

# 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>

## PROCEDURE

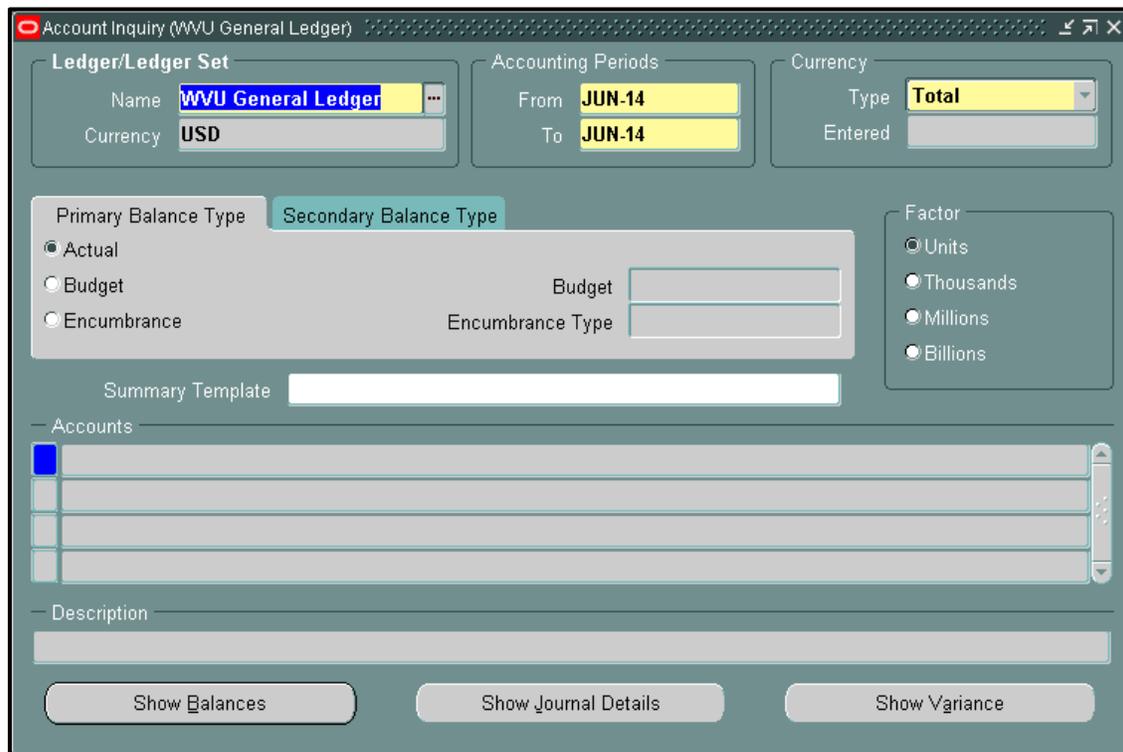
### From the Home Page

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.



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

### Account Inquiry



**Ledger/Ledger Set**  
Name: WVU General Ledger  
Currency: USD

**Accounting Periods**  
From: JUN-14  
To: JUN-14

**Currency**  
Type: Total  
Entered: [ ]

**Primary Balance Type**  
 Actual  
 Budget  
 Encumbrance

**Secondary Balance Type**  
Budget: [ ]  
Encumbrance Type: [ ]

**Factor**  
 Units  
 Thousands  
 Millions  
 Billions

Summary Template: [ ]

Accounts: [ ]

Description: [ ]

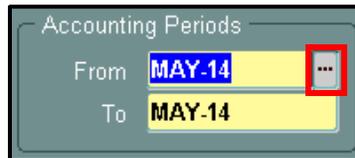
Buttons: Show Balances, Show Journal Details, Show Variance

4. As required, complete/review the following fields:

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

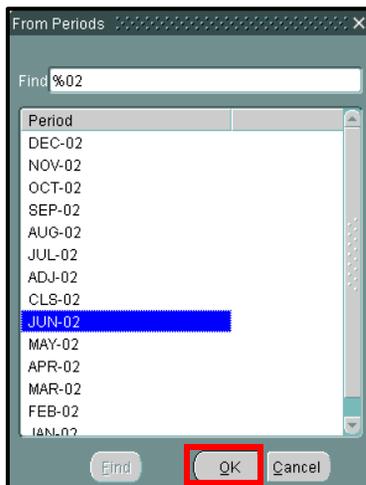
### Accounting Periods

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

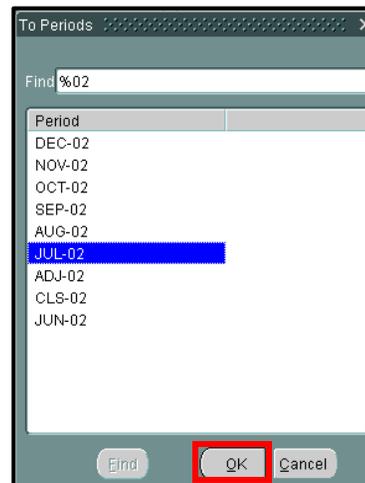


- 6. Select the appropriate period, and then click **OK**. The month you enter in the **From** field will automatically populate in the **To** field.
- 7. Click in the **To** field to access the LOV.
- 8. Select the appropriate period, and then click **OK**.

#### From Periods

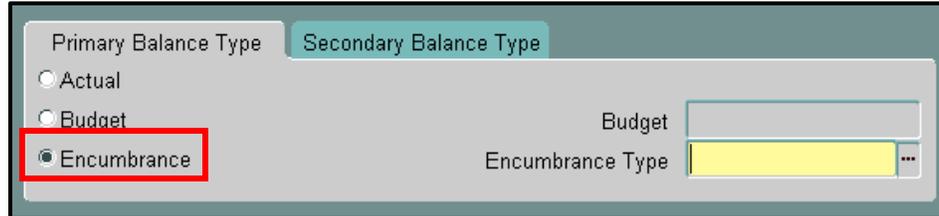


#### To Periods



## Primary Balance Type

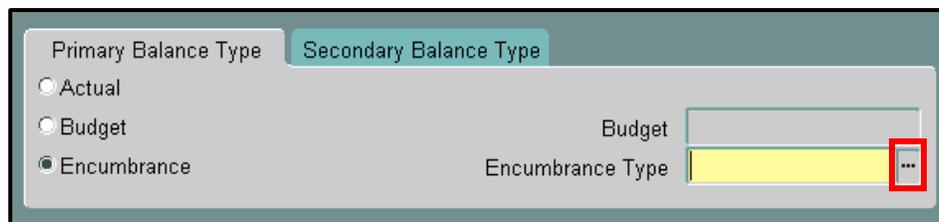
- Under **Primary Balance Type**, select **Encumbrance**.



The screenshot shows a dialog box with two tabs: "Primary Balance Type" and "Secondary Balance Type". Under the "Primary Balance Type" tab, there are three radio button options: "Actual", "Budget", and "Encumbrance". The "Encumbrance" option is selected and highlighted with a red rectangle. To the right of these options are two input fields: "Budget" and "Encumbrance Type". The "Encumbrance Type" field is highlighted in yellow and has a dropdown arrow on its right side.

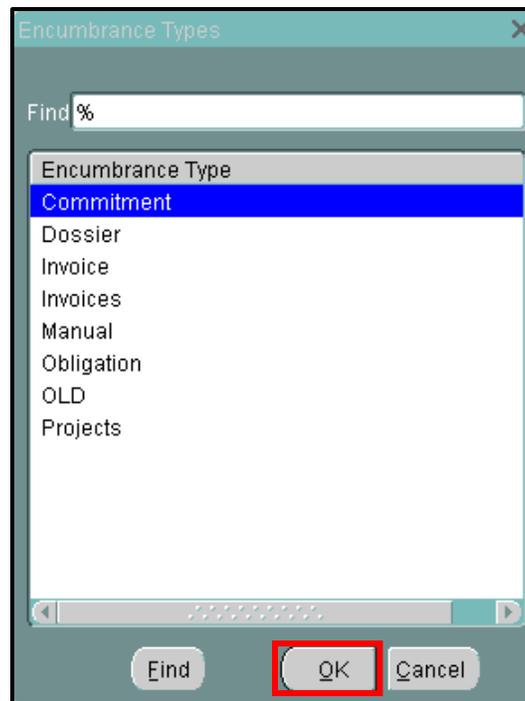
## Encumbrance Types

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



This screenshot is identical to the previous one, but the dropdown arrow on the "Encumbrance Type" field is now highlighted with a red rectangle, indicating it should be clicked.

- Select the appropriate encumbrance type, and then click **OK**.



The screenshot shows a dialog box titled "Encumbrance Types" with a search field at the top containing "Find %". Below the search field is a list of encumbrance types: "Encumbrance Type", "Commitment", "Dossier", "Invoice", "Invoices", "Manual", "Obligation", "OLD", and "Projects". The "Commitment" item is selected and highlighted in blue. At the bottom of the dialog, there are three buttons: "Find", "OK", and "Cancel". The "OK" button is highlighted with a red rectangle.

## 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.

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



## Find Accounts

As required, complete/review the following fields.

Field Name	Description
Campus	The LOV contains all of the campuses of WVU.
Departmental Activity (DA)	<p><b>Example: 11</b></p> <p>9 digits - lowest ORGANIZATIONAL level possible. This number identifies unit with expenditure control and represents "cost center" providing a connection point with the Oracle Human Resources and Fixed Asset applications.</p> <p>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.</p>

	<p>This level can have multiple funding sources and multiple functions for each Departmental Activity (DA).</p> <p><b>Example:</b> 170170001</p>
Fund	<p>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.</p> <p>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. <b>ONLY</b> 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.</p> <p><b>Example:</b> 71252314</p>

14. Click **OK**.

Find Accounts

	Low	High
CAMPUS:	11	11
DEPARTMENTAL ACTIVITY:	170130001	170130001
FUND:	11300844	11300844
LINE ITEM:		
FUNCTION:		
PROJECT:		

OK Cancel Clear Help



## Journals

18. Select the journal entry line, and click the **Detail Balances** button.

The screenshot shows a software window titled "Journals (WVU General Ledger) - 11.170130001.11300844.5320151.255.99999999,JUL-02". At the top, there are dropdown menus for "Balance Type" set to "Encumbrance" and "Currency Type" set to "Total". Below these, "Encumbrance Type" is set to "Commitment". A table with the following columns is displayed: "Batch", "Journal Entry", "Source", "Entered Currency", "Line", "Entered Debit", and "Entered Credit". The first row contains the following data: "CJE: Purch", "CJE: Requisitio U", "Purchasin", "USD", "230", "1,500.00", and "0.00". At the bottom of the window, there are three buttons: "Drilldown", "Shgw Full Journal", and "Detail Balances". The "Detail Balances" button is highlighted with a red rectangular box.

## Detail Balances

19. Click the **Summary Balances** button.

The screenshot shows a software window titled "Detail Balances (WVU General Ledger) - 11.170130001.11300844.5320151.255.99999999". At the top, there are dropdown menus for "Balance Type" set to "Encumbrance" and "Currency Type" set to "Total". Below these, "Encumbrance Type" is set to "Commitment". A table with the following columns is displayed: "Period", "Currency", "PTD", "PTD Converted", "YTD", and "YTD Converted". The first row contains the following data: "JUL-02", "USD", "1,500.00", "", "1,500.00", and "". At the bottom of the window, there are two buttons: "Journal Details" and "Summary Balances". The "Summary Balances" button is highlighted with a red rectangular box.

