



Reports for Monthly Budget Review

The following reports may be useful as you conduct a monthly review of the budget for your department or unit.

Name	Type	System	Timing	Why use?	Training
UGA_KK_DEPT_EXP_REV_BAL or UGA_KK_DEPT_BUDGET_BALANCE	Query	Financial Management	Real time budget checked transactions	Provides a basic view of budget-related balances	Viewing Budget Balances in the UGA Financial Management System
Budget Status Report v2.0	Report	Data Warehouse	Prior day budget checked transactions	Provides budget-to-actual information at the summary and detail levels for multiple financial departments	Working with Budget Status Cube v2.0
Budget Status Cube	Cube - Pivot Table	Data Warehouse	Prior day budget checked transactions	Presents budgets and budget balances in an Excel format with full PivotTable functionality. Includes transaction details.	Using Reports in the Data Warehouse How to use a Cube
Business Management WorkCenter Queries	Query	Financial Management	Transactions in various stages of entry and approval	Real time views of pre- and post-budget checked transactions and their current status	Introducing the Business Management WorkCenter
Budget Overview Tool	Inquiry page	Financial Management	Real time budget checked transactions	Searchable inquiry that allows users to enter criteria	Using the Budget Overview Tool
Quarterly Amendment Review	Report	Budget Management	Prior day budget checked transactions	Presents budget and budget balances for entire departmental hierarchies; Best practice is to run at least monthly rather than waiting until the end of the quarter to balance 1% funds.	Running the Quarterly Amendment Review Report
Expenditure Balances YTD	Report	Simpler	Prior day budget checked transactions	Shows overdrafts at a high level for correction; can summarize for individual departments or larger units by fund, account, and department	Coming soon

- For assistance or additional information, please contact the OneSource Service Desk at onesource@uga.edu or at 706-542-0202 (option 2).