How to look up a Cash Balance

1. You will need the Fund 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 "Account".
6. Click once in the Summary Template box, near the middle of the Account Inquiry screen.
7. Type "cash" or click the List of Values button on the tool bar and select the Cash template. If you type "cash", press the Tab key and the Find Accounts window will come up. If you used the List of Values button, the Find Accounts window will come up when you click OK.
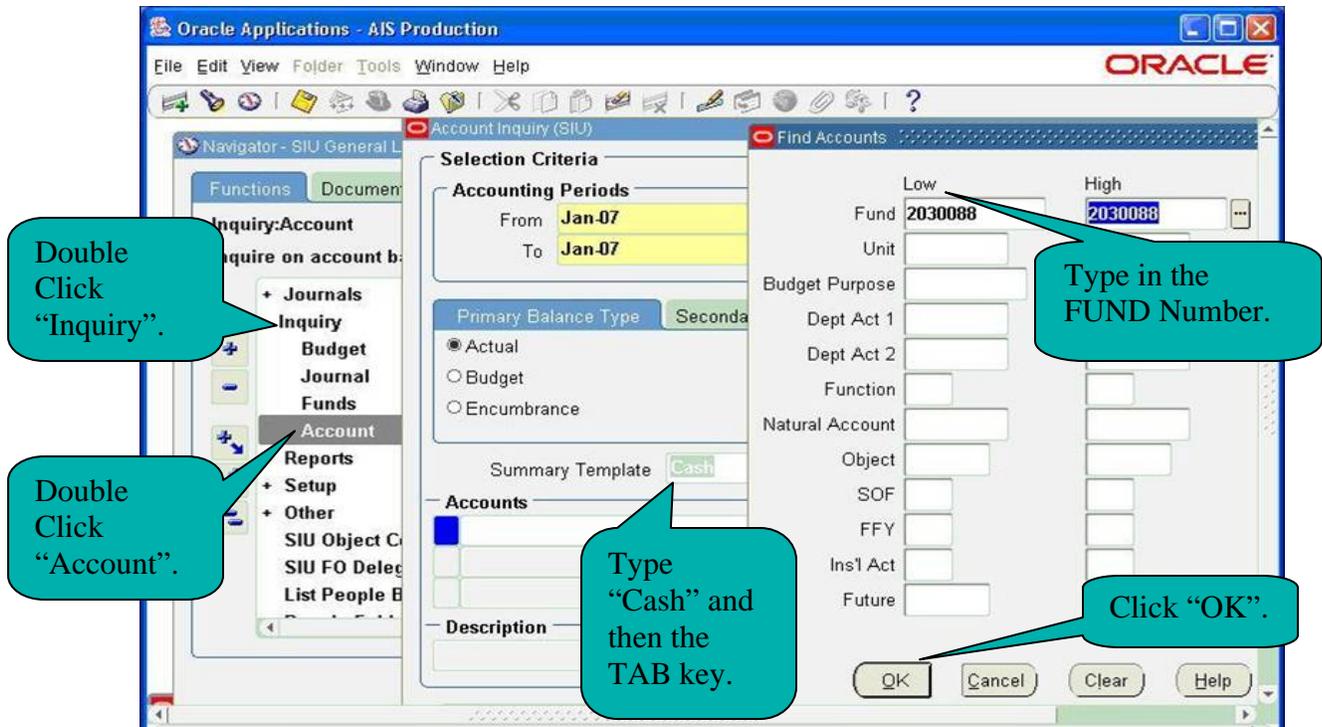
8. Enter the Fund number.
9. Click OK or press Enter.
10. Click the "Show Balances" button on the bottom left of the Account Inquiry screen.
11. The Summary Balances screen will appear. The PTD column will show the net amount of cash activity for the period and the YTD will show the current cash balance.

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You can click "Detail Balances" to see the cash transactions for the selected period.