Instruction for Budget-to-Actual Variance Report (General Fund)
For the purpose of Quarterly Review

Log-in BI to extract the data.

- Choose General Fund > Financial Summary Report > Accounting Period > Go
- **Accounting Period: 6-Dec for the second quarter**
- Account group (label #6): *exclude Benefits, Revenue, and Work-Study*

![Oracle Interactive Dashboards Screenshot]

1. Choose General Fund
2. Select Financial Summary Report
3. Choose Accounting Period: 6-Dec
4. Select Fund: 159003 - General Support & Student Fees
5. Choose Go
6. Select Account Group: Salary/Work Study
7. Choose Go
- Once you get the data, scroll down to “Financial Summary Report by Other Chartfield”, and select “download data”
Below is the report download from BI before format.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Account</th>
<th>Account Description</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>MTD Amount</th>
<th>YTD Amount</th>
<th>Open PO's</th>
<th>Open REQ's</th>
<th>MTD PO</th>
<th>MTD REQ</th>
<th>Available</th>
<th>% Available</th>
<th>Financial Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>601201 MPP/Staff Salary</td>
<td>308,496.00</td>
<td>308,496.00</td>
<td>25,708.25</td>
<td>77,124.75</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>231,371.25</td>
<td>75.00</td>
<td>231,371.25</td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>604001 Telephone</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>370.79</td>
<td>1,365.08</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7,634.92</td>
<td>84.83</td>
<td>7,634.92</td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>606001 Travel In State</td>
<td>33,500.00</td>
<td>33,500.00</td>
<td>2,866.77</td>
<td>9,349.58</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>24,150.42</td>
<td>72.09</td>
<td>24,150.42</td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>613805 Reprographic Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>619905 Leased Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>660001 Postage and Freight</td>
<td>600.00</td>
<td>600.00</td>
<td>54.93</td>
<td>182.38</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>417.62</td>
<td>69.60</td>
<td>417.62</td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>660003 Supplies And Service</td>
<td>37,636.00</td>
<td>37,636.00</td>
<td>205.50</td>
<td>74,564.06</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(36,928.06)</td>
<td>(98.12)</td>
<td>(36,928.06)</td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>660090 Other expense</td>
<td>1,325,000.00</td>
<td>1,325,000.00</td>
<td>-</td>
<td>1,776.93</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,323,223.07</td>
<td>99.87</td>
<td>1,323,223.07</td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>660813 Reprographics</td>
<td>1,200.00</td>
<td>1,200.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
<td>1,200.00</td>
<td>100.00</td>
<td>1,200.00</td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>660846 Cost recovery-expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2021 -</td>
<td>Office</td>
<td>660890 Membership Dues</td>
<td>130,000.00</td>
<td>130,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>130,000.00</td>
<td>100.00</td>
<td>130,000.00</td>
</tr>
</tbody>
</table>

- One you have the report downloaded, format the data based on the template below:
  1. Delete the following columns (high-lighted in yellow): MTD Amount, MTDPO, MTD REQ, Available, % Available, Financial Status
  2. Insert a column (high-lighted in green) for Account Type before Account Column (group all accounts 601xxx for Salaries, and greater than 604xxx for Operating Expenses)
  3. Insert a column (high-lighted in green) for YTD Budget between Revised Budget and YTD Amount
  4. Insert a column (high-lighted in green) for YTD Variance and YTD Variance % between YTD Amount and Open PO’s Column
  5. Insert 4 columns (high-lighted in green) right after Open REQ’s for Projection (from Jan – Jun’16), Total Year Activity, Projection Year-end Over/Under, and YE Variance % Columns
  6. Insert 2 rows below the header row for calculation/formula label
### Calculation:

1. YTD Budget = Revised Budget / 12 * 6 (12 = twelve months, 6 periods: July, August, September, October, November, and December)
2. YTD Variance = YTD Budget – YTD Amount
3. YTD Variance % = YTD Variance / YTD Budget
4. Projection = project from period 7 (January) to period 12 (June)
5. Total Year Activity = YTD Amount + Projection
6. Projection Year-end Over/Under = Revised Budget – Total Year Activity – Open PO’s – Open REQ’s
7. YE Variance % = Projection Year-end Over/Under / Revised Budget
- After forecasting (Projected Expenditures), subtotal the following columns by using the “Grouping Subtotal” function (see pasted screenshot below for Subtotal Function). Check each box that corresponds to the following items in the dialog box:
  o Original Budget
  o Revised Budget
  o YTD Budget
  o YTD Amount (Actuals Expenses)
  o YTD Variance
  o YTD Variance %
  o Open PO’s
  o Open REQ’s
  o Projected Expenditure From January 2016 to June 2016
  o Total Year Activity
  o Projected Year-end Over/Under
  o YE Variance %
YTD Variance % and YE Variance % format to percentages. Delete any #DIV/0!
Format cells by number, decimal places 0 and use 1000 separator for all cells with dollar amounts.
- Once the Subtotal Function has been executed, use the tool on the left of the spreadsheet to condense by level 2 (department level) to see the figures at division/department level total.

Here is the finalized sample template:

<table>
<thead>
<tr>
<th>Dept</th>
<th>Account Type</th>
<th>Account</th>
<th>Account Description</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>YTD Budget</th>
<th>YTD Amount</th>
<th>YTD Variance</th>
<th>YTD Variance %</th>
<th>Open PO's</th>
<th>Open REQ's</th>
<th>Projection from Jan-Jun’16</th>
<th>Total Year Activity</th>
<th>Projection Year-end Over/under</th>
<th>YE Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - Office of Management Total</td>
<td>1,857,432</td>
<td>664,127</td>
<td>332,064</td>
<td>313,877</td>
<td>18,187</td>
<td>-58%</td>
<td>1,005</td>
<td>-</td>
<td>332,064</td>
<td>645,940</td>
<td>17,182</td>
<td>-29%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>1,857,432</td>
<td>664,127</td>
<td>332,064</td>
<td>313,877</td>
<td>18,187</td>
<td>-58%</td>
<td>1,005</td>
<td>-</td>
<td>332,064</td>
<td>645,940</td>
<td>17,182</td>
<td>-29%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: the number presented in the report are for illustration purpose only. Neither the actual expenditures nor the projected expenditures represented the current status of the departments indicated on the report.