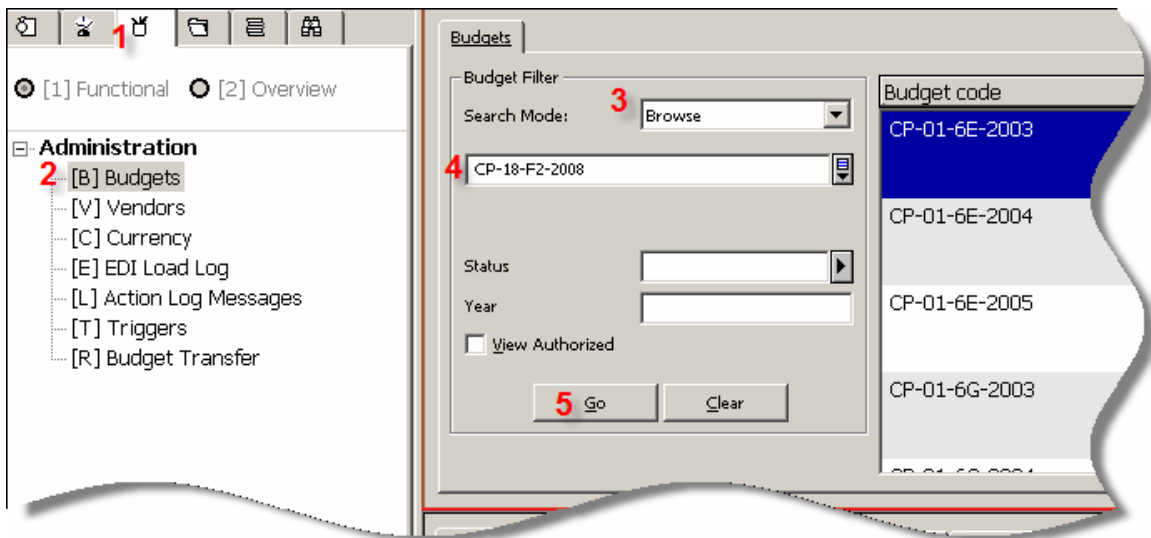


ALEPH Guide

Checking Fund Balances

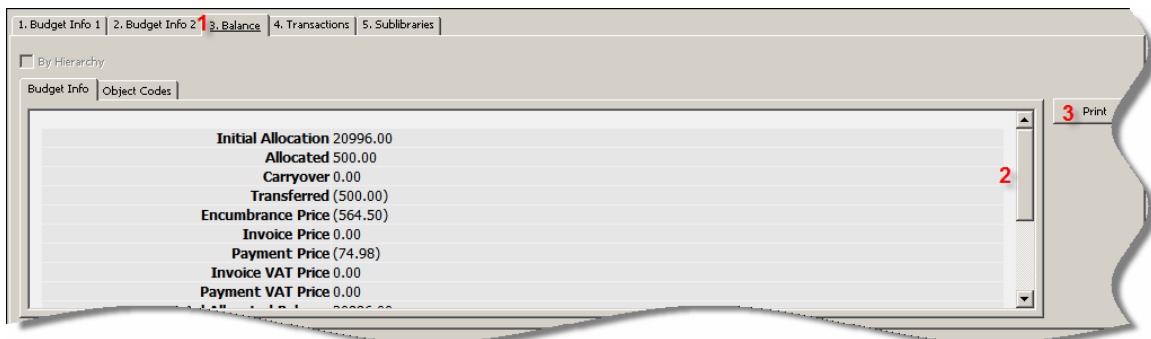
After you sign in to Aleph:

1. Click on the pencil cup icon (called “Administration”).
2. Click on Budgets in the left-hand pane.
3. In the right pane, select the Browse Search Mode.
4. Type your fund number in the blank field below Search Mode. Use the full Aleph syntax for fund codes including the current fiscal year, e.g., CP-18-F2-2008.
5. Click the Go button.



Fund information will appear in the lower pane on the right.

1. Click tab “3. Balance.”
2. Use the scroll bar to move up and down to see all the information, or
3. Click the Print button to see a printable display of the same information.



Budget Information Gloss

Clicking on Print as described above will open a new window with the following information:

Field		Definition
Budget Code:	CP-12-34-2008	
Budget Name:	SAMPLE	
Budget Parent:	CP-GM-2008	
Status:	Active	
Valid From:	7/1/2007	Funds are available for this period, i.e., the fiscal year.
Valid To:	6/30/2008	
Initial Allocation:	38121.00	Amount allocated at the beginning of the fiscal year.
Allocation:	0.00	Amount moved into the fund during the course of the year, if any. Usually used when there is a cost-share to pay for a more expensive publication, for example. Always a positive number.
Carry Over:	0.00	Amount carried over from previous fiscal year – not applicable in our budget.
Transferred:	(650.00)	Amount moved out of the fund during the year. Usually used when there is a cost-share to pay for a more expensive publication, for example. Always a negative number, indicated by the parentheses.
Encumbrances:	(3834.16)	Amount of money encumbered against orders placed but not yet received.
Invoices:	(192.29)	Amount of money currently being invoiced for orders received.
Payments:	(7646.68)	Amount of money paid for orders received.
Total Allocated Balance:	37471.00	Initial Allocation plus the Allocated amount minus the Transferred amount.
Free Balance:	25797.87	Total Allocated Balance minus the Encumbrances, minus the Invoices and minus the Payments. This is the amount currently available to commit to new orders.
Actual Balance:	29632.03	Total Allocated Balance minus the Invoices and minus the Payments.
Over Commitment:	10.00%	Permitted amount over the Total Allocated Balance to make Encumbrances.
Over Expenditure:	0.00%	Permitted amount over the Total Allocated Balance to make Payments.