Available Balances

Problem: 1) What were the actual charges to account 2603090, object code 6684 for FY ’10 for the month of August?

![Available Balances Lookup](image1)

Select Search and below is displayed

<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>2010</td>
<td>6684</td>
<td>2603090</td>
<td><em>ALL</em></td>
<td>6684</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>1,654.38</td>
<td>0.00</td>
<td>(1,654.38)</td>
</tr>
</tbody>
</table>

Export options: 
- CSV
- spreadsheet
- XML

Problem: 2) Would like to see all actual expenses, (non-payroll), in account 2603090 (object codes >5999)

![Available Balances Lookup](image2)

Click on 5977.61

Available Balances Lookup
Problem 3) Choose an account from your department and view

By clicking on the July amount – all July transactions will be displayed, (see below). By clicking on the Document number, the document will be displayed.
Balance by Consolidation

Problem: 1) Look up account 2283100-

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

Click on underlined items listed below “Consolidation Code”

a) Revenues and expenses
b) Drill down on GENX – What are all the expenses on the Services Object Code

Drill down on the amount to see the totals by Month
Balances by Consolidation

General Ledger Balance Lookup

By clicking on either ‘View Accumulate Amount’ or ‘View Monthly Amount’ the screen with switch between the monthly and accumulated amounts.

<table>
<thead>
<tr>
<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 Grant Beginning Balance Amount</th>
<th>Account Line Annual Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0 2283100</td>
<td>&quot;ALL&quot;</td>
<td>6636</td>
<td>&quot;ALL&quot;</td>
<td>A1</td>
<td>&quot;ALL&quot;</td>
<td>&quot;ALL&quot;</td>
<td>0.00</td>
<td>0.00</td>
<td>2,155.00</td>
</tr>
<tr>
<td>July</td>
<td>431.00</td>
<td>October</td>
<td>431.00</td>
<td>January</td>
<td>0.00</td>
<td>April</td>
<td>2,155.00</td>
<td>2,155.00</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>431.00</td>
<td>November</td>
<td>431.00</td>
<td>February</td>
<td>0.00</td>
<td>May</td>
<td>2,155.00</td>
<td>2,155.00</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>431.00</td>
<td>December</td>
<td>0.00</td>
<td>March</td>
<td>0.00</td>
<td>June</td>
<td>2,155.00</td>
<td>2,155.00</td>
<td></td>
</tr>
</tbody>
</table>

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

General Ledger Balance Lookup

One item retrieved.

<table>
<thead>
<tr>
<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 Grant Beginning Balance Amount</th>
<th>Account Line Annual Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0 2283100</td>
<td>&quot;ALL&quot;</td>
<td>6636</td>
<td>&quot;ALL&quot;</td>
<td>A1</td>
<td>&quot;ALL&quot;</td>
<td>&quot;ALL&quot;</td>
<td>0.00</td>
<td>0.00</td>
<td>2,155.00</td>
</tr>
<tr>
<td>July</td>
<td>431.00</td>
<td>October</td>
<td>1,745.00</td>
<td>January</td>
<td>2,155.00</td>
<td>April</td>
<td>2,155.00</td>
<td>2,155.00</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>561.00</td>
<td>November</td>
<td>2,155.00</td>
<td>February</td>
<td>2,155.00</td>
<td>May</td>
<td>2,155.00</td>
<td>2,155.00</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>1,242.00</td>
<td>December</td>
<td>2,155.00</td>
<td>March</td>
<td>2,155.00</td>
<td>June</td>
<td>2,155.00</td>
<td>2,155.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Export options: CSV | spreadsheet | XML
General Ledger Balance

Problem: 1) You would like to review the Accumulated Budget plus changes for account 1322800.

CB Current Budget and ‘Accumulated’ year to date would provide you with the Accumulated budget with changes.
General Ledger Balance

**Problem: 2)** Review all cash over/short transactions in account 1200010. Cash over/short has an object type code of ES

Find the object code for Cash over and Short by clicking on the Object code number to get the details. Then click on **(2.00)** and the transactions for July will be displayed.
General Ledger Balance

Below are the transactions for July. There was only one. To see the original document, click on Document number 309271

Problem: 3) View the monthly and accumulated expenses for account 2283100-6636
General Ledger Entry

Problem: 1) Review actual entry made in account 2600160-6210 for Fiscal period 03 (Sept)

Enter: Chart Code, Account Number, and change the Fiscal Period - Fiscal Year defaults to 2010. Balance Type Code defaults to AC and Fiscal period defaults to the current period
General Ledger Entry

Click on Document number to pull up original document. Notice that one item is a C for Credit (reducing the expense) and the other item is a D for Debit which is increasing the expense.
Problem: 2) Search for the Reference Doc Type Code PCDO

Use the Search feature

General Ledger Entry

The search retrieved 379 items, 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.
To narrow search
Use P and wildcard or “PCDO”
Once the screen below is displayed, use the sort feature and click on Name once this will sort by Alpha making the search easier.
General Ledger Entry
Problem 3) You need to determine the beginning balances from FRS to KFS in a project account. Use one of the following Project Account Numbers: 5334710, or 5378030, or 7713040

Fiscal Period: replace the default current period and replace with CB

CB in Fiscal Period is equivalent to the Beginning balance brought forward from the prior fiscal year – Not to be confused with the Object Type code of CB, which is Current Budget. CB IN THE FISCAL PERIOD WORKS ONLY FOR PROJECT ACCOUNTS.

Below shows all the Beginning Balances from FRS (this is for the Beginning balances FY ’10)

This ties to Vista Reports

Current Month, July + Beginning Project Balance = Project to date
\( 2.90 + 2.97 = 5.87 \)
General Ledger Pending Entry

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>CO</td>
<td>2600010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Document Number ie 533672 this will display the document
This is a screen shot of Document Number 533672
SHOW the Route Log to see where in route the document is and who has approved it
Open Encumbrance

**Problem:** 1) Look up the encumbrances on account 1303220 for the document type PO

![Open Encumbrance Lookup](image)

37 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>Balance Type</th>
<th>Document Type</th>
<th>Origin Code</th>
<th>Document Number</th>
<th>Description</th>
<th>Open Amount</th>
<th>Closed Amount</th>
<th>Outstanding Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>203539</td>
<td>Avalis Wayfinding Solutions Inc</td>
<td>775.22</td>
<td>775.22</td>
<td>0.00</td>
<td>07/16/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>204977</td>
<td>Corporate Express</td>
<td>432.02</td>
<td>432.02</td>
<td>0.00</td>
<td>07/28/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>204660</td>
<td>Corporate Express</td>
<td>1,024.46</td>
<td>1,024.46</td>
<td>0.00</td>
<td>07/30/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>204802</td>
<td>Gropper Inc W W</td>
<td>28.67</td>
<td>28.67</td>
<td>0.00</td>
<td>07/31/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>205346</td>
<td>Dell Marketing Corp</td>
<td>338.48</td>
<td>338.48</td>
<td>0.00</td>
<td>08/06/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>205245</td>
<td>Source Office Products</td>
<td>295.28</td>
<td>295.28</td>
<td>0.00</td>
<td>08/06/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>205356</td>
<td>Source Office Products</td>
<td>720.62</td>
<td>720.62</td>
<td>0.00</td>
<td>08/06/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>205351</td>
<td>Corporate Express</td>
<td>129.68</td>
<td>129.68</td>
<td>0.00</td>
<td>08/06/2009</td>
</tr>
<tr>
<td>2010</td>
<td>CO</td>
<td>1303220</td>
<td>-----</td>
<td>6201</td>
<td>---</td>
<td>EX</td>
<td>PO</td>
<td>01</td>
<td>205351</td>
<td>Office Max &amp; Boise Co</td>
<td>350.62</td>
<td>350.62</td>
<td>0.00</td>
<td>08/06/2009</td>
</tr>
</tbody>
</table>