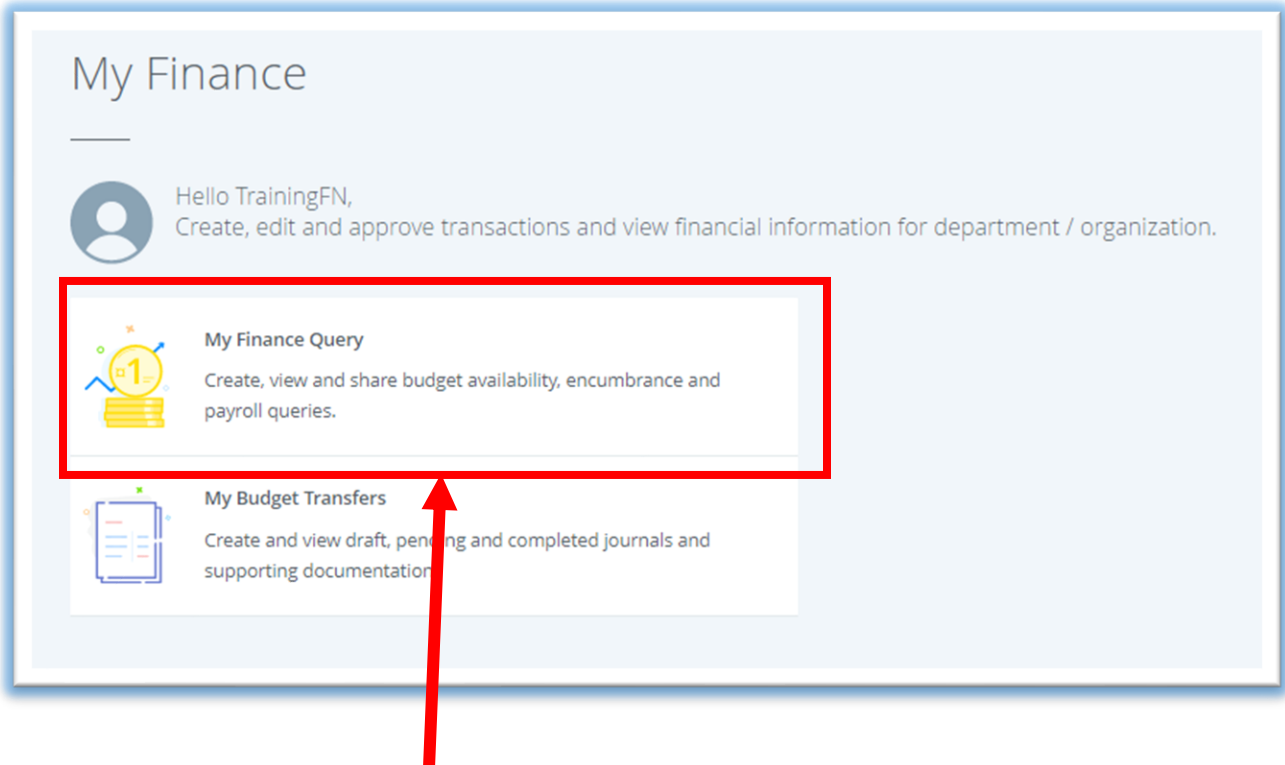# Finance Self-Service- Budget Queries

To access Finance Self-Service:

1. Log on to **Pace Portal**, click on the "**Staff**" tab
2. Select "**Finance Self-Service**" under the Staff Resources & Technology section.

My Finance

Hello TrainingFN,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Budget Transfers
Create and view draft, pending and completed journals and supporting documentation

3. To run a query, click on the **My Finance Query** button.

Performing a Budget Query

The Budget Queries allow the user access to budget status information. To begin, click on the New Query button towards the upper right of the screen.

A box will pop up where you will begin building your query.

Below are the two common types of queries that are retrieved:

1. Budget Status by Account
2. Budget Status by Organizational Hierarchy

Ms TrainingFN ExampleLN

Search Query

New Query

Low-High
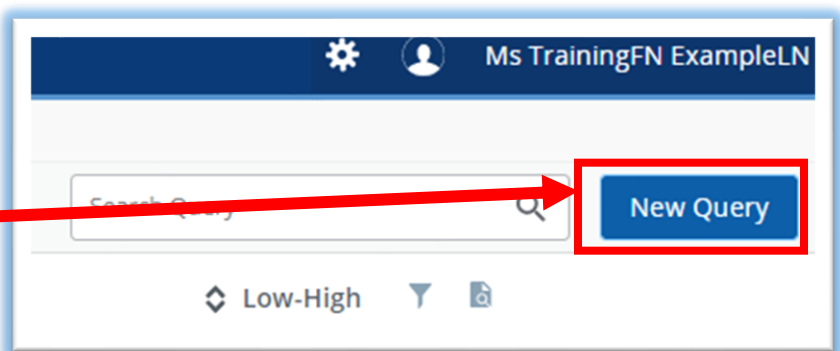
Create New Query

Select Query Type

Budget Quick Query ⌃

🔍

Budget Status by Account

Budget Status by Organizational Hierarchy

Payroll Expense Detail

Encumbrance Query

Multi Year Query

Budget Quick Query

Select **Budget Status by Account** to view budget information for organizations detailed by account.

Select **Budget Status by Organizational Hierarchy** to view summarized budget information using actual or hierarchical Organization or Account codes.

After selecting a query type continue filling out the rest of the form:

Edit Query

Select Query Type

Budget Status by Account

Values

Chart *
1 Pace University ✕ ⌄

Index
FA040 TEST ✕ ⌄

Fund
F00101 Current Operating

Organization *
XFA040 TEST Org

Account
Choose Account ⌄

Program
P00503 General Admin &

Activity
IOLA InDir Over Ylaw ✕ ⌄

Location
CV0001 Vahalla - Floor 3

The user must provide the **FOAPAL** (Fund, Organization, Account, Program, Activity, Location).

If the user enters the **Index** code it will autofill the rest of the FOAPAL values.

Chart will always be 1.

QUICK TIP: The user can use the search functionality in each dropdown by entering key words or partial codes to identify the correct values.

The **Fiscal Year** and **Fiscal Period** are required, but the user also has the option to select a **Comparison Fiscal Year** and **Comparison Fiscal Period**:

Fiscal Year* 2021 ✕∨	Fiscal Period* 14 ✕∨
Comparison Fiscal Year None ∨	Comparison Fiscal Period None ∨

The user may choose from the following Operating Ledger Data for each type of query. Please see below table for definitions:

Operating Ledger

☑ Adopted Budget ⓘ   ☑ Year to Date ⓘ

☐ Budget Adjustment ⓘ   ☑ Encumbrance ⓘ

☑ Adjusted Budget ⓘ   ☐ Reservation ⓘ

☐ Temporary Budget ⓘ   ☐ Commitments ⓘ

☑ Accounted Budget ⓘ   ☑ Available Balance ⓘ

SUBMIT

Field	Description
Adopted Budget	Budget at beginning of Fiscal Year. (Approved Budget)
Budget Adjustment	An increase/decrease to budget. Permanent budget adjustments.
Adjusted Budget	The Adopted Budget plus the Budget Adjustment.
Temporary Budget	Temporary Adjustments – will not roll to the next fiscal year.
Accounted Budget	Approved Budget plus or minus any Budget Adjustments. Total of all budget transactions.
Year to Date	Actual revenue and expenditures to date
Encumbrances	Funds committed for future payments (Purchase Orders/Salary Expenses)
Reservation	NOT USED AT PACE
Commitments	Encumbrances
Available Balance	The difference between the Accounted Budget and the Year to Date and Encumbrances. This indicates the budget balance available

Once the user is ready to create the query, click on the **Submit** button.

SUBMIT

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

New **Health** column provides the user with a quick check on their Budget status.

Green=budget is available

Red= no budget available

Budget Status by Account

New Query

< TEST Org - XFA040

Query Results

Account	Account Title	Health	FY21/PD14 Adopted Budget	Test Compute	FY21/PD14 Budget Adjustment	FY21/PD14 Adjusted Budget	FY21/PD14 Temporary Budget
E11001	PT Faculty Salary Fall	⚠	$0.00	$0.00	$0.00	$0.00	$0.00
E11201	PT Staff Salary Student Wages	✓	$2,079.00	$2,079.00	$0.00	$2,079.00	$0.00
E11202	PT Staff Salary Grad Assistantship	✓	$2,065.00	$2,065.00	$0.00		
E11501	Part Time Staff Salaries	✓	$46.00	$46.00			
E18002	Employee Benefits Allocated PT	✓	$52.00	$52.00			
E19201	Supplies Computer Minor Equip	✓	$350.00	$250.00			
E19202	Supplies Computer	●					

QUICK TIP: You can obtain and view additional information by clicking any highlighted/underlined field within the Query Results section (Drill down method).

E18002	Employee Benefits Allocated PT	✓	$52.00
E19201	Supplies Computer Minor Equip	✓	$350.00

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
07/01/2020	06/29/2020	BL000001 ⓘ	FY21 Original Budget	$350.00	BD1
Report Total (of all records)				**$350.00**	

Compute an Additional Column for the Query

Click on the ➕ icon towards the upper right up of the screen to add an additional **Computed Column**:

Computed Columns   ✕

New   Remove

Columns Name *

1 TEST

Column 1

2 FY21/PD14 Adopted Budget   ⌄

Operator

3 ⊕ ⊖ ⊗ ⊘ %

Column 2

4 FY21/PD14 Adopted Budget   ⌄

Display After

5 FY21/PD14 Adopted Budget   ⌄

6 COMPUTE

1.Provide the **Column Name**.

3. Select the first column in the equation in the **Column 1** dropdown.
4. Select the **Operator**.
5. Select the second column in the equation in the **Column 2** dropdown.
6. Select the Order of where you would like this column displayed in the **Display After** dropdown.
7. Click on **Compute** to finish the transaction and your new column will appear.

FY21/PD14 Adopted Budget	TEST
$0.00	$0.00
$2,079.00	$100.00
$2,065.00	$100.00
$46.00	$100.00
$52.00	$100.00
$350.00	$100.00

Additional Functionality

1. Click on the Pencil Icon to edit the query
2. Click on the Share icon to share the query with other users
3. Click on the Save icon to save the query and also select as a Favorite.
4. Click on the three dots to open the menu and select View Pending Documents to view pending documents
5. Click on the Download icon to download the query into Excel.

1 ✎   2 ＞   3 💾   ⓘ   4 ⋮

5 ⬇
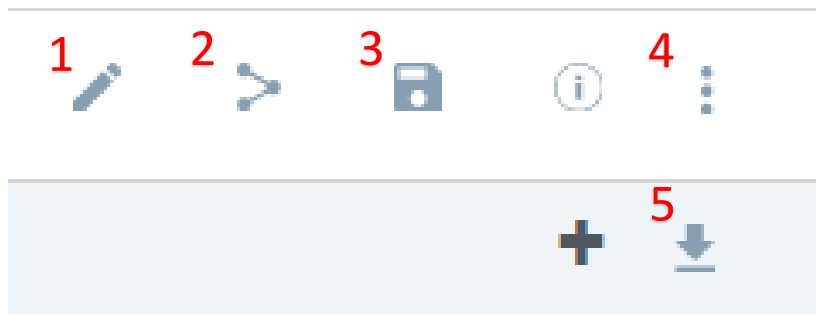
Financial Self-Service terms:

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:

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 FO**A**P.

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 (**F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, **L**ocation)

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 FOAP.

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 F**O**AP

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**P**.

Year to Date- Actual Revenue and/or Expenses accumulated for the fiscal year.