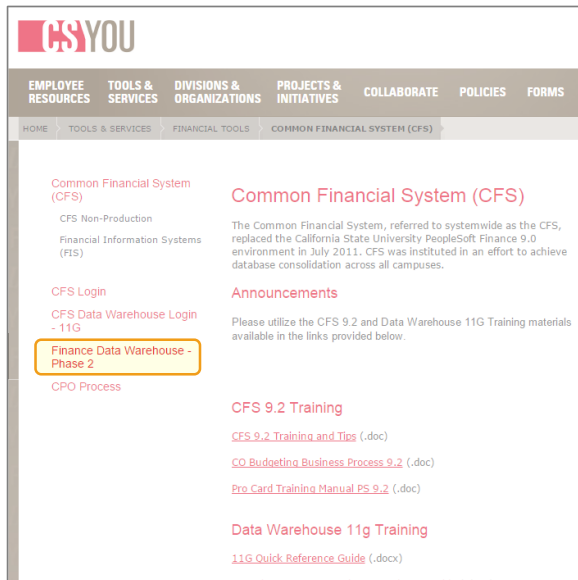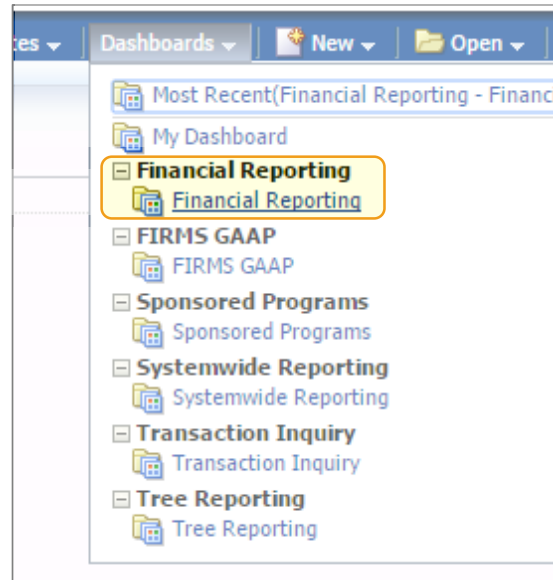# Data Warehouse Phase II Tutorials

How to access and log-in to Data Warehouse:
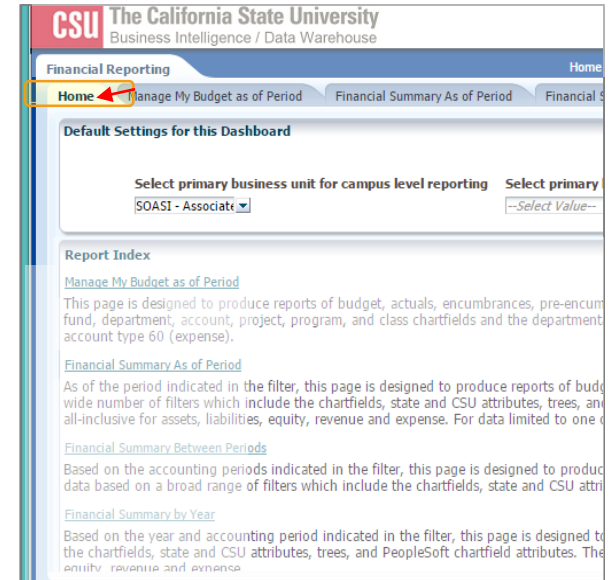
Step 1: Log into Finance, then click on Phase 2

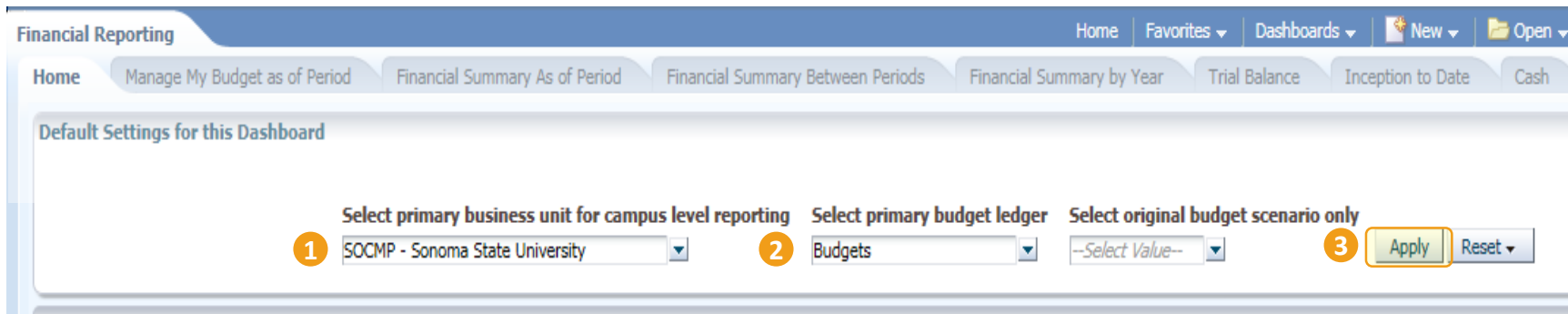**Step 2:** Select the Financial Reporting Dashboard

Step 3: Choose "Home" Page

Setting up your default settings:

Step 1: After logging into the Financial Reporting Dashboard, set-up Business Unit SOCMP – for Sonoma State Campus

Step 2: Select the primary ledger you will be pulling your reports from, which should be "Budgets" to account for both actual and budget totals.

Step 3: Click "Apply Filters". This will allow you to run reports in Data Warehouse without resaving your default parameters every time. You are now ready to begin extracting reports from the Data Warehouse.