

Balances Training Table of Contents

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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

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      .WW wWWWw SSSS" V
      WWw.WWWW SSSs powered by AIS -- Administrative Information System
      . "WWWWW" SSS OS/390
      wW" WWWWWWw SSS . TSO ----- MVS Text Editor
      WWWw.WWWWWW SSS U U
      wWWWWW" SSS Uu uU
      wWWWWW" WWW".SSS UUuuuuUU
      W" WWW".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.

-- NET-PASS Activity Table --

Level Id	Application Name	Application Description	Rcv. 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 cursor 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			

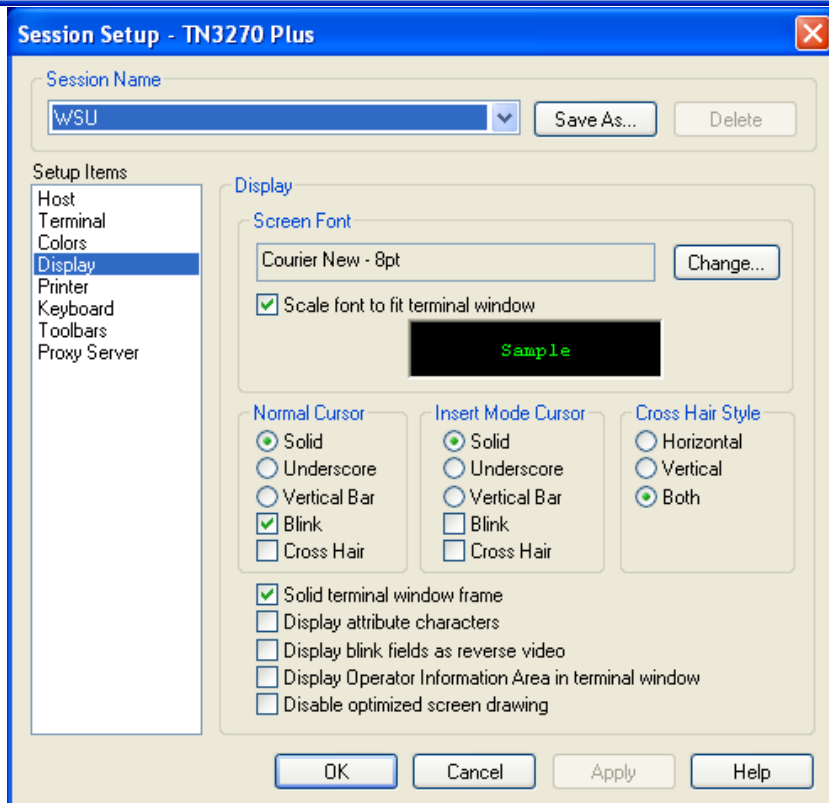
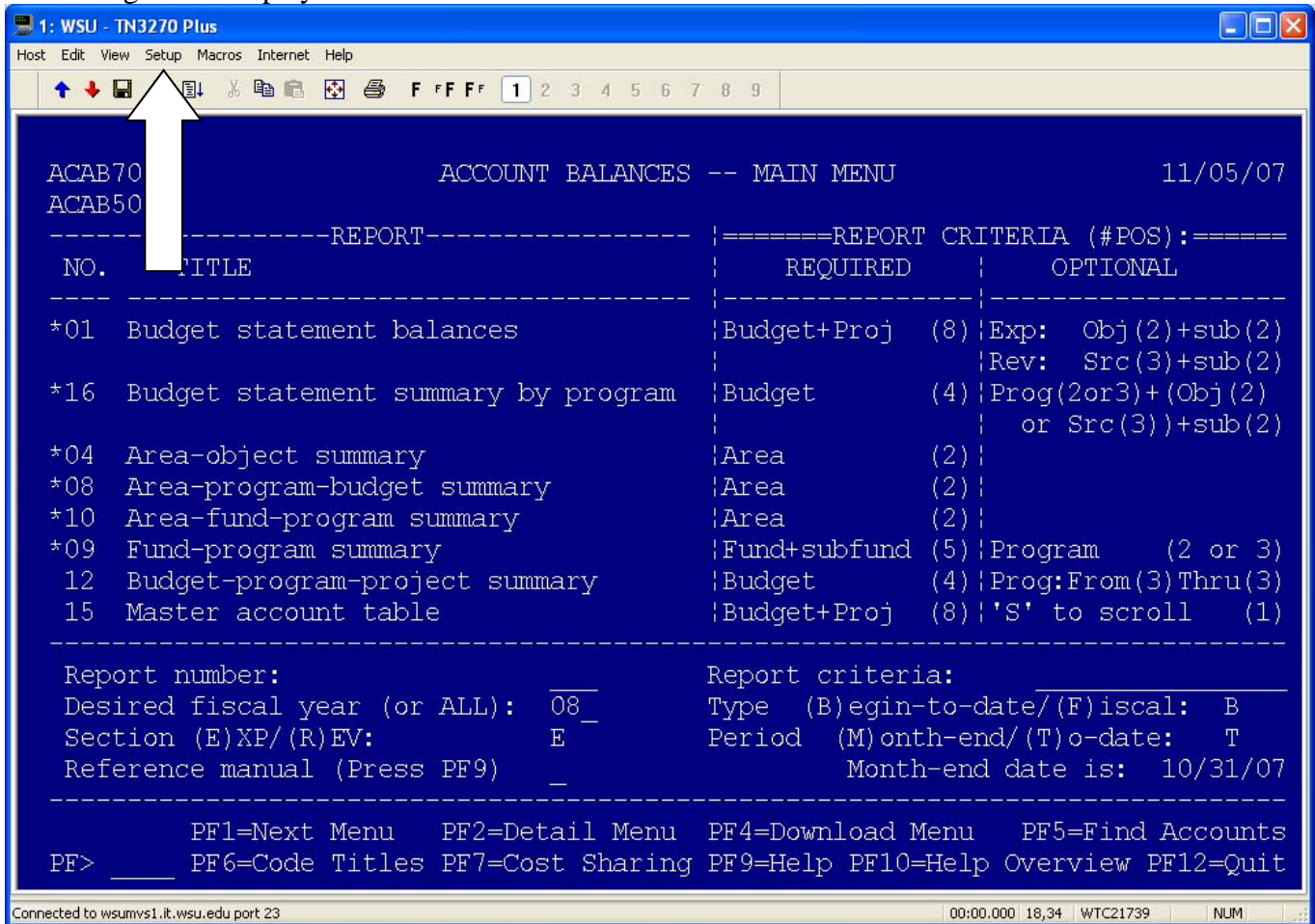
Command ==>

Page 1 of 1
 PF9 = Help
 PF12 = Exit

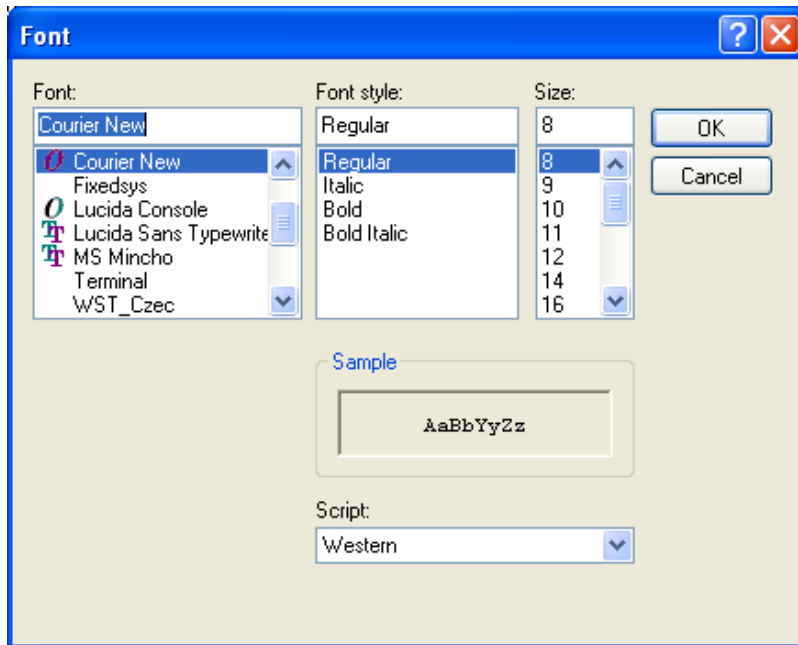
From NetPass, you can assign another session to another AIS application, such as FACTS, displayed above. For instance, you can assign “**PF14**” –which is the **Shift-PF2** keys together, as “Shift” enables 12 more functions: numbers 13 through 24.

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

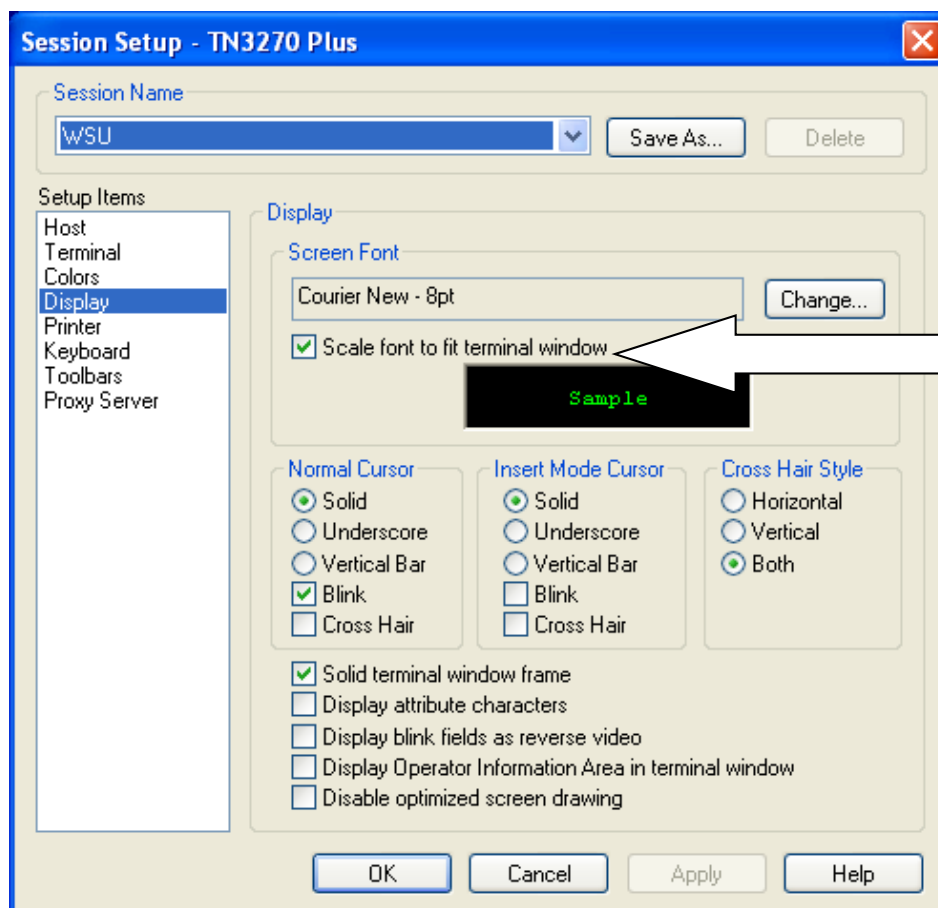
and change the "Display" Font:



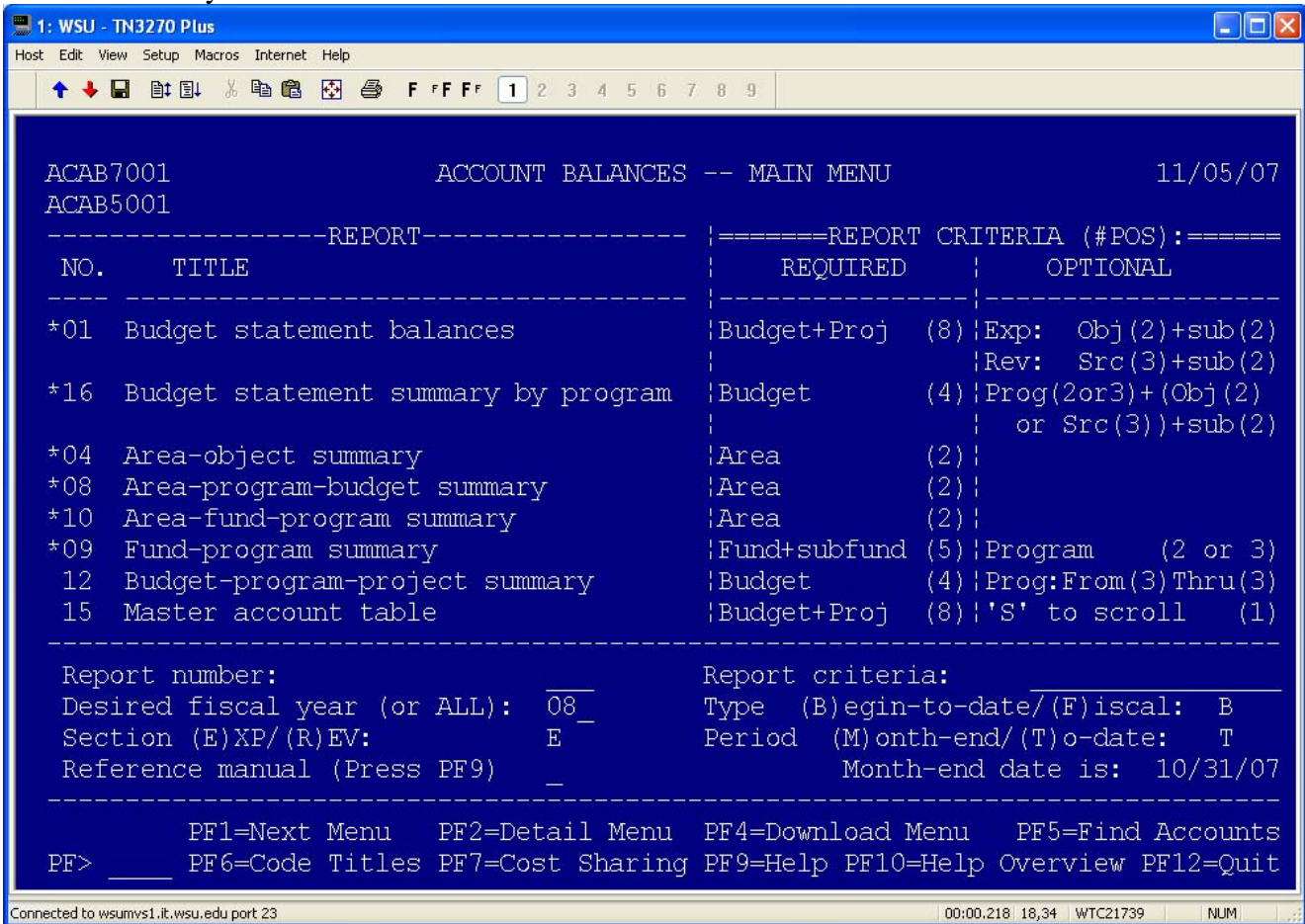
Choose Setup at the top of the Screen, select "Display," choose Change Fonts.



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		Signatures:	
Budget:	BBBB DEPARTMENT BUDGET			CONNERY, SEAN	
Project:	PPPP PROJECT: From Russia With Love			BIANCHI, DANIELA	
Area:	13 AREA TITLE			SHAW, ROBERT	
Dept:	1750 DEPARTMENT: MI6			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.

```

ACAB5915          ACCOUNT BALANCES Report 15 - (Master Account Table)      11/05/07
-----
Funds: 14501
Budget: BBBB DEPARTMENT BUDGET
Project: PPPP PROJECT: Thunderball
Area: 13 AREA TITLE
Dept: 1750 DEPARTMENT: MI6

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
 2. 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.

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.)

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.”

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(H) : 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.

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.

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.

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.

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.

-----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
ACAB5001

ACCOUNT BALANCES -- MAIN MENU

11/01/07

```

-----REPORT-----
NO.      TITLE
-----
*01 Budget statement balances
*16 Budget statement summary by program
*04 Area-object summary
*08 Area-program-budget summary
*10 Area-fund-program summary
*09 Fund-program summary
  12 Budget-program-project summary
  15 Master account table

=====REPORT CRITERIA (#POS):=====
      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
Desired fiscal year (or ALL): ALL
Section (E)XP/(R)EV: E
Reference manual (Press PF9) -

Report criteria: BBBBPPPP
Type (B)egin-to-date/(F)iscal: B
Period (M)onth-end/(T)o-date: T
Month-end date is: 10/31/07

-----
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
  
```

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
ACAB5001

ACCOUNT BALANCES -- MAIN MENU

11/01/07

-----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
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: 271511A14Z) for Report Criteria.

Enter "03" for Desired fiscal year.

Leave Selection as "E" (default).

Leave Period as "T" for To-Date totals. Press ENTER:

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
ACAB5002

ACCOUNT DETAIL MENU

11/01/07

-----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:** BBBBPPPP03
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
ACAB5002

ACCOUNT DETAIL MENU

11/01/07

-----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: BBBBPPPP03
 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
 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:

FY	CC	DATE	DESCRIPTION	AMOUNT	ID NUMBER	FUND	TT
					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-----
NO.      TITLE
-----
*01  Budget statement detail
    02  Position number detail
    05  Document number detail
    06  Reference number detail

    17  Position number summary
    18  Description detail
    19  Accounts receivable open invoices
-----
*****REPORT CRITERIA (#POS):*****
REQUIRED      OPTIONAL
-----
Budget+Proj  (8)  Exp:  Obj(2)+sub(2)
                               Rev:  Src(3)+sub(2)
Position No. (6)  Budg(4) + Proj(4)
Document      (7)  Budg(4) + Proj(4)
Reference      (7)  Budg(4) + Proj(4)

Position No. (6)  Budg(4) + Proj(4)
Name          (1 to 16)
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
 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

- | | | |
|----------------------|---------------------------------|----------------------------|
| 17 Budget, Project | 25 Custom formats | 21 Fund, OFM Program |
| 18 Position Number | 26 Award/Account Summary | 22 Fund, OFM Object |
| 19 Object, Subobject | | 23 OFM Program, Fund |
| 20 Source, Subsource | | 24 OFM Program, OFM Object |

Please select a number from the menu above: _

PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts
 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
-----
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
-----
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_____
-----
Report (D)etail/(S)ummary:      S          Type (B)egin-to-date/(F)iscal/
Desired fiscal year or (A)ny:    07          (S)electd dates only:          B
Section (E)xp/(R)ev:            E          Dates (I)nclude/(E)xclude/(N)ot used: N
Maximum records to download:    9999        Date range: 04 01 07 thru: 06 30 07
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.

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

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 (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

The Find Accounts 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 (yyymmdd)
20	Update Date (yyymmdd)	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
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 (yyymmdd)
20  Update Date (yyymmdd)         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
```

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)screen S
 Starting value: _____ Ending value: _____

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

- 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
11  Object-Subobject
12  Source
13  Source-Subsource
14  Fund
15  Fund-Subfund
16  Program
17  Program-Subprogram
18  Budget
19  Account Number
20  Department
21  Area
-----
30  Overhead Rate
31  Overhead Base
32  Overhead Revenue
33  CFDA Agency
34  CFDA Subagency
35  CFDA Program
36  Exception Code
40  Associate Names (last name first)
-----
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
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
                                                                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)screen S
Starting value: 11_ Ending value: _____

PF1=Next Menu PF2=Detail Menu PF4=Download Menu PF5=Find Accounts
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-----
NO.      TITLE
-----
*01  Budget statement balances
*16  Budget statement summary by program
*04  Area-object summary
*08  Area-program-budget summary
*10  Area-fund-program summary
*09  Fund-program summary
12   Budget-program-project summary
15   Master account table

=====REPORT CRITERIA (#POS):=====
REQUIRED      OPTIONAL
-----
Budget+Proj  (8) | Exp:  Obj(2)+sub(2)
                | Rev:  Src(3)+sub(2)
Budget        (4) | Prog(2or3)+(Obj(2)
                | or Src(3))+sub(2)
Area          (2) |
Area          (2) |
Area          (2) |
Fund+subfund (5) | Program   (2 or 3)
Budget        (4) | Prog:From(3)Thru(3)
Budget+Proj  (8) | 'S' to scroll (1)
-----
Report number:
Desired fiscal year (or ALL): 04_
Section (E)XP/(R)EV:         E
Reference manual (Press PF9)  _

Report criteria:
Type (B)egin-to-date/(F)iscal: B
Period (M)onth-end/(T)o-date:  T
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
ACAB7007

ACCOUNT BALANCES
Cost Share Inquiry Menu

11/01/07
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
ACAB7821

ACCOUNT BALANCES
Qry Cost Share Detail by Account

11/01/07
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 Name	SSN	Process Date	Eff-E Date	Off-C Pct	On-c Pct	Obj	Amount
CASH		06/11/03	03/03			01	6,487.50
						01	6,487.50
		06/11/03	03/03			03	1,945.00
						03	1,945.00
		06/11/03	03/03			04	258.75
						04	258.75
		06/11/03	03/03			07	2,047.25
						07	2,047.25
		Employee/Item total					10,738.50
BLOFELD, ERNST STAVRO		06/25/03	05/03	2.0		00	630.73
						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 Name	SSN	Process Date	Eff-E Date	Off-C Pct	On-c Pct	Obj	Amount
						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
ACAB7007

ACCOUNT BALANCES
Cost Share Inquiry Menu

11/01/07
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
ACAB7824

ACCOUNT BALANCES
Query Cost Share Summary
by Account

11/01/07
11:16:29

+-----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

Object	Cost Share 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!

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