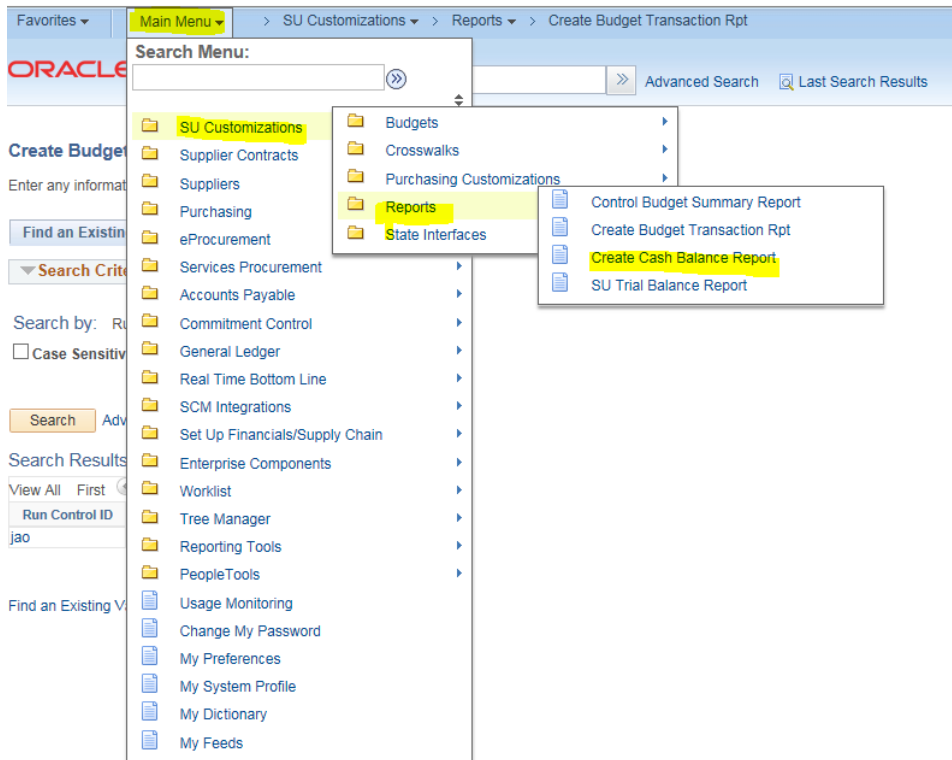**SALISBURY UNIVERSITY**
PROCEDURES: CASH BALANCE REPORT

Log in to Peoplesoft Financials using your normal GullNet username and password.

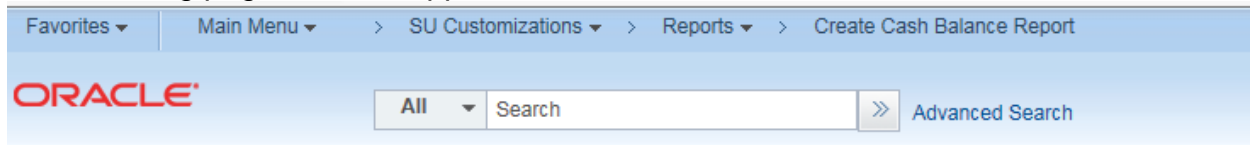Link: finance.salisbury.edu

The navigation for the Cash Balance report is as follows:

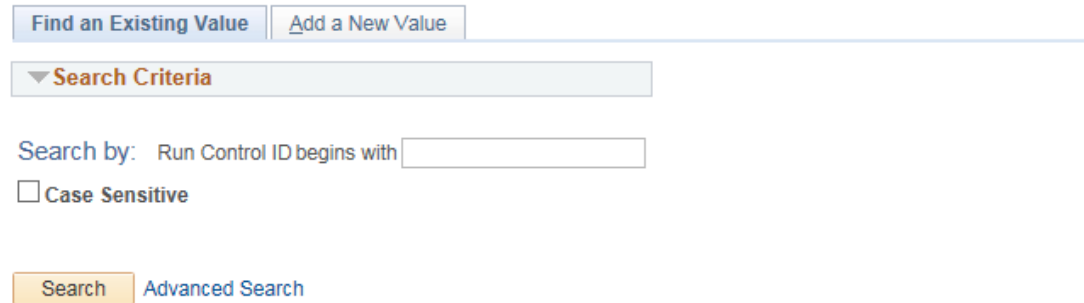**SU Customizations > Reports > Create Cash Balance Report**

The following page will then appear:

Select [Search] to select the appropriate Run Control ID. If you have never created a Run Control ID, please select the ADD A NEW VALUE tab (or link) and create one called "REPORTS". Once you either select or create a Run Control ID, the following page appears.

In the BUSINESS UNIT field, select either SALIS or SUFND.

In the DEPT and PROJECT fields, input the appropriate department and project number. Up to 6 departments and projects can be selected at any one time.

Consider using the REPORT ALL ACTIVE DEPARTMENTS or REPORT ALL ACTIVE PROJECTS checkboxes if you need more than 6 of each. In lieu of typing in multiple departments and projects, the user can also just select those checkboxes.

Select **Run** and the following page appears:

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Enter Email in the type field and a format of PDF.

Select [OK] and the system will return you to the prior page. The report will be emailed to you.

Below is a sample of the report: