How to look up Budget Balances

1. You will need the Budget Purpose number for your account. If you don't know it you can look it up using the Crosswalk. Be sure to take note of the Unit number if you have responsibility for more than one unit.
2. Connect to the AIS Production system.
3. Select the F.O. Responsibility Unit that corresponds to the Account you want to look up.
4. Double click "Inquiry".
5. Double click "Funds".
6. Change the Period to the current month.
7. Tab until the Find Accounts window pops up.
8. Enter the Budget Purpose number.
9. Enter the letter "T" on the Dept Act 1 line and tab so that a "T" also appears on the high side.
10. If you are looking up a State account you will also need to enter the fiscal year in the FFY line, otherwise leave it empty.

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11. Click OK or hit the enter key. Your funds available will be displayed by Object code. To see the Object code you will need to arrow to the right side of the "Account" box. In the example below you can see that the third line is Object Code 4300.

Scroll to locate object code.

Funds Available Inquiry (SIU)

Selection Criteria

Budget **2008CURRENT**

Period **Jul-07**

Amount Type **Year To Date Extended**

Encumbrance Type **ALL**

Account Level **All**

Funds Available (USD)

Summary

Account	Budget	Encumbrance	Actual	Funds Available
2030088.23720.200088.T.T.16.450	(17,735.00)	0.00	0.00	(17,735.00)
2030088.23720.200088.T.T.16.450	(1,000.00)	0.00	0.00	(1,000.00)
0088.T.T.16.55000.4300.T.YY.T.T	5,000.00	0.00	0.00	5,000.00
2030088.23720.200088.T.T.16.550	2,000.00	0.00	0.00	2,000.00
2030088.23720.200088.T.T.16.550	3,000.00	0.00	0.00	3,000.00
2030088.23720.200088.T.T.16.550	1,000.00	0.00	0.00	1,000.00
2030088.23720.200088.T.T.16.550	4,000.00	0.00	0.00	4,000.00
2030088.23720.200088.T.T.16.550	500.00	0.00	0.00	500.00

Encumbrance Amounts

Requisition Encumbra	Purchase Order Encum	Other
0.00	0.00	0.00

Account Description

ACCOUNTING SERVICE E.ACCOUNTING SERVICES.ACCOUNTING SERVICE E.T.T.INSTITUTIO.EXPENDITURES - .TRA