



Dashboard: Budget to Actual Reporting – Fiscal Year Trend Reports

What are the Fiscal Year Trend Reports?

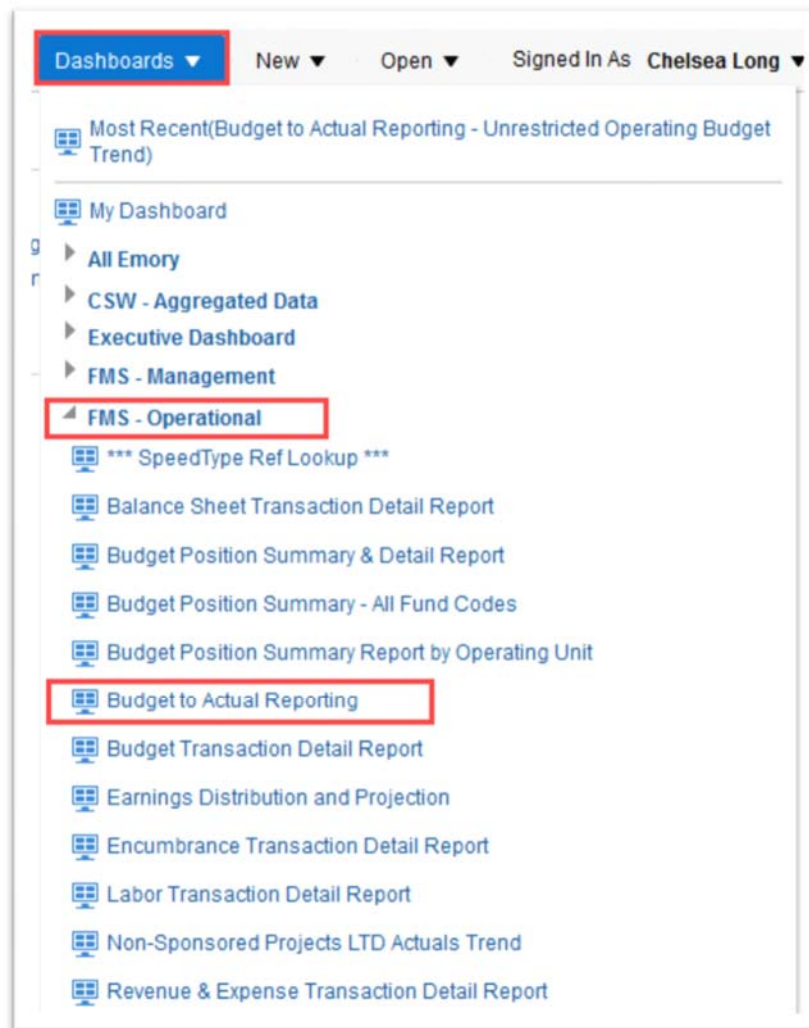
The Fiscal Year Trend Reports, located on the Budget to Actual Reporting dashboard, provide a report of monthly actuals on a single fiscal year for unrestricted operating budgets and non-sponsored projects. This allows you to manage spending and budgeting through a trend view.

When should I use the Fiscal Year Trend Reports?

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

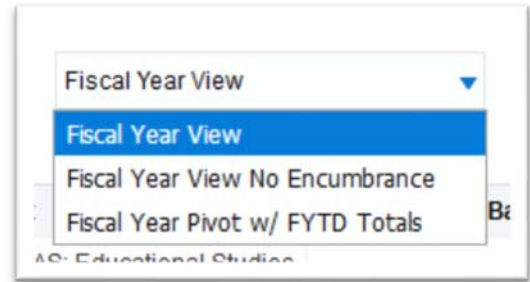
Apply Reset



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: 10000- Emory College Department: 832010- ECAS: Economics FYTD Budget Available (\$) Favorable / (Unfavorable): 398,316.62

Type	Category	Account	Account Desc	FYTD Budget Available (\$) Favorable / (Unfavorable)												3. LTD ENCUMBRANCE (\$)	FYTD Budget Available (\$) Favorable / (Unfavorable)		
				1. FYTD Budget (\$)				2. FYTD EXPENSES (\$)				2018							
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug				
Salary & Fringe Benefits	Student Salaries	50200	BDG- Student Salaries	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00		
		50240	Sal - Work Study FICA Exmpt	0.00	(100.93)	(100.52)	(124.02)	0.09	(34.71)	(115.72)	(58.94)	(129.21)	18.51	0.00	0.00	0.00	0.00	(655.45)	
Student Salaries Total				4,000.00	(100.93)	(100.52)	(124.02)	0.09	(34.71)	(115.72)	(58.94)	(129.21)	18.51	0.00	0.00	0.00	3,344.55		
General operating expenses	Consulting Services	52190	Prof Fees - Other	0.00	0.00	0.00	(103.00)	(132.00)	0.00	(350.00)	0.00	0.00	0.00	(275.00)	0.00	0.00	(860.00)		
		Consulting Services Total				0.00	0.00	0.00	(103.00)	(132.00)	0.00	(350.00)	0.00	0.00	0.00	(275.00)	0.00	(860.00)	
	Supplies	53200	Supplies - Office Exp	0.00	(308.95)	0.00	(450.37)	(1,497.62)	(1,211.03)	(24.99)	(2,172.92)	(103.90)	(865.40)	(568.79)	(101.29)	(754.35)	0.00	(8,059.61)	
		53210	Supplies - Computer Exp	0.00	0.00	0.00	(506.79)	(7.99)	0.00	(14.99)	0.00	(899.00)	0.00	(58.57)	0.00	0.00	0.00	(1,497.34)	
		53600	Supplies - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		53800	Supplies - Noncap Equipment	0.00	(24.99)	(214.99)	0.00	(86.99)	0.00	(86.99)	0.00	(22.00)	0.00	0.00	0.00	0.00	0.00	0.00	(348.97)
		53810	Supplies - Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Supplies Total				0.00	(308.95)	(214.99)	(1,047.15)	(1,735.56)	(1,330.91)	(235.27)	(3,054.93)	(1,002.90)	(865.40)	(682.26)	(101.29)	(964.30)	(132.03)	(11,880.94)	



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.

EMORY UNIVERSITY
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)

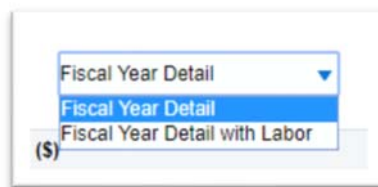
Project Type
(All Column Values)

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

Project	Project Type	Account Group	Account Category	Account Code	Account Desc	1. FYTD Budget (\$)	2. FYTD ACTUALS (\$)												3. LTD ENCUMBRANCE (\$)	FYTD Budget Available (\$) (\$ Favorable / (Unfavorable))			
							2017																
							PD 01 - September	PD 02 - October	PD 03 - November	PD 04 - December	PD 05 - January	PD 06 - February	PD 07 - March	PD 08 - April	PD 09 - May	PD 10 - June	PD 11 - July	PD 12 - August					
R6343860. DR EDWARD K & FRANCES L TURNER		Endowment Spending Dist	Endowment Spending Distrib	42300	Endowment Income	0.00	0.00	0.00	0.00	0.00	0.00	4,510.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,314.35	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	0.00	0.00	0.00	0.00	0.00	6,314.35	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	0.00	0.00	0.00	0.00	0.00	6,314.35	0.00	10,824.60
		General operating expenses	Supplies	53800	Supplies - Other	0.00	0.00	0.00	(390.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(390.00)
	Supplies		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	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	(434.01)
		Travel & Entertainment	Travel - Domestic	56100	Travel - Domestic	0.00	0.00	0.00	0.00	0.00	0.00	(493.43)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(493.43)
			Field Trip Expense	56210	Field Trip Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(328.96)	(328.96)
			Field Trip Exp - Curriculum	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	0.00	0.00	0.00	0.00	0.00	0.00
			Business/Group Meals	56505	Business/Group Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(284.03)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Travel & Entertainment Total			0.00	0.00	0.00	0.00	0.00	0.00	(777.46)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(328.96)	(1,106.42)
		Recharges and Reimbursements	Rechg - CS Fleet Services	86445	Rechg - 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	(31.50)	(27.95)	0.00	0.00	0.00	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	(31.50)	(27.95)	0.00	0.00	0.00	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	(31.50)	(356.91)	0.00	0.00	0.00	0.00	(2,701.54)
			R6343860. DR EDWARD K & FRANCES 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	(31.50)	5,957.44	0.00	0.00	0.00	0.00	8,123.06

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.