



SMART VIEW TRAINING GUIDE

PULLING C-BIG REPORTS INTO EXCEL

Office of Academic Planning & Budget
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Smart View Training Guide

This training guide has been created to enable users to take advantage of the data and analysis functions available in C-BIG through the Smart View add-in. It is encouraged that users follow along with the steps and replicate what is presented in the manual. Should any questions come up during your review of the information, please feel free to contact APB's Hyperion Planning Analyst, Cathy Son at cson@ponet.ucla.edu or x53833.

Smart View Overview

- Microsoft Office add-in for Oracle Hyperion Planning applications
- Allows users to input data through templates created for C-BIG
- Provides ad-hoc query capability to users in a familiar Excel environment
- Allows users to dynamically access the live data and develop their own queries
- Allows users to pull CBIG reports to manipulate in Excel

Installing Smart View

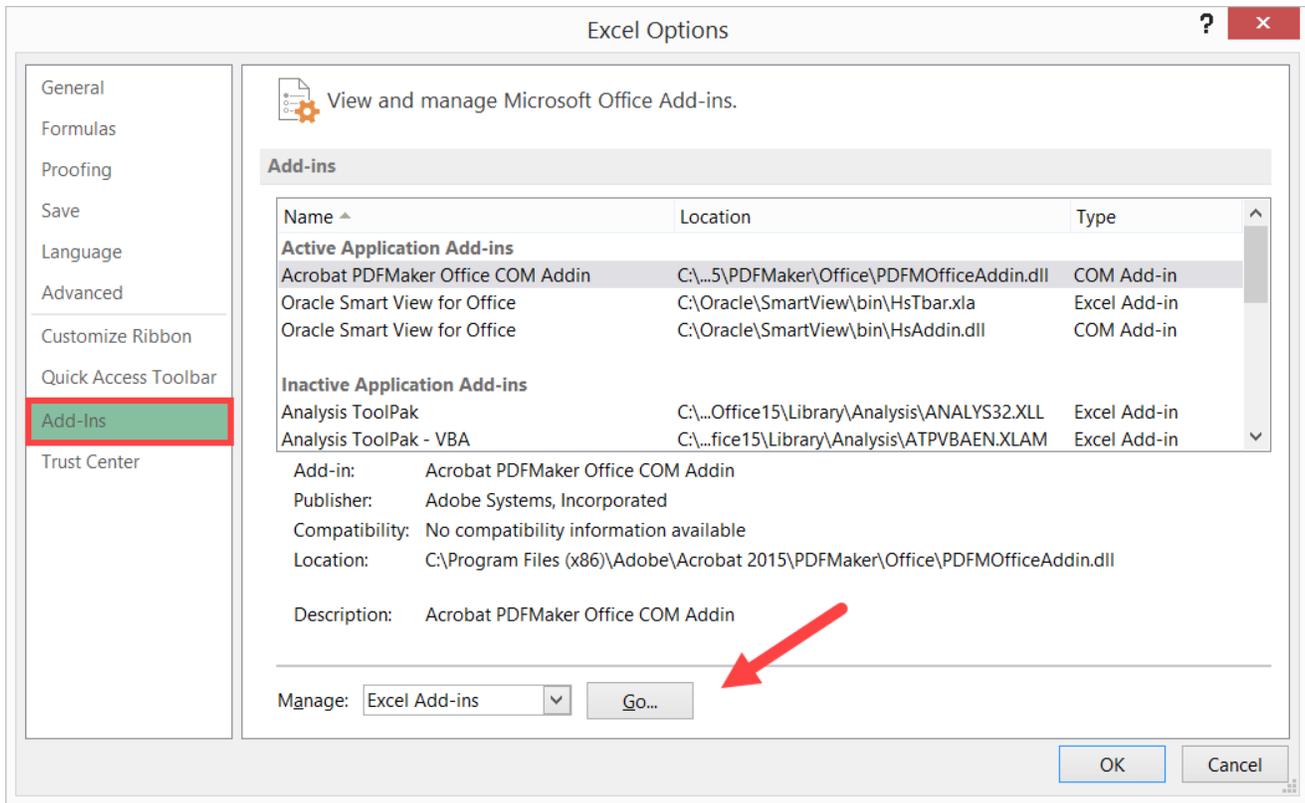
To begin, first install Smart View (with the help of your IT team, if needed).

1. To download, go to the [APB C-BIG webpage](#) and click the **Download Smart View!** link.
2. Download and install - be sure to right-click the .exe file and select **Run as Administrator** when installing.
3. Open Excel and verify that the Smart View tab is there.



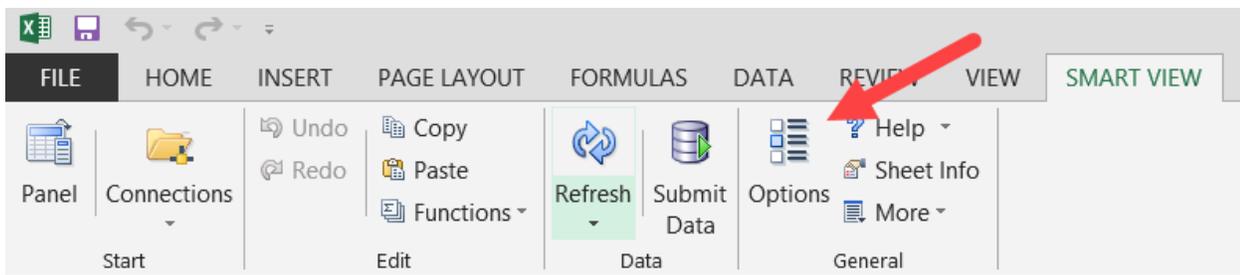
If there are other Excel Add-ins installed, you may need to disable them for Smart View to run properly (i.e. Acrobat PDFMaker Office COM Addin). Go to **File > Options > Add-Ins > Excel Add-ins > Go...** and uncheck add-ins you would like to disable (see image below).

If Smart View is installed, but does not appear in Excel, make sure **Oracle Smart View for Office** is checked under both **Excel Add-ins** and **COM Add-ins**.



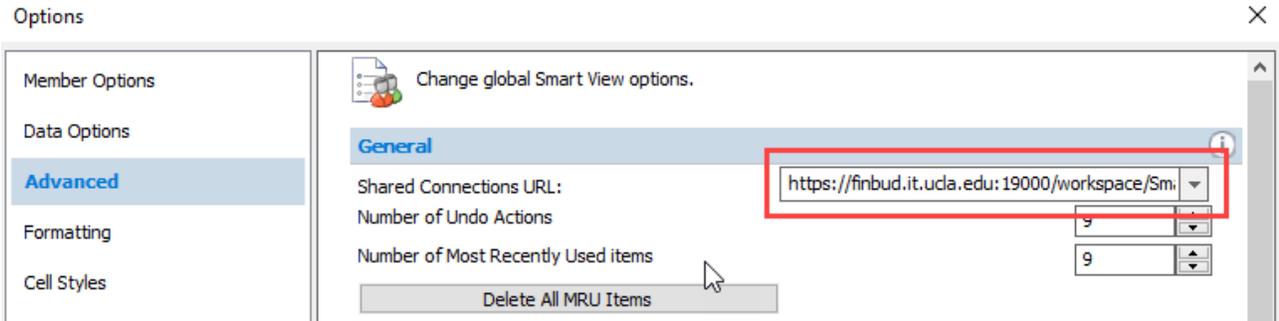
Setting Up Smart View Connection

1. After the installation of Smart View is complete, launch Microsoft Excel.
2. Select **Smart View** from the menu.
3. In the Smart View Ribbon, select **Options**:



4. Within the Options window, select **Advanced**.
5. In the **Shared Connections URL** section, copy the entire URL below and paste into the box:

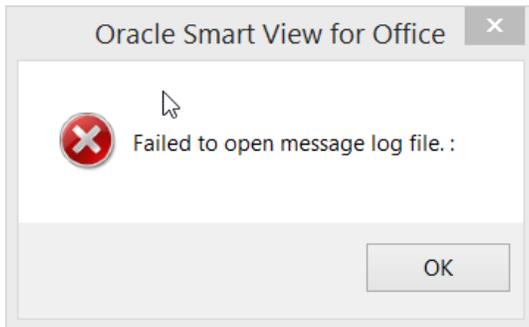
<https://finbud.it.ucla.edu/workspace/SmartViewProviders>



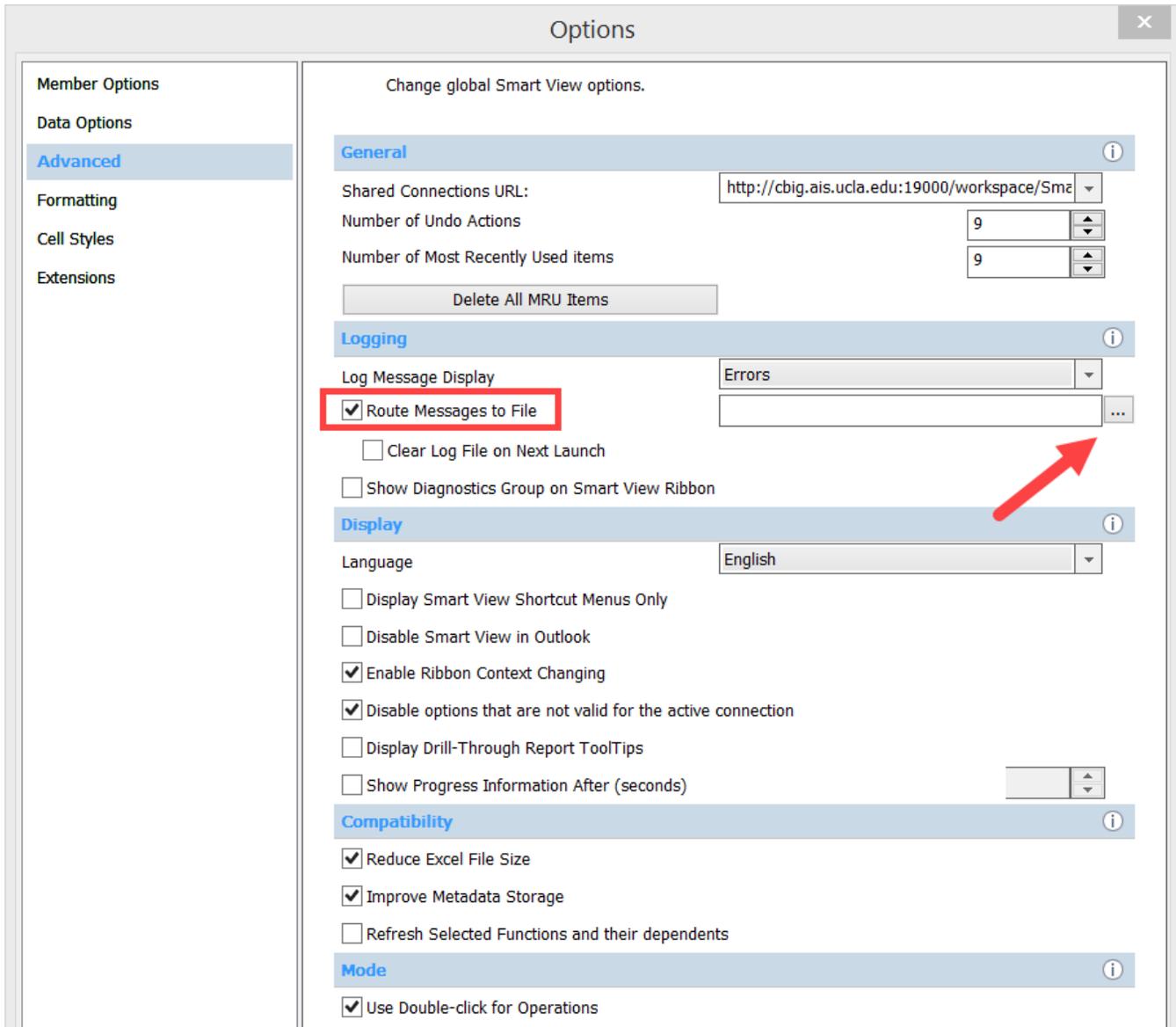
6. Click **OK**.



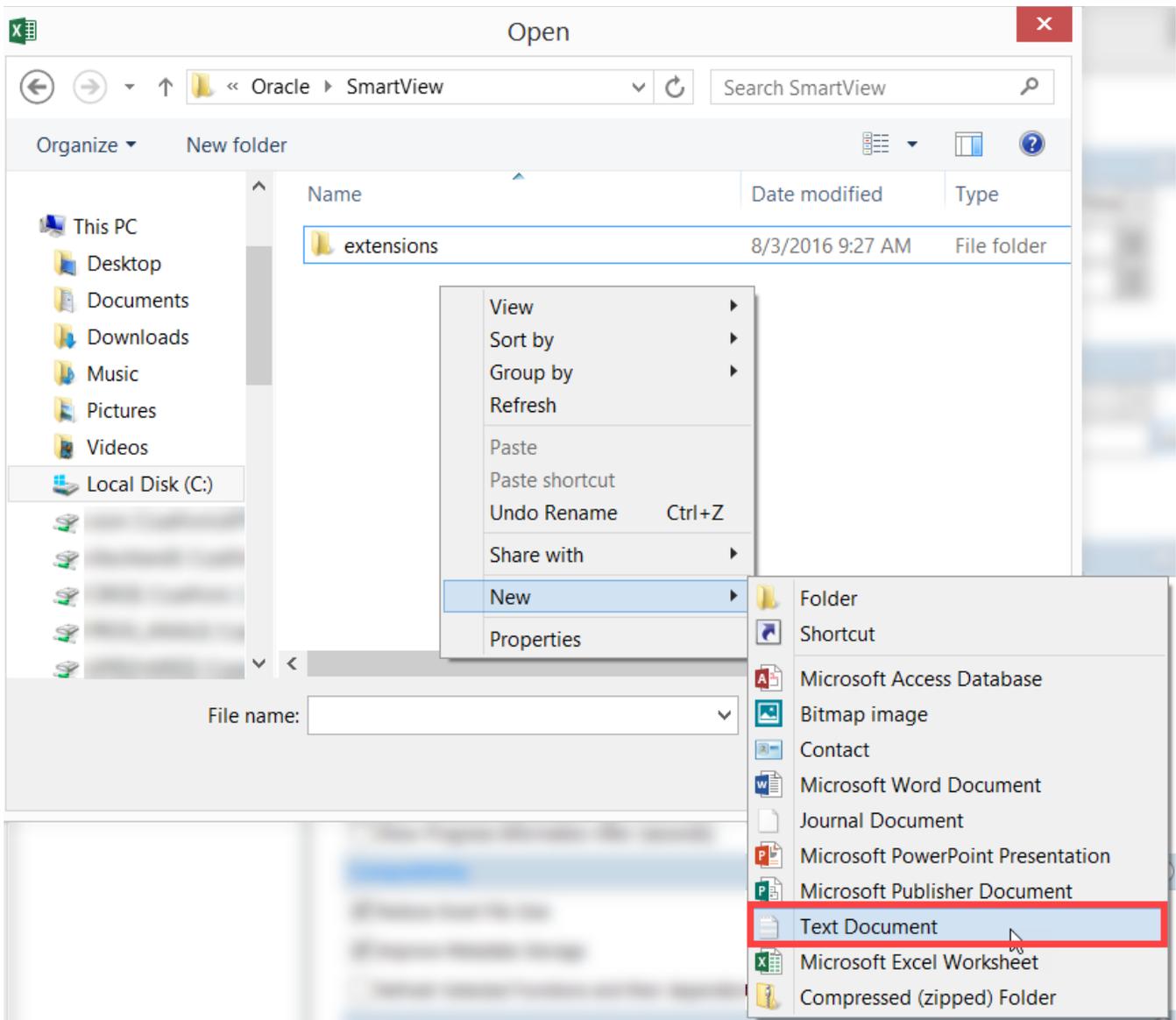
If you receive the following message when trying to save your Options, please create a log file by following the steps below:



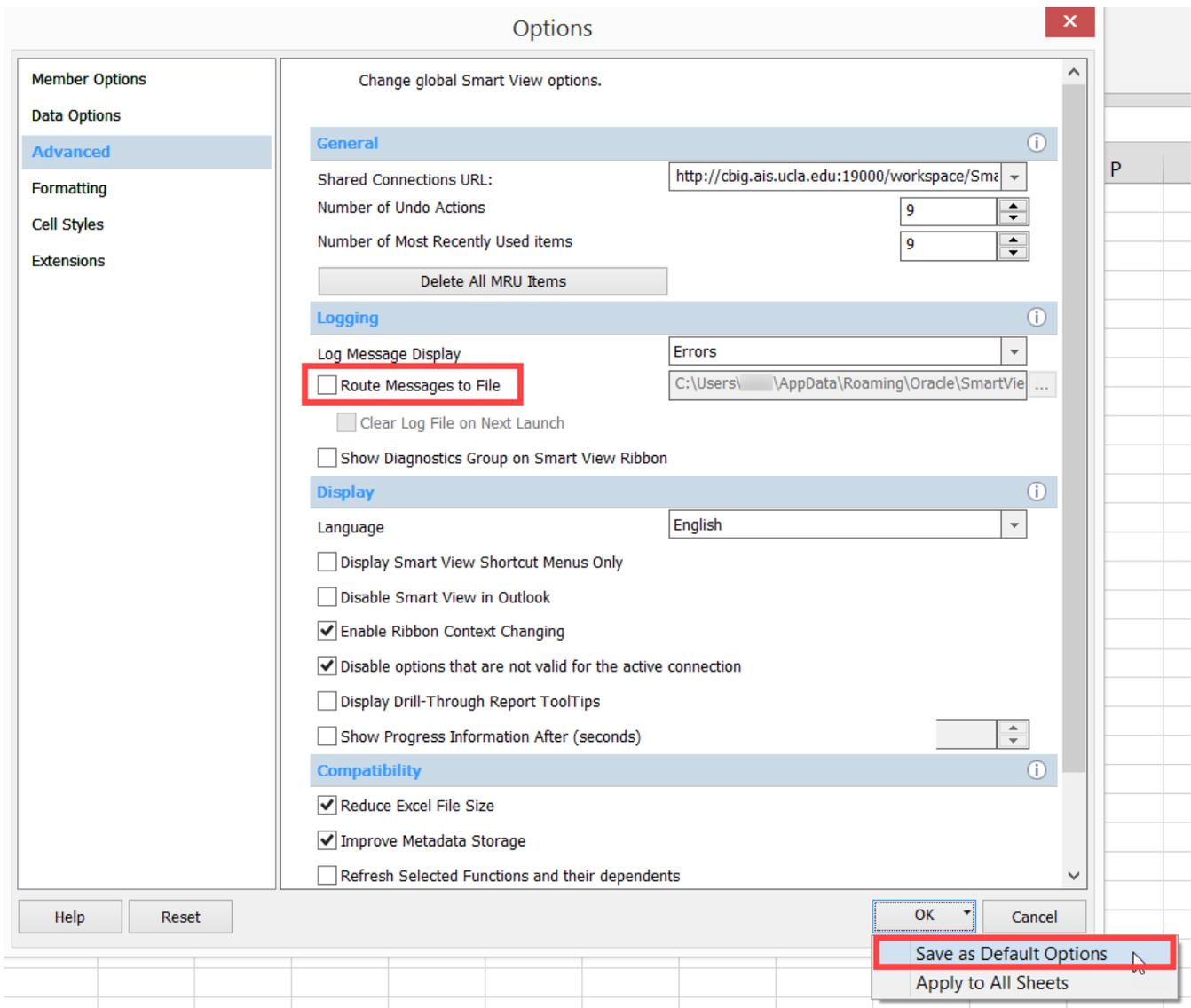
1. In **Options > Advanced**, check **Route Messages to File** option and click on the **elipses icon** to search for a file location:



2. At a folder/location of your choice, right-click and select **New > Text Document**.



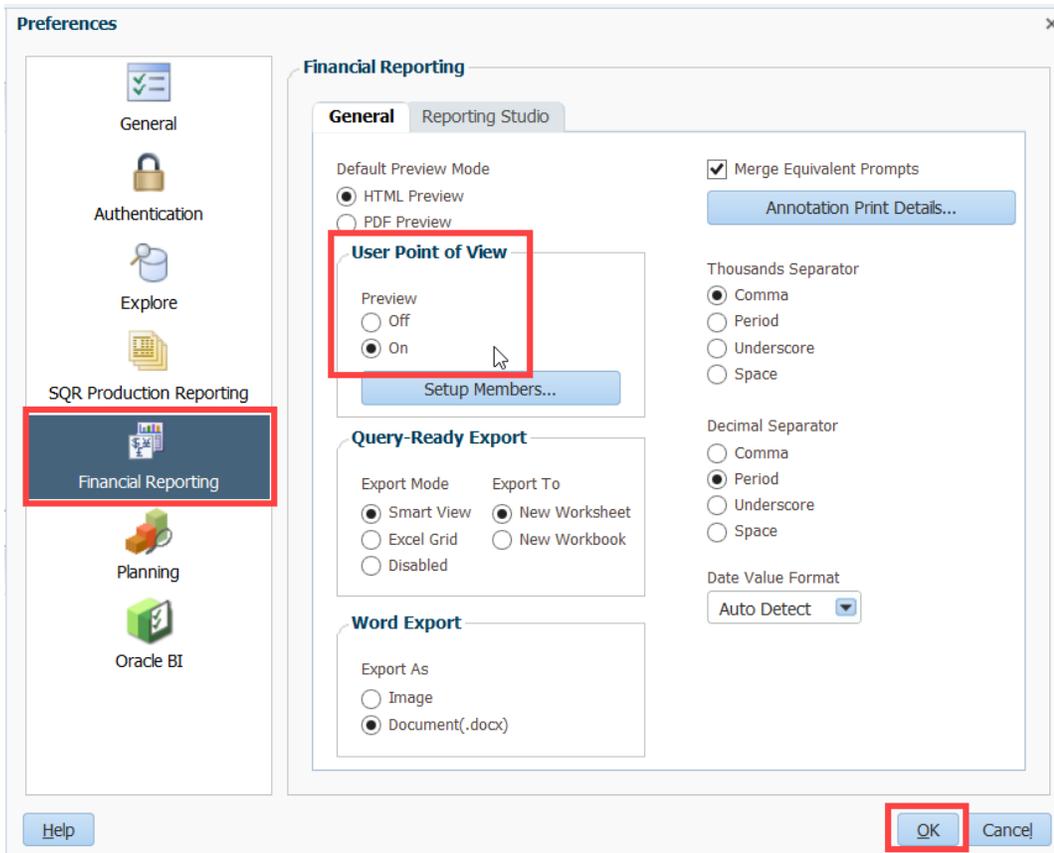
3. Name your document "**SmartViewLog.log**" and select **Open**.
4. Uncheck the **Route Messages to File** option and click **OK > Save as Default Options**:



Set Mandatory Report Preference

A preference option must be set by each user to pull reports – otherwise an error will occur. If the preference has already been set, you may leave as is.

1. Log into the CBIG web application (click [here](#) to launch) and go to **File > Preferences > Financial Reporting**.
2. Where it says “User Point of View”, turn the Preview **On** and click **OK**:

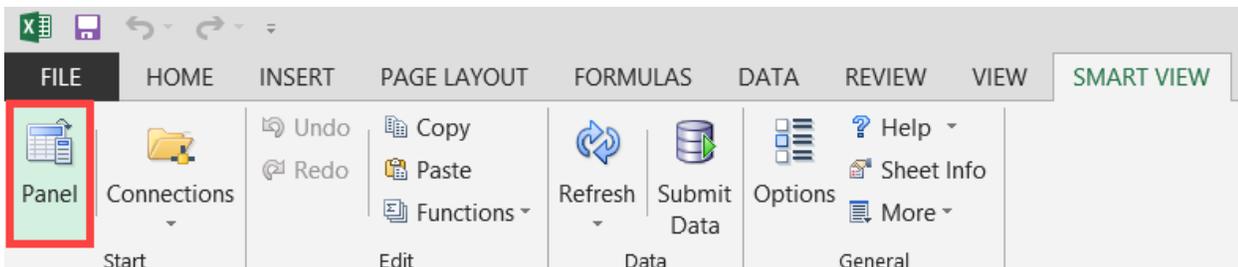


Connecting to Financial Reports

C-BIG reports can be pulled into Excel sheets to allow formatting changes and manipulation. Reports can also be opened in HTML view or PDF view through the Hyperion Planning web application.

To open a report in Excel via Smart View,

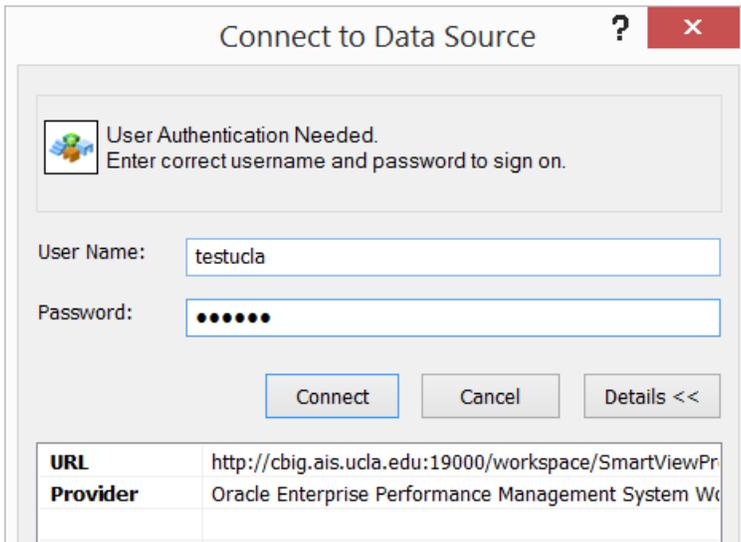
1. Click on the **Smart View** Ribbon.
2. Click on **Panel**.



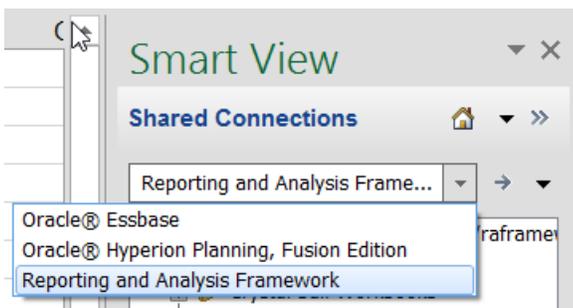
3. In the Smart View panel, click on **Shared Connections**.



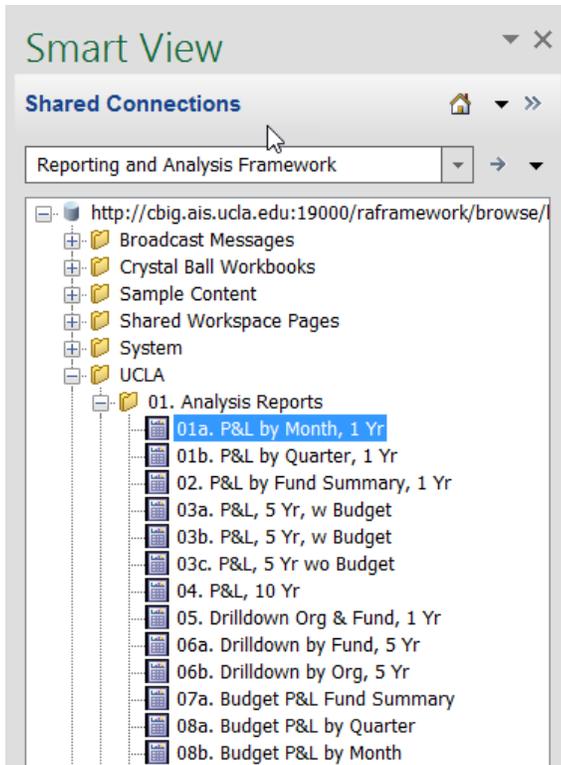
4. Enter your User Name and Password and click **Connect**:



5. Open the Smart View Connection panel and select **Reporting and Analysis Framework**:



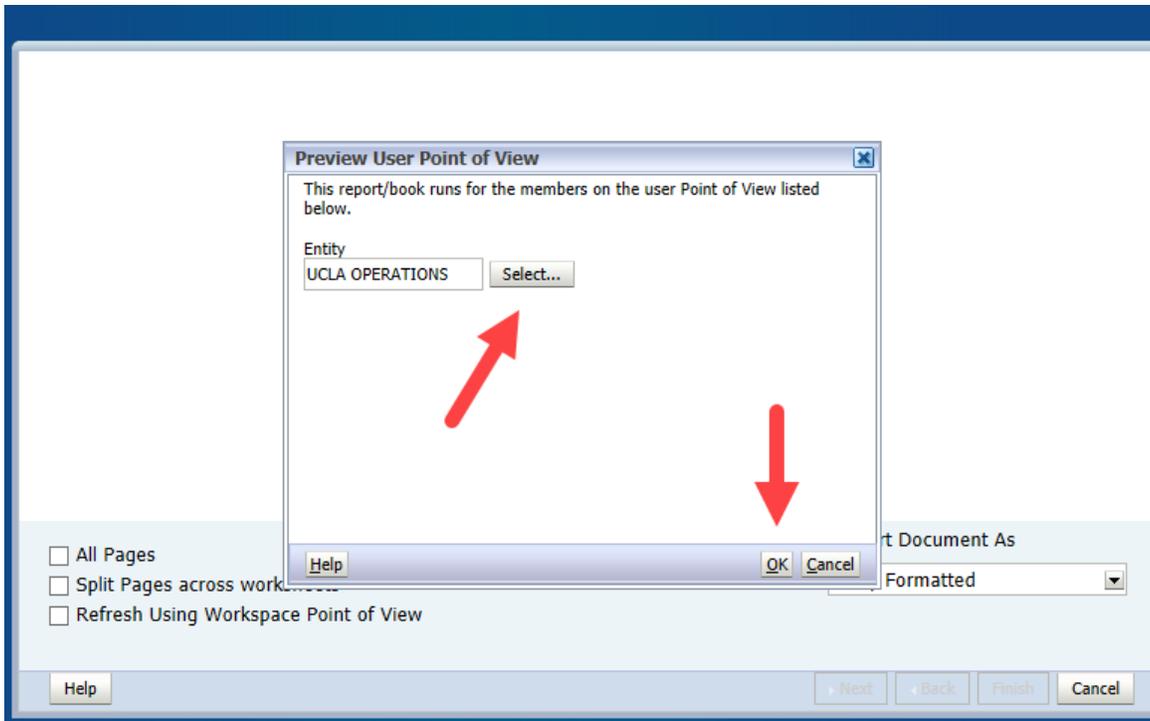
6. Click on the + next to the URL then click the **UCLA** folder to see listing of report folders.
7. Open reports folders to see reports.



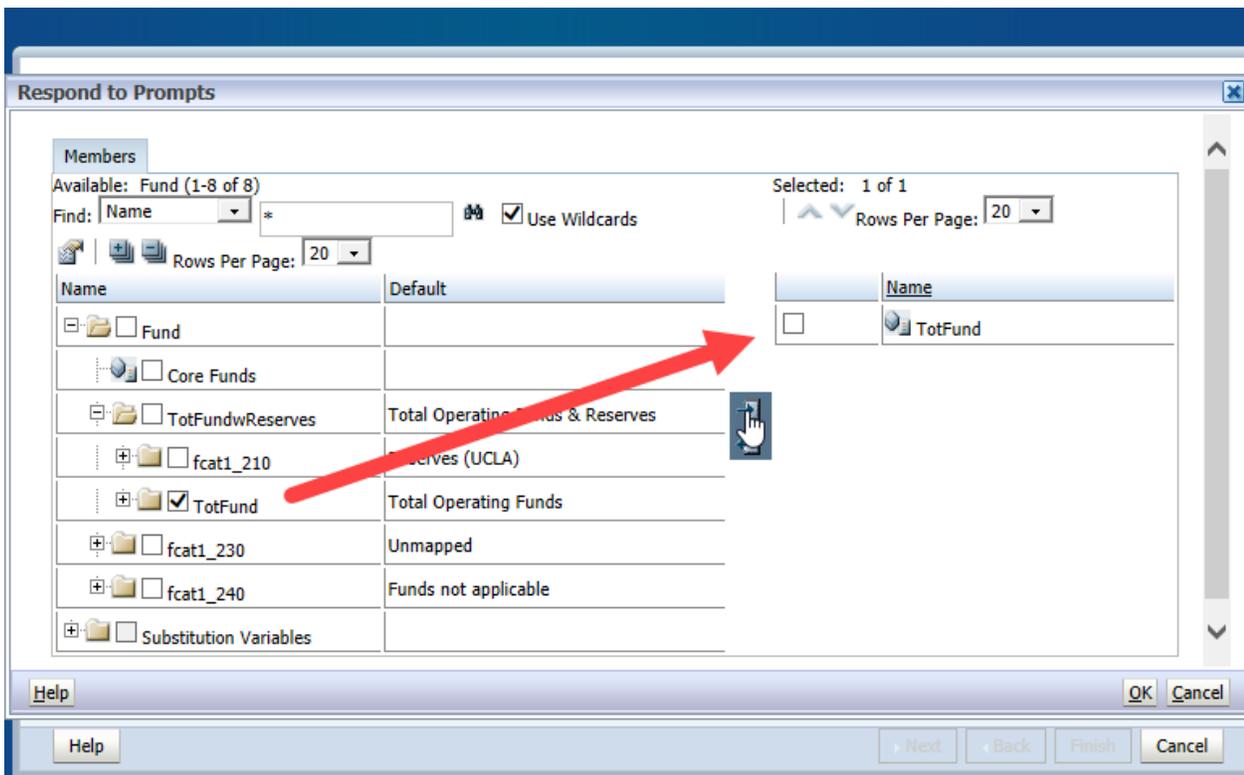
8. Open report by double clicking on the report name.
9. Review the **User Point of View** box (not every report has this) and select the desired member for the report (click **Select** and choose a member from the dimension hierarchy or type in the exact member name – not case sensitive).



Users do not have access to the following upper level entities: UCLA OPERATIONS, loc_4, etc. They must be changed to a department or org that they have access to. Use the following formats in the User Point of View window: dpt_#### or org_####.



10. Click **OK** after selections have been made.
11. Next, the **Prompt** box will appear (if the report has prompts built into it); select one member or multiple members. To select members, click the member selector icon and move the desired members to the right panel (you may need to scroll to see the right panel).



- Alternatively, enter the fund number in the format “fnd_#####” into the prompt box. Be sure to check **Edit Member Names** first (if needed).

Respond to Prompts

The following prompt has been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter FUND/FUND CATEGORY (fund format: fnd_#####):	fnd_19900	Report	Report: 01b. P&L by Quarter, 1 Yr Grid: Grid1

Edit Member Names

- Click **OK** after selections are made.
- Preview the report. Choose **Fully Formatted** under the **Import Document As** option.



Note! **Fully Formatted** will give you the report as it was built – font formatting, indents, and borders included! You may change the format of the report after it runs as well.

- Check **All Pages** if you have multiple Prompt selections to see separate reports for each selection.
- Check **Split Pages across worksheets** if you would like to see each Prompt selection on a different sheet.
- Click **Finish**.

Import Workspace Document

FiscalYr: FY17 Entity: UCLA OPERATIONS Sub: TotSub

UCLA FY 2016-1

Page: Total Operating Funds & Res

	July	August	September	October	November
▶ General Fund Source	893,033,875	13,132,128	27,444,862	9,646,154	10,133,628
▶ Indirect Cost Distributed Source	99,806,589	537,117	8,346,028	2,155,332	(353,989)
▶ Student Services Fees Source	32,812,145	73,429	14,419	145,363	15,413
▶ University Financial Aid Source	142,764,737	52,896	0	641,134	0
▶ Other State Funds Source	3,970,838	364,689	410,773	2,847,768	22,959
▶ Other Source Funds Source	40,376,408	552,101	7,960,393	4,908,899	7,877,500

All Pages
 Split Pages across worksheets
 Refresh Using Workspace Point of View

Import Document As

Fully Formatted

18. The report will open in Excel, and users can change the formatting to their liking. Once changes have been made, it can be saved as an Excel file or PDF.

	A	B	C	D	E	F	G	H
1	UCLA							
2	FY 2016-17 Consolidated Income Statement							
3	UCLA OPERATIONS							
4								
5								
6	Page: Total Operating Funds & Reserves							
7		July	August	September	October	November	December	January
8	General Fund Source	893,033,875	13,132,128	27,444,862	9,646,154	10,133,628	7,835,426	(587,207)
9	Indirect Cost Distributed Source	99,806,589	537,117	8,346,028	2,155,332	(353,989)	184,892	3,784,896
10	Student Services Fees Source	32,812,145	73,429	14,419	145,363	15,413	3,965,466	590,860
11	University Financial Aid Source	142,764,737	52,896	0	641,134	0	0	2,018,000
12	Other State Funds Source	3,970,838	364,689	410,773	2,847,768	22,959	56,000	1,279,546
13	Other Source Funds Source	40,376,408	552,101	7,960,393	4,908,899	7,877,500	2,530,314	3,752,876
14	Contracts and Grants Source	153,852,937	97,377,506	151,705,601	47,002,614	44,975,698	35,978,055	50,244,749
15	Gifts and Endowments Source	67,498,377	33,377,496	27,415,207	24,916,854	17,190,708	24,363,671	28,711,464
16	Student Referendum Fees Source	3,002,287	762,509	133,960	(1,494)	236,120	336	(1,841)
17	Student Fees - Other Source	65,908	22,688	47,295	233,233	651,438	845,919	673,877
18	Summer Session Funds Source	52,201,256	(912,701)	(8,122)	(15,500)	(10,354)	(994,994)	36,639
19	UCLA Extension Funds Source	21,888,316	10,611,120	9,037,191	2,856,241	7,054,939	7,185,262	8,119,454
20	Prof. Deg. Supplemental Tuition Source	21,758,622	7,338,659	(61,475)	918,853	29,043,078	(31,677)	(111,332)
21	Self-Supporting Degree Prog. Fees Source	26,177,841	19,734,969	549,372	192,333	37,850,775	1,239,935	1,388,405
22	Course Materials Fees Source	575,254	169,671	944,009	214,691	3,571,887	492,539	(1,350)
23	Sales and Service Source	28,744,514	89,970,935	371,023,212	231,284,809	267,368,884	238,150,782	284,886,477
24	Compensation Plan Source	(8,350,316)	99,695,451	99,504,216	98,381,478	94,151,328	101,933,525	88,508,714
25	Auxiliaries Source	32,983,134	17,833,287	27,437,675	42,073,157	34,053,548	21,513,584	48,623,625
26	Reserves Source	241,477	12,824	6,429,286	2,559	61,921	158,453	37,815
27	Total Revenues	1,613,404,200	390,706,774	738,333,903	468,404,476	553,895,481	445,407,489	521,955,667
28	Faculty Ladder	35,515,456	35,836,001	34,144,235	34,037,830	34,552,573	34,349,350	33,781,133
29	Faculty Temporary	33,724,196	37,962,763	53,661,373	47,875,149	38,234,596	52,209,367	35,187,466



Reports pulled into Excel may need some formatting such as adjusting the column widths or row heights, or positioning the text boxes.