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Clemson University Data
Warehouse Financial Reporting
System

Monthly Reports

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Learning Objectives

- How to access monthly financial reports
- How to open a monthly financial report
- How to print the report
- How to export the report to MS Excel
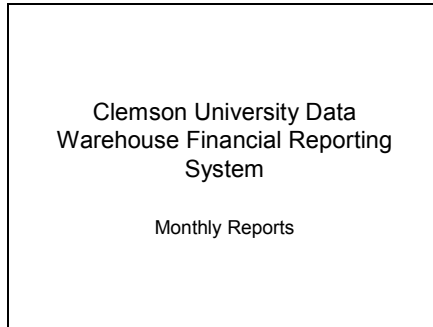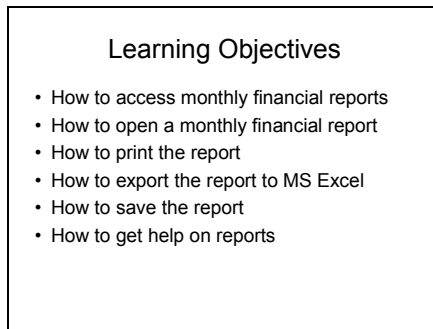- How to save the report
- How to get help on reports

This course will cover all of the financial monthly reports that are run at month end close. The learning objectives for this course are:

Access monthly financial reports
Open a monthly financial report
Print the report
Export the report to MS Excel
Save the report
How to get help on reports

Monthly reports are run at month-end close and history is maintained on monthly reports. The most recent history reports go to the History link where they are kept for one year. Beyond one year, reports will be stored on the P: drive.

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Business Systems Data
Warehouse Location

https://busdwh.clemson.edu

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

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Descriptions of Reports

- Detail Budget Status Report (BSR) for Expenditures
- Detail Budget Status Report (BSR) for Revenue
- Shortcut to Statement of Changes (SOC) with Account Detail
- Shortcut to Statement of Changes (SOC) with Account Detail - CUF
- Shortcut to Statement of Changes (SOC) with Account Detail - CURF
- PI Report
- Summary Budget Status Report for Expenditures

The Detail Budget Status Report for Expenditures displays Non-grant Expenditure detail transactions w/ Bud., Expenditures, Encumbrances, & Balances for current FY for select Accounting Period, Business Unit & chart values. Data from Last Closed Period.

The Detail Budget Status Report for Revenue displays details for all Revenues transactions with Budget, Invoiced Amount, & Balance. Displays Period & YTD totals.

The Shortcut to Statement of Changes with Account Detail displays months & YTD Actuals for all the Revenue, Transfer In, Expenses, Transfer Out, & Fund Balance totals by project & account. Grand Totals with & without Fund Balance.

The Shortcut to Statement of Changes with Account Detail-CUF displays months & YTD Actuals for all the Revenue, Transfer In, Expenses, Transfer Out, & Fund Balance totals by project & account. Grand Totals with & without Fund Balance.

The Shortcut to Statement of Changes with Account Detail-CURF displays months & YTD Actuals for all the Revenue, Transfer In, Expenses, Transfer Out, & Fund Balance totals by project & account. Grand Totals with & without Fund Balance.

The Detail Revenue Report is used in reconciliation of revenue accounts on a monthly basis.

The PI Report gives each PI (Principal Investigator) detailed budget information for the entire life of their projects.

The Summary Budget Status Report for Expenditures displays Summary by account rollup of Budget, Expenditures, Encumbrance, & Balances for Expenditure transactions for FY, Accounting Period, Bus. Unit, & chart values. Displays Period & YTD totals.
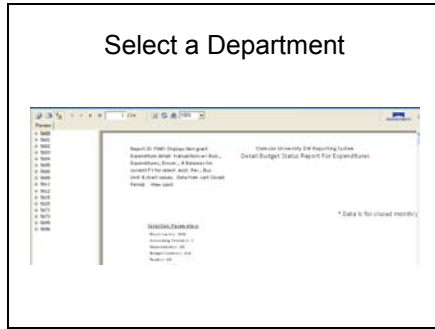
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Select a Report
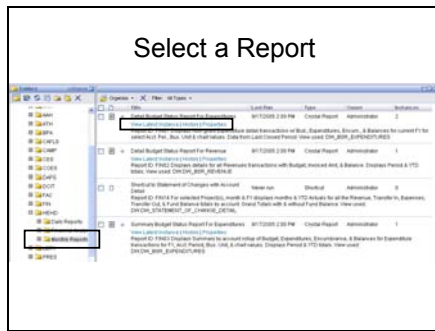
On the left side of the screen, click on System Run Reports for Budget Centers, then click on the appropriate budget center. Within the budget center folder, click on Monthly Reports.

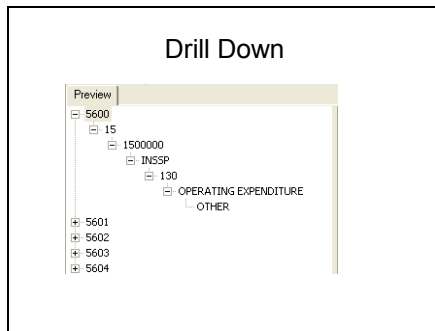Click on "View Latest Instance" which will show the most current report.

If you need to view a history report, click on "History" for that report instead of "View Latest Instance".
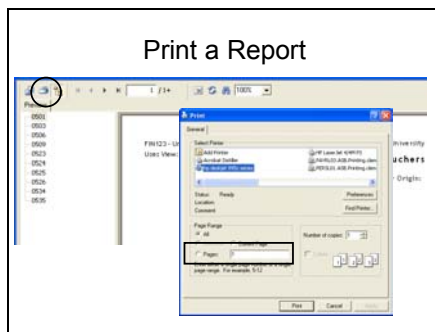
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Once you click on a report to view the latest instance of, you can click on the appropriate department number at the left

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You can also drill down to the level of information you need to see by clicking on the "+" sign beside each chartfield.
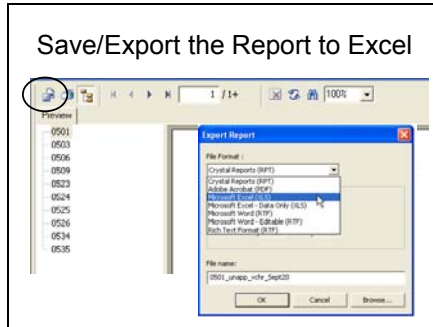
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Click on the Print Icon in the toolbar to print the report.

Be sure to enter a page range of the pages of the report that you want to print.
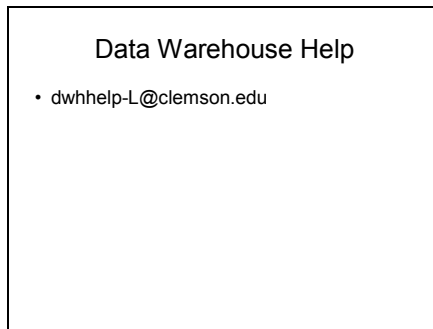
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Click on the Save/Export icon in the toolbar.

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

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Data Warehouse Help

• dwhhelp-L@clemson.edu

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