

## Budget to Actuals – Revenue Report

**Overview:** This report summarizes budget and actual activities by annual and year-to-date for agencies' revenues. The report may be used by Finance Officers/Managers, Comptrollers and Analysts to monitor budgetary and actual activities for the agency. All revenue will be included only if they have been budgeted correctly in the budget application (i.e. has budget reference and class fund).

**Navigation:** Financials >> Commitment Control >> Review Budget Activities >> Budget Reports >> Bud/Act - Revenue

**Report Parameters:** Users will enter parameters, after choosing a Run Control ID, as follows:

**Business Unit** – Agency five-digit business unit, xxx00

**Bud Ref** – Two-digit budget reference value

**Accounting Period** – The accounting period based on the date in which the report is run; example – August 17, 2007 is accounting period “2”

**Fiscal Year** – Four-digit fiscal year pre-set to the current fiscal year

**Class-Funding** – User may choose one particular class fund, or leave the option blank for the report to return all class funds

**Budgeted Account** – Select “Detail” for accounts like “4xxxxx” or select “Sub-Major” for accounts like “4xx000”

**Getting the Report:** From Process Monitor, user shall click on the blue hyperlink title of the report (OCP382GL) and follow the steps as illustrated below

1. Click on Process Name.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search area with fields for 'User ID' (containing 'RTRAIL'), 'Type', 'Last' (set to '1 Hours'), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is also present. Below the search area is a table with the following columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains one row with the following data: '4366552', 'PSJob', 'OCP382GL', 'RTRAIL', '07/30/2007 8:04:53AM CDT', 'Success', 'Posted', and 'Details'. A hand cursor is pointing to the 'OCP382GL' link in the 'Process Name' column. Below the table, the text 'Click here for report' is displayed.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4366552		PSJob	<a href="#">OCP382GL</a>	RTRAIL	07/30/2007 8:04:53AM CDT	Success	Posted	<a href="#">Details</a>

2. On the page that follows clicking the process name, click on the last hyperlink in the list.

### Process Detail

Process Name: OCP382GL

Refresh

Main Job Instance: 4366552

Left | Right

-  [4366552 - OCP382GL Success](#)
-  [4366553 - OCPGL382 Success](#)



3. Next click on the View Log/Trace hyperlink.

### Process Detail

#### Process

Instance:	4366553	Type:	SQR Process
Name:	OCPGL382	Description:	Bud/Actual Rev Comp Rpt (0382)
Run Status:	Success	Distribution Status:	Posted

#### Run

Run Control ID: RT\_CORE\_RPTS  
 Location: Server  
 Server: PSNT  
 Recurrence:

#### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

#### Date/Time

Request Created On: 07/30/2007 8:04:57AM CDT  
 Run Anytime After: 07/30/2007 8:04:53AM CDT  
 Began Process At: 07/30/2007 8:05:15AM CDT  
 Ended Process At: 07/30/2007 8:05:36AM CDT

#### Actions

- [Parameters](#) Transfer
- [Message Log](#)
- Batch Timings
- [View Log/Trace](#)



4. Lastly, click on the “.pdf” hyperlink to open the report

**View Log/Trace**

**Report**

Report ID: 2204172      Process Instance: 4366553      [Message Log](#)  
 Name: OCPGL382      Process Type: SQR Process  
 Run Status: Success

Bud/Actual Rev Comp Rpt (0382)

**Distribution Details**

Distribution Node: FSSTGU      Expiration Date: 08/13/2007

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">OCPGL382_4366553.PDF</a>	56,125	07/30/2007 8:05:36.000000AM CDT
<a href="#">Trace File</a>	955	07/30/2007 8:05:36.000000AM CDT
<a href="#">Message Log</a>	1,606	07/30/2007 8:05:36.000000AM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	RTRAIL

**Report Amounts:**

**Annual Budget:** The total budgeted amount for the budget reference chosen.

**YTD Budget:** The sum of the budget through the accounting period chosen in the parameters; if budgeting on a quarterly calendar, this amount will be the cumulative sum of the budget through the end of the quarter in which the accounting period is

**YTD Collections:** The total amount collected from beginning of “Bud Ref” through the “Accounting Period” chosen

**Annual Variance:** YTD Collections – Annual Budget

**YTD Variance:** YTD Collections – YTD Budget

**Annual %:** (YTD Collections / Annual Budget) \* 100

**YTD %:** (YTD Collections / YTD Budget) \* 100

**(Sub-Account:** This is agency-defined; only on the detail report)

Account	Description	Sub-Account	Annual Budget	YTD Budget	YTD Collections	Annual Variance	YTD Variance	Annual %	YTD %
428100	Other		26,000	13,000	0.00	-26,000.00	-13,000.00	0.00%	0.00%
428173	Rejected Warrant Fee		0	0	238.88	238.88	-	-	-
428173	Rejected Warrant Fee	00	0	0	2,697.12	2,697.12	-	-	-
429174	Stop Payment Processing Fee		0	0	18,855.58	18,855.58	-	-	-
429174	Stop Payment Processing Fee	00	0	0	260.00	260.00	-	-	-
433147	Returned Check Charge		0	0	25.00	25.00	-	-	-
452000	Reimb for General Expenses		114,000	57,000	0.00	-114,000.00	-57,000.00	0.00%	0.00%
452075	Reimb. for Administrative Expe		0	0	62,250.00	62,250.00	-	-	-
452100	Reimb for Data Processing		79,000	39,500	0.00	-79,000.00	-39,500.00	0.00%	0.00%
452117	Reimb for Data Processing Exp		0	0	9,908.12	9,908.12	-	-	-
453081	Reimbursements for Personal Se		0	0	75.90	75.90	-	-	-
459105	Reimbursement for Pds Expended		0	0	34,825.47	34,825.47	-	-	-
459199	Other Grnts,Refunds&Reimbamnts		0	0	100,574.90	100,574.90	-	-	-
Class Funding 20000 Total			219,000	109,500	229,710.97	10,710.97	120,210.97	104.88%	209.78%