Running Manager Level Reports

Introduction:

Manager reports can be run at the summary or account detail level. The reports are formatted in the same manner as the Board of Trustees Quarterly Finance and Audit Committee and University Budget Reports. The reports contain operating funds only.

The summary reports have summary line items for revenues, expenditures and transfers.

The account detail reports provide the line item detail by account code and subtotals at the summary line items. The account detail reports allow you to see which chart of accounts codes roll into each summary line, such as faculty salaries, other current expenditures, and travel.

Both versions of the report provide three prior years actual and the current year original budget, base budget, adjusted budget, actual to date, encumbrances and available balance. The reports can be requested through a specific fiscal period, or if you select period 14 you will receive all actual data through the last ODS refresh. (We do not budget by fiscal period so you will always receive the full year budget in the budget columns.) If you select a report at a specific accounting period, the prior year actuals will also be as of the period you requested.

Instructions on the Org Level parameters are in the detail instruction portion of this booklet. In general, if you request the report using the higher level org parameter, the report will place one org on each Excel Workbook tab. If you request it at the lower org level parameter, the report will only give you the one org requested.
Manager Reports can be used to show three prior years of budget actual as well as the current fiscal year budget information.

Manager reports can be found in Insight Production under the following views:
   a. University
   b. Finance Public
Summary Report by Org Level

Reports can be run by summary at the different Org levels. A summary report will only give you summary information by account attribute for your area, it will not show the detail that the account level reports do.

Note: If your area has revenue in the budget, all reports will show the “Total Revenues” line twice. The duplicate line is created as a result of programming the subtotals using Web Focus for the account attributes and unfortunately we cannot eliminate it. You may delete one of these rows since the worksheet does not contain any formulas.
FIN079 Operating Budget Manager Report Summary Org Level 4:

Below is an example of the parameters you can choose when running this report. The same parameters are available for Org Levels 5, 6 and 7 reports.

A) Please select most recent year to compare:
   a Generally you will choose the current fiscal year, however past fiscal years are available.

B) Please select most recent fiscal period to compare:
   a This is the fiscal period to compare too, if you leave the default “14” it will show all activity to date.

C) Please select a version:
   a This allows you to choose which operating funds you want to run your report for.
   b The default is All Operating Funds.

D) Org Level 4: Select the Org Level 4 for your area.

E) Select “Run”

1. Specify values for all parameters.
2. Select the run button to submit the request.
Selecting parameters will give you detail information for the parameters you choose. For example if you want information through fiscal period 6 and only 1x funds then use the drop-down menus to make these selections. The prior year data is as of the same fiscal period.

1. Specify values for all parameters.
2. Select the run button to submit the request.

After your selections are made click <Run>
FIN080 Operating Budget Manager Report Summary Org Level 5

If you request the report using the Org Level 5 parameter, the report will only have the Org you requested in the Excel Workbook.

If you request the Org Level 5 report using the Org Level 4 parameter the report will have each Org Level 5 on a sheet in the Excel Workbook.
The same rules apply to the Org Level 6 and 7 reports:

**FIN081 Operating Budget Manager Report Summary Org Level 6:**

If you request the report using Org Level 6 parameter, the report will only have the Org you requested in the Excel Workbook.

If you request the report using the Org Level 5 parameter, the report will have each Org Level 6 on a sheet in the Excel Workbook.

**FIN082 Operating Budget Manager Report Summary Org Level 7:**

If you request the report using the Org Level 6 parameter, the report will have each Org Level 7 on a sheet in the Excel Workbook.

You can request one Org Level 7 at a time using the Org Level 7 parameter.
Summary Report by Account Level

Account level reports subtotal funds by account within each attribute code in your area. It will show account detail. All reports are parameterized so you can select your Org Level.

Note: If your area has revenue in the budget, all reports will show the “Total Revenues” line twice. The duplicate line is created as a result of programming the subtotals using Web Focus for the account attributes and unfortunately we cannot eliminate it. You may delete one of these rows since the worksheet does not contain any formulas.
Below is an example of the parameters you can choose when running this report.

A) Please select most recent year to compare:
   a Generally you will choose the current fiscal year, however past fiscal years are available.

B) Please select most recent fiscal period to compare:
   a This is the fiscal period to compare too, if you leave the default “14” it will show all activity to date.

C) Please select a version:
   a This allows you to choose which operating funds you want to run your report for.
   b The default is All Operating Funds.

D) Org Level 4: Select the Org Level 4 for your area.

E) Select “Run”

1. Specify values for all parameters.
2. Select the run button to submit the request.
Selecting parameters will give you detail information for the parameters you chose. For example if you want information through fiscal period 6 and only 1x funds then use the drop-down menus to make these selections. The prior year data is as of the same fiscal period.

1. Specify values for all parameters.
2. Select the run button to submit the request.

After your selections are made click <Run>
FIN076 Operating Budget Manager Report Account Level Org 5:

If you request the report using the Org Level 5 parameter, the report will only have the Org you requested in the Excel Workbook.

If you request the Org Level 5 report using the Org Level 4 parameter the report will have each Org Level 5 on a sheet in the Excel Workbook.
The same rules apply to the Org Level 6 and 7 reports:

**FIN077 Operating Budget Manager Report Account Level Org 6:**

If you request the report using the Org Level 5 parameter, the report will show one Org Level 5 in the Excel Workbook.

If you request the report using Org Level 6 parameter, the report will only have the Org you requested in the Excel Workbook.

**FIN078 Operating Budget Manager Report Account Level Org 7:**

If you request the report using the Org Level 6 parameter, the report will have each Org Level 7 on a sheet in the Excel Workbook.

You can request one Org Level 7 at a time using the Org Level 7 parameter.