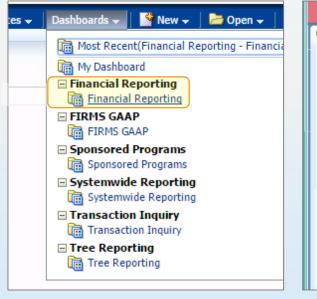


How to pull a fund balance report:

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

MPLOYEE TOOLS & DIVISIO Esources services organi	NS & PROJECTS & COLLABORATE POLICIES FORMS				
OME TOOLS & SERVICES FINANCIAL	TOOLS COMMON FINANCIAL SYSTEM (CFS)				
Common Financial System (CFS)	Common Financial System (CFS)				
CFS Non-Production	The Common Financial System, referred to systemwide as the CFS,				
Financial Information Systems (FIS)	replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.				
CFS Login	Announcements				
CFS Data Warehouse Login - 11G	Please utilize the CFS 9.2 and Data Warehouse 11G Training materials available in the links provided below.				
Finance Data Warehouse - Phase 2	ачаламе п не пло ротоес веют.				
CPO Process					
	CFS 9.2 Training				
	CFS 9.2 Training and Tips (.doc)				
	CO Budgeting Business Process 9.2 (.doc)				
	Pro Card Training Manual PS 9.2 (.doc)				
	Data Warehouse 11g Training				
	11G Quick Reference Guide (.docx)				
	11C Finance Pate Warehouse End User Guide (deau)				

Step 2: Select the Financial Reporting Dashboard



Step 3: Choose "Financial Summary As of Period"

Financial	Reporting	Hom
Home	Manage My Budget as of Period Financial Summary As of Pe	eriod Financia
Defau	It Settings for this Dashboard	
	Select primary business unit for campus level reporting SOASI - Associate 💌	Select primary Select Value
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	age is designed to produce reports of budget, actuals, encumb	
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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).

Fi	nancial Reporting						Home	Dashboards 🗸	눧 Open 🗸	Signed In As A	nderson,Nicole
	Home Manage My E	Budget as of Period	Financial Summary A	s of Period Fina	ncial Summary Between Periods	Financial Summary by Year	Trial Balance	Inception to Da	ate Cash	Fund Balance	» 🗄 🤅
	⊻ Report Filters										
	4	Business Unit SOCMP - Sonoma	Fiscal Year 2015 Dept	As Of Period 7	Account Type 10 - Assets;20 - Liabilities	Account Category	Budget Ledger Budgets	Fund CF Sta			
	5	Select Value	Choose Fund	Select Value	□ 10 - Assets 20 - Liabilities	ISelect Value		NOTA	-+ (-+		
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		NOT	NOT Delet Value	NOT Delete val	40 - Budgetary		NOT Delect Value				
	Advanced Filters				50 - Revenues	~					
					60 - Expenditures						
					Search	mers					

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.

	Available Image: Constraint of the second seco	Selected
Financial Reporting Home Manage My Budget as of Period Financial Summary As of Period Financial Report Filters Business Unit SOCMP - Sonoma 2015 7 7 1 Fund DeptSelect Value- 7 NOT Fund NOT Dept NOTSelect Value- NOTSe	Name Starts CO ← Choose Fund Search ✓ Match Case C0000 C0001 C0003 C0004 C0005 C0006 C0007 C0010 C0015 Choices Returned: 1 - 256 + More	QZ001 QZ002 QZ003 QZ004 QZ005 QZ006 QZ007 QZ008 QZ009 QZ010 QZ010 QZ020 QZ020 QZ021 QZ022 QZ022 QZ023 QZ024 QZ024 QZ028 QZ029 QZ029 QZ024 QZ028 QZ029 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ029 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ029 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ024 QZ028 QZ024 QZ029 QZ024 QZ024 QZ029 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ025 QZ024 QZ025 QZ026 QZ026 QZ005 QZ005 QZ005 QZ006 QZ007 QZ005 QZ007 QZ005 QZ007 QZ005 QZ007 QZ005 QZ009 QZ009 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ020 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024 QZ024
Advanced Filters	IEX007 - 00/00 Control Deserved	OK Cancel
8	Apply Filters Reset Filters	

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

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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 Per	DOL			
	Business Unit = SOCMP - Sonoma S	tate 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 Finan	icial Summa Show Column	Column	Column	Column	Column
Think Manage My budget as or Period Thinking As or Period Thinking	1: Fund Fdescr V	2: Fund Fdescr	✓ 3: Fund Fdescr	✓ 4: Hide	✓ 5: Hide
Report Filters			Select Report Vi	ew: Summarized	/
	Step 10: Ri	σht			
	500p 10. M	Birt	Fund Fdescr	Fund Edescr	Encumbrances
Business Unit Fiscal Year As Of Period	Account Click on the	<u>م</u>	- AD315 - 15/16 Deferred Maint Projects	AD315 - 15/16	(100,000.00)
SOCMP - Sonoma 💌 2015 💌 7	10 - Asse		AX100 - Agency Fund for SOSSE	AX100 - Agence Keep Only	• 0.00
	second "Fu		AX101 - Agency Fund for SOFDN	AX101 - Agence Remove	• 0.00
Fund Dept	Ad Second 10		CP002 - Bundled Energy Project CP007 - Athletics Construction	CP002 - Bundl CP007 - Athlet Show Subtotal	► 0.00
Select Value	💌 📑 Fdescr" col	lumn	CP008 - GMC Phase III	CP008 - GMC I Show Row level Grand Tota	
			CP009 - Energy Rebates and Incentives	CP009 - Energ	0.00
NOT Fund NOT Dept NOT Account	and select		CP010 - Galbreath Preserve Project CP011 - GMC-Commons and MC Pavilion		(1,272,010.37)
NOT QZ001;QZ00 NOTSelect Value 💌 NOTSelect Valu			CP012 - GMC-Schroeder Hall Completion	CP01MC-	0.00
	Exclude.		CP013 - Athletics Facility Constructio	CP013 - Athlet Include column	• 0.00
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		ŀ			
	Apply Filters Reset Filte	ers			
Financial Summary - As of Period					
Business Unit = SOCMP - Sonoma State University, Fiscal Year = 2015, Period = 7					
Business Unit = SOCMP - Sonoma State University, Fiscal Year = 2015, Period = 7					
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	Bundled Energy Project	0.00 0.0			
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		,2001.10			

Sonoma State University – Financial Services

How to pull a fund balance report:

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

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283, C0284, C0285, C0 315, C0316, C0317, C0 349, C0350, C0351		22, C0323, C0325, C
377, C0378, C0379, 53 405, C0406, C0407, C0	Excel	Excel 2007+
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