Selecting Point of View
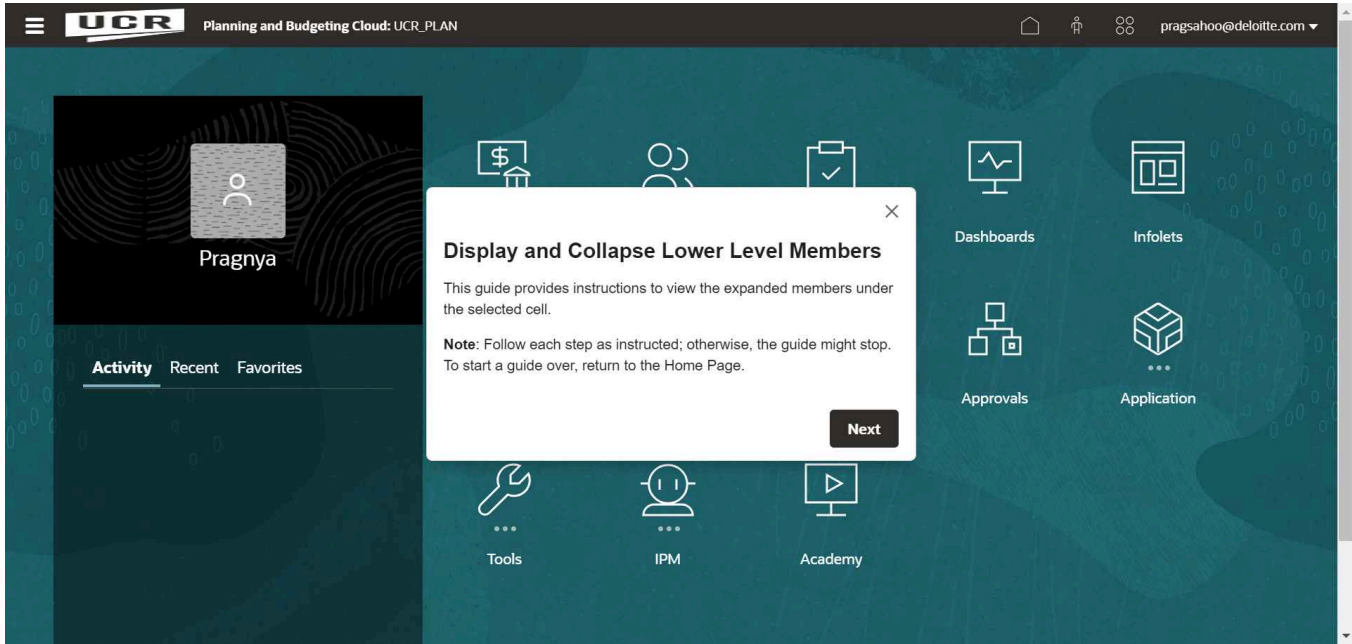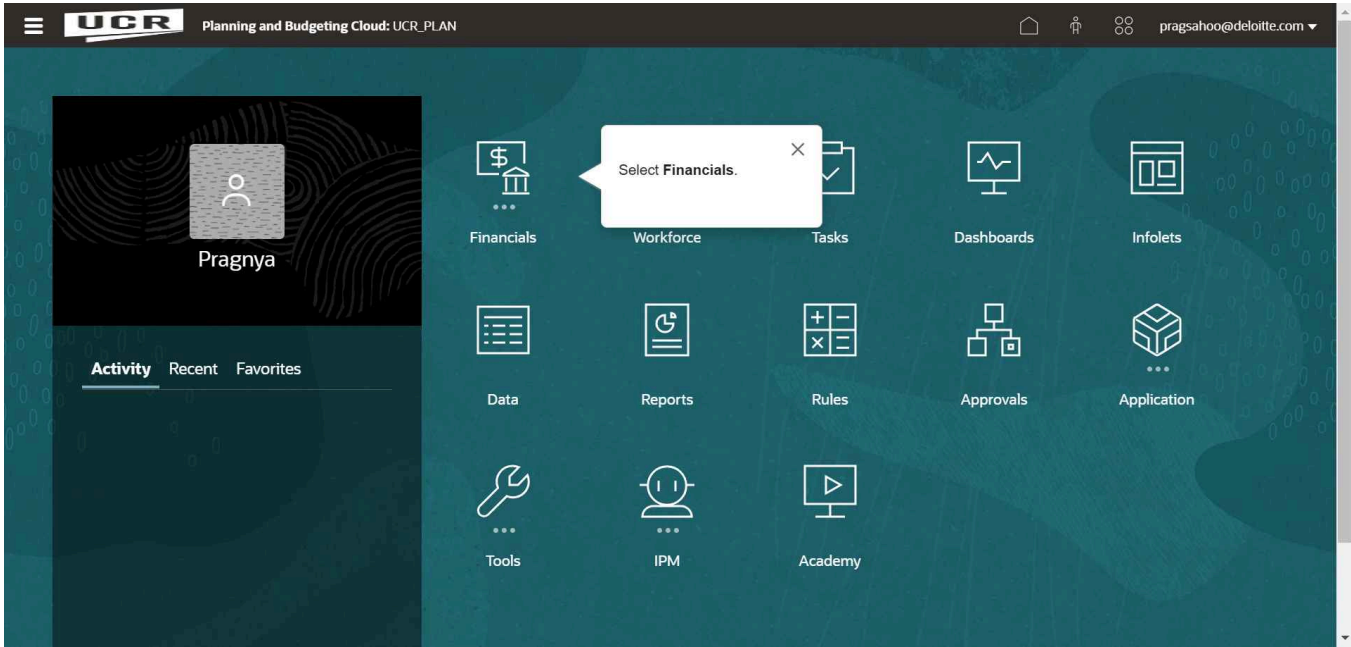
Step 1

Selecting Point of View

This guide provides instructions to view the expanded members under the selected cell.
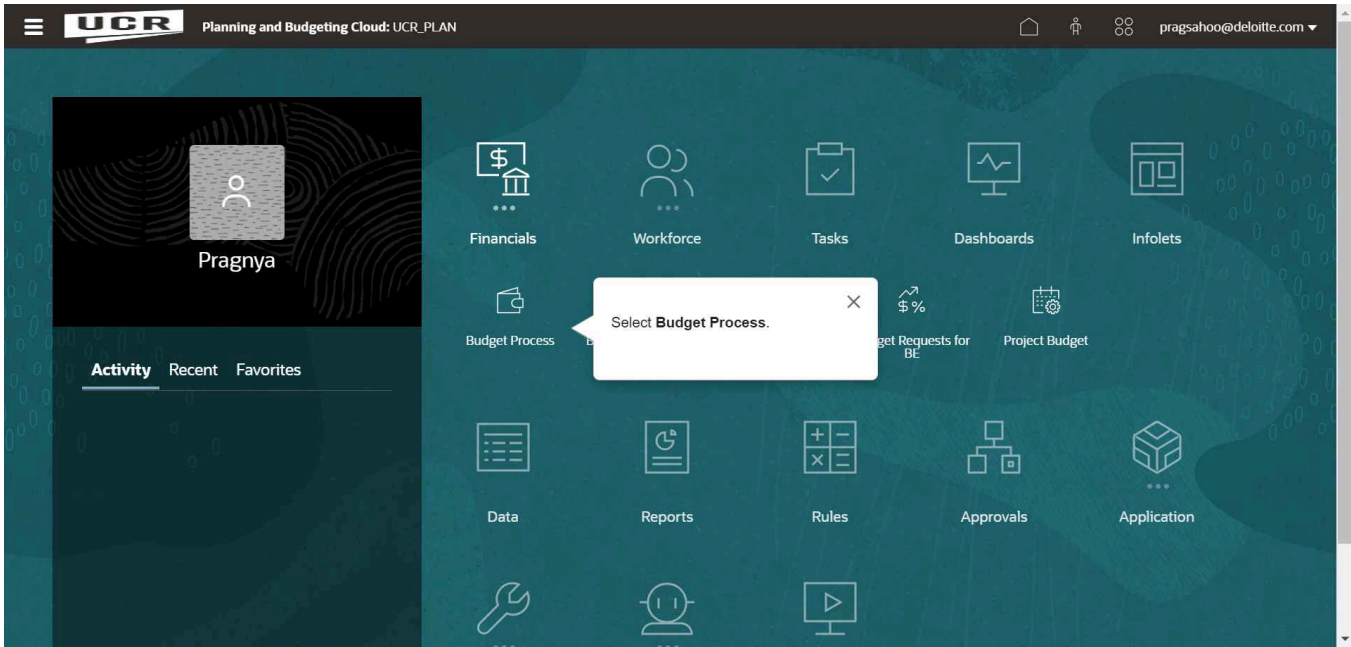
Note: Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home Page.
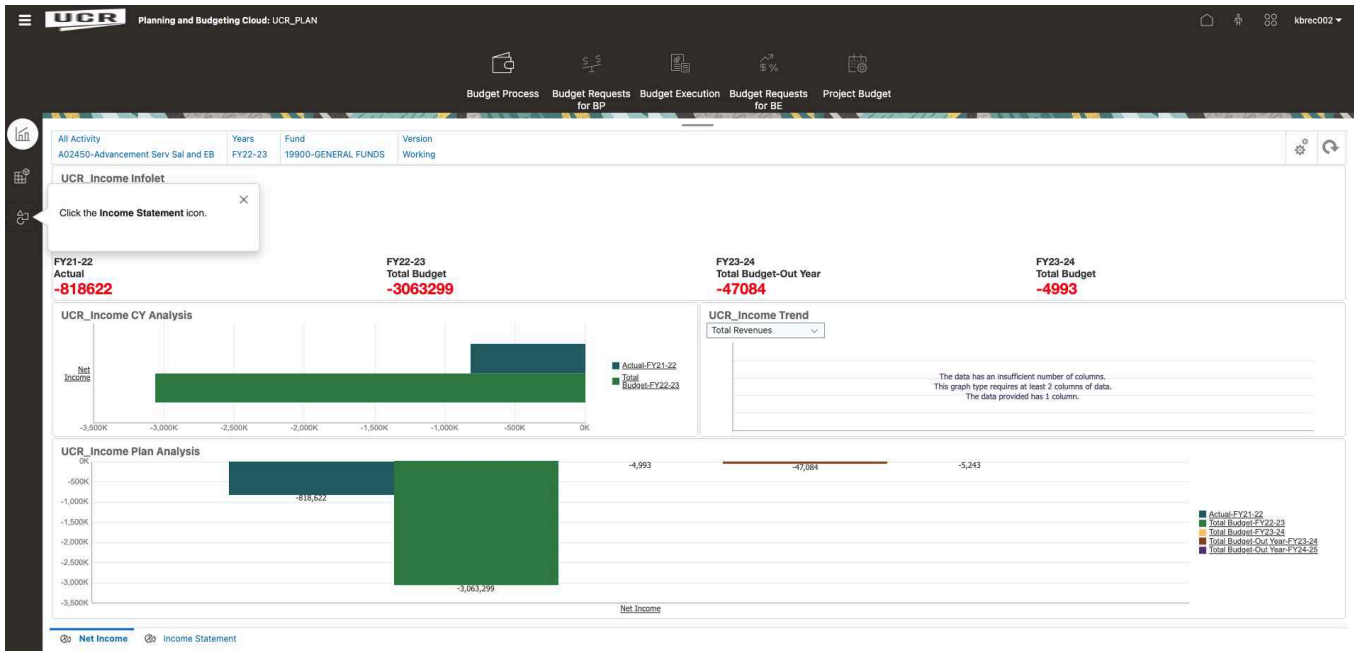
Step 2

Select **Financials**.

Step 3

Select **Budget Process**.

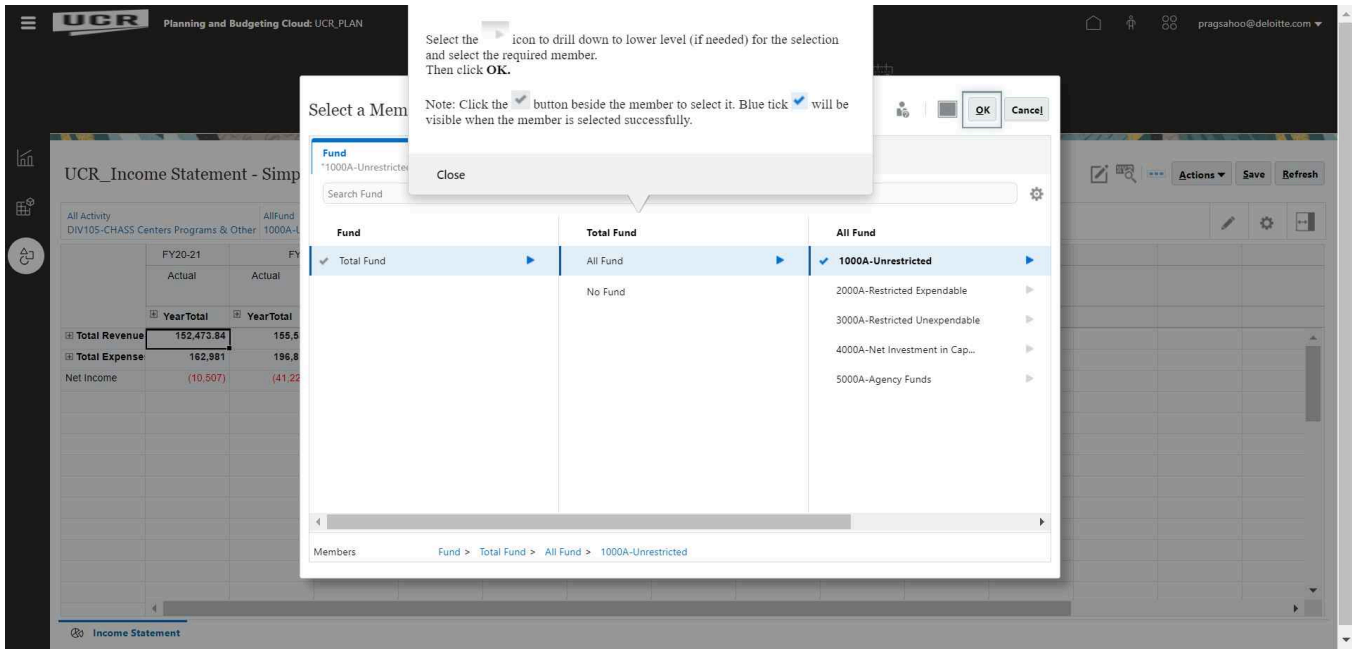**Step 4**

Click the **Income Statement** icon.

Step 5

Select the desired **Activity**, **Fund** and **Function Program** point of view to review the income statement.
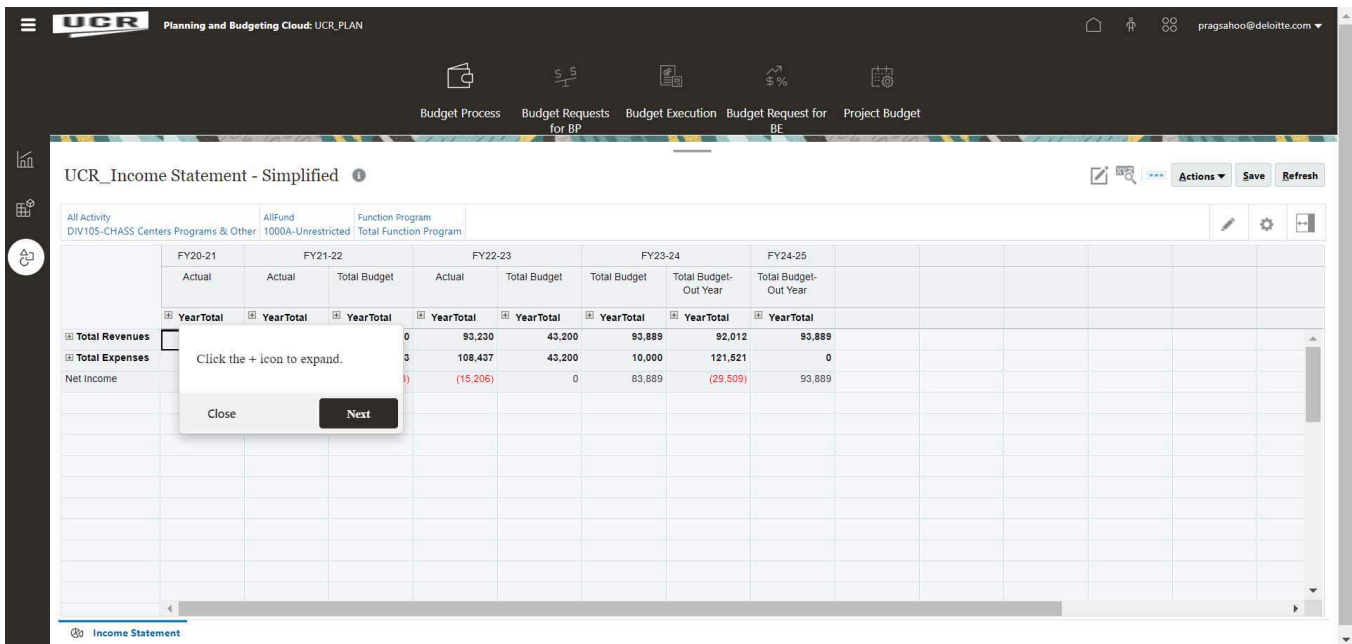
Step 6

Select the ▶ icon to drill down to lower level (if needed) for the selection and select the required member.
Then click **OK.**

Note: Click the ✔ button beside the member to select it. Blue tick ✔ will be visible when the member is selected successfully.

Step 7

Click the **+** icon to expand.

Step 8

This completes the guide.