



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

Preparing people to lead extraordinary lives

LOYOLA
UNIVERSITY CHICAGO
AD MAJOREM DEI GLORIAM

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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.





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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.



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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>2015</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 (Negative = Available, Positive= Deficit)	<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>
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"