

# BALANCES Overview

October 2017

## PF12 - Main Menu

ACAB7001		ACCOUNT BALANCES -- MAIN MENU		10/11/17
ACAB5001		-----REPORT-----		
NO.	TITLE	REQUIRED	=====REPORT CRITERIA (#POS):=====	
			OPTIONAL	
*01	Budget statement balances	Budget+Proj (8)	Exp: Obj(2)+sub(2)	
*16	Budget statement summary by program	Budget (4)	Rev: Src(3)+sub(2)	
			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): 18_		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: 09/30/17		
-----				
PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts				
PF6=Code Titles PF7=Cost Sharing PF9=Help PF10=Help Overview PF12=Quit				

- 01 – Budget Statement: Financial summary/snapshot by budget project.
- 15 – Master Account Table: Non-financial information by budget project (i.e. PI, exceptions codes, project period, etc.).
- 15X – All Master Account Detail: Detailed non-financial information by budget project (i.e. created date, comments, ORSO number, AG code, etc.).

## PF2 - Detail Menu

```

ACAB7002          ACCOUNT DETAIL MENU          10/11/17
ACAB5002
-----REPORT-----
NO.  TITLE
-----REPORT CRITERIA (#POS):=====
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:      ___ Report criteria:
Desired fiscal year (or ALL): 18_ Date criteria: 100117 thru 101117
Section (E)xp/(R)ev: E Date range available: 040116 thru 101117
Fund: ___ Subfund: ___ (for Report 01 only)

PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts
PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu
PF>

```

- 01B – Budget Detail: Accounting transaction detail by budget project and transaction type (i.e. expenses or revenue).
- 05 – Transaction search by document number.
- 06 – Transaction search by reference number.
- 19 – Accounts Receivable information by budget project.

## PF4 – Download Reports Menu

```

ACAB7004          ACCOUNT BALANCES -- DOWNLOAD MENU          10/11/17
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

5 Budget, Program    11 Fund, OFM Object
6 Source, Budget     12 Fund, Source

-----
ACCOUNT DETAIL      SPECIAL
-----
17 Budget, Project  25 Custom formats
18 Position Number  26 Award/Account Summary
19 Object, Subobject
20 Source, Subsource

Please select a number from the menu above: 26

-----
MONTHLY BALANCES
-----
21 Fund, OFM Program
22 Fund, OFM Object
23 OFM Program, Fund
24 OFM Program, OFM Object

PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts
PF6=Code Titles PF7=Cost Share Menu PF9=Help PF12=Main Menu
PF>

```

- 26 – Award/Account Summary: Expense or revenue totals by various award and/or account and date criteria. Date criteria allows the information to be pulled to view different period totals.

## PF4 – Download Reports Menu: Report 26 Detail

```

ACAB7063          ACCOUNT BALANCES DOWNLOAD SELECTION 26          10/12/17
ACAB5063          Award Document Number Summary Report          10:53:59
-----
Award Document Numbers:          Accounts: Budget+Project(8)
WSU003654
-----
Home Account: Budget+Proj(8)    Objects:
-----
Report Title:
ACAB8590          WASHINGTON STATE UNIVERSITY
** SUMMARY - SPECIFY THE ACCOUNTS YOU HAVE SELECTED HERE **
-----
Report (D)etail/(S)ummary:      S          Type (B)egin-to-date/(F)iscal/
Desired fiscal year or (A)ny:    A          (S)elected dates only:      B
Section (E)xp/(R)ev:            E          Dates (I)nclude/(E)xclude/(N)ot used: E
Maximum records to download:    9999    Date range: 07 01 17 thru: 10 31 17
Output to (P)C file/(S)creen:  S
-----
PF>          701 ALYK          PF1=Main menu  PF6=Reset PF8=Go  PF9=Help PF12=Menu

```

- Information can be pulled for all accounts under an award, by multiple budget projects, or by the budget project of a home account to include all accounts under that home.
- For totals for a specific date range enter "S" in 'Type', "I" in 'Dates', and the beginning and ending dates in 'Date Range'.
- For cumulative totals up to a certain date enter "B" in 'Type', "E" in 'Dates', and the beginning and ending dates in 'Date Range' for those you want to exclude (example above is for cumulative amounts through 6/30/2017).

## PF5 – Find Accounts

```

ACAB7005          ACCOUNT BALANCES          10/11/17
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 (yyymmdd)
20  Update Date (yyymmdd)    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
PF6=Code Titles  PF7=Cost Share  PF9=Help  PF11=Refresh  PF12=Main Menu
PF>

```

- 12 – By budget
- 21 – By granting agency
- 22 – By award document number
- 29 – Return list of related accounts by budget project
- 30 – By end date

## PF6 – Code Titles

```

ACAB7005          ACCOUNT BALANCES          10/11/17
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
PF6=Code Titles  PF7=Cost Share  PF9=Help  PF11=Refresh  PF12=Main Menu

```

- 26 – Award/Account Summary: Expense or revenue totals by various award and/or account and date criteria. Date criteria allows the information to be pulled to view different period totals.

## PF6 – Cost Share Inquiry Menu

```

ACAB5007          ACCOUNT BALANCES          10/12/17
ACAB7007          Cost Share Inquiry Menu      12:54:18

Please select one of the following options:  __

01  Qry Detail by Account
02  Qry Detail by Dept
03  Qry Detail by WSU ID Number

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

```

- Reports 01, 02, & 03 provide cost share detail by the various selected criteria and date range.
- Reports 04, 05, & 06 provide cost share summary by the various selected criteria. This can be drilled down for detail.
- Report 07 – Cost Share Participation: List of employees certifying effort by budget project.
- Report 08 – List of Cost Share Accounts: List of accounts that an employee is certifying effort on.