iStrategy

iStrategy is a reporting tool provided by the Board of Regents of the University System of Georgia as an alternative to using the Budget Progress Report, the Budget Overview screens or the “web-based” reports in PeopleSoft Financials. The advantages of using iStrategy over the other options are:

- access to data quicker due to fewer “levels of entry”
- more detail information
- can “drill up/down” to related departments
- can see detailed payroll data
- only see data related to accessible accounts
- iStrategy is Microsoft-based, thus the appearance is more familiar to most users than PeopleSoft Financials

This “out of the box” product, which combines iStrategy Solutions with the ProClarity Web Reporting tool, integrated with PeopleSoft Financials, will enable intuitive self-service and analysis of budget and financial information through an application that is both secure and robust.

You is need access to PeopleSoft to run iStrategy Reports.

Before You Begin…

You will be granted access to iStrategy Reports once you have attended the training offered by the Office of Budget. For available times, please visit the training website at: http://www.westga.edu/training/.

You will also need to fill out a Security Request Form requesting access to iStrategy. The form will need to be signed by your supervisor and sent to Tricia Durrough in Row Hall. The form can be found on the Controller’s website under ‘Forms’. http://www.westga.edu/controller/index.php

You need to be familiar with the different codes used in PeopleSoft. The most common codes used are:

- **Account Code** (type of expenditure/revenue)
- **Fund Code** (source of funds)
- **Department ID** (budget number)
- **Program Code** (type of activity, e.g. academic, research, student services, business services, etc.)
- **Class Code** (type of revenue funding the activity)
A complete budget number is called a chart string and consists of an account code, fund code, department id, program code, and class code. An account code may not always be needed.

Please view the list of Departments’ chart strings on Budget Services website at: http://www.westga.edu/budget/index_9855.php

You may find a listing of Account Codes and Fund codes on the Controller’s Website at: http://www.westga.edu/controller/index_1601.php
Accessing iStrategy Reports

Log in to iStrategy. The URL may be found on Budget Services website at: http://www.westga.edu/budget/. It is listed as the “I-Strategy Portal” and will take you to the screen shown below.

Your login should be bi/[user name], then your password.

Compatibility Mode
One of the most common helpdesk tickets that ITS receives for iStrategy is when a user runs a report in iStrategy and doesn’t get any results back. The majority of the time this issue is due to compatibility mode not being turned on. See the screen print below for an example of how to turn on compatibility mode.
Libraries, Briefing Books and Pages (Reports)

The ProClarity Tool organizes reports into Folders, Briefing Books and Libraries. The highest level, Library, will initially include a single, Standard Report Catalog. Within each Library is one to several Briefing Books. Currently there are two Briefing Books: Budget to Actuals and Procurement Reports. These instructions will cover Budget to Actuals only.

Standard Reports

The following standard reports are delivered with the Budgetary Reporting System and are available to be modified and saved to “My Views”:

- Budget to Actuals - Expenditures By Acct
- Budget to Actuals - Expenditures By Dept
- Budget to Actuals - Expenditures By Fund
- Budget to Actuals - Revenues
Navigation Overview and Diagram

When browsing the iStrategy online system, users can select several options to review, analyze and download data. Navigating the system provides the opportunity to learn more about the features delivered.

1. Contents Tab – Where Institution Library and Briefing Book(s) are stored. User’s ‘My Views’ are accessed here also.

2. Navigation Tab – First tab displayed when running reports. This is where users can drill down to other dimensions on existing report data. **Important note** – this is the only screen where Drill Actions are available.

3. Data Layout Tab – Screen that displays the report layout as well as all criteria used by the report. This section is also used to change dimensions and measures for reports.

4. View Tab – Used to add charts and graphs to existing reports. You can also add or remove subtotals to rows and columns in this section. An important feature here is the Flatten Row Headers/Flatten Column Headers which can be used to make reports easier to view by removing multiple layers for chart fields.

5. Sort Tab – Used to sort report data based on the existing measures in the report. Preserve peer groups maintains the integrity of the tree structure within the report when sorting data.

6. Filter Tab – Provides advanced filtering options. Examples include filtering by top 5 departments over Budget. **Note** – by default all reports are set up here to Hide Empty Rows (Rows with no data using the report criteria). You can turn on/off the Hide Empty Rows and Hide Empty Columns filtering in this section.

7. Standard /or Professional Report Tool – Default access here is Standard. Only Administrators have access to Professional access. Professional access is used to develop system-wide reports.

8. My Views – Where user-specific customized reports are saved. The data contained in the ‘My Views’ reports are updated nightly just like the reports in the Institutional libraries.

9. Library – Where Institution-specific reports are accessed. Reports are typically located within briefing books that are accessed in the Libraries section.

10. Breadcrumbs - Links back to each previous page the user navigated through to get to the current page. Breadcrumbs are very useful if a user mis-clicks an item and need to navigate back to a previous screen.
Delivered Reports

The ‘Standard Report Catalog’ contains a Briefing Book called ‘Budget to Actuals’. The current delivered reports are in the screen print below. To run any of the delivered reports, select the link for the report that you would like displayed and it will typically run within a matter of seconds.
Using the System

1. Page Filters – Used to quickly modify the report to run for different criteria. A good example of this is changing the Budget Reference to view additional fiscal years.
2. Report Body – Information that is displayed within the report.
3. Drill Down To – Very useful tool that allows users to quickly view a different dimension of the data that is currently displayed. For example, the user can select Personal Services and the Drill Down to ‘Fund’. The report would then display the Budget to Actual Personal Services account data by Fund. This can be used for other dimensions also.
4. Expand/Drill Mode
   - Expand Mode is designated by the (+) sign next to the Row values in the report. When expand mode is selected and users select the (+) sign, the row will display the next level of data based on the tree used to populate the Row in Addition to all of the current rows displayed. For example, if Personal Services is expanded then the user will see ‘Personal Services – Faculty’ as well as ‘Personal Services – Non-Faculty’. They will also still see Travel, Operating Expenses and Equipment data.
   - Drill mode is designated by the up/down arrow next to the Row values in the report. If Drill down mode is selected and the user selects ‘Personal Services’, all of the Personal Services information is displayed but the user will no longer see other report information for ‘Travel’, ‘Operating Expenses’ and ‘Equipment’.

Figure 2:
1. Page Filters
2. Report Body
3. Drill to Dimension
4. Expand/Drill Mode

NOTE: Figure 2 will be the reference image for exercises 1 through 7.
Expand Mode

Drill Mode
Available Actions when Viewing Reports

**Save to My Views** - When this icon is selected the user will be prompted to Name the Report and the report will then be saved in the user’s ‘My Views’ section under the Content tab. The data contained in the ‘My View’ is updated daily but the format will remain unchanged.

**Print Report** - When this icon is selected, user will be prompted to set up print options and can name the report if needed. Note – this option prints the current view of the report displayed in screen print above.

**Export to Excel** - Exports the current page to excel in spreadsheet format. The user can then re-sort and filter the report as needed as well as save the report to the user’s computer.

**Email Report** - When this icon is selected the user will be prompted to save the report as a my view (if not already saved). Then a link for the current report will display in the user’s e-mail client which can then be sent to other users to open. When a user selects the link to open the report they will be prompted to login with their user id and password and then the report will display as long as the user has the correct security in iStrategy.

**Help** - When the help icon is selected another window will display helpful information. This Help information screen does include an index and search tab so the user can find out more information on the desired topic. Examples include Using a Slicer, Displaying data in Charts, and Saving My Views.