How to Run Reports for Donation Funds (7xxxx)

Step 1: Select Operations from the Dashboard options of Data Warehouse.

Step 2 On Home:
A. Select Business Unit MB075
B. Select Budget as Ledger
C. Select APPROVED Budget
D. Click Apply

Step 3 on Ledger Reporting:
A. Select Fiscal Year
B. Select Period Range
C. For Account Type select 30—Fund equity and reserves, 50—Revenues, and 60—Expenditures
D. Remove “X” from Fund and select Fund Number
E. Click Apply

Step 4:
A. Select Fund Fdescr for Column 1
B. Select Acct Fdescr for Column 2

The funds available to spend are shown in the bottom right hand corner under the column “BBA w/Pre-Enc”. (BBA stands for “Budget Balance Available”).