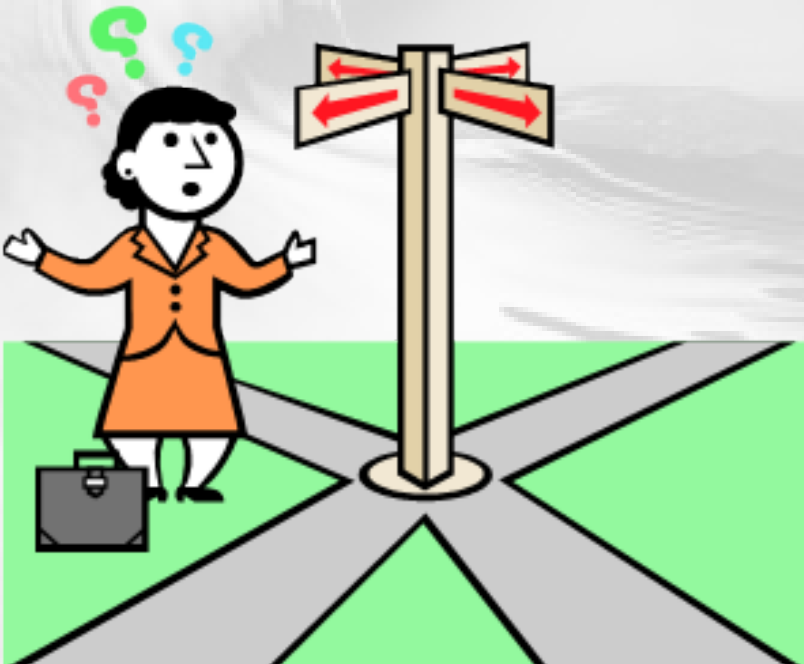# Frozen Funds Scenario

How many funds in our school are currently frozen and what are the current encumbrances on those funds?

The following slide will present you with a few questions to help refine your not-very-specific question into a well-defined business question that can be matched to General Ledger data for an accurate answer!

You can print this content by clicking on 'Attachments' link (above and to the right) to access the pdf, opening it, and then printing as usual.

Frozen Funds Scenario – Step 1
Re-defining Your Question

If your business question is not framed correctly (or completely), you will not be able to define your data query adequately. Here are some questions you should ask (and answer!) BEFORE attempting to write your query. Read them and consider what kinds of answers you might come up with. Besides asking/answering these questions, best practice is to check the cautions in the General Ledger [table documentation](#) as well.

> ➢ What do you mean by "frozen" and "funds"?
> ➢ Do you mean "responsible" ORG?
> ➢ Do you want to know about budgeted amounts, actuals, details or balances?
> ➢ How do you want the query results sorted?

Initial question: "How many funds in our ORG are currently frozen and what are the current encumbrances on those funds?"

Re-defined question: "How many enabled research funds that our ORG is responsible for are currently frozen or partially frozen? I'd like to look at June of this year and see when the account ends, the sources for which the fund is frozen, and some information about the funds themselves."

Frozen Funds Scenario – Step 2

For result objects, you'll want objects from **Balances, Fund Code, Fund Freeze,** and **Object Code** tables in order to show the necessary details for the various funds. Drag or double click the following objects to make them appear in **Result Objects**:

- ➢ **Balances:**
  - ➢ Accounting Period (BAL)
  - ➢ Coa Fund (BAL)
  - ➢ Coa Object (BAL)
  - ➢ SUM Funds Available (BAL)
  - ➢ SUM Total Encumbered (BAL)

WHY? ➔ Since you don't need journal-level detail, you should select objects from the **Balances** table. You need to narrow down the results to one accounting period, the current one, and you'd like to have an idea of available and encumbered fund amounts. **More …**

- ➢ **Fund Code**
  - ➢ Account End (FC)
  - ➢ Current Budget End (FC)
  - ➢ Fund Desc (FC)

WHY? ➔ This table is where you would "look up" information about the funds chosen. **More…**

WHY? ➔ These objects tell you whether the fund is frozen (F) or only partially frozen (P) and for partially frozen funds, the Fund Freeze Desc (FF) tells you for which source systems the fund is frozen. (CF=Cform; FE=feeders; JE=journal entry; PA=payroll; PO=purchase order)

- ➢ **Fund Freeze**
  - ➢ Fund Freeze (FF)
  - ➢ Fund Freeze Desc (FF)

- ➢ **Object Code**
  - ➢ Object Desc (OC)

WHY? ➔ This object identifies the asset, liability, revenue, or expense associated with the fund, giving you some context for your review of frozen funds.

Reminder! Get most of your objects from either **Balances** or **GL_Detail** and use the other tables for "look up" purposes so that your queries run more efficiently (quickly!).

Frozen Funds Scenario – Step 3a

You want to restrict the query by the Fund Responsible Org (biology), whether the fund is active and research-related, the most current accounting period, funds that are either completely or partially frozen, and you want to see dollar amounts only that are NOT zero. To do this, set up the query filters as follows:

CASE SENSITIVE

- **Fund enabled:** ❓
  - Drag **Enabled (FC)** to the **Query Filters** area.
  - Select "Equal to" from the operators, and then select "Constant" and type "Y"

> **WHY?** → This Indicates whether the FUND_CODE may be used in BEN Financials transactions.

- **ORG responsible for managing the fund:** ❓
  - Drag **Fund Responsible Org (FC)** to the **Query Filters** area.
  - Select "Equal to" from the operators, and then select "Constant."
  - Type the ORG code, in this case "0103".

> **WHY?** → You are running this report for the Biology Department (ORG # 0103) and you want to make sure you pick up ALL of the funds Biology is responsible for managing.

- **Research fund:** ❓
  - Drag **Fund Code (FC)** to the **Query Filters** area.
  - Select "Matches pattern" from the operators, and then select "Constant."
  - Type "5%"

> **WHY?** → You use the wildcard 5% so that you pick up all research-related funds.

CASE SENSITIVE

- **Fund frozen:** ❓
  - Drag **Fund Freeze (FF)** to the **Query Filters** area.
  - Select "In list" from the operators, and then select "Constant."
  - Type "F;P"

> **WHY?** → This will restrict your funds to those frozen (F) or partially frozen (P).

Frozen Funds Scenario – Step 3b

CASE SENSITIVE

- **Month:** ❓ ──────────────────────►
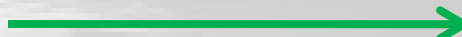 - Drag **Accounting Period (BAL)** to the **Query Filters** area.
  - Select "In list" from the operators, and then select "Prompt"
  - Select or type in "JUN-11"

> **WHY?** → By selecting "Prompt" you can run this report again next month and see if there are changes.

- **Encumbered amount:** ❓ ──────────►
  - Drag **SUM Total Encumbered (BAL)** to the **Query Filters** area.
  - Select "Not Equal to" from the operators, and then select "Constant."
  - Type "0"
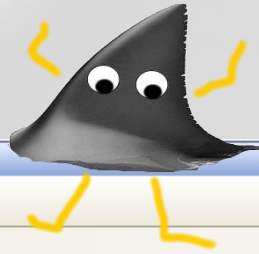
> **WHY?** → This just cleans up your report so that you don't have a lot of zero rows.

- **Available amount:** ❓ ──────────►
  - Drag **SUM Funds Available (BAL)** to the **Query Filters** area.
  - Select "Not Equal to" from the operators, and then select "Constant."
  - Type "0"

> **WHY?** → This just cleans up your report so that you don't have a lot of zero rows.

Frozen Funds Scenario – Step 4

Your **Edit Query Panel** should now appear like this.

Frozen Funds Scenario – Step 5

Your results will appear in the **Edit Report** panel as below. You can now save your query/report (see next slide). The report has been formatted to have sections for each Coa Object and its description and the accounting period (only JUN-11 in this case).

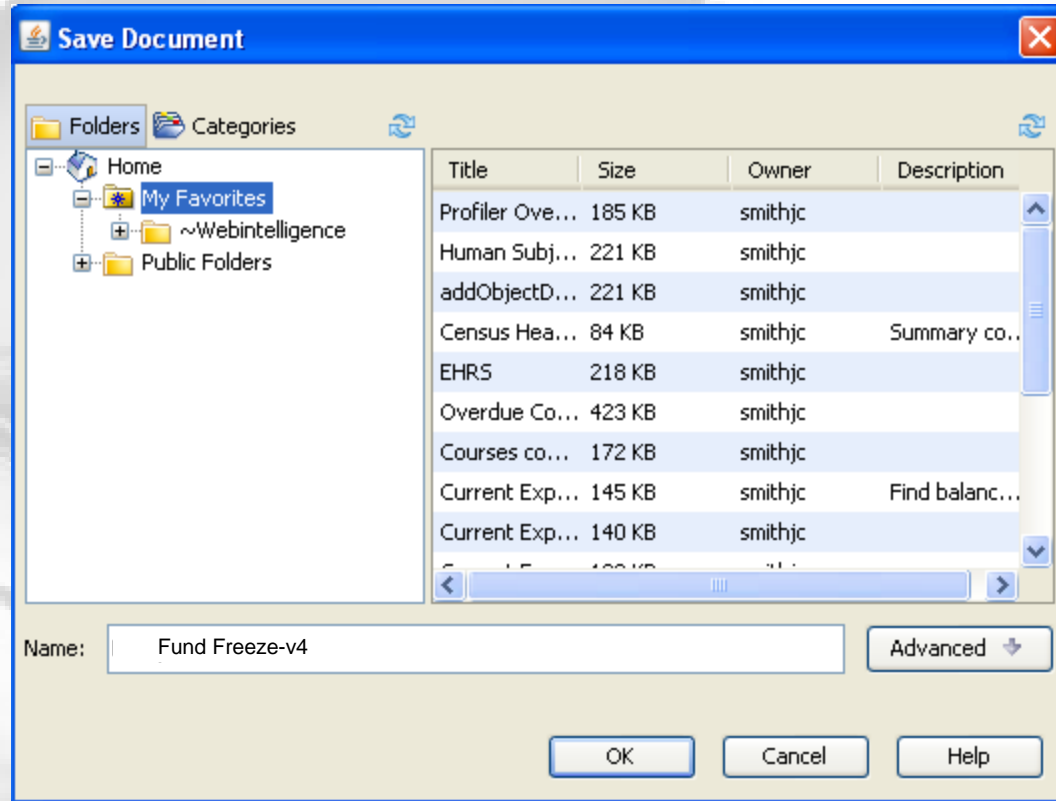

For formatting tips and instruction, How To guides are available.

Frozen Funds Scenario – Step 6

Once you have run your query, you can save it. *If you do further formatting or query edits, continue to save often so you don't lose your work to an untimely "timeout"!*

➤ Click the **Save** icon and the following **Save Document** dialog box will appear
➤ Select the **My Favorites** folder on the **Folders** tab
➤ Type in a distinctive title for your report in the **Name**: textbox
➤ Click **OK**.

You can only save queries/reports to your own **My Favorites** folder or any subfolders that you have created within it to help organize your cache of reports.

Save Document

Folders | Categories

Home
 My Favorites
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 Public Folders

Title	Size	Owner	Description
Profiler Ove...	185 KB	smithjc	
Human Subj...	221 KB	smithjc	
addObjectD...	221 KB	smithjc	
Census Hea...	84 KB	smithjc	Summary co...
EHRS	218 KB	smithjc	
Overdue Co...	423 KB	smithjc	
Courses co...	172 KB	smithjc	
Current Exp...	145 KB	smithjc	Find balanc...
Current Exp...	140 KB	smithjc	

Name: | Fund Freeze-v4

Advanced

OK   Cancel   Help

Save Often!

Frozen Funds Scenario – Wrap up

How many funds in our school are currently frozen and what are the current encumbrances on those funds?

The report below shows Biology's partially and completely frozen funds for June 2011 as well as additional detailed information regarding the fund.
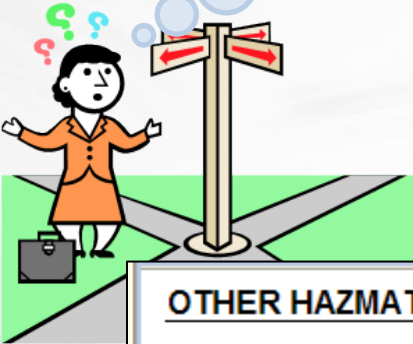
OTHER HAZMAT

5236

JUN-11

Coa Fund (BAL)	Fund Desc (FC)	Fund Freeze (FF)	Fund Freeze Desc (FF)	Account End (FC)	Current Budget End (FC)	SUM Total Encumbered (BAL)	SUM Funds Available (BAL)
540483	5-R01-DC-006102-05	F	CF FE JE PA PO	7/31/08	7/31/08		
553094	3-R01-GM-080279-03S1	P	PO	5/31/11	5/31/11		

Report 1

You can print this content by clicking on 'Attachments' link (above and to the right) to access the pdf, opening it, and then printing as usual.

Why choose objects from the 'Balances' table?
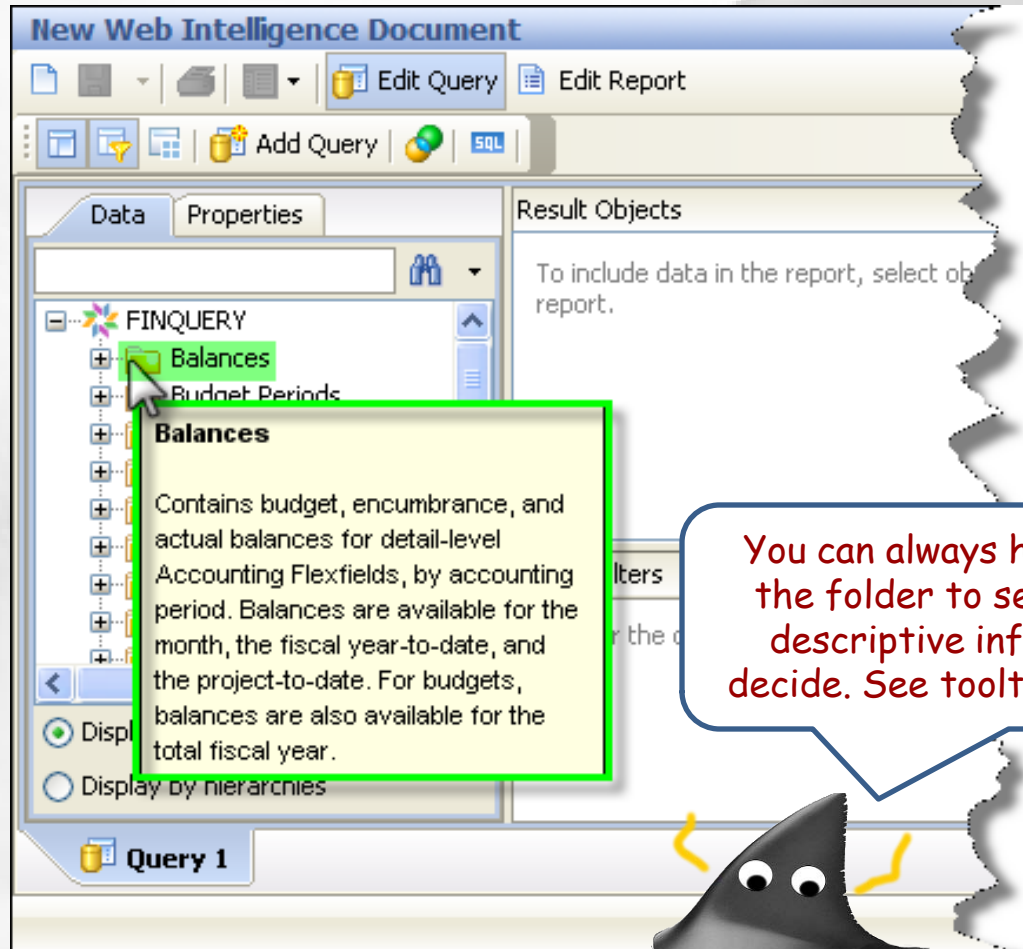
Select objects from the Balances table when: You don't need journal-level detail, and/or you do want accumulated actual, budget balances for fiscal year or project to-date time periods. You can also use the Balances table to look at particular types of encumbrances (e.g., PO Adjustment, Salary, etc) as well as Total Encumbered balances.

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!

← Return to previous

Why choose objects from the 'Fund Codes' table?

SAP BUSINESSOBJECTS INFOVIEW
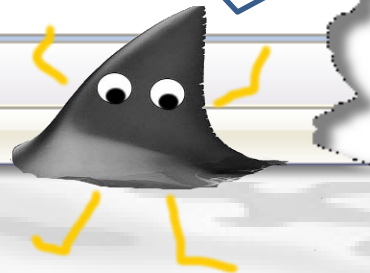
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Result Objects

To include data in the report, se…
report.

Fund Codes

Contains information on funds, which are unique identifiers for specific sets of financial resources that need tracking or management. Fund data available includes description, purpose, responsible organization, principal investigator, fund sponsor, fund restrictions, financial reporting requirements, ORA review information, revenue restrictions, and billing information.

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⊙ Display by ob…
○ Display by hi…

🗄 Query 1

Select objects from the Fund Codes table when: You want to find attributes of the COA Fund in Balances or GL Detail, including account start/end dates, fund sponsor and numerous other attributes. (Object codes and Program Codes provide similar attributes for the COA Object and COA Program segments).

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!

← Return to previous