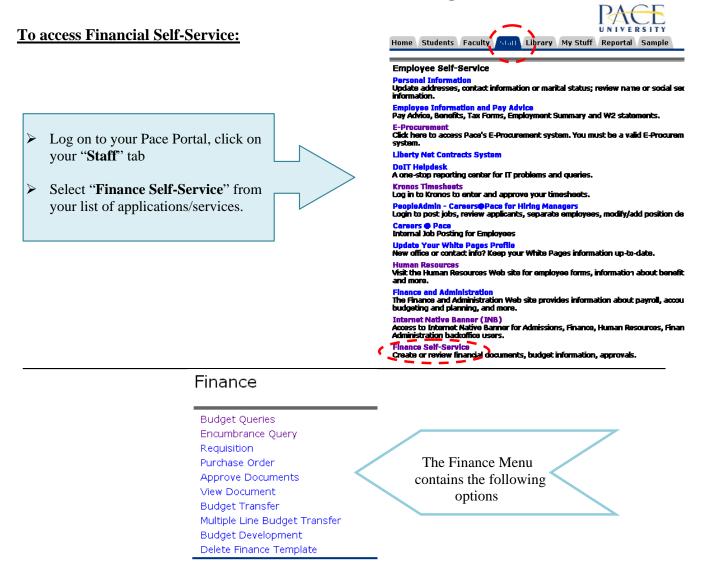
Finance Self Service – Budget Queries



Performing a Budget Query

The Budget Query option permits the Finance Self-Service user access to budget status information.

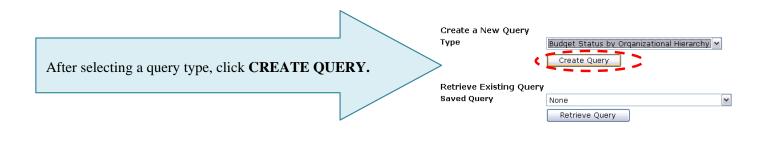
A user may build or retrieve two types of queries:

- Budget Status by Account
- Budget Status by Organizational Hierarchy

Create a New Query	
Туре	Budget Status by Account 🛛 👻
	Budget Status by Account
	Budget Status by Organizational Hierarchy Budget Quick Query
Retrieve Existing Que	ery
Saved Query	None
	Retrieve Query

Select <u>Budget Status by Account</u> to view budget information for organizations detailed by account.

Select <u>Budget Status by Organizational Hierarchy</u> to view summarized budget information using actual or hierarchical Organization or Account codes.



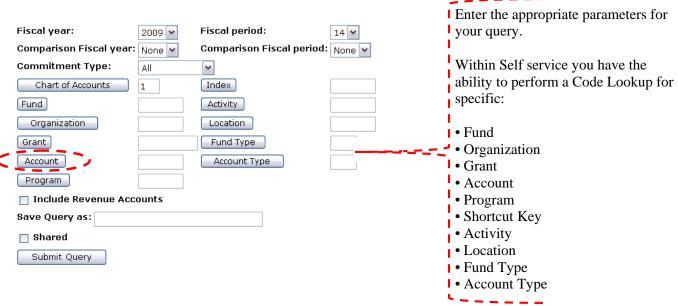
Users may choose from the following Operating Ledger Data for each type of query:

Check the appropriate check boxes for your query.

	Field Adopted Budget	Description Budget at beginning of Fiscal Year. (Approved Budget)
🔲 Adopted Budget 🛛 🗹 Year to Date	Budget Adjustment Adjusted Budget	An increase/decrease to budget. Permanent budget adjustments. The Adopted Budget plus the Budget Adjustment.
Budget Adjustment Encumbrances	Temporary Budget	Temporary Adjustments – will not roll to next fiscal year.
Adjusted Budget Reservations	Accounted Budget	Approved Budget plus or minus any Budget Adjustments. Total of all budget transactions.
Accounted Budget	Year to Date	Actual revenue and expenditures to date
Save Query as:	Encumbrances	Funds committed for future payments (Purchase Orders/Salary Expenses)
•	Reservation	Not used at Pace
Shared	Commitments	Encumbrances
Continue	Available Balance	The difference between the Accounted Budget and the Year to Date and Encumbrances. This indicates the budget balance available

If you enter a name for your query in the **Save Query As** field, this will save only the selected items, not the report results. If you check the **Shared** check box, you will allow other end users to access your selected items. *Note: This is not required to run budget queries.*

Click Continue.



Example: To search for an Account, click Account to open the Code Lookup page

Code Lookup:

Chart of Accounts	The Chart of Accounts field is always 1.
Account Criteria	
Title Criteria	<u>Note:</u> Within the Code Lookup the
	end user has the ability to perform
Maximum rows to return 10 🔽	a wild card (%) search in the
	criteria field.
Execute Query	cinteria nera.
Execute Query	
Exit without Value	
	Code lookup results
	Title Account
Chart of Accounts 1	College Work Study E00400
Account Criteria %E%	Employee Benefit Disability E00660
	Marketing Publications & Printing E00900
Title Criteria	Loan Cancellations E01150
Maximum rows to return 10 🖌	Student Loan Fees and Expenses E01153
10	Auxiliary Services E01160
25	Allowance for Doubtful Accounts E01200
Execute Query 50	Rental Expense E01430
75	Cap Bud Professional Services E01610
100 Exit without Value 1000	Asset Retirement Obligation FIN47 E02000
Exit without Value	Exit without Value
Once the Query is entered click Execute Query for results.	Another Query If you have found the appropriate Account, click the Account number to insert in the Budget Query form field.
Fiscal year: 2009 V Fiscal period: 14 V	
Comparison Fiscal year: 2008 🗸 Comparison Fiscal period: 14 🔽	an a
Commitment Type: Uncommitted V	
Chart of Accounts 1 Index	Note: If you perform a
	Budget Query using the
Fund F00101 Activity	index (shortcut key) it
Organization CN15	will populate your Fund,
Grant Fund Type	Organization, Program
	and Location fields.
Program	sector and the sector and the sector and
Include Revenue Accounts	
Save Query as:	
Shared	
Submit Query	

If you enter a name for your query in the **Save Query As** field, this will save only the selected items, not the report results. If you check the **Shared** check box, you will allow other end users to access your selected items. *Note: This is not required to run budget queries.*

Click Submit Query.

The page will refresh and display the results of your query, along with the parameters that were selected.

Report Param	eters			
	Organization B	udget Status	s Report	
	Ву	Account		
	Period Endi	ng Jun 30, 2	2009	
	As of J	lul 27, 2009		
	Compared	to Jun 30, 2	008	
Chart of Accour	nts 1 Pace University	Commitment	Type All	
Fund	F00101 Current Operating	Program	P00503 General Admi	n & Logistical Services
Organization	XFA040 Financial Information Systems	Activity	All	
Account	All	Location	CB17 Tead House	

Account Account Title	FY09/PD14 Year to Date FY08/I	PD14 Year to Date
E00220 Part Time Staff Salaries	0.00	0.00
E00600 Employee Benefits	0.00	0.00
E01100 Supplies and Services	0.00	0.00
E01400 Utility and Plant Contracts	0.00	0.00
E02500 Contingency	0.00	0.00
E02700 Internal Usage & Chargebacks	0.00	0.00
E10601 FT Staff Salary Exempt	249,074.65	204,182.28
E10602 FT Staff Salary Non Exempt	0.00	0.00
E10801 Full Time NYS Insurance Reimb	0.00	(1,428.00)
E11202 PT Staff Salary Grad Assistantship	5,100.06	0.00
E14606 Empl Bene Tuit Rem Graduate Assista	0.00	0.00
E18001 Employee Benefits Allocated	79,926.44	65,650.27
E19003 Supplies Books and Directories	73.43	0.00
E19201 Supplies Computer Minor Equip	945.00	852.68
E19202 Supplies Computer Accessories	2,435.27	21.56
Screen total	337,554.85	269,278.79
Running total	337,554.85	269,278.79
Report Total (of all records)	414,082.85	333,130.84

<u>Note:</u> You can obtain and view additional information by clicking any highlighted/underline field within the Query Results section (Drill down method). Example:

Account Account Title	FY09/PD14 Year to Date FY08/F	D14 Year to Date
E00220 Part Time Staff Salaries	0.00	0.00
E00600 Employee Benefits	0.00	0.00
E01100 Supplies and Services	0.00	0.00
E01400 Utility and Plant Contrac	ts 0.00	0.00
E02500 Contingency	0.00	0.00
E02700 Internal Usage & Charge	ebacks0.00	0.00
E10601 FT Staff Salary Exempt	249,074.65	204,182.28

Click on the underlined field to view additional information <u>Note:</u> Within any query result the end user has the ability to drill down and access additional information on fields that are highlighted/underlined.

Compute Additional Columns for the query screen provides the capability to add "user calculated columns" to a query. The end user may add, subtract, multiply, divide, or get a percentage (located in the Operator column) of any two Operating Ledger Columns (Column 1 and Column 2 have drop down menus which are identical), choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Compute Additional Column	for the query	,		
Column 1	Operator	Column 2	Display After Column	New Column Description
FY09/PD14 Adopted Budget	🖉 percent of 🗠	FY09/FD14 Adopted Budget	🛛 🖂 FY09/F014 Adopted Budget 🛛 🗠	
Perform Computation				
Once the appropriate	Columns ha	ave been selected, clic	ck Perform Computation a	and see the results.

Financial Self-Service terms:

Accounted Budget	Approved Budget plus or minus any Budget Adjustments. Total of all budget transactions.
Adopted Budget	Budget at beginning of Fiscal Year. (Approved Budget)
Adjusted Budget	The Adopted Budget plus the Budget Adjustment.
Available Balance	The difference between the Accounted Budget and the Year to Date and Encumbrances. This indicates the budget balance available
Budget Adjustment	An increase/decrease to budget. Permanent budget adjustments.
Budget Status by Account Query	The Budget Query by Account option allows a user to review budget information by account for the Fiscal Period, Year to Date, and Commitment Type by:
	 Specific FOAPAL/Shortcut Key values A Specific Organization All Organizations Fund Type Account Type Revenue Accounts
	There are four levels to a Budget Query by Account: Account Detail, Transactions Detail, Document Detail, and View the Document.
Budget Status by Organization Hierarchy Query	The Budget Query by Organization Hierarchy option allows users to review budget information for Organizations:
Therateny Query	 Hierarchical Structure Fund Type Account Type Revenue Accounts
	The levels of this type of query include: Organizational Hierarchy, External Account Type (Levels 1 and 2), Account Detail, Transaction Detail, Document Detail, and View the Document
Commitments	Encumbrances
Comparison queries	When end users choose their desired parameters, they may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison Fiscal Period.
Downloading query data to a spread sheet	End users can download budget query data to a Microsoft Excel spread sheet and then edit it, according to their reporting needs.
Encumbrances	Funds committed for future payments (Purchase Orders/Salary Expenses)
Reservation	Not used at Pace
Temporary Budget	Temporary Adjustments – will not roll to next fiscal year.
Year to Date	Actual revenue and expenditures to date
User-calculated columns	The user may add, subtract, multiply, divide, or get a percentage of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Glossary of Terms

Account

The account code is a six digit number which classifies how the money is spent. This is the third set of numbers in a FOAP.

Accounts that begin with a R = Revenue Accounts that begin with a E = Expenses

Adopted Budget

Original Budget allocation given at the beginning of the Fiscal Year.

Accounted Budget

This is the current budget for a unit.

Available Balance

Remaining balance available to spend. Original Budget less expenditures less commitments.

Chart of Accounts (COAS)

This field is required on any forms where it is present. The Chart of Accounts is always 1.

Commitments

Synonym for encumbrances. This amount is equal to all open encumbrances and reservations.

Encumbrances

The budget set aside to cover purchase orders.

Fiscal Period

A number designating the month in the Fiscal Year. 01 = July, 02 = August, etc.. To view fiscal year to date enter 14.

Fiscal Year

The fiscal year runs from July 1st – June 30th. i.e. Fiscal Year 2008 begins July 1, 2007 and ends June 30, 2008.

FOAPAL (Fund, Organization, Account, Program, Activity, Location)

This is the acronym used by Banner to capture financial transactions and facilitate retrieval of information. The budget number consists of four components, Fund, Organization, Account, and Program. Combined they provide a very powerful reporting tool.

Index

A fund code is a five digit number that identifies the funding source. The fund code is the first set of numbers in a **F**OAP.

Organization (Org)

The org code, short for Organization Code, is a five digit number that identifies the budgetary unit (department) responsible for managing the funds. The organization code is the second set of number in a FOAP

NSF Checking

Non-Sufficient funds checking. This feature checks to determine if there is an available budget.

Program

The program code is a two digit number that defines the program category under which a particular unit budget falls. (e.g. instruction, academic support, student services, institutional support, physical plant, auxiliary, etc...) This is the last set of numbers in a FOA \underline{P} .

Year to Date

Actual Revenue and/or Expenses accumulated for the fiscal year.