Manipulating Views - Do’s and Don’ts

Use these tips when manipulating the following views. Remember to reset the view when you finish.

Compensation Input

- Don’t use the **Rows: Lines** dimension; this can accidentally hide added lines for additional funding sources.
- Reset the view if this happens.

Fund Views

When hiding columns, some rows may disappear because rows with zero amounts are suppressed.

- To prevent this, always keep the **Status** and/or dash (–) columns when manipulating the view.
Export a view with all funds displayed

1. Manipulate the view to show the columns you want to keep.

2. To expand all rows, select Rows: - Account Subtotals, change to Subset: - Detailed Accounts.

3. To show all funds, drag Context: [G_Fund] to the left into the Rows dimensions.

4. In G_Fund, select Subset: Budget Input Funds
5. To show all chart strings, in **Rows:** - **All Chart Strings**, select **Subset:** - **Detailed Chart Strings**.


**Nested Accounts**

You cannot enter a budget at the total/subtotal level (in bold, at the top of the first page in a view).

- To remove totals at top, in **Rows:** - **All Chart Strings**, select **Subset:** - **Detailed Chart Strings**.