

# 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

**BudgetPak™**  
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Please make a selection from the panels at right to get started!

Western University of Health Sciences

You have important messages!  
View your messages

### What would you like to do, Office?

To get started, please choose from the options below:

- Create new**  
Create a new version of a budget/forecast.
- Open last**
- 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.

# Advanced Reporting Menu

The screenshot displays the 'Advanced Reporting Menu' in BudgetPak. At the top, the logo 'BudgetPak™' is followed by the tagline 'Budget. Forecast. Report.' and a navigation menu with links for Home, Versions, Status, Reports, Projections, Configuration, and About. The main content area is titled 'Select a report to preview:' and includes two dropdown menus: 'Unit' set to 'WUHS-Ent: WUHS Enterprise [Rollup unit]' and 'Version' set to '2018 Adopted Budget'. Below these are three report preview cards: 'My budget summary', 'My budget versus...', and 'My budget decisions'. Each card contains a brief description and a 'View' button. The 'My budget versus...' card lists four specific report options, each with its own 'View' button. At the bottom, a section titled 'Or make different report selections:' contains two more cards: 'Advanced reporting' and 'Saved report selections'. The 'Advanced reporting' card's 'View' button is highlighted with a red rectangle.

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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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**Advanced reporting** Select a report and detailed options for it. You may also retrieve previously-saved selections. Close

**Step 1: Select a report**

**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 selections** 2 units selected.

| Unit code | Description            |
|-----------|------------------------|
| 10012     | Base Unit A (Training) |
| 10013     | Base Unit B (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 (\$) ▼

**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).

# Year-over-Year Report

**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: 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 %            |                               |
|         | <b>Student Tuition</b>                    | <b>622,303</b>      | <b>616,142</b>      | <b>6,161</b>    | <b>1.0 %</b>     |                               |
|         | <b>Total Revenue</b>                      | <b>\$622,303</b>    | <b>\$616,142</b>    | <b>\$6,161</b>  | <b>1.0 %</b>     |                               |
| 6200    | Salaries - Administration Full            | 90,900              | 90,000              | 900             | 1.0 %            |                               |
|         | <b>Exempt Administrative Expenses</b>     | <b>90,900</b>       | <b>90,000</b>       | <b>900</b>      | <b>1.0 %</b>     |                               |
| 6600    | Wages Admin Staff-Full time               | 25,452              | 25,200              | 252             | 1.0 %            |                               |
|         | <b>Non-Exempt Administrative Expenses</b> | <b>25,452</b>       | <b>25,200</b>       | <b>252</b>      | <b>1.0 %</b>     |                               |
| 6850    | Allocated Fringe Benefits                 | 37,233              | 36,864              | 369             | 1.0 %            |                               |
|         | <b>Fringe Benefits</b>                    | <b>37,233</b>       | <b>36,864</b>       | <b>369</b>      | <b>1.0 %</b>     |                               |
| 70211   | Cellular Phone Stipend                    | 0                   | 0                   | -               | -                |                               |
| 70280   | Telephone                                 | 1,515               | 1,500               | 15              | 1.0 %            |                               |
|         | <b>Communications</b>                     | <b>1,515</b>        | <b>1,500</b>        | <b>15</b>       | <b>1.0 %</b>     |                               |



# 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            | <b>Total Revenue</b> |                                       | <b>622,303</b>      | <b>616,142</b>      | <b>6,161</b>    | <b>1.0 %</b>     |  |
| 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            | <b>Total Expense</b> |                                       | <b>\$ 179,633</b>   | <b>\$ 177,854</b>   | <b>\$ 1,779</b> | <b>1.0 %</b>     |  |

## Section III: Saving & Retrieving Reports



# Saving Reports Parameters

Annual  
 Quarterly  
 Year-to-date  
 Monthly

Year-to-date through?  
Select...  
Sep

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 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

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 to retrieve 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?

### 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 (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](#)

## 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 reporting** Select a report and detailed options for it. You may also retrieve previously-saved selections. Close

**Step 1: Select a report**

**Select the date range:**

**Step 2: Select the version(s)**

Report on which version? 2018 Adopted Budget

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) |

**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 (\$) ▼

**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).

# 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 1    Find | 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        |                        |
|         | <b>Exempt Administrative Expenses</b>       | <b>52,500</b> | <b>52,500</b> | <b>52,500</b> | <b>17,500</b> | <b>175,000</b> |                        |
| 6600    | Wages Admin Staff-Full time                 | 26,100        | 26,100        | 26,100        | 8,700         | 87,000         |                        |
|         | <b>Non-Exempt Administrative Expenses</b>   | <b>26,100</b> | <b>26,100</b> | <b>26,100</b> | <b>8,700</b>  | <b>87,000</b>  |                        |
| 6850    | Allocated Fringe Benefits                   | 25,152        | 25,152        | 25,152        | 8,384         | 83,840         |                        |
|         | <b>Fringe Benefits</b>                      | <b>25,152</b> | <b>25,152</b> | <b>25,152</b> | <b>8,384</b>  | <b>83,840</b>  |                        |
| 70001   | Advertising                                 | 1,000         | 0             | 500           | 0             | 1,500          |                        |
| 70055   | Marketing                                   | 0             | 0             | 0             | 0             | 0              |                        |
|         | <b>Advertising Marketing Promotion</b>      | <b>1,000</b>  | <b>0</b>      | <b>500</b>    | <b>0</b>      | <b>1,500</b>   |                        |
| 70211   | Cellular Phone Stipend                      | 0             | 0             | 0             | 0             | 0              |                        |
| 70280   | Telephone                                   | 371           | 306           | 278           | 125           | 1,080          |                        |
|         | <b>Communications</b>                       | <b>371</b>    | <b>306</b>    | <b>278</b>    | <b>125</b>    | <b>1,080</b>   |                        |
| 70310   | Registration Fees                           | 400           | 200           | 0             | 0             | 600            |                        |
| 70350   | Training Seminars-Staff                     | 250           | 300           | 125           | 0             | 675            |                        |
|         | <b>Conference Continuing Ed. and Travel</b> | <b>650</b>    | <b>500</b>    | <b>125</b>    | <b>0</b>      | <b>1,275</b>   |                        |

# Section V: Benefits of Running Monthly Reports

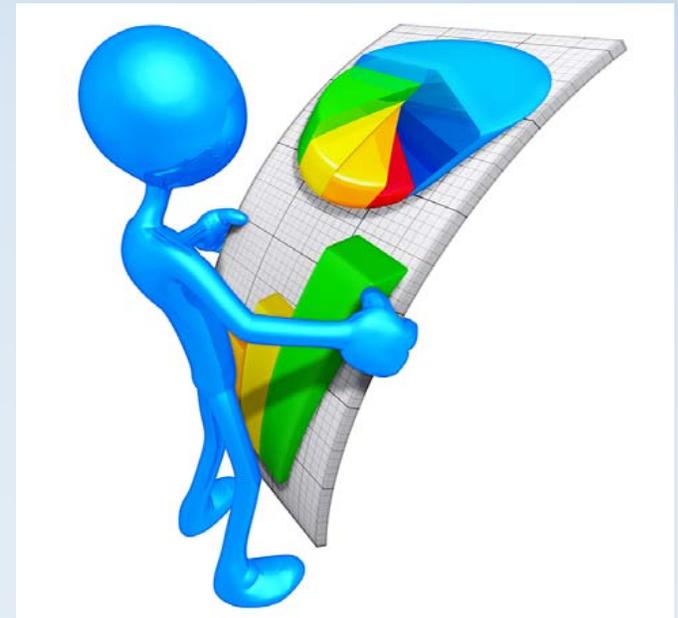


# Monthly Reports

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**

**Select the date range:**

Annual  
Quarterly  
Year-to-date  
 Monthly

When months?  
All months [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 selections 1 unit selected.

| Unit code | Description            |
|-----------|------------------------|
| 10013     | Base Unit B (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        |
|         | <b>Exempt Administrative Expenses</b>       | <b>17,500</b> |
| 6600    | Wages Admin Staff-Full time                 | 8,700         | 8,700         | 8,700         | 8,700         | 8,700         | 8,700         | 8,700         | 8,700         |
|         | <b>Non-Exempt Administrative Expenses</b>   | <b>8,700</b>  |
| 6850    | Allocated Fringe Benefits                   | 8,384         | 8,384         | 8,384         | 8,384         | 8,384         | 8,384         | 8,384         | 8,384         |
|         | <b>Fringe Benefits</b>                      | <b>8,384</b>  |
| 70001   | Advertising                                 | 1,000         | 0             | 0             | 0             | 0             | 0             | 500           | 0             |
| 70055   | Marketing                                   | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
|         | <b>Advertising Marketing Promotion</b>      | <b>1,000</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>500</b>    | <b>0</b>      |
| 70211   | Cellular Phone Stipend                      | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| 70280   | Telephone                                   | 133           | 125           | 113           | 75            | 114           | 117           | 118           | 75            |
|         | <b>Communications</b>                       | <b>133</b>    | <b>125</b>    | <b>113</b>    | <b>75</b>     | <b>114</b>    | <b>117</b>    | <b>118</b>    | <b>75</b>     |
| 70310   | Registration Fees                           | 400           | 0             | 0             | 0             | 0             | 200           | 0             | 0             |
| 70350   | Training Seminars-Staff                     | 0             | 250           | 0             | 0             | 0             | 300           | 0             | 0             |
|         | <b>Conference Continuing Ed. and Travel</b> | <b>400</b>    | <b>250</b>    | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>500</b>    | <b>0</b>      | <b>0</b>      |

## 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: [Select...](#) Other reports: [Select...](#)

Select the date range:

Year-to-date through? [Select...](#)

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? 2018 Actuals

Compare against which version?

None  
 This version: 2018 Adopted Budget

**Step 3: Select units**

Change unit selections 1 unit selected. Change unit selections\* to select from a list of all units available to you.

| Unit code | Description            |
|-----------|------------------------|
| 10013     | Base Unit B (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**

[View the report](#) Report will appear in a new tab, or a new browser window (depending on how your browser is configured).

# Year to Date Report

**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

### 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<br>2018 Actuals | Notes for 2018 Actuals |
|---|-------------------------------------|---------------------------------|------------------------|
| 6200  | Salaries - Administration Full Time | 52,500                          |                        |
| <b>Exempt Administrative Expenses</b>       |                                     | <b>52,500</b>                   |                        |
| 6600  | Wages Admin Staff-Full time         | 26,100                          |                        |
| <b>Non-Exempt Administrative Expenses</b>   |                                     | <b>26,100</b>                   |                        |
| 6850  | Allocated Fringe Benefits           | 25,152                          |                        |
| <b>Fringe Benefits</b>                      |                                     | <b>25,152</b>                   |                        |
| 70001                                       | Advertising                         | 1,000                           |                        |
| 70055                                       | Marketing                           | 0                               |                        |
| <b>Advertising Marketing Promotion</b>      |                                     | <b>1,000</b>                    |                        |
| 70211                                       | Cellular Phone Stipend              | 0                               |                        |
| 70280                                       | Telephone                           | 371                             |                        |
| <b>Communications</b>                       |                                     | <b>371</b>                      |                        |
| 70310                                       | Registration Fees                   | 400                             |                        |
| 70350                                       | Training Seminars-Staff             | 250                             |                        |
| <b>Conference Continuing Ed. and Travel</b> |                                     | <b>650</b>                      |                        |

# Questions



Thank You!

