

WebLinks OLFS Reporting – Budgeting and Forecasting

Section	Frequently Asked Questions	Answers
<p>Budgeting and Forecasting using:</p> <ul style="list-style-type: none"> ▪ 12-Month Expenditure Summary by NCA <p>Reference: WebLinks OLFS Reference Manual Chapter 4</p>	<p>How can I look at my expenses for the last 12 months?</p>	<ul style="list-style-type: none"> ▪ Run a 12-Month Expenditure Summary by NCA report. Select the month you want to begin the report. See example #1.
	<p>How can I use this information to develop projections or build a budget?</p>	<ul style="list-style-type: none"> ▪ Download the information to Excel. ▪ In Excel, you can use formulas to project the average of the months. Be aware of months with higher or lower than usual expenses, and either exclude them from you average or weight those months differently.

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Selection Options for Report 12 Month Expenditure Summary by NCA

Begin Actual Date:

Business Unit: Sort/Total:

Output Destination :

Control Point: (*)

Department Code: (*)

DPA: To:

Fund-FY: (*) To:


NCA Group: To:

NCA: To:

- Select a **Begin Actual Date** to indicate the first period to print.
- Enter a **Department Code or Fund** or range of **Funds**.
- Enter a **DPA** to limit the report to one DPA code.

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Example #1 –12-Month Expenditure Summary Report (First Six Months)

		12 Month Expenditure Summary by DPA, Fund, NCA Group for 07/2001 (CLOSED)					
Main Menu		Excel					
NCA	07/2001	08/2001	09/2001	10/2001	11/2001	12/2001	
DPA - 404906 MED SCH-ANAESTHESIA Fund/FY - 60506- PROF FEE-ANES-PRIOR YEARS NCA Group - 437000 TRAVEL							
437010	0.00	0.00	0.00	106.00	210.00	1,200.00	
437030	0.00	0.00	0.00	0.00	0.00	0.00	
437050	0.00	0.00	692.55	624.11	669.78	262.52	
437070	331.50	0.00	477.38	520.70	266.50	1,729.04	
Total:	331.50	0.00	1,169.93	1,250.81	1,146.28	3,191.56	
NCA Group - 437500 OTHER EXPENSES							
437290	0.00	0.00	0.00	0.00	0.00	0.00	
437507	0.00	0.00	0.00	0.00	0.00	0.00	
437508	0.00	0.00	200.00	0.00	0.00	0.00	
437509	673.06	0.00	300.00	300.00	450.00	0.00	
437680	380.40-	2,536.25	550.00	3,230.00	180.00-	125.00	
437690	52,800.00-	0.00	0.00	122,661.00-	0.00	0.00	
437773	0.00	0.00	0.00	0.00	0.00	0.00	
437970	325.40	721.23	1,091.91	260.62	333.93	415.98	
Total:	52,181.94-	3,257.48	2,141.91	118,870.38-	603.93	540.98	
Total:	51,850.44-	3,257.48	3,311.84	117,619.57-	1,750.21	3,732.54	
Total:	51,850.44-	3,257.48	3,311.84	117,619.57-	1,750.21	3,732.54	

If you download the report to Excel to use in developing a budget, be aware of months where the expenses are higher or lower than usual.

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Example #1 –12-Month Expenditure Summary Report (Last Six Months)

01/2002	02/2002	03/2002	04/2002	05/2002	06/2002	Description
4,890.06	1,485.00	0.00	140.00	258.49	0.00	TRAV-IN-ST EXPT AIRFARE (
0.00	0.00	0.00	303.50	0.00	0.00	TRAV-IN-ST AIRFARE (ALLO
0.00	1,617.88	1,765.82	0.00	5,180.85	1,436.80	TRAVL-OUT-ST EXP AIRFARE
0.00	660.26	1,209.32	0.00	1,060.72	1,770.41	TRAV-OUT-STATE AIRFARE (A
4,890.06	3,763.14	2,975.14	443.50	6,500.06	3,207.21	
0.00	0.00	0.00	0.00	0.00	887.91	CONSOLIDATED BILLING CHA
0.00	0.00	0.00	8,500.00	0.00	0.00	AGENCY FEES
0.00	0.00	0.00	0.00	0.00	0.00	CLASS REGISTRATION FEES
1,000.00-	440.00	695.00	1,071.90	2,575.00	806.30	CONFERENCE FEES
3,220.00	4,775.83	249.22	1,421.00-	515.58-	12.75	MISCELLANEOUS FEES
0.00	0.00	0.00	0.00	0.00	61,976.34	OTHER EXP (UNUSUAL, NON-
0.00	0.00	0.00	0.00	0.00	0.00	PS AGREE-CLINICAL MANAGE
1,004.84	366.14	303.16	304.70	306.40	293.34	GENERAL/AUTO LIAB ASSESS
3,224.84	5,581.97	1,247.38	8,455.60	2,365.82	63,976.64	
8,114.90	9,345.11	4,222.52	8,899.10	8,865.88	67,183.85	
8,114.90	9,345.11	4,222.52	8,899.10	8,865.88	67,183.85	