FIN 855: UDW+ Common Ad Hoc Reports - BUDGET SUMMARY MONTHLY TREND

Trending report showing monthly actuals and its percentage out of YTD total. Line graph included.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Category</th>
<th>Account Subcategory</th>
<th>September Actuals</th>
<th>October Actuals</th>
<th>November Actuals</th>
<th>December Actuals</th>
<th>January Actuals</th>
<th>February Actuals</th>
<th>March Actuals</th>
<th>YTD Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - Operating</td>
<td>All Auxiliary Income</td>
<td>Student Housing</td>
<td>1,925</td>
<td>187.8%</td>
<td>125</td>
<td>12.2%</td>
<td>0</td>
<td>0.0%</td>
<td>-1,025</td>
<td>-100.0%</td>
<td>0</td>
</tr>
<tr>
<td>Transfer Revenue</td>
<td>Internal Transfers</td>
<td>47,597</td>
<td>100.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>External Transfers from Sponsored Research Program</td>
<td>3,611</td>
<td>100.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Transfer Revenue Total</td>
<td>51,208</td>
<td>100.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Personnel Expense</td>
<td>Administrative Salaries</td>
<td>64,659</td>
<td>16.7%</td>
<td>64,470</td>
<td>16.0%</td>
<td>64,470</td>
<td>16.0%</td>
<td>64,470</td>
<td>16.0%</td>
<td>64,470</td>
<td>16.0%</td>
</tr>
<tr>
<td></td>
<td>Faculty &amp; Research Labor</td>
<td>10,629</td>
<td>16.7%</td>
<td>10,629</td>
<td>16.7%</td>
<td>10,629</td>
<td>16.7%</td>
<td>10,629</td>
<td>16.7%</td>
<td>10,629</td>
<td>16.7%</td>
</tr>
<tr>
<td></td>
<td>Other Personnel</td>
<td>120,111</td>
<td>16.4%</td>
<td>111,999</td>
<td>18.9%</td>
<td>112,072</td>
<td>17.1%</td>
<td>122,249</td>
<td>17.1%</td>
<td>222,249</td>
<td>18.1%</td>
</tr>
<tr>
<td></td>
<td>Financial Aid - COS</td>
<td>334</td>
<td>21.9%</td>
<td>462</td>
<td>30.3%</td>
<td>300</td>
<td>30.2%</td>
<td>245</td>
<td>16.5%</td>
<td>176</td>
<td>11.6%</td>
</tr>
<tr>
<td></td>
<td>Fringe Benefits</td>
<td>79,977</td>
<td>16.1%</td>
<td>87,708</td>
<td>18.1%</td>
<td>81,958</td>
<td>17.0%</td>
<td>81,782</td>
<td>17.0%</td>
<td>78,092</td>
<td>16.3%</td>
</tr>
<tr>
<td>OTTPS</td>
<td>Professional Services &amp; Fees</td>
<td>346,395</td>
<td>16.5%</td>
<td>380,068</td>
<td>18.1%</td>
<td>355,191</td>
<td>17.0%</td>
<td>354,423</td>
<td>16.9%</td>
<td>341,677</td>
<td>16.3%</td>
</tr>
<tr>
<td></td>
<td>Building Maintenance &amp; Repair</td>
<td>155,613</td>
<td>16.5%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Computer Hardware/Software</td>
<td>8.7%</td>
<td>11,573</td>
<td>38.1%</td>
<td>2,666</td>
<td>7.7%</td>
<td>79</td>
<td>0.3%</td>
<td>15,438</td>
<td>52.4%</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Furniture &amp; Equipment</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Rental of Equipment</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>External Media &amp; Publication Costs</td>
<td>150</td>
<td>6.2%</td>
<td>1,402</td>
<td>41.7%</td>
<td>1,424</td>
<td>46.5%</td>
<td>50</td>
<td>1.6%</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
1. Create a New Analysis using the **Budget Summary** subject area.

2. Add the **data elements**:

<table>
<thead>
<tr>
<th>Accounting Period</th>
<th>Active Chartfields</th>
<th>Account</th>
<th>Fiscal Year</th>
<th>Accounting Period Code</th>
<th>Fund</th>
<th>Account Category</th>
<th>Account Subcategory</th>
<th>Monthly USD</th>
</tr>
</thead>
</table>

* It is recommended to use **Active Chartfields** in your filters and if you’re using **prompts** in your analysis (it will only display the chartfields a user has access to instead of all chartfields). You can use regular chartfields (or active chartfields) as your columns.

3. Create the following **filters**:

   - **Account Tree Name** is equal to / is in WSQBC
   - **Fiscal Year** is equal to / is in @{CURRENT_FY}
   - **Account Code** is between 40000 and 89999
   - **Fund Code** is equal to / is in --
   - **Org Code** is equal to / is in --
   - **Accounting Period Code** is not equal to / is not in 0

*You only need Accounting Period Code filter if using funds with an opening fund balance, such as fund 22, as you want to exclude the opening fund balance.

**Repository Variable**

**Fiscal Year** filter: dynamically updates the fiscal year to the current fiscal year.
- Under “Add More Options” choose **Repository Variable**. Enter **CURRENT_FY** in field.
4. Delete Table. Add a Pivot Table.

5. Edit Pivot Table. Move Fiscal Year to Sections. Move Accounting Period to Columns - make it to be the first row.

6. Add total for Account Category.

7. Create a grand total of all months by adding a total to Columns.

8. Duplicate Layer
   To create another column showing % of yearly total:
   - Click on “More Options...” for Actuals USD. Choose Duplicate Layer.
• Re-label the second column by choosing “More Options…”  
  , then **Format Headings**. Type “%” in Caption.

• Click on “More Options…”  
  for % and choose **Show Data as Percent of Row**. Click Done. Save report.

11. Change line graph to be curved by clicking on **Style** tab. To change the colors of line graph, click on “Style and Conditional Formatting” and then the plus sign. Choose a color from the dropdown box.

12. **Interaction**
   - **Remove hyperlink** in Account Category and Account Subcategory.
     - Go to Criteria tab.
     - Go to Account Category > Column Properties > **Interaction**.
     - Change to **None**.
     - Repeat for Account Subcategory.
Authorized Analyses - DSG

- Visit Catalog → Shared Folders → School and Administrative Folders → Authorized Analyses - DSG → Financial Reporting → Common Reports/ Templates for useful ad hoc reports and templates.
- Choose More → Copy.

Then go to My Folders and either Right-Click and choose Paste or choose the Paste icon in the Catalog header.

- Remember to change the filters on the report to suit your needs.

Contact
The Decision Support Group (DSG) is here to help!

- Email: askDSG@nyu.edu
- Phone: 212-998-2900
- Web: www.nyu.edu/datawarehouse/dsg
  - UDW+ Functionality Video
  - UDW+ FIN 850 Ad Hoc Reports Guide
  - UDW+ Ad Hoc Reports Video Tutorials
  - UDW+ Ad Hoc Common Reports/ Templates