Data Warehouse Phase II Tutorial

How to pull month end Cost Sheet Report:

**Step 1:** Log into Finance, Data Warehouse Login

**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, Fiscal Year, and Period (leave period at 12 to get current data).

Step 5: Select all 6XX expense category accounts with the exception of 603XXX – Benefits Group under Account Category.

Step 6: Select operating fund, SO100
Step 7: Double click into the drop down “Advanced Filters” option, and select your department level 2 and level 3 information:

Step 8: Select “Apply Filters” to generate report.
**Step 9:** Set up column filters to include, “Dept Fdescr”, “Fund Fdescr” and “Account Cat Fdescr”.

**Step 10:** Select “Standard with Original Budget” within Select Report View and press “Ok” to confirm changes.

**Step 11:** You can export these numbers to Excel or a CSV file by selecting “Export” at the bottom of the DW report selecting Excel.