**How To Review Personnel Budget Transfers via the Campus BI Report**

 *Select Year, EG Fund (7511) Hierarchy and Fund Centers (by division or by individual fund center). The Report Lists all budget transfers by SAP Document date and number.*

**1. Select the Campus BI Budget Report within the Campus Reports Option**:



**2. Enter the following information on the Variable Screen:**

A. Fiscal Year (i.e. 2016)

B. Fund Center for the entire Division via Predefined Groups \* or Single/Multiple Option

C. Fund Type Hierarchy\*\*- Selection of EG fund transfers only (see screen shot)



Then Select Ok

 \* & \*\* See Screen Shot examples below

\*Predefined Fund Center Groups – Select for All Divisional Transfers ->highlight selection -> Add-> OK 

\*\* Fund Type Heirarchy Selection – Expand E&G Funds 751 -> then 11- General Funds->Add-> OK



**3.** **The BI Report Defaults to the Balances tab:**

A. Select the Budget tab.

B . Then Select the Personnel Budget Transfers (EG non Base) within the drop down.



**4. Resulting Report-**  lists all SAP budget transfers posted by date within the fiscal year selected.



**5.** **Export into Excel** via the  Icon on the Tool Bar.