

# Finance Reporting User Group February 6, 2015

# Merging Excel Spreadsheet Data with Business Objects Data: Adding Monthly budget amounts to the FM Budget versus Actual report.

The Budget & Control Board uses an excel spreadsheet for their budget preparation and reporting process throughout the year. Each Division of the Board has separate spreadsheets and the budget amounts are tracked by Major Commitment Item areas. The goal of this presentation is to show how to take this spreadsheet data and add it to SCEIS Business Objects reporting to be used to prepare a Budget versus Actual report.

Below is a snapshot of the Budget spreadsheet used by the Board:

A	U	V	VV	٨	Y Z	AA	AB
		FY	2014 - Actual		FY 20	15 - Projecti	on
		State	Other	Total	State	Other	Total
Current Income and Expense							
Income:							
Recurring Appropriation/FY13 Request		15,204,059		15,204,059	15,265,445		15,265,445
BPI / Health Insurance Allocation		61,386		61,386	120,454		120,454
Agency Implementation Funds			1,228,000	1,228,000		300,000	300,000
DEW CO Funds							
PBF Higer Ed. Licenses/Maintenance			40,800	40,800		18,850	18,850
Agency Implementation Funds (DHEC)				-			-
Other / Non-Recurring				-			-
Total Income		15,265,445	1,268,800	16,534,245	15,385,899	318,850	15,704,749
Expense:							
Salaries		4,305,395		4,305,395	4,608,431		4,608,431
Fringe		1,360,720		1,360,720	1,475,000		1,475,000
Contractual		9,381,444		9,381,444	9,137,401	150,000	9,287,401
Supplies		19,951		19,951	20,000		20,000
Fixed Charges		205,625		205,625	232,428		232,428
Travel		9,481		9,481	10,000		10,000
Equipment		45,772		45,772			-
Principal/Interest Repayment		-		-			-
Electricity/Gas		9,687		9,687	9,687		9,687
Boardwide Allocation				-	129,978		129,978
Tetel Temperer		15,338,075	-	15,338,075	15,622,925	150,000	15,772,925
1 otal Expense				I			

The highlighted area is the expense items that we will use to build the budget data. It is important to format the data elements in the spreadsheet to match those in SCEIS, especially where you plan to merge the elements. In this presentation, we are merging on Posting Period, Fund Key and Major Commitment Item Key.

Each Major Commitment Item area is copied to another sheet and then spread monthly. The Salaries and Fringe items are spread based on the number of payrolls in a month, while the other areas are divided by 12.

						Salaries	4608431
						Fringe	1475000
						Contractua	9617401
						Supplies	20000
						Fixed Char	232428
						Travel	10000
						Electricity	9687
						Contractua	1474058
							17447005
							15972947
osting Pe	Funds		Major Cl	Major CI N	Amount		
1	State	SC01/1000	501000	Salaries	384036		
2	State	SC01/1000	501000	Salaries	576053.9		
3	State	SC01/1000	501000	Salaries	192018		
4	State	SC01/1000	501000	Salaries	576053.9		
5	State	SC01/1000	501000	Salaries	192018		
6	State	SC01/1000	501000	Salaries	384036		
7	State	SC01/1000	501000	Salaries	576053.9		
8	State	SC01/1000	501000	Salaries	384036		
9	State	SC01/1000	501000	Salaries	192018		
10	State	SC01/1000	501000	Salaries	384036		
11	State	SC01/1000	501000	Salaries	384036		
12	State	SC01/1000	501000	Salaries	384036		
1	State	SC01/1000	502000	Contractu	a 801450.1		
2	State	SC01/1000	502000	Contractu	a 801450.1		
3	State	SC01/1000	502000	Contractu	a 801450.1		
4	State	SC01/1000	502000	Contractu	a 801450.1		
5	State	SC01/1000	502000	Contractu	a 801450.1		
6	State	SC01/1000	502000	Contractu	a 801450.1		
7	State	SC01/1000	502000	Contractu	a 801450.1		
8	State	SC01/1000	502000	Contractu	a 801450.1		
9	State	SC01/1000	502000	Contractu	a 801450.1		
10	State	SC01/1000	502000	Contractu	a 801450.1		
11	State	SC01/1000	502000	Contractu	a 801450.1		
12	State	SC01/1000	502000	Contractu	a 801450.1		

Once these items are calculated, the sheet is copied to another sheet as values.

(Note: With the new Support pack, an issue has come up with the compatibility of numbers. Until we get this resolved, it is important to save your spreadsheet as an Excel 1997 to 2003 version. Once we get a patch from SAP to correct this issue, we will let you know. Thanks.)

Posting Period	Funds	Fund Key	Major Cl	Major Cl Name	Amount
1	State	SC01/10000000	501000	Salaries	\$384,035.96
2	State	SC01/10000000	501000	Salaries	\$576,053.94
3	State	SC01/10000000	501000	Salaries	\$192,017.98
4	State	SC01/10000000	501000	Salaries	\$576,053.94
5	State	SC01/10000000	501000	Salaries	\$192,017.98
6	State	SC01/10000000	501000	Salaries	\$384,035.96
7	State	SC01/10000000	501000	Salaries	\$576,053.94
8	State	SC01/10000000	501000	Salaries	\$384,035.96
9	State	SC01/10000000	501000	Salaries	\$192,017.98
10	State	SC01/10000000	501000	Salaries	\$384,035.96
11	State	SC01/10000000	501000	Salaries	\$384,035.96
12	State	SC01/10000000	501000	Salaries	\$384,035.96
1	State	SC01/10000000	502000	Contractual Services	\$801,450.08
2	State	SC01/10000000	502000	Contractual Services	\$801,450.08
3	State	SC01/10000000	502000	Contractual Services	\$801,450.08
4	State	SC01/10000000	502000	Contractual Services	\$801,450.08
5	State	SC01/10000000	502000	Contractual Services	\$801,450.08
6	State	SC01/10000000	502000	Contractual Services	\$801,450.08
7	State	SC01/10000000	502000	Contractual Services	\$801,450.08
8	State	SC01/10000000	502000	Contractual Services	\$801,450.08
9	State	SC01/10000000	502000	Contractual Services	\$801,450.08
10	State	SC01/10000000	502000	Contractual Services	\$801,450.08
11	State	SC01/10000000	502000	Contractual Services	\$801,450.08
12	State	SC01/10000000	502000	Contractual Services	\$801,450.08

Now the data can be loaded into Business Objects. Once we are logged into Business Objects, we go to the Documents tab and select New/Local Document

SCES 39 Wekome: John Taylor   Applications • Preferences Help menu •   Log off								
Home Documents								
View • New • Organize • Send • Mor	re Actions 🔹	De	etails				Ŕ	₽ [ H 4 1 of 1 ▶ H
My Docur 😭 Local Document			Title 🔺	Туре	Last Run	Instances	Description	Created By
Folders Publication			Accounts Receivable Reports	Folder				CAR13097
Pu 🐁 Hyperlink	^		F030-IO	Folder			BCB - Internal Operations	KEL05656
Folder			Mgmt Reports	Folder				ROB16068
Data Federation			SCEIS Reports	Folder				DAV25107
Platform Search Scheduling		-	Official SCEIS FI - Analysis of Expenditures by	Web Intelligence		0	Monthly Scheduled Report Rep	DAV25107
		24	Copy of II B 3 m (Operating Results - DSIT SC	Microsoft Excel				DAV25107
±		2	DTO REV Data	Microsoft Excel				DAV25107
A010		*	DTO REV Data2	Microsoft Excel				DAV25107
A050		-	Federal Funds Lookup	Web Intelligence		0		DAV25107
A150		-	IRF	Web Intelligence		0		DAV25107
🖿 🔛 A170		-	Payment Register for IO: 723121	Web Intelligence		0		STE07593
🕮 🚞 A200		<b>.</b>	Proforma Expenditures	Web Intelligence		0	Runs - [M, A] Developed by Ja	DAV25107
🖭 🖿 A850		-	Summary of Expenditures FY12 to FY13 Comp	Web Intelligence		0	Report of Actual Expenditures	DAV25107
🕮 💼 F120		-	Unduplicated Count of FM Documents	Web Intelligence		0		DAV25107
E100								
E160								
F030								
F030-BEA								
🖽 🔜 F030-DSIT								
📁 F030-EO								
🖲 💼 F030-GS								
🖽 📁 F030-IAS								
🖃 🛜 E030-TO								
	$\sim$							
Categories								
Search								
								Total: 14 items

We can then load the Excel spreadsheet by locating it from Browse

S	<b>@EIS *</b>			Welcome: John Taylor	Applications -	Preferences H	Help menu▼	Log off		0
Home	Documents									
View	New Local Document in -	F030-IO							2 = ×	н
My De	File Name	: Browse	-	•						Ţ
ė- 💼	Title	:								
	Description									
Ē	Keywords	:								
	File Type	:								
		Select one or more categories to add the object to								
		Categories the object belongs to are highlighted.								
		····· 💽 Personal Categories								4
		E- Corporate Categories								4
										4
										4
									Add Cancel	
Catao	<								>	
Searc										
									Total: 14 iter	ns

Looking it up from the directory it is located in, here it is the Desktop, and then selecting open



We can add other information about the file; change its name or other things if we chose. When ready, we click add

New Local Document in – F030-IO	? = ×
File Name: C:\Users\jtaylor\Desktop\Copy of II B 3 m (Operating Results - DSI Browse	
Title: Copy of II B 3 m (Operating Results - DSIT SCEIS)JTWC	
Description:	
^	
· · · · · · · · · · · · · · · · · · ·	
Keywords:	
Select one or more categories to add the object to	
Categories the object belongs to are highlighted.	
Parconal Catagorian	
Corporate categories	
	Add Cancel

We then see it is loaded to our folder. Note that this loaded to my default Public folder. If I had wanted it to load to another folder, I need to be in that folder before I started the loading process. I can always move the file later if I so chose.

Sciels ? Wekome: John Taylor   Applications Preferences Help menu   Log off							
Home Documents	Home Documents						
View • New • Organize • Send • More Actions	•   0	letails				æ	I I of 1 ▶ H
My Documents		Title 🔺	Туре	Last Run	Instances	Description	Created By
Folders	-	Accounts Receivable Reports	Folder				CAR13097
Public Folders		F030-IO	Folder			BCB - Internal Operations	KEL05656
The Auditing		Mgmt Reports	Folder				ROB16068
🗀 Data Federation		SCEIS Reports	Folder				DAV25107
"" 📔 Platform Search Scheduling	-	Official SCEIS FI - Analysis of Expenditures by	Web Intelligence		0	Monthly Scheduled Report Rep	DAV25107
	-	Copy of II B 3 m (Operating Results - DSIT SC	Microsoft Excel				DAV25107
± =	*	DTO REV Data	Microsoft Excel				DAV25107
A010	-	DTO REV Data2	Microsoft Excel				DAV25107
A050	-	Federal Funds Lookup	Web Intelligence		0		DAV25107
A150	-	IRF	Web Intelligence		0		DAV25107
🖽 💼 A170	-	Payment Register for IO : 723121	Web Intelligence		0		STE07593
🕮 🔛 A200	, 💀	Proforma Expenditures	Web Intelligence		0	Runs - [M, A] Developed by Ja	DAV25107
🕮 💼 A850	9	Summary of Expenditures FY12 to FY13 Comp	Web Intelligence		0	Report of Actual Expenditures	DAV25107
	9	Unduplicated Count of FM Documents	Web Intelligence		0		DAV25107
••• 💼 E160							
• 💼 F030							
F030-BEA							
🖽 💼 F030-DSIT							
🖿 F030-EO							
🖲 💼 F030-GS							
🖽 💼 F030-IAS							
=" 🗁 F030-IO							
🕂 📄 Accounts Receivable Reports	_						
Categories	-						
							Total: 14 items

Now that the Excel data is Business Object, we can use it in a report. We can build a report just using this data, but the biggest advantage is to merge the data with SCEIS data coming out of ECC into the Business Warehouse.

So we need to go Home (not literally, but in Business Object) and the select the crescent moon and ball object on the right



S@EIS *	Welcome: John Taylor   Applications ▼ Preferences Help menu ▼   Log off	P
Home Documents Web Intelligence 🕫 😐 😳		
Yve metgens •	Erreats & Disconnent     2) ×       Select a data source     Important       Create an only incoment     Important       Create an only incoment     Important       Select a Discont presidented as data source.     Important       Bistor a Discont presidented as data source.     Important       Pict an Analysis View as a data source.     Important	0.0.
	OK Cancel	

### Our data source to select is Excel

S@EIS *	Welcome: John Taylor   Applications  Preferences Help menu  Log off	Q
Home Documents Web Intelligence 🕫 😐 🙃		
Yeek Intelligence -	Create a Document Sector Fordan source Fordan source Fordan source Fordan source Fordan source Fordan Sector Forda	© • @ •
	OK	

We now find the Excel spreadsheet we loaded in Business Objects

	weicome: John Taylor   Applications Preferences Help menu Log off	
Home Documents Web Intelligence 🕫 👳 😂		
	Open a document from server.         OPEN           Filter         Service the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10         Provide and Scheduly         For the -         Open a document from server.           10	0.0.

If the spreadsheet has multiple sheets in it, we need to select the sheet with our data. In this case it is the last sheet, Sheet 2

Sreis *	Welcome: John Taylor   Applications ▼ Preferences Help menu ▼   Log off
Home Documents Web Intelligence 🔎 😐 🖸	
Web Intelligence -	Q • 0 •
	Custom Data Provider - Excel
	Provide data source interpretation parameters Excel - Copy of II B 3 m (Operating Results - DSIT SCEIS).JTWC
	Fig.
	Source vatm : SCSUPruso-Luccopy of a s 3 m (uperating results - USI) errowse
	WorksheetWorkbook File
	Sheet Name : SEES T
	Field Selection :
	Range Definition : For example "A185"
	O Range Name :xinm_FiterOstabase
	Sirst row contains column names
	OK

Web Intelligence • 🗋 🐵 🔛 -   🖧   2월 1월 -	0.0.
	Custom Data Provider - Excel $\hat{U} \propto$
	Provide data source interpretation parameters Exect-Copy of 18 3 m (Operating Results - DST SCESSITUC Fe Source Prain: SCSGF30-D/CLopy of 18 3 m (Operating Results - DST) Browse WorksheetWorkbook Fe Source Interpretation Provided 19 Fed Sectors Registers - Outpackad Serv - Popietons - Arad Charges - Provide 9.02 Budget - Provide 9.02 Budget - Provide 9.02 Budget - DK Cancel

Once we have selected the correct sheet, the data will be ready to load. Now it is important to make sure the format of the fields is correct, especially on those we want to merge to the SCEIS data. I this example posting period and Major CI are defaulting to Measures and numbers, and we will want to change them to Dimensions and Strings

S@EIS 🦻				Welcome: Joh	n Taylor   Applications -	Preferences Help menu	▼   Log off	P
Home Documents We	b Intelligence 🔎 🗢 🖾							
Web Intelligence + 🗋 😂 📑	l -   ∰   M   ∰ ⊠ -							Q = Q =
	Uuery Panel						3 ×	
	📅 Add Query 👻						🤁 Run Query   🚮 Close 👻	
	Object Properties *	Result Objects						
	Name	Posting Period Fur	ids 🔰 Fund Key 📟 Major	CI 🔰 Major CI Name	Mana Amount			
	Qualification -							
	Туре т							
	Aggregate function							
	Associated dimension -							
	Query Properties							
	Name Query 1							
	Source Path : SCSG/F030-IO/Copy of II B 3 m (Operating Res							
	A Defreshable							
	Query Definition *						- The	
	Edit settings	5					Sd	
		Data Samples						
		Posting Period	Funds	Fund Key	Major CI	Major CI Name	Amount	
		1	State	SC01/10000000	501000	Salaries	384035.957569445	
		2	State	SC01/10000000	501000	Salaries	576053.936354167	
		3	State	SC01/1000000	501000	Salaries	192017.978784722	
		5	State	SC01/10000000	501000	Salaries	192017.978784722	
		6	State	SC01/10000000	501000	Salaries	384035.957569445	
		7	State	SC01/10000000	501000	Salaries	576053.936354167	
		8	State	SC01/10000000	501000	Salaries	384035.957569445	
		9	State	SC01/10000000	501000	Salaries	192017.978784722	
		10	State	SC01/10000000	501000	Salaries	384035.957569445	
	Cuery 1						4 0 8	
						Last refresh date: (Thi	e document has never hean refreshed	
						Last remesti date. (Thi	www.international.com	

We need to the field to be changed and change the measure to Dimension and the number to String. We can not merge in Business Objects unless these are selected correctly. If the data is loaded and these are not correct, we can always edit the query to change them later.

📋 Query Panel								⊗ ×
📴 Add Query 🕶								🍣 Run Query 🛛 🗟 Close 🔹
Object Properties		*	Result Objects					
Name Posting Period			- Posting Period	Funds 🔰 Fund Key 📟 N	lajor CI 🥖 Major CI Name	Manual Amount		
Qualification		Measure *						
Туре		Dimension						
Aggregate function	*	Detail						
Associated dimension	-	Measure						
Query Properties	_	*						
Name Query 1								
Source Path : SCSG/F030-IO/Copy of II E	3 3 m (O	perating Resu						
Refreshable								
Ouer Defetier		\$						
Edit settings		^						
			Data Samalaa					
			Data Samples	Funda	Fund Koy	Major Cl	Major Cl Nama	Amount
			rosung renou	Clate	CO1/4000000	601000	Calarian	294025 057550445
			2	State	SC01/1000000	501000	Salaries	504055.557505445
			2	State	5001/10000000	501000	Calarias	402047 070704722
			3	State	SC01/1000000	501000	Salaries	192017.970704722
			4	State	5001/10000000	501000	Salaries	576053.936354167
			5	State	SC01/1000000	501000	Salaries	192017.978784722
			0	State	5001/10000000	501000	Salaries	504030.957509445
				State	5001/10000000	501000	Salaries	2/0022/920354167
			l°	State	5001/1000000	501000	Caladas	304033.337503445
			9	State	SC01/10000000	501000	Salaries	192017.976784722
			10	State	500770000000	301000	SalarieS	304035.957569445
📴 Query 1								4 ▷ 🗉
							Last refresh date: (This	document has never been refreshed.)

📋 Query Panel									3 × (2)
📋 Add Query 🕶								Run Query	🖈 Close 🕶
Object Description	•	Result Objects							
Object Properties			4						
Name Posting Period		Posting Period	Funds Funds	Key Major Cl	Major CI Name	Amount			
Qualification	Dimension -								
Туре	Number -								
Aggregate function	String								
Associated dimension	Date	-							
Query Properties	Number								
Name Query 1									
Source Path : SCSG/F030-IO/Copy of II B 3 m (	Operating Resu								
Refreshable									N
Query Definition	*								-ta
Edit actions									£3
Lon John Jan									
		Data Samples							
		Posting Period	Funds	Fu	nd Key	Major CI	Major CI Name	Amount	
		1	State	S	C01/10000000	501000	Salaries	384035.957569445	
		2	State	S	C01/10000000	501000	Salaries	576053.936354167	
		3	State	S	201/10000000	501000	Salaries	192017.978784722	
		4	State	S	C01/10000000	501000	Salaries	576053.936354167	
		5	State	S	01/10000000	501000	Salaries	192017.978784722	
		6	State	SC	01/1000000	501000	Salaries	384035.957569445	
		7	State	s	01/10000000	501000	Salarles	576053.936354167	
		8	State	S	201/10000000	501000	Salaries	384035.957569445	
		9	State	S	201/10000000	501000	Salaries	192017.978784722	
		10	State	S	C01/10000000	501000	Salaries	384035.957569445	
Query 1									4 0 8
							Last refresh date: (This docum	ent has never been re-	freshed.)

Once we have loaded our Excel data into the new Report we are building we now want the SCEIS data. We will Add Query/From Universe

				Welcome: John	Taylor   Application	ns	Log off	
Documents Web Intelligence 🕫 💠 😟								
Vectors: Verbereits: Help men.*   Log off								
Cuery Panel							3 ×	
🔂 Add Query 🗝							😂 Run Query 🔄 Close -	
Erom Universe	Result Obje	ts						
	1 Destin	Desired	4 Euged Key	1 Mains Cl. 4 Mains Cl.Nama	and Amount			
E From Excel	Posti	y renda 🔰 Panas	Fund Key	Major Crivane	- Allount			
From BEx	Dimension -							
From Analysis View	String -							
Aggregate function	Sum *							
Associated dimension	-							
Query Presenties								
Name Owner d	- î							
Name Query 1								
Source Path : SCSG/F030-IO/Copy of II B 3 m (C	perating Rest							
Refreshable								
Query Definition	*						will be	
Edit settings	2							
	Data Samol				111			
	Posting Peri	id Fi	oda	Fund Key	Major CI	Major CI Name	Amount	
	1	s	tate	SC01/10000000	501000	Salaries	384035.957569445	
	2	S	tate	SC01/10000000	501000	Salaries	576053.936354167	
	3	S	tate	SC01/10000000	501000	Salaries	192017.978784722	
	4	s	tate	SC01/10000000	501000	Salaries	576053.936354167	
	5	S	late	SC01/10000000	501000	Salaries	192017.978784722	
	6	S	tate	SC01/10000000	501000	Salaries	384035.957569445	
	7	S	tate	SC01/10000000	501000	Salaries	576053.936354167	
	8	S	tate	SCU1/10000000	501000	Salaries	384035.957569445	
	9	S	tate	SC01/10000000	501000	Salaries	192017.978784722	
	10	8	late	SC01/1000000	501000	Salaries	384035.957569445	
🔂 Query 1							4 0 0	
						Last refresh date: (Thi	document has never been refreshed.)	

#### Then we will find the FM Budget vs Actual

Query Panel		
📴 Add Query 🔻	Universe C X	😂 Run Query 🛛 🚮 Close
Object Properties	F Select a universe for the query.	
Name Name O		
Name Major Ci	Type here to filter table	
Qualification Dimension -	Available Universes: 🖉 Refresh universe list	
Type String •	State Name A Revision Folder	
Aggregate function Sum -		
	FI Vendor Actuals (Open or Cleared) by Exp or R 28     @SAPVPBOBIW01.bcbad.state.sc.us_6400\SCSC	
Associated dimension *	FI Vendor Expenses     42     @SAPVPBUBINUT.bcbad.state.sc.us_6400/SCSC     ELVandor Invoices     33     @SADVBD0BN01 behad at the new 0400/SCSC	
Query Properties	FIL GL Financial Statement Summary     So     BARVPBOBIN01.bcbad state so us 64005CS1	
Name Query 1	EM GL Einancial Statement Summary Report 9     ØSAPVPBOBIW01.bcbad.state.sc.us 6400/SCS(	
	FM Budget vs Actual 37 @SAPVPBOBIW01.bcbad.state.sc.us 6400/SCSC	
Source Path : SCSG/F030-ID/Copy of II B 3 m (Operating Resi	PM Budget vs Actual (redenated) - 20110701 29 @SAPVPBOBI/V01.bcbad.state.sc.us_6400/SCS	
Refreshable	FM Budget vs Actual (Federated) - deprecated 10 @SAPVPBOBIW01.bcbad.state.sc.us_6400\SCS(	
	FM Document List 15 @SAPVPBOBIW01.bcbad.state.sc.us_6400\SCS(	
Query Definition	FM Estimated Revenue 10 @SAPVPBOBIW01.bcbad.state.sc.us_6400\SCS(	
Edit settings	FMGL Financial Statement Summary Report - CA 10 @SAPVPBOBIW01.bcbad.state.sc.us_6400/SCS(	
	Funds Management Expense Report 26 @SAPVPBOBIV01.bcbad.state.sc.us_6400\SCS(	
	Funds Management Expense Report (Ver 20140 1 @SAPVPBOBIW01.bcbad.state.sc.us_6400(SCS)	Major CI Name Amount
	Funds Management Revenue Report 6 @SAPVPBOBIN01.bcbad.state.sc.us_6400\SCS(	Salariae 384035 957580445
	GM and FM Grant Budget Report 3 @SAPVPBOBINU1.bcbad.state.sc.us_6400(SCS)	Salaries 576053.936354167
	GM and FM Grant Budget vs Commitments and A 19 @SAPVPBOBIN01.bobad.state.sc.us_6400/SCSC	Salaries 192017.978784722
	Gin and Thi Grant Budget vs Comminients and A 1     GAP VPDOBING 1.00080.state.sc.us_040013C3C	Salaries 576053.936354167
	COMPUTATION AND A COMPUTA	Salaries 192017.978784722
	Hale as calculations	Salaries 384035.957569445
	nelp on selected universe.	Salaries 576053.936354167
		Salaries 384035.957569445
	4	Salaries 192017.978784722
		Salaries 384035.957569445
	Select Chee	
2	Select Zose	4.6.1

Now we can add the field we want. This example uses Posting Period Key, Fund Key, Fund Name, Commitment Items Key, Commitment Items Name, Major CI Key, Major CI Name, MTD Actual Expense and YTD Actual Expense. Since I am using on the Budget for SCEIS and it is only one Functional Area, I also am using a query filter just for this one functional area.

S@EIS *		Wekcome: John Taylor   Applications  Preferences Help menu    Log off	P
Home Documents W	eb Intelligence 🔎 😐 😆		
Web Intelligence +			(3 × 0 ×
	🚺 Query Panel	e x	
	👔 Add Query 🕶 🐨 🐨 🖙 🗈	😥 Run Queries 🗙 🙀 Close 🕶	
	A Universe outline	T Besult Objects	
	W - Type here to filter tree D+ B+		
	K FM Budget vs Actual	* Posity period Key * Turio Key * Turio Key * Cummuneni kenis Key * Cummuneni kenis Kean * Kapir Ci Key * Kapir Ci Key * Kapir Ci Key	
	BOEXI Business Area	W YTD Actual Expense	
	BOEXI Budget Act Cl   BOEXI Commitment Items		
	BOEXI Functional area		
	E BOEXI Fund		
	BOEXI Funded Program		
	BOEXI Funded Program - Bud   BOEXI Grant		
	BOEXI Funds Center	y Ly	
	BOEXI Major Cl     Device Data in	Suury States and States	
	Commitment items	Y Query Filters	
	Commitment Items2		
	Commitment items     Commitment items Commit item cat ()	Functional area Key In list     F030_RE00     F0     F030_RE00     F0	
	🔸 Commitment Items Commit.item cat. (i		
	🔸 Commitment Items Key		
	Commitment items Long Name	AL.	
	👫 Commitment Items Name		
	Commitment Items Suprior Commitme	The area preview at the second s	
	🔺 Commitment Items Budget Act CI (Ke		
	Commitment Items Budget Act CI (Loi		
	Commitment items Budget Act CI (Me		
	- 🍫 Commitment Items Expense/Revenue		
	Commitment Items Expense/Revenue Commitment Items Expense/Revenue		
	< III F	Q- Type a text to filter the values	
	Duery 1 Duery 2		
		Last refresh date: (This document has never been refreshed.)	

Now we can run the query. I selected the Board as the Business area, FY 2015 and period 16.

S@EIS *	Welcome: John Taylor   Applications ▼ Preferences Help menu ▼   Log off	Q
Home Documents Web Intelligence 🕫 😐 🖸		
Web intelligence - 🗋 🔛 🔄 - 📑 🕅 🏥 🕾 -		Q + Q +
1 Query Panel	가 있 중 Run Guerres + ( 및 Doos +	
N Universe suffice		
Y Type here to filter tree €	Gr Result Udjects     Gr Result Udjects	
PI Budget v Actual       H → Bolcki Budget Actual       H → BOCKi Funded Program       H → BOCKi Funded Actual       H →	Compatibility         Compatib	
Constituent tems Support Act 0     Constituent tems Subport Act 0	* Required prompts OK Cancel	
	1	
Consulty i Consulty 2	Last refresh date: This document has never been referended )	

Now we have the report to edit

<b>JEIS</b> *			Wel	come: John Taylor   Applications - Preferences	Help menu 🕶 🕴 Log of	ff	
Documents New Document 🕫 🗢 🖗	3						
Properties Report F	ement Format Data Access	Analysis Page Setup				Reading Design -	Data 💮 -
	Cell Section Chart Others	Tools Position	Linking				
		Turn Into + 1 #	Set as Section				
valable Objects +							
Type here to filter tree							
<ul> <li>New Document</li> <li>Fund Key (Query 1)</li> </ul>							
Funds		Popert 1					
Major Cl Name (Query 1)		Report 1					
Posting Period Key Commitment Items Key							
K Commitment Items Name	Posting Peric Funds	Fund Key Major Cl	Major CI Nam Amount	Posting perio Fund Key Fund Name Commitment	Commitment Major CI Ke	y Major CI Nam MTD Actual	E YID Actual
- K Fund Name	1 Other	SC01/300000 502000	Contractual S 122,838.17	1 SC01/10010C GENERAL FU SC01/501058	CLASSIFIED 501000	PERS SVC	317,804.6
🗫 Major CI Key % Major CI Name (Query 2)	1 State	SC01/100000 501000	Salaries 384,035.96	1 SC01/10010C GENERAL FU SC01/50106C	UNCLASS PC 501000	PERS SVC	28,125.3
Amount	1 State	SC01/100000 502000	Contractual S 801,450.08	1 SC01/100100 GENERAL FU SC01/501065	TEMP GRT -T 501000	PERS SVC	20,424
MTD Actual Expense	1 State	SC01/100000 503000	Supplies 1,666.67	1 SC01/10010C GENERAL FU SC01/501071	TEMPORARY 501000	PERS SVC	78
YTD Actual Expense	1 State	SC01/100000 504000	Fixed Charge 19,369	1 SC01/10010C GENERAL FU SC01/502005	TELEPHONE 502000	CONTRACTU	1,795.0
	1 State	SC01/100000 505000	Travel 833.33	1 SC01/100100 GENERAL FL SC01/503001	OFFICE SUPI 503000	SUPPLY AND	194.9
	1 State	SC01/100000 513000	Fringe 122,916.67	1 SC01/10010C GENERAL FL SC01/504002	RENT-COPYI 504000	FIXED CHGS	398.7
	1 State	SC01/100000 515000	Electricity 807.25	1 SC01/10010L GENERAL FL SC01/50400E	RENT-NON S 504000	FIXED CHGS	15,510.9
	2 Other	SC01/300000 502000	Contractual S 122,838.17	1 SC01/10010C GENERAL FL SC01/513001	RET-SRS 513000	EMPLOYER C	47,082.8
	2 State	SC01/100000 501000	Salaries 576,053.94	1 SC01/10010C GENERALFC SC01/513003	RETIRE-POL 513000	EMPLOYER C	1,576.
	2 State	SC01/100000 502000	Contractual S 801,450.08	1 SC01/10010L GENERAL FC SC01/513002	REI-URP 513000	EMPLOYER	9,209.2
	2 State	SC01/100000 503000	Supplies 1,666.67	1 SCOTTOUTOL GENERAL PC SCOTTS13031	INCINCERCE EL2000	EMPLOYER C	4 770 4
	2 State	8001/100000 504000	Traval 922.22	1 SC01/10010C GENERAL PC SC01/51304C		EMPLOYER C	4,770.0
	2 State	SC01/10000[ 513000	Fringe 184 375	1 SC01/10010[ GENERAL FL SC01/51306]	INS DENTAL 51 3000	EMPLOYER (	750.0
	2 State	SC01/100000 515000	Electricity 807.25	1 SC01/100100 GENERAL FC SC01/513007	PRE-RET DT 513000	EMPLOYER	434.6
	3 Other	SC01/300000 502000	Contractual S 122 838 17	1 SC01/10010C GENERAL FL SC01/51307	PRE-RET DT 513000	EMPLOYER	17.5
	3 State	SC01/100000 501000	Salaries 192.017.98	1 SC01/100100 GENERAL FL SC01/513076	ACC DTH BE 513000	EMPLOYER (	17.5
	5 0146	SC01/100000 503000	Contractual S 801 450 08	1 SC01/10010C GENERAL FL SC01/513076	PRE-RET DT 513000	EMPLOYER (	87.7
	3 State	3501/100000 302000					
	3 State 3 State	SC01/100000 503000	Supplies 1.666.67	1 SC01/10010C GENERAL FE SC01/502150	MGMT CONS 502000	CONTRACTU	8,910.67

First we need to merge the fields we wanted to merge. We click one of the fields and, holding the control key down, we click the field to merge it with. Once both fields are highlighted we can right click and see merge as an option. If the merge is greyed out or not available, you may not have formatted the field correctly. It may not be a dimension and a string. This can be corrected by editing the data provider

Properties	Report Element	Format Data Access A	nalysis Page Setup							Reading Design - D	ata 💮 -
) 🗟 •   🚑   M   🗐 🖂 •	Table Cell Secti	ion Chart Others	Tools Position	Linking							
🖞 -   n a X   🗗 🕸	•••••	🗄 • 🔛 🖬 • 🗳 • 🍯	🔹 📅 Turn Into 👻 🛔	Set as Section							
vailable Objects 👻		🛃 🛃 × 🖌									
Type here to filter tree											
Pocument											
Fund Key (Query 1)											
Major CI			Report 1								
<ul> <li>Major CI Name (Query 1)</li> <li>Posting Period</li> </ul>											
- 🍫 Commitment Items Key - 🔦 Commitment Items Name		Posting Peric Funds	Fund Key Major Cl	Major CI Nam	Amount	Posting perio Fun	d Key Fund Name	Commitment Comm	itment Major CI Key	Major CI Nam MTD Actual E	YTD Actual
- 🍫 Fund Key (Query 2)		1 Other	SC01/300D0C 502000	Contractual S	122,838.17	1 SCC	1/100100 GENERAL	FL SC01/501058 CLASS	IFIED 501000	PERS SVC	317,804.6
Maje Marca		1 State	SC01/100000 501000	Salaries	384,035.96	1 SCC	1/100100 GENERAL	FL SC01/50106( UNCL/	ASS PC 501000	PERS SVC	28,125.3
Majt Merge		1 State	SC01/100000 502000	Contractual S	801,450.08	1 SCC	1/10010C GENERAL	FL SC01/501065 TEMP	GRT-T 501000	PERS SVC	20,424.
Amount Amount		1 State	SC01/100000 503000	Supplies	1,666.67	1 SC0	1/100100 GENERAL	FL SC01/501071 TEMPO	RARY 501000	PERS SVC	78
YTD Actual Expense		1 State	SC01/100000 504000	Fixed Charge	19,369	1 SCC	1/100100 GENERAL	FU SC01/502009 TELEP	HONE 502000	CONTRACTU	1,795.0
Variables		1 State	SC01/100000 505000	Travel	833.33	1 SCC	1/10010C GENERAL	FL SC01/503001 OFFIC	E SUPI 503000	SUPPLY AND	194.9
		1 State	SC01/100000 513000	Fringe	122,916.67	1 SCC	1/100100 GENERAL	FL SC01/50400: RENT-	COPYI 504000	FIXED CHGS	398.7
		1 State	SC01/100000 515000	Electricity	807.25	1 SC0	1/100100 GENERAL	FU SC01/504006 RENT-	NON S 504000	FIXED CHGS	15,510.9
		2 Other	SC01/300000 502000	Contractual S	122,838.17	1 SCC	1/10010C GENERAL	FL SC01/513001 RET-S	RS 513000	EMPLOYER C	47,082.8
		2 State	SC01/100000 501000	Salaries	576,053.94	1 SCC	1/100100 GENERAL	FU SC01/513003 RETIR	E-POL 513000	EMPLOYER (	1,576.7
		2 State	SC01/100000 502000	Contractual S	801,450.08	1 SCC	1/10010C GENERAL	FL SC01/513008 RET-0	RP 513000	EMPLOYER C	9,209.2
		2 State	SC01/100000 503000	Supplies	1,666.67	1 SC0	1/100100 GENERAL	FL SC01/513031 SOCIA	L SEC- 513000	EMPLOYER (	26,829.2
		2 State	SC01/100000 504000	Fixed Charge	19,369	1 SCC	1/100100 GENERAL	FU SC01/513040 INS WO	ORKEF 513000	EMPLOYER C	4,778.5
		2 State	SC01/100000 505000	Travel	833.33	1 SC0	1/10010C GENERAL	FL SC01/513061 INS HE	ALTH- 513000	EMPLOYER (	29,824.
		2 State	SC01/100000 513000	Fringe	184,375	1 SCC	1/100100 GENERAL	FU SC01/513067 INS DE	ENTAL- 513000	EMPLOYER C	750.0
		2 State	SC01/100000 515000	Electricity	807.25	1 SC0	1/100100 GENERAL	FU SC01/513071 PRE-R	ET DT 513000	EMPLOYER C	434.6
		3 Other	SC01/300000 502000	Contractual S	122,838.17	1 SC0	1/10010C GENERAL	FL SC01/513073 PRE-R	ET DT 513000	EMPLOYER C	17.53
		3 State	SC01/100000 501000	Salaries	192,017.98	1 SC0	1/100100 GENERAL	FU SC01/513075 ACC D	TH BE 513000	EMPLOYER C	17.5
		3 State	SC01/100000 502000	Contractual S	801,450.08	1 SC0	1/10010C GENERAL	FL SC01/513078 PRE-R	ET DT 513000	EMPLOYER C	87.74
		3 State	SC01/100000 503000	Supplies	1.666.67	1 SC0	1/10010C GENERAL	FE SC01/502150 MGMT	CONS 502000	CONTRACTL	8.910.67

## Once the fields are merged, you will see them connected in the data list

Properties	Report Element Format	Data Access Ana	lysis Page S	Setup								Reading Design - I	iata 🔘 •
🔚 •   🎒   🏔   🥙 🖂 • 💡	Table Cell Section	Chart Others	Tools	Position	Linking								
🛍 -   🔊 (e 🗙   🔂 🥸	🛄 * 🛄 * 💼 * 🔡 *	ш т 🧟 т 🧶	• 📆 Tun	n Into 👻 📔 🏥	Set as Section								
aïable Objects +	« 🛛 🛷 🚅	× 🖌											
ype here to filter tree													
New Document													
Fund Key (Query 1)													
Major Cl Major Cl (Query 1)			Repo	rt 1									
Major CI Key (Query 2)													
Posting Period Commitment Items Key	Post	ing Peric Funds	Fund Key	Major Cl	Major CI Nam	Amount	Posting perio Fund K	ey Fund Name	Commitment Co	mmitment Ma	ajor CI Key	Major CI Nam MTD Actual	YTD Actual
Commitment Items Name		1 Other	SC01/300000	502000	Contractual S	122,838.17	1 SC01/	00100 GENERAL	U SC01/501058 CL	ASSIFIED 50	01000	PERS SVC	317,804.6
A Fund Name		1 State	SC01/100000	501000	Salaries	384,035.96	1 SC01/	00100 GENERAL	C SC01/501060 UN	ICLASS PC 50	01000	PERS SVC	28,125.3
Major CI Name (Query 2)		1 State	8001/100000	502000	Contractual S	801,450.08	1 8001/	UUTUC GENERAL I	C SC01/501065 TEI	MP GRT-T 50	1000	PERS SVC	20,424
Amount		1 State	SC01/100000	503000	Supplies	1,666.67	1 8001/	UUTUC GENERAL I	C SC01/5010/1 TEI	MPORARY 50	01000	PERS SVC	
YTD Actual Expense		1 State	SC01/100000	504000	Fixed Charge	19,369	1 8001/	COLOC GENERAL	C SC01/502009 TEI	LEPHONE 50	02000	CONTRACTO	1,795.
Cariables		1 State	SC01/100000	505000	Friend	833.33	1 5001/	CONDUCTION OF NERAL	C SC01/503001 OF	HCE SOPE SU	3000	SUPPLY AND	194
		1 State	8001/100000	513000	Finge	122,910.07	1 SCOT	00100 GENERAL	C SC01/50400, RE	NT-COPTI 50	14000	FIXED CHOS	16.610
		2 Other	8001/100000	515000	Contractual D	402.000.47	1 80017	COLOC GENERAL	C 3C01/504000 RE		3000	FIXED CHOS	47,000
		2 Other	0001/300000	502000	Coloriac	576.053.04	1 80017	10010C GENERAL	C SC01/513001 RE	TIDE DOI 64	2000	EMPLOYER	47,002
		2 State	8001/100000	502000	Contractual 9	901 450 09	1 80010	0010C GENERAL	C SC01/513005 RE	T-OPP 51	2000	EMPLOYER C	0,200
		2 State	8001/100000	502000	Supplier	1 666 67	1 8001/	0010C GENERAL	C 0001/513000 RE		2000	EMPLOYER C	26.920
		2 State	SC01/100000	504000	Eived Charge	19 369	1 8001/	00100 GENERAL	L SC01/51304( INS	WORKEE 51	3000	EMPLOYER (	4 778
		2 State	SC01/100000	505000	Travel	833.33	1 8001/	00100 GENERAL I	L SC01/513061 INS	HEALTH 51	3000	EMPLOYER C	29.824
		2 State	SC01/100000	513000	Fringe	184 375	1 8001/	0010C GENERAL	L SC01/513067 INS	DENTAL- 51	3000	EMPLOYER (	750
		2 State	SC01/100000	515000	Electricity	807.25	1 SC01/	00100 GENERAL	L SC01/513071 PR	E-RET DT 51	3000	EMPLOYER C	434.
		3 Other	SC01/300000	502000	Contractual S	122,838.17	1 SC01/	00100 GENERAL	L SC01/513075 PR	E-RET DT 51	3000	EMPLOYER C	17.6
		3 State	SC01/100000	501000	Salaries	192,017.98	1 SC01/	00100 GENERAL	L SC01/513075 AC	C DTH BE 51	3000	EMPLOYER C	17.5
		3 State	SC01/100000	502000	Contractual S	801,450.08	1 SC01/	00100 GENERAL	L SC01/513076 PR	E-RET DT 51	3000	EMPLOYER C	87.1
		3 State	SC01/100000	503000	Supplies	1.666.67	1 8001/	0010C GENERAL	E SC01/502150 MG	MT CONS 50	12000	CONTRACT	8.910.6

Properties Report Elema	ent Format Data A	ccess Ana	Itysis Page Setup							Reading Design - Di	ata 🔘 •
🔛 •   🍜   🏔   🌮 🖂 - 🛛 Data Providers	Tools		Data Objects								
1 🐘 - 📔 🗢 🔀 👘 🕅 New data p	rovider 🛪   📴 Edit 📑 Pu	irge *   🔊 *	🚽 New Variable 👻 👘	Merge							
ype here to filter tree											
Prev Document											
Fund Key (Query 2)											
Fund Key (Query 1)			Report 1								
B- Major Cl											
Major CI (Query 1)	Posting Perio	Funds	Fund Key Major Cl	Major CI Nam	Amount	Posting perio	Fund Key Fund Name	Commitment Commitme	int Major Ci Key	y Major CI Nam MTD Actual E	YTD Actua
Major CI Name (Query 1)     Posting Period	1	Other	SC01/300000 502000	Contractual S	122,838.17	1	SC01/100100 GENERAL	FL SC01/50105E CLASSIFIE	D 501000	PERS SVC	317,804.0
Posting Period (Query 1)	1	State	SC01/100000 501000	Salaries	384,035.96	1	SC01/100100 GENERAL	FU SC01/501060 UNCLASS	PC 501000	PERS SVC	28,125
Commitment items Key	1	State	SC01/100000 502000	Contractual S	801,450.08	1	SC01/100100 GENERAL	FU SC01/501065 TEMP GRT	-T 501000	PERS SVC	20,42
- K Commitment items Name	1	State	SC01/100000 503000	Supplies	1,666.67	1	SC01/100100 GENERAL	FL SC01/501071 TEMPORA	RY 501000	PERS SVC	7
A Major CI Name (Query 2)	1	State	SC01/100000 504000	Fixed Charge	19,369	1	SC01/100100 GENERAL	FU SC01/502009 TELEPHO	VE 502000	CONTRACTL	1,795
MTD Actual Expense	1	State	SC01/100000 505000	Travel	833.33	1	SC01/100100 GENERAL	FU SC01/503001 OFFICE SU	JPI 503000	SUPPLY AND	194
YTD Actual Expense	1	State	SC01/100000 513000	Fringe	122,916.67	1	SC01/100100 GENERAL	FL SC01/504001 RENT-CO	YI 504000	FIXED CHGS	398
	1	State	SC01/100000 515000	Electricity	807.25	1	SC01/100100 GENERAL	FL SC01/50400€ RENT-NO	48 504000	FIXED CHOS	15,510
	10	Other	SC01/300000 502000	Contractual S	122,838.17	1	SC01/100100 GENERAL	FL SC01/513001 RET-SRS	513000	EMPLOYER C	47,082
	10	State	SC01/100000 501000	Salaries	384,035.96	1	SC01/100100 GENERAL	FL SC01/51300: RETIRE-P	DL 513000	EMPLOYER (	1,576
	10	State	SC01/100000 502000	Contractual S	801,450.08	1	SC01/100100 GENERAL	FL SC01/51300E RET-ORP	513000	EMPLOYER C	9,209
	10	State	SC01/100000 503000	Supplies	1,666.67	1	SC01/100100 GENERAL	FL SC01/513031 SOCIAL SE	C- 513000	EMPLOYER C	26,829
	10	State	SC01/100000 504000	Fixed Charge	19,369	1	SC01/100100 GENERAL	FL SC01/513040 INS WORK	ÆF 513000	EMPLOYER C	4,778
	10	State	SC01/100000 505000	Travel	833.33	1	SC01/100100 GENERAL	FU SC01/513061 INS HEALT	H- 513000	EMPLOYER C	29,82
	10	State	SC01/100000 513000	Fringe	122,916.67	1	SC01/100100 GENERAL	FL SC01/513067 INS DENT	AL- 513000	EMPLOYER C	750.
	10	State	SC01/100000 515000	Electricity	807.25	1	SC01/100100 GENERAL	FL SC01/513071 PRE-RET	DT 513000	EMPLOYER C	434.
	11	Other	SC01/300000 502000	Contractual S	122,838.17	1	SC01/100100 GENERAL	FL SC01/51307: PRE-RET	DT 513000	EMPLOYER C	17.
	11	State	SC01/100000 501000	Salaries	384,035.96	1	SC01/100100 GENERAL	FU SC01/513075 ACC DTH	3E 513000	EMPLOYER C	17.6
	11	State	SC01/100000 502000	Contractual S	801,450.08	1	SC01/100100 GENERAL	FL SC01/51307E PRE-RET	DT 513000	EMPLOYER C	87.1
		State	SC01/100000 503000	Supplies	1.666.67	1	SC01/100100 GENERAL	FE SC01/502150 MOMT COL	48 502000	CONTRACTU	8,910.6

Now let's actually build our report. You could delete the tables that came we first ran the report, but we will just add a new report to this document

le Properties Rep	ort Element Format	t Data	a Access Ana	lysis Page S	Setup									Reading Design	• Data 🎲 •
🖻 🔚 🕇 🚰 🖌 🦍 🛛 🕾 🔹 🖊 🗖 🗖 🗖	Providers Tools			Data Objects	•										
🕯 🖺 -   🔊 🍽 🗙   🚰 🖉 🚺	w data provider 👻 🛛 📴	d Edit 📫	Purge •   🥸 •	🚽 New Vari	able •   🕬 I	Merge									
	« 🛃	🚽 × 🗸													
Type here to filter tree															
New Document															
Fund Key (Query 2)				-											
<ul> <li>Fund Key (Query 1)</li> <li>Funds</li> </ul>				Repo	<u>rt 1</u>										
E- 📁 Major Cl															
🔺 Major Cl Key (Query 2)	Р	Posting Pe	eric Funds	Fund Key	Major Cl	Major Cl Nam	Amount	Posting perio	Fund Key	Fund Name	Commitment	Commitment	Major Cl Key	Major CI Nam MTD Act	ial E YTD Actual E
Major CI Name (Query 1)     Posting Period	1		Other	SC01/300000	502000	Contractual S	122,838.17	1	SC01/100100	GENERAL FU	SC01/501058	CLASSIFIED	501000	PERS SVC	317,804.65
<ul> <li>Posting Period (Query 1)</li> <li>Posting period Key (Query 2)</li> </ul>	1		State	SC01/100000	501000	Salaries	384,035.96	1	SC01/100100	GENERAL FU	SC01/501060	UNCLASS PO	501000	PERS SVC	28,125.32
Commitment Items Key	1		State	SC01/100000	502000	Contractual S	801,450.08	1	SC01/100100	GENERAL FU	SC01/501065	TEMP GRT-T	501000	PERS SVC	20,424.3
💏 Commitment Items Name	1		State	SC01/100000	503000	Supplies	1,666.67	1	SC01/100100	GENERAL FU	SC01/501071	TEMPORARY	501000	PERS SVC	780
Major Cl Name (Query 2)	1		State	SC01/100000	504000	Fixed Charge	19,369	1	SC01/100100	GENERAL FU	SC01/502009	TELEPHONE	502000	CONTRACTU	1,795.04
MTD Actual Expense	1		State	SC01/100000	505000	Travel	833.33	1	SC01/100100	GENERAL FU	SC01/503001	OFFICE SUP	503000	SUPPLY AND	194.93
Variables	1		State	SC01/100000	513000	Fringe	122,916.67	1	SC01/100100	GENERAL FU	SC01/504002	RENT-COPY	504000	FIXED CHGS	398.75
-	1		State	SC01/100000	515000	Electricity	807.25	1	SC01/100100	GENERAL FU	SC01/504006	RENT-NON S	504000	FIXED CHGS	15,510.94
	1	0	Other	SC01/300000	502000	Contractual S	122,838.17	1	SC01/100100	GENERAL FU	SC01/513001	RET-SRS	513000	EMPLOYER C	47,082.84
	1	0	State	SC01/100000	501000	Salaries	384,035.96	1	SC01/100100	GENERAL FU	SC01/513003	RETIRE-POL	513000	EMPLOYER C	1,576.78
	1	0	State	SC01/100000	502000	Contractual S	801,450.08	1	SC01/100100	GENERAL FU	SC01/513008	RET-ORP	513000	EMPLOYER (	9,209.22
	1	0	State	SC01/100000	503000	Supplies	1,666.67	1	SC01/100100	GENERAL FU	SC01/513031	SOCIAL SEC	513000	EMPLOYER C	26,829.26
	1	0	State	SC01/100000	504000	Fixed Charge	19,369	1	SC01/100100	GENERAL FU	SC01/513040	INS WORKER	513000	EMPLOYER C	4,778.51
	1	0	State	SC01/100000	505000	Travel	833.33	1	SC01/100100	GENERAL FU	SC01/513061	INS HEALTH-	513000	EMPLOYER C	29,824.6
	1	0	State	SC01/100000	513000	Fringe	122,916.67	1	SC01/100100	GENERAL FU	SC01/513067	INS DENTAL-	513000	EMPLOYER C	750.08
	1	0	State	SC01/100000	515000	Electricity	807.25	1	SC01/100100	GENERAL FU	SC01/513071	PRE-RET DT	513000	EMPLOYER C	434.66
	1	1	Other	SC01/300000	502000	Contractual S	122,838.17	1	SC01/100100	GENERAL FU	SC01/513073	PRE-RET DT	513000	EMPLOYER C	17.52
	1	1 🖻	Add Report	Ctrl+Shift+R	501000	Salaries	384,035.96	1	SC01/100100	GENERAL FU	SC01/513075	ACC DTH BE	513000	EMPLOYER C	17.52
	1	1 🗎	Duplicate Report		502000	Contractual S	801,450.08	1	SC01/100100	GENERAL FU	SC01/513078	PRE-RET DT	513000	EMPLOYER C	87.74
	1	1 🖹	Delete Report		503000	Supplies	1,666.67	1	SC01/100100	GENERAL FE	SC01/502150	MGMT CONS	502000	CONTRACTL	8,910.67
ranged by: Alphabetic order *	18	R	Rename Report												

Then we will drag the Major CI Dimension, Major CI Name, Amount and YTD Expense into our report.

S@EIS *				Welcome: John Taylor   Applications • Preferences Help menu •   Log off	P
Home Documents New Document 🕫 😐 😫					
File Properties Report Element For	rmat Data Access Analy	is Page Setup		Reading Design - Data	<b>〕 • ② •</b> ×
🗅 📨 🔛 🖌 🦓 🖄 🗸 Data Providers Tools		Data Objects			
🔏 🛅 - 🕒 🖙 🗙 🞁 🕸 🚺 New data provider -	💕 Edit 🕌 Purge 🕶 🗎 😂 🔹	ピ New Variable 👻	💋 Merge		
Available Objects - «	∱* 🚅 × 🖌				×
Type here to filter tree					*
E 🚽 New Document					
E Fund Key					
Fund Key (Query 1)					
Funds					
Major Cl (Query 1)					
Major Cl Key (Query 2)					
E 💋 Posting Period	Major Cl Major	CI Nam Amount	YTD Actual E		
Posting Period (Query 1)     Key (Query 2)	501000 PERS	SVC ########	*******		
Commitment items Key	502000 CONT	RACTL #########	7,219,112.4		E
K Fund Name	503000 SUPP	LY AND 20,000	9,224.07		
Si Major Cl Name (Query 2) → Amount	504000 FIXED	CHGS 232,428	120,535.76		
MTD Actual Expense	505000 TRAV	EL 10,000	9,516.99		
Vanables	513000 EMPL	DYER C 1,475,000	908,916.17		
	515000 UTILI	1ES 9,687	445		
Arranged by: Alphabetic order *	Parant f		_		+ T
Perort 2 x	Report 1 E Report 2			Track Channes: Off M ( Dana 1 of 1 ) N D D 100% - 0	

Once these are in the report, we will expand the columns and format the numbers. You can do a lot more to the format of the report later, but we will keep it pretty basic here.

	File Properties	Report Element	Format Data Access	Analysis Page Setup				Reading Design - Data	🎯 • 🕜 • 🗴
0	😂 🔄 📲 🖓 👘 🖗 🗠 🗸	Data Providers Tools	3	Data Objects					
×	B B -   ⇒ ⊂ X   B ⊗	🛅 New data provider 👻	📴 Edit 🕌 Purge 👻	🍣 🔹 😫 New Variable 🔹	💋 Merge				
	Available Objects +	*	💣 🚅 🗙 🖌 =Name	Of([Query 2].[Major CI Name])					3
Ъ	Type here to filter tree								
1	Fund Key     Fund Key (Ouery 2)								
6	Fund Key (Query 1)								
	E Major Cl								
	Major CI (Query 1)								
2	Major Cl Name (Query 1)		Major CI	Major CI Name	Amount	YTD Actual Expense			
	<ul> <li>Posting Period (Query 1)</li> <li>Posting period Key (Query 2)</li> </ul>		501000	PERS SVC	\$4,608,431.49	\$2,854,144.39			
	Commitment Items Key		502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40			-
	- A Fund Name		503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07			
	Major CI Name (Query 2)		504000	FIXED CHGS AND CONT	\$232,428.00	\$120,535.76			
	MTD Actual Expense		505000	TRAVEL	\$10,000.00	\$9,516.99			
	Variables		513000	EMPLOYER CONTRIB	\$1,475,000.00	\$908,916.17			
			515000	UTILITIES	\$9,687.00	\$445.00			
	Arranged by: Alphabetic order *		Report 1	eport 2					
				porce					чиы

This table is showing all Budget compared to YTD Actual expenses through yesterday. While that is good, we want to look at the data differently. We are going to look at a monthly budget, a cumulative YTD budget and an YTD expenses compared to Full year budget. To do this we will copy the table twice, making three tables in our report. This is done by selecting the table, right clicking copy and then pasting twice.

File Properties	Report Element	Format Dat	ta Access	Analysis Page Setup					Reading Design - Data	🎯 • 🕜 • 🛛
🗅 🍃 🛄 • 🎒 🦓 🏥 -	Data Providers Tools	5		Data Objects						
* B B - B - C X B	📴 New data provider 🕶	🕴 📝 Edit 📑	< Purge •	🥶 🔹 🚅 New Variable 🔹 🛛 🕬	Merge					
Available Objects -		🛃 🛃 🗙 🗸	1							×
Type here to filter tree			_							
Type here to filter tree           Image: Second Se	)		水     0       回     0       回     0       四     0       四     0       四     0       四     0       四     0       四     0       四     0       0<	avt Ctri-X topy Ctri-C aste Ctri-V aste Special. Ctri-At-V belete Debte um hto sasgn Data 	umount \$4,000,431.49 \$11,091,458.94 \$20,000.00 \$323,428.00 \$10,000.00 \$1,000.000\$1,000.00 \$1,000.000\$1,000	YTD Actual Expense \$2,854,144.39 \$7,219,112.40 \$42,055,76 \$42,056,99 \$908,916.17 \$445,00				E
			•	Order 🕨						
			TR A	Nign r						
			F	format Table						
		l '								
		-					m			
Arranged by: Alphabetic order *		Report 1	8	Report 2						d ▷ ⊞
Report 2 -							Track Change	s: Off M 4 Page 1 of 1 > >	E 100% - Q Q	6 minutes ann

File Properties	Report Element	Format Da	ta Access	Analysis Page Setup					Reading Design - Data	đ
) 😂 🗄 📲 📇 🖪 🖌 🗐 🖂 🕤	Data Providers Tool	6		Data Objects						
🕒 🗳 - 🕒 e 🗙 🔐 🥹	T New data provider	•   📝 Edit 📑	Purge •	😂 🔹 🚅 New Variable 🔹	💋 Merge					
Available Objects +		_∄ 🚅 × 🤸	/							
Type here to filter tree										
E 😼 New Document		1								
Fund Key (Query 2)										
Fund Key (Query 1)										
Major Cl     Major Cl										
Major CI Key (Query 2)										
Major Cl Name (Query 1)     Posting Period		L L	lajor Cl	Major CI Name	Amount	YTD Actual Expense				
<ul> <li>Posting Period (Query 1)</li> <li>Posting period Key (Query 2)</li> </ul>	2)	Ę	01000	PERS SVC	\$4,608,431.49	\$2,854,144.39				
- A Commitment Items Key		ę	02000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40				
🔸 Fund Name		Ę	03000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07				
Amount		5	04000	FIXED CHGS AND CONT	\$232,428.00	\$120,535.76				
YTD Actual Expense		5	05000	TRAVEL	\$10,000.00	\$9,516.99				
Variables		4	13000	EMPLOYER CONTRIB	\$1,475,000.00	\$908,916.17				
			15000	UTILITIES	\$9,687.00	\$445.00				
			×	Cut Ct	rl+X					
			•	Copy Ct	ri+C					
			1	Paste Ct	vi+V					
				Paste Special Ct	rl+Alt+V					
				Insert	•					
			2	Refresh All Ct	ri+R					
				Show Structure Ct	ri+3					
			$\overline{\mathbf{V}}$	Show Results Ct	ri+2					
			-	Start Drill						
Arranged by: Alphabetic order *		Report 1	7	Fiter	•					
port 2 ×				e 10 1			Track Changes: Off 14	4 Page 1 of 1 ▶ ▶ 🗮	। 100% • ५ 🔤 ५	2

le Properties Report Element Fo	rmat Data Access	Analysis Page Setup			Reading Design - Dat
≽ 🔄 🖌 🎒 🕋 🖉 🖂 🗸 🖉 Data Providers 🛛 Tools		Data Objects			
🖹 📲 🔹 🗢 🔁 👔 🖓 👘 New data provider •	📝 Edit 🕌 Purge 🕶	🛛 🦈 🔹 🐕 New Variable 🕶	🕬 Merge		
Avaiable Objects -	🕭 🚅 🗙 🖌				
Type here to filter tree					
🗏 🎍 New Document					
E- # Fund Key (Query 2)					
Fund Key (Query 1)					
B Major Cl	Major Cl	Major CI Name	Amount	YTD Actual Expense	
Major Cl (Query 1)	501000	PERS SVC	\$4,608,431.49	\$2,854,144.39	
Major CI Name (Query 1)	502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40	
Posting Period (Query 1)	503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07	
<ul> <li>Posting period Key (Query 2)</li> <li>Commitment items Key</li> </ul>	504000	FIXED CHGS AND CONT	\$232,428.00	\$120,535.76	
	505000	TRAVEL	\$10,000.00	\$9,516.99	
Major Cl Name (Query 2)	513000	EMPLOYER CONTRIB	\$1,475,000.00	\$908,916.17	
MTD Actual Expense	515000	UTILITIES	\$9,687.00	\$445.00	
YTD Actual Expense					
	Major Cl	Major CI Name	Amount	YID Actual Expense	
	501000	PERS SVC	\$4,608,431.49	\$2,854,144.39	
	502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40	
	503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07	
	504000	FIXED CHGS AND CONT	\$232,428.00	\$120,535.76	
	505000	TRAVEL	\$10,000.00	\$9,516.99	
	513000	EMPLOYER CONTRIB	\$1,475,000.00	\$908,916.17	
	515000	UTILITIES	\$9,687.00	\$445.00	
	Major Cl	Major CI Name	Amount	YTD Actual Expense	
	- major Ci	PERS SVC	£4,609,421,40	\$2,954,144,20	
	502000	CONTRACTUAL SVC	\$11,001,450,04	\$7,004,144.39	
	502000		\$20,000,00	\$0,218,112.40 \$0,224.07	
		and the second sec		and a second second	

Now we will put filters on two of the tables for posting periods. For the Monthly one, we will select only the month we want to see. We co to the Analysis tab, select filter and see the three blocks in the report.

File Properties	Report Element Format Data Access Analysis Page Setup	Reading Design - Data	© • ② • ×
🗅 🔛 🖬 🔹 📇 🖌 🕍 📨 🗉	Filters Data Tracking Display Conditional Interact Functions		
* 🖻 🐧 - 🕒 e X 📴 🌚	📊 🍸 Filter 🔹 👔 Ranking =   🟥 Input Controls = 🛛 Group =   🚍 Break =   👌 Sort = 🐺 Drill = 🍄 Filter Bar ii 🗄 Outline		
Report Map -			*
E New Document	r Report Filter 2 ×		
Report 1	Filer Map Pane Kit (2) Add filer 📍 🌾		
	Berport 2     Click Add filter to add a new filter in this area		
	Vertical Table: Block 1 Vertical Table: Block 1(1)		
2 A	Citize Vertical Table: Block 1 (2)		
<b>D</b>			
			E
	UK Callost Appy		
	502000 CONTRACTUAL SVC \$11,091,458,94 \$7,219,112.40		
	503000 SUPPLY AND MATERIAL \$20.000.00 \$9.224.07		
	Report 1 Report 2		
Report 2 -	Track Changes: Off 🔟 4 Page 1 of 1 🕨 H 🗮 🖳 101	1% · Q Q	🕲 9 minutes ago.

We will select block one for the monthly comparison, click add filter and chose the posting period dimension

S@EIS <sup>s</sup>	Welcome: John Taylor   Applications ▼ Preferences Help menu ▼	Log off
Home Documents New Document	4 0 J	
File Properties Re	port Element Format Data Access Analysis Page Setup	Reading Design - Data 💿 - 🖉 - 🗴
🗅 🔎 🖬 • 🖓 🗛 🕼 🗠 📈	es Data Tracking Display Conditional Interact Functions	
🐇 🖻 🐴 -   🤊 🎮 🗙 📴 🏶 🍱	ter •   🚹 Ranking •   🖺 Input Controls •   Group -   🎬 Break •   🛃 Sort •   🐨 Drill • 🍄 Fitter Bar 🗐 Outline	
Report Map +	≪ r <sup>5</sup> r <sup>2</sup> ×	*
Report 1	Fiter Map Pane	×
Report 2	Clock Add filter to add a new filter in this area	F
	0K Cancel Apply 502000 CONTRACTUALSYC \$11,091,458.94 \$7,219,112.40 502000 SUDDI VADD MATTONAL 500,0000 500,000	
	SUSUUU SUPPLITANU MATEMAL \$20.000.00     S9.224.071	
Report 2 ×	E Report 1 Report 2	

Although, it is month 8 now, we are only a few days into it, so we will select month 7.

Report Filter		② ★
Filter Map Pane 🛛 🛠	Block 1	Y Add filter 🤺 훢
Report 2     Vertical Table: Block 1     Vertical Table: Block 1 (1)     Vertical Table: Block 1 (2)	Posting Period In list	
	Type a value:         Posting Period         1         10         11         12         2         3         4         5         6         7         9         Enter search pattern         M	Selected Value(s)
		OK Cancel Apply

Note now the first table shows only one month's data. Again, we can change headings and add titles to the table later to make the report more user friendly.

/	File Properties	Report Elemen	nt Form	mat Data Acc	cess Analysis	Page Setup			
	😂 🖬 🔹 📇 🛯 🖍 🛛 🕾 🗠	Filters Data	Tracking		Display	Conditional	Intera	ct Functions	
×	là lå -   ⊅ œ X   ፼ @	🍸 Filter 🔹 🛔	Ranking	•   📲 Input Co	ontrols • Group •	🗄 Break 🔹	ĝ↓ Sort 🔹 🐺 Drill	+ 🍄 Fiter Bar 🕮 Outline	
B	Report Map +		« d	∱ 🚅 × 🖌 🗍					
	E P New Document								
E:	Report 1								
P	in report 2								_
6				Maior	CI Maior CI Na	ame	Amount Y	TD Actual Expense	
2				50100	DD PERS SVC		\$576.053.94	\$579.509.95	
2				50200	0 CONTRAC	TUAL SVC	\$924 288 25	\$84316707	
				50300	00 SUPPLY AP	ND MATERIAL	\$1.666.67	\$952.88	
				50400	00 FIXED CHG	35 AND CONT	\$19,369.00	\$543.12	
				50500	00 TRAVEL		\$833.33	\$4,645.02	
				51300	00 EMPLOYER	R CONTRIB	\$184,375.00	\$187,147.11	
				Major	CI Major CI Na	ame	Amount	YTD Actual Expense	
				50100	00 PERS SVC		\$4,608,431.49	\$2,854,144.39	
				50200	00 CONTRAC	TUAL SVC	\$11,091,458.94	\$7,219,112.40	
				50300	00 SUPPLY AM	ND MATERIAL	\$20,000.00	\$9,224.07	
				50400	00 FIXED CHG	GS AND CONT	\$232,428.00	\$120,535.76	
				50500	00 TRAVEL		\$10,000.00	\$9,516.99	
				51300	DO EMPLOYER	R CONTRIB	\$1,475,000.00	\$908,916.17	
				51500	00 UTILITIES		\$9,687.00	\$445.00	
				Major	CI Major CI Na	ame	Amount	YTD Actual Expense	
				50100	00 PERS SVC	:	\$4,608,431.49	\$2,854,144.39	
				50200	00 CONTRACT	TUAL SVC	\$11,091,458.94	\$7,219,112.40	
				50300	00 SUPPLY AM	ND MATERIAL	\$20.000.00	\$9.224.07	
				Report 1	Report 2				
Re	port 2 *								

Now we will do the same for table two, but make it the cumulative report.

S@EIS <sup>se</sup>		Welcome: John Ta	ylor   Applications - Preferences Help menu	<ul> <li>Log off</li> </ul>
Home Documents New Document 🕫 🗢 😣				
File Properties Report Element Format	Data Access Analysis Page Setup			Reading Design - Data 🔘 - 🕐 - 🗴
🗋 🖢 🔛 🖌 🎒 🖄 🖘 🗸 🗾 🖓 Elines Data Tracking	Display Conditional	Interact Functions		
🔏 🖻 🖺 -   🄊 (2 X   📝 🍣 🔽 Filter 🔹 🏭 Ranking •   🗒	Input Controls ▼ Group ~ I = Break ▼   2 ↓ Sort ▼	😨 Drill 🔹 🍄 Filter Bar 🕮 Outline		
Report Map - « Report	Filter		e ×	*
Report 1	ap Pane		Add filter 🏾 🍸 🐌	*
Report 2	Report 2 Click Add filter to	add a new filter in this area	1, marine 1, mar	
	Vertical Table: Block 1 Vertical Table: Block 1 (1)			
27 E	Verbcal Table: Block 1 (2)			
	Avail	ble objects 🕜 🗴		
	-	New Document		
		Fund Key Fund Key (Query 2)		
		Funds		
	E	Major Cl Major Cl (Query 1)		=
		Major CI Key (Query 2)		
	-	Posting Period		
		Posting period Key (Query 2)     Commitment items Key		
		Commitment items ruly     Commitment items Name		
		A Major Cl Name (Query 2)		
	Luni	* Amount		
		OK Cancel		
			OK Cancel Apply	
	502000 CONTRACTUAL SVC \$11,091	458.94 \$7,219,112.40		
	1 503000 SUPPLY AND MATERIAL \$20	000.00 \$9.224.07		
E Repo	rt 1 📑 Report 2			

Here, instead of just posting period 7, we add 1 through 7.

Report Filter			<b>?</b> ×
Filter Map Pane 🛛 🛠	Block 1 (1)	🌱 Add filter 📍	r 🔻
Report 2     Vertical Table: Block 1     Vertical Table: Block 1 (1)     Vertical Table: Block 1 (2)	Posting Period In list		
	Type a value:       Selected V         Posting Period       1         1       2         1       3         10       4         5       6         7       8         9	/alue(s)	
	ОК	Cancel App	bly

Notice now we have a cumulative budget in Amount to compare to YTD.

File Properties	Report Element Forma	at Data Access	Analysis Page Setup		
🗅 😂 🖬 •   🚑   M   🗐 🖂 •	Filters Data Tracking		Display Conditional	Inter	act Functions
* 🖻 🐧 - 🖢 🤉 🕐 🌚	🍸 Filter 🔹 🚮 Ranking 🔹	I Bungat Controls	Group →   = Break →	ĝ↓ Sort • 😨 Drill	। 🔹 🎀 Filter Bar 🖷 Outline
Report Map -	« 🛃	🚅 × 🗸			
🔲 🖃 🦕 New Document					
Report 1					
- <b>R</b>					
<b>9</b>					
		Major Cl	Major CI Name	Amount Y	rTD Actual Expense
		501000	PERS SVC	\$576,053.94	\$579,509.95
		502000	CONTRACTUAL SVC	\$924,288.25	\$843,167.07
		503000	SUPPLY AND MATERIAL	\$1,666.67	\$952.88
		504000	FIXED CHGS AND CONT	\$19,369.00	\$543.12
		505000	TRAVEL	\$833.33	\$4,645.02
		513000	EMPLOYER CONTRIB	\$184,375.00	\$187,147.11
		Major Cl	Major CI Name	Amount	YTD Actual Expense
		501000	PERS SVC	\$2,880,269,68	\$2,854,144,39
		502000	CONTRACTUAL SVC	\$6 470 017 72	\$7,218,925,21
		503000	SUPPLY AND MATERIAL	\$11.666.67	\$9.224.07
		504000	FIXED CHGS AND CONT	\$135,583.00	\$120,535.76
		505000	TRAVEL	\$5,833.33	\$9,516.99
		513000	EMPLOYER CONTRIB	\$921,875.00	\$908,916.17
		515000	UTILITIES	\$5,650.75	\$445.00
		Major Cl	Major CI Name	Amount	YTD Actual Expense
		501000	PERS SVC	\$4,608,431.49	\$2,854,144.39
		502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40
		503000	SUPPLY AND MATERIAL	\$20.000.00	\$9.224.07
		Report 1	eport 2		
Report 2 ×					

### Ta Da!! That's it!!

You can add totals, custom sort, add % consumed, remaining budget and all sorts of other things to this report. Next year when you have a new budget, you just need to change the excel spreadsheet and reload it into Business Objects. Or even during this year, if your budget changes or you want to recalculate the monthly spreads, you can just reload the spreadsheet.

SCES 9 Wekome: John Taylor   Applications • Preferences Help menu •   Log off								
Home Documents IRF 2 CO RUG2615 2 CO								
View * New * Organize * Send * More Actions *   Details								
My Documents		Title 🔺	Туре	Last Run	Instances	Description	Created By	
Folders Accounts Receivable Reports F		Folder				CAR13097		
Public Folders		F030-IO	Folder			BCB - Internal Operations	KEL05656	
💴 Auditing		Mgmt Reports	Folder				ROB16068	
Data Federation		SCEIS Reports	Folder				DAV25107	
Platform Search Scheduling	÷	Official SCEIS FI - Analysis of Expenditures	web Intelligence		0	Monthly Scheduled Report Rep	DAV25107	
E SCSG	<b>X</b>	Copy of II B 2 m (Operating Results DSIT	SC Microsoft Excel				DAV25107	
± = 1010	×	DTO REV Da	Microsoft Excel				DAV25107	
AUIO	26	DTO REV Da	Microsoft Excel				DAV25107	
A050	-	Federal Func Categories	Web Intelligence		0		DAV25107	
A150	-	IRF Document Link	Web Intelligence		0		DAV25107	
🖽 🔛 A170	-	Payment Rec New >	Web Intelligence		0		STE07593	
🕮 📁 А200	2	Proforma Ex Organize	reate Shortcut in My Favorites		0	Runs - [M, A] Developed by Ja	DAV25107	
🖽 💼 A850	1	Summary of Send > C	ut		0	Report of Actual Expenditures	DAV25107	
Ф 🔁 F120	-	Unduplicated Details C	ору		0		DAV25107	
E 5160			opy Shortcut	Shortcut ace File				
		E	eplace File					
F030			velete					
F030-BEA								
🖽 🖬 F030-DSIT								
<sup></sup> 🔁 F030-EO								
🏝 💼 F030-GS								
🕀 🖻 F030-IAS								
🖻 🗁 F030-IO								
🗄 📄 Accounts Docohiskia Donorto								
Categories Caserh								
https://sceisreporting.sc.gov/BOE/portal/1407181253/InfoViewAppAct	ions/jsp	/InfoView_Listing/infoviewListing.faces?cafWebSesInit	=true&bttoken=MDA				rotai: 14 items	

You then will see the same browse and find screens discussed earlier. Once you find the spreadsheet again, you will see instead of add, the option is now replace.

S	Wek wek	ome: John Taylor   Applications • Preferences Help menu •   Log off	2	
Home	e Documents IRF RUG2615 RUG2615			
View	Replace File – Copy of II B 3 m (Operating Results - DSIT SCEIS)JTWC	2 E X •	ł	
My Dr Folde	File Name: [C:\Users\itaylor\Desktop\Copy of II B 3 m (Operating Results - DSI Browse		1	
			•	
Cater		Replace Cancel		
Searc				
	Total: 14 items			

You are cautioned about replacing the fil, but once you hit ok, the updated data is loaded.

S	deis 🖇	Welcome: John Taylor   Applications ▼ Preferences Help menu ▼   Log off
Home	Documents IRF RUG2615	
View	Replace File – Copy of II B 3 m (Operating Results - DSIT SCEIS)JTWC	
View My Da Polde	File Name: C:\Users\jtaylor\Desktop\Copy of II B 3 m (Operating	Results - DST Browse
Cateo		Replace
Searc		
		Total: 14 items

Thanks and have fun! This stuff is really cool!!