TO FIND ACCOUNT BALANCES

Go into the Financial Management module (click the down arrow next to the Home tab) and then click on the Account Management tab, you should see Chart of Accounts listed as one of your options under Account Master.

Click on Chart of Accounts. Make sure your selections are set to the current fiscal year and that you are viewing Operating Statement Accounts (Revenue, Expense). This should list all accounts associated with your budget. Your total beginning budget (Revised Budget column) has been placed in your **general supplies account**. Budgets don't get loaded into Skyward until late fall so your beginning balance may still be zero, depending on when you look. The FY Activity column shows what's been spent in each account this year, the Encumbered column shows purchase orders in the system but not yet paid, Batch activity are requisitions not yet approved and the Available Funds column shows what's remaining. Sum the dollars for each account in the available funds column to find if you have any budget money left. If budgets are not yet loaded, subtract the total of the available funds column from the amount you were allocated for the year. For more detail within each account click on the triangle to the left of the account number to expand the account.