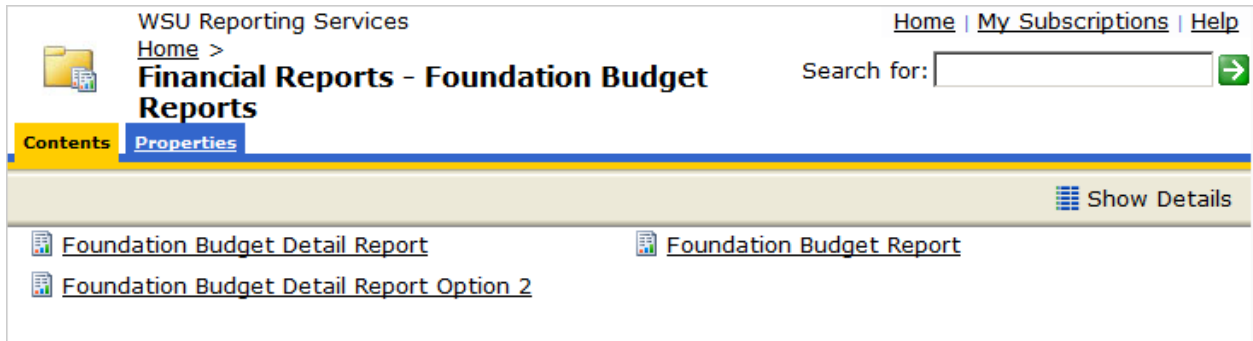


# To be Granted Access to Foundation Funds in Reporting Services

Updated 9/15/2015 JH



The screenshot shows the WSU Reporting Services web interface. At the top, there is a navigation bar with links for 'Home', 'My Subscriptions', and 'Help'. Below this, the page title is 'Financial Reports - Foundation Budget Reports'. A search bar is visible on the right. The main content area shows a folder icon and the text 'Financial Reports - Foundation Budget Reports'. Below this, there are two tabs: 'Contents' (highlighted in yellow) and 'Properties'. A 'Show Details' link is located on the right side of the folder view. The folder contains three reports: 'Foundation Budget Detail Report', 'Foundation Budget Report', and 'Foundation Budget Detail Report Option 2'.

An email or correspondence may be sent from any signer on a Foundation fund to Sandy and cc AJ at the Foundation with a request for access to be granted to a specific person. The name and myWSUID of the person for whom access is requested, and the fund number and fund name of the Foundation funds should be included in the request.

The Foundation doesn't use Banner as our accounting system, so in order for their transaction and access data to be available in Reporting Services, we produce a weekly report on Mondays for University Computing (ITS) of the prior week's transactions, including the names and WSU IDs of employees who should be given Reporting Services Foundation Fund access and the Foundation fund numbers to which they are being given access. University Computing uploads the data and creates access to the Foundation reports in Reporting Services.

Since neither University Computing (ITS) nor Foundation sends notification when access is available, you will need to periodically log in to Reporting Services to see whether the Foundation Reports folder appears when you log in. If it does, try clicking into the reports. If the Foundation Reports folder doesn't show or the reports in the folder are not active within a week or two of the request, your Budget Officer may want to contact Sandy to ask her to check on your access.