

## Quarterly Actuals Division Manager Certifications

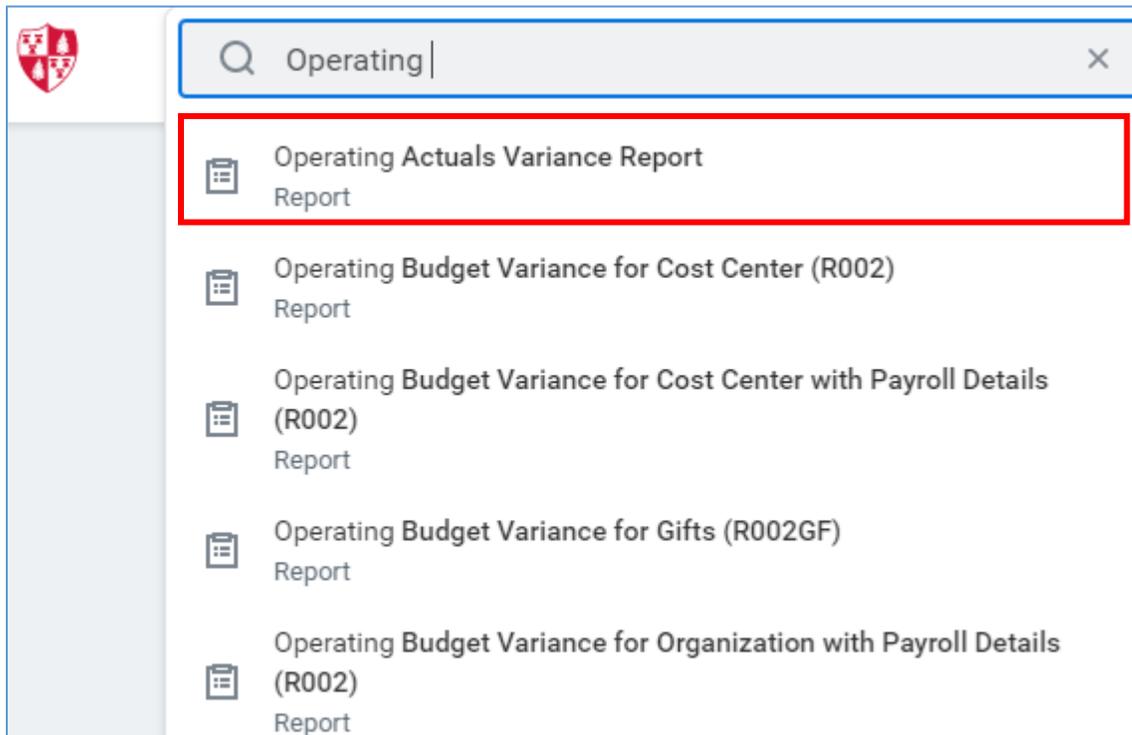
Division Managers must run the Quarterly Actuals report in order to identify and explain variances on the year-to-date actuals for Cost Centers within Divisions. This process must be completed on a quarterly basis to allow for the accuracy and completeness of financial information.

### Notifications

Division Managers will receive notifications on the first Monday after the quarter-end, advising Division Budget Managers to run the Operating Actuals Variance Report. Note – there will be repeat reminders sent out to all Division Budget Managers until the due date of the 15<sup>th</sup> of the first month of the quarter.

#### Run the Variance Report

- 1) In the *Search* field enter **Operating Actuals Variance Report** and select the appropriate action from the search results.



- 2) From the *Operating Actuals Variance Report* screen, complete the following fields:

- **Organization:** Select the **Division** name to return all associated Cost Centers within the report.
- **Period:** Click the **prompt icon** and select the last period of the quarter.

3) Click the **OK** button.

The Operating Actuals Variance Report displays.

Montclair State University	FY 2021		FY 2020	Variance (Current Year vs Prior Year Actuals)	Comments
Report ran on 03/29/2021 for Period FY 2021 - 08 Feb	Revised Budget	Actuals	Last Year Actuals	\$ Variance	
CC10	14,326.00	0.00	(2,377.35)	2,377.35	
CC10	0.00	45,295.16	(164,939.62)	210,234.78	
CC10	(2,596,009.29)	(1,352,244.98)	(2,463,702.23)	911,457.85	
General Operating	(4,317.00)	(661.57)	(5,338.97)	4,677.40	
Internal Chargeback	(5,738.00)	(2,055.65)	(5,637.42)	3,783.79	
Non-Position Controlled	(746,397.24)	(800,058.40)	(712,314.70)	211,356.30	
Instructional Temporary	(255,444.00)	(183,237.70)	(177,743.26)	(5,494.44)	
Temporary (Non-Instructional) Staff	(5,000.00)	0.00	(500.00)	500.00	
Student Assistants	0.00	(1,500.00)	(2,535.00)	1,035.00	
Fringe Benefits	(483,933.24)	(316,220.70)	(531,536.44)	215,315.74	
Position Controlled	(1,830,557.05)	(1,048,570.78)	(1,730,751.14)	691,180.36	
Instructional	(1,562,969.05)	(881,157.83)	(1,611,673.24)	730,515.41	
51005 Faculty-Tenure/Tt	(1,562,969.05)	(880,652.87)	(1,569,583.84)	688,930.97	
51020 Instructional Specialists	0.00	(504.96)	(42,089.40)	41,584.44	
Administrative and Professional	(216,607.00)	(130,667.61)	(55,095.28)	(75,572.33)	
Support Staff	(59,981.00)	(36,745.34)	(72,982.62)	36,237.28	
Travel	0.00	0.00	(460.00)	460.00	

The report displays the specific Cost Centers within the selected Division. These Cost Centers expand to display the corresponding account summaries and accounts. The amounts displayed in the columns are viewable and drillable including the variance \$ column. Note: If a cost center changed divisions from the prior year, the cost center will be listed in both divisions since the report shows prior year actuals.

Y 2021	FY 2020	Variance (Current Year vs Pri
Actuals	Last Year Actuals	\$ Variance
(20,731,152.74)	0.00	(20,731,152.74) 
(2,867,864.48)	0.00	
(187,482.45)	0.00	
(238,839.99)	0.00	
(1,884,800.93)	0.00	
(50.28)	0.00	
(700.00)	0.00	
(757.08)	0.00	
(267.60)	0.00	
(42,848.29)	0.00	

View By

- Cost Center
- Detail Code
- Employee
- Fund
- Gift
- Grant
- Job Profile
- Journal Source
- Ledger Account
- Position

[View Details](#)  
[Export to Excel \(All Columns\)](#)  
[Export to PDF](#)

Division Budget Managers will compare the current **FY Actuals column** against the previous fiscal year **Actuals** for any cost center line with a flag in the **\$ Variance** column. **Note** – The comparison will be on an aggregated basis, meaning the current Actuals include all year-to-date information up to and including the selected month.

On the far right of the Operating Actuals Variance Report header bar are two icons.



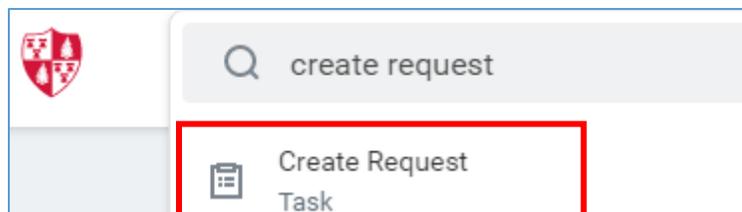
- 4) Click the **Excel** icon to download the report into Excel. **Note** – Due to report limitations, the variance flag will disappear in the downloaded Excel version.
- 5) Add comments into the **Comments** column for those cost centers that have a variance flag associated with it (viewed in Workday) **at the expanded account level.** **Note** – Due to report limitations, the cost center, account summary, and account will show a variance flag only in Workday and not in the downloaded Excel version. If the cost center has a variance flag however, there is not one account summary or account that equates to the variance threshold then, please explain those accounts that make a majority of the flagged variance difference. Note: The downloaded Excel version is not drillable.

Operating Actuals Variance Report					
Organization		Division:			
Period		FY 2021 - 08 Feb			
Please provide explanation for the variance					
Montclair State University	FY 2021		FY 2020	Current Year vs Prior Year	Comments
Report run on 03/29/2021 for Period FY 2021 - 08	Revised Budget	Actuals	Last Year Actuals	\$ Variance	
Cost Center	(344,381.84)	(236,512.69)	(198,003.07)	(38,509.62)	
CC101	(344,381.84)	(236,512.69)	(198,003.07)	(38,509.62)	
Equipment and Capital Expense	(0.02)	520.93	(2,597.36)	3,118.29	
General Operating	(33,400.02)	(28,573.86)	(10,699.91)	(17,873.95)	
Materials and Supplies	(22,400.01)	(18,533.87)	(9,294.89)	(9,238.98)	
60101:Materials & Supplies	(20,500.01)	(16,979.92)	(7,520.17)	(9,459.75)	
60110:Books	0.00	(250.00)	0.00	(250.00)	
60115:Clothing Expense	(500.00)	0.00	(442.79)	442.79	
60120:Maintenance Supplies	(1,400.00)	(1,303.95)	(1,331.93)	27.98	
Postage and Delivery	0.00	(47.54)	(44.20)	02.60	

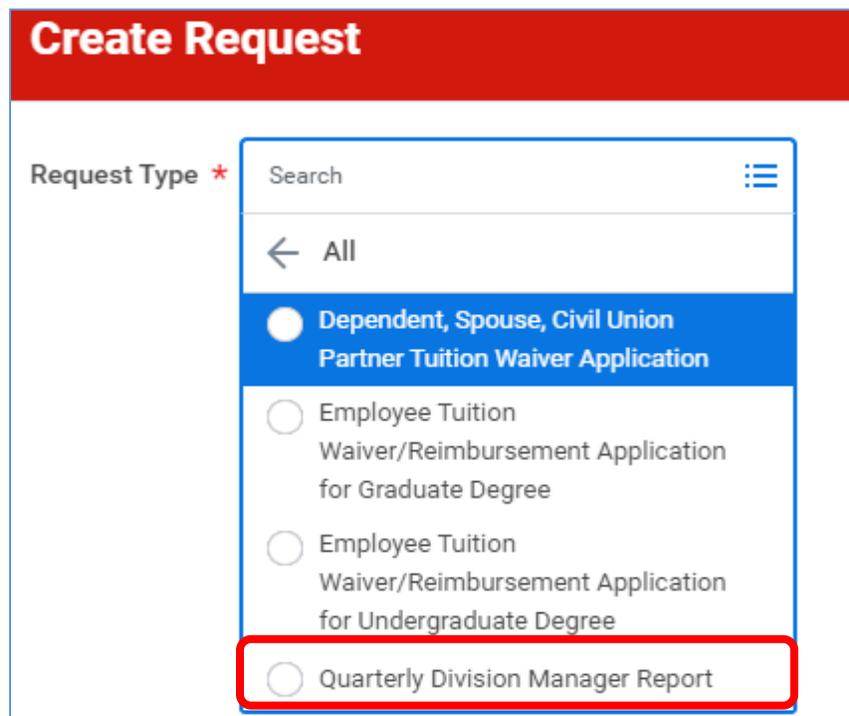
## Upload the Updated Report

When all of the comments have been entered into the Excel file, the Division Manager will then upload the report back into Workday.

- 1) In the *Search* field enter **Create Request** and select the appropriate action from the search results.



- 2) From the *Create Request* screen, select **Quarterly Division Manager Report** from the **Request Type** field.
- 3) Click the **OK** button.



The Quarterly Division Manager Report questionnaire displays.

- 4) Complete the questionnaire as needed.
- 5) Click the **Select Files** button to browse to and upload the Excel file.
- 6) Click the **Submit** button to finish this process.

### Quarterly Division Manager Report 01/2021

Please answer the following questions and upload the Operating Actuals Variance Report with your comments.

Have you reviewed the report (Operating Actuals Variance Report)? (Required)

Yes  
 No

You acknowledge that you have investigated anomalies, ensured the correction of errors, and can provide reasonable assurance of the propriety (completeness, accuracy, and validity) of the data reported. (Required)

Yes  
 No

Attach Quarterly Division Manager Report (Operating Actuals Variance Report) with brief commentary for year over year variances in actuals over or under \$100K (Required)

Drop files here

or

Select files