

Step-By-Step Guide to Balance Available Report

The Balance Available Report was developed by WSU to provide a simple, high level overview including the available balance amount 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 screenshot shows the WINGS Express Finance interface. At the top, there is a green header with "WRIGHT STATE UNIVERSITY" and "WINGS EXPRESS Your Self-Service Command Center". Below this is a navigation bar with tabs for "Personal Information", "Alumni and Friends", "Employee", "WebTailor Administration", and "Finance". A search bar is present with a "Go" button and links for "MENU", "SITEMAP", "HELP", and "EXIT". The main content area is titled "Balance Available Report" and contains a message: "Please select a fiscal year & then click Submit." Below this is a dropdown menu for "Fiscal year:" with the selected range "2011...07/01/2010 to 06/30/2011". There are "Submit" and "Cancel" buttons. At the bottom, there is a list of links: "[[Approve/Disapprove Documents](#) | [View Document](#) | [Create Expense or Budget Transfer](#) | [Create and Approve WrightBuy Requisitions](#) | [Query Budget](#) | [Query Encumbrance](#) | [Delete Finance Template](#) | [Wsu Finance Extensions](#)]". The footer text reads "RELEASE: 7.2-GJK".

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: 09...March Sort By: Org Level 5 Report Type: Detail Back to Fiscal Year

Submit Cancel Download List

Fund List

Select	Fund	Fund Description	Org	Org Description	Org Level 5	Org Level 5 Desc	Grant
<input type="checkbox"/>	108060	Deferred Program Fees-Project LEAP	231807	R/E Project LEAP	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231802	Summer/Adj Fac & GA/GTA-English	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231803	Book Fund-English	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231804	Speak Test	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231805	TESOL/Lakota	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231806	R/E English Outreach	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231807	R/E Project LEAP	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231808	Institute on Writing and Teaching	ENG55	English Language & Literatures	
<input type="checkbox"/>	190000	Unallocated Current General Fund	231809	Intro to College Writing Workshop	ENG55	English Language & Literatures	
<input type="checkbox"/>	510466	Cline Carol H English Program	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	510813	Department of English Founders Fund	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	510881	Jones L Johnson Scholarship	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	511217	Dion Kathleen (Pfister) Endw Schol	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550015	English Program	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550279	English Scholarship	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550367	Dunbar Poetry Scholarship	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550466	Cline Carol H. English Program	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550467	Leap Program	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550468	Leap Scholarship	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550813	Department of English Founders Fund	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550843	English Study Abroad	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	550881	Jones L. Johnson Scholarship	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	551217	Dion Kathleen (Pfister) Endw Schol	231800	English	ENG55	English Language & Literatures	
<input type="checkbox"/>	667229	Institute on Writing and Teaching 2	231800	English	ENG55	English Language & Literatures	667229
<input type="checkbox"/>	667558	Institute on Writing and Teaching	231800	English	ENG55	English Language & Literatures	667558

Select All Deselect All

Submit Cancel Download List

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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

- 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.

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Balance Available Report

Fiscal Year: 2011 / Fiscal Period: 02 / Report Mode: **Detail**

Fund - 190000 Unallocated Current General Fund
Orgn - 231804 Speak Test

	Adopted Budget	Adjusted Budget	Current Month	Actuals YTD	Open Commitmts	Available Balance
Salaries & Wages-Faculty Full Time	1,125.60	1,153.74	0.00	0.00	0.00	1,153.74
Salaries & Wages-Faculty Part Time	0.00	1,500.00	0.00	1,500.00	0.00	0.00
Benefits	292.66	569.98	57.00	270.00	0.00	299.98
Subtotal Labor	1,418.26	3,223.72	57.00	1,770.00	0.00	1,453.72
Information & Communications	0.00	0.00	0.00	11.17	0.00	(11.17)
Other Operating Misc Expense	0.00	(11,731.37)	0.00	0.00	0.00	(11,731.37)
Subtotal Direct Expenditures	0.00	(11,731.37)	0.00	11.17	0.00	(11,742.54)
Total fund-org	1,418.26	(8,507.65)	57.00	1,781.17	0.00	(10,288.82)

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Balance Available Report

Fiscal Year: 2011 / Fiscal Period: 02 / Report Mode: **Summary**

Fund - 190000 Unallocated Current General Fund
Orgn - 231804 Speak Test

	Adopted Budget	Adjusted Budget	Current Month	Actuals YTD	Open Commitmts	Available Balance
Total fund-org	1,418.26	(8,507.65)	57.00	1,781.17	0.00	(10,288.82)

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- 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.
- Detail view shows subtotal amounts.

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Balance Available Report

Fiscal Year: 2011 / Fiscal Period: 02 / Report Mode: Detail

Fund - 667229 Institute on Writing and Teaching 2
Orgn - 231800 English
Grant - 667229 Institute on Writing and Teaching 2
Project End date: 30-JUN-09

	Adopted Budget	Adjusted Budget	GTD	Open Commitmts	Available Balance
Salaries & Wages-Unclassified	0.00	0.00	999.99	0.00	(999.99)
Salaries & Wages-Faculty Part Time	4,064.00	4,064.00	6,100.01	0.00	(2,036.01)
Benefits	577.00	577.00	980.20	0.00	(403.20)
Subtotal Labor	4,641.00	4,641.00	8,080.20	0.00	(3,439.20)
Travel	0.00	0.00	711.11	0.00	(711.11)
Information & Communications	0.00	0.00	880.39	0.00	(880.39)
Scholarships & Fellowships	0.00	0.00	27,548.00	0.00	(27,548.00)
Other Operating Misc Expense	22,750.00	32,978.70	0.00	0.00	32,978.70
Subtotal Direct Expenditures	22,750.00	32,978.70	29,139.50	0.00	3,839.20
Total fund-org	27,391.00	37,619.70	37,219.70	0.00	400.00

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- General Ledger
 - For any 51xxxx or 52xxxx Foundation endowment or quasi-endowment 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.

Balance Available Report

Fiscal Year: 2011 / Fiscal Period: 02 / Report Mode: Detail

Fund - 510813 Department of English Founders Fund

	Fund Beginning Balance	Revenue	Expense	Operating Transfers	Additions/Deductions	Fund Ending Balance
General Ledger Fund Balance	17,208.99	5.00	0.00	0.00	0.00	17,213.99

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***** 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.