

How do I check my Carry Forward fund balance?

To check your carryforward fund balance, use the following steps (Screen shots included below):

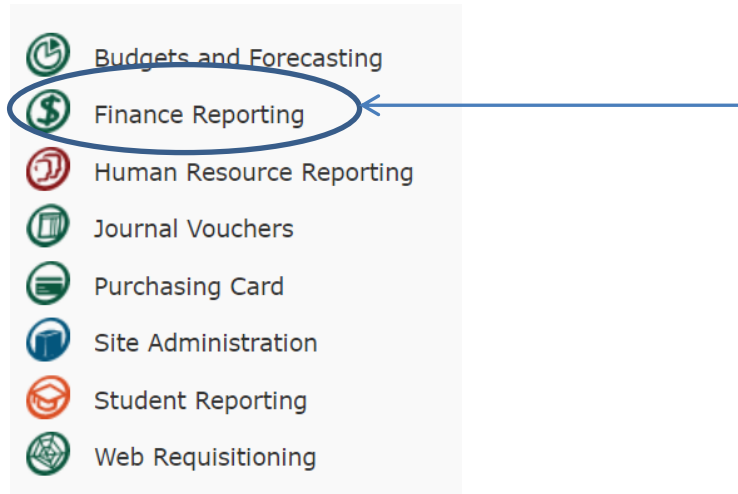
1. Select **Finance Reporting** from the FAST applications list. (go to: <https://fast.unbc.ca/FAST/DesktopDefault.aspx>)
2. On the menu bar at the top left corner of the page, choose “**Operating Statement report**” option.
3. From the “**Summary by Acct Detail**” option in the drop down menu, select “**Current Year**”.
4. Check to ensure “1 – University of Northern BC” is entered in the Chart filter box; if not use the green + button to select
5. Enter fund number in **Fund** filter box and your org number in the **Orgn** filter box. (Both fund & orgn must be entered; if you have access to multiple orgn’s and do not enter information in the **Orgn** filter box, the total for all areas will show in the report. The carry forward fund number is usually 11500.
6. Ensure fiscal period is set to current month. Click magnifying glass beside filter box and select current month from list, if needed.
7. Execute report.
8. Your available fund balance is located at the bottom of the resulting report, indicated by the amount showing in the “**Budget Available**” column on the “**Total Revenues Less Expenses and Transfers**” line.

Note:

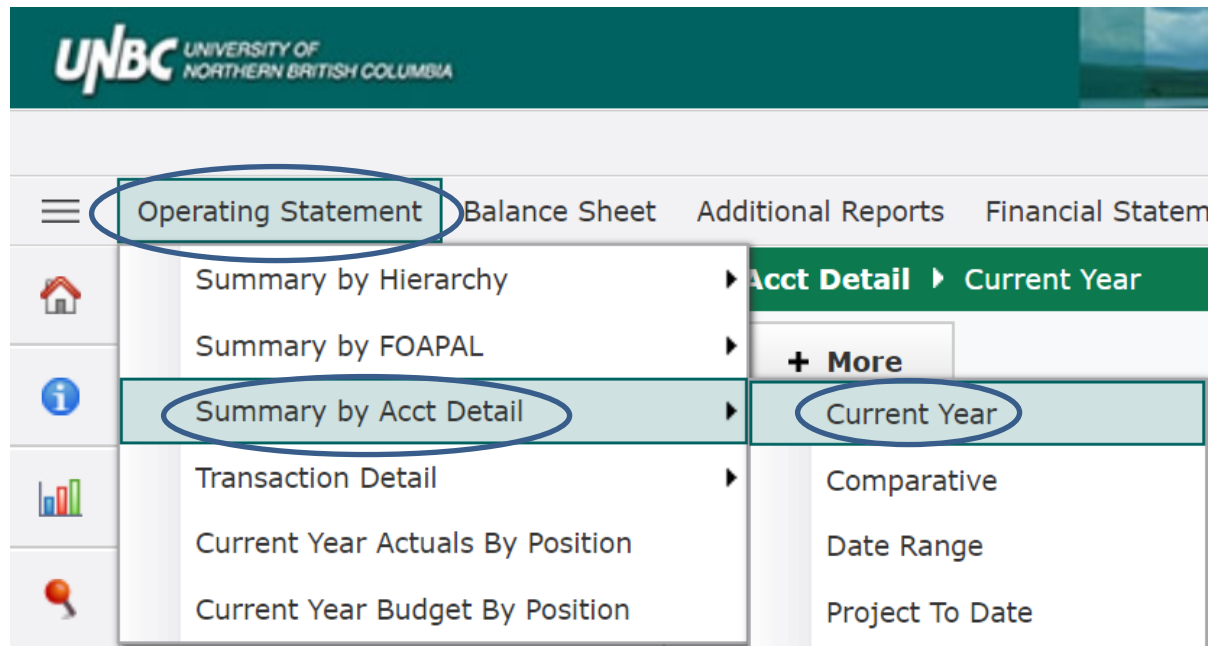
If your results indicate “There are no records available for the filters selected”, this means there has been no activity in the queried fund in the current fiscal year.

Change your fiscal period back to the previous Mar-xxxx (Year End) to look at the previous fiscal year. You may need to do this several times if the fund has been dormant for a number of years.

Step 1: Click on “Finance Reporting” (at: <https://fast.unbc.ca/FAST/DesktopDefault.aspx>)



Steps 2 & 3: Click on Operating Statement, place cursor on Summary by Acct Detail, and click on Current Year.



Steps 4 - 7: If you do not know your fund or org number, you can find it by clicking on the magnifying glass icon below the Fund and Orgn filter boxes and choosing the correct one from the list that appears. Click on the green “Execute Report” button after selecting the correct fund, orgn and fiscal period to view the report.

The screenshot shows the 'Finance Reporting Summary by Acct Detail' interface. The top navigation bar includes 'Filter Options', 'Report Results', 'Help', and '+ More'. The main area contains several filter sections: Chart (1 - University of Northern BC), Index, Fund (11500), Orgn (3410), Acct, Prog, Actv, Locn, Fiscal Period (Mar-2010 (Year End)), Fund Fin. Manager, Orgn Fin. Manager, and Acct Type. At the bottom, there are buttons for 'Save As...', 'Clear Filter Options', and 'Execute Report'. Callout boxes provide instructions for each step: (4) points to the Chart filter, (5a) points to the Fund filter, (5b) points to the Orgn filter, (6) points to the Fiscal Period filter, and (7) points to the Execute Report button.

(4) If “1 – University of Northern BC” is not showing in this box click green “+” to select

(5a) Enter fund # here and press Enter or click green “+”; use magnifying glass to find your fund if needed

(5b) Enter orgn # here and press Enter or click green “+”; use magnifying glass to find your orgn if needed

(6) Click on this magnifying glass to select a different period from the list (if needed) then double-click on the desired period

(7) Click this button to view your report

Step 8: The amount in the “Budget Available” column on the “Total Revenues Less Expenses and Transfers” line is the current available balance, as at the Fiscal Period selected in step 5.

Finance Reporting ▶ Summary by Acct Detail ▶ Current Year (Data as of)

Filter Options | Report Results | Help | + More

Current Year ▼ | Period Mar-2010 (Year End) ▼ | Display 0

Chart = 1 | Fund = 11500 Carry Forward Fund | Orgn = 3410

Acct	Title	Mar-2010 Month Actual	Mar-2010 YTD Actual	O/S Commitments	YTD Total Activity	Annual Budget	Budget Available	Budget Fav/Unfav
EXPENDITURES								
7284	Miscellaneous Expenses	0	0	0	0	5,977	5,977	100% F
	Subtotal	0	0	0	0	5,977	5,977	100% F
	Total Expenditures	0	0	0	0	5,977	5,977	100% F
TRANSFERS								
9104	Transfer to Ancillary	0	5,000	0	5,000	0	-5,000	U
	Subtotal	0	5,000	0	5,000	0	-5,000	0% U
	Total Transfers	0	5,000	0	5,000	0	-5,000	0% U
	Total All Expenses		5,000	0	5,000	5,977	977	16.3% F
	Total Revenues Less Expenses and Transfers		-5,000	0	0	-5,977	977	16.3% F

This is how much you have spent, as at the Fiscal Period selected in step 6

This is your carry forward allocation for the fiscal year you are viewing

This is your carry forward balance available