Funds Inquiry

While the Account Inquiry form is only updated when transactions are posted to the General Ledger, the Funds Available Inquiry form allows you to view encumbrances as they occur.

- This form allows review of:
  - Budgeted, actual and encumbrance amounts.
  - Funds available for specific accounts.
  - Funds available for a range of accounts.

Navigation

- To perform a Funds Inquiry, select the SIU (Unit#) Fiscal Officer FO (Department Name) responsibility from your Main Menu and then select:
  - Reports > Inquiry > Funds

Funds Inquiry Form

- The Funds Inquiry form, as shown on the right, will open.

Selection Criteria

- The fields in the Selection Criteria region are used to perform a Funds Inquiry.
  - The selections you make in this region determine how the balances are calculated for your accounts.
- Ledger field –Southern Illinois University is displayed by default. It is the only option for the field.
- Budget and Period fields – The Budget field automatically displays the current fiscal year. The Period field automatically displays the first month of the fiscal year. Use the LOV for these fields if a different Budget and/or Period is needed.
- Amount Type – the options for this field are the same. Year To Date Extended is the default.
- Encumbrance Type and Account Level fields – default to All. These are the recommended settings for these fields. Accept the defaults.
Changing Budgets and Periods

- To change the default setting for the Budget field, click in the field and then select the LOV indicator.
  - The Budgets window displays all the available budgets.
  - When selecting a Budget, you will notice each Fiscal Year has ORIGINAL and CURRENT Budget choices. For some accounts, you will also have the option of choosing a Budget for FWS.
  - Select the needed Budget and then click the OK button.

- The selected Budget is displayed and the Period field automatically updates to display the first month of the fiscal year for that budget.

- You can change the Period too, but remember:
  - When selecting a Period, the AIS Fiscal Year runs from July 1 - June 30; the months of July YY through June YY constitute a Fiscal Year.
  - Periods are closed after each month is complete. Once closed, no additional entries or changes will occur.

Amount Type

- To review funds available totals, use the Year To Date Extended Amount Type; the recommended Amount Type.
  - You can review the cumulative funds available total only by selecting "Year to Date Extended (YTDE)" as the amount type.

Example:

Jan Budget - Actual Expenses - Encumbrances = Funds Available

$100 - $50 - $10 = $40

- If you view funds available for February using the PTD Amount Type, the $40 available at the end of January will not be included in the February balances. When you choose the YTDE Amount Type, the February balances will include the $40 available from January because the amounts shown are cumulative.

NOTE: The table below shows the calculation of available funds based on the Amount Type.

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>How AIS Calculates Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period-to-Date</td>
<td>Calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period.</td>
</tr>
<tr>
<td>Year-to-Date Extended</td>
<td>Calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year.</td>
</tr>
<tr>
<td>Project-to-Date</td>
<td>Calculates funds available as the budgeted amount to date for the project, less actuals and encumbrances to date project.</td>
</tr>
<tr>
<td>Quarter-to-Date Extended</td>
<td>Calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter.</td>
</tr>
</tbody>
</table>

Summary Region

- This region consists of the Account, Budget, Encumbrance, Actual and Funds Available fields.
- It shows balances for the accounts you specify.
Find Accounts
- To perform a query for the accounts you need, click in the Account field to open the Find Accounts window.
- Populate the Budget Purpose field, (required).
- Optional fields are:
  - Dept Act 1 or Dept Act 2 - Enter "T" to limit and summarize the information retrieved to these activity codes. (The "T" specifies that the information be summarized.)
  - Natural Account - Optional. To summarize data, enter 55000 for line item budgets and 65000 for pooled budgets.
  - Object - Entering an Object code will limit the information returned to that Object Code.
  - FFY is required for State accounts. If using, enter the Fiscal Year.
- When all segments are entered, click the OK button to execute a search and retrieve the accounts.

View Funds Available
- The Funds Available (USD) region of the Inquiry form is populated with calculated balances for the accounts.
- For each Account line, the following information is displayed, returned by Object Code.
  - Budget (Budgeted Amount)
  - Encumbrance (Encumbered Amount)
  - Actual (Actual Expended Amount)
  - Funds Available (Remaining Funds Available)
- Funds Available equals:
  - Budget minus Actuals minus Encumbrances
  - "Surplus" balances are displayed as positive amounts.
  - "Overspent" balances are shown as negative amounts.
- To display and view the Object Code for an Account line, click in the Account field; then, press the Right Arrow key or the End key on your keyboard.
- For more information on what a specific Account line represents, click in that Account field to select it and then, click the Edit Field... icon on the Toolbar.
  - The Accounting Flexfield window displays each segment with the field contents and a description for each.
  - Click the OK button to close the Accounting Flexfield window.

Encumbrance Amounts
- At the bottom of the Funds Available Inquiry form is the Encumbrance Amounts region. It contains three fields.
  - Requisition Encumbrance - Commitment;
  - Purchase Order Encumbrance - Obligation;
  - Other

Account Description
- Click the Edit menu and select Edit Field... to view the entire contents of the Account Description field.
When additional information is needed, click on the **Current Record Indicator** for the respective account line to view details associated with that account.

To continue our review, we selected the Current Record Indicator for the Account line, as shown in the screenshot on the right.

**Detail Accounts**

- The **Detail Accounts (YTDE)** – window opens for the Period selected.
- The window displays the accounts that made up the totals shown on the Funds Available Inquiry form.
- The Encumbrance Amounts region is also shown from this window.
- Clicking the **Period Balances** button at the bottom of this window allows you to view additional detail relative to the selected account.

- Clicking **Period Balances** will open the associated window, as shown on the right.
- You can view the values by Period e.g., the months in which activities have occurred.
- When viewing is complete, click **Cancel** to close this form.

"Points to Remember" . . .

- A Fund Inquiry will display the Funds Available for a specific Budget Purpose, based on your selection criteria.
- Remember the relationship between a given month and its corresponding fiscal year.
- As budgeting changes occur, recognize that there is an Original Budget and a Current Budget.
- Detail for the specific accounting segments, e.g., Object; can be viewed in the Accounting Flexfield window.
  - Access the AFF window by clicking the Edit Field... icon on the Toolbar.
- To limit the information returned to just one Object, populate the Object field with a specific Object Code.
- Clicking the Current Record Indicator for an account line allows you to view more details associated with the account and the activity by GL Period.