

2020

HOW TO RUN AVAILABLE BALANCE REPORT

MANUAL

BUSINESS SOFTWARE HELPDESK

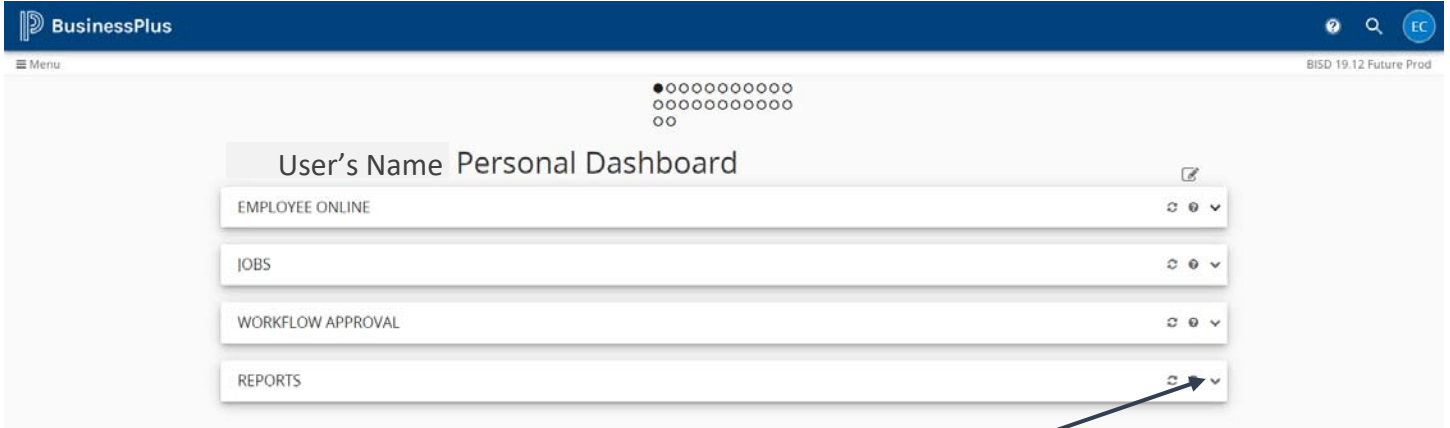
Table of Contents

Example #1 Personal Dashboard 2

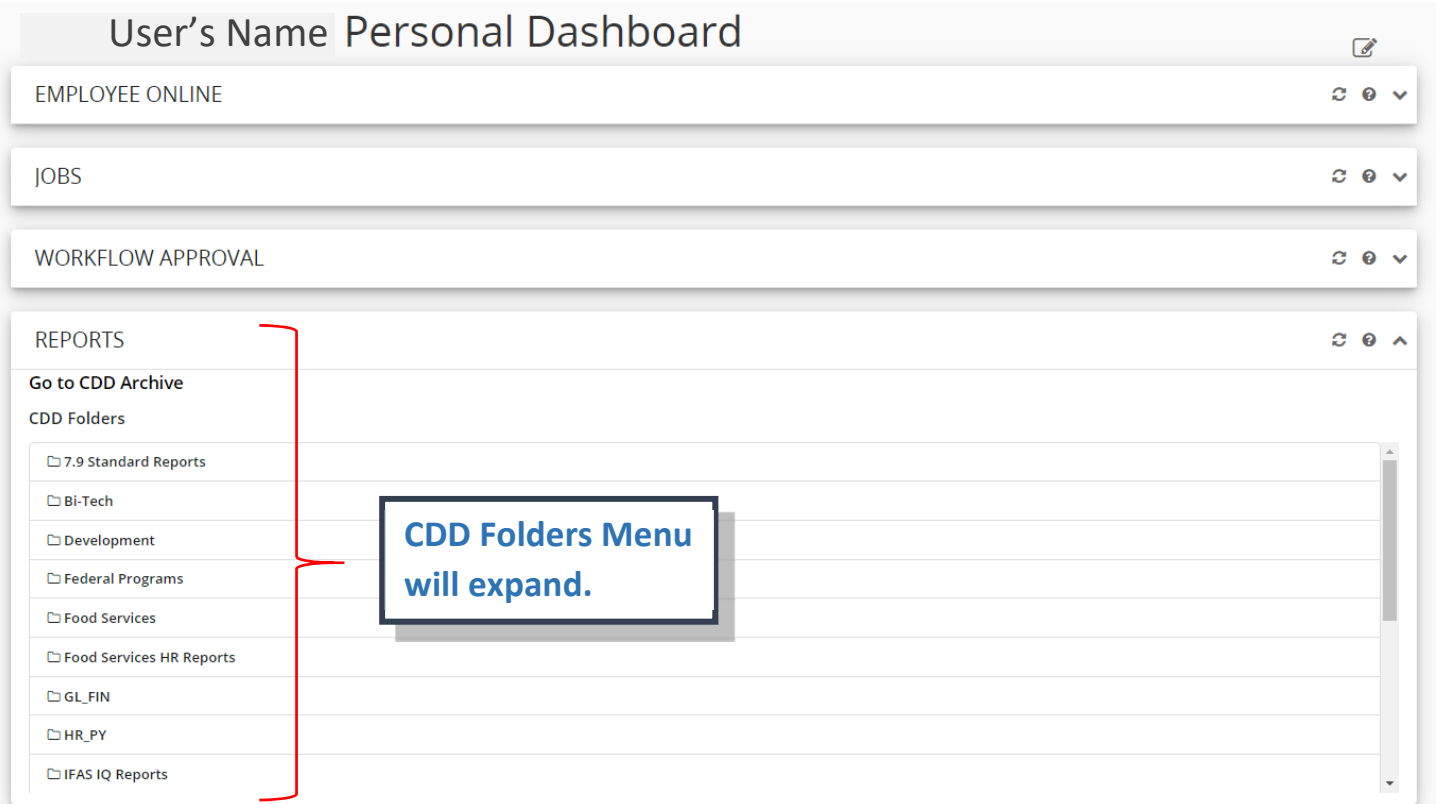
Example #2 Secretary Dashboard 9

Available Balance Report may be found in both your Personal Dashboard and the Secretary Dashboard.

Example #1: Personal Dashboard



Click:  on Reports Bar



REPORTS

Go to CDD Archive

CDD Folders

- 7.9 Standard Reports
- Bi-Tech
- Development
- Federal Programs
- Food Services
- Food Services HR Reports
- GL_FIN**
- HR_PY
- IFAS IQ Reports

Click:

GL_FIN

REPORTS

Go to CDD Archive

CDD Folders > GL_FIN

- Accts Payable
- Accts Receivable
- Bank Recon
- Board Reports
- Budget
- External Auditors
- Finance BK_AP
- Finance End-User**
- Financial Audit Reports

Click:

Finance End-User

REPORTS

Go to CDD Archive

CDD Folders > GL_FIN > Finance End-User

- GL: Account Inquiry
- GL: Available Balance by FQA and Location
- GL: Detail Account Inquiry
- GL: Expenditure Detail L03 by FQA
- GL: Expenditure Summary
- GL: Expenditure Summary by Major & Fund
- GL: Expenditure Summary by Obj, Func, Fund and location
- GL: Expenditure Summary LO5
- GL: Expenditure Summary Page Break by Fund

Click:

GL: Available Balance by FQA and Location

Note: Fiscal Year will default, may be changed if needed.

GL: Available Balance by FQA and Location

Selection Criteria

Enter the Start Date:	<input type="text" value="07/01/2020"/>
Enter the End Date:	<input type="text" value="06/30/2021"/>
Output to Excel (Y/N):	<input type="text" value="N"/>
Print ONLY Negative Available Balances (Y or N)?	<input type="text" value="N"/>
Include zero amounts (Y or N)?	<input type="text" value="Y"/>
Enter the value for Fund:	<input type="text" value="199"/>
Enter the value for Function:	<input type="text" value="53"/>
Enter the value for Object Code:	<input type="text" value="6399"/>
Enter the value for Sub Object:	<input type="text" value="00"/>
Enter the value for Location:	<input type="text" value="734"/>
Enter the value for Fiscal Year:	<input type="text" value="Y"/>
Enter the value for Program:	<input type="text" value="99"/>
Enter the value for Project:	<input type="text" value="000"/>
Enter the value for Project Year:	<input type="text" value="Y"/>

Insert: Account #
(report's results will
depend on search
criteria entered)

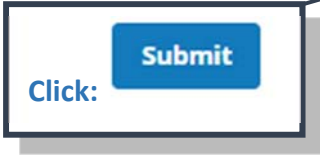
Note: Entries can be inserted with different criteria depending on what you want your report to include. Also, you will only be able to view the accounts you have security access to.

Example below displays funds 121 and 199 for locations 978 and 905 separated with a coma. Running multiple funds and/or any other specific field, will only display account balances for those specific entries.

GL: Available Balance by FQA and Location

Selection Criteria

Enter the Start Date:	<input type="text" value="07/01/2020"/>
Enter the End Date:	<input type="text" value="06/30/2021"/>
Output to Excel (Y/N):	<input type="text" value="N"/>
Print ONLY Negative Available Balances (Y or N)?	<input type="text" value="N"/>
Include zero amounts (Y or N)?	<input type="text" value="Y"/>
Enter the value for Fund:	<input type="text" value="121,199"/>
Enter the value for Function:	<input type="text" value="*"/>
Enter the value for Object Code:	<input type="text" value="*"/>
Enter the value for Sub Object:	<input type="text" value="*"/>
Enter the value for Location:	<input type="text" value="978,905"/>
Enter the value for Fiscal Year:	<input type="text" value="*"/>
Enter the value for Program:	<input type="text" value="*"/>
Enter the value for Project:	<input type="text" value="*"/>
Enter the value for Project Year:	<input type="text" value="*"/>



Message bar appears...

BusinessPlus GL: Available Balance by FQA and Location

Enter the Start Date:	<input type="text" value="07/01/2020"/>
Enter the End Date:	<input type="text" value="06/30/2021"/>
Output to Excel (Y/N):	<input type="text" value="N"/>
Print ONLY Negative Available Balances (Y or N)?	<input type="text" value="N"/>

Detailed report populates.

Report Date: 06/30/2020
Run Date: 10/14/2020
Fiscal Year: 2020

Brownsville Independent School District
Available Balance by FQA and Location
As of 6/30/2020
Federal Programs-Tit I

Page: 1
GL_AVAIL_BAL_FQA_LOC
BI734ECC

Org Key	Title	Original Budget	Amendments & Transfers	Amended/Current Budget	2020 Year-to-Date Actual	Encumbered	Available Balance	Percent Spent
Exporting to Excel, please wait..								
199-13-6499-53-905-Y-11-000-Y	LM-CD-FED PGMS-FOOD-MISCELLANEOUS OPERATING COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-13-6299-00-905-Y-11-000-Y	LM-CD-FED PGMS-FOOD-MISCELLANEOUS CONTRACTED SERVI	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-13-6498-00-905-Y-11-000-Y	LM-CD-FED PGMS-FOOD-MISCEL OPERATING COSTS- AWARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-13-6411-23-905-Y-11-000-Y	LM-CD-FED PGMS-FOOD-EMPLOYEE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-13-6499-53-905-Y-99-000-Y	LM-CD-FED PGMS-FOOD-MISCELLANEOUS OPERATING COSTS	1,300.00	950.00	2,250.00	938.56	762.03	549.41	75.58 %
199-13-6498-00-905-Y-99-000-Y	LM-CD-FED PGMS-MISCEL OPERATING COSTS- AWARDS	950.00	(950.00)	0.00	0.00	0.00	0.00	0.00 %
199-21-6269-13-905-Y-99-000-Y	LM-IN LDRSHP-LEASE-FEDERAL-RENTALS - OPERATING LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-21-6411-23-905-Y-99-000-Y	LM-IN LDRSHP-od trvl-FEDERAL-EMPLOYEE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-21-6498-00-905-Y-11-000-Y	LM-IN LDRSHP-FEDERAL-MISCEL OPERATING COSTS- AWARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-21-6399-00-905-Y-99-000-Y	LM-IN LDRSHP-FEDERAL-GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
199-21-6117-49-905-Y-99-000-Y	LM-IN LDRSHP-FEDERAL-Stripends	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %

Drill down option is available when amount greater than "0" is displayed. Click on those amounts and a separate detailed report will populate.

User ID: BI734ECC - Erika Cisneros
Report ID: GL_AVAIL_BAL_FQA_LOC - GL: Available Balance by FQA and Location

10/14/2020 :Current Date
12:04:25 :Current Time

Message bar appears...

BusinessPlus ENDD: Open Encumbrance Transactions (Drill Downs) / Drill to Encumbrance Transactions

Generating report...

Report submitted Job# 4013946

Detailed report generates.

Brownsville Independent School District
Open Encumbrance Transaction

Ledger: GL
 Key: 199-13-53-905-Y-99-000-Y
 Object: 6499 MISCELLANEOUS OPERATING COSTS
 LM-CD-FED PGMS-FOOD

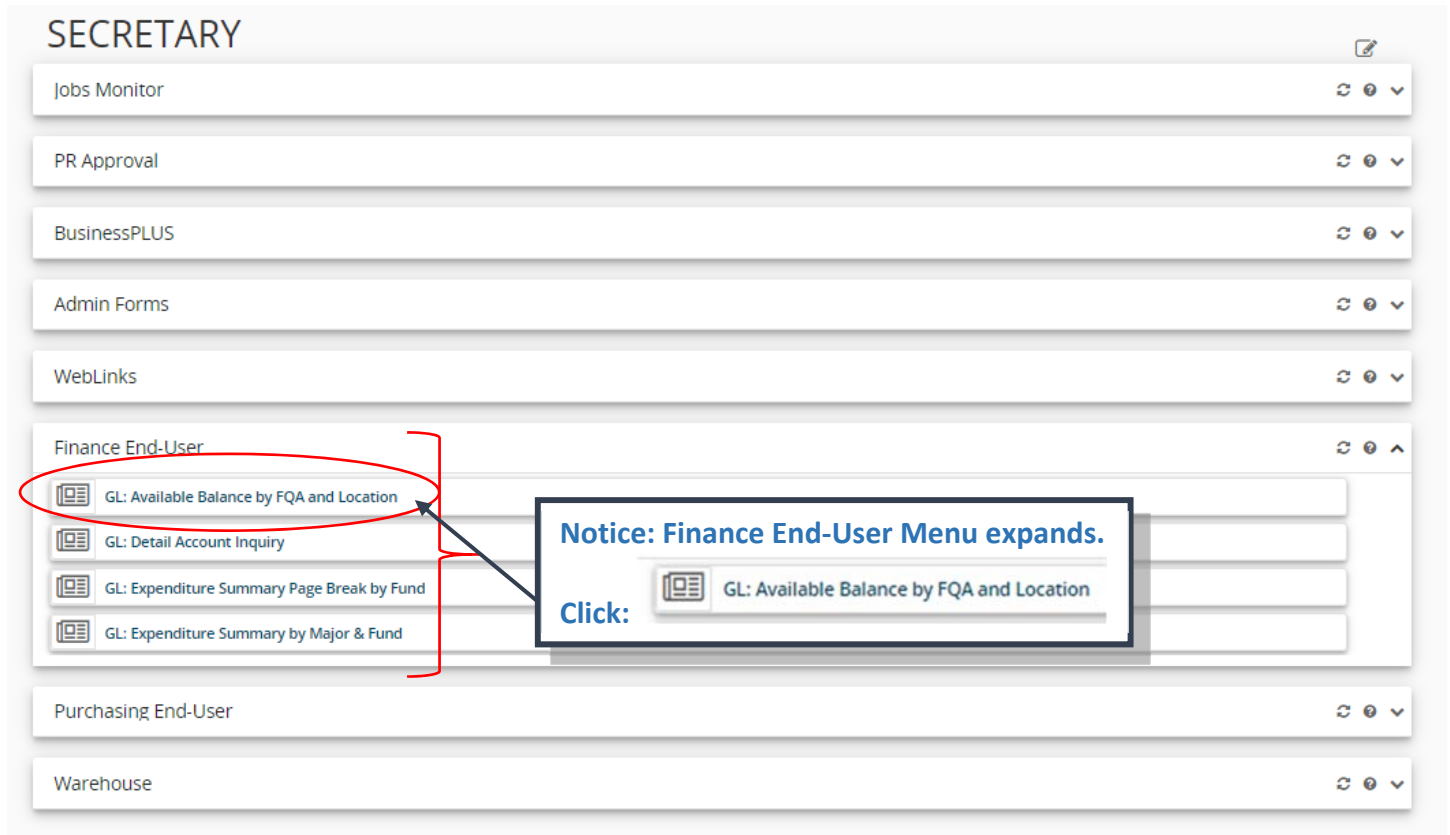
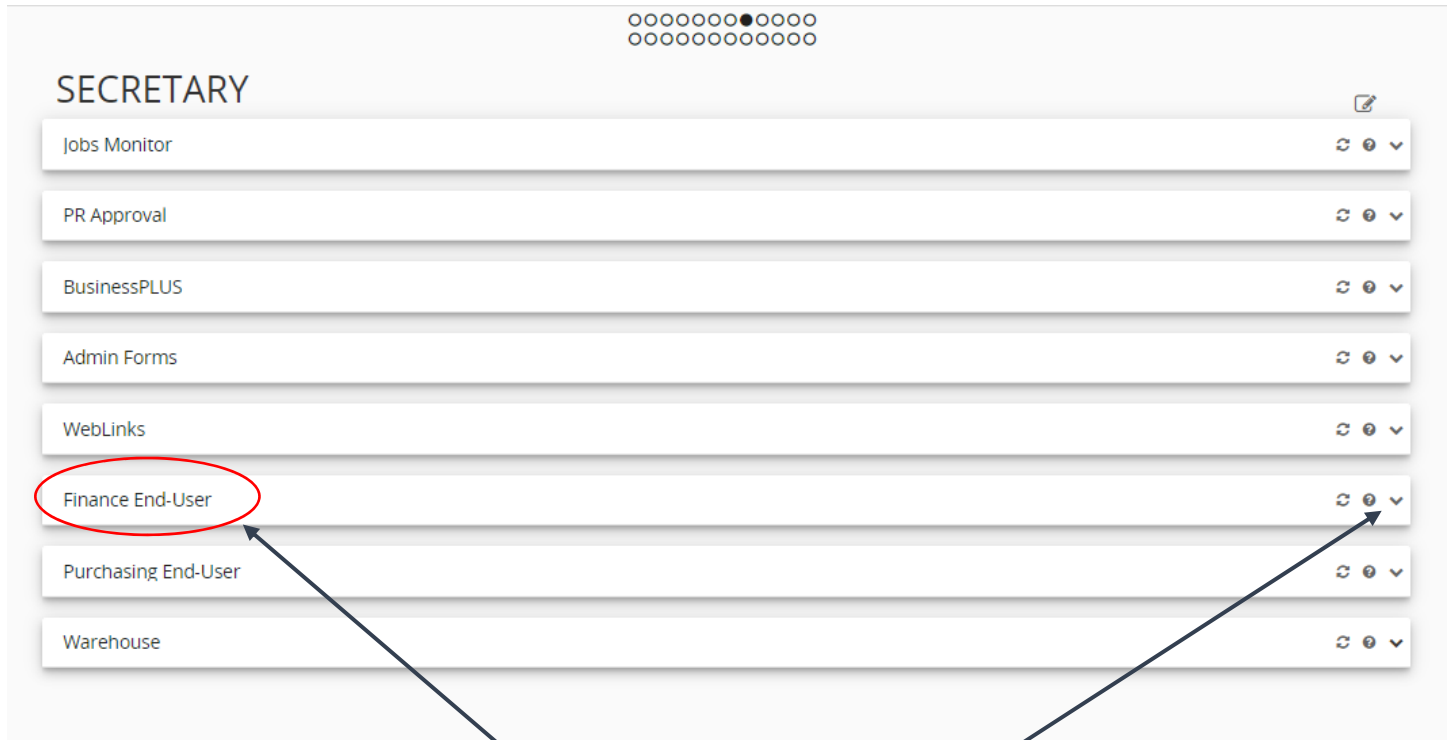
PO Ref	PEID	PE Nam	Post Date	Type	Paid Amount	En Amoun
P350475	V000014	HEB GROCERY STORE	11/12/2019	EN	0.00	7.00
P350475	V000014	HEB GROCERY STORE	11/12/2019	EN	0.00	7.00
P350475	V000014	HEB GROCERY STORE	11/12/2019	EN	0.00	7.00
P350475	V000014	HEB GROCERY STORE	11/12/2019	EN	0.00	16.00
P350475	V000014	HEB GROCERY STORE	11/12/2019	EN	0.00	10.00
P350475	V000014	HEB GROCERY STORE DONUTS	11/12/2019	EN	0.00	50.00
P350475	V000014	HEB GROCERY STORE COFFEE	11/12/2019	EN	0.00	48.00
P350475	V000014	HEB GROCERY STORE WATER	11/12/2019	EN	0.00	60.00
P350475	V000014	HEB GROCERY STORE ASSORTED SOFT DRINKS	11/12/2019	EN	0.00	55.00
P350475	V000014	HEB GROCERY STORE KNIVES	11/12/2019	EN	0.00	5.00
P350475	V000014	HEB GROCERY STORE ASSORTED SNACKS	11/12/2019	EN	0.00	160.00
P350475	V000014	HEB GROCERY STORE PLATES	11/12/2019	EN	0.00	30.00
P350475	V000014	HEB GROCERY STORE EQUAL	11/12/2019	EN	0.00	20.00
P350475	V000014	HEB GROCERY STORE NAPKINS	11/12/2019	EN	0.00	25.00
P350475	V000014	HEB GROCERY STORE ASSORTED SNACKS	02/19/2020	PP	122.22	0.00
P350475	V000014	HEB GROCERY STORE ASSORTED SOFT DRINKS	02/19/2020	PP	55.00	0.00
P350475	V000014	HEB GROCERY STORE	02/19/2020	PP	30.00	0.00
P350475	V000014	HEB GROCERY STORE	02/19/2020	PP	20.00	0.00
P350475	V000014	HEB GROCERY STORE	02/19/2020	PP	9.77	0.00
P350475	V000014	HEB GROCERY STORE	02/19/2020	PP	4.98	0.00
P350475	V000014	HEB GROCERY STORE FORKS	02/19/2020	PP	7.00	0.00
P350475	V000014	HEB GROCERY STORE SPOONS	02/19/2020	PP	7.00	0.00
P350475	V000014	HEB GROCERY STORE FORK/SPOON/KNIFE COMBO	02/19/2020	PP	16.00	0.00
P350475	V000014	HEB GROCERY STORE STIRRERS	02/19/2020	PP	10.00	0.00
P350475	V000014	HEB GROCERY STORE DONUTS	02/19/2020	PP	50.00	0.00
P350475	V000014	HEB GROCERY STORE CUPS	03/11/2020	PP	0.01	0.00
P350475	V000014	HEB GROCERY STORE COFFEE	03/11/2020	PP	48.00	0.00
P350475	V000014	HEB GROCERY STORE KNIVES	03/11/2020	PP	5.00	0.00
P350475	V000014	HEB GROCERY STORE ASSORTED SNACKS	03/11/2020	PP	37.76	0.00
P350475	V000014	HEB GROCERY STORE NAPKINS	03/11/2020	PP	15.23	0.00
P350475	V000014	HEB GROCERY STORE GOAL #1, PERFORMANCE OBJECTIVE	03/11/2020	PP	0.00	0.00
P358003	V000014	HEB GROCERY STORE CUPS	03/11/2020	EN	0.00	9.00
P358003	V000014	HEB GROCERY STORE FORKS	03/11/2020	EN	0.00	9.00
P358003	V000014	HEB GROCERY STORE SPOONS	03/11/2020	EN	0.00	9.00
P358003	V000014	HEB GROCERY STORE FORK/SPOON/KNIFE COMBO	03/11/2020	EN	0.00	24.00
P358003	V000014	HEB GROCERY STORE STIRRERS	03/11/2020	EN	0.00	12.00

User Name: Erika Cisneros
 Report Name: ENDD: Open Encumbrance Transactions (Drill Downs) Page# 1
 Current Date: 10/14/2020
 Current Time: 12:06:04

Notice Adobe PDF is an available feature. Report can be printed, saved, emailed.

Report specifies PRs and POs for the amount you drilled on.

Example #2: Secretary Dashboard



GL: Available Balance report screen populates. For detailed instructions you may follow same steps as done on Example #1; pg. 5-8.

GL: Available Balance by FQA and Location

Selection Criteria ▼

Enter the Start Date:	<input type="text" value="07/01/2020"/>
Enter the End Date:	<input type="text" value="06/30/2021"/>
Output to Excel (Y/N):	<input type="text" value="N"/>
Print ONLY Negative Available Balances (Y or N)?	<input type="text" value="N"/>
Include zero amounts (Y or N)?	<input type="text" value="Y"/>
Enter the value for Fund:	<input type="text" value="*"/>
Enter the value for Function:	<input type="text" value="*"/>
Enter the value for Object Code:	<input type="text" value="*"/>
Enter the value for Sub Object:	<input type="text" value="*"/>
Enter the value for Location:	<input type="text" value="*"/>
Enter the value for Fiscal Year:	<input type="text" value="*"/>
Enter the value for Program:	<input type="text" value="*"/>
Enter the value for Project:	<input type="text" value="*"/>
Enter the value for Project Year:	<input type="text" value="*"/>

Input your entries.
Click:

Example of report generated on pg. 7.