# Balances Training

# Table of Contents

AIS Sign on 3

Screen Display 6

Balances Main Menu 8

Balances PF1 Main Menu Screen 15 9

Balances PF1 Main Menu Screen 15X 11

Balances PF1 Main Menu Report 01 Begin-to-Date or Fiscal Year Totals 14

Balances PF1 Main Menu Report 01 Last 4 Years Totals 18

Balances PF1 Main Menu Report 12 Budget-Program-Project Summary 19

Balances PF2 Detail Menu Report 01 Budget Statement Detail 20

Balances PF2 Detail Menu Report 01B Budget Statement Detail 21

Balances PF2 Detail Menu Report 19 Accounts Receivable Open Invoices 22

Balances PF3 Full File Access Menu 24

Balances PF4 Download Menu 25

Balances PF4 Download Menu Report 26 Award Account Summary 26

Balances PF5 Find Account Main Menu 29

Balances PF5 Find Accounts Report 14 Exception Codes 29

Balances PF5 Find Accounts Report 30 Termination Date 30

Balances PF6 Code Titles Report 11 Object-SubObject 32

Balances PF6 Code Titles Report 17 Program-Sub Program 34

Balances PF7 Cost Share Main Menu 35

Balances PF7 Cost Share Report 01 Query Detail by Account 36

Balances PF7 Cost Share Report 04 Query Summary by Account 38

**This course will focus on the AIS mainframe application Account Balances**;

 usually shortened to the name “Balances.”

* Balances is an inquiry application providing the ability to query financial information by university area, budget or account number for which you have been granted access. You cannot by accident or intent post any data by inadvertently hitting the wrong key.

 Some of the topics to be covered:

1. Signing on to multiple applications and toggle between “sessions,” or viewing screens.
2. Adjusting the viewing size of the screen.
3. Viewing various attributes and details about an account in BALANCES.
4. Reviewing outstanding receivables in BALANCES.
5. Running financial data reports in BALANCES.
6. Learning the default query settings, also known as the report criteria, and how changing the settings returns different selections of the fiscal information.
7. Learning how to access cost share information in BALANCES.

**Balances Menus are activated by the Function keys located at the top of the keyboard.** Function Keys 1 through 7 display particular menus in Balances;

Function Keys 11 and 12 are used to execute an action.

 Below is a short description of the general key assignments.

Function Keys active in Balances:

**PF1** Main Menu

**PF2** Detail Menu

**PF3** Full File Access

**PF4** Download Menu

**PF5** Find Accounts

**PF6** Code Titles

**PF7** Cost Sharing

PF8 [Note: Generally not assigned; in some cases it is used as a ‘Forward’ or an execute button.]

PF9 If available, Screen Help (which is rare);

or PF9 may be assigned to act as a ‘Jump’ button to “jump” or toggle to the next session.

PF10 Help Overview. Note: a Reference Manual was intended, but is not in place.

PF11 “Back” – The function key 11 is sometimes active as a Back button.

PF12 Exit current menu.

Open Program, such as TN3270 Plus; which autoconnects to the WSU mainframe and will open this screen:

 VTAM010

 State laws, federal laws, and WSU policies prohibit unauthorized access

 and inappropriate use of these systems or data stored in them. For

 further details contact Information Technology at (509)335-HELP

 or see http://www.wsu.edu/ElectronicPolicy.html

 . .

 / /

 .SsSsssssss. . Washington State University

 .w".SSSSSSSSSSSSs" . Information Technology

 .WW".SS""""SSSSSSSs""

 .WWWW SSS sSSSSSSSSSs

 . ""WWW "SSSSSS""""""S"

 .WW wWWWw SSSS" V

 WWw.WWWWW SSSs powered by AIS -- Administrative Information System

 . "WWWWWWW "SSs OS/390

 wW" WWWWWWWw SSs . . TSO -------------------- MVS Text Editor

 WWWw.WWWWWWWW SSS U U

 wWWWWWWWWWWWWW SSS Uu uU

 wWWWWWWWW"WWWW".SSS UUuuuuUU

wWWWWWWW". WWW".SSSS "UUUUUU"

W" WWWW".S W" sSSSSS "UUUU"

 .WW".SSS..sSSSSSS". ""

 W".sSSSSSSSSSSSSS W

 ".s"""""SSSSSSSS".WW. => NETPASS

At the arrow prompt, type the word “NETPASS” and then press the “ENTER” key. The next screen will appear:

14:50:40 U: WTC20272 T: WTC20272 L: T2VN I: OS/390 M: LAM 11/05/2007

 -- NET-PASS Activity Table --

**Level** **Application** Application Rcv.

**Id** **Name** Description Time

----- ----------- ------- ------------------------------

PF13 AIS

PF14 AIS

PF15 AIS

PF16 AIS

PF17 AIS

06

07

08

09

10

PASS Character : !

Suspend Key : PA2

Jump Key : FOR ASSISTANCE CALL 335-0522 **Max Sess.: 05**

NET-PASS COMMAND: Printer :

TAB to **Level ID** 01 and type “PF13”

TAB, to **Application Name** and Type “AIS” –

Repeating process for PF14 etc. using the TAB key to assign sessions.

You can have up to 5 sessions of AIS applications open by utilizing the Net-Pass screen, rather than signing in directly to “AIS.” To move between Applications Press the SHIFT key simultaneously with a PF function key, such as PF1, PF2, or PF3, where Shift plus the PF1 key equals “PF13” and so on.

14:50:40 U: WTC20272 T: WTC20272 L: T2VN I: OS/390 M: LAM 11/05/2007

 -- NET-PASS Activity Table --

Level Application Application Rcv.

Id Name Description Time

----- ----------- ------- ------------------------------

PF13 AIS

PF14 AIS

PF15 AIS

PF16 AIS

PF17 AIS

06

07

08

09

10

PASS Character : !

Suspend Key : PA2

**Jump Key** : PF9 FOR ASSISTANCE CALL 335-0522 Max Sess.: 05

NET-PASS COMMAND: Printer :

The PF9 key is not an assigned key. To use PF9 as a Jump Key to move forward from session to session, TAB to **Jump Key** and type “PF9” and press the Enter key. PF9 can now be used to move from session to session, or the Shift-plus-assigned Function Key.

Please enter your ID

 GNTP0200 Administrative Information System 14:52:59 11/05/07

 GNSG0200 Customer Identification Screen Term. ID T20C

-------------------------------------------------------------------------------

 To Logon, Please enter the following information

 Procedure Number ( ) REQUIRED

 **User ID** ( **JBOND** ) REQUIRED

 **Password** ( ) REQUIRED

 **Application ID** ( **BALANCES** ) REQUIRED

 For assistance please press PF9 or call: (509) 335-3663

 PF Key ( )

------------------------------------------------------------------------------

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

 APPL NEWS QUIT OPTNS NEWPW HELP QUIT

The Procedure number is hidden. Entering the procedure number, if known, is not necessary.

You can store or view the default procedure number using “OPTNS” which stands for Options.

TAB or ENTER will move the curser to the **User ID** field.

Enter **User ID**

Enter **Password**

You can type “Balances” or use the PF1 key to view the AIS applications you have access to and choose from the menu that is displayed, or press Enter, as the Default application is Balances.

Enter the AIS **Application Id or name,** such as Balances, FACTS, PAPR, DEPPS.

Press ENTER and for Balances, the Main Menu will appear:

ACAB7001 ACCOUNT BALANCES -- MAIN MENU 11/05/07

ACAB5001

------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

 NO. TITLE ¦ REQUIRED ¦ OPTIONAL

---- ------------------------------------ ¦----------------¦-------------------

\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

-------------------------------------------------------------------------------

 Report number: \_\_\_ Report criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Desired fiscal year (or ALL): 08\_ Type (B)egin-to-date/(F)iscal: B

 Section (E)XP/(R)EV: E Period (M)onth-end/(T)o-date: T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

**Balances Main Menu**. Press the keys: Alt-K for returning to the NetPass Activity Table (see Page 3).

Pressing the **Alt-K** keys together returns you to the Net-Pass screen from any point within the application.

 MAINMENU FINANCIAL ACCOUNTING SYSTEM MAIN MENU 11:05:47 11/05/07

 Please select one of the following commands:

 1 TBLMAINT Acctg Control Table Maint

 2 GRANCON Grants & Contracts

 3 ONLINEJV Online JV

 4 BANKRECN Bank Reconciliation

 Page 1 of 1

Command ==> PF9 = Help

 PF12 = Exit

From NetPass, you can assign another session to another AIS application, such as FACTS, displayed above. For instance, you can assign “**PF14**” –which is the Shift-PF2 keys together, as “Shift” enables 12 more functions: numbers 13 through 24.

To modify the Font on the viewing screen, click on “Setup” on the TN3270 menu,

 and change the “Display” Font:





Choose Setup at the top of the Screen, select “Display,” choose Change Fonts.

Select the Font, Style and Size, then use the mouse to touch the “OK” button. ***Note:*** the Screen was designed for the font: **Courier New;** you may have the best copy and paste success with that font style. Change font, and click “OK” to exit and return to viewing Balances. You can copy and paste a viewing screen to Word, Notepad or Excel. With Excel, copying the values by column gives a very good result.



 Here is the entry screen to Balances in TN3270 Plus:



The screen below represents the entry view of Balances, the main menu. ***Note***: this handout will now work with the copy and paste view.

**ACCOUNT BALANCES -- MAIN MENU**

 ACAB7001 ACCOUNT BALANCES -- MAIN MENU 11/05/07

 ACAB5001

 ------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

 NO. TITLE ¦ REQUIRED ¦ OPTIONAL

 ---- ------------------------------------ ¦----------------¦-------------------

 \*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

 \*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

 \*04 Area-object summary ¦Area (2)¦

 \*08 Area-program-budget summary ¦Area (2)¦

 \*10 Area-fund-program summary ¦Area (2)¦

 \*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

 -------------------------------------------------------------------------------

 Report number: \_\_\_ Report criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Desired fiscal year (or ALL): 08\_ Type (B)egin-to-date/(F)iscal: B

 Section (E)XP/(R)EV: E Period (M)onth-end/(T)o-date: T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

 -------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

 PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

ACAB7001 **ACCOUNT BALANCES -- MAIN MENU** 11/01/07

ACAB5001

------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

 NO. TITLE ¦ REQUIRED ¦ OPTIONAL

---- ------------------------------------ ¦----------------¦-------------------

\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 **15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)**

-------------------------------------------------------------------------------

 **Report number**: **15** **Report criteria**: BBBBPPPP\_\_\_\_\_\_\_\_

 Desired fiscal year (or ALL): 08\_ Type (B)egin-to-date/(F)iscal: B

 Section (E)XP/(R)EV: E Period (M)onth-end/(T)o-date: T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

At the Main Menu, enter “15” for **Report Number**, which shows the non-financial details for an account.

Enter an eight digit “Account number” for **Report Criteria, as described on the right-hand side of the screen.** The other fields do not pertain to this report so they do not need to be changed.

Press ENTER for the following screen to display:

ACAB5915 ACCOUNT BALANCES Report 15 - (Master Account Table) 11/05/07

 -------------------------------------------------------------------------------

 **Funds**: 14501 **Authorized**

 **Budget**: BBBB DEPARTMENT BUDGET **Signatures**:

 **Project**: PPPP PROJECT: From Russia With Love CONNERY, SEAN

 **Area**: 13 AREA TITLE BIANCHI, DANIELA

 **Dept**: 1750 DEPARTMENT: MI6 SHAW, ROBERT

 LENYA, LOTTE

 **Program**: 12G **Project period**: 09/01/06 to 11/30/07 LLEWELYN, DESMOND

 **Objects**: 00 01 03 04 06 07 11 13 16 14 22 08 **Src**: 384-17

 ------------------------------------------------------------

 **Prin. investigator**: BOND, J

 **Granting agency**: 177300 AGENCY: SPECTRE

 **External document no**: EP336B990069 P336B99006902

 **Cost sharing reqd**: 1955535.00. CFDA index: 84.336 Ag research:

 **Overhead rate**: 103 8.0% - Total/Modified Total Direct Costs

 **Exception codes:** SCE Account NOT Subject to ASC

 LOC Letter of Credit

 DON Domestic On Campus Effort

 ESO Equipment State Owned

 GRT Grants in Support/Stim Univ Act

 **Related accounts**: R 1142 1000

 0036 PF> \_\_\_\_ PF8=MORE EXCEPTION CODES PF10=Forward PF11=Back PF12=Menu

“Principal Investigator” – sometimes abbreviated or referred to as “PI” – is the researcher.Screen 15 continued.

ACAB5915 ACCOUNT BALANCES Report 15 - (Master Account Table) 11/05/07

 -------------------------------------------------------------------------------

 **Funds**: 14501 **Authorized**

 **Budget**: BBBB DEPARTMENT BUDGET **Signatures**:

 **Project**: PPPP PROJECT: Thunderball CONNERY, SEAN

 **Area**: 13 AREA TITLE LEE, BERNARD

 **Dept**: 1750 DEPARTMENT: MI6 AUGER, CLAUDINE

 **Program**: 12G **Project period**: 09/01/06 to 11/30/07

 **Objects**: 00 01 03 04 06 07 11 13 16 14 22 08 **Src**: 384-17

 ------------------------------------------------------------

 **Prin. investigator**: BOND, J

 **Granting agency**: 177300 AGENCY: NATO

 **External document no**: EP336B990069 P336B99006902

 **Cost sharing reqd**: 1955535.00 CFDA index: 84.336 Ag research:

 **Overhead rate**: 103 8.0% - Total/Modified Total Direct Costs

 **Exception codes:** SCE Account NOT Subject to ASC

 LOC Letter of Credit

 DON Domestic On Campus Effort

 ESO Equipment State Owned

 GRT Grants in Support/Stim Univ Act

 **Related accounts**: R 1142 1000

 0036 PF> \_\_\_\_ PF8=MORE EXCEPTION CODES PF10=Forward PF11=Back PF12=Menu

The results show for Screen 15, sometimes called “Report 15” –

* **Funds**, **Budget**, **Project**, **Area**, **Dept**, **Program**, & **Source** (the default revenue ‘Src’).
* **Objects** allowed on the grant.
* **Authorized signatures**, also called “Signature Authorities” for the account and the **Principal Investigator(s), abbreviated as “PI”** where “PI” stands for the researcher(s).
* **Granting Agency** number and name.
* **Cost share** **required** if an obligation is applicable.
* **Overhead rate** is the Overhead rate code and percentage.
* **Exception codes** which pertain to the account with a description of what that code means.
* **Related Accounts** could be displayed as
	+ - 1. an “**R**” –
				* for RPA, which stands for Revenue Pool Account. An RPA rolls up a connected series of accounts for tracking Revenue and Expenses.
				* for a Related account, to point at an account that should be considered in conjunction with the account being viewed.

or

* + - 1. an “H” for a Home account, which is designated to function as a main account for relationships to ‘subaccounts” for grouping:
				* Sponsored research

Or

* + - * + Gift accounts.
* The Related Accounts will be discussed further when using PF5 key, Find Accounts.

ACAB7001 **ACCOUNT BALANCES -- MAIN MENU** 11/01/07

ACAB5001

------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

 NO. TITLE ¦ REQUIRED ¦ OPTIONAL

---- ------------------------------------ ¦----------------¦-------------------

\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 **15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)**

-------------------------------------------------------------------------------

 **Report number**: **15X** **Report criteria**: BBBBPPPP\_\_\_\_\_\_\_\_

 Desired fiscal year (or ALL): 08\_ Type (B)egin-to-date/(F)iscal: B

 Section (E)XP/(R)EV: E Period (M)onth-end/(T)o-date: T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

The Report 15X will display some of the information already seen in Report 15 along with additional non-financial details for an account. Enter “15X” in the **Report Number** field; Enter “Account number” for **Report Criteria**. (The other fields do not pertain; no update needed.)

ACAB5938 MASTER ACCOUNT TABLE RECORD DUMP 11/01/07

**PAGE: 1** 13L BBBB-PPPP 14:21:13

-------------------------------------------------------------------------------

ACCOUNT DESCRIPTION

 TITLE: GRANT TITLE: CIA Agent Felix Leiter Research/Travel Grant

 TITLE KEYWORD: KEY WORD

 CREATE DATE: 00/08/31 CREATE TIME: 12:44:47.90

 **ONL UPD DATE**: 03/07/18 ONL UPD TIME: 12:01:29.40

 BATCH DATE: 02/08/31 BATCH TIME: 19:08:48.50

 OPER INIT: CKKS STATUS: A

 BEGIN DATE: 00/09/01 END DATE: 03/08/31

 ACCTG UPD DATE 00/00/00 ACCTG UPD ID:

 BILL DATES: 99/01/01 99/04/01 99/07/01 99/10/01 99/08/01 99/09/01

 99/11/01 00/00/00 00/00/00 00/00/00 00/00/00 00/00/00

 **COMMENTS**: Bill qtrly per schedule: Ck for closure at trm;

-------------------------------------------------------------------------------

PF> PF12=MENU

Page 1 shows when the account details were last updated in the **ONLINE UPDATE DATE and stamped with** the **OPERATOR INITIALS**. For Programs 11 through 14, the **COMMENTS** section displays the billing instructions and any other pertinent information such as guarantee status. Sponsored Program accounts with Guarantees are also known by the Exception Code “GAR.”

ACAB5938 MASTER ACCOUNT TABLE RECORD DUMP 11/01/07

**PAGE: 2** 13L BBBB-PPPP 14:25:46

-------------------------------------------------------------------------------

ACCOUNTING INFORMATION

 **WSU PROG**: 13L OFM PROG:

 **FUNDS**: 145 **SUBFUNDS**: 02

 **SOURCE**: 541 **SUBSOURCE**: 41

 **OBJECTS**: 00 01 03 04 06 07 11 13 16 14 22 08

DEPARTMENT CODES

 **AREA CODE**: 13 SUBAREA: 0

 **DEPT**: 1750 UNIT: 0

 **GRANT. AGENCY**: 177300

 AREA SUPPORTD: AREA SUP(HEX): 404040

 BRANCH CAMPUS: 7570

-------------------------------------------------------------------------------

PF> PF12=MENU

Page 2 of Screen 15X shows the Program, Fund, Sub Fund, Source, Sub Source, Objects, Area Code, Department, Agency Number.

 ACAB5938 MASTER ACCOUNT TABLE RECORD DUMP 11/01/07

 PAGE: 3 12G BBBB-PPPP 14:26:33

 -------------------------------------------------------------------------------

 RELATED ACCOUNT CODE

 REL ACCT CD: R

 **REL ACCT NO**: 114210000 0 0 0 0 0

 DOCUMENT NUMBERS

 **AWARD DOC NO**: P336B99006902

 **EXTL DOC NO**: EP336B990069

 OVERHEAD CODES AND RATES

 OVHD CALC CD: OVHD PERCNT: 0.000 OVHD RATE: 0.0000

 **OH RATE SCHED**: 103 **OH BASE SCHED**: B02 OH DIST SCHED: R01

 CFDA AGENCY: 84 CFDA PROGRAM: 336

 -------------------------------------------------------------------------------

 PF> PF12=MENU

Page 3 displays: **REL ACCT NO** – RPA Account (R) and Home Account (H) if applicable.

**AWARD/EXTERNAL DOC NO** – Agency award number(s).

**OH RATE SCHED** – F&A Rate information. **OH BASE SCHED** – F&A Exceptions.The OH RATE and BASE codes are needed to look up detailed information in FACTS.

ACAB5938 MASTER ACCOUNT TABLE RECORD DUMP 11/05/07

PAGE: 4 13L BBBB-PPPP 13:11:11

-------------------------------------------------------------------------------

SIGNATURE AUTHORITY AND INVESTIGATOR NAMES

 AUTH NAMES:

 AUTH. NO.:

 INV. NAME: **No, Dr. Julius; Goldfinger, Auric; Blofeld, Ernst**

 INV. NUMBER: **103716** 11292004 0 0 0 0

 0 0

-------------------------------------------------------------------------------

PF> PF12=MENU

Page 4 shows the Principal Investigators and the “INV. Number” which is the OGRD number. The OGRD number is the number a research proposal is assigned in the pre-award database in the Office of Grant & Research Development office. These two items are important when working with sponsored research within the university:

 **“INV NAME”** – Investigator Name, the Principal Investigator.

 **“INV NUMBER”** – the OGRD Number.

ACAB5938 MASTER ACCOUNT TABLE RECORD DUMP 11/05/07

PAGE: 5 13L BBBB-PPPP 13:13:25

-------------------------------------------------------------------------------

 MISCELLANEOUS CODES

 FUNDING TYPE: 2

 ACCT. TYPE: U

 AGGREG CODE: **78**

 AG RESEARCH : 0000

 EXCEPTION CD: SCE DOF CRT OBE ESO

 CRIS CODE: 0 CRIS LINE NO: 0

 INDICATORS

 CNTL ACCT IND: RES. ACCT IND: REV. ACCT IND:

 REIMBURS IND: SELF SUST IND: CMPR ACCT IND:

 TITLE OPT IND: N PROJ LIST IND: N CAMPUS RESTIC: F

 -------------------------------------------------------------------------------

 PF> PF12=MENU

Page 5 shows the following:

* **AGGREG CODE** – This aggregation code is used to represent which SPS staff person is responsible for the post-award administration of this account and corresponds with their work schedule.

 The SPS Web site (<http://www.ba.wsu.edu/sponsor/contactus.htm>) lists the staff Fiscal Analyst –

 sometimes called the “Accountant” – responsible by Aggregate Code/work schedule and by Program/Sub Program.

* **EXCEPTION CODE** – Lists the exception codes that pertain to the account for processing or information only.

ACAB5938 MASTER ACCOUNT TABLE RECORD DUMP 11/05/07

PAGE: 6 13L BBBB-PPPP 13:21:41

-------------------------------------------------------------------------------

MONEY AMOUNTS

 EXPN AMT BTD : 0.00

 COST SHR AMT : 1,955,535.00 COST SHR BTD: 0.00

 OVRDRFT GRACE: 0.00

 BUDGET STATEMENT CODES

 BUDG STMT FMT: 2 BUDG STMT MED: BUDG STM COPY: 0

-------------------------------------------------------------------------------

PF> PF12=MENU

Page 6 shows the **Cost Share Obligation.** If information is sought on the Cost Share that has been met; that is, on how much Cost Share has been posted towards meeting the contractual obligation,

Return to the Main Menu with the Enter key, or PF12 Exit key; use **PF7 to access Cost Share** Menu; further details on page 35.

 ACAB7001 **ACCOUNT BALANCES -- MAIN MENU** 11/01/07

 ACAB5001

 ------------------REPORT----------------- **¦=======REPORT CRITERIA (#POS):======**

 NO. TITLE **¦ REQUIRED ¦ OPTIONAL**

 ---- ------------------------------------ ¦----------------¦-------------------

 \***01 Budget statement balances** ¦**Budget+Proj (8)¦Exp: Obj(2)+sub(2)**

 ¦ ¦**Rev: Src(3)+sub(2)**

 \*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

 \*04 Area-object summary ¦Area (2)¦

 \*08 Area-program-budget summary ¦Area (2)¦

 \*10 Area-fund-program summary ¦Area (2)¦

 \*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

 -------------------------------------------------------------------------------

 **Report number**: 01\_ **Report criteria**: BBBBPPPP\_\_\_\_\_\_\_\_

 **Desired fiscal year (or ALL): 08**\_ **Type (B)egin-to-date/(F)iscal**: B

 **Section (E)XP/(R)EV**: E **Period (M)onth-end/(T)o-date:** T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

 -------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

 PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

Report 01 shows Budget Project information by Object using any combination of the **Required and Optional Report Criteria**.

Enter “01” for **Report Number.**

Enter Budget Project number for **Report Criteria.**

Enter Fiscal year if different from default year for **Desired fiscal year.**

Leave **Type** as “B”(default) for Begin-to-Date data.

Change **Selection** from “E”(default) to “R” if Revenue is the desired Data.

Leave **Period** as “T”(default) if To-date data is desired. Press ENTER

ACAB5501-A ACCOUNT BALANCES REPORT 01 - (**TO-DATE EXPENSE**) FOR 11/02/07

 **THRU FY 2008**

 BUDGET: BBBB DEPARTMENT BUDGET

 PROJECT: PPPP GRANT TITLE: The World Is Not Enough

 PROGRAM: 13L PROJECT PERIOD: 12/01/05 TO 09/30/07

 GRANTING AGENCY: ELECTRA KING ENTERPRISES ID NUM: 497730

 -------------------------------------------------------------------------------

 OBJECT BUDGET EXPENDITURES ENCUMBRANCES BALANCE PCT

 -------------------------------------------------------------------------------

 00 SALARIES 155,230.00 146,641.35 1,111.34 7,477.31 95

 01 WAGES 26,761.37 26,626.41 0.00 134.96 99

 03 GOODS,SERVC 34,177.00 37,114.31 0.00 2,937.31- 109

 04 TRAVEL 1,988.00 3,691.03 0.00 1,703.03- 186

 07 BENEFITS 51,977.63 49,127.76 266.71 2,583.16 95

 11 TELEPHONE 580.00 0.00 0.00 580.00

 13 OVERHEAD 70,386.00 68,383.04 2,002.96 0.00 100

 14 RESTRICTED 0.00 0.00 8,352.00 8,352.00-

 PROJECT TOTAL: 341,100.00 331,583.90 11,733.01 2,216.91- 101

0029 PF> \_\_\_\_ PF12=MENU

Press ENTER for more information:

ACAB5501-A ACCOUNT BALANCES REPORT 01 - (TO-DATE EXPENSE) FOR 11/02/07

 THRU FY 2008

BUDGET: BBBB DEPARTMENT BUDGET

PROJECT: PPPP GRANT TITLE: On Her Majesty's Secret Service

PROGRAM: 12G PROJECT PERIOD: 09/01/00 TO 11/30/07

GRANTING AGENCY: **AGENCY NAME IN BRS, the AIS application for Billing Receivables**

 Agency ID NUM: 177300

-------------------------------------------------------------------------------

 ESTIMATE REVENUE VARIANCE PCT

-------------------------------------------------------------------------------

99 REVENUE 341,100.00 259,271.09 81,828.91- 76

PROJECT BALANCE: (TO-DATE REVENUE LESS TO-DATE EXPENSE) 72,312.81-

**ACCOUNTS RECEIVABLE OPEN INVOICES**: 72,312.81

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0029 PF> \_\_\_\_ PF12=MENU

Page 2 of Report 01 results. If there is a grant with large amounts of data, the totals will show on page 2. Press ENTER to continue to view more detailed data; or you could exit with the PF12 key.

ACAB5501-A ACCOUNT BALANCES REPORT 01 - (TO-DATE EXPENSE) FOR 11/02/07

 THRU FY 2008

BUDGET: BBBB DEPARTMENT BUDGET: Fighting Dr Evil

PROJECT: PPPP GRANT TITLE: You Only Live Twice

PROGRAM: 13L PROJECT PERIOD: 09/01/00 TO 11/30/07

GRANTING AGENCY: AGENCY Name: AUSTIN POWERS Agency ID NUM: 177300

-------------------------------------------------------------------------------

OBJECT BUDGET EXPENDITURES ENCUMBRANCES BALANCE

-------------------------------------------------------------------------------

00-AB CLASSIFIED STAFF 144,695.83 7,538.00

00-AD EXEMPT 56,861.46 2,414.26

00-AF FACULTY 977,965.22 2,812.50

00-AH GRADUATE ASSISTANTS 261,525.72 0.00

TOTAL SALARIES 1,530,613.68 1,441,048.23 12,764.76 76,800.69

01-AF FACULTY EXTRA COMPENSAT 29,792.00 0.00

01-AK OTHER EMPLOYEES 42,826.59 0.00

01-AL STUDENTS 17,611.26 0.00

01-AU OVERTIME, CALL-BACK PAY 975.00 0.00

01-AW FACULTY/STAFF AWARDS 10,645.50 0.00

01-MT MEALS TAXABLE 2,016.00 0.00

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0065 PF> \_\_\_\_ PF12=MENU

Page 3 of Report 01 results. By continuing to press ENTER, the data is broken down into the detail expense codes, identified with two digit Object and an additional two alpha characters as a SubObject. If ENTER is pressed too many times and the desired data is passed, Press PF12 and begin pressing ENTER until desired data is displayed.

ACAB7001 **ACCOUNT BALANCES -- MAIN MENU** 11/01/07

ACAB5001

------------------REPORT----------------- **¦=======REPORT CRITERIA (#POS):======**

NO. TITLE **¦ REQUIRED ¦ OPTIONAL**

---- ------------------------------------ ¦----------------¦-------------------

**\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)**

 **¦ ¦Rev: Src(3)+sub(2)**

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

-------------------------------------------------------------------------------

 **Report number**: 01\_ **Report criteria**: BBBBPPPP\_\_\_\_\_\_\_\_

 **Desired fiscal year (or ALL):** 07\_ **Type (B)egin-to-date/(F)iscal**: F

 **Section (E)XP/(R)EV**: E **Period (M)onth-end/(T)o-date**: T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

By changing the Type from a B to an F, the Data result will only show the data for that particular fiscal year. In this example, the Fiscal Year chosen was the prior Fiscal year, where “07” stands for July 2006 through June 2007.

 Word of caution: When finished looking at the Fiscal data, change the **Type** back to the letter “B” for Begin-to-date, otherwise you will be retaining and viewing fiscal year data only.

ACAB5301-A ACCOUNT BALANCES REPORT 01 - (**FISCAL EXPENSE**) FOR 06/30/07

 FY 2006-07

BUDGET: BBBB DEPARTMENT BUDGET

PROJECT: PPPP GRANT TITLE: Diamonds Are Forever

PROGRAM: 12G GRANTING AGENCY: Harry Saltzman and Albert R. Broccoli

-------------------------------------------------------------------------------

OBJECT BUDGET EXPENDITURES ENCUMBRANCES BALANCE PCT

-------------------------------------------------------------------------------

00 SALARIES 776,234.64 526,717.18 80,257.00 169,260.46 78

01 WAGES 48,795.88 24,856.30 0.00 23,939.58 51

03 GOODS,SERVC 234,479.61 81,117.26 2,790.49 150,571.86 36

04 TRAVEL 174,646.10 115,475.40 0.00 59,170.70 66

06 EQUIPMENT 5,000.00 0.00 0.00 5,000.00

07 BENEFITS 250,034.11 151,474.52 20,053.00 78,506.59 69

11 TELEPHONE 3,555.22 1,639.41 0.00 1,915.81 46

13 OVERHEAD 271,093.69 127,741.06 143,352.63 0.00 100

14 RESTRICTED 103,622.70 0.00 0.00 103,622.70

16 N-CAP EQUIP 18,860.00 4,527.55 14,149.52 182.93 99

22 SCONT REIMB 1,773,442.12 690,955.90 1,082,216.22 270.00 100

PROJECT TOTAL: 3,659,764.07 1,724,504.58 1,342,818.86 592,440.63 84

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0031 PF> \_\_\_\_ PRESS ENTER FOR REVENUE TOTAL PF12=MENU

ACAB7001 **ACCOUNT BALANCES -- MAIN MENU** 11/01/07

ACAB5001

------------------REPORT----------------- **¦=======REPORT CRITERIA (#POS):======**

 NO. TITLE **¦ REQUIRED ¦ OPTIONAL**

---- ------------------------------------ ¦----------------¦-------------------

**\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)**

 **¦ ¦Rev: Src(3)+sub(2)**

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

-------------------------------------------------------------------------------

 **Report number**: 01\_ **Report criteria**: BBBBPPPP\_\_\_\_\_\_\_\_

 **Desired fiscal year (or ALL): 08**\_ **Type (B)egin-to-date/(F)iscal**: B

 **Section (E)XP/(R)EV**: E **Period (M)onth-end/(T)o-date**: **T**

 Reference manual (Press PF9) \_ **Month-end date is:** 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

Enter “01” for Report Number. Enter Budget Project number for Report Criteria.

Enter “02” for Fiscal year for Desired fiscal year.

Leave Selection as “E”(default).

Leave Period as “T”(default) if To-date data is desired. Press ENTER

 Alternately, you can use Report 01 and choose the latest month-end totals using “M” in the Period. Please feel free to use any combination of the Required and Optional Report Criteria as Balances is an Inquiry application only and does not send or post any data.

ACAB7001 **ACCOUNT BALANCES -- MAIN MENU** 11/01/07

ACAB5001

------------------REPORT----------------- **¦=======REPORT CRITERIA (#POS):======**

 NO. TITLE **¦ REQUIRED ¦ OPTIONAL**

---- ------------------------------------ ¦----------------¦-------------------

**\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)**

 **¦ ¦Rev: Src(3)+sub(2)**

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

-------------------------------------------------------------------------------

 **Report number**: 01\_ **Report criteria**: BBBBPPPP\_\_\_\_\_\_\_\_

 **Desired fiscal year (or ALL**): ALL **Type (B)egin-to-date/(F)iscal**: B

 **Section (E)XP/(R)EV**: E **Period (M)onth-end/(T)o-date**: T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

Report 01 using ALL shows the last 4 years expense data by category type (Object) using any combination of the **Required and Optional Report Criteria**.

Enter “01” for **Report Number.**

Enter Budget Project number for **Report Criteria.**

Enter “ALL” for **Desired fiscal year.**

Leave **Selection** as “E”(default).

Leave **Period** as “T” for To-Date totals. Press ENTER:

ACAB8301-A ACCOUNT BALANCES REPORT 01 - (FISCAL EXPENSE) FOR 11/01/07

BUDGET: BBBB DEPARTMENT BUDGET for Roger Moore PCT IS PERCENT

PROJECT: PPPP GRANT TITLE: The Spy Who Loved Me OF 3 YEAR AVG.

PROGRAM: 13L

-------------------------------------------------------------------------------

OBJECT 2004-05 2005-06 2006-07 2007-08 PCT

-------------------------------------------------------------------------------

00 SALARIES 0.00 376,047.04 526,717.18 538,284.01 178

01 WAGES 0.00 16,900.00 24,856.30 62,110.05 446

03 GOODS,SERVC 0.00 30,310.20 81,117.26 127,348.44 342

04 TRAVEL 0.00 38,687.95 115,475.40 126,501.54 246

06 EQUIPMENT 0.00 0.00 0.00 7,014.34

07 BENEFITS 0.00 113,094.44 151,474.52 154,661.26 175

11 TELEPHONE 0.00 1,200.00 1,639.41 2,879.34 304

13 OVERHEAD 0.00 59,918.46 127,741.06 133,403.84 213

16 N-CAP EQUIP 0.00 9,635.40 4,527.55 10,109.84 214

22 SCONT REIMB 0.00 163,104.86 690,955.90 638,638.31 224

PROJECT TOTAL. 0.00 808,898.35 1,724,504.58 1,800,950.97 213

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0029 PF> \_\_\_\_ PF12=MENU

ACAB7001 **ACCOUNT BALANCES -- MAIN MENU** 11/01/07

ACAB5001

------------------REPORT----------------- **¦=======REPORT CRITERIA (#POS):======**

 NO. TITLE **¦ REQUIRED ¦ OPTIONAL**

---- ------------------------------------ ¦----------------¦-------------------

\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 **12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)**

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

-------------------------------------------------------------------------------

 **Report number**: 12\_ **Report criteria**: BBBB11A14Z\_\_\_\_\_\_

 **Desired fiscal year (or ALL): 08**\_ **Type (B)egin-to-date/(F)iscal**: B

 **Section (E)XP/(R)EV**: E **Period (M)onth-end/(T)o-date:** T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

Report 12 shows all accounts for a specific budget. Type in 4 digits such as “6800” for Budget.

Enter “12” for **Report Number.**

Enter “Budget beginning & ending program”(example: 2715**11A**14Z) for **Report Criteria.**

Enter “03” for **Desired fiscal year.**

Leave **Selection** as “E”(default).

Leave **Period** as “T” for To-Date totals. Press ENTER:

ACAB5312 ACCOUNT BALANCES REPORT 12 - (TO-DATE EXPENSE) FOR 11/01/07

 THRU FY 2008

BUDGET: XXXX DEPARTMENT NAME: With the Golden Gun

PROGRAM: 11A THROUGH 14Z

-------------------------------------------------------------------------------

PGM - PROJECT BUDGET EXPENDITURES ENCUMBRANCES BALANCE PCT

-------------------------------------------------------------------------------

11V - XXXX 329,270.51 329,270.51 0.00 0.00 100

11W - XXXX 13,151.19 13,151.19 0.00 0.00 100

12G - XXXX 778,062.15 778,062.15 0.00 0.00 100

12G - XXXX 755,302.00 586,632.82 100,479.45 68,189.73 91

12G - XXXX 4,752,058.63 4,334,380.84 198,223.11 219,454.68 95

12G - XXXX 2,493.00 1,463.98 76.56 952.46 62

12G - XXXX 453,000.00 312,690.26 11,865.50 128,444.24 72

12G - XXXX 50,000.00 33,266.00 0.00 16,734.00 67

12G - XXXX 11,255.00 0.00 0.00 11,255.00

12G - XXXX 21,000.00 667.30 1,506.57 18,826.13 10

12G - XXXX 11,376.00 0.00 843.00 10,533.00 7

12G - XXXX 47,672.51 10,957.58 2,719.33 33,995.60 29

12G - XXXX 38,122.64 30,680.43 551.37 6,890.84 82

12G - XXXX 120,651.00 0.00 8,937.00 111,714.00 7

ACAB7002 **ACCOUNT DETAIL MENU** 11/01/07

ACAB5002

------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

 NO. TITLE ¦ REQUIRED ¦ OPTIONAL

---- ------------------------------------ ¦----------------¦-------------------

\*01 Budget statement detail ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

 02 Position number detail ¦Position No. (6)¦Budg(4) + Proj(4)

 05 Document number detail ¦Document (7)¦Budg(4) + Proj(4)

 06 Reference number detail ¦Reference (7)¦Budg(4) + Proj(4)

 ¦ ¦

 17 Position number summary ¦Position No. (6)¦Budg(4) + Proj(4)

 18 Description detail ¦Name (1 to 16)¦

 19 Accounts receivable open invoices ¦Budget+Proj (8)¦

-------------------------------------------------------------------------------

\*This report has both A and B format pages - fund may be selected optionally

 **Report number**: 01\_ **Report criteria**: BBBBPPPP**03**\_\_\_\_\_\_

 **Desired fiscal year (or ALL)**: 04\_ **Date criteria**: 040106 thru 110207

 **Section (E)xp/(R)ev:** **E** Date range available: 040106 thru 110207

 Fund: \_\_\_ Subfund: \_\_ (for Report 01 only)

-------------------------------------------------------------------------------

 **PF1=Next Menu** **PF2=Detail Menu** PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu

Report 01 on the Detail Menu shows Object-Sub Object detail including date posted, vendor name and amount using any combination of the **Required and Optional Report Criteria**.

Press **PF2** to go to the Detail Menu or Press **PF1.**

Enter “01” for **Report Number.**

Enter “budget project **object**” for **Report Criteria.**

Enter “03” for **Desired fiscal year.**

Enter “begin date” and “end date” of desired data for **Date Criteria.**

Leave **Selection** as “E”(default). Press ENTER

ACAB5701-A ACCOUNT DETAIL REPORT 01 - EXPENSE 07/01/06 TO 10/31/07

 Page 1

BUDGET: BBBB DEPARTMENT BUDGET for MAXWELL, LOIS

PROJECT: PPPP GRANT TITLE: Moneypenny

PROGRAM: 12G OBJECT: 03 - GOODS AND SERVICES FUND:

------------------------------------------------------------------------------

FY SUB DATE DESCRIPTION BUDGET EXPEND ENCUMBER

------------------------------------------------------------------------------

08 07/24 2006-07 BALANCE FORWARD 153,362.35

08 02/11 FM: 12G-BBBB-PPPP 649.95

08 02/24 US ED ACTION #6 19,200.00

08 AA 07/12 KINKOS INC 73.38

08 AA 07/18 CENTRAL STORES 170.22

08 AA 07/24 OFFICE DEPOT #612 75.31

08 AA 07/30 GOVCONNECTION INC 204.88

08 AA 07/30 CENTRAL STORES 146.30

08 AA 08/16 CENTRAL STORES 115.57

08 AA 08/19 CENTRAL STORES 497.69

08 AA 08/23 GOVCONNECTION INC 204.88-

08 AA 08/23 GOVCONNECTION INC 204.88

08 AA 08/28 KINKO'S 53.80-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0035 PF> \_\_\_\_ PF7=Back PF8=Next PF12=Menu

ACAB7002 **ACCOUNT DETAIL MENU** 11/01/07

ACAB5002

------------------REPORT----------------- **¦=======REPORT CRITERIA (#POS):======**

 NO. TITLE **¦ REQUIRED ¦ OPTIONAL**

---- ------------------------------------ ¦----------------¦-------------------

**\*01 Budget statement detail ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)**

 **¦ ¦Rev: Src(3)+sub(2)**

 02 Position number detail ¦Position No. (6)¦Budg(4) + Proj(4)

 05 Document number detail ¦Document (7)¦Budg(4) + Proj(4)

 06 Reference number detail ¦Reference (7)¦Budg(4) + Proj(4)

 ¦ ¦

 17 Position number summary ¦Position No. (6)¦Budg(4) + Proj(4)

 18 Description detail ¦Name (1 to 16)¦

 19 Accounts receivable open invoices ¦Budget+Proj (8)¦

-------------------------------------------------------------------------------

\*This report has both A and B format pages - fund may be selected optionally

 **Report number**: 01B **Report criteria:** BBBBPPPP**03**\_\_\_\_\_\_

 **Desired fiscal year (or ALL):** 03\_ **Date criteria**: 040106 thru 110207

 **Section (E)xp/(R)ev:** E **Date range available**: 040106 thru 110207

 Fund: \_\_\_ Subfund: \_\_ (for Report 01 only)

-------------------------------------------------------------------------------

 **PF1=Next Menu** **PF2=Detail Menu** PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu

Report 01B on the Detail Menu shows Object-Sub Object detail including vendor name, vendor id number, document no., date posted and amount using any combination of the **Required and Optional Report Criteria**.

Enter “01B” for **Report Number.**

Enter “budget project **object**” for **Report Criteria.**

Enter “03” for **Desired fiscal year.**

Enter “begin date” and “end date” of desired data for **Date Criteria.**

Leave **Selection** as “E”(default). Press ENTER.

ACAB6701-B ACCOUNT DETAIL REPORT 01 - EXPENSE 07/01/07 TO 10/18/07

 Page 1

BUDGET: BBBB DEPARTMENT BUDGET for Ian Fleming

PROJECT: PPPP GRANT TITLE: Moonraker

PROGRAM: 12G OBJECT: 03 - GOODS AND SERVICES FUND:

----------------------------------------------------------- ID NUMBER FUND TT

FY CC DATE DESCRIPTION ------AMOUNT----- DOC.NO. REF.NO.

------------------------------------------------------------------------------

 SUBOBJ - \*\*\*\*\*\*

08 07/24/07 2006-07 BALANCE FORWARD BUD 153,362.35 14501 17

 B000001

08 08/20/07 FROM: 12G-BBBB-PPPP BUD 649.95 14501 11

 B004783

08 07/31/07 US ED ACTION #6 BUD 19,200.00 14501 11

 B003536

 SUBOBJ AA - OFFICE SUPPLIES

08 07/31/07 KINKOS INC ENC 73.38 000197860 14501 51

 K376361

08 08/31/07 CENTRAL STORES EXP 170.22 000001000 14501 97

 X084648 S822926

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACAB7002 **ACCOUNT DETAIL MENU** 11/01/07

 ACAB5002

 ------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

 NO. TITLE ¦ REQUIRED ¦ OPTIONAL

 ---- ------------------------------------ ¦----------------¦-------------------

 \*01 Budget statement detail ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

 02 Position number detail ¦Position No. (6)¦Budg(4) + Proj(4)

 05 Document number detail ¦Document (7)¦Budg(4) + Proj(4)

 06 Reference number detail ¦Reference (7)¦Budg(4) + Proj(4)

 ¦ ¦

 17 Position number summary ¦Position No. (6)¦Budg(4) + Proj(4)

 18 Description detail ¦Name (1 to 16)¦

 **19 Accounts receivable open invoices ¦Budget+Proj (8)¦**

 -------------------------------------------------------------------------------

 \*This report has both A and B format pages - fund may be selected optionally

 **Report number**: 19\_ **Report criteria**: BBBBPPPP\_\_\_\_\_\_\_\_

 **Desired fiscal year (or ALL):** 08\_ **Date criteria**: 070107 thru 071707

 Section (E)xp/(R)ev: E Date range available: 040106 thru 110207

 Fund: \_\_\_ Subfund: \_\_ (for Report 01 only)

 -------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

 PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu

Report 19 on the **Account Detail Menu** shows all open invoices.

At Main Menu, Press PF1 for the **Account Detail Menu**

Enter “19” for **Report Number.**

Enter “budget project” for **Report Criteria.**

The other fields do not need to be changed from the defaults to view Report 19.

Press ENTER.

ACBR6640 ACCOUNTS RECEIVABLE OPEN INVOICES 11/01/07

BUDGET: BBBB DEPARTMENT BUDGET: For Your Eyes Only

PROJECT: PPPP GRANT TITLE: Remote Controlled Helicopter

-------------------------------------------------------------------------------

 WSU No. Name Invoice Effective Orig amount Amount due

--------- ----------------------- ------- --------- ------------- -------------

 250930 AGENCY NAME: ATAC 5023262 07/15/03 3,989.10 3,989.10

 ------------ ------------

 Total for subcode 56828 3,989.10 3,989.10

-------------------------------------------------------------------------------

0012 PF> \_\_\_\_ PF12=MENU

ACAB5501-A ACCOUNT BALANCES REPORT 01 - (TO-DATE EXPENSE) FOR 11/01/07

 THRU FY 2008

BUDGET: BBBB DEPARTMENT BUDGET for General Orlov & sidekick Kamal Khan

PROJECT: PPPP GRANT TITLE: Octopus

PROGRAM: 14F PROJECT PERIOD: 01/01/03 TO 12/31/08

GRANTING AGENCY: AGENCY ID NUM: 250930

-------------------------------------------------------------------------------

OBJECT BUDGET EXPENDITURES ENCUMBRANCES BALANCE PCT

-------------------------------------------------------------------------------

00 SALARIES 47,869.00 23,934.60 23,934.54 0.14- 100

PROJECT TOTAL: 47,869.00 23,934.60 23,934.54 0.14- 100

-------------------------------------------------------------------------------

 ESTIMATE REVENUE VARIANCE PCT

-------------------------------------------------------------------------------

99 REVENUE 47,869.00 19,945.50 27,923.50- 42

-------------------------------------------------------------------------------

PROJECT BALANCE: (TO-DATE REVENUE LESS TO-DATE EXPENSE) 3,989.10-

**ACCOUNTS RECEIVABLE OPEN INVOICES: 3,989.10**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0009 PF> \_\_\_\_ PF12=MENU

Open invoices also show on Report 01 on the Main Menu. Sometimes the Receivable will show on the next page. Press ENTER to see additional data. When the Cashiers receipt an invoice, there is a day or two lag between when it shows in BRS and when it shows in Balances under Revenue. As soon as payment posts to BRS, the receivable no longer shows under accounts receivable but does not get added to Revenue until the next BALANCES batch processing.

FYI: This screen will sometimes display.

ACAB5101 ACCOUNT BALANCES -- INFORMATION SCREEN 11/01/07

 ------------------------------------------------------------------------------

 ------------------------------------------------------------------------------

 -- --

 -- THE INFORMATION YOU HAVE REQUESTED EITHER: --

 -- 1. DOES NOT EXIST IN THE ACCOUNT BALANCES DATA BASE FILE --

 -- OR --

 -- 2. RESIDES OUTSIDE THE DOMAIN OF YOUR LOGON ACCOUNT/PASSWORD --

 -- --

 ------------------------------------------------------------------------------

 ------------------------------------------------------------------------------

 PRESS ENTER TO RETURN TO THE MENU

Sometimes Report 01 is entered on the Balances Main Menu and this screen returns. This screen will display if an account that does not exist is entered on Balances Main Menu. If a sponsored research account is on guarantee or a new account just established with no expenditures posted, you may see this screen. To view the account establishment details, use Report 15. Once expenses post, the account will show with Report 01.

Pf3 Full File Access menu is rarely used by departments:

ACAB7003 ACCOUNT BALANCES/DETAIL 11/07/07

ACAB5003 FULL FILE ACCESS MENU

------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

NO. TITLE ¦ REQUIRED ¦ OPTIONAL

---- ------------------------------------ ¦-----------------¦------------------

03 Transaction description detail ¦Description (1)¦Description(2-16)

07 Granting agency account summary ¦Agency (6)¦

¦ +Exception (3)¦May specify 'all'

¦ +Program-sub (3)¦May specify 'all'

11 Granting agency program-sub totals ¦Same as No. 07 ¦Same as No. 07

13 RPA Members: budget vs actual ¦Rev. pool account¦Pool members:

¦ Budg + Proj (8)¦ Prog (3)+Budg (4)

14 RPA Members: Actual and balance ¦Same as No. 13 ¦Same as No. 13

49 Display one entire balance record ¦None ¦

-------------------------------------------------------------------------------

Report number: 03\_ Report criteria: 25500442\_\_\_\_\_\_\_\_

Desired fiscal year: 08\_ Type (B)egin-to-date/(F)iscal: B

Section (E)xp/(R)ev: E Status (A)ctive/(I)nactive/(B)oth: A

Period (M)onth-end/(T)o-date: T Detail Date range: 110107 THRU 110707

-------------------------------------------------------------------------------

PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu

Pf3 Full File Access menu is usually only used by Controller’s office staff.

* Several of the reports help reconcile the RPAs – the Revenue Pool Accounts, which group grants by federal agency or by sponsor.

ACAB5001

------------------REPORT----------------- |=======REPORT CRITERIA (#POS):======

 NO. TITLE | REQUIRED | OPTIONAL

---- ------------------------------------ |----------------|-------------------

\*01 Budget statement balances |Budget+Proj (8)|Exp: Obj(2)+sub(2)

 | |Rev: Src(3)+sub(2)

\*16 Budget statement summary by program |Budget (4)|Prog(2or3)+(Obj(2)

 | | or Src(3))+sub(2)

\*04 Area-object summary |Area (2)|

\*08 Area-program-budget summary |Area (2)|

\*10 Area-fund-program summary |Area (2)|

\*09 Fund-program summary |Fund+subfund (5)|Program (2 or 3)

 12 Budget-program-project summary |Budget (4)|Prog:From(3)Thru(3)

 15 Master account table |Budget+Proj (8)|'S' to scroll (1)

-------------------------------------------------------------------------------

 Report number: \_\_\_ Report criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Desired fiscal year (or ALL): 08\_ Type (B)egin-to-date/(F)iscal: B

 Section (E)XP/(R)EV: E Period (M)onth-end/(T)o-date: T

 Reference manual (Press PF9) \_ Month-end date is: 10/31/07

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu **PF4=Download Menu** PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit

In order to download data, an Entire Connection Session needs to be opened. To view the data on screen only, a 3270 connection will run the report.

Press **PF4** for Download Menu.

ACAB7004 ACCOUNT BALANCES -- DOWNLOAD MENU 11/01/07

ACAB5004 DOWNLOAD TO YOUR PERSONAL COMPUTER

 (Or view the reports on your terminal screen)

-------------------------------------------------------------------------------

 YEAR-TO-DATE BALANCES

-------------------------------------------------------------------------------

 1 Area, Fund 7 Fund, Area 13 Program, Budget

 2 Area, Program 8 Fund, Program 14 Program, Object

 3 Area, Budget 9 Fund, OFM Program 15 OFM Program, Fund

 4 Area, Object 10 Fund, Object 16 OFM Program, OFM Object

 11 Fund, OFM Object

 5 Budget, Program 12 Fund, Source ---------------------------

 6 Source, Budget MONTHLY BALANCES

--------------------- -------------------- ---------------------------

 ACCOUNT DETAIL SPECIAL 21 Fund, OFM Program

--------------------- -------------------- 22 Fund, OFM Object

 17 Budget, Project 25 Custom formats 23 OFM Program, Fund

 18 Position Number 26 Award/Account Summary 24 OFM Program, OFM Object

 19 Object, Subobject

 20 Source, Subsource Please select a number from the menu above: \_\_

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu

ACAB7004 ACCOUNT BALANCES -- DOWNLOAD MENU 11/01/07

ACAB5004 DOWNLOAD TO YOUR PERSONAL COMPUTER

 (Or view the reports on your terminal screen)

-------------------------------------------------------------------------------

 YEAR-TO-DATE BALANCES

-------------------------------------------------------------------------------

 1 Area, Fund 7 Fund, Area 13 Program, Budget

 2 Area, Program 8 Fund, Program 14 Program, Object

 3 Area, Budget 9 Fund, OFM Program 15 OFM Program, Fund

 4 Area, Object 10 Fund, Object 16 OFM Program, OFM Object

 11 Fund, OFM Object

 5 Budget, Program 12 Fund, Source ---------------------------

 6 Source, Budget MONTHLY BALANCES

--------------------- -------------------- ---------------------------

 ACCOUNT DETAIL SPECIAL 21 Fund, OFM Program

--------------------- -------------------- 22 Fund, OFM Object

 17 Budget, Project 25 Custom formats 23 OFM Program, Fund

 18 Position Number **26 Award/Account Summary** 24 OFM Program, OFM Object

 19 Object, Subobject

 20 Source, Subsource **Please select a number from the menu above**: 26

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu

To run Report 26, enter “26” as selection.

ACAB7063 **ACCOUNT BALANCES DOWNLOAD SELECTION 26** 11/01/07

ACAB5063 Award Document Number Summary Report 15:00:37

-------------------------------------------------------------------------------

 **Award Document Numbers**: **Accounts**: Budget+Project(8)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 **Home Account**: Budget+Proj(8) BBBBPPPP **Objects**: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

-------------------------------------------------------------------------------

 Report Title:

 ACAB8590 WASHINGTON STATE UNIVERSITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type (B)egin-to-date/(F)iscal/

 Report (D)etail/(S)ummary: S (S)elected dates only: B

 Desired fiscal year or (A)ny: 07 Dates (I)nclude/(E)xclude/(N)ot used: N

 Section (E)xp/(R)ev: E Date range: 04 01 07 thru: 06 30 07

 Maximum records to download: 9999 **Output to (P)C file/(S)creen: S**

-------------------------------------------------------------------------------

PF> \_\_\_\_ 83 JBOND PF1=Main menu **PF6=Reset** **PF8=Go** PF9=Help PF12=Menu

Download criteria can be by Award Document Numbers, specific Accounts, or Home Account. Specific Objects can also be selected. After using this screen, the account information entered is saved until changed or cleared by using Reset (PF6).

**PF8** starts the report. An Entire Connection session is requires to download output **(P)** to an Excel file.

**Below is Report 26 showing view on screen. Not all pages are shown here**. Press ENTER to scroll through the report or press PF7 to go back and PF8 to go to the next page.

ACAB8590 WASHINGTON STATE UNIVERSITY FOR 03/31/07

\*\* SUMMARY - \*\* THRU FY 2007

 ON 05/31/07

 Page 1

------------------------------------------------------------------------------

OBJ SB ACCOUNT BUDGET EXPENDITURES ENCUMBRANCES BALANCE

--- -- --------------- ------------- ------------ ------------ ------------

00 AB CLASSIFIED STAFF 11,073.30 .00

00 AD EXEMPT 173,692.26 .00

00 AF FACULTY 174,063.00 .00

00 AH GRADUATE ASSISTANTS 22,578.04 .00

00 AK OTHER HIGHER EDUCATION 2,976.00- .00

00 AS SICK LEAVE BUY-OUT 79.01 .00

Total SALARIES 343,458.62 378,509.61 .00 35,050.99-

==============================================================================

01 AK OTHER EMPLOYEES 44,683.26 .00

01 AL STUDENTS 9,197.72 .00

01 AM FEDERAL WORK STUDY - STUDENT 227.00 .00

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0081 PF> 2272 PF7=Back PF8=Next PF12=Exit

ACAB8590 WASHINGTON STATE UNIVERSITY FOR 03/31/07

\*\* SUMMARY - \*\* THRU FY 2007

 ON 05/31/07

 Page 3

------------------------------------------------------------------------------

OBJ SB ACCOUNT BUDGET EXPENDITURES ENCUMBRANCES BALANCE

--- -- --------------- ------------- ------------ ------------ ------------

03 AG AGRICULTURAL/GROUNDS MAINT S .00 370.56

03 AH BUILDING MAINTENANCE SUPPLIE 14.41 .00

03 AJ COPYING & RECORDING SUPPLIES 352.51 .00

03 AL DATA PROCESSING SUPPLIES 328.82 .00

03 AS PARTS - EQUIPMENT 92.21 .00

03 AT FILM AND PHOTOGRAPHIC SUPPLI 832.87 .00

03 AW PARTS - VEHICLES 186.71 .00

03 BA BOOKS, PAMPHLETS, CHARTS 6,835.01 .00

03 BF RESALE TO MINOR CAPITAL OUTL 37.17 .00

03 BH ANIMAL FEED 8.56 .00

03 BN SMALL EQUIPMENT ITEMS 1,755.08 .00

03 BP MEALS AND BANQUETS 11,908.66 .00

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0186 PF> \_\_\_\_ PF7=Back PF8=Next PF12=Exit

**Report 26 from the PF4 Download Menu continued.**

ACAB8590 WASHINGTON STATE UNIVERSITY FOR 03/31/07

\*\* SUMMARY - \*\* THRU FY 2007

 ON 05/31/07

 Page 13

------------------------------------------------------------------------------

OBJ SB ACCOUNT BUDGET EXPENDITURES ENCUMBRANCES BALANCE

--- -- --------------- ------------- ------------ ------------ ------------

 14K BBBB PPPP 7,260.50 7,260.50 .00 .00

 14K BBBB PPPP 5,199.43 5,199.43 .00 .00

 14K BBBB PPPP 23,309.48 23,309.48 .00 .00

 14K BBBB PPPP 280,502.70 280,502.70 .00 .00

 14K BBBB PPPP 10,286.47 10,286.47 .00 .00

 14K BBBB PPPP .00 18,674.02 .00 18,674.02-

 14K BBBB PPPP 1,456.00 1,456.00 .00 .00

 14K BBBB PPPP 6,626.21 6,626.21 .00 .00

 14K BBBB PPPP 12,080.00 12,080.00 .00 .00

 14K BBBB PPPP 5,256.18 5,256.18 .00 .00

 14K BBBB PPPP 4,774.54 4,774.54 .00 .00

 14K BBBB PPPP 3,890.00 2,439.84 .00 1,450.16

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1256 PF> \_\_\_\_ PF7=Back PF8=Next PF12=Exit

ACAB8590 WASHINGTON STATE UNIVERSITY FOR 03/31/07

\*\* SUMMARY - \*\* THRU FY 2007

 ON 05/31/07

 Page 14

------------------------------------------------------------------------------

OBJ SB ACCOUNT BUDGET EXPENDITURES ENCUMBRANCES BALANCE

--- -- --------------- ------------- ------------ ------------ ------------

 14K BBBB PPPP 22,750.00 22,750.00 .00 .00

------------------------------------------------------------------------------

Grand Total 1699,408.99 1337,286.40 105,167.12 256,955.47

==============================================================================

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1256 PF> \_\_\_\_ PF7=Back PF8=Next PF12=Exit

ACAB7005 ACCOUNT BALANCES 11/01/07

ACAB5005 Find Accounts

--------------------------------------+----------------------------------------

 No. Find Accounts For: ¦ No. Find Accounts For:

 10 Account Title Keyword ¦ 21 Granting Agency

 11 Authorized Signature ¦ 22 Award Document Number

 12 Budget (Showing Projects) ¦ 23 CFDA Index

 13 Budget (Showing Area, Dept, Unit)¦ 24 Investigator Name

 14 Exception Codes ¦ 25 Overhead Rate

 15 Area ¦ 26 Overhead Base

 16 Department ¦ 27 Overhead Revenue

 17 Unit ¦ 28 Related Account Code and Number

 18 Program and Subprogram ¦ 29 Related Account Number

 19 Fund and Subfund ¦ 30 Termination Date (yymmdd)

 20 Update Date (yymmdd) ¦ 31 Academic Center

-------------------------------------------------------------------------------

 Report number: \_\_\_ Starting value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Include inactive (Y/N): Y Ending value (Opt): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Starting account: 00000000 Ending acct: 99999999

 Starting program: 01A Ending prgm: 99Z (P)C File/(S)creen: S

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu **PF5=Find Accounts**

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share PF9=Help PF11=Refresh PF12=Main Menu

The **Find Account**s Menu (**PF5**) allows searches using specific criteria.

ACAB7005 ACCOUNT BALANCES 11/01/07

ACAB5005 Find Accounts

--------------------------------------+----------------------------------------

 No. Find Accounts For: ¦ No. Find Accounts For:

 10 Account Title Keyword ¦ 21 Granting Agency

 11 Authorized Signature ¦ 22 Award Document Number

 12 Budget (Showing Projects) ¦ 23 CFDA Index

 13 Budget (Showing Area, Dept, Unit)¦ 24 Investigator Name

 **14 Exception Codes** ¦ 25 Overhead Rate

 15 Area ¦ 26 Overhead Base

 16 Department ¦ 27 Overhead Revenue

 17 Unit ¦ 28 Related Account Code and Number

 18 Program and Subprogram ¦ 29 Related Account Number

 19 Fund and Subfund ¦ 30 Termination Date (yymmdd)

 20 Update Date (yymmdd) ¦ 31 Academic Center

-------------------------------------------------------------------------------

 **Report number**: 14\_ **Starting value**: GAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Include inactive (Y/N): Y **Ending value (Opt):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Starting account**: BBBB0000 **Ending acct**: BBBB9999

 **Starting program**: 11A **Ending prgm**: 14Z (P)C File/(S)creen: S

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share PF9=Help PF11=Refresh PF12=Main Menu

Report 14 allows accounts to be searched by exception code.

Enter “14” for **Report Number**.

Enter “exception code” for **Starting value**. **Ending Value** is optional.

Enter “Starting account number” for **Starting Account**.

Enter “Ending account number” for **Ending Acct**.

Enter desired **Starting** and **Ending Program**. Grant programs are between 11A and 14Z. Default Values for **Starting** and **Ending Program** include all program numbers.

Press ENTER.

ACAB5920 ACCOUNT BALANCES -- FIND ACCOUNTS 11/01/07

 ACCOUNTS WITH EXCEPTION CODE GAR 14:34:08

SELECTION: ACCOUNTS BBBB0000 THRU BBBB9999 PROGRAMS 11A THRU 14Z

-------------------------------------------------------------------------------

 A END PRO- ACCOUNT

 C DATE ACCOUNT GRAM TITLE

 - -------- --------- ---- ------------------------------------------------

 A 06/30/07 BBBB 1445 14F G u a r a n t e e

 A 06/30/07 BBBB 1456 14F G u a r a n t e e

 A 06/30/07 BBBB 1471 14F G u a r a n t e e

 A 06/30/07 BBBB 1478 14F G u a r a n t e e

 A 06/30/07 BBBB 1505 14F G u a r a n t e e

 A 12/31/08 BBBB 1517 14F G u a r a n t e e

 A 12/31/08 BBBB 1531 14F G u a r a n t e e

 A 12/31/08 BBBB 1536 14F G u a r a n t e e

 A 12/31/08 BBBB 1557 14F G u a r a n t e e

ACAB7005 ACCOUNT BALANCES 11/01/07

 ACAB5005 Find Accounts

 --------------------------------------+----------------------------------------

 No. Find Accounts For: ¦ No. Find Accounts For:

 10 Account Title Keyword ¦ 21 Granting Agency

 11 Authorized Signature ¦ 22 Award Document Number

 12 Budget (Showing Projects) ¦ 23 CFDA Index

 13 Budget (Showing Area, Dept, Unit)¦ 24 Investigator Name

 14 Exception Codes ¦ 25 Overhead Rate

 15 Area ¦ 26 Overhead Base

 16 Department ¦ 27 Overhead Revenue

 17 Unit ¦ 28 Related Account Code and Number

 18 Program and Subprogram ¦ 29 Related Account Number

 19 Fund and Subfund ¦ **30 Termination Date (yymmdd)**

 20 Update Date (yymmdd) ¦ 31 Academic Center

 -------------------------------------------------------------------------------

 **Report number**: 30\_ **Starting value**: 090301\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Include inactive (Y/N):** Y **Ending value (Opt)**: 090331\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Starting account**: BBBB0000 **Ending acct**: BBBB9999

 **Starting program**: 11A **Ending prgm**: 14Z (P)C File/(S)creen: S

 -------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

 PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share PF9=Help PF11=Refresh PF12=Main Menu

Report 30 shows accounts terming during a specific time period.

Enter “30” for **Report Number**.

Enter “Beginning Date” as YYMMDD for **Starting Value**.

Enter “Ending Date” as YYMMDD for **Ending Value**.

Enter “Starting Account number” for **Starting Account**.

Enter “Ending Account number” for **Ending Account**.

Enter “Starting Program” for **Starting Program** and “Ending Program” for **Ending Account**. For Grant accounts use Programs between 11A and 14Z.

Press ENTER.

ACAB5936 ACCOUNT BALANCES -- FIND ACCOUNTS 11/01/07

 ACCOUNTS TERMINATING ON 09/03/31 THRU 09/03/31 09:08:34

SELECTION: ACCOUNTS BBBB1000 THRU BBBB9999 PROGRAMS 11A THRU 14Z

-------------------------------------------------------------------------------

A END PRO- ACCOUNT

C DATE ACCOUNT GRAM TITLE

- -------- --------- ---- ------------------------------------------------

A 03/31/09 BBBB 1501 14F GRANT TITLE

A 03/31/09 BBBB 1502 14F GRANT TITLE

A 03/31/09 BBBB 1503 14F GRANT TITLE

A 03/31/09 BBBB 1504 14F GRANT TITLE

A 03/31/09 BBBB 1505 14F GRANT TITLE

A 03/31/09 BBBB 1506 14F GRANT TITLE

A 03/31/09 BBBB 1508 14F GRANT TITLE

A 03/31/09 BBBB 1509 14F GRANT TITLE

A 03/31/09 BBBB 1510 14F GRANT TITLE

A 03/31/09 BBBB 1511 14F GRANT TITLE

A 03/31/09 BBBB 1512 14F GRANT TITLE

ACAB7006 ACCOUNT BALANCES 11/01/07

ACAB5006 **Code Titles**

--------------------------------------+----------------------------------------

 No. Display Titles For: ¦ No. Display Titles For:

---- ---------------------------------¦---- -----------------------------------

 10 Object ¦ 30 Overhead Rate

 **11 Object-Subobject** ¦ 31 Overhead Base

 12 Source ¦ 32 Overhead Revenue

 13 Source-Subsource ¦ 33 CFDA Agency

 14 Fund ¦ 34 CFDA Subagency

 15 Fund-Subfund ¦ 35 CFDA Program

 16 Program ¦ 36 Exception Code

 17 Program-Subprogram ¦

 18 Budget ¦ 40 Associate Names (last name first)

 19 Account Number ¦

 20 Department ¦

 21 Area ¦

-------------------------------------------------------------------------------

 **Report number**: 11\_ Output to (P)C file/(S)creen S

 **Starting value**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending value**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ **PF6=Code Titles** PF7=Cost Share Menu F9=Help PF12=Main Menu

The **Code Titles** (PF6) shows the description of the different codes used in Balances.

Report 11 shows the Object-Sub Object descriptions. Options 30 through 36 are not set up.

Enter “11” for **Report Number**.

Press ENTER.

ACAB6001 ACCOUNT BALANCES -- CODE TITLES 11/01/07

 OBJECT AND SUBOBJECT 14:36:39

-------------------------------------------------------------------------------

00- SALARIES

00-AB CLASSIFIED STAFF

00-AD EXEMPT

00-AF FACULTY

00-AH GRADUATE ASSISTANTS

00-AK OTHER HIGHER EDUCATION

00-AL STUDENTS

00-AM FEDERAL WORK STUDY - GRAD STUDENTS

00-AN STATE WORK STUDY - GRAD STUDENTS

00-AO INDEPENDENT WORK STUDY - GRAD STUDE

00-AQ POST-DOCTORAL RESEARCH FELLOW TRAIN

00-AS SICK LEAVE BUY-OUT

00-AT TERMINAL LEAVE BUY-OUT

00-BA HIGHER ED EXEMPT

00-BE HIGHER ED FACULTY

00-BJ HIGHER ED GRAD STUDENTS

00-BK HIGHER ED - CLASSIFIED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0017 PF> \_\_\_\_ PF12=MENU

Press ENTER to scroll through information.

 ACAB7006 ACCOUNT BALANCES 11/01/07

 ACAB5006 Code Titles

 --------------------------------------+----------------------------------------

 No. Display Titles For: ¦ No. Display Titles For:

 ---- ---------------------------------¦---- -----------------------------------

 10 Object ¦ 30 Overhead Rate

 **11 Object-Subobject** ¦ 31 Overhead Base

 12 Source ¦ 32 Overhead Revenue

 13 Source-Subsource ¦ 33 CFDA Agency

 14 Fund ¦ 34 CFDA Subagency

 15 Fund-Subfund ¦ 35 CFDA Program

 16 Program ¦ 36 Exception Code

 17 Program-Subprogram ¦

 18 Budget ¦ 40 Associate Names (last name first)

 19 Account Number ¦

 20 Department ¦

 21 Area ¦

 -------------------------------------------------------------------------------

 **Report number**: 11\_ Output to (P)C file/(S)creen S

 **Starting value**: 03\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending value**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 -------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

 PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu F9=Help PF12=Main Menu

For the descriptions of a specific object,

Enter “11” for **Report Number**.

Enter “03” for **Starting value**. **Ending Value** is optional.

ACAB6001 ACCOUNT BALANCES -- CODE TITLES 11/01/07

 OBJECT AND SUBOBJECT 14:52:09

-------------------------------------------------------------------------------

03- GOODS AND SERVICES

03-AA OFFICE SUPPLIES

03-AB COMPUTER EQUIPMENT NON-INVENTORIABL

03-AC INSTRUCTION/LAB/MEDICAL SUPPLIES

03-AD CUSTODIAL SUPPLIES

03-AE COSTUMES & THEATRICAL SUPPLIES

03-AF OFFICE RELOCATION SUPPLIES

03-AG AGRICULTURAL/GROUNDS MAINT SUPPLIES

03-AH BUILDING MAINTENANCE SUPPLIES

03-AJ COPYING & RECORDING SUPPLIES

03-AK HOUSEKEEPING SUPPLIES

03-AL DATA PROCESSING SUPPLIES

03-AM PATIENT CARE SUPPLIES

03-AN FORMS

03-AP UNIFORMS & PROTECTIVE APPAREL

03-AR ATHLETIC AND RECREATION SUPPLIES

03-AS PARTS - EQUIPMENT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0017 PF> \_\_\_\_ PF12=MENU

Press ENTER to scroll through information.

ACAB7006 ACCOUNT BALANCES 11/01/07

ACAB5006 Code Titles

--------------------------------------+----------------------------------------

 No. Display Titles For: ¦ No. Display Titles For:

---- ---------------------------------¦---- -----------------------------------

 10 Object ¦ 30 Overhead Rate

 11 Object-Subobject ¦ 31 Overhead Base

 12 Source ¦ 32 Overhead Revenue

 13 Source-Subsource ¦ 33 CFDA Agency

 14 Fund ¦ 34 CFDA Subagency

 15 Fund-Subfund ¦ 35 CFDA Program

 16 Program ¦ 36 Exception Code

 **17 Program-Subprogram** ¦

 18 Budget ¦ 40 Associate Names (last name first)

 19 Account Number ¦

 20 Department ¦

 21 Area ¦

-------------------------------------------------------------------------------

 **Report number**: 17\_ Output to (P)C file/(S)creen S

 **Starting value**: 11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending value**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles PF7=Cost Share Menu F9=Help PF12=Main Menu

Report 17 defines the Program – Sub Program.

Enter “17” for Report number.

Enter “desired starting value” for Starting Value. Ending value is optional.

ACAB6008 ACCOUNT BALANCES -- CODE TITLES 11/01/07

 PROGRAM AND SUBPROGRAM 14:54:01

-------------------------------------------------------------------------------

11 FEDERAL SPONSORED RESEARCH

11D DEPARTMENT OF AGRICULTURE

11E DEPARTMENT OF COMMERCE

11F DEPARTMENT OF DEFENSE

11G DEPARTMENT OF EDUCATION

11H DEPARTMENT OF HEALTH & HUMAN SERVICES

11K DEPARTMENT OF HEW - OFFICE OF EDUCATION (NOT LO

11L DEPARTMENT OF HEW - PUBLIC HEALTH SERVICE (NOT

11M DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

11N DEPARTMENT OF INTERIOR

11P DEPARTMENT OF JUSTICE

11R DEPARTMENT OF STATE

11S ENVIRONMENTAL PROTECTION AGENCY

11T DEPARTMENT OF ENERGY

11U NATIONAL AERONAUTICS & SPACE ADMINISTRATION

11V NATIONAL SCIENCE FOUNDATION

11W FEDERAL FLOW THROUGH FUNDS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0017 PF> \_\_\_\_ PF12=MENU

Press ENTER to scroll through information.

**PF7** Cost Share screens.

ACAB7001 ACCOUNT BALANCES -- MAIN MENU 11/01/07

ACAB5001

------------------REPORT----------------- ¦=======REPORT CRITERIA (#POS):======

 NO. TITLE ¦ REQUIRED ¦ OPTIONAL

---- ------------------------------------ ¦----------------¦-------------------

\*01 Budget statement balances ¦Budget+Proj (8)¦Exp: Obj(2)+sub(2)

 ¦ ¦Rev: Src(3)+sub(2)

\*16 Budget statement summary by program ¦Budget (4)¦Prog(2or3)+(Obj(2)

 ¦ ¦ or Src(3))+sub(2)

\*04 Area-object summary ¦Area (2)¦

\*08 Area-program-budget summary ¦Area (2)¦

\*10 Area-fund-program summary ¦Area (2)¦

\*09 Fund-program summary ¦Fund+subfund (5)¦Program (2 or 3)

 12 Budget-program-project summary ¦Budget (4)¦Prog:From(3)Thru(3)

 15 Master account table ¦Budget+Proj (8)¦'S' to scroll (1)

-------------------------------------------------------------------------------

 Report number: \_\_\_ Report criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Desired fiscal year (or ALL): 04\_ Type (B)egin-to-date/(F)iscal: B

 Section (E)XP/(R)EV: E Period (M)onth-end/(T)o-date: T

 Reference manual (Press PF9) \_ Month-end date is: 06/30/03

-------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF> \_\_\_\_ PF6=Code Titles **PF7=Cost Sharing** PF9=Help PF10=Help Overview PF12=Quit

Press **PF7** for Cost Share.

 ACAB5007 ACCOUNT BALANCES 11/01/07

 ACAB7007 Cost Share Inquiry Menu 15:54:41

 Please select one of the following options: \_\_

 01 Qry Detail by Account

 02 Qry Detail by Dept

 03 Qry Detail by SSN

 04 Qry Summary by Account

 05 Qry Summary by Area

 06 Qry Summary by Dept

 07 Cost Share Participation

 08 List of Cost Share Accounts

 09 Download Area Detail

 -------------------------------------------------------------------------------

 PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

 PF6=Code Titles PF12 = Exit

Cost share menu.

ACAB5007 ACCOUNT BALANCES 11/01/07

ACAB7007 Cost Share Inquiry Menu 15:55:23

 Please **select** one of the following options: 01

 **01 Qry Detail by Account**

 02 Qry Detail by Dept

 03 Qry Detail by SSN

 04 Qry Summary by Account

 05 Qry Summary by Area

 06 Qry Summary by Dept

 07 Cost Share Participation

 08 List of Cost Share Accounts

 09 Download Area Detail

-------------------------------------------------------------------------------

PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF6=Code Titles PF12 = Exit

Report 01 shows the cost share detail for a grant account.

Select “01” for detailed cost share for an account. Press ENTER.

ACAB5821 ACCOUNT BALANCES 11/01/07

ACAB7821 Qry Cost Share Detail by Account 11:12:40

 +-------Cost Share Select Screen--------+

 ¦ ¦

 ¦ ¦

 ¦ **Account Number**: BBBB PPPP ¦

 ¦ ¦

 ¦ **Start Date ( optional**) : 01 01 2003 ¦

 ¦ **End Date ( optional**) : 07 21 2008 ¦

 ¦ ¦

 ¦ ¦

 +---------------------------------------+

 PF6 = Download PF12 = Exit

Enter “budget project” for **Account Number**.

**Start Date** and **End Date** are optional fields.

Press ENTER.

ACAB5828 ACCOUNT BALANCES - COST SHARE DETAIL 11/01/07

 by Account 11:13:48

 From 01/01/03 Thru 07/21/08

 Acct No: BBBB-PPPP Acct Beg Date: 10/01/02 Acct End Date: 09/30/08

 Program: 14A PI: BOND, J for Project GoldenEye

------------------------------------------------------------------------------

Employee Process Eff-E Off-C On-c

 Name SSN Date Date Pct Pct Obj Amount

-------------------------------------------------------------------------------

 CASH 06/11/03 03/03 01 6,487.50

 Object total 01 6,487.50

 06/11/03 03/03 03 1,945.00

 Object total 03 1,945.00

 06/11/03 03/03 04 258.75

 Object total 04 258.75

 06/11/03 03/03 07 2,047.25

 Object total 07 2,047.25

 Employee/Item total 10,738.50

BLOFELD, ERNST STAVRO 06/25/03 05/03 2.0 00 630.73

 Object total 00 630.73

 06/25/03 05/03 2.0 07 170.30

PF1=Summary PF6=Cost Share Partic PF7=List Cost Shr Accts PF12=EXIT

ACAB5828 ACCOUNT BALANCES - COST SHARE DETAIL 11/01/07

 by Account 11:13:48

 From 01/01/03 Thru 07/21/08

 Acct No: BBBB-PPPP Acct Beg Date: 10/01/02 Acct End Date: 09/30/08

 Program: 14A PI: CRAIG, DANIEL for Project Casino Royale

------------------------------------------------------------------------------

Employee Process Eff-E Off-C On-c

 Name SSN Date Date Pct Pct Obj Amount

-------------------------------------------------------------------------------

 Object total 07 170.30

 Employee/Item total 801.03

 Total Amount for Account 11,539.53

PF1=Summary PF6=Cost Share Partic PF7=List Cost Shr Accts PF12=EXIT

The results for this account show that manual entries (CASH) and Effort Certification Entries (Name, SSN) are cost share on this account. If there are too many records, a message saying “there are too many records. Download the information.” will show as a result.

ACAB5007 ACCOUNT BALANCES 11/01/07

ACAB7007 Cost Share Inquiry Menu 11:15:47

 Please **select** one of the following options: 04

 01 Qry Detail by Account

 02 Qry Detail by Dept

 03 Qry Detail by SSN

 **04 Qry Summary by Account**

 05 Qry Summary by Area

 06 Qry Summary by Dept

 07 Cost Share Participation

 08 List of Cost Share Accounts

 09 Download Area Detail

-------------------------------------------------------------------------------

PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts

PF6=Code Titles PF12 = Exit

Report 04 shows a cost share summary by object for a grant account.

Select “04” for summary by object for an account. Press ENTER.

ACAB5824 ACCOUNT BALANCES 11/01/07

ACAB7824 11:16:29

 Query Cost Share Summary

 by Account

 +-------Cost Share Select Screen--------+

 ¦ ¦

 ¦ ¦

 ¦ **Account Number**: BBBB PPPP ¦

 ¦ ¦

 ¦ ¦

 +---------------------------------------+

 PF6 = Download PF12 = Exit

Enter “budget project” for **Account Number**.

Press ENTER.

ACAB5831 ACCOUNT BALANCES - COST SHARE SUMMARY 11/01/07

 by ACCOUNT 11:17:02

 Program: 14A

 Acct No: BBBB-PPPP Begin Date: 10/01/02

 P. Investigator: BOND, J. The Living Daylights End Date: 09/30/08

---------------------------------------------------------------------------

 Cost Share

 Object Amount Total Cost Obligation Over/Under

---------------------------------------------------------------------------

 00 1,210.61

 01 8,427.00

 03 3,797.00

 04 517.50

 07 3,091.37

 13 164.23

 17,207.71 80,129.00 62,921.29

 PF1=DETAIL PF6=COST SHARE PARTICIP PF12 = EXIT

If you have any questions about Balances, please e-mail:

Karen Breese kbreese@wsu.edu

Thank you!

Hope you have enjoyed this AIS Balances class.

 All of the PI, Grant and departmental characters are fictional and are not intended to represent any living or dead person.

Thank you!

Rev. 3/2016