Available Balances

Problem 1) What are the actual charges to account 2600340, object code 6684, in FY14?

Select Search and below is displayed

Notice name change

Accumulate View of results

Click on underlined items for more detail.
Problem 2) We would like to see total actual expenses, non-payroll, in account 2603090 (object codes >5999) for FY13.

For Detail click on Actuals Amount $4,400.

By clicking on the August amount – all August transactions will be displayed. By clicking on the Document number, the document will be displayed (next page).
### Problem 3)

Choose an account from your department and view

---

**General Ledger Entry Lookup**

<table>
<thead>
<tr>
<th>Fiscal</th>
<th>Chart</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Object</th>
<th></th>
<th>Balance</th>
<th>Object Code</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document Number</th>
<th>Transaction Description</th>
<th>Ledger Entry Amount</th>
<th>Debit Credit</th>
<th>Transaction Date</th>
<th>Organization Document Number</th>
<th>Project Code</th>
<th>Organization Reference Id</th>
<th>Refer Doc Type</th>
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<tbody>
<tr>
<td>2013</td>
<td>CO</td>
<td>2602010</td>
<td>-----</td>
<td>5611</td>
<td>AC</td>
<td>EX</td>
<td>UVCA</td>
<td>01</td>
<td>2003208</td>
<td>UTIX contract for FY12 12K Mar Fee</td>
<td>4,400.00</td>
<td>D</td>
<td>08/13/2012</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Available Balance Lookup**

- Fiscal Year: 2014
- Chart Code: CO
- Account Number: 2602010
- Sub-Account Number: "ALL"
- Object Code: 6601
- Sub-Object Code: "ALL"

2 items retrieved, displaying all items.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>CO</td>
<td>2602010</td>
<td>&quot;ALL&quot;</td>
<td>6601</td>
<td>&quot;ALL&quot;</td>
<td>0.00</td>
<td>124.00</td>
<td>0.00</td>
<td>34.00</td>
</tr>
<tr>
<td>2014</td>
<td>CO</td>
<td>2602010</td>
<td>&quot;ALL&quot;</td>
<td>6684</td>
<td>&quot;ALL&quot;</td>
<td>0.00</td>
<td>0.12</td>
<td>0.00</td>
<td>0.30</td>
</tr>
</tbody>
</table>
Balances by Consolidation

Problem 1) Look up account 1322250 for FY12-

a) What is the overall revenue or deficit?
b) Drill down on GENX – What are all the expenses on ‘Services’ object codes?

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Reporting Sort Code</th>
<th>Consolidation Code</th>
<th>Lookup By Level</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>A</td>
<td>STRE</td>
<td>Drill Down</td>
<td>0.00</td>
<td>16,334.90</td>
<td>0.00</td>
<td>16,334.90</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>B</td>
<td>CNPM</td>
<td>Drill Down</td>
<td>51,455.00</td>
<td>41,365.79</td>
<td>0.00</td>
<td>10,099.21</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>B</td>
<td>GENX</td>
<td>Drill Down</td>
<td>12,469.00</td>
<td>9,266.53</td>
<td>0.00</td>
<td>3,173.47</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>B</td>
<td>TRVL</td>
<td>Drill Down</td>
<td>0.00</td>
<td>1,077.92</td>
<td>0.00</td>
<td>(1,077.92)</td>
</tr>
</tbody>
</table>

4 items retrieved, displaying all items.

Export options: CSV | spreadsheet | XNL

a) Actual Revenue + Expense Variance
$16,334.90 + $12,164.76
(because this is a budget based account)

Revenue is $16,334.90
Expenses are Below the Budget amount (Below Budget by $12,164.76)
Net Amount available is the $28,499.66.
b) Drill down on GENX – What are all the expenses on the Services Object Code

## Balances By Level Lookup

3 items retrieved, displaying all items.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Consolidation Code</th>
<th>Level Code</th>
<th>Lookup By Object</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
<th>See Pending Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>SUPP</td>
<td>Drill Down</td>
<td>12,468.00</td>
<td>557.07</td>
<td>0.00</td>
<td>11,902.93</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>SERV</td>
<td>Drill Down</td>
<td>0.00</td>
<td>3,756.15</td>
<td>0.00</td>
<td>3,756.15</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>GENX</td>
<td>SERV</td>
<td>Drill Down</td>
<td>0.00</td>
<td>4,973.31</td>
<td>0.00</td>
<td>4,973.31</td>
<td>Drill Down</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML

## Balances By Object Lookup

10 items retrieved, displaying all items.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Level Code</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
<th>See Pending Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6615</td>
<td>SERV</td>
<td>0.00</td>
<td>155.55</td>
<td>0.00</td>
<td>(155.55)</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6618</td>
<td>SERV</td>
<td>0.00</td>
<td>256.28</td>
<td>0.00</td>
<td>(256.28)</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6619</td>
<td>SERV</td>
<td>0.00</td>
<td>1,311.00</td>
<td>0.00</td>
<td>(1,311.00)</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6621</td>
<td>SERV</td>
<td>0.00</td>
<td>159.60</td>
<td>0.00</td>
<td>(159.60)</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6622</td>
<td>SERV</td>
<td>0.00</td>
<td>3.15</td>
<td>0.00</td>
<td>(3.15)</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6623</td>
<td>SERV</td>
<td>0.00</td>
<td>1,110.00</td>
<td>0.00</td>
<td>(1,110.00)</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6632</td>
<td>SERV</td>
<td>0.00</td>
<td>297.87</td>
<td>0.00</td>
<td>(297.87)</td>
<td>Drill Down</td>
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<tr>
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<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6649</td>
<td>SERV</td>
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<td>41.49</td>
<td>0.00</td>
<td>(41.49)</td>
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<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6653</td>
<td>SERV</td>
<td>0.00</td>
<td>485.41</td>
<td>0.00</td>
<td>(485.41)</td>
<td>Drill Down</td>
</tr>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6654</td>
<td>SERV</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Drill Down</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML

## General Ledger Balance Lookup

One item retrieved.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Object Type Code</th>
<th>Beginning Balance</th>
<th>Inflow</th>
<th>Outflow</th>
<th>Line Amount</th>
<th>Contracts Grants Beginning</th>
<th>Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>CO</td>
<td>1322250</td>
<td><em>ALL</em></td>
<td>6683</td>
<td><em>ALL</em></td>
<td>AG</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>485.41</td>
<td>485.41</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML

This screen is showing ‘Monthly’ totals but asking you to click “View Accumulate Amount” if a running balance is desired.

Drill down on the amount to see the totals by Month.

Notice the name change.
Balances by Consolidation

This screen is showing ‘Accumulate’ totals but is asking you to click “View Monthly Amount” if only a total by month is desired.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Object Type Code</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>C0</td>
<td>1232250</td>
<td>&quot;ALL&quot;</td>
<td>6683</td>
<td>&quot;ALL&quot;</td>
<td>AC</td>
<td>&quot;ALL&quot;</td>
<td>0.00</td>
<td>0.00</td>
<td>485.41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Beginning Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>0.00</td>
</tr>
<tr>
<td>August</td>
<td>0.00</td>
</tr>
<tr>
<td>September</td>
<td>0.14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Beginning Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>307.84</td>
</tr>
<tr>
<td>November</td>
<td>322.54</td>
</tr>
<tr>
<td>December</td>
<td>340.30</td>
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<tr>
<td>January</td>
<td>360.35</td>
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<tr>
<td>February</td>
<td>373.03</td>
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<td>March</td>
<td>381.94</td>
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<td>April</td>
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<td>May</td>
<td>441.22</td>
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<td>June</td>
<td>469.57</td>
</tr>
<tr>
<td>Year End</td>
<td>485.41</td>
</tr>
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</table>
Problem 1) You would like to review the Accumulated Budget plus changes for account 1322800 for FY12.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Object Type Code</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
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</thead>
<tbody>
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<td>1322800</td>
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<td>5000</td>
<td>&quot;ALL&quot;</td>
<td>&quot;ALL&quot;</td>
<td>&quot;ALL&quot;</td>
<td>193,475.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>193,475.00</td>
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<tr>
<td>August</td>
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<td>193,475.00</td>
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<td>0.00</td>
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<tr>
<td>September</td>
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<td></td>
<td></td>
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<td>193,475.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Year End</td>
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<td></td>
<td></td>
<td>193,475.00</td>
<td>0.00</td>
<td>0.00</td>
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</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Object Type Code</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
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<td>&quot;ALL&quot;</td>
<td>5000</td>
<td>&quot;ALL&quot;</td>
<td>&quot;ALL&quot;</td>
<td>&quot;ALL&quot;</td>
<td>231,785.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>231,785.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>231,785.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>231,785.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Year End</td>
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<td></td>
<td></td>
<td>231,785.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Problem 2)** View the accumulated revenue for account 2283100

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Object Type Code</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>CO</td>
<td>2283100</td>
<td><em>ALL</em></td>
<td>6000</td>
<td><em>ALL</em></td>
<td>CB</td>
<td><em>ALL</em></td>
<td>136,000.00</td>
<td>136,000.00</td>
<td>194,000.00</td>
</tr>
</tbody>
</table>

**Toggle between Monthly and Accumulate** – notice the YEAR end amount and the Account Line Annual Balance Amount.

Fiscal Year: 2012
Chart Code: CO
Account Number: 2283100
Sub-Account Number: *ALL*
Object Code: 6000
Sub-Object Code: *ALL*
Balance Type Code: CB
Object Type Code: *ALL*
Beginning Balance Line Amount: 136,000.00
Contracts Grants Beginning Balance Amount: 136,000.00
Account Line Annual Balance Amount: 194,000.00

11 items retrieved, displaying all items.
Problem 1) Review the actual entry made in account 2600160-6210 for Fiscal period 02 (Aug) FY14.

Enter: Chart Code, Account Number, and change the Fiscal Period - Fiscal Year defaults to current fiscal year. Balance Type Code defaults to AC and Fiscal period defaults to the current period.

Click on Document number to pull up original document.

All of these expenses have a Debit Code “D” Debits are the normal entry for expenses.
General Ledger Entry

Problem 2) Search for PCARD entries (PCDO) for September (03) FY12.

If you typed in P% in the Document Type field, the search would retrieve 124 items, all starting with “P” use the numeric page selection or [Next/Last] to find the document type – once you find it click on return value in the first column on the left.
**Problem 3)** Find all transactions for the year in 6684 credit card clearing for acct # 2602010 year to date

**General Ledger Entry Lookup**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>CO</td>
<td>2602010</td>
<td>6684</td>
<td>AC</td>
<td>FX</td>
<td>01</td>
<td>CR</td>
<td>01</td>
<td>2491135</td>
<td>D2013</td>
<td>07/01/2013</td>
<td>817.95</td>
<td>D2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>CO</td>
<td>2602010</td>
<td>6684</td>
<td>AC</td>
<td>FX</td>
<td>01</td>
<td>CR</td>
<td>01</td>
<td>2491465</td>
<td>D2013</td>
<td>07/01/2013</td>
<td>2,287.35</td>
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<td></td>
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<td>CO</td>
<td>2602010</td>
<td>6684</td>
<td>AC</td>
<td>FX</td>
<td>01</td>
<td>CR</td>
<td>01</td>
<td>2491468</td>
<td>D2013</td>
<td>07/01/2013</td>
<td>882.95</td>
<td>D2013</td>
<td></td>
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*Sort by Fiscal Period – Click on Heading Fiscal Period*
General Ledger Pending Entry

Problem 1) Find a pending entry for one of your accounts

Choose one of your pending docs and look at the routing

This is a screen shot of the lower portion of Document Number 2625630. On the Route Log you can see in whose action list the doc resides, and where it will go for the next approval.
### Open Encumbrance

**Problem 1** Look up the encumbrances in account 1303220 for the document type PO

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