## **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:

ncial R	leporting		Home	Catalog	Dashboards 🔻	New 🔻	Open 🔻
ne Mar	nage My Budget as of Period	Financial Summary As of	Period	Financial Su	Most Recent	Financial Rep	orting - Home)
fault Set	tings for this Dashboard				My Dashboar	d	
Sel	ect primary business unit for	campus level reporting	Select	primary bude	<ul> <li>Financial Re</li> <li>Einancial R</li> </ul>		
SA	ACST - Cal SI 🔻		Budg	ets 🔻	FIRMS GAAI	D	
		** All report P	Prompts/	Filters are Fde:	🕎 FIRMS GA	AP	
eport In	dex				▲ LCD		
anage My	Budget as of Period				🕎 Labor Cost	Distribution	
is page is	designed to produce reports of	budget, actuals, encumbra	ances, p	re-encumbran	📃 Labor Cost	Distribution C	HRS
id, depart count type	ment, account, project, progran e 60 (expense).	n, and class chartfields and	d the dep	artmental hier:	Sponsored I	rograms	
nancial Su	ummary As of Period				Sponsored	Programs	
of the pe de numbe	riod indicated in the filter, this p r of filters which include the cha	age is designed to produce Irtfields, state and CSU attr	e reports ributes, f	of budget, act rees, and Peoj	Transaction	Inquiry	
-inclusive	for assets, liabilities, equity, rev	enue and expense. For da	ata limite	d to one or a s	Transaction	Inquiry	
nancial Su	Immary Between Periods				Tree Report	na	
de numbe -inclusive nancial Su	er of filters which include the cha for assets, liabilities, equity, rev ummary Between Periods	rtfields, state and CSU att enue and expense. For da	ributes, t ata limite	trees, and Peop d to one or a si	Transaction	inquiry Inquiry	

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:
  - 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 SAFDN. You may select more than one Business Units, but you must select at least one.
  - 2. Fiscal Year
  - 3. "As of Period"

nanciai Re	porting		Home Catalog
mmary As of F	Period Financial Summ	nary Between Period	ls Financial Summary by Year
Report Fil	ters		
	<b>Business Unit</b>	Fiscal Year	As Of Period
	Business Unit	Fiscal Year 2018	As Of Period
	Business Unit SACST - Cal St  Fund CF Status	Fiscal Year 2018 Fund	As Of Period ▼ 10 ▼ 3 NOT Fund

- 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.

Business Unit	Fiscal Year	As Of Period	
SACST - Cal SI 🔻	2018 🔻	10 🔻	
Fund CF Status	Fund		
Select Value 🔻	х		- 1
Fund (ree 2	×⊾		
Select Value 🔻	NULL		
Fund CF Attrib	□ -	Grad Student Award End	
Select Value 🔻	811 - Net Inves	tment in Capital Asse	~

## 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.

Available	্	Selected	
Name Starts 🔹			
2 Search	Match Case		
NULL	^	>	
-		>>	
1418 - Udvardy Grad Student Awa	ard End	"	
811 - Net Investment in Capital As	sse	<	
821 - Restricted: Nonexpendable	- En	"	
831 - Restricted: Expendable - So	hol	~	
832 - Restricted: Expendable - Re	isea 💙		
Choices Returned: 1 - 256 + M	ore		

- F. Continue adding TS025:
  - 1. Double click on "TS025 Make-Up Test Fee", then
  - 2. Click on the OK button.

elect Values		@ ×
vailable	Selected	/
Name Starts VTS025		
Search Match Cas	9	
TS025 - Make-Up Test Fee		
	»	
	~	
	<	
	~	
		Z OK Cancel

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

y Budget as of Period	Financial Summary As of Period	Financial Summary B	etween Periods Fina	ncial Summary by Year	Trial Balance Inc	eption to Date Reports
A Report Filters						
	Business Unit	Fiscal Year	As Of Period			
	SACST - Cal St 🔻	2018 🔻	10 🔻			
	Fund CF Status	Fund		NOT Fun	d	
	Select Value 🔻	TS025 - Make-Up T	est Fee	▼ NOTS	elect Value 🔻	
	Fund Tree	Fund Level 1	Fund Level 2	Fund Level 3	Fund Level 4	Fund Level 5
	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻
	Fund CF Attrib	Fund CF Att Val	CSU Fund Type	Fund Proc Type	Approp Rev Dt	Approp Avl To Da
	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻
	SCO Fund	SCO Subfund	CSU Fund	NOT CSU Fund	GAAP NAC	
	Select Value 🔻	Select Value 🔻	Select Value 🔻	NOTSelect Value-	Select Value	- •
	Acct Tree Name	Acct Level 1	Acct Level 2	Acct Level 3	Acct Level 4	Acct Level 5
	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻
			1 Apply Filters	Reset Filters		

- 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"

ING Balance me run: 4/12/201 1, 51:35 PM Isiness Unit = \$ 1, - Cal State Ui	niv Sacramento, Fisca 2=	2018, Period = 10	3					
Show Column 1: SCO Fund Fdesc	r 🔻 Column 2: CSU F	Fund Fdescr 🔻 Col	umn 3: Fund Fdescr	▼ Column 4: Hide	▼ Column	i: Hide	▼ Column 6: Hide	▼ОК
			Select Report Vi	ew: Restated Fund Balance	•			
SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Fund Balance JEs	Re-Stated Fund Balance	Year to Date Revenue	Year to Date Expenses	Reinstate Ending Fund Balance
948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	TS025 - Make-Up Test Fee	(228.31)		(228.31)			(228.3
	485 - TF-CSU Operating Fu	nd Total	(228.31)		(228.31)	(6,054.00)	2,514.75	(3,767.5
948 - Calif State University Trust Fu	nd Total		(228.31)		(228.31)	(6,054.00)	2,514.75	(3,767.5)
			(228.31)		(228.31)	(6 054 00)	2 514 75	(3.767.5

- I. I changed the columns to these values:
  - 1. Fund Fdescr
  - 2. CSU Fund
  - 3. 'Hide'
  - 4. Click on the "OK" button.

Fund Balance  Und Balance  Time run: 4/12/2019 5:51:35 PM 1 Business Unit = SACST - Cal State Unit	iv Sacramento, Fiscal Y	ear = 2018, enod = 10	3					4
Show Column 1: Fund Fdescr	▼ Column 2: (	SU Fund v Col	umn 3: 'Hide'	▼ Column 4: Hide	▼ Column 8	5: Hide	▼ Column 6: Hide	• ок
			Select Report Vi	ew: Restated Fund Balance	•			
SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Fund Balance JEs	Re-Stated Fund Balance	Year to Date Revenue	Year to Date Expenses	Reinstate Ending Fund Balance
0948 - Calif State University Trust Fund	485 - TF-CSU Operatir Fund	g TS025 - Make-Up Test Fee	(228.31)		(228.31)			(228.31
	485 - TF-CSU Operatin	g Fund Total	(228.31)		(228.31)	(6,054.00)	2,514.75	(3,767.56
0948 - Calif State University Trust Fu	nd Total		(228.31)		(228.31)	(6,054.00)	2,514.75	(3,767.56
Grand Total			(228.31)		(228.31)	(6 054 00)	2 514 75	(3.767.56

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

▲ Fund Balance Fund Balance Time run: 4/12/2019 6:16:23 F Business Unit = SACST - Cal S Show Column	PM State U Co	niv Sacramento, F olumn	Fiscal Year =	2018, Colun	Period = 10 nn	Column		Colum	n		Column	
1: SCO Fund Fdescr	<b>▼</b> 2:	CSU Fund Fdesc	r 🔻	3: Fu	ind Fdescr	▼ 4: Hide	•	5: Hid	le	•	6: Hide	•
					Select Report View	Restated Fund Balance Summary View Encumbrance View						
SCO Fund Fdescr	csu	Fund Fdescr	Fund Fdes	cr	Beginning Fund Balance	Restated w/Encumbra	nces ated Fi	und	Year to Date Revenue	Year te Expen	o Date ses	Reinstate Ending Fur Balance
0948 - Calif State University Trust Fund	485 - Opera	TF-CSU ating Fund	TS025 - Ma Test Fee	ke-Up	(228.31)		(2	28.31)				(228.3
	485 -	TF-CSU Operating	g Fund Total		(228.31)		(2	28.31)	(6,054.00)		2,514.75	(3,767.5
0948 - Calif State University T	rust Fu	ind Total			(228.31)		(2	28.31)	(6,054.00)		2,514.75	(3,767.5
Grand Total					(228.31)		(2	28.31)	(6.054.00)		2.514.75	(3 767 5

- 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.

Fund Balance Time run: 4/12/2019 6:54:31 PM Business Unit = SACST - Cal Stat	e Univ Sacramento, Fiscal	Year = 2018, Period = 10							
Show Column	Column	Column	Colum	ו	Column		Column		
1: SCO Fund Fdescr 🔹	2: CSU Fund Fdescr	<ul> <li>Fund Fdescr</li> </ul>	▼ 4: Hid	e	▼ 5: Hide	•	6: Hide	▼ ОК	
Select Report View: Encumbrance View									
SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances		
0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	TS025 - Make-Up Test Fee	(228.31)			0.00		(228.31)	
	485 - TF-CSU Operating	Fund Total	(228.31)	(6,054.00)	2,514.75	0.00		(3,767.56)	2
0948 - Calif State University Trus	t Fund Total		(228.31)	(6,054.00)	2,514.75	0.00		(3,767.56)	
Grand Total			(228.31)	(6,054.00)	2,514.75	0.00		(3,767.56)	
Fiscal Year is equal to 2018									1
and Fund Fdescr is equal to	T S025 - Make-Up Test Fee								
and Bus Unit Edescr is equal to	ο SACST - Cal State Univ Sacr	ramento							
and Aret Trues is a must to		lamonto			3				
or FIRMS Obj Cd is equa	al to 305002, 305020, 305021, 3	305700, 304001, 302700, 303	3790, 303791, 303793, 3037	92, 303794, 303795, 303	796				
			Analyze - Edit - Pri	nt - 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 "gear" in the upper right corner.
- 2. Click on "Save current Customization...":

Trial Balance	Inception to Date F	Reports Cash Fui. Junance 1	<b>\$ 0</b>
		🖳 Print	•
		Export to Excel	▶ ^
		G Refresh	
		Create Prompted Link	
		Apply Saved Customization	•
	2	Save Current Customization	
nd Level 4	Fund Level 5	Edit Saved Customizations	
Select Value 🔻	Select Value-	Clear My 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:

Save Cu	rrent Customization 🛛 🖉 🗙
Name	FundBalance
Save for	● Me
	Others Set Permissions
4	Make this my default for this page
	5 OK Cancel