

Quick Reference Guide:

How to Run the Budget Variance Report



Purpose:

The Budget Variance Report will give Project Managers, Project Participants, and/or Financial Analysts access to project level period and year-to-date information for their data level access.

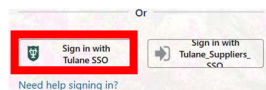
REQUIREMENT: To view data, users must have the Project Manager, Project Participant or Financial Analyst role. To obtain one of these roles, please submit a WaveWorks Service Now Access request including the data level needed to receive.

Step-by-Step:

Log into Gibson and click on WaveWorks Analytics & Reports link.



Use Tulane's SSO to sign in.



Click on the Navigator.



This is in the upper left hand of the screen.

Click on Catalog.



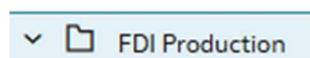
Click on Shared Folders.



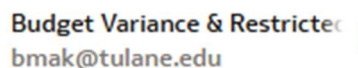
Click on Custom.



Click on FDI Production.



Open the Report.



Make selections from available search filters.

Each selection will change the data below.

Fiscal Year	Fiscal Period	Cost Center	Project	Natural Account L27
All	Jul-26	All	All	All
Natural Account				
All	L3	L4	L5	
All	All	All	All	

L5, L4, L3 (A grouping of Cost Centers for Reporting)



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Review/Export the data.



Drill to transaction level data by clicking on the amount in the PTD column.

30,221.25

The hyperlink will only appear when you hover over the cell

Hyperlinks are not available in every cell

Budget vs Actual by Cost Center- Summarized

The Budget vs Actual Variance Report – Summarized Report will return the high-level Revenue and Expense Categories for the following information:

Revised Budget	The revised budget amount for the chosen fiscal year
Actuals- PTD	The actual expenditures for the chosen period
Actuals- YTD	The actual expenditures for the chosen fiscal year To see the whole Fiscal Year, filter by Fiscal Year
Encumbrance Balance	The full encumbered amount for the project
Variance	The Revised Budget Amount minus the Actuals- YTD and Encumbrance-YTD
Budget Remaining	The remaining budgeted amount for the fiscal year



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Budget vs Actual Variance by Cost Center Report- Details

The Budget vs Actual Variance by Cost Center Report – Details will return the Natural Account Categories for the following information:

Revised Budget	The revised budget amount for the chosen fiscal year
Actuals- PTD	The actual expenditures for the chosen period
Actuals- YTD	The actual expenditures for the chosen fiscal year To see the whole Fiscal Year, filter by Fiscal Year
Encumbrance Balance	The full encumbered amount for the project
Variance	The Revised Budget Amount minus the Actuals- YTD and Encumbrance-YTD
Budget Remaining	The remaining budgeted amount for the fiscal year

