## **Agency Account Balances**

The budget, expenditure, and revenue data for agency department ids are not treated the same as other university departments.

To view the amount of funding available in an agency account, use the **Ledger Inquiry** screen in PeopleSoft. The screen is located in the "Review Financial Information" section under "General Ledger." Please view the box at the right as a guide.

If you have never accessed this screen you will need to set up a **run control** just as you did for Budget Progress Reporting and Budget Overview.

**Note:** Access to this report in PeopleSoft is usually limited to the department manager responsible for the Agency Account.



Once you've arrived at the Ledger Inquiry screen, be sure the "Ledger Criteria" section data elements match the screen shot below. Change the "fiscal year" field to match the current year.

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Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.					
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In the "Chartfield Criteria" area, please complete the following Chartfield data fields with the following:

Account:	241100
Department:	Your agency department ID
Fund Code:	600000

After completing these data fields, click the "Search" button.

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The Department ID used in the example above is for a closed department with no balance. The next screen will provide you a view of the page.

For an active department if money is available it should appear as a <u>negative</u> number under the "Period Balance" and "YTD Period Balance" column headings. This is the amount available for you to spend.

If the balance showing is a <u>positive</u> number, your department is in a deficit situation. Please call the Controller's Office as soon as possible.

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