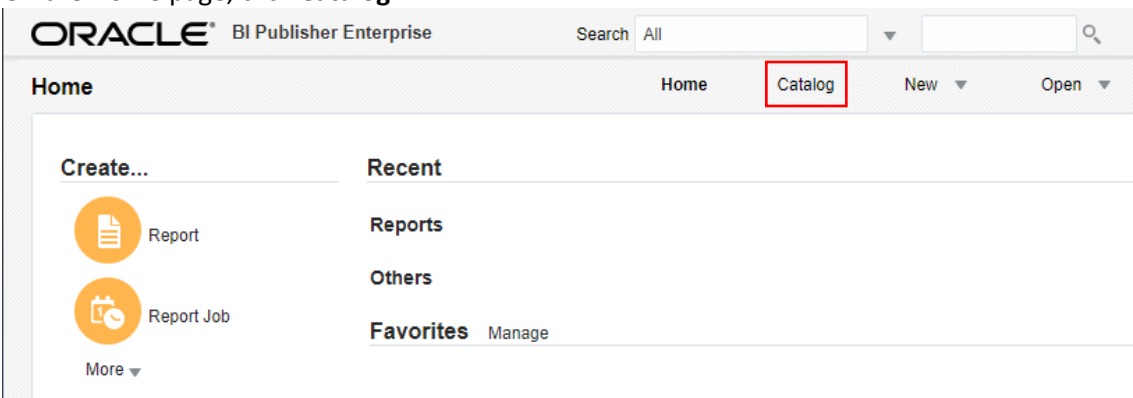
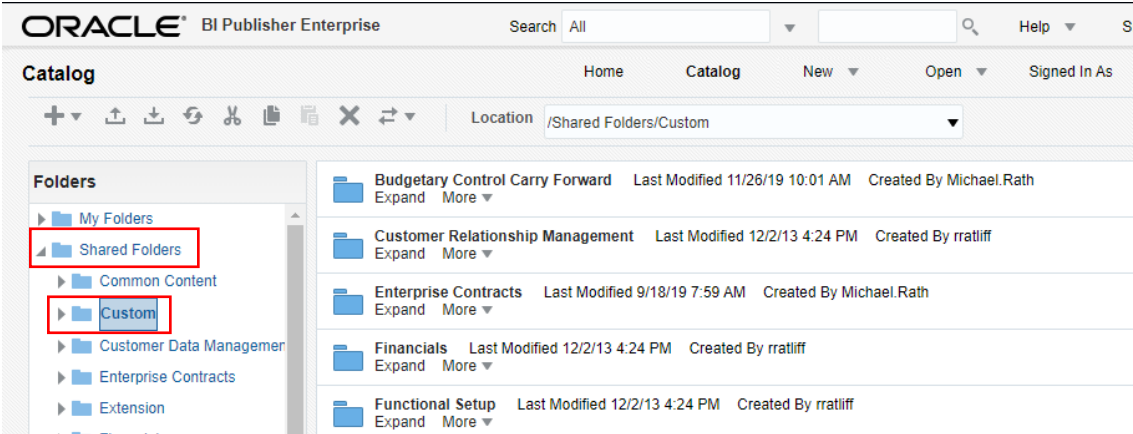
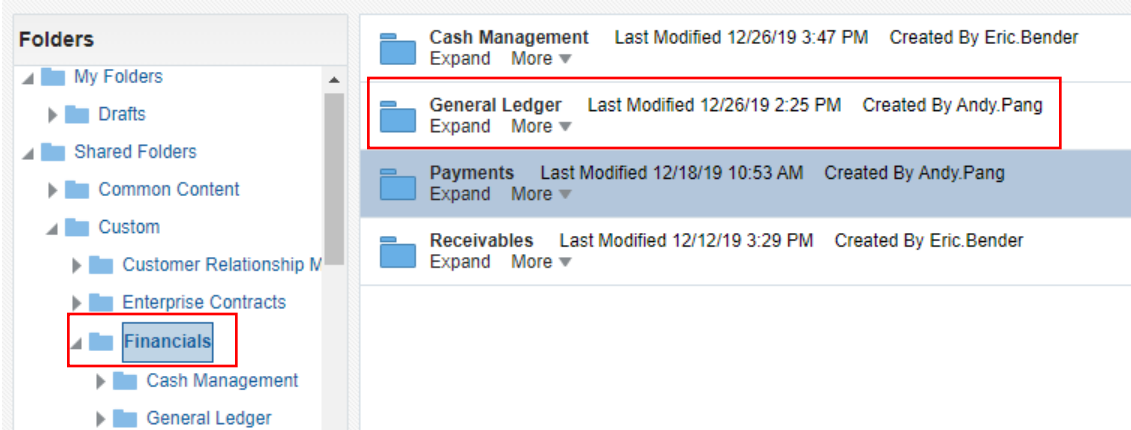
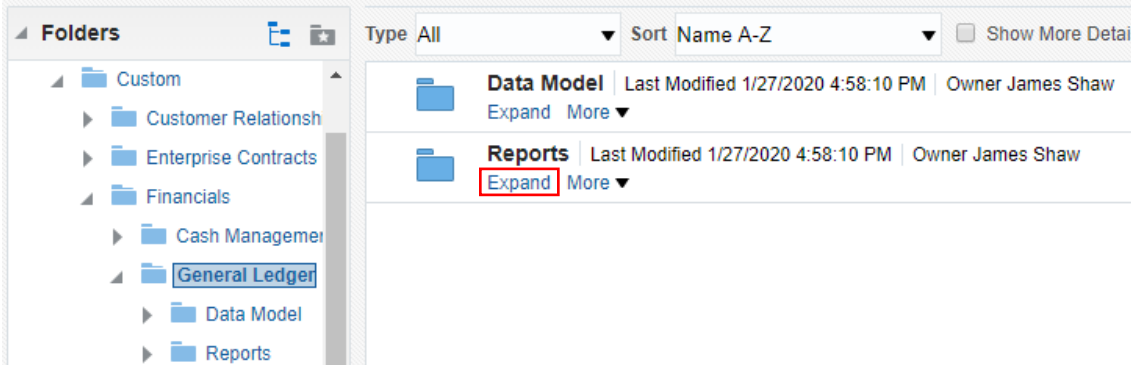
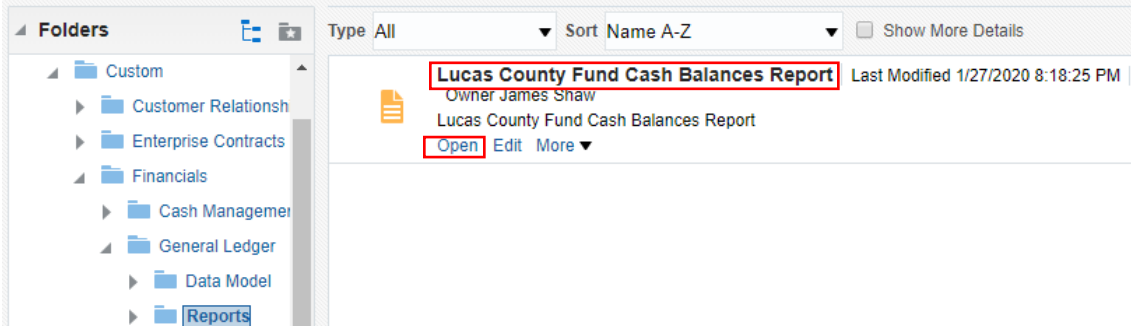


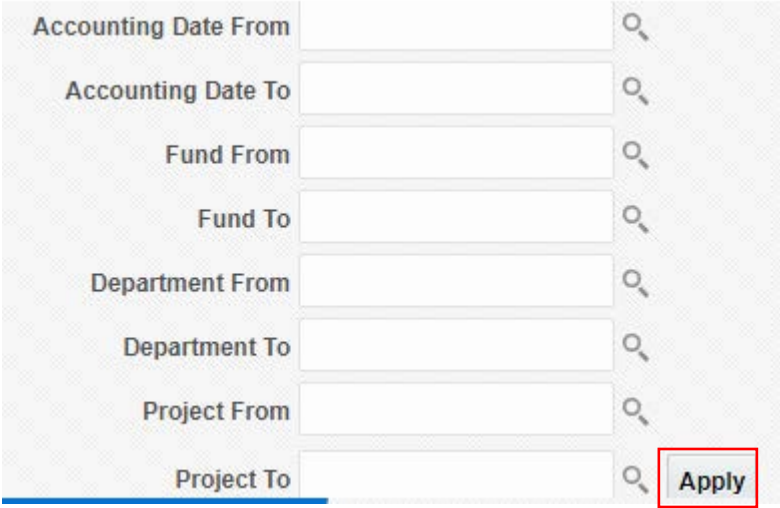
## Lucas County Fund Cash Balances Report

**Audience:** Lucas County AP

**Purpose:** This job aid will assist with the steps to run Fund Report – Cash Balances using the Reports and Analytics URL to replace the FROGS report “Fund Report – Cash Balances”

Step	Action
1	Login to Oracle Cloud, then navigate to the URL: <a href="https://eieb.fa.us6.oraclecloud.com/analytics">https://eieb.fa.us6.oraclecloud.com/analytics</a>
2	On the Home page, click <b>Catalog</b> 
3	In the Folders tab, click <b>Shared Folders</b> then <b>Custom</b> (either expanding the tabs or double clicking on the folders to the right) 

<p>4</p>	<p>Then, either expand or double click the folder that says <b>Financials</b> and once clicked, then open <b>General Ledger</b></p>  <p>The screenshot shows a file explorer interface. On the left, under 'Folders', the 'Financials' folder is selected and highlighted with a red box. On the right, the contents of the 'Financials' folder are displayed. The 'General Ledger' folder is highlighted with a blue background and a red box around its name and 'Expand' button. Other folders visible include 'Cash Management', 'Payments', and 'Receivables'.</p>
<p>5</p>	<p>In the General Ledger Folder, click <b>Expand</b> under <b>Reports</b></p>  <p>The screenshot shows the file explorer with the 'General Ledger' folder selected in the left pane. In the right pane, the 'Reports' folder is selected and highlighted with a blue background. The 'Expand' button for the 'Reports' folder is highlighted with a red box. The 'Data Model' folder is also visible above it.</p>
<p>6</p>	<p>Once open, select <b>Lucas Count Fund Cash Balances Report</b> and click <b>Open</b></p>  <p>The screenshot shows the file explorer with the 'Reports' folder selected in the left pane. In the right pane, the 'Lucas County Fund Cash Balances Report' file is selected and highlighted with a blue background. The 'Open' button for this file is highlighted with a red box. The file's metadata, including the owner 'James Shaw' and the last modified date '1/27/2020 8:18:25 PM', is visible.</p>

<p>7</p>	<p>Enter the <b>Accounting Date</b> for the desired range, <b>Fund from/to</b>, and optionally, Department and Project then click <b>Apply</b></p>  <p>Date Format is <b>YYYY-MM-DD</b></p>
<p>8</p>	<p>The report will open and be produced as a webpage. To save or export into another format click <b>The Gear Icon</b> at the top right of the report, then click <b>Export</b> and select <b>PDF</b> – the file will be automatically downloaded to your computer</p> 