



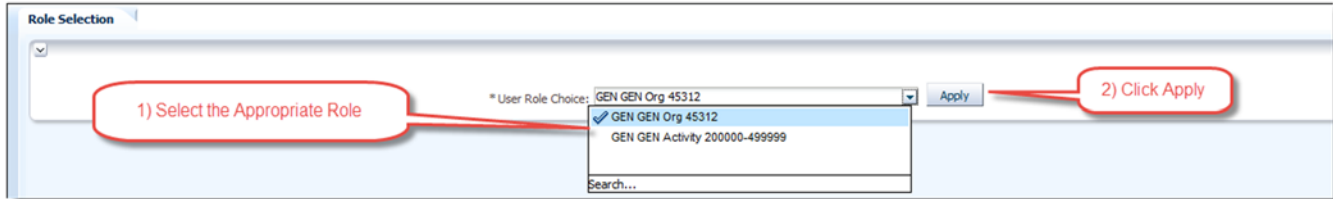
Dashboard-in-a-Dash: **Budget & Actuals Comparison**

User Roles: Tub and Org-level budgeteers, Tub and Org-level Financials Offices and Analysts,
University Budget Office Staff
Last Updated: June 24, 2017

<p>Purpose</p>	<p>The Budget and Actuals Comparison dashboard is used to provide the ability for Tub financial officers, budget managers, planners and department managers to identify and manage income, expense and non-operating account variances as compared to the developed budget or forecast throughout the fiscal year.</p> <p>Budget variance analysis activities are required to be performed at many levels of the organization whether that is across multiple schools or units, within a department, or for an individual program. In order to provide this flexibility, the Budget and Actuals Comparison dashboard offers budget and actuals data for multiple segments and levels of the Chart of Accounts. As a result, the dashboard is intended to meet the needs of the diverse financial audience across Harvard.</p> <p>Important Note: This dashboard only pulls the last two years of budget/forecast data.</p>
<p>Questions Commonly Answered by this Dashboard</p>	<ul style="list-style-type: none"> • What variances exist in both dollar and percentage form between actuals and budget for the following scenarios? <ul style="list-style-type: none"> ○ Current year-to-date actual to current year-to-date budget or forecast. ○ Current year-to-date actual to current full year budget or forecast. • What amount of the budget remains unexpended or has been overspent? • How does the current YTD actuals income and expenditures compare to prior year actuals at this same point-in-time? • For the last closed month do income and expense actuals deviate from budgeted activity for this month? • What areas of the organization are contributing most significantly to the variances that exist?
<p>Access</p>	<p>Log into OBI at https://obi-prod.cadm.harvard.edu. Select Dashboards-> FIN-Core> Budget and Actuals Comparison.</p>
<p>Pages found on this Dashboard</p>	<ul style="list-style-type: none"> • Role Selection: Select your role in order to rend the dashboard. • Budget and Actual Summary - A summary view of recent two years information on Operating Budget, Actuals and their variance at Tub/Org/Tera Object level. • Budget and Actual Detail - Org and Object - View of recent two years information on Operating Budget, Actuals and their variance at Tub/Org/Object level. • Budget and Actual Detail - Activity and Object - View of recent two years information on Operating Budget, Actuals and their variance at Tub/Activity/Object level. • Budget and Actual Detail - Fund and Object - View of recent two years information on Operating Budget, Actuals and their variance at Tub/Fund/Object level. • Budget and Actual Detail by All CoA Segments - View of recent two years information on Operating Budget, Actuals and their variance at all CoA level.

Role Selection

The first tab you will encounter is the Role Selection tab. Select the appropriate role (security profile) you will use to execute the dashboard from the Role Selection page and click the Apply button.

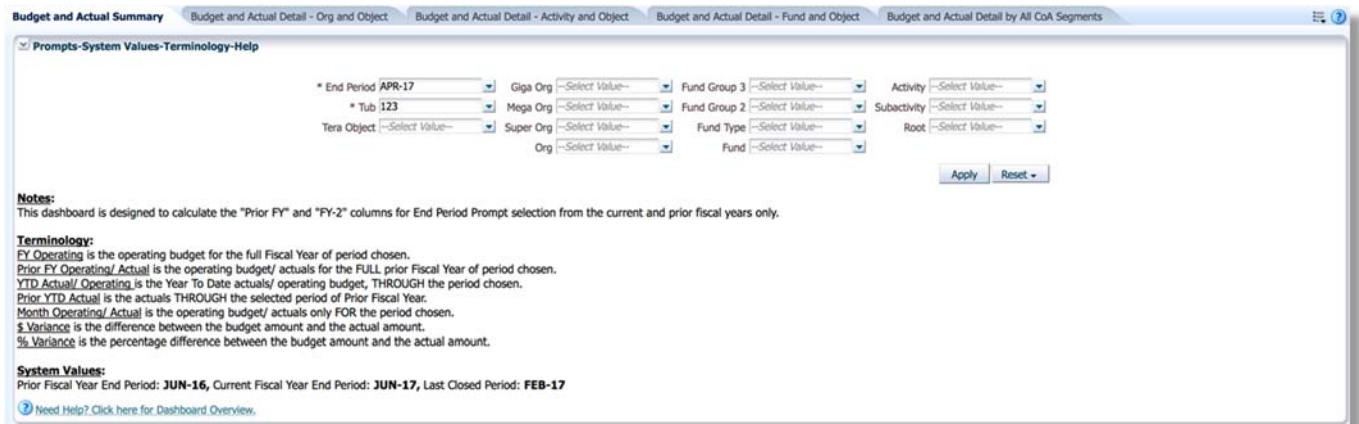


If you do not click the Apply button you will get "No Results" when you attempt to render the dashboard.

Please note that if you only have one "User Role Choice" you **must still select it and click Apply.**

Prompts

The prompts are the same across all dashboard pages.



- This dashboard is designed to calculate the columns for End Period Prompt selection from the current and prior fiscal years only.
- *End Period and *Tub are required prompts for this dashboard and must be complete or else the dashboard will not render.



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Sample Output-Budget and Actual Summary Tab

Budget and Actual Summary								
Time run: 4/6/2017 1:55:41 PM								
Tub	Org	Tera Object Desc	Prior FY Actual (\$)	FY Operating (\$)	YTD Actual (\$)	\$ Variance YTD Actual vs FY Operating	% Variance YTD Actual vs FY Operating	
123	12345	T400 Total Income	(100,000)	(100,000)	(90,000)	(10,000.00)	(90.0)	
123	12345	T600 Total Expenses	100,000	100,000	90,000	10,000.00	90.0	
123	12345	T901 GOA Non-operating Changes in N	100,000	100,000	90,000	10,000.00	90.0	

Sample Output-Org and Object Tab

Tub	Org	Tera Object Desc	Object	Prior FY Actual (\$)	FY Operating (\$)	YTD Actual (\$)	\$ Variance YTD Actual vs FY Operating	% Variance YTD Actual vs FY Operating
123	12345	T901 GOA Non-operating Changes in N	9330	100,000	100,000	90,000	10,000.00	90.0
123	12345	T400 Total Income	4530	(100,000)	(100,000)	(90,000)	10,000.00	90.0
123	12345	T600 Total Expenses	6050	100,000	100,000	90,000	10,000.00	90.0

Sample Output-Activity and Object Tab

Tub	Activity	Tera Object Desc	Object	Prior FY Actual (\$)	FY Operating (\$)	YTD Actual (\$)	\$ Variance YTD Actual vs FY Operating	% Variance YTD Actual vs FY Operating
123	123456	T600 Total Expenses	7401	100,000	100,000	90,000	10,000.00	90.0
123	123456	T901 GOA Non-operating Changes in N	9321	100,000	100,000	90,000	10,000.00	90.0
123	123456	T400 Total Income	4530	100,000	100,000	90,000	10,000.00	90.0

Sample Output-Fund and Object Tab

Tub	Fund Type Desc	Fund	Tera Object Desc	Object	Prior FY Actual (\$)	FY Operating (\$)	YTD Actual (\$)	\$ Variance YTD Actual vs FY Operating	% Variance YTD Actual vs FY Operating
123	Other GOA Net Assets	123456	T600 Total Expenses	7580	(100,000)	(100,000)	(90,000)	(10,000.00)	90.0
123	GOA Pledges	123457	T901 GOA Non-operating Changes in N	9140	100,000	100,000	90,000	10,000.00	90.0
123	Non-federal Awards	123458	T400 Total Income	4331	(100,000)	(100,000)	(90,000)	(10,000.00)	90.0

Sample Output-Budget and Actuals Detail by All CoA Segments Tab

Budget and Actual Detail by All CoA Segments																					
Time run: 4/6/2017 10:20:57 PM																					
Tub	Org	Object	Fund	Fund Type Desc	Activity	Subactivity	Root	FY Operating (\$)	YTD Actual (\$)	Prior YTD Actual (\$)	YTD Operating (\$)	Prior FY Operating (\$)	Prior FY Actual (\$)	Month Operating (\$)	Month Actual (\$)	\$ Variance Actual vs FY Operating	% Variance YTD Actual vs FY Operating	\$ Variance YTD Actual vs YTD Operating	% Variance YTD Actual vs YTD Operating	\$ Variance YTD Actual vs Prior YTD Actual	% Variance YTD Actual vs Prior YTD Actual
123	12345	4021	000001	Unrestricted Undesignated	518404	0000	00000	(7,160,004)	(5,397,925)	(5,773,831)	(5,980,670)	(6,828,000)	(6,904,926)	(589,667)	0	(1,762,078.53)	(24.6)	(582,744.53)	(9.7)	(375,905.63)	(6.5)
123	12345	4021	050500	Unrestricted Designated Reserves	518404	0000	00000	(7,002)	(7,890)	(8,763)	(6,002)	(5,004)	(8,763)	(500)	0	887.94	12.7	1,887.94	31.5	(873.43)	(10.0)

Tips for Using this Dashboard

- This dashboard replaces the CREW Budget Variance Report.
- There are other columns that can be added to this dashboard by using the right-click.
- Only Expense and Revenue object codes (T400, T600, T901) are displayed on the dashboard.



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- FY Operating is the operating budget for the full Fiscal Year of period chosen.
- Prior FY Operating/ Actual is the operating budget/ actuals for the FULL prior Fiscal Year of period chosen.
- YTD Actual/ Operating is the Year To Date actuals/ operating budget, THROUGH the period chosen.
- Prior YTD Actual is the actuals THROUGH the selected period of Prior Fiscal Year.
- Month Operating/ Actual is the operating budget/ actuals only FOR the period chosen.
- \$ Variance is the difference between the budget amount and the actual amount.
- % Variance is the percentage difference between the budget amount and the actual amount.
- Only Operating and Forecast Budgets are available on the dashboard because Corporation is redundant to Operating, and Preparation and Target are no longer populated. Forecast Budget displays Q2 Forecast.

Need Additional Help?

- Find out more about this dashboard at our [wiki site](#).
- Contact the HUIT Support Center, 617-496-2001, or via email at ithelp@harvard.edu.