Instructions to view SNA by Time and FY

In Workspace, double click on the 1.0 Financial folder, double click on the Statement of Net Assets (SNA) folder and double click on the SNA by Time and FY report. Select the Fiscal_Year you want to review and click “OK”.

You will get a screen that asks you to choose the Time Period you want to review. Click on the magnifying glass next to the “Enter Time Period:” field.

Select the “$BBYTD” field on the right side of the screen, then click on the arrow pointing to the left. This will clear that period from the selections.
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Click on the Time Period you want to review and click on the arrow pointing to the right to select the period.

Select the field you added on the right side of the screen and click the “OK” button at the bottom to complete your selection.

Click the “OK” button to start the report.
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The report will display with the Time Period you selected. You can now review the report and drill down the same way you would in the other reports.