

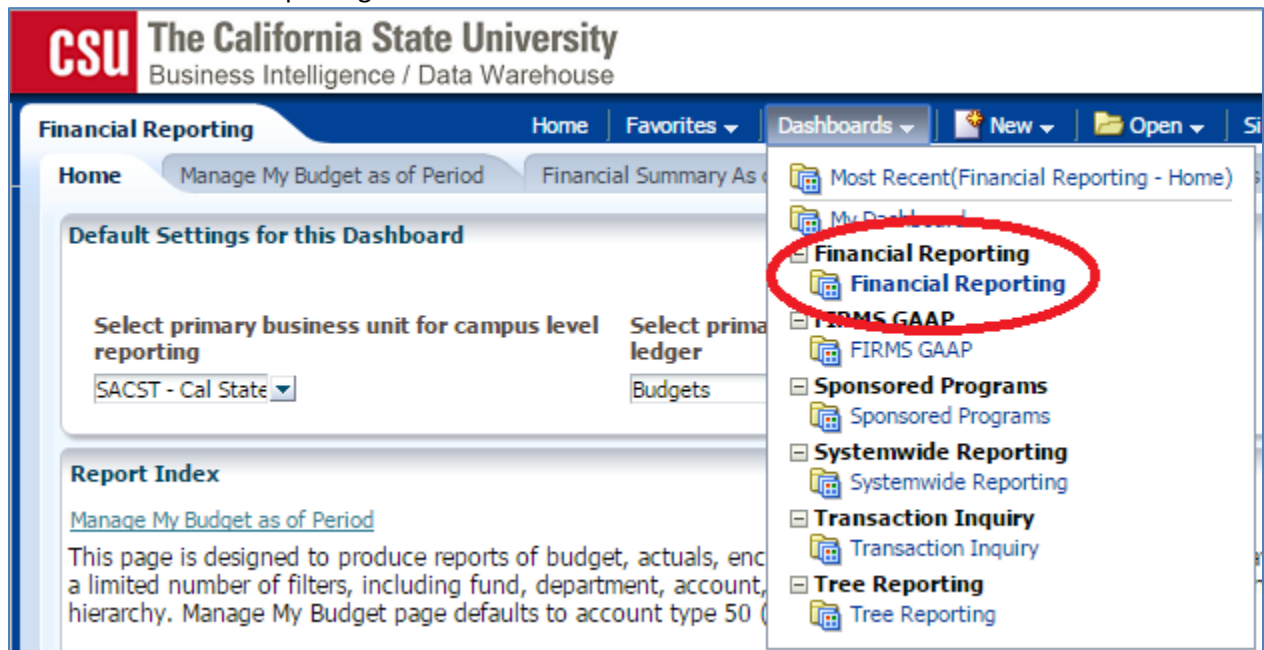
## Fund Balance Report

The purpose of this document is to run a report in the Financial Data Warehouse (FDW) to display the balance of a fund. This example displays the balance for the TS025 fund.

Assumptions:

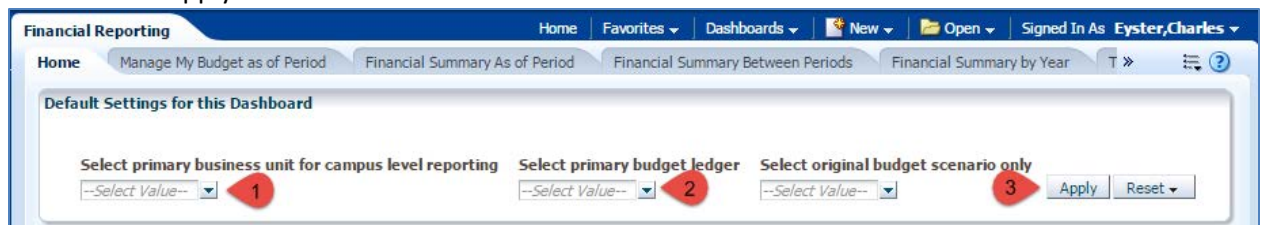
- You have access to the FDW.
- You know how to login to the FDW.

A. Select the “Financial Reporting” dashboard:

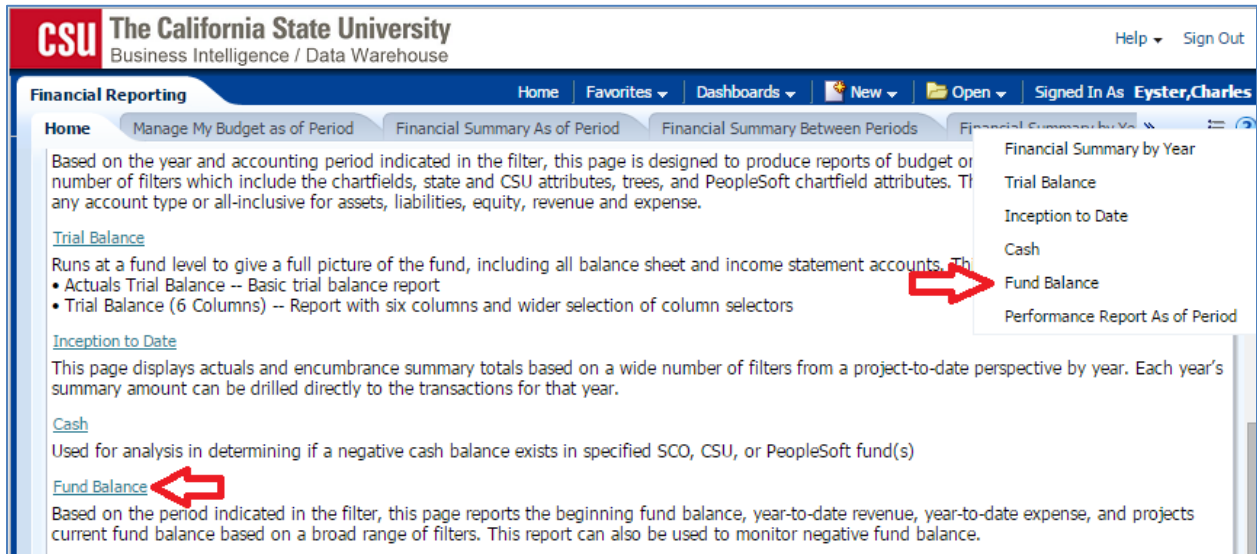


If you have already setup your defaults for the Financial Reporting Dashboard Home, then skip to step B, else do the following:

1. Enter “SACST” as the primary business unit
2. Enter “Budgets” as the primary budget ledger
3. Click on “Apply”.



- B. Select “Fund Balance” via either of these two links:



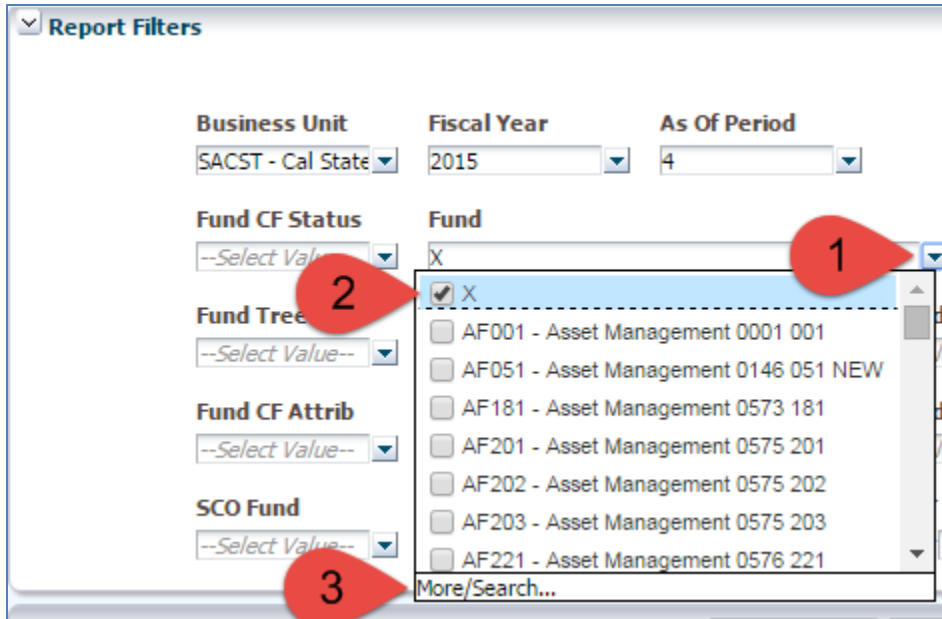
- C. Check and change these report filters if necessary:

1. Select the Business Unit of the fund(s) that you want to see in this report. The most common Business Unit for Sac State is SACST. If you want to report on a Foundation fund, then use the Business Unit SAFND. You may select more than one Business Units, but you must select at least one.
2. Fiscal Year
3. “As of Period”



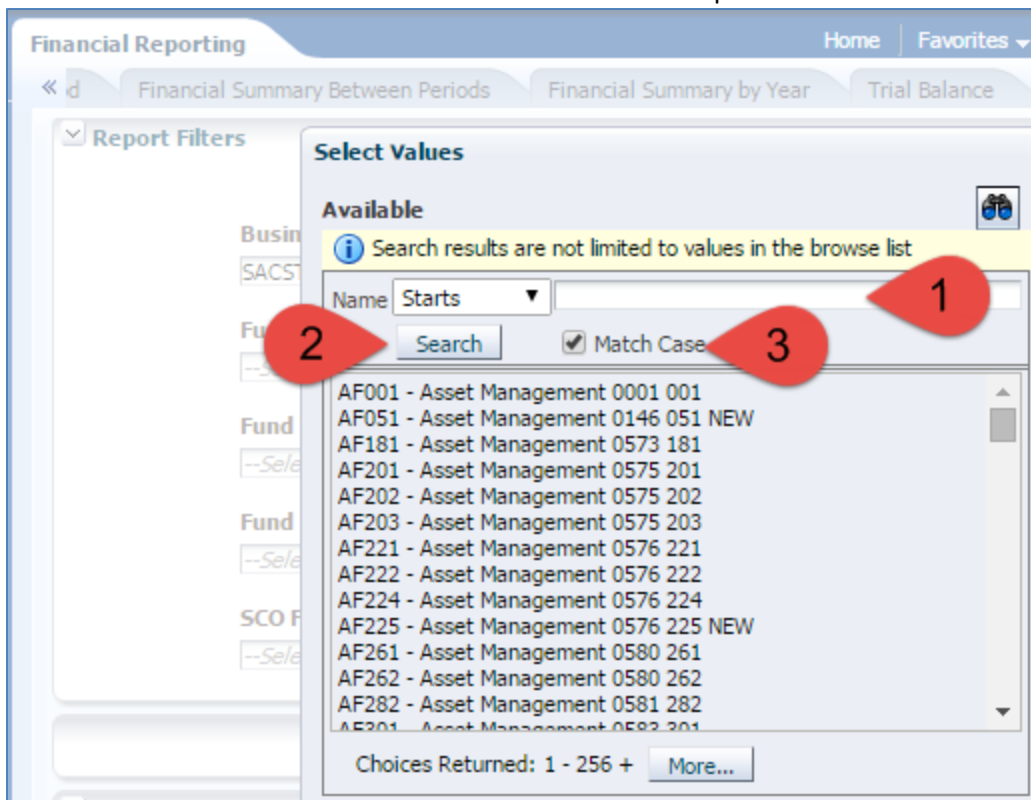
- D. Remove Fund “X” by:

1. Click on the drop-down arrow next to Fund
2. Click on the checked box next to “X”
3. Click on “More/Search...” at the bottom of the drop-down box.



E. Add Fund TS025:

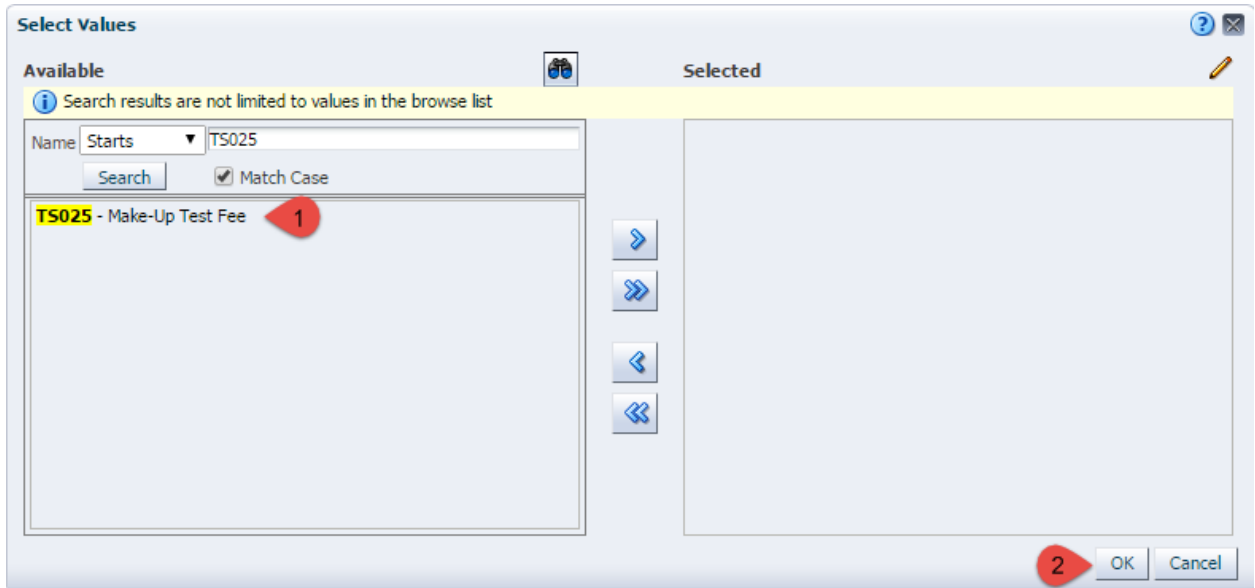
1. Enter "TS025" to search for that fund (in upper case) and
2. Click the Search button
3. Note that the "Match Case" box is checked in this example.



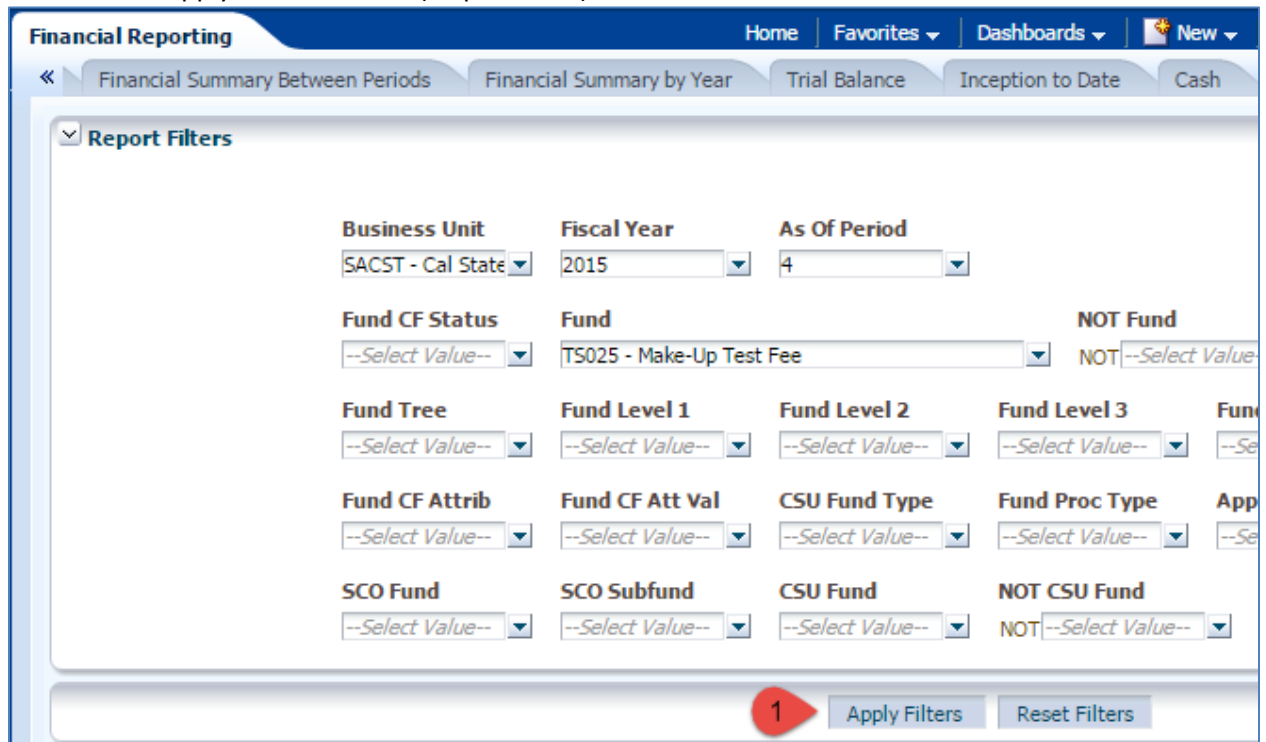
F. Continue adding TS025:

1. Double click on "TS025 – Make-Up Test Fee", then

2. Click on the OK button.



G. Click on the "Apply Filters" button (step 1 below):



H. This is my default report output. I want to change these columns:

1. "Show Column 1" – "SCO Fund Fdescr"
2. "Column 2" – "CSU Fund Fdescr"
3. "Column 3" – "Fund Fdescr"

Time run: 11/2/2015 3:48:20 PM  
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period = 4

Show Column 1: **1** SCO Fund Fdescr  
 Column 2: **2** CSU Fund Fdescr  
 Column 3: **3** Fund Fdescr  
 Column 4: Hide  
 Column 5: Hide  
 Column 6: Hide  
 OK

Select Report View: Summary View

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Ending Fund Balance
0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	TS025 - Make-Up Test Fee	(2,002.97)	(1,050.00)	659.66	(2,393.31)
<b>485 - TF-CSU Operating Fund Total</b>			<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>0948 - Calif State University Trust Fund Total</b>			<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>Grand Total</b>			<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>

I. I changed the columns to these values:

1. Fund Fdescr
2. CSU Fund
3. 'Hide'
4. Click on the "OK" button.

Time run: 11/2/2015 3:47:43 PM  
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period = 4

Show Column 1: **1** Fund Fdescr  
 Column 2: **2** CSU Fund  
 Column 3: **3** 'Hide'  
 Column 4: Hide  
 Column 5: Hide  
 Column 6: Hide  
 OK **4**

Select Report View: Summary View

Fund Fdescr	CSU Fund	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Ending Fund Balance
TS025 - Make-Up Test Fee	485	(2,002.97)	(1,050.00)	659.66	(2,393.31)
<b>485 Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>TS025 - Make-Up Test Fee Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>Grand Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>

J. Change the "Select Report View" to "Encumbrance View":

Time run: 11/2/2015 3:47:43 PM  
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period = 4

Show Column 1: Fund Fdescr  
 Column 2: CSU Fund  
 Column 3: 'Hide'  
 Column 4: Hide  
 Column 5: Hide  
 Column 6: Hide

Select Report View: Summary View

Fund Fdescr	CSU Fund	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Ending Fund Balance
TS025 - Make-Up Test Fee	485	(2,002.97)	(1,050.00)	659.66	(2,393.31)
<b>485 Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>TS025 - Make-Up Test Fee Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>Grand Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>

Select Report View: Summary View  
 Summary View  
 Encumbrance View  
 Restated Fund Balance  
 Restated w/Encumbrances  
 Filters

K. Result:

1. The top section of the results has columns that you can change.
  2. The middle section has values, some of which you can drill to get more details  
Totals do not support the drill functionality.
  3. The bottom section contains the report criteria. This can be useful for future reference or to report what you were doing when you noticed a problem.
- Also, note the "Export" link at the bottom of the page to export your data to an Excel spreadsheet.

**Financial Reporting** Home Favorites Dashboards New Open Signed In As Eyster, Charles

Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Cash **Fund Balance** Perform

**Report Filters**

Business Unit: SACST - Cal State Fiscal Year: 2015 As Of Period: 4

Fund CF Status: --Select Value-- Fund: TS025 - Make-Up NOT Fund: NOT--Select Value--

Fund Tree: --Select Value-- Fund Level 1: --Select Value-- Fund Level 2: --Select Value-- Fund Level 3: --Select Value-- Fund Level 4: --Select Value-- Fund Level 5: --Select Value--

Fund CF Attrib: --Select Value-- Fund CF Att Val: --Select Value-- CSU Fund Type: --Select Value-- Fund Proc Type: --Select Value-- Approp Rev Dt: --Select Value-- Approp Avl To Date: --Select Value--

SCO Fund: --Select Value-- SCO Subfund: --Select Value-- CSU Fund: --Select Value-- NOT CSU Fund: NOT--Select Value-- GAAP NAC: --Select Value--

Apply Filters Reset Filters

Time run: 11/2/2015 3:47:43 PM  
Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period = 4

1

Show Column 1: Fund Fdescr Column 2: CSU Fund Column 3: 'Hide' Column 4: Hide Column 5: Hide Column 6: Hide OK

Select Report View: Summary View

Fund Fdescr	CSU Fund	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Ending Fund Balance
TS025 - Make-Up Test Fee	485	(2,002.97)	(1,050.00)	659.66	(2,393.31)
<b>485 Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>TS025 - Make-Up Test Fee Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>
<b>Grand Total</b>		<b>(2,002.97)</b>	<b>(1,050.00)</b>	<b>659.66</b>	<b>(2,393.31)</b>

2

Fiscal Year is equal to 2015

and Fund Fdescr is equal to TS025 - Make-Up Test Fee

and Bus Unit Fdescr is equal to SACST - Cal State Univ Sacramento

and Acct Type is equal to 50, 60

or FIRMS Obj Cd is equal to 305002, 305020, 305021, 305700, 304001, 302700, 303790, 303791, 303793, 303792, 303794, 303795, 303796

3

Print - Export

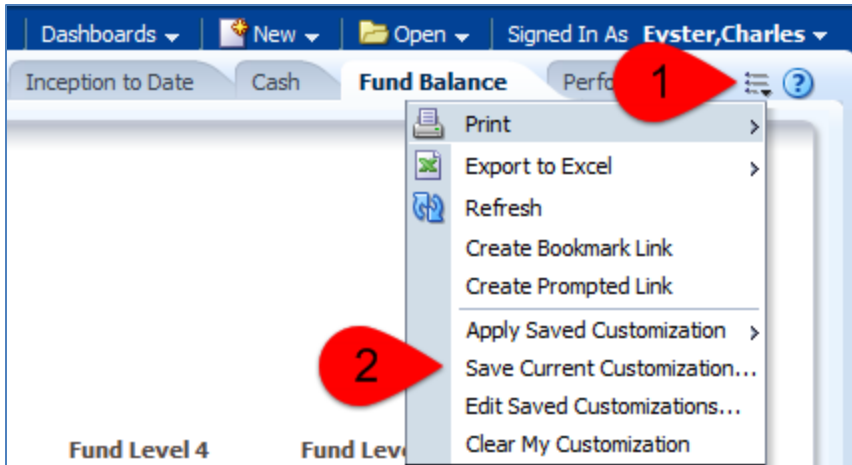
Select the “Encumbrance View” to include encumbrances. This will enable users to see their cash. Note that this value for cash will not include encumbrances nor accounts payable.

### Optional Step:

#### Save Customization:

Use a “customization” to save and easily reuse your selected filters. This example will save the above steps as a customization called “FundBalance”.

1. Click on the “hamburger” in the upper right corner.
2. Click on “Save current Customization...”:



3. Enter the name for your new customization.
4. Click on the "Make this my default for this page" check box.
5. Click on the "OK" button:

