Dashboard: Budget to Actual Reporting – Sponsored Projects

What is the Budget to Actual Reporting – Sponsored Projects dashboard?
The Budget to Actual Reporting – Sponsored Projects dashboard contains two pages: the Budget to Actual page and the Financial Trend Summary page. The Budget to Actual page compares the loaded Budget to Actuals and shows a summary view of the available budget at the Award and Project level, based on your prompt selections. There are also options to view transactions at the account level by Project detail. The Financial Trend Summary page provides a report of life to date (LTD) actuals and balances by project, with view options for fiscal and calendar year.

When should I use the Budget to Actual Reporting – Sponsored Projects dashboard?
Use this report if you are looking for the available budget of an Award or Project, etc. when comparing the Budget to Actuals (transactions) or if you want to see a trend of transactions.

TIP: Sponsored Projects include transactions with fund codes beginning with 5XXX.

Where do I find this report in EBI?
1. Log in to EBI: https://dwbi.emory.edu/analytics
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Sponsored folder, click the Budget to Actual Reporting – Sponsored Projects link.
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Understanding the Dashboard Pages
The dashboard is divided into two pages (or tabs): Budget to Actual and Financial Trend Summary. The default page for the dashboard is the Budget to Actual page.

Budget to Actual Page
Selecting Prompts:

1. Select a Fiscal Year and Accounting Period. The report will default to the current Fiscal Year and the last closed Accounting Period.

   **TIP:** Unlike Unrestricted Operating Budgets and Non-Sponsored Projects, Sponsored Project balances are not held to Emory University’s Fiscal Year. The report will show balances for the life of the award or project prompted.

2. The Fund Group is restricted to Sponsored Projects. You cannot change this prompt.

   **TIP:** You can select a specific fund code from the Sponsored Projects Fund Group in the Fund prompt, if needed. Any grant awarded after November 2016 will have fund code 5700. Grants awarded prior to November 2016 will have various Sponsored fund codes.

3. Select the Project Operating Unit or choose All Column Values.

4. Select a Project Department, Project Division, Project RAS Unit or Award to view all Projects within those areas.

   **TIP:** See page 3 for tips on using the Project Operating Unit, Project Department, Project Division, and Project RAS Unit prompts.

5. Select other prompts as needed and click Apply.
What does it mean to prompt on Project Operating Unit, Project Division, Project RAS Unit, or Project Department?

A Sponsored Project may be set up with different Chartfields than the Award that it is associated with. For example, an Award may be assigned Award Department 733530, but there may be Projects associated with this award that roll up under department 832000. This is seen in the below customized layout when selecting Project Department 832000 in the prompt.

When a Prompt option is labeled as Project Division, Project Department, etc., it will filter the results based on that attribute as it relates to the Project Chartfields, as transactions are applied at the Project level.
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**View Options:**

1. **Award Summary** - this view shows your Life to Date (LTD) Budget, LTD Expenses, LTD Encumbrances and the LTD Budget Available by Award.

    **TIP:** In this view, the LTD Budget Available is calculated as the Award LTD Budget - Award LTD Expenses - Award LTD Encumbrance

**Drill on any of the blue hyperlinks** to take you to the supporting reports. By drilling on the header, you would get all the data in that column. By drilling on a particular cell, you would return data only for that amount. For instance, when you left click on the LTD Expenses header you can load the “Revenue/Expense Transaction Detail Report” (RETDR) or the “Labor Transaction Detail Report” (LTDR) for all values in that column. You can only drill to Labor from the column header. *(Note: you will only see Labor data for those Operating Units, Departments, or Projects to which you have Labor security access).*
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Alternatively, you can drill on a single value in the column to return data for that value (in this case, one Award) only:

TIP: If you drill on the LTD Budget column, you can view the “Budget Transaction Detail Report” (BTDR). If you drill on the LTD Encumbrance column, you can view the “Encumbrance Transaction Detail Report” (ETDR).

2. **Sponsored Project Summary** - this view shows similar columns as the Award Summary view, but includes columns specific to the Project, such as Project Period, Project Activity, Activity Begin and End Dates. This view also includes columns for F&A Rate, Project Type, and a flag for Award Primary Project, with subtotals at the Award level.
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3. **Sponsored Project Detail** - this view provides additional transaction details for a sponsored project, with subtotals at the Direct and Indirect cost level and by Account Group. This view also includes columns for Month to Date (MTD) Expenses and Fiscal Year to Date (FYTD) Expenses and the % Used LTD column.

   **TIP:** If you have only prompted on Operating Unit or Department, this view may take some time to load, depending on how many Sponsored Projects are associated with those areas. If this is the case, you may need to narrow down your prompt values to successfully run this report.

4. **Award Summary** - this view is a duplicate of the Award Summary view, but excludes the Encumbrance column.

   **TIP:** In this view, the LTD Budget Available column is calculated as: Award LTD Budget - Award LTD Expenses

5. **Sponsored Project Summary No Encumbrance** - this view is a duplicate of the Sponsored Project Summary view, but excludes the Encumbrance column.

   **TIP:** In this view, the LTD Budget Available column is calculated as: Project LTD Budget - Project LTD Expenses

6. **Sponsored Project Detail No Encumbrance** - this view is a duplicate of the Sponsored Project Detail view, but excludes the Encumbrance column.
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Financial Trend Summary Page

Selecting Prompts:

1. The Fund Group is restricted to Sponsored Projects. You cannot change this prompt.

2. Select an Award or Project.

   **TIP:** It is recommended that you run this report on a single Award or Project to avoid long run times or exceeding record limits.

3. Select other prompts as needed and click Apply.

   **NOTE:** On this page you do not have the ability to prompt on Fiscal Year or Accounting Period. Results will always display Life to Date details for the Award/Project.

View Options:

There are six view options for the Financial Trend Summary Page. Views are available in the View Selector dropdown menu, which becomes visible after the report is run.
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At the top of each view, you will see various details about the Award/Project.

NOTE: This report will display labor details by employee, based on your labor security. If you do not have labor security for the prompted values, you will see salary and fringe aggregated at the account code level.

1. **Project LTD** – this is the default view for the page. It shows a summary view of Life to Date (LTD) Budget, LTD Expenses, LTD Encumbrances and the LTD Budget Available by Project and Account Code.
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2. **Project LTD by Fiscal Year** – This view shows a summary of LTD Budget, LTD Encumbrances, and the LTD Budget Available, but displays LTD expenses by Fiscal Year.

3. **Project LTD by Fiscal Year/Accounting Period** – This view shows a summary of LTD Budget, LTD Encumbrances, and the LTD Budget Available, but displays LTD expenses by Fiscal Year and Accounting Period.

4. **Project LTD by Calendar Year** – this view is similar to the Project LTD by Fiscal Year view, but displays transactions by Calendar Year.
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5. **Project LTD by Calendar Year/Month** – this view is similar to the Project LTD by Fiscal Year/Accounting Period view, but displays transactions by Calendar Year and Month.

6. **Project LTD by Activity** – this view shows a summary view of LTD Budget and LTD Budget Available, but displays LTD Expenses by Project Activity.

![Budget to Actual Reporting screenshot]

**More Information:**
For additional assistance, please contact the Analytics & Reporting team via the [Finance Support Center](mailto:finance-support-center@emory.edu). Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.