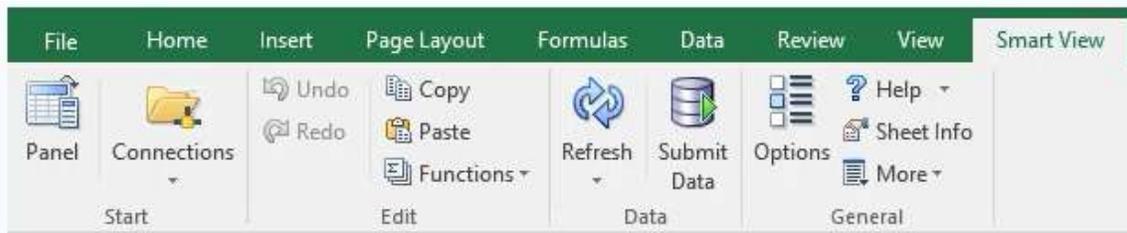# RUTGERS

Cornerstone

OVERVIEW

This job aid details the process for using **SmartView** add-on in a template for function- driven reporting. Template-based reports are prebuilt using Excel functions where most of the dimension members are hard coded (cannot be changed). When using Rutgers designed templates be aware of the following:

- Template reports have **Input Parameter** sheet, **Working** sheet and **Summary** sheet.
- Users have the ability to input their UDOs to update the **Working** sheet.
- In the **Input Parameter** sheet users can change: Period Name,Amount Type,Balance Type
- Once data is entered, users can **Refresh all Worksheets** in the Working sheet. If not refreshed, you can see the status as **#NEED REFRESH.**
- After clicking **Refresh,** you can see the numbers in the Working and Summary sheets.

RIBBON

| File | Home | Insert | Page Layout | Formulas | Data | Review | View | Smart View |

Panel | Connections — | Undo / Redo | Copy / Paste / Functions ▾ | Refresh ▾ | Submit Data | Options | Help ▾ / Sheet Info / More ▾

Start — Edit — Data — General

USING SMARTVIEW TEMPLATES

Use the following process to use SmartView features with Excel PNL – Universities Protectect.xlsx templates.

1. **Click** to open the following Excel SpreadSheet.

PNL-Univer...
Protected.xlsx

2. When you open the spreadsheet, a Rutgers users authentication window will open. **Enter** *NetID* and *Password* credentials to gain access.

	A	B	C	D
	1			
	2	Accounting Period	FEB-17	
	3	Amount Type	YTD	
	4	Balance Amount	Period Activity	
	5	Unit	855 [Unit].[UNIT VALUES-UNIT VALUES Current].[ALL],
	6	Division	1005 [DIVISION_VALUES-DIVISION_VALUES Current].[1
	7	Organization	1234 [ORGANIZATION VALUES-ORGANIZATION VALUES

Input Parameter | Public Saftey | Operations & Services | Renovations & Infrastructure | Summary

3. **Click** on Input Parameter Sheet.

You can change the following areas: Account Period (i.e Jul-17); Amount Type (i.e PTD); Balance Amount: (i.e.Period Activity)

Accounting Period: Period for which output is needed
Amount Type: Period-to-Date, or Year-to-Date
Balance Amount: Beginning Balance, Period Activity and Ending Balance

4. **Click** on the Working Sheet to open.

Working

5. The upper rows of the Working Sheet include member dimensions that can be updated based on specific Unit, Division and Organization values. *(UDOs)*

```
JUL-17
[Unit].[UNIT VALUES-UNIT VALUES Current].[ALL].[1TT]
All Division Values
All Organization Values
PTD
Period Activity
Actual
```

To make changes to template member demensions follow these steps:

6. Go to Input **Parameter Sheet** to find corresponding GL Strings.
   a. Select U/D/O in C5/C6/C7 Cells.
   b. Upon selection of the UDO's, you can find the exact member dimension value in the cells D5/D6/D7
   c. Copy cells D5/D6/D7
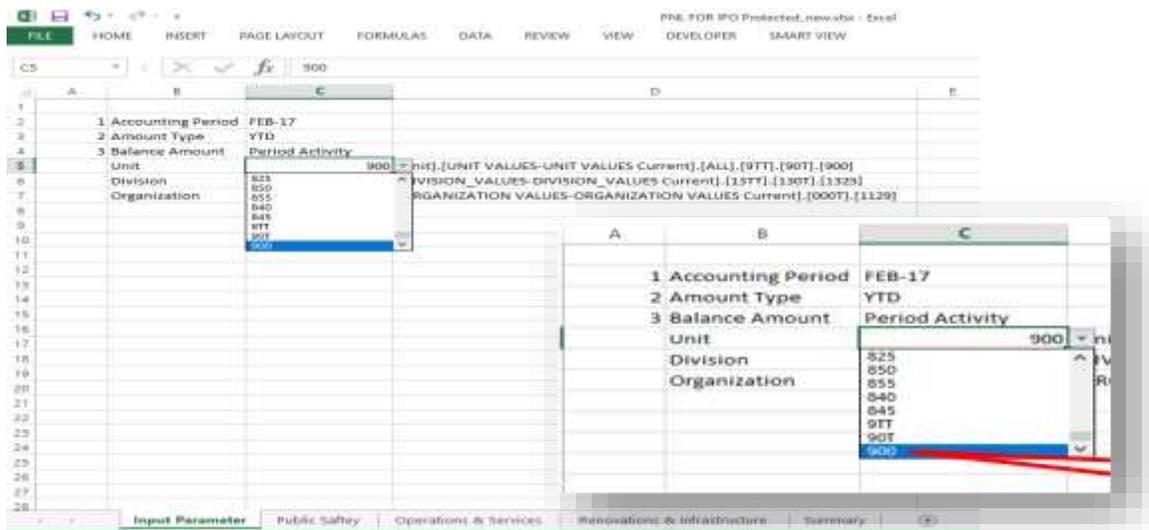
All UDO Values are available in the Dropdown.

7. Place the cursor on the upper section of Working Sheet highlighted below (Unit, Division, Organization).
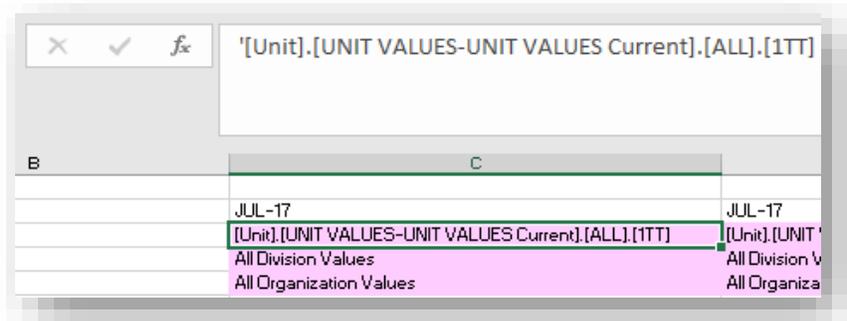
8. **Change the UDO seciton in the Working Sheets with a Paste Special values:**
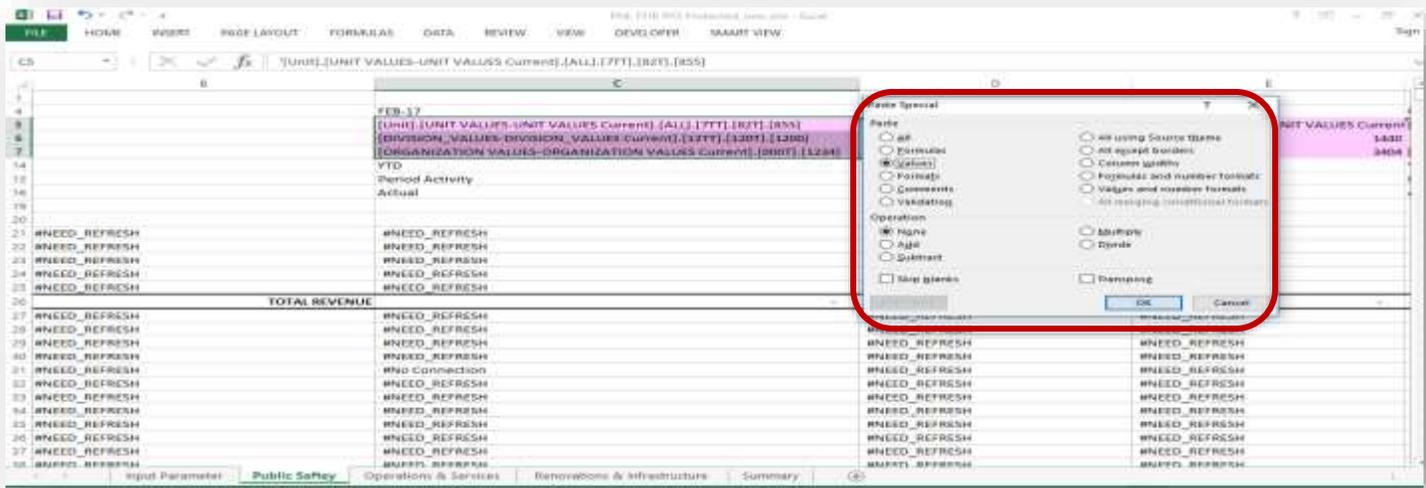
9. **Repeat** previous steps across the columns for Actual and Budgeted columns. Changes will be reflected on Summary Sheet as well. Summary Sheet contains Actual, Budget and Variance basedon each UDO inputted. Numbers are pulled in from the working sheets.