



## Using the Funds Available Tool

The Funds Available tool in General Ledger can be used to see “at a glance” the amount of funds available to spend on a specific group of accounts against an agreed budget. It is particularly useful if you need to check available funds against a budget on a particular cost centre and source of funds.

**Prerequisite:** General Ledger responsibility (any level of access).

**Navigate to:** Enquiry>Funds

The following window will appear:

Account	Budget	Encumbrance	Actual	Funds Available
<input type="checkbox"/>				

1. Select the current period from the list of values.
2. In the **Amount Type** field, ensure that **Year To Date Extended** is displayed. If it is not, select it using the drop down list.
3. Using the drop down list, select **Summary** in the **Account Level** field.
4. Click into the blue box located on the left hand side of the screen to open the *Find Accounts* window.

You are not required to enter information in all of the account code segments. The system uses **Summary Templates** to find available funds for various account code combinations. The following section details each summary template available for use.

**To find the total available funds against a particular cost centre and source of funds combination**

Enter the Entity, Department Code, Cost Centre and Source of Funds in the appropriate fields and click OK.

Entity U = University Accounts  
 Department AG = Finance Division  
 Cost Centre AGBA = Finance General  
 Source of Funds AAAA = Chest Allocation Non-Payroll

As both the transaction code and spare fields have been left blank, the system will take all transaction codes into consideration to display the total available funds in the following format:

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> U.AG.AGBA.AAAA.T.T	15,599.00	0.00	640.87	14,958.13
<input checked="" type="checkbox"/> U.AG.AGBA.AAAA.TIE.T	15,599.00	0.00	640.87	14,958.13
<input type="checkbox"/>				

Encumbrance Amounts

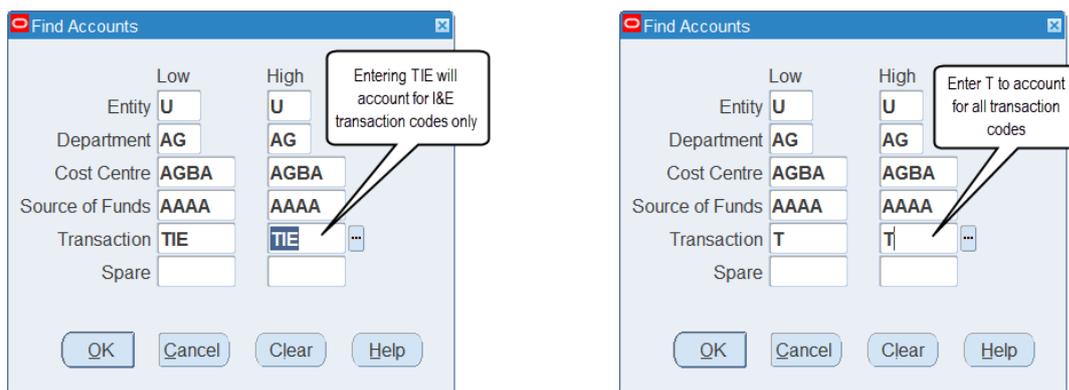
Commitment	Obligation	Other
0.00	0.00	0.00

Account Description  
UC.Finance.Finance General.Chest Non Payroll.Total - Transaction.Total

In the example above, two lines are displayed showing identical information. This is **not** duplication of data, as in some instances you may find that each line contains different values.

- The first line in the search results is displayed as **U.AG.AGBA.AAAA.T.T.**  
*This line relates to source of funds AAAA – “Chest Non Payroll” and includes all transaction codes. The first letter T indicates that all transaction codes have been included in the search results. The second T indicates the spare code “0000”. If in the future the University decided to use the spare code, the second T would indicate that all spare codes would be included in the search results.*
- The second line in the search results is displayed as **U.AG.AGBA.AAAA.TIE.T.**  
*This summary template indicates that only income and expenditure transaction codes are taken into account when looking at the available funds. Income and expenditure transaction codes are classified as transaction codes beginning with “A” through to codes beginning with “N”.*

If you only wish to view available funds accounting for income and expenditure transaction codes, you can specifically enter **TIE** into the Find Accounts window:



### Calculating the Funds Available figure

The funds available for AGBA.AAAA, as shown in the example is **£14,958.13**. This figure is arrived at using the following calculation:

	£
Budget	15,599.00
Less Encumbrances	0.00
Less Actual Expenditure	640.87
Equals Funds Available	14,958.13

Encumbrance is purely the American term for commitments. The encumbrance figure is derived from purchase orders that have been raised but for which the invoice has not yet been paid

## To find the total available funds against a particular cost centre

1. Repeat steps 1-4 as detailed on page 1.
2. Enter the Entity, Department Code and Cost Centre into the Find Accounts window and click OK. You can use **T** to automatically include all sources of funds and transaction codes.

The 'Find Accounts' dialog box contains the following fields:

	Low	High
Entity	U	U
Department	AG	AG
Cost Centre	AGBA	AGBA
Source of Funds	T	T
Transaction	T	T
Spare		

Buttons: OK (circled in red), Cancel, Clear, Help

The system will now find all sources of funds and transaction codes associated with the cost centre in question and will display one line to include them all:

**Funds Available Inquiry (CAPSA Set of Books)**

**Selection Criteria**

Ledger	CAPSA Set of Books	Amount Type	Year To Date Extended
Budget	BUDGET	Encumbrance Type	ALL
Period	AUG-15	Account Level	Summary

**Summary test**

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> U.AG.AGBA.T.T.T	66,016.00	0.00	20,768.47	45,247.53
<input type="checkbox"/>				

**Encumbrance Amounts**

Commitment	Obligation	Other
0.00	0.00	0.00

**Account Description**

UC.Finance.Finance General.Total.Total - Transaction.Total

- The example shows that the total available funds for cost centre AGBA is **£45,247.53**
- As with the first example you can also enter **TIE** in the transaction code field to only include income and expenditure transaction codes in the available funds figure.

## To find available funds against a particular source of funds



**Note:** Due to security rules set within the UFS, this summary template will only work correctly for Finance Division users with a “Central” GL responsibility.

A Central user can find available funds for a specific source of funds code by following these steps:

1. Repeat steps 1-4 as detailed on page 1.
2. Enter the Entity, Department and Source of Funds code into the Find Accounts window and click OK. To avoid obtaining multiple rows in the search results, enter **T** in the cost centre field and **TIE** in the transaction code field.

	Low	High
Entity	U	U
Department	AG	AG
Cost Centre	T	T
Source of Funds	AAAA	AAAA
Transaction	TIE	TIE
Spare		

3. Scroll down to locate the line which uses the correct summary template to account for all cost centres and transaction codes under the specified source of funds.

Selection Criteria		Amount Type	Encumbrance Type	Account Level
Ledger	CAPSA Set of Books	Year To Date Extended	ALL	Summary
Budget	BUDGET			
Period	AUG-15			

Account	Budget	Encumbrance	Actual	Funds Available
U.AG.T.AAAA.TIE.T	15,599.00	12,846.52	22,246.62	(19,494.14)

The **T** after the department code indicates that all cost centres associated with the Finance Division have been included in arriving at the total available funds figure for source of funds AAAA – Chest Allocation Non-Payroll.



Also note that only Income and Expenditure transaction codes are taken into account when using this summary template.