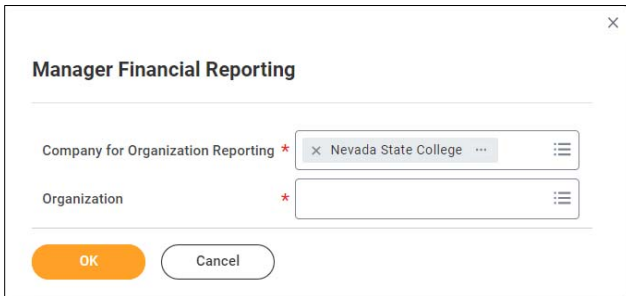


Select the three lines at the top left-hand side of the Home Screen



Select the Manager Financial Reporting Application

Box pops up -> Select Cancel



Under the Heading – All Fund Reports

Select - Manager Balance – Fiscal Year Activity Summary by Worktag (All Funds) – FIN – CR (NSHE)



Fill out prompts

Company = Nevada State College

Organization = from drop down select My Organizations, select a cost center e.g., CC2375 NSC Culture, Planning and Policy (CPP)

Period = Select current and prior period (to see current month)

Worktag = program /gift you wish to view

Select OK

Manager Balance - Fiscal Year Activity Summary by Worktag (All Funds) - FIN - CR (NSHE)

Company: Nevada State College Period: FY 2022 - 12 June

Organization: Program: PG19173 NSC Commencement FY22 (inactive)

Run Date: 09/12/2022 10:34 AM

2 Items

Unit	Cost Center	Fund	Detail Worktag	Beginning Balance	Sources	Uses	Actual Ending Balance	Commitments	Obligations	Reserved Actuals	Adjusted Ending Balance
NSC09 Culture, Planning and Policy (CPP)	CC2375 NSC Culture, Planning and Policy (CPP)	FD202 Self Supporting-Balance Control	PG19173 NSC Commencement FY22 (inactive)	0.00	\$97,396.58	(\$97,396.58)	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Total				0.00	\$97,396.58	(\$97,396.58)	\$0.00	\$0.00	\$0.00	0.00	\$0.00

Actual Ending Balance is the account balance of the current moment. The Adjusted Ending Balance is a projected balance that includes the commitments and obligations which have not yet occurred.