

## Web Based Monthly Burn Report

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### Description of Report

This report provides a snapshot of assigned budgets and where they stand in terms of monthly expenditures. The monthly burn rate is calculated linearly to determine if more than 1/12<sup>th</sup> of each budget has been spent each month. Due to various payment cycles, this may not be realistic to achieve every month, but at the very least it assists with monitoring the pace of spending.

### How to Access

1. IMPORTANT: Open Internet Explorer.

*\*Please note that the report does not work in other browsers.*

2. Go to <http://reports.simmons.edu>

3. When prompted to log in, enter in SIMMONSNT\username

*\*Please note to use the same username and password for logging on to the Simmons network (i.e. your computer).*

4. Open the SVP for Finance and Administration folder.

5. Open the Monthly Burn Rate Report.

6. Fiscal year field defaults to the current fiscal year.

7. Select the month you would like to view using the "Include expenses as of date" field.

8. Click "View Report".

*\*\*Note: This report can only be accessed remotely if you have VPN access. If you do not have VPN access and would like to review it when not on campus, see the section below on how to export the report.*

### Report Features

- Ability to select month
- Expand and collapse capability
- Displays assigned budget numbers
- Roll up to school/division level
- Export features (e.g. pdf, excel)
- Report is a "snapshot" in time but monthly numbers are updated per Accounting schedule (e.g. for month close).
- To be used in conjunction with AARC and circulated monthly budget reports for complete reporting (MyBudget).

### Analysis Considerations

- Best time to view report is around the 5<sup>th</sup> of every month for the previous month, since Payroll expenses do not hit until after the month close. (e.g. August payroll will appear in the report beginning of September).
- Report is as up to date as the last posting to the general ledger the previous evening.
- Seasonal purchases (e.g. software licenses are usually purchased in July)

- Payroll variances (e.g. July and December have 3 payments for biweekly payroll).
- AARC (MyBudget) should be used to analyze totals that may require further review.

### Column Descriptions

#### Original Budget Amount

This is the budget that was originally loaded into Colleague. It is the revised budget approved for FY'09.

#### Adjusted Budget Amount

This is the budget which incorporates any budget adjustments made since the original load. It takes into account all budget transfers that have occurred from one school/division to another, including movement out of the operational budget adjustment and general institutional accounts to/from various schools/divisions. Burn rate calculations are based on this adjusted budget, since it is the most up to date.

*Note: It is important to be aware of the month you are viewing. If a budget adjustment took place in August, but you are viewing July, it will not be reflected in that particular view.*

#### Current Month Expenses\*

Current expenses in the month you are viewing.

#### Year to Date Expenses\*

Cumulative expenses to date, including the month you are viewing.

#### YTD Exp as % of Adj Budget

% of Adjusted Budget spent to date.

#### Budgeted\*\* Monthly Burn Rate

This column uses the following formula to account for budget adjustments that may impact the burn rate.

$$[(\text{Original Budget}/12) + (\text{Net Change in Budget}/ \text{Number of Months Remaining in Year} )]$$

[Number of Months Remaining in Year] is calculated from the start of the month of adjustment.

In July = Month 1; There are 12 months remaining in year.

In Aug = Month 2; There are 11 months remaining in year.

...

In June = Month 12; There is 1 month remaining in year.

For example, if we have an original budget of \$10,000 in July and in August \$2,000 was transferred out to another area.

If we view the burn rate for July, it would calculate as follows:

$$\$10,000/12 = \$833$$

If we view the burn rate in August, it would calculate as follows:

$$\$10,000/12 - \$2000/11 = \$652$$

Detailed out example:

	Initial Budget	Burn rate	New burn rate
July	10000	833.33	
Aug	-2000		651.52
Sept			651.52
Oct			651.52

Nov	651.52
Dec	651.52
Jan	651.52
Feb	651.52
Mar	651.52
Apr	651.52
May	651.52
Jun	<u>651.52</u>
<b>Total spent</b>	<b>8000</b>

**Average Actual**

**Monthly Burn Rate** This column will take the year to date expenses, and average it out based on the month you are viewing.

For example, when viewing August, it will take all of July and August expenses and divide by 2. If we were in September, it would take July, August and Sept and divide by 3.

**Budgeted\*\* less**

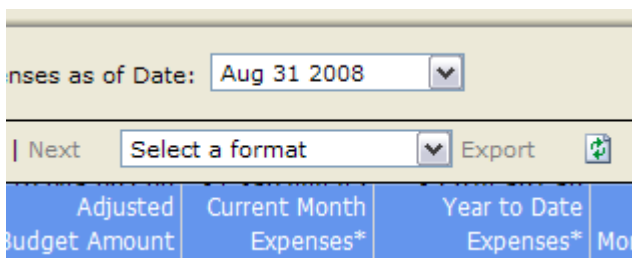
**Actual Burn Rate** This column shows the difference between the budgeted monthly burn rate (above) and the average actual burn rate (above).

If there is a negative difference, then we are burning through faster than expected for that particular month. Below are some items to consider when reviewing this column.

- Seasonal purchases made early in the year (e.g. software licenses in July) will cause faster than expected burn rates, whereas those made toward the end of the year show slower than expected burn rates, until the actual month of the purchase (e.g. commencement spending).
- Payroll expenses do not hit until after the month close. Depending on when you are viewing the report, it may appear you are not spending as fast as expected (i.e. August payroll is reflected in the beginning of September).

Export Feature

1. To export into other applications, such as Excel or into a pdf, select the format from the drop down and then click Export.



2. Open or save report to location of choice.

*Note: Report will export as seen exactly in browser when you chose pdf (i.e. if all departments are expanded, this is what will export). If you chose Excel, it will export fully expanded down to the department level.*

Printing

1. If printing the report from web browser or one of the export applications, you will need to set the page size to legal.

2. If printing the report from Excel, you may need to adjust the print area and margins to make sure all columns have been included.