prompts.
2. Save your analysis.
Pivot Table

1. One way to add a **New View** is to go to the **Results** tab and click the **New View** icon in the top toolbar.

2. Select **Pivot Table**. A Pivot Table view will be added to the bottom of the Compound Layout.

3. Scroll down to find your **Pivot Table**. Click the pencil icon to **edit**.

**Additional features:**
- **Rows and Columns** = define the pivot table’s rows and columns
- **Measures** = where you put value data elements you want to appear in the pivot table

It’s a good idea to uncheck **Display Results** icon in the upper toolbar while modifying your analysis. This prevents the results from being displayed in the Editing section, which can improve performance.

3. Let’s show each vendor and what their actuals, pending, and encumbrances are by each quarter. Make the following **edits** to the Pivot Table:
   b. **Columns** should include: Fiscal Year (first) and Fiscal Quarter Description (second) as shown below.

   ![Pivot Table](image)

   c. **Rows** should include in the following order: Vendor Long Description, Account Class, Account Category and Account.
   d. **Measures** should include: all fact amounts (Actual, Encumbrance, and Pending).

4. Click **Done** to view the results. You should see a row for each Vendor.
5. Now, let’s view each **Vendor** by **Fiscal Quarter** by **rearranging** our columns and rows.
   d. **Grab** the “First Quarter Description” column by hovering over the column name and grabbing the tab on the left.
   e. **Drag** it directly to the left of Vendor Description until you get a light-blue line to the left.
   f. **Drop** the column to see the table re-pivot.

   Please do not re-pivot large data sets as it will crash the system.

6. **Save** your Analysis.
**Views**

**Rename**

1. To rename a view, in the *Views* section, highlight the view you wish to rename; in this case, *Graph*.
2. Click the *Rename View* icon.
3. Rename the graph "Actuals by Subcategory". Click *OK*.

**Remove**

Removing a view from the *compound layout* means to “hide” the view. It doesn’t delete the view altogether. It remains accessible via the Views section and can be re-added to the compound layout. **Removing** a view from the *analysis* in the Views section deletes the view completely. It will no longer be available for future use.

1. To **Remove** the Table view from the *compound layout*, go to the *Table* toolbar and click the red *X*.

2. To **Remove** the Table view from the *analysis*, go to the *Views* section, highlight Table, and click the red *X*.

**Duplicate**

**DO NOT** press the *Duplicate View* button in the *Views* section. *This will crash the server.*
Gráfico

Cuando se crea una análisis para gráficos, es importante utilizar el nivel más alto de datos, o más resumido. Ya que se está recopilando datos al nivel más detallado, es también importante utilizar un filtro para el periodo de tiempo. Vamos a crear un análisis que muestre tus resultados separados por subcategoría, y solicite por Clase de Cuenta y Clase de Categoría.

1. Crea un nuevo análisis.
2. Usa el área de tema Presupuesto Detalle.
3. Agrega las siguientes columnas: (Para todos los hechos, usa la moneda base.)
   - Clase de Cuenta
   - Categoría de Cuenta
   - Subcategoría de Cuenta
   - Fact USD (Cambio USD de hecho)
5. Agrega un filtro (sin su columna) para Periodo Contable que es igual a Abril. (Ver página 7)
6. Ejecuta el resultado.

Pie Graph

Vamos a crear un pie chart mostrando tus resultados por subcategoría.

1. Agrega un nuevo icono de vista en la barra de herramientas superior y selecciona Gráfico > Pie. UDW+ intentará crear una visualización basada en tu conjunto de datos y tipo de gráfico seleccionado (este casi siempre necesita ser editado).
2. Ve al modo edición.
   - Medidas “Slice Size” = donde pones tus hechos
   - Pies and Slices “Pies” = crea una porción para cada valor
   - Pies and Slices “Slices” = lo que compone la porción
When you **drag** data elements into different sections of this pane, you will see a light blue block.

### 3. Edit the Graph:
- **Measures** “Slice Size” should include: **Actual**
- **Graph Prompts** should include: **Account Class** and **Account Category**
- **Pies and Slices** “Slices” should include: **Account Subcategory**
- **Excluded** should include: **Vendor Long Description**

### 4. Modify the Graph Title:
- On the properties toolbar at the top, click on the **Edit graph properties** icon.
- Go to the tab **Titles and Labels**.
- Uncheck the option to “Use measure name as graph title”. Rename the Title to “**Actuals by Subcategory**”.
- To show percentages in your graph, click on **Data Markers**. In Display Options tab, change **Show Data Labels** to “**Always**”.
- Click **OK**.

5. Click **Done**. Note that graphs are drillable when you use hierarchy fields.
6. **Save** your analysis as “**Pie Graph**.”
Exercise 3: Create a Yearly Trending Report

Create a three year trending report for fiscal years 2010-2012 that shows your year-to-date revenue and expenses for Fund 10 and all Org’s that begin with “67.” Show your account class, category and subcategory. Be sure to filter on the last accounting period of the fiscal year. Create a title. Add a pivot table that shows: a) your fiscal years as columns, b) totals your actuals by account class and account category, and c) has Org as a prompt. Show only your Pivot Table and Title in your compound layout.

Hint: Use Budget Summary subject area.

Note: When creating a trending report using only YTD Actual, it is important to remember to filter on an Accounting Period. Otherwise, the YTD Actual column will aggregate the YTD amounts for each accounting period for those years.

You have completed Exercise 3!

Note: Once you gain UDW+ ad hoc access, visit the Reporting Tips and Tricks folder in the Catalog for a more detailed and visual example of YTD Actuals versus Monthly Actuals:

Catalog→Shared Folders→ School and Administrative Folders→ Authorized Analyses- DSG→ Reporting Tips and Tricks→ What is the difference between Monthly and YTD?
Steps

1. Create a **New Analysis**.
2. Use the Subject Area **Budget Summary**.
3. Add the following data elements:
   - **Fiscal Year**
   - **Fund**
   - **Org**
   - **YTD Actual USD** (USD Currency)

4. Add the following **Filters**:
   - **Account Tree Name is equal to/ is in WSQBC** (Note: column was not added. See pg. 6)
   - **Accounting Period is equal to/ is in August- Final Adjustment** (Note: column was not added. See pg. 6)
   - **Account Class is equal to/ is in Expense** (Note: column was not added. See pg. 6)
   - **Fiscal Year is equal to/ is in 2009;2010;2011;2012**
   - **Fund is equal to/ is in 10 - Operating**
   - **Org is equal to/ is in 55000- Dean's Office**

5. Run **Results**.

6. Add a **New View**. **Select Graph** -> **Bar** -> **Vertical**.

7. Click the pencil icon to **Edit**. Move **Fund** and **Org** to **Excluded**.

8. Click **Done**.

9. Show your criteria or **filters** at the bottom of your results tab by going to **New View** and selecting **Filters**.

10. Use **Save As** to save your analysis in the Training folder as “**Yearly Trending Report**”.
**Bins**

Using Bins is a way to group values together into their own custom groups. Bins can group multiple values into smaller simpler groups thereby helping end users to analyze their data better. Let’s create bins for direct expenses, indirect expenses, and everything else.

1. Create **New Analysis** using the Subject Area **Budget Summary**.
2. Add the following **data elements** (use base amounts for all facts):
   - Fiscal Year
   - Fund
   - Account Code
   - ITD Revised Budget
   - ITD Actual
3. Add the following **Filters**:
   - Fund is equal to/ is in 24 - Foundation & Non-Federal Grant; 25 - Gov't & Coml. Grants/Contracts
   - Fiscal Year is equal to/ is in 2012
   - Org begins with 45;55 or use own Org
   - Account Tree Name is equal to/ is in WSQBC
4. In the **Account Code** column, click the options drop-down menu and select “Edit Formula”.
5. Go to the second tab, called **Bins**.
6. In the lower left corner click **Add Bin**.
   - In the New Filter window, set Account Code is equal to 76450. Click OK.
   - When prompted, edit the Bin Name to “Indirect Expense”. Click OK.
7. Add another **Bin**:
   - Account Code is between 50000 and 89999.
   - Bin Name is “Direct Expense”
8. Check the box “Create a bin for all other values”. Name the bin “Other.” **Note: If this is not selected, all other values will just be listed and not grouped into a bin.**

Your screen should look like this:

![Bins example screen](image)

9. When finished creating the three bins, click **OK**.
10. Run **Results**. You should see the groupings of your fund’s direct, indirect and other expenses. You may also drill into the hyperlinked bin names to see a breakdown of the expenses.
**XML Code**

Sharing XML codes is a great way to troubleshoot any issues you may be having with your analysis or sharing your analysis with another user. You may be asked to send your XML code to the DSG Analyst or another user for troubleshooting.

**Obtaining and Sending XML Codes:**

1. In your analysis, go to the **Advanced** tab.
2. Under **Analysis XML**, highlight and copy the entire section (Ctrl+A to select all and Ctrl+C to copy).

3. **Paste** it into an email and send to the appropriate person.

**Applying XML Codes:**

If someone sends you XML code that you wish to apply:

1. Create a **new analysis** using any subject area.
2. Go to the **Advanced** tab.
3. In the **Analysis XML** section, **Delete** any code that is currently there.
4. **Copy** the entire contents of the XML code that was sent to you.
5. **Paste** the XML code into the **Analysis XML** section (using Ctrl+V to paste).
6. Click **Apply XML**.
7. Go to the **Results** tab to run the analysis.
Inserting a Narrative
You can create a Narrative view to provide information such as context, explanatory text, or extended descriptions about the analysis.

- Author of analysis
- Last Updated/modified date
- Intended Purpose of analysis
- Intended Audience of the content

1. Go to New View and click on Other Views > Narrative.
2. Find Narrative at the bottom of your analysis, and drag it to be below the Title.
3. Click the pencil icon to edit.
4. In Narrative box, type in:
   - Author: (Your Name)
   - Last Updated: (Today’s Date)
   - Report Description: (Intended Purpose of Analysis)
5. Be sure to insert “1” for Rows to display.
6. Bold where needed and insert Line Breaks after each section. Click “Done.”
7. To modify justification, click Formatting icon for Narrative, and choose Horizontal Alignment “Left”. Click OK.
Assessment

To successfully complete this course, construct the following analysis. Present your results to the UDW+ instructor when finished.

Create an ad hoc analysis using the Budget Summary subject area that shows only your Expenses for FY 2012 and 2013 for your Org. Show your YTD Original Budget, YTD Revised Budget, and YTD Actuals. Create a separate column with a formula that calculates the difference between the YTD Original Budget and YTD Revised Budget (see page 12 for how to create a formula). Create prompts for Fiscal Year and Accounting Period (see page 12 for how to create prompts).

You have completed the Assessment!
Congratulations! You have successfully completed the FIN 850: UDW+ Ad Hoc Reports Training course!

Access/Evaluation/Customized Advanced Training/Contact

Access
You will be granted ad hoc access within 3 business days. Once access has been granted, you will receive a confirmation email titled "FYI - #IRxxxx has been completed" containing recommended system settings to obtain optimal functionality from UDW+:

- UDW+ Client
- Adobe Flash Player
- Adobe Reader
- Link to UDW+ FAQs

Evaluation
You will receive a completion email from iLearn containing a link to the UDW+ Classroom Training Survey. Please take a moment to complete this short evaluation. Your feedback will help ensure that the course effectively addresses the needs of the UDW+ community.

UDW+ Customized Advanced One-on-One Training
Contact the DSG to schedule a session. To view manuals, click “enroll” then view “Resources.” Potential topics include:

- **Advanced Ad Hoc**: includes features not part of the FIN 850: UDW+ Ad Hoc Reports Classroom Training, such as built-in functions, action links, report prompts, linking analyses, and case statements.
- **Subject Areas**: working with the available UDW+ subject areas for ad hoc reporting and analysis (Budget Summary, Budget Detail, AP Purchase Order, AP Payment, Grants Detail)
- **Dashboard Development**: develop a custom dashboard for your department or division that visually displays and organizes information on a single screen.

Contact
The Decision Support Group (DSG) is here to help!

- Email: askDSG@nyu.edu
- Phone: 212-998-2900
- Web: [www.nyu.edu/datawarehouse](http://www.nyu.edu/datawarehouse) and visit the Decision Support Group tab
- DSG Knowledge Base: Dashboards ➔ UDW+ Help ➔ Knowledge Base Articles
  - UDW+ FAQs
  - UDW+ Functionality
  - UDW+ Training and Access
  - UDW+ System Requirements UDW+ Budgets and Budget Control Process
  - UDW+ Introduction to Accounting and Financial Management Reporting