Dashboard: Budget to Actual Reporting – All Funds Summary

What is the All Funds Summary dashboard?

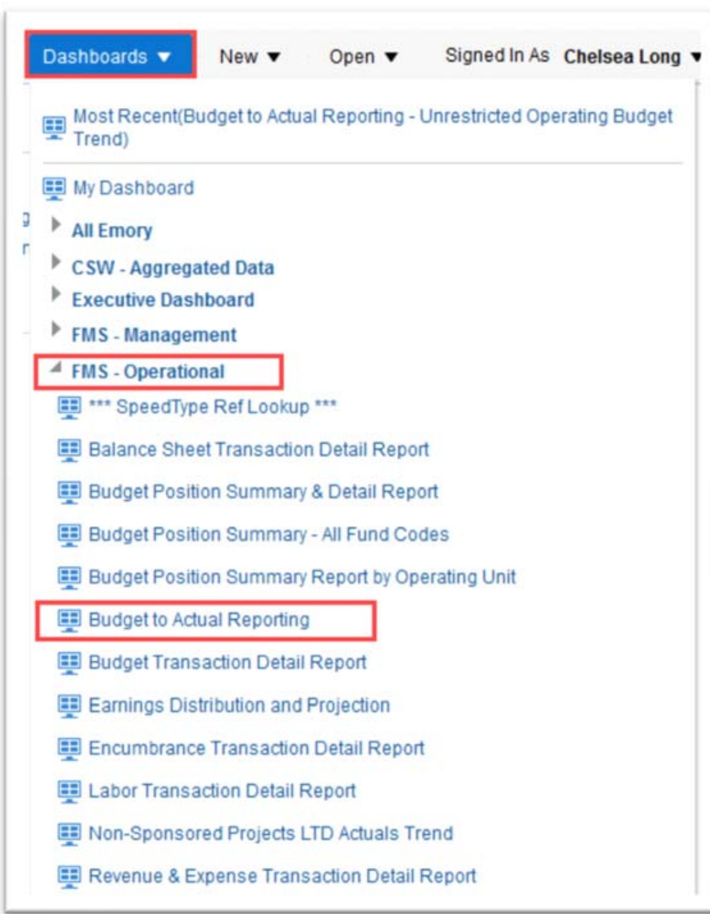
The All Funds Summary compares the loaded Budget to Actuals and provides the budget available at a summary level, based on your prompt selections. This report combines All Fund Codes in one report and enables the user, at a glance, to track budget performance and identify areas of concern from a summary 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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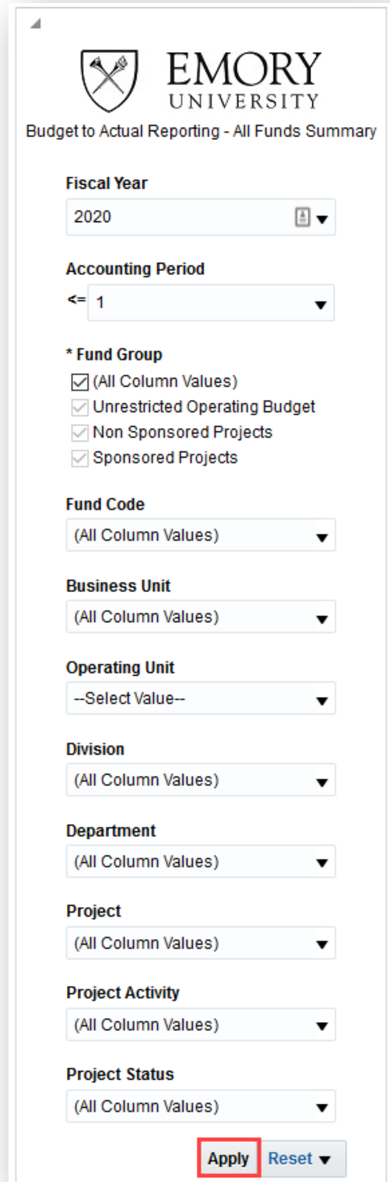
Using and Understanding the Dashboard

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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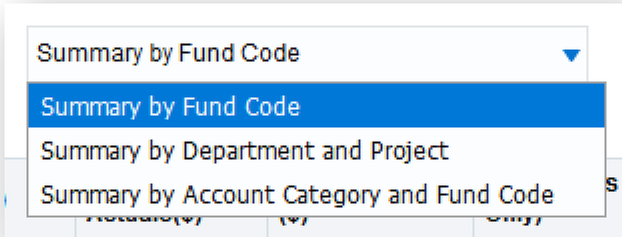
Available Views



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.

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**	**(280.25%)**
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%

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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.

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	4,019.00	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.

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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.

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 ($) 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%**

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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.