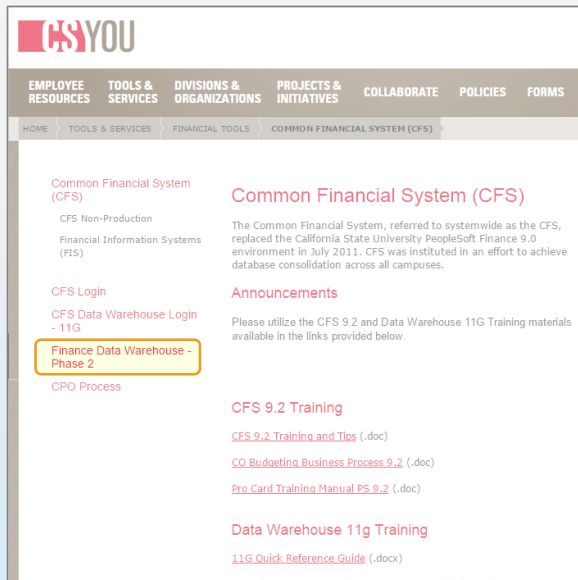
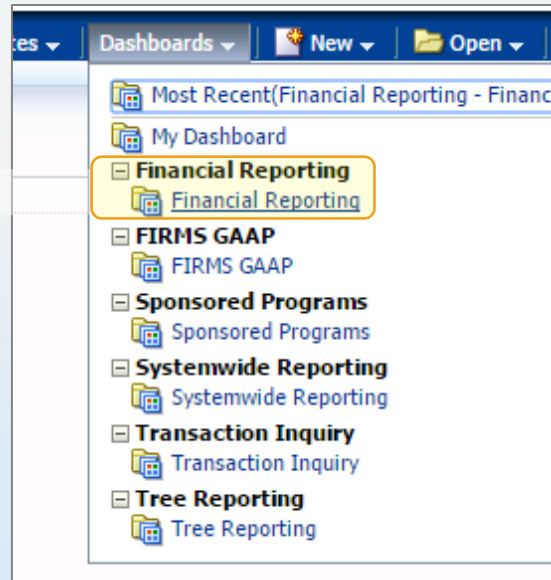


## How to pull a cash balance report:

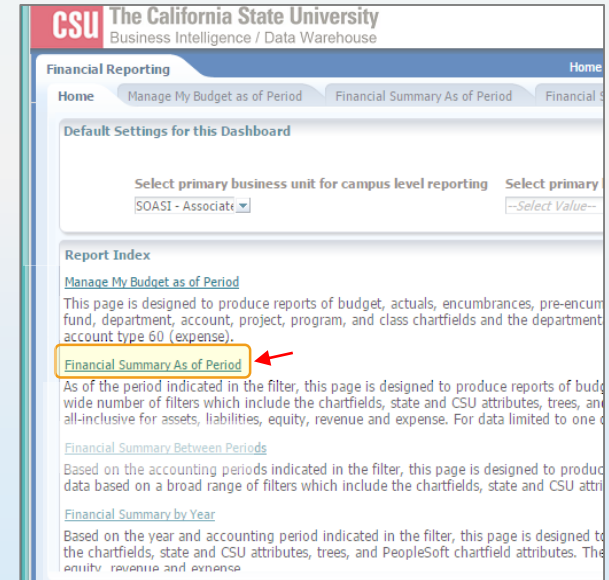
**Step 1:** Log into Finance, then click on Phase 2



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

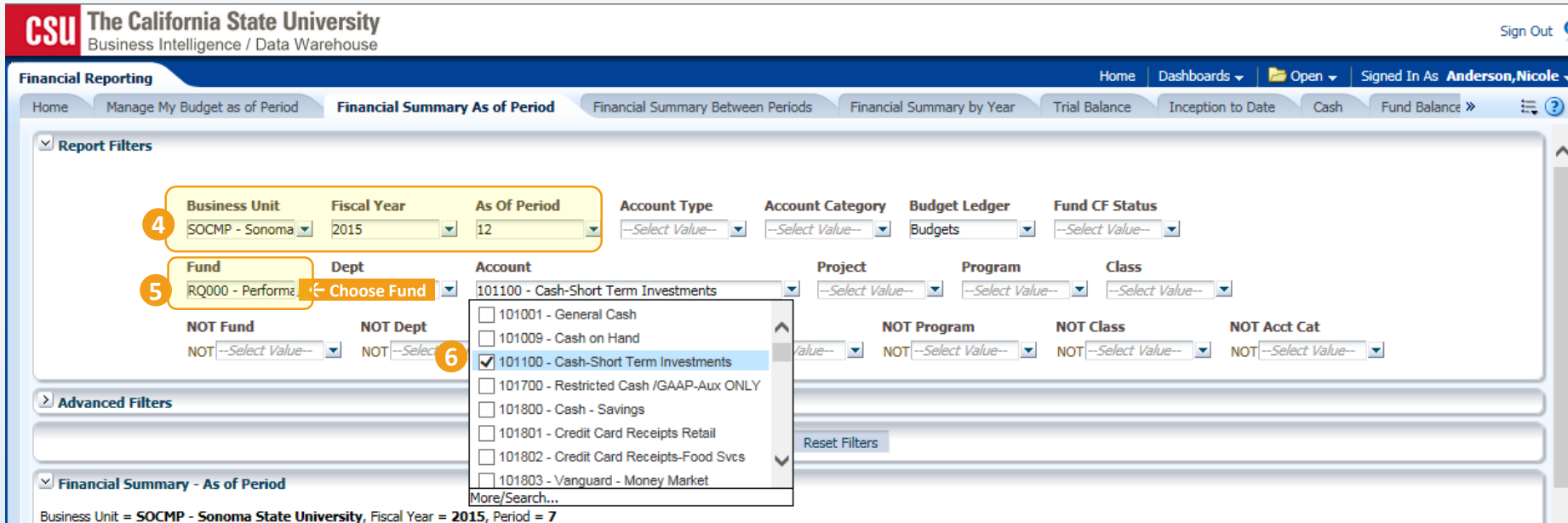


**Step 3:** Choose "Financial Summary As of Period"



## How to pull a cash 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).

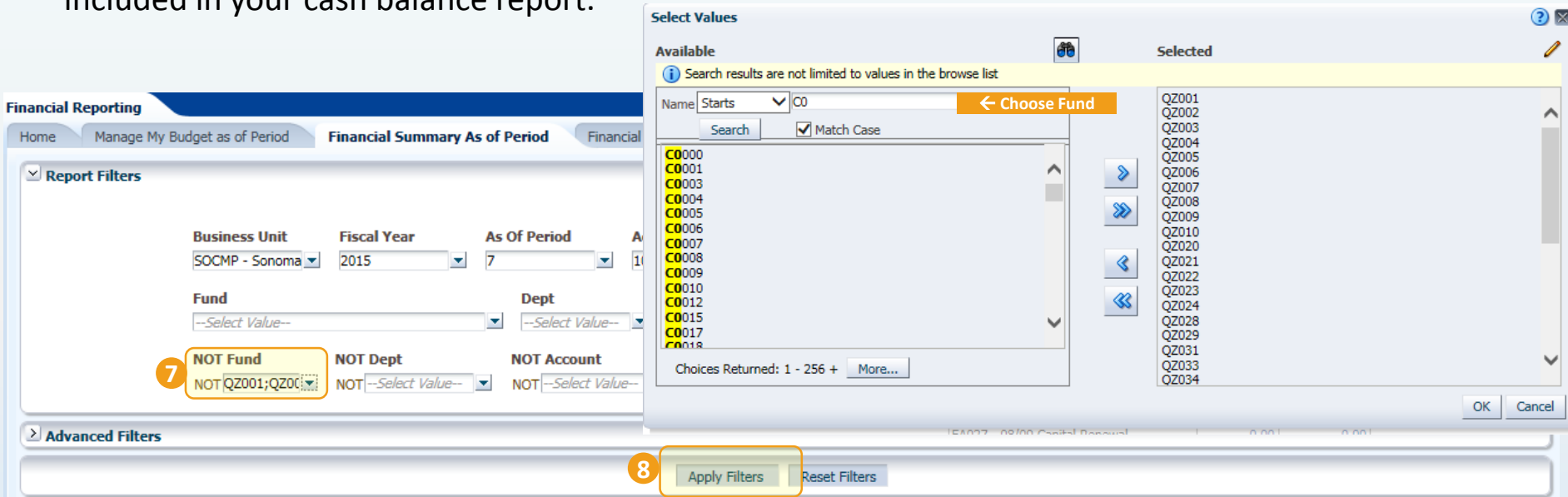


**Step 5:** Delete the “X” in the Fund field. Add all Funds you wish to create a cash balance report for.

**Step 6:** Select account 101100 for Cash-Short Term Investments

## How to pull a cash 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 cash balance report.



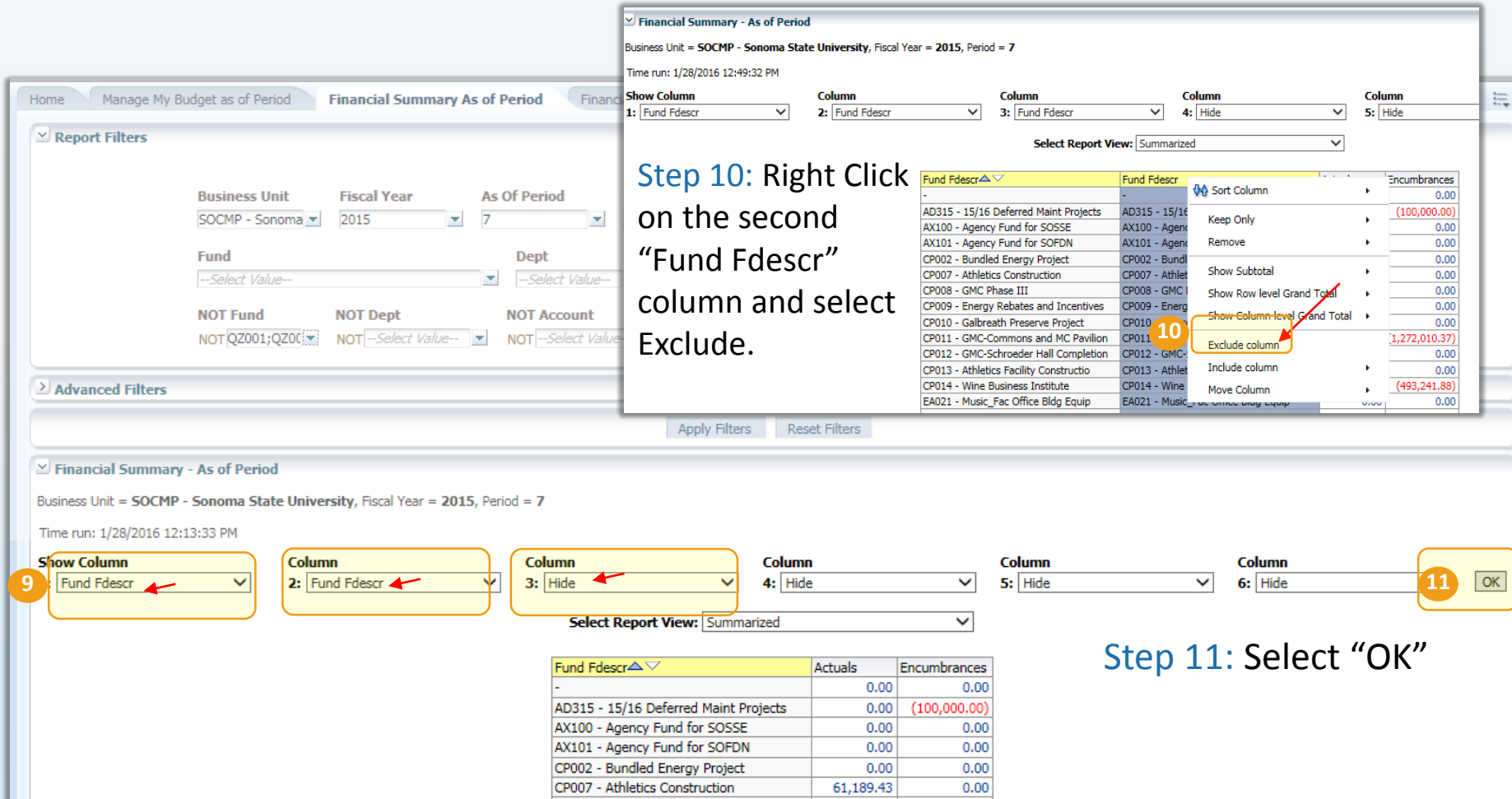
The screenshot displays the 'Financial Reporting' interface. In the 'Report Filters' section, the 'NOT Fund' dropdown is highlighted with a red circle and the number 7. The 'Select Values' dialog box is open, showing a list of available funds (C0000 to C0018) and a list of selected funds (QZ001 to QZ034). A 'Choose Fund' button is visible in the dialog. The 'Apply Filters' button is highlighted with a red circle and the number 8.

**Step 8:** Select “Apply Filters” to generate a report.

# Data Warehouse Phase II Tutorial

## How to pull a cash 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.



**Financial Summary - As of Period**  
 Business Unit = SOCMP - Sonoma State University, Fiscal Year = 2015, Period = 7  
 Time run: 1/28/2016 12:49:32 PM

Home Manage My Budget as of Period **Financial Summary As of Period** Financial

**Report Filters**

Business Unit: SOCMP - Sonoma, Fiscal Year: 2015, As Of Period: 7

Fund: --Select Value--, Dept: --Select Value--

NOT Fund: NOT QZ001;QZ002, NOT Dept: --Select Value--, NOT Account: NOT --Select Value--

**Advanced Filters**

Apply Filters Reset Filters

**Financial Summary - As of Period**  
 Business Unit = SOCMP - Sonoma State University, Fiscal Year = 2015, Period = 7  
 Time run: 1/28/2016 12:13:33 PM

Show Column 1: Fund Fdescr, Column 2: Fund Fdescr, Column 3: Hide, Column 4: Hide, Column 5: Hide, Column 6: Hide

Select Report View: Summarized

**Step 10:** Right Click on the second “Fund Fdescr” column and select Exclude.

Fund Fdescr	Fund Fdescr	Encumbrances
-	-	0.00
AD315 - 15/16 Deferred Maint Projects	AD315 - 15/16	(100,000.00)
AX100 - Agency Fund for SOSSE	AX100 - Agen	0.00
AX101 - Agency Fund for SOFDN	AX101 - Agen	0.00
CP002 - Bundled Energy Project	CP002 - Bundl	0.00
CP007 - Athletics Construction	CP007 - Athlet	0.00
CP008 - GMC Phase III	CP008 - GMC	0.00
CP009 - Energy Rebates and Incentives	CP009 - Energ	0.00
CP010 - Galbreath Preserve Project	CP010	0.00
CP011 - GMC-Commons and MC Pavilion	CP011	1,272,010.37
CP012 - GMC-Schroeder Hall Completion	CP012 - GMC-	0.00
CP013 - Athletics Facility Constructio	CP013 - Athlet	0.00
CP014 - Wine Business Institute	CP014 - Wine	(493,241.88)
EA021 - Music_Fac Office Bldg Equip	EA021 - Music	0.00

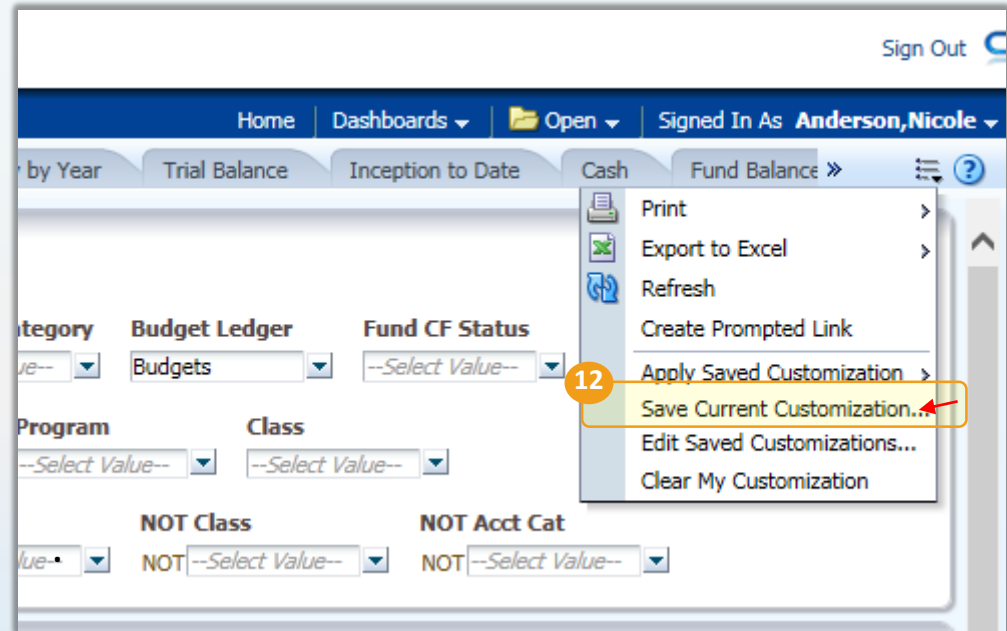
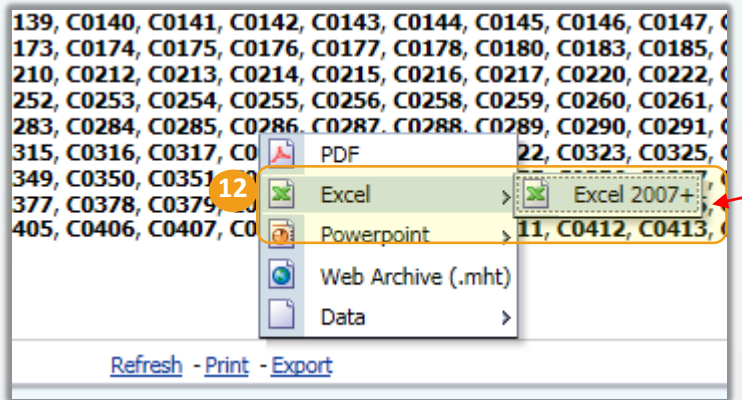
**Step 11:** Select “OK”

Fund Fdescr	Actuals	Encumbrances
-	0.00	0.00
AD315 - 15/16 Deferred Maint Projects	0.00	(100,000.00)
AX100 - Agency Fund for SOSSE	0.00	0.00
AX101 - Agency Fund for SOFDN	0.00	0.00
CP002 - Bundled Energy Project	0.00	0.00
CP007 - Athletics Construction	61,189.43	0.00

# Data Warehouse Phase II Tutorial

## How to pull a cash balance report:

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



\*\*Keep in mind this cash report reflects only your cash balance, and not your overall fund balance, which includes liabilities in addition to asset accounts. When reviewing balances for month end close, take into consideration both reports. If either your cash balance or fund balance or both is negative this fund is considered in deficit.