BusinessObjects Training  
Designing a Basic Report  
*Negative Balance Monthly Report for a Division Sorted by DEPT & ACCT*

1. Log onto BusinessObjects.

2. Determine the following:
   a. Data you will need to query to build the desired report
      i. Account # & Support #
      ii. Account Manager
      iii. Last Month Closed
      iv. Original Budget-probably not necessary
      v. Revised Budget
      vi. Actuals
      vii. Encumbrances
      viii. Balance Available
   b. Sort parameters-Division, Dept., Account, Function, and Account Manager?????
   c. Do you want expenses only-YES

3. Choose the Universe you will be working with-The Financial SL-SA Account Summary Universe

*Purpose*—The purpose of the *SL-SA Account Summary Universe* is to provide access to financial data at the FAMIS support account and object code level. The detail data is viewable on "screen 19" in FAMIS or on "Screen 68". The universe holds the data at the support account level, but the data can be reported at the SL level as well.

You should use this universe if account and object code level reporting is sufficient. Queries will usually run more quickly than queries against the transaction detail universe. This universe also contains data from the FAMIS budget module - so budget to actual comparisons can be performed.

This universe does not contain data on GL accounts. For that data use the Financial GL snapshot universe.

*Grain*
A record is kept in this universe for every object code (Per Screen 19), per support account, per fiscal month, per fiscal year. This is why it is called a summary universe - additional detail is available in the transaction detail universe.
Measures
This universe provides eight measures. Each measure is additive over time. The measures are:

- Original Budget - The net budget activity for the month and object code that was posted with FAMIS T-code = ’020’
- Revised Budget - The net budget activity for the month and object code for all budget transactions
- Encumbrance - The net change in encumbrances for the month and object code for encumbrance transactions and liquidations.
- Actuals - The net change in actuals (revenues or expenses) for the month and object code
- BBA - The net change in Budget Balance available for the month and object code.
- Done Budget - The Budget amount for this budget category (marked as "done" from the FAMIS budget module. This amount will only be posted in month 01 - September.
- Board Budget - The Budget amount for this budget category (marked as "Board" from the FAMIS budget module. This amount will only be posted in month 01 - September.
- Current Budget - The Budget amount for this budget category (the most recently changed or "current" amount from the FAMIS budget module. This amount will only be posted in month 01 - September.

As noted, please realize that all the measures above are the NET CHANGE for each month. Therefore, if you want to create a report that contains YTD actuals and the current BBA, you must include all months of the fiscal year in your report. Or in the case of this report, when you build the query, you will just note the Fiscal Year and not limit the report or data to any month and you will get YTD amounts.

Revenues and Expenses
Please note that this universe object codes for both Revenues and Expense object codes. Most likely you will be reporting on only one of these types. Please be sure to limit your query to your appropriately.

Also note that revenues are stored a POSITIVE number. This is different from FAMIS.

4. Building the Query-Use the following parameters for your basic query
   a. Filters (the bottom section):
      i. Fiscal Year=2013
      ii. Member ID=15 (In BPP Universes it may be “I”)
      iii. Expenses
      iv. BBA=Less than Zero
   b. Data elements:
      i. Account
      ii. S/A
      iii. S/A Account Description
      iv. Account Responsible Person-Name
      v. Executive Code
      vi. Division Code
      vii. Dept Code
      viii. Revised Budget
      ix. Actuals
      x. Encumbrances
      xi. BBA