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

## 1. Budget created with \$1,000.

		ite user defined co	lumns for the query	by making selecti	ons from the Compute	e Additional Column	s pull down lists.	
Report Parame	ters Organization Bud	net Status Repo	rt					
	By Ac							
	Period Ending							
	As of May					Thore is	\$1,000 to	enond
						mere is	φ1,000 to	spenu.
	ts N Northeastern Univ		Commitment Type					
Fund	200000 Current Fun			4.II				_
Organization	155064 Finance Offi			9.II				
Account	All		Location	4.1				•
Query Results								
Account Accou	nt FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date		FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
78001 Special	0.00			0.00	0.00	0.00	0.00	
Service	all 0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.0
Service Report Total (of records)	All Ledger Columns	Downlo	ad Selected Ledger	Columns				
Service Report Total (of records)	All Ledger Columns	Downlo	ad Selected Ledger	Columns				

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

	arameter					ions from the Comput			have see
cportr		, Organization Bud	get Status Repo	rt			•	it states	
		By Ac	count			h	nave \$1,00	00 you act	tually only
			Jun 30, 2008			1	have \$978	because	there is a
							and the second sec	2 awaiting	
		As of May	29, 2008					awaring	approva
Chart of A	Accounts N	Northeastern Univ	versity	Commitment Type	All				
und	2	00000 Current Fu	nds UNR E&G	Program	All				
Organizat	ion 1	55064 Finance Off	ice Training Org 5	Activity	All				
Account	A	1		Location	All				<b>1</b>
uery Re									•
	Account	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12
	Title	Budget Adjustment	Adjusted Budget	Accounted Budget	Year to Date	Encumbrances	Reservations	Commitments	Available Balance
78001	Special Services 1	0.0	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
teport To ecords)	otal (of all	0.0	0 1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Do	wnload All I	edger Columns	Downlo	ad Selected Ledger	Columns				

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.

Micr	rosoft Excel	spreadsheet. Calcula	ite user defined co	lumns for the query	by making selecti	ons from the Comput	e Additional Column	is pull down lists.	
Report	Parameter	s Organization Bude	ant Etatus Dono	-1					
				n.			The ba	lance refl	ects only
		By Ac	count					ments th	
		Period Ending	Jun 30, 2008						
		As of May	29, 2008				b	een appro	oved
hart of	Accounts	Northeastern Univ	ersity	Commitment Type	All				
und		00000 Current Fun			IIA				
rganiza	ation 1	55064 Finance Offic	ce Training Org 5		ILA				
ccount	A	JI		Location	All				
uery R	results								
	tAccount	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12	FY08/PD12
	Title	Budget Adjustment	Adjusted Budgct	Accounted Budget	Year to Date	Encumbrances	Reservations	Commitments	Available Balance
78001	Special Services 1	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.0
	Classical	0.00	0.0	0.00	0.00	0.00	22.00		
78301	Electrical	0.00	1,000.00	1,000.00	0.00	0.00	22.00	22.00	978.0
78301 leport 7 ecords)	Total (of all	0.00							

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



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

Document List				
Transaction Da	ate Activity	Date Document	Code Vendor/Transaction	n Description Amount Rule Class Code
May 29, 2008	May 29, 1	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.

		Organization Bud	get Status Repor	1				Noti	ce the
		By Ac	count					Commin	nents and
		Period Ending	Jun 30, 2008					the A	vailable
		As of May	29, 2008						have not
hart of Acc	ounts N	Northeastern Univ	versity	Commitment Type	All				
und		00000 Current Fur			All			cha	nged.
rganization	1	55064 Finance Offi			All			1	
ccount		JI.			All				\
uery Resu	lte							4	•
ccount Ac Tit	count	FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget	FY08/PD12 Accounted Budget	FY08/PD12 Year to Date		FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available Balance
78001 Sp	ecial rvices 1	0.00			0.00	0.00			1,000.00
78301 Ele		0.00							(
ecords)	(of all	0.00	1,000.00	1,000.00	0.00	22.00	0.00	22.00	978.00

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



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

Document List			
Transaction Da	te Activity Date Document C	ode Vendor/Transaction Description	on 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.

	Parameter				o,	ons from the Comput			
		Organization Bud	get Status Repor	rt					
		By Ac	count						
		Period Ending	Jun 30, 2008						
		As of May	29, 2008						
hart of	Accounts N	Northeastern Univ	ersity	Commitment Type	All				
und	2	00000 Current Fur	ds UNR E&G	Program	All				
rganiza	ation 1	55064 Finance Offi	ce Training Org 5		All				
ccount	م	di		Location	All				
Query R									
ccoun	t Account Title	FY08/PD12 Budget Adjustment	FY08/PD12 Adjusted Budget		FY08/PD12 Year to Date		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
eport 1 cords)	otal (of all	0.00	1,000.00	1,000.00	0.00	22.00	0.00	22.00	978.0

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

					e, menning enter	ons from the Comput			
(eport i	Parameter (	s Organization Bud	get Status Repor	rt				Matter	4
		By Ac	count						that the
		Period Ending	Jun 30, 2008						le Balanc
		As of May	29, 2008					has not	changed
hart of	Accounts N	Northeastern Univ	versity	Commitment Type	A				
und		00000 Current Fur			All				
Organiza	tion 1	55064 Finance Offi			All				
Account		JI			All				
Query R Account	esults Account Title	FY08/PD12 Budget	FY08/PD12 Adjusted	FY08/PD12 Accounted	FY08/PD12 Year to Date	FY08/PD12 Encumbrances	FY08/PD12 Reservations	FY08/PD12 Commitments	FY08/PD12 Available
		Adjustment	Budget	Budget					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	<b></b> (0.00	0.00	<b></b> (0.00	22.00
Report T ecords)	otal (of all	0.00	1,000.00	1,000.00	22.00	0.00	0.00	0.00	978.0

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



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

Document List			
Transaction Da	ate Activity Date Document C	ode Vendor/Transaction Description	on 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.

Report A -	Windows Int	ernet Explorer							1
•	ittp://nb5	942.neu.edu:9050/tstf/bwfi	rpvu.P_Budget_Start				3	🕂 😽 🗙 Uve Search	
Edit V	new Favorite	is Tools Help							
* 6	Report A							👌 • 🖾 • d	🖶 - 🔂 Page - 🍈 To
-	SUNGA	RD SCT HIGHER EDU	CATION		UNI		IPUS		
Finance Search [		Go						MENU SIT	E MAP HELP EXIT
Sele	uct a link in	the Query Results lis	t to rotriovo datail i	information for the	enecific item chos	en Select one of the	Download ontions	to download Budge	t Query data to a
Micro	osoft Excel	spreadsheet. Calcula							t Query Gata to a
eport P	Parameter	organization Budg	get Status Repor	1					
		By Ac	count						
		Period Ending	Jun 30, 2008						
		As of May	29, 2008						
hart of	Accountel	N Northeastern Univ		Commitment Type	41				
und		200000 Current Fun			All				
Organiza		155064 Finance Offic			All				
ccount	/	All		Location	All				
Query R	esults								
	t Account Title	FY08/PD12 Budget Adjustment	Adjusted	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			0.00	0.00	0.00	0.00	
78301	Electrical	0.00	0.00	0.00	22.00	0.00	0.00	0.00	0 ( 22.00
Report T records)	otal (of all	0.00	1,000.00	1,000.00	22.00	0.00	0.00	0.00	978.00
Do	wnload All	Ledger Columns	Downloa	ad Selected Ledger	Columns				
Sava	Query as								
□ Share		11							
		nal Columns for th							
Caluma			e query	n	Blastar	fter Column	Nou Colum		
10								Local intra	met 🔍 1009

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



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

Document List

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

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

	Deta	il Transa	ction Rep	ort		
Document Type:			nent Type			
Document Code:		Descripti	100		y Street Condominiu	m
Transaction Date:	29-May-2008	5				
	-					
Accounting Info			112			
Chart of Account				COMPRESSION OF THE	am Activity Locatio	n Amount Rule Class Coo
N	200000 15	5064	78301	5020		22.00 INEI
Shared Another Query					view fur	hyperlink to er detail on a cument.
Related Docume	Card and a second s			-		
	e Document	Type I	Document	t Code	Status Indicator	
Transaction Dat		12.5				
Transaction Dat May 29, 2008	Purchase Or	der F	P0000070	( <b>)</b>	Approved	
			20000070 20000111		Approved Approved	