Managing Funds and Ledgers

To manage funds, you must have the following role:

- Fund Manager
- Fund-Ledger Viewer (view only)

To manage ledgers, you must have the following role:

- Ledger Manager
- Fund-Ledger Viewer (view only)

Your role's scope may limit you to funds or ledgers available only to particular libraries.

A fund represents money in an account. A ledger is essentially a collection of funds. Ledgers are defined for a specific date range, such as September 1 of this year to August 31 of next year. You manage funds and ledgers from the Funds and Ledgers page (Acquisitions > Acquisitions Infrastructure > Funds and Ledgers).

The items in this page appear in a record list; for information about configuring the list, see Record Lists. Records are sorted in ASCII order (alphabetically by upper case letters and then alphabetically by lower case letters.). The fields for each item (fund or ledger) on this page are as follows. See Fund Transaction Terminology for more information about fund and balance types.

- **Name** - The fund or ledger name
- **Code** - The fund or ledger code
- **Type** - Ledger, Allocated fund, or Summary fund
- **Status** - Active (operational), Draft (not yet active), and Inactive (no longer active)
- **Fiscal Period** - The financial year to which the ledger applies. See Configuring Fund and Ledger Fiscal Periods.
- **Path** - The ledger / summary funds to which this fund belongs. Select an item in the path to view the ledger / summary fund. This field is empty for ledgers.
- **Available Balance** - See Fund Transaction Terminology
- **Cash Balance** - See Fund Transaction Terminology
• **Encumbered Balance** - See [Fund Transaction Terminology](#).
• **Expenditure Balance** - See [Fund Transaction Terminology](#).
• **Allocated Balance** - See [Fund Transaction Terminology](#).

Row actions:
- **Edit** - See [Editing a Ledger](#) and [Editing a Fund](#).
- **Duplicate** - Add a ledger or fund by duplicating it; see [Adding a Ledger](#) and [Adding a Fund](#).
- **Deactivate / Activate** - See [Activating and Deactivating Funds and Ledgers](#).
- **Delete** - See [Deleting Funds and Ledgers](#).
- **Move Fund** (fund only) - See [Moving Funds](#).

To transfer allocations between funds, see [Managing Fund Allocation Transfer](#).

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**Fund Transaction Terminology**

- A fund can be allocated or summary.
  - A *summary* fund is not used for ordering and invoicing, but provides aggregate reporting on subordinate funds. You can add other funds to this type of fund.
  - An *allocated* fund contains money that has been paid out or has been reserved for an open purchase.

- A *transaction* can be an allocation, encumbrance, disencumbrance, or expenditure:
  - An *allocation* adds money to the fund, increasing its available balance.
  - An *encumbrance* indicates money that is expected to be paid out, as the result of a PO line. This decreases its available balance. The encumbrance is closed if there is an equal disencumbrance linked to the same PO line.
  - An *expenditure* subtracts money from the fund, decreasing its available balance. Adding an expenditure lined to a PO line increases the value of the disencumbrance linked to that PO line.
  - A *disencumbrance* is added or increased when adding an expenditure linked to the same PO line as an encumbrance. There is never more than one disencumbrance for any encumbrance. For example:
    - If a fund has a $100 encumbrance for a PO line. An invoice for $50 linked to that PO line is received. The encumbrance remains $100, an expenditure of $50 is added, and a disencumbrance of $50 is added.
    - After receiving another $50 invoice for the PO line, there are now two expenditures (each for $50), an encumbrance of $100, and a disencumbrance of $100. The encumbrance is now considered fully paid and is closed.
  - A fund's *available balance* is its allocated balance, less (encumbrances minus disencumbrances) and less expenditures.
  - A fund's *cash balance* is its allocated balance less expenditures.
  - A fund's *allocated balance* is its total allocation, not counting any expenditures or encumbrances/disencumbrances.
  - A fund's *encumbered balance* is the sum of its encumbrances minus disencumbrances.
  - A fund's *expenditure balance* is its the sum of its expenditures.

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**Ledger and Fund Ownership and Availability**

A ledger is owned by either the institution or a library. Any funds added to the ledger are owned by the same entity that
owns the ledger. If a fund is owned by a library, it is available only to that library. If a fund is owned by an institution, it can be made available to all libraries at the institution, a group of libraries at the institution, or a single library at the institution.

When creating the ledger, you can set the ownership of the ledger to a library (the institution is selected by default). A user with a role with an institution scope can later change the ownership of a ledger from the library to the institution, but not the reverse (the user cannot change the ledger from being owned by the institution to now being owned by a library). Changing the ownership of the ledger changes the availability scope of the ledger and the ownership of all of its funds, but does not change the availability scope of the funds.

When creating the ledger or fund, you can restrict the availability of the ledger or fund to one or more libraries within the institution. To view or manage a ledger or fund available to a particular library, a user must have the relevant role with a scope of institution or that library.

A user with a role with an institution scope can change the availability of a ledger or fund to include more or less libraries. When you remove the availability of a ledger from one or more libraries, the associated funds are also made unavailable to these libraries. When you add availability to a ledger for one or more libraries, the funds remain unavailable to the libraries unless you add them as well.

When transferring funds between ledgers, you can only move the fund to a ledger with the exact same availability as the one from which you are moving the fund.

### Exchange Rate Handling in Funds

When a PO line creates an encumbrance in a currency that is different that the fund's currency, the available balance is calculated based on the exchange rate between the two currencies. The exchange rates and calculated values of open encumbrances in a foreign currency are recalculated weekly by the Recalculate PO Line Encumbrances Based on Current Exchange Rate job (see Viewing Scheduled Jobs). The exchange rate and exchange rate date of a disencumbrance are always the same as its related encumbrance.

In the following example, a purchase is made in USD on Thursday, and the invoices are received on Sunday and Tuesday. The fund is in EUR and its available balance was 1,000 (one thousand) EUR before the purchase. The available balance is always its total allocation less (calculated encumbrances minus calculated disencumbrances) and less expenditures.

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
<th>Exchange Rate EUR/USD</th>
<th>Encumbrance</th>
<th>Expenditures</th>
<th>Disencumbrance</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>A USD 100 PO Line is sent, to be paid from a EUR fund</td>
<td>0.91</td>
<td>Value: 100 USD</td>
<td></td>
<td></td>
<td>909 EUR:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Calculated: EUR 91</td>
<td></td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Exchange Rate Date:</td>
<td></td>
<td></td>
<td>- 91 encumbrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td>0.92</td>
<td>Value: 100 USD</td>
<td></td>
<td></td>
<td>909 EUR:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Calculated: EUR 91</td>
<td></td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Exchange Rate Date:</td>
<td></td>
<td></td>
<td>- 91 encumbrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thursday</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Ex Libris, a ProQuest Company
<table>
<thead>
<tr>
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<th>Events</th>
<th>Exchange Rate EUR/USD</th>
<th>Encumbrance</th>
<th>Expenditures</th>
<th>Disencumbrance</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>The recalculation job runs</td>
<td>0.93</td>
<td>Value: 100 USD Calculated: EUR 93 Exchange Rate Date: Saturday Status: Open</td>
<td></td>
<td></td>
<td>907 EUR:</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>1000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 93 encumbrance</td>
</tr>
<tr>
<td>Sunday</td>
<td>An invoice for $50 associated with this PO line arrives</td>
<td>0.94</td>
<td>Value: 100 USD Calculated: EUR 93 Exchange Rate Date: Saturday Status: Open</td>
<td>1: 47 EUR (50 USD based on Sunday’s exchange rate date)</td>
<td>Value: 50 USD Calculated: EUR 46.50 (50 USD calculated at 0.93 EUR) Exchange Rate Date: Saturday</td>
<td>906.50 EUR:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (93 encumbrance - 46.50 disencumbrance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 47 expenditure</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td>0.92</td>
<td>Value: 100 USD Calculated: EUR 93 Exchange Rate Date: Saturday Status: Open</td>
<td>1: 47 EUR</td>
<td>Value: 50 USD Calculated: EUR 46.50 (50 USD calculated at 0.93 EUR) Exchange Rate Date: Saturday</td>
<td>906.50 EUR:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (93 encumbrance - 46.50 disencumbrance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 47 expenditure</td>
</tr>
<tr>
<td>Tuesday</td>
<td>An invoice for $50 associated with this PO line arrives The PO line is fully paid and the encumbrance is closed.</td>
<td>0.90</td>
<td>Value: 100 USD Calculated: EUR 93 Exchange Rate Date: Saturday Status: Closed</td>
<td>1: 47 EUR 2: 45 EUR (50 USD based on Tuesday’s exchange rate date)</td>
<td>Value: 100 USD (50 USD + 50 USD) Calculated: EUR 93 (50 USD calculated at 0.93 EUR + 50 USD calculated at 0.93 EUR) Exchange Rate Date: Saturday</td>
<td>908 EUR:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (93 encumbrance - 93 disencumbrance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 47 expenditure</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 45 expenditure</td>
</tr>
</tbody>
</table>

### Adding a Ledger

You add a ledger and then add funds to this ledger from the Funds and Ledgers page.

Watch the [Creating a Ledger](Creating_a_Ledger) video (4:00 mins).
To add a ledger:

1. On the Funds and Ledgers page (Acquisitions > Acquisitions Infrastructure > Funds and Ledgers), select Add Ledger. The Summary Details page appears.

Add Ledger - Summary Details

**Note**

To create a copy of a ledger, select Duplicate in the row actions list for the ledger on the Funds and Ledgers page. After copying the ledger, modify it as required.

2. In the Summary tab, enter the name and code for the ledger (mandatory).

**Note**

The code is reused when you roll over the ledger to a new fiscal period, so don’t use a year-based code, such as MAIN LEDGER 2015. The name of the ledger can be changed when it is rolled over to a new fiscal year.

The field’s limit is 255 characters.

3. Configure the optional fields for the ledger in the General section.
### General Ledger Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>External ID</strong></td>
<td>The ID that is used to link to other system keys.</td>
</tr>
<tr>
<td><strong>Owned by</strong></td>
<td>The owning institution or library.</td>
</tr>
<tr>
<td><strong>Available for</strong></td>
<td>The applicable libraries. Clear the institution’s Include sub-unit check box and select one or more libraries from the list to restrict ledger transactions to the selected libraries, preventing the use of the funds in the ledger by other libraries. To select all libraries in the institution, select the institution’s Include sub-unit check box (first row).</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>The ledger’s description.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>The ledger’s status:</td>
</tr>
<tr>
<td></td>
<td>◦ <strong>Active</strong> – Operational in the system</td>
</tr>
<tr>
<td></td>
<td>◦ <strong>Draft</strong> – Configured in the system but not yet operational</td>
</tr>
<tr>
<td></td>
<td>◦ <strong>Inactive</strong> – Not operational in the system (after previously being active)</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>The default unit of currency for the ledger.</td>
</tr>
<tr>
<td><strong>Fiscal period</strong></td>
<td>The financial year to which the ledger applies. Only Active fiscal periods appear in the list. To configure these options, see Configuring Fund and Ledger Fiscal Periods. Also, for more information on fiscal periods, see Fiscal Period Closure.</td>
</tr>
<tr>
<td><strong>Fiscal period dates</strong></td>
<td>The financial dates to which the ledger applies. For information, see Configuring Fund and Ledger Fiscal Periods.</td>
</tr>
</tbody>
</table>

4. In the **Reports** section, select the type of report you want to display from the **Display report** field:
   ◦ **Fund Balance** – Displays the previously labeled Balance report
   ◦ **Fund Burn Down** – Displays the Fund Burn Down report configured in Alma Analytics

5. In the **Rules** section, configure the fields associated with the policy behavior of encumbrances and expenditures for this ledger.

### Ledger Rules

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overencumbrance allowed</strong></td>
<td>Whether the fund allows you to add an encumbrance whose amount exceeds the fund's available balance (the allocated balance less any expenditures and encumbrances). The valid values are:</td>
</tr>
<tr>
<td></td>
<td>◦ <strong>No</strong></td>
</tr>
<tr>
<td></td>
<td>◦ <strong>Yes</strong> – Alma checks the specified limit in the fund and performs a calculation against the fund’s amount. (If no limit is specified, the limit is assumed to be 0, which means that Yes will function like No.)</td>
</tr>
<tr>
<td></td>
<td>◦ <strong>No Limits</strong> – indicates that overencumbrances are allowed without limits. Alma does not check the specified limit or whether the fund has money.</td>
</tr>
<tr>
<td><strong>Overexpenditure allowed</strong></td>
<td>Whether the fund allows you to add an expenditure whose amount exceeds the fund's available balance. The valid values are:</td>
</tr>
<tr>
<td></td>
<td>◦ <strong>No</strong></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>▶ <strong>Yes</strong>&lt;br&gt; ▶ <strong>No Limits</strong> – indicates that overexpenditures are allowed without limits.</td>
</tr>
<tr>
<td>Overencumbrance warning percent</td>
<td>The percentage of allowed overencumbrances permitted before the system provides a warning. When that amount is reached, an alert is displayed that the overencumbrance warning threshold has been reached. If the user confirms that the transaction should be added, an alert is added for the entity that created the fund transaction.</td>
</tr>
<tr>
<td>Overexpenditure warning sum</td>
<td>The amount of overexpenditure before the system provides a warning.</td>
</tr>
<tr>
<td>Overencumbrance limit percent</td>
<td>The maximum percentage of allowed encumbrances permitted before the system blocks the creation of an encumbrance. When that amount is reached, the transaction creation is blocked.</td>
</tr>
<tr>
<td>Overexpenditure limit sum</td>
<td>The amount of overexpenditure (checked against the allocated balance) before the system blocks the creation of an overexpenditure.</td>
</tr>
<tr>
<td>Encumbrances prior to fiscal period (days)</td>
<td>The number of days, prior to the fiscal period start date, that new encumbrances can be created. If negative, you cannot create encumbrances during the specified number of days after the fiscal period start date. When working with accrual accounting, it is recommended to set this to 365 (or as early as required to enter the accrual invoices). See <a href="#">Working with Accrual Accounting</a>.</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>If a fund for the current period is active at the same time as a fund from the next fiscal period, the one from the next fiscal period is used if this value permits it. If you do not want encumbrances added to the fund from the next fiscal period while the fund from the current fiscal period is still active, set this to 0.</td>
</tr>
<tr>
<td>Expenditures prior to fiscal period (days)</td>
<td>The number of days, prior to the fiscal period start date, that new expenditures can be created. If negative, you cannot create expenditures during the specified number of days after the fiscal period start date. When working with accrual accounting, it is recommended to set this to 365 (or as early as required to enter the accrual invoices). See <a href="#">Working with Accrual Accounting</a>.</td>
</tr>
<tr>
<td>Transfers prior to fiscal period (days)</td>
<td>The number of days, prior to the fiscal period start date, that new money transfers can be created. If negative, money transfers are blocked during the specified number of days after the fiscal period start date. When working with accrual accounting, it is recommended to set this to 365 (or as early as required to enter the accrual invoices). See <a href="#">Working with Accrual Accounting</a>.</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>You can only transfer money between funds of the same fiscal period. For more information, see <a href="#">Managing Fund Allocation Transfer</a>.</td>
</tr>
<tr>
<td>Fiscal period end encumbrance grace period</td>
<td>The number of days, after the fiscal period end date, that new encumbrances can be created. If negative, the system blocks new encumbrances during the specified number of days prior to the end of the fiscal period.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(days)</td>
<td>fiscal period.</td>
</tr>
<tr>
<td>Fiscal period end expenditure grace period (days)</td>
<td>The number of days, after the fiscal period end date, that new expenditures can be created. If negative, the system blocks new expenditures during the specified number of days prior to the end of the fiscal period.</td>
</tr>
</tbody>
</table>

6. In the Funds tab, select Add Fund to add a fund to the ledger. For information, see Adding a Fund. This option is available only if you selected Edit to edit an existing ledger.

7. Select Save to store the ledger information that you entered and return to the Funds and Ledgers page.

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**Note**

Exchange rate updates can cause Alma to recalculate encumbrances and expenditures.

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**Editing a Ledger**

You can update the information entered for a ledger.

**To edit ledger information:**

1. On the Funds and Ledgers page (Acquisitions > Acquisitions Infrastructure > Funds and Ledgers), select Edit in the row actions list for the ledger whose information you want to update. The Summary Details Page appears. See Adding a Ledger.

2. On the Summary Details page, edit the ledger information as required (note that the Code, Currency, and Fiscal Period fields are not editable). For information on this page, see Adding a Ledger.

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**Note**

Changing the ownership of the ledger changes the availability scope of the ledger and the ownership of all of its funds, but does not change the availability scope of the funds. When you remove the availability of a ledge from one or more libraries, the associated funds are also made unavailable to these libraries. When you add availability to a ledger for one or more libraries, the funds remain unavailable to the libraries unless you add them as well.

3. In the Funds tab, add, edit, duplicate, deactivate, or move funds as required. For information on adding funds, see Adding a Fund.

4. In the Notes tab, add, update, or delete notes for the ledger. See Notes Tab.

5. In the Attachments tab, add, update, or delete attachments for the ledger. See Attachments Tab

6. To store your changes and deactivate the ledger, select Deactivate. To activate the ledger select Activate. Otherwise, to store your changes, select Save.
Adding a Fund

You can add a fund to a ledger or to a summary fund. You can add encumbrances to the fiscal period of a fund or ledger only if:

- The fiscal period is **Active**
- The date range of the fiscal period includes the current date

Alternatively, you can add encumbrances to a fund’s fiscal period prior to or after the actual fiscal period, provided the relevant fields are configured in the **Rules** section of the Summary Details page (select **Add Ledger**). For details on the fields in the **Rules** section, see [Adding a Ledger](#).

Watch the [Creating a Fund](#) video (5:00 mins).

**To add a fund to a ledger or summary fund:**

1. On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), select **Edit** in the row actions list for the ledger or summary fund to which you want to add a fund.
2. Select the **Funds** tab. The **Funds List** page appears.
3. Select **Add Fund** and select either **Allocated fund** or **Summary fund**. The Summary Details page appears.

![Add Fund - Summary Details](image)

**Note**

If you want to create a copy of a fund, select **Duplicate** in the row actions list for the fund you want to copy. Once
4. Enter the fund name and code (mandatory).

**Note**
The code is reused when you roll over the ledger to a new fiscal period, so don’t use a year-based code, such as **MAIN FUND 2015**. The name of the fund can be changed when it is rolled over to a new fiscal year. If you are working with accrual accounting (see [Working With Accrual Accounting](#)), do not change the name of the fund in the new fiscal period.

The field’s limit is 255 characters. It is recommended that the code not contain any special characters.

5. Optionally, enter an external ID for the fund that can be used to link to other system keys, and a description of the fund.

**Note**
**Owned by, Path, Currency, Fiscal period, and Fiscal period dates** are inherited from the ledger and cannot be modified. **Available for** is also inherited, but you can remove libraries to make it more restrictive in the next step.

6. If the fund's parent ledger / summary fund was available to more than one library, select the libraries to which this fund is available in **Available For**. You can make the fund's availability more restrictive than its parent.

7. Optionally enter a fund type. To configure fund types, see [Configuring Fund Types](#).

**Note**
To make this fund available to attach to resource sharing requests, the fund type must be **Resource Sharing**. See [Borrowing Requests Associated with Funds](#).

8. To override the rules set by the ledger, in the **Rules** area select **Override Rules Information** and then configure the fields associated with the policy behavior of encumbrances and expenditures for this fund. For an explanation of these fields, see [Adding a Ledger](#).

9. For a summary fund:
   1. In the **Reports** section, select the type of report you want to display from the **Display report** field, as follows:
      - **Fund Balance** – Displays the previously labeled Balance report.
      - **Fund Burn Down** – Displays the Fund Burn Down report configured in Alma Analytics.
   2. In the **Funds** tab, select **Add Fund** to add a fund to the ledger (starting with step 1 of this process).

10. Select **Save** to store the fund information.

**Note**
After you have completely configured this fund, select **Activate** to activate the fund.
Editing a Fund

You can update the information entered for a fund.

To edit fund information:

1. On the Funds and Ledgers page (Acquisitions > Acquisitions Infrastructure > Funds and Ledgers), select **Edit** in the row actions list for the fund whose information you want to update.
2. On the Summary Details page, edit the fund information, as required. For more information on this page, see Adding a Fund. Note that the fund’s code is not editable.
3. For allocated funds, select the **Transactions** tab to perform transactions on the fund. For more information on transferring and allocating funds, see Performing Fund Transactions.
4. In the **Notes** tab, add, update, or delete notes for the fund. See Notes Tab.
5. In the **Attachments** tab, add, update, or delete attachments for the fund. See Attachments Tab.
6. To store your changes and deactivate the fund, select **Deactivate**. To activate the fund, select **Activate**. Otherwise, to store your changes, select **Save**.

Activating and Deactivating Funds and Ledgers

Before a fund can be used, it must activated.

After you have allocated all necessary funds for a ledger, you must activate the ledger to use it.

You can deactivate a fund or ledger that you currently do not need but may need at a later time. You also must deactivate a fund or ledger before it can be deleted (see Deleting Funds and Ledgers).

To activate or deactivate funds and ledgers:

On the Funds and Ledgers page (Acquisitions > Acquisitions Infrastructure > Funds and Ledgers), select **Activate** or **Deactivate** in the row actions list for the ledger or fund that you want to activate or deactivate.

Note

- You can also activate a fund while adding or editing it by selecting the **Activate** link on the Funds List page, or by selecting **Activate** in any of the fund’s tabs, after you have configured the fund. You can also activate a ledger while editing it by selecting **Activate** in any of the ledger’s tabs.
- You can also deactivate a fund by selecting the **Deactivate** link on the Funds List page, or by selecting **Deactivate** in any of the fund’s tabs. You can also deactivate a ledger while editing it by selecting **Deactivate** in any of the ledger’s tabs.
Deleting Funds and Ledgers

When a ledger or fund is no longer needed for a fiscal period, it can be deleted from the system. Note that the fund/ledger must be **Inactive** or **Draft** to be deleted.

**To delete a ledger or fund:**

On the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**), select **Delete** in the row actions list for a fund or ledger. If the fund (or funds associated with the ledger) has no associated transactions, encumbrances, or expenditures, it is deleted. If a ledger is deleted, all the funds associated with the ledger are also deleted.

**Note**

Alternatively, you can delete a fund/ledger while editing it by selecting **Delete** in any of the fund's/ledger's tabs.

Performing Fund Transactions

Fund transactions are performed in the **Transactions** tab, accessible by selecting **Edit** in the row actions list for an allocated fund on the Funds and Ledgers page (**Acquisitions > Acquisitions Infrastructure > Funds and Ledgers**). The **Transactions** tab lists all of the transactions performed on an allocated fund.

In this tab, you can:

- View details for a transaction
- Allocate money to an allocated fund
- Transfer money from one allocated fund to another. You can also transfer funds

**Note**

To reduce a fund's allocation, you allocate money using a negative number.

**To view details for a transaction:**

In the **Transactions** tab, select **View** in the row actions list for a transaction. The Transaction Details page appears with details for the specified transaction.

**To allocate money to an allocated fund:**

1. In the **Transactions** tab, select **Allocate Funds**.
2. Enter the allocation amount and fill in the following optional fields:
   - **Transaction reference number** – A number that may be used to reference a particular allocation to the fund
   - **Transaction note** – A description of the transaction

3. Select **Add Allocation Transaction** and select **Confirm** in the confirmation dialog box.

4. Select **Save**.

**To perform a transfer from one allocated fund to another:**

1. In the **Transactions** tab, select **Transfer Funds**.

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**Note**

The **From fund** field contains the value of the current fund, which cannot be changed.

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2. Continue as described in [Transferring Money Between Allocated Funds](#), starting from step 2.