

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:

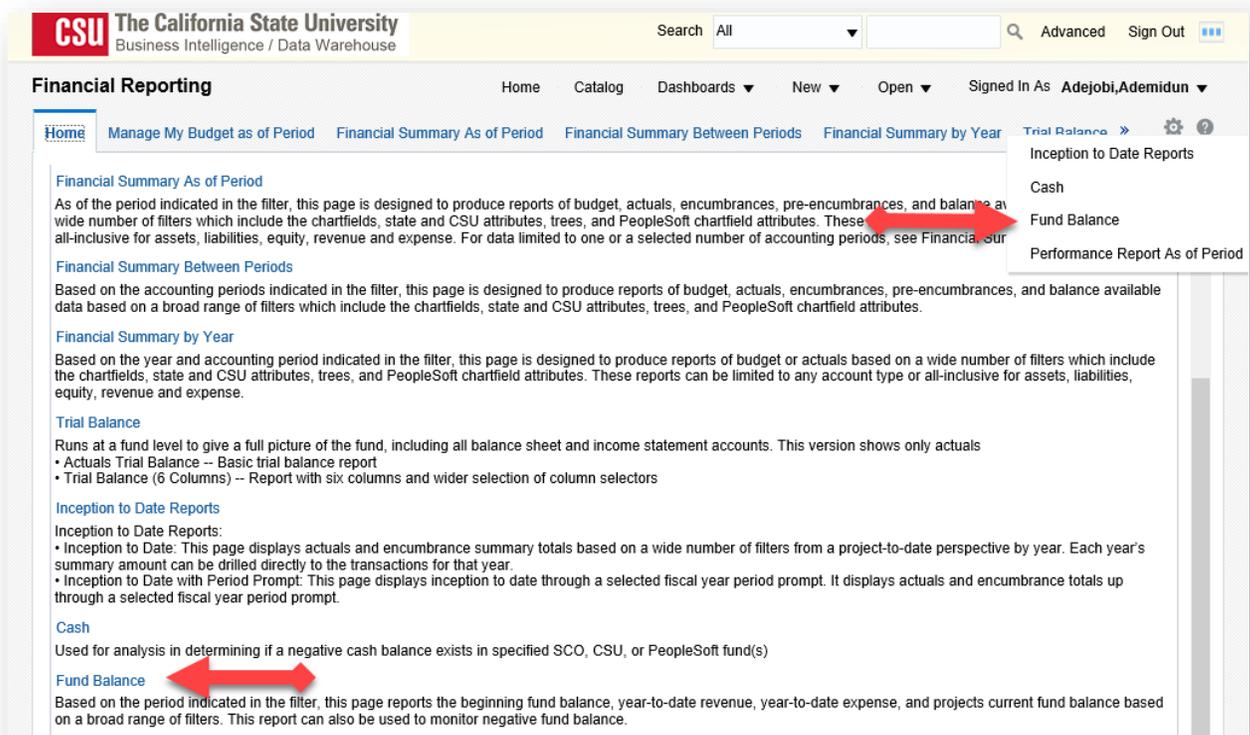
The screenshot shows the CSU Business Intelligence / Data Warehouse interface. The top navigation bar includes the CSU logo, the text "The California State University Business Intelligence / Data Warehouse", a search bar, and navigation options like "Home", "Catalog", "Dashboards", "New", and "Open". The "Dashboards" menu is expanded, showing a list of dashboards: "Most Recent(Financial Reporting - Home)", "My Dashboard", "Financial Reporting" (circled in red), "Financial Reporting", "FIRMS GAAP", "FIRMS GAAP", "LCD", "Labor Cost Distribution", "Labor Cost Distribution CHRS", "Sponsored Programs", "Sponsored Programs", "Transaction Inquiry", "Transaction Inquiry", "Tree Reporting", and "Tree Reporting". The main content area is titled "Financial Reporting" and contains a "Default Settings for this Dashboard" section with two dropdown menus: "Select primary business unit for campus level reporting" (set to "SACST - Cal SI") and "Select primary budget ledger" (set to "Budgets"). Below this is a "Report Index" section with links to various reports like "Manage My Budget as of Period", "Financial Summary As of Period", "Financial Summary Between Periods", and "Financial Summary by Year".

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”.

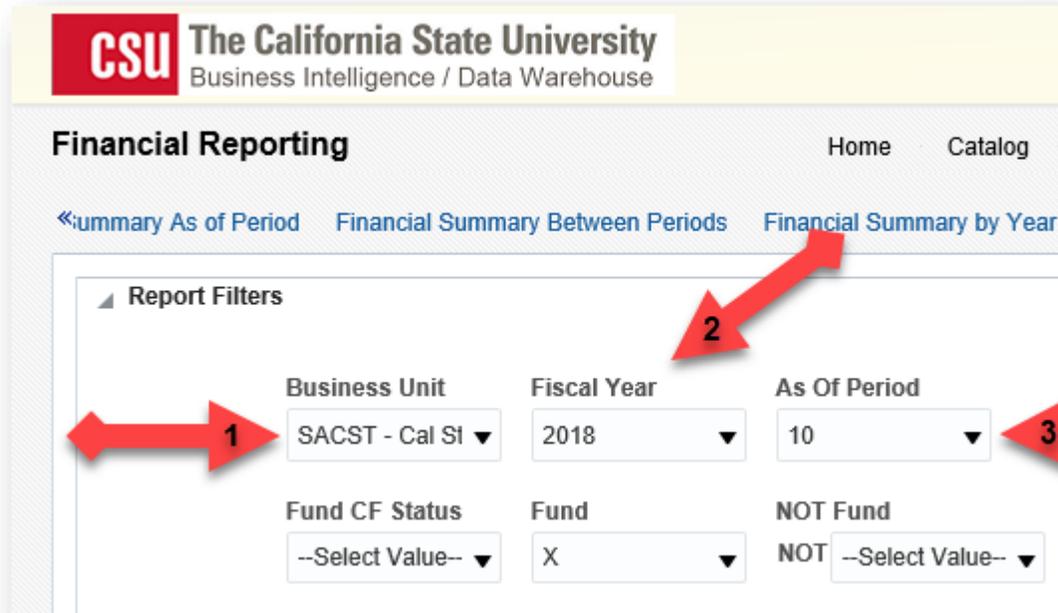


B. Select “Fund Balance” via either of these two links:



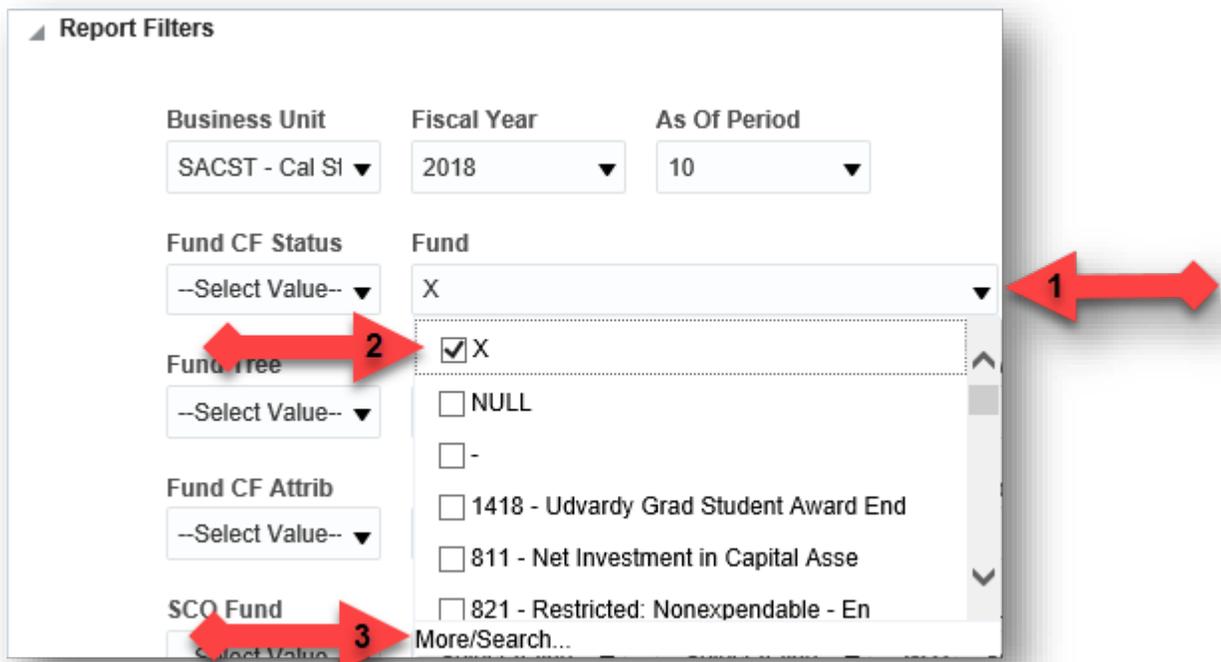
C. Check and change these report filters if necessary:

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

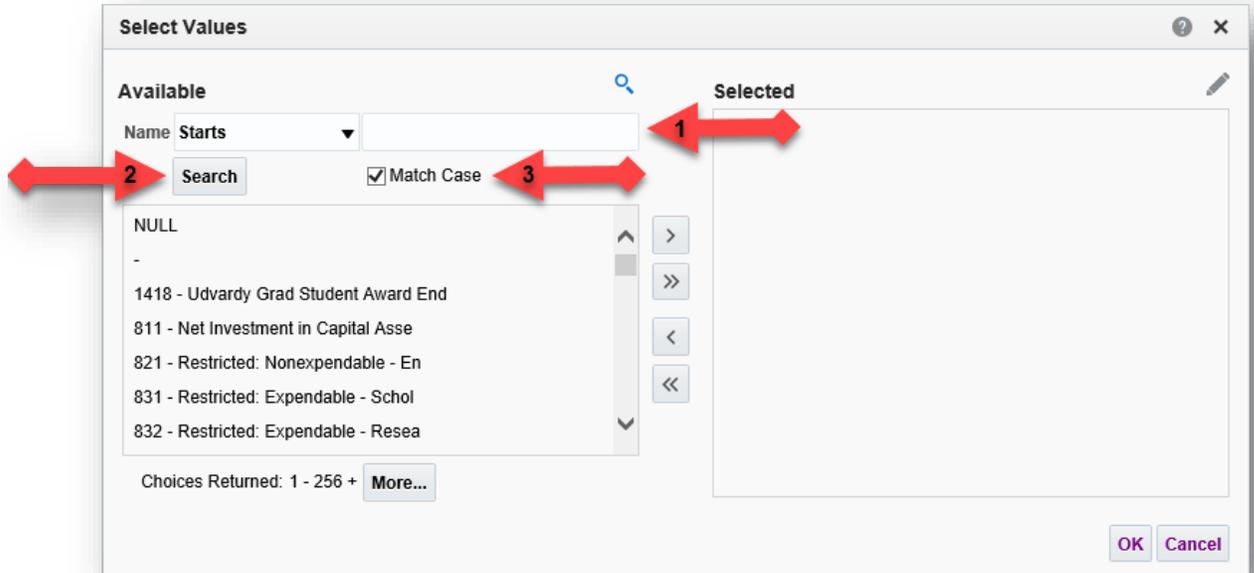


D. Remove Fund "X" by:

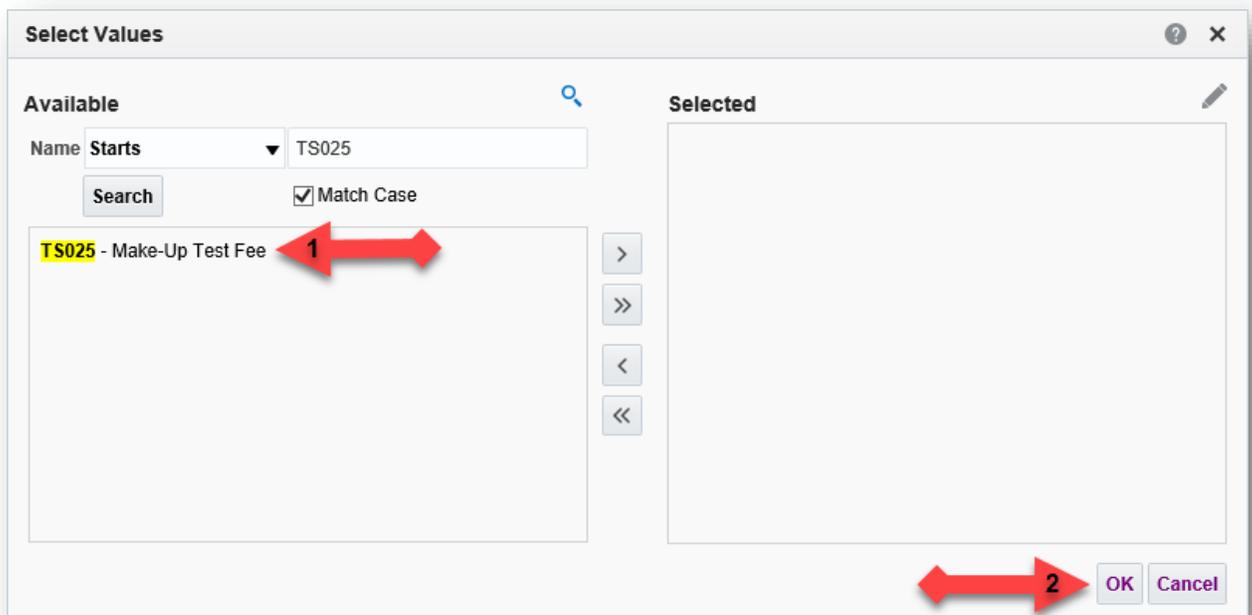
1. Click on the drop-down arrow next to Fund
2. Click on the checked box next to "X"
3. Click on "More/Search..." at the bottom of the drop-down box.



- 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):

Financial Reporting Home Catalog Dashboards New Open

[Budget as of Period](#)
[Financial Summary As of Period](#)
[Financial Summary Between Periods](#)
[Financial Summary by Year](#)
[Trial Balance](#)
[Inception to Date Reports](#)

Report Filters

Business Unit: SACST - Cal SI | Fiscal Year: 2018 | As Of Period: 10
 Fund CF Status: --Select Value-- | Fund: TS025 - Make-Up Test Fee | 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--
 Acct Tree Name: --Select Value-- | Acct Level 1: --Select Value-- | Acct Level 2: --Select Value-- | Acct Level 3: --Select Value-- | Acct Level 4: --Select Value-- | Acct Level 5: --Select Value--

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”

Fund Balance
 Fund Balance
 Time run: 4/12/2018 11:35 PM
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2018, Period = 10

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

Select Report View: 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	Reinstated Ending Fund Balance
0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	TS025 - Make-Up Test Fee	(228.31)		(228.31)			(228.31)
	485 - TF-CSU Operating Fund Total		(228.31)		(228.31)	(6,054.00)	2,514.75	(3,767.56)
0948 - Calif State University Trust Fund 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)

I. I changed the columns to these values:

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

Fund Balance
 Fund Balance
 Time run: 4/12/2019 5:51:35 PM
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2018, Period = 10

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: Restated Fund Balance

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Fund Balance JE's	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 Operating Fund	TS025 - Make-Up Test Fee	(228.31)		(228.31)			(228.31)
		485 - TF-CSU Operating Fund Total	(228.31)		(228.31)	(6,054.00)	2,514.75	(3,767.56)
		0948 - Calif State University Trust Fund 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 PM
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2018, Period = 10

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

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

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Reinstate Ending Fund Balance
0948 - Calif State University Trust Fund	485 - TF-CSU Operating Fund	TS025 - Make-Up Test Fee	(228.31)			(228.31)
		485 - TF-CSU Operating Fund Total	(228.31)	(6,054.00)	2,514.75	(3,767.56)
		0948 - Calif State University Trust Fund Total	(228.31)	(6,054.00)	2,514.75	(3,767.56)
		Grand Total	(228.31)	(6,054.00)	2,514.75	(3,767.56)

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
 Fund Balance
 Time run: 4/12/2019 6:54:31 PM
 Business Unit = SACST - Cal State Univ Sacramento, Fiscal Year = 2018, Period = 10

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

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)
		0948 - Calif State University Trust 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
 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, 3044001, 302700, 303790, 303791, 303793, 303792, 303794, 303795, 303796

Analyze - Edit - Print - Export

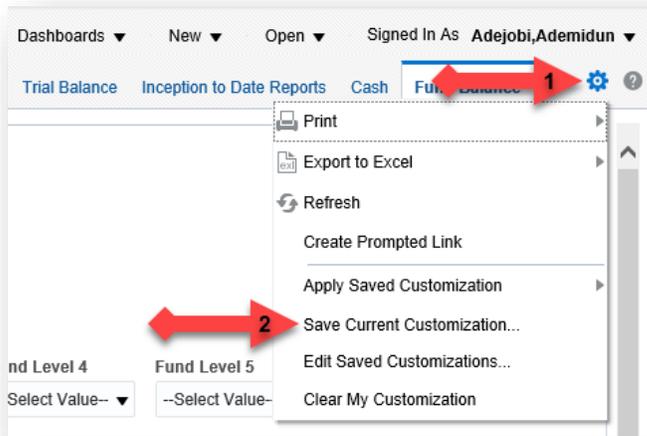
Select the “Encumbrance View” to include encumbrances. This will enable users to see their cash. Note that this value for cash will not include encumbrances nor accounts payable.

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 “gear” 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:

