Account Inquiry (Budget)

PURPOSE

Use this procedure to inquire on budget account balances.

TRIGGER

Perform this procedure when you need to see budget account balances for your accounts in MAP.

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**.

C Account Inquiry (WVU Generated Content of	al Ledger) 000000000000000000000000000000000000	Currency Type <mark>Total ▼</mark> Entered
Primary Balance Type	Secondary Balance Type Budget Encumbrance Type	Factor © Units © Thousands © Millions © Billions
Summary Template		
Show Balances	Show Journal Details	Show V <u>a</u> riance

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

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

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

Accounting Periods				
From	JUN-14	·		
To	JUN-14			

- **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**.

----MAP: Account Inquiry (Budget)----

From Periods From Periods Find %02 Period DEC-02 NOV-02 OCT-02 SEP-02 AUG-02 JUL-02 ADJ-02 CLS-02 JUN-02 MAY-02 APR-02 MAR-02 FEB-02 IANL02 Ωĸ Cancel

, To Periods			*******	×
Find <mark>%02</mark>				
Period				
DEC-02				
NOV-02				
OCT-02				
l				
	Eind	<u>о</u> к	Cancel	

To Periods

Primary Balance Type

9. Under Primary Balance Type, select Budget.

Primary Balance Type	Secondary Balance Type	
○ Actual		
Budget	Budget	
O Encumbrance	Encumbrance Type	

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.

OAccount Inquiry (WVU Gene	ral Ledger)					_≚⊼×
C Ledger/Ledger Set —		 Accounting Per 	riods	– Currency –	[
Name WVU Ge	neral Ledger	From OCT	-02	Type Type	Total	
Currency USD			- UZ	Entered		
Primary Balance Type O Actual © Budget O Encumbrance	Secondary Balance Ty	ype Budget cumbrance Type	FY_2003 BUDG	ET	Factor © Units © Thousands © Millions	
Summary Templat Accounts	e	_	_		© Billions	
– Description						
Show Balances		Show Journal De	etails	Sh	ow V <u>a</u> riance	

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	9 digits - lowest ORGANIZATIONAL level possible. This number identifies unit with
Activity (DA)	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*.

Find Accounts		×
	Low	High
CAMPUS:	11	11
DEPARTMENTAL ACTIVITY:	170170001	170170001
FUND:	71252314	71252314
LINE ITEM:		
FUNCTION:		
PROJECT:		
	QK Cancel	Clear Help

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.

O Account Inquiry (MVU General L		L 当 X				
Ledger/Ledger Set Name <mark>WVU Genera</mark> Currency <mark>USD</mark>	Accounting Periods From OCT-02 To NOV-02	Currency Type Total Entered				
Primary Balance Type S O Actual	econdary Balance Type	Factor ©Units				
Encumbrance	Budget FY_2003 BL Encumbrance Type	JDGET O I housands Millions Billions				
Summary Template — Accounts 11.170170001.71252314.50	11501.255.99999999					
11.170170001.71252314.50 11.170170001.71252314.50	13001.255.999999999 13002.255.999999999					
Description WVU General Cam.Expert Business.JOURNAL OF SM B.Gen Exp - Hospi.Academic Suppor.DEFAULT PROJECT						
Show <u>B</u> alances	Show Journal Details	Show Variance				

Detail Balances

OD	O Detail Balances (WVU General Ledger) - 11.170170001.71252314.5013001.255.99999999						11 A	X
		Balan	се Туре	Budget		Currency Type Tota	al	
			Budget	FY_2003 BUD	GET			
	5							
Pe	eriod	Currency		PTD	PTD Converted	YTD	YTD Converted	
0	CT-02	USD		0.00		3,100.00		
N	0V-02	USD		0.00		3,100.00		

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