

## Introduction

### Description

Funds Management reports provide budget, revenue and expense information at the GL/Commitment Item level. The Budget Office has set up groupings of Commitment Items so it is easy to view aggregations in categories of revenue or expenses. This document describes the steps required to display the groupings, referred to as “Commitment Item sets.”

### Prerequisites

The user is assumed to have sufficient access to run Business Warehouse (BW) reports that contain Commitment Item / General Ledger detail and is familiar with how to run and understand the reports. Commonly-used reports that provide this level of detail in the Funds Management area include **Unrestricted Budget to Actual by FC – GL/CI Detail** and the **Designated & Restricted Balance & Activity – GL/CI Detail**. Sets can be displayed in any report containing the CI / GL level of detail.<sup>1</sup>

### Tips and Tricks

- Two aggregations, also referred to as hierarchies, are commonly used:
  - Commitment Item Set for Funds Management
  - Proforma by Comm Item Classification
- Both hierarchies were created to capture the universal expense groupings across the University. Which you elect to use is dependent upon how you want to aggregate and display your expense/revenue activity.
- If you are running a report for a specialized department, you may find the established groupings do not suit your reporting needs.
- Users cannot edit the Hierarchy structure
- The example in this Help Guide selects an initial Expansion Level = 2. You may want to experiment using different levels.

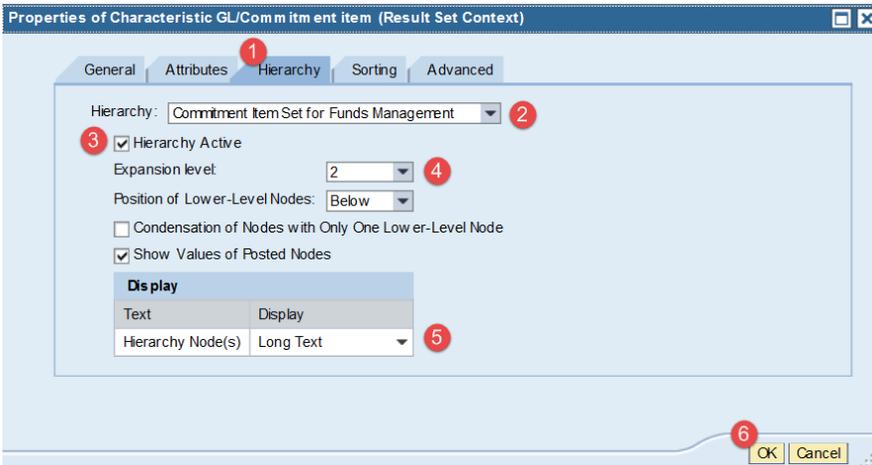
<sup>1</sup> This document describes sets available to FM reports. Other areas like GM or Payroll contain sets that are different from FM.

**Procedure**

The following example uses the *Unrestricted Budget to Actual by FC – GL/CI Detail* report and the Commitment Item Set for Funds Management. As mentioned previously, other reports can be run – the steps would be the same - and the Proforma Commitment Item set could be selected instead.<sup>2</sup>

		FY 2015 Budget Per. 01-04
GL/Commitment items		\$
500010	Back	3,689,642
500020	Filter	
500030	Change Drilldown	
500040	Hierarchy	21,178
500050	Distribute and Export	
500070	Save View	87,306
500100	Personalize Web Application	
500100	<b>Properties</b>	<b>Characteristic</b>
500110	Calculations and Translations	Data Cell
500199	Documents	All Data Cells
500210	Sort GL/Commitment item	Axis

Once the report has run, right-click on the **GL/Commitment Item** column header. Slide your cursor down to *Properties*, then move right and click on *Characteristic*.



1. In the Properties window, click to select the **Hierarchy** tab.

Set each of the fields as indicated:

2. Hierarchy = *Commitment Item Set for Funds Management*

3. Check the **Hierarchy Active** checkbox

4. Set Expansion level = 2

5. Click the drop-down and select *Long Text*

6. Click the **OK** button to activate changes

<sup>2</sup> The Appendix on page 5 contains a side-by-side comparison of The FM Commitment Item Set and Proforma hierarchies.

GL/Commitment item**	Budget ** Per. 01-07	Actuals ** Per. 01-07	Commitments** Per. 01-07
	\$	\$	\$
▼ Commitment Item Set for Funds Management	(30,000)	(149,700.00)	0.00
▼ Revenue		0.00	0.00
▶ Sales & Services		0.00	0.00
▼ Net Transfers	(30,000)	(149,700.00)	0.00
▶ Transfers-In, Operating	(30,000)	(149,700.00)	0.00
▼ Commitment Item Set for Funds Management	10,486,237	5,226,065.08	5,867.74
▼ Expense <b>A</b>	10,421,037	5,160,865.08	5,867.74
▶ Salaries, Faculty	7,223,561	3,374,797.09	
▶ Salaries, Other Instructional Staff	30,000	72,165.63	
▶ Salaries, Staff	802,332	472,439.60	
▶ Salaries, Casuals & Contr Services		250.00	
▶ Salaries, Students	34,435	60,816.94	
▶ Faculty & Staff Benefits	2,089,205	1,018,678.17	
▶ Supplies, Books, & Equipment	127,418	53,299.26	5,569.08
▶ Contracted Services	6,000	2,109.16	0.00
▶ Travel & Meetings Expense	53,000	43,790.05	0.00
▶ Other Operating Expense	24,336	6,647.81	0.00
▶ Facilities Service Provider	30,750	14,089.29	8.00
▶ Internal Service Provider		41,782.08	290.66
▼ Net Transfers	65,200	65,200.00	0.00
▶ Transfers-Out, Operating	65,200	65,200.00	0.00
	10,456,237	5,076,365.08	5,867.74

Here's the result. All Commitment Items have been rolled up into FM Groupings at Expansion Level = 2.

The total **Expense** amount is shown at the top of the list (**A**).

Note that the groups displayed do not elements of a generic list. The items that appear are a function of the data contained in the report.

Also note that each of the individual lines in the highlighted area represents the aggregated expenses by FM group category.

▶ Salaries, Casuals & Contr Services		250.00	
▶ Salaries, Students	34,435	60,816.94	
▶ Faculty & Staff Benefits	2,089,205	1,018,678.17	
▶ Supplies, Books, & Equipment	127,418	53,299.26	5,569.08
• 510010 SUPPLIES	98,669	46,661.45	3,170.02
• 510030 CONS SUPPL-OFFICE		4,669.81	2,399.06
• 510040 CONS SUPPL-RES LAB		0.00	0.00
• 510070 CONS SUPP-FAC/MNTN			0.00
• 510100 NON-CAPITAL/MINOR EQ	3,000	1,968.00	0.00
• 511800 EQUIP RENTAL/LEASE	15,000		
• 513200 BKS&PRDCLS	2,500		
• 513400 NON-LIB-BKS & PRDCLS			
• 571400 MOVEABLE CAPITAL EQU	8,249		0.00

Expand any of the groups to see underlying detail by clicking the black triangle to the left of the group label.

In this screenshot, the **Supplies, Books & Equipment** group has been expanded to show the component elements. The subtotal for this group is shown in the highlighted cells in the group header.

**To change the hierarchy level:**

GL/Commitment item**		\$	\$
▼ Com	Back	ement	(30,000)
▼ Rev	Filter		0.00
▶ S	Change Drilldown		0.00
▼ Net	Hierarchy		(149,700.00)
▶ T	Distribute and Export		0.00
▼ Com	Save View	ement	10,486,237
▼ Exp			10,421,037
▶ S	Properties		7,223,561
▶ S	Calculations and Translations		30,000
			802,332
			472,439.60

An alternative to manually expanding (or contracting) groups via the black triangles is to expand all elements of the hierarchy simultaneously.

Right-click on the **GL/Commitment Item** column header, slide the cursor down to *Hierarchy*, then slide right across *Expand Hierarchy* and click to select one of the available levels.

**To turn off the hierarchy display:**

GL/Commitment item		\$	
Commitment	Back	(20,000)	(3
Revenue	Filter		
	Change Drilldown		
All Other	Hierarchy		
Net Transfer	Distribute and Export	Expand Hierarchy	
Transfer	Save View	(20,000)	(3
Commitment	Personalize Web Application	7,203,879	1,8
Expense	Properties	6,878,879	1,5
Salary	Calculations and Translations	5,369,508	1,0
Salary	Documents		
Salary	Sort GL/Commitment item	1,084,804	3

Right-click on the **GL/Commitment Item** column header. Slide your cursor down to *Hierarchy*, then move right and click on *Hierarchy Active*.

Note that a check mark next to *Hierarchy Active* indicates the hierarchy is currently displayed. The absence of a check mark indicates that the hierarchy has been turned off. This command sequence can be used to toggle a hierarchy display on or off.

**Appendix: Comparison of FM Commitment Item Set and Proforma FM Set**

Both sets are shown at expansion level = 2

FM Commitment Item Set					Proforma FM Set				
GL/Commitment item**	Budget ** Per. 01-07	Actuals ** Per. 01-07	Commitments** Per. 01-07		GL/Commitment item**	Budget ** Per. 01-07	Actuals ** Per. 01-07	Commitments** Per. 01-07	
	\$	\$	\$			\$	\$	\$	
▼ Commitment Item Set for Funds Management	(30,000)	(149,700.00)	0.00		▼ Proforma by Comm Item Classification	(30,000)	(149,700.00)	0.00	
▼ Revenue		0.00	0.00		▼ Revenue		0.00	0.00	
▶ Sales & Services		0.00	0.00		▶ Sales and Services & Other Income		0.00	0.00	
▼ Net Transfers	(30,000)	(149,700.00)	0.00		▼ Net Transfers	(30,000)	(149,700.00)	0.00	
▶ Transfers-In, Operating	(30,000)	(149,700.00)	0.00		▶ Other Transfers	(30,000)	(149,700.00)	0.00	
▼ Commitment Item Set for Funds Management	10,486,237	5,226,065.08	5,867.74		▼ Proforma by Comm Item Classification	10,486,237	5,226,065.08	5,867.74	
▼ Expense	10,421,037	5,160,865.08	5,867.74		▼ Expense	10,421,037	5,160,865.08	5,867.74	
▶ Salaries, Faculty	7,223,561	3,374,797.09			▶ Salaries & Wages	8,090,328	3,980,469.26		
▶ Salaries, Other Instructional Staff	30,000	72,165.63			▶ Employee Benefits	2,089,205	1,018,678.17		
▶ Salaries, Staff	802,332	472,439.60			▶ Student Aid		0.00		
▶ Salaries, Casuals & Contr Services		250.00			▶ Supplies, Services, & Other	241,504	161,717.65	5,867.74	
▶ Salaries, Students	34,435	60,816.94			▼ Net Transfers	65,200	65,200.00	0.00	
▶ Faculty & Staff Benefits	2,089,205	1,018,678.17			▶ Other Transfers	65,200	65,200.00	0.00	
▶ Supplies, Books, & Equipment	127,418	53,299.26	5,569.08			10,456,237	5,076,365.08	5,867.74	
▶ Contracted Services	6,000	2,109.16	0.00						
▶ Travel & Meetings Expense	53,000	43,790.05	0.00						
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▶ Internal Service Provider		41,782.08	290.66						
▼ Net Transfers	65,200	65,200.00	0.00						
▶ Transfers-Out, Operating	65,200	65,200.00	0.00						
	10,456,237	5,076,365.08	5,867.74						

Which of these hierarchies you use is a function of your monitoring needs. Select according to the level of aggregation that you require.