



# Creating Data Analysis Reports in Financial Management

Jeanne Arbuckle

# Creating Data Analysis Reports



Using some of the features of the Financial Management Data Miner, we will discuss creating reports for:

- Summarizing Data Reports – Examples:
  - Current Cash Balance
  - Current Fund Balance
  - 3 Year Activity Report by Fund and Function
- Monthly Activity Analysis Reports – Examples:
  - Inter-fund Reconciliation
  - Payroll Liability Analysis
- Budget Analysis Reports

# Creating Data Analysis Reports



## Current Cash Balance Report Example

3frbud12.p 67-4  
05.17.02.00.00

SCRAMBLED DATABASE  
CURRENT CASH BALANCE REPORT (Date: 1/2017)

<u>Obj</u>	<u>Obj</u>	January 2016-17 <u>Beginning Balance</u>	January 2016-17 <u>Monthly Activity</u>	Ending <u>Balance</u>
11031	RESTRICTED CASH	7,336.58	-1,110.00	6,226.58
11111	UNRESTRICTED CASH	10,333,226.06	-1,603,671.52	8,729,554.54
Grand Asset Totals		10,340,562.64	-1,604,781.52	8,735,781.12

# Creating Data Analysis Reports

## Current Cash Balance Report

### Parameters

- Consolidate Funds
- Print Detail No
- Print Total Yes

### Breaks

- Total on 4<sup>th</sup> digit of Object

### Parameters

\* Consolidate Funds:  Yes  No ←

\* Budget Status:

\* Print Detail:  Yes  No ←

\* Detail Spacing:  ↓

\* Print Totals:  Yes  No ←

\* Suppress Zero Amounts:  Yes  No

**Account exclusions**

Exclude accounts that have

### Breaks

Sequence:  ↓

Fnd	T	Fn	Obj	SO	Org	F	Pr	L	L2
<input type="checkbox"/>	<input type="checkbox"/>	<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"/>

### Break Levels

Loc ▲	Description	Position	Break	Heading	Separator	Dbl Underline
10	Obj	4	Single	No	No	No

# Creating Data Analysis Reports

## Current Cash Balance Report

### Account Ranges

- Filter for Cash object codes

### Field Selection

- Clone Object field and change second one to Description

### Account Ranges

Ranges:	Groups/Category	Low	High
	Level 1		ZZ
	Level 2		ZZ
	Level 3		ZZZZ
	Category		ZZZZZZZZ

Account Status: Both Active and Inactive

### Balance Sheet Accounts

Asset

Low Account: 000 \* 00 1100 00 000 0 00 0 00  
High Account: 999 \* 99 1119 99 999 9 99 Z 99

Include Filters

No Include filters defined

Exclude Filters

No Exclude filters defined

### Field Selection

#### Fields to include in processing

Object
Object
Beginning Balance-Monthly
Monthly Activity
Ending Balance-as of End Month

#### Field Parameters

Description: Object  
Heading 1:  
Heading 2: Obj  
Length: 30

#### Display

- Number  
 Description  
 Short Description

# Creating Data Analysis Reports



## Schedule Report

- Date Range
- When to run report
- Email Results

**Scheduled Task Maintenance (77)**

**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:

**Day(s) of the week**

Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Week(s) of the month (1-6)**

First  Second  Third  Fourth  Fifth  Sixth

**Month(s) of the year**

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

**Additional Export Options**

Email Results To:

Export Location:  ?

**Task Manager**

Add to Notifications widget in SkyPort when completed.

User Selection:

Selected Names:

# Creating Data Analysis Reports



## Current Fund Balance Report Example

3frbud12.p 65-4  
05.16.06.00.02

SCRAMBLED DATABASE  
Current Fund Balance Report (Date: 10/2015)

<u>OBJ</u>	<u>OBJ</u>	October 2015-16 <u>Beginning Balance</u>	October 2015-16 <u>Monthly Activity</u>	Ending <u>Balance</u>
3450	RESTRICTED FB - FOOD SERVICE	-1,056,274.11	0.00	-1,056,274.11
3480	RESTRICTED FB - LONG TERM DEBT	-2,755,963.80	0.00	-2,755,963.80
3490	RESTRICTED FB - OTHER	-38,184,481.71	0.00	-38,184,481.71
3510	ASSIGNED FB - CONSTRUCTION	-1.64	0.00	-1.64
3600	UNASSIGNED FUND BALANCE	-16,157,939.53	0.00	-16,157,939.53
3601	FB-CURRENT REVENUE SUMMARY	0.00	-1,498,630.17	-1,498,630.17
3602	FB-CURRENT EXPENSE SUMMARY	1,475,670.28	1,603,162.82	3,078,833.10
Grand Equity Totals		-56,678,990.51	104,532.65	-56,574,457.86

## Current Fund Balance Report

### *Parameters, Breaks, and Field Selection*

- Same as for the Current Cash Balance Report

### *Account Ranges*

- The filter is changed to filter for object codes = 3XXX, excluding the Reserve for Encumbrance and Encumbrance Offset object codes

**Account Ranges**

Ranges:	Groups/Category	Low	High
	Level 1		ZZ
	Level 2		ZZ
	Level 3		ZZZZ
	Category		ZZZZZZZZ

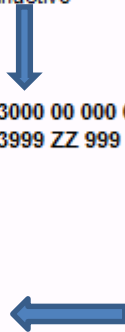
**Account Status:** Both Active and Inactive

**Balance Sheet Accounts**  
Asset, Liability, Equity

Low Account: 000 \* 00 3000 00 000 0 00 000  
High Account: 999 \* 99 3999 ZZ 999 9 99 ZZZ

**Include Filters**  
No Include filters defined

**Exclude Filters**  
OBJECT values 3440 through 3440  
OBJECT values 4310 through 4310





# Creating Data Analysis Reports



## Three Year Activity Summary Report

3frbud12.p 65-4  
05.16.06.00.02

SCRAMBLED DATABASE  
Three Year Activity Summary Report (Date: 8/2016)

FC	2013-14 FY Activity	2014-15 FY Activity	2015-16 FY Activity
199	GENERAL OPERATING FUND		
R	Revenue		
00	32,597,278.50	2,707.94	1,498,630.17
Revenue	32,597,278.50	2,707.94	1,498,630.17
E	Expense		
INSTRUCTION	14,992,212.94	229,278.17	4,515,022.76
INSTR RESOURCES & MEDIA SVCS	318,242.56	0.00	94,793.30
CURR & INSTR STAFF DEVELOPMNT	183,606.10	28,153.92	37,538.56
INSTRUCTIONAL LEADERSHIP	402,438.28	51,678.71	111,712.77
SCHOOL LEADERSHIP	1,519,325.98	192,232.80	440,446.82
GUID, COUNS, EVAL SERVICES	863,636.57	39,525.54	123,802.75
HEALTH SERVICES	220,694.42	0.00	68,144.38
TRANSPORTATION	1,962,108.31	26,172.73	171,358.59
EXTRACURRICULAR ACTIVITIES	851,151.85	18,576.85	142,927.54
GENERAL ADMINISTRATION	1,135,523.49	151,569.36	200,865.81
MAINTENANCE & OPERATIONS	2,996,407.44	14,984.49	234,835.63
SECURITY & MONITORING SERVICES	247,024.12	0.00	3,942.10
DATA PROCESSING SERVICES	594,765.69	52,349.01	50,075.24
COMMUNITY SERVICES	30,020.66	0.00	9,693.35
INTERGOVERNMENTAL CHARGES	192,225.25	0.00	0.00
Expense	26,509,383.66	804,521.58	6,205,159.60
GENERAL OPERATING FUND	6,087,894.84	-801,813.64	-4,706,529.43

# Creating Data Analysis Reports

## Three Year Activity Summary Report

### Parameters

- Choose to Consolidate Funds or not; this example does not consolidate

### Breaks

- For this type of report, consider including headings; for this report, we are totaling by fund, type, and function

### Parameters

Notes:

Consolidate Funds:  Yes  No



Budget Status:  ?

Print Detail:  Yes  No

Detail Spacing:

Print Totals:  Yes  No

Suppress Zero Amounts:  Yes  No

### Account exclusions

Exclude accounts that have

### Breaks

Sequence:

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

### Break Levels

	Loc ▲	Description	Position	Break	Heading	Separator	Dbl Underline
1	3	FND	3	Double	Yes	Yes	Yes
2	4	T	1	Single	Yes	Yes	Yes
3	6	FC	2	Single	No	No	No

# Creating Data Analysis Reports

## Three Year Activity Summary Report

### Field Selection

- Choose the Fiscal Year Activity column and then clone it twice
- Change the “Year” value to Prev Year 2 and Prev Year 1 for the first two columns

#	Field	Heading 1	Heading 2	Year	Type	Len
1	1 FUNCTION		FC	Current		30
2	2 Fiscal Year Activity	<Y>	FY Activity	Prev 2	Single	12
3	3 Fiscal Year Activity	<Y>	FY Activity	Prev 1	Single	12
4	4 Fiscal Year Activity	<Y>	FY Activity	Current	Single	12



Fields to include in processing

FUNCTION  
Fiscal Year Activity  
Fiscal Year Activity  
Fiscal Year Activity

Select Fields  
Remove Field  
Clone Field

Field Parameters

Type:  Single  Combination

Description: Fiscal Year Activity

Heading 1: <Y>

Heading 2: FY Activity

# of Digits: 12

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

Sign:  Left  CR  Right  Left with %

Fiscal Year Option:  Report  Range  Auto Generate

Year: Prev Year 2

Edited  Whole Number

# Creating Data Analysis Reports



## Inter-fund Reconciliation Report Example

3frbud12.p 65-4  
05.16.06.00.02

SCRAMBLED DATABASE

InterFund Reconciliation Report (Date: 12/2015)

<u>FND</u>	<u>OBJ</u>	<u>Beginning</u> <u>Balance</u>	<u>Sep 2015-16</u> <u>Activity</u>	<u>Oct 2015-16</u> <u>Activity</u>	<u>Nov 2015-16</u> <u>Activity</u>	<u>Dec 2015-16</u> <u>Activity</u>	<u>Ending</u> <u>Balance</u>
163	1261	1,281,892.84	1,352,483.57	1,353,219.24	0.00	-1,276,692.84	2,710,902.81
199	1261	19,744.68	0.00	0.00	0.00	0.00	19,744.68
163	1262	302,009.51	123,042.96	122,490.43	0.00	-85,385.01	462,157.89
199	1262	449,910.81	0.00	0.00	0.00	0.00	449,910.81
163	2171	-19,744.68	0.00	0.00	0.00	0.00	-19,744.68
199	2171	-1,276,692.84	-1,352,483.57	-1,353,219.24	0.00	1,276,692.84	-2,705,702.81
211	2171	-85,385.01	-40,978.97	-40,426.44	0.00	84,385.01	-82,405.41
224	2171	-59,453.42	-14,637.01	-14,637.01	0.00	0.00	-88,727.44
225	2171	-854.62	0.00	0.00	0.00	0.00	-854.62
240	2171	-69,712.02	-35,596.87	-35,596.87	0.00	0.00	-140,905.76
255	2171	-40,804.08	-5,700.93	-5,700.93	0.00	0.00	-52,205.94
263	2171	-15,640.49	-947.75	-947.75	0.00	0.00	-17,535.99
265	2171	-483,500.88	-25,181.43	-25,181.43	0.00	0.00	-533,863.74
404	2171	-1,769.80	0.00	0.00	0.00	0.00	-1,769.80
199	2174	295,252.50	0.00	0.00	0.00	0.00	295,252.50
199	2174	-295,252.50	0.00	0.00	0.00	0.00	-295,252.50
		2,053,557.84	1,475,526.53	1,475,709.67	0.00	-1,362,077.85	3,642,716.19
		-2,053,557.84	-1,475,526.53	-1,475,709.67	0.00	1,361,077.85	-3,643,716.19
		0.00	0.00	0.00	0.00	-1,000.00	-1,000.00



# Creating Data Analysis Reports



## Inter-fund Reconciliation Report

### Account Ranges

- Filter for Due From/To Objects (1260-2179, excluding 1270-2169)

### Field Selection

- Select Monthly Activity and then set the Month To Use = Auto-generate
- Change # of digits to as low as possible; here it is set to 10 digits

### Account Ranges

Account Status: Both Active and Inactive

### Balance Sheet Accounts Asset, Liability, Equity

Low Account: 000 \* 00 1260 00 000 0 00 000  
High Account: 999 \* 99 2179 ZZ 999 9 99 ZZ

### Include Filters

No include filters defined

### Exclude Filters

OBJECT values 1270 through 2169

### Field Selection

#### Fields to include in processing

Fund  
Object  
Beginning Balance-at FY Start  
Monthly Activity  
Ending Balance-as of End Month

### Field Parameters

Type:  Single  Combination

Description: Monthly Activity

Heading 1: <M><Y>

Heading 2: Monthly Activity

# of Digits: 10

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

Sign:  Left  CR  Right  Left with %

Year: Current Year

Edited  Whole Number

Month To Use:  Report  Ranges  Auto-generate

# Creating Data Analysis Reports



## Payroll Liability Report Example

3frbud12.p 31-2  
05.12.10.00.00

Training ISD  
Payroll Liability Report (Date: 9/2012)

<u>Obj</u>	<u>SO</u>	<u>Beginning</u> <u>Balance</u>	<u>Jul 2012-13</u> <u>Activity</u>	<u>Aug 2012-13</u> <u>Activity</u>	<u>Sep 2012-13</u> <u>Activity</u>	<u>Ending</u> <u>Balance</u>
2152	00	-2,466.06	0.00	0.00	0.00	-2,466.06
2153	00	-5,021.98	0.00	0.00	0.00	-5,021.98
2155	00	-7,798.88	1,314.36	-1,314.36	0.00	-7,798.88
2159	00	-511.13	0.00	0.00	0.00	-511.13
		-15,798.05	1,314.36	-1,314.36	0.00	-15,798.05

# Creating Data Analysis Reports

## Payroll Liability Report

### Account Ranges

- Filter for Payroll Liability account Object codes

### Field Selection

- Select Monthly Activity and then set the Month To Use = Auto-generate
- Change # of digits to as low as possible; here it is set to 10 digits

### Account Ranges

#### Balance Sheet Accounts Asset, Liability, Equity

Low Account: 000 \* 00 2150 00 000 0 00 0 00  
High Account: 999 \* 99 2159 99 999 9 99 Z 99

### Field Selection

#### Fields to include in processing

Object  
Sub-obj  
Beginning Balance-at FY Start  
Monthly Activity  
Ending Balance-as of End Month

### Field Parameters

Type:  Single  Combination

Description: Monthly Activity

Heading 1: <M><Y>

Heading 2: Monthly Activity

# of Digits: 10

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

Sign:  Left  CR  Right  Left with %

Year: Current Year

Edited  Whole Number

Month To Use:  Report  Ranges  Auto-generate



# Creating Data Analysis Reports

## Accounts Over Budget Report

### Parameters

- Select Budget Status = Over Budget Only

(Report sample not shown)

Report Name:

Report Title:

Report Type:

### Parameters

Notes:

\* Consolidate Funds:  Yes  No



\* Budget Status:  ?

\* Print Detail:  Yes  No

\* Detail Spacing:

\* Print Totals:  Yes  No

\* Suppress Zero Amounts:  Yes  No

# Creating Data Analysis Reports



## Budget Analysis Report Example

3frbud12.p 65-4 SCRAMBLED DATABASE 09/14/16 Page:2  
 05.16.06.00.02 Budget Analysis Report (Date: 5/2016) 2:45 PM

FND I	FC	FC	2015-16 Original Budget	Sep-Nov 2015-16 Budget Revisions	Dec-Feb 2015-16 Budget Revisions	Mar-May 2015-16 Budget Revisions	2015-16 FYTD Revised Bdgt
199 R	00	00	48,428,195.00	0.00	-1,000.00	0.00	48,427,195.00
199 R	--	Revenue	48,428,195.00	0.00	-1,000.00	0.00	48,427,195.00
199 E	11	INSTRUCTION	28,137,313.00	787.00	30,419.00	52,925.00	28,221,444.00
199 E	12	INSTR RESOURCES & MEDIA SVCS	596,252.00	0.00	1,575.00	0.00	597,827.00
199 E	13	CURR & INSTR STAFF DEVELOPMNT	316,308.00	0.00	0.00	0.00	316,308.00
199 E	21	INSTRUCTIONAL LEADERSHIP	754,715.00	0.00	0.00	0.00	754,715.00
199 E	23	SCHOOL LEADERSHIP	2,576,801.00	50.00	3,172.00	0.00	2,580,023.00
199 E	31	GUID, COUNS, EVAL SERVICES	1,486,685.00	118.00	3,669.00	0.00	1,490,472.00
199 E	33	HEALTH SERVICES	393,661.00	0.00	0.00	0.00	393,661.00
199 E	34	TRANSPORTATION	3,005,637.00	141.00	300.00	0.00	3,006,078.00
199 E	36	EXTRACURRICULAR ACTIVITIES	1,589,981.00	0.00	0.00	0.00	1,589,981.00
199 E	41	GENERAL ADMINISTRATION	1,760,955.00	0.00	2,087.00	0.00	1,763,042.00
199 E	51	MAINTENANCE & OPERATIONS	5,524,908.00	0.00	0.00	0.00	5,524,908.00
199 E	52	SECURITY & MONITORING SERVICES	444,841.00	0.00	0.00	0.00	444,841.00
199 E	53	DATA PROCESSING SERVICES	900,178.00	0.00	840.00	0.00	901,018.00
199 E	61	COMMUNITY SERVICES	53,632.00	0.00	0.00	0.00	53,632.00
199 E	99	INTERGOVERNMENTAL CHARGES	509,850.00	0.00	0.00	0.00	509,850.00
199 E	--	Expense	48,051,717.00	1,096.00	42,062.00	52,925.00	48,147,800.00
199 -	--	GENERAL OPERATING FUND	376,478.00	-1,096.00	-43,062.00	-52,925.00	279,395.00

# Creating Data Analysis Reports

## Budget Analysis Report

### Parameters

- Print Detail: User determined

- Print Totals: No

### Breaks

- User determined; set here for fund, type, and function

### Parameters

Notes:

Consolidate Funds:  Yes  No

Budget Status:

Print Detail:  Yes  No



Detail Spacing:

Print Totals:  Yes  No



Suppress Zero Amounts:  Yes  No

### Breaks

Sequence:

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

### Break Levels

Loc ▲	Description	Position	Break	Heading	Separator	Dbl Underline
3	FND	3	Page	No	No	Yes
4	T	1	Double	No	Yes	Yes
6	FC	2	Single	No	No	No

# Creating Data Analysis Reports

## Budget Analysis Report

### Field Selection

- Select columns: Original Budget, Month Budget Revisions, and FYTD Revised Budget
- Use “Combination” Type; select Month Budget Transfers
- Edit Month Budget Revisions “Month To Use” value to Ranges; set range for months to include in report

### Field Selection

Account Number	
FUNCTION	
Original Budget	<Y>
Month Budget Revisions	Sep-Nov <Y>
Month Budget Revisions	Dec-Feb <Y>
Month Budget Revisions	Mar-May <Y>
FYTD Revised Budget	<Y>

### Field Parameters

Type:  Single  Combination

Description:

Heading 1:

Heading 2:

# of Digits:

Format:

Sign:  Left  CR  Right  Left with %

Year:

Edited  Whole Number

Month To Use:  Report  Ranges  Auto-generate

to

### Combo Parameters

\* Description:

Year:

Month To Use:  Report  Ranges  Auto-generate

to

### Combo Calculation

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





Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

