**FIN 855: UDW+ Common Ad Hoc Reports - Year Over Year**

Comparison between prior YTD Actuals and Current YTD Actuals, and their variance, per Accounting Period.

<table>
<thead>
<tr>
<th>Account Class</th>
<th>Account Category</th>
<th>Account Subcategory</th>
<th>Account</th>
<th>2014 YTD Actual USD</th>
<th>2015 YTD Actual USD</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>Personnel Expense</td>
<td>Administrative Salaries</td>
<td>51100</td>
<td>80,195.05</td>
<td>89,170.26</td>
<td>8,975.21</td>
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<tr>
<td></td>
<td>Fringe Benefits</td>
<td>Fringe Benefits Composite Rate</td>
<td>51170</td>
<td>22,657.50</td>
<td>27,321.08</td>
<td>4,663.58</td>
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<tr>
<td></td>
<td></td>
<td>Fringe Benefits One-Time Payme</td>
<td>51176</td>
<td>329.26</td>
<td>329.26</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>All Bonus</td>
<td>Annual Bonus</td>
<td>51155</td>
<td>1,500.00</td>
<td>1,900.00</td>
<td>400.00</td>
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<tr>
<td></td>
<td></td>
<td>Spot Bonus</td>
<td>51195</td>
<td>500.00</td>
<td>1,000.00</td>
<td>500.00</td>
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<tr>
<td></td>
<td>Non-Recurring Personnel Expense</td>
<td>One-Time Payment Payroll</td>
<td>51159</td>
<td>4,115.71</td>
<td>4,115.71</td>
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<tr>
<td></td>
<td>Personnel Expense Total</td>
<td></td>
<td></td>
<td>105,852.55</td>
<td>123,836.31</td>
<td>17,983.76</td>
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<tr>
<td>OTIPS</td>
<td>Professional Services &amp; Fees</td>
<td>Pref. &amp; Other</td>
<td>60455</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Other - On Site</td>
<td>60456</td>
<td>395.00</td>
<td>395.00</td>
<td>0.00</td>
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<tr>
<td></td>
<td>Computer Hardware/Software</td>
<td>Other</td>
<td>62140</td>
<td>342.85</td>
<td>342.85</td>
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<tr>
<td></td>
<td>General Operating &amp; Auxiliary Supplies</td>
<td>Office Supplies</td>
<td>63110</td>
<td>342.85</td>
<td>342.85</td>
<td>0.00</td>
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<tr>
<td></td>
<td>Membership</td>
<td>Convention Reg &amp; Membership</td>
<td>65170</td>
<td>150.00</td>
<td>190.00</td>
<td>40.00</td>
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<tr>
<td></td>
<td>Postage</td>
<td>Courier Services</td>
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<td>51.62</td>
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</tr>
<tr>
<td></td>
<td>Library Materials</td>
<td>Periodical Subscriptions</td>
<td>63920</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Travel &amp; Meeting</td>
<td>Food Expense</td>
<td>65582</td>
<td>101.20</td>
<td>692.13</td>
<td>590.93</td>
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<tr>
<td></td>
<td></td>
<td>Travel &amp; Living - Domestic</td>
<td>65581</td>
<td>0.00</td>
<td>1,520.19</td>
<td>1,520.19</td>
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<tr>
<td></td>
<td></td>
<td>Travel &amp; Living - Foreign</td>
<td>65520</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Telecomm</td>
<td>Telephone Calls</td>
<td>65552</td>
<td>78.76</td>
<td>50.31</td>
<td>-28.45</td>
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<tr>
<td></td>
<td></td>
<td>Cell Phone Expense</td>
<td>65561</td>
<td>1,285.99</td>
<td>52.50</td>
<td>-1,233.49</td>
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<tr>
<td>OTIPS Total</td>
<td></td>
<td></td>
<td></td>
<td>1,615.95</td>
<td>3,294.60</td>
<td>1,678.65</td>
</tr>
</tbody>
</table>
1. Create a New Analysis using the **Budget Summary** subject area.

2. Add the **data elements**:

   ![Budget Summary Subject Area](image)

3. Create the following **filters**:

   ![Filters](image)

   * 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.

**Repository Variable**

**Fiscal Year** filter: dynamically updates the fiscal year to be greater than or equal to the prior FY.

   * Under “Add More Options” choose **Repository Variable**. Enter **ONE_FY_PRIOR** in field.
4. Delete Table. Add a Pivot Table. Edit . Uncheck Display Results.
5. Move Fund, Org, Accounting Period to Prompts. Move Fiscal Year to Columns and above Measure Labels.
6. Add total for Account Category.  Click Done.
7. **New Calculated Item**
Create new calculated item that dynamically **subtracts CY from PY** and dynamically updates.

- a. Click on **New Calculated Item**.
- b. **Display Label**: type in $ Variance.
- c. Change **Values From** to “Accounting Period. Fiscal Year”
- d. In **Selected** window, input: $2-$1
  ($2 references second column which is 2016 and $1 references first column which is 2015). Click OK.

If you would like to edit Calculated Item:

8. **Interaction**
*If want to show Year Over Year, $ Variance, and % Variance, this would be a different report. You would need to create in-column filters. See steps below.

In-Columns Filters & Formulas

Add four (4) fact columns to create formulas for Prior YTD Actuals, Current YTD Actuals, $ Variance, and % Variance.

a. Create in-column filter: Rename the **Folder Heading** to “Calculated Field” and the **Column Heading** to “Prior YTD Actuals”

b. Click “Insert Filter” This inserts an “in-column filter” expression.

![Image of Column Formulas with insert filter option highlighted]

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c. From the left hand column, find Fiscal Year (under Accounting Period) and double click it. Enter value of “Fiscal Year: is equal to ONE_FY_PRIOR” using repository variable. Click OK.

\[ \text{Fiscal Year is equal to / is in } \@\{\text{ONE_FY_PRIOR}\} \]

d. Create formula: Click OK to bring you back to formula window. We have finished creating the in-column filter, and now we must create the formula. Highlight \text{expr} and replace with \text{"YTD USD"."YTD ActualUSD"} from the left hand side by clicking the blue arrow.

Your case statement should look like:

\[
\text{FILTER("YTD USD"."YTD Actual USD"USING ("Accounting Period"."Fiscal Year" = VALUEOF("ONE_FY_PRIOR")))}
\]

Current YTD Actuals:

Repeat steps a-d, but make “Fiscal Year: is equal to CURRENT_FY”.

Your case statement should look like:

\[
\text{FILTER("YTD USD"."YTD Actual USD"USING ("Accounting Period"."Fiscal Year" = VALUEOF("CURRENT_FY")))}
\]
$ Variance
Take Current YTD Actuals-Prior YTD Actuals.

Your case statement should look like:
FILTER("YTD USD"."YTD Actual USD"USING ("Accounting Period"."Fiscal Year" = VALUEOF("CURRENT_FY")))-
FILTER("YTD USD"."YTD Actual USD"USING ("Accounting Period"."Fiscal Year" = VALUEOF("ONE_FY_PRIOR")))

% Variance
Take (Current YTD Actuals-Prior YTD Actuals)/ Prior YTD Actuals *100.

Your case statement should look like:
\[
\frac{\text{FILTER("YTD USD"."YTD Actual USD"USING ("Accounting Period"."Fiscal Year" = VALUEOF("CURRENT_FY")))-FILTER("YTD USD"."YTD Actual USD"USING ("Accounting Period"."Fiscal Year" = VALUEOF("ONE_FY_PRIOR")))}}{\text{FILTER("YTD USD"."YTD Actual USD"USING ("Accounting Period"."Fiscal Year" = VALUEOF("ONE_FY_PRIOR")))}} \times 100
\]

Change value Data Format to percentage.
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