FUNDS AVAILABLE INQUIRIES – RESTRICTED ACCOUNTS

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.
When inquiring on Restricted Accounts there is no requirement to enter any details into the Area. Simply enter the Restricted Account Number (between 3000 and 9999) into the Activity (Low and Hi – meaning From and To). If inquiring on simply one account, then the same number is entered for Low as it is for High. Then enter Tot (case sensitive) into the Account (Low and Hi).

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)

*NOTE* Restricted accounts will generally show a Budget of 0.
Moneys transferred to restricted accounts will be shown as an Actual Credit

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