



Preparing people to lead extraordinary lives

**Budgeted Available Balance**

Log into Lawson.

To obtain the available balance in a budgeted account, click the F8 key to transfer to the UF95 screen. Complete the information in the following fields:

Company:

Chart Name: LUCCOA

Accounting Unit:

Major Account: The Major Account range must be 5000-7299

Year: Current fiscal year

Periods: Current periods

Type: Amount

Budget: 1

Rounding: Decimal

Click the Account button.



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Click the Act,Bud button.

The screenshot shows a software window titled "Accounts (UF97.1)" with a menu bar (File, Edit, Options, Field, Actions, Subforms, Window, Help) and a toolbar with icons and a dropdown menu set to "[Inquire]". Below the toolbar, the following information is displayed:

Co 9100 Year 2003 Period 7 - 7 Type AMOUNT Budget 1  
Acct Unit 210629 Account 5000- 7299 Subaccount

Position To: [ ] [ ]

Buttons: Cur,Last, **Act,Bud** (circled in red), Currency, AcctUnit, Company, Trans, Totals

| SC                       | Account                   | Period Range | Year to Date |
|--------------------------|---------------------------|--------------|--------------|
| <input type="checkbox"/> | 5110 STAFF SALARY- FT EXE | 2,236.97     | 9,478.97     |
| <input type="checkbox"/> | 5803 BENEFIT EXPENSE - ST |              | 1,766.85     |
| <input type="checkbox"/> | 5899 BENEFIT ALLOCATION 0 |              |              |
| <input type="checkbox"/> | 6110 SUPPLIES & EXPENSES  |              | 7,828.86     |
| <input type="checkbox"/> | 6202 PHOTOGRAPHY          |              | 12.10        |
| <input type="checkbox"/> | 6711 LAB CHARGES          | 100.00       | 768.00       |
| <input type="checkbox"/> | 6830 OTHER EXPENSES       | 1,391.90     | 7,451.71     |
| <input type="checkbox"/> |                           |              |              |
| <input type="checkbox"/> |                           |              |              |
| <input type="checkbox"/> |                           |              |              |
| <input type="checkbox"/> |                           |              |              |

Inquiry Complete



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Click the AcctUnit button.

| SC                       | Account | Actual   | Budget    | Available |
|--------------------------|---------|----------|-----------|-----------|
| <input type="checkbox"/> | 5110    | 9,478.97 |           |           |
| <input type="checkbox"/> | 5803    | 1,766.85 |           |           |
| <input type="checkbox"/> | 5899    |          |           |           |
| <input type="checkbox"/> | 6110    | 7,828.86 |           |           |
| <input type="checkbox"/> | 6202    | 12.10    |           |           |
| <input type="checkbox"/> | 6711    | 768.00   |           |           |
| <input type="checkbox"/> | 6830    | 7,451.71 | 47,000.00 | 39,548    |



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YTD Actual vs. Budget (UF96.4)

File Edit Options Field Actions Subforms Window Help

[Inquire]

Co 9100 Year 2003 Period 7 - 7 Type AMOUNT Budget 1  
Acct Unit 210629 Account 5000- 7299 Subaccount

Acct Unit Type:  Posting Only Page 1 of 1  
Level Depth:  All Posting Next Page:

| SC                       | Co   | Accounting Unit | Actual    | Budget    | Available |
|--------------------------|------|-----------------|-----------|-----------|-----------|
| <input type="checkbox"/> | 9100 | 210629          | 27,306.49 | 47,000.00 | 19,693    |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |
| <input type="checkbox"/> |      |                 |           |           |           |

Inquiry Complete

The total in the Available column is the current available balance.



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**Actual Available Balance**

To obtain the actual available balance in a budgeted account, click the F8 key to transfer to the UF95 screen. Complete the information in the following fields:

Company:

Chart Name: LUCCOA

Accounting Unit:

Major Account: The Major Account range must be \_\_\_\_-9999

Year: Current fiscal year

Periods: Current periods

Type: Amount

Budget: 1

Rounding: Decimal

Click the Company button.



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The screenshot shows a software window titled 'Companies (UF98.1)'. The window has a menu bar with 'File', 'Edit', 'Options', 'Field', 'Actions', 'Subforms', 'Window', and 'Help'. Below the menu bar is a toolbar with several icons and a dropdown menu set to '[Inquire]'. The main area of the window displays the following information:

Co \*ALL Year 2003 Period 7 - 7 Type AMOUNT Budget 1  
Acct Unit \*ALL Account - 9999 Subaccount

Buttons: [Cur Last] [Act, Bud] [AcctUnit] [Totals] Position To: [ ]

| SC                       | Company                     | Period Range | Year To Date |
|--------------------------|-----------------------------|--------------|--------------|
| <input type="checkbox"/> | 9100 LUC - UNRESTRICTED     | 27,306.49    | 27,306.49    |
| <input type="checkbox"/> | 9200 LUC - TEMP. RESTRICTED | 30,364.62-   | 68,569.01-   |
| <input type="checkbox"/> |                             |              |              |
| <input type="checkbox"/> |                             |              |              |
| <input type="checkbox"/> |                             |              |              |
| <input type="checkbox"/> |                             |              |              |
| <input type="checkbox"/> |                             |              |              |
| <input type="checkbox"/> |                             |              |              |
| <input type="checkbox"/> |                             |              |              |
| <input type="checkbox"/> |                             |              |              |

Inquiry Complete

Add the company 9100 and 9200 totals in the Year To Date column to obtain the actual available balance.