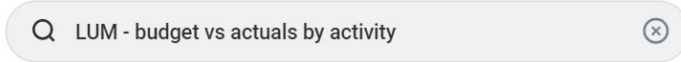


Review Budget Report

Functional Area Resource: Finance

Process

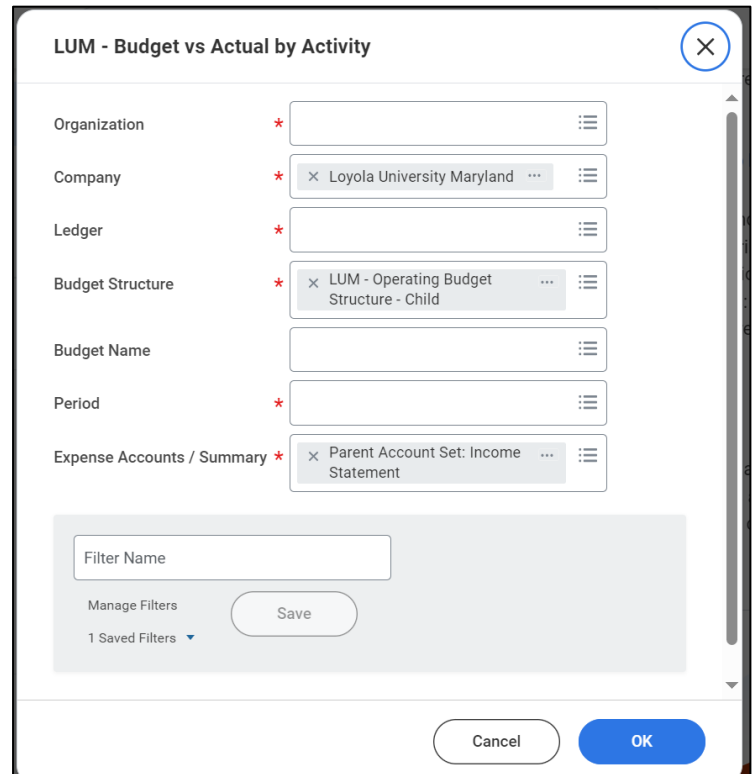
1. Search for **LUM - Budget vs Actual by Activity** in the search bar.



[LUM - Budget vs Actual by Activity](#)
Report
This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %. This report is prompted for a given org, plan and fiscal period. This reports answers questions such as: What is the budget versus actuals variance for expense accounts by cost center? What is the budget used percentage by cost center?

2. Enter the appropriate report prompts to return information for the Cost Center you want to view. The fields are listed below:

- **Organization:** Click in this field and navigate to a Cost Center. You will see a list of Cost Centers assigned to you and you can select all or some of them.
- **Company:** This field will automatically be populated with Loyola University Maryland.
- **Ledger:** Choose Actuals, Encumbrance, Pre-Encumbrance (most commonly you will select Actuals).
- **Budget Structure:** This field will automatically be populated with LUM – Operating Budget Structure – Child.
- **Budget Name:** This field allows you to select the fiscal year you want to view.
- **Period:** The ledger period (typically the month) you wish to view.
- **Expense Accounts/Summary:** This field will automatically be populated with Parent Account Set: Income Statement.
- If you run a report repeatedly using the same filters, you can save the **Filter** to save time.



3. Click **OK** to run the report.

4. This composite report lists for cost centers the **YTD budget, YTD actuals, variance and budget used %**.

LUM - Budget vs Actual by Activity

This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %.

7 items

Activity	Budget YTD	Actuals YTD	YTD Variance	Budget Used %
All Activity	4,222,973	4,512,846	(289,873)	106.9%
Auxiliary Operations	241,330	78,323	163,007	32.5%
Business and Finance Services	548,580	448,796	99,784	81.8%
Facilities	35,130	2,931,368	(2,896,238)	8,344.3%
Financial Services	206,770	602,068	(395,298)	291.2%
Student Services	0	0	0	0.0%
Technology Services	3,191,163	452,291	2,738,872	14.2%

5. Click on the dropdown next to each Activity to see Ledger and Spend Category.

LUM - Budget vs Actual by Activity

This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %.

21 items

Activity	Budget YTD	Actuals YTD	YTD Variance	Budget Used %
All Activity	4,222,973	4,583,274	(360,301)	108.5%
Academic Affairs	0	2,614	(2,614)	0.0%
Auxiliary Operations	241,330	111,335	129,995	46.1%
Business and Finance Services	548,580	465,605	82,975	84.9%
BUDGET & PLANNING	3,290	223,120	(219,830)	6,781.8%
HUMAN RESOURCES	434,600	153,278	281,322	35.3%
PROCUREMENT	90,000	24,852	65,148	27.6%
50700:Outside Service Fees	10,000	600	9,400	6.0%
Consulting	10,000	0	10,000	0.0%
Maintenance Contract-Equipment	0	600	(600)	0.0%
51150:Office Expense And Admin	0	14,077	(14,077)	0.0%
Supplies-Classroom	0	8,509	(8,509)	0.0%
Supplies-Office	0	5,264	(5,264)	0.0%
Supplies-Testing	0	304	(304)	0.0%

- You can export the data to excel using the excel icon in the upper right hand corner of the screen.
- Within the report interface, click into budget or actuals to see details by spend category or transactions.

Budget

LUM - Budget vs Actual by Activity

> Details

This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %.

11 Items

Activity	Budget YTD	YTD Variance	Budget Used %	
All Activity	4,222,973	(289,873)	106.9%	
Auxiliary Operations	241,330			
Business and Finance Services	548,580			
BUDGET & PLANNING	3,790	163,007	32.5%	
HUMAN RESOURCES	434,600	99,784	81.8%	
PROCUREMENT	90,000	(219,830)	6,781.8%	
VP BUSINESS/FIN/TREASURER	70,690	64,254	(48,664)	311.0%

Note: A dropdown menu is open over the table, with 'Spend Category as Worktag' highlighted.

Criteria View by: **Spend Category as Worktag** and then by: **Select a Field...** Refresh

3 Items

Spend Category as Worktag	Budget Amount
Consulting	10,000
On-Line Subscriptions	80,000
Total	90,000

Actuals

Criteria View by: and then by:

37 items

id	Journal Source	Ledger Account	Worktags	Actuals Amount	Currency
24 Actuals (Loyola Maryland)	Supplier Invoice	50700:Outside Service Fees	Activity: PROCUREMENT Cost Center: Finance Office Fund: FD11 Operating/General - Unrestricted Program: General Administrative Spend Category: Maintenance Contract-Equipment Supplier: B&h Foto & Electronics Corp	\$600	USD
24 Actuals (Loyola Maryland)	Supplier Invoice	51150:Office Expense And Admin	Activity: PROCUREMENT Cost Center: Finance Office Fund: FD11 Operating/General - Unrestricted Program: General Administrative Spend Category: Supplies-Classroom	\$52	USD

Actuals YTD	YTD Variance	Budget Used %
12,846	(289,873)	106.9%
78,323	163,007	32.5%
148,796	99,784	81.8%
223,120	(219,830)	6,781.8%
36,469	298,131	31.4%
24,852	65,148	27.6%
64,354	(43,664)	311.0%
31,368	(2,896,238)	8,344.3%
2,068	(395,298)	291.2%
0	0	0