CatPlan Drill-Through User Guide

Introduction

Beginning in July of FY20, a new feature (Drill-Through) will be available in CatPlan. Drill-through is a feature in CatPlan that allows us to access transactional data in CatPlan in addition to summarized data. This allows us to answer questions in CatPlan that previously required logging into FMS, running a report and searching for specific transactions.

Forms

CatPlan

In CatPlan, drill-through can be used in forms by opening a form, selecting the POV, and selecting an account to drill-through.

1. Open the form, and enter the POV. Select the "Go" button.

2. Wherever you see the icon in the right corner, you can right-click and select "Drill-Through

FY20 Forecasting Form ⓘ

▼ FY20 Plan 1 Forms

Oper_Unit	Fund	Department	Program	Component	Project
OU:B : OU Budget	F:149 : Local General Tuition	D:501010 : Human Resources	P:083 : General Support Svcs	NoComponent : No Component	NoProject : No Project

FY20 Overview Form _ FY20 Position Forecast Form _ FY20 Revenue and Goods & Services Form

	TotalYear Working Budget FY20	Jul Final Actual FY20	Aug Working Forecast FY20	Sep Working Forecast FY20	Oct Working Forecast FY20	Nov Working Forecast FY20	Dec Working Forecast FY20	Jan Working Forecast FY20	
40:CWU-Resources	(2,393,028)	(2,393,028)							
510-CWU:CWU-Salary and Wage (Faculty)									
520-CWU:CWU-Salary and Wage (Staff)	1,506,872	126,289	125,467	125,467	125,626	125,626	125,781	125,781	
526-CWU:CWU-Student/Temporary/Overtime	39,780	4,625	3,249	3,249	3,249	3,249	3,249	3,381	
560-CWU:CWU-Benefits	562,247	47,930	46,828	46,828	46,862	46,862	46,895	46,901	
5275-CWU:CWU-Goods	153,390	12,228	15,315	29,500	54,575	6,000	6,000	6,000	
5300-CWU:CWU-Services	22,344	425	1,862	1,862	1,862	1,862	1,862	1,862	
5325-CWU:CWU-Supplies									
5350-CWU:CWU-Utilities									
5425-CWU:CWU-Repairs/Maintenance									
5500-CWU:CWU-Program	35,172	1			2,931	2,931	2,931	2,931	
5550-CWU:CWU-Travel		1							
5650-CWU:CWU-Transfer (Expense In)	11,000								
50100:Budget - Goods & Service	62,223				5,185	5,185	5,185	5,185	
50:CWU-Expense	2,393,028	196			240,290	191,715	191,903	192,041	
70:CWU-Transfer									
Net	0	(2,196			240,290	191,715	191,903	192,041	

(right-click menu overlaying grid)
- Edit
- Adjust ▶
- 🖻 Comments
- 📄 Supporting Detail
- 🔄 Change History
- 📎 Attachments
- 🔒 Lock/Unlock Cells
- 🔷 Analyze
- 🔷 New Ad Hoc Grid
- Data Validation Messages
- 🖻 **Drill Through**

3. Click "Drill Through to source".

FY20 Forecasting Form ⓘ

▼ FY20 Plan 1 Forms

Oper_Unit	Fund	Department	Program
OU:B : OU Budget	F:149 : Local General Tuition	D:501010 : Human Resources	P:083 : General Sup

FY20 Overview Form _ FY20 Position Forecast Form _ FY20 Revenue and Goo

	TotalYear Working Budget FY20	Jul Final Actual FY20	Aug Working Forecast FY20	
40:CWU-Resources	(2,393,028)	(2,393,028)		
510-CWU:CWU-Salary and Wage (Faculty)				
520-CWU:CWU-Salary and Wage (Staff)	1,506,872	126,289	125,467	
526-CWU:CWU-Student/Temporary/Overtime	39,780	4,625	3,249	
560-CWU:CWU-Benefits	562,247	47,930	46,828	
5275-CWU:CWU-Goods	153,390	12,228	15,315	
5300-CWU:CWU-Services	22,344	425	1,862	
5325-CWU:CWU-Supplies		775		
5350-CWU:CWU-Utilities		924		
5425-CWU:CWU-Repairs/Maintenance		15		
5500-CWU:CWU-Program	35,172	1,548	2,931	
5550-CWU:CWU-Travel		1,568		
5650-CWU:CWU-Transfer (Expense In)	11,000			
50100:Budget - Goods & Service	62,223		5,185	
50:CWU-Expense	2,393,028		Drill Through to source 8	
70:CWU-Transfer				
Net	0	(2,196,702)	200,838	

4. The transaction data will open in another tab. Select "View" > Columns > Show All.

Amount Details

Source Data	Target Data							
View ▾ 📄 📊Detach								

Menu shown:
- Columns ▸
- Detach
- Reorder Columns...
- ✓ Query By Example

		Department -Department	Account -Account	Description	Version	Project -Project	Pro; -Pro
	n 1 ...	D:501010	53810	DES Storylin...	Final	NoProject	P:08
Local Plan 1 ...	Local Plan 1 ...	D:501010	53810	Articulate 36...	Final	NoProject	P:08
Local Plan 1 ...	Local Plan 1 ...	D:501010	53840	DES Storylin...	Final	NoProject	P:08
Local Plan 1 ...	Local Plan 1 ...	D:501010	53850	ATIXA	Final	NoProject	P:08

5. You will now be able to see the line description, transaction date, Journal ID, User who posted the journal, journal descr, ref.

SmartView

Drill through can be accessed through SmartView via a form, or an ad hoc analysis. To use drill through, you have to define a setting, which will allow you to view the transactions in another sheet.

1. Select "Options" > "Advanced" > "Drill-Through Launch" > "In New Sheet" > "OK" > "Save As Default Option"

2. Set up ad hoc analysis or form to account that you want to drill-through. Right click, select "SmartView" > "Drill Through". The transactional data will open in a new sheet.

3. **Warning:** Drill Through will not work unless the Project dimension is at the bottom level. Project will need to be "NoProject" or a specific Project ID. All other dimensions can be drilled through at any level available.

Reports

Plan 1 Reports

Not Available at this time. May be possible in a future month.

Position Reports

In the 300 reports, drill through is available for position information. By drilling through, you can view job code, pay period end, name, and account code for each position. This is especially helpful for pooled positions (temp exempt, student, adjunct, hourly & grad assistants).

1. Run the 300 report, and select the POV.
2. On any underlined data point, select the line you want to drill-through.

	FY20 Jul Forecast	FY20 Jul Actual	Diff	FY20 Aug Foreca
Total Salaries	3,278	3,272	6	3,2
Total Benefits	1,633	1,652	(19)	1,6
Total Salaries	3,272	3,272	0	3,2
Total Benefits	1,632	1,640	(9)	1,6
Total Salaries	6,662	6,662	0	6,6
Total Benefits	2,350	2,334	16	2,3
Total Salaries	2,849	2,912	(63)	2,8
Total Benefits	1,542	1,566	(24)	1,5
Total Salaries	4,066	4,066	0	4,0
Total Benefits	1,800	1,796	4	1,8
Total Salaries	2,033	4,089	(2,056)	4,0
Total Benefits	1,369	1,813	(444)	1,8
Total Salaries	4,066	4,066	0	4,0
Total Benefits	1,589	1,596	(8)	1,5

3. The detailed data will open in a new tab. You will now be able to see name, account code, job code, and pay period end date.