





# VIEWING CURRENT BUDGET STATUS FOR YOUR FUND

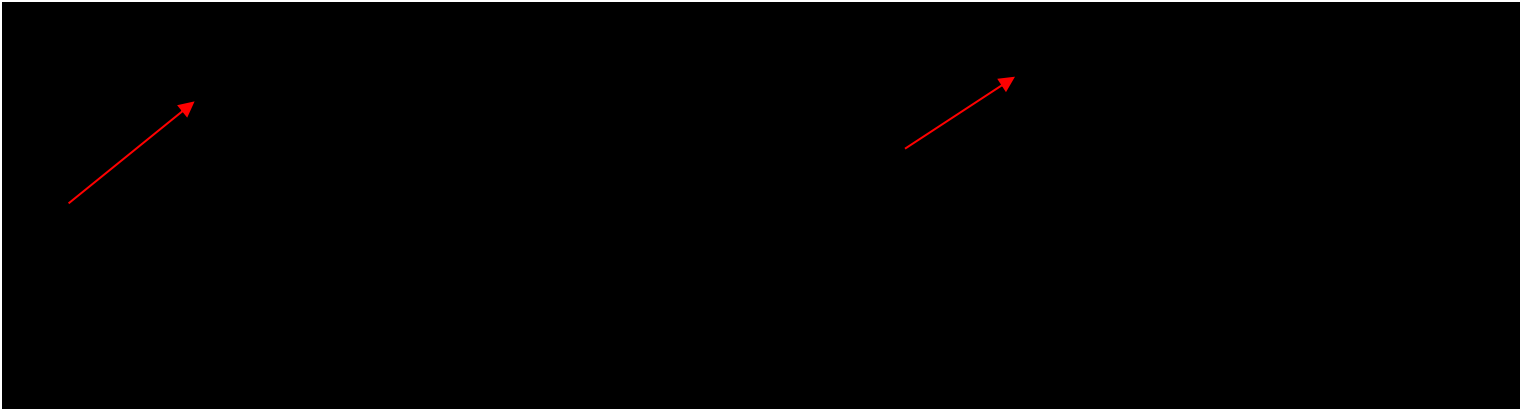
Next, to view the current balance in an Agency Fund, start at this screen:



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:

| Account Number       | Account Name | Balance  | Account Type |
|----------------------|--------------|----------|--------------|
| 0.00                 | Credit       | 0.00     | Credit       |
| 0.00                 | Credit       | 825.00   | Credit       |
| 0.00                 | Debit        | 1,425.70 | Debit        |
| Current Fund Balance |              | 1,194.35 | Credit       |

\* - denotes amount is opposite of Normal Balance

The bottom of the screen contains a field labeled **Current Fund Balance** . The number listed here is the amount in the fund. If this number is a **CREDIT**, there is money available. If the number is a **DEBIT**, the account is overspent.

## **VIEWING SPECIFIC EXPENDITURES AND/OR ACTIVITY WITHIN YOUR BUDGET**

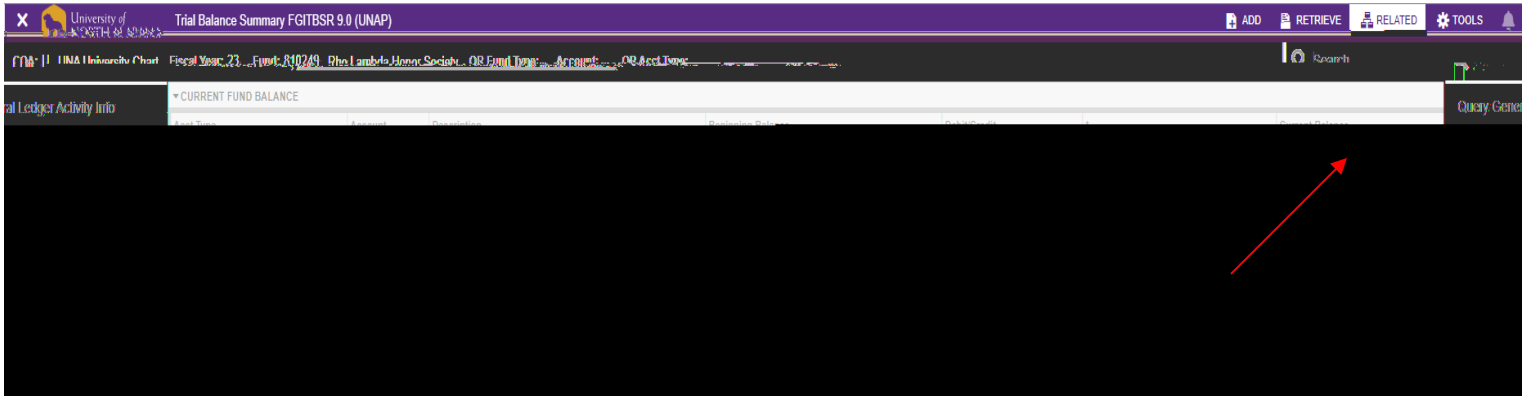
**Agency funds are different from Auxiliary and/or General funds because there are only two account numbers within the fund that have activity:**

**9114: Deposits**

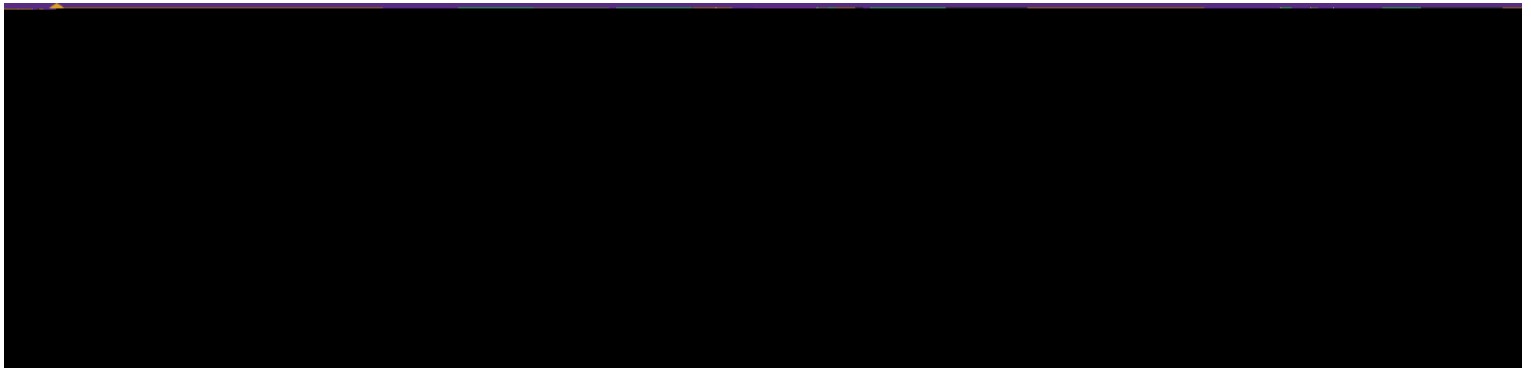
**9409: Withdrawals**

**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](mailto:skdenton@una.edu) for any questions or help with navigating when needed.**