

Exercise: Calculate Net and Fund Balance

A finance team needs to net revenue and expenses within their Gift projects and see reserves.

Their questions are “For each project, what was received, what was spent, and what is available to spend this year?” and separately, “What remains in reserves (carry forward)?”

After referring to the Data Dictionary, the report builder chooses the KK_Summary star and the data elements below, which will create the custom calculations.

- Facts: Fiscal YTD Recognized Revenue, Total Obligations, Carryforward Expense Budget
- Custom Calculations: Net and Fund Balance

Insert dimension elements and filters

1. From the Insert Data menu, expand AdHoc View > Ledger KK Summary.
2. Expand the Fund dimension.
 - a. Select Fund and click Insert.
 - b. On the canvas, click the Fund column heading.
 - c. On the toolbar, click the Filter icon.
 - d. Enter all Gift funds by typing “3” in the Keyword field.
 - e. Click Search > Select all > Click Insert > Click OK.
 - f. Close the Fund dimension.
3. Expand the Department dimension.
 - a. Right-click Department ID and click Filter for report.
 - b. Enter 4011400 > Search > Select > Insert > OK > Apply > OK.
 - c. Close the Department dimension.
4. Expand the Project dimension.
 - a. Double-click Project ID & Project Short Title.
 - b. Close the Project dimension.
5. Expand the Fiscal Period dimension.
 - a. Double-click Fiscal Year.
 - b. Close the dimension.

Rearrange columns using cut and paste

6. Position Fiscal Year at the front of the report, followed by fund, then project.
 - a. On the canvas, select Fiscal Year > click Cut.
 - b. Select Fund > click Paste. Result: Fiscal Year appears first, before Fund.

Insert the fact elements, rename columns, and create calculations

7. Expand the KK Summary Fact table to find revenue and expenses.
 - a. Ctrl + click Total YTD Recognized Revenue and Total Obligations.
 - b. Click Insert.
8. On the canvas, rename the column headings.
 - a. Double-click Total YTD Recognized Revenue, and add (A) to the end of the name.
 - b. Double-click Total Obligations, and add (B) to the end of the name.
9. To create the calculation, Ctrl + click the column headings, then click the Calculate icon.

- a. Verify the following about the calculation: Arithmetic, subtraction, A-B.
 - b. Name the calculation "Net (A-B=C)."
 - c. Click Insert.
10. Return to the KK Summary Fact table and double-click Carryforward Expense Budget.
11. Double-click the Carryforward column heading, and add (D) to the end of the name.
12. Create the second calculation.
- a. Ctrl+click the column headings Net (A-B=C) and Carryforward Expense Budget.
 - b. Click Calculate.
 - c. Select Arithmetic and addition.
 - d. Name the calculation "Fund Balance (C+D=E)."
 - e. Click Insert.
13. Save the file to My Folders and name it "Gift Net Actuals and Fund Balance."

Apply finishing touches

14. Section the report by Fiscal Year, then by Fund.
- a. Click Fiscal Year and click the Create Sections icon.
 - b. Click Fund and click Create Sections.
15. Add row numbers.
- a. In the Menu, click Change Layout.
 - b. Click Set Web Page Size...
 - c. Select Show Row Numbers > click OK.
16. Create page breaks. TIP: Setting page breaks will allow you to have multiple tabs in Excel.
- a. Click the Fund section heading.
 - b. In Change Layout, click Set Page Breaks.
17. Apply a report template.
- a. Click Change Layout > Apply Template...
 - b. Click Apply a template > Select a template...
 - c. Navigate to Cognos > Public Folders > PS_EPM_ADHOC
 - d. Select PeopleSoft_Template_Final > OK > OK
18. Give the report a title and subtitle.
- a. Double-click Title.
 - b. Type the title "Gift Net Actuals and Fund Balance"
 - c. Type the subtitle "All Gift Projects in Chemistry Dept" > OK

Run the report

19. Click Save and Run. Result: Prompts appear.
- a. Enter 2014 in the Fiscal Year and Budget Year prompts.
 - b. Click OK. Result: The report runs with all data.