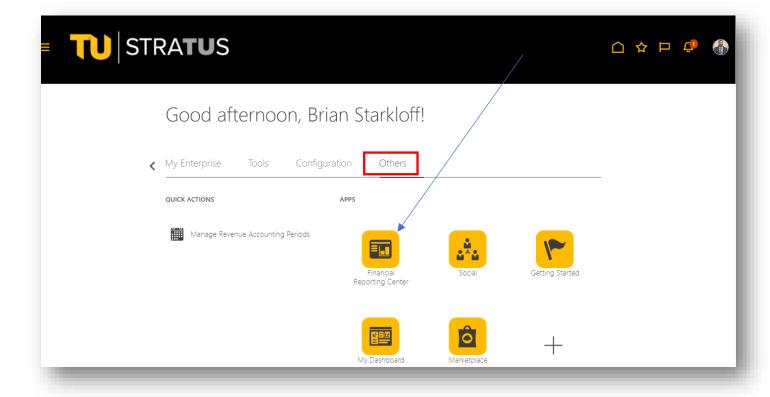
How to Run the Budget vs Actuals Divisional Parent Budget Summary (NPL)

Note: To run a state-Funded NPL report use TU_BC_NPL_STATE_FUND_Parent_Bdgt
For Self-support use TU_BC_NPL_SLF_FUND_Parent_Bdgt
For Auxiliary use TU_BC_NPL_AUX_FUND_Parent Bdgt
For Grants use TU_BC_NPL_GRANTS_FUND_Parent_Bdgt
For Agency use TU_BC_NPL_AGENCY_FUND_Parent_Bdgt

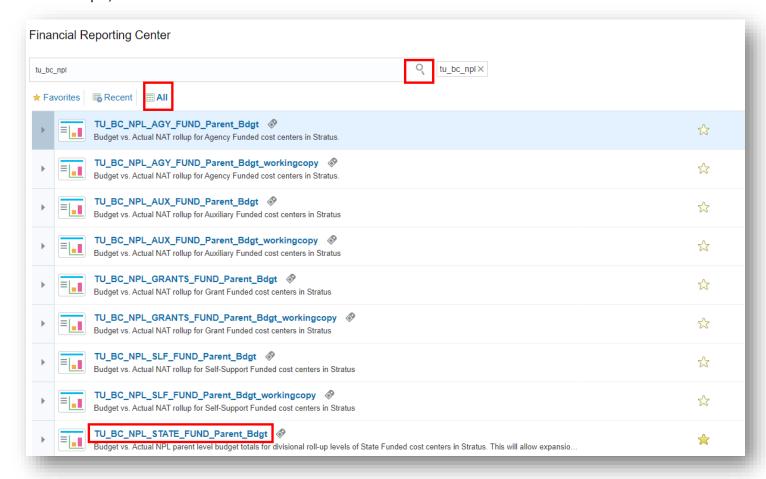
Budget summary reports are available for FY21-22 with summarized transactional activity available via drill-down FY23 and forward with all transactional details are available via drill-down

Navigate to Others, and select the tile for Financial Reporting Center (FRS)



Select "All" to search all reports, then enter TU_BC_NPL and check the Search icon. There are several options for running the NPL report depending on your department. Based on your reporting needs, select your report: Agency Funded, Auxiliary, Grant, Self Support, or State Funded.

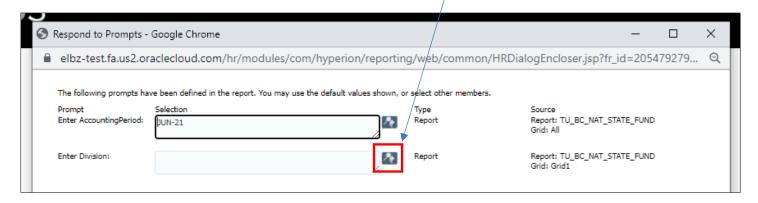
For this example, we will use State Funded.



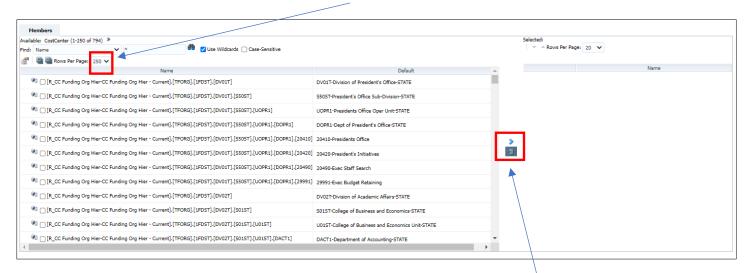
^{*}Do not select a workingcopy

When prompted, enter the accounting period. The accounting period is in a month-calendar year format. For example, if you are looking to run this report for June of 2021, you would enter JUN-21 in this box.

Next select the Member Selection box to the right of the Division box.

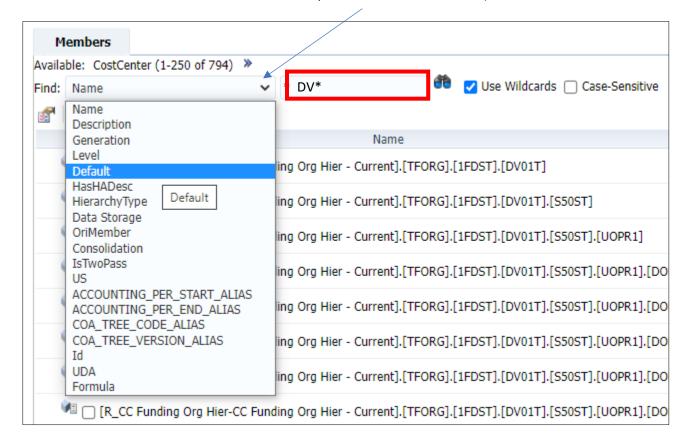


Here you can search by scrolling down the list if you know your division. Make sure you have the Rows per page set to the max of 500.

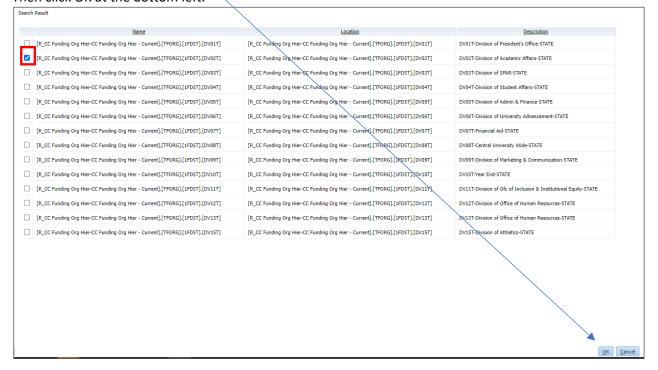


Once you find the Divisional level you want to run, click on the blue arrow to move it over to the right column

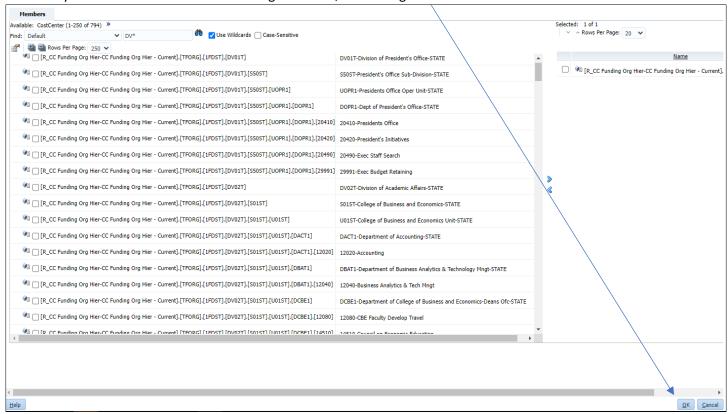
If you want to search for a specific division, subdivision, unit, or department group, select Default from the Find: dropdown menu. Then in the search box type DV* if you want to search for your division and click enter. (Subdivision level starts with S, Unit level starts with U, and Department level starts with D)



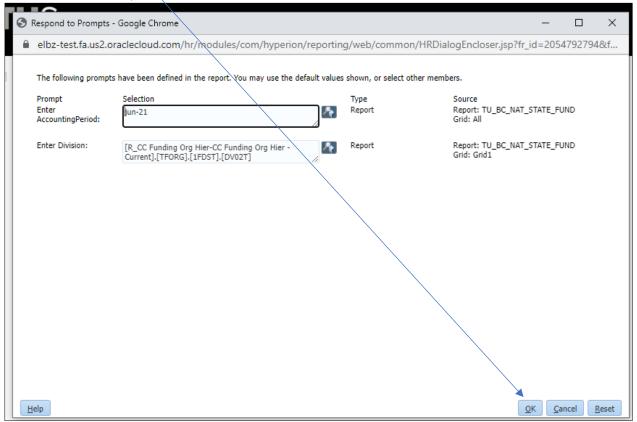
Check the box to the left of the divisional level you want to run. Make note, you can select more than one. Then click OK at the bottom left.



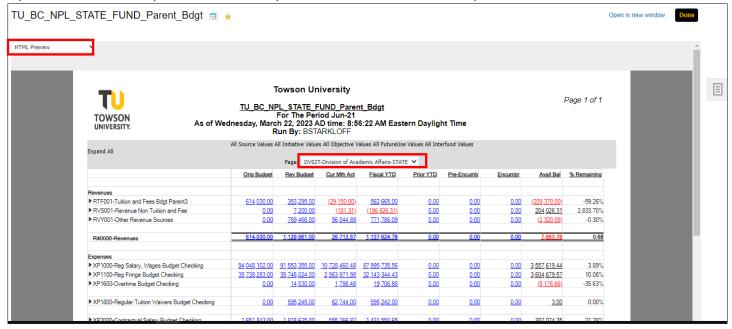
Now that your divisional selection is in the right column, click OK again.



Click OK to run the report



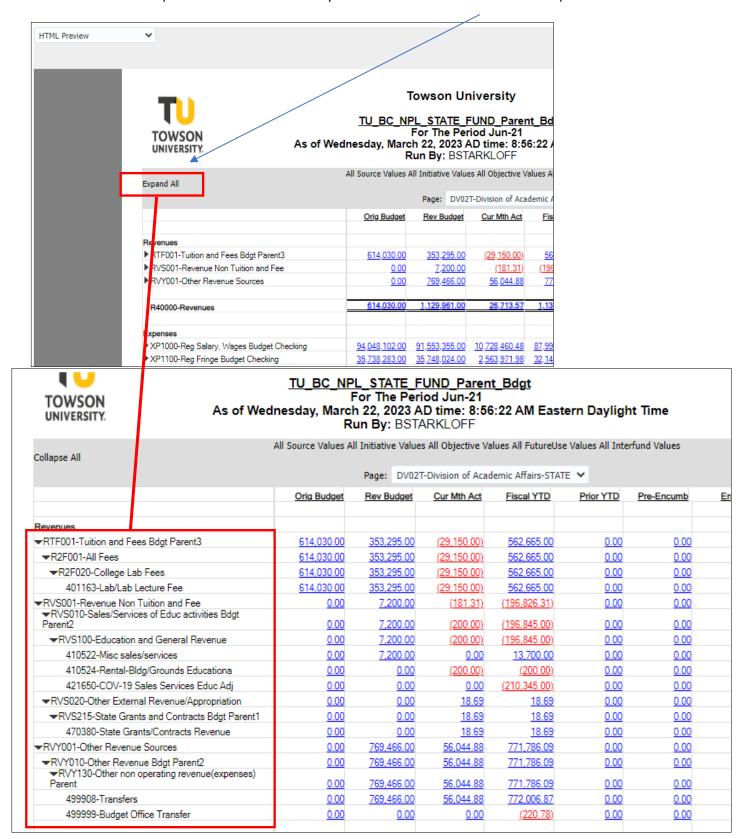
The report will be generated. To export the report to Excel or PDF, select the drop down next to HTML Preview. If you had selected multiple divisional levels, you can select them from the drop down.



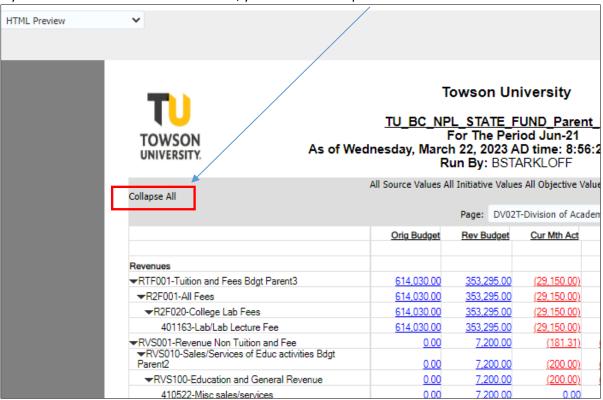
To expand a Parent budget to show the child budget levels, click on the arrow(s) to the left of the Expense line. You can expand the parent budget down to your desired location.

Expenses									
XP1000-Reg Salary, Wages Budget Checking	94,048,102.00	91,553,355.00	10,728,460.48	87,995,735.56	0.00	0.00	0.00	3,557,619.44	3.89%
▶ XP1100-Reg Fringe Budget Checking	35,738,283.00	35,748,024.00	2,563,971.98	32,143,344.43	0.00	0.00	0.00	3,604,679.57	10.08%
XP1600-Overtime Budget Checking	0.00	14,530.00	<u>1,798.48</u>	<u>19,706.66</u>	0.00	0.00	0.00	<u>(5,176.66)</u>	-35.63%
XP1800-Regular Tuition Waivers Budget Checking	0.00	595,245.00	62,744.00	595,242.00	0.00	0.00	0.00	3.00	0.00%
XP2000-Contractual Salary Budget Checking	<u>1,651,843.00</u>	1,818,625.00	555,766.82	1,431,550.65	0.00	0.00	0.00	387,074.35	21.28%
▶ XP2200-Contractual Fringe Budget Checking	104,197.00	191,459.00	<u>55,244.72</u>	<u>175,061.13</u>	0.00	0.00	0.00	16,397.87	8.56%
XP2300-Tuition Waiver Contractual Budget Checking	0.00	46,866.00	0.00	46,862.00	0.00	0.00	0.00	4.00	0.01%
XP2400-PT Faculty Budget Checking	22,571,831.00	25,841,650.00	644,272.73	25,852,796.99	0.00	0.00	0.00	(11,146.99)	-0.04%
XP2500-Grant Contractual Salery Budget Checking	0.00	28,486.00	<u>47,598.43</u>	<u>76,083.95</u>	0.00	0.00	0.00	(47,597.95)	-167.09%
XP2600-Regular Student Help Budget Checking	1,575,147.00	1,342,065.00	208,629.64	1,198,796.29	0.00	0.00	0.00	143,268.71	10.68%
XP2700-Gred Assistant Budget Checking	1,523,137.00	<u>1,380,172.00</u>	(4,745.72)	1,365,069.34	0.00	0.00	0.00	<u>15,102.66</u>	1.09%
▼XP6030-Budget Check Communications	802,494.00	796,604.00	63,037.74	<u>750,583.63</u>	0.00	0.00	0.00	46,020.37	5.78%
▼XR6030-Postage	82,440.00	81,709.00	<u>7,175.67</u>	<u>81,413.95</u>	0.00	0.00	0.00	295.05	0.36%
603003-Postage-Regular	74,280.00	<u>77,859.00</u>	<u>6,488.87</u>	73,033.00	0.00	0.00	0.00	4,826.00	6.20%
603006-Postage-Vouchers for Meters	0.00	0.00	0.00	<u>131.82</u>	0.00	0.00	0.00	(131.82)	0.00%
603009-Postage-Express Mail UPS FED EX	7,160.00	2,382.00	<u>586.88</u>	6,277.98	0.00	0.00	0.00	(3,895.98)	-163.56%
603012-Postage-Subcontracs	1,000.00	<u>1,468.00</u>	99.92	<u>1,971.15</u>	0.00	0.00	0.00	(503.15)	-34.27%
▶ XR6031-Telephones	720,054.00	714,895.00	<u>55,862.07</u>	669,169.68	0.00	0.00	0.00	<u>45,725.32</u>	6.40%
▶XPOPER-Budget Check Operating 4-14	11,527,125.00	10,291,434.00	1,198,627.23	7,536,173.17	0.00	0.00	0.00	2,755,260.83	26.77%
XPSALL-Total Expenses	169,542,159.00	169,648,515.00	16,125,406.53	159,187,005.80	0.00	0.00	0.00	10,461,509.20	6.17%
Total Revenue - Expenses	(168,928,129.00)	(168 518 554 00)	(16 098 692 96)	158 049 381 02)	0.00	0.00	0.00	(10,469,172.98)	6.21%

You can also choose to Expand All and that will show you all the lines that are on the DAT Report.



If you want to return to the Parent level, you can click Collapse All.



To drill-down into a dollar amount, click on the amount in blue and you can review additional information. If you select an amount in the budget column, you can view budget journals.

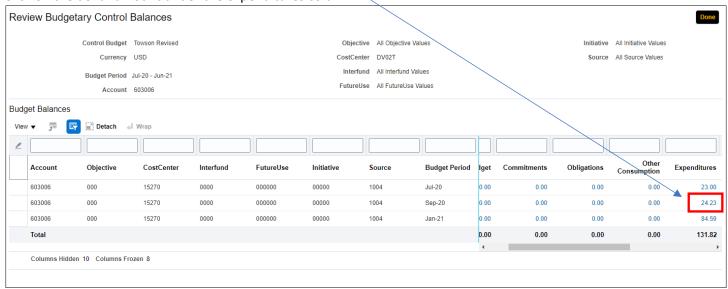
If you select an amount in the current month actuals, fiscal YTD, or prior YTD, you will get actuals (invoices, journals, deposits, expenses)

Clicking on an amount in the requisitions and purchase orders column will show you those details as well.

For this example, we will select 603006-Postage-Vouchers for Maters. A year to date (YTD) expense account.

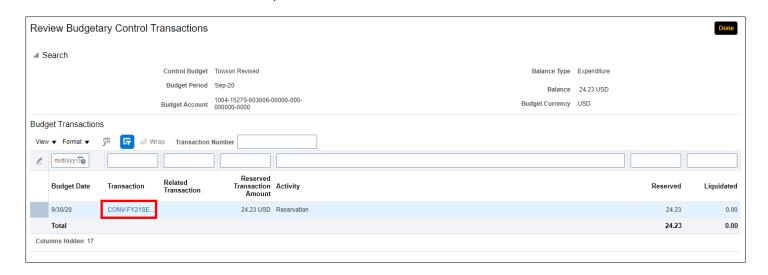
▼XP6030-Budget Check Communications	802,494.00	796,604.00	63,037.74	750,583.63	0.00	0.00	0.00	46,020.37	5.78%
▼XR6030-Postage	82,440.00	<u>81,709.00</u>	<u>7,175.67</u>	81,413.95	0.00	0.00	0.00	295.05	0.36%
603003-Postage-Regular	74,280.00	77,859.00	6,488.87	73 033 00	0.00	0.00	0.00	4,826.00	6.20%
603006-Postage-Vouchers for Meters	0.00	0.00	0.00	<u>131.82</u>	0.00	0.00	0.00	(131.82)	0.00°
603009-Postage-Express Mail UPS FED EX	<u>7,160.00</u>	2,382.00	586.88	<u>6,277.98</u>	0.00	0.00	0.00	(3,895.98)	-163.56
603012-Postage-Subcontracs	1,000.00	<u>1,468.00</u>	99.92	<u>1,971.15</u>	0.00	0.00	0.00	(503.15)	-34.27
▶ XR6031-Telephones	720,054.00	<u>714,895.00</u>	<u>55,862.07</u>	<u>669,169.68</u>	0.00	0.00	0.00	<u>45,725.32</u>	6.40
XPOPER-Budget Check Operating 4-14	11,527,125.00	10,291,434.00	1,198,627.23	7,536,173.17	0.00	0.00	0.00	2,755,260.83	26.77

Click on the dollar amount under the expenditures column

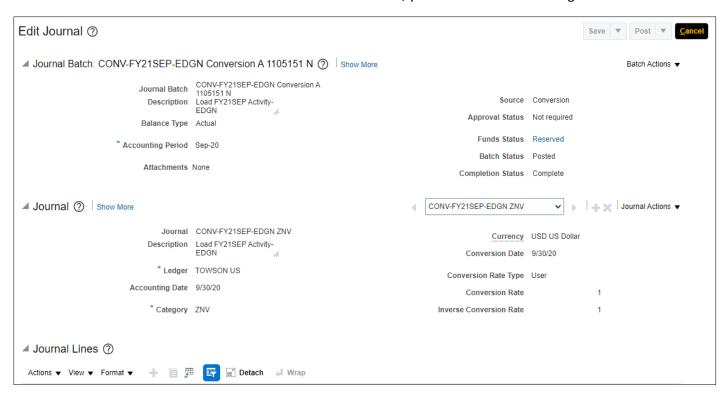


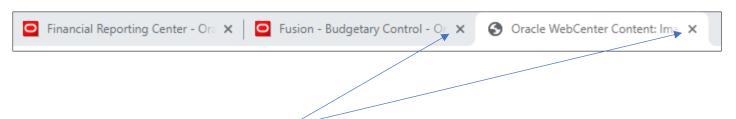
Here is where you can see individual transactions that make up that dollar amount (invoices, expenses, journals, etc.)

To see more information for a transaction, click on the transaction in blue.



You can view the Journal information here. If this were an invoice, you can click to see an image of the invoice.





When finished, simply click close out of those tabs and you will be taken back to the reporting center tab where you can either drill-down into other dollar amounts or select Done at the top right corner to run additional reports.