

**Spectrum Plus 8.9
Budget Progress and Actuals Drilldown Report Comparison**



Comparison	Budget Progress Report	Actuals Drilldown Report
Overview	<ul style="list-style-type: none"> Detailed information for budget checked transactions (POs, Vouchers, and Journals) 	<ul style="list-style-type: none"> Summary and detailed information for “journalized” transactions (Vouchers that have been journal generated and other posted Journals) Expenses take longer to show up on this report due to timing
Recommend to use	<ul style="list-style-type: none"> Monthly expenditure review of Organizational (ORG) Budgets (non-Project) 	<ul style="list-style-type: none"> Monthly expenditure review of Grant/Project Budgets May also be used for non-Project Budgets (General Accounting)
General use	<ul style="list-style-type: none"> May be run against any Fund/Department combination May also specify Budget Accounts to run against Revenue Budget Progress Report is a separate report Project Budget Progress Report is being developed separately 	<ul style="list-style-type: none"> May be run against a single SpeedType, Department, Accountant, Sponsor, Director, or Frequency Shows budget summarization, plus specified detail: <ul style="list-style-type: none"> Grant/Project (Single SpeedType) <ul style="list-style-type: none"> Summary Only Summary Plus Current Period Summary Plus Year to Date Summary Plus All Activity Grant/Project (Multiple) – Summary Only <ul style="list-style-type: none"> For Department For Accountant For Sponsor For Director For Frequency General Accounting (Single SpeedType) <ul style="list-style-type: none"> Summary Only Summary Plus Current Period Summary Plus Year to Date Summary Plus Prior years
Formatting	<ul style="list-style-type: none"> Data is sorted alphabetically by Budget Account, then numerically by Detail Account Type field indicates the transaction type (PO, Voucher, Journal) 	<ul style="list-style-type: none"> Data is sorted by Budget Account according to the Budget Translate Tree, then numerically by Detail Account Journal IDs are shown in the Detail sections, and may reference a Voucher ID if applicable

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Accounting Dates	<ul style="list-style-type: none"> • May specify the Budget Period and Accounting Period Range • The Budget Period also drives the Fiscal Year • Budget Period overrides Accounting Period if you choose To Accounting Period = 12 (i.e. BP2009/AP01-12 will pull FY2010 data if it has a BP2009) 	<ul style="list-style-type: none"> • Must specify an As-of Date: <ul style="list-style-type: none"> ○ If the date is associated with a Grant and a Grant Budget Year: Budget, Current Month, Current Grant Period, Prior Grant Period, Cumulative, Encumbrances, and Balance data columns are shown ○ If the date is associated with a Fiscal Year: Budget, Current Month, Current YTD, Prior Year, Cumulative, Encumbrance, and Balance columns are shown on the Summary Information section
Journals / Expenses and Revenues	<ul style="list-style-type: none"> • Successfully budget checked Journals/Expense amounts will show up on this report • Journals do not have to be posted or approved for expense amounts to show up on this report • Revenue and Balance Sheet Account amounts will not show up on this report 	<ul style="list-style-type: none"> • Successfully posted Journal/Expense amounts will show up on this report in the Summary and Detail sections • Journals must have been successfully Edited, Budget Checked, Approved and Posted in order for expense amounts to show up on this report • Shows Total Revenues and Total Expenses at the bottom of the Summary Information section
Vouchers / Expenses	<ul style="list-style-type: none"> • Successfully budget checked Vouchers/Expense amounts will show up on this report • If the Account is not an Expense Account, it will not show up on this report 	<ul style="list-style-type: none"> • Vouchers that have been journal generated and posted to the GL will show up on this report (according to the Journal ID) • Vouchers that have been budget checked, but not posted to GL will NOT show up on this report • If the Account is not an Expense Account, it will not show up on this report
POs / Encumbrances	<ul style="list-style-type: none"> • Successfully budget checked POs/Encumbrance amounts will show up on this report • PO Detail is shown including Encumbrance amounts for each PO 	<ul style="list-style-type: none"> • Encumbrance balances associated with successfully budget checked POs are included in the Summary Information section • PO/Encumbrance amount Detail will NOT show up on this report
Source of Data	<ul style="list-style-type: none"> • ORG Expenses and Encumbrances from the Budget Ledger • Any transaction that is successfully budget checked will show up on this report 	<ul style="list-style-type: none"> • Posted journals <ul style="list-style-type: none"> ○ Expenses (Summary Information and Detail sections) ○ Revenues (Summary Information section only) • PROJ_GRT or ORG Encumbrances from the Budget Ledger <ul style="list-style-type: none"> ○ Encumbrances (Summary Information section only)