Business Intelligence (BI)
Web Application Training for Bloomsburg Budget Process
Bloomsburg University

Created: February 1, 2010

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Purpose: To provide tools to be used to assist with future year budgeting. The Budget Trend and Actuals Trend reports combine data from SAP FBS (Former Budgeting System) (FY 2005-2008) and BCS (Budget Control System) (FY 2009-2010). All fiscal years 2005-2010 may be viewed for budgeted dollars and actual revenue (as applicable) and expenditures. This eliminates the need to pull multiple reports in different versions of SAP. Both the Budget Trend and Actuals Trend reports show a 5-year history on one report. Reference the reports to view the budget for prior years and to assist with budgeting by specific commitment item.

Budget can be viewed by Total Budget, Original, and Carryforward Received (from previous year), Carryforward Sent (to next year), Transfers Received, Transfers Sent, Supplements, and Returns.

Actual revenue (as applicable) and expenditures can be viewed by detail commitment item (CI). This is a tool to assist departments with allocating accurately to each CI. If there are expenses in all prior years, a department can anticipate there will probably be a need to budget funds this fiscal year as well. The number of budget transfers throughout the fiscal year can be reduced if original budget funding is placed in the CI where it will be spent. The department must still use judgment to determine what their spending needs will be for this particular budget year.

Click on this link to access data for E&G and Self Supporting budgets: https://bireports.passhe.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=Z_10_BP_REPORTS

The variable screen will have the same personalization as the other links (E&G and Auxiliary) you use. (Reference BI Training Manual dated 9/17/09 for additional information)

Click on execute
The Budget Trend is displayed. The default view is for E&G operating budgets. The total E&G operating budget for the past five fiscal years is displayed by funds center. This data was previously supplied to users in an Excel spreadsheet. The spreadsheets will not be supplied for FY1011 budgeting and forward.

To select the view for Self-Supporting budgets, click the drop down box

The Self-Supporting view will display all commitments items (revenue, expenses, transfers in, and transfers out). This is a new tool.

If you executed the report for more than one funds center, you will need to click the drop down box and select the funds center you wish to view.
Click one of the funds centers

You are now viewing budget for one funds center.

To view the source of the budget (original, carryforward, transfers, returns) click on the arrow for any fiscal year budget. (To collapse, click the arrow again)
Budget Trend Text

There is informational text about the report displayed at the bottom of the screen (you may need to scroll down to view it).

The Budget Trend and Actuals Trend reports combine data from SAP FBS (Former Budgeting System) (FY 2005-2008) and BCS (Budget Control System) (FY 2009-2010). All fiscal years 2005-2010 may be viewed for budgeted dollars and actual revenue (as applicable) and expenditures.

If you wish to print the report without this information, click on this icon to remove the text before printing.

Actuals Trend

Click on the Actuals Trend tab

The default view is for E&G operating budgets. A five-year history of the actual operating expenditures is displayed by detail CI. A three-year history was previously supplied to users in an Excel spreadsheet. The spreadsheets will not be supplied for FY1011 budgeting and forward.

If you executed the report for more than one funds center, you will need to click the drop down box and select the funds center you wish to view.
Click on one of the funds centers

You are now viewing actual operating expenditures for one funds center.

To select the view for Self-Supporting, click the drop down box.
A five-year history of the actual revenue, expenses, transfers in, and transfers out is displayed by detail CI. This is a new tool.

**Actuals Trend Text**

There is informational text about the report displayed at the bottom of the screen (you may need to scroll down to view it).

**The Budget Trend and Actuals Trend reports combine data from SAP FBS (Former Budgeting System) (FY 2005-2008) and BCS (Budget Control System) (FY 2009-2010). All fiscal years 2005-2010 may be viewed for budgeted dollars and actual revenue (as applicable) and expenditures.**

If you wish to print the report without this information, click on this icon to remove the text before printing.
Additional Tools

To assist you with budgeting in the proper commitment item, click on this icon to open the Commitment Item/GL Account Listing and Descriptions.

To access the BU Budget Office website, click on this icon.

For questions about using BI, click on this icon to open the BI Training for Funds Center Reporting Manual.
Business Intelligence (BI)
Web Application Training for Budget Preparation
For Auxiliary Funds Centers

**Purpose:** To provide tools to be used to assist with future year budgeting. The Budget Trend and Actuals Trend reports combine data from SAP FBS (Former Budgeting System) (FY 2005-2008) and BCS (Budget Control System) (FY 2009-2010). All fiscal years 2005-2010 may be viewed for budgeted dollars and actual revenue (as applicable) and expenditures. This eliminates the need to pull multiple reports in different versions of SAP. Both the Budget Trend and Actuals Trend reports show a 5-year history on one report. Reference the reports to view the budget for prior years and to assist with budgeting by specific commitment item.

Budget can be viewed by Total Budget, Original, and Carryforward Received (from previous year), Carryforward Sent (to next year), Transfers Received, Transfers Sent, Supplements, and Returns.

Actual revenue (as applicable) and expenditures can be viewed by detail commitment item (CI). This is a tool to assist departments with allocating accurately to each CI. If there are expenses in all prior years, a department can anticipate there will probably be a need to budget funds this fiscal year as well. The number of budget transfers throughout the fiscal year can be reduced if original budget funding is placed in the CI where it will be spent. The department must still use judgment to determine what their spending needs will be for this particular budget year.

Informational Carryforward reports are also included.

Click on this link to access data for Auxiliary budgets:

The variable screen will have the same personalization as the other links (E&G and Auxiliary) you use.
(Reference BI Training Manual dated 9/17/09 for additional information)

Click on execute
The Budget Trend is displayed. The detail line item budget for the past five fiscal years is displayed by commitment item. Revenue, expenses, transfers in, and transfers out are shown. This is a new tool.

If you executed the report for more than one funds center, you will need to click the drop down box and select the funds center you wish to view.

You are now viewing budget for one funds center.
To view the source of the budget (original, carryforward, transfers, returns) click on the arrow for any fiscal year budget. (To collapse, click the arrow again)

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<th>Bloomsburg BP Auxiliary Budget Trend</th>
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If you wish to print the report without this information, click on this icon to remove the text before printing.
**Actuals Trend**

Click on the Actuals Trend tab

A five-year history of the actual revenue, expenses, transfers in, and transfers out is displayed by detail CI. This is a new tool.

If you executed the report for more than one funds center, you will need to click the drop down box and select the funds center you wish to view.

You are now viewing actual activity for one funds center.
Actuals Trend Text

There is informational text about the report displayed at the bottom of the screen (you may need to scroll down to view it).

If you wish to print the report without this information, click on this icon to remove the text before printing.

Carryforward Summary

This is an informational chart that reflects the $ value for the total budget carryforwards. The combined payment budget plus residual budget equals the total budget carryforward for the fiscal year indicated.
Carryforward Trend Detail

This is informational data that shows the total carryforward history by funds center.

To view Carryforward Send, click on the arrow for any fiscal year budget. (To collapse, click the arrow again)

Additional Tools

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Business Intelligence (BI)

Web Application Training for Carryforward Justification

For All E&G Funds:
11-General, 12-Special Programs, 13-Self-Supported, 16-Other E&G

The Carryforward Justification process is part of the FY 2010-2011 Planning and Resource Allocation Process. Justifications to carryforward funds from FY2009-10 to FY2010-11 are due to the President, Provost, and Vice Presidents March 12, 2010.

The Carryforward Funds Justification Template is due to the Budget Office April 2, 2010. This is necessary to prepare the carryforward rules correctly in the SAP financial system for yearend processing.

Authorized personnel may click here to view the Business Intelligence (BI) Budget Process Reports

For the E&G report:
https://bireports.passhe.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=Z_10_BP_REPORTS
BI-Budget Process Reports available to assist in Budget Submissions for Operating Line Item and Self-Supporting Funds Centers are:

- Budget Trend - Reference BI Web Application Training for Budget Preparation
- Actuals Trend - Reference BI Web Application Training for Budget Preparation

The additional tabs titled CF Summary, CF Division, and CF Trend may be helpful as a budget management tool.

BI-Budget Process Reports available to assist in preparing the Carryforward Justification Template are:

- Carryforward Summary
- Carryforward by Division
- Carryforward Trend Detail

**Carryforward Summary**

The Carryforward Summary is a column chart used to compare Carryforward Receive Funds across multiple fiscal years for E&G General, Special Program, Self-Supported and Other E&G Funds by Bloomsburg University, Divisions, Deans, Departments, Funds, Funds Centers. This chart is to be used as budget management tool and has the capability to navigate through various levels of information.
**Carryforward by Division**

The Carryforward by Division is a pie chart used to display the contribution of Carryforward Receive Funds (for E&G General, Special Program, Self-Supported and Other E&G Funds) to a total. Examples follow:

1. The total being Bloomsburg University and the Divisions being the contributing parts or
2. Divisions being the total and Deans/Departments being the contributing parts.

This chart is to be used as budget management tool and has the capability to navigate through various levels of information.
**Carryforward Trend Detail**

The Carryforward Trend Detail report compares Carryforward Receive Funds across multiple fiscal years for E&G General, Special Program, Self-Supported and Other E&G Funds by Bloomsburg University, Divisions, Deans, Departments, Funds, Funds Centers.

The Carryforward Trend Detail report displays FY Carryforward Receive information for six years.

Each node for the FY Carryforward Receive can expand the hierarchy to the Carryforward Send FY.

To view Carryforward Send, click on the arrow for any fiscal year budget. (To collapse, click the arrow again).
Carryforward Justification

BI-Budget Process Report for the Carryforward Funds Justification Template is due to the Budget Office April 2, 2010.

It will be necessary for you to export the Carryforward Justification template to excel (Export to Excel) for completion.

After exporting to Excel:

1. Enter X in Appropriate Column
2. Increase column width to accommodate Justification for Carryforward
3. Explanation for Not Approved

Example of Carryforward Justification report exported to excel.

After your BI Carryforward Justification Template is downloaded and completed in excel, forward it accordingly as stated above.

Excel templates previously provided in the past fiscal years will not be supplied.

Thank you ahead of time for your cooperation to this part of the Planning and Resource Allocation Process. If further assistance is needed, please click here to email Barbara Stiner or call Barbara Stiner at extension 4731.

Carryforward Instructions
Additional Tools

To assist you with budgeting in the proper commitment item, click on this icon to open the Commitment Item/GL Account Listing and Descriptions.

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