

# Quick Reference Guide

## Finding General Fund Balance

### FINDING YOUR FUND BALANCE

#### Free Balance (Budget Variance) for General Fund Accounts

Find your budget variance (free balance) for your account by running the Statement of Account, and locating the TOTAL Budget Variance amount.

Report Date: 02/19/04

**Statement of Account**

Period: Feb-04  
 Fund Range: 0011 - 0011  
 App Year Range: XX - XX  
 Organization Range: 20201 - 20201  
 Object Range: XXXXXX - XXXXXX  
 Program Range: 0000 - 9999  
 Function Range: 00 - 99  
 Activity Range: 0000 - 9999

[Select a different account or period](#)

AY	Feb-04 Actual	Object Code	Object Description	1 Beg Balance Actual	2 Current Budget	3 Encum- brance	4 Year-to-Date Actual	2 - 3 - 4 Budget Variance	1 + 4 End Balance Actual
0011.AY 20201.OBJCT.0000.61.0000.LNE <a href="#">[Show detail]</a>									
Gnl Educ Fund.-ITS-Administration.-.Institutional Support.-.LNE									
00	.00	50000	<a href="#">Expense/Deductions [P]</a>	.00	384,492.00	142,410.00	217,614.03	24,467.97	217,614.03
<b>TOTAL</b>	<b>.00</b>			<b>.00</b>	<b>384,492.00</b>	<b>142,410.00</b>	<b>217,614.03</b>	<b>24,467.97</b>	<b>217,614.03</b>
04	929.01	50000	<a href="#">Expense/Deductions [P]</a>	.00	80,258.00	11,090.72	53,706.58	15,460.70	53,706.58
<b>TOTAL</b>	<b>929.01</b>			<b>.00</b>	<b>80,258.00</b>	<b>11,090.72</b>	<b>53,706.58</b>	<b>15,460.70</b>	<b>53,706.58</b>
<b>TOTAL</b>	<b>929.01</b>			<b>.00</b>	<b>464,750.00</b>	<b>153,500.72</b>	<b>271,320.61</b>	<b>39,928.67</b>	<b>271,320.61</b>

[Select a different account or period](#)

**Total Budget Variance**

**Statement of Account**

*This report includes summary and detail information about each account, including revenues, and expenses.*

- By clicking [Show Detail](#), users will see their Statement of Account by Object Code with the capability to drill down into many numbers
  - Users can “drill down” to view detail information for Purchase Orders, Requisitions, and Invoices (including check #, check date)
- Click on Current Budget amounts to see beginning budget and any budget transfers
- Encumbrance summary is available by clicking on the Total Encumbrance numbers

For questions, please contact the Help Desk at 3-5555 or email [ebusiness-help@uni.edu](mailto:ebusiness-help@uni.edu).

For questions about this document, please contact Pat Whitt at 3-6881.