



Summary:

The purpose of this Job Aid is to provide general ledger users with guidance for accessing and running the DASH Budget Vs. Actuals Report.

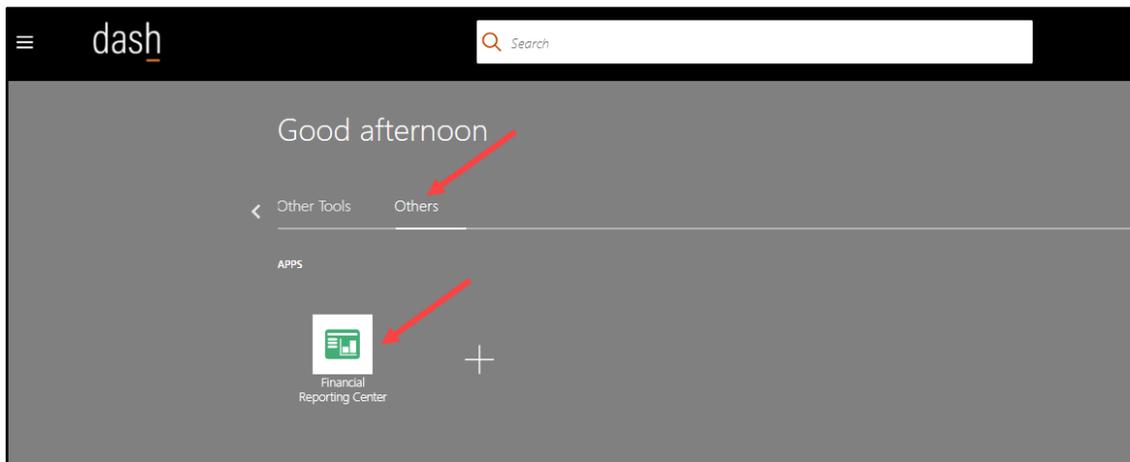
Please note the following:

- This job aid demonstrates running the Budget Vs. Annuals Report at the department level.
- Header items default to your last used settings. The first time the report is run, an accounting period with data is required to be selected. Parameters can be changed but will automatically save and execute each time the report is run.
- Every time a variable is selected or changed, the report will be refreshed.
- The report can be exported in various formats; PowerPoint and Excel are recommended. More details are provided at the end of this job aid.

Sign in to DASH and access the Budget Vs. Actuals Report

Steps to Follow:

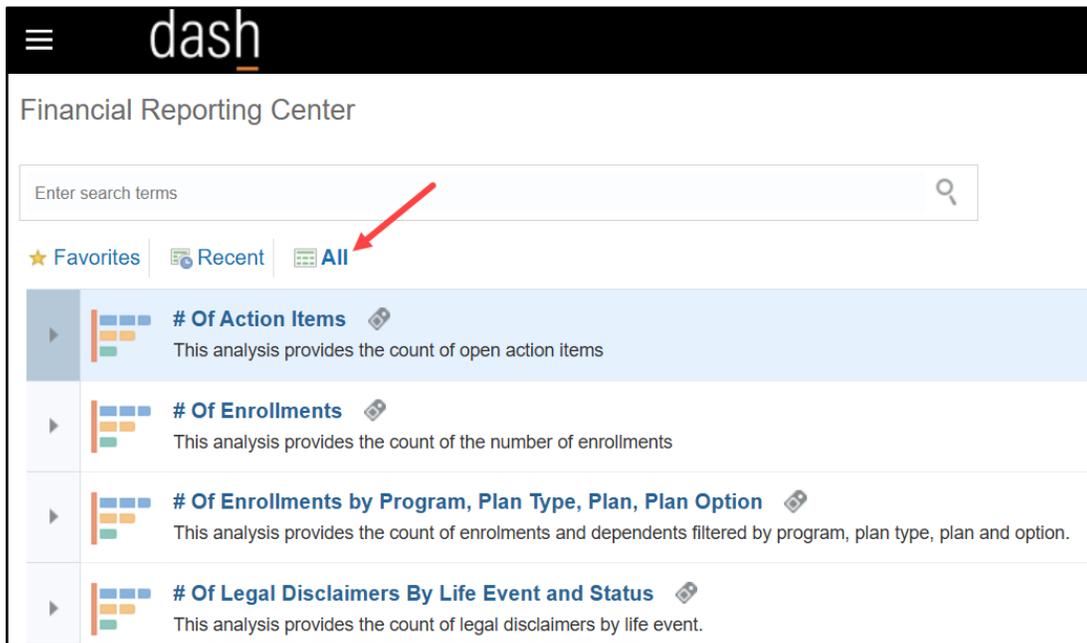
1. Log in to DASH: <https://dash.tennessee.edu/home>
2. Navigate to the **Others** selection in the Header Row. You may need to arrow to the right depending on your selections. Select the **Financial Reporting Center** tile.



Execute the Budget vs. Actuals Report

Steps to Follow:

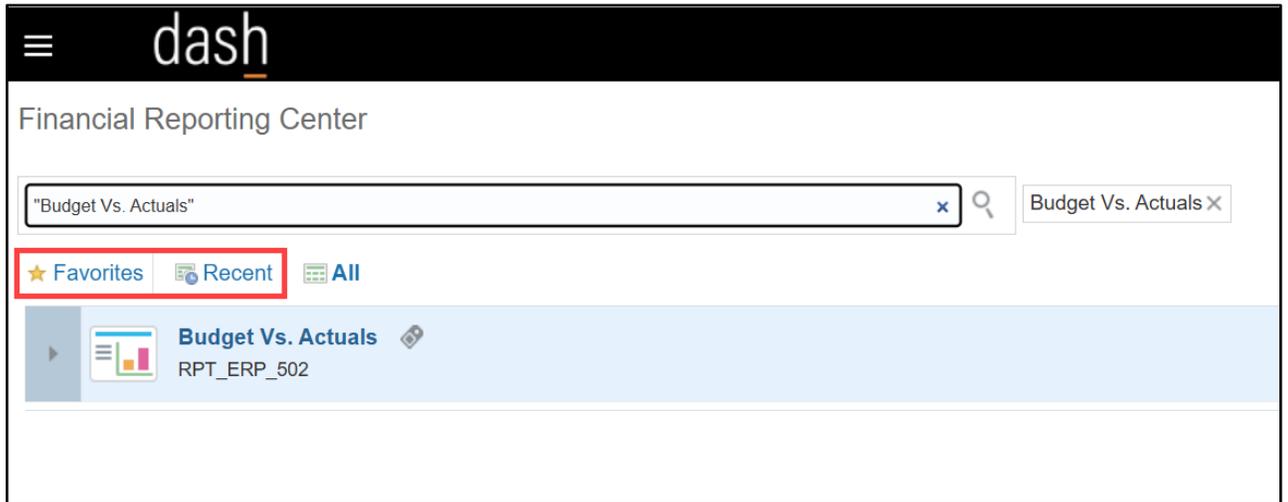
1. The **Financial Reporting Center** screen is displayed. The first time the report is accessed, the **Search** option will need to be used. Select the **All** tab.



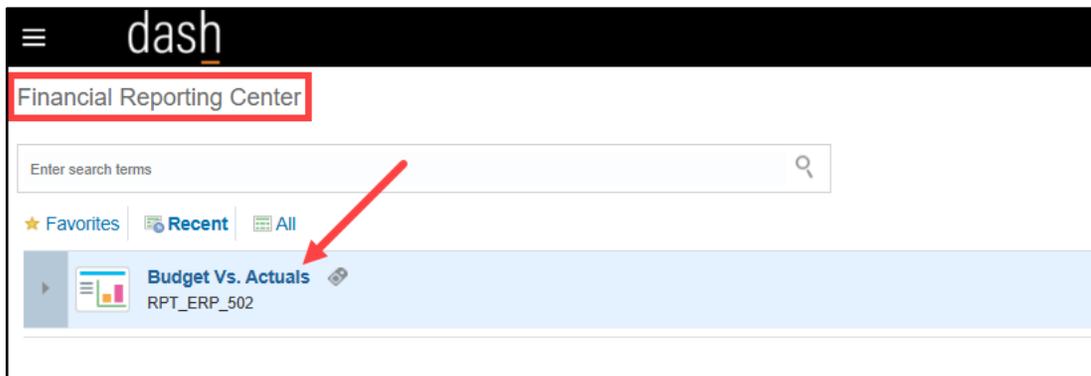
2. In the search bar, enter **Budget** and then select **Budget Vs. Actuals** from the list.

The screenshot shows the 'dash' logo in the top left corner of a black header bar. Below the header, the page title 'Financial Reporting Center' is displayed. A search bar contains the text 'Budget'. A dropdown menu is open, listing various reports. The 'Budget Vs. Actuals' report is highlighted in grey, and a red arrow points to it. Below the search bar, there are several report cards, each with a bar chart icon and a title: '# Of Life Events', '# Participants Costs', '% Backlog', '% Billable', and '% Cost Budget Spent'. Each card includes a brief description of the report's content.

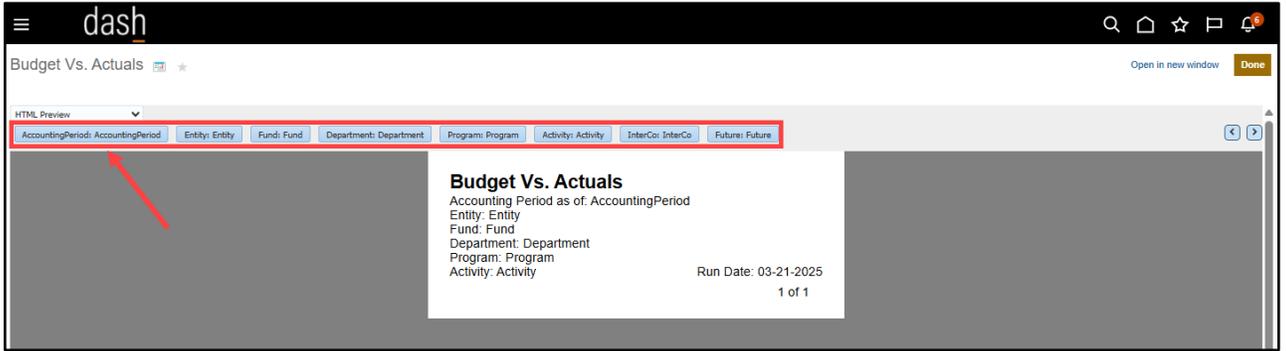
3. The **Budget Vs. Actuals** link is displayed. The **Favorites** or **Recent** tab options can be used to easily locate the report for subsequent access.



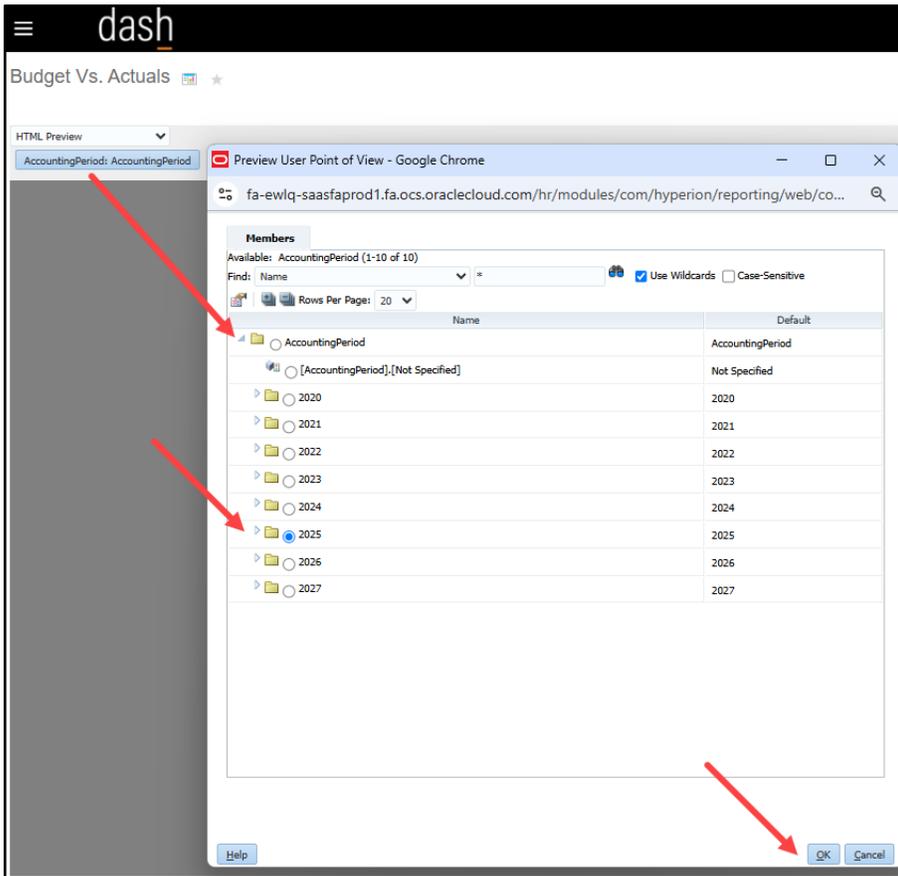
4. Select the **Budget Vs. Actuals** link to continue.



5. The first time the **Budget Vs. Actuals** report is run, the variables need to be selected. The only required variable to return any data is the **Accounting Period**, however further variable selections should be made to narrow the data. Select the **Accounting Period** variable to continue.



6. The **Accounting Period** variable selection window is displayed. Expand the **Accounting Period** folder and select the desired period. Click **OK** to continue.



7. The data for the current selection is displayed in a collapsed format. Next, select the **Department** variable to narrow the returned data.

Budget Vs. Actuals
 Accounting Period as of: 2025
 Entity: Entity
 Fund: Fund
 Department: Department
 Program: Program
 Activity: Activity
 Run Date: 03-28-2025

Ledger: UT System and Campus Amount Type: YTD Currency: USD					
Expand All	UT Budget	Actual	Budget - Actual	Total for Allocations	Encumbrance
	Ending Balance	Ending Balance		Ending Balance	Ending Balance
> 42222-TTL	\$2,661,804,680.00	\$3,017,711,111.20	\$355,906,431.20	\$3,017,711,111.20	\$4,372,848.84
Revenues					
> 52222-TTL					
Operating Expenses	\$2,664,451,644.00	\$2,910,722,400.37	\$246,270,756.37	\$2,910,722,400.37	\$252,659,574.99

Export In Query-Ready Mode
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8. The **Members** tab is displayed for department selection. The report can be run by different levels, including the Provost, College, or Department level.
9. In the example below, the report is run for the UT Knoxville College of Arts & Sciences by expanding and selecting the Department > UT_COA_DEPARTMENT-UT_COA_DEPARTMENT Current > UT00 > UTKC > 1001XX > 1040XY path and then selecting **OK**.



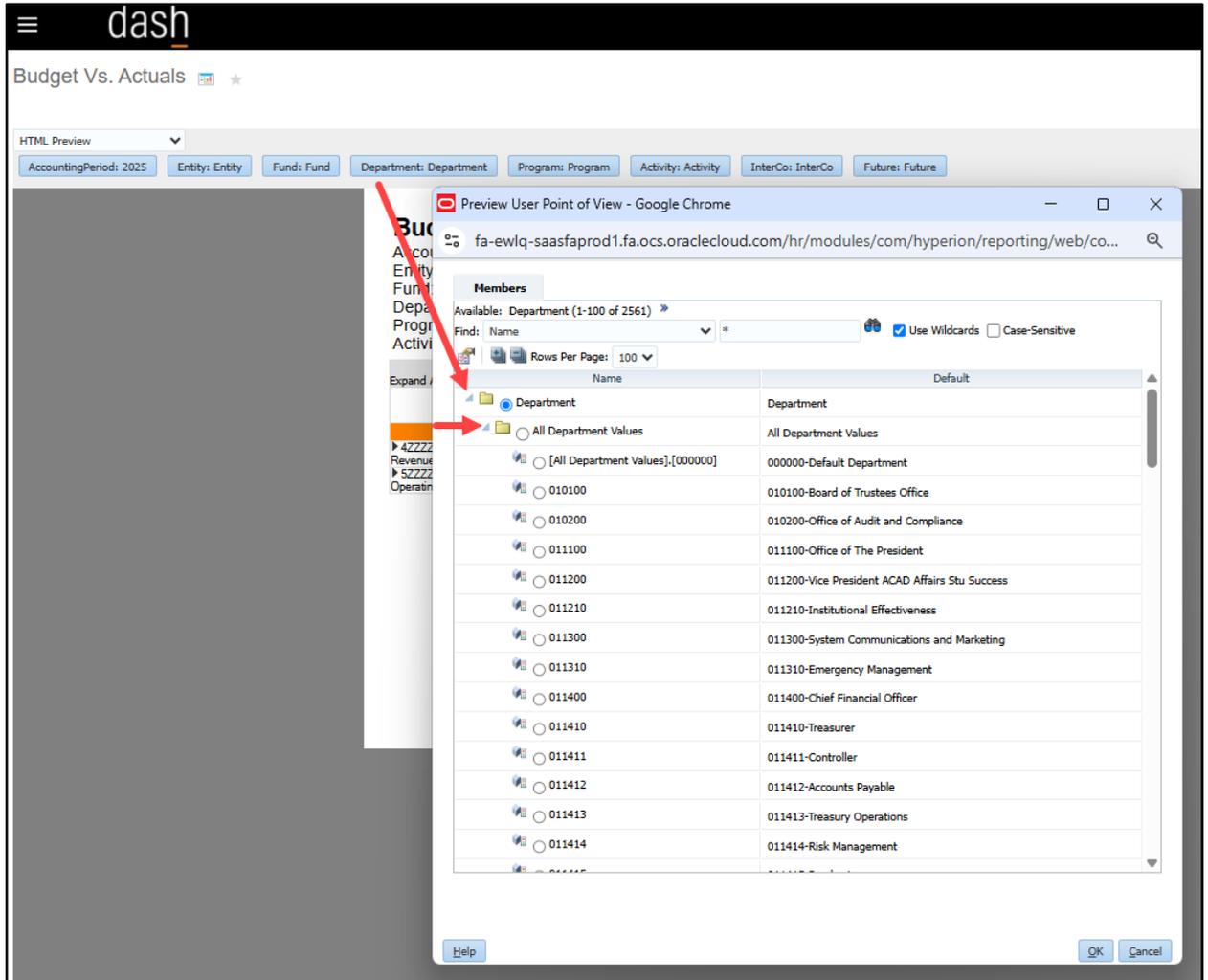
DASH Budget Vs. Actuals Report

Job Aid

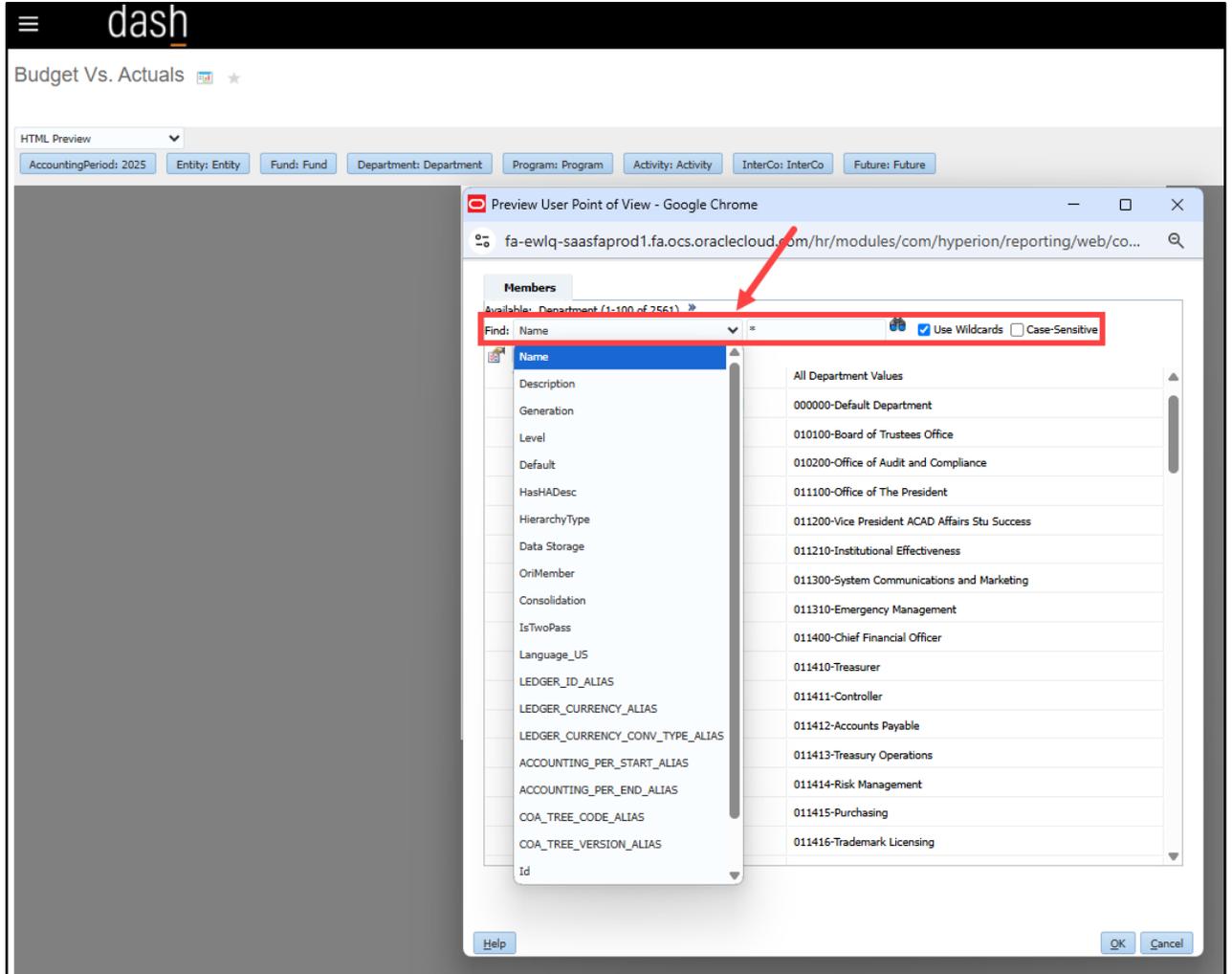
The screenshot displays the 'Members' selection screen in the DASH application. The interface includes a search bar with '106015' entered and a table of department members. A red box highlights the '1040XY' entry, and a red arrow points to the 'OK' button at the bottom right.

Name	Default
Department	Department
All Department Values	All Department Values
UT_COA_DEPARTMENT-UT_COA_DEPARTMENT Current	UT_COA_DEPARTMENT-UT_COA_DEPARTMENT Current
UT00	UT00-University of Tennessee
[UT00].[000000]	000000-Default Department
[UT00].[999999]	999999-Labor Distribution Clearing
UTAS	UTAS-UT AgResearch Consolidated
UTCH	UTCH-UT Chattanooga Consolidated
UTCS	UTCS-UT County Technical Assistance Service Consolidated
UTEX	UTEX-UT Extension Consolidated
UTFI	UTFI-UT Foundation Leased Employees
UTHC	UTHC-UT Health Science Center Consolidated
UTHS	UTHS-University Health Systems
UTKC	UTKC-UT Knoxville Campus
1001XX	1001XX-Provost
1001XY	1001XY-Provost Level 4
1040XY	1040XY-College of Arts and Sciences
1071XY	1071XY-Herbert College of Agriculture

10. In the next example shown below, the report is being run for the UT Knoxville Physics Department using the **Find** option.
 - a. Expand the **Department** folder and then expand the **All Department Values** folder.



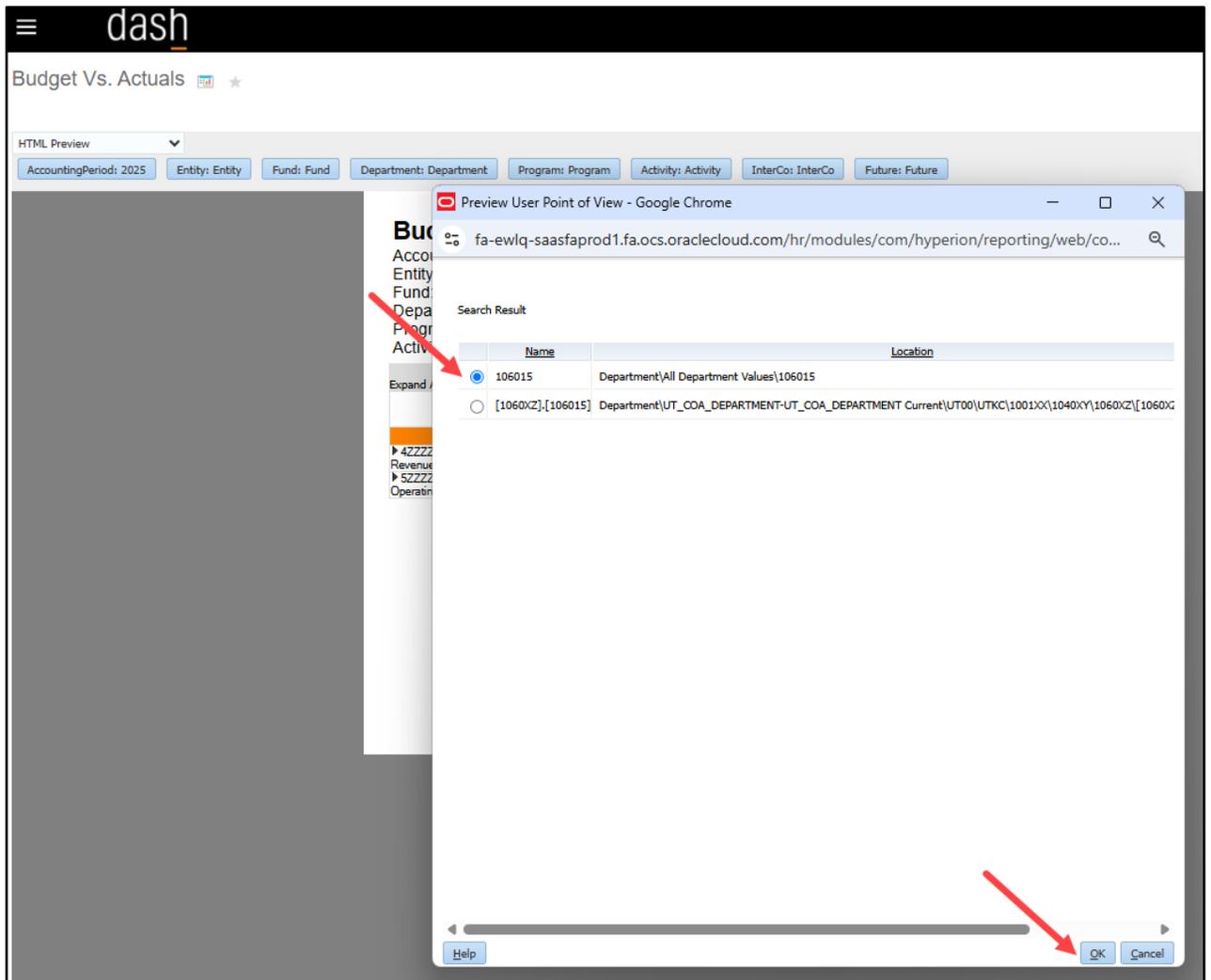
- b. All departments are displayed. The **Find** option can be used to easily select a particular value. The dropdown list displays additional search options.



- c. For this example, the **Name** option is selected, using **106015** for the search criteria. Next, select the **Find** button.

The screenshot shows the DASH application interface. At the top, there is a navigation bar with the 'dash' logo and a menu icon. Below the navigation bar, the page title is 'Budget Vs. Actuals'. There are several filter buttons: 'AccountingPeriod: 2025', 'Entity: Entity', 'Fund: Fund', 'Department: Department', 'Program: Program', 'Activity: Activity', 'InterCo: InterCo', and 'Future: Future'. A search dialog box is open, titled 'Preview User Point of View - Google Chrome'. The dialog box has a search bar with 'Find: Name' selected and '106015' entered. A red arrow points to the search bar. Below the search bar, there are checkboxes for 'Use Wildcards' and 'Case-Sensitive'. The dialog box also displays a list of department values, including 'All Department Values', '[All Department Values].[000000]', and various department codes and names such as '010100-Board of Trustees Office', '010200-Office of Audit and Compliance', and '011100-Office of The President'. The dialog box has 'Help', 'OK', and 'Cancel' buttons at the bottom.

d. Choose the desired result and then select **OK**.





DASH Budget Vs. Actuals Report

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- e. The **Members** tab is displayed. Change the **Rows Per Page** option and use the scroll bar to confirm the selection if needed.

The screenshot shows the DASH Budget Vs. Actuals Report interface. The main window displays the 'Members' tab with a list of department members. A dropdown menu for 'Rows Per Page' is open, showing options from 5 to 500. The '500' option is selected. A scroll bar is visible on the right side of the list, and a red arrow points to it. The interface includes a search bar, a filter dropdown, and a 'Find' field. The background shows the 'Budget Vs. Actuals' report header and navigation tabs.

Available:	Name	Default
Department (301-400 of 2561)		
106015		
<input type="checkbox"/>	102305	102305-CMHSRC Consulting and Services
<input type="checkbox"/>	102306	102306-Tennessee Child Support TCSEPP
<input type="checkbox"/>	[All Department Values],[102500]	102500-Library
<input type="checkbox"/>	102501	102501-Library Student Fee
<input type="checkbox"/>	102502	102502-UT Press
<input type="checkbox"/>	102600	102600-Military Science and Leadership
<input type="checkbox"/>	102650	102650-AF Aerospace Studies
<input type="checkbox"/>	[All Department Values],[102700]	102700-Graduate School
<input type="checkbox"/>	102701	102701-Graduate Admissions
<input type="checkbox"/>	102702	102702-THEC Minority Graduate Scholarships
<input type="checkbox"/>	102703	102703-Chancellor FellowshIPS
<input type="checkbox"/>	[All Department Values],[102800]	102800-Vice Provost Academic Affairs
<input type="checkbox"/>	102801	102801-NAGPRA
<input type="checkbox"/>	102802	102802-Online Programs
<input type="checkbox"/>	102803	102803-SACS Accreditation
<input type="checkbox"/>	102804	102804-Academic Assessment
<input type="checkbox"/>	[All Department Values],[102900]	102900-Vice Provost Faculty Affairs
<input type="checkbox"/>	[All Department Values],[102901]	102901-Teach and Learn Innov Prog Operations
<input type="checkbox"/>	102902	102902-Teach and Learn Innov Salaries

f. Select **OK** to continue.

The screenshot shows the DASH application interface with a modal window open. The modal window displays a list of departmental codes and names. The code '106015-Physics' is highlighted with a red box. A red arrow points to the 'OK' button at the bottom right of the modal.

Code	Department Name
106003	106003-Microbiology
106004	106004-Biochem Cellular and Molecular Biology
106005	106005-RC Bcmb Bioanalytical Resources Facility
106006	106006-Chemistry
106007	106007-RC Chemistry X Ray Facility
106008	106008-RC Nuclear Magnetic Resonance Facility
106009	106009-RC Biological Mass Spec Facility
[All Department Values],[106010]	106010-RC Chemistry Polymer Characterizatrn Lab
106011	106011-Earth and Planetary Sciences
106012	106012-RC Electron Microprobe
106013	106013-Mathematics
106014	106014-RC Nimbios Spatial Analysis Lab
106015	106015-Physics
106016	106016-Ecology and Evolutionary Biology
106017	106017-RC Biology Field Station
106018	106018-Sch of Genome Sci
107001	107001-Anthropology
107002	107002-Geography and Sustainability
107003	107003-Political Science
107004	107004-Psychology
107005	107005-Psychology Clinical Training
107006	107006-Sociology
107007	107007-Africana Studies



DASH Budget Vs. Actuals Report

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11. The **Budget Vs. Actuals** report is displayed. Rows can be expanded individually, or use **Expand All** to fully expand all rows at once.

Budget Vs. Actuals
Accounting Period as of: 2025
Entity: Entity
Fund: Fund
Department: 106015-Physics
Program: Program
Activity: Activity

Run Date: 03-28-2025

Ledger: UT System and Campus Amount Type: YTD Currency: USD

Expand All

	UT Budget Ending Balance	Actual Ending Balance	Budget - Actual	Total for Allocations Ending Balance	Encumbrance Ending Balance
42222-TTL Revenues	\$20,000.00	\$7,862,941.64	\$7,842,941.64	\$7,862,941.64	
52222-TTL Operating Expenses	\$9,224,869.00	\$15,907,597.83	\$6,682,728.83	\$15,907,597.83	\$1,342,202.59

Export In Query-Ready Mode

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- Once **Expand All** is selected, all detailed results are displayed. Use the scroll bar on the right side of the window to view the data.

Budget Vs. Actuals
 Accounting Period as of: 2025
 Entity: Entity
 Fund: Fund
 Department: 106015-Physics
 Program: Program
 Activity: Activity
 Run Date: 03-28-2025

Ledger: UT System and Campus Amount Type: YTD Currency: USD

	UT Budget	Actual		Total for Allocations	Encumbrance
	Ending Balance	Ending Balance	Budget - Actual	Ending Balance	Ending Balance
▼4ZZZZ-TTL					
Revenues	\$20,000.00	\$7,862,941.64	\$7,842,941.64	\$7,862,941.64	
▼40ZZZZ-TTL					
Operating Revenues	\$20,000.00	\$6,472,032.39	\$6,452,032.39	\$6,472,032.39	
▼400ZZZ-Sub TTL					
Student Tuition					
And Fees	\$20,000.00	\$85,357.50	\$65,357.50	\$85,357.50	
▼400500-Other					
Student Fees	\$20,000.00	\$85,357.50	\$65,357.50	\$85,357.50	
400501-					
Other Student					
Fees	\$20,000.00		\$20,000.00		
400533-					
Course Fees		\$85,357.50	\$85,357.50		\$85,357.50
▼404ZZZ-Sub TTL					

Export In Query-Ready Mode
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- The report can be exported in multiple formats. Please note the following:
 - The report must be **fully expanded** before using the export feature.
 - PowerPoint is the only version that includes page numbers.
 - Word and PDF versions are not recommended and do not export the data in its entirety.
 - If a PDF is needed, a PowerPoint version can be saved as a PDF.
 - PowerPoint and Excel exports are driven by the HTML preview. It is critical to run the HTML report and expand the data needed before exporting.
- Once the report is fully expanded, select the **HTML Preview** dropdown list and select the desired export format. For this example, the **Export to Excel** option is selected. The report will be downloaded to your computer.

Budget Vs. Actuals

Accounting Period as of: 2025
 Entity: Entity
 Fund: Fund
 Department: 106015-Physics
 Program: Program
 Activity: Activity

Run Date: 03-25-2025

Ledger: UT System and Campus Amount Type: YTD Currency: USD

	UT Budget			Actual			Budget - Actuals	Total for A
	Ending Balance	Ending Balance Dr	Ending Balance Cr	Ending Balance	Ending Balance Dr	Ending Balance Cr		
▼42ZZZZ-TTL								
Revenues	20,000.00	20,000.00	0.00			9,031,994.34	16,875,483.48	20,000.00
▼40ZZZZ-TTL								
Operating Revenues	20,000.00	20,000.00	0.00			240,140.70	6,692,720.59	20,000.00
▼400ZZZ-Sub TTL								
Student Tuition And Fees	20,000.00	20,000.00	0.00			5,470.00	90,827.50	20,000.00
▼400500-Other								
Student Fees	20,000.00	20,000.00	0.00			5,470.00	90,827.50	20,000.00
400501-Other Student Fees								
400501-Other Student Fees	20,000.00	20,000.00	0.00					20,000.00
400533-Course Fees						5,470.00	90,827.50	
▼404ZZZ-Sub TTL								

Export In Query-Ready Mode

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15. This completes the process to access and run the **DASH Budget Vs. Actuals Report**.