NAVIGATION: Reporting Tools ⇒ Query ⇒ Query Viewer or Query Manager

CLICK ON ADVANCED SEARCH:

ENTER THE FOLLOWING:

QUERY NAME: GL_AMH_FUND_SUMMARY_DEPT
OWNER =: Private

CLICK ON: SEARCH

Depending on your access you can either select Edit, Run to HTML, Run to Excel or Run to XML. For this Job Aid select Run to HTML.

ENTER THE FOLLOWING:

BUSINESS UNIT: UMAMH
FUND (% FOR ALL):
DEPTID (% FOR ALL):
FISCAL YEAR:

CLICK ON VIEW RESULTS:
CHECK THE ENDING FUND BALANCE