# Department End-Users: Running Reports for Budgeting in EPM

Tips for All Reports:

From the EPM home screen, click the Reports icon. Expand the Budget Reports folder or the PCB Reports folder and click the blue name of a report to open it.

In the top right corner of the report, click on the Gear icon to see additional options, including running the report in Excel, html, or PDF format.

Click Member Labels and select Both to view the numbers and names of sections in the Point of View of the report.
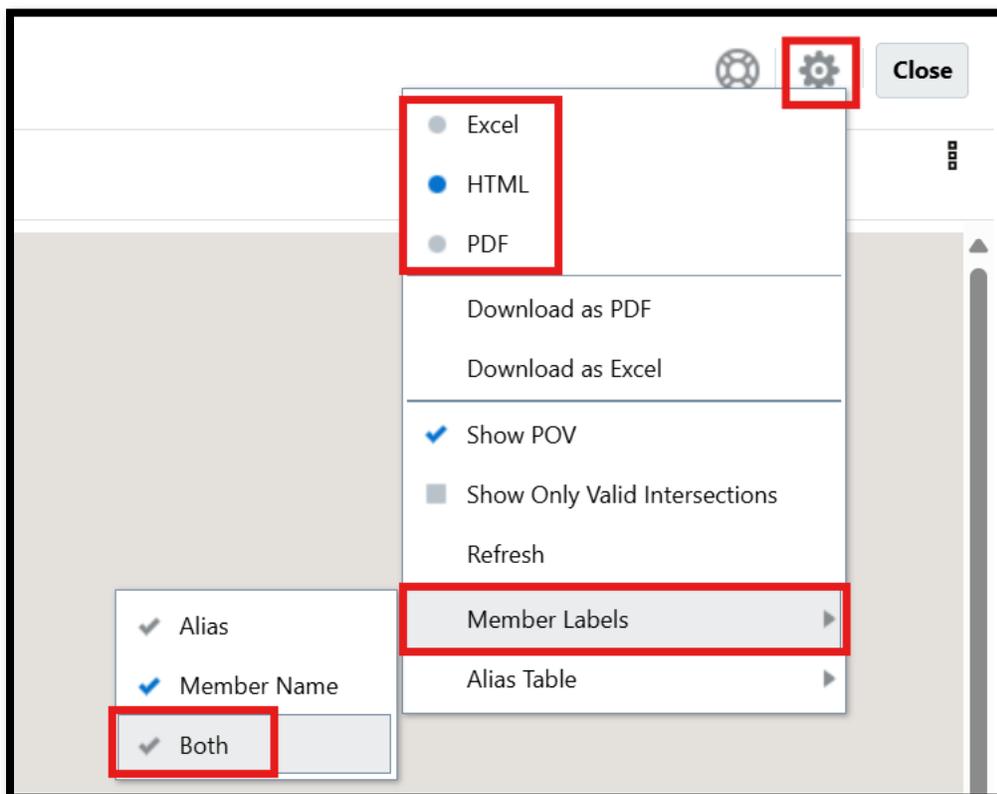
Position Control Budget Detail:

For those with access to the PCB reports, currently 3 options exist. All Positions displays all Full Time and Part Time positions in your budget, as well as any Temp budgeted amounts.

Filled Positions displays only staffed Full Time and Part Time positions.

Vacant Positions displays only vacant Full Time and Part Time positions.

Please keep in mind that these reports display what is currently calculated for inclusion in your FY26 budget. Filled position salaries are based on actual current position salaries, and vacant position salaries are based on default rates for each salary grade.

At the top of the report make the following selections:

Years: FY26
Version: Working (until budget snapshots are taken at later points in time)
Organization: Select any section, department, or division
Fund: Select any fund or fund category

You may type a number or name in the search bar of any filter, and for Fund can use the "All Members" button to open a member selector and view options.

Years	Version	Organization	Fund
FY26: FY2026	Working	SC0000: SC0000 - AL...	F100ZZ: 100ZZ - GE...

Five Year Trend Summary:

At the top of the report make the following selections:
Version: Working (until budget snapshots are taken at later points in time)
Organization: Select any section, department, or division
Fund: Select any fund or fund category

Actual Cost Vs Budget Annual:

At the top of the report make the following selections:
Organization: Select any section, department, or division
Fund: Select any fund or fund category

This report is set to capture the current year (FY25) for informing your FY26 budgeting. Data is loaded to EPM from GEMS nightly.