




Balances and Data Warehouse for Administration of Sponsored Awards

Research Administration Series:
Presented by Kim Akin
And Claire Rathbun
Sponsored Program Services

Balances



What Is Account Balances?

- AIS Account Balances is a legacy mainframe application which allows the user to query WSU accounting and financial information.
- AIS was originally developed in the 1980s and continues to be updated and maintained.
- Get access by filling out the Administrative Information Systems ACCESS REQUEST form and sending it to the Controller's Office, mail code 1025. The form can be found at: <https://policies.wsu.edu/prf/index/manuals/85-00-computing-telecommunications/85-33-accessing-administrative-information-systems/>
- BPPM 30.07 covers BALANCES plus financial rules.

Do you know what is awesome when you are using BALANCES query?



You can't break anything because you are just looking at information!

However....
Balances will be replaced with WorkDay July 1, 2020

- The goal is that only current awards will be uploaded into WorkDay.
- AIS Balances and Business Objects will still exist.
- You will need to use Business Objects to find historical information on accounts that are not transferred to WorkDay.

So you just started in this awesome research accountant position and a Principle Investigator (PI) comes to your desk with a question about an account related to a research grant, cooperative agreement or award.



Your first thought is most likely...
"You want to know what?"

Where do I find that information?

"F4 Rpt 26"

"F2 Rpt 1"

"Details? Balances, Rpt 01B"

"Oh you can find that in Balances"

"Cost Share, you can download the report from balances"

"Did you check Balances?"

"You can find that in F7 Rpt 04"

In Balances



So where do you go to find...

- ✓ Accounting information based on award number?
- ✓ How much does the PI have left to spend on their award?
- ✓ Cost Share? Where do I find that information?
- ✓ Where do I see a snapshot of a single budget/project number?
- ✓ What is F4 report 26? How does that help me?
- ✓ I don't see any revenue. Did SPS even invoice on this account?
- ✓ What questions do you have? ... (I expect a response here ladies and gentleman)
- ✓ Lets see if we can help you learn how to look up the information you need to be successful when working with grants, contracts and co-operative agreements.



So where can you find account information?
AIS Balances and Business Objects (Webi) of course.

Let's start with Balances

Learning About the Menu Screens

Because what you need to know determines where you need to go.

➤ (F1) Menu -Account Balances Main Menu

➤ (F2) Detail Menu -Account Detail

➤ (F3) File Access Menu - Specific Transaction Detail

➤ (F4) Download Menu - Download Data

➤ (F5) Find Accounts -Find/Locate account queries


➤ (F6) Code Titles -Display Code Titles

➤ (F7) Cost Sharing -Grant-related Cost Share data and ability to download.

➤ When I say F1 or F4 what does that mean?

➤ F means function key and they are usually located at the top of your keyboard.

➤ **Some laptops may not have these buttons.



Balances Main Menu

➤ Menu -Account Balances Main Menu

```

ACCOUNT BALANCES -- MAIN MENU
-----
00. TITLE
-----
*1 Budget statement balance
-----
*10 Budget statement summary by program
-----
*14 Account-object summary
-----
*16 Account-object summary
-----
*18 Account-object summary
-----
*19 Account-object summary
-----
*20 Account-object summary
-----
*21 Account-object summary
-----
*22 Account-object summary
-----
*23 Account-object summary
-----
*24 Account-object summary
-----
*25 Account-object summary
-----
*26 Account-object summary
-----
*27 Account-object summary
-----
*28 Account-object summary
-----
*29 Account-object summary
-----
*30 Account-object summary
-----
*31 Account-object summary
-----
*32 Account-object summary
-----
*33 Account-object summary
-----
*34 Account-object summary
-----
*35 Account-object summary
-----
*36 Account-object summary
-----
*37 Account-object summary
-----
*38 Account-object summary
-----
*39 Account-object summary
-----
*40 Account-object summary
-----
*41 Account-object summary
-----
*42 Account-object summary
-----
*43 Account-object summary
-----
*44 Account-object summary
-----
*45 Account-object summary
-----
*46 Account-object summary
-----
*47 Account-object summary
-----
*48 Account-object summary
-----
*49 Account-object summary
-----
*50 Account-object summary
-----
*51 Account-object summary
-----
*52 Account-object summary
-----
*53 Account-object summary
-----
*54 Account-object summary
-----
*55 Account-object summary
-----
*56 Account-object summary
-----
*57 Account-object summary
-----
*58 Account-object summary
-----
*59 Account-object summary
-----
*60 Account-object summary
-----
*61 Account-object summary
-----
*62 Account-object summary
-----
*63 Account-object summary
-----
*64 Account-object summary
-----
*65 Account-object summary
-----
*66 Account-object summary
-----
*67 Account-object summary
-----
*68 Account-object summary
-----
*69 Account-object summary
-----
*70 Account-object summary
-----
*71 Account-object summary
-----
*72 Account-object summary
-----
*73 Account-object summary
-----
*74 Account-object summary
-----
*75 Account-object summary
-----
*76 Account-object summary
-----
*77 Account-object summary
-----
*78 Account-object summary
-----
*79 Account-object summary
-----
*80 Account-object summary
-----
*81 Account-object summary
-----
*82 Account-object summary
-----
*83 Account-object summary
-----
*84 Account-object summary
-----
*85 Account-object summary
-----
*86 Account-object summary
-----
*87 Account-object summary
-----
*88 Account-object summary
-----
*89 Account-object summary
-----
*90 Account-object summary
-----
*91 Account-object summary
-----
*92 Account-object summary
-----
*93 Account-object summary
-----
*94 Account-object summary
-----
*95 Account-object summary
-----
*96 Account-object summary
-----
*97 Account-object summary
-----
*98 Account-object summary
-----
*99 Account-object summary
-----


```

- Balances 01 provides a snapshot of a single budget/project number on a certain day based on the criteria you input.
- Fiscal Year: single year (or ALL):
- (B)eginning of award or (F)iscal Year:
- (E)xpenses or (R)evenue:
- Period type (M)onth end or (Y)ear-date:

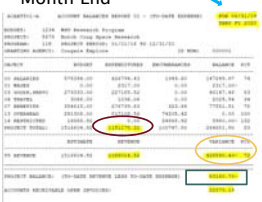
Here are examples of the AIS Balance Screens Using "To Date" and "Month End"

Do you see the difference in the screens?

• To Date



• Month End



Report 15

- Master Account Table: Non-financial information by budget project
- Funds
- Source and sub-source (src:)
- Authorized signers
- Who the PI(s) are
- Exceptions codes
- Project period
- If there are related accounts
- Use F8 to see additional exception codes
- Hit enter to get a full list of authorized signers on the award.

[illegible]

- **Report 15X:**
- **All Master Account Detail:**
 - Everything you can see on the other reports with the addition of the following:
 - Pg 1
 - Date account was created
 - Comments
 - Pg 3
 - OH Base Schedule
 - Pg 4
 - INV. Number: = ORSO Number
 - Pg 5
 - AGGREG Code:

[illegible]

- 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.

[illegible][illegible]

- 05 - Transaction search by document number.

[illegible]

- 19 – Accounts Receivable information by budget project.

[illegible]

- F4 Rpt 26 - Award/Account Summary:

- 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 6/30/2018).

ACR00004 ACCOUNT BALANCES -- DOWNLOAD MENU 10/10/19
ACR00004
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	

MONTHLY BALANCES

ACCOUNT DETAIL

17 Budget, Project	25 Custom formats	21 Fund, OFM Program
18 Position Number	26 Board/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

Examples of F4 Rpt 26

• F4 Rpt 26 for Expenses

ACR00004 ACCOUNT BALANCES DOWNLOAD SELECTION IN 10/10/19
ACR00004 Board Document Number Summary Report 10/10/19

Board Document Number: 10/10/19
Title: 10/10/19

From Account: Budget/Program/Project: 10/10/19

Report Title: 10/10/19
ACR00004 WASHINGTON STATE UNIVERSITY
++ SUMMARY - SPECIFY THE ACCOUNTS YOU HAVE SELECTED HERE ++

Report (Status/Summary): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19

Grand Total 2702,873.00 1812,710.87 332,581.94 496,462.95

• F4 Rpt 26 for Revenue

ACR00004 ACCOUNT BALANCES DOWNLOAD SELECTION IN 10/10/19
ACR00004 Board Document Number Summary Report 10/10/19

Board Document Number: 10/10/19
Title: 10/10/19

From Account: Budget/Program/Project: 10/10/19

Report Title: 10/10/19
ACR00004 WASHINGTON STATE UNIVERSITY
++ SUMMARY - SPECIFY THE ACCOUNTS YOU HAVE SELECTED HERE ++

Report (Status/Summary): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19

Grand Total 2702,873.00 1812,710.87 332,581.94 496,462.95

Examples of F4 Rpt 26

• F4 Rpt 26 for billing period expenses (S), (I) 7-1-19 to 7-31-19

ACR00004 ACCOUNT BALANCES DOWNLOAD SELECTION IN 10/10/19
ACR00004 Board Document Number Summary Report 10/10/19

Board Document Number: 10/10/19
Title: 10/10/19

From Account: Budget/Program/Project: 10/10/19

Report Title: 10/10/19
ACR00004 WASHINGTON STATE UNIVERSITY
++ SUMMARY - SPECIFY THE ACCOUNTS YOU HAVE SELECTED HERE ++

Report (Status/Summary): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19
Section (F4/F4/F4): 10/10/19

Grand Total 2702,873.00 1812,710.87 332,581.94 496,462.95

- F4 Rpt 26 for billing period expenses for prior month end (B), (E)

REPORT(S)	ACCOUNT BALANCE SELECTION 26	10/17/19
	Report Document Number: Summary Report:	10-27-00
Report Document Number:	Report:	UNRECORDED STATE DEBTILITY
Filter:	** UNRECORDED - SPECIFY THE ACCOUNTS YOU HAVE SELECTED HERE	** FIVE 06/16/19 Page 26 2625 Page 25
Run Account: Grand-Total(1)	Object:	
	OBJ 50 ACCOUNT	BUDGET EXPENDITURES INDEMNITIES BALANCE
	UNRECORDED STATE DEBTILITY	
** SUMMARY - SPECIFY THE ACCOUNTS YOU HAVE SELECTED HERE	Grand Total:	2782,873.80 1980,400.44 431,492.29 362,126.39

- 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

ACCT#BUDS	SECOND BALANCE	10/16/16
Find Accounts		
No. Find Accounts For:	2 No. Find Accounts For:	
10 Account Title Keyword	21 Granting Agency	
11 Authorized Signatory	22 Grant Number	
12 Budget (Showing Projects)	23 FRO Index	
13 Budget (Showing Res, Dept, Unit)	24 FRO Date	
14 Exception Codes	25 FRO Reason	
15 Res	26 Overhead Rate	
16 Department	27 Overhead Reason	
17 Unit	28 Related Account Code and Number	
18 Program and Subprogram	29 Related Account Number	
19 Fund and Subfund	30 Termination Date (Yupend)	
20 Update Date (Yupend)	31 Academic Center	
Report number	Starting date	
Include inactive (Y/N) N Ending value (Y/N) N	Y/N Y/N	
Starting account: 00000000	Ending acct: 99999999	
Starting	Y/N Y/N	
PF1=Main PF2=Detail Menu PF3=Overhead Menu PF4=Main Menu		
PF5=Code Menu PF6=Chart Share PF7=Help PF8=Refresh PF9=Main Menu		

- With F6 you able to look up the descriptions or titles of codes you see on your account screens. This is handy if you are not sure what something stands for. i.e. what Object/Sub-Object do I need for an expense?

[illegible]

- 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.

Business Objects (Webi)

The information we covered can also be found through Webi reports

Additional Webi access and training is available through IT

- Budget Statement
- Payroll Expense for Pay Period
- Payroll Expense for Pay Cycle
- Reference # Inquiry
- Cost Share Detail Reports
- Any departmentally created reports

As time allows we will
explore some of these
reports.

Happy Accountant