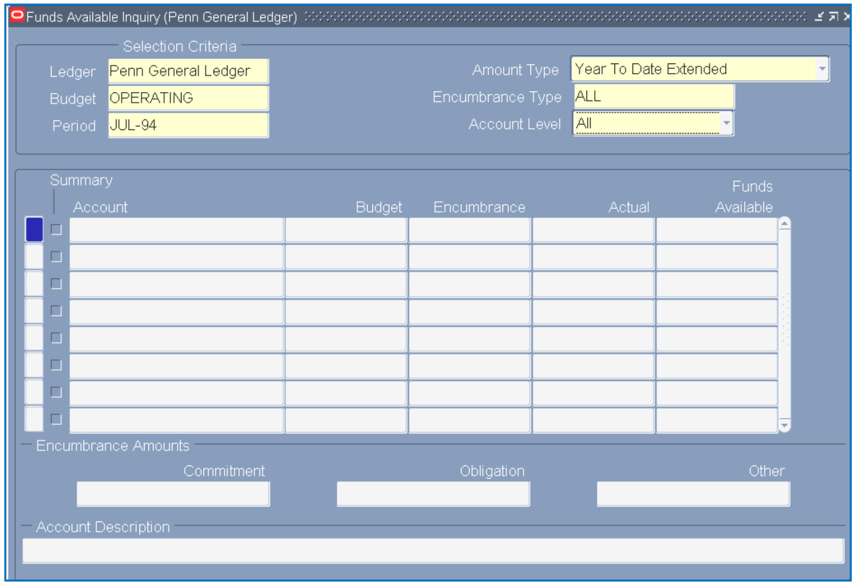
View Funds Available
Responsibility: GL Inquiry (Secured) *11/26/12*

View funds available will provide you with immediate, up-to-the-minute budget information, in which BEN Balances calculates funds available by subtracting expenditures and encumbrances from budgets.

Budget (-) Actual (-) Encumbrance = Funds Available

Select the **G/L Inquiry (Secured)** responsibility. Double click on **Inquiry;** Click on **Funds Available;** Click on **[Open]**



Funds Available Inquiry (BEN Financials) Window

On the form, required fields are highlighted in yellow.

The Budgetary Control (Budget Check) segment determines how funds checking will be applied (i.e. the type and level of funds checking to be performed by BEN Financials).

Selection Criteria Region

Field Name:	**Action:**
Ledger	Defaults to 'Penn General Ledger'.
Budget Name	Defaults to 'Operating'.
Period	Defaults to 'JUL-94'. Select current period.
Amount Type	Click on pop list [▾]. Select from 'Period To Date', 'Project To Date' or 'Year to Date Extended'.
Encumbrance Type	Defaults to 'All'.
Account Level	Defaults to 'All'. Select from 'All', 'Detail' or 'Summary'.

Budget Check '1' - Account Type YTD

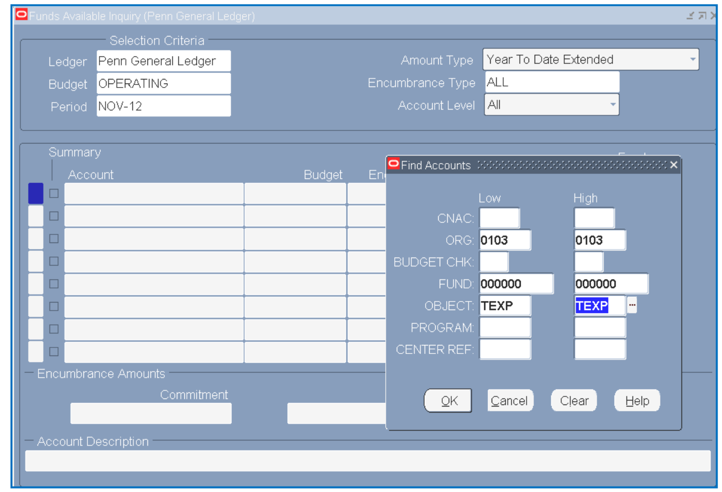
A Budget Check '1' denotes the account has an Account Type of Year-to-Date-Extended. The system will check the **ORG, FUND** and **TEXP** to determine what funds are available.

After completing the Selection Criteria Region **[Tab]** to the Funds Available (USD) section, or click on the search icon  on the tool bar to activate the Find Accounts window.

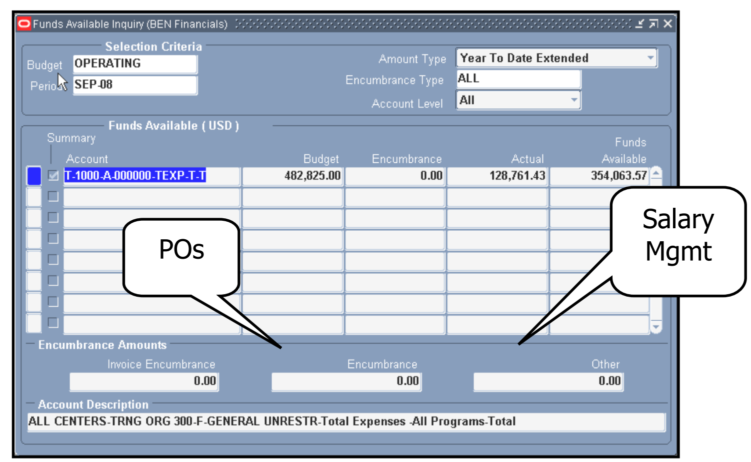
In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary Template as follows:

ORG	Type ORG number
FUND	Type Fund number
OBJECT	Type TEXP

Click **[OK]**



When you enter **TEXP in the Object field,** values left blank when entering the summary template have a "T" in them indicating those segments are "T"otaled. Budgetary control will have an "A" to represent the Accounting Flexfield segment value of 1, a "B" to represent 2, or a "D" to represent 4.



View Funds Available
Responsibility: GL Inquiry (Secured) (continued)

Query Results

Funds Available (USD) Region

Field Name: **Information Displayed:**

Account	Displays account number or search criteria entered in the Find Accounts window.
Budget	Original budgeted amount
Encumbrance	Displays all PO or GL encumbered amounts.
Actual	Displays balances resulting from transactions posted and reserved funds for the specified period
Funds Available	Displays funds available (Budget (-) Encumbrance (-) Actual for Amount Type selected)
Account Description	A linked description of each segment of the account number

To begin a new query, click on **Edit>Clear>Form**

Budget Check '2' - Account Type YTD

A Budget Check '2' denotes the account has an Account Type of Year-to-Date-Extended. The system will look at the **CNAC**, **ORG**, **FUND** and **CREF** to determine what funds are available.

After completing the Selection Criteria Region **[Tab]** to the Funds Available (USD) section, or click on the search icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary Template as follows:

CNAC	Type CNAC number.
ORG	Type ORG number.
FUND	Type Fund number.
CREF	Type CREF number.

Click **[OK]**

Query Results

Please refer to the 'Query Results' section under Budget Check '1' for an explanation of the information displayed.

To begin a new query, click on **Edit>Clear>Form**

Budget Check '4' - Account Type PJTD

A Budget Check '4' denotes the account has an Account Type of Project-to-Date. The system will look at the **CNAC**, **ORG**, **FUND** and **CREF** to determine what funds are available.

After completing the Selection Criteria Region **[Tab]** to the Funds Available (USD) section, or click on the search icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary

Template as follows:

CNAC	Type CNAC number
ORG	Type ORG number
FUND	Type Fund number
OBJECT	Type TEXP
CREF	Type CREF number

Click **[OK]**

Query Results

Please refer to the 'Query Results' section under Budget Check '1' for an explanation of the information displayed.

To begin a new query, click on **Edit>Clear>Form**

IMPORTANT: Displayed balances are your posted balances plus reserved, but not yet posted, from online activity during the current day (i.e. purchase orders and online journals). General Ledger displays debit balances as positive amounts and credit balances as negative amounts.

Useful Tools

 Find Accounts. Clicking on this button will retrieve your accounting flexfield.

 Clear Record. Click on this button in the Selection Criteria region to clear this region and identify a new criterion.

 Field Edit. While in the Account field, click on this button to display the full accounting segment.

 Close Form. Clicking on this button will close the Fund Available Inquiry window and return you to the Navigator – GL Inquiry (Secured) window.

 Windows Help.

BEN Helps 6-HELP (215-746-4357)
BEN Knows
http://www.finance.upenn.edu/benknows/