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5. Once these steps are complete, scroll to the next portion of the drop-down box and verify the following:

_____ "All"

_____ If querying an auxiliary budget, _____.

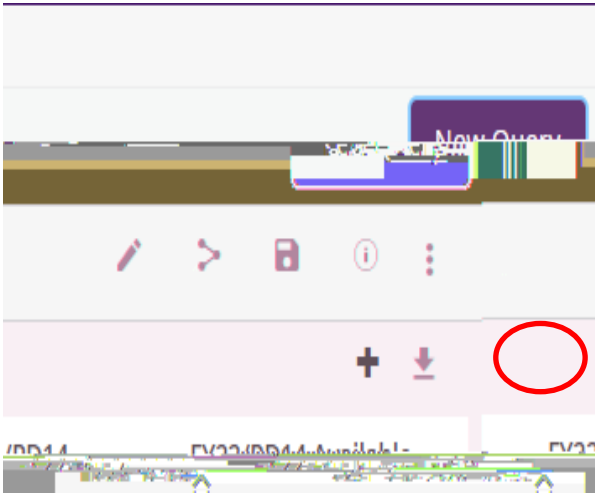
_____ Enter whatever the current fiscal year may be





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9. To determine how much is available to currently spend in your budget there are several options. The first one is to scroll down to account number "700" which is the expense pool. These are the funds that your budget received at the onset of the fiscal year. All account numbers below "700" are items that will need to be deducted from this amount. You will need begin with the Expense Pool amount (700) on the far right in the "Available Balance" column and subtract all

10. The other ways of determining current balance involve downloading your budget activity to Excel. In order to do this, look in the top right corner of the screen for the "download" button (located under the blue "New Query" button) and select this option.

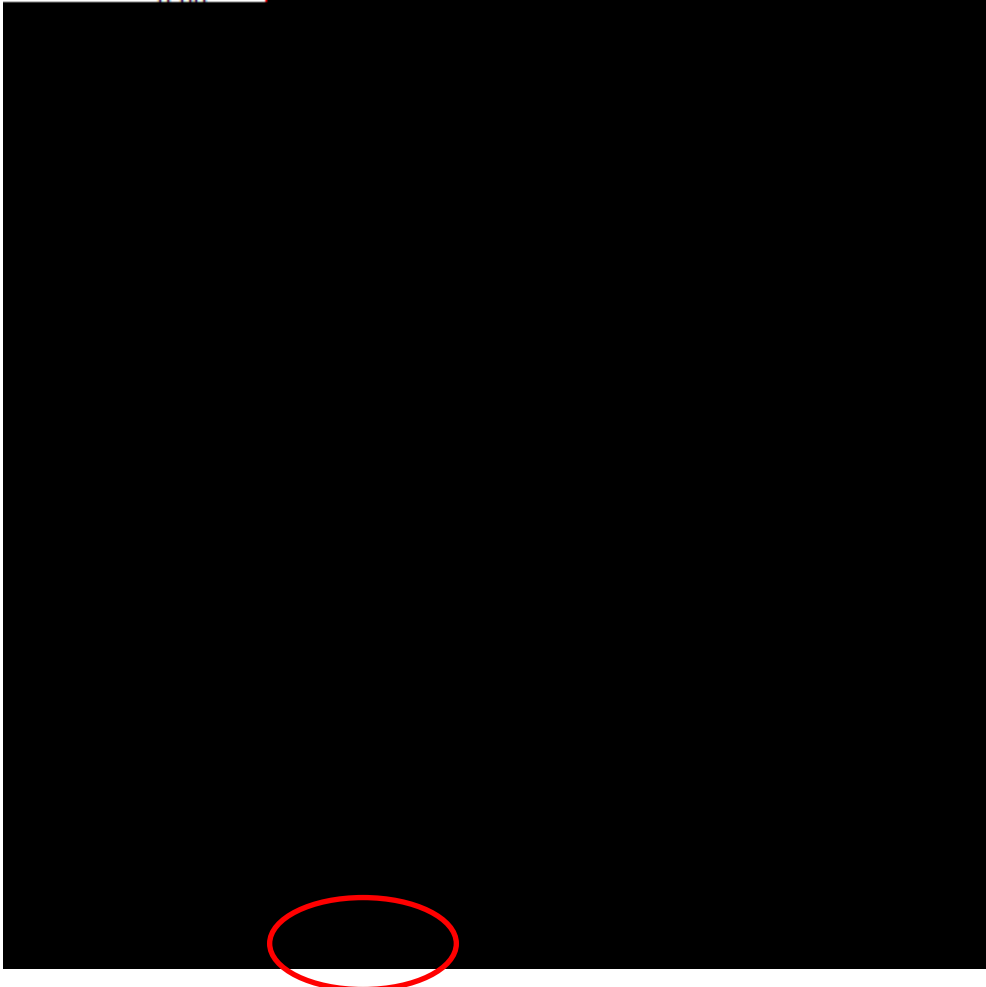


After selecting this option, you should now see all activity in an Excel Spreadsheet.

11. From here there are two methods to calculate the available balance. The first one is to simply select the expense pool amount in the "Available Balance" column, left-click with your mouse, then hold down and drag until you have selected the final expense account:

A screenshot of an Excel spreadsheet. The top portion shows a table with four columns and several rows. The values in the columns are 0.00, 0.00, 0.00, and 0.00. The values in the rows are -1,207.58, -1,200.00, 12,250.00, and 1,217.70. The cell containing 12,250.00 is highlighted with a green border. Below this table, there is a large, complex grid of data with many rows and columns, some of which are highlighted in grey.

When you look at the bottom right hand corner of your Excel spreadsheet, you should see the total amount left available:



12. The next method using Excel is to select the "Auto Sum" option that will quickly provide a total once your spreadsheet has undergone some minor formatting. After downloading your data into Excel (see step 12) and retrieving all activity into the spreadsheet, insert a row that separates the labor accounts (those account numbers that start with a 6) from the expense accounts (those accounts that begin with a 7)

If you have any questions or need assistance, please email Salena Denton-Jarmon at skdenton@una.edu or call extension 4699.