

Check a Bnode General Fund budget balance in the finance system

The balance available for fund 10 is equal to: budgeted expenses – actual expenses – encumbrances. For other funds, the net assets balance is a better measure of the funds available. More detail on net assets and how to read a balance sheet can be found [here](#). There are various reports available that show the General Fund budget balance available for an org or Bnode. The sections below illustrate how to run such reports in [PSLite](#) and [PeopleSoft](#). For auxiliary funds, the net assets are a better measure of the funds available. More detail on net assets and how to read a balance sheet can be found [here](#).

1. PSLite

- a. Open the PS Lite program and select “Org Tree”:

The screenshot shows the PSLite application window. At the top, there is a navigation bar with buttons for 'ORG TREE', 'LOOK-UPS', 'BUILD-A-QUERY', 'GROUPS', 'FRS', and 'CUSTOM'. The 'ORG TREE' button is highlighted. Below this is a 'HOME' section with a 'Navigation Pane' on the left. The main area is divided into 'REPORTS' and 'Journal Detail'. The 'REPORTS' section has a table with columns for 'Enter Number', 'Select Report from drop-down', 'Select Report from drop-down', and 'Select Report from drop-down'. The 'Journal Detail' section has fields for 'Journal ID', 'Date', 'Fiscal Year', 'Begin Period', 'End Period', and 'Journal Source'. A callout box with an arrow points to the 'ORG TREE' button, containing the text 'Select "Org Tree"'. The 'Fiscal Year' is set to 2011.

- b. Select the FY and period, enter the org or Bnode, then click the “Update” button:

PSLite

HOME LOOK-UPS BUILD-A-QUERY GROUPS FRS REPORTS CUSTOM

SUMMARIES BY ORG OR ORG TREE LEVEL

These reports use "nodes" on the Org Tree to produce summaries (by Program/Project or by Org). Options now include:

1. SELECT AN ACCOUNTING PERIOD!
2. Filter through the tree by clicking on the top down arrow first (org tree level 2), then level 3, then level 4, etc. until you find the department or node that you want.
3. Enter your node into the "Enter Node" box, press the "Update" button.
4. If you want to run reports at the Org level, ignore all the other levels, enter your org number into the bottom "Org" box.

Then choose a report from one of the drop down boxes in the SAME HORIZONTAL ROW as the node you are requesting. Reports vary depending on the fund group you choose, i.e. general fund reports include continuing and temporary budget, auxiliary fund reports include beginning and ending fund balance. Reports take longer to run the further up the tree you run them. The fastest reports run at the "org" level.

Node:	ORG TREE	REPORTS			
<input type="text"/>	Fiscal Year: 2011 Accounting Period: <input type="text"/>	Gen			All Funds
LEVEL 2					
LEVEL 3					
LEVEL 4					
LEVEL 5					
LEVEL 6					
LEVEL 7					
LEVEL 8					
ORG					

1. Select the FY and accounting period.

2. Enter the org or Bnode and click on the "Update" button.

c. Select "By Budget" or "By Org" to run the report:

PSLite

HOME LOOK-UPS BUILD-A-QUERY GROUPS FRS REPORTS CUSTOM

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Node:	ORG TREE	REPORTS				
B0010	Fiscal Year: 2011 Accounting Period: 5	Select Reports for General Fund	Select Reports for Auxiliary	Select Reports for Restricted	Select Reports for Plant	All Funds
LEVEL 2						
LEVEL 3	B0010 - B-PROVOST&EVC ACAD	BY BUDGET P				
LEVEL 4						
LEVEL 5						
LEVEL 6						
LEVEL 7						
LEVEL 8						
ORG						

Select "By Budget Pool" or "By Org"

d. The balance or budget available is shown on the “Grand Total” line:

	CONTINUING BUDGET	TEMPORAR BUDGET	TOTAL BUDGET	REVENUE	EXPENSE	ENCUMBRANCE	BUDGET AVAILABLE
900000 - 908999 -- GENERAL RECHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 400000 - 989999 -- EXPENDITURES	278,019,029.00	28,387,994.00	306,407,023.00	0.00	89,442,147.94	147,802,935.80	89,161,939.28
990000 - 999999 -- TRANSFERS							
995000 - 999997 -- VOLUNTARY TRANSFERS	0.00	-14,771,321.00	-14,771,321.00	0.00	-34,127,262.42	0.00	19,366,941.42
TOTAL 990000 - 999999 -- TRANSFERS	0.00	-14,771,321.00	-14,771,321.00	0.00	-34,127,262.42	0.00	19,366,941.42
GRAND TOTAL	278,364,298.00	13,560,881.00	289,925,179.00	-2,494,531.08	55,314,885.52	147,802,935.80	89,301,888.76

Budget/balance available

2. PeopleSoft

PeopleSoft Summary of Financial Transaction report provides a summary of expenses, encumbrances and available balance. The following steps show how to run a report at the org or Bnode level for all of the funds under that unit, by fund type:

- Go to the PeopleSoft reporting login page and log in:
<https://saturn.cusys.edu/psp/fin8rpt/?cmd=login>
- Select “Reports”:

CU Financials - Windows Internet Explorer

https://saturn.cusys.edu/psp/fin8rpt/EMPLOYEE/ERP/fv?tab=DEFAULT

peoplesoft

File Edit View Favorites Tools Help

CU Financials

Home Feeds (1) Read Mail Print Page Safety Tools Help

University of Colorado

FIN8RPT B02604 Home Add to Favorites Sign out

Finance System - FIN8RPT - B02604

Your password will expire in 4 days. [Click here to change it.](#)

Menu

Search:

- My Favorites
- Reports
- Set Up Financials/Supply Chain
- General Ledger
- Accounts Payable
- Purchasing
- Vendors
- Reporting Tools
- PeopleTools

Select “Reports”

c. Select "Finance Reports":

The screenshot shows the University of Colorado financial reporting system interface. On the left is a 'Menu' sidebar with a search field and a tree view containing 'My Favorites', 'Reports', 'A/P', 'Purchasing', 'Finance Reports', 'GL A-M', 'GL N-Z', 'Sponsored Projects', 'Set Up Financials/Supply Chain', 'General Ledger', 'Accounts Payable', 'Purchasing', 'Vendors', 'Reporting Tools', and 'PeopleTools'. The 'Reports' section is expanded. The main content area is titled 'Main Menu > Reports' and displays a grid of report categories: 'A/P', 'Purchasing', 'Finance Reports', 'GL A-M', and 'GL N-Z'. A callout box with the text 'Select "Finance Reports"' has an arrow pointing to the 'Finance Reports' category in the grid.

d. Select "Summary of Financial Transactions":

The screenshot shows the University of Colorado financial reporting system interface, specifically the 'Finance Reports' sub-menu. The 'Menu' sidebar on the left has 'Reports' expanded to 'Finance Reports', which is further expanded to show a list of reports: 'Report of Cash Balances', 'Balance Sheet (SNA)', 'Balance Sheet (SNA) - Trans', 'Journal Entry Detail', 'Summary of Budget Pools', 'Summary by Subtotals', 'Summary Fund Balance', 'Summary of Financial Trans', 'Detail of Financial Tran', 'Detail of Salaries Benefits', and 'Journal Print'. The main content area is titled 'Main Menu > Reports > Finance Reports' and displays a grid of report tiles. A callout box with the text 'Select "Summary of Financial Transactions"' has an arrow pointing to the 'Summary of Financial Trans' tile in the grid.

e. Enter a run control ID (code of your choice) then select “Add a New Value”:

Summary of Financial Trans
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

Find an Existing Value | [Add a New Value](#)

f. Enter org or org node and other parameters then click the “Run” button:

Summary

Run Control ID: Itl [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Fiscal Year: 2011
Period: 5
Fund Code: 10
ORG Tree Node: B0010
Org:
Program:
Project:
Sub-class:

Page Break By: T
Export to Excel: Y

g. Click “OK” then Select “Reporting Tools”:

Process Scheduler Request

User ID: _____ Run Control ID: _____

Server Name: PSUNX Run Date: 11/03/2010
 Recurrence: _____ Run Time: 3:49:52PM
 Time Zone: _____

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Summary of Trans	GL0100CU	SQR Report	Web	PDF	Distribution

OK Cancel

Click “OK”

2. Select “Reporting Tools”

h. Select “Report Manager”:

Main Menu > Reporting Tools

Run, create, and manage queries and nVision reports.

Report Manager Review report list.

Process Monitor Review process and server lists for

Select “Report Manager”

i. Click on the report link to view it.

Administration Archives

View Reports For

Refresh Last: 1 Days User ID: _____ Type: _____
 Instance: _____ to: _____ Status: _____ Folder: _____

Select	Report ID	Procs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1252825	4120583	Summary of Trans	11/03/2010 2:29:45PM	Acrobat (*.pdf)	Posted	Details

Click on the report link to view it, once the status shows “posted”.

j. The balance available will be shown on the grand total line:

Summary of Budget, Revenues, Expenditures, and Transfers - By Org Tree Node											Page 13	
For the Period 11/01/2010 thru 11/30/2010											Run Date 11/04/2010	
											Run Time 08:42:32	
											Report ID: GL0100CU	
Campus Box:	400CB	Manager:	WATERS, ELAINE MARIE									
Fund:	10	UNRESTRICTED GEN OPR										
Org Tree Node:	B0010	B-PROVOST&EVC ACADEMIC AFFAIRS										
Account Description	A Budget	B Actuals This Period	C Actuals FY to Date	D % (C/A)	E Budget Bal (A-C)	F Pre-Encumb Requisitions	G Encumbrances	H Total (C+F+G)	I Avail Bal (A-H)	J %		
810000 FIXED ASSETS GENERAL BUDGET	3,126,761.00				3,226,761.00				3,226,761.00			
810100 EQUIPMENT >= \$5000		16,523.00	453,709.14		(453,709.14)	346,056.76	1,932,308.21	2,732,084.11	(2,732,084.11)			
810700 EQUIPMENT COMPONENTS			951.82		(951.82)	9,710.00	46,129.38	56,791.20	(56,791.20)			
810900 EQUIPMENT < \$5000 P&A EXEMPT			2,731.92		(2,731.92)			2,731.92	(2,731.92)			
810000 - 812399	3,126,761.00	16,523.00	457,392.88	14%	2,769,368.12	355,776.76	1,978,437.59	2,791,607.23	435,153.77	13%		
FIXED ASSETS COSTS												
960000 ALLOCATIONS GENERAL BUDGET	(19,385,432.00)				(19,085,432.00)				(19,085,432.00)			
960001 GENERAL RECHG-DA-PLA CALC BUDG	19,385,432.00				19,085,432.00				19,085,432.00			
960000 - 968999	0.00	0.00	0.00	0%	0.00	0.00	0.00	0.00	0.00	0%		
GENERAL RECHARGES												
Subtotal Expenditures	306,107,023.00	1,122,205.16	89,442,147.94	29%	216,964,875.06	1,192,956.84	146,609,978.96	237,245,083.74	69,161,939.26	23%		
995000 CASH TRNSFRS IN GENERAL BUDGET	(14,776,321.00)				(14,776,321.00)				(14,776,321.00)			
995100 CASH TRANSFER IN W/IN CAMPUS			(40,637,515.64)		40,637,515.64			(40,637,515.64)	40,637,515.64			
995200 CASH TRANSFER IN OTHR CAMPUS			(45,885.00)		45,885.00			(45,885.00)	45,885.00			
995202 VOL TRFR IN OTHER CAMPUS-PIE			(43,156.00)		43,156.00			(43,156.00)	43,156.00			
997100 CASH TRANSFER OUT W/IN CAMPUS	5,000.00		6,450,094.22		(6,445,094.22)			6,450,094.22	(6,445,094.22)			
997200 CASH TRANSFER OUT OTHER CAMPUS		5,000.00	149,200.00		(149,200.00)			149,200.00	(149,200.00)			
995000 - 999997	(14,771,321.00)	5,000.00	(34,127,262.42)	231%	19,355,941.42	0.00	0.00	(34,127,262.42)	19,355,941.42	-131%		
VOLUNTARY TRANSFERS												
Subtotal Transfers	(14,771,321.00)	5,000.00	(34,127,262.42)	231%	19,355,941.42	0.00	0.00	(34,127,262.42)	19,355,941.42	-131%		
Subtotal Expenditures and Transfers	291,335,702.00	1,127,205.16	55,314,885.52	19%	236,320,816.48	1,192,956.84	146,609,978.96	203,117,821.32	88,517,880.68	30%		
Grand Total for Fund: 10	289,225,179.00	1,126,026.16	52,820,354.44	18%	237,104,824.56	1,192,956.84	146,609,978.96	200,623,290.24	89,301,888.76	31%		
UNRESTRICTED GEN OPR												
Grand Total for Tree Node: B0010	289,225,179.00	1,126,026.16	52,820,354.44		237,104,824.56	1,192,956.84	146,609,978.96	200,623,290.24	89,301,888.76			
B-PROVOST&EVC ACADEMIC AFFAIRS												

Balance available

