**Display Fund (Specific Cycle)**

The Display Fund (Specific Cycle) wizard lets you display information for a specific cycle of a fund. Detailed order and invoice information is also available using this wizard. Like the Display Fund (All Cycle) wizard, it displays detailed information about the selected fund.

To display a fund for a specific cycle

1. On the Fund Information and Maintenance toolbar, click the Display Fund (Specific Cycle) wizard.

2. If the Set Properties window appears, verify the defaults and click OK.

3. Search for a fund. You can select funds by fiscal cycle and library. You can locate specific funds by account number, fund ID, or fund name.

   -Or-

   Select the Fund ID Index and leave the Search for box empty to retrieve a list of all funds for that fiscal cycle and library.

4. Click Search. If more than one record matches your search, select the one you want and click Display This Fund. The following window appears:

   ![Display Fund (Specific Cycle) window](image)

   Use the Display Orderline tool on the Orders tab to display individual orderline information for orders linked to this fund.
Display Fund (All Cycles)

The Display Fund (All Cycles) wizard lets you display information for all cycles of an individual fund.

**To display a fund for all cycles**

1. On the Fund Information and Maintenance toolbar, click the **Display Fund (All Cycles)** wizard.

2. If the Set Properties window appears, verify the defaults and click **OK**.

3. Search for a fund. You can select funds by library. You can locate specific funds by account number, fund ID, or fund name.

   - Or -

   Select the Fund ID **Index** and leave the **Search for** box empty to retrieve a list of all funds for that library.

4. Click **Search**. If more than one record matches your search, select the one you want and click **Display This Fund**. The following window appears:
**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.