FAQ#	FAQ Description
Q1	My report filters are not saving correctly when I save customizations. Why is that?
A1	When you save a customization, it saves from the last time you clicked on "Apply Filters." If you make further changes after you click "Apply Filters," you must click "Apply Filters" again before saving.
Q2	When I drill on encumbrances, why do FDW reports show more/less rows compared to Sac Vault?
A2	There are 2 possible reasons. Reason 1: In Sac Vault reports, we included extra logic which automatically filtered out purchase orders whose activities netted to zero. This logic is NOT present in Financial Summary drills, so it may show MORE rows in FDW. Reason 2: In Sac Vault reports, it includes encumbrance details from multiple years. In FDW, Financial Summary only includes details from the report year selected. If you have encumbrances brought over from previous years, only the carry forward balance is presented in accounting period 0. For this reason, FDW may show LESS rows. Note: If you wish to see encumbrance details from multiple years in FDW, you can alternatively run reports on the Transaction Inquiry dashboard.
Q3	Why is data incorrect when I run prior year reports?
A3	Unlike Sac Vault, reports in FDW usually default to the current month. In comparison, reports in Sac Vault usually default to period 12. There is little difference when running current year reports. However when running prior year reports, **you must remember to update the period to 12** for full year data.
Q4	I typed my fund and/or dept ID into the report filter, but I don't get any results. What am I doing wrong?
A4	Users CAN skip the pulldowns in filters, and instead type their values directly. For example, you can simply type "2015" into Fiscal Year. Certain fields however, are built to expect the concatenation of the value and its description. Using the Fund filter for example, you cannot simply type "MDS01" since it expects "MDS01 – General Operating Fund."
Q5	Is there a way to share my saved reports with others?
A5	No. Customizations cannot be shared. The best workaround is to give others your report output, which includes the metadata at the bottom. It includes all the filters that you specified, which they can use to reproduce your report.