

Fund Activity Reports

They're not just for binders anymore!

Eastern Great Lakes Innovative Users Group
Annual Conference
Toledo-Lucas County Public Library
Toledo, Ohio
October 20, 2006

INNOPAC history

- INNOPAC site since 1992 (Release 6)
- Acquisitions implemented July 1994
- MilAcq implemented January 2003
- Traditional acquisitions
- FY statistics
- Release 2006 integrated beta test site
- Full Release installed August 1, 2006

About the Library

- Technical Services staffing
- Selection librarians
- Microsoft Office familiarity
- Financial structure
- Account reconciliation

Preparing FARs in Word

In Millennium Acquisitions:

- Set "Standard Printer" to e-mail printer
- Generate FAR, showing all funds
- Report Header reflects month of reconciliation
- Perform Enc/Vchr number check
- Print

Preparing FARs in Word (cont.)

In e-mail client:

- Wait for e-mail arrival
- Verify e-mail contents

In Millennium Acquisitions:

- Select checkbox: "Is printout OK?"
- Select (new) checkbox: "Clear payment history file"

Preparing FARs in Word (cont.)

In e-mail client:

- Copy entire contents of message body (Ctrl-A, then Ctrl-C in Microsoft applications)

In Word:

- Create new document
- Paste copied contents (Ctrl-V)
- Set left and right margins to 1¼ in.

Preparing FARs in Word (cont.)

In Word (cont.):

- Select all (Ctrl-A)
- Change font to fixed-width font
- Change font size to 9
- Insert manual page breaks (Ctrl-Enter)
- Save document

Exporting fund activity (#105490)

• New in Release 2006!

For all funds:

- Change current mode to “Funds”
- Select “Current Funds” subfolder
- Select “Activity” tab
- Click “Export”
- Choose “Open in Excel”

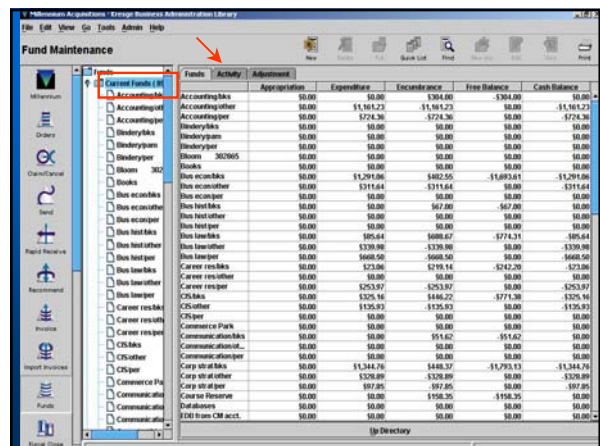
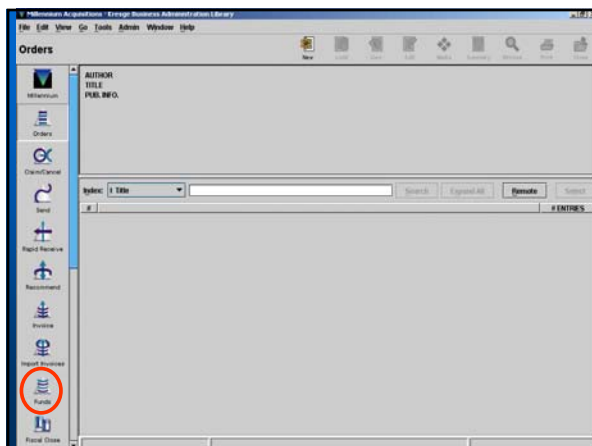
Exporting fund activity (#105490)

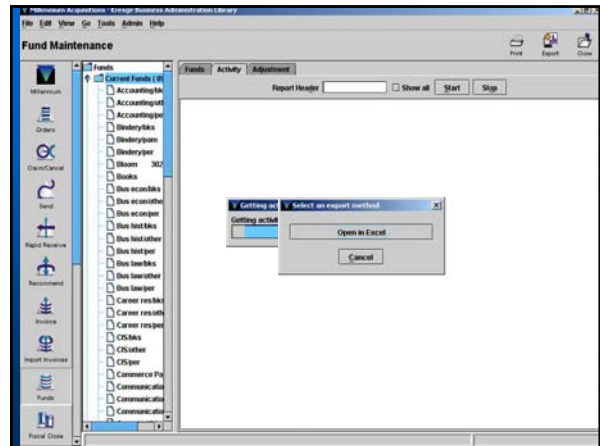
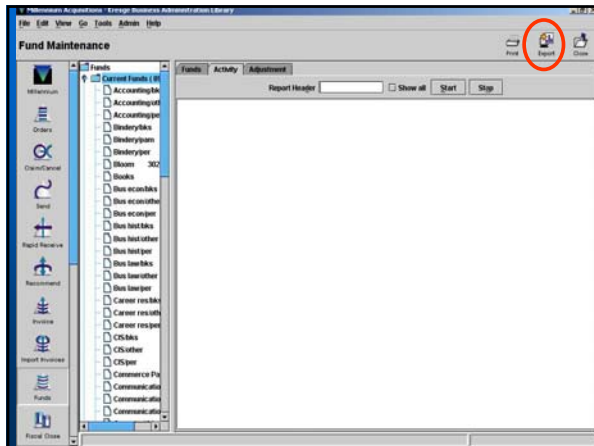
For a single fund:

- Change current mode to “Funds”
- Select “Current Funds” subfolder
- Select desired fund code
- Select “Activity” tab
- Click “Export”
- Choose “Open in Excel”

Things to note about exporting

- Availability of exporting option
- Differences from printing process
 - Selection of “Show all”
 - Display of “Activity Summary” box
 - Clearing the payment history file





Fund Code	Fund Name	Date	Type	Voucher/Order Ref	Title	Apps	Exp	Enc
1	accrfe	Accounting	06/2006	Exp	11598	100721	Reports of the United	40
2	accrfe	Accounting	06/2006	Exp	11600	115043	Financial Accounting	6.37
3	accrfe	Accounting	06/2006	Exp	11601	1149623	Advances in accounts	104.16
4	accrfe	Accounting	06/2006	Exp	11602	104249	Pass-through entity lt	148.72
5	accrfe	Accounting	06/2006	Exp	11603	1150340	Bulletin for statisticians	620.42
6	accrfe	Accounting	06/2006	Exp	11606	1150522	CA magazine	5.06
7	accrfe	Accounting	06/2006	Exp	11609	1177515	Consensus and comp	36.69
8	accrfe	Accounting	06/2006	Exp	11615	1176544	Public administration	97.20
9	accrfe	Accounting	06/2006	Exp	11620	1176823	Owning Russia: the s	29.92
10	accrfe	Accounting	06/2006	Exp	11625	1176271	Bayesian survival ana	81.00
11	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	63.96
12	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	74.95
13	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	-116.63
14	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	115.77
15	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	-79.04
16	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	23.06
17	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	263.97
18	accrfe	Accounting	06/2006	Exp	11625	1176823	Survival analysis units	-263.97
19	accrfe	Accounting	06/2006	Exp	11603	1176860	Enterprise service ois	61.2
20	accrfe	Accounting	06/2006	Exp	11601	1160221	Advances in manager	136.93
21	accrfe	Accounting	06/2006	Exp	11625	1176432	Board diversity / by S	97.54
22	accrfe	Accounting	06/2006	Exp	11625	1177722	The outsourcing hand	46.97
23	accrfe	Accounting	06/2006	Exp	11625	1176962	Global competition rep	76.82
24	accrfe	Accounting	06/2006	Exp	11625	1177710	The offshore nation	34.14
25	accrfe	Accounting	06/2006	Exp	11603	1176827	Narratives of enterprise	64.03
26	accrfe	Accounting	06/2006	Exp	11615	1176386	Medical design	23.95
27	accrfe	Accounting	06/2006	Exp	11615	1176416	IT-enabled strategic re	81.04
28	accrfe	Accounting	06/2006	Exp	11620	1176285	The Boston Consulat	25.62
29	accrfe	Accounting	06/2006	Exp	11620	1176484	It at first you don't real	21.96
30	accrfe	Accounting	06/2006	Exp	11620	1176483	Managing risks for co	23.91
31	accrfe	Accounting	06/2006	Exp	11620	1176480	National systems of e	72.55
32	accrfe	Accounting	06/2006	Exp	11620	1176507	Organizational realit	76.82
33	accrfe	Accounting	06/2006	Exp	11620	1176519	Outsourcing and offsh	81.04
34	accrfe	Accounting	06/2006	Exp	11625	1176966	The secret language i	21.36

Printing/Exporting differences

Print version only

- Previous balance information
- Current balance information
- Report-specific statistics
- YTD statistics

Exported version only

- Date information

Lists in Excel

- Terminology
 - Header
 - Fields
 - Records
- Well-formatted list characteristics

Features in Excel

- Sort
- Find
- AutoFilter
- Advanced Filter
- Pivot Tables

– Presentation prepared with Excel 2003; your mileage may vary!

Features in Excel: Sort

- Default sort of exported data
- From the Data menu, select Sort
 - Sort by up to three fields in the order specified, ascending or descending
- Good for arrangement, does nothing for analysis or record identification

Features in Excel: Find

- Specify multiple criteria, one per field
- Boolean operator AND joins fields
- Use comparison operators
- Good for quick and dirty searches

Features in Excel: Find (cont.)

- From the Data menu, select Form
- Click Criteria
- Enter criteria
- Use “Find Prev” and “Find Next” to scroll among matching records

Features in Excel: Find (cont.)

- Cons to Find
 - No provided number of matches
 - Only one criterion per field
 - No support for Boolean OR
- AutoFilter to the rescue!

Features in Excel: AutoFilter

- Specify up to two criteria per field
- Boolean AND used to join criteria in *separate* fields
- Boolean AND and OR available to join criteria in the *same* field
- “Top” and “Bottom” filtering options available

Features in Excel: AutoFilter (cont.)

- From the Data menu, select Filter, then AutoFilter
- Select fields and criteria using drop-down options in header row
- Remove filter with Data→Filter→Show All
- Records not meeting filter criteria are *hidden from view, never deleted*

Features in Excel: AutoFilter (cont.)

- **EXAMPLE 1:** Find all expenditures greater than \$1,000 from “/o” funds
 - Fund Code: (Custom) ends with /o
 - Exp: (Custom) is greater than 1000

Features in Excel: AutoFilter (cont.)

- **EXAMPLE 2:** Find all expenditures between \$1,000 and \$5,000
 - Exp: (Custom) is greater than 1000 AND is less than 5000
- **EXAMPLE 3:** Find all expenditures between \$1,000 and \$5,000 from Electronic Database fund (edb)
 - Keep criteria from Example 2 in place
 - add criterion Fund Code: edb

Features in Excel: AutoFilter (cont.)

- **EXAMPLE 4:** Give me the top 5% of expenditures across all funds
 - Exp: (Top 10...) Top 5 Percent
 - Apply descending sort from within filter
 - Excel 2003 feature
 - What do these expenditures total?

Features in Excel: SUBTOTAL

- **SUBTOTAL** function acts only on records displaying through the filter
- **Two arguments**
 - Function call
 - “9” for SUM
 - Range of cells to include
- **As filter (and displayed records) changes, SUBTOTAL value changes**

Features in Excel: AutoFilter (cont.)

- **EXAMPLE 4 (cont.):** What do top 5% of expenditures total?
 - In cell I447: =SUBTOTAL(9,I2:I445)

Features in Excel: AutoFilter (cont.)

- **Cons to AutoFilter**
 - No support for Boolean OR to join fields
 - Maximum two criteria per field
- **Advanced Filter saves the day!**

Features in Excel: Advanced Filter

- Specify two or more columns, joined by Boolean OR
- Specify three or more criteria for any given field
- Allows extracting of filtered rows into another part of the current worksheet
- Invoke using Data→Filter→Advanced Filter

Features in Excel: Adv. Filter (cont.)

- How does it work?
 - Specify fields by labels in header row
 - Case insensitive
 - Place criteria in same columns as labels
 - Include both comparison operator and criterion in cell
 - Fields in same row ANDed together
 - Fields in different rows ORed together

Features in Excel: Adv. Filter (cont.)

- EXAMPLE: Find all expenditures from both Electronic Databases and all “/o” funds between \$1,000 and \$5,000

More on SUBTOTAL

- Additional supported functions
 - “1” for AVERAGE, “2” for COUNT, “3” for MAX, “4” for MIN
 - In cell I452: =SUBTOTAL(9,I7:I450)
 - In cell I453: =SUBTOTAL(2,I7:I450)
 - Note formatting
 - In cell I454: =SUBTOTAL(1,I7:I450)

Features in Excel: Pivot Tables

- What is a Pivot Table?
- Pivot Table features
 - Interactivity
 - Data rearrangement
 - Automatic subtotals
 - No formulas involved!
- Invoke Wizard via Data→Pivot Table and Pivot Chart Report

Features in Excel: Pivot Tables (cont.)

- Steps in the Pivot Report Wizard
- Step 1: Select data source and type of Pivot Report desired
 - Step 2: Select data range
 - Step 3: Select Pivot Report location and configure options
 - Drag and drop fields from the Pivot Table Field List to the Pivot Table.

Features in Excel: Pivot Tables (cont.)

- **What goes where: Pivot Table basics**
 - Fields to summarize by go in Row and Column areas
 - Fund Code, Date, Report Date
 - Fields to summarize go in Data area
 - Appro, Exp, Enc

Features in Excel: Pivot Tables (cont.)

- **EXAMPLE 1: What are the total expenditures for each fund, YTD?**
 - Fund Code to Row Fields
 - Exp to Data Items
 - Not what we expected! Why?
 - Right-click to select Field Settings
 - “Count” to “Sum”; number formatting

Features in Excel: Pivot Tables (cont.)

- **EXAMPLE 2: What are the total expenditures for each fund, YTD, broken down by reporting month?**
 - Report Date to cell B3

Features in Excel: Pivot Tables (cont.)

- **EXAMPLE 3: Give me this breakdown just for marketing (mar) and finance (fin) funds**
 - Click drop-down on Fund Code
- **EXAMPLE 4: Include appropriations for all funds in the report**
 - Drag Appro to Data Items; correct data display and number formatting

Features in Excel: Pivot Tables (cont.)

- **More options available by reinvoking Pivot Table Wizard**
 - Layout
 - Options

Features in Excel: Pivot Tables (cont.)

- **EXAMPLE 5: Add encumbrances to our report (just like a detailed financial report) and remove the breakdown by report date**
 - Right-click, invoke Wizard, click Layout, add Enc to Data Items and remove Report Date
- **Is this the same as a DFR? Almost—but not quite**

Features in Excel: Pivot Tables (cont.)

- Add rolled-over encumbrances to exported fields
 - Fund Code
 - Type (Enc)
 - Title (Encumbrance Carryover)
 - Enc (Based on FY 2007 opening DFR)
 - Report Date (6/2006)

Features in Excel: Pivot Tables (cont.)

- Horizontal vs. vertical display
 - Drag Data onto Total cell (C3) for horizontal display
 - Drag Data onto down arrow of Fund Code to revert back to vertical display

Features in Excel: Pivot Tables (cont.)

- Calculating Free Balance, Cash Balance, and Percent Expended (%)
 - In E5, TYPE = $B5-C5-D5$
 - In F5, TYPE = $B5-C5$
 - In G5, TYPE = $1-(E5/B5)$
 - Drag each calculation down for all funds
 - To correct #DIV/0! Error, use the following:
 - = $IF(B5<>0,1-(E5/B5),*****)$

Features in Excel: Pivot Tables (cont.)

- EXAMPLE 6: I want a monthly report based on the “real” date, not the date the activity appeared on the report
 - Unless dates are added to Type Enc records, only available for expenditures and appropriation values
 - Let’s create a new Pivot Table for this

Features in Excel: Pivot Tables (cont.)

- EXAMPLE 6 (cont.)
 - Use Advanced Filter to select only expenditure records and copy them to another location (A480)
 - Make a cell in the filtered data the active cell
 - Invoke the Pivot Table Wizard

Features in Excel: Pivot Tables (cont.)

- EXAMPLE 6 (cont.)
 - Date to Column Fields area
 - Fund Code to Row Fields area
 - Exp to Data Items area
 - Right-click on Date → Group and Show Detail → Group

Other Pivot Table comments

- All data, even hidden rows, are used
 - Use Advanced Filter to create a new list from which to base your Pivot Table
- Grouping generally requires field completeness
- Experiment with field placement
 - A Pivot Table is only a data summary tool; you can't harm underlying data by manipulating Pivot Table views

Other things to consider

- Keep two separate files: a master file, and a working file for staff
 - Consider making “read-only”
 - Restrict access to master file
 - Identify small number of staff to maintain master file
- Keep each export in its own file

References

- CustomGuide, Inc. Excel 2003 Personal Trainer. 1st ed. Sebastopol: O'Reilly, 2004.
- Dalglish, Debra. Excel Pivot Tables Recipe Book. Berkeley: Apress, 2006.
- Frye, Curtis. Microsoft Office Excel 2003 Step by Step. Redmond: Microsoft, 2004.
- Stinson, Craig, and Mark Dodge. Microsoft Office Excel 2003 Inside Out. Redmond: Microsoft, 2004.

Any Questions?

Thank you!

John Sterbenz (jsterben@bus.umich.edu)

Manager, Technical Services and Library
Automation
Kresge Business Administration Library
Ross School of Business
The University of Michigan