

## 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:

BOSTON UNIVERSITY		Unrestricted Budget to Actual by FC - GL/CI Detail				Report Info. 2:57 PM July 29, 2024	
Variable Screen		Dimensions / Measures					
		Measures					
Funds Center	Revenue/Expense	GL/Commitment Item	FY 2024 Budget Per. 01-06	FY 2024 Actuals Per. 01-06	FY 2024 Commitments Per. 01-06	FY 2024 Total (Actual + Commitment)	
	Expense	500280 Additional Comp Supp	\$6,000	–	–	–	
		500250 Admin Supp Staff FT	\$1,386	\$9,683.77	–	\$9,683.77	
		510070 CONS SUPP-FAC/MNTN	–	–	\$0.00	\$0.00	
		510060 CONS SUPP-PRMTL ITMS	–	–	\$0.00	\$0.00	
		510030 CONS SUPPL-OFFICE	\$3,600	–	\$0.00	\$0.00	
		510040 CONS SUPPL-TRAVEL	–	–	\$0.00	\$0.00	
		500210 Prof Staff FT	\$433,970	\$72,238.87	–	\$72,238.87	
		500070 SUMMER SALARY OB	\$19,442	\$12,904.23	–	\$12,904.23	
		510010 SUPPLIES	\$2,000	\$929.15	\$0.00	\$929.15	
		510015 SUPPLIES - COMP EQUI	–	–	\$0.00	\$0.00	
		500540 TEMP/CAS EES-NE	–	\$2,562.50	–	\$2,562.50	
		500464 WS UGRAD HOURLY	\$8,000	\$656.55	–	\$656.55	
		Totals	\$534,898	\$113,479.38	\$0.00	\$113,479.38	
		Totals	\$534,898	\$113,479.38	\$0.00	\$113,479.38	

- 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 to the left 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.

FY 2024 Budget Per. 01-06	FY 2024 Recurring Budget Per. 01-06	FY 2024 Non-Recurring Budget Per. 01-06
\$6,000	\$6,000	–
\$1,386	\$1,386	–
–	–	–
–	–	–
\$3,600	\$3,600	–

Click the “V” icon to compress these two columns.

**i** 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**.

BOSTON UNIVERSITY			Unre
Variable Screen		Dimensions / Measures	
Funds Center	Revenue/Expense	GL/Commitment item	
1	Expense	2	3
		500280 Addit	Temp Supp
		500250 Admin Supp	Staff FT
		510070 CONS SUPP-FAC/MNTN	
		510060 CONS SUPP-PRMTL ITMS	
		510030 CONS SUPPL-OFFICE	
		510040 CONS SUPPL-PRMTL	
		500210 Prof Staff FT	
		500070 SUMMER SALARY OB	
		510010 SUPPLIES	
		510015 SUPPLIES - COMP EQUI	
		500540 TEMP/CAS EES-NE	
		500464 WS UGRAD HOURLY	