Solution

Because it can be intimidating to create a report without knowing what it should be like, we are providing some views of an example departmental statement. This should give you confidence about what you will be doing.

Prompts

We will set up four prompts:

- Business Unit
• Current Year-to-date Range
• Prior Year-to-date Range
• Year for the Annual Budget

Notice: the prompts in the sample statement shown above display dates for 2006 and 2007, while the body of the report displays 2009 as the desired run date. Remember that the values displayed in the prompts at this point are default, sample values.

**Hidden Columns/Rows**

Column A in our sample statement has been hidden.

This action was taken because the Account Codes, which are not meaningful to most of the people who will read the statement, don’t need to be displayed in the statement.

Let’s Unhide Column A so you can see how that was done.
1. Click in the header of Column B
2. Right-click
3. Select Format Cells
4. Select Column
5. Select Unhide

Note: your account codes may be different from the accounts in the screenshot.

Notice also that a couple of rows have been hidden. In the screenshot, if you look closely at the row numbers, they go from 5 to 8.
To Hide one or more Rows:
1. Highlight the rows to be hidden
2. Right-click
3. Select Format Cells
4. Select Row
5. Select Hide

Notice, in the rows that were hidden, in cells C7, D7, E7, and F7 there are A’s and B’s – see the screenshot below:

These specify the Ledger that will be used in the queries we create. Again, this is information that is required to pull data from the system, but that will not be meaningful to many people who will read the statement; therefore, we have decided to hide those values.

**Figure Cell Query**

For each of the cells in which a figure value will be displayed, we will need to set up a query. The following sample query has been set up in cell C12:
This query has a reference link to the Ledger value in cell C$7. It is pulling data from the A – Actuals ledger. The query in cell D12 pulls from the value in cell D7. It pulls from the B – Budget ledger.

**Business Unit Name**

The Business Unit Name that will appear on this statement will depend upon the Business Unit chosen in the prompt.
To pull in the Business Unit from the prompt:

1. In cell B4, double-click
2. Select Field References
3. Choose Breakout Code 1
The Remainder Column, Column G, holds figures representing the Annual Budget minus the Actual Year-to-date amounts. These figures were produced using a mathematical formula that we formatted into the cell.
To Extract the Statement, we will:

1. Click the Prompt icon

2. Change the default dates from the placeholder dates for Current Year-to-date to the date range needed.
   a. In the example, the Current Year-to-date range was changed to 2009001 to 2009005

3. Change the default dates from the placeholder dates in the Prior Year-to-date range to the ranged needed.
   a. In the example, the Prior Year-to-date range was changed to 2008001 to 2008005

4. Change the Current Year Range to the needed dates.
a. In the example, the Current Year Range was changed to 2009001 to 2009012.

5. Make sure the correct Business Unit Code is selected for Enter Business Unit. In our virtual machine, we need to select the ATA Business Unit Code.

6. Extract the statement
   a. Click the Extract icon

7. When the Extract interface is displayed, click Extract Drill Path to activate the drill path saved with the statement.
Now we have the extracted report. Notice that the data is broken out by Department.
An individual Department statement can be selected from the Drill Tree Pane.
Keep in mind: in this review, we have unhidden the hidden column and rows. In the actual statement, those features will remain hidden.