

## Overview of the Financial Summary Trends Page

This job aid provides a high-level overview of the **Financial Summary Trends** page. More detailed instructions for many functions are provided in separate job aids, including [Using the Filter Menu](#), [Using Report Tabs](#), [Downloading Data](#), [Conducting a Drill Down](#), and [Scenarios](#). Refer to the topic-specific job aids for more detailed instructions on how to use these functions.

### My-UI-Financials Main Page

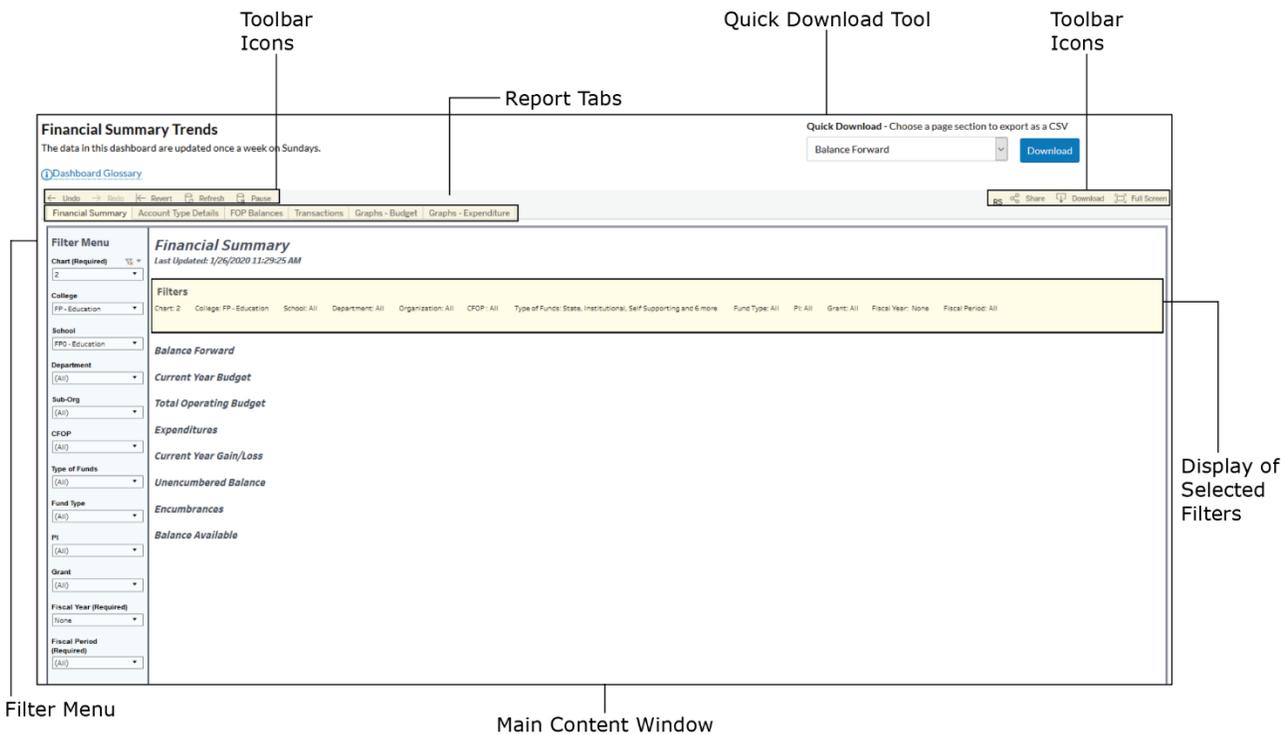


Click on this link to open the Trends page

To access the Financial Summary Trends page after logging into My-UI-Financials, click the **Financial Summary Trends** link in the menu bar at the top to open the page. The page takes time to load. Do not attempt to use any functions until the page has loaded completely. Depending on your browser settings, once the page has loaded, you may need to scroll across the page in addition to scrolling vertically to view all information.

### Financial Summary Trends Landing Page

After clicking the link and allowing the page time to load, you will see a blank landing page. The callout items are described in more detail below the graphic.



## Filter Menu

The **Filter Menu** provides several filter categories from which you can choose specific parameters to get a snapshot of financial information for the selected funds. Filter categories and descriptions are listed below. Selections made on the Filter Menu appear on the report tabs. The default setting for most filters is *All*, which provides information for the entire University of Illinois System. It is highly recommended to make selections on multiple filters in order to obtain information specific to your unit or department. Refer to the [Using the Filter Menu job aid](#) for more detailed instructions on this topic.

**NOTE:** You must make a selection in the **Chart, Fiscal Year** and **Fiscal Period** fields in order to see any data appear in the report tabs.

- **Chart:** This is a required field. Use this option to select Chart of Accounts (COA) code.
- **College:** Use this option to select from two-character College code.
- **School:** Use this option to select from three-character School code.
- **Department:** Use this option to select from three-digit Department code or three-digit Org code.
- **Sub-Org:** Use this option to select from six-digit Sub-Org code. Do not use this filter for the three-digit Org code. When looking at Grants, Self-Supporting, Service Plans, or Agency Funds, leave the default filter set to *All*, since the General Ledger balances for these will be excluded and the balances shown will not be accurate.
- **CFOP:** Use this option to select from a list of CFOPs; General Ledger beginning fund balance will be represented by Chart-Fund-Fund Title breakdowns. When looking at Grants, Self-Supporting, Service Plans, or Agency Funds, leave the default filter set to *All*, since the General Ledger balances for these will be excluded and the balances shown will not be accurate.
- **Type of Funds:** Use this option to select from types of funds, such as State, Institutional, Self-Supporting, Gift/Endowment, etc.
- **Fund Type:** Use this option to select from [fund types](#) listed by the two-character Level 2 fund code, such as 1A, 2D, 3Q, etc.
- **PI:** Use this option to select name of the Principal Investigator on the grant associated with the selected fund CFOP.
- **Grant:** Use this option to select from a list of grant codes and names.
- **Fiscal Year:** This is a required field. Use this option to select from the current or past four fiscal years. When looking at previous fiscal years, remember that you are looking at a snapshot of the data at year end close, not based on the date you accessed the data here. This means that it may still show encumbrances that have since been resolved.
- **Fiscal Period:** This is a required field. Use this option to select one or more specific fiscal periods; includes individual fiscal periods 1 through 14, plus *Lapsed Period Adjustment* (used to convert State Funds to Planning & Budgeting logic). Do not uncheck the *GL & ENC - Keep Selected* option, as this applies General Ledger and Encumbrance balances to totals.

**Filter Menu**

**Chart (Required)**

**College**

**School**

**Department**

**Sub-Org**

**CFOP**

**Type of Funds**

**Fund Type**

**PI**

**Grant**

**Fiscal Year (Required)**

**Fiscal Period (Required)**

The budget is connected to the fiscal period, therefore, if you look at a single fiscal period, it will only reflect the budget income during that single period, not the budget for that period or the fiscal year. For example, if your budget funds are disbursed into your account in August, you will only see them if you select August as the fiscal period.

## Report Tabs



The **Financial Summary Trends** page contains six built-in report tabs which you can use to create reports, compare financial information and view graphs based on your selections in the **Filter Menu**. Report tabs provide information in the categories listed below. Refer to the [Using Report Tabs job aid](#) for more detailed instructions on this topic.

- **Financial Summary Tab:** Provides details on Balance Forward, Current Year Budget, Total Operating Budget, Expenditures, Current Year Gain/Loss, Unencumbered Balance, Encumbrances, and Encumbered Balance.
- **Account Type Detail Tab:** Provides an additional summary breakdown from the Financial Summary tab by two-character level 2 account type code.
- **FOP Balances tab:** Provides revenue/expense summary level totals by CFOP. Beginning fund balances, where appropriate, are represented by Chart-Fund-Fund Title.
- **Transactions Tab:** Provides Line item revenue/expense transaction detail by document number, sequence, CFOP, and Type of Fund, including description.
- **Graphs – Budget Tab:** Provides graphs of Budget by Type of Fund, Budget by Category, and Carry Forward.
- **Graphs – Expenditures Tab:** Provides graphs of Budget vs. Expense, Unencumbered by Type of Fund, and Expenditure by Category.

## Toolbar Icons



- **Undo:** Allows you to undo the last action.
- **Redo:** Allows you to redo an action that you have just undone.
- **Revert:** Removes all filters and takes you back to a blank filter slate.
- **Refresh:** This function is not used because the data here is updated only periodically (weekly).
- **Pause/Resume:** This function allows you to pause the loading of selected filters and prevents them from loading. To continue, you must click **Resume**.
- **Share:** Due to permission restrictions, this function does not work. Do not use.
- **Download:** Provides access to the built-in download options, including Image, PDF, PowerPoint, or Comma-Separated Values (CSV) formats. Refer to the Downloading Data from the Financial Summary Trends Page job aid for more detailed instructions on this topic.
- **Full Screen:** Allows you to view the window in Full Screen mode.

## Main Content Window – Results display here.

← Undo → Redo ↶ Revert ↷ Refresh ⏸ Pause
RS ☰ Share ⏴ Download ⏵ Full Screen

**Filter Menu**

Chart (Required)  
1

College  
KP - Grainger Engine...

School  
KPO - Grainger Engine...

Department  
(All)

Sub-Org  
(All)

CFOP  
(All)

Type of Funds  
(All)

Fund Type  
(All)

PI  
(All)

Grant  
(All)

Fiscal Year (Required):  
19

Fiscal Period (Required):  
(All)

### Financial Summary

Last Updated: 2/2/2020 11:43:58 AM

**Filters**

Chart: 1 College: KP - Grainger Engineering School: All Department: All Organization: All CFOP: All Type of Funds: State, Institutional, Self Supporting and 6 more Fund Type: All PI: All Grant: All Fiscal Year: 19 Fiscal Period: All

<b>Balance Forward</b>									
Line Item	State	Institutional	Self Supporting	Gift/Endowment	Grants/Contracts	Plant	Agency		Grand Total
Balance Forward	22,686,618	23,485,350	632,912	56,391,393	1	31,921,335	33,211		135,150,819
<b>Balance Forward Total</b>	<b>22,686,618</b>	<b>23,485,350</b>	<b>632,912</b>	<b>56,391,393</b>	<b>1</b>	<b>31,921,335</b>	<b>33,211</b>		<b>135,150,819</b>

<b>Current Year Budget</b>									
Line Item	State	Institutional	Self Supporting	Gift/Endowment	Grants/Contracts	Plant	Agency		Grand Total
a. Original Budget	126,580,600	24,963,426		(1,434)	0				151,542,592
b. Permanent Budget Adjustment	932,379								932,379
c. Temporary Budget Adjustment	(91,235)	12,453,448							12,362,213
d. Revenue			17,554,334	30,682,491	171,201,698		536,432		219,974,955
<b>Current Year Budget Total</b>	<b>127,421,744</b>	<b>37,416,874</b>	<b>17,554,334</b>	<b>30,681,057</b>	<b>171,201,698</b>		<b>536,432</b>		<b>394,812,139</b>

<b>Total Operating Budget</b>									
Line Item	State	Institutional	Self Supporting	Gift/Endowment	Grants/Contracts	Plant	Agency		Grand Total
Total Operating Budget	150,108,362	60,902,223	18,187,246	87,072,450	171,201,699	31,921,335	569,643		519,962,958

<b>Expenditures</b>									
Line Item	State	Institutional	Self Supporting	Gift/Endowment	Grants/Contracts	Plant	Agency		Grand Total
B01 - Salaries and Wages	115,524,403	10,501,703	9,329,542	8,514,471	53,617,283				197,487,403
B02 - Benefits	277,143	1,836,956	211,230	1,397,482	12,095,945				15,818,757
B03 - Supplies, Services and Equipment	10,129,281	17,135,321	7,273,656	6,184,961	46,071,390	797,493	531,951		88,064,051
B04 - Utility/O&M	807,694	3,965,604	122,581	1,426,177	75,456	126,565			6,524,077

## Quick Download Tool

**Quick Download** - Choose a page section to export as a CSV

Balance Forward

v

Download

The **Quick Download** tool is the quickest way to export a spreadsheet-compatible section of the active report tab. First, you must select filters and wait for the report tabs to load before you can use this function. Refer to the [Downloading Data job aid](#) for more detailed instructions on this topic.

- Allows you to download a section of the active report tab, based on the drop-down menu selection.
- Selections in the drop-down menu will vary based on the report tab that is currently being viewed.
- Downloaded data will be a comma-separated values (.CSV) file.

**CONTROLLER**  
University Accounting & Financial Reporting

**2/10/2020**  
4 of 5

### Display of Selected Filters

Filters											
Chart: All	College: All	School: All	Department: All	Organization: All	CFOP: All	Type of Funds: State, Institutional, Self Supporting and 6 more	Fund Type: All	PI: All	Grant: All	Fiscal Year: None	Fiscal Period: All

After selecting filters and generating a report, a summary of the filters will show at the top of the screen on the active report tab. This display may not show the full list of filters if you selected multiple filters in any category. For example, if you selected 10 CFOPs, the display for the CFOP label would list the first three CFOPs, then show "and 7 more."

### Drill Down

2 - Institutional
2,750,086

You can drill down on a specific dollar amount shown on the **Financial Summary** tab. First, click the amount to review, then navigate to the **Account Type Details**, **FOP Balances**, or **Transactions** tab to drill down to the desired information. When you drill down on a specific data point, it will show up as highlighted in light blue on the **Financial Summary** tab. To undo a drill down, simply click back on the highlighted data point on the **Financial Summary** tab. Refer to the [Conducting a Drill Down job aid](#) for more detailed instructions on this topic.

### Hover Information Box

1 - State	2 - Institutional	3 - Self Supporting
622,600		
-1,442,613	1,301,072	
820,0		
0	1,301,072	0
	45,108	

Type of Funds: 1 - State  
 Prior/Current Year: A. Prior Year Balance Forward  
 Group: 1. Adjusted Carryover  
 Line Item: a. Prior Year Ending Balance  
 Account Type: 10 - Expense Budget Pool  
 Amount: -1,442,613

Displays details for that specific data point after mouse hovers for a few seconds. The hover info box appears on all report tabs, and details which appear in this box correspond to the active report tab.