Monthly Report

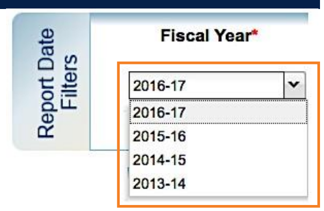
The **Monthly Report** displays Plan, Actuals & Forecast, or only Actuals on a Fiscal Year basis. Plan and Forecast information comes from UPlan and is only available at the UPlan planning Dept ID level(s).

What can I learn from the Monthly Report?

- Displays Revenues and Expenses summarized at levels B-F of the Account tree, Net Income/(Loss) from Operations, Other Changes, and the Net Position by month for the fiscal year
- Displays Plan, Actuals & Forecast and the Variance between Year-End Forecast and Plan. Forecast data is updated monthly (around the 15th of each month) via upload from **UPlan**.

Report Date Filters

- Select the **Fiscal Year** you want to report on using the drop-down menu



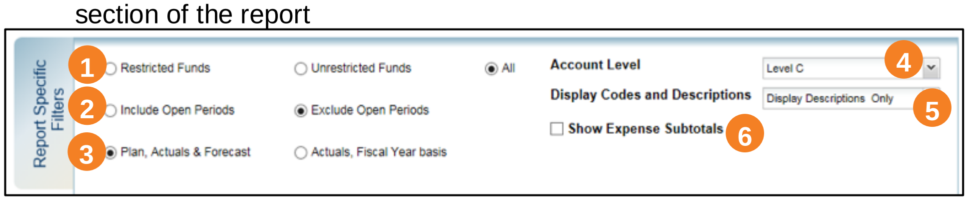
Chartstring Filters

- In addition to required filters on the filter page (*), at least one conditional filter with an orange triangle (▲) must be selected
- The Account field is not available in the chartstring filter to ensure all applicable rows of data are retrieved in the report

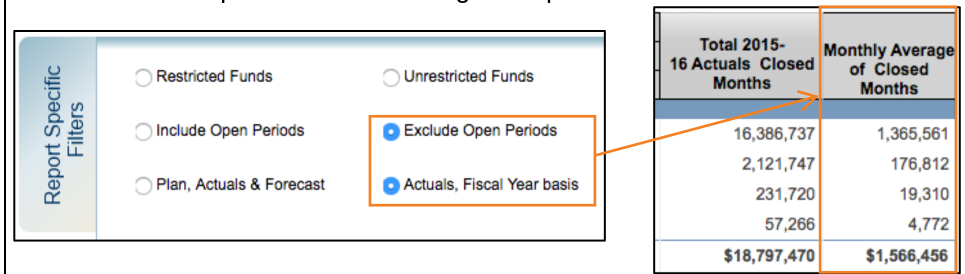
Report Specific Filters

Use the **Report Specific Filters** to further refine the search results:

1. Select to include **Restricted Funds** only, **Unrestricted Funds** only, or **All** (default)
2. Choose to **Include** or **Exclude Open Periods** (default)
3. Include **Plan**, **Actuals & Forecast**, or only include **Actuals**, **Fiscal Year basis**
4. Choose to change **Account Level** to **B**, **C** (default), **D**, **E,** or **F**
5. **Codes and Descriptions** – Display codes and descriptions; Display codes only; Display descriptions only (default)
6. Select **Show Expense Subtotals** to display subtotal rows in the expenses section of the report



- To see the Monthly Average of Closed Months (also known as "burn rate"), you must ***choose both*** the **Exclude Open Periods** and **Actuals, Fiscal Year basis** options before running the report

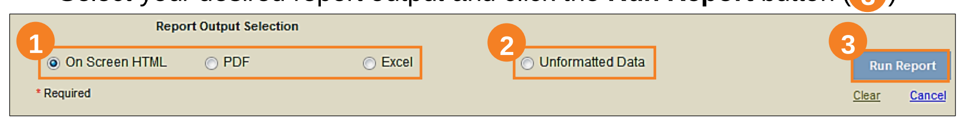


- If the report is run by **Plan, Actuals & Forecast**, the **Forecast** column is blank at the beginning of the Fiscal year, until the monthly forecast numbers are loaded from **UPlan**. Forecast uploads occur monthly, typically around the 15th of each month.

Additional chartfield parameters may be selected as desired. See the **Filtering and Running Reports in MyReports** job aid for additional information and tips & tricks for using the filters to configure your report criteria.

Report Output

- In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel** (1), you can choose **Unformatted Data** (2)
- The **Unformatted Data** output returns an **Excel** file that has no special formatting and a single row for column headings, making it the best source for pivot tables and other advanced spreadsheet analysis
- Select your desired report output and click the **Run Report** button (3)

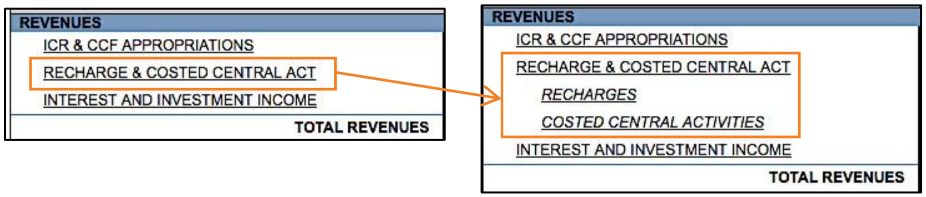


In both **Excel** outputs (standard **Excel** and **Unformatted Data**), the workbook will contain at least two tabs. The first tab/sheet always displays the entered filter criteria. The second tab/sheet displays the data and differs depending on whether you selected standard **Excel** or **Unformatted Data**.

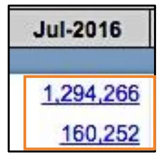
Monthly Report

Working in the Report View

- Click on any black underlined Account description to expand it



- Right-click the Account and select **Drill Up** from the pop-up menu to collapse the Account grouping
- Drill-through functionality is indicated by blue hyperlinks. To view the details of the value, click the linked total to generate a **Transaction Detail Report** in a new browser tab or window.

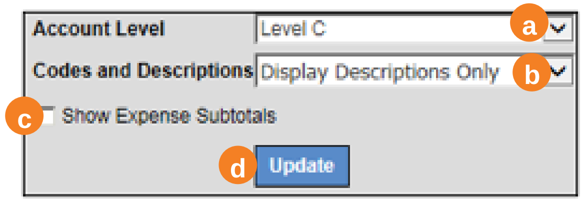


- To select a different Account level, change the Codes and Descriptions display, or to display expense subtotals, use the filters in the upper right-hand corner of the report:

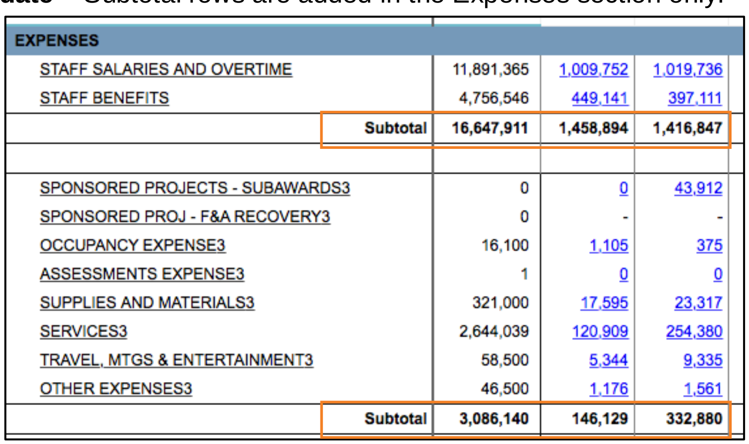
a Set your desired **Account Level** using the drop-down

b Change **Codes and Descriptions** display to desired value

c Check to include subtotal rows for expenses



d Click **Update –** Subtotal rows are added in the Expenses section only:

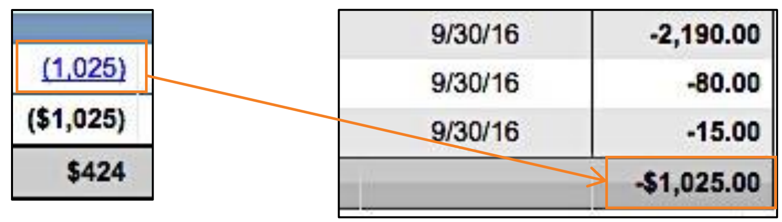


EXPENSES			
STAFF SALARIES AND OVERTIME	11,891,365	1,009,752	1,019,736
STAFF BENEFITS	4,756,546	449,141	397,111
Subtotal	16,647,911	1,458,894	1,416,847
SPONSORED PROJECTS - SUBAWARDS3	0	0	43,912
SPONSORED PROJ - F&A RECOVERY3	0	-	-
OCCUPANCY EXPENSE3	16,100	1,105	375
ASSESSMENTS EXPENSE3	1	0	0
SUPPLIES AND MATERIALS3	321,000	17,595	23,317
SERVICES3	2,644,039	120,909	254,380
TRAVEL, MTGS & ENTERTAINMENT3	58,500	5,344	9,335
OTHER EXPENSES3	46,500	1,176	1,561
Subtotal	3,086,140	146,129	332,880

Tips & Tricks

- It is recommended to run the **Monthly Report** at a higher level, then drill down to see additional detail
- Plan data is only available for the SFCMP Business Unit
- Plan data is not drillable to **UPlan**
- All Control Points, except for FAS, plan at Account Level C; FAS plans at Account Level E
- Beginning Net Position is not available until after the June Final closes
- Make sure to close your browser tabs (usually the result of drilling through to a set of grouped transactions) when you have completed reviewing or exporting the information
- If you choose to display open periods, you will see actuals as of the previous day
- Note that in the **Monthly Report**, positive and negative signs have been "normalized". Figures within brackets, e.g., (1,025), are considered unfavorable results and those not in brackets are considered favorable. When you drill from a summary report to a detail report, the signs in the detail report follow the **PeopleSoft** sign convention and are not "normalized".

Monthly Report **Transaction Detail Report**



Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the Controller's Office website
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about **MyReports** news, follow the directions on the MyReports section of the Controller's Office website to join the MyReports ListServ