Dashboard - OAS PROD - YTD Period Variance Operating Ledger

GETTING TO THE DASHBOARD

First, please make sure you are on the VPN .

Then log into the system using the following link :

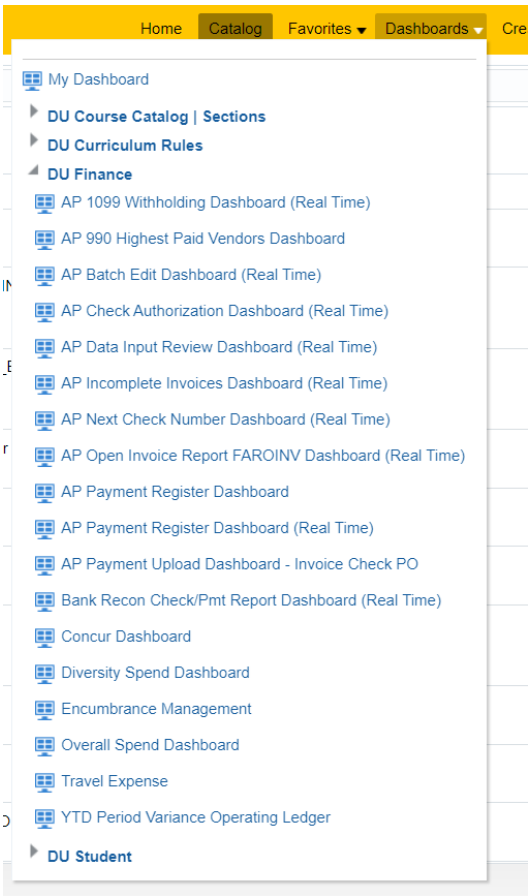
https://reports.dcollege.net/analytics

Method 1

On the gold ribbon at the top of the screen click on Dashboards



Expand DU Finance and select YTD Period Variance Operating Ledger (us the down carat at the bottom of the list to scroll down to find the dashboard if necessary).

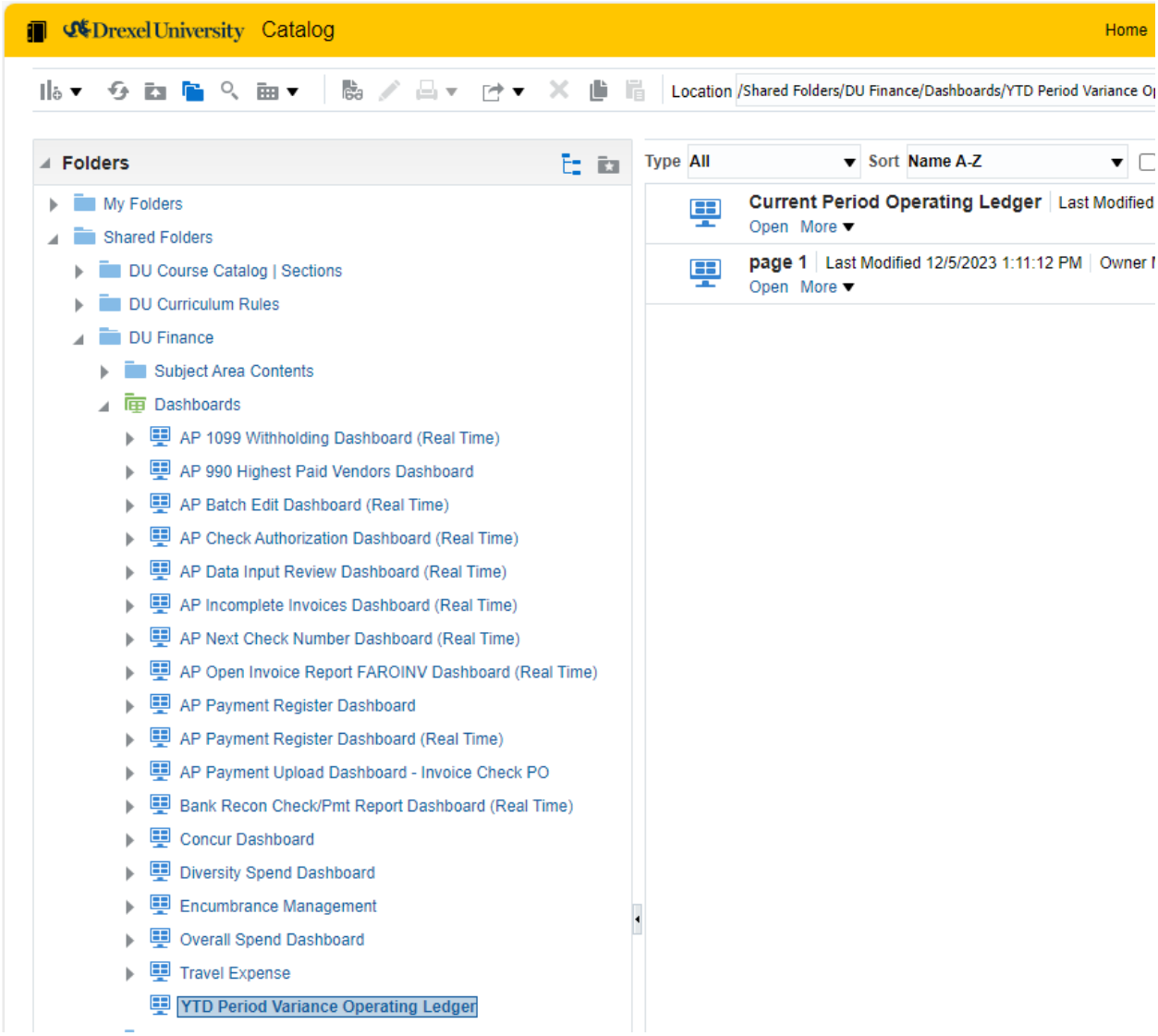


Method 2

Or you can click on Catalog



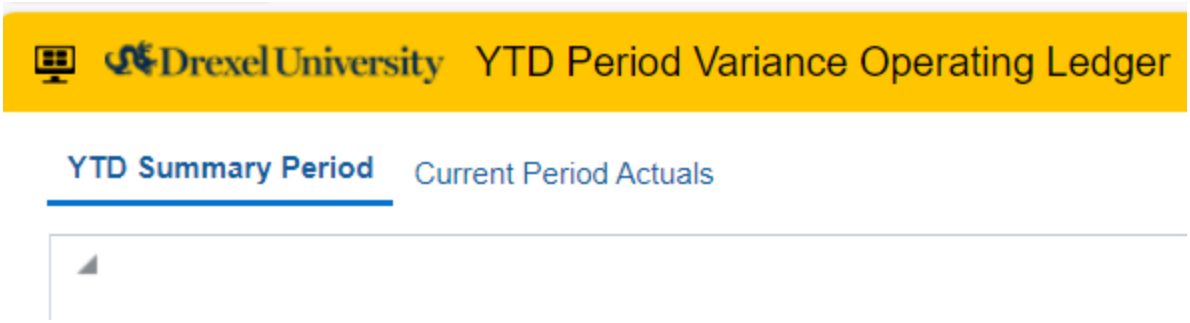
In the left hand pane expand Shared Folders>DU Finance > Dashboards > YTD Period Variance Operating Ledger>page 1.



Click the blue “Open” link

NAVIGATING WITHIN THE DASHBOARD

The initial screen displays two tabs, “YTD Summary Period” and “Current Period Actuals”.



The **YTD Summary Period** Page will show you YTD Actuals vs Prior Year YTD Actuals.

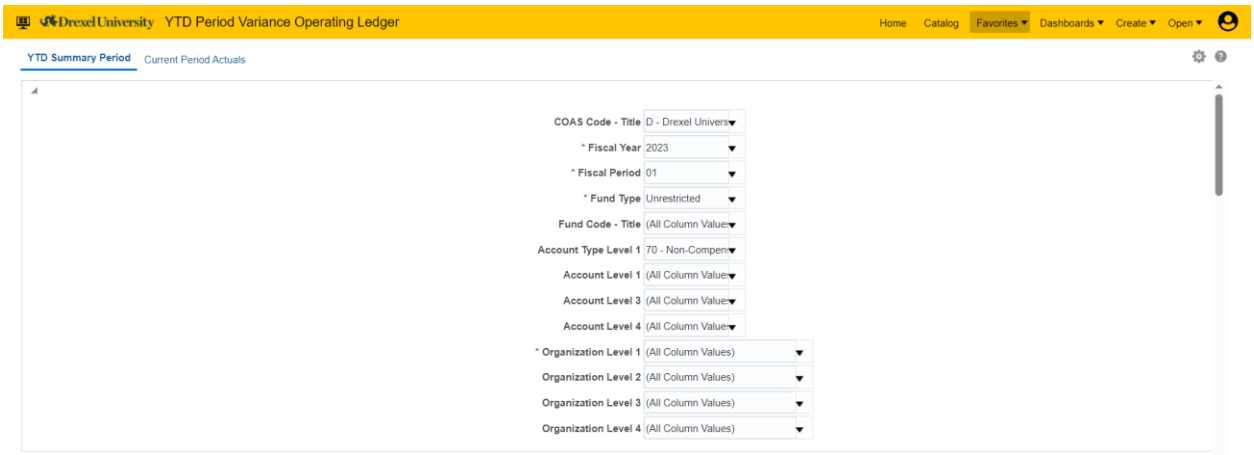
This is a cumulative view (year to date).

The **Current Period Actuals** will just show you the Current Period Actuals and the Prior Year Actuals for the period/periods you select in the parameters.

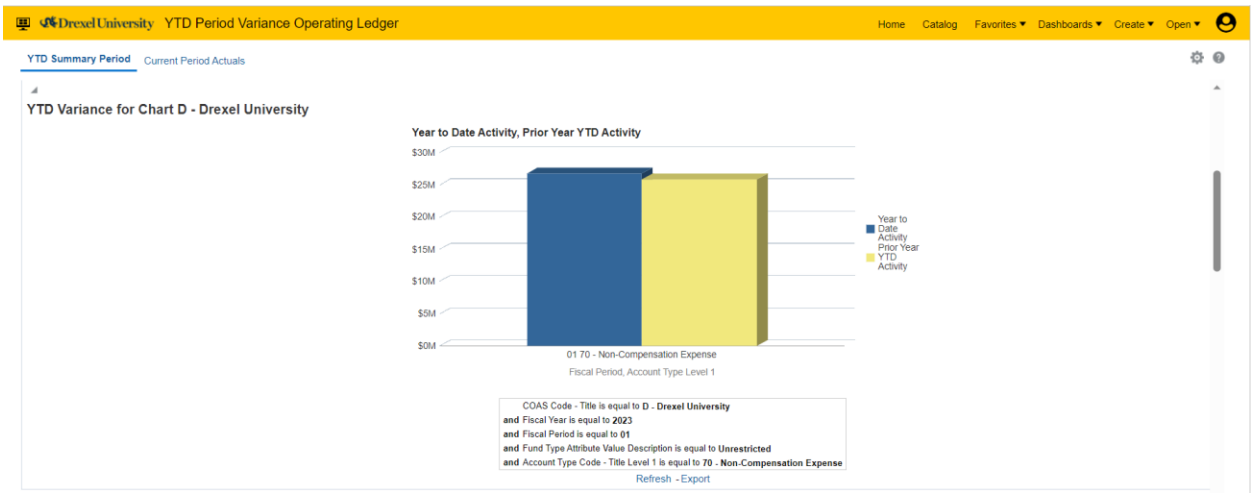
This would be a periodic view (one month at a time).

Each tab consists of four sections from top to bottom.

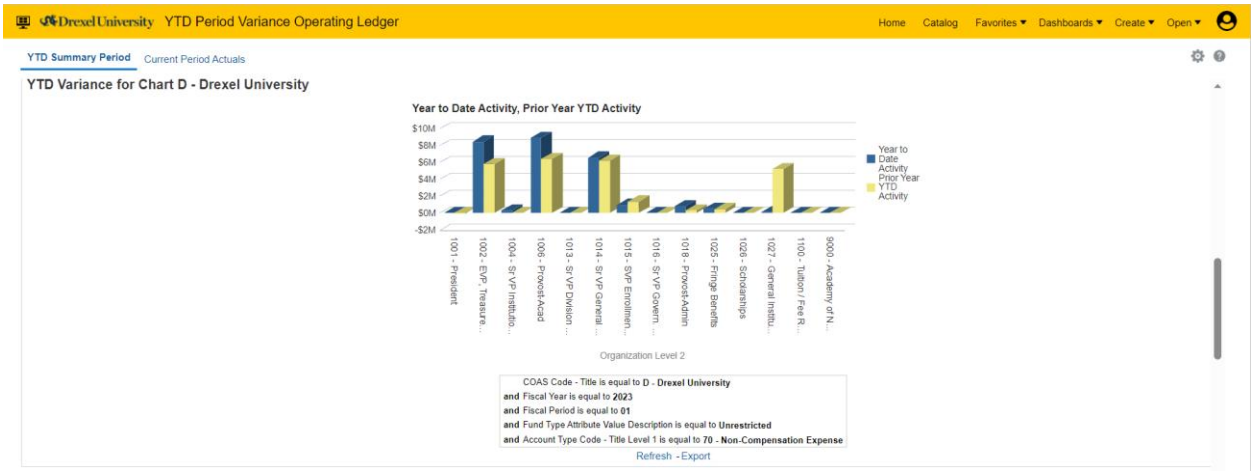
The **first section** is where the end user will enter in the parameters they want to submit for their query.



The **second section** is a visualization of the data that you queried aggregated using the Acct Type Level 1 for the parameters you entered into the first section.

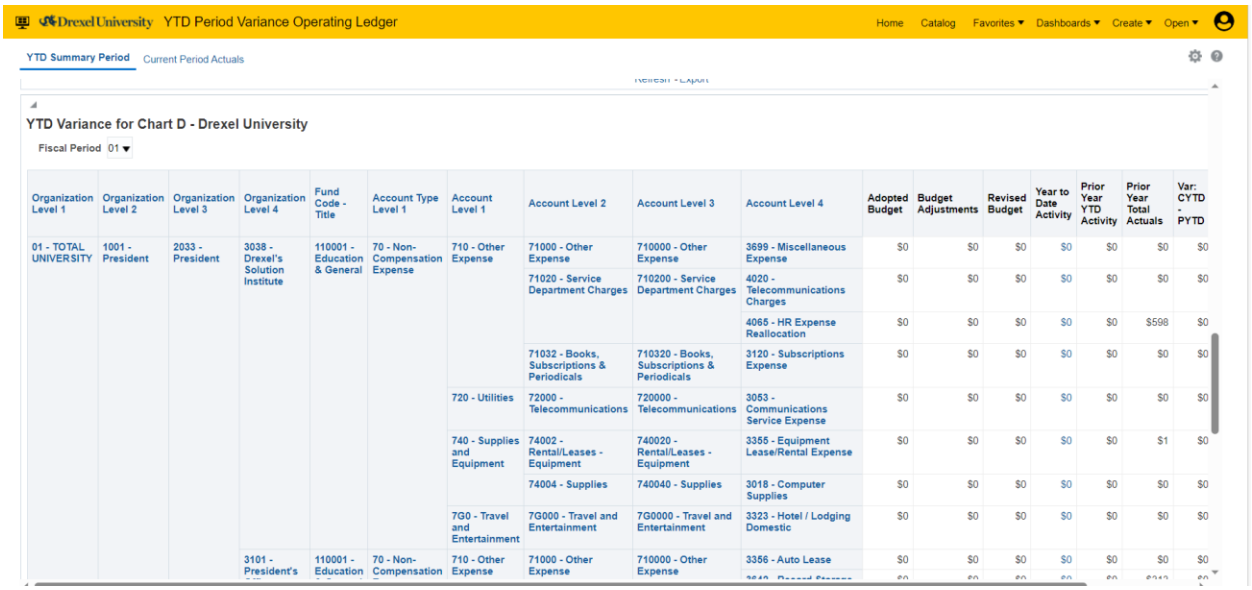


The **third section** is a visualization of the data that you queried aggregated using the Orgn Level 2 you entered in the first section.



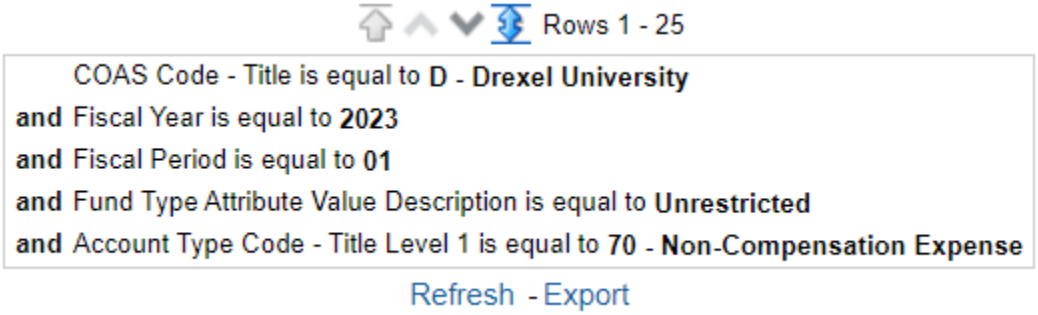
These visualizations can be extremely useful to identify areas you may wish to look into further.

The **last section** is a crosstab of the data.



Organization Level 1	Organization Level 2	Organization Level 3	Organization Level 4	Fund Code - Title	Account Type Level 1	Account Level 1	Account Level 2	Account Level 3	Account Level 4	Adopted Budget	Budget Adjustments	Revised Budget	Year to Date Activity	Prior Year YTD Activity	Prior Year Total Actuals	Var: CYTD - PYTD
01 - TOTAL UNIVERSITY	1001 - President	2033 - President	3038 - Drexel's Solution Institute	110001 - Education & General	70 - Non-Compensation Expense	710 - Other Expense	71000 - Other Expense	710000 - Other Expense	3699 - Miscellaneous Expense	$0	$0	$0	$0	$0	$0	$0
							71020 - Service Department Charges	710200 - Service Department Charges	4020 - Telecommunications Charges	$0	$0	$0	$0	$0	$0	$0
									4065 - HR Expense Reallocation	$0	$0	$0	$0	$0	$598	$0
							71032 - Books, Subscriptions & Periodicals	710320 - Books, Subscriptions & Periodicals	3120 - Subscriptions Expense	$0	$0	$0	$0	$0	$0	$0
						720 - Utilities	72000 - Telecommunications	720000 - Telecommunications	3053 - Communications Service Expense	$0	$0	$0	$0	$0	$0	$0
						740 - Supplies and Equipment	74002 - Rental/Leases - Equipment	740020 - Rental/Leases - Equipment	3355 - Equipment Lease/Rental Expense	$0	$0	$0	$0	$0	$1	$0
							74004 - Supplies	740040 - Supplies	3018 - Computer Supplies	$0	$0	$0	$0	$0	$0	$0
						7G0 - Travel and Entertainment	7G000 - Travel and Entertainment	7G0000 - Travel and Entertainment	3323 - Hotel / Lodging Domestic	$0	$0	$0	$0	$0	$0	$0
			3101 - President's	110001 - Education	70 - Non-Compensation	710 - Other Expense	71000 - Other Expense	710000 - Other Expense	3356 - Auto Lease	$0	$0	$0	$0	$0	$0	$0

Below each of the lower three sections is a box that shows you a summary of the parameters that were entered into the top section of the dashboard along with two hyperlinks (Refresh and Export).

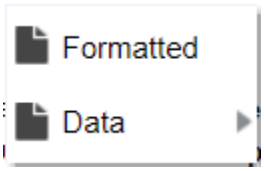


Refresh

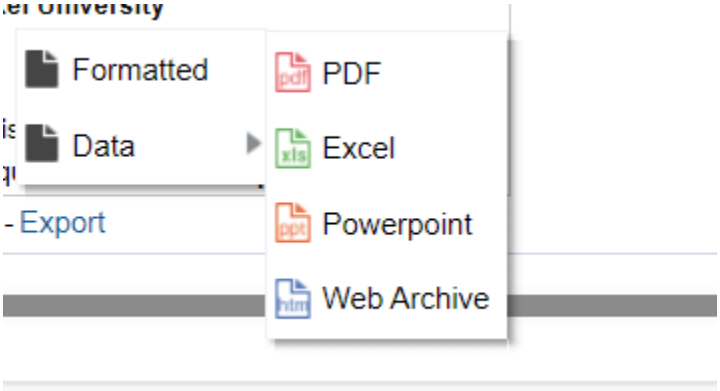
Clicking the Refresh link will rerun the query for that section only using the already submitted parameters.

Export

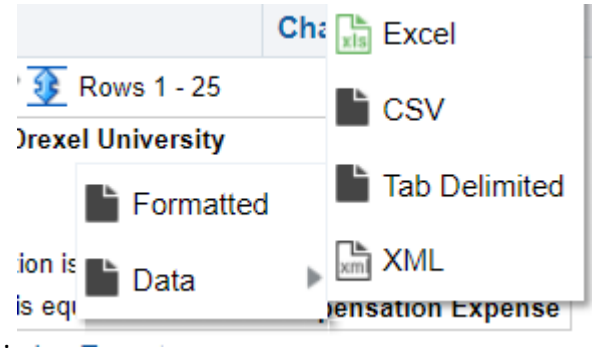
Clicking Export provides you with multiple choices on how you want to export a particular section (Formatted or Data).



When you select Formatted, you are given the option to export the section, exactly as it is formatted in OAS as either a PDF, an Excel file, a PowerPoint presentation or as a Web Archive (HTML).



When you select Data, you will have the option to export raw data that supports the section display as either an Excel file, CSV file, Tab Delimited file or an XML file.



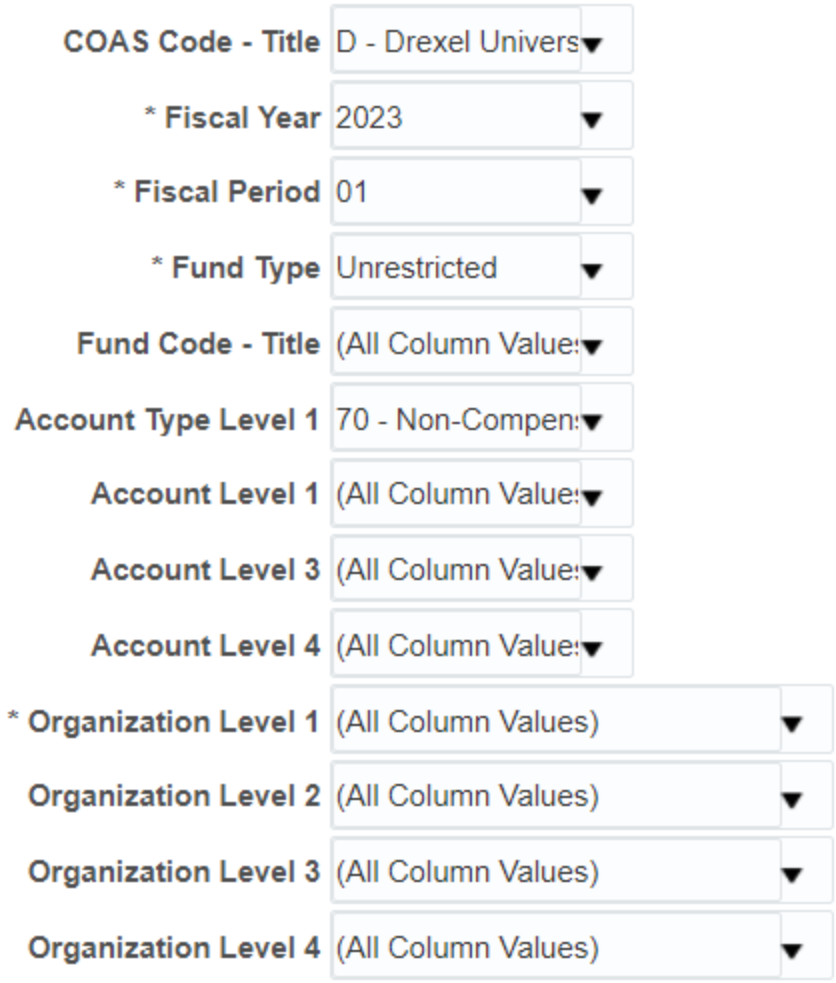
Collapsing sections

You have the ability to collapse any sections simply by clicking on the triangle in the upper left corner of the section.



SETTING PARAMETERS FOR THE DASHBOARD

The dashboard when opened has some parameters preset but the data that will be displayed will be limited to what you have security access to see.



COAS Code - Title is equal to **D - Drexel University**
and Fiscal Year is equal to **2023**
and Fiscal Period is equal to **01**
and Fund Type Attribute Value Description is equal to **Unrestricted**
and Account Type Code - Title Level 1 is equal to **70 - Non-Compensation Expense**

For example, the report runs for the total university, as (All Column Values) is selected for all the Organization Level parameters when initially opened but will only display the orgs that you have security access to view in Web Finance.

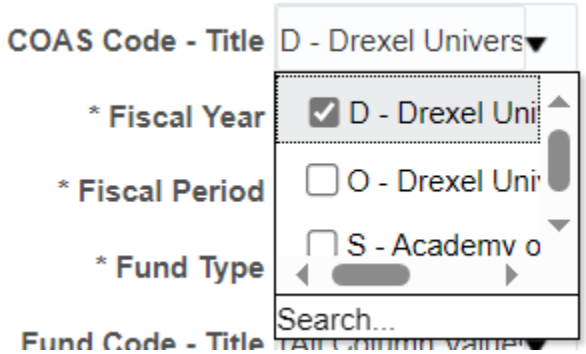
Please note that any field with an asterisk "*" next to it in the parameters section is a required field.

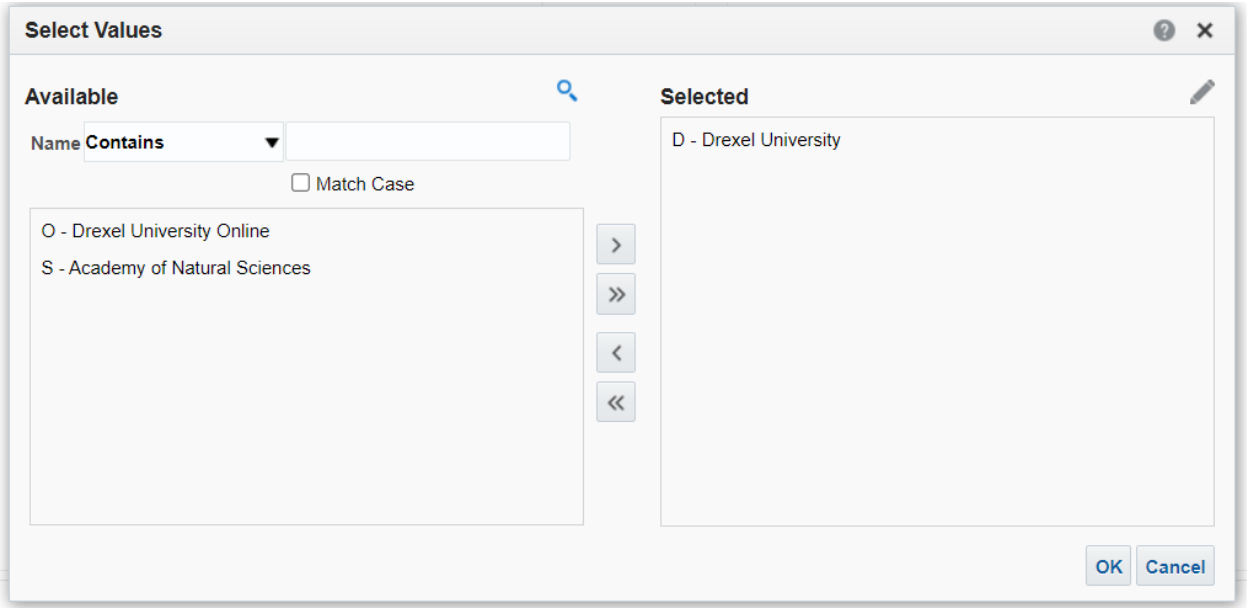
Changing or adding parameters

You have three methods available to you:

- you can type directly into the field box if you know the exact format the field requires, or

- click on the black triangle and select the check boxes of the values that appear or as prompted, please wait… until the values are populated, or
- you can also click on the word “Search…” which will open the Select Values window from which you need to move the values you want from the left side of the window to the right using the buttons in the middle of the window and click “OK” when you are finished.





Repeat this step for each field that you want to use to narrow down your selection criteria.

**** Note: NOT EVERY FIELD NEEDS TO BE FILLED OUT and the words “All Column Values” means that there are no restrictions for that field.**

If you choose all column values, it effectively removes the filter for that field. If the report has a hard coded value… and you select all column values" it overwrites the hardcoded value. If the field has "select values" it will not overwrite the hardcoded value.

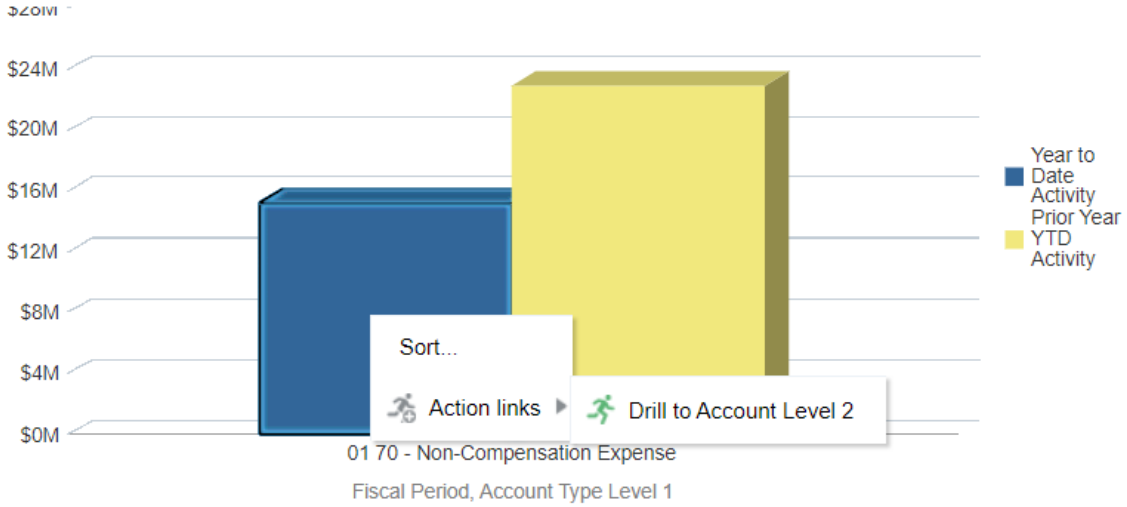
The query will run each time you update a field… so please remain patient.

DRILLING DOWN ON THE DATA

Graphs

On any graphical presentation you have the ability drill down further into the data.

For this example, we are drilling down on the current year portion (blue bar) of the graph found in the first section of the dashboard Simply click on the item and select Action links>Drill to Account Level 2



This brings you into a new sub report of the data you drilled down on. The data is displayed both in a graphical representation and in a crosstab.



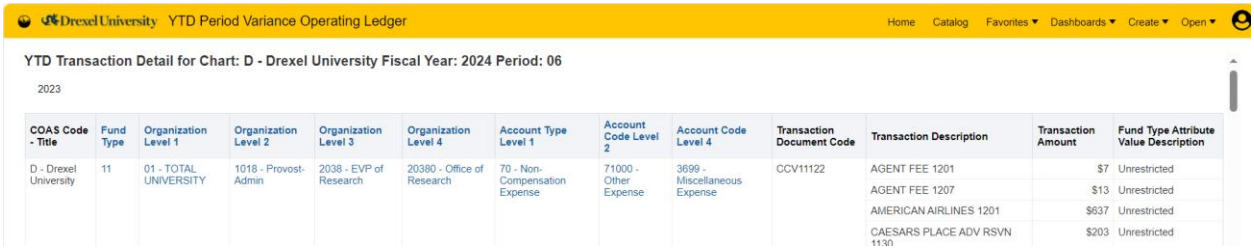
Fund Type	Organization Level 1	Organization Level 2	Organization Level 3	Organization Level 4	COAS Code - Title	Account Type Level 1	Account Code Level 2	Adopted Budget	Budget Adjustments	Revised Budget	Year to Date Activity	Prorated Revised Budget	Prorated Revised Budget vs YTD Actuals	Prior Year YTD Activity	Var: CYTD - PYTD	Prior Year Total Actuals
11	01 - TOTAL UNIVERSITY	1018 - Provost-Admin	2038 - EVP of Research	20380 - Office of Research	D - Drexel University	70 - Non-Compensation Expense	71000 - Other Expense	$389,185	$10,000	$399,185	$40,226	$72,003	$31,777	$47,261	($7,035)	$262,014
							71002 - Advertising	$0	$0	$0	$131	$0	($131)	$1,526	($1,395)	$1,825
							71006 - Dues, Memberships & Licenses	$45,050	$0	$45,050	$69,747	$31,170	($38,577)	$135,428	($65,681)	$195,735

You can drill down to the transaction detail in the crosstab by left clicking on the actual value in the Var: CYTD – PYTD column and selecting drill to detail.



Fund Type	Organization Level 1	Organization Level 2	Organization Level 3	Organization Level 4	COAS Code - Title	Account Type Level 1	Account Code Level	Adopted Budget	Budget Adjustments	Revised Budget	Year to Date Activity	Prorated Revised Budget	Prorated Revised Budget vs YTD Actuals	Prior Year YTD Activity	Var: CYTD - PYTD	Prior Year Total Actuals
11	01 - TOTAL UNIVERSITY	1018 - Provost-Admin	2038 - EVP of Research	20380 - Office of Research	D - Drexel University	70 - Non-Compensation Expense	71000 - Other Expense	$389,185	$10,000	$399,185	$40,226	$72,003	$31,777	$47,261	($7,035)	$262,014
							71002 - Advertising	$0	$0	$0	$131	$0	($131)	$1,526	($1,395)	$1,825
							71006 - Dues,	$45,050	$0	$45,050	$69,747	$31,170	($38,577)	$135,428	($65,681)	$195,735

This will show you both the prior year and current year transaction detail that make up that variance number in another sub report.



COAS Code - Title	Fund Type	Organization Level 1	Organization Level 2	Organization Level 3	Organization Level 4	Account Type Level 1	Account Code Level 2	Account Code Level 4	Transaction Document Code	Transaction Description	Transaction Amount	Fund Type Attribute Value Description
D - Drexel University	11	01 - TOTAL UNIVERSITY	1018 - Provost-Admin	2038 - EVP of Research	20380 - Office of Research	70 - Non-Compensation Expense	71000 - Other Expense	3699 - Miscellaneous Expense	CCV11122	AGENT FEE 1201	$7	Unrestricted
										AGENT FEE 1207	$13	Unrestricted
										AMERICAN AIRLINES 1201	$637	Unrestricted
										CAESARS PLACE ADV RSVN 1130	$203	Unrestricted

Crosstabs

Any item with blue writing represents a field that can be drilled down further into.

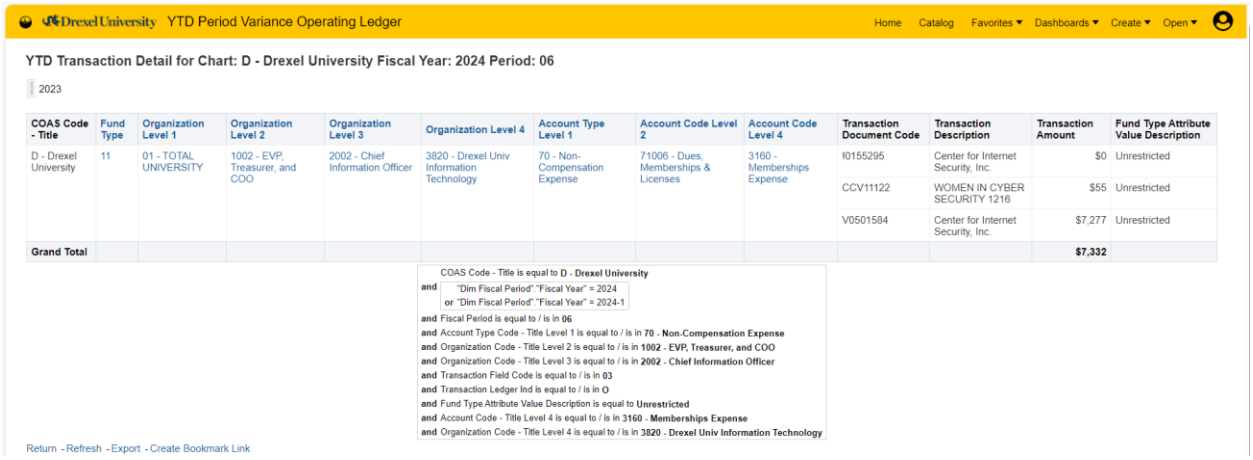
Bold blue fields, which represent the row column headers and the row values, allow you to drill down to the next level in the hierarchy.

Left clicking on a column header will bring you to a sub report that adds the next level down in the hierarchy for all the values in the crosstab. Left clicking on a specific value under the column header will bring you to a sub report that will only display the next level down for that specific value. For both cases, the new column will appear to the right of the one you drilled on.

If the new column that is added from the drill down has **bold black** writing, the value is at the lowest level for that Fund, Orgn or Acct field you are drilling into.

Blue fields, which represent the measures/numerical values, allow you to drill down directly into the transaction detail for those values. These values are specifically in the **Year to Date Activity** column in the crosstab. End users should only select the **Drill to Detail** option as the other option, Drill to Account Level 2, is intended to be used more when drilling from the graphs.

Need new screenshot of drill options and detail that ties to the number



NAVIGATING BACK FROM DRILL DOWNS

To go back to the prior screens after drilling into the level of detail you want, you have two methods to choose from.

At the bottom of the page there will be three blue hyperlinks (Return, Back, and Create Bookmark Link) and below that you will see the drill down path (breadcrumb trail) with the current page you are on being the one to the far right in black writing (not an active hyperlink).



Using the top hyperlinks

Return – will bring you all the way back to the top-level view where you started.

Back – brings you up one level in the drill down path.

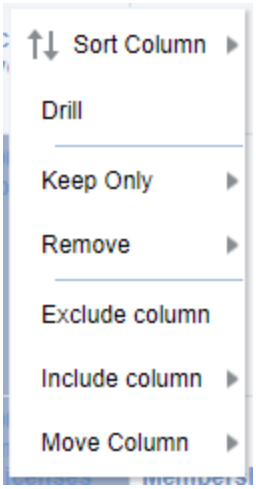
Create Bookmark Link – creates a bookmark link suitable for saving which is displayed in the browser's Address Bar.

Using the breadcrumb trail hyperlinks

You can also click directly on the specific level of the path you want to go back to as long as the writing is blue.

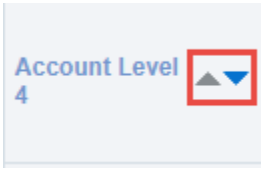
MANIPULATING THE CROSSTAB

You have several options when you right click on one of the blue column headers.

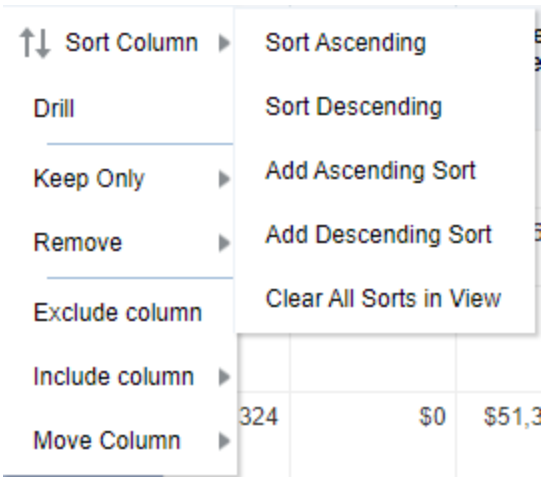


Sort Column

You can either click on the upward or downward pointing triangles that appear to the right of the column description.



Or you can right click on the column header and hover of over "Sort Column" to display the options to the right and then click on the one you want.

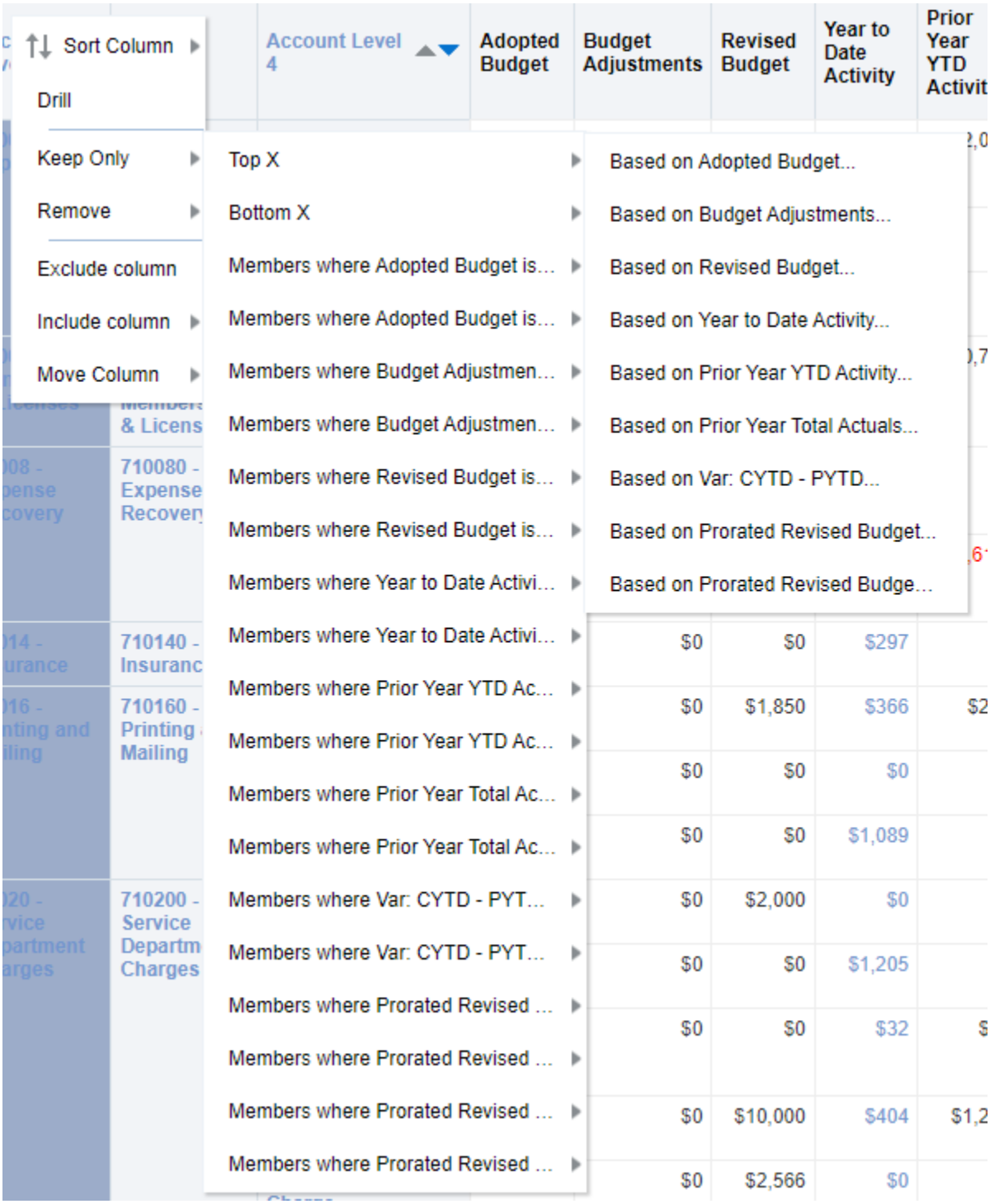


Drill

Drilling was covered in an earlier section of this document. Please refer to that if further understanding is needed for this feature.

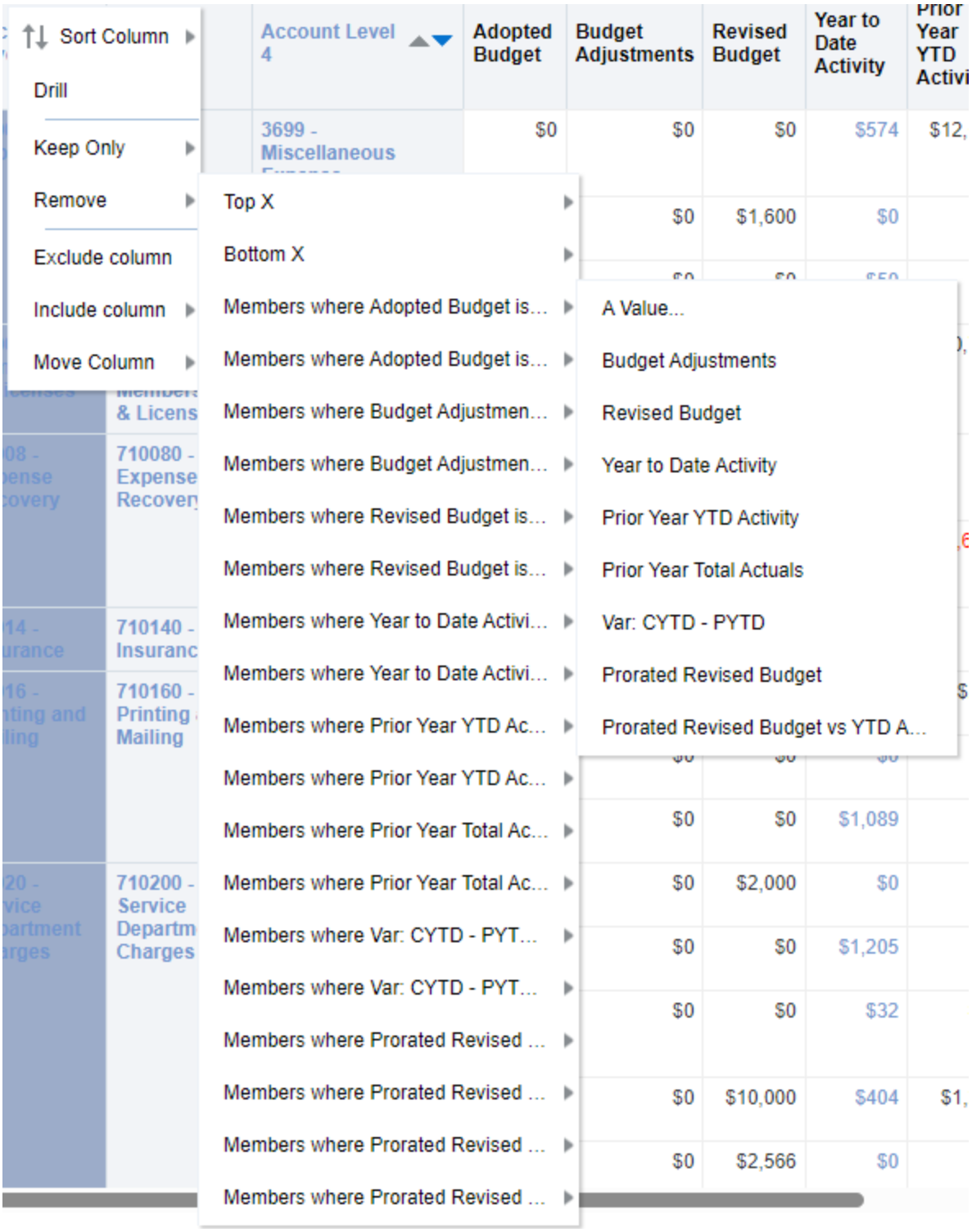
Keep Only

This is an advanced feature to limit your data set using additional filtering parameters.



Remove

This is also an advanced feature to limit your data set using additional filtering parameters.

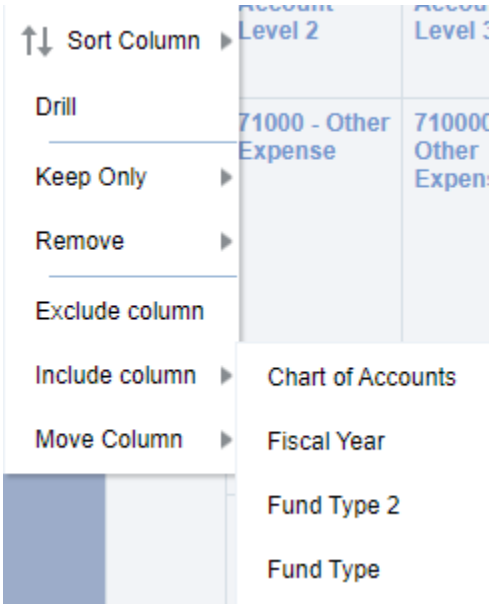


Exclude Column

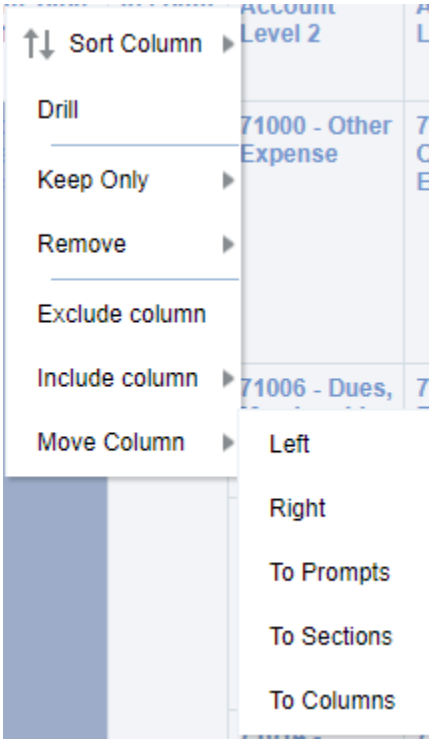
Selecting Exclude Column simply removes the column from the current crosstab display.

Include Column

When you hover over the words Include Column it will display all the fields that are available to bring into the crosstab. This will include items you have excluded using the Exclude Column function.



Move Column



Move Column > Left or Right

This allows you to move the column to the Left or the Right from where it is currently displayed on the crosstab.

Move Column > To Prompts

This moves the field into the upper left corner of the crosstab and gives the user the ability to filter to specific values for that field to further limit the crosstab.



Move Column > To Sections

This moves the field into a “pagebreak” for lack of a better word.



Move Column > To Columns

This moves the field as a column for the measures.



Move Column > To Rows

This moves it to the first column of the row fields

YTD Variance for Chart D - Drexel University

Fiscal Period 06

Account Type Level 1	Organization Level 1	Organization Level 2	Organization Level 3	Organization Level 4	Fund Code - Title	Account Level 1	Account Level 2	Account Level 3	Account Level 4	Adopted Budget	Budget Adjustments	Revised Budget	Year to Date Activity	Prior Year YTD Activity	Pr To Ac
50 - Revenues	01 - TOTAL UNIVERSITY	1002 - EVP, Treasurer, and COO	2002 - Chief Information Officer	3820 - Drexel Univ Information Technology	110001 - Education & General	590 - Other Revenues	59020 - Other-Miscellaneous	590200 - Other-Miscellaneous	1340 - Miscellaneous Income	$0	$0	$0	$3,845	$892	