Projection Reporting (Monthly Trend)

This report option has been added to the filter tab of the Monthly Trend report for the Summary by Hierarchy, Summary by FOAPAL and Summary by Acct Detail reports which provides a new view to assist with forecast analysis reporting.

This option brings in last years actuals for the periods after the selected reporting period to provide you with a projected amount for the current fiscal year.

Using the Operating Statement menu select the desired report from the options noted above then the Monthly Trend report option.

On the Filter Options tab enter your FOAP and period criteria.

Go to the Report Option filter then select Actuals+Projection.

Note: The Actuals option will show you current fiscal year only and future months will show zero dollar amounts

Click Execute Report to run the report.

The projected months of the current Fiscal Year will be populated with last years actuals. Projected periods are highlighted in yellow.

Additional columns included on the report to assist in the forecasting process include:

- **Projected Year Total** = current FY actuals + projected amounts
- **YTD Actuals+Commitments** = current FY actuals + all outstanding commitments
- **Projected Base Variance** = anticipated variance from base budget (+ or -) with projected amounts
- **Projected Fiscal Variance** = anticipated variance from fiscal budget (+ or -) with projected amounts

These columns show on both the Actuals and the Actuals+Projection report options however displayed amounts can be different based on the report option selection due to the inclusion of the projected amounts in the calculations.
Reverse Number Sign

This report option added to the filter tab allows you to change the negative symbol to a positive allowing for a better visual representation of the Budget available. This option is available when you run the reports for Summary by Hierarchy--User Defined and Summary by FOAPAL--User Defined reports.

When reports include both revenue and expenditures, remember one of the elements will always need to include a negative symbol while the other will display as a positive number. This feature is a great tool when building dashboards or pinned reports that focus only on either revenue or expenditures.

Using the Operating Statement menu select either Summary by Hierarchy and Summary by FOAPAL reports then the User Defined report option.

You can also access this option, by running either report mentioned above for current year then changing to User Defined within the report.

On the Filter Options tab enter your FOAP and period criteria.

Select the Reverse Number Sign filter then choose YES or No to change your display.

Click Execute Report to run the report with the symbols changed.

The User Defined report is intended for individuals to bring in reporting criteria they need to meet their goal. As a result this report includes multiple columns which initially display repetitive data. To change this go to the Advanced Options tab.

You can change the columns content with the drop down option
You can remove the column from the report by clicking the checkbox to remove the checkmark.
Leave the columns checked that you wish to display.