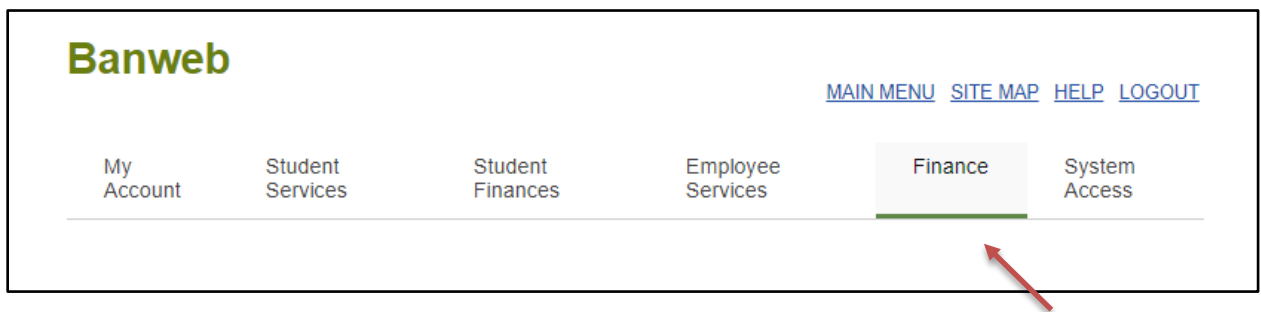


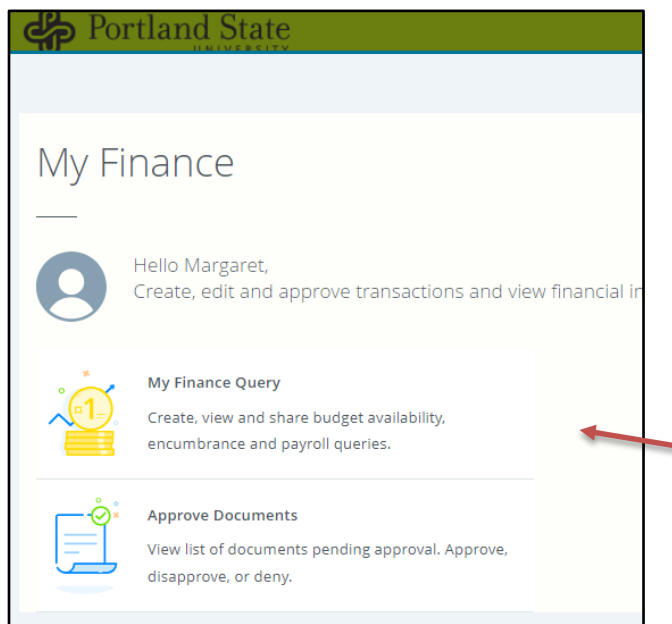
How to Check PIN Account Balances

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:

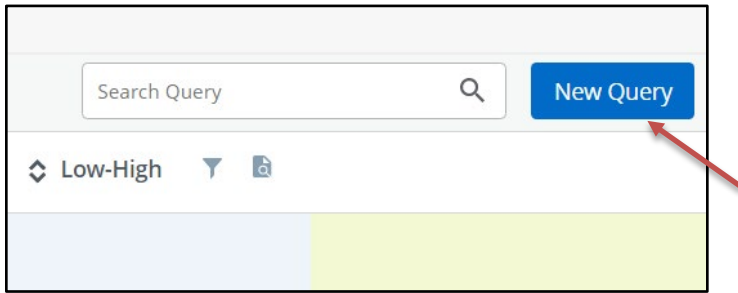
1. Log into Banweb: banweb.pdx.edu
2. Click on "Finance" tab.
 - a. If you do not see a Finance tab option, please email fishelp@pdx.edu and request a "finance profile" in Banweb.



3. Click on "My Finance Query."



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.

A screenshot of a "Create New Query" form. The form has a title bar with "Create New Query" and a close button. Below the title bar, there is a "Select Query Type" section with a dropdown menu showing "Budget Quick Query". A red arrow points to this dropdown. Below this is a "Values" section with several fields: "Chart" (a dropdown showing "D OUS PSU Chart"), "Fund" (a dropdown showing "Choose Fund"), "Account" (a dropdown showing "Choose Account"), "Activity" (a dropdown showing "Choose Activity"), "Index" (a dropdown showing "Choose Index"), "Organization" (a dropdown showing "Choose Organization"), "Program" (a dropdown showing "Choose Program"), and "Location" (a dropdown showing "Choose Location"). A red arrow points to the "Index" dropdown. The form is styled with a light gray background and white input fields.

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 fiscal period. Hint: fiscal periods align with the fiscal year, such that July = 01, August = 02, ... May = 11, June = 12. For a complete fiscal year picture, enter 14.

Fund Type		Account Type	
<div>Choose Fund Type</div>		<div>Choose Account Type</div>	
Commitment Type		<input checked="" type="checkbox"/> Include Revenue Accounts	
<div>All</div>			
<hr/>			
Fiscal Year *	<div>2025</div>	Fiscal Period *	<div>14</div>
Comparison Fiscal Year	<div>None</div>	Comparison Fiscal Period	<div>None</div>

Scroll down, and check the below boxes, then click “SUBMIT.”

Operating Ledger	
<input type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ
<input type="checkbox"/> Budget Adjustment ⓘ	<input type="checkbox"/> Encumbrance ⓘ
<input checked="" type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	<input checked="" type="checkbox"/> Commitments ⓘ
<input type="checkbox"/> Accounted Budget ⓘ	<input checked="" type="checkbox"/> Available Balance ⓘ
<div>SUBMIT</div>	

8. You will see the results of your query.

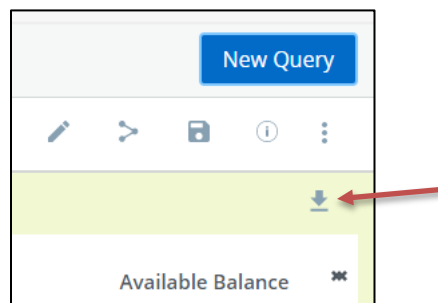
Query Results							+	↓
Account	Account Title	Health	FY25/PD14 Adjusted Budget	FY25/PD14 Year to Date	FY25/PD14 Commitments	FY25/PD14 Available Balance		
03400	F & A Cost Recovery	▲	\$0.00	\$321.14	\$0.00	(\$321.14)		
03410	F & A Cost Recovery Dept PIN Share	▲	\$0.00	\$1,081.57	\$0.00	(\$1,081.57)		
20000	Services & Supplies Expense	▲	\$3,025.94	\$0.00	\$0.00	\$3,025.94		
39615	Foreign Empl Prog Travel	▲	\$0.00	\$1,365.20	\$0.00	(\$1,365.20)		
Report Total (of all records)			(\$3,025.94)	\$37.51	\$0.00	(\$3,063.45)		

How to read the numbers:

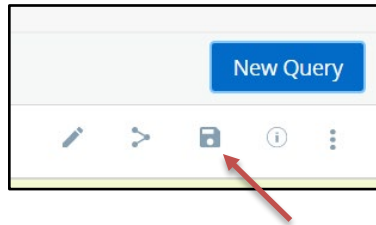
- **Adjusted Budget:** Carryforward balance from prior fiscal year, usually budgeted in Account 20000, Services & Supplies.
- **Year to Date:** Account codes 03400 (all PIs) and 03410 (PIs in MCECS, CUPA) reflect amount of PIN earned in the fiscal year to date. The other account codes show expenses against 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 $\$3,025.94 + \$321.14 + \$1,081.57 - \$1,365.20 = \$3,063.45$

IMPORTANT: note opposite balances - a number in parenthesis in Available Balance means it is a positive amount to spend. In this example, “(\$3,063.45)” means the PI has \$3,063.45 available to spend (the PIN account is not overspent).

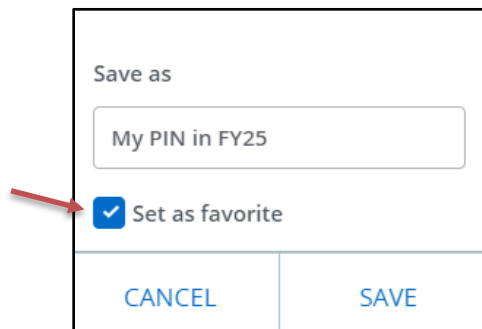
9. From this screen you can download the results to Excel by clicking on the download icon.



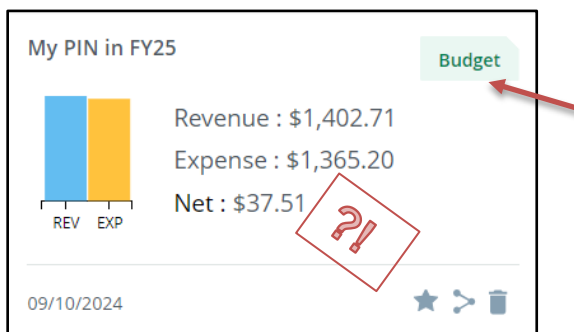
10. To save this query and avoid entering data in the future:
- Click the save disk icon in the upper right.



- 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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