

Cal Answers

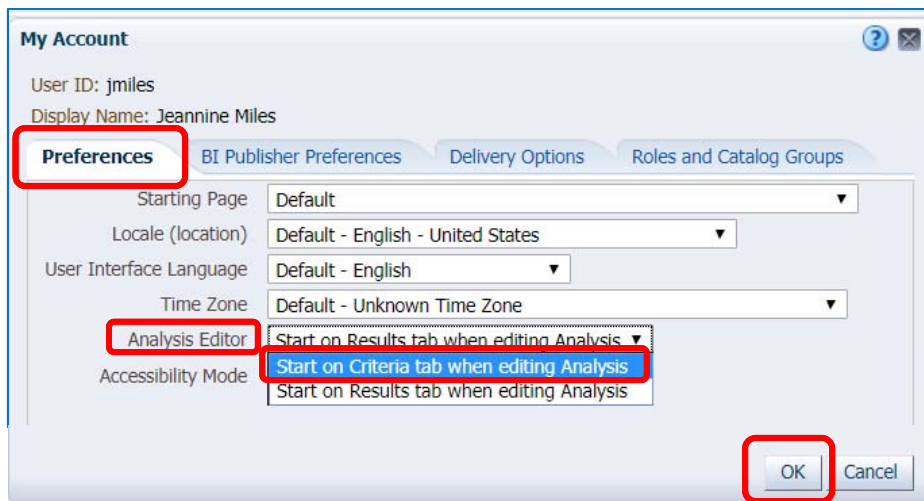
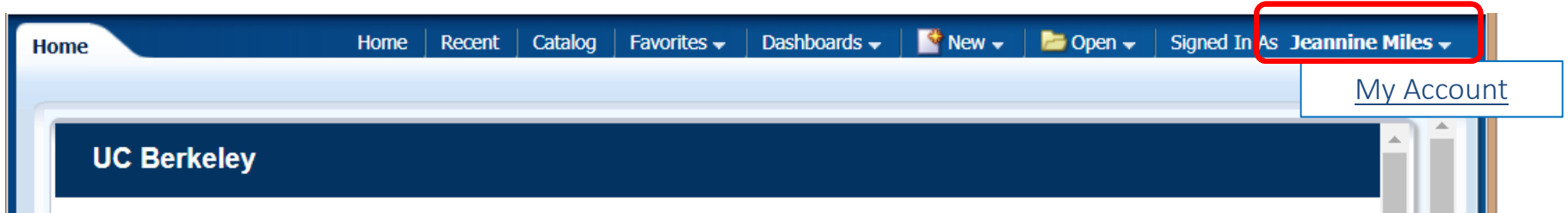
Getting Started with Finance Ad Hoc Analysis Templates

Getting Started with Finance Ad Hoc Analysis Templates

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UPDATE Needed!

My Account - Analysis Editor Setting



Before running any ad hoc analysis, users must update the Analysis Editor default. Hover over your **name** in blue navigation bar, then select

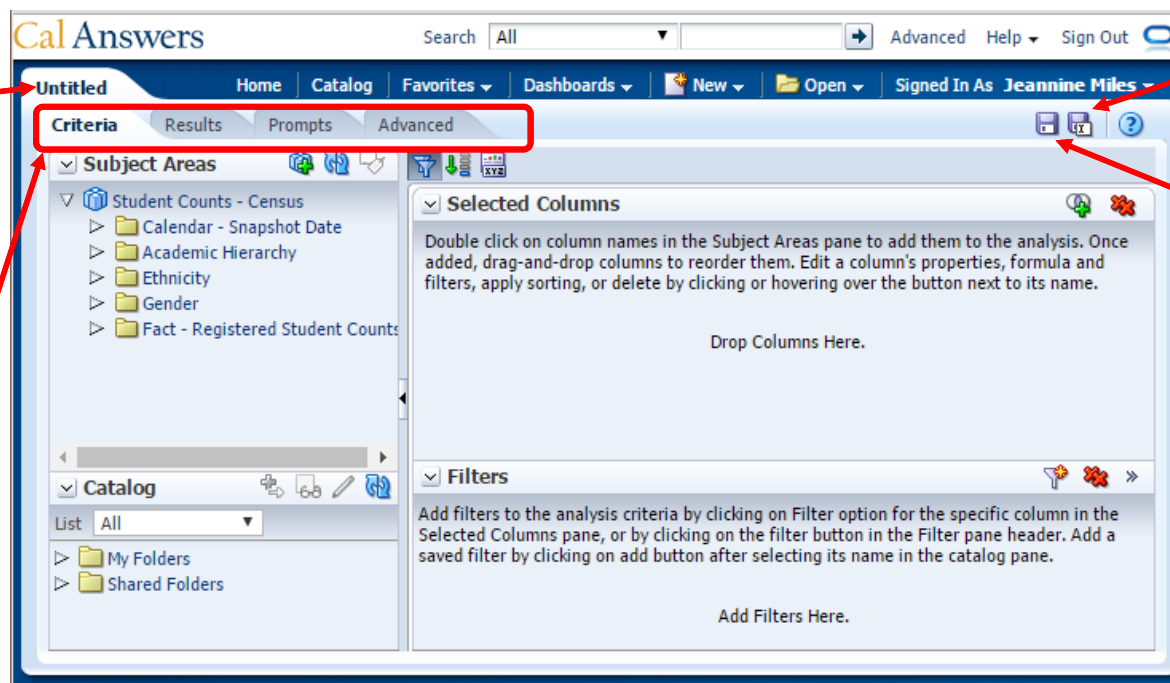
- My Account
 - Preferences
 - Analysis Editor change from *Start on Results tab when editing analysis* to *Start on Criteria tab when editing analysis*
- Click OK.

Note: This is a one time only action that each Cal Answers Ad Hoc user needs to perform.

Overview of the Cal Answers Ad Hoc Editor

Cal Answers Ad Hoc Analysis Editor

Untitled displays until the analysis is saved then updates with file name



Save As icon



Save icon

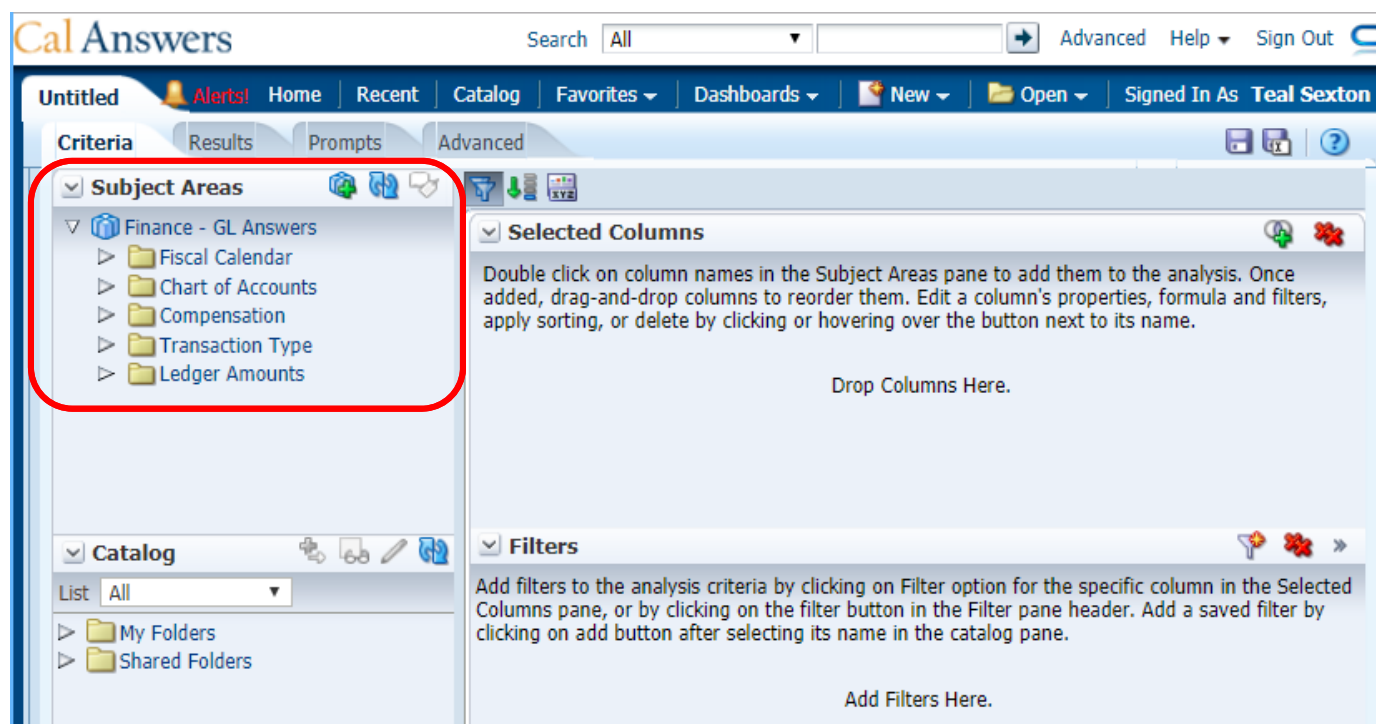
Tabs of the Ad Hoc Analysis Editor

1. **Criteria** -select the metric columns for analysis, filter metrics, arrange order (*provide lists of metrics and which ones to use if not clear*)
2. **Results**- displays compound layout of analysis, add new views of the data -pivot tables, graphs, keys, etc.
3. **Prompts**
4. **Advanced** –sharing your analysis with XML

1. Criteria Tab

On the **Criteria tab** you specify the criteria for an analysis, including columns, and filters. You can specify the order in which the results should be returned, formatting (such as headings, number of decimal places, styles such as fonts and colors, and conditional formatting), and column formulas (such as adding a Percentile function).

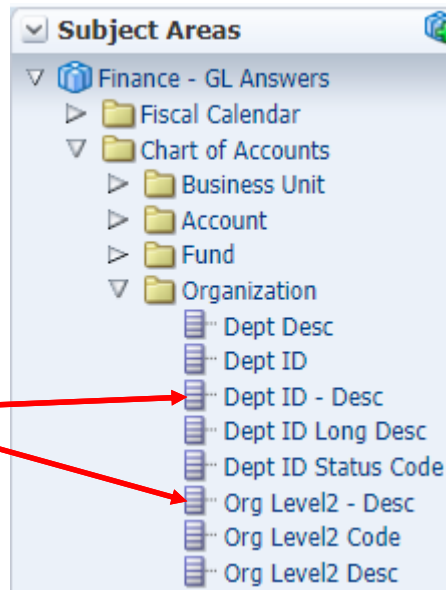
Each **Subject Area** includes defined expandable folders with columns that are either attributes or amounts.



- 4 Display Panes
- Subject Areas
 - Selected Columns
 - Catalog
 - Filters

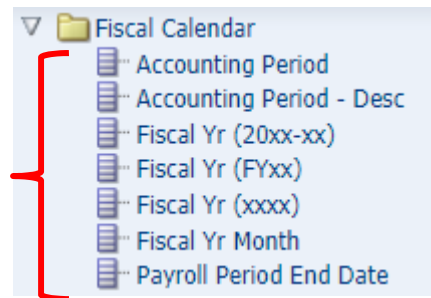
Working with Columns

In Cal Answers many columns are available as ID or Code only, Desc only, or a concatenated version with Code – Description. Code options are helpful for sorting.



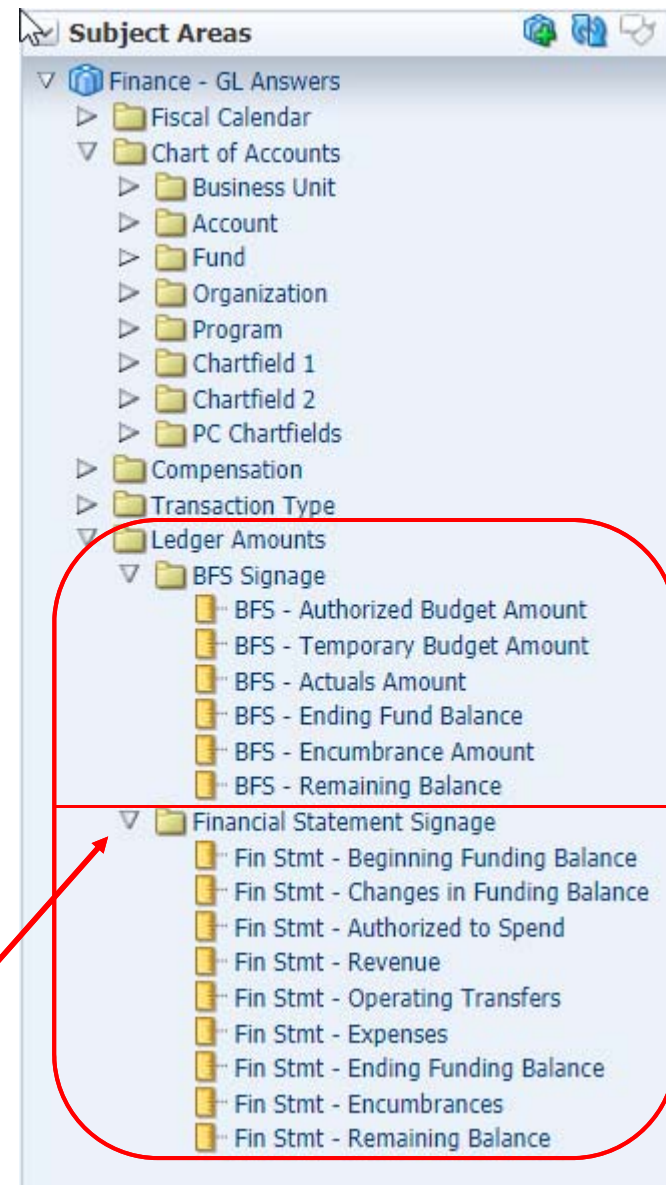
Fiscal Calendar

Always limit your analysis to a period of time using one or more filters on columns from the Fiscal Calendar options:



Ledger Amounts

Choose amount columns from one folder: **either** BFS Signage **OR** Financial Statement Signage. Don't mix columns with different signage in the same analysis.



Selected Columns & Filter Panes


The screenshot shows the Cal Answers software interface. At the top, there is a search bar with 'All' selected and buttons for 'Advanced', 'Help', and 'Sign Out'. Below the search bar is a navigation bar with 'Untitled', 'Home', 'Recent', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As Jeannine Miles'. The main interface is divided into several panes:

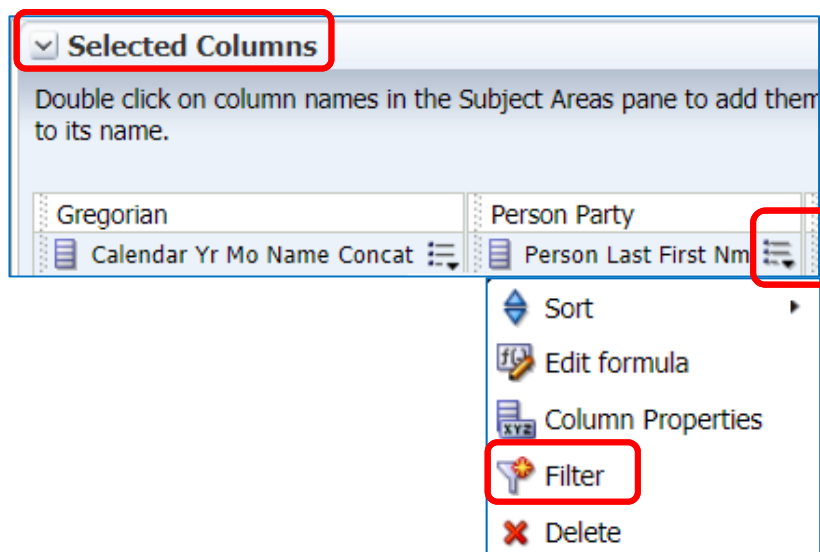
- Criteria** (selected):
 - Results**
 - Prompts**
 - Advanced**
- Subject Areas**: A tree view showing folders like 'Student Counts - Census', 'Calendar - Snapshot Date', 'Academic Hierarchy', 'Ethnicity', 'Gender', and 'Fact - Registered Student Counts'. The 'Gender Desc' column is highlighted, and a red arrow points to the 'Selected Columns' pane.
- Selected Columns**: A pane containing a list of selected columns: 'Gender' and 'Gender Desc'. It includes instructions: 'Double click on column names in the Subject Areas pane to add them to the analysis. Once added, drag-and-drop columns to reorder them. Edit a column's properties, formula and filters, apply sorting, or delete by clicking or hovering over the button next to its name.'
- Filters**: A pane with instructions: 'Add filters to the analysis criteria by clicking on Filter option for the specific column in the Selected Columns pane, or by clicking on the filter button in the Filter pane header. Add a saved filter by clicking on add button after selecting its name in the catalog pane.' Below the instructions is the text 'Add Filters Here.'
- Catalog**: A pane with a 'List' dropdown set to 'All' and folders 'My Folders' and 'Shared Folders'.


Double-click on a measure column label to move it to the Selected Columns pane

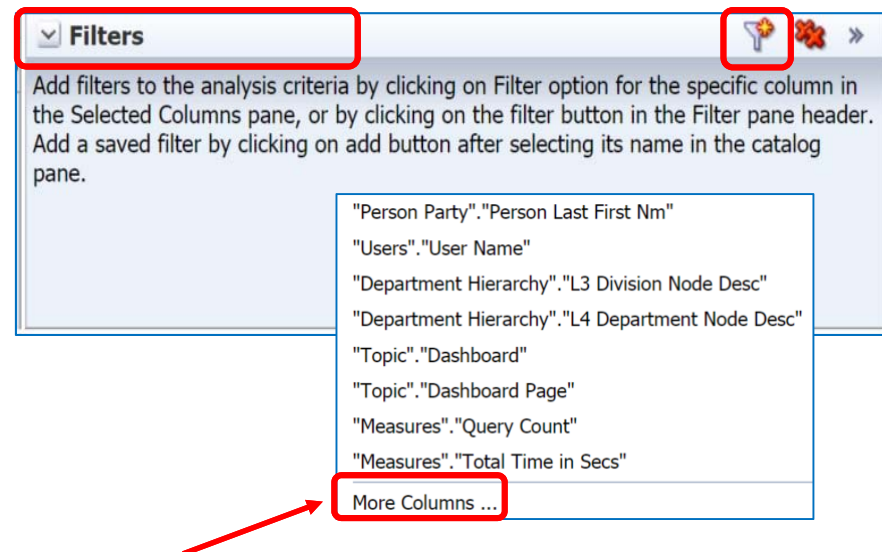
Filtering Selected Columns

Ad Hoc Editor offers two options for filtering on your Selected Columns to define your analysis.

1. From the **Selected Columns** section, click on the page option icon  to the right of the Selected Column you would like to filter. Select **Filter**.



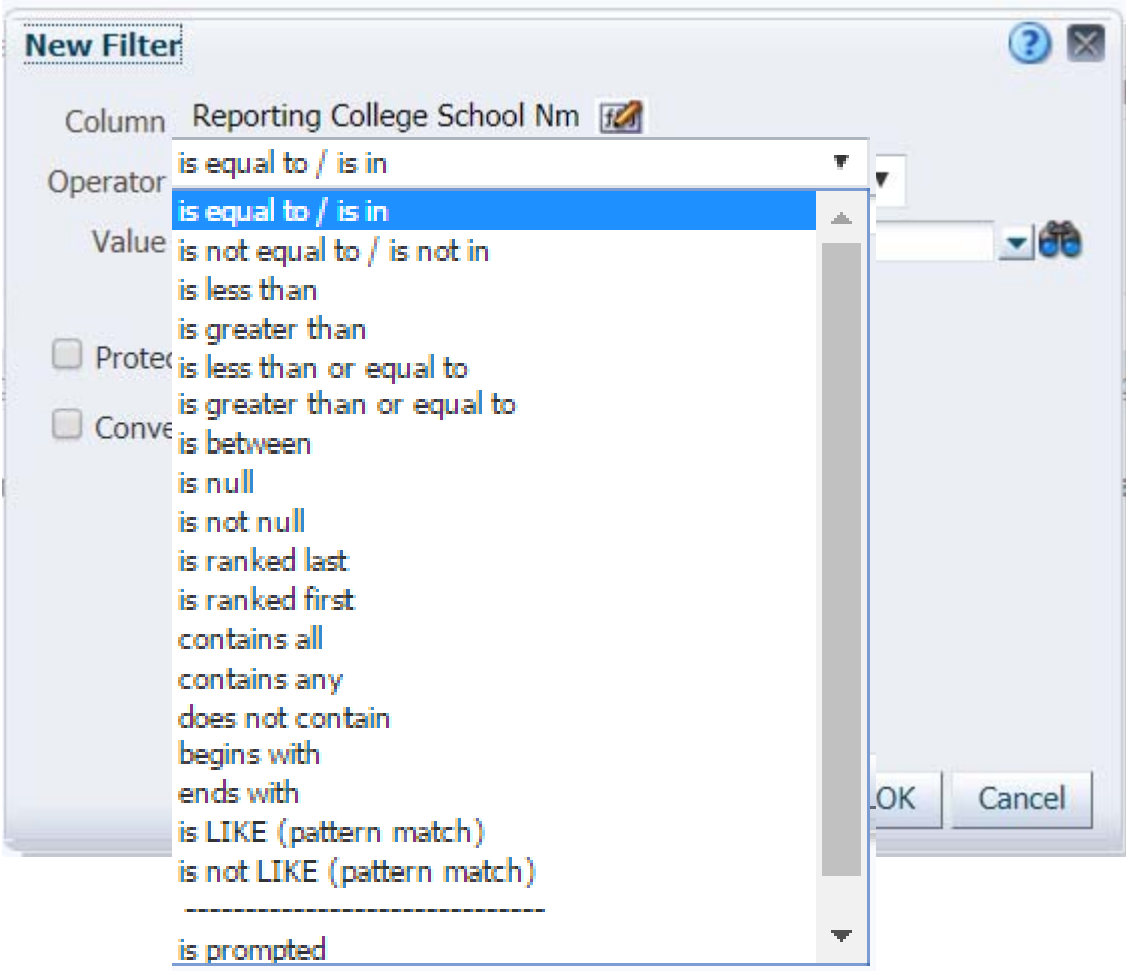
2. From the **Filters** section, click on the **Create a filter** icon  from the right section of the header to display a list of **Selected Columns** as well as **More Columns***.



*Use the **More Columns** option to filter on column you want to include in your data but do not want to display in your table view.

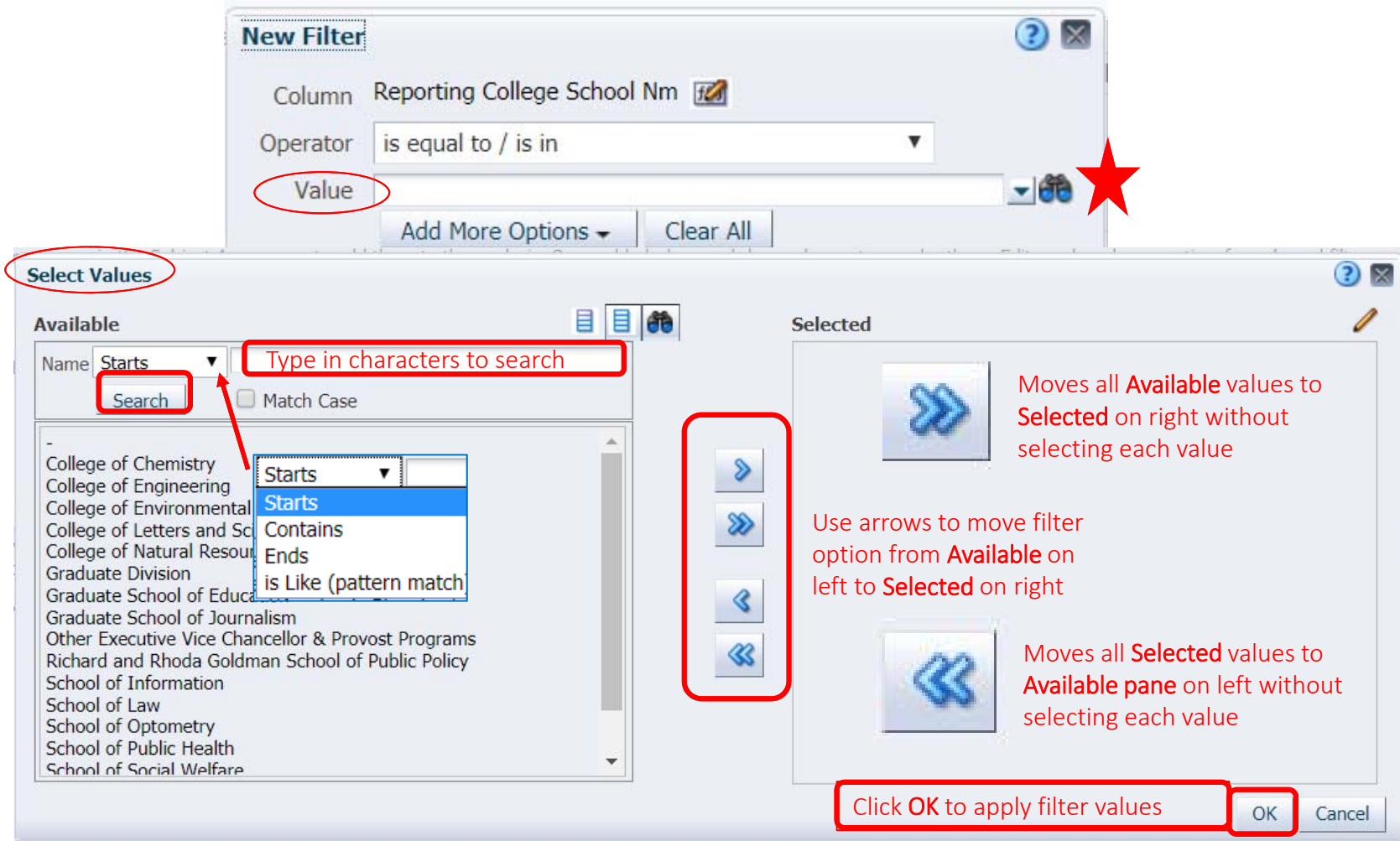
Filtering Operators

Both of the two Filter options open to the **Operator** dropdown box. Choose from one of 20 different operators to apply to this field, the default being is equal to / is in.



Searching for Values

In the **New Filter** box to the right of the **Value** field dropdown, click on the  Binoculars icon to open **Select Values** dialog box to search for available value filters.

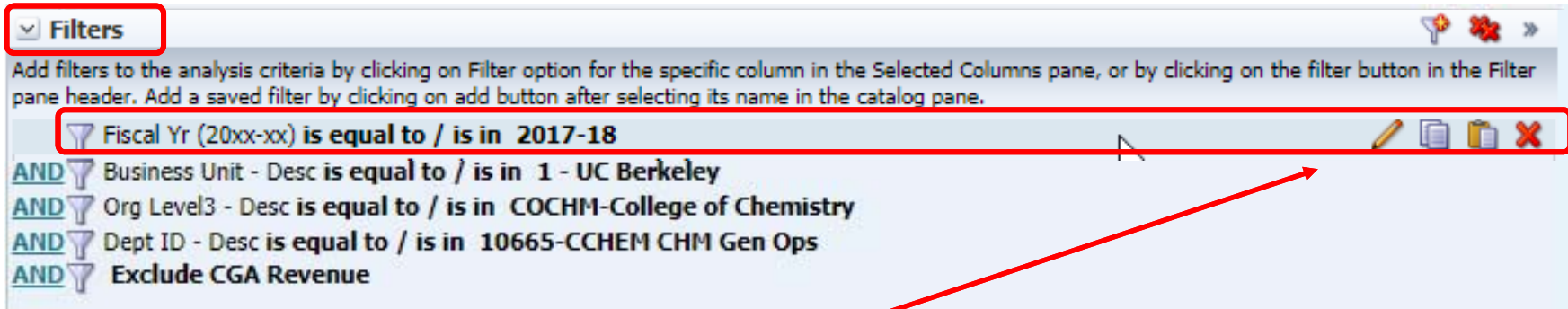


The image shows two overlapping dialog boxes. The top one is titled "New Filter" and has fields for "Column" (Reporting College School Nm), "Operator" (is equal to / is in), and "Value". A red circle highlights the "Value" field, and a red star points to the binoculars icon next to it. The bottom dialog box is titled "Select Values" and is divided into "Available" and "Selected" panes. The "Available" pane has a search box with the text "Type in characters to search" and a "Search" button. A list of values is shown, with "Starts" selected. The "Selected" pane is empty. Between the panes are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. Red text explains their functions: "Moves all Available values to Selected on right without selecting each value" (single right arrow), "Use arrows to move filter option from Available on left to Selected on right" (double right arrow), and "Moves all Selected values to Available pane on left without selecting each value" (double left arrow). At the bottom, the "OK" button is circled in red, with the text "Click OK to apply filter values" next to it.

Editing Filters

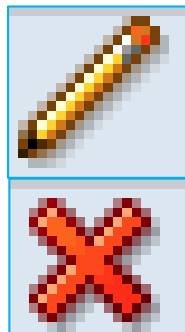
Filters can be added and modified to narrow your results. Hover over an existing filter to change it to your org, Fiscal Year(s), etc.

To edit an existing filter, hover over the metric in the **Filters** pane to display the filter editing icons.



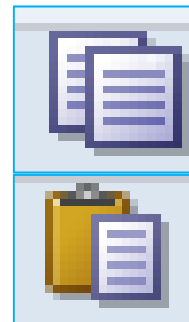
Edit the Fiscal Yr filter to turn this into a multi-year analysis!

Filter Editing icons



Edit the filter

Delete the filter



Copy filter

Paste filter

Ad Hoc Analysis Finance Area Shared Query Filters

The Exclude CGA Revenue filter will allow you to match the dashboard when this is set to Y and if you want to match N simply remove that filter.

If you need to add it back, or add it to an analysis you build from scratch, you can find it in the Catalog area (below Subject Areas) on the far left, under

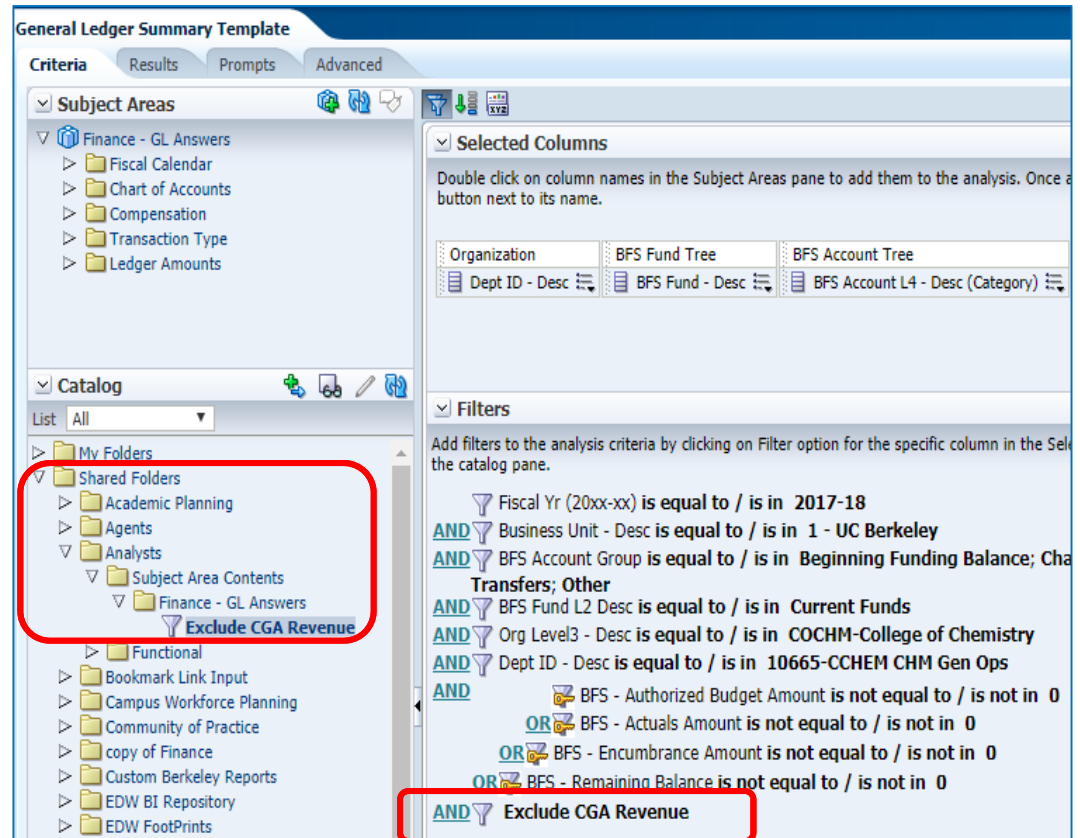
Shared Folders

Analysts

Subject Area Contents

Finance - GL Answers

Exclude CGA Revenue

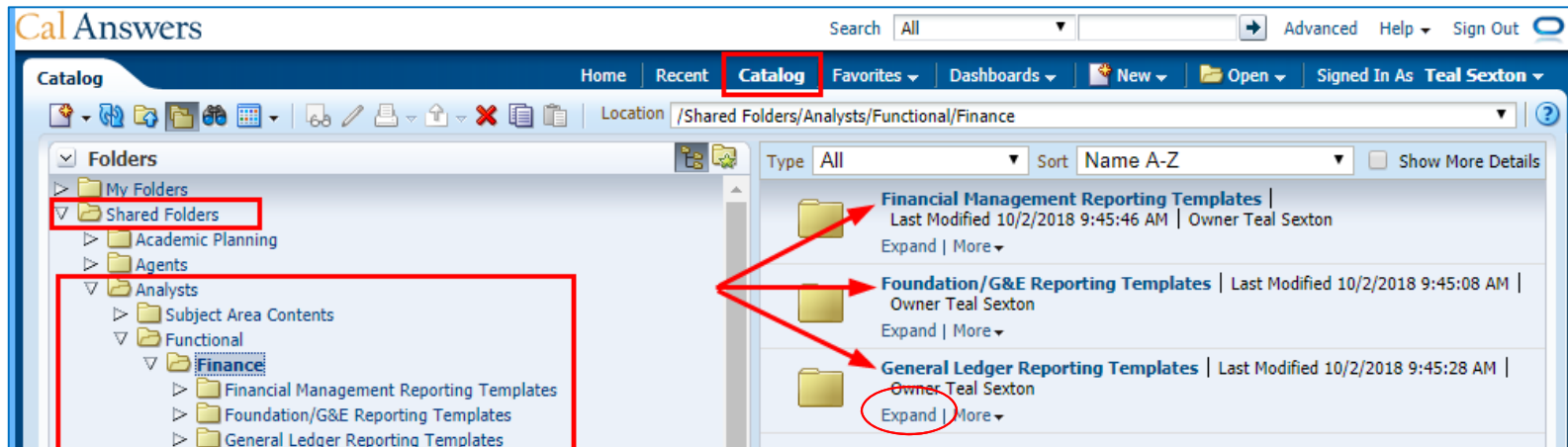


Modifying Ad Hoc Analysis Templates

Finance Ad Hoc Analysis Templates

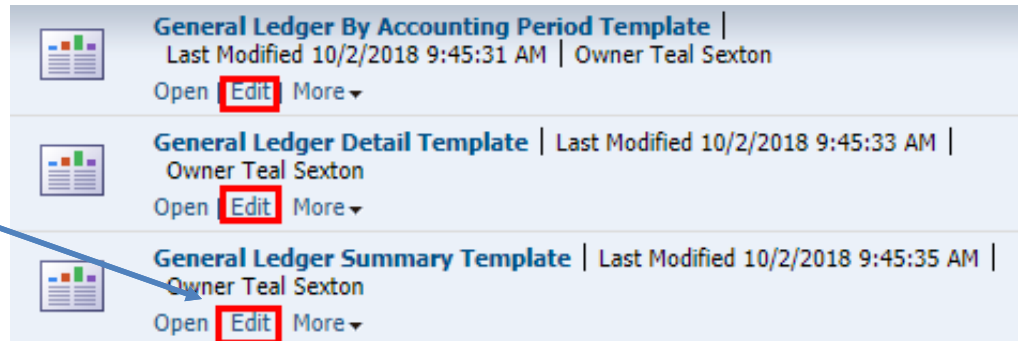
To get started working in the Ad Hoc Finance area templates were created to mimic the most popular Finance dashboard reports.

- Log into Cal Answers
- Click on **Catalog** in the Blue Navigation Toolbar from within Cal Answers
- From the **Folders** pane, click **Shared Folders** -> **Analysts** -> **Functional** -> **Finance**
- Within the Finance folder are three folders of templates
 - Financial Management Reporting
 - Foundation/Gift & Endowment Reporting
 - General Ledger Reporting
- Click on **Expand** to open the folder



Access a Finance Template

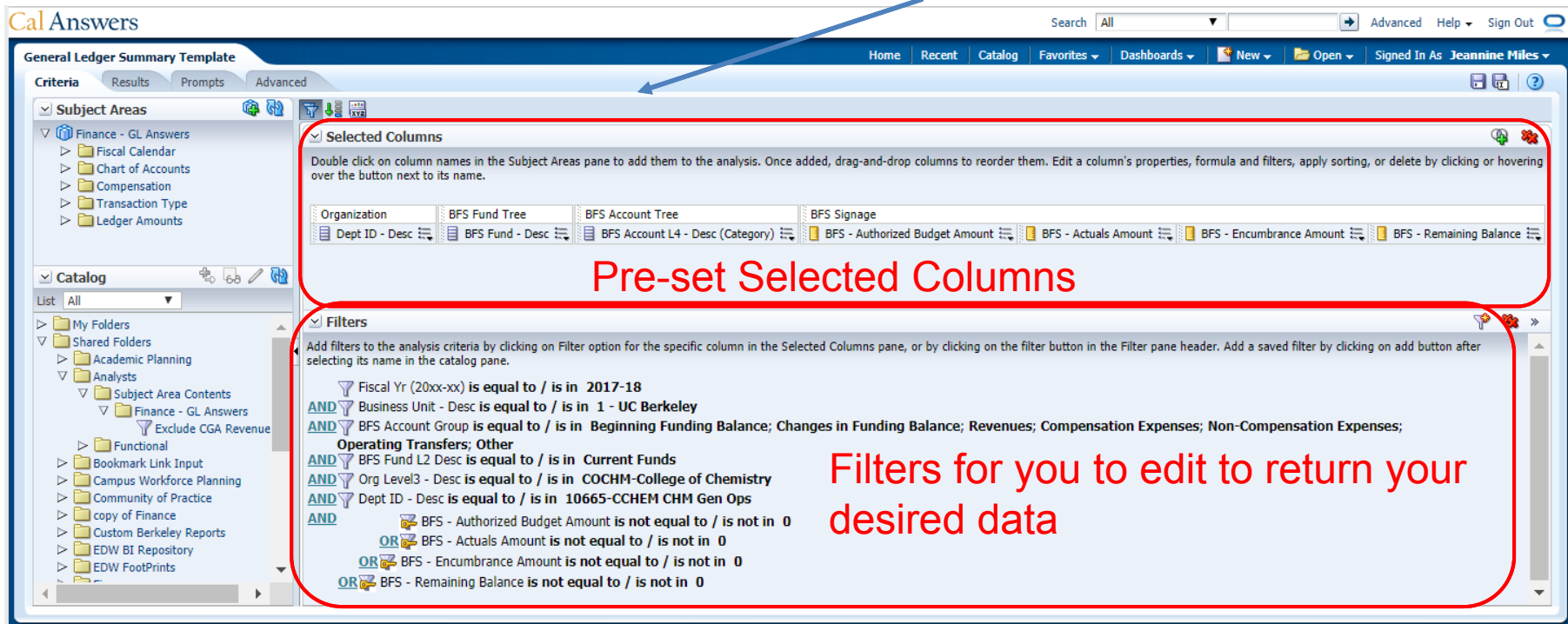
To open a template click on Edit



General Ledger By Accounting Period Template | Last Modified 10/2/2018 9:45:31 AM | Owner Teal Sexton
Open **Edit** More ▾

General Ledger Detail Template | Last Modified 10/2/2018 9:45:33 AM | Owner Teal Sexton
Open **Edit** More ▾

General Ledger Summary Template | Last Modified 10/2/2018 9:45:35 AM | Owner Teal Sexton
Open **Edit** More ▾



Cal Answers

General Ledger Summary Template

Criteria Results Prompts Advanced

Subject Areas

- Finance - GL Answers
 - Fiscal Calendar
 - Chart of Accounts
 - Compensation
 - Transaction Type
 - Ledger Amounts

Catalog

List All

My Folders

- Shared Folders
 - Academic Planning
 - Analysts
 - Subject Area Contents
 - Finance - GL Answers
 - Exclude CGA Revenue
 - Functional
 - Bookmark Link Input
 - Campus Workforce Planning
 - Community of Practice
 - copy of Finance
 - Custom Berkeley Reports
 - EDW BI Repository
 - EDW FootPrints

Selected Columns

Double click on column names in the Subject Areas pane to add them to the analysis. Once added, drag-and-drop columns to reorder them. Edit a column's properties, formula and filters, apply sorting, or delete by clicking or hovering over the button next to its name.

Organization	BFS Fund Tree	BFS Account Tree	BFS Signage
Dept ID - Desc	BFS Fund - Desc	BFS Account L4 - Desc (Category)	BFS - Authorized Budget Amount
			BFS - Actuals Amount
			BFS - Encumbrance Amount
			BFS - Remaining Balance

Filters

Add filters to the analysis criteria by clicking on Filter option for the specific column in the Selected Columns pane, or by clicking on the filter button in the Filter pane header. Add a saved filter by clicking on add button after selecting its name in the catalog pane.

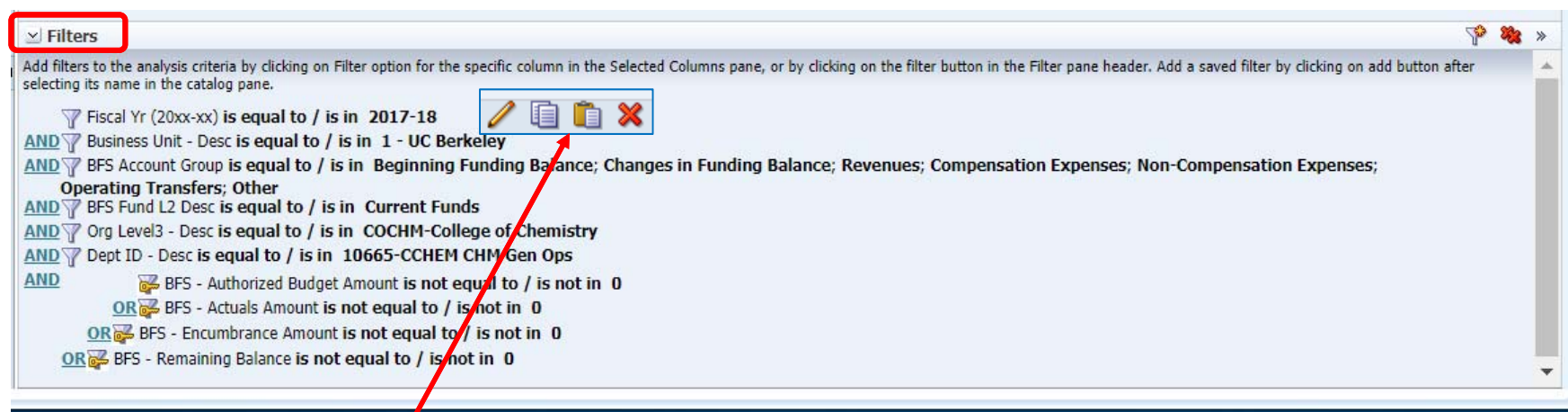
- Fiscal Yr (20xx-xx) is equal to / is in 2017-18
- AND Business Unit - Desc is equal to / is in 1 - UC Berkeley
- AND BFS Account Group is equal to / is in Beginning Funding Balance; Changes in Funding Balance; Revenues; Compensation Expenses; Non-Compensation Expenses; Operating Transfers; Other
- AND BFS Fund L2 Desc is equal to / is in Current Funds
- AND Org Level3 - Desc is equal to / is in COCHM-College of Chemistry
- AND Dept ID - Desc is equal to / is in 10665-CHEM CHM Gen Ops
- AND
 - BFS - Authorized Budget Amount is not equal to / is not in 0
 - OR BFS - Actuals Amount is not equal to / is not in 0
 - OR BFS - Encumbrance Amount is not equal to / is not in 0
 - OR BFS - Remaining Balance is not equal to / is not in 0

Pre-set Selected Columns

Filters for you to edit to return your desired data

Editing Filters

To edit an existing filter, hover over the metric in the **Filters** pane to display the filter editing icons.



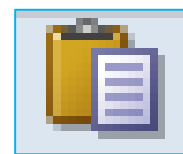
Filter Editing icons



Edit



Copy



Paste

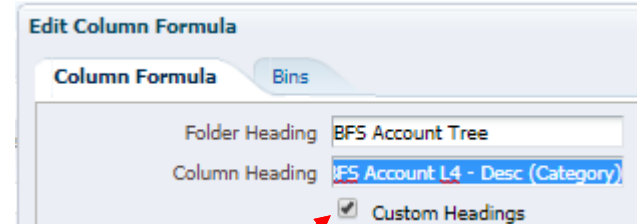
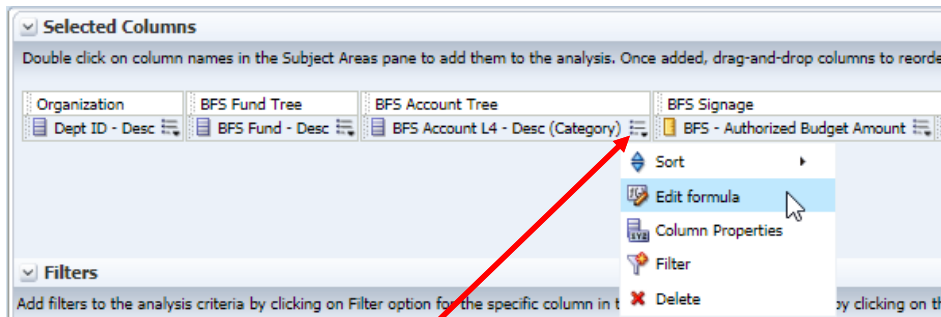


Delete

Fiscal Yr, Org Level 3 and DeptID allow you to create a customized report for your org in the desired timeframe. Add additional filters as needed.

Editing Column Headings

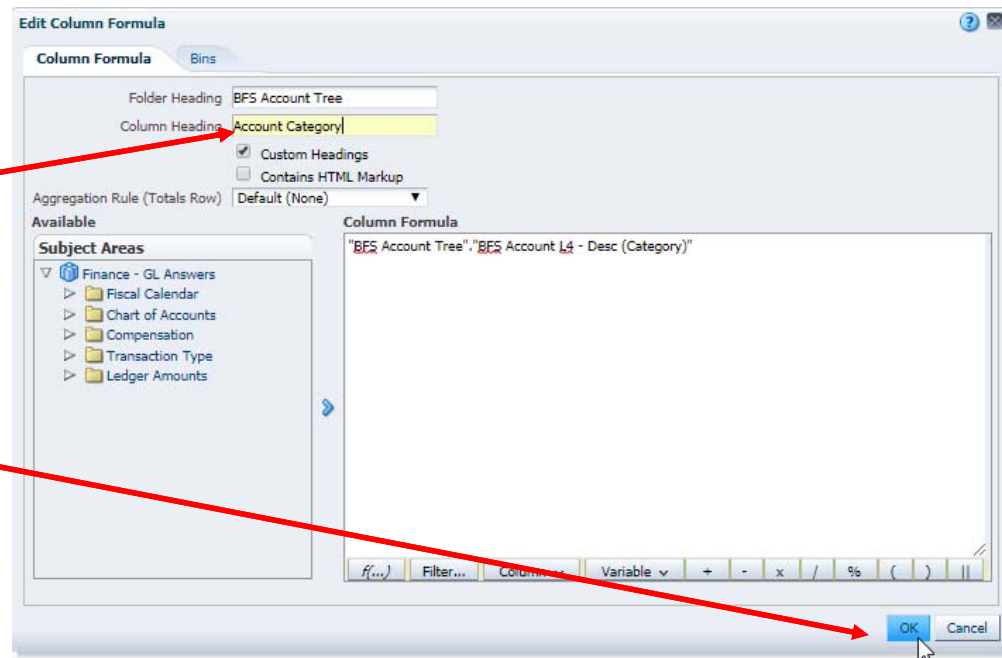
To change the display name or formula of a column, hover over the column editing menu drop down and choose **Edit Formula**.



Check Custom Headings

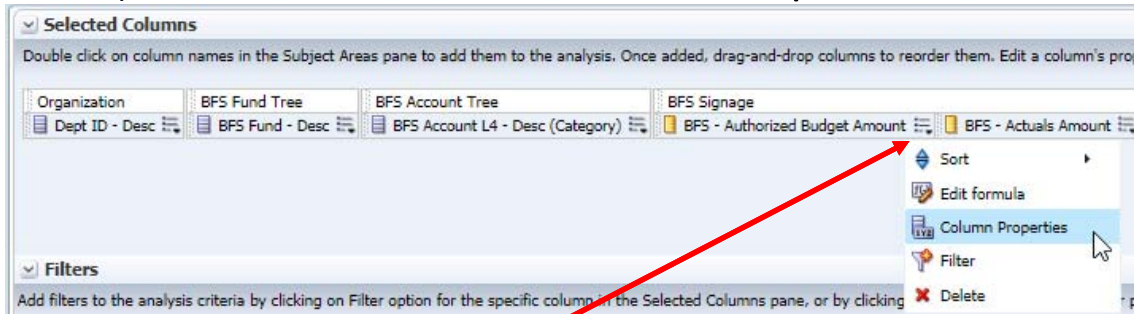
Column Editing Menu

Type in the new Column Heading, and click OK.



Editing Column Properties

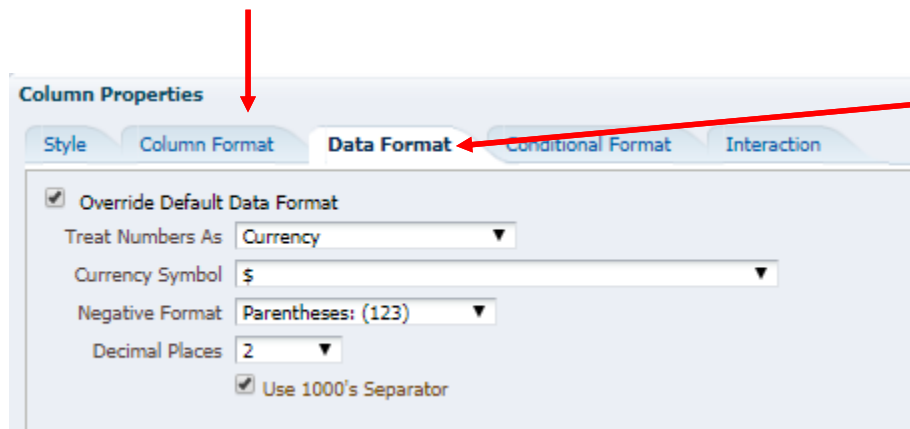
To change the data format of a column, hover over the column editing menu drop down and choose **Column Properties**.



Column Editing Menu

Explore the **Column Properties** tabs and try out various options!

Column Format allow you create a custom heading, format the heading, and choose to suppress or repeat table values.

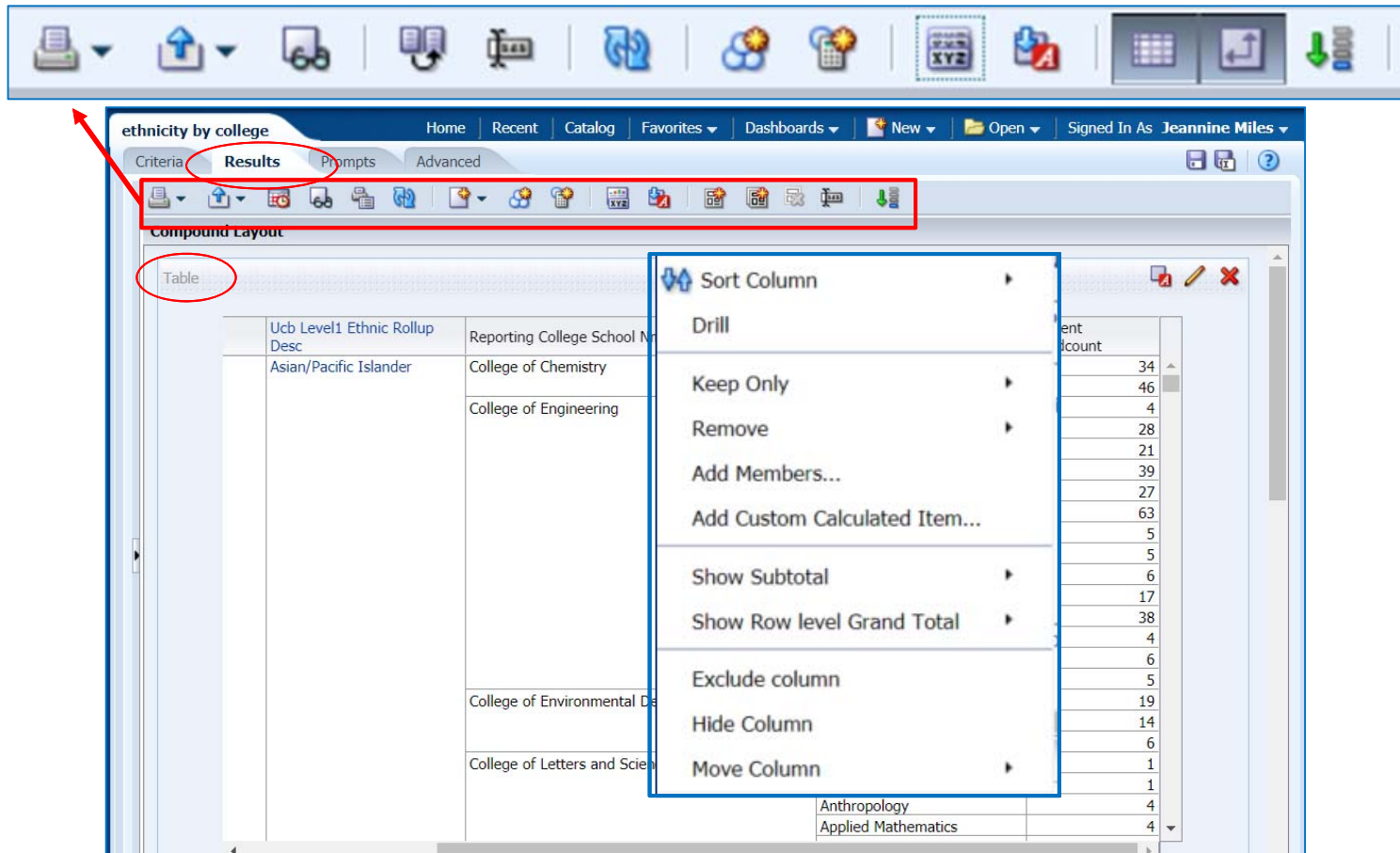


Data Format is where you change numbers to currency. The standard format we use for dollar amounts in Finance dashboards is shown here.

Results Tab

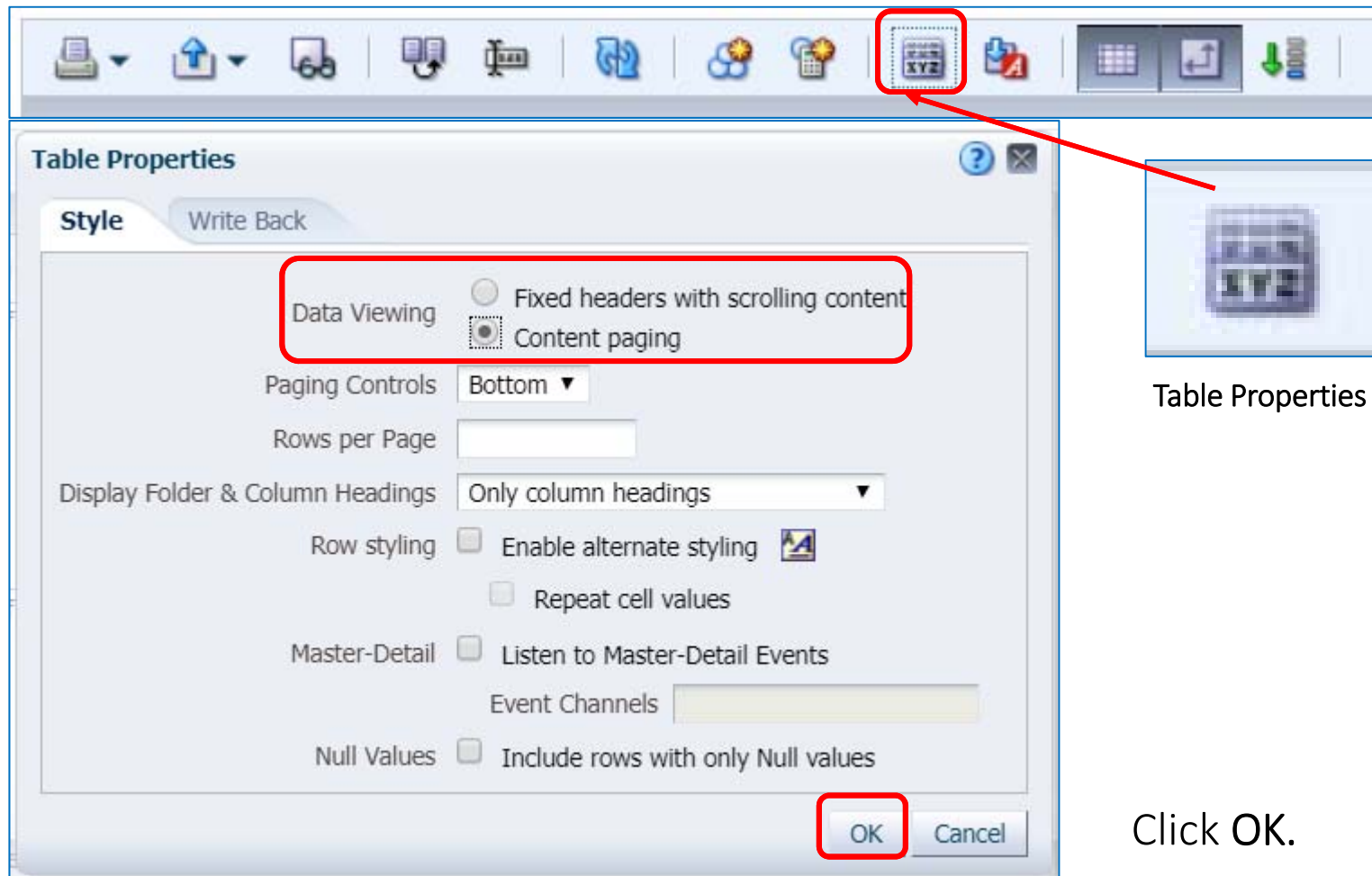
Results Tab: Editing Table Layout

Once all columns selected and filtered on **Criteria** tab, click on the **Results** tab to view the **Compound Layout** data **Table**. The same data table functionality from Cal Answers dashboards is available for editing **Tables** in Ad Hoc.



Results Tab: Table Properties, Data Viewing

Tables default with **Data Viewing** set to **Fixed headers**. For ease of viewing change the setting to **Content paging** from the **Table Properties** icon.



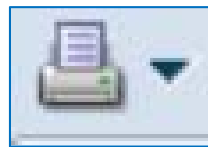
The screenshot shows the 'Table Properties' dialog box with the 'Style' tab selected. The 'Data Viewing' section is highlighted with a red box, showing 'Content paging' selected. The 'OK' button is also highlighted with a red box. A red arrow points from the 'Table Properties' icon in the top toolbar to the dialog box. A separate 'Table Properties' icon is shown to the right of the dialog box.

Click OK.

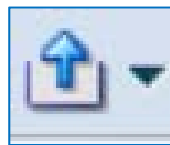
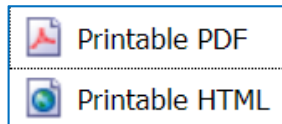
Results Tab: Icon Toolbar



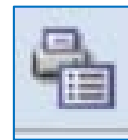
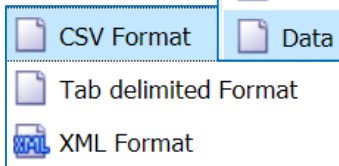
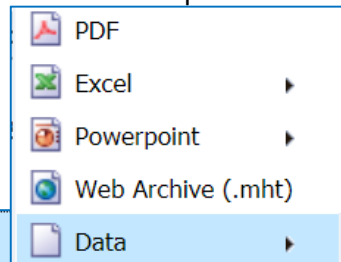
The **Results tab** lets you create different views of the analysis results such as graphs, tickers, and pivot tables.



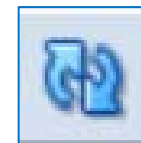
Print



Export



Print Options



Refresh



New View



Edit Analysis
Properties



Create
Compound Layout



Copy
Compound Layout



Rename
Compound Layout



Print Options

Print Options

Page Settings

Paper Size: User Default

Orientation: Portrait

Print Rows: Visible

Hide Margins

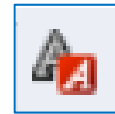
Header and Footer

Include Header **Edit**

Include Footer **Edit**

OK Cancel

Print Options allows you to edit print paper size, orientation, data rows to include, add a header and footer and to insert into document details like your name, date, time, etc.



Click to format text

Select list of preset fields to insert or type directly into fields

Check box to have selected header/footer details display on Results tab

Compound Layout

Header

Jeannine Miles

jmiles 7/12/2018 11:04:59 AM

Edit Header

B *i* u Line Break Contains HTML Markup **Insert Field**

Jeannine Miles

typed directly into field

@{authorName} **Insert Field** @{{dateCreated}} **Insert Field**

@(authorName) = CalNet user name

Display in browser when applicable

OK Cancel



Results Tab: New View Icon

- Best Visualization
- Recommended Visualization for
- Title
- Table
- Pivot Table** ★
- Performance Tile
- Trellis
- Graph
- Gauge
- Funnel
- Map
- Filters
- Other Views

The New View option lets you create different views of the analysis results such as graphs, tickers, and pivot tables. You can also add or modify selection steps.

- Bar
- Line
- Area
- Pie
- Line-Bar
- Time Series Line
- Pareto
- Scatter
- Bubble
- Radar
- Waterfall

- Analyzing Trends**
Determine whether values are rising or falling over time
- Comparing Values**
Assess similarities and differences across specified categories
- Comparing Values and Their Parts**
Assess similarities and differences for individual segments and overall category totals
- Comparing Explicit Values**
View precise values for specified categories
- Comparing Percentages**
View the percentage contribution of each part to the whole
- Discovering Patterns and Outliers**
Assess the strength and direction of the relationship between two variables and whether extremes exist in the data
- View All Recommendations**
View visualization matches for all types of analyses

- Dial
- Vertical Bar
- Horizontal Bar
- Bulb

Adds a Filters Key to the Ad Hoc view-Recommended!

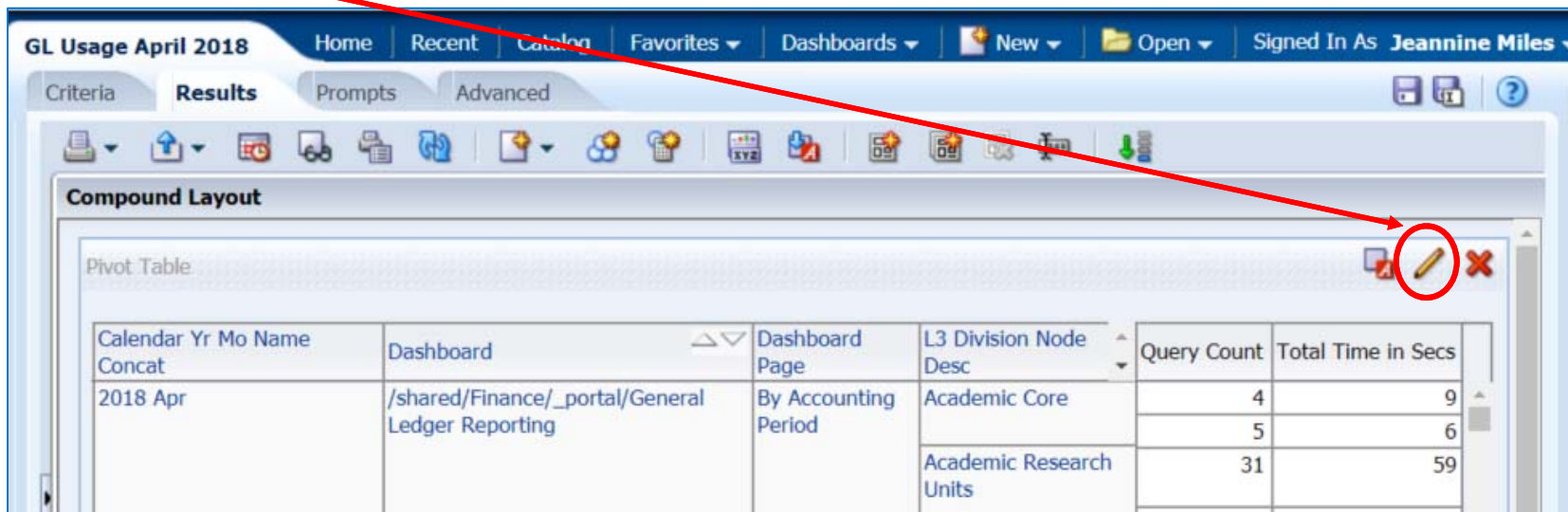
```
Calendar Yr Mo Name Concat is equal to / is in 2018 Apr
and Dashboard is equal to / is in /shared/Finance/_portal/General Ledger Reporting
```

Results Tab: Pivot Table

Table view only includes rows of data. A pivot table allow you to pivot measure columns between rows and column.



Click on the pencil icon to Edit your Pivot Table.

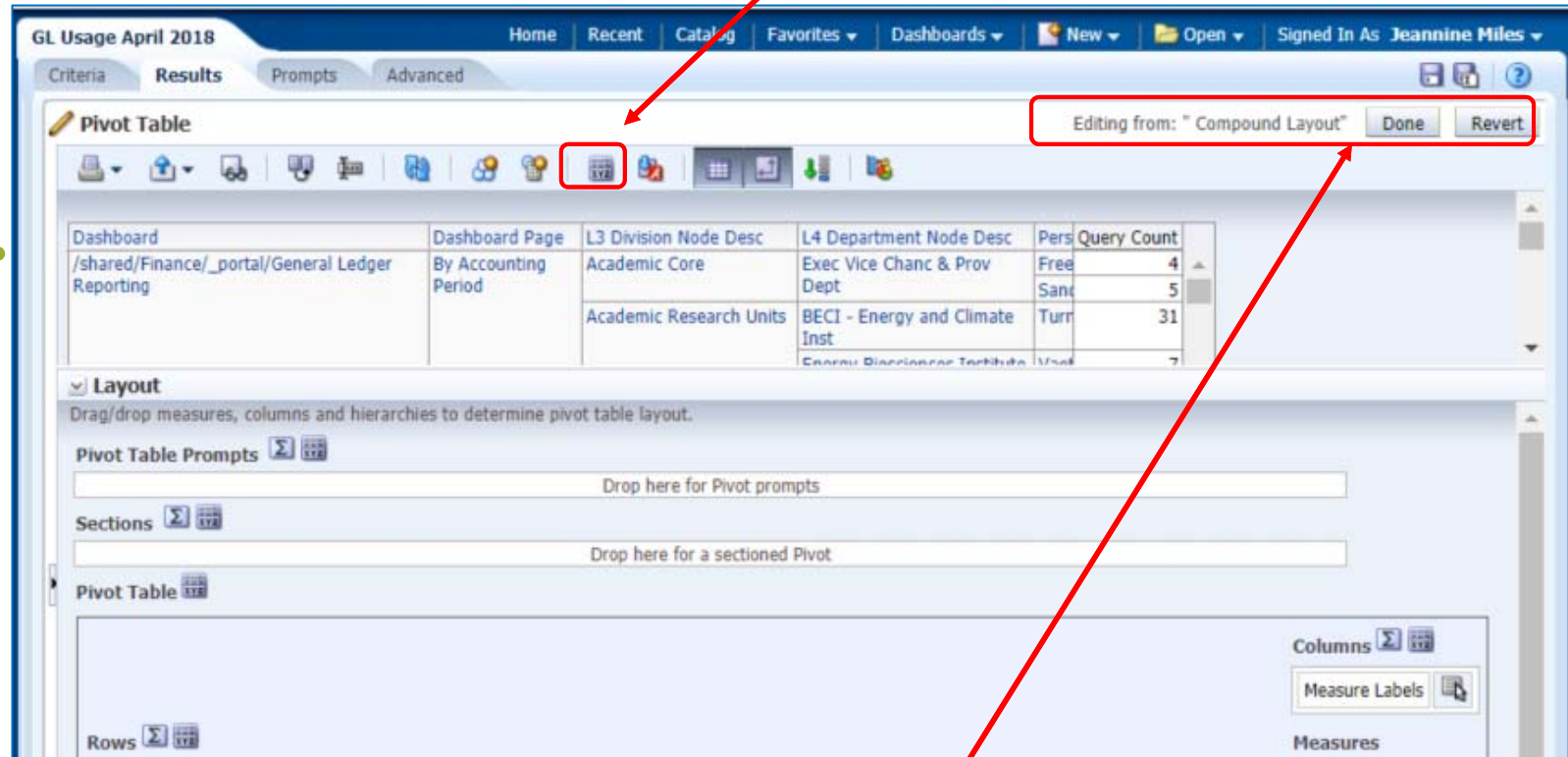


The screenshot shows a software interface with a 'Results' tab. A 'Pivot Table' is displayed with the following data:

Calendar Yr Mo Name Concat	Dashboard	Dashboard Page	L3 Division Node Desc	Query Count	Total Time in Secs
2018 Apr	/shared/Finance/_portal/General Ledger Reporting	By Accounting Period	Academic Core	4	9
			Academic Research Units	5	6
				31	59

Results Tab: Editing Pivot Table

Pivot Table Properties



Done to maintain edits.

Revert to return to version pre-edits.

Table Settings: Fixed Headers view vs. Content Paging

This screenshot shows a Pivot Table in 'Fixed Headers view'. The table has 6 columns: Calendar Yr Mo Name Concat, Dashboard, Dashboard Page, L3 Division Node Desc, Query Count, and Total Time in Secs. The data is grouped by 'L3 Division Node Desc' with sub-rows for 'Academic Core', 'Academic Research Units', and 'Administration'. A horizontal scrollbar is visible at the bottom of the table area.

Calendar Yr Mo Name Concat	Dashboard	Dashboard Page	L3 Division Node Desc	Query Count	Total Time in Secs
2018 Apr	/shared/Finance/_portal/General Ledger Reporting	By Accounting Period	Academic Core	4	9
				5	6
			Academic Research Units	31	59
				7	2
				2	1
				1	5
				3	6
			Administration	7	6
				5	5
				2	5

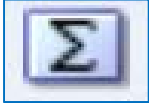

Fixed Header view with horizontal scroll bar

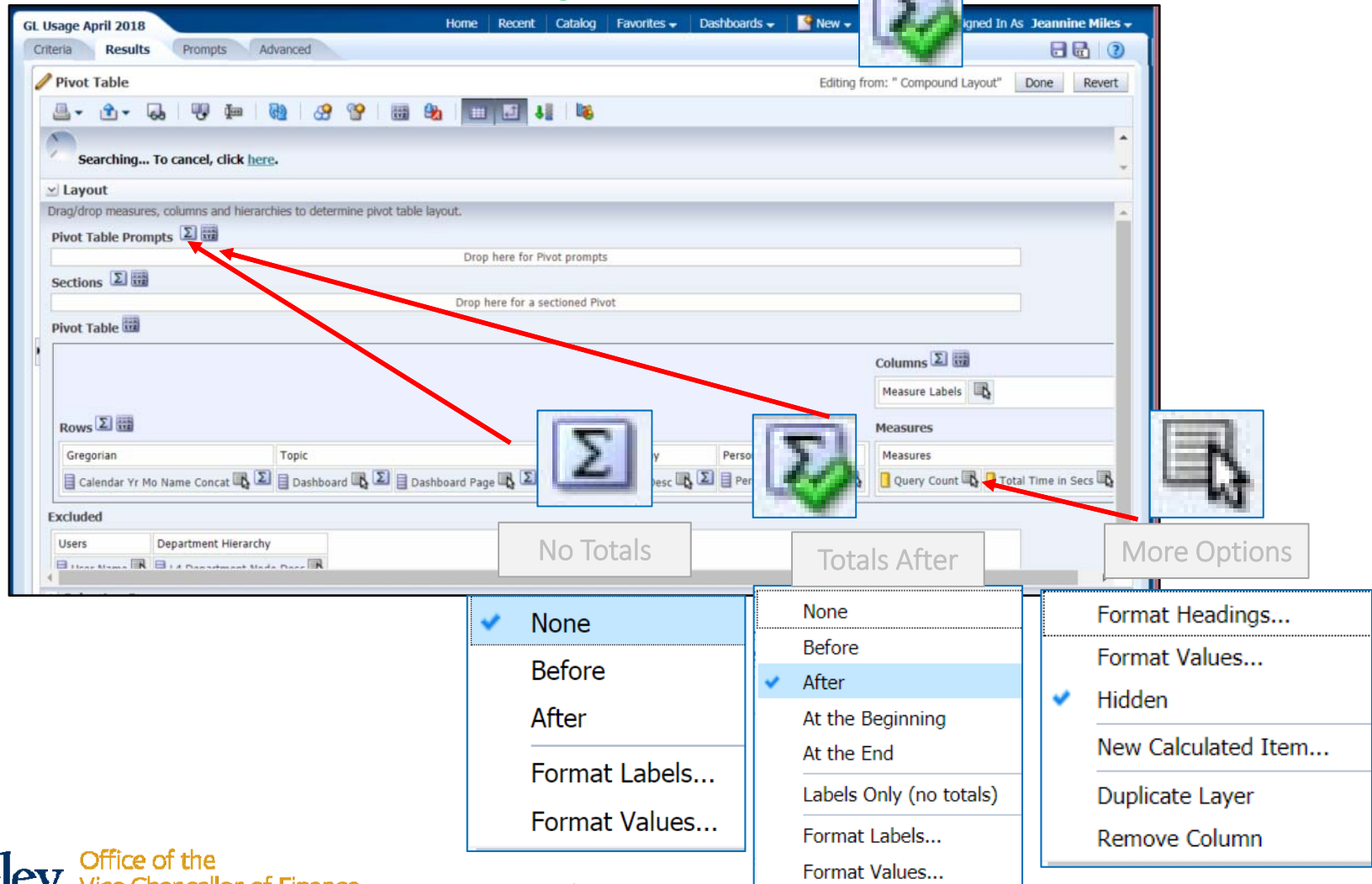
This screenshot shows the same Pivot Table in 'Content Paging view'. All columns are displayed within the screen width, including 'L4 Department Node Desc', 'Person Last First Nm', and 'User Name'. There is no horizontal scrollbar.

Calendar Yr Mo Name Concat	Dashboard	Dashboard Page	L3 Division Node Desc	L4 Department Node Desc	Person Last First Nm	User Name	Query Count	Total Time in Secs		
2018 Apr	/shared/Finance/_portal/General Ledger Reporting	By Accounting Period	Academic Core	Exec Vice Chanc & Prov Dept	Freedman Jules	jjf1	4	9		
					Sandler Andrew	asandler	5	6		
			Academic Research Units	BECI - Energy and Climate Inst	Turner Tracy	tturner	31	59		
				Energy Biosciences Institute	Vaeth Andrew	drewcv	7	2		
				Inst Research on Labor and Emp	Cramer Kathryn	nan.cramer	2	1		
				Inst of Human Development	Branum Lisa	lisabranum	1	5		

Content Paging view with all columns displayed in screen and no horizontal scroll bar

Pivot Table Formatting Options

Click the Sum  button on any metric to insert subtotals before or after. Once applied Sum button updated with **green** checkmark. 



The screenshot shows the Pivot Table interface with the following elements:

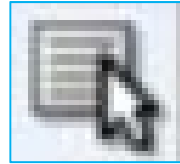
- Layout:** Searching... To cancel, click [here](#).
- Pivot Table Prompts:** Drop here for Pivot prompts
- Sections:** Drop here for a sectioned Pivot
- Pivot Table:**
 - Columns:** Measure Labels
 - Measures:** Query Count, Total Time in Secs
 - Rows:** Gregorian, Topic
- Excluded:** Users, Department Hierarchy

The dropdown menus are open, showing the following options:

- No Totals:**
 - None
 - Before
 - After
 - Format Labels...
 - Format Values...
- Totals After:**
 - None
 - Before
 - After
 - At the Beginning
 - At the End
 - Labels Only (no totals)
 - Format Labels...
 - Format Values...
- More Options:**
 - Format Headings...
 - Format Values...
 - Hidden
 - New Calculated Item...
 - Duplicate Layer
 - Remove Column

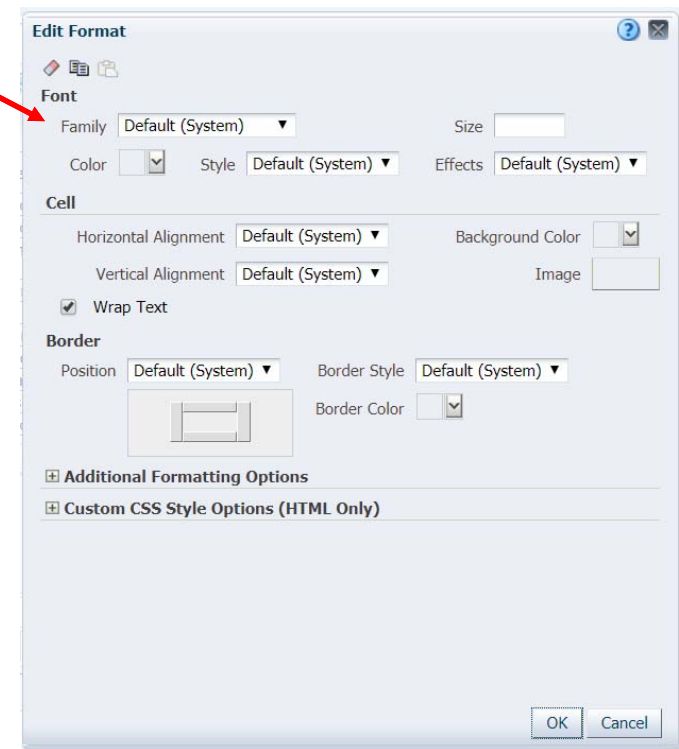
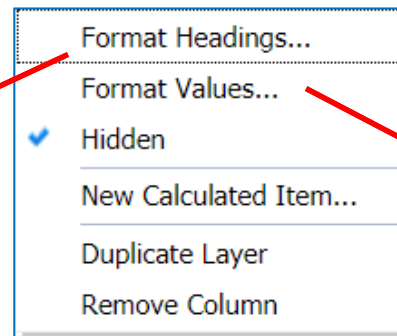
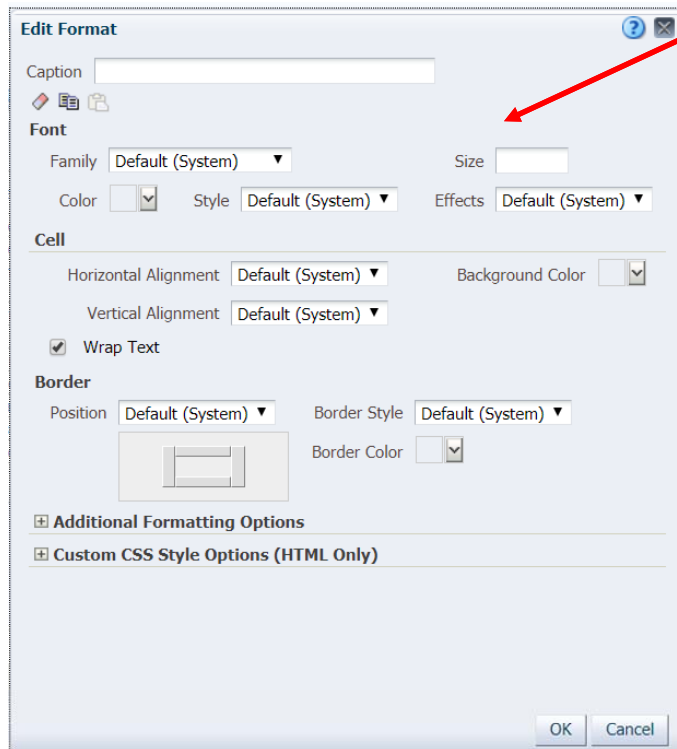
Pivot Table Formatting: More Options

Click the More Options



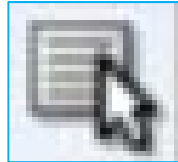
button on metrics to display additional formatting options.

More Options

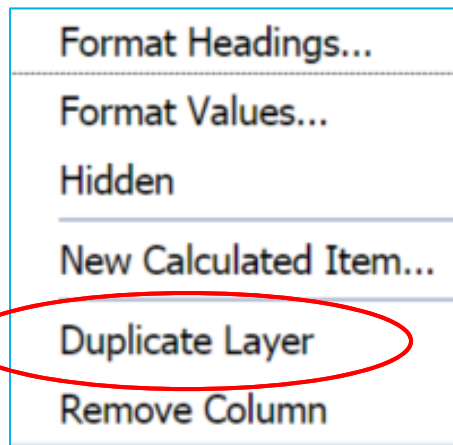


More Options: Duplicate Layers

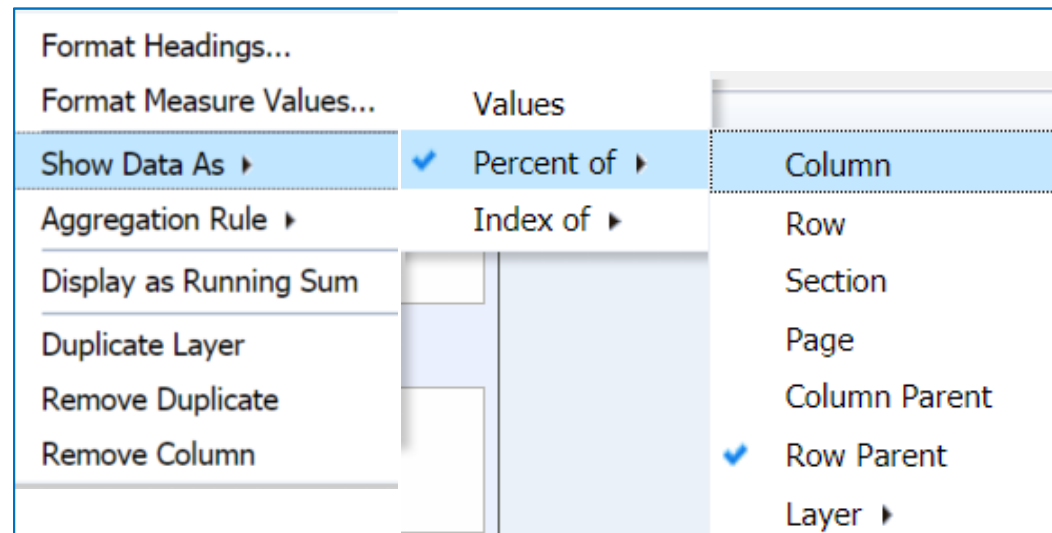
Click the More Options



button on metrics to display additional formatting options.



Duplicate Layers allow you to repeat a metric in the pivot table with option to Show Data As:



Saving and Opening an Ad Hoc Analysis

My Folders & Saving

Untitled tab updates with analysis name once Save/Save As action

The screenshot shows a software interface with a top navigation bar including 'Advanced', 'Help', and 'Sign Out'. Below this is a toolbar with 'New' and 'Open' buttons. The main area is divided into 'Criteria' and 'Results' tabs. The 'Criteria' tab is active, showing a tree view of 'Subject Areas' and a 'Selected Columns' list. A 'Save As' dialog box is open, showing a 'Folders' list with 'My Folders' and 'Shared Folders'. The 'Save In' dropdown is set to '/My Folders/Finance/Financial Dashboards'. The 'Name' field contains 'FMR Usage Oct 2017 April 2018'. A 'Create a new folder' icon is visible in the 'Save In' area. The 'OK' button is highlighted.

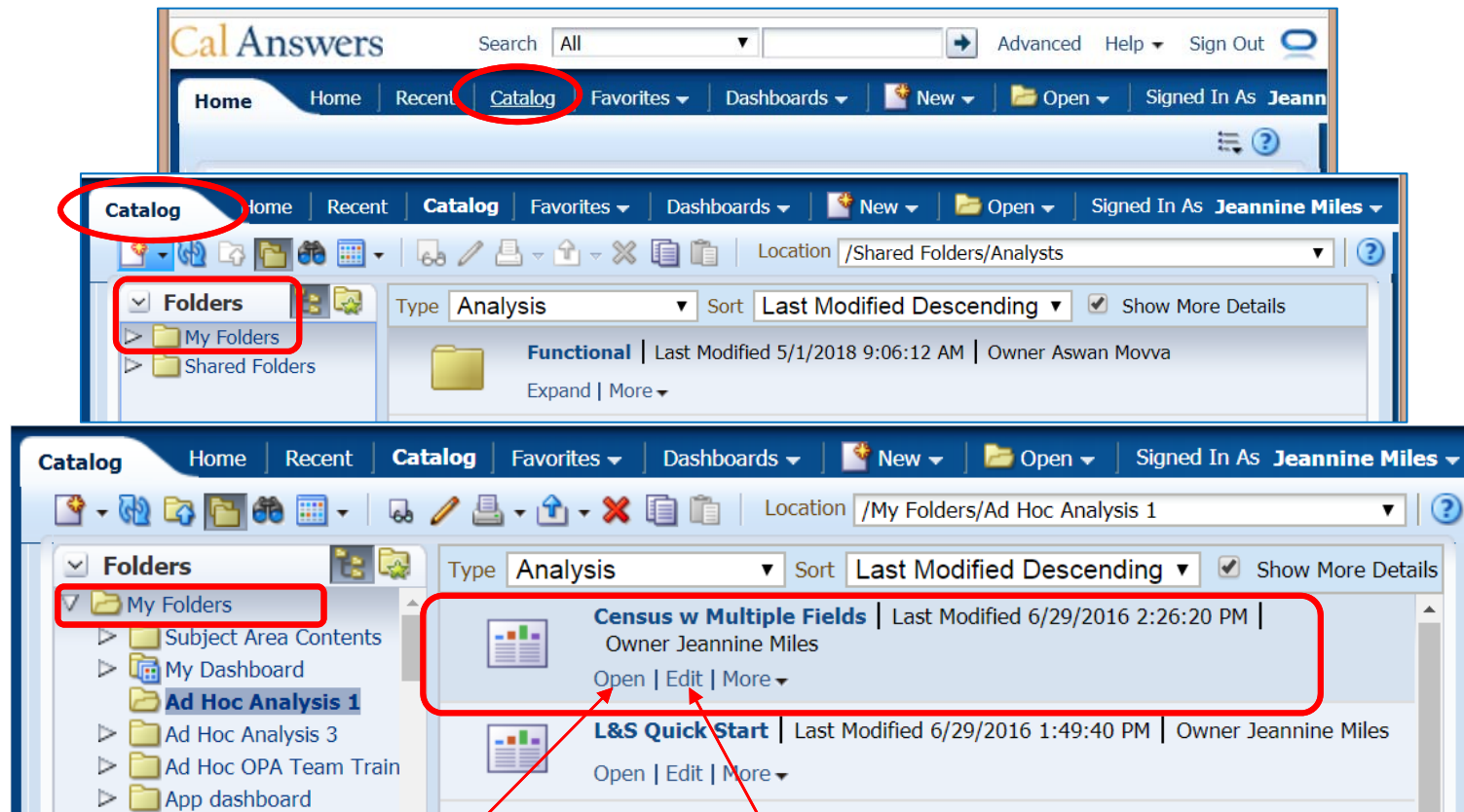
Save & Save As



Create a new folder
! Users can only save to My Folders!

Accessing your Saved Ad Hoc Analysis

To access your saved ad hoc analysis, click on **Catalog** from the blue navigation toolbar in Cal Answers, then **My Folders**.



Open provides a read only view of analysis results

Edit opens the analysis to the tab set in Preferences - Editor Analysis option (*recommended to set to Criteria tab*)

Advanced Tab

The **Advanced tab** provides access to the XML code (defines a set of rules for encoding documents in a format that is both human-readable and machine-readable) for each analysis created that you can share with others.

Review the [Sharing Ad Hoc Analysis job aid](#) for steps on sharing your analysis with other Cal Answers Ad Hoc users.

Cal Answers

Sharing an Ad Hoc Analysis

Sharing an Ad Hoc Analysis

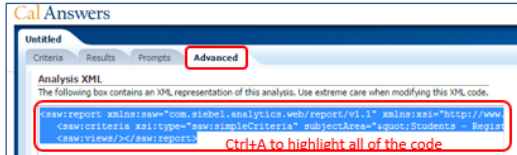
In computing, **Extensible Markup Language (XML)** is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable. The Cal Answers Ad Hoc Editor provides XML on the Analysis tab for each analysis created that you can share with others. Only those Cal Answers users with the same subject area and ad hoc access will be able to generate an analysis from your XML.

Copying XML from an Ad Hoc Analysis

To copy XML to share, start with the existing ad hoc analysis:

Instructions

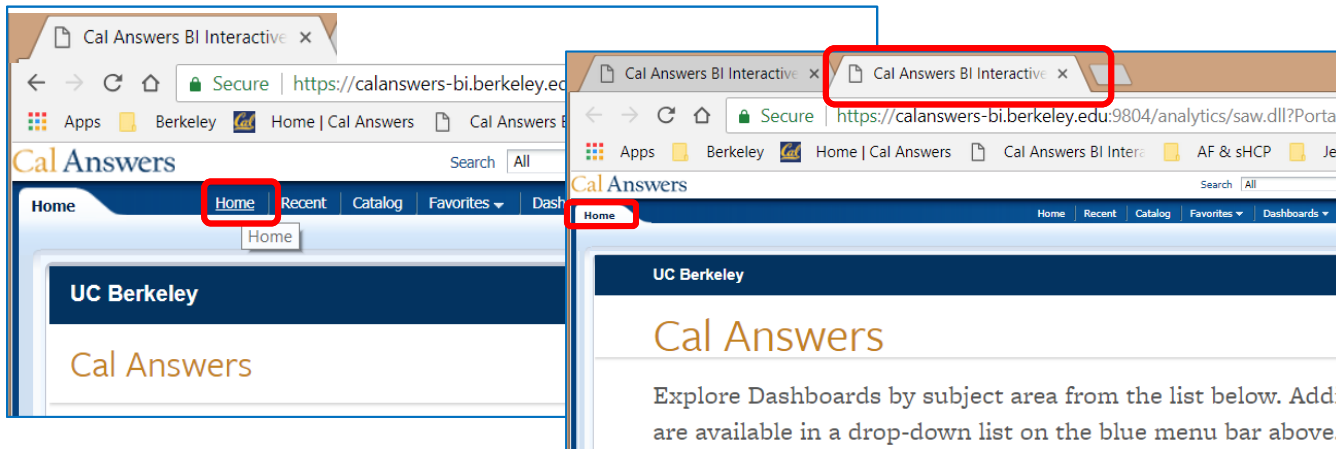
1. Click on the **Advanced** tab of the Ad Hoc Editor:



The screenshot shows the Cal Answers interface with the 'Advanced' tab selected. The XML code is highlighted in blue, and a red box surrounds the code. A red text box below the code says 'Ctrl+A to highlight all of the code'.

Opening Multiple Instances of Cal Answers

Place your cursor on **Home** and click **Ctrl** to open another instance of Cal Answers on the **Home** page.



Or place your cursor on the **Cal Answers BI Interactive** tab, right-click and select **Duplicate** to open another instance of Cal Answers on that same dashboard report tab.

