## **Oracle Department Budget-to-Actual Reports**

Budget Reporting is found in Financial Reporting

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Good mornin	ng, Angela Mathews	
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APS	+	

There are different reports for viewing your budget to actuals.

- **General Operating Fund 10000** Use this to see your departmental budget-to-actuals from the College unrestricted operating budget, excluding grants, restricted funds, and other special funding sources. *This is the budget report you will be monitoring the closest to manage your college operating budget.*
- All Operating Funds (includes grants, restricted funds, appropriated funds) Use this report if you want to see how much your department is spending, including special funding sources.
- Activity Level Budget-to-Actuals If your department uses activity codes, this report can be run to show the spending down to the activity code level.

### St. Olaf Reporting Dashboard

### Budget Reports

PLT Level Budget Report - General Operating Fund 10000 Divisional Budget Reports - General Operating Fund 10000 Departmental Budget Reports - General Operating Fund 10000 Departmental Budget Reports - All Operating Funds (including grants, restricted funds, appropriated funds) Activity Level Budget-to-Actuals Transaction Detail

#### Budget Reports

PLT Level Budget Report - General Operating Fund 10000

Divisional Budget Reports - General Operating Fund 10000

Departmental Budget Reports - General Operating Fund 10000

Departmental Budget Reports - All Operating Funds (including grants, restricted funds, appropriated funds)

Activity Level Budget-to-Actuals

Transaction Detail

## St. Olaf Reporting Dashboard

### Budget Reports

PLT Level Budget Report - General Operating Fund 10000

Divisional Budget Reports - General Operating Fund 10000

Departmental Budget Reports - General Operating Fund 10000

Departmental Budget Reports - All Operating Funds (including grants, restricted funds, appropriated funds)

Activity Level Budget-to-Actuals

Transaction Detail

### Select the period that you would like to run the report for:

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts	at Report Level 💙	$\frown$	
Prompt Enter AccountingPeriod:	Selection	Report	Source Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center:		Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1
Members Available: Accountin	gPeriod (1 of 1, 10 Total)		
Find: Name	✓ * Per Page: 20 ✓	🕫 🔽 Use Wildcards 🗌	] Case-Sensitive
	Name	Default	
Accounti	ngPeriod	AccountingPeriod	

able: AccountingPeriod (1-17 of 17) Name  *	Selected: 1 of 1 Use Wildcards Case-Sensitive A Rows Per Page: 20
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Qtr3-2024	Qtr3-2024
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и 🗍 Jan-24	Jan-24
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Qtr4-2024	Qtr4-2024
2025	2025

# You must make sure the period is selected, moved to the right, the box checked, and then click "OK" to select the period!

### Select the Cost Center(s) you would like to run the report on (use R\_Cost\_Center-CC\_Current, Operating):

You can select a single cost center, or you can select a hierarchy that will pull the budget reports for your entire department. For example, you can run the report below for only the Business Office Cost Center 16112. Or, as shown in the selections, you can run on the Business Office hierarchy (C1050-Business) that will pull all cost centers underneath the Business Office, along with a summary report of them all combined.

Respond to Prompts	- Google Chrome		- 🗆 ×
<b>2</b> ₅ fa-ewur-saasfa	orod1.fa.ocs.oraclecloud.com/hr/r	modules/com/hyperion/reporting/w	eb/common/HRDialogEncloser.jsp?fr_id=-1
		nay use the default values shown, or select ot	
Prompt	Selection	Туре	Source
Enter AccountingPeriod:	Dec-23	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
		Report	Report: Departmental Budget Reports -

Respond to Prompts - Google Chrome

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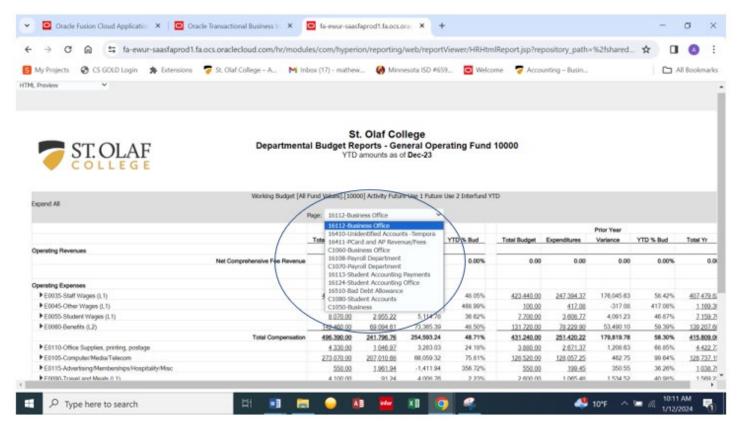
Members				
Available: Cost Center (1-19 of 19, 23 Total)			5	Selected:
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4 🧰 🖂 Cost Center		Cost Center		
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R_Cost_Center-CC_Base		R_Cost_Center-CC_Base		
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[R_Cost_Center-CC_Current].[C0010].[C0020].	[C0640	C0640-ENROLLMENT AND COLLEGE RELATIONS DIVISI		
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The followi	ng prompts have been defined in the report. You	may use the default values shown, or select ot	her members.
Respond	o Prompts at Report Level $\checkmark$		
Prompt	Selection	Туре	Source
Enter Accounting	Period: Dec-23	Report	Report: Departmental Budget Reports - All Operating Funds (including grants, restricted funds, appropriated funds) Grid: All
Enter Cost	Center: [R_Cost_Center-CC_Current].[C001/ [C0970].[C1090]	0].[C0020]. Report	Report: Departmental Budget Reports - All Operating Funds (including grants, restricted funds, appropriated funds) Grid: Grid1

Once you select the period and cost centers and click "OK", your Budget-to-Actual reports will open. If you run more than one cost center, you can select the drop down to see the various cost centers or the summary level budget-to-actual reports (CXXXX).



You can also export the reports to PDF or Excel.

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Dipand All Operating Revenues Net Comprehensive Fee Revenue PE0005-Start Wages (L1) E0005-Student Wages (L1) E0005-Student Wages (L1) E0005-Student Wages (L2) Total Compensation Total Compensation	Page: 16112-0 Total Budget 0.00 487.320.00 1.002.00 0.070.00 1.022.400.00 1.022.400.00 n 496.390.00	usiness Office Current Expenditures 0.00 224,151,67 4,509,87 2,905,22 29,001,61 241,706,76 1,046,97	Year Variance 0.00 253,186.33 -3,689.87 5,114.78 73,385.39 254,583.24	YTD % Bud 0.00% 48.05% 468.90% 36.62% 48.50% 48.71%	Total Budget 0.00 423.440.00 100.00 7.700.00 131.720.00 431.240.00	0.00 247 394 37 417.08 3.608.77 75 229 90 251.420 22	Variance 0.00 175,045.63 -317.08 4,091.23 53,490.10 179,819.78	0.00% 58.42% 417.08% 46.87% 59.39% 58.30% 66.85%	407.4 1.1 7.1 139.2 415.8 4.4 128.7
Dipand All Operating Revenues Net Comprehensive Fee Revenu Operating Expenses E0035-Staff Wages (L1) E0045-Other Wages (L1) E0055-Student Wages (L1) E0050-Benetits (L2) Total Compensatio E0110-Other Supplies, printing, postage	Pege: 16112-0 Totel Budget • 0.00 407.320.00 1.002.00 8.073.00 1.022.00 9.073.00 1.022.0	usiness Office Current Expenditures 0.00 236 151 57 4.582.87 2.555.22 59.001.61 241.296.25 1.066.97 207.010.65	Year Variance 0.00 253,188.33 -3,680.87 5,114.78 73,365.39 254,593.24 3,283.03	YTD % Bud 0.00% 48.05% 488.99% 36.62% 488.99% 488.27% 482.7% 24.18%	Totel Budget 0.00 423.440.00 100.00 2.700.00 131.720.00 431.240.00 3.600.00	0.00 247.394.37 417.08 3.008.77 75.229.90 251.420.22 2.671.37	Variance 0.00 176,045,63 -317,08 4,091,23 53,490,10 179,819,78 1,206,63	0.00% 58.42% 417.08% 48.87% 59.39% 58.30% 68.85% 99.84%	407.4 1.1 7.1 139.2 415.8 4.4

## To see transactions for budget lines, go to the "Transaction Detail" report under "Financial Reporting"

≡ 🕏 ST. OLAF COLLEGE	Q Search for people and actions	0 9 1 4 🔤
Good morn	ing, Angela Mathews	
Budgetary Control	Procurement My Enterprise Tools Financial Reporting Others	
APPS Enancial Reporting	+	

## St. Olaf Reporting Dashboard

	✓ Budget Reports
	PLT Level Budget Report - General Operating Fund 10000
	Divisional Budget Reports - General Operating Fund 10000
	Departmental Budget Reports - General Operating Fund 10000
	Departmental Budget Reports - All Operating Funds (including grants, restricted funds, appropriated funds)
	Activity Level Budget-to-Actuals
C	Transaction Detail

### You can search for the cost centers or the accounts:

← → C G S My Projects @	CS GOLD Login 🎓 Extensions 🐬		.com/analytics/saw.dll?bipublishe e – A., M Inbox (17) - mathew							13 70,			All Book	ma
# St. Olaf Con	trol Budget Report					Home	Catalog	Favorites +	Dashboard	s+ (	Create	• •	pen +	6
Summary - YT	10270-Bcbs Admin & Acces 10271-Bcbs Reserve Held A	* s % Fees As Approp Fb	* Budget Year 2025 * Control Budget Working Budget udget Period udget Period	* *	Apply				9	18	¥.	¢	0	
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	Fund 10000-St. Olaf Op	erating Cor 👻	" Budget Year 2025		×	
Cos	st Center 16112-Business O	ffice 👻	* Control Budget Workin	g Budget	×	
	Account 62000-General Su	ipplies & Mi 👻	* From Budget Period		v	
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Summary - YTD	summary - PTD Transac	ctions		Search		0
				Name	Starts with 16112	
					Search Match Case	
				Value 16112-	Business Office	

Once your criteria is selected, click "apply" and you should be able to see all transactions for that cost center and account.

Fund 10000-St. Olaf O	perating Cor 👻	* Budget Year	2024	v
Cost Center 16112-Business	Office 💌	* Control Budget	Working Budget	Ŧ
Account 62000-General S	upplies & Mi 💌	* From Budget Period	Jun-23	*
Activity All	•	* To Budget Period	May-24	· Apply