

A collage of four images on the left side of the slide: a green lawn with trees, a modern building with a glass facade, a classical building with columns, and a blue sky with clouds.

**UNIVERSITY OF ILLINOIS**

AT URBANA-CHAMPAIGN



**2013 BUSINESS LEADERSHIP CONFERENCE**

# Best Options for Expense Reporting and Analysis...and Standard Report Analysis

March 11, 2013

10:30 – 11:45

3:15 – 4:30

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*Destination Success*

# Workshop Presenter

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# Please ...

- Turn off cell phones.
- Avoid side conversations.
- Feel free to ask questions.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

# Workshop Objectives

- Provide a better understanding of the universes that contain expenses.
- Review expenditure analysis via Excel and the Expense Trends cube.
- Assist users in identifying the best tool(s) to use based on their needs.
- Participate in assessment of existing reports

# What are the options for Expense Reporting?

- AITS provides many options for reporting on expenses
- Each option has varying degrees of details
  - EDW – Finance OL/GL universe
  - EDW – Finance HRFIN BOS Expenses universe
  - Expense Trends Analysis OLAP cube

# What are the differences?

EDW – Finance OL/GL	EDW – HRFIN BOS Expenses	Expense Trend Analysis OLAP Cube
Contains details of Operating Ledger Transactions; such as descriptive text, rule class code, document number, FY, FP, transaction date, CFOAPAL	Contains limited details of operating ledger transactions; such as descriptive text, document number, FY, FP, transaction date, CFOAPAL	Contains summarized transactions to the CFOAP and 1 <sup>st</sup> 2 characters of the document number.
Payroll transactions summarized to the document number and CFOAPAL	Payroll transactions broken out to show the details of the employees that were paid	Can identify payroll by account type, but details of transaction or employees paid is not available
P-Card transactions summarized to document number and CFOAPAL	P-Card transactions broken out to show the details of purchase	Included Purchase Method Code field which indicates from where expense originated: ie; Banner, P-Card, iBuy, TEM
Includes Expenses, Budget, Revenue and Encumbrances	Expenses Only	Expenses Only
Includes all data back to FY 2003.	Includes data for current FY and last 5 FY.	Includes data for current FY and last 5 FY.
Accessible via Business Objects universe or direct connection to database	Accessible via Business Objects universe or direct connection to database	Accessible via Excel pivot table or direct connection to data base.

# When to use each option

- Think about what question you are asking.
- The correct tool depends on the question or task.
  - Do you need reconcile or list transactions as they appear in Banner?
  - Do you wish to see transactions from Banner, but with additional details from payroll or P-Card?
  - Do you wish to explore the data to identify trends or anomalies?
    - What if you want to see the details of your findings?

# Tool Training

- Business Objects training to be offered starting in April
- Expense Trends Analysis training offered periodically
  - Check out DS website for course offerings;  
<http://www.ds.uillinois.edu/web/Home/Help/Courses.aspx>
- Pivot table training offered by CITES on [go.illinois.edu/lynda](http://go.illinois.edu/lynda)



# Standard Reports

- Why are we talking about standard reports?
  - Always a good idea to review what we have
    - Are all reports still relevant
    - Are others needed
    - Are some reports close, but not quite there
  - AITS will upgrading the Business Objects software in 2015.
  - Desktop Intelligence will not be supported after the upgrade...Web Intelligence will
  - Most Finance standard reports are written in Desktop Intelligence – these will need to be rewritten
  - AITS and OBFS partnering to analyze usefulness of existing reports

# Standard Reports

- Work in groups to discuss reports
  - Think about the standard reports you use today
    - Are these hitting the mark?
    - Is the level of detail appropriate?
    - What about the prompts? Do they make sense?
    - Do you run the reports on demand via EDDIE, or use ViewDirect?
    - Do you get reports from other sources you would like to have available for on demand?

# Standard Reports

- Just getting started...
- Please let Tanya Williamson or myself know if you would like to be involved in further analysis
  - [twllmsn@uillinois.edu](mailto:twllmsn@uillinois.edu)

# Workshop Summary

- Reviewed the options for expense reporting
  - Universes and cube
  - When is each option appropriate
- Discussed standard reports conversion
  - What is working, what is not
- As always, contact me with questions

Questions / Concerns?