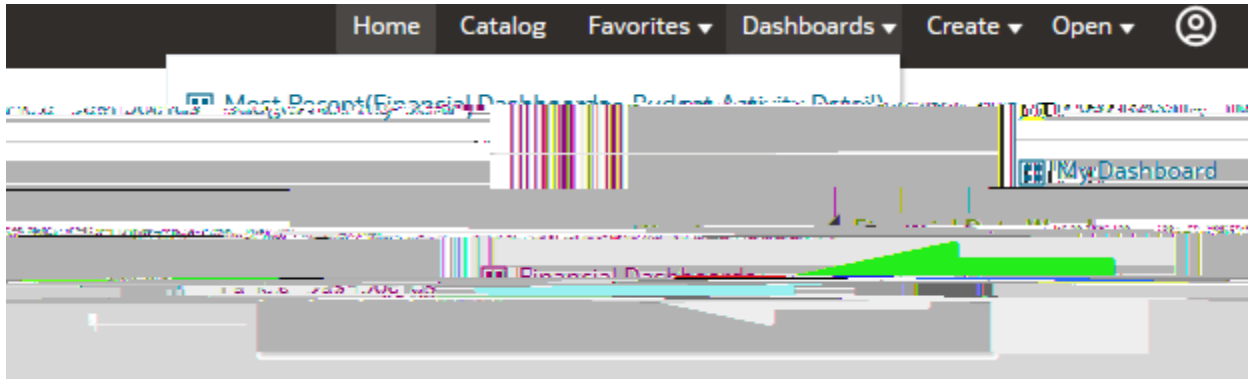
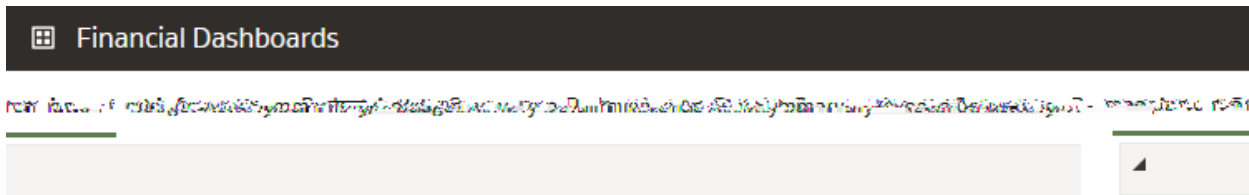




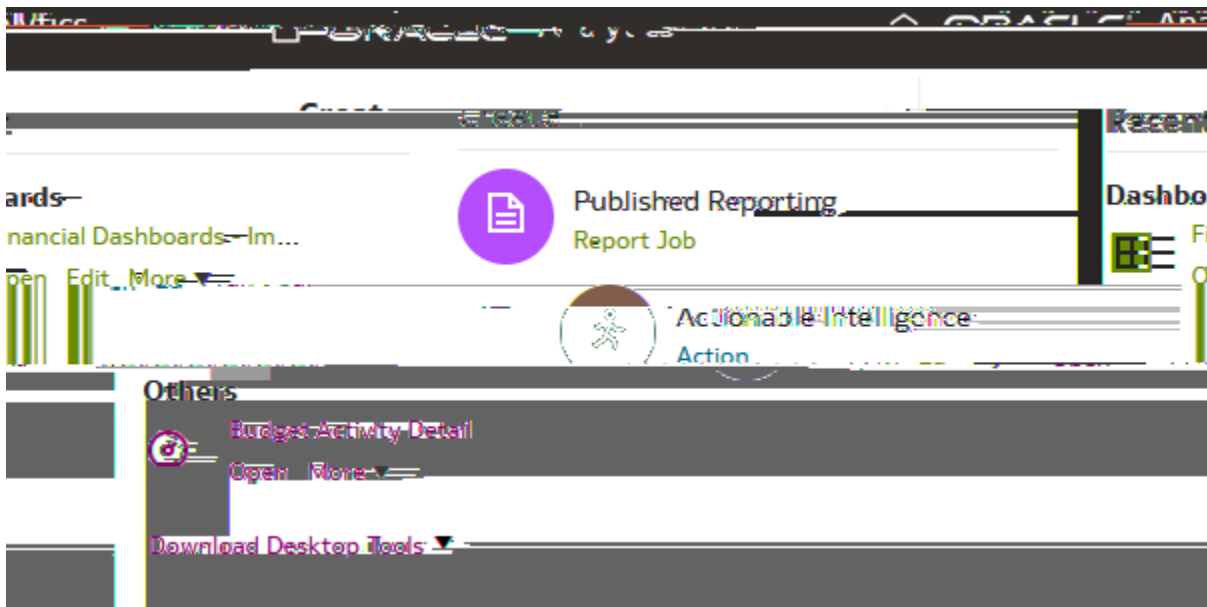
The available dashboards (report collections) can be accessed from the “Dashboards” item in the upper-right corner of the application. Select “Financial Dashboards” to view the available FDWH report tabs:



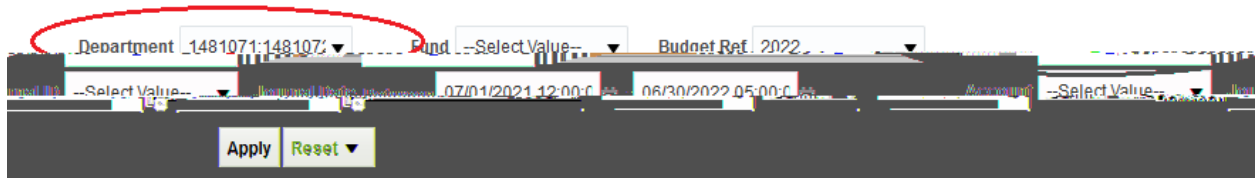
The available reports can be selected with the tabs at the top of the Financial Dashboards page:



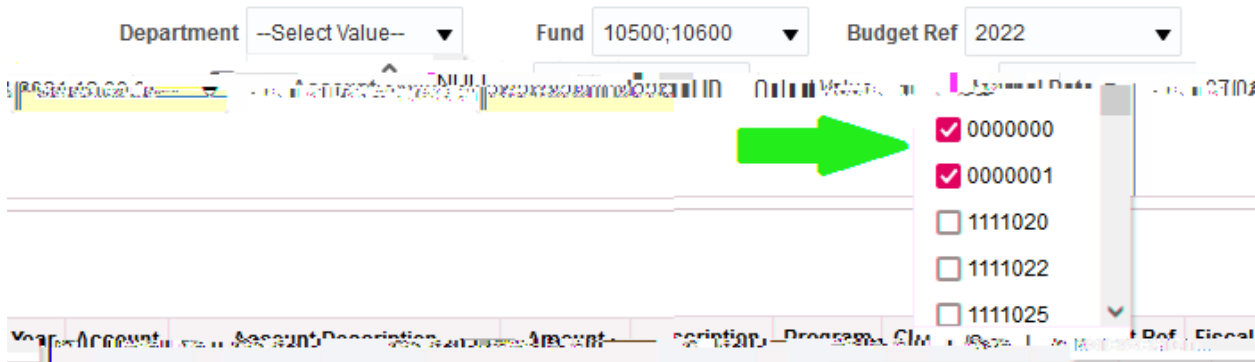
Alternatively, recently accessed reports can be opened on the “Home” page:



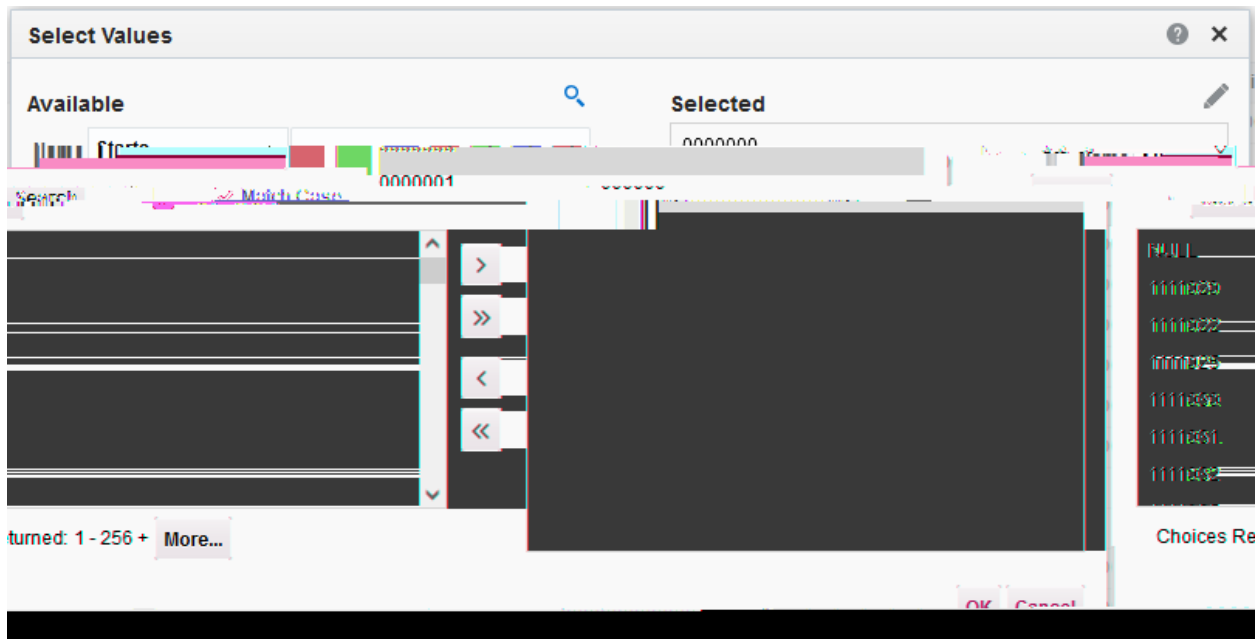
– manually enter a code in the appropriate textbox. You can use a semi-colon between codes if you wish to view results for more than one specific parameter:



– select one or more codes from the dropdown menu. *Note:* Administrators who have access to many budget areas may not see every available code in the list and would need to click “More/Search” to see all available items:



– Select “More/Search” from a dropdown list to make selections from a complete list of available values. Add/remove selections with the arrows in the middle and click “OK” when done:





Once you have made the appropriate selections, click "Apply" to view the results:

The screenshot shows a search interface with the following fields:

- Fund: 10500
- Budget Ref: 2022
- Journal ID: --Select Value--
- Journal Date Between: 07/01/2021 12:00:00 to 06/30/2022 05:00:00

At the bottom of the form, there is a red arrow pointing to the 'Apply' button.

By default, the report will only display the first 30 rows of information. Use the arrows at the bottom to navigate through or display the rest of the information:

The screenshot shows a table with a dropdown menu open. The dropdown menu has two options:

- 580 Acct, OneU
- 581 Acct, OneU

The bottom portion of the table is redacted with a black box.

Once you have queried the information you need, you can export the data to an appropriate format for sharing or manipulating outside of the OBI reporting system: