



Creating Data Analysis Reports in Financial Management

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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 68-4
05.18.06.00.02

SCRAMBLED DATABASE
Current Cash Balance Report (Date: 10/2017)

<u>OBJ</u>	<u>OBJ</u>	October 2017-18 <u>Beginning Balance</u>	October 2017-18 <u>Monthly Activity</u>	Ending <u>Balance</u>
1101	CASH-SAVINGS	7,842,390.95	0.00	7,842,390.95
1102	CASH-DEBT SERVICES	4,429,206.17	-500,000.00	3,929,206.17
1103	CASH-CONSTRUCTION	5,000,281.76	0.00	5,000,281.76
1104	CASH-CONSTRUCTION UG	2,410,975.58	-125,000.00	2,285,975.58
1110	CASH-GENERAL OPERATING	5,014,777.51	3,739,823.60	8,754,601.11
1111	CASH-PAYROLL	-15,348,441.37	-951,040.59	-16,299,481.96
Grand Asset Totals		9,349,190.60	2,163,783.01	11,512,973.61

Creating Data Analysis Reports

Current Cash Balance Report

Parameters

- Consolidate Funds
- Print Detail No
- Print Total Yes

Breaks

- Total on 4th digit of Object

Parameters

* Consolidate Funds: Yes No ←

* Budget Status: All Accounts

* Print Detail: Yes No ←

* Detail Spacing: Single

* Print Totals: Yes No ←

* Suppress Zero Amounts: Yes No

Account exclusions

Exclude accounts that have no amount in the Fields Selected

Breaks

Sequence: REG - Regular Account 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

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SCRAMBLED DATABASE
Current Fund Balance Report (Date: 10/2017)

<u>OBJ</u>	<u>OBJ</u>	<u>October 2017-18</u> <u>Beginning Balance</u>	<u>October 2017-18</u> <u>Monthly Activity</u>	<u>Ending</u> <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	2,698,931.52	0.00	2,698,931.52
3601	FB-CURRENT REVENUE SUMMARY	-5,859,688.90	-3,750,000.00	-9,609,688.90
3602	FB-CURRENT EXPENSE SUMMARY	3,386,038.72	2,074,123.83	5,460,162.55
Grand Equity Totals		-41,771,439.92	-1,675,876.17	-43,447,316.09

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

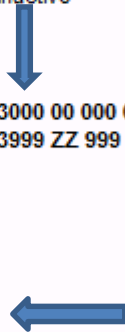
Account Status: Both Active and Inactive

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

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SCRAMBLED DATABASE
Three Year Activity Summary Report (Date: 9/2018)

FC		2016-17 FY Activity	2017-18 FY Activity	2018-19 FY Activity
199	GENERAL OPERATING FUND			
R	Revenue			
00		11,731,958.73	10,586,972.24	0.00
	Revenue	11,731,958.73	10,586,972.24	0.00
		=====	=====	=====
E	Expense			
	INSTRUCTION	8,423,978.01	6,004,602.36	1,840,002.56
	INSTR RESOURCES & MEDIA SVCS	148,324.38	106,643.51	0.00
	CURR & INSTR STAFF DEVELOPMNT	224,698.14	95,260.20	18,804.36
	INSTRUCTIONAL LEADERSHIP	225,026.93	103,475.87	46,143.42
	SCHOOL LEADERSHIP	944,048.69	462,236.45	191,430.78
	GUID, COUNS, EVAL SERVICES	495,230.42	302,556.15	98,165.48
	HEALTH SERVICES	101,258.76	72,296.64	6,024.28
	TRANSPORTATION	1,164,986.30	814,817.75	24,387.73
	FOOD SERVICES	3,034.03	668.14	0.00
	EXTRACURRICULAR ACTIVITIES	411,414.66	254,278.41	10,255.72
	GENERAL ADMINISTRATION	1,117,247.56	513,161.04	75,132.44
	MAINTENANCE & OPERATIONS	158,601.08	39,456.64	20,405.85
	SECURITY & MONITORING SERVICES	16,079.12	11,206.17	1,579.92
	DATA PROCESSING SERVICES	326,739.14	167,615.44	15,204.56
	COMMUNITY SERVICES	37,531.73	27,296.15	3,884.08
	FACILITIES ACQUIS/CONSTRUCTION	2,012.50	805.00	0.00
	Expense	13,800,211.45	8,976,375.92	2,351,421.18
		=====	=====	=====
	GENERAL OPERATING FUND	-2,068,252.72	1,610,596.32	-2,351,421.18
		=====	=====	=====

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	Select Fields
Fiscal Year Activity	Remove Field
Fiscal Year Activity	Clone Field
Fiscal Year Activity	

Field Parameters

Type: Single Combination

Description: Fiscal Year Activity

Heading 1: <Y>

Heading 2: FY Activity

of Digits: 12

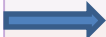

Format: ->, >>>, >>>>, >>>>>, >>>>>>9.99

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

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05.18.06.00.02

SCRAMBLED DATABASE
PR Liability Report (Date: 11/2017)

OBJ	SO	Beginning Balance	Sep 2017-18 Mo. Activity	Oct 2017-18 Mo. Activity	Nov 2017-18 Mo. Activity	Ending Balance
2151	00	-611,702.05	0.00	0.00	0.00	-611,702.05
2152	00	-172,933.18	0.00	0.00	0.00	-172,933.18
2153	00	-1,487,500.62	-133,814.50	-133,814.50	0.00	-1,755,129.62
2155	00	-2,273.03	-610.00	-610.00	0.00	-3,493.03
2159	00	-30,689.14	0.00	0.00	0.00	-30,689.14
2155	00	-26,347.45	0.00	0.00	0.00	-26,347.45
2159	00	-10,712.86	0.00	0.00	0.00	-10,712.86
2155	00	-4,891.04	0.00	0.00	0.00	-4,891.04
2155	00	-2,125.51	0.00	0.00	0.00	-2,125.51
2155	00	-5,382.71	0.00	0.00	0.00	-5,382.71
2155	00	-839.70	0.00	0.00	0.00	-839.70
2155	00	-144.94	0.00	0.00	0.00	-144.94
2155	00	-8,232.67	0.00	0.00	0.00	-8,232.67
		-2,363,774.90	-134,424.50	-134,424.50	0.00	-2,632,623.90

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: Month Budget Revisions

Heading 1: Sep-Nov <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

September to November

Combo Parameters

* Description: Month Budget Transfers

Year: Current Year

Month To Use: Report Ranges Auto-generate

September to November

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!

