

Quick Reference Guide:

How to View the Restricted Balance Report

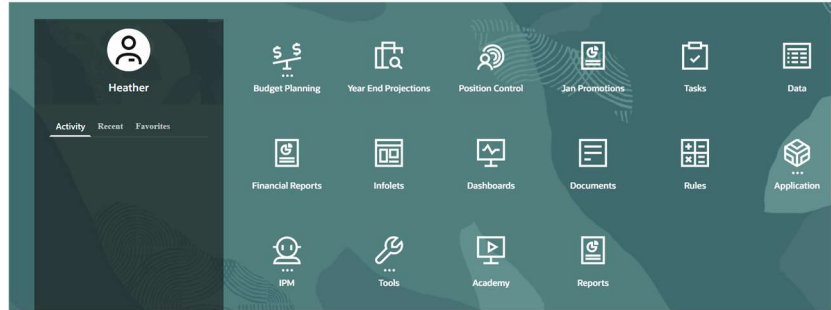


Purpose:

Set Preferences to see data.

Step-by-Step:

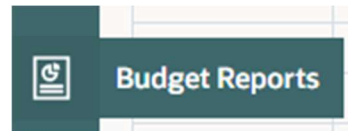
Start on EPM Home Page.



Navigate to Financial Reports.



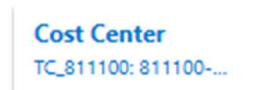
Choose Budget Reports from the options on the left of the screen.



Choose Restricted Balance Report from the bottom tabs.

Restricted Balance Report

To set the parameters, click on Cost Center.



Scenario and Fund cannot be changed

Click on All Members.

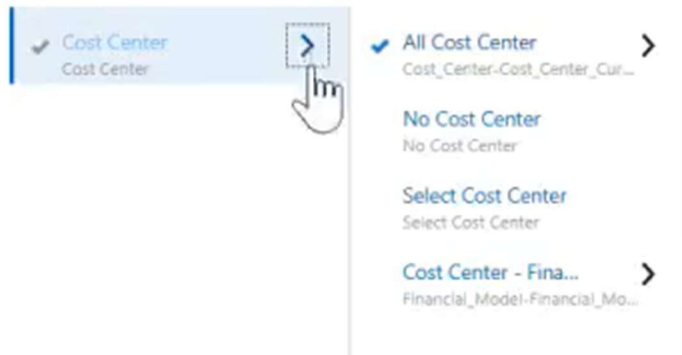
All Members...

Quick Reference Guide:

How to View the Restricted Balance Report



Click on Cost Center.



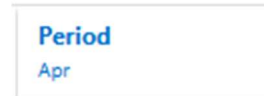
Choose All Cost Center.

Click on the arrow

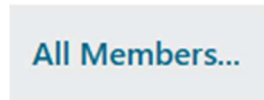
Click Ok.



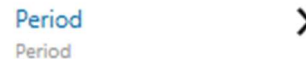
Choose the period by clicking on the month.



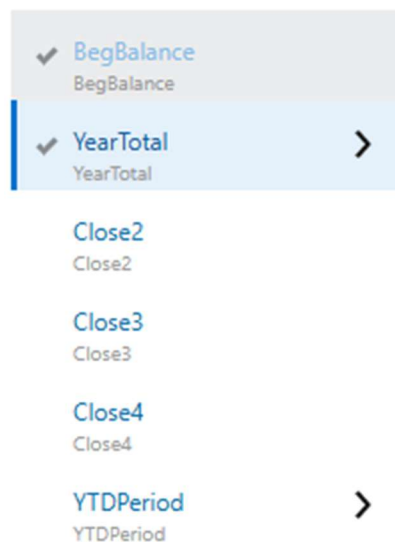
Click All Members



Click on the Arrow.



Click on Year Total.



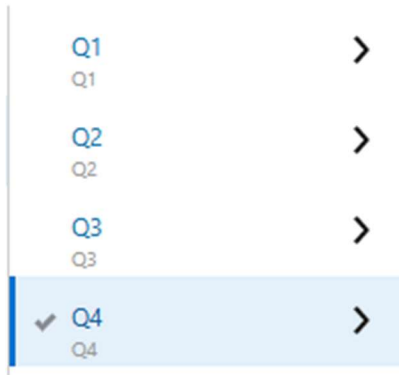
Click on the arrow

Quick Reference Guide:

How to View the Restricted Balance Report

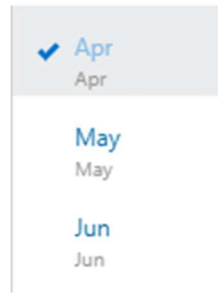


Click on the Quarter.



Click the arrow
Quarter 1 starts in July

Click on the Month.



Click Ok.



Click on Years.



Click on the arrow.



Click on the arrow.



Quick Reference Guide: How to View the Restricted Balance Report



Click on the appropriate FY.

A vertical dropdown menu showing fiscal years from FY23 to FY29. The options are: FY23, FY24, FY25 (with a clock icon), FY26 (with a checkmark), FY27 (with a clock icon), FY28, and FY29. The text 'FY23' is partially visible at the top.

Click Ok.

Two rectangular buttons: 'OK' and 'Cancel'.

Click on Project.

A dropdown menu with 'Project' selected and 'No Project' as an option below it.

Enter the Project in the Search.

A search input field with a magnifying glass icon and a dollar sign icon to its right.

Click the magnifying glass or click enter to search

Click on the Checkmark to select.

A search results dropdown menu. The search input contains '425779'. The results list includes: 'ER425779', 'ER425779-SMALL FAMILY', 'COLLABORATION HUB ENDOWED', and 'FUND ER425779'. A mouse cursor is pointing at a checkmark next to 'ER425779'. At the bottom, there is a link 'All Members...'. The dropdown also shows 'Project' and 'No Project' at the top.

Review the information including the current balance.

	B3000-Fund Balance L2	B4000-Revenues L2	B5000-Expenses L2	Current Balance
ER425779-SMALL FAMILY COLLABORATION HUB ENDOWED FUND ER425779	-9,539	-7,992	-	-17,531

Quick Reference Guide:
How to View the Restricted Balance Report

