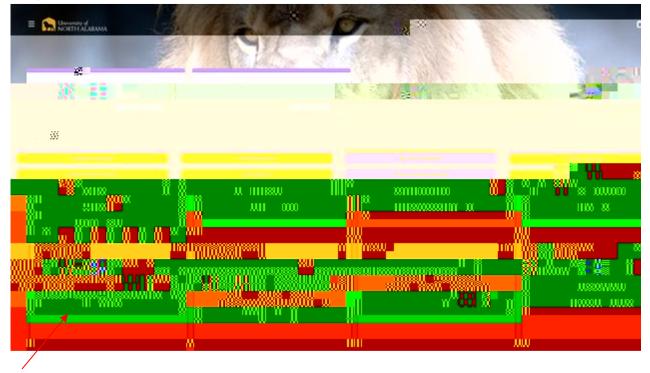
- 1. Go to the UNA Website (<u>www.una.edu</u>)
- 2. Log into Portal and select Í Banner Admin Pagesî



VIEWING YOUR AUXILIARY FUND BALANCE

Hc[·]W(YW<u></u>[·]mcif[·]5il[°])Ufm[·]:ibX[·]6U[′]UbW/z[°]mdY[·]l[·]:; +H6GFl[°] in the search box:

- In some water and the second second second		HAT I		
Martin & the Kanada material	Walson	CONTRACTOR OF A CONTRACTOR A		
			Sector States	
CARLS & STATE OF ANY		100 C		
	-			
		E (12)		
Sec.				
				=
	a-513			
	Bith To'			
	S 8		แลมันอองไม่มีมากให้อาจจะระสปการบุจองสังการ	multicoliticom
		10001000 01000000000000000000000000000		
2 101				

Df Ygg[·]Í 9 bh¥fÎ "

%\$""Mciʻg\ci`X`bckʻgYY`N\Y`Zc``ck]b[ʻgWYYb"':cf'7C5žd`YUgY`VY`gifY`hc`YbhYfʻÍIÎ" BYIhžYbhYf`mcif`5iI]`]Ufm:ibX`BiaVYf`]b`N\Y´Í:IB8Î`Z]Y`X"':]bU`mžYbhYf`N\Y` Udd`]WUV`Y´Í:=G75@M95FÎ`UbX`dfYggʻÍ;CÎ.

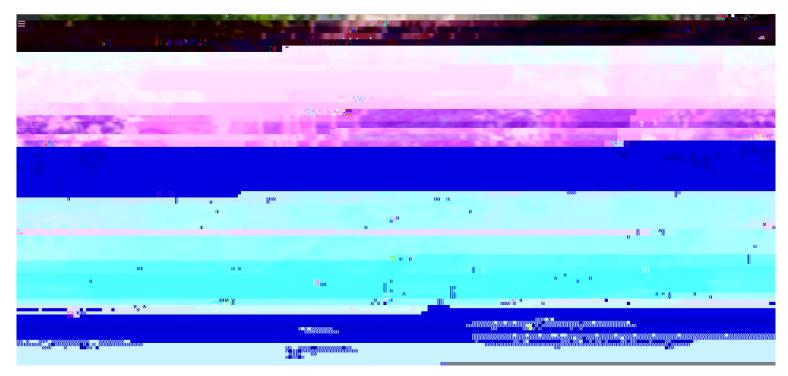


The result should be a screen that looks like this:

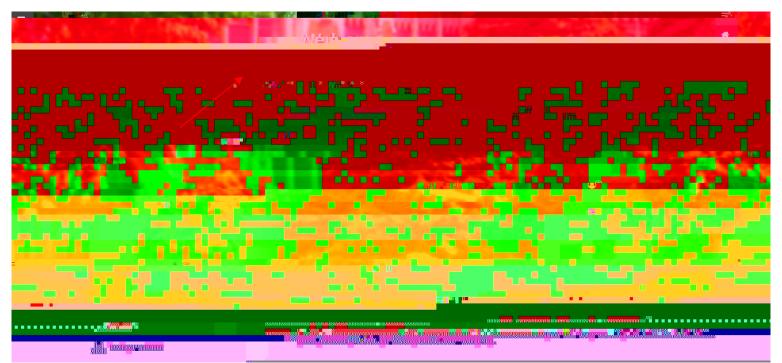
On this screen, there are several things to take note of. On the very bottom of the dU[Yžmci 'k]``gYYÍ7IFF9BH': IB8'65@5B79Î"'H\]g'Ua ci bHg\ ci `X'VY'U7F98=H' balance. If the amount shown is a DEBIT balance, your fund is overdrawn. Also, the `]bY']hYa 'Í (%\$%Î 'cf'Í: i bX'6UUbWY-5iI]`]Ufmî ']g'H\Y'Ua ci bHh\Uhmcif'5iI]`]Ufm: i bX' ífc``YX'cjYfÎ 'Zica 'h\Y'df]cf'ZjgWU'mYUf"'Gc'Zcf'h]g'YI Ua d`Yžh\Y'5iI]`]Ufm: i bX' í Vfci [\hZcfkUfXÎ `` %28\$, "*) 'Zica 'h\Y'df]cf'mYUf"'

VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

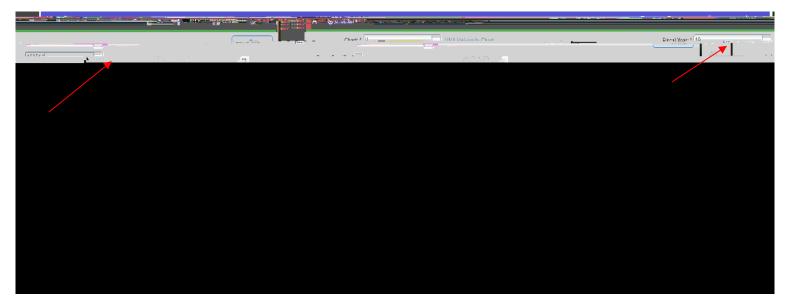
Next we will view the current Budget Status for the Fund. You will return to the following screen:



CbWW/zz\YfY'mci'k]``YbhYf'ĺ:;=68GHÎ'UbX'dfYgg'ĺ9bhYfÎ.



Mci 'g\ ci `X'bck 'VY'Uhh]g'gWYYb"'9bhYf'Í I Î 'Zcf'7 < 5 F Hž9bhYf'h Y'Uddfcdf]UhY' FISCAL YEAR, and finally enter your Auxiliary Fund Number in the INDEX field. Next, press GO:



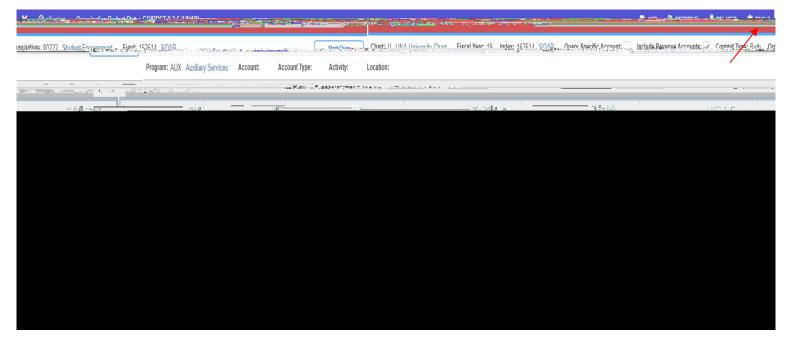
You should now see the following information:

Mallarian Original Contraction			and the second			<u>بلار محد مع 8 محمد مع 8</u>
n: 80 <u>777 Student Engagement</u> - El	und: 15251/ 2018	<u></u>	Stort Owners	the Chart Fieral Vear 10 Index: 163514 SOA		eue Accounts: 🥒 Commit Type: Ro
<u>e</u>		count: Account Type				
				A test	·	
st il 🖓 skatore	end 1			et.com	115eilaix	statos mativ

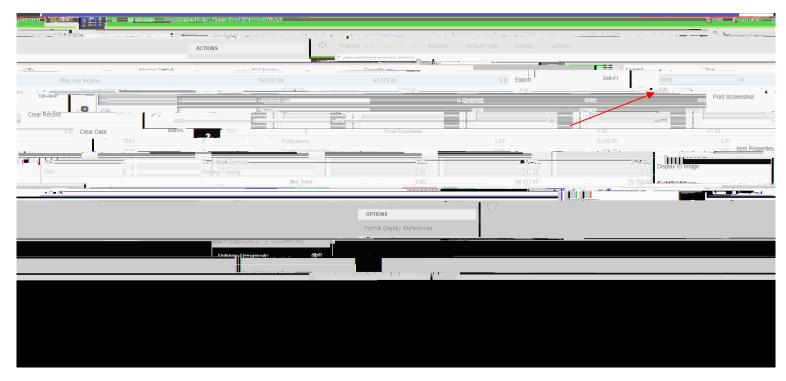
This is the information that you would normally view if you were to run this query in Self-GYfj JWr 6 UbbYf" @bY i +\$i -3g h YYI dYbgY dcc Zcf mci f cf[Ub]nUf]cb UbX h Y UWVci bhg VY ck]bY i +\$i -3g h YYI dYbgY dcc. As with a Self-Service BUDGET QUERY, in order to determine the current amount of funds left to spend, you would simply calculate the net of your Expense pool and any expenditures made to date.

: cf `h]g dUf hjW `Uf Z bXžh Y cdh]cbg Uf Y Í [fYmYX ci H `VYWU gY h]g i gYf `]g W ffYbhm viewing all fund activity, however, if you are viewing your fund and see that this field k YfY hc `gUmí %cZ&î žh]g `]g Ub `]bX]WU jcb `h Uhh YfY Uf Y UXX]h]cbU `YI dYbX]hi fYg h Uh are not showing on the screen. This would affect any calculations you may be doing to determine available funds for expenditures. In order to view the remaining YI dYbX]hi fYg h UhU Yb big\ ck bžd`YUgY W]W_cb h Y í % DYf DU[Yî `Xfcd`Xck b`VcI ` UbX W Ub[Y]hhc í) \$`DYf `DU[Yî `gc `h Uhf Ya U]b]b[`]hYa g`a UmVY j]Yk YX UbX]bWi XYX` in your calculation.

This information can also be exported to Excel. The top right corner of the screen $\ Ug'U' Hcc\gl cd' cd' cd' cd' cd' YfY.$



CbWYW]W_YX'U'Xfcd'Xck b'a Ybi 'g\ ci `X'UddYUf'Ug'Zc``ck g"'GY`YWhÍ YI dcfhÎ "



Excel should now provide a spreadsheet with the information as follows:

	A B	C D			M N O P Q R	S T U V W
jn litk	antine, lifegool y na linde	wanalanan ƙasi	laslude B <mark>(Co</mark> gmit 3/Orr	nt <mark>Key Ar</mark> en (<u>Synd</u>) yw K <u>ey Synd</u> (Deneram), Key D	en la servet i Werz Arstella som ställen sollt i Statistiska Werz Arstella	hander (Verstars)
	and the second s			n a state a st	Hands - Market Hilling - The second statements of	and the second
			'Account' 'Typ	'Title' 'Adjusted 'YTD Activ 'Commitm'Availa	ole Balance'	
			A 5699 R	Misc Aux,I, 150000 62175	25	
	6139 L	University	32000 1000	0 31000		
	6 700 E	Expense P	118000 0	0 118000		
		Supplies	. 0 . 804.26 .	00	and the second	
1.4	Medis : 0	308.74	0 - 308.74			7020° E
84 B.	The Free Constant	121111	and the second second			· · · · · · · · · · · · · · · · · · ·
63 E	Publicatio	0 -3100	0 3100			10 70
73 E	Credit Car	0 639.36	0 -639.36			111 70
00 F	an finite sta	14.2012		· — · ··· — —		AL
	103 7097 E	Printing-C	0 747.2	0 -747.2		

In order to view this more easily, delete any unnecessary columns per your preference and expand column widths where needed:

A		в	с		D	E		F G
100 <mark>401</mark> 004	u 144	and the state of the	<u>in</u>	11 - ¹ 2 - 8.	anten est	1 J. L. B.	ويردوا أعادتهم والعراق	อมพราย (น้ำสะสารสาร) เช่งสา
			80111	e J 🗖	122	1655511	\	V
10° - 1	a a a a a a	a getter and a die	auto chetter	1. 1999 - 1999	ent interet	هي المناز ال	مسيق والاستنبار فالع	1477 Tel Continues Co
			·	· · · · · · · · · · · · · · · · · · ·	1	lation = Notice of t		 A statistic
				101000 🗳		$1 \le a_k \le a_k \ge b_k \ge b_k$		
				LU3000 6		[3] 60 Ger 644		L L General
	1.101				1		1111111111	The second s
13		10-03-203 FB	$\mathbb{V}(g_i) \in \mathbb{V}$	C C Med			14	50 63 P.S
1		-E1 39 9	1127	1 1 1 1 F 1 H	Function in the		-	61 B.A
1 - T		ne er solution	177 BC	He is the state of	Etter and a second second		$a_{1} = \frac{1}{2} a_{1}$	CCTT
0		609-06-11	ALCONT E	1.1.1 and p	and tradition		Q	100 g 100 g

You are now able to calculate funds available for expenditures in two ways. The first way is to simply select the 5 j U]`UV`Y`6 U`UbWY`Zcf`Í9I dYbgY`Dcc`Î `UbX`Í XfU[Î `mci f` a ci gY`Xck b`hc`h Y``UghYI dYbX]hi fY`UWVci bhigc`h Uhh YmĐY`U``\][\`][\ hYX`UhcbWY.

A A	B C		E Linclude Revenue Accounts!	F G nexit.Type' 'Organization'	H I	J K L	. M N	O P Q	R S
		2 0 19	162514 R	Y		80,222.00			
				3 'Account' 'Type'	'Title'	'Adjusted Budget'	'YTD Activity'	'Commitments' 'Av	vailable Balance'
		- 87,825.00					4 5699 R	Misc Aux Income	150,000.0
	1,000.00	- 31,000.00					5 6139 L	University Workstudy	32,000.0
	-	- 118,000.00					6 700 E	Expense Pool	118,000.0
	804.26 19,99						7 7005 E	Supplies	-
	200 74	(200.74)					T000 F	ttalt and	THE REF.
	9 7057 E	Food Purchases	-	61.39 -	(61.39)				
	.10., 7063 F	Publications	and the	(3 100 02)	3 100 00				
73 E	Credit Card Proc Fee	-	639.36 -	639,300					11
80 E	Contracted Services	-	1,397.00 2,760.00	(4,157.00)					12
97 E	Printing-Copying	1	747.20 -	-		1		1 1 1	13 14 15 16
		21 22							

You should now see the net of the Expense Pool and any related expenditures below your selection:

▲ A	ВС	D	E	F	G	н
5000	Adda Anno 1997	<u>مروده معده: محمد محمد محمد محمد محمد محمد محمد محم</u>	<u>0</u>	0 E		. <u></u>
F38.8 _ 101 1	Lingertung Mainet Doors	E C (frida) fora			201 Costos	4
7200 E	Extense Mos	112:000:00	-		113:000.00	6
Deter -	tups of			TETERE OF	(20,803.26)	7
2020					(308.74)	8
itai			6. 49		(61.39)	9
1988					3,100.00	10.
X8 :	এল্ডেন বিশ্ব লৈশে উপস্থা উপন্থ নাম, ১০০		, కిష్ణ కిఫి కా 		(for 1997)	har.
92724 - 2029 (2011			Larger I Digers			estrațiu se re
			7257.25-	7.5	27 100 - D	2977 H H H HH
			Ú	752633	14	
					15	

VIEWING SPECIFIC EXPENDITURES AND/OR ACTIVITY WITHIN YOUR BUDGET

There is the capability to view specific information about expense line items within your budget while in FGIBDST. Click on the expenditure category that you would like to query:

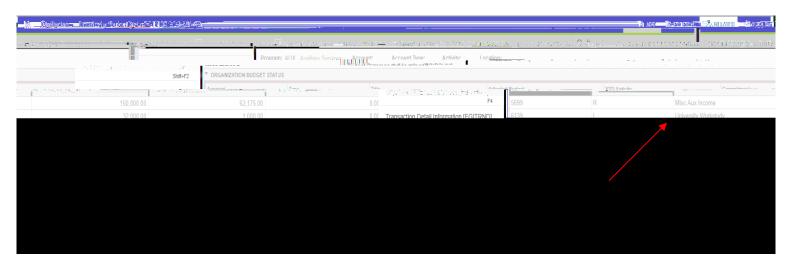
n finderselenser	5.894 401110 88476 provide and and	an management of the second	Sal Charts NIA amore	die Ohnet Einnal	Voar 40 Indox::462644604	L กมุการจออร์สิก Aschrist 🗐	include, Revioning Appendites: 🗐 🖓	ermit Ivrey Asthur Occession and
Ad aş⊴ীaces≡ া 7	Maria (Maria) a Maria y						B 4115	Aux
	FRANCE RAIL FURNER CONTRACT	1929 - 1919 - 1919 - 19					-	
Available Ba	Accoun	t Tvpe	Title		Adjusted Budget	YTD Acti	vitv	Commitments
	te Bari	antan kati 🔢 🖓 dalah 🖉	- 14				0.000 00	6, 17 8 0
91 000-00613	39	- Iniversity Worketurk			20. 000.000	4.000-00-00-00-00-00-00-00-00-00-00-00-00	TEL:	ATAA
118,000-00	- 700 - E	Expense Pool			118,000.00	0.	00	0.00
-20 803 26	F	Sunnlies			0.00	804	26	19 999 00
0.00	308.74	0.00		-308.74	7020	E	Meals	
0.00	61.39	0.00		-61.39	7057	E	Food Purchases	
0.00	-3,100.00	0.00		3,100.00	7063	E	Publications	
0.00	639.36	0.00		-639.36	7073	E	Credit Card Proc Fee	
0.00	1,397.00	2,760.00		-4,157.00	7080	E	Contracted Services	
0.00	747.20	0.00		-747.20	7097	E	Printing-Copying	
0.00			D.1.000					Net Total

Record 4 of 10 K 4 17 of 1 . U . 10 v PerPape

BYI hžUhih Yhod cZh YgWYYbžgYYWil FYUhYXÎ

aanaaaata waxaa kaariin waxaa a	an a		Charts UNA University Chart Ein	Noor 10 Indox/statestations	A.D Olyon - Specific Associate	Includes Revenues Accesses	mait Ivnet Autoral
zaneka za uli 1770a na nati turtu kayna.			_				······
र्षे स्वार्थका दिवे अस्य न्यायके							
Available Balance	Account	Туре	Title	Adjusted Budget	YTD Act	ivity	Commitments
i 80 -		an ton 115 47366		ຊັງຫຼືກັນເຫັນ.	· · · · · · · · · · · · · · · · · · ·	0.00 ato	<u></u>
000-00- <u>6139</u>		Invorcity Workstudy		22.000-00-	1.000.00		A-AA
118,000-00 700	E	Expense Pool		118,000.00	0	00	0.00
AC 200 AC 200 AC	F	Sunnlies		0.00		26	19 999 በበ
0.00	308.74	0.00	-308.74	7020	E	Meals	
0.00	61.39	0.00	-61.3	7057	E	Food Purchases	
0.00	-3,100.00	0.00	3,100.0	7063	E	Publications	
0.00	639.36	0.00	-639.3	7073	E	Credit Card Proc Fee	
0.00	1,397.00	2,760.00	-4,157.0	7080	E	Contracted Services	
0.00	747.20	0.00	-747.2	7097	E	Printing-Copying	
0.00	60 317 05	22 759 00					Net Total

A drop down box will appear at the right of the screen with several options. You will bYYX hc gY YWhi Hf UbgUWj cb 8 YHU] '= bZcfa Uhjcbî



You should now see this screen:

r:19Jndex: 162517Fund: 162517Ornanization: 80	<u> </u>			and the second	a da de companya de			<u>nover 1 - CRA' II - F</u>
		Filler TETAIL TRANS						
and the set of the se	n alar 👘 🔊 🖓 nga alar 😳 🖓 nga a	and a second	and a strength of the second sec	and States and the second states are a	Max (11)	T μοιοι το τη Το.	NATE OF A DESCRIPTION	
IE16 IV000337. 03/1E/2011	0 02/13/2010 WM SUDE	DOENTED, #766		163E1A		80222 ALL	Y YTA	200 50
terrorities and place and place	CAMPA IN STRATE STRATES AND	(2) ·	130 Andre	100 A	second operation of the	Er with store	services and the services	1.00.00
121111 - 1223 - 1233 -	NO 788 25424 25	A 100 Contraction of the second secon		an a	www.comerciae			110
	7005 80332	ALIX DSV	p	converges	P00/9997	03/08/2019	03/08/2019 Ad-Wear	and Snarjalty of Taxas
Texas U 16251	4 7005	80222 AUX	ENC	4,450.00. +	PORD	P0049997 03/0	8/2019 03/08/201	19 Ad-Wear and Spe
25		2000 20822	Real and	4367667698		1 C (2) 4000400	a	
adidas Antorea Va		-10.05	20222 VV28	4.55	1,425.00		-201.0 -20043624	05/28/2019 05
		and the second	1000 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 10		under and a second		and the second s	and the second s
In the second se	7005	iv Akan nev prov	700.00	DOLO.	DUDAUGTO INVITUDE POINT		MAN THE ACCOUNT OF MILLION	
APLACE IN CONTRACTOR STORES	7005 00220-			and the second	0000 00010010	200304 (0040 SOLEME		Contractor Contractor
	in the second	1	7530 0 00		1047		Rowan in the second	a none costa a
an might serve and a serve a market and a server a market and a server a server a server a server a server a s	- popular (3027782349110	10212-022129 ···· = {201010	ninistra anti-		parsia-	1 2007
	10.982.00	POLO POLO	03/19/2010	02/10/2010 Spells	Relation U.C.	anaurie ie	19251 <u>0.</u>	<u></u>
10 429243	7006 80333	OILY PN/C	*= 10.0803001 (mm.)		00 00040799 -		antoranto te como o caliminata	Revel & Contraction of the Contr
	ALLA SMART	100000000000000000000000000000000000000	Size and Solenia Streen	ez.		102.518		
	, 1977 (1971)		NS1622	innt		10054610		1107 - 2018 2 5
1580229:AUX:	1765.00 -	DP00 R0010857	0.9/18/2019/		(atopica:ll	- ~-	182534	
80222 . <u>AUX</u> RSV	.12.979.00. +	REOP R0043749	02/05/2019	02/05/2019 Allen Vero	nica I		162514	
	- uro.co.co.co.	100000	la e	46.00 - (25.5)/	1540	p2556* ··· (0.8/2*/20*	10100.00 100.00 100.00	ALCOND. T. CO. C. C.
	029.87517-mmm	and the second s	10.00 TO 10.00 TO 20 TY	11 11 11 11 11 11 11 11 11 11 11 11 11	Theory States and States and	The Decision		82704 12 m
Tot	al 20.803.26 +							

As mentioned before, this can be exported to Excel as well if required.

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