myHelp Website:

Quick Reference Card – Business Objects Infoview 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	Log Out About Help				
Choose Use the current data as reference data	Activate Data Tracking Activate Data Tracking Auto-update the reference data for data tracking Auto-update the reference data with each data refresh Use the current data as reference data (data on April 14, 2009 2:56:47 PM GMT-04:00)) You need to refresh the document to see changed data. Refresh now				
To refresh the data when you accept your settings, click Refresh Now	Vew need to refresh the document Image: Constraint of the second secon				
Click OK	More Information Use this dialog box to set the reference data for data tracking. OK Cancel				





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.

~	Busness Arca From (extension) this tifter will be genored because no value has been selected Busness Arca From (extension) that there will be genored because no value has been selected. Commitment item From (optional) This filter will be ignored because no value has been selected. Company Code (Required) From University of Kentucky
Tor	re your search pattern here

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.

Neb Intelligence - FI_McCoo	ol: Ledger - Fun	ids Center Balances - Bu	dget vs Actual							+
🚽 Document 🗸 View 🖌 📃 🖆	3 At 🤊 🧶	100% - 1 1 /1	► H				Edit	🔁 Refresh Data	a 📝 Track 👇 🍳	
Navigation Map PL McCool: Ledger - Funds C Ledger: Budget vs Actus 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	Commitment item	Original Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual	YT Fu va
	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)	1
		UNIVERSITY-GENERAL	430045	Inv Inc-Bond Rev	(2.300.00)	(2.300.00)	(1.266.397.16)	(120.652.25)	(1.387.049.41)	i
		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)	í
		UNIVERSITY-GENERAL	431003	Endow Inc-KY Land Gr	(8,700.00)	(8,700.00)	(2.700.00)	(8.644.50)	(8,644,50)	í.
		UNIVERSITY-GENERAL	440021	Commissions - Other	(937.800.00)	(937.800.00)	(1.852.20)	(-)	(1.852.20))
		UNIVERSITY-GENERAL	440113	Misc. services	(,		(35.00)		(35.00)	1
		UNIVERSITY-GENERAL	440114	Handling& Svc Charges			(3.100.00)	(25.00)	(3.125.00)	í
		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			(337,800.00)	(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 Restric			(100,000.00)		(100,000.00))
		UNIVERSITY-GENERAL	740120	Trans fm UK Unrest			(3,335,550.00)		(3,335,550.00))
	4	UNINED OTV OF USDAL	740400	T E 1-4 1			(20.240.20)		120 240 200	4
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Quick Reference Card – Business Objects Infoview Track Data Changes



Hide Tracking

To hide tracking, click **Hide Changes**



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

ageiori	_				Date of I	ast Refresh: 1	12/3/09	
	Ledger:	Funds Cente	r 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
1011653830	UNIVERSITY-GENERAL	402990	Fees - Bad Debt					
	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)			
	UNIVERSITY-GENERAL	410220	Appro-State Special			0.00		0.00
	UNIVERSITY-GENERAL	410230	Tobacco Approp				(250,000.00)	(250,000.00
	UNIVERSITY-GENERAL	414101	Grants - ST Noncap			0.00		0.00
	UNIVERSITY-GENERAL	422103	Capital Gifts	(145,000.00)	(145,000.00)	(145,000.00)		(145,000.00)
	UNIVERSITY-GENERAL	430010	Invinc - Overnight	(10,109,000.00)	(10,109,000.00)	(653, 163.39)	(1.51)	(653, 164.90)
	UNIVERSITY-GENERAL	430045	Inv Inc-Bond Rev			(1,266,397.16)	(120,652.25)	(1,387,049.41
	UNIVERSITY-GENERAL	430060	Invinc Distributed			(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)	(1,055.59)	(6,481.71
	UNIVERSITY-GENERAL	431003	Endow Inc-KY Land Gr	(8,700.00)	(8,700.00)		(8,644.50)	(8.644.50)
	UNIVERSITY-GENERAL	440021	Commissions - Other			(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	449050	Over and Short			41.71	51.68	93.39
	UNIVERSITY-GENERAL	449080	Other Inc - PT ADJmt				(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 Restric			(100,000.00)		(100,000.00)
	UNIVERSITY-GENERAL	740120	Trans fm UK Unrest			(3,335,550.00)		(3,335,550.00)
	LIGHT PROVIDE APRICATION	310100	Washington States on Lands					

Changing the Tracking Format

LOG OUL ADOUL Help + ***** × To change the formatting of the tracking, 🈂 Refresh Data 🕌 📝 Track 🎙 click Data Tracking Options net Reference Data ct which changes you want to display and their f Cell Content Format... Cell-Content Format... Determine which changes display by using the checkboxes to the left of the type of Format... change Format... 10.0 Format... greater than or equal to 10.0 % OK Cancel Help Measures and details (numerical values only) To choose the amount of increase or Increased values \$100.00 Format... decrease, click in the checkbox and enter greater than or equal to 15.0 % the percent amount Measures and details (numerical values only) ✓ Increased values \$100.00 Format... greater than or equal to 10.0 % To make a change, select Format Decreased values \$100.00 Format... greater than or equal to 10.0 %

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Quick Reference Card – Business Objects Infoview **Track Data Changes**



Use the drop-downs to chang style, font color, or backgrou	ge the font Ind color	Format Cell
Click in the checkbox to add or strikethrough	an underline	Format Cell Font style: Font color: Bold Italic Background color: Strikethrough 153, 51, 102 Vreview S100.00 OK Cancel
Click OK		
Note: Your changes will disp	lay on the repc	ort
inces: Budget	vs Actual	
Annual net Annual Revised Budget 007,291.98 1.007, 6.250 57,690.1 51 46,051.2 46 48,407.04 48, 206,250 2 83,433.74 83, 1,182.64 1, 43,086.89 43, 14,781.86 114,781.86 14,781.86 114,781.86	Prior Balance Current Actual YTD Actual 201.98 1,123,014.72 65,923,85 1,188,9 6.250 60,740.95 3,125 63,8 7,990.1 37,062.06 3,858,56 41,4 10,115,19 579,18 10,6 473,54 42.34 3,051.2 31,826,25 5,682,766 33,4 40.704 34,14 7,730.16 465,44 8, 50,250 198,496,85 72,388,76 210,4 94,5 -500 -500 100 433,74 -500 94,5 182,64 -500 -500 94,216 5,269,167 34,96 94,216 -500 -500 -500 -500 -500 -500 433,74 -500 -500 -500 -500 -500 -500 94,216 -500 -500 -500 -500 -500 -500 -500 -500 -500 -500 -500 -500 -500 -500 -500 -500 <	YTD reservations, regs YTD Fnumbrances YTD Parked docs Wailable Budget 38.57 - -181,646.59 65.95 - -57,615.95 66.62 - 15,222.48 94.37 - -10,694.37 73.54 - -473.54 74.21 12,236.99 77.43 - -6,077.43 06.89 - -4,625.01 94.5 - -94.5 -500 - - 100 - -100 1182.64 - 43,086.89 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

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Exiting the Report and Business Objects BUSINESSOBJECTS INFOVIEW To select a different report, click 🌍 Hom 🕴 Document List | Open 🗸 | Send To 🖌 | I **Document List** Web Intelligence - FI_McCool: Ledger - Funds (× Windows Internet Explorer **Note:** If you have made any changes to the report, you will receive a system Are you sure you want to navigate away from this page? You will lose any unsaved modifications to this document. message. Click **OK** to continue without Press OK to continue, or Cancel to stay on the current page. saving changes. Click Cancel to return to the document and save your changes. ОК Cancel Welcome: To exit the report and Business Objects, Log Out | bout | Help click Log Out $+ + \times$ esh Data | 🎲 Track 🐐 🖣 🍳 🕀 Convert 🔻 🛃 Select Click to close the window Page 🔻 🙆 Tools 🔻 myUK Click Launch Pad to return to the main myUK tab dent Services St myReports myReports

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