RUTGERS

Cornerstone

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.
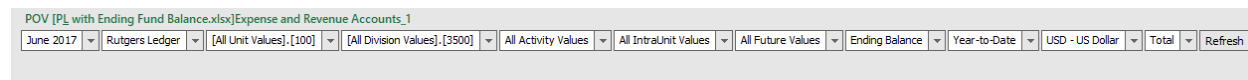
CONNECTING TO ESSBASE

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 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 | Rutgers Ledger | [All Unit Values].[100] | [All Division Values].[3500] | All Activity Values | All IntraUnit Values | All Future Values | Ending Balance | Year-to-Date | USD - US Dollar | Total | 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.**
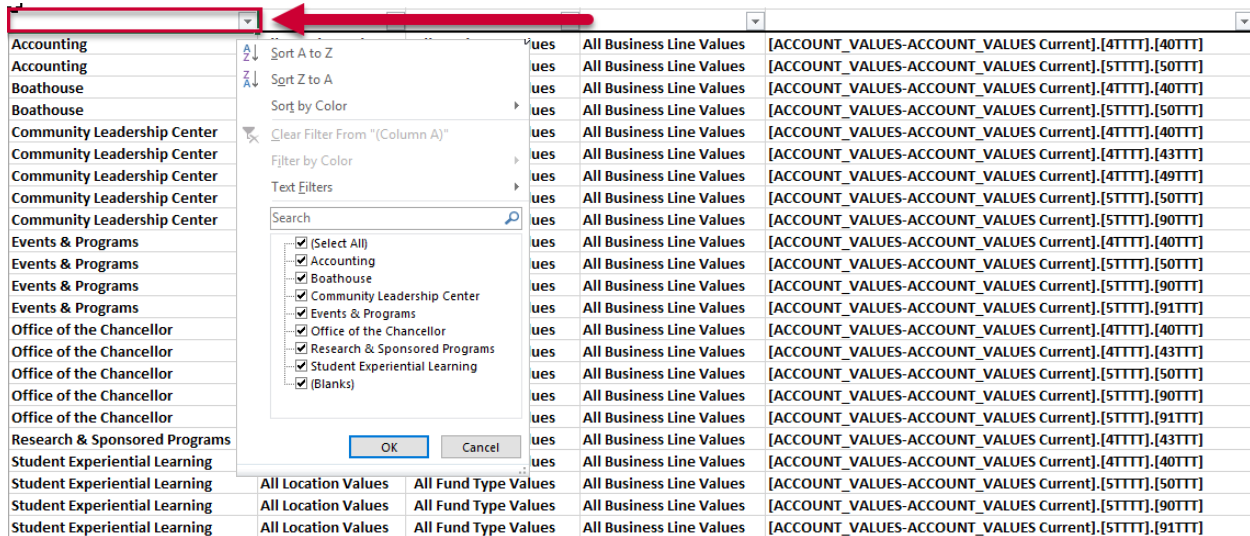

If you want to immediately Zoom In to all children accounts in the Account column, click the arrow next to the *Zoom In* button and select **Bottom level**.

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**.

Accounting		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]
Accounting		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]
Boathouse		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		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		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[90TTT]
Events & Programs		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]
Events & Programs		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		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		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[43TTT]
Student Experiential Learning		ues	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT]
Student Experiential Learning	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT]
Student Experiential Learning	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[90TTT]
Student Experiential Learning	All Location Values	All Fund Type Values	All Business Line Values	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[91TTT]

Filter dropdown menu options:
- Sort A to Z
- Sort Z to A
- Sort by Color
- Clear Filter From "(Column A)"
- Filter by Color
- Text Filters
- Search
- ☑ (Select All)
- ☑ Accounting
- ☑ Boathouse
- ☑ Community Leadership Center
- ☑ Events & Programs
- ☑ Office of the Chancellor
- ☑ Research & Sponsored Programs
- ☑ Student Experiential Learning
- ☑ (Blanks)

OK   Cancel

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:

Accounting	University Wide	Contributions Gifts	[All Business Line Values].[3300]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT].[420TT].[4200T].[42160]
Accounting	University Wide	Contributions Gifts	[All Business Line Values].[3300]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[600TT].[6900T].[69060]
Accounting	University Wide	Contributions Gifts	[All Business Line Values].[5011]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT].[420TT].[4200T].[42160]
Accounting	University Wide	Contributions Gifts	[All Business Line Values].[5011]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[600TT].[6900T].[69060]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[4TTTT].[40TTT].[420TT].[4200T].[42160]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5000T].[50010]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5000T].[50090]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5000T].[50120]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5020T].[50210]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[500TT].[5040T].[50460]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[510TT].[5110T].[51110]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[510TT].[5110T].[51250]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[510TT].[5110T].[51260]
Boathouse	[All Location Values].[4095]	[All Fund Type Values].[150]	[All Business Line Values].[5066]	[ACCOUNT_VALUES-ACCOUNT_VALUES Current].[5TTTT].[50TTT].[520TT].[5230T].[52310]

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.