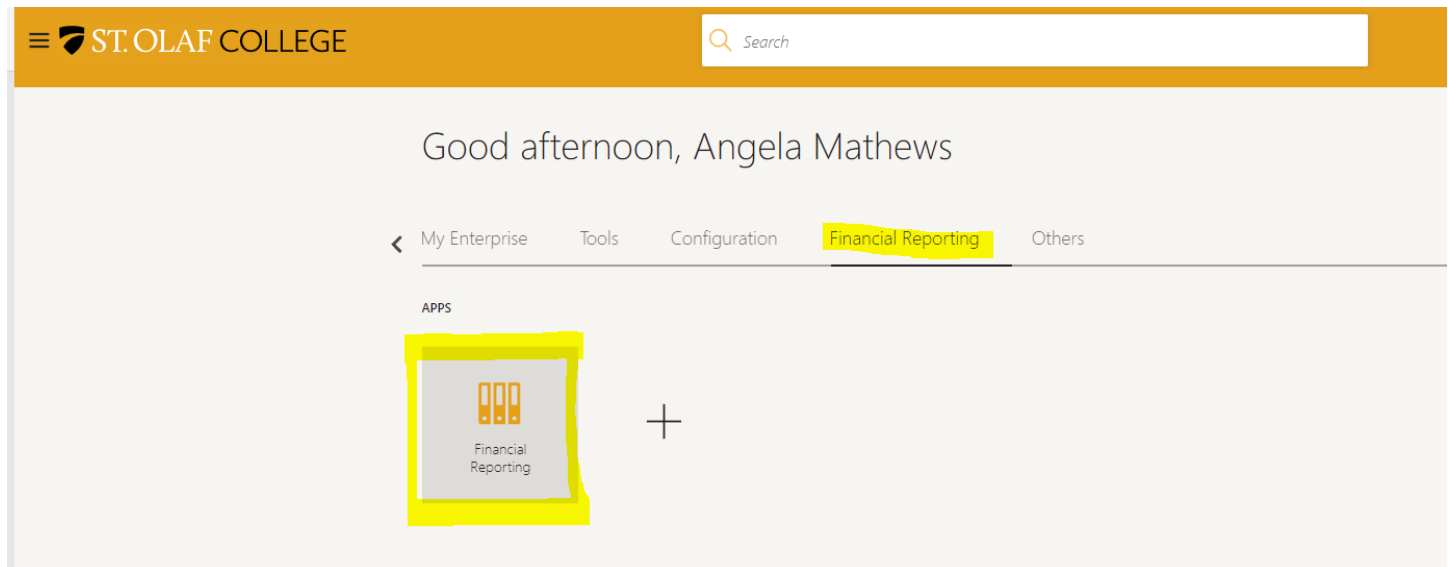


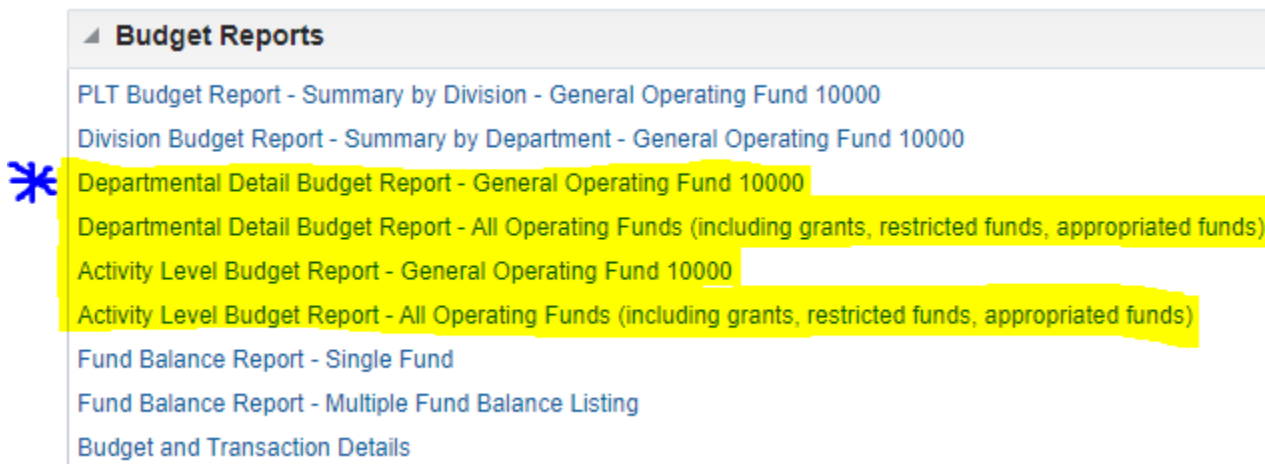
# Oracle Department Budget-to-Actual Reports

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.

Respond to Prompts at Report Level ▼

Prompt	Selection	Type	Source
Enter AccountingPeriod:	Sep-24	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center (e.g. 16112 or use magnifying glass to run all by dept):		Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1

Help OK Cancel Reset

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.]*

Respond to Prompts at Report Level ▼

Prompt	Selection	Type	Source
Enter AccountingPeriod:	May-24	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center (e.g. 16112 or use magnifying glass to run all by dept):	16112	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1

Help OK Cancel Reset

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.

HTML Preview



**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

Page: 16112-Business Office

	Current Year				Prior Year				
	Total Budget	Actuals	Variance	YTD % Bud	Total Budget	Actuals	Variance	YTD % Bud	Total Yr
<b>Operating Revenues</b>									
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
<b>Operating Expenses</b>									
▶ 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	117,888.80	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
<b>Total Compensation</b>	659,160.00	151,886.53	507,273.47	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%	63.02
<b>Total Non-Compensation</b>	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
<b>Total Non-Compensation, Transfers, Depreciation and Interest</b>	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
<b>Total Expenses - General Operating Fund</b>	842,850.00	165,460.50	677,389.50	19.63%	937,350.00	336,287.20	601,062.80	35.88%	839,919.63
<b>Net change from Operations - General Operating</b>	-842,850.00	-165,460.50	-677,389.50	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.

Respond to Prompts - Google Chrome

fa-ewur-saasfaprod1.fa.ocs.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.js...

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 ▾

Prompt	Selection	Type	Source
Enter AccountingPeriod:	Sep-24	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center (e.g. 16112 or use magnifying glass to run all by dept):		Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1

Help OK Cancel Reset

After clicking the magnifying 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.

Respond to Prompts - Google Chrome

fa-ewur-saasfaprod1.fa.ocs.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr\_id=-1...

Members

Available: Cost Center (1 of 1, 25 Total)

Find: Name \* Use Wildcards Case-Sensitive

Rows Per Page: 500

Name	Default
Cost Center	Cost Center

Selected: Rows Per Page: 20

Help OK Cancel

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.

Name	Default
Cost Center	Cost Center
All Cost Center Values	All Cost Center Values
R_Cost_Center-CC_Base	R_Cost_Center-CC_Base
R_Cost_Center-CC_Current	R_Cost_Center-CC_Current
[R_Cost_Center-CC_Current].[C0010]	C0010-Total Cost Center
[R_Cost_Center-CC_Current].[C0010].[C0020]	C0020-Operating
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0030]	C0030-ADVANCEMENT DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0350]	C0350-ATHLETICS DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0640]	C0640-ENROLLMENT AND COLLEGE RELATIONS DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0970]	C0970-FINANCE DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0970].[C0980]	C0980-Auxiliary
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0970].[C1050]	C1050-Business
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0970].[C1090]	C1090-Facilities
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0970].[C1200]	C1200-Finance - General
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0970].[C1240]	C1240-Investments
[R_Cost_Center-CC_Current].[C0010].[C0020].[C0970].[C1390]	C1390-Human Resources
[R_Cost_Center-CC_Current].[C0010].[C0020].[C1270]	C1270-GENERAL DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C1450]	C1450-MISSION DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C1540]	C1540-PRESIDENT DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C1700]	C1700-PROVOST DIVISION
[R_Cost_Center-CC_Current].[C0010].[C0020].[C2650]	C2650-STUDENT LIFE DIVISION

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

The screenshot shows a web browser window with the URL: `fa-ewur-saasfaprod1.fa.ocs.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr_id=-1591146977&frameDialogID=0`. The page title is "Respond to Prompts - Google Chrome".

The main content area is titled "Members" and shows a list of cost centers. The left pane displays a tree view of the cost center hierarchy. The right pane shows a list of selected items, with "C1050-Business" selected. The interface includes search filters, row counts, and "OK" and "Cancel" buttons at the bottom.

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.





**St. Olaf College**  
**Departmental Budget Reports - General Operating Fund 10000**  
 YTD amounts as of Dec-23

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

Expand All

Page: 16112-Business Office

	Current Year				Prior Year				
	Total Budget	Expenditures	Variance	YTD % Bud	Total Budget	Expenditures	Variance	YTD % Bud	Total Yr
<b>Operating Revenues</b>									
Net Comprehensive Fee Revenue	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
<b>Operating Expenses</b>									
▶ E0035-Staff Wages (L1)	487,320.00	234,151.67	253,168.33	48.05%	423,660.00	247,394.37	176,045.63	56.42%	407,679.67
▶ E0045-Other Wages (L1)	1,000.00	4,889.87	-3,669.87	488.99%	100.00	417.96	-317.96	417.08%	1,169.23
▶ E0055-Student Wages (L1)	8,070.00	2,955.22	5,114.78	36.62%	7,700.00	3,008.77	4,691.23	46.87%	7,159.23
▶ E0060-Benefits (L2)	142,490.00	69,094.61	73,395.39	48.50%	131,720.00	78,229.90	53,490.10	59.39%	139,207.69
<b>Total Compensation</b>	<b>496,390.00</b>	<b>241,796.76</b>	<b>254,593.24</b>	<b>48.71%</b>	<b>431,280.00</b>	<b>251,429.22</b>	<b>179,819.78</b>	<b>58.30%</b>	<b>415,809.00</b>
▶ E0110-Office Supplies, printing, postage	4,300.00	1,046.97	3,253.03	24.10%	3,800.00	2,671.37	1,208.63	68.85%	4,422.73
▶ E0105-Computer/Media/Telecom	273,070.00	207,010.58	66,059.32	75.81%	128,520.00	128,057.25	462.75	99.64%	128,737.31
▶ E0115-Advertising/Memberships/Hospitality/Misc	550.00	1,961.94	-1,411.94	356.72%	550.00	199.45	350.55	36.26%	1,038.23

**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”