

VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

Next, to view the current balance in an Agency Fund, start at this screen:



TBSR



You should now be at this screen. Enter the fund number for the designated Agency Fund Account and the appropriate fiscal year fiscal year and press GO:

You should now see the following information:

The bottom of the screen contains a field labeled Current Fund Balance . The



VIEWING SPECIFIC EXPENDITURES AND/OR ACTIVITY WITHIN YOUR BUDGET

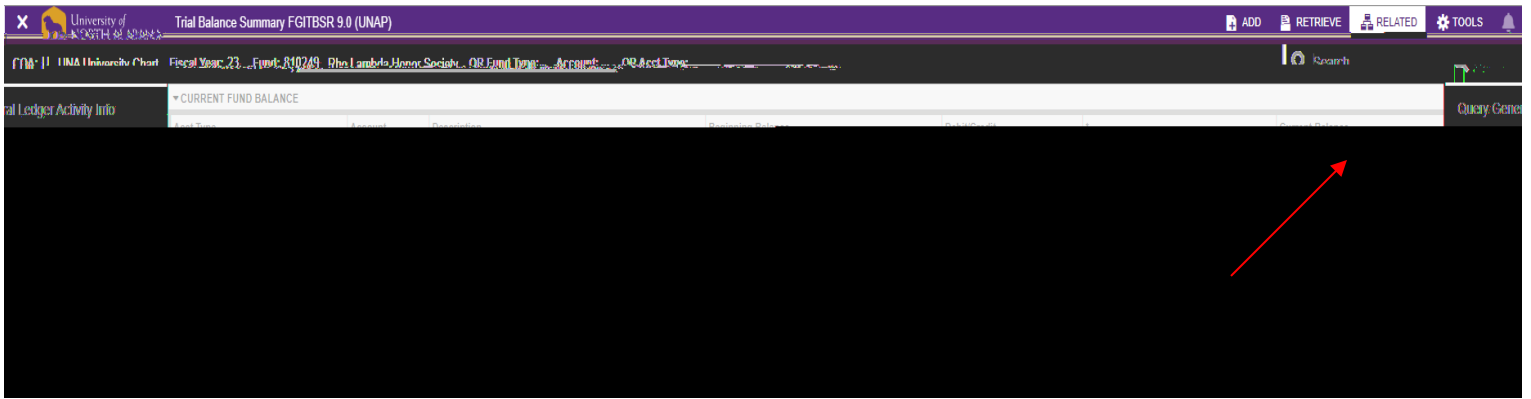
Agency funds are different from Auxiliary and/or General funds because there are only two account numbers within the fund that have activity:

9114: Deposits

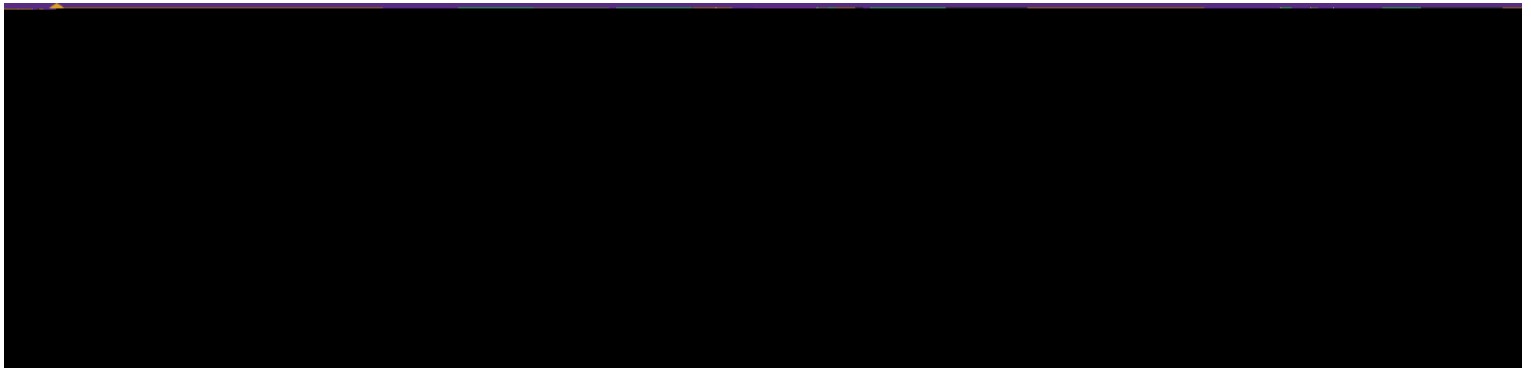
9409: Withdrawals

There is the capability to view specific information about withdrawals within your budget while in FGITBSR. Click on the 9409 line item (if one exists-

A drop down box will appear on the right of the screen where you will then select Query General Ledger Activity :



A list will then populate with a list of deposits that have been made to the fund during the fiscal year you selected:



Please contact Salena Denton-Jarmon at extension 4699 or skdenton@una.edu for any questions or help with navigating when needed.