

Step-By-Step Guide to Comparison Fiscal Year & Period and Computed Columns

WINGS Express Finance, Query Budget by Account and by Organization Hierarchy, allows users to create and view a comparison fiscal year/period and computer columns to quickly provide additional information.

Below is an example comparing current year-to-date amounts to the previous month's year-to-date amounts to arrive at the month-only actual amounts. (For more details on the basics of creating queries, please see the Step by Step Guides to Budget Queries.)

From the WINGS Express Finance menu, click **Query Budget**.

Select **Budget Status by Account** from the drop-down list & click **Create Query**.

Select the **Year to Date** checkbox only, then click **Continue**.

Select the **Fiscal Year** and **Fiscal Period** from the drop-down menus. Then select the same **Comparison Fiscal Year** and the previous **Comparison Fiscal Period**. Select the fund and org you wish to query and click **Submit**.

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i For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

i To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2009 Fiscal period: 05
Comparison Fiscal year: 2009 Comparison Fiscal period: 04

Commitment Type: All

Chart of Accounts: W Index:
Fund: 100000 Activity:
Organization: 215220 Location:
Grant: Fund Type:
Account: Account Type:
Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

The sample resulting output includes a YTD column for FY09 Period 05 and a YTD column for FY09 period 04.

To create a computed additional column to calculate the change from period 04 to 05, scroll to the bottom of the page.

- For Column1, select FY09/PD05 Year to Date from the drop-down list.
- For Operator, select Minus from the drop-down list.
- For Column2, select FY09/PD04 from the drop-down list.
- For New Column Description, type in the heading you would like. (e.g. PD05 Only)
- Click the Perform Computation button.

The screenshot shows a web browser window displaying a report titled "Report A - Microsoft Internet Explorer provided by Wright State University". The report is titled "Compared to Oct 31, 2008" and shows a list of account titles with their respective values for two periods: FY09/PD05 Year to Date and FY09/PD04 Year to Date. The report includes a "Screen total" and a "Report Total (of all records)".

Below the report, there is a section titled "Compute Additional Columns for the query" which is highlighted with a red box. This section contains a table with the following columns: Column 1, Operator, Column 2, Display After Column, and New Column Description. The values in this table are:

Column 1	Operator	Column 2	Display After Column	New Column Description
FY09/PD05 Year to Date	minus	FY09/PD04 Year to Date	FY09/PD04 Year to Date	Pd05Only

Below this table is a "Perform Computation" button.

