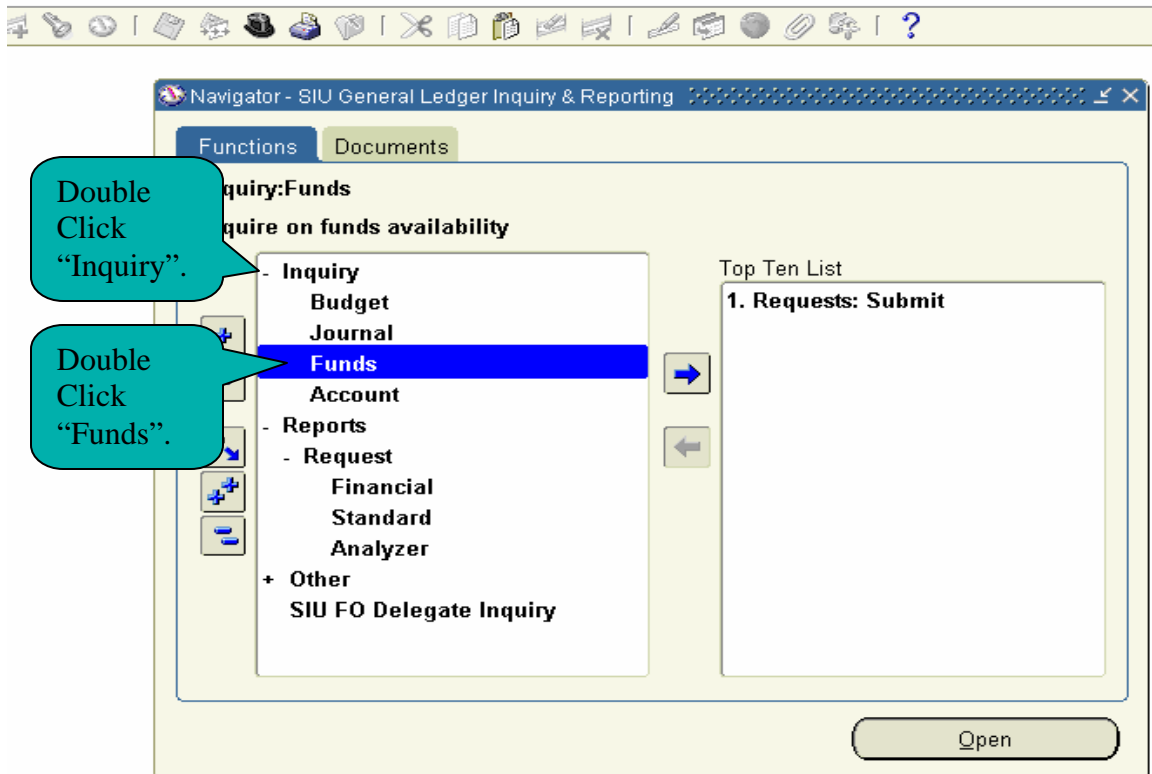


# How to look up Federal Work Study Funds Available

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:

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

## How to look up Federal Work Study Funds Available

The screenshot shows the 'Funds Available Inquiry (SIU)' application window. The 'Selection Criteria' section includes 'Budget' set to '2008CURRENT' and 'Period' set to 'Jul-07'. The 'Amount Type' is 'Year To Date Extended' and 'Encumbrance Type' is 'ALL'. A 'Find Accounts' dialog box is open, showing search criteria for 'Fund' (2150000), 'Unit', 'Budget Purpose' (212002), 'Dept Act 1' (T), and 'Dept Act 2'. The dialog also has 'Low' and 'High' values of 2150000. The 'OK' button is highlighted with a callout.

Fields populate by default.

Type your Budget Purpose.

Click "OK".

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.