

# How to Read Your Budget-to-Actual Online Report

**STEP 1:** From the [Budget Resources Web Portal](#), select your sub-unit to be able to compare your year-to-date spending with your annual budget. This will open an Excel spreadsheet online with your budget and actual data by commodity category.

## View Your Budget-to-Actuals Online Report

Budget-to-actual reports will be updated on a **weekly basis**.

Select your sub-unit:

- [Business Affairs →](#)
- [Interdisciplinary Programs →](#)
- [Immediate Offices →](#)
- [Other Educational Programs →](#)
- [Educational Affairs →](#)
- [Digital Technology \(DGIT\) →](#)
- [Research Infrastructure →](#)

[How To Login to Your Online Budget Report](#)

[How to Read Your Online Budget Report](#)

Watch a how-to video for reading your budget-to-actual report.

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Not sure where your unit is located? Find its location here:

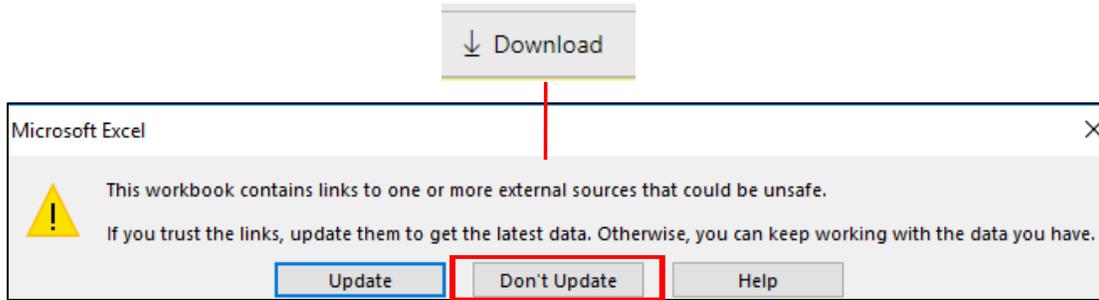
### The following sections are Dean's Office operating units:

1. Business Affairs
  - Facilities
    - Safety
    - Building Management
    - Capital Projects
  - Finance
  - Human Resources
    - Staff HR
    - Academic Personnel
    - Visa Office
2. Digital Technology (DGIT)
3. Educational Affairs
4. Immediate Offices
  - Academic Affairs
  - Diversity Affairs
  - Dean's Office Immediate
  - Research Affairs

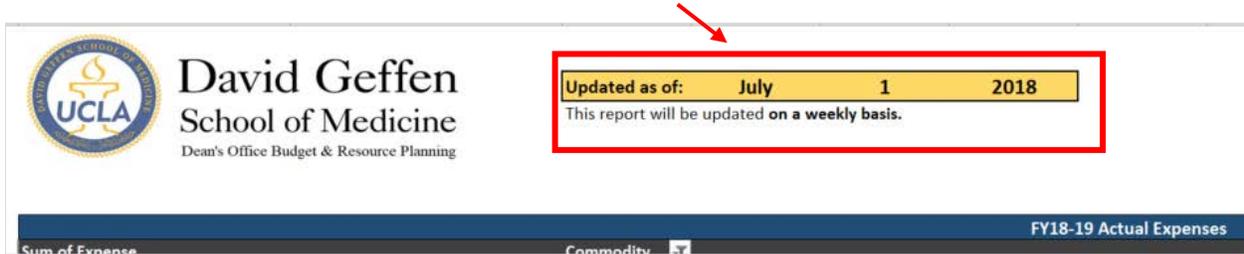
### The following sections are Dean's Office supported units:

1. Interdisciplinary Programs
  - Center for World Health
  - Institute for Precision Health
2. Other Educational Programs
  - Behavioral Wellness Center
  - CME
  - Donated Body
  - MSTP
  - MSTP Scholarship
  - Postdoctoral Program
3. Research Infrastructure / Core Facility
  - GMP
  - Capital Equipment

**STEP 2:** To see the full report with ledger detail, select "Download" from the upper right-hand corner and download the spreadsheet. When you open the spreadsheet, select **"Don't Update"** if prompted.



**STEP 3:** On the front page of the budget-to-actual report, the date the report was last updated will be listed in the left-hand corner. This report will be updated once a week.



**STEP 4:** Below the contact information, the budget-to-actual report is made of four tables. *The first box is actuals by unit/sub-unit, which shows your year-to-date actuals as of the date listed at the header of the report.*

On the left-hand side, the Sub-Units and Functional Areas are listed. These Functional Areas correspond with your account/cost center FAU. Please ensure you are using the FAUs [here](#).

Sum of Expense		FY18-19 Actual Expenses						
Sub-Unit Title	Functional Area Title	Payroll	Travel	Transportation	Maintenance	Food and Event	Service Char	
ADMISSIONS	ADMISSIONS	\$ 31,368	\$ -	\$ -	\$ -	\$ 1,106	\$ -	
CURRICULAR AFFAIRS	CURRICULAR AFFAIRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DIVERSITY INCL & OUTREACH	DIVERSITY INCL & OUTREACH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EVALUATION & ASSESSMENT	EVALUATION & ASSESSMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FACULTY DEVELOPMENT CENTER	FACULTY DEVELOPMENT CENTER	\$ -	\$ 7,897	\$ 513	\$ -	\$ 1,518	\$ 1	
FINANCIAL AID OFFICE	FINANCIAL AID OFFICE	\$ 36,570	\$ -	\$ -	\$ -	\$ 276	\$ -	
GME	GME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PRIME	PRIME	\$ -	\$ 319	\$ -	\$ -	\$ -	\$ -	
SIMULATION CENTER	SIMULATION CENTER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
STUDENT AFFAIRS	STUDENT AFFAIRS	\$ 119,494	\$ 5,544	\$ 199	\$ 452	\$ 34,068	\$ 10	
STUDENT RESEARCH & SCHOLAR	STUDENT RESEARCH & SCHOLAR	\$ 8,230	\$ 10,651	\$ -	\$ 2,421	\$ 600	\$ -	
EDUCATIONAL AFFAIRS-IMMEDIATE	EDUCATIONAL AFFAIRS-IMMEDIATE	\$ 44,478	\$ 4,673	\$ 966	\$ 4,539	\$ 84,442	\$ 41	
EDUCATIONAL AFFAIRS-IMMEDIATE	ALUMNI	\$ -	\$ -	\$ -	\$ -	\$ 9,742	\$ 1	
EDUCATIONAL AFFAIRS-IMMEDIATE	OUTREACH PROGRAMS	\$ -	\$ 3,660	\$ -	\$ -	\$ -	\$ -	
<b>Grand Total</b>		<b>\$ 240,140</b>	<b>\$ 32,745</b>	<b>\$ 1,678</b>	<b>\$ 7,412</b>	<b>\$ 131,752</b>	<b>\$ 55</b>	

**STEP 5:** In the columns to the right of the Functional Area shows year-to-date actuals for payroll and non-payroll by commodity. This shows how much you have spent so far this fiscal year in total payroll (including benefits) and non-payroll by category.

For detail on what is included in any of the **non-payroll** categories, double click on the cell for which you would like to see detail.

Sum of Expense		Commodity		
Sub-Unit Title	Functional Area Title	Payroll	Travel	Transportation
ADMISSIONS	ADMISSIONS	\$ 31,368	\$ -	\$ -
CURRICULAR AFFAIRS	CURRICULAR AFFAIRS	\$ -	\$ -	\$ -
DIVERSITY INCL & OUTREACH	DIVERSITY INCL & OUTREACH	\$ -	\$ -	\$ -
EVALUATION & ASSESSMENT	EVALUATION & ASSESSMENT	\$ -	\$ -	\$ -
FACULTY DEVELOPMENT CENTER	FACULTY DEVELOPMENT CENTER	\$ -	\$ 7,897	\$ 513
FINANCIAL AID OFFICE	FINANCIAL AID OFFICE	\$ 36,570	\$ -	\$ -
GME	GME	\$ -	\$ -	\$ -
PRIME	PRIME	\$ -	\$ 319	\$ -
SIMULATION CENTER	SIMULATION CENTER	\$ -	\$ -	\$ -
STUDENT AFFAIRS	STUDENT AFFAIRS	\$ 119,494	\$ 5,544	\$ 199
STUDENT RESEARCH & SCHOLAR	STUDENT RESEARCH & SCHOLAR	\$ 8,230	\$ 10,651	\$ -
EDUCATIONAL AFFAIRS-IMMEDIATE	EDUCATIONAL AFFAIRS-IMMEDIATE	\$ 44,478	\$ 4,673	\$ 966
EDUCATIONAL AFFAIRS-IMMEDIATE	ALUMNI	\$ -	\$ -	\$ -
EDUCATIONAL AFFAIRS-IMMEDIATE	OUTREACH PROGRAMS	\$ -	\$ 3,660	\$ -
<b>Grand Total</b>		<b>\$ 240,140</b>	<b>\$ 32,745</b>	<b>\$ 1,678</b>

**STEP 6:** Double-clicking a non-payroll cell will open a new tab with General Ledger line item detail.

Ledger Year Month	Project	Object	Account	CC	Fund	Sub-Object Title	Source Code	TE	Trans ID GL	Trans Doc Date	Trans. Eff. Date	Description	Appropriation	Expense
201806	TGRANT	2000	431265	2X	20226	TRAVEL-IN-STATE A CROOKS		41	999942	5/31/2018	6/19/2018	CROOKS,KIMTR01235094		437.54
201806	EVENTS	2100	431265	2X	20226	TRAVEL-CONFEREN KIM		41	999942	5/31/2018	6/19/2018	CROOKS,KIMTR01235094		595
201806	EVENTS	2000	431265	2X	20226	TRAVEL-IN-STATE A KIM		41	999942	5/31/2018	6/19/2018	CROOKS,KIMTR01235094		470.56
201805	SGRANT	2020	431265	2X	20226	PARKING		41	999942	5/9/2018	5/17/2018	MELEGA,WILTR01226360		102.66
201805	SGRANT	2000	431265	2X	20226	TRAVEL-IN-STATE A		41	999942	5/9/2018	5/17/2018	MELEGA,WILTR01226360		1043.35
201805	SGRANT	2000	431265	2X	20226	TRAVEL-IN-STATE A TARA		41	999942	4/25/2018	5/3/2018	VIJAYAN,TATRO1220413		481.28
201805	SGRANT	2000	431265	2X	20226	TRAVEL-IN-STATE A		41	999942	5/15/2018	5/24/2018	BROOK,RACHTR01228269		980.57
201805	SGRANT	2000	431265	2X	20226	TRAVEL-IN-STATE A ILIJE		41	999942	4/26/2018	5/2/2018	FITZGERALDTR01220123		793.57
201805	TRAVEL	2000	431265	2X	20226	TRAVEL-IN-STATE A LEHMAN		41	999942	5/8/2018	5/9/2018	LEHMAN,DEBTR01217440		1037.56
201805	SGRANT	2000	431265	2X	20226	TRAVEL-IN-STATE A HARRIS		41	999942	4/26/2018	5/2/2018	HARRIS,CHRTRO1220518		917.44
201805	TRAVEL	2000	431265	2X	20226	TRAVEL-IN-STATE A ITO		41	999942	4/30/2018	5/14/2018	ITO,BRANDOTR01217298		1037.02

**STEP 7:** Moving down the spreadsheet, the second table “Forecasted Expenses” shows, given your current rate of spending, how much you are estimated to spend by the end of the fiscal year at June 30<sup>th</sup>. The Grand Total box will highlight **green** if you are forecasted to spend below your budget; **white** if you are forecast to be within 10% of your budget; **red** if you are forecast to be over-budget. The goal is to keep the box **green** or **white**.

FY18-19 Forecasted Expenses										
Maintenance	Food and Event	Service Charges	Communication	Supplies	Rentals	Equipment	Print & Software	Other	Grand Total	
- \$	19,215 \$	2,746 \$	6,674 \$	- \$	17,275 \$	- \$	32,133 \$	- \$	- \$	623,241 \$
- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
- \$	26,383 \$	17,729 \$	- \$	5,640 \$	- \$	- \$	248 \$	- \$	- \$	196,166 \$
- \$	4,799 \$	9,907 \$	12,866 \$	1,899 \$	- \$	- \$	48,200 \$	- \$	- \$	713,293 \$
- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	5,543 \$
- \$	- \$	- \$	- \$	599 \$	- \$	- \$	- \$	- \$	- \$	599 \$
7,857 \$	592,135 \$	182,525 \$	36,907 \$	39,495 \$	- \$	- \$	84,113 \$	- \$	- \$	3,119,769 \$
42,085 \$	10,429 \$	2,190 \$	1,317 \$	- \$	- \$	- \$	15,097 \$	- \$	- \$	399,303 \$
78,890 \$	1,467,684 \$	718,795 \$	22,389 \$	1,377,742 \$	45,951 \$	- \$	88,649 \$	740,429 \$	- \$	5,411,610 \$
- \$	169,325 \$	17,641 \$	- \$	11,449 \$	- \$	- \$	3,260 \$	- \$	- \$	201,675 \$
- \$	- \$	10,168 \$	- \$	- \$	- \$	- \$	- \$	225,483 \$	- \$	299,272 \$
128,831 \$	2,289,969 \$	961,700 \$	80,153 \$	1,436,824 \$	63,227 \$	- \$	271,699 \$	965,912 \$	- \$	10,970,470 \$

**STEP 8:** Moving further down the spreadsheet, the third table shows approved budgets by Functional Area. You can compare this to the *first and second tables to see your run rate*. This is to make you aware of how much you are spending in each commodity compared to the approved budget. It is most important to try to stay below your **total budget target** rather than by object category, without sacrificing your ability to meet your sub-unit's mission.

FY18-19 Budget											
Functional Area Title	Payroll	Travel	Transportation	Maintenance	Food and Event	Service Charges	Communication	Supplies	Rentals		
ADMISSIONS	\$ 807,784	\$ 11,000	\$ 300	\$ 2,000	\$ 34,900	\$ 14,000	\$ 4,500	\$ 6,000	\$ 1,000		
CURRICULAR AFFAIRS	\$ 1,490,800	\$ 25,000	\$ 300	\$ 500	\$ 79,000	\$ 108,000	\$ 15,000	\$ 140,000	\$ 2,500		
DIVERSITY INCL & OUTREACH	\$ 470,242	\$ 27,000	\$ 6,000	\$ -	\$ 41,500	\$ 102,000	\$ 5,000	\$ 7,000	\$ -		
EVALUATION & ASSESSMENT	\$ 1,034,807	\$ 16,300	\$ 500	\$ -	\$ 6,000	\$ 10,500	\$ 2,500	\$ 1,650	\$ -		
FACULTY DEVELOPMENT CENTER	\$ 249,051	\$ 104,800	\$ -	\$ -	\$ 70,000	\$ 4,000	\$ -	\$ 5,000	\$ -		
FINANCIAL AID OFFICE	\$ 511,952	\$ 12,400	\$ 2,800	\$ 2,000	\$ 3,000	\$ 2,500	\$ 5,500	\$ 3,000	\$ -		
GME	\$ 1,007,511	\$ 57,600	\$ -	\$ 6,000	\$ 31,600	\$ 9,000	\$ 12,000	\$ 1,700	\$ 1,000		
PRIME	\$ 203,555	\$ 36,021	\$ -	\$ -	\$ 33,000	\$ 10,900	\$ 3,200	\$ 2,000	\$ 14,000		
SIMULATION CENTER	\$ 2,020,600	\$ 38,155	\$ 1,500	\$ 115,000	\$ 38,000	\$ 61,870	\$ 20,600	\$ 86,000	\$ 5,700		
STUDENT AFFAIRS	\$ 2,341,000	\$ 158,000	\$ 3,400	\$ 10,000	\$ 138,000	\$ 185,550	\$ 18,500	\$ 52,515	\$ 100		
STUDENT RESEARCH & SCHOLAR	\$ 199,670	\$ 48,000	\$ -	\$ 2,000	\$ 14,500	\$ 1,500	\$ 2,000	\$ 1,000	\$ -		
EDUCATIONAL AFFAIRS-IMMEDIATE	\$ 1,060,668	\$ 52,000	\$ 6,000	\$ 59,750	\$ 184,000	\$ 104,700	\$ 9,000	\$ 24,000	\$ 14,300		
ALUMNI	\$ 126,771	\$ 10,000	\$ -	\$ -	\$ 43,980	\$ 12,100	\$ 1,000	\$ 23,000	\$ -		
OUTREACH PROGRAMS	\$ 16,343	\$ 260,000	\$ 8,000	\$ -	\$ 10,000	\$ 400	\$ 700	\$ 27,000	\$ -		
	\$ 11,540,755	\$ 856,276	\$ 28,800	\$ 197,250	\$ 727,480	\$ 627,020	\$ 99,500	\$ 379,865	\$ 38,600		

**STEP 9:** Finally, the fourth table will show the variance, or difference between, the second table and the third table. This is to provide a quick snapshot of which areas are currently forecasted to spend over budget, and which are forecasted to spend under budget.

FY18-19 Forecasted Variance											
Sub-Unit Title	Functional Area Title	Payroll	Travel	Transportation	Maintenance	Food and Event	Service Charge				
ADMISSIONS	ADMISSIONS	\$ 262,586	\$ 11,000	\$ 300	\$ 2,000	\$ 15,685	\$ 11,250				
CURRICULAR AFFAIRS	CURRICULAR AFFAIRS	\$ 1,490,800	\$ 25,000	\$ 300	\$ 500	\$ 79,000	\$ 108,000				
DIVERSITY INCL & OUTREACH	DIVERSITY INCL & OUTREACH	\$ 470,242	\$ 27,000	\$ 6,000	\$ -	\$ 41,500	\$ 102,000				
EVALUATION & ASSESSMENT	EVALUATION & ASSESSMENT	\$ 1,034,807	\$ 16,300	\$ 500	\$ -	\$ 6,000	\$ 10,500				
FACULTY DEVELOPMENT CENTER	FACULTY DEVELOPMENT CENTER	\$ 249,051	\$ (32,450)	\$ (8,916)	\$ -	\$ 43,617	\$ (13,720)				
FINANCIAL AID OFFICE	FINANCIAL AID OFFICE	\$ (123,670)	\$ 12,400	\$ 2,800	\$ 2,000	\$ (1,799)	\$ (7,400)				
GME	GME	\$ 1,007,511	\$ 57,600	\$ -	\$ 6,000	\$ 31,600	\$ 9,000				
PRIME	PRIME	\$ 203,555	\$ 30,478	\$ -	\$ -	\$ 33,000	\$ 10,900				
SIMULATION CENTER	SIMULATION CENTER	\$ 2,020,600	\$ 38,155	\$ 1,500	\$ 115,000	\$ 38,000	\$ 61,870				
STUDENT AFFAIRS	STUDENT AFFAIRS	\$ 264,082	\$ 61,635	\$ (56)	\$ 2,143	\$ (454,135)	\$ 3,020				
STUDENT RESEARCH & SCHOLAR	STUDENT RESEARCH & SCHOLAR	\$ 56,617	\$ (137,132)	\$ -	\$ (40,085)	\$ 4,071	\$ (66,000)				
EDUCATIONAL AFFAIRS-IMMEDIATE	EDUCATIONAL AFFAIRS-IMMEDIATE	\$ 287,596	\$ (29,223)	\$ (10,787)	\$ (19,140)	\$ (1,283,684)	\$ (614,050)				
EDUCATIONAL AFFAIRS-IMMEDIATE	ALUMNI	\$ 126,771	\$ 10,000	\$ -	\$ -	\$ (125,345)	\$ (5,500)				
EDUCATIONAL AFFAIRS-IMMEDIATE	OUTREACH PROGRAMS	\$ 16,343	\$ 196,379	\$ 8,000	\$ -	\$ 10,000	\$ (9,700)				
<b>Grand Total</b>		\$ 7,366,892	\$ 287,143	\$ (358)	\$ 68,419	\$ (1,562,489)	\$ (334,600)				

If you have any questions, concerns, or would like to request additional details on this report, please contact your Business Partner or reach out to the Dean's Office Budget Team at [DeansOfficeBudget@mednet.ucla.edu](mailto:DeansOfficeBudget@mednet.ucla.edu).