Question: How do I determine funds available for a general ledger budget pool?

1. Navigate to Funds Available Inquiry screen

   **MCW General Ledger End-User Inquiry:** >Inquiry>Funds

2. Change Period to **May-04**.

3. Click in Account area to open **Find Accounts** screen.

4. Enter Company as **B100** (Parent) to activate the Budget Control summary template.

5. Enter a **Cost Center** from the LOV, which is limited by your security access.

6. Enter a Fund in Parent format (e.g. B101).

7. Click **OK**.

8. To view Encumbrance Amounts, click on a row with an Encumbrance amount.

9. To requery, click on the **Flashlight icon** to reopen the **Find Accounts** screen.
Question: How do I view summarized expenditure transactions?

1. Navigate to Account Inquiry screen: MCW General Ledger End-User Inquiry: >Inquiry>Account
2. Change Accounting Periods From/To to Jul-03 to May-04 to view data.
3. Primary balance type will default to Actual.
4. Select the Summary Template: By Cost Center, Fund and Activity.
5. Click in Account area to open the Find Accounts screen.
6. Enter a Cost Center most likely to have activity in FY2004.
7. Enter a Fund likely to have activity in FY2004.
8. Enter Activity as 999 for Jul-03 to Dec-03 data or to an Activity likely to have transactions in Jan-May-04.
9. Click OK.
10. Click Show Balances.
11. Select a Month and click Detail Balances.
12. Select a row and click Journal Details for itemized transactions.
13. If non-converted transactions are available, click >View>Zoom to view project information.
Question: How do I view revenue and expenditure transactions in a general ledger account?

1. Navigate to Account Inquiry screen.  
   **MCW General Ledger End-User Inquiry:**  
   >Inquiry>Account

2. Change Accounting Periods From/To to **Jul-03** to **May-04** to view data.

3. Primary balance type will default to **Actual**.

4. Click in Account area to open **Find Accounts** screen.

5. Enter a **Cost Center** with activity in FY2004 (from Scenario #2).

6. Enter a **Natural Account**.

7. Enter a **Fund**.

8. Enter **Activity** as **999** or an Activity with transactions in **Jan-May-04**.

9. Click **OK**.

10. Click **Show Balances**.

11. Select a row and click **Journal Details** to view itemized transactions.

12. If non-converted transactions are available, click **>View>Zoom** to view project information.