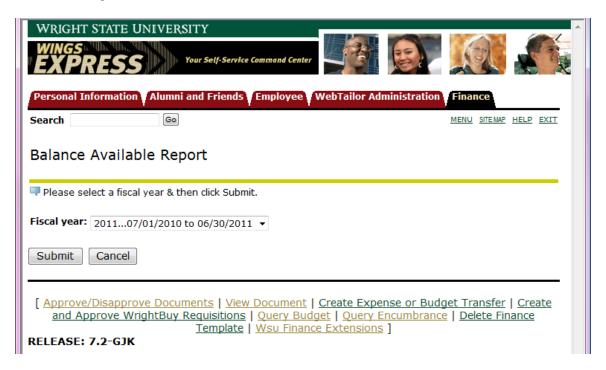
Step-By-Step Guide to Balance Available Report

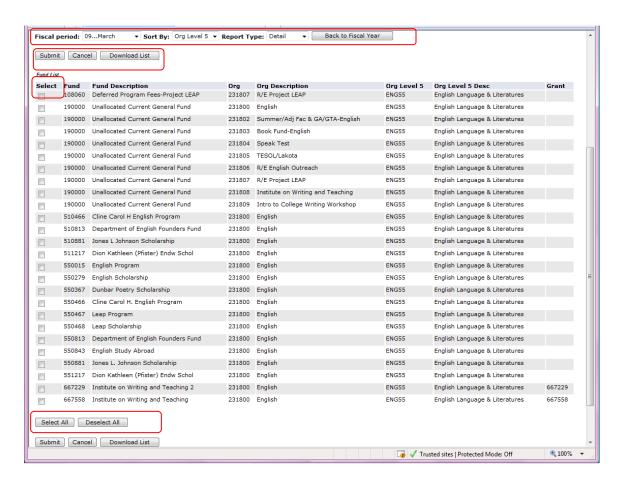
The Balance Available Report was developed by WSU to provide a <u>simple, high level overview including the available balance amount</u> for a user's fund & organization code pair(s).

From the WINGS Express Finance menu, click **WSU Finance Extensions**. Click on **Balance Available Report** link.

The current **Fiscal Year** will default, & you may change it using the drop-down list if you wish. Then, click Submit.



The list of fund and org pair(s) you have access to view which were active in the selected fiscal year are displayed. The related Level5 Org (aka Department) is also shown. The Grant column at the far right displays a grant#, where applicable.



Fiscal Period defaults to the current period. Use the drop-down list to change, if needed.

The default **Sort By** is OrgLevel5 (i.e. sorted by OrgLevel5 by Fund by Org). Use the drop-down menu to change to Fund Code (Fund by Org by OrgLevel5) or OrgCode (Org by OrgLevel5 by Fund). Click **Submit** after selecting a different sort option to view the resorted list.

Report Type defaults to Detail, & may be changed to Summary.

Click in the **box next to each fund & org pair** you wish to view. The Select/Deselect All buttons at the bottom of the list may assist you. (Note the report may run faster when you select just fund & org pairs you want to view, rather than running for all pairs.)

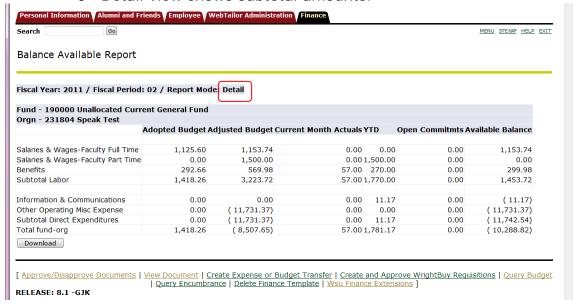
DownloadList creates a .csv file of all the displayed rows, sorted by FundCode, which may be opened in Excel.

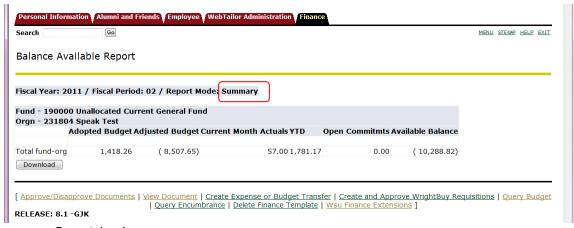
Click Submit.

Based on the fund & org pairs selected, resulting output displays from:

Operating Ledger

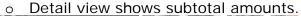
- o Shows year-to-date amounts based on fiscal year July-June.
 - Adopted Budget: original budget input.
 - Adjusted Budget: original budget +/- any adjustments, including year-to-year carryovers where applicable.
 - MTD: current month actuals.
 - YTD: YTD actuals for the month selected, cumulative since July.
 - Open Commitments: includes salary & benefits committed, purchase orders outstanding, and other obligations that have not yet been paid or liquidated.
 - Available Balance: Adjusted Budget minus YTD minus Commitments.
- Detail view shows subtotal amounts.

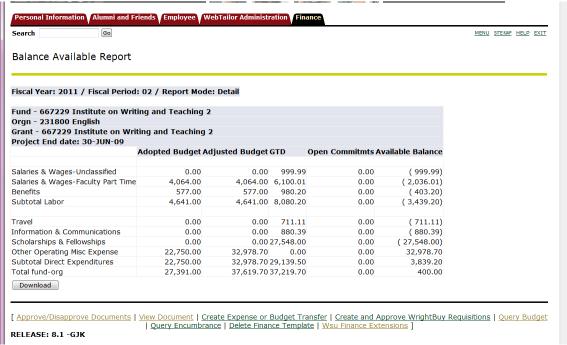




- Grant Ledger
 - For any fund & org pair in your list that has a Grant#.
 - Primarily, these are sponsored programs through Research &
 Sponsored Programs as well as selected Plant and Agency funds.

- Shows GTD grant-to-date amounts based on the fiscal year and length of each specific grant, from its inception.
 - Adopted Budget: original budget input.
 - Adjusted Budget: original budget +/- any adjustments, including year-to-year carryovers where applicable.
 - GTD grant-to-date actuals since the grant's inception.
 - Open Commitments: includes salary & benefits committed, purchase orders outstanding, and other obligations that have not yet been paid or liquidated.
 - Balance Available: Adjusted Budget minus YTD minus Commitments.



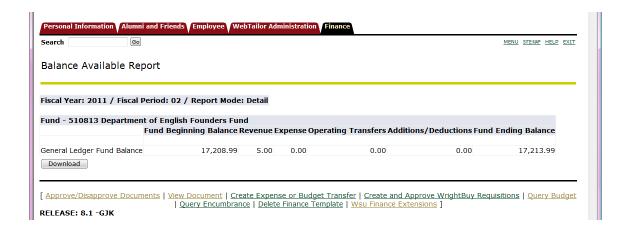


General Ledger

- For any 51xxxx or 52xxxx Foundation endowment or quasiendowment funds.
 - Fund Beginning Balance: at beginning of fiscal year, July.
 - Revenue: total revenues for fiscal year.
 - Expense: total expense for fiscal year.
 - Operating Transfers: total 8xxxxx transfer accounts for fiscal year.
 - Additions/Deductions: General Ledger net additions/deductions for fiscal year.
 - Fund Ending Balance

Results may be downloaded, using the download button.

The Summary View results in a 1-line summary for each fund & org pair.



*** Signs show negative Balance Available in parentheses and positive Balance Available as a positive number.*** This may be different than the way the signs display in the Budget Queries in WINGS Express Finance.