<u>RPT001-Company Budget vs Actual YTD - Operating</u>

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*RPT001 will allow you to see information for Operating and your cash funded budgets. Currently, this does not work with grant worktags.

Prompt Screen (example for Operating, Auxiliary, and Professional, and Research Development Worktags):

RPT001 - Company Budget vs Actual YTD - Operating

Company *	× Colorado School of Mines ···· ∷	Company: Defaults to "Colorado School of Mines"				
Budget Structure *	× Operating Budget Structure ··· I ∷	Budget Structure: "Operating Budget Structure". Budget Structure > All > Operating Budget Structure				
Budget Name	× FY2024 Operating Budget [2]	Budget Name: this is optional but recommend to add for operating worktags				
Period *	× 2024 - P03 - Sep ∷≣	Period: defaults to current period. Adjust to the current month: Current and Prior Period > Select current month				
Worktags		Worktags: Add your worktag(s). May be easier to do one per report as totals will be combined. Worktag = Banner Index.				
Operating Account - Sub-type		Operating Account – Leave Blank – Budget prompt				
Book	:=	Book: Leave Blank – Budget prompt				
Additional Options		Additional Options: Select "Include Payroll Details" to see who the wages are being paid to. (Need to drill into the amount and filter on "Employee".)				
Book for Budget		Book for Budget: Leave Blank – Budget prompt				
Filter Name Manage Filters 1 Saved Filters 🔻	Save	Calculate Ledger Amount for Translated Beginning Balances Exclude Adjustment Journals Exclude Allocation Journals Exclude Pro Forma Journals				
OK Cance	1	 Include In Progress Journals Include Payroll Details Include Reserved Journals Report by Accounting Date using Plan Structure Report by Budget Date using Plan Structure 				

Query Results for general Operating:

The results are alphabetical, so the Operating budget is with the Labor budgets.

Ledger Account Summary	Budget	Commitment	Obligation	Actuals	Free Balance
Standard: Budget - All Revenue	0	0	0	0	
Standard: Budget - All Expenses	5,380,220.09	0	4,213,250.04	233,626.13	933,343.92
Standard: Budget- Academic Faculty	3,671,471.19	0	2,851,695.77	158,547.39	661,228.03
Standard: Budget- Academic Fringe	1,255,329.46	0	1,032,164.40	52,234.68	170,930.38
Standard: Budget- Administrative Faculty	68,029.50	0	61,766.54	5,615.11	647.85
Standard: Budget- Administrative Fringe	28,139.92	0	24,706.66	2,246.04	1,187.22
Standard: Budget: Classified Benefits	69,174.75	0	63,781.18	4,170.14	1,223.43
Standard: Budget- Classified Salary	167,165.67	0	156,710.49	10,246.04	209.14
Standard: Budget- Operating	63,000.00	0	0	242.48	62,757.52
Standard: Budget- Other Employee Wages	0	0	22,425.00	324.25	(22,749.25)
Standard: Budget- Undergradute Hourly	57,909.60	0	0	0	57,909.60
Standard: Budget-Transfers	0	0	0	0	
Total Net	(5,380,220.09)	0	(4,213,250.04)	(233,626.13)	933,343.92

Drill into details by clicking on any number that is blue. To organize this data, click "View by: Select a Field" and select your sorting criteria. Click "Refresh" once selections are made.

Income													@ A # = u
ournai	Period	C erational T insaction	Supplier	Spend Category	Budget Ledger Summary	Amount	Cost Center	Fund	Operating Account	Operating Account - Subtype	Project	Function	Worktags
٩	P01 - Jul	opense Report: R-000003		7329 - Marketing & Promotional Materials	Standard: Budget- Operating	315.49	12345 Future Eng Operating	11 Operating	112345 Future Eng Operating	Operating Account		1100 Instruction	Corporate Credit Card Bling Account: One Card Cost Center: 12345 FutureFisc Operating Errop oper: Wendy Worklay Expense Item: Marketing & Promotocard Marketing Functional Marketing Function. 1100 Instruction More (3)
L	P01 - Joi	Expense Report: ER-000001		7337 - Supplies and Materials	Standard: Budget- Operating	13.79	12345 Future Eng Operating	11 Operating	112345 Future Eng Operating	Operating Account		1100 Instruction	Corpose Credit Card Billing Account: One Card Cost Center: 12345 Futureing Operating Employee: Brends Banner Explose: Brends Banner Supples Function: 1100 Instruction O More (3) Comparte Credit Card
Q	P01 - Ju(Expense Report: ER-000001		7337 · Supplies and Materials	Standard: Budget- Operating	(86.80)	12345 Futre Eng Operating	11 Operating	112345 Future Eng Operting	Operating Account		1100 Instruction	Billing Account: One Card Cost Center: 12345 FutureEng Operating Emp oyee: Brenda Banner
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- F	elect a Ledger Sumr	narv											
	Cost Center	iary		ier									
0													
(E	mployee												
E F	imployee												
(E F	imployee unction und			Sp	end Category								
(E F L	imployee unction und edger Account			SF 7	end Category	& Promot	ional Materials						
E F L C	imployee function fund edger Account iperating Account			50 71	eend Category 329 - Marketing 8	& Promot	ional Materials						
E F L C	imployee iunction iund edger Account iperating Account iay Component			5 7: 7:	end Category 329 - Marketing & 337 - Supplies an	& Promot nd Materi	ional Materials als						
i i i i i i i i i i i i i i i i i i i	imployee iunction und edger Account Iperating Account 'ay Component 'osition			51 7: 7: 7:	end Category 329 - Marketing & 337 - Supplies an	& Promot nd Materi	ional Materials als						

Prompt Screen (example for Foundation budgets):

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Company *	× Colorado School of Mines 🚥 🗄	Company: Defaults to "Colorado School of Mines"				
Budget Structure *	× Foundation Gifts Budget :≡ Structure	Budget Structure: "Foundation Gifts Budget Structure". Budget Structure > All > Foundation Gifts Budget Structure				
Budget Name		Budget Name: leave blank				
Period *	× 2024 - P03 - Sep :≡	Period: defaults to current period. Adjust to the current month: Current and Prior Period > Select current month				
Worktags		Worktags: Add your worktag(s). May be easier to do one per report as total will be combined. Worktag = Banner Index.				
Operating Account - Sub-type		Operating Account – Leave Blank – Budget prompt				
Book	:=	Book: Leave Blank – Budget prompt				
Additional Options		Additional Options: Select "Include Payroll Details" to see who the wages are being paid to. (Need to drill into the amount and filter on "Employee".)				
Book for Budget		Book for Budget: Leave Blank – Budget prompt				
Filter Name Manage Filters 1 Saved Filters ▼	Save	Calculate Ledger Amount for Translated Beginning Balances Exclude Adjustment Journals Exclude Allocation Journals Exclude Pro Forma Journals				
OK Cance	1	 Include Payroll Details Include Reserved Journals Report by Accounting Date using Plan Structure Report by Budget Date using Plan Structure 				

<u>Tips:</u>

• You can change information of your query by clicking on the filter icon:

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• You can export the data or work within WD's version of Excel (these icons are on the upper right of the report data).