Foundation Web Reports User Guide
Updated: February 5, 2015

Report Web Site: https://reports.foundation.fsu.edu

Log In:

Open report web site using Internet Explorer Browser. Please use your FSUID login to log on to reports site.

Enter your FSUID (OMNI User Name) as the User name.

Enter your FSUID password.

After you have successfully logged in; your browser will open to the SQL Server Reporting Services Home page and you will see the “Foundation” folder.

Click on the subfolder, “Campus Users - Financial”, to show the list of reports. This folder contains the reposts that you have been authorized to view.
Report Descriptions:

- **Active Fund Projects Listing** – A listing of fund projects by department with the complete name, start date, end date and description.

- **Authorized Funds Listing** - A listing of fund projects for which you have authorization to view.

- **Authorized Signers** – A list of all persons authorized to sign on the fund.

- **Balance Sheet** – Assets and Liabilities for one or multiple fund projects (listed separately)

- **Detailed GL Transactions** – A list of all endowed or spendable transactions in a fund by a date range.

- **Fund Project Profile** – Current information including type, unit, department, authorized signers and restrictions.

- **Fund Purpose and Restrictions** – Description of the fund purpose and restrictions of the fund.

- **Income Statement** – Revenue and expense for one or multiple fund projects (listed separately)

- **Monthly Endowed Principal Cash Detail** – Cash transactions by month with beginning and ending balances for the endowed portion of a fund project.

- **Monthly Spendable Income Cash Detail** – Cash transactions by month with beginning and ending balances for the spendable portion of a fund project.

- **SparkFSU Gifts by Project and Period (Campus Users – Financial)** – List of gifts from SparkFSU for a specific period.

- **Spendable Cash** – Spendable cash balances and transactions total by fund type and sub purpose(s).

- **Year-to-Date Endowed Principal Transaction Detail** – All endowment transactions for a fund project year-to-date. Activity is summarized by account and can be expanded to show detail. This report provides the detail for the Income Statement and Balance Sheet if selected for the same month-end.

- **Year-to-Date Spendable Income Transaction Detail** – All spendable transactions for a fund project year-to-date. Activity is summarized by account and can be expanded to show detail. This report provides the detail for the Income Statement and Balance Sheet if selected for the same month-end.
Navigation:

- **Reports List** - Click on Home > Foundation > Campus Users – Financial > in upper left corner to return to the Financial Reports list to select another report to run.

- **Department** – Click on down arrow. You will see a list of one or more departments. This selection is used to generate the Fund Project list. If you choose (Select All), you will see all of your fund projects in the Fund Project list. Select one or multiple departments by checking the box in front of the department name to narrow the Fund Project list. If you want to deselect your choices, double click on (Select all).

- **Fund Project** – List of available funds depending on your Department selection.

- **Fiscal Year** – Select the fiscal year to view. Reports are available from 1992 through current year.

- **Fiscal Month** – Select the month to view. For the cash transactions reports only the activity for the month selected will be shown. For all other reports, the detail and balance shown will be year-to-date through the month selected.

- **View Report** – Click on the “View Report” button to see the report generated based on your selections.

- **Page navigation** – Use to view individual pages in a report

- **Size** – Defaults to 100%. Report can be sized for easier viewing

- **Find** – Enter key word in the Find box and the report will be searched. Very useful if looking for a specific cash item in a month with many transactions.

- **Export** – Select a format using the down arrow. The listed formats include Excel, PDF and other file formats. After selecting format, click on Export. Select Open and the report will open in the format you selected. (A separate blank browser window may open during the export process depending on your selection)

- **Refresh** - Click on the Refresh Icon to refresh your report

- **Print** - Click on the Printer Icon to print the report instead of the browser printer.
Sample Cash Transaction Report:

First select the department(s), the screen will refresh with the Fund Project list. Then select the Fund Project.
Sample Cash Transaction Report (continued):

Select the Fiscal Year, the screen will refresh and then select the Fiscal Month. Click on View Report. To view a different month, select it and click on view report.
Sample Cash Transaction Report (continued):

Wait while the report generates. This could take a few seconds or longer depending on the number of transactions. The navigation aids and printer icon are highlighted below.
Export:

To export a report to Excel or creating a PDF file, select the export format. Then click on “Export” which is enabled after you make your format selection.

Select the format from the list and click on “Export” (which will be enabled after you select a format). It will show File Download windows and prompt to confirm export action.

If you click the “Open” button, a new window will launch the report.

“Save” will ask you to identify a file name and location.

“Cancel” will cancel the export.
Print:

To print a report click on the “Print” icon.

To see the report before printing, click on “Preview”.

Print Icon

To see the report before printing, click on “Preview”.

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Troubleshooting Printing Errors:

**Error message:** “Unable to load client print control”.

**Reason:** The Reporting Services Print Control is an Active X object. This control needs to be downloaded and installed.

**Resolution:** From Internet Explorer menu, click on Tools, select Tools\Internet Options\Security\Custom Level. You can select the settings to allow downloading of Active X controls to enable report printing.
Helpful Hints:

When a D with a "+" or "-" sign appears in front of an account or total, you may click on the box to expand or collapse the detail.

Log Off

The SQL Server Reporting Services does not have a sign-off or log-off button. When you have finished viewing your reports, close your web browser. This will disconnect you from the report server.