MANAGEMENT-LEVEL
FINANCIAL REPORTS

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REPORTS OVERVIEW

Detail by Fund
Report shows original budget, revised budget, actuals through the period selected, encumbrances, pre-encumbrances, and a better/(worse) calculation which is remaining budget balance. For funds other than 100, the report will also display 3 years of historical beginning net asset balances. The historical view provides additional columns displaying two prior years of data to the report. The information for the historical data provided is the actuals through the period selected, year-end actuals, and remaining balance through the selected period.

- Refresh options
  - Reporting Unit
  - Option to specify Target Unit
  - Select Fund from list of 100, 108, 130, 131, 150, 305, 310, 311, 320, 321, 370, 371, or 900
  - Period End Date & Fiscal Year

- Change View options (the D-level and E-Level is referring to budgetary account levels)
  - D-Level Summary
  - E-Level Summary – default view
  - D-Level Historical
  - E-Level Historical

- Drill into balance by the following criteria – GL Drill, Pay Drill, PO Drill, Chartstring, Account, Department, Function, Program, Project, Property, Purpose, or Source

Summary by Fund (100,130,131,150,305,900)
Report shows both revenue and expense by original and revised budgets, actuals through the period selected, pre-encumbrance and encumbrances for expenses, and variance of budget to actual. A calculation of “net period” provides the net of actual revenue, actual expense, pre-encumbrances, and encumbrances. For funds other than 100, there are 4 years of historical beginning net asset balances displayed.

- Refresh Options
  - All Reporting Units displayed individually or by Reporting Unit
  - Option to specify one or more reporting units
  - Select Fund from list of 100, 130, 131, 150, 305, or 900
  - Query Level Reporting Unit, Department, and Source
  - Period End Date & Fiscal Year

- Change View Options
  - Summary by Fund – default view
  - Show column detail (ex. Pre-encumbrance and encumbrance separately)

- Drill into balance by the following criteria: Chartstring, Account, Department, Function, Program, Project, Property, Purpose, Source

Summary by Fund (3xx)
Report shows the following for gifts and endowments in funds 310, 311, 320, 321, 370, and 371 by Non-SFS managed and SFS-managed categories: revenue summary of annual income, net asset carry forward, new
additions, and net revenue budget, expense summary of net expense budget, spending through period run, encumbrances, and remaining balance. Additionally, there are 3 years of historical beginning net assets.

- **Refresh Options**
  - All Reporting Units displayed individually or by Reporting Unit
  - Option to specify one or more reporting units
  - Query Level Fund, Reporting Unit, Department, and Source
  - Period End Date & Fiscal Year

- **Change View Options**
  - Summary 3xx – default view
  - Show column detail (ex. Pre-encumbrance and encumbrance separately)

- **Drill into balance by the following criteria - Chartstring, Account, Department, Function, Program, Project, Property, Purpose, or Source**

**Summary by Fund 108**
Report shows fund 108 beginning balances, activity by quarter, current balance, and 3 years of historical beginning net asset balances.

- **Refresh options**
  - All Reporting Units displayed individually or by Reporting Unit
  - Query Level Reporting Unit, Department, Source, and Program
  - Period End Date & Fiscal Year

- **Change View options**
  - Summary 108 – default view
  - Show column detail (ex. Q1 Revenue, Q1 Expenses, Q1 Encumbrance, Q1 Pre-Encumbrance)

- **Drill into balance by the following criteria: Chartstring, Account, Department, Project, Function, Program, Property, Purpose, or Source**

**All-Funds**
Report shows the beginning balances of funds, other than fund 300 restricted grants, current year changes, current balance, and either historical beginning net assets (funds 108-900) or 3 years of historical revised budgets (fund 100).

- **Refresh Options**
  - All Reporting Units Consolidated, All Reporting Units displayed individually, or Reporting Unit
  - Option to specify one or more reporting units
  - Query Level Fund, Reporting Unit, Department, and Source
  - Period End Date & Fiscal Year

- **Change View Options**
  - All Funds – default view
  - Show column details (ex. Revenue, expense, encumbrance, and pre-encumbrance separately)
• Drill into balance by the following criteria: Chartstring, Account, Department, Function, Program, Project, Property, Purpose, or Source.

**FUNCTIONALITY**

**Refresh**
To update a report with the most current data from the database, refresh the file. You will be prompted to define values before the refresh occurs. The selected values will be applied to the report to impact the data refresh.

When you click the “Refresh” option a “Refresh Variables” box will open where you will be able to select your criteria from drop-down menus. When done making your selections, click the “OK” button to apply your criteria to the report.

**Change View**
This feature allows you to change the report row and column display between pre-defined layouts. For example, a report view may default to a summarized view of activity. By using the “Change View” option you can change the report to show separate columns for revenue, expense, encumbrance, and pre-encumbrance. The change view options are specific to each report. To use this option, click on the Change View button and select from the available options within the report.
Drill
This feature allows you to view data at a different level of detail. When using this feature, a separate report file will open displaying the results of the selected drill. For example, if you drill into a total expense figure, one drill option is to display all of the charstrings and respective amounts that are part of the total expense figure. There are two ways to drill into report figures, both allowing the same options to data.

The first option to drill is to click on the “Drill” button in the menu above. This will display a dropdown menu that will provide you with a variety of custom drill options to view the data.

The second option to drill is to double-click on a figure within the report that you would like to see more details on, including the report totals. This will bring up a dialog box with a drop-down menu. The options in this menu are identical to the options pictured above. Select the option you wish to use and click “Ok”.
Quick Filter
Using the quick filter allows you to temporarily apply a filter to a report. This allows you to view the data at a different level of detail. For example, you may be viewing a report for a department and you want to view the same report for a particular source. You can use the quick filter to recalculate the report at the desired level of detail, and then clear it when you are done.

To use the quick filter:

1. Select the item you want to use for the filter, in this example a specific source has been selected. Note the red box in the center of the picture below. You have the option of choosing equal (=) to or not equal (< >) to for the selected value.
2. Check the box to select the value or values if there are more than one you wish to filter by.
3. Click the “apply” button
4. Click “OK”

After clicking “OK” a warning box will appear to let you know you are refreshing your report. Click “OK”.
Next the refresh variables box will be displayed, if all the criteria is still applicable click “OK” or make updates to the criteria if needed.

Once the report has refreshed there will be notation stating that a quick filter is currently in place for the report.

To remove a quick filter, simply click the X from the quick filter criteria box and click “OK”.
**Snapshot**

Using the snapshot functionality allows you to take a copy of an Axiom file and save as a normal Excel file. The file can be saved locally or emailed.

Click on the snapshot option from the menu. A pop-up will appear with a few options. The first section is about the values in the snapshot. You can either convert the formulas to values or retain Excel formulas in the snapshot. The second section is about which sheets from the Axiom file you want in your snapshot. You can either save the single sheet you are actively in or include all sheets you can see in the snapshot if there are multiple sheets. Once you have made your selections, click “OK”.

The snapshot will appear as an additional tab with in the Axiom file. Navigate to the snapshot tab, from this tab you can choose to save the file or email the file.

To **save** the file, click “Save” from the menu.

Select “Save As (Local File)” from the drop down options.
This will bring up a window to select the folder where you want to save the file.

To email the file, click E-mail from the menu.

A pop-up will open with the following options.

After making your selections, click “OK”. Lastly, a window will open where you will select the recipient of the email file to and add have the option to add email text as well. Click send.