Budget by Category Report

This article covers how to run and interpret the Budget by Category report on the Budget Management dashboard.

What does this report show?

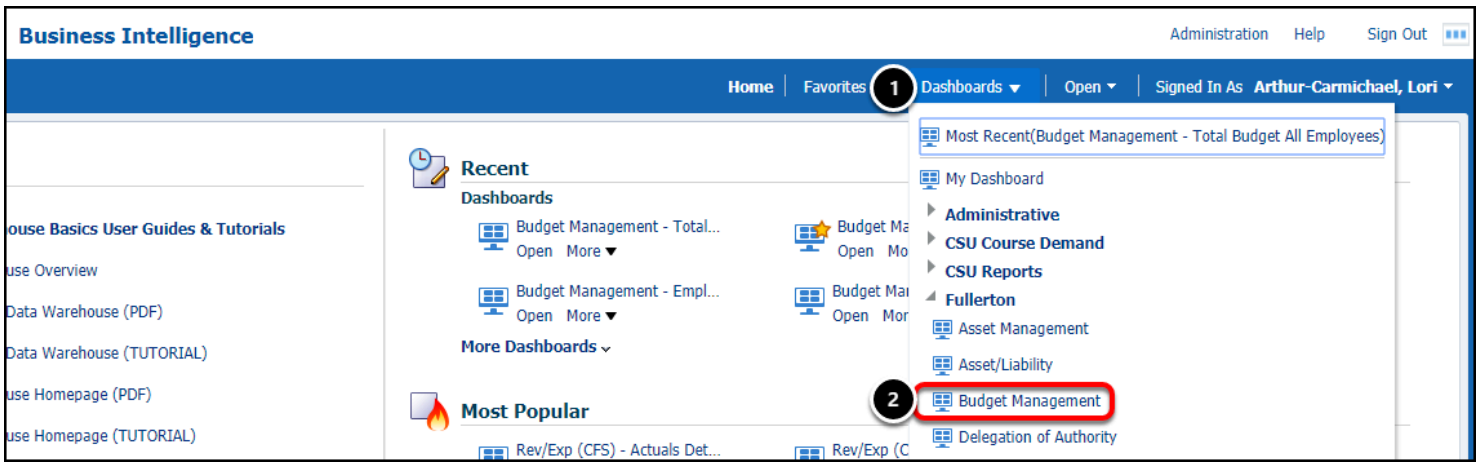
This report shows expenditure projections through the end of the fiscal year broken down by fund and program. It also breaks down the projections by expenditure category and shows the surplus/deficit. It includes: Expenditure Projection, OE&E, Revenue, Salaries, Benefits, Balance Sheet, and Surplus/Deficit.

Accessing the Report

1. Log in to the CSUF Data Warehouse (OBIEE).

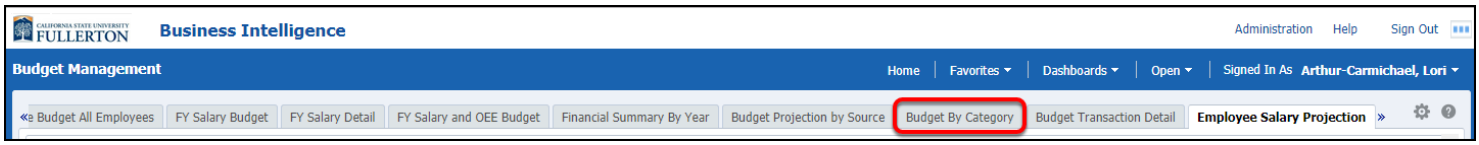
View instructions on how to access the Data Warehouse (OBIEE).

2. Click on Dashboards and select Budget Management.



1. Click on the **Dashboards** menu in the CSUF Data Warehouse.
2. Select **Budget Management**.

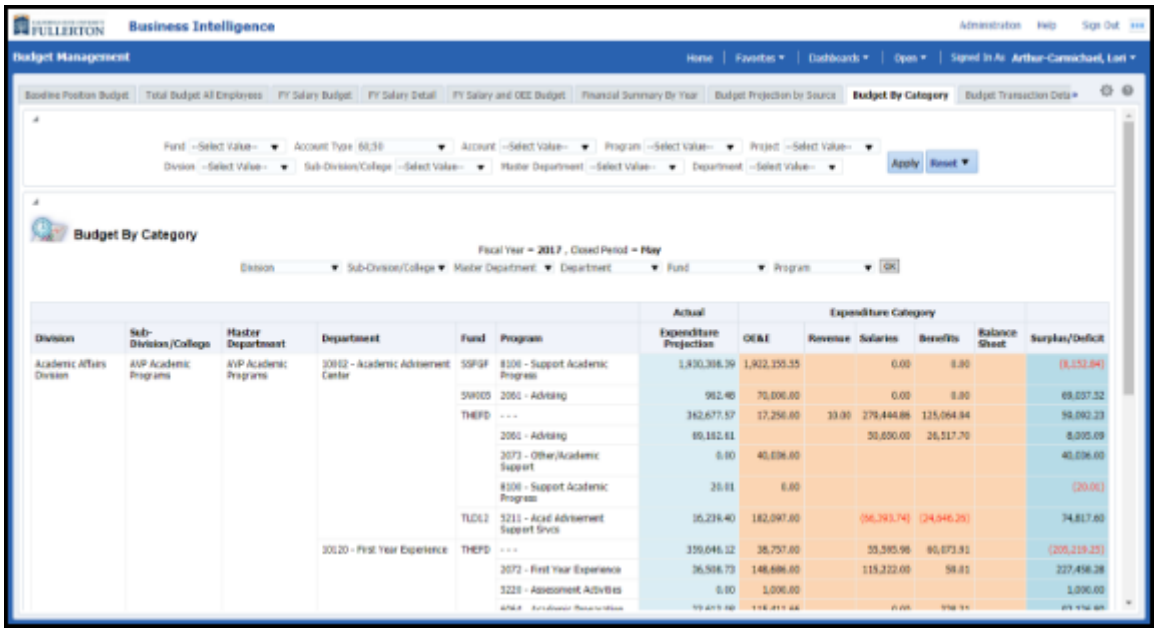
3. Click the Budget by Category tab on the Budget Management dashboard.



Report Overview

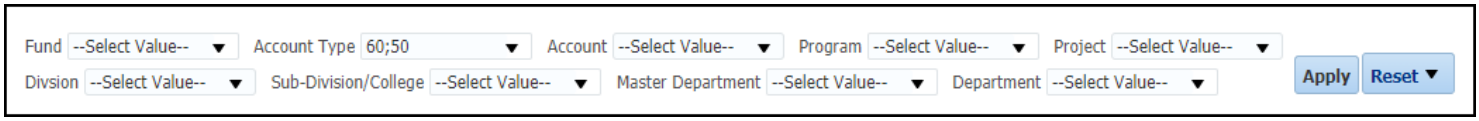
The Budget by Category report is a year-to-date report by fiscal year.

When you access the report, your personal settings for the report (page) appear. If you have not set up your personal settings, the system defaults will automatically populate.



Report Filters

The first section of the report contains the available filters. Utilize the filters to narrow down your report results or find specific values.

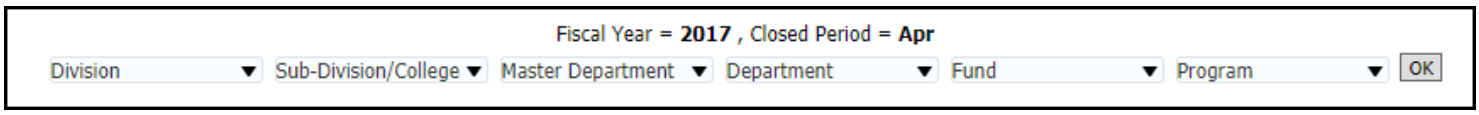


Filter Descriptions

Filter	Description
Fund	The specific fund code(s) for which you wish to view data.
Account Type	The specific account code types for which you wish to view data. Available account types include 50 (revenue) and 60 (expense).
Account	The specific account code(s) for which you wish to view data along with the name associated with the account code(s).
Program	The specific program code(s) for which you wish to view data along with the name associated with the program code(s).
Project	The specific class code(s) for which you wish to view data along with the name associated with the class code(s).
Division	The specific campus division(s) for which you wish to view data.
Sub-Division/College	The specific campus sub-division(s) or college(s) for which you wish to view data.
Master Department	A Master Department groups several departments together. Use this to select one or more specific master departments for which you wish to view data.
Department	The specific department ID(s) for which you wish to view data along with the name associated with the department ID(s).

Report Parameters and Available Column Headers

Just under the report filters are the report parameters and the available columns headers for the report results table.



Report Parameters

Fiscal Year will match the Fiscal Year in the report filters.

Closed Period will be the most recent accounting period/month that has closed.

Therefore, the report will be showing year-to-date information for the selected fiscal year from July 1st through the Closed Period.

Available Column Headers

The following column headers are available for the report results table.

Use the drop-down menus to select the columns you want to see on your report results table and then click OK.

For all columns except the first one, you can choose the Hide Column option to hide the column from the results table.

Column	Description
Division	The campus division associated with the line item.
Sub-Division/College	The sub-division/college associated with the line item.
Master Department	The master department associated with the line item.

Column	Description
Department	The department ID and department name associated with the line item.
Fund	The fund code associated with the line item.
Program	The program code and name associated with the line item.
Class	The class code and name associated with the line item.
Project	The project code and name associated with the line item.

Report Results Table

The second section of the report contains the report results table.

						Actual	Expenditure Category					
Division	Sub-Division/College	Master Department	Department	Fund	Program	Expenditure Projection	OE&E	Revenue	Salaries	Benefits	Balance Sheet	Surplus/Deficit
Information Technology Div	Information Technology	IT-Administration	10008 - IT-Administration	SW001	- - -							
				SW005	2062 - Data Capabilities							
				THEFD	- - -							
				THERA	- - -							

Column Descriptions

Column Category	Column	Description
Actual	Expenditure Projection	The total amount of actual expenditures and, for salaries and benefits, projected expenses for the remainder of the fiscal year.
Expenditure Category	OE&E	The total actual expenditures in OE&E accounts.

Column Category	Column	Description
	Revenue	The total actual amount from revenue accounts.
	Salaries	The total actual expenditures from salary accounts.
	Benefits	The total actual expenditures from benefit accounts.
	Surplus/Deficit	This is calculated by subtracting the total of actual expenses in the Expenditure Category columns from the projected expenses in the Expenditure Projection column.

Need More Help?

For technical assistance with the Data Warehouse, please contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

For assistance with the Budget Management reports and data, please email Budget@fullerton.edu.