Organization Report

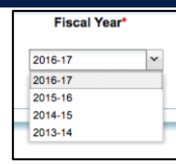
The **Organization Report** enables users to review Actual Revenues, Expenses and Other Changes against the Plan or Forecast by Department(s) or Department Nodes.

What Can I Learn from the Organization Report?

- Provides easy research into an entire organization for a given timeframe to compare **Actuals**, **Plan/Forecast** and **Variance** calculations
- Report can be expanded and collapsed up and down the Dept ID tree to see data at all department levels
- Allows Actual **Expenses**, **Revenues** and **Other Changes** to be expanded and collapsed up and down the Account tree to see data at Account Levels B - F
- Provides drill-through capability on **Revenues**, **Expenses**, and **Other Changes** to display transaction details
- Plan/Forecast information comes from UPlan and is only available at the **UPlan** planning level(s)

Report Date Filters

- The default date for the **Organization Report** is the current **Fiscal Year**, but can be changed using the drop-down menu

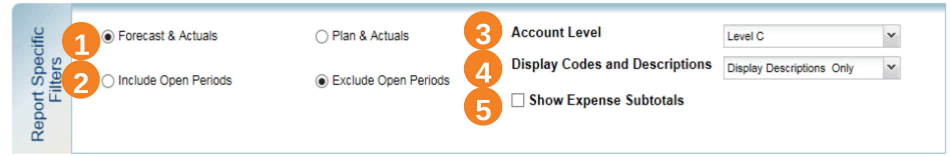


Chartstring Filters

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

Report Output

- In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel** (1),
- Select your desired report output and click the **Run Report** button (2)

Working in the Report View

When the **Organization Report** is run by **Forecast & Actuals**, the **Forecast YTD** column is blank at the beginning of the Fiscal year until the first monthly forecast numbers are loaded from **UPlan**, typically around the 15th or 16th of each month.

	F_FIN CONTROLLERS OFFICE		
	Forecast YTD	Actuals YTD	Variance
REVENUES			
ICR & CCF APPROPRIATIONS	-	16,131,188	0
RECHARGE & COSTED CENTRAL ACT	-	3,422,318	(20,906)
OTHER REVENUES	-	207,184	207,184
SPONSORED PROJECT REV EXC SFGH	-	0	(2,500)
INTEREST AND INVESTMENT INCOME	-	43,698	4,562
TOTAL REVENUES	$0	$19,804,389	$188,340

Organization Report

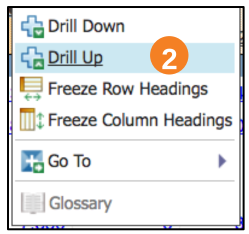
- You can expand Account and Dept ID tree groups to display additional details:
  1. Click the heading of the group you want to expand

	F_FIN CONTROLLERS OFFICE			F_FIN CO ADMIN		
	Forecast YTD	Actuals YTD	Variance	Forecast YTD	Actuals YTD	Variance
REVENUES						
ICR & CCF APPROPRIATIONS	16,131,188	16,131,188	0	1,201,751	1,201,751	0
RECHARGE & COSTED CENTRAL ACT	3,443,224	3,422,318	(20,906)	-	-	0
RECHARGES	2,976,070	2,955,164	(20,906)	-	-	0
COSTED CENTRAL ACTIVITIES	467,154	467,154	0	-	-	0
OTHER REVENUES	-	207,184	207,184	-	-	0
SPONSORED PROJECT REV EXC SFGH	2,500	0	(2,500)	-	-	0
INTEREST AND INVESTMENT INCOME	39,136	43,698	4,562	39,136	43,698	4,562
TOTAL REVENUES	$19,616,049	$19,804,389	$188,340	$1,240,887	$1,245,449	$4,562

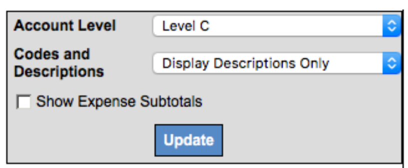
Groups can be expanded in this fashion as long as there continue to be children or grandchildren subunits in the **Account** or **Dept ID** tree

To collapse a heading:

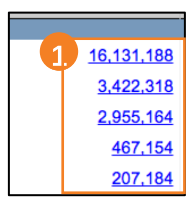
1. Right-click the heading to collapse
2. Click **Drill Up** from the pop-up menu



- You can change **Account Level**, **Codes and Descriptions**, and/or **Show Expense Subtotals** within the report view in addition to selecting the level on the Filter Page. Select the desired options in the upper right-hand corner of the report and click **Update**:

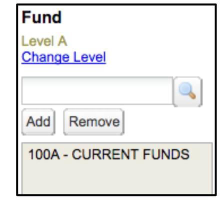


- When a value displays as a blue hyperlink, there is additional detail available:
  1. Click the amount you want to see more details about; a **Transaction Detail Report (TDR)** opens up in a new tab/window



Tips & Tricks

- By default, the **Organization Report** displays ***all Fund groups*** and returns data for Current, Agency Restricted, Loan, Endowment Principal, and Plant. To see details for ***only Current Funds***, use the Fund chartfield filter:



- Start at the highest possible **Dept ID** level – Control Point, Department, or Division – and use expand, drill-down and drill-through to view more detailed information in subunits
- The **MyFavorites** functionality allows you to save and retrieve frequently used filter criteria. See the Managing and Scheduling MyFavorites in MyReports job aid for instructions on saving report parameters to **MyFavorites**, and how to select and run a saved Favorite.
- For the easiest navigation when using **MyReports**, close extra browser tabs/windows (usually the result of drilling through to another report) when you have completed reviewing and/or exporting the information

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