How to Find the Available Balance for Orgs that begin with “01” and “S2”

Step 1

Net Total Available Balance

- Org’s Net Total can be found at the bottom of the page
  - Banner for available BUDGET before completing documents
- Default setting of 20 lines per page can be changed to view up to 50 lines per page for the current session only
- Some account lines may be listed on the next page, look at bottom of page to see how many pages are available

Notes
How to Find the Available Balance

for Orgs that begin with “01” and “S2”

Step 2

- Revenue is a summary of Account Codes that begin with ‘5’
- Labor is a summary of Account Codes that begin with ‘6’
- Direct Expenditures is a summary of Account Codes that begin with ‘7’