

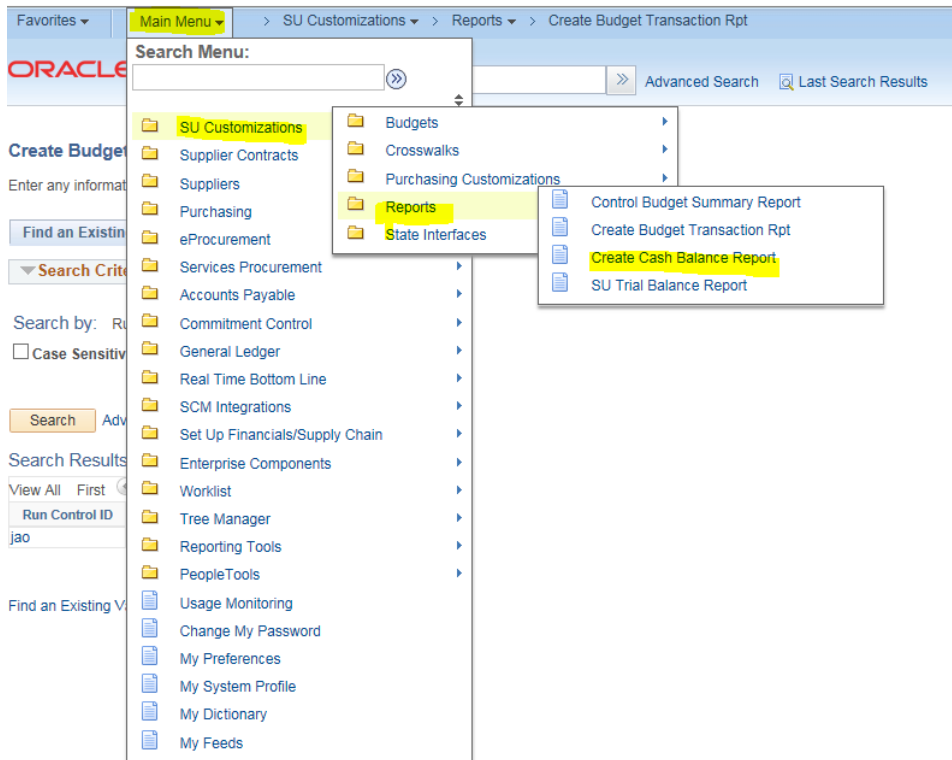
SALISBURY UNIVERSITY PROCEDURES: CASH BALANCE REPORT

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

Link: finance.salisbury.edu

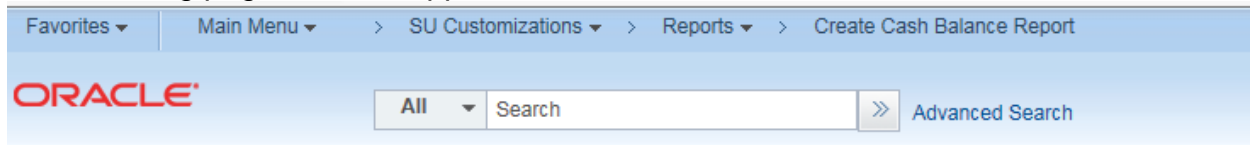
The navigation for the Cash Balance report is as follows:

SU Customizations > Reports > Create Cash Balance Report



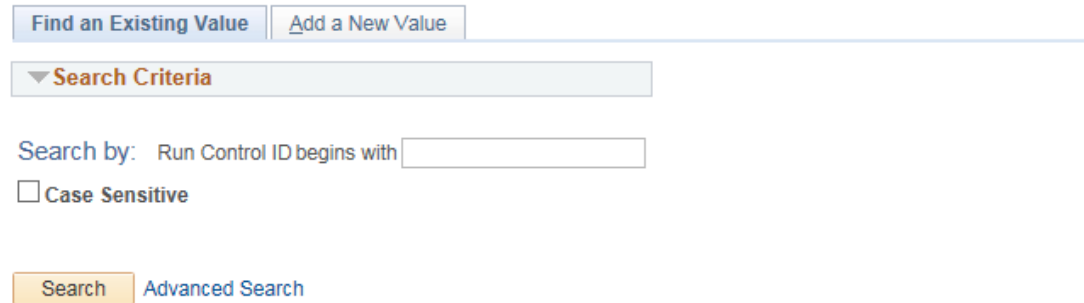
SALISBURY UNIVERSITY PROCEDURES: CASH BALANCE REPORT

The following page will then appear:



Create Cash Balance Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.



[Find an Existing Value](#) | [Add a New Value](#)

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.

SALISBURY UNIVERSITY PROCEDURES: CASH BALANCE REPORT

Favorites ▾ Main Menu ▾ > SU Customizations ▾ > Reports ▾ > Create Cash Balance Report

ORACLE® All Search >> Advanced Search Last Search Results

Create Cash Balance Rpt

Run Control ID REPORTS Report Manager Process Monitor **Run**

*Business Unit **Create Cash Balance Report**

Department Information

Report All Active Departments? Include Adj Period?

Dept Dept Dept

Dept Dept Dept

Project Information

Report All Active Projects?

Project Project Project

Project Project Project

Save Return to Search Notify Add Update/Display

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:

SALISBURY UNIVERSITY PROCEDURES: CASH BALANCE REPORT

Favorites ▾ Main Menu ▾ > SU Customizations ▾ > Reports ▾ > Create Cash Balance Report

ORACLE All ▾ Search Advanced Search Last Search Results

Process Scheduler Request

User ID **jaoneal** Run Control ID **REPORTS**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SUGL0021 - Cash Balance Rpt	SUGL0021	SQR Report	Email ▾	PDF ▾	Distribution

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

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

Below is a sample of the report:

Report ID: SUGL0021	PeopleSoft CASH BALANCE REPORT	Page No. 1 Run Date 07/25/2018 Run Time 16:09:44		
CASH BALANCE FOR UNIT: SALIS DEPT: 300001 General-Auxl Enterprises AS OF: 07/25/2018				
<u>ACCOUNT</u>	<u>FUND</u>	<u>PROG</u>	<u>CASH BALANCE</u>	
201100 Cash	4031	00800	\$1,251,081.70	Cash Balances are as of the date/time this report was run