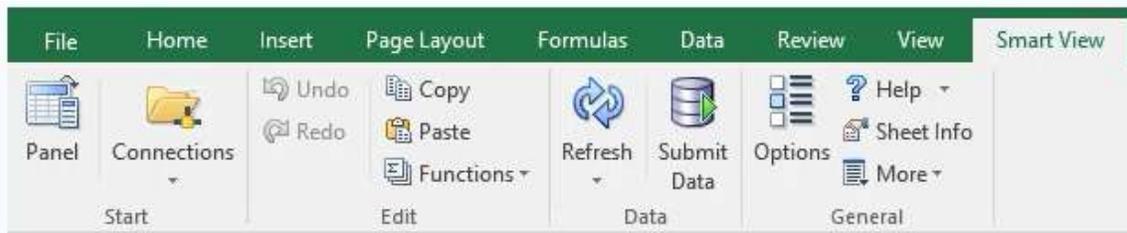


## OVERVIEW

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



## 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.



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 Current].[1] |
| 8  |   |                   |                 |   |
| 9  |   |                   |                 |   |
| 10 |   |                   |                 |   |
| 11 |   |                   |                 |   |
| 12 |   |                   |                 |   |
| 13 |   |                   |                 |   |
| 14 |   |                   |                 |   |
| 15 |   |                   |                 |   |
| 16 |   |                   |                 |   |
| 17 |   |                   |                 |   |
| 18 |   |                   |                 |   |
| 19 |   |                   |                 |   |
| 20 |   |                   |                 |   |
| 21 |   |                   |                 |   |
| 22 |   |                   |                 |   |
| 23 |   |                   |                 |   |
| 24 |   |                   |                 |   |
| 25 |   |                   |                 |   |
| 26 |   |                   |                 |   |
| 27 |   |                   |                 |   |
| 28 |   |                   |                 |   |



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)

|    | A | B                   | C               | D   |
|----|---|---------------------|-----------------|---|
| 1  |   |                     |                 |   |
| 2  |   | 1 Accounting Period | FEB-17          |   |
| 3  |   | 2 Amount Type       | YTD             |   |
| 4  |   | 3 Balance Amount    | Period Activity |   |
| 5  |   | 4 Unit              | 855             | (Unit).([UNIT VALUES-UNIT VALUES Current].[ALL].[7TT].[82T].[855] |
| 6  |   | 5 Division          | 1005            | (DIVISION_VALUES-DIVISION_VALUES Current).[10TT].[100T].[1005]    |
| 7  |   | 6 Organization      | 1234            | (ORGANIZATION_VALUES-ORGANIZATION_VALUES Current).[000T].[1234]   |
| 8  |   |                     |                 |   |
| 9  |   |                     |                 |   |
| 10 |   |                     |                 |   |
| 11 |   |                     |                 |   |
| 12 |   |                     |                 |   |
| 13 |   |                     |                 |   |
| 14 |   |                     |                 |   |
| 15 |   |                     |                 |   |
| 16 |   |                     |                 |   |
| 17 |   |                     |                 |   |
| 18 |   |                     |                 |   |
| 19 |   |                     |                 |   |
| 20 |   |                     |                 |   |
| 21 |   |                     |                 |   |
| 22 |   |                     |                 |   |
| 23 |   |                     |                 |   |
| 24 |   |                     |                 |   |
| 25 |   |                     |                 |   |
| 26 |   |                     |                 |   |
| 27 |   |                     |                 |   |
| 28 |   |                     |                 |   |

- 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.

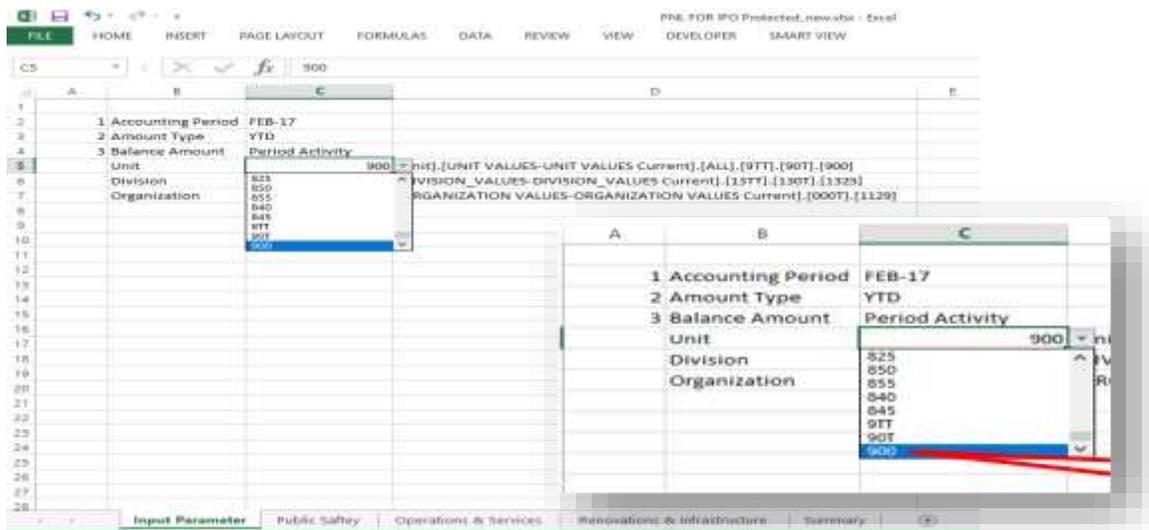
|    | A | B                 | C               | D   |
|----|---|-------------------|-----------------|---|
| 1  |   |                   |                 |   |
| 2  |   | Accounting Period | FEB-17          |   |
| 3  |   | Amount Type       | YTD             |   |
| 4  |   | Balance Amount    | Period Activity |   |
| 5  |   | Unit              | 855             | (Unit).([UNIT VALUES-UNIT VALUES Current].[ALL].[7TT].[82T].[855] |
| 6  |   | Division          | 1005            | (DIVISION_VALUES-DIVISION_VALUES Current).[10TT].[100T].[1005]    |
| 7  |   | Organization      | 1234            | (ORGANIZATION_VALUES-ORGANIZATION_VALUES Current).[000T].[1234]   |
| 8  |   |                   |                 |   |
| 9  |   |                   |                 |   |
| 10 |   |                   |                 |   |
| 11 |   |                   |                 |   |
| 12 |   |                   |                 |   |
| 13 |   |                   |                 |   |
| 14 |   |                   |                 |   |
| 15 |   |                   |                 |   |
| 16 |   |                   |                 |   |
| 17 |   |                   |                 |   |
| 18 |   |                   |                 |   |
| 19 |   |                   |                 |   |
| 20 |   |                   |                 |   |
| 21 |   |                   |                 |   |
| 22 |   |                   |                 |   |
| 23 |   |                   |                 |   |
| 24 |   |                   |                 |   |
| 25 |   |                   |                 |   |
| 26 |   |                   |                 |   |
| 27 |   |                   |                 |   |
| 28 |   |                   |                 |   |

- 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   |

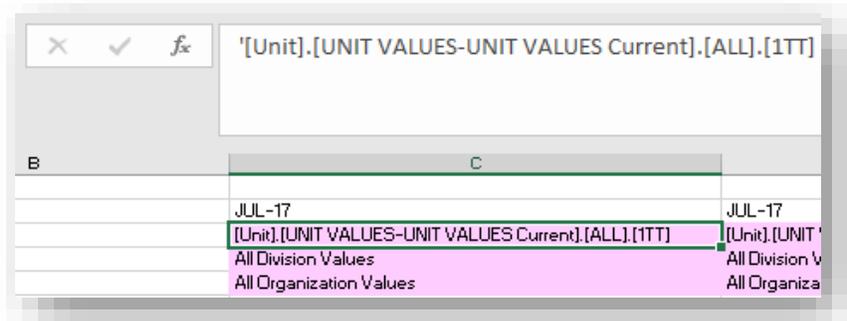
To make changes to template member dimensions follow these steps:

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

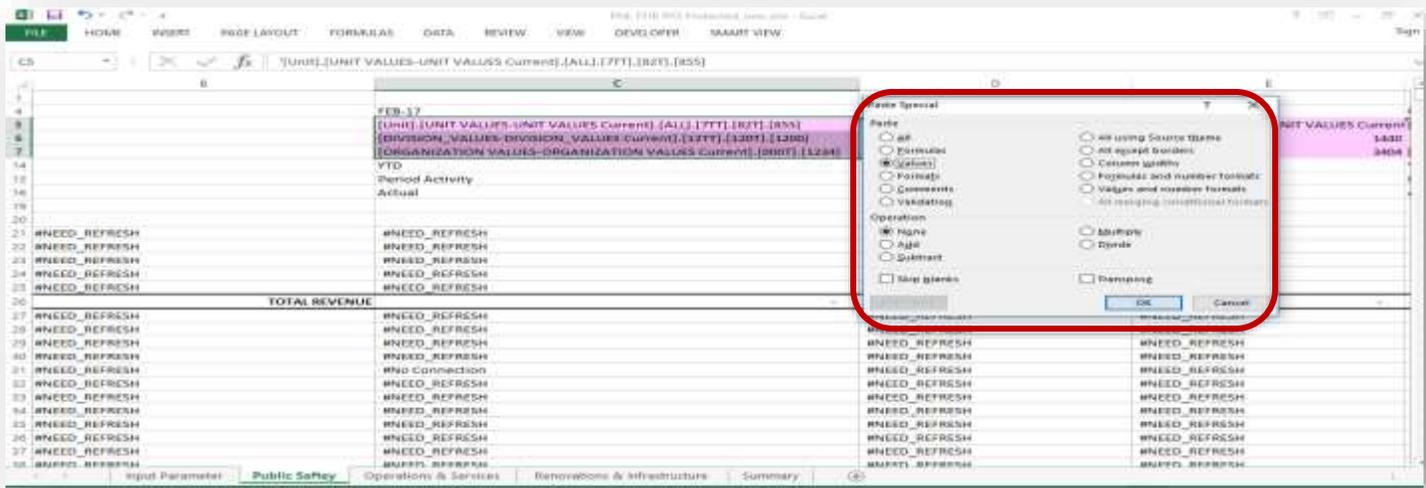


All UDO Values are available in the Dropdown.

- Place the cursor on the upper section of Working Sheet highlighted below (Unit, Division, Organization).



8. Change the UDO section 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 based on each UDO inputted. Numbers are pulled in from the working sheets.

| Division                                    | Public Safety   |                 |                 | Operations & Services |                 |                 | Per |
|---|-----------------|-----------------|-----------------|-----------------------|-----------------|-----------------|-----|
|   | FEB-17          | FEB-17          | FEB-17          | FEB-17                | FEB-17          | FEB-17          |     |
| Balance Amount                              | Period Activity | Period Activity | Period Activity | Period Activity       | Period Activity | Period Activity | Per |
| Amount Type                                 | YTD             | YTD             | YTD             | YTD                   | YTD             | YTD             | YTD |
| Scenario                                    | Actual          | Budget          | Variance        | Actual                | Budget          | Variance        | Act |
| GGP TOTAL EDUCATIONAL & GENERAL REVENUE     | -               | -               | -               | (481,072.34)          | (5,394,884.94)  | 4,913,812.60    |     |
| GGP TOTAL GRANT & CONTRACT REVENUE          | -               | -               | -               | -                     | (22,856.00)     | 22,856.00       |     |
| GGP TOTAL HEALTHCARE & PROFESSIONAL SERVICE | -               | -               | -               | -                     | -               | -               |     |
| GGP TOTAL AUXILIARY REVENUE                 | -               | -               | -               | -                     | -               | -               |     |
| GGP TOTAL NONOPERATING REVENUE              | -               | -               | -               | -                     | -               | -               |     |
| <b>TOTAL REVENUE</b>                        | -               | -               | -               | (481,072.34)          | (5,417,740.94)  | 4,936,668.60    |     |
| GP SALARY & WAGES                           | -               | -               | -               | 2,310,305.11          | 15,066,805.97   | (12,756,500.86) |     |
| GP FRONTS BENEFITS                          | -               | -               | -               | 838,086.04            | 5,884,030.37    | (5,045,944.33)  |     |
| GP SUPPLIES & MATERIALS                     | -               | -               | -               | 124,512.51            | 338,830.48      | (214,317.97)    |     |
| GP SERVICES                                 | -               | -               | -               | 32,838.26             | 2,388,056.61    | (2,355,218.35)  |     |
| GP PROFESSIONAL SERVICES                    | -               | -               | -               | 46,686.17             | 15,063.61       | 31,622.56       |     |
| GP TRAVEL & BUSINESS EXPENSE                | -               | -               | -               | 17,927.00             | 94,641.24       | (76,714.24)     |     |
| GP SCHOLARSHIPS & FELLOWSHIPS               | -               | -               | -               | -                     | -               | -               |     |
| GP COMPUTER & EQUIPMENT                     | -               | -               | -               | 4,500.00              | 1,862.47        | 2,637.53        |     |
| GP UTILITIES                                | -               | -               | -               | 7,900.52              | 7,820.58        | 79.94           |     |
| GP REPAIRS & MAINTENANCE                    | -               | -               | -               | 45,122.71             | 200,333.81      | (155,211.10)    |     |
| GP OTHER OPERATING EXPENSE                  | -               | -               | -               | 181,811.89            | 1,592,564.41    | (1,410,752.52)  |     |
| GP EXPENSE RECOVERY                         | -               | -               | -               | (656,280.82)          | (1,102,373.77)  | 446,092.95      |     |
| <b>TOTAL OPERATING EXPENSES</b>             | -               | -               | -               | 3,201,629.39          | 24,387,355.38   | (21,185,726.99) |     |
| GP INTEREST ON CAPITAL RELATED TO DEBT      | -               | -               | -               | -                     | -               | -               |     |
| GP LOSS ON DISPOSAL OF CAPITAL ASSETS       | -               | -               | -               | -                     | -               | -               |     |
| GP NONOPERATING OTHER EXPENSE               | -               | -               | -               | -                     | -               | -               |     |
| GP EXPENDED FOR PLANT FACILITIES            | -               | -               | -               | -                     | -               | -               |     |