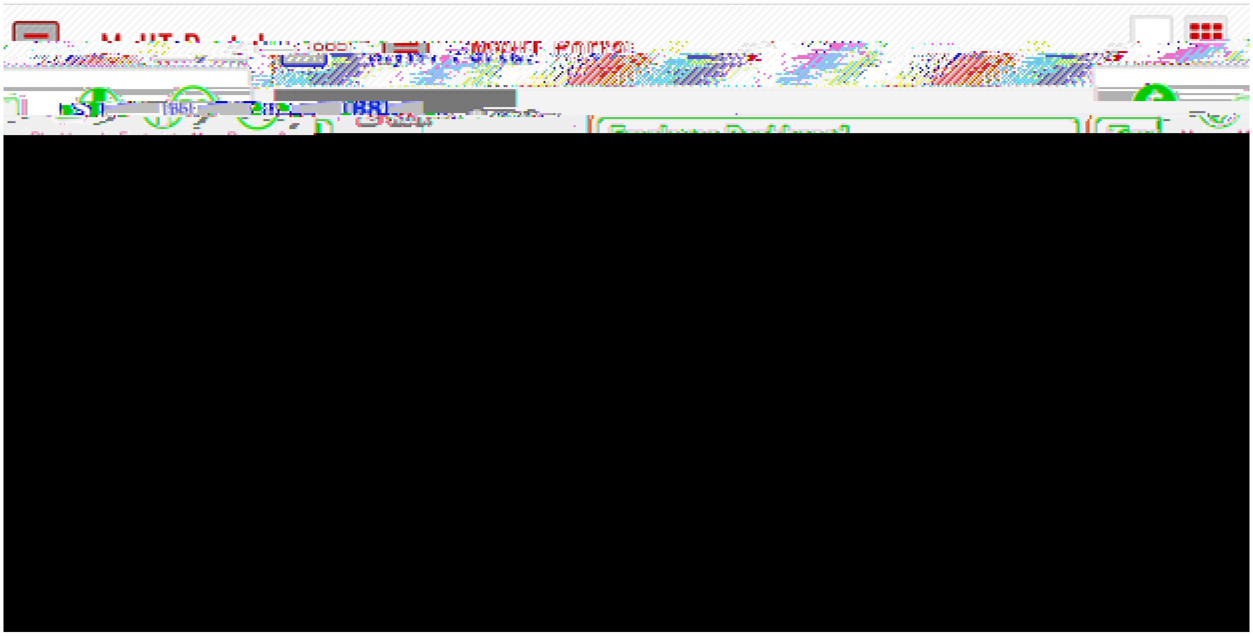
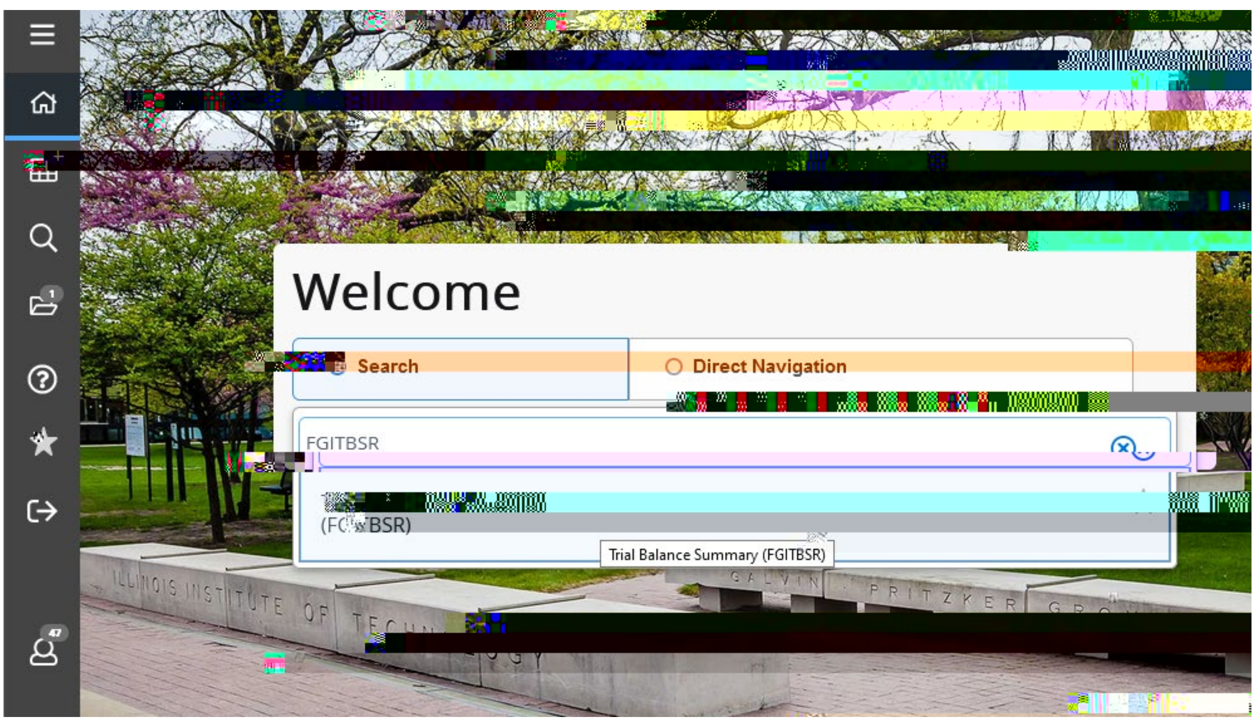
(directions for multiple funds at bottom of document)

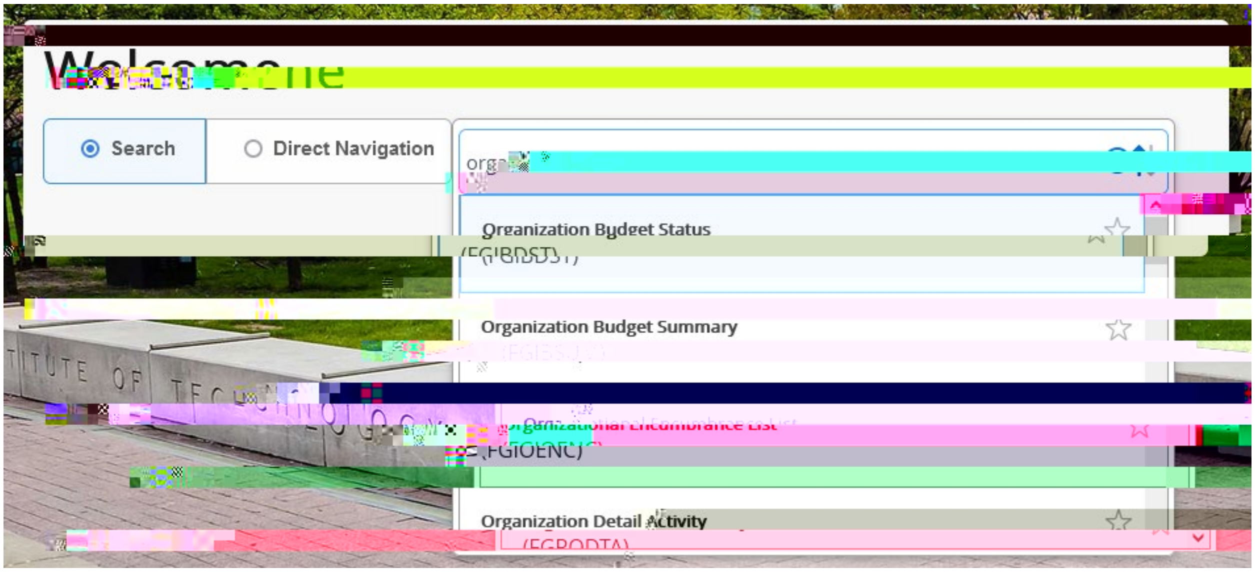
1. Log into the MyIIT Portal and click on the top right menu for "Banner 9 Admin Pages".



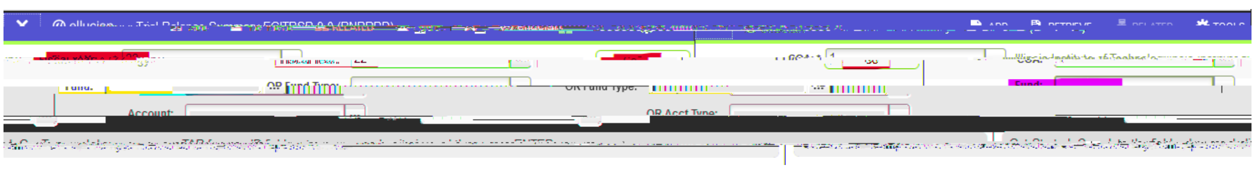
2. Type in "FGITBSR" in the main navigation box.



3. The easy way to search for reports in this screen by beginning to type a keyword (like “organization” below – try to search for “balance” if “FGITBSR” isn’t the easiest thing to remember for some reason.



4. On the FGITBSR page, make sure you are searching in the appropriate fiscal year (last two digits) and have “1” in the COA (Chart of Accounts) field, then type in your fund number.



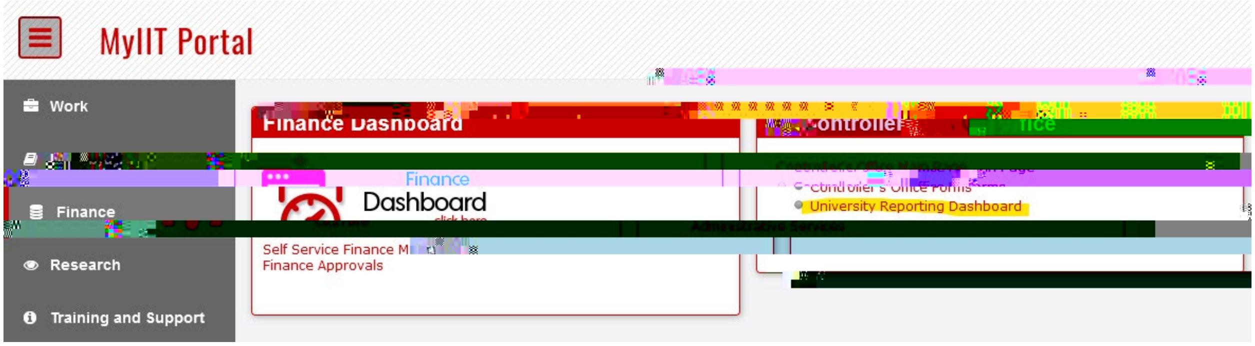
5. If you are not sure of the fund number, click the three dots at the end of the input bar for “Fund” and it will bring up a list of all fund numbers. Click “Filter” in the top right of this screen (or press F7 on a Windows keyboard.)

6.

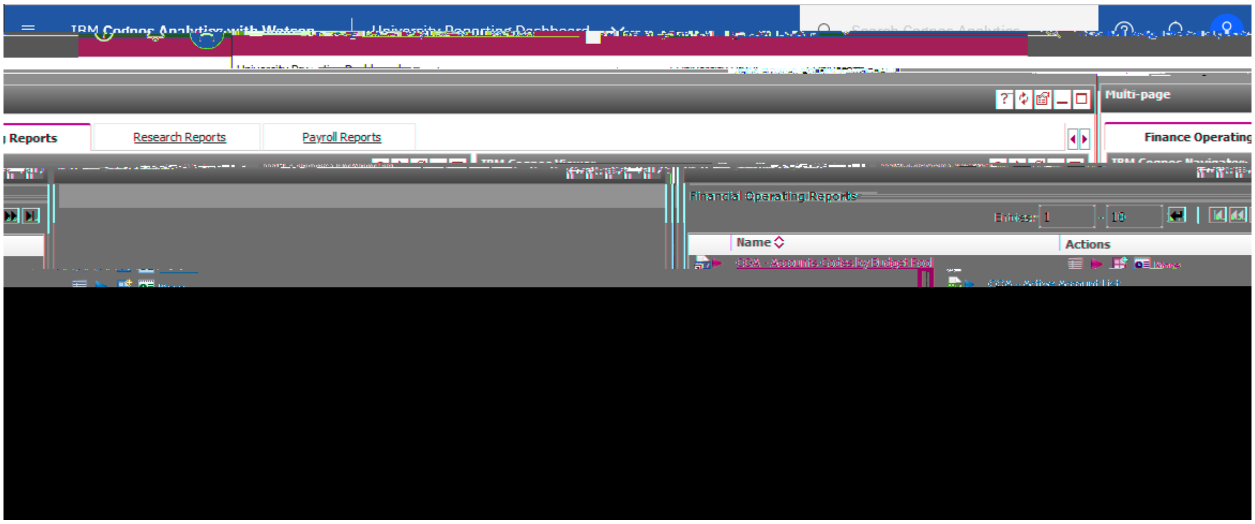
7. On the actual FGIBTSR report, there will be several different lines for general accounting control lines that may appear. The most important number is going to be the bold "Current Fund Balance" in the bottom right. If this is "credit" that means there is a positive fund balance, if it is "debit" it represents a negative fund balance (hopefully this should be a rare case.)

   If there is a budget loaded for revenue or expenses in the current fiscal year, there will be offsetting lines for this. The other

1. Log into the MyIIT Portal and navigate to the Finance tab. The University Reporting Dashboard is a shortcut link under the Controller's Office heading.



2. This link will take you to the University Reporting Dashboard. It is also possible to navigate to this dashboard directly in Cognos if you wish to bookmark/save as a favorite within Cognos.



3. From here, click on the "Fund Balance Report". If this report does not show up or the link is "grayed out" and can not be clicked, please contact the OTS Support Desk to make sure your Cognos permissions are up to date. You may need to fill out the Finance Access Form if you have not already. (Linked on the Controller's website: https://webmaster.iit.edu/files/controller/finance-access-form.pdf)

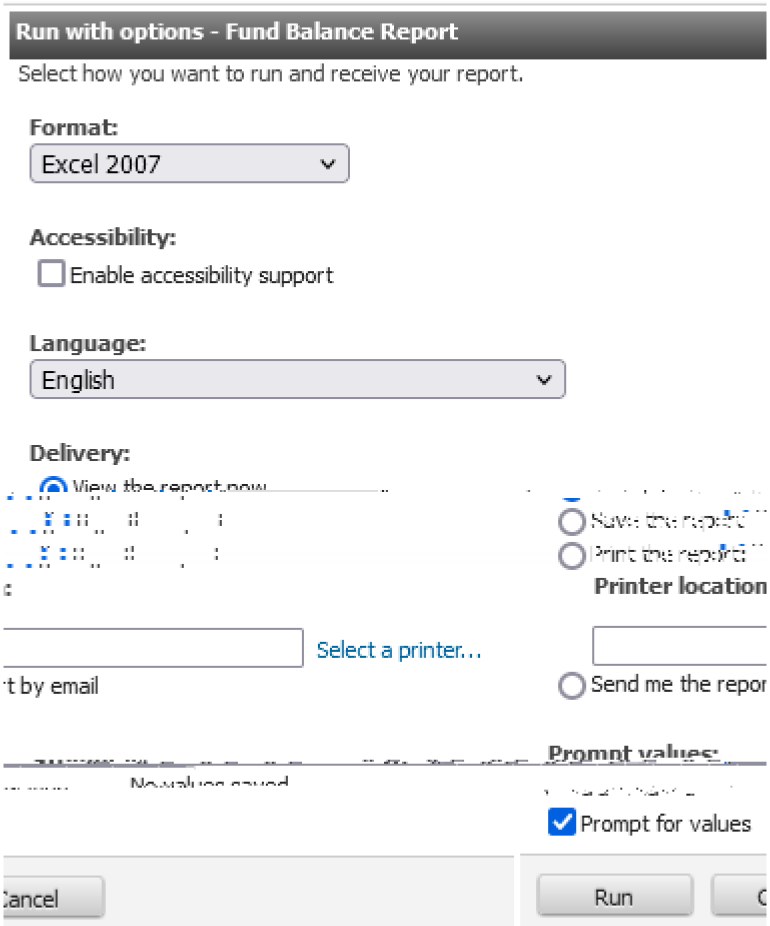
4. The report may take a minute to load, especially if you have several funds/organizations under your purview, so please be patient. This is what the prompt screen will look like when the report is ready to run. The first selection should default to the current fiscal year, but be sure to check. In the second box, you can select whichever types of funds you want to view the balance for, or simply select all. The list of options will depend on which funds you have access to, so not all the options in the below screenshot will likely appear. The “Finish” button will be located at the bottom of the screen.

5. Note that fund balance is relevant primarily for fund types beginning with “2”, i.e. endowments, gifts etc. so results for unrestricted/designated funds are not necessarily going to represent true cash balances. If there are any questions regarding balances always reach out to Accounting.

6. The report should download as an Excel file automatically, but depending on your Cognos settings this might not be the default. If the file does not appear in your Downloads, go back to the Dashboard and click on the “More…” option.

7.

8. And then make sure “Excel 2007” is selected as the download format. Clicking “Run” should take you back to the prompt to run the report again. From here you could also select to email the report instead.



9. Once finished, the report can be opened in Microsoft Excel and turned into a table for easy sorting/filtering. The leftmost columns display information on fund type, organization and division, etc. whereas the columns from I-Q display the financial information.