Viewing Funds Available

Chapter 5
Viewing Funds Available

Section Objectives

At the end of this section, you should be able to:

- Review funds available in specific accounts or within significant segment values by budget and actual amounts

- Drilldown to view associated journals or invoicing and payment information
**Viewing Funds Available**

**Inquiry vs. Entry**

The View Funds Available form is an inquiry only form, preventing any modification to information.

**Reviewing Account Amounts**

View Funds Available allows review of:

- Budget and actual amounts
- Funds available for specific accounts
- Drilldown to view associated journals or invoicing and payment information

Funds available is your budget less any expenditures

\[ \text{Funds Available} = \text{Budget} - \text{Actuals} \]

View Funds Available provides immediate, up-to-the-minute financial information, and includes posted and unposted entries
Viewing Funds Available

Review available funds by comparing actuals against budgets.

Oracle General Ledger
N → Inquiry → Funds
Funds Available Inquiry

Enter the selection criteria

1. Enter Budget: Accept default by pressing <Tab>
   - UNIVERSITY (Default)

2. Enter Amount Type: Accept default by pressing <Tab>
   - Year to Date Extended (Default) – Cumulative balances from the start date of the fiscal year until the specified period, including adjustment periods
   - Project to Date Extended – Cumulative balances from the start date of the account until the specified period, including adjustment periods

3. Enter Period: JUN-14

4. Encumbrance Type & Account Level remain at the default settings
5. Enter *Accounting Flexfields* (Low/High)

- In an Inquiry screen, unused Flexfield segments can remain blank.

6. Click **OK**
7. For each Account that displays, you can view a Budget and Actual amount and the resulting Funds Available

   - The position of the cursor on a line determines the display for the Account Description at the bottom of the screen.

8. Review the Account Description. To what department and what subcode were these charges made?

9. What do the < > symbols enclosing a number signify?
**Funds Available Inquiry Drilldown**

**View the Detail behind the Actual Expenses**

1. Place your cursor on the line that has an actual expense of $1342.49.

2. Click **Tools**

   ![Tools Menu]

   - **Period Balances**
   - **Detail Accounts**
   - **Budget Lines**
   - **Actual Lines**
   - **Encumbrance Lines**

3. Select **Period Balances**
4. Scroll through the months until you locate the month that contains the activity you want to look at. There was activity on this account in June.

5. Click on the June record

6. Click Tools

7. Select Actual Lines
Funds Available Inquiry Drilldown

8. Click **Journal** for manual GL transactions or **Drilldown** for Payable transactions
   - For Payable transactions, the **Source** field will say “Payables”
   - For manually entered journals, the **Source** field will say “Manual”

9. Click **Drilldown** for the first Payables line
10. Notice the charge is for an item from Dell Marketing LP.

11. Click on **View Transaction** to see invoicing and payment details

- Invoice and Payments Information
Funds Available Inquiry Drilldown

- Distribution Details
Lab 6: View Funds Available

1. Use the View Funds Available window to review the status of the following accounts and determine the Funds Available amount using the following selection criteria:
   - Budget: UNIVERSITY
   - Period: JUN-14

   - 05.49203.6894.00000.002693.00000 _____________________
   - 02.49201.6021.00000.00000.00000.00000.00000 **
   - 02.49202.6010.00000.00000.00000 _____________________

2. What Amount Type would you use for each and why?

3. **Perform a drilldown on the activity for the 05 account number. View the details.
Lab 6 Solutions: View Funds Available

1. Funds Available Amounts:

- $0.549203.6894.00000.002693.00000 (15.85)
- $0.249201.6021.00000.000000.00000 (699.89)
- $0.249202.6010.00000.000000.00000 (62.36)

2. The choice of Amount Type varies with the account’s Entity and inquiry situation. Normally, Project to Date is used with Entity 05 accounts when budgets and balances may cross multiple fiscal years. Year to Date Extended is used with the other entities to review fiscal year balances. However, Year to Date Extended may be used with Entity 05 accounts to review their balances for just the current fiscal year.

3. Drilldown on account $0.549203.6894.00000.002693.00000

– Click on Tools, Period Balances
Lab 6 Solutions: View Funds Available

- Position cursor on the period for which you want to drill down
- Click on *Tools, Actual Lines*
**Lab 6 Solutions: View Funds Available**

- Position cursor on the line you would like to view, then click **Journal** if it is a Manual transaction or **Drilldown** if it is a Payables transaction.