**How to Run a Project Income Statement** (similar to the old "Dean's Report")

How to run a Project Income Statement summarizing the activity for a project for the month, fiscal year, and since inception.

From the home screen of Financial Edge NXT (F/E)…click Reporting:
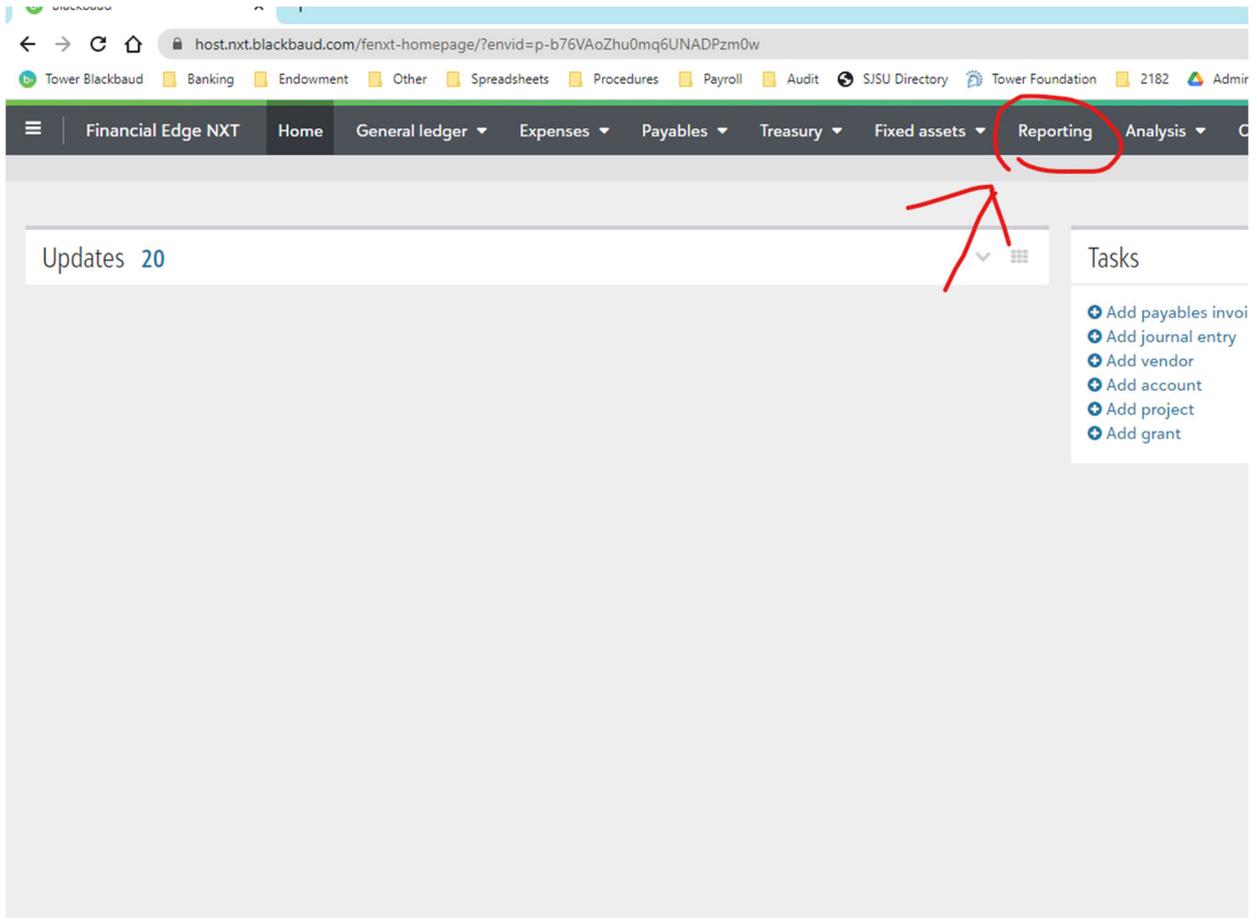
In the search box type "tower project"

## Reports

| All reports 4 | Recently run 2 | Frequently run 2 | Favorites 1 |

**4** Records

⊕ Add    ▼ Filter    ▦ Columns    🗷 Export    tower project      ✖ Q

| | Report | Last run ▼ | Module | Type | Tags |
|---|---|---|---|---|---|
| ••• | Tower Project Income Statement FY22-23 Library | 1/30/2023 | General ledger | Project financial statements | |
| ••• | Tower Project Income Statement FY22-23 | 1/30/2023 | General ledger | Project financial statements | |
| ••• | Copy of Tower Project Income Statement FY22-23 | | General ledger | Project financial statements | |

Click on "Tower Project Income Statement FY22-23

| All reports 4 | Recently run 2 | Frequently run 2 | Favorites 1 |

**4** Records

⊕ Add    ▼ Filter    ▦ Columns    🗷 Export    tower project      ✖ Q

| | Report | Last run ▼ | Module | Type | Tags |
|---|---|---|---|---|---|
| ••• | Tower Project Income Statement FY22-23 Library | 1/30/2023 | General ledger | Project financial statements | |
| ••• | Tower Project Income Statement FY22-23 | 1/30/2023 | General ledger | Project financial statements | |
| ••• | Copy of Tower Project Income Statement FY22-23 | | General ledger | Project financial statements | |
| ••• | CM Programs of Tower Project Income Statement FY22-23 | | General ledger | Project financial statements | |

Click on Filters on the popup box

Edit - Tower Project Income Statement FY22-23  - Headings

Headings

Content

Filters

Format

Number format

Footers

Title

Project Financial Statements

Subtitle

Align *

Print

☑ Organization name in header

☑ Heading on each page

Save and run    Run    Save    Save as    Cancel
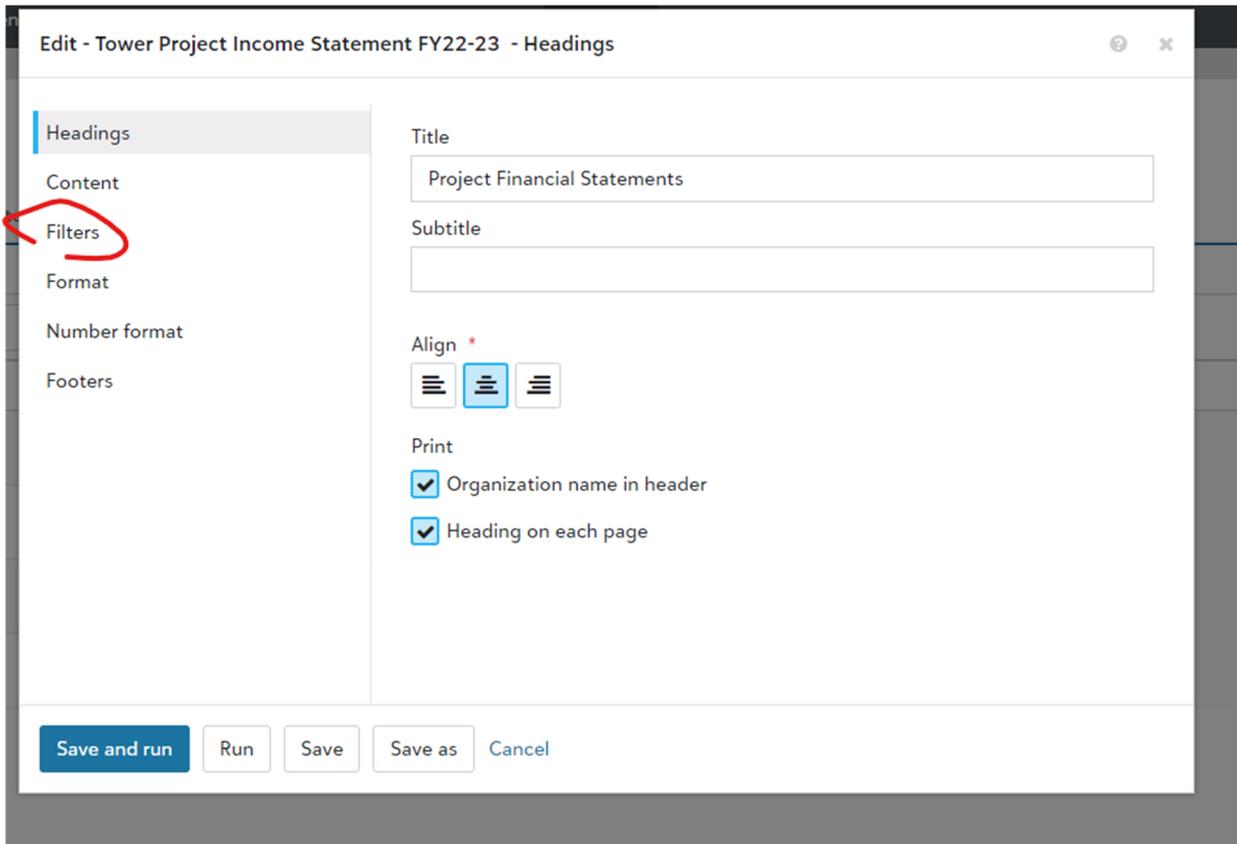
Click on the circle with 3 dots to edit the project

Headings

Content

Filters

Format

Number format

Footers

**Include**

☐ Inactive Projects

☐ Projects with zero balances and no activity

☑ Projects with beginning balances and no activity

| | Filter | Values |
|---|---|---|
| ••• | Projects | 0539 |
| | Edit | |
| | Delete ansactions | All |
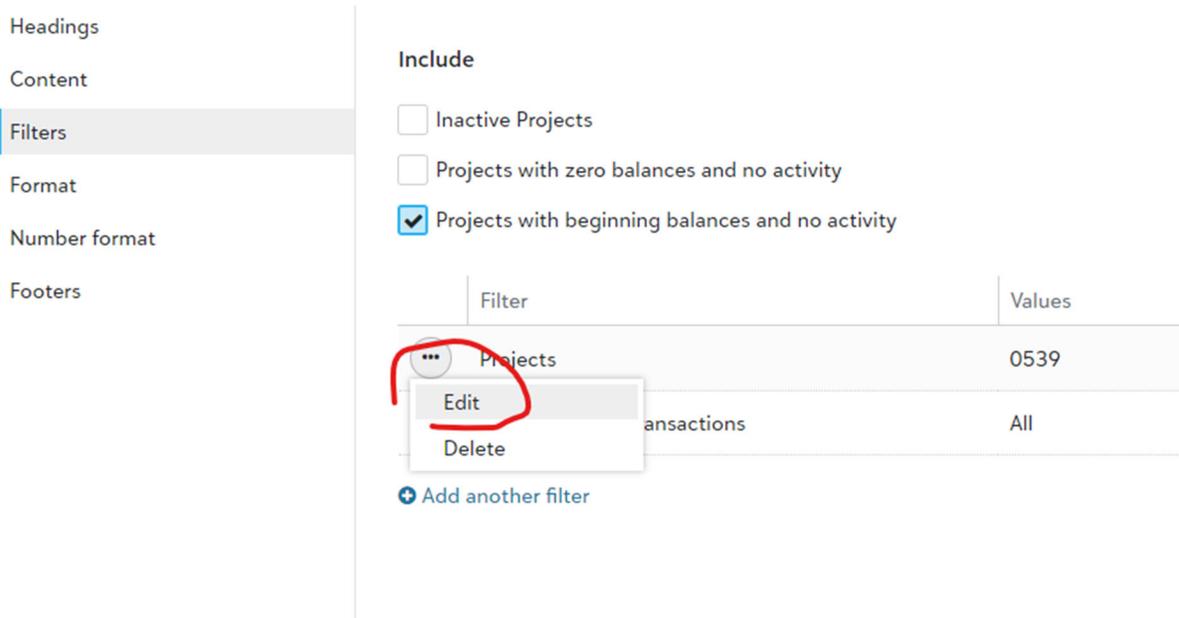
⊕ Add another filter

Type in your 4 digit Tower project ID

**Edit filter**

Filter by *

Projects

Include *

Selected

**Selected Projects**

Project *

0539    🔍    Starr Lab Research

⊕ Add another Project

Save    Save and new    Cancel

You can add another project if you would like by clicking Add another project

Include *

Selected

Selected Projects

Project *

0539                              Q          Starr Lab Research

[    ]                              Q

⚠ Project is required.

⊕ Add another Project

Save    Save and new    Cancel

When you are done...click save...

Include *

Selected

Selected Projects

Project *

0539                              Q          Starr Lab Research

⊕ Add another Project

Save    Save and new    Cancel

Save and run    Run    Save    Save as    Cancel

You can click Save As once you have added your projects (so that you don't have to recreate the report in the future)



You may name the saved report whatever you want, but people will be able to see it in the listing (so let's be professional 😊 )

Click Run to run your report



**Edit - Project Statement for Paul - Filters**

| | |
|---|---|
| Headings | Title |
| Content | Project Financial Statements |
| Filters | Subtitle |
| Format | |
| Number format | Align * |
| Footers | |

Print
☑ Organization name in header
☑ Heading on each page

Save and run   Run   Save   Save as   Cancel

**\*PLEASE NOTE\*  Depending on the number of projects requested and the number of users in the system it may take some time to run this report.  You can push Run and work on other things while the system processes.  We cannot make the program process any faster.**

Click view report once the statement has processed...



✔ Project Statement for Paul  ✖

View Report

8:02 AM
2/3/2023
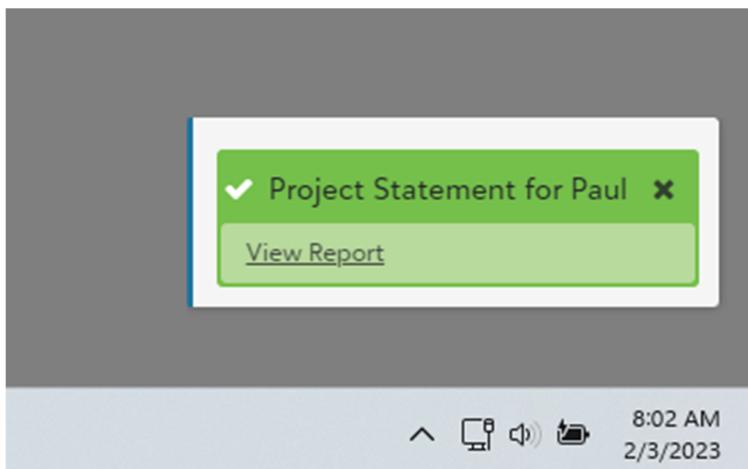
The report will have 3 columns summarizing project activity for the prior month, the fiscal year to date, and since project inception.

# The Tower Foundation of San Jose State University
# Project Financial Statements

| | MTD Actual 01/01/2023 01/31/2023 | YTD Actual 07/01/2022 02/03/2023 | Since Inception |
|---|---|---|---|
| **0539 - Starr Lab Research** | | | |
| **Beginning Balance** | $24,562.81 | $25,815.23 | $0.00 |
| | | | |
| **Income Statement** | | | |
| Revenues | | | |
| Gifts-(TR) | $0.00 | $0.00 | $90,525.00 |
| Total Revenues | $0.00 | $0.00 | $90,525.00 |
| | | | |
| Expenses | | | |
| Salaries & Wages | $0.00 | $0.00 | $16,875.39 |
| Fringe Benefits - Mandatory Benefits | $0.00 | $0.00 | $2,362.55 |
| US Bank Procurement Card | $0.00 | $0.00 | $118.73 |
| Professional Meeting Costs | $0.00 | $0.00 | $300.00 |
| Scholarship, Fellowship & Supply | $0.00 | $652.97 | $652.97 |
| Materials & Supplies | $0.00 | $157.14 | $19,842.52 |
| Research Supplies | $0.00 | $0.00 | $3,225.00 |
| Catering / Meal Expenses | $0.00 | $382.68 | $4,482.92 |
| Other Services | $0.00 | $0.00 | $160.00 |
| Travel - Domestic | $0.00 | $0.00 | $1,514.61 |
| Travel - Foreign | $0.00 | $0.00 | $6,282.57 |
| Mileage | $0.00 | $0.00 | $175.38 |
| Parking | $0.00 | $0.00 | $42.00 |
| Food & Lodging | $0.00 | $0.00 | $88.52 |
| Miscellaneous | $0.00 | $0.00 | $2,716.34 |
| Computer and Computer Related Cc | $0.00 | $0.00 | $3,954.63 |
| Tower Foundation-Administration Fe | $0.00 | $59.63 | $3,168.06 |
| Total Expenses | $0.00 | $1,252.42 | $65,962.19 |
| | | | |
| **Ending Balance** | $24,562.81 | $24,562.81 | $24,562.81 |

You can download the report in PDF or excel directly to your computer by clicking the "Export" button in the bottom left of your screen