



## Dashboard: Budget to Actual Reporting – All Funds Summary

### What is the All Funds Summary dashboard?

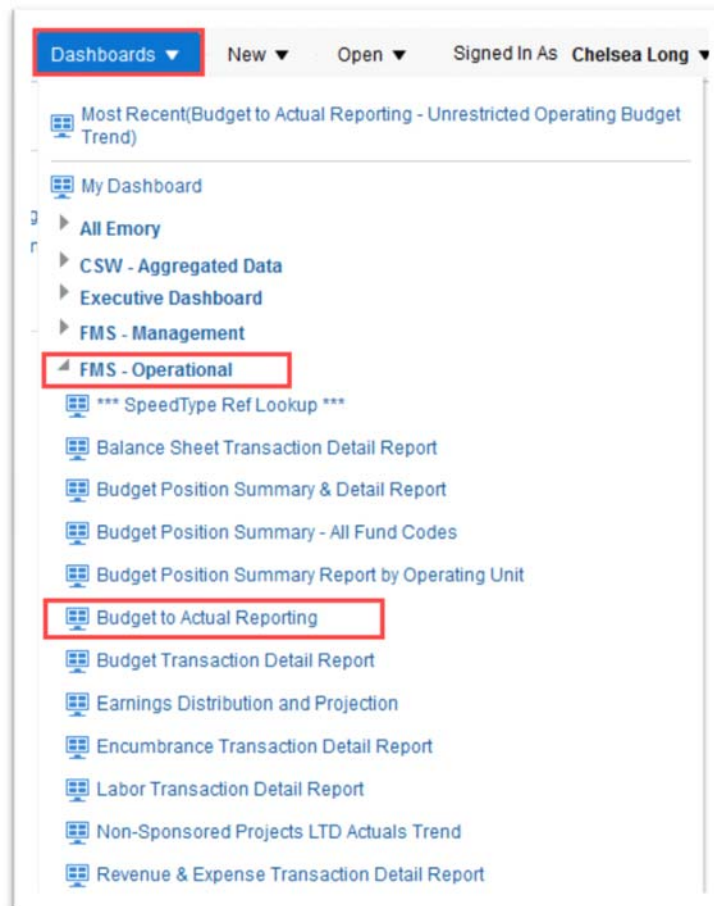
The All Funds Summary compares the loaded Budget to Actuals and provides the budget available at a summary level, based on your prompt selections. This report combines All Fund Codes in one report and enables the user, at a glance, to track budget performance and identify areas of concern from a summary view, with the ability to drill to further detail on an individual Department or Project.

### When should I use the All Funds Summary dashboards?

Use this report if you are looking for a single location to view the available budget across all fund codes for an Operating Unit, Department, etc. when comparing the Budget to Actuals (transactions).

### Where do I find this report in EBI?

1. Log in to EBI: <https://dwbi.emory.edu/analytics>
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Operational folder, click the Budget to Actual Reporting link.





## Dashboard: Budget to Actual Reporting – All Funds Summary

### Using and Understanding the Dashboard

#### Selecting Prompts:

1. Select a Fiscal Year and Accounting Period. The report will default to the current Fiscal Year and the current Accounting Period.
2. Select an Operating Unit or choose All Column Values.
3. Select other prompts as needed and click Apply.

**EMORY UNIVERSITY**  
Budget to Actual Reporting - All Funds Summary

**Fiscal Year**  
2020 ▼

**Accounting Period**  
<= 1 ▼

**\* Fund Group**  
☒ (All Column Values)  
☒ Unrestricted Operating Budget  
☒ Non Sponsored Projects  
☒ Sponsored Projects

**Fund Code**  
(All Column Values) ▼

**Business Unit**  
(All Column Values) ▼

**Operating Unit**  
--Select Value-- ▼

**Division**  
(All Column Values) ▼

**Department**  
(All Column Values) ▼

**Project**  
(All Column Values) ▼

**Project Activity**  
(All Column Values) ▼

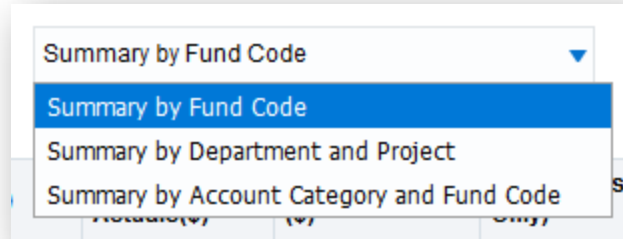
**Project Status**  
(All Column Values) ▼

**Apply** **Reset** ▼



## Dashboard: Budget to Actual Reporting – All Funds Summary

### Available Views



**NOTE FOR ALL VIEWS:** Budget, Actuals, Budget Available, and % Used columns are **Fiscal Year-to-Date** for Unrestricted Operating Budgets and Non-Sponsored projects. They are **Life-to-Date** for Sponsored Projects.

TIP: All Encumbrances are **Life-to-Date**

1. **Summary by Fund Code** – This view shows Budget, Actuals, Encumbrance, and Budget Available aggregated to the Fund Code level, and includes all Fund Codes.

Please note: Budget, Available Balance, and % Used columns are **FYTD** for Unrestricted Operating and Non-Sponsored Projects, and **LTD** for Sponsored Projects.

Budget Position Reports do not include reconciliation items ("Below the line" transfers in accounts 91600 and 91999).

Summary by Fund Code
 ▼

| Fund Group                    | Fund                                | Fund Desc                     | Account Class | Budget (\$)     | MTD Actuals(\$) | FYTD Actuals (\$) | LTD Actuals (Sponsored Projects Only) | LTD Encumbrance (\$) | Budget Available (\$) | Favorable/(Unfavorable) | % Used       |
|-------------------------------|-------------------------------------|-------------------------------|---------------|-----------------|-----------------|-------------------|---------------------------------------|----------------------|-----------------------|-------------------------|--------------|
| Unrestricted Operating Budget | 1002                                | E&G Budgeted - Level 2        | Revenues      | (63,150,090.00) | (458,471.19)    | (28,896,309.70)   |                                       | 0.00                 |                       | (34,253,780.30)         | 45.76%       |
|                               |                                     |                               | Expenses      | 62,670,506.40   | 3,877,833.27    | 22,812,911.60     |                                       | 95,815.05            |                       | 39,761,779.75           | 36.55%       |
|                               |                                     |                               | Transfers     | 2,082,883.00    | 1,466,703.06    | 1,494,290.46      |                                       | 0.00                 |                       | 588,592.54              | 71.74%       |
|                               | 1002 Total                          |                               |               | 1,603,299.40    | 4,886,065.14    | (4,589,107.64)    |                                       | 95,815.05            |                       | 6,096,591.99            | (280.25%)    |
|                               | Unrestricted Operating Budget Total |                               |               |                 | 1,603,299.40    | 4,886,065.14      | (4,589,107.64)                        |                      | 95,815.05             |                         | 6,096,591.99 |
| Non Sponsored Projects        | 2002                                | Used 2 B Grants & Out of Bnds | Revenues      | 0.00            |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%        |
|                               |                                     |                               | Expenses      | 0.00            | 1,249.97        | 4,535.39          |                                       | 0.00                 |                       | (4,535.39)              | 0.00%        |
|                               |                                     |                               | Transfers     | 0.00            |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%        |
|                               | 2002 Total                          |                               |               | 0.00            | 1,249.97        | 4,535.39          |                                       | 0.00                 |                       | (4,535.39)              | 0.00%        |
|                               | 2051                                | Student Organizations/Events  | Revenues      | 0.00            |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%        |
|                               |                                     |                               | Expenses      | 0.00            |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%        |
|                               |                                     |                               | Transfers     | 0.00            |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%        |
|                               | 2051 Total                          |                               |               | 0.00            |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%        |
|                               | 2231                                | Dept Research-Level 1         | Expenses      | 0.00            |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%        |



## Dashboard: Budget to Actual Reporting – All Funds Summary

2. **Summary by Department and Project** – This view shows Budget, Actuals, Encumbrance, and Budget Available aggregated to the Department/Fund or Project/Fund level and includes all Fund Codes.

Please note: Budget, Available Balance, and % Used columns are **FYTD** for Unrestricted Operating and Non-Sponsored Projects, and **LTD** for Sponsored Projects.

Budget Position Reports do not include reconciliation items ("Below the line" transfers in accounts 91600 and 91999).

Summary by Department and Project ▼

| Fund Group                    | Fund | Fund Desc              | Project | Project Desc | Department | Department Desc              | Budget (\$) | MTD Actuals(\$) | FYTD Actuals (\$) | LTD Actuals (Sponsored Projects Only) | LTD Encumbrance (\$) | Budget Available (\$) | Favorable/(Unfavorable) | % Used  |
|-------------------------------|------|------------------------|---------|--------------|------------|------------------------------|-------------|-----------------|-------------------|---------------------------------------|----------------------|-----------------------|-------------------------|---------|
| Unrestricted Operating Budget | 1002 | E&G Budgeted - Level 2 | -       | NA           | 080026     | CL: Professional Development | 0.00        |                 | 0.00              |                                       | 0.00                 |                       | 0.00                    | 0.00%   |
|                               |      |                        |         |              | 881010     | LAW: Student Bar Association | 25,000.00   |                 | 14,830.00         |                                       | 0.00                 |                       | 10,170.00               | 59.32%  |
|                               |      |                        |         |              | 881015     | LAW: JM Program              | 615,000.00  | 32,940.16       | 162,728.03        |                                       | 609.00               |                       | 451,662.97              | 26.56%  |
|                               |      |                        |         |              | 881016     | LAW: Online JM Program       | 0.00        | 26.68           | 4,513.57          |                                       | 0.00                 |                       | (4,513.57)              | 0.00%   |
|                               |      |                        |         |              | 881017     | LAW: JM Scholarship          | 323,978.00  |                 | 59,046.00         |                                       | 0.00                 |                       | 264,932.00              | 18.23%  |
|                               |      |                        |         |              | 881018     | LAW: Online JM Scholarship   | 0.00        |                 | 42,923.00         |                                       | 0.00                 |                       | (42,923.00)             | 0.00%   |
|                               |      |                        |         |              | 881020     | LAW: SJD Program             | 1,000.00    |                 | 590.90            |                                       | 0.00                 |                       | 409.10                  | 59.09%  |
|                               |      |                        |         |              | 881022     | LAW: SJD Scholarship         | 18,324.00   |                 | 38,165.00         |                                       | 0.00                 |                       | (19,841.00)             | 208.28% |
|                               |      |                        |         |              | 881025     | LAW: LLM Program             | 315,000.00  | 5,183.52        | 23,518.74         |                                       | 1,121.29             |                       | 290,359.97              | 7.82%   |
|                               |      |                        |         |              | 881026     | LAW: Online LLM Program      | 0.00        | 4,018.00        | 45,434.00         |                                       | 0.00                 |                       | (45,434.00)             | 0.00%   |

**Drilling on any blue hyperlinks** will take you to additional summary and detail views. Drilling on **Department** in Fund Group **Unrestricted Operating Budgets** will take you to the **Summary and Detail Report by Fund Category** for the specific Department and Fund Code combination on the row in which you drill. Drilling on **Project** in the Fund Groups **Non-Sponsored Projects** or **Sponsored Projects** will take you to the **Summary and Detail Report by Fund Category** for that specific Project. Ability to drill into transaction level detail is available from the Summary and Detail Report by Fund Category.



## Dashboard: Budget to Actual Reporting – All Funds Summary

- 3. Summary by Account Category and Fund** – This view shows Budget, Actuals, Encumbrance, and Budget Available aggregated to the Account Category (e.g.: Gross Tuition and Fees, Faculty Salaries, Supplies, etc.) level and includes all Fund Codes.

**Please note:** Budget, Available Balance, and % Used columns are **FYTD** for Unrestricted Operating and Non-Sponsored Projects, and **LTD** for Sponsored Projects.

*Budget Position Reports do not include reconciliation items ("Below the line" transfers in accounts 91600 and 91999).*

Summary by Account Category and Fund Code ▼

| Account Class | Account Group        | Account Category       | Fund Group                          | Fund | Fund Desc                    | Budget (\$)     | MTD Actuals(\$) | FYTD Actuals (\$) | LTD Actuals (Sponsored Projects Only) | LTD Encumbrance (\$) | Budget Available (\$)<br>Favorable/(Unfavorable) | % Used |
|---------------|----------------------|------------------------|-------------------------------------|------|------------------------------|-----------------|-----------------|-------------------|---------------------------------------|----------------------|--------------------------------------------------|--------|
| Revenues      | Net Tuition and Fees | Gross Tuition and Fees | Unrestricted Operating Budget       | 1002 | E&G Budgeted - Level 2       | (58,044,375.00) | 750.00          | (27,847,005.20)   |                                       | 0.00                 | (30,197,369.80)                                  | 47.98% |
|               |                      |                        | Unrestricted Operating Budget Total |      |                              | (58,044,375.00) | 750.00          | (27,847,005.20)   |                                       | 0.00                 | (30,197,369.80)                                  | 47.98% |
|               |                      |                        | Gross Tuition and Fees Total        |      |                              | (58,044,375.00) | 750.00          | (27,847,005.20)   |                                       | 0.00                 | (30,197,369.80)                                  | 47.98% |
|               |                      | Scholarship Allowances | Non Sponsored Projects              | 2961 | Central Administration Funds | 0.00            | 0.00            | 11,336,078.22     |                                       | 0.00                 | (11,336,078.22)                                  | 0.00%  |
|               |                      |                        | Non Sponsored Projects Total        |      |                              | 0.00            | 0.00            | 11,336,078.22     |                                       | 0.00                 | (11,336,078.22)                                  | 0.00%  |
|               |                      |                        | Scholarship Allowances Total        |      |                              | 0.00            | 0.00            | 11,336,078.22     |                                       | 0.00                 | (11,336,078.22)                                  | 0.00%  |
|               |                      | Student Fees           | Unrestricted Operating Budget       | 1002 | E&G Budgeted - Level 2       | (150,000.00)    |                 | (19,720.25)       |                                       | 0.00                 | (130,279.75)                                     | 13.15% |
|               |                      |                        | Unrestricted Operating Budget Total |      |                              | (150,000.00)    |                 | (19,720.25)       |                                       | 0.00                 | (130,279.75)                                     | 13.15% |
|               |                      |                        | Non Sponsored Projects              | 2371 | Designated Funds (SOM G&A)   | 0.00            |                 | 0.00              |                                       | 0.00                 | 0.00                                             | 0.00%  |
|               |                      |                        |                                     | 3311 | Restricted Funds (SOM G&A)   | 0.00            |                 | (486.00)          |                                       | 0.00                 | 486.00                                           | 0.00%  |
|               |                      |                        | Non Sponsored Projects Total        |      |                              | 0.00            |                 | (486.00)          |                                       | 0.00                 | 486.00                                           | 0.00%  |



## Dashboard: Budget to Actual Reporting – All Funds Summary

### Column Definitions

| Budget (\$) | MTD Actuals(\$) | FYTD Actuals (\$) | LTD Actuals (Sponsored Projects Only) | LTD Encumbrance (\$) | Budget Available (\$) Favorable/(Unfavorable) | % Used |
|-------------|-----------------|-------------------|---------------------------------------|----------------------|-----------------------------------------------|--------|
|-------------|-----------------|-------------------|---------------------------------------|----------------------|-----------------------------------------------|--------|

1. **Budget (\$):** This is the *current, revised budget*. For **Unrestricted Operating Budgets** and **Non-Sponsored Projects**, this column shows the *Fiscal Year-to-Date revised budget amount* as of the fiscal year and accounting period prompted. For **Sponsored Projects**, this column shows the *Life-to-Date revised budget amount* as of the fiscal year and accounting period prompted.

TIP: The Original Budget and Budget Revision columns are available as excluded columns.

2. **MTD Actuals (\$):** This column displays posted revenue, expense, and transfer amounts for the accounting period prompted.
3. **FYTD Actuals (\$):** This column displays fiscal year-to-date posted revenue, expense, and transfer amounts for the prompted fiscal year, as of the prompted accounting period.
4. **LTD Actuals (Sponsored Projects Only):** This column displays life-to-date posted revenue, expense, and transfer amounts as of the fiscal year and accounting period prompted. This column will only display data for Sponsored Projects.
5. **LTD Encumbrance (\$):** This column displays life-to-date encumbered funds as of the fiscal year and accounting period prompted.

TIP: Funds are encumbered when a Purchase Order is created in Emory Express. Encumbered funds become Actuals when a payment is issued to the supplier.

6. **Budget Available (\$) Favorable/(Unfavorable):** This column provides the remaining budget available. Available Balance is calculated as *Budget – Actuals – Encumbrances*. For **Unrestricted Operating Budgets** and **Non-Sponsored Projects**, this column shows the *Fiscal Year-to-Date revised budget amount* as of the fiscal year and accounting period prompted. For **Sponsored Projects**, this column shows the *Life-to-Date revised budget amount* as of the fiscal year and accounting period prompted.
7. **% Used:** This column indicates the percentage of the loaded budget that has been spent. % Used is calculated as *Actuals/Budget*. For **Unrestricted Operating Budgets** and **Non-Sponsored Projects**, this column shows the *Fiscal Year-to-Date revised budget amount* as of the fiscal year and accounting period prompted. For **Sponsored Projects**, this column shows the *Life-to-Date revised budget amount* as of the fiscal year and accounting period prompted.



### More Information:

For additional assistance, please contact the Analytics & Reporting team via the [Finance Support Center](#). Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.