

# Creating Downloadable Reports in BPREP

## Getting to the Downloadable Reports Screen

- Sign into your BPREP account
- At home page click on the **BPrep Reports** tab
- Click on the **Downloadable Reports** icon
- You are now at the Downloadable Reports screen. The Default report is sorted by Control Center and by Index Code
- Now that you are at the Downloadable Report screen you can create many useful reports

## Report by Control Center

- Click on the **Green Wheel**
- In the dropdown menu click **Control Break** (For more information on the Control Break icon Click on the Help Icon located at the bottom of the dropdown menu)
- Click the down arrow next to **#1 Column**
- Click **CC**
- Make sure status reads **Enabled**
- Click **Apply**
- To show Subtotals for any numerical column click on the **Green Wheel**
- Click on the **Aggregate** Icon
- Choose your function **i.e. SUM**
- Choose which **Displayed column** you would like to calculate
- Click **Apply**
- Sub Totals will be listed at the bottom of each Control Center
- Repeat for any numerical column

## Report by Object Code by Responsibility Center

- Click on the **Green Wheel**
- In the dropdown menu click **Control Break**
- Click the down arrow next to **#1 Column**
- Click **Obj.**
- Click the down arrow next to **#2 Column**
- Click **Resp. Ctr.**
- Make sure status reads **Enabled** for both
- Click **Apply**
- You will now see data by Object Code and By responsibility Center. **i.e. AA – Salaries for SSGEN1000, SSGEN1100, SSGEN1200**

## Report by Expense/Revenue by Object by Control Center

- Click on the **Green Wheel**
- In the dropdown menu click **Control Beak**
- Click the down arrow next to **#1 Column**
- Click **E/R**
- Click the down arrow next to **#2 Column**
- Click **Obj.**
- Click the down arrow next to **#3 Column**
- Click **CC**
- Make sure status reads **Enabled** for both
- Click **Apply**
- You will now see all Expenses first, categorized by Object and CC. Then you will see all Revenues by Obj. and CC

## Computations

- Click on the **Green Wheel**
- In the dropdown menu click **Compute**
- Name your heading in the box next to **Column Heading**
- Click the down arrow next to **Format Mask** to choose how you want the numbers formatted
- Select which column you would like to use in a formula
- Use keypad or keyboard to enter formula
- Functions are available to use in formulas
- There are a few example formulas at the bottom of the computation box
- Click **Apply**
- New column will be the last column (you can move the column after it is added)

## Downloading your reports

- Once you have created a report you have the ability to download the information into Excel
- Click the **Green Wheel**
- Click on **Download**
- Click the **CSV Icon**
- Excel will automatically open and your data will populate
- The file name will be your user name with the date and time down to the second.

## **Useful Tips**

- **Help Icon shows detailed instructions for each of Icons in the Green Wheel dropdown menu**
- **Filter using the magnifying glass on the top left or by clicking the Column Headers**
- **Control Break function will help you look at information that is more specific.**
- **Possibilities are endless**
- **If you do not see subtotals at the bottom of the page try increasing the amount of rows that you are viewing.**

**Any questions on using Downloadable reports please call Ryan Studdert at 571-6260**