Faculty Budget Holder Dashboard – Quick Guide

T1's Faculty Budget Holder Dashboard helps you fulfil your Budget Holder responsibilities by compiling all the financial information you need into a set of dynamic tables. This guide briefly explains the content and context of the Dashboard. More detailed information is available on the University Budgets webpage.

Principles

The Dashboard has multiple sections, but the following principles apply throughout:

- Figures are shown only for budgets for which you are responsible. However, see the Reporting Users section below if you have been given reporting rights for one or more budgets for which you are not the holder.
- Data is shown only for your Faculty-held budgets, not for externally funded research grants. For research budgets, please use the separate research tool RIME.
- All tables are dynamic, with scrollbars, filters and drilldowns. They default to include all available data. Filters are on the right of the screen throughout the report. If no filters are selected, all data is shown.
- Tables appear even when there is no associated data. For example, if you do not hold a PDA you will still see the PDA Project table, but it will be blank.
- All tables are exportable into Microsoft Excel by left-clicking on the table, selecting the printer icon in the top-right corner, and selecting the Excel icon. However, it is recommended that you run the purpose-built reports available in the Report Outputs section instead.
- The University's financial year runs from 1 August to 31 July. Any current year data labelled 'to date' or 'YTD' means from 1 August to today's date.
- Brackets around figures denote either income or an adverse variance. Figures without brackets relate to costs or a favourable variance.

Definitions

The full glossary defines all the terminology used in T1's reports, but here is a quick reference of the key terms used in the Dashboard tables.

Column Heading	Explanation
Revised Budget	The most recently approved total allocated budget for the current financial year.
Actual to Date	The total value of completed transactions paid from your budget so far in the current financial year.
Commitments	The total value of transactions that are due to occur but have not yet been completed.
Total Committed	Actuals plus commitments; essentially total spend so far in the current financial year.
Variance to Budget	Revised budget less total committed, i.e. your remaining budget.
Prior Year YTD	Prior year is the most recently completed financial year (ending 31 July). YTD means year-to-date, the period of time from the beginning of the current financial year (1 August) to today's date. Therefore prior year YTD is the amount transacted between 1 August last financial year and today's equivalent date in that year.
(Income) / Expense	Total funds received into your budget (income) will show as a bracketed figure, and funds paid out of your budget (expenses) will show as a figure without brackets.
Favourable / (Adverse)	Variances are either favourable (more income and/or less cost than the comparative) or adverse (less income and/or more cost). Adverse figures are bracketed.
Manager	The individual responsible for managing the budget (the Budget Holder).

Dashboard Sections

Each section of the Dashboard features a dynamic table of figures. These tables are introduced below. Note that figures in the screenshots are blurred to preserve confidentiality.

Consolidated – summarises your budgets by budget centre, including any projects that feed into them. On the right of the screen is a selection menu called Source. If you untick Project Ledger, you will only see budget centre values in the table (at budget level, excluding projects). If you see unfamiliar budgets, it is because you are the Project Manager (the named holder of a project) within another person's budget centre. If this is the case, you will only see figures relating to your project within that budget centre.

Budget Centre	Revised Budget Income / (Expense)	Actual to Date Income / (Expense)	Commitments Income / (Expense)	Total Committed Income / (Expense)	Variance to Budget Favourable / (Adverse)	Prior Year YTD Income / (Expense)	Prior Year Variance Favourable / (Adverse)
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

General Projects – summarises any budgets you hold that are classified as 'projects' in T1. The data you see here will also feed into the Consolidated table (see above). Here you will see all projects for which you are the Project Manager, including anyone's projects linked to a budget centre for which you are the Budget Holder. On the right side of the screen you can use the drop downs to select Project Manager, Project or Budget Centre.

Project	Revised Budget Income / (Expense)	Actual to Date Income / (Expense)	Commitments Income / (Expense)	Total Committed Income / (Expense)	Variance to Budget Favourable / (Adverse)	Prior Year YTD	Prior Year Variance Favourable / (Adverse)
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

All Transactions lists all paid/processed/completed transactions ('actuals') and **All Commitments** lists all those committed but not yet completed. You can scroll left/right/up/down to view more details. The default view shows you all transactions/commitments on all your budgets, but you can filter down to specific budgets using the Budget Centre and Project selectors on the right-hand side of the screen.

All Transactions

Search

Ledger Name	Account	Amount	Nominal Account	Document Type	Period	Transaction Date	Posted Date	Narration_1
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

All Commitments

Search

Account	Date	Amount	Nominal	Purchase Order	Purchasing System	Commitment Type	Narration	Supplier
[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		
[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		

PDA Project and **Third Party Project** – summarise any Professional Development Accounts (PDAs) and Third Party Accounts you hold. PDAs are used to manage external income you have earned (e.g. via consultancy). Third Party accounts are those managed outside the normal University financial processes. Not all members of staff hold a PDA, and very few hold a Third Party Account, so you might not see any data in this section. However, if there is no data and you believe you should hold an account, please query this with your [Faculty Financial Planning and Reporting Team](). Note that PDAs are different from Research Allowances / Academic Allowances (these types of budgets should appear in the General Projects section of the Dashboard).

Balances present on PDAs and Third Party Accounts at financial year-end typically roll forward to the following financial year. This distinguishes them from standard University budgets, hence being displayed in a separate section of the Dashboard. The 'balance brought forward' column refers to the amount present in the account at the end of the previous financial year that has been brought into the current financial year. A bracketed figure represents a credit/spendable amount and a figure without brackets represents a debit/overspend. The 'spend remaining' column shows the remaining balance at today's date, after consideration of current year income, expenses and commitments.

PDA Project

Search

Project No.	Balance Brought Forward	Income	Expense	Commitments	Spend Remaining
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Third Party - Project

Search

Project	Balance Brought Forward	Income	Expense	Commitments	Spend Remaining

Actual Payroll Postings – shows pay costs (which can include salary, pension and National Insurance contributions, Apprentice Levy, etc) that have been charged to your budgets. These are displayed by staff member and by period. Periods are full months, with Period 1 being the first month of the University's financial year (i.e. August). You can scroll left/right/up/down to view more details on your screen. You can filter by budget centre / project using the options on the right-hand side of the screen. Please note that this is sensitive data which you should treat as confidential.

Position	Payroll Reference	Employee Name	Year to Date Total	Period 1	Period 2	Period 3	Period 4	Period 5
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

PCARD Unreconciled Transactions – if you hold a University purchasing card, you need to reconcile it to ensure your transactions are coded to the right budgets. This section of the Dashboard lists individual transactions charged to your card that are awaiting reconciliation. The [Finance Helpdesk]() offers [purchase card training]().

Account	Card Holder Name	Posted Date	Period	Reference	Outstanding	Document Date	Narration	Document Type	User_Field_6
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Report Outputs

On the right-hand side of the Dashboard screen there are links to various reports which you can download to Microsoft Excel.

Report Pack Output	Summary of all your budgets and can be viewed as budget centres only, projects only, or a consolidation of both.
Transactions Report	List of all transactions processed to date in the current financial year.
Commitments Report	List of all commitments submitted to date in the current financial year.
Prior Year Transactions	List of all transactions processed in the previous full financial year.
My delivered Reports	All reports you run appear here for you to open.

Reporting Users

Only one person can ultimately be responsible for a budget (i.e. the Budget Holder), but T1 allows view-access for additional 'reporting users' who can support the Budget Holder in managing their funds. If you have been designated as a reporting user, click the Faculty Reporting User link in the My Finance Portal screen.

This takes you to a screen which gives you the option to select specific budget codes, or to select all. After making your selections, click the button at the top-right of the screen. This brings you to the Reporting Users Dashboard, which has identical functionality to the main Dashboard, meaning you can view data as if you were the Budget Holder.

Further Information and Contacts

More detailed information around the topics covered in this guide are on the University Budgets webpage. This includes the University's Financial Regulations, which are mandatory for all staff.

The Finance Helpdesk is the first point of contact to help you with procedural T1 queries such as completing a task in T1, navigation of the Budget Holder Dashboard, navigation of 'My Finance Portal' and how to run reports.

For specific budget queries, please contact your Faculty Financial Planning and Reporting Team. The teams' email addresses are:

Faculty of Environment, Science & Economy	ESE-Finance-Team@exeter.ac.uk
Faculty of Humanities, Arts & Social Sciences	HASSFPR@exeter.ac.uk
Faculty of Health & Life Sciences	HLSFPR@exeter.ac.uk