Finding and Selecting Operating Statement FIN049

* Login to EBS Portal at <http://ebs.msu.edu/> - use your MSU NET ID and PASSWORD
* Click on Business Intelligence tab
* Opens to Business Intelligence page, Click on Business Intelligence System
* Click on Finance Folder
* Click on University Finance Reports
* Click on GL-General Ledger
* Scroll down to Operating Statement-FIN049 (2nd to last) and Click on it
* Select Fiscal Year
* Select Month
* Accounting Categories defaults to Liabilities, Income, and Expenses – deselect Liabilities
* Account Status defaults to Open, no change
* Select a Prompt Option – either Account or Sub-Account – if you are looking for a sub account, prompt by Sub-Account this is much easier the running the entire account.
* Enter your Account number or Sub-Account number
* Click and highlight the account(s) you want and click Insert
* The account or sub-account you wish to view should now show in the Choice box
* Click Yes or No for object code summary to print (recommend yes)
* Click Yes or No for Display Summary Page (recommend no)
* Click Finish and wait for the report to run

How to View and Print Statement

* Opens in HTML format, Doc Nbr column is a hyper link to provide more information about transaction
* To page up or down Click on the Page Up or Page Down at bottom left of screen
* To view report in PDF, upper right hand, Click on the drop down button that looks like a globe with a box around it
* Select PDF (or Excel if you would like to download it to excel)
* Report will display in PDF, hover mouse at bottom, option to print will appear, Click on it
* To go back to HTML, Click on the drop down button that looks like a globe with a box around it
* If you want to run another month or account number, Click on the Play button this takes you back to the FIN049 selection page
* If you want to run a different FIN report, at the top of the page Click on the button that looks like this . It will go back to the page that lists all financial report options.