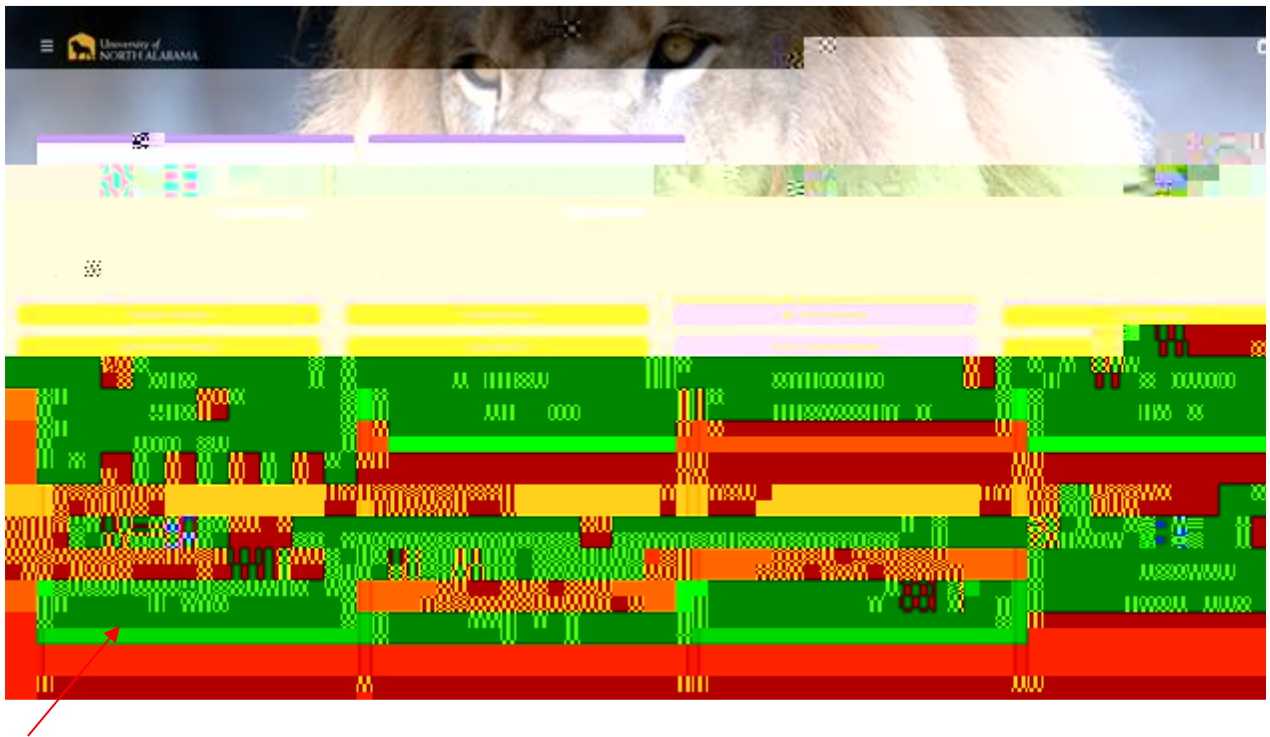


1. Go to the UNA Website (www.una.edu)
2. Log into Portal and select 'Banner Admin Pages'



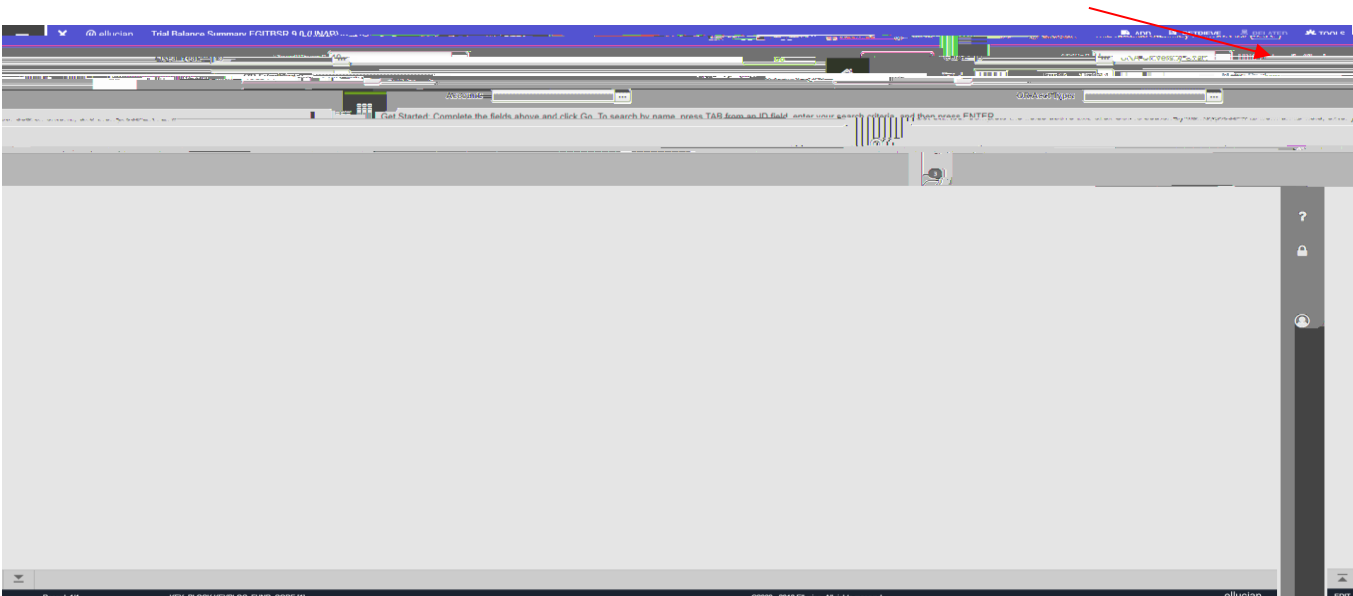
VIEWING YOUR AUXILIARY FUND BALANCE

Hc`W YW`nci f'5i I]]Ufm: i bX'6 UUbWZhdYÍ: ; #H6 GFÎ in the search box:



DfYggÍ 9 bhYfÎ "

%"`Mci `gl ci `X'bck `gYY`H YZ`ck]b[`gWYYb": cf'7 C5žd`YUgY'VY'gi fY'hc `YbhYf`Í I Î "
BYI hZ`YbhYf`nci f'5i I]]Ufm: i bX'Bi a VYf`]b`h YÍ: I B8Î `Z`YX":]bU`nZ`YbhYf`h Y
Udd`]WUV`YÍ: #G7 5 @M95 FÎ `UbX`dfYggÍ; 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[Yžnci `k]`gYYÍ7I FF9BH: I B8 `65 @B79Î ""H]g`Ua ci bhg\ ci `X`VY`U7 F98#H` balance. If the amount shown is a DEBIT balance, your fund is overdrawn. Also, the `]bY`]hYa `Í (%\$%`cf`Í: i bX`6 UUbW-5 i I]]Uf`m`]g`h Y`Ua ci bh`h U`hnci f`5 i I]]Uf`m: i bX` Ífc``YX`cj YfÎ `Zca `h Y`df]cf`ZgWU`mYUf``Gc`Zcf`h]g`Yl Ua d`Yžh Y`5 i I]]Uf`m: i bX` Í VfcI [\ hZfk UfXÎ ``%&\$, "*") `Zca `h Y`df]cf`mYUf``

VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

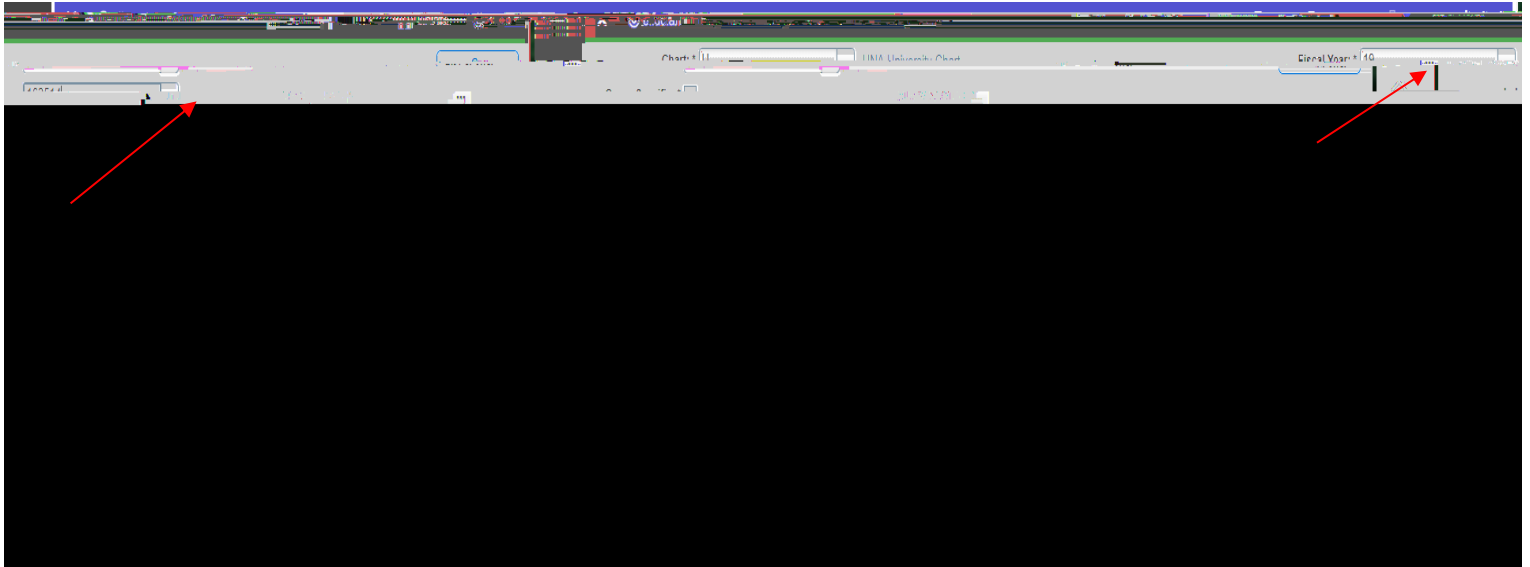
Next we will view the current Budget Status for the Fund. You will return to the following screen:



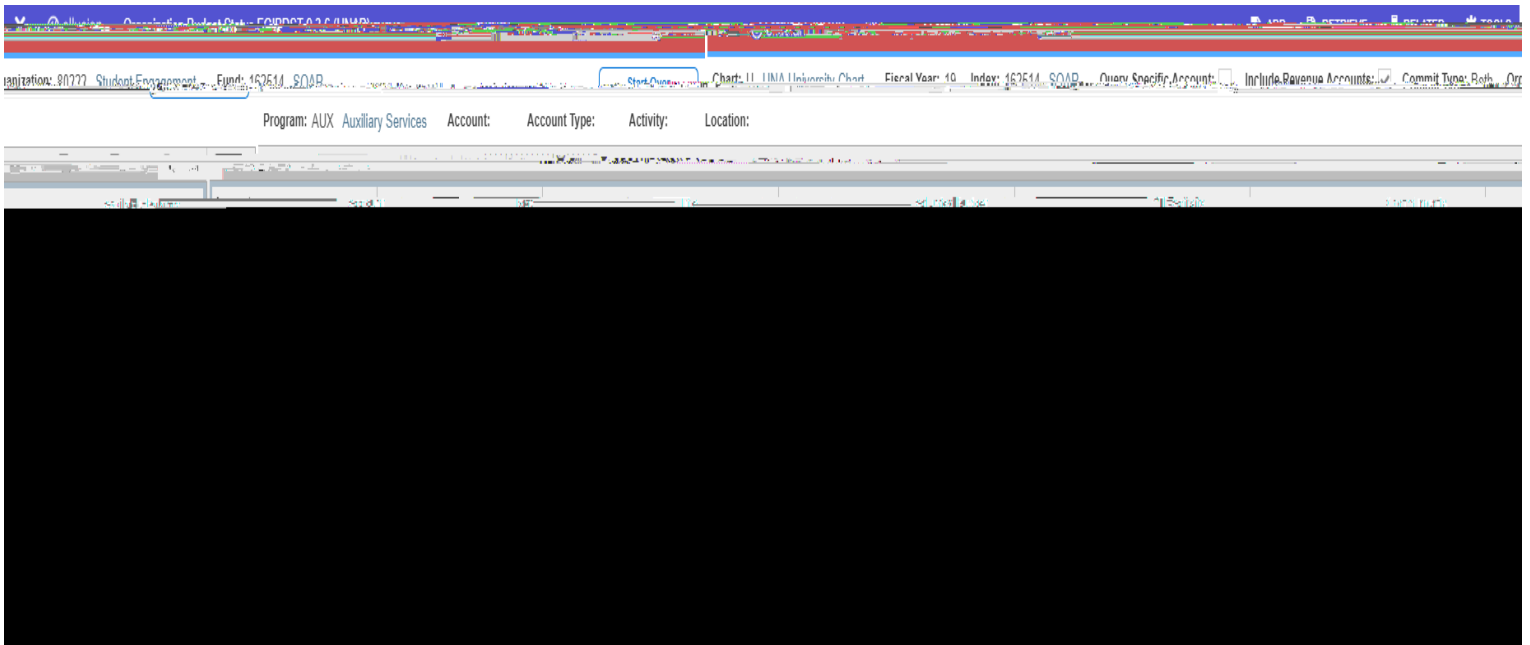
CbWwZ\ YfY'nci 'k J''YbhYf í : ; -6 8 GHî 'UbX'dfYgg'í 9 bhYfî .



Make sure you enter the correct FISCAL YEAR, and finally enter your Auxiliary Fund Number in the INDEX field. Next, press GO:



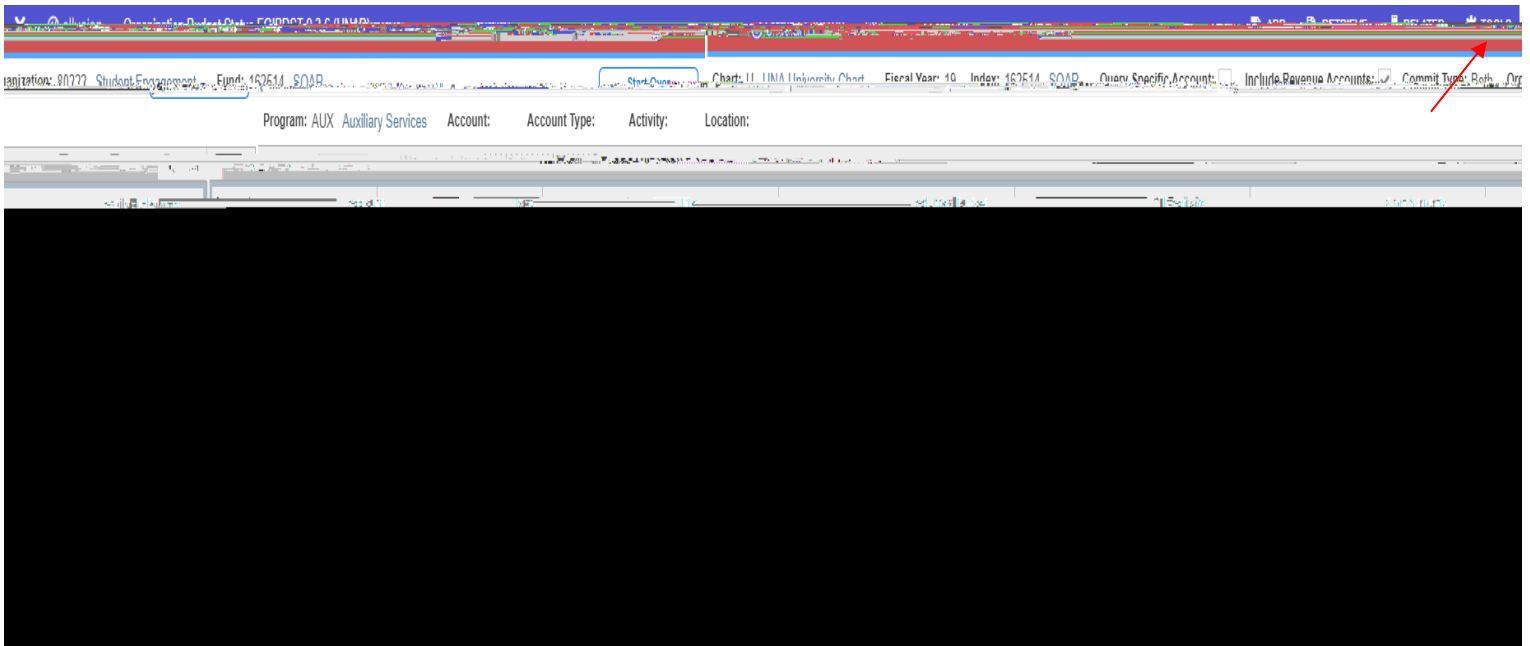
You should now see the following information:



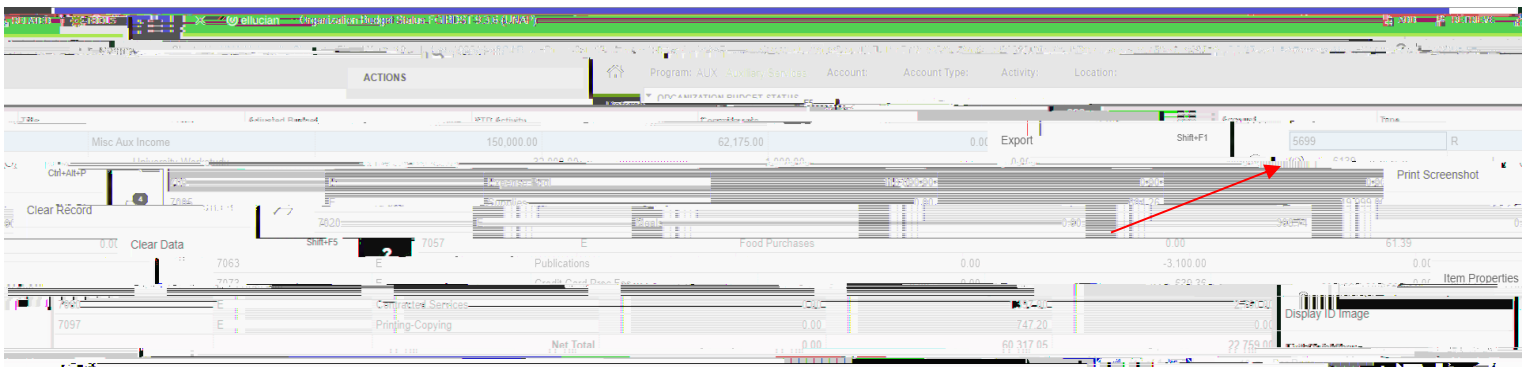
This is the information that you would normally view if you were to run this query in Self-Service BUDGET QUERY, in order to determine the current amount of funds left to spend, you would simply calculate the net of your Expense pool and any expenditures made to date.

: cf`h [g`dUfHjW `Uf`Z bXZ`H Y`cdh]cbg`UfYÍ [fYmYX`ci h` VYVUÍ 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&Í Z`H [g`]g`Ub`]bX]WU]cb`H U`h`h YfY`UfY`UXX]h]cbU`YI dYbX]h fYg`H U`h 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]h fYg`H U`hUfYb]ig\ ck bZd`YUgY`W]W`_cb`H YÍ %\$`DYf`DU [YÍ `Xfcd`Xck b`Vcl ` UbX`W Ub[Y`]h]c`Í) \$`DYf`DU [YÍ `gc`h U`hifYa U]b]b[`]hYa g`a UmVY`j]Yk YX`UbX`]bWí XYX` in your calculation.

This information can also be exported to Excel. The top right corner of the screen \ Ug`UÍ Hcc`gÍ `cdh]cb`"7`]W` \ YfY.



CbW`W]W`_YX`UXfcd`Xck b`a Ybi `gl`ci `X`UddYUf`Ug`Zc`ck g`"GY`YWí YI dcfh`"



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

	Account	Type	Title	Adjusted	YTD Activ	Commitr	Available Balance
	5699 R		Misc Aux Inc.	150000	62175	0	87825
	6139 L	University		32000	1000	0	31000
	700 E	Expense P		118000	0	0	118000
	7005 E	Supplies		0	804.26	10000	(20803.26)
	7057 E	Food Purchases		0	308.74	0	(308.74)
	7063 F	Publications		0	(3100)	0	3100
	7073 E	Credit Car		0	639.36	0	(639.36)
	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:

Account	Type	Title	Adjusted	YTD Activity	Commitments	Available Balance
5699 R		Misc Aux Income	150,000	62,175	0	87,825
6139 L	University	University Workstudy	32,000	1,000	0	31,000
700 E	Expense Pool	Expense Pool	118,000	0	0	118,000
7005 E	Supplies	Supplies	0	804.26	10,000	(20,803.26)
7057 E	Food Purchases	Food Purchases	0	308.74	0	(308.74)
7063 F	Publications	Publications	0	(3,100)	0	3,100
7073 E	Credit Card	Credit Card	0	639.36	0	(639.36)
7080 E	Contracted Services	Contracted Services	0	1,397.00	2,760.00	(1,363.00)
7097 E	Printing-Copying	Printing-Copying	0	747.20	0	(747.20)

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'Y6 U UbW'Zcf í 9I dYbgY'Dcc Î 'UbX'í XfU] Î 'nci f' a ci gY'Xck b'hc'h Y'UghYI dYbX]hi fY'UW'ci bhgc'h Uh'h Yn'DY'U'\][\ \][\ \ hY'X'Uhc bW'.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5699 R		Misc Aux Income	150,000.00	62,175.00	0	87,825.00
6139 L	University	University Workstudy	32,000.00	1,000.00	0	31,000.00
700 E	Expense Pool	Expense Pool	118,000.00	0	0	118,000.00
7005 E	Supplies	Supplies	0	804.26	10,000	(20,803.26)
7057 E	Food Purchases	Food Purchases	0	308.74	0	(308.74)
7063 F	Publications	Publications	0	(3,100)	0	3,100
7073 E	Credit Card Proc Fee	Credit Card Proc Fee	0	639.36	0	(639.36)
7080 E	Contracted Services	Contracted Services	0	1,397.00	2,760.00	(1,363.00)
7097 E	Printing-Copying	Printing-Copying	0	747.20	0	(747.20)

Organization Budget Status: EGIRDST.9.3.6 (JINAB)

Class: 11 JINAB University Class Fiscal Year: 10 Index: 46261 6040 - Open Specific Account Include Revenue Accounts Commit Total Budget Organization

Available Balance	Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
118,000.00	700	E	Expense-Pool	118,000.00	0.00	0.00
20,803.26	7005	F	Supplies	0.00	804.26	19,999.00
6.60	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	60,317.05	27,759.00				Net Total

Record 4 of 10 10 Per Page

BYI hZUih Y'hc d'cZH Y'gWYYbZgY'YWhi FYUHXi

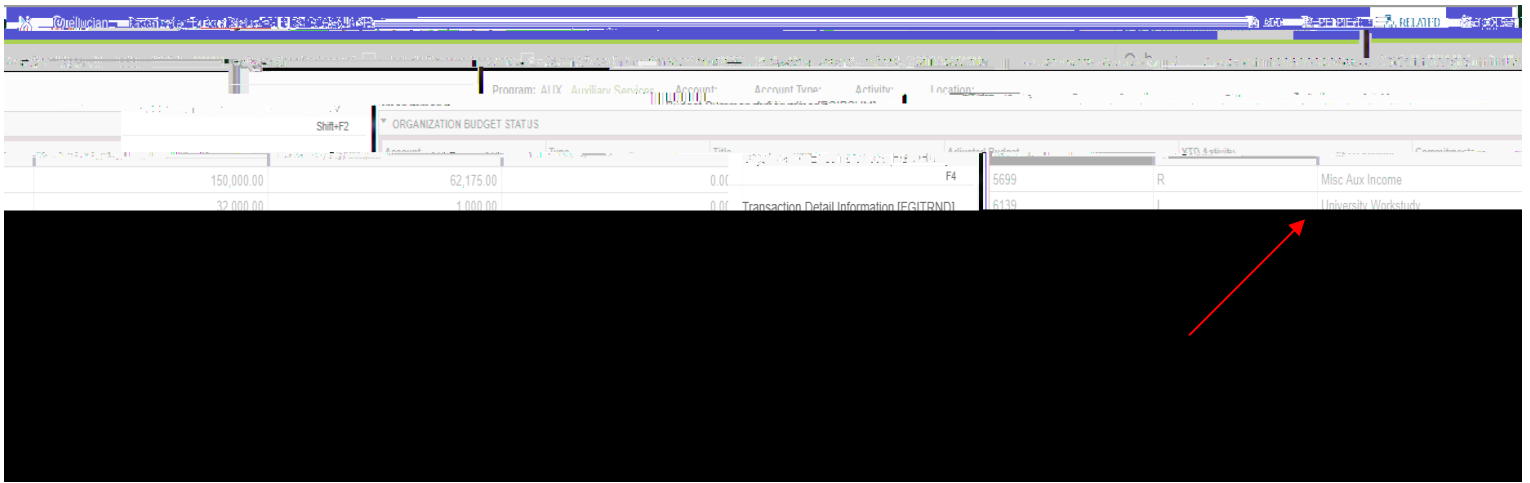
Organization Budget Status: EGIRDST.9.3.6 (JINAB)

Class: 11 JINAB University Class Fiscal Year: 10 Index: 46261 6040 - Open Specific Account Include Revenue Accounts Commit Total Budget Organization

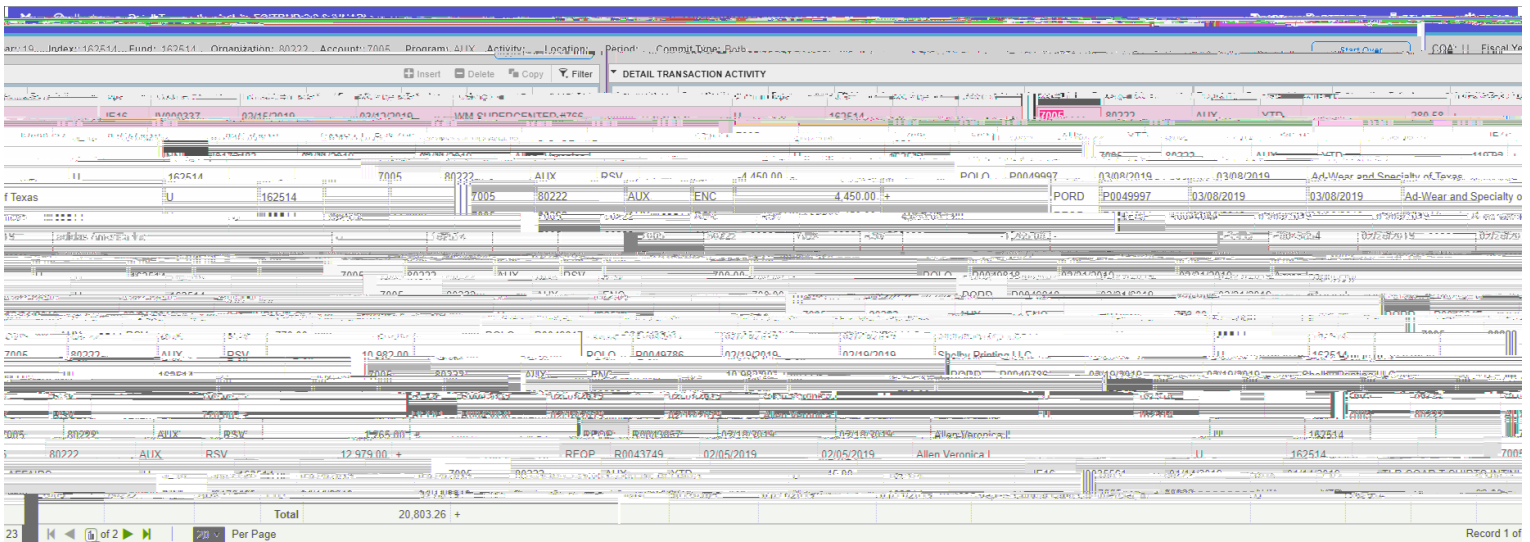
Available Balance	Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
118,000.00	700	E	Expense-Pool	118,000.00	0.00	0.00
20,803.26	7005	F	Supplies	0.00	804.26	19,999.00
0.00	308.74	0.00		-308.74	7020	E Meals
0.00	61.39	0.00		-61.39	7057	E Food Purchases
0.00	-3,100.00	0.00		3,100.00	7063	E Publications
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	60,317.05	27,759.00				Net Total

Record 4 of 10 10 Per Page

A drop down box will appear at the right of the screen with several options. You will bYYX'hc'gY'YWhi HfUbgUWjcb'8 YUJ' bZ'fa Ujcbi



You should now see this screen:



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

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