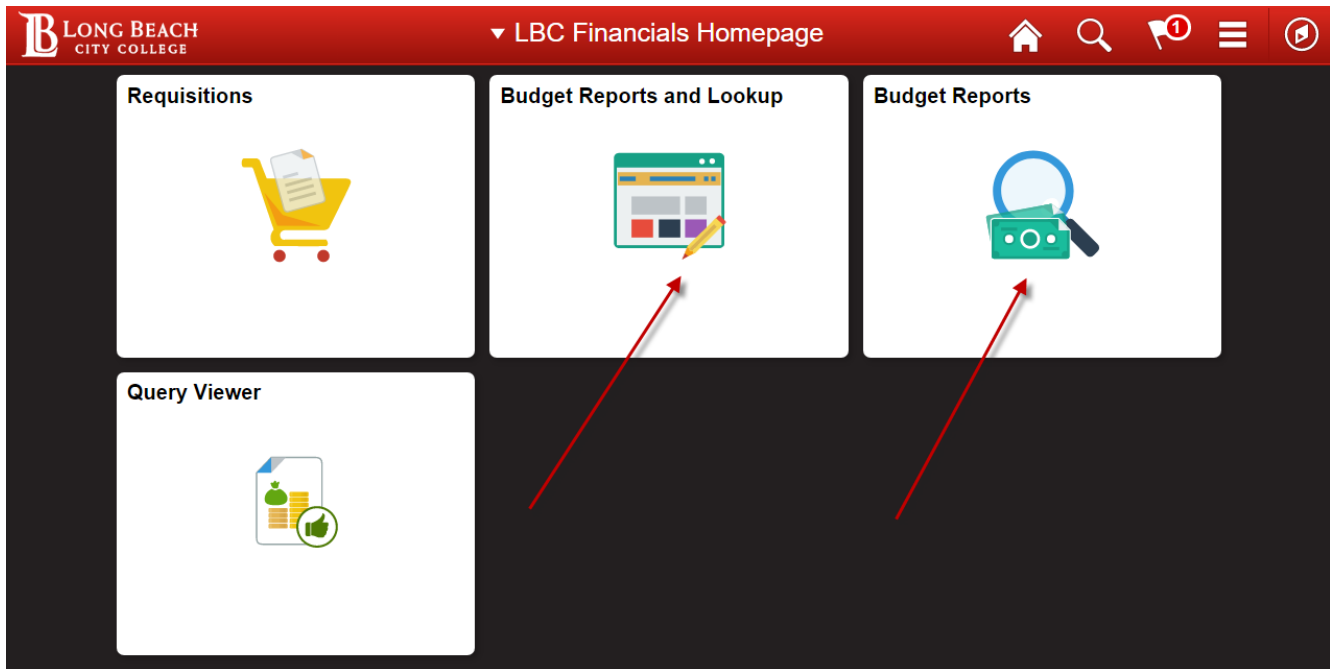




LBC AVAILABLE BALANCE REPORT 9.2

LBC Available Balance Report 9.2 – LBCGL011

1. The **LBC Available Balance Report** is a summary report showing Budgets, Pre-Encumbrances, Encumbrances, Expenses, and Remaining amounts. To look up balances and print a report of individual accounts in the Actuals Ledger, access the **LBC Available Balance Report** from either the **Budget Reports** tile or the **Budget Reports and Lookup** tile.



NOTE: When signing out or closing PeopleSoft 9.2 remember to click the  button then go to **Sign Out** and **DO NOT** just click the red  close button.

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- From the **LBC Financials Homepage** click the **Budget Reports** tile then the **LBC Available Balance Report** menu item on the left side.

The screenshot displays the 'Budget Reports' section of the LBC Financials system. The top navigation bar is red and contains the text 'LBC Financials Homepage' on the left and 'Budget Reports' in the center. On the right side of the bar are icons for home, search, flags, a menu, and a refresh button. Below the navigation bar, a sidebar on the left lists various report options. The 'LBC Available Balance Report' is highlighted in green, and a red arrow points to it. Other reports listed include 'LBC GL Expense Detail Report', 'LBC PO Activity Listing', 'LBC Contract Activity Report', 'LBC Revenues and Expenses Rpt', 'LBC Rev&Exp Rpt - Excel Format', 'LBC Trust Acct Activities Rpt', and 'LBC 2002 Measure E - Bond Rpt'. The main content area is titled 'LBC Available Balances Report' and contains instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is present, followed by a 'Search by:' field with the text 'Run Control ID begins with' and an input box. There is also a checkbox for 'Case Sensitive'. At the bottom of the search section are 'Search' and 'Advanced Search' buttons. At the very bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'.

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- Each user should initially set up (Add) **one time only**, a **Run Control ID** for each process/report that will be carried out (such as the LBC Available Balance Report, LBC GL Expense Detail Report and LBC PO Activity Listing Report). The Run Control ID is keyed to the Empl ID of the user that created the Run Control. After this **Add a New Value** is done the first time you will use the **Find an Existing Value** tab for all future **LBC Available Balance Reports** by clicking the **Search** button. Please do **NOT** add any other Run Control ID's.


NOTE: To access a **current** Run Control ID (a Run Control for LBC Available Balance Report that was set up earlier), click the **Find an Existing Value** tab and then click **Search**. Choose the Run Control ID below named **LBC Available Balance Report** and click on the blue link.

The screenshot shows the 'Budget Reports' section of the LBC Financials homepage. The left sidebar lists various reports, with 'LBC Available Balance Report' highlighted. The main content area is titled 'LBC Available Balances Report' and contains a search interface. A red arrow points to the 'Find an Existing Value' tab. Below the search criteria, the 'Search by' field is set to 'Run Control ID begins with'. A red circle highlights the 'Search' button. The search results table shows the following data:

Run Control ID	Language Code
BUDGET_TRANSACTION_DETAIL	English
LBC_AVAILABLE_BALANCE	English
LBC_BUDGET_STATUS	English
LBC_GL_EXPENSE_DETAIL	English
PO_ACTIVITY_LISTING	English
PRINT_REQUISITIONS	English

A red arrow points to the 'LBC_AVAILABLE_BALANCE' entry in the search results table. At the bottom of the search results, there are links for 'Find an Existing Value' and 'Add a New Value'.

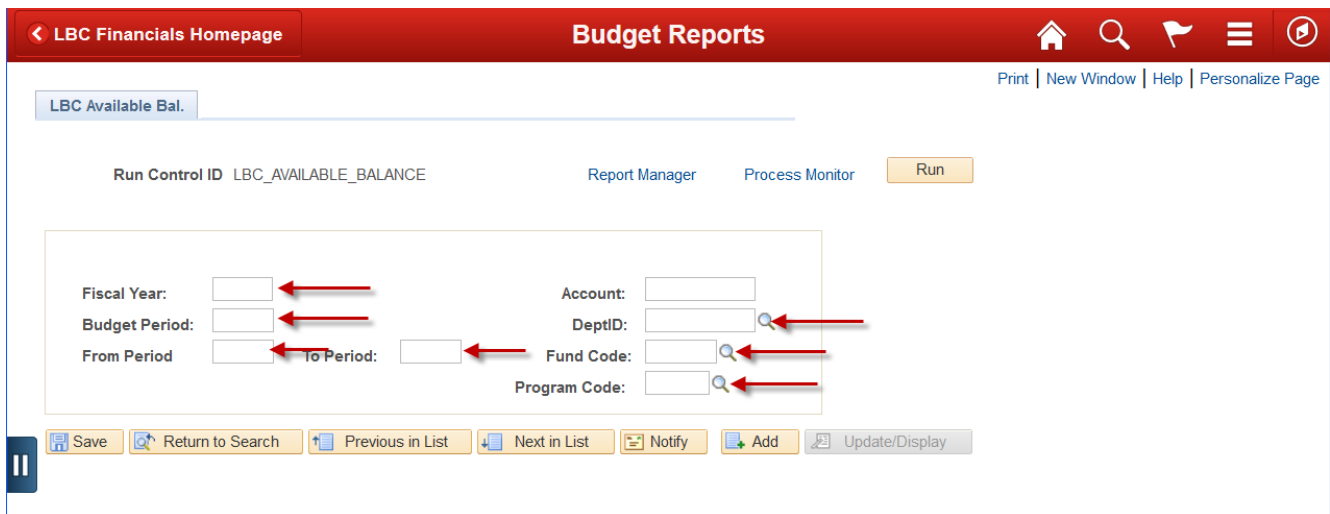
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4. To Add the Run Control ID select the **Add a New Value** tab and enter **LBC_AVAILABLE_BALANCE** (be sure to put an underscore between each word and use caps) in the **Run Control ID** field then click **Add**. Note that the 2 vertical lines button  can be used to collapse or expand the menu on the left.



The screenshot shows the 'Budget Reports' section of the LBC Financials homepage. The 'LBC Available Balances Report' is selected. The 'Run Control ID' field contains 'LBC_AVAILABLE_BALANCE'. The 'Add' button is circled in red. The collapse/expand button is also circled in red.

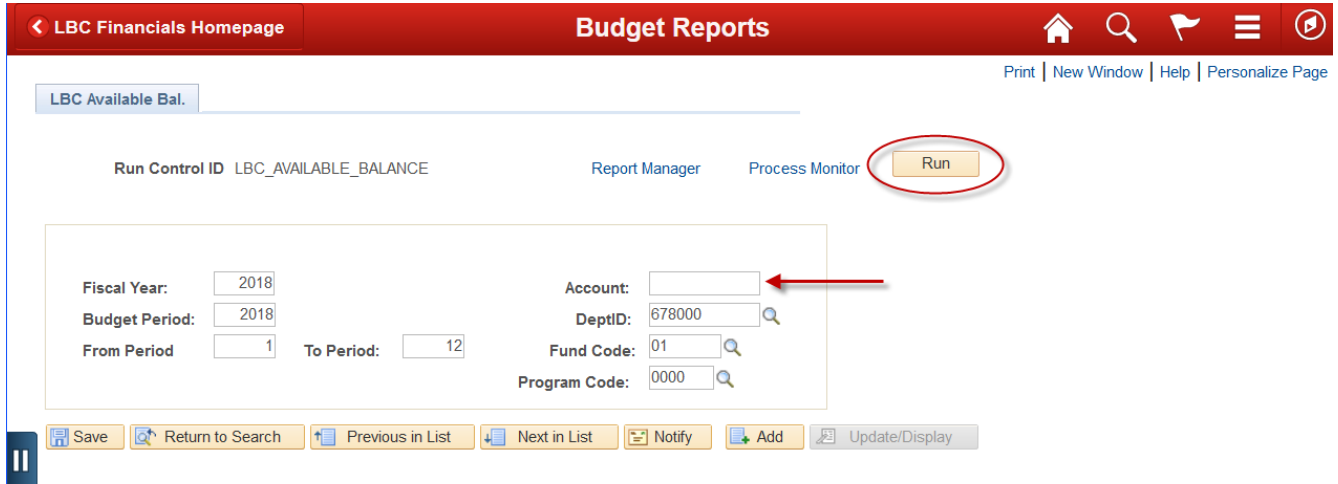
5. Enter information for this report into the **Fiscal Year**, **Budget Period (same as the Fiscal Year)**, the **From Period**, **To Period** (it is best to enter From Period 1 and To Period 12 yet you can also run a portion of the year by selecting certain Periods for these fields), **DeptID**, **Fund**, and **Program**. You can leave some of the chartfields blank in order to get all the detail for a specific chartfield string and yet **do not leave all the fields blank** and you **must** enter the **Fiscal Year**, **Budget Period**, and the **From Period** and the **To Period** fields.



The screenshot shows the 'LBC Available Bal.' configuration screen. The 'Run Control ID' is 'LBC_AVAILABLE_BALANCE'. The 'Run' button is visible. The 'Fiscal Year', 'Budget Period', 'From Period', 'To Period', 'Account', 'DeptID', 'Fund Code', and 'Program Code' fields are highlighted with red arrows.

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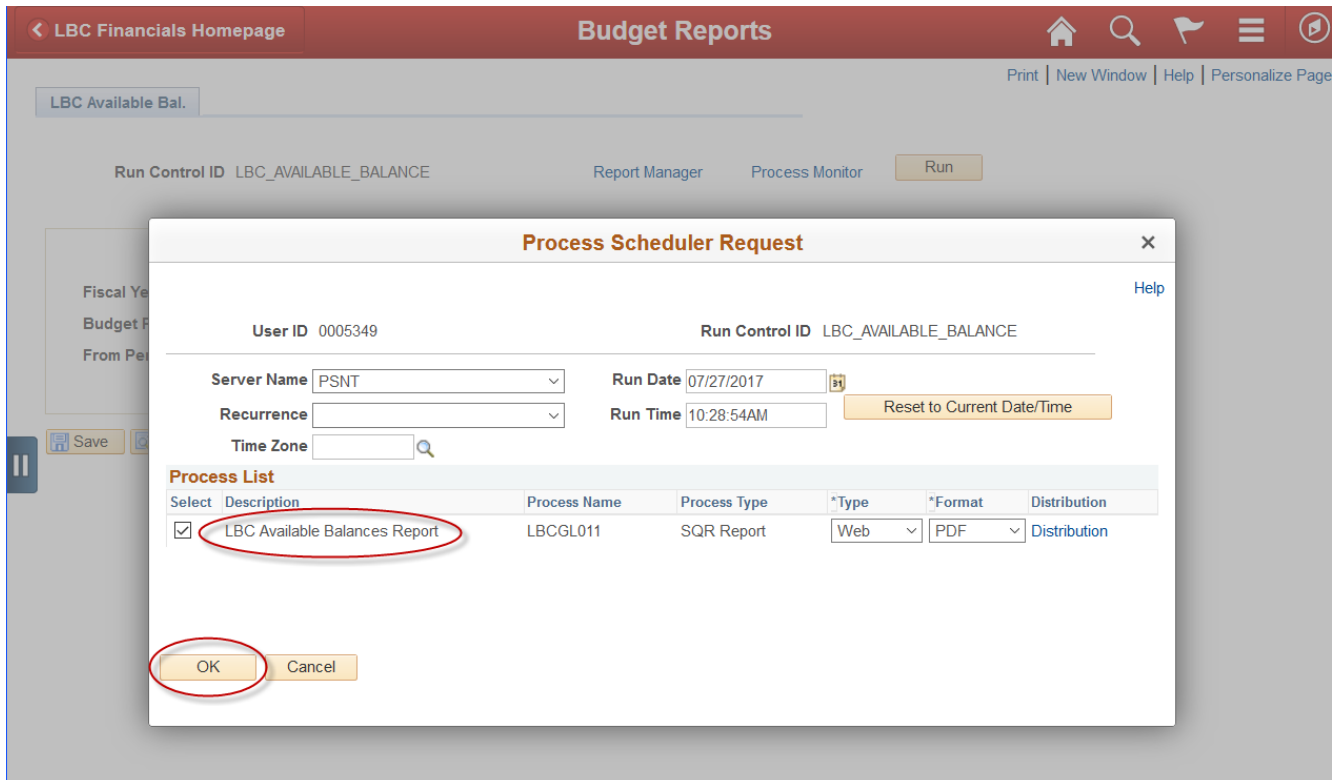
- To view a report with all of the **Accounts** under a specific **Department ID**, **Fund**, and **Program** you can leave the Account field blank (see below). You must also enter the **Fiscal Year**, **Budget Period**, **From Period** and **To Period**. After entering the information into the fields click the yellow **Run** button.



The screenshot shows the 'Budget Reports' interface for 'LBC Available Bal.'. The 'Run' button is circled in red. A red arrow points to the 'Account' field, which is currently blank. Other fields include Fiscal Year (2018), Budget Period (2018), From Period (1), To Period (12), DeptID (678000), Fund Code (01), and Program Code (0000).

NOTE: For some special project areas the **Account Code** and the **Department ID** fields can both be left blank to return all the criteria by entering only the **Program Code** and **Fund**.

- In the **Process Scheduler Request** page you will see the report Name/Description **LBC Available Balance Report**. Next click the yellow **OK** button below and **DO NOT MAKE ANY OTHER CHANGES** in this panel.



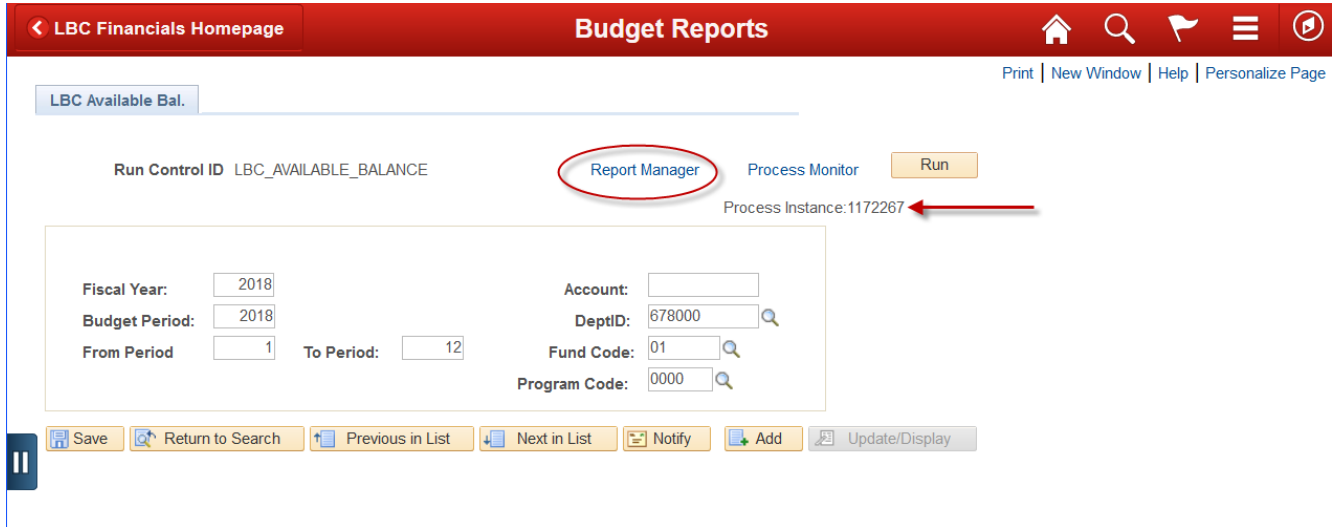
The screenshot shows the 'Process Scheduler Request' dialog box. The 'LBC Available Balances Report' is selected in the 'Process List' table. The 'OK' button is circled in red. The dialog shows User ID 0005349, Run Control ID LBC_AVAILABLE_BALANCE, Server Name PSNT, Run Date 07/27/2017, Run Time 10:28:54AM, and a table with columns: Select, Description, Process Name, Process Type, *Type, *Format, Distribution.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	LBC Available Balances Report	LBCGL011	SQR Report	Web	PDF	Distribution

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8. After clicking the **OK** button this previous page will show again yet the **Process Instance** indicates that the report is running so **DO NOT** click the Run button again. From this panel click the **Report Manager** link at the top of the page. The report can also be viewed by clicking the Notification

button  on the red title bar.



Budget Reports

Print | New Window | Help | Personalize Page

LBC Available Bal.

Run Control ID LBC_AVAILABLE_BALANCE

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 1172267

Fiscal Year: 2018 Account:

Budget Period: 2018 DeptID: 678000

From Period: 1 To Period: 12 Fund Code: 01

Program Code: 0000

Save Return to Search Previous in List Next in List Notify Add Update/Display

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9. The next panel under the **Administration** tab click the yellow **Refresh** button on the right side until the **Status** is **Posted** and the **Details** link shows to the right of the **Posted** status. In the Report Manager panel the current report will always be at the top of the Report List. To view the report you can either click the blue **LBC_Available_Balance_Report** link **OR** click the **Details** link next to the Posted Status on the **LBC Available Balance Report** line.

The screenshot shows the 'Budget Reports' interface. The 'Administration' tab is selected. The 'View Reports For' section includes fields for User ID (0005349), Type, Last (1), Days, Status, Folder, and Instance. A yellow 'Refresh' button is circled in red. Below is the 'Report List' table with one entry: 'LBC Available Balances Report' with a 'Posted' status and a 'Details' link, both circled in red. A red arrow points to the report description. At the bottom, there are 'Select All', 'Deselect All', 'Delete', and 'Save' buttons.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1037018	1172267	LBC Available Balances Report	07/27/2017 10:29:23AM	Acrobat (*.pdf)	Posted	Details

NOTE: If you need to access a report from a previous day you can change the number under **Last** from 1 to any number up to 7 Days and then click the yellow **Refresh** button.

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10. In the **Report Detail** panel click the **LBCGL011 .PDF** link under **File List** to view the report.

The screenshot shows the 'Budget Reports' interface with a 'Report Detail' modal window open. The modal displays the following information:

- Report ID:** 1037018
- Process Instance:** 1172267
- Name:** LBCGL011
- Process Type:** SQR Report
- Run Status:** Success
- Distribution Node:** XCOPY
- Expiration Date:** 08/03/2017

The **File List** section contains the following table:

Name	File Size (bytes)	Datetime Created
LBCGL011_1172267.PDF	78,883	07/27/2017 10:29:52.597000AM PDT
LBCGL011_1172267.out	100	07/27/2017 10:29:52.597000AM PDT
SQR_LBCGL011_1172267.log	2,305	07/27/2017 10:29:52.597000AM PDT

The **Distribute To** section shows:

Distribution ID Type	*Distribution ID
User	0005349

The 'LBCGL011_1172267.PDF' link in the File List table is circled in red.

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11. Selecting the **LBCGL011 .PDF** file link opens another page with the report. From this page the report can be **saved, printed or emailed** if needed.

Account	Fund	Department	Program	Description	Total Budget	PreEncumbrance Amt	Encumbrance Amt	Expended Amt	Remaining Balance
122000	01	678000	0000	Acad Sal NI Educ Adm Reg Stac	102,478.00	0.00	0.00	0.00	102,478.00
210200	01	678000	0000	Cl Sal RS Administrators	1,124,297.00	0.00	0.00	0.00	1,124,297.00
211000	01	678000	0000	Cl Sal NI RS Manager/Supvr	753,865.00	0.00	0.00	0.00	753,865.00
212000	01	678000	0000	Cl Sal NI RS Clerical	1,421,145.00	0.00	0.00	0.00	1,421,145.00
231000	01	678000	0000	Cl Salaries Student Aides	0.00	0.00	0.00	0.00	0.00
232000	01	678000	0000	Cl Sal NI H Clerical	0.00	0.00	0.00	0.00	0.00
232500	01	678000	0000	Cl Sal NI Clerical OT	0.00	0.00	0.00	0.00	0.00
232900	01	678000	0000	Cl Sal NI Irregular Sal Sched	0.00	0.00	0.00	0.00	0.00
385000	01	678000	0000	Staff Benefits Gen, NInstruct	1,732,836.00	0.00	0.00	0.00	1,732,836.00
456500	01	678000	0000	Duplicating Non Instructional	174.00	0.00	0.00	0.00	174.00
457000	01	678000	0000	NI Supplies & Materials	27,498.00	35,000.00	6,000.00	0.00	-13,502.00
457300	01	678000	0000	Hospitality	0.00	0.00	0.00	0.00	0.00
458000	01	678000	0000	Software Non Instructional	0.00	0.00	0.00	0.00	0.00
461000	01	678000	0000	Fuel (gasoline and Diesel)	2,741.00	0.00	0.00	27.07	2,713.93
514000	01	678000	0000	Professional Services	103,617.00	360.00	59,940.00	0.00	43,317.00
521000	01	678000	0000	Mileage and Personal Transp	0.00	0.00	0.00	0.00	0.00
522500	01	678000	0000	Conferences Admin/Mgr-Supv	557.00	0.00	0.00	-125.00	682.00
522600	01	678000	0000	Conferences Classified	0.00	0.00	0.00	0.00	0.00
531000	01	678000	0000	Memberships/Fees/Dues	236.00	0.00	0.00	0.00	236.00
561000	01	678000	0000	Contracts LA Co & LBUSD	1,496.00	0.00	0.00	0.00	1,496.00
566000	01	678000	0000	Equip Repairs Ni	21,942.00	0.00	6,500.00	0.00	25,442.00
566100	01	678000	0000	Computer Repairs Ni ACII	412.00	0.00	0.00	0.00	412.00
568000	01	678000	0000	Maint Ni Bldg Grnds & Furn	0.00	0.00	0.00	0.00	0.00
585000	01	678000	0000	Postage	12.00	0.00	0.00	0.00	12.00
589000	01	678000	0000	Other Services	30,195.00	0.00	21.00	0.00	30,164.00
589500	01	678000	0000	On Line Serv-Softwr Licensing	480,710.00	7,600.00	64,765.00	71,717.70	336,627.30
621000	01	678000	0000	Construction & Additions	0.00	0.00	11,746.00	0.00	-11,746.00
646000	01	678000	0000	Equip Non-Inst \$200-\$4999.99	246,646.00	897.36	324.12	0.00	245,424.52
647000	01	678000	0000	Equip Non-Inst \$5,000 & Up	7,500.00	0.00	0.00	0.00	7,500.00
647100	01	678000	0000	Intangible Asst. N-Inst5,000Up	599,841.00	0.00	355,342.22	24,937.50	219,561.28
652000	01	678000	0000	Lease Purchase Non Instr	167,000.00	0.00	0.00	0.00	167,000.00
Grand Total:					6,845,198.00	49,857.36	504,651.34	96,557.27	6,200,132.03

End of Report