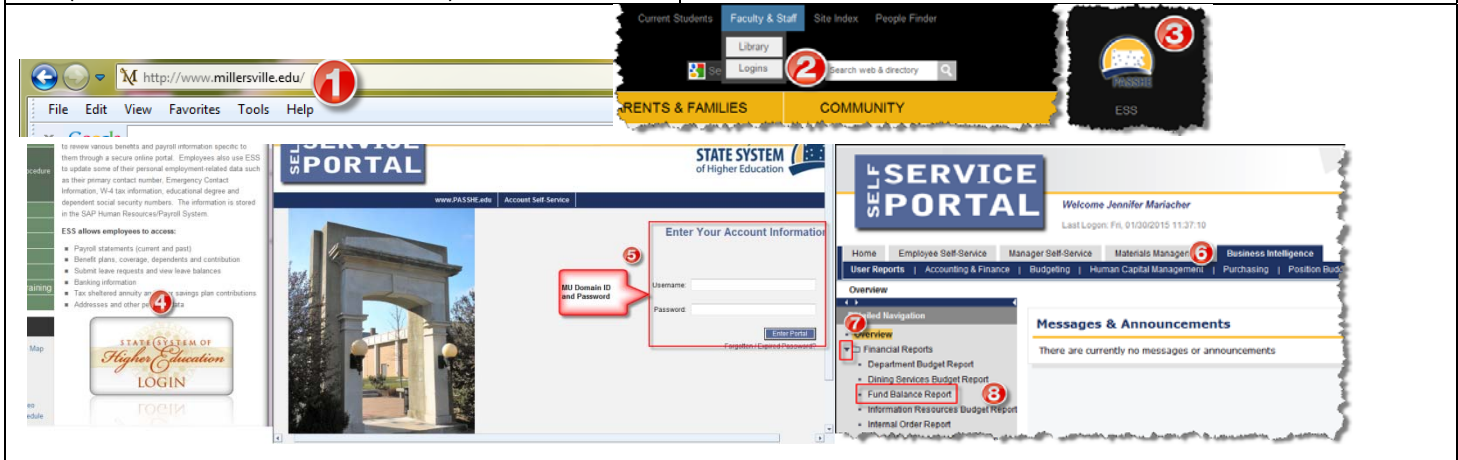


# QUICK REFERENCE Fund Balance Report

How to look at reports for funds centers that DO NOT begin with 601

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|---|--|
| <ol style="list-style-type: none"> <li>1. Go to MU Home Page</li> <li>2. Hover over Faculty &amp; Staff link; select Logins</li> <li>3. Click ESS button</li> <li>4. Click ESS Login</li> <li>5. Enter MU Domain ID and Password (FirstName.LastName@millersville.edu)</li> </ol> | <ol style="list-style-type: none"> <li>6. Click the Business Intelligence tab</li> <li>7. Click the black arrow to open the Financial Reports</li> <li>8. Select report             <ol style="list-style-type: none"> <li>a. Fund Balance Report</li> </ol> </li> </ol> |
|---|--|



### Fund Balance Report

<ol style="list-style-type: none"> <li>1. Once the selection is made, the report will process and an entry form will appear</li> <li>2. Enter appropriate fiscal year</li> <li>3. Enter the FUND number</li> <li>4. Click OK</li> <li>5. Summary will default to *Fund Only</li> <li>6. Click the drop down for list of available reports</li> <li>7. Summary – Provides a fund balance available Four subsequent tabs – provided detail transactions for revenue, transfers, actual expenditures, and open commitments.</li> </ol>	
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NOTE: The Summary report has 7 columns. The first is your beginning fund balance, followed by revenue, transfers, actual expenditures, current fund balances, open commitments. The final column is your **fund balance available** less open commitments.

<b>7</b>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>Summary</span> <span>Revenue</span> <span>Transfers</span> <span>Expenses</span> <span>Commitments</span> </div>	<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>The tabs provide detailed transactions related to the appropriate column.</p> </div>																								
<div style="border: 1px solid black; padding: 5px;"> <p><b>Millersville FB Fund Balance</b></p> <p>* Fund Only</p> <p>Fund: Fund Center: Fiscal Period:</p> <p>Show All Values Show All Values Show All Values</p> <p>Variable Filters: Fiscal Year: 2013 Fund (Interval, Optional): 6033500070 Intramurals Dept-Misc Gifts - 60335</p> <p>Dynamic Filters: None</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: right;"> <thead> <tr> <th style="width: 15%;">Fund</th> <th style="width: 15%;">Beg Fund Balance</th> <th style="width: 15%;">Revenue</th> <th style="width: 15%;">Transfers</th> <th style="width: 15%;">Expenses</th> <th style="width: 15%;">Current Fund Balance</th> <th style="width: 15%;">Commitments</th> <th style="width: 15%;">Fund Balance Less Commitments</th> </tr> </thead> <tbody> <tr> <td>6033500070 Intra Dept Misc Gift</td> <td>\$ 775.00</td> <td></td> <td></td> <td></td> <td>\$ 775.00</td> <td></td> <td>\$ 775.00</td> </tr> <tr style="background-color: yellow;"> <td><b>Overall Result</b></td> <td><b>775.00</b></td> <td></td> <td></td> <td></td> <td><b>775.00</b></td> <td></td> <td><b>775.00</b></td> </tr> </tbody> </table> </div>			Fund	Beg Fund Balance	Revenue	Transfers	Expenses	Current Fund Balance	Commitments	Fund Balance Less Commitments	6033500070 Intra Dept Misc Gift	\$ 775.00				\$ 775.00		\$ 775.00	<b>Overall Result</b>	<b>775.00</b>				<b>775.00</b>		<b>775.00</b>
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