



How to view the available balance of a fund

<p>Before You Begin</p>	<ul style="list-style-type: none"> ▪ This is an operating ledger view of the transactions posted to a fund. ▪ The key block is where the FOAPAL parameters are entered.
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Viewing the available balance

<p>Steps</p>	<ol style="list-style-type: none"> 1. Select FGIBDST from the Finance Fast Track Menu on the Main Menu or type FGIBDST in the Go field and hit Enter. 2. Tab to the Fiscal Year field and enter the fiscal year to review. 3. Tab to the Fund field and enter the fund number or to search for the fund code click on the Search icon  and perform a search. 4. Tab out of the field to populate the remaining default FOAPAL elements. Tip: To see all related dollars for the Fund/Org, remove the Program, Activity and Location codes. Organization and Fund fields are mandatory. 5. Select Include Revenue Accounts check box if Revenue accounts transactions are to be returned on the form Note: The available balance is not calculated as a result. 6. Click on the Next Block icon  or use Ctrl-Page Down if using the keyboard. 7. The form will return summarized posted transactions in the following columns, Account, Type, Adjusted Budget, YTD Activity, Commitments and Available Balance. 8. To review the list of transactions, highlight the appropriate account code and column and then select Options/ Transaction Detail Information (FGITRND).
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Additional Notes	Positive spending power is defined as the positive available balance (Adjusted Budget less (YTD Activity and Commitments). A fund is overspent if the fund has a negative available balance.