To navigate to your specific report (always start at the highest level of reporting, in this case the Department Budget Summary) you would do the following:

**STEP 1:** Select your business unit by clicking on the appropriate radio button.

**STEP 2:** Choose Budget Year.

**STEP 3:** Enter in a last name of the account holder, department name, or department code you want to see data.

**STEP 4:** Click the “Search” button and then select your appropriate Department.

**STEP 5:** Optionally click filter and then filter on other chartfields related to your Department.

**STEP 6:** Click on the “Submit” button.
Once your report is delivered, your screen will change and you will see the Department Budget Summary Report.

**UNDERSTANDING THE REPORT: BUDGET DEPARTMENT SUMMARY OVERVIEW – SAMPLE DATA**

If you scroll down further you will see de-aggregated sections of Fund Category and Fund. Note that these amounts roll up to the amounts indicated in the primary summary table. This section functions in the same manner as the Department Budget Summary above (Note: this is **SAMPLE data**).

If you click on a budget account (e.g. D5031 – Wages) you would automatically drill directly to the Department Transaction Detail Report. Of special note, we designed the drill down process to open in a new Tab in your browser at the **Account Holder Name**.

Clicking the “D-Account by Fund” tab allows you to view the report pivoted as shown below.