Data Warehouse Phase II Tutorial

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”
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 fund balance report for.

Step 6: Select 10-Assets and 20-Liabilities.
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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 fund 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.