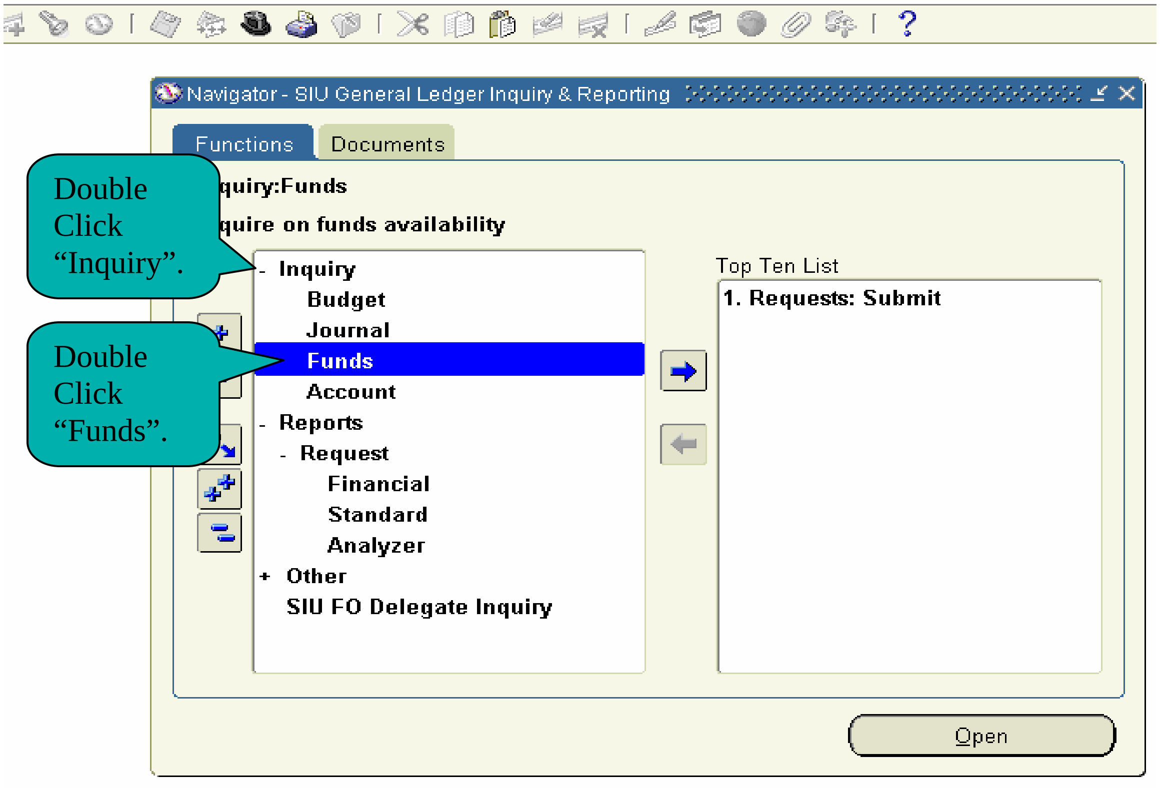
How to look up Federal Work Study Funds Available

1. Open an AIS session and log in.
2. Choose an appropriate responsibility that will allow inquiry. (If you are unable to proceed with the next step, you are not in a responsibility that allows inquiry.)
3. From the Navigator screen menu, double click on Inquiry and then double click on Funds.



4. On the Funds Available screen, review and modify, where necessary, the default Selection Criteria data. For example, the Budget field defaults to the current budget of the current fiscal year. You may want to change this to the original budget or the budget of a previous fiscal year. The other fields for possible modification are: Period, Amount Type and Encumbrance Type. By using the Edit and List of Values functions, you may see the available choices for the current field.
5. Once the Selection Criteria is set, tab forward to open the Find Accounts window. (The Find Accounts window may also be opened by placing the cursor on the Account line and clicking Query and Find.)
6. Populate the Find Accounts window as follows:

	Low	High
Fund:	2150000	2150000
Budget Purpose:	(Your Budget Purpose goes here)	
Dept Act 1:	T	T

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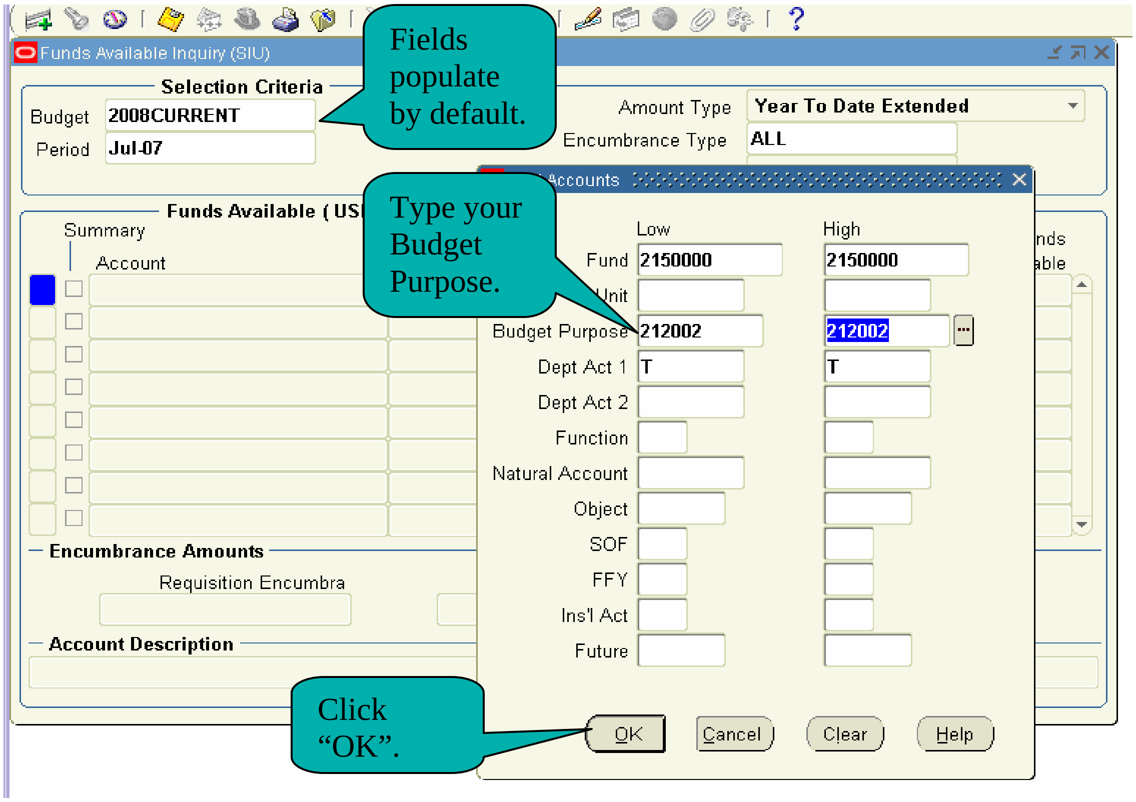

7. Click OK on the Find Accounts window to view the search results. If more than one account combination is returned, the results will be listed in Budget Purpose, Object Code order.