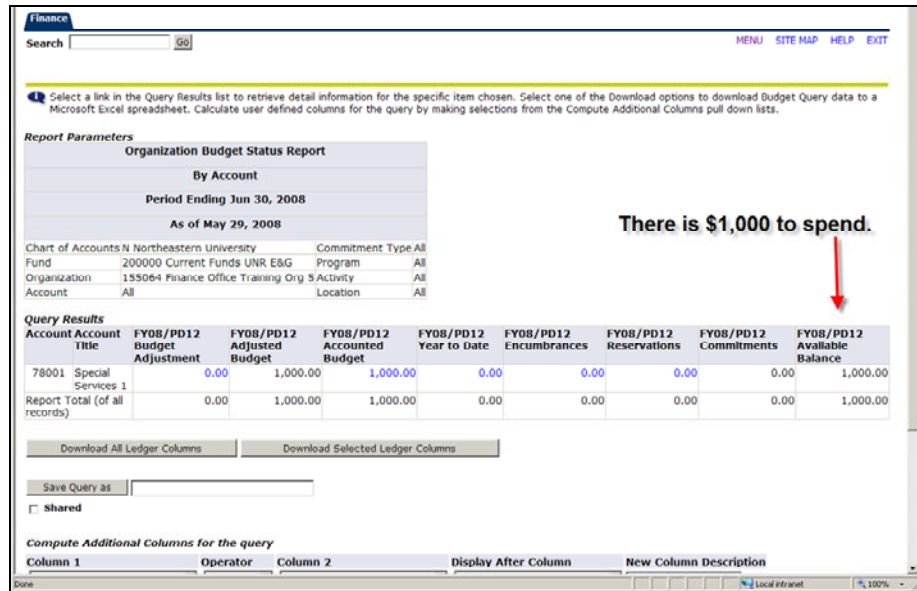


Requisition to Check Life Cycle using Budget Query by Account in SSB

1. Budget created with \$1,000.



Search

MENU SITE MAP HELP EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters
Organization Budget Status Report
 By Account
 Period Ending Jun 30, 2008
 As of May 29, 2008

Chart of Accounts: N Northeastern University Commitment Type: All
 Fund: 200000 Current Funds UNR E&G Program: All
 Organization: 155064 Finance Office Training Org 5 Activity: All
 Account: All Location: All

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
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Report Total (of all records)		0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

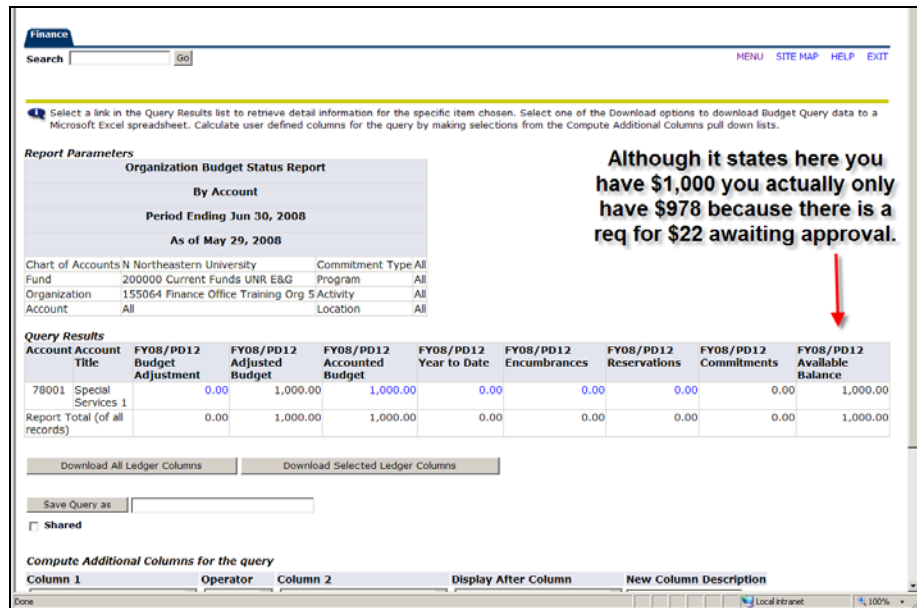
Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description

Zone Local intranet 100%

2. A Requisition was entered with no approval for \$22. This Req will not show up in the budget query until it is approved.



Search

MENU SITE MAP HELP EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters
Organization Budget Status Report
 By Account
 Period Ending Jun 30, 2008
 As of May 29, 2008

Chart of Accounts: N Northeastern University Commitment Type: All
 Fund: 200000 Current Funds UNR E&G Program: All
 Organization: 155064 Finance Office Training Org 5 Activity: All
 Account: All Location: All

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
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Report Total (of all records)		0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00

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

Zone Local intranet 100%

3. Once the \$22 Req is approved it shows in the budget as a Reservation and a Commitment as circled in red below. The account that was charged against for the req will display in a new row. In this case Account 78301, Electrical.

Finance

Search Go

MENU SITE MAP HELP EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2008

As of May 29, 2008

Chart of Accounts N Northeastern University Commitment Type All
 Fund 200000 Current Funds UNR E&G Program All
 Organization 155064 Finance Office Training Org 5 Activity All
 Account All Location All

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
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
78301	Electrical	0.00	0.00	0.00	0.00	0.00	22.00	22.00	(22.00)
Report Total (of all records)		0.00	1,000.00	1,000.00	0.00	0.00	22.00	22.00	978.00

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Local intranet 100%

The balance reflects only documents that have been approved

NOTE: At this point you can view more detail of the \$22 entry by clicking on blue hyper link.

0.00
22.00
22.00

A document list will display. You can click on the Document Code to view the document.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 29, 2008	May 29, 2008	R0000111	jkeches	22.00	REQP

4. The Req is turned into a PO by Purchasing. The \$22 moves from Reservation to a Encumbrance as shown below.

Finance

Search Go

MENU SITE MAP HELP EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2008

As of May 29, 2008

Chart of Accounts N Northeastern University Commitment Type All
 Fund 200000 Current Funds UNR E&G Program All
 Organization 155064 Finance Office Training Org 5 Activity All
 Account All Location All

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
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
78301	Electrical	0.00	0.00	0.00	0.00	22.00	0.00	22.00	(22.00)
Report Total (of all records)		0.00	1,000.00	1,000.00	0.00	22.00	0.00	22.00	978.00

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Local intranet 100%

Notice the Committments and the Available balance have not changed.

NOTE: At this point you can view more detail of the \$22 entry by clicking on blue hyper link.

0.00
22.00
22.00

A document list will display. You can click on the Document Code to view the document.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 29, 2008	May 29, 2008	P0000070	1 A Joy Street Condominium	22.00	PORD

5. Accounts Payable processes an invoice against the PO. The Invoice has not been approved. The \$22 does not move because as with a req it has to be approved before showing in a budget query.

Report Parameters
 Organization Budget Status Report
 By Account
 Period Ending Jun 30, 2008
 As of May 29, 2008

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
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
78301	Electrical	0.00	0.00	0.00	0.00	22.00	0.00	22.00	(22.00)
Report Total (of all records)		0.00	1,000.00	1,000.00	0.00	22.00	0.00	22.00	978.00

6. The invoice is approved. The \$22 moves from the Encumbrance column and Commitments column to the Year to Date column as shown below.

Finance

Search Go

MENU SITE MAP HELP EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2008

As of May 29, 2008

Chart of Accounts N Northeastern University Commitment Type All
 Fund 200000 Current Funds UNR E&G Program All
 Organization 155064 Finance Office Training Org 5 Activity All
 Account All Location All

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
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
78301	Electrical	0.00	0.00	0.00	22.00	0.00	0.00	0.00	(22.00)
Report Total (of all records)		0.00	1,000.00	1,000.00	22.00	0.00	0.00	0.00	978.00

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

Compute Additional Columns for the query

Column 1 Column 2 Column 3 Display All Columns More Column Descriptions

Local Intranet 100%

Notice that the Available Balance has not changed.

NOTE: At this point you can view more detail of the \$22 entry by clicking on blue hyper link.

0.00
22.00
22.00

A document list will display. You can click on the Document Code to view the document.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 29, 2008	May 29, 2008	10000521	1 A Joy Street Condominium	22.00	INEI

7. Check is cut against the approved invoice. The budget query does not change.

NOTE: To see the check detail click on \$22 in the Year to Date column.

0.00
22.00
22.00

A document list will display. You can click on the Invoice # to view the check information.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 29, 2008	May 29, 2008	I0000521	1 A Joy Street Condominium	22.00	INEI

This will display the Invoice detail as well as a list of Related Documents.

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0000521	Description:	1 A Joy Street Condominium
Transaction Date:	29-May-2008		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class	Code
N	200000	155064	78301	5020			22.00	INEI		

Save Query as

Shared

Another Query

NOTE: You can click on any blue hyperlink to view further detail on a document.

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
May 29, 2008	Purchase Order	P0000070	Approved	
May 29, 2008	Requisition	R0000111	Approved	
May 29, 2008	Check Disbursement	00000037		