

## Purpose

Use this procedure to check available funds based on account.

## Trigger

Perform this procedure when you need to know current available funds.

## Prerequisites

None

## Menu Path

Use the following menu path(s) to begin this task:

- Select WVU GL View to go to the Navigator screen.
- Select GL Inquiry.
- Select Funds.
- Click Open.

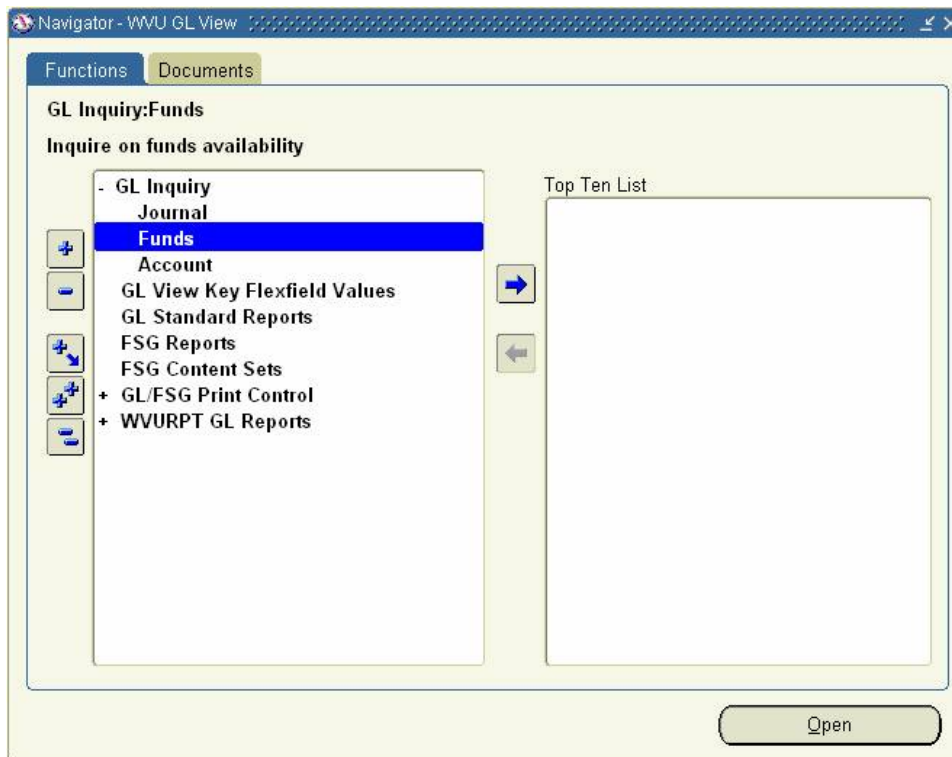
## Helpful Hints

If you have any questions, please call the WVU ITS Service Desk at 304-293-4444 (toll free at 1-877-327-9260) or send an email to [itshelp@mail.wvu.edu](mailto:itshelp@mail.wvu.edu).

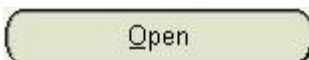
## Procedure

1. Start the task using the menu path.

### Navigator - WVU GL View



2. Click



### Funds Available Inquiry (WVU GL)

**Selection Criteria**

Budget: **FY 2006 BUDGET** ...

Period: **JUL-05**

Amount Type: **Year To Date Extended**

Encumbrance Type: **ALL**

Account Level: **All**

**Funds Available (USD)**

Summary	Account	Budget	Encumbrance	Actual	Funds Available
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Encumbrance Amounts**

Commitment:  Obligation:  Other:

**Account Description**

3. Select the appropriate budget by clicking the LOV button.

### Budgets

**Budgets**

Find %

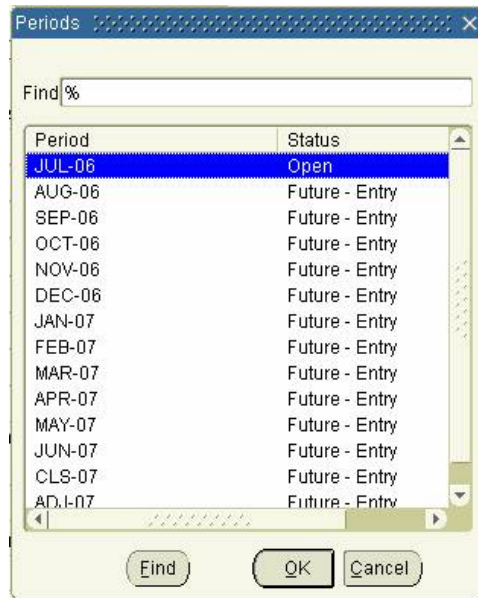
Budget

- CAPITAL BUDGET**
- FY 2005 BUDGET
- FY 2006 BUDGET
- FY 2007 BUDGET
- FY\_2000 BUDGET
- FY\_2001 BUDGET
- FY\_2002 BUDGET
- FY\_2003 BUDGET
- FY\_2004 BUDGET

Find OK Cancel

4. Click **FY 2007 BUDGET**.
5. Click **OK**.
6. Select the appropriate Period by clicking the LOV button.

Periods

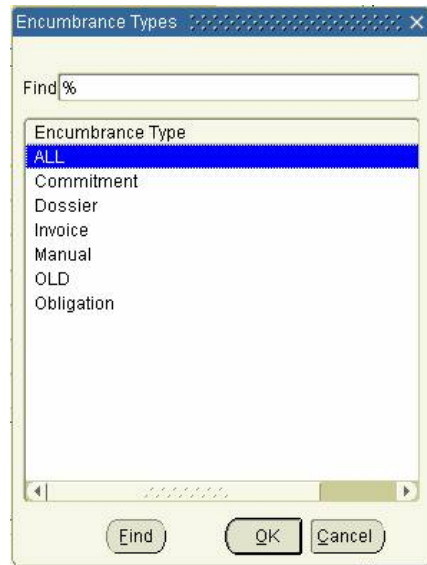


7. Click  .
8. Click  .
9. Select the appropriate Amount Type:

Field Name	R/O/C	Description
Amount Type	R	There are 4 different Amount Types: Period to Date, Quarter to Date Extended, Year to Date Extended, and Project to Date.  Example:      Year To Date Extended

10. Select the appropriate Encumbrance type by click the LOV button.

## Encumbrance Types



11. Click **ALL** .

12. Click **OK** .

## Funds Available Inquiry (WVU GL)

Funds Available Inquiry (WVU GL)

**Selection Criteria**

Budget: **FY 2007 BUDGET** Amount Type: **Year To Date Extended**

Period: **JUL-06** Encumbrance Type: **ALL**

Account Level: **All**

**Funds Available (USD)**

Summary	Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Encumbrance Amounts**

Commitment:  Obligation:  Other:

**Account Description**

13. Click in the Account field of the Funds Available (USD) block and complete the necessary Account information in the Find Accounts windows.

Find Accounts

14. As required, complete/review any of the following fields. It is not necessary to complete all segments. You can search on as few as one segment or as many as six. When completing the low and high values, use the same number for both fields to view a single set. A low and high range can be used to retrieve numerous records in one inquiry.

For example: in the Line Item fields, use 4000000 for the low and 4999999 for the high to review all revenues, 5000000 - 5599999 to view all non-personal services expenditures, and 5600000 - 5699999 to view all personal services expenditures.

Field Name	R/O/C	Description
Campus	O	The LOV contains all of the campuses of WVU. Example: 11
Departmental Activity	O	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: 100010002

Field Name	R/O/C	Description
Fund	O	<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. 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.</p> <p>Example: 11100037</p>
Line Item	O	<p>7 digits - Primary classification of activity for accounting and budgeting purposes. Captures assets, liabilities, fund balance, revenues, and expenditures at the lowest level possible. Line Item will closely match existing balance sheet, revenue source/subrevenue source, and object/subobject codes. Budgeting may be performed at the Line Item level or at a summary level.</p> <p>Example: 5609999</p>
Function	O	<p>3 digits - represents classification of expenditures by purpose as required for financial statements. This number ensures compliance with federal requirements and is closely associated with the ability to effectively negotiate and collect facilities and administration costs related to sponsored agreements.</p> <p>Example: 103</p>
Project	O	<p>8 digits - Intended as a means to accumulate costs for sponsored agreements processed through Oracle Grants Management. Multiple funding sources permitted allowing aggregation of externally sponsored costs as well as University matching and cost sharing through the use of Oracle Grants Management. Project values will be assigned by the system in sequential order.</p> <p>Example: 99999999</p>

15. Click  .

Funds Available Inquiry (WVU GL)

Funds Available Inquiry (WVU GL)

**Selection Criteria**

Budget:  Amount Type:   
Period:  Encumbrance Type:   
Account Level:

**Funds Available (USD)**

Summary		Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/>	11.100010002.11100037.5609999	637,997.00	0.00	0.00	637,997.00
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Encumbrance Amounts**

Commitment	Obligation	Other
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Account Description**

WVU General Cam.Unallocated.3000100000 STAT.Personal Servc.Instruction - S.DEFAULT PROJECT

16. You have completed this task.

**Result**

You have viewed available funds based on account, budget, period, amount type, and encumbrance type.