# Endowment Reporting Guide

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Accessing the Endowment Reports

To Access the Endowment Reports:

1. Open the web browser (all common web browsers are supported) and enter the URL of http://work.duke.edu to go to the Duke@WORK web site.

2. In the resulting Duke University NetID Services screen, enter your NetID and password.

3. Click on the Enter button to proceed to the Duke@WORK web site (see below).

   Note: Be sure to allow pop-up windows from this website (work.duke.edu) in your web browser. Check with your LAN Administrator / computer support person for steps on how to allow pop-up windows on your internet browser as we use many different browsers across Duke. For example, in Internet Explorer, use the path Tools > Pop-up Blocker > Pop-up Blocker Settings.

4. On the Duke@WORK screen, click on and select the Finance tab.
Accessing the Endowment Reports (cont.)

Under the Finance tab:

5. Click on the **Financial Reports** link.

6. Click on the **Endowments** link.
7. Review the options available, as briefly outlined below:

- **Endowment Reporting Guide** – provides a link directly to the on-line version of the Endowment Reporting Guide as reference while using the web reports.

- **Book Value Rollforward** – provides a report containing the Long Term Pool activity by participant fund from the beginning of the fiscal year to the user-selected period end; includes new gifts (investments), transfers, withdrawals, and reinvestments plus the participant fund's market value at the most recent quarter end available for the end of the period selected.

- **Endowment Report** – provides a report containing the units, book value and market value of each fund in the Long Term Pool for a given valuation date; includes distribution information on a year-to-date and projected fiscal year basis; shows YTD distributions to the participant and recipient and amounts reinvested and paid for Indirect Program and Infrastructure costs; combines the former "Long Term Pool Summary" and "FS 188" reports.

8. To select a report, simply **click once on the underlined report title**.

9. Notice that the path taken to reach the report is listed at the top of the screen below the tabs and the links may be used to navigate to previous screens.

   *Note: Each report is outlined in this Guide, including the selections available, data displayed, drill-down options, and other advanced functions available.*
Tips for Selecting Criteria for the Endowment Reports

On the selection screens for each Endowment related report, please review the tips below for selecting values for some common fields that are required to generate the reports.

To select values for fields on these types of reports:

1. Note that an * (asterisk) indicates the field is required.
2. To select all values available for a field, leave the field blank (do not enter a value in the field).
3. Use the Drop-down icon on the right side of a field to search for the acceptable values as needed (see next steps).
4. Click on the Check button to verify all the fields entered contain acceptable values.
5. Click on the OK button to generate the report.

Note: Each report is outlined in this Guide, including the selection fields available and more details about selecting data for the specific fields.
To enter ranges of values into applicable fields for these types of reports:

1. Enter the **first value** of the desired range.
2. Enter a **space** (Enter key).
3. Enter a – (Dash mark).
4. Enter another **space** (Enter key).
5. Enter the **last value** of the desired range (finished entry example: 25 – 49 or 0010 – 0020).
6. Remember to use the **Check** button to verify all fields contain acceptable values in the correct format.

**Note:** See examples above of ranges entered in the EIA Customer field and Company Code field. **Unless indicated, any field will accept ranges.** For instance, Fiscal Year and Posting Period indicate that only single values are an option.
Tips for Selecting Criteria (cont.)

To choose values for a field via the Drop-down icon:

1. Click on the Drop-down icon in the right side of the field – see next steps for two typical examples - 1) Fund Category and 2) Duke Cost Object Hierarchy.

Example 1 – Select Values for Fund Category (or other fields that have a list of acceptable values and a search feature):

2. Ensure the value of All is displayed in the Show view: field (or drop-down and choose Search if desired, then use the resulting search box to find a value).
Tips for Selecting Criteria (cont.)

3. In the *All* section on the left side of the screen, **review the list of values** and **scroll down to find the Endowment related values**.

4. Identify the value(s) to be selected and click on the **box(es) to the left of the desired row** to select.  

   *Note:* To **select more than one value** on the left side, simply **click on the boxes desired**. To **select a range**, use the **Shift key** to select a beginning and ending range.

5. Click on the **Add** button to display the selected value(s) in the *Selections* section on the right side of the screen.

6. Ensure that the **desired value(s) are now displayed on the right side** of the screen under the *Selections* section.

7. Click the **OK** button to close this window and populate the value(s) chosen into the field on the previous selection screen.
Example 2 – Select Values for Duke Cost Object Hierarchy (or other fields that have folders of organized values):

8. In the All section on the left side of the screen, click on the Twistee arrow icons to open folders and find the level of the organization to be selected (folders listed depend on your security rights to view that organization).

9. Identify the value(s) to be selected and click on the actual row to select.

   Note: To select more than one value on the left side, simply click on the rows desired.

10. Click on the Add button to display the selected value(s) in the Selections section on the right side of the screen.

11. Ensure that the desired value(s) are now displayed on the right side of the screen under the Selections section.

12. Click the OK button to close this window and populate the value(s) chosen into the field on the previous selection screen.
Notes for Selecting Criteria (cont.)

To save a selection screen variant:

Note: A selection screen variant allows you to populate the selection fields and save that data as a named variant for future use. A variant saves keystrokes by populating the data, and can be changed or deleted as needed.

1. Enter values in the selection fields as desired (remember to use the Check button to ensure values are acceptable).

2. In the Available Variants: field, click on the Save As… button.

3. In the Save Variant window:
   - Ensure a check mark is displayed in the the Save As User Variant check box.
   - Enter a name for the variant in the Description field (free text, enter a relevant name to help you identify the variant).

4. Click on the OK button to complete the save process.
Tips for Selecting Criteria (cont.)

To use a selection screen variant on a selection screen:

1. Click on the **Drop-down** button in the **Available Variants** input field to view the available variants.

2. Click on the **variant name/description** to choose the variant and populate the data in the selection fields below.

3. Review the populated selection fields and adjust the data as needed.
To change or delete a selection screen variant:

Note: A selection screen variant allows you to populate the selection fields and save that data as a named variant for future use. A variant saves keystrokes by populating the data, and can be changed or deleted as needed.

1. Click on the **Drop-down** button in the **Available Variants** input field to view the available variants.

2. Click on the **variant name/description** to choose the variant to be changed or deleted.
3. To change the variant, make any adjustments to the fields that are populated.

4. Click on the **Save** button to update the variant (to create a new variant use the **Save As...** button and provide a new name).

5. To delete the variant, simply ensure the correct variant is displayed and click on the **Delete** button (this option will remove the variant from the Available Variants list).

**Note:** Use caution when deleting a variant. The Delete function removes the variant from the Available Variants list and cannot be undone.
1. Under the **Finance** tab on the **Financial Reports** page, click on **Endowments** (underlined link) to display the reports (see **Accessing the Endowment Reports**).

2. Click on the **Book Value Rollforward** link to select that report.

   **Note:** The Book Value Rollforward report provides the Long Term Pool (LTP) activity by participant fund from the beginning of the fiscal year to the user-selected period end and includes new gifts (investments), transfers, withdrawals, and reinvestments plus the participant fund’s market value at the most recent quarter end available for the end of the selected period.

**On the Book Value rollforward Variable Entry page:**

3. **Fiscal Year:** enter the desired **fiscal year** in the field.

4. **Posting Period (Required):** enter the desired **fiscal period** in the field (the report will contain year to date activity through the period selected).
5. **Pool - Multiple Values**: enter a single or multiple pool values in the field (leave blank to select all; enter ranges per **Tips for Selecting Criteria**) as follows:
   - 1 – **Non-Financial Aid**: for University and DUHS endowments that are not financial aid and distribution to the recipient is made annually.
   - 2 – **Financial Aid**: for University endowments that are for financial aid and distribution to the recipient is made quarterly.
   - 3 – **Non-Financial Aid**: for non-endowments and University endowments that require quarterly distribution to the recipient.

6. **EIA Mgmt Division**: enter a value in the field to restrict the selection by an entire Management Center or by individual schools or units within the Management Center.

7. **Fund Category**: enter a value in the field if desired to restrict the selection by the type of endowment (leave blank to select all or use the Drop-down to select - see **Tips for Selecting Criteria**).

8. **Fund Class**: enter a value in the field if desired to restrict the selection by the purpose of the endowment (leave blank to select all or use the Drop-down to select - see **Tips for Selecting Criteria**).

9. **Cost Object Familiar**: enter the Cost Object (fund code) to select by one or multiple cost objects (do not need to enter leading zeros as displayed in the actual report).

10. **EIA Customer**: enter the master data number or range of numbers in the field to select by the numbers assigned and tracked by the Endowment Investment Accounting department (the master data record contains endowment relative information along with the cost object to be used for G/L posting; to enter a range see **Tips for Selecting Criteria**).

11. **Market Valuation Date (Required)**: enter a date for the desired quarter end date in the field (e.g., 09/30/20xx, 12/31/20xx, etc.) to select the desired market value available for that quarter end date.

   **Note**: Market valuation dates are based on the end of each quarter and are available to the Endowment Investment Accounting office around the third week of the month following the end of a quarter. If the quarter end market valuation date entered in this field does not yet have a market value, the system uses the latest available market value. The market valuation date displays on the report.

12. **Company Code**: enter the four digit company code or range of company codes in the field (see **Tips for Selecting Criteria** for more on entering ranges).
13. **Duke Cost Object Hierarchy**: enter the 10 digit BFR Code/Org. Unit value or use the Drop-down to find the level of the organization desired in the field (see *Tips for Selecting Criteria* for more on the Drop-down function).

14. If desired, click on the Check button to ensure all values are acceptable.

15. After completing the desired selection fields, click on the OK button.

**On the resulting *Book Value Rollforward* report:**

16. Use the **Expand tray / Collapse tray** buttons displayed on the far right of each section to open or close the trays containing various options and the report (trays are already open by default).

17. Review the **three sections (trays)** of the screen as outlined below:
   - **Query Options**: Allows you to export or print the report, personalize the query, and refresh the query when needed (see the *Other Report Functions* section).
   - **Select Characteristics**: Allows you to add columns of data to the report below (see the *Other Report Functions* section).
   - **Book Value rollforward**: Provides the data for the actual report (see next steps).

18. To navigate the multiple screens of data if applicable, use the following features:
   - **Page Up**
   - **Page Down**
   - **Jump to Beginning of Report**
   - **Jump to End of Report**
   - Enter a row number in the input box (the total number of rows is beside the box).
19. Review the report columns showing details for each customer as outlined below:

- **EIA Customer** – the customer name.
- **Cost Object** – the SAP cost object (fund) associated with the customer (usually has the same cost object name as the EIA Customer name – may contain leading zeros).
- **Organizational Unit** – the 10 digit BFR Code (Org. Unit) associated with the Cost Object for the EIA Customer.
- **Valuation Date** – the valuation date of the unit market value (UMV) used to calculate the market value.
- **Current LTP Units** – the units in the Pool as of the fiscal period and year selected.
- **Beginning Book Value** – the book value of the units in the Pool as of the beginning of the fiscal year.
- **New Gifts** – the book value of purchases of Pool units.
- **Transfers** – the book value of units transferred to (+) / from (-) customers within the same Pool.
Book Value Rollforward (cont.)

- **Withdrawals** – the book value of units liquidated from the Pool.
- **Reinvestments** – the book value of units purchased through reinvestment of distributions from the Pool.
- **Ending Book Value** – the book value of units in the Pool through the fiscal period and year selected.
- **Ending Market Value** – the market value of current units using the UMV as of the valuation date.

20. To use the **Query Options** available, like Print, Export, or to refresh a query, refer to the **Other Report Functions** section of this Guide.

21. To use the **Select Characteristics** section and swap the view of the report or add other columns to the report as a drill-down via the drag and drop, refer to the **Other Report Functions** section of this Guide and the recommendations outlined below:

- **Swap** the EIA Management Center with EIA Customer (in the first column) and then add the EIA Customer characteristic back as a drill-down – this is actually the example used in steps for the Other Report Functions section).
- **Add the drill-down** by Fiscal Period to the report (in the EIA Customer original view).

22. To use the **context menu (right mouse click)** functions, such as Back, Filter, and Sort, refer to the **Other Report Functions** section of the Guide.
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Endowment Report (Long Term Pool Participant Balances & Projected Distribution)

1. Under the Finance tab on the Financial Reports page, click on Endowments (underlined link) to display the reports (see Accessing the Endowment Reports).

2. Click on the Endowment Report link to select that report.

   Note: The Endowment Report provides the units, book value and market value of each fund in the Long Term Pool for a given valuation date; includes distribution information on a year-to-date and projected fiscal year basis; shows YTD distributions to the participant and recipient and amounts reinvested and paid for Indirect Program and Infrastructure costs; combines the former "Long Term Pool Summary" and "FS 188" reports.

On the Endowment Reports Variable Entry page:

3. Fiscal Year: enter the desired fiscal year in the field.

4. Posting Period (Required): enter the desired fiscal period in the field (the report will contain year to date activity through the period selected).
Endowment Reporting Guide

Endowment Report (cont.)

5. **Pool - Multiple Values**: enter a single or multiple pool values in the field (leave blank to select all; enter ranges per *Tips for Selecting Criteria*) as follows:
   - 1 – Non-Financial Aid: for University and DUHS endowments that are not financial aid and distribution to the recipient is made annually.
   - 2 – Financial Aid: for University endowments that are for financial aid and distribution to the recipient is made quarterly.
   - 3 – Non-Financial Aid: for non-endowments and University endowments that require quarterly distribution to the recipient.

6. **EIA Mgmt Division**: enter a value in the field to restrict the selection by an entire Management Center or by individual schools or units within the Management Center.

7. **Fund Category**: enter a value in the field if desired to restrict the selection by the type of endowment (leave blank to select all or use the Drop-down to select - see *Tips for Selecting Criteria*).

8. **Fund Class**: enter a value in the field if desired to restrict the selection by the purpose of the endowment (leave blank to select all or use the Drop-down to select - see *Tips for Selecting Criteria*).

9. **Cost Object Familiar**: enter the Cost Object (fund code) to select by one or multiple cost objects (do not need to enter leading zeros as displayed in the actual report).

10. **Number of Remaining Qtrs (Input: 0-3)**: enter values of 0, 1, 2, or 3 – required to project distributions based on the current activity to date.

11. **EIA Customer**: enter the master data number or range of numbers in the field to select by the numbers assigned and tracked by the Endowment Investment Accounting office (the master data record contains endowment relative information along with the cost object to be used for G/L posting; to enter a range see *Tips for Selecting Criteria*).

12. **Market Valuation Date (Required)**: enter a date for the desired quarter end date in the field (e.g., 09/30/20xx, 12/31/20xx, etc.) to select the desired unit market value available for that quarter end date.

   **Note**: Market valuation dates are based on the end of each quarter and available to the Endowment Investment Accounting office around the third week of the month following the end of a quarter. If the quarter end market valuation date entered in this field does not yet have a unit market value, the system uses the latest available unit market value. The market valuation date displays on the report.
13. **Company Code**: enter the four digit company code or range of company codes in the field (see Tips for Selecting Criteria for more on entering ranges).

14. **CODUKEORG Hierarchy node**: enter the 10 digit BFR Code/Org. Unit value or use the Drop-down to find the level of the organization desired in the field (see Tips for Selecting Criteria for more on the Drop-down function).

15. If desired, click on the Check button to ensure all values are acceptable.

16. After completing the desired selection fields, click on the OK button.

**On the resulting Endowment report:**

17. Use the [Expand tray] / [Collapse tray] buttons displayed on the far right of each section to open or close the trays containing various options and the report (trays are already open by default (could not fit on screen capture to show here so look at your own screen when in the report)).

18. Review the three sections (trays) of the screen as outlined below:
   - **Query Options**: Allows you to export or print the report, and refresh the query when needed (see the Other Report Functions section).
   - **Select Characteristics**: Allows you to add columns of data to the report below (see the Other Report Functions section).
   - **Endowment Report**: Provides the data for the actual report (see next steps).
19. Review the report columns showing details for each customer as outlined below:

- **EIA Customer Entity** – the customer name.
- **Cost Object** – the SAP cost object associated with the customer (usually has the same cost object name as the EIA Customer name - may contain leading zeros).
- **Organizational Unit** – the 10 digit BFR Code (Org. Unit) associated with the Cost Object for the EIA Customer.
- **Valuation Date** – the valuation date of the unit market value (UMV) used to calculate the market value.
- **Current LTP Units** – the units in the Long Term Pool as of the fiscal period and year selected.
- **Market Value** – the market value of current units using the UMV as of the valuation date.
- **Book Value** – the book value of the units in the Long Term Pool through the fiscal period and fiscal year selected.
- **YTD to Participant** – the year-to-date distribution based on the spending rate to the customer through the fiscal period and fiscal year selected.
Endowment Reporting Guide

Endowment Report (cont.)

- **IPC/INFR** – the Indirect Program Costs and infrastructure tax assessed on the distribution to the participant.
- **Reinvestments** – the distribution to the participant that is to be or was reinvested.
- **YTD Recipient Distributions (Actual)** – the distributions to the recipients.
- **YTD Recipient Distributions (Calculated)** – the distributions to the recipients that are either earmarked to be distributed at fiscal year end or actual quarterly distributions (actual and calculated will be the same if all distributions to recipients have been made through the reporting period).
- **Projected Remaining Distributions to Participant** – the computation of the current LTP units multiplied by the spending rate for the remaining quarters selected.
- **Projected Remaining Distributions (Recipient)** – the computation of the current LTP units multiplied by the spending rate for the remaining quarters selected multiplied by the ratio of recipient distribution to participant distribution.
- **Projected Fiscal Yr Distribution to Recipient** – the summation of the YTD recipient distribution and projected distribution.

20. To use the **Query Options** available, like **Print**, **Export**, or to **refresh a query**, refer to the **Other Report Functions** section of the Guide.

21. To use the **Select Characteristics** section and swap the view of the report or add other columns to the report as a drill-down via the drag and drop, refer to the **Other Report Functions** section of the Guide.

22. To use the **context menu (right mouse click)** functions, such as **Back**, **Filter**, and **Sort**, refer to the **Other Report Functions** section of the Guide.
Note: Endowment reports have reporting options available at the top under Query Options and Select Characteristics and allow printing, exporting, and the manipulating of the report data to different views of the report. Functions also available include the click, drag, and drop functionality, as well as the right mouse click functionality. The right mouse click functionality is similar to the functionality in SAP BW (BEx) for those users that have experience with that tool.

To use the Query Options available for the reports:

1. Note the Query Options available in the top tray that is displayed above the report:

   - **Export/Print Options** = provides PDF printing options for portrait or landscape, as well as the Export function for Excel.
   - **Refresh Query** = opens the Variable Entry selection window which displays the current selected values and allows the user to change the selection values and run a new report.

   Note: Query Personalization is not ready for use at this time.
To print the report:

1. Click on the **Export/Print Options** button under **Query Options**.
2. Choose one of the print options as follows:
   - To print the report in a portrait view on letter-size paper, select the **PDF Letter Portrait** option.
   - To print the report in a landscape view on letter-size paper, select the **PDF Letter Landscape** option.
3. In the resulting window, select the desired options.
4. Click **OK** to print (to default printer for the computer).
To export the report:

1. Click on the **Export/Print Options** button under **Query Options**.
2. Click on the **Excel** option.
3. In the resulting window, select either the **Open** button (to open the file) or the **Save** button (to save the file and see the next step).
4. **If the Save option is chosen**, select where to save the file in the **Save in** field, enter values in the **File name** and **Save as type** fields, then click on the **Save** button to complete the process.

5. Note that if you experience problems with exporting the file due to a “download risk - Pop-up Blocker” message, please add two websites to your safe Intranet sites as follows:
   - For **Internet Explorer**, click on the menu path: **Tools → Internet Options** *(check with your LAN Administrator/Computer Support person for instructions on other browsers)*.
   - Click on the **Security** tab at the top to select that option.
   - Click on the **Local intranet** option at the top of the next window.
   - Click on the **Sites** button.
   - In the resulting Local intranet window, ensure that there is a check mark in the box beside **Automatically detect intranet network** *(i.e., this option is selected)*.
   - Click on the **Advanced** button.
   - Type the first address of **https://work.duke.edu** in the Add this website to the zone: input field.
   - Click the **Add** button to place that website under the Websites section below.
   - Type the second address of **https://bjp.duke.edu** in the Add this website to the zone: input field.
   - Click the **Add** button to place that website under the Websites section below.
   - Restart the web browser and the download function should work *(this will not need to be done again once added the first time)*.
To refresh a report:

1. To refresh the report and change any selection criteria as desired, click on the **Refresh Query** button under **Query Options**.

2. In the resulting Variable Entry screen, **change any selection values** in the **Current Selection** column.

3. Click the **OK** button to execute the report again with the new selection criteria.

*Note: This option allows you to change the selection criteria without having to return to the report map and choose the report again.*
Other Report Functions (cont.)

To use the Select Characteristics (click, drag, drop) function:

Once a report is executed, the resulting view of the report may be changed by using the Select Characteristics tray and the values listed in this tray. These characteristics allow the user to use the drag-and-drop functions to add a drilldown, change the view of the report (such as from an EIA Customer view to an EIA Period or EIA Management Center view).

1. Review the characteristic options available in the Select Characteristics tray.
2. Decide which characteristic to use by placing the cursor / pointer over each option to view a pop-up box with instructions.
3. Decide how you want to use the characteristic per the next specific steps (like to swap the view of the report or to add or remove a drilldown characteristic).

Note: Changing the characteristics is a drag-and-drop function. A characteristic can be dragged and dropped on a column heading to “swap” the way the report is displayed, for example from EIA Customer to EIA Period or EIA Management Center view. A characteristic may also be used to create a drill-down to more details as covered in the next pages.
To “swap” the view of the report using characteristics:

1. Click on the desired characteristic and drag that characteristic on top of the desired column heading to display the column heading in an aqua-colored box (in this example, the EIA Management Center is dragged to the EIA Customer column).

   **Note:** The column heading is displayed in an aqua-colored box as you move the characteristic over that column before the drop is completed.

2. Release the mouse click to drop the characteristic into this column heading (in this example, the EIA Customer column is now “swapped with” / replaced by the EIA Management Center column to create a different view).
To add the drill-down using characteristics:

Note: Adding or “dragging” multiple characteristics into the report achieves more levels of granularity.

1. Click on the desired characteristic and drag it beside the column heading desired to display a black vertical line (in this example, the EIA Customer is dragged beside / to the edge of the EIA Management Center column to add a drill-down).

   Note: The black vertical line provides a visual indicator that the drill-down column will be placed to the right of that line.

2. Release the mouse click to drop the characteristic into a new column to the right of the vertical indicator (in this example, the report now has a drill-down by EIA Customer detail for each EIA Management Center item).

   Note: The report now contains the detail of the new characteristic and that characteristic is no longer listed in the tray above.
To remove the drill-down using characteristics:

1. Click on the column heading and **drag the characteristic back to the Characteristics tray** (be careful not to place mouse over the other Characteristic options as this will swap the columns versus removing the column).

2. **Release the mouse click to drop** back into this tray (there will be a X indicator as a reference that the mouse is in the tray).

3. Note that the characteristic is now removed as a drill-down in the report and is listed in the tray as an option again.
Other Report Functions (cont.)

To use the context menu (right mouse click) functions:

Once a report is executed, some of the SAP Business Warehouse context menu (right mouse click) functions are available in the Endowment reports. The Context Menu allows users to right mouse click in the report and to perform various functions. A few functions are outlined in this section.

1. To access the functions, **right mouse click** directly on the column heading title desired, such as EIA Customer in the example above (click on the word).

2. In the resulting window, choose one of the options outlined in the next few steps (options may vary depending on report selected), such as Back, Filter, Sort (column name selected), and Properties.

   **Note:** The Change Drill-down option contains the “swap with” and “drill-down” functionality already outlined in this Guide as drag-and-drop functionality. This option is just another way to do the same thing, so the steps are not covered again in this section. In addition the context menu contains printing and exporting already covered in this guide as well.
To use the Back function:

1. **Right mouse click** on a column heading or active field, and in the resulting window, click on the Back option.

2. Click on one of the following options:
   - **Back One Navigation Step** – to undo the last function performed or to go back to the previous view of the report.
   - **Back to Start** – to return to the original view of the report when it was first executed.
To use the Filter function:

1. **Right mouse click** on a column heading or active field, and in the resulting window, click on the **Filter** option.

2. Click on the **Select Filter Value** option.

Steps continued on next page.
3. In the Select values for… window (name varies by column selected for the filter):

- Click on the box to the left of a value under the All section to select that as the desired filter value (more than one may be selected).
- Click on the Add button to add the value as a filter selection on the right side of the screen.
- To remove a filter, click on the box to the left of a value under the Selections section and click on the Remove button.
- When all values for the filter are selected, click on the OK button.

*Note:* Use the Back One Navigation Step or Back to Start options to undo the action if desired.
Other Report Functions (cont.)

To use the Sort function:

1. Simply click on the triangle icon beside the column heading text to change the sort from the current (example ascending by cost object) to a different option (like descending order).

   Note: The right mouse click option on the column heading may also be used. In the resulting box, select Sort… (name varies by column selected) by option and then select from the choices.

   Note: Use the Back One Navigation Step or Back to Start options to undo the action if desired.