CORE Instructions for Student Club Treasurers

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1. Go to [core.oregonstate.edu](http://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

### Cash Balance

#### Account
- **A6801**: Cash On-Hand - Interfund

#### Table

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Account DESC</th>
<th>Budget</th>
<th>Actual</th>
<th>Unencumbered Balance</th>
<th>Encumbrance</th>
<th>Projected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>00201: Misc Sales &amp; Svc Income</td>
<td>$0.00</td>
<td>$2,701.94</td>
<td>$2,701.94</td>
<td>$0.00</td>
<td>$(2,701.94)</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>20199: Misc Supplies</td>
<td>$0.00</td>
<td>$6,252.50</td>
<td>$(6,252.50)</td>
<td>$0.00</td>
<td>$(6,252.50)</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td>$0.00</td>
<td>$2,701.94</td>
<td>$(2,701.94)</td>
<td>$0.00</td>
<td>$(2,701.94)</td>
</tr>
</tbody>
</table>

Click the blue numbers to see a breakdown of all the transactions under that account.

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