Fund Balance Report

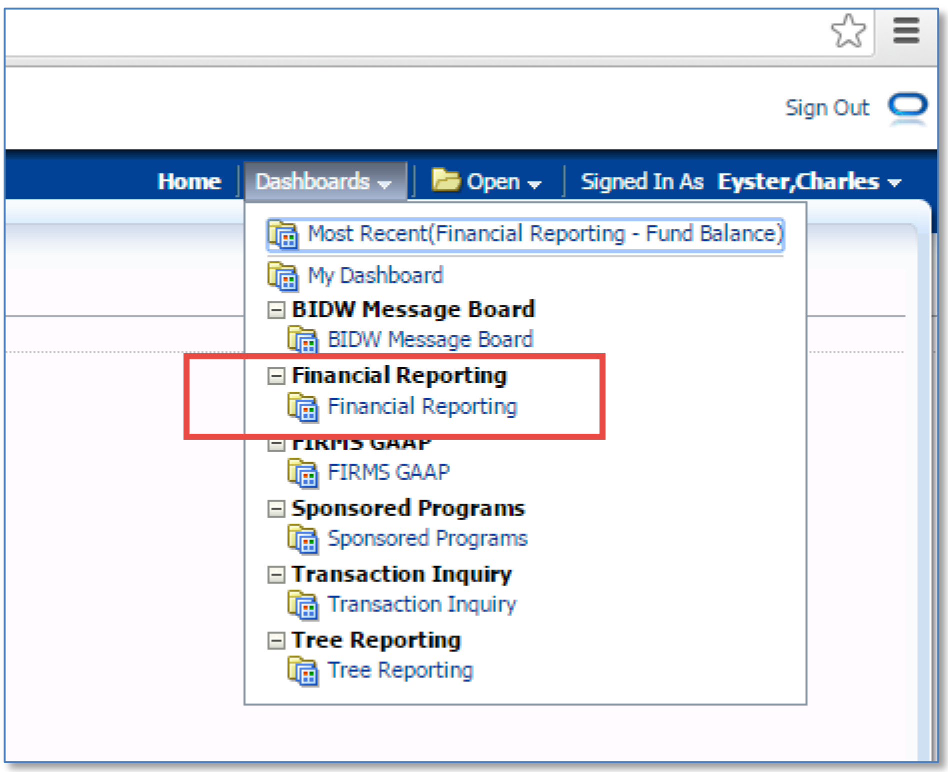
The purpose of this report is to show the status of funds for one or more departments.
It will show the beginning balance, revenue, expenses, encumbrances and the ending balance for all applicable funds.

Assumptions:

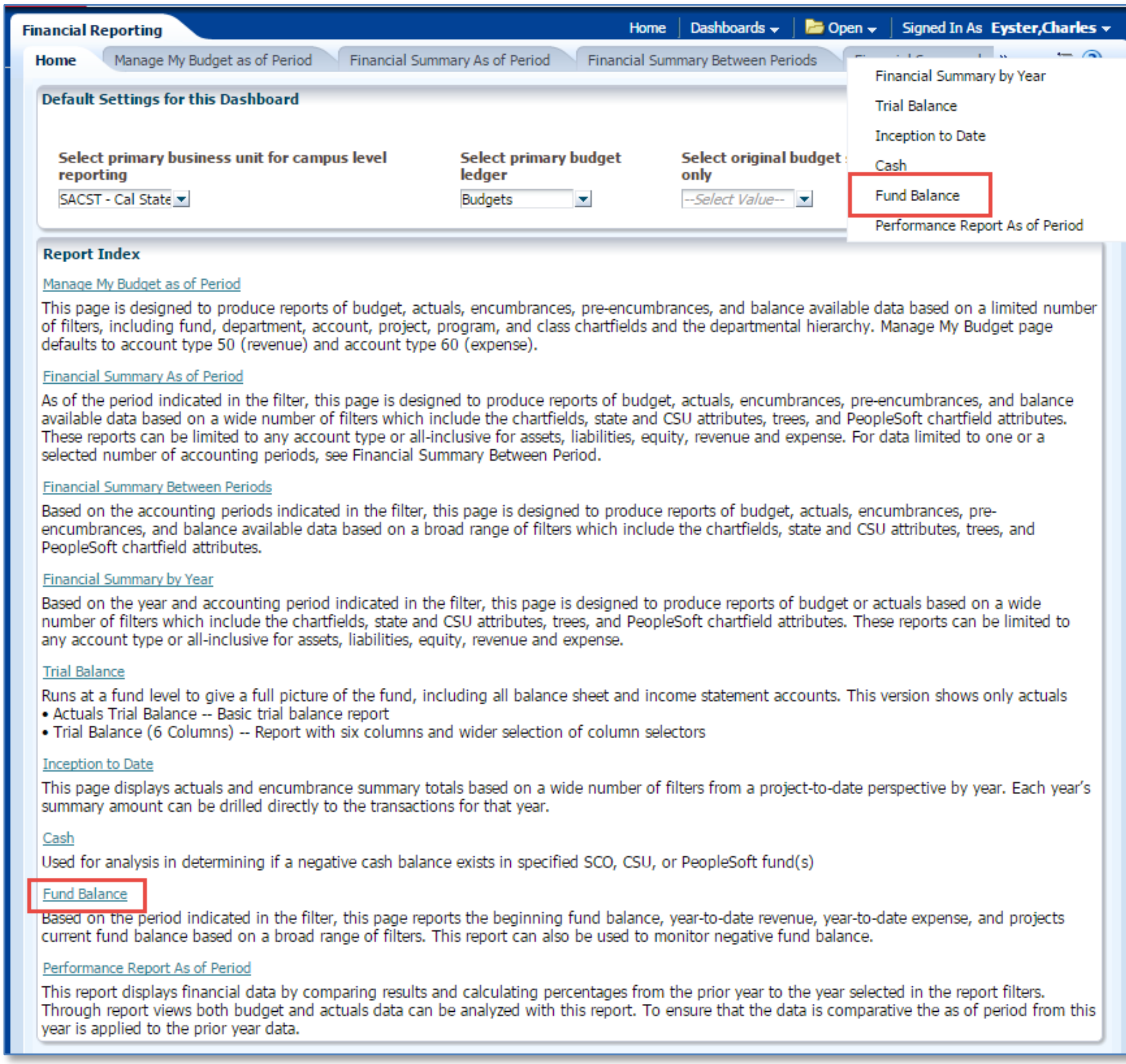
- You have access to the CFS data warehouse.
- You know how to login to the CFS data warehouse.
- You have already setup your defaults for the environment.

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

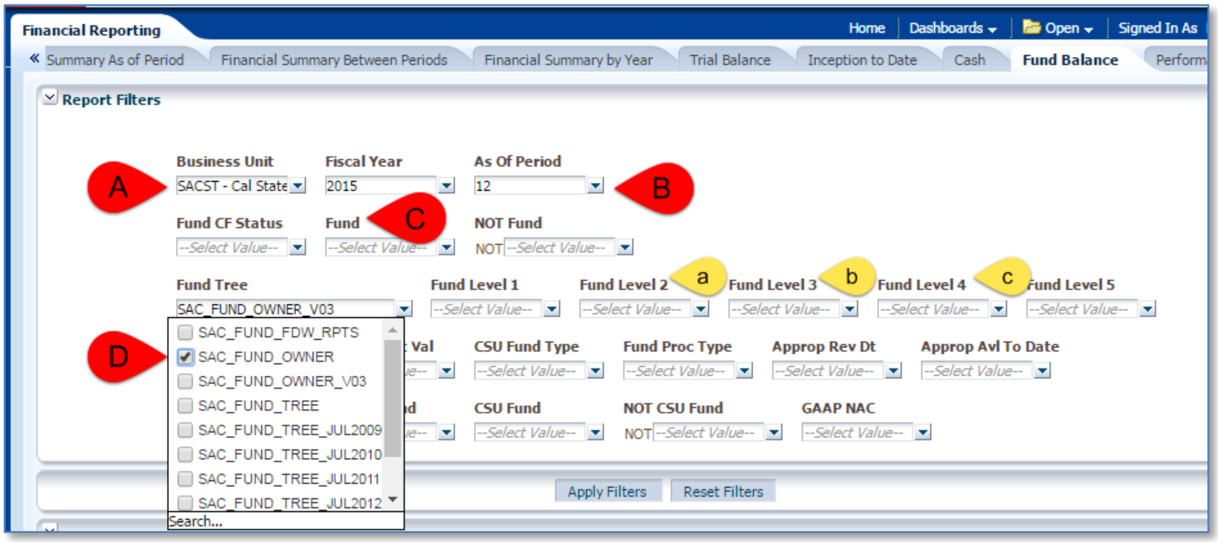
1. Select the “Financial Reporting” Dashboard circled below:



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

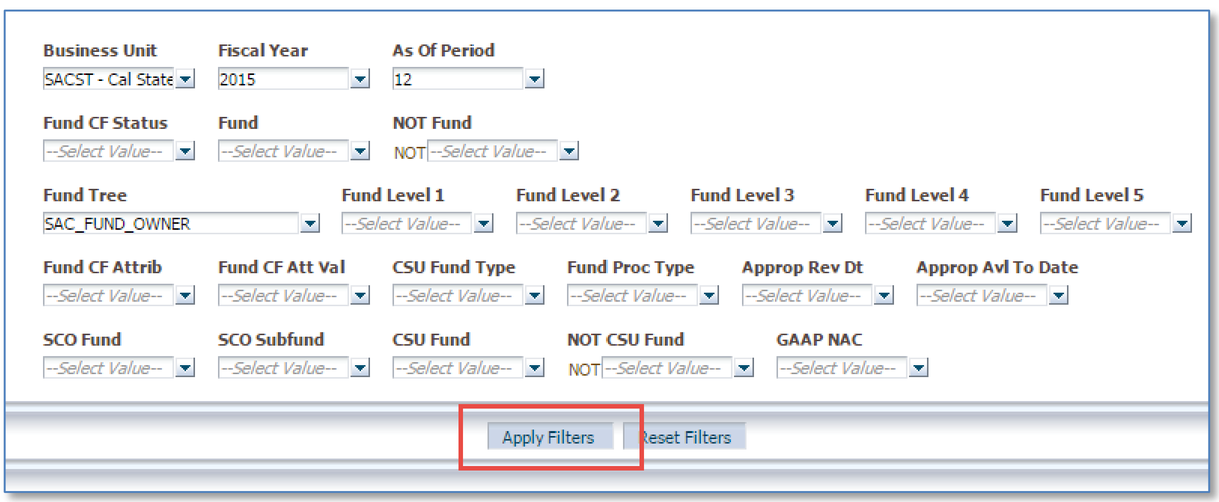


3. Select the appropriate report filters:
   A. Business Unit should be "SACST"
   B. Check that your Fiscal Year and "As Of Period" are valid
   C. If the value for Fund is "x", then remove the "x".
   D. Select the Fund Tree "SAC_FUND_OWNER".
      a. If you want to report a specific division, then 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".



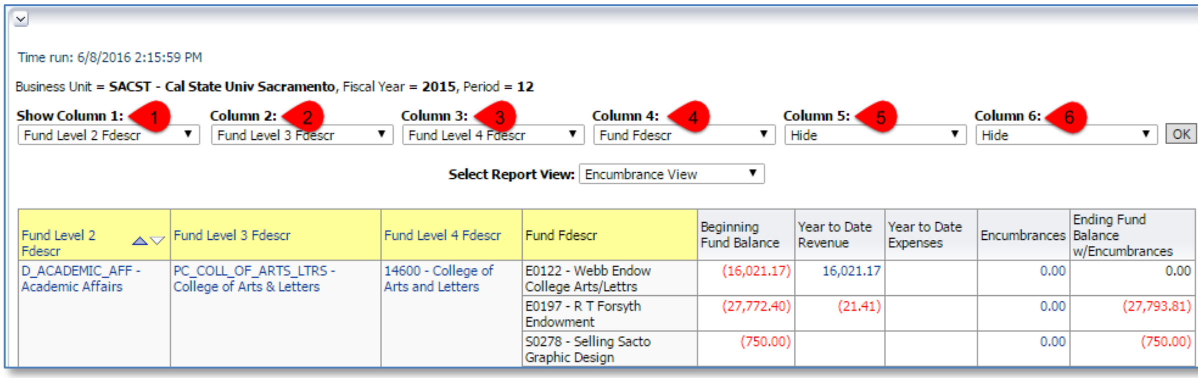
The following example did not filter on Fund Level 2, 3 or 4.

4. Click the "Apply Filters" button:

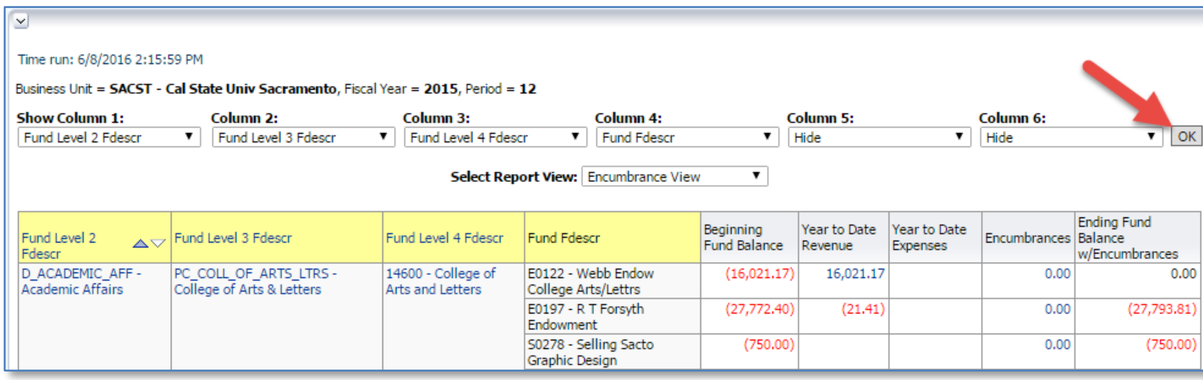


5. Recommended column and view adjustments:

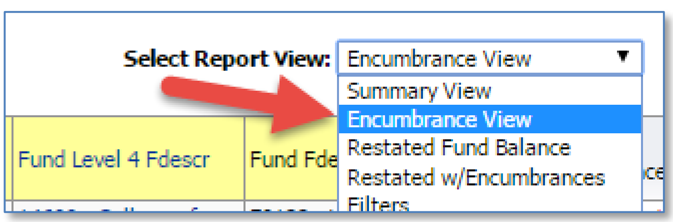
1	Column 1	Fund Level 2 Fdescr
2	Column 2	Fund Level 3 Fdescr
3	Column 3	Fund Level 4 Fdescr
4	Column 4	Fund Fdescr
5	Column 5	Hide
6	Column 6	Hide



6. Click the "OK" button:

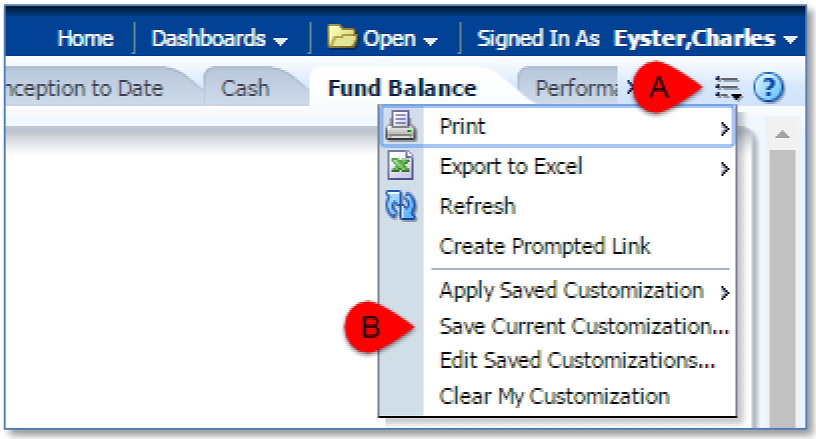


7. Change the "Select Report View" to "Encumbrance View":



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…"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Refresh
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Apply Saved Customization
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Save Current Customization...
Edit Saved Customizations...
Clear My Customization