



Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

FRx DrillDown Viewer - [DEPARTMENT SUMMARY]

File View Window Help

UW:1000-1004
DEPARTMENT SUMMARY
11/25/13

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

DEMO_STMTS
1

	YEAR TO DATE			FISCAL YEAR			
	Encumbrance	Actual	Budget	Variance	Budget	Balance	%
REVENUE							
<i>Sales of Services & Products</i>		\$1,519,683.92	\$1,821,814.00	(\$302,130.08)	\$1,821,814.00	\$302,130.08	16.58%
<i>Other Revenues</i>		80,608.93	22,600.00	58,008.93	22,600.00	(58,008.93)	-256.68%
Total Revenues		1,600,292.85	1,844,414.00	(244,121.15)	1,844,414.00	244,121.15	13.24%
EXPENSE							
<i>Salaries & Related Costs</i>							
Support Staff Salaries		185,212.30	185,212.00	(0.30)	185,212.00	(0.30)	0.00%
Casual/Seas. Temp.			1,900.00	1,900.00		1,900.00	100.00%
Total Salaries		185,212.30	187,112.00	1,899.70	187,112.00	1,899.70	1.02%
Staff Benefits		29,236.29	27,116.00	(2,120.29)	27,116.00	(2,120.29)	-7.82%
Payroll Tax		3,994.18	4,022.00	27.82	4,022.00	27.82	0.69%
Total Salaries & Related Costs		218,442.77	218,250.00	(192.77)	218,250.00	(192.77)	-0.09%
Total Capital Assets		3,691.50	12,504.00	8,812.50	12,504.00	8,812.50	70.48%
<i>Non Salary Expenditures</i>							
Office Supplies & Admin. Expenses		5,477.94	5,266.00	(211.94)	5,266.00	(211.94)	-4.02%
Telephone & Fax		13,042.46	4,236.00	(8,806.46)	4,236.00	(8,806.46)	-207.90%
Printing & Copying		787.16	2,180.00	1,392.84	2,180.00	1,392.84	63.89%
Travel			3,000.00	3,000.00	3,000.00	3,000.00	100.00%
Development		557.98	500.00	(57.98)	500.00	(57.98)	-11.60%
Utilities		1,368.76	1,224.00	(144.76)	1,224.00	(144.76)	-11.83%
Other Services		2,627.03	5,375.00	2,747.97	5,375.00	2,747.97	51.13%
Repairs & Maintenance		14,432.73	11,315.00	(3,117.73)	11,315.00	(3,117.73)	-27.55%
Contracted Services		95,254.65	90,000.00	(5,354.65)	90,000.00	(5,354.65)	-5.95%
Cost of Sales		1,036,839.33	1,137,605.00	100,765.67	1,137,605.00	100,765.67	8.86%
Internal Operating Grant		13,862.72	11,000.00	(2,862.72)	11,000.00	(2,862.72)	-26.02%
Internal Charges/Recoveries		356,507.00	356,499.00	(8.00)	356,499.00	(8.00)	0.00%
Transfers from Trust		30,000.00		(30,000.00)		(30,000.00)	
Total Non Salary Expenditures		1,570,857.76	1,628,200.00	57,342.24	1,628,200.00	57,342.24	3.52%
Total Expenditures		1,792,992.03	1,858,954.00	65,961.97	1,858,954.00	65,961.97	3.55%
Excess of Revenues over Expenses		(192,699.18)	(14,540.00)	(178,159.18)	(14,540.00)	178,159.18	-1225.30%

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Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

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FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Introduction

Departmental access to the Actual versus Budget Financial Reports is provided using an application called the FRx DrillDown Viewer. Monthly and year-end FRx reports are generated by Financial Services and distributed electronically to the 'O' drive on the user's computer.

The monthly reports present a department's or group of department's year-to-date (YTD) actual versus budget information as well as the annual budget. The reports also show the amounts and percentages of budget remaining. If encumbrances exist, they will be shown in a separate column (*see further detail on Encumbrances in the USL Financials user guide – pages 16 - 18*). The year-end reports present the annual actual versus budget results as well as the prior year's actual results. FRx reports can be viewed at a summary or detailed level.

One of the key features of FRx is the ability to drill down from the highest level (summary report level) all the way to the general ledger accounts that make up a line item in that report. FRx reports tie directly into the general ledger. For example, if you generate a YTD report in USL Financials for Department 3219 as of Sept 30, the ending balance will equal the ending balance in FRx for that department.

Note: This comparison can only be done using a month-end date for a month that has been closed. The reason for this is that FRx reports represent the financial results at a specific point in time (month-end), but USL Financials are updated daily, as transactions occur.

Some of the advantages that users will realize with FRx access are as follows:

- timely reports
- option to save reports on user's computer or print hard copies
- increase in information available (summary and detail)
- ability to drill down to various levels of detail
- ability to export to Excel for further analysis

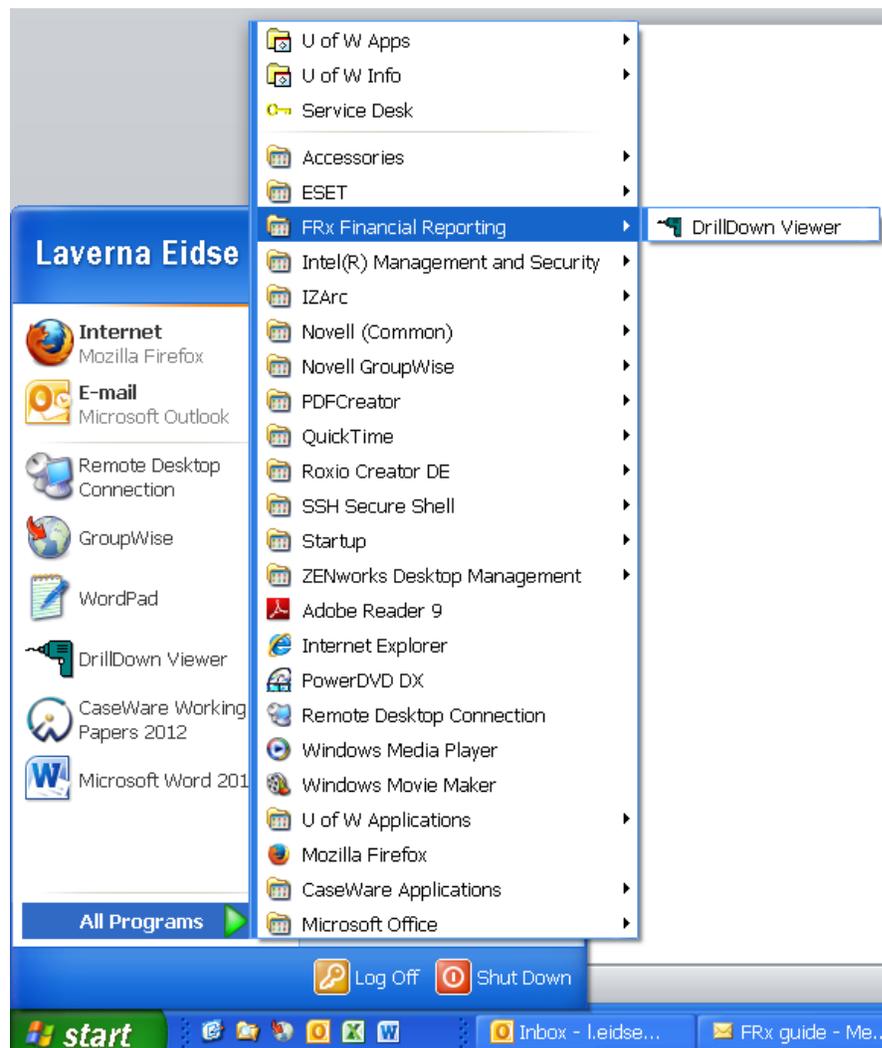
Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Retrieve a Report

FRx can be accessed using a DrillDown Viewer icon or selecting it from All Programs. Alternatively, users can retrieve their reports directly from their 'O' drive.

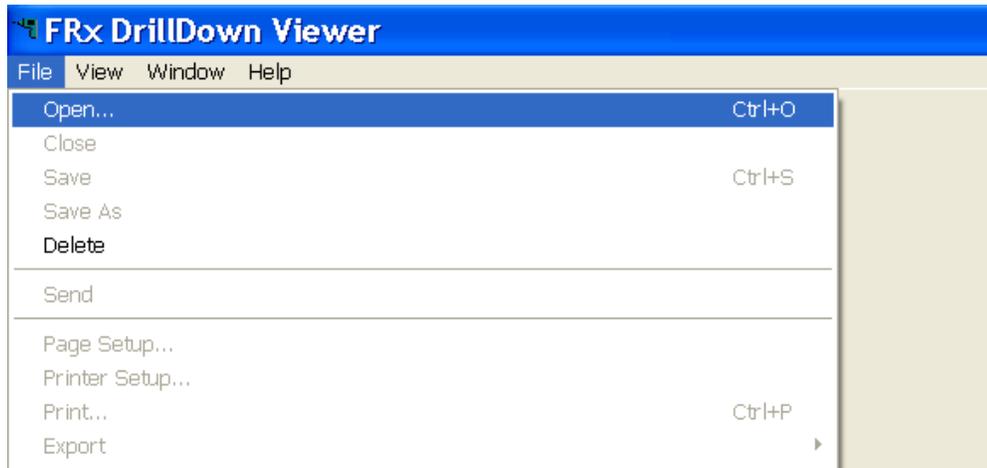
- 1) To begin, double click on the DrillDown Viewer icon, which looks like an actual power drill, or select it from All Programs under the Start menu.



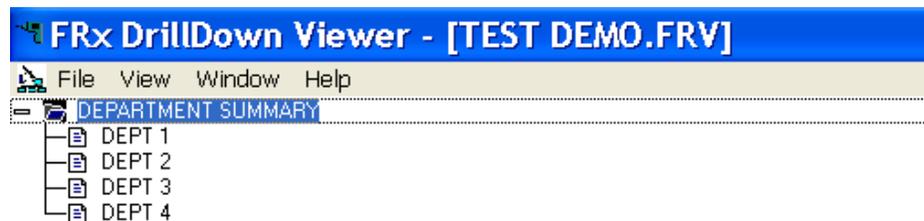
Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

- 2) In the screen that opens click on File, then choose Open.

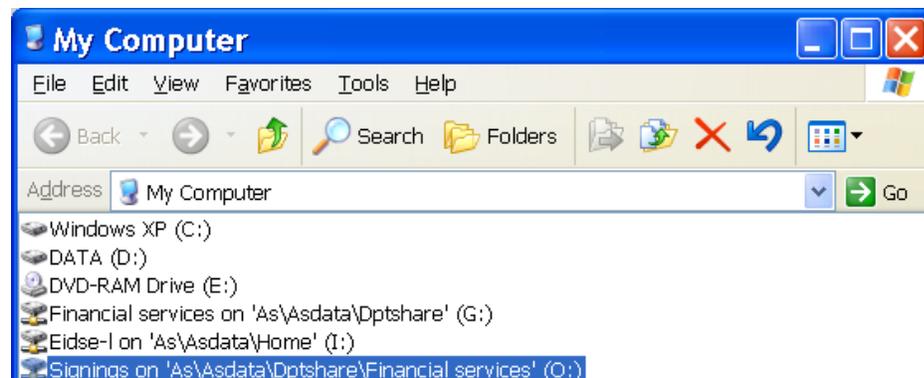


- 3) A list of available reports will be presented. To select a report for viewing simply double click on the desired file.



To retrieve a report directly from the 'O' Drive:

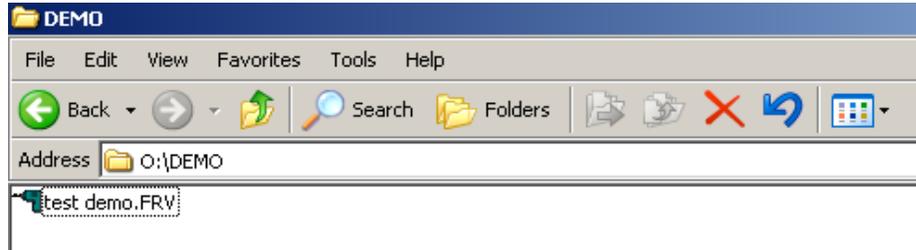
- 1) Go to My Computer and double click on the drive.



Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

2) Then double click on the 'Drill' file to open your report.



Open a Report for Viewing

Summary Level

If a number of departments are available to the user, a hierarchy will be presented. The user can select a report at whatever level of consolidation desired. For example, choosing a report at the highest level in the hierarchy will generate a summary report that consolidates the results of all departments below it.

To view a consolidated report, double click on the top line in the hierarchy (*Department Summary in the example below*).

FRx DrillDown Viewer

File View Window Help

TEST DEMO.FRV

- DEPARTMENT SUMMARY
 - DEPT 1
 - DEPT 2
 - DEPT 3
 - DEPT 4

DEPARTMENT SUMMARY

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

Encumbrance	YEAR TO DATE			FISCAL YEAR	
	Actual	Budget	Variance	Budget	Balance
REVENUE					
Sales of Services & Products	\$1,519,683.92	\$1,821,814.00	(\$302,130.08)	\$1,821,814.00	\$302,130.08
Other Revenues	80,608.93	22,600.00	58,008.93	22,600.00	(58,008.93)
Total Revenues	1,600,292.85	1,844,414.00	(244,121.15)	1,844,414.00	244,121.15
EXPENSE					
Salaries & Related Costs					
Support Staff Salaries	185,212.30	185,212.00	(0.30)	185,212.00	(0.30)
Casual/Spec. Term		1,900.00	1,900.00	1,900.00	1,900.00
Total Salaries	185,212.30	187,112.00	1,899.70	187,112.00	1,899.70
Staff Benefits	29,236.29	27,116.00	(2,120.29)	27,116.00	(2,120.29)
Payroll Tax	3,994.18	4,022.00	27.82	4,022.00	27.82
Total Salaries & Related Costs	218,442.77	218,250.00	(192.77)	218,250.00	(192.77)
Total Capital Assets	3,691.50	12,504.00	8,812.50	12,504.00	8,812.50
Non Salary Expenditures					
Office Supplies & Admin. Expenses	5,477.94	5,266.00	(211.94)	5,266.00	(211.94)
Telephone & Fax	13,042.46	4,236.00	(8,806.46)	4,236.00	(8,806.46)
Printing & Copying	787.16	2,180.00	1,392.84	2,180.00	1,392.84
Travel		3,000.00	3,000.00	3,000.00	3,000.00
Development	557.98	500.00	(57.98)	500.00	(57.98)
Utilities	1,268.76	1,224.00	(44.76)	1,224.00	(44.76)
Other Services	2,627.03	5,375.00	2,747.97	5,375.00	2,747.97
Repairs & Maintenance	14,432.73	11,315.00	(3,117.73)	11,315.00	(3,117.73)
Contracted Services	95,254.65	90,000.00	(5,254.65)	90,000.00	(5,254.65)
Cost of Sales	1,036,839.33	1,137,605.00	100,765.67	1,137,605.00	100,765.67
Internal Operating Grant	13,862.72	11,000.00	(2,862.72)	11,000.00	(2,862.72)
Internal Charges/Recoveries	356,507.00	356,499.00	(8.00)	356,499.00	(8.00)
Transfers from Trust	30,000.00		30,000.00		30,000.00

Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Departmental Level

To view a particular department or any other level lower in the hierarchy, simply double click on the appropriate line.

For example, to view the results of DEPT 2 double click on the DEPT 2 line. The following individual department report appears. The same type of detailed information is presented as was shown at the summary level, but only for the particular department selected.

FRx DrillDown Viewer
File View Window Help

TEST DEMO.FRV

DEPARTMENT SUMMARY

- DEPT 1
- DEPT 2**
- DEPT 3
- DEPT 4

DEPT 2

UW:1002
DEPT 2
11/25/13

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

	YEAR TO DATE			FISCAL YEAR		
	Encumbrance	Actual	Budget	Variance	Budget	Balance
REVENUE						
<i>Sales of Services & Products</i>		\$178,542.12	\$216,680.00	(\$38,137.88)	\$216,680.00	\$38,137.88
<i>Total Revenues</i>		178,542.12	216,680.00	(38,137.88)	216,680.00	38,137.88
EXPENSE						
<i>Total Capital Assets</i>		3,691.50	12,504.00	8,812.50	12,504.00	8,812.50
<i>Non Salary Expenditures</i>						
Office Supplies & Admin. Expenses		3,031.54	1,800.00	(1,231.54)	1,800.00	(1,231.54)
Telephone & Fax		11,699.36	2,676.00	(9,023.36)	2,676.00	(9,023.36)
Printing & Copying		620.34	600.00	(20.34)	600.00	(20.34)
Development		457.98		(457.98)		(457.98)
Other Services		2,112.00	4,100.00	1,988.00	4,100.00	1,988.00
Repairs & Maintenance		16,239.44	9,000.00	(7,239.44)	9,000.00	(7,239.44)
Contracted Services		92,488.66	90,000.00	(2,488.66)	90,000.00	(2,488.66)
Internal Operating Grant		13,862.72	11,000.00	(2,862.72)	11,000.00	(2,862.72)
Internal Charges/Recoveries		280,000.00	280,000.00		280,000.00	
Transfers from Trust		30,000.00		(30,000.00)		(30,000.00)
<i>Total Non Salary Expenditures</i>		450,512.04	399,176.00	(51,336.04)	399,176.00	(51,336.04)
<i>Total Expenditures</i>		454,203.54	411,680.00	(42,523.54)	411,680.00	(42,523.54)
<i>Excess of Revenues over Expenses</i>		(275,661.42)	(195,000.00)	(80,661.42)	(195,000.00)	80,661.42

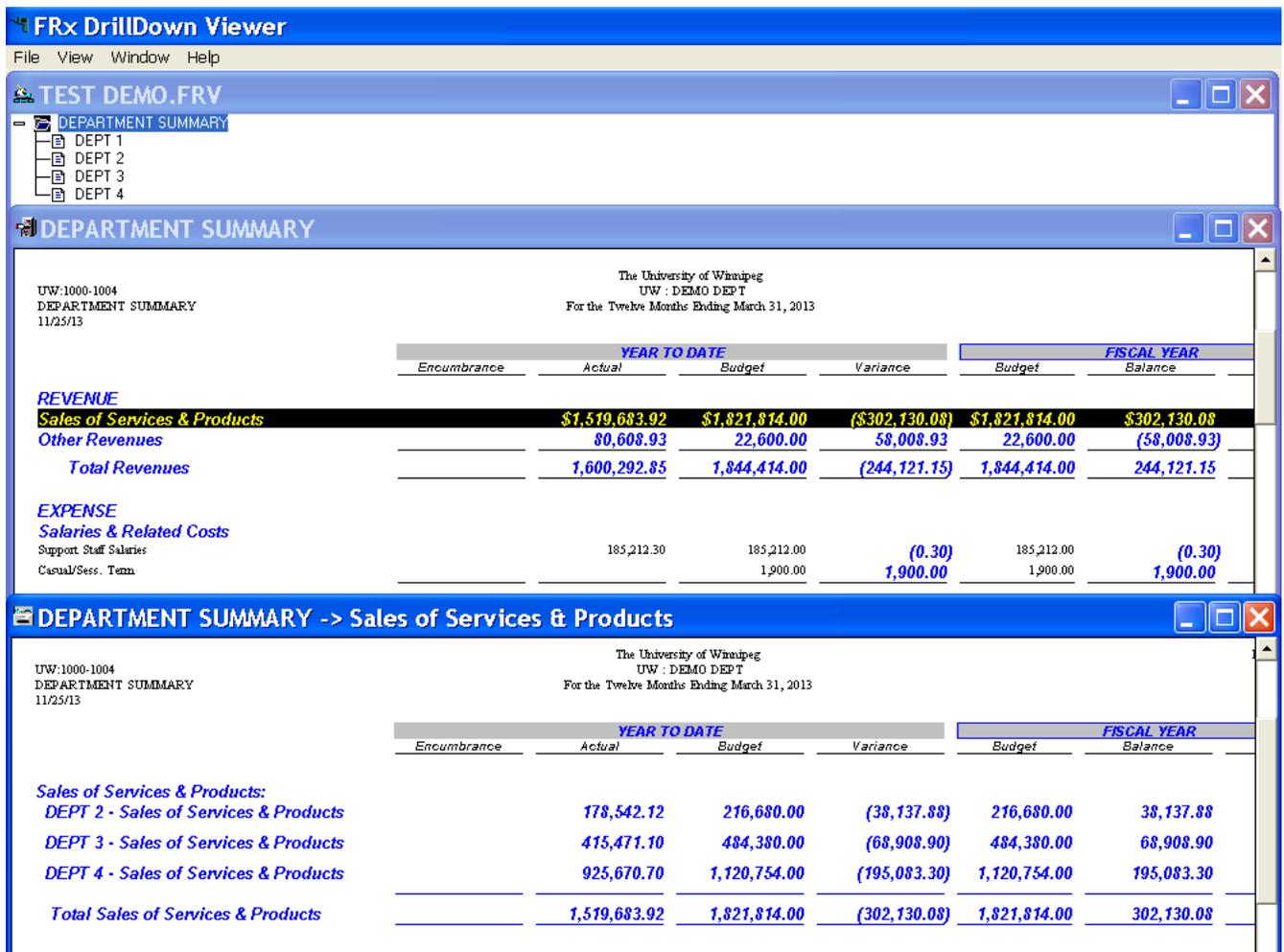
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FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Drill Down to Line Item Detail

Details of a specific line item can be viewed by double clicking on that line item at the summary level. This will take the user to the departmental level.

For example, if a user is reviewing a summary report and requires details as to what each department's contributions were to the total Sales of Services & Products, the user would simply double click on that line. The bottom screen would appear.



FRx DrillDown Viewer
File View Window Help

TEST DEMO.FRV

- DEPARTMENT SUMMARY
 - DEPT 1
 - DEPT 2
 - DEPT 3
 - DEPT 4

DEPARTMENT SUMMARY

UW:1000-1004
DEPARTMENT SUMMARY
11/25/13

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

Encumbrance	YEAR TO DATE			FISCAL YEAR	
	Actual	Budget	Variance	Budget	Balance
REVENUE					
Sales of Services & Products	\$1,519,683.92	\$1,821,814.00	(\$302,130.08)	\$1,821,814.00	\$302,130.08
Other Revenues	80,608.93	22,600.00	58,008.93	22,600.00	(58,008.93)
Total Revenues	1,600,292.85	1,844,414.00	(244,121.15)	1,844,414.00	244,121.15
EXPENSE					
Salaries & Related Costs					
Support Staff Salaries	185,212.30	185,212.00	(0.30)	185,212.00	(0.30)
Casual/Sess. Term		1,900.00	1,900.00	1,900.00	1,900.00

DEPARTMENT SUMMARY -> Sales of Services & Products

UW:1000-1004
DEPARTMENT SUMMARY
11/25/13

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

Encumbrance	YEAR TO DATE			FISCAL YEAR	
	Actual	Budget	Variance	Budget	Balance
Sales of Services & Products:					
DEPT 2 - Sales of Services & Products	178,542.12	216,680.00	(38,137.88)	216,680.00	38,137.88
DEPT 3 - Sales of Services & Products	415,471.10	484,380.00	(68,908.90)	484,380.00	68,908.90
DEPT 4 - Sales of Services & Products	925,670.70	1,120,754.00	(195,083.30)	1,120,754.00	195,083.30
Total Sales of Services & Products	1,519,683.92	1,821,814.00	(302,130.08)	1,821,814.00	302,130.08

This provides department heads/managers with a very useful tool to easily view results at both a summary level as well as at a detailed department level.

Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Drill Down to Account Number Level

Users can drill down all the way to the general ledger account number level to see exactly which accounts make up a line item in a report. After that point, further detail for a specific account can be obtained from USL Financials (*see separate USL Financials User Guide*).

FRx DrillDown Viewer
File View Window Help

TEST DEMO.FRV

- DEPARTMENT SUMMARY
 - DEPT 1
 - DEPT 2
 - DEPT 3
 - DEPT 4

DEPARTMENT SUMMARY

UW:1000-1004
DEPARTMENT SUMMARY
11/25/13

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

Encumbrance	YEAR TO DATE			FISCAL YEAR	
	Actual	Budget	Variance	Budget	Balance
REVENUE					
Sales of Services & Products	\$1,519,683.92	\$1,821,814.00	(\$302,130.08)	\$1,821,814.00	\$302,130.08

DEPARTMENT SUMMARY -> Sales of Services & Products

UW:1000-1004
DEPARTMENT SUMMARY
11/25/13

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

Encumbrance	YEAR TO DATE			FISCAL YEAR	
	Actual	Budget	Variance	Budget	Balance
Sales of Services & Products:					
DEPT 2 - Sales of Services & Products	178,542.12	216,680.00	(38,137.88)	216,680.00	38,137.88

DEPARTMENT SUMMARY -> DEPT 2

UW:1002
DEPT 2
11/25/13

The University of Winnipeg
UW : DEMO DEPT
For the Twelve Months Ending March 31, 2013

Encumbrance	YEAR TO DATE			FISCAL YEAR	
	Actual	Budget	Variance	Budget	Balance
Sales of Services & Products:					
0-30-5121-65200-000 FOOD SERV. CONTR	100,700.04	125,000.00	(24,299.96)	125,000.00	24,299.96
0-30-5121-65210-000 VENDING MACHINE R	23,489.74	22,680.00	809.74	22,680.00	(809.74)
0-30-5121-65220-000 VENDING REVENUE	54,352.34	32,000.00	22,352.34	32,000.00	(22,352.34)
0-30-5121-65230-000 VENDING - EXCLUSIV		37,000.00	(37,000.00)	37,000.00	37,000.00
Total Sales of Services & Products	178,542.12	216,680.00	(38,137.88)	216,680.00	38,137.88

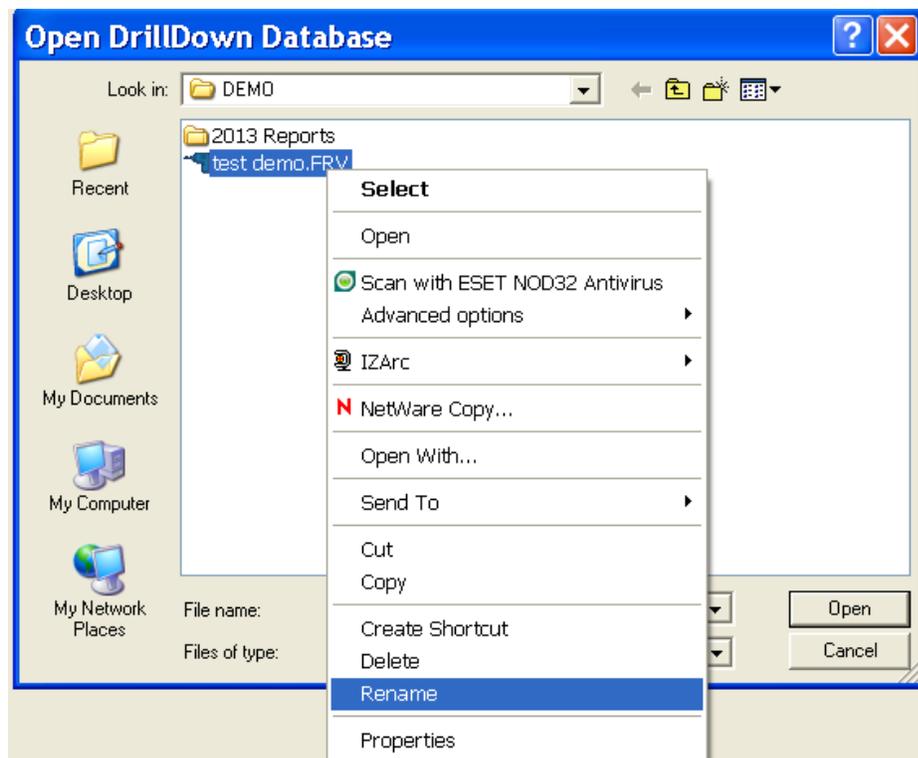
Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Save a Report

The file names of the monthly and year-end reports that are distributed are MONTHLY.FRV and YEAREND.FRV. The importance of this fact to the user is that each new MONTHLY.FRV file will overwrite the previous month's report. Similarly, each new YEAREND.FRV file will overwrite the previous year-end report. **As a result, in order for users to have permanent access to all monthly and year-end reports, saving the reports under a different file name will be necessary.**

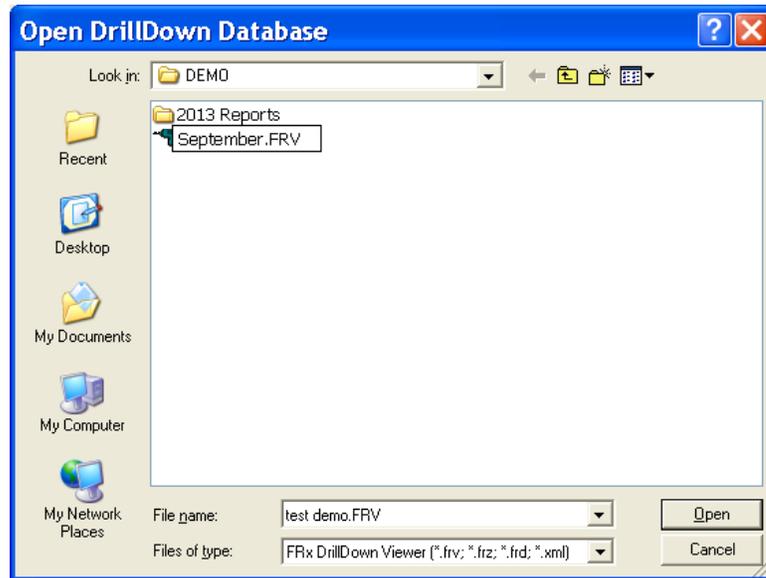
- 1) To save a copy of the monthly or annual report under a new file name, right click on the file and choose Rename.



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FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

- 2) Rename the file, making sure to keep '.FRV' as the file extension.



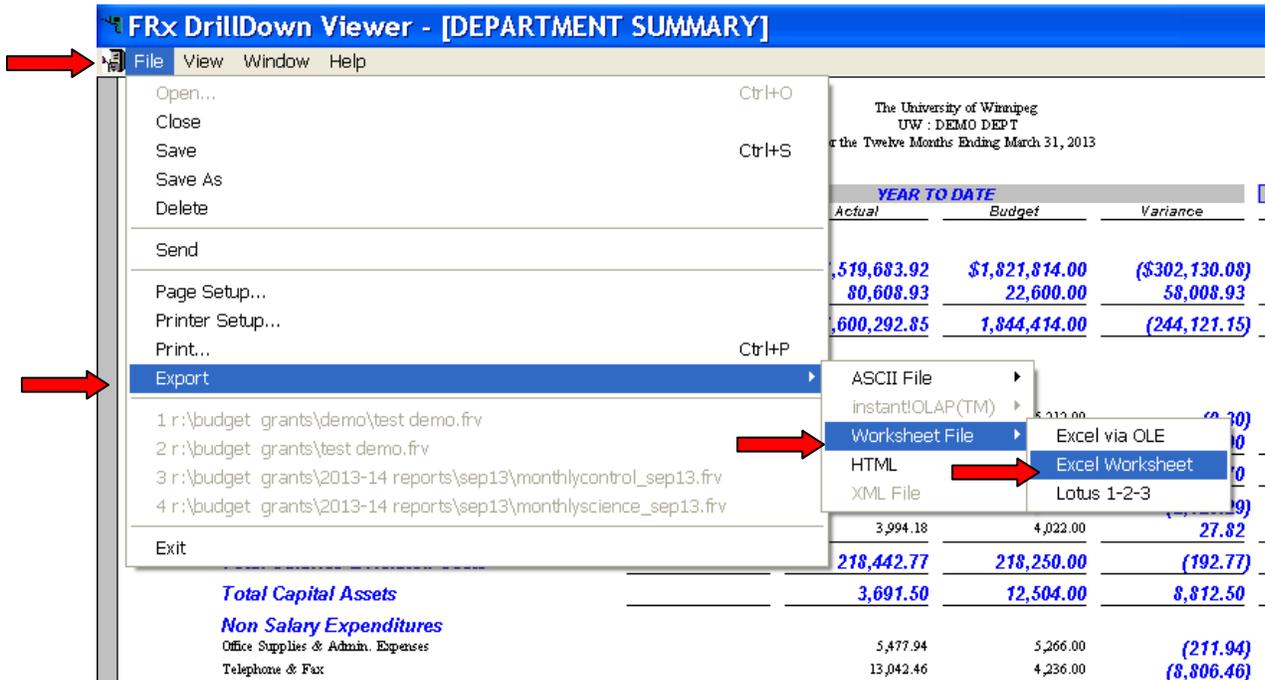
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FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Export a Report

FRx reports can be exported to Excel for further analysis. Upon opening and viewing a report, the report as well as all of the sub-reports and drilldown detail can be exported to Excel.

- 1) With the report open at the summary level, select File, then Export, then Worksheet file and then Excel Worksheet as shown below.



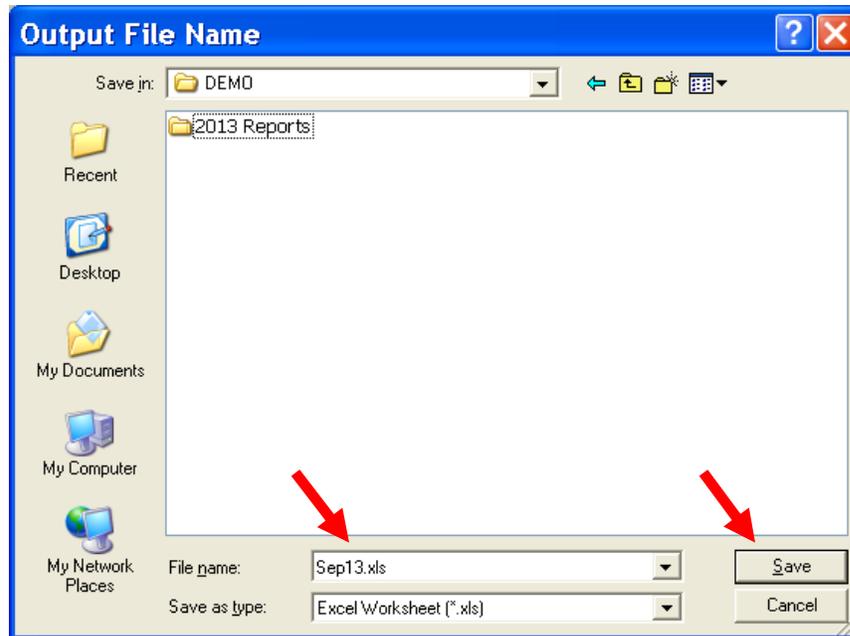
The screenshot shows the FRx Drilldown Viewer interface. The title bar reads "FRx Drilldown Viewer - [DEPARTMENT SUMMARY]". The menu bar includes File, View, Window, and Help. The File menu is open, showing options like Open..., Close, Save, Save As, Delete, Send, Page Setup..., Printer Setup..., Print..., Export, and Exit. The Export option is selected, and its submenu is open, showing options like ASCII File, Instant!OLAP(TM), Worksheet File, HTML, and XML File. The Worksheet File option is selected, and its submenu is open, showing options like Excel via OLE, Excel Worksheet, and Lotus 1-2-3. The Excel Worksheet option is highlighted. The background shows a financial report table with columns for Actual, Budget, and Variance.

YEAR TO DATE			
Actual	Budget	Variance	
519,683.92	\$1,821,814.00	(\$302,130.08)	
80,608.93	22,600.00	58,008.93	
600,292.85	1,844,414.00	(244,121.15)	
3,994.18	4,022.00	27.82	
218,442.77	218,250.00	(192.77)	
Total Capital Assets			
Non Salary Expenditures			
Office Supplies & Admin. Expenses	5,477.94	5,266.00	(211.94)
Telephone & Fax	13,042.46	4,236.00	(8,806.46)

Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

- 2) After selecting Excel Worksheet you will be prompted for a destination or Output File Name. This is displayed on the following screen. Create a file name and then choose Save.
Note: It is recommended to plan a standardized file name structure to facilitate identification of reports in the future.

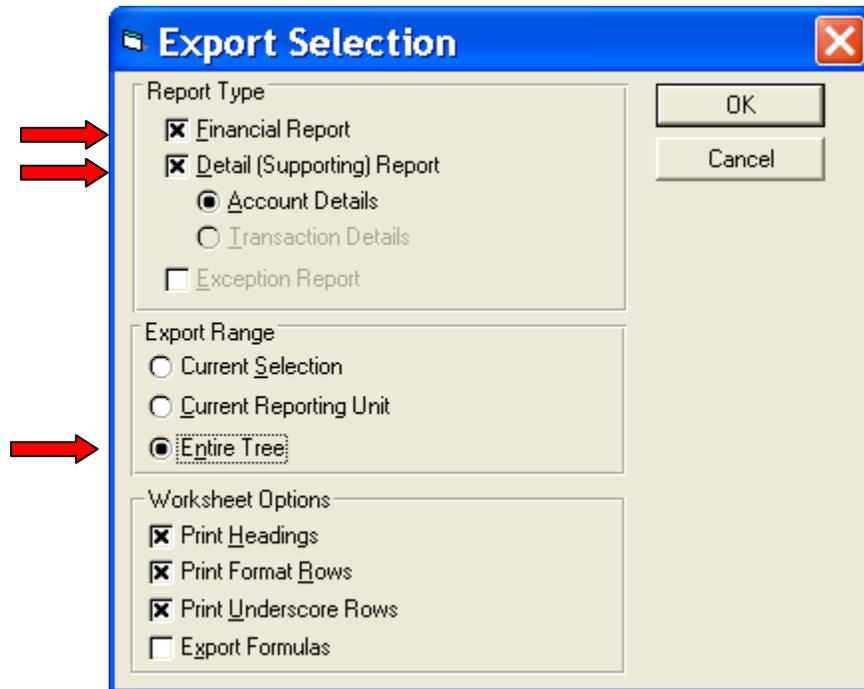


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FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

- 3) A screen will be presented, prompting the user to specify an export selection and range.

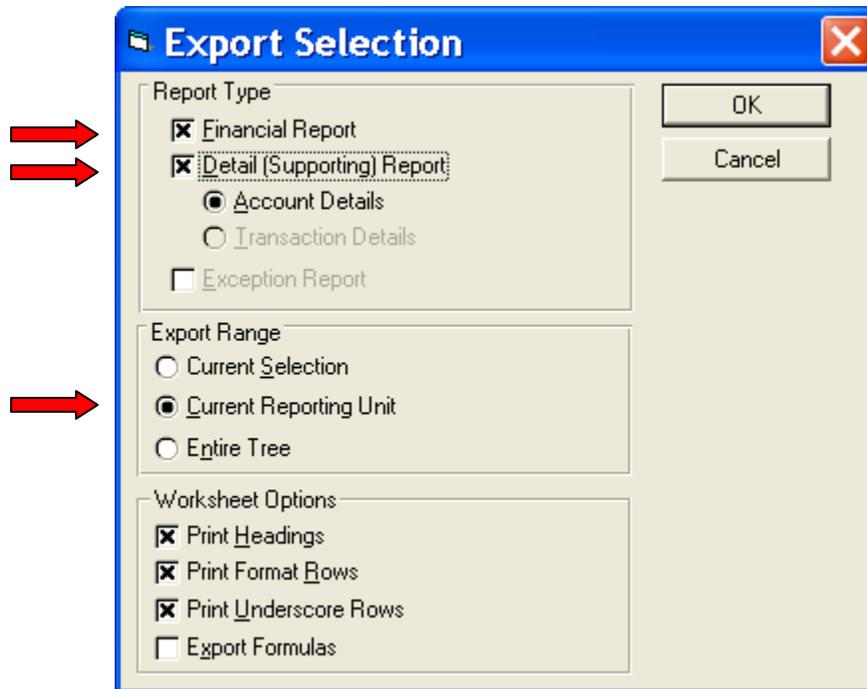
To export all FRx reports below the summary level, all the way down to the account number level, select both Financial Report and Detail Report under Report Type and select Entire Tree under Export Range. Then click on the OK button to begin the export.



Accounting Services Guide

FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

To export only one department's report, open that department's report. Then follow Steps 1 and 2. At Step 3 select Financial Report and Detail Report under Report Type, but choose Current Reporting Unit under Export Range instead of Entire Tree. Then click on the OK button to begin the export.



Accounting Services Guide

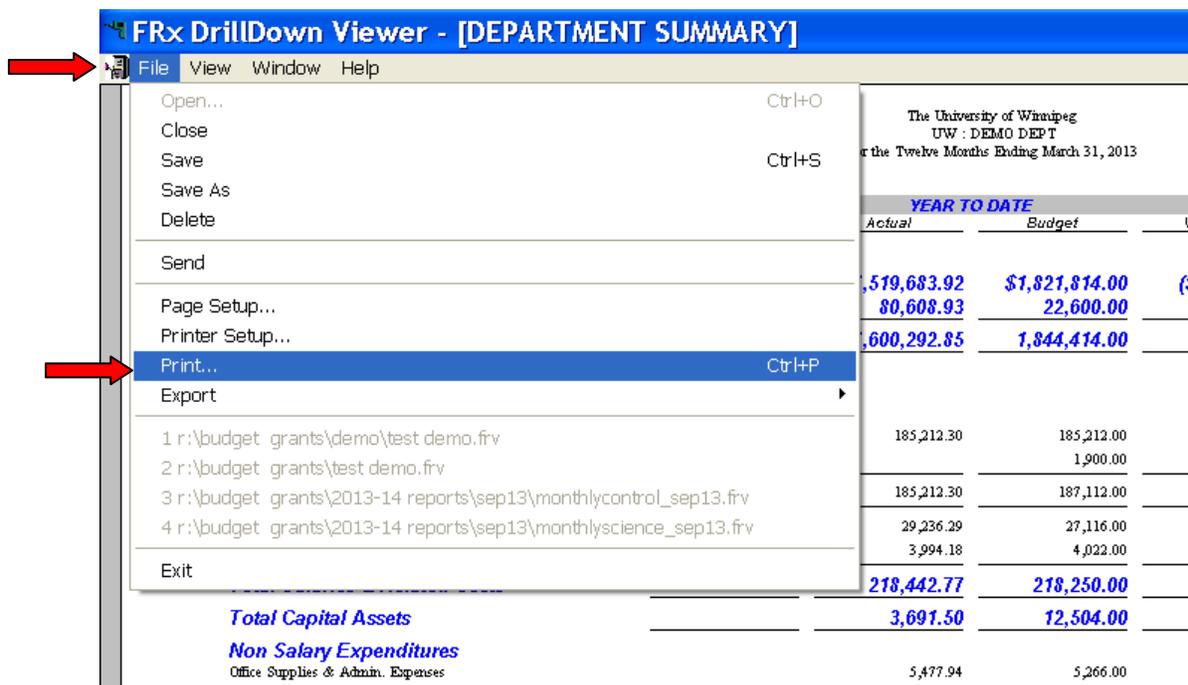
FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

Print a Report

If desired, users can print the FRx reports. The process to print a report is very similar to that followed in exporting a report. Reports can be printed at a Summary or Detailed level.

To print a Summary report:

- 1) Open the report at the summary level, select File, then Print



FRx DrillDown Viewer - [DEPARTMENT SUMMARY]

File View Window Help

- Open... Ctrl+O
- Close
- Save Ctrl+S
- Save As
- Delete
- Send
- Page Setup...
- Printer Setup...
- Print... Ctrl+P**
- Export
- 1 r:\budget grants\demo\test demo.frv
- 2 r:\budget grants\test demo.frv
- 3 r:\budget grants\2013-14 reports\sep13\monthlycontrol_sep13.frv
- 4 r:\budget grants\2013-14 reports\sep13\monthliscience_sep13.frv
- Exit

The University of Winnipeg
UW - DEMO DEPT
for the Twelve Months Ending March 31, 2013

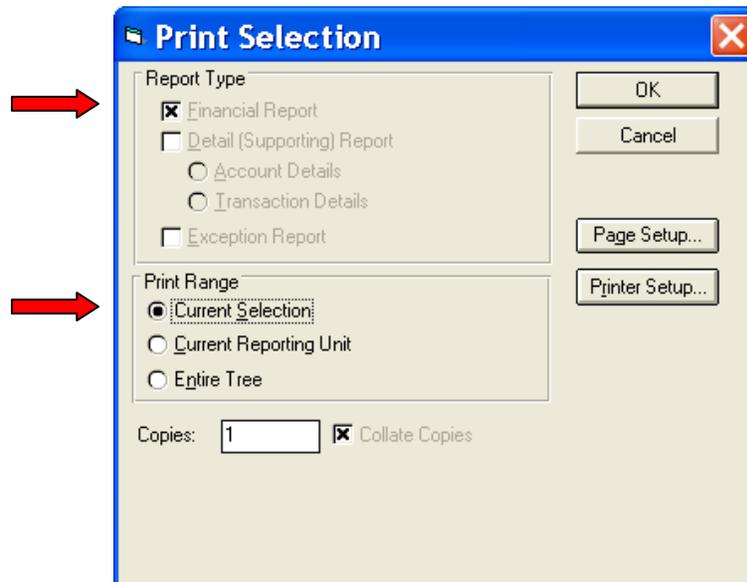
YEAR TO DATE		
Actual	Budget	
519,683.92	\$1,821,814.00	(3)
80,608.93	22,600.00	
600,292.85	1,844,414.00	
185,212.30	185,212.00	
	1,900.00	
185,212.30	187,112.00	
29,236.29	27,116.00	
3,994.18	4,022.00	
218,442.77	218,250.00	
Total Capital Assets	3,691.50	12,504.00
Non Salary Expenditures		
Office Supplies & Admin. Expenses	5,477.94	5,266.00

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FRx Drilldown Viewer – Actual vs Budget Reports - Procedures

- 2) A screen will be presented, prompting the user to specify a range. To print the current page only, choose Current Selection under Print Range

Note: With this choice the only option under Report Type will be Financial Report.



Print Selection

Report Type

Financial Report

Detail (Supporting) Report

Account Details

Transaction Details

Exception Report

Print Range

Current Selection

Current Reporting Unit

Entire Tree

Copies: 1 Collate Copies

OK

Cancel

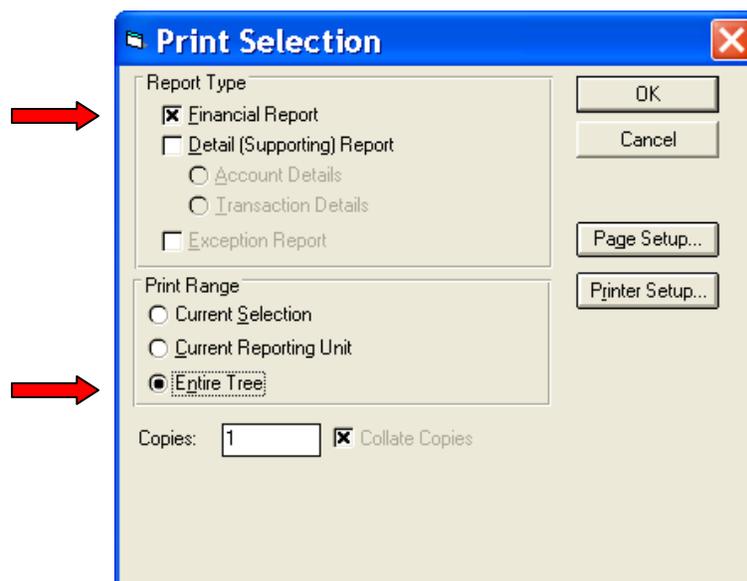
Page Setup...

Printer Setup...

To print the Summary report, as well as Departmental reports that roll up into it:

- 1) Choose Entire Tree under Print Range

Note: If choosing Detail (Supporting) Report under Report Type further details will be printed (line details or account number detail).



Print Selection

Report Type

Financial Report

Detail (Supporting) Report

Account Details

Transaction Details

Exception Report

Print Range

Current Selection

Current Reporting Unit

Entire Tree

Copies: 1 Collate Copies

OK

Cancel

Page Setup...

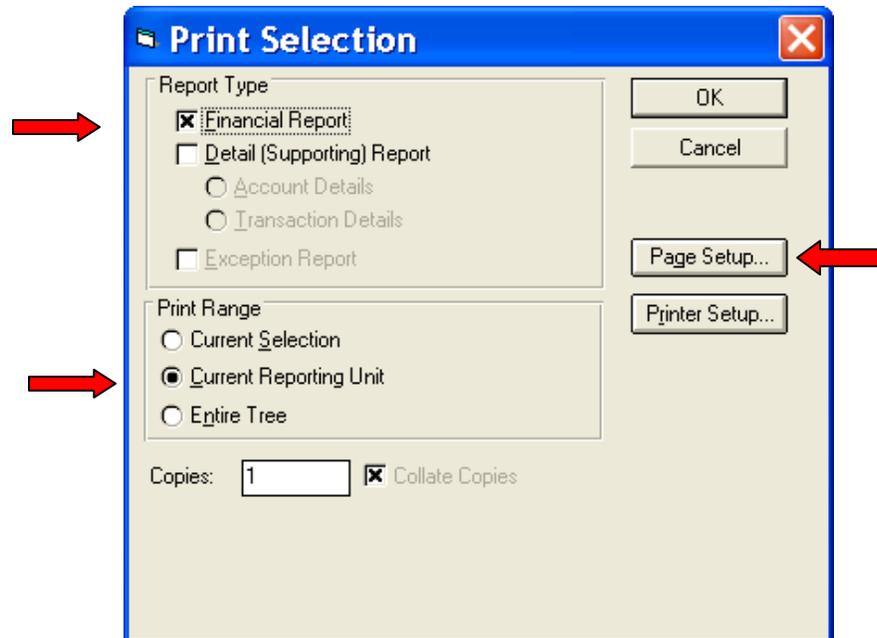
Printer Setup...

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If only a particular department's report is required:

- 1) Open the report at the department level and select Current Selection or Current Reporting Unit in the Print Range section. Again, if further detail is required, choose Detail (Supporting) Report in the Report Type section.



After Page Setup selections are complete click on the OK button.