



Using Smart View

UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202



Agenda

- Introducing SmartView
- Installing and Setting Up SmartView
- Understanding the Database
- Terminology and Concepts
- UGA Dimensional Models
- Logging Into Smart View
- Creating an Ad Hoc Report
- Symmetric vs Assymetric Reporting
- Hiding and Docking the POV
- Customizing the Quick Access Toolbar
- Using What You Have Learned
- Wrap-Up



Objectives

When you complete this course, you will know how to:

- Setting up Smart View
- Understand basic terminology and functionality
- Log in to Smart View
- Create an Ad-Hoc analysis
- Use Smart View tools
- Work with Smart View grids

*Instructions for installing Smart View are found in the Online Training Library

Introducing Smart View

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

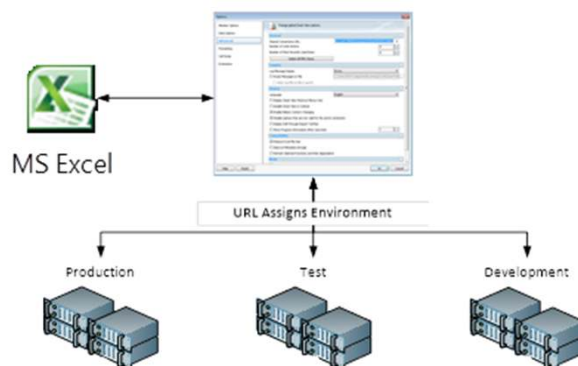


Overview

- Smart View is based on Microsoft Excel to provide an interface for Oracle Hyperion products
- Users use Smart View to
 - View Data from the UGA Budget Management System
 - Import Data to the UGA Budget Management System
 - Model budget data
 - Report on budget data
- Smart View works with Excel, Word, and PowerPoint

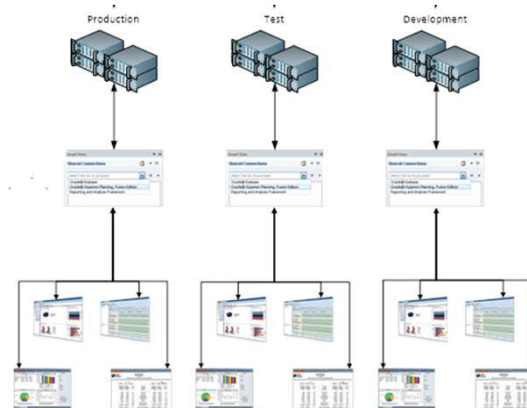
How Smart View Works

- Connects via a URL that points Excel to different environments



How Smart View Works

- Uses a Provider Service to talk to an application
- The user selects the application based on security



Installing and Setting Up Smart View

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

Installing Smart View

- You can find the step-by-step instructions to install Smart View in the OneSource Training Library

UNIVERSITY OF GEORGIA **OneSource Training Library**

The screenshot shows the OneSource Training Library interface. On the left is a search bar and a tree view of topics. The 'Using Smart View for the UGA Budget Management System' topic is selected. The right pane displays the course details, including a description, format, and a note about system requirements. A red box highlights a link to the installation instructions.

Using SmartView for the UGA Budget Management System

Description: A course on using the SmartView tool to review and analyze budget information in UGA Budget Management (Hyperion).

Format: In-Person (by invitation), Interactive Webinar, Recorded, Self-Service in the OneSource Training Library

Note: Smart View usability requires use of Microsoft Office 2007 or newer on a Windows Operating System. Oracle does not currently support the Mac version of Excel. Mac users can run a Virtual Machine on their computers and run Windows OS to utilize Smart View.

[Click here to open the instructions for installing Smart View.](#)

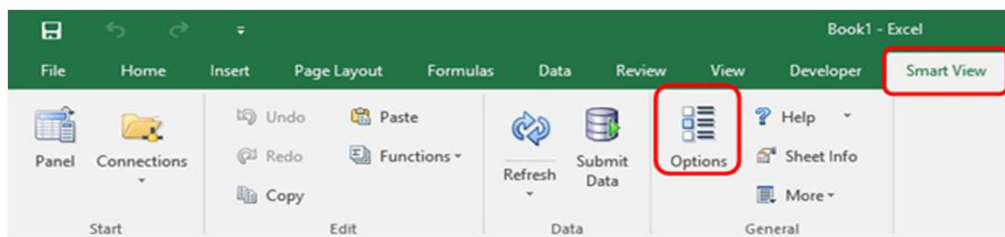
Course Materials

Links coming soon

Last Updated 5/11/18

Setting Up Smart View

- This will add a new Smart View Ribbon when you open Excel



- Click on the Options tab to set up Smart View

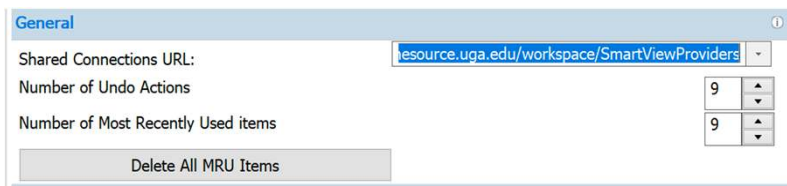


Smart View Shared Connections

- Shared Connections are used to point Smart View to the correct environment URL.
- This will point to the production environment. Enter the production URL on the Options > Advanced page.

Shared Connections

- Choose the Advanced option in the Options dialog box to set up Shared Connections
- Shared connections points Smart View to the production environment for retrieving data
- The production environment URL is:
<https://budgets.onesource.uga.edu/workspace/SmartViewProviders>



General

Shared Connections URL:

Number of Undo Actions:

Number of Most Recently Used items:

Delete All MRU Items

Understanding the Database

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202



The Database Layer

- Smart View is used primarily to retrieve data
- It is helpful to understand the database structure to understand how data is retrieved
- The UGA Budget Management System is based on a multidimensional database

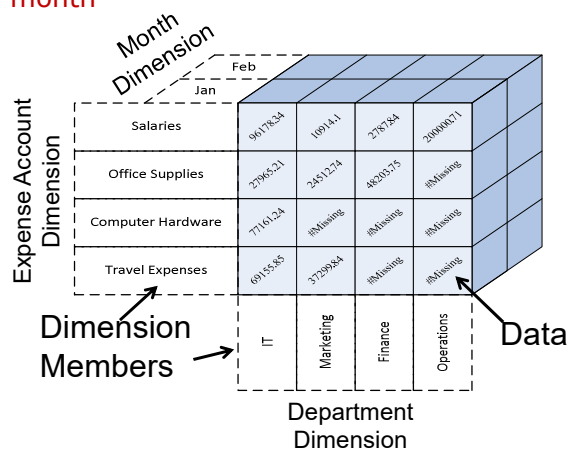
Relational Database

- A relational database is a collection with data stored in rows and columns
- When new data is added a new row is added at the bottom
- Each time you search for data, the system scans the table starting at the top

Expense Account	Department	Month	Amount
Travel Expenses	IT	Jan	69155.85
Salaries	Marketing	Jan	10914.1
Travel Expenses	Marketing	Jan	37299.84
Salaries	IT	Jan	96178.34
Office Supplies	Marketing	Jan	24512.74
Salaries	Finance	Jan	2787.84
Office Supplies	Finance	Jan	48203.75
Salaries	Operations	Jan	200000.71
Office Supplies	IT	Jan	27965.21
Travel Expenses	IT	Feb	73810.82
Salaries	Marketing	Feb	58345.88
Salaries	Finance	Feb	61193.23
Office Supplies	Finance	Feb	64093.03
Office Supplies	IT	Feb	97501.17
Salaries	IT	Feb	40906.58
Travel Expenses	Marketing	Feb	87459.36
Salaries	Operations	Feb	200000.71
Computer Hardware	IT	Jan	77161.24

Multidimensional Database

What are my travel expenses in a specific department in a specific month



- Data is pulled from the relational database in the UGA Financial Management System
- Data is stored in the UGA Budget Management System in a multidimensional database
- Intersections of data dimensions define data storage locations

Terminology and Concepts

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202



Dimensions

- Dimensions are analogous to PeopleSoft chart fields
- Data is located where the dimensions intersect, the database can easily find and retrieve data
- Examples of Dimensions are:
 - Department
 - Account
 - Year
 - Program
 - Fund
- Dimensions can be thought of as the axis of a report or a question you must answer in Smart View



Dimension Members

- Dimension Members are analogous to PeopleSoft Chart Field Members
- They are the discrete items that make up a dimension.
- Examples of Dimension Members:
 - 20000000 – Terry College of Business
 - 1952000- CSCI Computer Science
 - FY18
 - 10000 – RI-State Appropriations
- A Dimension member can only belong to a single dimension
- Dimension members can exist at various levels of a hierarchy



How Smart View Uses Dimensions and Dimension Members

- Smart View is an Excel interface that allows you to arrange dimensions on various axes of reports
- The axes of the report can be moved around to create the layout the user needs
- Dimension members can be selected to determine exactly what data elements are reported
- Dimension members can be easily changed to create an ad-hoc analysis that unfolds as the user learns more about the data

Rows and Columns

Year and Period are stacked on the columns

	A	B	C	D	E	F
2			FY18	FY18	FY18	FY18
3			BegBalance	YearTotal	YTD	Period
4	All Departments	Operating Revenues	1,143,681,248	570,154,685	1,713,835,933	1,143,681,248
5	All Departments	Non-Operating Revenues	479,786,748	124,311,828	604,098,576	479,786,748
6	All Departments	Total Revenues	1,623,467,996	694,466,513	2,317,934,509	1,623,467,996
7	All Departments	Personal Services	1,047,237,400	128,492,598	1,175,729,998	1,047,237,400
8	All Departments	NonPersonal Services	570,911,945	565,699,675	1,136,611,620	570,911,945
9	All Departments	Total Expenses	1,618,149,345	694,192,273	2,312,341,618	1,618,149,345
10	All Departments	Financial Accounts	5,318,651	274,240	5,592,891	5,318,651
11	All Departments	Account	5,318,651	274,240	5,592,891	5,318,651

Entity and Account are stacked on the rows

- Each grid must have at least one dimension on the rows and one dimension on the column
- You can also stack multiple dimensions



Point of View (POV)

- When you have a grid, the rows and columns represent the X and Y axis
- The Point of View (POV) provides the Z axis that provide the pages of the report
- The POV contains dimensions that don't exist in columns and rows

POV in a Ad Hoc Query

- When used in a Ad Hoc query the POV box that can be "docked" at one edge of the grid or it can "float" in the main worksheet area of Excel.

POV Report_1

Program - Fund - Location - Department - Class - Project - Legacy Chart - Scenario - Year - Refresh

Personal Services

	A	B	C	D	E	F	G	H
2		Period						
3	Operating Revenues	#No Access						
4	Non-Operating Revenues	#No Access						
5	Total Revenues	#No Access						
6	Personal Services	#No Access						
7	NonPersonal Services	#No Access						
8	Total Expenses	#No Access						
9	Financial Accounts	#No Access						
10	Account	#No Access						
11								

Example of POV
docked at top of
screen

Examples of Docked POVs

Personal Services		
A	B	C
2	Period	
3	Operating Revenues	#No Access
4	Non-Operating Revenues	#No Access
5	Total Revenues	#No Access
6	Personal Services	#No Access
7	NonPersonal Services	#No Access
8	Total Expenses	#No Access
9	Financial Accounts	#No Access
10	Account	#No Access
11		
12		

Example of POV
docked at right
side of screen

A	B	C	D	E	F	G	H
2	Period						
3	Operating Revenues	#No Access					
4	Non-Operating Revenues	#No Access					
5	Total Revenues	#No Access					
6	Personal Services	#No Access					
7	NonPersonal Services	#No Access					
8	Total Expenses	#No Access					
9	Financial Accounts	#No Access					
10	Account	#No Access					
11							
12							
13							
14							
15							

Example of POV
floating in content
area.

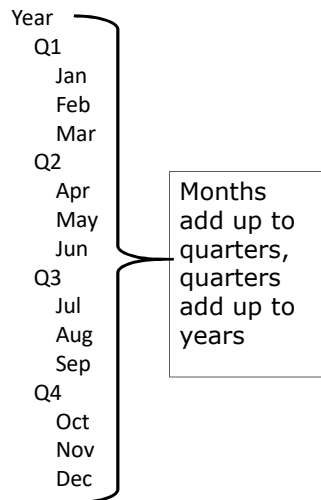
Manual POV Line

- Use the first row as the POV line
 - Only when using an Essbase connection

	A	B	C	D	E	F	G	H	I	J	K
1		Program	Fund	Location	Department	Class	Project	Legacy Chart	Scenario	Year	
2		Period									
3	Operating Revenues	#No Access									
4	Non-Operating Revenues	#No Access									
5	Total Revenues	#No Access									
6	Personal Services	#No Access									
7	NonPersonal Services	#No Access									
8	Total Expenses	#No Access									
9	Financial Accounts	#No Access									
10	Account	#No Access									
11											
12											

First row can act as the POV.

Hierarchies



- Hierarchies organize data into different levels
- The top level is the default when the data is not broken down

Drilling

Expanding the Hierarchy Options

- Double-click
- Ribbon options
- Right Click

An example of drilling into the "YearTotal" value to see the quarterly detail underneath.

	A	B	C
1		All Programs	All Fund Type
2		Total Revenues	
3	YearTotal	1,391,202,958	
4			
	A	B	C
1		All Programs	All Fund Types All
2		Total Revenues	
3	Q1	586903525.5	
4	Q2	485047937.4	
5	Q3	319251494.9	
6	Q4	0	
7	YearTotal	1,391,202,958	
8			
9			
10			



A Warning About Drilling

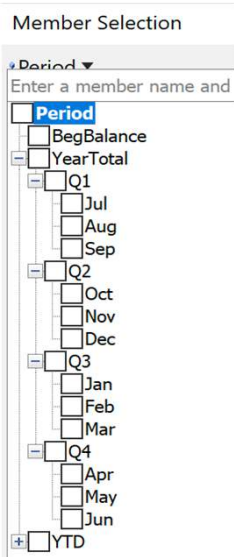
- Drilling is a powerful tool for investigating data and find the details that make up data. However as you drill in it is possible to retrieve thousands or even millions of rows of data
- Retrieving too much data into Excel can cause performance slowdowns
- If you accidentally retrieve too much data restarting Excel or your laptop will usually fix the performance issue.



Hierarchy Terminology

- “Genealogical” or “family tree” language used to describe the positions of dimension members
 - Parent/Child
 - Ancestor/Descendants
 - Siblings
 - Generation
 - Levels
 - Alternate hierarchies
 - If a dimension contains more than one hierarchy, the first value is referred to as the main or base hierarchy
 - Any others are called alternate hierarchies
 - If a member appears in a hierarchy more than once, subsequent appearances are called shared members

Parent/Child

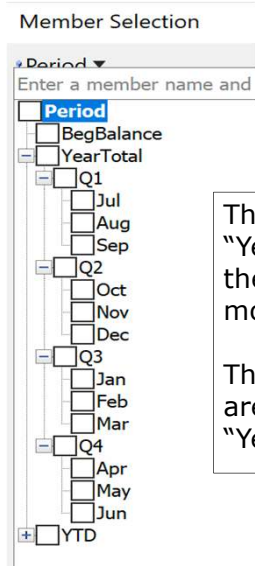


"Jul", "Aug" and "Sep" are all **children** of "Q1".

Likewise, the **parent** of "Q1", "Q2", "Q3" and "Q4" is "YearTotal".

Ancestor/Descendents

- Extending across more than one level in the hierarchy
- Ancestor: All members above a particular member (includes the parent)
- Descendent: all members beneath a particular member (includes the child or children)

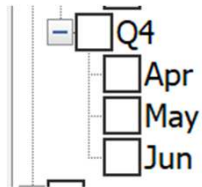


The Descendants of "YearTotal" include all the quarters and months.

The Ancestors of "Oct" are "Q2" and "YearTotal"

Siblings

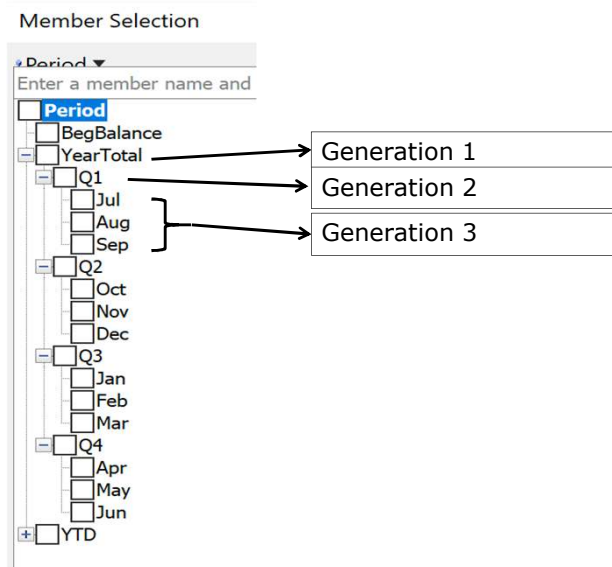
- Share the same parent



The siblings of "Apr" are "May" and "Jun"

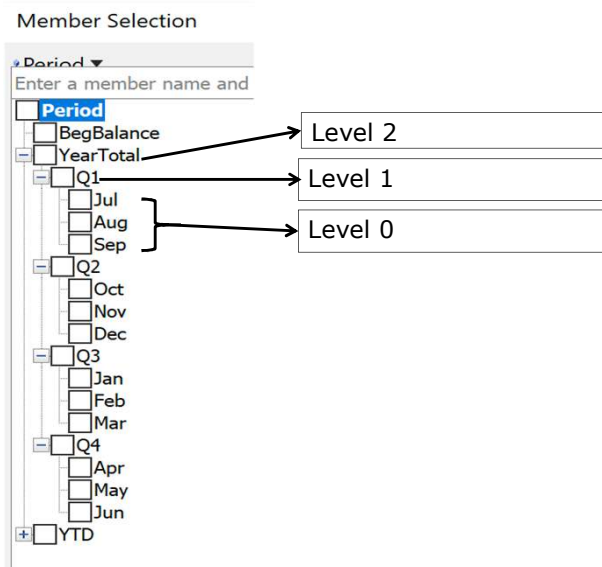
Generation

- A number that represents the distance to the top of the hierarchy.
- The generation number starts with "1"
- A particular member only has one generational number within a hierarchy

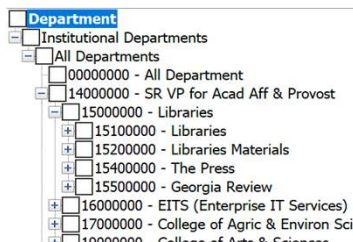


Level

- A number that represents the distance up from the bottom of the hierarchy.
- The generation number starts with "0"
- A particular member only has one generational number within a hierarchy

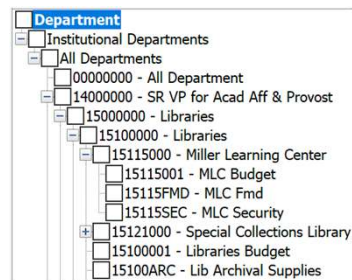


Levels in an Unbalanced Hierarchy

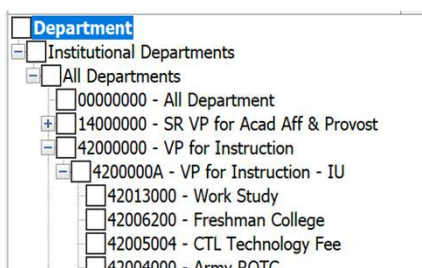


In this example, “Libraries” is made up of multiple branches of the family tree, “Libraries”, “Libraries Materials”, “The Press”, etc.

If we start at member “15115001” and walk up the hierarchy using the “Libraries” branch, we would count and say that “All Departments” is at level 5



Levels in an Unbalanced Hierarchy



However, if we start at member "42013000" and walk up the hierarchy using the "VP for Instruction" branch, we would count and say that "All Departments" is at level 3.

If you are at Level 0, you are always at the bottom of the hierarchy (also called the "leaf" level)

UGA Dimensional Models

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202



Cubes Used at UGA

- Report Essbase Application
 - Report Database (11 dimensions)
 - Account
 - Period
 - Program
 - Fund
 - Location
 - Department
 - Class
 - Project
 - Legacy Chart
 - Scenario
 - Year
- UGABUD Planning Application
 - Personal Database (12 dimensions)
 - Account
 - Period
 - Program
 - Fund
 - Location
 - Department
 - Position
 - Class
 - Project
 - Version
 - Scenario
 - Year

Logging In to Smart View

Using Smart View for the UGA Budget Management System

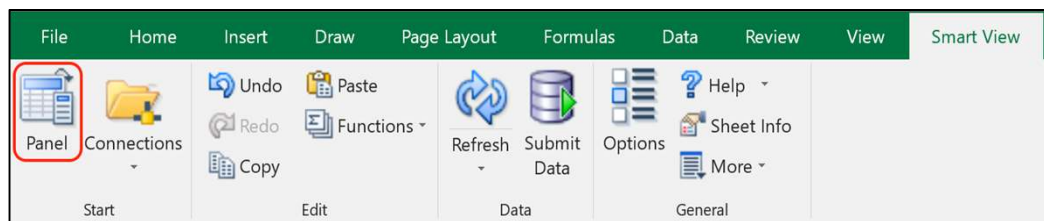


OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

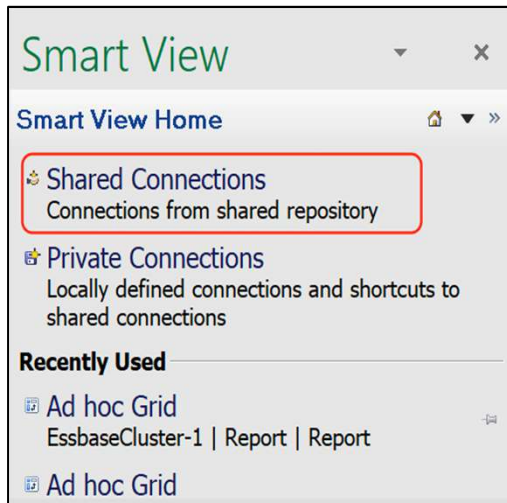
Log In to Smart View

- Go to the Smart View ribbon in Excel.
- Click on the Panel icon.



The Smart View Panel Opens

Log In to Smart View



- Click the Shared Connections Option
A dropdown asks you to select a provider.

Log In to Smart View

Connect to Data Source

User Authentication Needed.
Enter correct username and password to sign on.

User Name: AllDepts

Password:

Connect Cancel Details <<

URL	https://budgets.onesource.uga.edu/workspace/SmartViewPro
Provider	Oracle Enterprise Performance Management System Workspa

- Enter your MyID credentials to connect to the UGA Budget Management System
- Click the **Connect** button.

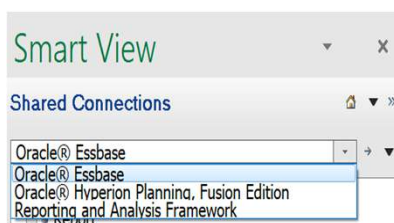


Log In to Smart View

Smart View can identify with different types of applications. You will need to select the database you want. This is the Provider.

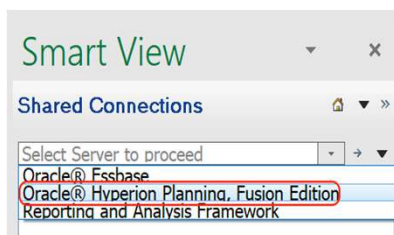
- Select the appropriate Provider.

Log In to Smart View



“Oracle Essbase” is the Essbase Provider.

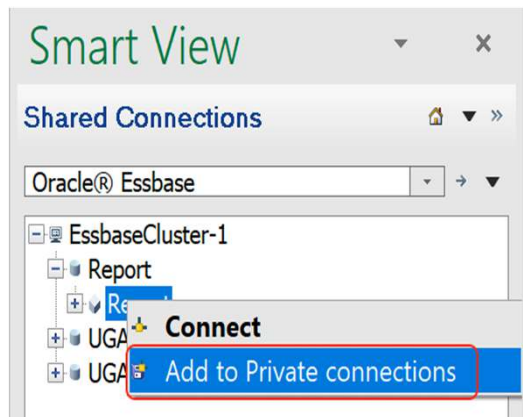
- Report Application



“Oracle Hyperion Planning, Fusion Edition” is the Planning Provider

- Personal Application
- Amendment Application
- Budgeting Application (future)

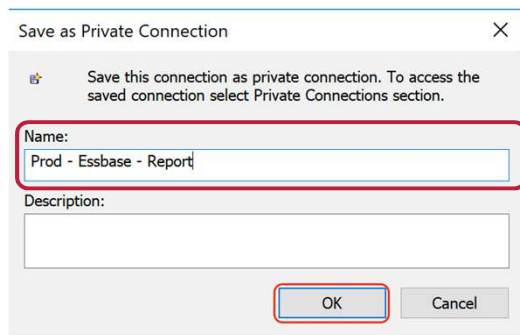
Private Connections



You can create a library of connections that you use frequently.

- As you drill down, you can right-click on the database and select **Add to Private Connections**.

Naming your Private Connection



Save as Private Connection

Save this connection as private connection. To access the saved connection select Private Connections section.

Name:
Prod - Essbase - Report

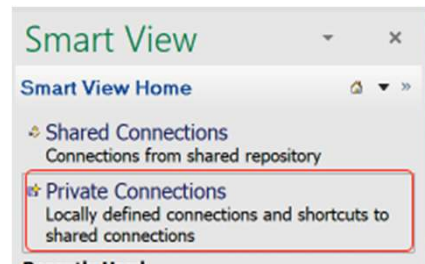
Description:

OK Cancel

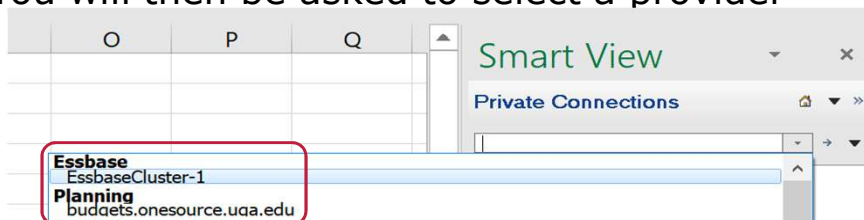
- A good practice to naming your connection is to provide three pieces of information: the environment name, the provider type, and the database or application name.

Selecting a Private Connection

After you have saved your favorites you can select Private Connections when opening Smart View.



You will then be asked to select a provider



Creating an Ad Hoc Query

Using Smart View for the UGA Budget Management System

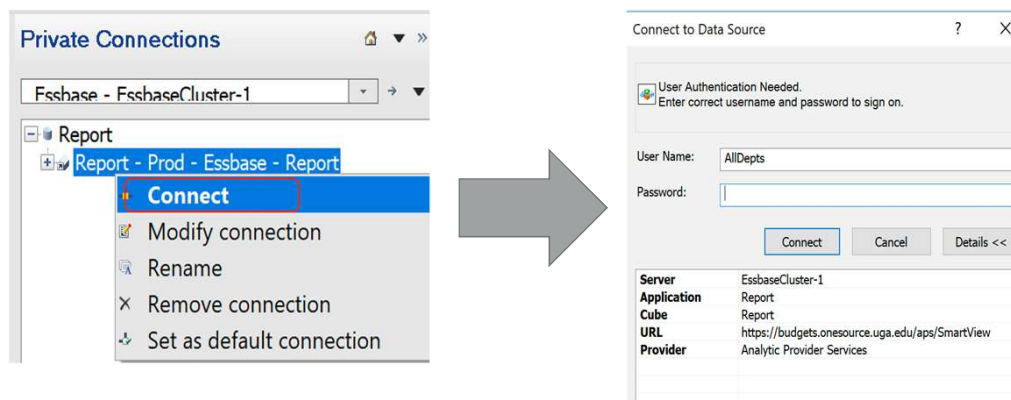


OneSource
UNIVERSITY OF GEORGIA

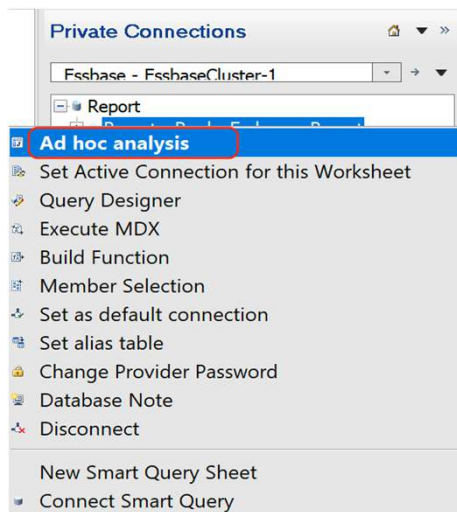
website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

Starting your Ad Hoc Query

- Click on the database you want for your query. If you haven't established a connection you will need to login.



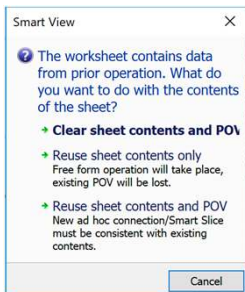
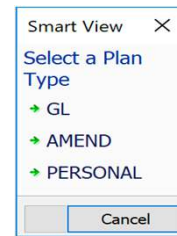
Starting your Ad Hoc Query



- Right click on the database name or use the menu in the bottom right corner on the Smart View panel to select **Ad hoc analysis**

Starting an Ad Hoc Query

- If you select an application your menu will prompt you to select a database.



- After you select the database, the ad hoc query grid will open. If there is data from a prior session, you will be asked if you want to clear the contents.

Starting an Ad Hoc Query

- The grid that opens may be different on which provider you select.

Planning Provider Grid

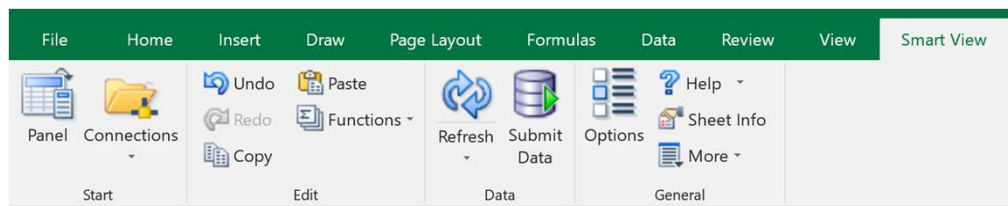
	A	B	C	D
1		Jul		
2	Account	#No Access		
3	Financial Accounts	251,661		
4	Total Revenues	452,068,045		
5	Total Expenses	451,816,384		
6	Position Details	#Missing		
7				
8				
9				
10				
11				
12				
13				
14				

Essbase Provider Grid

	A	B	C	D	E	F
2			Period			
3			Year			
4	Account	All Departments	5,080,995			
5						
6						
7						
8						
9						
10						
11						
12						
13						

Context Sensitive Ribbons

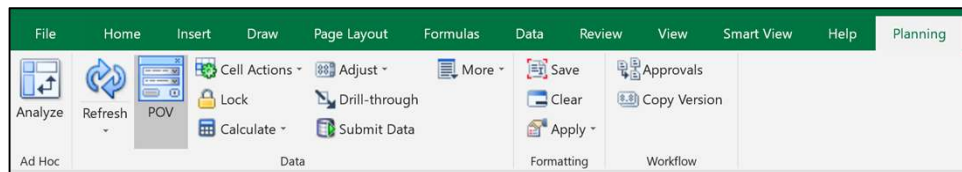
- Different ribbons are displayed for different types of Ad Hoc Queries. Shown below is the Smart View ribbon.



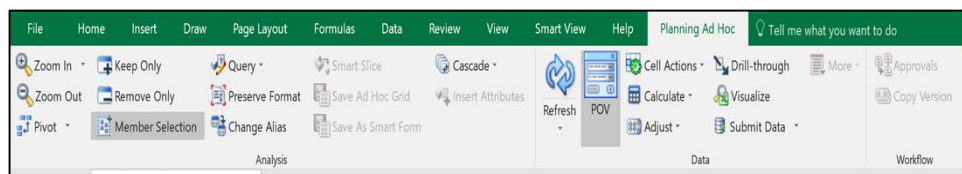
- After connecting a menu specific to the active connection with all necessary commands for a data source displayed on one ribbon.
- Some commands may appear on more than one ribbon.

Other Ribbon Examples

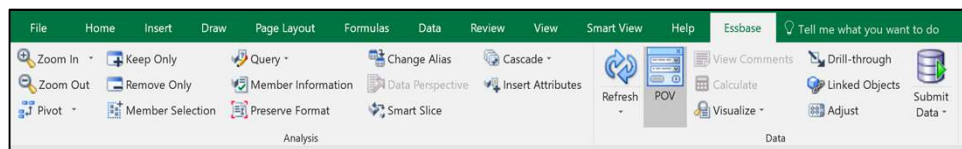
Planning
Ribbon



Planning Ad
Hoc Ribbon



Essbase
Ribbon (Ad
Hoc)



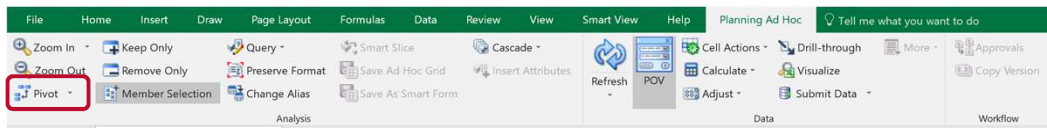


Ad Hoc Analysis Tools

- There are several tools that are helpful in ad hoc analysis. Let's explore the following.
- Refresh
- Submit Data
- Member Selector
- Zoom In
 - Next Level
 - All Levels
 - Bottom Level Same Level
 - Sibling Level
 - Same Generation Level
 - Formula
- Retaining Selected Member
- Ancestor Position
- Pivot
 - Planning Pivot
 - Essbase Pivot
 - Dragging and Dropping
- Keep Only
- Remove Only
- Change Alias
- Cascade

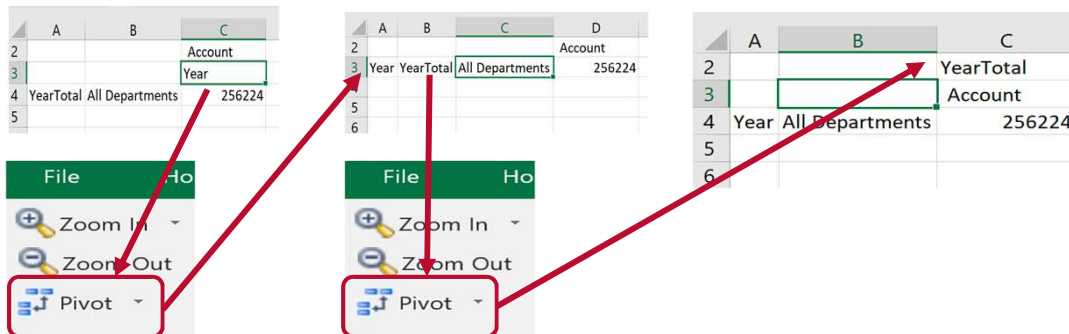
Pivot Tool

- The Pivot Tool allows you to switch the axis on which a dimension is reported.
- The default behavior of the pivot tool depends on the type of connection you are using.



Pivot Tool with Planning Connection

The Pivot tool in a planning connection where you have selected a dimension on the column will pivot to the rows. If you are on a row, it will pivot to the column



Planning Pivot to POV

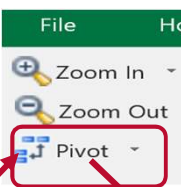
- You can use the pivot to POV dropdown to send a row or column dimension to the POV

The image shows two screenshots of a SmartView report interface. The top screenshot shows a report titled 'POV [UGA SmartView Training.xlsx]Report_1' with a dropdown menu open. The menu options include 'Zoom In', 'Zoom Out', 'Pivot', and 'Pivot To POV'. A red arrow points from the 'Pivot To POV' option to the bottom screenshot. The bottom screenshot shows the same report, but the 'Year' dimension in the filter bar has been changed to 'All Departments'. The data table below shows the following values:

	A	B	C	D	E	F	G	H
2		YearTotal						
3		Account						
4	All Departments	256224						
5								

Pivot Tool with Essbase Connection

The Pivot tool in an Essbase connection where you have selected a dimension on the column will pivot to the rows.

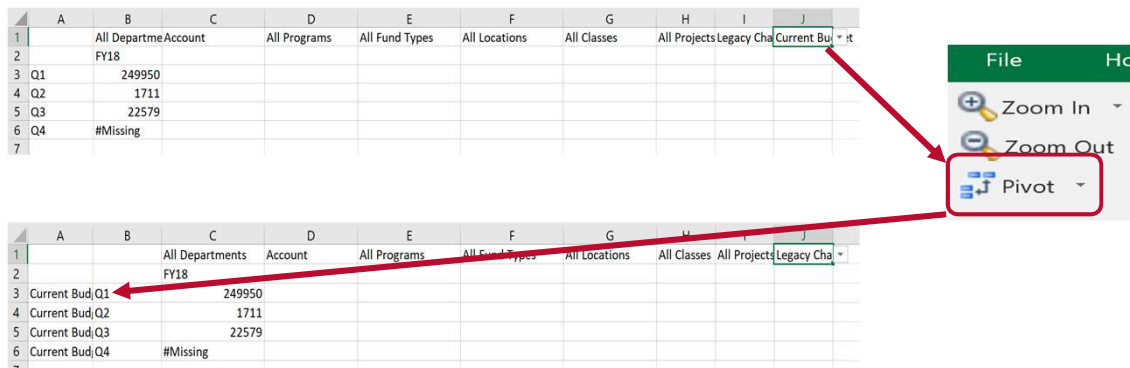


	A	B	C	D	E
2			Account	Account	Account
3			Jul	Aug	Sep
4	Year	All Departments	196128	0	0
5					
6					

	A	B	C	D
2				Account
3	Jul	Year	All Departments	196128
4	Aug	Year	All Departments	0
5	Sep	Year	All Departments	0
6				
7				
8				

Pivot Tool with Essbase Connection

If you are using the top row of the grid as the POV and Pivot, it will go to the rows.



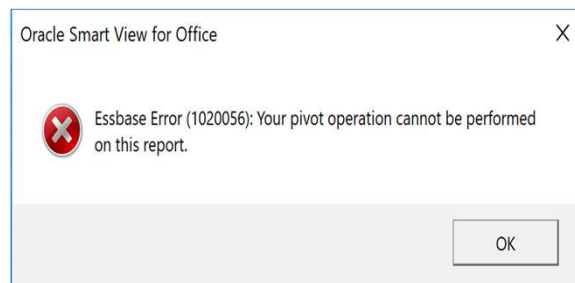
The diagram illustrates the process of using the Pivot tool. It shows two grids. The top grid has columns A through J. The bottom grid is the result of pivoting the top row of the top grid into the rows. A context menu is shown with options: File, Home, Zoom In, Zoom Out, and Pivot. The Pivot option is highlighted with a red box, and a red arrow points from the top row of the top grid to the Pivot button. Another red arrow points from the Pivot button to the top row of the bottom grid.

	A	B	C	D	E	F	G	H	I	J
1		All Departments	Account	All Programs	All Fund Types	All Locations	All Classes	All Projects	Legacy Cha	Current Bud
2		FY18								
3	Q1		249950							
4	Q2		1711							
5	Q3		22579							
6	Q4		#Missing							
7										

	A	B	C	D	E	F	G	H	I	J
1			All Departments	Account	All Programs	All Fund Types	All Locations	All Classes	All Projects	Legacy Cha
2			FY18							
3	Current Bud, Q1		249950							
4	Current Bud, Q2		1711							
5	Current Bud, Q3		22579							
6	Current Bud, Q4		#Missing							
7										

Pivot Tool with Essbase Connection

You must always have at least one dimension on the row and column. If you attempt to pivot with the last dimension on the row or column, you will get the error below:



Dragging and Dropping

- You can also change the axis a dimension is on by dragging and dropping.
- For dimensions that are in the rows or columns, right click and hold down to drag and drop.

	A	B	C	D
2		Jul	Aug	Sep
3		Actuals	Actuals	Actuals
4	Account	215,500,093	- 15,699,971	15,020,100
5		Scenario		
6				
7				

When released the grid will redraw, pivoting the dropped dimension.

	A	B	C	D	E
2			Jul	Aug	Sep
3	Account	Actuals	215,500,093	- 15,699,971	15,020,100
4					
5					
6					

Drag and Drop in Essbase

- You can drag from the grid to the POV.

	A	B	C	D
2		Actuals	Actuals	Actuals
3		Jul	Aug	Sep
4	Account	215,500,093	- 15,699,971	15,020,100
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Scenario

P... x

- All Programs -
- All Fund Types -
- All Locations -
- All Departments -
- All Classes -
- All Projects -
- Legacy Chart -
- FY18 -

Refresh

	A	B	C	D	E
2		Jul	Aug	Sep	
3	Account	215,500,093	- 15,699,971	15,020,100	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

P... x

- All Programs -
- All Fund Types -
- All Locations -
- All Departments -
- All Classes -
- All Projects -
- Legacy Chart -
- Actuals -
- FY18 -

Refresh

Drag and Drop from POV to Grid

For both Essbase and Planning connections, you can right or left click on the dropdown button next to the dimension name in the POV to initiate the drag from the POV to a grid.

	A	B	C	D	E
2		Jul	Aug	Sep	
3	Account	215500093.3	-15699970.67	15020100.14	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Scenario

P... x

- All Programs -
- All Fund Types -
- All Locations -
- All Departments -
- All Classes -
- All Projects -
- Legacy Chart -
- Actuals -
- FY18 -
- Refresh

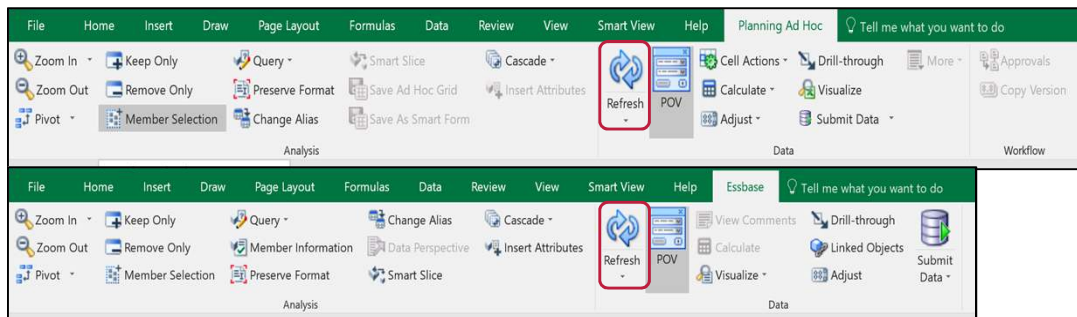
	A	B	C	D	E
2		Jul	Aug	Sep	
3		Actuals	Actuals	Actuals	
4	Account	215500093.3	-15699970.67	15020100.14	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

P... x

- All Programs -
- All Fund Types -
- All Locations -
- All Departments -
- All Classes -
- All Projects -
- Legacy Chart -
- FY18 -
- Refresh

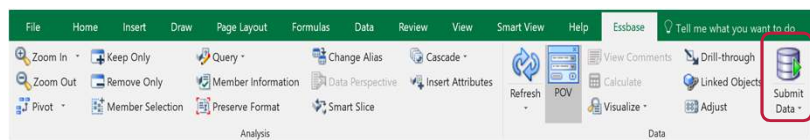
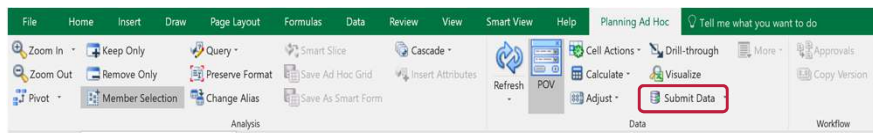
Refresh

- The refresh button lets you take data from the grid you have defined and pull it into Smart View.
- If you don't have a grid open, it will open a new grid.
- If you have a grid open, data will be imported into that and will overwrite any unsaved data you might have.



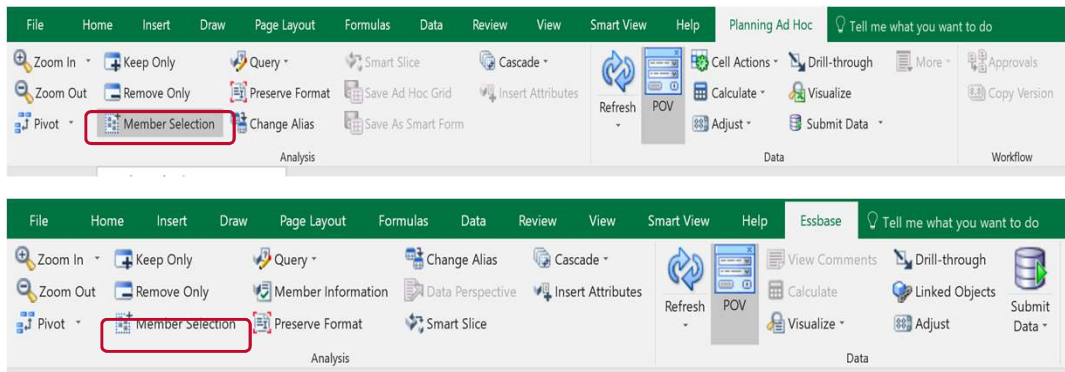
Submit Data

- Submit Data uploads the changes you make to Smart View into the underlying database.
 - You must have write access to the database to do this.
 - Generally, it is better to use planning applications instead of the database to limit this.

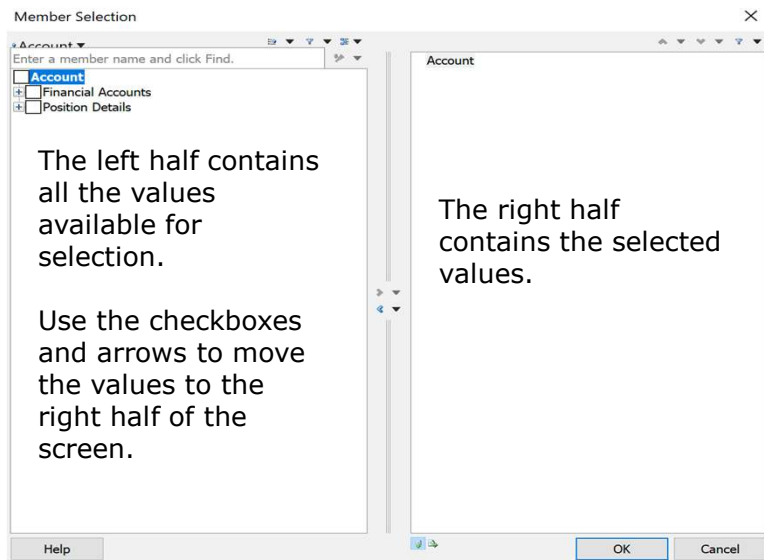


Member Selector

The member selection tool allows you to navigate dimension members using a GUI interface. Selections can be placed on rows and columns



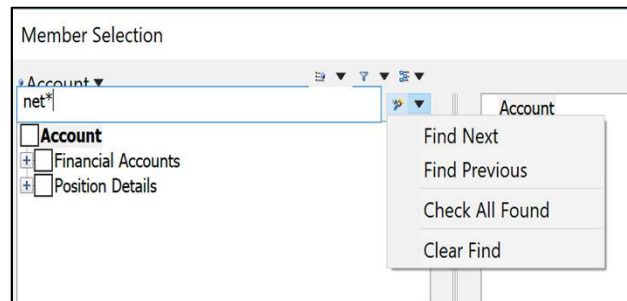
Member Selector



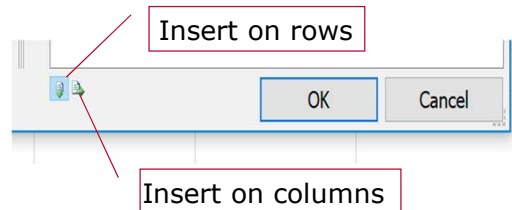
The Member Selector is split into two main areas.

Member Selector

Use the search box at the top of the screen to perform text-based searches of the data. Wildcards are star (*) and question marks (?). The drop-down box to the right of the field controls how the search works.

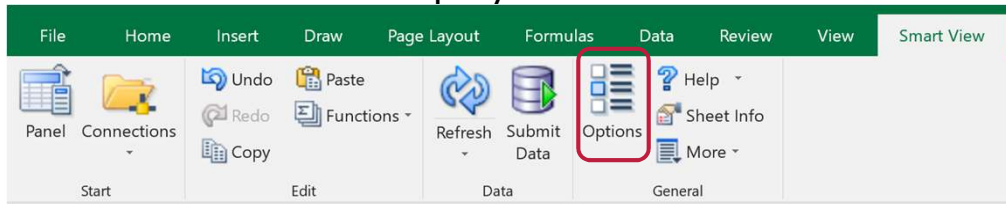


The direction keys at the bottom of the box control whether values are inserted into columns or rows.



Options Setup

- Use the Options button on the Smart View ribbon to control how data is displayed

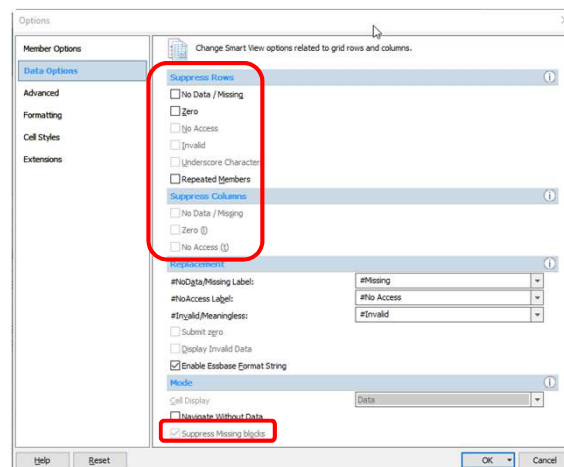


Data Options Set Up

- Choose the Data Options option in the Options dialog box.

Suppression

Smart View has the ability to hide rows and columns of data that are missing. When it does this we say the row or column is “suppressed”. This is controlled from the smart view “Data Options” dialog box.

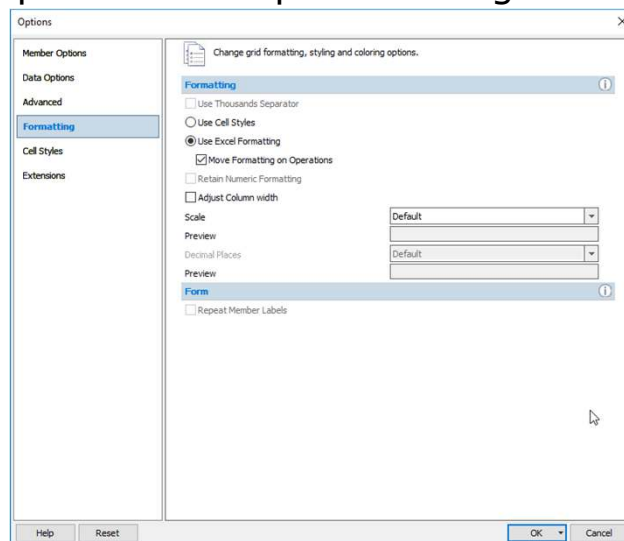


Data Options Set Up

- Choose the Formatting option in the Options dialog box.

Excel Formatting

The easiest way to format data though is to use the normal excel formatting options. To use excel formatting make sure you have the “Use Excel Formatting” and “Move Formatting on Operations” option selected.

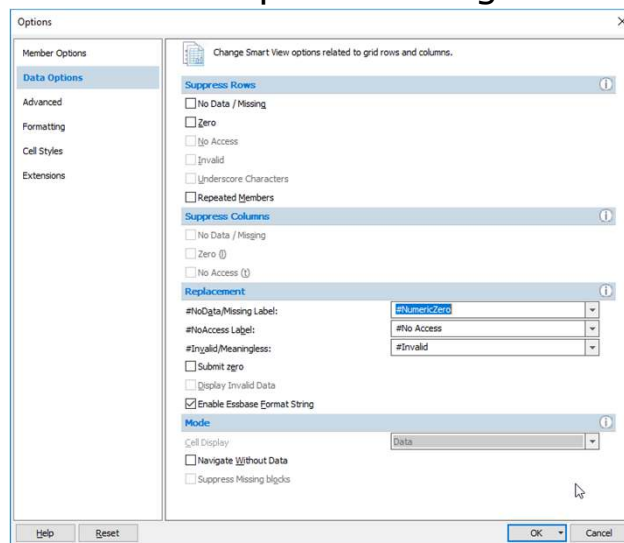


Data Options Set Up

- Choose the Data Options tab in the Options dialog box.

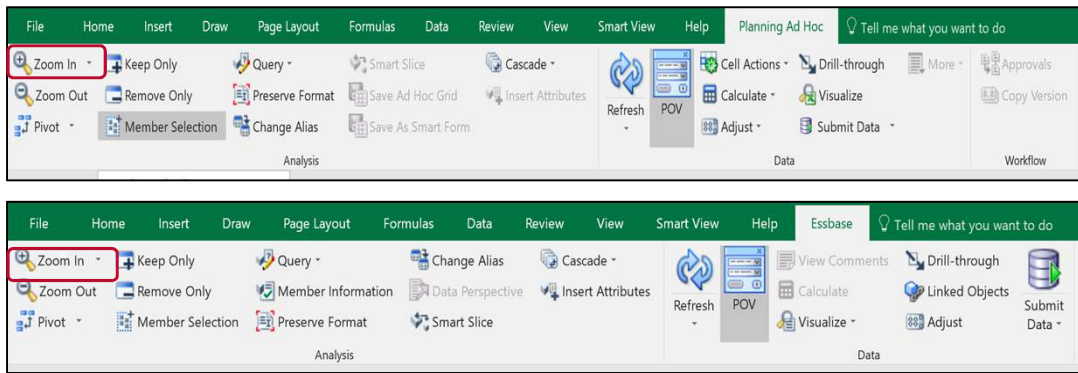
Numeric Zero

Another very useful option is the ability to define missing data as "Numeric Zero".



Zoom In

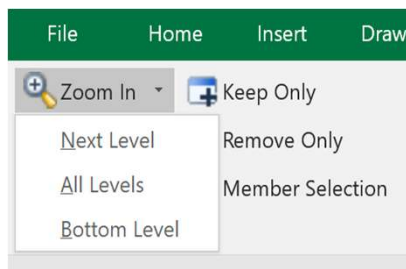
The various Zoom in tools give control over drilling into and out of data.



Zoom In Options

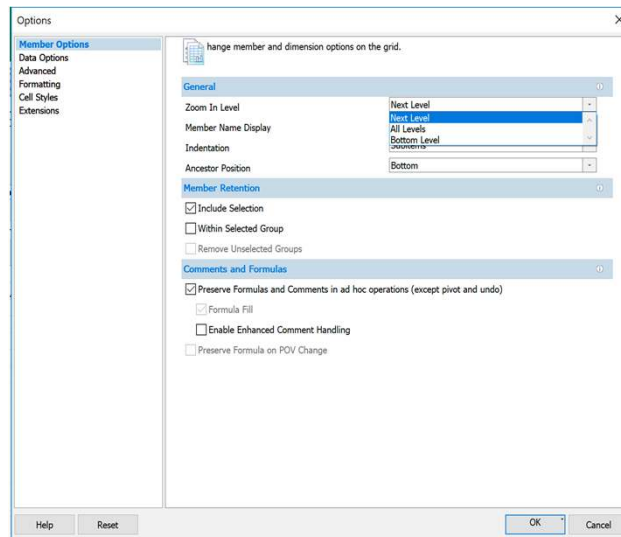
There are several options when zooming into data.

- 1 level down
- All levels
- The bottom level of a hierarchy



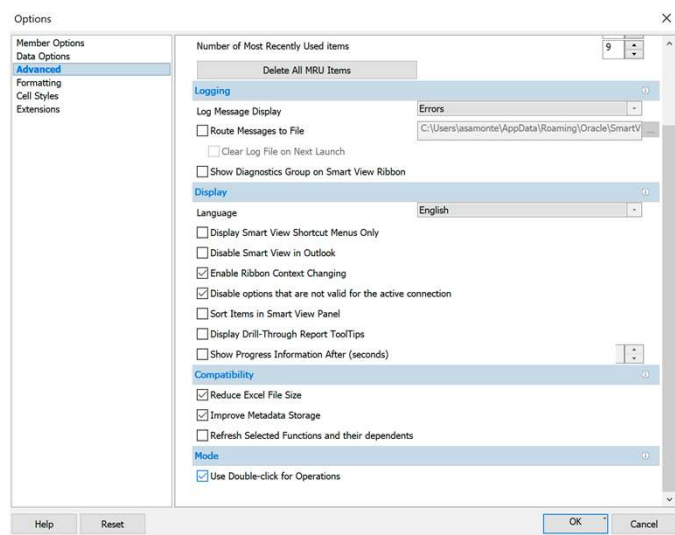
Zoom Behavior

The default behavior is set up on Member Options page of the Smart View options dialog. Select the Zoom In Level option used most often as the default.



Zoom in Option

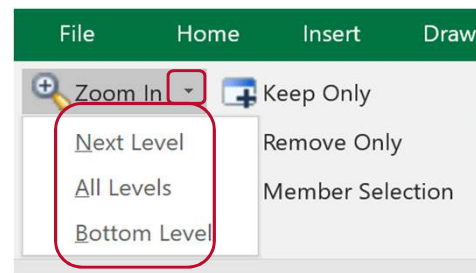
If you selected “Use Double-click for Operations” on the Advanced options page, the Zoom In Level action you chose on the Member Options page will be performed when you double-click.



Zoom In Option

No matter what you choose as the default, you can change the type of zoom using the zoom in drop-down list on the right side of the button in the ribbon.

Zooming in is based on a starting point in the hierarchy that is determined by the dimension member currently selected in the grid.



Next Level Zoom

Zooming to the next level opens up the next level down in the hierarchy.

The diagram illustrates the 'Next Level Zoom' process. On the left, a table shows a high-level summary with columns A and B. Row 2 contains 'YearTotal' and '- 1,016,209,164'. Below this table is a menu with options: 'Zoom In', 'Keep Only', 'Next Level', 'All Levels', 'Bottom Level', 'Remove Only', and 'Member Selection'. A red arrow points from the 'Next Level' option to a second table on the right. This second table shows a more detailed view of the hierarchy, with columns A and B. Row 2 contains 'Q1', Row 3 contains 'Q2', Row 4 contains 'Q3', Row 5 contains 'Q4', and Row 6 contains 'YearTotal' and '- 1,016,209,164'. A red bracket groups rows 2 through 5, indicating the expanded hierarchy.

	A	B
1		Financial Accounts
2	YearTotal	- 1,016,209,164

	A	B
1		Financial Accounts
2	Q1	- 1,016,209,164
3	Q2	- 37,125,000
4	Q3	- 18,750,000
5	Q4	- 18,750,000
6	YearTotal	- 1,016,209,164

All Levels Zoom

Zooming to all levels will open up all values beneath the starting point.

	A	B
1		Financial Accounts
2	YearTotal	- 1,016,209,164
3		

File	Home	Insert	Draw
Zoom in	Keep Only		
Next Level	Remove Only		
All Levels	Member Selection		
Bottom Level			

	A	B
1		Financial Accounts
2	Jul	- 279,509,184
3	Aug	- 77,108,410.5
4	Sep	- 99,832,924.4
5	Q1	- 456,450,519.2
6	Oct	- 58,277,237.9
7	Nov	- 57,609,157.5
8	Dec	- 263,779,312.5
9	Q2	- 379,665,707.9
10	Jan	- 67,169,741.5
11	Feb	- 54,794,068.0
12	Mar	- 58,129,127.7
13	Q3	- 180,092,937.3
14	Apr	-
15	May	-
16	Jun	-
17	Q4	-
18	YearTotal	- 1,016,209,164.3

Bottom Level Zoom

Zooming to the bottom level will zoom to the leaf (below zero) level beneath the starting point.

The diagram shows two tables. The left table is a summary table with columns A and B. The right table is a detailed table with columns A and B, showing monthly and quarterly data.

	A	B
1		Financial Accounts
2	YearTotal	- 1,016,209,164

	A	B
1		Financial Accounts
2	Jul	- 279,509,184
3	Aug	- 77,108,410.5
4	Sep	- 99,832,924.4
5	Q1	- 456,450,519.2
6	Oct	- 58,277,237.9
7	Nov	- 57,609,157.5
8	Dec	- 263,779,312.5
9	Q2	- 379,665,707.9
10	Jan	- 67,169,741.5
11	Feb	- 54,794,068.0
12	Mar	- 58,129,127.7
13	Q3	- 180,092,937.3
14	Apr	-
15	May	-
16	Jun	-
17	Q4	-
18	YearTotal	- 1,016,209,164.3

Same Level

Same level zooming will zoom to all values in the same level value. This option is only available in Essbase connections.

The screenshot illustrates the 'Same Level' zooming feature in Essbase. It shows two data tables and a 'Zoom In' menu.

Table 1 (Left):

	A	B
2		FY18
3	Mar	-3566
4		
5		

Table 2 (Right):

	A	B
2		FY18
3	BegBalance	5318651
4	Jul	251661
5	Aug	0
6	Sep	-1711
7	Oct	0
8	Nov	1711
9	Dec	0
10	Jan	0
11	Feb	26145
12	Apr	#Missing
13	May	#Missing
14	Jun	#Missing
15		
16		

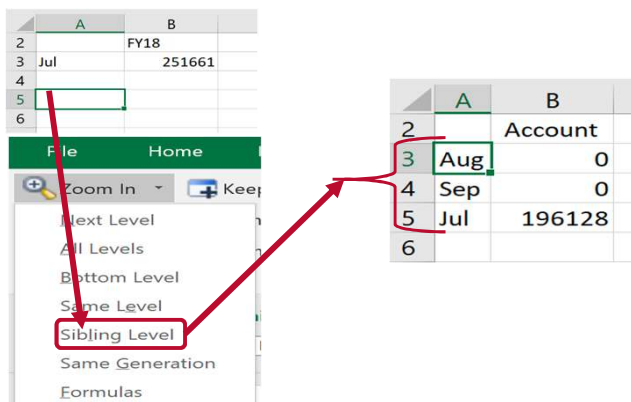
Zoom In Menu:

- Next Level
- All Levels
- Bottom Level
- Same Level**
- Sibling Level
- Same Generation
- Formulas

Red arrows indicate the zooming process: one arrow points from the 'Same Level' option in the menu to the 'Mar' cell in Table 1, and another arrow points from the 'Same Level' option to the 'Jul' cell in Table 2.

Sibling Level

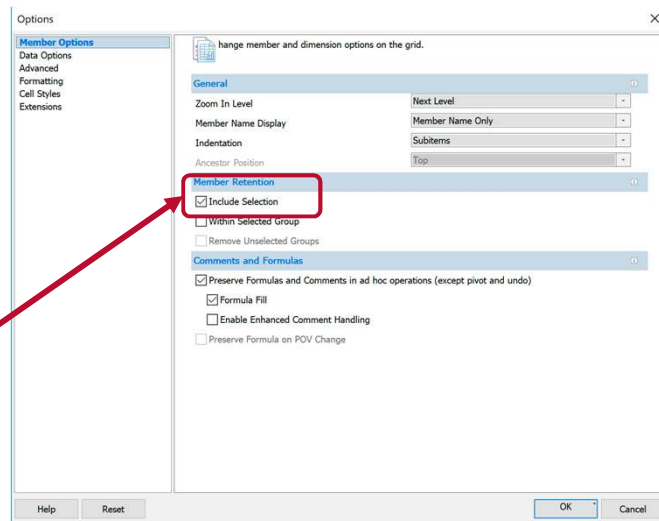
Sibling level zooming will zoom to all values that have the same parent as the source value. This option is only available in Essbase connections.



Retaining Selected Member Options

- On the Member Options page, the “Include Selection” options control whether the initial starting point is retained in the zoom or discarded.

Member Retention
☒ Include Selection



Zoom Retaining Selected Member

Member Retention

☒ Include Selection

	A	B
2		Account
3	YearTotal	256224
4		
5		

File Home

Zoom In

- Next Level
- All Levels
- Bottom Level

	A	B
2		Account
3	Q1	196128
4	Q2	12700
5	Q3	48181
6	Q4	-785
7	YearTotal	256224
8		

With member retention turned on, the Year Total stays in the query.

Zoom Without Selected Member

Member Retention
☐ Include Selection

	A	B
2		Account
3	YearTotal	256224
4		
5		

File **Home**

Zoom In

Next Level
All Levels
Bottom Level

	A	B
2		FY18
3	Q1	249950
4	Q2	1711
5	Q3	22579
6	Q4	#Missing
7		

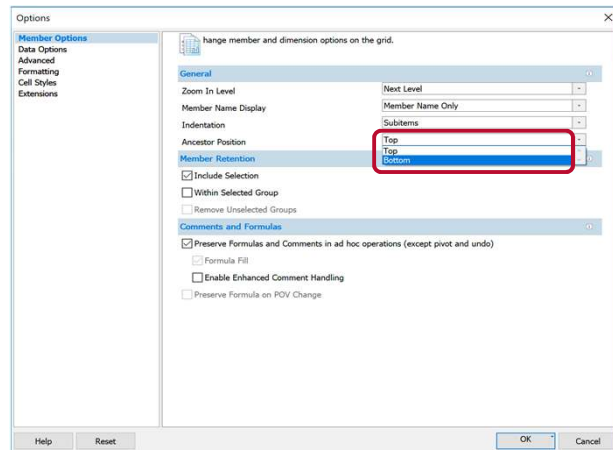
With member retention turned off, the Year Total is not included in the query.

Ancestor Position Options

- When zooming into data, you can control how members in the hierarchy are sorted.
 - Ancestors at the top and descendants at the bottom (how database nerds like things)
 - Descendants at the top and ancestors at the bottom (how accounting nerds like things)

*Only for Planning Connections

Set up on the Member Options page



Ancestor Position Examples

Ancestor Position = Bottom

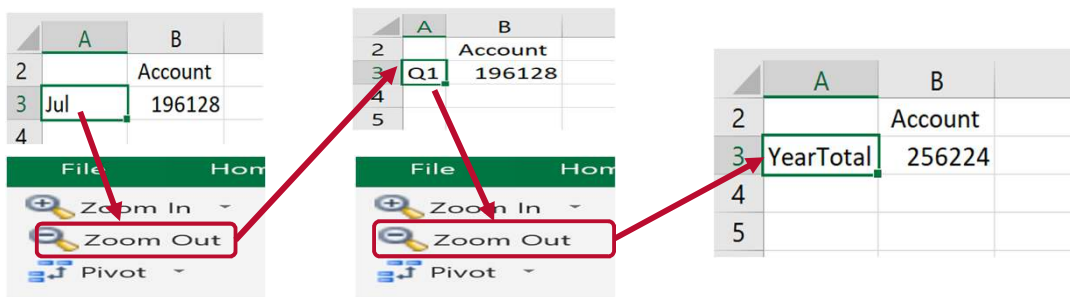
	A	B
2		Account
3	Jul	196128
4	Aug	0
5	Sep	0
6	Q1	196128
7	Oct	0
8	Nov	17700
9	Dec	-5000
10	Q2	12700
11	Jan	237
12	Feb	1579
13	Mar	46365
14	Q3	48181
15	Apr	-3334
16	May	2549
17	Jun	0
18	Q4	-785
19	YearTotal	256224

Ancestor Position = Top

	A	B
1		Financial Accounts
2	YearTotal	- 1,016,209,164
3	Q1	- 456,450,519.2
4	Jul	- 279,509,184.3
5	Aug	- 77,108,410.5
6	Sep	- 99,832,924.4
7	Q2	- 379,665,707.9
8	Oct	- 58,277,237.9
9	Nov	- 57,609,157.5
10	Dec	- 263,779,312.5
11	Q3	- 180,092,937.3
12	Jan	- 67,169,741.5
13	Feb	- 54,794,068.0
14	Mar	- 58,129,127.7
15	Q4	-
16	Apr	-
17	May	-
18	Jun	-
19		

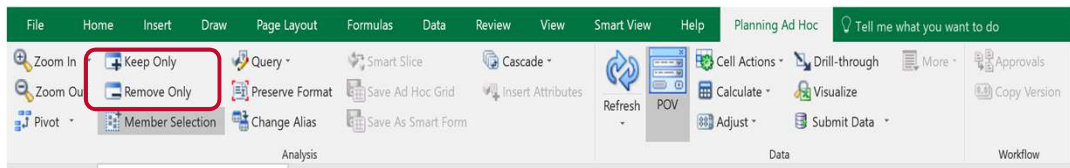
Zoom Out

- Zoom Out is the opposite of Zooming In.
- It moves from the selected member one step up the hierarchy.



Keep and Remove

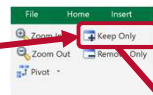
The Keep and Remove tools allow you to easily subset the data in your grid.



Keep Only

It is possible to select more than one dimension member (use control or shift keys) when using the Keep or Remove option.

	A	B	C	D
2			Actuals	Actuals
3			FY18	FY17
4	Jul	Personal Services	64274826.81	67695691.78
5	Jul	NonPersonal Services	25187253.85	28460195.48
6	Jul	Total Expenses	89,462,081	96,155,887
7	Aug	Personal Services	92822752.92	91693309.26
8	Aug	NonPersonal Services	67767805.82	53205809.22
9	Aug	Total Expenses	160,590,559	144,899,118
10	Sep	Personal Services	84823418.44	87824265.9
11	Sep	NonPersonal Services	37207244.89	42670613.79
12	Sep	Total Expenses	122,030,663	130,494,880
13	Oct	Personal Services	85346446.06	83777349.48
14	Oct	NonPersonal Services	33608381.58	36640014.74
15	Oct	Total Expenses	118,954,828	120,417,364

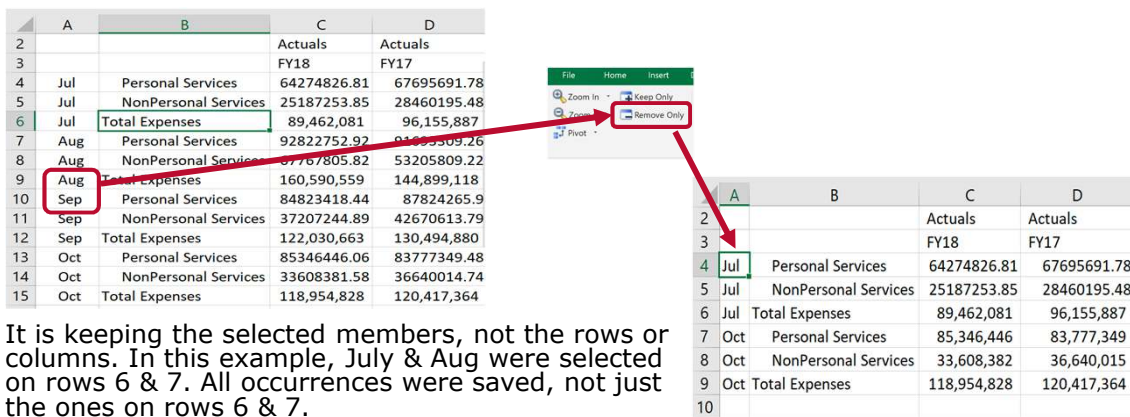


	A	B	C	D
2			Actuals	Actuals
3			FY18	FY17
4	Jul	Personal Services	64274826.81	67695691.78
5	Jul	NonPersonal Services	25187253.85	28460195.48
6	Jul	Total Expenses	89,462,081	96,155,887
7	Aug	Personal Services	92822752.92	91693309.26
8	Aug	NonPersonal Services	67767805.82	53205809.22
9	Aug	Total Expenses	160,590,559	144,899,118
10				

It is keeping the selected members, not the rows or columns. In this example, July & Aug were selected on rows 6 & 7. All occurrences were saved, not just the ones on rows 6 & 7.

Remove Only

The Remove Only option is similar. It removes values from the grid instead of keeping them.



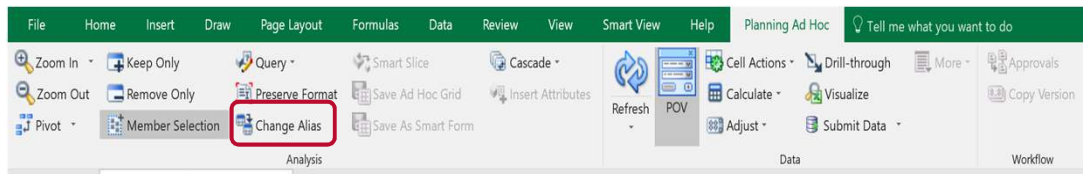
A	B	C	D
		Actuals	Actuals
		FY18	FY17
Jul	Personal Services	64274826.81	67695691.78
Jul	NonPersonal Services	25187253.85	28460195.48
Jul	Total Expenses	89,462,081	96,155,887
Aug	Personal Services	92822752.92	91695809.26
Aug	NonPersonal Services	87767805.82	53205809.22
Aug	Total Expenses	160,590,559	144,899,118
Sep	Personal Services	84823418.44	87824265.9
Sep	NonPersonal Services	37207244.89	42670613.79
Sep	Total Expenses	122,030,663	130,494,880
Oct	Personal Services	85346446.06	83777349.48
Oct	NonPersonal Services	33608381.58	36640014.74
Oct	Total Expenses	118,954,828	120,417,364

A	B	C	D
		Actuals	Actuals
		FY18	FY17
Jul	Personal Services	64274826.81	67695691.78
Jul	NonPersonal Services	25187253.85	28460195.48
Jul	Total Expenses	89,462,081	96,155,887
Oct	Personal Services	85,346,446	83,777,349
Oct	NonPersonal Services	33,608,382	36,640,015
Oct	Total Expenses	118,954,828	120,417,364

It is keeping the selected members, not the rows or columns. In this example, July & Aug were selected on rows 6 & 7. All occurrences were saved, not just the ones on rows 6 & 7.

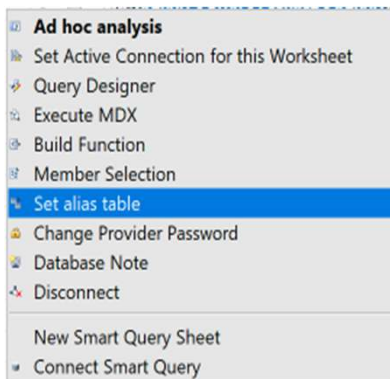
Change Alias

The Change Alias button allows you to control the alias table that is displayed in a grid (or if no alias table is used)



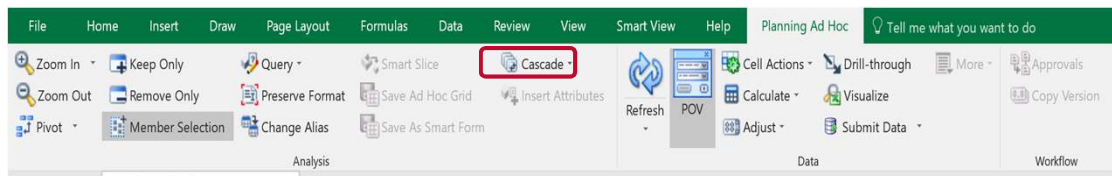
Change Alias

Tip: If you are using a private connection, you can change the default alias table associated with the connection by right clicking on the connection name.



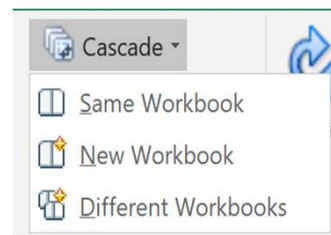
Cascade

Cascade allows you to take any dimension values selected in the POV and expand them out across multiple Excel tabs.



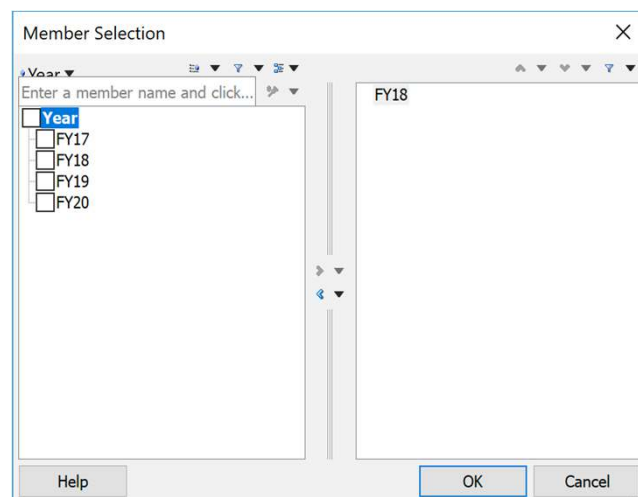
Performing a Cascade Operation

- When performing a cascade operation, it is possible to have the new tabs be in the same workbook, a new workbook, or different workbooks.
- If you select Different Workbooks, it will open a different workbook for each permutation instead of different tabs.



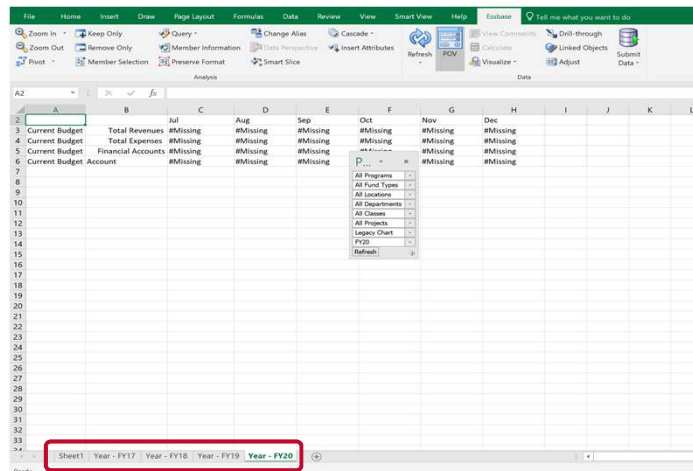
Using Member Selection

When you open the cascade dialog box, you'll be prompted to choose multiple values for any dimension that exists in the POV. Use the Member Selection tool to select the values you want.



Cascade Results

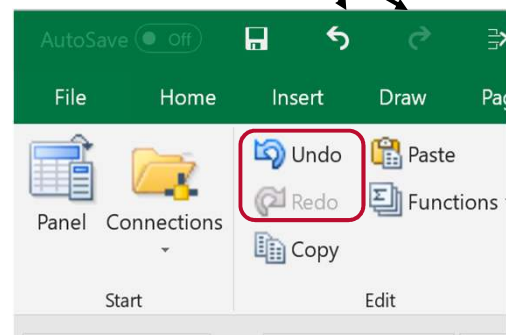
Smart View will create a new tab (or workbook) for each selected value.



Undo/Redo

- The native Undo and Redo functionality in Excel does not work with Smart View.
- There are separate undo and redo functions on the SmartView ribbon.
- These can undo and redo many tasks.
- These cannot undo a data submission in a data form.

The Excel undo and redo buttons will not work with Smart View actions



Select Members by Typing

If you know the name of a member, you can simply type it in the correct location in the grid. Then when you press refresh, the grid will update appropriately.

The first screenshot shows a grid with columns A, B, C, D, E. Row 3 has 'Actuals' in C3 and 'Years' in D3. Rows 4-9 contain data for Personal Services, NonPersonal Services, and Total Expenses for July and October.

The second screenshot shows the same grid, but 'FY18' has been typed into cell D3. A red arrow points from the 'Years' header in the first screenshot to this cell.

The third screenshot shows the grid after clicking the 'Refresh' button (indicated by a red arrow from the second screenshot). The values in the grid have been updated. For example, the value in C4 is now 64274826.81.

It doesn't matter if you type in the member name or the alias name, Smart View will detect the correct member and update the grid appropriately.

Selecting Members by Typing

You can add new members into an adjacent cell to expand the grid. Be sure that all dimensions for that axis are fully accounted for.

A	B	C	D	E
		Actuals	FY18	
Jul	Personal Services	64274826.81		
Jul	NonPersonal Services	25,187,254		
Jul	Total Expenses	89,462,081		
Oct	Personal Services	85,346,446		
Oct	NonPersonal Services	33,608,382		
Oct	Total Expenses	118,954,828		

Typing "FY17" into D2 will result in an error, because the period dimension is also on the columns.

A	B	C	D	E
		Actuals	FY17	
		FY18		
Jul	Personal Services	64274826.81		
Jul	NonPersonal Services	25,187,254		
Jul	Total Expenses	89,462,081		
Oct	Personal Services	85,346,446		
Oct	NonPersonal Services	33,608,382		
Oct	Total Expenses	118,954,828		

Selecting Members by Typing

In the example below, the number of columns is expanded because all dimensions are accounted for.

	A	B	C	D	E
2			Actuals	Actuals	
3			FY18	FY17	
4	Jul	Personal Services	64,274,827		
5	Jul	NonPersonal Services	25,187,254		
6	Jul	Total Expenses	89,462,081		
7	Oct	Personal Services	85,346,446		
8	Oct	NonPersonal Services	33,608,382		
9	Oct	Total Expenses	118,954,828		
10					
11					
12					
13					
14					
15					

P... x

- All Programs -
- All Fund Types -
- All Locations -
- All Departments -
- All Classes -
- Project -
- Legacy Chart -
- Refresh

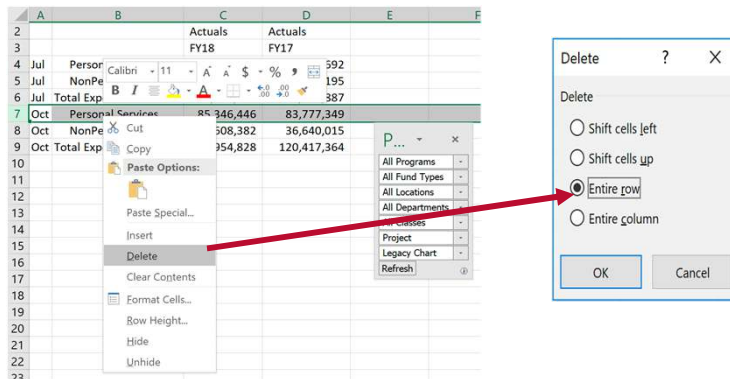
	A	B	C	D	E	F
2			Actuals	Actuals		
3			FY18	FY17		
4	Jul	Personal Services	64,274,827	67,695,692		
5	Jul	NonPersonal Services	25,187,254	28,460,195		
6	Jul	Total Expenses	89,462,081	96,155,887		
7	Oct	Personal Services	85,346,446	83,777,349		
8	Oct	NonPersonal Services	33,608,382	36,640,015		
9	Oct	Total Expenses	118,954,828	120,417,364		
10						
11						
12						
13						
14						
15						

P... x

- All Programs -
- All Fund Types -
- All Locations -
- All Departments -
- All Classes -
- Project -
- Legacy Chart -
- Refresh

Deleting Rows and Columns

- Use the normal Excel Delete Row or Delete Column functions to re-draw a grid and refresh. This can be an easy way to remove data.



After deleting the row in Excel and refreshing, the grid will continue to function normally.

Symmetric vs Asymmetric Reporting

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

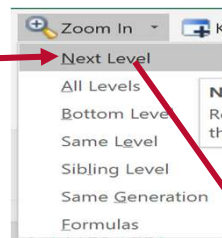


Symmetric vs Asymmetric Reporting

- The default behavior for Smart View is for data to expand symmetrically.
- This means that when there is more than one dimension on an axis, any expansion of one dimension will happen for all permutations of the other dimension members on that axis.

Symmetric Example

	A	B	C
2			Actuals
3	FY18	Q1	130162304.6
4	FY17	Q1	124336618.5
5			



If you zoom in one level on Q1, the grid grows symmetrically.

	A	B	C
2			Actuals
3	FY18	Jul	25187253.85
4	FY18	Aug	67767805.82
5	FY18	Sep	37207244.89
6	FY18	Q1	130162304.6
7	FY17	Jul	28,460,195
8	FY17	Aug	53205809.22
9	FY17	Sep	42670613.79
10	FY17	Q1	124336618.5
11			
12			

Asymmetric Example

- If you only want to see a select combination of dimensions on the rows, you can manually type in values and delete rows to just retain the values you want.
- Not every member of the first dimension would be associated with every member of the second dimension.

	A	B	C
2		Actuals	
3	FY18	Jul	25,187,254
4	FY18	Aug	67,767,806
5	FY17	Sep	42,670,614
6			

Hiding and Docking the POV

Using Smart View for the UGA Budget Management System

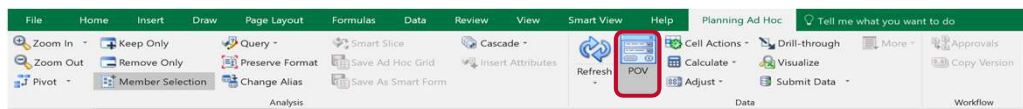


OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

The Floating POV Box

- Use the POV button to display the floating POV box
- You have the ability to either hide or dock the POV box at any time in a Planning or Essbase query.



The POV button
will hide the
POV box.

Essbase with Floating POV

Essbase with floating POV

	A	B	C	D
2		Period		
3	Total Revenues	0		
4	Total Expenses	0		
5	Financial Accounts	0		
6	Account	0		
7				
8				
9				
10				
11				
12				
13				
14				

P... x

- All Programs -
- All Fund Program -
- All Locations -
- All Departments -
- All Classes -
- Project -
- Legacy Chart -
- Actuals -
- FY18 -
- Refresh

Essbase with 1st Row as POV

	A	B	C	D	E	F	G	H	I	J
1		FY18	Actuals	All Programs	All Fund Types	All Locations	All Departments	All Classes	Project	Legacy Chart
2		Period								
3	Total Revenues	0								
4	Total Expenses	0								
5	Financial Accounts	0								
6	Account	0								
7										
8										

You can toggle between having a separate POV box and using the first row of the grid.

You can only use the first row as the POV on an Essbase connection.

Docking the POV

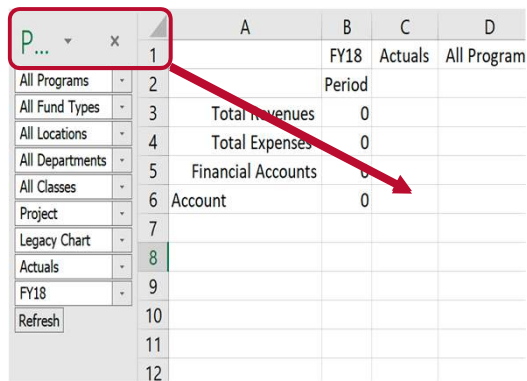
- Grab the top part of the floating POV with your mouse and drag it to one of the edges of the screen.
- You can dock on the top, bottom, left or right side of the screen.

	A	B	C	D	
1		FY18	Actuals	All Programs	All Fun
2		Period			
3	Total Revenues	0			
4	Total Expenses	0			
5	Financial Accounts	0			
6	Account	0			
7					
8					
9					
10					
11					
12					
13					
14					

P ...	x
All Programs	-
All Fund Types	-
All Locations	-
All Departments	-
All Classes	-
Project	-
Legacy Chart	-
Actuals	-
FY18	-
Refresh	?

Undocking the Toolbar

- Undocking is the reverse. Grab the top of the docked POV and drag it to the center part of the grid



	A	B	C	D
1		FY18	Actuals	All Program
2		Period		
3	Total Revenues	0		
4	Total Expenses	0		
5	Financial Accounts	0		
6	Account	0		
7				
8				
9				
10				
11				
12				

Customizing the Quick Access Toolbar

Using Smart View for the UGA Budget Management System

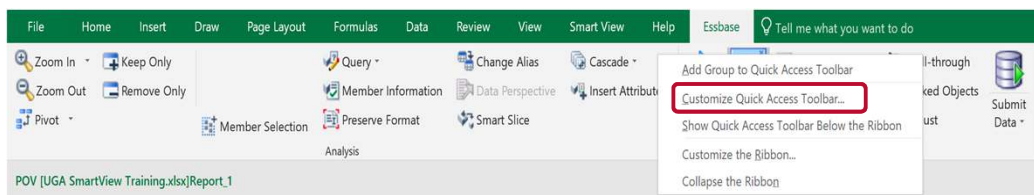


OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

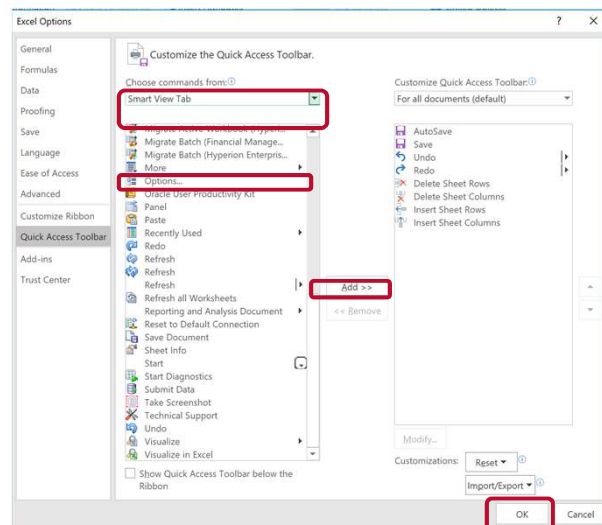
Customizing the Quick Access Toolbar

- Using standard Excel functionality you can customize the Quick Access Toolbar at the top of the Excel screen.
- To start, open the ribbon you want to customize.
- Right-click and select Customize Quick Access Toolbar from the menu that appears.

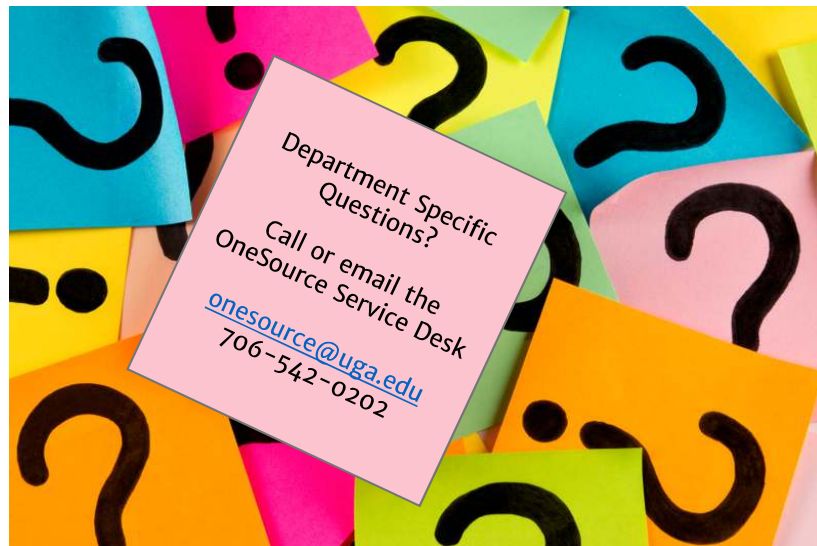


Customizing the Quick Access Toolbar

- In the Choose commands from field, select the ribbon or All Commands option to find the shortcut you are interested in.
- Select the shortcut to add.
- Click the Add button in the middle.
- When the shortcut is added to the right side, click on OK.



Questions



Using What You Have Learned

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA


website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202

Duplicate This Report in Smart View

- Have a look at the Budgetary Detail Report and recreate the layout using Smart View

UGA Reports/Department/Budgetary Detail Report

Period: YTD-Jun Program: Program Fund: Fund Location: Location Class: Class Project: Project Legacy Chart: Legacy Chart Year: FY18


**UNIVERSITY OF
GEORGIA**

**Budgetary Detail Report
FY18, YTD-Jun**

Page: 00000000 - Departments

	Original Budget	Amendments	Current Budget	Actuals	Encumbrances	Encumbered Actuals	Balance
► Total Revenues	0	6,254,146	6,254,146	0.00	0.00	0.00	6,254,146.00
► Salary Accounts	0	147,665	147,665	22,795.65	88,075.79	110,871.44	36,793.56
► Benefit Accounts	0	416,190	416,190	3,483.14	0.00	3,483.14	412,706.86
► 500000 - Personal Services	0	563,855	563,855	26,278.79	88,075.79	114,354.58	449,500.42
► 600000 - Travel	0	187,023	187,023	32.13	6,327.00	6,359.13	180,663.87
► 700000 - Operating Supplies & Expenses	0	3,735,696	3,735,696	25,942.24	6,664.56	32,606.80	3,703,089.20
► 800000 - Purch/Capital Outlay	0	361,886	361,886	0.00	4,058.00	4,058.00	357,828.00
► 900000 - Transfers	0	3,270,540	3,270,540	0.00	0.00	0.00	3,270,540.00
► NonPersonal Services	0	7,555,145	7,555,145	25,974.37	17,049.56	43,023.93	7,512,121.07
Total Expenses	0	8,119,000	8,119,000	52,253.16	105,125.35	157,378.51	7,961,621.49

Wrap Up

Using Smart View for the UGA Budget Management System



OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
service desk: 706-542-0202



Summary

During this training, you have learned to:

- Configure Smart View to create ad hoc reports
- Understand basic terminology and functionality
- Log in to Smart View
- Create an Ad-Hoc analysis
- Use Smart View tools



Resources

- [OneSource Budgeting Resources page](#)
- [OneSource website Resources page](#)
- [OneSource Training Library](#): training.onesource.uga.edu

Contact Us

Project Information
onesource.uga.edu

OneSource Service Desk
onesource@uga.edu
 706-542-0202

The screenshot shows the OneSource website for the University of Georgia. At the top, it says "UNIVERSITY OF GEORGIA" and "OneSource". Below this, there's a section for "Trainings: May - June 2018" with a registration link. To the right, a "Training Information" box highlights the "May - June 2018" period. Below these, there are several navigation buttons: "UGA Budget Management System", "UGA Financial Management System", "OneSource Guided System", "Data Analysis and Reporting", "Resources", and "Help". On the right side, a "Highlights" section lists several items: "UGA Budget Management System", "UGA Business Process Review and Forum: April 23, May 1, and May 2", "Money Status Call: May 17", "Readiness Kit", "Spring 2018 Key Messages", and "Learn about our new Change Champion Program Coordinator".



OneSource
 UNIVERSITY OF GEORGIA

website: onesource.uga.edu
 email: onesource@uga.edu
 service desk: 706-542-0202