

## QUICK START: Financial Management - Annual Budgeting

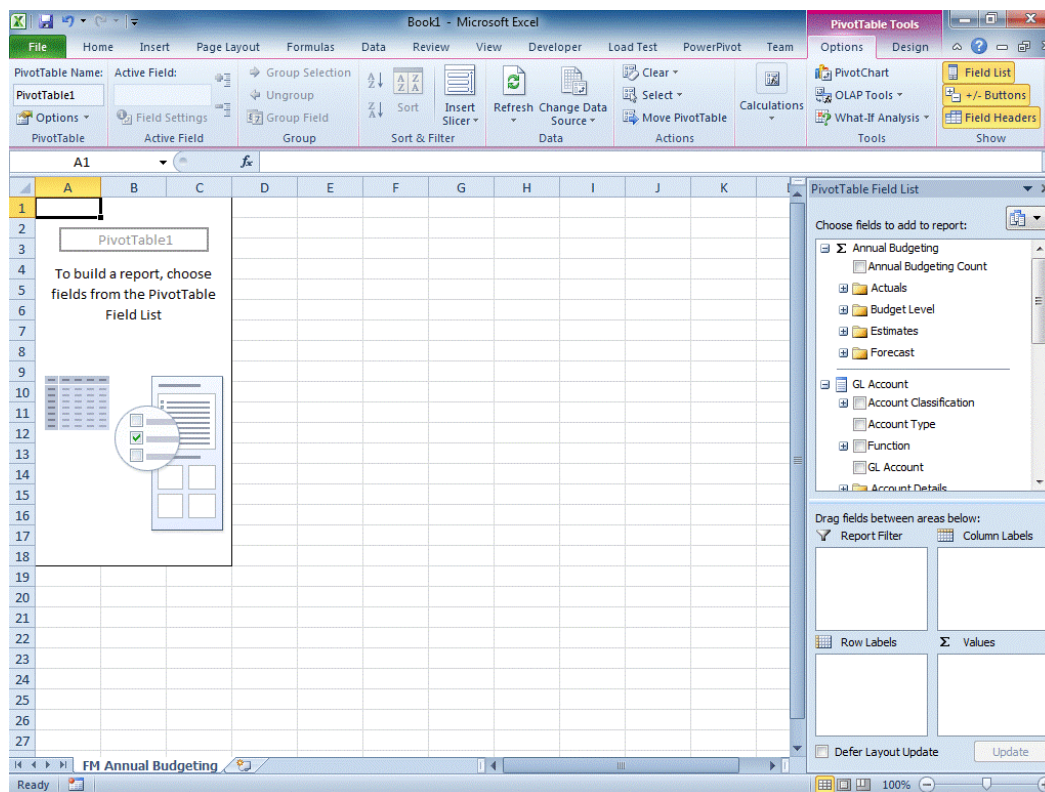
### Description

We want to compare the prior two years' actual amounts with our budget estimates for the current budget year. We'd like to view this information by fund and department, as well as by account classification.

### Walkthrough

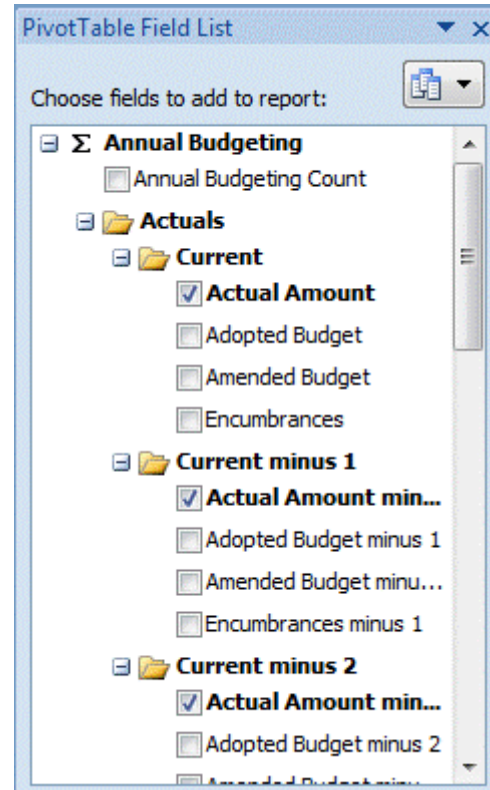
Open the **FM AnnualBudgeting.xlsx** template. Change the data source to the General Ledger cube as outlined in the Changing a Template's Data Source Quick Start.

You should see the pivot table below:.

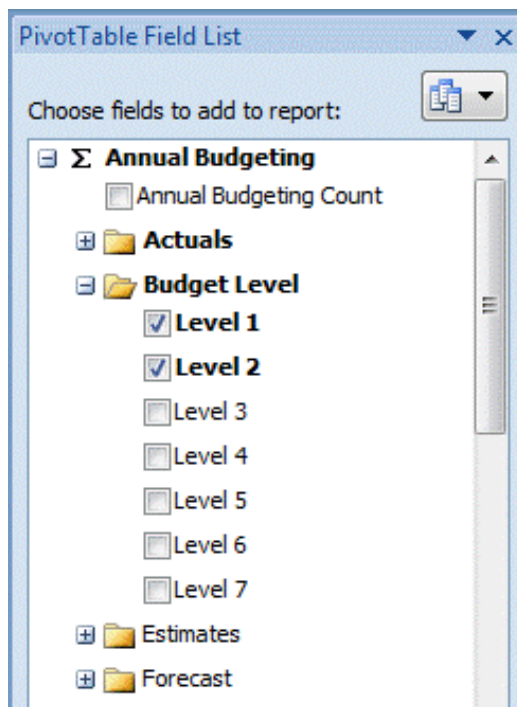


First, we want to add the previous year's actual amounts to the pivot table.

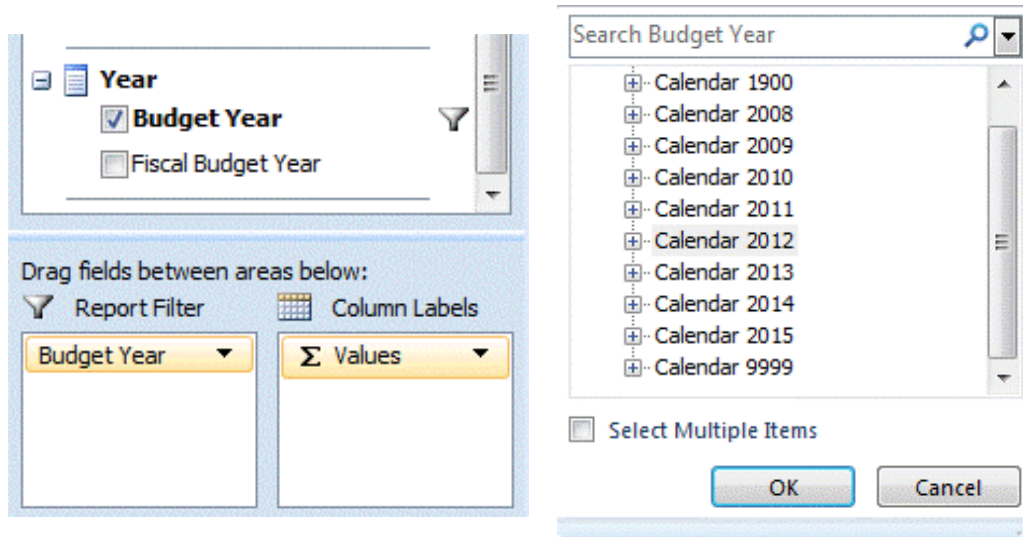
- Under **Actuals > Current**, select **Actual Amount**.
- Under **Actuals > Current minus 1**, select **Actual Amount minus 1**.
- Under **Actuals > Current minus 2**, select **Actual Amount minus 2**.



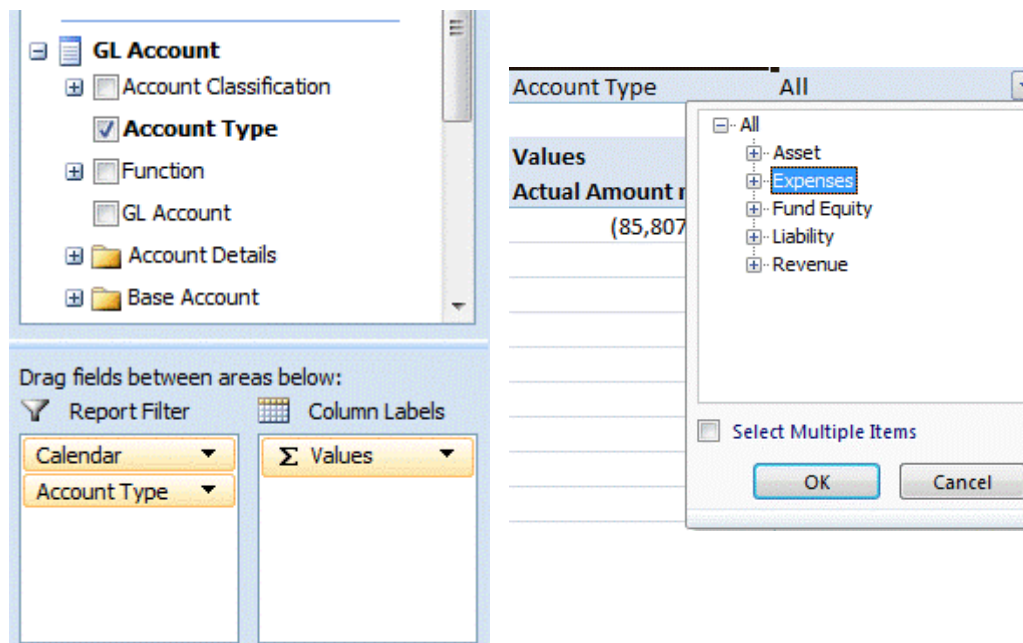
Next, under **Budget Level**, select **Level 1** and **Level 2**.



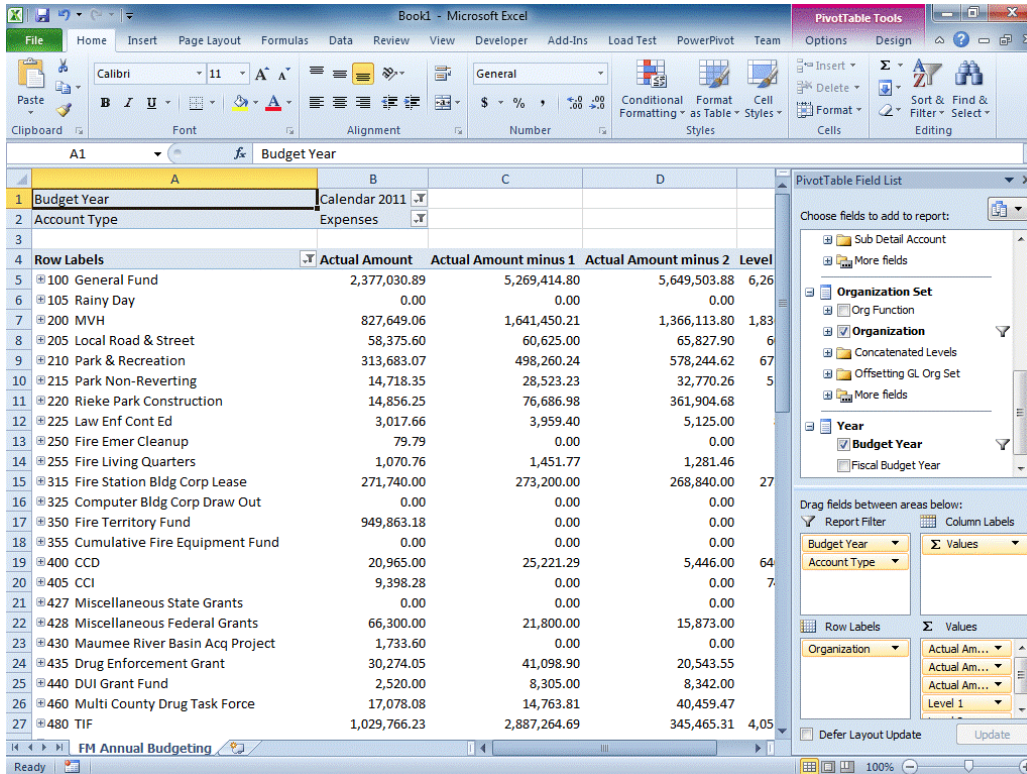
Next, filter on the budget year by dragging **Budget Year** from the **Year** dimension to the Report Filter area. In the filter that appears above the pivot table, select the current year.



Filter on the **Account Type** by dragging the **General Ledger, Account Type** attribute to the Report Filter area. In the filter that appears above the pivot table, select **Expenses**.



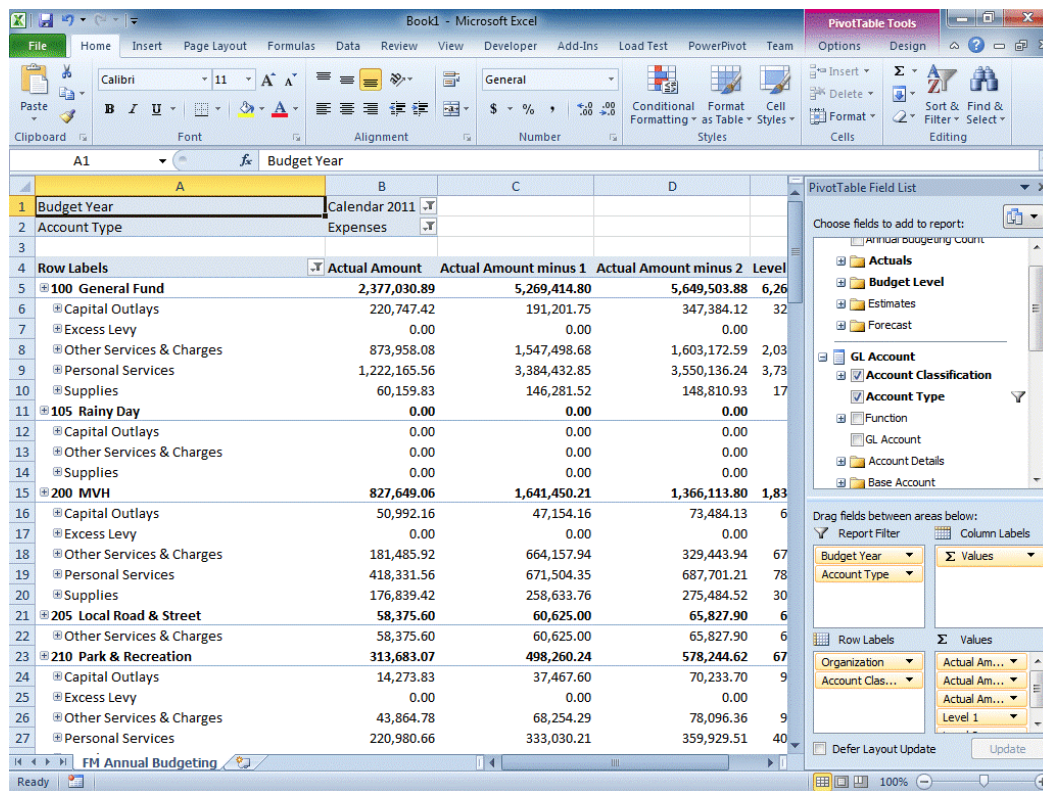
Add the **Organization Set** by selecting the **Organization** attribute.



	A	B	C	D	E
	Budget Year	Calendar 2011			
	Account Type	Expenses			
	Row Labels	Actual Amount	Actual Amount minus 1	Actual Amount minus 2	Level
100	General Fund	2,377,030.89	5,269,414.80	5,649,503.88	6,26
105	Rainy Day	0.00	0.00	0.00	
200	MVH	827,649.06	1,641,450.21	1,366,113.80	1,83
205	Local Road & Street	58,375.60	60,625.00	65,827.90	6
210	Park & Recreation	313,683.07	498,260.24	578,244.62	67
215	Park Non-Reverting	14,718.35	28,523.23	32,770.26	5
220	Rieke Park Construction	14,856.25	76,686.98	361,904.68	
225	Law Enf Cont Ed	3,017.66	3,959.40	5,125.00	
250	Fire Emer Cleanup	79.79	0.00	0.00	
255	Fire Living Quarters	1,070.76	1,451.77	1,281.46	
315	Fire Station Bldg Corp Lease	271,740.00	273,200.00	268,840.00	27
325	Computer Bldg Corp Draw Out	0.00	0.00	0.00	
350	Fire Territory Fund	949,863.18	0.00	0.00	
355	Cumulative Fire Equipment Fund	0.00	0.00	0.00	
400	CCD	20,965.00	25,221.29	5,446.00	64
405	CCI	9,398.28	0.00	0.00	7
427	Miscellaneous State Grants	0.00	0.00	0.00	
428	Miscellaneous Federal Grants	66,300.00	21,800.00	15,873.00	
430	Maumee River Basin Acq Project	1,733.60	0.00	0.00	
435	Drug Enforcement Grant	30,274.05	41,098.90	20,543.55	
440	DUI Grant Fund	2,520.00	8,305.00	8,342.00	
460	Multi County Drug Task Force	17,078.08	14,763.81	40,459.47	
480	TIF	1,029,766.23	2,887,264.69	345,465.31	4,05

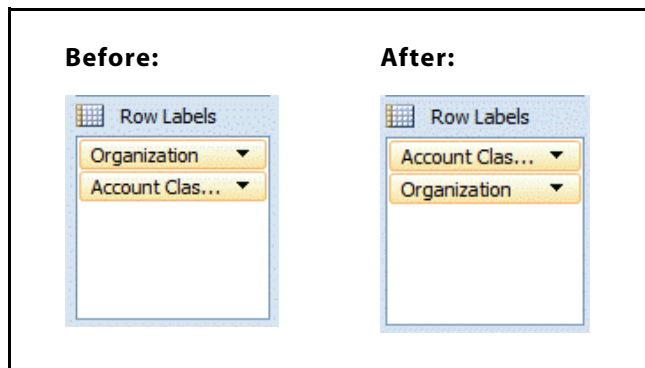


Add **Account Classification** by selecting the **GL Account, Account Classification** attribute.

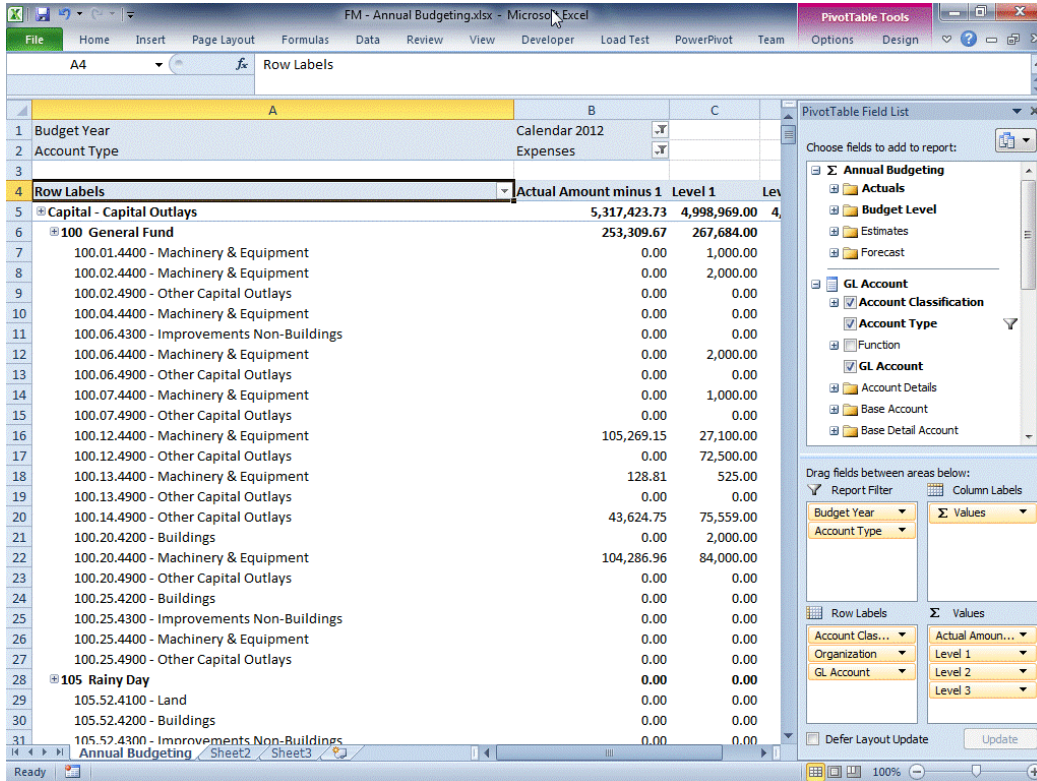


	Budget Year	Calendar 2011	Expenses		
Row Labels	Actual Amount	Actual Amount minus 1	Actual Amount minus 2	Level	
100 General Fund	2,377,030.89	5,269,414.80	5,649,503.88	6,26	
Capital Outlays	220,747.42	191,201.75	347,384.12	32	
Excess Levy	0.00	0.00	0.00		
Other Services & Charges	873,958.08	1,547,498.68	1,603,172.59	2,03	
Personal Services	1,222,165.56	3,384,432.85	3,550,136.24	3,73	
Supplies	60,159.83	146,281.52	148,810.93	17	
105 Rainy Day	0.00	0.00	0.00		
Capital Outlays	0.00	0.00	0.00		
Other Services & Charges	0.00	0.00	0.00		
Supplies	0.00	0.00	0.00		
200 MVH	827,649.06	1,641,450.21	1,366,113.80	1,83	
Capital Outlays	50,992.16	47,154.16	73,484.13	6	
Excess Levy	0.00	0.00	0.00		
Other Services & Charges	181,485.92	664,157.94	329,443.94	67	
Personal Services	418,331.56	671,504.35	687,701.21	78	
Supplies	176,839.42	258,633.76	275,484.52	30	
205 Local Road & Street	58,375.60	60,625.00	65,827.90	6	
Other Services & Charges	58,375.60	60,625.00	65,827.90	6	
210 Park & Recreation	313,683.07	498,260.24	578,244.62	67	
Capital Outlays	14,273.83	37,467.60	70,233.70	9	
Excess Levy	0.00	0.00	0.00		
Other Services & Charges	43,864.78	68,254.29	78,096.36	9	
Personal Services	220,980.66	333,030.21	359,929.51	40	

To change your perspective, in the Row Labels area, drag **Organization** below **Account Classification** for a different view of the same information.



To see the budget down to the G/L Account level, add the **GL Account** attribute from the **GL Account** dimension as a row. You should see something similar to the pivot table below:



Budget Year	Account Type	Row Labels	Actual Amount minus 1	Level 1	Level 2
Calendar 2012	Expenses		5,317,423.73	4,998,969.00	4,998,969.00
		<b>Capital - Capital Outlays</b>	<b>253,309.67</b>	<b>267,684.00</b>	<b>267,684.00</b>
		100 General Fund			
		100.01.4400 - Machinery & Equipment	0.00	1,000.00	1,000.00
		100.02.4400 - Machinery & Equipment	0.00	2,000.00	2,000.00
		100.02.4900 - Other Capital Outlays	0.00	0.00	0.00
		100.04.4400 - Machinery & Equipment	0.00	0.00	0.00
		100.06.4300 - Improvements Non-Buildings	0.00	0.00	0.00
		100.06.4400 - Machinery & Equipment	0.00	2,000.00	2,000.00
		100.06.4900 - Other Capital Outlays	0.00	0.00	0.00
		100.07.4400 - Machinery & Equipment	0.00	1,000.00	1,000.00
		100.07.4900 - Other Capital Outlays	0.00	0.00	0.00
		100.12.4400 - Machinery & Equipment	105,269.15	27,100.00	27,100.00
		100.12.4900 - Other Capital Outlays	0.00	72,500.00	72,500.00
		100.13.4400 - Machinery & Equipment	128.81	525.00	525.00
		100.13.4900 - Other Capital Outlays	0.00	0.00	0.00
		100.14.4900 - Other Capital Outlays	43,624.75	75,559.00	75,559.00
		100.20.4200 - Buildings	0.00	2,000.00	2,000.00
		100.20.4400 - Machinery & Equipment	104,286.96	84,000.00	84,000.00
		100.20.4900 - Other Capital Outlays	0.00	0.00	0.00
		100.25.4200 - Buildings	0.00	0.00	0.00
		100.25.4300 - Improvements Non-Buildings	0.00	0.00	0.00
		100.25.4400 - Machinery & Equipment	0.00	0.00	0.00
		100.25.4900 - Other Capital Outlays	0.00	0.00	0.00
		<b>105 Rainy Day</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		105.52.4100 - Land	0.00	0.00	0.00
		105.52.4200 - Buildings	0.00	0.00	0.00
		105.52.4300 - Improvements Non-Buildings	0.00	0.00	0.00