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Clemson University Data
Warehouse Financial Reporting
System

Finance User Run Reports

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Learning Objectives

• How to access the user run reports
• How to open a report
• How to customize report criteria
• How to run a report
• How to print a report
• How to export a report to MS Excel
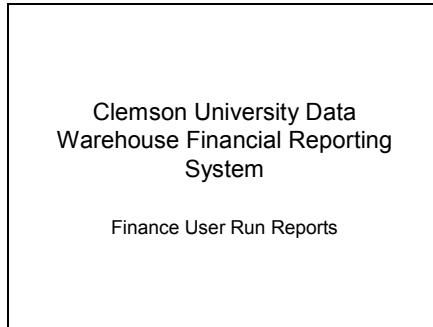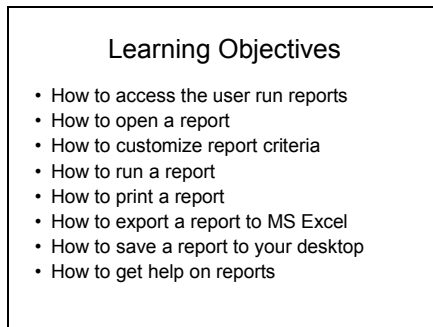• How to save a report to your desktop
• How to get help on reports

This course will cover all of the financial user run reports using the data warehouse. The learning objectives for this course are:

How to access the user run reports
How to open a report
How to customize report criteria
How to run a report
How to print a report
How to export a report to MS Excel
How to save a report to your desktop
How to get help on reports

User run reports differ from the monthly reports by allowing the user to set criteria for the report. Users can run reports for specific fund, project, department, budget year, etc.

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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

- Budget Amendment Transactions Report
- Detail Budget Status Report (BSR) for Expenditures
- Detail Budget Status Report (BSR) for Revenue
- Statement of Changes (SOC) – Year to Year Comparison with Account Detail
- Statement of Changes (SOC) in Fund Balance
- Statement of Changes (SOC) with Account Detail
- Summary Budget Status Report for Expenditures
- Trial Balance by Project

The Budget Amendment Transactions
Report displays a listing of Budget
Amendment Transactions according to the
various selection parameters available.

The Detail Budget Status Report for
Expenditures displays Non-grant
Expenditure detail transactions with Budget,
Expenditures, Encumbrances., & Balances
for current FY for select Accounting Period,
Business Unit & chart values.

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

The Statement of Changes – Year to Year
Comparison with Account Detail Report
displays selected Project & 2 consecutive
FYs, displays FYs Actual & Budgets for all
the Revenue,
Transfer In, Expenses, Transfer Out, &
Fund Balance totals by account.

The Statement of Changes in Fund Balance
displays selected Project & FY, displays
Fund Balance, Revenue, Trans.In,
Expenses, Trans.Out, Assets, & Liability
totals by account.; Beginning balance &
budget; & Actuals by period. Primarily for
funds 21 & up.

The 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 Summary Budget Status Report for
Expenditures displays Summary by account

rollup of Budget, Expenditures,
Encumbrance, & Balances for Expenditure
transactions for selected FY,
Acct. Period, Bus. Unit, & chart values.
Displays Period & YTD totals.

The Trial Balance by Project Report
displays Assets, Liability, Fund Balance,
Revenue, All Expense, and a Balance by
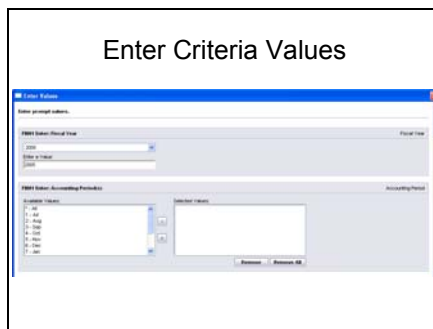Project ID.

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Access User Run Reports
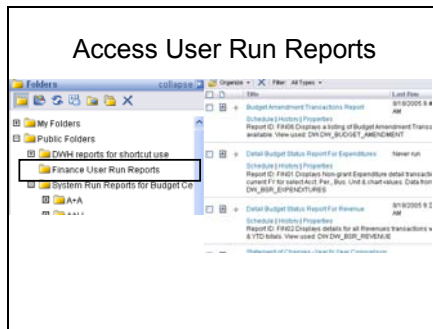


Click on Finance User Run
Reports at the left to customize
the criteria of a specific monthly
report.

The report options will show up
on the right side of the screen.

Click on the appropriate report
name to run.

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Enter Criteria Values



The values window will appear.

Each selection criteria has a box to the
left and one to the right.  The one on
the left has options that can be
selected.  The one on the right has
what has been selected.  Most of the
criteria already has a default value.

To select something different than the
default, click on the selected value to
highlight it and then click remove.  Then
select another value and click the
greater than (>) button.

The double arrows will move all values
from the left side to the right side.  The
remove all button will remove all values
from the right side.

The selected criteria will be moved to

the right side.  If the value you would like to enter is not in the box to the left, enter the value below the box and click on the greater than sign (>) beside that box.

Enter values for all of the criteria and scroll to the bottom and click OK.

Notice when you scroll, there some reports have more options than others for criteria.

You must enter values for all of the selection criteria.

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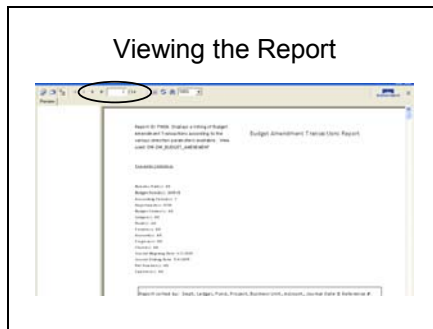


Viewing the Report

Once you click on OK, the report should appear.

You will have to use the scroll bar at the right or the arrows across the top to scroll through the report.

When viewing the report, a number indicating the number of pages in the report will appear at the top.

When printing a report, be sure to include the page range or all pages of the report will print.

To close the window, click on the "X" in the top right corner of the screen.
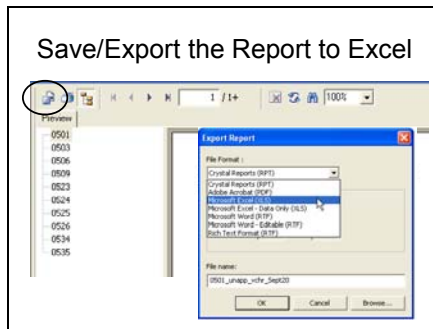
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Print a Report
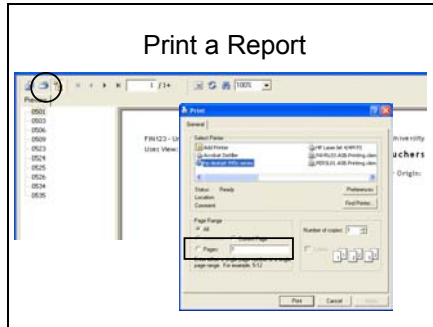


Click on the Print Icon in the toolbar to print the report.

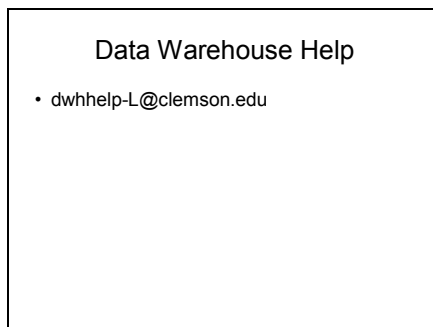Be sure to enter a page range of the pages of the report that you want to print.

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Save/Export the Report to Excel



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 may have regarding data warehouse reports.