Data Warehouse Phase II Tutorial

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”
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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
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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.

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