



P&L WITH ENDING FUND BALANCE

The P&L with Ending Fund Balance is an ad-hoc Smart View report intended to provide users with a broad, highlevel view of active accounts within a particular Unit or Division in order to find mispostings and other oddities.

REQUIREMENTS

In order to use the P&L with Ending Fund Balance spreadsheet, you must have Smart View installed and configured.

CONNECTING TO ESSBASE

Upon opening the spreadsheet, you should be prompted to log into the Essbase using your NetID and password. If not, you should hit the REFRESH button in the Smart View ribbon to initiate the connection OR manually connect to the RUCOA instance within Shared Connections.

USING THE WORKBOOK

LAYOUT

- The workbook contains two worksheets: **Balance Sheet Accounts** and **Expense and Revenue Accounts**. Each is configured to display the appropriate accounts within each category.
- The Unit, Division, Activity, Intra-Unit, Future, Balance Type, Amount Type, Currency, Currency Type, Accounting Period, and Ledger parameters are controlled via the dropdowns in the POV toolbar. Any of these can be moved to the columns or rows to perform another analysis if desired—e.g. adding the Activity parameter to the rows or adding multiple Accounting Periods to the columns.

POV [PL with Ending Fund Balance.xlsx]Expense and Revenue Accounts_1 June 2017 v Rutgers Ledger v [All Unit Values],[100] v [All Division Values],[3500] v All Activity Values v All IntraUnit Values v All Future Values v Ending Balance v Year-to-Date v USD - US Dollar v Total v Refresh

- The Organization, Location, Fund Type, Business Line, and Account parameters are displayed in the rows to filter data by Concatenated Segments. These can be moved to the POV if desired—e.g. moving the Organization parameter to the POV in order to look at all Accounts within a single Organization rather than all Organizations within a Division.

All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[43TTT]
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[49TTT]
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[90TTT]
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[91TTT]

• The **Scenario** parameter is the default column dimension so that users can compare Actual and Budget information for the Expense and Revenue Accounts.



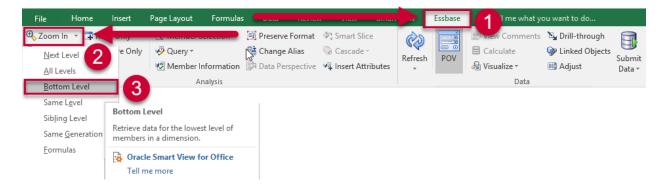


DRILLING DOWN

By default, the workbook displays GGGP or GGP accounts. In order to drill down to lower level accounts, you will want to use the **Zoom In** function in the **Essbase** ribbon. The first four columns—Organization, Location, Fund Type, and Business Line—have only one level below them. The Account column has three to four. **It is recommended that you Zoom In on each column one at a time.**

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	efformation Data Pers	Format 🔅 Smart Slice Alias 🔞 Cascade - pective 🧏 Insert Attributes	Refresh	Submit	
POV [P] with Ending F June 2017 V Rutgers)] - [All Division Valu	ues]. [3500] 🔻 All Activity Val	ues 👻 All IntraUnit Values 👻	All Future Values v Ending Balance v	Year-to-Date v USD - US Dollar v Total v
A16 • : $\times \checkmark f_x$ A	ll Organization Values				
			P&L with Ending F	und Balance: Expense and Revenue	Accounts
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All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	ACCOUNT VALUES-ACCOUNT V	
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All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_V	
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_V	ALUES Current].[5TTTT].[50TTT]
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_V	ALUES Current].[5TTTT].[90TTT]
All Organization Values	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_V	ALUES Current].[5TTTT].[91TTT]

If you want to immediately Zoom In to all children accounts in the Account column, click the arrow next to the **Zoom In** button and select **Bottom level**.



RUTGERS



FILTERING

The workbook contains filters for each column. This is a standard Excel feature, and should the filters become lost upon refreshing, they can be re-added at any time by highlighting the cells you would like to add filters to and using the **Filter** button in the **Data Ribbon** or the **Sort & Filter** button in the **Home Ribbon**.

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Accounting	Ļ			^v ues	All Business Line Values	[ACCOUNT VALUES-ACCOUNT VALUES Current].[4TTTT].[40TTT]	· ·
0	₽↓	Sort A to Z			All Business Line Values		
Accounting Boathouse	Z↓	Sort Z to A		ues		[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]	
		Sort by Color	•	ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]	
Boathouse	_		,	ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]	
Community Leadership Center	×	<u>Clear Filter From "(Colu</u> F <u>i</u> lter by Color Text <u>Fi</u> lters	lumn A)" ►	ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]	
Community Leadership Center				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[43TTT]	
Community Leadership Center				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[49TTT]	
Community Leadership Center				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]	
Community Leadership Center		Search	Q	ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[90TTT]	
Events & Programs		Select All)		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]	
Events & Programs		Accounting Boathouse Community Leadership Center Grevents & Programs Office of the Chancellor Creatch & Sponsored Programs Student Experiential Learning		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]	
Events & Programs				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[90TTT]	
Events & Programs				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[91TTT]	
Office of the Chancellor				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]	
Office of the Chancellor				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[43TTT]	
Office of the Chancellor				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]	
Office of the Chancellor		(Blanks)		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[90TTT]	
Office of the Chancellor				ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[91TTT]	
Research & Sponsored Programs		ОК	Cancel	ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[43TTT]	
Student Experiential Learning		- OK	cancer	ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]	
Student Experiential Learning	-	All Location Values	All Fund Type Va	lues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]	
Student Experiential Learning	1	All Location Values	All Fund Type Va	alues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[90TTT]	
Student Experiential Learning	1	All Location Values	All Fund Type Va	alues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[91TTT]	

FORMATTING

HEADINGS

Users *cannot* create custom headings or otherwise add data that would interfere with the ad-hoc grid. If you would like to analyze or present a dataset and no longer need to zoom in or out, then it is recommended to copy/paste the data into a new worksheet to format however you would like.

SEGMENT DESCRIPTIONS

Users can add columns with descriptions for each of the row parameters (Organization, Location, etc.) by going to the Smart View Ribbon > Options > Member Options > Member Name Display and selecting Member Name and Alias. The columns will be added upon refresh.

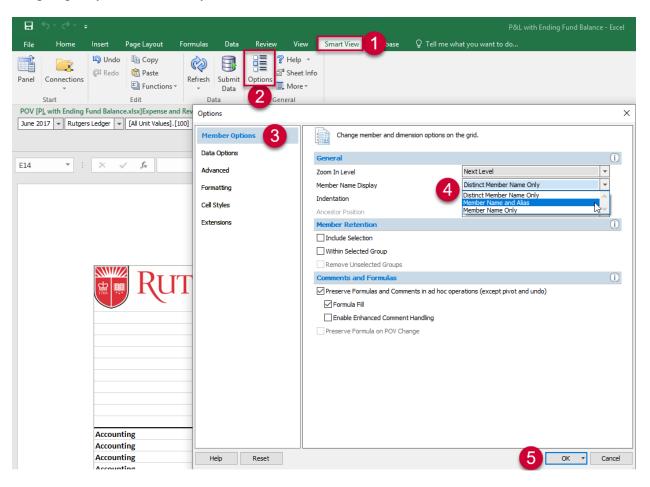
Columns without descriptions:

[All Business Line Values].[3300] [All Business Line Values].[3300] [All Business Line Values].[5011] [All Business Line Values].[5011]	[ACCOUNT_VALUES-ACCOUNT_VALUES current],[ATTTT],[AOTT],[A2OTT],[A20OT],[4260] [ACCOUNT_VALUES-ACCOUNT_VALUES current],[STTTT],[SOTT],[600T],[69060] [ACCOUNT_VALUES-ACCOUNT_VALUES current],[ATTT],[A0TT],[420T],[4280]
[All Business Line Values].[5011]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT].[420TT].[4200T].[42160]
[All Rusiness Line Values] [5011]	
[An business Line values].[3011]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[600TT].[6900T].[69060]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT].[420TT].[4200T].[42160]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5000T].[50010]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5000T].[50090]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5000T].[50120]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5020T].[50210]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5040T].[50460]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[510TT].[5110T].[51110]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[510TT].[5110T].[51250]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[510TT].[5110T].[51260]
[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[520TT].[5230T].[52310]
	All Business Line Values], [5066] [All Business Line Values], [5066]





Navigating to option to add description columns:



Columns with descriptions:

1080	Accounting	0001	University Wide	650	Contributions Gifts	3300	Other Sponsored Programs & Activities	42160	Other Revenue Other General & Educational
1080	Accounting	0001	University Wide	650	Contributions Gifts	3300	Other Sponsored Programs & Activities	69060	Other Opex Bulk Transfer DGCA
1080	Accounting	0001	University Wide	650	Contributions Gifts	5011	Research Administration	42160	Other Revenue Other General & Educational
1080	Accounting	0001	University Wide	650	Contributions Gifts	5011	Research Administration	69060	Other Opex Bulk Transfer DGCA
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	42160	Other Revenue Other General & Educational
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	50010	S&W Staff
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	50090	S&W Student Employment
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	50120	S&W Hourly Employees
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	50210	S&W Overtime
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	50460	Other Comp Staff
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	51110	FB Staff Employees
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	51250	FICA
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	51260	Medicare
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	52310	Supplies Custodial
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	52950	Office Supplies General
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	52970	Office Supplies Postage & Shipping
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	53050	Other Supplies General
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	53090	Other Supplies Operational
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	54260	Services PC Repairs & Maintenance
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	54490	Services Other
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	55010	Professional Service Advertising Agencies
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	55220	Professional Service Marketing
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	56060	Travel Conference & Convention Registration Fees
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	58030	Computer Software Licenses & Fees
1647	Boathouse	4095	Camden NJ	150	Unrestricted Internally Designated	5066	A & S Admin External Fee for Service	58100	Equipment Office

Note: Please be aware that these alias columns may produce an error upon refresh and should be removed by switching back to **Member Name** in Smart View Options if you plan to continue pulling data using the same copy of the report.

EXCEL FORMATTING

Any regular Excel formatting can be applied to cells. By default, this formatting will persist through refreshes, though not through the addition of rows due to zooming in.