

RPT – Departmental Budget Vs Actual

Fulbright College Finance Team

Version 1: October 22, 2020

For assistance, please email askarsc@uark.edu

BASIS to Workday Translator

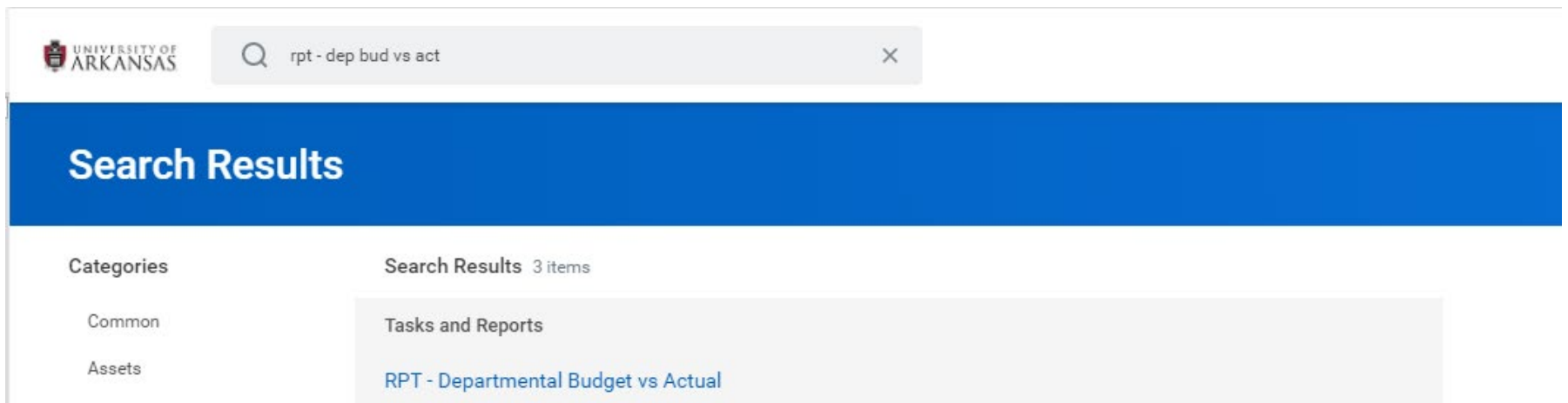
- The translator is used to identify the driving worktag in relation to its BASIS CCN. Also helps with additional data such as cost center, award name, etc.
- Found at: <https://financial-affairs.uark.edu/winAuth/basisccntowd>
- If you are asked to log in, use your UAF login and password.
- New worktags will not be added to the translator, as there is no corresponding CCN to link to.

What can you view with this report?

- Balances for non-sponsored project accounts including:
 - Hard-funded balances (all worktags starting with PG)
 - Gift or endowed chair balances
 - RIF balances
 - Startup account balances
 - Faculty travel grant balances
- What you CAN'T view with this report:
 - Worktags beginning with GR or MG (grants and cost-shares)
 - These are viewed using RPT – Departmental Grant Budget Vs Actual

RPT – Departmental Budget vs Actual (RPT – Dep Bud vs Ac)

- This report is used to view balances for non-grant worktags with spend category detail.
- If you don't have access to this report when you search, please check with our office to verify if you need to submit a ticket.



UNIVERSITY OF ARKANSAS

Q rpt - dep bud vs act X

Search Results

Categories

- Common
- Assets

Search Results 3 items

- Tasks and Reports
- [RPT - Departmental Budget vs Actual](#)

Report Search Fields

RPT - Departmental Budget vs Actual

Company	*	<input type="text" value="x University of Arkansas, Fayetteville ..."/>
Organization	*	<input type="text" value="x Cost Center: CC012526 UAF ARSC Arts and Sciences ..."/>
Budget Structure	*	<input type="text" value="x UAF Financial Budget Structure ..."/>
Budget Name		<input type="text"/>
Time Period	*	<input type="text" value="x Current Year ..."/>
Period	*	<input type="text" value="x FY 2020 - 2021 - Oct"/>
Worktags		<input type="text" value="x Designated: DS01378 UAF RIF-Arts & Sciences Faculty Development Department Research, Development, and Scholarly Activities"/>
Ledger Accounts and Summaries		<input type="text"/>

Filter Name

Manage Filters

14 Saved Filters ▾

Save

- Fields with asterisks are required. Also, Period may lose its asterisk but it's still required.
- Company will always be UAF.
- Organization is your cost center (department)
- Budget structure is always UAF Financial Budget Structure.
- Time Period is always Current Period YTD
- Period is the current month.
- Worktags is the field where you enter the driving worktags you're specifically wanting to look at. Do NOT leave this blank or you will get all accounts for the cost center.

Saving Filters

- If this worktag is one you'll look for a lot, you can save these settings as a filter by adding a Filter Name and clicking the save button.
- You must complete all required fields before you can save a filter (Period is required even if the asterisk disappears).


RPT - Departmental Budget vs Actual

Company	*	<input type="text" value="University of Arkansas, Fayetteville"/>	⋮
Organization	*	<input type="text" value="Cost Center: CC012526 UAF ARSC Arts and Sciences"/>	⋮
Budget Structure	*	<input type="text" value="UAF Financial Budget Structure"/>	⋮
Budget Name		<input type="text"/>	⋮
Time Period	*	<input type="text" value="Current Year"/>	⋮
Period	*	<input type="text" value="FY 2020 - 2021 - Oct"/>	⋮
Worktags		<input type="text" value="Designated: DS01378 UAF RIF-Arts & Sciences Faculty Development Department Research, Development, and Scholarly Activities"/>	⋮
Ledger Accounts and Summaries		<input type="text"/>	⋮

Filter Name

Manage Filters
14 Saved Filters ▾

Save



Using Saved Filters

- To select a saved filter, simply click on the arrow by Saved Filters
- Remember you will need to change the Period field when a new month begins.
- To resave your filter, type the same name in the Filter Name box and resave it (you'll get a confirmation).

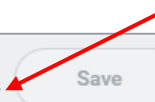
RPT - Departmental Budget vs Actual

Company	*	x University of Arkansas, Fayetteville ...	☰
Organization	*	x Cost Center: CC012526 UAF ARSC Arts and Sciences ...	☰
Budget Structure	*	x UAF Financial Budget Structure ...	☰
Budget Name			☰
Time Period	*	x Current Year ...	☰
Period	*	x FY 2020 - 2021 - Oct	☰
Worktags		x Designated: DS01378 UAF RIF-Arts & Sciences Faculty Development Department Research, Development, and Scholarly Activities ...	☰
Ledger Accounts and Summaries			☰

Filter Name

Manage Filters
14 Saved Filters ▾

Save



Viewing the Report

- This report shows the revenue and expenses for the account. You can expand the report to view spend categories by clicking on the arrow in the gray circle to the left of the ledger account type.

3 items

Ledger Account Type
> Revenue
> Expenses
Total



> Revenue
> Expenses
SC0017 Maintenance Services
SC0053 Postage & Shipping
SC0105 Computer Equipment & Major Ac
SC0109 Professional Development & Tra
SC0123 Lab Supplies
SC0149 Employee Relocation - Reimburs
SC0157 Research Participant Expenses
SC0159 Lab Testing & Services
SC0187 Benefits Insurance Expense Hea
SC0192 Regular Salaries
SC0422 Minor Computer Accessories
SC0423 Fringe Rate Expense
(Blank)
Total

Viewing the Report, cont.

← RPT - Departmental Budget vs Actual Actions



> Details

16 items



Ledger Account Type	Balance Forward	Revenue Budget	Revenue Actuals	Expense Budget	Funds Transfers	Expense Actuals	Commitment	Obligation	Balance
Revenue	0	(117,921.00)	(140,845.87)	0	0	0	0	0	22,924.87
Expenses	525,844.40	0	0	117,921.21	(199,759.24)	49,774.69	(3,006.00)	71,655.20	325,582.48
SC0017 Maintenance Services	0	0	0	0	0	437.80	0	0.00	(437.80)
SC0053 Postage & Shipping	0	0	0	0	0	0	0	170.00	(170.00)

- Balance Forward is any carryforward from the previous fiscal year.
- Revenue Budget is the estimated revenue to balance the estimated Expense Budget. Those two columns should balance to zero.
- Revenue Actuals is any actual income for the year.
- Funds Transfers is any money transferred in or out from other worktags.
- Expense Actuals are the expenses incurred for this fiscal year.
- Commitments and Obligations show encumbrances on the worktag.
- Balance shows your spend category balance for the year. For worktags viewed in this report, so long as the overall balance of the worktag is positive that is fine.


Viewing the Report, cont.

← RPT - Departmental Budget vs Actual Actions



> Details

16 items



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SC0053 Postage & Shipping	0	0	0	0	0	0	0	170.00	(170.00)

- If you want to export this table to Excel, click on the spreadsheet icon in the upper right of the table (red arrow).
- You can click on any blue number to get an expanded view of what expenses are in that total.