



- Step 2: Your cursor should be in the COA field, in which should be entered a valid Chart of Accounts code that you want to query (Required).
- Step 3: Fiscal year: enter the fiscal year that you want to query (Required).
- Step 4: Index: Enter the FOAPAL definition you want to query (Not required).
- Step 5: Fund: Enter the Fund code you want to query (Required)
- Step 6: Orgn: Enter the Organization code you want to query. (Required).
- Step 7: Account: Enter the Account code you want to query (Required).
- Step 8: Program: Enter the Program code you want to query (Not Required).
- Step 9: Commit Ind. From the pull-down menu, select *Both, Uncommitted, or Committed*.
- Step 10: Perform Next Block. If using keystrokes enter CTRL/ page down or from the toolbar select *Record* then *Next*, or use the *Next Block* icon on the toolbar. This will bring you to the detail area. The Control Key blocks automatically populate with the FOAPAL elements you specified.

**Detail Area:**

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
700A	Material and Supplies	60,000.00	16,493.86	0.00	43,506.14
700B	Equipment Repairs and Mai	500.00	0.00	0.00	500.00
700C	Building Repairs and Mainte	12,500.00	1,435.05	0.00	11,064.95
700D	Institutional Memberships	4,155.00	1,500.00	0.00	2,655.00
700F	Reference Materials/Book	500.00	156.02	0.00	343.98
700G	Inventory Purchases	0.00	-113.75	0.00	113.75
700H	Telecommunications	5,527.00	374.23	0.00	5,152.77
700M	Externally Contracted Serv	150.00	0.00	0.00	150.00
700N	Professional Fees	0.00	61.36	0.00	-61.36
700P	Operating Leases	9,200.00	1,473.40	0.00	7,726.60
760A	Travel and Hosting Expense	15,000.00	3,745.55	3,548.60	7,705.85
770A	Awards	0.00	3,314.01	0.00	-3,314.01
790A	Capital Expenditures	6,800.00	0.00	0.00	6,800.00
792A	Renovation Expenditures	0.00	34,529.27	0.00	-34,529.27
<b>Total:</b>		<b>114,332.00</b>	<b>62,969.00</b>	<b>3,548.60</b>	<b>47,814.40</b>

- Acct: Displays the Account codes sequentially, starting with the Account code entered above.
- Title: Account Description.
- Adj. Budget: Current adjusted budget for the Account code.
- YTD Activ: Current OPAL ledger year-to-date actual transaction total for the Account code.
- Commitments: Current encumbrance and/or reservation total for the Account code.

Avail Bal: Remaining budget, which is: **Adj Budget** minus **YTD Activity** minus **Commitments**.

Step 11: Use the scrollbar to scroll through the records that match the criteria entered in the Key Block.

Total: The total of each column.