Using an Existing Query – Fund Trial Balance (FTB)

Locate and Select the Fund Trial Balance Query using InfoAreas

1. Click on the Open button on the BEx toolbar.
2. Click on the Open Query… option from the drop-down list.

Note: The History button is the default selection and lists the last queries opened on the right side of the screen.

3. Click on the InfoAreas button to display the folders containing the InfoProviders with lists of InfoAreas (folders) on the right side of the screen (see screen next page).
4. Double click on the **Financials Management & Controlling** InfoArea folder to open and search in this folder (this folder contains other folders of financial based queries).

5. Double-click on the **Duke Custom Financial Objects** InfoArea to open that folder.

6. Double-click on the **Commitments/actuals and budget in Funds Management (Duke)** InfoCube to open that folder.

*Note: As a reminder, the term Infocube = balances.*
7. Click once on the Name column heading to sort the queries listed in alphabetic order if not already listed that way.

8. Scroll down to locate the queries beginning with Fund and double-click to open the Fund Trial Balance (No Commitments) with Hierarchy query folder.

9. Scroll down and double-click to open the Fund Trial Balance (No Commitments) with Hierarchy query and resulting selection screen (see steps for selection criteria).
Using an Existing Query – FTB (cont.)

Use the Find Function to Locate a Query

1. Click once on the **Find** button (left side of screen).

2. Enter the **name or part of the name** of the query you are trying to find in the white field under **Search Method**.

3. Click the **Find** button (this button is grayed out until you enter something in the white field).
4. In the resulting list under the **Name** column below, double-click on the query desired to open the query’s selection screen (or click once to highlight and use the **Open** button).
   - In this example, the query chosen is the Fund Trial Balance (No Commitments) with Hierarchy.
Using an Existing Query – FTB (cont.)

Enter or Chose Selection Criteria for the Fund Trial Balance Query

1. Enter the fiscal year (e.g. 2015) in the Fiscal Year field.

2. Ensure the values of # to 16 OR the last closed period are displayed in the Posting Period Range From and To fields
   - # = balance forward needed for certain codes to determine a fund balance.

3. Ensure the values of 290000 to 999999 are displayed in the Commitment Item Range From and To fields
   - Commitment item = G/L Account in SAP BW; using the range of G/L Accounts 290000 to 999999 provides a fund trial balance versus a complete trial balance (29xxxxx G/L accounts are Fund Equity).

4. Use the next steps to select the desired level of BFR Code / Org. Unit for the Duke Cost Object Hierarchy Node field.

5. If the BFR Code / Org. unit number is known, the 10 digit number may be keyed directly into the field using the value of OU at the beginning (default is SOM top level BFR Code node of OU6860000000 – change this to your BFR Code).

6. To find the BFR Code value, click on the button for the Duke Cost Object Hierarchy Node field and follow the next steps to find a value (SOM default should be changed).
Using an Existing Query – FTB (cont.)

7. In the **Show** field, choose one of the following:
   - **History** (default) = to view a list of any BFR Code / Org. Units you’ve used in the recent past
   - **Single Values** = to view a list of all BFR Codes / Org. Units in the in the Duke Hierarchy.

8. If **Single Values** is chosen in the previous step, use the **Expand** buttons to open the “trees” within the Entire Hierarchy (on the left) for the Duke organization and locate the desired level of BFR Code/ Org. Unit (see next steps).
   - Only one BFR Code/Org. Unit may be selected (multiple selections are not provided on this particular query).

**Note:** For some drop-down windows, like for Cost Object, a **More>>** button may be displayed in the lower right corner. To use this button as an aid for selecting multiple values, refer to the **Multiple Selection and Importing of Variable Values to a Selection Screen for a Query** section of this guide under **Advanced Functions**.
9. To open/expand the *Entire Hierarchy* and begin to locate the BFR Code / Org Unit, click on the **Expand** button beside the **(OU10) Duke University** to open that node (Duke University includes the School of Medicine and Provost areas, as well as the DCRI).

10. Use the drop-down side (right side) of the **Display Key/Text icon** on the toolbar to change value to desired display (*Key / Text* is recommended).

11. Click on the **Expand** button beside of **(OU10) Duke University** to open that node (Duke University includes the School of Medicine and Provost areas, as well as the DCRI).
12. Continue to use the Expand buttons to open and locate the desired level of the organization hierarchy to be selected for the query (i.e., the department, division, or school) per below:

- To find schools or departments within the School of Medicine, School of Nursing, or Centers, follow the path: Chancellor, Health Affairs → Chancellor, Health Affairs (again) → School of Medicine → choose appropriate area (Basic Sciences, Clinical Sciences, Centers, etc.).

- To find schools or departments within the Provost area, follow the path: Provost → Provost (again) → choose appropriate area from here.
13. Decide what level of BFR Code/ Org. Unit node to use in the query per the guidelines below:

- All BFR Code/Org. Unit levels are indicated with the symbol.
- The recommended selection is a mid or lower level node (BFR Code/Org. Unit) for your organizational hierarchy.
- Only one BFR Code/Org Unit may be selected here, although you may choose higher level BFR Code here and then filter to select multiple lower level BFR Codes once in the query results (see Other Navigational Tools for Queries).
- The symbol displays beside the 7 digit cost object once you’ve reached the bottom BFR Code / Org. Unit level, and may not be the best choice for this type of query. In other words, the report is better for the BFR Code/Org. Unit levels versus single 7 digit cost objects.
14. To select the desired BFR Code/Org. Unit, click once on the BFR/Org. Unit to select and highlight the value.

15. Click on the **OK** button at the bottom of the window to return to the selection window and populate the field with the selection.
Using an Existing Query – FTB (cont.)

Check the Selection Values Entered Before Executing the Query

1. To verify the values are correct, especially if the BFR Code/Org. Unit Hierarchy Node was manually entered, click the Check button.

2. Review any edits needed and the description associated with the Duke Cost Object Hierarchy Node to ensure you’ve entered the correct values.
Using an Existing Query – FTB (cont.)

Save a Variant of the Selection Values to Use Later and Save Steps

Note: The Save Variant function allows the selection values entered in each field to be saved as a named variant. The variant can be used the next time to populate the fields and save keystrokes.

1. Ensure the desired values are entered in the selection fields.
2. To save a variant of the selection, click on the Save as New Variant button.
3. On the Create new Variant window, enter a name in the Description field (alpha numeric with no spaces; use underscore _ for space as needed).
4. Click in the checkbox to check and select as follows:
   • Save as User Variant – check if only you will be able to use the variant – do not check if you wish for others in your area to be able to use the variant.
   • Use as Default Variant – **DO NOT SELECT THIS OPTION.**
5. Click on the Save button to save the named variant and return to the selection screen.
Using an Existing Query – FTB (cont.)

Use or Get a Saved Variant of the Selection Values

Note: If a named variant was saved for the selection values, then each time the query is used again, the Load Variant function may be used to find / select the variant. The variant will populate the fields with the saved values and save keystrokes.

1. To use the variant, click on the Drop-down in the Available Variants field and select the desired variant from the list.

2. To update or change a variant:
   - Select the variant to populate the fields
   - Change any field values as needed
   - Click the Save Variant button.

   - Click **OK** to overwrite the existing variant or click **Cancel** as needed.
Using an Existing Query – FTB (cont.)

Execute the Query and Review the Results

1. In the Select Values for Variables window, verify all values are entered or use the Available Variants to populate fields.

2. When ready to run the query, click the OK button.
3. Review the query results (Fund Trial Balance in this example) for the BFR Code/ Org. Unit node that was selected and note the following:

- This query uses the Duke Cost Object table (CODUKEORG) which combines all four major cost objects in one place for reporting - Cost Centers, Profit Centers, Projects/WBS Elements, and Internal Orders.

- The cost objects are displayed in one “super hierarchy”, which provides a consolidated view of the entire organization’s financial activity – some queries do not have the hierarchy built into the query.

- The hierarchy levels are displayed with the Twistee buttons and some may already be expanded to display the Duke Cost Object level.
Using an Existing Query – FTB (cont.)

- **Do not use** the Twistee buttons to open the hierarchy levels individually as this is time consuming - the hierarchy can be easily expanded or removed, and other formatting can be adjusted (see *Basic Functions for Queries and Workbooks* section of this Guide for more details).

- The format for the lowest level Duke Cost Objects in Column A is displayed as the “technical name”, is not useful, and can be removed (see *Basic Navigation Tools for Queries*). For example, a cost center such as 1573147 is listed as KSDUKE0001573147, and a Project/ WBS Element such as 7473100 is listed as nothing meaningful, like PD0001157.

- The meaningful 7 digit value for Duke Cost Object is listed in the **Cost Object** column – in the example used above – the values of 1573147 or 7473100 (WBS Plant fund) are shown.

- See the **Cost Object** column for the meaningful 7 digit Cost Object (fund code) value.

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*Note:* Other options for analyzing data are also available, such as the ability to drill-down by the items listed in columns, such as **Commitment item** (term for Cost Element or G/L Account), **Fiscal Period**, **Fund Group**, **Fund Categories**, etc. See the *Basic Functions for Queries and Workbooks* section of this Guide for more details.