

Reporting in YBT

YBT has three types of reports available:

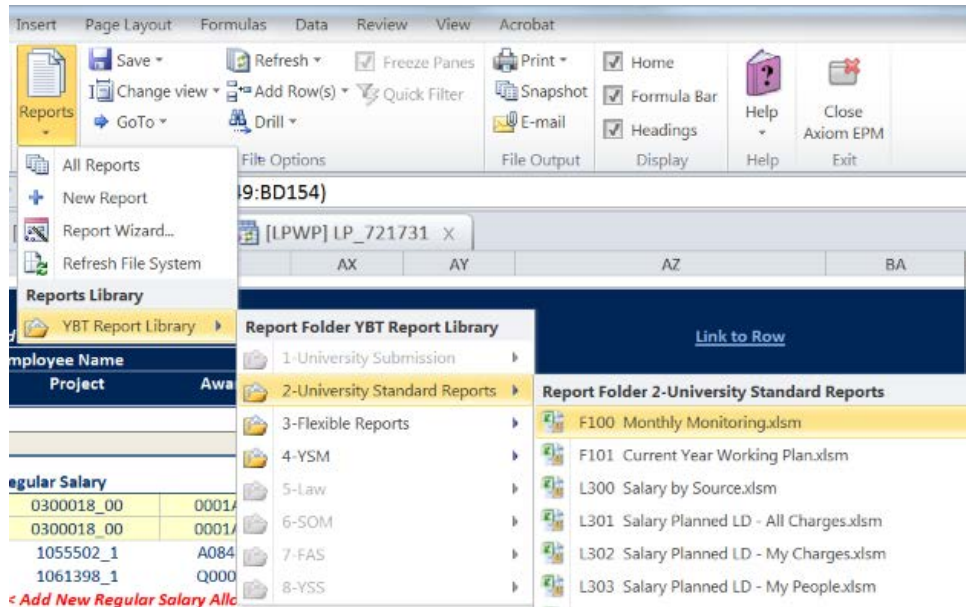
- **University Submission** reports are the reports submitted to the Budget Office for forecasts and budget submissions.
- **Standardized reports** (such as the Standard Summary report) are reports with fixed columns that were previously found in various Excel-based workbooks such as the Excel Budget Templates and the FTE workbooks.
- **Flexible reports** allow you to pull the data you need for your own analysis. Bug Reports, OFA and/or FMT were historically used to receive this data. With flexible reports, you choose the time periods on which to report.

Reports Library

Reports are stored in the folder structure known as the **Reports Library**. Each report is assigned to a folder. Navigate through the Reports Library structure to quickly locate the report needed.

To Open a Report

1. On the Axiom tab, click Reports to bring up the menu. Use the YBT Reports Library folder at the bottom of the menu to navigate to the specific report that you want to open.
2. Click on the subfolder containing the report.
3. Click on the name of the report to open.



Note: The list of folders in the YBT Report Library may differ slightly from this screen. Most reports will initially open with just column headings, (i.e., there will be no data).

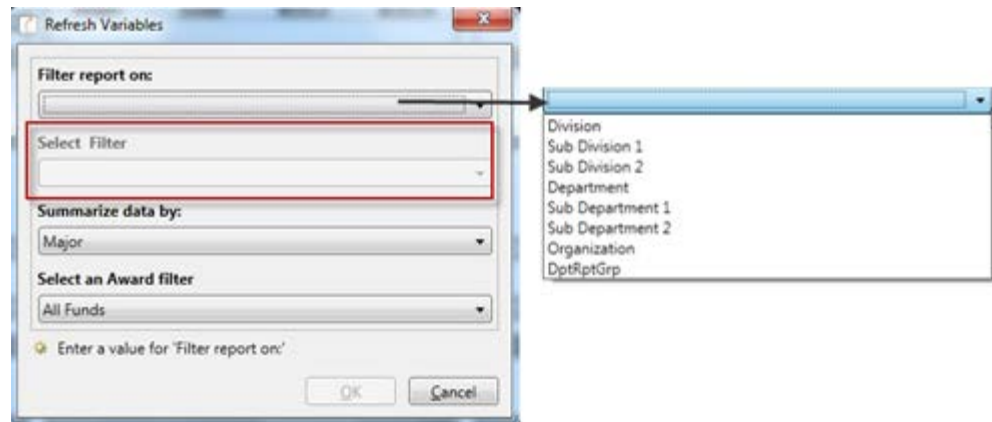
To Retrieve Data

1. Click the **Refresh** button (Axiom Tab >> File Options >> Refresh).

YBT Tip

Remember: to run a report, click the **Refresh** button. When you have finished making your choices, click the OK button in the Refresh Variables Dialog box to run the report. Your report will be populated with data according to your YBT permissions and access rights.

2. The **Refresh Variables** dialog box appears, prompting for the values of the variables needed in the chosen report. The items included will vary from report to report. A sample is displayed below:



3. Make your choices using the dropdown menus provided. Some variable fields are initially blank (such as the Select Filter item highlighted above). These will be populated once you make a choice in the preceding variable (in this case, Filter Report on).

The **Filter Report** option allows you to filter this report on any level of the Organizational Hierarchy shown in the callout above. For instance, if you choose to filter the report on Department, the Select Filter variable will populate with the list of departments from which you can choose. This approach provides significant flexibility in reporting, enabling a view of the data from many different angles.

When presented with a Refresh Variables dialog box similar to the one above, you'll be able to summarize the data at the Major, Minor or ExpType level. Some report variables will prompt for a year, others may ask whether to include actuals or budget figures in the report. When clicking Refresh, each report will prompt you by displaying the variables appropriate for the report.

Many reports offer the option of more complex filtering. Say, for example, you want to filter on multiple Orgs and a project. Use the Filter Wizard box at the top-right of the report (see screen shot below.). Right click on the box that says "RIGHT CLICK HERE", select Filter Wizard, and create the appropriate filter for the report. This filter will be applied, along with whatever other filters are selected in the Refresh Variables box.

F700 Natural Hierarchy w Dynamic Columns.xlsxsm [Read-Only] - Axiom EPM > Yale

File Axiom Home Insert Page Layout Formulas Data Review View

Save Refresh Quick Filter Print Home Formula Bar Help Close Axiom EPM
Change view Drill Snapshot E-mail File Output Display Help Exit
Reports GoTo Freeze Panes File Options

G13 fx 2011

Home F700 Natural Hierarchy w Dynamic Columns (R/O) X

Yale University
F700 Natural Hierarchy with Dynamic Columns
Source: All Funds

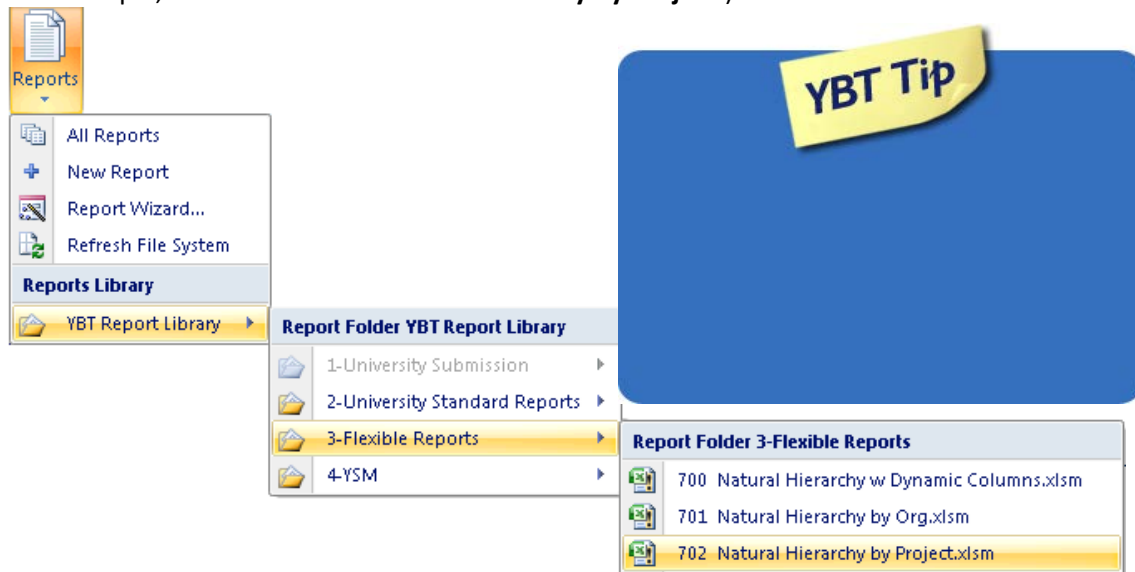
	2011	2012	2013	2013	2014
	Full Year	Full Year	Full Year	Full Year	Full Year
Beginning Balance	Actual	Jan Feb Mar Apr May Jun YTD	CY Forecast	NY Plan	Actual Q2 Forecast Budget CY Forecast NY Plan Dept Plan Whatif 1 Whatif 2
Revenue					
Total Revenue	-	-	-	-	-
Expenses					
Salary					
Total Salary Expenses	-	-	-	-	-
Non-Salary					

report

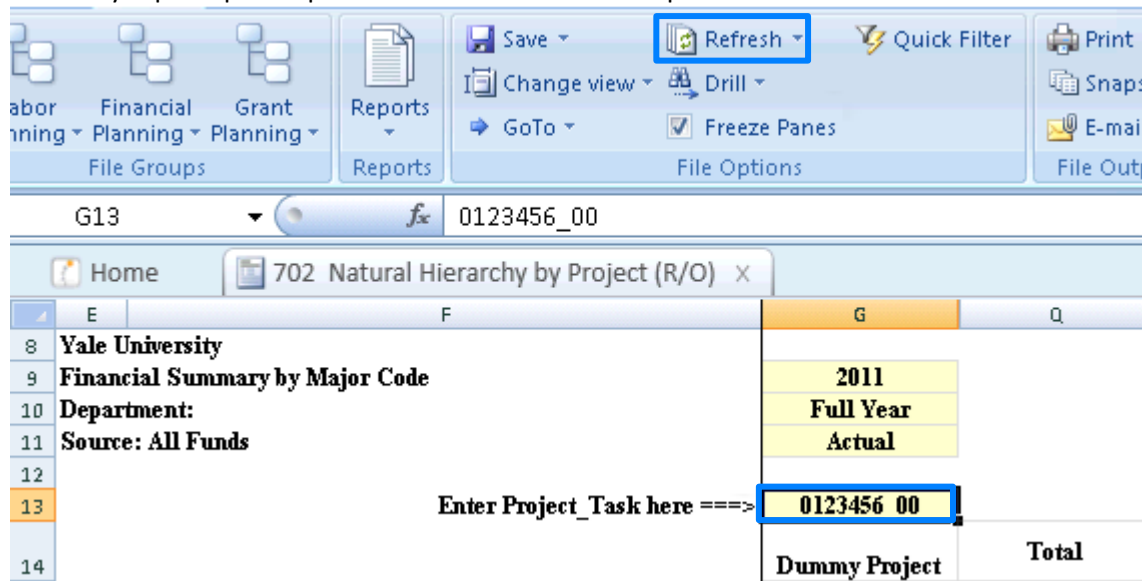
Ready

To Save a Report

1. Open a report from the Report Library as shown in the Open a Report section on page 1. (In this example, we will use **L702 Natural Hierarchy by Project.**)

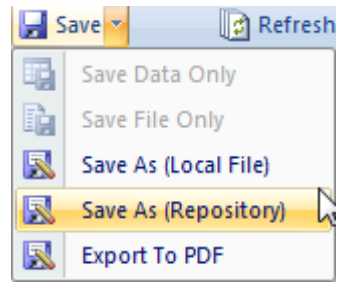


2. Enter any report specific parameters and refresh the report:

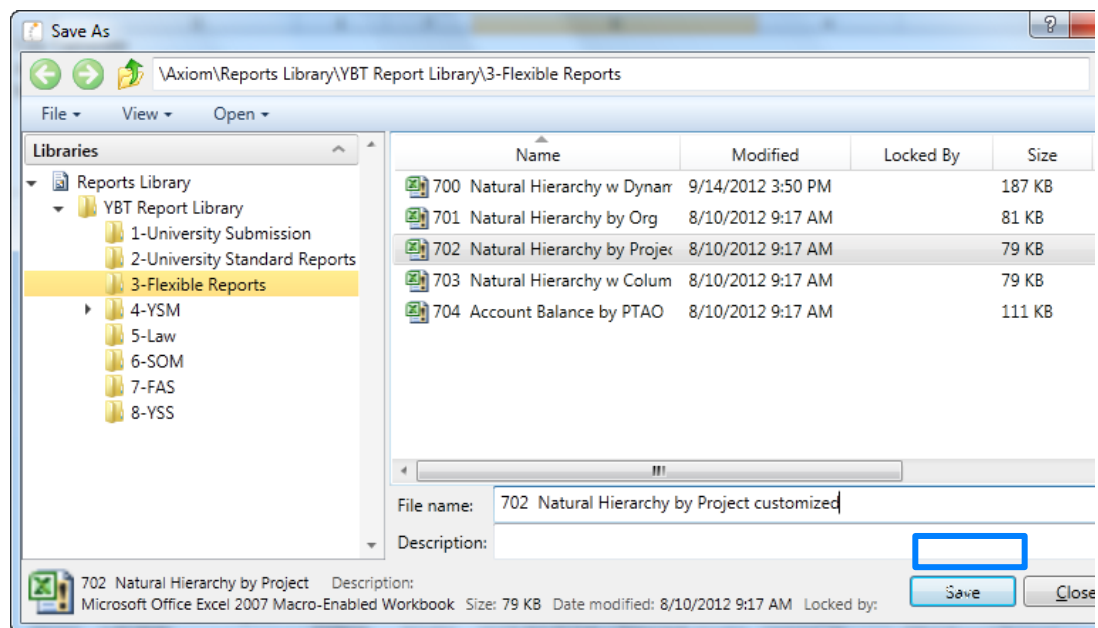


3. Select the drop down next to **Save** to view the save options (seen to the right.) We'll choose Save As (Repository).





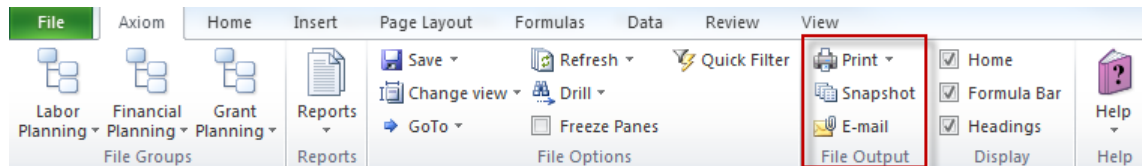
4. Here you will see the report folders to which you have access (i.e., the YBT Report Library and subfolders). Report folders display depending on department based on security. Rename the report as desired, but be sure to preserve the report numbering convention (in this case F702) and click **Save**.



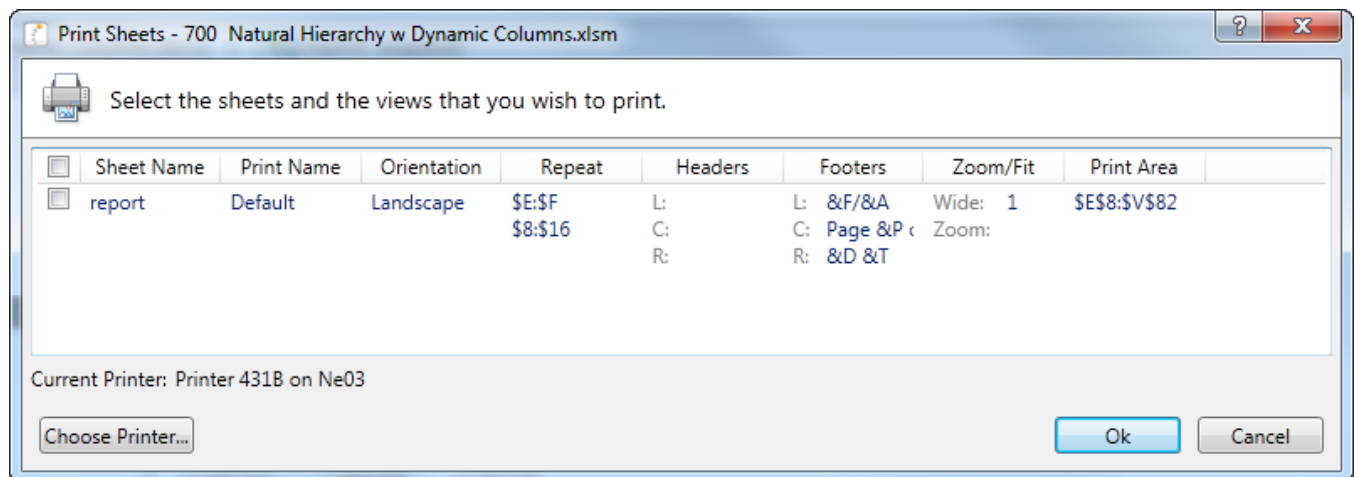
Note: If no reports have been previously saved to the departmental folder it will appear “un-enabled” until one report has been saved there.

To Export a Report

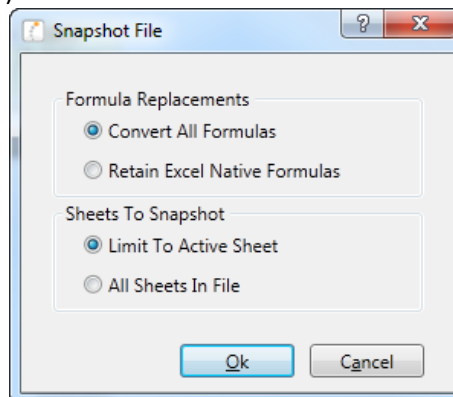
1. Repeat steps 1 and 2 described on the previous page to open and refresh a report.
2. After the report results appear, select the desired option in the File Output section (Axiom Tab >> File Output)



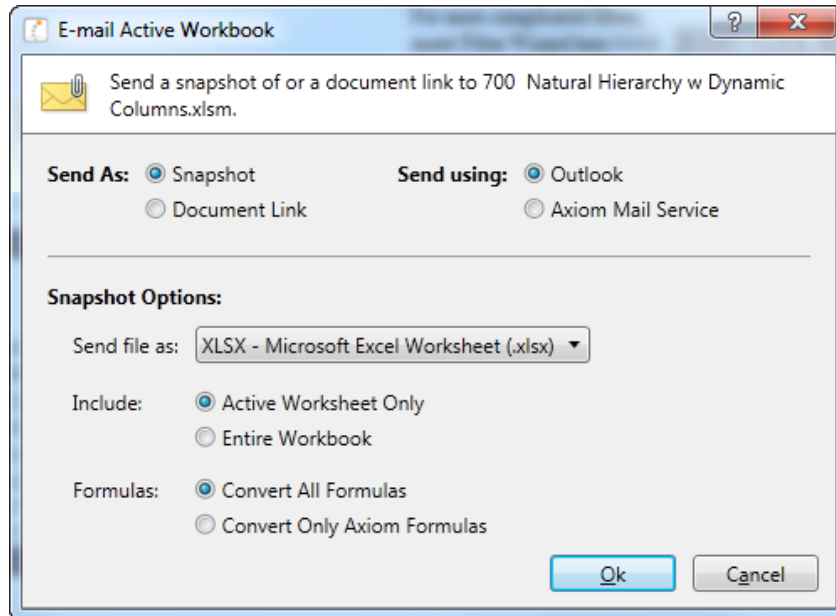
- a. Print- Opens the Print Sheets dialog box(shown below). Choose the print options. Click OK when finished selecting options.

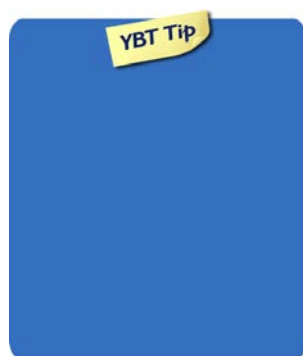


- b. Snapshot –To save a snapshot to a local folder, click the down arrow on the Axiom Save button and select Save As (Local File).



- c. Email – Opens the Email Active Workbook dialog box, shown below, where you can set options. Click OK when finished selecting options.





Available Reports

This list of reports is subject to change, as the YBT team continues to enhance reporting. The list is current as of 2/5/13.

University Standard Reports

Report Name	Report Description
Standard Reports for Budget Process <ul style="list-style-type: none">L308 Salary and FTE Growth for Budget	Detailed description coming soon.
Standard Reports for Forecast Process <ul style="list-style-type: none">F106 SOA & Standard Summary for Forecast	Detailed description coming soon.
Standard Reports for Forecast Process <ul style="list-style-type: none">F107 Current Year Forecast by Source	Financial report with fixed columns showing prior year actual (Year to Date), current year budget (full year), current year forecast (which consists of actuals for closed months, projection for future months) and a column with current year forecast for each of the following source groups – G&C, Endow, Gifts, SPPRO, Clinical, and GA).
Standard Reports for Forecast Process <ul style="list-style-type: none">L307 Salary and FTE Growth for Forecast	Detailed description coming soon.
Workflow Reports <ul style="list-style-type: none">FP Workflow StagesLP Workflow Stages	Detailed description coming soon.

<ul style="list-style-type: none"> F100 Monthly Monitoring 	<p>Financial report with fixed columns showing prior year actual (full year), current year month compared to budget, and current year forecast (full year) compared to budget. Select whether the rows are at the Expenditure Type, Minor or Major level.</p>
<ul style="list-style-type: none"> F101 Current Year Forecast 	<p>Financial report with fixed columns showing prior year actual (full year), current year budget (full year), current year forecast by month (actuals for closed months, projection for future months) and current year forecast b/(w) current year budget. Select whether the rows are at the Expenditure Type, Minor or Major level.</p>
<ul style="list-style-type: none"> F102 - Actuals vs Budget Monitoring Report 	<p>Similar to the '(Core 1) Actuals vs Budget – Monitoring Report' in OFA, this report can be used for monitoring actual results and projections vs budget on a monthly basis. The report has fixed columns including the last three years of actual financial data, current year-to-date actual results, the current year budget, and the current year forecast from the YBT financial plan. Select whether the rows are at the Expenditure Type, Minor or Major level, and a variance column indicates whether forecast is better or worse than budget.</p>
<ul style="list-style-type: none"> F104 Department Plan 	<p>Similar to the 'Position Plan' DWH report, this report should be used to monitor actuals against your department plan. The report has fixed columns including this year's department plan, year-to-date actual results, remaining forecast and a sum of YTD Actual Results and remaining forecast. You can select whether the rows are at the Expenditure Type, Minor or Major level, a column shows YTD Actuals as a percent of your department plan, and a variance column indicates whether your actuals + projection is better or worse than your department plan.</p>
<ul style="list-style-type: none"> F105 Current Year Forecast with YTD Actuals 	<p>Similar to F101, but contains 2 additional columns – YTD actuals from Last Year, and YTD actuals from Current Year. Financial report with fixed columns showing prior year actual (full year), current year budget (full year), current year forecast by month (actuals for closed months, projection for future months) and current year forecast b/(w) current year budget. Select whether the rows are at the Expenditure Type, Minor or Major level</p>
<ul style="list-style-type: none"> G500 Grant & Contract Operating Budget – non-ARRA 	<p>This report is designed to assist users in creating their operating grant budget and then enter that budget into their financial workbook (FP). The report shows, by award, Total Direct Costs for three years of actuals, the fiscal slice of the grant installment budgets entered into GP, and labor dollars charged to grants for</p>

	<p>Current Year Forecast and Next Year Plan. The user enters the non-labor dollars into the report, generating a summary of what needs to be entered into the FP workbook on the tab “Load to FP”. G500 is for non-ARRA awards only.</p> <p>See the Quick Guide for this report on the training materials page on the YBT YaleBiz site.</p>
<ul style="list-style-type: none"> G501 Grant & Contract Operating Budget - ARRA 	<p>This is the same as report G500, but filtered for ARRA (Stimulus) awards only.</p>
<ul style="list-style-type: none"> L300 Salary by Source 	<p>Labor report with one row per employee and fixed columns showing how each employee’s salary is charged across source groupings. You can select the time period. Employees are grouped according to their comp class (Faculty, M&P, C&T, S&M, etc).</p>
<ul style="list-style-type: none"> L301 Salary Planned LD – All Charges 	<p>Labor report sorted by employee last name, with one row for every PTAE0 (charging instruction). Report shows current year and next year working plan, with full year dollars and LD by month. The report brings back all charges, including splits in from other departments and home employees split out to other departments.</p>
<ul style="list-style-type: none"> L302 Salary Planned LD – My Charges 	<p>Labor report sorted by employee last name, with one row for every PTAE0 (charging instruction). Report shows current year and next year working plan, with full year dollars and LD by month. The report brings back all charges that hit the selected Org(s), including splits in from other departments, but NOT home employees split out to other departments.</p>
<ul style="list-style-type: none"> L303 Salary Planned LD – My People 	<p>Labor report sorted by employee last name, with one row for every PTAE0 (charging instruction). Report shows current year and next year working plan, with full year dollars and LD by month. The report brings back all charges associated with employees in the selected Home Org(s), including home employees split out to other departments, but NOT splits in from other departments.</p>
<ul style="list-style-type: none"> L304 Salary Plans with Fringe 	<p>Labor report sorted by employee last name, with one row for every PTAE0 (charging instruction). Report shows current year and next year working plan, current year Q2 forecast and next year budget, with columns for Salary, Extra Comp, and Fringe. The report excludes splits out to other departments.</p>
<ul style="list-style-type: none"> L305 Actual Salaries vs. Projections 	<p>Labor report that compares the projected salary in labor plans versus the actual salary paid in each month, by employee, at a PTAE0 level determined by the user. Users should reference this report to help identify variances in Labor Plans in closed month, allowing them to make sure Labor Plans in future months are accurate.</p>

<ul style="list-style-type: none"> • L306 Salary – Current Year Working Plan 	<p>Labor report sorted by employee last name, with one row for every PTAE0 (charging instruction). Report shows prior year actual (full year), current year budget (full year), current year forecast by month (actuals for closed months, projection for future months) and current year forecast b/(w) current year budget. The report excludes splits out to other departments.</p>
---	--

Flexible Reports

<ul style="list-style-type: none"> • F700 Natural Hierarchy w Dynamic Columns 	<p>Financial report that allows you to select up to 13 time periods and up to 2 variance columns. You can select whether the rows are at the Expenditure Type, Minor or Major level.</p>
<ul style="list-style-type: none"> • F701 Natural Hierarchy by Org 	<p>Financial report that allows you to select a time period and up to 25 Orgs to become the columns of the report. You can select whether the rows are at the Expenditure Type, Minor or Major level.</p>
<ul style="list-style-type: none"> • F702 Natural Hierarchy by Project 	<p>Financial report that allows you to select a time period and up to 10 Projects to become the columns of the report. You can select whether the rows are at the Expenditure Type, Minor or Major level.</p>
<ul style="list-style-type: none"> • F703 Natural Hierarchy w Column Filters 	<p>Financial report that allows you to select a time period and up to 10 customized column filters (using YBT's filter wizard) to become the columns of the report. You can select whether the rows are at the Expenditure Type, Minor or Major level.</p>
<ul style="list-style-type: none"> • F704 Account Balance by PTAO 	<p>Financial report that mimics the Bug403 that many people use in Brio. Report contains columns for Org, Award and Project, and the Expenditure Types are sorted into Beginning Balance, Transfers, External Income, Internal Income, Salary & Benefits, Non-Salary Expenses, Internal Expenses, and Net. You can select any time period, or choose to focus on a single Expenditure Type.</p>
<ul style="list-style-type: none"> • F705 Dynamic SOA & Standard Summary 	<p>Financial report showing the University's Statement of Activities or Standard Summary, depending on the view selected. Dynamic columns allow the user to compare different financial data side-by-side, with an optional variance calculation.</p>

<ul style="list-style-type: none"> • F706 Budget and Projection Report 	<p>Financial report with fixed columns showing budgeted, actual and projected data at varying PTAE0 levels, as selected by the user. Use views to create a report useful for continuous monitoring or during the annual budget process.</p>
<ul style="list-style-type: none"> • F707 Budget and Projection Report by Source 	<p>Financial report with fixed columns showing budgeted or projected data by source group at varying PTAE0 levels, as selected by the user. Use report to analyze how efficiently restricted funds are being used.</p>
<ul style="list-style-type: none"> • F708 Data Download 	<p>This report allows users to create a customized download of financial data. The user can bring in up to 30 columns of data, including both Chart of Account attributes and Fiscal Periods. After running the report, users can bring the data into Excel for analysis as they would data from a Brio. They can also use the pivot tab of the report if they want to create a pivot table within the report (note: this functionality does not work in the YBT Web Client).</p>
<ul style="list-style-type: none"> • F800 Salary report w Dynamic Columns 	<p>Labor report that allows you to select up to 13 time periods and up to 2 variance columns. It is sorted by employee last name, and you can choose whether or not to include detail by Project, Award, ExpType and Org. The report excludes splits out to other departments.</p>