Accessing Reports

About the Budget Tool Reports

The Budget tool offers a series of reports that allow users to review and analyze their Budget Development, Budget Modifications, Projections, and Workflow data. In addition, the tool provides a link to archived BPS reports as reference to the prior year’s budget.

There are two basic types of report formats:

- **SAP Business Warehouse (BW) Reports** = indicated by a symbol beside the report link, this type of report provides BW functionality for different ways of viewing the data (filters, click and drag features, etc.).

- **Reports with Comments (Crystal based)** = indicated by a symbol beside the report link, this report has a presentation quality format for printing and presenting as needed. These reports typically provide the Comments entered in various layouts.

Accessing the reports is the same. However, the steps for selecting the criteria and generating a report are different between the SAP Business Warehouse (BW) based reports and reports with comments (Crystal based).

This guide covers the steps related to both types of reports.