

## **FUND INFORMATION**

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### **Display 1 Fund in Unicorn**

Use to retrieve general funding information by FY or all years. You can retrieve original allocation, amounts encumbered and spent as of that day, and the cash and free balance. Remember to look at the notes field for that fiscal year to see miscellaneous fund activity and adjustments. You can group by fund type, school or for an individual fund.

### **Display 2 Fund in Unicorn**

Use to retrieve titles ordered on a particular fund. This will show order ID with line number, title and author. It will also tell you if that order has been paid yet. If you want additional order information, click on a particular order and Display 1 Order.

### **Fund Report**

This is a year end report produced by the Accounts Manager to summarize yearly activity for all funds. This report includes gift money and endowed accounts. This can be found on the UL Server.

### **Allocation Spreadsheet**

This is a report produced at the beginning of each FY by the Accounts Manager to show the new fund allocations. This report also shows permanent and one-time transfers from the previous FY. It can also be found on the UL Server.