QUICK REFERENCE
Fund Balance Report
How to look at reports for funds centers that DO NOT begin with 601

1. Go to MU Home Page
2. Hover over Faculty & Staff link; select Logins
3. Click ESS button
4. Click ESS Login
5. Enter MU Domain ID and Password (FirstName.LastName@millersville.edu)
6. Click the Business Intelligence tab
7. Click the black arrow to open the Financial Reports
8. Select report
   a. Fund Balance Report

Fund Balance Report

1. Once the selection is made, the report will process and an entry form will appear
2. Enter appropriate fiscal year
3. Enter the FUND number
4. Click OK
5. Summary will default to *Fund Only
6. Click the drop down for list of available reports
7. Summary – Provides a fund balance available
Four subsequent tabs – provided detail transactions for revenue, transfers, actual expenditures, and open commitments.

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.

The tabs provide detailed transactions related to the appropriate column.