

# **SMART VIEW TRAINING GUIDE**

#### PULLING C-BIG REPORTS INTO EXCEL

Office of Academic Planning & Budget Updated February 2018

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## Smart View Training Guide

This training guide has been created to enable users to take advantage of the data and analysis functions available in C-BIG through the Smart View add-in. It is encouraged that users follow along with the steps and replicate what is presented in the manual. Should any questions come up during your review of the information, please feel free to contact APB's Hyperion Planning Analyst, Cathy Son at <u>cson@ponet.ucla.edu</u> or x53833.

#### **Smart View Overview**

- Microsoft Office add-in for Oracle Hyperion Planning applications
- Allows users to input data through templates created for C-BIG
- Provides ad-hoc query capability to users in a familiar Excel environment
- Allows users to dynamically access the live data and develop their own queries
- Allows users to pull CBIG reports to manipulate in Excel

#### **Installing Smart View**

To begin, first install Smart View (with the help of your IT team, if needed).

- 1. To download, go to the <u>APB C-BIG webpage</u> and click the **Download Smart View!** link.
- 2. Download and install be sure to right-click the .exe file and select Run as Administrator when installing.
- 3. Open Excel and verify that the Smart View tab is there.



If there are other Excel Add-ins installed, you may need to disable them for Smart View to run properly (i.e. Acrobat PDFMaker Office COM Addin). Go to **File > Options > Add-Ins > Excel Add-ins > Go...** and uncheck add-ins you would like to disable (see image below).

If Smart View is installed, but does not appear in Excel, make sure **Oracle Smart View for Office** is checked under both **Excel Add-ins** and **COM Addins**.

	Exce	l Options		? ×		
General	View and manage Microsoft Offic	ce Add-ins				
Formulas						
Proofing	Add-ins					
Save	Name 🔺	Location	Туре	^		
Language	Active Application Add-ins					
	Acrobat PDFMaker Office COM Addin	C:\5\PDFMaker\Office\PDFMOfficeAddin.dll	COM Add-in			
Advanced	Oracle Smart View for Office	C:\Oracle\SmartView\bin\HsTbar.xla	Excel Add-in			
Customize Ribbon	Oracle Smart View for Office	C:\Oracle\SmartView\bin\HsAddin.dll	COM Add-in			
Quick Access Toolbar	Inactive Application Add-ins					
Add-Ins	Analysis ToolPak	C:\Office15\Library\Analysis\ANALYS32.XLL	Excel Add-in			
	Analysis ToolPak - VBA	C:\fice15\Library\Analysis\ATPVBAEN.XLAM	Excel Add-in	$\sim$		
Trust Center	Add-in: Acrobat PDFMaker Office	COM Addin				
	Publisher: Adobe Systems, Incorpora	ated				
	Compatibility: No compatibility informa	tion available				
	Location: C:\Program Files (x86)\Ad	obe\Acrobat 2015\PDFMaker\Office\PDFMOfficeAc	ddin.dll			
Description: Acrobat PDFMaker Office COM Addin						
M <u>a</u> nage: Excel Add-ins <u>G</u> o						
			ОК	Cancel		

### Setting Up Smart View Connection

- 1. After the installation of Smart View is complete, launch Microsoft Excel.
- 2. Select Smart View from the menu.
- 3. In the Smart View Ribbon, select **Options**:

XI	5.9.	÷							
FILE	HOME	INSERT	PAGE LAYOUT	FORML	JLAS	DATA	REVIE	VIEW	SMART VIEW
Ê		්බ Undo @ Redo	🛍 Copy 🛍 Paste	¢			Present and a straight of the straight of		
Panel	Connections	1 11040	E Functions *	Refresh	Submit Data	Options			
	Start		Edit	Da	ata		General		

- 4. Within the Options window, select Advanced.
- 5. In the Shared Connections URL section, copy the entire URL below and paste into the box:

https://finbud.it.ucla.edu/workspace/SmartViewProviders

Options		×
Member Options	Change global Smart View options.	^
Data Options	General	
Advanced	Shared Connections URL:	https://finbud.it.ucla.edu:19000/workspace/Smi 👻
Formatting	Number of Undo Actions Number of Most Recently Used items	9 🗘
Cell Styles	Delete All MRU Items	

6. Click OK.



If you receive the following message when trying to save your Options, please create a log file by following the steps below:

Oracle Smart View for Office
Failed to open message log file. :
ОК

1. In **Options > Advanced**, check **Route Messages to File** option and click on the **elipses icon** to search for a file location:

	Options	×
Member Options Data Options	Change global Smart View options.	
Advanced	General	i
Formatting Cell Styles Extensions	Shared Connections URL:       http://cbig.ais.ucla.edu:19000/workspace/Sma         Number of Undo Actions       9         Number of Most Recently Used items       9         Delete All MRU Items       9	▼ ▲ ▼
	Logging         Log Message Display         ✓ Route Messages to File         □ Clear Log File on Next Launch         □ Show Diagnostics Group on Smart View Ribbon	•
	Compatibility	
	<ul> <li>Reduce Excel File Size</li> <li>Improve Metadata Storage</li> <li>Refresh Selected Functions and their dependents</li> <li>Mode</li> <li>Use Double-click for Operations</li> </ul>	

2. At a folder/location of your choice, right-click and select **New > Text Document**.

EX		Open						×	
🔄 🌛 🔹 🕇 👢 « Oracl	e ▶ SmartView		~ C	Sea	arch	SmartView		2	
Organize   New folder						• <b>•</b>		?	
^	Name	<b>^</b>			Date	modified	Туре		
🌬 This PC 📜 Desktop	👢 extensions				8/3/	2016 9:27 AM	File fo	older	
<ul> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> </ul>		View Sort by Group by Refresh		* * *					
Videos		Paste Paste shortcut <b>Undo Rename</b>	Ctrl+2	Z					
X.		Share with		•					
A.		New Properties		•	)). (7	Folder Shortcut			
See				~	<b>A</b> -1	Microsoft Acces Bitmap image	ss Datal	oase	
	_					Contact Microsoft Word Journal Docume Microsoft Powe Microsoft Publi	ent erPoint F	Presentat	ion
						Text Document Microsoft Excel Compressed (zi	Worksh		

- Name your document "SmartViewLog.log" and select Open.
   Uncheck the Route Messages to File option and click OK > Save as Default Options:

	Options ×
Member Options	Change global Smart View options.
Data Options	
Advanced	General
Formatting	Shared Connections URL: http://cbig.ais.ucla.edu:19000/workspace/Sma 👻
Cell Styles	Number of Undo Actions
Extensions	Number of Most Recently Used items
	Delete All MRU Items
	Logging
	Log Message Display
	C:\Users\\AppData\Roaming\Oracle\SmartVie
	Clear Log File on Next Launch
	Show Diagnostics Group on Smart View Ribbon
	Display
	Language English 💌
	Display Smart View Shortcut Menus Only
	Disable Smart View in Outlook
	Enable Ribbon Context Changing
	✓ Disable options that are not valid for the active connection
	Display Drill-Through Report ToolTips
	Show Progress Information After (seconds)
	Compatibility
	Reduce Excel File Size
	✓ Improve Metadata Storage
	Refresh Selected Functions and their dependents
Help Reset	OK T Cancel
	Save as Default Option

### Set Mandatory Report Preference

A preference option must be set by each user to pull reports – otherwise an error will occur. If the preference has already been set, you may leave as is.

- 1. Log into the CBIG web application (click <u>here</u> to launch) and go to **File > Preferences > Financial Reporting**.
- 2. Where it says "User Point of View", turn the Preview **On** and click **OK**:

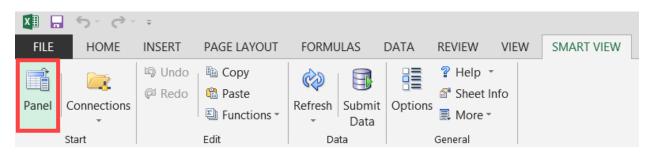
Preferences	Financial Reporting	
General	General Reporting Studio	
Authentication	Default Preview Mode <ul> <li>HTML Preview</li> <li>PDF Preview</li> </ul>	Merge Equivalent Prompts Annotation Print Details
Explore	User Point of View Preview Off On Setup Members	Thousands Separator <ul> <li>Comma</li> <li>Period</li> <li>Underscore</li> <li>Space</li> </ul>
Financial Reporting	Query-Ready Export         Export Mode       Export To              Smart View       New Worksheet            Excel Grid       New Workbook         Disabled       New Workbook	Decimal Separator Comma Period Underscore Space Date Value Format
Oracle BI	Word Export Export As Image Occument(.docx)	Auto Detect 💽
Help		QK Cancel

### **Connecting to Financial Reports**

C-BIG reports can be pulled into Excel sheets to allow formatting changes and manipulation. Reports can also be opened in HTML view or PDF view through the Hyperion Planning web application.

To open a report in Excel via Smart View,

- 1. Click on the Smart View Ribbon.
- 2. Click on Panel.



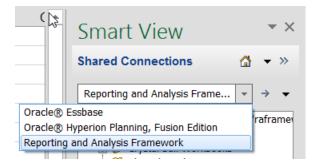
3. In the Smart View panel, click on Shared Connections.



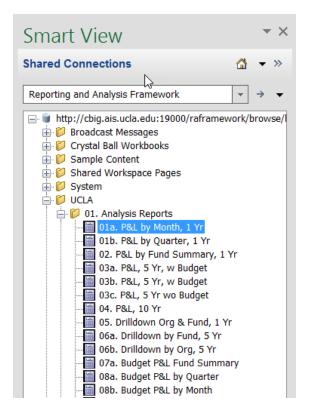
4. Enter your User Name and Password and click **Connect**:

	Connect to Data Source ? ×					
User Authentication Needed. Enter correct username and password to sign on.						
User Name:	testucla					
Password:	•••••					
	Connect Cancel Details <<					
URL	http://cbig.ais.ucla.edu:19000/workspace/SmartViewPr					
Provider	Oracle Enterprise Performance Management System Wo					

5. Open the Smart View Connection panel and select Reporting and Analysis Framework:



- 6. Click on the + next to the URL then click the UCLA folder to see listing of report folders.
- 7. Open reports folders to see reports.



- 8. Open report by double clicking on the report name.
- 9. Review the **User Point of View** box (not every report has this) and select the desired member for the report (click **Select** and choose a member from the dimension hierarchy or type in the exact member name not case sensitive).



#### Users do not have access to the following upper level entities: UCLA

OPERATIONS, loc\_4, etc. They must be changed to a department or org that they have access to. Use the following formats in the User Point of View window: dpt\_#### or org\_####.

	Preview User Point of View	8
	This report/book runs for the members on the user Point of View below. Entity UCLA OPERATIONS Select	
🗌 All Pages		rt Document As
Split Pages across worl		OK Cancel Formatted
Help		Next         ∢Back         Finish         Cancel

- 10. Click **OK** after selections have been made.
- 11. Next, the **Prompt** box will appear (if the report has prompts built into it); select one member or multiple members. To select members, click the member selector icon and move the desired members to the right panel (you may need to scroll to see the right panel).

Respond to Prompts			×
Respond to Prompts			
Members			~
Available: Fund (1-8 of 8)		Selected: 1 of 1	
Find: Name 🔹 *	🖬 🗹 Use Wildcards	Rows Per Page: 20 -	
8 🖉 🗐 Rows Per Page: 20 🗸			
Name	Default	Name	
🖃 🗁 Fund		TotFund	
Core Funds			
🖹 🗁 🗆 TotFundwReserves	Total Operating Total & Reserves	_ <b>L</b>	
🗄 🕀 ն fcat1_210	Lerves (UCLA)		
🗄 💷 🗹 TotFund	Total Operating Funds		
🗎 🛄 🗔 fcat1_230	Unmapped		
⊞. <sup>.</sup> 🛄 🗔 fcat1_240	Funds not applicable		
🗄 🛍 🗌 Substitution Variables			$\sim$
Help			OK Cancel
Help		Next Back Finish	Cancel

12. Alternatively, enter the fund number in the format "fnd\_######" into the prompt box. Be sure to check **Edit Member Names** first (if needed).

Respond to Prompts				
The following prompt	has been defined in the report. You may use the def	ault val	ues shown, or select other	members.
Prompt Enter FUND/FUND CATEGORY (fu. 4 format: fnd #####):	Selection		Туре	Source
	fnd_19900	<b>/</b>	Report	Report: 01b. P&L by Quarter, 1 Yr Grid: Grid1
	✓ Edit Member Names			

- 13. Click **OK** after selections are made.
- 14. Preview the report. Choose **Fully Formatted** under the **Import Document As** option.



**Fully Formatted** will give you the report as it was built – font formatting, indents, and borders included! You may change the format of the report after it runs as well.

- 15. Check All Pages if you have multiple Prompt selections to see separate reports for each selection.
- 16. Check **Split Pages across worksheets** if you would like to see each Prompt selection on a different sheet.
- 17. Click Finish.

FiscalYr: FY17 Entity: UCLA OPERATIONS Sub	: TotSub				( ) ک			
UCLA FY 2016-1 Page: Total Operating Funds & Re								
	July	August	September	October	November			
General Fund Source	893,033,875	13,132,128	· ·	9,646,154	10,133,628			
Indirect Cost Distributed Source	99,806,589	537,117	8,346,028	8,346,028 2,155,332				
Student Services Fees Source	32,812,145	73,429	14,419	145,363	15,413			
University Financial Aid Source	142,764,737	52,896	0	641,134	0			
Other State Funds Source	3,970,838	364,689	410,773	2,847,768	22,959			
Other Source Funds Source	40,376,408	552,101	7,960,393	4,908,899	7,877,500			
<					>			
	Import Document As							
✓ All Pages       Fully Formatted         ✓ Split Pages across worksheets       Fully Formatted								

18. The report will open in Excel, and users can change the formatting to their liking. Once changes have been made, it can be saved as an Excel file or PDF.

A	В	C	D	E	F	G	H		
UCLA	FY 2016-17 Consolidated Income Statement UCLA OPERATIONS								
5	Page:Total Operating Funds & Reserves								
6	July	August	September	October	November	December	January		
7 General Fund Source	893,033,875	13,132,128	27,444,862	9,646,154	10,133,628	7,835,426	(587,207)		
8 Indirect Cost Distributed Source	99,806,589	537,117	8,346,028	2,155,332	(353,989)	184,892	3,784,896		
9 Student Services Fees Source	32,812,145	73,429	14,419	145,363	15,413	3,965,466	590,860		
10 University Financial Aid Source	142,764,737	52,896	0	641,134	0	0	2,018,000		
11 Other State Funds Source	3,970,838	364,689	410,773	2,847,768	22,959	56,000	1,279,546		
12 Other Source Funds Source	40,376,408	552,101	7,960,393	4,908,899	7,877,500	2,530,314	3,752,876		
13 Contracts and Grants Source	153,852,937	97,377,506	151,705,601	47,002,614	44,975,698	35,978,055	50,244,749		
14 Gifts and Endowments Source	67,498,377	33,377,496	27,415,207	24,916,854	17,190,708	24,363,671	28,711,464		
15 Student Referendum Fees Source	3,002,287	762,509	133,960	(1,494)	236,120	336	(1,841)		
16 Student Fees - Other Source	65,908	22,688	47,295	233,233	651,438	845,919	673,877		
17 Summer Session Funds Source	52,201,256	(912,701)	(8,122)	(15,500)	(10,354)	(994,994)	36,639		
18 UCLA Extension Funds Source	21,888,316	10,611,120	9,037,191	2,856,241	7,054,939	7,185,262	8,119,454		
19 Prof. Deg. Supplemental Tuition Source	21,758,622	7,338,659	(61,475)	918,853	29,043,078	(31,677)	(111,332)		
20 Self-Supporting Degree Prog. Fees Source	26,177,841	19,734,969	549,372	192,333	37,850,775	1,239,935	1,388,405		
21 Course Materials Fees Source	575,254	169,671	944,009	214,691	3,571,887	492,539	(1,350)		
22 Sales and Service Source	28,744,514	89,970,935	371,023,212	231,284,809	267,368,884	238,150,782	284,886,477		
23 Compensation Plan Source	(8,350,316)	99,695,451	99,504,216	98,381,478	94,151,328	101,933,525	88,508,714		
24 Auxiliaries Source	32,983,134	17,833,287	27,437,675	42,073,157	34,053,548	21,513,584	48,623,625		
25 Reserves Source	241,477	12,824	6,429,286	2,559	61,921	158,453	37,815		
26 Total Revenues	1,613,404,200	390,706,774	738,333,903	468,404,476	553,895,481	445,407,489	521,955,667		
27 Faculty Ladder	35,515,456	35,836,001	34,144,235	34,037,830	34,552,573	34,349,350	33,781,133		
28 Faculty Temporary	33,724,196	37,962,763	53,661,373	47,875,149	38,234,596	52,209,367	35,187,466		



Reports pulled into Excel may need some formatting such as adjusting the column widths or row heights, or positioning the text boxes.