Department Dashboard



This Job Aid walks through the process of running various financial reports on the Department Dashboard.

DeptAdmin Test Image: Share thoughts with your coleaguesImage: Share thoughts with your coleagues<	GUS Cloud Finance Test					î ★ \	r 🕨 🛛 🤇	DeptAdmin Test 🔻
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Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard .
2.	Navigate to My Dashboard by choosing the link in the navigator, or clicking on the icon from the Springboard. Image: My Dashboard Image: My Dashboard



Step	Action
3.	The reports available are located in tabs under the Department Dashboard heading
4.	Select the tab for the report you wish to view
5.	Select an Accounting Period from the Drop-Down List. Note you can only select one Accounting Period at a time. * Accounting PeriodSelect Value
6.	Enter other parameters to filter your report results, such as Cost Center number and/or Fund.
7.	Click the Apply button Cost Center Balance Cost Center Balance Cost Center Detail Balance Cost Center Balance Cost Center Detail Balance Cost Center Balance Cost Center Detail Balance This report can be used to view cost center balances by tund. This report does not break down balances by account (object code). To see balances by account, see the Cost Center Detail Balance dashboard tab. Image: Cost Center balance: 1 Steler a Poriod Trem the Drop-Down List 1 Steler a Poriod Trem the Drop-Down List Cost Center Balance 2 Enter a Cost Center Number Period Select Value I Fund 3 Click Apply Cost Center Balance



Step	Action										
8.	The report will process										
	Processing To cancel, click <u>here</u>										
	Then display on screen										
	Department Dashboard Cost Center Detail Bulance Department Detail Bulance Invoices Deposits Transaction Detail Cost Center OCE Bulance Expense Type Mapping										
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	4										
	Cost Center Balances										
	Cost Center Balance by Fund Primary Ledger – Balances by Fund by Cost Center Bun for Accounting Period: Sep 16										
	Year-to-Date Arthity										
	Fund Fund Description Cost Center Description Cost Center Description FY Balance Forward Budget Budget Revenue Expenditures Cash Balance Encumbrance Balance Unencumbered Balance 1104 State General Fest Nund 4210100 Business Office 0.00 434,010.00 0.00 214,556.02 219,453.98 0.00 213,453.98 1105 General Fest Nund 4210100 Business Office 0.00 524,751.00 0.00 13,884.36 518,886.64 0.00 510,886.64 1106 Collees Work Study 4210100 Business Office 0.00 3.225.00 0.00 3.226.00										
	1128 Temporary Deposit 4210100 Business Office 0.00 0.00 30.00 0.00 30.00 1241 Retricted Fees Fund - 4210100 Business Office 0.00 0.00 390.00 120.57 269.43 0.00 269.43										
	Designated Totals 0.00 963,987.00 420,00 228,560.95 735,846.05 0.00 735,846.05										
	Tip: A report can sometimes have multiple tabs. These tabs are generally just different layouts of the same report, so the data can be presented differently.										
9.	To export the report to another format, click on the View Report button in the top right corner of the report										
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Step	Action
10.	Select an output format, such as a printable PDF or Excel file
11.	Depending on your choice and the internet browser settings, the file will be downloaded or displayed on screen.
12.	To return to viewing the report on screen, choose HTML from the View Report list
13.	You have reached the end of the Department Dashboard Job Aid. See the attached summary for a listing and brief description of all the Department Dashboard reports available.

Department Dashboard



Dashboard Report Summary

- 1. **Cost Center Balance by Fund** This dashboard report provides a quick 'at-a-glance' cost center balance. The balances reflected are fiscal year to date.
 - Select a Period from the drop down list (only 1 period at a time)
 - Enter a Cost Center Number
 - Enter other parameters to filter your report results, such as Fund.
 - The Ledger Name will automatically fill correctly with PSU COA US.
 - Click Apply

Center Bala										
	nce Cost Center Detail Balan	ce Department Detail B	alance Invoices Dep	osits Transaction Detail	Cost Center OOE	Balance Expens	e Type Mapping			
eport can b	e used to view cost center bala	nces by fund. This repor	t does not break down b	alances by account (object	code). To see bala	nces by account, s	ee the Cost Center Deta	I Balance dashboard tal	λ.	
N a cost ce ect a Perior er a Cost Cr er Additiona k Apply	enter balance: d from the Drop-Down List enter Number al Segments if Needed		¢	* Period Sep-16 Ledger Name PSU COA U	▼ F S ▼ Cost Cer	und Apply	Reset •			
ost Center	Balances									
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Primary L Run for Ac Fund	edger – Balances by Fund by ccounting Period: Sep-16 Fund Description	/ Cost Center	Cost Center	Cost	Center Ba	ear-to-Date Acti Revenue	Fund vity Expenditures	Cash Balance	Encumbrance	Unencumbered
Primary L Run for Ac Fund	edger – Balances by Fund by ccounting Period: Sep-16 Fund Description	/ Cost Center	Cost Center Description	Cost FY Balance Forward	Center Ba	ear-to-Date Acti Revenue	Fund vity Expenditures	Cash Balance	Encumbrance Balance	Unencumbered Balance
Fund	edger – Balances by Fund by ccounting Period: Sep-16 Fund Description State General Fund	Cost Center Cost Center 4210100	Cost Center Description Business Office	Cost FY Balance Forward 0.00	Center Ba Budget 434,010.00	ear-to-Date Acti Revenue	vity Expenditures 214,556.02	Cash Balance 219,453.98	Encumbrance Balance 0.00	Unencumbered Balance 219,453.5
Fund	edger – Balances by Fund by ccounting Period: Sep-16 Fund Description State General Fund General Fees Fund	Cost Center	Cost Center Description Business Office Business Office	Cost FY Balance Forward 0.00 0.00	Center Ba Budget 434,010.00 524,751.00	ear-to-Date Acti Revenue 0.00 0.00	Fund vity Expenditures 214,556.02 13,884.36	Cash Balance 219,453.98 510,866.64	Encumbrance Balance 0.00 0.00	Unencumbered Balance 310,453.9 510,866.6
Primary L Run for Ac Fund 1104 1105	edger – Balances by Fund by ccounting Period: Sep-16 Fund Description State General Fund General Fees Fund College Work Study	Cost Center 4210100 4210100 4210100	Cost Center Description Business Office Business Office	Cost FY Balance Forward 0.00 0.00 0.00	Center Ba Budget 434,010.00 524,751.00 5,226.00	ear-to-Date Act Revenue 0.00 0.00 0.00	Vity Expenditures 214,556.02 13,884.36 0.00	Cash Balance 219,453.98 510,866.64 5,226.00	Encumbrance Balance 0.00 0.00 0.00	Unencumbered Balance 219,453.5 510,866.6 5,226.0
Primary L Run for Ac Fund 1104 1105 1106 1128 1241	edger – Balances by Fund by ccounting Period: Sep-16 Fund Description State General Fund General Fees Fund College Work Study Temporary Deposit Restricted Fees Fund - Description	Cost Center 4210100 4210100 4210100 4210100 4210100	Cost Center Description Business Office Business Office Business Office Business Office	Cost FY Balance Forward 0.00 0.00 0.00 0.00 0.00	Center Ba Budget 434,010.00 524,751.00 5,226.00 5,226.00 0.00 0.00	Revenue 0.00 0.00 0.00 0.00 0.00 0.00 30.00 390.00 390.00	vity Expenditures 214,556.02 13,884.36 0.00 120.57	Cash Balance 219,453.98 510,866.64 5,226.00 30.00 269.43	Encumbrance Balance 0.00 0.00 0.00 0.00 0.00 0.00	Unencumbered Balance 219,453.9 510,866.6 5,226.0 30.0 269.4

- 2. **Cost Center Detail Balance** This dashboard report provides the details for a cost center balance by Account code. The balances reflected are fiscal year to date.
 - Select a Period from the drop down list (only 1 period at a time)
 - Enter a Cost Center Number
 - Enter other parameters to filter your report results, such as Fund and/or Account.
 - The Ledger Name will automatically fill correctly with PSU COA US.
 - Click Apply

Job Aid GUSclou **Department Dashboard** J Dep Cost Center ODE Balance Expense Type Mapping Cost Center Balanc * Period Sep-16 Fund Ledger Name PSU COA US · Cost Center 4210100 Apply Reset + 9 Br 0 0 Cost Center Balance Det... **Cost Center Detail Balance** vd: Sen. 16 Act ount Description FY Ba Cost C Ехре 4210100 4210100 Temp USS Salaries UNC & USS Salaries 510110 511100 -729.00 272,208.05 1104 1104 0.00 1,449.0 143,972.9 -729.0 272,208.0 720.00 0.00 Reg UNC & USS Salaries Holiday Time Off UNC & USS Salaries Longevity Stud Hourly Salaries 1104 4210100 511140 0.00 0.00 0.00 4,419.78 -4,419.78 0.00 -4,419.78 1104 4210100 511160 0.00 0.00 0.00 478.20 -473.20 0.00 .478.20 0.00 10,249.72 1104 1104 4210100 512000 urly Salaries 16,124.00 985.00 5,874.28 985.00 0.00 5,874.28 0.00 4210100 0.0 CWS 1104 4210100 517600 0.00 0.00 204.24 1.204.24 0.00 1,204.24 0.00

- 3. **Department Detail Balance** This dashboard report provides the details for a cost center balance by Account code, and by Department Cost Center and Department Account. The balances reflected are fiscal year to date.
 - Select a Period from the drop down list (only 1 period at a time)
 - Enter a Cost Center Number
 - Enter other parameters to filter your report results, such as Fund, Account, Department Cost Center, or Department Account.
 - The Ledger Name will automatically fill correctly with PSU COA US.
 - Click Apply

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un for A	Cost Cost	od: Sep-16	Account Description	Department Cost Center	Department	partme	nt Det	ail Balar	CCE	Cash Balance	Encumbrance Balance	Unencumbered Balance
un for Av Fund	Cost Cost Center 4210100	od: Sep-16 Account 510110	Account Description Temp USS Salaries	Department Cost Center	Department Account	partme	nt Det	ail Balar	DCC Expenditures	Cash Balance -729.00	Encumbrance Balance	Unencumbered Balance -725
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Department Dashboard



- 4. **Invoices** This dashboard report provides a quick glance at Invoices meeting your search criteria. Once the results of your search are displayed, you can see the invoice details, approval status, and payment status. This report is helpful when trying to determine the status of a payment to a Supplier.
 - Enter search parameters to filter your report results, such as Cost Center, Requester, Invoice Number, Supplier, Payment Status or Accounting Period.
 Click OK

Cost	Center Ba	lance Cost Ce	enter De	etail Balance Department Def	tail Balan e Invoi	ices eposits Transac	tion Detail	Cost Cente	r OOE Bala	ance Ex	pense Type Ma
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Cos	t Center			Invoice Number		Payment Status Name	Select V	alue 🔻			
Re	quester	Select Value	•	Supplier or Party NameS	Select Value 🔻	Accounting Period	Select V	alue 🔻			
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	EXP001042	5012		Raul Munguia				959.92	Not required	Fully paid	
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6/16	197										
6/16	824841			DOUGLAS & ABRELL 0000012631	REPLACEMENT PADS FOR	R SRC				Fully paid	Kevin Obungu
6/16 9/16	824841 645314-647	510 PC	W26	DOUGLAS A ABRELL 0000012631 FELLERS FOOD SERVICE EQUIPMENT LLC 0000464658	REPLACEMENT PADS FOR KITCHEN EQUIPMENT	R SRC		32,293,45	Workflow	Fully paid Fully paid	Kevin Obungu Rebecca Messinger
9/16 9/16 0/16	197 824841 645314-647 4060160620	810 PC 00000501	W126	DOUGLAS A ABRELL 0000012631 FELLERS FOOD SERVICE EQUIPMENT LLC 0000464056 NPC INTERNATIONAL INC 000046973	REPLACEMENT PADS FOR KITCHEN EQUIPMENT MEALS FOR STUDENT AT	R SRC	ESEASON	32,293.45 902.75	Workflow approved Workflow approved	Fully paid Fully paid Fully paid	Kevin Obungu Rebecca Messinger Mark Darker

Note that this dashboard report can also be printed and/or exported. The report will display only 25 rows by default. To view more rows, click the double blue arrow. If you have more than 500 rows, you will need to export the analysis to Excel or PDF to view the entire list.

- 5. **Deposits** This dashboard report provides a listing of all deposits processed by the Cashiers and Student Accounts Office in the CashNet cashiering system.
 - Select a Period from the drop down list (only 1 period at a time)
 - Enter a Cost Center Number
 - The Ledger Name will automatically fill correctly with PSU COA US.
 - Click OK

eposit Report					
Oct-16					
Accounting Date	Cost Center Code	General Ledger Journal	Deposit Description	Debit	Credit
10/24/16	6500010	C2101980*1 339079.01 0061633 PSU Cashiers 16/WF CashNet INF06 CR	EXPENSE REIMBURSEMENT gen rev corp		90.00
					90.00

Note that this dashboard report can also be printed and/or exported. The report will display only 25 rows by default. To view more rows, click the double blue arrow. If you have more than 500 rows, you will need to export the analysis to Excel or PDF to view the entire list.



- 6. **Transaction Detail** This dashboard report provides a listing of all transactions in a chosen accounting period for a specific cost center.
 - Select a Period from the drop down list (only 1 period at a time)
 - Enter a Cost Center Number
 - Enter other parameters to filter your report results, such as Fund
 - The Ledger Name will automatically fill correctly with PSU COA US.
 - Click Apply

Department Dashboard	
Cost Center Balance Cost Center Detail Balance Invoices Deposits Transaction Detail	
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Transaction De	tails
* Cost Center	Ledger Name PSU COA US 👻
* Period	Select Value 💌
	Apply Reset V

						11", 500 Sheets/Ream	
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571 , Supplier Site : CHK14_001 , Invoice Type : Standard	3317330881	Staples Steno Notebooks, Green Tint, 6" x 9", Gregg Ruling, 80 Sheets/Book, 12/Pk Staples Steno Notebooks, Green Tint, 6" x 9", Gregg Ruling, 80 Sheets/Book, 12/Pk	1105-4210100-537100-0
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLIES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571, Supplier Site : CHK14_001, Invoice Type : Standard	3317330881	Staples Stickies Notes, Blank, Assorted Bold Colors, 3" x 3", 12/Pk Staples Stickies Notes, Blank, Assorted Bold Colors, 3" x 3", 12/Pk	1105-4210100-537100-0
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLIES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571 , Supplier Site : CHK14_001 , Invoice Type : Standard	3317330881	Post-it Super Sticky Notes, 4" x 4", Rio de Janeiro Collection, Lined, 6 Pads/Pack Post-it Super Sticky Notes, 4" x 4", Rio de Janeiro Collection, Lined, 6 Pads/Pack	1105-4210100-537100-0
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLIES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571, Supplier Site : CHK14_001, Invoice Type : Standard	3317330881	Sharpie Pen, Fine Point Pens, Black, Dozen Sharpie Pen, Fine Point Pens, Black, Dozen	1105-4210100-537100-0
Oct-16	11/2/2016	Purchase Invoices	01-10-2016Purchase Invoices	Invoice Description : PAVMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND PERKINS LOAN ACCOUNT FOR SEPTEMBER 2016., Supplier : EDUCATIONAL COMPUTER SYSTEMS INC 000001702, Supplier Site : EFT2_003, Invoice Type : Standard	160955L	PAYMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND PERKINS LOAN ACCOUNT FOR STATE CONTRACTED SERVICING OF THE NURSING AND PERKINS LOAN ACCOUNT FOR SEPTEMBER 2016.	1105-4210100-527990-C
Oct-16	11/2/2016	Purchase Invoices	01-10-2016Purchase Involces	Invoice Description : PAYMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND	160755L	PAYMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND	1105-4210100-527990-0

- 7. **Cost Center OOE Balance** This dashboard report provides the cost center balance by budget category. This report would break down your budget and expenditures so you can track costs for OOE or payroll category.
 - Select a Period from the drop down list (only 1 period at a time)
 - Enter a Cost Center Number
 - Click Apply

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			* Cost C	tenter 4210100	* Accounting	Period Oct-16	▼ eset ▼					
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Cost Center OOE Report												
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General Use Funds by Divi Run for Accounting Period: Oc Cost Center: 4210100 Cost Center Description: Busin Parent Account Description	sion by Budget Categ t-16 ress Office Balance Forward	gory by Cost Cer Budget	nter	Expenditures	Cash Balance	Encumbrances	Unencumbered Balance					
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General Use Funds by Divi Run for Accounting Period: Oc Cost Center: 4210100 Cost Center: 05000 Parent Account Description: Busin Fringes - All Employees Other Operating Expense	ision by Budget Cate t-16 ess Office Balance Forward 0.00 0.00	Budget 0.00 192,500.00	Revenue 0.00 0.00	Expenditures 68,055.94 20,932.61	Cash Balance -68,055.94 171,567.39	Encumbrances 0.00 34.83	Unencumbered Balance -68,055.94 171,532.56					
General Use Funds by Divi Run for Accounting Period: Oc Cost Center: 4210100 Cost Center: bescription: Busin Parent Account Description Fringes - All Employees Other Operating Expense UNC& USS Salaries	t-16 Balance Forward 0.00 0.00	Budget 0.00 192,500.00 734,782.00	Revenue 0.00 0.00 0.00	Expenditures 68,055.94 20,932.61 194,288.75	Cash Balance -68,055.94 171,567.39 540,493.25	Encumbrances 0.00 34.83 0.00	Unencumbered Balance -68,055.94 171,532.56 540,493.25					
General Use Funds by Divi Run for Accounting Period: Oc Cost Center: 4210100 Cost Center Description: Busin Parent Account Description Fringes - All Employees Other Operating Expense UNC & USS Salaries STUCWS	t-16 ress Office Balance Forward 0.00 0.00 0.00 0.00	Budget 0.00 192,5000 734,782.00 6,965.00	Revenue 0.00 0.00 0.00 0.00 0.00	Expenditures 68,055.94 20,932.61 194,288.75 0.00	Cash Balance -68,055.94 171,567.39 540,493.25 6,965.00	Encumbrances 0.00 34.83 0.00 0.00	Unencumbered Balance -68,055.94 171,532.56 540,493.25 6,965.00					
General Use Funds by Divi General Use Funds by Divi Run for Accounting Period: Oc Cost Center: 4210100 Cost Center: 0500 Cost Center Description: Busin Parent Account Description Fringes - All Employees Other Operating Expense UNC & USS Salaries STUCWS STU-RY	Balance Forward 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Budget 0.00 192,500.00 734,782.00 6,965.00 28,468.00	Revenue 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Expenditures 68,055.94 20,932.61 134,288.75 0.00 13,159.37	Cash Balance -68,055.94 171,567.39 540,433.25 6,965.00 15,308.63	Encumbrances 0.00 34.83 0.00 0.00 0.00 0.00	Unencumbered Balance -68,055.94 171,532.56 540,433.25 6,965.00 15,308.63					

8. **Expense Type Mapping** – This dashboard provides users who prepare Expense Reports in the Expense module with a mapping of the account code that is assigned to an Expense Type.

Department Dashboard				
Cost Center Balance Cost Center Detail Balance Department De	etail Balance Invoices Deposits Transaction Detail Cost Center OOE Balance Expense Type	pe Mapping		
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Expense Type Accounts			,	9 Q + Q 0
	Expense Type Accounts			
	Expense Type	Account Code		
	Accountants and Auditors	527800	~ ·	
	Accrued Interest Purchased	570300		
	Advance For Imprest	572500		
	Advance For Petty Cash	572400		
	Advertising (Classified Ads, Radio/Television Time)	522400		
	Advertising And Marketing	527500		
	Agency Maving	521200		
	Agricultural Equipment And Machinery Non Cap	540190		
	Agricultural Materials, Parts, and Supplies	539100		
	Arcraft Fuel	535500	~	

Accounting Footnote: With conversion to the new GUS Cloud financial system, prior year encumbrance balance carryovers are reflected in the FY Balance Forward column in your Cost Center Balances dashboard reports. The encumbrances and/or the expenditures from those encumbrances are also reflected in the balances. There is no longer a breakdown of the cost center balances by fiscal year.