### Variance Fund Mgmt Report Quick Tips Sheet

**Navigation**
- Hover over a row and double-click when the cursor appears as a sign to expand rows to lower levels. Double-click when the cursor appears as a sign to collapse rows of data. Shortcuts to expand all and collapse all rows of data are located in the toolbar.

**Report title**
- Report title, Department/School information listed for user reference.

**Date Parameters**
- Date parameters and run date displayed. In this example the report contains data through 1/27/15, because that is the run date and the report parameters selected were through the end of 01/2015.

**Drilldown Order**
- Appropriation / Cost Center / Fund / Project (If applicable) / Account. Order of data is driven by selections made by SSC staff when running the report for distribution.

**Revenues**
- Revenue data displayed for unit.

**Salaries & Fringes**
- Salary rows grouped together with a subtotal displayed for reference.

**Other Operating Expenses (OOE)**
- OOE expenses with subtotals.

**Net Position/Total**
- The overall total for each column taking carryforward into consideration.

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<table>
<thead>
<tr>
<th>Fiscal Year to Date</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Operating Expenses (OOE)</td>
<td>234,567</td>
<td>897,654</td>
<td>1,234,567</td>
<td>789,123</td>
<td>987,654</td>
<td>321,456</td>
<td>456,789</td>
<td>234,567</td>
<td>897,654</td>
<td>1,234,567</td>
<td>789,123</td>
<td>987,654</td>
</tr>
</tbody>
</table>

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**The BudCast Variance Fund Management Report**
- Provides a snapshot of actual expenses compared to projected expenses for the current month, and the same comparison for the fiscal year to date. The overall projected position for the entire fiscal year is also listed.

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