

2.1 Business Intelligence v4

Introduction to Ad hoc Reporting

Agenda

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After completing this module, you will be able to:

- ✓ Navigate the Analysis Area Workspace
- ✓ Define, Modify and Delete an Analysis Area
- ✓ Understand the Advanced Functions and best practices of the Analysis Area tool

Duration: 2 hours

Lesson 01

Ad hoc Reporting Overview

Ad hoc Reporting Overview

What is an Ad hoc Report?

- A report built from an “**ANALYSIS AREA**” or pre-defined aggregated transactional data table for on-demand reporting.
- After build, users can:
 1. Save as an analysis workspace to My Documents
 2. Export as analysis view (data source) for WebI



Who can create ad hoc reports?

Only BI Power Users & Analytical Users

Typical use?

To produce on-demand reports and/or detailed analysis for **Senior Management, auditors, & functional supervisors**

Overview for Creating an Ad hoc Report

PROCESS STEPS FOR CREATING AN AD HOC REPORT FROM AN ANALYSIS AREA

From the Documents Tab

1



NAVIGATE TO A FUNCTIONAL AREA FOLDER / OPEN ANALYSIS AREA

Into the Analysis Edition for OLAP

2



COMPLETE PROMPTS TO RUN REPORT (always save prompts)

3



SAVE ANALYSIS AREA TO MY FAVORITES

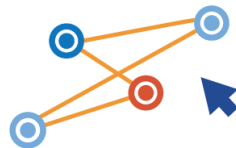
Working in the Analysis Edition for OLAP (Cont.)

4



REVIEW METADATA EXPLORER FOR AVAILABLE OBJECTS

5



DRAG & DROP OBJECTS INTO LAYOUT PANEL

6



FILTER CHARACTERISTICS/ KEY FIGURES

7



ANALYZE DATA & FORMAT REPORT

Analysis Area Breakdown

To access an Analysis Area, navigate from the Documents tab to launch a new window for further customization.

SCREEN BREAKDOWN






The screenshot shows the Analysis Area Window interface. The interface is divided into several panels:

- 1 Tool Panel:** Located on the left side, it contains various icons for data manipulation and analysis.
- 2 Metadata Explorer:** A list of metadata items such as Consumable Budget, Purchase Orders, Funds Reservations, Travel Commitments, Invoices, Down Payments, Down Payment Requisition, Payments, Funds Commitments, Funds Pre-Commitments, Transfer Postings, CO Posting, Parked FI Documents, and Purchase Requisitions.
- 3 Layout Panel:** A panel for configuring the data layout, showing columns (Fund, Funds Center, Functional Area, Commitment Item) and rows (Fund, Funds Center, Functional Area, Commitment Item).
- 4 Analysis Area Window:** The main data table displaying financial data. The table has columns for Fund, Funds Center, Functional Area, Commitment Item, and Key Figures (Consumable Budget, Purchase Orders, Funds Reservation, Travel Commitment). The data is organized into rows, with some rows grouped by Fund and Funds Center.

Fund	Funds Center	Functional Area	Commitment Item	Consumable Budget	Purchase Orders	Funds Reservation	Travel Commitment
200LA : UNIFIL	10056 : UNIFIL	11BG0001 : PKM	69999002 : MS A	\$ 0.00			
	10058 : UNIFIL	11BD0013 : PKM	74104010 : OE I		\$ 17,409.92		
			74106010 : OE I				
			74112010 : OE F		\$ 7,243.50		
			74151010 : OE F		\$ 0.00		
			74201030 : OE F		\$ 0.00		
			74202030 : OE F		\$ 0.00		
			77002010 : Cons		\$ 0.00		
			77004510 : Cons		\$ 0.00		
			77172010 : Cons		\$ 0.00		
			77172510 : Cons		\$ 0.00		
			77173010 : Cons		\$ 0.00		
			77175010 : Cons		\$ 0.00		
			FT20_CLASS_11	\$ 384,268.98			
			FT20_CLASS_15	\$ 59,900.00			
	10061 : UNIFIL	11BD0001 : PKM	74121030 : OE C		\$ 0.00		
			74173010 : OE C		\$ 0.00		

Frequently Used Icons

Note frequently used icons when modifying & defining analysis areas:

Name	Icon	Description	Examples
Key Figures		Numerical values that are used in the analysis	Value and Volume
Single Figure		By default, all Key Figures are displayed in the analysis area. Single Figures/metrics can be displayed instead	Value
Characteristics		Fields that are used to differentiate and analyze Key Figures	Fund and Purchasing Organizations
Attribute		Used to describe Characteristics in more detail	Address is an attribute of Vendor
Filter		Method to focus the analysis on a specific characteristic or key figure	Filter Fund by UNIFIL

Lesson 02

Analysis Area Basic Actions

Basic Actions Overview

ANALYSIS AREA BASIC ACTIONS

- ✓ DEFINE & SAVE A NEW ANALYSIS AREA
- ✓ MODIFY AN ANALYSIS AREA



Throughout this lesson your instructor will perform live demonstration of each action. Please follow along.

Define a New Analysis Area

Define a New Analysis Area



To “define” a new analysis area or “create an ad hoc report”:

1. Select a Functional Area folder under Umoja BI
2. Double click desired **Analysis Workspace**

FACT

Analysis areas **CANNOT** be created from scratch – they always derives from a pre-existing analysis area.

The screenshot shows the umojabi BI interface. On the left, the 'My Documents' pane shows a folder tree under 'Umoja BI' with 'Finance' selected. The 'Funds Management' folder is highlighted with a red box and a blue circle containing the number '1'. The main pane shows a table of Analysis Workspaces. The table has two columns: 'Title' and 'Type'. The row 'ZZFM_M01_R0001 - Funds Management Analysis Area' is highlighted with a red box and a blue circle containing the number '2'. A callout box points to this row with the text 'Analysis Workspace is the same as analysis area'. The interface also shows a 'Welcome: Tasneem' message and several open document windows.

Title	Type
Peacekeeping Missions	Folder
Special Political Missions	Folder
ZZFM_M01_R0001 - Funds Management Analysis Area	Analysis Workspace
ZZFM_M01_R0002 - Funds Management Budget Consum	Analysis Workspace
ZZFM_M01_R0003 - Funds Management Budget Consum	Analysis Workspace

CONTINUED



Define New (Cont.)



A prompts window will launch to require further defining:

1. Complete *required prompts and/or select the **Display Member Selector icon** to specify from **Member Selection** window
2. Check the box to **“Save prompt values with workspace”** as a best practice
3. Select **Ok**

FACT

Users **MUST** select **“Save Prompt values”** when exporting as analysis view (data source) to Webl.

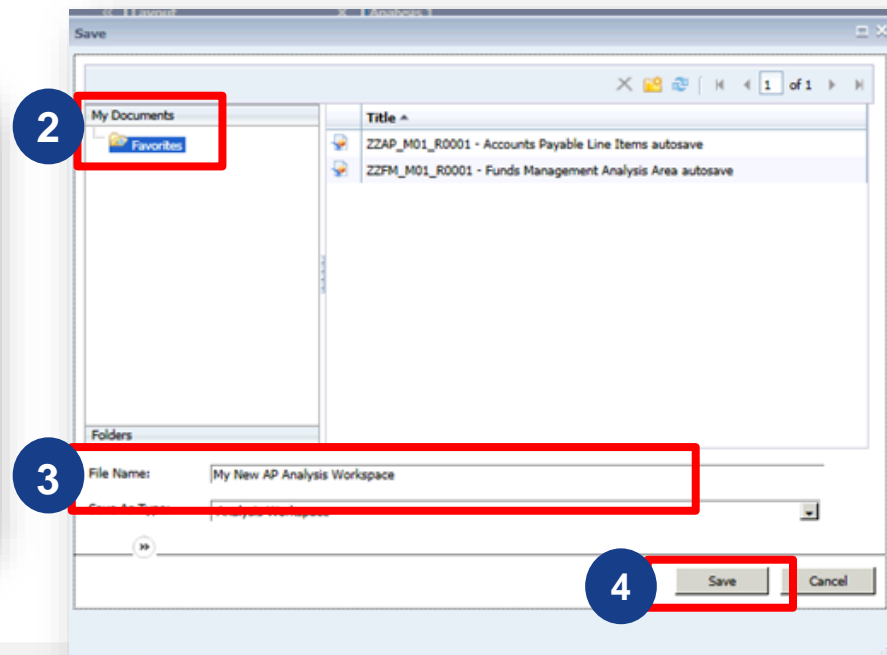
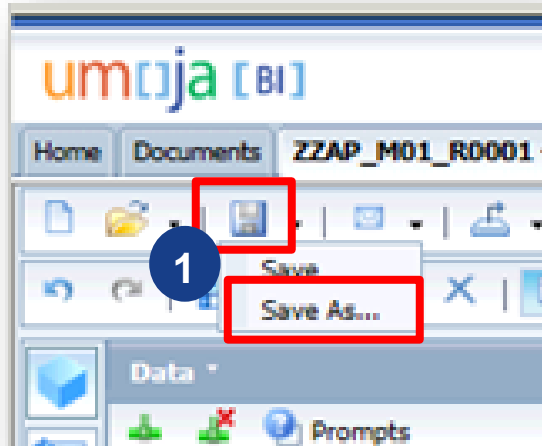
The image shows two screenshots from a software application. The main screenshot is the 'Prompts' window, which has a 'Prompt Summary' pane on the left and a list of prompts on the right. The prompts list includes 'Enter Budget Period', 'AVC Ledger : Z1', and 'Fund : 200LA,20LBB'. A red box labeled '1' highlights the 'Enter Budget Period' prompt. A callout box labeled 'Display Member Selector' points to a small square icon in the 'Fund' row. A red box labeled '2' highlights the 'Save prompt values with workspace' checkbox at the bottom. A red box labeled '3' highlights the 'OK' button at the bottom right. A second screenshot, titled 'Member Selection Window', is shown to the right, circled in red. It contains a list of members with checkboxes, such as '32JMS : AU-UN Joint MedSupt' and '64CMP : CMP Fund'. A red dashed line connects the 'Display Member Selector' icon in the main window to the 'Member Selection Window'.

Save an Analysis Area



To save the new defined analysis area/ad hoc report:

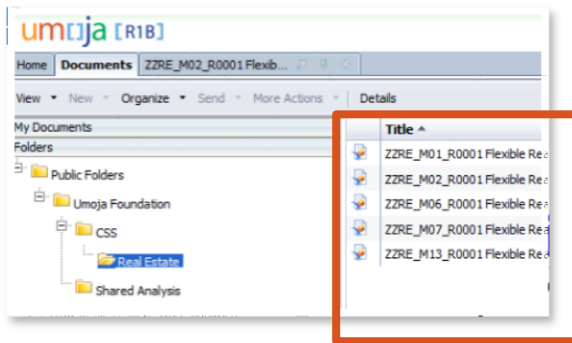
1. Click the **Save icon** (floppy disk) & select **“Save As...”**
2. After the Save window appears, navigate to your **“My Documents”** folder
3. Change **“File Name”** to something unique related to the analysis area
4. Click **“Save”**



FACT

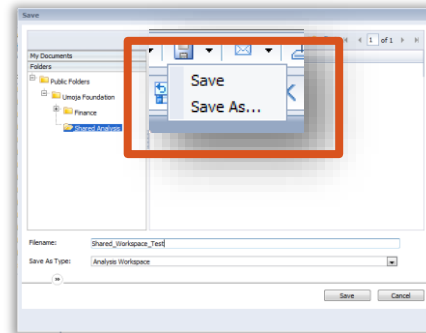
Users **CANNOT** overwrite existing analysis areas.

Export an Analysis View



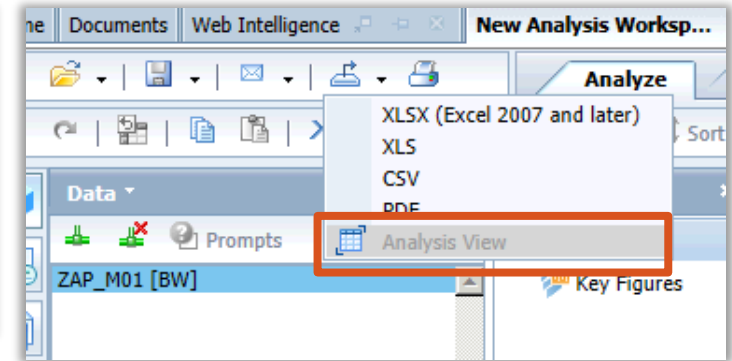
STEP 1

Navigate to the desired Analysis Area



STEP 2

Save as workspace to Favorites folder & modify accordingly (**must Save prompt values**)



STEP 3

Export the analysis workspace as an **Analysis View** to My Favorites folder

Modify an Analysis Area

Breakdown: Tool Panel

User access data sources, properties, & display changes.



DATA ICON

- ▶ Opens the **Data tab** to add/remove data sources
- ▶ Performs navigation functions (e.g. add hierarchy to rows or columns, add a background filter)



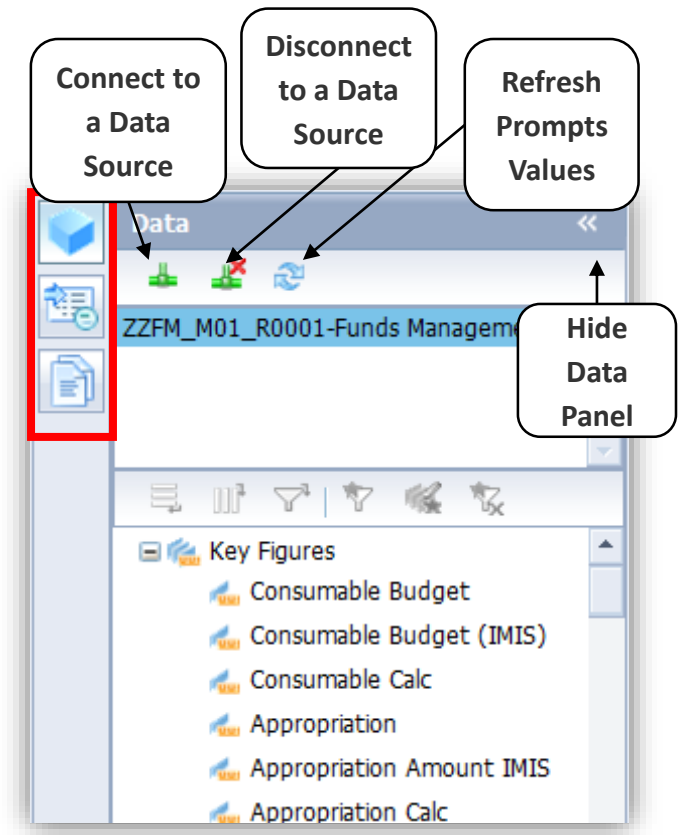
PROPERTIES ICON

- ▶ Opens the **Properties tab** to display properties of a selected component of the report (i.e. column width, field name change)



OUTLINE ICON

- ▶ Opens the **Outline tab** to provide an overview of the current workspace (e.g. the # of sheets)

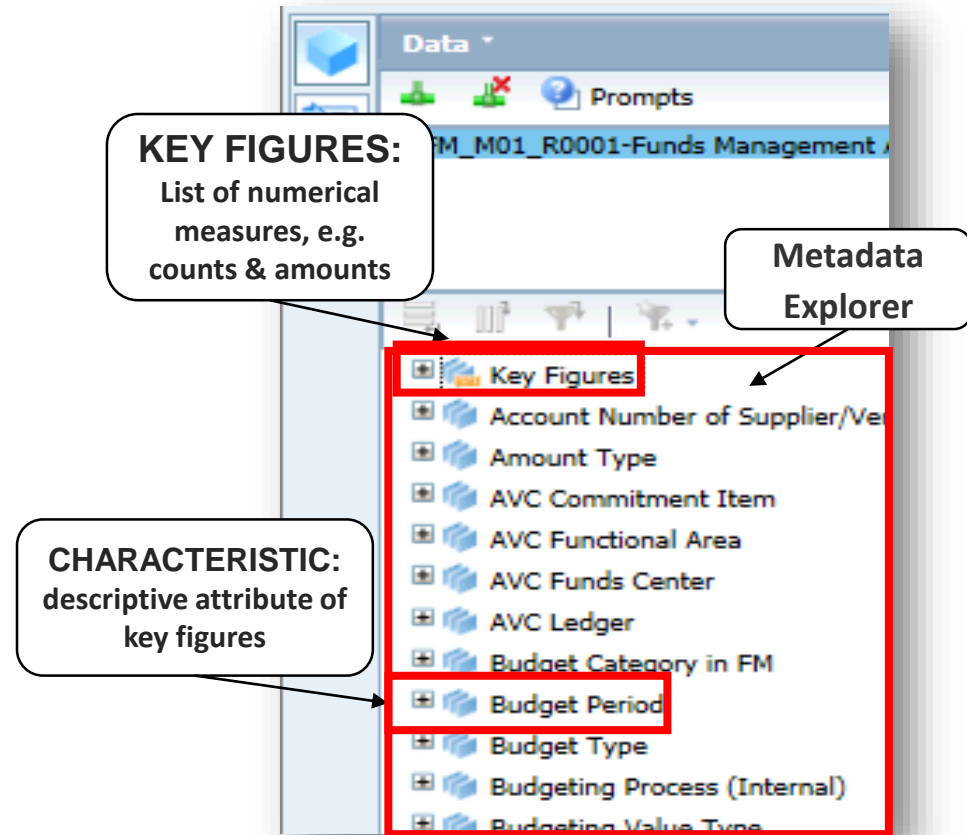


Breakdown: Metadata Explorer

To display the Metadata Explorer Panel, select the Data tab.

Good to know:

- ▶ Contains all **Key Figures & Characteristics** of the analysis area
- ▶ To display all associated data fields for a given area, **drag the Key Figures into the Layout Panel**
- ▶ Additional customization available by dragging single characteristics into the Layout Panel

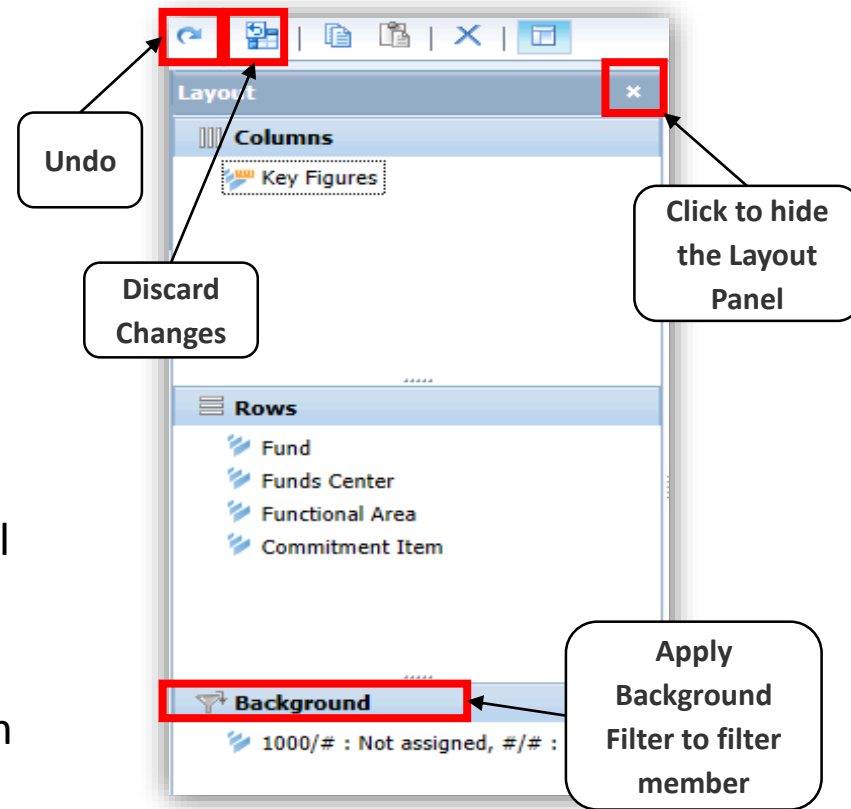


Breakdown: Layout Panel

A dynamic, customization tool for user report build.

Good to know:

- ▶ **Rows & Columns in analysis areas** allow users to build a report similar to a pivot table in excel
- ▶ Users can view data hierarchies & measures
- ▶ Users can **add/remove Single Figures/ Characteristics/Attributes** from the Layout Panel
- ▶ **Background filters** can be applied to filter by member that is not currently displayed directly in the data (e.g. budget period affecting the whole report)



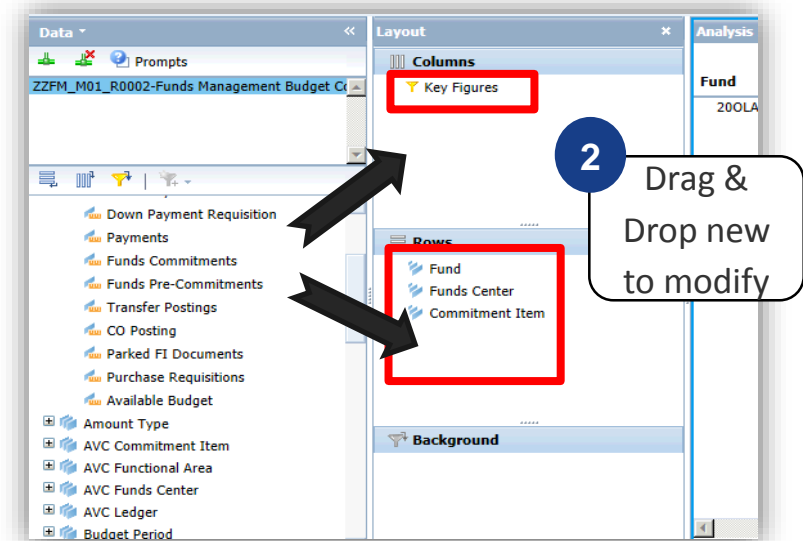
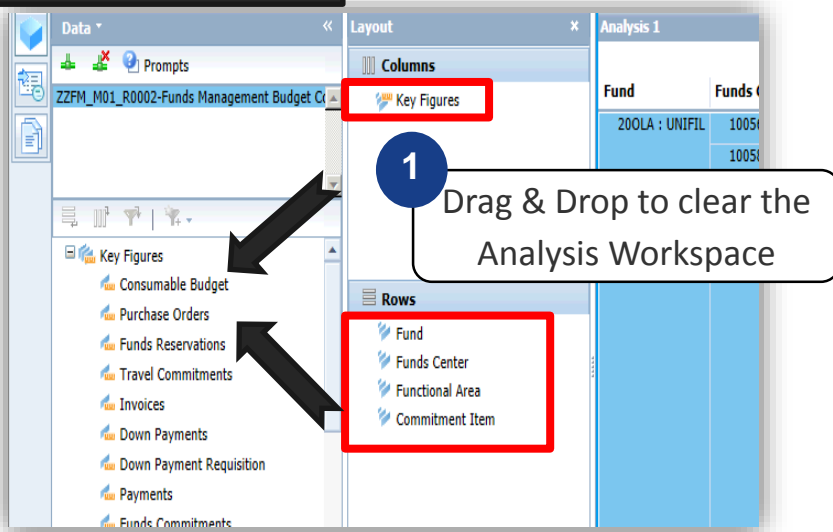
Modify an Analysis Area



Start on the Data panel & activate “Auto Update” to avoid system load delays (right-side pane  complete the following:

1. Clear all applied Key Figures/Characteristics by dragging out of the **Layout** panel into the **Metadata Explorer Area**
2. Drag & drop chosen Single Figures/Characteristics/Attributes into the **Layout Panel**

DRAG & DROP



CONTINUED

Breakdown: Analysis Area Window

Active user view of the report as it is being built.

Good to know:

- ▶ Best practice: **KEY FIGURES** in “**COLUMNS**” & **CHARACTERISTICS** in “**ROWS**” – use according to preference or select “Swap Axes” from the Display tab
- ▶ Sometimes users cannot see Key Figures, expand window as needed
- ▶ Create a copy sheet to avoid overwriting work
- ▶ **Conditional formatting & calculations** are examples of advanced functions that can be applied from the **Analyze tab**

The screenshot shows a software interface with a data table. The 'Analyze' tab is selected and highlighted with a red box. The table has columns for 'Fund', 'Funds Center', 'Functional Area', 'Commitment Item', and 'Key Figures'. The 'Key Figures' section includes 'Consumable Budget', 'Purchase Orders', and 'Funds Reservation: Travel Commitmen I'. A red box highlights the 'Key Figures' header row. A callout box labeled 'Rows' points to the first row of data. A callout box labeled 'Columns' points to the 'Key Figures' header. A callout box labeled 'Sheets' points to the 'Sheet 1' tab at the bottom.

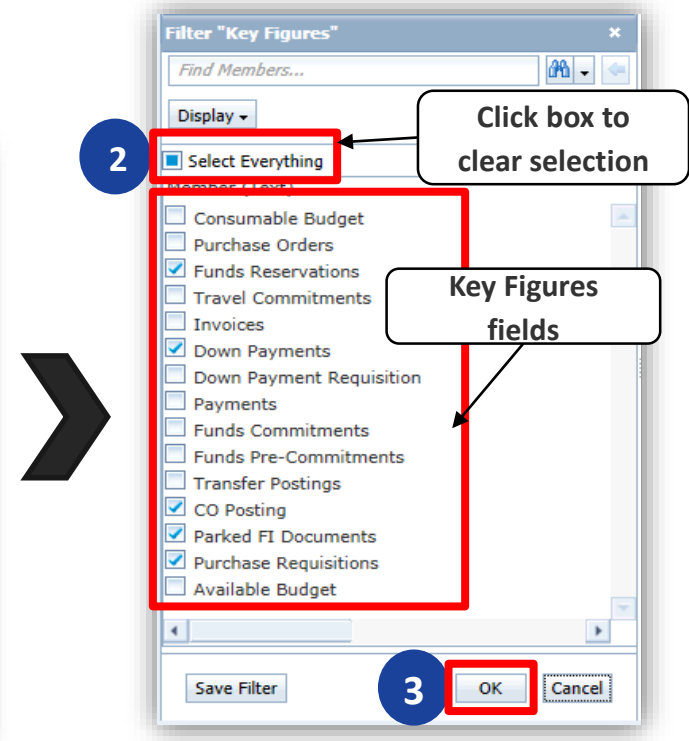
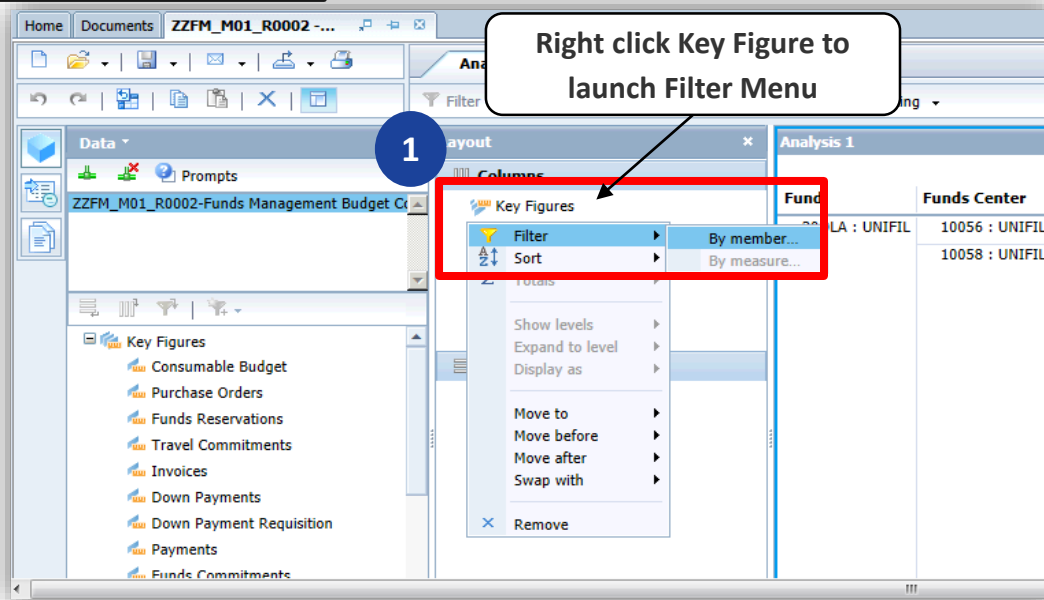
Fund	Funds Center	Functional Area	Commitment Item	Key Figures
				Consumable Budget Purchase Orders Funds Reservation: Travel Commitmen I
200LA : UNIFIL	10056 : UNIFIL	11BG0001 : PKM	69999002 : MS	\$ 0.00
	10058 : UNIFIL	11BD0013 : PKM	74104010 : OE	\$ 17,409.92
			74106010 : OE	
			74112010 : OE	\$ 7,243.50
			74151010 : OE	\$ 0.00
			74201030 : OE	\$ 0.00
			74202030 : OE	\$ 0.00
			77002010 : Con	
			77004510 : Con	\$ 0.00
			77172010 : Con	\$ 0.00
			77172510 : Con	\$ 0.00
			77173010 : Con	\$ 0.00
			77175010 : Con	\$ 0.00
			FT20_CLASS_11	\$ 384,268.98
			FT20_CLASS_15	\$ 59,900.00
	10061 : UNIFIL	11BD0001 : PKM	74121030 : OE	\$ 0.00
			74173010 : OE	\$ 0.00



To apply new filters to Key Figures or Characteristics:

1. Right click on the **Key Figure** or **Characteristic**, select **Filter**, then **By member**
2. Click on **Select Everything** box to clear current selection & select applicable field boxes
3. Click **OK** to update the report

FILTER



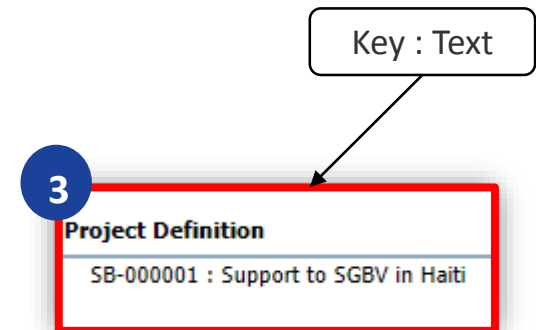
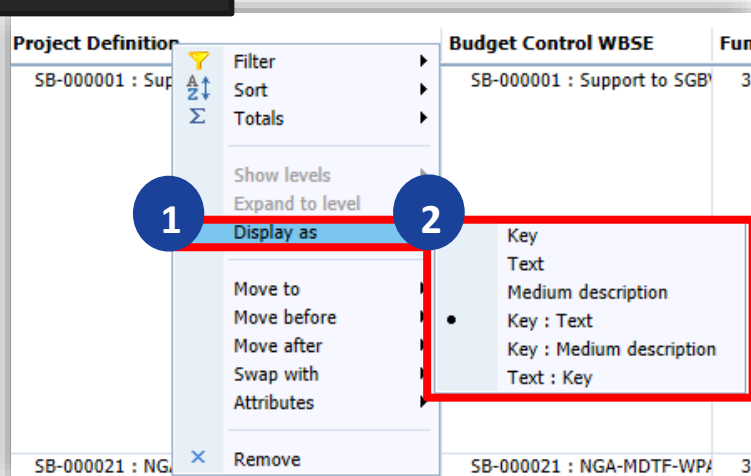
Display As



Display As provides users the flexibility to display characteristics according to Key, Text, and more detailed Descriptions. Apply the following to change displays:

1. Right click on a characteristic of choice, select the **Display As** menu
2. The **Display as** menu will allow users to choose from a selection of descriptions
3. Upon selecting a description, contents of the chosen characteristic will auto-update

DISPLAY AS



Copy / Paste Sheets



Copy and Pasting sheets is useful for users who are interested in continuing analysis, but want to keep work open. Apply the following:

1. Select the Analysis Area to be copied
2. Select the Copy icon
3. Navigate to Sheet 2 (rename sheet accordingly)
4. Select the Paste icon

COPY/PASTE

The diagram illustrates the process of copying and pasting sheets in a software application. It consists of four numbered steps:

- 1**: Select the Analysis Area to be copied. The screenshot shows a table with columns: Project Definition, Budget Control, Fund, Grant, and Key Figures. The table contains data for various projects and their consumable budgets.
- 2**: Select the Copy icon. The screenshot shows the top toolbar with the Copy icon highlighted.
- 3**: Navigate to Sheet 2 (rename sheet accordingly). The screenshot shows the bottom sheet navigation bar with Sheet 2 selected.
- 4**: Select the Paste icon. The screenshot shows the top toolbar with the Paste icon highlighted, and a message box indicating that the copied data will be pasted.

Project Definition	Budget Control	Fund	Grant	Key Figures
SB-000047 : SAL	SB-000047 : SAL	32SAU : Support	S1-32SAU-00001	\$ 78,280.13
SB-000039 : UN	SB-000039 : UN	32SAU : Support	S1-32SAU-00001	\$ 19,160.74
# : Not assigned	IO-11000543 : 1	10UNA : UN Gen	GMNR : NOT RE	\$ 33,651.95
				\$ 5,000.00

Totals

Totals are most frequently used in analysis areas for aggregating data on multiple levels. Apply totals by the following method:

1. Right click on a column of choice, select the **Totals** menu and choose **Show totals**
2. On the **Display** tab, select the **Totals** icon to **Position totals before/after members**
3. An **Overall Result**/sub-total will appear on the **Key Figures** (top right of analysis)

TOTALS

Analysis 1 128 rows by 16 columns

Project Definition	Control WBSE	Fund	Grant	Key Figures	
				Consumable Budget	Consumed Budget
SB-000001 : Support to	0001 : Support to SGBV	32HKA : PolTran	S1-32HKA-00000	\$ 69,701.93	\$ 55,414.71
SB-000021 : NGA-MDTF			CA-00000	\$ 0.00	
SB-000026 : DDR/RR se			CA-00000	\$ 167,385.89	\$ 19,256.7
SB-000027 : Ukrainian h			CA-00000	\$ 295,698.40	\$ 34,018.40

Analysis 1 129 rows by 16 columns

Project Definition	Budget Control WBSE	Fund	Grant	Key Figures	
				Consumable Budget	Consumed Budget
Overall Result	Result	Result	Result	\$ 37,471,467.52	\$ 26,764,077.17
SB-000001 : Support to SGBV in Haiti	SB-000001 : Support to SGBV	32HKA : PolTran	S1-32HKA-00000	\$ 69,701.93	\$ 55,414.71
SB-000021 : NGA-MDTF-WPA	SB-000021 : NGA-MDTF-WPA	32NGA : Peace F	S1-32NGA-00000	\$ 0.00	



Delete an Analysis Area

To delete an analysis area or sub-analysis:

1. Select a desired **Analysis** from the Data panel
2. Select the **Delete** Icon

DELETE

1 Select desired deleted analysis or sub-analysis

2 Delete icon

Layout

Columns

Key Figures

- Filter
- Sort
- Totals
- Show levels
- Expand to level
- Display as
- Move to
- Move before
- Move after
- Swap with
- Remove

Analysis 1

Fund	Funds Center
10056 : UNIFIL	10056 : UNIFIL
10058 : UNIFIL	10058 : UNIFIL

Learning Checkpoint



Please answer the following questions

- 1. The Metadata Explorer window can be found in the:**
 - a) Layout Panel
 - b) Data Panel
 - c) Properties Tab
 - d) Analysis Workspace
- 2. True or False: Key Figures can only display in columns of the Analysis Area**
- 3. True or False: All BI Users may access Analysis Areas.**

Learning Checkpoint Answers



Please answer the following questions

1. The Metadata Explorer window can be found in the:

a) Layout Panel

b) Data Panel

c) Properties Tab

d) Analysis Workspace

2. True or False: Key Figures can only display in columns of the Analysis Area

False: It is a best practice, but Key Figures can be displayed in both rows and columns.

3. True or False: All BI Users may access Analysis Areas.

False: Only Analytical and Power Users may access Analysis Areas.

Practice Exercise: Let's Try It

To engage hand-on experience within the BI Portal, users are encouraged to try it themselves. Let's take the time to complete the exercise for **Define a New Analysis Area**.



DURATION: 20 MIN

REPORT

- Grants Management
- GM/FM Budget Analysis Area

PROMPTS

- As Of Date: August 11, 2015
- Fund Hierarchy: All Fund Groups

TASKS

- Drag and drop so that Grant and Funds Center are the only Characteristics in Rows
- Filter Grant to only display GMNR : NOT RELEVANT GRANT
- Scroll to the bottom to see all values
- Clear all Key Figures
- Add in Pre-Commitments, Commitments and Total Committed into the Key Figures
- Display text only

PRACTICE



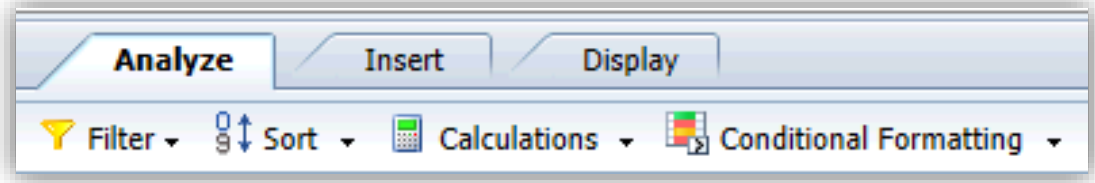
Tip: Disable the **AutoUpdate** feature while dragging characteristics, and enable to refresh the Analysis Area

Lesson 03

Navigating Functional Tools

Analyze Tab Overview

ANALYZE TAB TOPICS



- ✓ FILTER
- ✓ SORT
- ✓ CALCULATIONS (Custom & Dynamic)
- ✓ CONDITIONAL FORMATTING



Throughout this lesson your instructor will perform live demonstration of each action. Please follow along.

Analyze Tab



Good to know:

Data can be filtered by either MEASURE or MEMBER

1. Right click on either a Key Figure or Characteristic from the **column title**
2. Select **Filter** button from the **Analyze** tab

The screenshot shows the 'Analyze' tab in a software interface. The 'Filter' button is highlighted with a red box and a callout labeled '2' and 'Filter button'. The 'Consumable Budget' column title is highlighted with a red box and a callout labeled '1' and 'Column Title'. The table below shows data for various funds and centers.

Columns				Key Figures	
Fund	Funds Center	Functional Area	Commitment	Consumable Budget	Purchase Orders
200LA : UNIFIL	10056 : UNIFIL	11BG0001 : PK M	69999002 : MS A	\$ 0.00	
	10058 : UNIFIL	11BD0013 : PKM	74104010 : OE I		\$ 17,409.9
			74106010 : OE I		

Filter by Measure



Filter by Measure is available to **Characteristics** only, allowing users to filter according to Key Figure values.

Characteristic:
G/L Account

Measure Rule for G/L Acc...

Definition

Based on:

Amount

Amount

Amount in Local Currency

Net Arrears

Realized Exchange Rate Gain/Loss 1.Loc.Curr.(Part Payments)

Add

Rules

Chosen
Key
Figure

Measure Rule for G/L Acc...

Definition

Based on:
Amount

Include members:
Greater than

Add

Rules

No value filters have been applied.

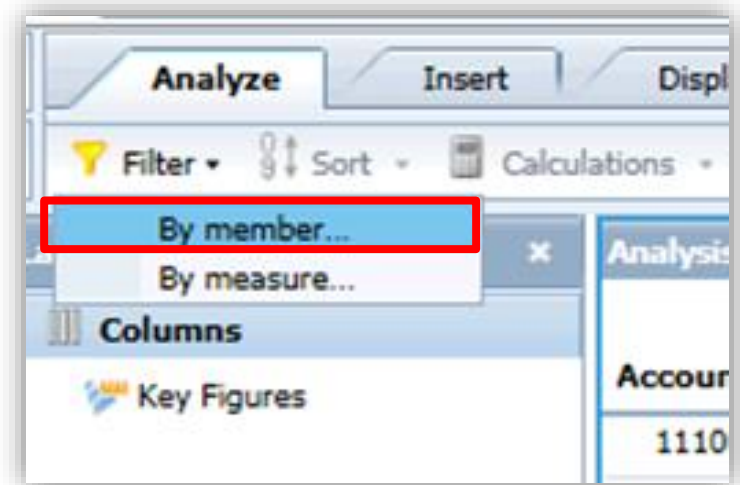
OK Cancel

Continued
filter rule
defined

Filter by Member



Filtering by **Member** differs significantly between Key Figures and Characteristics.



Expectations for filters:

- ▶ When applied to a **Characteristic**, it filters by **available values**
- ▶ When applied to **Key Figures**, it only allows list selection of Key Figures to be included in the analysis

Sort



Data can be sorted by Ascending/Descending order.

1. Right click on the desired **Key Figure**
2. Display the **Sort** menu
3. Select to sort data by **Ascending/Descending** order
4. The chosen Key Figure will sort accordingly

SORT

Sort toolbar icon

1

2

3

4

Consumable Budget	% Budget Consumed	Consumed Budget	Percentage Consumed	Purchase Order
\$ 1,000,833.47	86.000000 %	\$ 860,000.00	86.000000 %	818 %
\$ 33,651.95	99.998000 %	\$ 33,651.95	99.998000 %	773 %
\$ 0.00				

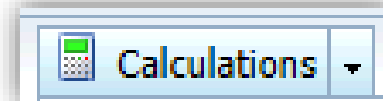
Business Area
S300 : UN Office
R400 : ESCAP
S300 : UN Office
S300 : UN Office
R400 : ESCAP
R400 : ESCAP
R400 : ESCAP
R400 : ESCAP
R400 : ESCAP
S300 : UN Office

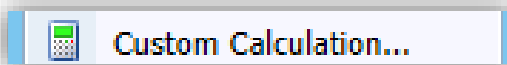
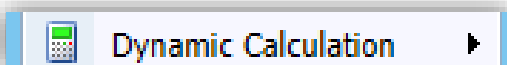


Calculations

Calculations allow users to further analyze Key Figures by applying custom or dynamic formulas to the data.

There are 2 types of Calculations, as noted below:



	Custom Calculation	Dynamic Calculation
ICON		
MENU	Calculation window for customization	Pre-defined drop-down menu
KEY FEATURES	<ul style="list-style-type: none"> ✓ Calculations based on multiple Key Figures ✓ Customize formulas or use pre-defined formulas ✓ <u>Ex:</u> % of Key Figure A over B 	<ul style="list-style-type: none"> ✓ Calculation based on single Key Figure ✓ <u>Ex:</u> Moving Averages, Accumulative Sum, Percentage of Overall Result / Parent

CONTINUED

Custom Calculation



To create a Custom Calculation apply the following steps:

1. Click on the **Calculations** button & Select **Custom Calculation**
2. A Calculation window will appear to specify desired **Functions** (use **Percent A** for a traditional percent rather than a deviation)
3. Replace **operands** with **Key Figures** by selecting **Add Member**
4. **Name** the custom calculation
5. A new Key Figure will be added to your report as per the custom calculation created

CUSTOM CALCULATION

1



Custom Calculation...

Custom Calculation toolbar icon

3

fx Function Add Member

operand1 %_A operand2 Add Member

2

Calculation on Analysis 1

Name: Custom Calculation 1

Based on: Key Figures

Place After: Consumable Budget

fx Function Add Member

operand1 %_A operand2

Returns the percentage of operand1 to operand2. A 2 is 50% (1 is 50% of 2), 2 % 4 is 50% (2 is 50% of 4), 3 % 1 is 300% (3 is 300% of 1)

Status: Validate

OK Cancel

Description of calculation

Validate formula

4

Calculation on Analysis 1

Name: % Budget Consumed

Based on: Key Figures

Place After: Consumable Budget

fx Function Add Member

'Consumed Budget' %_A 'Consumable Budget'

5

Key Figures	Consumable Budget	% Budget Consumed	Consumed Budget
	\$ 37,471,467.52	71.42522 %	\$ 26,764,077.17
	\$ 69,701.90	79.50240 %	\$ 55,414.71
	\$ 0.00		
	\$ 167,385.80	11.50443 %	\$ 19,256.79
	\$ 295,698.40	11.50442 %	\$ 34,018.40
	\$ 197,117.20	25.66382 %	\$ 50,587.80
	\$ 97,623.70	0.00000 %	\$ 0.00
	\$ 699.40	11.50442 %	\$ 80.47



Dynamic Calculation



To create a Dynamic Calculation apply the following steps:

1. Right click on the desired **Key Figure**
2. Display the **Dynamic Calculation** menu
3. Select the desired **function**
4. A new Key Figure will be added to your report based on the dynamic calculation

DYNAMIC CALCULATION

Dynamic Calculation toolbar icon

1

2

3

4

Grant	Consumable Budget	% Budget Cont	Consumed Budget	Percentage Contribution
ITran S1-32HKA-00000	\$ 69,701.93	79.50240 %	\$ 55,414.71	0.207 %
Space F S1-32NGA-00000	\$ 0.00			
Space F S1-32NGA-00000	\$ 167,385.89	11.50443 %	\$ 19,256.79	0.072 %
Space F S1-32NGA-00000	\$ 295,698.40	11.50442 %	\$ 34,018.40	0.127 %
Space F S1-32NGA-00000	\$ 197,117.20	25.66382 %	\$ 50,587.80	0.189 %
			\$ 0.00	0.000 %
			\$ 80.47	0.000 %
			\$ 87,182.70	0.326 %
			\$ 92,007.08	0.344 %

Consumed Budget	Percentage Contribution
\$ 26,764,077.17	100.000 %
\$ 55,414.71	0.207 %
\$ 19,256.79	0.072 %
\$ 34,018.40	0.127 %
\$ 50,587.80	0.189 %
\$ 0.00	0.000 %
\$ 80.47	0.000 %
\$ 87,182.70	0.326 %
\$ 92,007.08	0.344 %



Conditional Formatting



Conditional formatting is used to highlight Key Figure values that meet or exceed a certain threshold by applying the following:

1. Click on the **Conditional Formatting** icon
2. A window will appear where format settings/ rules can be defined based on Key Figures
3. Select the **Add** button to create the defined formatting rule then select **OK**
4. Specified formatting will apply to the selected Key Figure

CONDITIONAL FORMATTING

Conditional Formatting toolbar icon

Ex: % Budget Consumed Greater than 75%d

Conditional Formatting dialog box settings:

- Name: % Budget Consumed Greater than 75%
- Based on: % Budget Consumed
- Format: Cell Background
- Definition: Greater Than
- Add button
- Rules based on % Budget Consumed: 1 Greater Than: 75

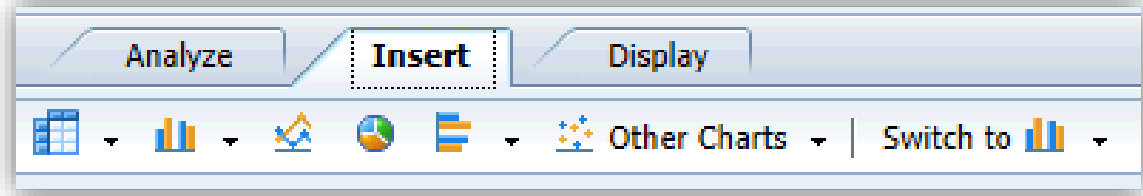
Consumable Budget	% Budget Consumed	Consumed Budget
\$ 37,471,467.52	71.42522 %	\$ 26,764,077.17
\$ 69,701.93	79.50240 %	\$ 55,414.71
\$ 0.00		
\$ 167,385.89	11.50443 %	\$ 19,256.79
\$ 295,698.40	11.50442 %	\$ 34,018.40
\$ 197,117.20	25.66382 %	\$ 50,587.80
\$ 97,623.74	0.00000 %	\$ 0.00
\$ 699.47	11.50442 %	\$ 80.47
\$ 112,762.70	77.31519 %	\$ 87,182.70
\$ 192,395.20	47.82192 %	\$ 92,007.08
\$ 810,330.66		
\$ 1,198,573.84	6.54206 %	\$ 78,411.34
\$ 116,827.85	100.00000 %	\$ 116,827.85
\$ 31,830.76	9.16020 %	\$ 2,915.76
\$ 0.00		



Insert Tab

Insert Tab Overview

INSERT TAB TOPICS



- ✓ CREATE A SUB-ANALYSIS AREA
- ✓ ADD A CHART
- ✓ CHART WITH FOCUSED ANALYSIS



Throughout this lesson your instructor will perform live demonstration of each action. Please follow along.

Create a Sub-Analysis Area



Sub-Analysis Areas are used to section off a sub-set of data from an existing Analysis Workspace by completing the following steps:

1. Select the **Display** tab
2. Highlight desired Columns and Rows for the sub-analysis area
3. Select **Focused Analysis**

SUB-ANALYSIS AREA

Be sure to select desired Columns/Rows

Location/Plant	Product	Key Figure	Net Value	Confirmed Value	Invoiced Value	Net Open Value	Avg Net Value
IL10 : UN Truce	Result		\$ 23,004.00	\$ 0.00	\$ 0.00	\$ 23,004.00	\$ 23,004.00
	# : Not assigned		\$ 23,004.00	\$ 0.00	\$ 0.00	\$ 23,004.00	\$ 23,004.00
LB10 : UN Interi	Result		*	*	*	*	*
	3000052 : Insura		\$ 39.00	\$ 390.00	\$ 0.00	\$ 0.00	\$ 195.00
	3000063 : Suppe		\$ 7,751.50	\$ 3,746.00	\$ 0.00	\$ 4,010.50	\$ 3,878.25
	3000066 : Mobili		\$ 6,000.00	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 3,000.00
	3000067 : Excav		\$ 28,651.60	\$ 22,151.20	\$ 10,268.00	\$ 6,499.40	\$ 795.85
	3000068 : Backf		\$ 19,241.75	\$ 18,514.57	\$ 9,668.00	\$ 731.18	\$ 583.20
	3000069 : Instal		\$ 2,240.00	\$ 2,240.00	\$ 0.00	\$ 0.00	\$ 1,120.00
	3000070 : Concr		\$ 114,751.85	\$ 77,751.35	\$ 64,898.80	\$ 37,008.50	\$ 4,413.84
	3000071 : Block		\$ 15,261.18	\$ 8,867.80	\$ 0.00	\$ 6,398.38	\$ 1,017.75
	3000072 : Grave		\$ 300.00	\$ 300.00	\$ 0.00	\$ 0.00	\$ 150.00
	3000073 : Sand		\$ 500.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 250.00
	3000074 : Soil Li		\$ 300.00	\$ 300.00	\$ 0.00	\$ 0.00	\$ 150.00
	3000078 : Interr		\$ 168,120.00	\$ 85,820.00	\$ 0.00	\$ 82,308.00	\$ 28,021.33
	3000079 : Secur		\$ 359,381.48	\$ 194,828.48	\$ 0.00	\$ 164,560.00	\$ 119,796.16
	3000081 : Aspha		\$ 1,155.20	\$ 1,095.20	\$ 1,500.00	\$ 500.00	\$ 23,530.16

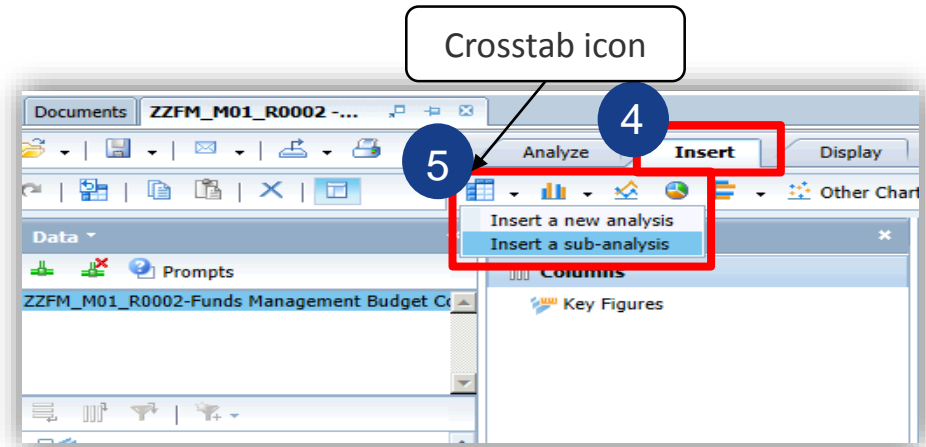
CONTINUED



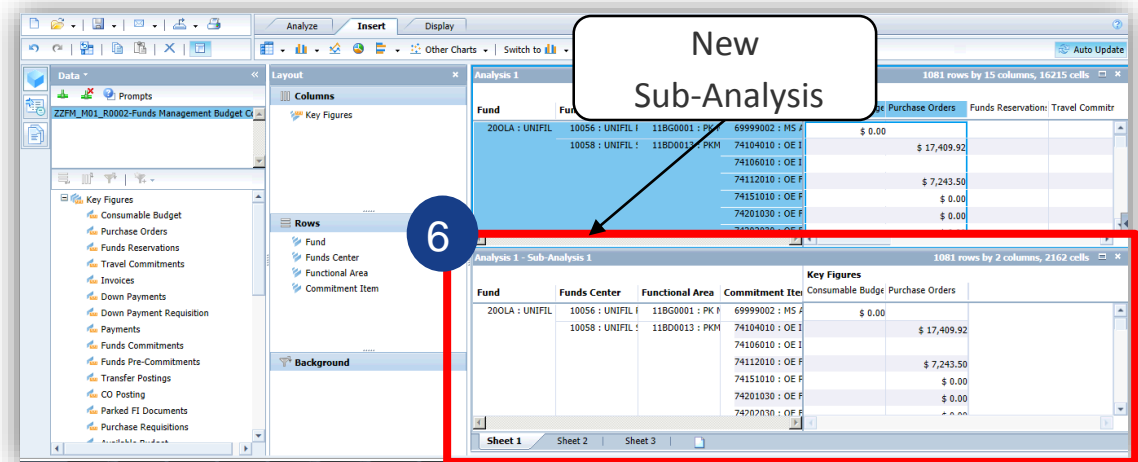
Sub-Analysis (Cont.)



4. Click the **Insert** tab
5. Select the **Insert a Crosstab** icon and click **Insert a Sub-Analysis** from the drop-down menu



6. The new **Sub-Analysis** will appear in the Analysis Workspace

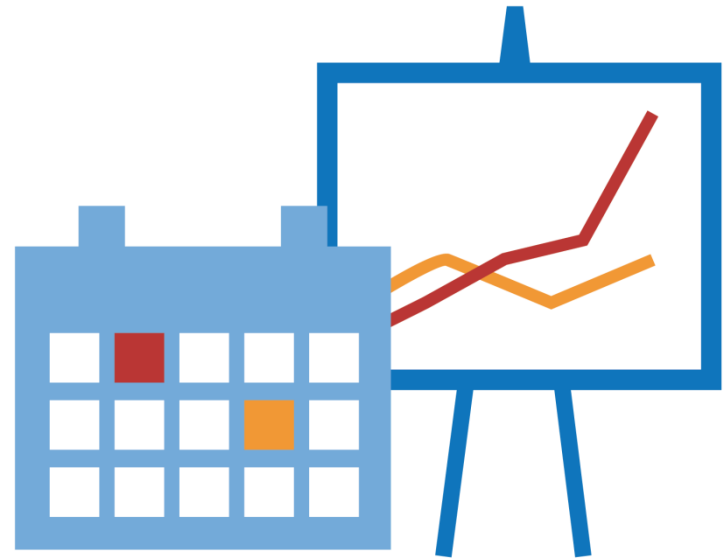


Add a Chart

Charts are added to workspaces to present data graphically & illustrate trends within reports. Chart types noted below:

CHART TYPES

- ✓ **Clustered bar and column charts**
- ✓ **Stacked bar and column charts**
- ✓ 100% stacked bar and column charts
- ✓ 3D column charts
- ✓ **Multi-line charts**
- ✓ **Pie charts**
- ✓ Scatter charts
- ✓ Box plot charts
- ✓ Bubble charts
- ✓ Radar charts



CONTINUED



Add a Chart



To add a chart to a report complete the following:

1. Select the **Insert** tab
2. Select the Chart icon from the toolbar (*as noted below*)
3. The chart will appear in a new **Sub-Analysis**

Good to Know: Unless highlighting specific columns/rows, multiple charts will appear.

ADD A CHART

The screenshot illustrates the process of adding a chart to a report. The 'Insert' tab is selected in the top ribbon, and the chart toolbar is highlighted with a red box. A red box also highlights the newly created 'Sub-Analysis 3' window, which contains a pie chart. The main report window shows a table with columns for Fund, Funds Center, Functional Area, and Consumable Budget. The pie chart in the sub-analysis window is labeled 'Consumable Budget' and shows various segments with percentages. A legend on the right side of the sub-analysis window lists the categories and their corresponding values.

Fund	Funds Center	Functional Area	Consumable Bu
FIL	10056 : UNIFIL	11BG0001 : PK	\$
	10058 : UNIFIL	11BD0013 : PK	

Legend for Consumable Budget:

- 200LA : UNIFIL / 10056 : UNIFIL Revenue / 11BG0001 : PK Mission Revenue / 69999002 : MS Appro Allotted: 6.45 %
- 200LA : UNIFIL / 10058 : UNIFIL Security Sct / 11BD0013 : PKM Safety and Security / 74104010 : OE: 5.91 %
- 4.83 %
- 13.06 %
- 3.65 %
- 6.79 %
- 9.4 %
- 5.74 %



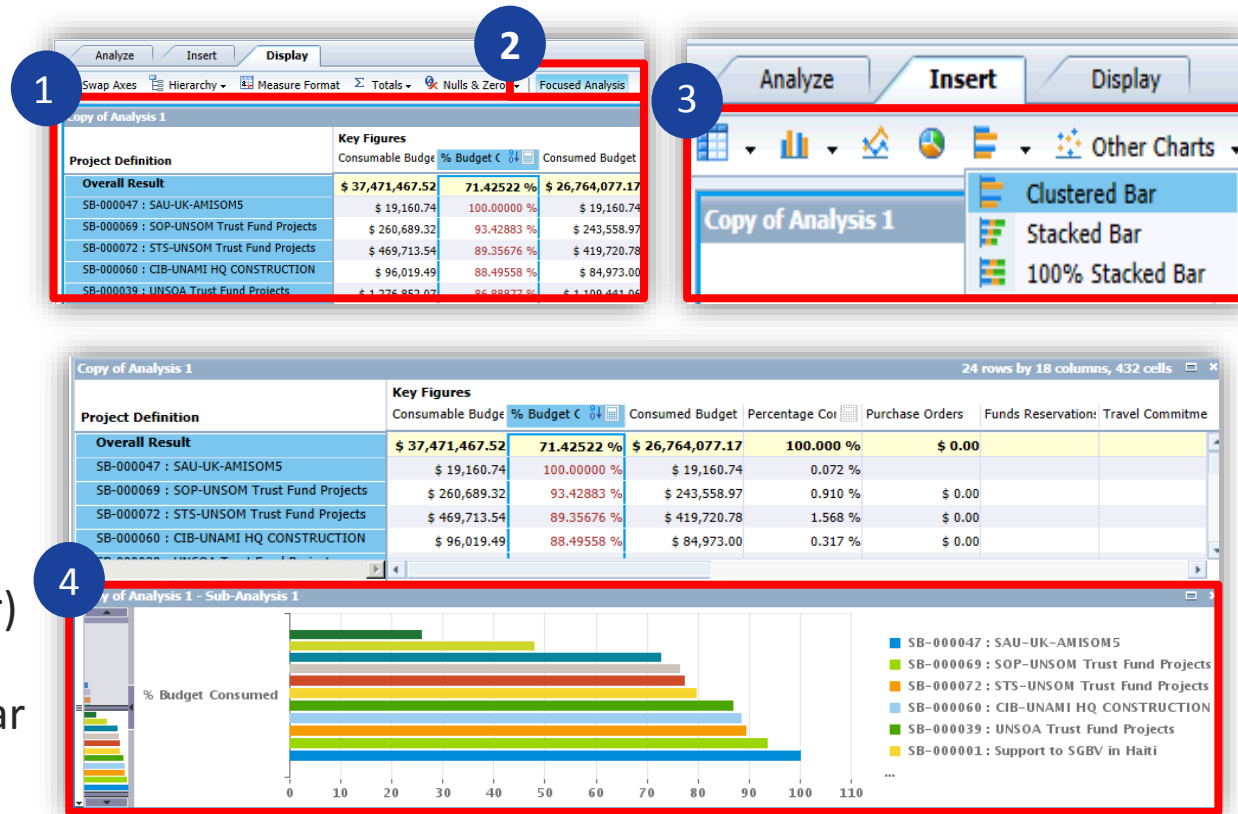
Chart with Focused Analysis



To create a focused analysis chart with a specific sub-set of data, complete the following:

FOCUSED CHART

1. Highlight the desired **Characteristic/Key Figure**
2. Select **Focused Analysis** on the **Display Tab**
3. Select a Chart type on the **Insert Tab** (i.e. Clustered Bar)
4. The focused chart will appear in a new **Sub-Analysis**



Learning Checkpoint



Please answer the following questions

- 1. In order to Add a Chart users must select:**
 - a) Metadata Explorer
 - b) Insert Tab
 - c) Analyze Tab
 - d) Background Panel

- 2. True or False: A Sub-Analysis Area can be renamed in the Data tab?**

Learning Checkpoint Answers



Please answer the following questions

1. In order to Add a Chart users must select:

a) Metadata Explorer

b) Insert Tab

c) Analyze Tab

d) Background Panel

2. True or False: A Sub-Analysis Area can be renamed in the Properties tab?

True

Practice Exercise: Let's Try It

To engage hand-on experience within the BI Portal, users are encouraged to try it themselves. Let's take the time to complete the exercise for **Add a Chart**.



DURATION: 10 MIN

REPORT

- Source to Acquire
- Requisitions Analysis Area

PROMPTS

- Fund : UNIFIL

TASKS

- Remove All Key Figures
- Add "Shopping Carts" as the only Key Figure
- Insert a Pie Chart
- Re-format sub-analysis area to display chart to the right of the analysis area
- Go to Properties tab and re-name Chart to "Shopping Carts by Purchasing Group"
- Adjust chart properties as needed
- Change your chart type



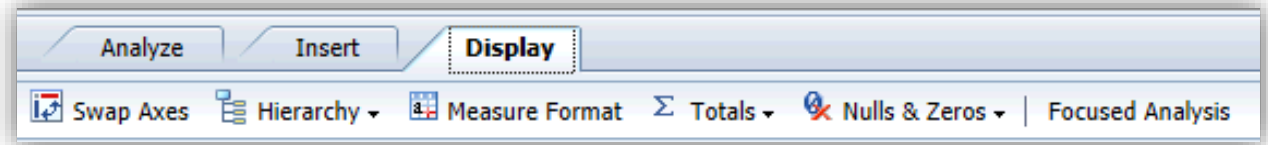
Tip: Disable the **AutoUpdate** feature while dragging characteristics, and enable to refresh the Analysis Area

PRACTICE

Display Tab

Display Tab Overview

DISPLAY TAB TOPICS



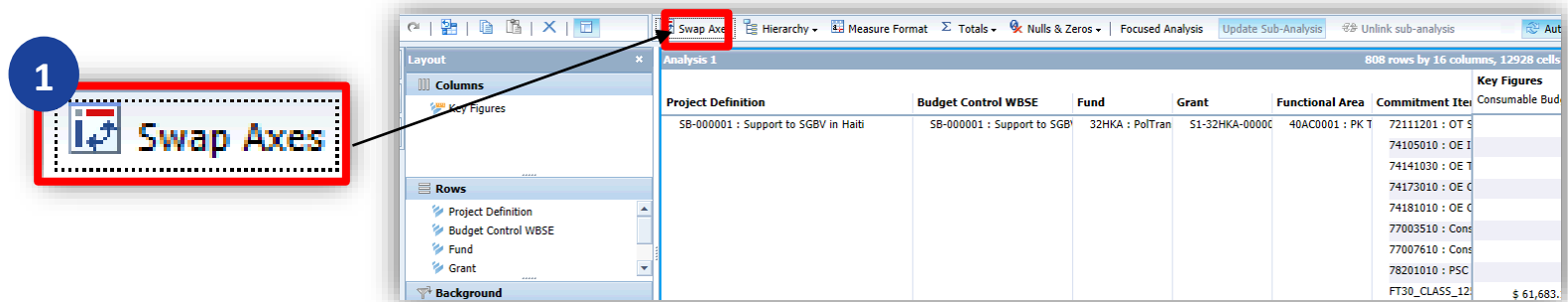
- ✓ SWAP AXES
- ✓ HIERARCHY
- ✓ MEASURE FORMAT
- ✓ NULLS & ZEROS

Swap Axes

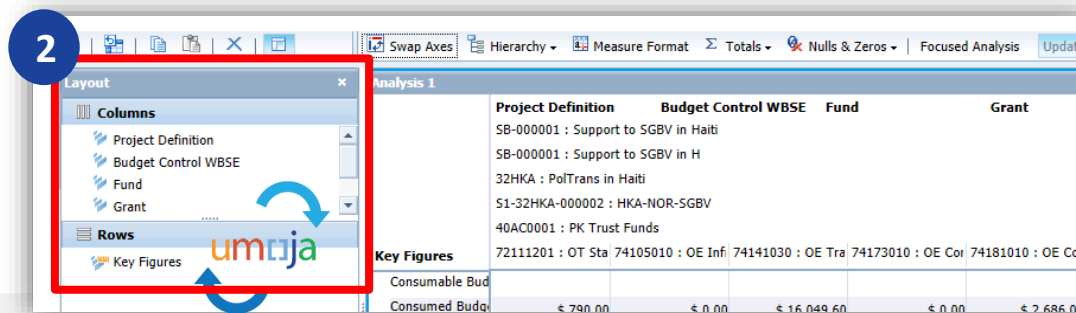
The Swap Axes function allows users to swap contents from Columns & Rows fields in the Layout Panel with a single click of a button:

SWAP AXES

1. Click on the **Swap Axes** icon on the **Display Tab**



2. The contents of the **Layout Panel** swap and the data in the analysis workspace reloads



Hierarchy

Hierarchy is used to display row/column Characteristics in a hierarchical tree rather than side-by-side. To display a hierarchy:

1. Click on the **Hierarchy** button in the **Display** tab
2. Select a **Compact Display in Rows** or **Columns**
3. Characteristics are organized in an expandable tree hierarchy

HIERARCHY

The screenshot illustrates the process of displaying a hierarchy in three steps:

- Step 1:** The **Hierarchy** button in the **Display** tab is highlighted with a red box and a blue circle containing the number 1.
- Step 2:** The **Compact Display in Rows** option is selected in the **Display** tab, also highlighted with a red box and a blue circle containing the number 2.
- Step 3:** The resulting expandable tree hierarchy is shown on the right, with a blue circle containing the number 3 and a red box highlighting the root node. A callout box labeled "Expand/Collapse Hierarchy" points to the tree.

The tree structure is as follows:

- Project Definition
 - B-000001 : Support to SGBV in Haiti
 - SB-000001 : Support to SGBV in H
 - 32HKA : PolTrans in Haiti
 - 51-32HKA-000002 : HKA-NOR-SGBV
 - 40AC0001 : PK Trust Funds
 - 72111201 : OT StaffInMissFlight
 - 74105010 : OE Infra AlteratPrem
 - 74141030 : OE Training Substant
 - 74173010 : OE Consult InstitFee
 - 74181010 : OE Contractual Serv
 - 77003510 : Consu Office Supply



Measure Format

Users can specify the format of each Measure (i.e. Key Figure) by applying the following:

1. Click on the **Measure Format** button in the **Display** tab and **Prompt** window will appear
2. Select the **Measures** to be formatted
3. Specify the Measure **Type** (i.e. Server, Number, Percentage, Scientific)
4. Specify **Options** (i.e. Decimal Places, Thousands separator, Negative numbers, etc)
5. **Preview** your Measures and click **OK** to apply all format changes

MEASURE FORMAT

The screenshot shows the 'Measure Format' dialog box with the following components:

- 1**: A button labeled 'Measure Format' with a grid icon.
- 2**: A list of measures including 'Available Budget', 'CO Posting', 'Consumable Budget', 'Consumed Budget', 'Down Payment Requisition', 'Down Payments', 'Funds Commitments', 'Funds Pre-Commitments', 'Funds Reservations', 'Invoices', 'Parked FI Documents', 'Payments', and 'Purchase Orders'. The 'Available Budget' measure is selected.
- 3**: A dropdown menu for 'Type' with options: 'Server', 'Number', 'Percentage', and 'Scientific'. 'Number' is selected.
- 4**: The 'Options' section containing:
 - 'Decimal Places' set to 2.
 - A checked checkbox for 'Use thousands separator'.
 - A list for 'Negative numbers' with options: '-123,456.1', '123,456.1', '(123,456.1)', and '-123,456.1'. '-123,456.1' is selected.
 - 'Scale numbers' set to 'No scale'.
- 5**: A 'Preview' section showing the formatted value '-123,456.10'.

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.

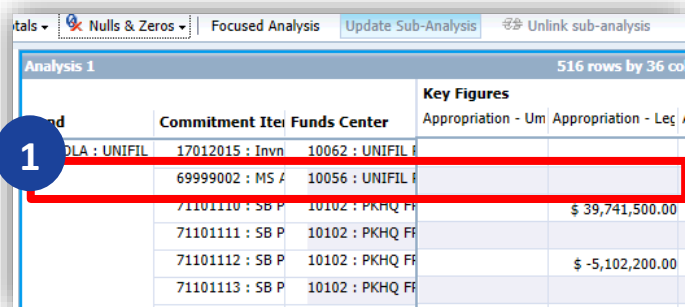
Nulls & Zeros

Users can hide all nulls and zeros from displaying in the report by applying the following:

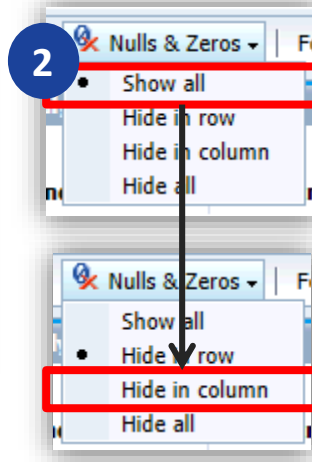
1. Notice that several rows in the report have nulls & zeros that should be hidden
2. Click on the **Nulls & Zeros** drop-down list in the **Display** tab, and select **Hide in row**
3. The Analysis Area will update with hidden rows as specified (no impact to report)

NULLS & ZEROS

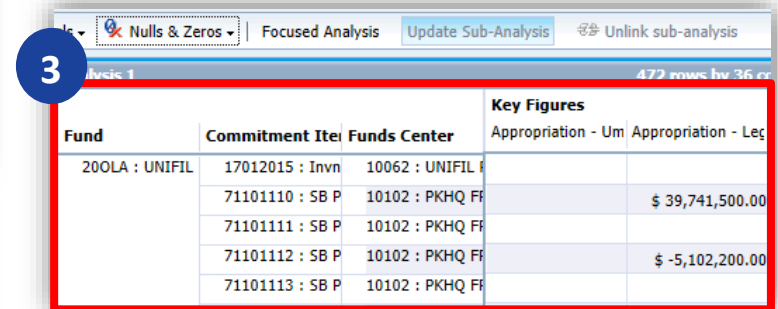
1



Fund	Commitment Item	Funds Center	Key Figures	
			Appropriation - Um	Appropriation - Leg
200LA : UNIFIL	17012015 : Invn	10062 : UNIFIL		
	69999002 : MS F	10056 : UNIFIL		
	71101110 : SB P	10102 : PKHQ FF		\$ 39,741,500.00
	71101111 : SB P	10102 : PKHQ FF		
	71101112 : SB P	10102 : PKHQ FF		\$ -5,102,200.00
	71101113 : SB P	10102 : PKHQ FF		



3



Fund	Commitment Item	Funds Center	Key Figures	
			Appropriation - Um	Appropriation - Leg
200LA : UNIFIL	17012015 : Invn	10062 : UNIFIL		
	71101110 : SB P	10102 : PKHQ FF		\$ 39,741,500.00
	71101111 : SB P	10102 : PKHQ FF		
	71101112 : SB P	10102 : PKHQ FF		\$ -5,102,200.00
	71101113 : SB P	10102 : PKHQ FF		

Training Material Reference Sheet

Listed below is related training material for the **Introduction to Ad hoc Reporting** module:



Video Demos

- [Open an Existing Workspace](#)
- [Define a New Analysis Area](#)
- [Add a Chart](#)



Practice Exercises

- Define a New Analysis Area
- Add a Chart

Thank You
