### Introduction

Scrolling up/down or left/right within a report to view data may seem an obvious task but, depending on the amount of data a report contains, scrolling has the potential to be confusing to users unfamiliar with the SAC environment. This Help Guide provides a brief look at scrolling techniques and considers the impact on scrolling when columns or rows are frozen (locked in position).

# Contents

Introduction	1
Scrolling within the SAC framework	1
Freezing rows or columns	3
Example 1: freeze columns	3
Example 2: freeze columns by selecting a row other than Dimension headers	4

# Scrolling within the SAC framework

The data you see when you run a report is constrained by the dimensions of the *Display frame* shown in the following image. If the amount of data returned is greater than the dimensions of the frame, it will be necessary to scroll to view all your data. This commonly involves at least scrolling up or down. If a report result is wide, i.e., it contains more columns than can be diplayed within the Display frame, it will also be necessary to scroll horizontally to see everything. In the event that your report is too wide for the frame, two scroll bars like those shown as (1) and (2) below will be visible. If the report is narrow enough that all columns fit within the frame, only a single scroll bar will be visible.

STON VERSITY									Log of
e Employee Self-Service	Manager Self-Service Central H	Hiring Finance ACCT XWalk	BUID Translation	Reporting Reporting (SAC)	Worklist We	ebGUI			
Analytics Cloud									
	Stories Transaction Detai	ι∨ ★ ⊗					Q & L	ኒ ርኃ ርያ	(?) BS
File v Edit v Too	ls v Display v {} v	V C V S	∂ ≤ 1/1	5					
Lun Ioo	o bobaj (j								-
Transaction Detail									
									1.2
BOSTON			Transacti	on Detail				4:15 PM	1
UNIVERSITY	Variable Screen C	Dimensions / Measures					Report Info.	September 25	, 2024
	Á.					-			
Funds Center	Funded Program	GL/Commitment item	Posting Date	Text	Document type	FI doc.numbe	FSR/ISR Number	Vendor	Vende
COLORED IN ACARONA	COLUMN REPORT	sconalduction t	17.000	marger moving care to 1	M. Roomert Dist.	and so the			·
		STREE HIS ENFLORED	1011210104	NUMBER A SOUTH	sector investor			AUGUSTUS A	4175
			10000000000	And the spectrum.	sector reason			Walking State	
		CONTRACTOR OF A		water company county	St. Account for				
		STATE MOUNT COMPANY	100100-0114	paint states reached	SAL ALCOUNT DOLL		-		-
				and other country	the summer the		Distant		
		and the second second second second second		and the second	the summer the	-	Display	trame	
			_			-			
		And and a state of the state of the	Conception of the local division of the loca	and the local division of the local division of the	Sector Anna			and the	
		second design of the local division of	and the second s		the second			_	_
		STATUTE LANSING LOCATE OF		an of the state of	Read Property	-			
		Summer Summary	and the second s	Andrew Diverse Lawrence	manual dama	-		Sectors 10	100 C
		allower through the company	of the local division of the local divisiono	feet combines to \$1	Add. Names of Street.	-			
			and the second second	(in budges forware his	Spin American State				
		A COLUMN AND A PROPERTY.	-	Transaction and Add	-			California and	
					manual dataset	And Provide Local Division		Office Dept. 1	1000
		Data mav	extend	below	Mentio monta			AMERIC DEL	1960 V
					Annual Annual			Real Property	
		or to the	right of	the			-	and has been	
		Display			and the second second	And and a state of the local division of the		Real Property	
		Display fr	ame		Includes - General	Real Property lies:	-	Office Deputy 1	1.460
			10000	Name and Add Oct. (1998) 1	Station - Second	Succession.		Other Description	Taxable I.
			Contraction of Contract	the other impact of least	Station Second	Summer of the local division of the		Office Depart 1	10.000
						Accession and		Office Description	1000
		Same cash same among	or successive and suc	Office Depart Developer 1	manual dataset	Name and Address		Other Deputy 1	Taxable I.
			and the second	COLUMN AND	manual damage	Number of Contract, Name		Other Deputy 1	1,000
		-							
			and the second	Name Ground, Mitchiney,	manual damage	Number of Concession, Name		Office Deputy 1	10000

**1** Tip: a report that is too wide to fit within the vertical dimension of the Display frame will contain two vertical scroll bars. Otherwise, only a single bar will be visible.

#### What do the scroll bars control?

Scroll bar 1: enables you to scroll up or down through report data displayed within the Display frame. Note that the size of this bar is proportional to the amount of data contained in the report. A small bar, as in this case, indicates that the report contains many rows. A larger bar suggests that less scrolling will be necessary to view all the data in the report.

Scroll bar 2: if visible, this indicates that the entire Display frame is not visible in the area you see on your screen. This bar scrolls up or down with the Display frame. Think of the Display frame as a window that can be moved up or down and within which your data is visible.

Tip: arrow keys or scroll bars can be used to move through your data.

### Freezing rows or columns

The ability to freeze rows or columns impact how data moves when scrolling. As implemented at Boston University, SAC reports initially contain frozen Dimension header rows. This setting locks the headers (column labels) so they remain visible as you scroll up or down through report data. It's possible to change or add to this setting to freeze rows or columns within a report (as you can in Excel, for example).

### Example 1: freeze columns

- 1. Click on an item in a column (can be a Dimension header or a value in the column)
- 2. Click on the ellipsis that appears in the upper right.
- 3. Select Freeze
- 4. Select Up to column



The result: when scrolling horizontally, only columns to the right of the highlighted indicator will move.

BOSTON INIVERSITY											
iome Employee Self-S	Service Manager Self-Service (	Central Hiring Finance	ACCT XWalk BUID Tra	nslation Reporting	Reporting (SAC) Worklist	WebGUI					
AP Analytics Cloud											
	ON ISITY 中 Stories Unrestricted	d Budget to Actual b	~ <b>*</b> ⊗						Q	ទ្ ប៉្ន្	t, (2 () 🖪
File ~ Edit ~	$\sim$ Tools $\sim$ Display $\sim$	{}~ 70 C 🖡	v   5 ≥   ×	1/1 >							
Unrestricted Budge	et to										
	Tanabie Gereen					> EV 2025	> EV 2025	> EV 2025			
					Measures	Budget Per. 01-03	Actuals Per. 01-03	Commitments Per. 01-03	Actual + Commitment)	Unexpended Budget w/ Commitments	Unexpende Budget w/o Commitments
Revenue/Expense	GL/Commitment item	Funded Program		Fiscal Period/Year	Business area						
Expense	509002 MOVNG/RELOCATION EXP	FUNDED_PROGRAM_NR	Funded Program not relevant	003/2025	1CRC Charles River Campus	-	\$50,000.00	-	\$50,000.00	-\$50,000.00	-\$50,000.00
	510010 SUPPLIES	FUNDED_PROGRAM_NR	Funded Program not relevant	001/025	1CRC Charles River Campus	\$387,992	\$7,123.35	\$34,746.63	\$41,869.98	\$346,122.02	\$380,868.
				Totals	zono charles niver campus	\$297.002	\$23,203,20	\$20,757,71	\$109,009.02	\$270 964 62	\$210 622 34
	510015 SUPPLIES - COMP EQUI	FUNDED_PROGRAM_NR	Funded Program not relevant	001/2025	1CRC Charles River Campus	-	-	\$0.00	\$0.00	\$0.00	-

## Example 2: freeze columns by selecting a row other than Dimension headers

- 1. Click on an item below the column header, i.e., a value within the column.
- 2. Click on ellipsis that appears in the upper right.
- 3. Select Freeze
- 4. Select Up to row

Employee Self-S	ervice Manager Self-Service	Central Hiring Finance	ACCT XWalk BUID	Translation Reporting	Reporting (SAC) V	Worklist WebG	IL						
alytics Cloud													
< BOST UNIVER	ON smy ட Stories Unrestricto	ed Budget to Actual b $  imes $	* * ⊗							Q 😵	Д <sup>2</sup> ₽	¢ 0	
File ~ Edit ~	Tools $\checkmark$ Display $\checkmark$	{}~ 70 C 🕷	~ <b>5</b> 2	< 1/1 >									C
restricted Budge	et to												
			Unroci	vieted Budget to	Actual by Euro	de Contor							
BOSTO UNIVERSI	TY Variable Screen	Dimensions / Measure	es	nicieu Buuget iu	S Actual by Full	> FY Bu	2025 > F	Y 2025 >	FY 2025 Commitments	Report Info.	12 Septen d to Table	2:58 PM hber 20, 2024	4
BOSTO	Variable Screen	Dimensions / Measure	es		Meas	sures	2025 > F dget / 1-03 Per	Y 2025 > Actuals . 01-03	FY 2025 Commitments Per. 01-03 (/ Comm	Report Info. FY 20 In Applie To Actual (\$) Select sittme	d to Table Conversions	2:58 PM nber 20, 2024	4
BOSTO UNIVERSI	GL/Commitment item	Dimensions / Measure	es	Fiscal Period/Year	Meas Business area	sures	2025 > F dget / 1-03 Per	Y 2025 > cctuals . 01-03	FY 2025 Commitments Per. 01-03 (/ Comm	Report Info. FY 20 Ith Applie To Soctua (\$) Select	d to Table Conversions	2:58 PM hber 20, 2024	4
BOSTO UNIVERSI	GL/Commitment item 509002 MOVKIGRELOCATION EXX 50010 SUPPLIES	Dimensions / Measure Funded Program FUNDED_PROGRAM_NR FU	es unded Program not relev	Fiscal Period/Year ant 003/2025 ant 001/2025	Meas Business area 1CRC Charles River Can	sures > FY Bu Per. (	2025 > F dget / 1-03 Per - \$50 992 \$7	Y 2025 > (ctuals .01-03 .000.00 .123.35	FY 2025 Commitments Per. 01-03 (/ Comm	Report Info. FY 20 III Applie To Social Select IIII Treeze	d to Table Conversions	2:58 PM hber 20, 2024 > vio hts > 00 65	4
BOSTO UNIVERSI evenue/Expense xpense	Alicommitment item 509002 MOVINGIRELOCATION EXF 510010 SUPPLIES	Funded Program           FUNDED_PROGRAM_INR FU           J FUNDED_PROGRAM_INR FU	es unded Program not relev unded Program not relev	Fiscal Period/Year ant 003/2025 002/2025	Meas Business area 1CRC charles River Can 1CRC charles River Can 1CRC charles River Can	sures > FY Bu Per. ( mpus \$38	2025 > F dget / 1-03 Per - \$50 .992 \$7 - \$46	Y 2025 > Actuals . 01-03 000.00 123.35 957.05	FY 2025 Commitments Per. 01-03 (/ Comm	Report Info. FY 20 (III) Applie To S Select IIIII Te <sub>a</sub> Drill Freeze Sws X Swap	d to Table Conversions	2:58 PM hber 20, 2024 > vio hts > 00 65 05	4
BOSTO UNIVERSI tevenue/Expense xpense	GL/Commitment item 505002 MOVING/RELOCATION EXF 510010 SUPPLIES	Dimensions / Measure	unded Program not relev	Fiscal Period/Year ant 003/2025 002/2025 003/2025	Meas Business area 1CRC charles River Can 1CRC charles River Can 1CRC charles River Can 1CRC charles River Can	sures pus sure	2025 > F dget / 1-03 Per - \$50 .992 \$7 - \$46 - \$23	Y 2025 > Actuals . 01-03 000.00 123.35 957.05 289.26	FY 2025 Commitments Per: 01-03 None Dimension Header Rc	Report Info. Y 20 (H) Applie To Select To To To To To To To To To To	d to Table Conversions	2:58 PM hber 20, 2024 > 00 hts 00 65 05 26	4
BOSTO UNIVERSI evenue/Expense xpense	GL/Commitment Item 509002 MOVINGRELOCATION EXE 510010 SUPPLIES	Dimensions / Measure	es unded Program not relev	Fiscal Period/Year  Fiscal Period/Year  O01/2025 002/2025 003/2025 Totals	Mean Business area ICRC Charles River Cam ICRC Charles River Cam ICRC Charles River Cam	npus \$38 npus \$38 npus \$38	- \$50 - \$50 - \$23 - \$46 - \$23 ,992 \$77	Y 2025 > cctuals .01-03 000.00 123.35 957.05 289.26 369.66	FY 2025 Commitments Per. 01-03 None Dimension Header Ro Up to row	Report Info. Fy 2t Im Applie To Select Select To Select To Se	d to Table Conversions Axis ve Reference	2:58 PM hber 20, 2024 > 00 65 05 26 34	4
evenue/Expense	ALCommitment item 50002 MOVIKGIRELOCATION EXF 510010 SUPPLIES	Dimensions / Measure	unded Program not relev unded Program not relev	Fiscal PeriodYear           ant         003/2025           002/2025         002/2025           003/2025         003/2025           Totals         001/2025	Meas Business area 1CRC charles River Can 1CRC charles River Can 1CRC charles River Can 1CRC charles River Can	mpus \$38" mpus \$38"	- \$500 - \$500 - \$466 - \$23 ,992 \$77 - \$46	Y 2025 > (ctuals 01-03 000.00 123.35 957.05 289.26 369.66 -	FY 2025 Commitments Per. 01-03 Dimension Header Ro Up to row Up to column	Report Info. Fy 22 ( Applie To Select Select To Select To Sel	d to Table Conversions Axis Ve Reference	2:58 PM hber 20, 2024 > 00 65 65 26 26 34 > -	4

The result: all scrolling will occur relative to the highlighted horizontal line.

OSTON IVERSITY																		
ne Employee S	elf-Service Ma	anager Self-Service	Central Hiring	Finance	ACCT XWalk	BUID Translat	ion Reporting	Reportin	ng (SAC)	Worklist	WebGUI							
Analytics Cloud																		
	STON VERSITY 🛱 St	ories Unrestricte	d Budget to	Actual b	~ ★ ⊗									۹	& t	2 Ç	¢9 ()	BS
File $\sim$ Ed	t 🗸 🛛 Tools 🛇	Display ~	{}~ 12	C 🖡	l~   e d	≥   < 1	1/1 >										(	
Unrestricted Bu	dget to																	
DOOT					Uni	restricte	d Budget to	Actua	al by Fi	inds Co	enter (EC	)						٦
BOST	SITY	Variable Screen	Dimens	ions / Meas	ures		u Duugot ti					,		Rep	ort Info.	1 Septe	L:04 PM mber 20, 2024	
									N	leasures	<ul> <li>FY 2025 Budget</li> <li>Per. 01-03</li> </ul>	> FY 2025 Actuals Per. 01-03	> FY 2025 Commitments Per. 01-03	FY 2025 Total (Actual + Commitment)	FY : Unexper Budge Commitm	2025 ided et w/ ents 0	FY 20' Unexpende Budget w/o Commitments	Î
Revenue/Expension	e GL/Commit	ment item	Funded Pro	gram		1	Fiscal Period/Year	Busines	s area									L
Expense	509002 MO	VNG/RELOCATION EXP	FUNDED_P	ROGRAM_NR	Funded Program not	t relevant	003/2025	1CRC Ch	harles River	Campus	J -	\$50,000.00	-	\$50,000.00	-\$50,00	0.00	-\$50,000.00	
	510010 SUF	PLIES	FUNDED_P	ROGRAM_NR	Funded Program not	t relevant (	001/2025	1CRC Ch	harles River	Campus	\$387,992	\$7.123.35	\$34,746.63	\$41,869.98	\$346,12	2.02	\$380,868.65	
							JU2/2025	1CRC	ries River	Compus	-	\$46,957.05	-\$568.68	\$46,388.37	-\$46,38	0.02	-546,957.05	
							Totals	TONC	rtes River	campus	\$387.992	\$77,369,66	\$30,757,71	\$108.127.37	\$279.86	4.63	\$310.622.34	
	510015.SU	S-COMPTQUE	NDED_P		Funded Prop 1	t relevant	1-1-1-25	Ch	- and a constant	Campus	A. A. A.		\$0.00	A shares		10	-	