1) Move your mouse over the **FRS** button in the top left corner (do not click)
2) Move your mouse down over **Account** (do not click)
3) Move your mouse to the right and click on **Account Search**
4) Type in your **Account number** and click the **Search** button

OR

Type in your **Department** and click the **Search** button
5) Click on your account number in the **Search Results** box and it will bring up your **GL Account Summary**
To determine true fund balance:

Fund Bal-Designated       $10,243.56  
- Encumb Sum Ledger       $     0.00

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True Fund Balance         $10,243.56

*NOTE: Numbers in (parenthesis) are positive numbers

Remember to use balances from the YTD (year-to-date) column