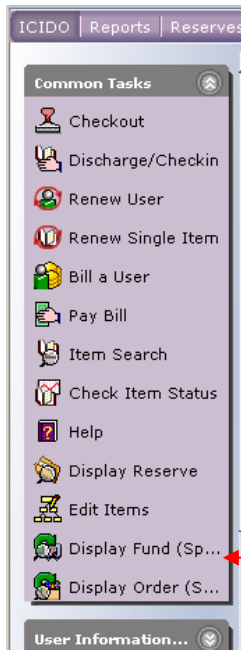
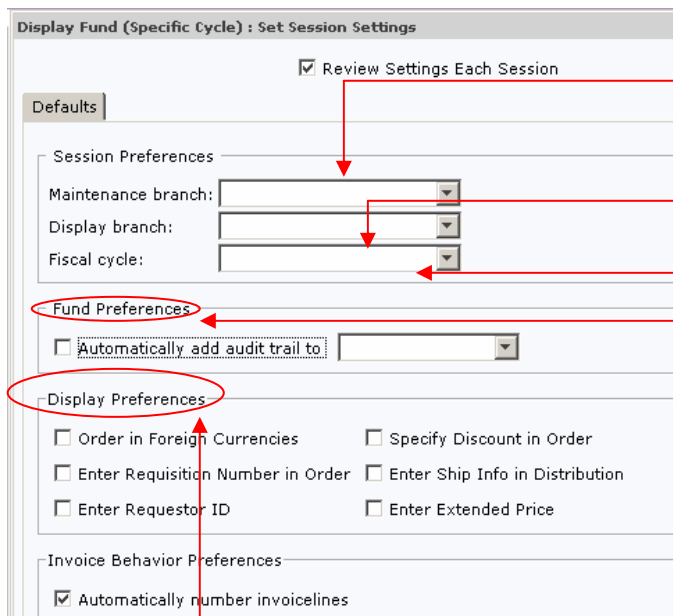


Sirsi Fund cycle procedures

The following basic fund procedure outlines how to review your Liaison Fund. For more detailed instructions refer to the SIRSI help screens



In the Common Task Pane select Display Fund



In maintenance branch click onto the drop down box and select **Chadstone**
In display branch enter **Chadstone**.
In the fiscal cycle use the drop down box to enter the current year or your preferred cycle

You can select various display check boxes in the fund preferences & display preferences. When all selections have been made, click OK. The fields presented will be based on the criteria selected.

Display Fund (Specific Cycle) : Displaying Information for ABT/5-ITEM

Search for: Search

Index: Type: Search Browse Exact Fund Level

Fiscal cycle:

Branch:

Current fund: [ABT/5-ITEM --- 2005 --- CHADSTONE](#)

Orders	Conies	Performance	Financial	Extended Information
Fund Information			Fund Cycle Information	Invoices

Account number:
 Level 1: BITC Level 2: ABT
 Level 3: ITEM Level 4:

Display This Fund Display Another Fund Close

Enter your fund code in the fund account.
 Enter the preferred fiscal cycle.
 In the branch field enter Chadstone

You can select the tabs to highlight specific information about the fund. Such as the financial, orders and so forth.

Search for: Search

Index: Type: Search Browse Exact Fund Level

Fiscal cycle:

Branch:

Current fund: [ABT/5-ITEM --- 2005 --- CHADSTONE](#)

Fund Information		Fund Cycle Information		Invoices
Orders	Copies	Performance	Financial	Extended Information
Budgeted:	\$8726.36	Encumbered:	\$1397.78	
Free balance:	\$45.68 (1%)	Invoiced:	\$211.50	
Cash balance:	\$1654.96 (19%)	Paid:	\$7071.40	

The financial tab sets out the fund budget for the year

The **budgeted** amount is the amount committed to a fund for the current fiscal cycle. The **free balance** is the portion of budget that is not committed (encumbered) or spent (paid). Use this total as a guide to the amount available to your department for spending for the current fiscal cycle. The **cash balance** is the portion of the budget that has not been spent whether or not the money has been encumbered, for example, this total equals free balance + encumbered + invoiced. The **encumbered balance** includes orders placed that have not been invoiced, paid cancelled or removed. The **invoiced amount** includes the orders that have been placed but not paid, cancelled or removed. The **paid balance** the amount paid to vendors for the current fiscal cycle.

Display Fund (Specific Cycle) : Displaying Information for FID/5-ITEM

Search for: Search

Index: Type: Search Browse Exact Fund Level

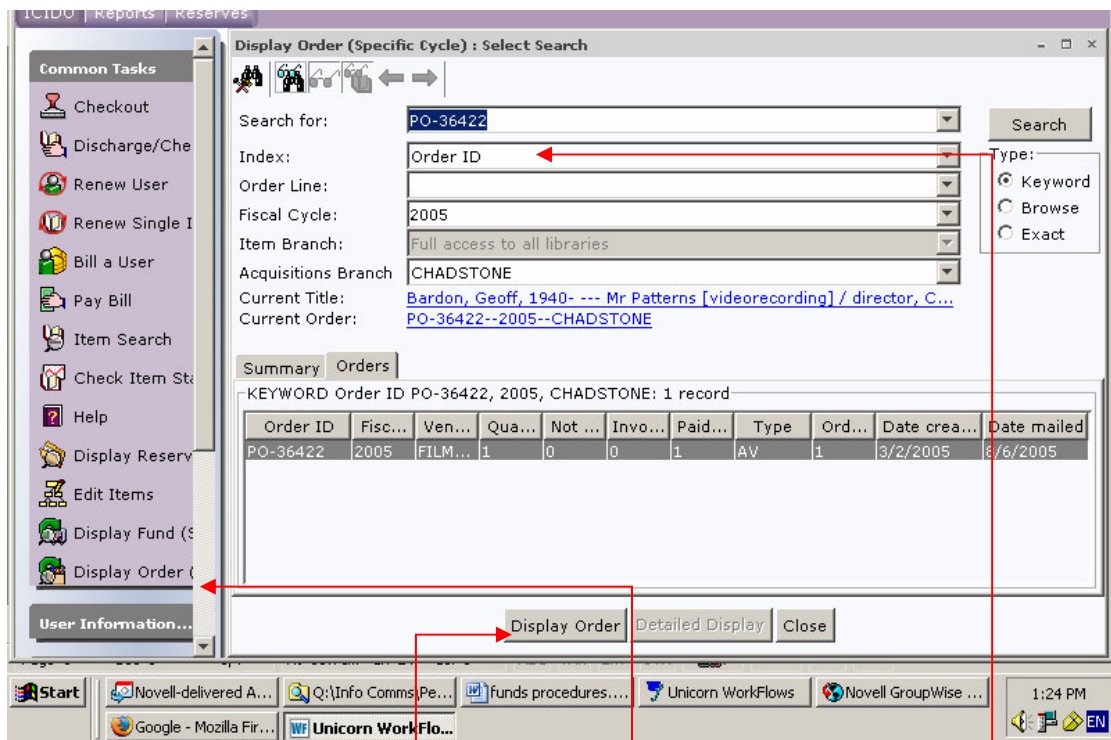
Fiscal cycle:

Branch:

Current fund: [FID/5-ITEM --- 2005 --- CHADSTONE](#)

Copies	Performance	Financial	Extended Information															
Fund Information	Fund Cycle Information	Invoices	Orders															
<table border="1"> <thead> <tr> <th>Order ID</th> <th>Line #</th> <th>Copies Funded</th> <th>Copies Paid</th> <th>Amount Paid</th> </tr> </thead> <tbody> <tr> <td>PO-36422</td> <td>1</td> <td>1</td> <td>1</td> <td>\$76.36</td> </tr> <tr> <td>PO-36499</td> <td>1</td> <td>1</td> <td>1</td> <td>\$81.82</td> </tr> </tbody> </table>				Order ID	Line #	Copies Funded	Copies Paid	Amount Paid	PO-36422	1	1	1	\$76.36	PO-36499	1	1	1	\$81.82
Order ID	Line #	Copies Funded	Copies Paid	Amount Paid														
PO-36422	1	1	1	\$76.36														
PO-36499	1	1	1	\$81.82														

To view orders in a particular fund for the current fiscal cycle click onto the orders tab



In the common task pane select Display order. Enter the order number into the search field to retrieve the resource details.
Click onto the Display order at the bottom of the screen

Detailed information of the order will be displayed

The screenshot displays a library management system interface. On the left is a vertical menu with icons and labels for various actions: Renew User, Renew Single I, Bill a User, Pay Bill, Item Search, Check Item Sta, Help, Display Reserv, Edit Items, Display Fund (\$, Bill a User, Pay Bill, Item Search, Check Item Sta, Help, Display Reserv, Edit Items, Display Fund (\$, and Display Order (.

The main content area has a tabbed interface with the following tabs: Order, Orderline, Segments, Invoices, Order History, and Serial Controls. The 'Invoices' tab is currently selected. Below the tabs, the order details are organized into several sections:

- Bibliographic info**: Call number: VID 759.994 PAT; ISBN/ISSN: ; Title: Mr Patterns [Videorecording] / director, Catriona McKenzie ; producers, Nic Testoni, Jo Plomley, Megan McMurchy ; ... written by Jo Plomley, Nic Testoni ; a Film Australia production in association with Reel World Productions. Publication info: Lindfield, N.S.W. : Film Australia, c2004.
- Dates**: Date ordered: 3/2/2005; Date mailed: 8/6/2005.
- Price and quantity**: Unit price: \$77.00; Quantity: 1; Multi parts: N.
- Quantities summary**: Quantity ordered: 1; Quantity received: 1; Quantity invoiced: 0; Quantity paid: 1; Quantity funded: 1; Quantity loaded: 1.
- Amounts summary**: Ordered/not funded: \$0.00; Funded/not invoiced: \$0.00; Invoiced/not paid: \$0.00; Amount paid: \$76.36.

A red arrow points from the text box at the top to the 'Invoices' tab.

