



Title:	General Ledger-Funds Available Inquiry	Document ID: GL0030
Replaces:	On-line Funds Inquiry, GL620	Date Modified: 08/07/2014

Purpose: This procedure details how to perform a funds inquiry. This procedure would be useful to verify budget amount available, actual amount expended (spent), and encumbrance totals sorted by natural account. The encumbrance amount is further detailed by encumbrance type. The *Funds Inquiry* window provides the following information:

- Available funds sorted by natural account
- Comparison of budget, actual expenditures, and encumbrances

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

ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.


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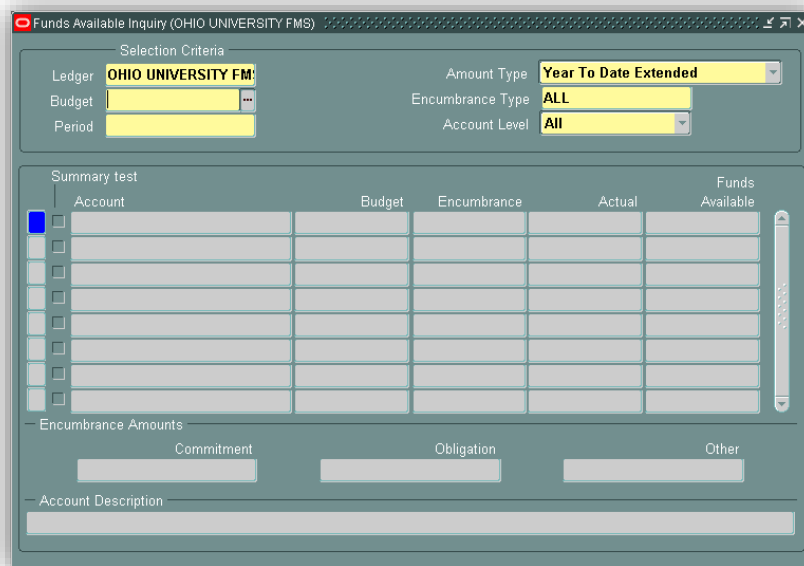
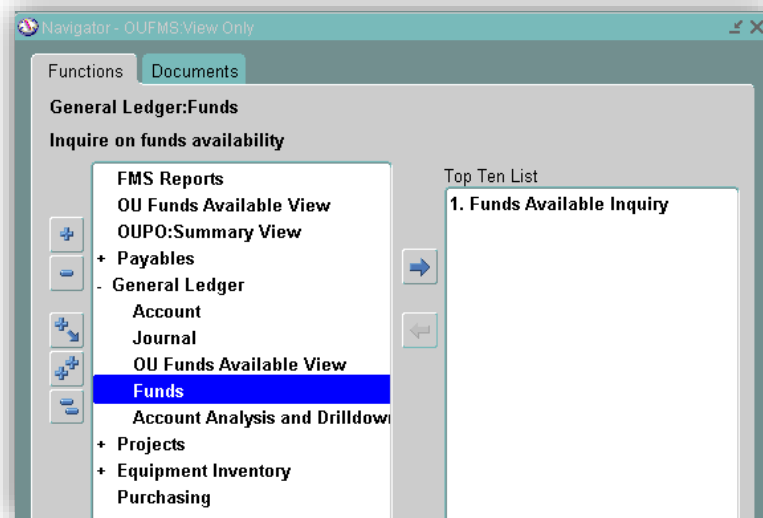
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NAVIGATE TO FUNDS AVAILABLE WINDOW

1. Click **General Ledger** link. Next, click **Funds** link.

The *Navigator* window and the *Funds Available Inquiry* window are displayed. To add the *Funds Available Inquiry* window to the Top Ten List, verify the General Ledger>Funds is highlighted in blue,

then click the **Add to List** button . Next time you want to access the *Funds Available Inquiry* window, click on the *Funds Available Inquiry* link in the Top Ten List.



SEARCH ON FUNDS AVAILABLE INQUIRY WINDOW

You can enter search criteria in one of more fields to initiate your search.

Ledger

The ledger defaults to Ohio University FMS.

Budget

Click in the *Budget* field and enter **OU FMS BUDGET** (either key value or use the LOV).

Period

Click in the *Period* field and enter the **Accounting Period** for the inquiry (either key value or use the LOV).

Amount Type

1. Click the **dropdown arrow** in the *Amount Type* field.
2. Click the appropriate **Amount Type** option or accept the default *Year To Date Extended* option. The appropriate Amount Type is displayed in the *Amount Type* section.

Amount Type Option	Description
Period to Date	All transactions within the queried period
Quarter to Date	All transactions within the quarter the queried period is in
Year to Date Extended	All transactions for the fiscal year through the queried period
Project to Date	All transactions for the project through the queried period

NOTE: Choose the **Project To Date** option for viewing grant or plant fund account information.

Encumbrance Types

Click in the *Encumbrance Type* field and enter the **Encumbrance Type**. *All* is default (either key value or use the LOV).

Account Level

1. The Account Level defaults to **All**. Leave this option as is. The same results are produced for *All* and *Detail* options. The *Summary* option is not used at OU.

Accounts

1. Click in the *Account* section. The *Find Accounts* window is displayed.
2. Enter the values in each *Low/High* segment field (either key value or use LOV).
3. Click **OK**. The valid account code combination results display in the *Accounts* section.

Account	Budget	Encumbrance	Actual	Funds Available
<input type="checkbox"/> 010-0000-20010-300000-UN2006000	0.00	0.00	235.54	(235.54)
<input type="checkbox"/> 010-0000-20010-310000-UN2006000	0.00	0.00	1,406.37	(1,406.37)
<input type="checkbox"/> 010-0000-20010-314000-UN2006000	2,374.59	0.00	20,115.62	(17,741.03)
<input type="checkbox"/> 010-0000-20010-380000-UN2006000	0.00	0.00	4,883.31	(4,883.31)
<input type="checkbox"/> 010-0000-20010-400000-UN2006000	0.00	0.00	1,934.65	(1,934.65)
<input type="checkbox"/> 010-0000-20010-410000-UN2006000	0.00	0.00	1,785.00	(1,785.00)
<input type="checkbox"/> 010-0000-20010-451000-UN2006000	0.00	0.00	69.38	(69.38)
<input type="checkbox"/> 010-0000-20010-500000-UN2006000	0.00	409.82	240.18	(650.00)

Encumbrance Amounts

Commitment	Obligation	Other
0.00	0.00	0.00

Account Description
UNRESTRICTED EDUCATIONAL - GENERAL OPERATING-20010 VP FINANCE ADMIN-SUPPLIES-VPFA PMO

Encumbrance Amounts

The *Encumbrance Amounts* sections will only display field titles if the default option of **All** is selected in the *Encumbrance Type* field in the Selection Criteria section. The three sections will display; Commitment, Obligation, and Other.

Click on a specific **account code combination** line that displays an amount in the encumbrance column. The encumbrance amount will display in the appropriate *Encumbrance Amounts* section.

In the screenshot below, the account code combination 010-0000-20010-500000-UN2006000 (Supplies) displays an encumbrance of \$409.82. The amount is not designated in any of the encumbrance type sections until the line is selected.

Once the line is selected the encumbrance will be displayed in the appropriate encumbrance type category. The \$409.82 is displayed as an obligation.

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> 010-0000-20010-500000-UN2006000	0.00	409.82	240.18	(650.00)

Encumbrance Amounts

Commitment	Obligation	Other
0.00	409.82	0.00

Account Description
UNRESTRICTED EDUCATIONAL - GENERAL OPERATING-20010 VP FINANCE ADMIN-INFO AND COMMUNICATION-VPF.