Report – Fund Balance

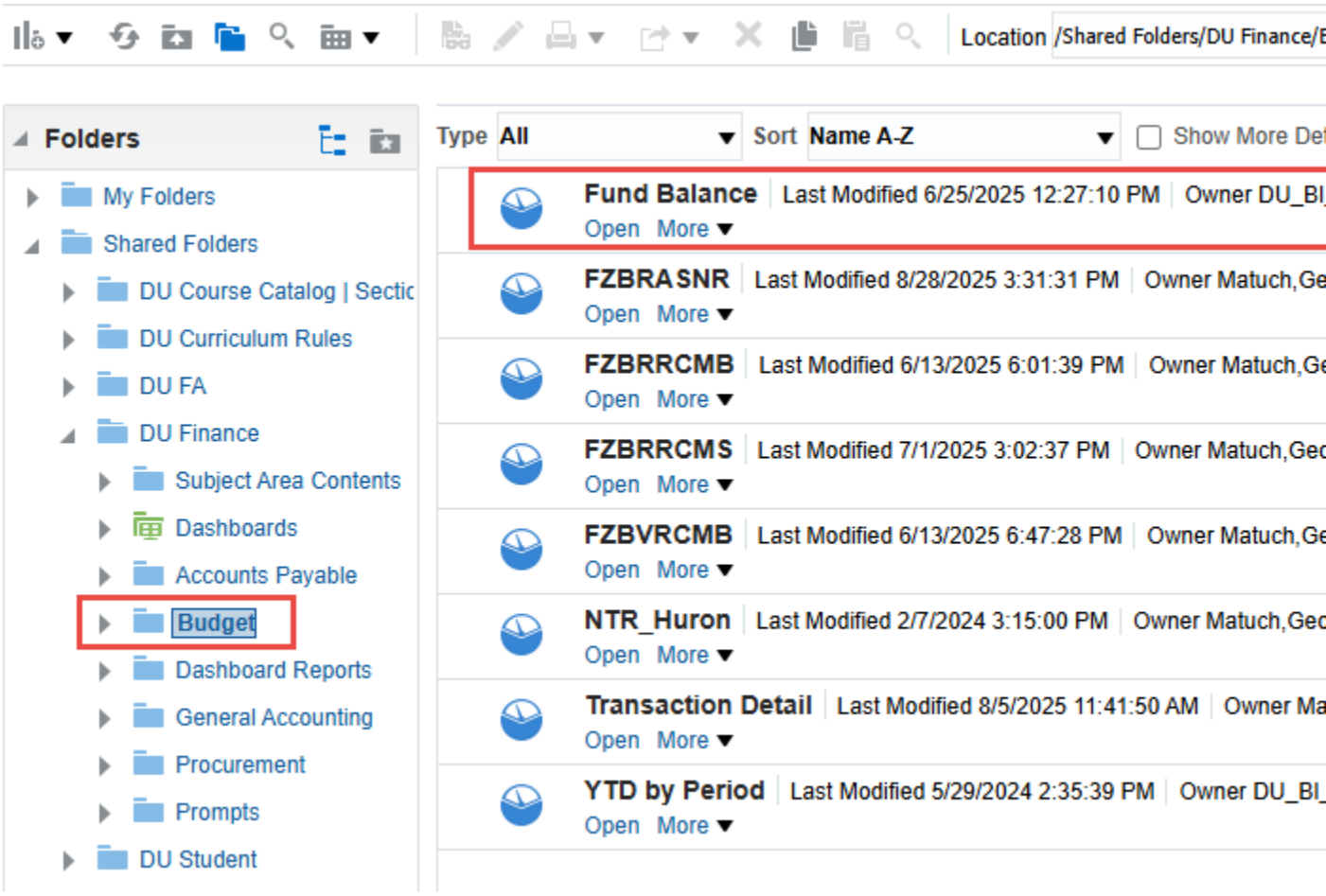
Getting to the Report

https://reports.dcollege.net/analytics/

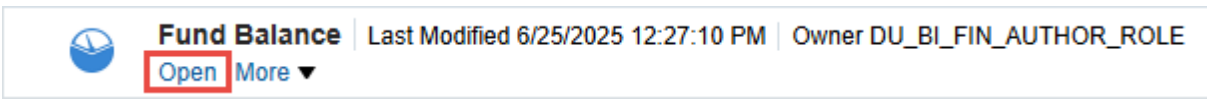
Once you sign in go to the gold ribbon at the top of the screen click Catalog



In the left hand pane expand Shared Folders>DU Finance > Budget > Transaction Detail



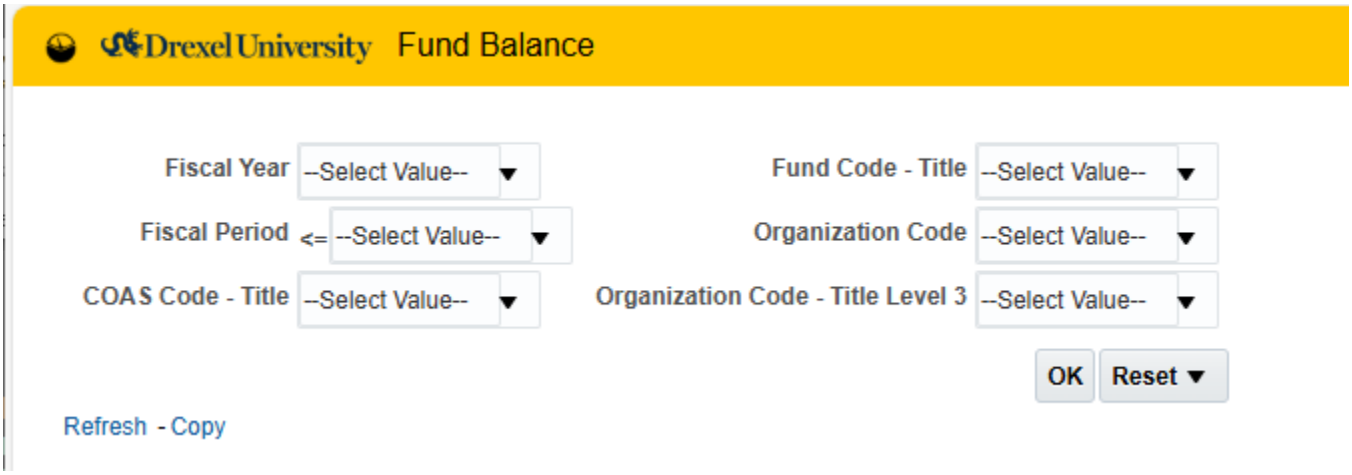
Click the blue “Open” link



Setting Parameters for the Dashboard

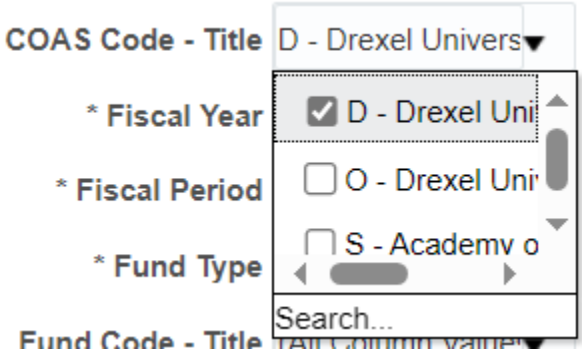
The report, when opened, has parameters to allow you to fine tune the query. Please note that the data that will be displayed will be limited to what you have security access to see in Web Finance.

To see the full list of funds from your unit, you should fill out Fiscal Year, Fiscal Period, COAS Code – Title, and Organization Code – Title Level 3 and then hit the gray "OK" button.

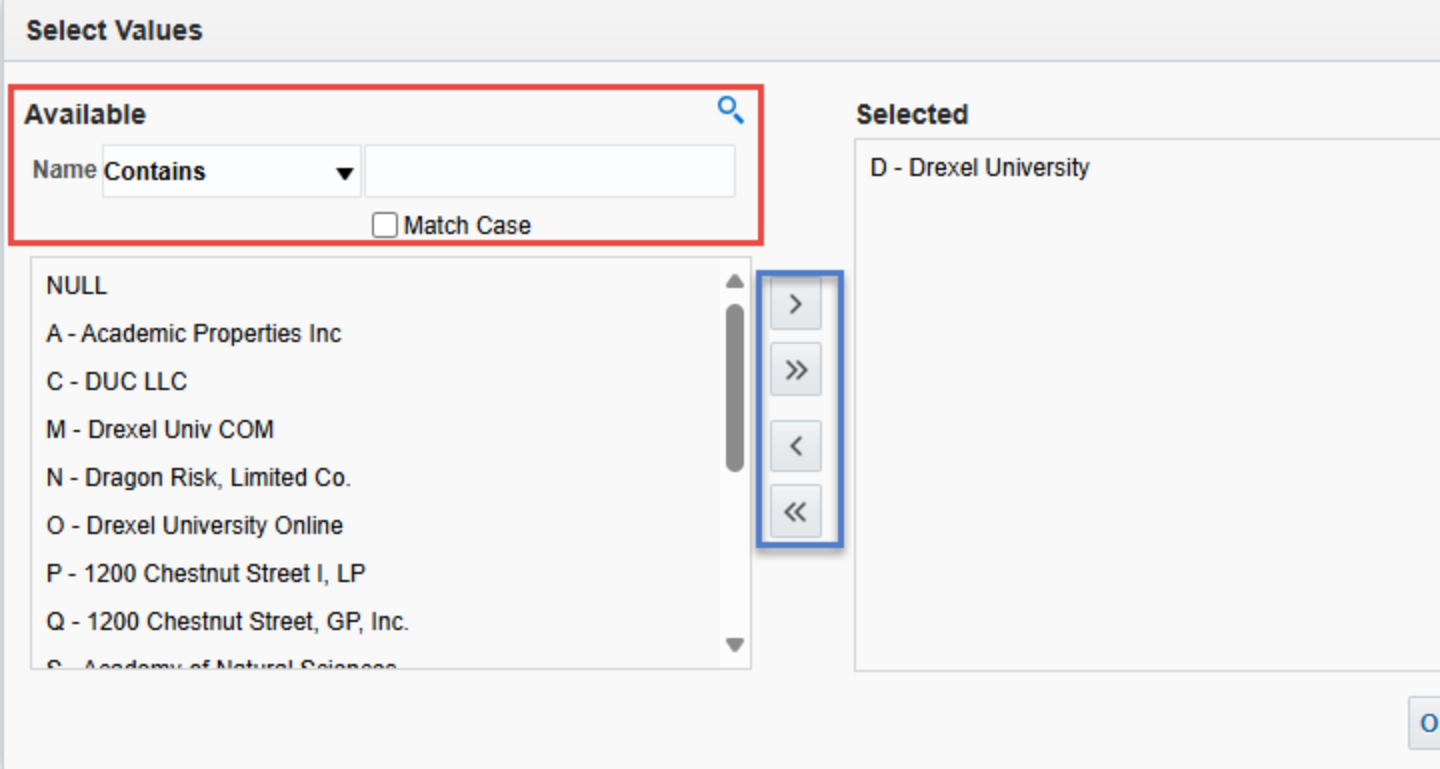


To change or add parameters, you have three methods available to you:

- You can type directly into the field box if you know the exact format the field requires, or
- click on the black triangle ▼ and select the check boxes of the values that appear or as prompted, please wait… until the values are populated, or



- You can also click on the word "Search…" which will open the Select Values window from which you need to move the values you want from the left side of the window to the right using the buttons in the middle of the window (blue box). You can also use the search tool (red box) to narrow down your search if the lists are extremely long. Click "OK" when you are finished.



Repeat this step for each field that you want to use to narrow down your selection criteria.

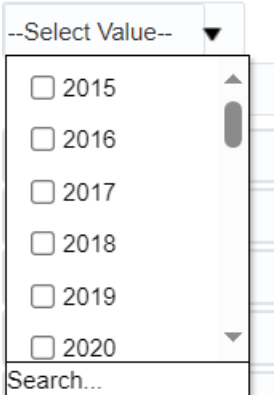
**** Note: NOT EVERY FIELD NEEDS TO BE FILLED OUT.**

If you choose all column values, it effectively removes the filter for that field. If the report has a hard coded value… and you select all column values" it overwrites the hardcoded value. If the field has "select values" it will not overwrite the hardcoded value.

When you have completed filling out all the parameters to your desired specifications, click on the **OK** button or **Reset** to clear all filters and start again.

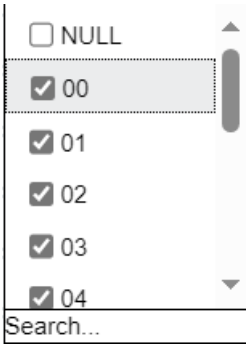


Fiscal Year: Four-digit code

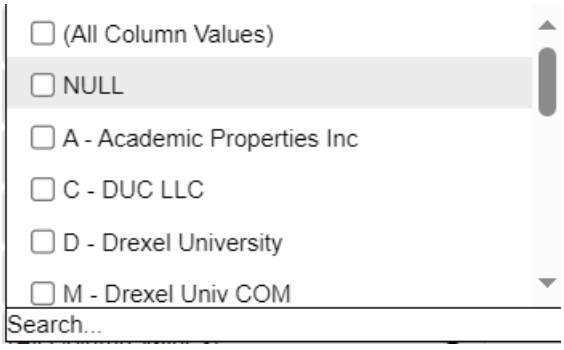


Examples of Parameter Values

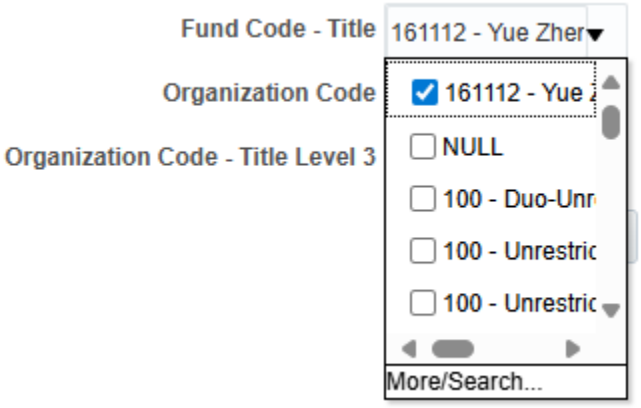
Fiscal Period: two-digit code except for NULL



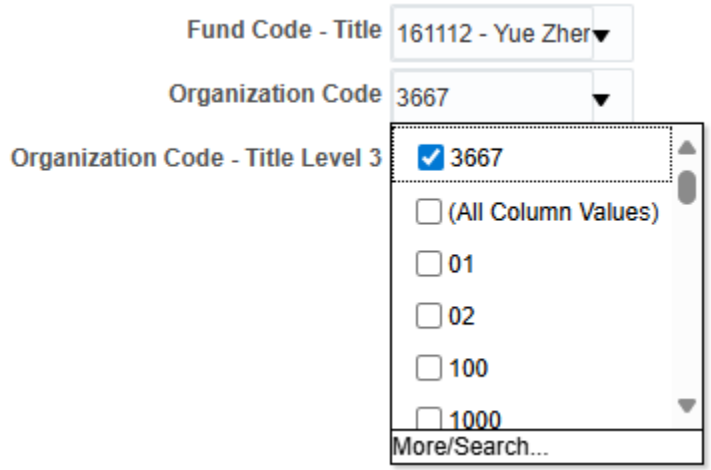
COAS code: Chart Code plus Description



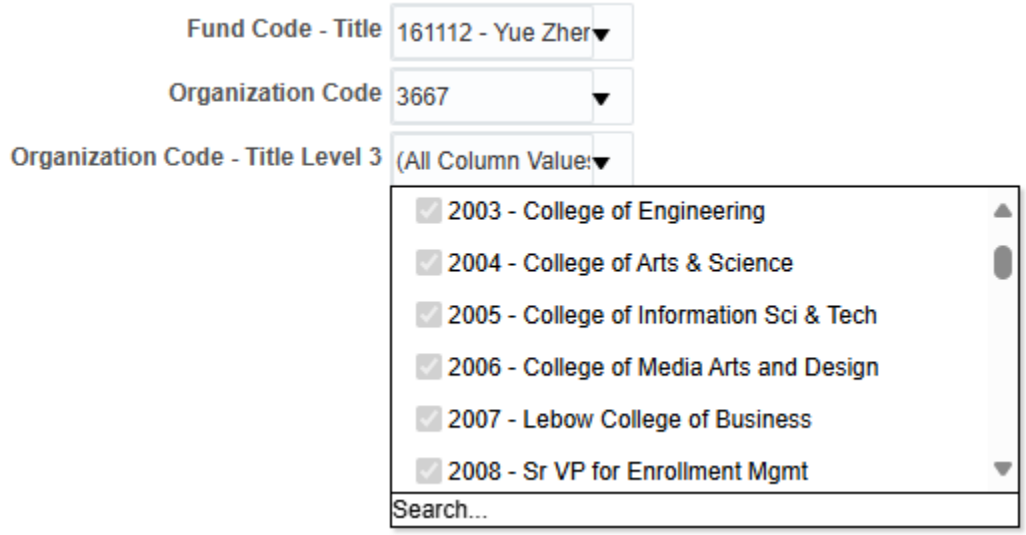
Fund Code - Title: Fund Code plus Description



Organization code: Organization Code plus Description

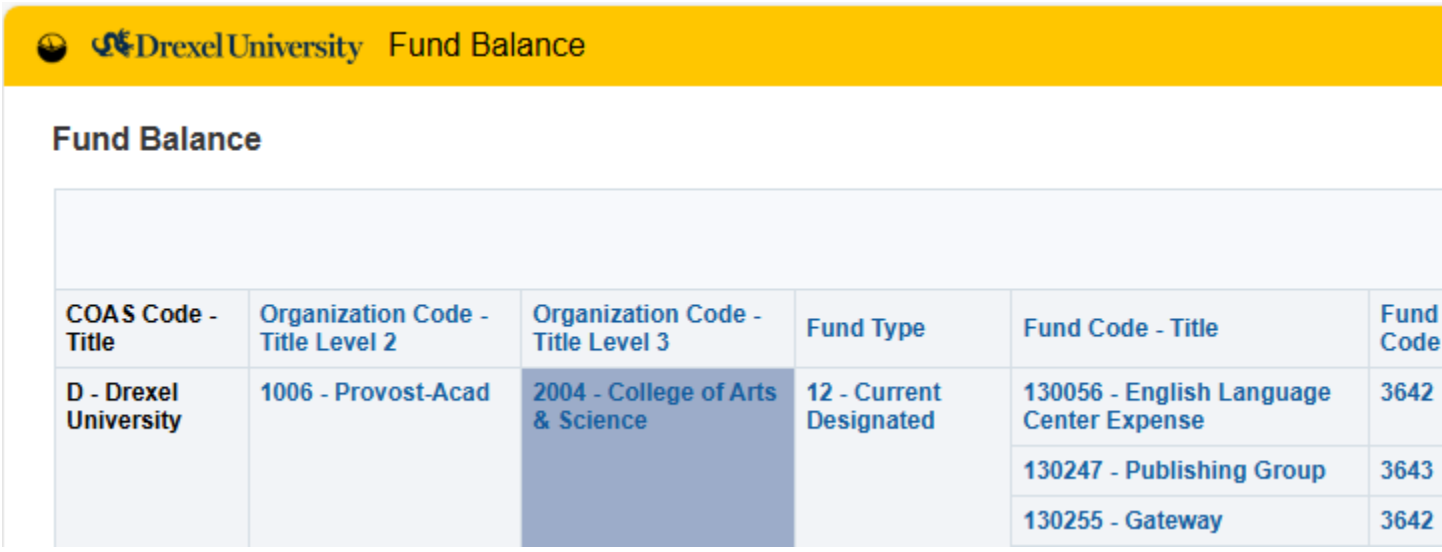


Organization Code – Title Level 3: Orgn Code Level 3 plus Description



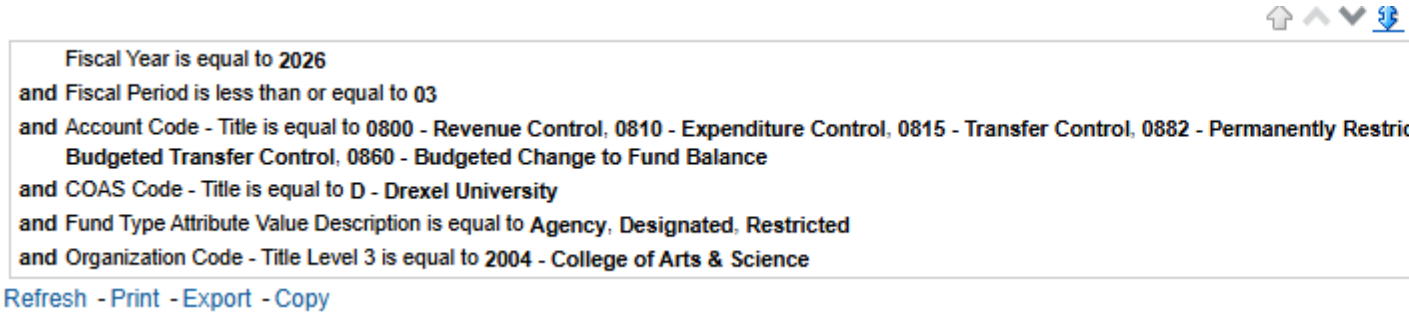
Results

Results are returned in a Pivot table view. The ending fund balance is represented in the Current Actual Total column (1. Beginning Balance + 2. Revenue – 3. Expense = Current Actual Total).

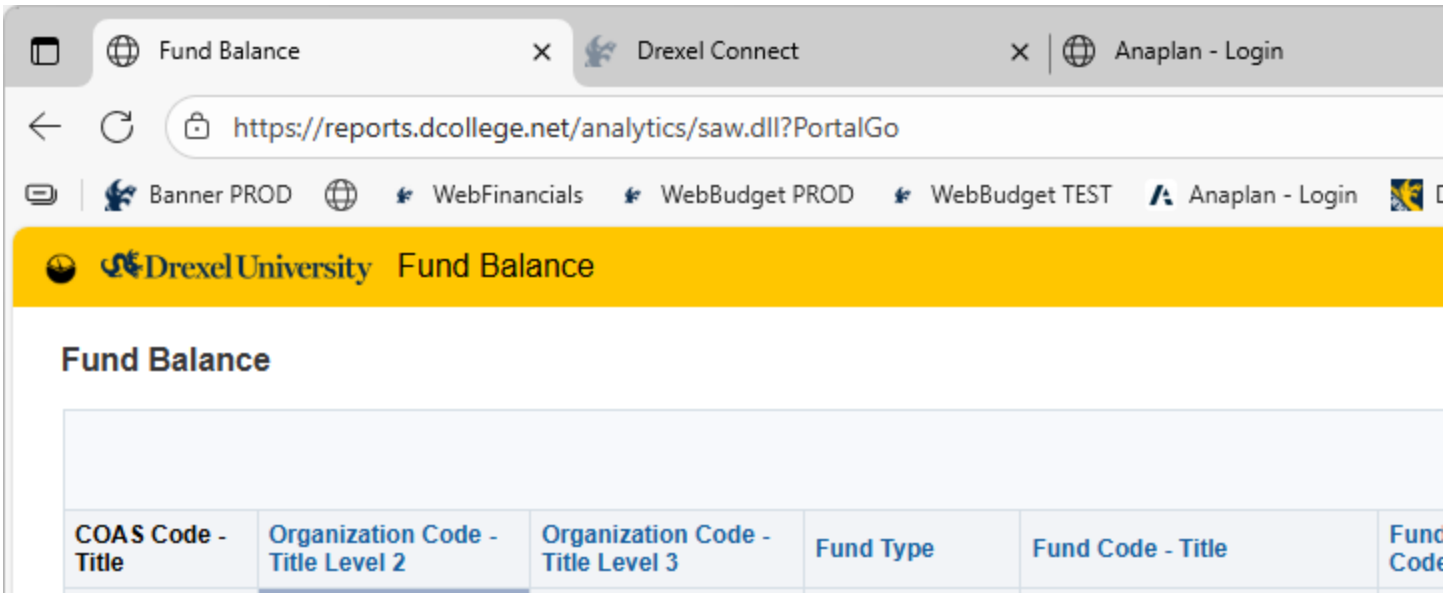


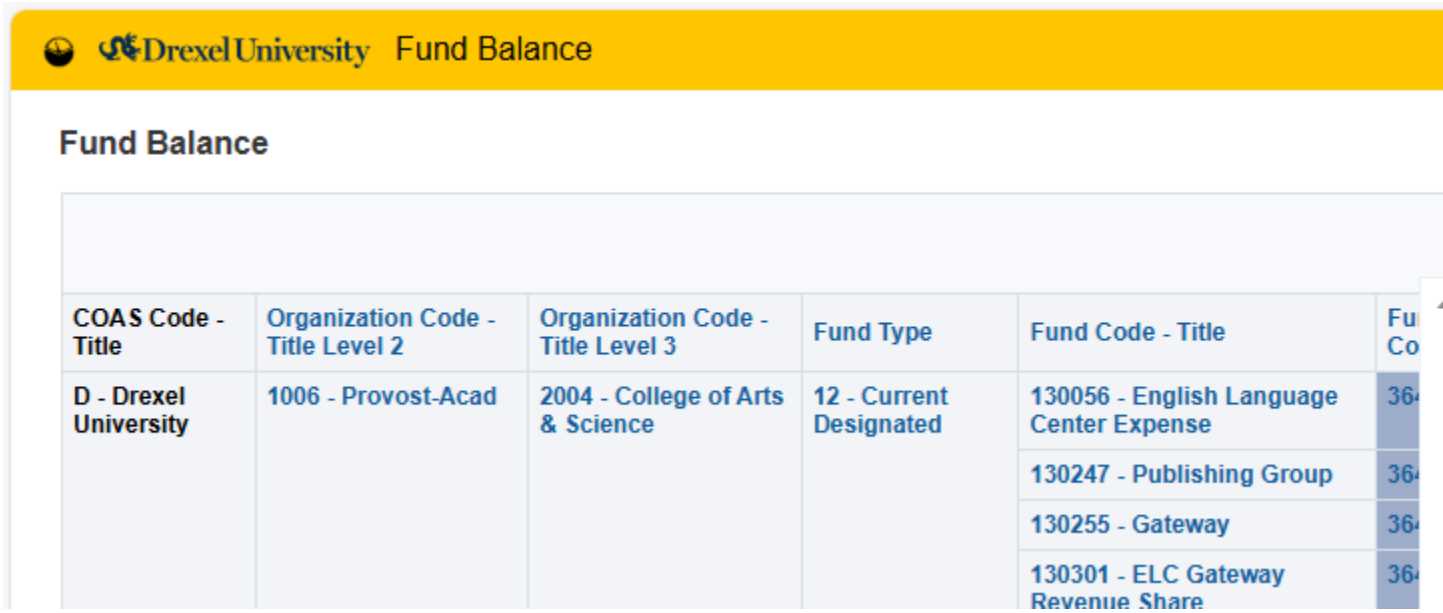
The report will return the first thirty rows on the page. If you want to see all the rows, click the blue double arrow icon at the bottom of the record set.

Also at the bottom of the record set you will see the parameters that were used to execute your query. Additional actions are available below this section and can be taken by clicking one of the blue words (Refresh – Print – Export – Copy).

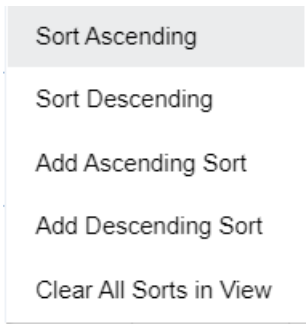


For the Pivot View you have several options to manipulate the pivot as there were in the Tabular view. This can be achieved by right clicking at the top of a column.

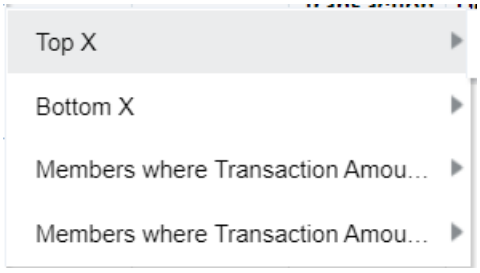

Fund Balance
Drexel Connect
Anaplan - Login
https://reports.dcollege.net/analytics/saw.dll?PortalGo
Banner PROD
WebFinancials
WebBudget PROD
WebBudget TEST
Anaplan - Login
Drexel University Fund Balance
Fund Balance
COAS Code - Title
Organization Code - Title Level 2
Organization Code - Title Level 3
Fund Type
Fund Code - Title


Drexel University Fund Balance
Fund Balance
COAS Code - Title
Organization Code - Title Level 2
Organization Code - Title Level 3
Fund Type
Fund Code - Title
D - Drexel University
1006 - Provost-Acad
2004 - College of Arts & Science
12 - Current Designated
130056 - English Language Center Expense
130247 - Publishing Group
130255 - Gateway
130301 - ELC Gateway Revenue Share

Sort Column:


Sort Ascending
Sort Descending
Add Ascending Sort
Add Descending Sort
Clear All Sorts in View

Keep Only/ Remove

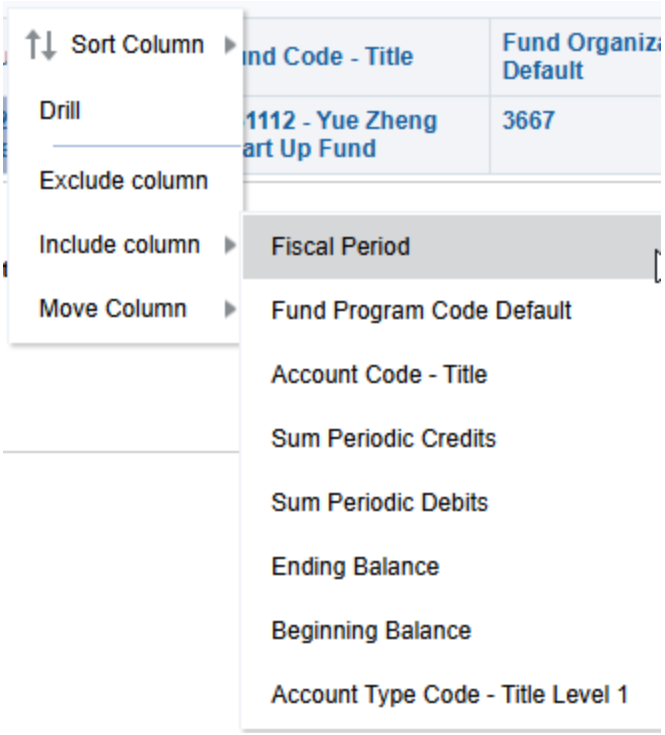


Exclude Column:

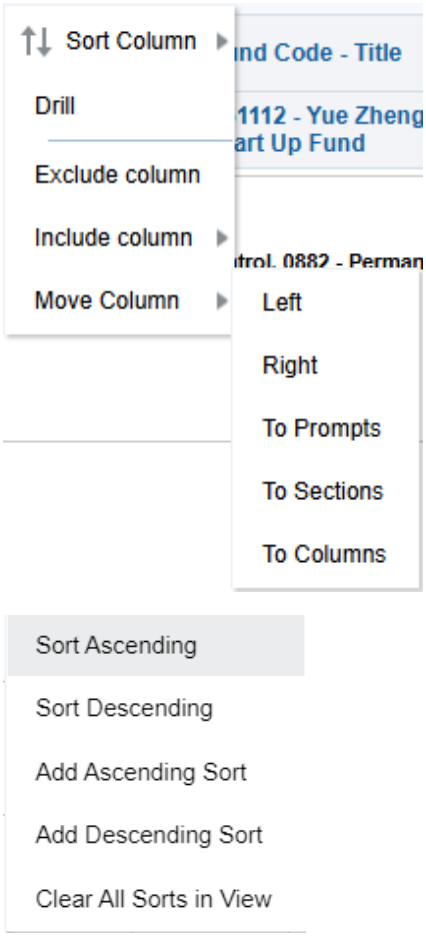
This command removes the column from the display.

Include Column:

This command adds the column to the display.



Move Column:



Blue colored fields can be drilled into

Included fields when exporting the data set

Fiscal Year
Fiscal Period
COAS Code - Title
Fund Code - Title
Fund Termination Date
Fund Type
Fund Organization Code Default
Fund Program Code Default
Account Code - Title
Group
Sum Periodic Credits
Sum Periodic Debits
Current Actual
Ending Balance
Beginning Balance
Account Type Code - Title Level 1
Fund Organization Code Default Title
Organization Code - Title Level 2
Organization Code - Title Level 3