



ALASKA DATA ENTERPRISE REPORTING (ALDER)

ALDER Up!



Presented by: Department of Administration
Division of Finance

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General Information For All Users

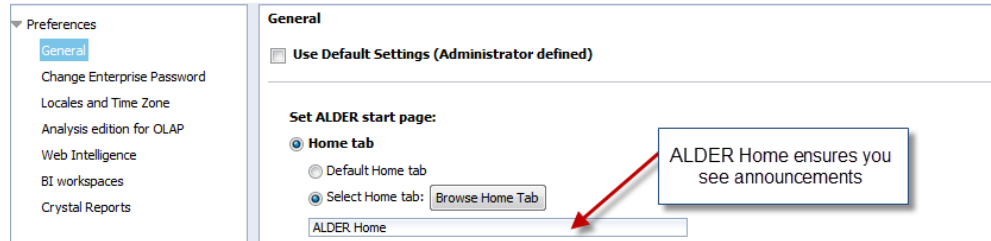
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Browser Compatibility

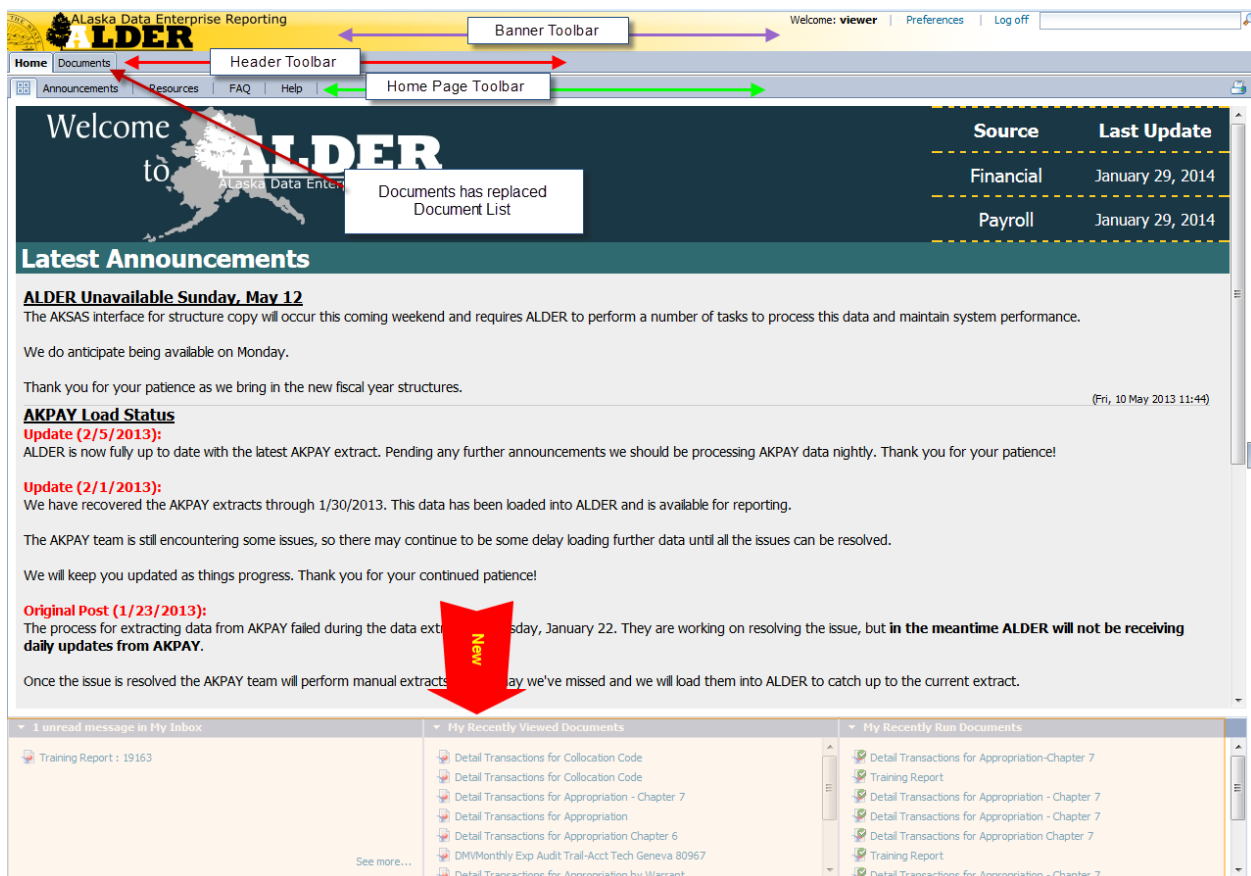
- Microsoft Internet Explorer 7 through 9
- Mozilla Firefox 25 through 27

Preferences

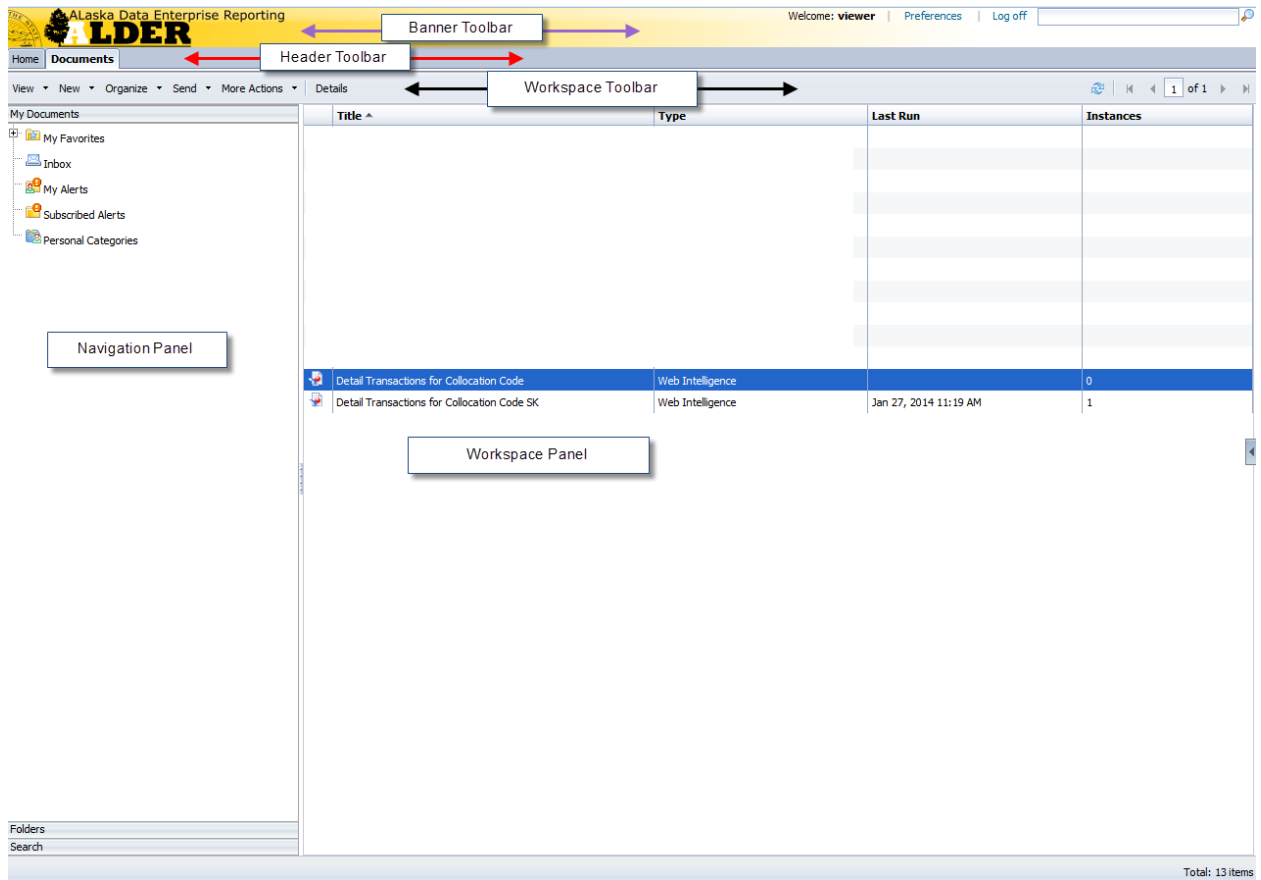
To ensure you are getting the ALDER home page, click on Preferences. Then be sure to unselect “Use Default Settings” and set the home tab to ALDER home. The preferences tab has moved up to the banner toolbar.



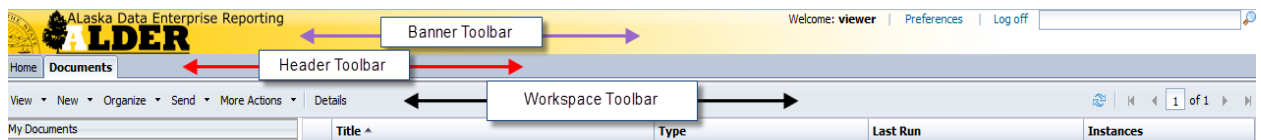
Home Page Tab



Document Tab



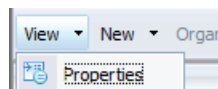
Toolbars



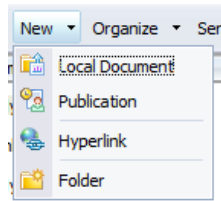
Note: The Send To function has moved down to the workspace toolbar from the header toolbar and is now Send.

Workspace Toolbar

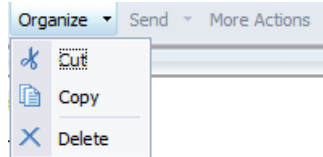
Select an item in the Workspace Panel in order to activate toolbar options.



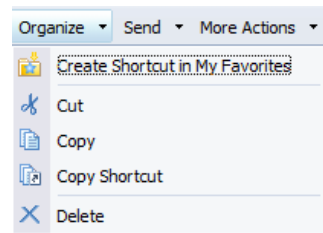
Document Properties has moved out of Actions.



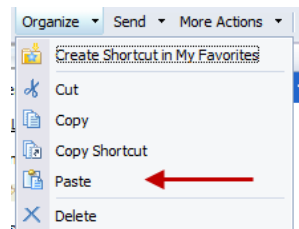
The only supported function is Folder.



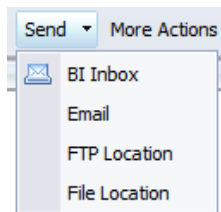
When a folder is selected, these are the menu options under Organize.



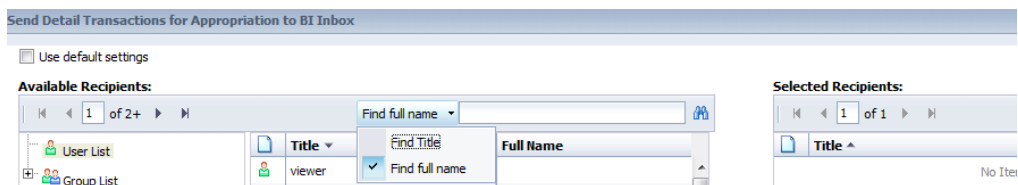
When a report is selected, these are the menu options under Organize.



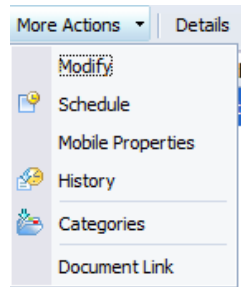
Paste will show after you have selected a report to Copy or Cut.



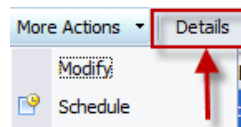
The BI Inbox the Business Objects Inbox.



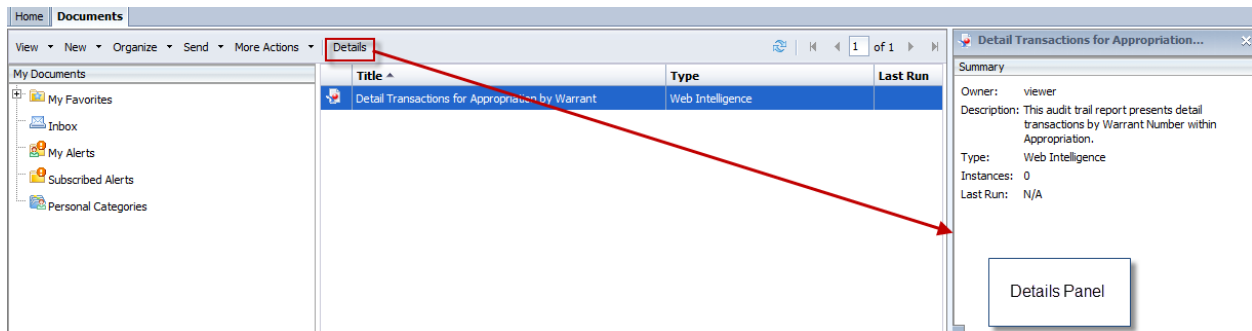
Now you are able to search the full name of the individual instead of just the employee number (Title). We still do not recommend using the Use default settings for sending reports. In the new ALDER there is only the option to send the report within ALDER.



The remaining Actions are now listed under More Actions – Mobile Properties, Categories, and Document Links are not supported.



This will open Summary information in the Details Panel on the right hand side of the Workspace Panel, shows information for both folders and reports.



Navigation Panel

Folders

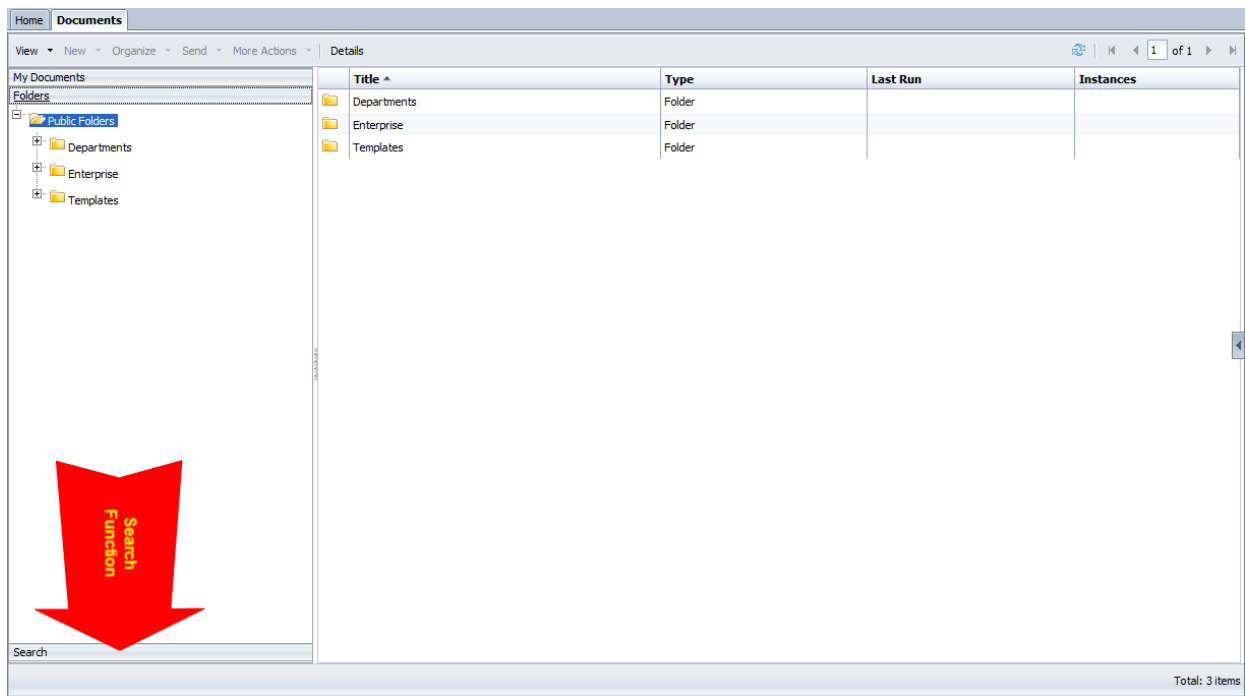
The screenshot displays the ALDER web application interface. At the top, the header includes the ALDER logo, the text "Alaska Data Enterprise Reporting", and user information: "Welcome: viewer | Preferences | Log off". Below the header is a navigation bar with "Home" and "Documents" tabs. A "Workspace Toolbar" is positioned above a table. The table has columns for "Title", "Type", "Last Run", and "Instances". The table contains two rows of data:

Title	Type	Last Run	Instances
Detail Transactions for Collocation Code	Web Intelligence		0
Detail Transactions for Collocation Code SK	Web Intelligence	Jan 27, 2014 11:19 AM	1

Below the table is a "Workspace Panel". To the left of the table is a "Navigation Panel" with a tree view containing "My Favorites", "Inbox", "My Alerts", "Subscribed Alerts", and "Personal Categories". At the bottom left of the interface, there is a "Folders" and "Search" bar. A red arrow points from the text "To get access to Public Folders" to the "Folders" bar. The bottom right corner of the interface shows "Total: 13 items".

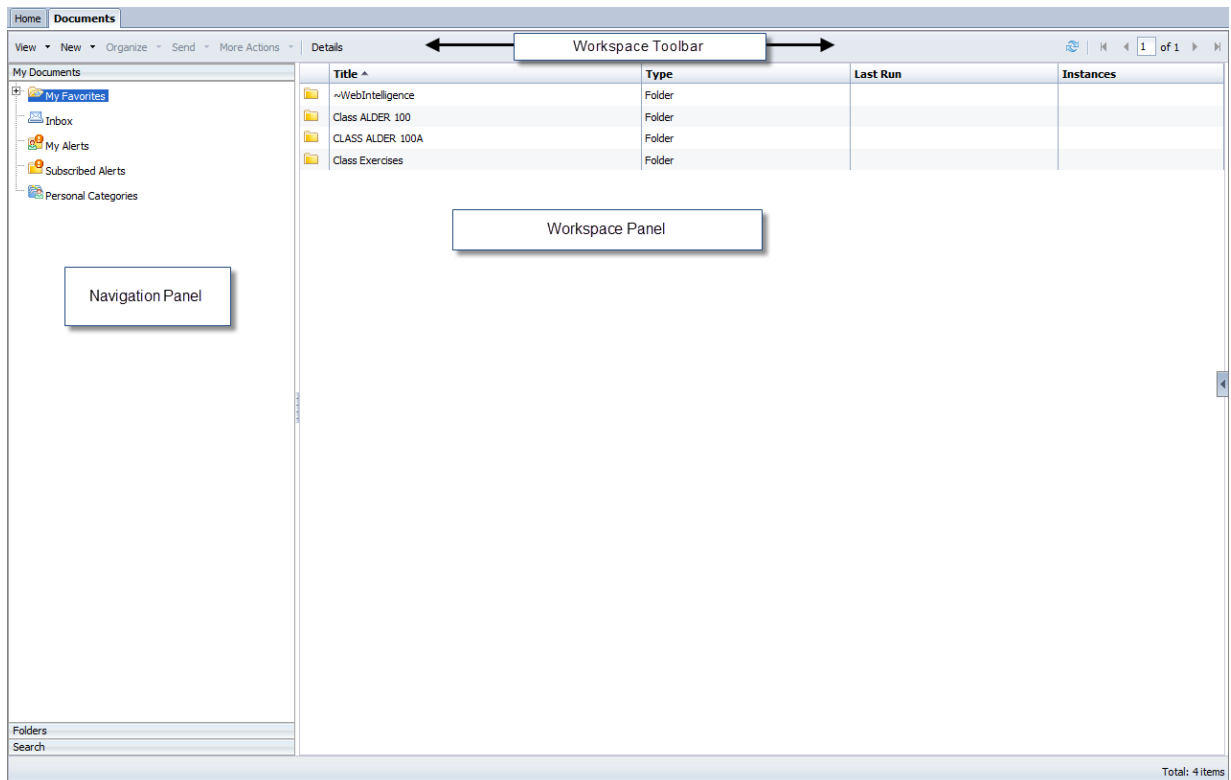
Public Folders has moved to the bar at the bottom of the Navigation Panel called Folders.

Search



The search function has moved from the Workspace Toolbar to the bottom of the Navigation Panel in a separate bar.

Workspace Panel



Filters

Filters are now available in **all areas** of the Workspace Panel, except Instances. Filters can help you find a report you are looking for quicker. You need to hover over the column header to show the filters icon. For example: You can filter for titles that only include the words **Balance Sheet**.

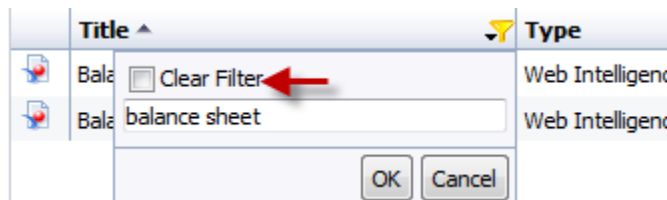
Title ^	Type	Last Run	Instances	Description	Created By
Balance Sheet Detail Transactions for Account	Web Intelligence		0	This audit trail presents detail	Administrator
Balance Sheet Detail Transactions for Fund	Web Intelligence		0	This audit trail report presents	Administrator
Budget Analysis Detail Transactions for Appro	Web Intelligence		0	This audit trail presents detail	Administrator
Detail for RD Code for Reference Reporting b	Web Intelligence		0	This report presents detail tra	Administrator
Detail for RD Code for Transaction Code by D	Web Intelligence		0	This report presents detail tra	Administrator
Detail Transactions by Document within Docur	Web Intelligence		0	This audit trail report presents	Administrator
Detail Transactions by Document within Sourc	Web Intelligence		0	This audit trail report presents	Administrator
Detail Transactions by Document within Sourc	Web Intelligence		0	This audit trail report presents	Administrator
Detail Transactions by Document within SSID	Web Intelligence		0	This audit trail report presents	Administrator

****Note:** Once the filter has been activated, it will show as a funnel on the right hand side of the column being filtered and will remain active until the user deactivates it or closes out of ALDER.

Filtered List

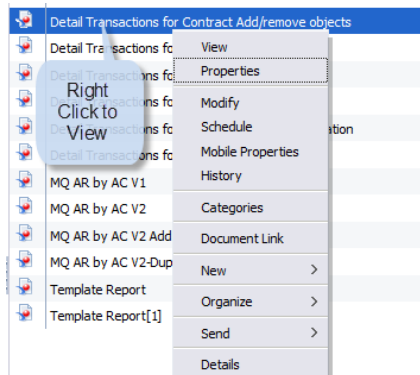
Title ^	Type
Balance Sheet Detail Transactions for Account	Web Intelligence
Balance Sheet Detail Transactions for Fund	Web Intelligence

Clearing the Filter



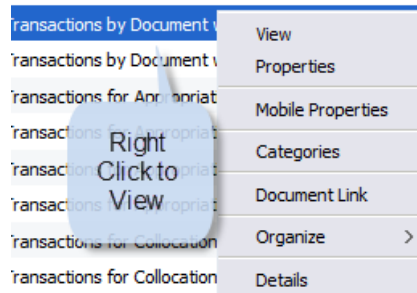
Right Click Options

From My Favorites



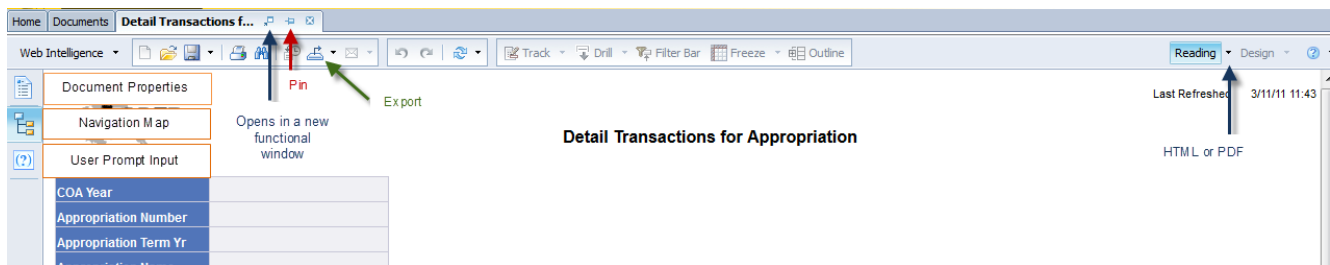
The options for Mobile Properties, Categories, and Document Link are not supported.

From Public Folders



Right clicking on a report will give you the same options, in addition to History, Send, and Details. The options for Mobile Properties, Categories, and Document Link are not supported.

New Viewer Report Screen

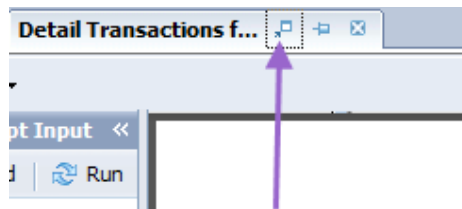


This is what the Workspace Panel will look like when a report is open.

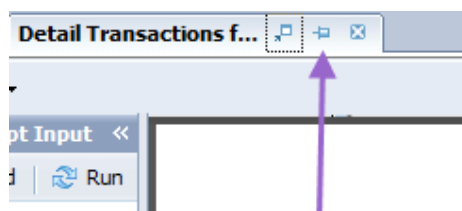
Header Toolbar



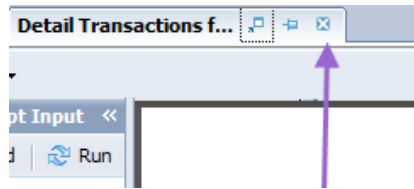
One of the new features is the ability to have multiple reports open and to pin reports to the header toolbar. You can also now have an interactive new window for the reports. The interactive window allows the report to be changed or modified as if inside of ALDER.



Opens a new window of the report currently being viewed, this can be refreshed with new prompts or changed as if in the main ALDER environment.

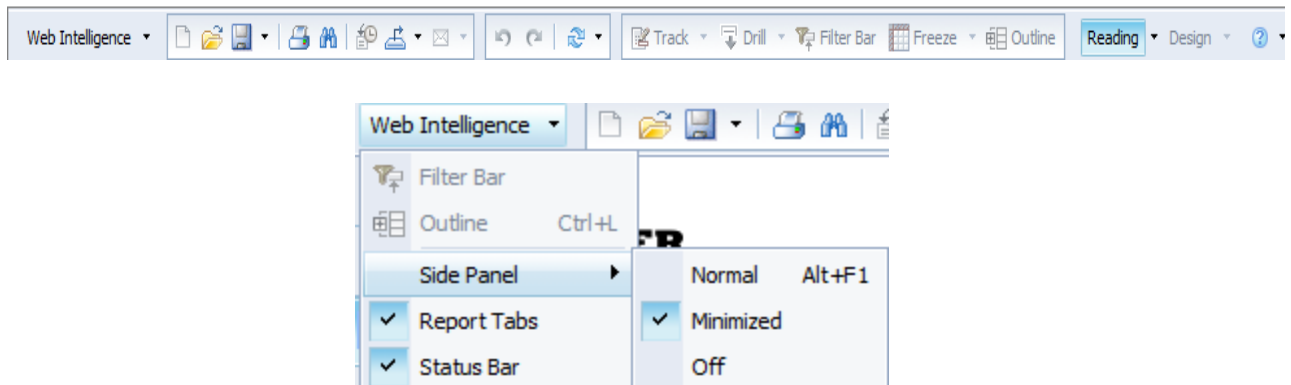


Pins the current set of information to your header bar should you have to close ALDER and return later. The report is still there when you come back.



Closes the report.

Workspace Toolbar

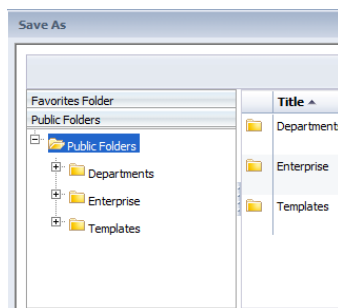


Changes the view mode or modifies the current view. Some of these options were previously available under View.



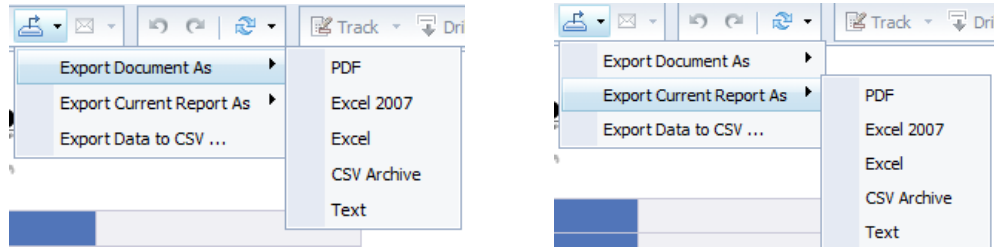
Many of these options are the same as before.

Save As feature



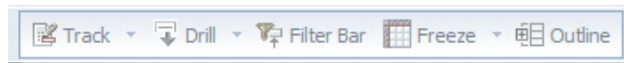
Currently the default for Save As feature is the Public Folders area. You must now choose the Favorites Folder and save within that area regardless of where you opened the report from.

Exporting Documents and Reports



The ability to save the document as PDF, Excel, CSV has moved from the Document, Save to my computer as to the Export button, Export Document As. The ability to save just one of the report tabs instead of the whole document has changed from Document, Save report to my computer as to Export Current Report As.

Temporary Filters on a Report and other functions



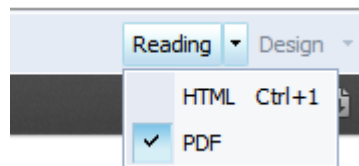
These functionalities are not available for the report viewer.

Report Panels

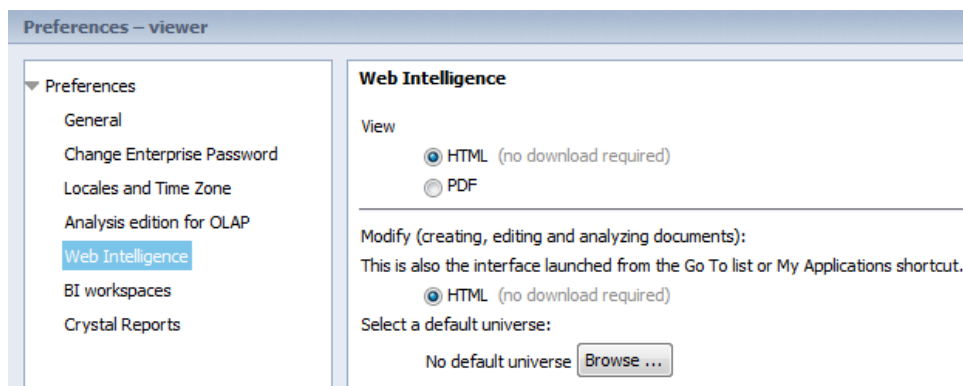
Reading - PDF and HTML modes

When you open a report it is defaulted to PDF mode. There are two ways to change this. A temporary method is through the Workspace Toolbar and a permanent method is under Preferences.

Option 1 - Temporary

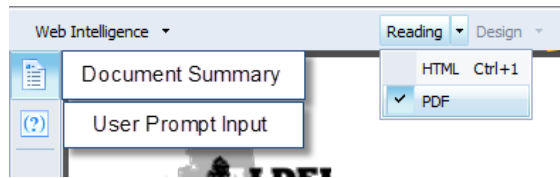


Option 2 - Permanent



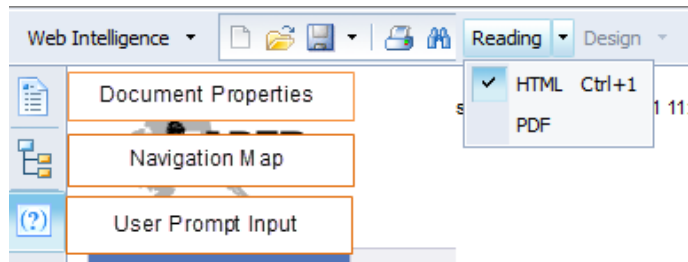
We recommend permanently changing the view to HTML as there are more options available.

PDF Mode



These are report panel options in PDF mode, the functionality has not changed. Document Summary is a new icon for report viewers.

HTML Mode



These are report panel options in HTML mode, the functionality has not changed. Find has moved from the bottom of the Navigation Panel to Workspace Panel only in HTML mode. Input controls are not available for viewers.

Moving Around within the Report

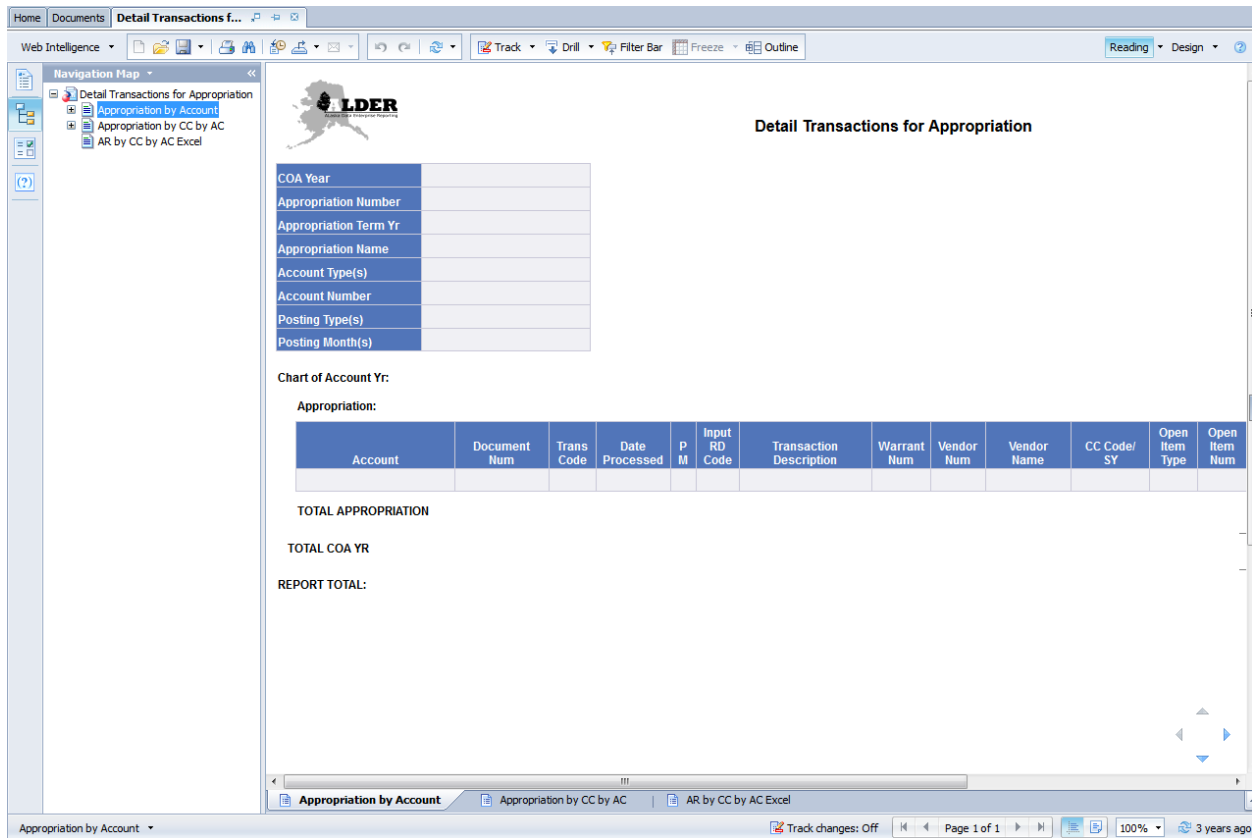


In the bottom right corner of the report these arrows allow you to scroll the page up, down, left, and right in the window or use the up arrow to jump to the bottom of the previous page or the down arrow to jump to the top of the next page.

For Interactive Users

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Workspace Toolbar



When interactive users open a report, they will have the following toolbar showing additional options no longer grayed out.



Web Intelligence

Many of the functions formerly under View have moved to Web Intelligence. Also located here are the Filter Bar and Outline functions.

Track Changes

This is not a supported function.

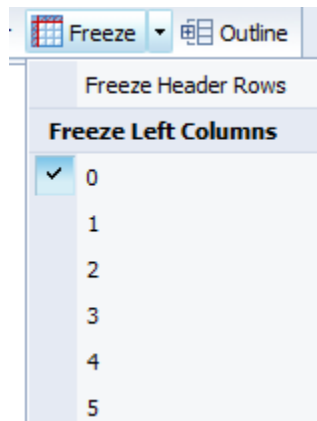
Drill

This is not a supported function.

Filter Bar

This is the same as Report Filter Toolbar icon and has the same functionality.

Freeze

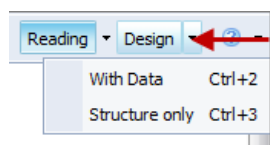
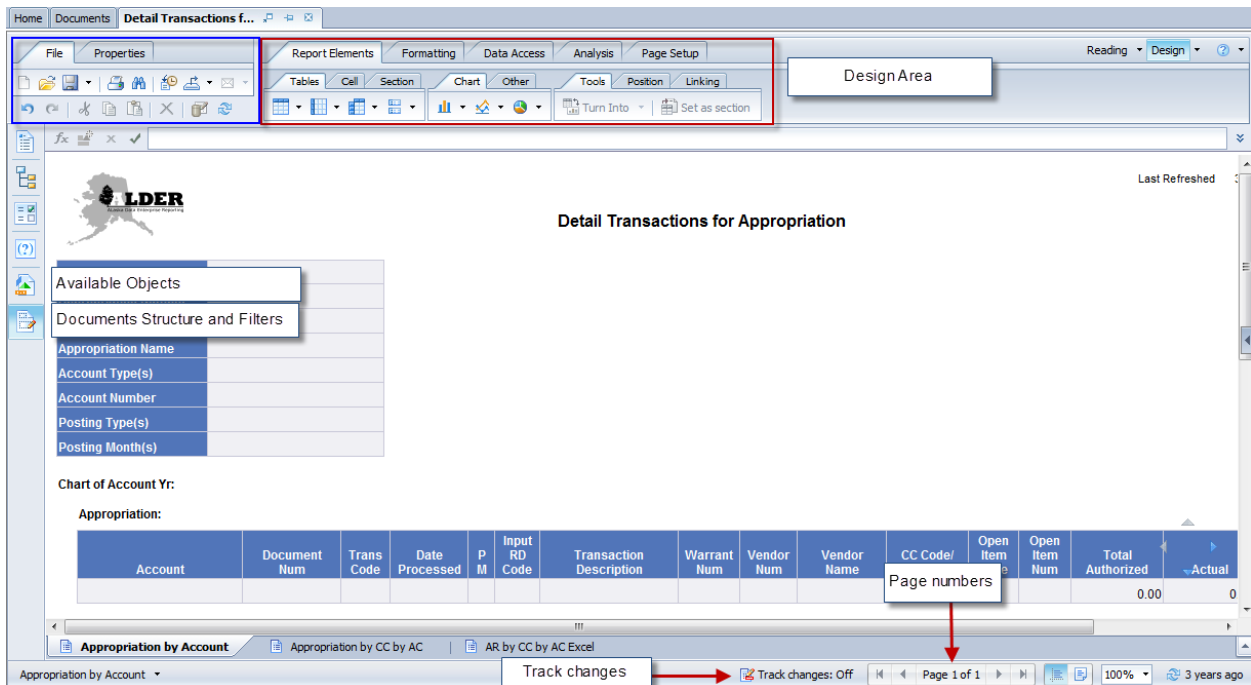


When you click in a table, you are able to freeze the header row and up to a few additional rows. As you scroll down the screen, you are able to view your headers. This is only available when in HTML mode.

Outline

This replaces the Fold/Unfold functionality.

Design View



To see the design area, select Design on the Workspace Toolbar. Design view is the only way to make changes to the report. To add tables, charts, add or remove available objects, or reorder the objects on the report.

With Data Mode

This is the standard view that we are accustomed to.

Structure Only View

COA Year	=[Selected Appropriation COA \
Appropriation Number	=[Selected Appropriation Entity
Appropriation Term Yr	=[Selected Appropriation Term
Appropriation Name	=[Select Appropriation Name]
Account Type(s)	=[Selected Account Type]
Account Number	=[Selected Account Entity - ALL
Posting Type(s)	=[Selected Posting Type List]
Posting Month(s)	=[Selected Posting Month Rang

Chart of Account Yr: =[COA Yr]

Appropriation: =[Appropriation Extended Name]

Account	=NameOf ([Document Num])	=NameOf ([Trans	=NameOf([Date Processed])	P M	=NameOf	Transaction Description	=NameOf ([Warran	=NameOf ([Vend	=NameOf ([Vendor Name)	=NameOf ([CC Code/SY)	=NameOf ([Open	=NameOf ([Open	=NameOf ([Total Authorize	=NameOf ([Actual]	=NameOf ([Encumbrance]
=[Account Extended Name]	=[Document Num]	=[Trans	=[Date Processed]	=[Pc	=[input	=[Transaction Des cL1]	=[Warrant	=[Vendor	=[Vendor Name]	=[CC Code/SY]	=[Open I	=[Open I	=[Total Authoriz	=[Actual]	=[Encumbrance]
=[Account Extended Name]													=Sum ([Total Au	=Sum ([Actual])	=Sum ([Encumbr

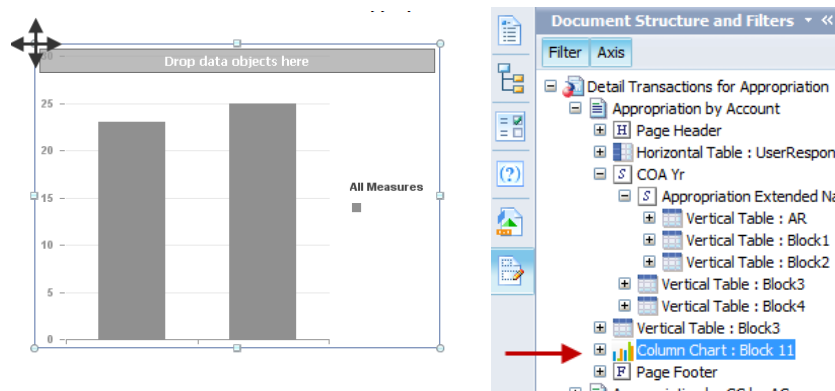
TOTAL APPROPRIATION =[Appropriation Extended Name] =[Total Authoriz] =[Actual] =[Encumbrance]

TOTAL COA YR =[COA Yr] =[Total Authoriz] =[Actual] =[Encumbrance]

REPORT TOTAL: =[Total Authoriz] =[Actual] =[Encumbrance]

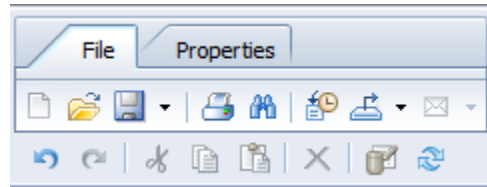
The Structure only option gives the business object item that is within the field. This view option may be useful to determine the information is in a particular area of the report and assist with problem solving on reports that are not running correctly. Even after the report is run, this view remains.

Selecting Report Objects

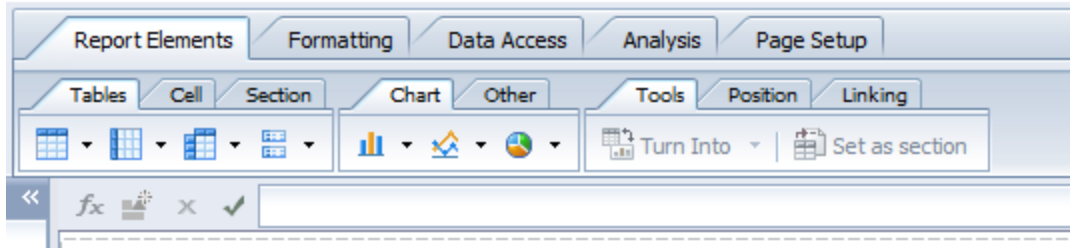


In order to select tables or charts in the workspace panel, you need to get a 4-way arrow or click on the item in the report panel of document structure and filters. We recommend using the report panel for simplicity. This makes it more important to name the items on your report.

Workspace Toolbar

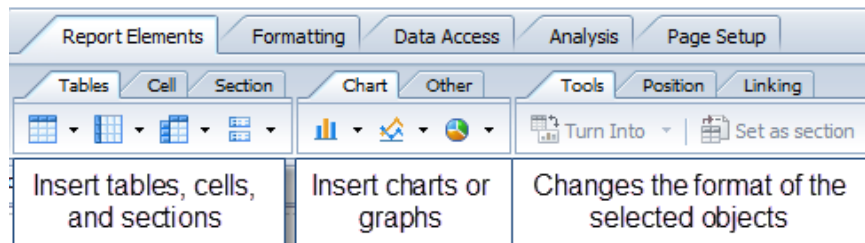


These items have been condensed to the left on the Workspace Toolbar.

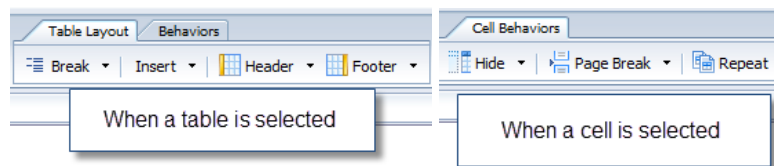


This design area was created to replace the formatting and report toolbars formerly used. The formula toolbar remains the same and is located above the Workspace Panel.

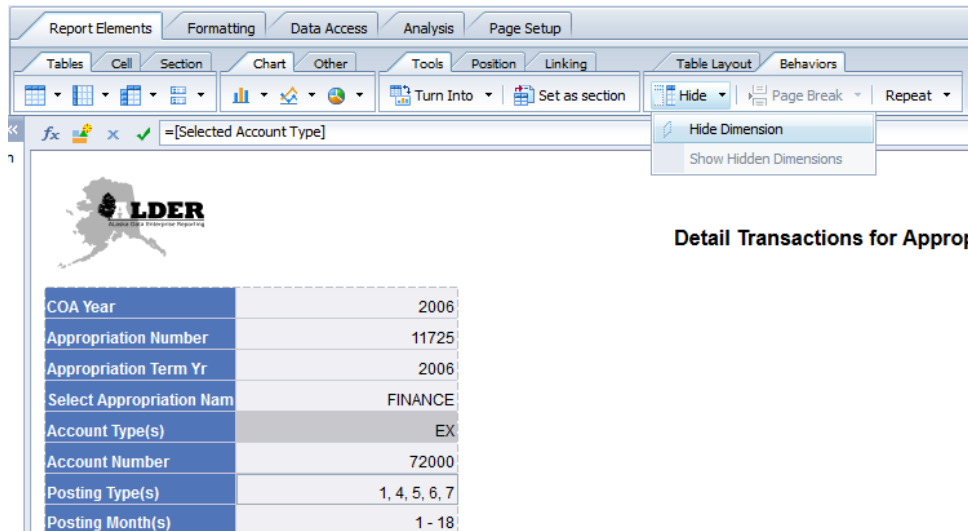
Report Elements Tab



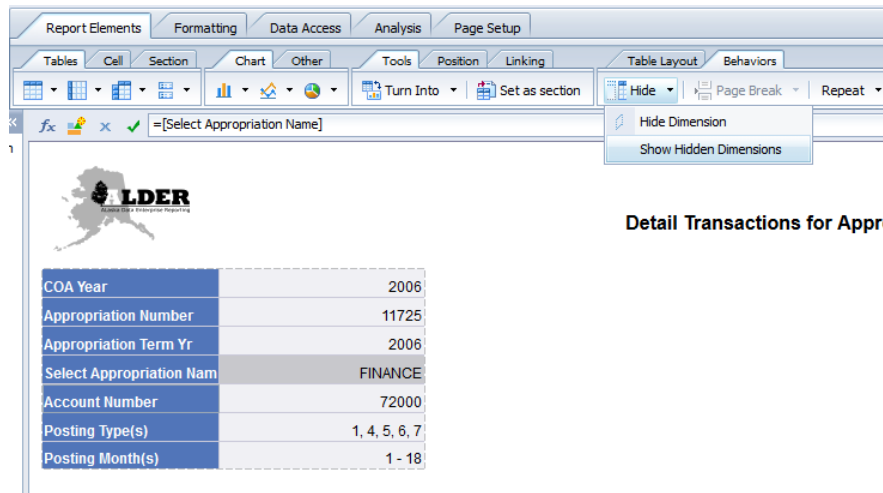
When a cell or area of the report is selected, the items under Tools become available and additional tabs become available.

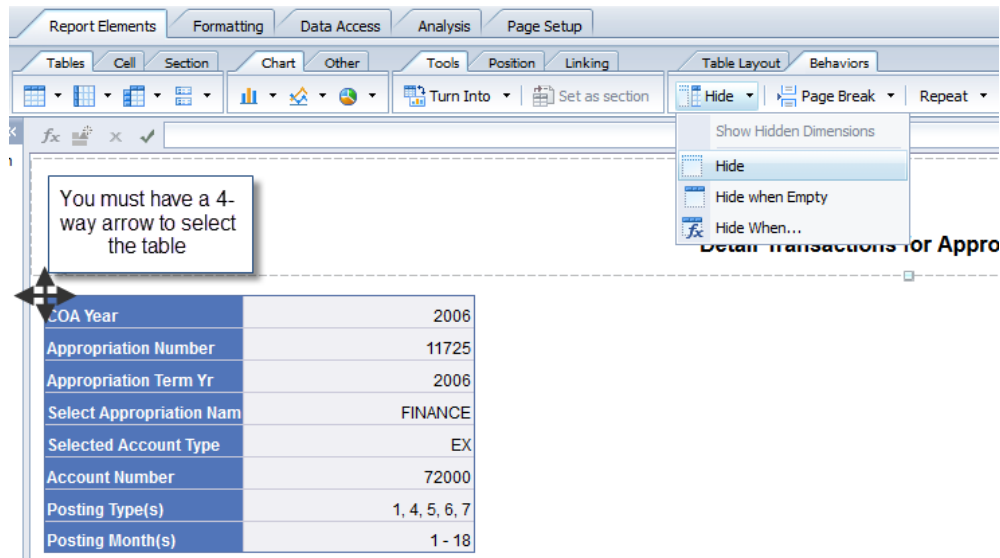


Hide

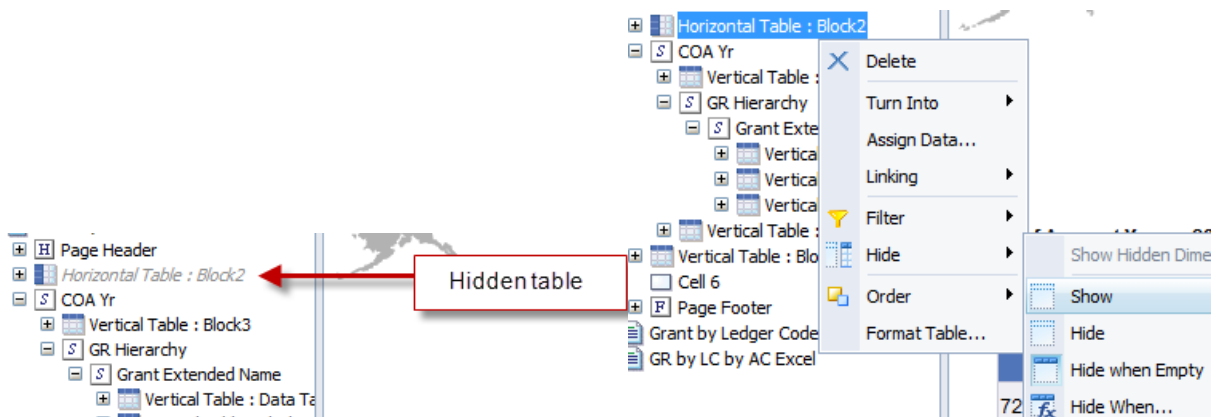


Hide allows you to temporarily hide a dimension within a table, the information is still in the table and it can be unhidden. You can hide more than one column of the report but it must be done one at a time. **Items that are hidden will not export.** If you hide a dimension that is after measurements in a report, when the item is unhidden it will be inserted as the last dimension prior to the measurements in the report. Use caution when using this function.

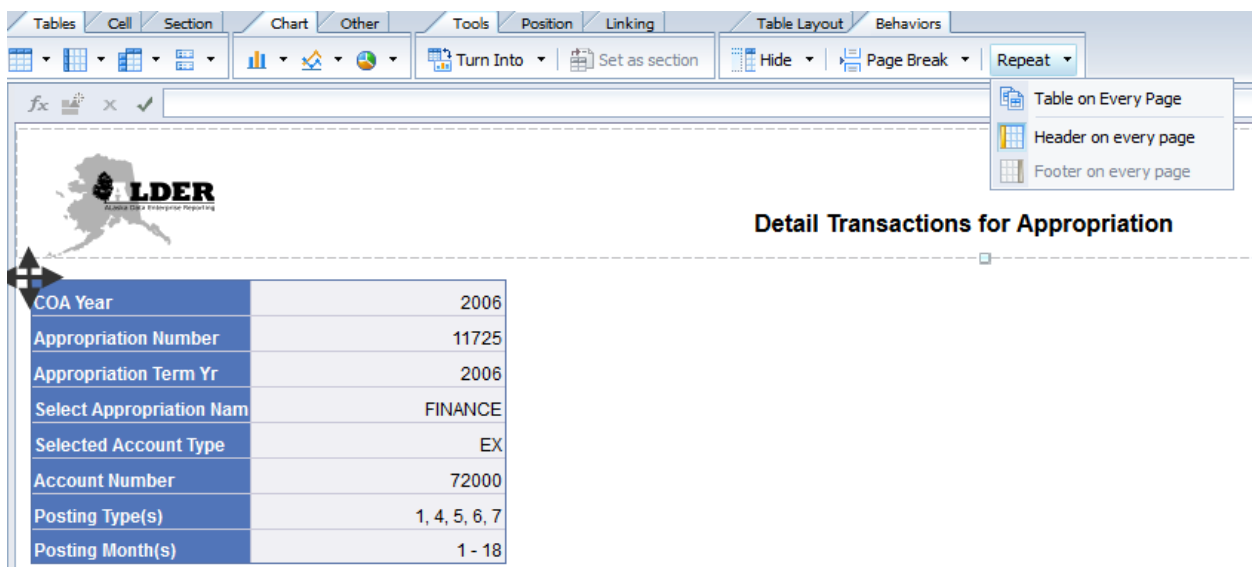




If a report element is selected, different hide options become available. Hide will hide the entire table, chart, cell, or section. Right click to show the hidden element from document structure and filters. Hide when Empty is not supported. Formula driven hiding is also available under Hide When. These options are also available under General when formatting report elements.

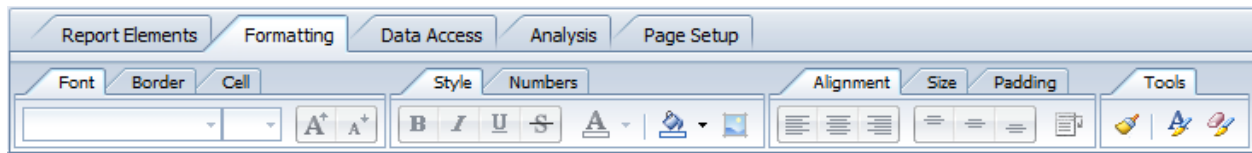


Repeat



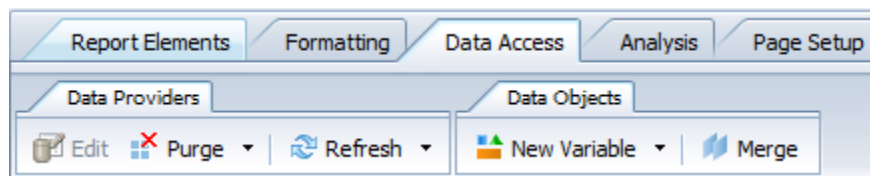
When a table or the header is selected, the table will appear at the top of each page.

Formatting Tab

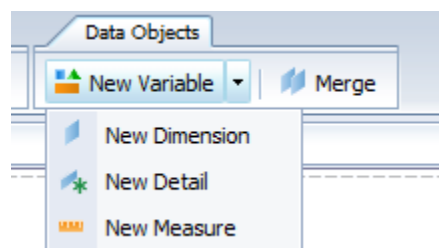


Many of the elements formerly included in the formatting toolbar are now located under the formatting tab.

Data Access Tab

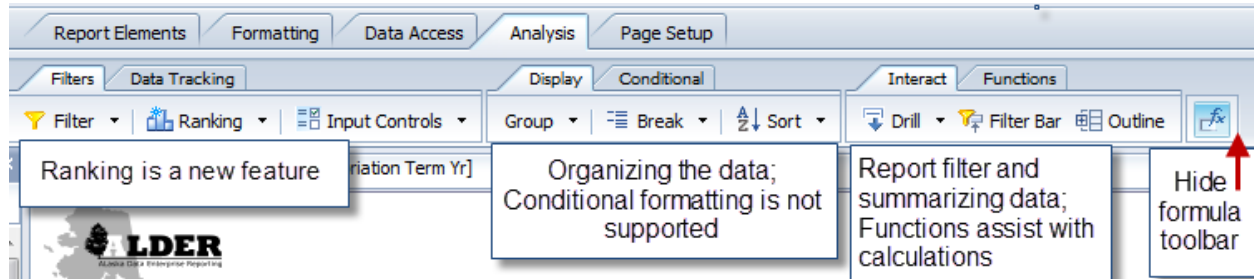


Many of the items from the workspace toolbar have moved to the Data Access tab. Edit is only available for developers. Merge is not supported. This is not the same as merged objects from a multiple query report.



Creating a variable has become easier by being able to select the type of variable that you want from the start.

Analysis Tab



This is for data analysis, filtering, and organizing the information. Many of these functions were formerly available on the Report toolbar.

Ranking

Ranking is a new way of displaying data based upon the information within the data table. This works like a conditional filter to provide specific interrelated limits on the report. The ranking does not impact report totals unless it is also added to those tables.

Appropriation: 11984-06 FINANCE OPERATIONS

Account	Document Num	Trans Code	Date Processed	P M	Input RD Code	Vendor Num	CC Code/ SY	Actual
72111 - AIRFARE	AA18566700008	310-10	08/22/05	02	02620	RAG0304	02400300-06	369.90
	AA18566700009	310-10	08/22/05	02	02620	CRO0000	02400300-06	338.90
	AA19013040011	310-10	02/23/06	08	02620	CRO0000	02400300-06	297.10
	AA19013040015	310-10	02/23/06	08	02620	RAG0304	02400300-06	297.10
	AA19013040030	310-10	03/13/06	09	02620	JOS0605	02400300-06	359.10
	AA19013040031	310-10	03/13/06	09	02620	CHS0605	02400300-06	297.10
	AA19166400002	310-10	04/25/06	10	02620	RAG0304	02400300-06	297.10
	AA19441160005	430-40	08/11/06	14	02214		02400210-06	305.10
	AP00308860002	310-55	04/25/06	10	02620	ALA8492	02400300-06	297.10
	AP00308860003	310-55	04/25/06	10	02620	ALA8492	02400300-06	50.00
AP00308860004	310-55	04/25/06	10	02620	ALA8492	02400300-06	128.00	
72111 - AIRFARE								3,036.50
72112 - SURFACE TRANSPC	AA18566700008	310-10	08/22/05	02	02620	RAG0304	02400300-06	6.00
	AA18566700009	310-10	08/22/05	02	02620	CRO0000	02400300-06	158.61
	AA19013040011	310-10	02/23/06	08	02620	CRO0000	02400300-06	173.25
	AA19013040031	310-10	03/13/06	09	02620	CHS0605	02400300-06	104.08
	AA19166400002	310-10	04/25/06	10	02620	RAG0304	02400300-06	128.19
AA19441160005	430-40	08/11/06	14	02214		02400210-06	15.00	
72112 - SURFACE TRANSPOI							585.13	

Before applying Ranking

Ranking Options

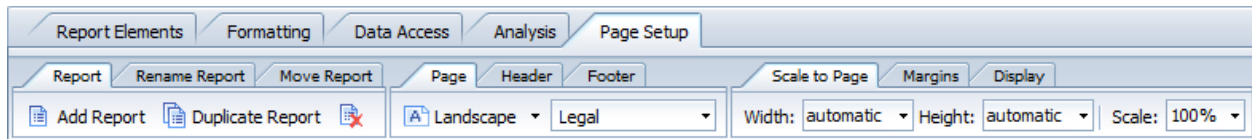
Appropriation: 11984-06 FINANCE OPERATIONS

Account	Document Num	Trans Code	Date Processed	P M	Input RD Code	Vendor Num	CC Code/ SY	Actual
72111 - AIRFARE	AA18566700008	310-10	08/22/05	02	02620	RAG0304	02400300-06	369.90
	AA19013040015	310-10	02/23/06	08	02620	RAG0304	02400300-06	297.10
	AA19166400002	310-10	04/25/06	10	02620	RAG0304	02400300-06	297.10
72111 - AIRFARE								964.10
72112 - SURFACE TRANSPC	AA18566700009	310-10	08/22/05	02	02620	CRO0000	02400300-06	158.61
	AA19013040011	310-10	02/23/06	08	02620	CRO0000	02400300-06	173.25
72112 - SURFACE TRANSPC								331.86
72113 - LODGING	AA18566700008	310-10	08/22/05	02	02620	RAG0304	02400300-06	644.00
	AA19013040015	310-10	02/23/06	08	02620	RAG0304	02400300-06	340.00
	AA19166400002	310-10	04/25/06	10	02620	RAG0304	02400300-06	207.00
72113 - LODGING								1,191.00
72114 - MEALS & INCIDENTA	AA18566700008	310-10	08/22/05	02	02620	RAG0304	02400300-06	201.00
	AA19013040015	310-10	02/23/06	08	02620	RAG0304	02400300-06	210.00
	AA19166400002	310-10	04/25/06	10	02620	RAG0304	02400300-06	159.00
72114 - MEALS & INCIDENTA								570.00

After Ranking

****Note:** Ranking is not visible in the document structure and filters so these will need to be added to the header box to inform readers of the report that ranking has been put on the report.

Page Setup Tab



This is for the overall formatting of the report, position of the report tabs in relation to each other, and formatting of the report for printing.

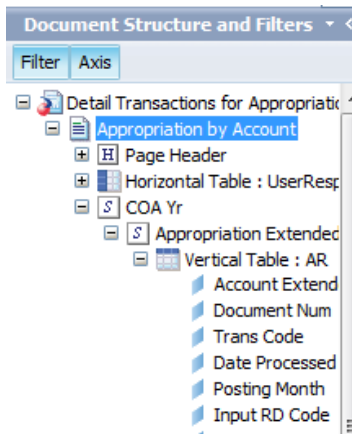
Report Panel Changes

Available Objects

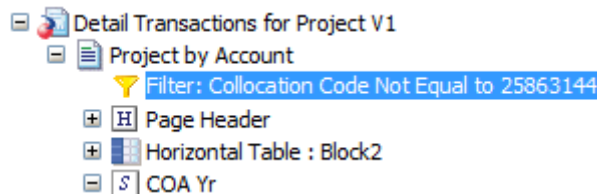
Object ID	Value
AP00289180026	310-5
AP00289180027	310-5
AP00289180028	310-5
AP00289180029	310-5
AP00289180030	310-5
AP00308350002	310-5
AP00316320004	310-5
AP00316320005	310-5
AP00316320006	310-5
AP00316320007	310-5
AP00336890009	310-5
AP00337760001	310-5
AP00337760002	310-5
AP00337760003	310-5
AP00337760004	310-5
72970 - TRAVEL COST AJE X	
TOTAL APPROPRIATION 11985-06 STATE TRAVEL	
TOTAL COA YR 2006	
REPORT TOTAL:	

Formulas will no longer appear as available objects.

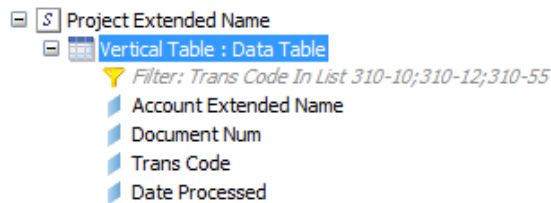
Document Structure and Filters



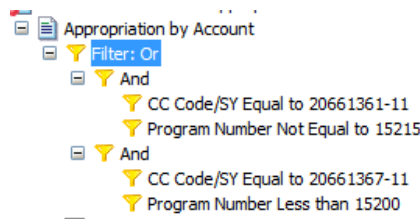
You can now see the available objects that are in specific tables in the order in which they are on the table from left to right.



Report Filters will show where they are applied.



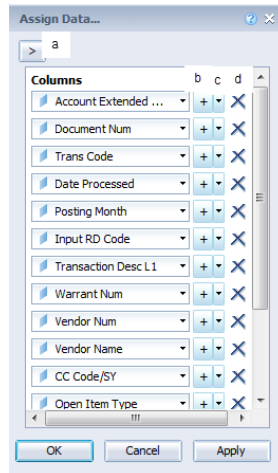
Input controls show as italic, grayed out.



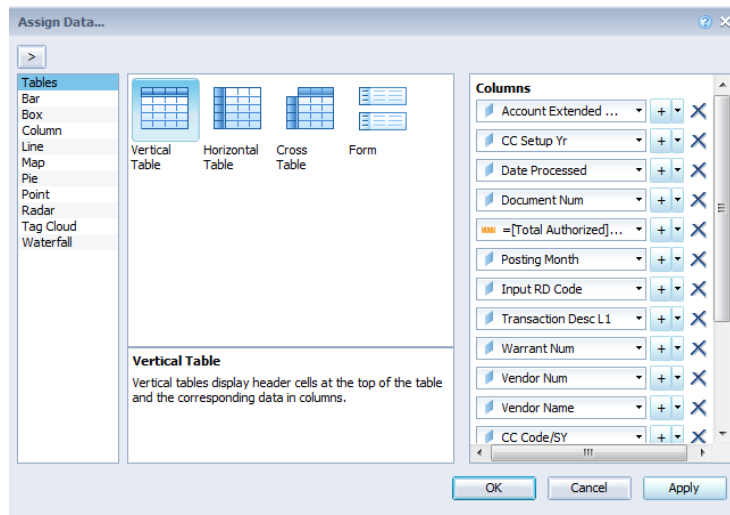
Nested filters show.

Assigning Data

The old concept of Pivot Tables has been moved into the Assign Data category. Right click on the data table from the report panel and select Assign Data. Expand the arrow at the top to see more options (a). Item (b) adds a new column for an available object. Item (c) allows you to reorder the available object. Item (d) deletes that available object.



Once you have expanded the view, you can change the table type, transform it to a graph/chart, add or remove items from the data table, or rearrange the data table.



Selected Sections

The screenshot displays the document structure on the left and the report preview on the right. The document structure includes sections like 'Program Extended Name', 'Vertical Table : Program Header', 'CC Code/SY', 'Vertical Table : Data Table', 'Vertical Table : Program Total', 'Vertical Table : Program Total (1)', 'Vertical Table : COA Yr Total', 'Vertical Table : COA Yr Header', 'Vertical Table : Report Total', 'Page Footer', 'Program by CC', and 'Program by CC by AC Excel'. The report preview shows a table with columns for 'COA Year', 'Program', 'Account Type(s)', 'Account Number', 'Posting Type(s)', and 'Posting Month(s)'. Below the table is a 'Chart of Account Year' section with a 'Program:' label and a text input field. The selected areas in both the tree and the report are outlined in blue.

Now selected areas will be outlined in blue. Section cells do not have an underline to mark their presence on the face of the report.

Deleting a Section Cell

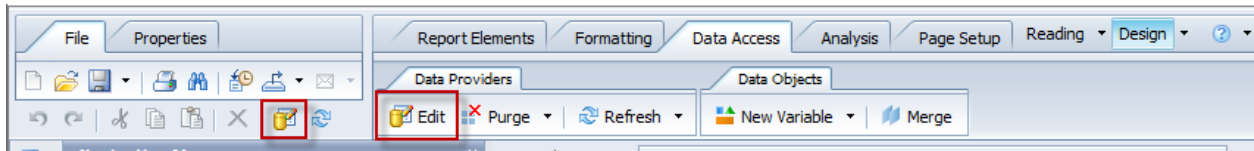
The screenshot shows a right-click context menu over a report section. The menu options include 'Delete', 'Clear Contents', 'Edit Formula...', 'Linking', 'Drill', 'Filter', 'Ranking', 'Hide', 'Order', 'Align', 'Formatting Rules', 'Text', and 'Format Cell...'. The 'Delete' option is expanded, showing 'Cell Only' and 'Cell and Section' sub-options. A red arrow points to the 'Cell Only' option.

When right clicking in the workspace panel, there are the two options for deleting the section cell, to delete the cell only or the cell and section. When deleting a section cell, from document structure and filters with a right click, you will not receive a warning as the section cell is a separate element. However, if you select delete from the workspace panel above document structure and filters, you will still receive the warning about deleting the section and the cell.

For Report Developers / Agency Advocates

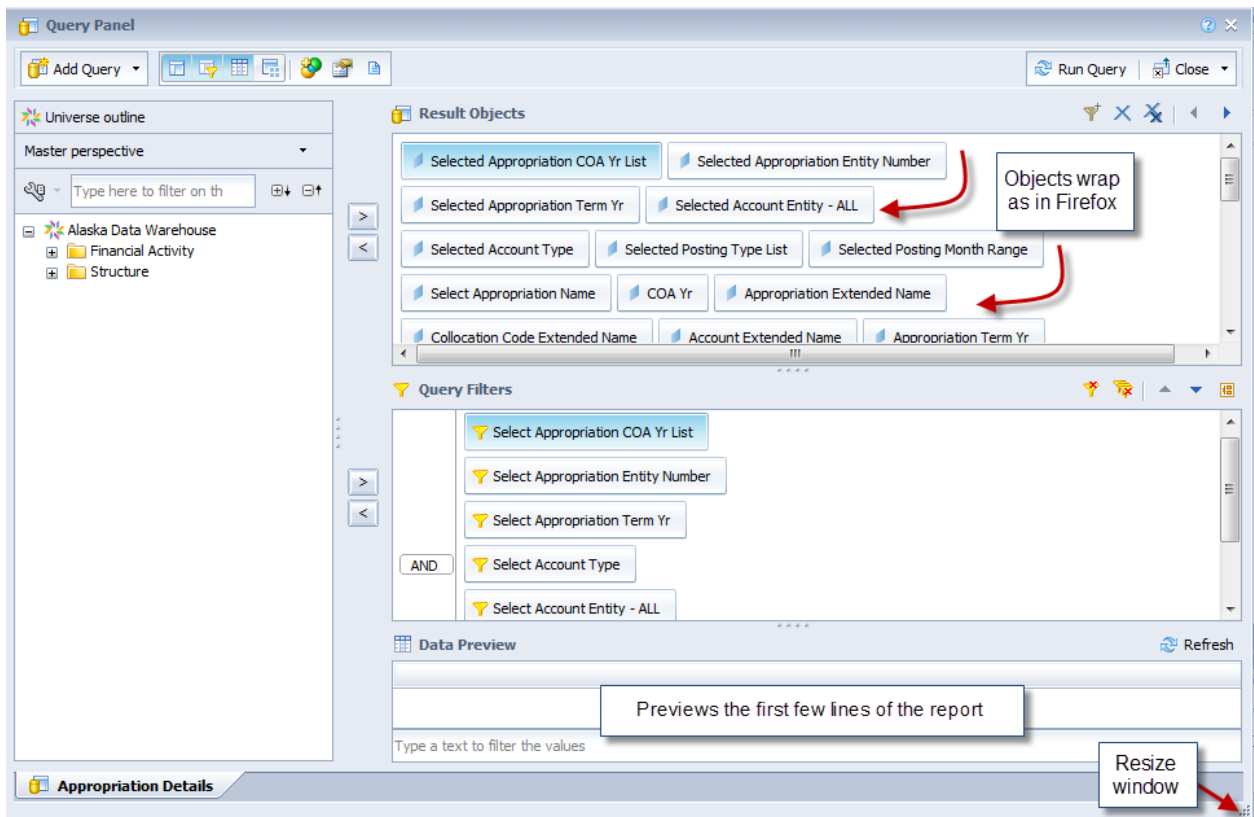
EDIT DATA PROVIDERS	ERROR! BOOKMARK NOT DEFINED.
THE NEW QUERY PANEL.....	ERROR! BOOKMARK NOT DEFINED.
<i>Edit Query Toolbar</i>	<i>Error! Bookmark not defined.</i>
<i>New Detail Icon</i>	<i>Error! Bookmark not defined.</i>
<i>Data Preview</i>	<i>Error! Bookmark not defined.</i>
MULTIPLE QUERIES	ERROR! BOOKMARK NOT DEFINED.

Edit Data Providers



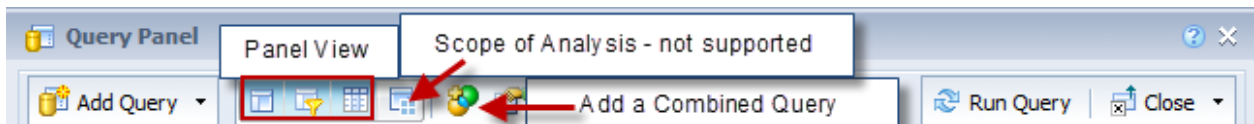
There are two ways to get to the Edit Data Providers (formerly Edit Query). Under Data Access, notice the Edit function is now available. It is also on the left side of the Workspace Toolbar.

The New Query Panel

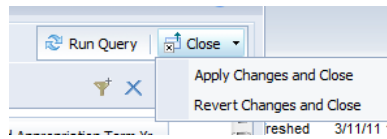


Some of the functionality of Firefox platform has been integrated into this version. As you add result objects to your query, the information wraps down instead of being listed across only. We are still able to resize the windows for all parts of the edit query panel, this is made more visible by the inclusion of four dots between the panels. Data preview is not supported.

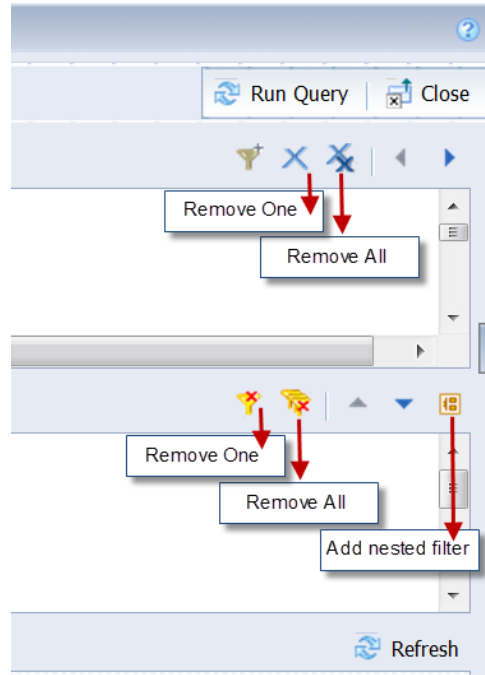
Edit Query Toolbar



The panel view buttons allow you to choose which of the panels you want to see in your edit query panel. The Combined Query function is not supported.

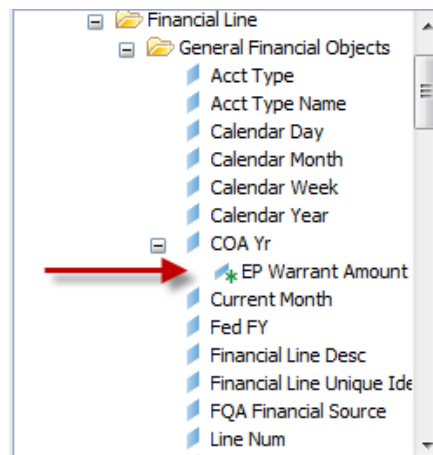


The save function has changed to either applying the changes and closing or reverting the changes and closing. You cannot save and remain in the edit query panel. The apply changes and close option does not run the report.



The location of the buttons to arrange the results objects and query filter panels have moved to the top of the panes instead of the side.

New Detail Icon





The icon on the detail items has changed and now when these detail items are added to queries, their dimension does not come with the detail item.

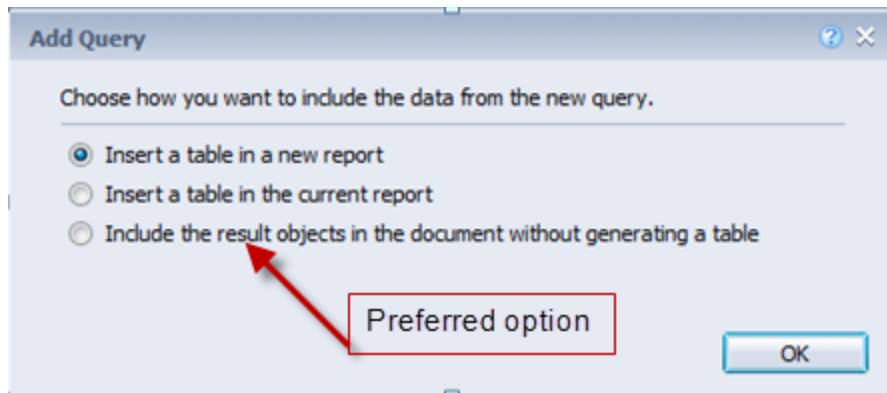
Data Preview

Selected Fund COA Yr List	Selected Fund Entity Number	Select Fund Name	Selected Account Type	Selected Account Entity - ALL	COA Yr
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013
2013	11176	NTSC BONDS FUNDING	AS,LI,FE	ALL	2013

The Data Preview panel allows the user to preview data retrieved for all Result Objects of a query based on data input into the query filters.

Multiple Queries

The best way we have seen to creating a multiple query is to add a new query to the existing query and putting the appropriate filters and results into the new query. If you duplicating a query, be sure that the Query Filters have Filters Icons  rather than Edit Data Providers Icon . Remove the Edit Data Provider Icons and replace with Filters so that you will get the intended results. After you run the query and enter the prompts, this box will pop up.



You have three options:

1. **Insert a table in a new report which gives you the result below:**

Report 2

Selected App	Selected Acc	Selected Acc	Selected Pos	Selected Pos	Account Ext	Actual
50674	73525	EX	1 - 18	1	73526 - ELE	348,032.74
50674	73525	EX	1 - 18	1	73527 - WAT	72,616.27
50674	73525	EX	1 - 18	1	73528 - DISF	20,198.90
50674	73525	EX	1 - 18	1	73529 - NATI	2,458.18
50674	73525	EX	1 - 18	1	73530 - HEA	671,579.49

2. Insert a table in the current report which gives you the result below:

Appropriation Entity Number	50674
Account Entity	73525
Account Type	EX
Posting Type List	1
Posting Month Range	1 - 18

Account Extended Name	TY 2008	TY 2009	
73526 - ELECTRICITY	301,457.23		
73527 - WATER & SEWAGE	101,944.34		
73528 - DISPOSAL	20,244.68		
73529 - NATURAL GAS/PROPANE	2,332.28		
73530 - HEATING OIL	1,013,316.72		

Selected App	Selected Ac	Selected Acr	Selected Po	Selected Pos	Account Extr	Actual
50674	73525	EX	1 - 18	1	73526 - ELE	348,032.74
50674	73525	EX	1 - 18	1	73527 - WAT	72,616.27
50674	73525	EX	1 - 18	1	73528 - DISF	20,198.90
50674	73525	EX	1 - 18	1	73529 - NATI	2,458.18
50674	73525	EX	1 - 18	1	73530 - HEA	671,579.49

3. Include the result objects in the document without generating a table. This option requires you to insert the new information into the existing table. This option is the preferred method and produces similar results as prior versions.

Appropriation Entity Number	50674
Account Entity	73525
Account Type	EX
Posting Type List	1
Posting Month Range	1 - 18

Account Extended Name	TY 2008	TY 2009	
73526 - ELECTRICITY	301,457.23		
73527 - WATER & SEWAGE	101,944.34		
73528 - DISPOSAL	20,244.68		
73529 - NATURAL GAS/PROPANE	2,332.28		
73530 - HEATING OIL	1,013,316.72		

Available Objects <<



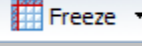
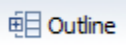
Type here to filter tree

- [-] MQ AR by AC V2
 - Account Extended Name
 - Selected Account Entity - ALL
 - Selected Account Type
 - Selected Appropriation Entity Number
 - Selected Appropriation Term Yr
 - Selected COA Yr List
 - Selected Posting Month Range
 - Selected Posting Type List
 - Actual(AR TY 2008)
 - Actual(AR TY 2009)
 - Variables

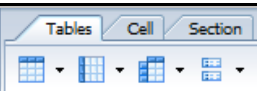
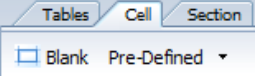
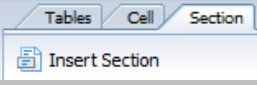

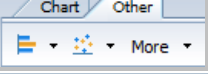
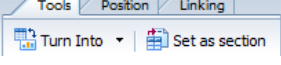

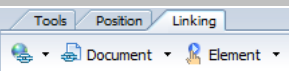

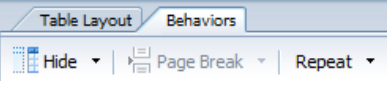
Appendix

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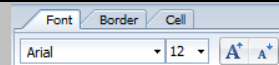

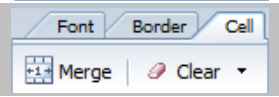
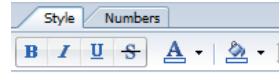
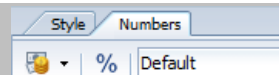
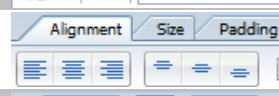
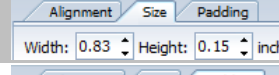
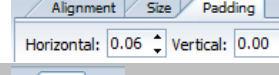

Reading Workspace Toolbar

Button	Title	Description
	Track and Drill	Not supported
	Filter Bar	Quick Filters to limit data showing on the report
	Freeze	Freezes the header rows of the report as you view the report (only active when a table has been selected)
	Outline	Outline allows user to summarize data

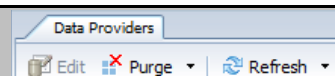
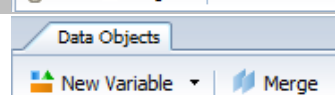
Report Elements Tab

Button	Title	Description
	Tables	To add a table
	Cells	To add a cell
	Section	To add a section
	Chart	To add a column, line, or pie chart
	Other	To add a bar, scatter, box, radar, tree, heat, or tag chart
	Tools	To transform a table into a different kind of table or chart; setting information in the data table as a section
	Position	Order allows you to move objects in front or behind other objects; Align allows you to change the relative position of information (see layout area discussion)
	Linking	Not supported
	Table Layout	Break allows you to add, remove, manage breaks; Insert row or column into the table; Header and Footer add or hide the header/footer of the table
	Behaviors	Hide or show a single dimension in the data table; Page Break (only active in page view) inserts or deletes page breaks; Repeat a table, header, or footer on every page

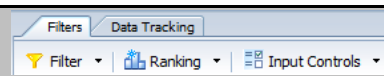
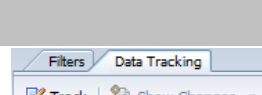
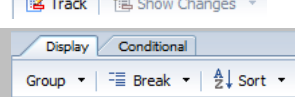

Formatting Tab

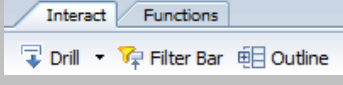
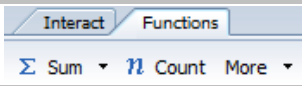

Button	Title	Description
	Font	Changes the style of print and size of font
	Border	Places borders around cells; change color of borders
	Cell	Merge adjacent cells into a single cell; Clears formatting from one or more cells
	Style	Bold, Italic, Underline, Strikethrough: change font color; add background fill; add background image
	Numbers	Applies a currency format, percentage, or dropdown menu for specific formatting images
	Alignment	Change the alignment of a cell (left, right, center, top, middle, bottom) or wrap text within the cell
	Size	Changes the size of the cell
	Padding	Creates blank space around the values in the cell
	Tools	Format painter (repeat formatting); show formatting of the report; clear formatting of the report

Data Analysis Tab

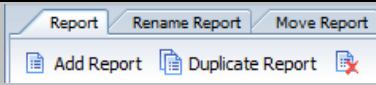
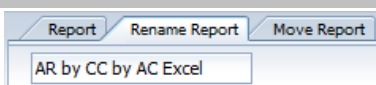
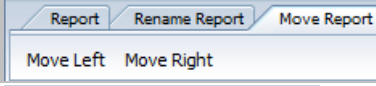
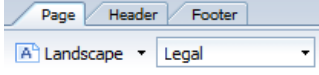
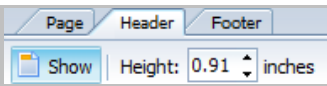
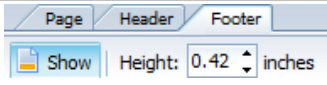
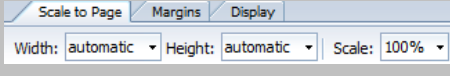
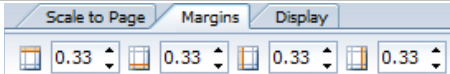

Button	Title	Description
	Data Providers	Purge data; refresh the query
	Data Objects	Create a new variable based upon dimension, detail, or measure; Merge is not supported

Analysis Tab

Button	Title	Description
	Filters	Add, edit, or remove filters on the report; Ranking reduces the amount of returned data; Input Controls create a custom query
	Data Tracking	Tracks changes in data from one refresh to the next
	Display	Group is not supported; Break allows you to add, remove, manage breaks; Sort allows you to add, remove, or design sorts
	Conditional	Not supported

Button	Title	Description
	Interact	Drill is not supported; Filter Bar shows the quick filter toolbar; Outline allows user to summarize data
	Functions	Insert or remove a formula in a cell
	Formula Toolbar	Show or hide formula toolbar

Page Setup Tab

Button	Title	Description
	Report	Add a blank report; duplicate the current report; delete the current report
	Rename Report	Change the name of the current report
	Move Report	Change the position of the current report in relation to other reports
	Page	Change the layout of the report (landscape/portrait); change the paper size of the report
	Header	Show/hide of the page header; change the height of the page header (ALDER logo, report title, and last refreshed)
	Footer	Show/hide of the page footer; change the height of the page footer (page number)
	Scale to Page	Controls the width, height, and scale of the page when going to print
	Margins	Set or change margins of the report
	Display	Changes the display view of the report (page/draft) and the number of rows or columns per page of the report