Account Inquiry (Encumbrance)

**PURPOSE**
Use this procedure to inquire on encumbered account balances.

**TRIGGER**
Perform this procedure when you need to see the encumbered amounts on your MAP accounts.

**ASSISTANCE**
If you need assistance, please report your issue to the Self Service Help Desk:
- [http://it.wvu.edu/support/service-desk/selfservice](http://it.wvu.edu/support/service-desk/selfservice)

**PROCEDURE**

**From the Home Page**

1. Under the *Main Menu*, click on the **WVU GL View** folder.
2. Click on the **GL Inquiry** sub-folder.
3. Click on **Account**. The **Account Inquiry** screen will open in a new window.

   ![Image of Account Inquiry screen]

   If you receive a message that states “The application’s digital signature cannot be verified,” click **Run**.

**Account Inquiry**

- **Ledger/Ledger Set**
- **Accounting Periods**
- **Currency Type**
- **Accounting**
- **Primary Balance Type**
- **Secondary Balance Type**
- **Description**

- **Show Balances**
- **Show Journal Details**
- **Show Variance**
4. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Periods: FROM</td>
<td>Select the FROM value from the LOV. The current Accounting Period is the default entry in this field. <strong>Example:</strong> JUL-14</td>
</tr>
<tr>
<td>Accounting Periods: TO</td>
<td>Select the TO value from the LOV. The current Accounting Period is the default entry in this field. <strong>Example:</strong> AUG-14</td>
</tr>
<tr>
<td>Primary Balance Type</td>
<td>The default Balance Type is Actual. <strong>Example:</strong> Encumbrance</td>
</tr>
<tr>
<td>Encumbrance Type</td>
<td>Description of the Encumbrance Type. <strong>Examples:</strong> Commitment</td>
</tr>
</tbody>
</table>

**Accounting Periods**

5. Click in the **From** field to access the list of values (LOV).

6. Select the appropriate period, and then click **OK**. The month you enter in the **From** field will automatically populate in the **To** field.

7. Click in the **To** field to access the LOV.

8. Select the appropriate period, and then click **OK**.

---MAP: Account Inquiry (Encumbrance)---
Primary Balance Type

9. Under **Primary Balance Type**, select **Encumbrance**.

![Diagram of Primary Balance Type with Encumbrance highlighted]

Encumbrance Types

10. Click the **LOV button** in the **Encumbrance Type** field.

![Diagram of Encumbrance Types window]

11. Select the appropriate encumbrance type, and then click **OK**.
Account Inquiry

12. Ensure that you have the correct Accounting Period, the Primary Balance Type of Encumbrance is checked, and the correct Encumbrance Type has been entered.

![Account Inquiry Interface]

13. Then click once in the first row in the Accounts fields.

Find Accounts

As required, complete/review the following fields.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>The LOV contains all of the campuses of WVU.</td>
</tr>
<tr>
<td></td>
<td><strong>Example: 11</strong></td>
</tr>
<tr>
<td>Departmental Activity (DA)</td>
<td>9 digits - lowest ORGANIZATIONAL level possible. This number identifies unit with expenditure control and represents &quot;cost center&quot; providing a connection point with the Oracle Human Resources and Fixed Asset applications. The institution controls first five digits of the number to represent a unit typically headed by a chair or manager. Deans and directors control last four digits to identify the lowest organizational level needed for internal college and division management.</td>
</tr>
</tbody>
</table>
This level can have multiple funding sources and multiple functions for each Departmental Activity (DA).

**Example:** 170170001

**Fund**

8 digits - Identifies ownership of assets, liabilities, and fund balance as opposed to expenditure authority (as represented by the Campus and Departmental Activity segments). Represents a combination of the elements of WVFIMS state funds and activities, WVU Research Corporation, and NACUBO/AICPA fund group.

Also represents "balancing segment" required by Oracle to determine the level at which journal entries are balanced in the traditional accounting sense of debits equal credits. ONLY at this level (or parents of this level) can balanced financial statements (trial balance, balance sheet, statement of changes, statement of current funds, etc.) be obtained.

**Example:** 71252314

14. Click **OK**.
Account Inquiry

15. Select (click in the line) the *account line* for which you want to see encumbrances.

16. Click the *Show Balances* button.

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**Detail Balances**

17. Click the *Journal Details* button to review the journal entry which placed this encumbrance on the account.
18. Select the journal entry line, and click the **Detail Balances** button.

19. Click the **Summary Balances** button.
20. Review the summary of the journal entry balances. Click Detail Balances to drill down again to see the detail entries.

21. You have completed this task.