

# Budget Management Report Instructions

The Budget Management Report is an OLAP (Online Analytical Processing) report. Although OLAP is an excellent tool for budgeting and forecasting, it's much different than the standard reporting we are used to. These instructions explain how to run the Budget Management Report.

The link to the Budget Management Report is:

[http://castle.eiu.edu/~reporting/report\\_detail.php?num=255&menu=Budget](http://castle.eiu.edu/~reporting/report_detail.php?num=255&menu=Budget)

Click "Launch" to launch the report.

Once logged in, you will be taken to the Main Menu

The screenshot displays the user interface for the Budget Management Report. At the top left, there are two selection boxes: "Select One or More Historical Years:" containing the years 2007, 2008, 2009, and 2010; and "Select One or More Orgs:" containing a list of organizational units such as 032132 - Blair Hall 032132, 032134 - Blair Hall 032134, 032136 - Blair Hall 032136, 032138 - Blair Hall 032138, 032140 - Blair Hall 032140, 080001 - Phys Sci Bld 080001 Chem Basement, 100000 - Revenue Income Fund, 110000 - President Operations, 110010 - General Administration, 110020 - Institutional Memberships, 110030 - Recruitment Retention, and 110040 - Misc Grants and Miscellaneous Dept. Below these boxes is a "Run" button. To the right of the selection boxes is the Eastern Illinois University logo and the text "EASTERN ILLINOIS UNIVERSITY™ Budget Management Report". Below the selection boxes are three expandable sections: "Available Dimensions", "Columns", and "Measures", each with a small square icon and a plus sign.

Simply select one or more historical fiscal years that you would like to compare to the current fiscal year. You will notice the absence of the current fiscal year. This is because the report automatically selects this for you.

Select One or More Historical Years:

2007  
2008  
2009  
2010

Run

Select One or More Orgs:

032132 - Blair Hall 032132  
032134 - Blair Hall 032134  
032136 - Blair Hall 032136  
032138 - Blair Hall 032138  
032140 - Blair Hall 032140  
080001 - Phy Sci Bld 080001 Chem Basement  
100000 - Revenue Income Fund  
110000 - President Operations  
110010 - General Administration  
110020 - Institutional Memberships  
110030 - Recruitment Retention  
110040 - Misc/Comms/Marketing/Spec. Dev.

Available Dimensions

Columns

Measures

EASTERN ILLINOIS UNIVERSITY™  
Budget Management Report

Once you have chosen your historical fiscal years, choose one or more Orgs to display. Depending on what level of security you have to an Org, you may see one or many Orgs in the list box.

Select One or More Historical Years:

2007  
2008  
2009  
2010

Run

Select One or More Orgs:

032132 - Blair Hall 032132  
032134 - Blair Hall 032134  
032136 - Blair Hall 032136  
032138 - Blair Hall 032138  
032140 - Blair Hall 032140  
080001 - Phy Sci Bld 080001 Chem Basement  
100000 - Revenue Income Fund  
110000 - President Operations  
110010 - General Administration  
110020 - Institutional Memberships  
110030 - Recruitment Retention  
110040 - Misc/Comms/Marketing/Spec. Dev.

Available Dimensions

Columns

Measures

EASTERN ILLINOIS UNIVERSITY™  
Budget Management Report

After selecting the historical years and the Orgs to display, simply click the “Run” button to launch the program. The report should return results quickly, however if several Orgs are selected together, it will take more time.

The screenshot shows the 'Budget Management Report' interface. On the left, there are two selection boxes: 'Select One or More Historical Years:' containing 2007, 2008, 2009, and 2010; and 'Select One or More Orgs:' containing a list of organizational units such as 032132 - Blair Hall 032132, 032134 - Blair Hall 032134, 032136 - Blair Hall 032136, 032138 - Blair Hall 032138, 032140 - Blair Hall 032140, 080001 - Phy Sci Bld 080001 Chem Basement, 100000 - Revenue Income Fund, 110000 - President Operations, 110010 - General Administration, 110020 - Institutional Memberships, 110030 - Recruitment Retention, and 110040 - Misc Computer Multipurpose Dept. A red arrow points to the 'Run' button. Below these are sections for 'Available Dimensions', 'Columns', and 'Measures'.

Below is the default view of the report once the report has returned results.

The screenshot shows the 'Budget Management Report' interface with the report results displayed. The 'Run' button is still visible. The report table has the following structure:

Organization	Fiscal Year	2010	2011 A Adjusted Budget	2011 B YTD Activity	2011 C Encumbrance	2011 D YTD Total Exp and Enc	Total by ROWS
Organization	YTD	YTD	YTD	YTD	YTD	YTD	YTD
Account Type	Value	Value	Value	Value	Value	Value	Value
110000							
Total by COLLPINS							

At this point, you can see the overall numbers for each Org. To drill down to see individual accounts, simply click the “Expand” button to the left of the Org # to expand.

Fiscal Year	
Organization	
+ 110000	
Total by COLUMNS	

This will expand the Org to show the name of the org.

Fiscal Year	
Organiza...	Organization Description
- 110000	+ President Operations
Total by COLUMNS	

If you select the expand button next to the Org name, it takes you to the account types.

Fiscal Year		
Organiza...	Organization Description	Account Type
- 110000	- President Operations	+ Personnel
		+ Operating
Total by COLUMNS		

You can continue to expand and drill down through the available fields. However, notice there is a “Master Expand” button located in the main column description.

		Fiscal Year
		Organization
		110000
Total by COLUMNS		





The Master Expand button simply expands all fields in its category. For example, if I were to choose multiple Orgs in my selection criteria, I might get results like these:

		Fiscal Year
		Organization
		110000
		110010
Total by COLUMNS		

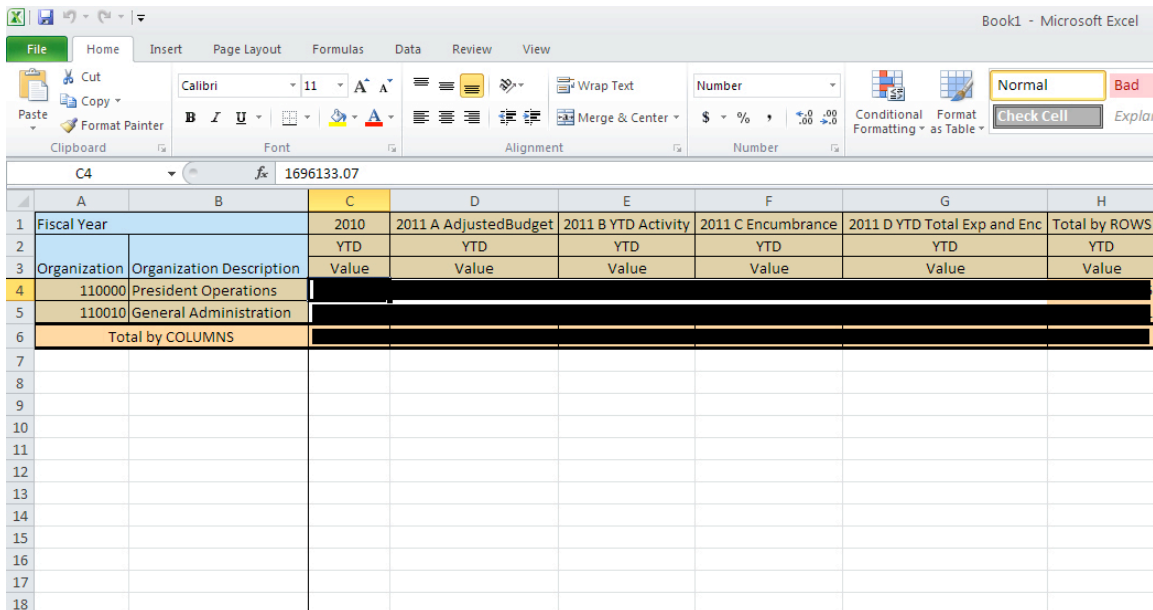
If I use the single expand button, I can expand the individual Orgs.

		Fiscal Year	
		Organization	Organization Description
		110000	
		110010	
Total by COLUMNS			

However, if I use the master expand button, it expands everything in that category.

		Fiscal Year
		Organization Description
— 110000		President Operations
— 110010		General Administration
Total by COLUMNS		

If at any point you wish to save the results of your report, you can do so by right clicking anywhere in the report results and selecting “Export to Excel”. This will import the exact look of the report into Excel as it is on your screen. Below is an example:



Fiscal Year	Organization	2010	2011 A AdjustedBudget	2011 B YTD Activity	2011 C Encumbrance	2011 D YTD Total Exp and Enc	Total by ROWS
		YTD	YTD	YTD	YTD	YTD	YTD
Organization	Organization Description	Value	Value	Value	Value	Value	Value
110000	President Operations						
110010	General Administration						
Total by COLUMNS							

These are the basic principles in navigating an OLAP report in Argos. There are more advanced tools and techniques available that are outside the scope of this document.

If you have questions or comments, contact the Budget Office at 581-3428.

**Note: BMR vs Banner Data reconciling differences.**

At fiscal year-end, if adjusting and correcting journal entries are processed by the Business Office against payroll (6XXXX) accounts via journal entry, those journal entry transactions will not hit the BMR report. The BMR report draws payroll data exclusively from the HR database, not the finance database.

The Budget Office will alert the respective financial managers of any differences arising out of this anomaly. The only practical cure for this problem is to uncouple the BMR from the HR database, and report strictly from the finance database. Unfortunately, that would entail giving up the extensive and useful HR data contained in the BMR.