Account Inquiry (Budget)

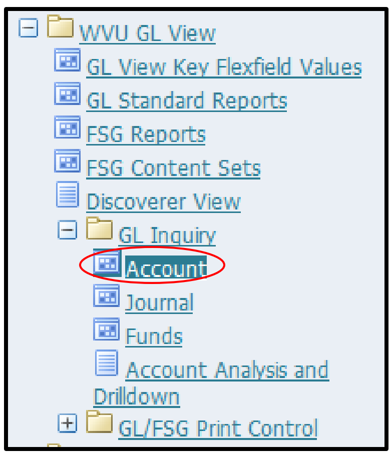
PURPOSE	TRIGGER	ASSISTANCE
Use this procedure to inquire on budget account balances.	Perform this procedure when you need to see budget account balances for your accounts in MAP .	If you need assistance, please report your issue to the Self Service Help Desk: • http://it.wvu.edu/support/service-desk/selfservice

PROCEDURE

From the Home Page

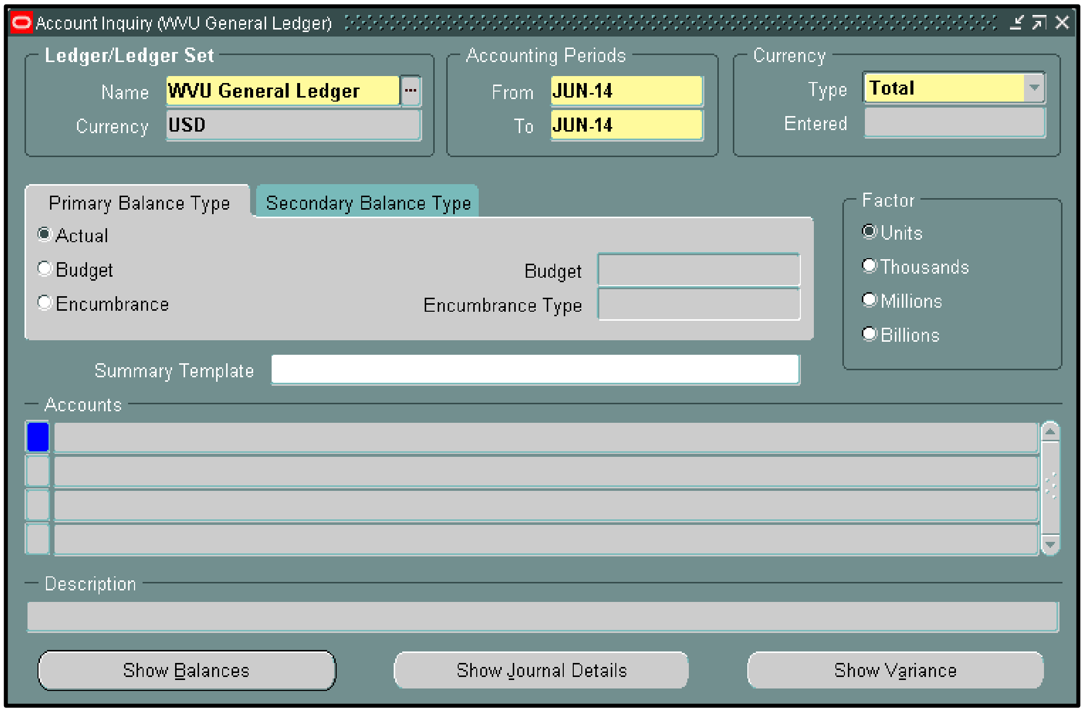
1. Under the ***Main Menu***, click on the ***WVU GL View*** folder.

2. Click on the ***GL Inquiry*** sub-folder.



3. Click on ***Account***. The **Account Inquiry** screen will open in a new window.

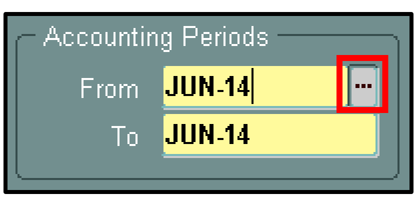
If you receive a message that states "The application's digital signature cannot be verified," click ***Run***.



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

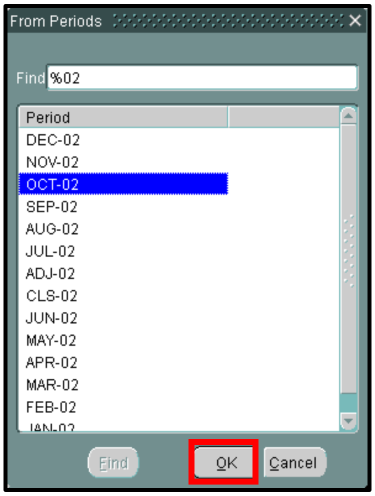
Field Name	Description
Accounting Periods: FROM	Select the FROM period by clicking the LOV button, or type a period in the field. The current Accounting Period is the default entry in this field. **Example:** JUN-14
Accounting Periods: TO	Select the TO period by clicking the LOV button, or type a period in the field. The current Accounting Period is the default entry in this field. **Example:** JUN-14
Primary Balance Type	The default Balance Type is Actual. For this process, click the ***Budget*** radio button.

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

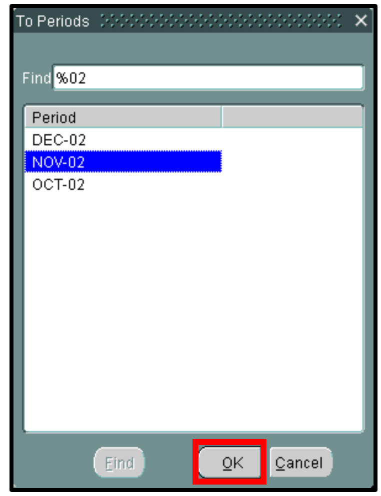


6. Select the appropriate period, and then click ***OK***.
7. Click in the ***To*** field to access the LOV.
8. Select the appropriate period, and then click ***OK***.

From Periods

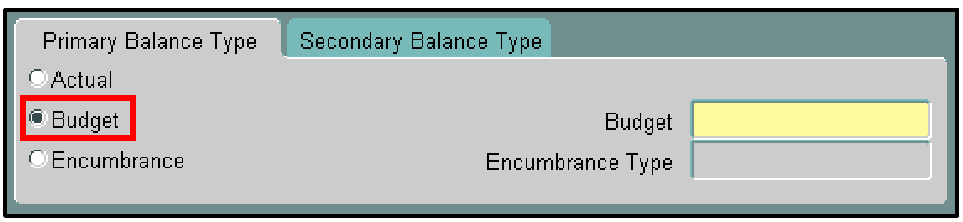


To Periods



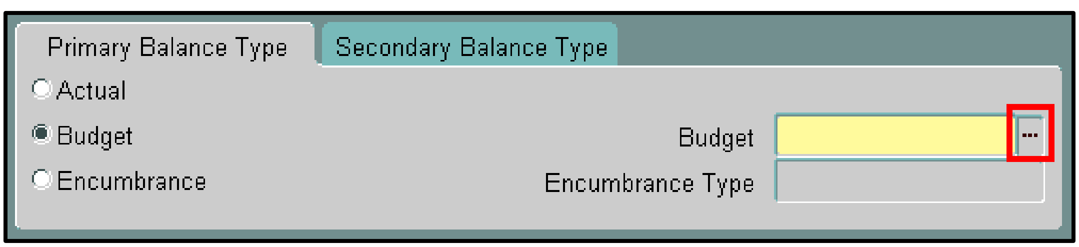
Primary Balance Type

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

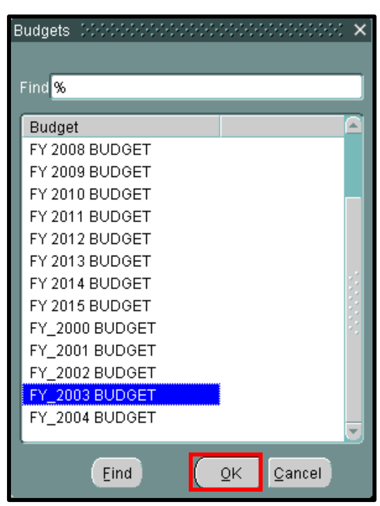


Budget

10. Click the LOV button in the ***Budget*** field.

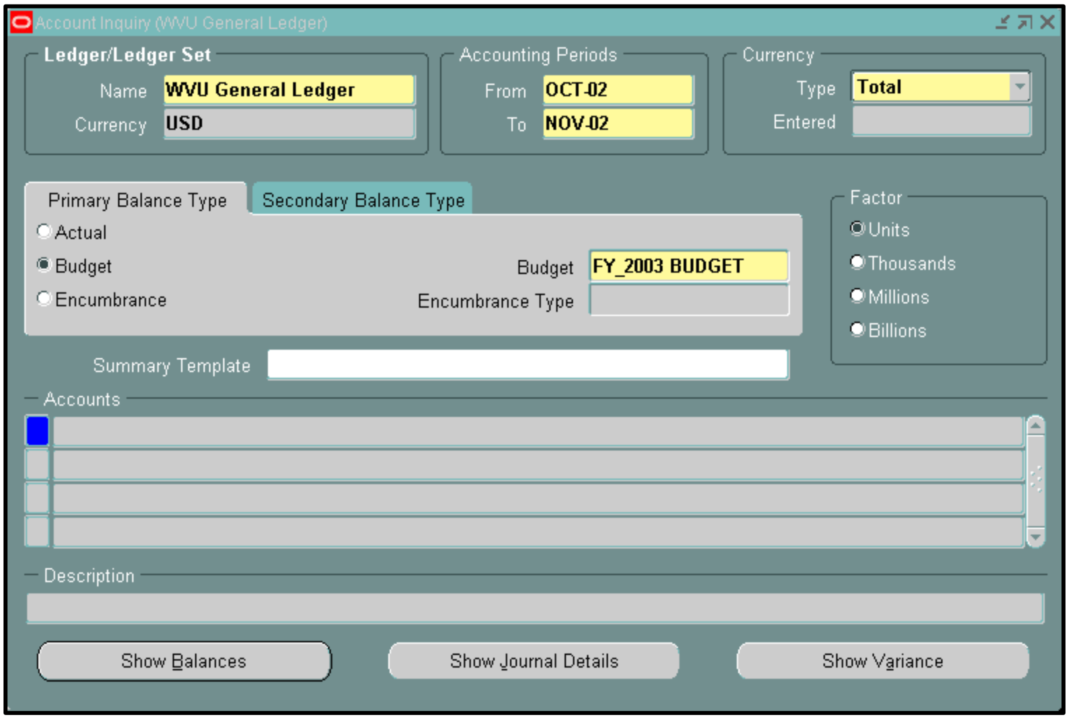


11. Click ***the appropriate FY budget***, and click ***OK***.

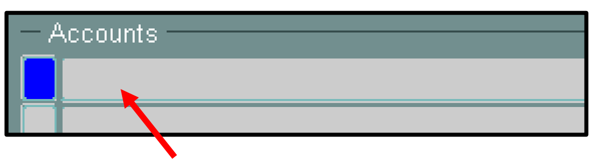


Account Inquiry

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



13. Click once in the first ***Accounts*** field.



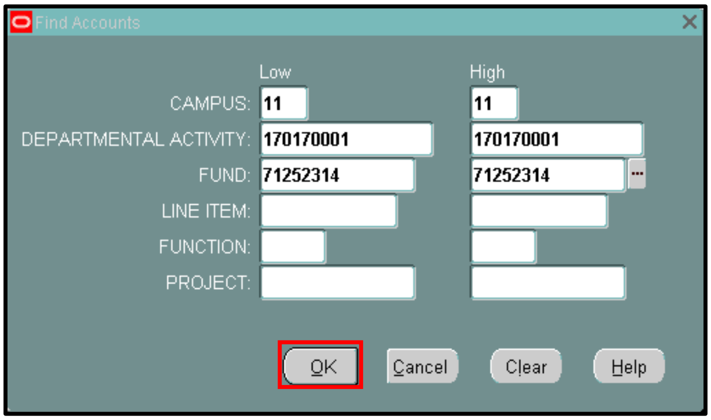
Find Accounts

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

Field Name	Description
Campus	The LOV contains all of the campuses of WVU. **Example:** 11
Departmental Activity (DA)	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. 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. 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 DA). Represents a combination of the elements of wvOASIS state funds and activities, WVU Research Corporation, and NACUBO/AICPA fund group. Also represents the "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

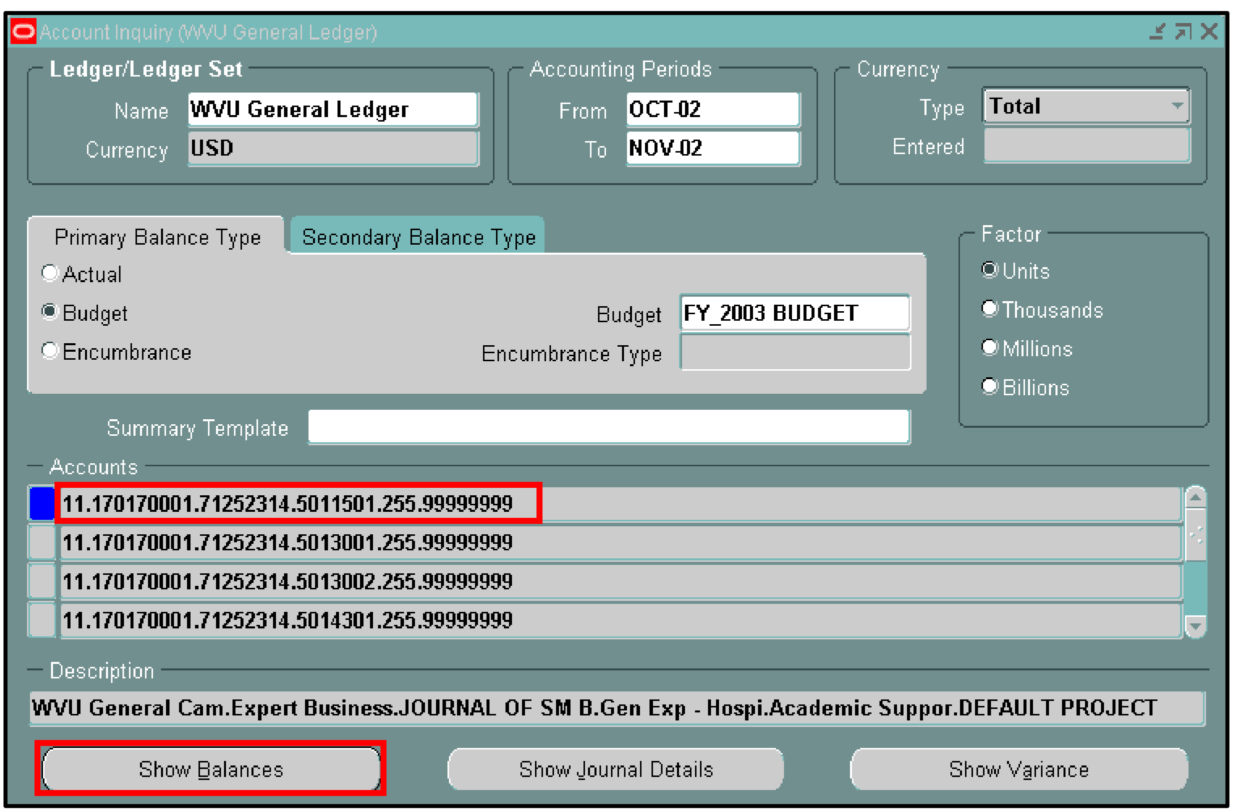
15. Click ***OK***.



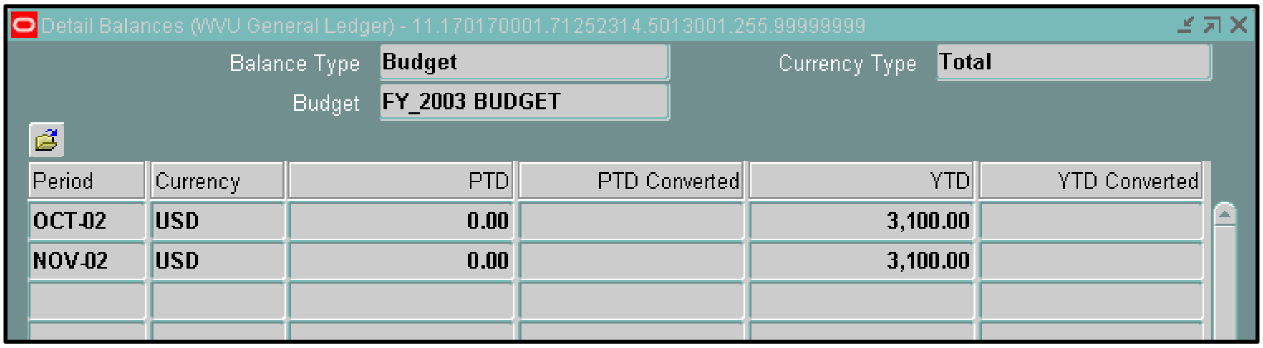
Account Inquiry

16. Select (click the line) the account line for which you would like to view budget balances.

17. Click the ***Show Balances*** button.



Detail Balances



18. The *Period to Date (PTD)* and *Year to Date (YTD)* budget values are displayed for the selected account. You have completed this task.