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, high-level 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 RU COA 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.

- 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.

- 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 GGP 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.

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.
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.

![Filter Button](image)

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:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>University Wide</th>
<th>Contributions Gifts</th>
<th>All Business Line Values</th>
<th>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</th>
<th>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</th>
<th>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</th>
<th>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</th>
<th>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>University Wide</td>
<td>Contributions Gifts</td>
<td>All Business Line Values</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
</tr>
<tr>
<td>Accounting</td>
<td>University Wide</td>
<td>Contributions Gifts</td>
<td>All Business Line Values</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
</tr>
<tr>
<td>Accounting</td>
<td>University Wide</td>
<td>Contributions Gifts</td>
<td>All Business Line Values</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
</tr>
<tr>
<td>Research &amp; Sponsored Programs</td>
<td>All Location Values</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
</tr>
<tr>
<td>Student Experiential Learning</td>
<td>All Location Values</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
</tr>
<tr>
<td>Student Experiential Learning</td>
<td>All Location Values</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
</tr>
<tr>
<td>Student Experiential Learning</td>
<td>All Location Values</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
<td>[ACCOUNT_VALUES-ACCOUNT_VALUES Current]</td>
</tr>
</tbody>
</table>
Navigating to option to add description columns:

Columns with descriptions:

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.