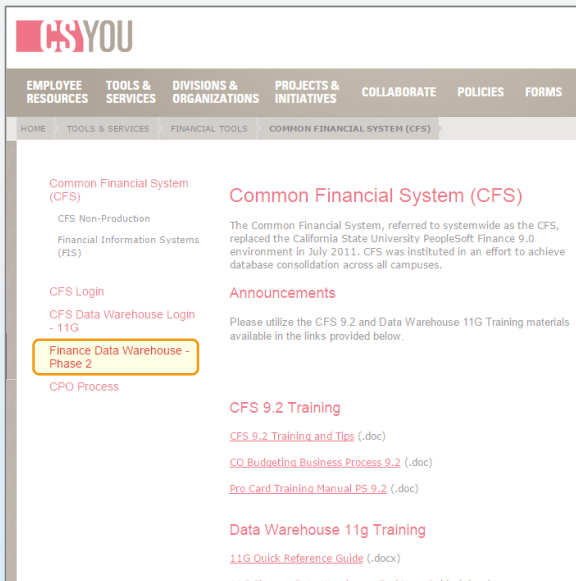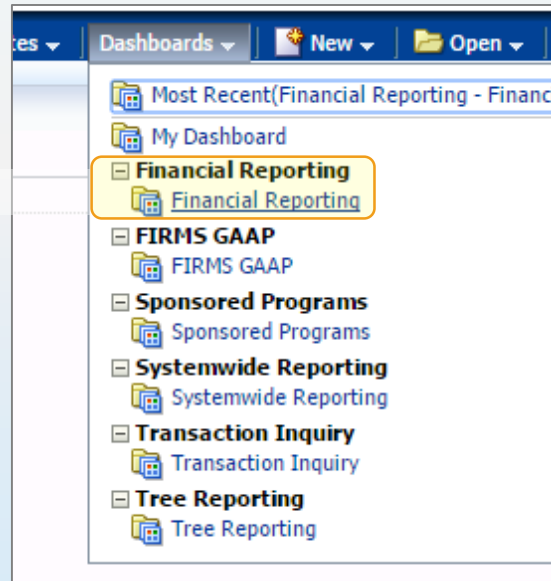# Data Warehouse Phase II Tutorial

How to pull a fund balance report:

Step 1: Log into Finance, then click on Phase 2

Step 2: Select the Financial Reporting Dashboard

Step 3: Choose "Financial Summary As of Period"

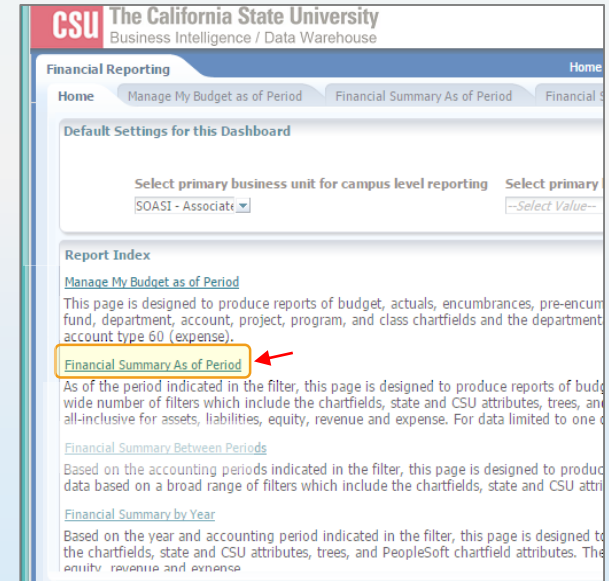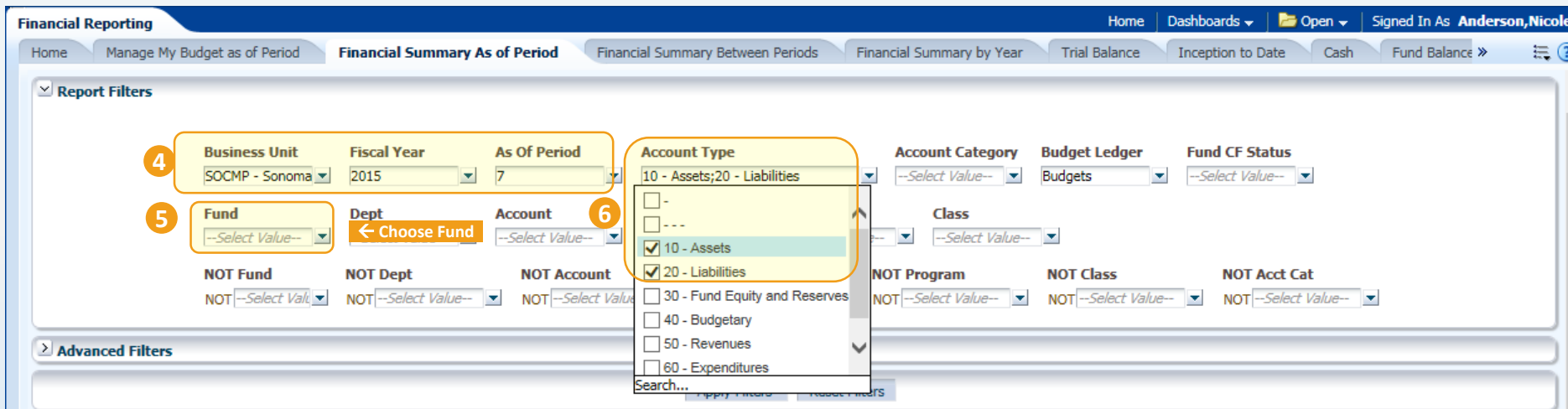# Data Warehouse Phase II Tutorial

How to pull a fund balance report:

Step 4: After logging into Financial Summary As of Period , verify your Business Unit (SOCMP), Fiscal Year, and Period (leave period at 12 to get current data).
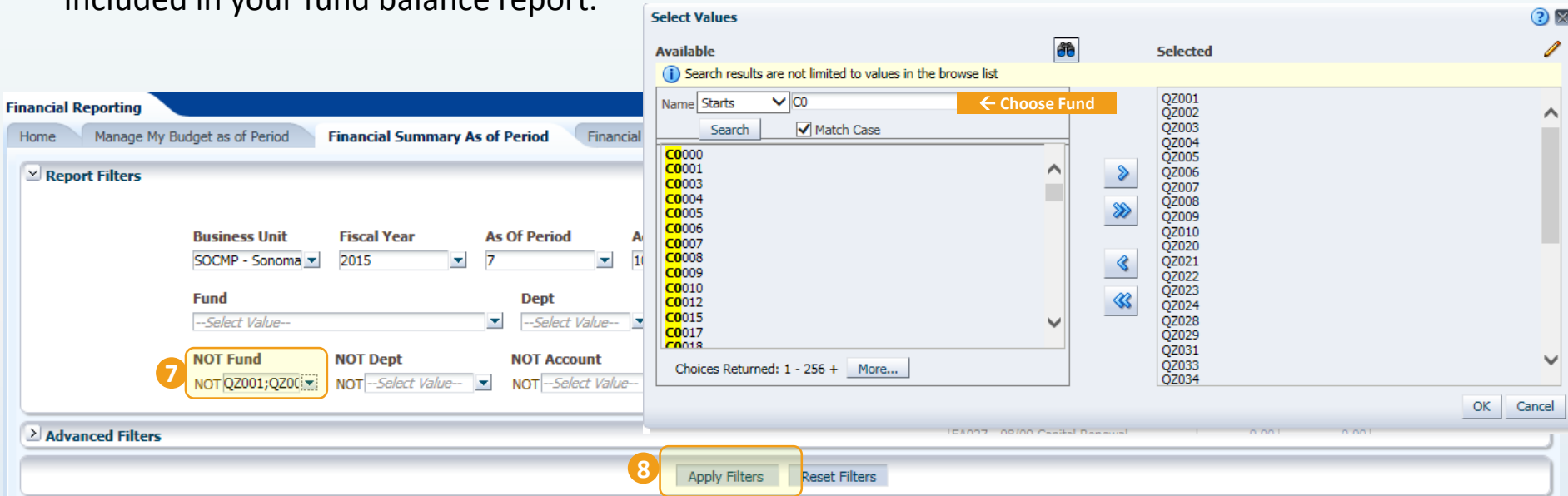

Step 5: Delete the "X" in the Fund field. Add all Funds you wish to create a fund balance report for.

Step 6: Select 10-Assets and 20-Liabilities.

Last Revision: 01/2016

How to pull a fund balance report:

Step 7: You can also select the "NOT Fund" feature if you know which funds you do not wish to have included in your fund balance report.
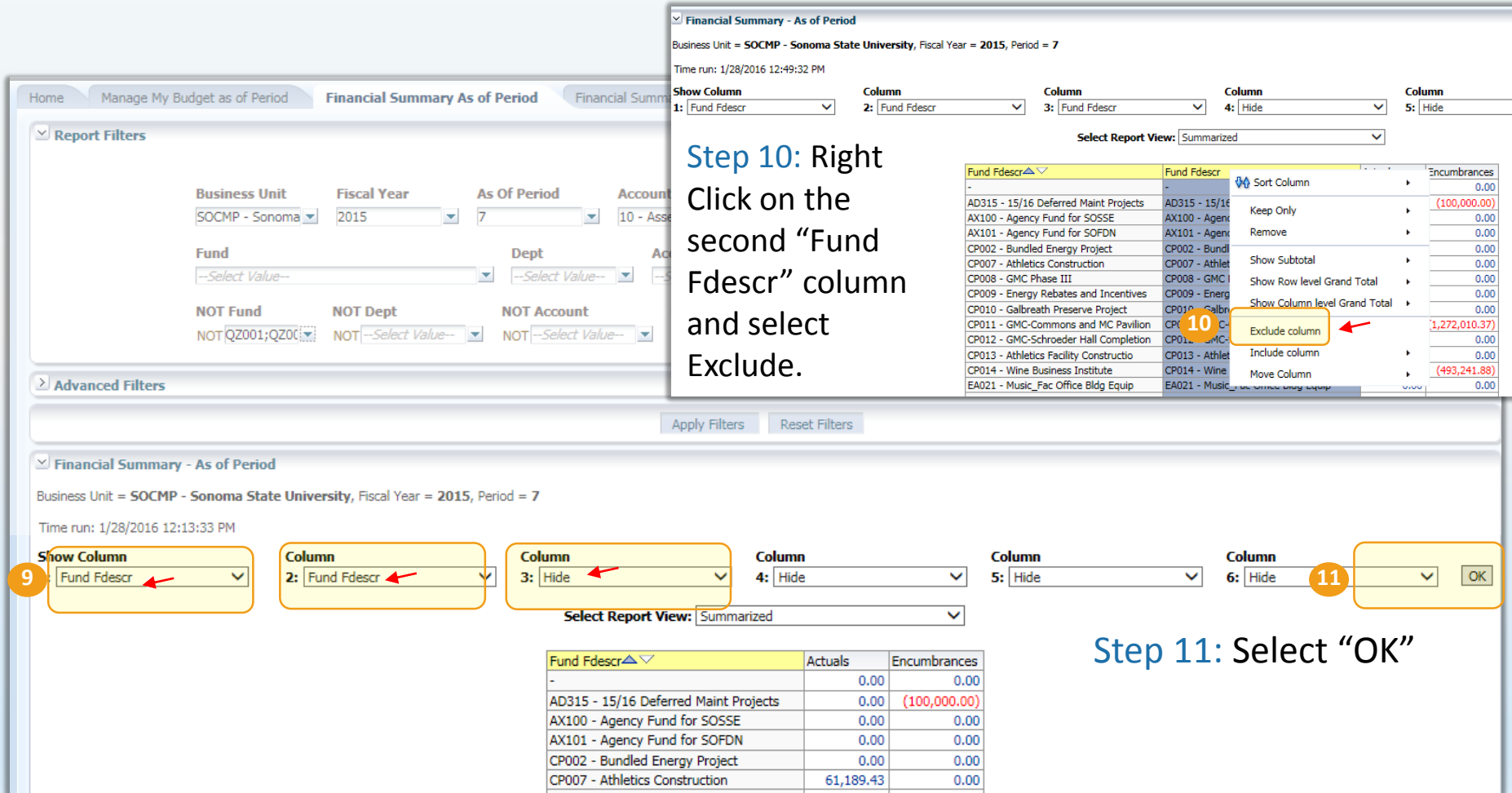

Step 8: Select "Apply Filters" to generate a report.

Data Warehouse Phase II Tutorial

How to pull a fund balance report:

Step 9: After you apply filters, you will see a report appear at the bottom of your screen. Select "Fund Fdescr" for Column 1, select "Fund Fdescr" in Column 2, and select "Hide" in Column 3.

Step 10: Right Click on the second "Fund Fdescr" column and select Exclude.

Step 11: Select "OK"

How to pull a fund balance report:

Step 12: Remember you can "Export" or "Save Current Customizations" to revisit your report in the future.