



# MANAGEMENT-LEVEL FINANCIAL REPORTS

## TABLE OF CONTENTS

REPORTS OVERVIEW .....2

- Detail by Fund .....2
- Summary by Fund (100,130,131,150,305,900).....2
- Summary by Fund (3xx).....2
- Summary by Fund 108.....3
- All-Funds.....3
- Non-Sponsored Projects .....4

FUNCTIONALITY .....5

- Refresh .....5
- Change View.....5
- Drill .....6
- Quick Filter .....7
- Snapshot.....9

Need help? Please [submit a Footprint](#)



## 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 a 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.



### Non-Sponsored Projects

Report shows revenue actuals, expense budget, expense actuals, encumbrances and pre-encumbrances, budget-to-actual calculation (budget minus expenses and encumbrance), and revenue-less-expense calculation **for the total life of the project** (all fiscal years), as well as revenue and expense actuals for the current fiscal year-to-date and current month-to-date. The report also shows project-related information including project ID, name, type, start date, end date, creation date, close/inactivation date (for closed/inactive projects only), status, funding source, activity ID, activity description, owning department, and chartstring department (any department with revenue or expense actuals).

#### IMPORTANT!

**Always open this report with a Refresh Variable applied to limit the data returned (e.g., Project, Project Manager, Owning Org, etc.). If you do not filter upon Open/Refresh, the report will return ALL data for ALL projects across the entire University and take a very long time to run!**

Refresh options:

- Level
  - By Project – returns one row per Project
  - By Project/Activity/Dept – returns additional detail rows per unique combination of Activity and Dept chartfields
- Project
- Project Type
- Project Manager
- Project Status
- Project Funding Source (PeopleSoft “Project User 3” field)
- OwningOrg Reporting Unit (VP or Dean level)
- OwningOrg (Department)
- C/S Dept Reporting Unit – VP or Dean level Reporting Unit based on chartstring Dept for revenue or expense actuals, if running at Project/Activity/Dept Level (see above)
- C/S Dept – chartstring Dept for revenue or expense actuals, if running at Project/Activity/Dept level (see above)
- Activity – if running at Project/Activity/Dept Level (see above)
- Sort – if running at Project Level, can choose how to sort the data returned, by Project number, type, activity, etc.

If a C/S Dept or Activity filter is applied, the report will display a “Detail Row Total” in addition to the Grand Total. The Detail Row Total sums only the filtered rows applicable to the selected chartstring department(s) or activity(ies); the Grand Total sums the total-project figures for all projects displayed.

**Change View** options:

- Hide Details (default) – hides Revenue Actuals Month-to-Date, Revenue Actuals Year-to-Date, Expense Actuals Month-to-Date, and Expense Actuals Year-to-Date
- Show Details – shows Revenue Actuals Month-to-Date, Revenue Actuals Year-to-Date, Expense Actuals Month-to-Date, and Expense Actuals Year-to-Date



**Drill** into details by clicking anywhere within in any of the project (summary) rows or detail (activity/chartstring dept) rows choosing one of the following:

- Chartstring - provides the option of selecting a date range upon opening or refresh
- GL Detail Drill (transaction detail) – filter by date using Journal Date column within the drill report
- Pay Detail Drill – filter by date using Journal Date column within the drill report
- PO Drill – filter by date using Budget Date column within the drill report

It is not possible to drill into the Grand Total or the Detail Row Total rows.

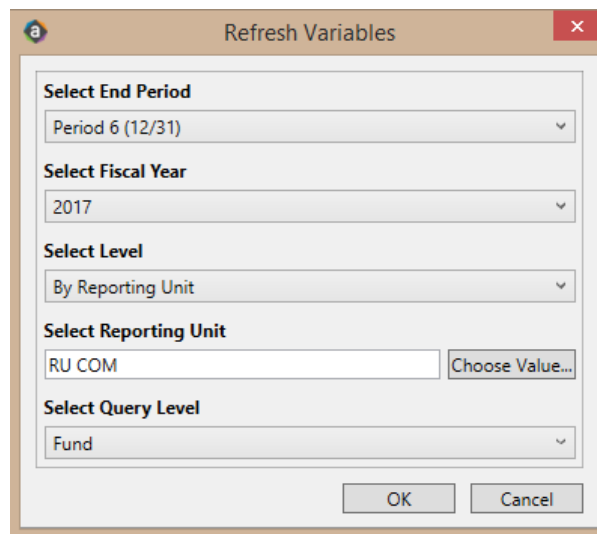
## FUNCTIONALITY

### 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.

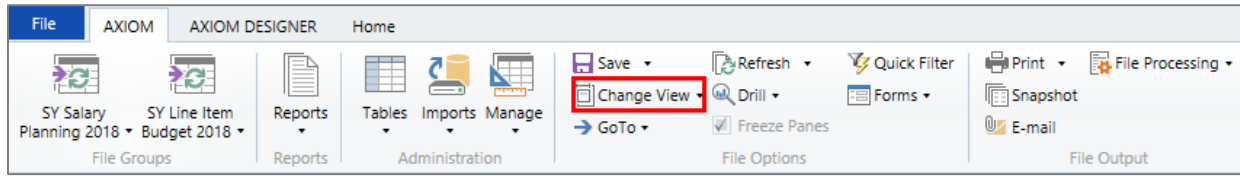


When you click the “Refresh” option a “Refresh Variables” box will open where you will be able to select your criteria from drop-down menus. When done making your selections, click the “OK” button to apply your criteria to the report.



### 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.

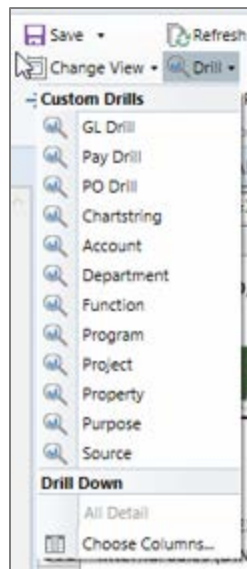


**Drill**

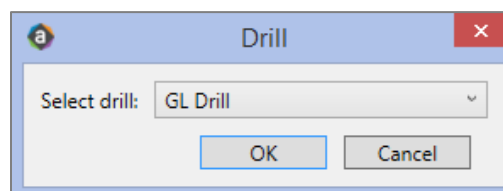
This feature allows you to view data at a different level of detail. When using this feature, a separate report file will open displaying the results of the selected drill. For example, if you drill into a total expense figure, one drill option is to display all of the chartstrings and respective amounts 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.



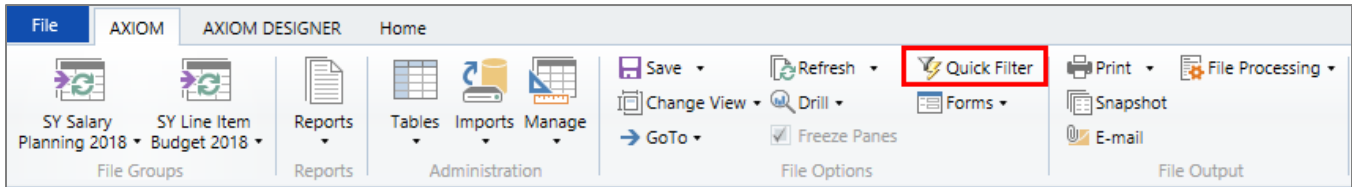
The second option to drill is to double-click on a figure within the report that you would like to see more details on, including the report totals. This will bring up dialog box with a drop-down menu. The options in this menu are identical to the options pictured above. Select the option you wish to use and click “OK”.





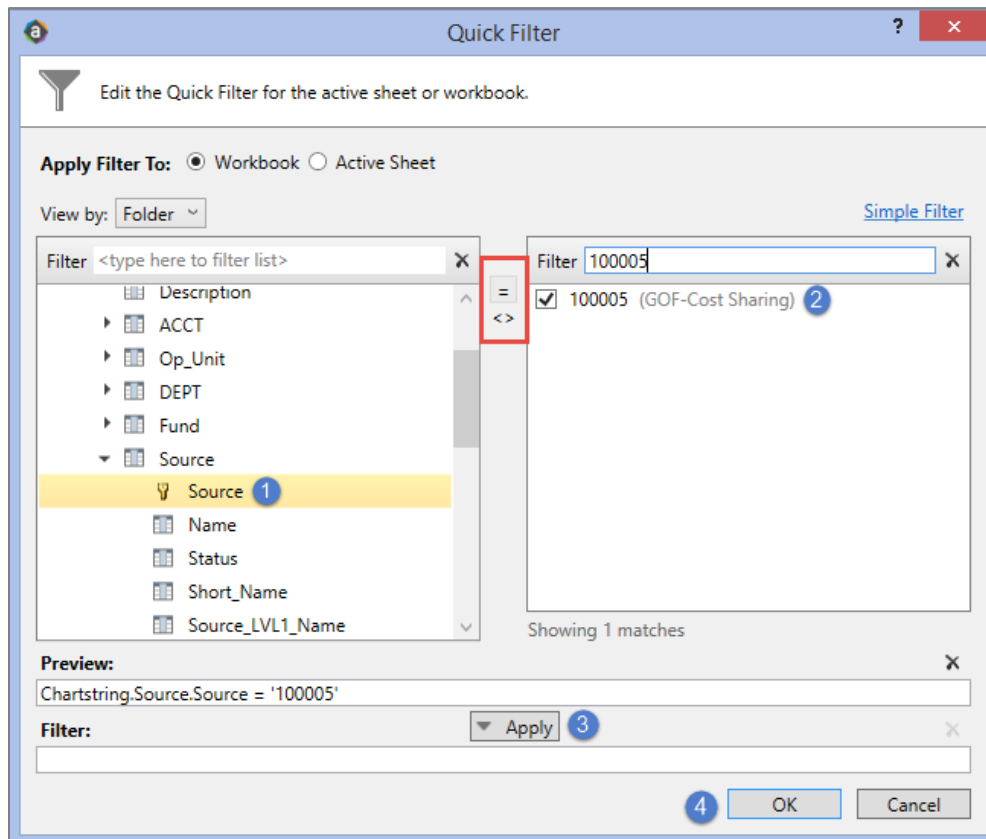
### Quick Filter (not applicable to Non-Sponsored Projects report)

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.

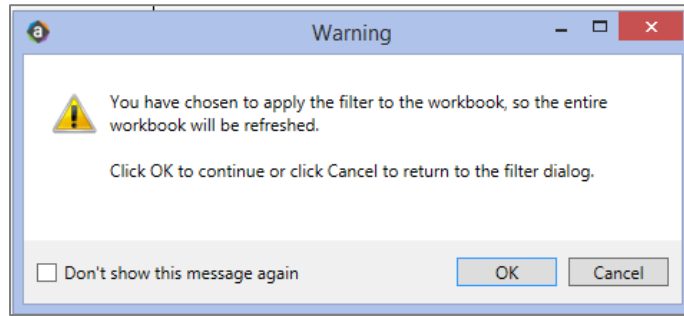


To use the quick filter:

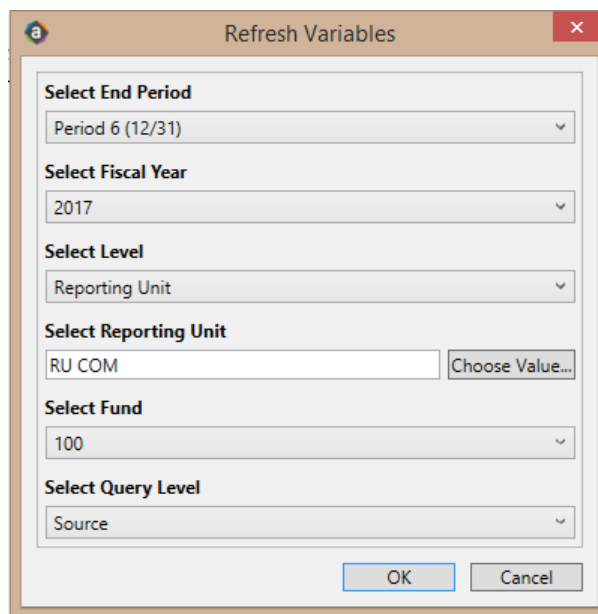
1. Select the item you want to use for the filter, in this example a specific source has been selected. Note the red box in the center of the picture below. You have the option of choosing equal (=) to or not equal (< >) to for the selected value.
2. Check the box to select the value or values if there 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”.



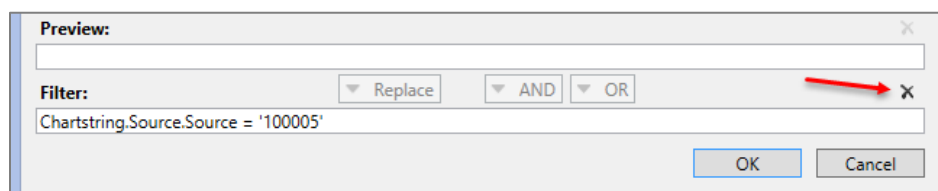
Next the refresh variables box will be displayed, if all the criteria is still applicable click "OK" or make updates to the criteria if needed.



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

Reporting Unit >	'RU CAS'				
Fund >	100				
Query Level >	Reporting Unit	<b>QuickFilter = Chartstring.Source.Source = '100005'</b>			
7/1/2016 >	Period 3 (9/30)				
Fiscal Year >	2017				
		<b>Revenues</b>			
		<table border="1"> <tr> <th>2017 Original Budget</th> <th>2017 Revised Budget</th> <th>Actuals through Period 3</th> </tr> </table>	2017 Original Budget	2017 Revised Budget	Actuals through Period 3
2017 Original Budget	2017 Revised Budget	Actuals through Period 3			

To remove a quick filter, simply click the X from the quick filter criteria box and click "OK".

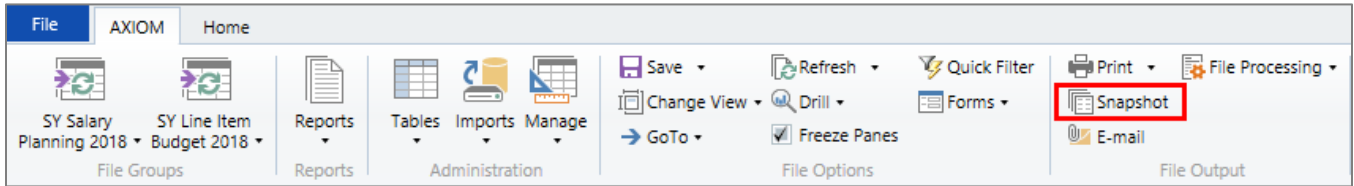




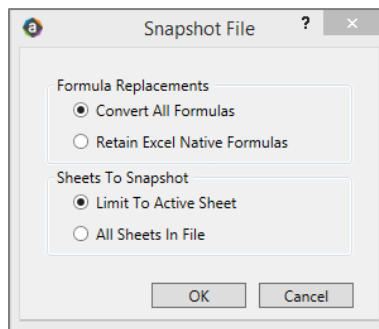


### Snapshot

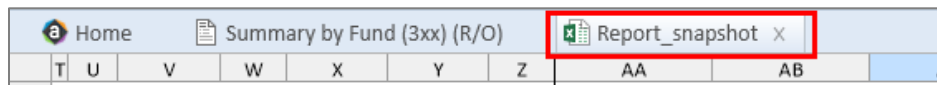
The Snapshot functionality allows you to take a copy of an Axiom file and save as a normal Excel file. The file can be saved locally or emailed.



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".



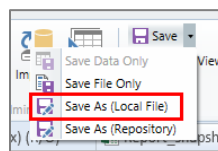
The snapshot will appear as an additional tab within the Axiom file. Navigate to the snapshot tab, from this tab you can choose to save the file or email the file.



To **save** the file, click "Save" from the menu.

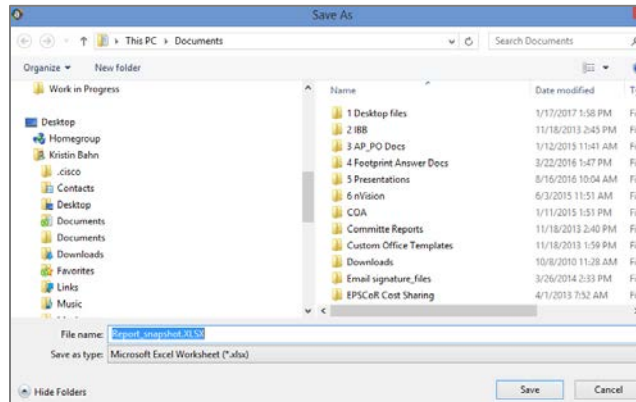


Select "Save As (Local File)" from the drop down options.

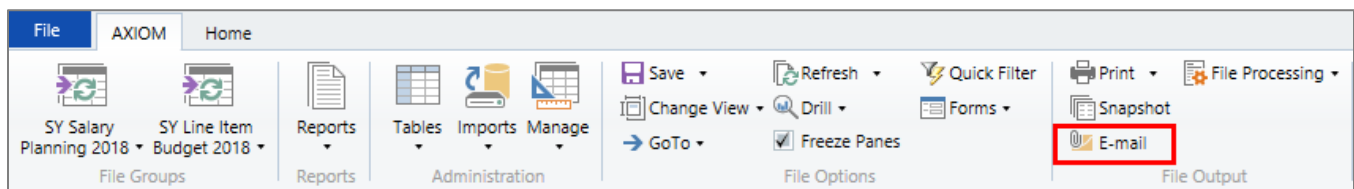




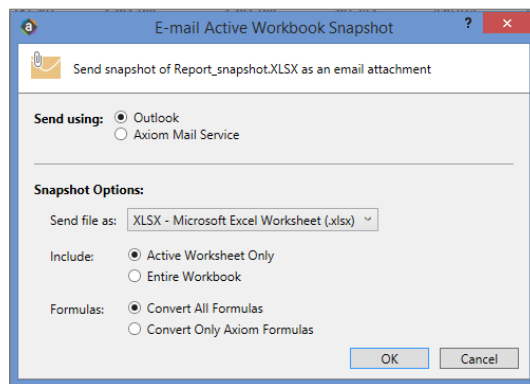
This will bring up a window to select the folder where you want to save the file.



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.

