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.
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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.
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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.
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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.

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.
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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.

![Dashboard Table](image-url)

*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).*
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**Column Definitions**

<table>
<thead>
<tr>
<th>Column Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget ($)</strong></td>
<td>This is the current, revised budget. For Unrestricted Operating Budgets and Non-Sponsored Projects, this column shows the Fiscal Year-to-Date revised budget amount as of the fiscal year and accounting period prompted. For Sponsored Projects, this column shows the Life-to-Date revised budget amount as of the fiscal year and accounting period prompted.</td>
</tr>
<tr>
<td><strong>MTD Actuals ($)</strong></td>
<td>This column displays posted revenue, expense, and transfer amounts for the accounting period prompted.</td>
</tr>
<tr>
<td><strong>FYTD Actuals ($)</strong></td>
<td>This column displays fiscal year-to-date posted revenue, expense, and transfer amounts for the prompted fiscal year, as of the prompted accounting period.</td>
</tr>
<tr>
<td><strong>LTD Actuals (Sponsored Projects Only)</strong></td>
<td>This column displays life-to-date posted revenue, expense, and transfer amounts as of the fiscal year and accounting period prompted. This column will only display data for Sponsored Projects.</td>
</tr>
<tr>
<td><strong>LTD Encumbrance ($)</strong></td>
<td>This column displays life-to-date encumbered funds as of the fiscal year and accounting period prompted.</td>
</tr>
<tr>
<td><strong>Budget Available ($) Favorable/(Unfavorable)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>% Used</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

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

**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.
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.