



Texas Skyward User Group Conference

# Financial Management Data Mining

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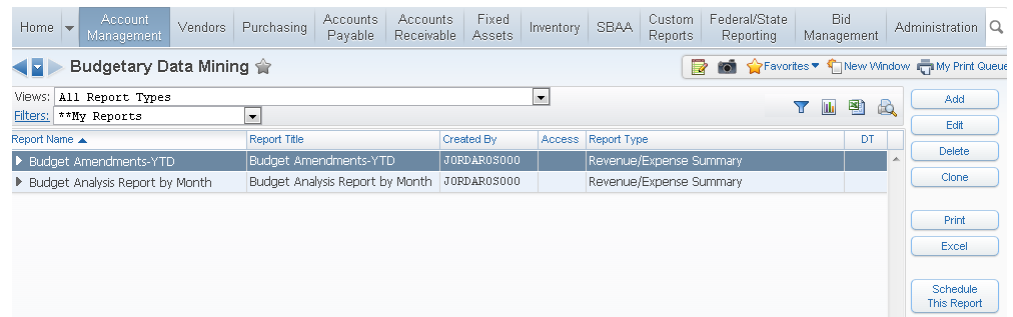
# Financial Management Data Mining



*See how to create new Financial Management reports, how to process reports, and how to schedule reports to run automatically.*

- Creating and running reports: How to create a new report or run an existing report created by another user.
- Editing reports: How to clone reports created by another user and edit reports.
- Printing reports: How to schedule reports to run automatically.

- Note Views and Filters



Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management Administration

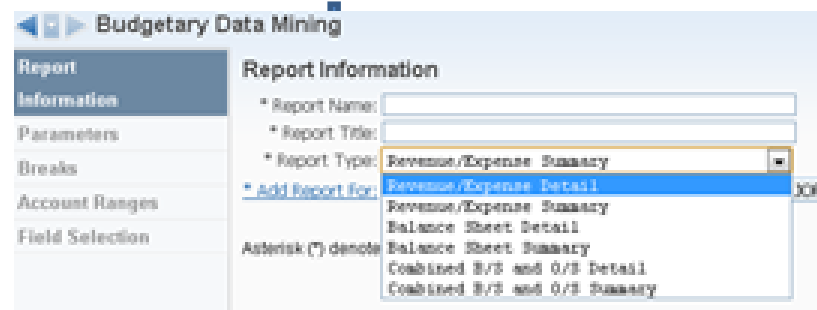
Budgetary Data Mining

Views: All Report Types  
Filters: \*\*My Reports

Report Name	Report Title	Created By	Access	Report Type	DT
Budget Amendments-YTD	Budget Amendments-YTD	JORDAR05000		Revenue/Expense Summary	
Budget Analysis Report by Month	Budget Analysis Report by Month	JORDAR05000		Revenue/Expense Summary	

Buttons: Add, Edit, Delete, Clone, Print, Excel, Schedule This Report

- Select type of report on Add



Budgetary Data Mining

Report Information

\* Report Name:

\* Report Title:

\* Report Type: Revenue/Expense Summary

\* Add Report for: Revenue/Expense Detail

Revenue/Expense Summary  
Balance Sheet Detail  
Balance Sheet Summary  
Combined B/S and O/S Detail  
Combined B/S and O/S Summary

Asterisk (\*) denote

- Parameter selections can dramatically change a report

## Parameters

Notes:

\* Consolidate Funds:  Yes  No

\* Budget Status:  ?

\* Print Detail:  Yes  No

\* Detail Spacing:

\* Print Totals:  Yes  No

\* Suppress Zero Amounts:  Yes  No

### Report access for other users

- No access  
 Read only  
 Modify

### Add'l printing prompt for current user

Open Account Range Filter screen

### Account exclusions

Exclude accounts that have

- Breaks determine where the report will total; Break Level Attributes affect the look of the report

## Breaks

Sequence: R - REGULAR ACCOUNT SEQUENCE

FND	T	FC	OBJ	SO	ORG	F	PI	LOC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Break Levels to include in processing

FND Position 3  
T Position 1  
FC Position 2

### Break Level Attributes

Break: Single

Heading:  Yes  No

Separator:  Yes  No

Dbf Underline:  Yes  No

- Account Ranges are filters

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**Account Ranges**

**Low**                      **High**  
 Category:                         
 Group:                         
 Account Status:  Active and Inactive     Active     Inactive

**Operating Statement Accounts**

Expense     Revenue

Low Account:   
 High Account:

Dimension	Low	High
FUND:	<input type="text" value="000"/>	<input type="text" value="999"/>
TYPE:	<input type="text" value="*"/>	<input type="text" value="*"/>
FUNCTION:	<input type="text" value="00"/>	<input type="text" value="99"/>
OBJECT:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
SUB-OBJECT:	<input type="text" value="00"/>	<input type="text" value="ZZ"/>
ORGANIZATN:	<input type="text" value="000"/>	<input type="text" value="999"/>
FISCAL YR:	<input type="text" value="0"/>	<input type="text" value="9"/>
PROGRM-INT:	<input type="text" value="00"/>	<input type="text" value="99"/>
LOCAL:	<input type="text" value="000"/>	<input type="text" value="ZZZ"/>

**Include Filters for Operating Statement Accts**

**Exclude Filters for Operating Statement Accts**

- Field Selection can be simple....

Field Selection

Fields to include in processing

Account Number	Select Fields
Revised Budget	Remove Field
Unexpended Balance	Clone Field
FYTD Activity	

Field Parameters

Type:  Single  Combination

Description: Unexpended Balance

Heading 1: Unexpended

Heading 2: Balance

# of Digits: 12

Format: -,>>>>>>>>>9.99

Sign:  Left  CR  Right  Left with %

Year: Current Year <-- >-->

Edited  Whole Number

Report Width

Report Width: 83

- ...or can allow more complex set-up

## Field Parameters

Type:  Single  Combination

Description: Monthly Activity

Heading 1: <M><Y>

Heading 2: Monthly Activity

# of Digits: 12


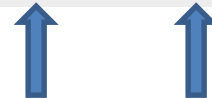
Format: ->, >>>, >>>, >>>9.99

Sign:  Left  CR  Right  Left with %

Year: Current Year <--- --->

Edited  Whole Number

Month To Use:  Report  Ranges  Auto-generate



Type:  Single  Combination

Description: Month Budget Revisions

Heading 1: <M><Y>

Heading 2: Budget Revisions

# of Digits: 12

Format: ->, >>>, >>>, >>>9.99

Sign:  Left  CR  Right  Left with %

Year: Current Year <--- --->

Edited  Whole Number

Month To Use:  Report  Ranges  Auto-generate

## Combo Parameters

\* Description: Month Budget Transfers

Year: Current Year <--- --->

Month To Use:  Report  Ranges  Auto-generate

## Combo Calculation

- Amount Total
- Amount Difference (Amt 1-Amt 2)
- Percent (Amt 2/Amt 1)\*100
- Percent ((Amt 1-Amt 2)/Amt 2)\*100





- Detail Reports allow additional options

### Sources

Sources	Detail
<input checked="" type="checkbox"/> AP = Accounts Payable	<input type="checkbox"/>
<input checked="" type="checkbox"/> AR = Accounts Receivable	<input type="checkbox"/>
ARSY = Accts Receivables (System Generated)	
<input type="checkbox"/> Include Invoices	<input type="checkbox"/>
<input type="checkbox"/> Include Payments/Unapplied	<input type="checkbox"/>
<input type="checkbox"/> Include Cash Receipts/Deposits	<input type="checkbox"/>
<input checked="" type="checkbox"/> CR = Cash Receipts	<input type="checkbox"/>
<input checked="" type="checkbox"/> JE = Journal Entries	<input type="checkbox"/>
<input checked="" type="checkbox"/> PR = Payroll	<input type="checkbox"/>
<input type="checkbox"/> CD = Cash Disbursements	<input type="checkbox"/>
<input checked="" type="checkbox"/> PO = Purchase Orders	<input type="checkbox"/>
<input type="checkbox"/> TR = Transfers	<input type="checkbox"/>
<input type="checkbox"/> RV = Revisions	<input type="checkbox"/>
<input type="checkbox"/> IV = Inventory	<input type="checkbox"/>
Detail Description: <input type="radio"/> Short <input checked="" type="radio"/> Long	
<input type="checkbox"/> ITCR = Insurance Tracking Cash Receipts	<input type="checkbox"/>
<input type="checkbox"/> FXAD = Fixed Assets Disposals/Additions	<input type="checkbox"/>
<input type="checkbox"/> FXDP = Fixed Assets Depreciation	<input type="checkbox"/>
<input type="checkbox"/> YP = Prior Year Adjustments	<input type="checkbox"/>
<input type="checkbox"/> SB = Student Billing	<input type="checkbox"/>
Sign: <input checked="" type="radio"/> Left <input type="radio"/> CR <input type="radio"/> Right	

- Print All Accounts in Filter Range [?](#)
- Print Monthly Totals
- Print Account Summary
- Print Only Source Totals (Suppress detail)
- Print Accumulated Detail Subtotals
- Truncate Detail Fields

### Purchase Order Parameters [?](#)

- Print all open Purchase Orders as of the report end date and beyond
- Print only Purchase Orders open as of the report end date (month/year)

### Include Budget Requisitions [?](#)

- Print Approved Status
- Print Denied Status
- Print Pending Status

- Schedule Reports

**Scheduled Task Maintenance**

**Task Information**

Task Status:  Active  Inactive Entity:

\* Task Description:   
*Task cannot be synchronized because there is no associated template. ?*

\* Start Date:   \* Start Time:

\* End Date:   Don't Start After:

Run After:

**Day(s) of the week**

Mon  Tue  Wed  Thur  Fri  Sat  Sun

Specific day of the month (1-31)

Specific Day (1-31):

**Month(s) of the year**

January  February  March  April  May  June  
 July  August  September  October  November  December

**Additional Export Options**

Spreadsheet Format:  

Email Results To:

Export Location:





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**THANK YOU FOR ATTENDING!**

