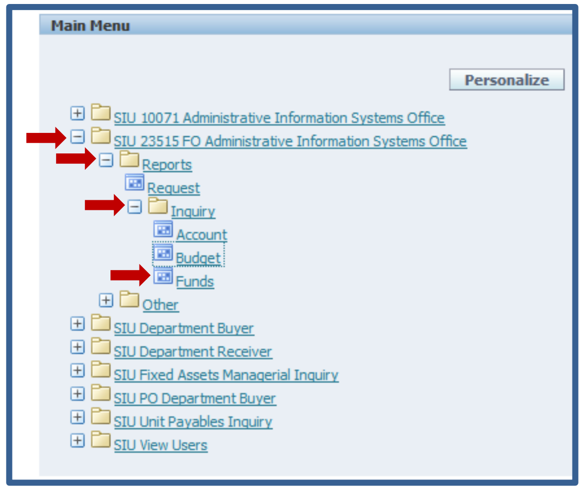
Funds Inquiry

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

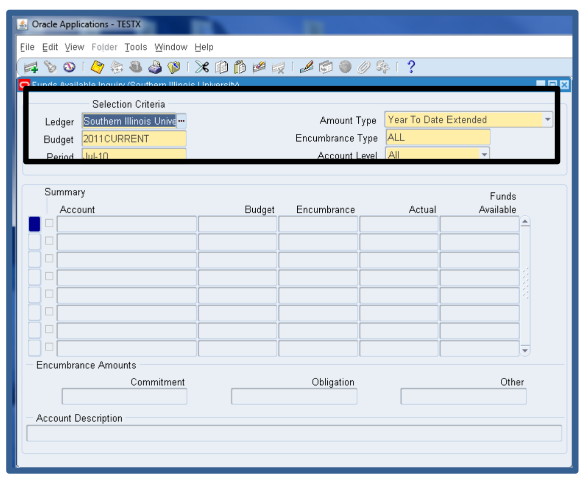


Funds Inquiry Form

- 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

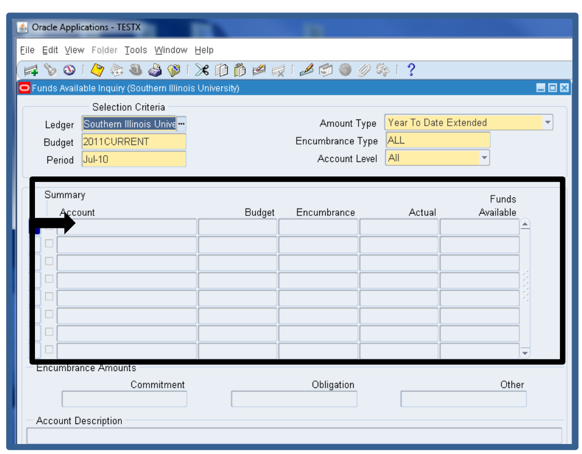
- If you view funds available for February using the PTD Amount Type, the $40 available at the end of January will not be included in the February balances. When you choose the YTDE Amount Type, the February balances will include the $40 available from January because the amounts shown are cumulative.

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

Amount Type	How AIS Calculates Funds Available
Period-to-Date	Calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period.
Year-to-Date Extended	Calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year.
Project-to-Date	Calculates funds available as the budgeted amount to date for the project, less actuals and encumbrances to date project.
Quarter-to-Date Extended	Calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter.

Summary Region

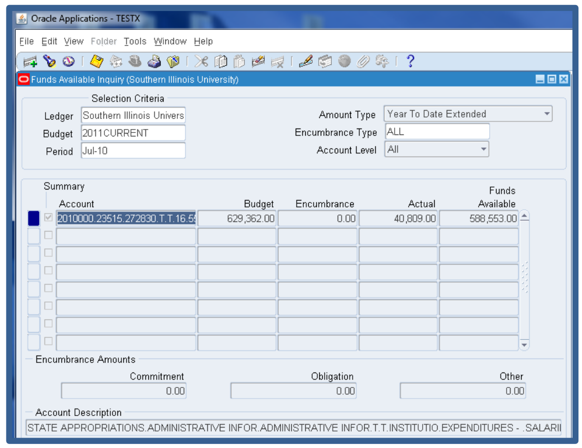
- This region consists of the **Account**, **Budget**, **Encumbrance**, **Actual** and **Funds Available** fields.
- It shows balances for the accounts you specify.



Find Accounts

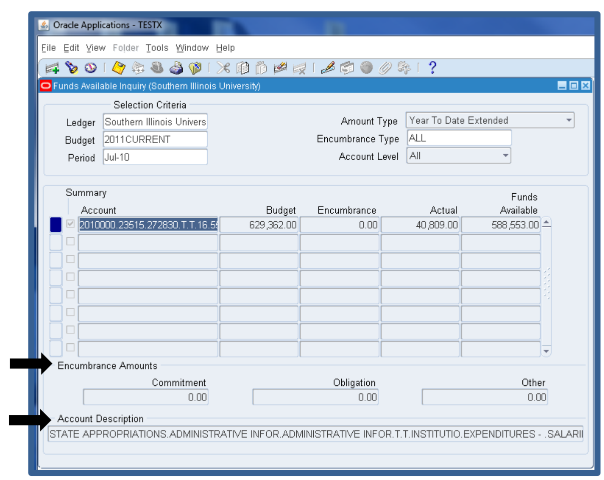
- To perform a query for the accounts you need, click in the **Account** field to open the Find Accounts window.
- Populate the Budget Purpose field, *(required)*.
- Optional fields are:
  - **Dept Act 1 or Dept Act 2** - Enter "T" to limit and summarize the information retrieved to these activity codes. (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

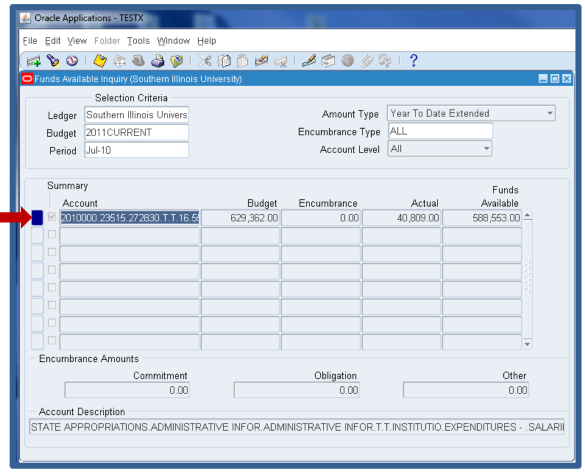


- At the bottom of the Funds Available Inquiry form is the **Encumbrance Amounts** region. It contains three fields.
  - Requisition Encumbrance - Commitment;
  - Purchase Order Encumbrance - Obligation;
  - Other

Account Description

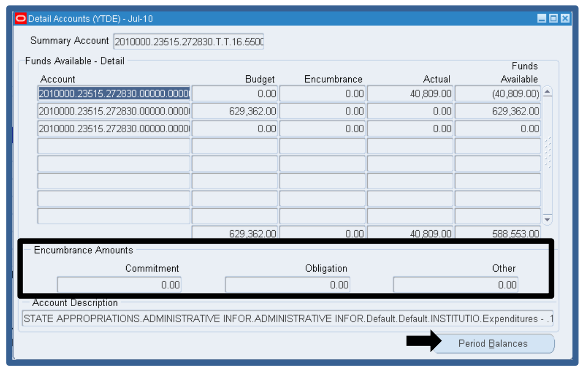
- Click the **Edit** menu and select ***Edit Field...*** to view the entire contents of the **Account Description** field.

- 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.

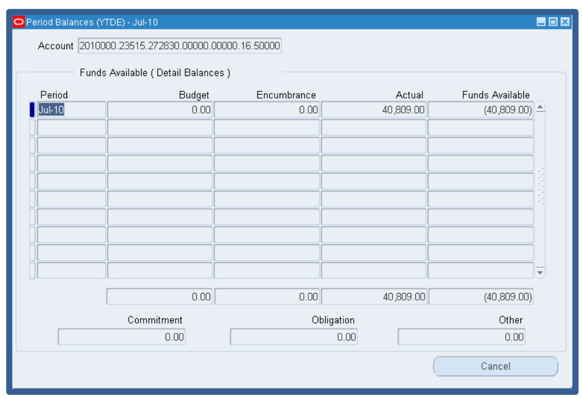


Detail Accounts

- 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.