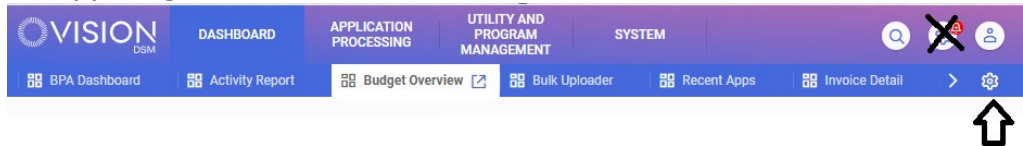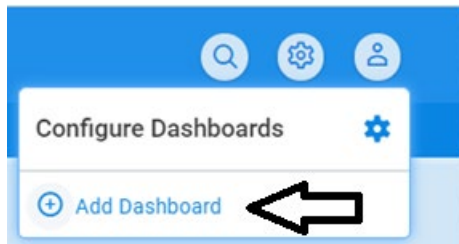# BEETS Budget Overview Report Instructions
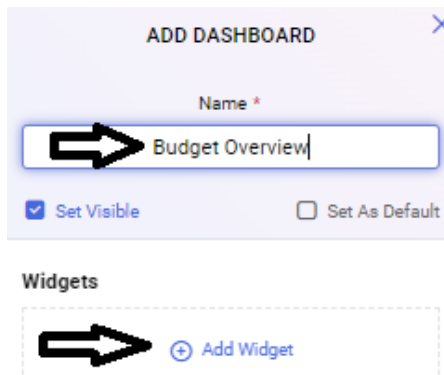
How to add the report in BEETS

1. *From the Dashboard tab on the BEETS landing page, click on the white Gear icon in the upper right-hand corner.*
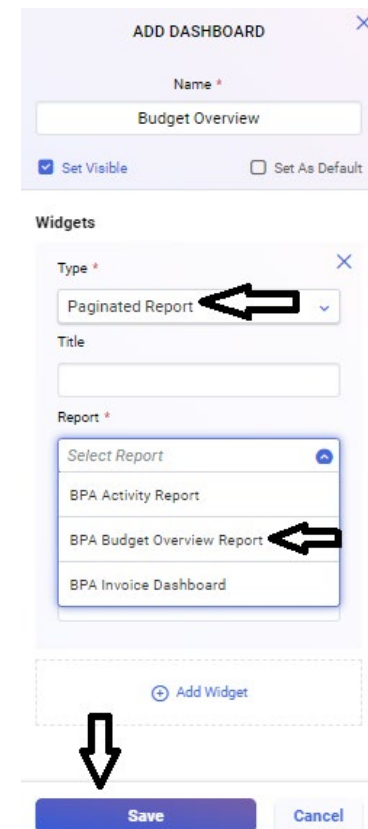

2. *Click on Add Dashboard.*

3. *Type in Name field to create unique dashboard name.*

4. *Click on Add Widget.*

5. *Select **Paginated Report** from Type and **BPA Budget Overview Report** from Report. NOTE: you do not need to enter data in Title, Entity Type, or Entity Number.*


6. *Click the Save button*

NOTE: If you do not see these options available, it is likely a permissions setting that needs to be applied. Please contact your EER for assistance.

How to run the report in BEETS

1. Select your utility from the dropdown
2. Select either the current Rate Period (10/01/2023 - 09/30/2025) or the prior Rate Period (10/01/2021 – 09/30/2023)
   a. The period 10/01/2025 – 09/30/2027 can be ignored
3. Select View Report
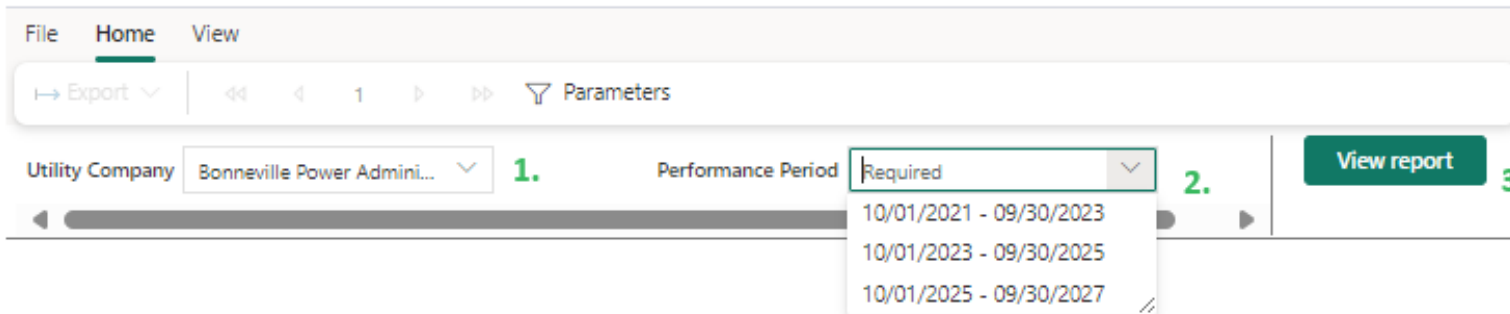
4. If you would like to view the report in BEETS you should be all set! If you would like to export it to excel select the Export Dropdown and select Microsoft Excel.
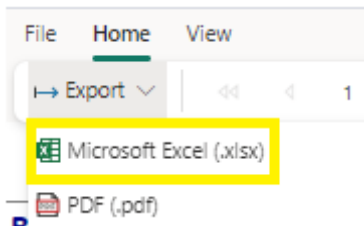
How to interpret the current 2024-2025 Rate Period

Note that all data below is example and does not reflect an actual budget.

Blue lines are all performance payment related

	A	B	C	D	E	F	G
1	**Utility - BPA-Example**						
2		**Total Budget**	**Total Invoiced**	**Amount Remaining**	**Performance Payment Cap**	**Performance Payment Allowed**	
3		$66,000.00	$8,000.00	$58,000.00	$19,800.00	$18,800.00	
4	BEETS EEI Budget	$63,000.00	$7,000.00	$56,000.00			
5	BEETS Performance Payment Budget	$3,000.00	$1,000.00	$2,000.00			
6	**Performance Period**	**Date**	**Item**	**Invoice Number**	**Amount**	**Running Balance**	**Rate Period Reset**
7	10/01/2023 - 09/30/2025	10/01/2023	FY24 Initial Allocation		$15,000.00	$15,000.00	N
9	10/01/2023 - 09/30/2025	10/01/2023	FY25 Initial Allocation		$20,000.00	$35,000.00	N
11	10/01/2023 - 09/30/2025	10/20/2023	Initial transfer of funds from EEI budget to PP budget.		$3,000.00	$38,000.00	N
13	10/01/2023 - 09/30/2025	10/20/2023	Initial transfer of funds from EEI budget to PP budget.		($3,000.00)	$35,000.00	N
15	10/01/2023 - 09/30/2025	11/15/2023	Carryover from BP-22		$31,000.00	$66,000.00	N
17	10/01/2023 - 09/30/2025	01/04/2024	BPA-UTILITY NAME-DATE-EEI	BEETS Invoice #	($7,000.00)	$59,000.00	N
20	10/01/2023 - 09/30/2025	03/05/2024	BPA-UTILITY NAME-DATE-PERF	BEETS Invoice #	($1,000.00)	$58,000.00	N
21	10/01/2023 - 09/30/2025		BEETS APP #		($1,000.00)		
22							

If reviewing in excel like here each line will be expandable. Only invoice lines, in this case the last 2, would have information in the expansion and includes application numbers for the invoices. The other items will expand but have no information. The last line here is shown expanded as an example.

Lines that do not have an Invoice Number reflect Rate Period Budget distribution.

The field rate period reset is an internal BPA field necessary for the start of a new rate period. It can be ignored for the current rate period.

How to interpret the prior 2022-2023 Rate Period

Note that all data below is example and does not reflect an actual budget.

Invoice detail on the report is limited to BEETS activity for the prior rate period.

	A	B	C	D	E	F	G
1	**Utility - BPA-Example**						Note that there is no field Performance Payment Allowed due to the transition from IS2.0 to BEETS.
2		**Total Budget**	**Total Invoiced**	**Amount Remaining**	**Performance Payment Cap**		
3		$59,000.00	$28,000.00	$31,000.00	$17,700.00		
4	BEETS EEI Budget	$49,000.00	$23,000.00	$26,000.00			
5	BEETS Performance Payment Budget	$10,000.00	$5,000.00	$5,000.00			
6	**Performance Period**	**Date**	**Item**	**Invoice Number**	**Amount**	**Running Balance**	**Rate Period Reset**
7	10/01/2021 - 09/30/2023	10/01/2021	FY22 Initial Allocation		$27,000.00	$27,000.00	N
9	10/01/2021 - 09/30/2023	10/01/2021	Carryover from BP-20		$9,000.00	$36,000.00	N
11	10/01/2021 - 09/30/2023	10/01/2021	FY22 Unassigned Account Allocation		$1,000.00	$37,000.00	N
13	10/01/2021 - 09/30/2023	10/01/2021	Amount Invoiced in IS2.0		($7,000.00)	$30,000.00	N
15	10/01/2021 - 09/30/2023	10/01/2021	Reallocate EEI budget to PP		$10,000.00	$40,000.00	N
17	10/01/2021 - 09/30/2023	10/01/2021	Initial budget amount		($10,000.00)	$30,000.00	N
19	10/01/2021 - 09/30/2023	10/01/2022	FY23 Initial Allocation		$27,000.00	$57,000.00	N
21	10/01/2021 - 09/30/2023	04/09/2023	Budget transfer from EXAMPLE		$2,000.00	$59,000.00	N
23	10/01/2021 - 09/30/2023	04/25/2023	BPA-UTILITY NAME-DATE-EEI	BEETS Invoice #	($23,000.00)	$36,000.00	N
26	10/01/2021 - 09/30/2023	06/10/2023	BPA-UTILITY NAME-DATE-PERF	BEETS Invoice #	($5,000.00)	$31,000.00	N
28	10/01/2021 - 09/30/2023	09/30/2023	EEI Payment Reversal-09302023-EEI	BEETS Invoice #	$23,000.00	$54,000.00	Y
30	10/01/2021 - 09/30/2023	09/30/2023	Earned Performance Payment Reversal-09302023-EARNED PP	BEETS Invoice #	$0.00	$54,000.00	Y
32	10/01/2021 - 09/30/2023	09/30/2023	New rate period reset for 24-25		($49,000.00)	$5,000.00	Y
34	10/01/2021 - 09/30/2023	09/30/2023	New rate period reset for 24-25		($10,000.00)	($5,000.00)	Y
36	10/01/2021 - 09/30/2023	09/30/2023	Performance Payment Reversal-09302023-PERF PAYME	BEETS Invoice #	$5,000.00	$0.00	Y

In order to reset for the current rate period the running balance will go to 0 but you can see your amount remaining by looking at the last entry with Rate Period Reset N and at the top of the screen.

Entries with Y are internal to BEETS and not relevant to your budget or invoice history. If viewing in excel you may filter by Rate Period Reset N.