Tips & Tricks / Frequently asked SAC questions

How can I keep track of dates to know when SAC reports will be available or when? When will the BW reports I use no longer be available?

The release timeline has been posted in the [SAC Help Resources area]. Use the navigation panel on the left side of the webpage to find the timeline.

Where do I find SAC in BUworks?

The Help Guide [SAC Basics – logging in and exploring the SAC environment] describes how to navigate to SAC. If you prefer, this [brief video] demonstrates how to find SAC.

How can I learn more about SAC?

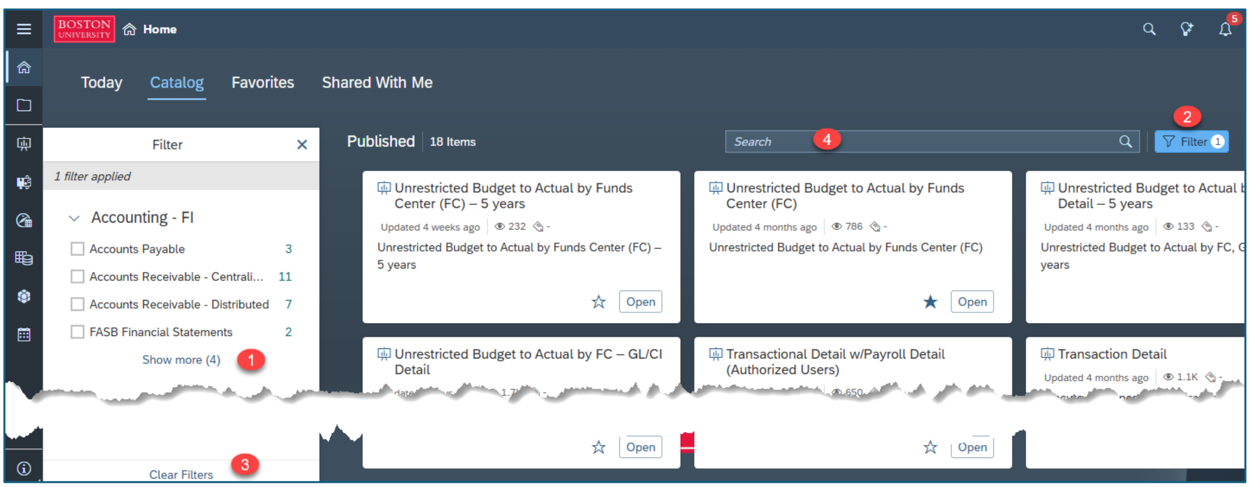
A full suite of Help Guides that describes all commonly used reporting features is available in the [SAC Help Resources area].

When I click on Reporting (SAC), nothing happens.

You likely have an active popup blocker. Disable it or, to more securely navigate on the Internet, add SAC to your safe landing spots list. Instructions are provided on [this Helpdesk webpage].

Why can't I see all the reports or reporting folders I am authorized to view?

Here are some things/places to check:



1. This message will appear if you have any hidden report folders.
2. This indicator shows whether a filter has been applied in the current tab.
3. Use this to clear any applied filters.
4. Is there any text in this search box? If so, it will limit the list of reports visible to you.

How can I add a report to my Favorites?

The Help Guide [SAC how to – create and use a Favorite] describes how to add reports to your Favorites tab.

How do I export data to Excel? (I seem to be limited to exporting only in PDF or PowerPoint file formats.)

This [Help Guide] describes how to export to files in CSV, XLXS or PDF.

Last updated 3/26/25

How do I save a Bookmark? (aka a BW "saved View")

Creating and using Bookmarks is described in this Help Guide.

How do I add totals to my report?

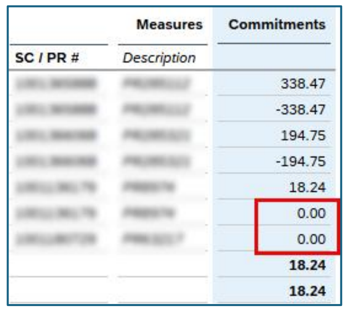
Adding or removing a total is demonstrated in this Help Guide.

I'm confused. Your documentation seems to use "report" and "story" interchangeably. Do these terms mean the same thing?

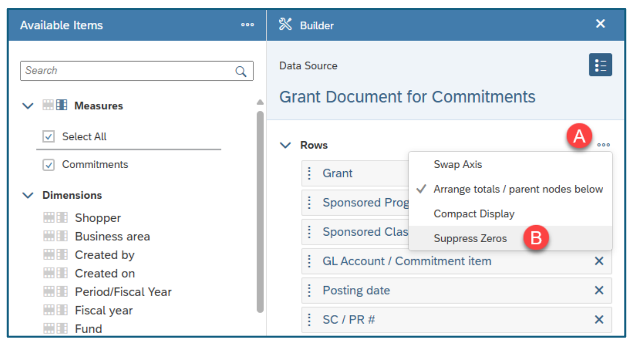
Not quite. In the context of SAC, Story is the preferred term. It refers to telling a story about data using both visualizations and dashboards. The term "report" is narrower. It refers to the output generated from stories and analytic applications. We continue to use "report" for the sake of users who were familiar with that term based on their previous experience working in the Business Warehouse reporting environment.

How can I suppress the $0 amounts or null lines in my report?

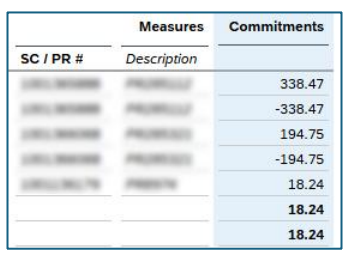
1. Run a report. For example, here's a result from the *Grant Document for Commitments* report.



2. Open the Builder panel by clicking on the Dimensions / Measures button.
3. In the Builder panel, hover your cursor over *Rows*. Click on the ellipsis (three dots) (**A**).
4. Select *Suppress Zeros* in the dropdown list (**B**).



5. Here's the result, with zeros suppressed.



This will suppress the rows that have zero or null values. **Note**: if there are multiple measures in a report and if a row has a measure with a non-zero value, that row will not be suppressed.

How can I sort my data?

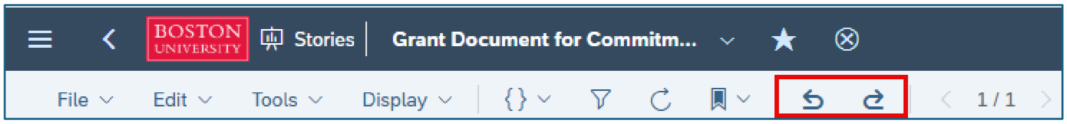
There's a Help Guide for that! This document describes how to sort either a Dimension or a Measure.

How to run multiple reports?

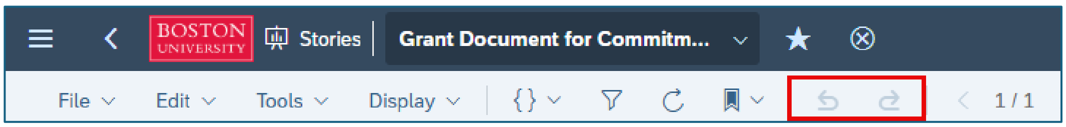
The Help Guide [SAC how to – open more than one SAC window at a time] describes the necessary steps.

How can I undo something I just did?

Actions that involve design changes can typically be undone. For example, filtering data, applying input controls, or changing data sources can often be undone. In this example, both the highlighted **undo** and **redo** functions are available:



Examples of design changes that cannot be undone are adding or removing data or moving a column of data within a report. If there is no **undo** / **redo** available, the icons will be grayed out, like this:

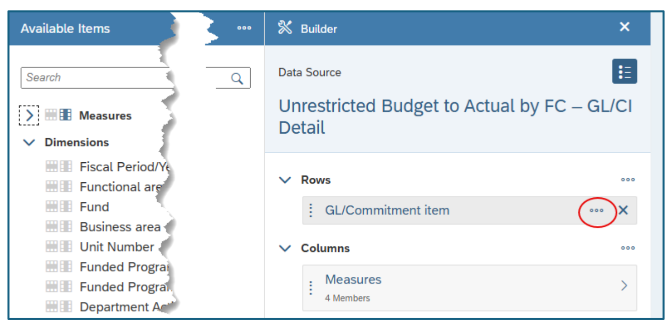


How can I remove a Description column from a report?

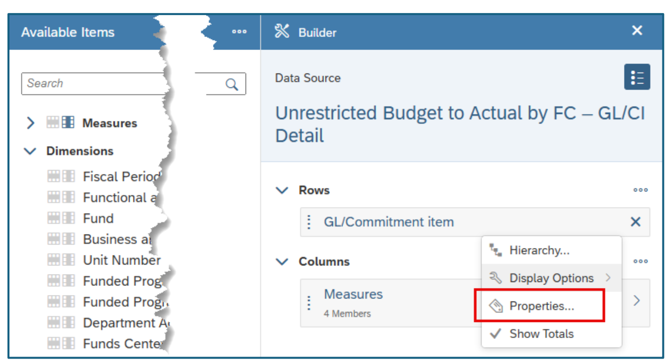
This answer assumes you're describing a scenario in which a Dimension in a report showing the ID and Description elements in separate columns, like this.

GL/Commitment item	*Description*
500250	*Admin Supp Staff FT*
516010	*ADV/PR-UNALLW*
535010	*BANK SERVICE FEES*
511220	*BEVERAGE*
513200	*BKS&PRDCLS*
518020	*CATERING SERVICES*

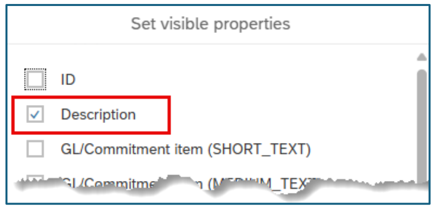
1. Use the **Dimensions / Measures** button to open the *Builder* panel.
2. Click the ellipsis that appears when you hover your cursor over the Dimension to be modified (**GL / Commitment Item** in this example).



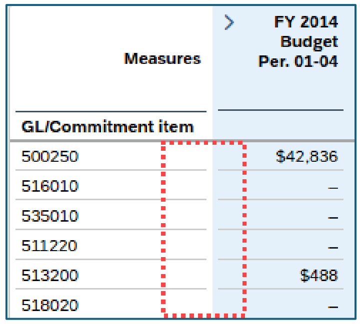
3. Select *Properties* in the dropdown list that displays.



4. Notice that Description has a checkmark. Uncheck this and click **OK** (not shown) to remove the Description.



5. Description is no longer visible.

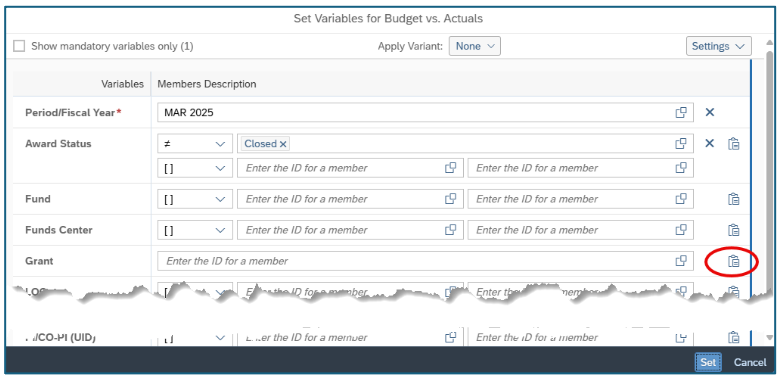


When entering values on the Variable entry screen, is there an easier way to enter a list of grants (or Funds Centers, etc.) than manually entering them one by one?

Absolutely! The clipboard is perfect for this. Here's an example:

Suppose we want to enter a list of grants. This screenshot shows the Variable entry screen for the *GM Budget vs Actuals* report.

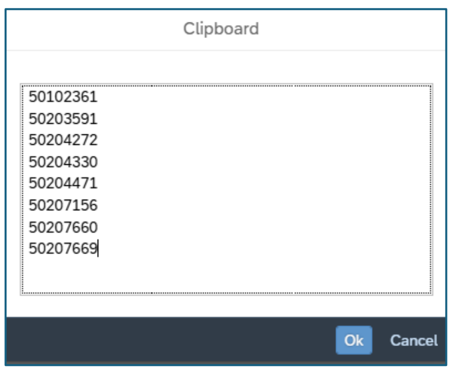
Click on the highlighted icon to open the clipboard.



With the clipboard open, you can paste values from another source like an Excel spreadsheet.

To specify a list of grants, as in this case, each grant number must be entered on a separate line. That indicates to SAC that these are individual values and not a range of values.

Click **OK** to confirm your list should be used as entered.



Is there a way to pause data refresh in my report? I want to make several changes without waiting for the system to refresh after every transaction I execute.

That isn't possible at the present time.