- 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

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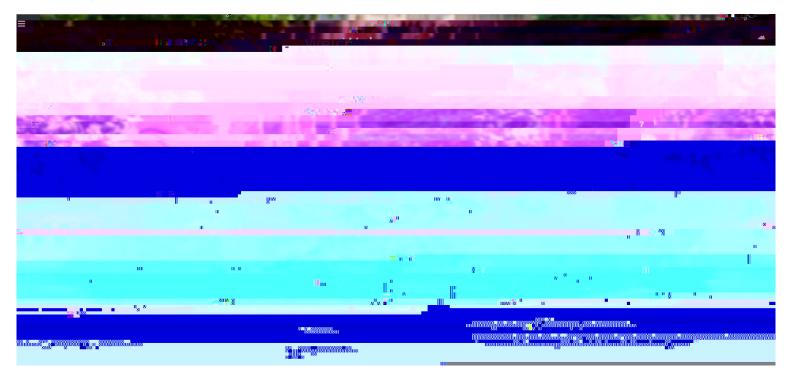


The result should be a screen that looks like this:

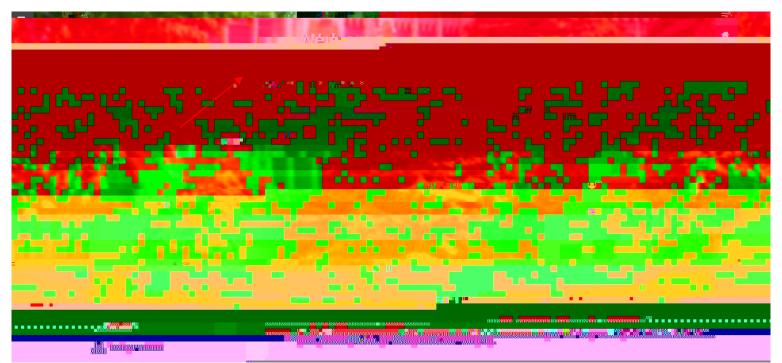
On this screen, there are several things to take note of. On the very bottom of the dU[Yžmci 'k]``gYYÍ7IFF9BH': IB8'65@5B79Î"'H\]g'Ua ci bHg\ ci `X'VY'U7F98=H' balance. If the amount shown is a DEBIT balance, your fund is overdrawn. Also, the `]bY']hYa 'Í (%\$%Î 'cf'Í: i bX'6UUbWY-5iI]`]Ufmî ']g'H\Y'Ua 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

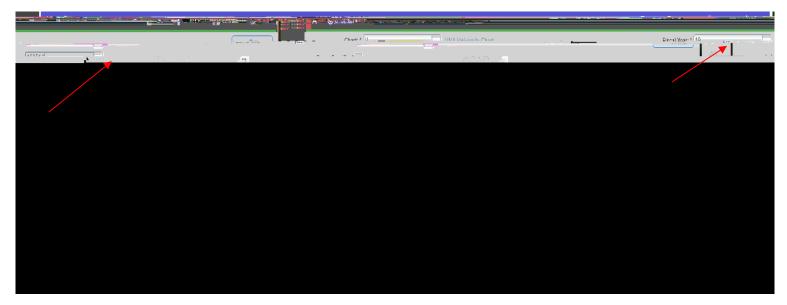
Next we will view the current Budget Status for the Fund. You will return to the following screen:



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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:



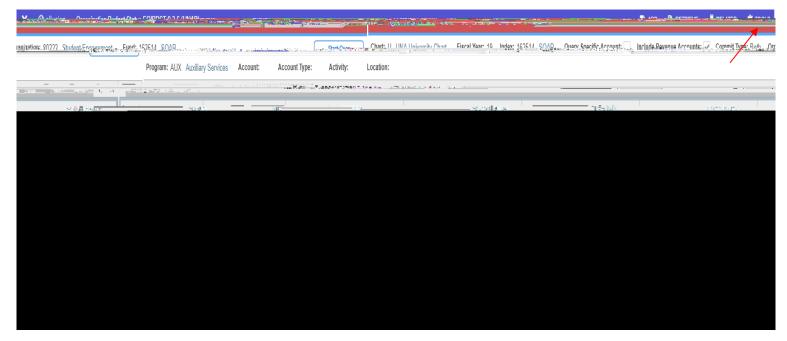
You should now see the following information:

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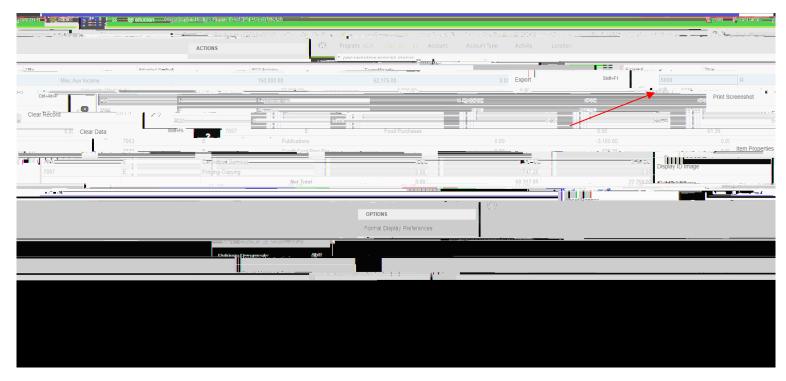
This is the information that you would normally view if you were to run this query in Self-GYfj JWr 6 UbbYf" @bY i +\$i -3g h YYI dYbgY dcc Zcf mci f cf[Ub]nUf]cb UbX h Y UWVci bhg VY ck]bY i +\$i -3g h YYI dYbgY dcc. As with a Self-Service BUDGET QUERY, in order to determine the current amount of funds 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 $\ Ug'U' Hcc\gl cd' cd' cd' cd' cd' YfY.$



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

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

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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.

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

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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:

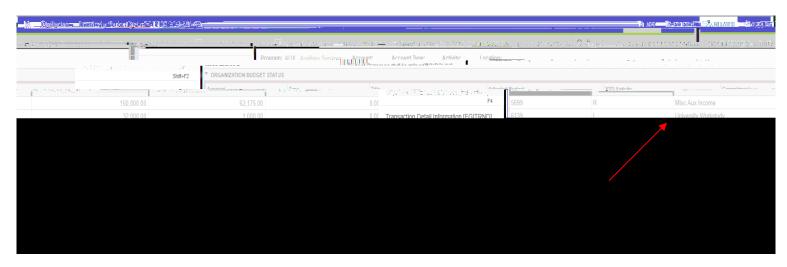
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A drop down box will appear at the right of the screen with several options. You will bYYX hc gY YWhi Hf UbgUWj cb 8 YHU] '= bZcfa Uhjcbî



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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.