

What's My Balance

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1. Search by Org code – example: 125050

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
1210	Ap Mbf Aplo & Above	204,089.00	13,750.00			80,339.01	U
1230	F/T Uaw Non-Exempt	265,307.72	26,119.11			51,440.03	U
1280	Clerical/Secretarial Uaw	86,231.00	9,949.72			24,542.75	U
1400	Overtime Budget	556.00	.00			4,556.00	U
1410	Overtime - A/F/T	.00	.00	29.16	.00	-29.16	U
1500	Temporary Budget	136.00	.00	.00	.00	19,136.00	U
1610	Longevity	115.43	.00	1,115.43	.00	.00	U
TOTAL	Salaries & Wages	590,435.15	49,818.83	360,450.52	.00	219,984.63	
1710	Graduate Assistant - Fall/Winter	10,915.00	1,066.66	7,933.29	.00	2,981.71	U
1870	Res Student Help Budget	10,013.00	.00	.00	.00	10,013.00	U

Find available balance for each group of account codes

2. Find the TOTAL line for each group of account codes. Below you see SS&M.

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
3000	S S & M Bud	27,982.99	.00	.00	.00	27,982.99	U
3015	Software-License Maint - Computer	.00	.00	790.00	.00	-790.00	U
3035	Supplies - Educational & Recr	.00	306.00	306.00	.00	-306.00	U
3095	Supplies & Materials - Office	.00	560.44	2,027.90	.00	-2,027.90	U
3130	Postage & Shipping	.00	.00	514.77	.00	-514.77	U
3135	Telephone - Equipment	.00	380.00	3,418.20	.00	-3,418.20	U
3140	Telephone Equipment Dept Charge	.00	214.00	1,926.00	.00	-1,926.00	U
3145	Telephone Tolls - Michigan Bell	.00	50.11	407.02	.00	-407.02	U
3150	Telephone - Other Charges & Credits	.00	95.01	839.43	.00	-839.43	U
3160	Tele Tolls - Campusernet (Employees)	.00	35.96	252.24	.00	-252.24	U
3385	Photocopying - By Copiers	.00	501.00	4,509.00	.00	-4,509.00	U
3390	Printing And/Or Binding On Campus	.00	.00	291.92	.00	-291.92	U
3399	Procurement Card-S&M	.00	-80.95	13,611.16	.00	-13,611.16	U
3410	Books - Non-Library	.00	80.95	80.95	.00	-80.95	U
3455	Expense Reimbursement	.00	.00	-252.45	270.00	-17.55	U
3545	Parking Decals - Guests And Temp	.00	9.00	210.00	.00	-210.00	U
TOTAL	Supplies, Service & Materials	27,982.99	2,780.27	37,178.46	309.99	9,505.46	

TOTAL line for **Supplies, Service & Materials** shows available balance

Find overall available balance at the end of the report

3. The table below shows the balance information available in this example:

TOTAL ORGANIZATION							
TOTAL	Labor Expense	702,377.57	64,243.31	475,612.59	.00	226,764.98	
TOTAL	Expense	11,534.05	874.61	7,739.91	.00	3,794.14	
NET		-713,911.62	-65,117.92	-483,352.50	.00	-230,559.12	

Totals	Comments	Available Balance
Labor Expense	Total Available Balance for Salaries & Wages, Student Help, Benefits	\$ 226,764.98
Expense	Total Available Balance for SS&M, Travel and Equipment	\$ 3,794.14
NET	Overall Available Balance - NET line is normally shown as a negative number, represents a positive balance	\$ 230,559.12