QUICK START: Financial Management - Budget Performance Report

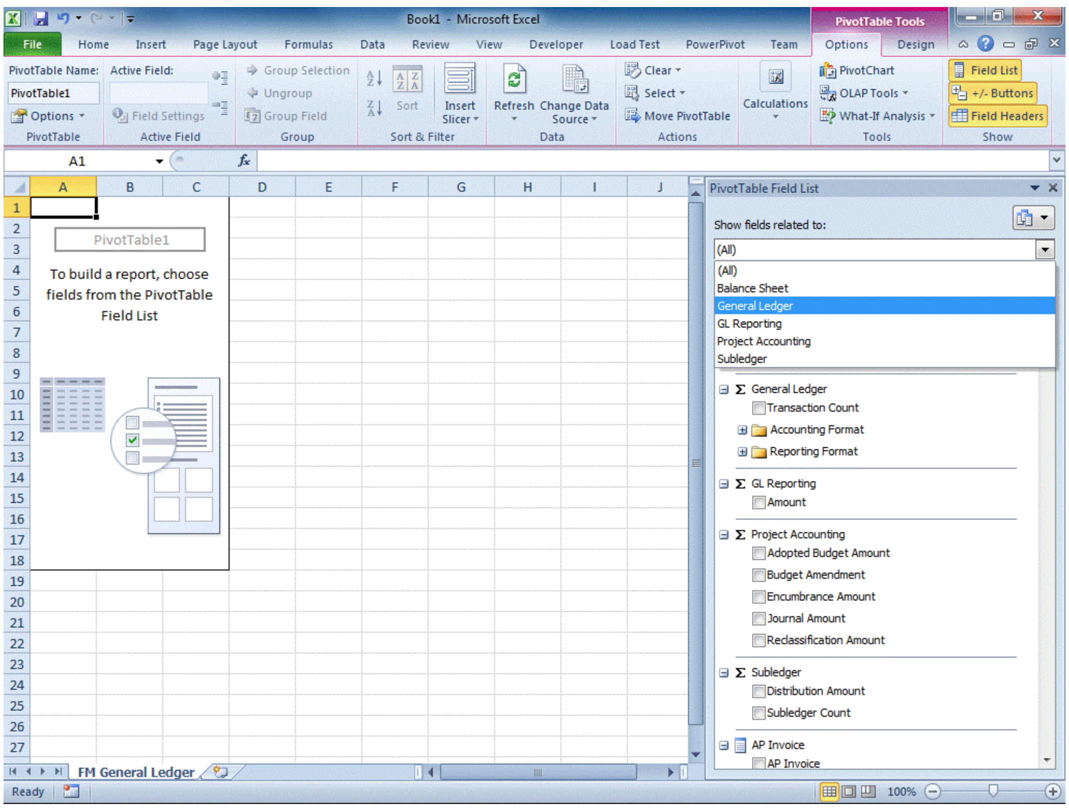
Description

This example helps you create the Budget Performance Report in Analytics to introduce you to how analytics is similar to existing reporting and how it can be used quite differently.

Walkthrough

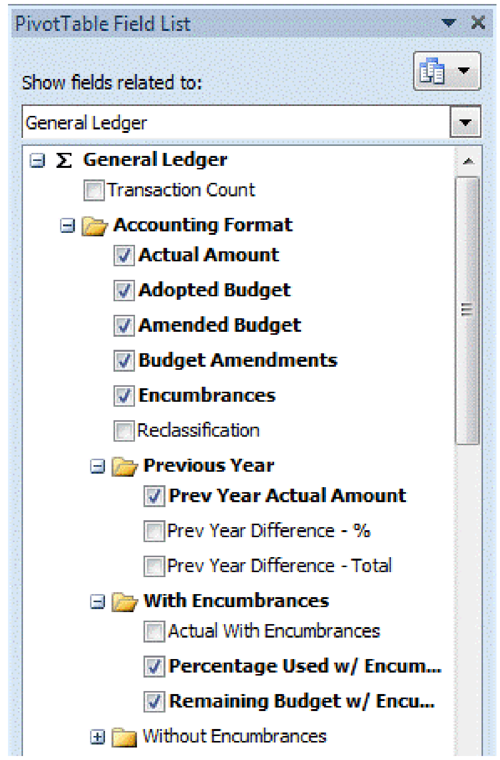
Open the **FM BudgetPerformanceReport.xlsx** template. Change the data source to the General Ledger cube as outlined in the Changing a Template's Data Source Quick Start.

Select General Ledger from the **Show fields related to:** drop-down list. You should see the pivot table below:

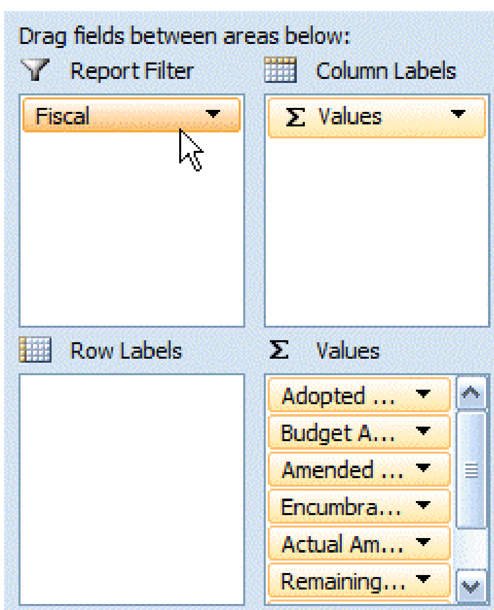


The Budget Performance report requires that we add in the Adopted Budget, Budget Amendments, the Amended Budget, Encumbrances, the Actual Amount, the difference between the Budget and Actual Amounts, the Percentage Used, and the Prior Year Total. These amounts will be organized by Fund and Account Number.

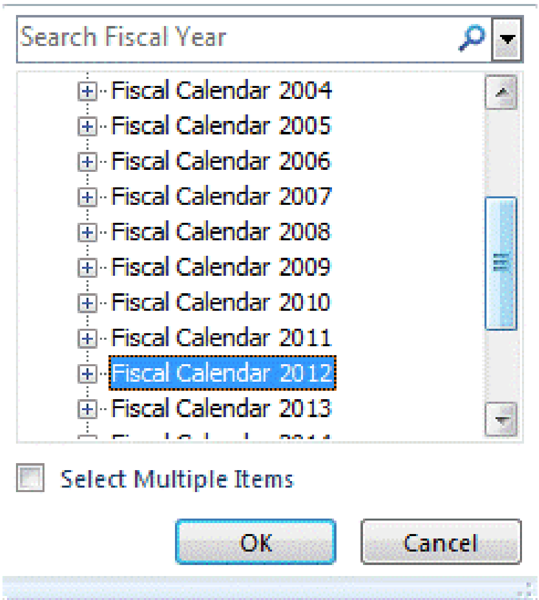
To start, select the **General Ledger** measure group from the “Show fields related to:” drop-down list. Next, add the adopted budget by clicking the check box by **Adopted Budget** under **General Ledger Accounting Format**. Repeat by clicking the check boxes next to **Budget Amendments, Amended Budget Encumbrances, and Actual Amount**. Expand the **With Encumbrances** folder and click the check box next to **Remaining Budget w/Encumbrances** and **Percentage Used w/Encumbrances**. Expand the **Previous Year** folder and click the check box next to **Prev Year Actual Amount**. Your selections should look like the following:



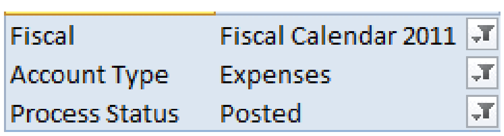
To filter the timeframe of the information we’re looking at, drag the **GL Date.Fiscal** field to the **Report Filter** section of the **Field List**.

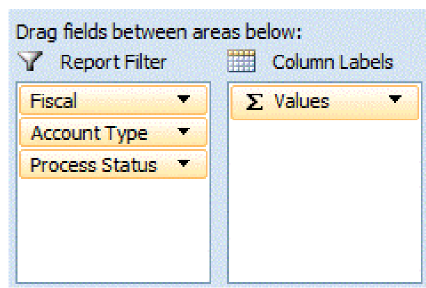


On the pivot table, click the filter arrow next to **GL Date.Fiscal**. Choose the year or time-frame to view.

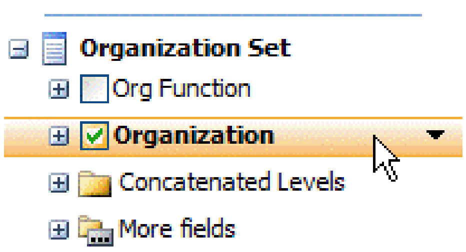


Similar to the date, add the **Account Type** under the **GL Account** dimension to the filter area and show only **Expenses**. Add the **Process Status** under the **Journal** dimension to the filter area and show only **Posted**. You may add other fields to the area to further filter your results. Your filter sections should look similar to the following:

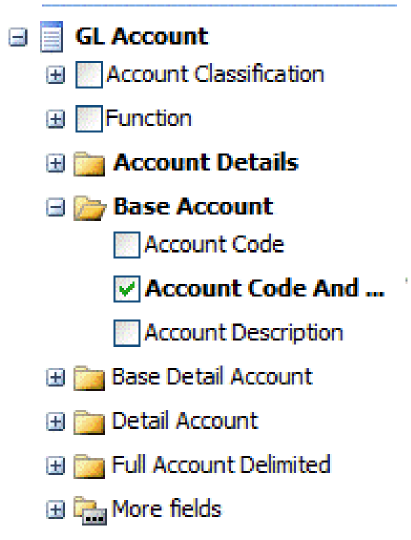




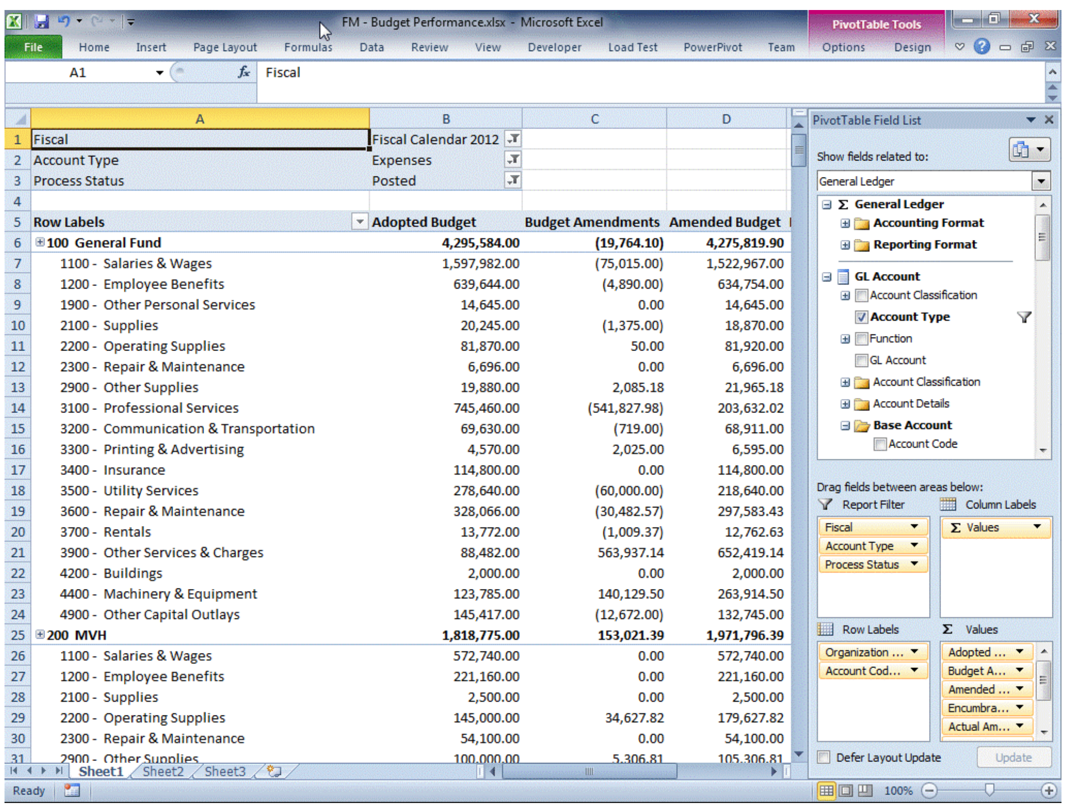
Under **Organization Set** add the **Organization** hierarchy. This adds the **Organization** as the first field in the pivot table.



Under **GL Account**, expand the **Base Account** folder. Click the check box next to **Account Code and Description** to add the account to the table.



The result is the same as the Budget Performance Report, with the added benefit of being able to modify the table to show additional information from differing perspectives:



	A	B	C	D
1	Fiscal	Fiscal Calendar 2012		
2	Account Type	Expenses		
3	Process Status	Posted		
4				
5	Row Labels	Adopted Budget	Budget Amendments	Amended Budget
6	**100 General Fund**	**4,295,584.00**	**(19,764.10)**	**4,275,819.90**
7	1100 - Salaries & Wages	1,597,982.00	(75,015.00)	1,522,967.00
8	1200 - Employee Benefits	639,644.00	(4,890.00)	634,754.00
9	1900 - Other Personal Services	14,645.00	0.00	14,645.00
10	2100 - Supplies	20,245.00	(1,375.00)	18,870.00
11	2200 - Operating Supplies	81,870.00	50.00	81,920.00
12	2300 - Repair & Maintenance	6,696.00	0.00	6,696.00
13	2900 - Other Supplies	19,880.00	2,085.18	21,965.18
14	3100 - Professional Services	745,460.00	(541,827.98)	203,632.02
15	3200 - Communication & Transportation	69,630.00	(719.00)	68,911.00
16	3300 - Printing & Advertising	4,570.00	2,025.00	6,595.00
17	3400 - Insurance	114,800.00	0.00	114,800.00
18	3500 - Utility Services	278,640.00	(60,000.00)	218,640.00
19	3600 - Repair & Maintenance	328,066.00	(30,482.57)	297,583.43
20	3700 - Rentals	13,772.00	(1,009.37)	12,762.63
21	3900 - Other Services & Charges	88,482.00	563,937.14	652,419.14
22	4200 - Buildings	2,000.00	0.00	2,000.00
23	4400 - Machinery & Equipment	123,785.00	140,129.50	263,914.50
24	4900 - Other Capital Outlays	145,417.00	(12,672.00)	132,745.00
25	**200 MVH**	**1,818,775.00**	**153,021.39**	**1,971,796.39**
26	1100 - Salaries & Wages	572,740.00	0.00	572,740.00
27	1200 - Employee Benefits	221,160.00	0.00	221,160.00
28	2100 - Supplies	2,500.00	0.00	2,500.00
29	2200 - Operating Supplies	145,000.00	34,627.82	179,627.82
30	2300 - Repair & Maintenance	54,100.00	0.00	54,100.00
31	2900 - Other Supplies	100,000.00	5,306.81	105,306.81