CORE Instructions for Student Club Treasurers

Contacts
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1. Go to core.oregonstate.edu
2. Once you sign in with your ONID credentials, go to uReports

3. Scroll to the bottom of the page
4. Fiscal Year is from July 1st – June 31st. On July 1st, 2018, OSU is in Fiscal Year 2019
   a. To see the prior year’s balance, type in 2018
5. Enter your Index here (begins with MUN followed by a letter and two numbers)
6. Click Search
7. See the current balance (not reflecting outstanding transactions) under **Actual**

8. See the sum of the year’s transactions under **Projected Balance**. *This is not your balance.*

9. Click on the blue highlighted numbers to see a list of the transactions under each account code

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### Unencumbered Balance (FIN1890)

**FY:** 2019  
**Index:** Your club title is here  
**Fund:**  
**Organization:**  
**Program:**  
**As of:** 10/10/2018  
**Projected Balance:** **($3,500.66)**

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### Cash Balance

**Account**  
A0801  
Cash On-Hand - Interfund

To View Activity Details Click Here

**Actual**  

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>Unencumbered Balance</th>
<th>Encumbrance</th>
<th>Projected Balance</th>
</tr>
</thead>
</table>
|Income           | 00001  
Miscellaneous Sales & Svc Income | $0.00  | $2,701.94 | $2,701.94  | $0.00  | ($2,701.94) |
|Other Expenses   | 20199  
Miscellaneous Supplies | $0.00  | $6,252.50 | ($6,252.50) | $0.00  | ($6,252.50) |
| **Totals:**     | **Income**  
|                 | **$0.00**  | **$2,701.94**  | **($2,701.94)**  | **$0.00**  | **($2,701.94)** |
|                 | **Expense**  
|                 | **$0.00**  | **$6,252.50**  | **($6,252.50)**  | **$0.00**  | **($6,252.50)** |

This is your ACTUAL balance (does not reflect outstanding transactions)  

Actual: **$1,307.29**