Funds Available Report (Budget Balances)

To access up-to-date budget balances you will need to run the Funds Available Inquiry in AIS.

Process

1. Log into AIS.
2. In the AIS Navigator select SIU General Ledger Accountant/Inquiry/Funds.
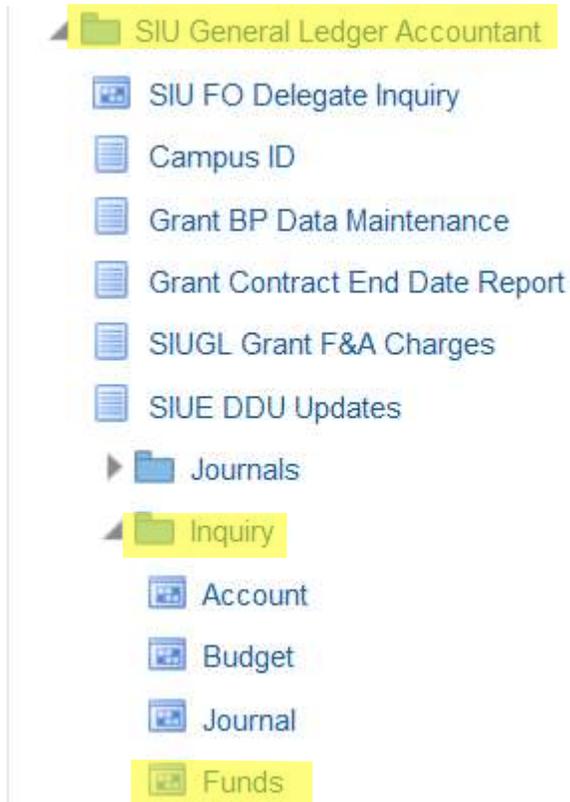
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3. You will now see the box below. Make sure of the following:
   - **Budget**: XXXXCURRENT (XXXX=Current fiscal year)
   - **Period:** current month
     - If, for some reason, you wish to see the status at the end of another past month simply put in that period
   - **Amount Type**: select "Project To Date"
   - Click in the **Account** field

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4. You will see the following box, complete the following fields:
   - **FUND** (both Low and High): enter the FUND of the BP you are wanting to see
     - *You can also search by BP but using the Fund will get you the cash balance lines on the report output*
   - **Dept Act 1(**both Low and High): enter "T"
     - The "T" tells the system to summarize the budget, and related expenses and encumbrances, at the object summary level. If you don't enter the "T" the results will be presented at the detailed object level.
   - Click OK.

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5. You will see the following results:

- To see the individual Object ranges being presented go into each Account field and move the cursor to the right. You will see the object code range represented on that line.

Explanation of Funds Available Inquiry

- **Account**: AIS Flexfield for each budget line. Included in the flexfield are:
    - Fund
    - Unit
    - Budget Purpose
    - Function
    - Natural Account (45000=Revenue, 55000=Line Item Expense or 65000=Pooled Expense)
    - Object
- **Budget:** The budget entered at the inception of the award plus budgets for amendments or budget adjustments. The amount shown is the net amount for all budget transactions for the particular budget line.
- **Encumbrance:** Includes items committed but not paid. This includes purchase orders and payables encumbrances.

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- **Actual:** Expenses processed through the various financial systems, including payroll, accounts payable, service department charges, F&A, etc.
- **Funds Available**: This is the budget less Encumbrances and Actual (expenses). This is the uncommitted budget balance in the budget purpose.

Download Results

To download the results of this inquiry to an Excel format do the following:

1. Go to File/Export. You should see the following box:
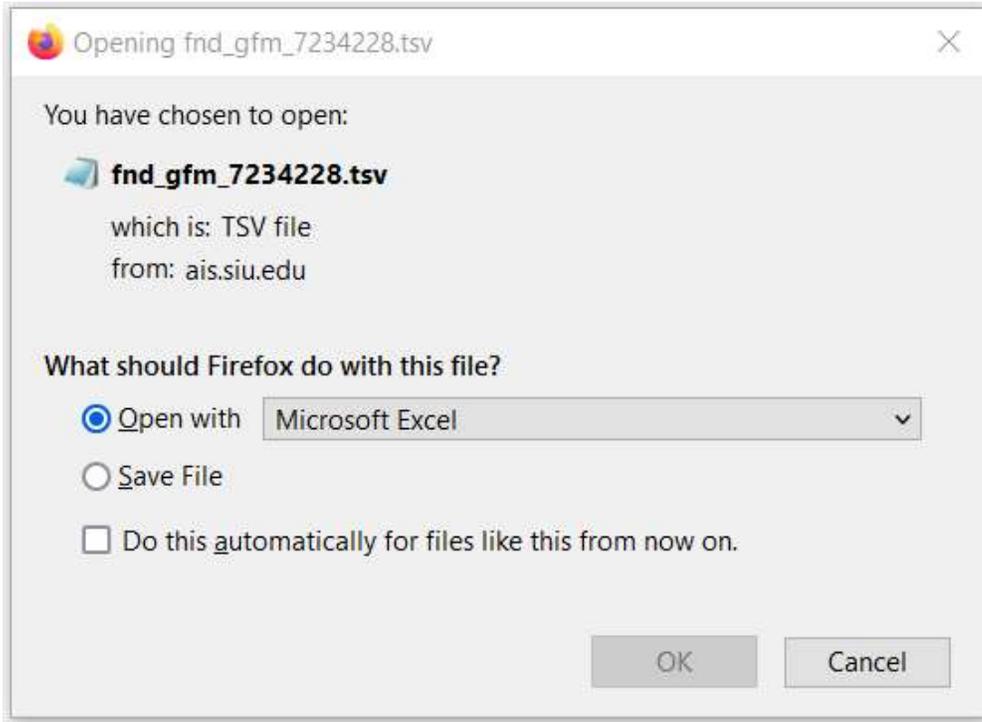
2. Click OK. The results will look like the following. Individual fields can be formatted as needed.

Funds Available (USD): Account	Funds Available (USD): Budget	Funds Available (USD): Encumbrance	Funds Available (USD): Actual	Funds Available (USD): Funds Available
2326974.21600.226974.T.T.13.45000.1500.00.YY.T.T	0	0	-15982.13	15982.13
2326974.21600.226974.T.T.13.55000.4100.T.YY.T.T	29550	0	4724.2	24825.8
2326974.21600.226974.T.T.13.55000.4500.T.YY.T.T	158	0	0	158
2326974.21600.226974.T.T.13.55000.4700.T.YY.T.T	174806	152438	14309	8059
2326974.21600.226974.T.T.13.55000.5300.T.YY.T.T	0	0	1725.71	-1725.71
2326974.21600.226974.T.T.13.55000.5630.T.YY.T.T	12952	0	1795.7	11156.3
2326974.21600.226974.T.T.13.55000.9700.T.YY.T.T	56185	0	5686.36	50498.64
2326974.21600.T.T.T.T.1CASH.T.OO.DY.T.T	0	0	-12258.84	12258.84
2326974.T.T.T.T.T.11000.T.00.YY.T.T	0	0	-12258.84	12258.84