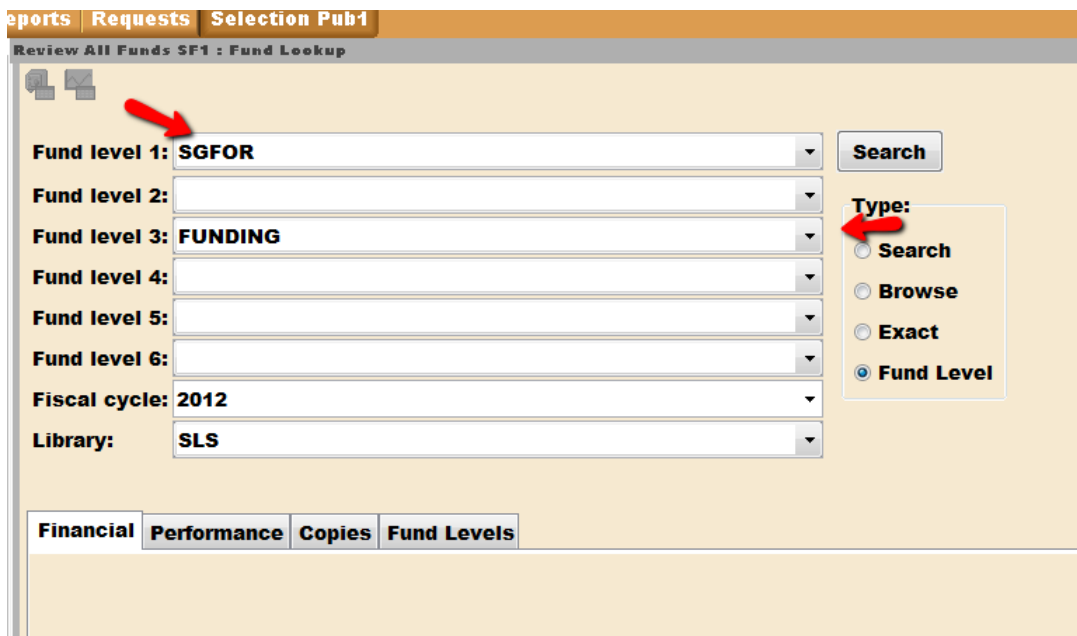


## STEPS FOR REVIEWING FUNDS FOR YOUR LIBRARY

1. Click on Selection Pub 1 on toolbar
2. Click Funds wizard on the left hand side



3. Click on Review all Funds
4. If Session settings window opens just click OK at the bottom
5. On the “Review all Funds” screen, do the following
  - a. Change “Type” to “Fund Level”
  - b. Change “Fund Level 3” to “Funding”
  - c. Change “Fund Level 1” to your library (e.g. SGDUC, SGRED, etc)
  - d. Change “Fiscal Cycle” to the present year if it does not appear that way already



Reports Requests Selection Pub1

Review All Funds SF1 : Fund Lookup

Fund level 1: **SGFOR** Search

Fund level 2: [ ]

Fund level 3: **FUNDING**

Fund level 4: [ ]

Fund level 5: [ ]

Fund level 6: [ ]

Fiscal cycle: **2012**

Library: **SLS**

Type:

Search

Browse

Exact

Fund Level

Financial Performance Copies Fund Levels

6. Click Search
7. A list of funds for your library will appear on the bottom portion of the screen, broken down into the following categories:
  - a. Cash Balance: Total budget minus what has been paid. Does not take into account amounts which are encumbered or invoiced.
  - b. Free Balance: **This is how much you have left to spend in the fund.** Takes into account everything which has been paid or encumbered for that fund. Budget Amount subtract Paid Amount subtract Encumbered subtract Invoiced = Free Balance.
  - c. Budgeted: The total amount budgeted for that fund.
  - d. Encumbered: Money committed to be spent for that fund. In other words, items which are on 'on order'.
  - e. Invoiced: Amounts invoiced by Shortgrass staff in WorkFlows which have not yet been paid.
  - f. Paid: Amount paid to vendors out of that fund.

Financial Performance Copies Fund Levels										
Fund ID	Fund Name	Cash Balance	Cash (%)	Free Balance	Free (%)	Budgeted	Encumbered	Invoiced	Paid	
<b>Total</b>		\$4529.21	72%	\$3013.57	48%	\$6308.27	\$1515.64	\$0.00	\$1779.06	
SGFORCAS	FOR CAS audioc...	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
SGFORCD	FOR CD compac...	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
SGFORETC	FOR ETC other f...	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
SGFORFA	FOR FA fiction/a...	\$1298.93	68	\$182.83	10	\$1911.51	\$1116.10	\$0.00	\$612.58	
SGFORFC	FOR FC fiction/c...	\$931.35	84	\$886.00	80	\$1112.45	\$45.35	\$0.00	\$181.10	
SGFORNFA	FOR NF nonficti...	\$1067.19	90	\$961.79	81	\$1181.83	\$105.40	\$0.00	\$114.64	
SGFORNFC	FOR NFC nonfict...	\$498.70	57	\$454.90	52	\$868.98	\$43.80	\$0.00	\$370.28	
SGFORPER	FOR PER periodi...	\$524.59	80	\$524.59	80	\$653.34	\$0.00	\$0.00	\$128.75	
SGFORREF	FOR REF referen...	\$111.62	100	\$111.62	100	\$111.62	\$0.00	\$0.00	\$0.00	
SGFORTLK	FOR TB talking ...	\$61.24	46	-\$83.69	-63	\$133.68	\$144.93	\$0.00	\$72.44	
SGFORVHS	FOR VHS videoc...	\$35.59	11	-\$24.47	-7	\$334.86	\$60.06	\$0.00	\$299.27	