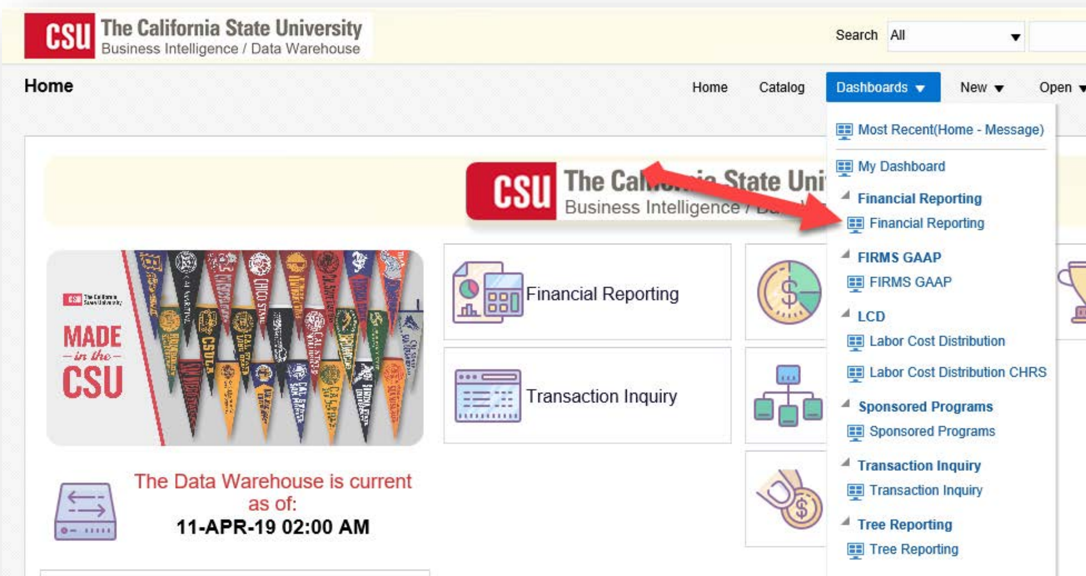
Financial Summary As of Period

The purpose of this document is to help someone report budget and actuals for a fund or organization in the Financial Data Warehouse (FDW).

Assumptions:

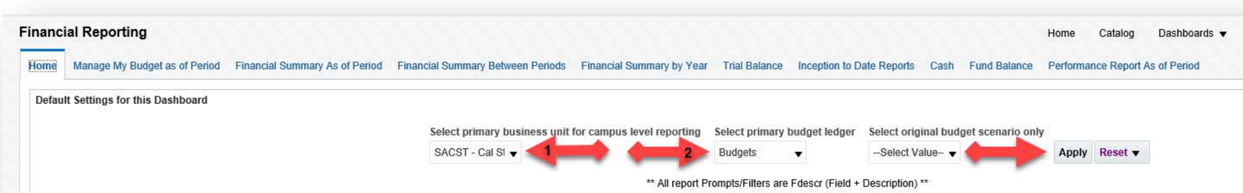
- You have access to the FDW.
- You know how to login to the FDW.

A. Select the "Financial Reporting" Dashboard marked below:

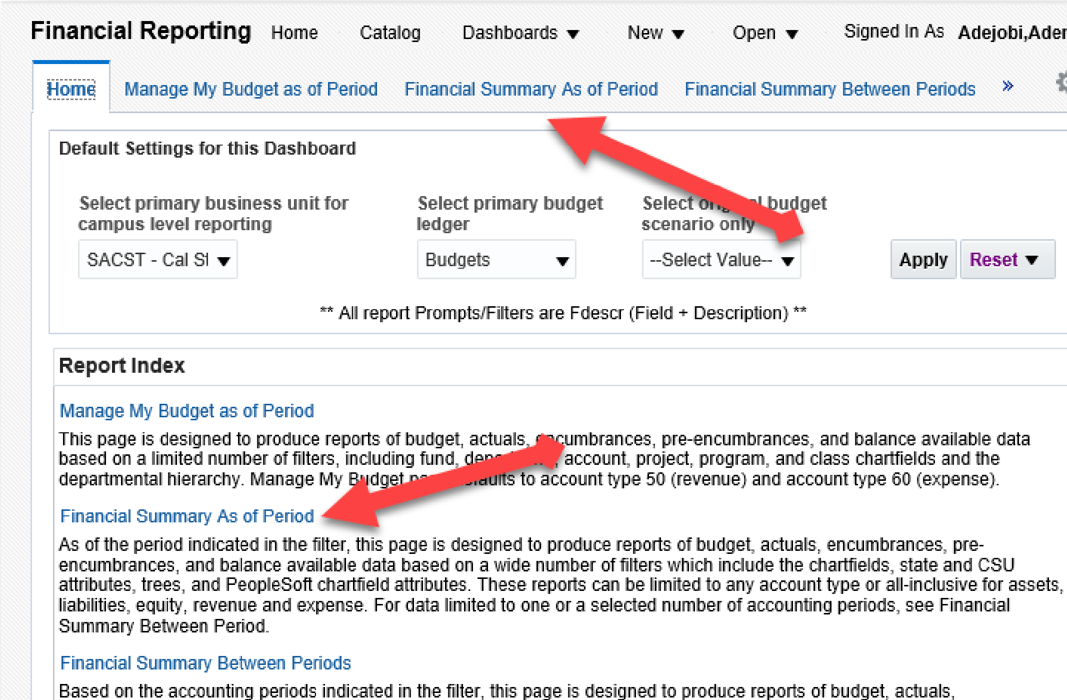


If you have already setup your Financial Reporting Home defaults, then proceed to step B.
Here are the steps to setup your Financial Reporting Home defaults:

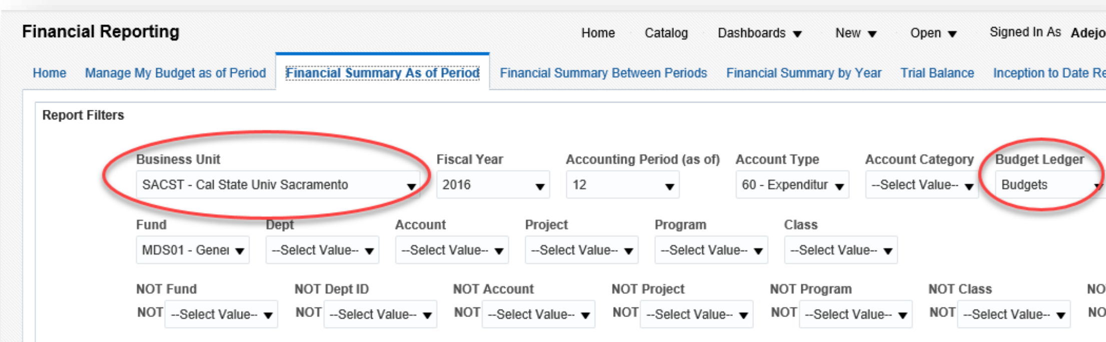
1. Set the primary business unit to "SACST"
2. Set the primary budget ledger to "Budgets"
3. Click the "Apply" button



B. Select "Financial Summary As of Period" using either of these two links:



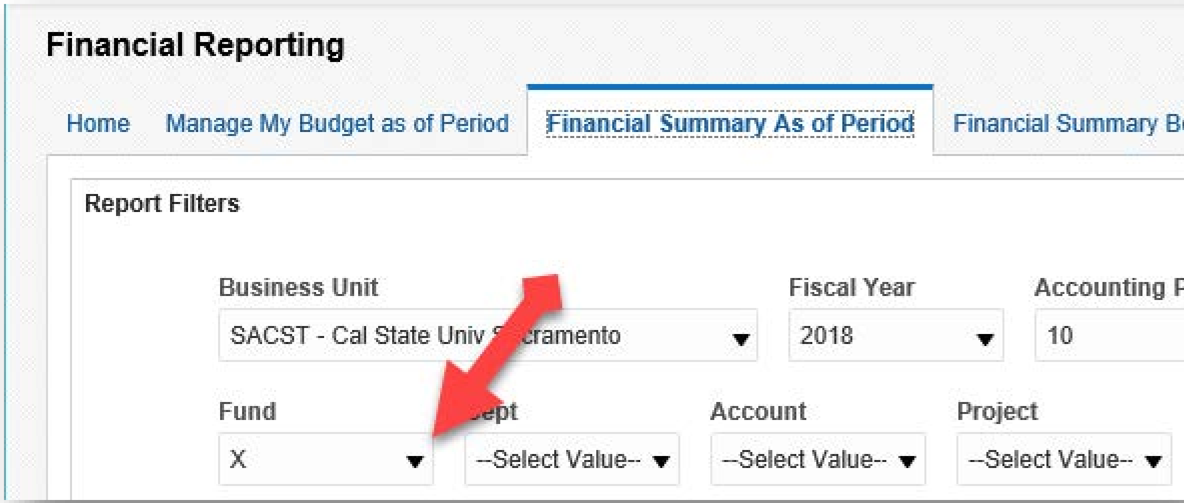
This will take you to the Report Filters for the report. The first row should reflect your defaults for Business Unit and Budget Ledger.



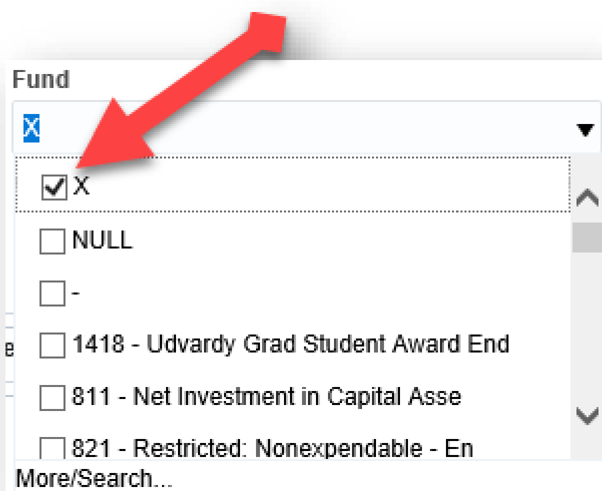
The following steps will illustrate changing the following Report Filters:

- Fund
- Account Type
- NOT Acct Cat (excluded Account Category)
- Dept

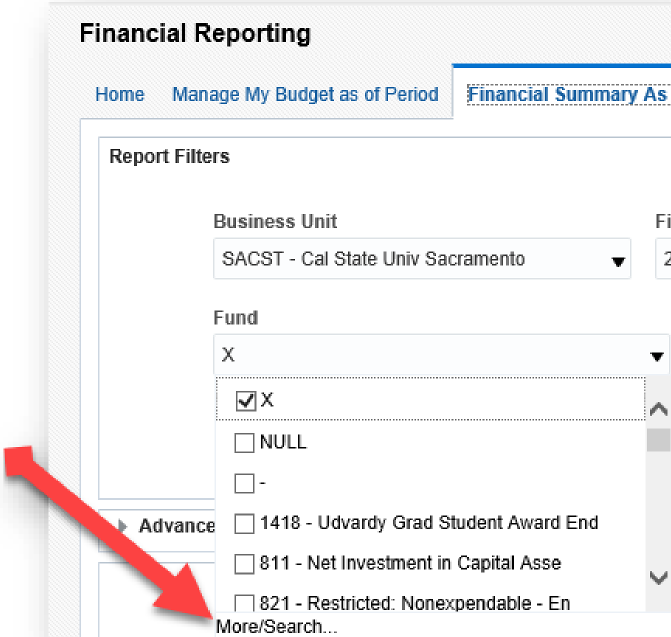
C. Click on the drop-down arrow next to "Fund" in the "Report Filters" section:



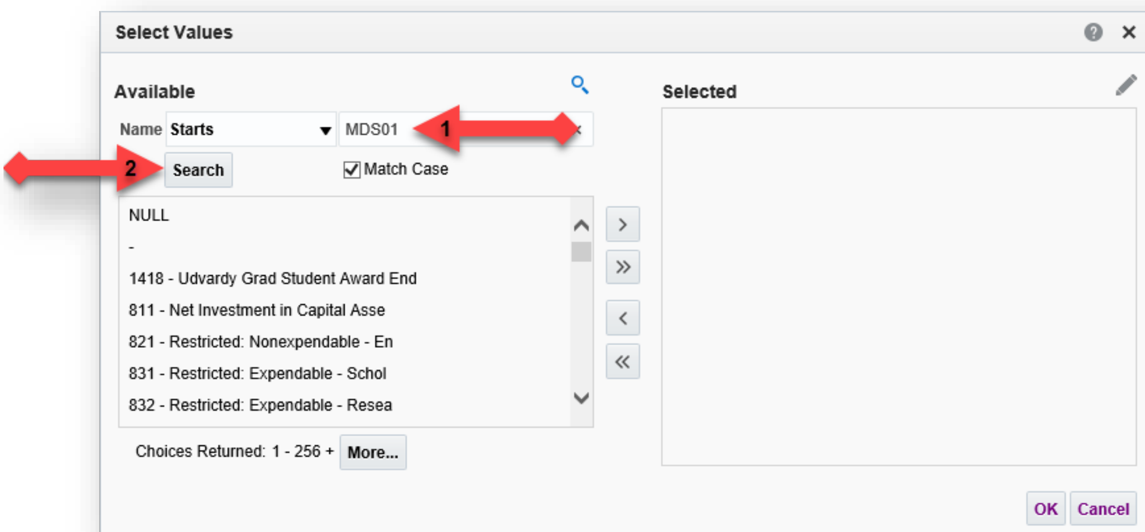
D. Click on the checked box next to “X” to remove “X” from the list of funds to display:



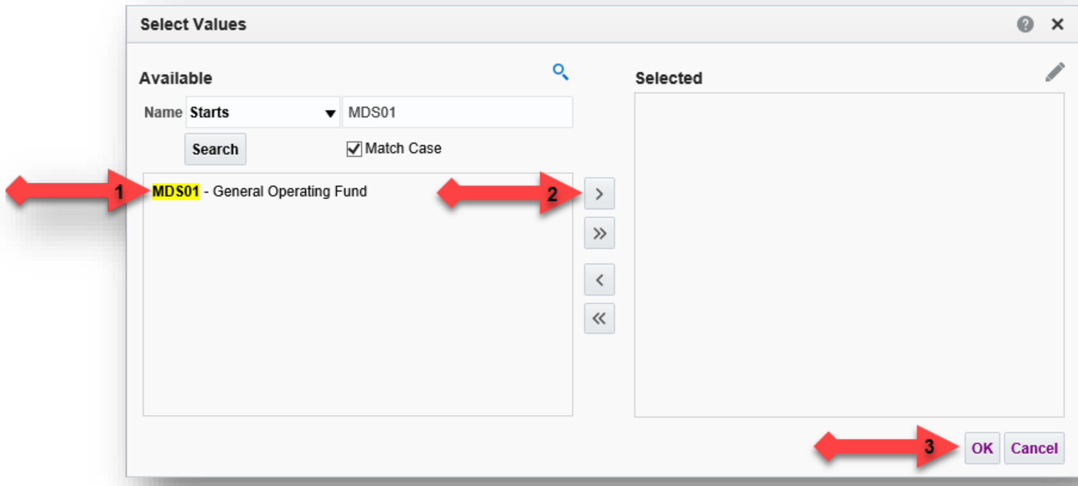
E. Click on “More/Search...”:



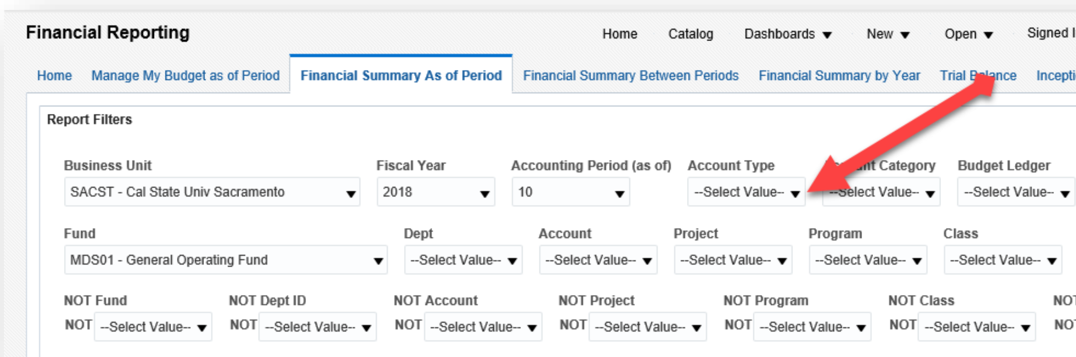
F. This step assumes you want a report for Fund MDS01, but you can enter another fund if you want. Enter “MDS01” (step 1) to add it to the list of funds to display. Note that the fund is entered in all capital letters and the “Match Case” box is checked. Then click the “Search” button (step 2):



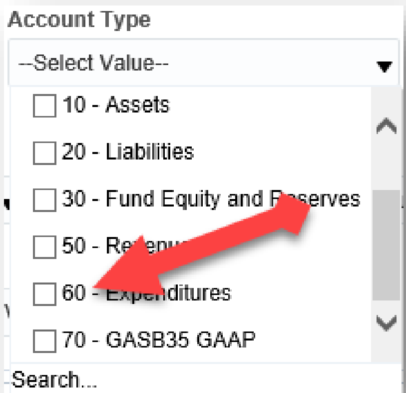
G. Continue to specify Fund MDS01:
   1. Select the “MDS01 – General Operating Fund” line
   2. Select “>” to move it to the “Selected” list
   3. Click on “OK” to complete the fund selection



H. Follow these steps if you only want to see expenditures:
   Click on the drop-down arrow next to “Account Type”:

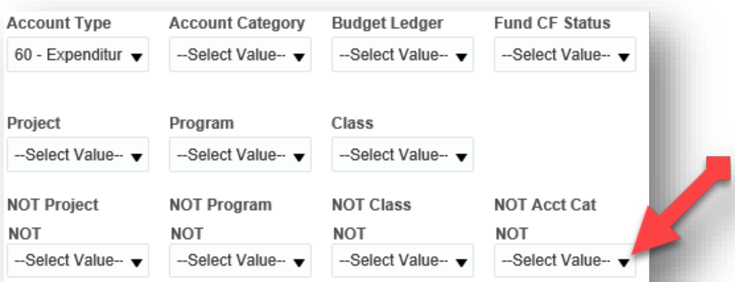


I. Select “60 – Expenditures”:

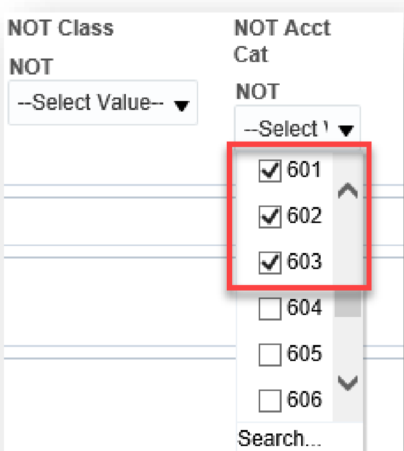


J. You may want to exclude Salaries, Work Study and Benefits. If so, this is what you do:

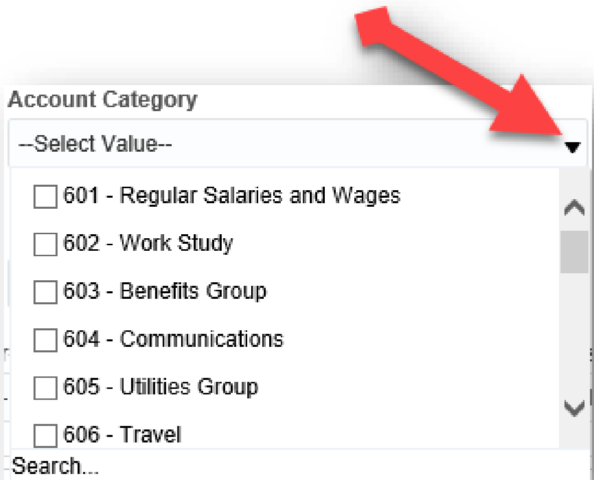
1. Click on the drop-down arrow for “NOT Acct Cat”:



2. Select Account Categories 601, 602 and 603:



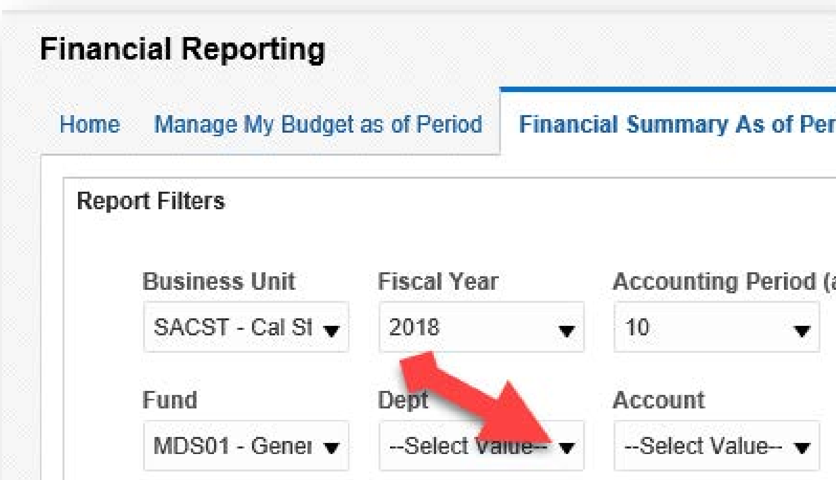
3. Hint – The "Account Category NOT" drop-down list does not display the Account Category Description. If you want to check the description, you can click on the "Account Category" drop-down arrow:



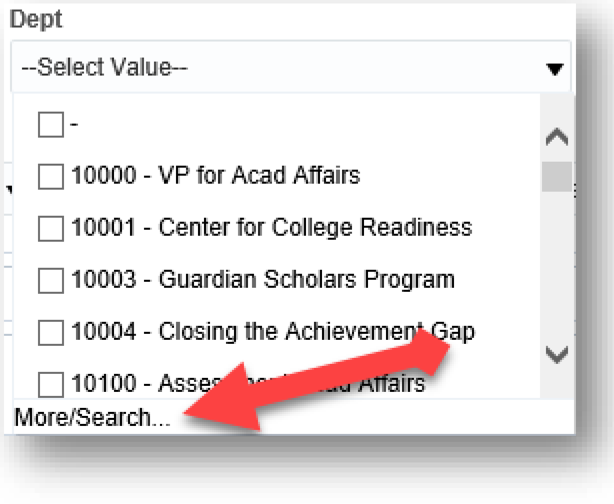
Note: The above example references two different prompts:

- "Account Category NOT"
- "Account Category" – This one has the description.

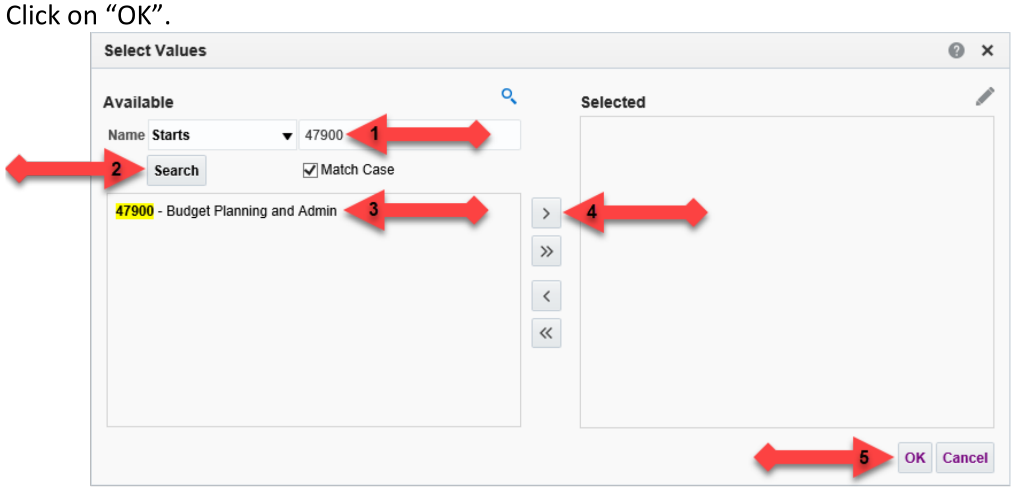
K. Add a filter for your department. Click on the drop-down arrow for "Dept":



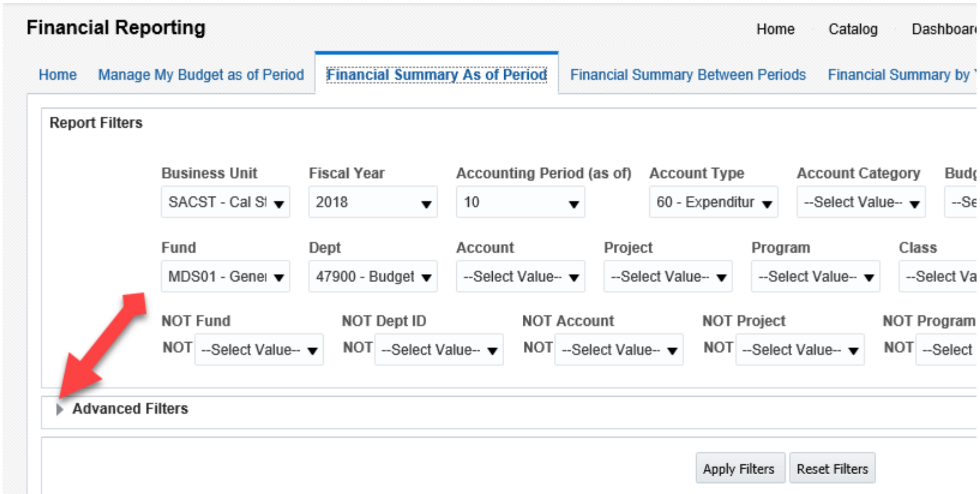
L. Select your Department ID. My example department is 47900, which is not on the initial list. So, I have to click on "More/Search…" at the bottom of the list:



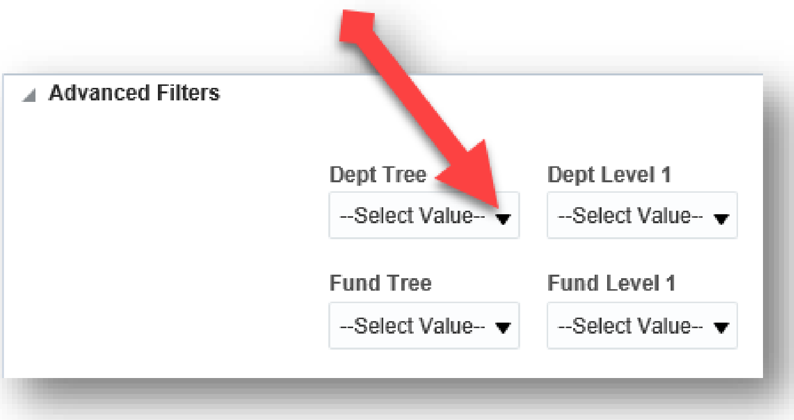
M. Enter the Department ID like you did for the Fund Code:
1. Enter 47900 in the search field.
2. Click the "Search" button.
3. Select 47900 in the search results
4. Click the ">" arrow to move it to the "Selected" list.
5. Click on "OK".



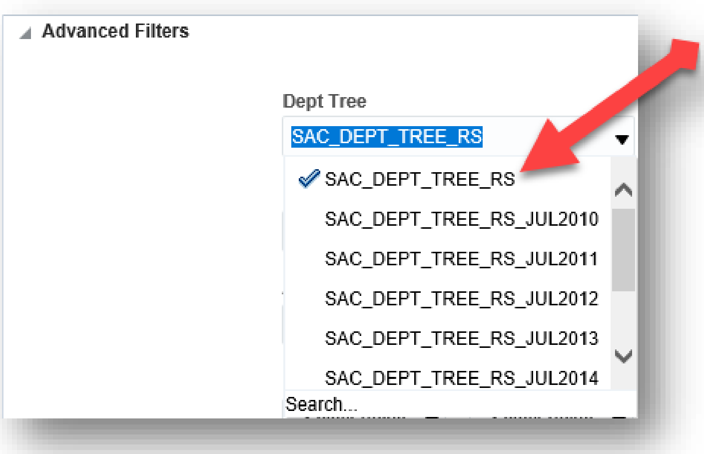
N. Open the "Advanced Filters" section marked below:



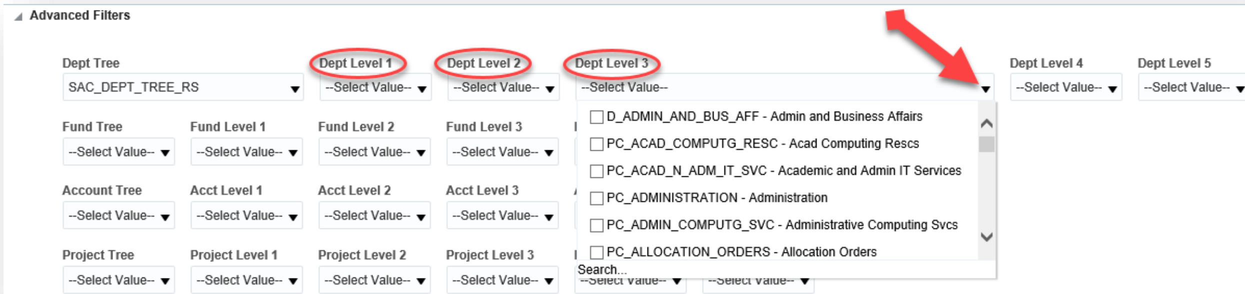
O. Select the drop-down menu for "Dept Tree":



P. Select the appropriate Department Tree. The current tree is called "SAC_DEPT_TREE_RS". You can select other trees, which may be appropriate if you are reporting only historical data and you want your report organized by an historic organization hierarchy.



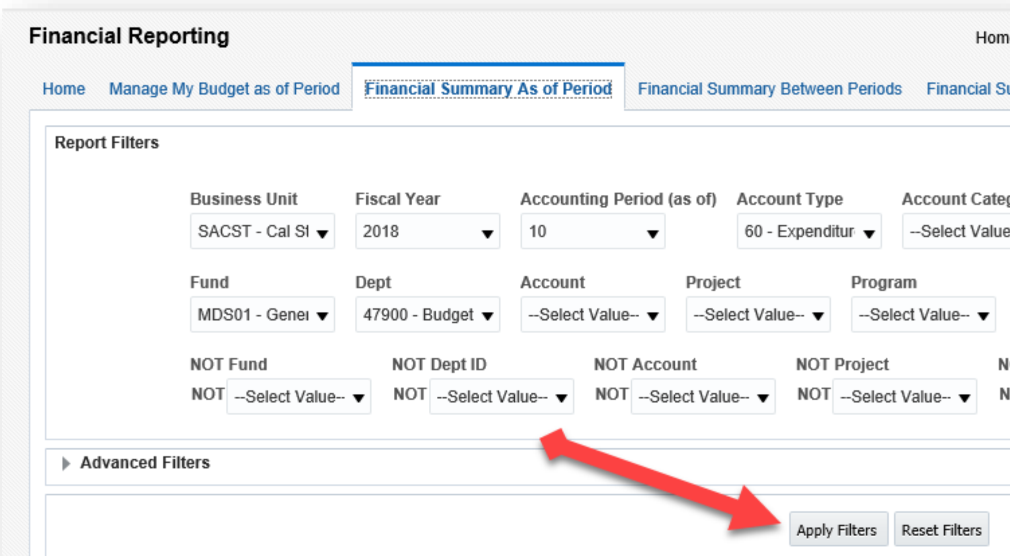
You may add level filtering using the prompts circled below:



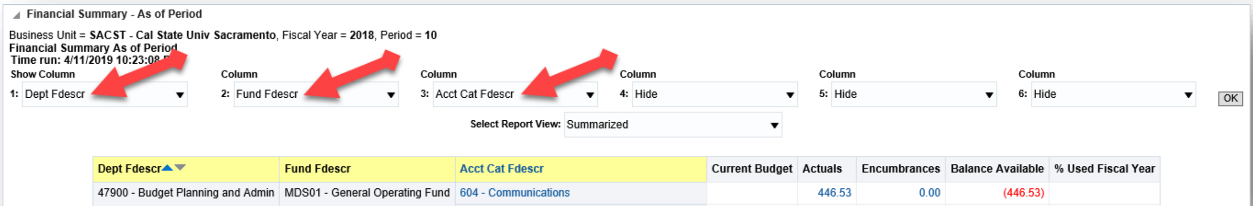
The filter names are not descriptive (Dept Level 1, 2 and 3), so this is what each means:

Field Name	Field Description
Dept Level 1	University
Dept Level 2	Division
Dept Level 3	Program Center
Dept Level 4	Ignore this, as it is a duplicate of Level 3
Dept Level 5	Ignore this, as it is a duplicate of Level 3

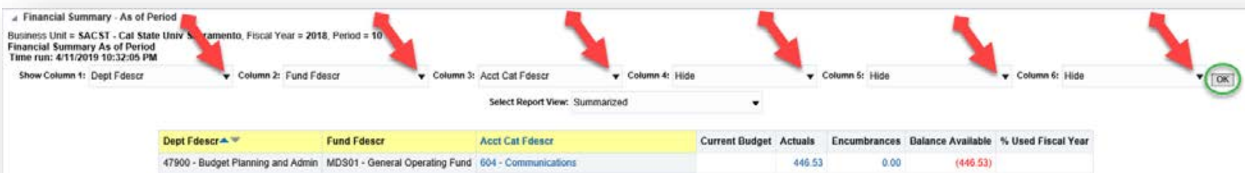
Q. Click on “Apply”. I collapsed the “Advanced Filters” in the view below:



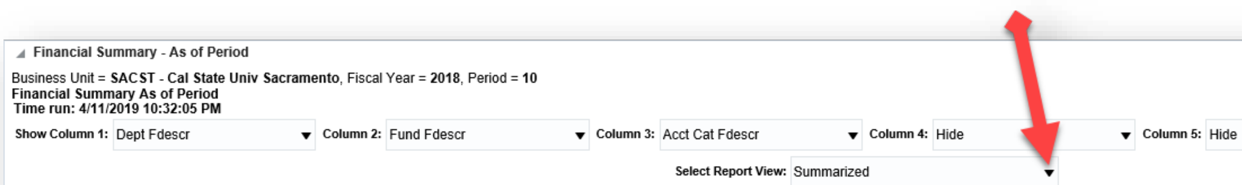
R. At this point, you will have a report on the bottom of the page. The customizable columns displayed in this example are: “Dept Fdescr”, “Fund Fdescr” and “Acct Cat Fdescr”.



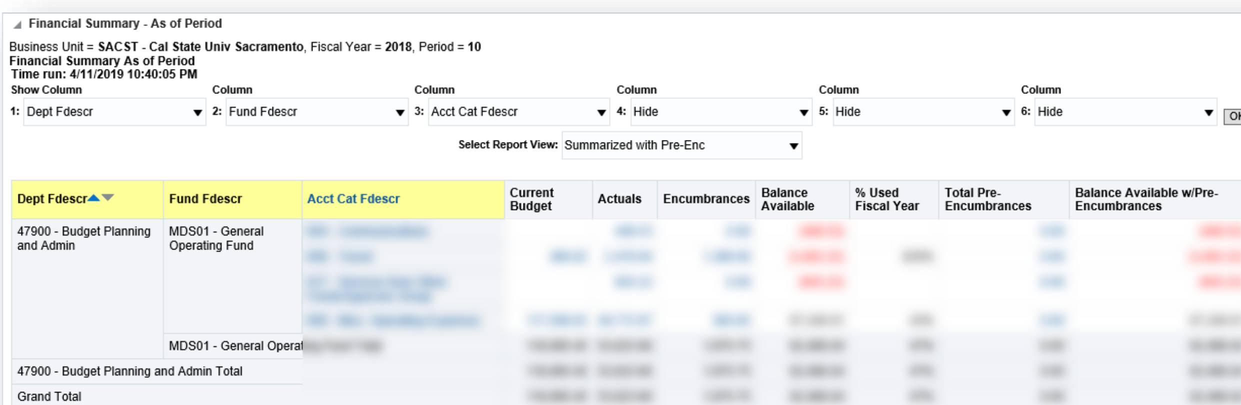
You may change a column by clicking on the drop-down arrow for any of the columns as noted below. If you change a column definition, then you will also need to click the "OK" button (circled) at the end of that row:



S. Click on the drop-down arrow for "Select Report View" and select the "Summarized with Pre-Enc" view:



T. Sample Output:

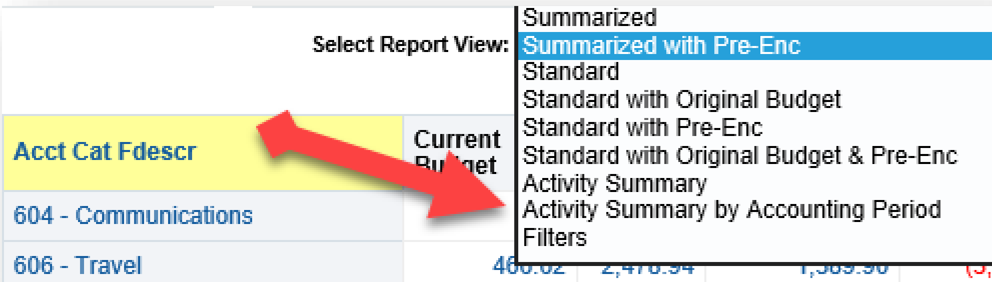


Users can drill on the values to get more details. The total numbers do not have the drill functionality.

Optional Steps:

Activity Summary by Accounting Period View:

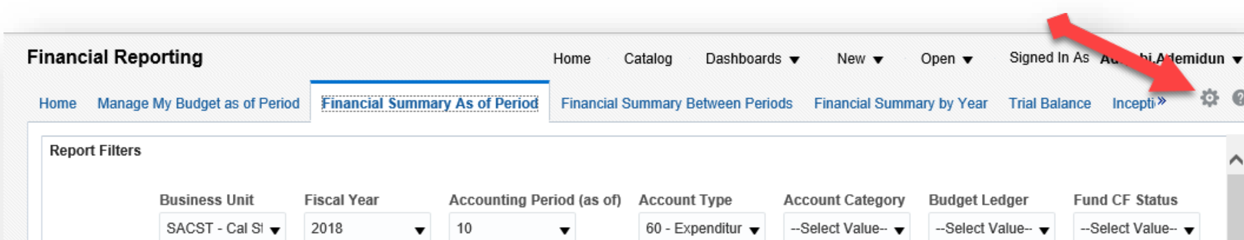
Another "Select Report View" that may be handy is "Activity Summary by Accounting Period". It lists the actuals for each accounting period.



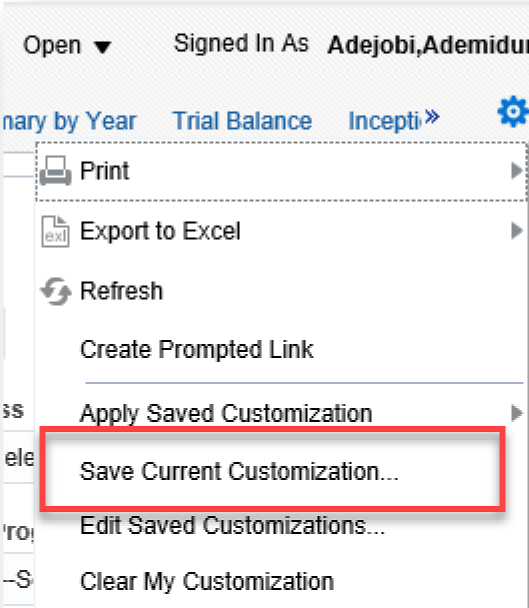
Save Customization:

Your filters can be saved and easily reused later. Use a "customization" for this functionality. This example will save the above steps as a customization called "BFR".

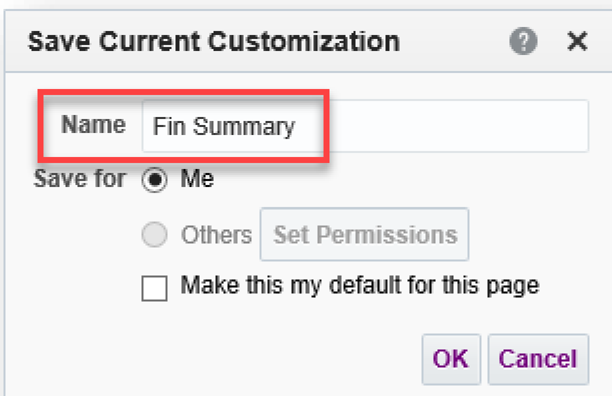
Save the above as a "customization". Click on the "Page Options" icon at the top of the page:



Select "Save Current Customization…":



Name the customization. I called mine "Fin Summary":



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