OAC-14 Manipulating Existing Reports in OAC DV

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to Manipulate Existing Reports in Oracle Analytics Cloud (**OAC**) – DV.

Introduction and Overview

This QRG covers the process of Manipulating Existing Reports in OAC DV. Users can perform self-service on reports by adding filters, duplicating canvases, and dragging and dropping subject areas to meet specific reporting needs. We will use the NCFS Budget to Actuals 701 Report as an example, but these steps and processes can be used for most OAC DV reports.

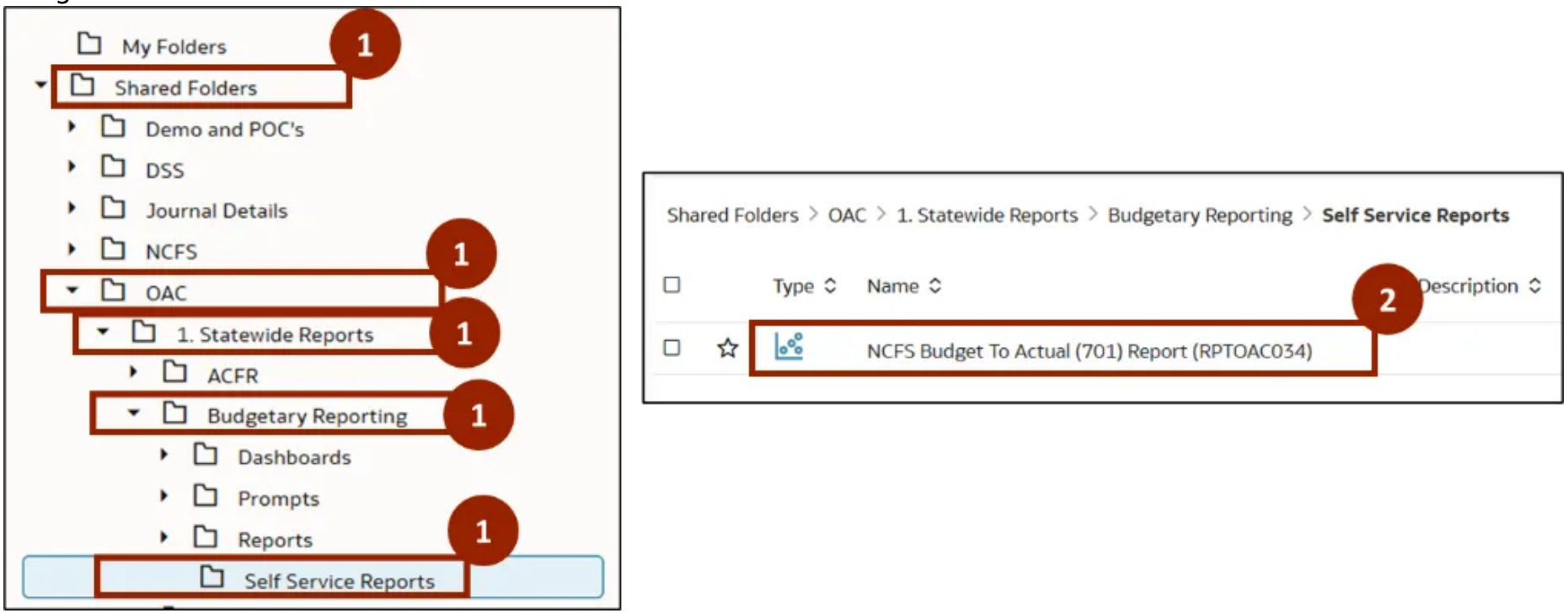
Manipulating NCFS Budget to Actuals 701 Report

Follow the below steps to manipulate NCFS Budget to Actuals 701 Report. There are 43 steps to complete this process.

Step 1. Navigate to the **Shared Folders**, then open the **OAC** folder. In the OAC folder, click **Statewide Reports** and select **Budgetary Reporting**. In the Budgetary Reporting folder, click **Self Service Reports**.

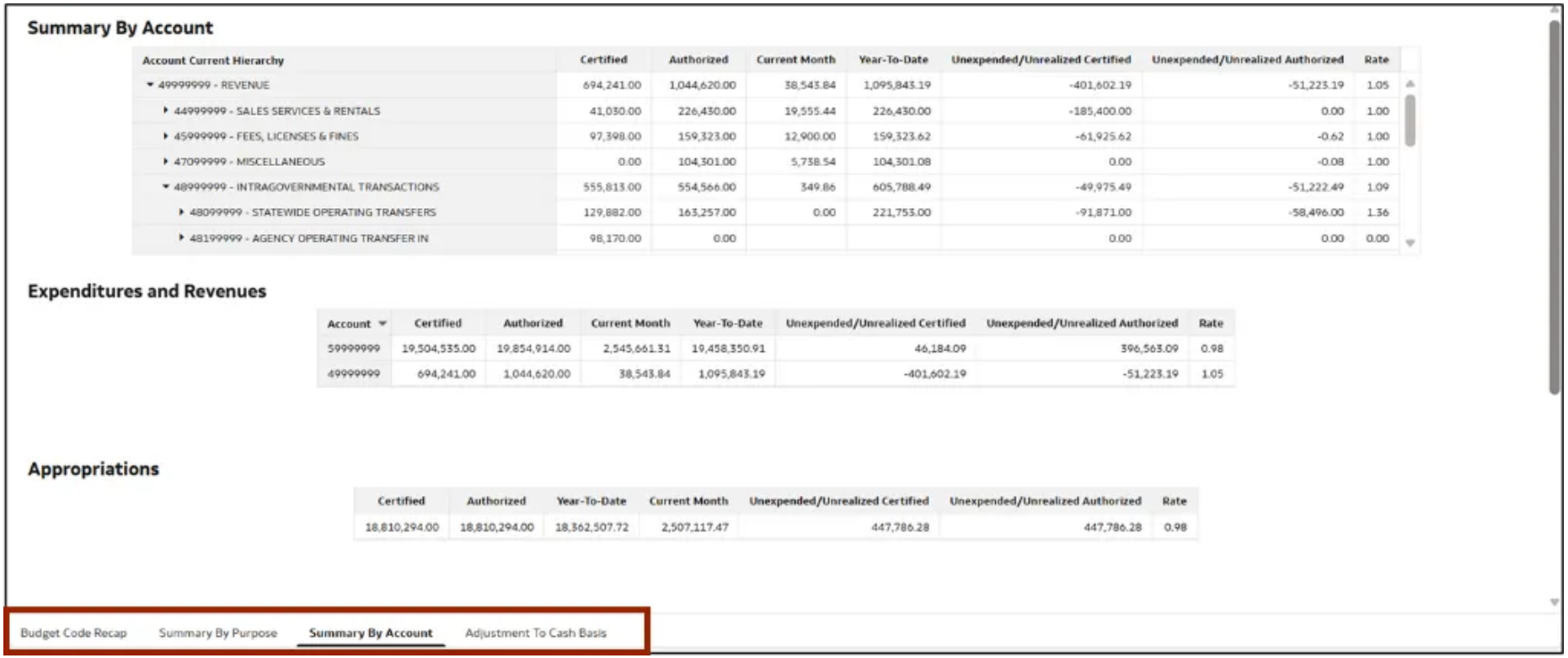
Step 2. A list of DV templates is displayed within the selected report type. Double-click the **NCFS Budget To Actual (701) Report (RPTOAC034)** report.

Image



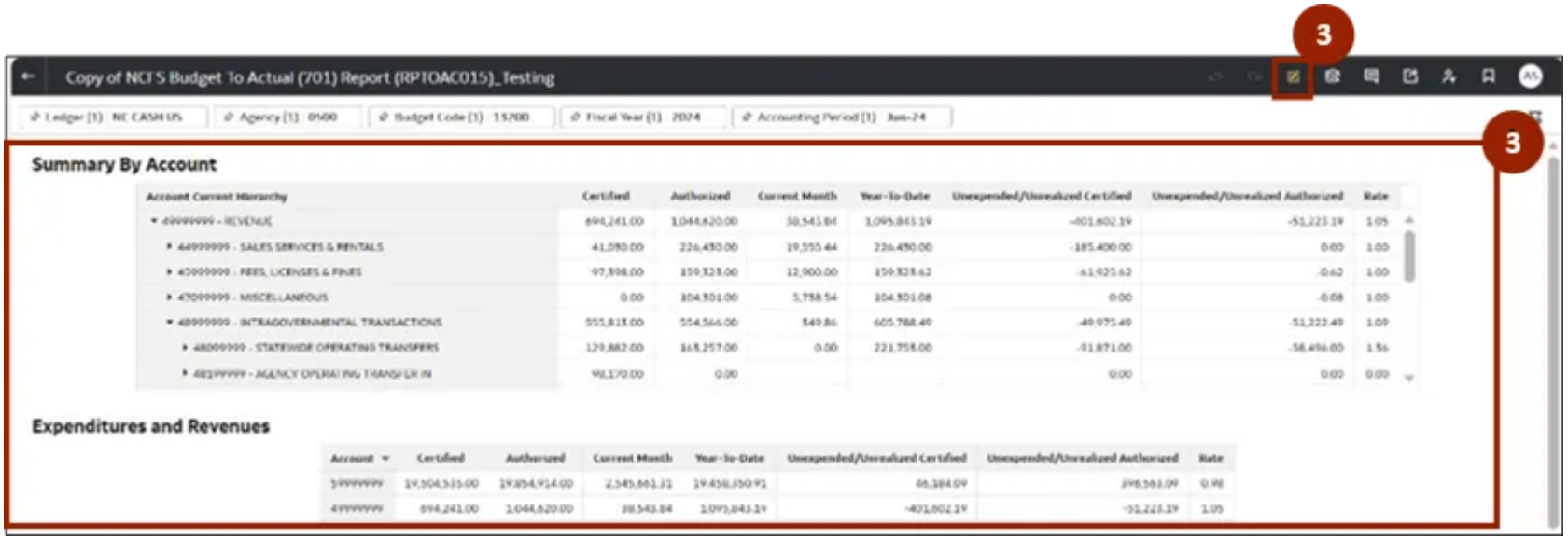
Note: The report contains several tabs: **Budget Code Recap, Summary By Purpose, Summary By Account,** and **Adjustment To Cash Basis.** Most self-service activities will be performed in the **Summary By Account** tab.

Image



Step 3. Once the report is open, in the **Summary By Account** tab, click the **Edit** icon.

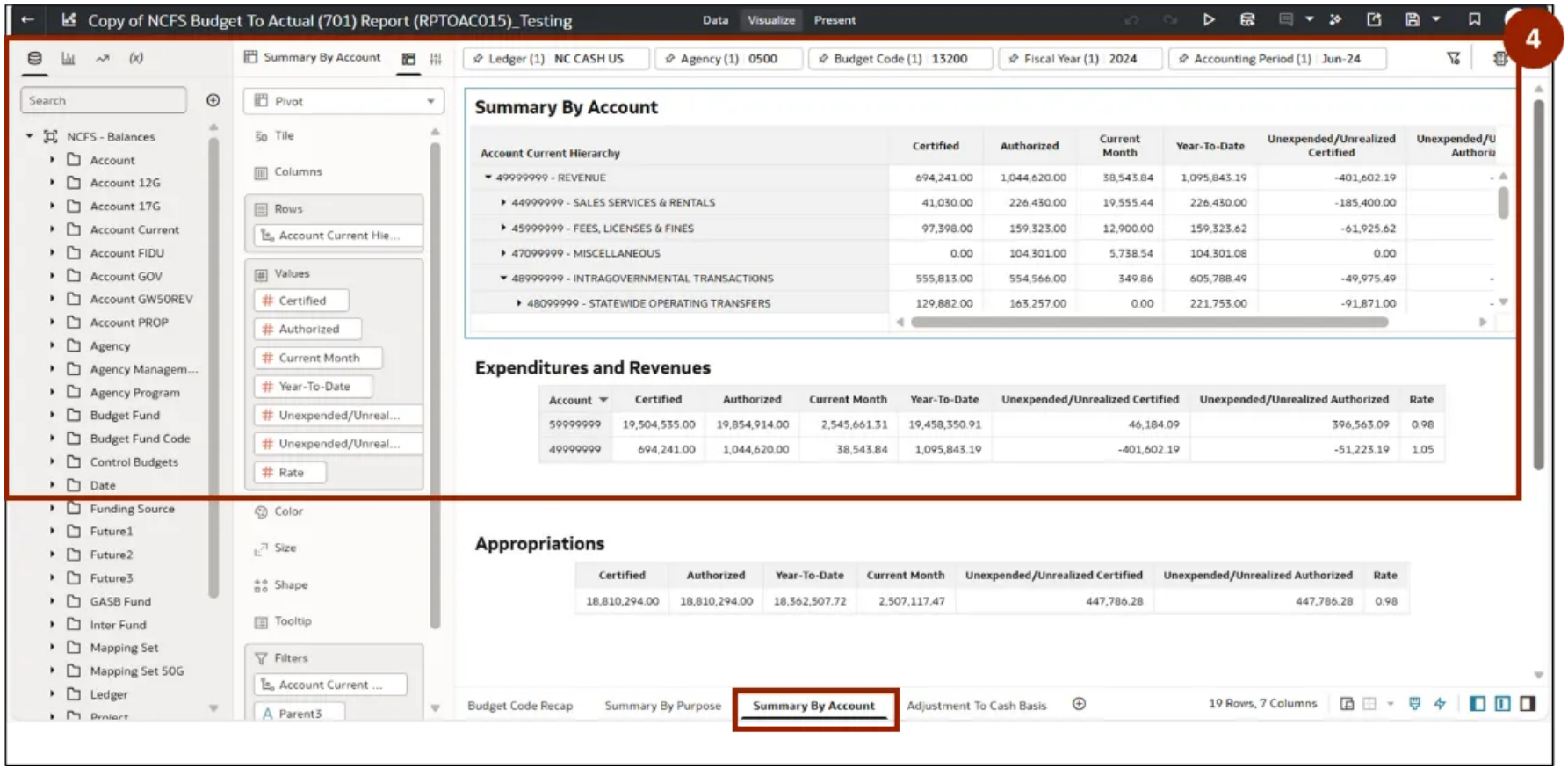
Image



Step 4. The report opens in edit mode.

Note: Before conducting any analyses, right-click on the tabs below to duplicate the canvas. This ensures that your original canvas remains intact and unchanged while you perform your work.

Image

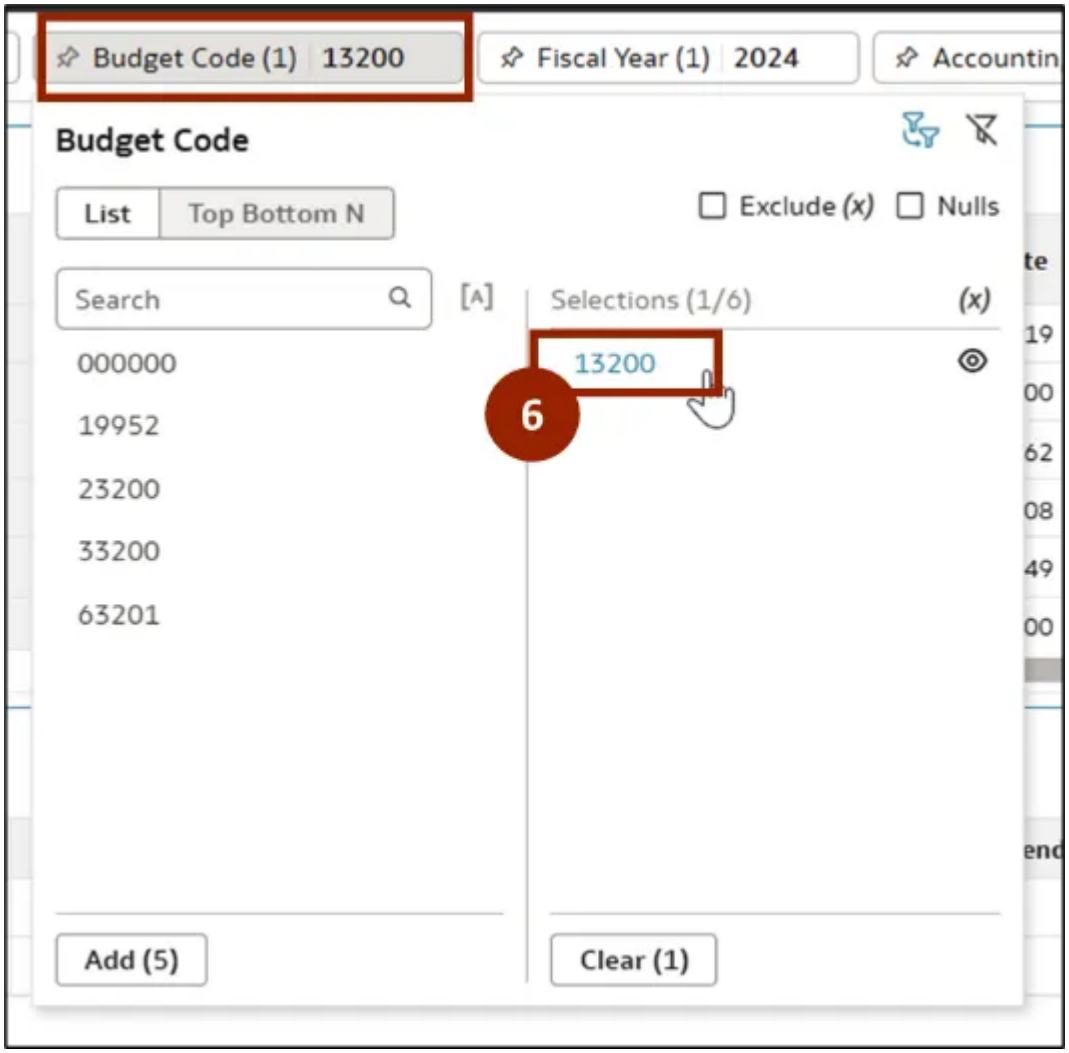


Step 5. Click the **Budget Code** filter.

Step 6. In the Selections section, clear any existing applied filters by clicking the relevant selection(s).

Note: To clear a filter in the Selections pane, click the filtered item(s) and they will be removed.

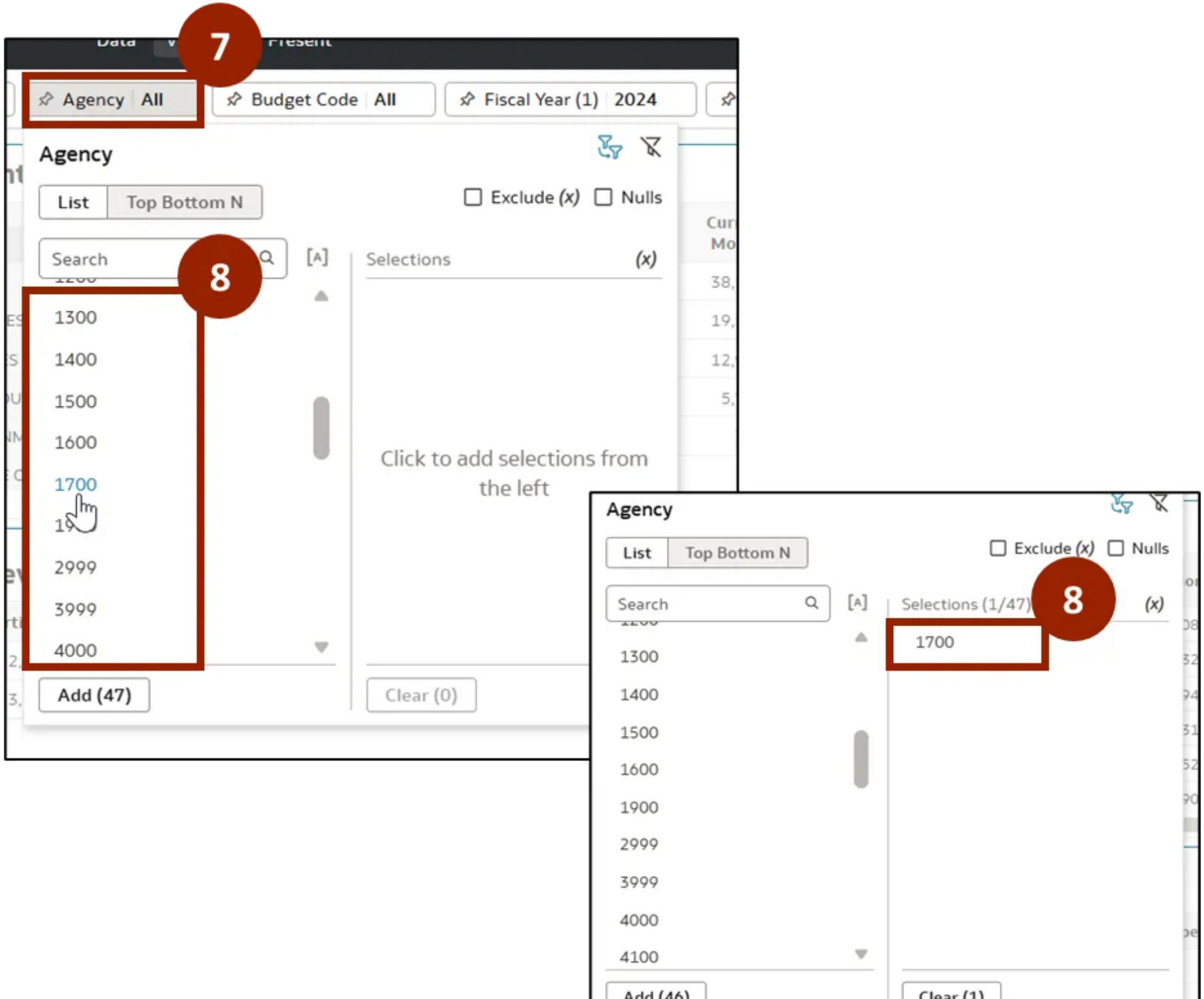
Image



Step 7. Click the **Agency** filter.

Step 8. Agency pop-up appears. Select the desired agency from the list. In this example, select **1700**. The selected filter will appear in the Selections section, and the report will automatically update to reflect your selection.

Image

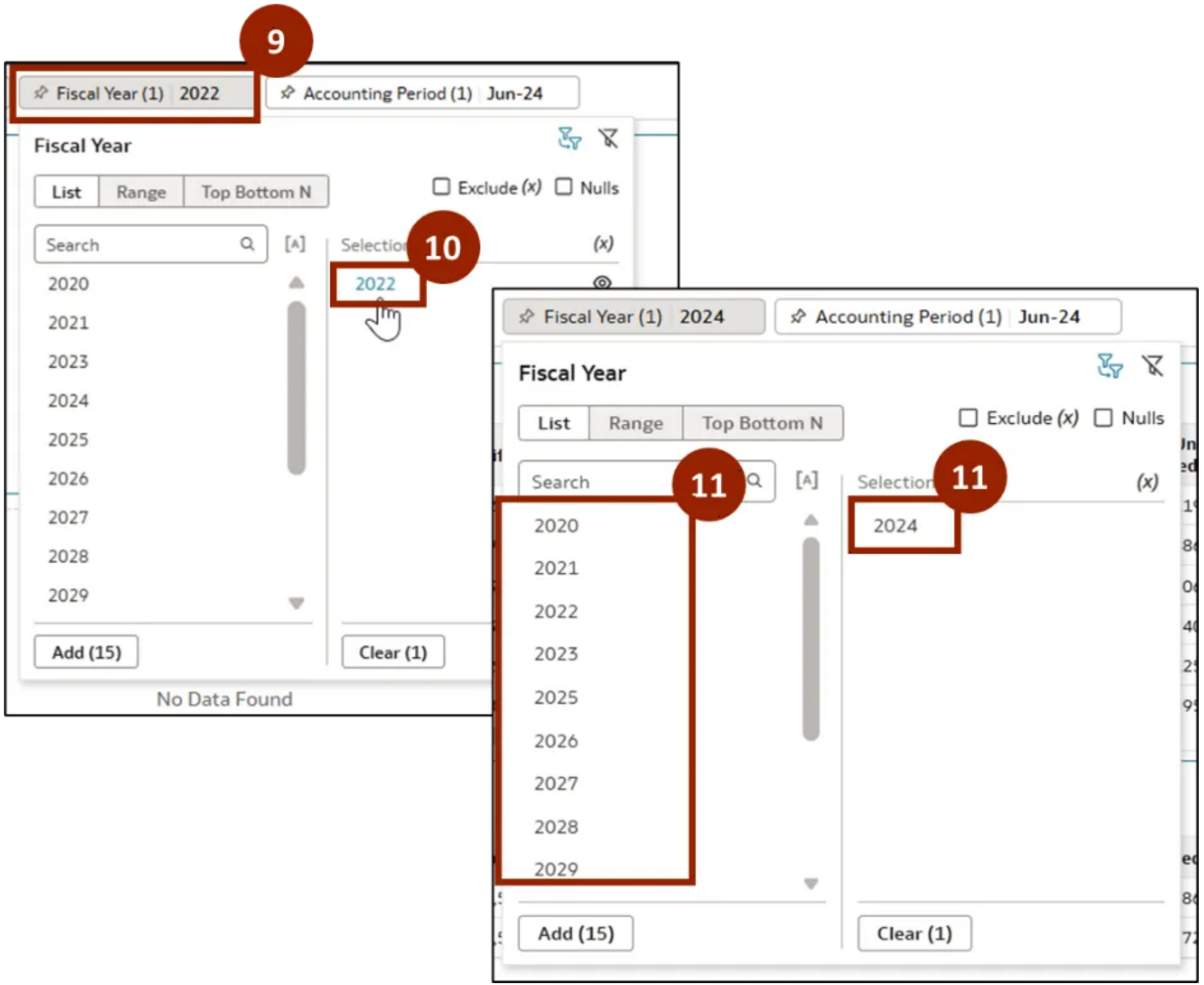

7
Agency All
Budget Code All
Fiscal Year (1) 2024
Agency
List
Top Bottom N
Exclude (x)
Nulls
Search
Selections (x)
8
1300
1400
1500
1600
1700
2999
3999
4000
Click to add selections from the left
Add (47)
Clear (0)
Agency
List
Top Bottom N
Exclude (x)
Nulls
Search
Selections (1/47)
8
1700
1300
1400
1500
1600
1900
2999
3999
4000
4100
Add (46)
Clear (1)

Step 9. Click the Fiscal Year filter.

Step 10. Fiscal Year pop-up appears. In the Selections section, clear any existing applied filter by clicking the relevant selection.

Step 11. Select the desired year from the list. In this example, select 2024. The selected filter will appear in the Selections section, and the report will automatically update to reflect your selection.

Image

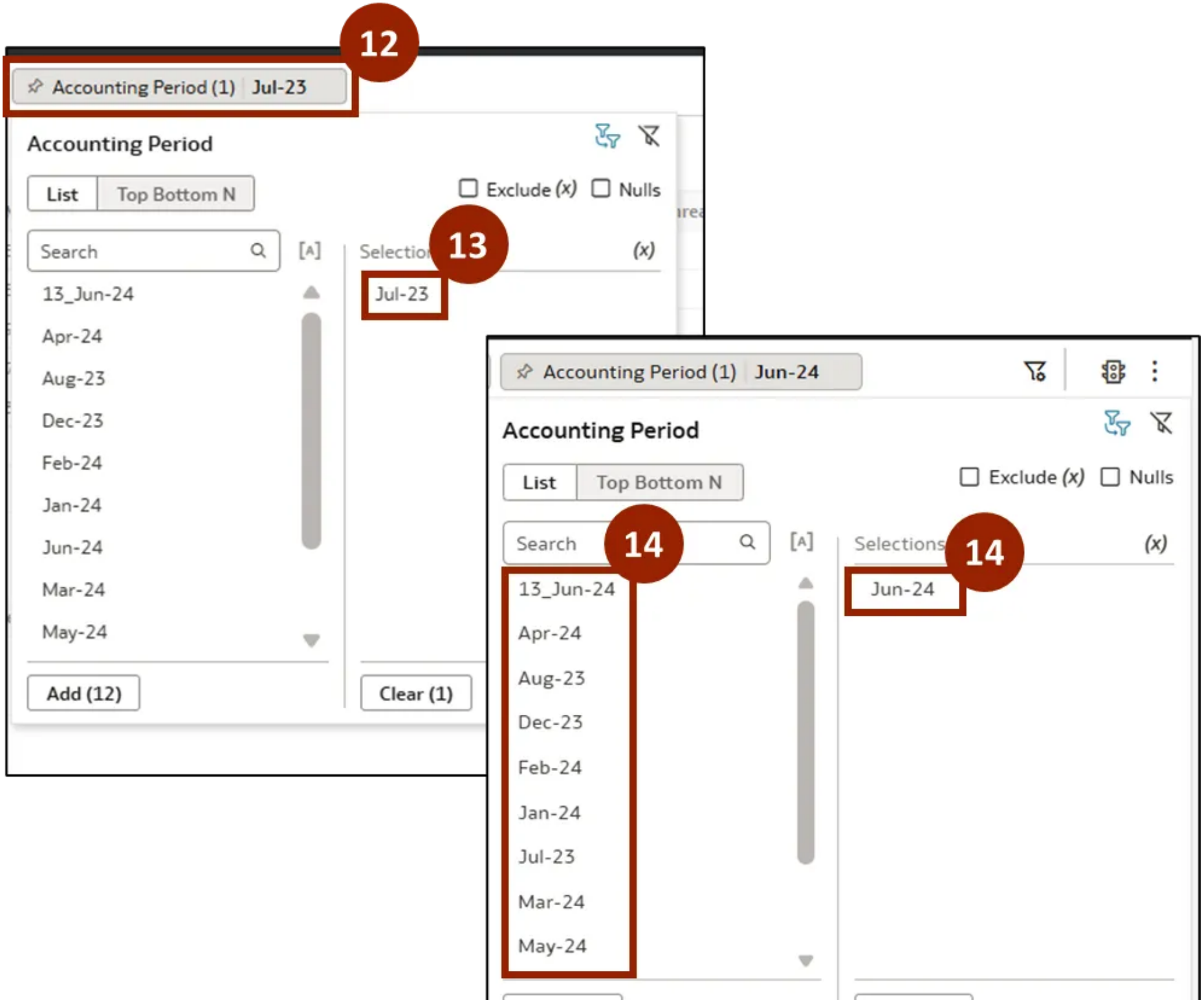

9
Fiscal Year (1) 2022
Accounting Period (1) Jun-24
Fiscal Year
List
Range
Top Bottom N
Exclude (x)
Nulls
Search
[A]
Selection
(x)
10
2020
2021
2023
2024
2025
2026
2027
2028
2029
2022
Add (15)
Clear (1)
No Data Found
Fiscal Year (1) 2024
Accounting Period (1) Jun-24
Fiscal Year
List
Range
Top Bottom N
Exclude (x)
Nulls
Search
[A]
11
Selection
11
(x)
2020
2021
2022
2023
2025
2026
2027
2028
2029
2024
Add (15)
Clear (1)

Step 12. Click the Accounting Period filter.

Step 13. Accounting Period pop-up appears. In the Selections section, clear any existing applied filter by clicking the applied filter to remove them.

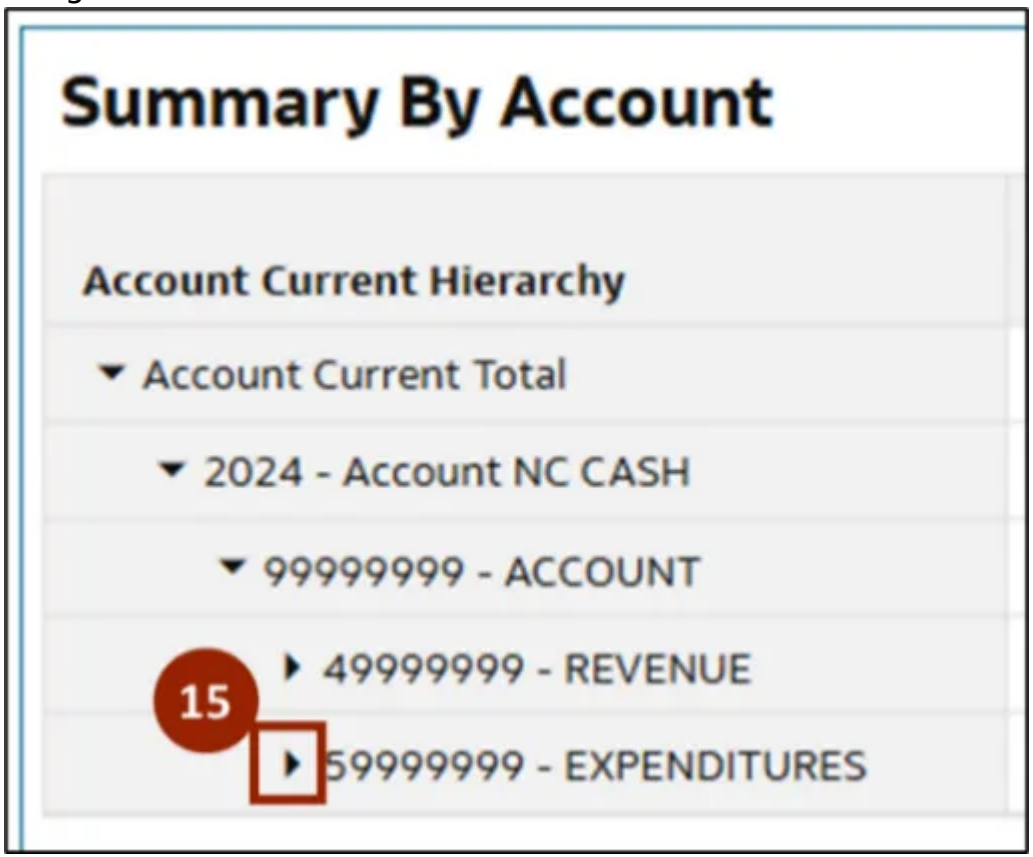
Step 14. Select the desired date from the list. In this example, select Jun-24. The selected filter will appear in the Selections section, and the report will automatically update to reflect your selection.

Image


12
Accounting Period (1) Jul-23
Accounting Period
List
Top Bottom N
Exclude (x)
Nulls
Search
[A]
13
Selection
(x)
13_Jun-24
Apr-24
Aug-23
Dec-23
Feb-24
Jan-24
Jun-24
Mar-24
May-24
Jul-23
Add (12)
Clear (1)
Accounting Period (1) Jun-24
Accounting Period
List
Top Bottom N
Exclude (x)
Nulls
Search
14
[A]
Selections
14
(x)
13_Jun-24
Apr-24
Aug-23
Dec-23
Feb-24
Jan-24
Jul-23
Mar-24
May-24
Jun-24

Step 15. Once the report is automatically updated, click the **Caret** icon next to **59999999 -EXPENDITURES** to drill down and reveal further child accounts.

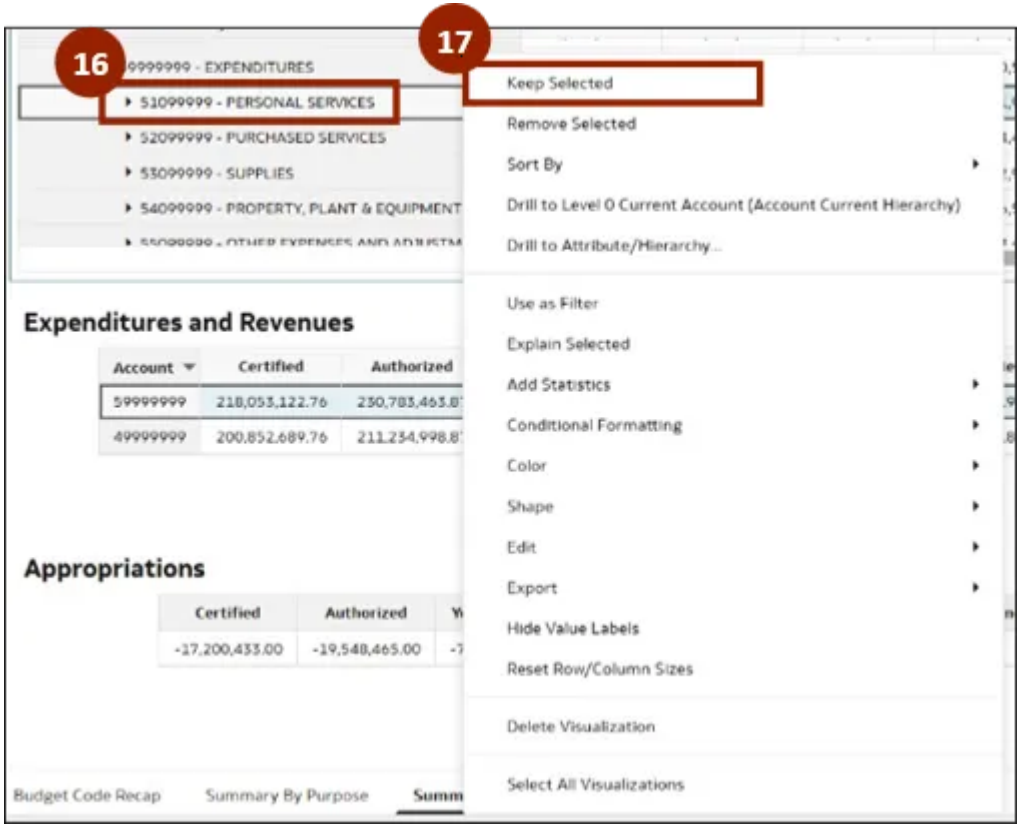
Image



Step 16. Right-click **51099999 - PERSONAL SERVICES**.

Step 17. A pop-up menu appears. Select **Keep Selected**.

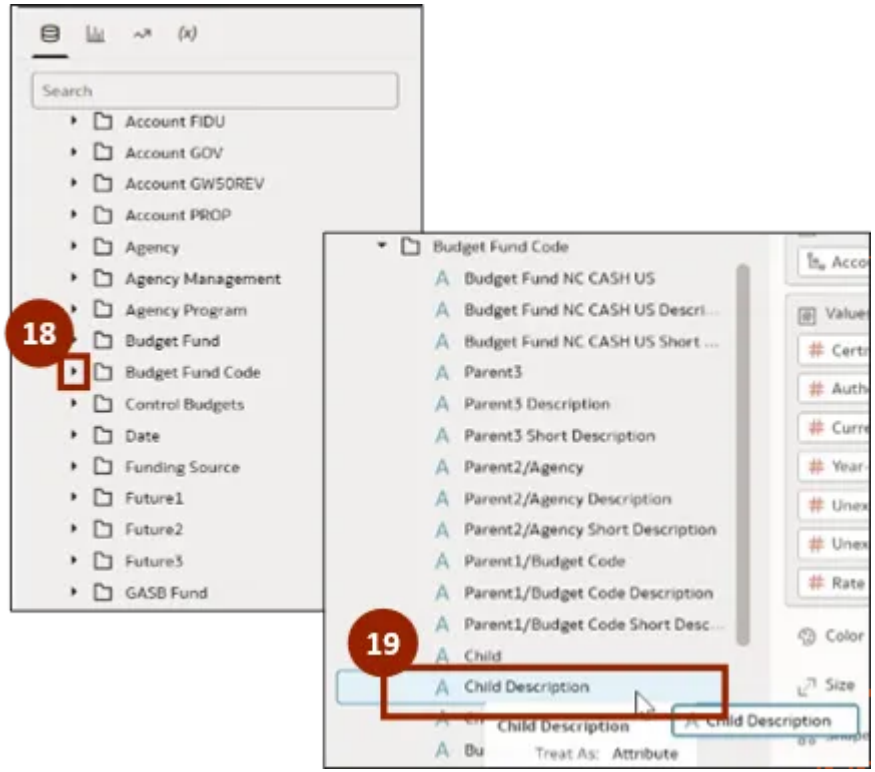
Image



Step 18. Once the report is updated, click the **Caret** icon next to **Budget Fund Code** from the subject area.

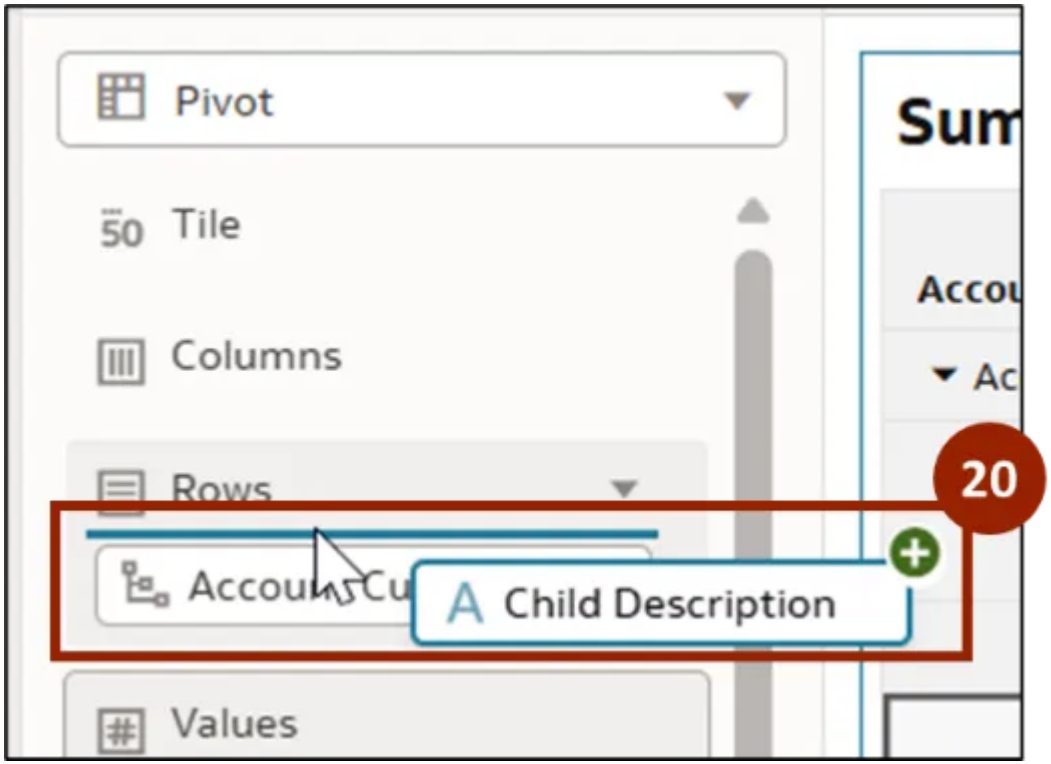
Step 19. Select and hold **Child Description**.

Image



Step 20. Drop **Child Description** into the Rows section. Position either above or below the existing row fields, as required by the user's reporting needs.

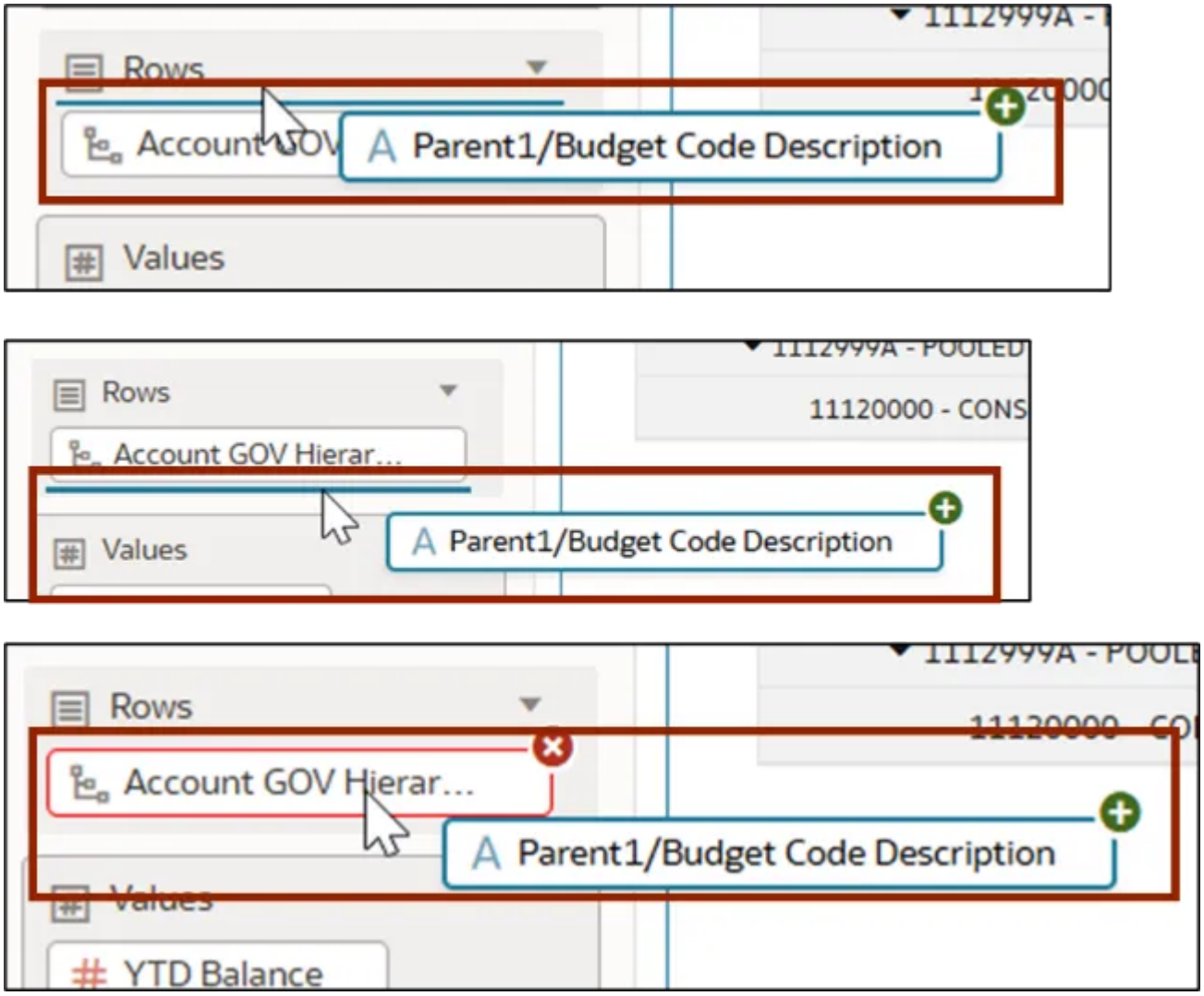
Image



Note: Users can customize their reports by dragging subject areas to different positions in the layout as required:

- Above existing rows or columns.
- Below existing rows or columns.
- On existing rows or columns: Replaces the selected row or column with the new subject area.

Image



Note: The user can also drag the subject area directly into the report and nest it besides the rows or below the columns as required.

Image

Account GOV Hierarchy	11990G - GENERAL FUND (ALL)	12990G - SPECIAL REVENUE FUNDS	14990G - CAPITAL PROJECTS FUNDS
	13_Jun-24	13_Jun-24	13_Jun-24
1112999B - POOLED CASH	7,368,506,602.36	2,604,964.37	140,223.62
1112999A - POOLED CASH-CURRENT		2,604,964.37	140,223.62
11120000 - CONSOLIDATED BUDGET CODE CASH	7,368,506,602.36	2,604,964.37	140,223.62

A Parent1/Budget Code Description

Step 21. The report is automatically updated to display total salaries grouped by individual budget fund.

Image

Summary By Account

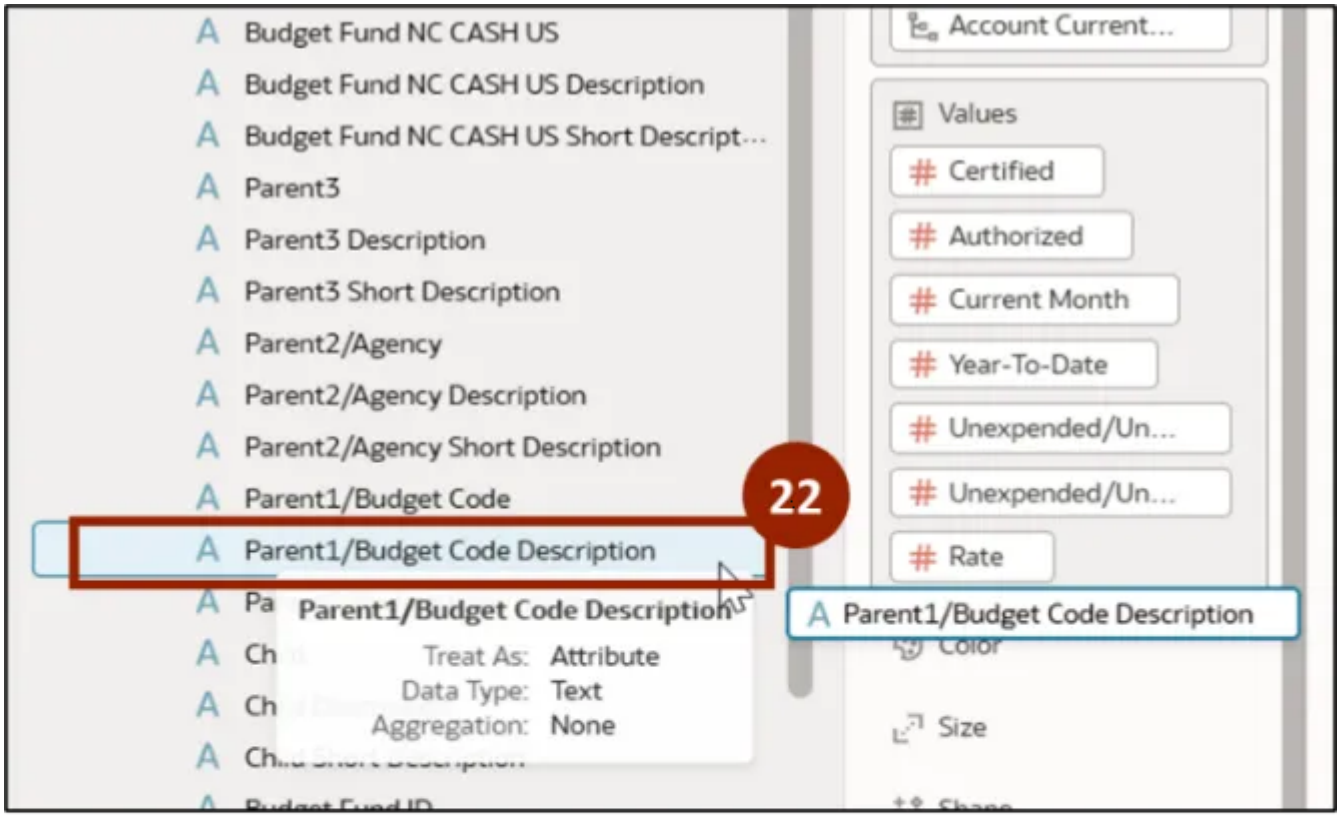
21

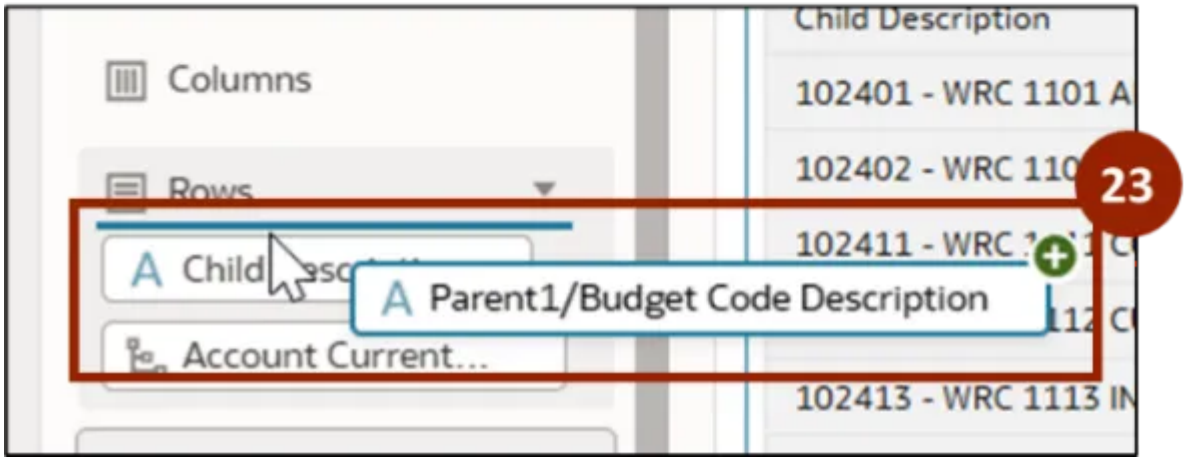
Child Description	Account Current Hierarchy	Certified	Authorized	Current Month	Year-To-Date	Unexpended/Unrealized Certified	U
102401 - WRC 1101 ADMIN POLICY AND REG BC 14350	Account Current Total	1,888,723.00	2,207,240.00	175,013.98	1,873,161.32	15,561.68	
102402 - WRC 1102 CONSERVATION POLICY & ANA BC 14350	Account Current Total	623,930.00	641,451.00	54,598.21	633,721.18	-9,791.18	
102411 - WRC 1111 CONTROLLERS OFFICE BC 14350	Account Current Total	1,410,093.00	1,246,738.00	94,423.04	1,122,534.11	287,558.89	
102412 - WRC 1112 CUSTOMER SUPPORT SERVICES BC 14350	Account Current Total	1,004,370.00	810,815.00	59,764.13	802,143.88	202,226.12	
102413 - WRC 1113 INFORMATION TECHNOLOGY BC 14350	Account Current Total	2,362,637.00	2,296,357.00	173,894.84	2,225,774.54	136,862.46	
102414 - WRC 1114 WATERCRAFT REG/TITLING BC 14350	Account Current Total	1,050,950.00	507,960.00	36,596.33	503,203.05	547,746.95	
102415 - WRC 1115 PURCHASING & DISTRIBUTION BC 14350	Account Current Total	453,208.00	351,777.00	25,415.72	351,771.04	101,436.96	
102417 - WRC 1117 HUMAN RESOURCES BC 14350	Account Current Total	696,209.00	839,973.00	72,721.36	794,323.94	-98,114.94	
102418 - WRC 1118 WILDLIFE INTERACTION & RE BC 14350	Account Current Total	250.00	0.00	0.00	0.00	250.00	

Step 22. Next, select and hold Parent1/Budget Code Description.

Step 23. Drop Parent1/Budget Code Description into the Rows section. Position it either above or below the existing row fields, as required by the user’s reporting needs.

Image


Budget Fund NC CASH US
Budget Fund NC CASH US Description
Budget Fund NC CASH US Short Descript...
Parent3
Parent3 Description
Parent3 Short Description
Parent2/Agency
Parent2/Agency Description
Parent2/Agency Short Description
Parent1/Budget Code
Parent1/Budget Code Description
22
Parent1/Budget Code Description
Treat As: Attribute
Data Type: Text
Aggregation: None
Account Current...
Values
Certified
Authorized
Current Month
Year-To-Date
Unexpended/Un...
Unexpended/Un...
Rate
Parent1/Budget Code Description
Color
Size


Columns
Rows
Child
Account Current...
Parent1/Budget Code Description
23
Child Description
102401 - WRC 1101 A
102402 - WRC 110
102411 - WRC
102413 - WRC 1113 IN

Step 24. The report is automatically updated to display the budget codes along with salary totals.

Image



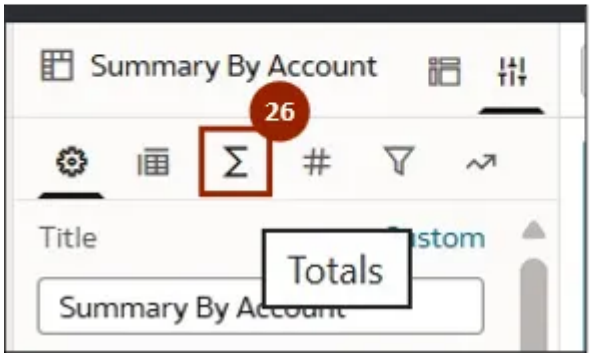
Note: The user can calculate totals for any desired rows or columns and subtotals using the Properties icon within the report interface.

Step 25. Click the **Properties** icon beside Summary By Account section.

Step 26. In the Properties tab, click **Totals** icon.

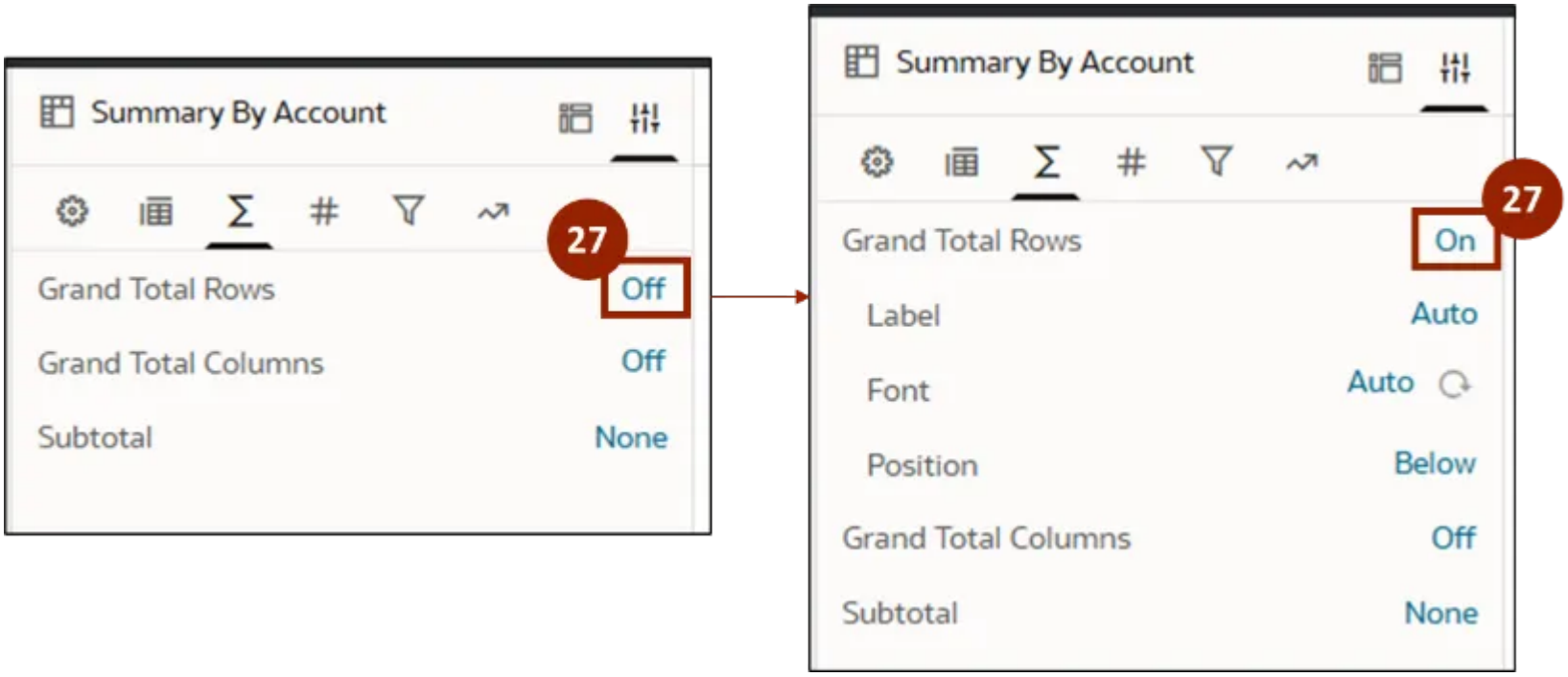
Image





Step 27. Click **Off** for Grand Total Rows to toggle it **On**.

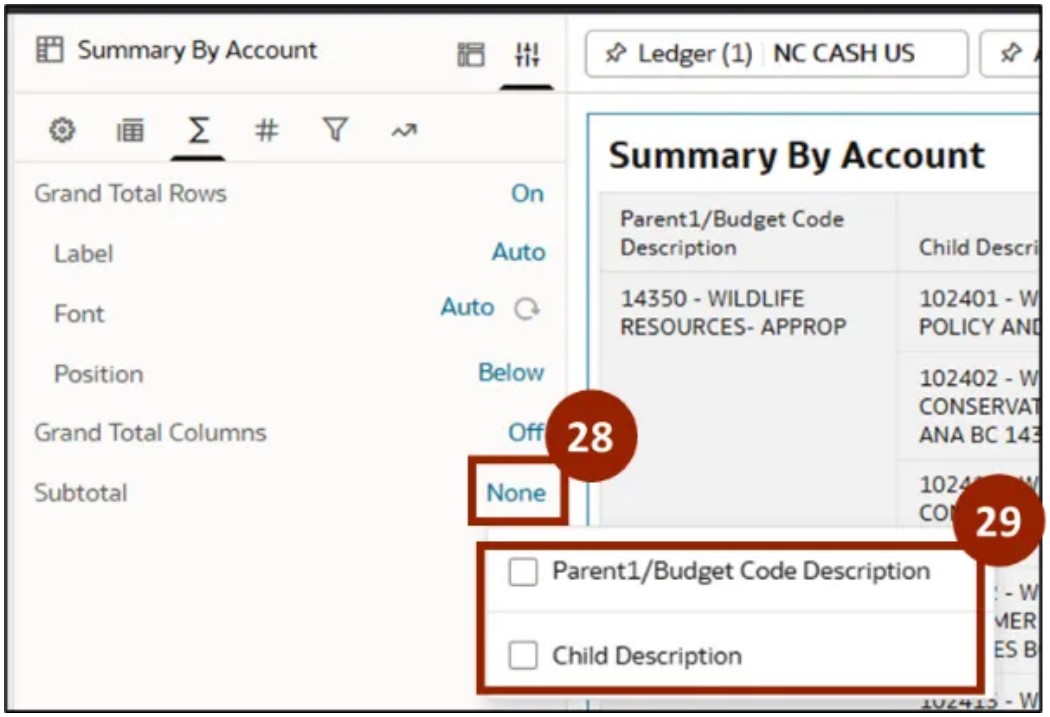
Image

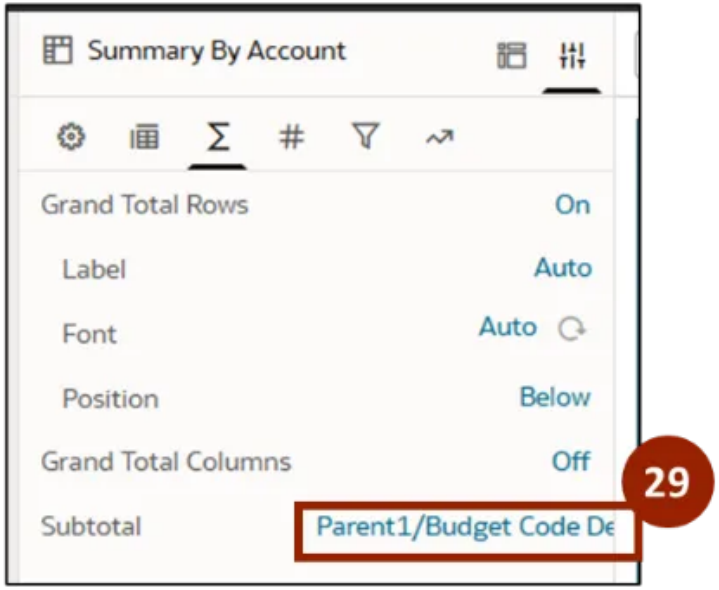


Step 28. To add a subtotal, click **None** beside **Subtotal**.

Step 29. A pop-up menu appears. Check the box of the desired option. In this example, select **Parent1/Budget Code Description**.

Image





Step 30. The report is automatically refreshed to show the total salary for each budget code, as well as a grand total salary for the entire year.

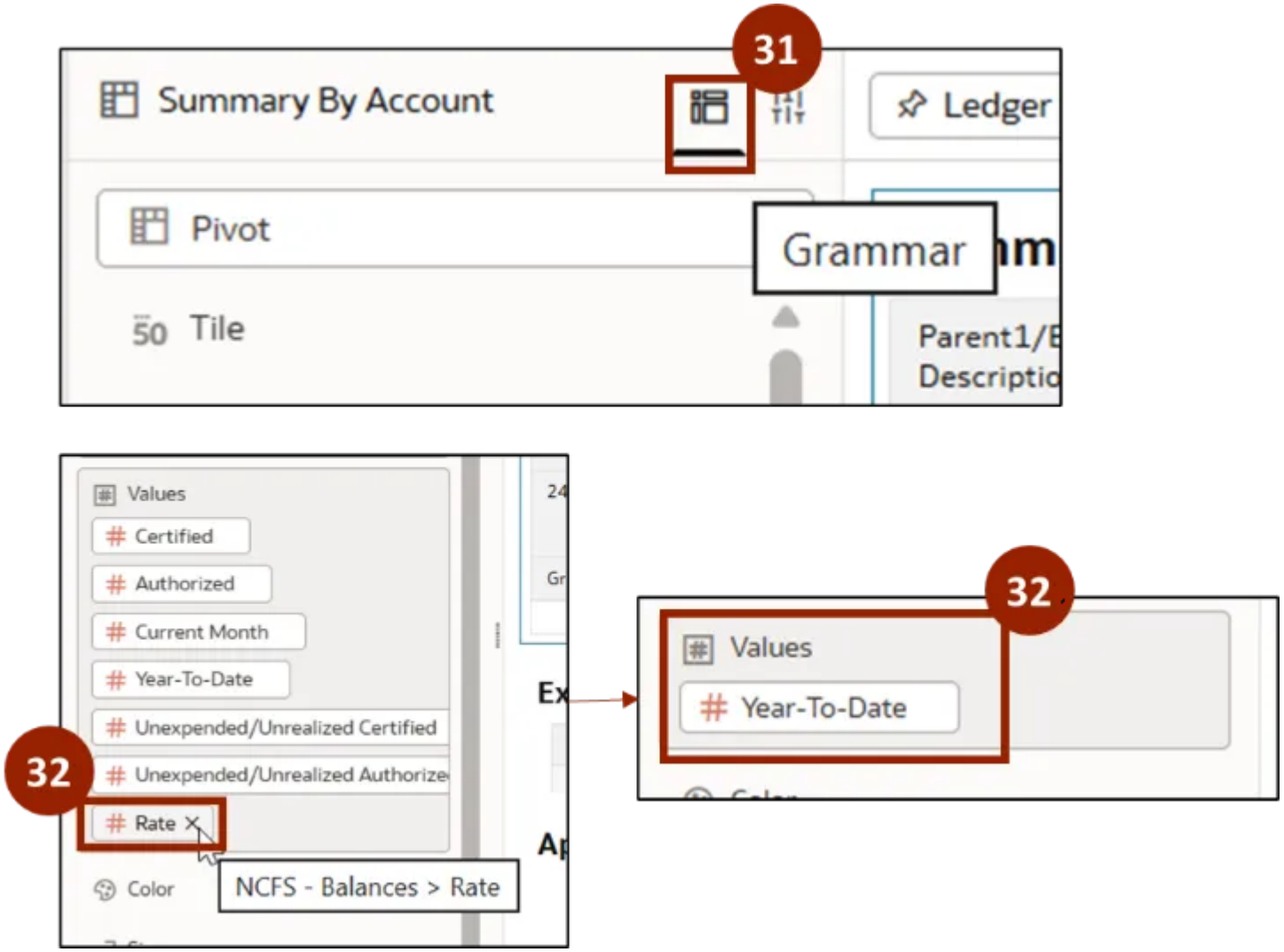
Image



Step 31. Next, the user can analyze the report to display salaries across multiple years. Click the **Grammar** icon.

Step 32. In the Values section, click x icon to remove all the values except **Year-To-Date**.

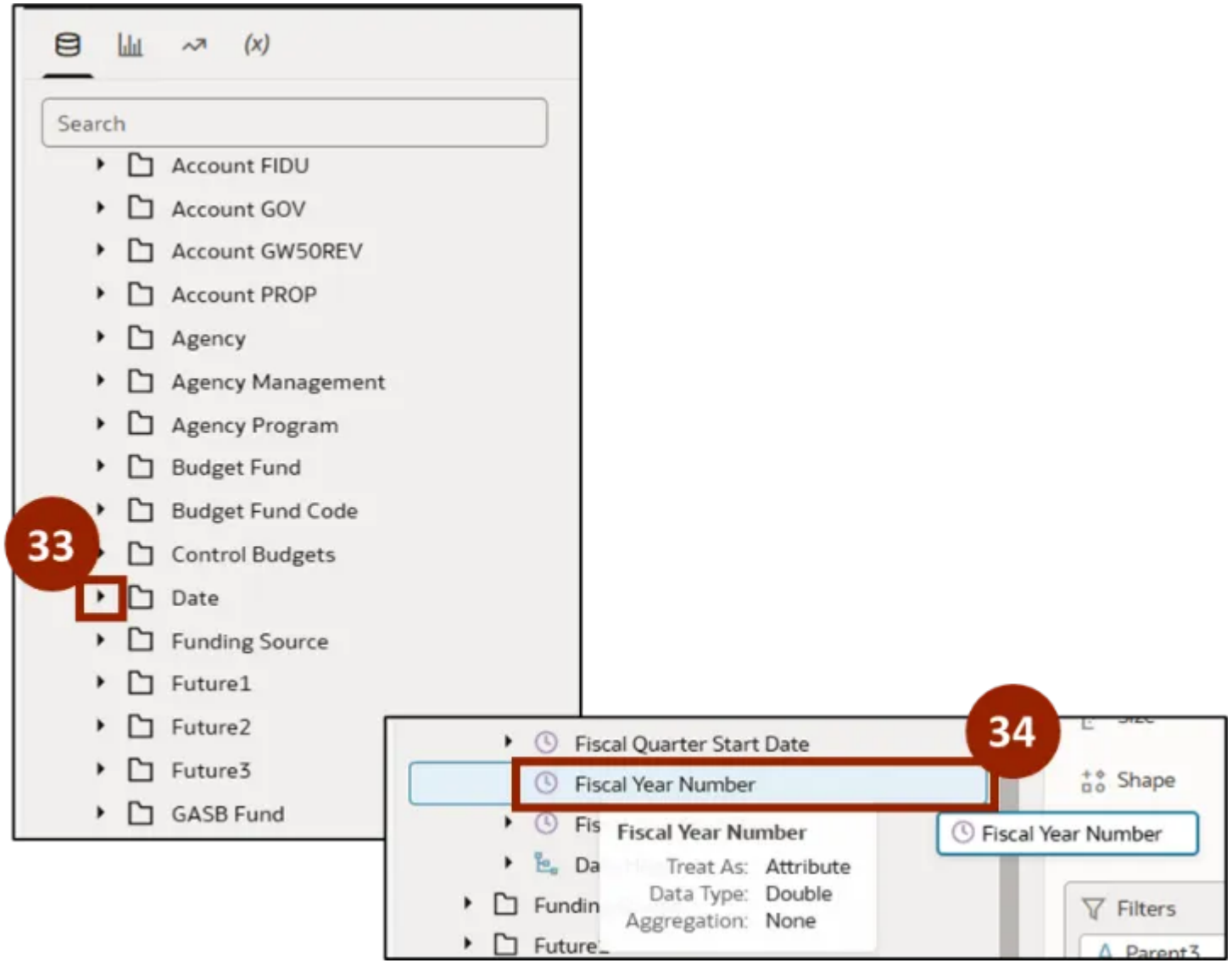
Image



Step 33. Once the report is updated, click the **Caret** icon next to Date from the Subject Area.

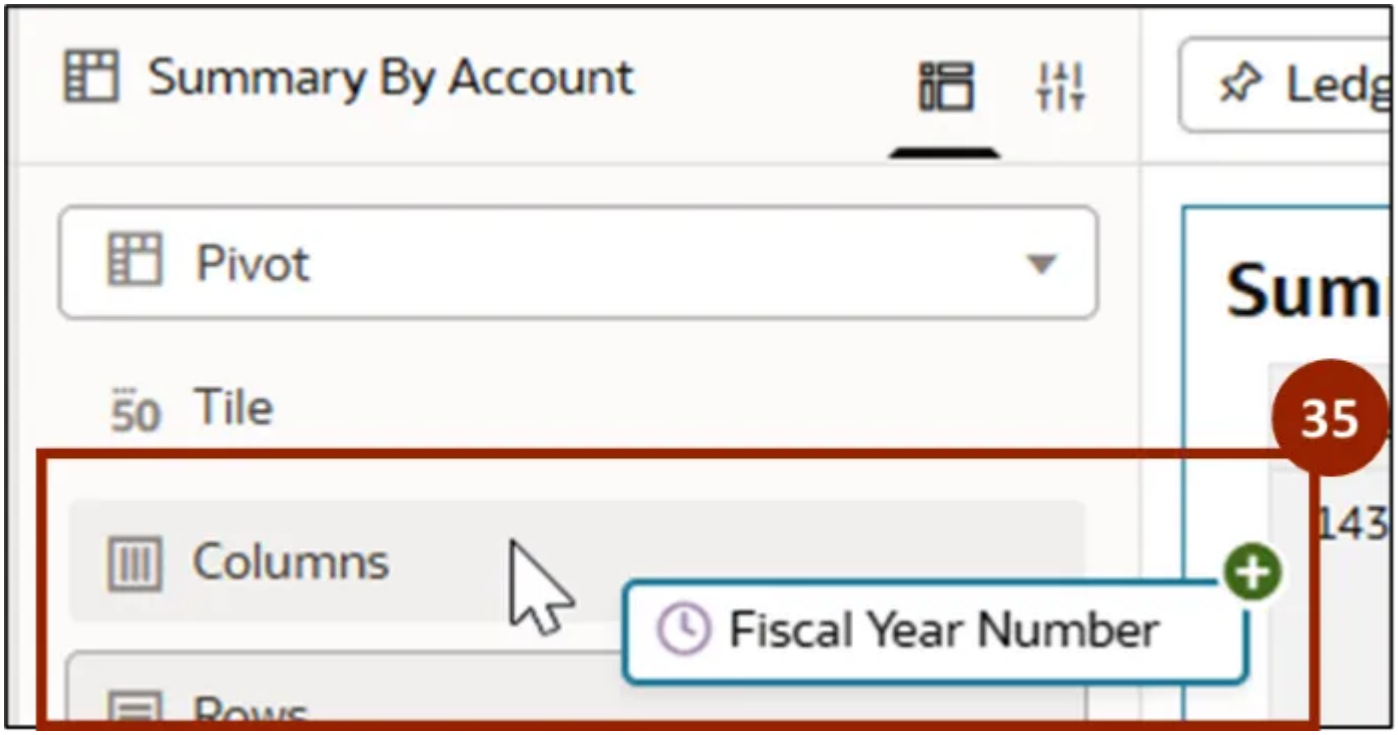
Step 34. Select and hold **Fiscal year Number**.

Image



Step 35. Drop **Fiscal Year Number** in the Columns section.

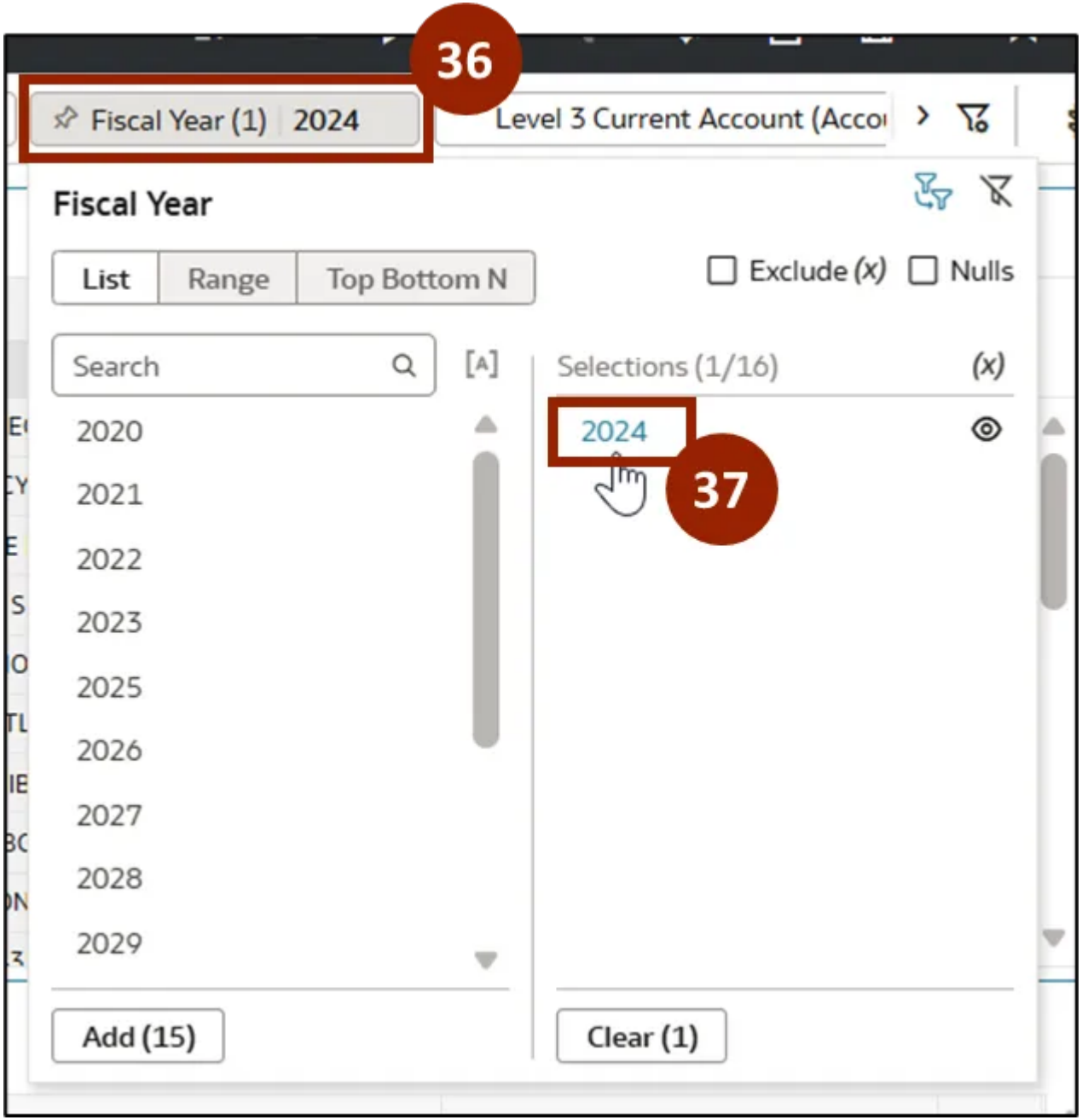
Image



Step 36. Once the report is updated, click **Fiscal Year** filter.

Step 37. Click **2024** in Selections section to clear the applied filter.

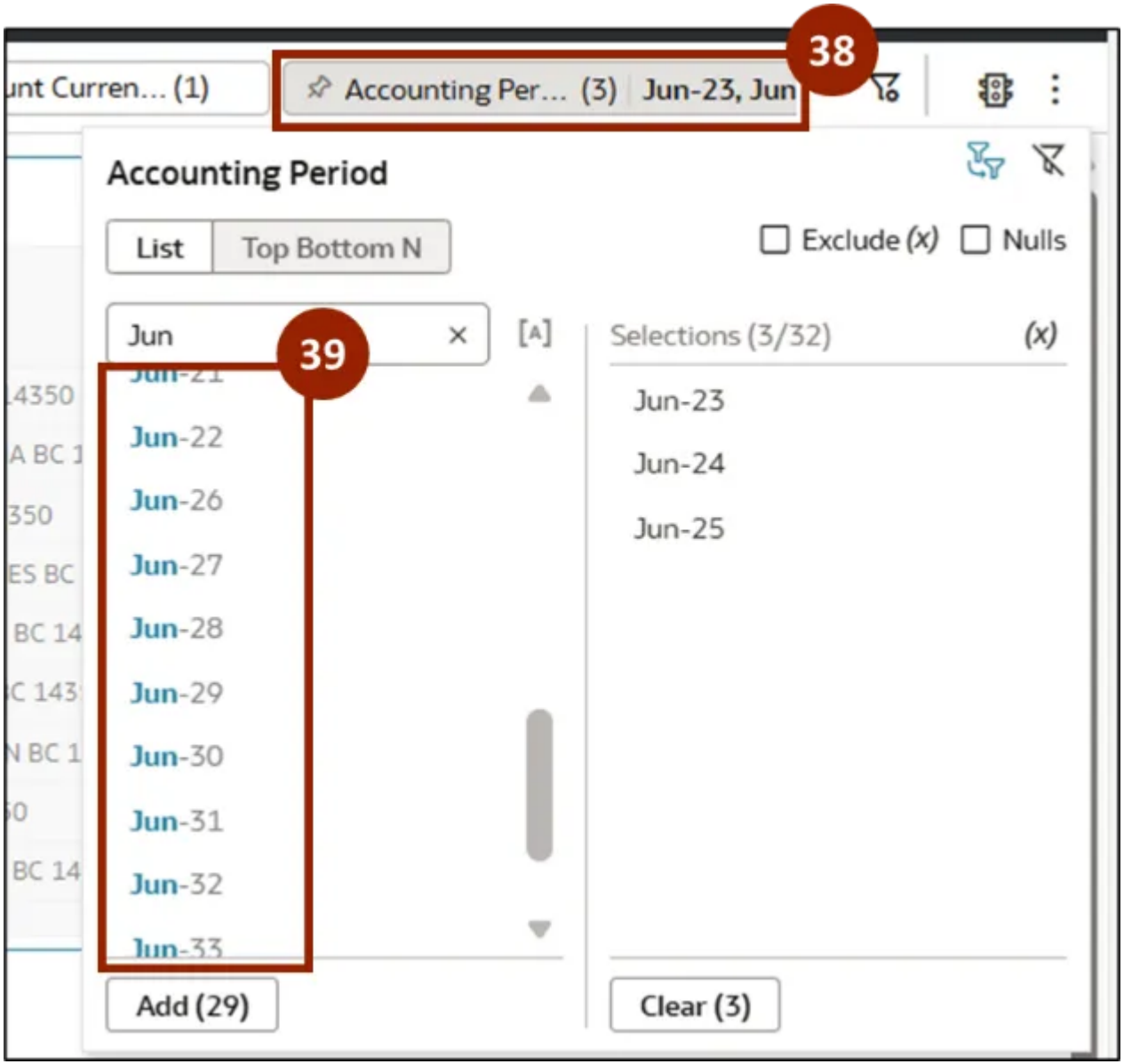
Image


36
Fiscal Year (1) 2024
Level 3 Current Account (Acco
Fiscal Year
List
Range
Top Bottom N
Exclude (x)
Nulls
Search
Selections (1/16)
(x)
2020
2021
2022
2023
2025
2026
2027
2028
2029
2024
37
Add (15)
Clear (1)

Step 38. Next, click **Accounting Period** filter.

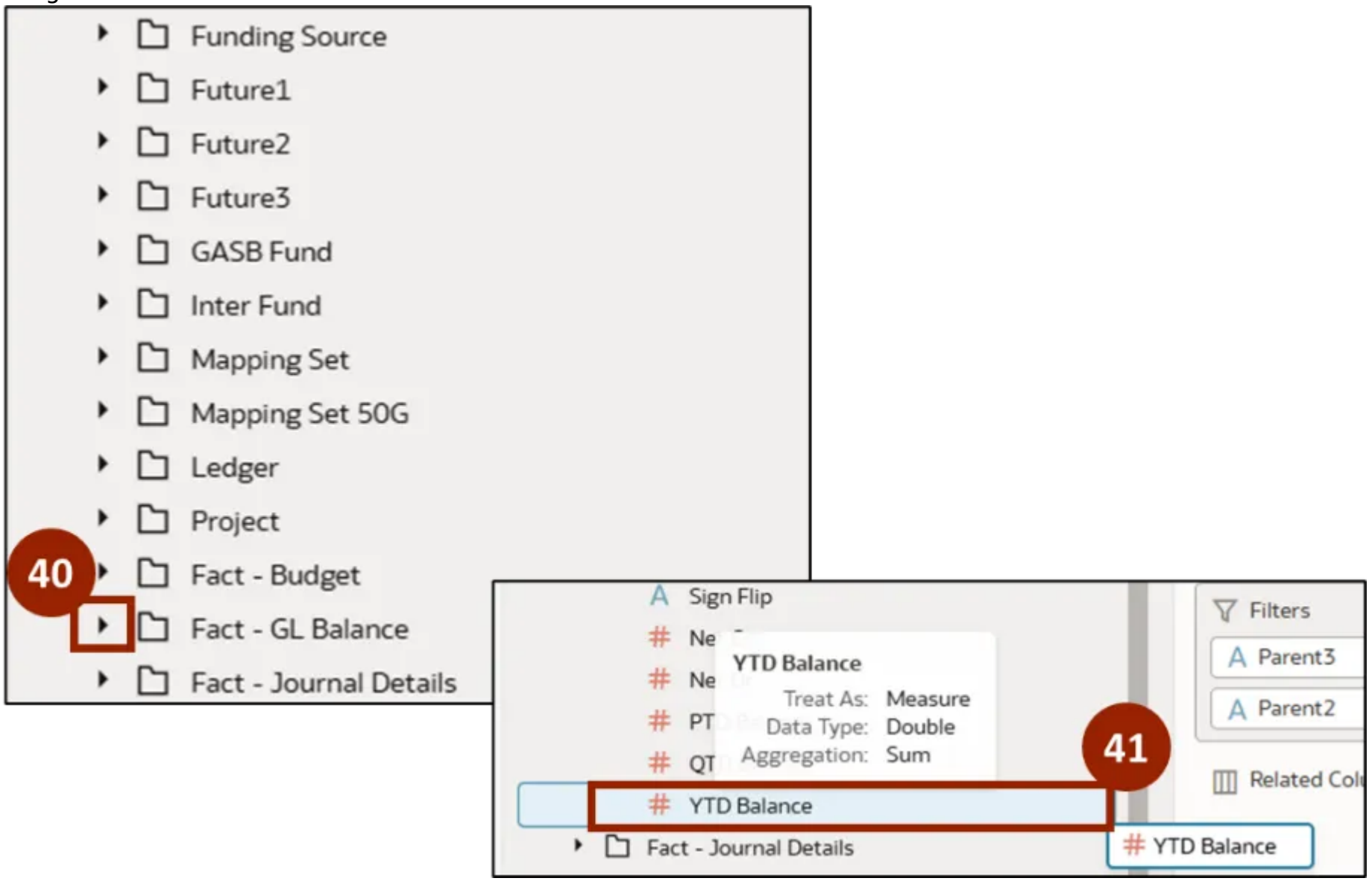
Step 39. Select the desired date from the list.

Image



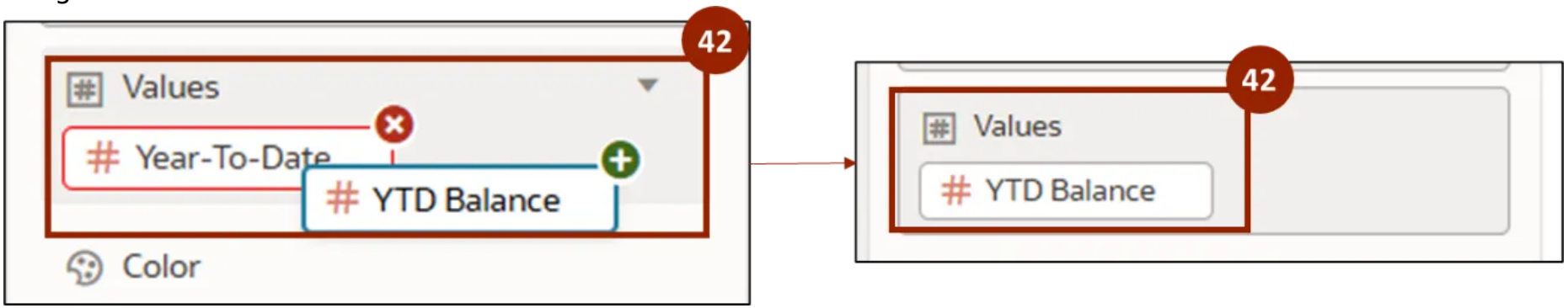
Step 40. Once the report is updated, click the **Caret** icon next to **Fact – GL Balance** from the Subject Area.

Image



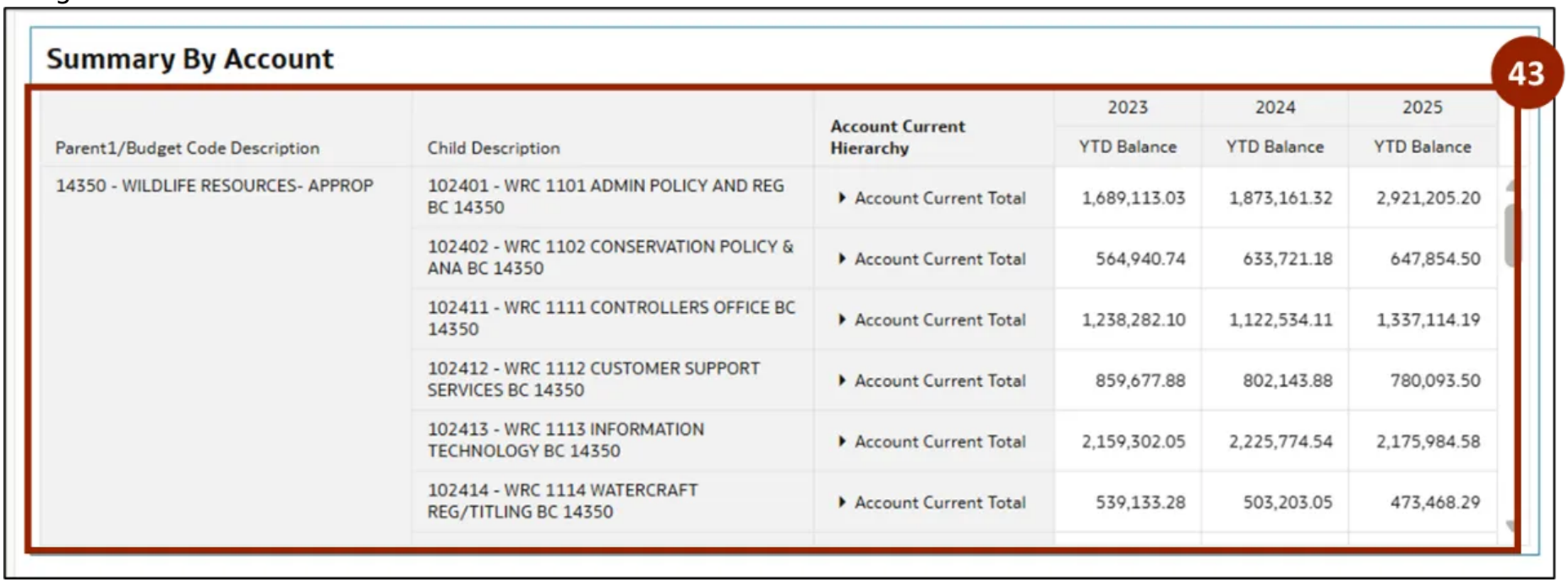
Step 42. Drop **YTD Balance** into the Values section to replace the existing Value field.

Image



Step 43. The report is updated to display the selected budget codes, budget funds, accounts, and years, providing a detailed breakdown of salaries by account.

Image



Parent1/Budget Code Description	Child Description	Account Current Hierarchy	2023 YTD Balance	2024 YTD Balance	2025 YTD Balance
14350 - WILDLIFE RESOURCES- APPROP	102401 - WRC 1101 ADMIN POLICY AND REG BC 14350	Account Current Total	1,689,113.03	1,873,161.32	2,921,205.20
	102402 - WRC 1102 CONSERVATION POLICY & ANA BC 14350	Account Current Total	564,940.74	633,721.18	647,854.50
	102411 - WRC 1111 CONTROLLERS OFFICE BC 14350	Account Current Total	1,238,282.10	1,122,534.11	1,337,114.19
	102412 - WRC 1112 CUSTOMER SUPPORT SERVICES BC 14350	Account Current Total	859,677.88	802,143.88	780,093.50
	102413 - WRC 1113 INFORMATION TECHNOLOGY BC 14350	Account Current Total	2,159,302.05	2,225,774.54	2,175,984.58
	102414 - WRC 1114 WATERCRAFT REG/TITLING BC 14350	Account Current Total	539,133.28	503,203.05	473,468.29

Wrap-Up

OAC users can manipulate existing reports in OAC DV by following the steps above. Users have the flexibility to filter data, select specific subject areas, and tailor the report to meet their needs. In this example, we demonstrated how to track cash for a particular agency and budget code, empowering users to gain targeted financial insights efficiently.

Additional Resources

- Virtual Instructor Led Training (vILT)
  - OAC for NCFS 2

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Printable PDF