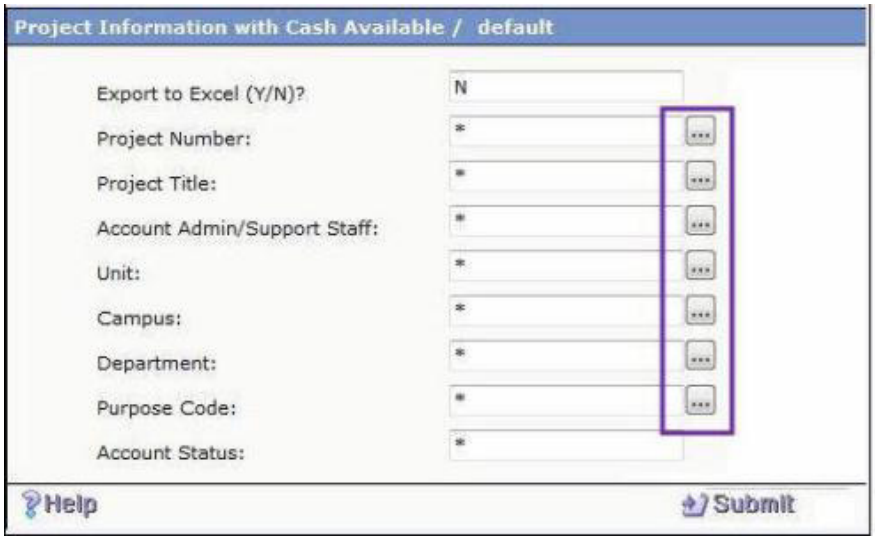
Project Information with Cash Available

Overview

The Project Information with Cash Available report provides a summary overview of the account information including the cash available as of the run date. The report displays the project title, unit and campus in which is assigned, the purpose and the department and the status of the account. Under the account purpose, it displays detailed information on what the account is intended for. It also displays account administrators and the authorization access and support staff. The notes/option section display endowment related information such as OPTION 1, OPTION2, fully endowed, suspended, etc. The payout account for the endowment is also displayed here.

Report Prompt

1. Select "Project Information with Cash Available" under Public Reports.
2. A prompt window will open. Define the report selection criteria.
3. A value is required in each field. (If you do not need to impose data restrictions, leave the asterisk in the prompt for that criterion.) You can use the pick list to select options from available prompts. Multiple values can be selected in the pick list by holding down the CTRL key while making a selection.



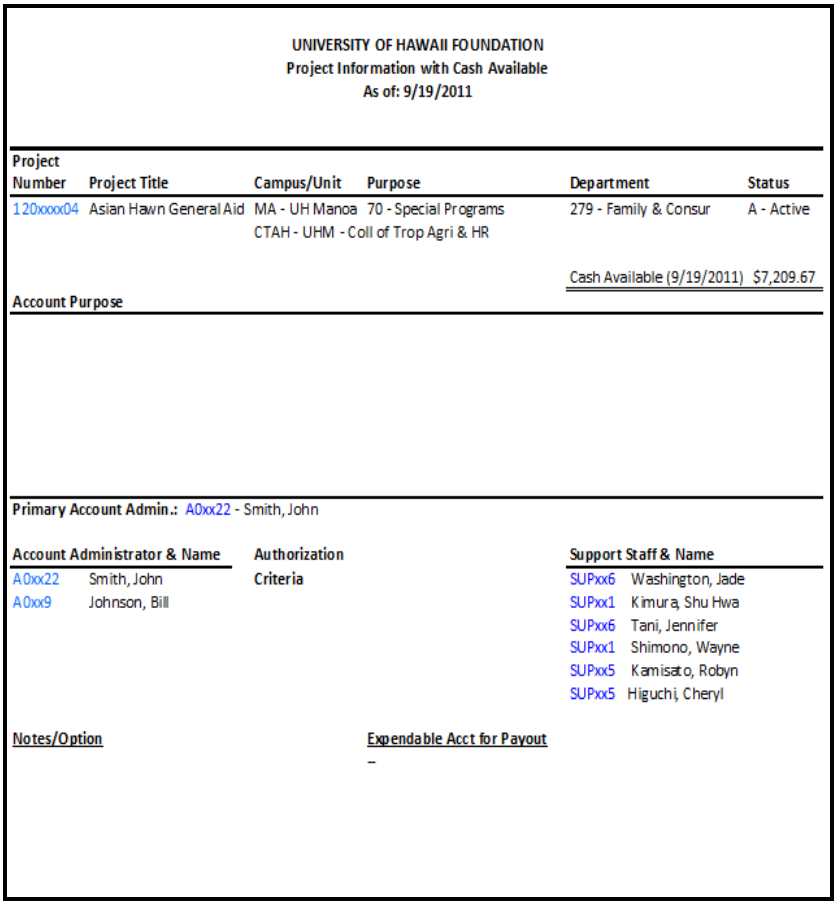
Criteria	Description
Export to Excel (Y/N)	Indicate "Y" if you want to export the report to a Microsoft Excel Format.
Project Number	Indicate the 8-digit account number
Project Title	Indicate the long description of the account or select from the pick list.
Account	Indicate the PEID or select the account admin/support staff name

Admin/Support Staff	from the pick list.
Unit	All accounts under the select Unit(s) are displayed. For information see Unit/Campus/Department List on the UH Finance Website.
Campus	All accounts under the selected campus (es) are displayed. For information see Unit/Campus/Department List on the UH Finance Website.
Department	All accounts under the selected department(s) are displayed. For information see Unit/Campus/Department List on the UH Finance Website.
Purpose Code	Purpose code is a category of how the funds can be expended. For information see Account Purpose Codes on the UH Finance Website.
Account Status	Status of the account (Active, Inactive, or Closed)

Standard Format

Report Output

The report displays an overview of the account information. You can mouse over to the project number to access other reports pertaining to the account such as outstanding encumbrance, cash available with encumbrance, project summary, project history and project documentation.



UNIVERSITY OF HAWAII FOUNDATION
Project Information with Cash Available
As of: 9/19/2011

Project Number	Project Title	Campus/Unit	Purpose	Department	Status
120xxxx04	Asian Hawn General Aid	MA - UH Manoa CTAH - UHM - Coll of Trop Agri & HR	70 - Special Programs	279 - Family & Consur	A - Active

Cash Available (9/19/2011) $7,209.67

Account Purpose

Primary Account Admin.: A0xx22 - Smith, John

Account Administrator & Name		Authorization Criteria
A0xx22	Smith, John	
A0xx9	Johnson, Bill	

Support Staff & Name	
SUPxx6	Washington, Jade
SUPxx1	Kimura, Shu Hwa
SUPxx6	Tani, Jennifer
SUPxx1	Shimono, Wayne
SUPxx5	Kamisato, Robyn
SUPxx5	Higuchi, Cheryl

Notes/Option

Expendable Acct for Payout
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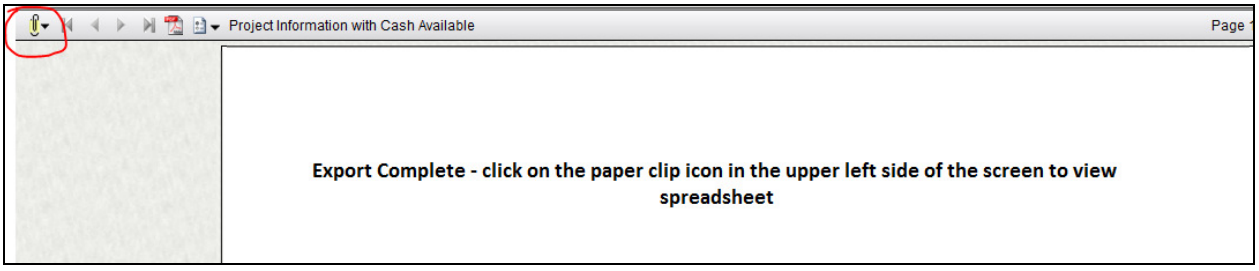
The report output displays the following field.

Column	Description
Project Number	8-digit account number
Project Title	Long description of the account number
Campus	Campus description
Unit	Unit description
Purpose	Purpose description
Department	Department description
Status	Status of the account (Active, Inactive or Closed).
Cash Available (as of date)	Available cash as of the report date
Primary Account Admin	Primary account administrator PEID, name
Account Admin & Name 1 - 8	Account Administrator(s) PEID and name
Authorization Criteria	Indicates special authorization approval criteria. Additional authorization criteria are implemented at the department's request and it can be changed
Support Staff & Name 1 - 8	Support Staff (PEID) and name
Notes/Option	Special notes pertaining to the account
Expendable Account for Payout 1 - 3	Payout account for the endowment

Excel Format

If you have indicated "Y" in the report prompt, data is not immediately viewable in the report display. To export the data to Excel, click on the paper clip icon in the upper left corner, and select "Excel Output". An excel document will opened containing the data



The excel format of the Project Information with Cash Available report provides the same report output as the standard report.