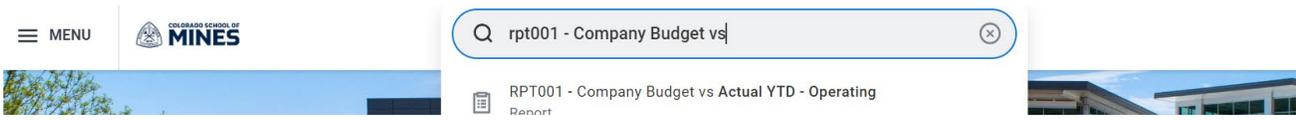# RPT001-Company Budget vs Actual YTD - Operating

*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

Field	Value	Description
Company *	× Colorado School of Mines ⋯	Company: Defaults to "Colorado School of Mines"
Budget Structure *	× Operating Budget Structure ⋯	Budget Structure: "Operating Budget Structure". Budget Structure > All > Operating Budget Structure
Budget Name	× FY2024 Operating Budget ↗	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	(highlighted)	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
- ☐ Include In Progress Journals
- ☐ Include Payroll Details
- ☐ Include Reserved Journals
- ☐ Report by Accounting Date using Plan Structure
- ☐ Report by Budget Date using Plan Structure

OK   Cancel

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.

Spend Category	Amount
7329 - Marketing & Promotional Materials	315
7337 - Supplies and Materials	-73
Total	242

Prompt Screen (example for Foundation budgets):

RPT001 - Company Budget vs Actual YTD - Operating

Field	Value	Note
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	(highlighted yellow)	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   Save
1 Saved Filters ▼

OK   Cancel

- [ ] Calculate Ledger Amount for Translated Beginning Balances
- [ ] Exclude Adjustment Journals
- [ ] Exclude Allocation Journals
- [ ] Exclude Pro Forma Journals
- [ ] Include In Progress Journals
- [ ] Include Payroll Details
- [ ] Include Reserved Journals
- [ ] Report by Accounting Date using Plan Structure
- [ ] Report by Budget Date using Plan Structure

Tips:

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

  RPT001 - Company Budget vs Actual YTD - Operating ⋯

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