


1. Pull the Budget Availability (Operating Ledger) report from Report Central. Be sure to select your organization, select Fund Type = 11-General Fund and change “Display Budget Pool Accounts” to YES.

 **CHARLOTTE** **DEPARTMENTAL FINANCIAL & HR REPORTING**

Budget Availability / Trial Balance Report   Fund List   Open Encumbrances   Lapse   Payroll Distribution Report   Positions and Funding Report   Pay Factor Tool

**Budget Availability / Trial Balance Report**

Note: Banner Finance security is used to limit report results

**Source:**  
Budget Availability (Operating Ledger)

**Choose One:**  
One Year

**Transaction Detail Choices:**  
Make a selection...

**Fiscal Year:**  
2025

**Fiscal Period:**  
10-April

**Chart:**  
1-UNC Charlotte

Note: No Organization selection is required when running the report using Fund Type or Fund. Organization and Fund Type are both multi-select (Mouse click to choose multiple values).

**Organization Level:**  
Level 3 - College / Admin

**Organization:**  
300-Academic Affairs (Adm)

**Fund Type (L2):**  
11-General Fund (E2)

Note: The following applies to all Fund and Account entry boxes: Enter a single 6 character Fund/Account (ex. 101006). OR Enter a range of 6 character Funds/Accounts with no spaces (ex. 101006-5ZZZZZ). OR Enter any combination of single or ranges of Funds/Accounts separated by commas with no spaces (ex. 111111,121100,222222-299999,333333,444444-499999,900009). Wildcard = \$ (ex. Accounts that start with 1 = 1\$\$\$\$\$ ; 5 character accounts = 79300\$).

**Account:**

**Fund:**

Note: Making the Include Salary/Benefit Accounts boxes "No" will exclude only Non-OTP (Other Than Personnel) salary and/or benefit accounts because the OTP account budgets are managed at the department level (Make the boxes "No" when reviewing General Funds)

**Include Benefit Accounts:**  
Yes

**Include Revenue Accounts:**  
Yes

**Include Salary Accounts:**  
Yes

**Display Budget Pool Accounts:**  
Yes

**Display Fund Type:**  
No

**Display Fund Predecessor:**  
No

**Include Subtotals:**  
No Subtotals

**Report Output:**  
Excel

Submit

Reset

2. Using the data on the “OL Balances” tab in your excel file, select all the data in columns A-R and select the “insert” tab at the top. Select the “PivotTable” icon.

budget\_availability\_20230517\_044100 - Excel

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PivotTable Recommended PivotTables

Table

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Recommended Charts

Charts

Maps

PivotChart

3D Map

Line Column Win/Loss

Sparklines

Slicer Timeline

Filters

Links

Text Box Header & Footer Text

Equation

Symbol

Symbols

A1

	A	B	C	D	E	F	G	H	I
	Fund	Fund Title	Fund Type (L2)	Level 2 Org (Division)	Level 3 Org (College/Admin)	Level 4 Org (Department)	Org	Org Title	Account
1	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	911100
2	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	911300
3	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	911300
4	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	912100
5	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	913100
6	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	917000
7	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	917250
8	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	919000
9	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	918050
10	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	918100
11	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	919050
12	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	919150
13	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925140
14	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925180
15	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925200
16	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925240
17	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925280
18	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925300
19	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925340
20	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925360
21	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	925400
22	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	928170
23	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	928380
24	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	928480
25	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	930000
26	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	930250
27	101001	MSN SBTI	11-General Fund (E2)	30-Academic Affairs (Div)	330-College of Health & Human Svc (Col)	1930-School of Nursing (Dpt)	22400	School of Nursing	932300

OL Balances Fund Summary Report Parameters

3. Select "ok" on the box that pops-up. This will create a new tab in your excel workbook.

Create PivotTable

Choose the data that you want to analyze

☒ Select a table or range

Table/Range: 'OL Balances'!\$A:\$R

☐ Use an external data source

Choose Connection...

Connection name:

☐ Use this workbook's Data Model

Choose where you want the PivotTable report to be placed

☒ New Worksheet

☐ Existing Worksheet

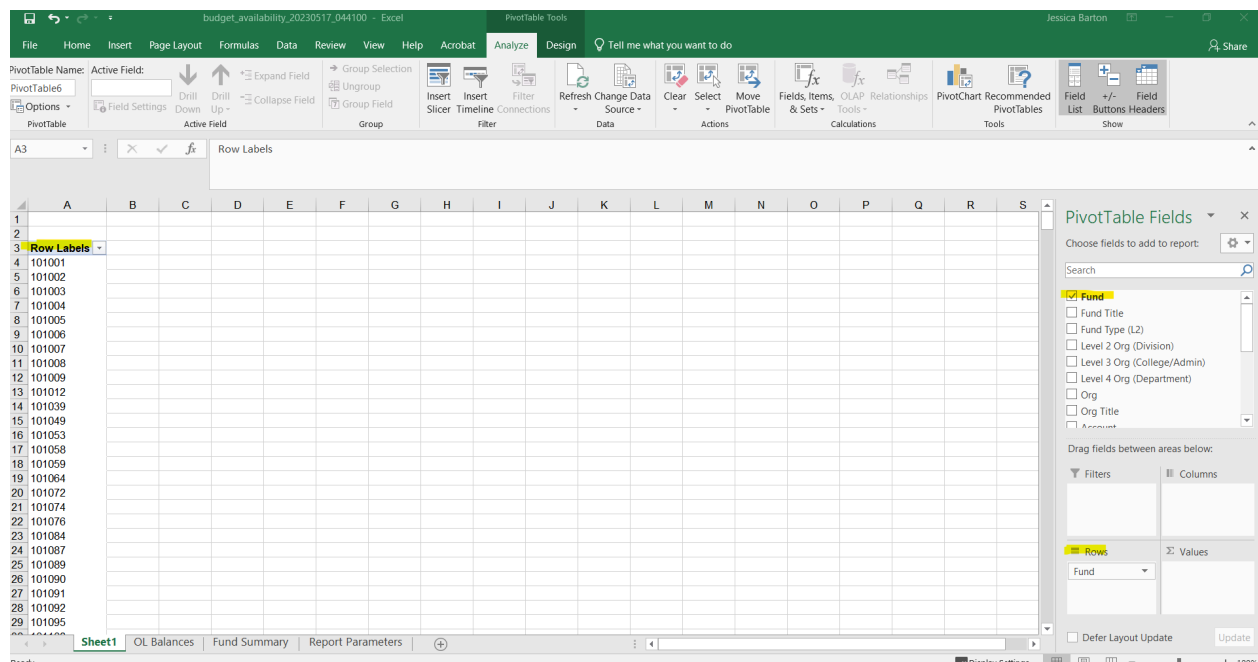
Location:

Choose whether you want to analyze multiple tables

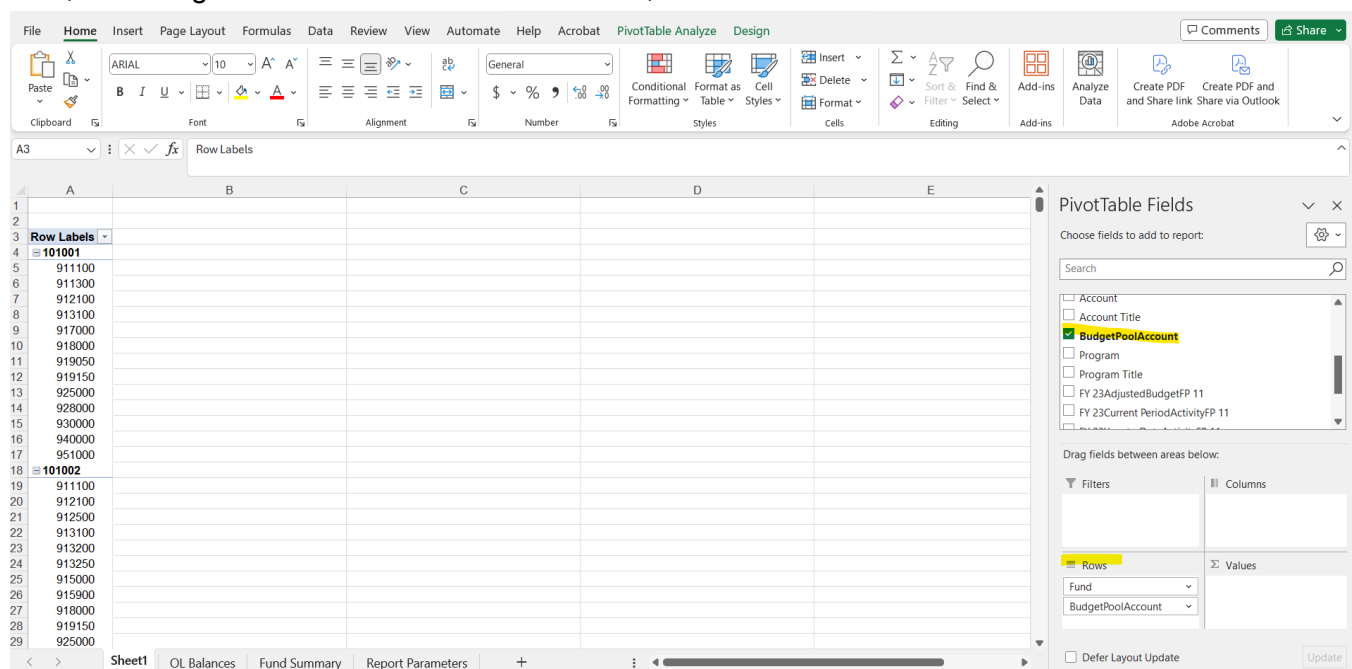
☐ Add this data to the Data Model

OK Cancel

4. To start your pivot table, move the field called "Fund" to the "Rows" area by clicking and dragging.



5. Next, add BudgetPoolAccount to the “Rows” area, under “Fund”



6. To build a budget report, select the fields listed below and move them to the “Values” box.
- Adjusted Budget
  - Year to Date Activity
  - Encumbrances
  - Available Balance



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Row Labels	Sum of FY 23AdjustedBudgetFP 11	Sum of FY 23Year to DateActivityFP 11	Sum of FY 23Encum-brancesFP 11	Sum of FY 23AvailableBalanceFP 11
101001	105,127.77	72,460.42	24,603.42	8,063.93
911100	0.11	-	-	0.11
911300	-	17,391.20	2,608.68	(19,999.88)
912100	36,648.66	12,986.56	4,725.48	18,936.62
913100	5,804.00	5,055.29	722.17	26.54
917000	3,592.00	3,591.26	-	0.74
918000	1,502.00	1,578.75	-	(76.75)
919050	5,602.00	5,893.08	-	(291.08)
919150	2,425.00	2,553.50	-	(128.50)
925000	-	9,348.23	-	(9,348.23)
928000	-	3,222.49	15,287.59	(18,510.08)
930000	49,554.00	4,823.69	1,259.50	43,470.81
940000	-	5,861.12	-	(5,861.12)
951000	-	155.25	-	(155.25)
101002	163,651.42	119,503.14	3,622.48	40,525.80
911100	0.90	-	-	0.90
912100	49,743.52	4,855.81	-	44,887.71
912500	424.00	423.52	-	0.48
913100	4,263.00	116.20	471.91	3,674.89
913200	-	20,850.00	1,150.00	(22,000.00)
913250	-	-	2,000.01	(2,000.01)
915000	-	61,311.91	-	(61,311.91)
915900	-	7,000.20	-	(7,000.20)
918000	731.00	746.21	-	(15.21)
919150	2,735.00	2,902.59	-	(167.59)
925000	-	3,080.09	-	(3,080.09)

Sheet1 OL Balances Fund Summary Report Parameters

8. Use column E to clean up your funds via the FTR.

Row Labels	Sum of FY 23AdjustedBudgetFP 11	Sum of FY 23Year to DateActivityFP 11	Sum of FY 23Encum-brancesFP 11	Sum of FY 23AvailableBalanceFP 11
101001	105,127.77	72,460.42	24,603.42	8,063.93
911100	0.11	-	-	0.11
911300	-	17,391.20	2,608.68	(19,999.88)
912100	36,648.66	12,986.56	4,725.48	18,936.62
913100	5,804.00	5,055.29	722.17	26.54
917000	3,592.00	3,591.26	-	0.74
918000	1,502.00	1,578.75	-	(76.75)
919050	5,602.00	5,893.08	-	(291.08)
919150	2,425.00	2,553.50	-	(128.50)
925000	-	9,348.23	-	(9,348.23)
928000	-	3,222.49	15,287.59	(18,510.08)
930000	49,554.00	4,823.69	1,259.50	43,470.81
940000	-	5,861.12	-	(5,861.12)
951000	-	155.25	-	(155.25)

9.

FTR Example for fund 101001 (see Budget FTR Rules on the [Budget Office Resources](#) page):

\*Revision Type: Temporary

\*General/Non-General Fund: General

Transaction Type Info

Position #		*Index/Fund	*Account	Description	Increase Expense Budget / Decrease Revenue Budget	Decrease Expense Budget / Increase Revenue Budget	
	<input type="checkbox"/> New/Abolish	101001	925000	Clean up	\$ 9,348.00	\$ 0.00	
		SBTI CHHS MSN	Domestic Travel Pool				
	<input type="checkbox"/> New/Abolish	101001	928000	Clean up	\$ 18,510.00	\$ 0.00	X
		SBTI CHHS MSN	Other Purchased Services				
	<input type="checkbox"/> New/Abolish	101001	940000	Clean up	\$ 5,861.00	\$ 0.00	X
		SBTI CHHS MSN	Office Equipment Pool				
	<input type="checkbox"/> New/Abolish	101001	951000	Clean up	\$ 155.00	\$ 0.00	X
		SBTI CHHS MSN	Other Admin Expenses Pc				
	<input type="checkbox"/> New/Abolish	101001	930000	Clean up	\$ 0.00	\$ 33,874.00	X
		SBTI CHHS MSN	Supplies Pool				
Hash Total:		\$ 67,748.00		Net Total:	\$ 0.00		