

Budget Reports for All Users


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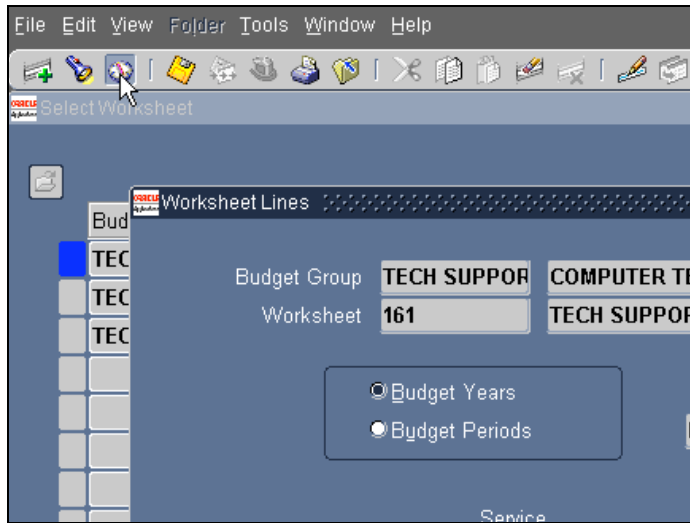
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How to Open the MBI - Budgeting Cost Center & Rollup Report

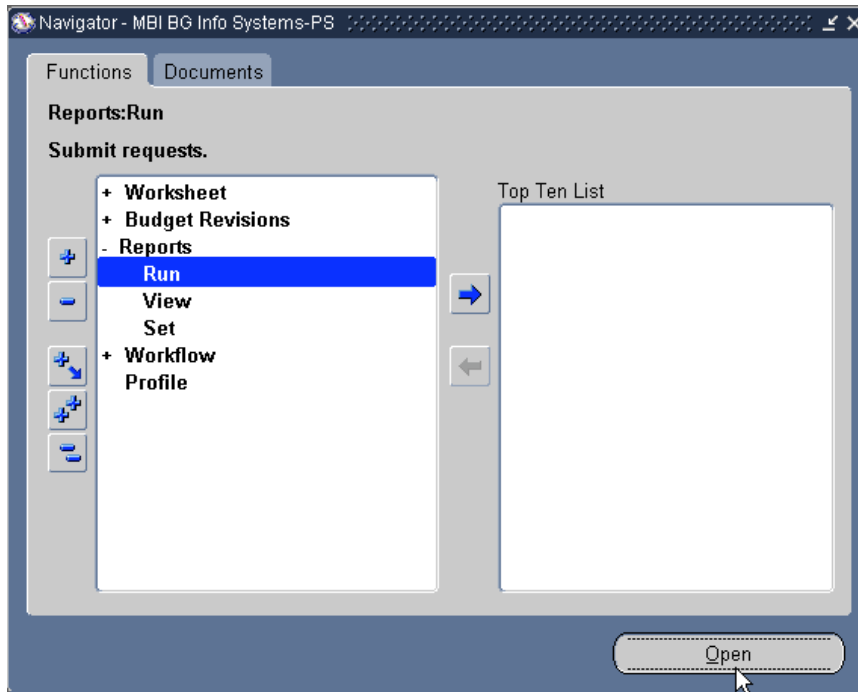
The purpose of the **MBI – Budgeting Cost Center & Rollup Report** is to enable you to view the accounts and their descriptions in a specific cost center, along with the corresponding budget amounts for each account.

To open the report:

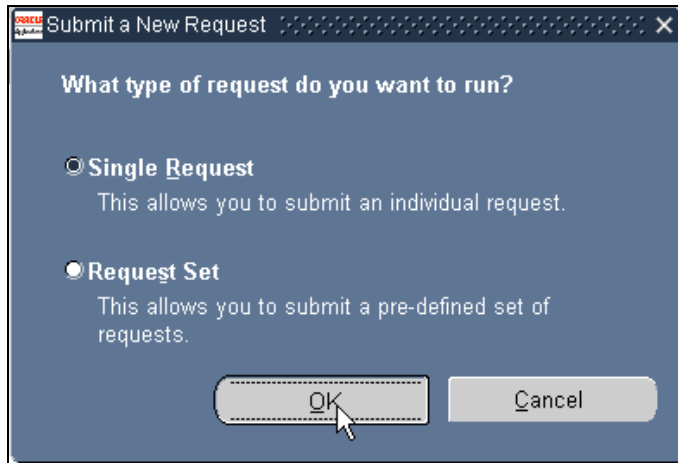
1. Click on the Navigator icon  in the toolbar to return to the Navigator.




2. The Navigator will appear. Double-click on **Reports**, select **Run** and click **Open** in the toolbar.



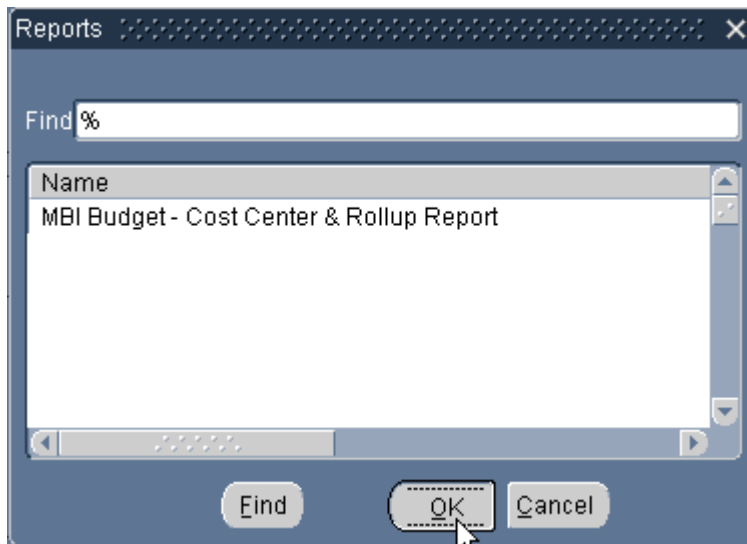
3. The **Submit a New Request** window will appear. Select **Single Request** and Click **OK**.



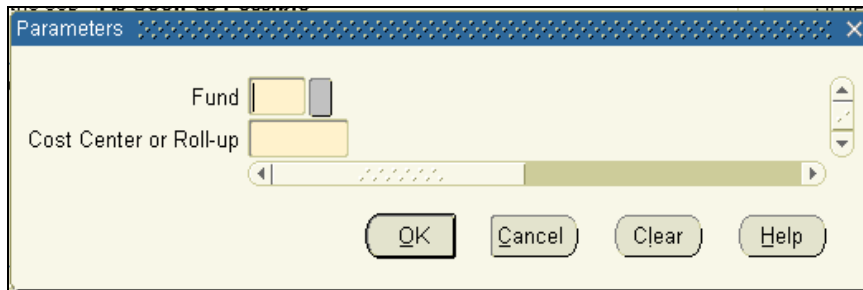
4. The **Submit a New Request** window will appear. Click on the **LOV** button  next to the **Name** field to pull up the List of Reports available.



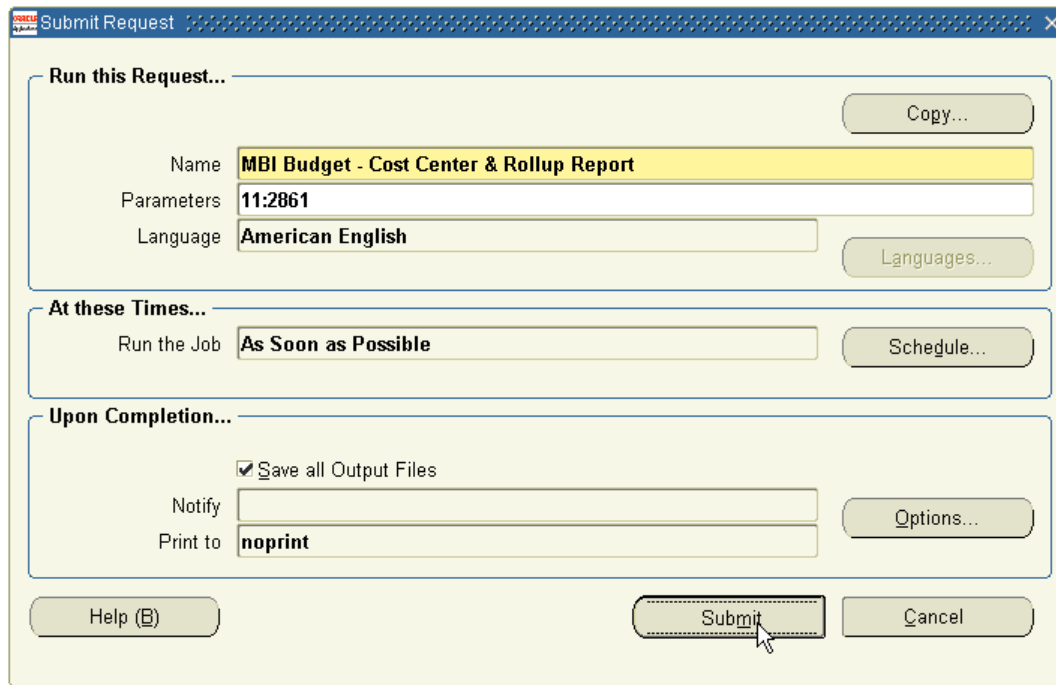
5. The **Reports** will appear. Select **MBI Budget Cost Center & Roll Up Report**.



6. The **Parameters** window automatically appears. Type in a **Fund** and **Cost Center** or select the values by clicking on the **LOV** icon next to each field.



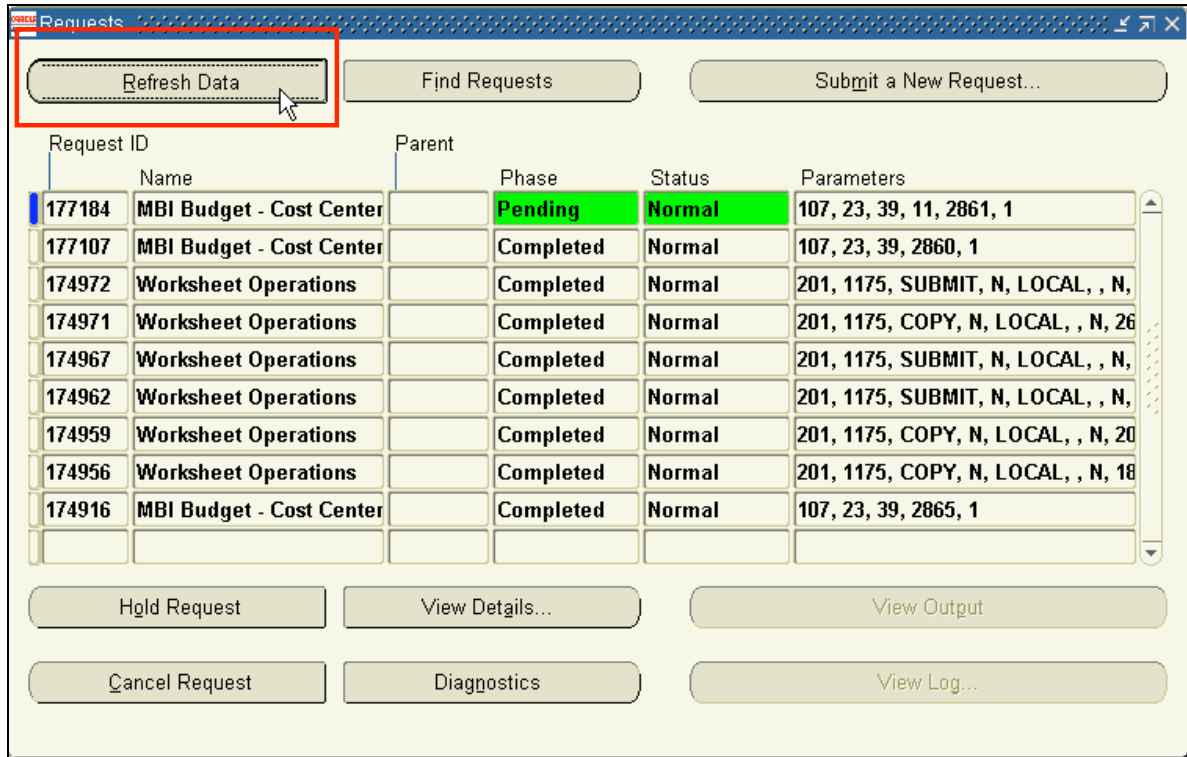
- The value selected will be applied to the related field in the **Parameters** window. Click on the **Submit** button to submit the request.



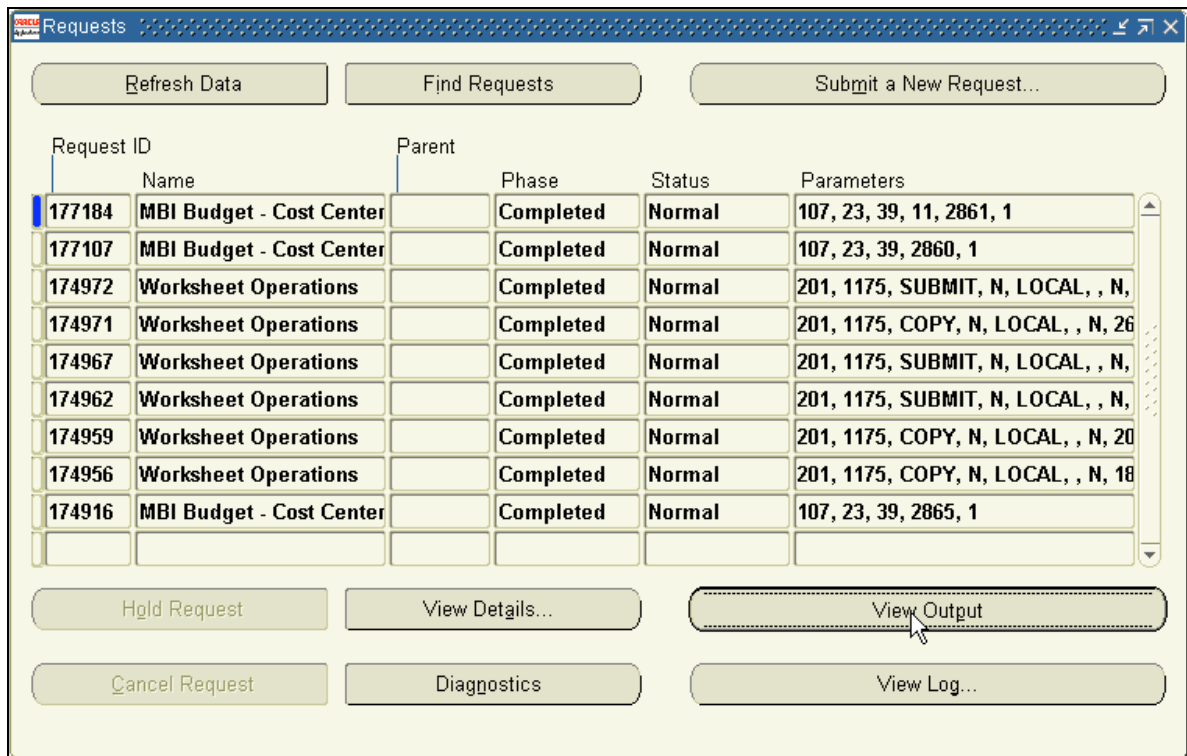
- The **Requests** window will appear with your submitted request(s).

The **Requests** window will not automatically refresh to display updated progress of your request. You must click on the **Refresh Data** button to view the refreshed status. Every 10-15 seconds, click the **Refresh Data** button to view the change in status until the Phase and Status become **Completed** and **Normal**.

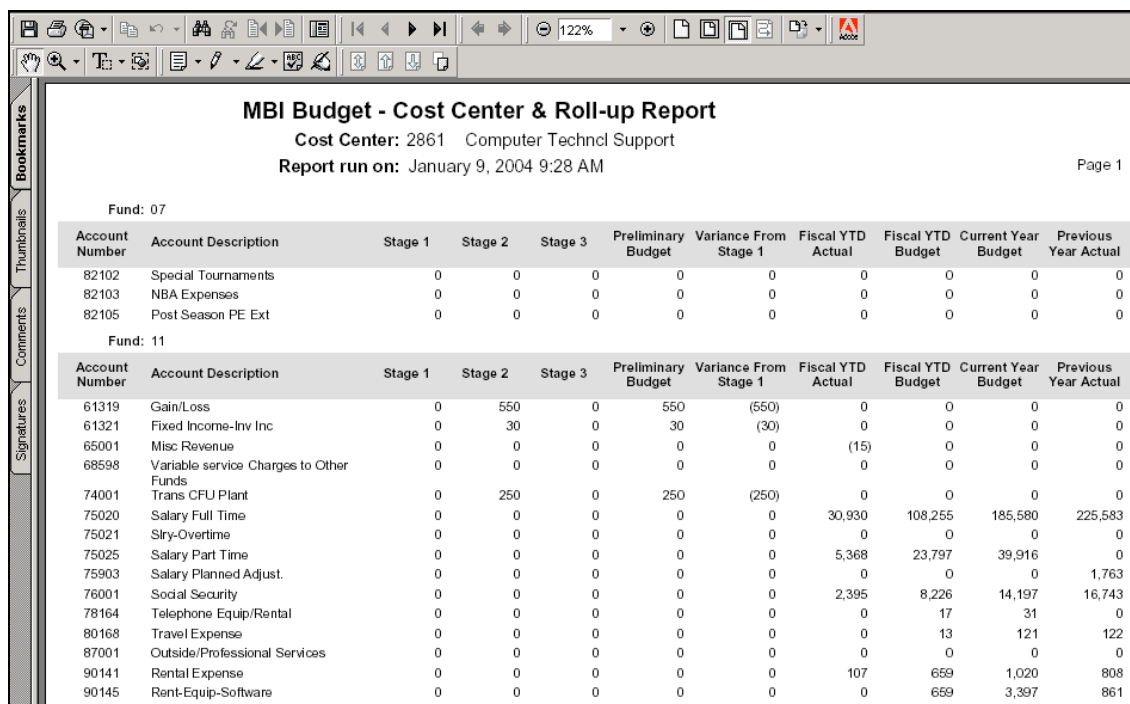
NOTE: If at any point, you receive an error, or **Completed Error**, call the **Help Desk** at ext. 4001.



- Once the phase has completed normally, click on the **View Output** button, which will display an online format of the report.



10. The report is displayed in PDF format. Click on the **Printer**  icon to print.



MBI Budget - Cost Center & Roll-up Report

Cost Center: 2861 Computer Techncl Support
Report run on: January 9, 2004 9:28 AM

Page 1

Fund: 07

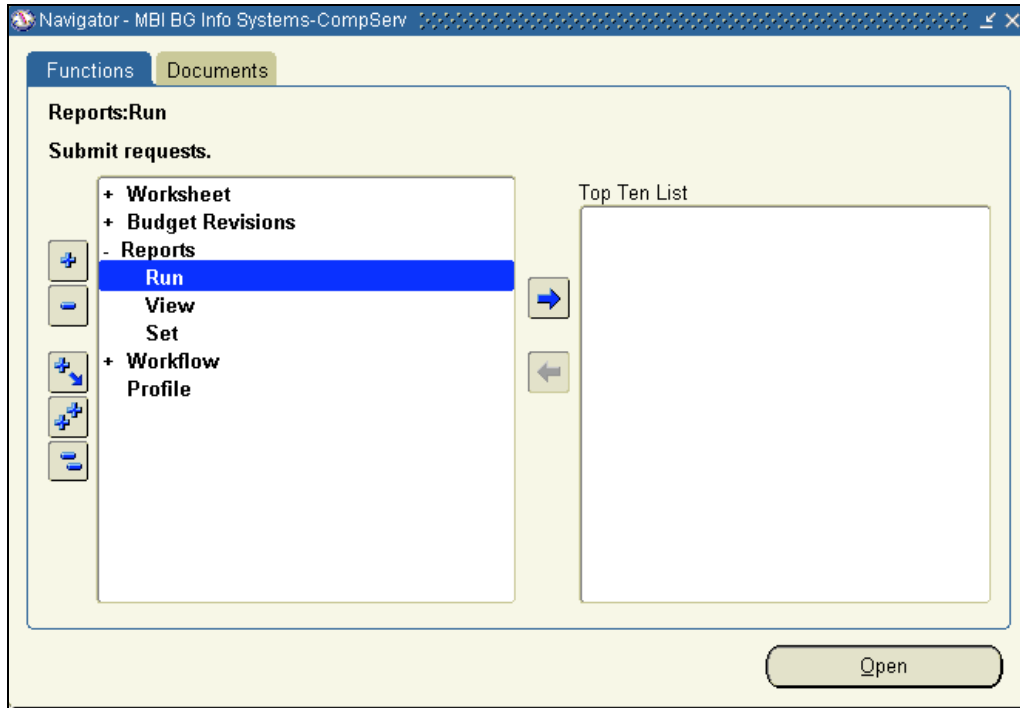
Account Number	Account Description	Stage 1	Stage 2	Stage 3	Preliminary Budget	Variance From Stage 1	Fiscal YTD Actual	Fiscal YTD Budget	Current Year Budget	Previous Year Actual
82102	Special Tournaments	0	0	0	0	0	0	0	0	0
82103	NBA Expenses	0	0	0	0	0	0	0	0	0
82105	Post Season PE Ext	0	0	0	0	0	0	0	0	0

Fund: 11

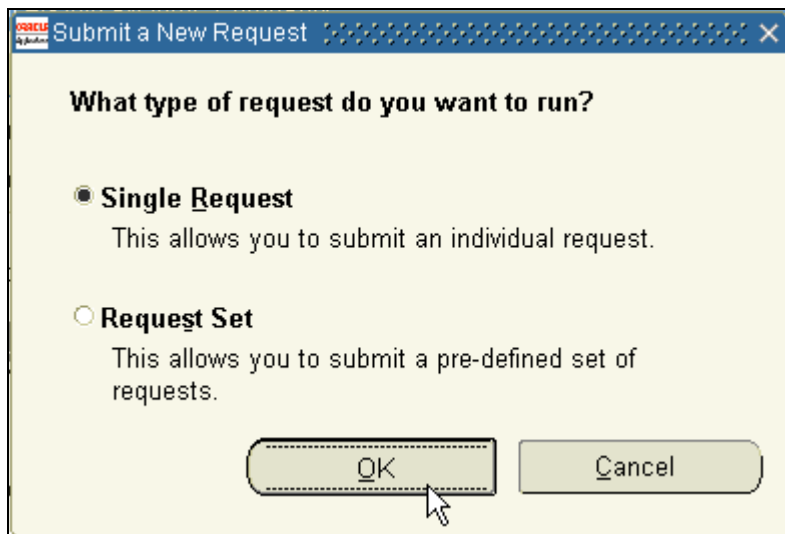
Account Number	Account Description	Stage 1	Stage 2	Stage 3	Preliminary Budget	Variance From Stage 1	Fiscal YTD Actual	Fiscal YTD Budget	Current Year Budget	Previous Year Actual
61319	Gain/Loss	0	550	0	550	(550)	0	0	0	0
61321	Fixed Income-Inv Inc	0	30	0	30	(30)	0	0	0	0
65001	Misc Revenue	0	0	0	0	0	(15)	0	0	0
68598	Variable service Charges to Other Funds	0	0	0	0	0	0	0	0	0
74001	Trans CFU Plant	0	250	0	250	(250)	0	0	0	0
75020	Salary Full Time	0	0	0	0	0	30,930	108,255	185,580	225,583
75021	Siry-Overtime	0	0	0	0	0	0	0	0	0
75025	Salary Part Time	0	0	0	0	0	5,368	23,797	39,916	0
75903	Salary Planned Adjust.	0	0	0	0	0	0	0	0	1,763
76001	Social Security	0	0	0	0	0	2,395	8,226	14,197	16,743
78164	Telephone Equip/Rental	0	0	0	0	0	0	17	31	0
80168	Travel Expense	0	0	0	0	0	0	13	121	122
87001	Outside/Professional Services	0	0	0	0	0	0	0	0	0
90141	Rental Expense	0	0	0	0	0	107	659	1,020	808
90145	Rent-Equip-Software	0	0	0	0	0	0	659	3,397	861


How to Open the MBI - Budget Excel Format Cost Center & Rollup Report

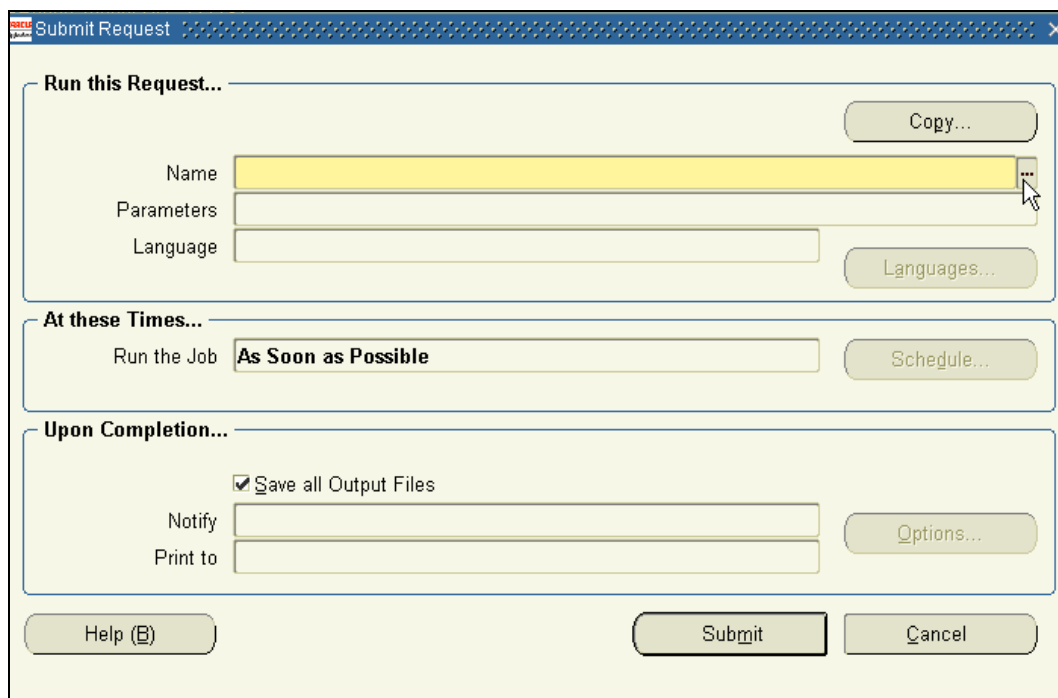
1. From the **Navigator**, double-click on **Reports**, select **Run** and click **Open** in the toolbar.



2. The **Submit a New Request** window will appear. Select **Single Request** and Click **OK**.



3. The **Submit a New Request** window will appear. Click on the **LOV** button  next to the **Name** field to pull up the List of Reports available.



Submit Request

Run this Request...

Name Copy...

Parameters

Language Languages...

At these Times...

Run the Job Schedule...

Upon Completion...

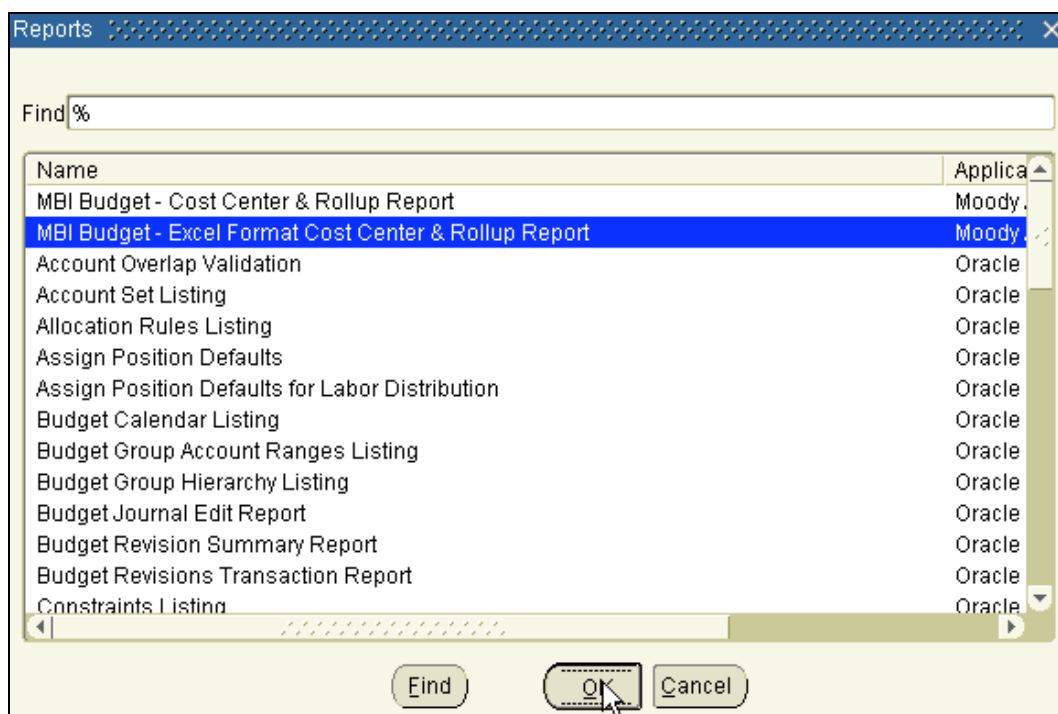
Save all Output Files

Notify

Print to Options...

Help (H) Submit Cancel

4. The **Reports** will appear. Select **MBI Budget – Excel Format Cost Center & Roll Up Report**.



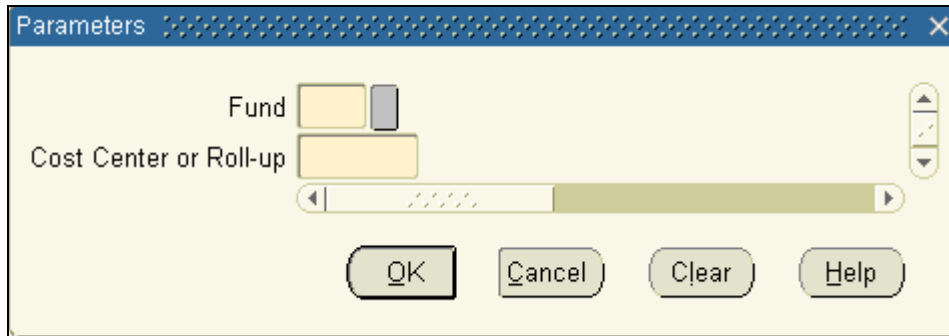
Reports

Find %

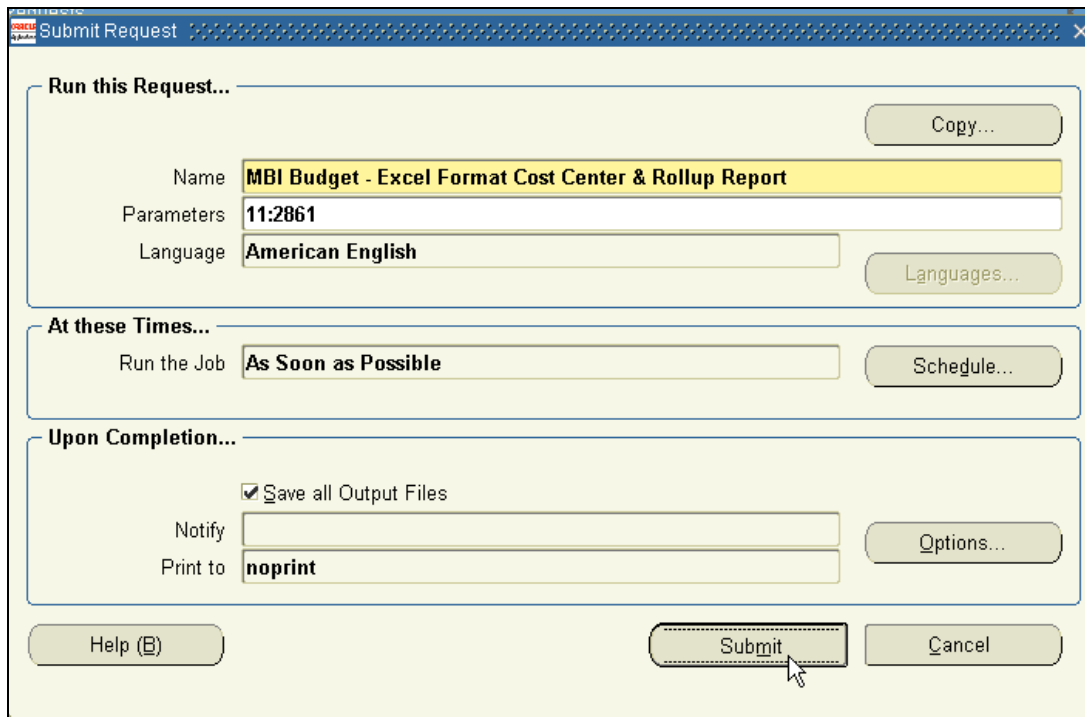
Name	Applica
MBI Budget - Cost Center & Rollup Report	Moody
MBI Budget - Excel Format Cost Center & Rollup Report	Moody
Account Overlap Validation	Oracle
Account Set Listing	Oracle
Allocation Rules Listing	Oracle
Assign Position Defaults	Oracle
Assign Position Defaults for Labor Distribution	Oracle
Budget Calendar Listing	Oracle
Budget Group Account Ranges Listing	Oracle
Budget Group Hierarchy Listing	Oracle
Budget Journal Edit Report	Oracle
Budget Revision Summary Report	Oracle
Budget Revisions Transaction Report	Oracle
Constraints Listing	Oracle

Find OK Cancel

5. The **Parameters** window automatically appears. Type in a **Fund** and **Cost Center** or select the values by clicking on the **LOV** icon next to each field.



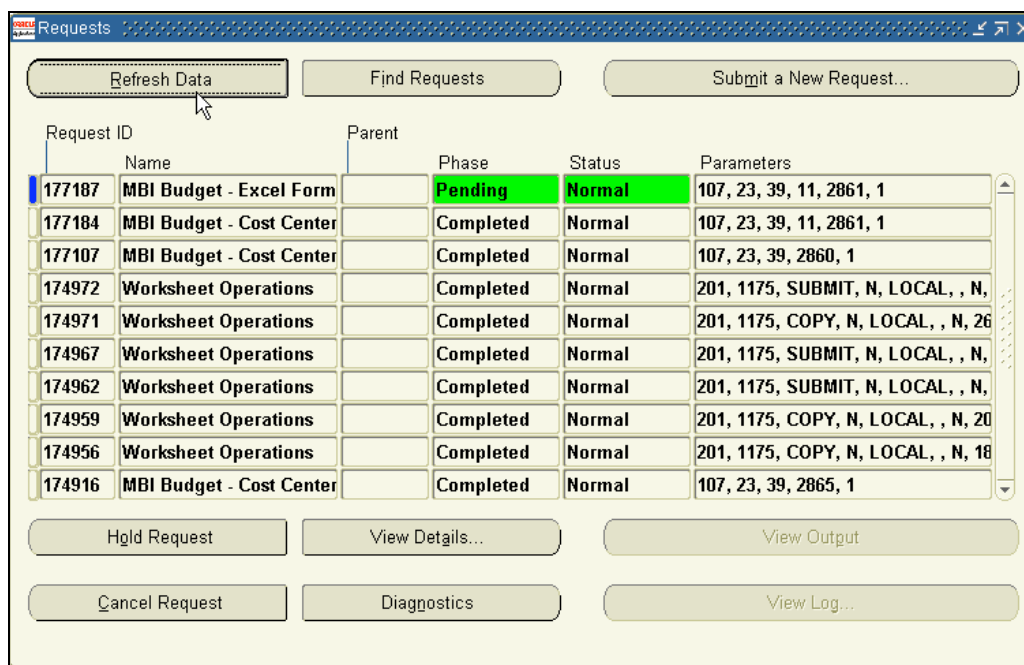
6. The value selected will be applied to the related field in the **Parameters** window. Click on the **Submit** button to submit the request.



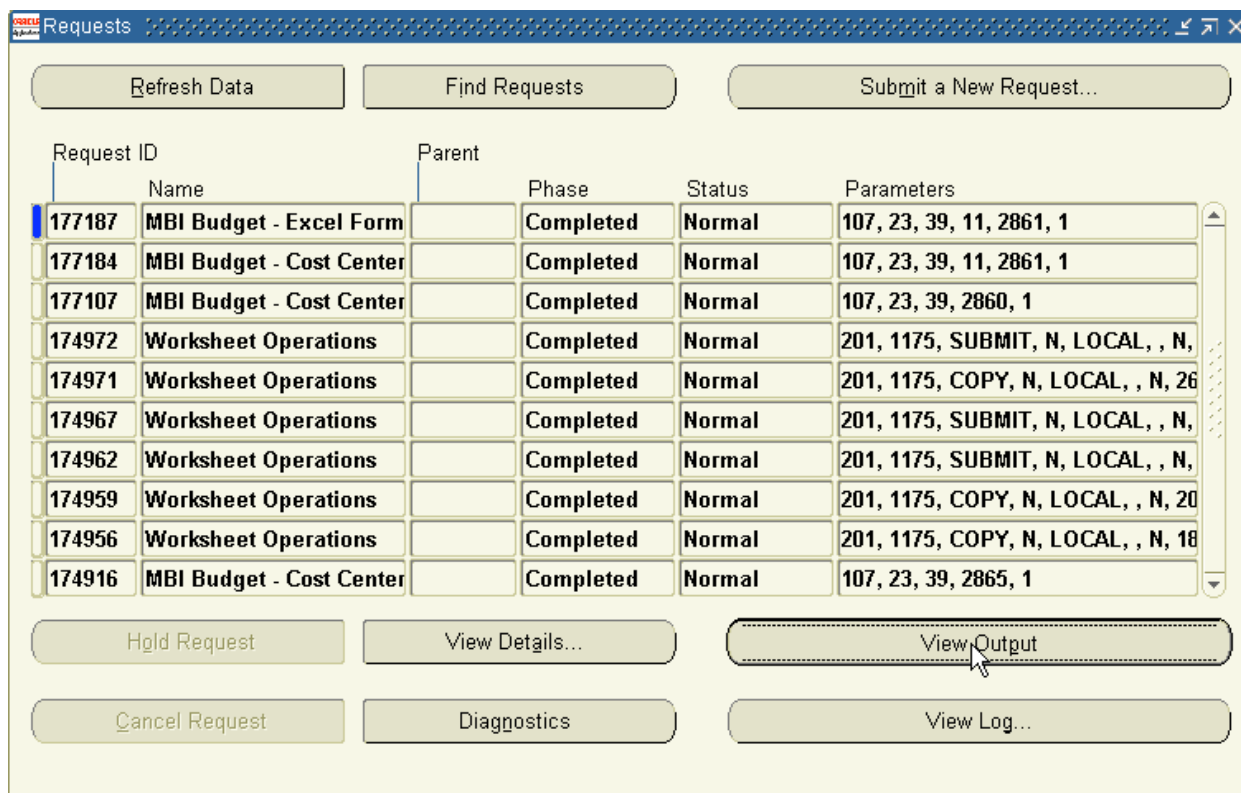
7. The **Requests** window will appear with your submitted request(s).

The **Requests** window will not automatically refresh to display updated progress of your request. You must click on the **Refresh Data** button to view the refreshed status. Every 10-15 seconds, click the **Refresh Data** button to view the change in status until the Phase and Status become **Completed** and **Normal**.

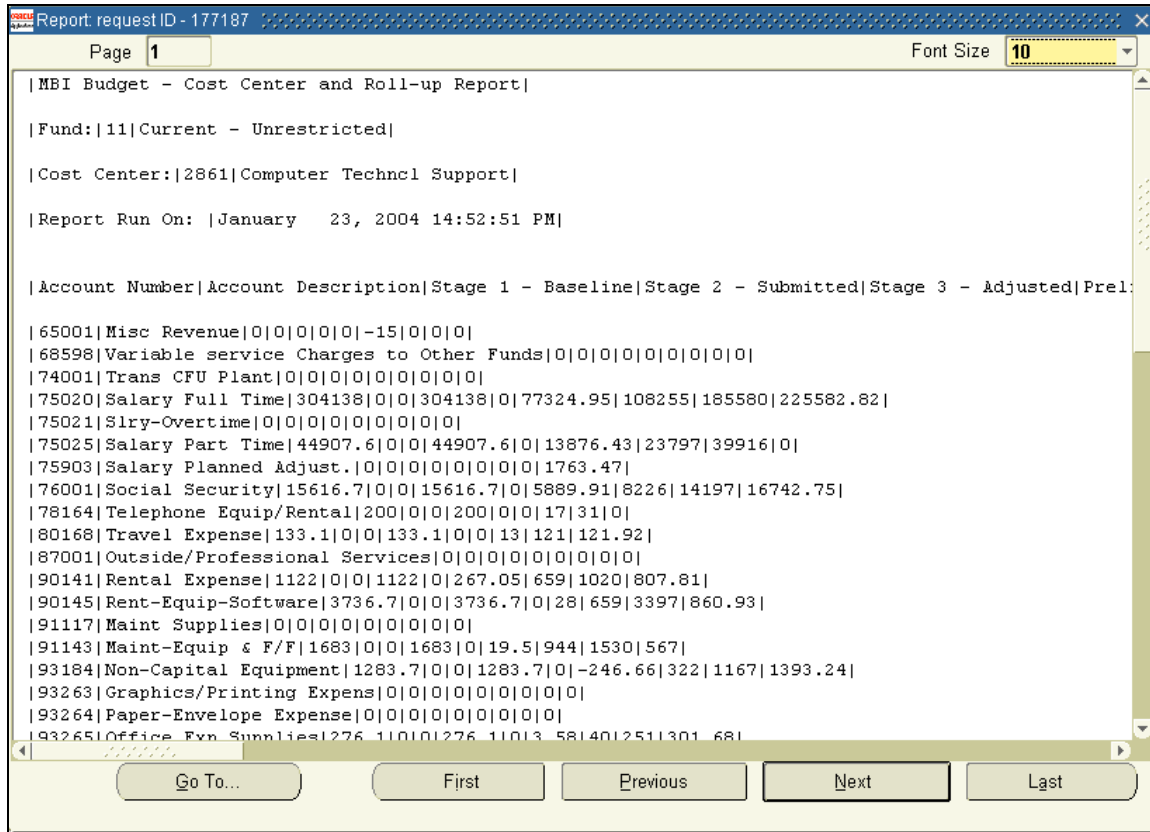
NOTE: If at any point, you receive an error, or **Completed Error**, call the **Help Desk** at ext. 4001.



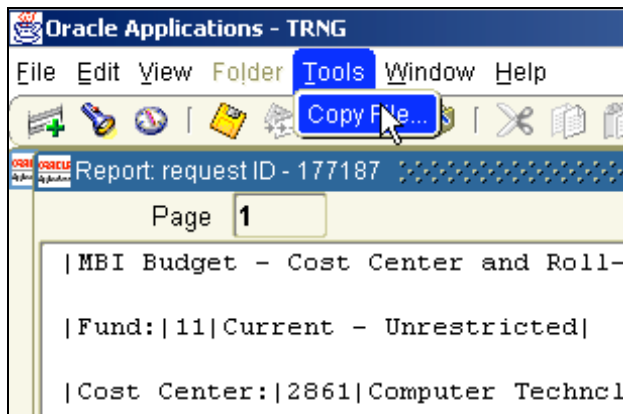
- Once the phase has completed normally, click on the **View Output** button, which will display an online format of the report.



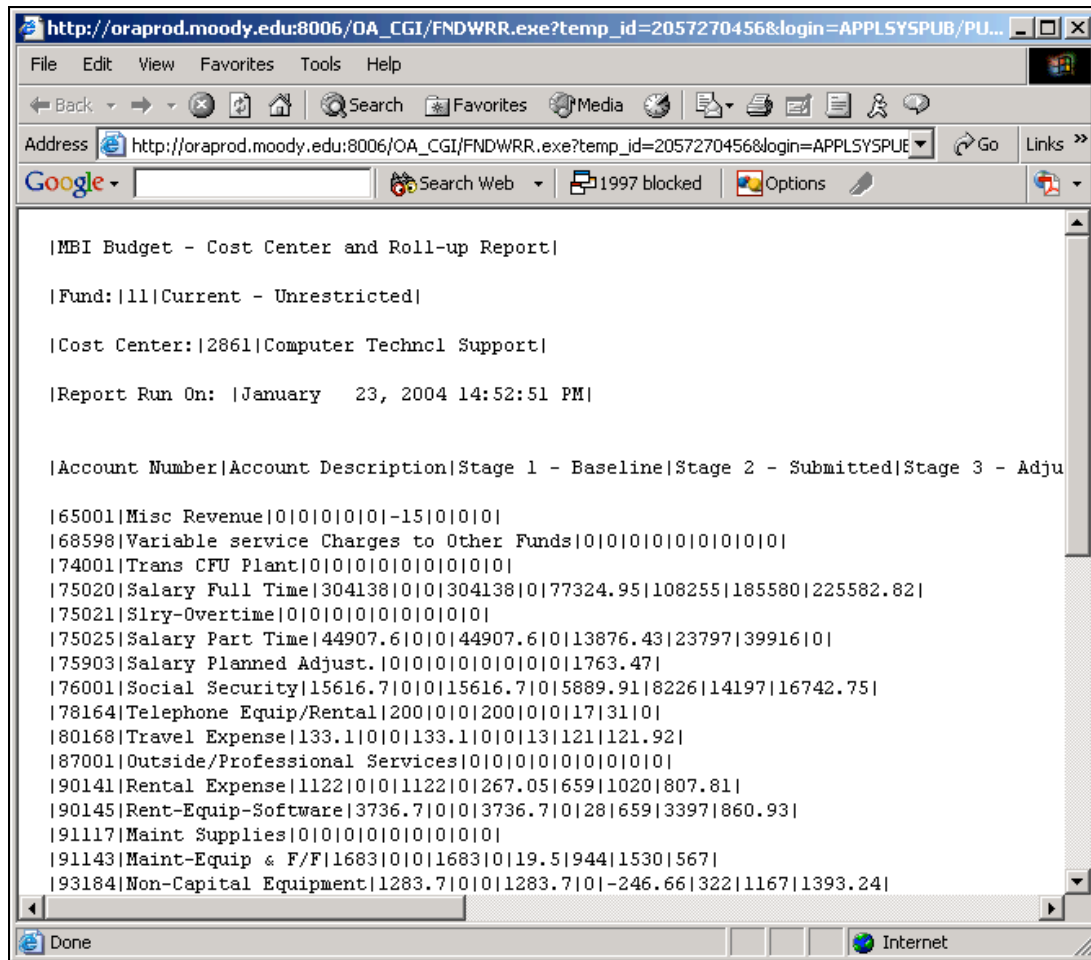
9. The **Report** will appear in a **Text Delimited Format**.



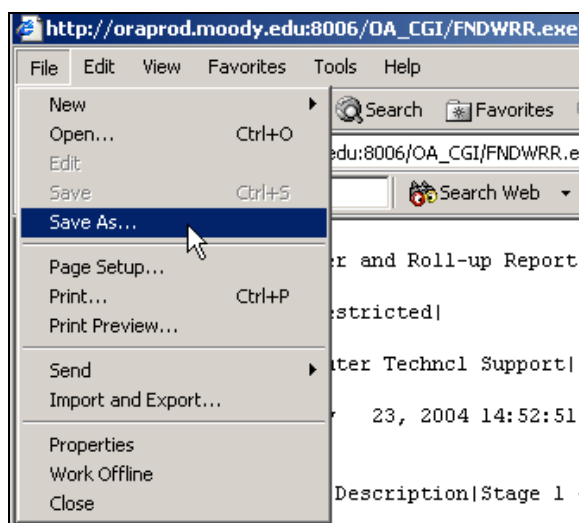
10. To export this file into **Excel**, Click on **Tools > Copy File** in the toolbar.



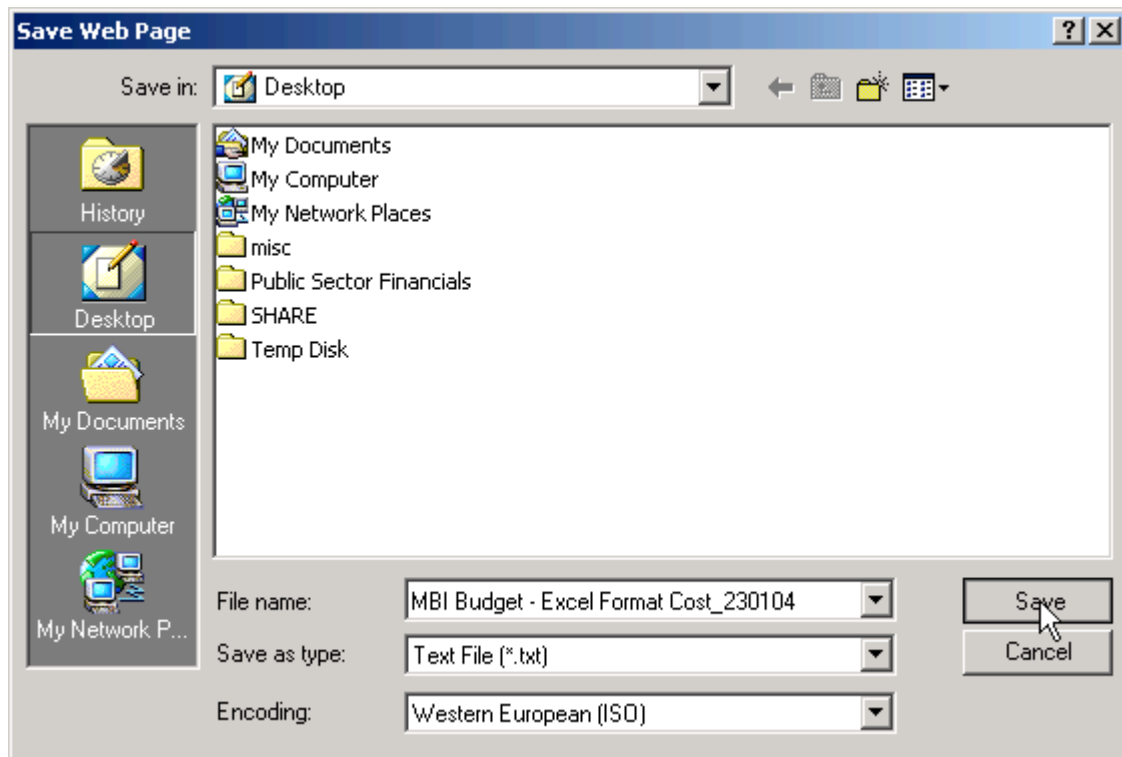
11. The file will open in a separate web browser.



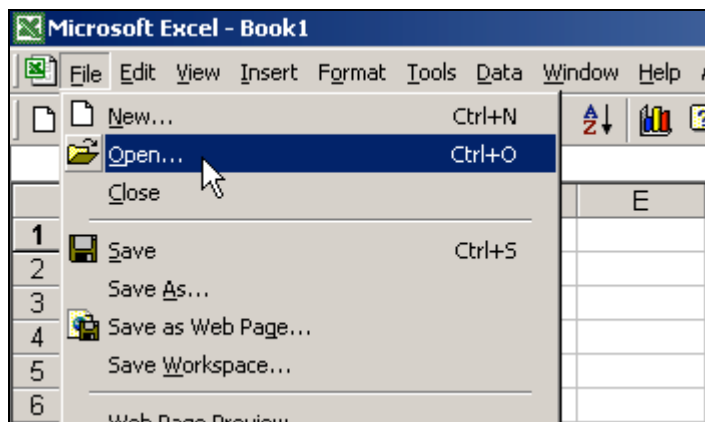
12. Click on **File > Save As...** in the tool bar of the web browser.



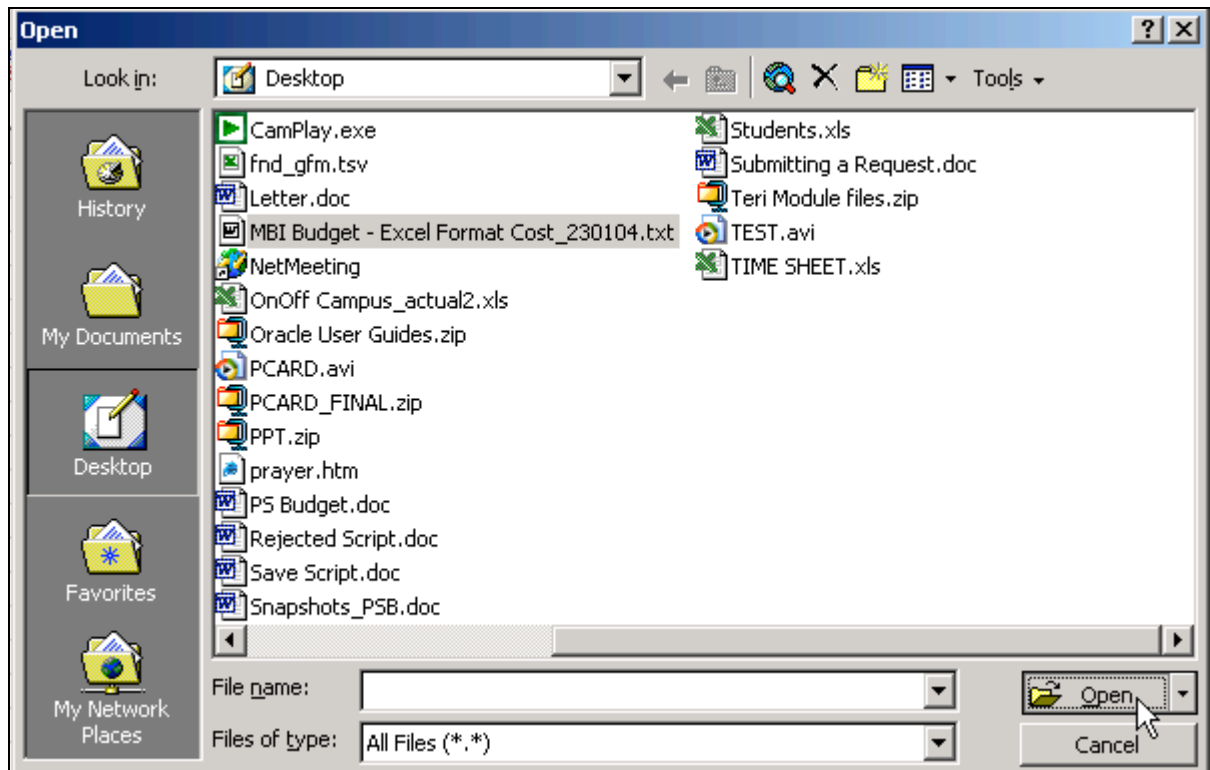
13. Save the web page as a **textfile (.txt)** in a location that is easily accessible such as your desktop. Click **OK**.



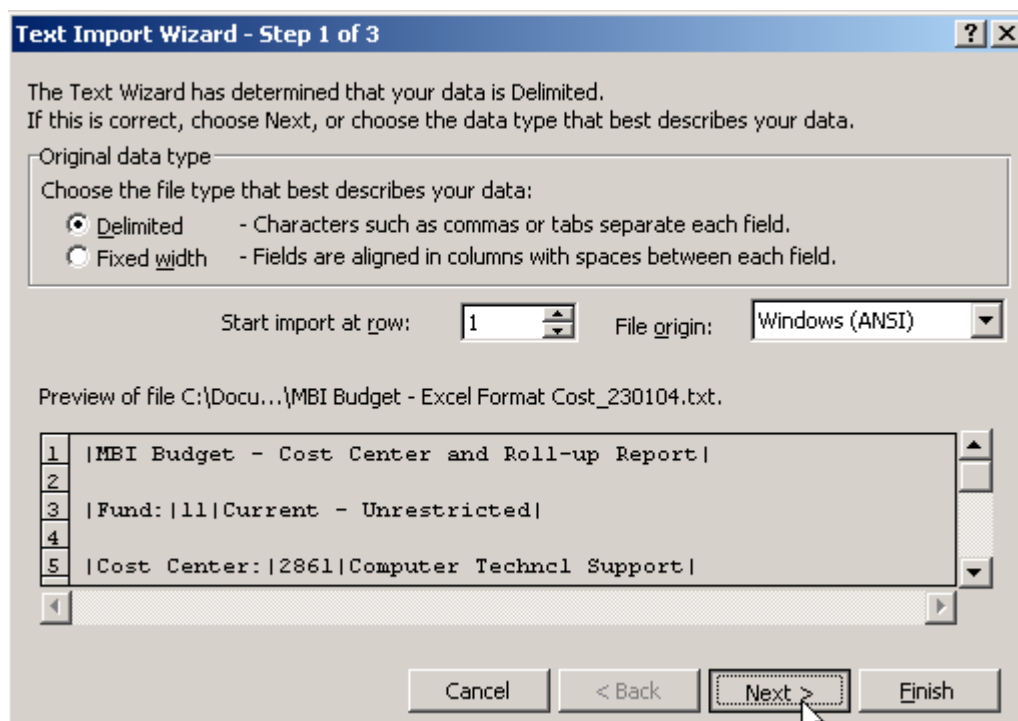
14. Open up the **Excel** application (**Start > Programs > Microsoft Excel**). From **Excel**, click on **File > Open** from the toolbar.



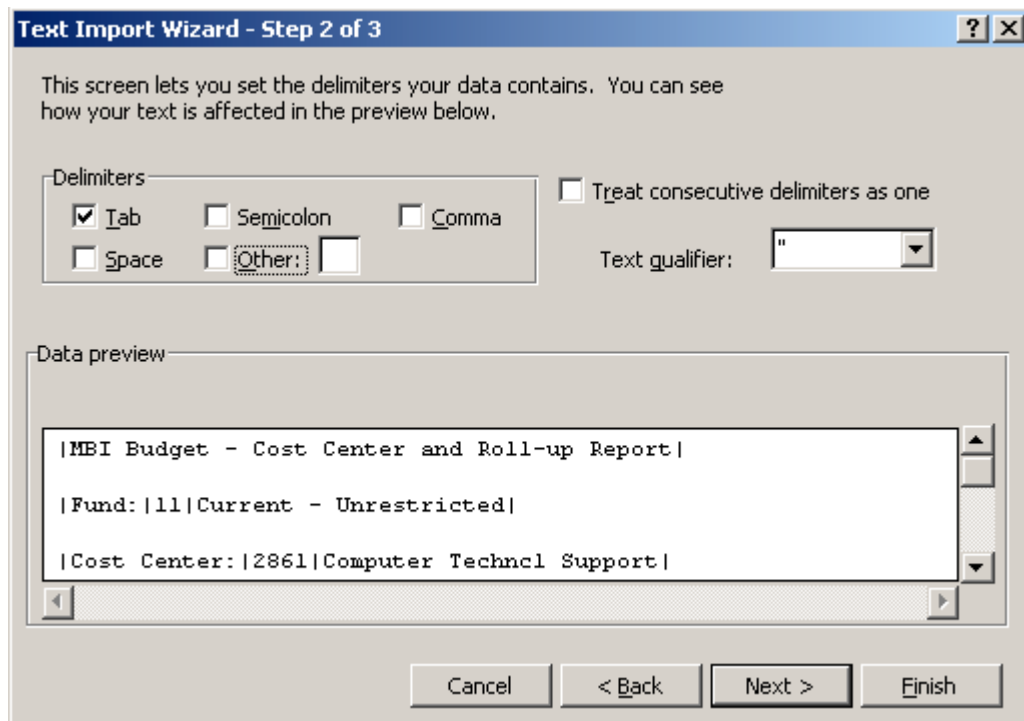
15. From the **Open** window, navigate to the location you saved your text file and highlight the file and click **Open**. (Be sure that in the “Files of type:” you indicate either “All Files (*.*) or “Text Files”)



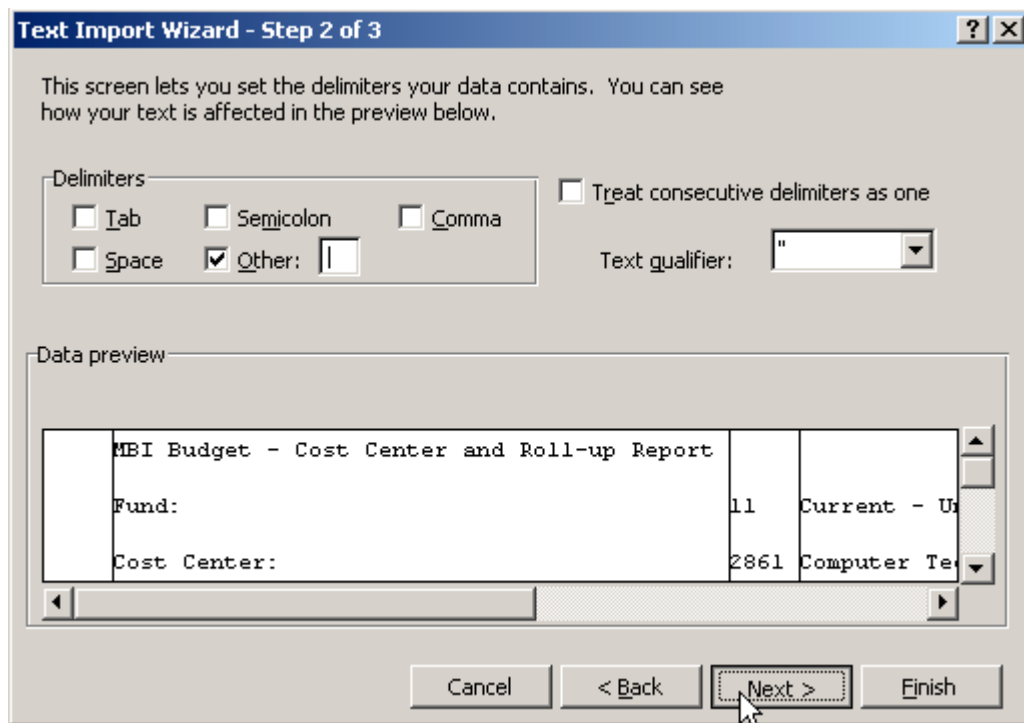
16. The **Text Import Wizard** will appear. Keep all of the defaults and click **Next**.



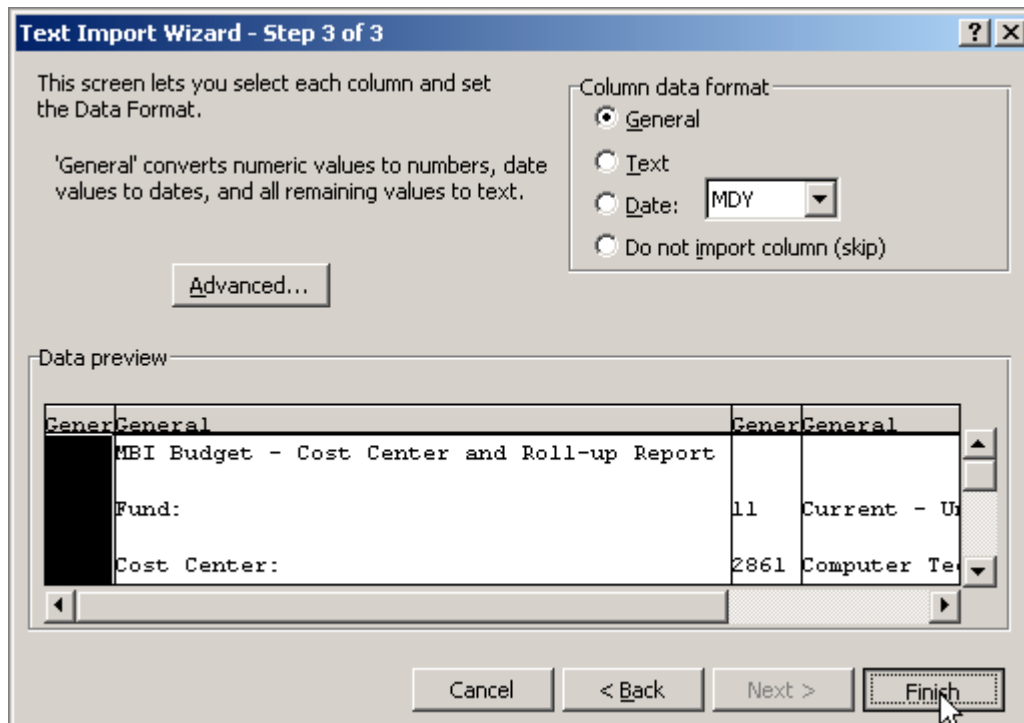
17. Step 2 will appear. The default will have Tab checked. Uncheck the checkbox next to Tab and Check the checkbox next to **Other**. In the field next to **Other**, type in | which is **Shift + **.



18. Notice how the values will separate into columns. Click **Next**.




19. Step 3 will appear. Keep the defaults and click **Finish**.

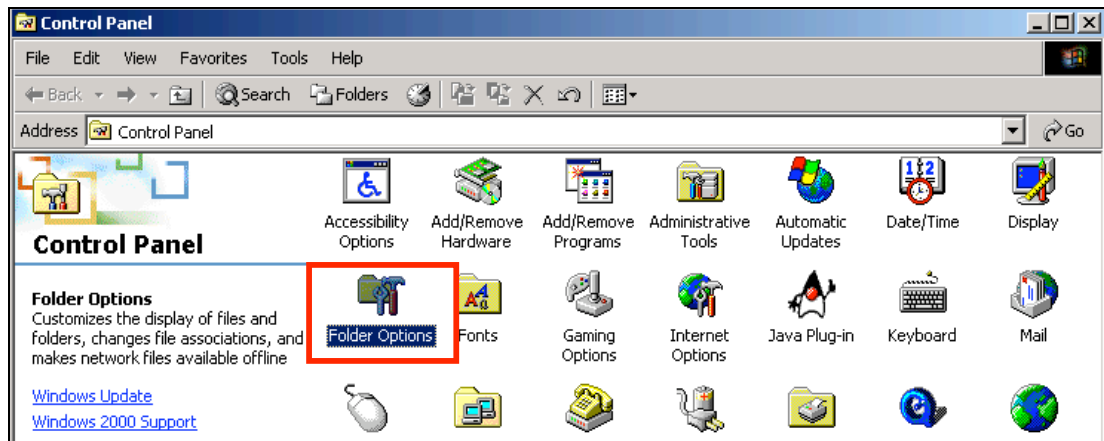


20. The report will now be formatted in Excel.

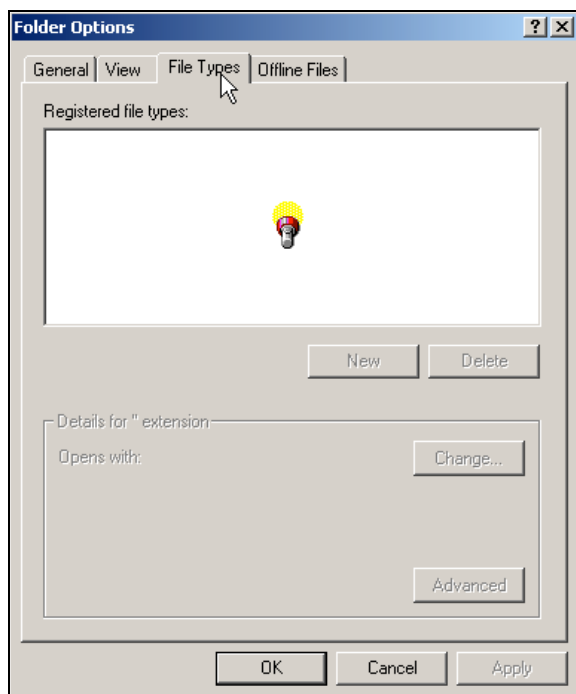
How to open a TSV file in Excel

To open a **TSV** report in Excel, you will need to follow the following steps to ensure your computer settings will enable you to open the file in Excel.

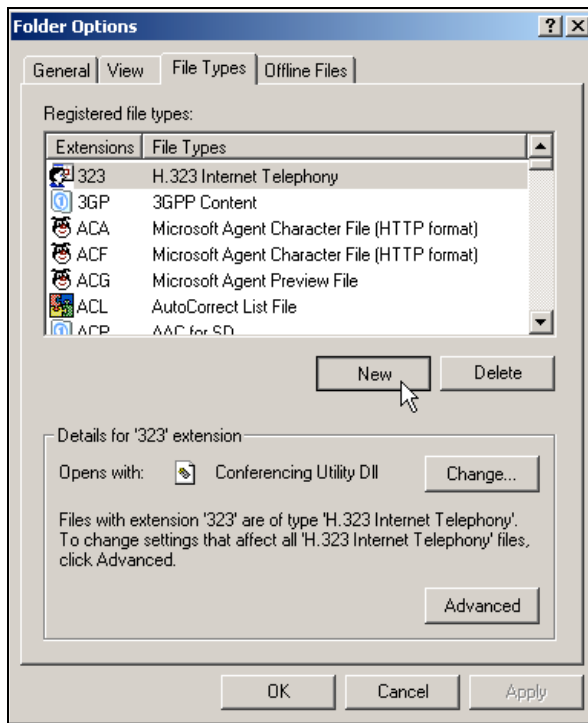
1. Click on **Start > Settings > Control Panel**
2. Double-Click on the **Folder Options**  icon.



3. The **Folder Options** window will appear. Select the **File Types** tab.



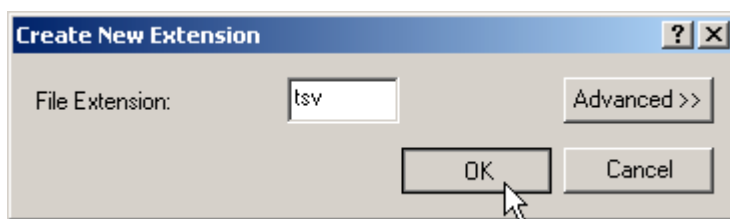
- The **File Types** will appear. After the file types appear, click on the **New** button.



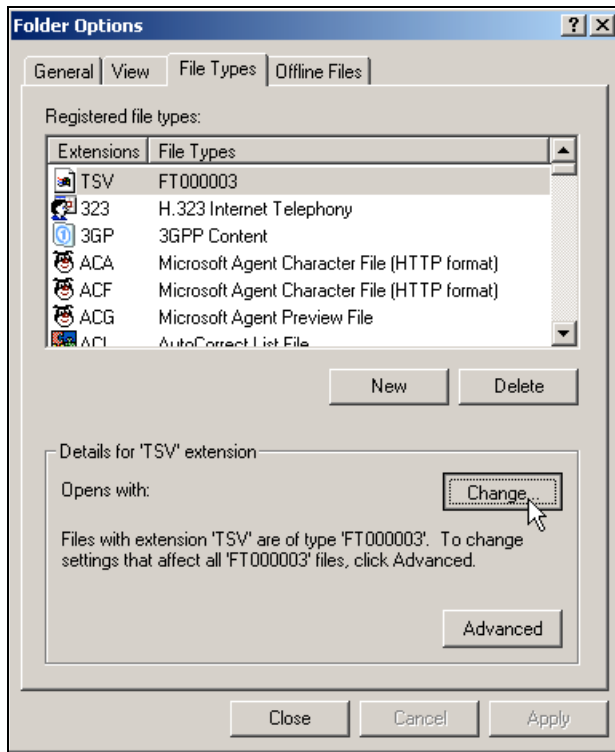
- The **Create New Extension** window will appear. Type **tsv** in the File Extension field.



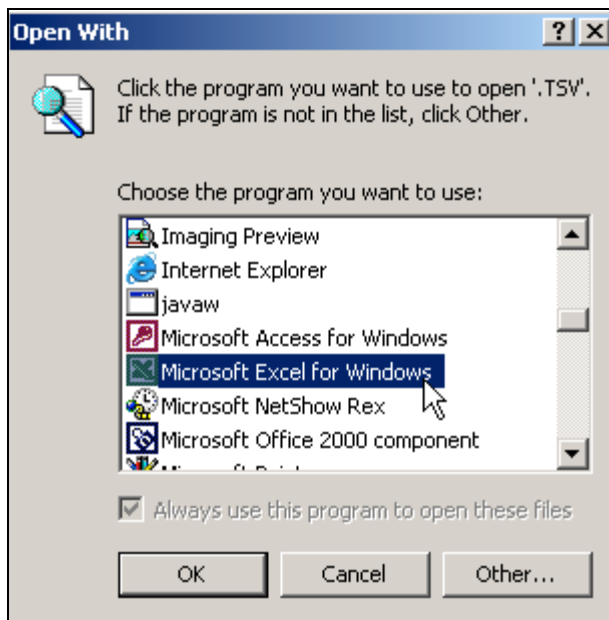
- Click **OK**.



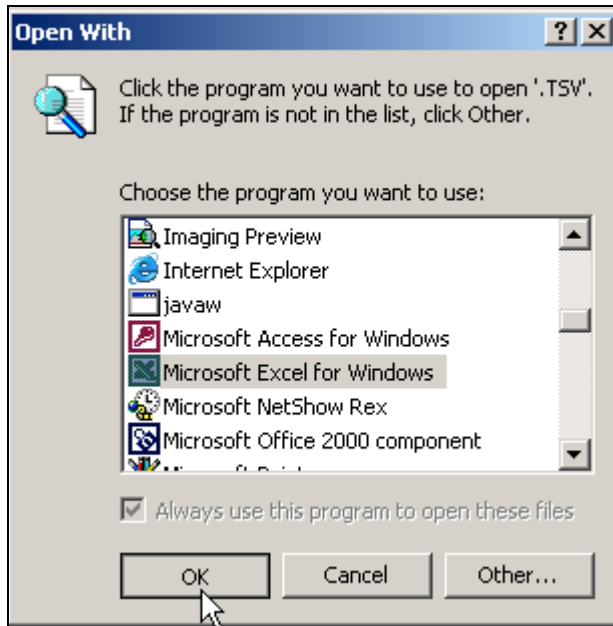
7. Notice that **TSV** is now added as an extension and registered file type. Click on the **Change** button.



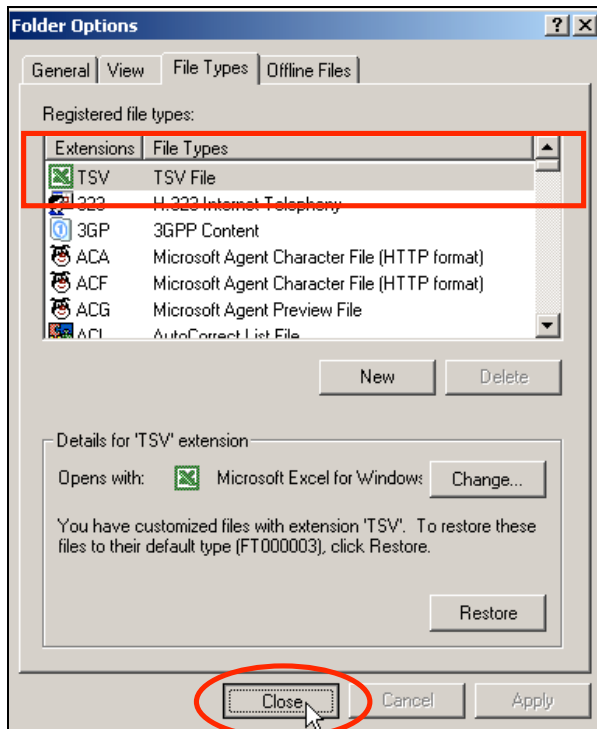
8. The **Opens With** window will appear. Scroll down and select **Microsoft Excel for Windows**.



9. Click **OK**.



10. You will be returned to the **File Types**. Notice that the **TSV** file type now has an Excel icon associated with it. Click on the **Close** button.



Now when you export your budgets, you will be able to **open**