

Track Data Changes

Process: Business Objects (BOBJ) Web Intelligence can be used to display a report. Reports can contain data from databases, such as Business Warehouse, Oracle, GRADS, Remedy, etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you the basics of tracking data changes in a report.

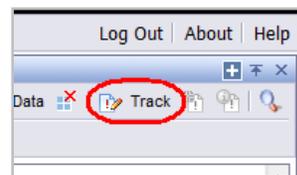
Note: For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* web site.

Role: Authorized Users

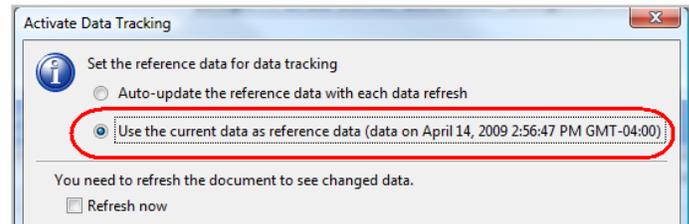
Frequency: When needed

Setting Reference Data

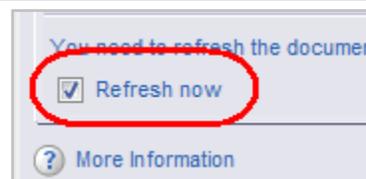
To turn on data tracking, click **Track**



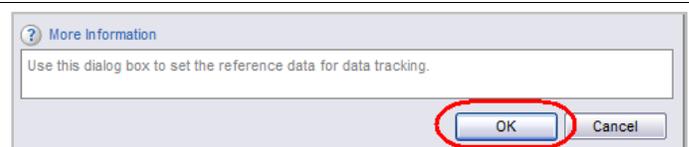
Choose **Use the current data as reference data**



To refresh the data when you accept your settings, click **Refresh Now**

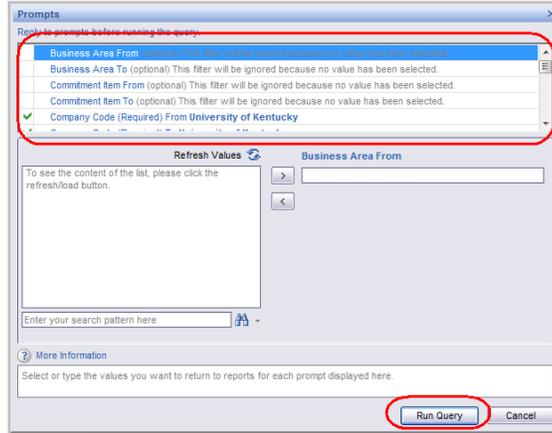


Click **OK**



Displaying Data Changes

Note: If you have chosen to refresh the data immediately and there are prompts set on your report, the **Prompt** window will display. Make any changes needed to the values, and then click on **Run Query** to run the report.



Note: If no changes are made to the variables, the report will most likely be the same as it was before tracking was activated, i.e. no tracking will be evident.

The data changes will be formatted according to defaulted tracking options.

BUSINESSOBJECTS INFOVIEW

Welcome:

Home | Document List | Open | Send To | Dashboards | Log Out | About | Help

Web Intelligence - FI_McCool: Ledger - Funds Center Balances - Budget vs Actual

Document | View | 100% | 1 / 1

Navigation Map: FI_McCool: Ledger - Funds C, Ledger: Budget vs Actual, Summary

Page 1 of 1

Date of Last Refresh: 12/3/09

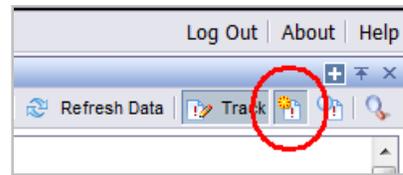
Ledger: Funds Center Balances - Budget vs. Actuals

Funds Center Key	Funds Center	Commitment Item Key	Commitment item	Original Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual	YTD Variance
1011653830	UNIVERSITY-GENERAL	402990	Fees - Bad Debt	(315,800,500.00)	(315,377,077.13)	(313,444,077.16)		(313,444,077.16)	
	UNIVERSITY-GENERAL	410200	Appro-Regular State	(315,800,500.00)	(315,377,077.13)	(313,444,077.16)	8,644.50	(313,435,432.66)	
	UNIVERSITY-GENERAL	410210	Appro-State Debt Ser	(4,649,100.00)	(4,649,100.00)		0.00	0.00	
	UNIVERSITY-GENERAL	410220	Appro-State Special				0.00	0.00	
	UNIVERSITY-GENERAL	410230	Tobacco Approp	(145,000.00)	(145,000.00)	(145,000.00)	(250,000.00)	(250,000.00)	
	UNIVERSITY-GENERAL	414101	Grants - ST Noncap	(10,109,000.00)	(10,109,000.00)		0.00	0.00	
	UNIVERSITY-GENERAL	422103	Capital Gifts	(145,000.00)	(145,000.00)	(145,000.00)		(145,000.00)	
	UNIVERSITY-GENERAL	430010	Inv Inc - Overnight	(10,109,000.00)	(10,109,000.00)	(653,163.39)	(1.51)	(653,164.90)	
	UNIVERSITY-GENERAL	430045	Inv Inc-Bond Rev	(2,300.00)	(2,300.00)	(1,266,397.16)	(120,852.25)	(1,387,049.41)	
	UNIVERSITY-GENERAL	430060	Inv Inc Distributed	(8,700.00)	(8,700.00)	(129,208.13)	(24,219.11)	(153,427.24)	
	UNIVERSITY-GENERAL	431001	Endow Inc - Pool Inc	(2,300.00)	(2,300.00)	(5,416.12)	(1,065.59)	(6,481.71)	
	UNIVERSITY-GENERAL	431003	Endow Inc-KY Land Gr	(8,700.00)	(8,700.00)	(2,700.00)	(8,644.50)	(8,644.50)	
	UNIVERSITY-GENERAL	440021	Commissions - Other	(937,000.00)	(937,000.00)	(1,852.20)		(1,852.20)	
	UNIVERSITY-GENERAL	440113	Misc. services			(35.00)		(35.00)	
	UNIVERSITY-GENERAL	440114	Handling& Svc Charges			(3,100.00)	(25.00)	(3,125.00)	
	UNIVERSITY-GENERAL	449030	Other Revenue	(937,800.00)	(937,800.00)	(1,037,252.05)	(61,158.30)	(1,098,410.35)	
	UNIVERSITY-GENERAL	449050	Reimbursed Costs			(415,420.76)	164.16	(415,256.60)	
	UNIVERSITY-GENERAL	449060	Over and Short			41.71	51.68	93.39	
	UNIVERSITY-GENERAL	449080	Other Inc - PT ADJmt			(337,000.00)	(568.83)	(568.83)	
	UNIVERSITY-GENERAL	480020	Appro of Fund Bal	(77,782,400.00)	(77,782,400.00)	(99,854,858.00)		(99,854,858.00)	
	UNIVERSITY-GENERAL	740010	Gr fm UKRF-Unrestric			(10,568,325.00)	(4,522,025.00)	(15,090,350.00)	
	UNIVERSITY-GENERAL	740100	Trans fm UK Restrict			(100,000.00)		(100,000.00)	
	UNIVERSITY-GENERAL	740120	Trans fm UK Unrest			(3,335,550.00)		(3,335,550.00)	

Data Tracking Reference: Auto update April 14, 2009 2:56:47 PM GMT-04:00 | Refresh Date: December 3, 2009 11:19:48 AM GMT-05:00

Hide Tracking

To hide tracking, click **Hide Changes**



This feature allows you to control data tracking display on the report.

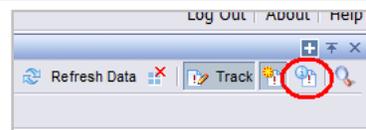
Page 1 of 1 Date of Last Refresh: 12/3/09

Ledger: Funds Center Balances - Budget vs. Actuals

Funds Center Key	Funds Center	Commitment Item Key	Commitment Item	Original Budget	Actual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual
1011653830	UNIVERSITY-GENERAL	402990	Fees - Bad Debt	(315,000,550.00)	(315,377,077.13)	(313,444,077.16)	8,644.50	(313,435,432.66)
	UNIVERSITY-GENERAL	410200	Appro-Regular State		(4,649,100.00)	(4,649,100.00)		
	UNIVERSITY-GENERAL	410220	Appro-State Debt Ser				0.00	0.00
	UNIVERSITY-GENERAL	410230	Appro-State Special				(250,000.00)	(250,000.00)
	UNIVERSITY-GENERAL	411010	Tobacco Approp				0.00	0.00
	UNIVERSITY-GENERAL	411011	Grants - ST Noncap	(145,000.00)	(145,000.00)	(145,000.00)		(145,000.00)
	UNIVERSITY-GENERAL	422103	Capital Gifts	(10,109,000.00)	(10,109,000.00)	(553,163.39)	(1,511)	(553,164.90)
	UNIVERSITY-GENERAL	430010	Inv Inc - Overnight			(1,296,397.16)	(120,852.25)	(1,387,049.41)
	UNIVERSITY-GENERAL	430045	Inv Inc-Bond Rev			(120,200.13)	(2,219.11)	(153,427.24)
	UNIVERSITY-GENERAL	430060	Inv Inc-Distributed			(5,416.12)	(1,055.59)	(6,481.71)
	UNIVERSITY-GENERAL	431001	Endow Inc - Pool Inc	(2,300.00)	(2,300.00)			(8,644.50)
	UNIVERSITY-GENERAL	431003	Endow Inc-KY Land Gr	(8,700.00)	(8,700.00)			(8,644.50)
	UNIVERSITY-GENERAL	440021	Commissions - Other			(1,852.20)		(1,852.20)
	UNIVERSITY-GENERAL	440113	Misc services			(3,100.00)	(25.00)	(3,125.00)
	UNIVERSITY-GENERAL	440114	Handling&Svc Charges			(1,037,252.05)	(91,158.30)	(1,098,410.35)
	UNIVERSITY-GENERAL	449030	Other Revenue	(937,800.00)	(937,800.00)	(415,420.76)	164.16	(415,256.60)
	UNIVERSITY-GENERAL	449050	Reimbursed Costs			41.71		93.39
	UNIVERSITY-GENERAL	449060	Over and Short				(568.83)	(568.83)
	UNIVERSITY-GENERAL	449080	Other Inc - PT ADJmt			(99,854,858.00)		(99,854,858.00)
	UNIVERSITY-GENERAL	480020	Appro of Fund Bal	(77,782,400.00)	(77,782,400.00)	(10,568,325.00)	(4,522,025.00)	(15,090,350.00)
	UNIVERSITY-GENERAL	740110	Gr fm UKRF-Unresstric			(100,000.00)		(100,000.00)
	UNIVERSITY-GENERAL	740120	Trans fm UK Resstric			(3,335,550.00)		(3,335,550.00)

Changing the Tracking Format

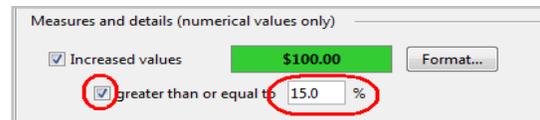
To change the formatting of the tracking, click **Data Tracking Options**



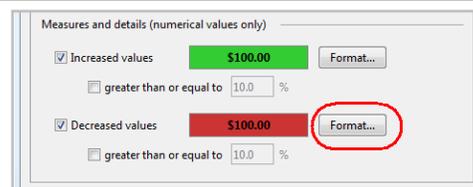
Determine which changes display by using the checkboxes to the left of the type of change



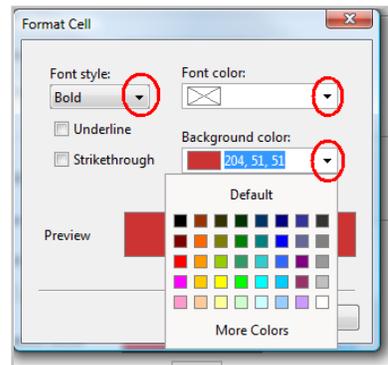
To choose the amount of increase or decrease, click in the checkbox and enter the percent amount



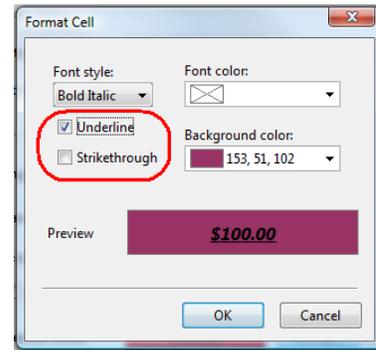
To make a change, select **Format**



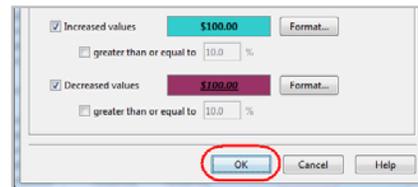
Use the drop-downs to change the font style, font color, or background color



Click in the checkbox to add an underline or strikethrough



Click **OK**



Note: Your changes will display on the report

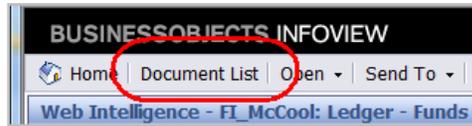
Encumbrances: Budget vs Actual

Annual Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual	YTD Fund reservations, reqs	YTD Encumbrances for PO's	YTD Parked FI docs	Available Budget
1,007,291.98	1,007,291.98	1,123,014.72	65,923.85	1,188,938.57				-181,646.59
6,250	6,250	60,740.95	3,125	63,865.95				-57,615.95
57,690.1	57,690.1	37,602.06	3,858.56	41,460.62				16,229.48
		10,115.19	579.18	10,694.37				-10,694.37
		473.54	42.34	473.54				-473.54
46,051.2	46,051.2	31,826.25	1,687.96	33,514.21				12,536.99
		6,077.43	221.4	6,077.43				-6,077.43
48,407.04	48,407.04	31,608.22	2,496.67	34,104.89				14,302.15
		7,730.16	465.44	8,195.6				-8,195.6
206,250	206,250	198,486.85	12,388.16	210,875.01				-4,625.01
			94.5	94.5				-94.5
		-500		-500				500
			100	100				-100
83,433.74	83,433.74							83,433.74
1,182.64	1,182.64							1,182.64
43,086.89	43,086.89							43,086.89
114,781.86	114,781.86							114,781.86
79,095.53	79,095.53							79,095.53
		04,224.06	6,969.76	06,684.24				-6,684.24

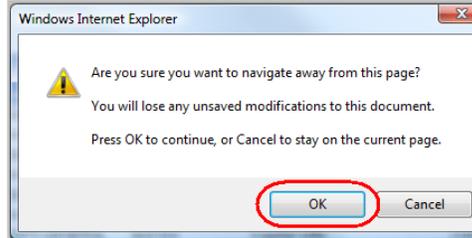
Track Data Changes

Exiting the Report and Business Objects

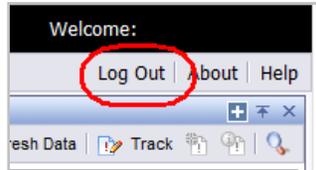
To select a different report, click **Document List**



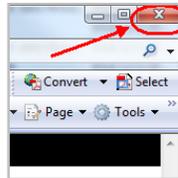
Note: If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.



To exit the report and Business Objects, click **Log Out**



Click to close the window



Click **Launch Pad** to return to the main *myUK* tab

