

MCC Account Summary Inquiry (ASI) FAQ's

District Quick Reference Guides (QRG's) for ASI:

1. [Technology Training Materials](#) (TTM) -> FMS:
 - a. ASI:
 - i. **Account Summary Inquiry View Budget**
 - ii. **Account Inquiry Information**

Access to ASI:

1. Immediately available for most users (who use FMS for more than travel/approvals), if not then:
 - a. [Clear your browser history/cache](#)
 - b. Try a different browser, preferably Mozilla Firefox or Chrome
 - c. Contact your Fiscal Coordinator for access

ASI FAQ's:

1. **Available Fund Balance:**
 - a. Available Fund Balance = Prior Year **Carryforward** + YTD **Revenue** – YTD **Expenses**
 - b. Applicable to **Fund 2, Fund 9, and Fund 3** *without* project #'s since they are **cash-basis**
 - i. Cash-basis FMS Departments include revenue which is shown as a credit (-) so the:
 1. Values need to be **inversed**:
 - a. Value multiplied (*) by negative one (-1)
 - b. A negative revenue value means a positive amount of revenue earned
 - c. Encumbrances are *not* included in this calculation so they need to be manually subtracted out to get an accurate available fund balance
2. **Balance Available:**
 - a. Balance Available = Operating Budget – YTD Expenses – Encumbrances
 - i. Encumbrances (Req. Pre-Encumbrance – PO Encumbrances – TA Encumbrances)
 - b. Applicable to **Fund 1** since this fund is budgeted
3. **Line Data:**
 - a. Payroll Encumbrances are not shown yet
 - b. Req., PO, and TA Encumbrances are not accurate (some are not shown yet)