### Report Title
Report title displays the selections that were made before running the report. In this example, the report was ran for Cost Center ‘12345678-Center for X’ and the Fiscal Year ‘2016’ was selected. It also outlines that ‘All Business Units’ were selected. **No other report filters were selected.**

### Budget Year
The budget year is shown. In this example, the budget year is ‘2016’. Transactions that are both Fiscal Year 2016 and Budget Year 2016 will be displayed in the report below. Transactions that are considered Fiscal year 2016 and Budget Year 2015 will be displayed in a separate report below with the heading ‘Budget Year: 2015’.

### Fund Code
The fund code is presented for user reference. In this report the Fund Codes with data for the criteria selected are funds 099, 700, and 721.

### Account Type
The Account Type, in this example ‘Exp’ for ‘Expense’, is listed for user reference.

### Org Budget Category
The budget categories are listed in the third column. Budget categories with a budget or other transactions associated with them will be populated in the report.

### Budget
The beginning of year budget set up in NIBS is listed in this column.

### Carry Forward/Budget Adjustments
Any carry-forward or budget adjustment transactions will be shown in this column.

### Revenue
Any revenue transactions for the selected criteria will be listed in this column.

### Expenditures
Any expense transactions for the selected report criteria will be shown in this column.

### Encumbrances
Any encumbrance transaction data for the selected report criteria will be displayed in this column. Both the original encumbrance and the encumbrance release may appear at the detail level.

### Balance
The row balance is listed in the ‘Balance’ column. 

### Totals
The total rows displays the summary amount for each column.

### Applied Filter
Any filters applied while selecting report criteria will be listed in the report footer.