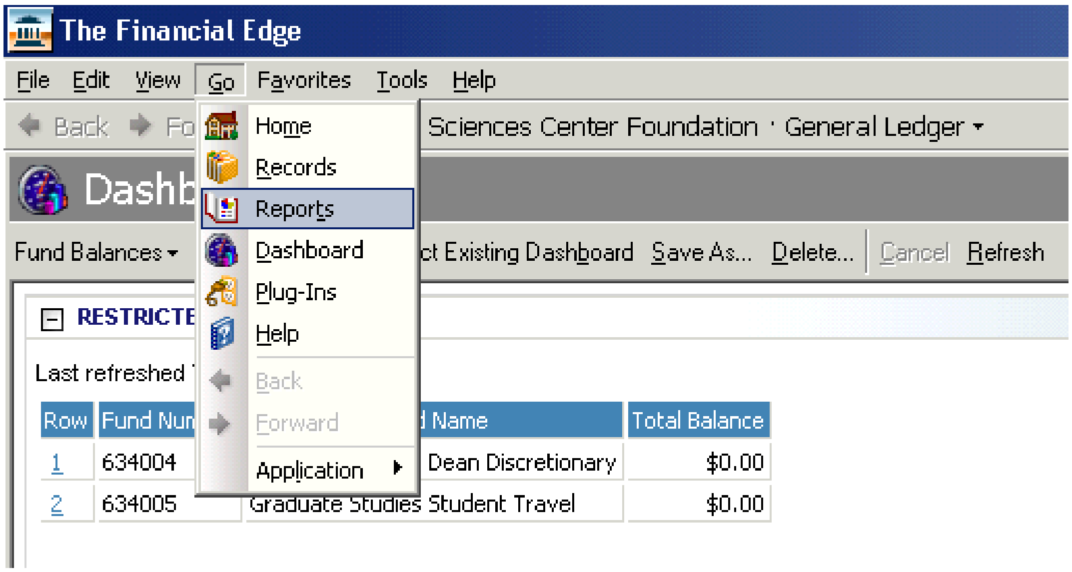
LSU Health FOUNDATION NEW ORLEANS

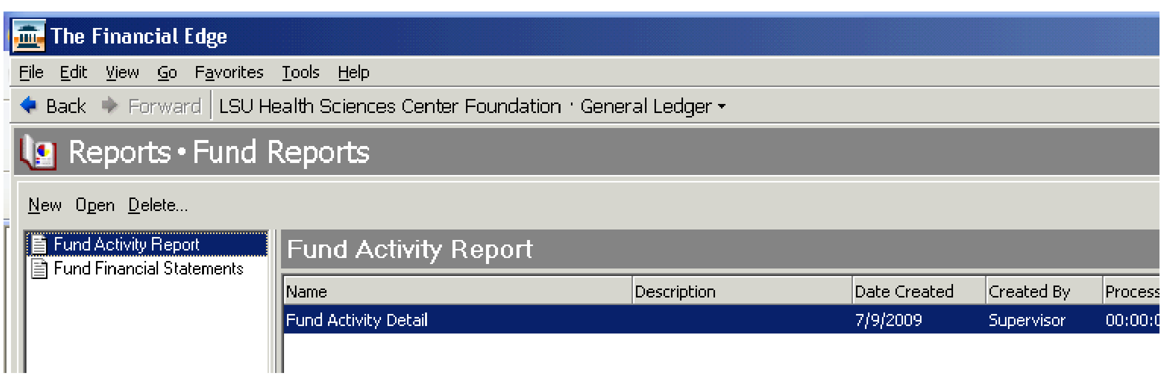
Instructions to print reports in The Financial Edge Reports

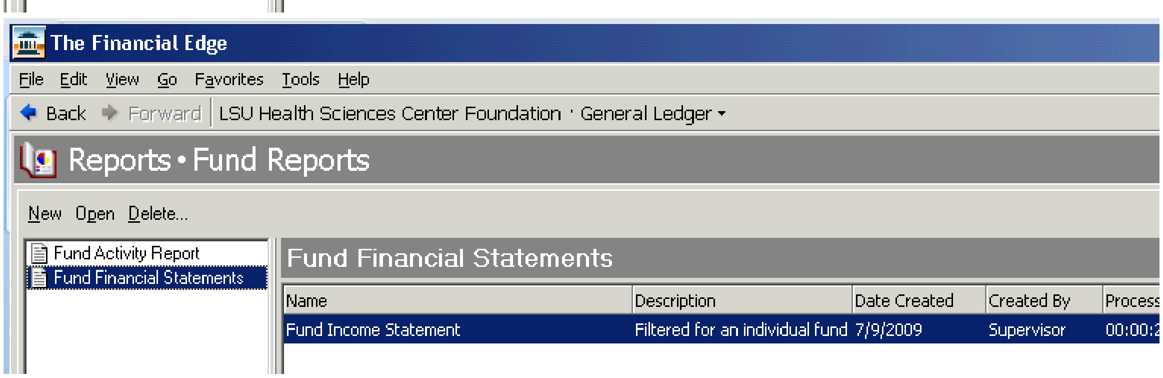
Fund reports are accessed on the Reports page in The Financial Edge. Access the Reports page by clicking **Go** on the menu bar from your Dashboard screen. Once on the Reports page, click **Fund Reports**.



On the Fund Reports screen, you can select a report type in the list on the left. Here, there are two options:

1. Fund Activity Report – Provides activity detail
2. Fund Financial Statements – Provides Income Statement summary



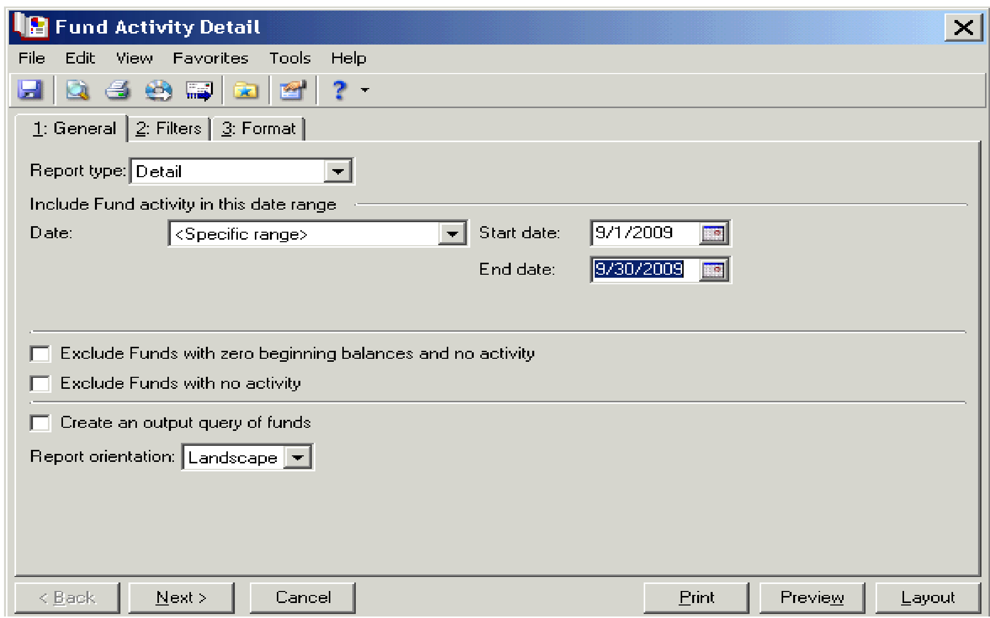


Fund Activity Report

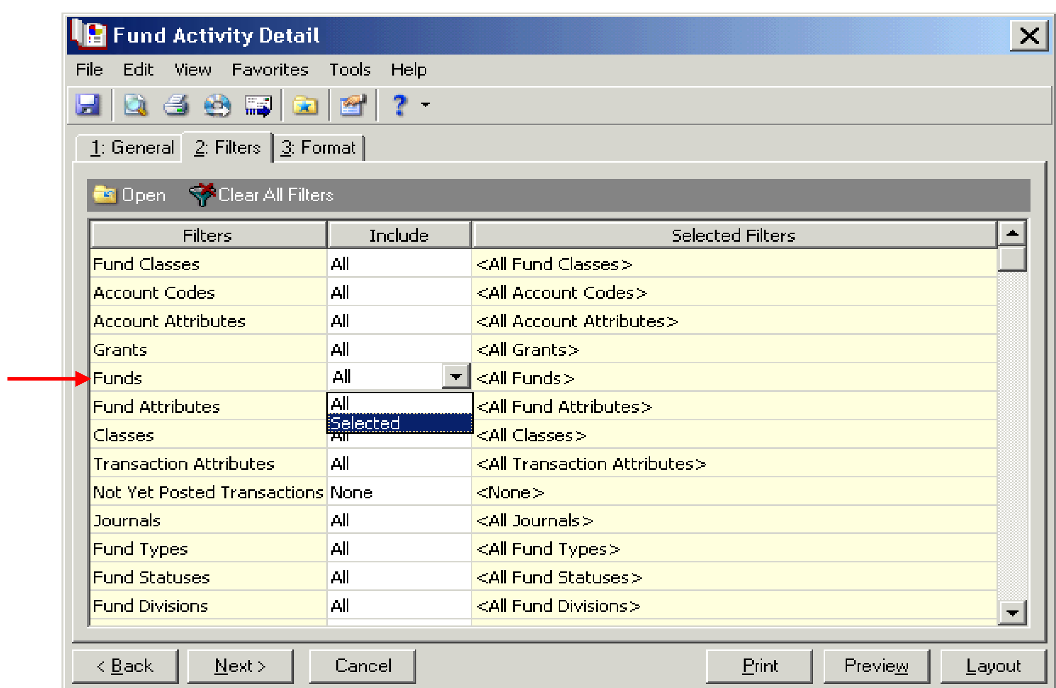
The Fund Activity Report provides transaction activity detail by fund(s) for a date range you select. Double click on the report **"Fund Activity Detail"** to set the parameters of the report.

Under the **General** tab,

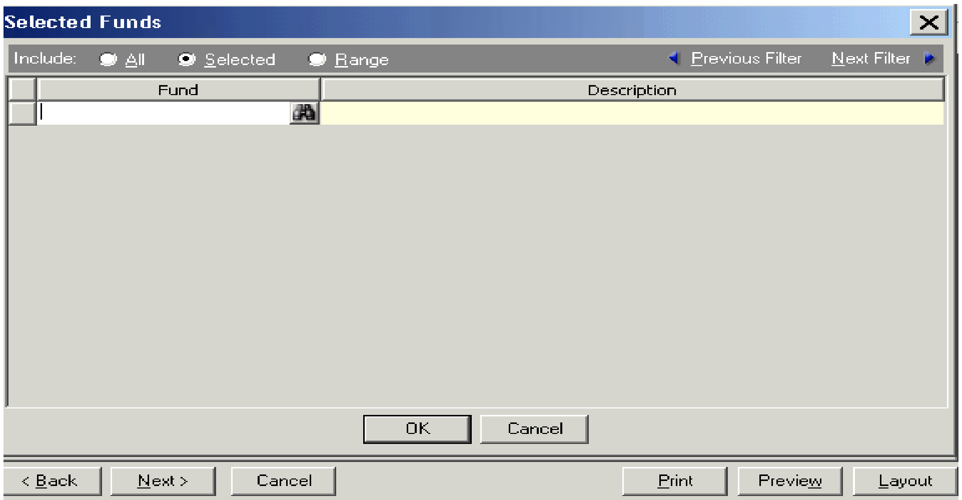
- Report type is **Detail**.
- Select to include fund activity for a specific date range. Select **<Specific range>** and specify a **Start date** and an **End date**.
- Decide on whether to exclude funds with zero beginning balances and/or no activity.
- Decide on the report layout (Portrait or Landscape).

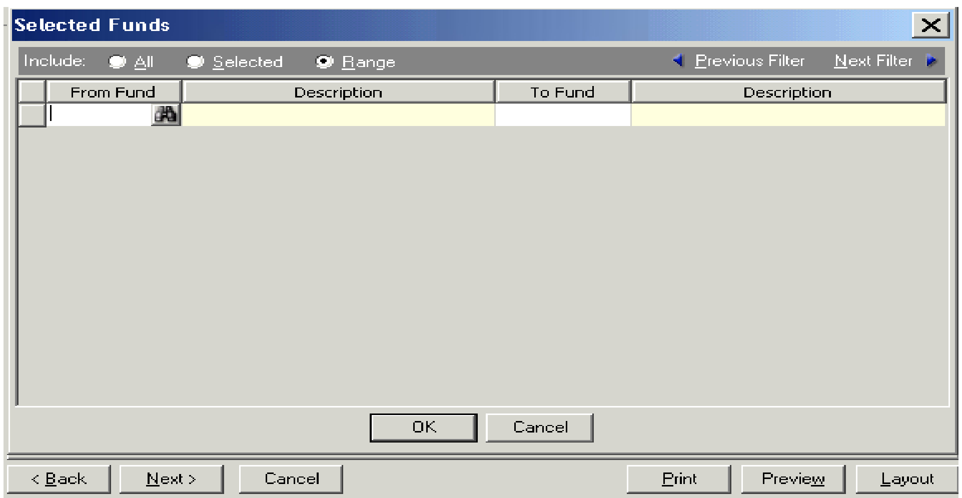


On the **Filters** tab, you can filter on funds by clicking the drop down arrow on the **Funds** line under the **Include** column and select **Selected.** You can also leave as **All** to select all funds.

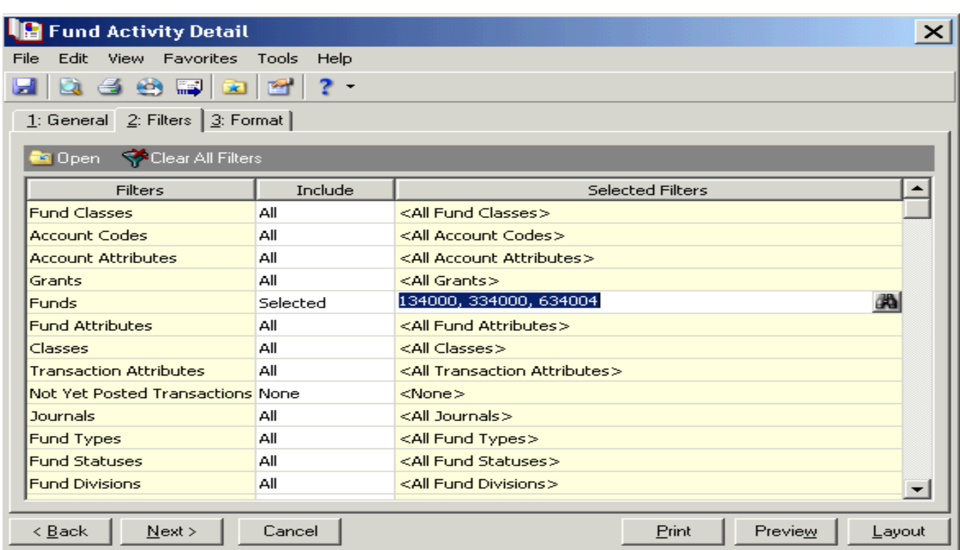


If you select **Selected,** the **Selected Funds** box will open where you can select one or more funds. You can also select a range of funds. With **Selected** marked, click on the binocular icon to bring up a list of your funds. Expand the fund list by clicking **Hide Filters.** To select one fund, double click on that fund. To select multiple funds, hold **Ctrl** and click the funds needed and click **Open**.
With **Range** marked, click on the binocular icon to bring up a list of your funds. Select the first and last funds to be included.

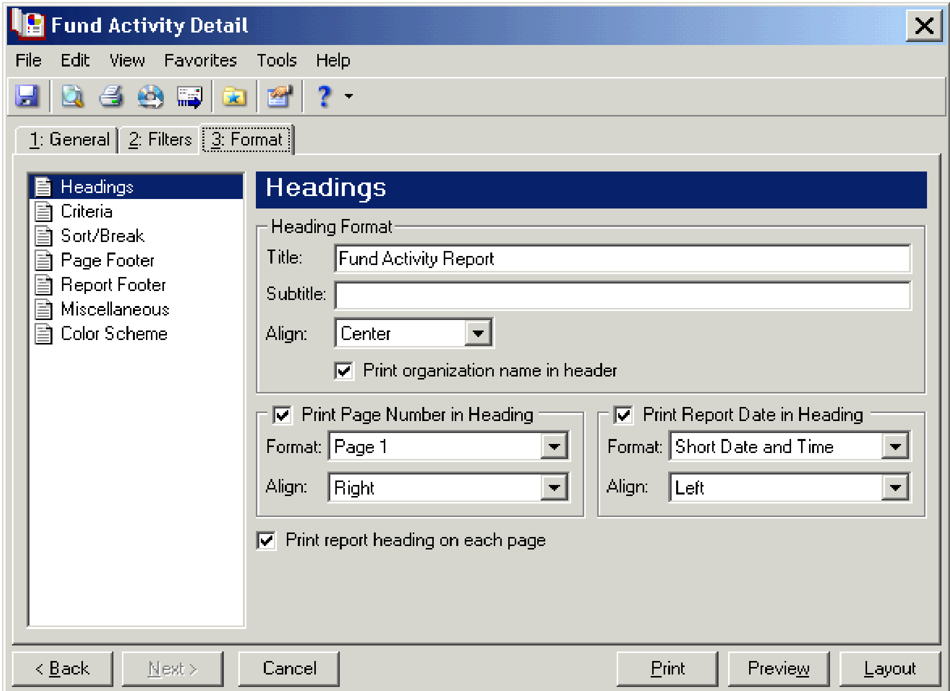




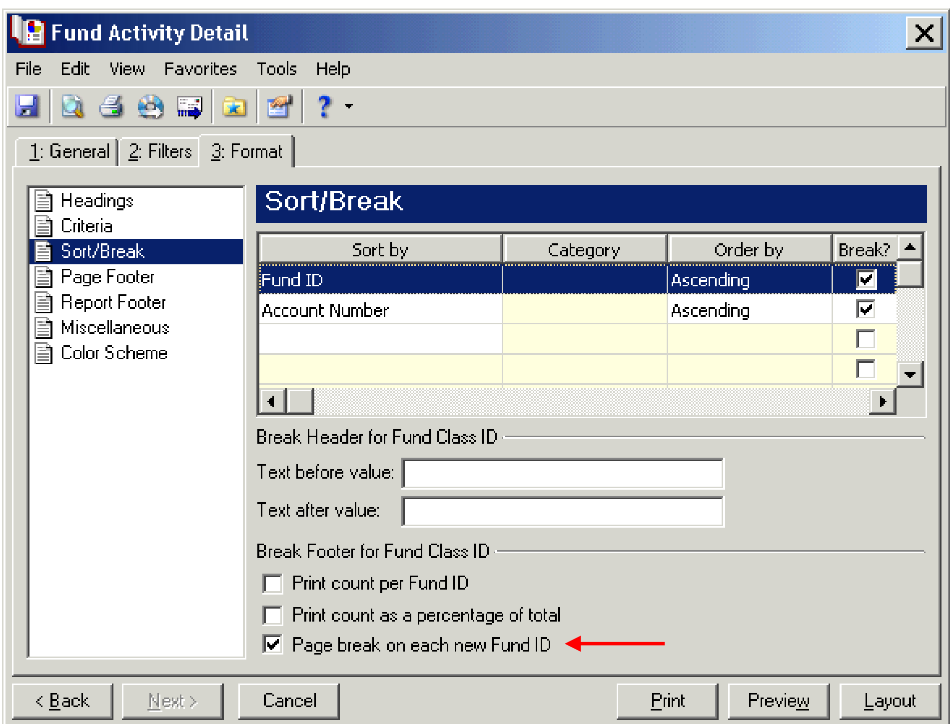
Click **OK** and the funds selected will appear under the **Selected Filters** column.



On the **Format** tab, decide how the report should look. Create headings and footers, page breaks, format for displaying monetary amounts and print options.



Under the **Sort/Break** option, you can create breaks between the Fund IDs. If you **don't** want a page break between each fund, uncheck the **Page break on each new Fund ID** box.



Use the **Page Footer** option to include text at the bottom left, center, or right of the page. Indicate whether or not to print the page number and report date in the footer and select the format and alignment.

Use the **Report Footer** option to create a footer to display at the bottom of the last page of the report. Enter and align text to display after the final report result.

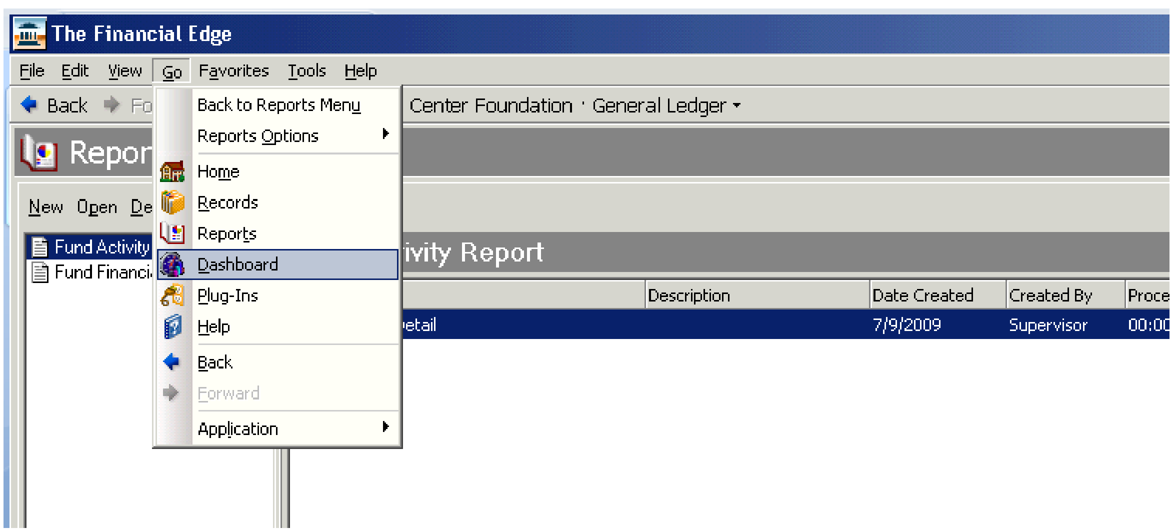
Use the **Miscellaneous** option to specify how numbers display on the report and the font size of the report.

Use the **Color Scheme** option if you decide whether to apply a color scheme for the background and foreground of the column and group.

After date range, fund filters and formatting are done, click **Preview** to view the activity report. Click the print icon  on the preview page to print the report(s). Click close to close the report and return to the Fund Activity Detail screen.

Click **Cancel** to exit the window when finish printing.

To return back to your Dashboard, click **Go** on the menu bar and select **Dashboard**. Once on the Dashboard, click **Refresh**.

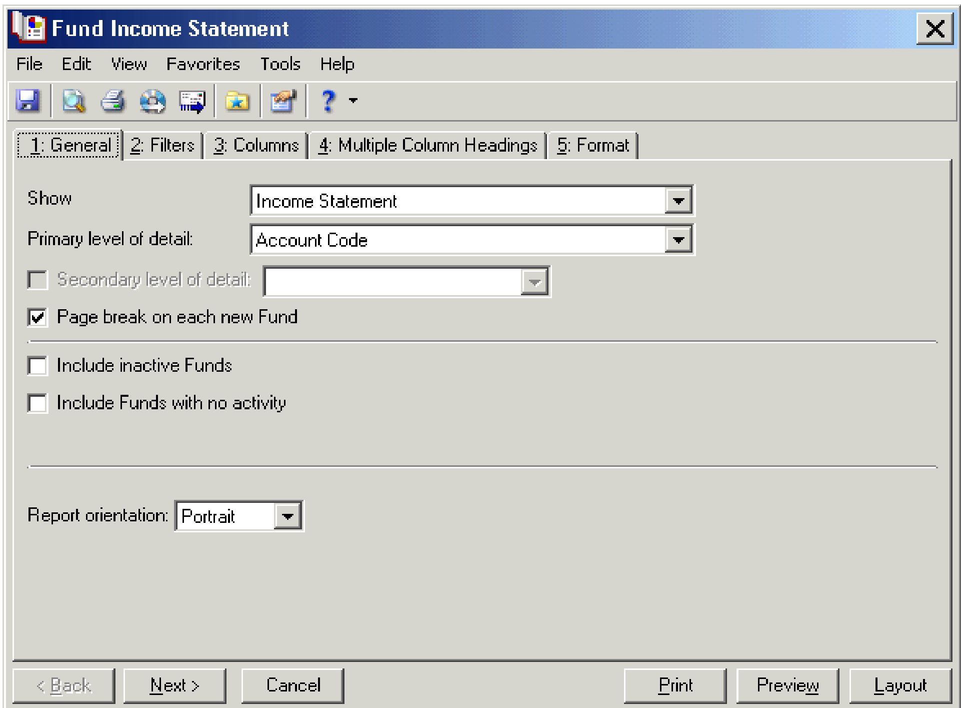


Fund Financial Statements

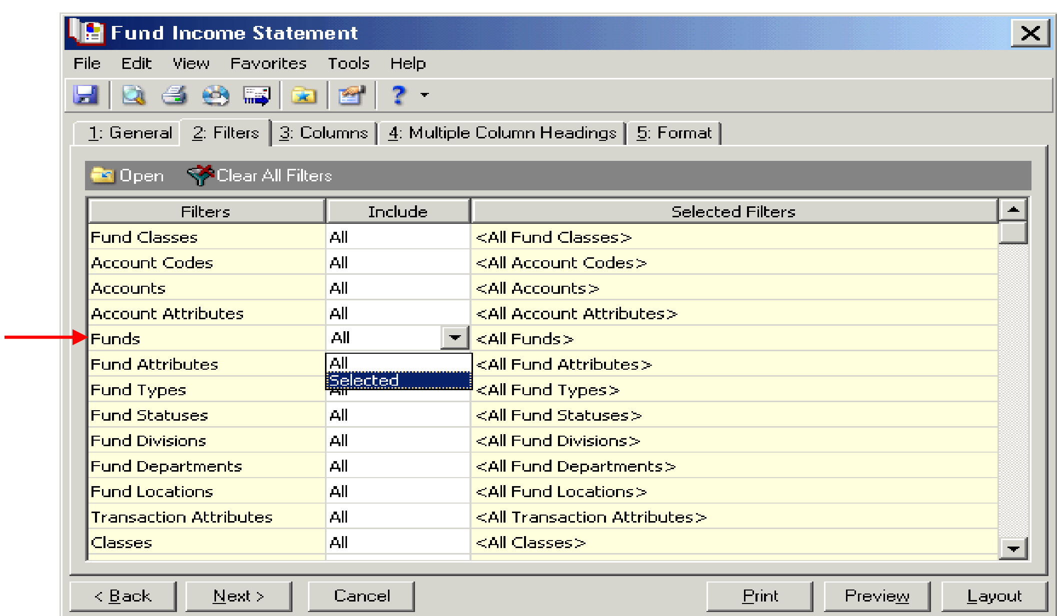
The Fund Financial Statements provides an Income Statement summary of financial activity (revenue and expense) by fund(s) over a date range you select. Double click on the report **"Fund Income Statement"** to set the parameters of the report.

Under the General tab,

- Show **Income Statement**.
- Primary level of detail is **Account Code**.
- If you decide not to have a page break for each fund, uncheck the **Page break on each new Fund** box.
- Decide on whether to include funds that are inactive and/or with no activity.
- Decide on report layout (Portrait or Landscape).



On the **Filters** tab, you will have to filter on funds by clicking the drop down arrow on the **Funds** line under the **Include** column and select **Selected.**

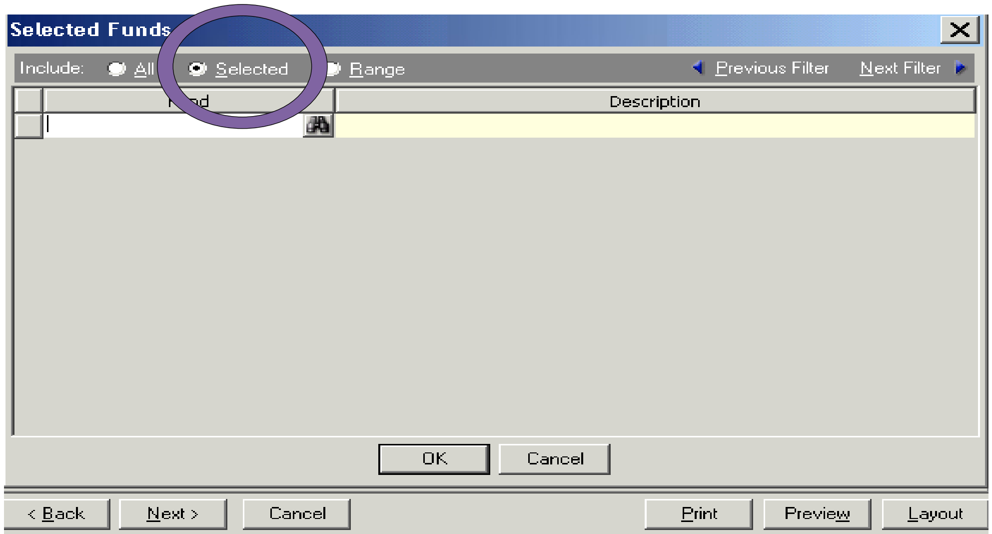


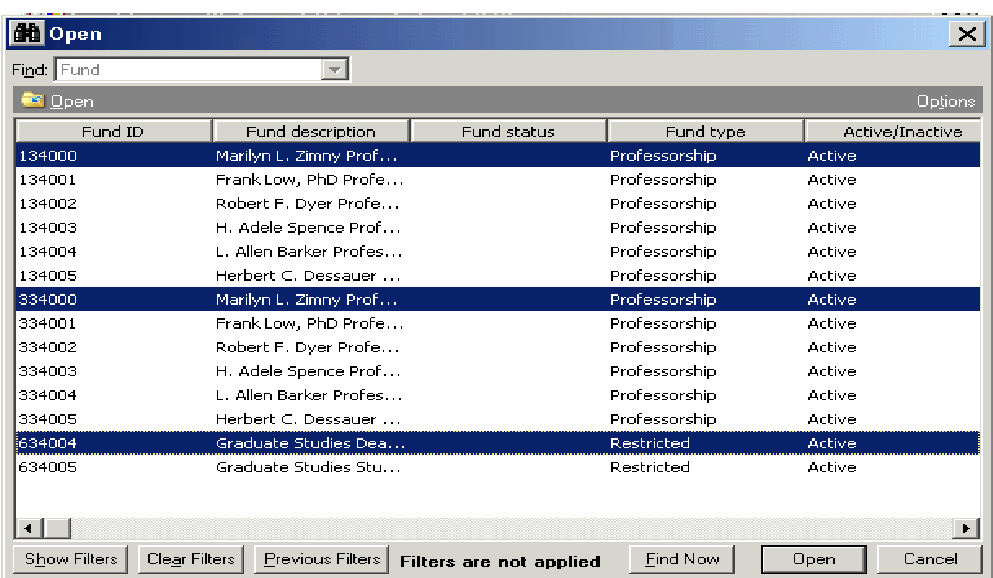
The **Selected Funds** box will open. With **Selected** marked, click on the binocular icon to bring up a list of your funds. To expand the fund list, click **Hide Filters.**

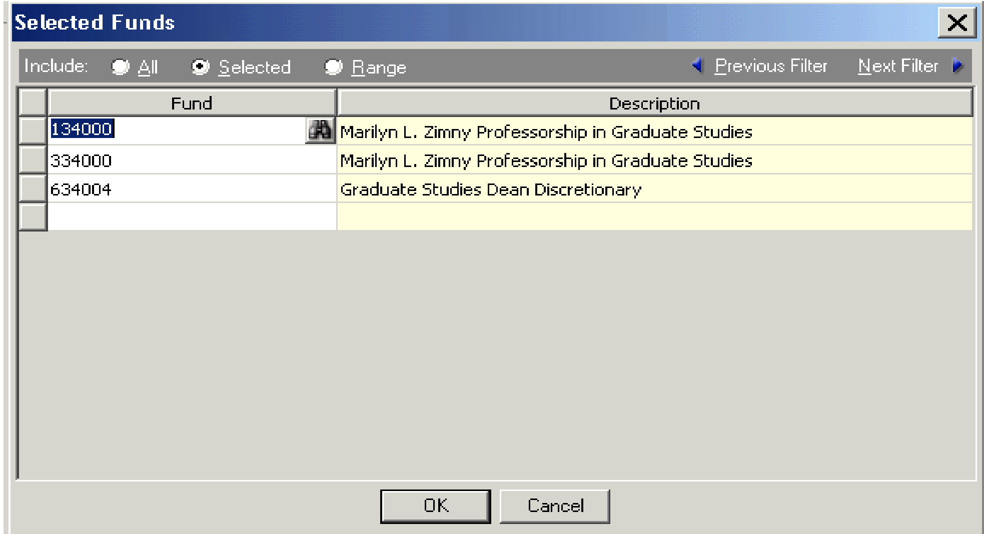
****Note** Marking All and Range doesn't work well for this report. Use Selected.**

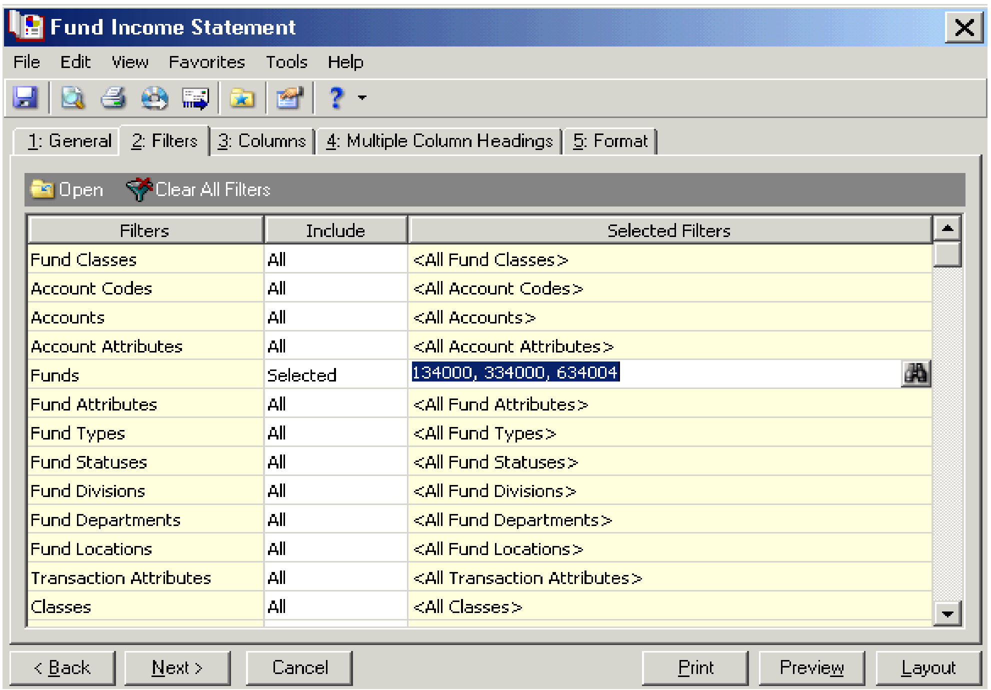
- To select one fund, double click on that fund.
- To select multiple funds, highlight the funds needed by holding **Ctrl** and clicking the funds needed and click **Open**.
- To include all funds, highlight the first fund, hold **Shift** and press **End**. Click **Open**.

Click **OK** and the fund(s) selected will appear under the **Selected Filters** column.

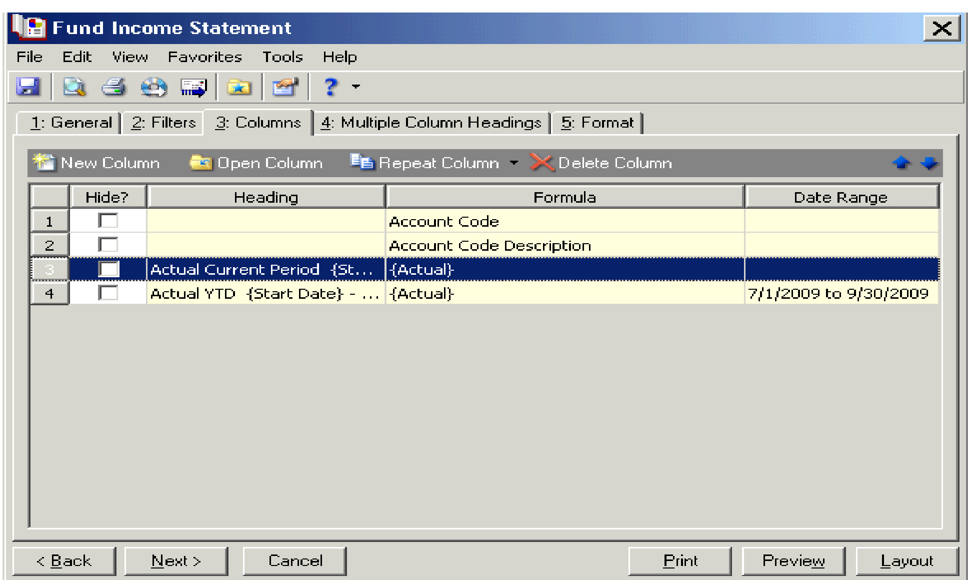




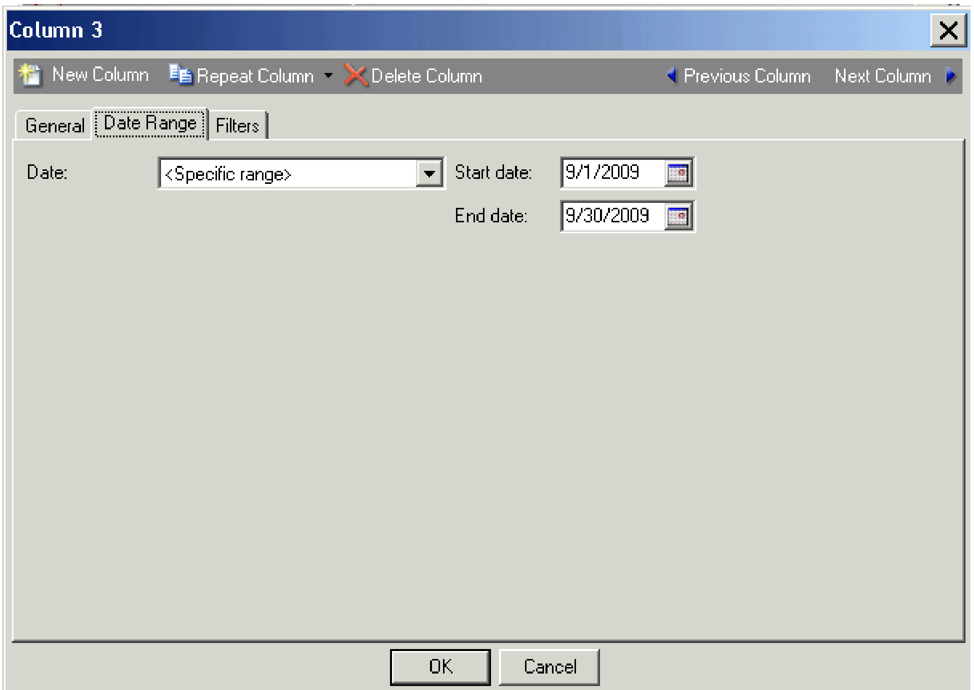




On the **Columns** tab, by double clicking line 3 – **Actual Current Period**, you can select a date range of the balances needed.



Select the **Date Range** tab after double clicking line 3 – **Actual Current Period.** Select **<Specific range>** and enter a **Start** and **End date** for the current period column on the report. Click **OK**



Line 4 – **Actual YTD** will include all fiscal year activity beginning July 1, 20XX to date. Line 4 – **Actual YTD** can be hidden if needed by checking the **Hide** box.

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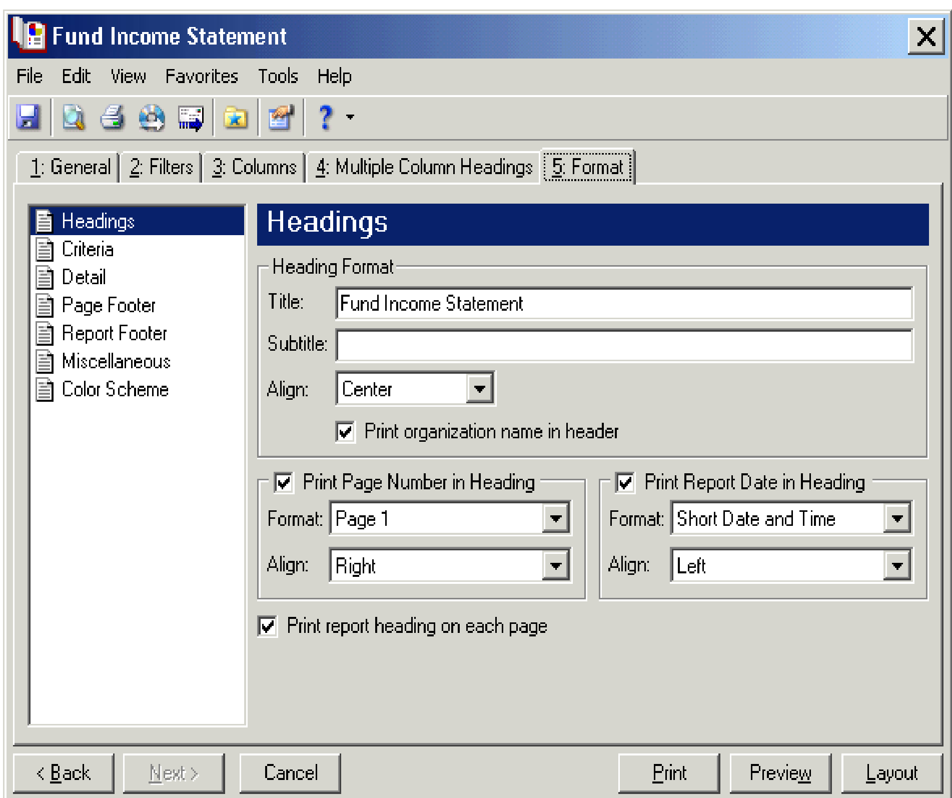

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Use the **Miscellaneous** option to specify how numbers display on the report and the font size of the report.

Use the **Color Scheme** option if you decide whether to apply a color scheme for the background and foreground of the column and group.

After fund filters, date range and formatting are done, click **Preview** to view the Income Statement. Click the print icon  on the preview page to print the report(s). Click close to close the statement and return to the Fund Income Statement screen.

Click **Cancel** to exit the window when finish printing.

To return back to your Dashboard, click **Go** on the menu bar and select **Dashboard**. Once on the Dashboard, click **Refresh**.