

# 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 the BudgetPak application. At the top, the 'BudgetPak' logo is accompanied 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 features 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 includes 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, under the heading 'Or make different report selections:', there are two more cards: 'Advanced reporting' and 'Saved report selections'. The 'View' button in the 'Advanced reporting' card is highlighted with a red rectangular box.

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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  
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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.

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>	

# 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	<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**

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: 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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### 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

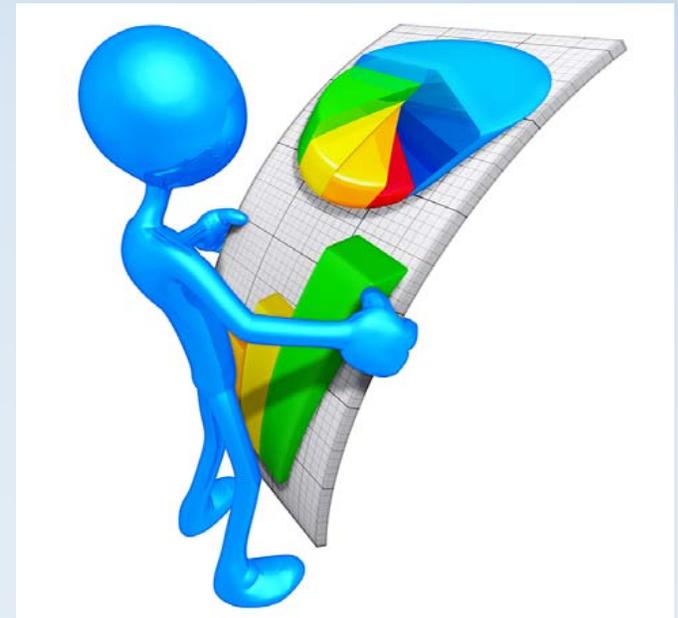


# Monthly Reports

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?  
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 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).

# Month-to-Month Report

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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  
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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.

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	
<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!

