


# ASUCLA Graduate Students Association (USA) GSA Budget Report (Instructions and PDF)

## GSA Budget Report PDF

### Instructions to View your Student Group's Account Budget and Balances

- Click on the **GSA Budget Report PDF** link
- Click **Search**
- In Search type in **your Department's name or your Department's four digit number** and click search ()
- Click New Search for a different search.

### How to Read your Budget Report

*Please excuse the randomness of this report. However, it is very easy to read and use this report.*

The header will include the name of the report, the entity (2-GSA), the department number and name, and the current fiscal period.

On the left side of this report you will find your account code information first by fund number, then the division number of the funding source, the respective event number, and finally the expense line item account number.

#### **Sample Central Office account number**

**(2-4105-400-4001-6010-00000)**

*entity-fund-division-department-expense account-event number  
(x - xxxx - xxx - xxxx - xxxx - xxxxx)*

#### **Sample Council account number**

**(2-4180-410-4102-6220-00000)**

*entity-fund-division-department-expense account-event number  
(x - xxxx - xxx - xxxx - xxxx - xxxxx)*

On the bottom left-hand corner of this report is the run date. This date will change each week as we update the report. The assigned report name is located in the bottom center of this report with the page number in the right-hand corner.