

Management Report Dashboard

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Instructions

When you open the Management Report file in Excel, the dashboard automatically opens (providing you clicked “Enable Content” or any other security questions that may be asked). At any time, if you close the dashboard and want to return to it, simply click the

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button on the “FM Pivot” sheet of the Excel workbook.

The following is a step-by-step process for entering basic projections:

1. If this is the first time the file has been used since downloading from the email, save the file to the location of your choice using the **Save As** button.
2. Select the **Financial Manager** from the drop-down menu in the top frame of the dashboard.

Note: Each dlevel has only one designated financial manager. There may be more than one person responsible for providing projections within a unit. It is highly recommended to have a separate file for each person to avoid any confusion – however it is not *required* to do so. One file may be shared with multiple people, but only one person can use it (and save to it) at any given time.
3. Select a **DLEVEL** from the drop-down menu. If the dlevel is already filled in, this is the only dlevel for which the financial manager is responsible. If the dlevel area is blank, there are multiple dlevels for the selected financial manager and a dlevel must be selected in order to enter projections.
4. Select a **Fund Type** from the drop-down menu. If it is already populated, this means that there is only one fund type for this dlevel. If the fund type area is blank, there are multiple fund types for the selected financial manager and a fund type must be selected in order to enter projections.

5. Select an **Appropriation** from the drop-down menu. If it is already populated, this means that there is only one appropriation for this dlevel. If the appropriation area is blank, there are multiple appropriations for the selected financial manager and an appropriation must be selected in order to enter projections.
6. Fund # may remain blank for all fund types **other than F3, F7, FE, and FL**. Unless Fund Type F3, F7, FE, or FL was selected, projections may now be entered in the **Projection** column (for more information on projecting F3, F7, FE, FL fund types, see the [Auxiliary, Recharge, Enterprise, and Leasing Funds](#) section).

- a. Any SBS Code that has current year **Budget, YTD, or Encum** activity requires a projection to be entered (even if it is "0").

Note: Only the **Fund Type** must have projections at each SBS Code with activity (except for Auxiliary, Recharge, Enterprise, and Leasing funds). However, if desired, you **may** select each fund from the Fund # drop-down menu and enter projections for each particular fund. See the [Fund-Level Projections](#) section for more information. For each dlevel, you must enter projections *either* at the Fund Type level *or* the Fund # level.

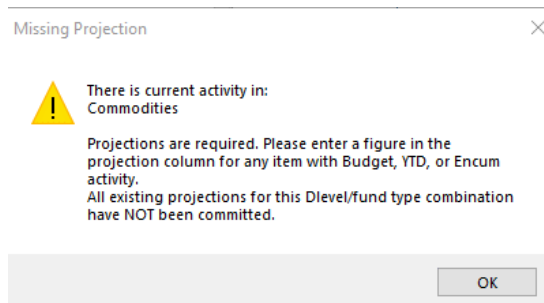
- b. When entering projections, you may tab through the Projection column or press the <Enter>, <down>, or <up> keys on your keyboard. As soon as a

value is entered or changed, the **Projections Saved** button will

change to **Write Projections to File**.

- c. Totals will automatically re-calculate as you leave each projection box.

7. When finished entering projections for that Financial Manager/DLEVEL/Fund Type/Allocation/Fund #, click the **Write Projections to File** button. If any line shows activity in the Budget, YTD or Encum fields, but does not have a projection entered, a pop-up message box will tell you which lines are missing projection entries. You will not be able to save the projections until you enter a projection for each line (may enter a "0").



- a. If the above message did not display, the **Write Projections to File** button has changed to **Projections Saved** indicating that projections were successfully written to a separate sheet and the entire file has been saved. If the file is closed or another level is selected, the projections that have been entered for that Financial Manager/DLEVEL/Fund Type/Allocation/Fund # combination will remain in place until they are changed and saved again.

- b. In most instances, **Total YE Proj** should equal **Budget** for SBS Codes '10030 Gen Fund – Match' and '10040 Gen Fund – State' (the (Favorable) Unfavorable field should show "0"). If these revenue codes are not balanced to "0", you will receive a notification requiring you to either correct your projection(s) or enter a comment to explain the variance (see [Add/Edit Comments](#) for help with this control).
8. Continue through each dlevel, Fund Type, and Allocation found in the drop-down lists until all projections have been entered. Be sure to check the **Projected Yearend** totals at the bottom of the dashboard after completing each screen to ensure they accurately reflect your anticipated fiscal yearend status.

Note: Total Projected Yearend Budget Surplus / (Deficit) is calculated by taking Favorable (Unfavorable) Expenditures, less (Favorable) Unfavorable Revenue).

Total Projected Yearend UFB / (Deficit) is calculated by taking the Total YE Proj Revenue, less Total YE Proj Expenditures.

In most instances the Total Projected Yearend Budget Surplus / (Deficit) will be the same as the Total Projected Yearend UFB/(Deficit); if they are not the same, it is because your budget is out of balance.

The projection checklist will show you a list of all Dlevel/Fund Type/Fund# combinations requiring entry of projections. You may click the [Projection Checklist](#) button at any time to view your progress. See the [Projection Checklist](#) section for more information.

9. When all items have been crossed off the projection checklist, the file is complete and may be emailed to [Wendy Huesties](#) as an attachment.

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Fund-Level Projections

Changes were made in FY14 to prevent double-entries at the fund level and fund type level. For instance, the Financial Manager used to be able to enter projections for a particular restricted fund and then move up a level to the fund type and enter more projections for F2 as a whole. This created major problems and had to be addressed.

- The user now has the ability to project *either* at the fund type *OR* the fund # level, but not both.
- Once a projection has been entered at either level, the other will not be available for entry. This only affects the particular dlevel that you are currently working with. Each dlevel may be projected at a different level (fund or fund type) than another dlevel.
- Projections entered at the fund type level will not be seen if you drill down in to the fund # level. It is impossible to assign an overall Fund Type projection to specific fund #'s, so keep this in mind when deciding which level will work best for that dlevel.

If you decide to project at the fund # level, you do not need to enter projections in each and every fund. If a restricted fund is no longer active and just needs to be closed, simply

disregard that fund and move on to another one that is actively in use. Care must be taken to review each and every fund to ensure that projections have been entered for all active funds.

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Auxiliary, Recharge, Enterprise, and Leasing Funds

These types of funds (F3, F7, FE, and FL) require projections at the fund # level. In addition, the DLEVEL field will automatically be cleared or grayed out when selecting any of these fund types. This was intentionally put in place so the Fund Balances would reflect the most accurate figures as many units have these types of funds spread out among multiple dlevels.

Projections follow the same process as other fund types except for the fact that each auxiliary, recharge, enterprise, or leasing fund # must contain projections (unlike restricted funds). If you do not have projections for a fund # for whatever reason, please be sure to include a comment.

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Depreciation Entries

A mechanism has been built into the dashboard to allow entry of both sides of a depreciation projection at once, starting with the recharge fund. Once a projection is entered in 78000 – Miscellaneous on any recharge fund and the

Write Projections to File

button is clicked, the user will be asked if the projection includes depreciation. If yes, the Depreciation – Reserve Entry window will open where you will select the reserve fund # from the drop-down menu and enter the depreciation amount to complete the reserve fund side of the depreciation entry. Remember the reserve depreciation entry must be negative.

- The projection amount entered in 78000 – Miscellaneous on any recharge fund should be the total of the projected depreciation plus any other projected 78000 – Miscellaneous expenditures.
- If the appropriate reserve fund is not shown in the Depreciation – Reserve Entry drop-down menu, please email [Wendy Huesties](#) to have this information added to the file **prior to completing and submitting your report**.
- If the reserve fund *does* have existing activity and additional projections need to be made as well as depreciation, complete the reserve fund before the recharge. Leave out the depreciation on the reserve and complete any other entries before moving on to the recharge. This is where you will enter the depreciation for the reserve.
- **NOTE:** Currently the reserve fund drop-down returns ALL reserve funds associated with the selected financial manager without regard for fund type (F7, FE, FL). Care must be taken when projecting depreciation to select a reserve fund of the same fund type as the recharge/enterprise fund related to the depreciation.

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Equipment

Currently, there is not a mechanism in place to handle equipment projections to an F1 that does not yet have activity. If you need to project the expenditure and revenue for recharge activity equipment and the appropriate F1 is not included in the drop-down menu, please email [Wendy Huesties](#) to have this information added to the file **prior to completing and submitting your report.**

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Additional Controls

SBS Codes Reference List

The SBS Codes Reference List may be used to locate appropriate SBS codes for use in entering projections and allows several search options.

- SBS Search by Acct presents a list of expenditure and revenue account codes; scroll through the list and select the account code you want to project to and the appropriate SBS code will be shown.
- You may also select the SBS code in question from the dropdown list in either the Expenditures or Revenue tab to view all of the account codes that are included in that SBS code's category.


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Save/Save As

Clicking Save or Save As will save your file to its current location or to a new one. It WILL NOT save any changes to projections that you currently have on the screen. The only way to save projections (and write them to the file) is to click the **Write Projections to File** button. If the Projections Saved button is visible, all projections at the currently selected level have been written to the file and saved.

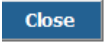
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Print

Selecting the  button will display everything on the current screen in a spreadsheet format. The print dialog box will automatically open and you can select the printer, print to a pdf, or cancel the action altogether. When you are done, the Dashboard will be displayed again with the same information as you left it.



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Close

Clicking the  button will close both the Dashboard **and** the workbook in the background. It will prompt you to save if any changes have been made. Click the red X on the top right of the Dashboard to just close the Dashboard window.

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See Your Data

If you want to see exactly what the Dashboard is accessing, selecting the  button will automatically filter the table on the "FM Pivot" tab to the Financial Manager that is selected in the Dashboard. This table can be manipulated in any way you would like as the Dashboard does not depend on this tab in any way. The FM Pivot is there for your use so feel free to play around with it. Click  to bring the Dashboard back in to view.

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Projection Checklist

This tool allows you to keep track of which dlevels and fund types have been projected and will essentially cross those fund types off the list. If you have auxiliary, recharge, enterprise, or leasing funds, those fund types will be displayed under the dlevels with the actual fund # listed and crossed off (if projections are complete). If a fund # still needs projections, the fund type of that fund will remain in white. For reference purposes, the boxes next to each fund type will contain an "X" to indicate that comments have been entered.


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Add/Edit Comments

At any time projections can be entered, so can comments. The comments window will display the current levels selected and if there are existing comments they will populate in the text box.

Clicking  in the Comments window will write the comments to a spreadsheet but will not save the file. If you close the file without saving (either using the save buttons on the main Dashboard or saving projections), the comments will be lost.

The comments that have been written to the file can be viewed by selecting the "Comments" tab. Please do not alter this worksheet in any way. You can print this sheet for reference purposes but it is mainly there to quickly see important information regarding that particular file.

Keep in mind that the  button will also display any comments you have made at that particular level.

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Known Issues

- A fund or dlevel that does not have any current activity will not populate in the dashboard. If projections are necessary, please email [Wendy Huesties](#) to have this information added to the file.
- When entering depreciation projections, the reserve fund drop-down list will display **ALL** reserve funds associated with your unit without regard to fund type. Care must be taken to select the reserve fund that is the same fund type as the recharge/enterprise fund related to the depreciation.
- The file will not work on Apple products. Without a Windows emulator in place, a Mac cannot access the controls that exist within the Dashboard. Currently, there is no plan for a Mac-compatible version.
- Different displays *may* cut off some of the information in the Dashboard. Clicking the scrollbar and dragging down should allow you to see all of the sections of the window.

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Contact Information

All questions should be sent directly to [Wendy Huesties](#) via email or phone (x6969).

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