



## Finance Reporting User Group February 6, 2015

### Merging Excel Spreadsheet Data with Business Objects Data: Adding Monthly budget amounts to the FM Budget versus Actual report.

The Budget & Control Board uses an excel spreadsheet for their budget preparation and reporting process throughout the year. Each Division of the Board has separate spreadsheets and the budget amounts are tracked by Major Commitment Item areas. The goal of this presentation is to show how to take this spreadsheet data and add it to SCEIS Business Objects reporting to be used to prepare a Budget versus Actual report.

Below is a snapshot of the Budget spreadsheet used by the Board:

	FY 2014 - Actual			FY 2015 - Projection		
	State	Other	Total	State	Other	Total
<b>Current Income and Expense</b>						
<b>Income:</b>						
Recurring Appropriation/FY13 Request	15,204,059		15,204,059	15,265,445		15,265,445
BPI / Health Insurance Allocation	61,386		61,386	120,454		120,454
Agency Implementation Funds		1,228,000	1,228,000		300,000	300,000
DEW CO Funds						
PBF Higer Ed. Licenses/Maintenance		40,800	40,800		18,850	18,850
Agency Implementation Funds (DHEC)			-			-
Other / Non-Recurring			-			-
<b>Total Income</b>	<b>15,265,445</b>	<b>1,268,800</b>	<b>16,534,245</b>	<b>15,385,899</b>	<b>318,850</b>	<b>15,704,749</b>
<b>Expense:</b>						
Salaries	4,305,395		4,305,395	4,608,431		4,608,431
Fringe	1,360,720		1,360,720	1,475,000		1,475,000
Contractual	9,381,444		9,381,444	9,137,401	150,000	9,287,401
Supplies	19,951		19,951	20,000		20,000
Fixed Charges	205,625		205,625	232,428		232,428
Travel	9,481		9,481	10,000		10,000
Equipment	45,772		45,772			-
Principal/Interest Repayment	-		-			-
Electricity/Gas	9,687		9,687	9,687		9,687
Boardwide Allocation			-	129,978		129,978
<b>Total Expense</b>	<b>15,338,075</b>	<b>-</b>	<b>15,338,075</b>	<b>15,622,925</b>	<b>150,000</b>	<b>15,772,925</b>
<b>Current Income Less Expense</b>	<b>(72,630)</b>	<b>1,268,800</b>	<b>1,196,170</b>	<b>(237,026)</b>	<b>168,850</b>	<b>(68,176)</b>

The highlighted area is the expense items that we will use to build the budget data. It is important to format the data elements in the spreadsheet to match those in SCEIS, especially where you plan to merge the elements. In this presentation, we are merging on Posting Period, Fund Key and Major Commitment Item Key.

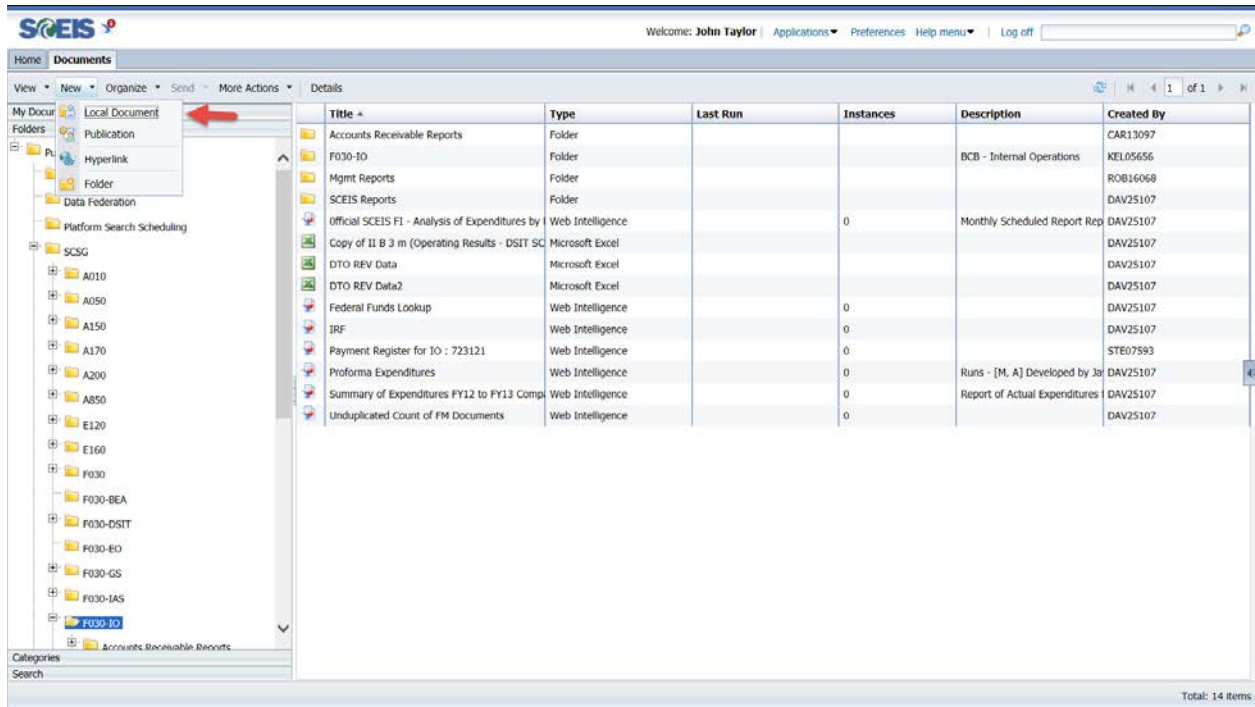
Each Major Commitment Item area is copied to another sheet and then spread monthly. The Salaries and Fringe items are spread based on the number of payrolls in a month, while the other areas are divided by 12.

							Salaries	4608431
							Fringe	1475000
							Contractual	9617401
							Supplies	20000
							Fixed Char	232428
							Travel	10000
							Electricity	9687
							Contractual	1474058
								17447005
								15972947
Posting Period	Funds		Major CI	Major CI Name	Amount			
1	State	SC01/1000	501000	Salaries	384036			
2	State	SC01/1000	501000	Salaries	576053.9			
3	State	SC01/1000	501000	Salaries	192018			
4	State	SC01/1000	501000	Salaries	576053.9			
5	State	SC01/1000	501000	Salaries	192018			
6	State	SC01/1000	501000	Salaries	384036			
7	State	SC01/1000	501000	Salaries	576053.9			
8	State	SC01/1000	501000	Salaries	384036			
9	State	SC01/1000	501000	Salaries	192018			
10	State	SC01/1000	501000	Salaries	384036			
11	State	SC01/1000	501000	Salaries	384036			
12	State	SC01/1000	501000	Salaries	384036			
1	State	SC01/1000	502000	Contractual	801450.1			
2	State	SC01/1000	502000	Contractual	801450.1			
3	State	SC01/1000	502000	Contractual	801450.1			
4	State	SC01/1000	502000	Contractual	801450.1			
5	State	SC01/1000	502000	Contractual	801450.1			
6	State	SC01/1000	502000	Contractual	801450.1			
7	State	SC01/1000	502000	Contractual	801450.1			
8	State	SC01/1000	502000	Contractual	801450.1			
9	State	SC01/1000	502000	Contractual	801450.1			
10	State	SC01/1000	502000	Contractual	801450.1			
11	State	SC01/1000	502000	Contractual	801450.1			
12	State	SC01/1000	502000	Contractual	801450.1			

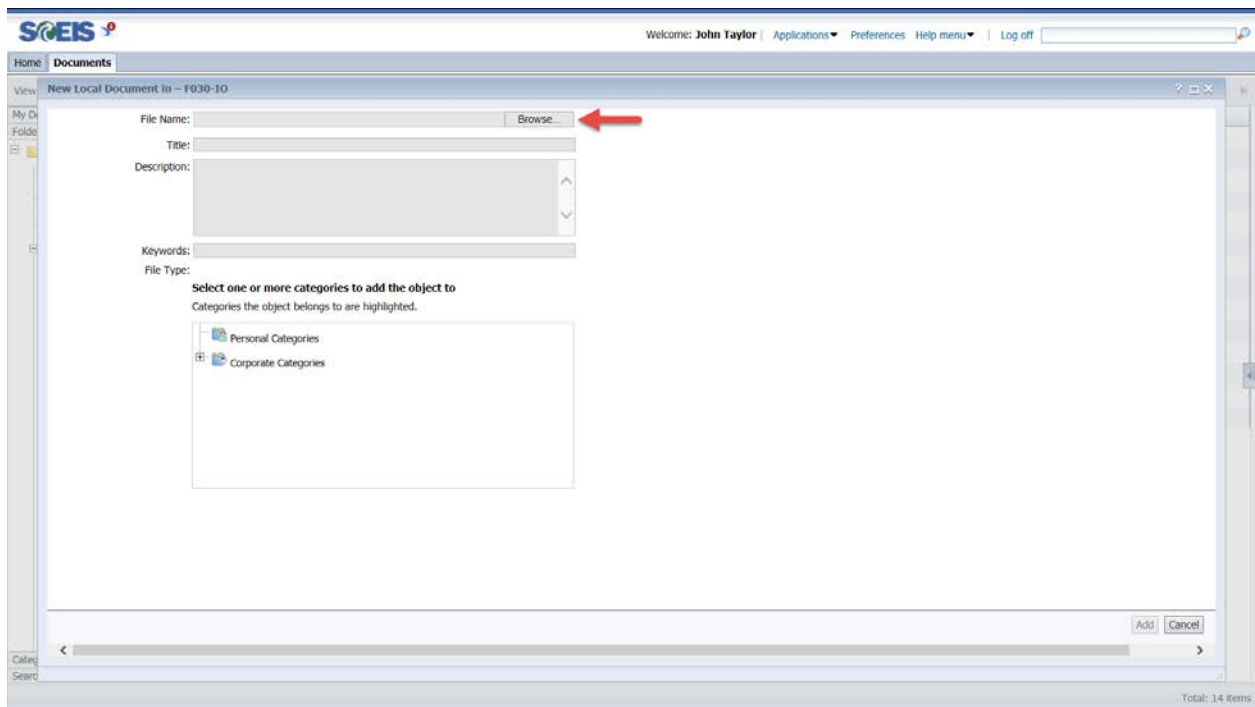
Once these items are calculated, the sheet is copied to another sheet as values.

Posting Period	Funds	Fund Key	Major CI	Major CI Name	Amount
1	State	SC01/10000000	501000	Salaries	\$ 384,035.96
2	State	SC01/10000000	501000	Salaries	\$ 576,053.94
3	State	SC01/10000000	501000	Salaries	\$ 192,017.98
4	State	SC01/10000000	501000	Salaries	\$ 576,053.94
5	State	SC01/10000000	501000	Salaries	\$ 192,017.98
6	State	SC01/10000000	501000	Salaries	\$ 384,035.96
7	State	SC01/10000000	501000	Salaries	\$ 576,053.94
8	State	SC01/10000000	501000	Salaries	\$ 384,035.96
9	State	SC01/10000000	501000	Salaries	\$ 192,017.98
10	State	SC01/10000000	501000	Salaries	\$ 384,035.96
11	State	SC01/10000000	501000	Salaries	\$ 384,035.96
12	State	SC01/10000000	501000	Salaries	\$ 384,035.96
1	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
2	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
3	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
4	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
5	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
6	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
7	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
8	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
9	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
10	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
11	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08
12	State	SC01/10000000	502000	Contractual Services	\$ 801,450.08

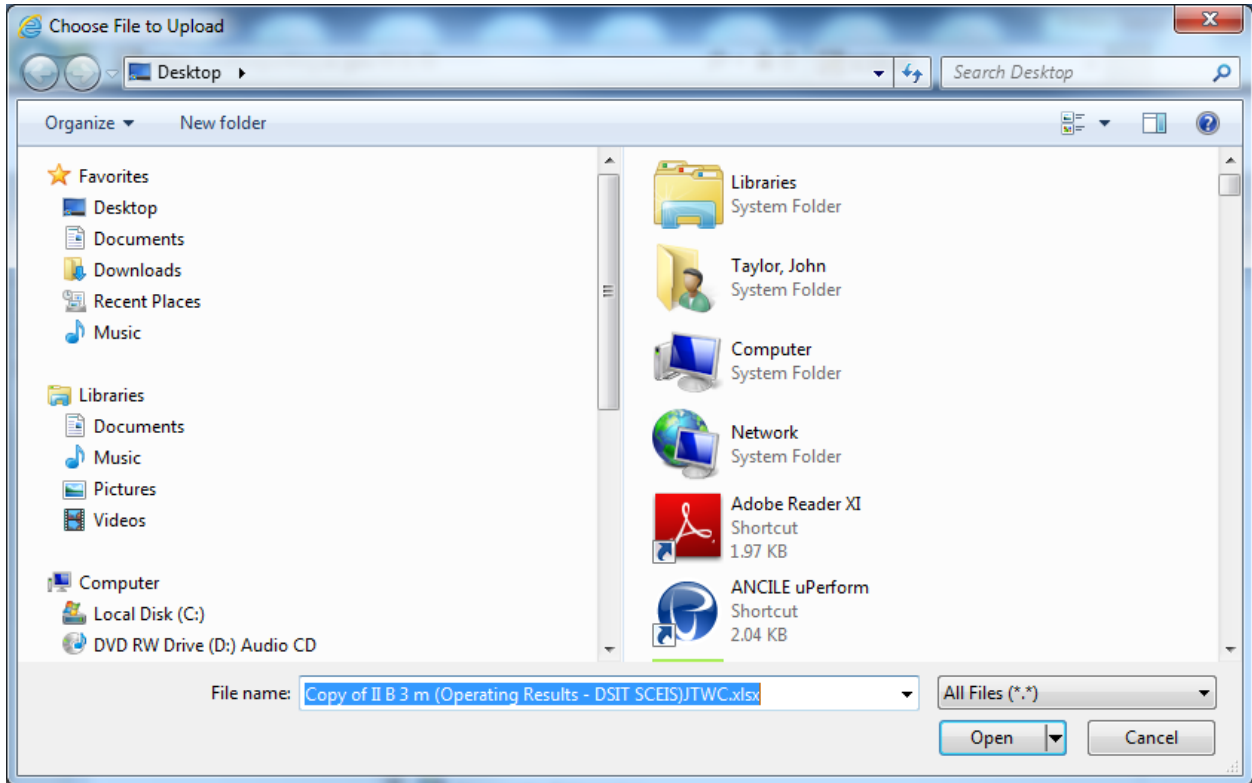
Now the data can be loaded into Business Objects. Once we are logged into Business Objects, we go to the Documents tab and select New/Local Document



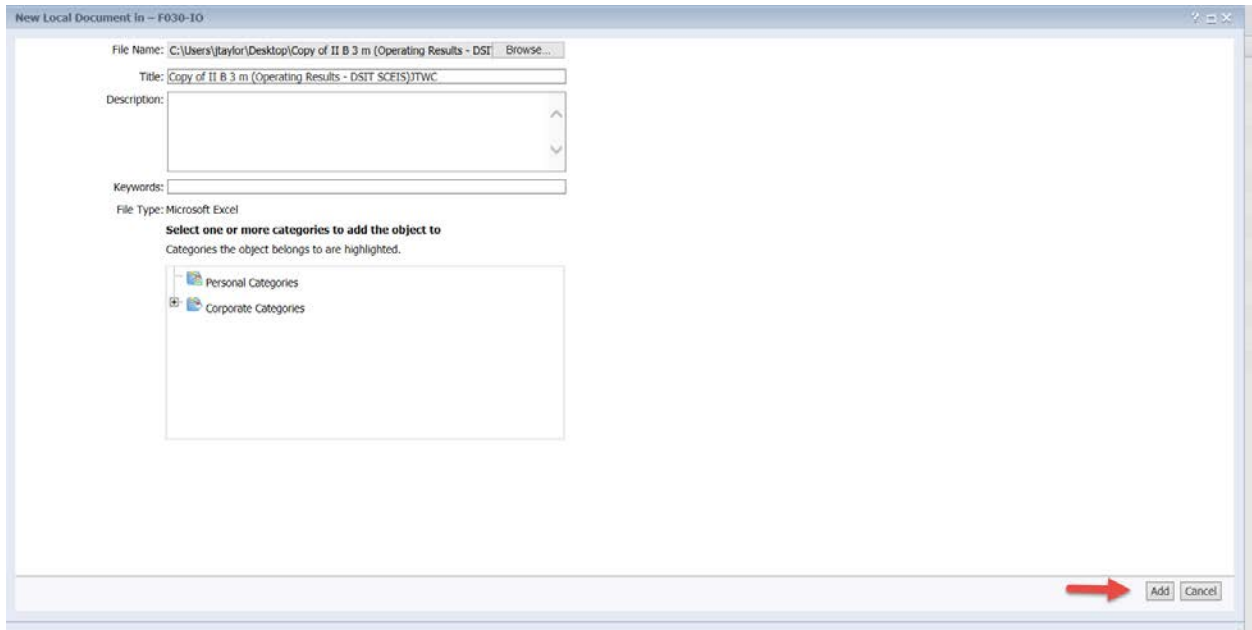
We can then load the Excel spreadsheet by locating it from Browse



Looking it up from the directory it is located in, here it is the Desktop, and then selecting open



We can add other information about the file; change its name or other things if we chose. When ready, we click add



We then see it is loaded to our folder. Note that this loaded to my default Public folder. If I had wanted it to load to another folder, I need to be in that folder before I started the loading process. I can always move the file later if I so chose.

The screenshot shows the SCEIS Documents interface. The left sidebar displays a folder tree under 'My Documents' with 'Public Folders' expanded to show sub-folders like 'Auditing', 'Data Federation', and 'SCSG'. The main pane shows a list of documents with the following columns: Title, Type, Last Run, Instances, Description, and Created By. The file 'Copy of 11 B 3 m (Operating Results - DSIT SC)' is selected and highlighted in blue.

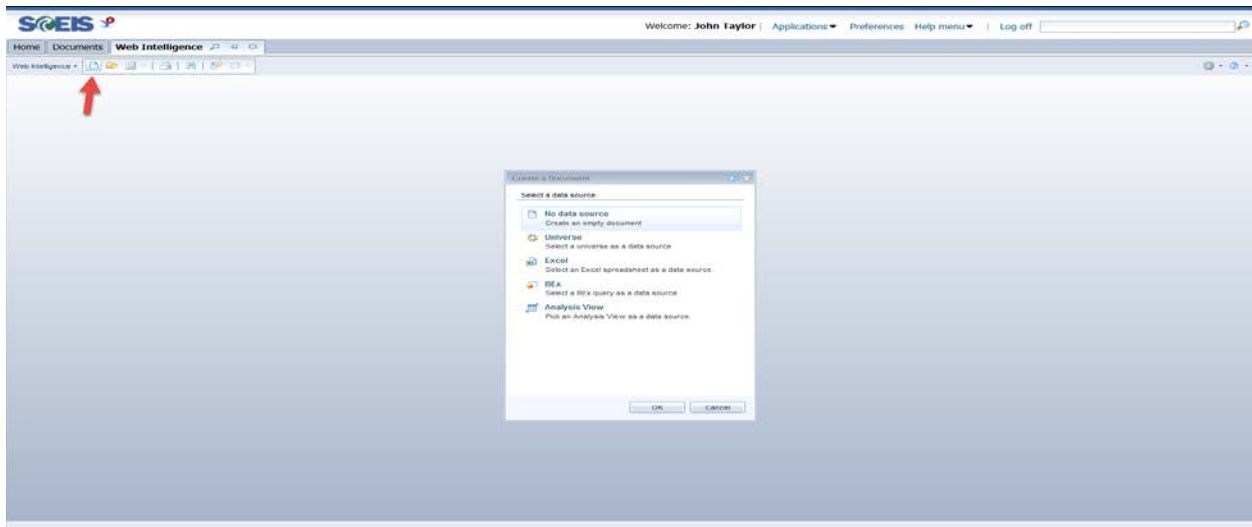
Title	Type	Last Run	Instances	Description	Created By
Accounts Receivable Reports	Folder				CAR13097
F030-IO	Folder			BCB - Internal Operations	KEL05656
Mgmt Reports	Folder				ROB16068
SCEIS Reports	Folder				DAV25107
Official SCEIS F1 - Analysis of Expenditures by	Web Intelligence		0	Monthly Scheduled Report Rep	DAV25107
Copy of 11 B 3 m (Operating Results - DSIT SC)	Microsoft Excel				DAV25107
DTO REV Data	Microsoft Excel				DAV25107
DTO REV Data2	Microsoft Excel				DAV25107
Federal Funds Lookup	Web Intelligence		0		DAV25107
IRF	Web Intelligence		0		DAV25107
Payment Register for IO : 723121	Web Intelligence		0		STE07593
Proforma Expenditures	Web Intelligence		0	Runs - [M, A] Developed by Ja	DAV25107
Summary of Expenditures FY12 to FY13 Comp	Web Intelligence		0	Report of Actual Expenditures	DAV25107
Unduplicated Count of FM Documents	Web Intelligence		0		DAV25107

Now that the Excel data is Business Object, we can use it in a report. We can build a report just using this data, but the biggest advantage is to merge the data with SCEIS data coming out of ECC into the Business Warehouse.

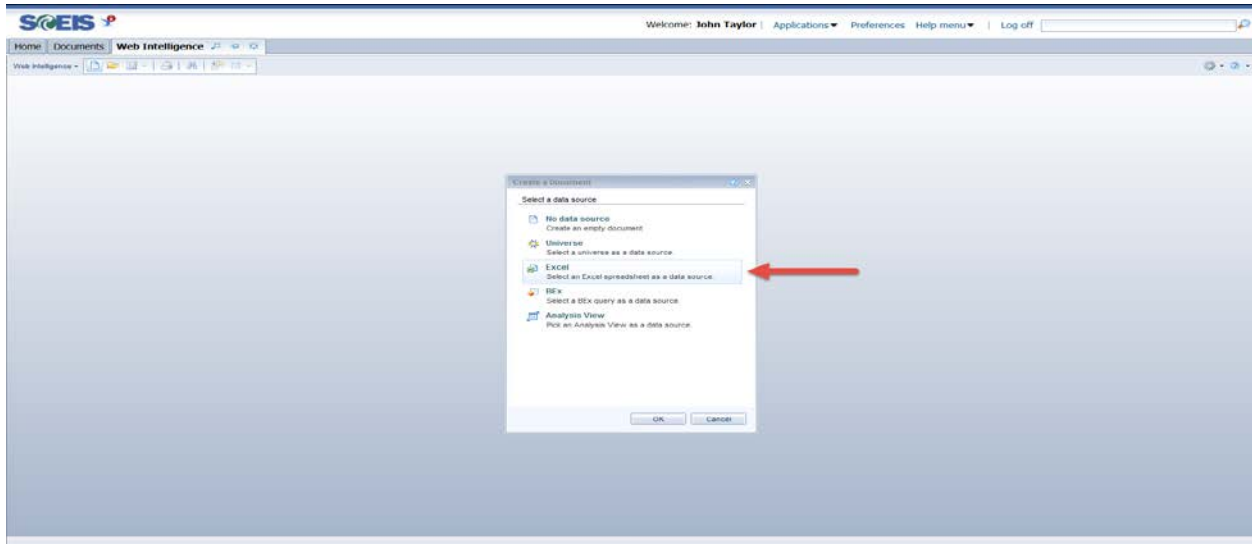
So we need to go Home (not literally, but in Business Object) and select the crescent moon and ball object on the right

The screenshot shows the SCEIS Home interface. The top navigation bar includes 'Home' and 'Documents'. The main content area is divided into several sections: 'My Recently Viewed Documents', '2 unread messages in My Inbox', 'My Applications', 'My Recently Run Documents', and '0 Unread Alerts'. A red arrow points to the 'Home' button in the top left. Another red arrow points to a document titled 'Official SCEIS F1 - Appropriation Balances (477 Equal...' in the 'My Applications' section.

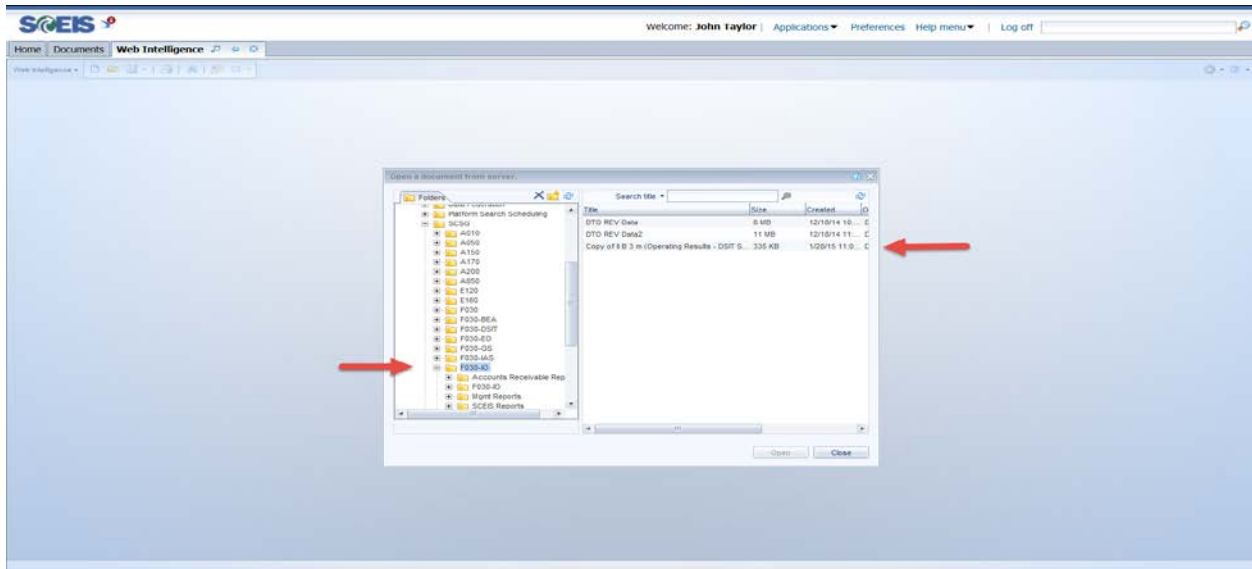
Next we select the blank document icon



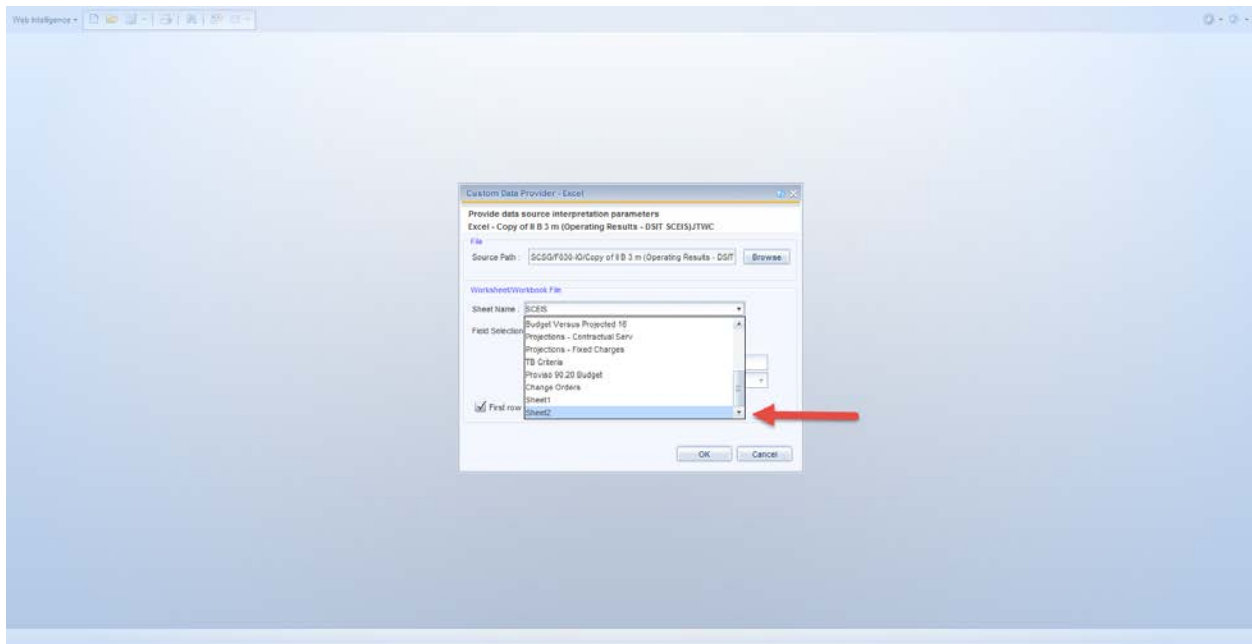
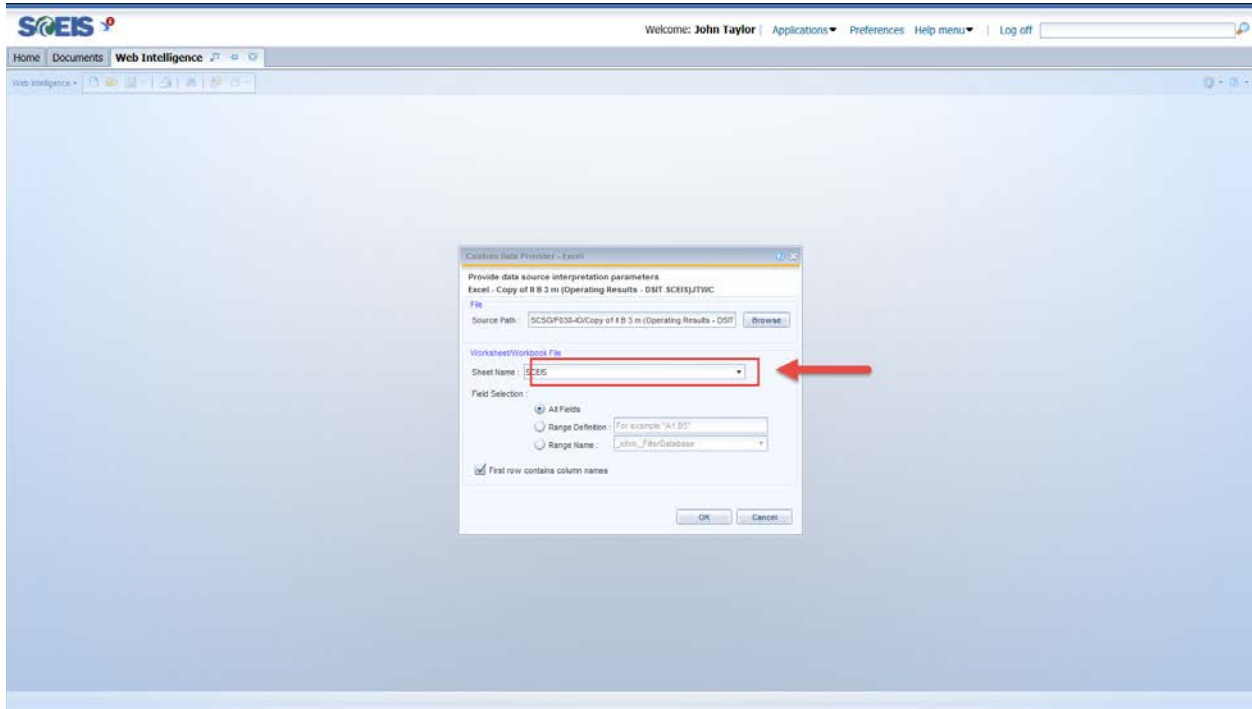
Our data source to select is Excel



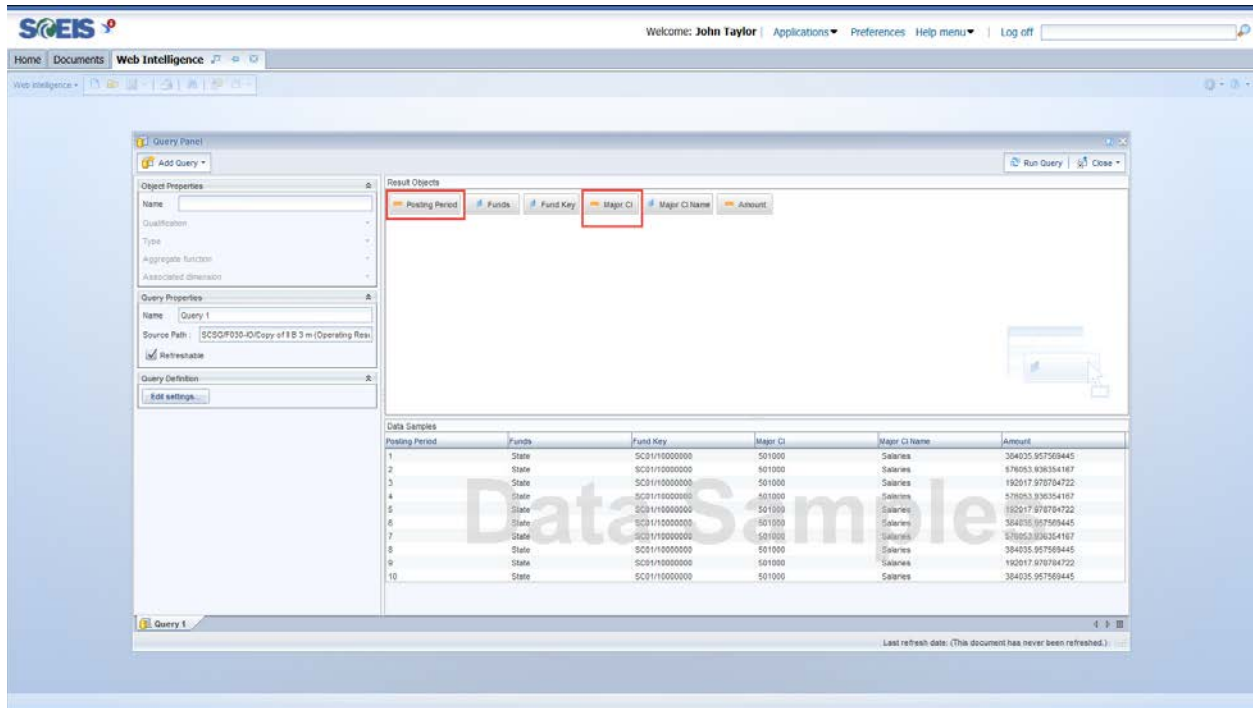
We now find the Excel spreadsheet we loaded in Business Objects



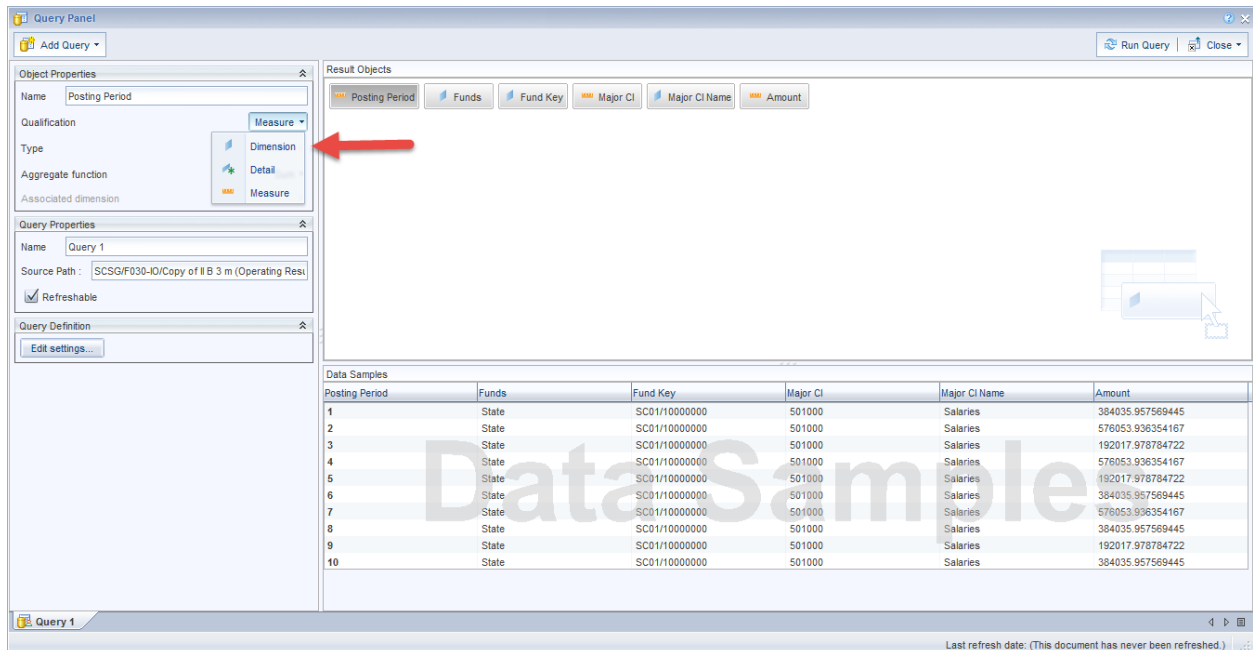
If the spreadsheet has multiple sheets in it, we need to select the sheet with our data. In this case it is the last sheet, Sheet 2



Once we have selected the correct sheet, the data will be ready to load. Now it is important to make sure the format of the fields is correct, especially on those we want to merge to the SCEIS data. In this example posting period and Major CI are defaulting to Measures and numbers, and we will want to change them to Dimensions and Strings



We need the field to be changed and change the measure to Dimension and the number to String. We can not merge in Business Objects unless these are selected correctly. If the data is loaded and these are not correct, we can always edit the query to change them later.





Object Properties

Name: Posting Period

Qualification: Dimension

Type: **Number**

Aggregate function: String

Associated dimension: Number

Query Properties

Name: Query 1

Source Path: SCSG\F030-ID\Copy of IIB 3 m (Operating Resi

Refreshable

Query Definition

Edit settings...

Result Objects

Posting Period Funds Fund Key Major CI Major CI Name Amount

Data Samples

Posting Period	Funds	Fund Key	Major CI	Major CI Name	Amount
1	State	SC01/10000000	501000	Salaries	384035.957569445
2	State	SC01/10000000	501000	Salaries	576053.936354167
3	State	SC01/10000000	501000	Salaries	192017.978784722
4	State	SC01/10000000	501000	Salaries	576053.936354167
5	State	SC01/10000000	501000	Salaries	192017.978784722
6	State	SC01/10000000	501000	Salaries	384035.957569445
7	State	SC01/10000000	501000	Salaries	576053.936354167
8	State	SC01/10000000	501000	Salaries	384035.957569445
9	State	SC01/10000000	501000	Salaries	192017.978784722
10	State	SC01/10000000	501000	Salaries	384035.957569445

Once we have loaded our Excel data into the new Report we are building we now want the SCEIS data. We will Add Query/From Universe

Query Panel

Add Query

From Universe

From Excel

From BEX

From Analysis View

Dimension: String

Aggregate function: Sum

Associated dimension:

Query Properties

Name: Query 1

Source Path: SCSG\F030-ID\Copy of IIB 3 m (Operating Resi

Refreshable

Query Definition

Edit settings...

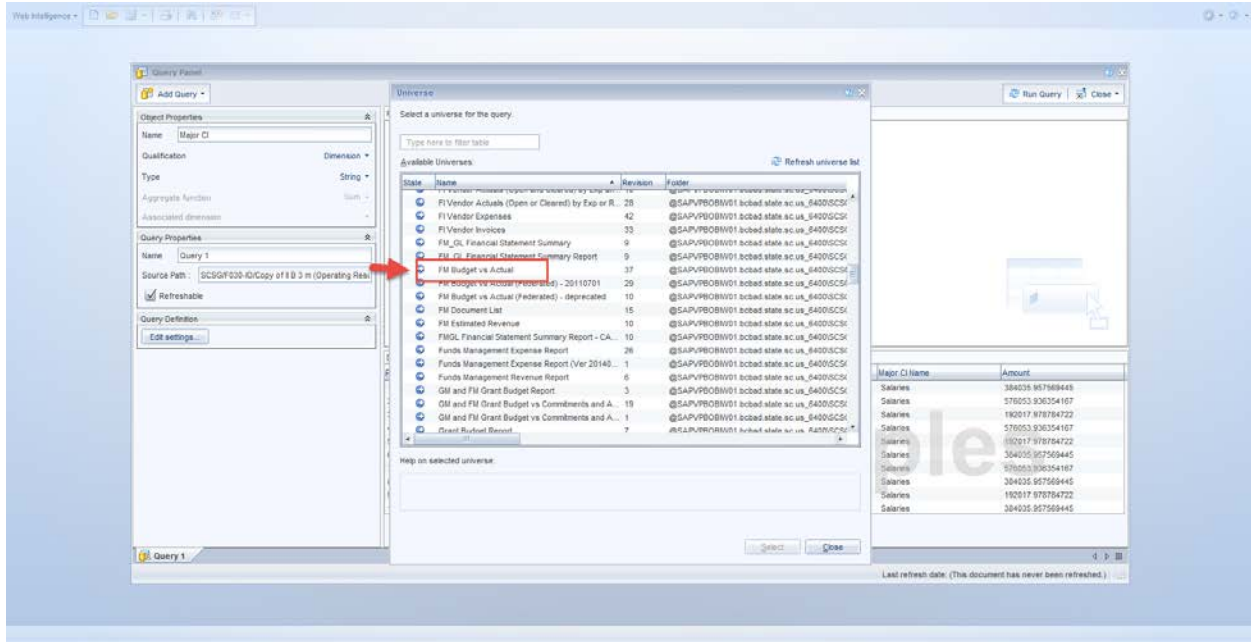
Result Objects

Posting Period Funds Fund Key Major CI Major CI Name Amount

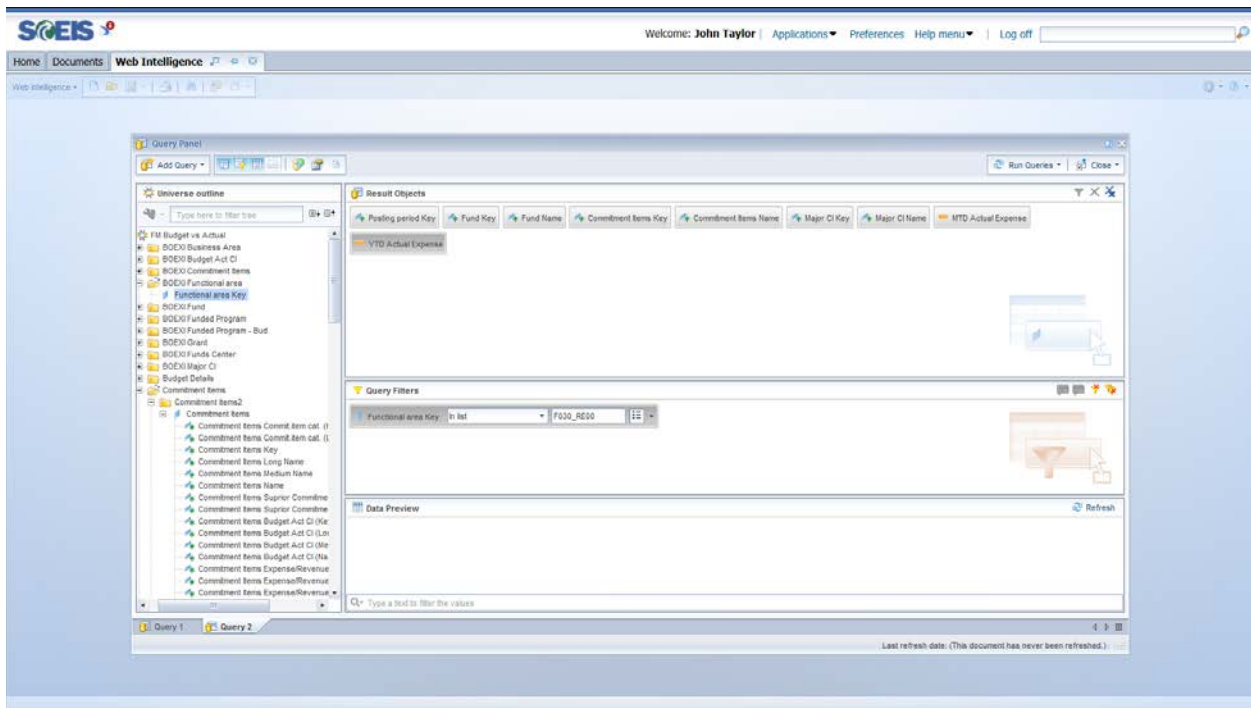
Data Samples

Posting Period	Funds	Fund Key	Major CI	Major CI Name	Amount
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9	State	SC01/10000000	501000	Salaries	192017.978784722
10	State	SC01/10000000	501000	Salaries	384035.957569445

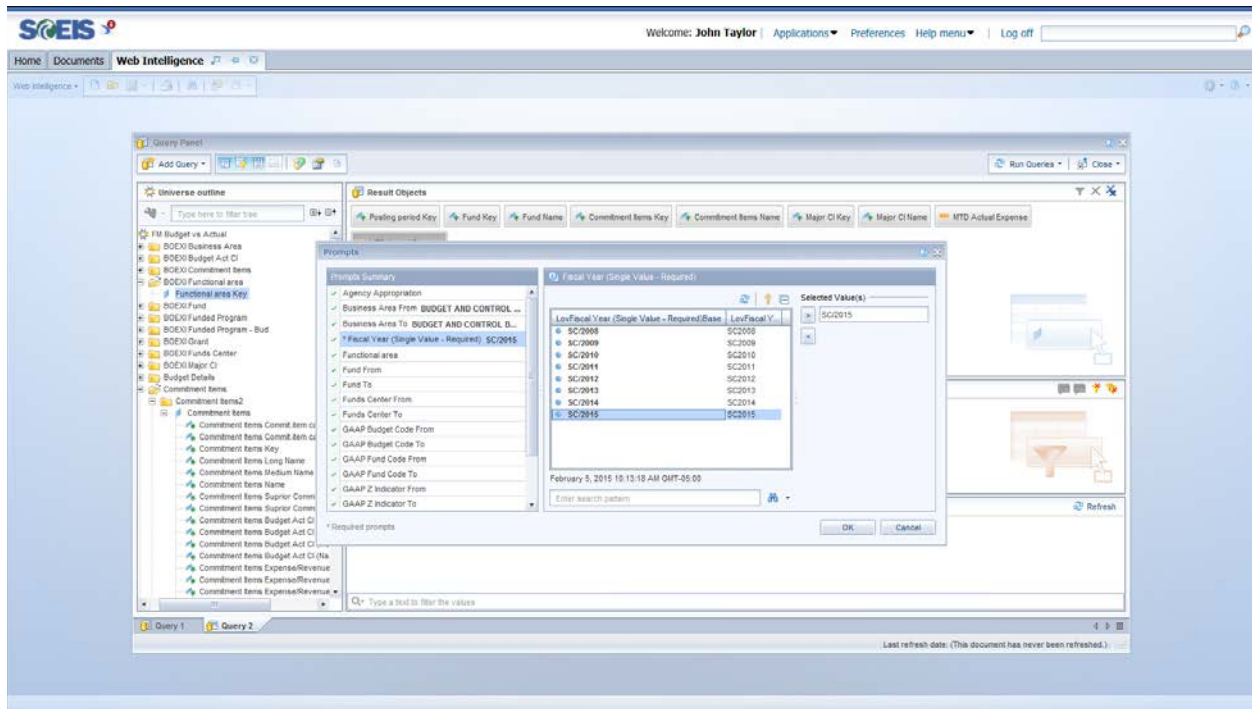
Then we will find the FM Budget vs Actual



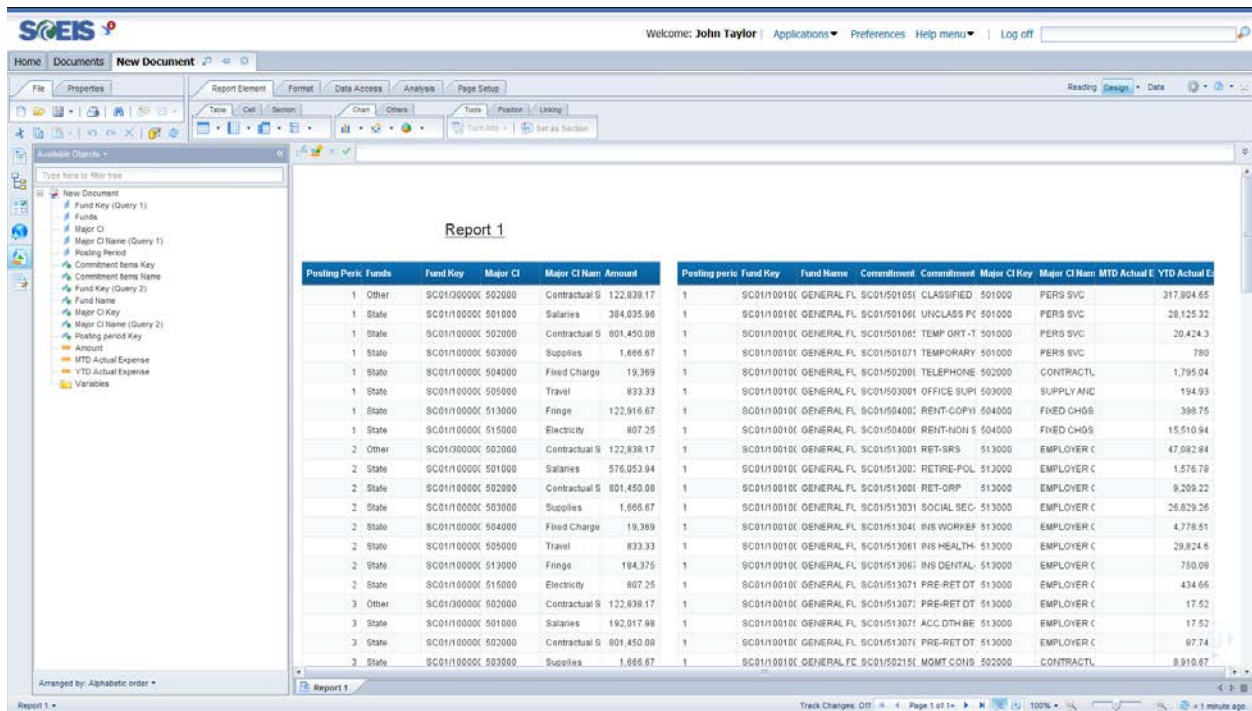
Now we can add the field we want. This example uses Posting Period Key, Fund Key, Fund Name, Commitment Items Key, Commitment Items Name, Major CI Key, Major CI Name, MTD Actual Expense and YTD Actual Expense. Since I am using on the Budget for SCEIS and it is only one Functional Area, I also am using a query filter just for this one functional area.



Now we can run the query. I selected the Board as the Business area, FY 2015 and period 16.



Now we have the report to edit



First we need to merge the fields we wanted to merge. We click one of the fields and, holding the control key down, we click the field to merge it with. Once both fields are highlighted we can right click and see merge as an option. If the merge is greyed out or not available, you may not have formatted the field correctly. It may not be a dimension and a string. This can be corrected by editing the data provider

**Report 1**

Posting Period	Funds	Fund Key	Major CI	Major CI Name	Amount	Posting period	Fund Key	Fund Name	Commitment	Commitment	Major CI Key	Major CI Name	MTD Actual E	YTD Actual E
1	Other	SC01300000	502000	Contractual S	122,838.17	1	SC01300000	GENERAL FL	SC01501050	CLASSIFIED	501000	PERIS SVC	317,804.65	
1	State	SC01100000	501000	Salaries	384,035.96	1	SC01100000	GENERAL FL	SC01501060	UNCLASS PC	501000	PERIS SVC	28,125.32	
1	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01501060	TEMP GRT - T	501000	PERIS SVC	20,424.3	
1	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01501071	TEMPORARY	501000	PERIS SVC	780	
1	State	SC01100000	504000	Fixed Charge	19,369	1	SC01100000	GENERAL FL	SC01502000	TELEPHONE	502000	CONTRACTL	1,765.04	
1	State	SC01100000	505000	Travel	833.33	1	SC01100000	GENERAL FL	SC01503001	OFFICE SUPP	503000	SUPPLY AND	194.93	
1	State	SC01100000	513000	Fringe	122,916.67	1	SC01100000	GENERAL FL	SC01504000	RENT-COPR	504000	FIXED CHGS	398.75	
1	State	SC01100000	515000	Electricity	807.25	1	SC01100000	GENERAL FL	SC01504000	RENT-NON E	504000	FIXED CHGS	15,510.94	
2	Other	SC01300000	502000	Contractual S	122,838.17	1	SC01100000	GENERAL FL	SC01513001	RET-SRS	513000	EMPLOYER C	47,082.84	
2	State	SC01100000	501000	Salaries	576,053.94	1	SC01100000	GENERAL FL	SC01513000	RETIRE-POL	513000	EMPLOYER C	1,576.78	
2	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01513000	RET-GRP	513000	EMPLOYER C	9,209.22	
2	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01513031	SOCIAL SEC	513000	EMPLOYER C	26,829.26	
2	State	SC01100000	504000	Fixed Charge	19,369	1	SC01100000	GENERAL FL	SC01513040	INS WORKEP	513000	EMPLOYER C	4,778.51	
2	State	SC01100000	505000	Travel	833.33	1	SC01100000	GENERAL FL	SC01513061	INS HEALTH	513000	EMPLOYER C	29,824.6	
2	State	SC01100000	513000	Fringe	184,375	1	SC01100000	GENERAL FL	SC01513065	INS DENTAL	513000	EMPLOYER C	750.08	
2	State	SC01100000	515000	Electricity	807.25	1	SC01100000	GENERAL FL	SC01513071	PRE-RET DT	513000	EMPLOYER C	434.66	
3	Other	SC01300000	502000	Contractual S	122,838.17	1	SC01100000	GENERAL FL	SC01513071	PRE-RET DT	513000	EMPLOYER C	17.52	
3	State	SC01100000	501000	Salaries	192,017.98	1	SC01100000	GENERAL FL	SC01513071	ACC DTH BE	513000	EMPLOYER C	17.52	
3	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01513070	PRE-RET DT	513000	EMPLOYER C	87.74	
3	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01502150	MGMT CONS	502000	CONTRACTL	8,910.67	

Once the fields are merged, you will see them connected in the data list

**Report 1**

Posting Period	Funds	Fund Key	Major CI	Major CI Name	Amount	Posting period	Fund Key	Fund Name	Commitment	Commitment	Major CI Key	Major CI Name	MTD Actual E	YTD Actual E
1	Other	SC01300000	502000	Contractual S	122,838.17	1	SC01100000	GENERAL FL	SC01501050	CLASSIFIED	501000	PERIS SVC	317,804.65	
1	State	SC01100000	501000	Salaries	384,035.96	1	SC01100000	GENERAL FL	SC01501060	UNCLASS PC	501000	PERIS SVC	28,125.32	
1	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01501060	TEMP GRT - T	501000	PERIS SVC	20,424.3	
1	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01501071	TEMPORARY	501000	PERIS SVC	780	
1	State	SC01100000	504000	Fixed Charge	19,369	1	SC01100000	GENERAL FL	SC01502000	TELEPHONE	502000	CONTRACTL	1,765.04	
1	State	SC01100000	505000	Travel	833.33	1	SC01100000	GENERAL FL	SC01503001	OFFICE SUPP	503000	SUPPLY AND	194.93	
1	State	SC01100000	513000	Fringe	122,916.67	1	SC01100000	GENERAL FL	SC01504000	RENT-COPR	504000	FIXED CHGS	398.75	
1	State	SC01100000	515000	Electricity	807.25	1	SC01100000	GENERAL FL	SC01504000	RENT-NON E	504000	FIXED CHGS	15,510.94	
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2	State	SC01100000	501000	Salaries	576,053.94	1	SC01100000	GENERAL FL	SC01513000	RETIRE-POL	513000	EMPLOYER C	1,576.78	
2	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01513000	RET-GRP	513000	EMPLOYER C	9,209.22	
2	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01513031	SOCIAL SEC	513000	EMPLOYER C	26,829.26	
2	State	SC01100000	504000	Fixed Charge	19,369	1	SC01100000	GENERAL FL	SC01513040	INS WORKEP	513000	EMPLOYER C	4,778.51	
2	State	SC01100000	505000	Travel	833.33	1	SC01100000	GENERAL FL	SC01513061	INS HEALTH	513000	EMPLOYER C	29,824.6	
2	State	SC01100000	513000	Fringe	184,375	1	SC01100000	GENERAL FL	SC01513065	INS DENTAL	513000	EMPLOYER C	750.08	
2	State	SC01100000	515000	Electricity	807.25	1	SC01100000	GENERAL FL	SC01513071	PRE-RET DT	513000	EMPLOYER C	434.66	
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3	State	SC01100000	501000	Salaries	192,017.98	1	SC01100000	GENERAL FL	SC01513071	ACC DTH BE	513000	EMPLOYER C	17.52	
3	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01513070	PRE-RET DT	513000	EMPLOYER C	87.74	
3	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01502150	MGMT CONS	502000	CONTRACTL	8,910.67	

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1	State	SC01100000	501000	Salaries	384,035.96	1	SC01100000	GENERAL FL	SC01501060	UNCLASS PC	501000	PERIS SVC	28,125.32	
1	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01501060	TEMP GRT - T	501000	PERIS SVC	20,424.3	
1	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01501071	TEMPORARY	501000	PERIS SVC	780	
1	State	SC01100000	504000	Fixed Charge	19,369	1	SC01100000	GENERAL FL	SC01502000	TELEPHONE	502000	CONTRACTL	1,765.04	
1	State	SC01100000	505000	Travel	833.33	1	SC01100000	GENERAL FL	SC01503001	OFFICE SUPP	503000	SUPPLY AND	194.93	
1	State	SC01100000	513000	Fringe	122,916.67	1	SC01100000	GENERAL FL	SC01504000	RENT-COPR	504000	FIXED CHGS	398.75	
1	State	SC01100000	515000	Electricity	807.25	1	SC01100000	GENERAL FL	SC01504000	RENT-NON E	504000	FIXED CHGS	15,510.94	
10	Other	SC01300000	502000	Contractual S	122,838.17	1	SC01100000	GENERAL FL	SC01513001	RET-SRS	513000	EMPLOYER C	47,082.84	
10	State	SC01100000	501000	Salaries	384,035.96	1	SC01100000	GENERAL FL	SC01513000	RETIRE-POL	513000	EMPLOYER C	1,576.78	
10	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01513000	RET-GRP	513000	EMPLOYER C	9,209.22	
10	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01513031	SOCIAL SEC	513000	EMPLOYER C	26,829.26	
10	State	SC01100000	504000	Fixed Charge	19,369	1	SC01100000	GENERAL FL	SC01513040	INS WORKEP	513000	EMPLOYER C	4,778.51	
10	State	SC01100000	505000	Travel	833.33	1	SC01100000	GENERAL FL	SC01513061	INS HEALTH	513000	EMPLOYER C	29,824.6	
10	State	SC01100000	513000	Fringe	122,916.67	1	SC01100000	GENERAL FL	SC01513065	INS DENTAL	513000	EMPLOYER C	750.08	
10	State	SC01100000	515000	Electricity	807.25	1	SC01100000	GENERAL FL	SC01513071	PRE-RET DT	513000	EMPLOYER C	434.66	
11	Other	SC01300000	502000	Contractual S	122,838.17	1	SC01100000	GENERAL FL	SC01513071	PRE-RET DT	513000	EMPLOYER C	17.52	
11	State	SC01100000	501000	Salaries	384,035.96	1	SC01100000	GENERAL FL	SC01513071	ACC DTH BE	513000	EMPLOYER C	17.52	
11	State	SC01100000	502000	Contractual S	801,450.08	1	SC01100000	GENERAL FL	SC01513070	PRE-RET DT	513000	EMPLOYER C	87.74	
11	State	SC01100000	503000	Supplies	1,666.67	1	SC01100000	GENERAL FL	SC01502150	MGMT CONS	502000	CONTRACTL	8,910.67	

Now let's actually build our report. You could delete the tables that came we first ran the report, but we will just add a new report to this document

**Report 1**

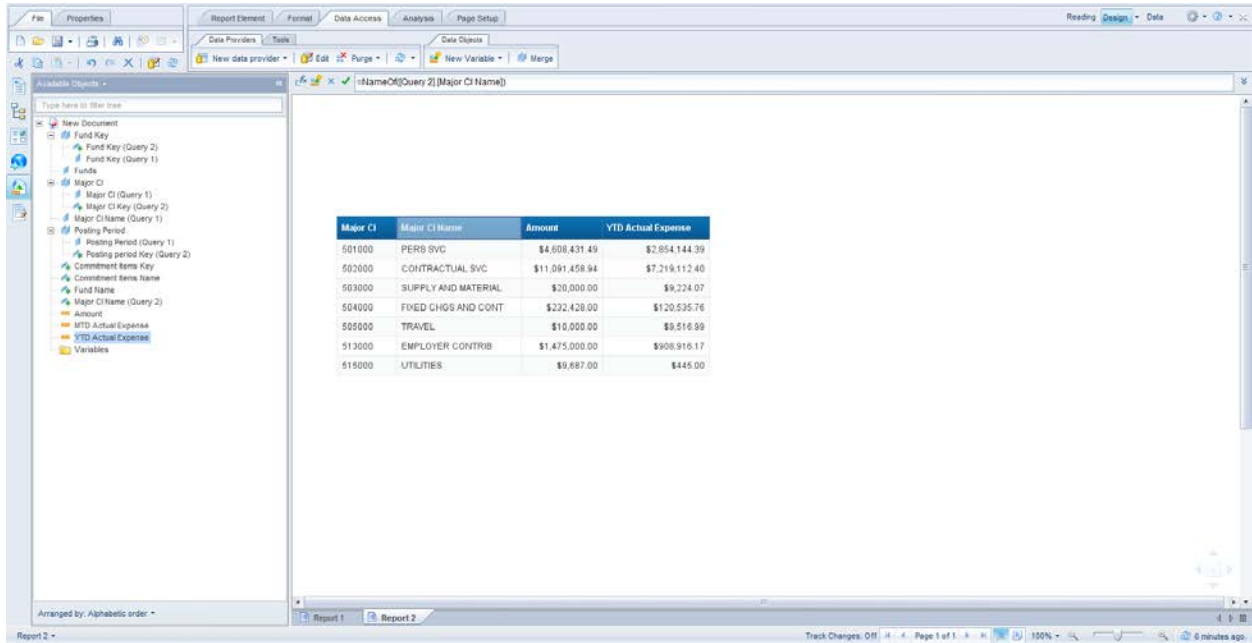
Posting Period	Funds	Fund Key	Major CI	Major CI Name	Amount	Posting period	Fund Key	Fund Name	Commitment	Commitment	Major CI Key	Major CI Name	MTD Actual E	YTD Actual E
1	Other	SC01H0000	502000	Contractual S	122,838.17	1	SC01H0010	GENERAL FL	SC01H0105	CLASSIFIED	501000	PERS SVC		317,804.65
1	State	SC01H0000	501000	Salaries	394,035.96	1	SC01H0010	GENERAL FL	SC01H0100	UNCLASB9 PC	501000	PERS SVC		28,125.32
1	State	SC01H0000	502000	Contractual S	801,450.08	1	SC01H0010	GENERAL FL	SC01H0106	TEMP GRT-T	501000	PERS SVC		20,424.3
1	State	SC01H0000	503000	Supplies	1,666.67	1	SC01H0010	GENERAL FL	SC01H0107	TEMPORARY	501000	PERS SVC		780
1	State	SC01H0000	504000	Fixed Charge	19,369	1	SC01H0010	GENERAL FL	SC01H0200	TELEPHONE	502000	CONTRACTL		1,795.04
1	State	SC01H0000	505000	Travel	833.33	1	SC01H0010	GENERAL FL	SC01H0300	OFFICE SUPP	503000	SUPPLY ANC		194.63
1	State	SC01H0000	513000	Fringe	122,916.67	1	SC01H0010	GENERAL FL	SC01H0400	RENT-COPY	504000	FIXED CHGS		398.75
1	State	SC01H0000	515000	Electricity	807.25	1	SC01H0010	GENERAL FL	SC01H0400	RENT-NON E	504000	FIXED CHGS		15,510.94
10	Other	SC01H0000	502000	Contractual S	122,838.17	1	SC01H0010	GENERAL FL	SC01H1300	RET-SRS	513000	EMPLOYER C		47,082.84
10	State	SC01H0000	501000	Salaries	394,035.96	1	SC01H0010	GENERAL FL	SC01H1300	RETIRE-POL	513000	EMPLOYER C		1,576.79
10	State	SC01H0000	502000	Contractual S	801,450.08	1	SC01H0010	GENERAL FL	SC01H1300	RET-ORP	513000	EMPLOYER C		9,269.22
10	State	SC01H0000	503000	Supplies	1,666.67	1	SC01H0010	GENERAL FL	SC01H1301	SOCIAL SEC	513000	EMPLOYER C		26,829.26
10	State	SC01H0000	504000	Fixed Charge	19,369	1	SC01H0010	GENERAL FL	SC01H1304	INS WORKEF	513000	EMPLOYER C		4,779.51
10	State	SC01H0000	505000	Travel	833.33	1	SC01H0010	GENERAL FL	SC01H1305	INS HEALTH	513000	EMPLOYER C		29,624.6
10	State	SC01H0000	513000	Fringe	122,916.67	1	SC01H0010	GENERAL FL	SC01H1305	INS DENTAL	513000	EMPLOYER C		750.08
10	State	SC01H0000	515000	Electricity	807.25	1	SC01H0010	GENERAL FL	SC01H1307	PRE-RET DT	513000	EMPLOYER C		434.66
11	Other	SC01H0000	502000	Contractual S	122,838.17	1	SC01H0010	GENERAL FL	SC01H1307	PRE-RET DT	513000	EMPLOYER C		17.52
11	State	SC01H0000	501000	Salaries	394,035.96	1	SC01H0010	GENERAL FL	SC01H1307	ACC DTH BE	513000	EMPLOYER C		17.52
11	State	SC01H0000	502000	Contractual S	801,450.08	1	SC01H0010	GENERAL FL	SC01H1307	PRE-RET DT	513000	EMPLOYER C		87.74
11	State	SC01H0000	503000	Supplies	1,666.67	1	SC01H0010	GENERAL FL	SC01H0215	MGMT CONS	502000	CONTRACTL		8,910.67

Then we will drag the Major CI Dimension, Major CI Name, Amount and YTD Expense into our report.

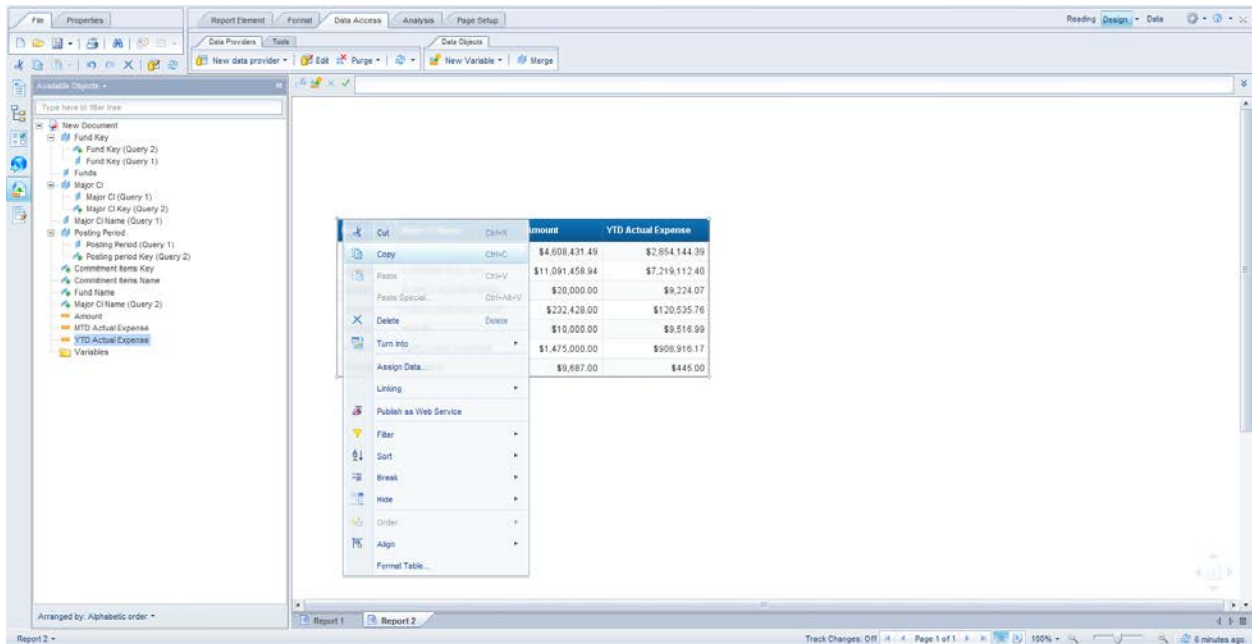
**Report 2**

Major CI	Major CI Name	Amount	YTD Actual E
501000	PERS SVC	*****	*****
502000	CONTRACTL	*****	7,219,112.4
503000	SUPPLY ANC	20,000	9,224.07
504000	FIXED CHGS	232,428	120,535.76
505000	TRAVEL	10,000	9,516.99
513000	EMPLOYER C	1,475,000	908,916.17
515000	UTILITIES	9,687	445

Once these are in the report, we will expand the columns and format the numbers. You can do a lot more to the format of the report later, but we will keep it pretty basic here.



This table is showing all Budget compared to YTD Actual expenses through yesterday. While that is good, we want to look at the data differently. We are going to look at a monthly budget, a cumulative YTD budget and an YTD expenses compared to Full year budget. To do this we will copy the table twice, making three tables in our report. This is done by selecting the table, right clicking copy and then pasting twice.



Report Element | Format | Data Access | Analysis | Page Setup | Reading | Design | Data

Data Providers | Tools | Data Objects

Available Objects

- Type here to filter items
- New Document
- Fund Key
  - Fund Key (Query 2)
  - Fund Key (Query 1)
- Funds
  - Major CI (Query 1)
  - Major CI Key (Query 2)
  - Major CI Name (Query 2)
- Posting Period
  - Posting period Key (Query 1)
  - Posting period Key (Query 2)
- Comment Items Key
  - Comment Items Name
- Fund Name
  - Major CI Name (Query 2)
- Amount
- MTD Actual Expense
- YTD Actual Expense
- Variables

Arranged by: Alphabetic order

Major CI	Major CI Name	Amount	YTD Actual Expense
501000	PERS SVC	\$4,608,431.49	\$2,854,144.39
502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40
503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07
504000	FIXED CHGS AND CONT	\$232,428.00	\$120,535.76
505000	TRAVEL	\$10,000.00	\$9,516.99
513000	EMPLOYER CONTRIB	\$1,475,000.00	\$908,916.17
515000	UTILITIES	\$9,687.00	\$445.00

Context Menu:

- Cut (Ctrl+V)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Paste Special... (Ctrl+Alt+V)
- Insert
- Refresh All (Ctrl+R)
- Show Structure (Ctrl+S)
- Show Results (Ctrl+2)
- Start Drill
- Filter

Report 1

Track Changes: Off | Page 1 of 1 | 100% | 7 minutes ago

Report Element | Format | Data Access | Analysis | Page Setup | Reading | Design | Data

Data Providers | Tools | Data Objects

Available Objects

- Type here to filter items
- New Document
- Fund Key
  - Fund Key (Query 2)
  - Fund Key (Query 1)
- Funds
  - Major CI (Query 1)
  - Major CI Key (Query 1)
  - Major CI Name (Query 1)
- Posting Period
  - Posting period Key (Query 1)
  - Posting period Key (Query 2)
- Comment Items Key
  - Comment Items Name
- Fund Name
  - Major CI Name (Query 2)
- Amount
- MTD Actual Expense
- YTD Actual Expense
- Variables

Arranged by: Alphabetic order

Major CI	Major CI Name	Amount	YTD Actual Expense
501000	PERS SVC	\$4,608,431.49	\$2,854,144.39
502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40
503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07
504000	FIXED CHGS AND CONT	\$232,428.00	\$120,535.76
505000	TRAVEL	\$10,000.00	\$9,516.99
513000	EMPLOYER CONTRIB	\$1,475,000.00	\$908,916.17
515000	UTILITIES	\$9,687.00	\$445.00

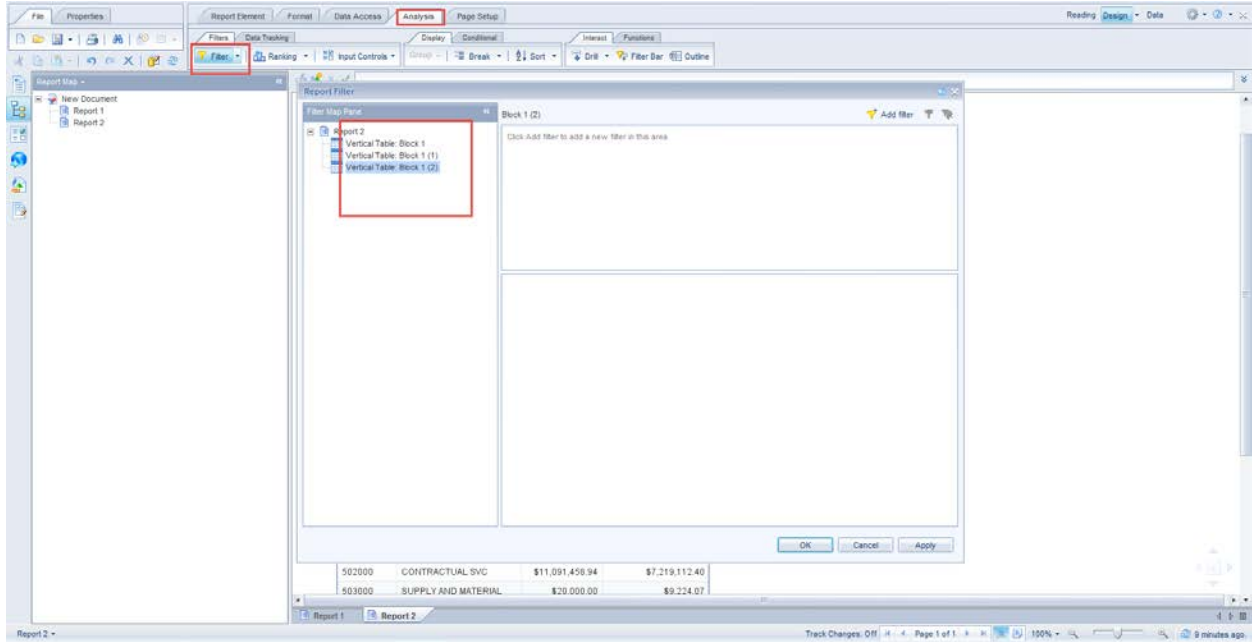
Major CI	Major CI Name	Amount	YTD Actual Expense
501000	PERS SVC	\$4,608,431.49	\$2,854,144.39
502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40
503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07

Major CI	Major CI Name	Amount	YTD Actual Expense
501000	PERS SVC	\$4,608,431.49	\$2,854,144.39
502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40
503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07

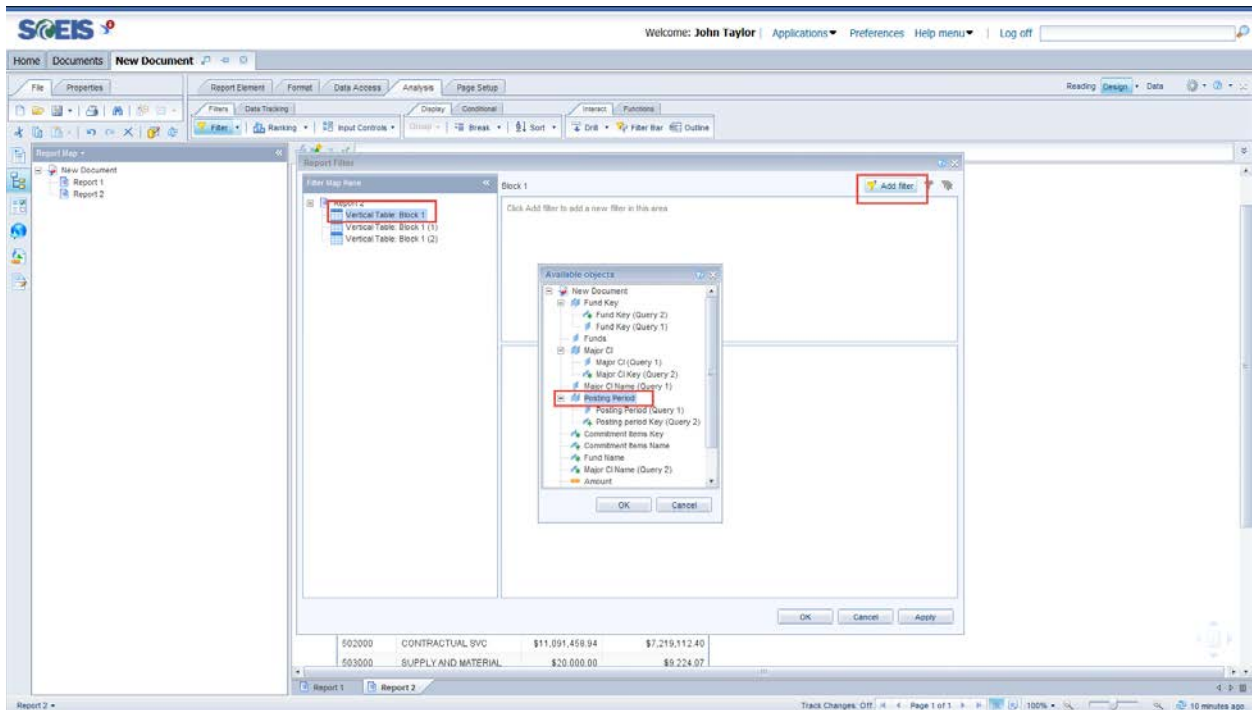
Report 1 | Report 2

Track Changes: Off | Page 1 of 1 | 100% | 8 minutes ago

Now we will put filters on two of the tables for posting periods. For the Monthly one, we will select only the month we want to see. We go to the Analysis tab, select filter and see the three blocks in the report.

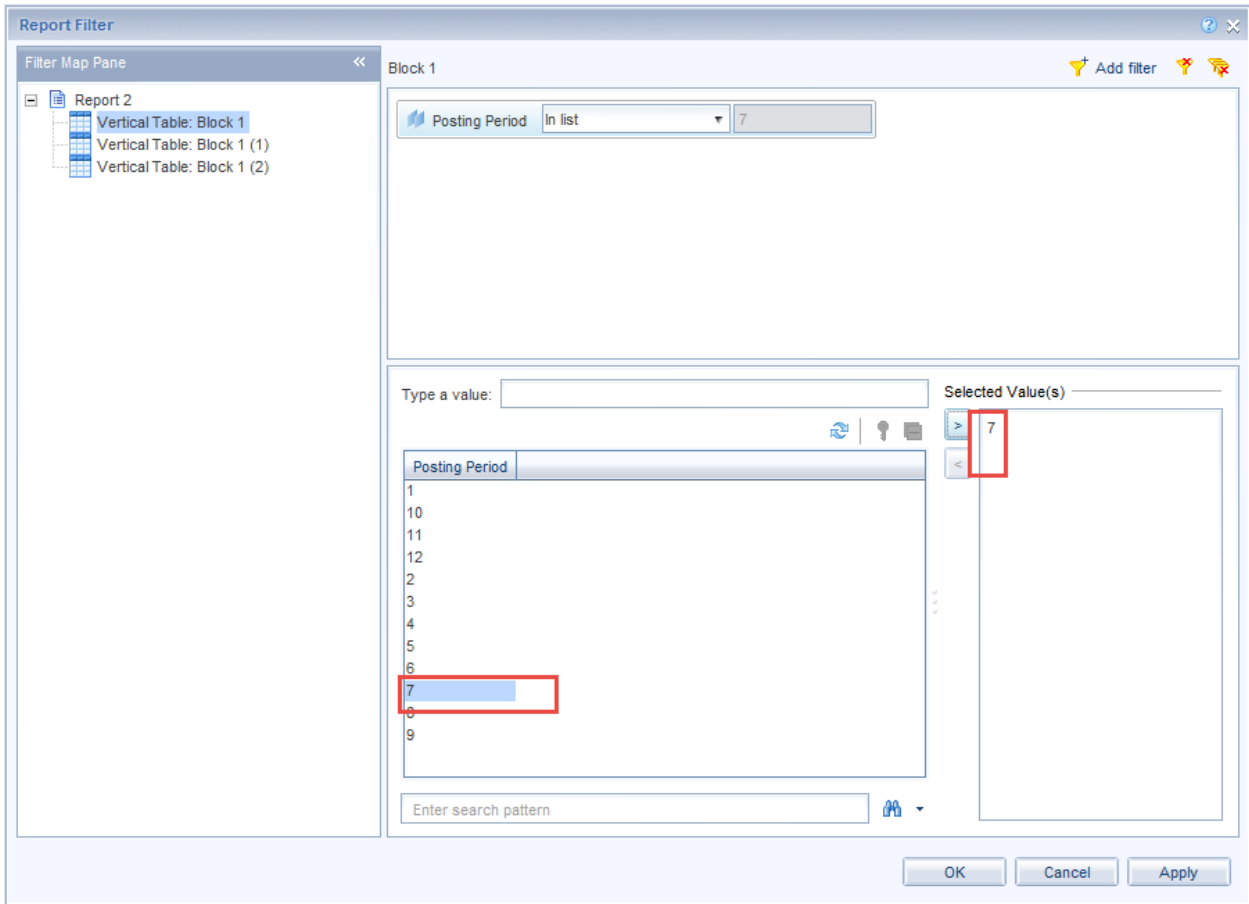


We will select block one for the monthly comparison, click add filter and chose the posting period dimension

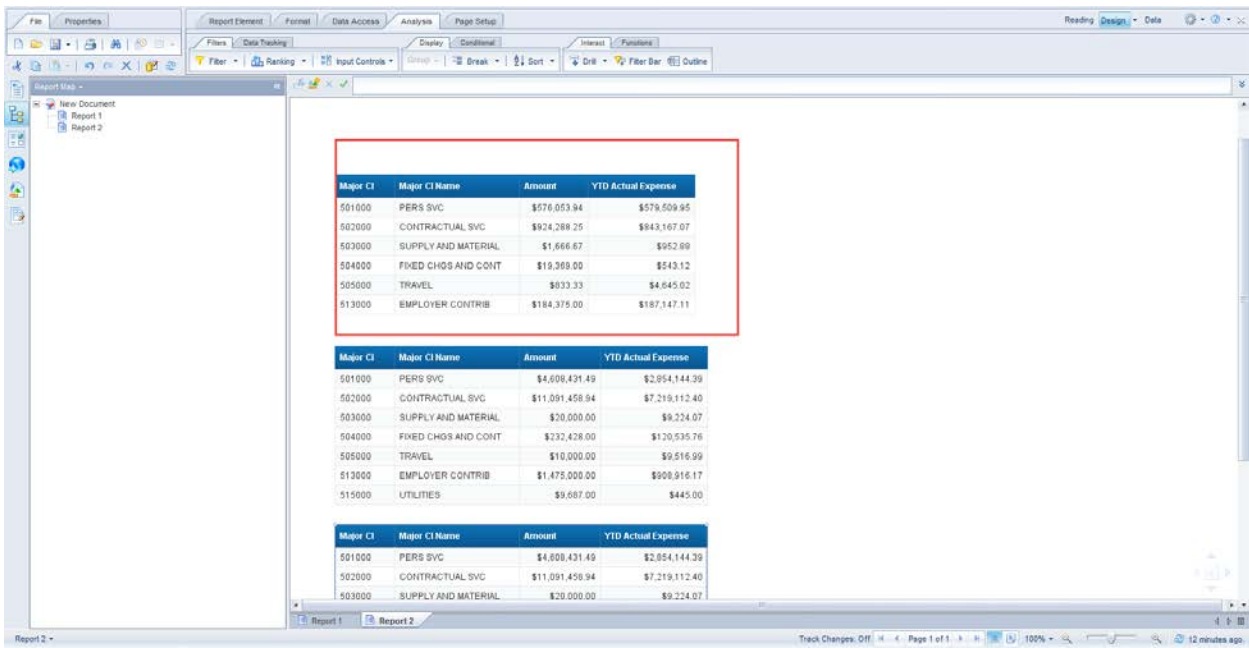




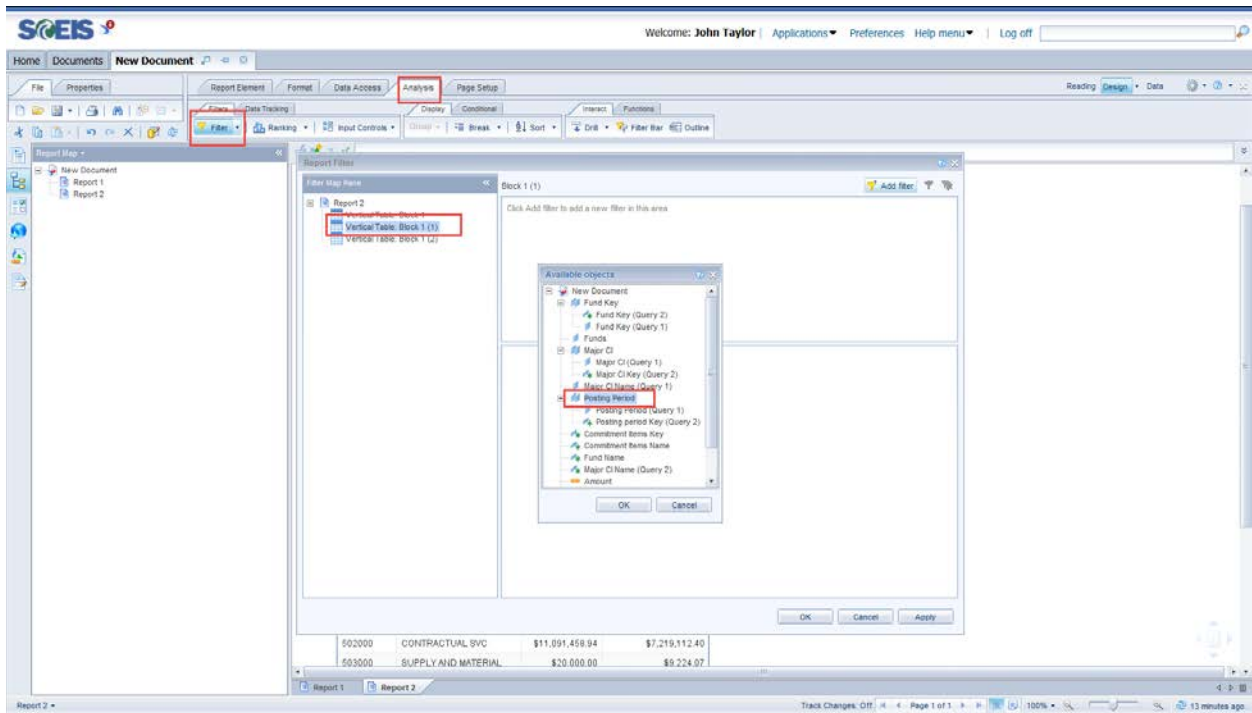
Although, it is month 8 now, we are only a few days into it, so we will select month 7.



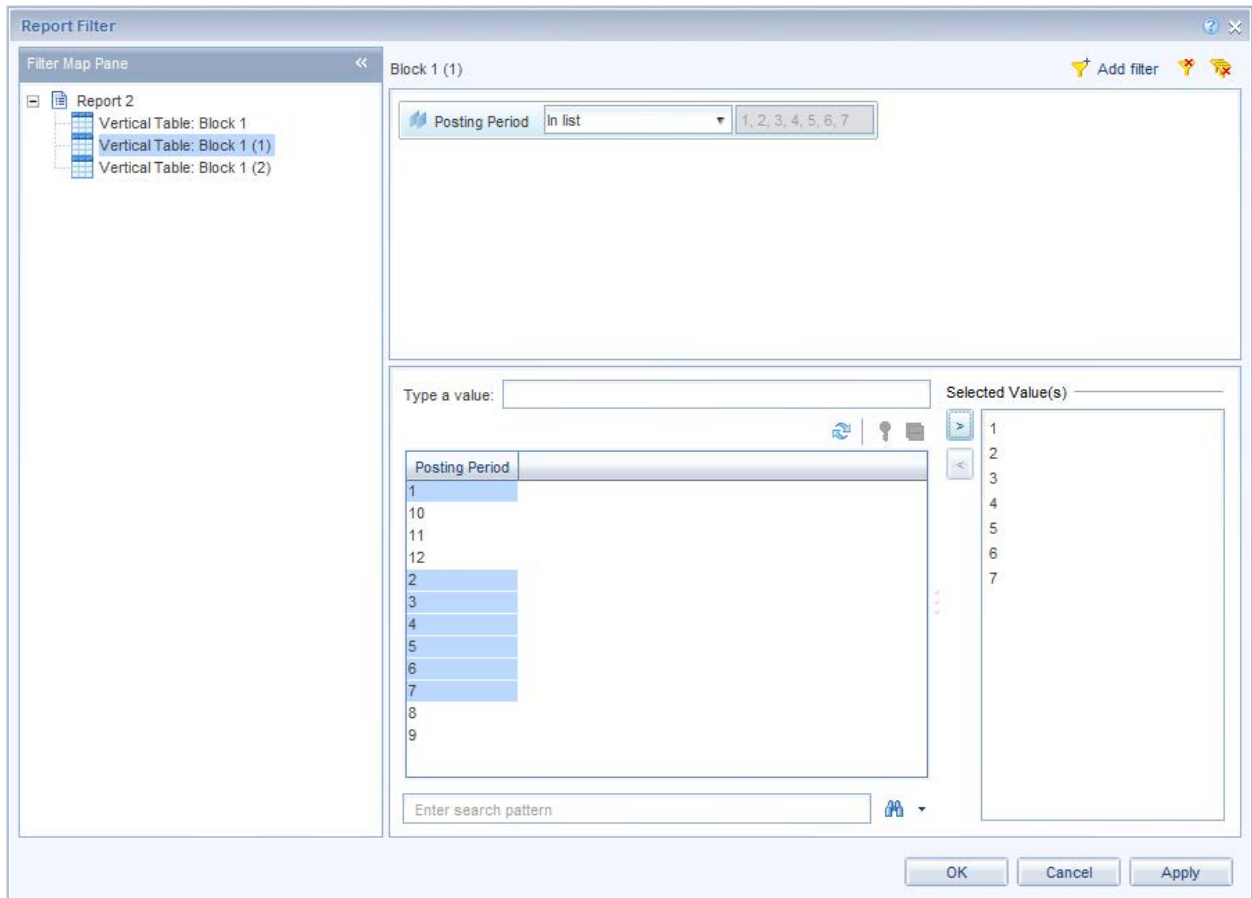
Note now the first table shows only one month's data. Again, we can change headings and add titles to the table later to make the report more user friendly.



Now we will do the same for table two, but make it the cumulative report.



Here, instead of just posting period 7, we add 1 through 7.



Notice now we have a cumulative budget in Amount to compare to YTD.

The screenshot shows a Business Objects report with three tables. The middle table is highlighted with a red box. The tables contain the following data:

Major CI	Major CI Name	Amount	YTD Actual Expense
501000	PERS SVC	\$576,053.94	\$576,509.95
502000	CONTRACTUAL SVC	\$924,289.25	\$843,167.07
503000	SUPPLY AND MATERIAL	\$1,666.67	\$952.89
504000	FIXED CHGS AND CONT	\$19,369.00	\$543.12
505000	TRAVEL	\$833.33	\$4,645.02
513000	EMPLOYER CONTRIB	\$184,375.00	\$187,147.11

Major CI	Major CI Name	Amount	YTD Actual Expense
501000	PERS SVC	\$2,890,269.88	\$2,854,144.39
502000	CONTRACTUAL SVC	\$6,470,017.72	\$7,218,925.21
503000	SUPPLY AND MATERIAL	\$11,666.67	\$9,224.07
504000	FIXED CHGS AND CONT	\$135,583.00	\$120,535.76
505000	TRAVEL	\$5,833.33	\$9,516.99
513000	EMPLOYER CONTRIB	\$921,875.00	\$900,016.17
515000	UTILITIES	\$5,650.75	\$445.00

Major CI	Major CI Name	Amount	YTD Actual Expense
501000	PERS SVC	\$4,800,431.49	\$2,854,144.39
502000	CONTRACTUAL SVC	\$11,091,458.94	\$7,219,112.40
503000	SUPPLY AND MATERIAL	\$20,000.00	\$9,224.07

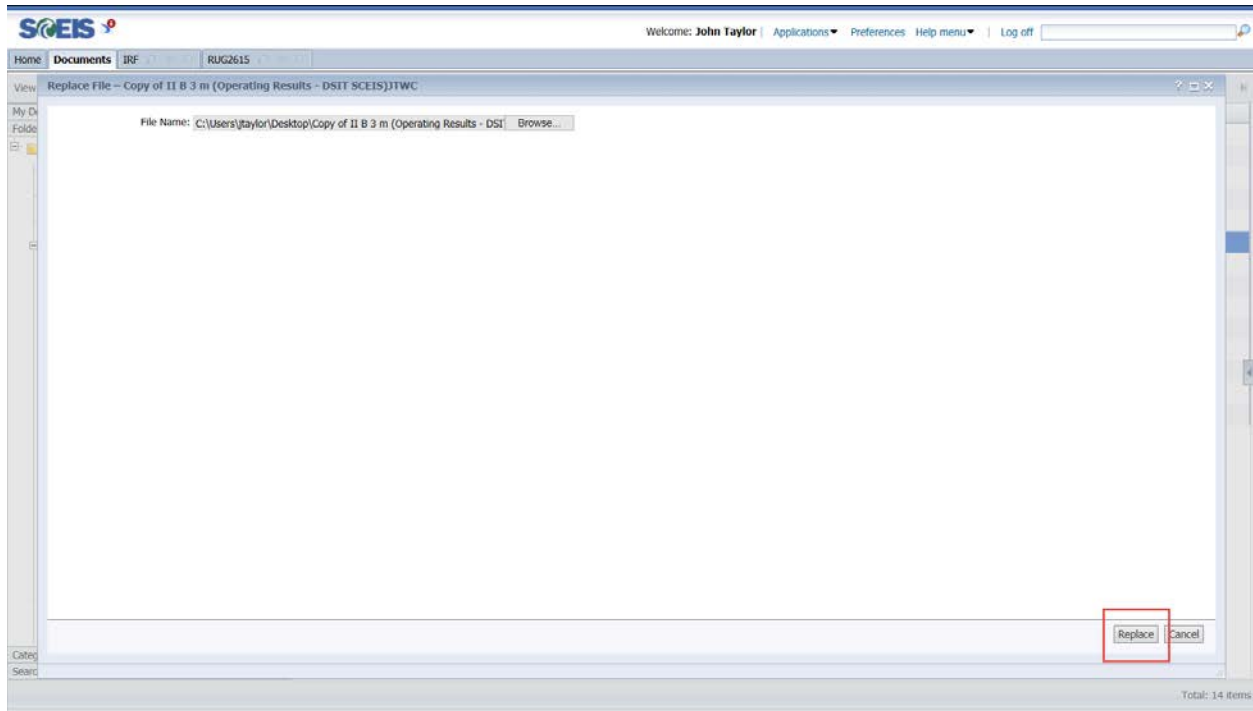
Ta Da!! That's it!!

You can add totals, custom sort, add % consumed, remaining budget and all sorts of other things to this report. Next year when you have a new budget, you just need to change the excel spreadsheet and reload it into Business Objects. Or even during this year, if your budget changes or you want to recalculate the monthly spreads, you can just reload the spreadsheet.

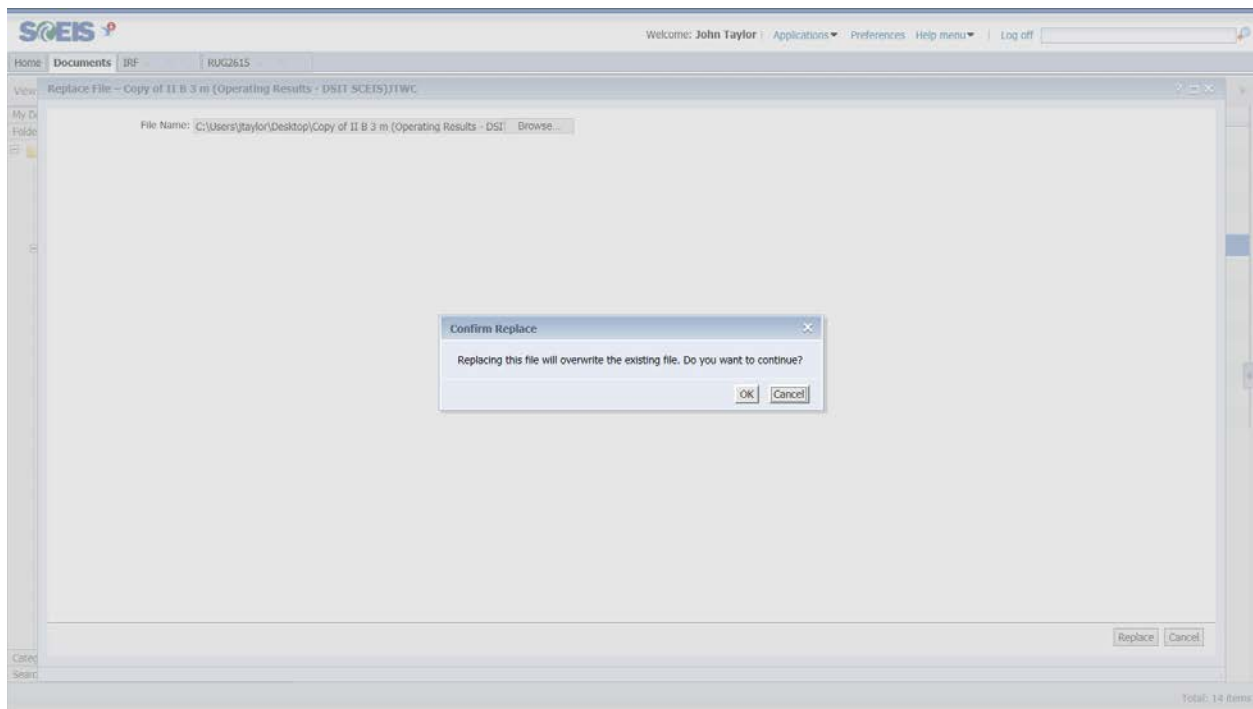
The screenshot shows the SCEIS portal interface. The 'My Documents' section displays a list of documents. A context menu is open over the document 'Copy of 11 Budget Categories Reports - DSIT SC'. The 'Organize' option is highlighted, and a sub-menu is visible with 'Replace File' selected.

Title	Type	Last Run	Instances	Description	Created By
Accounts Receivable Reports	Folder				CAR13097
F030-IO	Folder			BCB - Internal Operations	KELO5656
Mgmt Reports	Folder				ROB16068
SCEIS Reports	Folder				DAV25107
Official SCEIS FI - Analysis of Expenditures by	Web Intelligence		0	Monthly Scheduled Report Rep	DAV25107
Copy of 11 Budget Categories Reports - DSIT SC	Microsoft Excel				DAV25107
DTO REV Da	Microsoft Excel				DAV25107
DTO REV Da	Microsoft Excel				DAV25107
Federal Func	Web Intelligence		0		DAV25107
IRF	Web Intelligence		0		DAV25107
Payment Rep	Web Intelligence		0		STE07593
Proforma Ex			0	Runs - [M, A] Developed by Jo	DAV25107
Summary of			0	Report of Actual Expenditures	DAV25107
Unduplicate			0		DAV25107

You then will see the same browse and find screens discussed earlier. Once you find the spreadsheet again, you will see instead of add, the option is now replace.



You are cautioned about replacing the file, but once you hit ok, the updated data is loaded.



Thanks and have fun! This stuff is really cool!!