

Funds Available Enquiry

General Ledger calculates funds available by subtracting actual expenditure and encumbrances from budgets.

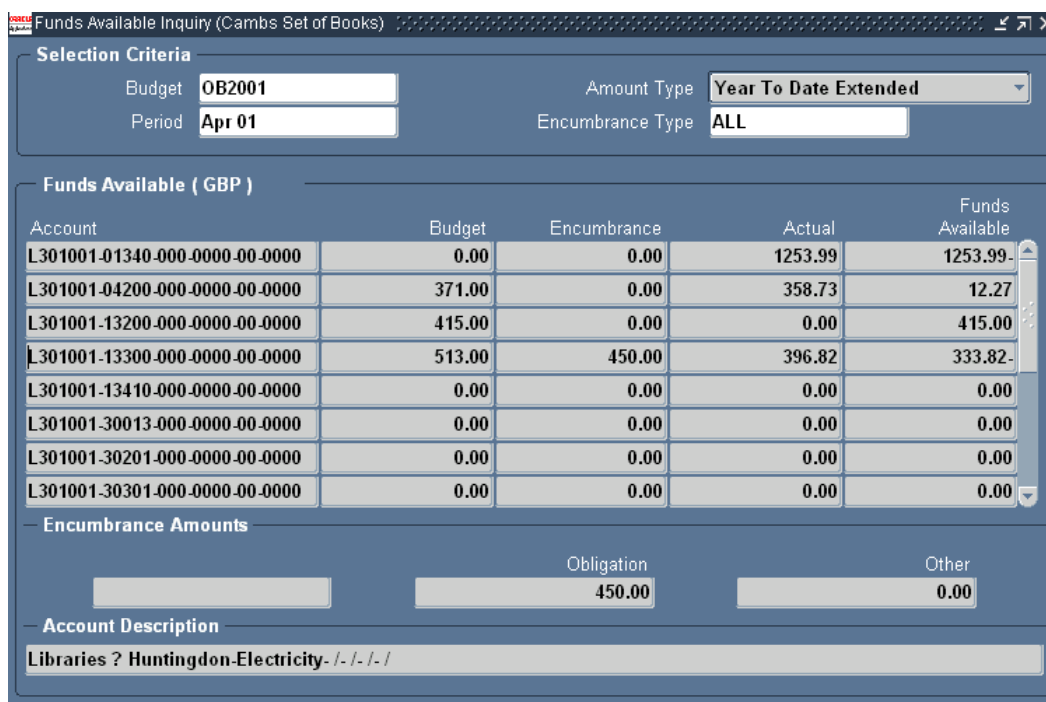
Budget Amount for Period

LESS Actual Amount for Period: all journals, payroll, recharges, GRNs, unordered invoices, cash banked etc

LESS Encumbrance Amount for Period: value of outstanding purchase orders that are not closed / cancelled, for the period

Navigate to the Funds Available Inquiry window as follows:

Inquiry – Funds



Selection Criteria

Budget: Amount Type:
 Period: Encumbrance Type:

Funds Available (GBP)

Account	Budget	Encumbrance	Actual	Funds Available
L301001-01340-000-0000-00-0000	0.00	0.00	1253.99	1253.99
L301001-04200-000-0000-00-0000	371.00	0.00	358.73	12.27
L301001-13200-000-0000-00-0000	415.00	0.00	0.00	415.00
L301001-13300-000-0000-00-0000	513.00	450.00	396.82	333.82
L301001-13410-000-0000-00-0000	0.00	0.00	0.00	0.00
L301001-30013-000-0000-00-0000	0.00	0.00	0.00	0.00
L301001-30201-000-0000-00-0000	0.00	0.00	0.00	0.00
L301001-30301-000-0000-00-0000	0.00	0.00	0.00	0.00

Encumbrance Amounts

Obligation: Other:

Account Description

Libraries ? Huntingdon-Electricity- /- /- /-

Enter the **Budget** Name for the inquiry. This initially defaults to the current budget. For example, OB2005 is for the financial year 2005-06.

Enter the **Period** for the inquiry. This initially defaults to the first period for the current budget name displayed, but you should choose the current period, as this is relevant in the calculations done on screen.

Select an **Amount Type**. [More information](#)

Enter an **Encumbrance Type**. You can view all encumbrances by entering **ALL**. (Cambridgeshire uses only one type – Obligations – but choose All to ensure you see all data.

Month end Processes

Amount Type

When you inquire on funds available, the **amount type** you specify determines how the funds available are calculated:

Period-to-Date	Calculates funds available as: The budgeted amount for the period less actuals and encumbrances for the period.
Quarter-to-Date Extended	Calculates funds available as: The budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter. For example, you budget £100 to an account for each of the three months in a quarter. The available amount for the second month of the quarter is £200.
Year-to-Date Extended (default)	Calculates funds available as: The budgeted amount to date for the year, less actuals and encumbrances to date for the year. For example, you budget £100 to an account for each of the 12 months. The available amount for the first half of the year is £600.
Project-to-Date	Calculates funds available as: The budgeted amount to date, less actuals and encumbrances to date. It is recommended that you perform Project balance enquiries in the projects module rather than here, as Project budgets phasing does not come through to the general ledger and therefore the query is uninformative for Projects.