



Dashboard: Budget to Actual Reporting – Fiscal Year Trend Reports

What are the Fiscal Year Trend Reports?

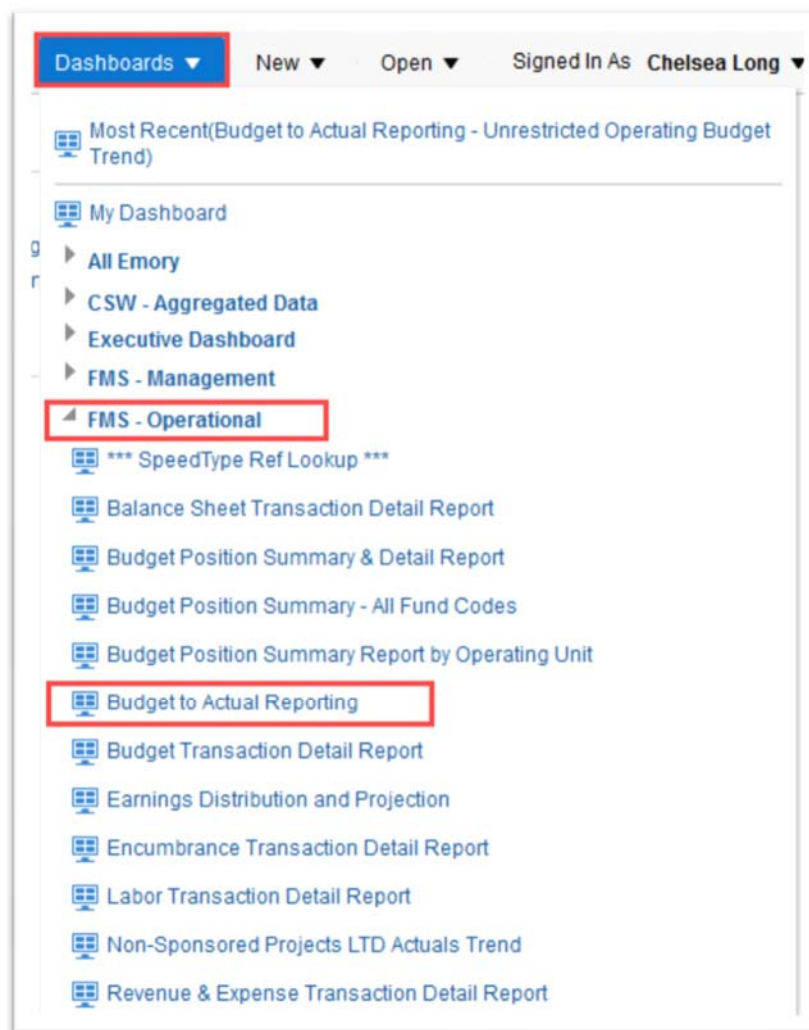
The Fiscal Year Trend Reports, located on the Budget to Actual Reporting dashboard, provide a report of monthly actuals on a single fiscal year for unrestricted operating budgets and non-sponsored projects. This allows you to manage spending and budgeting through a trend view.

When should I use the UOB Financial Trend Report?

Use this report if you want to see how much has been spent on any UOB or NSP fund by month for a given fiscal year.

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 – Fiscal Year Trend Reports

Understanding the Dashboard Pages

The Budget to Actual Reporting dashboard is divided into three pages (or tabs). Navigate to the Fiscal Year Trend Reports page to view the Unrestricted Operating Budget Trend or the Non-Sponsored Projects Trend.



TIP: UOB includes transactions with fund codes beginning with 1XXX. NSP includes transactions with fund codes beginning with 2XXX, 3XXX, 4XXX, 6XXX, 7XXX, 8XXX, and 9XXX.

Unrestricted Operating Budget Trend

This is the default page on the dashboard. It displays a pivot table that includes transaction totals by account code and accounting period. This page shows details for the single fiscal year that is prompted, up to the prompted accounting period.

Selecting Prompts:

1. Select a Fiscal Year and Accounting Period. The report will default to the current Fiscal Year and the last closed Accounting Period.
2. If an entire Operating Unit is needed, select a value in the Operating Unit prompt. Otherwise, set it to "All Column Values" and select a Department.

Remember, you can select multiple prompt values in a single prompt. For example, if you want to see fund balances for three departments, select all three departments from the prompt menu and run the report.

3. Click Apply.

EMORY UNIVERSITY

Budget to Actual Reporting - Unrestricted Operating Budget Trend

* Fiscal Year: 2016

* Accounting Period: <= 12

* Fund Group: ☒ Unrestricted Operating Budget

Fund: (All Column Values)

Business Unit: (All Column Values)

Operating Unit: (All Column Values)

* Department: 832020- ECAS: Educational Stuc

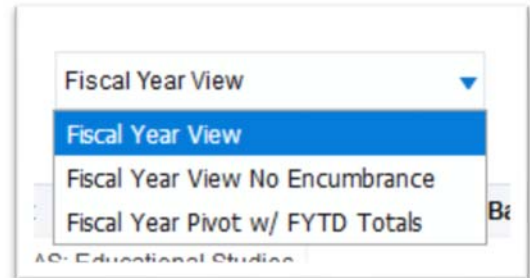
Apply Reset



Dashboard: Budget to Actual Reporting – Fiscal Year Trend Reports

Report View Options

There are three views on the Unrestricted Operating Budget Trend page that users can choose from. Views are available in the View Selector dropdown menu, which becomes visible after the report is run.



NOTE: This report will display labor details by employee, based on your labor security. If you do not have labor security for the prompted values, you will see salary and fringe aggregated at the account code level.

1. The default report view is the **“Fiscal Year View”** and displays the FYTD budget, actuals posted by accounting period, LTD Encumbrances, and available budget by account code.
2. The **“Fiscal Year View No Encumbrance”** view includes all of the information in the “Fiscal Year View,” but excludes the Encumbrance column.
3. The last view is the **“Fiscal Year Pivot w/ FYTD Totals”** view. This view excludes the Encumbrance column, but includes an FYTD Budget Total column and an FYTD Expenses Total column.

TIP: Need additional information? Try to customize any of these views by including columns that may be excluded. Right click on any column header and choose “Include Column” to see what additional data is available for this report.



Emory University

Unrestricted Operating Budget Trend

Date run: 10/17/2019

Fiscal Year View

Operating Unit

Department

FYTD Budget Available (\$) Favorable / (Unfavorable)

10000-Emory College

832019-ECAS: Economics

398,316.62

				FYTD Budget Available (\$) Favorable / (Unfavorable)																	
				1. FYTD Budget (\$)												2. FYTD EXPENSES (\$)		3. LTD ENCUMBRANCE (\$)		FYTD Budget Available (\$) Favorable / (Unfavorable)	



Dashboard: Budget to Actual Reporting – Fiscal Year Trend Reports

Non-Sponsored Projects Trend

Similar to the Unrestricted Operating Budget Trend, this page will display a pivot table that includes transaction totals by account code and accounting period. This page also shows details for the single fiscal year that is prompted, up to the prompted accounting period.

Selecting Prompts:

1. Select a Fiscal Year and Accounting Period. The report will default to the current Fiscal Year and the last closed Accounting Period.
2. If an entire Operating Unit is needed, select a value in the Operating Unit prompt. Otherwise, set it to “All Column Values” and select a Department.
3. Select a Department or Division to view all Projects within those areas OR choose All Column Values and prompt on a specific project or projects in the Project prompt.

Remember, you can select multiple prompt values in a single prompt. For example, if you want to see fund balances for three projects, select all three projects from the prompt menu and run the report.

4. Click Apply.

TIP: The Project Effective Status prompt defaults to “Active.”
Use this prompt if you also wish to see inactive project details.

Budget to Actual Reporting - Non-Sponsored Projects Trend

Fiscal Year
2018 ▼

Accounting Period
<= 12 ▼

Fund
(All Column Values) ▼

Business Unit
(All Column Values) ▼

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

*** Department**
833020- ECAS: Classics ▼

*** Project**
(All Column Values) ▼

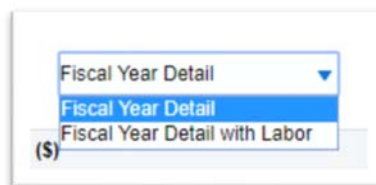
Project Type
(All Column Values) ▼

Project Effective Status
Active ▼

Apply **Reset** ▼

Report View Options

There are two views on the Non-Sponsored Projects Trend page that users can choose from. Views are available in the View Selector dropdown menu, which becomes visible after the report is run.



Dashboard: Budget to Actual Reporting – Fiscal Year Trend Reports

1. The default report view is the “**Fiscal Year Detail**” view and displays the FYTD actuals posted by accounting period, the LTD Encumbrances, and the FYTD budget available by account code.

Emory University Non Sponsored Projects Fiscal Year Trend																	
Fiscal Year = 2017 and accounting period = 12		Date run: 10/17/2019															
Fiscal Year Detail																	
3. LTD ENCUMBRANCE (\$)	FYTD Budget Available (\$) (\$ Favorable / Unfavorable)	1. FYTD Budget (\$)	2. FYTD ACTUALS (\$)														
			PO-01 - September	PO-02 - October	PO-03 - November	PO-04 - December	PO-05 - January	PO-06 - February	PO-07 - March	PO-08 - April	PO-09 - May	PO-10 - June	PO-11 - July	PO-12 - August			
.35	0.00	10,824.60	RE343860- DR EDWARD K & FRANCES S L TURNER	Endowment Spending Dist	Endowment Spending Distrib	42300	Endowment Income	0.00	0.00	0.00	0.00	0.00	4,510.25	0.00	0.00	0.00	6,314.35
.35	0.00	10,824.60			Endowment Spending Distrib Total			0.00	0.00	0.00	0.00	0.00	4,510.25	0.00	0.00	0.00	6,314.35
.35	0.00	10,824.60			Endowment Spending Dist Total			0.00	0.00	0.00	0.00	0.00	4,510.25	0.00	0.00	0.00	6,314.35
		General operating expenses	Supplies	53600	Supplies - Other	0.00	0.00	0.00	(390.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(390.00)
				53650	Supplies - Vehicle Gasoline	0.00	0.00	0.00	0.00	0.00	0.00	(44.01)	0.00	0.00	0.00	0.00	(44.01)
			Supplies Total			0.00	0.00	0.00	(390.00)	0.00	0.00	(44.01)	0.00	0.00	0.00	0.00	(434.01)
			Travel & Entertainment	56100	Travel - Domestic	0.00	0.00	0.00	0.00	0.00	(493.43)	0.00	0.00	0.00	0.00	0.00	(493.43)
				56210	Field Trip Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(328.96)	0.00	(328.96)
				56220	Field Trip Exp - Curriculum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				56505	Business/Group Meals	0.00	0.00	0.00	0.00	0.00	(284.03)	0.00	0.00	0.00	0.00	0.00	(284.03)
			Travel & Entertainment Total			0.00	0.00	0.00	0.00	0.00	(777.46)	0.00	0.00	0.00	(328.96)	0.00	(1,106.42)
			Recharges and Reimbursements	85645	Rchg - CS Fleet Services	0.00	(89.41)	(52.38)	(370.51)	(218.93)	(35.37)	(100.76)	(86.22)	(397.68)	249.60	0.00	(1,161.11)
			Recharges and Reimbursements Total			0.00	(89.41)	(52.38)	(370.51)	(218.93)	(35.37)	(100.76)	(86.22)	(397.68)	249.60	0.00	(1,161.11)
			General operating expenses Total			0.00	(89.41)	(52.38)	(760.51)	(218.93)	(35.37)	(922.23)	(86.22)	(397.68)	249.60	0.00	(2,701.54)
			RE343860- DR EDWARD K & FRANCES S L TURNER Total			0.00	(89.41)	(52.38)	(760.51)	(218.93)	4,474.88	(922.23)	(86.22)	(397.68)	249.60	0.00	8,123.00

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2. The **“Fiscal Year Detail with Labor”** is similar to the “Fiscal Year Detail” view, but will also display labor detail for salary and fringe charges.

NOTE: This report will display labor details by employee, based on your labor security. If you do not have labor security for the prompted values, you will see salary and fringe aggregated at the account code level.

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.