

BUDGET OFFICE FINANCE AND SUPPORT SERVICES DIVISION



<u>Purpose</u>

These instructions describe how to use the BEx Analyzer, which is utilized during budget development by account managers, deans, directors, vice presidents, and the Budget Office for reporting and to enter changes to budgets for the upcoming fiscal year.

The BEx Analyzer can also be used throughout the fiscal year for other reporting purposes.

Introduction and Requirements

The BEx Analyzer runs within Microsoft Excel on a PC running Windows and is available as part of the <u>SAP GUI download</u> on the Technology Resources website. The BEx Analyzer runs within Excel 2003 or 2007, but for this documentation, Excel 2007 is used. Security access is required to run the reports and planning queries. If you require access, please contact the Budget Office at 245-2376 or <u>budget@txstate.edu</u>.

For technical assistance downloading or installing SAP GUI and the BEx Analyzer, please contact ITAC (Information Technology Assistance Center) at 245-4822. For other non-technical issues, the Budget Office is happy to assist.

BEx Analyzer is not available on MAC computers.

Terminology

BP2: BI Production 2 (BP2) is the Budget Development module of SAP

ECC: Commonly referred to as just SAP or SAP Production

FM: Funds Management = Budget for salaries, travel, M&O, etc

HR: Human Resources = Salary Master Data (persons, positions)

Key: In BEx Analyzer, key is the numerical value such as a funds center or fund number

Text: In BEx Analyzer, text is the description of the key

Funds Center: Same as Cost Center

Method of Finance: Method of Finance includes most (but not all) State or E&G accounts (funds starting with 1XXXXXXX) and the Designated Method fund (20000110XX). Further information about Method of Finance is available on the Budget Office website.

About the Reports

- Current Budget Development Report to be used only during budget development
 - This report contains the total dollar amounts (by commitment item) currently in the budget, as well as changes made at the various levels—one column per level for changes.
 - o It contains all commitment items, salary and operating.
 - This report is used to view the changes made in the budget development system by each level and can be used throughout the entire process.
 - Changes made in SAP will be picked up in the BD system nightly and will update (change) the Current Budget column and New Proposed Budget where appropriate.
- Current Bud Dev Salary Budget Comparison Report to be used only during budget development
 - This spreadsheet contains the total dollar amounts currently in the budget (FM or Funds Management) for salaries and the detail by position and/or individual for the personnel currently in the system (HR or Human Resources).
 - This will only contain salary commitment items.
 - This report is used to verify position and salary detail.
 - HR Changes made in SAP will be picked up in the BD system nightly and will update (change) the Annual Salary cost.
 - FM Changes made in SAP will be picked up in the BD system nightly and will update (change) the Budget amounts.
 - The New Proposed Budget column is the current budget amount from SAP plus any changes made in budget development.

• Prior Years Budget Development Report

- This report contains the total dollar amounts (by commitment item) for prior fiscal year budget development, which includes the changes made at the various levels— one column per level for changes.
- o It contains all commitment items, salary and operating.
- This report can be used for researching how a prior year budget was developed.

• HR/FM Salary Budget Comparison

- This spreadsheet contains the total dollar amounts currently in the budget (FM or Funds Management) for salaries and the detail by position and/or individual for the personnel currently in the system (HR or Human Resources).
- This will only contain salary commitment items.
- This report is used to verify position and salary detail.
- HR Changes made in SAP will be picked up in the BD system nightly and will update (change) the Annual Salary cost.
- FM Changes made in SAP will be picked up in the BD system nightly and will update (change) the Current Budget.
- This report can be run all year long to identify variances between annual salary cost and current budget.

Open BEx Analyzer

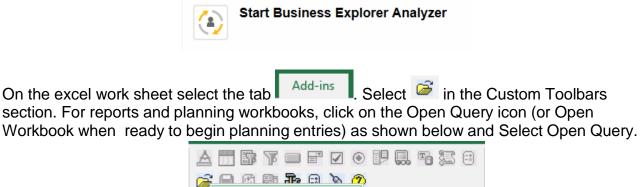
To run the BEx Analyzer open SAP NetWeaver Business Client. Select BP2 and hit enter.

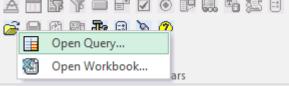
	System Selection					
E Show all workspaces 👻						
Filter						
Name	Description	SID	Group/Server			
RP2	BI 7.0 Production	BP2	https://biprd.sap.txstate.			
No BQ2	BI 7.0 Quality Assurance	BQ2	https://biqas.sap.txstate			
🔀 BS2	BI 7.0 SandBox Test Server	BS2	https://bisbx.sap.txstate.			

This will bring up the log on screen and enter your net ID and password. If this is your first time logging in you will need to use Duo Push (if you have not set up NetID 2 Step process click the following link <u>http://www.tr.txstate.edu/services/netid-2-step.html</u>).

NetID	Device: ios (XXX-9123) ~				
7 Step	Choose an authenticati	on method			
Step	Duo Push 🗸 Used automatically				
What is this? 🖪		Send Me a Push			
Add a new device My Settings & Devices Need help?	🛞 Call Me	Call Me			
Powered by Duo Security	Passcode	Enter a Passcode			
	Remember me for 9 hours				

After logging in you will need to select Start Business Explorer Analyzer this will open a new tab and it will open a new excel worksheet.

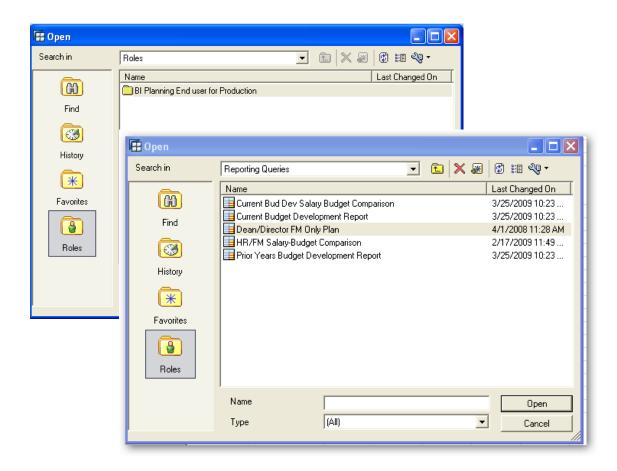




Open a Report

After a successful logon, an Open window should appear. You may also select the open folder icon *from the BEx toolbar*. Select the Roles folder on the left column.

The Reporting Queries are located within the folders shown below.



Input Variables for Reports



TIP: The variable input boxes throughout BEx Analyzer often show only the defaulty or description. To view the technical name and description such as the fund center *and* fund center name, click on the Display Object button that looks like a wrench and select [Technical Name] Description.

49	•	
	Text	
~	[Key] Text	
	Text [Key]	W
	[Key]	
	(default)	

Current Budget Development Report Entry Screen

E Select Values for Variables		•			×
Available Variants			ag - 🚱		
DATA_PROVIDER_1 - Current Budget	Development Report				
Fund Center Selection(*)	1411000000	Budget Offic	e		
Fund Selection	100000000 - 3999999999	▼ □ 754/100000	000 - 754/3	999999999	9
		ОК	Cancel	Check	ĸ

For this example, enter a fund center in the Fund Center selection field. You can specify a fund in the fund selection box, otherwise it'll bring in all funds associated with that fund center (depending on security access.

Current Bud Dev Salary Budget Comparison Entry Screen

E Select Values for Variables		B		×
Available Variants	_) 🗟 🗙 🗉 🇠 • 🚱		
DATA_PROVIDER_1 - Current Bud Dev	Salary Budget Comparison			
Fund Center Selection(*)	1411000000 🖵 🗇	Budget Office		
Fund Selection	100000000 - 3999999999 🗨 🗖	754/100000000 - 754/	3999999999	9
Commitment Item HR/FM(*)	670080;670081;670084;670093;6700 -	Faculty Salaries; Grad	uate Stude	nt S
		OK Cancel	Chec	k

For this example, enter a fund center in the Fund Center selection field. You can specify a fund in the fund selection box, otherwise it'll bring in all funds associated with that fund center (depending on security access). You can also enter a specific salary related commitment item in the commitment item box if you're only interested in 'staff salaries,' for example.

Prior Years Budget Development Report Entry Screen

E Select Values for Variables		L	.		×
Available Variants		•	× 🗉 🌯 •	6 :	
DATA_PROVIDER_1 - Prior Years Bud	get Development Report				
Fund Center Selection(*)	1411000000	🔻 🗗 🛛 Bu	udget Office		
Fiscal Year Budget Planning(*)	2017	🔹 🗗 Se	ept 1 - Aug 31 201	7	
Fund Selection	100000000 - 3999999999		4/100000000 - 7	54/39999999	99
		OK	Cancel	Che	ck

For this example, enter a fund center in the Fund Center selection field. You can specify a fund in the fund selection box, otherwise it'll bring in all funds associated with that fund center (depending on security access. You will also need to specify the fiscal year.

HR/FM Salary Budget Comparison

E Select Values for Variables			lip (×
Available Variants	•		R × E	an 🖓 🗸 👘		
DATA_PROVIDER_1 - HR/FM Salary-B	udget Comparison					
Fund Center Selection(*)	1411000000 💌	D	Budget Office	е		
Commitment Item HR/FM(*)	670080;670081;670084;670093;670C	đ	Faculty Sala	ries; Gradu	iate Stude	ent S
Fund Selection	100000000 - 3999999999	đ	754/1000000	000 - 754/3	99999999	99
Fiscal Year Report(*)	2017 💌	đ				
		C	К	Cancel	Che	ck

For this example, enter a fund center in the Fund Center selection field. You can specify a fund in the fund selection box, otherwise it'll bring in all funds associated with that fund center (depending on security access. You can also enter a specific salary related commitment item in the commitment item box if you're only interested in 'staff salaries,' for example. You will also need to specify the fiscal year. It automatically defaults to the current fiscal year.

Selecting Multiple Variables

Many times, you will want to enter multiple fund centers or a fund center range. Click on the "Select From List" button to enter multiple variables.

E Select Values for Variables		II – – –	×
Available Variants		🔽 📄 🗟 💥 🗐 🧐 • 🚳	
DATA_PROVIDER_1 - Current Budge	t Development Report		
Fund Center Selection(*)	1411000000	Budget Office	
Fund Selection	100000000 - 3999999999	Select from List 000 - 754/399999	9999
1		OK Cancel C	heck



TIP: Depending on security roles, you may be unable to view the results when entering a fund center range if you are not authorized to access all the funds in the range. If so, return to this screen and enter each fund center individually.

In the dropdown box for Show, you can select Single Values or Value Ranges. For this example, select Single Values.

편 Select Values for [0FUNDS_CTR] Funds Cent	1				—		×
Show History	•		49 - 👰				
Single Values Value Ranges I 1330000000 Honors College I 1328130000 University Marketing I 1328121100 NCAA Certification I 1328120000 Registrar's Operation I 1328120000 Admissions & School Relations I 1328130000 Planning & Assessment I 1324160000 Clinical Laboratory Science I 1324150050 Health Information Management I 1324150000 Respiratory Therapy I 1324140000 Respiratory Therapy I 1324130000 Physical Therapy I 1324110000 Communication Disorders	~	₽	Chosen Selecti		4110000	00'	
			ok I	Chan Cancel	ige Order	Help	
				Cance		neip	

You can select multiple fund centers by highlighting and then clicking the right arrow button to move them to the Selection box. Click OK.

🖽 Select Value	es for [0FUNDS_CTR] Funds Center		¢				_		×
Show Show	Single Values	•	•		la 🗸 🖓				
<u>Search</u>					Chosen Select	ions	0		
 [1410180000] [1410180001] [1411000000] [1412000000] [1412000001] [1412000001] [1412000002] 			~	†		000000] Bud 000000] Hun			'lanning &
<		>			<				>
Direct Input						Chang	ge Order		
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 $\ensuremath{\text{TIP:}}$ The program only lists those fund centers that you have security access

To enter a fund center range, select Value Ranges in the Show dropdown box. Select "Between"

in the next dropdown box and enter your beginning and ending fund centers. Click OK.

E Select	Values for [0FUNDS_CTR] Funds Center	
Show	Value Ranges	•
Between		•
	•	D
	•	đ

Create a Variant

Once you have selected your appropriate fund center(s), it may be helpful to create a variant although variants are not required. Variants are especially helpful when pulling in multiple fund centers and ranges.

Click on the Save button to save as a new variant the selections you've made.

Select Values for Variables				ē	—		×
Available Variants		•		3 🗙 🗉	ag - 🚱		
DATA_PROVIDER_1 - Compare Original	to New Proposed			Save as New	/ Variant		
Fund Center Optional Selection	1411000000	-	đ	Budget Offic	e		
Fund	100000000 - 3999999999	-	đ	754/1000000	000 - 754/3	9999999	99
			0	К	Cancel	Che	ck

You are now able to name the variant.

🖽 Create new Variant	lie ×
Description (*)	Budget & Payroll
Technical Name (*)	
Save as User Varian	Use as Default Variant
	Save Cancel



TIP: Each query or workbook requires a separate variant. The next time you run this report (or planning workbook), you can select the variant and it will automatically pull in the associated variables.

🖽 Select Values for Variables			D			×
Available Variants	Budget & Payroll	•	2 🗙 🗉	49 - 🗗		
DATA_PROVIDER_1 - Compare Original Fund Center Optional Selection	Budget & Payroll 1411000000	- 0	Budget Offic	e		
Fund	100000000 - 39999999999	<u> </u>	754/100000	0000 - 754/3	999999999	9
		0	K	Cancel	Chec	k

Click OK to return to the beginning variable box, and click OK again to run the

report. A report similar to the one shown below should appear.

	A B F	G	Н	I.	J	К	L	М	N	0	P	Q	R	S	Т
1		Current Budget Development Changes													
2			Author	MC02	S	itatus of Data	6/28/2017 11:48:01								
	Chart	Filter	nformation												
4															
12															
3 4 12 13 14		Table													
			÷	Funds Center	•	Commit Item	•	Current Budget	Account Manager Plan	Dean Director Plan	♦ Vice President Plan	Budget Office Plan	Budget Recon	Final Budget	New Proposed Budget
16		2000011017	Des Method	1411000000	Budget Office	670100	Staff Salaries	\$ 519,976.52							\$ 519,976.52
17						670198	Staff Group Item	\$ 18,084.89							\$ 18,084.89
18						672000	M&O	\$ 4,578.60	\$ 0.00						\$ 4,578.60
19						Result		\$ 542,640.01	\$ 0.00						\$ 542,640.01
				Result				\$ 542.640.01	\$ 0.00						\$ 542,640.01
15 16 17 18 19 20 21		Overall Result		rtooun				\$ 542,640.01	\$ 0.00						\$ 542,640.01



Important Note: Although BEx Analyzer runs within Excel, the functionality for items such as moving columns, sorting, adding rows, and using formulas is handled differently. Rather than Excel commands, you must use the Analyzer functions for these types of operations. Instructions for these operations can be found by clicking <u>here.</u>

Planning Workbooks

Before you run the planning workbooks, please familiarize yourself with the Budget Development Instructions for the upcoming fiscal year (online at the <u>Budget Office</u> <u>website</u>), which discuss the budget development process and the requirements for the planning you will do in the workbooks.

Open a Planning Workbook

As shown above, select Open, then click on Roles and select the following folders to access the planning workbooks:

>BI Planning

>Planning Workbooks

Select your level of planning workbook. For this example, we will use the Account Manager FM Only Planning workbook.

🖶 Open Workbook	
Search in	Planning Workbooks 💽 主 🔀 😰 📰
Find Find History Favorites Roles	Name Last Changed On Account Manager FM Only Planning 2/25/2008 2:31 PM Dean/Director FM Only Planning 2/25/2008 2:57 PM Vice President FM Only Planning 3/27/2008 9:04 AM
	Name Open Type Workbook Cancel

Enter the fund center or select multiple fund centers by clicking on the button to the right of the Fund Center Selection field.

편 Select Values for Variables			_		×
Available Variants		8 民 🗙 🗉) 💐 • 🚱		
DATA_PROVIDER_1 - Account Manage	r FM Only Plan				
Fund Center Selection(*)	•	· D			
Fund Hierarchy		0			
	[ОК	Cancel	Check	

If the below error displays stating the query is input-ready and has successfully generated, click OK.

🖶 Varia	🖬 Variable Value Errors 🛛 🔁 🔁							
Check E	rrors							
Туре	Description							
	Query is input-ready; Fiscal year[0FISCYEAR] will be added as a free characteristic							
	The query was successfully generated.							
,								
		OK						

Selecting Method or Non-Method Funds

As described in Budget Development Instructions, budget is balanced by fund with the exception of Method of Finance funds which are balanced by fund group. To view only your Method of Finance (Method for short) or only your Non-Method accounts click on the button next to Fund Hierarchy.

🖷 Select Values for Variables		
Available Variants	🔽 📄 🖻 💥 🧠 - 🚱	
Common Variables		
Fund Center Selection(*)	Budget Office	
Fund Hierarchy		
	_	
	OK Cancel Check	

Click on the + next to Fund Hierarchy and highlight either Method Fund or Non Method Funds. Click Okay.

🖶 Select	Values For Fund		
Show	Single Values		💌 🤏 • 🚱
<u>Search</u>			
	d Heirarchy for B		
🗄 🐴	Method Funds for Bud Non Method Funds for Assigned Fund (s	Ŀ,	
	OK	Cancel	Help

Plannable Cell Entry

The planning workbook is displayed much like the reporting query. The main differences are the buttons above the report and the plannable cells (input cells) that are outlined in blue in the planning column.

					Messages:			
count Mana	iger FM Oi	nly Plan						CALCULATE
	_			Variable Screen				
Filter	Information							SAVE
			•					
	÷	•	\$		•	Current	Account	
Fund		Funds Center		Commit Item		Budget	Manager	Propose
						Dudget	Dian	Budget
1000050008	Op Support	1412000000	Human Resources	670100	Staff Salaries		Plan	Budget
1000050008	Op Support	1412000000	Human Resources	670100 670190		\$ 852,960.54		4 852, 960.
1000050008	Op Support	1412000000	Human Resources		Staff Salaries Comp/Overtime Pay			
1000050008	Op Support	1412000000 Result	Human Resources	670190		\$ 852,960.54 \$ 6,000.00		€ 852, 960. \$ 6,000.
2000011008	Op Support		Human Resources	670190		\$ 852,960.54 \$ 6,000.00 \$ 858,960.54		 852,960. \$ 6,000. \$ 858,960. \$ 858,960.
		Result		670190 Result	Comp/Overtime Pay	\$ 852,960.54 \$ 6,000.00 \$ 858,960.54 \$ 858,960.54		 852,960. \$ 6,000. \$ 858,960. \$ 858,960. \$ 858,960. \$ 858,960.
		Result		670190 Result 670140	Comp/Overtime Pay	\$ 852,960.54 \$ 6,000.00 \$ 858,960.54 \$ 858,960.54 \$ 12.59		 ◆ 052,960. \$ 6,000. \$ 858,960. \$ 858,960. \$ 858,960. ◆ \$ 12. ◆ \$ 12. ◆ \$ 12.
		Result		670190 Result 670140 671000	Comp/Overtime Pay Student Wages Travel	\$ 852,960.54 \$ 6,000.00 \$ 858,960.54 \$ 858,960.54 \$ 12.59 \$ 10,500.00		 ♦ 052,960. \$ 6,000. \$ 858,960. \$ 858,960. \$ 858,960. \$ 858,960. \$ 12. \$ 12. \$ 12. \$ 12. \$ 12. \$ 30,227.
		Result		670190 Result 670140 671000 672000	Comp/Overtime Pay Student Wages Travel	\$ 852,960.54 \$ 6,000.00 \$ 858,960.54 \$ 858,960.54 \$ 12.59 \$ 10,500.00 \$ 30,227.27		◆ 852, 960. \$ 6,000. \$ 858,960.



Caution: Filter options are available in planning queries, just as in reporting queries. Be very careful not to filter out data as this could change your budget totals! Care should also be taken to ensure Fund is listed as the first column, since budget is balanced by fund.



TIP: If the plannable cells are not outlined in blue, the report is not inputready and thus not available to make changes. Opening the workbook outside of your planning level's timeframe will cause this. Additionally, if another user has a planning workbook open in your fund center, this will lock all other users out for planning purposes. As shown in the example below, to move \$1,000.00 from M&O to Staff Salaries, enter a minus (-) 1000.00 into the planning cell on the M&O line and enter the offsetting increase of 1000.00 into the Staff Salaries line.

Table								
Fund	•	Funds Center	A V	Commit Item	Ť	Current Budget	Account Manager Plan	New Proposed Budget
1000050008	Op Support	1411000000	Budget Office	670100	Staff Salaries	\$ 380,475.96	\$ 1,000.00	\$ 380,475.96
				Result		\$ 380,475.96		\$ 380,475.96
		Result				\$ 380,475.96		\$ 380,475.96
2000011008	Des Method	1411000000	Budget Office	670140	Student Wages	\$ 3,114.00	-\$ 500.00	\$ 3,114.00
				671000	Travel	\$ 1,907.00	\$ 500.00	\$ 1,907.00
				672000	M&O	\$ 10,570.61	-\$ 1,000.00	\$ 10,570.61
				Result		\$ 15,591.61		\$ 15,591.61
		Result				\$ 15,591.61		\$ 15,591.61
Overall Result						\$ 396,067.57		\$ 396,067.57

Calculate and Save

After entering multiple changes, it is important to **Calculate** and to **Save**.

First, click the Calculate button, which will update the New Proposed Budget column with your changes. Next, click Save. A confirmation message will show "Data was saved."

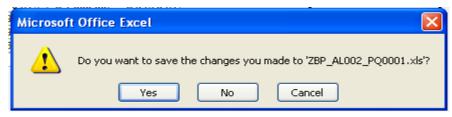
							Messages:	0	Data wa	as s	saved	
Acc	0	unt Mana	iger FM O	nly Plan		Variable Screen	1	Î			-	CALCULATE
Chart		Filter	Information]							-	SAVE
;	¢	Fund	↓	Funds Center	¢	Commit Item		¢	Current Budget	÷	Account Manager Plan	New Proposed Budget



Caution: If you do not Calculate and then Save, your work will not be saved.



When exiting Excel and the BEx Analyzer, you may see a message asking if you want to save changes. This is *not* the same as the Save button in the workbook. If you click save when exiting Excel, you only save the spreadsheet to your local hard drive—not to the SAP Budget Development database.



Create Documents (Add Comments)

It is important to create documents (comments) to clarify the purpose of the changes that you make.

Some important factors concerning documents:

- Documents are attached to the Funds Center. Therefore, one document can be created at each level (e.g., Account Manager or Dean/Director) for the changes within a fund center.
- Documents are visible at all levels in planning and reporting queries.
- Documents may be edited at the level they are created.
- Documents can be in the form of text comments as well as attachments.

To create a document, right-click in the planning cell associated with the fund center you want to attach the document to. Select Goto and then Documents.

Back One Navigation Step Back to Start Convert to Formula Properties Query Properties		\$ 18,084.89 \$ 4,578.60 \$ 4,578.60 \$ 542,640.01 \$ 542,640.01 \$ 542,640.01
Key Figure Definition Create Condition	>	Desuments
Goto	>	Documents Query Documents

Your internet browser will now open with a login box. Login using your *normal* SAP user ID and password, which may or may not be the password used to login to the BEx Analyzer.



Login to ibis.sap.txstate.edu

NetID

etiD	Forgot your password?Activate your NetID
assword	
Login	



TIP: You will be required to login each time you go to the documents. If you leave the browser open after completing a document, you will remain logged in. You will also need to use Duo Push

Click on New and select Comment from the dropdown menu. Selecting Upload will allow you to upload a document such as a Microsoft Word doc or Excel spreadsheet and attach it as a comment.

BEx	x Web
	⚠ Data in InfoProvider BP_C002 is locked by user RH50
	New_
	Comment
	Formatted Text
	Upload

Document Naming Convention

Please follow the naming convention shown here:

Name: Fiscal Year<space> Funds Center<space> Level (e.g., 2017 1411000000 TM) Description: Leave blank.

Text: Include in the text of your comment a description and reason for the budget change, including the fund number as well as the fund center if moving between fund centers.

Once complete, click the Save button below the text box. You can create one document and edit it for each change associated with a particular fund center.

bi_documents> InfoProvider> BP_M001> ZBP_M001_RQ0007- New Text File	
General BI Name: * 2017 1411000000 TM Description:	
1) Move \$1000 from M&O to fund 2000011017 to Staff Salaries in fund 1000050017 to cover salary increases of new hire. 2) Move \$500 from Student Wages to Travel to cover expected future travel in fund 2000011017.	
Save	

Viewing and Editing a Document

You can tell that a cell has a document if there is an icon that looks like a piece of paper . If you click on that piece of paper, it will take you to the SAP Portal logon as it did when you created a document.

Fund	\$	Funds Center	•	Commit Item	\$	Current Budget	Account Manager Plan	New Proposed Budget
1000050008	Op Support	1411000000	Budget Office	670100	Staff Salaries	\$ 380,475.96	-\$ 5,000.00	\$ 381,475.96
				Result		\$ 380,475.96	S 1,000.00	\$ 381,475.96
		Result				\$ 380,475.96	\$ 1,000.00	\$ 381,475.96
2000011008	Des Method	1411000000	Budget Office	670140	Student Wages	\$ 3,114.00	\$ 0.00	\$ 2,614.00
				671000	Travel	\$ 1,907.00	\$ 0.00	\$ 2,407.00
		1 I I I I I I I I I I I I I I I I I I I		672000	M&O	\$ 10,570.61	\$ 0.00	\$ 9,570.61
				Result		\$ 15,591.61	-\$ 1,000.00	\$ 14,591.61
		Result				\$ 15,591.61	-\$ 1,000.00	\$ 14,591.61
Overall Result						\$ 396,067.57	\$ 0.00	\$ 396,067.57

To edit an existing document, while you're in the BEx Web, click on the small black triangle to the right of the document name and select Details.

New_ View_	
Name	
2009 1411000000 AM.txt	
Z Z Page 1 of 1	Details Delete Display

Click on Edit Online.

New_ View_	🚊 2009 1411000000 AM.txt				
Name	View Actions Settings				
2009 1411000000 AM.txt	Add to Portal Favorites 1000 AM.txt				
Z A Page 1 of 1 Z Z	/28/08 2 Send To				
	odified Lock				
	/28/08 2 Edit Locally				
	lenry, R Edit Online				
	ead Upload				
	lot Reac Download				
	Copy				
	Move				

Once editing is complete, click on Save and Unlock.

Marco Marco	Locked By	Edit Online
New_ View_	Henry, Reid	
Name	Created	1) Move \$1000 from M&O to fund 2000011008 to Staff Salaries in
2009 1411000000 AM.txt	3/28/08 2:11 PM	cover salary increase of new hire.
2003 1411000000 AMILXI	<u>Henry, Reid</u>	2) Move \$500 from Student Wages to Travel to cover expected fu
差 🔺 Page 🚺 of 1 🕱 🖀	Modified 3/28/08 2:11 PM	2000011008.
	Henry, Reid	
	Read	THIS DOCUMENT HAS BEEN EDITED.
	Not Read	THIS DOCOMENT THAS BEEN EDITED.
	Close	
		Save and Unlock Save and Hold Lock Unlock and Discard C

Adding a Budget Line

To add a new budget line, for instance moving permanent salary savings to a new staff salary group item, use the blank line located at the bottom of the workbook. Enter the fund, funds center, commitment item, and dollar amount. When you press the calculate button, the new line will be added to the display and another blank line will be available at the bottom of the workbook.

Account Manager FM Only Plan							CALCULATE	
		1		Variable Screen				
rt Filter	Filter Information							SAVE
A	¢	\$	\$	¢	¢.	Current	Account	New
Fund	•	Funds Center	•	Commit Item	•	Current Budget	Manager Plan	Proposed Budget
1000050008	Op Support	1411000000	Budget Office	670100	Staff Salaries	\$ 380,475.96	-\$ 5,000.00	\$ 381,475.96
				Result		\$ 380,475.96	<u> </u>	
		Result				\$ 380,475.96	\$ 1,000.00	\$ 381,475.96
2000011008	Des Method	1411000000	Budget Office	670140	Student Wages	\$ 3,114.00	\$ 0.00	\$ 2,614.00
				671000	Travel	\$ 1,907.00	\$ 0.00	\$ 2,407.00
				672000	M&O	\$ 10,570.61	\$ 0.00	\$ 9,570.61
				Result		\$ 15,591.61	-\$ 1,000.00	\$ 14,591.61
		Result				\$ 15,591.61	-\$ 1,000.00	\$ 14,591.61
Overall Result						\$ 396,067.57	\$ 0.00	\$ 396,067.57
1000050008		1411000000		670198			5000	
1		1		1			1	

Multiple Changes in One Planning Cell

When entering budget adjustments to a cell that already contains an adjustment, you must add the new adjustment amount to the existing amount and enter the total of the two. Your new entry will overwrite the existing amount.

For example, the screenshot shows an existing adjustment to M&O of -\$500.00 with a corresponding increase in student wages. If you need to adjust M&O again to increase travel by

\$500.00, you must replace the -\$500.00 for M&O by typing over it with -1000.00 and enter a 500.00 adjustment to travel.

Table								
Fund	v v	Funds Center	*	Commit Item	* *	Current Budget	Account Manager Plan	New Proposed Budget
1000050008	Op Support	1322000000	Coll Business Admin	670084	Fac Sal -Adjunct	\$ 29,767.68		\$ 29,767.68
				670100	Staff Salaries	\$ 412,119.27		\$ 412,119.27
				Result		\$ 441,886.95		\$ 441,886.95
		Result				\$ 441,886.95		\$ 441,886.95
2000011008	Des Method	1322000000	Coll Business Admin	670140	Student Wages	\$ 1,082.86	\$ 500.00	\$ 1,582.86
				671000	Travel	\$ 3,000.00		\$ 3,000.00
				672000	M&O	\$ 30,086.51	-\$ 500.00	\$ 29,586.51

Here is the first -\$500.00 adjustment to M&O.

Here is the second.

Table								
Fund	× v	Funds Center	*	Commit Item	*	Current Budget	Account Manager Plan	New Proposed Budget
1000050008	Op Support	1322000000	Coll Business Admin	670084	Fac Sal -Adjunct	\$ 29,767.68		\$ 29,767.68
				670100	Staff Salaries	\$ 412,119.27		\$ 412,119.27
				Result		\$ 441,886.95		\$ 441,886.95
		Result				\$ 441,886.95		\$ 441,886.95
2000011008	Des Method	1322000000	Coll Business Admin	670140	Student Wages	\$ 1,082.86	\$ 500.00	\$ 1,582.86
				671000	Travel	\$ 3,000.00	\$ 500.00	\$ 3,500.00
				672000	M&O	\$ 30,086.51	-\$ 1,000.00	\$ 29,086.51

Change Workbook Variables

By selecting the "Variable Screen" button, you will be able to change which funds centers are shown in the report.

Account	Manager FM Only Plan		CALCULATE
Ob and		Variable Screen	
Chart Fil	Iter Information		SAVE

E Select Values for Variables			
Available Variants	-	🚽 📄 🖻 🗙 🧠 📲	
DATA_PROVIDER_1 - ZBP_AL002_PQ	0001	· · · · · · · · · · · · · · · · · · ·	
Fund Center Selection(*)	1411000000	 Budget Office 	
Fund Hierarchy		- D	
		OK Cancel	Check
			/

Additional Report Functionality - Optional



Remember: Although BEx Analyzer runs within Excel, the functionality for items such as moving columns, sorting, adding rows, and using formulas is handled differently. Rather than using the Excel commands you must use the Analyzer functions, described below, for these types of operations.

Change the Order of Columns

Right-click on the column you want to move. Select Swap Funds Center With and choose the column you want to move to. This report will now be automatically resorted with Commit Item first.

Table			
Funds Ce	nter Fund	ŧ	Commit Item
	Back One Navigation Step Back to Start Convert to Formula Select Filter Value		Method 670100 Staff Sa
	Swap Funds Center With	>	Commit Item
	Add Drilldown According To Remove Drilldown Swap Axes) >	Employee [Functional area - Fund _
Ove	Sort Funds Center Properties	>	Key Figures Position
	Query Properties Goto	>	

Table	-			
Commit Item	▼	Fund	•	Funds Center
670100	Staff Salaries	2000011017	Des Method	1411000000

Change Sort Order

Right click on the column to be sorted. Choose Sort and then select the type of sort you want.

Fund 10000500 20000110 Result	Commit Item Back Back to Start Convert to Formula Transfer Values Save Values Select Filter Value Exchange Fund With Add Drilldown According To Remove Drilldown Convertion	Staff Salaries Student Wages Travel M&O	Current Budget \$ 380,475.96 \$ 380,475.96 \$ 3,114.00 \$ 1,907.00 \$ 10,570.61 \$ 15,591.61 \$ 396,067.57 \$ 396,067.57
	Swap Axes Sort Fund Properties Query Properties Goto	Sort Ascending Sort Descending Sort Ascending Sort Descending	by Text

Change Display Options (Key and Text)

Right-click on the column to be changed and select Properties from the popup menu. In the Presentation dropdown box, select how you want to display the data.

Key and Text is the most common choice, but if you do not need to see both, selecting one or the other can help minimize the number of columns displayed and saving viewing space.

🗄 Properties for Char	acteristic Co	mmit Ite	m	? 🔀
General Attributes				
Presentation	Text Type			
Key and Text	Default Text	•	Sort Direction	
Key and Text Text and Key	Commit Item	•	Ascending	
Textws				
Never		•		
Result Acess				
Default		-		

Change Result Rows (Subtotals)

Right-click on the column to be changed and select Properties from the popup menu. In the Suppress Result Rows dropdown menu select one of the following:

Never = Never Suppress = Always Show Always = Always Suppress = Hide Results/Subtotals Conditional = Results show unless there is only one item

Æ	Properties for Cha	racteristic Co	ommit Ite	em		? 🗙
	General Attributes					
	Presentation	Text Type				
	Key and Text 💌	Default Text	-			
	Sort According to			Sort Direction		
	Key 💌	Commit Item	-	Ascending	•	
	Suppress Result Rows					
	Never		-			
	Never		4			
	Always Conditional					

Hide a Column

Right-click on the column. Choose Remove Drilldown.

Filter				Table	
Commit He				Fund	÷
Commit Ite Employee	Back O	ne Navigation St	tep		
Functiona Fund	Back to	Start			
Funds Ce	Select I	Filter Value			
Key Figur Position	Remov	e Drilldown			
	Add Dr	illdown Accordi	ng to Com	mit Item in (Columns
	Sort Co	ommit Item			
	Proper	ties			
	Query	Properties			

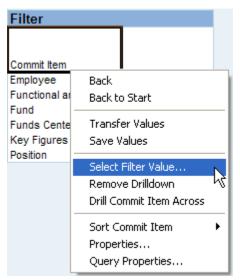
Unhide a Column

Select the Filter button. Right-click on the name of the column to unhide. Choose Add Drilldown According to Commit Item Rows.

Filter	Table						
	€ € Fund						
Commit Item	Back One Navigation Step						
Employee Functional are	Back to Start						
Fund Funds Center	Select Filter Value						
Key Figures	Add Drilldown According to Commit Item in Rows						
Position	Add Drilldown According to Commit Item in Columns						
	Sort Commit Item						
	Properties						
	Query Properties						
	Add Drilldown According to Commit Item in New Worksheets						

Filter by Available Figures

In the Filter box, right-click on the column name to be filtered. Chose "Select Filter Value...."



Select More >> at the bottom in order to view your chosen selections.

	🖽 Select Va	alues for [0CMMT_I	ITE	—		>	<
E	Show	History			•	40 -	® :
	Recent Selection	ons					
_	[754/6	70100] Staff Salaries					^
-	= [754/6	70081] Graduate Stu	ident Sala	nies			
-	= [754/6	72100] Administrative	e Overhea	ad			
-	= [754/6	70220] State Longev	rity Pay				
-	= [754/6	45057] Transfers-Au	kiliary Met	hod			
	= [754/6	45055] Transfers-De	signated l	Method			
	= [754/6	45000] Mandatory Tr	ransfer				
	= [754/6	41803] Miscellaneou	s Revenu	le			
	= [754/6	41715] Rental Rever	nue				
	= [754/6	40400] Other Fees					
I	= [754/6	40000] Budgetary Re	evenue				
		45057] Transfers-Au	diary Met	hod			
		45055] Transfers-De	signated l	Method			~
	OK	Cancel	Hel	p	Mor	e >>	
							- //

Select single values or value ranges from the drop down box. Once you	are done
inserting your selections move to the right box and click OK.	

			Account	Doun	A100	Duude			-
E Select Values for [0CM	MT_ITEM] Commitm	nent iter	m			_		×	
Show Single Values	1	•	1	la 🗕					
History									
Search Favorites		_		Chosen Select	ions	E			
Single Values								-	
Commitment item	\$								
= [754/670100] Staff Salaries	0								
[754/670198] Staff Salaries									
[754/670220] State Longe	vity Pay								
= [754/672000] M&O			\Rightarrow						
			4						
			_ `						
					~	0.1			_
					Char	nge Order	·		T
Direct Input						.go 0.00.			_
Direct Input						ige ereel			
Direct Input	_	ОК	_	Cancel	Не	-	<< Le		

Change Report Variable Values

In the BEx toolbar, select Change Variable Values.

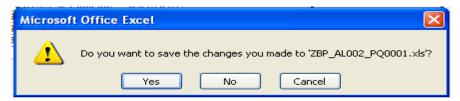
Custom Toolbars

Choose the desired new variables.

🖩 Select Values for Variables		
Available Variants	•	📄 🗟 🗙 🗉 🍕 • 🚳
DATA_PROVIDER_1 - Current Budget D	evelopment Report	
Fund Center Selection(*)	1411000000	✓ □ Budget Office
Fund Selection	100000000 - 3999999999	▼ □ 754/100000000 - 754/3999999999
		OK Cancel Check

Save as Spreadsheet

It is possible to save the BEx Analyzer report as a static Excel spreadsheet. Choose Save or Save As from the Excel menu, or when closing Excel, you will be asked if you want to save your changes. Choose a location to save at and a name for the file unless you want to accept the default filename.





Remember: Saving to a spreadsheet on your local drive is not the same as Calculate and Save, which saves your work in the Budget Development system.

Do not use the save button in the BEx Analyzer toolbar.



Save Report or Workbook as Favorite

You can add a frequently used report or workbook to your Favorites folder by rightclicking and selecting Add to Favorites.

🖽 Open		
Search in	Reporting Queries	🔽 主 🗙 😹 🕲 🏭 🤏 -
Find C History Favorites Favorites Roles	Name Image: Im	Goto 3/26/2008 12:00
	Name	Open
	Type (All)	Cancel