Financial Budget Reports – CORE Report FIN1863

Instructions:
- Use Chrome or Firefox
- Go to Core.oregonstate.edu
- Log into the site using your ONID login and password

Core Homepage

Accessing the Report
- Select uReports on the toolbar:
- Select Finance Data Area
- Select Operating Ledger
Select FIN1863 Operating Statement – Year over Year variance by Index

Operating Statement - Year over Year Variance by Activity Code
FIN1863
Current and prior year Variance Report by Fiscal Year and Fiscal Period by Activity Code. Drill down to Transaction and Payroll Detail Parameters: Fiscal Year (default to current), Activity Code, Fiscal Period.

Operating Statement - Year over Year Variance by Indexes
FIN1864
Current and prior year Variance Report by Index and Fiscal Period for Multiple Indexes. Drill down to Transaction and Payroll Detail Parameters: Index (multi entry), Fiscal Year (single select, defaults to current), Account Grouping (Banner, AABC, AABC_SC, ACCT_LEVEL, 1, IS, SIFC, UABC, UHDS), Through Period, History (Prior Year, Prior 2 Years), Service Credits (Default as Expense, Reclass as Income), Transfers & Depreciation (Default as Expense, Reclass as Below the Line), Display as Summary?, Show Burn/Earn Rate Charts, Include Encumbrances and Expand All.

Operating Statement - Year over Year Variance by Program Code
FIN1866
Current and prior year Variance Report by Fiscal Year and Fiscal Period by Program Code. Drill down to Transaction and Payroll Detail Parameters: Fiscal Year (default to current), Program Code, Fiscal Period.

Operating Statement - Year over Year Variance by Index
FIN1863
Operating Statement Variance by Index, drill down to Transaction & Payroll Detail Parameters are Index (typod entry), Fiscal Year (single select), Account Grouping (Banner, AABC, ACCT_LEVEL, 1, IS, SIFC, UABC, UHDS), Through Period (single select), Prior History (Current Year over Prior Year, Current Year over Prior 2 Years), Service Credits (Reclassify as Income, Default as Expense), Transfers and Depreciation (Default As Expense, Reclass as Below the Line), Expand All (True/False).

Enter the report criteria.
1) Input Index, 2) fiscal year, 3) report rollup definition (select SIFC), 4) period, 5) history (2 or 3 years of history available), 6) service credits (select reclass as income), 7) transfers and depreciation (select reclass below the line).
- Please note the default for Period is the last closed period. You have the option of selecting the current open period to display as well. July = 01.
- The report will generate with the current fiscal year on the top section and prior fiscal years below.

Once you have entered the report criteria, select view report.

Reading the Report

Terms:
- Fiscal Year: Timeframe July 1st – June 30th
- Acct Level: Revenues are account level 1; expenses are account level 2; transfers and depreciation are account level 3
- Account Category: contains account code categories; drilldown available (see page #6 for instructions)
- Month: Contains months July through June
- Accrual: Income or expenses can be accrued at fiscal year-end. These are receipts for services rendered, but income not received by June 30 or payments made in advance for goods or services not received by June 30
- YTD: Year-to-date
- Budget: Budget amount approved through Student Incidental Fees Committee (SIFC)
- Variance: Difference between YTD to budgeted amount
- Actuals to Budget: actual YTD income or expense activity to planned budget shown as a percentage

The top section of the report from left to right: Columns contain the Fiscal Year, Acct level, Account Category, Months, Accrual, YTD, Budget, Variance and Actuals to Budget.

Calculations Defined:
Variance = YTD – Budget
Actuals to Budget = YTD/Budget
The left hand section of the report from **top to bottom**: Contains account category information by Revenue, Expense, Transfers and Depreciation sections 1, 2 and 3, respectively. Income earned and Expenditure Burn Rates are also tabulated as a percentage by month against the budget. For example, in July of Fiscal year 2016 the represented index had earned 9.00% of its total revenue budget of $1,125,040.

**Calculations Defined:**

**Income Earned Rate** = Total Revenue by Month/Budget

**Accumulative Earn Rate** = Total Revenue month x + Total Revenue month y/Budget

ex. July Total Revenue + August Total Revenue/Budget

**Expense Burn Rate** = Total Expense by Month/Budget

**Accumulative Burn Rate** = Total Expense month x + Total Expense month y/Budget

**201x Net Total** = Total Revenue – Total Expense – Total Transfer and Depreciation

Each Account Category contains a + sign indicating a drilldown option is available.
Click on the + sign to expand the category. Here you will find an expansion of the account category line to account codes. You can also click on any of the numbers in the report to drill down to further detail.

<table>
<thead>
<tr>
<th>Account Category</th>
<th>ACTV</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>33,450</td>
<td>33,450</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Student Pay</td>
<td>2,660</td>
<td>1,730</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Moving Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other Payroll Expenses (OPE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Classified Other Payroll Expense (OPE)</td>
<td>15,448</td>
<td>15,456</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Student Other Payroll Expense (OPE)</td>
<td>23,877</td>
<td>20,543</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>1,103</td>
<td>4,705</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Communications / Postage &amp; Shipping</td>
<td>545</td>
<td>847</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Facilities &amp; Utilities</td>
<td>12,217</td>
<td>(515)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Rentals &amp; Leases</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fees &amp; Services</td>
<td>3,466</td>
<td>6,745</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Medical and Scientific Services</td>
<td>14,133</td>
<td>46,214</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Assessments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Conference, Entertainment, etc</td>
<td>2,040</td>
<td>402</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fiscal Management Expense</td>
<td>586</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Misc Services &amp; Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>3,445</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>92</td>
<td>458</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Click on the amount and further detail on the account appears, including the transaction details. If a Nolij document is available for viewing, a red N symbol will appear in the Nolij column. This is the original documentation that has been scanned. Examples of Nolij documentation can include the invoice, supporting documentation such as PR’s, agenda’s, advertising announcements and budget authority approval. Please keep in mind that if an invoice or requisition was processed via BennyBuy, a Nolij document will not be available. You can log into BennyBuy to view these documents.
Printing Reports
➢ There are multiple formats to print the report. Printing formats are available under the search criteria.

Other helpful CORE Tips
➢ Help section: Select the help option on the toolbar for a directory of help resources.

➢ Recently accessed reports: when logged into CORE a quick list of your most recently viewed reports will show at the bottom of the screen. Click on any report for quick access.
The search bar: this is a useful tool for searching for a report. You can search by the report number, title or description. For example: enter FIN1864 and go directly to that report.