

Quick Reference Guide:

How to Review Financial Reports in EPM

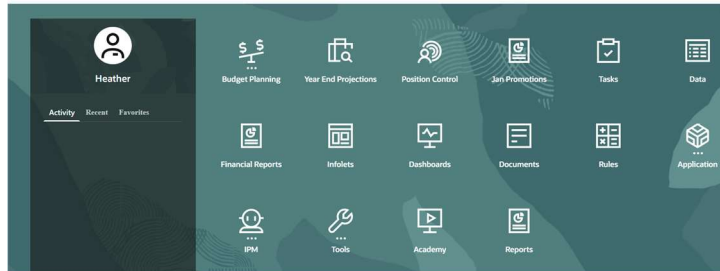


Purpose:

Reviewing the Data Dump- Actuals vs Budget Report.

Step-by-Step:

Start on EPM Home Page.



Navigate to Financial Reports.



Choose the Data Dump- Actuals and Budgets.



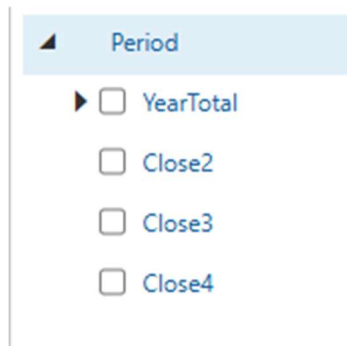
Fiscal Year should be FY27.



Select the Period to View by clicking on the hyperlink.



Click the arrow next to Year total.



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Click the arrow next to the appropriate Quarter for those options or click on the box for the entire Quarter.

Period

- YearTotal
- Q1
- Q2
- Q3
- Q4

Remember that Q1 starts in July with our Fiscal Year

Click in the appropriate month.

Q4

- Apr
- May
- Jun

Values will load from the beginning of the Fiscal Year through the selected option

Click Ok.

OK Cancel

To change the Cost Center, click the hyperlink under Cost Center.

CostCenter
[811100-BON TEMP](#)

Click the Arrow next to Cost Center.

Cost Center

Click the box next to the correct Cost Center.

Cost Center

- Training CostCenter
- 811100-BON TEMP
- 911100-PURPLE GREEN GOLD

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Click Ok.



Review Information by Project.

Project	Cost Center	Fund	Classification	University Activity	Cost Center Program	Account
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Review Information for FY 25, FY 26 or FY 27.

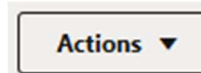
FY25	FY26		FY26		FY27	FY27
Actual	Plan		Actual		Plan	Plan
YTD Actuals	Original	Revised	PTD Actuals	YTD Actuals	Proposed	Proposed
Base Data	Base Data	Base Data	Base Data	Base Data	Target	Final Proposed
Close4	YearTotal	YearTotal	Mar	Mar	YearTotal	YearTotal

FY 25 is actuals- if there are no FY25 actuals, the FY25 column will not display

FY 26 is planned and actuals

FY 27 is planned

To export information, click Actions.



Choose Spreadsheet Export.

- Rules & Smart Push
- Predictive Planning
- Explain Prediction
- Analyze
- Show Reasons for Read Only Cells
- Open in Smart View
- Spreadsheet Export**
- New Ad hoc Grid
- Show/Hide Toolbar

Open the download.



Edit and Pivot as applicable.

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Purpose:

Review the Monthly Budget vs Actual Variance Report.

Step-by-Step:

Navigate to Financial Reports.



Choose the Budget Reports.



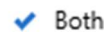
Click on the Gear Wheel.



Click on Member Labels.



Click Both.

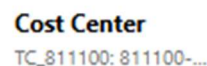


This allows you to see both the Project name and number

Choose the appropriate Fiscal Year.



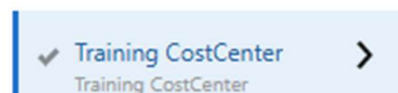
Click on Cost Center.



Click All Members



Click on the highest level.



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Choose the cost center.

- TC_811100
811100-BON TEMP
- TC_911100
911100-PURPLE GREEN GOLD

The one with the check is the one you will view.

Select the Period.

Period

Apr

Actuals will only load from April 26 on

Review Unrestricted, Restricted and Total Amounts.

Unrestricted					Restricted					Total				
Budget	Actual	Actual	SRemn REV	Sum of % Remn REV	Budget	Actual	Actual	SRemn REV	Sum of % Remn REV	Budget	Actual	Actual	SRemn REV	Sum of % Remn REV
Revised	PTD Actuals	YTD Actuals			Revised	PTD Actuals	YTD Actuals			Revised	PTD Actuals	YTD Actuals		
Jul	Apr	Apr			Jul	Apr	Apr			Jul	Apr	Apr		
-332557	-17503	-175033	-157525	47.37%	281821	7970	79702	202119	71.72%	-50736	-9533	-95331	44595	-87.90%

Unrestricted were previously 1, 2, 3L accounts

Restricted were previously 4, 46, 5, 6, 7, and 9L accounts

Drill down to more information using the arrows.

▶ A4000-Statement of Activities

You will be able to drill down to the natural account level

Drill down further as applicable.

▲ A4000-Statement of Activities

▶ B4000-Revenues L2

▶ B5000-Expenses L2

Drill down further as applicable.

▲ A4000-Statement of Activities

▶ B4000-Revenues L2

▲ B5000-Expenses L2

▶ C5000-C. Expense

▶ C9800-Year End L3

