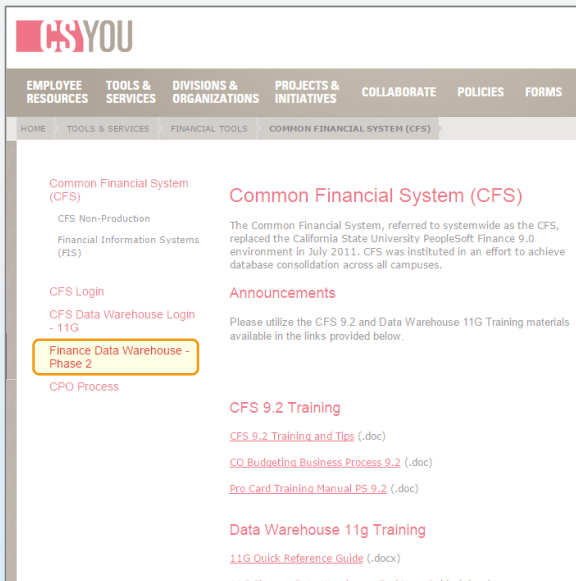
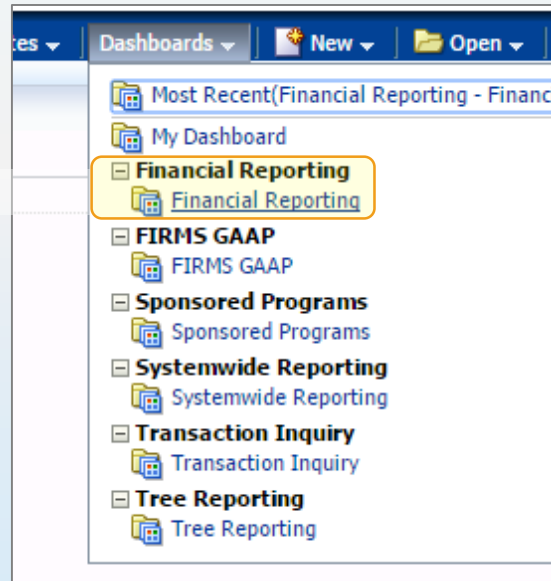


How to pull a fund balance report:

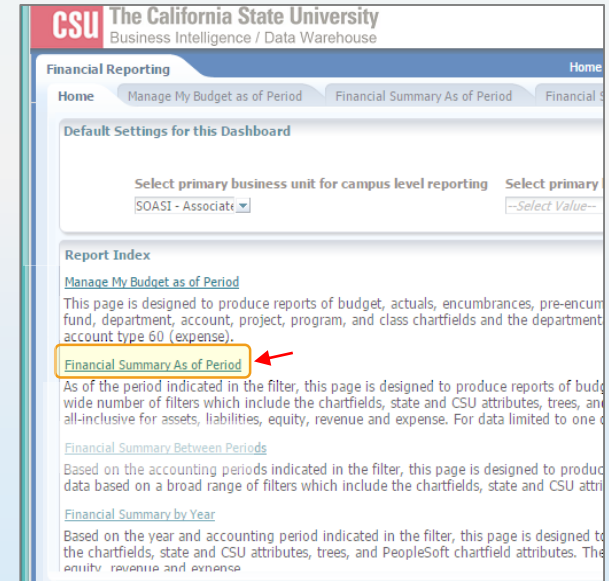
Step 1: Log into Finance, then click on Phase 2



Step 2: Select the Financial Reporting Dashboard

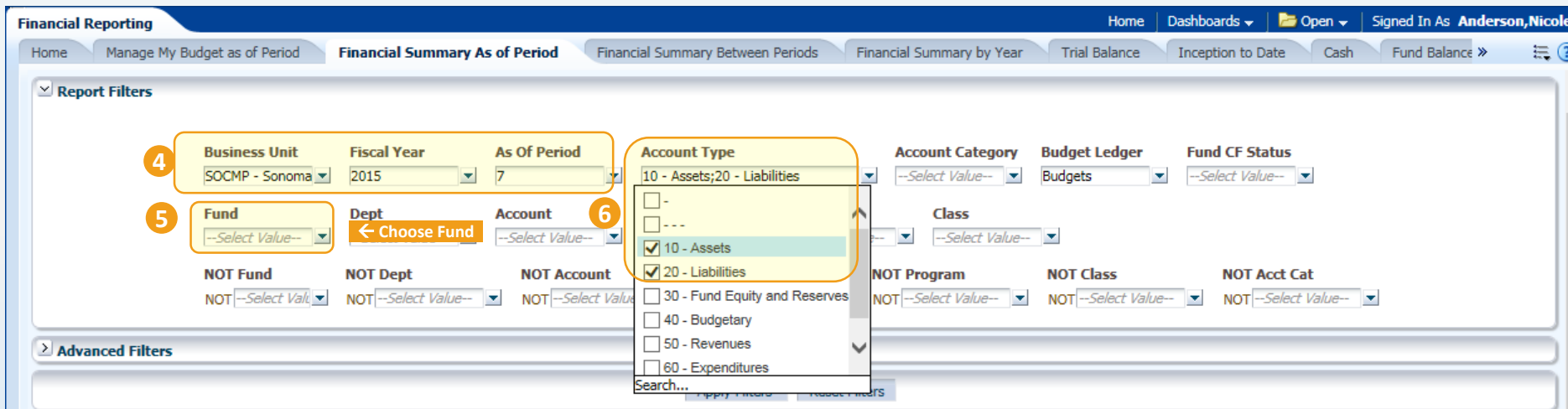


Step 3: Choose "Financial Summary As of Period"



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).



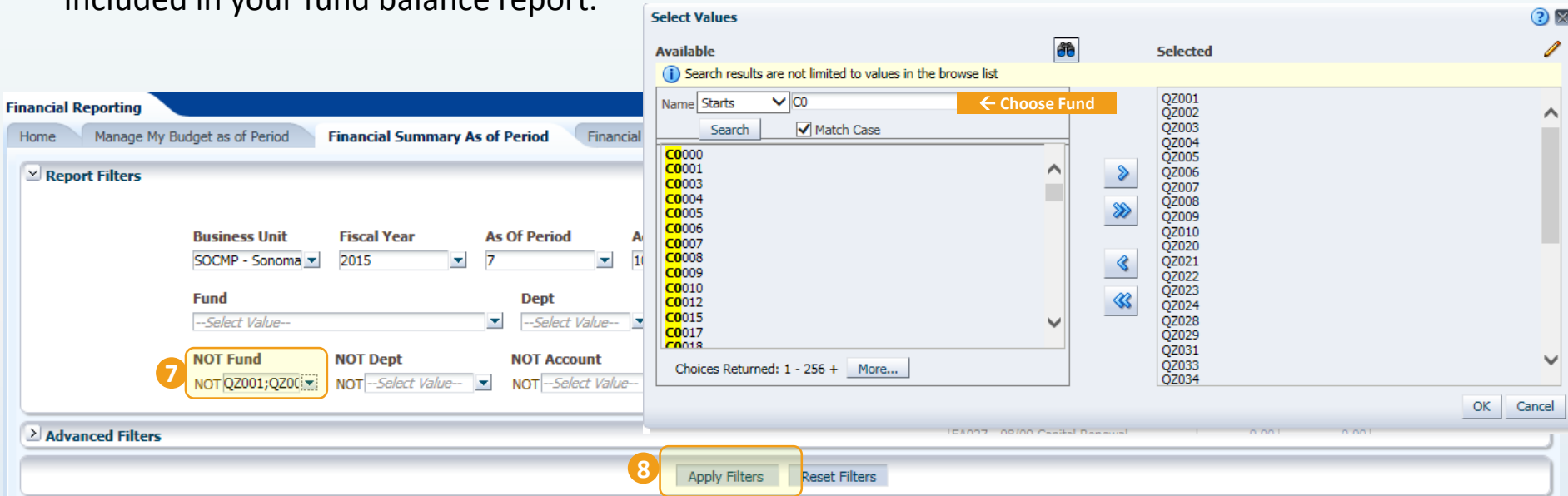
The screenshot shows the 'Financial Reporting' interface with the 'Report Filters' section expanded. The 'Business Unit' is set to 'SOCMP - Sonoma', 'Fiscal Year' to '2015', and 'As Of Period' to '7'. The 'Fund' field is empty, and the 'Account Type' dropdown is open, showing '10 - Assets' and '20 - Liabilities' selected. Other fields like 'Account Category', 'Budget Ledger', and 'Fund CF Status' are also visible.

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.

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.



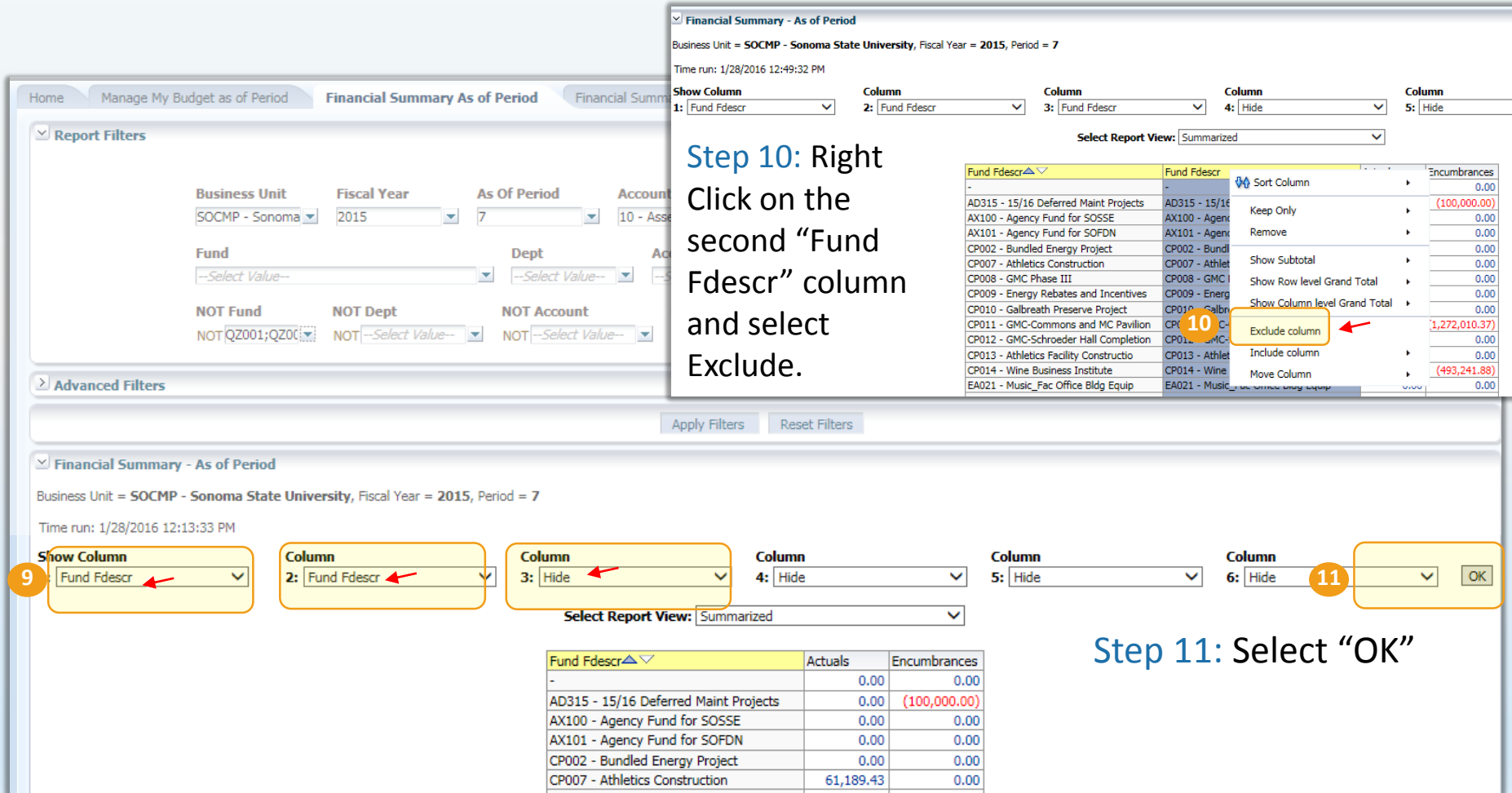
The screenshot displays the 'Financial Reporting' interface. In the 'Report Filters' section, the 'NOT Fund' filter is highlighted with a red circle and the number 7. The 'Select Values' dialog box is open, showing a list of fund codes (C0000 to C0018) and a 'Choose Fund' button. The 'Apply Filters' 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 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.



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

Report Filters:
 Business Unit: SOCMP - Sonoma, Fiscal Year: 2015, As Of Period: 7, Account: 10 - Asses
 Fund: --Select Value--, Dept: --Select Value--
 NOT Fund: NOT QZ001;QZ002, NOT Dept: NOT --Select Value--, NOT Account: NOT --Select Value--

Advanced Filters:
 Show Column 1: Fund Fdescr, Column 2: Fund Fdescr, Column 3: Hide, Column 4: Hide, Column 5: 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 - Energy	0.00
CP010 - Galbreath Preserve Project	CP010 - Galbr	0.00
CP011 - GMC-Commons and MC Pavilion	CP011 - GMC-C	1,272,010.37
CP012 - GMC-Schroeder Hall Completion	CP012 - GMC-C	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”

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

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 fund balance report:

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

