Finance – ReportNet Reference

How to…

Interim Restricted Budget Report **(**Provides beginning balance, total revenues and total expenses by account code, and ending balance for a restricted fund index)

1. Choose Fiscal Year
2. Enter the Fund Code
3. Click Finish

- **To run this report again**, click the Run button.
- **To return to the report folder,** click the word "Return" (in the upper right hand corner)

Column Headings

- Year to Date (Year to Date Revenue and Expenses)
- Commitments (Encumbrances & Reservations)

Interim Endowment Budget Report **(**Provides the breakdown of cash and pledges receivable for a specific endowment. Please note that pledges receivable are reconciled on a quarterly basis and are current one month after the quarter-end.)

1. Choose Fiscal Year
2. Enter the Fund Code
3. Click Finish

- **To run this report again**, click the Run button.
- **To return to the report folder,** click the word "Return" (in the upper right hand corner)

Column Headings

- Year to Date (Year to Date Revenue and Expenses)
- Commitments (Encumbrances & Reservations)

Interim Restricted Transaction Report (Detailed listing of transactions)

1. Choose Fiscal Year
2. Click Next
3. Enter the Starting and Ending dates if different from the fiscal year
4. Enter the Fund Code
5. Enter specific account code or account pool (optional)
6. Enter specific activity code (optional)
7. Enter specific location code (optional)
8. Click Finish

- **To run this report again**, click the Run button.
- **To return to the report folder,** click the word "Return" (in the upper right hand corner)

Running the Excel Reports

1. In the Excel Folder Choose the Report you would like to run
2. Run the report per instructions above depending on the report you are running
3. If File Download prompt appears-Click Open
4. If the Microsoft Excel prompt appears- Click Yes
5. To Save, Go to File and Choose Save As.
6. If a Client Authentication warning comes up, click ok.
7. Then chose Save As again and save the file. Make sure to change the file type to .xls.
8. Close excel.