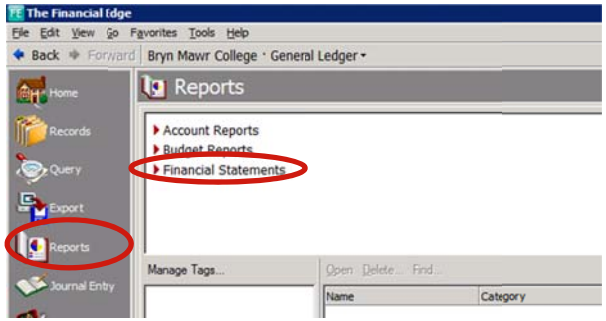
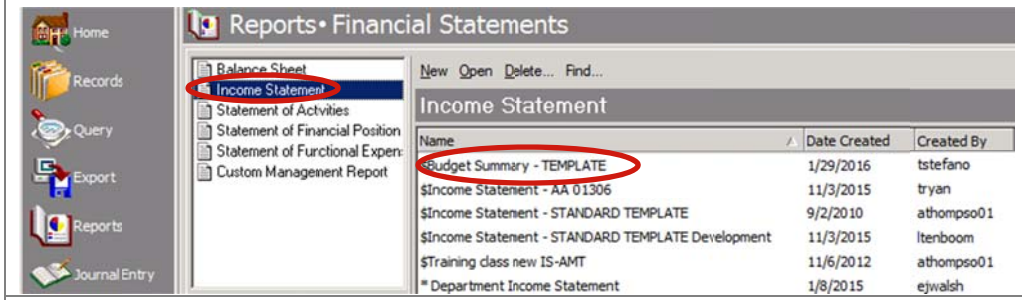
Bryn Mawr College: Budget Summary Report (Financial Edge Income Statement)

A Budget Summary (income statement) is a Financial Edge report that gives the total of all budgets and transactions in account(s) based on the department/project and date filters selected in the report.





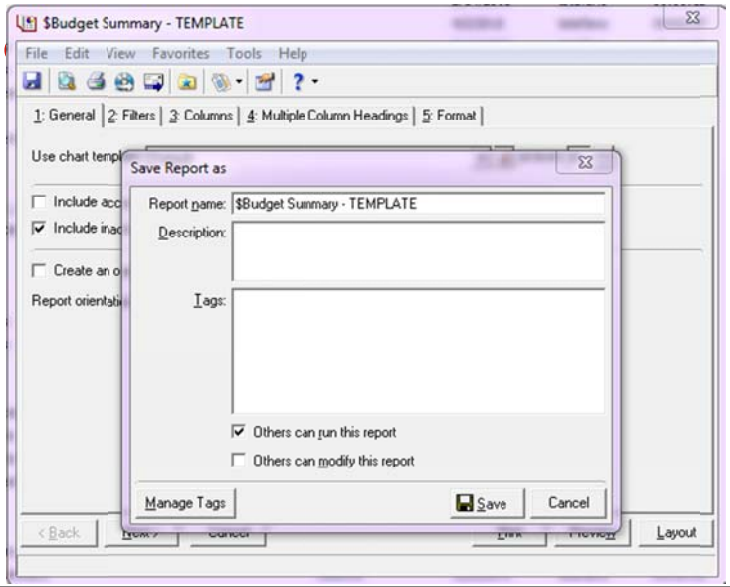
A template Budget Report is available by navigating to:

1. Reports (select from the far left list in gray)
2. Financial Statements
3. Income Statement

To see all reports available in the system, make sure that the "Only show my reports" checkbox at the bottom of the screen is unchecked.

From the list of reports select "$Budget Summary – TEMPLATE." Double click on the report to open.

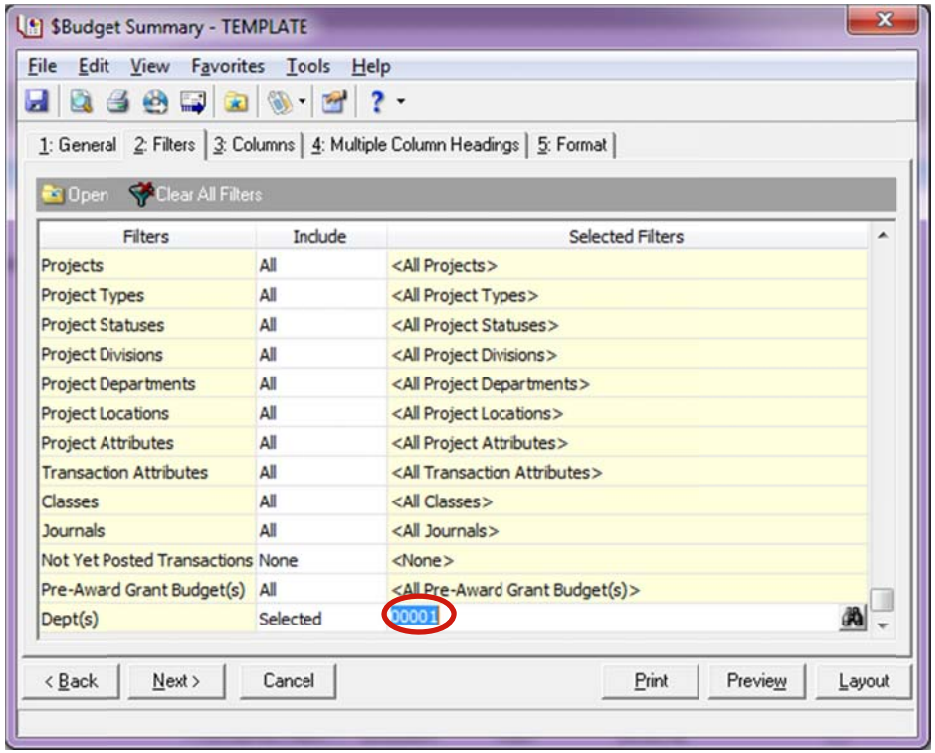
If the report list is sorted alphabetically by report name, this report will appear near the top of the list. You can resort the list by clicking any of its headings (Name, Description, Date Created, Created By, etc).

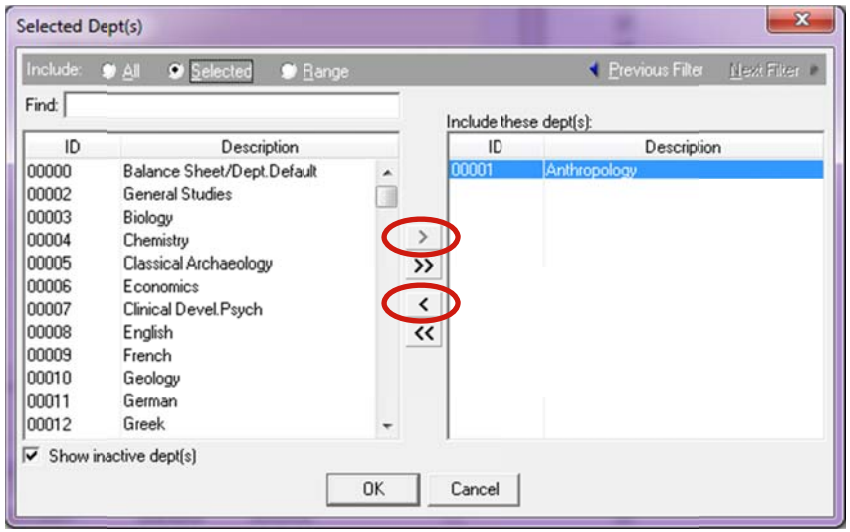


The report will open on the first tab, "General." No changes need to be made here.

You should save the report as your own before making further changes.

From the menu bar select File, Save As. Replace "$Budget Summary – TEMPLATE" with a descriptive report name that will help you identify this report at a later date. Click the "Save" button.





Next, click on the “Filters” tab.

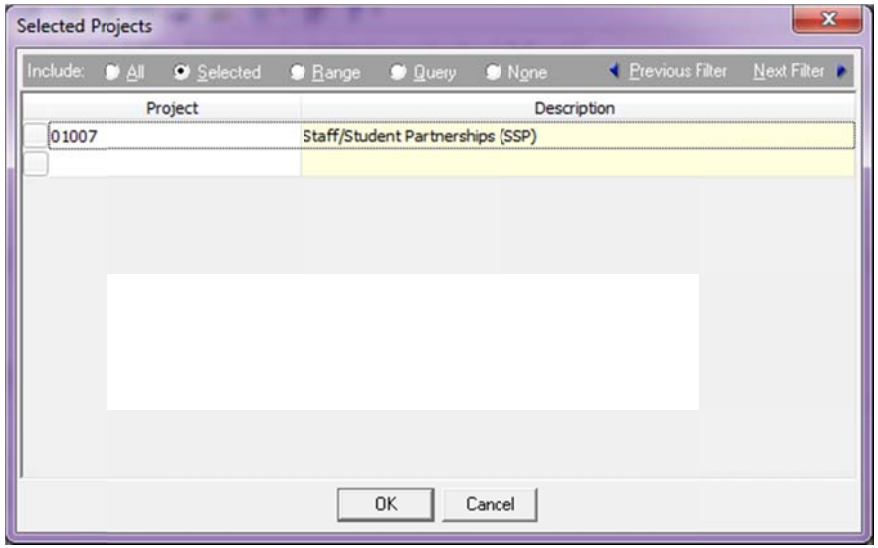
The second tab, “Filters”, allows you to select the department number and/or the project number.

First, select the department(s). The department is the last filter listed, so you will have to scroll down to find it. To change the department, click on the currently selected department number (00001) in the “Selected Filters” column and then click on the binocular icon that appears at the right end this field.

1. In the right side table, highlight the department in the right-side table and click the left-pointing arrow(s) to remove it from the report filter.
2. Find the first department you want to include as a filter in your report, highlight it, and click the single right-pointing arrow to move the department to the right-side table.
3. Repeat step 2 to choose more departments. If you select more than one department, the resulting report will create a separate report for each department.

Note: if you click the double right-pointing arrow, all departments will be selected as filters.

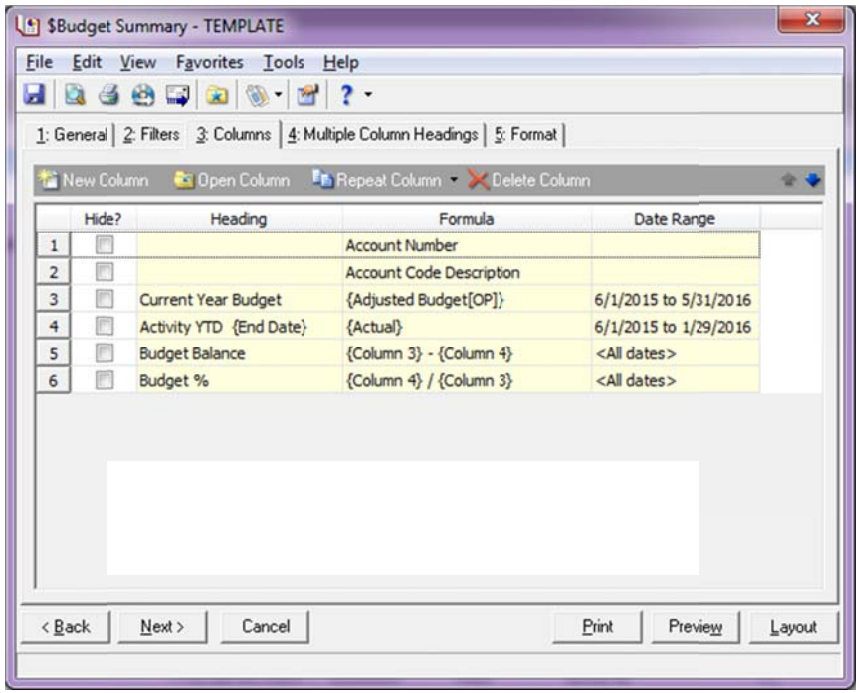
When you have the department(s) you want selected in the right-side table, click the “OK” button. This takes you back to the “Filters” tab.



Next, select the project(s). Without a project filter, the report will include all projects budgeted or used for the department(s) selected.

If you need to run this report for specific projects only:

- Double-click the "Projects" row of the filter tab
- Change the drop down option in the "Include" column from "All" to "Selected." "Selected Projects" window will appear.
- Enter project or projects to appear in the report
- Click the "OK" button

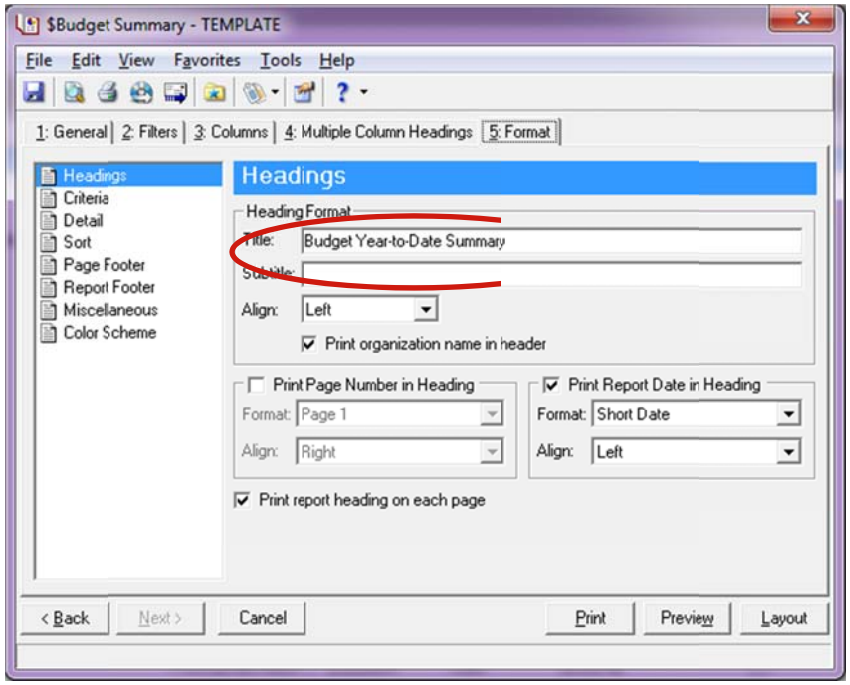


Next, click the "Columns" tab.

The "Columns" tab sets parameters for the columns that will be included on the report. The template is set to display six columns: Account Number, Account Code Description, Current Year Budget, Activity YTD, Budget Balance, and Budget %.

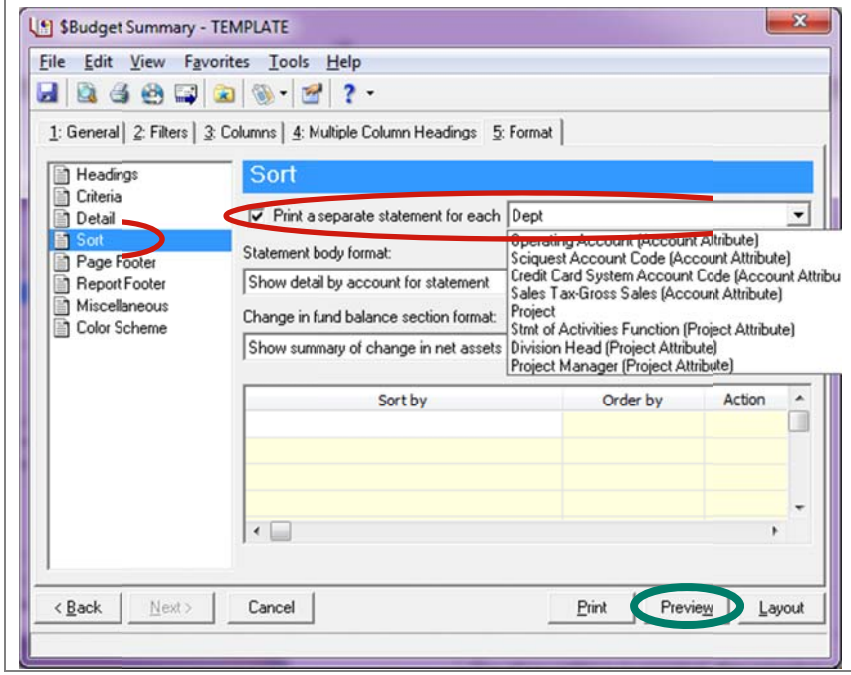
Columns for Current Year Budget and Activity YTD are setup up with date parameters that update automatically. If at any time you want to alter these dates, double click on the line you want to change. When a new window appears, navigate to "Date Range" tab and use the "Date" dropdown menu to select desired date parameters. Once the date is set click the "OK" button.

You can choose to temporarily hide a report column by selecting the "Hide?" check box for that particular column.



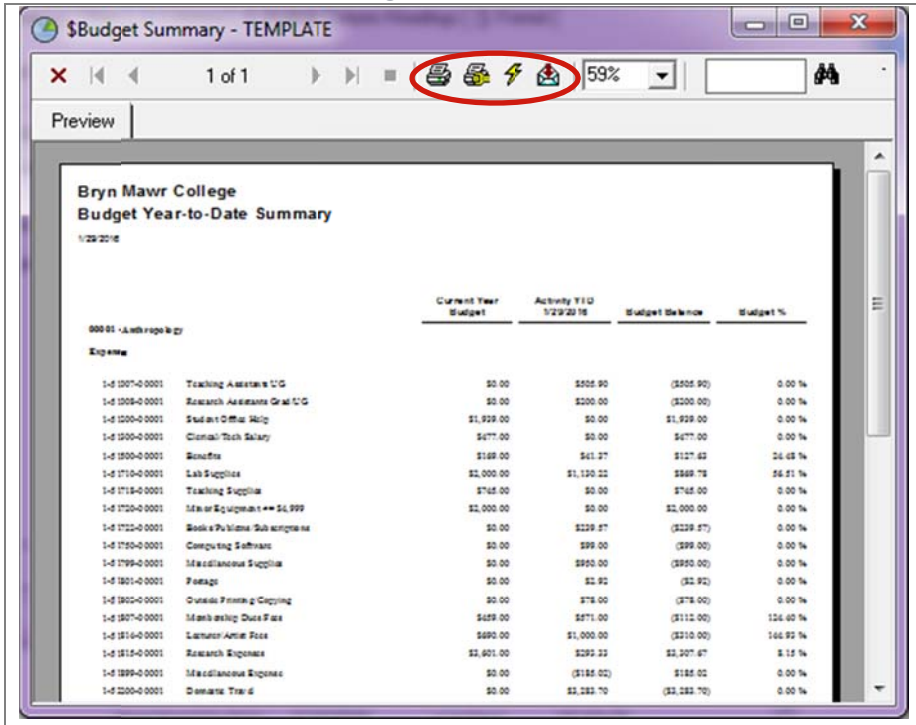
Finally, click the “Format” tab.

Use the “Headings” section to set a custom title and subtitle for your report.



If you are preparing a report for multiple projects in a department, use the “Sort” section to set the “Print a separate statement for each” dropdown to “Project.”

No other editing is needed; the report is ready to run. Click the “Preview” button.

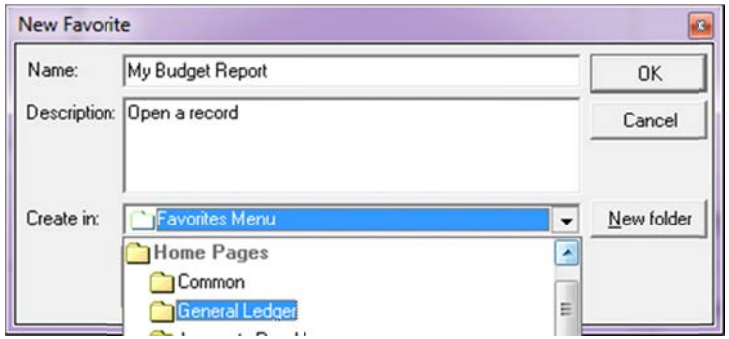


Your report will appear in a new window. You may print or save the prepared report.

To print, click on the Print icon .

To save the report in Excel or PDF format, click the Export icon . When the Export box appears, use the Format drop-down list to select either "Acrobat Format (PDF)" or "Excel 8.0 (XLS)". The Destination should be "Disk file". Click "OK". The next box to appear allows you to select the network folder to which you will save the file.

Select the specific location where you would like the file to be saved, changing the file name to something more descriptive than the default export file name. Click the "Save" button.



<u>Next steps:</u>
You can use the "Favorites" feature to save a shortcut to your new report on your Financial Edge home page. From your report window menu bar select Favorites, Add to Favorites. Use the "Create in" dropdown list to select Home Pages, General Ledger.

Next time you open Financial Edge, you will be able to open this report from the home page. Before clicking the "Preview" button to run the report, you should review and, if needed, adjust the date parameters on the "Columns" tab.

Review the budget report to make sure that the expenses and revenues are on track for the year. If you need to see a detailed report of expenses in any given account, use the Financial Edge Query tool.