Budget Management Report Instructions

The Budget Management Report is an OLAP (Online Analytical Processing) report. Although OLAP is an excellent tool for budgeting and forecasting, it’s much different than the standard reporting we are used to. These instructions explain how to run the Budget Management Report.


Click "Launch" to launch the report.

Once logged in, you will be taken to the Main Menu
Simply select one or more historical fiscal years that you would like to compare to the current fiscal year. You will notice the absence of the current fiscal year. This is because the report automatically selects this for you.

Once you have chosen your historical fiscal years, choose one or more Orgs to display. Depending on what level of security you have to an Org, you may see one or many Orgs in the list box.
After selecting the historical years and the Orgs to display, simply click the “Run” button to launch the program. The report should return results quickly, however if several Orgs are selected together, it will take more time.

Below is the default view of the report once the report has returned results.
At this point, you can see the overall numbers for each Org. To drill down to see individual accounts, simply click the “Expand” button to the left of the Org # to expand.

This will expand the Org to show the name of the org.

If you select the expand button next to the Org name, it takes you to the account types.
You can continue to expand and drill down through the available fields. However, notice there is a “Master Expand” button located in the main column description.

The Master Expand button simply expands all fields in its category. For example, if I were to choose multiple Orgs in my selection criteria, I might get results like these:

If I use the single expand button, I can expand the individual Orgs.
However, if I use the master expand button, it expands everything in that category.

If at any point you wish to save the results of your report, you can do so by right clicking anywhere in the report results and selecting “Export to Excel”. This will import the exact look of the report into Excel as it is on your screen. Below is an example:

These are the basic principles in navigating an OLAP report in Argos. There are more advanced tools and techniques available that are outside the scope of this document.

If you have questions or comments, please email Jim Toner at jqtoner@eiu.edu or call at 581-5023.