Dashboard: Budget to Actual Reporting – Summary & Detail Reports by Fund Category

What are the Summary & Detail Reports by Fund Category dashboards?
The Summary & Detail Reports compare the loaded Budget to Actuals and shows a summary view of the budget available at the account level, based on your prompt selections. You have the ability to drill-down to transaction level details from the summary view. A list of detailed monthly transactions as of the reporting data prompt selection is also provided below the Summary/Detail section. The report is divided by fund groups into Unrestricted Operating Budget, Non-Sponsored Projects, and Sponsored Projects.

When should I use the Summary & Detail Reports by Fund Category dashboards?
Use this report if you are looking for the available budget of an Operating Unit, Department, Project, Award, 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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Understanding the Fund Categories

The dashboard is divided into three pages (or tabs) by Fund Group: Unrestricted Operating Budgets, Non-Sponsored Projects, and Sponsored Projects. The default page for the dashboard is the Unrestricted Operating Budgets page.

- The **Unrestricted Operating Budgets** page includes transactions with fund codes beginning with 1XXX.
- The **Non-Sponsored Projects** page includes transactions with fund codes beginning with 2XXX, 3XXX, 4XXX, 6XXX, 7XXX, 8XXX, and 9XXX.
- The **Sponsored Projects** page includes transactions with fund codes beginning with 5XXX.

**TIP**: Not sure which fund group you need? You can use the Speedtype Reference dashboard and search by Speedtype, Project ID, or other Chartfield to identify the fund code.

Each Summary & Detail Report offers different default views for the data. You can navigate to different views using the View Selector drop-down menu in the results section of each report. Detailed descriptions of the view options will be covered in the following sections.
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Unrestricted Operating Budgets (UOB)

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. Select an Operating Unit or choose All Column Values.
3. Select other prompts as needed and click Apply.

View Options for UOB

1. **UOB Summary** – this view shows your FYTD Original Budget, FYTD Budget Revisions, a total FYTD Budget, Month to Date (MTD) and Fiscal Year to Date (FYTD) Actuals, LTD Encumbrances, a FYTD Budget Available, and % Used FYTD by Department.

   TIP: While UOB budgets and actuals are held to the fiscal year, Encumbrances roll over across fiscal years. This is why the Encumbrance column is Life to Date (LTD).

   TIP: In this view, the Budget Available column is calculated as: the Budget – FYTD Actual – LTD Encumbrance
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Drill on any of the blue hyperlinks to take you to the supporting reports. By **drilling on the column header**, you would get all the data in that column. By **drilling on a specific cell**, you would return data only for that amount. For instance, when you left click on the MTD Actuals header you can load the “Revenue & Expense Transaction Detail Report” (RETDR) or the “Labor Transaction Detail Report” (LTDR) for all values in that column. You can only drill to Labor from the column header. *(Note: you will only see Labor data for those Operating Units or Departments to which you have Labor security access).*

### Drilling on a Column Header

![Drilling on a Column Header](image1)

### Drilling on a Specific Cell

![Drilling on a Specific Cell](image2)

**TIP:** If you drill on the FYTD Budget column, you can view the “Budget Transaction Detail Report” (BTDR). If you drill on the LTD Encumbrance column, you can view the “Encumbrance Transaction Detail Report” (ETDR).
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2. **UOB Detail** – this view shows all of the columns available in the UOB Summary view by Department, plus additional columns for Account Class, Account Group, Account Category, Account, Fund, Program, and Event.

The UOB Detail view also shows a subtotal by Account Category, Account Group, and Account Class.

3. **UOB Summary No Encumbrance** – this view is a duplicate of the UOB Summary view, but excludes the Encumbrance column.

   **TIP:** In this view, the Budget Available column is calculated as: the FYTD Budget – FYTD Actual.

4. **UOB Detail No Encumbrance** – this view is a duplicate of the UOB Detail view, but excludes the Encumbrance column.

   **TIP:** You may wish to run the No Encumbrance views toward the end of a Fiscal Year.

5. **UOB Detail Export View** – this view displays a table view of the data that can easily be exported to Excel or CSV.
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Non-Sponsored Projects (NSP)

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. Select an Operating Unit or choose All Column Values.

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.

4. Select other prompts as needed and click Apply.

**NOTE:** In addition to the prompts available on the Unrestricted Operating Budgets report, there are four additional prompts available specific to projects.
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View Options for NSP

1. **NSP Summary** – this view shows your FYTD Budget, Month to Date (MTD) and Fiscal Year to Date (FYTD) Actuals, LTD Encumbrances, a FYTD Budget Available, and % Used FYTD, for each Project by Fund and Department.

   TIP: While UOB budgets and actuals are held to the fiscal year, Encumbrances roll over across fiscal years. This is why the Encumbrance column is Life to Date (LTD).

   TIP: In this view, the FYTD Budget Available is calculated as: FYTD Budget – FYTD Actual – LTD Encumbrance

Drill on any of the blue hyperlinks to take you to the supporting reports. By drilling on the header, you would get all the data in that column. By drilling on a specific cell, you would return data only for that amount. For instance, when you left click on the FYTD Actuals header you can load the “Revenue/Expense Transaction Detail Report” (RETDR) or the “Labor Transaction Detail Report” (LTDR) for all values in that column. You can only drill to Labor from the column header. (Note: you will only see Labor data for those Operating Units, Departments, or Projects to which you have Labor security access).
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Alternatively, you can drill on a single value in the column to return data for that value (in this case, one Project) only:

TIP: If you drill on the FYTD Budget column, you can view the “Budget Transaction Detail Report” (BTDR). If you drill on the LTD Encumbrance column, you can view the “Encumbrance TransactionDetail Report” (ETDR).

2. **NSP Detail** - this view shows all of the columns available in the NSP Summary view by Project, plus additional columns for Account Class, Account Group, Account Category, Account, Fund, Program, and Event.

TIP: If you have only prompted on Operating Unit or Department, this view may take some time to load, depending on how many Non-Sponsored Projects are associated with those areas. If this is the case, you may need to narrow down your prompt values to successfully run this report.

The NSP Detail view also shows a subtotal by Account Category, Account Group, and Account Class.
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3. **NSP Summary No Encumbrance** - this view is a duplicate of the NSP Summary view, but excludes the Encumbrance column.

   **TIP:** In this view, the FYTD Budget Available column is calculated as: FYTD Budget - FYTD Actual

4. **NSP Detail No Encumbrance** - this view is a duplicate of the NSP Detail view, but excludes the Encumbrance column.

   **TIP:** You may wish to run the No Encumbrance views toward the end of a Project.
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Sponsored Projects (SPP)

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.

   TIP: Unlike Unrestricted Operating Budgets and Non-Sponsored Projects, Sponsored Project balances are not held to Emory University's Fiscal Year. The report will show balances for the life of the award or project prompted.

2. The Fund Group is restricted to Sponsored Projects. You cannot change this prompt.

   TIP: You can select a specific fund code from the Sponsored Projects Fund Group in the Fund prompt, if needed. Any grant awarded after November 2016 will have fund code 5700. Grants awarded prior to November 2016 will have various Sponsored fund codes.

3. Select an Operating Unit.
4. Select a Department, Division, or Award to view all Projects within those areas.
5. Select other prompts as needed and click Apply.

   NOTE: In addition to the prompts available on the Non-Sponsored Projects report, there are six additional prompts available specific to sponsored research.
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View Options for SPP:

1. Award Summary - this view shows your Life to Date (LTD) Budget, LTD Expenses, LTD Encumbrances and the LTD Budget Available by Award.

   TIP: In this view, the LTD Budget Available is calculated as the Award LTD Budget - Award LTD Expenses - Award LTD Encumbrance

Drill on any of the blue hyperlinks to take you to the supporting reports. By drilling on the header, you would get all the data in that column. By drilling on a particular cell, you would return data only for that amount. For instance, when you left click on the LTD Expenses header you can load the “Revenue/Expense Transaction Detail Report” (RETDR) or the “Labor Transaction Detail Report” (LTDR) for all values in that column. You can only drill to Labor from the column header. (Note: you will only see Labor data for those Operating Units, Departments, or Projects to which you have Labor security access).
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Alternatively, you can drill on a single value in the column to return data for that value (in this case, one Award) only:

TIP: If you drill on the LTD Budget column, you can view the “Budget Transaction Detail Report” (BTDR). If you drill on the LTD Encumbrance column, you can view the “Encumbrance Transaction Detail Report” (ETDR).

2. **Sponsored Project Summary** - this view shows similar columns as the Award Summary view, but includes columns specific to the Project, such as Project Period, Project Activity, Activity Begin and End Dates. This view also includes columns for F&A Rate, Project Type, and a flag for Award Primary Project, with subtotals at the Award level.
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3. **Sponsored Project Detail** - this view provides additional transaction details for a sponsored project, with subtotals at the Direct and Indirect cost level and by Account Group. This view also includes columns for Month to Date (MTD) Expenses and Fiscal Year to Date (FYTD) Expenses and the % Used LTD column.

   **TIP:** If you have only prompted on Operating Unit or Department, this view may take some time to load, depending on how many Sponsored Projects are associated with those areas. If this is the case, you may need to narrow down your prompt values to successfully run this report.

4. **Award Summary** - this view is a duplicate of the Award Summary view, but excludes the Encumbrance column.

   **TIP:** In this view, the LTD Budget Available column is calculated as: Award LTD Budget - Award LTD Expenses

5. **Sponsored Project Summary No Encumbrance** - this view is a duplicate of the Sponsored Project Summary view, but excludes the Encumbrance column.

   **TIP:** In this view, the LTD Budget Available column is calculated as: Project LTD Budget - Project LTD Expenses

6. **Sponsored Project Detail No Encumbrance** - this view is a duplicate of the Sponsored Project Detail view, but excludes the Encumbrance column.

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**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.