

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

Click "Launch" to launch the report.

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

The screenshot shows the "Budget Management Report" interface. At the top, there are two selection boxes: "Select One or More Historical Years:" with a list of years (2007, 2008, 2009, 2010) and a "Run" button; and "Select One or More Orgs:" with a list of organizational units including Blair Hall, Chem Basement, Revenue Income Fund, President Operations, General Administration, Institutional Memberships, Recruitment Retention, and Miscellaneous. To the right of these boxes is the Eastern Illinois University logo and the title "Budget Management Report". Below the selection boxes is a green bar labeled "Columns". On the left side, there is a section labeled "Available Dimensions" and a section labeled "Measures".

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 - Miscellaneous Maintenance Dept

Available Dimensions

Columns

Measures

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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 - Miscellaneous Maintenance Dept

Available Dimensions

Columns

Measures

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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.

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
111000 - Minor Companies Maintenance Dept

Available Dimensions

←

Columns

→

Measures

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

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
060001 - Phy Sci Bld 060001 Chem Basement
110000 - Revenue Income Fund
110000 - President Operations
110010 - General Administration
110020 - Institutional Memberships
110030 - Recruitment Retention
110040 - Misc Computer Maintenance Dept

Available Dimensions

Position

Position Title







Name

Budget Management Report







Columns

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







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
		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	 President Operations
		110010	
Total by COLUMNS			

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

Fiscal Year	
Organization	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	Organization Description	2010	2011 A Adjusted Budget	2011 B YTD Activity	2011 C Encumbrance	2011 D YTD Total Exp and Enc	Total by ROWS
			YTD	YTD	YTD	YTD	YTD	YTD
			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, please email Jim Toner at jqtoner@eiu.edu or call at 581-5023.