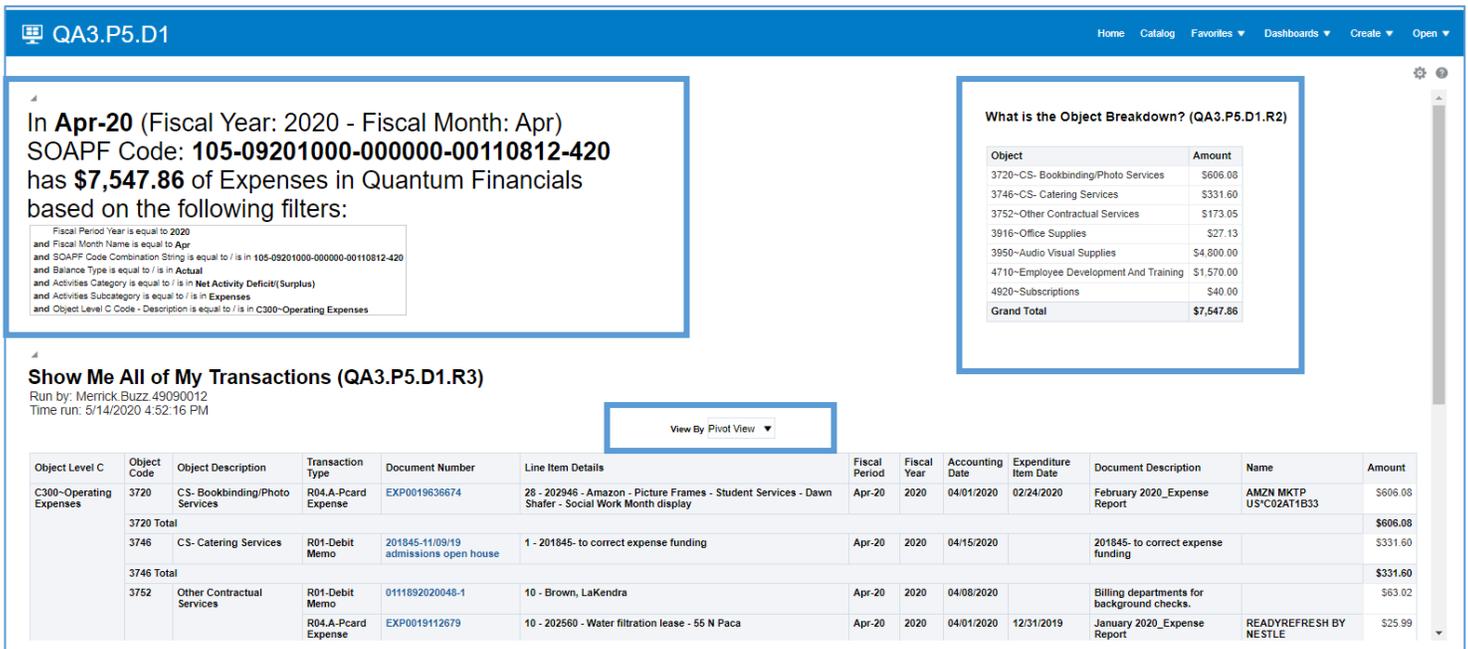


## Drill Down Enhancements for Budget to Actuals and Award Detail Reporting – May 2020

In Budget to Actuals Summary and Detail reports, drilling on numeric values (to Transaction Details) opens a new report on a new tab with 3 answers: 1) a written summary (top left), 2) a numeric summary by Object (top right) and 3) a Pivot Table View underneath (see below).

- ✚ The top left is NOT changeable – it is a stagnant report verifying what is being reported.
- ✚ The top right has limited ways to manipulate and is Object centric.
- ✚ The bottom report has “Pivot View” and “Column View”.
  - Pivot View provides maximum flexibility for analysis/reporting.
  - Column View displays all 53 columns of information as the current Transaction Details Union report (on the Downloads Management Dashboard)
  - You can toggle back and forth between the two views



**QA3.P5.D1** Home Catalog Favorites Dashboards Create Open

In **Apr-20** (Fiscal Year: 2020 - Fiscal Month: Apr)  
 SOAPF Code: **105-09201000-000000-00110812-420**  
 has **\$7,547.86** of Expenses in Quantum Financials based on the following filters:

Fiscal Period Year is equal to 2020  
 and Fiscal Month Name is equal to Apr  
 and SOAPF Code Combination String is equal to / is in 105-09201000-000000-00110812-420  
 and Balance Type is equal to / is in Actual  
 and Activities Category is equal to / is in Net Activity Deficit(Surplus)  
 and Activities Subcategory is equal to / is in Expenses  
 and Object Level C Code - Description is equal to / is in C300-Operating Expenses

**What is the Object Breakdown? (QA3.P5.D1.R2)**

Object	Amount
3720-CS- Bookbinding/Photo Services	\$606.08
3746-CS- Catering Services	\$331.60
3752-Other Contractual Services	\$173.05
3916-Office Supplies	\$27.13
3950-Audio Visual Supplies	\$4,800.00
4710-Employee Development And Training	\$1,570.00
4920-Subscriptions	\$40.00
<b>Grand Total</b>	<b>\$7,547.86</b>

**Show Me All of My Transactions (QA3.P5.D1.R3)**  
 Run by: Merrick Buzz.49090012  
 Time run: 5/14/2020 4:52:16 PM

View By Pivot View

Object Level C	Object Code	Object Description	Transaction Type	Document Number	Line Item Details	Fiscal Period	Fiscal Year	Accounting Date	Expenditure Item Date	Document Description	Name	Amount
C300-Operating Expenses	3720	CS- Bookbinding/Photo Services	R04.A-Pcard Expense	EXP0019636674	28 - 202946 - Amazon - Picture Frames - Student Services - Dawn Shafer - Social Work Month display	Apr-20	2020	04/01/2020	02/24/2020	February 2020_Expense Report	AMZN MKTP US'C02AT1B33	\$606.08
	3720 Total											\$606.08
	3746	CS- Catering Services	R01-Debit Memo	201845-11/09/19 admissions open house	1 - 201845- to correct expense funding	Apr-20	2020	04/15/2020		201845- to correct expense funding		\$331.60
	3746 Total											\$331.60
	3752	Other Contractual Services	R01-Debit Memo	0111892020048-1	10 - Brown, LaKendra	Apr-20	2020	04/08/2020		Billing departments for background checks.		\$63.02
			R04.A-Pcard Expense	EXP0019112679	10 - 202560 - Water filtration lease - 55 N Paca	Apr-20	2020	04/01/2020	12/31/2019	January 2020_Expense Report	READYREFRESH BY NESTLE	\$25.99

In Award Detail, drilling on numeric values (to Transaction Details) opens a new report on a new tab with 3 answers: 1) a written summary (top left), 2) a numeric summary by Object (top right) and 3) a Pivot Table View underneath.

- ✚ The top left is NOT changeable – it is a stagnant report verifying what is being reported
- ✚ The top right has limited ways to manipulate and is Object centric
- ✚ The bottom report has “Pivot View” and “Column View”
  - Pivot View provides maximum flexibility for analysis/reporting
  - Column View displays all 54 columns of information as the current Transaction Details Union report (on the Downloads Management Dashboard)
  - You can toggle back and forth between the two views.

**The big change for the Award Detail drill down is the addition of date range prompts allowing you to view multiple monthly results – this is great for LTD reporting.**

**What Timeframe Matters to You?**  Show Transactions for Period Activity  Show Transactions for Range of Periods

Fiscal Year 2020 Fiscal Period Beg >= OCT-19 Fiscal Period End <= DEC-19  Exclude Cost Sharing

These reports offer the same display modifications as all other Dashboard reports (include/exclude columns, etc.)