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Budget to Actual Report for Depts

How to Guide - Running Reports
Presented by Rene Paniagua

Budget to Actual Report

- ➢ Purpose

- ➢ Navigation and Running the Report
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  - ▪ Locate and Run the Report
  - ▪ Use Prompts to Filter Results
  - ▪ Printing and Exporting
  - ▪ Drill to Detail

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- ➢ Questions

Purpose of the Report

Support departmental analysis to monitor revenue and expenses.

The report identifies the variance between current budget vs expenditures + encumbrances and compares current year to date actuals with the same YTD period of the prior year. It also shows the percentage of the total budget expended (burn rate) and the percent of the fiscal year completed.

The University of Texas at San Antonio
Budget to Actual Report for Departments

FISCAL YEAR: 2022
YTD PERIOD: August

EXEC LEVEL: ALL
DIVISION: ALL
DEPT(S): ALL

FUND(S): ALL
COST CENTER(S): ALL
PROJECT(S): ALL

Percent of Year Complete: 100%

EXPENSES	ORIG BUD + PERM TRANS	BUDGET REVISED	CUR YTD ACTUALS	ENCUMBRANCE	AVAILABLE	PRIOR YTD ACTUALS	PRIOR YR - CUR YR	Burn Rate
	0.00	0.00	719.00	0.00	(719.00)	0.00	(719.00)	
STAFF SALARIES	144,702,962.39	147,202,225.85	138,529,539.20	0.00	8,672,686.65	126,440,571.45	(12,088,967.75)	94.11%
WAGES	10,997,428.15	17,620,564.35	21,157,166.27	0.00	(3,536,601.92)	16,054,978.53	(5,102,187.74)	120.07%
FACULTY TA SALARIES	111,286,975.26	112,030,922.89	102,780,903.76	0.00	9,250,019.13	95,379,757.96	(7,401,145.80)	91.74%
GTA SALARIES	4,239,762.87	4,870,999.12	4,043,624.09	0.00	827,375.03	4,492,286.78	448,662.69	83.01%
LONG_MISC_EMPL_PAY	0.00	0.00	2,841,044.55	0.00	(2,841,044.55)	2,864,830.72	23,786.17	
BENEFITS	80,396,932.11	80,990,218.84	73,949,620.45	0.00	7,040,598.39	69,739,887.07	(4,209,733.38)	91.31%
OPERATING_EXP_BUDGET	202,426,639.09	425,234,477.09	0.00	0.00	425,234,477.09	0.00	0.00	0.00%
COST OF GOODS SOLD	0.00	0.00	83,648.81	0.00	(83,648.81)	71,406.25	(12,242.56)	
PROF FEES AND SERVIC	0.00	0.00	16,033,095.96	(38,131.05)	(15,994,964.91)	14,972,192.56	(1,060,903.40)	
OTHER CONTRACTED SVC	0.00	0.00	16,715,881.52	8,605.25	(16,724,486.77)	8,834,308.10	(7,881,573.42)	
TRAVEL	0.00	0.00	9,168,610.24	21.00	(9,168,631.24)	3,262,018.09	(5,906,592.15)	
MATERIALS	0.00	0.00	29,822,517.84	1,524.04	(29,824,041.88)	23,029,475.74	(6,793,042.10)	
UTILITIES	0.00	0.00	14,336,723.77	0.00	(14,336,723.77)	11,054,175.66	(3,282,548.11)	
COMMUNICATIONS	0.00	0.00	3,385,036.71	0.00	(3,385,036.71)	3,243,652.65	(141,384.06)	
REPAIRS AND MAINT	0.00	0.00	6,802,315.60	0.00	(6,802,315.60)	4,613,874.86	(2,188,440.74)	
RENTALS AND LEASES	0.00	0.00	3,890,605.34	0.00	(3,890,605.34)	2,797,906.69	(1,092,698.65)	
PRINTING	0.00	0.00	1,316,317.48	0.00	(1,316,317.48)	1,249,180.47	(67,137.01)	
BAD DEBT EXPENSE	0.00	0.00	(88,665.09)	0.00	88,665.09	(118,330.21)	(29,665.12)	
SCHOLARSHIPS	0.00	0.00	108,265,703.43	0.00	(108,265,703.43)	101,554,700.33	(6,711,003.10)	
DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FEDERAL_PASSTHROUGH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
STATE_PASSTHROUGH	0.00	0.00	187,500.00	0.00	(187,500.00)	37,500.00	(150,000.00)	
FEES OTHER	0.00	0.00	695,758.89	0.00	(695,758.89)	472,188.20	(223,570.69)	
INSUR COST PREMIUM	0.00	0.00	1,213,895.06	0.00	(1,213,895.06)	1,130,937.12	(82,957.94)	
ROYALTY PAYMENTS	0.00	0.00	6,076.99	0.00	(6,076.99)	7,060.50	983.51	
MEMBERSHIP DUES	0.00	0.00	1,321,662.54	0.00	(1,321,662.54)	1,164,537.23	(157,125.31)	
REGISTR FEE MTG CONF	0.00	0.00	908,898.98	0.00	(908,898.98)	478,063.79	(430,835.19)	
CAPITAL ASSET PURCH	0.00	0.00	7,144,538.20	0.00	(7,144,538.20)	11,462,075.52	4,317,537.32	
OTHER OPERATING EXP	0.00	0.00	15,119,526.05	112.53	(15,119,638.58)	6,246,273.80	(8,873,252.25)	
OPERATING EXPENSES - Total	554,050,699.87	787,949,408.14	579,632,265.64	(27,868.23)	208,345,010.73	510,535,509.86	(69,096,755.78)	73.56%

The University of Texas at San Antonio

Budget to Actual Report for Departments

EXEC LEVEL: ALL
DIVISION: ALL
DEPT(S): ALL

FUND(S): ALL
COST CENTER(S): ALL
PROJECT(S): ALL

Percent of Year Complete: 100%

OTHER ACTIVITY	ORIG BUD + PERM TRANS	BUDGET REVISED	CUR YTD ACTUALS	ENCUMBRANCE	AVAILABLE	PRIOR YTD ACTUALS	Prior yr - Cur yr	Burn Rate
MISC OTHER ACTIVITY	0.00	0.00	12,905,378.04	0.00	(12,905,378.04)	45,024,758.86	32,119,380.82	
CAPITAL GIFTS	0.00	0.00	(1,187,015.81)	0.00	1,187,015.81	(4,073,278.09)	(2,886,262.28)	
BS TRANS BTWN FUNDS	0.00	0.00	866,424.90	0.00	(866,424.90)	0.00	(866,424.90)	
DEBT	11,194,883.34	12,143,300.74	28,645,810.86	0.00	(16,502,510.12)	27,451,690.92	(1,194,119.94)	235.90%
NONMAND TRANSFER	0.00	0.00	(469,175.00)	0.00	469,175.00	(1,702,313.00)	(1,233,138.00)	
ST AGY TRANSFER IN	0.00	0.00	(1,686,374.00)	0.00	1,686,374.00	(1,593,140.00)	93,234.00	
OTHER ACTIVITY - Total	**11,194,883.34**	**12,143,300.74**	**39,075,048.99**	**0.00**	**(26,931,748.25)**	**65,107,718.69**	**26,032,669.70**	**321.78%**

REVENUE	ORIG BUD + PERM TRANS	BUDGET REVISED	CUR YTD ACTUALS	ENCUMBRANCE	AVAILABLE	PRIOR YTD ACTUALS	Prior yr - Cur yr	BURN RATE
NET_TUITION_FEES	0.00	0.00	340,840,866.66	0.00	(340,840,866.66)	345,821,718.65	4,980,851.99	
GIFTS	0.00	0.00	30,966,918.27	0.00	(30,966,918.27)	75,659,611.50	44,692,693.23	
SPONPROG_PASS_THRU	0.00	0.00	43,711,459.39	0.00	(43,711,459.39)	36,262,595.66	(7,448,863.73)	
SALE_SERVC_AND_AUXIL	0.00	0.00	65,128,143.54	0.00	(65,128,143.54)	37,744,053.66	(27,384,089.88)	
OTHER OPER REVENUES	0.00	0.00	9,541,423.48	0.00	(9,541,423.48)	5,233,709.45	(4,307,714.03)	
OPERATING_REV_BUDGET	623,567,531.92	665,841,929.78	0.00	0.00	665,841,929.78	0.00	0.00	0.00%
OPERATING REVENUE - Total	**623,567,531.92**	**665,841,929.78**	**490,188,811.34**	**0.00**	**175,653,118.44**	**500,721,688.92**	**10,532,877.58**	**73.62%**

Navigation and Running the Report

The Cognos Analytics Application

Cognos is a full suite of business intelligence tools owned by IBM.

UTSA uses Cognos to create streamlined datasets, combine data from multiple systems and create reports.

Cognos does not house data. It connects directly to source systems (PeopleSoft FMS and HCM…) and to our local Oracle database.

Navigation and Running the Report
Accessing the Application

Via the BIS Website

URL Directly to Cognos:

www.utsa.edu/bis/Resources.html

http://cogprod2:9300
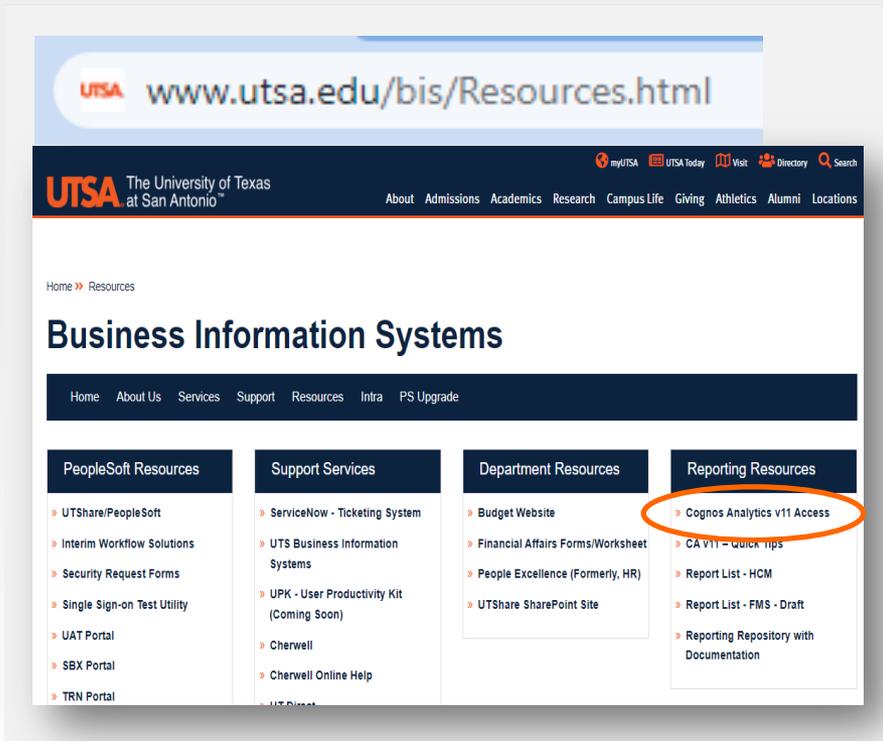
Log in using your network credentials (abc123).

Navigation and Running the Report

Navigating to the report

Click on "Team Content" 🔲 in the left vertical menu bar.

Click on the "Front Office" folder, then the "FO_Budget to Actual Reports" folder.

The main summary report is:
Budget to Actual Report-Departmental Perspective

There are also detail reports which display the whole chartfield string from the general ledger.

Path to Rpt

IBM Cognos Analytics

Home

Team content > Front Office > FO_Budet to Actual Reports

Search

Budget to Actual Report - Departmental Perspective
7/5/2022 4:22 PM

My content

Budget to Actual Report - Detail - Depts
6/8/2022 8:57 AM

Team content

Budget to Actual Report - Detail - Depts - multi
6/8/2022 8:58 AM
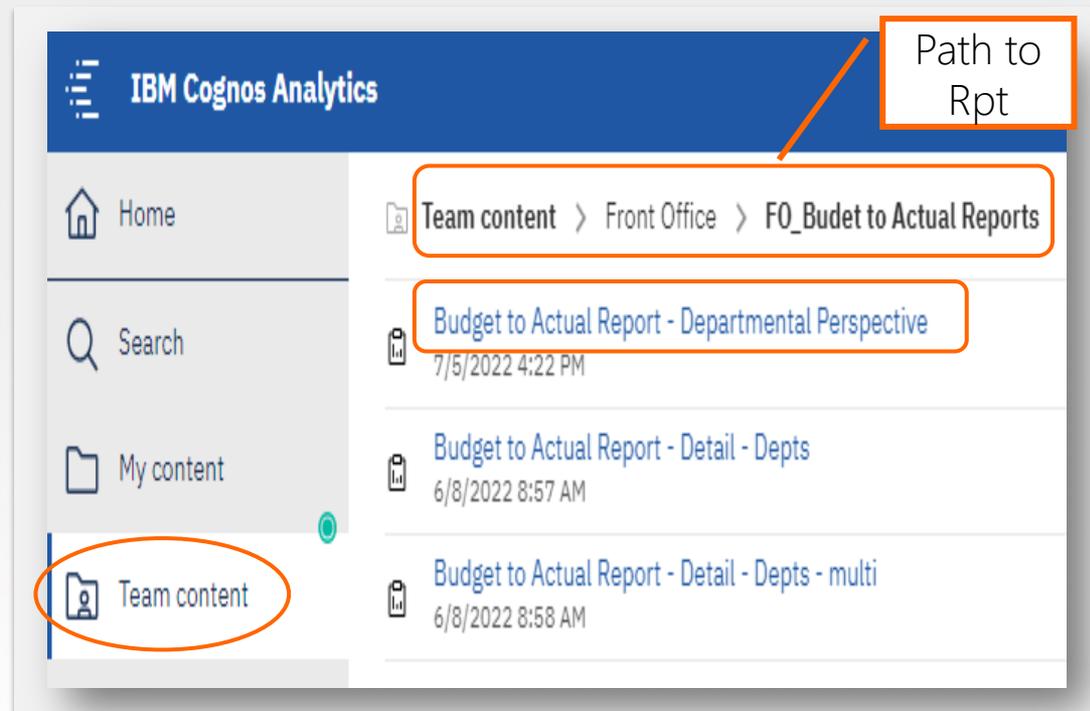
Navigation and Running the Report
Running the Report

Run to Screen (html): Simply click the report name.

OR

Run to Chosen Format:
- Rest the cursor on the report name and click the ellipsis (. . .) to the far right.

- Click "Run As".
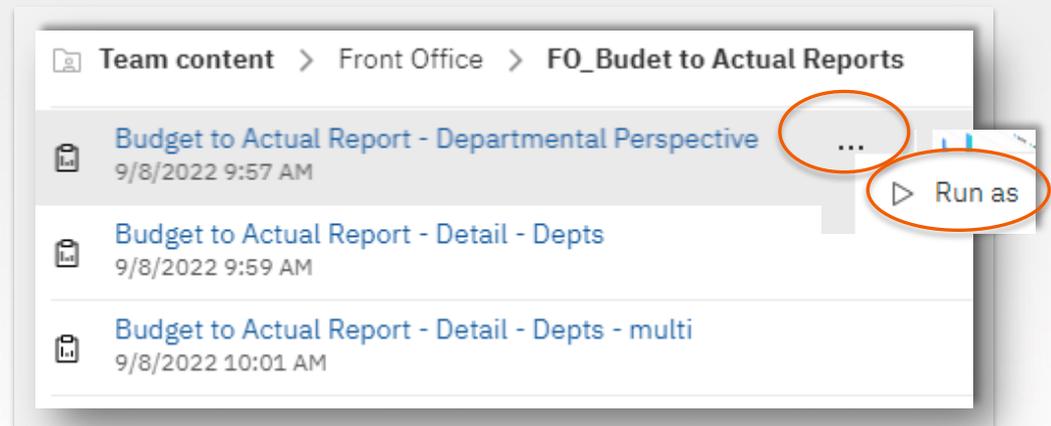
Navigation and Running the Report
Running the Report

Run to Chosen Format, cont.

- Select a format

- Click "Run".

Navigation and Running the Report
Using Prompts to Filter the Report

- Complete all mandatory prompts and any optional prompts you'd like to filter by.

- Click "Finish".

- Note: The "Finish" button will be grayed out until all <u>mandatory</u> prompts are selected. If you are unable to see all the prompts, use the scroll bar or you may need to resize your browser window.

Navigation and Running the Report
Cascading Departmental Prompts

- Once an Executive Level is chosen, its Divisions will appear in the next prompt box. Once a Division is chosen, its departments will appear in the third prompt box.

- Multiple Departments may be chosen.

- You do not have to make selections from all three levels. If you want to run it for a VP area, do not select a division or dept.

- Note the select and deselect options at the bottom of each prompt.

Navigation and Running the Report
Optional Prompts - Cost Center and Project

Navigation and Running the Report
Optional Prompts - Fund Type and Fund

- The Fund Type and Fund prompts are independent of each other. You do not have to select a fund type in order to select a fund.

- Only use the Fund Type prompt if you want to see all funds within that type.

Navigation and Running the Report

Printing and Exporting

In order to print the report, run it as a pdf and use the print functionality in your pdf viewer.

If you ran the report to the screen (html), you can export it to Excel or PDF without re-running the report. Click the arrow on the blue bar (top left), and select the format you want to run.
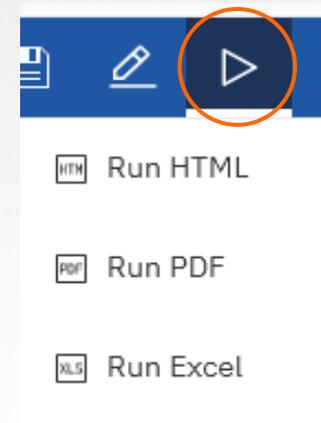
Navigation and Running the Report
Re-running the Report

Instead of going back to the home screen and re-running the report, you can use the same process as exporting to Excel, except select the option to "Reset prompts and run".
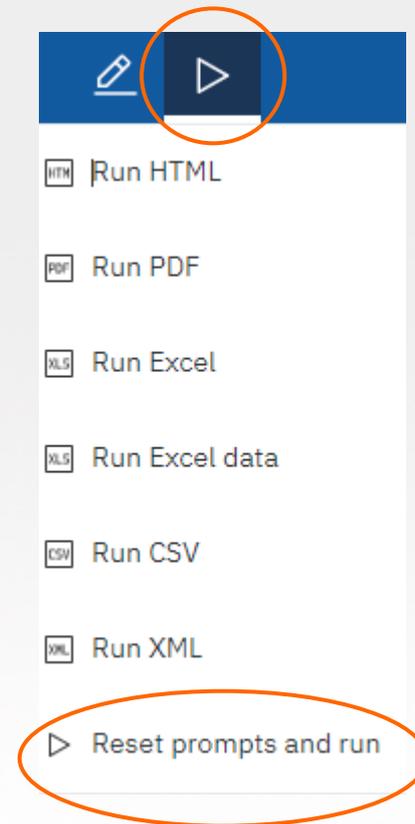
Navigation and Running the Report

Close Report or Access Other Open Reports

Click on the up/down arrow in the center of the top bar, next to the report name.

Select an open report or click the ⊗ to close the report.

Drill to More Detail

➤ Run the main summary report to screen (html)

Note: When running to Excel, the row labels will be formatted as links.
However, there is no drill through capability once in Excel.

➤ Click on a hyperlinked row label.

OPERATING_EXP_BUDGET	202,426,639.09	427,507,131.53	0.00	0.00
COST OF GOODS SOLD	0.00	0.00	83,648.81	0.00
PROF FEES AND SERVIC	0.00	0.00	16,033,095.96	(38,131.05)
OTHER CONTRACTED	0.00	0.00	16,715,881.52	8,605.25
TRAVEL	0.00	0.00	9,168,610.24	21.00

➤ Click the original report browser tab to return to the summary report.

Note: If the report does not appear, it is most likely due to the popup blocker settings.
Check to see if there is a popup message below the browser toolbar.

Drill to More Detail

➢ The detail report contains data only for the row that was selected on the summary report.

➢ It has additional columns to show the detail chartfield string.

The University of Texas at San Antonio
Budget to Actual Report for Departments

FISCAL YEAR: 2022
YTD PERIOD: August

PROF FEES AND SERVIC

EXEC LEVEL:	ALL
DIVISION:	ALL
DEPT(S):	ALL

FUND(S):	ALL
COST CENTER(S):	ALL
PROJECT(S):	ALL

DEPTID	COST CENTER	FUND	ACCOUNT	FUNCTION	PROJECT ID	ORIG BUD + PERM ADJ	BUDGET REVISED	BUD TRANS TYPE	CUR YTD ACTUALS	ENCUMBRANCE	PRIOR YTD ACTUALS	PRIOR YR - CUR YR
AAI001	DAX183	3100	60101	400		0.00	0.00		0.00	0.00	0.00	0.00
AAI001	DAX183	3100	60104	400		0.00	0.00		5,745.00	0.00	1,324.00	(4,421.00)
AAI001	DAX184	3115	60103	400		0.00	0.00		0.00	0.00	250,000.00	250,000.00
ABS001	DBM042	3105	60103	400		0.00	0.00		0.00	0.00	5,712.56	5,712.56
ABS001	DBX003	3100	60103	400		0.00	0.00		0.00	0.00	0.00	0.00
ABS001	DBX003	3100	60155	400		0.00	0.00		7,000.00	0.00	4,250.00	(2,750.00)
ABS001	DBX011	3100	60103	400		0.00	0.00		3,000.00	0.00	3,000.00	0.00
ABS001	DBX104	3100	60103	200		0.00	0.00		0.00	0.00	247.20	247.20
ABS001	DBX104	3100	60104	200		0.00	0.00		2,685.80	0.00	1,571.30	(1,114.50)
ABS001	DBX104	3100	60181	200		0.00	0.00		0.00	0.00	100.00	100.00

Manually Run Detail Reports

➢ The detail reports can be run from the menu as well, without having to run the summary.

➢ The prompt page is the same as the summary report except it has an additional **mandatory** prompt for the Account Rollup Row (equivalent to the row labels on the summary report).
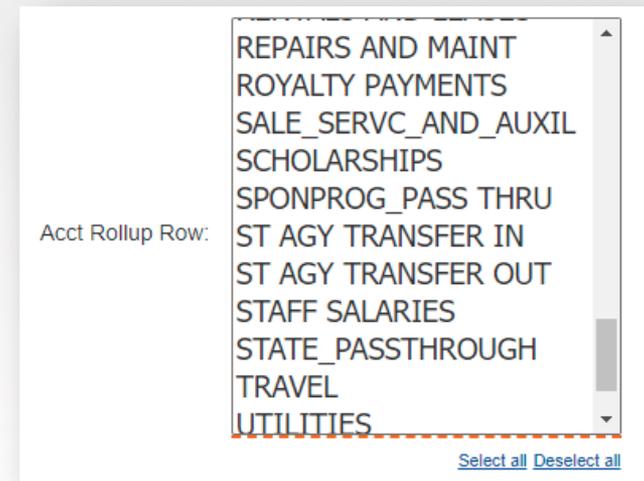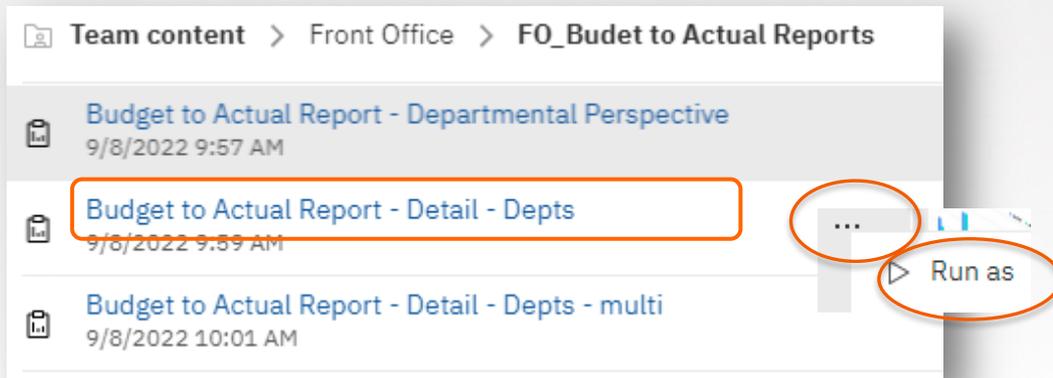
Requesting Access

Access is requested through a Service Now ticket which can be submitted through the BIS website.

URL: www.utsa.edu/bis

Requesting Access

Select the option for "UTShare/PeopleSoft Security and Technical"

Requesting Access

Enter your information.

Select "Back Office".
(Back or front office is N/A, but select back so the form will route correctly.)

Select "No" for no back office form completed.

Enter in the comments that you're requesting access to the Budget to Actual Reports.

Click to Submit.

HOME > ALL CATALOGS > BUSINESS DEPARTMENTS AND APPLICATIONS >
APPLICATIONS > UTSHARE / PEOPLESOFT > SECURITY REQUEST

Search Catalog

Security request
New or Modify PeopleSoft access

Make sure UTShare Departmental User Access form or Back Office security request form is completed. This includes user profile, row level, role level, or any other security aspects

Submit

* On behalf of
ⓘ Rene Paniagua   ✕   ▾

* Contact Phone Number
12104588249

* Who is requesting access
ⓘ Denise Hidrogo   ✕   ▾

* Are you a front office or back office user
Back Office   ▾

* Was the Back Office Security request form submitted
No   ▾

Additional Comments
I am requesting that Rene be granted access to the Budget to Actual reports in Cognos.