## Checking the Fund Balance of a Single Fund:

Please note that this report will only work for funds that have transactions posted to one cost center. If a fund has transactions posting to more than one cost center, please request the "Fund Balance Report – Single Fund – All Cost Center" from accounting@stolaf.edu.

### In Oracle, go to Financial Reporting



To check the Balance of a single fund, go to "Fund Balance Report – Single Fund – Single Cost Center"

### St. Olaf Reporting Dashboard



### Select the Accounting Period

This report is a year-to-date report, so you can enter the month in the "MMM-YY" format (for example "Dec-23"). Otherwise, go ahead and follow the next directions.

The following prompts have been defined in the report. You may use the default values shown, or select other members.



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#### Under Cost Center – select the drill into icon.

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt Enter AccountingPeriod:	Selection Dec-23	Type Report	Source Report: Fund Balance Report - Single Fund Grid: Grid1
Enter Cost Center:		Report	Report: Fund Balance Report - Single Fund Grid: Grid1
Enter Fund:		Report	Report: Fund Balance Report - Single Fund Grid: Grid1

Remove the asterisk in the Find field and enter the appropriate cost center used with that fund. Select the binoculars.

Members				
Available: Cost Center (1 of 1)		$\bigcirc$	Selected:	
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Name		Default	Name	
Cost Center		Cost Center		

Choose the result that begins with [Cost\_Center-CC\_Current] and hit OK.

# NOTE: IF MULTIPLE COST CENTERS ARE USED WITH A FUND – THIS REPORT WILL NOT SHOW AN ACCURATE BALANCE – IT WILL ONLY SHOW AN ACCURATE BALANCE IF THE FUND IS ALWAYS USED WITH A SINGLE COST CENTER. WE ARE WORKING TO FIND A SOLUTION IN ORACLE TO RUN A FUND BALANCE REPORT FOR ALL/MULTIPLE COST CENTERS.

Search Result

	Name	
	18000	Cost Center\All Cost Center Values\18000
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### Select OK at the bottom of the screen.

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### Under Fund, select the drill into icon. (Note that you will only be able to see funds that you have access to)

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection		Туре
Enter AccountingPeriod:	Apr-24	_ <b>~</b>	Report
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Entor Fund:			Doport
Enter Fund.			кероп

### Enter your fund number in the search box and hit enter

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	[Fund-Fund_Current].[F0000].[F0010].[F0140].[F0150].[F02	220].[48287]	Fund\Fund-Fund_Current\[Fu	und-Fund_Current	:].[F0000]\[Fund-Fi	und_Current].[F0000].
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Select OK at the bottom of the screen.

### Once the period, "all cost center values", and the fund are selected, hit the "OK" button to run the report

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Туре	Source
Enter AccountingPeriod:	Apr-24	Report	Report: Fund Balance Report - Single Fund - Single Cost Center Grid: All
Enter Cost Center:	[Cost_Center-CC_Current].[C0010].[C0020].[C0640]. [C0820].[C0830].[18000]	Report	Report: Fund Balance Report - Single Fund - Single Cost Center Grid: Grid1
Enter Fund:	[Fund-Fund_Current].[F0000].[F0010].[F0140]. [F0150].[F0220].[48287]	Report	Report: Fund Balance Report - Single Fund - Single Cost Center Grid: Grid1



<u>H</u>elp



Class of 1964 ♥ Dec-23 <u>Actual</u> -573.23 <u>-13.039.49</u>	Dec-23 Working Budget 0.00 -21,730.00	Variance 573.23	
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-11,154.23	accounti	ng for endowme	nt earnings
	<u>11,149.00</u> 11,149.00 <u>-2,463.72</u> -8,690.51 -11,154.23	11.149.00       22,300.00         11,149.00       22,300.00         11,149.00       22,300.00         Current Balance means mean	11,149.00       22,300.00       11,151.00         11,149.00       22,300.00       11,151.00         11,149.00       22,300.00       11,151.00         Current Balance in Oracle (negative means money available)       10,000         -2,463.72       570       3,033.72         -8,690.51       Amount remaining to speace of the sp

The report will show the current ending balance.

It will also project out the remaining endowment earnings to show how much is available for the rest of the year, after adding in the remaining estimated endowment earnings based on the budgeted endowment allocation.