

Advanced Reporting

Review and discussion

Charles Pevsner

April 19, 2017

Goals

- Reacquaint yourself with the various features and options relating to reporting

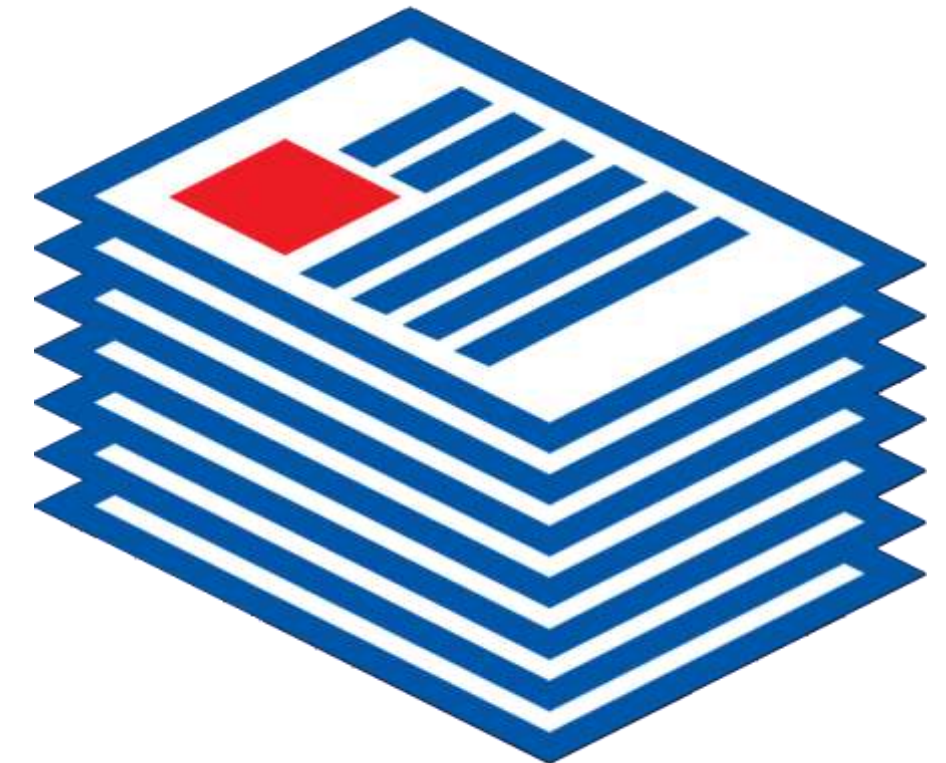




- Types of reports
- Options to provide more detail
- Company and enterprise accounts
- Drill-through to G/L detail
- Cross units
- Currency options
- Export options
- Save/retrieve report selections
- Reporting with myXL
- Discussion topics

Quick review of the different kinds of reports

- Budget status
- P&L
 - By year/qtr/period/YTD/by subtotal/by section/by ActionPak
- P&L consolidating
- P&L summary (by rollup unit)
- ActionPaks
 - By unit/account
- Account totals across units
- Budget decisions
- Allocations
- Headcount
 - Summary/detail/by period/by employee class/allocations/headcount expenses/new hires/hourly
- Assets
- Drivers
- Categories usage
- Misc. configuration
- ...and more...



Types of reports: Budget status

BUDGET STATUS REPORT									
Company:		ABC Organization							
Version:		2017 Final Budget							
Unit code	Unit description	Budget holder	Last modified / Last rollup	Status				Income	Expense
				ST	CO	SO	AP		
ABC Organization	ABC Organization	Smith, Jennifer	3/30/2017 2:44 PM	Y				\$46,011,360	\$42,509,378
M & S	Total Marketing & Sales	User, XLerant	3/28/2017 5:51 PM	Y	Y			\$11,182,098	\$11,016,448
10-200	Marketing	User, XLerant	3/30/2017 2:39 PM	Y	Y			\$11,060,988	\$7,960,627
Sales	Total Sales Offices	Smart, Lisa	3/28/2017 5:51 PM	Y	Y			\$121,110	\$3,055,821
30-1001	Japan Sales Office	Hastings, Clive	1/22/2013 5:24 PM	Y	Y	Y	Y	\$0	\$521,072
10-1002	USA Sales Office	Brown, Mike	3/26/2017 6:38 PM	Y	Y	Y	Y	\$121,110	\$2,534,749
Fin	Total Finance	Dean, Barbara	3/28/2017 5:51 PM	Y	Y			\$34,829,262	\$5,922,818
10-900	Accounting	Brubaker, Steve	4/17/2013 4:05 PM	Y	Y	Y	Y	\$0	\$3,288,077
10-100	Planning & Analysis	User, XLerant	7/19/2012 3:10 PM	Y	Y	Y	Y	\$34,829,262	\$2,634,740

Types of reports: P&L

- Also known as: Statement of Activities
- Also known as: Statement of Revenues, Expenses, and Changes in Net Assets
- By year/qtr/period/YTD/by subtotal/by section/by ActionPak

P&L MONTHLY VARIANCE REPORT									
Company:		ABC Organization							
Version:		2017 Final Budget							
Comparison version:		2016 Forecast							
Unit:		10-200: Marketing							
Budget holder:		User, XLerant (User)							
		Jan				Feb			
		2017 Final Budget	2016 Forecast	Variance Amount	Variance %	2017 Final Budget	2016 Forecast	Variance Amount	Variance %
10001	Membership Fees	\$47,500	\$47,500	-	0.0 %	\$53,438	\$53,438	-	0.0 %
10002	Sales Revenue	\$630,000	\$640,000	(\$10,000)	-1.6 %	\$630,000	\$640,000	(\$10,000)	-1.6 %
10003	Merchandise Revenue	\$71,612	\$41,934	\$29,678	70.8 %	\$72,231	\$41,934	\$30,297	72.3 %
6001 >>	Allocated in Revenue	\$2,695	\$0	\$2,695	100.0 %	\$2,695	\$0	\$2,695	100.0 %
Income		\$751,807	\$729,434	\$22,373	3.1 %	\$758,364	\$735,371	\$22,992	3.1 %
TOTAL INCOME		\$751,807	\$729,434	\$22,373	3.1 %	\$758,364	\$735,371	\$22,992	3.1 %
1000	Salaries - Exec	\$43,345	\$55,050	(\$11,705)	-21.3 %	\$39,151	\$54,647	(\$15,496)	-28.4 %
1001	Salaries - Non Exec PT	\$1,723	\$3,445	(\$1,721)	-50.0 %	\$1,557	\$3,223	(\$1,666)	-51.7 %
1002	Salaries - Non Exec FT	\$62,509	\$83,605	(\$21,096)	-25.2 %	\$56,460	\$84,875	(\$28,415)	-33.5 %

Types of reports: P&L consolidating

P&L CONSOLIDATING REPORT							
Company:		ABC Organization					
Version:		2017 Final Budget					
Unit:		ABC Organization: ABC Organization					
Budget holder:		Smith, Jennifer (JSmith)					
Account	Description	M & S: Total Marketing & Sales	Fin: Total Finance	Exec: Executive Offices	SS: Shared Services	IT: Total IT	ABC Organization: ABC Organization
1000	Salaries - Exec	\$984,821	\$1,612,589	\$1,103,284	\$1,085,165	\$2,991,885	\$7,777,745
1001	Salaries - Non Exec PT	\$20,749	\$21,210	\$0	\$36,392	\$40,905	\$119,256
1002	Salaries - Non Exec FT	\$1,215,169	\$2,413,681	\$218,672	\$1,742,313	\$3,991,658	\$9,581,493
1003	Executive Compensation	\$11,200	\$0	\$0	\$0	\$0	\$11,200
1100	Bonus	\$68,418	\$60,000	\$198,413	\$90,000	\$99,913	\$516,744
1200	401K	\$27,605	\$49,290	\$18,244	\$35,447	\$85,492	\$216,078
1300	Medical Benefits - Exec	\$246,205	\$403,147	\$275,821	\$271,291	\$747,971	\$1,944,436
1301	Medical Benefits - Non Exec FT	\$212,655	\$422,394	\$38,268	\$304,905	\$698,540	\$1,676,761
1302	Dental	\$3,326	\$4,163	\$1,035	\$3,198	\$7,892	\$19,613
1400	Federal Payroll Tax	\$168,220	\$293,028	\$82,460	\$211,583	\$520,933	\$1,276,224

Types of reports: P&L summary (by rollup unit)

P&L SUMMARY BY ROLLUP UNIT REPORT								
Version:		2017 Final Budget						
Comparison version:		2016 Forecast						
Company:		ABC Organization						
Unit Code	Unit Description	Income				Expense		
		2017 Final Budget	2016 Forecast	Variance Amount	Variance Percent	2017 Final Budget	2016 Forecast	Variance Amount
M & S	Total Marketing & Sales	\$11,182,098	\$10,983,931	\$198,167	1.8 %	\$11,016,448	\$12,831,832	(\$1,815,385)
Fin	Total Finance	\$34,829,262	\$0	\$34,829,262	100.0 %	\$5,922,818	\$5,646,392	\$276,425
Exec	Executive Offices	\$0	\$0	-	-	\$2,590,829	\$6,117,171	(\$3,526,342)
SS	Shared Services	\$0	\$0	-	-	\$7,626,358	\$6,450,427	\$1,175,931
IT	Total IT	\$0	\$0	-	-	\$15,352,926	\$16,650,250	(\$1,297,325)
ABC Organization	ABC Organization	\$46,011,360	\$10,983,931	\$35,027,429	318.9 %	\$42,509,378	\$47,696,074	(\$5,186,695)

Types of reports

Types of reports: ActionPaks

ACTIONPAK ANNUAL REPORT				
Company:	ABC Organization			
Version:	2017 Final Budget			
Unit:	10-200: Marketing			
Local currency:	USD (\$)			
Report currency:	USD (\$)			
Budget holder:	User, XLerant (User)			
ActionPak:	Advisory Board Meeting	Annual total		
ActionPak code:	1000			
Account	Description	2017 Final Budget		Notes for 2017 Final Budget
8100	Air Transportation	\$1,500		Roundtrip for 3 staff members to Chicago
8400	Lodging Expense	\$705		Lodging for 3 staff members for 2 nights.
8600	Training Fees	\$3,500	(C)	Updates to keep current with industry standards.
	Advisory Board Meeting	\$5,705		
ActionPak:	Update Website Design	Annual total		
ActionPak code:	2017-1			
Account	Description	2017 Final Budget		Notes for 2017 Final Budget
4700	Professional Fees	\$35,000	(C)	Design firm for new creative direction and layout
5000	Photography	\$17,500		All photography and graphic work for new website
8000	Meeting Expense	\$750		Multiple Onsites at Design firm
	Update Website Design	\$53,250		
TOTAL EXPENSE		\$58,955		

Types of reports: Account totals across units

ACCOUNT TOTALS ACROSS UNITS REPORT					
Company:	ABC Organization				
Version:	2017 Final Budget				
1000:	Salaries - Exec				
Unit Code	Unit Description	Jan	Feb	March	April
10-200	Marketing	\$43,345	\$39,151	\$43,345	\$42,823
30-1001	Japan Sales Office	\$165	\$149	\$165	\$166
10-1002	USA Sales Office	\$43,931	\$39,680	\$43,931	\$44,569
10-900	Accounting	\$59,437	\$53,685	\$59,437	\$60,012
10-100	Planning & Analysis	\$72,620	\$65,592	\$72,620	\$73,323
10-700	USA Executive	\$59,336	\$53,594	\$59,336	\$57,422
20-1010	UK Executive	\$33,366	\$30,137	\$33,366	\$33,538
40-300	Legal	\$40,194	\$36,304	\$40,194	\$40,777
40-600	Human Resources	\$46,367	\$41,880	\$46,367	\$47,040
20-800	Admin Services	\$0	\$0	\$0	\$0
10-500	IT Development	\$120,082	\$109,104	\$120,879	\$122,583
40-400	IT Support	\$119,303	\$112,521	\$124,577	\$126,385
1000: Salaries - Exec		\$638,146	\$581,796	\$644,217	\$648,638

Types of reports: Budget decisions

BUDGET DECISIONS REPORT								
Company:	ABC Organization							
Version:	2017 Final Budget							
Unit:	10-200: Marketing							
Departures								
Name	Employee ID	FTE	Alloc.	Current Salary	Permanent Departure Date	Parental Leave		Impact on Budget
						Start Date	End Date	
Parson, Stanley	163619	1.000	100.0%	\$143,000	6/30/2017			(\$72,4
1 departures		1.000		\$143,000				(\$72,4
New Hires								
Name / Title	Employee ID	Type	FTE	Alloc.	Salary grade	Starting salary	Start date	Impact on budget
New Hire, / Marketing Manager	163620	Replacement	1.000	100.0%	SG3	\$110,000	6/1/2017	\$64,493
1 new hires			1.000			\$110,000		\$64,493
Note: "Impact on Budget" as listed here does not include hourly wages, employment taxes or benefits.								
Name / Title	New Hire Policy	Is the policy applied to this new hire?	Value	Impact on Budget	Corp. Guideline	Variance vs. Corp. Guideline		
New Hire, / Marketing Manager	Recruiting Fee	Yes	20.0 %	\$22,000	\$27,500	(\$5,500)		
	Relocation	Yes	\$10,000	\$10,000	\$10,000	-		
	Signing Bonus	No	\$0	\$0	\$0	-		
				\$32,000	\$37,500	(\$5,500)		
Salary Increases								
The budget method for 'Salary Increases' is : By percent								
Name	Employee ID	FTE	Alloc.	Current Salary	Salary Increases %	Salary Increases Amount	Salary Increases Date	Impact o Budget
Brown, Anna	163613	1.000	100.0%	\$76,800	3.00 %	\$2,304	4/2/2017	\$
Elfenson, Frank	163609	1.000	100.0%	\$73,225	3.00 %	\$2,197	4/2/2017	\$

Types of reports: Allocations

ALLOCATION SOURCES REPORT							
Company:	ABC Organization						
Version:	2017 Final Budget						
Target Unit:	10-200: Marketing						
6000:	Allocated in Expenses						
Source unit	Source account	%	Jan	Feb	March	April	May
40-400 : IT Support	6000 - Total : Total Software Licenses	0	\$354	\$354	\$354	\$354	\$354
		TOTAL 6000:	\$354	\$354	\$354	\$354	\$354
6001:	Allocated in Revenue						
Source unit	Source account	%	Jan	Feb	March	April	May
10-1002 : USA Sales Office	10002 : Sales Revenue	35	\$2,695	\$2,695	\$2,695	\$3,388	\$3,388
		TOTAL 6001:	\$2,695	\$2,695	\$2,695	\$3,388	\$3,388
TOTAL 10-200: Marketing:			\$3,049	\$3,049	\$3,049	\$3,742	\$3,742

Types of reports: Assets

ASSET DETAIL REPORT							
Company:		ABC Organization					
Version:		2017 Final Budget					
Asset details for unit:		10-200: Marketing					
Asset Class	Type of Asset	Expense type	Base cost	Term	Qty	Date placed in service	Impact on budget
IT (Expensed)	Tablet	Expensed	\$600		1	3/30/2017	\$600
Under \$1,000	Scanner	Expensed	\$500		1	3/30/2017	\$500
Unit total:			\$1,100		2		\$1,100
Asset details for unit:		10-1002: USA Sales Office					
Asset Class	Type of Asset	Expense type	Base cost	Term	Qty	Date placed in service	Impact on budget
Vehicles	SUV	Leased	\$40,000	3 Year	1	1/1/2017	\$13,333
IT (Big Ticket)	High End Server	Depreciated	\$8,000	3 Year	1	1/1/2017	\$2,667
Unit total:			\$48,000		2		\$16,000
Asset details for unit:		10-900: Accounting					

Types of reports: Drivers

DRIVERS CHOICES REPORT														
Company:		ABC Organization												
Version:		2017 Final Budget												
Unit:		ABC Organization: ABC Organization												
Unit:		10-200: Marketing												
(D) Annual drivers in use for Marketing:														
Driver code	Description	Annual driver value	In Use?	Notes on driver values										
Retention	Retention Rate	0.95	Yes											
	Default:	0.95												
(D) Monthly drivers in use for Marketing:														
Driver code	Description	Full Year	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Sales Volume	Sales Volume	0	1,400	1,400	1,400	1,600	1,600	1,600	1,800	1,800	1,800	2,000	2,000	2,000
	Default:	0	1,400	1,400	1,400	1,600	1,600	1,600	1,800	1,800	1,800	2,000	2,000	2,000
Sales Cost	Sales Cost	0	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00
	Default:	0	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00

Types of reports: Categories usage

CATEGORIES BY SECTION REPORT			
Company:	ABC Organization		
Version:	2017 Final Budget		
Unit:	10-200: Marketing		
Budget holder:	User, XLerant (User)		
(C) Categories applied to Marketing: Marketing Expenses: Other Professional Fees			
Account	Description	Category	Description
4700	Professional Fees	IE	International Expansion Analysis
(C) Categories applied to Marketing: Marketing Expenses: Advertising Expense			
Account	Description	Category	Description
5200	Advertising	PD	Professional Development
(C) Categories applied to Marketing: Travel & Meeting Related: Training Fees			
Account	Description	Category	Description
8600	Training Fees	PD	Professional Development

Types of reports

Types of reports: Misc. configuration

USER CONFIGURATION REPORT		
Company:	ABC Organization	
User name	Login	Role
Brown, Mike	Brown	SuperAdmin
Brubaker, Steve	Brubaker	UnitMgr
brunn, j	jbrunn	SuperAdmin
Burns, Fred	Burns	UnitMgr
Dean, Barbara	Dean	UnitMgr
Gallant, Susan	Gallant	UnitMgr

UNIT ACCOUNTS MAPPING BY ENTERPRISE REPORT		
Company:	ABC Organization	
Unit:	ABC Organization	
Enterprise / Company Account		
Account class	Enterprise account	Company
3000	Revenue	ABC Organization
	10001	
	10002	
	10003	
	10004	
	6001	
1111	Salaries	ABC Organization
	1000	
	1001	
	1002	
	1003	

ACCOUNT CONFIGURATION REPORT		
Company:	ABC Organization	
Account class	Enterprise account	Company
3000		ABC Organization
Income	10001	
Income	10002	
Income	10003	
Income	10004	
Income	6001	

UNIT CONFIGURATION REPORT										
Company:	ABC Organization									
Unit Code	Unit Description	Rollup Unit?	Head count?	Assets?	Cross unit	Culture	Currency Code	Unit Code	Unit Description	Budget Holder
ABC Organization	ABC Organization	Y			Default	en-US	USD	ABC HLD	ABC Holdings	Smith, Jennifer
M & S	Total Marketing & Sales	Y			Default	en-US	USD	ABC Organization	ABC Organization	User, XLerant
10-200	Marketing		Y	Y	Group 10	en-US	USD	M & S	Total Marketing & Sales	User, XLerant
Sales	Total Sales Offices	Y			Default	en-US	USD	M & S	Total Marketing & Sales	Smart, Lisa
30-1001	Japan Sales Office		Y	Y	Group 30	ja-JP	JPY	Sales	Total Sales Offices	Hastings, Clive
10-1002	USA Sales Office		Y	Y	Group 10	en-US	USD	Sales	Total Sales Offices	Brown, Mike
Fin	Total Finance	Y			None	en-US	USD	ABC Organization	ABC Organization	Dean, Barbara

Options to provide more detail

- Account-level vs. summary only
- Include budget holder account notes
- Include sub-reports (“extended detail”)
 - Line item detail, drivers, files, categories
- Local or enterprise accounts
- Annual vs. monthly breakdown
- Employee information
 - EID, FTE, raise/bonus dates, allocations, etc.

Step 4: Select report options

What level of detail?

- Standard report detail only
- Include extended detail on report
(Employee ID and raise date and FTE)
- Also include headcount allocation details

Step 4: Select report options

Show accounts or subtotals?

- Display detail and subtotals
- Display summary subtotals only

What level of detail?

- Standard report detail only
- Include extended detail on report
(Files, categories, drivers, line item details)

Which chart of accounts?

- Local company chart of accounts
- Enterprise chart of accounts

Include account notes? Yes No

(D) Monthly drivers in use for USA Sales Office:						
Driver code	Description	Full Year	Jan	Feb	March	April
Sales Volume	Sales Volume	0	1,400	1,400	1,400	1,600
	Default:	0	1,400	1,400	1,400	1,600
Sales Cost	Sales Cost	0	\$5.50	\$5.50	\$5.50	\$6.05
	Default:	0	\$5.50	\$5.50	\$5.50	\$6.05
(D) Annual drivers in use for USA Sales Office:						
Driver code	Description	Annual driver value	In Use?	No		
Total rent	Rent allocation	\$130,000	Yes			
	Default:	\$130,000				

Company and enterprise accounts

Company and enterprise accounts

- Two different levels of accounts
- Summary view or alternate view

P&L ANNUAL REPORT					
Company:		ABC Organization			
Version:		2017 Final Budget			
Comparison version:		2016 Actuals			
Unit:		10-1002: USA Sales Office			
Budget holder:		Brown, Mike (Brown)			
Account	Description	2017 Final Budget	2016 Actuals	Variance Amount	Variance Percent
3000	Revenue	\$121,110	\$0	\$121,110	
Income		\$121,110	\$0	\$121,110	
TOTAL INCOME		\$121,110	\$0	\$121,110	
1111	Salaries	\$995,937	\$654,188	\$341,750	
1112	Bonus	\$50,000	\$49,000	\$1,000	
Compensation		\$1,045,937	\$703,188	\$342,750	
1113	Payroll Taxes	\$84,050	\$61,205	\$22,844	
1114	Benefits	\$228,193	\$124,596	\$103,597	
Benefits		\$312,242	\$185,801	\$126,441	
1116	Consulting	\$550,000	\$346,000	\$204,000	59.0 %
1115	Other Professional Fees	\$15,950	\$12,453	\$3,497	28.1 %
Outside Professional Fees		\$565,950	\$358,453	\$207,497	57.9 %

P&L ANNUAL REPORT					
Company:		ABC Organization			
Version:		2017 Final Budget			
Comparison version:		2016 Actuals			
Unit:		10-1002: USA Sales Office			
Budget holder:		Brown, Mike (Brown)			
Account	Description	2017 Final Budget	2016 Actuals	Variance Amount	Variance Percent
>> 10002	Sales Revenue	\$121,110	\$0	\$121,110	100.0 %
Income		\$121,110	\$0	\$121,110	100.0 %
TOTAL INCOME		\$121,110	\$0	\$121,110	100.0 %
1000	Salaries - Exec	\$536,667	\$348,464	\$188,203	54.0 %
1001	Salaries - Non Exec PT	\$0	\$0	\$0	-
1002	Salaries - Non Exec FT	\$459,271	\$305,724	\$153,547	50.2 %
1003	Executive Compensation	\$0	\$0	\$0	-
1100	Bonus	\$50,000	\$49,000	\$1,000	2.0 %
1200	401K	\$12,551	\$8,438	\$4,113	48.7 %
1300	Medical Benefits - Exec	\$134,167	\$69,693	\$64,474	92.5 %
1301	Medical Benefits - Non Exec	\$80,372	\$45,859	\$34,514	75.3 %
1302	Dental	\$1,103	\$606	\$496	81.8 %
1400	Federal Payroll Tax	\$74,567	\$52,240	\$22,327	42.7 %
1500	State Payroll Tax	\$9,482	\$8,965	\$517	5.8 %
Compensation & Benefits		\$1,358,180	\$888,989	\$469,191	52.8 %
4300	Consulting Fees	\$550,000	\$346,000	\$204,000	59.0 %
4350	Other Advisory Services	\$0	\$14,707	(\$14,707)	-100.0 %
4400	Recruiting Fees	\$44,500	\$6,302	\$38,198	606.2 %
4401	Relocation	\$40,000	\$1,575	\$38,425	>1,000 %
4500	Temp Help	\$14,950	\$9,453	\$5,497	58.2 %
4700	Professional Fees	\$1,000	\$3,000	(\$2,000)	-66.7 %
Professional Fees		\$650,450	\$381,037	\$269,413	70.7 %

Drill-through from historical account value to G/L detail

- Where available

The screenshot displays the BudgetPak Reporting interface. On the left, a 'P&L MONTHLY VARIANCE REPORT' is shown for Stamford University, 2016 Final Budget, 2016 Actuals, Unit: 10-200: Marketing. The main area shows a drill-through table for 'FY 2016 transactional detail for 8100: Air Transportation between 7/1/2016 and 7/31/2016'. A red box highlights the '2016 Actuals' value of \$2,902 for '8100 Air Transportation' in the P&L report, with a red arrow pointing to the corresponding transactional detail table.

Identifier	TransDate	Unit	Account	Amount	InvoiceNumber	ResponsiblePerson	VendorName
9190047526	7/3/2016	10-200: Marketing	8100: Air Transportation	\$1,666.67	1-118-165-259	Paula DiCanio (E352354)	Phi Airlines
9190047515	7/10/2016	10-200: Marketing	8100: Air Transportation	\$1,055.59	1-118-165-267	Paula DiCanio (E352354)	Iota Airlines
9190047504	7/19/2016	10-200: Marketing	8100: Air Transportation	\$179.67	1-118-165-252	Jackie Mack (E2006967)	Rho Airlines
G/L total				\$2,902			
Account total				\$2,902			
Difference				\$0			

	2016 Final Budget	2016 Actuals	Variance Amount	Variance %	2016 Final Budget	2016 Actuals	Variance Amount	Variance %
Professional Fees	\$490	\$24,244	(\$23,754)	-98.0 %	\$1,470	\$1,714	(\$244)	-14.2 %
8000 Meeting Expense	\$13,191	\$7,170	\$6,021	84.0 %	\$39,573	\$40,991	(\$1,418)	-3.5 %
8100 Air Transportation	\$4,604	\$2,902	\$1,702	58.6 %	\$13,811	\$56,210	(\$42,398)	-75.4 %
8200 Rental car	\$1,884	\$2,656	(\$772)	-29.1 %	\$5,653	\$67,386	(\$61,734)	-91.6 %
8400 Lodging Expense	\$3,850	\$1,701	\$2,150	126.4 %	\$11,551	\$1,651	\$9,900	599.6 %
8500 Seminar Fees	\$825	\$1,702	(\$877)	-51.5 %	\$2,475	(\$43,838)	\$46,313	-105.6 %
8600 Training Fees	\$917	\$1,000	(\$83)	-8.3 %	\$2,752	\$3,000	(\$248)	-8.3 %
Travel	\$25,272	\$17,130	\$8,142	47.5 %	\$75,816	\$125,400	(\$49,585)	-39.5 %
5000 Photography	\$9,800	\$12,846	(\$3,046)	-23.7 %	\$2,940	\$225,077	(\$222,137)	-98.7 %
5100 Printing Costs	\$49,717	\$50,000	(\$283)	-0.6 %	\$147,717	\$15,000	\$132,717	884.8 %
5200 Advertising	\$148,667	\$150,000	(\$1,333)	-0.9 %	\$442,667	\$450,000	(\$7,333)	-1.6 %

Cross units

- Provide an secondary unit hierarchy

Select one or more units for your report

Select company: Stamford University: Stamford U Filter by cross-unit: Fund 10 - Fund 10

Expand all Select all Base units only Rollup units only Select none

<input type="checkbox"/>	Unit code	Description	Cross-unit	Rollup unit?	Needs rollup?	Needs rollup?
<input type="checkbox"/>	Stamford University	Stamford University	Default	Yes	Yes	
<input type="checkbox"/>	ADM	Administration	None	Yes	Yes	
<input checked="" type="checkbox"/>	10-100	President's Office	Fund 10			
<input checked="" type="checkbox"/>	10-200	Marketing				
<input checked="" type="checkbox"/>	10-900	Finance & C				
<input type="checkbox"/>	OPS	Operations				
<input checked="" type="checkbox"/>	10-500	Facilities & C				
<input type="checkbox"/>	ACA	Academic Af				
<input type="checkbox"/>	A&S	College of A				
<input checked="" type="checkbox"/>	10-700	Psychology				
<input type="checkbox"/>	BUS	College Of B				
<input checked="" type="checkbox"/>	10-1002	Entrepreneu				

P&L CROSS-UNIT CONSOLIDATING REPORT

Company: Stamford University
Version: 2017 Draft 2
Cross-unit code: Fund 10: Fund 10

Account	Description	10-500: Facilities & Grounds	10-100: President's Office	10-200: Marketing	10-900: Finance & Controller	10-700: Psychology	10-1002: Entrepreneurship	Total Fund 10 - Fund 10
1000	Salaries - Faculty	\$1,413,864	\$868,169	\$644,886	\$727,817	\$0	\$1,133,044	\$4,787,780
1001	Salaries - PT	\$40,905	\$0	\$20,596	\$21,210	\$0	\$0	\$82,711
1002	Salaries - FT	\$1,881,971	\$698,862	\$824,581	\$1,151,361	\$0	\$609,953	\$5,166,728
1004	Standard Wages - Hourly			\$441,668				\$441,668
1005	Overtime & Holiday Wages - Hourly			\$29,131				\$29,131
1003	Stipends	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1100	Bonus	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1150	Commissions			\$0				\$0
1200	403b	\$160,929	\$80,045	\$72,088	\$90,148	\$0	\$94,555	\$497,764
1300	Medical Benefits - FT	\$823,959	\$391,758	\$367,367	\$469,794	\$0	\$435,749	\$2,488,627
1301	Medical Benefits - PT	\$7,158	\$0	\$3,604	\$3,712	\$0	\$0	\$14,474
1302	Dental	\$3,870	\$1,544	\$2,673	\$2,169	\$0	\$1,710	\$11,966
1400	Federal Payroll Tax	\$248,743	\$111,630	\$148,089	\$137,058	\$0	\$116,242	\$761,762
1500	State Payroll Tax	\$3,855	\$735	\$8,634	\$2,281	\$0	\$1,582	\$17,088
1600	Other Benefits	\$0	\$0	\$164,315,821	\$0	\$0	\$0	\$164,315,821

OK Cancel

Currency options

Currency options

- Report in any currency (not just local)
- Automatic F/X conversion from local currency

P&L ANNUAL REPORT	
Company:	ABC Organization
Version:	2017 Final Budget
Comparison version:	2016 Actuals
Unit:	30-1001: Japan Sales Office
Local currency:	JPY (¥)
Report currency:	USD (\$)

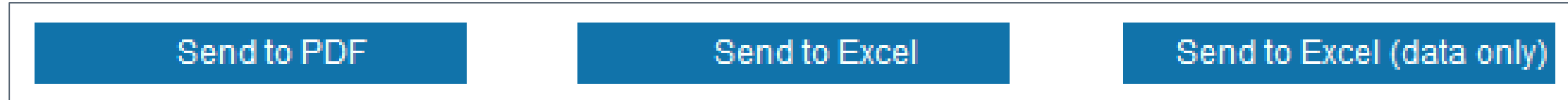
P&L ANNUAL REPORT					Hastings, Clive (Hastings)		
Company:		ABC Organization					
Version:		2017 Final Budget					
Comparison version:		2016 Actuals					
Unit:		30-1001: Japan Sales Office					
Budget holder:		Hastings, Clive (Hastings)					
Account	Description	2017 Final Budget	2016 Actuals	Variance Amount	2017 Final Budget	2016 Actuals	Variance Amount
1000	Salaries - Exec	¥238,194	¥18,835,506	-¥18,597,312	\$2,005	\$206,984	(\$204,979)
1001	Salaries - Non Exec PT	¥0	¥0	-	\$0	\$0	-
1002	Salaries - Non Exec FT	¥395,403	¥24,511,775	-¥24,116,372	\$3,328	\$269,360	(\$266,032)
1003	Executive Compensation	¥0	¥0	-	\$0	\$0	-
1100	Bonus	¥10,000	¥4,361,000	-¥4,351,000	\$84	\$47,923	(\$47,839)
1200	401K	¥7,723	¥572,499	-¥564,776	\$65	\$6,291	(\$6,226)
1300	Medical Benefits - Exec	¥59,548	¥3,767,101	-¥3,707,553	\$501	\$41,397	(\$40,895)
1301	Medical Benefits - Non Exec	¥69,196	¥3,676,766	-¥3,607,571	\$582	\$40,404	(\$39,822)
1302	Dental	¥85,536	¥21,705	¥63,831	\$720	\$239	\$481
1400	Federal Payroll Tax	¥0	¥2,385,414	-¥2,385,414	\$0	\$26,213	(\$26,213)

Local (JPY) to USD

Export options

Export options

- PDF
- Excel
- Excel (data only) = CSV
- Additional options: Word, XML



BudgetPak™ Reporting
Budget. Forecast. Report.

Send to PDF Send to Excel Send to Excel (data only)

1 of 1 Find | Next

BUDGET STATUS REPORT

Company:	ABC Organization
Version:	2017 Final Budget

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

A red arrow points from the text "Additional options: Word, XML" in the list to the dropdown menu in the screenshot.

Save/retrieve report selections

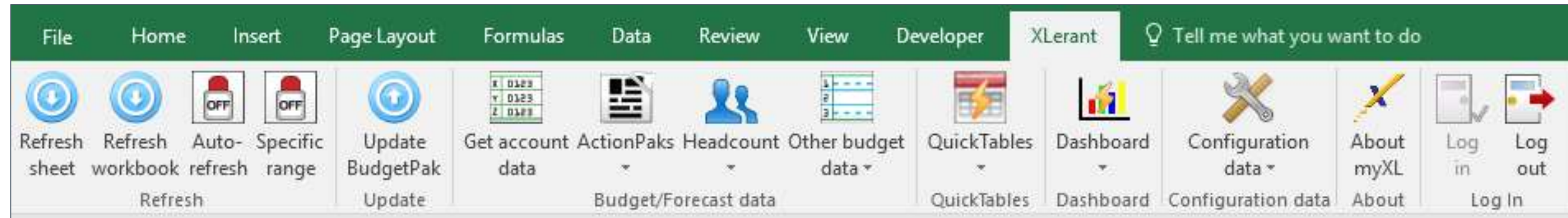
Saved report selections

This is a list of the report selections that you have previously saved. You may re-run any of these reports with the same selections.

Please note that the DATA from the reports are not saved, but only your selections. You will get the current data as per your selections each time you

My report description	Report name	Version	Units	Preview report	Edit selections	Delete	Copy	Rename
Status - 2017 Final	Budget Status	2017 Final Budget		Preview	Edit	Delete	Copy	Rename
Marketing - Japan - Final 2017 (in Yen)	PL by Subtotal by Year	2017 Final Budget	30-1001	Preview	Edit	Delete	Copy	Rename
Marketing - Japan - Final 2017 (in USD)	PL by Subtotal by Year	2017 Final Budget	30-1001	Preview	Edit	Delete	Copy	Rename
Total Sales - Final 2017 vs 2016	PL by Subtotal by Year	2017 Final Budget	Sales,30-1001,10...	Preview	Edit	Delete	Copy	Rename
Monthly Final 2017 vs. Forecast	PL by Subtotal by Month var...	2017 Final Budget	Sales,30-1001,10...	Preview	Edit	Delete	Copy	Rename
P&L consolidating	PL Consolidating by Unit	2017 Final Budget	SS,M & S	Preview	Edit	Delete	Copy	Rename
Group 10 cross-unit consolidating	PL Consolidating by Cross Unit	2017 Final Budget	10-500,10-200,1...	Preview	Edit	Delete	Copy	Rename
Summary by rollup unit - 2017 vs. forecast	PL Summary by Rollup Unit b...	2017 Final Budget	ABC Organization...	Preview	Edit	Delete	Copy	Rename
ActionPaks - 2017 - all units	PL by Section by Year	2017 Final Budget	ABC Organization...	Preview	Edit	Delete	Copy	Rename
Allocation sources - Final 2017	Allocations In Report	2017 Final Budget	ABC Organization...	Preview	Edit	Delete	Copy	Rename
Account totals across units - Final	Account Totals Across Units	2017 Final Budget	ABC Organization...	Preview	Edit	Delete	Copy	Rename
Budget decisions - 2017 - all units - Final	Budget Decisions	2017 Final Budget	ABC Organization...	Preview	Edit	Delete	Copy	Rename

Reporting with myXL

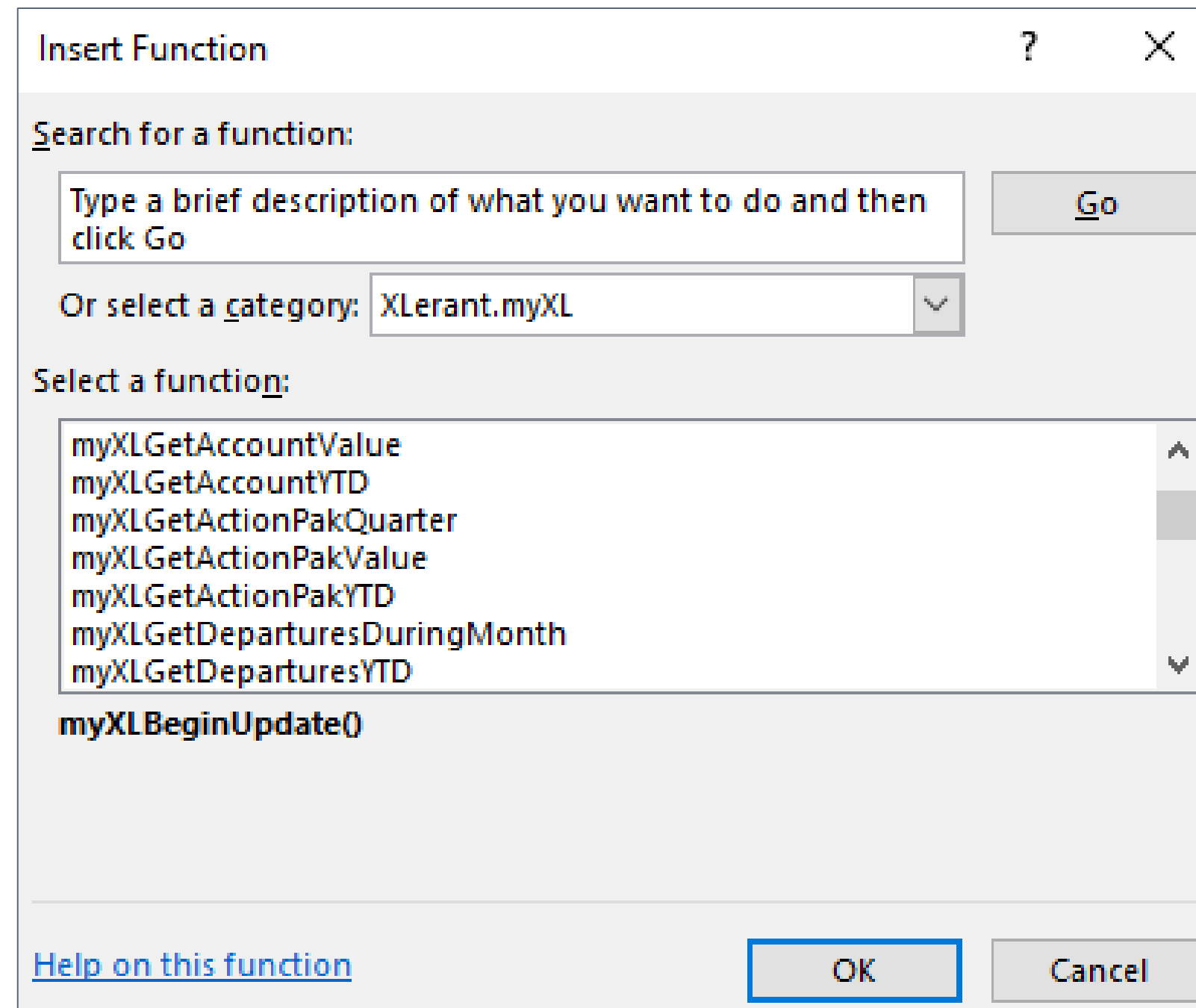


Some of the things you can do with myXL:

- Create your own reports
 - From scratch
 - Start from existing report
- Read/write with Get/Set in-cell functions
- Retrieve account data
 - Any version, unit, account, month
- Retrieve headcount data
- Retrieve drivers, line item detail, assets, account notes, etc.
- Create pivot tables
 - Blank
 - Pre-filled
- Create a dashboard
 - Accounts, subtotals, headcount, budget status
- Retrieve configuration data
 - Fiscal periods, accounts, F/X rates, calculations, pay schedules, etc.

Reporting with myXL


- Comprehensive library of in-cell functions



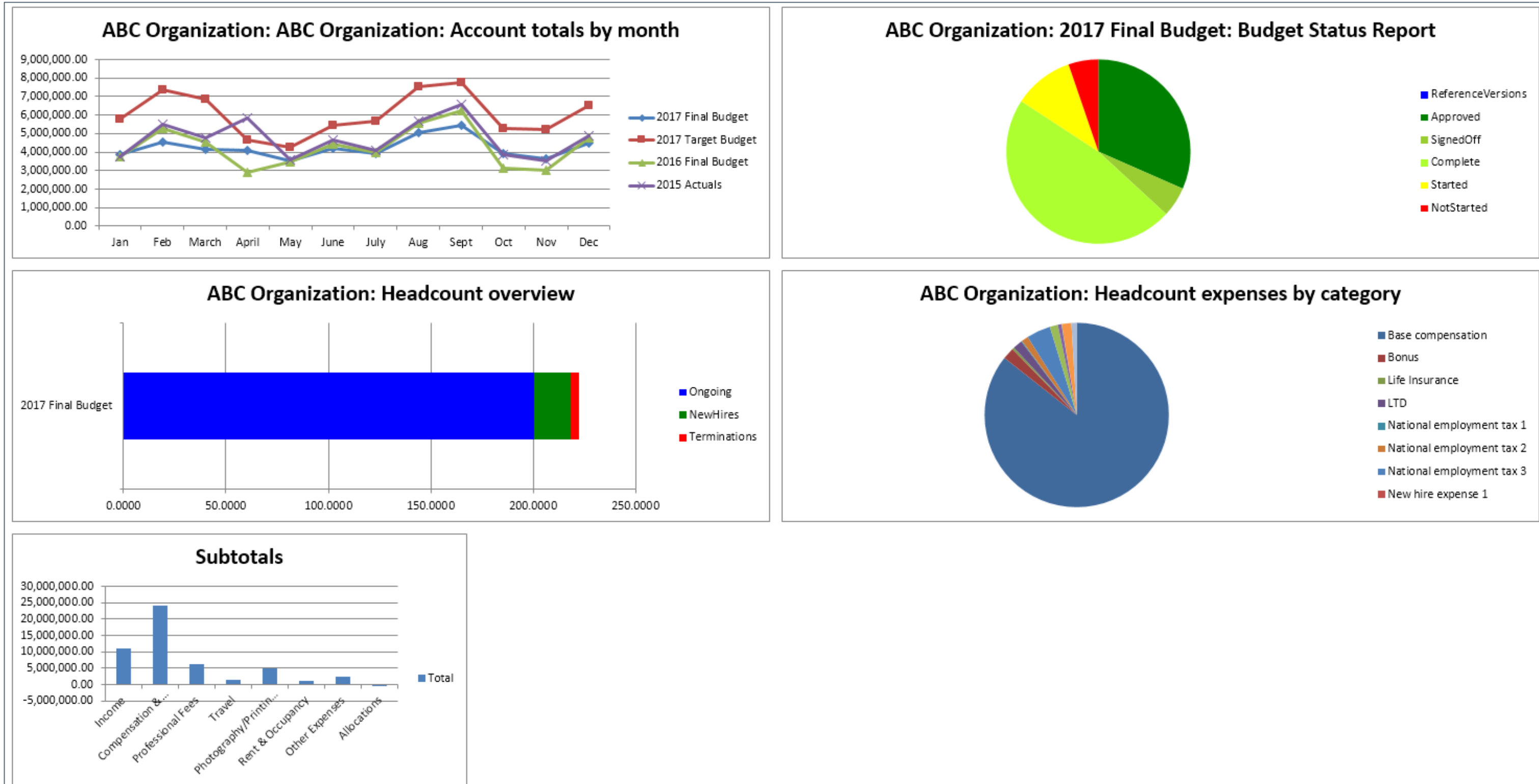
Reporting with myXL: Create new reports

3 YEAR PROJECTION P&L STATEMENT						
ABC Organization						
3 Year Projection						
Account Code and Description						
Account	Description	Base for Projections 2017 Actuals	Increase/ (Decrease)	2017	The Out Years 2018	2019
10001	Membership Fees	\$1,931,555	5%	\$2,028,133	\$2,129,539	\$2,236,016
10002	Sales Revenue	\$1,225,000	5%	\$1,286,250	\$1,350,563	\$1,418,091
10003	Merchandise Revenue	\$1,296,315	5%	\$1,361,131	\$1,429,187	\$1,500,647
10004	Other Revenue	\$0	5%	\$0	\$0	\$0
	TOTAL INCOME	\$2,521,315		\$2,647,381	\$2,779,750	\$2,918,737
1001	Salaries - Non Exec PT	\$0	3%	\$0	\$0	\$0
1002	Salaries - Non Exec FT	\$0	3%	\$0	\$0	\$0
1000	Salaries - Exec	\$1,807,310	3%	\$1,861,530	\$1,917,376	\$1,974,897
1003	Executive Compensation	\$0	3%	\$0	\$0	\$0
1100	Bonus	\$0	3%	\$0	\$0	\$0
1200	401K	\$18,074	3%	\$18,616	\$19,175	\$19,750
1300	Medical Benefits - Exec	\$126,877	3%	\$130,683	\$134,604	\$138,642
1301	Medical Benefits - Non Exec FT	\$0	3%	\$0	\$0	\$0
1302	Dental	\$0	3%	\$0	\$0	\$0
1400	Federal Payroll Tax	\$90,366	3%	\$93,077	\$95,870	\$98,746
1500	State Payroll Tax	\$17,664	3%	\$18,194	\$18,740	\$19,302
1600	Other Benefits	\$20,865	3%	\$21,491	\$22,136	\$22,800
7000	Company car	\$3,960	3%	\$4,079	\$4,201	\$4,327
	Compensation & Benefits	\$277,806		\$286,140	\$294,724	\$303,566
4100	Legal Fees	\$154,000	1%	\$155,540	\$157,095	\$158,666
4200	Audit Fees	\$55,000	1%	\$55,550	\$56,106	\$56,667
4300	Consulting	\$660,000	1%	\$666,600	\$673,266	\$679,999

Reporting with myXL: Create a library of reports

ACME BEVERAGE COMPANY				
MONTHLY REPORTS				
				
	Report Title	Unit	Period	Versions
1	PROFIT AND LOSS STATEMENT	ABC Organization	Mar compared to Mar YTD	2016 Actuals compared to 2017 Final Budget
2	COMPARISON ACROSS UNITS by Consulting	All Units	Mar	2016 Actuals compared to 2017 Final Budget
3	Meeting Expense per Employee	All Units	Full Year	2017 Final Budget
4	Consulting by Employee	All Units	Mar through May	2016 Actuals compared to 2017 Final Budget
5	Compensation & Benefits by Emp	ABC Organization	#N/A	2016 Actuals compared to 2017 Final Budget
6	Subtotals Report	ABC Organization	#N/A	2016 Actuals compared to 2017 Final Budget
7	Headcount by Month for ABC Organization	ABC Organization	#N/A	2017 Final Budget
8	Sales Revenue by Sales Volume for U	Marketing	2016 Target Budget compared to	0
SUPPLEMENTAL REPORTS				
	Report Title	Unit	Period	Versions
1	PROFIT AND LOSS STATEMENT	ABC Organization	Mar	2016 Actuals vs. 2017 Final Budget
2	PROFIT AND LOSS STATEMENT	ABC Organization	Mar YTD	2016 Actuals compared to 2017 Final Budget

Reporting with myXL: Create a dashboard



Discussion topics

- What other reports would you like to see in BudgetPak?
- How can the existing reports serve you better?
- What additional myXL capabilities or in-cell functions would you like to have?
- How else can we help?



Q&A

Thank you!