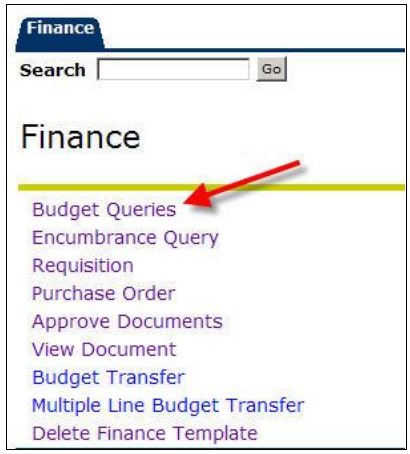
Updated 7/22/08

Budget Queries Using SSB

To create a Budget Query, select Budget Queries:



<u>Select one of four options</u>

1. **Budget Quick Query**: This query permits the user to view simplified budget information for one organization or grant. Performing a query is simplified; however, the feature of drilling down to detail transactions is not available.

2. **Budget Status by Account**: This query provides financial information for one organization or grant. It does not allow for hierarchy roll up, but is the quickest way to view details on transactions.

3. **Budget Status by Organizational Hierarchy**: This query permits the users to view summary information for hierarchy organizations. Detail transactions may be viewed by "drilling down" to individual organizations and then actual transactions.

4. **Retrieve or Save a Query**: Saving allows you to save a query and then you can Retrieve that saved query in the future. It is recommended not to check off the Shared Query. This will allow everyone to see your query. However, they will have to change the FOAP for any results to display.

<u>Important Notes about Budget Queries</u>

- The charts of accounts fields should always be entered in with **N**
- To find your Available Balance use the Budget Status by Organizational Hierarchy Query
- Use index to populate the Fund (F), Organization (O) and Program (P). The FOP is

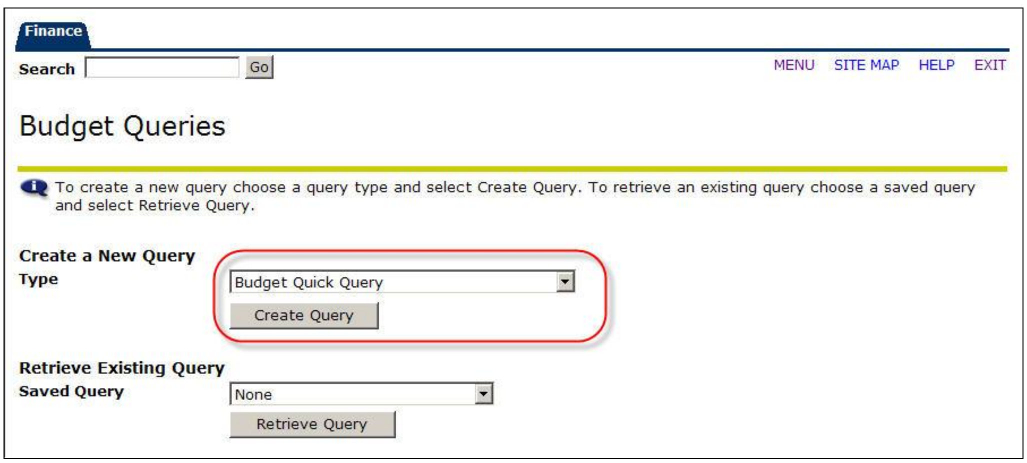
required. After you enter in the index immediately submit query. This will erase the index and populate the FOP. Do not re-enter the index.

- It is recommended when entering in a query to erase all pre-populate data. The data is retained from a previous query. If you do not erase pre-populate data and then enter invalid data the old data will be used. You will not notice the new data you entered was invalid.

1. Budget Quick Query

Budget Quick Query permits the user to view simplified budget information for one organization or grant. Performing a query is simplified; however, the feature of drilling down to detail transactions is not available. This query is recommended for Inception to Date/Grant funds because it displays the available balance. However, it is not recommended for operating funds, use the Budget Status by Organizational Hierarchy query.

Select *Budget Quick Query*, and then click on **Create Query.**



Select the parameters for the query; the columns for the query are pre-selected. *The columns retrieved are, Adjusted Budget, Year to Date/Inception to Date, Commitments, and Available Balance.*

These below fields are required. However, if applicable enter in other fields for detail query result.

1. Select the Fiscal Year. The data displayed will be through the entire fiscal year.
2. Enter Chart of Accounts as **N**
3. Organization or Grant
   - Fill in the index and Submit Query. This will populate the Fund, Org, and Program.
   - Insert the grant number in the grant field, Grant Inception-to-date information is available

Click **Submit Query**

The first box provides a summary of the FOAP query criteria along with descriptions

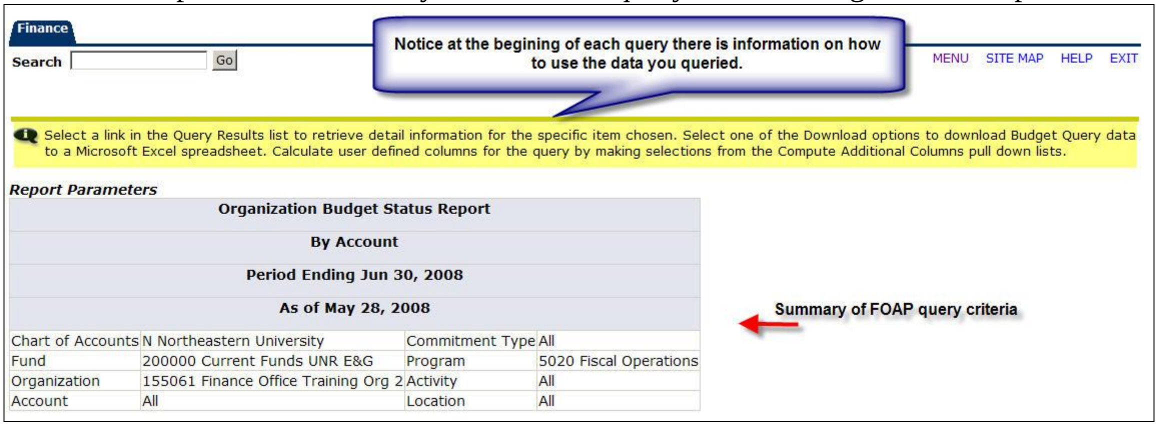
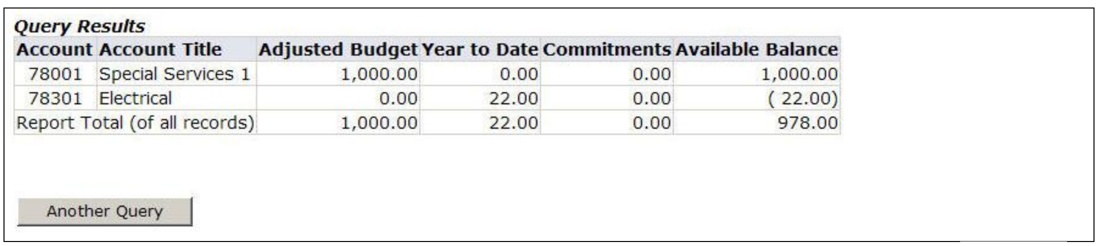


Chart of Accounts	N Northeastern University	Commitment Type	All
Fund	200000 Current Funds UNR E&G	Program	5020 Fiscal Operations
Organization	155061 Finance Office Training Org 2	Activity	All
Account	All	Location	All

The second box shows an Organization Budget Status report or Grant Inception to Date report with the system selected columns. This query *does not* have the features to drill down to the detail transactions, download to excel, or add additional user columns.



Query Results

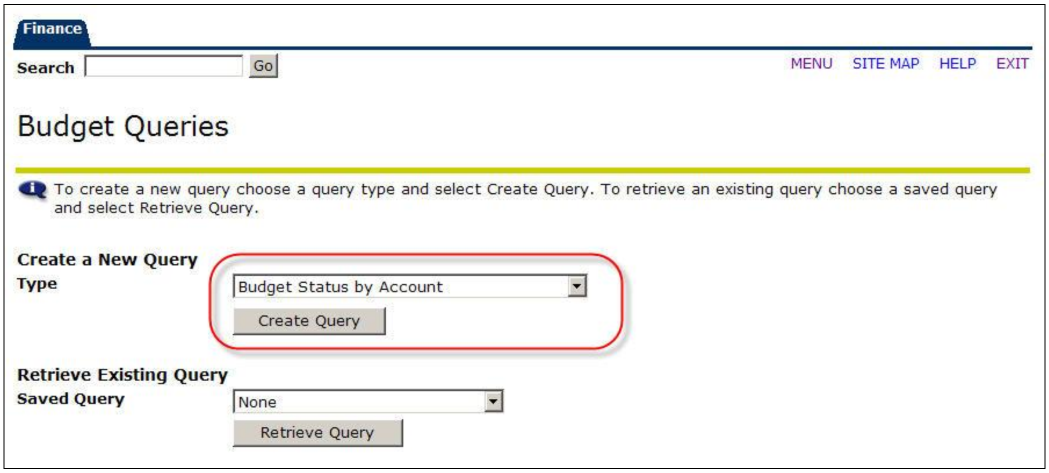
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
78001	Special Services 1	1,000.00	0.00	0.00	1,000.00
78301	Electrical	0.00	22.00	0.00	(22.00)
Report Total (of all records)		1,000.00	22.00	0.00	978.00

NOTE: If there are additional accounts then what is displayed click on the Next 15> to see additional account summary.

2. Budget Status by Account

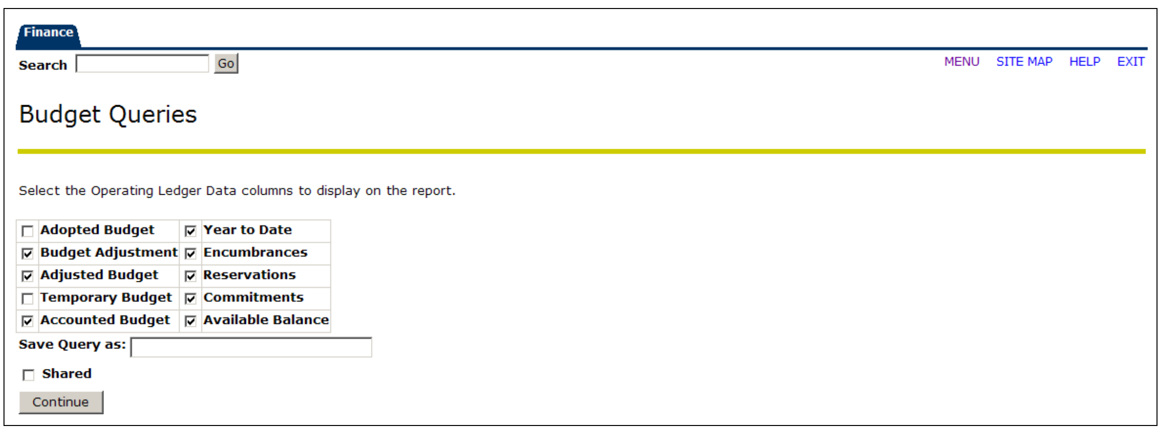
Budget Status by Account provides financial information for one organization or grant. It does not allow for hierarchy roll up, but is ***the quickest way to view details on transactions.***

Select *Budget Status by Account* from the drop-down to the right of the Create Query button and select **Create Query**.



NOTE: At this time you may retrieve a previously saved query by pressing the **Retrieve Query** button. Additional information on this option is provided on page 19.

When selecting **Budget Status by Account, Create Query,** the following screen will appear.



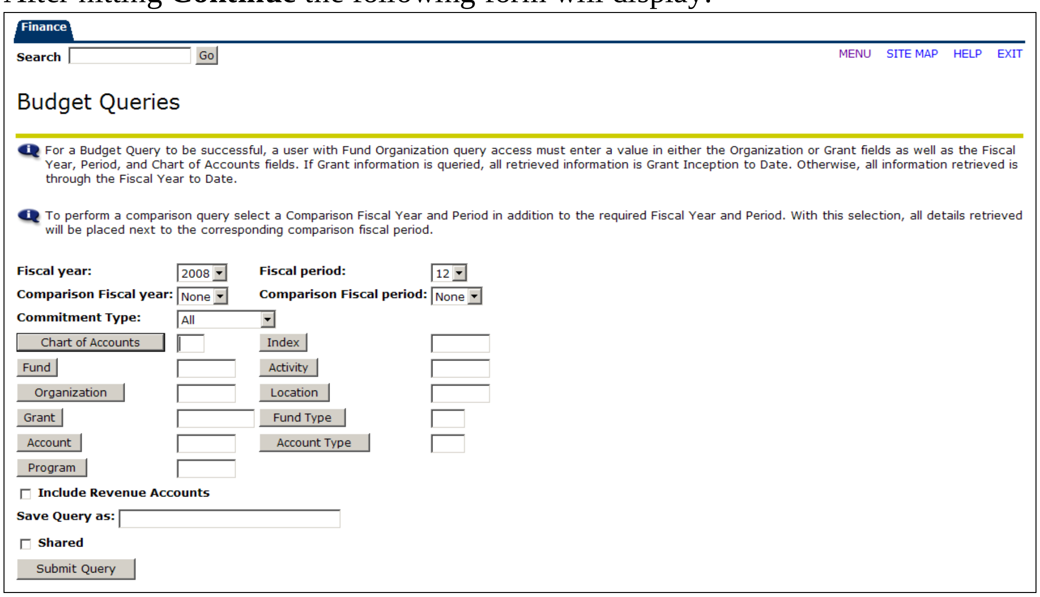
Select the columns to appear in the query and select **Continue**. Details on each column are below. ***We recommend only selecting the first 3 of the 5 boxes in the left column when setting up a query. They are Adopted Budget (Opening Original Budget), Budget Adjustment (Adjustments to the Opening Original Budget), and Adjusted Budget (Revised budget = Original Budget + Adjustments). In the right column, select the columns you want to query. For details about the columns read below.***

Column Details

Adopted Budget	Original budget allocation given at the beginning of the Fiscal Year.
Budget Adjustment	Any additions or reductions made to the budget since the original allocation. This includes Temporary adjustments.
Accounted Budget	Current Budget. Original Budget plus or minus any Budget Adjustments. This is a system-generated column, which does not allow for "drilling" down to details.

Temporary Budget	Adjustments to budget in the current year that are temporary in nature.
Adjusted Budget	Current Budget. Original Budget plus or minus any Budget Adjustments. Total of all budget transactions. Details on actual transactions can be obtained by "drilling" down on this field.
Year to date	Year-to-date activity. Represents actual revenue and expenditures posted. For a Grant Inception to Date Query, this column will be titled Grant Inception to Date.
Encumbrances	Generated by purchase orders and general encumbrances; funds committed for future payments.
Reservation	Generated by requisitions; funds committed for future payments.
Commitment	Equal to the total budget set aside for future obligations. Commitments are the sum of Reservations and Encumbrances.
Available Balance	Remaining Budget left to spend. = Adjusted Budget +/- Commitments +/- Year to date

After hitting **Continue** the following form will display.

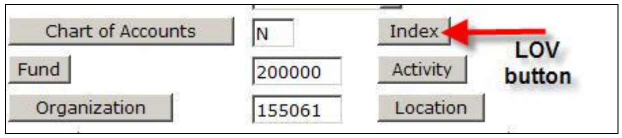


Choose your query parameters. The Parameters that are required are below 1-4. However, if applicable, you can view the table of Parameter Details for other parameter options.

1. Chart of accounts is **N**
2. Fiscal Year
3. Fiscal Period. T Choose period 12 to view all transactions for the current fiscal year.
4. Index is required only to retrieve your Fund, Org and Program.

   Enter in the index click **Submit Query.** You will notice the Fund, Org and Program fields populate. The index field clears. Do not re-type in index.

NOTE: If you do not know the codes, you can search by their title using the gray LOV (List of value) buttons located next to each field. (See the LOV Searches Desk Procedure).



Parameter Details

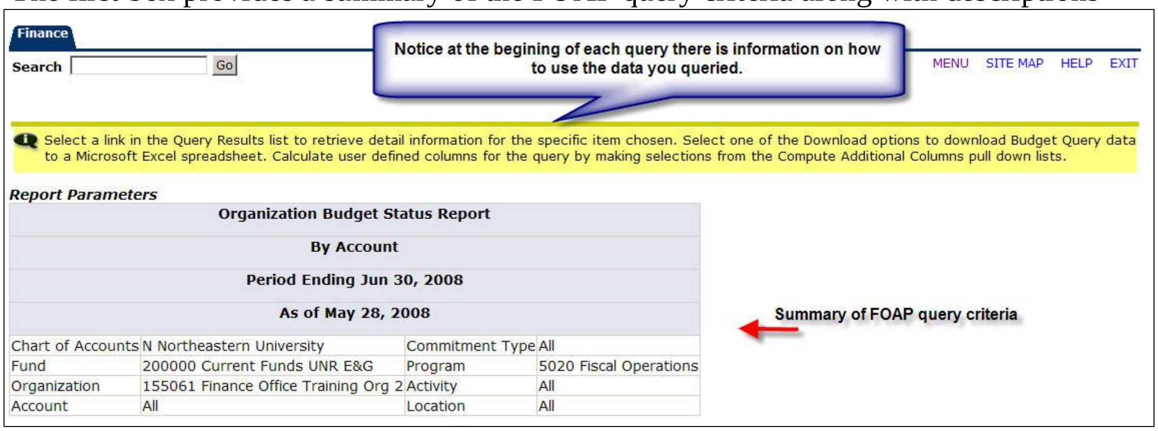
Req'd	Field	Description/Explanation
X	Fiscal Year	Represents the University's fiscal year from July 1st to June 30th. For example "2009" relates to the year starting July 1st 2008, and ending June 30th 2009. **NOTE:** Information in Northeastern University's Banner system begins with Fiscal year 2009. Therefore, no information for Fiscal Years prior to 2009 will be available on the system.
X	Fiscal Period	The number of the fiscal month you wish to query. ***It is recommended that you select period 12 to view all transactions for the current fiscal year.*** NOTE: The university fiscal year starts July (Not January), therefore if you want to query the month of May, you would enter "11" in this field (not "05"). The Banner Finance Self Serve module queries on all transactions prior to and including the period indicated. It is not possible to capture a single month in the Self Service module. Note: NU does not use period 13 and 14.
	Comparison Fiscal	The year if comparison is desired, the fiscal year you would like to compare the first one to. NOTE: Information in Northeastern University's Banner system begins with Fiscal year 2009.
	Comparison Fiscal Period	If comparison is desired the fiscal month you would like to compare the first one to. Comparisons can be made between fiscal years and fiscal periods, or between different fiscal periods in one year. If comparing periods within the same year you must select the same year in the Fiscal Year and Comparison Fiscal Year.
X	Chart of Accounts	Chart of account code is **N.** **Be sure that a N is entered to avoid an error message.**

X	Index	Index is required only to retrieve your Fund, Org and Program. NOTE: For existing FRS accounts your index will be your 6 digit FRS account. Index post go live will be the fund number
X	Fund	Fund Code. Represents the source of the Funds. These funds begin with a number between 2-8. NOTE: You can retrieve this number by placing your index in and then click the submit query to populate.
	Activity	Activity Code. Optional element is not being used.
X	Organization	Organization Code. Departmental entity or budgetary unit responsible and accountable for transactions. The organization number will start with a 1. NOTE: You can retrieve this number by placing your index in and then click the submit query to populate. However, you can directly type the Organization in if known or search for it using the gray LOV (List of value) button. NOTE: Organizations that have 6 digits are at the data entry level.
	Location	Location Code. Optional element is not being used.
	Grant	Grant identification number. Only required when viewing Grant Inception to Date information. The Grant Code must be entered to view inception to date information. The Grant Code is the same as the Fund except for research. See page 9. Research Grant =G + 8 numeric values
	Fund Type	The type of Fund allowing high-level rollup (consolidation). This could be used if you want to query budget information for a specific organization using only one hierarchy source of funds.
	Account	Account Code. Describes the nature of expenditures for Labor, Revenues, and Direct Expenditures. *<u>3 Options</u>* 1. Leave blank for all accts 2. Type account code to limit your search. 3. Use wild card for a range for example, To view only Personnel Expenditures, place a 6% in this field. To view only Direct Expenditures, place a 7% in this field.
	Account Type	Higher-level category of account if rollup or consolidation is desired. This will give you more summary information that can be "drilled down" to get more details.

	Program	The program code is used for financial statement purposes. The program code will default when the org/fund is entered.
	Include Revenue Accounts	Defaults to unchecked. It is recommended if the FOAP does not contain rev to leave unchecked.

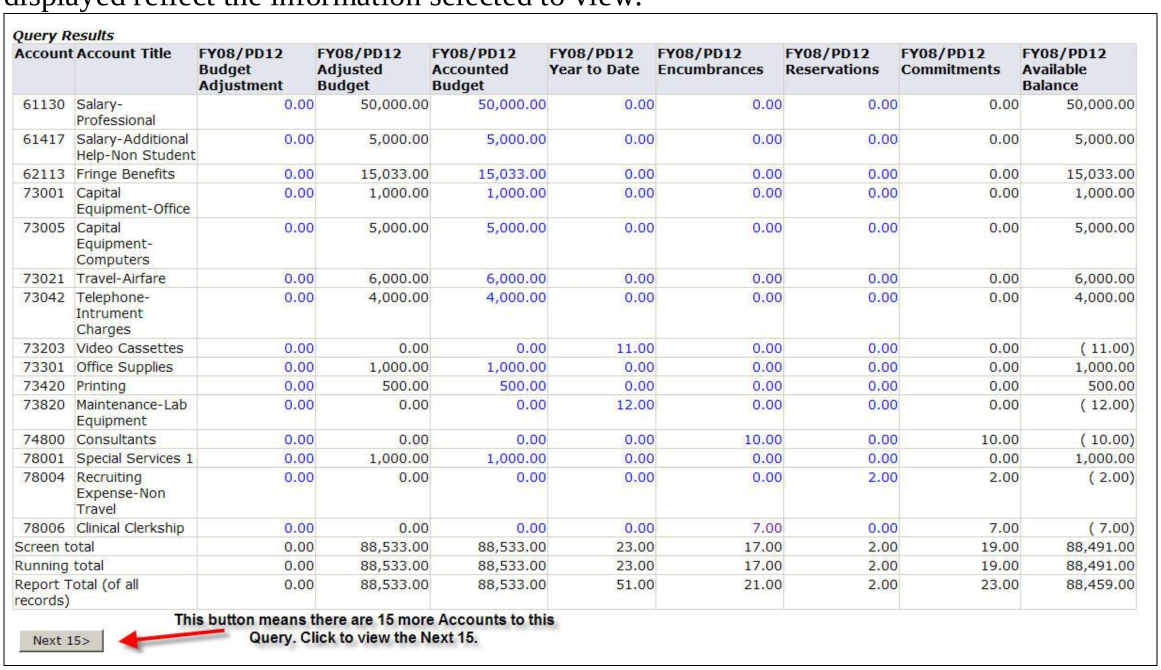
After entering the desired parameters, select **Submit Query.** A screen similar to the one below will appear with selected query results.

The first box provides a summary of the FOAP query criteria along with descriptions



Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2008			
As of May 28, 2008			
Chart of Accounts	N Northeastern University	Commitment Type	All
Fund	200000 Current Funds UNR E&G	Program	5020 Fiscal Operations
Organization	155061 Finance Office Training Org 2	Activity	All
Account	All	Location	All

The second box includes all of the account codes that have had any activity as of the budget period and fiscal year provided, along with their descriptions. The columns displayed reflect the information selected to view.



Account	Account Title	FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
61130	Salary-Professional	0.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00
61417	Salary-Additional Help-Non Student	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
62113	Fringe Benefits	0.00	15,033.00	15,033.00	0.00	0.00	0.00	0.00	15,033.00
73001	Capital Equipment-Office	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
73005	Capital Equipment-Computers	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
73021	Travel-Airfare	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00
73042	Telephone-Intrument Charges	0.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00
73203	Video Cassettes	0.00	0.00	0.00	11.00	0.00	0.00	0.00	(11.00)
73301	Office Supplies	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
73420	Printing	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00
73820	Maintenance-Lab Equipment	0.00	0.00	0.00	12.00	0.00	0.00	0.00	(12.00)
74800	Consultants	0.00	0.00	0.00	0.00	10.00	0.00	10.00	(10.00)
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
78004	Recruiting Expense-Non Travel	0.00	0.00	0.00	0.00	0.00	2.00	2.00	(2.00)
78006	Clinical Clerkship	0.00	0.00	0.00	0.00	7.00	0.00	7.00	(7.00)
Screen total		0.00	88,533.00	88,533.00	23.00	17.00	2.00	19.00	88,491.00
Running total		0.00	88,533.00	88,533.00	23.00	17.00	2.00	19.00	88,491.00
Report Total (of all records)		0.00	88,533.00	88,533.00	51.00	21.00	2.00	23.00	88,459.00

All financial information is grouped in summary format by account code. Users may obtain increasing levels of detail by "drilling down" on an item that has a hyperlink.

Query Results

Account	Account Title	FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
61130	Salary-Professional	0.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00
61417	Salary-Additional Help-Non Student	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
62113	Fringe Benefits	0.00	15,033.00	15,033.00	0.00	0.00	0.00	0.00	15,033.00
73001	Capital Equipment-Office	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
73005	Capital Equipment-Computers	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
73021	Travel-Airfare	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00
73042	Telephone-Intrument Charges	0.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00
73203	Video Cassettes	0.00	0.00	0.00	11.00	0.00	0.00	0.00	(11.00)
73301	Office Supplies	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
73420	Printing	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00
73820	Maintenance-Lab Equipment	0.00	0.00	0.00	12.00	0.00	0.00	0.00	(12.00)
74800	Consultants	0.00	0.00	0.00	0.00	10.00	0.00	10.00	(10.00)
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00

A hyperlink as shown here , will drill down to further detail within the Account.

Drill Down Example

For an example of a drill down with detail, click on a hyperlink amount in the Year To Date column.

Query Results

Account	Account Title	FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
73203	Video Cassettes	0.00	0.00	0.00	11.00	0.00	0.00	0.00	(11.00)
73301	Office Supplies	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
73420	Printing	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00
73820	Maintenance-Lab Equipment	0.00	0.00	0.00	12.00	0.00	0.00	0.00	(12.00)
74800	Consultants	0.00	0.00	0.00	0.00	10.00	0.00	10.00	(10.00)
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
78004	Recruiting Expense-Non Travel	0.00	0.00	0.00	0.00	0.00	2.00	2.00	(2.00)
78006	Clinical Clerkship	0.00	0.00	0.00	0.00	7.00	0.00	7.00	(7.00)
78007	Special Services 2	0.00	0.00	0.00	0.00	4.00	0.00	4.00	(4.00)
Report Total (of all records)		0.00	2,500.00	2,500.00	23.00	21.00	2.00	23.00	2,454.00

Download All Ledger Columns   Download Selected Ledger Columns

Click on the dollar amounts to drill down to the data entry documents (i.e. a PO or JV)

This will list all the transactions that have occurred in this account code during the time period designated for the query. All transactions are listed sequentially by dates, the most recent transactions first.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 28, 2008	May 28, 2008	P0000066	1 A Joy Street Condominium	3.00	PORD
May 28, 2008	May 28, 2008	P0000066	1 A Joy Street Condominium	4.00	CORD
Report Total (of all records):				7.00	

Available Budget Balance: (7.00)

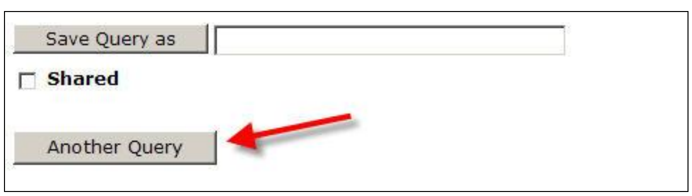
The table below will explain each column

Transaction Date	The date the document was posted

Activity Date	The date the information for this record was entered or last updated
Document Code	Unique identifier where the 1st letter indicates the type of document. Examples: documents beginning with an R = Requisitions, P=Purchase Orders, I=Accounts Payable Invoices, J=Journal vouchers, F=Electronic feeds, E = General Encumbrances (P if prior year PO)
Vendor/Transaction Description	Description of transaction, or the vendor associated with the transaction.
Amount	Dollar amount of the transaction
Rule Class Code	Rule code for the transaction (A code used by the system to indicate the type of transaction). See the Rule Codes Sheet.

At this point you can drill down further to view the Document or related Documents in detail. Once you click on the link you will go to the View Document mode. For details about View Document see the View Documents Desk Procedure.

View Another Query:
To view another query, click Another Query at the bottom of any page of the current query or if on a View document page click on the Budget Query in the menu at the bottom of the page.

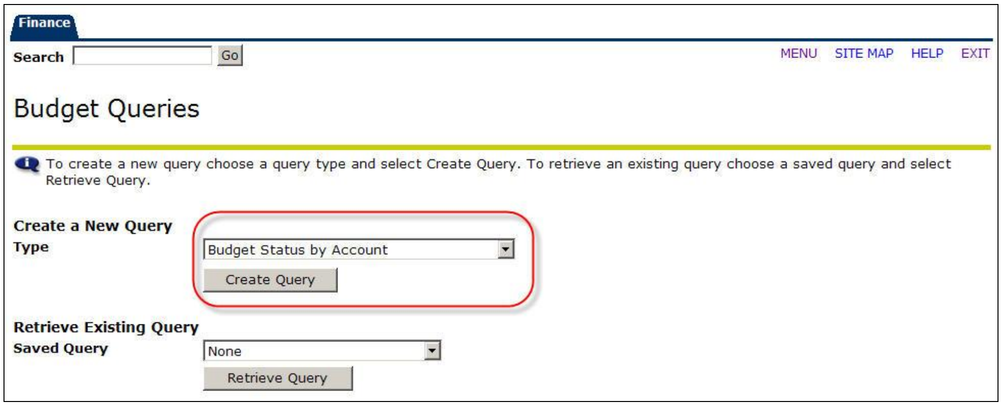


Queries on Grants Inception to Date Reports: Using Budget Query by Account

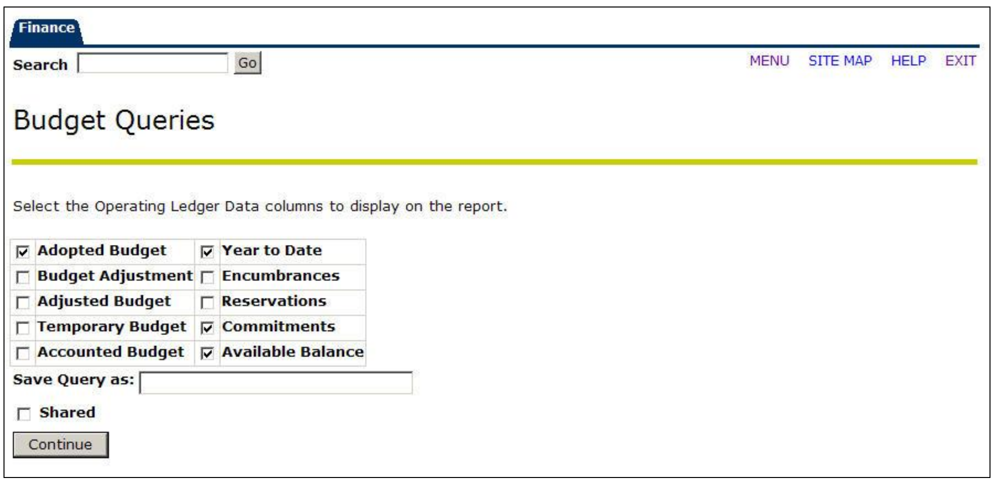
Banner Finance allows users to view financial information for grants from the date of inception.

NOTE: Grants created prior to July 1, 2008, were transferred to the Banner system on this date with summary information only. No detail information is available for transactions prior to fiscal year 2009.

To access a query on a grant, select Create Query by Account from the budget query options.



After selecting Create Query by Account, the screen to select the columns to view becomes available.



Check off the columns you want to appear in the query and click **Continue.** **For viewing grants, the following columns are recommended.** For a complete description of all columns, see page 4 of this document.

1. Adopted Budget: For Grants and Contracts, the original budget will always reflect the current budget, and is the only budget column required. This budget is increased each time funding is changed.

2. Year To Date: When retrieving an Inception to Date Report, this will column reflect inception to date information.

3. Commitments: Equal to the total budget set aside for future obligations. These would include general encumbrances, Purchase Orders and Requisitions.

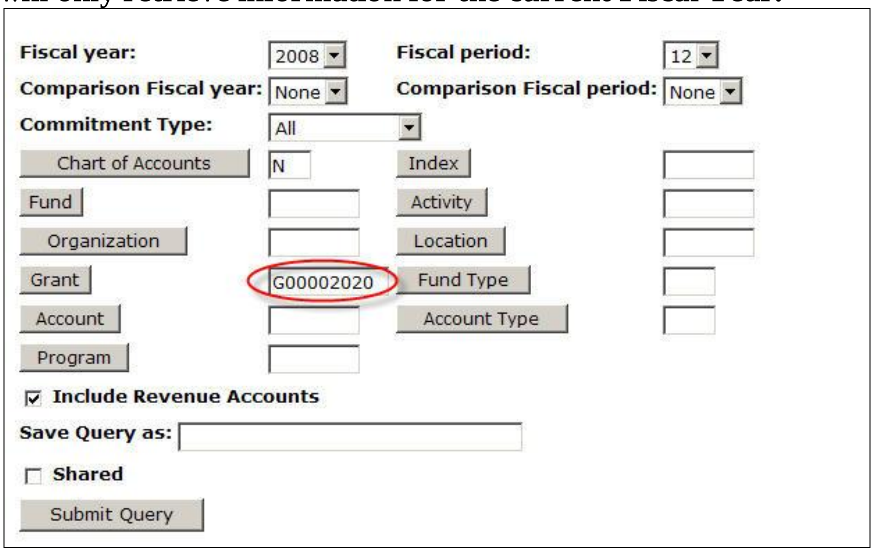
4. Available Balance: Remaining grant funds available to spend.

NOTE: Research Grant =G + 8 numeric value

After Clicking **Continue**, select the parameters for the query. A complete description of parameters is on page 4 of this manual.

Enter the Grant Code and Fund Code (will be the same number) into the appropriate fields. The organization and program codes may be entered as well.

****In order to view Grant Inception to date information, the grant code must be placed in the Grant field. The Grant Code and Fund Code are the same, therefore, type the fund number in the grant field. Without the Grant Code in the Grant field, the query will only retrieve information for the current Fiscal Year.**



After entering desired parameters, select **Submit Query.** A new screen similar to the one below will appear with individual query results. If querying on a grant, report should be titled **Grant Inception to Date Report**.

The first box provides the FOAPAL query criteria along with descriptions.

Report Parameters

Grant Inception to Date Report			
By Account			
Period Ending Jun 30, 2008			
As of Jun 06, 2008			
Chart of Accounts	N Northeastern University	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	G00002020 Grant Test Grant Record IS Customer		

The second box includes all account codes that have had any activity since the inception of the grant, along with their descriptions. The columns displayed reflect the information selected to view.

Query Results

Account	Account Title	GY07/PD12 Adopted Budget	GY07/PD12 Year to Date	GY07/PD12 Commitments	GY07/PD12 Available Balance
54310	Endowment income	(7,125.00)	0.00	0.00	(7,125.00)
61010	Salary-Faculty	45,457.44	68,186.16	0.00	(22,728.72)
61050	Salary-Teaching Assistant	(19,056.00)	(28,584.00)	0.00	9,528.00
62113	Fringe Benefits	8,790.66	13,185.99	0.00	(4,395.33)
73000	All Expense Pool	28,079.81	0.00	0.00	28,079.81
73005	Capital Equipment-Computers	1,650.06	2,475.09	0.00	(825.03)
73021	Travel-Airfare	2,082.50	3,123.75	0.00	(1,041.25)
73026	Travel-Auto/Van Rental	330.44	495.66	0.00	(165.22)
73027	Travel-Lodging	3,113.94	4,670.91	0.00	(1,556.97)
73028	Travel-Meals	312.40	468.60	0.00	(156.20)
73030	Travel-Miscellaneous	35.90	53.85	0.00	(17.95)
73070	Freight Charges	68.64	102.96	0.00	(34.32)
73420	Printing	270.40	405.60	0.00	(135.20)
73460	Photocopying Charges	1,130.00	1,695.00	0.00	(565.00)
74310	Conference/Seminars Registration	7,125.00	7,125.00	0.00	0.00
Screen total		(86,516.19)	(73,404.57)	0.00	
Running total		(86,516.19)	(73,404.57)	0.00	
Report Total (of all records)		(51,598.19)	(21,027.57)	0.00	

Next 15> **Notice there are more Accounts Click here to dispaly them**

All information is grouped in summary format by account code. Users may obtain increasing levels of detail by "drilling down" on an item that is a hyperlink.

NOTE: Detail information is available for transactions beginning with Fiscal Year 2009.

The activity in the grant is totaled at the bottom of the query, allowing the user to see the complete available balance.

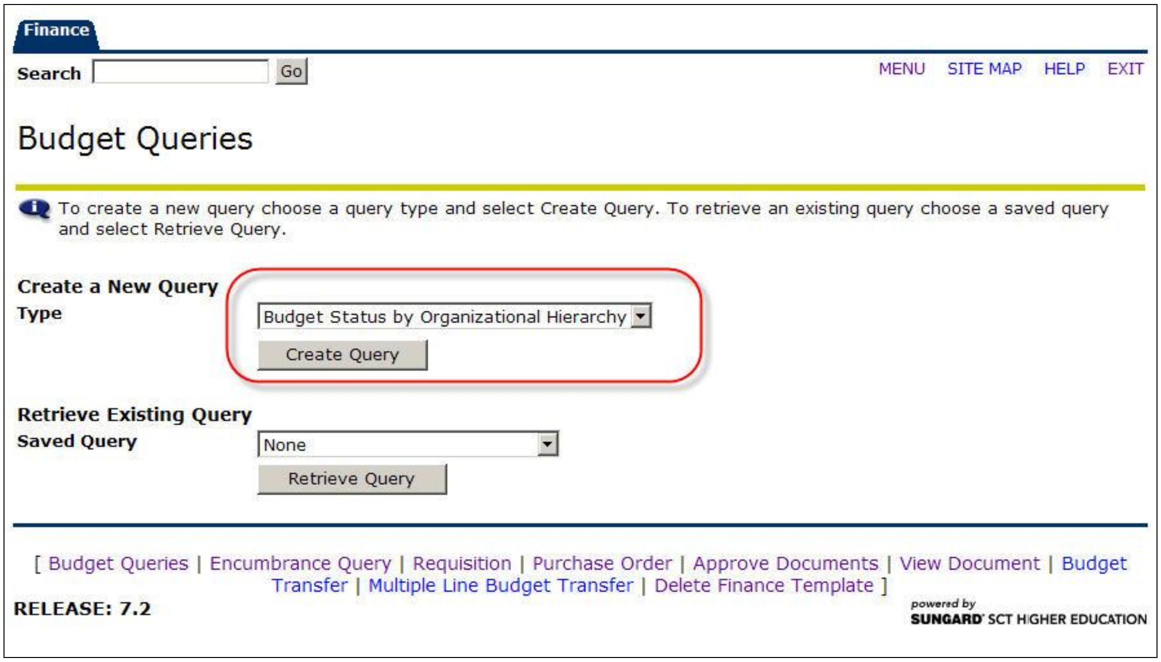
Query Results

Account	Account Title	GY07/PD12 Adopted Budget	GY07/PD12 Year to Date	GY07/PD12 Commitments	GY07/PD12 Available Balance
78070	Res Transfer Account	(34,918.00)	(52,377.00)	0.00	17,459.00
Screen total		34,918.00	52,377.00	0.00	
Running total		(51,598.19)	(21,027.57)	0.00	
Report Total (of all records)		(51,598.19)	(21,027.57)	0.00	

<Previous 15

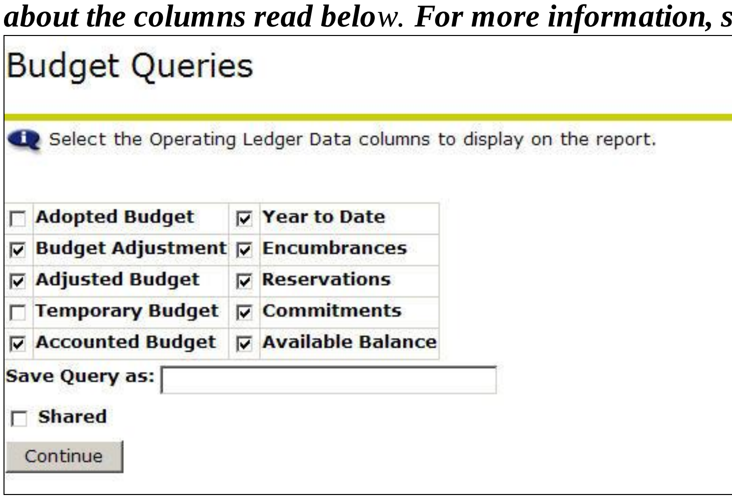
3. Budget Status by Organizational Hierarchy

Select: Budget Status by Organizational Hierarchy. This query permits the users to view summary information for hierarchy organizations. Detail transactions may be viewed by "***drilling down***" to individual organizations and then actual transactions.



Click: **Create Query**

Select columns by placing a check beside the chosen columns. ***We recommend only selecting the first 3 of the 5 boxes in the left column when setting up a query. They are Adopted Budget (Opening Original Budget), Budget Adjustment (Adjustments to the Opening Original Budget), and Adjusted Budget (Revised budget = Original Budget + Adjustments). In the right column, select the columns you want to query. For details about the columns read below. For more information, see page 4.***

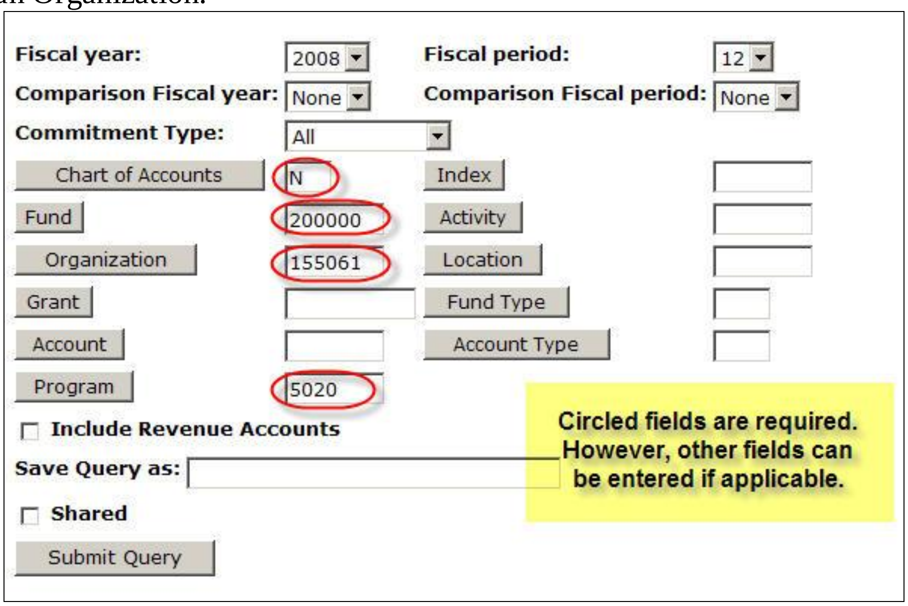


Click: **Continue**

The required parameters are as follows

1. Chart of accounts is **N**
2. Fiscal Year
3. Fiscal Period. T Choose period 12 to view all transactions for the current fiscal year.
4. Enter Organization and Fund:
    a. **Using Index:** Enter the hierarchy organization and Fund you wish to query by entering in the Index and then click Submit Query. Your Org will populate as well as the Fund, Program
    b. **Using Search**: Search for one using the List of Values (LOV) button (Gray button labeled Organization or Fund).

NOTE: A user will see query results only for specific organizations to which he/she has access. If they do not have access to the higher level chart they will only see certain levels of an Organization.



Click: **Submit Query**

The results will show overall budget and activity totals for the Hierarchy Organization selected. In this example there are 4 levels.

<u>Level 1</u>: Summary information is displayed for all organizations that fall under the hierarchy organization queried. A roll up for the queried organization is exhibited at the bottom of the query.

Click on link for detail

Query Results

Organization	Organization Title	FY08/PD12 Adopted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
111113	Training Organization 1	5,000.00	10.00	3.00	2.00	5.00	4,985.00
111113 Rollup		5,000.00	10.00	3.00	2.00	5.00	4,985.00

Level 2: This query will be displayed with summary account codes.

Click on link for further detail

Query Results

Account Type	Account Type Title	FY08/PD12 Adopted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
50	Revenues						
60	Salaries & Wages						
70	General & Administrative Expenses	5,000.00	10.00	3.00	2.00	5.00	4,985.00
80	Expenditure Transfers						
111113 Rollup		5,000.00	10.00	3.00	2.00	5.00	4,985.00

Level 3:"Drill Down" on any of the summary account codes to reveal the next level of account codes.

Click on Account Type for further detail

Query Results

Account Type	Account Type Title	FY08/PD12 Adopted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
71	Utilities						
72	Tuition Remission - Students						
74	Meal Plans						
75	Telephone Instrument/Credits						
76	General	5,000.00	10.00	3.00	2.00	5.00	4,985.00
7J	Awards						
7L	Fund deductions						
7P	Sub Contracts						
7R	Indirect Costs						
70 Rollup		5,000.00	10.00	3.00	2.00	5.00	4,985.00

Level 4: This process can be continued until the actual data entry account codes have been accessed. NOTE: only Accounts where there is activity is shown.

Click on the dollar amount to drill down to data entry

Query Results

Account	Account Title	FY08/PD12 Adopted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
73005	Capital Equipment-Computers	1,000.00	0.00	0.00	0.00	0.00	1,000.00
73021	Travel-Airfare	1,000.00	0.00	0.00	2.00	2.00	998.00
73303	Computer Supplies	1,000.00	0.00	3.00	0.00	3.00	997.00
73420	Printing	1,000.00	5.00	0.00	0.00	0.00	995.00
74800	Consultants	1,000.00	5.00	0.00	0.00	0.00	995.00
Report Total (of all records)		5,000.00	10.00	3.00	2.00	5.00	4,985.00

For further details on specific amounts click any amount which is hyperlinked this will display all the documents associated with that amount.

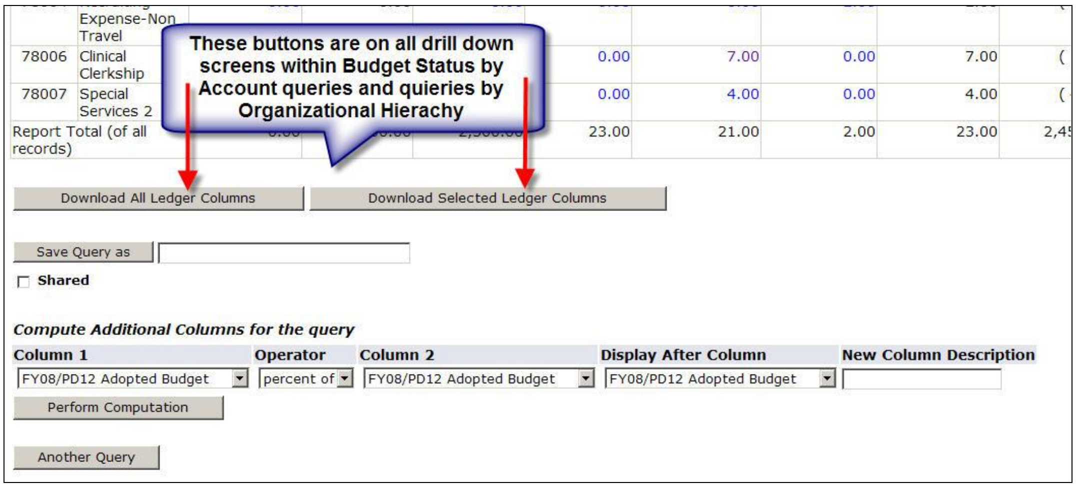
Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 28, 2008	May 28, 2008	P0000066	1 A Joy Street Condominium	3.00	PORD
May 28, 2008	May 28, 2008	P0000066	1 A Joy Street Condominium	4.00	CORD
Report Total (of all records):				7.00	

Available Budget Balance: (7.00)

To view the documents click on the Document Code. For more information on viewing documents see the View Document Desk Procedure.

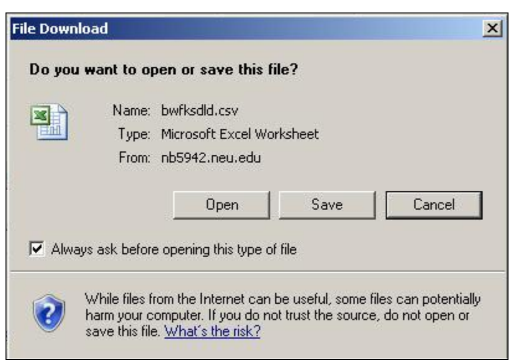
In addition to allowing a review of budget information for transactions, Banner Self Service allows Budget Status by Account Queries and Queries by Organization Hierarchy to be downloaded to a Microsoft Excel Spreadsheet. The spreadsheet may then be edited for further analysis, calculation, etc.



Click: Download All Ledger Columns. The system will download all available columns.

Click: Download Selected Ledger Columns. The system will download only the columns that were selected for the query on the previous page.

Select “Open” or “Save”. A location to transfer and store data should be indicated when “Save” is selected.



Adding an Additional User Calculated Column:

An additional column may be added to the table by using the fields located below the query results table.

78007	Special Services 2	0.00	0.00	0.00	0.00	4.00	0.00	4.00	(4.0
Report Total (of all records)		0.00	2,500.00	2,500.00	23.00	21.00	2.00	23.00	2,454.0

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD12 Adopted Budget	percent of	FY08/PD12 Adopted Budget	FY08/PD12 Adopted Budget	

Perform Computation

Another Query

Select the desired column/information and then click on the **Perform Computation** button. The new column will appear in the designated area along with the new calculations.

For example: To determine the percentage of budget spent thus far enter the following:

Column 1 – *Year to date*
Operator –percent of
Column 2 – *Adjusted Budget*
Display After Column – *Year to date*
New Column Description - *% Spent*

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD12 Year to Date	percent of	FY08/PD12 Adopted Budget	FY08/PD12 Year to Date	%Spent

Perform Computation

The new column computes the percent spent for this FOAPAL. To remove the newly computed column, click: Remove Computation.

Query Results

BEFORE

Account	Account Title	FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
73203	Video Cassettes	0.00	0.00	0.00	11.00	0.00	0.00	0.00	(11.00)
73301	Office Supplies	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
73420	Printing	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00
73820	Maintenance-Lab Equipment	0.00	0.00	0.00	12.00	0.00	0.00	0.00	(12.00)
74800	Consultants	0.00	0.00	0.00	0.00	10.00	0.00	10.00	(10.00)
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
78004	Recruiting Expense-Non Travel	0.00	0.00	0.00	0.00	0.00	2.00	2.00	(2.00)
78006	Clinical Clerkship	0.00	0.00	0.00	0.00	7.00	0.00	7.00	(7.00)
78007	Special Services 2	0.00	0.00	0.00	0.00	4.00	0.00	4.00	(4.00)
Report Total (of all records)		0.00	2,500.00	2,500.00	23.00	21.00	2.00	23.00	2,454.00

Query Results

Account	Account Title	FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date	% Spent	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
73203	Video Cassettes	0.00	0.00	0.00	11.00	0.00	0.00	0.00	0.00	(11.00)
73301	Office Supplies	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
73420	Printing	0.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
73820	Maintenance-Lab Equipment	0.00	0.00	0.00	12.00	0.00	0.00	0.00	0.00	(12.00)
74800	Consultants	0.00	0.00	0.00	0.00	0.00	10.00	0.00	10.00	(10.00)
78001	Spec[illegible] 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
78004	Recruiting Expense-Non Travel	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	(2.00)
78006	Clinical Clerkship	0.00	0.00	0.00	0.00	0.00	7.00	0.00	7.00	(7.00)
78007	Special Services 2	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00	(4.00)
Report Total (of all records)		0.00	2,500.00	2,500.00	23.00	0.92	21.00	2.00	23.00	2,454.00

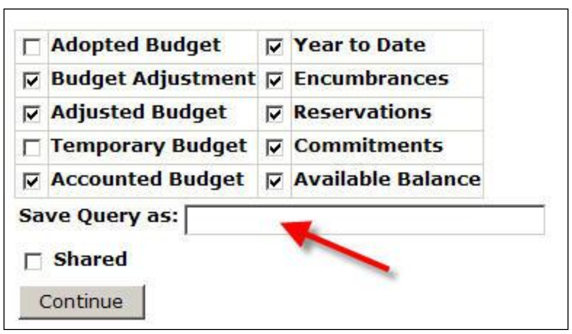
After

Column was added

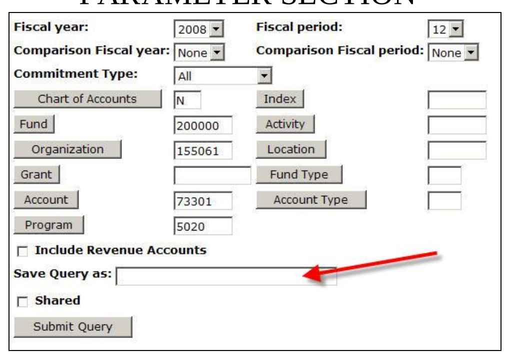
4. Save and Retrieve a Query

To save a query for future viewing, enter a name for the query in the "Save Query As" box at the bottom of the Parameter page. You can save a query either at the selecting the columns section or at the selecting the query parameters section.

COLUNMS SECTION

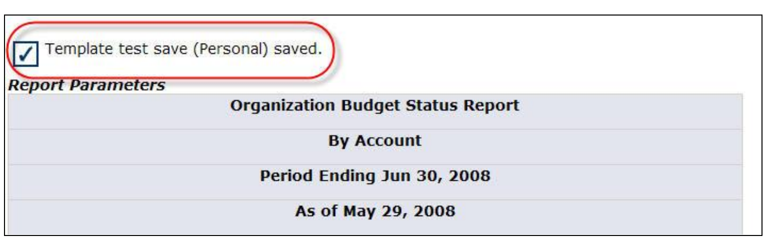


PARAMETER SECTION

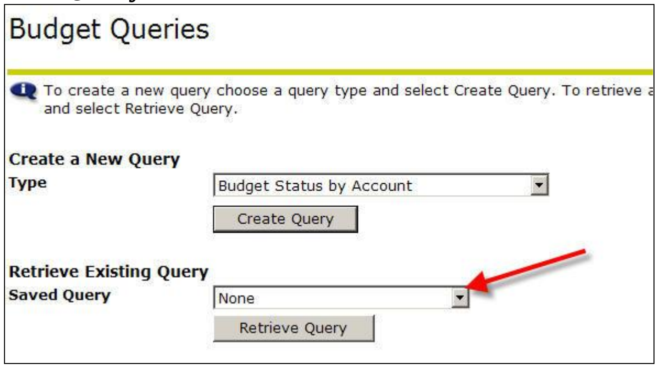


NOTE: Do not place a check in the shared box. Although a "Shared" query is retrievable only by users with security access, using the shared query option is not recommended because the title will appear in all users' drop down menu.

Click **Continu**e or **Submit Query**. A message that the query has been saved will appear. This operation saves the Parameter page, as it is set, allowing for retrieval of query by its title, eliminating the need to re-enter the FOAPAL information on the parameter page.



To access saved queries, select the desired query from the drop down Retrieve Query listing. Click **Retrieve Query**



Queries followed by a (Personal) are personal queries created by the current user. Queries followed by a (Shared) are shared queries someone has saved. A user will not have access to those, unless he/she has received security access for the organization. Once the query has been selected, click the Retrieve Query box to retrieve the selected query. To delete a saved query, select the Delete Finance Template option.