Northwestern

INFORMATION TECHNOLOGY

# Manipulating Views in NUPlans

## Manual

| | |
|---|---|
| Subject Area | Budgeting and Forecasting |
| Creation Date: | February 19, 2013 |
| Last Updated: | April 14, 2016 |
| Last Updated By: | RB |

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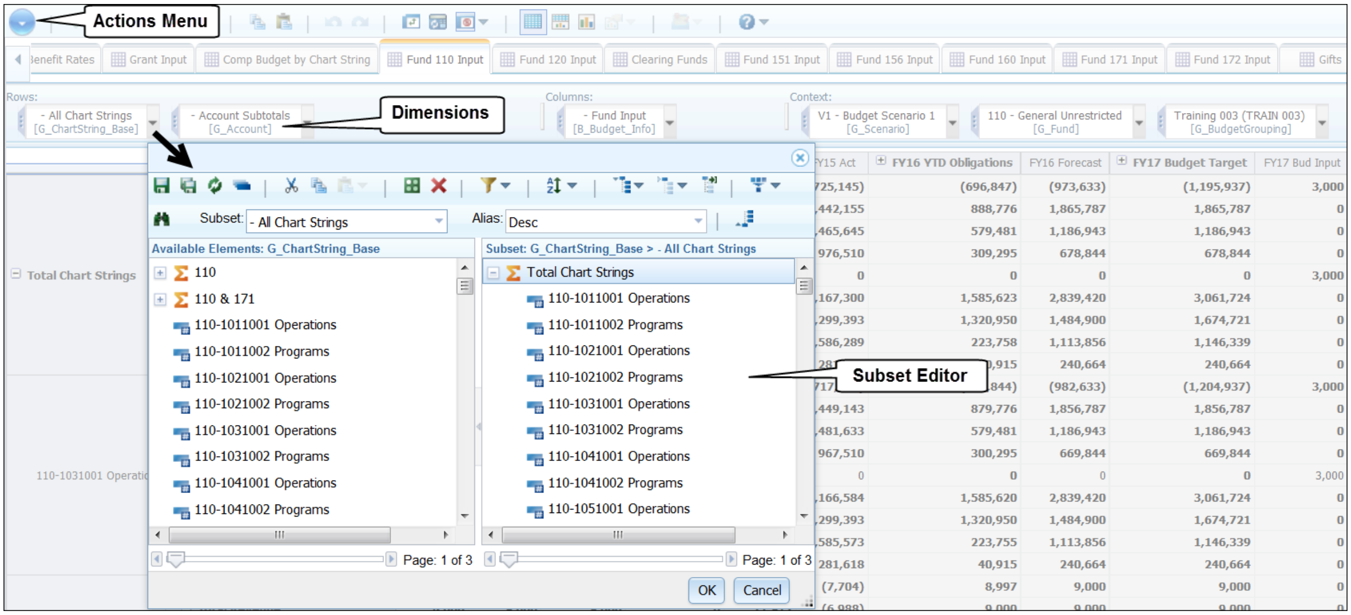
# Changing the Layout of Views

All end users of NUPlans can manipulate the delivered public views using one or a combination of the three types of **Dimensions**:

- Show/hide **Rows** or select predefined layouts using the **Subset Editor**
- Show/hide **Columns** or select predefined layouts using the **Subset Editor**
- Change the **Context** or select predefined arrangements using the **Subset Editor**

Advanced users can create, name, save, and reuse private views.




# Dimension Definitions

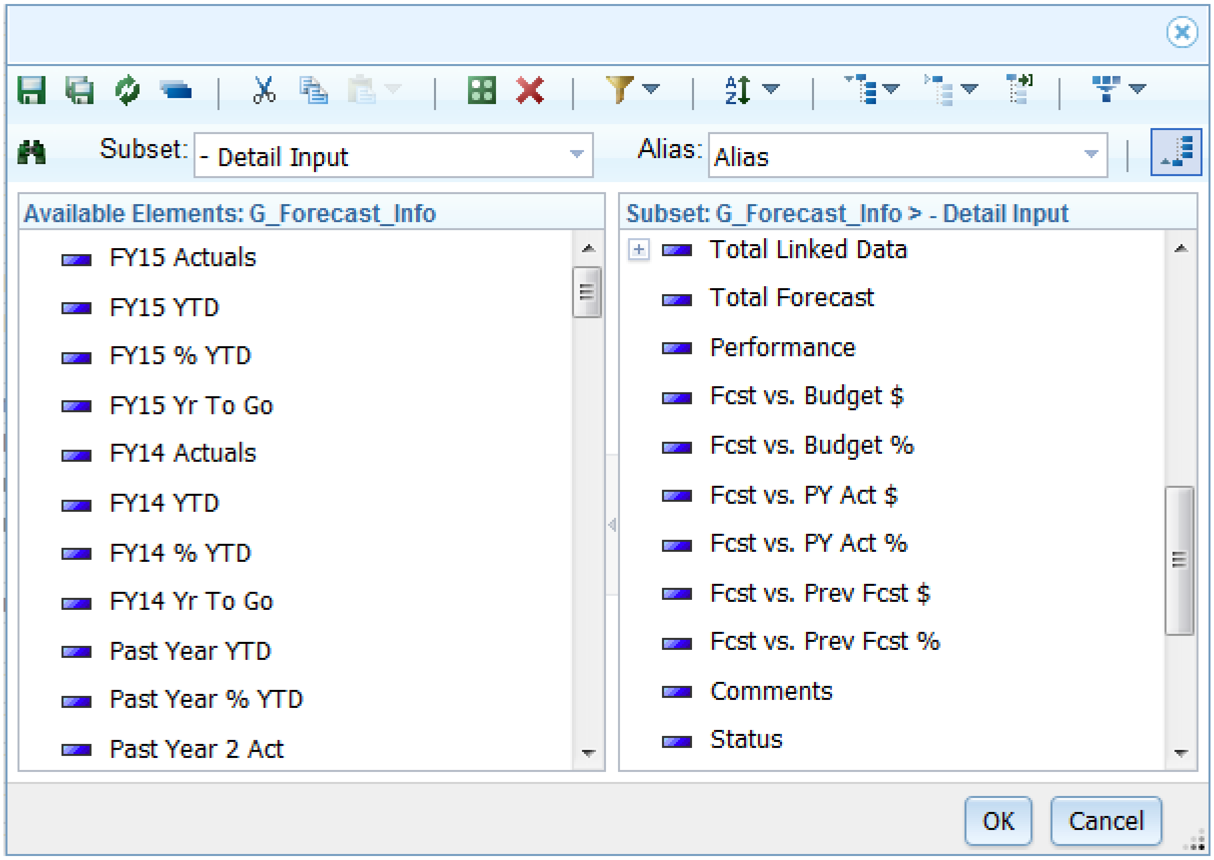
The three types of Dimensions are Rows, Columns, and Context.

| Type | Dimension Name | Definition |
|---|---|---|
| Rows | [G_ChartString_Base] | See the base chart strings (1) with separate rows for the total of all chart strings in the view, (2) without separate total rows, or (3) in different arrangements. Show and hide chart strings.<br>Available subsets include:<br>- All Chart Strings (budgeting default)<br>- Total Chart Strings (forecasting default)<br>- Detailed Chart Strings<br>- Chart Strings by Fund |
| Rows | [G_Account] | See subsets of accounts, or show and hide accounts.<br>Available subsets include:<br>- Account Subtotals (default)<br>- Detailed Accounts<br>- Salary Accounts (budgeting)<br>- Non-Benefit Salary Accounts (forecasting) |
| Rows | [HR_Employee] | Compensation Views |

| Type | Dimension Name | Definition |
|---|---|---|
| | | See subsets of positions<br>Available subsets include:<br>- Employees plus Vacant Positions (default)<br>- Employees without Vacant Positions<br>*Don't use the Rows: Lines dimension; this can accidentally hide added lines for additional funding sources. Reset the view if this happens.* |
| Columns | [B_Budget _Info] | Expand subtotal rows or show and hide columns.<br>Available subsets include:<br>- Fund Input (default)<br>- Fund Input Expanded |
| Columns | [G_Year] | In Forecasting see the past, current, or future fiscal years.<br>Available subsets include Fiscal Year. |
| Columns | [G_Forecast_Info] | In Forecasting, see subsets of columns, or show and hide columns.<br>The Subset Editor contains a list of columns available, including some columns not visible in the view by default.<br>Available subsets include:<br>• - Chart String Input (default)<br>• - Chart String Input – Expanded<br>• - Detail Input<br>• - Detail Input – Expanded<br>• - Fund Variance Info<br>• - Summary Input<br>• - Summary Input – Expanded<br>• - Summary View<br>• - Summary View – Expanded<br>• - Total Actuals – All Years |
| Context | [G_Scenario] | Change Budget Version:<br>V1 - Budget Scenario 1 (default)<br>V2 - Budget Scenario 2 |
| Context | [G_Month] | Change the forecasting period that you are viewing. Past and future forecasting periods do not allow data entry. |
| Context | [G_BudgetGrouping] | Forecasting Budget groups are arranged on a hierarchical tree with expandable nodes.<br>Click to expand a parent. Click to collapse a parent.<br>• Parent budget groups summarize but do not allow data entry.<br>• Child budget groups, indented on the tree, do allow data entry.<br>Change budget groups, if you have access to multiple. Scale up the budget hierarchy to see summaries at each parent level. |
| Context | [G_MgmtLevel_Type] | In the Summary and Chart String Forecasting views, use this context to change management levels, if they apply to your area. |

# Using the Subset Editor

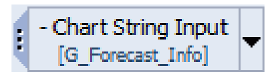
Below is a tour of the subset editor. In this example, you see the column dimension G_Forecast_Info.




| Feature | Definition |
|---|---|
| | This icon represents an element (row or column) that you can show, hide, or rearrange.<br>The left pane of "Available Elements" is a list of all elements in the dimension. The right pane is a list of all elements currently displayed in the view. With the lists, you may:<br>▪ Drag and drop elements from the left pane into the right pane.<br>▪ <Shift> + Click to select a contiguous series of elements.<br>▪ <Ctrl> + Click to select multiple non-contiguous elements. |
| | Click to hide selected elements from the view. They are not deleted and can be reshown at any time.<br>▪ When hiding columns, some rows may disappear because rows with zero amounts are suppressed.<br>▪ To prevent this, always keep the Status and/or dash ( – **)** columns when manipulating the view. |
| | Click to show selected elements (and hide all others). You can use Show or Hide but not both. |
| Subset: | Within the subset drop-down field are predefined layouts. Subsets with names preceded by a dash were made with end users in mind. Select one and click OK to see the layout in the view. See the previous page for a list of available subsets. |
| | Click to see all elements available in the view, including OPTIONAL columns. Use this icon after showing or hiding the elements to repopulate the list with all elements available. Your security access profile may apply. |
| | Filter by Attribute or Expression to select only the rows you want to display. |

| | |
|---|---|
| | Use the binoculars to find elements based on text matching. Click the icon and type any text string to find matching elements. For example, type "Comments" to find the Comments column.<br>Click the Up and Down arrows to find the other instances of the text string you entered. |
| | Save a personalized view you create. |
| Cancel | Click Cancel to exit the Subset Editor without applying your changes to the view. |
| OK | Click OK to exit the Subset Editor and see your selections and changes reflected in the view. |

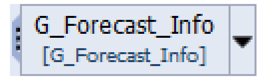
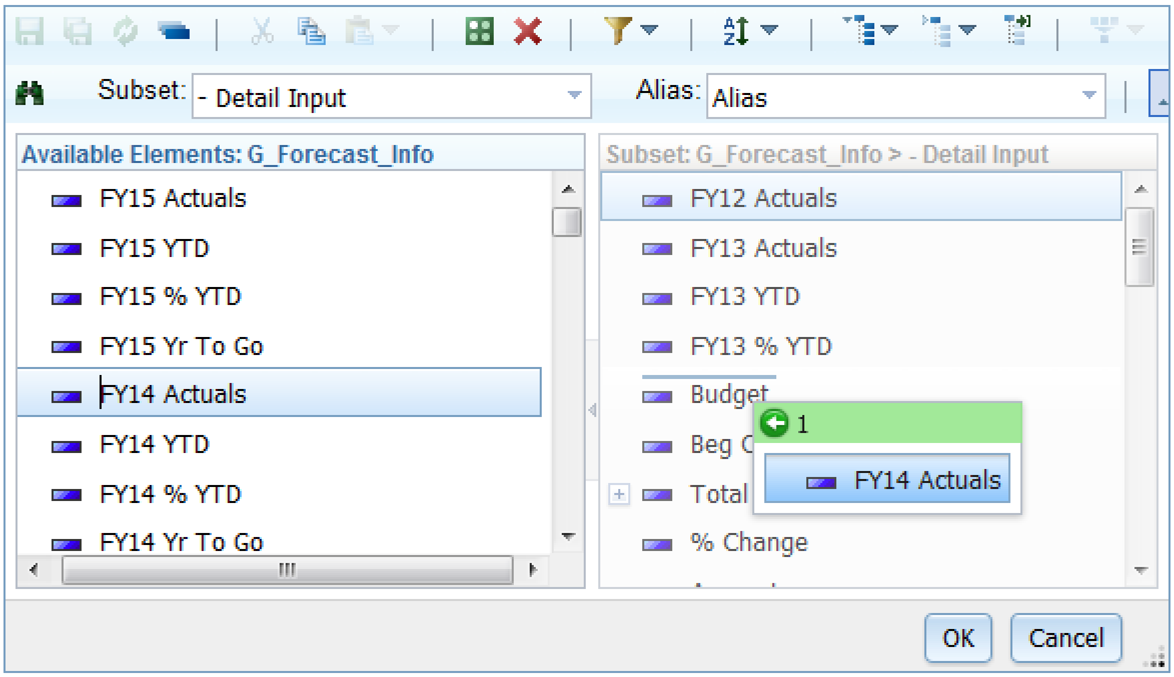
## Show/Hide Columns or Rows

| # | Icon | Action |
|---|---|---|
| 1. | | Click the black triangle on a column or row dimension. Example:  |
| 2. | | Select the rows or columns that you want to show or hide. |
| 3a. | | Click Show. Result: the columns you intend to see appear in the list. All others disappear from the list. |
| 3b. | | OR Click Hide. Result: the columns you intend to hide disappear from the list.<br>▪ When hiding columns, some rows may disappear because rows with zero amounts are suppressed.<br>▪ To prevent this, always keep the Status and/or dash ( **–** **)** columns when manipulating the view. |
| 4. | OK | Click OK. Result: your changes are applied to the view. |

# Add Column(s) to a View

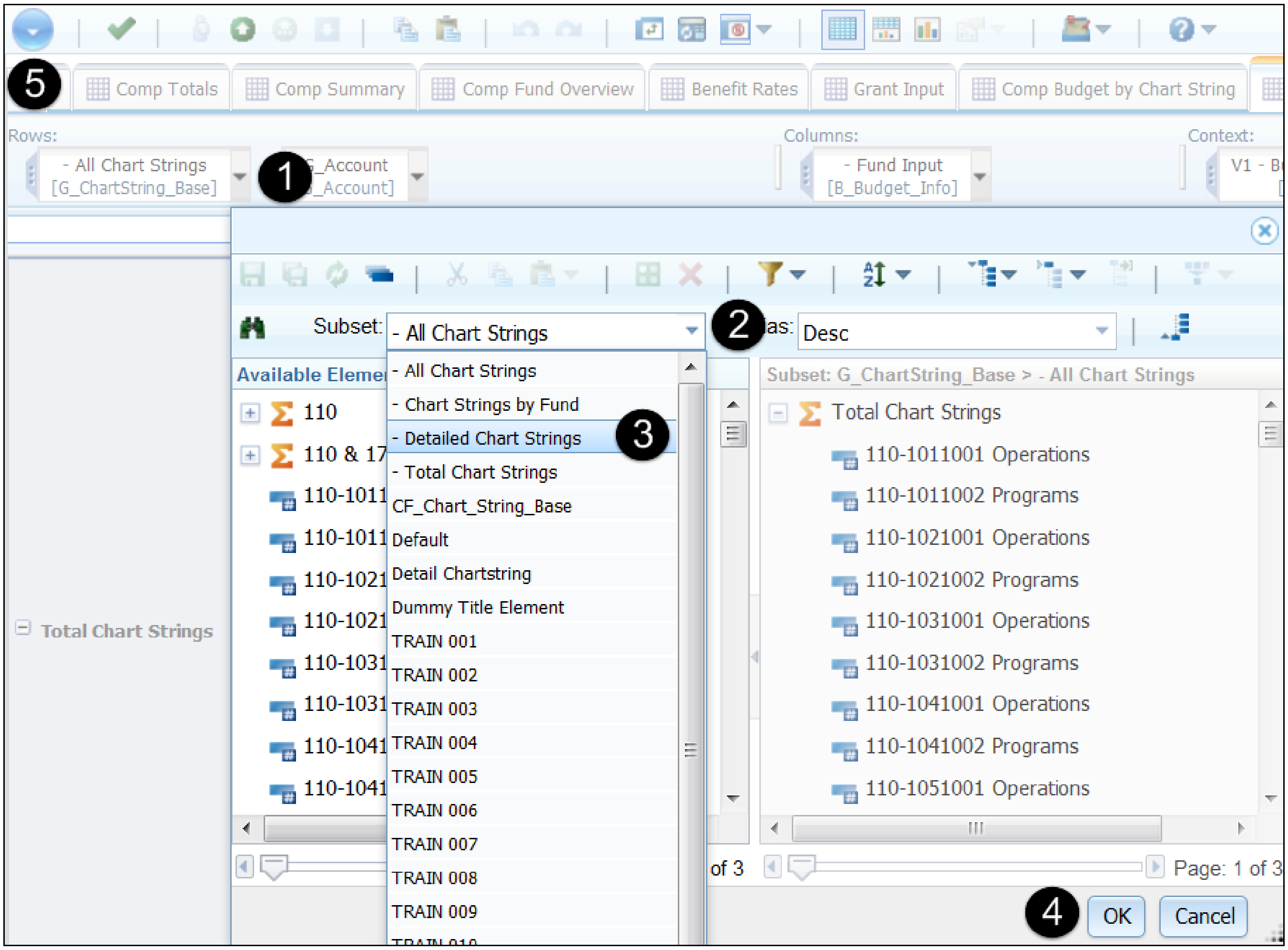
All views in NUPlans come with a default series of columns chosen for their usefulness and for their interest to end users. Nonetheless, there may be times when you want to add a column to a view.

Below is an example that refers to the September forecasting period, when the previous year actuals column is available but does not appear by default.

<table>
<tr><th>#</th><th>Action</th></tr>
<tr><td>1.</td><td>Click the black triangle on the column dimension G_Forecast_Info.

</td></tr>
<tr><td>2.</td><td>Click, hold, drag, and drop a column from the left to the desired position on the right.<br>Select the column you want on the left and move the mouse over the list of columns on the right. A blue bar appears between column names to indicate the drop target. When you release the mouse, the column will “drop” into place where the blue bar indicates.

</td></tr>
<tr><td>3.</td><td>Click OK. Result: your changes are applied to the view.</td></tr>
</table>

# Remove Total Chart Strings from the View

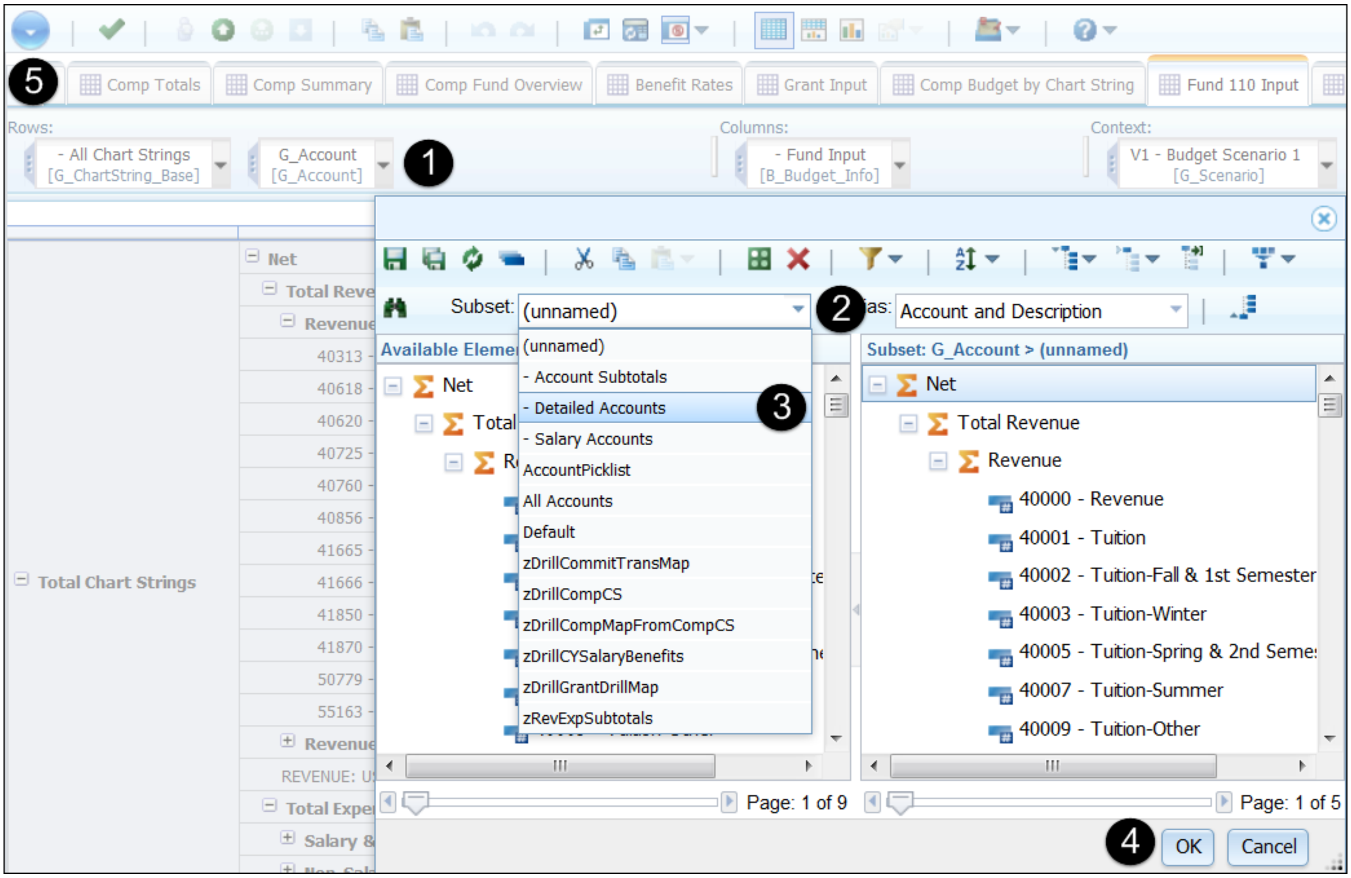
Use the Rows dimension “G_ChartString_Base” to choose alternate layouts of the view, including a layout that hides the set of rows called “Total Chart Strings” where data entry is not allowed.




1. Locate the Rows dimension [G_ChartString_Base].
   a. Click the black drop-down arrow on the first Rows dimension.
   b. Result: the Subset Edit opens.
2. Click the Subset drop-down arrow.
   - A “subset” is an alternative layout of rows or columns.
   - Subsets at the top of the list are preceded by a dash (-) to indicate they are potentially useful.
   - “–All Chart Strings” is the default, and the most used alternative is “–Detailed Chart Strings.”
   - *Please ignore and do not use the other subsets below them named without a dash.*
3. In the drop-down list, select “– Detailed Chart Strings.”
4. Click OK.
   - Result: The set of rows called “Total Chart Strings” disappears from the view.
   - This alternative layout can mitigate the need to scroll down the page for data entry.
5. You can undo this layout at any time. Click into the Actions menu  select Reset View > Reset Current View to restore the original layout.

# Remove Net and Subtotal Rows from the View

Use the Rows dimension “G_Account” to remove the net and subtotal rows from the view and display all accounts. The resulting layout is optimum for exporting to Excel and an alternative for data entry.




1. Locate the Rows dimension [G_Account].
   a. Click the black drop-down arrow on the second Rows dimension.
   b. Result: the Subset Editor opens.
2. Click the Subset drop-down arrow.
   - A “subset” is an alternative layout of rows or columns.
   - Subsets at the top of the list are preceded by a dash (-) to indicate they are potentially useful.
   - “–Account Subtotals” is the default, and the most used alternative is “–Detailed Accounts.”
   - “–Salary Accounts” shows only salary and benefits accounts alongside the base chart string.
   - *Please ignore and do not use the other subsets below them, named without a dash or with a z.*
3. In drop-down list, select “– Detailed Accounts.”
4. Click OK.
   - Result: the rows for net and revenue and expense subtotals disappear.
   - This alternative layout shows account codes in an unbroken list that is optimal for export. Refer to the example on the next page.
5. Click into the Actions menu  select Reset View > Reset Current View to restore the original layout.

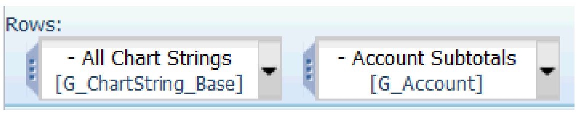
# Filter Rows with the Subset Editor

NUPlans (budgeting and forecasting) offers filters in the the subset editor. A filter allows you to select the rows you want to display and hides the others.

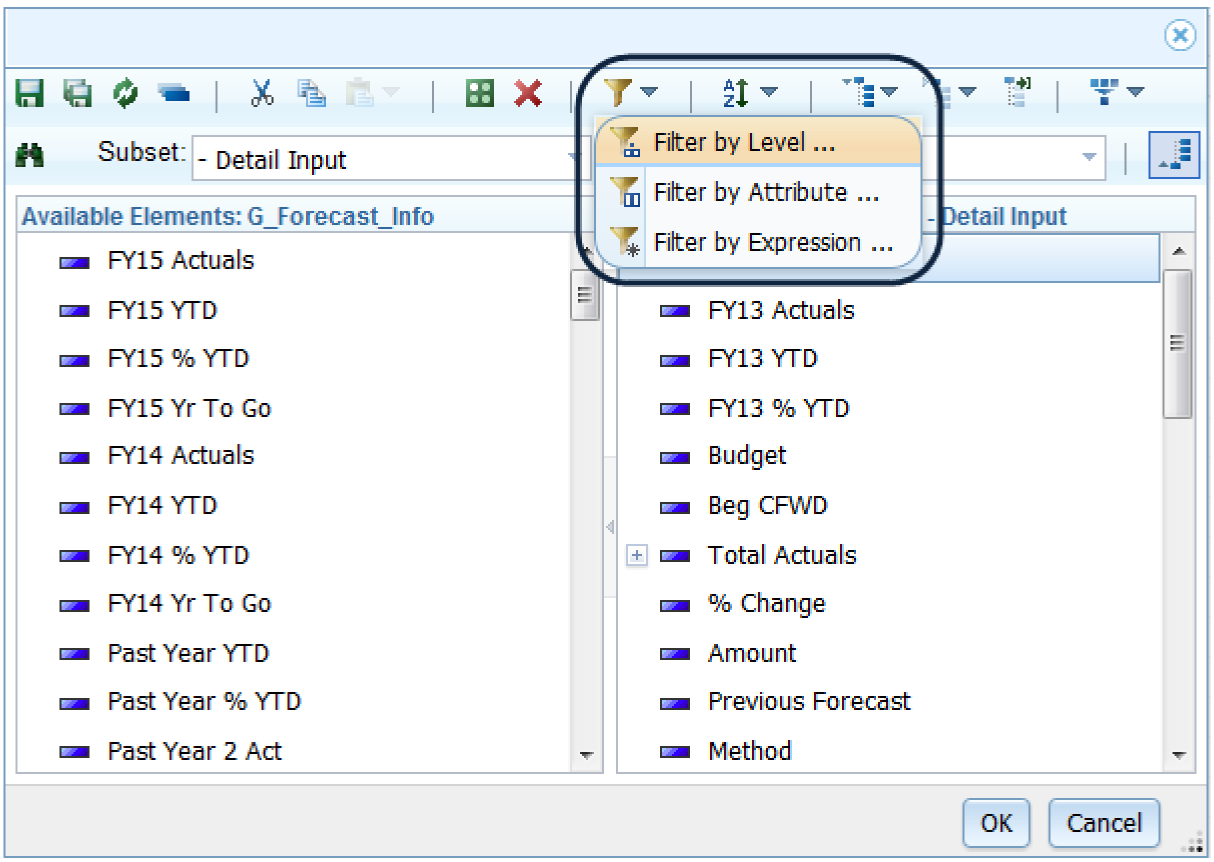
Two filters can be useful at NU

- Filter by Attribute allows you to search for a predetermined value.
- Filter by Expression allows you to do a wildcard search for any alpha or numeric expression.

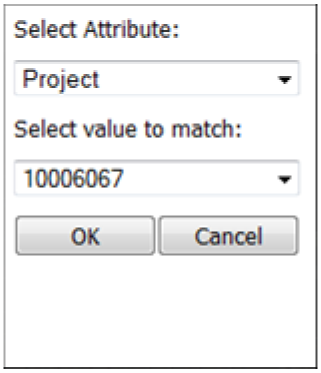
In many views of NUPlans Contributor, the two dimensions available to filter rows are G_ChartString_Base and G_Account.




1. Click the black arrow on one of the dimensions.
2. The Subset Editor appears when you open a Rows or Columns dimension.
3. Click the Filter icon.
4. Select Filter by Attribute or Filter by Expression (wildcard search).

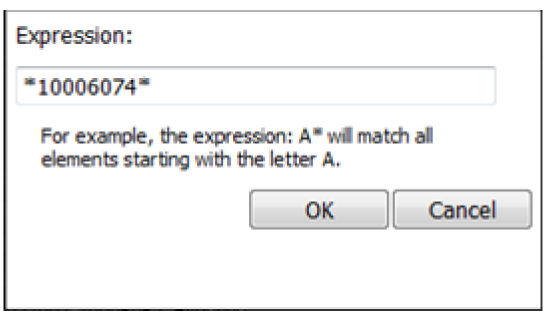


## Filter by Attribute




1. Select an Attribute from the drop-down menu:
   Department, Project, or Account.
2. Select a value to match from the attribute chosen.
3. Click OK > OK.
   - A pop up message may appear stating "This dynamic subset has been modified. A static copy of the subset will be used. Click OK.
   - If your search is invalid is, a message appears saying, "You cannot use a subset with no elements in this context." It means that there are no matches for the attribute or expression you specified.
4. Result: the rows that match the attribute you selected appear in the view.
5. To restore the original layout, click into the Actions menu select Reset View > Reset Current View.

## Filter by Expression (wildcard search)

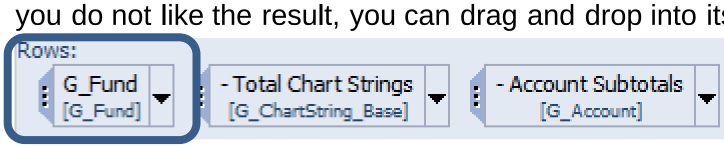



1. In the Expression field, type all or part of a numeric ID or a text description.
   - Use asterisks to surround the expression if it appears in the middle of a string *10006074*
   - Use one asterisk after the expression if it appears at the beginning of a string 10006074*
   - The expression search is not case sensitive.
2. Click OK > OK.
   - A pop up message may appear stating "This dynamic subset has been modified. A static copy of the subset will be used. Click OK.
   - If your search is invalid is, a message appears saying, "You cannot use a subset with no elements in this context." It means that there are no matches for the attribute or expression you specified.
3. Result: the rows that match the attribute you selected appear in the view.
4. To restore the original layout, click into the Actions menu select Reset View > Reset Current View.

# Expand the Layout of a View using the Context

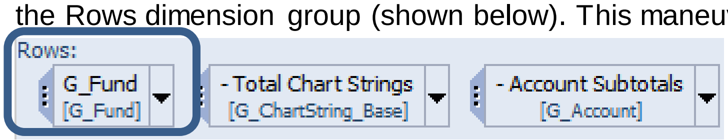
## Modify a Budgeting View by Expanding the Context [G_Fund]

By design, the context of the Fund Input views is one fund; however, end users with access to an entire budget grouping can create a view of *all funds*, which can be useful to see and/or to export into Excel.

| **How to** | **Modify a view to show the entire budget grouping or sub-area** |
|---|---|
| Decision | Before you view an entire budget grouping, you must decide which columns you need to see in the view. Viewing all columns in the default display may not be possible given the restrictions of the University network.<br>For example, hide historical budget and actuals and:<br>▪ If you do not forecast at the account level, hide the forecast and related variance columns.<br>▪ If you school or unit does not receive a Central Allocation, hide the budget target and the related variance columns. |
| Part 1 | Open any Fund Input view, for example, Fund 110 Input. |
| Part 2 | Use the Columns dimension [B_Budget_Info] to hide columns you do not need. |
| | 1. Click the black triangle on the [B_Budget_Info] dimension.<br>2. Press the Control key and select the columns you want to hide.<br>3. Click Hide (IBM’s name for this icon is “Delete Selected Element(s).”)<br>▪ When hiding columns, some rows may disappear because rows with zero amounts are suppressed.<br>▪ To prevent this, always keep the Status and/or dash ( **–** **)** columns when manipulating the view.<br>4. Click OK. |
| Part 3 | Expand the context from Fund 110 to all funds. |
| | 1. Click the black triangle on the [G_Fund] dimension.<br>2. Click the Subset Editor icon Result: the Subset Editor appears.<br>3. Click to open the Subset drop-down box.<br>4. Select “Total Funds.” Note: this is a parent level consolidation (view only).<br>5. Click OK. Note: toggle to child fund elements via the [G_Fund] for data entry.<br>6. Optional: Click, hold, drag, and drop the [G_Fund] dimension into a position in the Rows dimension group (shown below). This maneuver is called nesting. If you do not like the result, you can drag and drop into its original position.<br> |
| Note | With the [G_Funds] dimension, you can show/hide funds and totals. After showing/hiding, reload the subset editor and select Total Funds again > OK. |
| Final Step | Reset the view to restore the original layout: Actions menu select Reset View > Reset Current View |

# Modify a Forecasting View by Expanding the Context [G_Fund]

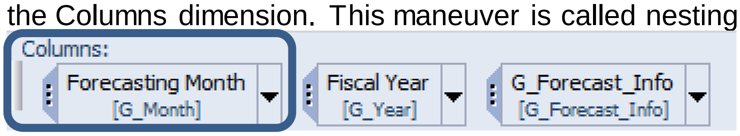
By design, the scope of the detailed views is one fund; however, end users with access to an entire budget grouping can create a view of *all funds*, which can be useful to see and/or to export into Excel.

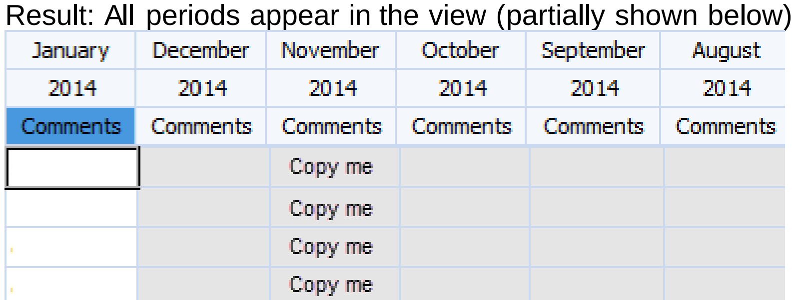
| How to | Modify a view to show the entire budget grouping or sub-area |
|---|---|
| Decision | Before you view an entire budget grouping, you must decide which columns you need to see in the view. Viewing all columns in the default display may not be possible given the restrictions of the University network. |
| Part 1 | Open any Fund view inside Detailed Forecasting, for example, Fund 110 Input. |
| Part 2 | Use the Columns dimension [G_Forecast_Info] to hide unnecessary columns.<br>In this example, we show Budget, Total Actuals, Total Forecast, Performance, and the Chart Field columns. All other columns are hidden. |
| | 1. Click the black triangle on the [G_Forecast_Info] dimension.<br>2. Press the Control key and select the columns you want to appear in the view. For example, <Ctrl> + click: Budget, YTD, Enc, Total Actuals, Total Forecast, Performance, Fund, Department, Project, Account Code, and Account Type.<br>3. Click Show<br>4. Click OK. |
| Part 3 | Expand the context from Fund 110 to all funds. |
| | 1. Click the black triangle on the [G_Fund] dimension.<br>2. Click the Subset Editor icon Result: the Subset Editor appears.<br>3. Click to open the Subset drop-down box.<br>4. Select "–Total Funds." Note: this is a parent level consolidation (view only).<br>5. Click OK. Note: toggle to child fund elements via the [G_Fund] for data entry.<br>6. Optional: Click, hold, drag, and drop the [G_Fund] dimension into a position in the Rows dimension group (shown below). This maneuver is called nesting.<br><br> |
| Note | With the [G_Funds] dimension, you can show/hide funds and totals. |
| Next Step | You may want to create an export friendly view (see previous pages). |
| Final Step | Reset the view to restore the original layout: Actions menu select Reset View > Reset Current View |

# Modify a Forecasting View by Expanding the Context [G_Month]

Forecasters may sometimes want to isolate a column and see changes in the value over time.

The example below uses the Comments column and expands the context from one month to *all months*. Keep in mind that it is similarly possible to isolate any column.

<table>
<tr><th>How to</th><th>Create a View of Comments across Multiple Periods</th></tr>
<tr><td>Part 1</td><td>Open any Fund view inside Detailed Forecasting, for example, Fund 110 Input.</td></tr>
<tr><td></td><td>1. Open Detailed Forecasting folder.<br>2. Click Fund 110 Input. Select the parent or child budget grouping that you want, save all data, and expand all collapsed rows.</td></tr>
<tr><td>Part 2</td><td>Use the Columns dimension [G_Forecast_Info] to show Comments and hide all other columns. (Note: you may isolate any column similarly.)</td></tr>
<tr><td></td><td>1. Click the black triangle on the [G_Forecast_Info] dimension.<br>2. Click to select the Comments column.<br>3. Click Show<br>4. Click OK. Result: the view collapses to a single column and, because zero suppression is on, displays only rows with comments in them.</td></tr>
<tr><td>Part 3</td><td>You may want to expand the context [G_Funds] to include all funds. Refer to page 4, Part 3. Do not do this if the resulting view may be too large to manage.</td></tr>
<tr><td>Part 4</td><td>Expand the context from the current period only to all periods using [G_Month].</td></tr>
<tr><td></td><td>1. Click, hold, drag, and drop the [G_Month] dimension to a position at the front of the Columns dimension. This maneuver is called nesting (shown below).<br>


Result: All periods appear in the view (partially shown below).<br>


…</td></tr>
<tr><td>Part 5</td><td>Optional: Copy values from any prior period to the current period (in white).</td></tr>
<tr><td></td><td>1. Starting in the first cell in the sequence, click, hold, and drag to select multiple contiguous cells in the column.<br>2. Right-click > Copy.<br>3. Position the cursor in the corresponding first cell of the target column (the current forecasting period column). In this example, it is January 2014.<br>4. Right-click > Paste. Continue steps 1-4 until you finish.</td></tr>
<tr><td>Final Step</td><td>Reset the view to restore the original layout: Actions menu select Reset View > Reset Current View</td></tr>
</table>

# Create Private Views

It is possible to create a custom private view for users who have the need.

Area Finance users, for example, may construct views that focus on one or a small number of ChartFields. Other users may have personal preferences, small screens, or vision problems that point to the need for a different view of the data.

It is possible to enter data in user-created views. If so, all data entered in those views flow to the same cubes used by the public views and to the same reports. While the custom view is "private" – available only to the individual who created it – the data is visible to everyone.

**Before you Begin**

The easiest way to create a private view is to begin with an existing delivered view. So before you begin, determine which of the existing views most closely approximates the view you want to create.

In the example below, a view is created from the Fund 110 Input view in Detailed Forecasting.

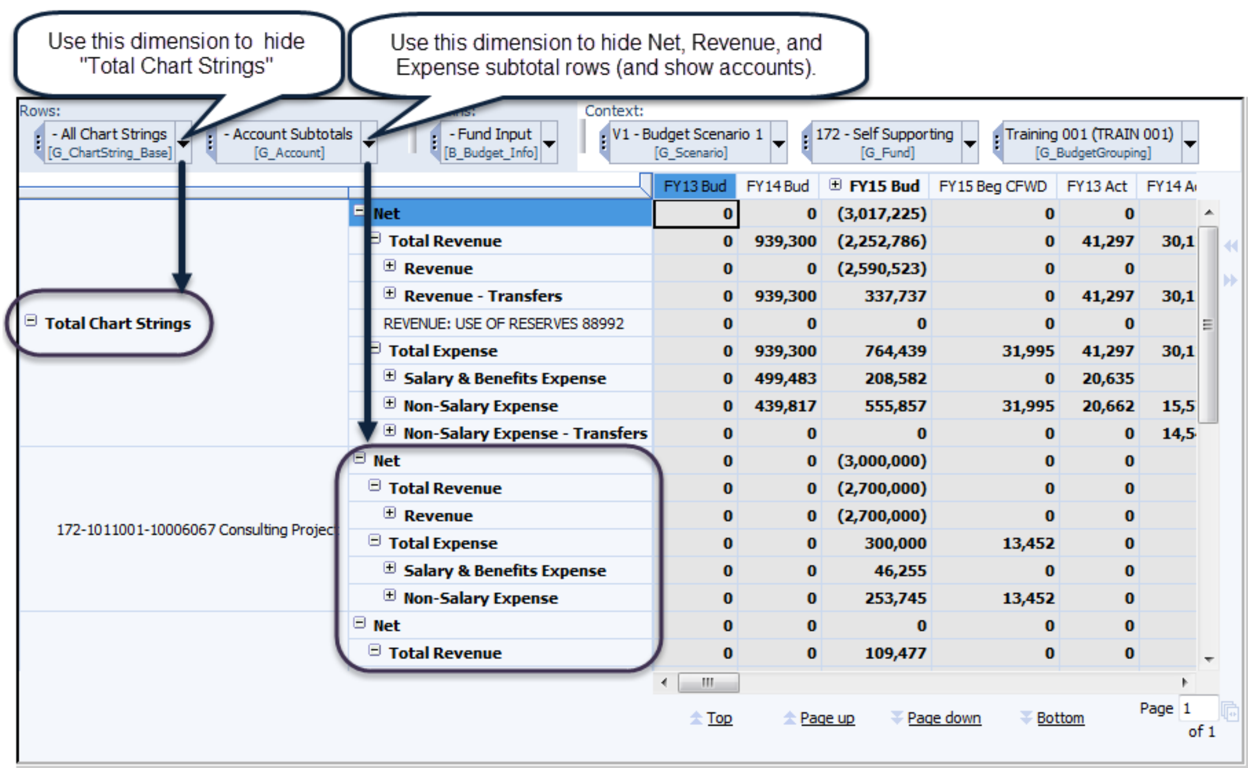
| **How to** | **Create a custom view** |
|---|---|
| Part 1 | Select a public view and save it under a new name. |
| | 1. Open the application, for example, Detailed Forecasting.<br>2. Open a view, for example, Fund 110 Input.<br>3. Click Save As Result: the Save As dialog appears.<br>4. In View Name, type a name for the view, for example, "A_Condensed_View."<br>▪ Your view will be sorted in a list alphabetically after you finish.<br>▪ By default, the view is Private. Only you can see and use it.<br>5. Click OK.<br>▪ Result: your new view appears with the new name in place of the Fund 110 Input view (or other view) that you opened in step 2. |
| Part 2 | Modify the view to suit your needs. For example, you may hide columns you do not want to see. Refer to NUPlans Forecasting Basics Reference for the steps to do so.<br>It is important to hide columns before proceeding to part 3. Reducing the number of columns also reduces the amount of data requested from the server.<br>For example, you may choose to display only Budget, Total Actuals, % Change, Amount, Method, Forecast, Total Forecast, Performance, and Comments. |
| Part 3 | Modify the context to include all funds. Note: it is important to select Fund elements, not Parent groupings, in order to enter data. |
| | 1. Click the black triangle on the [G_Fund] dimension.<br>2. Click the Subset Editor icon<br>3. <Ctrl> + click to select all the fund elements you want to appear in the view.<br>▪ Note: elements are identified by the blue icon<br>5. Click OK. |
| Part 4 | Click Save Result: your view is now stored in Views > Detail Input. After you close the view, you can find it there until you delete it. |
| Part 5 | Enter forecasts, using [G_Fund] to toggle between funds. |
| Note | You may delete the view. Right-click on the view name and select delete. |

# Create an Export-Friendly View

The Fund Input views of NUPlans Contributor (and the Detailed Forecasting views of NUPlans Forecasting) show Total Chart Strings and collapsed subtotals by default. To expand rows like Revenue, Salary & Benefits Expense, and Non-Salary Expense, click the plus sign, one row at a time.

NUPlans is very literal about what it exports to Excel. It exports what you see on the screen. For that reason, expand all collapsed rows prior to exporting. You can do that quickly in Forecasting and NUPlans Contributor with the procedure below.

| How to | Hide totals and subtotals prior to exporting to Excel. |
|---|---|
| Steps | Locate the Rows dimension [G_ChartString_Base].<br>1. Click the black drop-down arrow on the first Rows dimension.<br>2. In the Subset drop-down box, select "– Detailed Chart Strings."<br>3. Click OK.<br>Locate the Rows dimension [G_Account].<br>1. Click the black drop-down arrow on the second Rows dimension.<br>2. In the Subset drop-down box, select "– Detailed Accounts."<br>3. Click OK. |
| Result | As shown in the example below, an export-friendly view appears without the rows for Net, Total Revenue, Total Expense, etc. Rows are expanded and the set of ChartField columns at the far right side of the view enables you to recreate an outline and subtotals in Excel. |

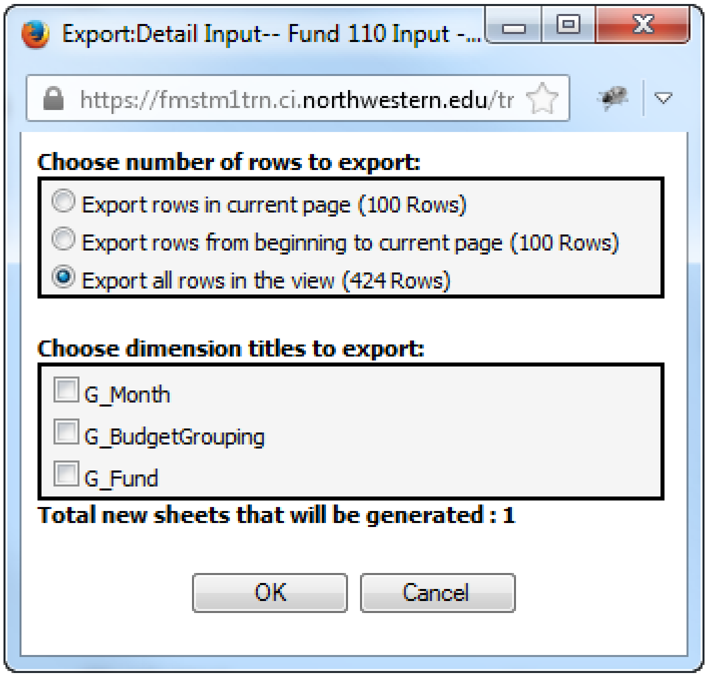


# Export Views to Excel

NUPlans will tell you the number of rows in the view. Large amounts may be impossible to export.

### Steps

1. In the Actions Menu  click the Export icon.
2. Select Snapshot to Excel. Result: a dialog opens (shown below)




3. Select “Export all rows in the view.”
   - Ignore the option to “Choose dimension titles to export.”
4. Click OK. Result: a download dialog appears.
5. Select Open.
6. Click OK.

Result: Excel opens with the rows you exported.

*Excel has upper limits that you should be aware of; for example, Excel 2010 has a maximum of 1,048,576 rows.*