



Find your current Gift available balance using Business Intelligence (BI) Reports

Preparing people to lead extraordinary lives

LOYOLA
UNIVERSITY CHICAGO
AD • MAJOREM • DEI • GLORIAM

1870

Business Intelligence Login

User ID:

Password:

Access BI

Navigate to the BI login page, <https://bi.luc.edu/>. Use your Loyola UVID and password to access the BI portal.

Once you log in, look at the Portals on the left side of the screen. Under Finance, choose, *Gift Summary and Detail*.

Please note Your view may differ from the view displayed in this tutorial, depending on your level of access. The title of the report will remain the same, though, so always look for the title of the report listed here.





Find your current Gift available balance using Business Intelligence (BI) Reports

Preparing people to lead extraordinary lives

LOYOLA
UNIVERSITY CHICAGO

Select a Report

Filter

Content

Finance

Financial Reports

Accounting Unit Reports

Agency Account Balances - 198xxx

AU Summary and Detail

AU Summary Reports by Level

Carry Forward Balances - 67xxxx

Endowment Balances - 4xxxxx

Gift Balances - 2xxxxx

Gift Summary and Detail - 2xxxxx

Gift Summary by Level - 2xxxxx

Medical RE Balances - 31xxxx

P&L Summary Reports by Level

Revenue & Expense Analysis by Level

Capital Reports

Detail Reports

Documentation

Financial Aid Detail

Grant & Research Reports

Student Financial Detail

SPA

Favorites

Portals

Report Output Gift Summary and Detail - 2xxxxx

Loyola University Chicago

Gift Summary and Detail Report

Select Parameters

Fiscal Year: 2018

Period: 12 - June

Accounting Unit: Sample Gift AU

Make selections for additional detail:

Transaction Data: Do not Include

Payroll Data: Do not Include

Commitment Data: Do not include

Report Controls

Select an Output Format: PDF

Run Report

Select the desired year and month you wish to view, as well as the Accounting Unit. Detailed expenses can be viewed if desired by choosing to include them in the Expense Detail section.

Reports can be run in PDF or Excel formats. Choose your output format and click Run Report.



Find your current Gift available balance using Business Intelligence (BI) Reports

Preparing people to lead extraordinary lives



Preparing people to lead extraordinary lives

Loyola University Chicago Accounting Unit Summary 2XXXXX – SAMPLE GIFT Period 12, Fiscal Year 2018

PI:

Status: Active

	<u>2018</u>	<u>2017</u>	<u>2016</u>		<u>2014</u>
Beginning Balance					
2830 TEMP RESTRICTED NET ASSETS	(21,628.71)	(21,628.71)	(21,628.71)	(21,628.71)	(21,628.71)
Total Beginning Balance	<u>(21,628.71)</u>	<u>(21,628.71)</u>	<u>(21,628.71)</u>	<u>(21,628.71)</u>	<u>(21,628.71)</u>
Transfer					
2831 TRANSFER OF NET ASSETS - TEMP	.00	.00	.00	.00	.00
Total Transfer	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Expenses					
6310 PROF DEVELOPMENT, MEETINGS	3,000.00	.00	.00	.00	.00
Total Expenses	<u>3,000.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Revenue/Expenses, Net	<u>3,000.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Ending Balance	<u>(18,628.71)</u>	<u>(21,628.71)</u>	<u>(21,628.71)</u>	<u>(21,628.71)</u>	<u>(21,628.71)</u>
(Negative = Available, Positive= Deficit)					
Net Assets Released					
4170 NET ASSETS RELEASED	(3,000.00)	.00	.00	.00	.00
8170 NET ASSETS RELEASED - TEMP	3,000.00	.00	.00	.00	.00
Total Net Assets Released	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>

The Available balance is displayed in the left-hand column, at the bottom of the page where it says "Ending Balance"