



Agency Account Budgets


Contents

Review Agency Available Budget Report	1
Export to Excel	2
Drill Into the Budget Report	3

Review Agency Available Budget Report

Agency accounts do not have traditional budgets associated to them as the available dollars for agencies are based on the actual revenues recognized and carry forward from prior periods. To view financial information on an agency account, the Agency Available Budget should be run in the system.

- 1) In the *Search* field, enter **Agency Available Budget** and select the **Agency Available Budget for Organization (R006) Report** from the search results.



Agency Available Budget for Organization (R006) - Report

- 2) In the *Organization* field, enter the **cost center code** (CC9xxxx) or part of the name of the agency whose financial information needs to be reviewed.
- 3) Click **Enter** on your keyboard to view the matching results.
- 4) Select the appropriate cost center from the list displayed by clicking into the corresponding selection square.
- 5) Click the **OK** button.

Agency Available Budget for Organization (R006)

Organization ★

Period ★

Balancing Worktags

Journal Source

Ledger Account/Summary

Book

Report Effective Date

Search Results (137)

- ☐ Cost Center: CC90009
Student Government Association
- ☐ Cost Center: CC90012 Public
Relations Student Society of America
- ☐ Cost Center: CC90036
Student Red Hawk Dollars
- ☐ Cost Center: CC90057
Student Paralegal Association
- ☐ Cost Center: CC90060 MSU
Chapter - National Student Speech Language Hearing Association
- ☐ Cost Center: CC90103

Filter Name

Manage Filters

0 Saved Filters

OK
Cancel

The financial information for the selected Agency account displays.

←

Agency Available Budget for Organization (R006)

Actions

Organization

Cost Center: CCxxxx - Agency Account Example

Balancing Worktags

Fund: F90 Agency Fund

Period

FY 2020 - 07 Jan

1 item

Fund	Division	Program	Cost Center	Agency Budget	Revenue	Expense	Obligations	Commitments	Reserved Journals	Transfers	Available Budget Balance
F90 Agency Fund	D24 College of the Arts	N23 Non Reportable	Cost Center: CCxxxx - Agency	1,386.40	0.00	0.00	0.00	0.00	0.00	0.00	1,386.40

Export to Excel

The budget report can be exported to Excel by clicking the icon that is a square with an X in it, on the far right of the banner. Additionally, the report can be printed in PDF format by clicking on the printer icon.



Drill Into the Budget Report

Click the number within the corresponding column to display a breakdown of the amount selected and see the individual transactions associated to that amount.

Criteria View by: and then by:

1 item

Budget Period Start Date	Budget Period End Date	Division	Cost Center	Fund	Program	Worktags	Debit	Credit
07/01/2019	06/30/2020	D24 College of the Arts	Cost Center: CCxxxxx – Agency Account	F90 Agency Fund	N23 Non Reportable		\$1,386.40	\$0.00

1 item

Fund	Division	Program	Cost Center	Agency Budget	Revenue	Expense	Oblig
F90 Agency Fund	D24 College of the Arts	N23 Non Reportable	Cost Center: CCxxxxx – Agency Account	1,386.40 ▼	0.00	0.00	

A red arrow points from the 'Agency Budget' cell (1,386.40 ▼) in the bottom table to the 'Debit' cell (\$1,386.40) in the top table.