Dashboard: Budget to Actual Reporting – Multi-Year Trend Reports

What are the Multi-Year Trend Reports?

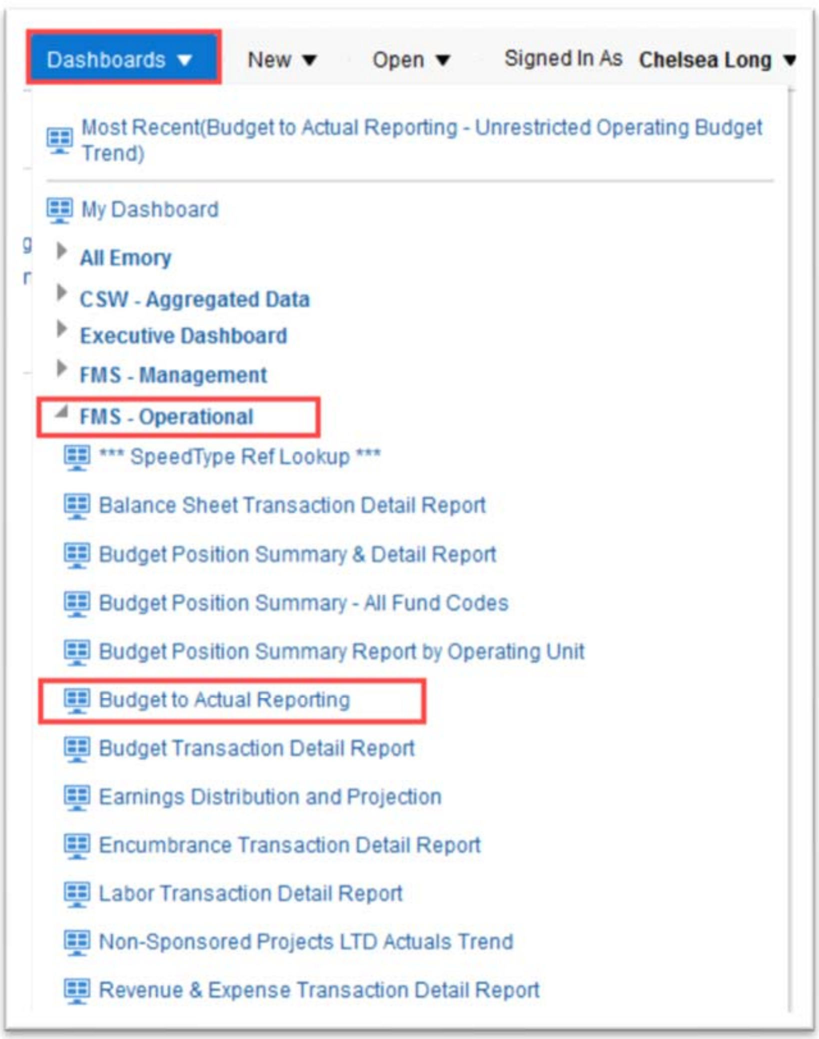
The Multi-Year Trend Reports, located on the Budget to Actual Reporting dashboard, provide a report of monthly actuals on all fiscal years for unrestricted operating budgets and non-sponsored projects. This allows you to compare transaction trends by accounting period across fiscal years.

When should I use the Multi-Year Trend Reports?

Use this report if you want to see how much has been spent on any UOB or NSP fund by accounting period across fiscal years.

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 – Multi-Year Trend Reports

Understanding the Dashboard Pages

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

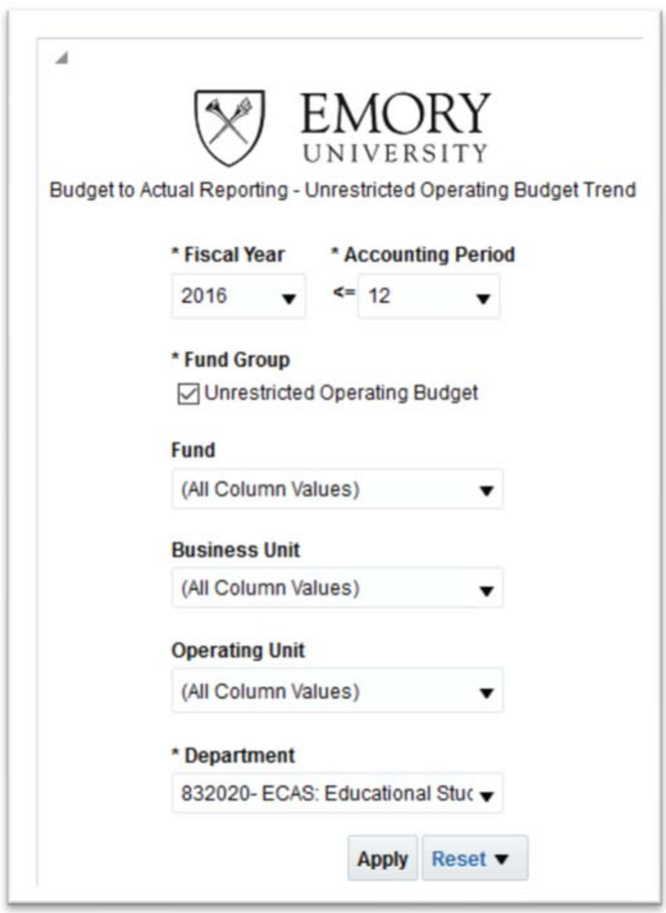
This is the default page on the dashboard. It displays a pivot table that includes transaction totals by account category and accounting period. This page shows details for all fiscal years, up to the prompted fiscal year and accounting period.

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.



Dashboard: Budget to Actual Reporting – Multi-Year Trend Reports

Viewing Results

A pivot table with results will display by Account Group, Account Category, and Fiscal Year. For each Fiscal Year row, you will see the budget loaded (if any), transactions that have posted, and the Budget Available for the specific row.

TIP: This page does not include Encumbrances or Labor Detail by Employee.

Emory University Unrestricted Operating Budget Multi-Fiscal YearTrend
(Without Encumbrance)
Date run: 1/21/2020

Note: Negative numbers are presented in parentheses and denote debits, which decrease the Budget Available. Positive numbers denote credits, which increase the Budget Available.

			Budget Available ($) Favorable / (Unfavorable)															
			1. BUDGET ($)	1. BUDGET ($) Total	2. ACTUALS ($)												2. ACTUALS ($) Total	Budget Available ($) Favorable / (Unfavorable)
Account Group	Account Category	Fiscal Year			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		
Net Tuition and Fees	Student Fees	2014	0.00	0.00	0.00	0.00	131.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.00	131.00
		2011	0.00	0.00	0.00	346.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	346.00	346.00
		2010	0.00	0.00	220.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	280.00
Government Grants & Contracts	Carryforwards	2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.48	0.00	0.00	0.00	0.00	0.00	0.00	109.48	109.48
Other Revenue	Finance Related Fees/Adj	2014	0.00	0.00	0.00	0.00	2,310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,310.00	2,310.00
Budget, all expenses	Budget, all expenses	2015	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
Salary & Fringe Benefits	Faculty Salaries	2016	324,047.00	324,047.00	(26,731.80)	(26,731.80)	(28,017.51)	(28,017.51)	(27,094.51)	(27,881.26)	(27,881.26)	(27,881.26)	(27,881.26)	(26,595.55)	(24,832.20)	(19,542.06)	(319,087.98)	4,959.02
		2015	521,449.00	521,449.00	(43,455.28)	(43,455.28)	(43,455.28)	(43,455.28)	(43,455.28)	(43,455.28)	(43,455.28)	(43,455.28)	(43,455.28)	(43,455.28)	(43,188.11)	(43,188.11)	(520,929.82)	519.98
		2014	625,668.00	625,668.00	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(52,138.69)	(625,664.28)	3.72
		2013	787,550.00	787,550.00	(68,295.65)	(68,295.65)	(58,295.65)	(68,295.65)	(65,628.98)	(54,962.30)	(65,628.98)	(65,628.98)	(65,628.98)	(65,628.98)	(65,628.98)	(65,628.98)	(787,547.76)	2.24
		2012	883,514.14	883,514.14	(90,105.71)	(72,868.21)	(58,701.55)	(77,834.81)	(72,868.21)	(72,868.21)	(72,868.21)	(58,509.65)	(71,534.88)	(71,534.88)	(74,226.80)	(71,534.88)	(875,656.00)	7,858.14
		2011	747,103.00	747,103.00	(67,093.04)	(65,550.45)	(60,633.78)	(64,425.45)	(64,425.45)	(64,425.45)	(44,925.45)	(57,925.45)	(64,425.45)	(64,425.45)	(64,425.45)	(64,425.45)	(747,106.32)	(3.32)
		2010	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

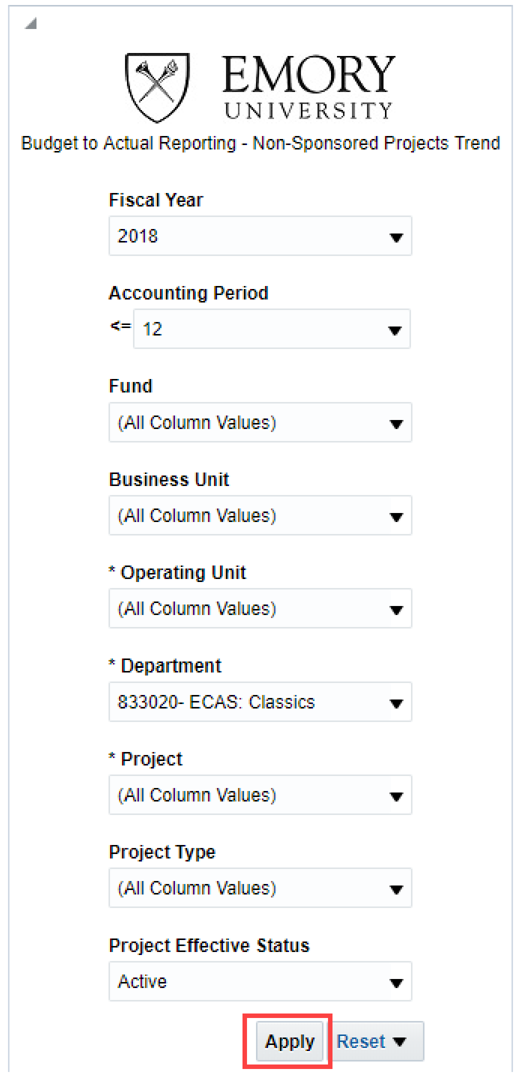
<u>Please review the note at the top of the results section, as the signs are different when compared to other pages on the Budget to Actual Reporting dashboard.</u>

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.

Dashboard: Budget to Actual Reporting – Multi-Year Trend Reports

Non-Sponsored Projects Multi-Year Trend

Similar to the Unrestricted Operating Budget Multi-Year Trend, this page will display a pivot table that includes transaction totals by account category and accounting period. This page shows details for all fiscal years, up to the prompted fiscal year and accounting period.



<u>Selecting Prompts:</u>

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.

Dashboard: Budget to Actual Reporting – Multi-Year Trend Reports

<u>Viewing Results</u>

A pivot table with results will display by Project, Account Group, Account Category, and Fiscal Year. For each Fiscal Year row, you will see the budget loaded (if any), transactions that have posted, and the Budget Available for the specific row.

TIP: This page does not include Encumbrances or Labor Detail by Employee.

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Emory University Non-Sponsored Projects Multi-Year Trend
(Without Encumbrances)
Date run: 1/21/2020

Note: Negative numbers are presented in parentheses and denote debits, which decrease the Budget Available. Positive numbers denote credits, which increase the Budget Available.

				Budget Available ($) Favorable / (Unfavorable)																
				1. BUDGET ($)		1. BUDGET ($) Total	2. ACTUALS ($)												2. ACTUALS ($) Total	Budget Available ($) Favorable / (Unfavorable)
Project	Account Group	Account Category	Fiscal Year	PD 01 - September	PD 02 - October		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		
00010482- College - UTBG & Suspense	Salary & Fringe Benefits	Student Salaries	2012						(250.00)	(250.00)		(250.00)	(250.00)	(250.00)	(250.00)	(250.00)	(250.00)	2,000.00	0.00	0.00
00035322- Rizvana Bradley Start Up	General operating expenses	Supplies	2014					(4.96)											(4.96)	(4.96)
			2015												(16.00)				(16.00)	(16.00)
		Travel & Entertainment	2014							(89.04)	(171.25)	(1,415.17)	(487.96)	(2,508.31)	(54.02)				(4,725.75)	(4,725.75)
			2015					0.00				(1,850.49)			(2,937.08)	(496.14)		(1,956.80)	(7,240.51)	(7,240.51)
			2016					(2,210.25)											(2,210.25)	(2,210.25)
		Library Expenses	2014				(26.70)		(107.65)										(134.35)	(134.35)
		Employee Programs	2014								(220.00)			(140.00)		(175.00)			(535.00)	(535.00)
			2015							(200.00)				(145.00)					(345.00)	(345.00)

<u>Please review the note at the top of the results section, as the signs are different when compared to other pages on the Budget to Actual Reporting dashboard.</u>

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.