1. Double click Funds Inquiry from the General Ledger Menu, or choose Funds Inquiry if it is in Top Ten List (is a good idea to place it into your top 10 menu).

2. The “Budget” should be EXPENDBUD and the “Period” is the Current open Month, then click on the Blue Square.
- An Account Flex field appears. Enter the Accounts (Low and High – meaning from and to) which you wish to enquire on.
- If you are enquiring on Appropriation Accounts then the Area should be the Branch/School Number, Low and High.
- Your activity will be either 1000, Low and High (1000 – Administrative Appropriation) OR 2000, Low and High (2000 – Academic Administration)
- Under Account enter Tot, Low and High (case sensitive)

Your screen should look like the following for an Appropriation Funds Inquiry
Click on OK and the following screen will appear showing your remaining funds.

Funds available = Budget – (Encumbrance + Actuals)

Encumbrance = Commitment (Requisitions) + Obligation (Purchase Orders) + Other (Salary Commitment)

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