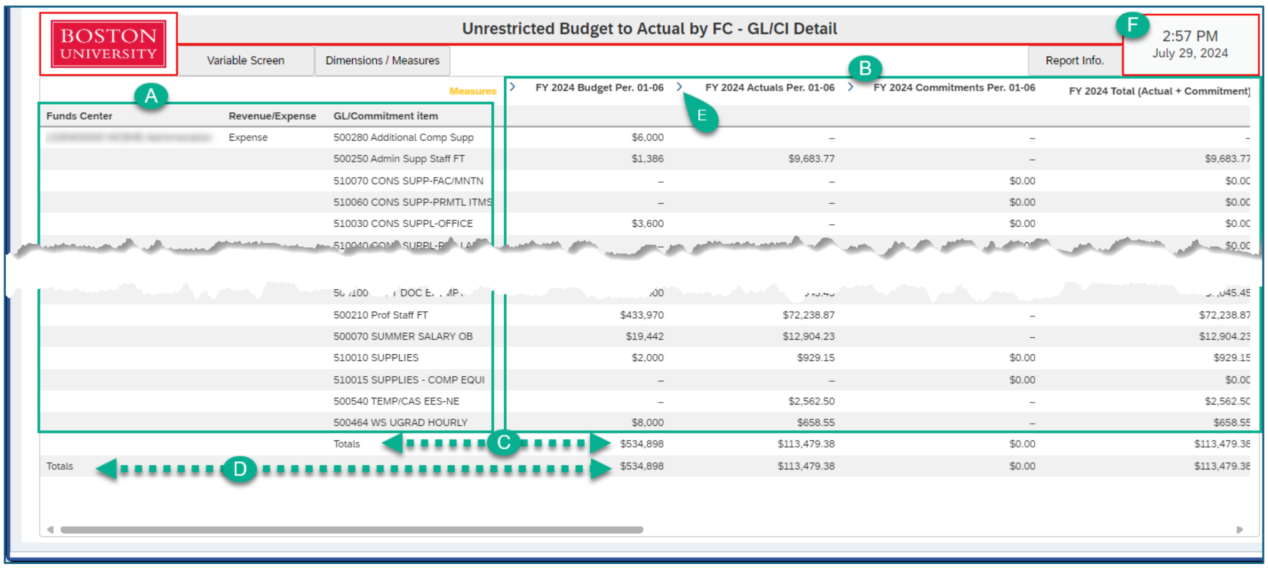
Introduction

This Help Guide explains the basics regarding a report data layout once a report has run.

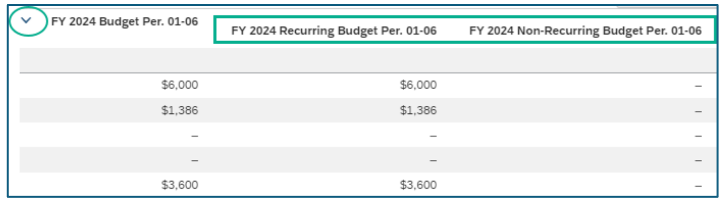
Exploring a report layout

Once you have run a report, data is displayed in a general form like this:



A. Dimensions: these are categories that provide perspective on your data. For example, **Funds Center** or **GL/Commitment Item**. Dimensions provide context in which to understand Measures.
B. Measures: are the metrics in a report. They represent quantities like budget amounts or expenses.
C. Subtotal: in this case, this is a total of items in the **Revenue/Expense** column. Subtotals represent totals of the columns <u>to the left</u> of the column in which the label appears.
D. Total: when a total appears in the left-most column, this is a total across all items in this column. In this case, it is a total of all items associated with this **Funds Center**.
E. Hierarchy indicator: indicates that additional data is available, although it is not currently visible. Refer to the following section for more information.
F. The current date and time.

Hierarchy indicator (>)



This icon indicates there is more data that can be displayed for a Measure. In this example, clicking on the icon reveals that the cumulative budget (**FY 2024 Budget Per 01-06**) is the sum of the recurring budget and non-recurring budget amounts.

Click the "V" icon to compress these two columns.

The following is an important SAC concept!

Data organization and column position

An important thing to understand about SAC reports is that the column position of Dimensions determines how data is organized, from left to right.

Based on the positions of the Dimensions shown in this screenshot, the data in the report will be organized primarily by **Funds Center**, within Funds Center by the **Revenue/Expense** indicator, and finally, by **GL/Commitment Item**.