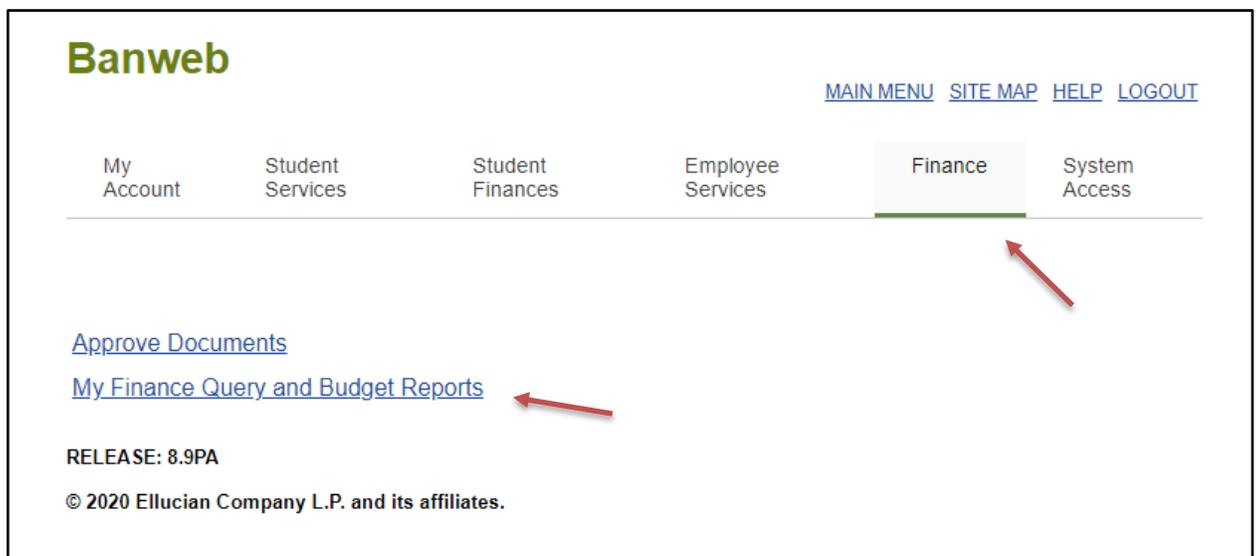


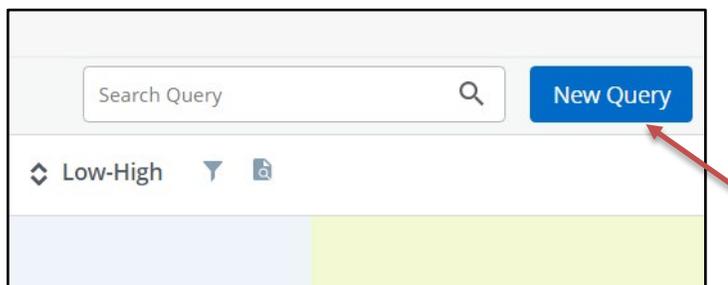
How to Check PIN Account Balances

PIs may wish to regularly check the available balance of their PI Incentive (PIN) accounts. Self-serve financial information is available via Banweb. Follow these instructions to set up a PIN balance report:

1. Log into Banweb: banweb.pdx.edu
2. Click on “Finance” tab.
 - a. If you do not see a Finance tab option, please email fishelp@pdx.edu and request a “finance profile” in Banweb.
3. Click on “My Finance Query and Budget Reports.”



4. On the right-hand side, click the blue “New Query” button.



5. From the drop-down menu under Select Query Type, select “Budget Quick Query.” Under Index, type in your PIN index (e.g., PINxxx), and click to select it.

The screenshot shows a web form titled "Create New Query". At the top, there is a dropdown menu labeled "Select Query Type" with "Budget Quick Query" selected. Below this, there are several sections for selecting values. The "Index" dropdown is set to "Choose Index". Other dropdowns include "Chart" (D OUS PSU Chart), "Fund" (Choose Fund), "Account" (Choose Account), "Program" (Choose Program), "Activity" (Choose Activity), and "Location" (Choose Location). Red arrows point to the "Select Query Type" and "Index" dropdowns.

6. Other selections:
- a. Chart = D OUS PSU chart
 - b. Account = leave blank
 - c. Program = 16000 Internally Funded Research Programs (defaults here)
 - d. Activity = PI's employee activity code (defaults here)
 - e. Location = leave blank
 - f. Commitment Type = All
7. Scroll down and check box for “Include Revenue Accounts,” select the current fiscal year, and then click “SUBMIT.”

This screenshot shows the bottom portion of the form. It includes a "Commitment Type" dropdown set to "All", a checked checkbox for "Include Revenue Accounts", and a "Fiscal Year" dropdown set to "2023". At the bottom, there is a blue "SUBMIT" button. Red arrows point to the "Include Revenue Accounts" checkbox, the "Fiscal Year" dropdown, and the "SUBMIT" button.

8. You will see the results of your query.

Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
03400	F & A Cost Recovery	▲	\$0.00	\$634.29	\$0.00	(\$634.29)
10102	Staff-Unclassified Salaries-Faculty	▲	\$0.00	\$205.40	\$0.00	(\$205.40)
10964	ORE Unci Health/Life	▲	\$0.00	\$36.58	\$0.00	(\$36.58)
10967	ORE Unci Retirement	▲	\$0.00	\$54.22	\$0.00	(\$54.22)
10968	ORE Unci Other	▲	\$0.00	\$18.18	\$0.00	(\$18.18)
20000	Services & Supplies Expense	●	\$466.46	\$0.00	\$0.00	\$466.46
Report Total (of all records)			(\$466.46)	\$319.91	\$0.00	(\$786.37)

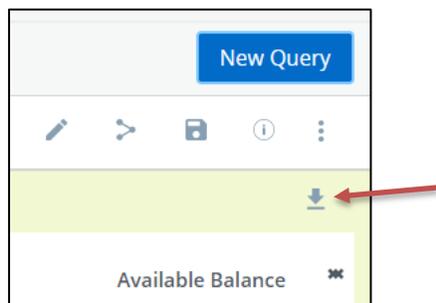
a

How to read the numbers:

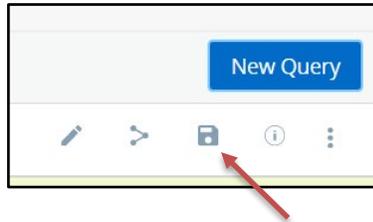
- **Adjusted Budget:** Carryforward balance from prior fiscal year, usually budgeted in Services & Supplies.
- **Year to Date:** Account code 03400 shows amount of PIN earned in the fiscal year to date. The other account codes show expenses against your PIN account.
- **Commitments:** Encumbrances of future expenses.
- **Available Balance:** Total amount available to spend. This number is the Adjusted Budget plus the F&A Cost Recovery in Year to Date, minus any expenses in Year to Date and Commitments. In this example, the calculation is $\$466.46 + \$634.29 - (\$205.40 + \$36.58 + \$54.22 + \$18.18) = \$786.37$

IMPORTANT: note opposite balances - a number in parenthesis in Available Balance means it is a positive amount to spend. In this example, “(\$786.37)” means the PI has \$786.37 available to spend (the PIN account is not overspent).

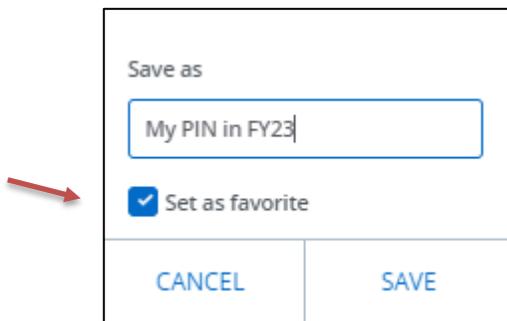
9. From this screen you can download the results to Excel by clicking on the download icon.



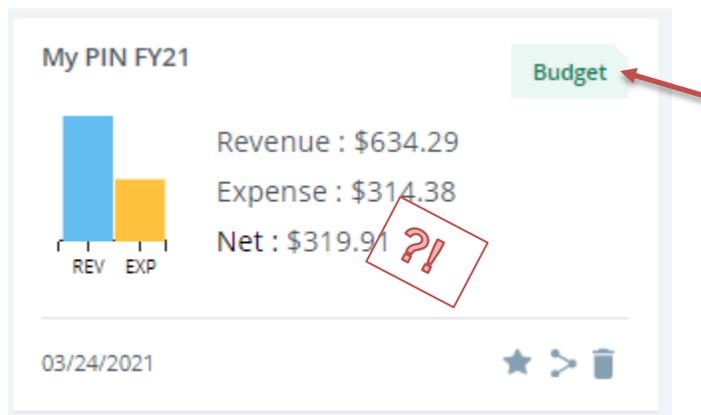
10. To save this query and avoid entering data in the future:
- Click the save disk icon in the upper right.



- Choose a name to save the query, and check the box for "Set as Favorite."



11. After you close the output of this report, you will see a snapshot tile on your My Finance Query home page. However, note the Net amount does not accurately reflect the true available balance. To see this, simply click on the green Budget icon, and review the Available Balance column (refer back to step 8).



12. Important! You need to update the query at the turn of the fiscal year: July 1.

Special note on timing: PIN funds are part of the university's carryforward process each fiscal year which happens in August and September. Therefore, PIN balances may temporarily appear not to include the prior year's earnings. This is remedied during the carryforward process.

To spend PIN funds, please work with your college / unit department staff. Departments have full authority to approve PIN expenditures. Please note Sponsored Projects Administration (SPA) and Departmental Research Administrators (DRAs) are unable to assist with PIN fund expenditures. See separate PIN fund information memo for more information about appropriate uses of PIN funds.

For questions regarding PIN funds, please contact:

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