Obtaining Balances for “2”, “3” and “5” Accounts with eThority

1) Log into eThority

2) In the upper right search box, type in “CTAHR PI Balance Report”

   The system will return a search result for the Databook

   “CTAHR PI Balance Report”
3) Type in your UH User Name

EThority will prepare a report for your accounts that list you as the Account Supervisor for account starting with a 2, 3, 5 and endowment and fixed fee accounts that start with 4.

It will provide a summary total if you want a quick check for your accounts.

It will also allow you drill down obtaining more detail and breakdown between the figures.

The report will also reserve or encumber your payroll budget so the available balance will be for operational use. For a more accurate projection of your payroll figures, please contact your departmental APT or our fiscal specialist.

See next page for an example.
After you are done, close the program. If you want more information about eThority and how to work with the system or program your own Databook, visit http://www.hawaii.edu/kualifinancial/?page=eThority&showSubMenu=training

There is a list of the training materials available for you to use.