

Reports in NUPlans Web

In NUPlans Web, budgeters can find budget preparation reports that facilitate an analysis and review of budgets. While Contributor views are limited to the Budget Grouping level, the reports in NUPlans Web can span Rollup levels and the entire Prep File or Area.

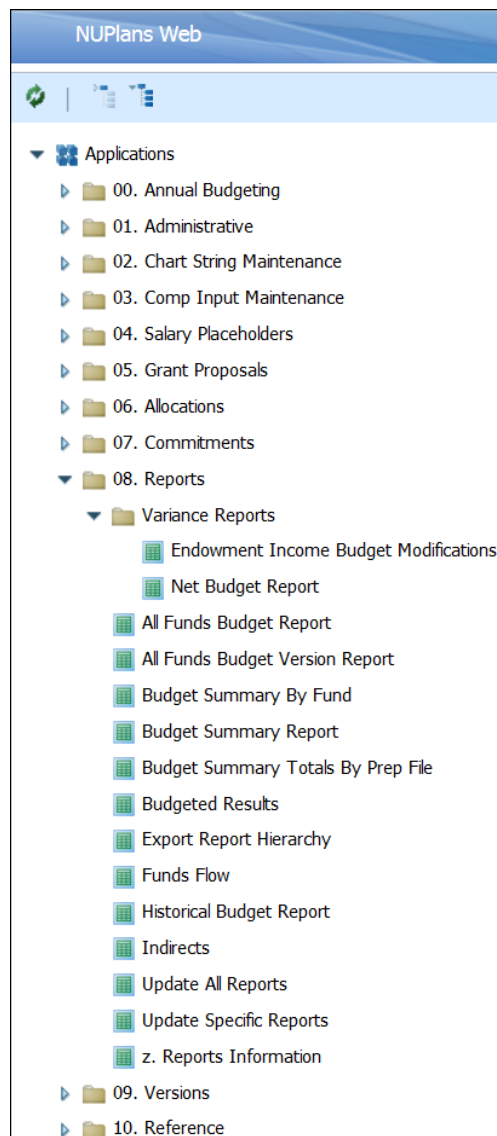
This reference describes all budget reports and lists the steps to run and update reports.

- Users with “Reports” or “Prep File” security roles can access Reports.
- Users with the “Grants” role can access the Indirects report.

Navigate to Reports

1. Log in to NUPlans Web from the NUPortal <http://nuportal.northwestern.edu/>
2. Click Applications to expand the menu.
3. Click Reports to expand the menu.

Reports to which you have access appear:



Update All Reports

All reports are updated nightly. You can update reports for a budget grouping immediately. Updating all reports at once can only be done for child budget groupings. To update reports for a parent budget grouping, use the Update Specific Reports form. Any uncommitted data will not appear in reports.

1. Select a Budget Grouping.
2. Read the messages displayed for the time (hour/minute/second) of the last refresh.
3. To update the reports as needed during the day, click Update Reports.
4. To close the form, click the X on the report tab or toolbar (not the browser tab or window).

Update Specific Reports

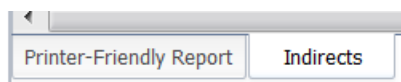
All reports are updated nightly. You can update reports for a budget grouping immediately. Specific reports can be updated for a parent or child budget grouping. Any uncommitted data will not appear in reports.

1. Select a Budget Grouping.
2. Read the messages displayed for the time (hour/minute/second) of the last refresh.
3. To update a specific report as needed during the day, click the Update button for that specific report.
4. To close the form, click the X on the report tab or toolbar (not the browser tab or window).

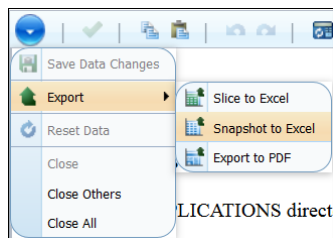
“Printer Friendly” Reports

“Printer Friendly reports remove buttons and headers for export to Excel.

All reports include a link [View Printer-Friendly Report](#) and a Printer-Friendly Report tab at the bottom of the screen.



Export Reports to Excel



1. Click the Actions menu from the toolbar.
2. Select Export > Snapshot to Excel.
3. Ignore the Dimension Titles selections.
4. Click OK on the popup window.
5. Open or Save the Excel File.
6. In Excel, click the “Printer-Friendly” Report tab at the bottom of the screen.

Variance Reports - Endowment Income Budget Modifications

This report displays budget data for one Version at a time.

The report facilitates a way to easily tell when users alter the preloaded endowment revenue budget on account code 40350. The report shows the FY estimated budget, the user-entered budget, the variance, as well as any comments, to make it easier for reviewers to identify when the preloaded budget was changed.

Data is pulled from the Endowment view. Refer to the Fund Views training guide for data definitions.

Layout

- Vertically, Budget Groupings and corresponding Chart Strings appear.
 - Data is only present for a chart string if the Budget value is different from the 'Budget Office Estimate of BY Endowment Income' value for the 40350 account code.
- Horizontally, the report presents a few of the columns from the Endowment view in Contributor:
 - FYXX Income Estimate - From 'Budget Office Estimate of BY Endowment Income' for 40350 account code
 - FYXX Budget - From Budget for 40350 account code
 - Variance - Calculated as FY Budget - FY Income Est
 - Comments - From Comments for 40350 account code

Run the Report

1. Select a Version.
2. Click the Refresh button to view the report.
3. To close the report, click the X on the report tab or toolbar.

Variance Reports - Net Budget Report

This report displays budget data for one Version and Fund at a time.

The report indicates chart strings in NUPlans Budget Prep where budgeted expenses and revenue aren't equal. The Report includes a comparison of the overall revenue vs. expense budget for chart strings where either the overall expense budget is greater than the revenue budget, or account 88992 has a budget for the chart string.

Layout

- Vertically, Budget Groupings and corresponding Chart Strings appear.
- Horizontally, the report presents data present in the Carry Forward view:
 - FYXX Bud – Revenue Total without 88992 (Use of Reserves from 'Final Budget without Automatic Balancing' for Total Revenue element)
 - FYXX Bud – 88992 (Use of Reserves)
 - FYXX Bud – Expense Total without 88991 (Buildup of Reserves from 'Final Budget without Automatic Balancing' for Total Expense element)
 - FYXX Bud – 88991 (Buildup of Reserves)
 - FYXX Bud – Net (Revenue Total without 88992 less Expense Total without 88991) From 'Final Budget without Automatic Balancing' for All Accounts element

Run the Report

1. Select a Version.
2. Select a Fund.
3. Select one Budget Grouping or Rollup Level.
4. Click the Refresh button to view the report.
5. To close the report, click the X on the report tab or toolbar.

All Funds Budget Report

This report displays budget data for one Budget Grouping or Rollup level, one Fund at a time.

The report facilitates a detailed analysis with full chart strings (base plus all accounts).

Data is pulled from the Fund views. Refer to the Fund Views training guide for data definitions.

Layout

- Vertically, every base and full chart string in the fund appears.
- Horizontally, the report presents most of the columns from the Fund views in Contributor:
 - Budgets from two prior years and the current year
 - Actuals from two prior years and the current year Obligations and Forecast
 - Next year's budget input, Use of Fund Balance if applicable, Total Linked In, Final Budget, and Budget Target
 - Comparisons expressed in amounts and percentages.

Run the Report

1. Select a Version.
2. Select one Budget Grouping or Rollup Level.
3. Select a Fund.
4. Click the Refresh button to view the report.
5. If necessary, click the minus sign (-) to collapse the level.
6. To close the report, click the X on the report tab or toolbar.

Unhidden funds (all funds in the budget group) appear horizontally across the report.

All Funds Budget Version Report

This report displays the final budget for each committed version, at both the base chart string and full chart string levels.

The report facilitates a side-by-side comparison of versions.

Layout

- Vertically, the report displays each base and full chart string with budget inputs. Chart strings with no budget inputs do not appear on the report, as zero suppression is applied to rows. (All reports suppress zeroes on rows.)
- Horizontally, the report displays four columns, one for each of the possible versions.

Run the Report

1. Select one Budget Grouping or Rollup Level.
2. Select a Fund.
3. Click the Refresh button to view the report.
4. If necessary, click the minus sign (-) to collapse the level.
5. To close the report, click the X on the report tab or toolbar.

Budget Summary By Fund

This report displays budget data comprehensively for one Budget Group or Rollup level and Fund.

Data is pulled from the Fund and Grant views. Refer to the Fund Views and Grant Input View training guides for data definitions.

Layout

- Vertically, the report summarizes Revenue and Expense for the selected level. A report hierarchy of account categories offers two additional levels of summary. Revenue and Expense totals appear below the account categories.
- Horizontally, the report displays previous year actuals, current year budget, current year forecast, next year's budgets (non-grant, grants, and total including grants), and finally a comparison of this and next year's budgets, with differences expressed as amounts and percentages. Columns exist for fund groups, visible when exported to Excel.

Run the Report

1. Select the Version.
2. Select one Budget Grouping or Rollup Level.
3. Select Fund.
4. Rows with zeros are automatically suppressed (not shown). Select "Yes" to unsuppress (show) zero rows.
5. Click Refresh to view the report.

Budget Summary Report

This report displays budget data comprehensively for one Budget Group or Rollup level.

The HTML format of the report facilitates a summary evaluation of the budget.

The Excel format of the report (exported as Snapshot to Excel) enables you to unhide columns to see fund groups. Unhidden funds appear horizontally across the spreadsheet.

Data is pulled from the Fund and Grant views. Refer to the Fund Views and Grant Input View training guides for data definitions.

Layout



- Vertically, the report summarizes Revenue and Expense for the selected level. A report hierarchy of account categories offers two additional levels of summary. Revenue and Expense totals appear below the account categories.
- Horizontally, the report displays previous year actuals, current year budget, current year forecast, next year's budgets (non-grant, grants, and total including grants), and finally a comparison of this and next year's budgets, with differences expressed as amounts and percentages. Columns exist for fund groups, visible when exported to Excel.

Run the Report

1. Select the Version.
2. Select one Budget Grouping or Rollup Level.
3. Rows with zeros are automatically suppressed (not shown). Select "Yes" to unsuppress (show) zero rows.
4. Click Refresh to view the report.
5. If necessary, click the plus sign + to expand or click the minus sign - to collapse the level.
6. Export the report to unhide columns.
7. To close the report, click the X on the report tab or toolbar.

Export as Snapshot to Excel

Exporting to Excel is necessary to unhide the fund columns. To unhide columns:

1. Click the select icon  in the upper left corner of Excel to select the entire spreadsheet.
2. Mouse over the divide between any two Excel column headings.
3. When your mouse pointer transforms into this symbol  double-click.

Budget Summary Totals by Prep File

This report displays budget data comprehensively by Prep File and Fund.

Data is pulled from the Fund and Grant views. Refer to the Fund Views and Grant Input View training guides for data definitions.

Layout

- Vertically, the report lists the Prep File and the budget groups which roll up to it.
- Horizontally, the report summarizes Revenue and Expense for the selected level.

Run the Report

1. Select the Version.
2. Select Fund.
3. Click Refresh to view the report.
4. If necessary, click the plus sign + to expand the level.

Budgeted Results

This report displays one top-level summary for each Budgeting Grouping to which you have access. It highlights the budgeted use of carry forward.

The report facilitates communication about the use of carry forward at the Budget Group level, for any unit that uses automatic balancing and the functionality of NUPlans to specify the use of reserves.

Data is pulled from the Carry Forward and Fund views. Refer to the Fund Views training guide for data definitions.

Layout

- Vertically, the report displays one row per Budget Grouping to which you have access.
- Horizontally, the report displays prior year actuals, current year beginning CFWD, current year forecast, next year beginning CFWD, next year's budget with and without budgeted CFWD, current and prior year budgets without budgeted CFWD.

Run the Report

1. Click double arrow to select a version.
2. Click Refresh, if needed.
3. If necessary, click the plus sign + to expand the level.
4. To close the report, click the X on the report tab or toolbar.

Export Report Hierarchy

You can receive a copy via e-mail of the report hierarchies, with account codes that rollup to the account categories in the report hierarchies.

Account Hierarchy

- Click Export Report Hierarchy to export the account hierarchy used in the Budget Summary and Historical Budget Reports. You will receive an e-mail with the hierarchy attached in a CSV file.

Funds Flow Hierarchy

- Click Export Funds Flow Hierarchy to export the account hierarchy used in the Funds Flow Report. You will receive an e-mail with the hierarchy attached in a CSV file.

Funds Flow

This report displays fund flow accounts for the Feinberg School of Medicine (FSM) to show inflows and outflows.

The report tracks inter-entity flows between NMFF, NU (FSM), NMHC, and McGaw.

Data is pulled from the Fund views. Refer to the Fund Views training guide for data definitions.

Run the Report

1. Select Version.
2. Select Fund(s), Budget Grouping, and Data Type.
3. Click Refresh to view the report.
4. To close the report, click the X on the report tab or toolbar.

Historical Budget Report

This report provides per Budget Grouping or Rollup level:

- (1) all historical budgets and actuals from NUFinancials from 2009 to the current year
- (2) all four versions of next year's budget input from NUPlans
- (3) comparisons of current year forecast to next year's budget input (all four versions)
- (4) comparisons current year budget to next year's budget input (all four versions)

The report facilitates a historical look at the budget and comparisons of all existing versions of next year's budget in a historical context.

Layout

- Vertically, the report has the same layout as the Budget Summary. It summarizes Revenue and Expense for the entire budget group, and a reporting hierarchy offers two additional levels of summary.
- Horizontally, the report displays actuals (2009 to current year), budget (2009 to current year), next year's budget (all four versions), and comparisons of current year budget and forecast to next year's budget (all four versions).

Run the Report

1. Select one Budget Grouping or Rollup Level.
2. Click Refresh to view the report.
3. If necessary, click the plus sign + to expand the level.
4. To close the report, click the X on the report tab or toolbar.

Indirects

This report summarizes grant expenses and Facilities & Administration (F&A) totals, per budget grouping.

Report data is from the Grant Input view.

Layout

- Vertically, the report displays all budget groupings to which you have access, one row per budget grouping.
- Horizontally, the report displays F&A Total, Total Direct Expenses Included, Total Direct Expenses Excluded, and Total Direct Expenses.

Run the Report

1. Select Version.
2. Click Refresh to view the report.
3. If necessary, click the plus sign + to expand the level.
4. To close the report, click the X on the report tab or toolbar.

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