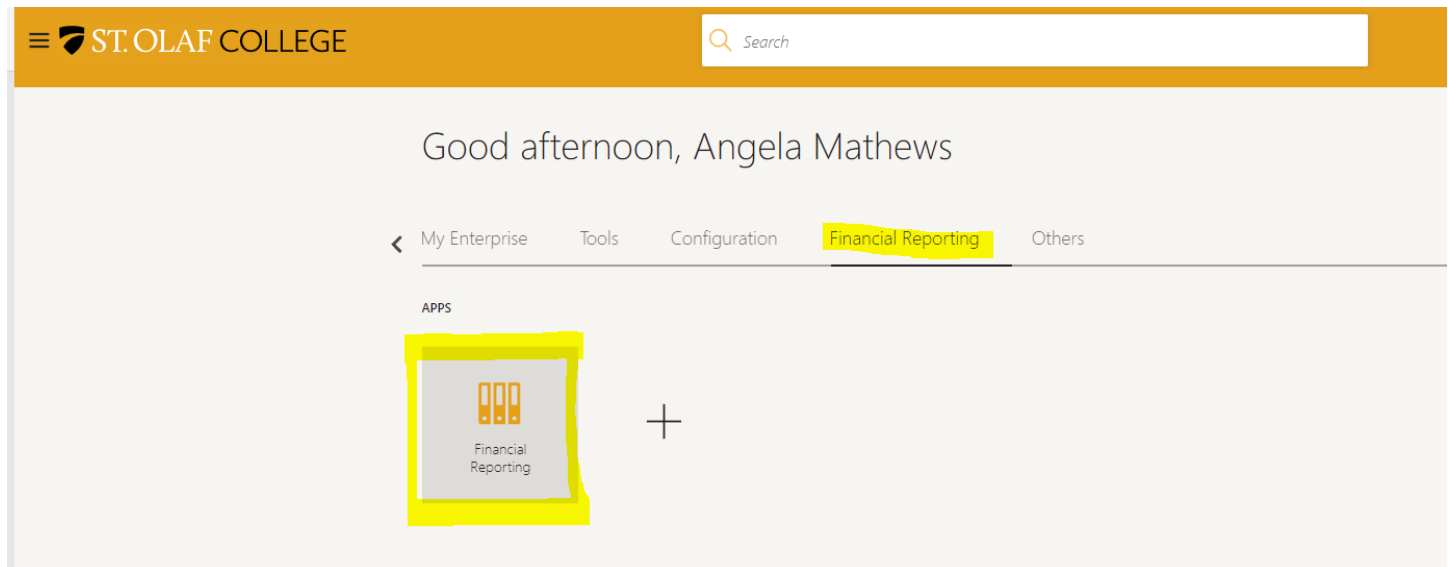# Oracle Department Budget-to-Actual Reports

Budget Reporting is found in Financial Reporting

There are different reports for viewing your budget to actuals.

- **Departmental Detail Budget Report - 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 most common report to use to monitor your college operating budget.*
- **Departmental Detail Budget Report - 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. (Piper Center, Institute for Freedom and Community, and Lutheran Center should use this one).
- **Activity Level Budget Report – General Operating Fund 10000** – If your department uses activity codes, this report can be run to show the spending down to the activity code level. *Please note this report takes some time to run, so it's helpful to run it, then work on other things while it runs.*
- **Activity Level Budget Report – All Operating Funds** – If your department uses activity codes and has restricted funding that funds some of the activities, this report is best to show the spending down to the activity code level. *Please note this report takes some time to run, so it's helpful to run it, then work on other things while it runs.*
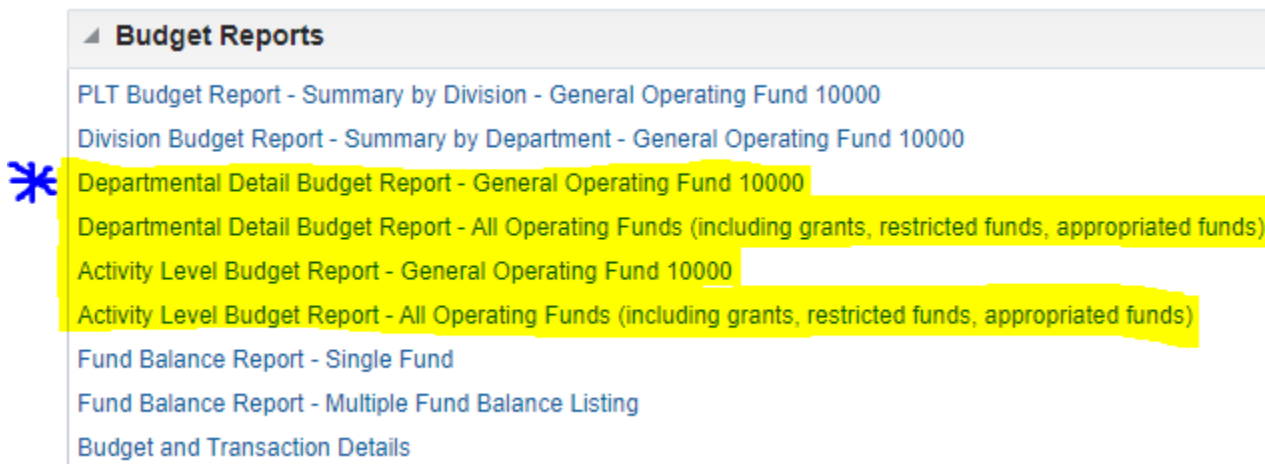
Click into the report that you want to run, and then **type in the period (e.g., Sep-24).** It's easiest to type the first three letters of the month, with the first letter of the month capitalized, and last 2 digits of the year with a dash between.

Type in your cost center, then click "OK" to run the budget-to actual for that cost center. *[To run a budget report for multiple cost centers, see additional instructions below.]*

The report will show the period you selected, plus the prior year period for that cost center. You can click "expand all" to see account level detail beneath the categories. You can also click on the dropdown by the HTML Preview to export your report into excel or a pdf.

St. Olaf College
Departmental Detail Budget Report - General Operating Fund 10000
YTD amounts as of Sep-24

Working Budget [All Fund Values].[10000] Activity Future Use 1 Future Use 2 Interfund YTD

Expand All

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	Current Year				Prior Year				
	Total Budget	Actuals	Variance	YTD % Bud	Total Budget	Actuals	Variance	YTD % Bud	Total Yr
Operating Revenues									
Net Comprehensive Fee Revenue	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
▶ R0150-Other Revenue (L1)	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	27.55
R0011-Operating Revenue (L3)	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	27.55
Operating Expenses									
▶ E0030-Faculty Wages (L1)	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	-7.68
▶ E0035-Staff Wages (L1)	507,740.00	117,988.80	389,751.20	23.24%	487,320.00	159,404.50	327,915.50	32.71%	454,881.43
▶ E0045-Other Wages (L1)	1,000.00	1,636.94	-636.94	163.69%	1,000.00	2,404.56	-1,404.56	240.46%	11,299.43
▶ E0055-Student Wages (L1)	8,070.00	0.00	8,070.00	0.00%	8,070.00	2,141.50	5,928.50	26.54%	5,129.30
▶ E0060-Benefits (L2)	142,350.00	31,960.79	110,389.21	22.45%	142,460.00	48,432.77	94,027.23	34.00%	143,112.55
Total Compensation	659,160.00	151,586.53	507,573.47	23.00%	638,850.00	212,383.33	426,466.67	33.24%	614,415.03
▶ E0110-Office Supplies, printing, postage	4,330.00	27.40	4,302.60	0.63%	4,330.00	562.31	3,767.69	12.99%	3,238.13
▶ E0105-Computer/Media/Telecom	159,770.00	3,177.07	156,592.93	1.99%	273,070.00	121,454.04	151,615.96	44.48%	211,512.79
▶ E0115-Advertising/Memberships/Hospitality/Misc	1,050.00	3.55	1,046.45	0.34%	550.00	1,707.20	-1,157.20	310.40%	3,914.17
▶ E0090-Travel and Meals (L1)	2,600.00	566.95	2,033.05	21.81%	4,100.00	91.24	4,008.76	2.23%	691.18
▶ E0050-Contract, Professional Services, Insurance, and Taxes (L1)	15,500.00	10,099.00	5,401.00	65.15%	16,000.00	10.00	15,990.00	0.06%	5,174.52
▶ E0070-Food Services (L1)	250.00	0.00	250.00	0.00%	250.00	37.90	212.10	15.16%	904.79
▶ E0130-Facilities, Repairs, Maintenance (L1)	200.00	0.00	200.00	0.00%	200.00	41.18	158.82	20.59%	69.02
Total Non-Compensation	183,700.00	13,873.97	169,826.03	7.55%	298,500.00	123,903.87	174,596.13	41.51%	225,504.60
Total Transfers, Depreciation and Interest	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
Total Non-Compensation, Transfers, Depreciation and Interest	183,700.00	13,873.97	169,826.03	7.55%	298,500.00	123,903.87	174,596.13	41.51%	225,504.60
Total Expenses - General Operating Fund	842,860.00	165,460.50	677,399.50	19.63%	937,350.00	336,287.20	601,062.80	35.88%	839,919.63
Net change from Operations - General Operating	-842,860.00	-165,460.50	-677,399.50	19.63%	-937,350.00	-336,287.20	-601,062.80	35.88%	-839,892.08

Export In Query-Ready Mode

BUDGET-TO-ACTUAL REPORTS FOR MORE THAN ONE COST CENTER, OR SUMMARIZED BY DEPARTMENT/DIVISION

To run budget reports for multiple cost centers within a department, after entering the accounting period, you will need to use the magnifying class to select the criteria for cost center.

After clicking the magnifing class, it will take you to a screen where the first selection is "Cost Center". You will need to click on the arrow to expand below cost center.

You continue to click on the arrows through a few other (non-intuitive, sorry) criteria until you get to divisions and then the departments beneath them.

1. **Cost Center**
2. **R_Cost_Center-CC_Current (the third/middle option)**
3. **[R_Cost_Center-CC_Current].[C0010] – C0010-TOTAL COST CENTER**
4. **[R_Cost_Center-CC_Current].[C0010].[C0020] – C0020-OPERATING**
5. **Then you can drill into your division to find your department to select and move to the right. Reports are hierarchy based, so you can select by division, department, or any level beneath that and it will include a budget-to-actual report for every cost center that rolls up under that hierarchy, along with summary budget-to-actual reports.**

Once you select your department and move it to the right, you need to select it again and click "OK"

That will take you back to the home screen for the report criteria where the cost center criteria will now be populated, so you can click "OK" to run the report.

Once you select the period and cost centers and click "OK", your Budget-to-Actual reports will open. You can select the drop down to see the various cost centers or the summary level budget-to-actual reports (CXXXX). The last item in the drop down is the summary of all of the cost centers within the hierarchy selected. Every other CXXXX summary sheet is the total of the cost centers listed before it (e.g. there are three cost centers for Student Accounts that roll up into the C1080 Student Accounts Summary. The last C1050 Business report includes Student Accounts, Payroll, and the Business Office.

You can also export the reports to PDF or Excel. It will create a separate page/tab for each cost center and summary level.

Other reports useful, in addition to the budget-to-actual reports:

To see transactions for budget lines, go to the "Budget and Transaction Details" report under "Financial Reporting"

To see activity level detail, run the "Activity Level Budget Report" report under "Financial Reporting"

To see the balance of a particular fund, run the "Fund Balance Report – Single Fund" report under "Financial Reporting"