

MARS Functions Job Aid

This job aid provides a brief overview of some of the features within MARS, including:

- Report display types and how to toggle between display options
- Drill-down functionality to source data in both tabular and graphic reports
- Print/ Export feature
- Link functionality

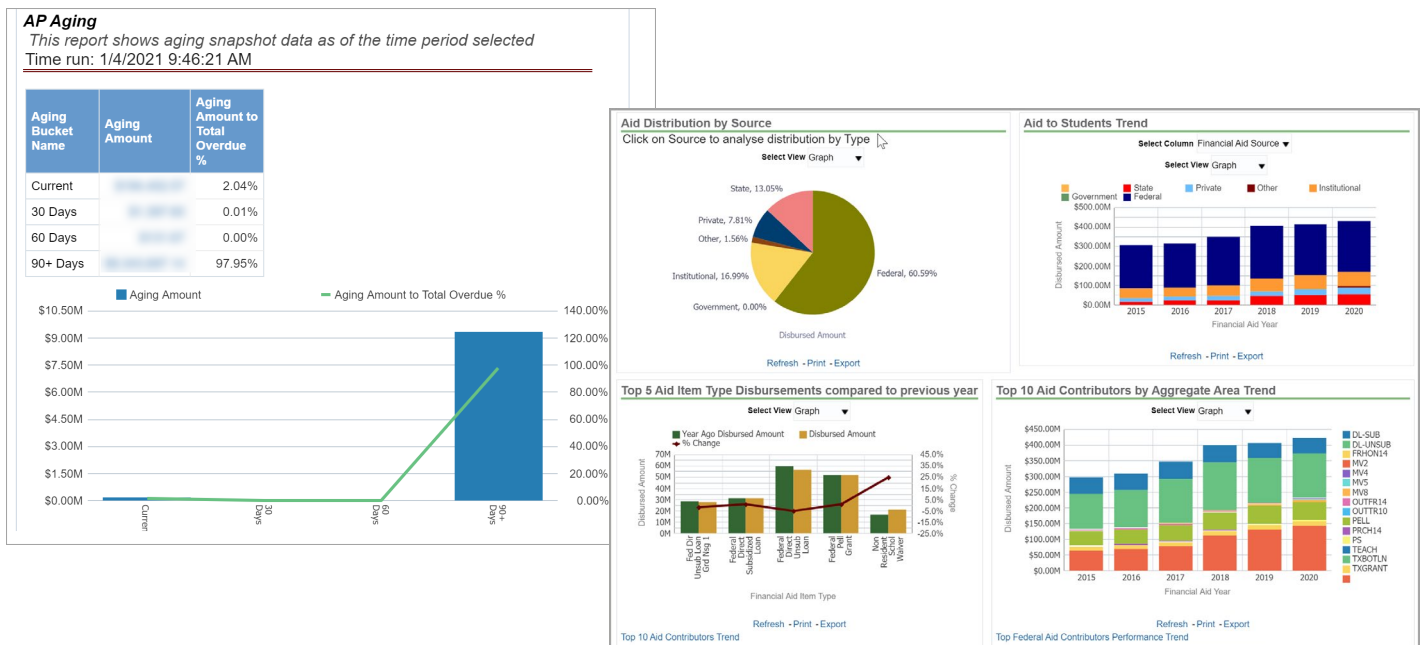
Report Types

Reports in MARS can populate in a variety of ways, depending on the nature and settings of the report. Reports can populate as tables:

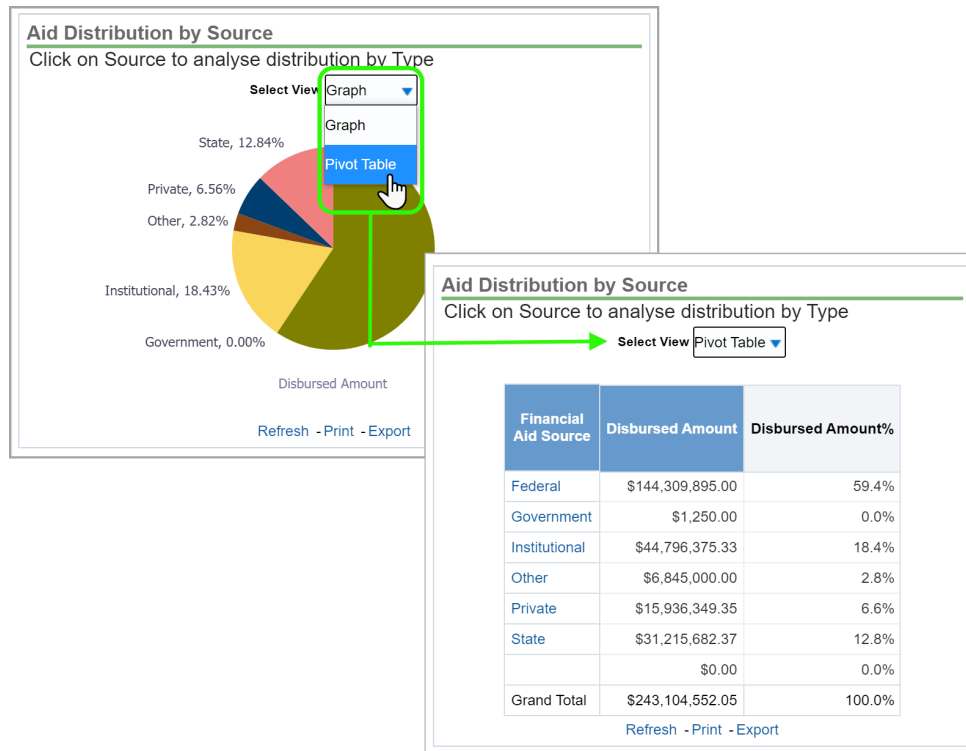
AP Transactions
Time run: 1/4/2021 9:47:31 AM

Fiscal Date	Department	Voucher ID	Invoice Number	Purchase Order Number	Supplier Name	Legal Entity Name	AP Transaction Status	AP Approval Status	AP Transaction Type Name	AP Transaction Subtype Name	Payment Terms Name	Invoiced Fiscal Date
11/11/2020	340100 - OIT VP Information Technology				DELL DIRECT SALES LP	714	OPEN	REJECTED	Original	Invoice	Net 30 Day	11/11/2020
12/18/2020	340100 - OIT VP Information Technology				SHI GOVERNMENT SOLUTIONS INC	714	OPEN	APPROVED	Original	Invoice	Net 30 Day	12/18/2020
12/28/2020	340100 - OIT VP Information Technology				SHI GOVERNMENT SOLUTIONS INC	714	OPEN	APPROVED	Original	Invoice	Net 30 Day	12/28/2020

Or as bar charts or graphs, as on the left below, or a combination of both, right below:



Also, most graphs can be viewed as tables. Use the drop-down above the graph to change the report to display in a tabular format.



Report Drill-Downs

Some reports allow users to drill-down into the underlying data. When a table includes a blue figure, click the figure to display more details about the value(s) or transaction(s) that make-up that number. Click a value in light blue from a report to see more details. This will take you to a new page showing more details about the transaction or item you clicked on.

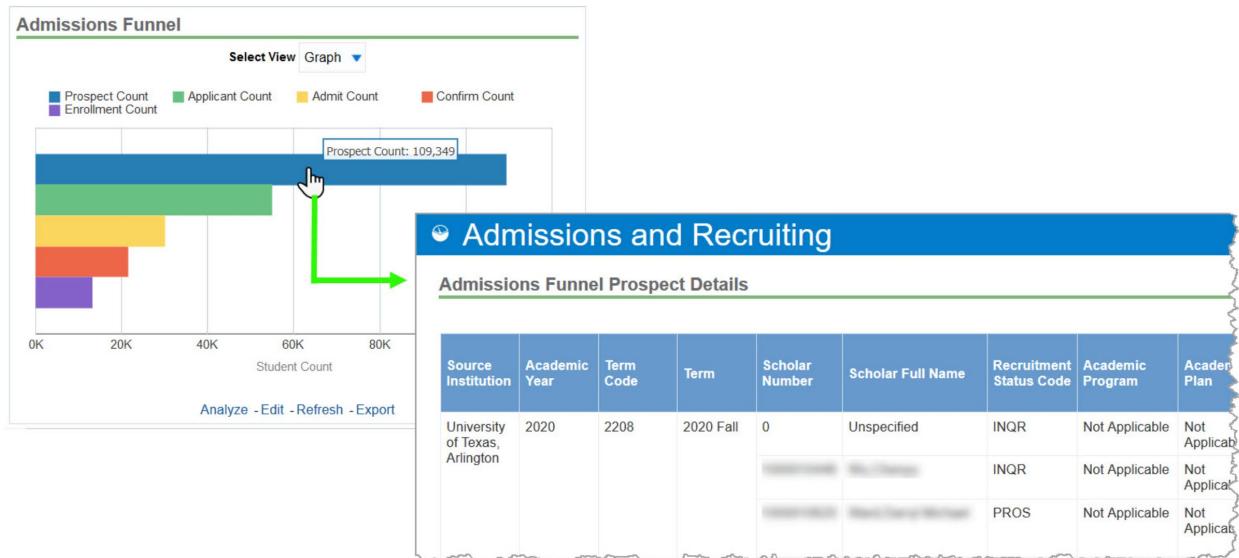
Encumbrance	Expenditures	Funds Available	Funds Available %	Estimated Revenue	Recognized Revenue
0.00	0.00	0.00		0.00	0.00
-409,234.50	-210,861.87	503,914.19	44.83%	0.00	0.00

Expenditures Transaction Details
Time run: 12/21/2020 9:25:44 AM

Journal Id	Po Id	Req Id	Voucher Id	Sheet Id	Travel Auth Id	KK Transaction Date	Ledger Group	Ledger	Accounting Period	Budget Period	Account	Department	Fund	Function	Cost Center	Project	Expenditures
			00209460			9/11/2020	OPE	OPE_EXP	1	2021	A4000 - Operating Expenses	340301 - OIT Knowledge Services	3100 - DES Organized Act Rel to Instr	400 - Academic Support	313254 - OIT IT Help Desk		-329.63
			00209460			9/11/2020	OPE	OPE_EXP	1	2021	A4000 - Operating Expenses	340301 - OIT Knowledge Services	3100 - DES Organized Act Rel to Instr	400 - Academic Support	313254 - OIT IT Help Desk		-58.17
			A0163022			9/14/2020	OPE	OPE_EXP	1	2021	A4000 - Operating Expenses	340301 - OIT Knowledge Services	3100 - DES Organized	400 - Academic Support	313254 - OIT IT Help		-101.90

Drill-down in non-tabular reports

When a report returns a graph, a drill-down can be performed by clicking on a graph element (for example, a bar in a bar chart or wedge in a pie chart). This will display the information from the selected bar or wedge in tabular form.

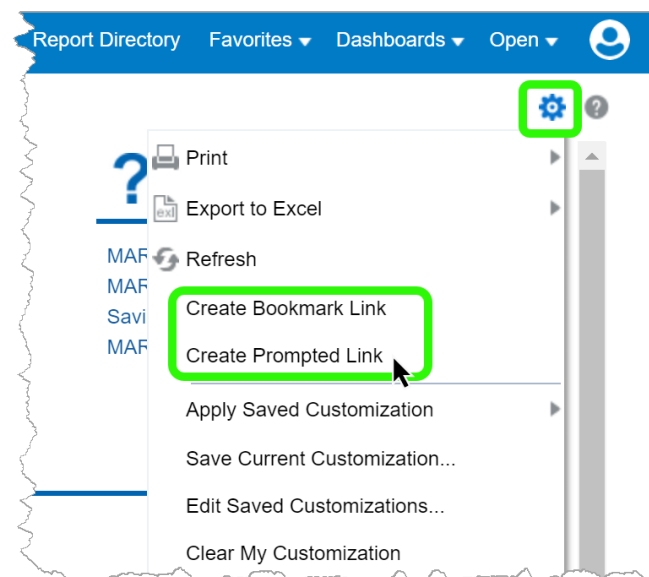


Links

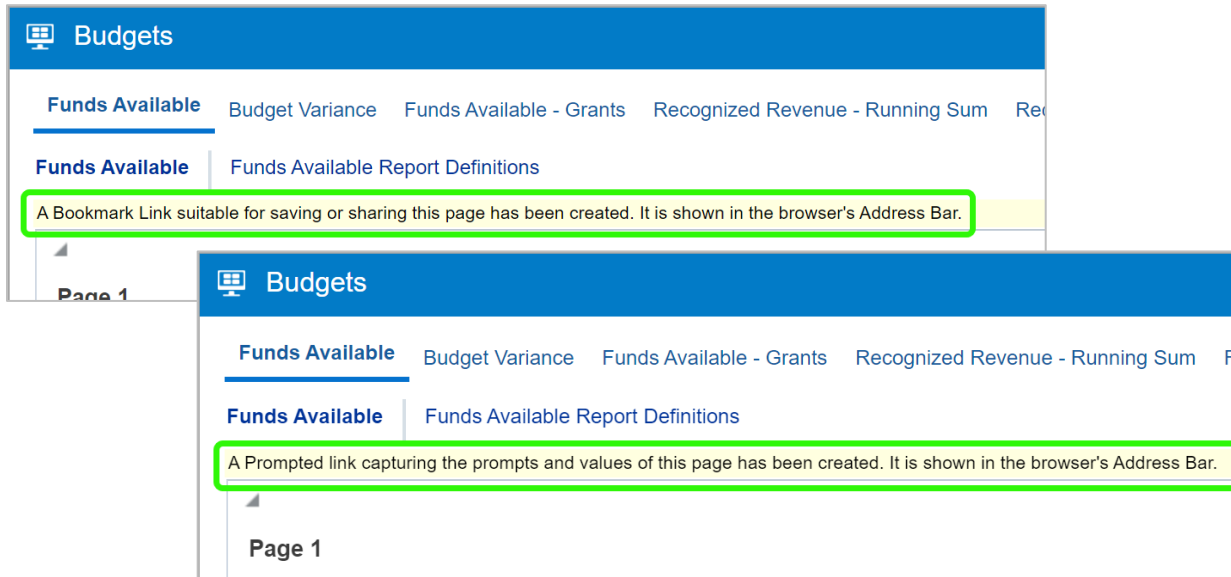
Create Bookmark or Prompted Link

Creating a **Bookmark Link** creates a web address/link that can be bookmarked or shared, taking viewers to the **UT Arlington default view** of the report. Click the gear icon, and then "Create Bookmark Link".

Creating a **Prompted Link** allows you to share a web address/link **with the current prompts and values saved** for others to view. To do so, after you have set your field prompts and applied them to the report, click on the gear icon and select "Create Prompted Link".



Once you click on either link option, a message displays letting you know the URL has changed to a bookmark-able or prompted, share-able link in the web address above.



Note: Only people with access to MARS and permission to the report you are sharing will be able to open the link.

Print

Selecting “Print” provides two options – to print the report as filtered/ displayed as a “Printable PDF” or as “Printable HTML.” Both options open the current view of the report in a new browser window, the first as a PDF and second as a flat web page.

Budget Period	Department	Cost Center	Roll Forward	Original Budget Amount	Budget Adjustments	Total
2021	340301 - OIT Knowledge Services	313252 - OIT Desktop				
		313254 - OIT IT Help Desk				
		313255 - OIT Business Support Training				
Grand Total						

Refresh - Print - Export

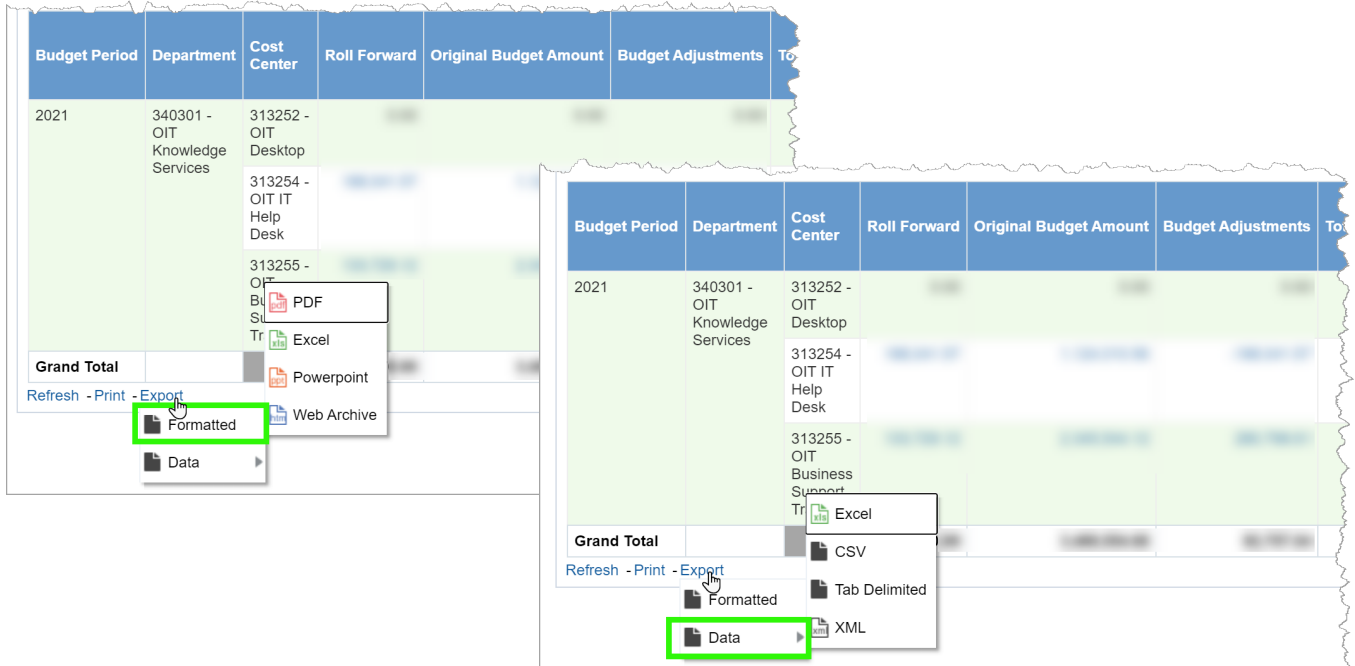
- Printable PDF
- Printable HTML

Both options include a timestamp of when the report was run on the print-out.

Note: When you select this option it will only print what is currently displayed in the report. If you want to print a whole report, be sure to expand the rows using the double-sided arrow page control found at the bottom of the report.

Export

The export function allows you to export the data in a variety of formats and data types. Under the “Formatted” option, you can export your current view of the report to a PDF, Excel, Powerpoint, or Web Archive. Using the “Data” option, you can export the data in the report to Excel, as a CSV file, a tab delimited file, or to XML.



The image shows two screenshots of a budget report interface. The left screenshot shows the 'Export' menu with 'Formatted' highlighted. The right screenshot shows the 'Data' sub-menu with 'Data' highlighted.

Budget Period	Department	Cost Center	Roll Forward	Original Budget Amount	Budget Adjustments	Total
2021	340301 - OIT Knowledge Services	313252 - OIT Desktop				
		313254 - OIT IT Help Desk				
		313255 - OIT Business Support				
Grand Total						

Export Menu Options (Left Screenshot):

- Formatted
- Data
- PDF
- Excel
- Powerpoint
- Web Archive

Data Sub-menu Options (Right Screenshot):

- Excel
- CSV
- Tab Delimited
- XML