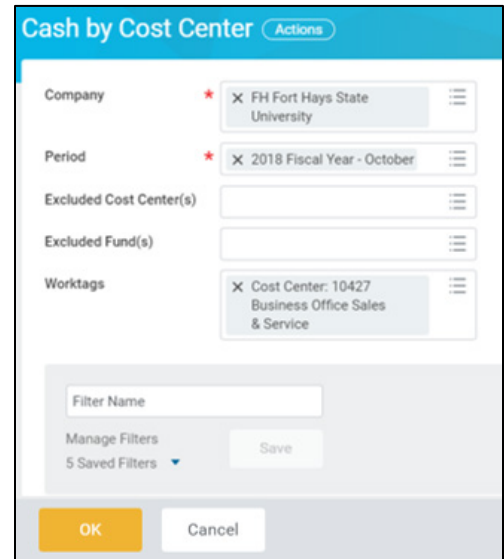## Cash by Cost Center:

NOTE: **This report can ONLY be used for restricted fee accounts, including grants or Student Activity Accounts.** It will **not** provide accurate results for budgeted (OOE) accounts).

Filters: Enter the filters below and then click **OK** [OK] .

Company =	Select appropriate company (i.e.: *FH Fort Hays State University* or *SA Student Activities*)
Period =	Select appropriate month (ex: *2018 Fiscal Year – August*) – (runs year to date from July through the month you select)
Excluded Cost Center(s) =	Leave blank, unless you are running this report for a grant that has indirect (then enter 10423 if it is a federal grant or 10424 if it is a non-federal grant)
Excluded Fund(s) =	Leave blank, unless you are running this for a grant that has cost share (then enter 2042) **OR** If running for a cost center that has workstudy, then enter 3000
Worktags =	Cost Center or Grant ID

Output Columns:

Ledger Account

Period Beginning Cash (cash balance as of July 1, 20XX)

Revenue (Cash by Cost Center) =   Total revenue (it then follows with totals by ledger account)

Operating Expenses (Cash by Cost Center) = Total expenditures (it then follows with totals by ledger account)

Sales Tax (Cash by Cost Center) =   Should be blank

Due to Other Funds (Cash by Cost Center) = Should be blank

Paycheck Loan Receivable (Cash by Cost Center) = Should be blank

Period Ending Cash =   Available cash

Prior Period Activity =   If report was run for August, this column would be July; if run for September, this column would be July and August

Current Period Activity = Month the report is run for (ex: *August*)

Year to Date Activity =   Total of all months from July through the month the report was run for