

Generating Reports with BudgetPak

Overview

This guide contains instructions on how to run BudgetPak canned reports for adopted budget, adjusted budget, and actuals on an annual, quarterly, and monthly basis.

Financial information has been imported to BudgetPak for the previous two fiscal years and is updated daily for the current fiscal year. Access to financial information is restricted to units/organizations specified on your Banner Access Authorization Form.

What are canned reports?

Canned reports are pre-defined reports available for users. Canned reports may be generated to view information on a day-to-day, monthly, quarterly, and annual basis.

What are some of the canned reports available?

- Summary Reports
- Budget vs. Actual
- Monthly
- Year-over-Year

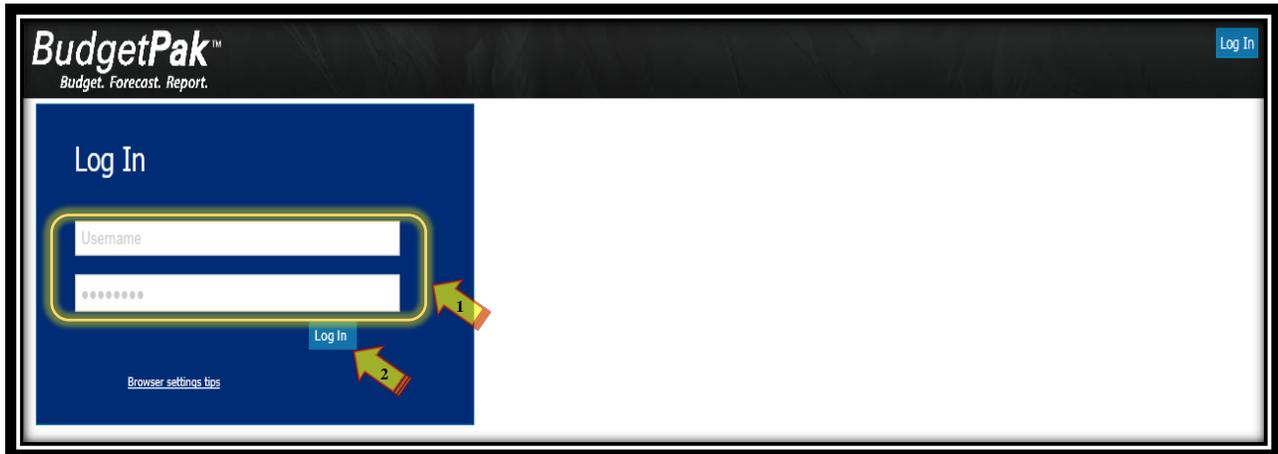
What to expect: By Sections

- 1 • How to run summary reports
- 2 • How to run budget vs. actual reports
- 3 • How to run year-over-year reports
- 4 • How to run monthly reports
- 5 • How to save reports

Accessing BudgetPak

Step 1: Go to: <https://westernu.mybudgetpak.com>

Step 2: Enter username and password. Click 'Log In'.

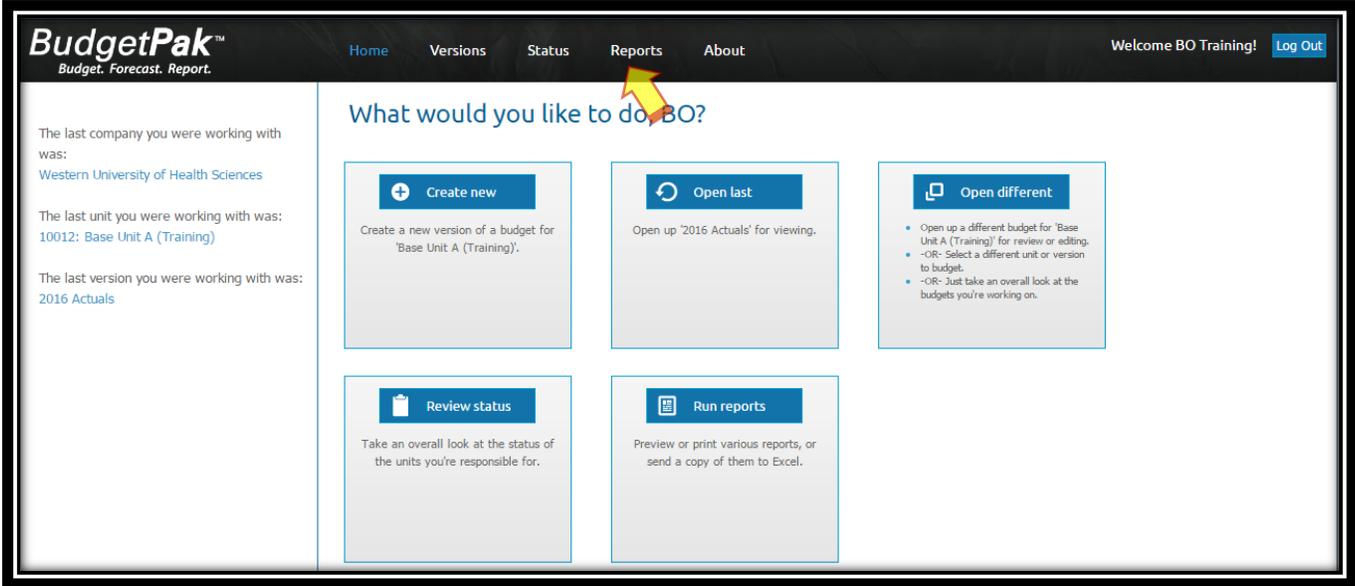


Note: For all Log In issues, please contact the Budget Office at Budget@westernu.edu.

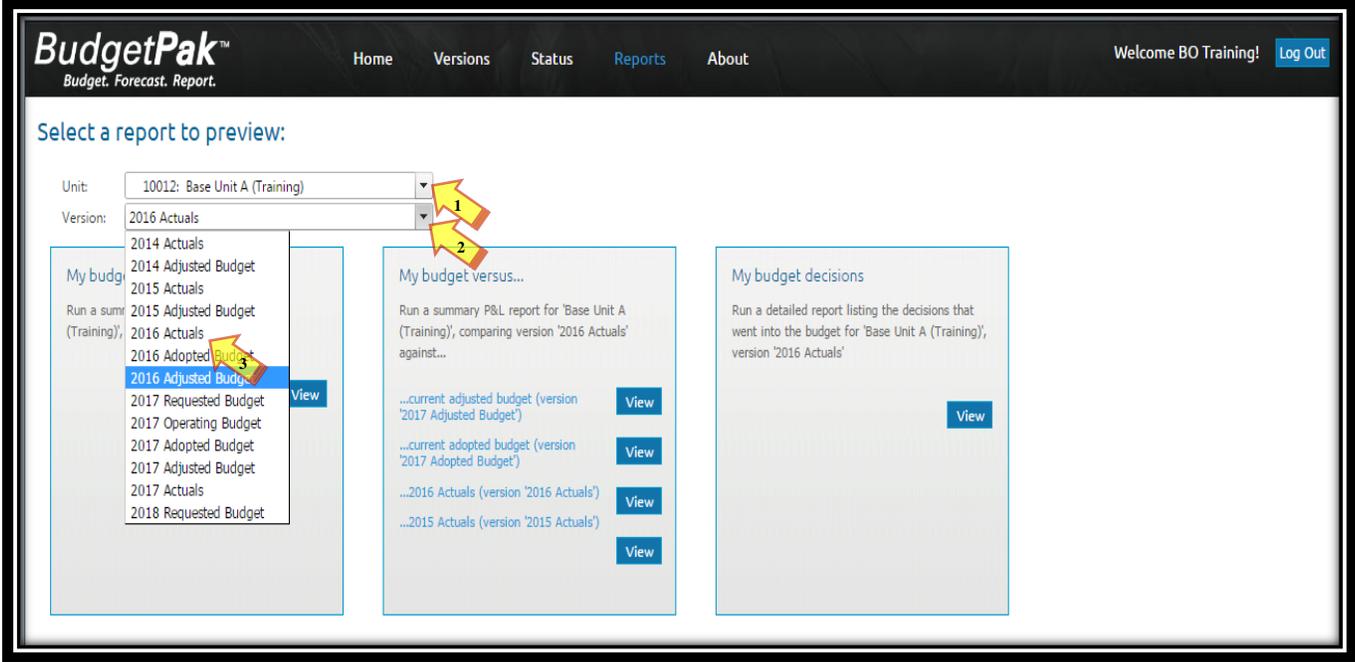
Step 3: This completes section: Accessing BudgetPak

Section I: Summary Reports

Step 1: Click 'Reports'.

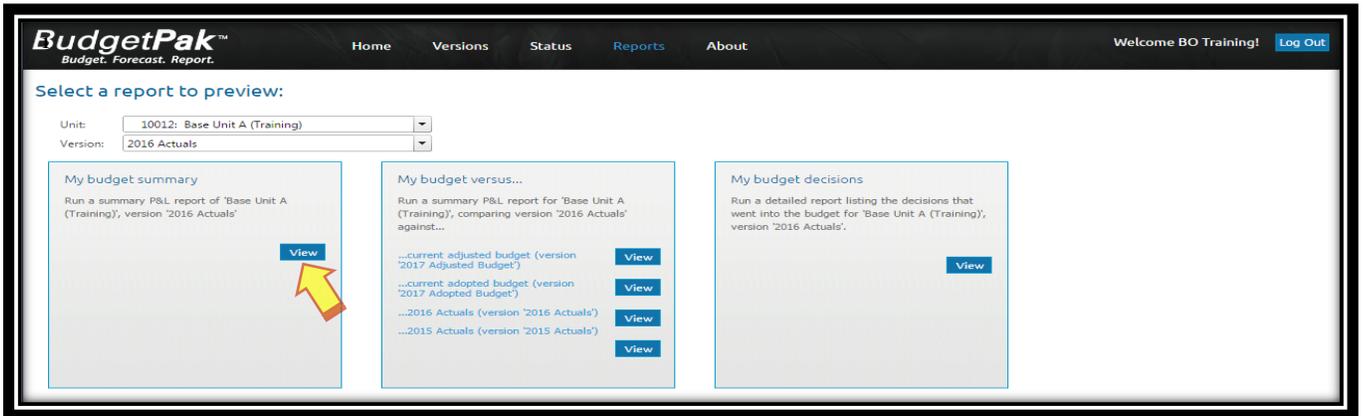


Step 2: Select desired 'Unit' and 'Version' from drop down lists.
Note: Only one unit can be selected



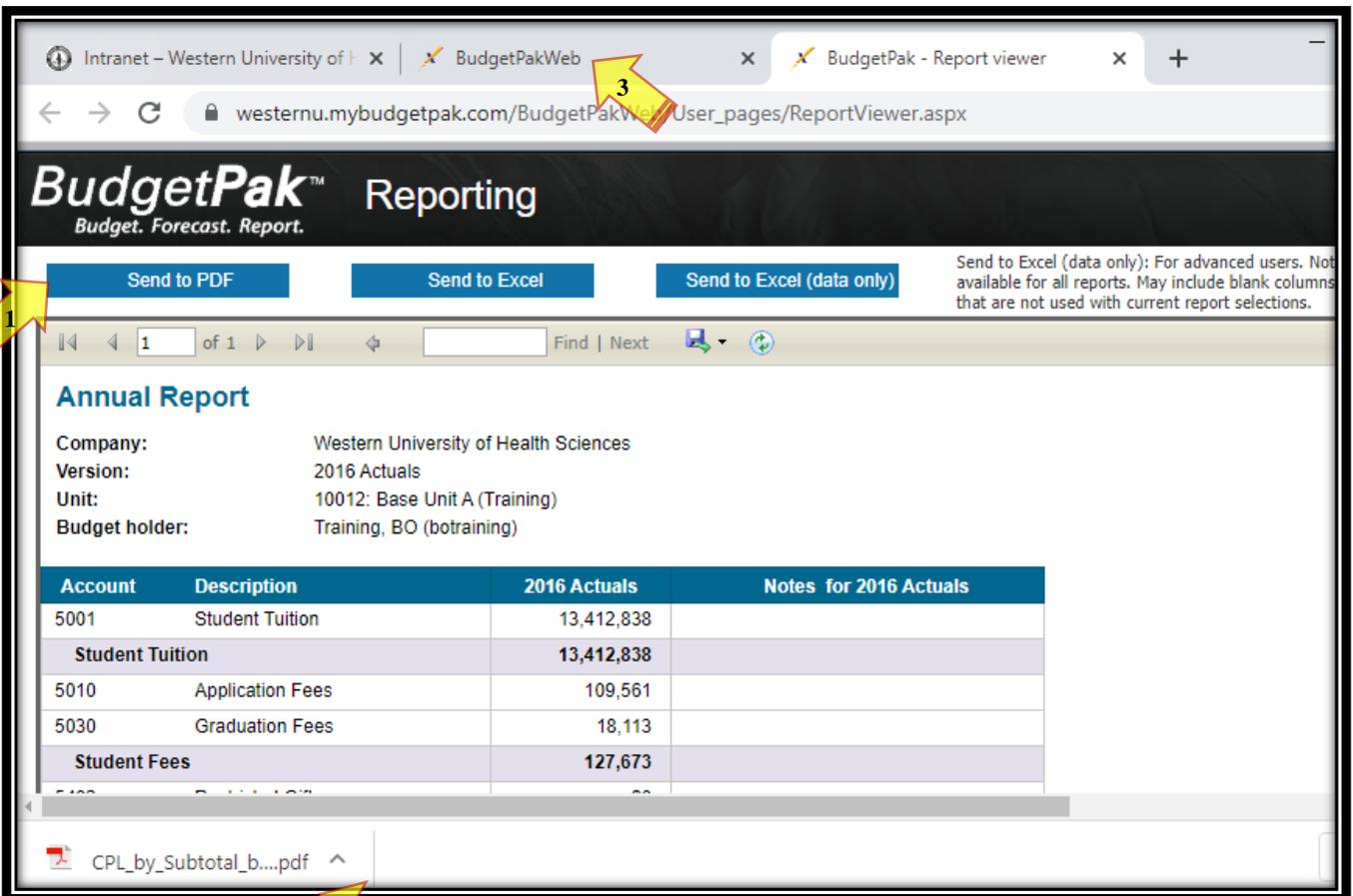
Section I: Summary Reports

Step 3: Click 'View' under my budget summary.



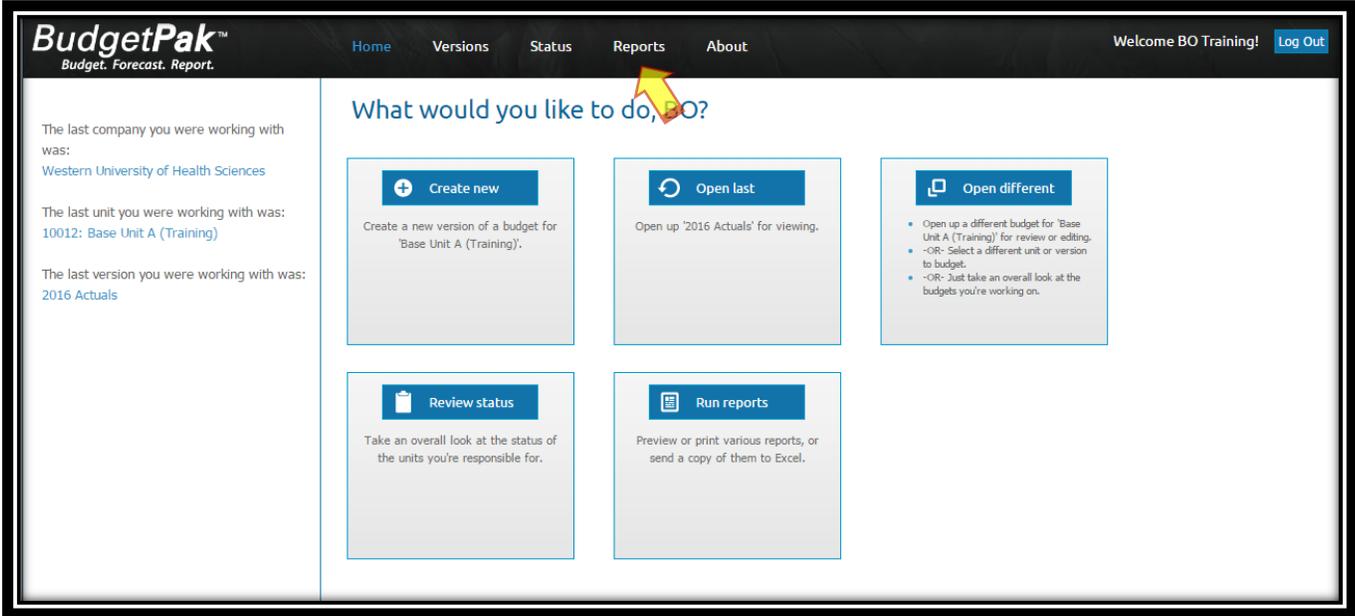
Step 4: A new window will open with the report.

- (1) You may send report to Adobe PDF or Excel by clicking any of the following options: 'Send to PDF', 'Send to Excel', or 'Send to Excel (data only)'.
- (2) A file download window will appear at the bottom of the screen. Click to view/save report in specified format (PDF or Excel).
- (3) To return to the Reports menu, click on the 'BudgetPakWeb' browser/tab.

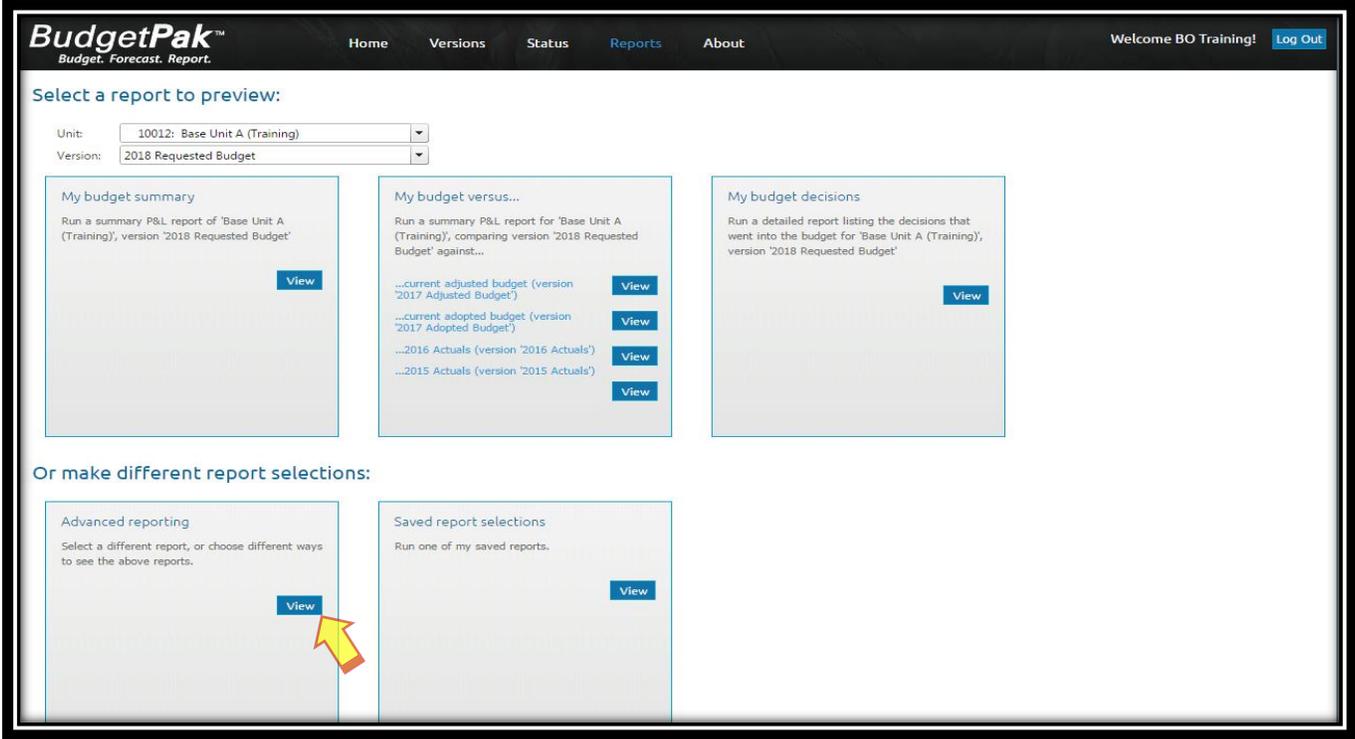


Section II: Adjusted Budget vs. Actual Reports

Step 1: From the BudgetPak 'Home' screen. Click 'Reports'.

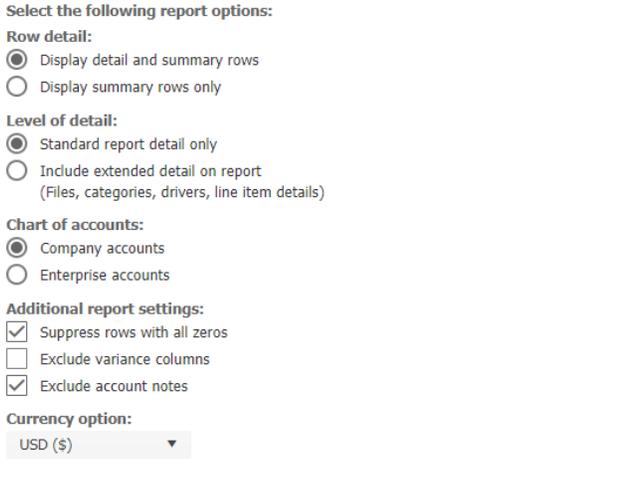
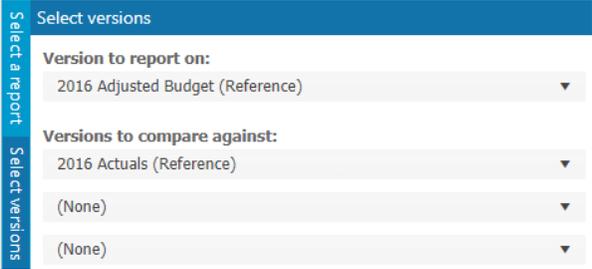
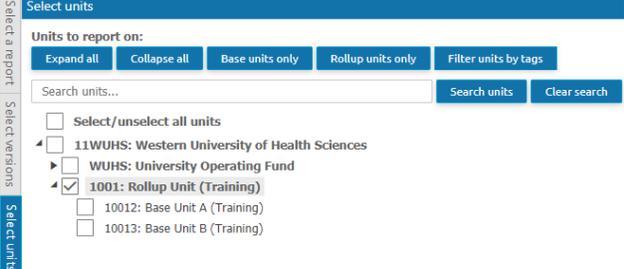


Step 2: Click 'View' under advanced reporting.



Section II: Adjusted Budget vs. Actual Reports

Step 3: 'Select' or 'Click' the following 'Parameters' for each of the six steps shown under the advanced reporting window:

Parameters	Action
	<p>Click 'Annual Report' under the 'Select a report' tab.</p>
	<p>Click 'Display detail and summary rows' Click 'Standard report detail only' Click 'Company accounts' Click 'Suppress rows with all zeroes' Click 'Exclude account notes,' if desired</p>
	<p>Click 'Select versions' Tab Under 'Version to report on,' Select from drop-down '20XX Adjusted Budget (Reference)' Under 'Versions to compare against,' Select from drop-down '20XX Actuals (Reference)'</p>
	<p>Click 'Select units' Tab Click 'Expand All' Check the desired unit(s)/organization(s)</p>
	<p>Click 'Group accounts by' Tab Click 'Group accounts by subtotals'</p>

Section II: Adjusted Budget vs. Actual Reports

Annual Report

- Display detail and summary rows
- Standard report detail only
- Company accounts
- Suppress rows with all zeros
- Currency: USD (\$)
- Version to report on:
2016 Adjusted Budget (Reference)
- Comparison version:
2016 Actuals (Reference)2016
- 1 unit(s) selected
1001: Rollup Unit (Training)
- No tags selected.
- Group by: Subtotals

View the report

Your report will appear in a new tab or a new browser window depending on how your browser is configured.

On the right-hand side of the window,
Click '**View the Report**'

Section II: Adjusted Budget vs. Actual Reports

Step 4: A new window will open with the report.

- (1) You may send the report to Adobe PDF or Excel by clicking any of the following: **'Send to PDF'**, **'Send to Excel'**, or **'Send to Excel (data only)'**.
- (2) A file download window will appear at the bottom of the screen. Click **'Open'** or **'Save'** to view/save report in specified format (PDF or Excel).
- (3) To return to the Reports menu, click on the **'BudgetPakWeb'** browser/tab.

BudgetPak™ Reporting
Budget. Forecast. Report.

Send to PDF Send to Excel Send to Excel (data only) Send to Excel (data only): For available for all reports. May in that are not used with current

1 of 1 Find | Next

Annual Report

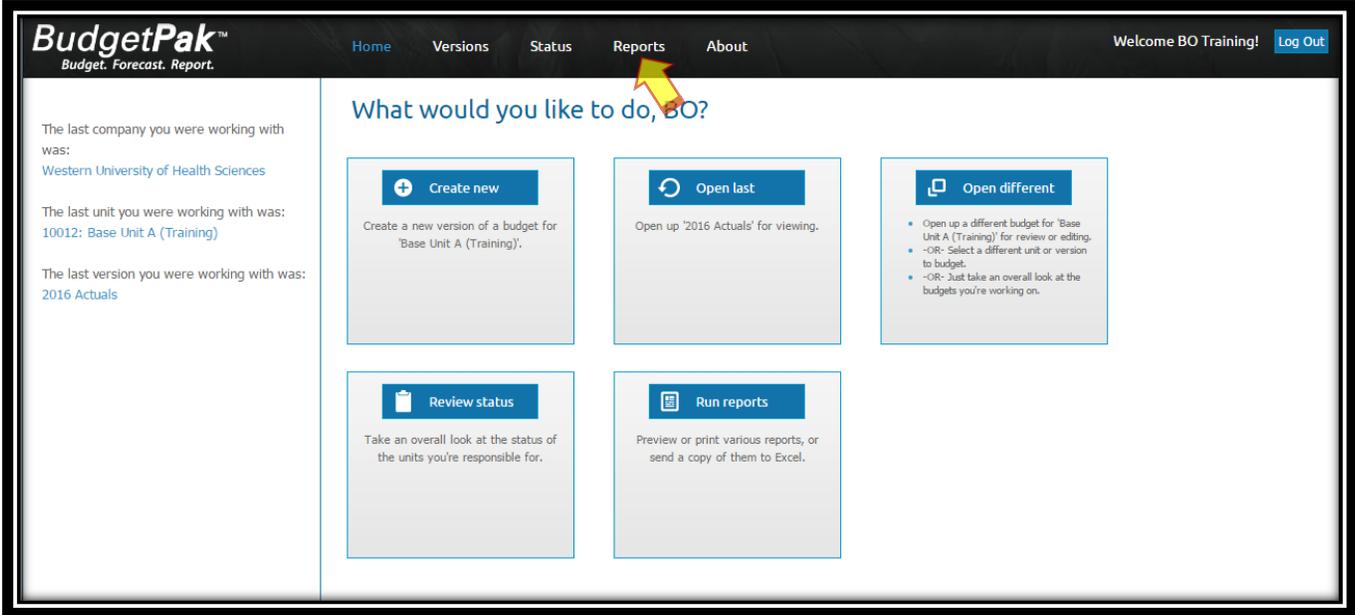
Company: Western University of Health Sciences
Version: 2016 Adjusted Budget
Comparison version: 2016 Actuals
Unit: 1001: Rollup Unit (Training)
Budget holder: Training, BO (botraining)

Account	Description	2016 Adjusted Budget	2016 Actuals	Variance amount	Variance %
5001	Student Tuition	0	13,412,838	-13,412,838	-100.0 %
	Student Tuition	0	13,412,838	-13,412,838	-100.0 %
5010	Application Fees	0	109,561	-109,561	-100.0 %
5030	Graduation Fees	0	18,113	-18,113	-100.0 %
	Student Fees	0	127,673	-127,673	-100.0 %
5661	Revenue External Clinics	0	222,287	-222,287	-100.0 %
5699	Revenue-Other	0	540,711	-540,711	-100.0 %
5705	Sales-non taxable	0	414,555	-414,555	-100.0 %
	Patient Care Services Revenue	0	1,177,553	-1,177,553	-100.0 %
5625	Patient Discounts	0	-329,710	329,710	-100.0 %
5625D	Product Discounts	0	-74,144	74,144	-100.0 %
	Discounts and Allowances	0	-403,855	403,855	-100.0 %
	Total Revenue	\$0	\$14,314,210	(\$14,314,210)	-100.0 %

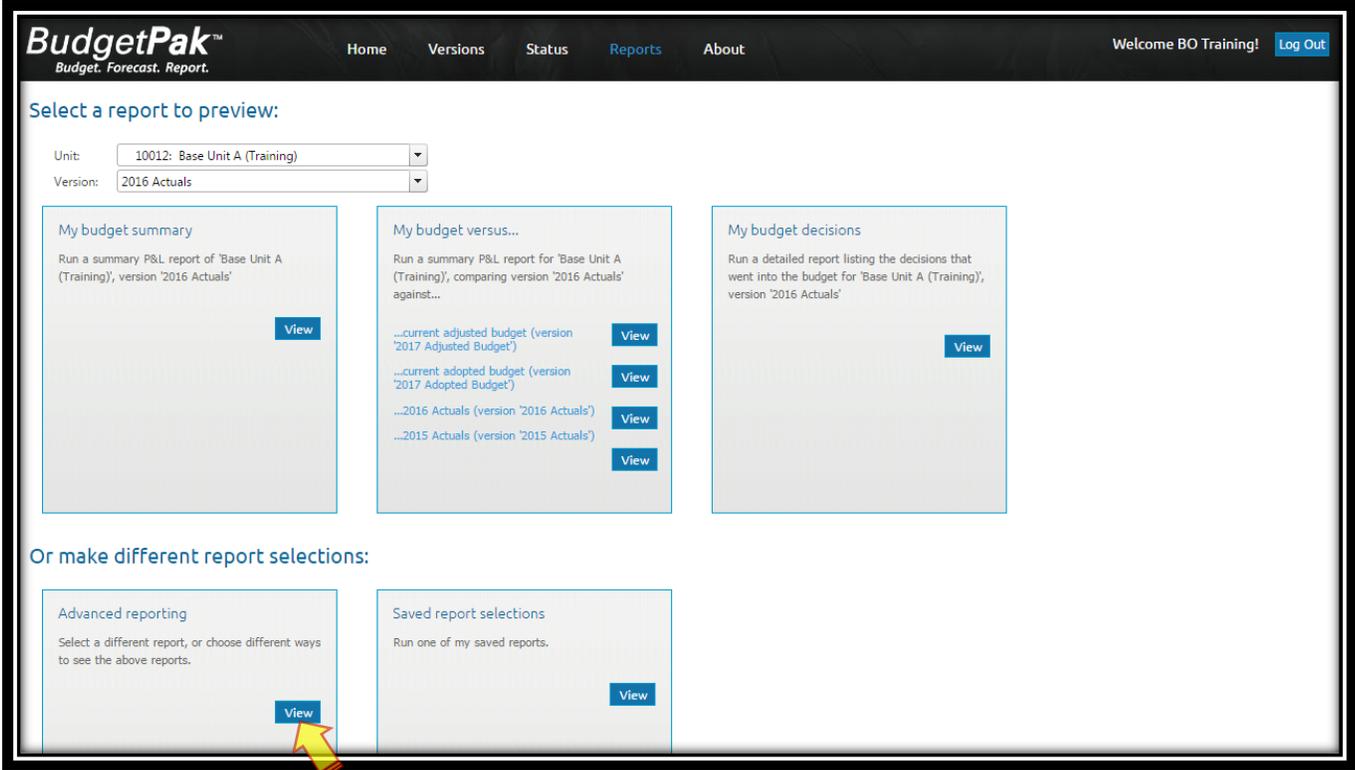
CPL_by_Subtotal_b...,pdf 2

Section III: Year-over-Year Reports

Step 1: From the BudgetPak 'Home' screen. Click 'Reports'.

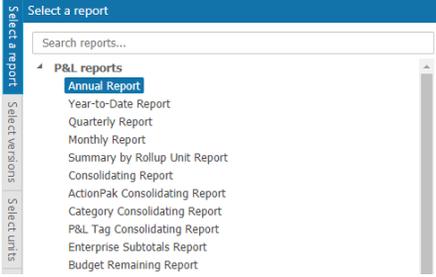
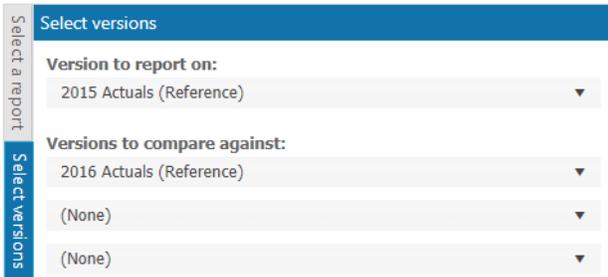
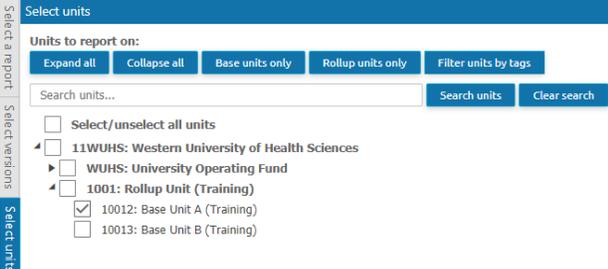


Step 2: Click 'View' under advanced reporting.



Section III: Year-over-Year Reports

Step 3: 'Select' or 'Click' the following 'Parameters' for each of the six steps shown under the advanced reporting window:

	<p>Click 'Annual Report' under the 'Select a report' tab.</p>
<p>Select the following report options:</p> <p>Row detail:</p> <p><input checked="" type="radio"/> Display detail and summary rows <input type="radio"/> Display summary rows only</p> <p>Level of detail:</p> <p><input checked="" type="radio"/> Standard report detail only <input type="radio"/> Include extended detail on report (Files, categories, drivers, line item details)</p> <p>Chart of accounts:</p> <p><input checked="" type="radio"/> Company accounts <input type="radio"/> Enterprise accounts</p> <p>Additional report settings:</p> <p><input checked="" type="checkbox"/> Suppress rows with all zeros <input type="checkbox"/> Exclude variance columns <input checked="" type="checkbox"/> Exclude account notes</p> <p>Currency option:</p> <p>USD (\$) ▼</p>	<p>Click 'Display detail and summary rows' Click 'Standard report detail only' Click 'Company accounts' Click 'Suppress rows with all zeroes' Click 'Exclude account notes,' if desired</p>
	<p>Click 'Select versions' Tab Under 'Version to report on,' Select from drop-down '20XX Actuals (Reference)' Under 'Versions to compare against,' Select from drop-down '20XX Actuals (Reference)' You may select up to three versions to compare against.</p>
	<p>Click 'Select units' Tab Click 'Expand All' Check the desired unit(s)/organization(s)</p>
	<p>Click 'Group accounts by' Tab Click 'Group accounts by subtotals'</p>

Section III: Year-over-Year Reports

<p>Annual Report</p> <ul style="list-style-type: none">• Display detail and summary rows• Standard report detail only• Company accounts• Suppress rows with all zeros• Currency: USD (\$)• Version to report on: 2015 Actuals (Reference)2015• Comparison version: 2016 Actuals (Reference)2016• 1 unit(s) selected 10012: Base Unit A (Training)• No tags selected.• Group by: Subtotals <p>View the report</p> <p>Your report will appear in a new tab or a new browser window depending on how your browser is configured.</p>	<p>On the right-hand side of the window, Click 'View the Report'</p>
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Section III: Year-over-Year Reports

Step 4: A new window will open with the report.

- (1) You may send report to Adobe PDF or Excel by clicking any of the following: **'Send to PDF'**, **'Send to Excel'**, or **'Send to Excel (data only)'**.
- (2) A file download window will appear at the bottom of the screen. Click **'Open'** or **'Save'** to view/save report in specified format (PDF or Excel).
- (3) To return to the Reports menu, click on the **'BudgetPakWeb'** browser/tab.

BudgetPak™ Reporting
Budget. Forecast. Report.

Send to PDF Send to Excel Send to Excel (data only)

Send to Excel (data only): For advanced users. Not available for all reports. May include blank columns that are not used with current report selections.

1 of 1 Find | Next

Annual Report

Company: Western University of Health Sciences
Version: 2015 Actuals
Comparison version: 2016 Actuals
Unit: 10012: Base Unit A (Training)
Budget holder: Training, BO (botraining)

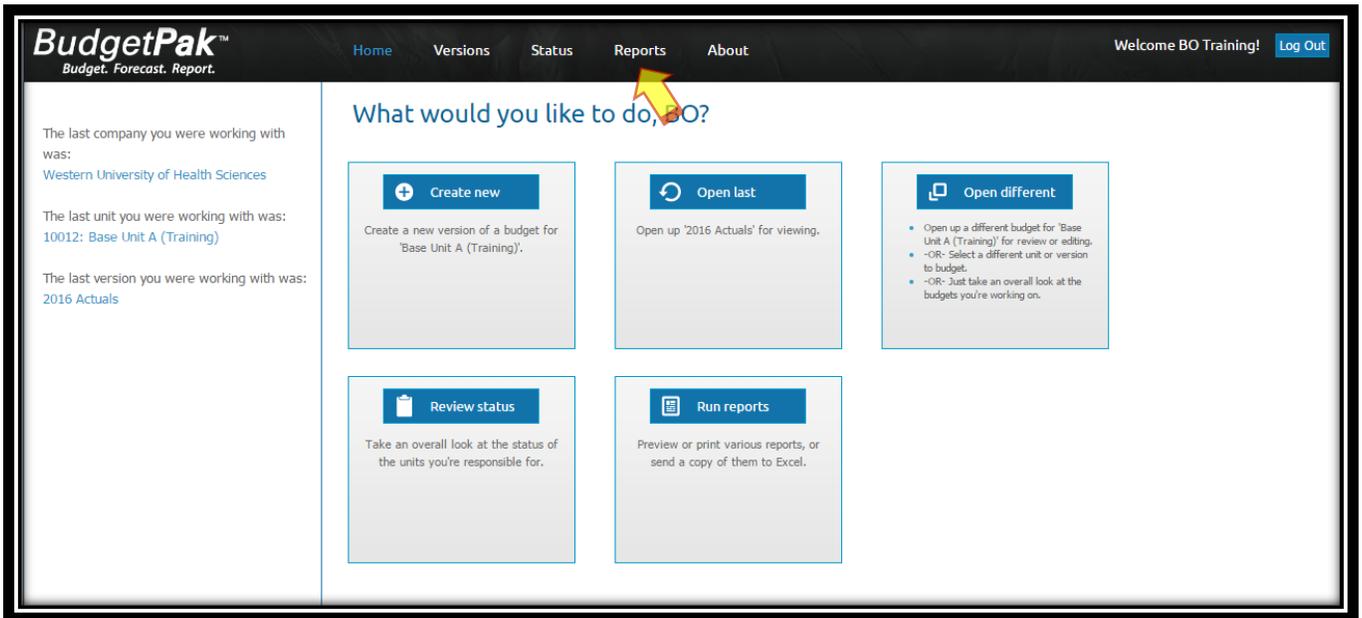
Account	Description	2015 Actuals	2016 Actuals	Variance amount	Variance %	Notes for
5001	Student Tuition	12,662,825	13,412,838	-750,013	-5.6 %	
Student Tuition		12,662,825	13,412,838	-750,013	-5.6 %	
5010	Application Fees	95,159	109,561	-14,402	-13.1 %	
5030	Graduation Fees	19,177	18,113	1,064	5.9 %	
Student Fees		114,335	127,673	-13,338	-10.4 %	
Total Revenue		\$12,777,160	\$13,540,512	(\$763,351)	-5.6 %	
6000	Salaries - Faculty Full Time	3,423,378	3,641,838	-218,461	-6.0 %	
6001	Salaries - Faculty Part Time	792,589	684,869	107,721	15.7 %	
Faculty Expenses		4,215,967	4,326,707	-110,740	-2.6 %	
6200	Salaries - Administration Full Time	1,005,826	1,017,098	-11,272	-1.1 %	
Exempt Administrative Expenses		1,005,826	1,017,098	-11,272	-1.1 %	
6600	Wages Admin Staff-Full time	326,170	293,176	32,994	11.3 %	

CPL_by_Subtotal_b...pdf

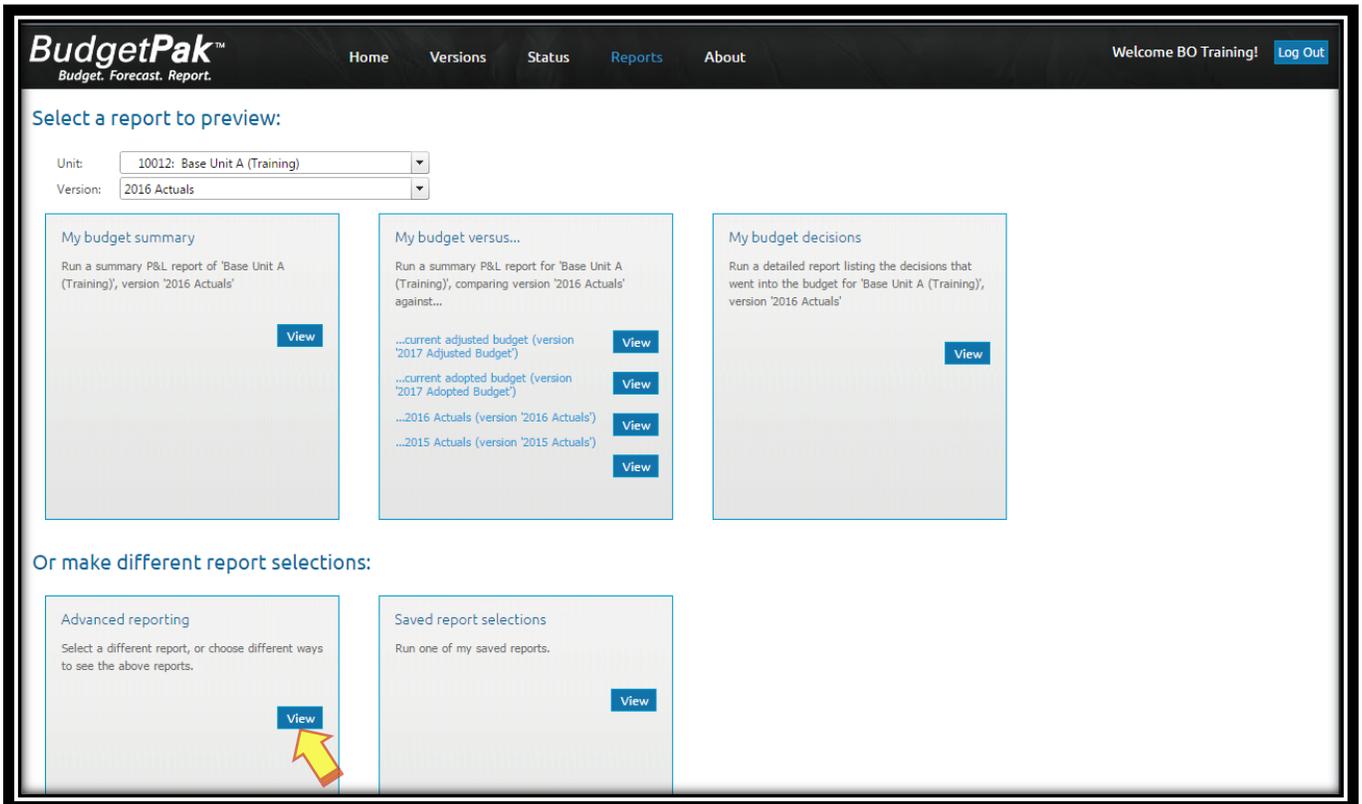
2

Section IV: Monthly Reports

Step 1: From the BudgetPak 'Home' screen. Click 'Reports'.

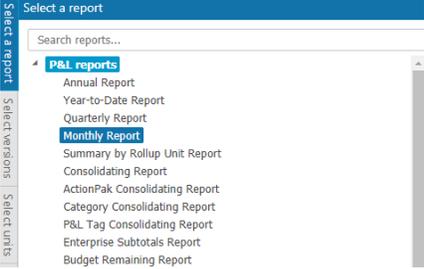


Step 2: Click 'View' under advanced reporting.



Section IV: Monthly Reports

Step 3: Select or click the following **'Parameters'** for each of the six steps shown under the advanced reporting window:

	<p>Click 'Monthly Report' under the 'Select a report' tab.</p>
<p>Select the following report options:</p> <p>Date range:</p> <p><input type="checkbox"/> Select all months</p> <p><input type="checkbox"/> July <input checked="" type="checkbox"/> Jan</p> <p><input type="checkbox"/> Aug <input checked="" type="checkbox"/> Feb</p> <p><input type="checkbox"/> Sep <input checked="" type="checkbox"/> Mar</p> <p><input type="checkbox"/> Oct <input type="checkbox"/> Apr</p> <p><input type="checkbox"/> Nov <input type="checkbox"/> May</p> <p><input type="checkbox"/> Dec <input type="checkbox"/> June</p> <p>Row detail:</p> <p><input checked="" type="radio"/> Display detail and summary rows</p> <p><input type="radio"/> Display summary rows only</p> <p>Level of detail:</p> <p><input checked="" type="radio"/> Standard report detail only</p> <p><input type="radio"/> Include extended detail on report (Files, categories, drivers, line item details)</p> <p>Chart of accounts:</p> <p><input checked="" type="radio"/> Company accounts</p> <p><input type="radio"/> Enterprise accounts</p> <p>Additional report settings:</p> <p><input checked="" type="checkbox"/> Suppress rows with all zeros</p> <p><input type="checkbox"/> Exclude variance columns</p> <p><input checked="" type="checkbox"/> Exclude account notes</p> <p>Currency option:</p> <p>USD (\$) ▼</p>	<p>Select the months</p> <p>Click 'Display detail and summary rows'</p> <p>Click 'Standard report detail only'</p> <p>Click 'Company accounts'</p> <p>Click 'Suppress rows with all zeroes'</p> <p>Click 'Exclude account notes,' if desired</p>
	<p>Click 'Select versions' Tab</p> <p>Under 'Version to report on,' Select from drop-down '20XX Actuals (Reference)'</p> <p>Under 'Versions to compare against,' click '(None)' for this example. You may compare up to one version.</p>

Section IV: Monthly Reports

	<p>Click 'Select units' Tab Click 'Expand All' Check the desired unit(s)/organization(s)</p>
	<p>Click 'Group accounts by' Tab Click 'Group accounts by subtotals'</p>
<p>Monthly Report</p> <ul style="list-style-type: none"> • 3 month(s) selected. • Display detail and summary rows • Standard report detail only • Company accounts • Suppress rows with all zeros • Exclude account notes • Currency: USD (\$) • Version to report on: 2018 Actuals (Reference) • 1 unit(s) selected 10012: Base Unit A (Training) • No tags selected. • Group by: Subtotals <p>View the report</p> <p>Your report will appear in a new tab or a new browser window depending on how your browser is configured.</p>	<p>On the right-hand side of the window, Click 'View the Report'</p>

Section IV: Monthly Reports

Step 4: A new window will open with the report.

- (1) You may send report to Adobe PDF or Excel by clicking any of the following: **'Send to PDF'**, **'Send to Excel'**, or **'Send to Excel (data only)'**.
- (2) A file download window will appear at the bottom of the screen. Click to view/save report in specified format (PDF or Excel).
- (3) To return to the Reports menu, click on the **'BudgetPakWeb'** browser/tab.

The screenshot shows a web browser window with three tabs: 'Intranet - Western University of Health Sciences', 'BudgetPakWeb', and 'BudgetPak - Report viewer'. The address bar shows the URL: `westernu.mybudgetpak.com/BudgetPakWeb/Default.aspx/pages/ReportViewer.aspx`. The main content area is titled 'BudgetPak Reporting' with the tagline 'Budget. Forecast. Report.'. Below the title are three buttons: 'Send to PDF', 'Send to Excel', and 'Send to Excel (data only)'. A yellow arrow labeled '1' points to the 'Send to PDF' button. To the right of these buttons is a note: 'Send to Excel (data only): For advanced users. Not available for all reports. May include blank columns that are not used with current report selections.' Below the buttons is a search bar with '1 of 2' and 'Find | Next' options. The main report is titled 'Monthly Report' and includes the following details:

- Company: Western University of Health Sciences
- Version: 2018 Actuals
- Unit: 10012: Base Unit A (Training)
- Budget holder: Training, BO (botraining)

Account	Description	Jan	Feb	Mar	Total
70280	Telephone	128	128	128	383
	Communications	128	128	128	383
70915	Contracted Services	255	255	255	765
70970	Repairs and Maintenance Contracts	184	184	184	551
70980	General Maintenance & Repairs	510	510	510	1,530
	Contracts and Consulting Services	949	949	949	2,846
71505	Computer Supplies	51	51	51	153
71530	Event Supplies	179	179	179	536
71560	Office Supplies	110	110	110	330
71575	Postage	20	20	20	61
71580	Reprographics	175	175	175	525
71590	Student Supplies	102	102	102	306
	Supplies	637	637	637	1,911
79200	Equipment-Computers	1,734	1,734	1,734	5,202
79201	Equipment-Telephone	77	77	77	230
	Equipment	1,811	1,811	1,811	5,432
7925	Furniture	2,346	2,346	2,346	7,038
	Furniture	2,346	2,346	2,346	7,038
	Total Expense	\$5,870	\$5,870	\$5,870	\$17,609

At the bottom of the browser window, a download bar shows a file named 'CPL_by_Subtotal_b...pdf' with a yellow arrow labeled '2' pointing to it. A yellow arrow labeled '3' points to the 'BudgetPakWeb' browser tab.

Section V: Saving and Retrieving Saved Reports

Step 1: To save a report, click **'Reports'** then click **'View'** under **'Advanced reporting'** section. Fill out the desired parameters and click the **'Save current selections as new report'** button.

The screenshot shows the 'Advanced reporting' interface. On the left, there is a sidebar with 'Select units' highlighted. The main area is titled 'Select units' and contains a search bar and a list of units. The 'Units to report on:' section includes buttons for 'Expand all', 'Collapse all', 'Base units only', 'Rollup units only', and 'Filter units by tags'. Below these is a search bar and 'Search units' and 'Clear search' buttons. A tree view shows the following structure:

- Select/unselect all units
- 11WUHS: Western University of Health Sciences
 - WUHS: University Operating Fund
 - 1001: Rollup Unit (Training)
 - 10012: Base Unit A (Training)
 - 10013: Base Unit B (Training)

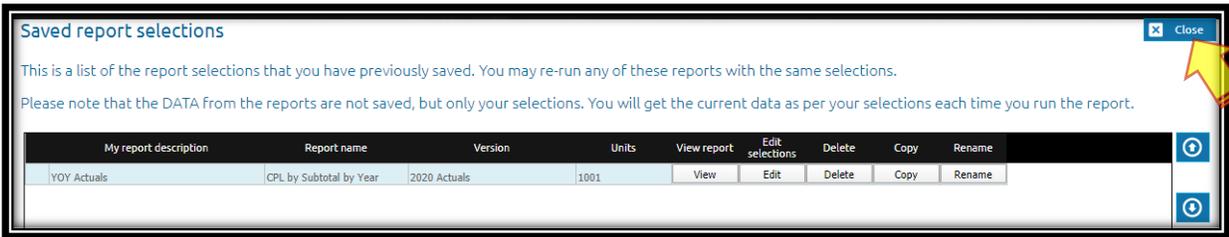
On the right, the 'Annual Report' section lists various options and a 'View the report' button. At the bottom, a navigation bar contains four buttons: 'Start from scratch', 'View/edit saved reports', 'Update saved report with current selections', and 'Save current selections as new report'. A red arrow points to the 'Save current selections as new report' button.

Step 2: A new window will pop up. Enter the **'Name'** for the report to be saved. Click **'OK'** to save.

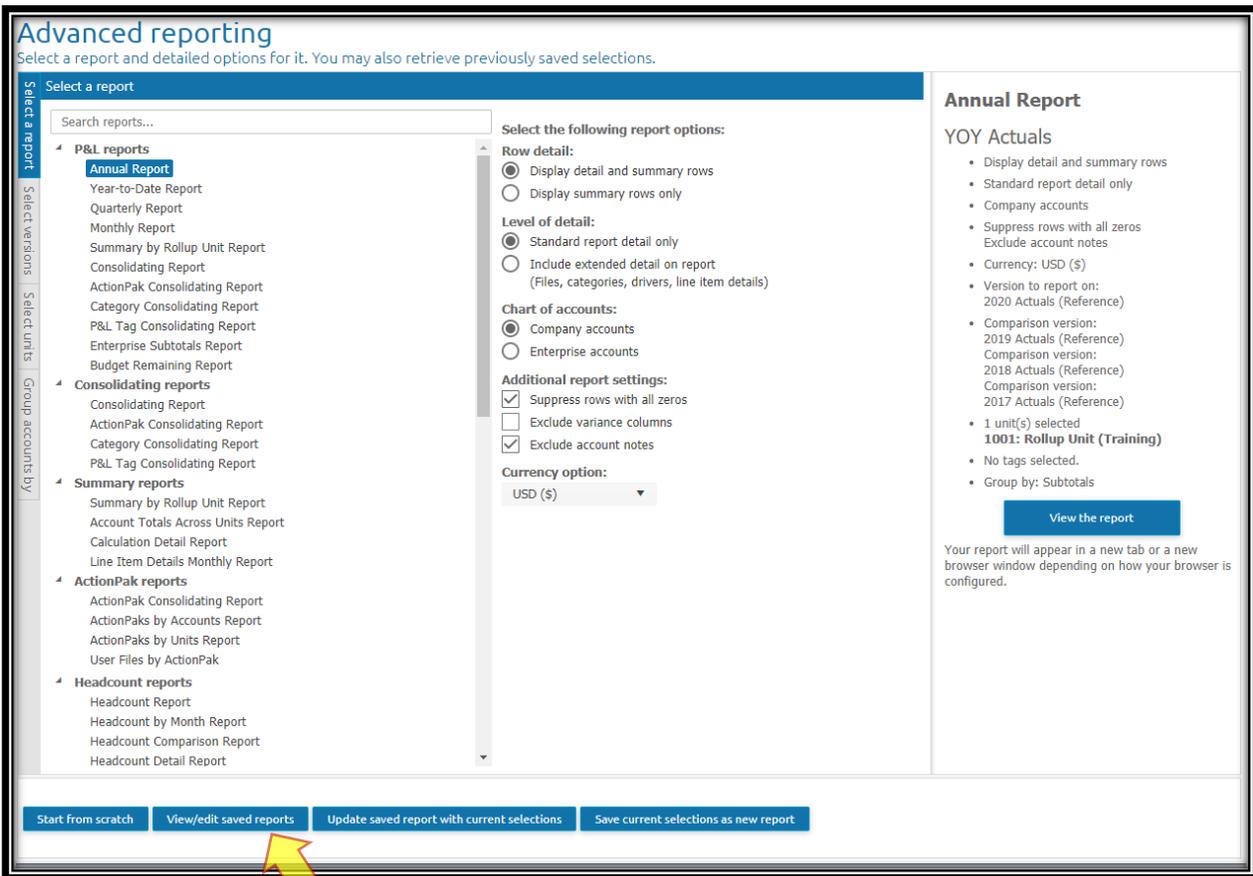
The screenshot shows a 'Save report selections' dialog box. It contains the text 'Please enter a name for this new set of report selections:' followed by a text input field containing 'YOY Actuals'. Below the input field are two buttons: 'OK' and 'Cancel'. A red arrow labeled '1' points to the input field, and another red arrow labeled '2' points to the 'OK' button.

Section V: Saving and Retrieving Saved Reports

Step 3: The following window will appear showing all saved reports. Click 'Close'.



Step 4: To retrieve a saved report. Click 'Reports' then click 'View' under 'Advanced reporting' section. Click the 'View/edit saved reports' button.



Step 5: The following window will appear. Click 'View'. A new window will appear with the saved report.

