

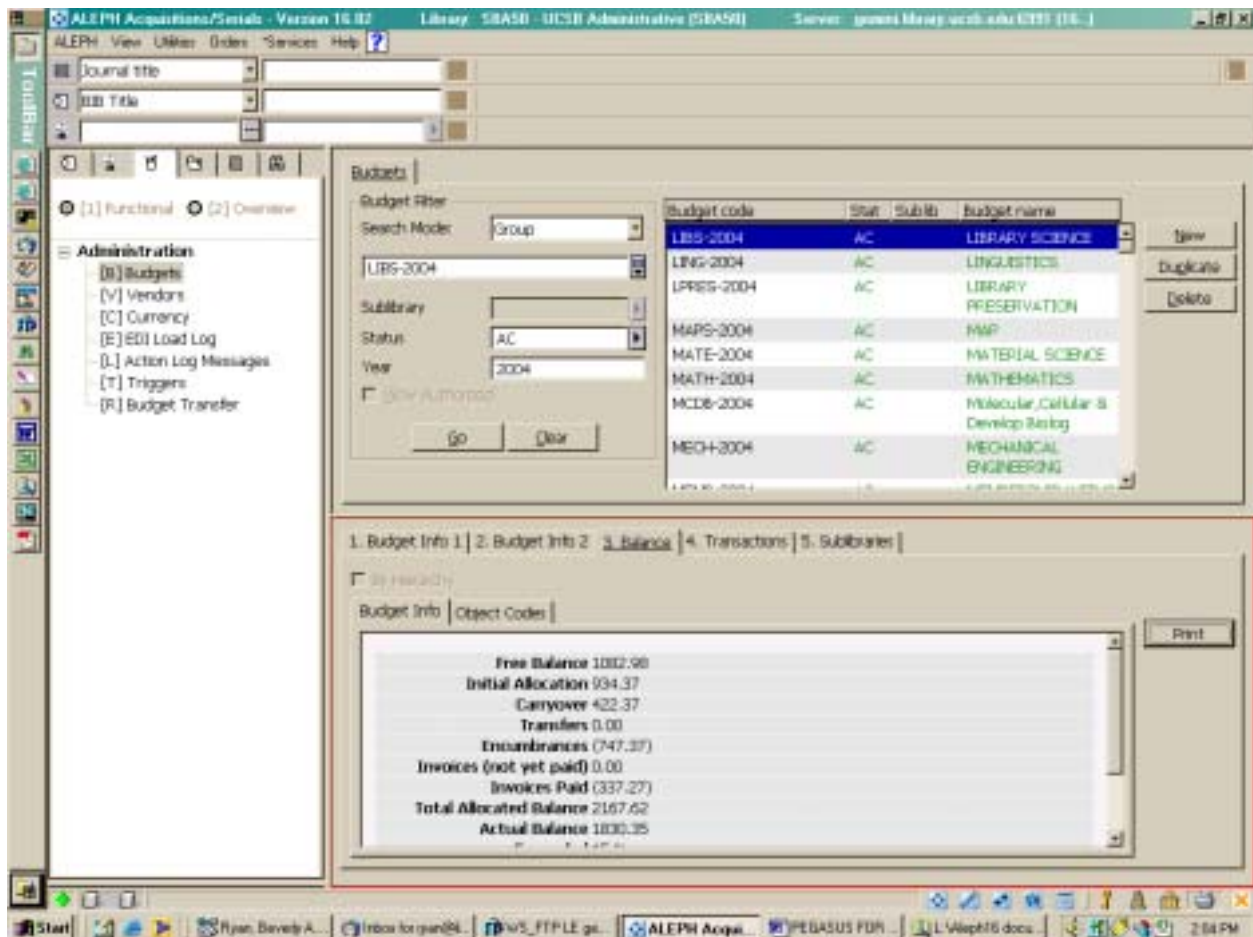
PEGASUS FOR COLLECTION MANAGERS: TAKE A LOOK AT BUDGETS

To Open ALEPH, click on **Start**, highlight **Programs** and **ALEPH 500(v16)** Acquisitions
Serials.

Log on ID: collman

Password: collman

In the **Navigation Pane** on the left, click on the **pencil holder icon**, or press **F6**. Then click on **Budgets**.



A **Budget List** window will appear. Enter a Budget Code (e.g. **WOME-2001**) or scroll through the list of budgets displayed. (for more on searching budgets see p. 4)

Status: you can filter either for “Active” or “Inactive” budgets by completing this field.

Year: if you enter a year (e.g. 2005), only budgets pertaining to that year display.

Click the “Go” button to make the filters active. These filters will remain in effect for all budget searches until clicking the “Clear” button.

When you highlight a budget from the list, the information in the **Budget Information** window in the lower part of the screen changes to reflect the data for that budget. Tab **3. Balance** displays the budget amounts as explained below.

How it's calculated:

Free Balance (what you really have left to spend)	Total allocations minus Invoices (paid) minus Invoices (not yet paid) minus Encumbrances
Initial Allocation	Amount allocated to the fund for that fiscal year
Carryover	Funds brought forward from the previous year (normally account for funds already encumbered)
Total transfers	Transfers from other funds (typical transfers are those between monograph and serials budgets, e.g. between SWOME and WOME)
Total Allocated Balance	Initial allocation plus Carry-Over plus any other funds transferred or added during the fiscal year
Invoices (not yet paid)	Invoices accounted for in Pegasus, but not yet sent to Campus Accounting for payment.
Encumbrances	Orders placed but not yet billed by vendor
Expended Invoices	Invoices already sent to Campus Accounting for payment.
Actual balance	Total allocation minus Invoices paid and Invoices not yet paid

To print, click on the **Print** button on the right.

Tab **4. Transactions** of the Budget List window includes transactions for the selected budget, indicating whether they are Credits (C) or Debits (D). This will give you a chronological list of transactions of several types.

The **Transaction List** can be filtered by *Transaction Type*. To filter the **Transaction List**, do the following:

1. Click inside the checkbox(es) of the type(s) of transaction(s) you are interested in limiting the list to (in the upper pane of the **Transactions** tab).
2. Click the “Filter” button in the left side of the window to filter the list. The results will display in the lower pane of the **Transactions** tab.

Type of transaction:

ALC	Regular Allocations
CRO	Carry-overs (included in Allocation, if you select that type for sorting)
ENC	Encumbrances
ILC	Initial Allocations
INV	Invoices
TRN	Transfers

Columns of information:

Type: see list above

Date: Date of the invoice

Local Amt: Amount charged for that transaction

C/D: C=credit; D=debit

Paid: Y=yes; N=no

Order: Order number

Invoice: Vendor and invoice number


To find out the staff person responsible for a particular transaction, highlight it and right click to get an expanded information bubble.

Information can be added to the columns above by right clicking on the header bar and selecting categories of information to add. Click on "Get default setup" to return to the original columns.

To view an order

To see what an encumbrance or invoice was for, highlight the line, click a second time to highlight only the order number. Move the cursor up to the Order Search bar, Press ctrl v to paste the order number into the search box. (Be sure it says Order Number). Hit enter or click on the arrow icon.

Additional budget search options:

Search Mode: choose the mode or type of search you would like to perform on the Budget List by clicking on the down arrow . Search Modes include Browse, Keywords, Exact, Wildcard or Group.

Browse: allows you to browse the budget list and jump to a particular point in the list by entering a partial *Budget Code* in the space provided and clicking

Optional:

"Go". The *Browse* option also allows you to filter the list only by those having a particular status and/or budgets of a particular year.

Keywords: allows you to perform a keyword search of the ***Budget List*** if you do not know the budget code. Use an asterisk (*) for truncation of a partial word (as a prefix or suffix).

Exact: allows you to search and only retrieve results *only* if there is an exact match.

Wildcard: allows you to select a group of budgets by entering a partial *Budget Code* and an asterisk *. For example, B*-2003 will retrieve all budgets that start with the letter "B" and end with "-2003".