

Fund Balance Report

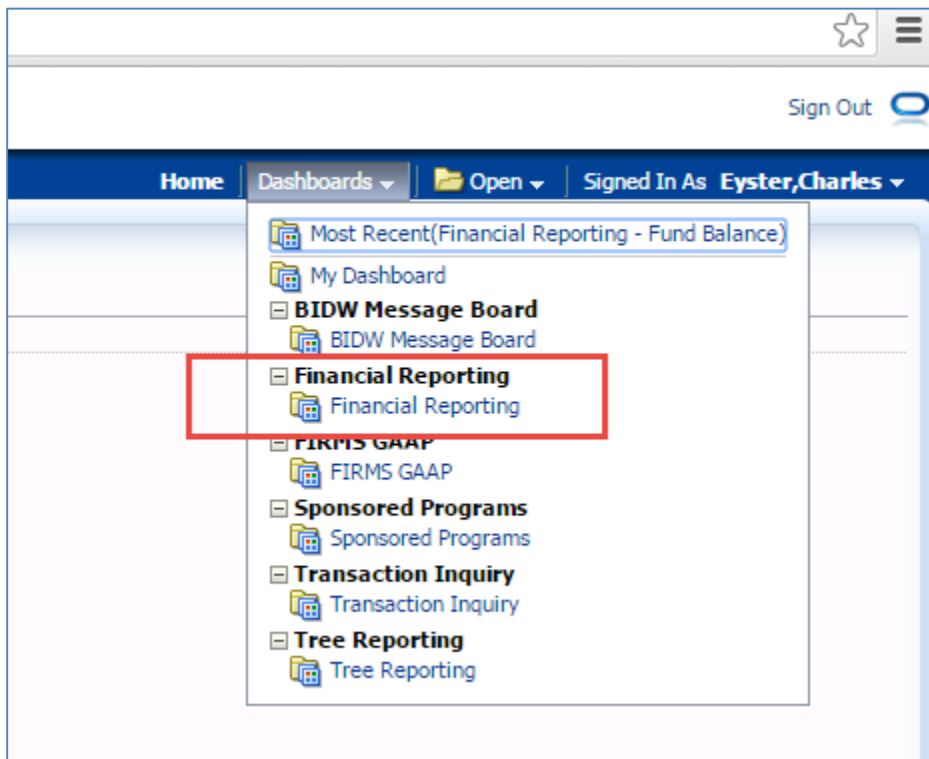
The purpose of this report is to show the status of funds for one or more departments. It will show the beginning balance, revenue, expenses, encumbrances and the ending balance for all applicable funds.

Assumptions:

- You have access to the CFS data warehouse.
- You know how to login to the CFS data warehouse.
- You have already setup your defaults for the environment.

This procedure will run the “Fund Balance” report on the “Financial Reporting” dashboard in CFS.

1. Select the “Financial Reporting” Dashboard circled below:



2. Select “Fund Balance” using either of these two links:

The screenshot shows the 'Financial Reporting' dashboard. At the top, there are navigation tabs: 'Home', 'Dashboards', 'Open', and 'Signed In As Eyster, Charles'. Below the tabs, there are three main sections: 'Default Settings for this Dashboard', 'Report Index', and a dropdown menu.

Default Settings for this Dashboard:

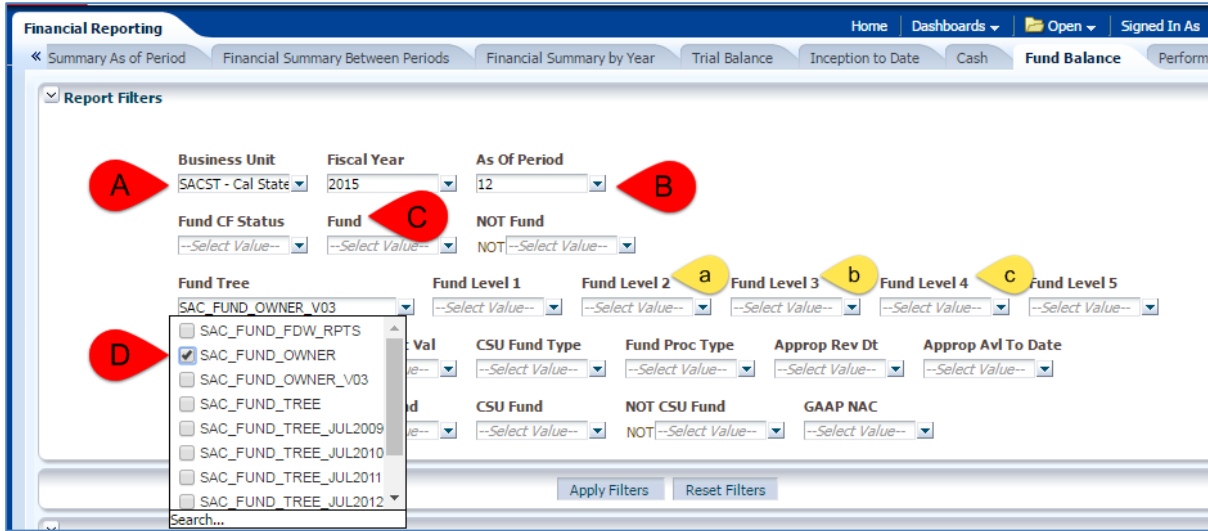
- Select primary business unit for campus level reporting: SACST - Cal State
- Select primary budget ledger: Budgets
- Select original budget only: --Select Value--

Report Index:

- [Manage My Budget as of Period](#): This page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a limited number of filters, including fund, department, account, project, program, and class chartfields and the departmental hierarchy. Manage My Budget page defaults to account type 50 (revenue) and account type 60 (expense).
- [Financial Summary As of Period](#): As of the period indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a wide number of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense. For data limited to one or a selected number of accounting periods, see Financial Summary Between Period.
- [Financial Summary Between Periods](#): Based on the accounting periods indicated in the filter, this page is designed to produce reports of budget, actuals, encumbrances, pre-encumbrances, and balance available data based on a broad range of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes.
- [Financial Summary by Year](#): Based on the year and accounting period indicated in the filter, this page is designed to produce reports of budget or actuals based on a wide number of filters which include the chartfields, state and CSU attributes, trees, and PeopleSoft chartfield attributes. These reports can be limited to any account type or all-inclusive for assets, liabilities, equity, revenue and expense.
- [Trial Balance](#): Runs at a fund level to give a full picture of the fund, including all balance sheet and income statement accounts. This version shows only actuals
 - Actuals Trial Balance -- Basic trial balance report
 - Trial Balance (6 Columns) -- Report with six columns and wider selection of column selectors
- [Inception to Date](#): This page displays actuals and encumbrance summary totals based on a wide number of filters from a project-to-date perspective by year. Each year's summary amount can be drilled directly to the transactions for that year.
- [Cash](#): Used for analysis in determining if a negative cash balance exists in specified SCO, CSU, or PeopleSoft fund(s)
- [Fund Balance](#): Based on the period indicated in the filter, this page reports the beginning fund balance, year-to-date revenue, year-to-date expense, and projects current fund balance based on a broad range of filters. This report can also be used to monitor negative fund balance.
- [Performance Report As of Period](#): This report displays financial data by comparing results and calculating percentages from the prior year to the year selected in the report filters. Through report views both budget and actuals data can be analyzed with this report. To ensure that the data is comparative the as of period from this year is applied to the prior year data.

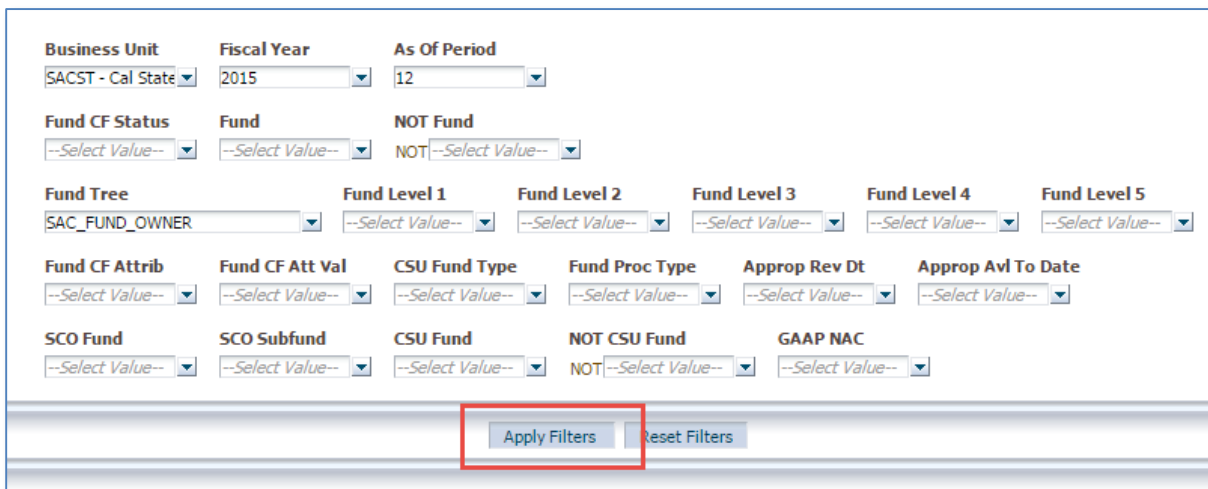
The 'Fund Balance' option in the dropdown menu and the 'Fund Balance' link in the Report Index are highlighted with a red box.

3. Select the appropriate report filters:
 - A. Business Unit should be "SACST"
 - B. Check that your Fiscal Year and "As Of Period" are valid
 - C. If the value for Fund is "x", then remove the "x".
 - D. Select the Fund Tree "SAC_FUND_OWNER".
 - a. If you want to report a specific division, then select that division in field "Fund Level 2".
 - b. If you want to report a specific College or Program Center, then select it in "Fund Level 3".
 - c. If you want to report a specific department, then select it in "Fund Level 4".



The following example did not filter on Fund Level 2, 3 or 4.

4. Click the “Apply Filters” button:



5. Recommended column and view adjustments:

1	Column 1	Fund Level 2 Fdescr
2	Column 2	Fund Level 3 Fdescr
3	Column 3	Fund Level 4 Fdescr
4	Column 4	Fund Fdescr
5	Column 5	Hide
6	Column 6	Hide

Time run: 6/8/2016 2:15:59 PM
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period = 12

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

Select Report View: Encumbrance View

Fund Level 2 Fdescr	Fund Level 3 Fdescr	Fund Level 4 Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
D_ACADEMIC_AFF - Academic Affairs	PC_COLL_OF_ARTS_LTRS - College of Arts & Letters	14600 - College of Arts and Letters	E0122 - Webb Endow College Arts/Lettrs	(16,021.17)	16,021.17		0.00	0.00
			E0197 - R T Forsyth Endowment	(27,772.40)	(21.41)		0.00	(27,793.81)
			S0278 - Selling Sacto Graphic Design	(750.00)			0.00	(750.00)

6. Click the “OK” button:

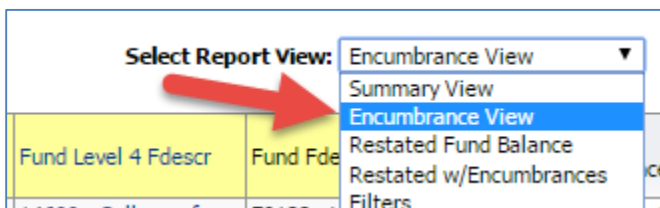
Time run: 6/8/2016 2:15:59 PM
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2015, Period = 12

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

Select Report View: Encumbrance View

Fund Level 2 Fdescr	Fund Level 3 Fdescr	Fund Level 4 Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
D_ACADEMIC_AFF - Academic Affairs	PC_COLL_OF_ARTS_LTRS - College of Arts & Letters	14600 - College of Arts and Letters	E0122 - Webb Endow College Arts/Lettrs	(16,021.17)	16,021.17		0.00	0.00
			E0197 - R T Forsyth Endowment	(27,772.40)	(21.41)		0.00	(27,793.81)
			S0278 - Selling Sacto Graphic Design	(750.00)			0.00	(750.00)

7. Change the “Select Report View” to “Encumbrance View”:



8. Save your report as a customization for future use:

- A. Click on the “hamburger” in the top-right of the screen.
- B. Click on “Save Current customization...”

