



## Balances and Data Warehouse for Administration of Sponsored Awards

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

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## Balances



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## 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.

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



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

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However....  
Balances will be replaced with WorkDay January 2021

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

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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.



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**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**



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**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.



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

**Let's start with Balances**

Because we are on Zoom, lets start by having you log in on AIS and if you have access, please log into Business Objects (Webi)

And think of an award you work on that you can use to look up information as we go along.

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

- **\*\*Some laptops may not have these buttons.**



- 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 (I)fo-date:

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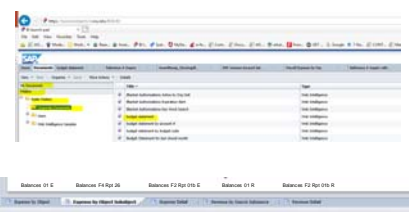
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**Webi, Budget-Statement**

Open Webi, <https://business.objects.it.wsu.edu>




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**What else can we find on (F1) Menu –Account Balances Main Menu**

- 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.




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**What else can we find on (F1) Menu –Account Balances Main Menu**

- 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:




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- 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]

- **01B – Budget Detail:** Accounting transaction detail by budget project and transaction type (i.e. expenses or revenue).

[illegible]

ACCOUNTING		ACCOUNT DETAIL MENU		05/16/17		
NO.	TEXT	REPORT	REPORT	DATE/TIME	OFFLINE	
00	Budget statement detail					
01	Budget statement detail		SchedulePay	05/16/17	05/16/17	
02	Position number detail		PositionNo	05/16/17	05/16/17	
03	Position number summary		PositionNo	05/16/17	05/16/17	
04	Reference number detail		Reference	05/16/17	05/16/17	
05	Reference number summary		Reference	05/16/17	05/16/17	
06	Receipt number detail		ReceiptNo	05/16/17	05/16/17	
07	Receipt number summary		ReceiptNo	05/16/17	05/16/17	
08	Account number summary		AccountNo	05/16/17	05/16/17	
09	Account number summary		AccountNo	05/16/17	05/16/17	
10	Account number summary		AccountNo	05/16/17	05/16/17	
11	Account number summary		AccountNo	05/16/17	05/16/17	
12	Account number summary		AccountNo	05/16/17	05/16/17	
13	Account number summary		AccountNo	05/16/17	05/16/17	
14	Account number summary		AccountNo	05/16/17	05/16/17	
15	Account number summary		AccountNo	05/16/17	05/16/17	
16	Account number summary		AccountNo	05/16/17	05/16/17	
17	Account number summary		AccountNo	05/16/17	05/16/17	
18	Account number summary		AccountNo	05/16/17	05/16/17	
19	Account number summary		AccountNo	05/16/17	05/16/17	
20	Account number summary		AccountNo	05/16/17	05/16/17	
21	Account number summary		AccountNo	05/16/17	05/16/17	
22	Account number summary		AccountNo	05/16/17	05/16/17	
23	Account number summary		AccountNo	05/16/17	05/16/17	
24	Account number summary		AccountNo	05/16/17	05/16/17	
25	Account number summary		AccountNo	05/16/17	05/16/17	
26	Account number summary		AccountNo	05/16/17	05/16/17	
27	Account number summary		AccountNo	05/16/17	05/16/17	
28	Account number summary		AccountNo	05/16/17	05/16/17	
29	Account number summary		AccountNo	05/16/17	05/16/17	
30	Account number summary		AccountNo	05/16/17	05/16/17	
31	Account number summary		AccountNo	05/16/17	05/16/17	
32	Account number summary		AccountNo	05/16/17	05/16/17	
33	Account number summary		AccountNo	05/16/17	05/16/17	
34	Account number summary		AccountNo	05/16/17	05/16/17	
35	Account number summary		AccountNo	05/16/17	05/16/17	
36	Account number summary		AccountNo	05/16/17	05/16/17	
37	Account number summary		AccountNo	05/16/17	05/16/17	
38	Account number summary		AccountNo	05/16/17	05/16/17	
39	Account number summary		AccountNo	05/16/17	05/16/17	
40	Account number summary		AccountNo	05/16/17	05/16/17	
41	Account number summary		AccountNo	05/16/17	05/16/17	
42	Account number summary		AccountNo	05/16/17	05/16/17	
43	Account number summary		AccountNo	05/16/17	05/16/17	
44	Account number summary		AccountNo	05/16/17	05/16/17	
45	Account number summary		AccountNo	05/16/17	05/16/17	
46	Account number summary		AccountNo	05/16/17	05/16/17	
47	Account number summary		AccountNo	05/16/17	05/16/17	
48	Account number summary		AccountNo	05/16/17	05/16/17	
49	Account number summary		AccountNo	05/16/17	05/16/17	
50	Account number summary		AccountNo	05/16/17	05/16/17	
51	Account number summary		AccountNo	05/16/17	05/16/17	
52	Account number summary		AccountNo	05/16/17	05/16/17	
53	Account number summary		AccountNo	05/16/17	05/16/17	
54	Account number summary		AccountNo	05/16/17	05/16/17	
55	Account number summary		AccountNo	05/16/17	05/16/17	
56	Account number summary		AccountNo	05/16/17	05/16/17	
57	Account number summary		AccountNo	05/16/17	05/16/17	
58	Account number summary		AccountNo	05/16/17	05/16/17	
59	Account number summary		AccountNo	05/16/17	05/16/17	
60	Account number summary		AccountNo	05/16/17	05/16/17	
61	Account number summary		AccountNo	05/16/17	0	

- 19 - Accounts Receivable information by budget project.

[illegible][illegible]

**(F4) Download Menu - Download Data****Account Balances Download Selection 26****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).

ACCOUNT BALANCES -- DOWNLOAD MENU			10/18/19
ACB05004			
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 & Source, Budget	12 Fund, Source		
MONTHLY BALANCES			
ACCOUNT DETAIL		SPECIAL	21 Fund, OFM Program
17 Budget, Project	25 Custom formats	22 Fund, OFM Object	
18 Position Number	26 Award/Account Summary	23 OFM Program, Fund	
19 Object, Subobject		24 OFM Program, OFM Object	
20 Source, Subsource			
Please select a number from the menu above:			
PF1-Home Menu PF2-Detail Menu PF4-Download Menu PF5-Find Accounts			
PF6-Code Titles PF7-Cost Share Menu PF9-Help PF12-Home Menu			

**Examples of F4 Rpt 26****F4 Rpt 26 for Expenses**

ACCOUNT BALANCES -- DOWNLOAD MENU		10/18/19
ACB05004		
DOWNLOAD TO YOUR PERSONAL COMPUTER		
(Or view the reports on your terminal screen)		
YEAR-TO-DATE BALANCES		
1 Area, Fund	7 Fund, Area	
2 Area, Program	8 Fund, Program	
3 Area, Budget	9 Fund, OFM Program	
4 Area, Object	10 Fund, Object	
	11 Fund, OFM Object	
5 Budget, Program & Source, Budget	12 Fund, Source	
MONTHLY BALANCES		
ACCOUNT DETAIL		
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:		
PF1-Home Menu PF2-Detail Menu PF4-Download Menu PF5-Find Accounts		
PF6-Code Titles PF7-Cost Share Menu PF9-Help PF12-Home Menu		

**F4 Rpt 26 for Revenue**

ACCOUNT BALANCES -- DOWNLOAD MENU		10/18/19
ACB05004		
DOWNLOAD TO YOUR PERSONAL COMPUTER		
(Or view the reports on your terminal screen)		
YEAR-TO-DATE BALANCES		
1 Area, Fund	7 Fund, Area	
2 Area, Program	8 Fund, Program	
3 Area, Budget	9 Fund, OFM Program	
4 Area, Object	10 Fund, Object	
	11 Fund, OFM Object	
5 Budget, Program & Source, Budget	12 Fund, Source	
MONTHLY BALANCES		
ACCOUNT DETAIL		
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:		
PF1-Home Menu PF2-Detail Menu PF4-Download Menu PF5-Find Accounts		
PF6-Code Titles PF7-Cost Share Menu PF9-Help PF12-Home Menu		

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

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

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- 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

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- 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?

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- 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.

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#COST001          ACCOUNT BALANCE          01/11/19          00:00:00
#COST002          COST Share Summary New    10:20:24          00:00:00

Please select one of the following options :

01 0rg Detail by Account
02 0rg Detail by Dept
03 0rg Detail by 002-10 Number
04 0rg Summary by Account
05 0rg Summary by Dept
06 0rg Summary by Page
07 Cost Share Participation
08 List of Cost Share Members
09 Download Data Detail

#COST003

ACCOUNT BALANCES - COST SHARE SUMMARY          10/11/19
by ACCOUNT          10:33:58

#COST004          #COST005          #COST006          #COST007
#COST008          #COST009          #COST010          #COST011
#COST012          #COST013          #COST014          #COST015
#COST016          #COST017          #COST018          #COST019
#COST020          #COST021          #COST022          #COST023
#COST024          #COST025          #COST026          #COST027
#COST028          #COST029          #COST030          #COST031
#COST032          #COST033          #COST034          #COST035
#COST036          #COST037          #COST038          #COST039
#COST040          #COST041          #COST042          #COST043
#COST044          #COST045          #COST046          #COST047
#COST048          #COST049          #COST050          #COST051
#COST052          #COST053          #COST054          #COST055
#COST056          #COST057          #COST058          #COST059
#COST060          #COST061          #COST062          #COST063
#COST064          #COST065          #COST066          #COST067
#COST068          #COST069          #COST070          #COST071
#COST072          #COST073          #COST074          #COST075
#COST076          #COST077          #COST078          #COST079
#COST080          #COST081          #COST082          #COST083
#COST084          #COST085          #COST086          #COST087
#COST088          #COST089          #COST090          #COST091
#COST092          #COST093          #COST094          #COST095
#COST096          #COST097          #COST098          #COST099
#COST100          #COST101          #COST102          #COST103
#COST104          #COST105          #COST106          #COST107
#COST108          #COST109          #COST110          #COST111
#COST112          #COST113          #COST114          #COST115
#COST116          #COST117          #COST118          #COST119
#COST120          #COST121          #COST122          #COST123
#COST124          #COST125          #COST126          #COST127
#COST128          #COST129          #COST130          #COST131
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#COST136          #COST137          #COST138          #COST139
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#COST144          #COST145          #COST146          #COST147
#COST148          #COST149          #COST150          #COST151
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#COST164          #COST165          #COST166          #COST167
#COST168          #COST169          #COST170          #COST171
#COST172          #COST173          #COST174          #COST175
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#COST264          #COST265          #COST266          #COST267
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#COST408          #COST409          #COST410          #COST411
#COST412          #COST413          #COST414          #COST415
#COST416          #COST417          #COST418          #COST419
#COST420          #COST421          #COST422          #COST423
#COST424          #COST425          #COST426          #COST427
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#COST432          #COST433          #COST434          #COST435
#COST436          #COST437          #COST438          #COST439
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#COST504          #COST505          #COST506          #COST507
#COST508          #COST509          #COST510          #COST511
#COST512          #COST513          #COST514          #COST515
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#COST520          #COST521          #COST522          #COST523
#COST524          #COST525          #COST526          #COST527
#COST528          #COST529          #COST530          #COST531
#COST532          #COST533          #COST534          #COST535
#COST536          #COST537          #COST538          #COST539
#COST540          #COST541          #COST542          #COST543
#COST544          #COST545          #COST546          #COST547
#COST548          #COST549          #COST550          #COST551
#COST552          #COST553          #COST554          #COST555
#COST556          #COST557          #COST558          #COST559
#COST560          #COST
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ACCOUNT BALANCES  
Dry Cost Share Detail by Account

10/1/20  
10/20/20

Cost Share Select Screen

Account Number: [REDACTED]

Start Date (optional): 10/01/20  
End Date (optional): 10/31/20

Process: [REDACTED]

Employee: [REDACTED]  
Rate: [REDACTED]

Process: [REDACTED]  
Rate: [REDACTED]

Account: [REDACTED]

Account Balances - Cost Share Detail

Account: [REDACTED]  
From: 10/01/20 To: 10/31/20  
Acct No: 1000-0000 Acct Beg Date: 10/01/20 Acct End Date: 10/31/20  
Program: 1000 P1: 1000000, 0

Process: [REDACTED]  
Rate: [REDACTED]

Account: [REDACTED]

Account Balances - Cost Share Detail

Account: [REDACTED]  
From: 10/01/20 To: 10/31/20  
Acct No: 1000-0000 Acct Beg Date: 10/01/20 Acct End Date: 10/31/20  
Program: 1000 P1: 1000000, 0

Process: [REDACTED]  
Rate: [REDACTED]

Account: [REDACTED]

Account Balances - Cost Share Detail

Account: [REDACTED]  
From: 10/01/20 To: 10/31/20  
Acct No: 1000-0000 Acct Beg Date: 10/01/20 Acct End Date: 10/31/20  
Program: 1000 P1: 1000000, 0

Process: [REDACTED]  
Rate: [REDACTED]

Account: [REDACTED]

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### 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.

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### Happy Accountant




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