Purpose: This procedure details steps to perform an advanced online funds inquiry for General Operating, Auxiliary, and Foundation accounts. This procedure is useful to learn how much budget is available and view actual dollars spent and dollars encumbered by both cost center and natural account. It can be used to view all expenditures for a particular natural account or to create a real-time income statement for one or more cost centers.

This procedure can be used to:

- Find available funds by Cost Center, allowing you to compare budget to actual and encumbrances
- Find all Cost Center summaries for a Planning Unit (comparable to M110 report)
- Find Natural Account detail by Cost Center (comparable to M100 report)
- Find expenditure detail by Natural Account (comparable to M900 report)
- Produce a monthly Income Statement by Natural Account for one or more Cost Centers
- Create your own queries using one or more account code segments

For Questions Contact: Finance Customer Care at financecustomercare@ohio.edu or 740.597.6446.

ATTN: For tips on navigation and commonly used fields, access the Oracle Navigation document.

Table of Contents

NAVIGATE TO OU FUNDS AVAILABLE VIEW WINDOW ........................................................................................................2
ENTER SEARCH CRITERIA ................................................................................................................................................2
SEARCH FOR A COST CENTER ......................................................................................................................................3
VIEW COST CENTER DETAIL ......................................................................................................................................5
   VIEW ALL COST CENTERS FOR AN ORGANIZATION ..................................................................................................6
   VIEW ALL UNRESTRICTED COST CENTERS FOR AN ORGANIZATION .................................................................7
   VIEW FISCAL YEAR-TO-DATE TRANSACTION DETAIL FOR THE COST CENTER .......................................................8
   ZOOM DOCUMENTS ....................................................................................................................................................10
   ILLUSTRATION: SAMPLE FINANCIAL TRANSACTION .............................................................................................11

VIEW A COST CENTER MONTHLY INCOME STATEMENT ............................................................................................12
DOWNLOAD COST CENTER, NATURAL ACCOUNT, OR TRANSACTION DETAIL VIEWS TO EXCEL ................14
PTD ACTUAL 12 .............................................................................................................................................................15
QUERY MINE ...............................................................................................................................................................17
NAVIGATE TO OU FUNDS AVAILABLE VIEW WINDOW

1. Click OU Funds Available View.
2. The Funds Available View window is displayed. To add the Funds Available View window to the Top Ten List, verify the OU Funds Available View is highlighted in blue, then click the Add to List button. Next time you want to access the Funds Available View window, click on the OUGL: OU Funds View link in the Top Ten List.

ENTER SEARCH CRITERIA

1. In the Fiscal Year field, click the down arrow and click the desired Fiscal Year. Example: Fiscal Year 2014 is July 1, 2013 through June 30, 2014. The new fiscal year begins on July 1 of the previous year.
2. In the YTD Through Accounting Period field, click the desired Month/Year value.

NOTE: This field always defaults to the most current period. This is the “period-through” date. The view will display available data from the beginning of the fiscal year (July 1) through the period selected here. Be sure the period selected is the latest for which you are querying for information, otherwise you will not see the full picture.
Search for a Cost Center

To view a list of all FMS account segment values, click the Segment Values link. When you enter a “Low” value and press the Tab key, the “High” value is populated with the same value. If you only want one value for the segment, tab through the High field; to select a range for the segment, key your desired “High” value.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Type Low</td>
<td>Enter the desired value.</td>
</tr>
<tr>
<td>Fund Type High</td>
<td>To leave the same value, press the Tab key or enter the desired value.</td>
</tr>
<tr>
<td>Fund Low</td>
<td>Enter the desired value.</td>
</tr>
<tr>
<td>Fund High</td>
<td>To leave the same value, press the Tab key or enter the desired value.</td>
</tr>
<tr>
<td>Organization Low</td>
<td>Enter the desired value.</td>
</tr>
<tr>
<td>Organization High</td>
<td>To leave the same value, press the Tab key or enter the desired value.</td>
</tr>
<tr>
<td>Natural Account</td>
<td>The Natural Account segment values default to query the range of all revenue and expenditure natural accounts for a cost center. This range will provide the fullest picture of the account. If you want to query for the entire range of Natural Accounts, press the Tab key twice or enter the desired range. The natural account section may also be used to query a different range or a single natural account. In the first natural account field, enter the low value. In the second field, enter the high value.</td>
</tr>
<tr>
<td>Project Low</td>
<td>Enter the desired value. If there is no project number, enter nine (9) zeros.</td>
</tr>
<tr>
<td>Project High</td>
<td>To leave the same value, press the Tab key or enter the desired value. This View will not detail by task or sub-task because it is the general ledger view.</td>
</tr>
</tbody>
</table>

If you would like to specify a new account or range of accounts, click the Reset button.

Click Query to display the cost centers matching your selection criteria.
**WARNING:** MASSIVE QUERIES MAY NEGATIVELY IMPACT SYSTEM PERFORMANCE.

ENTER ADDITIONAL SEARCH CRITERIA TO NARROW YOUR SEARCH.
1. To view the description for a specific segment value, hover the mouse over the appropriate segment and its description will display. Example: 010 is Unrestricted Educational and General.
2. If you would like to specify a new account or range of accounts, click the Reset button.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Type</td>
<td>Fund Type segment for the cost center</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund segment for the cost center</td>
</tr>
<tr>
<td>Org</td>
<td>Organization segment for the cost center</td>
</tr>
<tr>
<td>Project</td>
<td>Project segment for the cost center</td>
</tr>
<tr>
<td>Budget</td>
<td>The total budget amount for the cost center</td>
</tr>
<tr>
<td>PTD Actual</td>
<td>The period-to-date (month) expenditures for the cost center</td>
</tr>
<tr>
<td>YTD Actual</td>
<td>The year-to-date expenditures for the cost center</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>The total encumbrance for the cost center</td>
</tr>
<tr>
<td>Available</td>
<td>The total funds available for the cost center</td>
</tr>
<tr>
<td>%Avail</td>
<td>The percentage of total funds available for the cost center</td>
</tr>
</tbody>
</table>
View All Cost Centers for an Organization

You may search for all cost centers for an organization including external funds such as grant, contract, and plant fund accounts, which are processed through the Project Accounting (PA) module. The OU Funds Available View calculates balances and totals from the beginning of the fiscal year (July 1). Because these accounts can span multiple fiscal years, budget information may not be correctly shown for these external funds and the Available column may not be accurate. The PTD Actual and Encumbrance columns will show correct information, but only calculated from the beginning of the fiscal year. For a complete view of these accounts, use the Project Status Inquiry menu option.

To view cost centers for an organization or range of organizations, leave all account ranges blank, except for the organization segment:

1. In the Organization Low field, enter the Organization’s beginning range. Example: For Division of Finance, enter “21000.”
2. In the Organization High field, enter the Organization’s ending range. Example: For Division of Finance, enter “21999.”
3. Click Query.

NOTE: If you routinely use this menu option for cost centers included in your monthly reports, please refer to the Query Mine section of this document.
View All Unrestricted Cost Centers for an Organization

This search finds all unrestricted cost centers for an organization. This includes general operating accounts and university project accounts but does not include grant, plant, contract, or foundation accounts.

1. In the Fund Type Low field, enter the Organization’s beginning range. Example: Enter “010.”
2. In the Fund Type High field, press the Tab key.
3. In the Organization Low field, enter the Organization’s beginning range. Example: For Division of Finance, enter “21000.”
4. In the Organization High field, enter the Organization’s ending range. Example: For Division of Finance, enter “21999.”
5. Click Query.
View Fiscal Year-To-Date Transaction Detail for the Cost Center

1. To view details for all of the cost centers queried, click the Select All checkbox or select the checkboxes to the left of the desired Cost Centers.
2. Click the Drill button. Natural Accounts are subtotaled by natural account series (300000s, 400000s, etc.). The Natural Account series totals are highlighted in pink.

ATTN: NUMBERS IN PARENTHESES IN THE AVAILABLE COLUMN (SCREENSHOT ABOVE) ARE NEGATIVE.
NUMBERS IN PARENTHESES IN THE YTD ACTUAL COLUMN (SCREENSHOT BELOW) ARE EITHER INCOME THAT WAS DEPOSITED INTO THAT NATURAL ACCOUNT OR A JOURNAL ENTRY CREDITING THAT NATURAL ACCOUNT.
The OU Funds Available View also displays all fiscal year transactions for any given natural account.

3. To view details for a specific natural account, click the checkbox to the left of the desired Natural Account and click the Drill button. The Journal Entry window displays.

The Journal Entry window of transactions organizes them chronologically from the beginning of the fiscal year and subtotals them monthly (pink) and by year-to-date (yellow) sub-totals and totals. This view is comparable to the FMS M900 Detail Ledger Activity report. In the screenshot above the Supplies natural account displays a YTD total of $1222.08 (outlined in red) which matches the YTD Detail Ledger Activity window (outlined in red below) for Supplies.

NOTE: This view does not necessarily display the entire invoice line-item level because line-items can be charged to different natural accounts.

4. A scanned and attached document displays a blue link in the Journal/Batch Name column. Example: BT190913.0001B002. See Zoom Documents to open/view the original document.
Zoom Documents

To view Funds Available View Zoom Documents:

1. Click the Blue Link and click Open. The scanned pdf document pertaining to the transaction will display in Adobe Acrobat/Reader.
2. If the document displays sideways or upside-down, in Adobe Acrobat, from the View menu, click Rotate View and select Clockwise/Counterclockwise. Do this until the document displays correctly.

Illustration: Sample Financial Transaction

Drilling down to the Journal Entry level displays only the expenditures costed to that particular Natural Account. However, this is not necessarily the amount of the entire item, invoice, or payment, because items can be split among multiple accounts. Furthermore, invoices often contain more than one item and payments may cover multiple invoices. The following diagram illustrates a sample financial transaction.
VIEW A COST CENTER MONTHLY INCOME STATEMENT

The Income Statement option creates a report compiling all income, expenses, and encumbrances through the month selected. This report will be emailed to a user-specified email account. The Income Statement is a real-time report similar to the monthly FMS-M100: Natural Accounts by Cost Center report, however there are two important differences: (1) It can be generated for multiple cost centers and (2) it contains the most up-to-date information.

1. Query the accounting period and cost center(s) for which you would like a Monthly Income Statement.
2. Click the Select All checkbox or select the checkboxes to the left of the desired Cost Centers.
3. Click the Income Stmt button.

4. The default Excel Header Line 1 is “Income Statement.” If you want to change this, enter the desired Header. You may add a Header Line 2 also.
5. In the Email Address field, enter the email address where you want the income statement sent.
6. In the Email Subject field, enter the desired subject line.
7. Click Submit.
8. Confirm the email address is correct and click Ok.

9. View the confirmation and click Close.

DOWNLOAD COST CENTER, NATURAL ACCOUNT, OR TRANSACTION DETAIL VIEWS TO EXCEL

1. To download cost center, natural account, or transaction detail views to Excel, in the window containing the information that you want to export to Excel, click the **Download** button.

ATTN: IF YOU ARE RUNNING A POP-UP BLOCKER, YOU MAY NEED TO ALLOW POP-UPS BEFORE CONTINUING.

2. Click the **Open** button.

3. When Excel opens, click the **Enable Editing** button.

4. To save the file, from Excel’s **File** menu, click **Save As**.

5. Navigate to the folder where you would like to save the file.

6. In the **File Name** field, enter a **Name** for the file and click **Save**.
PTD ACTUAL 12

This process will generate one consolidated Actual PTD (period to date) for the past 12 months in Excel spreadsheet format, by rolling up all period to date expense into one statement. All of the selected cost centers will be summarized in the statement. The 12 month period can span fiscal years.

1. Query the accounting period and cost centers for which you would like an Actual PTD 12 for the past 12 months.

2. Click the Select All checkbox or select the checkboxes to the left of the desired Cost Centers.

3. Click the PTD Actual 12 button.
4. The default *Excel Header Line 1* is “Actual PTD for the past 12 Months up to Month/Year.” If you want to change this, enter the desired Header. You may add a *Header Line 2* also.

5. In the *Email Address* field, enter the email address where you want the income statement sent.

6. In the *Email Subject* field, enter the desired subject line.

7. Click **Submit**.

8. Confirm the email address is correct and click **Ok**.

9. View the confirmation and click **Close**.

10. You will receive the PTD Actual 12 via email. To open the Excel attachment, click **ptdActual12.xls**.

---

Ohio University Financial Management System Message. DO NOT REPLY.

Attached is the selected cost center summary within the past 12 periods that you requested in MS Excel format.

All of the cost centers selected have been summarized and "rolled up" into a single statement.

Below is the cost centers that were selected for your income statement:

Account Period From MAY 2013-13 To APR 2014-14
Cost Centers Selected : 1
010-0000-01070-XXXXX-000000000
**QUERY MINE**

This option enables you to query all of the cost centers that you currently receive reports for through Report Distribution Maintenance (RDM). As a report recipient, you may be assigned a Project, an Organization, or both. Use the Report Distribution Maintenance Revisions Form: [http://www.ohio.edu/finance/customercare/upload/RDM-FORM-4.xls](http://www.ohio.edu/finance/customercare/upload/RDM-FORM-4.xls) to add or remove FMS Report Distribution responsibilities for established organizations and projects only.

1. In the *Fiscal Year* field, click the **down arrow** and click the desired *Fiscal Year* and *YTD Through Accounting Period*.

   **ATTN:** ACCOUNT RANGE SEGMENTS DO NOT NEED TO BE COMPLETED.

2. Click the **Query Mine** button.

---

**WARNING: THE QUERY MINE ICON WILL SPIN. THIS COULD TAKE TIME, DEPENDING ON THE NUMBER OF PROJECTS AND/OR ORGANIZATIONS YOU ARE ASSIGNED.**