

## 1) UNDERSTANDING THE ACCOUNTING SYSTEM

### i. Types of Accounts

- (A) State
- (B) Budgeted Local
- (C) Cash Style Local (includes ICR, gift )
- (D) Summer
- (E) Grant

### ii. General Rules

- (F) Each Account Type has its own specific range of University Codes (Object Codes). Refer to users for the object codes ranges.
- (G) Each Account has its own specific range of Cost Centers and Cost Codes. **Users will have to create new accounts with the corresponding Cost Centers and Cost Codes prior to inputting items.**
- (H) Summer Accounts are categorized as Cash Style Local, however Summer Accounts have a different set of Object Codes.
- (I) Budgeted Local and Cash Style Local has the same set of Object Codes except for the following:
  - Budgeted Local has 1000, 1300, 3000, 7000 but not 4920, 5920
  - Cash Style Local has 4920 and 5920 but not 1000, 1300, 3000, 7000
- (J) Additional Cost Centers and Cost Codes may be added after an Account is created.
- (K) There are only 2 types of RBC's: 0 ( to describe an Object Code as an expense or income) AND 1 ( to describe an Object Code as budget transfer )
- (L) Object Codes 4920 and 5920 have RBC's of 0 even though they are considered as transfer transactions.

## i. UNDERSTANDING DATABASE RELATIONSHIP

### iii. Entity-Relationships

There are 9 different tables created for this dB

Table	Purpose
ITEM	Stores all the ITEM data entered by user
ACCOUNT	Stores all the balances when an account is created
ACCOUNT_TYPE	Stores all the account type in the system. Currently, there are 4 types of accounts (Grant, Local, Summer, State)
UNIVERSITY CODE	Stores data of University Codes (Object Codes)
DATES	Dates for all the end-of-the-month for the fiscal year
SBS's_CATEGORIES	Stores data of corresponding University Codes (Object Codes) for each categories
UNI-CODE ⇔ ACCOUNT_TYPE	Stores data of corresponding University Code (Object Codes) for each Account Type
ACCOUNT-# ⇔ COST-CODE	Stores data of corresponding Cost-Codes for each Account-#
ACCOUNT-# ⇔ COST_CENTER	Stores data of corresponding Cost-Centers for each Account-#

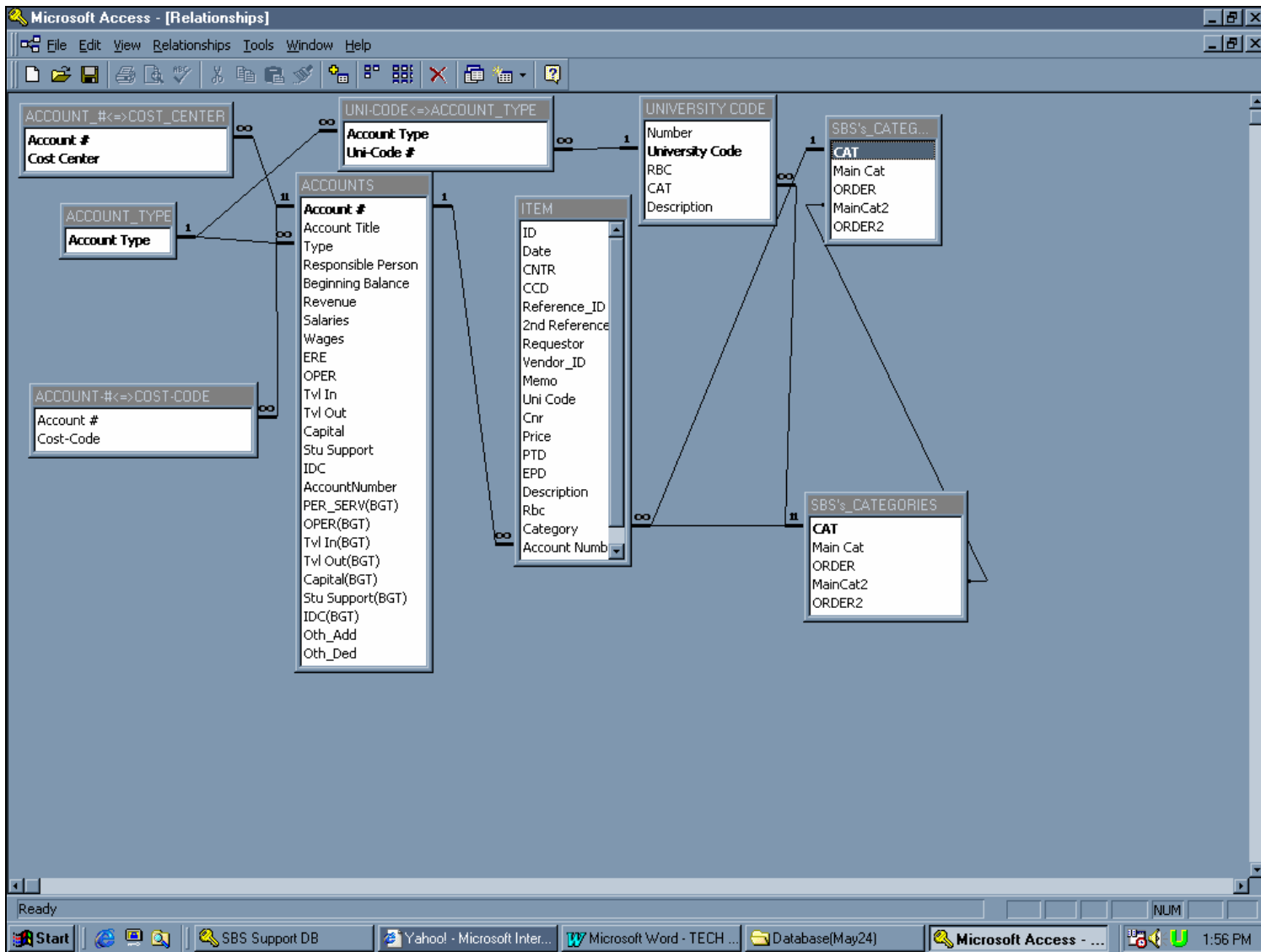


Diagram 2.1: dB Relationship Diagram

### 3) Access Database

#### i. Tables

##### (A) ACCOUNT-# ⇔ COST-CODE (Account #, Cost-Code)

Consist all the ACCOUNT and COST-CODE corresponding to each accounts number. These are entered manually when an account is setup.

Account #	Cost-Code
110602	ALUMN
110602	AWARD
110602	CNGRS
110602	COFFE
110602	COPYR
110602	DEAN
110602	DEPTF
110602	EVENT
110602	FXCLS
110602	GENDE
110602	GENRL

Design View Field Properties:

Field Name	Account #	Cost-Code
Explanation	Existing accounts. When creating a new account, users will be prompted to input the corresponding cost-codes. Additional Cost-code will added in this table	Each Account # has a set of cost-code. Please refer to users for cost-code corresponding to each Account #.
Referential Integrity Rule	Each Account # has many Cost-Code	Each Cost-Code can belong to many Account #

##### (B) ACCOUNT\_# ⇔ COST\_CENTER (Account #, Cost Center)

Consist all the ACCOUNT and COST CENTER corresponding to each accounts number.

Account #	Cost Center
110602	BDTRN
110602	CMPSP
110602	CMPTR
110602	DEVLP
110602	DLNCH
110602	DNENT
110602	DNTRV
110602	DONAT
110602	FAX
110602	FLRST
110602	GTAWD
110602	H&DRT
110602	HONRS
110602	INTRN
110602	MAIL

Design View Field Properties:

Field Name	Account #	Cost-Code
Explanation	Existing accounts. When creating a new account, users will be prompted to input the corresponding cost-codes. Additional Cost-code will added in this table	Cost Centers are further categorization of items charged to the accounts. Each Account # has a set of cost-code. Please refer to users for cost-code corresponding to each Account #.
Referential Integrity Rule	Each Account # has many Cost-Code	Each Cost-Center can belong to many Account #

(C) ACCOUNT\_TYPE

Consist of a list of different ACCOUNT\_TYPE. This table is used as a source for ACCOUNT\_TYPE pull-down menu in the different forms.

Account Type	
	Budgeted Local
▶	Cash Local
	Grant
	State
	Summer
*	

Design View Field Properties:

Field Name	Account Type (Primary Key)
Explanation	There are 5 types of accounts in the system. This table is used as a source for account type drop down menu in forms.

(D) ACCOUNTS

Consist the initial balances and information of existing accounts. Entries from the following FORMS will be input into this table: GRANT SETUP; LOCAL BUDGET SETUP CASH STYLE LOCAL; and STATE SETUP.

Account #	Account Title	Type	Responsible Person	Beginning Balance	Revenue	Salaries	Wage
▶ BUDLOC	BUDGETED LOC	Budgeted Local		\$100.00	\$200.00	\$500.00	\$600.00
212900	Local Account	Cash Local	HOLLY SMITH	\$48,606.00	\$0.00	\$0.00	\$0.00
228550	Local Account	Cash Local	HOLLY SMITH	\$250,000.00	(\$10,000.00)	\$200,000.00	\$100,000.00
722250	Local Account	Cash Local	HOLLY SMITH	\$123,456.00	(\$10,000.00)	\$10,000.00	\$5,000.00
FDN347	Local Account	Cash Local	HOLLY SMITH	\$900,000.00	(\$10,000.00)	\$10,000.00	\$5,000.00
FDN727	Local Account	Cash Local	HOLLY SMITH	\$1,000,000.00	(\$10,000.00)	\$10,000.00	\$5,000.00
228290	UNRESTRICTED	Cash Local	HOLLY SMITH	\$6,322.98	\$0.00	\$0.00	\$0.00
450000	GRANT ACCOUNT	Grant		\$0.00	\$0.00	\$300.00	\$200.00
110602	State Account	State	HOLLY SMITH	\$1,000,000.00	\$0.00	\$0.00	\$0.00
110603	State Account	State	HOLLY SMITH	\$0.00	\$0.00	\$0.00	\$0.00
110000	STATE ACCOUNT	State		\$0.00	\$0.00	\$0.00	\$200.00
205900	Summer Account	Summer	HOLLY SMITH	\$334,378.38	\$0.00	\$0.00	\$0.00
SUMMER	SUMMER SESS	Summer		\$100.00	\$200.00	\$500.00	\$600.00
*				\$0.00	\$0.00	\$0.00	\$0.00

ERE	OPER	Tvl In	Tvl Out	Capital	Stu Support	IDC	AccountNumber	
\$0.00	\$19,990.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100100	
\$0.00	\$100,000.00	\$200,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	110602	
\$0.00	\$150,000.00	\$250,000.00	\$300,000.00	\$100,000.00	\$0.00	\$0.00	110603	
\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	205000	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	205900	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	212000	
\$50,000.00	\$250,000.00	\$100,000.00	\$75,000.00	\$50,000.00	\$50,000.00	\$225,000.00	212900	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
\$200,000.00	\$300,000.00	\$100,000.00	\$50,000.00	\$100,000.00	\$10,000.00	\$100,000.00	228550	
\$100,000.00	\$20,000.00	\$30,000.00	\$2,000.00	\$45,061.00	\$12,220.00	\$122,230.00	722250	
\$100,000.00	\$20,000.00	\$30,000.00	\$2,000.00	\$45,061.00	\$12,220.00	\$122,230.00	FDN347	
\$100,000.00	\$20,000.00	\$30,000.00	\$2,000.00	\$45,061.00	\$12,220.00	\$122,230.00	FDN727	
\$2,000,000.00	\$100,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$100,000.00	\$10,000.00	GRANTS	
PR_SERV(BGT)	OPER(BGT)	Tvl In(BGT)	Tvl Out(BGT)	Capital(BGT)	Stu Support(B	IDC(BGT)	Oth_Add	Oth_Ded
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)	\$100.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$700.00)	\$800.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)	\$500.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)	\$500.00
\$100,000.00	\$50,000.00	\$2,000.00	\$5,000.00	\$10,000.00	\$30,000.00	\$20,000.00	(\$500.00)	\$0.00

Design View Field Properties:

Field Name	Account # (Primary Key)	Account Title	Type	Responsible Person	Beginning Balance	Revenue	Salaries	Wages	ERE
Explanation	Existing accounts.	Name Given to the Account by users	Type of Account (State; Summer; Grant; Local)	Person Responsible for this Account	Beginning Balance available to this account	Revenue received from this account at the beginning of the fiscal year	Resources available for Salaries expenses	Resources available for Wages expenses	Resources available for ERE expenses
Notes 1	Applicable to State, Local, Summer, and Grant Accounts	Applicable to State, Local, Summer, and Grant Accounts	Applicable to State, Local, Summer and Grant Accounts	Applicable to State, Local, Summer and Grant Accounts	Applicable to Local, Summer Accounts only.	Applicable to Local, Summer	Applicable to Local, Summer and Grant Accounts only	Applicable to Local, Summer and Grant Accounts only	Applicable to Local, Summer and Grant Accounts only
Notes 2	The relevant fields will be entered by users in the accounts setup forms								

Field Name	OPER	Tvl In	Tvl Out	Capital	Stu Support	IDC	AccountNumber	PER_SERV (BGT)	OPER (BGT)
Explanation	Resources available for Operations expenses	Resources available for In-State Travelling expenses	Resources available for Out-State Travelling expenses	Resources available for Capital expenses	Resources available for Student Support expenses	Resources available for Indirect Charges expenses	This is a better naming convention for coding in Visual Basic as opposed to Account #.	Resources budgeted for Personal Services expenses	Resources budgeted for Operations expenses
Notes	Applicable to State, Summer, Local and Grant Accounts only	Applicable to State, Summer, Local and Grant Accounts only	Applicable to State, Summer, Local and	Applicable to State, Summer, Local and	Applicable to Summer, Local and Grant	Applicable to Summer, Local and		Applicable to Grant Accounts only	Applicable to Grant Accounts only

			Grant Accounts only	Grant Accounts only	Accounts only	Grant Accounts only			
Notes 2	The relevant fields will be entered by users in the accounts setup forms								

Field Name	Tvl In(BGT)	Tvl Out(BGT)	Capital(BGT)	Stu Support(BGT)	IDC(BGT)	Oth_Add	Oth_Ded
Explanation	Resources budgeted for In-State Travelling expenses	Resources budgeted for Out-State Travelling expenses	Resources budgeted for Capital expenses	Resources budgeted for Out-State Student Support expenses	Resources budgeted for Out-State Indirect Charges expenses	Other Additional Revenue to the Account	Other Additional Deductions to the Account
Notes	Applicable to Grant Accounts only	Applicable to Grant Accounts only	Applicable to Grant Accounts only	Applicable to Grant Accounts only	Applicable to Grant Accounts only	Applicable to Summer and Local Accounts only	Applicable to Summer and Local Accounts only
Notes 2	The relevant fields will be entered by users in the accounts setup forms						



**(E) DATES**

This field is used as a source for the PTD and EPD fields in the input forms.

New dates of the next fiscal year need to be entered manually by database administrator at the end of the fiscal year.

Dates	
01/31	
02/28	
03/31	
04/30	
05/31	
06/30	
07/31	
08/31	
09/30	
10/31	
11/30	
12/31	

**(F) ITEM**

This is the main table where all items' information is entered from the input form. Most of the queries are extracted from this table.

ID	Date	CNTR	CCD	Reference_ID	2nd Reference	Requestor	Vendor_ID	Memo	Uni Code	Cnr
431	7/1/99	STDNT	STENC	ENCUMBRANCE		LYNDA	VARIOUS ST	ENCUMBRANCE F	1340	
432	7/28/99	TELEP	TEENC	TELE0443		LYNDA	U OF A TEL	ENCUMBRANCE F	3840	
433	7/26/99	MCPYR	MCENC	R-GETNUMBER	ENCUMBRNACE		IKON OFFICE	MAINTENANCE, I	3590	
434	5/2/00	XTNFR		601511475	816963	LYNDA	AURORA C A	P E T TRANSFER	1340	
435	6/15/00	INTRN	STATE	I340260		CHERIE	AZ DAILY WII	2 CLASSIFIED AD	4110	
436	6/14/00	HONRS	HNEXP	I321879		KAREN	PRINTING & I	LETTERHEAD FC	4840	
437	1/27/00	SUPPL	WATER	S358577		NOA	STORES	6 BOTTLE DEPOS	5230	
438	4/24/00	SUPPL	WATER	S358583		BRIAN	STORES	4 BOTTLE DEPOS	5230	
439	5/8/00	SUPPL	COFFE	S317648		NOA	CORPORATE	COFFEE CREAME	5230	
440	6/8/00	SUPPL	OFFIC	S617665		LYNDA	CORPORATE	ANTISTATIC MA	5230	
Price	PTD	EPD	Description			Rbc	Category	Account	Type	
\$0.00			Student Wages -- Not Encumbered			0	WAGES	110602	State	
\$0.00			Communication Equipment Charges			0	OPERATION	110602	State	
\$0.00			R/M-Office Furniture & Equip.--Contract			0	OPERATION	110602	State	
(\$987.00)			Student Wages -- Not Encumbered			0	WAGES	110602	State	
\$218.00			Advertising -- Publications			0	OPERATION	110602	State	
\$190.00			Printing & Litography			0	OPERATION	110602	State	
(\$33.00)			Office Supplies			0	OPERATION	110602	State	

Design View Field Properties:

Field Name	ID	Date	CNTR	CCD	Reference_ ID	2 <sup>nd</sup> Reference	Requestor	Vendor_ID	Memo
Explanation	Incremental ID generated by Access to keep track data entered in the database	The Date on the hard copy of PO form	Cost Center Each Account has its own sets of Cost Centers	Cost Code Each Account has its own sets of Cost Code	The number of the invoice/ PO form	Additional field to identify the invoice/ PO form	Person requesting or preparing the invoice/ PO form	Resources available for Wages expenses	Resources available for ERE expenses
Notes 1	The relevant fields will be entered by users in the item input form								

Field Name	Uni Code	Cnr	Price	PTD	EPD	Description	Rbc	Category	Account
Explanation	Codes used by the university to classify the type of expense. Also known as object code to users.	Addition Cost Code	Dollar amount for the expense	Date when an expense is posted to the university FRS report. Also known as post date.	Date when items are still encumbered.	Description of Uni Code/ Object Code. Depends on the Uni Code	Indicates whether this an item is an operational expense. Depends on the Uni Code.	Indicate which category the Uni Code corresponds to.	The Account number the item is expensed to.
Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notes 1	-			Updateable during reconciliation	Updateable during reconciliation		Limited to either "0" or "1" "1" = Operational Expense	Used to calculate the categorical totals.	
Notes 2	The relevant fields will be entered by users in the item input form								

### (G) SBS's\_CATEGORIES

The Main Cat field is used to categorize categories into main categories that are consistent with the categories of reports being generated.

The Order, MainCat2 and Order2 fields are used to order generate reports that display categories in the order required by the users.

This further categorization is required since Access dB will only generate report on an ascending/descending alphabetical order.

CAT	Main Cat	ORDER	MainCat2	ORDER2
BSTFRI		0		
BSTFRO		0		
CAPITAL	OTH DIR	11	EXP_SUM	4
CAPITAL ABR	OTH DIR	12		
COST OF SALES ABR	OTH DIR			

### (H) UNI-CODE ⇔ ACCOUNT\_TYPE

This table lists all the University Codes for different account type.

This table is used to requery the different **Uni-Code #** corresponding to the different **Account Types**.

Refer to users for a complete listing of **Uni-Code #** for each **Account Type**

To delete/ add or Uni-Code #, the Uni-Code # has to deleted/ added in 3 corresponding tables in the following orders (UNI-CODE⇔ACCOUNT\_TYPE; UNIVERSITY CODE)

	Account Type	Uni-Code #
▶	Cash Local	200
	Budgeted Local	200
	Summer	210
	Cash Local	270
	Budgeted Local	270
	Cash Local	280
	Summer	280
	Budgeted Local	280
	Cash Local	350
	Budgeted Local	350
	Cash Local	370

### (I) UNIVERSITY CODE

This table provides a complete list of description and the category corresponding to each University Code.

To delete/ add or University Code, the University Code has to deleted/ added in 3 corresponding tables in the following orders (UNI-CODE⇔ACCOUNT\_TYPE; UNIVERSITY CODE)

Number	University Code	RBC	CAT	Description
745	10 0	REV	State Appropriation	
746	20 0	REV	Federal Appropriation	
747	30 0	REV	1st Period - Resident Tuition	
748	40 0	REV	2nd Period - Resident Tuition	
749	50 0	REV	Other Period - Resident Tuition	
750	60 0	REV	1st Period - Nonresident Tuition	
751	70 0	REV	2nd Period - Nonresident Tuition	
752	80 0	REV	Other Period - Nonresident Tuition	
753	90 0	REV	Law - Special Tuition	

ii. Queries

Most of the queries generated are used to generate the reports of this system. Please refer to the Access dB for SQL queries.

iii. Forms/ Input Screens

[Main Menu](#)

The Main Screen of the system. Allow users to input or select criteria for generating reports. (For further explanation, please refer to the “User Manual”)

[DATA INPUT](#)

Item Input By Account #: Allow users to input items

Form Source Name: INPUT(Account#)

\* All entries input by users will be stored in the Table name “ITEM”.

## DATA UPDATE

Item Update Form: Directs users to another form “Update” to select the criteria of data to be updated.  
Form Source Name: UPDATE

## UPDATE FORM

Allow users to update/ make changes/ reconcile FRS’s data with the bookkeeping system’s data.  
Form Source Name: UpdateQueryForm

## ADD C-CODES

ADD CNTR/CCD: Allows users to add additional cost codes and cost centers in the existing accounts.  
User must have user accounts set up before making changes to the cost codes and cost centers.  
Form Source Name: CCD&CNTR\_ADD\_IN

## RECONCILING

POSTING: Allow users to reconcile Post Dates on dB with post dates on FRS.  
Form Source Name: PostingForm

## UPDATE PTD’S AND EPD’S

Brings User’s to the Report Criteria Input Screen

## ACCOUNT SETUP

\* All entries by users will be stored in the Table name “ACCOUNTS”

STATE ACCOUNT SETUP: Setup Screen for new State Accounts  
Form Source Name: STATE SETUP

CASH STYLE LOCAL ACCOUNT SETUP: Setup Screen for new “Cash Style” Local Accounts  
(includes summer accounts)  
Form Source Name: SUMMER, GIFT, ICR, SETUP

GRANT PROFILE SETUP: Setup Screen for new Grant Accounts  
Form Source Name: GRANT SETUP

BUDGETED LOCAL ACCOUNT SETUP: Setup Screen for new “Budgeted” Local Accounts  
Form Source Name: LOCAL BUDGET SETUP

**REPORTS** (Refer to iv) [Report](#) in the following heading)

GENERATE REPORT

### ***iv. Reports***

#### **(A) STATE**

##### **Summary Report**

Report Source Name: State

Made up of 6 other reports for each column of the report: SIDE, WAGES, OPERATION, TVLIN, TVLOUT, CAPITAL, OTH DIR.



## STATE BUDGET REPORT

Account 110603 DATE: 07/31

	WAGES	OPERATION	TYLIN	TYLOUT	CAPITAL	OTH DIR
ORIG BGT	\$0	\$109,800	\$0	\$0	\$88,700	\$198,500
ME BGT CH	\$0	\$26,862				\$26,862
YTD BG CH	\$0	\$26,862				\$26,862
ADJ BGT	\$0	\$82,938	\$0	\$0	\$88,700	\$171,638
MOE EXP	\$2,831	\$119	\$0	\$0	\$0	\$119
YTD EXP	\$2,831	\$119	\$0	\$0	\$0	\$119
ENC BAL	\$23,904	\$457	\$0	\$0	\$0	\$457
FRS AVAIL	(\$26,735)	\$82,362	\$0	\$0	\$88,700	\$171,062
OPEN RBC	\$0	\$14,500				\$14,500
OPEN EXP	\$1,100	\$222	\$0	\$0	\$0	\$222
ADJ BGT	\$0	\$68,438	\$0	\$0	\$88,700	\$157,138
TOTAL DED	\$27,835	\$798	\$0	\$0	\$0	\$798
DEPT AVAIL	(\$27,835)	\$67,640	\$0	\$0	\$88,700	\$156,340

Diagram 3.1: State Budget Report

Column Source: Query Name	Record Source: WORK	Record Source: WORK	Record Source: WORK	Record Source: WORK	Record Source: WORK	Record Source: OthDirQuery
Object Code Range	1300-13XX	3100-5890	6000-6140	6000-6340	7000-8190	---
	WAGES	OPERATION	TVLIN	TVLOUT	CAPITAL	OTHER DIRECT
ORIG BGT Refer to Account Setup	Notes: The Original Budget allocated to the account for Wages expenses when account is created	Notes: The Original Budget allocated to the account for Wages expenses when account is created	Notes: The Original Budget allocated to the account for In-State Travel expenses when account is created	Notes: The Original Budget allocated to the account for Out-State Travel expenses when account is created	Notes: The Original Budget allocated to the account for Capital expenses when account is created	Notes: The Original Budget allocated to the account for Other Direct expenses when account is created
	Source : [ACCOUNTS]![Wages]	Source: [ACCOUNTS]![OPER]	Source: [ACCOUNTS]![Tvl In]	Source: [ACCOUNTS]![Tvl Out]	Source: [ACCOUNTS]![Capital]	Source: [ACCOUNTS]![OPER]+ [ACCOUNTS]![Tvl In]+ [ACCOUNTS]![Tvl Out]+ [ACCOUNTS]![Capital]
ME BGT CH	Changes in WAGES budget Obj. Code="1000" with current post date	Changes in OPERATION budget. Obj. Code="3000" with current post date	Not Applicable	Not Applicable	Changes in CAPITAL budget Obj. Code="7000" with current post date	Sum of all column in this row except WAGES
YTD BG CH	Aggregated changes in WAGES budget with any post date in the fiscal year	Aggregated changes in OPERATION budget with any post date in the fiscal year	Aggregated changes in IN-STATE-TRAVEL budget with any post date in the fiscal year	Aggregated changes in OUT-STATE-TRAVEL budget with any post date in the fiscal year	Aggregated changes in CAPITAL budget with any post date in the fiscal year	Sum of all column in this row except WAGES
ADJ BGT 1	[WAGES ORIG BGT]-[WAGES YTD BG CH]	[OPERATION ORIG BGT]-[OPERATION YTD BG CH]	[TVLIN ORIG BGT]-[TVLIN YTD BG CH]	[TVLOUT ORIG BGT]-[TVLOUT YTD BG CH]	[CAPITAL ORIG BGT]-[CAPITAL YTD BG CH]	Sum of all column in this row except WAGES
MOE EXP	All WAGES related	All OPERATION	All IN-STATE-	All OUT-STATE-	All CAPITAL	Sum of all column



	expenses with the current post date	related expenses with the current post date	TRAVEL related expenses with the current post date	TRAVEL related expenses with the current post date	related expenses with the current post date	in this row except WAGES
YTD EXP	All aggregated WAGES related expenses with any post dates (includes all expense in current post date)	All aggregated OPERATION related expenses with any post dates (includes all expense in current post date)	All aggregated IN-STATE-TRAVEL related expenses with any post dates (includes all expense in current post date)	All aggregated OUT-STATE-TRAVEL related expenses with any post dates (includes all expense in current post date)	All aggregated CAPITAL related expenses with any post dates (includes all expense in current post date)	Sum of all column in this row except WAGES
ENC BAL	WAGES expenses that are not posted in FRS yet. No date in EPD or PTD.	OPERATION expenses that are not posted in FRS yet. No date in EPD or PTD.	IN-STATE-TRAVEL expenses that are not posted in FRS yet. No date in EPD or PTD.	OUT-STATE-TRAVEL expenses that are not posted in FRS yet. No date in EPD or PTD.	CAPITAL expenses that are not posted in FRS yet. No date in EPD or PTD.	Sum of all column in this row except WAGES
FRS AVAIL	[WAGES ADJ BGT]-[WAGES YTD EXP]-[WAGES ENC BAL]	[OPERATION ADJ BGT]-[OPERATION YTD EXP]-[OPERATION ENC BAL]	[IN-STATE TRAVEL ADJ BGT]-[IN-STATE TRAVEL YTD EXP]-[IN-STATE TRAVEL ENC BAL]	[OUT-STATE TRAVEL ADJ BGT]-[OUT-STATE TRAVEL YTD EXP]-[OUT-STATE TRAVEL ENC BAL]	[CAPITAL ADJ BGT]-[CAPITAL YTD EXP]-[CAPITAL TRAVEL ENC BAL]	[OTHER DIRECT ADJ BGT]-[OTHER DIRECT YTD EXP]-[OTHER DIRECT TRAVEL ENC BAL]
OPEN RBC	Obj. Code 1300; RBC = 1; No date in EPD or PTD.	Obj. Code 3000; RBC = 1; No date in EPD or PTD	Not Applicable	Not Applicable	Obj. Code 7000; RBC = 1; No date in EPD or PTD	Sum of all column in this row except WAGES
OPEN EXP	Any 13XX; RBC = 0; No date in EPD or PTD	Any 30XX; RBC = 0; No date in EPD or PTD	Any 60XX; RBC = 0; No date in EPD or PTD	Any 60XX; RBC = 0; No date in EPD or PTD	Any 70XX; RBC = 0; No date in EPD or PTD	Sum of all column in this row except WAGES
ADJ BGT 2	[WAGES ADJ BGT 1]-[WAGES OPEN RBC]	[OPERATION ADJ BGT 1]-[OPERATION OPEN RBC]	[TVLIN TRAVEL ADJ BGT 1]-[TVLIN TRAVEL OPEN RBC]	[OUT-STATE TRAVEL ADJ BGT 1]-[OUT-STATE TRAVEL OPEN RBC]	[CAPITAL ADJ BGT 1]-[CAPITAL OPEN RBC]	Sum of all column in this row except WAGES
TOTAL DED	[WAGES ENC	[OPERATION ENC	[TVLIN ENC	[TVLOUT ENC	[CAPITAL ENC	Sum of all column

	BAL]+ [WAGES YTD EXP]+[WAGES OPEN EXP]	BAL]+ [OPERATION YTD EXP]+ [OPERATION OPEN EXP]	BAL]+[TVLIN YTD EXP] [TVLIN OPEN EXP]	BAL]+[TVLOUT YTD EXP]+ [TVLOUT OPEN EXP]	BAL]+[CAPITAL YTD EXP]+ [CAPITAL OPEN EXP]	in this row except WAGES
DEPT AVAIL	[WAGES ADJ BGT 2]-[WAGES TOTAL DED]	[OPERATION ADJ BGT 2]- [OPERATION TOTAL DED]	[TVLIN ADJ BGT 2]-[TVLIN TOTAL DED]	[TVLOUT ADJ BGT 2]-[TVLOUT TOTAL DED]	[CAPITAL ADJ BGT 2]-[CAPITAL TOTAL DED]	Sum of all column in this row except WAGES

Table 3.1: State Budget Report Table

(B) BUDGETED LOCAL

Summary Report

Report Source Name: BudgetedLocalSummary

**SUMMARY BUDGETED LOCAL REPORT**

**ACCOUNT # BUDLOC**

DATE: 07/31

<b>CNTL</b>	<b>ADJ BGT</b>	<b>MO ACT</b>	<b>YTD ACT</b>	<b>OPEN ACT</b>	<b>TOTAL</b>	<b>AVAIL BGT</b>
<b>OTH ADD</b>	(\$300)	\$0	\$0	\$0	\$0	\$300
<b>OTH DED</b>	(\$400)	\$0	\$0	\$0	\$0	(\$400)
<b>REV SUM</b>	(\$200)	\$0	\$0	\$0	\$0	(\$200)
<b>EXP SUM</b>	(\$8,100)	\$0	\$0	\$0	\$0	\$7,973
<b>ENC BAL</b>			\$127		\$127	
<b>BEG BAL</b>	\$100		\$100		\$100	\$0
<b>AVAIL</b>	<b>(\$7,900)</b>	<b>\$0</b>	<b>(\$27)</b>	<b>\$0</b>	<b>(\$27)</b>	<b>(\$7,873)</b>

Diagram 3.2: Budgeted Local (Summary) Report

CNTL	ADJ BGT	MO ACT	YTD ACT	OPEN ACT	TOTAL	AVAIL BGT
OTH ADD	[ACCOUNTS]. [Oth_Add]	<ul style="list-style-type: none"> <li>Transfer In (Object Code: 4920)</li> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Transfer In (Object Code: 4920)</li> <li>All Post Dates (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Object Code: 4920</li> <li>No Post Dates or Encumbered Dates</li> </ul>	[OTH_ADD]'s [YTD ACT]+ [OPEN ACT]	[ADJBGTOTHA DD]-[TOTAL OTH ADD]
OTH DED	[ACCOUNTS]. [Oth_Ded]	<ul style="list-style-type: none"> <li>Transfer Out (Object Code: 5920)</li> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Transfer Out (Object Code: 5920)</li> <li>All Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Object Code: 5920</li> <li>No Post Dates (PTD) or Encumbered Dates (EPD)</li> </ul>	[OTH_DED]'s [YTD ACT]+ [OPEN ACT]	[ADJBGTOTHDE D]-[TOTAL OTH DED]

REV SUM	[ACCOUNTS]. [Revenue]	<ul style="list-style-type: none"> <li>Subsidiary Object Codes (any 2 or 3-digit codes)</li> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Subsidiary Object Codes (any 2 or 3-digit codes)</li> <li>Any Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Subsidiary Object Codes (any 2 or 3-digit codes)</li> <li>No Post Dates (PTD) or Encumbered Dates(EPD)</li> </ul>	[REV_SUM]'s [YTDACT]+ [OPEN ACT]	[ADJBGTRVSM]-[TOTAL REV SUM]
EXP SUM	[ACCOUNTS]! [Salaries]+[ACCOUNTS]! [Wages]+ [ACCOUNTS]![ERE]+[ACCOUNTS]! [OPER]+[ACCOUNTS]! [Tvl In]+ [ACCOUNTS]! [Tvl Out]+ [ACCOUNTS]! [Capital]+[ACCOUNTS]! [Stu Support]+[ACCOUNTS]! [IDC]	<ul style="list-style-type: none"> <li>All 4-digit Object Codes except 4920 and 5920</li> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>All 4-digit Object Codes except 4920 and 5920</li> <li>Any Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>All 4-digit Object Codes except 4920 and 5920</li> <li>No Post Dates (PTD) or Encumbered Dates(EPD)</li> </ul>	[EXP_SUM]'s [YTDACT]+ [OPEN ACT]	[ADJBGTEXPSUM]-[TOTAL EXP SUM]
ENC BAL	NA	NA	<ul style="list-style-type: none"> <li>Total of all entries with an encumbered date (EPD)</li> </ul>	NA	<ul style="list-style-type: none"> <li>Total of all entries with an encumbered date (EPD)</li> </ul>	NA
BEG BAL	[ACCOUNTS]. [Beginning Balance]	NA	<ul style="list-style-type: none"> <li>User's input from account setup screen.</li> <li>Source: [ACCOUNT].[Beginning Balance] Table</li> </ul>	NA	<ul style="list-style-type: none"> <li>User's input from account setup screen.</li> <li>Source:[ACCOUNT].[Beginning Balance] Table</li> </ul>	[ADJGBTBEGBAL]-[TOTALBEGBAL]
AVAIL	[ADJBGTOHADD]+[ADJBGTOHDED]+[ADJBGTRV	[MO_ACT]'s [OTH_ADD]- [OTH_DED]+[REV	[YTD_ACT]'s [OTH_ADD]- [OTH_DED]+[REV	[OPEN_ACT]'s [OTH_ADD]- [OTH_DED]+[REV	[TOTAL_ACT]'s [OTH_ADD]- [OTH_DED]+	[AVAILBGTOTHADD]+[AVAILBGTOTHDED]+[A

	SUM]+[ADJBGTE XPSUM]+[ADJBG TBEGBAL]	-SUM]-[EXP_SUM]	-SUM]-[EXP_SUM]	-SUM]-[EXP_SUM]	[REV-SUM]- [EXP_SUM]	VAILBGTREVS UM]+[AVAILBG TEXPSUM]+[AV AILBGTBEGBA L]
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Diagram 3.2: Budgeted Local (Summary) Report Table

**Detail Report**

Report Source Name: BUDGETED\_LOCAL(Detail)

**DETAIL BUDGETED LOCAL REPORT**

ACCOUNT # BUDLOC      DATE: 07/31

<b>CITL</b>	<b>ADJ BGT</b>	<b>MO ACT</b>	<b>YTD ACT</b>	<b>ENC BAL</b>	<b>FRS BAL</b>	<b>OPEN ACT</b>	<b>ADJ ACT</b>	<b>BGT AVAIL</b>
SAL	\$500	\$2	\$2	\$3	\$5	\$0	\$5	\$495
WAGES	\$600	\$5	\$5	\$6	\$11	\$0	\$11	\$589
ERE	\$700	\$8	\$8	\$9	\$17	\$0	\$17	\$683.00
<b>TOT PS</b>	<b>\$1,800</b>	<b>\$15</b>	<b>\$15</b>	<b>\$18</b>	<b>\$33</b>	<b>\$0</b>	<b>\$33</b>	<b>\$1,767</b>
OPER	\$800	\$11	\$11	\$12	\$23	\$0	\$23	\$777
TVLIN	\$900	\$14	\$14	\$15	\$29	\$0	\$29	\$871
TVLOUT	\$1,000	\$16	\$16	\$35	\$51	\$0	\$51	\$949
CAPITAL	\$1,100	\$20	\$20	\$21	\$41	\$0	\$41	\$1,059
STU SPT	\$1,200	\$1	\$1	\$4	\$5	\$0	\$5	\$1,195
OTH DIR	\$5,000	\$62	\$62	\$87	\$149	\$0	\$149	\$4,851
ID CHRG	\$1,300	\$7	\$7	\$22	\$29	\$0	\$29	\$1,271
<b>TOL EXP</b>	<b>\$8,100</b>	<b>\$84</b>	<b>\$84</b>	<b>\$127</b>	<b>\$211</b>	<b>\$0</b>	<b>\$211</b>	<b>\$7,889</b>

Diagram 3.3: Budgeted Local (Detail) Report

	ADJ BGT	MOACT (Current Post Dates; Rbc="0")	YTDACT (All Year to Date Post Dates; Rbc="0")	ENCBAL (With Encumbered Dates)	FRS TOTAL [YTDACT]+ [ENCBAL]	OPENACT (Without Post Dates AND Encumbered dates)	ADJ ACT [FRS TOTAL]+ [OPENACT]	BGT AVAIL [ADJ BGT]- [ADJ ACT]
SALARIES Object Code	[ACCOUNTS ]![Salaries]	• 1110- 1290	• 1110- 1290	• 1110- 1290	• 1110-1290	• 1110-1290	• 1110-1290	• 1110-1290
WAGES Object Code	[ACCOUNTS ]![Wages]	• 1300- 1490	• 1300- 1490	• 1300- 1490	• 1300-1490	• 1300-1490	• 1300-1490	• 1300-1490
ERE Object Code	[ACCOUNTS ]![ERE]	• 2000- 2390	• 2000- 2390	• 2000- 2390	• 2000-2390	• 2000-2390	• 2000-2390	• 2000-2390
<b>PERSONAL SERVICES</b>	[ADJ BGT]'s [SALARIES] +[WAGES]+[ ERE]	[MOACT]'s [SALARIES] +[WAGES]+[ ERE]	[YTDACT]'s [SALARIES] +[WAGES]+[ ERE]	[ENCBAL]'s [SALARIES] +[WAGES]+[ ERE]	[FRSTOTAL]' s [SALARIES]+ [WAGES]+[E RE]	[OPENACT]'s [SALARIES]+[ WAGES]+[ER E]	[ADJ ACT]'s [SALARIES]+[ WAGES]+[ER E]	[BGT AVAIL]'s [SALARIES]+[ WAGES]+[ER E]
OPERATION Object Code	[ACCOUNTS ]![OPER]	• 3000- 5890	• 3000- 5890	• 3000- 5890	• 3000-5890	• 3000-5890	• 3000-5890	• 3000-5890
TVLIN Object Code	[ACCOUNTS ]![Tvl In]	• 6000- 6140	• 6000- 6140	• 6000- 6140	• 6000-6140	• 6000-6140	• 6000-6140	• 6000-6140
TVLOUT Object Code	[ACCOUNTS ]![Tvl Out]	• 6210- 6340	• 6210- 6340	• 6210- 6340	• 6210-6340	• 6210-6340	• 6210-6340	• 6210-6340
CAPITAL Object Code	[ACCOUNTS ]![Capital]	• 7000- 7930	• 7000- 7930	• 7000- 7930	• 7000-7930	• 7000-7930	• 7000-7930	• 7000-7930
STU SPT Object Code	[ACCOUNTS ]![Stu Support]	• 8000- 8190	• 8000- 8190	• 8000- 8190	• 8000-8190	• 8000-8190	• 8000-8190	• 8000-8190

<b>OTH DIR</b>	[ADJ BGT]'s [OPERATION] ]+[TVLIN]+ [TVLOUT]+[ CAPITAL]+[ STU SPT]	[MOACT]'s [OPERATION] ]+[TVLIN]+ [TVLOUT]+[ CAPITAL]+[ STU SPT]	[YTDACT]'s [OPERATION] ]+ [TVLIN]+ [TVLOUT]+ [CAPITAL]+[ STU SPT]	[ENCBAL]'s [OPERATION] ]+ [TVLIN]+ TVLOUT]+ [CAPITAL]+[ STU SPT]	[FRSTOTAL]' s [OPERATION] ]+ [TVLIN]+ [TVLOUT]+ [CAPITAL]+[ STU SPT]	[OPENACT]'s [OPERATION] + [TVLIN]+ [TVLOUT]+ [CAPITAL]+[S TU SPT]	[ADJ ACT]'s [OPERATION] + [TVLIN]+ [TVLOUT]+ [CAPITAL]+[S TU SPT]	[BGT AVAIL]'s [OPERATION] + [TVLIN]+ [TVLOUT]+ [CAPITAL]+[S TU SPT]
ID CHARGES Object Code	[ACCOUNTS ]![IDC]	• 9500- 9710	• 9500- 9710	• 9500- 9710	• 9500-9710	• 9500-9710	• 9500-9710	• 9500-9710
<b>ID CHRG</b>	[ADJ BGT]'s [ID CHRG]	[MOACT]'s [ID CHRG]	[YTDACT]'s [ID CHRG]	[ENCBAL]'s [ID CHRG]	[FRSTOTAL]' s [ID CHRG]	[OPENACT]'s [ID CHRG]	[ADJ ACT]'s [ID CHRG]	[BGT AVAIL]'s [ID CHRG]
<b>GRAND TOTAL</b>	[ADJ BGT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[MOACT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[YTDACT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[ENCBAL]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[FRSTOTAL]' s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[OPENACT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[ADJ ACT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[BGT AVAIL]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]

Table 3.3: Budgeted Local (Detail) Report Table



(C) CASH STYLE LOCAL (INCLUDES ICR, GIFT, AND SUMMER ACCOUNTS)

Summary Report

Report Source Name: Local/Summer Summary Query

	MO ACT	YTD ACT	OPEN ACT	TOTAL
<b>OTH ADD</b>	\$0	\$0	\$0	\$0
<b>OTH DED</b>	(\$4,700)	(\$4,700)	(\$20,500)	(\$25,200)
<b>REV SUM</b>	\$0	\$0	\$0	\$0
<b>EXP SUM</b>	\$0	\$0	\$0	\$0
<b>EHC BAL</b>		\$0		\$0
<b>BEG BAL</b>		\$48,606		\$48,606
<b>AVAIL</b>	(\$4,700)	\$43,906	(\$20,500)	\$23,406

Diagram 3.4: Cash Style Local (Summary) Report

	MO ACT	YTD ACT	OPEN ACT	TOTAL
OTH_ADD	<ul style="list-style-type: none"> <li>Transfer In (Object Code: 4920)</li> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Transfer In (Object Code: 4920)</li> <li>All Post Dates (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Object Code: 4920</li> <li>No Post Dates or Encumbered Dates</li> </ul>	[OTH_ADD]'s [YTD ACT]+[OPEN ACT]
OTH_DED	<ul style="list-style-type: none"> <li>Transfer Out (Object Code: 5920)</li> </ul>	<ul style="list-style-type: none"> <li>Transfer Out (Object Code: 5920)</li> </ul>	<ul style="list-style-type: none"> <li>Object Code: 5920</li> <li>No Post Dates (PTD)</li> </ul>	[OTH_DED]'s [YTD ACT]+[OPEN ACT]

	<ul style="list-style-type: none"> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>All Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>or Encumbered Dates(EPD)</li> </ul>	
REV_SUM	<ul style="list-style-type: none"> <li>Subsidiary Object Codes (any 2 OR 3-digit codes)</li> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Subsidiary Object Codes (any 2 OR 3-digit codes)</li> <li>Any Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>Subsidiary Object Codes (any 3-digit codes)</li> <li>No Post Dates (PTD) or Encumbered Dates(EPD)</li> </ul>	[REV_SUM]'s [YTD ACT]+[OPEN ACT]
EXP_SUM	<ul style="list-style-type: none"> <li>All 4-digit Object Codes except 4920 and 5920</li> <li>Current Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>All 4-digit Object Codes except 4920 and 5920</li> <li>Any Post Date (PTD)</li> </ul>	<ul style="list-style-type: none"> <li>All 4-digit Object Codes except 4920 and 5920</li> <li>No Post Dates (PTD) or Encumbered Dates(EPD)</li> </ul>	[EXP_SUM]'s [YTD ACT]+[OPEN ACT]
ENC BAL	NA	<ul style="list-style-type: none"> <li>Total of all entries with an encumbered date (EPD)</li> </ul>	NA	<ul style="list-style-type: none"> <li>Total of all entries with an encumbered date (EPD)</li> </ul>
BEG BAL	NA	<ul style="list-style-type: none"> <li>User's input from account setup screen.</li> <li>Source: [ACCOUNT].[Beginning Balance] Table</li> </ul>	NA	<ul style="list-style-type: none"> <li>User's input from account setup screen.</li> <li>Source:[ACCOUNT].[Beginning Balance] Table</li> </ul>
AVAIL	[MO_ACT]'s [OTH_ADD]- [OTH_DED]+[REV-SUM]- [EXP_SUM]	[YTD_ACT]'s [OTH_ADD]- [OTH_DED]+[REV-SUM]- [EXP_SUM]	[OPEN_ACT]'s [OTH_ADD]- [OTH_DED]+[REV-SUM]- [EXP_SUM]	[TOTAL_ACT]'s [OTH_ADD]- [OTH_DED]+[REV-SUM]- [EXP_SUM]

Table 3.4: Cash Style Local (Summary) Report Table

**Detail Report**

Report Source Name: DetailReport

<b>CASH STYLE LOCAL DETAIL REPORT</b>						
<b>ACCOUNT # 212900 DATE: 07/31</b>						
	<b>MO ACT</b>	<b>YTD ACT</b>	<b>ENC BAL</b>	<b>FRS BAL</b>	<b>OPEN ACT</b>	<b>ADJ ACT</b>
SAL	\$0	\$0	\$0	\$0	\$0	\$0
WAGES	\$0	\$0	\$0	\$0	\$0	\$0
ERE	\$0	\$0	\$0	\$0	\$0	\$0
TOT PS	\$0	\$0	\$0	\$0	\$0	\$0
OPER	\$0	\$0	\$0	\$0	\$0	\$0
TVLIN	\$0	\$0	\$0	\$0	\$0	\$0
TVLOUT	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0
STU SPT	\$0	\$0	\$0	\$0	\$0	\$0
OTH DIR	\$0	\$0	\$0	\$0	\$0	\$0
ID CHRG	\$0	\$0	\$0	\$0	\$0	\$0
TOL EXP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Diagram 3.5: Cash Style Local (Detail) Report

\* Some object codes in the object code range will have a RBC of "1". Do not include object code with RBC="1" for this report.

- Encumbered items can only have RBC of "0". If there are encumbered items with RBC="1", please consult user.

	<b>MOACT</b> (Current Post	<b>YTD ACT</b> (All Year to Date	<b>ENCBAL</b> (With Encumbered	<b>FRS TOTAL</b> [YTD ACT]+	<b>OPENACT</b> (Without Post Dates	<b>ADJ ACT</b> [FRS TOTAL]+
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	Dates; Rbc="0")	Post Dates; Rbc="0") incl. Current month	Dates)	[ENCBAL]	AND Encumbered dates)	[OPENACT]
<b>SALARIES</b> Object Code	• 1110-1290	• 1110-1290	• 1110-1290	• 1110-1290	• 1110-1290	• 1110-1290
<b>WAGES</b> Object Code	• 1300-1490	• 1300-1490	• 1300-1490	• 1300-1490	• 1300-1490	• 1300-1490
<b>ERE</b> Object Code	• 2000-2390	• 2000-2390	• 2000-2390	• 2000-2390	• 2000-2390	• 2000-2390
<b>PERSONAL SERVICES</b>	[MOACT]'s [SALARIES]+ [WAGES]+ [ERE]	[YTDACT]'s [SALARIES]+ [WAGES]+[ERE]	[ENCBAL]'s [SALARIES]+ [WAGES]+[ERE]	[FRSTOTAL]'s [SALARIES]+ [WAGES]+[ERE]	[OPENACT]'s [SALARIES]+ [WAGES]+[ERE]	[ADJ ACT]'s [SALARIES]+ [WAGES]+[ERE]
<b>OPERATION</b> Object Code	• 3000-5890	• 3000-5890	• 3000-5890	• 3000-5890	• 3000-5890	• 3000-5890
<b>TVLIN</b> Object Code	• 6000-6140	• 6000-6140	• 6000-6140	• 6000-6140	• 6000-6140	• 6000-6140
<b>TVLOUT</b> Object Code	• 6210-6340	• 6210-6340	• 6210-6340	• 6210-6340	• 6210-6340	• 6210-6340
<b>CAPITAL</b> Object Code	• 7000-7930	• 7000-7930	• 7000-7930	• 7000-7930	• 7000-7930	• 7000-7930
<b>STU SPT</b> Object Code	• 8000-8190	• 8000-8190	• 8000-8190	• 8000-8190	• 8000-8190	• 8000-8190
<b>OTH DIR</b>	[MOACT]'s [OPERATION]+ [TVLIN]+[TVLO UT]+[CAPITAL] +[STU SPT]	[YTDACT]'s [OPERATION]+ [TVLIN]+ [TVLOUT]+ [CAPITAL]+[STU SPT]	[ENCBAL]'s [OPERATION]+ [TVLIN]+ TVLOUT]+ [CAPITAL]+ [STU SPT]	[FRSTOTAL]'s [OPERATION]+ [TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]	[OPENACT]'s [OPERATION]+ [TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]	[ADJ ACT]'s [OPERATION]+ [TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]
<b>ID CHRГ</b>	[MOACT]'s [ID CHRГ]	[YTDACT]'s [ID CHRГ]	[ENCBAL]'s [ID CHRГ]	[FRSTOTAL]'s [ID CHRГ]	[OPENACT]'s [ID CHRГ]	[ADJ ACT]'s [ID CHRГ]
<b>GRAND TOTAL</b>	[MOACT]'s [PERSONAL SERVICES]+ [OTH DIR]+	[YTDACT]'s [PERSONAL SERVICES]+ [OTH DIR]+	[ENCBAL]'s [PERSONAL SERVICES]+ [OTH DIR]+	[FRSTOTAL]'s [PERSONAL SERVICES]+ [OTH DIR]+	[OPENACT]'s [PERSONAL SERVICES]+ [OTH DIR]+	[ADJ ACT]'s [PERSONAL SERVICES]+ [OTH DIR]+

	[ID CHRG]	[ID CHRG]	[ID CHRG]	[ID CHRG]	[ID CHRG]	[ID CHRG]
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Table 3.5: Cash Style Local (Detail) Report Table

(D) GRANT  
Detail Report

Report Source Name: GRANT\_ACT\_G/L

GRANT ACCOUNT GENERAL LEDGER REPORT								
	ADJ BGT	MO ACT	PJYR ACT	ENC BAL	FRS BAL	OPEN RBC	OPEN ACT	ADJ AVAIL
SAL	\$0	\$2	\$302	\$3	(\$305)	\$0	\$0	(\$305)
WAGES	\$0	\$4	\$204	\$5	(\$209)	\$0	\$0	(\$209)
ERE	\$0	\$6	\$106	\$7	(\$113)	\$0	\$0	(\$113)
TOT PS	\$49,999	\$12	\$612	\$15	\$49,372	\$0	\$0	\$49,372
OPER	\$2	\$9	\$409	\$10	(\$417)	\$0	\$0	(\$417)
TVLIN	\$20	\$11	\$511	\$12	(\$503)	\$0	\$0	(\$503)
TVLOUT	\$30	\$13	\$613	\$14	(\$597)	\$0	\$0	(\$597)
CAPITAL	\$40	\$15	\$715	\$16	(\$691)	\$0	\$0	(\$691)
STU SPT	\$80	\$17	\$817	\$18	(\$755)	\$0	\$0	(\$755)
OTH DIR	\$172	\$65	\$3,065	\$70	(\$2,963)	\$0	\$0	(\$2,963)
ID CHRG	\$60	\$0	\$900	\$0	(\$840)	\$0	\$0	(\$840)
TOT EXP	\$50,231.00	\$77.00	\$4,577.00	\$85.00	\$45,569.00	\$0.00	\$0.00	\$45,569.00

Diagram 3.6: Grant Account Report

	ADJ BGT Input by users on the setup screen	MOACT (Current Post Dates; Rbc="0")	PJYR ACT Input by users on the setup screen + [YTD of specific Object Code]	ENCBAL (With Encumbered Dates)	FRS BAL [ADJ BGT][PJYR ACT]- [ENCBAL]	OPEN RBC (Without Post Dates AND Encumbered dates; Rbc="1")	OPENACT (Without Post Dates AND Encumbered dates; Rbc="0")	ADJ AVAIL [FRS BAL]- [OPEN RBC]- [OPENACT]
SALARIES Object Code	NA	• 1110-1290	[ACCOUNTS]. [Salaries]+ [YTD of Object Code=1000]	• 1110-1290	• 1110-1290	• 1110-1290	• 1110-1290	• 1110-1290
WAGES Object Code	NA	• 1300-1490	[ACCOUNTS]. [Wages]+ [YTD of Object Code=1300]	• 1300-1490	• 1300-1490	• 1300-1490	• 1300-1490	• 1300-1490
ERE Object Code	NA	• 2000-2390	[ACCOUNTS]. [ERE]	• 2000-2390	• 2000-2390	• 2000-2390	• 2000-2390	• 2000-2390
<b>PERSONAL SERVICES</b>	[ACCOUNTS]. [PER_SERV(B GT)]	[MOACT]'s [SALARIES] +[WAGES]+[ ERE]	[PJYR ACT]'s [SALARIES]+ [WAGES]+ [ERE]	[ENCBAL]'s [SALARIES] +[WAGES] +[ERE]	[FRS BAL]'s [SALARIES] +[WAGES] +[ERE]	[OPEN RBC]'s [SALARIES] +[WAGES] +[ERE]	[OPENACT]'s [SALARIES]+ [WAGES]+ [ERE]	[ADJ AVAIL]'s [SALARIES] +[WAGES] +[ERE]
OPERATION Object Code	[ACCOUNTS]. [OPER(BGT)]	• 3000-5890	[ACCOUNTS]. [OPER]+ [YTD of Object Code=3000]	• 3000-5890	• 3000-5890	• 3000-5890	• 3000-5890	• 3000-5890
TVLIN Object Code	[ACCOUNTS]. [Tvl In(BGT)]	• 6000-6140	[ACCOUNTS]. [Tvl In]	• 6000-6140	• 6000-6140	• 6000-6140	• 6000-6140	• 6000-6140
TVLOUT Object Code	[ACCOUNTS]. [Tvl Out(BGT)]	• 6210-6340	[ACCOUNTS]. [Tvl Out]	• 6210-6340	• 6210-6340	• 6210-6340	• 6210-6340	• 6210-6340
CAPITAL Object Code	[ACCOUNTS]. [Capital(BGT)]	• 7000-7930	[ACCOUNTS]. [Capital]+ [YTD of Object Code=7000]	• 7000-7930	• 7000-7930	• 7000-7930	• 7000-7930	• 7000-7930
STU SPT Object Code	[ACCOUNTS]. [Stu]	• 8000-8190	[ACCOUNTS]. [Stu Support]	• 8000-8190	• 8000-8190	• 8000-8190	• 8000-8190	• 8000-8190

	Support(BGT)]							
<b>OTH DIR</b>	[ADJ BGT]'s [OPERATION] +[TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]	[MOACT]'s [OPERATIO N]+[TVLIN]+ [TVLOUT]+[ CAPITAL]+[ STU SPT]	[PJYR ACT]'s [OPERATION]+ [TVLIN] +[TVLOUT] +[CAPITAL] +[STU SPT]	[ENCBAL]'s [OPERATIO N]+[TVLIN]+ [TVLOUT]+[ CAPITAL]+[ STU SPT]	[FRS BAL]'s [OPERATION] +[TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]	[OPEN RBC]'s [OPERATION]+ [TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]	[OPENACT]'s [OPERATION] +[TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]	[ADJ AVAIL]'s [OPERATIO N]+[TVLIN]+ [TVLOUT]+ [CAPITAL]+ [STU SPT]
ID CHARGES	[ACCOUNTS]. [IDC(BGT)]	• 9500-9710	[ACCOUNTS]. [IDC]	• 9500-9710	• 9500-9710	• 9500-9710	• 9500-9710	• 9500-9710
<b>TOT EXP</b>	[ADJ BGT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[MOACT]'s [PERSONAL SERVICES]+[ OTH DIR] +[ID CHRG]	[PJYR ACT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[ENCBAL]'s [PERSONAL SERVICES]+[ OTH DIR] +[ID CHRG]	[FRS BAL]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[OPEN RBC]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[OPENACT]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]	[ADJ AVAIL]'s [PERSONAL SERVICES]+ [OTH DIR]+ [ID CHRG]

Table 3.6: Grant Account Report Table

(F) SUMMER ACCOUNT (REPORTS ARE IDENTICAL TO CASH STYLE LOCAL—see (C))

(G) PTD Report

Display Transactions with the Selected PTD for the Selected Account

Report Source Name: TestPTDReport

(H) Posting Report

Allow users to print out a copy of ALL the items for a selected account for user reference.

Report Source Name: PostingReport



**(I) Item Report**

Allow users to view ALL items for a criteria (Account #, CNTR, CCD etc.) chosen.

Report Source Name: UpdateReport