

Fund Balance Report

1.) LOG INTO CFS > *CO Portal/CFS Access* > *Finance Data Warehouse Login*. Select *Financial Reporting*

The screenshot shows the CSU Business Intelligence / Data Warehouse home page. The user is signed in as Villalobos, Crystal. The page features a navigation bar with 'Home', 'Dashboards', 'Open', and 'Signed In As Villalobos, Crystal'. Below the navigation bar is a large banner with the CSU logo and 'Business Intelligence / Data Warehouse'. The main content area contains several dashboard tiles: 'Financial Reporting' (highlighted with a red box), 'FIRMS GAAP', 'Sponsored Programs', 'Transaction Inquiry', 'Tree Reporting', and 'Labor Cost Distribution'. A status message indicates 'The Data Warehouse is current as of: 07-DEC-21 02:00 AM'.

2.) SELECT the *Fund Balance* tab at the top right of the screen

Enter in the following information:

Fiscal Year = Enter the Fiscal Year of the data you want to include

As of Period = Enter the period number of the data you want to include

Fund = Enter the fund number of the data you want to include

SELECT *Apply Filters*

The screenshot shows the CSU Business Intelligence / Data Warehouse 'Financial Reporting' page. The user is signed in as Villalobos, Crystal. The 'Fund Balance' tab is highlighted with a red box. Below the navigation bar is a 'Report Filters' section with the following fields:

Business Unit	Fiscal Year	As Of Period			
SMCMP - Cal S	2021	6			
Fund CF Status	Fund	NOT Fund			
--Select Value--	X	NOT --Select 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 Avi To Date
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
SCO Fund	SCO Subfund	CSU Fund	NOT CSU Fund	FIRMS Project Code	GAAP NAC
--Select Value--	--Select Value--	--Select Value--	NOT --Select Value--	--Select 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--

The 'Apply Filters' button is highlighted with a red box.

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3.) You will then want to change the Report view. SELECT **SUMMARY VIEW** from the drop-down menu. This will then change the layout of the data. You may then download the report to Excel.

The screenshot shows the 'Financial Reporting' interface with the 'Fund Balance' report selected. The 'Report Filters' section includes Business Unit (SMCMP - Cal S), Fiscal Year (2021), and As Of Period (6). The 'Fund Balance' section shows a table with columns for SCO Fund Fdscr, CSU Fund Fdscr, Fund Fdscr, Beginning Fund Balance, Re-Related Fund Balance, Year to Date Revenue, Year to Date Expenses, and Reinstated Ending Fund Balance. A red box highlights the 'Summary View' dropdown menu, which is currently set to 'Reinstated Fund Balance'.

SCO Fund Fdscr	CSU Fund Fdscr	Fund Fdscr	Beginning Fund Balance	Re-Related Fund Balance	Year to Date Revenue	Year to Date Expenses	Reinstated Ending Fund Balance
0948 - Calif State University Trust Fund	483 - TF-Instructionally Related Activities Trust	48305 - TF Instruct Related Activities	(368,579.52)	(368,579.52)	(114,955.60)	7,976.00	(473,559.12)
483 - TF-Instructionally Related Activities Trust Total			(368,579.52)	(368,579.52)	(114,955.60)	7,976.00	(473,559.12)
0948 - Calif State University Trust Fund Total			(368,579.52)	(368,579.52)	(114,955.60)	7,976.00	(473,559.12)
Grand Total			(368,579.52)	(368,579.52)	(114,955.60)	7,976.00	(473,559.12)

To Download Report into Excel

Click Export at the bottom of the screen then Select Excel. The Excel document will then download your report

The screenshot shows the 'Financial Reporting' interface with the 'Fund Balance' report selected. The 'Print - Export' dropdown menu is highlighted with a red box, and the 'Excel 2007+' option is selected. The 'Fund Balance' section shows a table with columns for SCO Fund Fdscr, CSU Fund Fdscr, Fund Fdscr, and Beginning Fund Balance. A red box highlights the 'Print - Export' dropdown menu, which is currently set to 'Print - Export'.

SCO Fund Fdscr	CSU Fund Fdscr	Fund Fdscr	Beginning Fund Balance
0948 - Calif State University Trust Fund	483 - TF-Instructionally Related Activities Trust	48305 - TF Instruct Related Activities	(368,579.52)
483 - TF-Instructionally Related Activities Trust Total			(368,579.52)
0948 - Calif State University Trust Fund Total			(368,579.52)
Grand Total			(368,579.52)