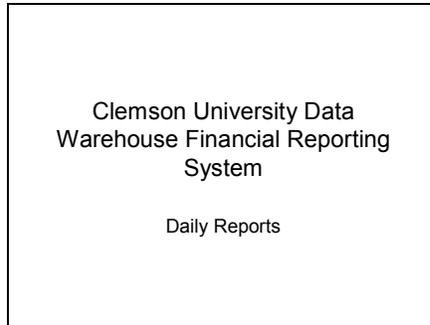
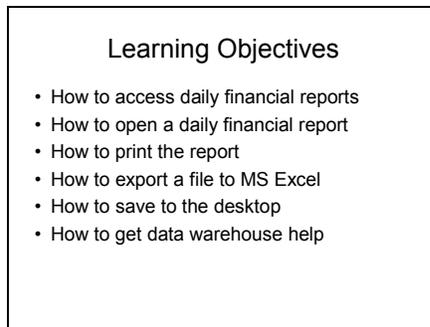


Slide 1



Slide 2



This course will cover all of the financial daily reports that are run nightly and stored in the data warehouse. The learning objectives for this course are:

- How to access daily financial reports
- Open a daily financial report
- How to print the report
- How to export a file to MS Excel
- How to save to the desktop
- How to get data warehouse help

These reports are overwritten daily and no history is kept on these reports. These reports can be saved and exported to MS Excel.

Slide 3

Business Systems Data  
Warehouse Location

<https://busdwh.clemson.edu>

Click on the URL shown on your screen to get to data warehouse reports.

Slide 4

Descriptions of Reports

- Journal Header/Line Errors
- Journal Budget Check Errors
- Vouchers Unapproved
- Voucher Errors
- Daily Summary Budget Status Report
- Shortcut to Billing Invoice Errors
- Shortcut to Trial Balance by Project
- Unapproved Requisitions

The Journal Header/Line Errors report displays a listing of Journal Errors for the Budget Center.

The Journal Budget Check Errors report displays a listing of Budget Check Errors for the Budget Center.

The Vouchers Unapproved report displays Unapproved Vouchers for Budget Center. If your voucher does not appear here, look in the Voucher Errors report.

The Voucher Errors report is used to view any vouchers that have not been posted because they have an error. If your voucher does not appear here, look in the Vouchers Unapproved report.

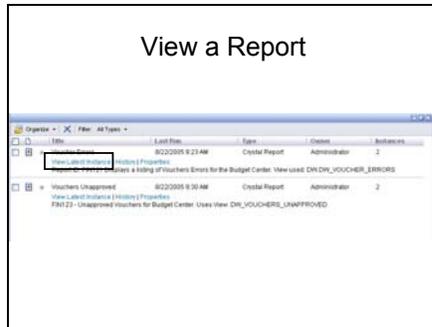
The Daily Summary Budget Status report displays summary by account rollup of Budget, Expenditures, Encumbrance, & Balances for Expenditure transactions for select Accounting Period, Business Unit, & chart values. Displays Period & YTD totals and is updated nightly.

Shortcut to Billing Invoice Errors report displays a listing of Billing Invoice Errors.

Shortcut to Trial Balance by Project report displays Assets, Liability, Fund Balance, Revenue, All Expense, and a Balance by Project ID.

Unapproved Requisitions report displays a listing of Unapproved Requisitions.

Slide 5

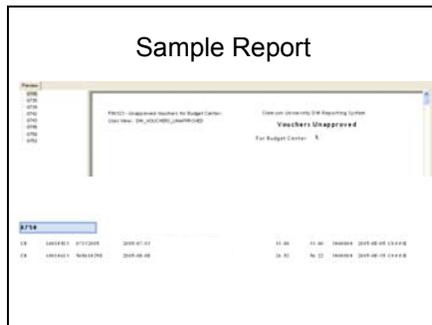


On the left side of the screen, click on System Run Reports for Budget Centers, then click on the appropriate budget center. Within the budget center folder, click on Daily Reports.

Click on "View Latest Instance" for the appropriate report at the right.

After clicking on View latest instance, the report will appear.

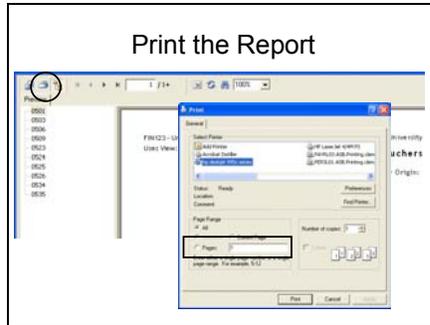
Slide 6



Department numbers are on the left window and you can click on one department number to see the information for that department number.

If the department number does not show that means there is no activity for that department number.

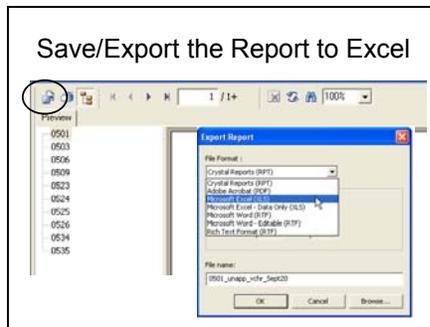
Slide 7



Click on the Print Icon in the toolbar to print the report.

Be sure to enter a page range of the pages of the report that you want to print.

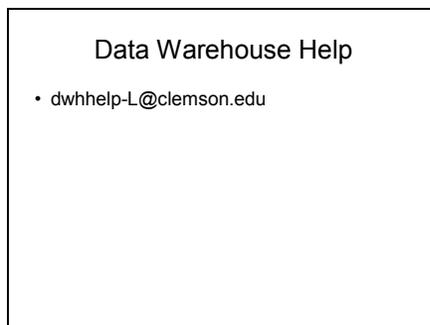
Slide 8



Click on the Save/Export icon in the toolbar.

Select for File Format: Microsoft Excel (xls). Enter a File name, click OK.

Slide 9



Go to the e-mail address shown on your screen to submit any questions you have regarding data warehouse reports.