

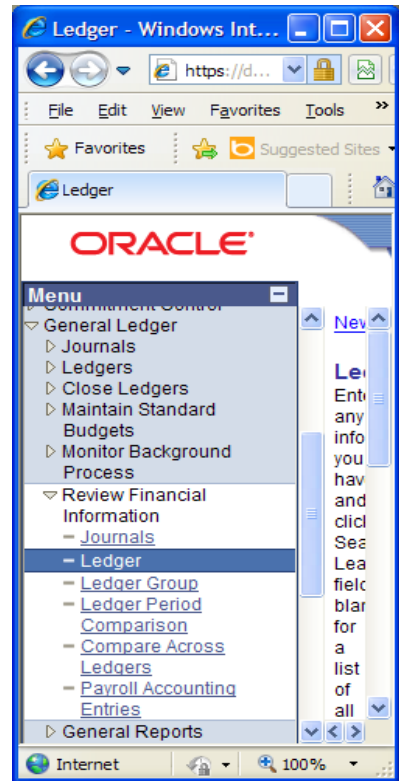
Agency Account Balances

The budget, expenditure, and revenue data for agency department ids are not treated the same as other university departments.

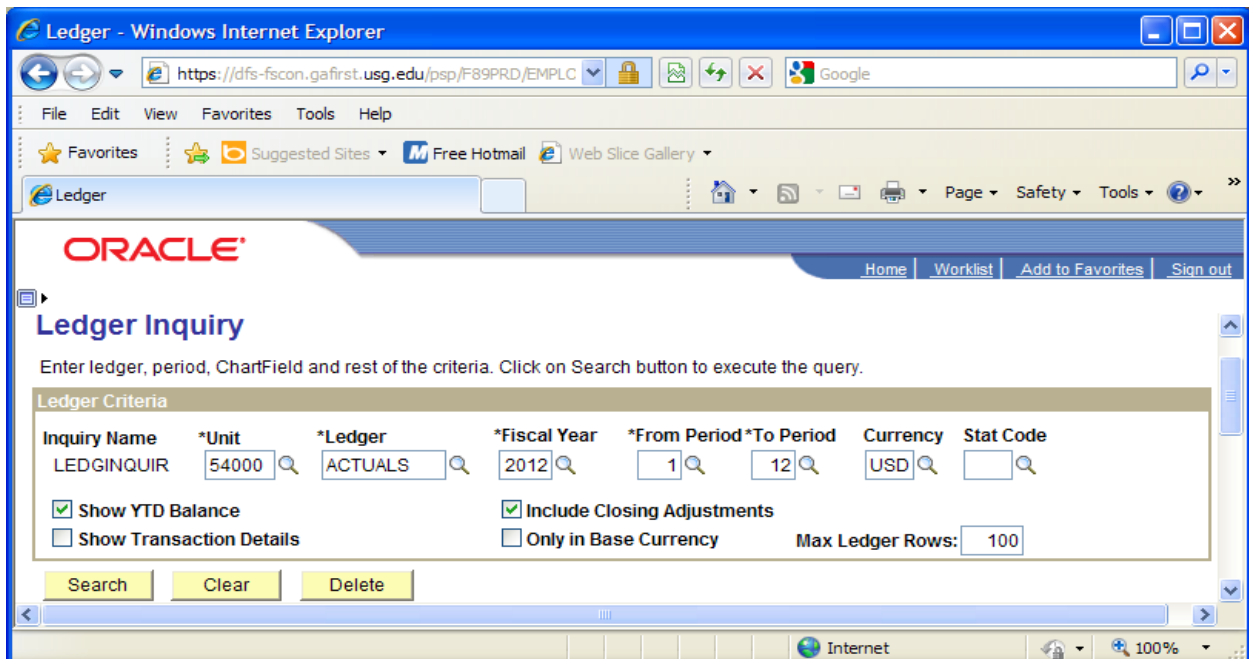
To view the amount of funding available in an agency account, use the **Ledger Inquiry** screen in PeopleSoft. The screen is located in the “Review Financial Information” section under “General Ledger.” Please view the box at the right as a guide.

If you have never accessed this screen you will need to set up a **run control** just as you did for Budget Progress Reporting and Budget Overview.

Note: Access to this report in PeopleSoft is usually limited to the department manager responsible for the Agency Account.



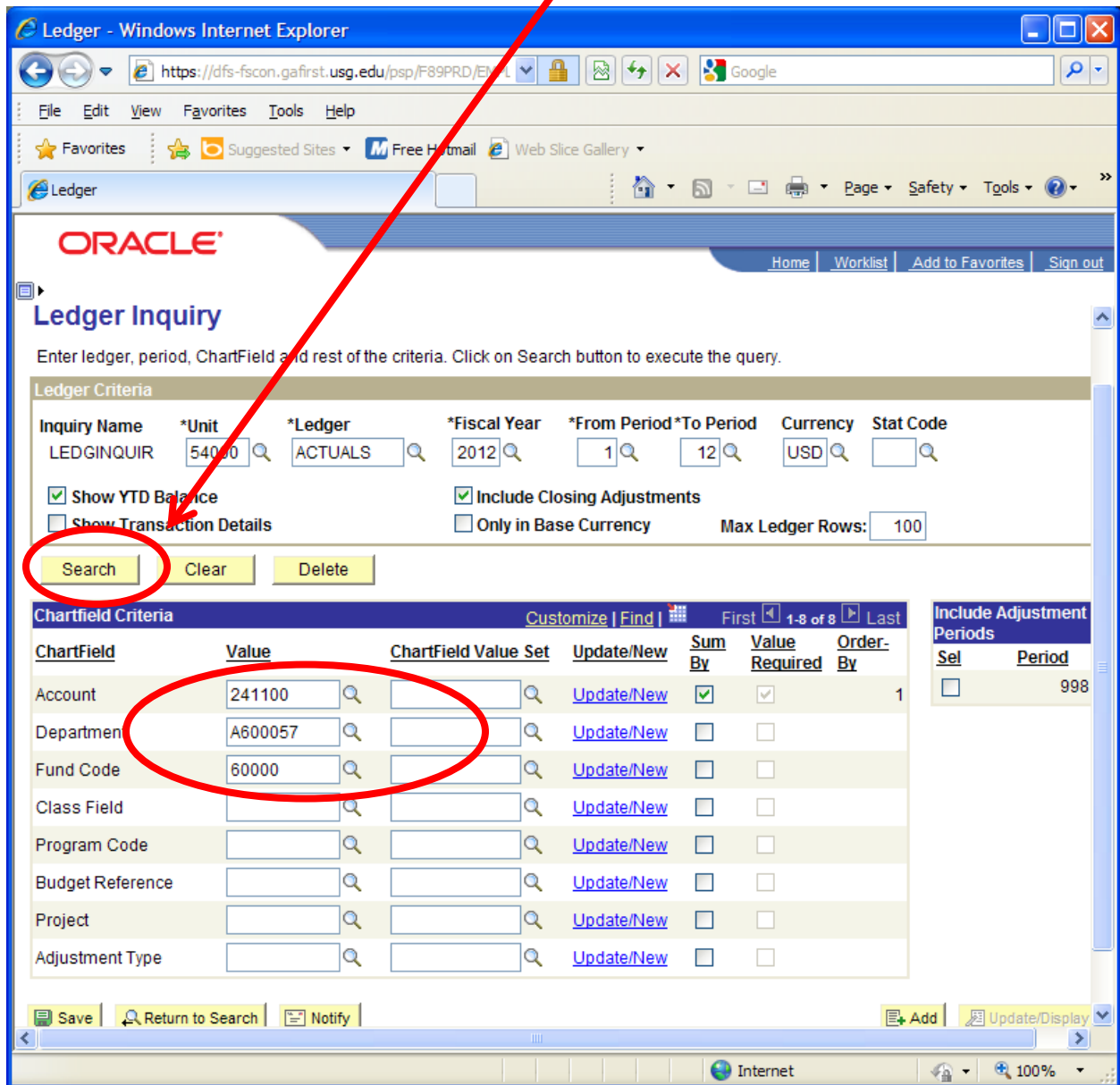
Once you’ve arrived at the Ledger Inquiry screen, be sure the “Ledger Criteria” section data elements match the screen shot below. Change the “fiscal year” field to match the current year.



In the “Chartfield Criteria” area, please complete the following Chartfield data fields with the following:

Account: 241100
Department: Your agency department ID
Fund Code: 60000

After completing these data fields, click the “Search” button.



The Department ID used in the example above is for a closed department with no balance. The next screen will provide you a view of the page.

For an active department if money is available it should appear as a **negative** number under the “Period Balance” and “YTD Period Balance” column headings. This is the amount available for you to spend.

If the balance showing is a **positive** number, your department is in a deficit situation. Please call the Controller’s Office as soon as possible.

The screenshot shows the Oracle Ledger Inquiry interface. The main section is titled "Ledger Summary" and includes a "Ledger Criteria" table. Below this is a table titled "Ledger Amount by Currency" with columns for Period, Detail, Account, Account Description, Period Balance (in Transaction Currency), YTD Period Balance (in Transaction Currency), Currency, Period Balance (in Base Currency), YTD Period Balance (in Base Currency), and Base Currency. A red circle highlights the "Period Balance (in Transaction Currency)" and "YTD Period Balance (in Transaction Currency)" columns for the first row. The values in these columns are 0.00. Below the table is a "Currency Totals" section with two rows: "Amount (in Transaction Currency):" and "Amount (in Base Currency):", both showing 0.00 USD.

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGINQUIR	54000	ACTUALS	2012	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Period	Detail	Account	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Base Currency
0	Detail	241100	Agency - Funds Held for Others	0.00	0.00	USD	0.00	0.00	USD

Currency Totals	
Amount (in Transaction Currency):	0.00 USD Amount (in Base Currency): 0.00 USD