

# How-To Drill Thru and Return to Original Report

- Reports are grouped by Chartstring (i.e., Dept, Fund Cat, Fund)
- Values with blue hyperlinks (e.g., FIN001 Budget Overview) have drill thru capabilities to line detail reports from more summarized reports.
- Click the single arrow to view more results.
- Click the double arrow to view Parameter Page
  - This displays which filters were used to produce the report results.

The screenshot displays the 'FIN001 - Budget Overview' report interface. The top navigation bar includes a search bar, 'File', 'Export', 'Share', 'Chat in Teams', 'Get insights', 'Edit', and other options. Below the navigation bar, there are controls for 'Back to Prompts', 'Actuals View', 'Zero Values', and 'Closing Adjustments'. The main content area shows a table with columns for 'Account Desc', 'Function Desc', 'Current Budget', 'Actuals', 'Encumbrance', 'Pre-Encumbrance', and 'Balance'. The table is titled 'Budget Overview' and includes a sub-header 'Department: 163030 - Summer Conferences (Davis,Laura Anne) (NT752) Fund Category: 120 - Auxiliary Fund: 810020 - Auxiliary-Housing'. A red arrow points from the 'Export' button in the top navigation bar to a zoomed-in view of the 'Export' button in the bottom left corner. The zoomed-in view shows the 'Export' button with a dropdown arrow, and navigation controls including a page number '1' and double arrows.

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
42051 - Housing-On-Campus	700 - Auxiliary Enterprises	0.00	26,796.00	0.00	0.00	26,796.00
<b>C4205 - Housing</b>		<b>0.00</b>	<b>26,796.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,796.00</b>
43823 - Conference and Seminar Revenue	700 - Auxiliary Enterprises	75,000.00	0.00	0.00	0.00	(75,000.00)
<b>C4380 - Othr Sales of Goods and Svcs</b>		<b>75,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(75,000.00)</b>
45011 - Commission Revenue	700 - Auxiliary Enterprises	0.00	862.66	0.00	0.00	862.66
<b>C4450 - Othr Operating Revenue</b>		<b>0.00</b>	<b>862.66</b>	<b>0.00</b>	<b>0.00</b>	<b>862.66</b>
80145 - I/C Rentals-Space-Inc	700 - Auxiliary Enterprises	200.00	0.00	0.00	0.00	(200.00)
80148 - I/C Housing Room Charges-Inc	700 - Auxiliary Enterprises	3,000.00	0.00	0.00	0.00	(3,000.00)
80157 - I/C Conference-Inc	700 - Auxiliary Enterprises	449,240.00	0.00	0.00	0.00	(449,240.00)
<b>C6000 - Internal Charge Income</b>		<b>452,440.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(452,440.00)</b>
<b>Revenue - Total</b>		<b>527,440.00</b>	<b>27,658.66</b>	<b>0.00</b>	<b>0.00</b>	<b>(499,781.34)</b>
<b>Expense</b>						
D5014 - Salaries-Staff	700 - Auxiliary Enterprises	38,000.00	0.00	0.00	0.00	38,000.00
D5031 - Wages	700 - Auxiliary Enterprises	160,000.00	503.00	0.00	0.00	159,497.00
D5050 - Payroll Related Costs	700 - Auxiliary Enterprises	14,800.00	0.00	0.00	0.00	14,800.00
<b>B5001 - Personnel Costs</b>		<b>212,800.00</b>	<b>503.00</b>	<b>0.00</b>	<b>0.00</b>	<b>212,297.00</b>
D5101 - Professional Fees & Svcs	700 - Auxiliary Enterprises	249,215.51	0.00	0.00	0.00	249,215.51
D5301 - Materials & Supplies Exp	700 - Auxiliary Enterprises	5,000.00	0.00	0.00	0.00	5,000.00
D5331 - Communication & Utilities	700 - Auxiliary Enterprises	100.00	0.00	0.00	0.00	100.00
D5350 - Repairs and Maintenance	700 - Auxiliary Enterprises	20,000.00	51.85	0.00	0.00	19,948.15
D5380 - Rental Exp-Non-Cap	700 - Auxiliary Enterprises	90,000.00	0.00	0.00	0.00	90,000.00
D5371 - Printing & Reproduction	700 - Auxiliary Enterprises	18,000.00	0.00	0.00	0.00	18,000.00
D5501 - Other Operating Exp	700 - Auxiliary Enterprises	38,000.00	0.00	0.00	0.00	38,000.00
<b>B5000 - Non-Personnel Costs</b>		<b>418,315.51</b>	<b>51.85</b>	<b>0.00</b>	<b>0.00</b>	<b>418,263.66</b>
D7001 - Transfer Expense	700 - Auxiliary Enterprises	23,750.00	23,750.00	0.00	0.00	0.00
<b>B7001 - Transfer Expense</b>		<b>23,750.00</b>	<b>23,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense - Total</b>		<b>854,865.51</b>	<b>24,304.85</b>	<b>0.00</b>	<b>0.00</b>	<b>830,560.66</b>
<b>Net Total</b>		<b>(127,225.51)</b>	<b>3,353.81</b>	<b>0.00</b>	<b>0.00</b>	<b>130,879.32</b>
<b>Report Total</b>						130,879.32

