


AIS – SIU Account Inquiry (Cash) Quick Reference

Step	Instructions	Other Information
1	Log on and access the appropriate responsibility. <ul style="list-style-type: none"> • Open Netscape. • In the address field key in http://ums2.siu.edu:8000/SIU/. • Press Enter. • Click on AIS Production System twice. • Key in User Name, press Tab. • Key in Password, click the Connect button. • Select the appropriate SIU XXXXX FO Department Title responsibility. Example: SIU 72500 FO Disbursements; click OK. 	Reminder: State accounts do not have a cash balances. Alternate address: http://www.siu.edu/ais . Click on Login to AIS Production System . The AIS web page opens. The AIS Sign On window opens. The Responsibility window opens. The Navigator window opens.
2	Submit a New Request. From the Navigator window : <ul style="list-style-type: none"> • Double click on Inquiry; double click on Account. • Click in the From field, start keying the month (three characters or less); press Tab; select the appropriate year; click OK. • The From field is populated. • Repeat the process for the To field. • Click in the Summary Template field. • Click the  (List of Value button) on the Toolbar to open the Summary Template; select Cash and click OK. 	The Account Inquiry (SIU) window opens. This opens the Find Accounts Flexfield .
This Account Inquiry function may be used to inquire on the following: <ul style="list-style-type: none"> ⇒ Cash ⇒ OTS Expenditures Line Item ⇒ OTS Expenditures Pool ⇒ Salary Expenditures Line Item ⇒ Salary Expenditures Pool With the exception of Cash, these are cumbersome to use.		
3	Account information. From the Find Accounts Flexfield : <ul style="list-style-type: none"> • Key in the Fund • The High field will populate automatically with the Fund value keyed in the Low field. • Click OK. 	Other Summary Templates require more fields than Fund. For example OTS Expenditures Line Item also requires the Budget Purpose and the FFY (Fiscal Year) This populates the Accounts field.
4	View details. From the Account Inquiry (SIU) window : <ul style="list-style-type: none"> • Click Show Balances; click Detail Balances. • Click in the Account field where there is an amount for the PTD. • Click Edit on the menu from the Detail Balances (SIU) window. • Click Edit Field. • Click OK to close the Accounting Flexfield window. • Click on Action, Close Window from the Menu Bar. • Repeat Action, Close Window until you are back to the Account Inquiry window. 	The Summary Balances window will open. The Detail Balances window will open. The Accounting Flexfield will open. Using the Editor (Ctrl-E) to open a field enables you to see a complete description of that field.
Reminder to Fiscal Officers and Delegates: The Bylaws and Policies of the Southern Illinois University's Board of Trustees specify that the University Treasurer is responsible for opening and maintaining bank accounts. Dr. Duane Stucky, Vice President for Financial and Administrative Affairs and Board Treasurer, was assigned the Board Treasurer functions effective January 1, 2003; therefore, only Dr. Stucky may establish new bank accounts on behalf of the University.		