

BudgetPak Reports



Session Objectives

- How to Access BudgetPak Advanced Reporting Menu
- Benefits of Running:
 - Year-Over-Year Reports
 - Quarterly Reports
 - Monthly Reports
 - Year-to-Date Reports
- Saving Reports, Formatting, and Adding Notes



Section I: How to Access BudgetPak Advanced Reporting Menu



Advanced Reporting Menu

The screenshot displays the BudgetPak web application interface. The top navigation bar includes the following links: Home, Versions, Status, Reports (highlighted with a red box), Projections, Configuration, and About. The user is logged in as 'Welcome Office Budget!'. The main content area is titled 'What would you like to do, Office?' and provides instructions: 'To get started, please choose from the options below:'. There are six main action buttons arranged in a 2x3 grid:

- Create new**: Create a new version of a budget/forecast.
- Open last**: Open the last budget/forecast.
- Open different**: Open up an existing budget/forecast for review or editing.
 - OR- Select a different unit or version to budget/forecast.
 - OR- Just take an overall look at the budget/forecasts you're working on.
- Review status**: Take an overall look at the status of the units you're responsible for.
- Run reports**: Preview or print various reports, or send a copy of them to Excel.
- Configuration**: Configure your company, or the enterprise, for budget/forecasting.

On the left sidebar, there is a message notification: 'You have important messages!' with a 'View your messages' button. The user's organization is listed as 'Western University of Health Sciences'.

Advanced Reporting Menu

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HomeVersionsStatusReportsProjectionsConfigurationAbout

Select a report to preview:

Unit: WUHS-Ent: WUHS Enterprise [Rollup unit]▼

Version: 2018 Adopted Budget▼

My budget summary

Run a summary P&L report of 'WUHS Enterprise', version '2018 Adopted Budget'

View

My budget versus...

Run a summary P&L report for 'WUHS Enterprise', comparing version '2018 Adopted Budget' against...

...current adjusted budget (version '2018 Adjusted Budget')View

...current adopted budget (version '2018 Adopted Budget')View

...2017 Actuals (version '2017 Actuals')View

...2016 Actuals (version '2016 Actuals')View

My budget decisions

Run a detailed report listing the decisions that went into the budget for 'WUHS Enterprise', version '2018 Adopted Budget'.

View

Or make different report selections:

Advanced reporting

Select a different report, or choose different ways to see the above reports.

View

Saved report selections

Run one of my saved reports.

View

Section II: Benefits of Running Year-over-Year Reports



Year-over-Year Reports

Year-over-Year: The method of evaluating activity by comparing the financial information from an entire fiscal year with a prior fiscal year.

Benefits:

- Year Over Year Trend Analysis
- Performance Evaluation
- Identify Discrepancies
- Decision Making



Year-over-Year Reports

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HomeVersionsStatusReportsProjectionsConfigurationAbout

Welcome Office Budget!Log Out

Advanced reportingSelect a report and detailed options for it. You may also retrieve previously-saved selections.

Step 1: Select a report

P&L reports:Other reports:

Select the date range:

☒ Annual
☐ Quarterly
☐ Year-to-date
☐ Monthly

Group accounts by:

☒ By default subtotals
☐ By section
☐ ActionPaks only

Step 2: Select the version(s)

Report on which version?:2017 Adopted Budget

Compare against which version?

☐ None
☒ This version:2018 Adopted Budget

Step 3: Select units

The currently-selected units are listed below. Click 'Change unit selections' to select from a list of all units available to you.

Change unit selections2 units selected.

Unit code	Description
10012	Base Unit A (Training)
10013	Base Unit B (Training)

Step 4: Select report options

Show detail or summary rows?

☒ Display detail and summary rows
☐ Display summary rows only

Step 5: Select currency options

Report in which currency?USD (\$)

Step 6: View report

View the report

Report will appear in a new tab, or a new browser window (depending on how your browser is configured).

Select the Following:

- Date Range
- Version
- Unit(s)

Year-over-Year Report

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Reporting

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 1Find | Next

Annual Report

Company:Western University of Health Sciences

Version:2018 Adopted Budget

Comparison version:2017 Adopted Budget

Unit:10012: Base Unit A (Training)

Budget holder:Training, BO (botraining)

Account	Description	2018 Adopted Budget	2017 Adopted Budget	Variance Amount	Variance Percent	Notes for 2018 Adopted Budget
5001	Student Tuition	622,303	616,142	6,161	1.0 %	
	Student Tuition	622,303	616,142	6,161	1.0 %	
	Total Revenue	\$622,303	\$616,142	\$6,161	1.0 %	
6200	Salaries - Administration Full	90,900	90,000	900	1.0 %	
	Exempt Administrative Expenses	90,900	90,000	900	1.0 %	
6600	Wages Admin Staff-Full time	25,452	25,200	252	1.0 %	
	Non-Exempt Administrative Expenses	25,452	25,200	252	1.0 %	
6850	Allocated Fringe Benefits	37,233	36,864	369	1.0 %	
	Fringe Benefits	37,233	36,864	369	1.0 %	
70211	Cellular Phone Stipend	0	0	-	-	
70280	Telephone	1,515	1,500	15	1.0 %	
	Communications	1,515	1,500	15	1.0 %	

Formatting and Adding Notes

Filtering Data

Hiding Unwanted Rows/Columns

Adding Rows/Columns

General Formatting



Formatted Year-over-Year Report

Annual Report								
1								
2	Company:	Western University of Health Sciences						
3	Version:	2018 Adopted Budget						
4	Comparison version:	2017 Adopted Budget						
5	Unit:	10012: Base Unit A (Training)						
6	Budget holder:	Training, BO (botraining)						
9	Account	Description	2018 Adopted Budget	2017 Adopted Budget	Variance Amount	Variance Percent		
10	5001	Student Tuition	\$ 622,303	\$ 616,142	6,161	1.0 %		
12	Total Revenue		622,303	616,142	6,161	1.0 %		
13	6200	Salaries - Administration Full Time	90,900	90,000	900	1.0 %		
15	6600	Wages Admin Staff-Full time	25,452	25,200	252	1.0 %		
17	6850	Allocated Fringe Benefits	37,233	36,864	369	1.0 %		
20	70280	Telephone	1,515	1,500	15	1.0 %		
22	70300	Continuing Education	1,212	1,200	12	1.0 %		
23	70302	Faculty Development	1,212	1,200	12	1.0 %		
26	70310	Registration Fees	606	600	6	1.0 %		
30	70350	Training Seminars-Staff	1,212	1,200	12	1.0 %		
32	70500	Accreditation Fees	1,454	1,440	14	1.0 %		
39	70915	Contracted Services	3,030	3,000	30	1.0 %		
41	70970	Repairs and Maintenance	2,182	2,160	22	1.0 %		
42	70980	General Maintenance & Repairs	2,424	2,400	24	1.0 %		
50	71475	Subscriptions	303	300	3	1.0 %		
53	71505	Computer Supplies	606	600	6	1.0 %		
54	71530	Event Supplies	303	300	3	1.0 %		
55	71560	Office Supplies	1,818	1,800	18	1.0 %		
56	71575	Postage	242	240	2	1.0 %		
57	71580	Reprographics	1,515	1,500	15	1.0 %		
58	71590	Student Supplies	1,212	1,200	12	1.0 %		
60	79200	Equipment-Computers	2,020	2,000	20	1.0 %		
61	79201	Equipment-Telephone	152	150	2	1.0 %		
63	7925	Furniture	3,030	3,000	30	1.0 %		
65	Total Expense		\$ 179,633	\$ 177,854	\$ 1,779	1.0 %		

Section III: Saving & Retrieving Reports



Saving Reports Parameters

☐ Annual

☐ Quarterly

☒ Year-to-date

☐ Monthly

Year-to-date through?

Select...

Sep

Group accounts by:

☒ By default subtotals

☐ By section

☐ ActionPaks only

Step 3: Select units

The currently-selected units are listed below. Click 'Change unit selections' to select from a list of all units available to you.

Change unit selections

1 unit selected.

Unit code	Description
10013	Base Unit 8 (Training)

Step 4: Select report options

Show detail or summary rows?

☒ Display detail and summary rows

☐ Display summary rows only

What level of detail?

☒ Standard report detail only

☐ Include extended detail on report
(Files, categories, drivers, line item details)

Which chart of accounts?

☒ Local company chart of accounts

☐ Enterprise chart of accounts

Include account notes?

☒ Yes

☐ No

Step 5: Select currency options

Report in which currency?

USD (\$)

Step 6: View report

View the report

Report will appear in a new tab, or a new browser window (depending on how your browser is configured).

NOTE: This report should be printed in landscape mode.

You may save your report selections for retrieval of previously saved selections.

Run one of my saved reports

+

Save current selections as new saved report

Update saved report with current selections

Retrieving Report Parameters

Step 4: Select report options

Show detail or summary rows?

☒ Display detail and summary rows

☐ Display summary rows only

What level of detail?

☒ Standard report detail only

☐ Include extended detail on report
(Files, categories, drivers, line item details)

Which chart of accounts?

☒ Local company chart of accounts


☐ Enterprise chart of accounts


Include account notes? ☒ Yes ☐ No


Step 5: Select currency options

Report in which currency? USD (\$) ▼

You may save your report selections (or retrieve a previously saved selection):

 Run one of my saved reports

 Save current selections as new saved report

 Update saved report with current selections

Step 6: View report

[View the report](#)

Report will appear in a new tab, or a new browser window (depending on how your browser is configured).

NOTE: This report should be printed in landscape mode.

Section IV: The Benefits of Running Quarterly Reports



Quarterly Reports

Quarterly Report: The method of evaluating activity by comparing the financial information from one quarter vs other quarters in the same year or same quarter prior year.

Benefits:

Quarterly Trend Analysis
Performance Evaluation
Identify Discrepancies
Decision Making



Quarterly Reports

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Advanced reportingSelect a report and detailed options for it. You may also retrieve previously-saved selections.

Close

Step 1: Select a report

P&L reports:Other reports:

Select the date range:

Annual

Quarterly

Year-to-date

Monthly

Which quarters?

☒ Q1

☒ Q2

☒ Q3

☒ Q4

Group accounts by:

☒ By default subtotals

☐ By section

☐ ActionPaks only

Step 2: Select the version(s)

Report on which version?

2020 Actuals

Compare against which version?

☒ None

☐ This version:

2018 Adopted Budget

Step 3: Select units

Change unit selections

1 unit selected.

Unit code	Description
10013	Base Unit B (Training)

Step 4: Select report options

Show detail or summary rows?

☒ Display detail and summary rows

☐ Display summary rows only

Step 5: Select currency options

Report in which currency?

USD (\$)

Step 6: View report

View the report

Report will appear in a new tab, or a new browser window (depending on how your browser is configured).

Select the Following:

- Date Range
- Version
- Unit(s)

Quarterly Report

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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.

NOTE: This report should be printed in landscape mode.

1 of 1Find | Next

Quarterly Report

Company:Western University of Health Sciences

Version:2018 Actuals

Unit:10013: Base Unit B (Training)

Budget holder:Training, BO (botraining)

Account	Description	Q1	Q2	Q3	Q4	Total	Notes for 2018 Actuals
6200	Salaries - Administration Full Time	52,500	52,500	52,500	17,500	175,000	
	Exempt Administrative Expenses	52,500	52,500	52,500	17,500	175,000	
6600	Wages Admin Staff-Full time	26,100	26,100	26,100	8,700	87,000	
	Non-Exempt Administrative Expenses	26,100	26,100	26,100	8,700	87,000	
6850	Allocated Fringe Benefits	25,152	25,152	25,152	8,384	83,840	
	Fringe Benefits	25,152	25,152	25,152	8,384	83,840	
70001	Advertising	1,000	0	500	0	1,500	
70055	Marketing	0	0	0	0	0	
	Advertising Marketing Promotion	1,000	0	500	0	1,500	
70211	Cellular Phone Stipend	0	0	0	0	0	
70280	Telephone	371	306	278	125	1,080	
	Communications	371	306	278	125	1,080	
70310	Registration Fees	400	200	0	0	600	
70350	Training Seminars-Staff	250	300	125	0	675	
	Conference Continuing Ed. and Travel	650	500	125	0	1,275	

Section V: Benefits of Running Monthly Reports

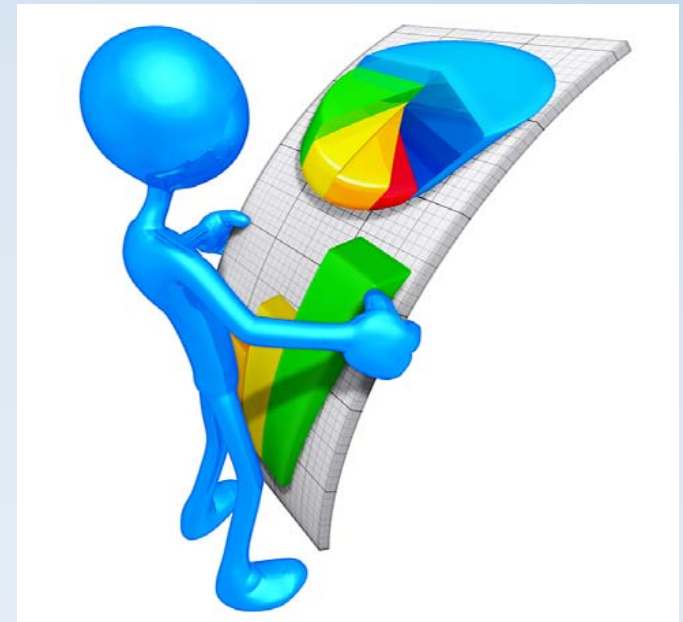


Monthly Reports

Monthly: The method of evaluating activity by comparing the financial information from one month vs other months in the same year or the same month in a prior year.

Benefits:

- Monthly Trend Analysis
- Performance Evaluation
- Identify Discrepancies
- Decision Making



Monthly Reports

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Advanced reporting Select a report and detailed options for it. You may also retrieve previously-saved selections. [Close](#)

Step 1: Select a report

P&L reports: **Other reports:**

Select the date range:

☐ Annual
☐ Quarterly
☐ Year-to-date
☒ Monthly

Which months?
[Select...](#)
All months

Group accounts by:

☒ By default subtotals
☐ By section
☐ ActionPaks only

Step 2: Select the version(s)

Report on which version: 2018 Actuals
Compare against which version?
☒ None
☐ This version: 2018 Adopted Budget

Step 3: Select units

Change unit selections 1 unit selected.

Unit code	Description
10013	Base Unit 8 (Training)

Select the Following:

- Date Range
- Version
- Unit(s)

Step 4: Select report options

Show detail or summary rows?
☒ Display detail and summary rows
☐ Display summary rows only

Step 5: Select currency options

Report in which currency? USD (\$) [View the report](#)

Step 6: View report

Report will appear in a new tab, or a new browser window (depending on how your browser is configured).

Month-to-Month Report

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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.

NOTE: This report should be printed in landscape mode.

1 of 1 Find | Next

Monthly Report

Company: Western University of Health Sciences

Version: 2018 Actuals

Unit: 10013: Base Unit B (Training)

Budget holder: Training, BO (botraining)

Account	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
6200	Salaries - Administration Full Time	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500
Exempt Administrative Expenses		17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500
6600	Wages Admin Staff-Full time	8,700	8,700	8,700	8,700	8,700	8,700	8,700	8,700
Non-Exempt Administrative Expenses		8,700	8,700	8,700	8,700	8,700	8,700	8,700	8,700
6850	Allocated Fringe Benefits	8,384	8,384	8,384	8,384	8,384	8,384	8,384	8,384
Fringe Benefits		8,384	8,384	8,384	8,384	8,384	8,384	8,384	8,384
70001	Advertising	1,000	0	0	0	0	0	500	0
70055	Marketing	0	0	0	0	0	0	0	0
Advertising Marketing Promotion		1,000	0	0	0	0	0	500	0
70211	Cellular Phone Stipend	0	0	0	0	0	0	0	0
70280	Telephone	133	125	113	75	114	117	118	75
Communications		133	125	113	75	114	117	118	75
70310	Registration Fees	400	0	0	0	0	200	0	0
70350	Training Seminars-Staff	0	250	0	0	0	300	0	0
Conference Continuing Ed. and Travel		400	250	0	0	0	500	0	0

Section VI: Benefits of Running Year-to-Date Reports



Year-to-Date-Reports

Year-to-Date: The method of evaluating activity by reviewing financial information from the first day of the fiscal year to the current day.

Benefits:

- Snapshot of Current Budget Status
- Identifying Remaining Budgetary Needs
- Identify Discrepancies
- Decision Making



Year to Date Reports

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Advanced reporting Select a report and detailed options for it. You may also retrieve previously-saved selections. [Close](#)

Step 1: Select a report

PM reports:Other reports:

Select the date range:

Annual

Quarterly

☒ Year-to-date

Monthly

Year-to-date through?
Sep

Select...

Group accounts by:

☒ By default subtotals

☐ By section

☐ ActionPaks only

Step 2: Select the version(s)

Report on which version?
2018 Actuals

Compare against which version?
☒ None
☐ This version: 2018 Adopted Budget

Step 3: Select units

Change unit selections1 unit selected.

change unit selections* to select from a list of all units available to you.

Unit code	Description
10013	Base Unit B (Training)

Step 4: Select report options

Show detail or summary rows?
☒ Display detail and summary rows
☐ Display summary rows only

Step 5: Select currency options

Report in which currency?
USD (\$) [v](#)

Step 6: View report

[View the report](#)

Report will appear in a new tab, or a new browser window (depending on how your browser is configured).

Select the Following:

- Date Range
- Version
- Unit(s)

Year to Date Report

BudgetPak™ Reporting <i>Budget. Forecast. Report.</i>			
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			
Year-to-Date Report			
Company:		Western University of Health Sciences	
Version:		2018 Actuals	
Unit:		10013: Base Unit B (Training)	
Budget holder:		Training, BO (botraining)	
Account	Description	YTD through Sep 2018 Actuals	Notes for 2018 Actuals
6200	Salaries - Administration Full Time	52,500	
Exempt Administrative Expenses		52,500	
6600	Wages Admin Staff-Full time	26,100	
Non-Exempt Administrative Expenses		26,100	
6850	Allocated Fringe Benefits	25,152	
Fringe Benefits		25,152	
70001	Advertising	1,000	
70055	Marketing	0	
Advertising Marketing Promotion		1,000	
70211	Cellular Phone Stipend	0	
70280	Telephone	371	
Communications		371	
70310	Registration Fees	400	
70350	Training Seminars-Staff	250	
Conference Continuing Ed. and Travel		650	

Questions



Thank You!

