



# **FMS TRAINING- ASI FINANCIAL MANAGEMENT SYSTEM ACCOUNT SUMMARY INQUIRY**

November 05, 2018





- Fiscal Services website -> [FMS](#) section

- [FMS Website](#)

- FMS Departments

- FY18 MCC Fund 1 FMS Crosswalk
- FMS Departments\_Quick Reference Guide
- FY17 MCC Fund 250 FMS Crosswalk

- Fund 250 Course Fee Balances spreadsheet:

FMS		06/30/18	FY19 YTD				
Dept #	FMS Department Name	Balance Forward	Revenue	Enc	Expenses	Total Expenses	Balance Available
800415	DFT-Drafting Technology	7,725	5,365	2,557	835	3,392	9,697

[www.mesacc.edu/employees/fiscal-services/fms](http://www.mesacc.edu/employees/fiscal-services/fms)



## ● Fiscal Services website ->

### [Budget Process & Resources](#) section

- ASI Guides:
  - **View Budget Account Summary Inquiry** (District training guide)
    - [FMS Training Material and Videos](#) (Resources -> Technology Training Materials [TTM] -> Financial Management System [FMS] -> View Budget Account Summary Inquiry)
- [MCC FMS Training for ASI\\_11-05-18](#) (College training guide)
  - Always choose Accounting Period 12 for data for the entire fiscal year
- [MCC Account Summary Inquiry \(ASI\) FAQ's\\_09-29-17 v2](#) (College supplemental information)



## ● Intranet Posting:

### New FMS Budget Tool: Account Summary Inquiry (ASI)

[View](#) [Edit](#)

Friday, September 29, 2017 | Nicole Lash

The Financial Management System (FMS) has a new module/tool, **Account Summary Inquiry (ASI)**, which is available immediately. ASI is a tool that allows quick and easy access to account balances, budget, Year-to-Date (YTD) expenses, and encumbrances. ASI has these great features:

1. **Available Fund Balance** includes Carryforward balances for cash-basis FMS Departments (**Fund 2, Fund 9, and Fund 3** without project/grant numbers)
2. **Encumbrances** are broken-out into three categories for easy understanding: Requisition (Req.), Purchase Order (PO), and Travel Authorization (TA)



*Fiscal Services*

# FMS: ASI Query



MCCCD Custom > Reporting > Account Summary Inquiry

## Account Summary Inquiry

[Find an Existing Value](#)

[Add a New Value](#)

Search Criteria

[Add](#)

## Search Criteria

\*Business Unit

\*Fiscal Year

\*Accounting Period

Operating Unit

Fund Code

Department

Project

[Go](#)

[Save](#)

[Clear](#)

<https://finoprodpub.maricopa.edu/psp/PMCPAK/>

# FMS: ASI- Fund 110



## Budgeted Funds:

**Balance Available = Operating Budget – YTD Expenses – Encumbrances (Enc.)**

- Enc. (Req. Pre Enc. – PO – Enc. – TA Enc.)
- Applicable to **Fund 1** since this fund is budgeted

### Summary:

Summary				
Type	Original Budget	Operating Budget	Req Pre-Encumbrances	PO Encumbrances
1 Revenues	0.00	0.00	0.00	0.00
2 Expenditures	42,737.000	42,737.000	40.000	500.000

Personalize   Find   View All   [?]   [grid]				
		First	1-2 of 2	Last
TA Encumbrances	Payroll Encumbrances	YTD	Balance	
0.00	0.000	0.00	0.00	
0.000	0.000	38,599.200	3,597.800	

# FMS: ASI- Cash Basis



● Cash-basis, revenue generating funds:  
**Available Fund Balance = Prior Year  
Carryforward + YTD Revenue – YTD Expenses**

- Applicable to **Fund 2, Fund 9, and Fund 3**  
*without* project #'s since they are **cash-basis**
  - Cash-basis FMS Departments include revenue which is shown as a credit (-) so the:
    - Values need to be **inversed**:
      - » Value multiplied (\*) by negative one (-1)
      - » A negative revenue value means a positive amount of revenue earned
- Encumbrances are *not* included in this calculation so they need to be manually subtracted out to get an accurate available fund balance

Search Name	MCMAINCA-250-800160
Available Fund Balance	-30,688.42

Inverse of balance: \$30,688.42

# FMS: ASI Results



## By Line:

Account Type	Account	Account Description	Operating Unit	Fund	Department
1 E	51310	PART-TIME WAGES	MCMAINCA	110	801515

Original Budget	Operating Budget	Req Pre-Encumbrances	PO Encumbrances	TA Encumbrances	Payroll Encumbrances	Year to Date	Balance Available
6,710.00	6,710.00	0.00	0.00	0.00	0.00	9,981.50	-3,271.50

## Summary:

Summary					
Type	Original Budget	Operating Budget	Req Pre-Encumbrances	PO Encumbrances	
1 Revenues	0.00	0.00	0.00	0.00	
2 Expenditures	42,737.000	42,737.000	40.000	500.000	

Personalize   Find   View All       First 1-2 of 2 Last				
TA Encumbrances	Payroll Encumbrances	YTD	Balance	
0.00	0.000	0.00	0.00	
0.000	0.000	38,599.200	3,597.800	

<https://finoprodpub.maricopa.edu/psp/PMCPAK/>



# FMS: ASI Personalize



## By Line:

Column Order	Sort Order
Account Type	Account
Account	
Account Description	
Operating Unit	
Fund	<input checked="" type="checkbox"/>
Department	Hidden
Original Budget	<input type="checkbox"/>
Operating Budget	Frozen
Req Pre-Encumbrances	
PO Encumbrances	
TA Encumbrances	
Payroll Encumbrances	
Year to Date	
Balance Available	
Department Descr	
Project	
Project Description	
Function	
Year	
Accounting Period	
Period to Date (hidden)	

## Summary:

Column Order	Sort Order
Type	
Original Budget	
Operating Budget	
Req Pre-Encumbrances	
PO Encumbrances	<input checked="" type="checkbox"/>
TA Encumbrances	Hidden
Payroll Encumbrances	<input type="checkbox"/>
YTD	Frozen
Balance	
Periods Total (hidden)	